



MISSOURI DEPARTMENT OF PUBLIC SAFETY
OFFICE OF THE DIRECTOR
SUBAWARD

P.O. Box 749
Jefferson City, MO 65102
Phone: (573) 751-4905

Subrecipient Name:		Subrecipient DUNS Number:	
Columbia, Police Department		71989024	
DPS Funding Opportunity Title:	Project Period Start Date:	Project Period End Date:	
2018-2019 STOP Violence Against Women Grant	January 1, 2018	December 31, 2019	
Project Title:		Subaward Number:	
STOP Violence Against Women Grant (2018-2019)		2018-VAWA-16	
Project Description:			
<p>The goal of the Domestic Violence Enforcement (DOVE) Program, is to decrease domestic violence and other crimes involving violence against women, and its negative effects within our jurisdiction. The DOVE Unit intends to accomplish these goals with education, intervention, and enforcement. Members of the DOVE Unit provide education to local and regional law enforcement officers and community groups by providing training sessions that are specific to domestic violence so that they can understand the negative effects of domestic violence. Through intervention, we are providing our victims with information that allows them to become pro-active in removing themselves from domestic violence situations. Through aggressive enforcement, offenders are held accountable for acts of domestic violence.</p>			
Subaward Total:	CFDA Number and Name:		
\$161,061.69	16.588		
Research and Development Project:		Indirect Cost Rate for Federal Award:	
No		N/A	
Name of Federal Awarding Agency:		Federal Award Date:	
Department of Justice Office on Violence Against Women		09/26/2014 09/23/2015 09/27/2016	
Name of State Administering Agency (SAA):		SAA Federal Award Number:	
Missouri Department of Public Safety, Office of the Director P.O. Box 749 Jefferson City, MO 65102		2014-WF-AX-0031 2015-WF-AX-0011 2016-WF-AX-0008	
<p>This Subaward is made in the amount and for the project period referenced above to the Subrecipient identified above. This Subaward is subject to compliance with the general conditions governing grants and subawards and any attached Certified Assurances or Special Conditions. This Subaward is subject to compliance with all federal and state laws and all guidelines identified in the above mentioned DPS Funding Opportunity.</p> <p>The undersigned Subrecipient Authorized Official hereby acknowledges he/she is authorized to legally bind the Subrecipient and certifies acceptance of the above-described Subaward on the terms and conditions specified or incorporated by reference above and those stated in the approved application.</p>			
Subrecipient Authorized Official (AO) Name:		Subrecipient Project Director (PD) Name:	
Michael Matthes, City Manager		Kenneth Burton	
Subrecipient AO Signature:	Date:	Subrecipient PD Signature:	Date:
			3-8-18
<p>This Subaward shall be in effect for the duration of the project period stated above and funds shall be made available on the Subaward Date with return of this signed document to the Missouri Department of Public Safety and upon full execution by signature of the Authorized Official of the Missouri Department of Public Safety, Office of the Director.</p>			
Authorized Official, Missouri Department of Public Safety			Subaward Date
			01/01/2018



MISSOURI DEPARTMENT OF PUBLIC SAFETY
OFFICE OF THE DIRECTOR
STOP Violence Against Women Act (VAWA)



2018-2019 CERTIFIED ASSURANCES

Applicant Agency: Columbia, Police Department
Project Title: STOP Violence Against Women Grant (2018-2019)
Subaward No: 2018-VAWA-16

The Subrecipient hereby assures and certifies compliance with all the following certified assurances:

General:

1. The Subrecipient assures that it shall comply, and all its Subrecipients shall comply, with the applicable provisions of the 2018-2019 STOP VAWA Notice of Funding Opportunity, the DPS Financial and Administrative Guidelines, the DPS Subrecipient Travel Guidelines, any applicable nondiscrimination provisions, which may include the Omnibus Crime Control and Safe Streets Act of 1968 (42 U.S.C. § 3789d); the Victims of Crime Act (42 U.S.C. § 10604(e)); The Juvenile Justice and Delinquency Prevention Act of 2002 (42 U.S.C. § 5672(b)); the Civil Rights Act of 1964 (42 U.S.C. § 2000d); the Rehabilitation Act of 1973 (29 U.S.C. § 794); the Americans with Disabilities Act of 1990 (42 U.S.C. § 12131-34); the Education Amendments of 1972 (20 U.S.C. §§1681, 1683, 1685-86); and the Age Discrimination Act of 1975 (42 U.S.C. §§ 6101-07); see Ex. Order 13279 (equal protection of the laws for faith-based and community organizations).

Pursuant to 2 CFR §200.315(b), the recipient may copyright any work that is subject to copyright and was developed, or for which ownership was acquired, under this award. The Office on Violence Against Women reserves a royalty-free, nonexclusive and irrevocable right to reproduce, publish or otherwise use the work, in whole or in part (including in the creation of derivative works), for Federal purposes, and to authorize others to do so. The Office on Violence Against Women also reserves a royalty-free, nonexclusive and irrevocable right to reproduce publish or otherwise use, in whole or in part (including in the creation of derivative works), any work developed by a subrecipient of this award, for Federal purposes, and to authorize others to do so. In addition, the recipient (or subrecipient, contractor or subcontractor) must obtain advance written approval from the Office on Violence Against Women program manager assigned to this award, and must comply with all conditions specified by the program manager in connection with that approval, before: 1) using award funds to purchase ownership of, or a license to use, a copyrighted work; or 2) incorporating any copyrighted work, or portion thereof, into a new work developed under this award. It is the responsibility of the recipient (and of each subrecipient, contractor or subcontractor as applicable) to ensure that this condition is included in any subaward, contract or subcontract under this award.

2. **Compliance Training:** As a recipient of federal or state funds, the Subrecipient is required to attend the Compliance Training hosted by the Missouri Department of Public Safety. The Compliance Training may be hosted in-person or as a webinar to provide post-award information to include, but not limited to, award acceptance, project implementation, reporting requirements, subaward changes, civil rights compliance, monitoring responsibilities, record retention, internal controls, and accounting responsibilities
3. **Non-Supplanting:** The Subrecipient assures that federal or state funds made available under this subaward will be used to supplement, not supplant, non-federal funds that would otherwise be available for the activities under this grant. These funds will be used to increase the amount of funds that would, in the absence of these funds, be made available for the activities of this project.
4. **Change in Personnel:** The Subrecipient agrees to notify, within a timely manner, the Missouri Department of Public Safety if there is a change in or temporary absence of personnel as it affects the 'My Profile' module, 'Contact Information' form, and/or 'Budget' form within WebGrants. The notification shall be sent through the 'Correspondence' component of WebGrants to the appropriate Internal Contact.

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5. **Subaward Adjustments:** The Subrecipient understands that any deviation from the approved subaward must have prior approval from the Missouri Department of Public Safety. No additional funding shall be awarded to a Subrecipient but changes from one budget line to another budget line may be possible if the request is allowable and within the scope of the guidelines. Prior approval must be requested via the Subaward Adjustment component in WebGrants.
6. **Monitoring:** The Subrecipient agrees to maintain the records necessary to evaluate the effectiveness of the project. In addition, the Subrecipient assures that all documentation or records relating to this subaward shall be made available to monitoring representatives of the Missouri Department of Public Safety, Office of the Director, immediately upon request. The Subrecipient assures that fund accounting, auditing, monitoring, and such evaluation procedures as may be necessary to keep such records as the Missouri Department of Public Safety, Office of the Director, shall prescribe, will be provided to assure fiscal control, proper management, and efficient disbursement of funds received under this subaward.
7. **Criminal Activity:** The Subrecipient assures that they will formally report to the Missouri Department of Public Safety within 48 hours of notification that a Department of Public Safety grant-funded individual is arrested for or formally charged with a misdemeanor or felony regardless if the criminal offense is related to the individual's employment. The Department of Public Safety reserves the right to suspend or terminate grant funding pending the adjudication of the criminal offense.

The Subrecipient shall not make false statements or claims in connection with any Office of Justice Programs or DPS state funded grant. The result of such false statements or claims includes fines, imprisonment, and debarment from participating in state and federal grants or contracts, and/or other remedy by law. The subrecipient ("subgrantee") must promptly refer to the DOJ Office of the Inspector General (OIG) any credible evidence that a principal, employee, agent, subrecipient, contractor, subcontractor, or other person has, in connection with funds under this award –

- 1) submitted a claim that violates the False Claims Act; or
- 2) committed a criminal or civil violation of laws pertaining to fraud, conflict of interest, bribery, gratuity, or similar misconduct.

For Subrecipients of federal grant funding, potential fraud, waste, abuse, or misconduct must be reported to the DPS and OIG by mail or e-mail at following addresses:

Missouri Department of Public Safety
Office of the Director
Attention: Crime Victim Services Unit (VAWA)
P.O. Box 749
1101 Riverside Drive
Jefferson City, MO 65102-0749
cvsu@dps.mo.gov

Office of Inspector General
U.S. Department of Justice, Investigations Division
950 Pennsylvania Avenue, N.W., Room 4706
Washington D.C. 20530
oig.hotline@usdoj.gov

You may also contact the DOJ OIG hotline: (contact information in English and Spanish) at (800) 869-4499 (phone) or (202)616-9881 (fax). Additional information is available from the DOJ OIG website at <http://www.usdoj.gov/oig>.

The Department of Public Safety reserves the right to suspend or terminate grant funding pending the adjudication of the criminal offense.

8. **Lobbying:** As required by Section 1352, Title 31 of the U.S. Code, and implemented at 28 CFR Part 69, for persons entering into a grant or cooperative agreement over \$100,000, as defined at 28 CFR Part 69, the applicant certifies that:

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(a) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the making of any Federal grant, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal grant or cooperative agreement;

(b) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal grant or cooperative agreement, the undersigned shall complete and submit Standard Form - LLL, "Disclosure of Lobbying Activities," in accordance with its instructions;

The signature of the authorized organizational official on the application serves as the required certification of compliance for the applicant organization.

9. **Fair Labor Standards Act:** All Subrecipients of federal funds will comply with the minimum wage and maximum hour's provisions of the Federal Fair Labor Standards Act.
10. **Employment of Unauthorized Aliens:** Pursuant to Section 285.530.1 RSMo, the Subrecipient assures that it does not knowingly employ, hire for employment, or continue to employ an unauthorized alien to perform work within the State of Missouri, and shall affirm, by sworn affidavit and provision of documentation, its enrollment and participation in a federal work authorization program with respect to the employees working in connection with the contracted services. Further, the Subrecipient shall sign an affidavit affirming that it does not knowingly employ any person who is an unauthorized alien in connection with the contracted services.

In accordance with Sections 285.525 to 285.550, RSMo a general Subrecipient or Subrecipient of any tier shall not be liable when such Subrecipient or Subrecipient contracts with its direct Subrecipient who violates subsection 1 of Section 285.530, RSMo if the contract binding the Subrecipient and Subrecipient affirmatively states that the direct Subrecipient is not knowingly in violation of subsection 1 of Section 285.530, RSMo and shall not henceforth be in such violation and the Subrecipient or Subrecipient receives a sworn affidavit under the penalty of perjury attesting to the fact that the direct Subrecipient's employees are lawfully present in the United States.
11. **Relationship:** The Subrecipient agrees that they will represent themselves to be an independent Subrecipient offering such services to the general public and shall not represent themselves or their employees to be employees of the Missouri Department of Public Safety or the Office of the Director. This provision is not applicable to the Missouri Department of Public Safety or any of its divisions or programs. Therefore, the Subrecipient shall assume all legal and financial responsibility for taxes, FICA, employee fringe benefits, workers' compensation, employee insurance, minimum wage requirements, overtime, etc.
12. **Uniform Crime Reporting (UCR):** If the Subrecipient is a law enforcement agency, the Subrecipient assures that its law enforcement agency is in full compliance with Section 43.505 RSMo relating to uniform crime reporting and will remain in full compliance for the duration of the project period.
13. **Racial Profiling:** If the Subrecipient is a law enforcement agency, the Subrecipient assures that its law enforcement agency is in full compliance with Section 590.650 RSMo relating to racial profiling and will remain in full compliance for the duration of the project period.
14. **Federal Equitable Sharing Funds:** If the Subrecipient is a law enforcement agency, the Subrecipient assures that its law enforcement agency is in compliance with Section 513.653 RSMo relating to participation in the federal forfeiture system and the reporting of proceeds received therefrom to the Missouri Department of Public Safety and the Missouri State Auditor.
15. **Custodial Interrogations:** If the Subrecipient is a law enforcement agency, the Subrecipient assures that its law enforcement agency is in full compliance with Section 590.700 RSMo relating to custodial interrogations and has adopted a written policy to record custodial interrogations of persons suspected of committing or attempting to commit the felony crimes described in subsection 2 of this section.

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16. **DWI Law:** If the Subrecipient is a law enforcement agency, the Subrecipient assures that its law enforcement agency is in full compliance with Section 43.544 RSMo relating to the "DWI Law" and has adopted a written policy to forward arrest information for all intoxication-related traffic offenses to the central repository as required by Section 43.503 RSMo. In addition, the Subrecipient assures that its county prosecuting attorney or municipal prosecutor is in full compliance with Section 43.544 RSMo relating to the "DWI Law" and has adopted a written policy to forward all charge information for intoxication-related traffic offenses to the central repository as required by Section 43.503 RSMo.
17. **Texting While Driving:** Pursuant to Executive Order 13513, "Federal Leadership on Reducing Text Messaging While Driving," 74 Fed. Reg. 51225 (October 1, 2009), the Missouri Department of Public Safety encourages the subrecipients (subgrantees) to adopt and enforce policies banning employees from text messaging while driving any vehicle during the course of performing work funded by this grant, and to establish workplace safety policies and conduct education, awareness, and other outreach to decrease crashes caused by distracted drivers.
18. **Drug-Free Workplace:** As required by the Drug-Free Workplace Act of 1988, and implemented at 28 CFR Part 83, Subpart F, for grantees, as defined at 28 CFR Sections 83.620 and 83.650:
- A. The applicant certifies that it will or will continue to provide a drug-free workplace by:
- (a) Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the grantee's workplace and specifying the actions that will be taken against employees for violation of such prohibition;
 - (b) Establishing an on-going drug-free awareness program to inform employees about (1) The dangers of drug abuse in the workplace; (2) The grantee's policy of maintaining a drug-free workplace; (3) Any available drug counseling, rehabilitation, and employee assistance programs; and (4) The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace;
 - (c) Making it a requirement that each employee to be engaged in the performance of the grant be given a copy of the statement required by paragraph (a);
 - (d) Notifying the employee in the statement required by paragraph (a) that, as a condition of employment under the grant, the employee will (1) Abide by the terms of the statement; and (2) Notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such conviction;
 - (e) Notifying the agency, in writing, within 10 calendar days after receiving notice under subparagraph (d)(2) from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position title, to: Department of Justice, Office of Justice Programs, ATTN: Control Desk, 810 7th Street, N.W., Washington, D.C. 20531. Notice shall include the identification number(s) of each affected grant;
 - (f) Taking one of the following actions, within 30 calendar days of receiving notice under subparagraph (d)(2), with respect to any employee who is so convicted (1) Taking appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended; or (2) Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency;
 - (g) Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs (a), (b), (c), (d), (e), and (f).
19. **ACORN:** Subrecipients understand and agree that it cannot use any federal funds, either directly or indirectly, in support of any contract or sub-award to either the Association of Community Organizations for Reform Now (ACORN) or any of its affiliates, subsidiaries, allied organizations, or successors, without the express prior written approval from OVW.
20. **Computer Networks:** The recipient understands and agrees that - (a) No award funds may be used to maintain or establish a computer network unless such network blocks the viewing, downloading, and exchanging of pornography, and (b) Nothing in subsection (a) limits the use of funds necessary for any Federal, State, tribal, or local law enforcement agency or any other entity carrying out criminal investigations, prosecution, adjudication, or other law enforcement- or victim assistance-related activities.

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Civil Rights:

1. **Enforcing Civil Rights Laws:** The Subrecipient acknowledges that all recipients of Federal financial assistance, regardless of the particular source, the amount of the grant award, or the number of employees in the workforce, are subject to the prohibitions against unlawful discrimination. Accordingly, the Office for Civil Rights (OCR) investigates subrecipients that are the subject of discrimination complaints from both individuals and groups.
2. **Discrimination:** The Subrecipient acknowledges that federal laws prohibit recipients of financial assistance from discriminating on the basis of race, color, national origin, religion, sex, or disability in funded programs or activities, not only in respect to employment practices but also in the delivery of services or benefits. Federal law also prohibits funded programs or activities from discriminating on the basis of age in the delivery of services or benefits.
3. **Limited English Proficiency (LEP):** The Subrecipient assures that, in accordance with the *Guidance to Federal Financial Assistance Recipients Regarding Title VI Prohibition Against national Origin Discrimination Affecting Limited English Persons*, 67 Fed. Reg. 41455 (June 18, 2012) as it pertains to Title VI of the Civil Rights Act of 1964, 42 U.S.C. 2000d, recipients of Federal financial assistance must take reasonable steps to ensure meaningful access to their programs and activities for persons with limited English proficiency (LEP). "Meaningful access" will generally involve some combination of oral interpretation services and written translation of vital documents. For more information, visit <http://www.lep.gov>.
4. **Equal Employment Opportunity Plan (EEOP):** The Subrecipient agrees to comply with the applicable requirements of 28 C.F.R. pt 42, subpt. E., DOJ's Equal Employment Opportunity Program (EEOP) Guidelines. The Subrecipient will maintain an EEOP *Utilization Report* if the Subrecipient (1) is a state or local government agency or any business; and (2) has 50 or more employees; and (3) receives a single award of \$25,000 or more from the Office of Justice Programs (OJP), Office on Violence Against Women (OVW), or Community Oriented Policing Services (COPS).

If the Subrecipient does not meet all the aforementioned criteria, the Subrecipient is exempt from preparing the EEOP *Utilization Report*; however, all Subrecipients, regardless of their EEOP obligations, must complete the EEOP *Certification Form*, in which the Subrecipient declares its satisfaction of its obligations.

For more information, visit <http://ojp.gov/about/ocr/eeop.htm>.

5. **Using Arrest and Conviction Records for Employment Decisions:** The Subrecipient understands the Office for Civil Rights (OCR) issued an advisory document for recipients of federal financial assistance on the proper use of arrest and conviction records in making hiring decisions. Refer to Advisory for Recipients of Financial Assistance from the U.S. Department of Justice on the U.S. Equal Employment Opportunity Commission's Enforcement Guidance: Consideration of Arrest and Conviction Records in Employment Decisions Under Title VII of the Civil Rights Act of 1964 (June 2013), available at http://ojp.gov/about/orc/pdfs/UseofConviction_Advisory.pdf. Subrecipients should be mindful that the misuse of arrest or conviction records to screen either applicants for employment or employees for retention or promotion may have a disparate impact based on race or national origin, result in unlawful employment discrimination. In light of the Advisory, Subrecipients should consult local counsel in reviewing their employment practices. If warranted, Subrecipients should also incorporate an analysis of the use of arrest and conviction records in their Equal Employment Opportunity Plans (EEOPs).
6. **Finding of Discrimination:** The Subrecipient assures that, in the event a federal or state court or federal or state administrative agency makes a finding of discrimination after a due process hearing on the grounds of race, color, religion, national origin or sex against a recipient of funds, the Subrecipient will forward a copy of the court judgment to the Missouri Department of Public Safety within 30 days of the court judgment date. The Missouri Department of Public Safety will act as the liaison in all civil rights matters with the Office of Civil Rights, Office of Justice Programs.

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7. **Unlawful Employment Practices:** The Subrecipient assures compliance with Section 213.055 RSMo in regards to non-discrimination in employment practices as it relates to race, color, religion, national origin, sex, ancestry, age, or disability.
8. **Discrimination in Public Accommodations:** The Subrecipient assures compliance with Section 213.065 RSMo in regards to non-discrimination in public accommodations as it relates to accommodations, advantages, facilities, services, or privileges made available in place of public accommodations.
9. **Faith-based Organizations:** The Subrecipient agrees to comply with the applicable requirements of 28 C.F.R. Part 38, the Department of Justice regulation governing "Partnerships with Faith-Based and Other Neighborhood Organization". This regulation provides in part that organizations that receive direct financial assistance from the Department may not engage in explicitly religious activities, such as proselytizing, scripture study, or worship, as part of the programs or services funded with direct financial assistance from the Department. If an organization conducts such explicitly religious activities, the activities must be offered separately, in time or location, from the programs or services funded with direct financial assistance from the Department, and participation must be voluntary for beneficiaries of the programs or services funded with such assistance. The regulation also makes clear that any organization that participates in programs funded by Federal financial assistance from the Department shall not discriminate against a program beneficiary or prospective program beneficiary on the basis of religion in the delivery of services or benefits. Notwithstanding any other special condition of this award, faith-based organizations may, in some circumstances, consider religion as a basis for employment.
10. **Discrimination - VAWA Exception:** Subrecipients are prohibited from excluding, denying benefits to, or discriminating against any person on the basis of actual or perceived race, color, religion, national origin, sex, gender identity, sexual orientation, or disability in any program or activity funded in whole or in part by OVW.
 - a. If sex segregation or sex-specific programming is necessary to the essential operation of a program, nothing in this paragraph shall prevent any such program or activity from consideration of an individual's sex. In such circumstances, grantees may meet the requirements of this paragraph by providing comparable services to individuals who cannot be provided with the sex-segregated or sex-specific programming.

Financial:

1. **Fund Availability:** The Subrecipient understands all awards are subject to the availability of appropriated funds and any modifications or additional requirements that may be imposed by law. It is understood and agreed upon that, in the event funds from state sources are not appropriated and continued at an aggregate level sufficient to cover the subaward costs, or in the event of a change in state law relevant to these costs, the obligations of each party hereunder shall thereupon be terminated immediately upon receipt of written notice.
2. **Release of Funds:** No funds will be disbursed under this subaward until such time as all required documents are signed by the Authorized Official and Project Director and returned to the Missouri Department of Public Safety, Office of the Director for final review and signature by the Director or his/her designee.
3. **Financial Guide:** The recipient agrees to comply with the Uniform Administrative Requirements, Cost Principles, and Audit Requirements in 2 C.F.R. Part 200, as adopted and supplemented by the Department of Justice (DOJ) in 2 C.F.R. Part 2800 (together, the "Part 200 Uniform Requirements"), and the current edition of the DOJ Grants Financial Guide and the Missouri Department of Public Safety Financial and Administrative Guide.
4. **Allowable Costs:** The Subrecipient understands that only allowable and approved expenditures will be reimbursed under this subaward. These monies may not be utilized to pay debts incurred by other activities. The Subrecipient agrees to obligate funds no later than the last day of the project period. Any deviation from the approved subaward must have prior approval from the Missouri Department of Public Safety. The Subrecipient shall fully coordinate all activities in the performance of the project with those of the Missouri Department of Public Safety. The Subrecipient certifies that all expendable and non-expendable property purchased with funds under this subaward shall be used for approved project purposes only.

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5. **Financial Reporting Requirements:** The Subrecipient agrees to complete and submit any financial reports required for this program as outlined in the VAWA Notice of Funding Opportunity. Failure to submit reports by the deadline dates may result in delay for reimbursement requests and/or cancellation of the subaward.
6. **Project Income:** The Subrecipient agrees to account for project income generated by the activities of this subaward, and shall report receipts and expenditures of this income on the monthly Claim report. The Subrecipient understands that all project income generated as a result of this subaward shall be expended during the life of the project period.
7. **Procurement:** The Subrecipient assures that all procurement transactions whether negotiated or competitively bid and without regard to dollar value shall be conducted in a manner to provide maximum open and free competition. In addition, the Subrecipient assures that all procurement transactions will meet the minimum standards set forth in the *DPS & CVSU Financial and Administrative Guidelines* and identified here:
 - A. All quotations and the rationale behind the selection of a source of supply shall be retained, attached to the purchase order copy, and placed in the accounting files.
 - B. Purchases to a single vendor totaling less than \$3,000 may be purchased with prudence on the open market.
 - C. Purchases estimated to total between \$3,000 but less than \$24,999 to a single vendor, must be competitively bid, but need not be solicited by mail or advertisement.
 - D. Purchases with an estimated total of \$25,000 or over to a single vendor shall be advertised for bids in at least two daily newspapers of general circulation in such places as are most likely to reach prospective bidders at least five days before bids for such purchases are to be opened.
 - E. Where only one bid or positive proposal is received, it is deemed to be sole source procurement.
 - F. Sole source procurement on purchases to a single vendor of \$3,000 and over requires prior approval from the Missouri Department of Public Safety.
8. **Buy American:** The Subrecipient acknowledges Sections 34.350-34.359 RSMo regarding the Domestic Product Procurement Act (or commonly referred to as the Buy American Act) and the requirement to purchase or lease goods manufactured or produced in the United States, unless exceptions to the Buy American mandate in Section 34.353 RSMo are met.
9. **Buy Missouri:** The Subrecipient also acknowledges Sections 34.070 and 34.073 RSMo regarding the preference given to all commodities and tangible personal property manufactured, mined, produced, or grown within the state of Missouri and to all firms, corporations, or individuals doing business as Missouri firms, corporations, or individuals, or which maintain Missouri offices or places of business, when quality is equal or better and delivered price is the same or less, quality of performance promised is equal or better and the price quoted is the same or less, or when competing bids are comparable.
10. **Debarment:** This certification is required by Executive Order 12549, Debarment and Suspension, implemented at 2 CFR Part 2867, for prospective participants in primary covered transactions, as defined at 2 CFR Section 2867.20(a), and other requirements:

The Subrecipient certifies that it and its principals:

- A. Are not presently debarred, suspended, proposed for debarment, declared ineligible, sentenced to a denial of Federal benefits by a State or Federal court, or voluntarily excluded from covered transactions by any Federal department or agency;
- B. Have not within a three-year period preceding this application been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State, or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
- C. Have not within a two-year period preceding this application been convicted of a felony criminal violation under any Federal law, unless such felony criminal conviction has been disclosed in writing to the Office of Justice Programs (OJP) at Ojpcompliancereporting@usdoj.gov, and, after such disclosure, the

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applicant has received a specific written determination from OJP that neither suspension nor debarment of the applicant is necessary to protect the interests of the Government in this case.

- D. Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State, or local) with commission of any of the offenses enumerated in paragraph (b) of this certification;
- E. Have not within a three-year period preceding this application had one or more public transactions (Federal, State, or local) terminated for cause or default.

11. **Audit:** The Subrecipient agrees to comply with the organizational audit requirements of OJP Financial Guide, Chapter 3.19, Audit Requirements. This guidance states that non-federal entities that expend \$750,000 or more in federal funds (from all sources including pass-through subawards) in the agency's fiscal year (12-month turnaround reporting period) shall have a single organization wide audit conducted in accordance with the provisions of Title 2 C.F.R. Subpart F (§ 200.500 et seq.). An audit is required for the agency fiscal year when state financial assistance (which consists of all monies received from State Government or state funds passed through state agencies), of \$375,000 or more is expended by the Subrecipient. The Subrecipient assures a copy of the financial audit report will be submitted to the Missouri Department of Public Safety if they have met or exceeded this federal or state threshold within 60 days of the project period start date.
12. **Termination of Award:** The Missouri Department of Public Safety, Office of the Director, reserves the right to terminate any subaward entered into as a result of this application at its sole discretion and without penalty or recourse by giving written notice to the Subrecipient of the effective date of termination. In the event of termination pursuant to this paragraph, all documents, data, and reports prepared by the Subrecipient under the subaward shall, at the option of the Missouri Department of Public Safety, become property of the State of Missouri.

In the event that the Missouri Department of Public Safety determines that a Subrecipient is operating in a manner inconsistent with the provisions of the application or is failing to comply with the applicable state requirements governing these funds, the Missouri Department of Public Safety may permanently or temporarily terminate the subaward. In the event a subaward is permanently terminated, the Missouri Department of Public Safety may take action as deemed appropriate to recover any portion of the subaward funds remaining or an amount equal to the portion of the subaward funds wrongfully used.

13. **Enforceability:** If a Subrecipient fails to comply with all applicable federal and state requirements governing these funds, the State of Missouri may withhold or suspend, in whole or in part, funds awarded under the program, or recover misspent funds following an audit. This provision is in addition to all other remedies provided to the State of Missouri for recovery of misspent funds available under all applicable state and federal laws.
14. **Compensation:** The Subrecipient understands that funds may not be used to pay cash compensation (salary plus bonuses) to any employee of this grant at a rate that exceeds 110% of the maximum annual salary payable to a member of the federal government's Senior Executive Service (SES) at an agency with a Certified SES Performance Appraisal System. The Subrecipient understands it may compensate an employee at a higher rate, provided the amount in excess of this compensation limitation is paid with non-federal funds.

Programmatic:

1. **Services to Victims of Domestic and/or Sexual Violence and their children:** The Subrecipient, if providing services to victims of domestic and/or sexual violence and their children through this subaward, shall comply with the service standards and guidelines set forth by the Missouri Coalition Against Domestic and Sexual Violence Service Standards and Guidelines for Domestic Violence Programs and/or Sexual Violence Programs, as they relate to the provision of services required herein.
2. **Services to All Other Victims of Crime:** The Subrecipient, if not primarily providing services to victims of domestic and/or sexual violence through this subaward, shall comply with the program standards and guidelines set forth by the Missouri Department of Public Safety Crime Victim Services Unit Program Standards and Guidelines, as they relate to the provision of services required herein.

Authorized Official Initials: _____

3. **Coordination of activities:** The Subrecipient shall fully coordinate all activities in the performance of the project with those of the Missouri Department of Public Safety, Office of the Director.
4. **Data Collection:** The Subrecipient assures that it shall maintain such data and information and submit such reports, in such form, at such times, and containing such information as the Missouri Department of Public Safety, Office of the Director, may require. This includes any additional information that may be necessary in follow-up to monitoring and/or audit issues and in response to requests from the Department of Justice, Office of Justice Programs or Office of Violence Against Women. In addition to information that may be necessary in follow up to monitoring and/or audit issues, and in response to requests from the Missouri Department of Public Safety.
5. **Access to Records:** The Subrecipient authorizes the Missouri Department of Public Safety and/or the Office for Violence Against Women and/or the Office of the Comptroller, and its representatives, access to and the right to examine all records, books, paper or documents related to the VAWA grant.
6. **Publications:** All materials and publications (written, visual, or sound) resulting from award activities shall contain the following statements: "This project was supported by funding made available through the Fund administered by the Missouri Department of Public Safety, Office of the Director. The opinions, findings, conclusions, and recommendations expressed in this publication/program/exhibition are those of the author(s) and do not necessarily reflect the views of the Missouri Department of Public Safety, Office of the Director or the Department of Justice."
7. **Client-Counselor Confidentiality:** The Subrecipient assures that they will maintain confidentiality of client-counselor information as required by state and federal law.
8. **Code of Professional Ethics:** The Subrecipient shall comply with and assures that the program adheres to the Missouri Department of Public Safety Code of Professional Ethics for Victim Service Provider Subrecipients.
9. **Victims' Rights Compliance:** The Subrecipient assures that it will provide the eligible direct victim services, as may be required, set forth in Missouri's Constitutional Amendment for **Victims' Rights and Section 595.209, RSMo**. (These eligible direct victim services do not include general witness assistance)
10. **Criminal or Civil Filings:** The Subrecipient assures that its laws, policies, and practices do not require, in connection with the prosecution of any misdemeanor or felony domestic violence, dating violence, sexual assault, or stalking offense, or in connection with the filing, issuance, registration, modification, enforcement, dismissal, withdrawal, or service of a protection order, or a petition for a protection order, to protect a victim of domestic violence, dating violence, stalking, or sexual assault, that the victim bear the costs associated with the filing of criminal charges against the offender, or the costs associated with the filing, issuance, registration, modification, dismissal, withdrawal, or service of a warrant, protection order, petition for a protection order, or witness subpoena, whether issued inside or outside the state, tribal, or local jurisdiction.
11. **Forensic Medical Exams:** The state or territory or another governmental entity must incur the full out of pocket cost of forensic medical exams for victims of sexual assault. The state or territory must coordinate with health care providers in the region to notify victims of sexual assault of the availability of rape exams at no cost to victims. No state or territory or other governmental entity shall require a victim of sexual assault to participate in the criminal justice system or cooperate with law enforcement in order to be provided with a forensic medical exam, reimbursement for charges incurred on account of such an exam, or both.
12. **Polygraph/Voice Stress Analysis:** No law enforcement officer, prosecuting officer or other government official shall ask or require an adult, youth, or child victim of an alleged sex offense as defined under federal, tribal, state, territorial, or local law to submit to a polygraph examination or other truth telling device as a condition for proceeding with the investigation of such an offense, and the refusal of a victim to submit to a polygraph examination or other truth telling device shall not prevent the investigation, charging, or prosecution of an alleged sex offense.

Authorized Official Initials: _____

13. **Consultation with Victim Services:** Prosecution, law enforcement and court based applicants must consult with tribal, territorial, 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.
14. **Nondisclosure of Confidential or Private Information:** Subrecipients may not disclose personally identifying information or individual information collected in connection with services requested, utilized, or denied without a written release unless the disclosure of the information is required by a statutory or court mandate. This applies whether the information is being requested for a Department of Justice grant program or another Federal agency, State, tribal, or territorial grant program. This provision also limits disclosures by subgrantees to grantees, including disclosures to Statewide or regional databases.
15. **Victim eligibility for services:** Victim eligibility for direct services is not dependent on the victim's immigration status.
16. **Historic Preservation Act:** Subrecipients must be in compliance with the National Historic Preservation Act (16 USC 470) stating that you must consult the State Historic Preservation Officer to identify protected properties and agree to avoid or mitigate adverse effects to such properties.
17. **Time Records Requirement:** The applicant assures that, **all** project personnel funded through the VAWA grant (federal or local funds) will maintain timesheets that detail 100% of their time along with the activities/services provided. These timesheets must be provided to DPS upon request.
18. **Claims that are Late:** Subrecipients assure the Claim for Reimbursement, Detail of Expenditures, and supporting documentation will be submitted by the 5th of each month. If specified due date falls on a weekend or holiday, the Claim must be received by the first working day after the weekend or holiday. Claims submitted after deadline will not be processed until the following month. Claims are due each month whether or not the subrecipient expended any grant or local match funds.

Failure to submit the required forms on time shall be taken as failure to adhere to the terms of the subaward and may result in the delay of reimbursement and/or termination of the subaward.
19. **Timely Reporting:** Subrecipients assure that expenses will be submitted within 60 days from the time the expense was incurred. The Missouri Department of Public Safety reserves the right to deny reimbursement of any expense that falls outside the 60 day requirement.
20. **Claims with Errors:** Subrecipients assure that accurate claims will be submitted. If a Claim is submitted with errors, the Claim may be negotiated for corrections. If the errors are not corrected after two (2) negotiations, the Claim may be withdrawn and not paid. If a Claim is withdrawn due to errors, a correspondence will be sent to the Authorized Official and Project Director.
21. **Annual Performance Report:** The Subrecipient agrees to provide information on the activities supported and an assessment of the effects that the VAWA victim assistance funds have had on services to crime victims for a one year period. That period will January 1 through December 31. This information will be submitted annually on the DPS "VAWA Annual Performance Report" no later than 30 days following the end date of the reporting period each year.
22. **Match:** State and local units of government are required to provide 25% of the total project cost as match. Match may be provided in the form of cash or in-kind match. All funds designated as match are restricted to the same uses as the STOP VAWA program funds and must be expended within the grant period. Match must be provided on a project-by-project basis. Matching funds are not required for any victim service provider, victim service providers may voluntarily provide match on the STOP VAWA grant.

Authorized Official Initials: _____

23. **Renewal:** A subaward, entered into as a result of this application, shall not bind or purport to bind the Department of Public Safety for any subaward commitment in excess of the original subaward period contained in such a subaward. However, the Department of Public Safety shall have the right, at its sole discretion, to renew any such subaward on a year-to-year basis. Should the Department of Public Safety exercise its right to renew the subaward, the renewal shall be subject to the terms set forth by the Department of Public Safety in the documents developed for such renewal. Failure to comply with such terms set forth by the Department of Public Safety will result in the forfeiture of such a renewal option.
24. **Financial Statements:** All non-profit subrecipients of STOP VAWA funding under this award are required to make their financial statements available online (either on the Missouri Department of Public Safety's, the subrecipient's, or another publicly available website). DPS will consider subrecipient organizations that have Federal 501(c)(3) tax status as in compliance with this requirement, with no further action needed, to the extent that such organization files IRS Form 990 or similar tax document (e.g., 990-EZ), as several sources already provide searchable online databases of such financial statements.

The Subrecipient hereby certifies, by signature, acceptance of the terms and conditions specified or incorporated by reference herein, including those stated in the Notice of Funding Opportunity packet.

AUTHORIZED OFFICIAL SIGNATURE:

Michael Matthes, City Manager

Date: _____

PROJECT DIRECTOR SIGNATURE:

Kenneth Burton



Date: 3.8.18

Authorized Official Initials: _____



Application

87685 - 2018-2019 STOP VAWA Funding Opportunity - Final Application

87943 - STOP Violence Against Women Grant (2018-2019)

STOP Violence Against Women Grant (VAWA)

Status: Awarded

Original Submitted Date: 10/26/2017 4:06 PM

Last Submitted Date: 02/02/2018 12:00 PM

Applicant Information

Primary Contact:

Name:*	Ms	Lisa	Roland
	Title	First Name	Last Name
Job Title:*	Financial management specialist		
Email:*	Lisa.Roland@como.gov		
Mailing Address:*	600 East Walnut St		
Street Address 1:			
Street Address 2:			
* 	Columbia	Missouri	65201
	City	State/Province	Postal Code/Zip
Phone:*	573-874-7419		
	Ext.		
Fax:*	573-449-3035		

Organization Information

Applicant Agency:*	Columbia, Police Department	
Organization Type:*	Government	
Federal Tax ID#:*	436000810	
DUNS #:*	071989024	
CCR Code:	4cee5	05/20/2018
		Valid Until Date
Organization Website:	www.como.gov	
Mailing Address:*	600 East Walnut St	

Street Address 1:**Street Address 2:**

City*	Columbia	Missouri	65201	4461
	City	State/Province	Postal Code/Zip	+ 4
County:*	Boone			
Congressional District:*	09			
Phone:*	573-874-7419			Ext.
Fax:*	573-874-1571			

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	Michael	Matthes
	Title	First Name	Last Name

Job Title:* City Manager

Agency:* City of Columbia

Mailing Address:* PO Box 6015

Street Address 1:**Street Address 2:**

AOCity*	Columbia	Missouri	65205
	City	State	Zip Code

Email:* michael.matthes@como.gov

Phone:* 573-874-6338

Ext.

Fax:* 573-442-8828

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:*	Chief	Kenneth	Burton
	Title	First Name	Last Name

Job Title:* Chief of Police

Agency:* Columbia Police Department

Mailing Address:* 600 E Walnut St

Street Address 1:**Street Address 2:**

PDCity* Columbia Missouri 65201
City State Zip Code

Email:* Ken.Burton@como.gov

Phone:* 573-874-7404
Ext.

Fax:* 573-874-1571

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:* Ms Michelle Nix
Title First Name Last Name

Job Title:* Finance Director

Agency:* City of Columbia

Mailing Address:* 701 E Broadway

Street Address 1:**Street Address 2:**

FOCity* Columbia Missouri 65201
City State Zip Code

Email:* Michelle.Nix@como.gov

Phone:* 573-874-7366
Ext.

Fax* 573-874-7661

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:* Ms Lisa Roland
Title First Name Last Name

Job Title:* Administrative Services Manager

Agency:* Columbia Police Department

Mailing Address:* 600 E Walnut St

Street Address 1:**Street Address 2:**

OCCity* Columbia Missouri 65201
City State Zip Code

Email:* Lisa.Roland@como.gov

Phone:* 573-874-7419

Ext.

Fax:* 573-874-1571

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): 2013-VAWA-027-NC

Program Category:* Law Enforcement

Project Type:* Local

Geographic Area:* City of Columbia, Missouri within Boone County and surrounding areas and communities.

Brief Summary:* The goal of the Domestic Violence Enforcement (DOVE) Program, is to decrease domestic violence and other crimes involving violence against women, and its negative effects within our jurisdiction. The DOVE Unit intends to accomplish these goals with education, intervention, and enforcement. Members of the DOVE Unit provide education to local and regional law enforcement officers and community groups by providing training sessions that are specific to domestic violence so that they can understand the negative effects of domestic violence. Through intervention, we are providing our victims with information that allows them to become pro-active in removing themselves from domestic violence situations. Through aggressive enforcement, offenders are held accountable for acts of domestic violence.



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.***

Domestic violence against women is a complex pattern of assaultive and coercive behaviors that batterers use to control their intimate partners. It is not an isolated or individual event, but rather a pattern of repeated behaviors. Assaults are often repeated against the same victim by the same perpetrator, and occur in different forms including physical, sexual, psychological, and economic abuse.

The City of Columbia is located in Central Missouri, in Boone County, at the intersection of US Highway 63 and Interstate 70. The City of Columbia is the largest and most populous city within the County and serves as the County Seat.

According to the United States Census Bureau, Boone County covers 685.41 square miles. The City of Columbia covers 63.08 square miles, with continual annexation of outlying neighborhoods occurring nearly every year. According to the US Census Bureau, the 2016 estimated population for Boone County was 176,594. According to the Missouri Census Data Center, the estimated population for Columbia in 2016 was 120,612. These numbers represent a population increase from 2010 of 8.6% for Boone County and 10.6% for Columbia. The population of the City of Columbia increased 33.4% from 2000 to 2016. The estimated population for 2016 indicated it was comprised of 48% male and 52% female residents.

Since 2000, officers and detectives of the Columbia Police Department have investigated nearly 17,000 cases of domestic violence, often averaging close to 1,000 each year. Of those cases, approximately 10,000 were **criminal cases**. About 80% of the investigations involve female victims with male suspects (Appendix 1). During the 2016-2017 grant period, the Columbia Police Department investigated 859 reports (531 criminal) during 2016. As of 07/31/2017, the Columbia Police Department has investigated 427 reports (274 criminal) of domestic violence in 2017 so far.

As part of ongoing efforts to maintain interagency communication and cooperation, the Columbia Police Department does offer assistance to the Boone County Sheriff's Department when needed; their statistics for total domestic violence reports investigated by their deputies and detectives for 2017 (up to July), 2016, and 2015 are 209, 292, and 311 respectively (Appendix 3). The numbers alone indicate a need for thorough follow-up investigations and prosecution. Since the inception of the DOVE program in 1998, the community expects and demands a high level of service from law enforcement agencies regarding investigations of domestic violence.

These expectations include: contact from a follow-up investigator (a detective), who performs additional duties that are often difficult or not feasible for the first responding officer to complete. As an example, follow-up photographs of injuries, which can be extremely beneficial for prosecution to show the development of injuries, can be difficult for patrol officers to undertake given the calls for service and days off after the initial call. In addition, the original reporting officer seldom has the time or opportunity to try to locate domestic assault suspects who are still at large once that first work shift is over. The follow-up investigators/detectives have the ability, training, and the time to complete these essential functions for effective enforcement and prosecution. The funds from this grant allow the Columbia Police Department to dedicate two trained Domestic Violence detectives to perform in this critical capacity.

Continuing education and ongoing training continue to be vital elements in combating the issues and problems of domestic violence. All police officers receive training from the DOVE Unit investigators as part of annual "in-service" mandatory continuing education and training. At those training sessions, domestic violence advocates from the Boone County Prosecuting Attorney's Office, domestic violence advocates and assistants from True North (the local battered women's shelter) and assistant prosecuting attorneys from the Boone County Prosecuting Attorney's Office attend and offer feedback, guidance, and updates on current best practices and standards of domestic violence investigation, enforcement, services to victims, and prosecution.

All new police officers undergo a Police Training Officer (PTO) program (also known as a Field Training Officer program), which is usually about 15 weeks of "on the job" training with a training officer. During that training, new officers are exposed to domestic violence investigations, and there is a section of the PTO manual dedicated to best practices and standards of how to investigate domestic violence incidents. The PTO training, combined with the in-service training, focuses on the Adult Abuse Law and associated statutes, how to assess the need for and how to provide victim services, and how to examine crime scenes and collect evidence. Training also involves how to effectively identify primary physical aggressors, examine the history of violence as part of probable cause, and how to conduct effective interviews with victims, witnesses, and suspects. Since 2005, DOVE investigators have provided 225 presentations to various groups, including Columbia Police Department officers, other law enforcement agencies, University of Missouri law school students, University of Missouri School of Social Work students, domestic violence advocates, volunteers, undergraduate students (and their parents), middle school/junior high/high school students, and others, totaling nearly 4,700 direct students (excluding an indeterminate number of radio talk show listeners) (Appendix 2).

In conclusion, the persistent problems in our community encompass both enforcement (including prevention and deterrence) and education, which must be addressed in order to adequately tackle the issues of domestic violence. The enforcement needs include appropriate initial response from patrol officers, as well as quality and timely follow-up investigation and collection of evidence from detectives; the address of those needs provides the Boone County Prosecuting Attorney's Office with the necessary evidence to ensure successful prosecution and disposition of the case. In many areas of the state, a frequent complaint is that officers are not arresting abusers frequently enough, and that prosecutors are not sufficiently prosecuting domestic violence cases. The way to combat these problems is through continued education and training, both for officers and advocates and for those in the community. The education of officers is to ensure the recognition of the seriousness of the crime, to better appreciate that the police department and the community

expects an appropriate response to the issue, and to train officers to be thorough in their investigations and collection of evidence. The education for the community involves the presentation of the dynamics of domestic and sexual violence, the avenues and services for help through law enforcement for domestic violence victims, and to instill a chance in mores that domestic violence (and other crimes against women) will not be tolerated in our community. The grant funds will enable the Columbia Police Department's officers and detectives to continue in this important effort.

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.

3. Outline how your agency will coordinate the activities of this project with other service providers, such as law enforcement, prosecuting attorneys, courts, and other agencies within your community. **Coordination efforts should be supported by and tie back to submitted letters of collaboration and/or MOU's.**

The goal of the Special Victims Unit/Domestic Violence Unit, as a member of the Domestic Violence Enforcement Program (DOVE), is to decrease domestic violence and other crimes involving violence against women, and its negative effects in the City of Columbia within Boone County. The Special Victims Unit/Domestic Violence Unit intends to accomplish these goals with education, intervention, enforcement, and prosecution through the combined efforts of the Boone County Sheriff's Department, Boone County Prosecutors Office, Columbia Police Department, and the True North Shelter. Members of the Columbia Police Department Special Victims Unit/Domestic Violence Unit provide education to local and regional law enforcement officers, related personnel and community groups, so they too can understand the negative effects of domestic violence and other crimes of violence against women. Through intervention, we are providing our victims with information that allow them to become pro-active in removing themselves from domestic violence situations. Enforcement is the first step in holding the abuser accountable and sending the message that domestic violence and other crimes involving violence against women will not be tolerated.

The Columbia Police Department has been serving the City of Columbia Missouri since 1826, when the State of Missouri granted the city a charter of incorporation. From 1821 to 1826 the Boone County Sheriff's Department provided protection for the citizens of Columbia.

Columbia Police Department's proposed 2018 fiscal year budget is \$22.7 million, to maintain a staff of 173 sworn officers and 37.4 civilian support staff members. The city and county currently use an enhanced 911 dispatch system known as Boone County Joint Communications (BCJC). BCJC is estimated to receive more than 400,000 incoming phone calls per year. The Columbia Police Department handles approximately 140,000 calls for service each year, with continual increases as the population grows steadily. Additionally, officers take approximately 15,000 investigative reports and make approximately 10,000 arrests annually. About 800 investigative reports to document incidents of domestic violence are generated from those calls. The actual number of calls for service involving domestic violence, where no investigative report is generated for further investigation, is far higher.

In March 1990, the Columbia Police Department increased its enforcement of domestic violence and other violent crimes against women, to include changes in department policy mandating an arrest when a dominant physical aggressor is identified. The number of reported domestic violence incidents has increased as the Department continues to increase its vigilance. From January 1, 2016 to December 31, 2016, the Columbia Police Department responded to and completed 859 reports of domestic violence. In 2015 the Columbia Police Department completed 730 reports of domestic violence (Appendix 1). These numbers are still too high and reflect a significant problem of domestic violence in the City of Columbia.

Although it is usually difficult to attribute changes in total reports to any specific activity, the Columbia Police Department's involvement in the county-wide DOVE Unit has worked to increase awareness of services, train citizens in recognition and prevention efforts, and more quickly address domestic abuse cases to ensure harsher sentences and stricter probation and parole requirements.

DOVE (Domestic Violence Enforcement) Program: Until 1998, it was common for central Missouri agencies to work in isolation from one another as they attempted to remedy family violence. In 1998, the Missouri State Highway Patrol, Columbia Police Department, Boone County Sheriff's Department, Boone County Prosecuting Attorney's Office, and The Shelter formed a cooperative partnership, known as The DOVE (Domestic Violence Enforcement) Program. This program began taking significant steps towards effectively combating domestic violence.

In 1998 the Columbia Police Department dedicated one detective to the DOVE Unit to specifically handle domestic and sexual violence cases between intimate partners. Likewise the Missouri State Highway Patrol and the Boone County Sheriff's Department each dedicated a detective to investigate domestic and sexual violence cases in a collaborative effort within the DOVE Unit. Approximately one year later the detective from the Missouri State Highway Patrol transferred employment to the Columbia Police Department and remained a domestic violence detective with a dedicated domestic and sexual violence case load. The Columbia Police Department continues to dedicate two detectives to handle the domestic/sexual violence case load. Due to the large case load shared between the two detectives, during the last grant period we requested and secured a part-time civilian employee to assist the DOVE detectives with some of the clerical and non-investigative duties that take up valuable time. This position has been enormously successful; the DOVE detectives successfully met both objectives for the grant period, which involved more individualized contact with victims and more victim satisfaction with being kept informed about the cases. Furthermore, the civilian employee assists in some investigative aspects of cases, such as auditing and documenting calls made from the Boone County Jail from suspects to victims in ongoing domestic violence cases. The transcription of these calls can be extremely beneficial for prosecutors, both to show the nature and cycle of continued abuse and control and also to help develop cases of such criminal violations as protection order violations and victim tampering.

The DOVE Program's goal is to decrease domestic violence and its negative effects in Boone County. This will be accomplished through increased education, intervention, investigation, and prosecution through the combined efforts of the DOVE Unit's members. The DOVE unit consists of two assistant prosecuting attorneys from the Boone County Prosecuting Attorney's Office, two detectives (investigators) and a part-time civilian assistant from the Columbia Police Department, a victim advocate from the True North shelter, two prosecution-based advocates, three Probation and Parole officers, one court coordinator, and one counselor from the Family Counseling Center. The Program provides education to local and regional law enforcement officers, and related service providers, so all can understand the negative effects of domestic violence in their community. In addition, it provides victims with empowering information, safety planning skills, and criminal justice systemic response to assist victims of domestic violence when working toward an abuse-free life.

In 2002, The DOVE Program began proactively pursuing new training programs, procedural policies, and data tracking systems to help enhance the effectiveness of the Program as a community response team. Also in 2002, The DOVE Program received a technical assistance award from VAWA to obtain training from the VAWA Technical Assistance Team. This team worked with the DOVE Program during late 2002 and early 2003, assisting with the development of effective collaboration techniques, identifying the Program's strengths and weaknesses, and in defining areas on which to focus during the enhancement process. Throughout 2003, the Unit worked to first develop and then refine Program protocols, enabling the group to function as a cohesive unit and identify any problems or weaknesses in the system as they arise.

Over the last decade, Program administrators have worked to strengthen the collaborative effort at the supervisory level with Program members. Two team members attended training in Duluth, Minnesota to learn state of the art techniques in counseling domestic violence offenders. Beginning in 2006, this new program was enacted including a counselor who meets with the team on a weekly basis discussing counseling methods for offenders. A team advocate also participates in these group counseling sessions. The men's group facilitators have provided feedback to group members as to the progress (or lack) by offenders. Of particular note, the program has developed to provide information to Probation and Parole officers as to whether an offender is attending his required group sessions. Officers can take the appropriate action to hold offenders accountable.

In 2008, a new domestic violence court docket was added. This new docket promised to enhance offender accountability through more frequent and regular contact with the judicial system, and with ongoing contact with detectives and P&P Officers.

In 2013, Columbia Police DOVE Detectives Randell Nichols and Robert Dochler identified a need for uniformity in our domestic assault reports. Due to retirements and attrition, we have a very young police force with the majority of officers having less than five years' experience.

In 2014, Columbia Police DOVE Detectives Randell Nichols and Andy Muscato, as well as DOVE Assistant Danielle Clifton, finished the assessment and protocol for the Domestic Violence Investigative Workbook (referred to in its earlier inception as the Domestic Assault Report Packet). The work was finished after consulting with assistant prosecuting attorneys from the Boone County Prosecuting Attorney's Office, domestic violence advocates at that office and at True North, and with other domestic violence investigators and prosecutors in other jurisdictions (contacted through attending domestic violence training throughout the state).

The result was a comprehensive investigative workbook, including sections on: contact information for suspects, victims, witnesses, and children; probable cause elements of danger to victims (including lethality assessment questions for bond increases and sentencing); a strangulation questionnaire to provide more and better information to the prosecutor for filing

decisions; and a domestic violence services card, including phone numbers for locate shelters and crisis lines, which is printed in both English and Spanish to satisfy LEP guidelines.

The Domestic Violence Investigative Workbooks were implemented to the patrol division in early 2015, with all required to sign acknowledgement of the associated training for it.

As recently as 08/28/2015 (when Detectives Nichols and Muscato presented a four-hour domestic violence training block as part of the officers' annual "in service" continuing education training) the assistant prosecuting attorneys who assisted in the training remarked that the workbooks are hugely successful in helping them making filing decisions, get services to victims, ensure more efficient and effective prosecution, and help achieve more resolute sentencing and probation conditions.

In July of 2016, the workbook was abandoned for a pocket card that was more practical for officers to use in the field. The pocket card contains questions that address history of abuse, danger to the victim, and a strangulation assessment. The use of these cards greatly improved the reports submitted by officers (as officers complained that the size and structure of workbooks was not practical for use in the field and were gradually abandoning their use, causing the quality of the reports to suffer).

Currently, a bi-weekly case review is scheduled by the prosecuting attorney's office so that collaboration can occur between the detectives, prosecutors, and victim specialists of the prosecuting attorney's office to discuss cases. The purpose of the meetings is to make sure that the cases are moving along in the courts and to ensure that victims are receiving services if needed.

The Special Victims Unit/DOVE Unit detectives receive all domestic and sexual violence-related incidents that are reported to the Columbia Police Department. The detectives see all of the reports after a patrol officer has handled the original call. The detectives read all reports and place the domestic and sexual violence reports in the Columbia Police Department's Case Management System. The detective is responsible for completing this data entry on the next business day, after the incident occurs. The detectives then assign the respective reports to the appropriate domestic violence detective, based alphabetically by the defendant's last name. At the completion of the investigation, the supervisor will review the case in its entirety. He will make the final determination as to further follow-up work or completion of the case investigation. When completed, the investigative supervisor will clear the report from the case management system. When the detectives receive the cases, they check the Columbia Police Department's record systems for any prior domestic violence-related incidents involving the subjects before making contact with the victims.

When detectives contact the victim, they obtain as much information about the incident as possible and determine if any abuse has occurred since the police were last in contact with her. They obtain information on previous incidents of abuse and whether or not she has left the abusive relationship. The detective asks about injuries sustained during the incident and, if she has visible injuries, arranges to take follow-up photographs which are submitted into evidence. The detective will try to obtain and document additional information from the victim about the crime that occurred. A victim often remembers additional information about a traumatic event as time passes. Documentation of this additional information is important for a thorough investigation. If the victim sought medical attention, the detective will ask the victim to sign a medical release form. This signed form allows the prosecutor to more easily access information for use in prosecution. The detective tells the victim that the State of Missouri, not she, is pressing charges against her abuser. This simple statement often removes the burden of going forward with prosecution from the victim.

During the 2018-2019 Grant Period, increased efforts will be made to identify child witnesses of domestic violence. Forensic interviews will be completed when necessary to obtain witness statements from the child witness. The purpose of this practice will be to assist in strengthening the case, as well as assessing whether or not services can be provided to the child, as they are also a victim of the trauma of domestic violence.

Given the high volume of cases our unit receives, this can cause a back log in the domestic violence cases investigated by the DOVE Detectives, causing a need triage cases. In the more severe cases of Domestic Violence, an attempt to contact the victim is made the day that the detective receives the case file. Nearly every victim is immediately sent a letter (containing contact information for the assigned detective) by the DOVE Assistant explaining that a detective was assigned to their case and a request that the victim contact the detective is made in the letter. The letter is sent to the victim on the same day that the case is assigned in case management.

The Special Victims Unit Detectives Randy Nichols and Brian Grove, and the True North DOVE advocate, provide annual training for law enforcement officers in Boone County and the City of Columbia. Within the previous (2016-2017) grant period, Detective Brian Grove entered the unit on 4/23/2017, to replace Detective Andy Muscato (who was promoted to sergeant). The training provided is designed as a refresher course but also provides an opportunity to discuss legal updates pertaining to domestic and sexual violence and stalking investigations. Detectives Nichols, Muscato, and Grove, as well as True North DOVE advocates Jessica Cooper-Miller (who left in the fall of 2017) provide training and arrange speaking engagements to any law enforcement, governmental, or victim service-related agencies as requested. During 2015, 2016, and part of 2017, they conducted 46 training courses totaling 158 hours of instruction to over 797 participants (Appendix 2). In addition, Detectives Nichols, Muscato, Grove, and True North DOVE Advocate Jessica Cooper-Miller have provided in-service training to all Columbia Police Department officers, and have also participated in training to the University of Missouri School of Law, University of Missouri School of Social Work, psychology students, True North (women's shelter) employees and volunteers, and to other agencies and participants. This training covers investigations of domestic violence crimes, coordinated community response, police response, and the importance of evidence collection. The purpose of these trainings is to help educate everyone who attends on the crime of domestic violence, the types of remedies and actions that can be taken, and different options provided by a police response, advocacy response, or a combination of both. This session has been in high demand throughout the state, and unit members frequently travel to provide this training. Repeated invitations for future presentations are evidence of its success.

The program is in compliance with MCADSV standards, specifically;

1. Organizational administration; the unit has specific policies and procedures as it relates to our mission and goals (attached –“DOVE Procedural Protocols”)
2. Confidentiality; per state statute no information is released regarding any victim of a sexual assault. While in many cases police reports are subject to the sunshine law, no information is given unless required by law. In domestic violence cases every effort is made to ensure victims location is kept out of police reports if such disclosure would affect a victim's safety.
3. Documentation of service provision; statistics are compiled and kept regarding the number of victims served along with much other information in order to address any future trends (Appendix 1).
4. Training; all police officers receive 40 hours of domestic violence training through the Law Enforcement Training Institute (LETI). They receive additional training regarding our organizations response to domestic violence, as well as training from the Shelter based advocate regarding services provided by the True North Shelter.

The STOP funds requested in this application will be used to continue funding of the Special Victims Unit detectives. These positions perform investigative functions of the DOVE Program and are staffed by Columbia Police Officers. The Special Victims Unit detectives work from the Columbia Police Department and can be reached by telephone, or cell phone, at all times to assist in domestic violence incidents. Protocols for Detective Response, Investigating Crimes of Domestic Violence were developed and implemented in 2003 (attached – “DOVE Procedural Protocols”).

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.

Columbia Police Department DOVE Detectives consult with True North Shelter Executive Director Elizabeth Herrera, Grant Compliance Officer Jennifer Graves, and advocate Jessica Cooper-Miller (through fall of 2017), as well as other members of the DOVE Unit (Boone County Prosecutor's Office, Probation and Parole, and the Boone County Sheriff's Department) via telephone and in-person during the grant writing process, and throughout the year at our monthly DOVE meetings. This ongoing communication ensures our proposed activities and services comply with the grant requirements of promoting the safety, confidentiality, and economic independence of victims of domestic violence, sexual assault, stalking, and dating violence. During the last grant period, the Columbia Police Department DOVE Unit added a part-time civilian employee to assist DOVE Detectives with various tasks. We continually consult with the above listed individuals regarding the part-time employee's duties and responsibilities to ensure this position promotes the above guidelines as well.

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.

During the upcoming grant period (January 1, 2018 to December 31, 2019), it is expected that the Columbia Police Department will serve approximately 1020 victims of domestic violence. In 2015, the Columbia Police Department provided services to 498 victims of domestic violence. In 2016 we provided services to 531 victims of domestic violence. So far in 2017 (January 1, 2017 to July 31, 2017), we have provided services to 274 victims of domestic violence (Appendix 1). The above estimate of 1020 victims served is obtained by combining the number of victims served in 2015 and 2016 and forecasting that comparable numbers will be served during the upcoming two-year grant period. Based on the statistics from 2015 and 2016, it is forecasted that the Columbia Police Department will provide service to approximately 859 female victims and approximately 161 female victims.

In 2015, 2016, and part of 2017 we provided training to approximately 797 individuals (Appendix 2). Based on these numbers and training already scheduled for the rest of 2017, we estimate that we will provide training to approximately 600 individuals in the upcoming 2018 to 2019 grant period.

Goals and Objectives

Organization Type	Objective	Objectives Percentage (%)
Law Enforcement	_____ % of survivors will report that they were kept informed about their investigation/incident	60
Law Enforcement	Increase individualized contact (in person, mail, email or phone communication) between the law enforcement agency and survivors by _____ %.	5

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.

In 2012, the Columbia Police Department implemented a victim satisfaction survey to evaluate the success of the proposed objectives. The survey addresses both objectives as well as other information from victims (Appendix 4). The DOVE Unit uses this information to improve its response to domestic violence victims. A domestic violence letter is sent to each victim of domestic violence assigned to a detective. These letters request contact from the victim and provide invitations and links to participate in the survey. We will continue to use this survey in 2018 and 2019.

In 2014, we added a new part-time civilian employee position to assist the DOVE detectives. Among one of that position's assigned duties is to conduct phone follow-up surveys with victims about the disposition of their cases and how their concerns were addressed.

Objective 1 asks for a percentage of victims/survivors who say they were kept informed of their investigation/case. The objective will be considered "met" if 60% or more of the completed surveys indicate the victim felt she was kept informed about the status of her case. This objective was met within this last grant period. . In 2016, the majority of successful responses to the surveys reported they felt they were kept informed about their case (10/15, or 66%). So far in 2017, we have had 16 responses. The responses indicated that 11 of those 16 reported they were kept informed (69%).

We would like to increase Goal/Objective 1 for this next grant period. In the last grant period, the goal was for 50% of survivors to report that they were kept informed about their investigation/case. We would like to increase this to 60% for this next grant period.

Objective 2 asks for a percentage increase in the number of victims/survivors receiving personalized/individualized contact (e-mail, mail, phone, or in-person). The Columbia Police Department's DOVE Unit detectives attempt to contact every domestic violence victim whose case has been assigned to them for follow-up.

Unsuccessful contact is largely attributed to one of two main factors: that the phone contact information for the victim is no longer current by the time the case is disposed and the survey is conducted; and that the victim does not want to be contacted or return phone calls about the request to participate in the survey.

Although we already attempt to contact all of our domestic violence victims, we will attempt to increase the individualized contacts, (focusing specifically on increasing in-person contact attempts, by 5%). We consider this objective "met" if the data shows an increase in the number of in-person contact attempts with domestic violence victims.

For each of the domestic violence cases assigned to a detective for follow-up, specific information is collected about each incident, including but not limited to: the race of the victim and suspect; the relationship of the victim and abuser; the type of violence (physical, stalking, etc.); the location of the incident; whether the victim has been a victim before; whether the victim has been involved in a domestic violence case with the same abuser before; whether the suspect has been a suspect in domestic violence before; whether orders of protection were obtained; whether children were present at the scene; whether or not a warrant was applied for in the case; whether the suspect was arrested at the scene or later in the same incident; whether weapons were involved; drug/alcohol use by the suspect and victim; the level of injury to the victim; any special needs of the victim; whether photographs were taken at the scene; whether follow-up photos were taken; and the method used to contact the victim.

The Columbia Police Department DOVE Unit detectives were successful in this effort in the 2016-2017 grant period (thru July 31, 2017), in that the final results for 2016 showed that we made letter, telephone, email, or in person contact with 510 out of 532 victims (or 96%), and in 2017 (thru July 31, 2017), we made letter, telephone, email, or in person contact with 269 out of 277 victims (or 97%).

While our percentages indicate a relatively high over all number of attempts to contact victims of domestic violence, I feel that we definitely have room to improve in one of the more vital areas of victim contact, which is in-person contact. In 2016, we attempted in-person contact with 62 out of 532 victims (12%). In 2017 (thru July of 2017) we attempted in-person contact with 47 out of 277 victims (17%). While we improved our numbers from 2016 to 2017, I would like to set a goal of improving upon the numbers from 2017 by 5%. We will consider the goal met for the 2018-2019 grant period if we improve our number of in-person contacts to 22% of our victims.

*All numbers listed above are approximate with a margin of error of +/- 1%.

Report of Success

Goal	Measurable Objectives	VAWA Outcomes
To hold batterers accountable and strengthen services to victims of domestic violence, sexual violence, dating violence and stalking, applies to: courts; prosecutorial agencies; law enforcement; culturally and linguistically specific projects and victim centered projects.	50% of survivors will report that they were kept informed about their investigation/incident.	Results: OBJECTIVE MET This objective was met within this last grant period. In 2016, the majority of successful responses to the surveys reported they felt they were kept informed about their case (10/15, or 66%). So far in 2017, we have had 16 responses. The responses indicated that 11 of those 16 reported they were kept informed (69%). The survey responses were collected by the DOVE assistant either by her calling the victim to complete the survey or by the victim completing the on line survey. The low overall numbers compared to the total number of victims suggests that many victims do not want to participate in the follow up survey.
Individualized contact with survivors of domestic and sexual violence is a critical part of investigation, victim services, and successful prosecution. The goal is to increase contact and ensure	Increase individualized contact (in person, mail, email, or phone communication) between the Columbia Police Department	Result: OBJECTIVE MET During the 2014-2015 grant period, Columbia Police Department DOVE Detectives had contact with 82% of victims in 2014. In 2015, CPD detectives made contact with 84% of victims. The Columbia Police Department DOVE Unit detectives were successful in exceeding the goal set for the 2016-2017 grant period (thru July 31, 2017). The final results for 2016 showed that we made letter, telephone, email, or in person contact with 510 out

continual communication with the victim and representatives of each agency involved in the judicial process throughout the lifetime of the case.	DOVE Detectives and survivors by 5%.	of 532 victims (or 96%), and in 2017 (thru July 31, 2017), we made letter, telephone, email, or in person contact with 269 out of 277 victims (or 97%), (Appendix 1). *All numbers listed above are approximate with a margin of error of +/- 1%. We unfortunately have no way to know how many victims actually receive the letters that are sent by our agency. A letter is sent to nearly every victim in every case that is assigned to a detective (reasons for not sending a letter would be, for example, a victim contacts the detective prior to the letter being sent). Bearing this in mind, we are increasing our efforts to make contact via phone, text message, email, and in-person.
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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
Brian Grove	Detective/Police Officer	Retained	FT	\$1,926.96	52.0	75.17	\$75,321.78	49.0	\$36,907.67	\$38,414.11
Randell Nichols	Detective/Police Officer	Retained	FT	\$2,259.36	52.0	80.53	\$94,612.06	49.0	\$46,359.91	\$48,252.15
To Be Hired	DOVE Assistant	Retained	PT	\$700.00	52.0	100.0	\$36,400.00	49.0	\$17,836.00	\$18,564.00
							\$206,333.84		\$101,103.58	\$105,230.26

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.

Detective Nichols and Detective Grove are assigned as domestic violence investigators to the Columbia Police Departments Family Services/Domestic Violence Enforcement Unit within the Criminal Investigations Division. They receive all domestic violence criminal reports and conduct follow-up interviews with victims to obtain additional information and secondary evidence collection such as follow-up photographs of injuries. Detective Nichols and Detective Grove also actively attempt to locate domestic violence suspects who have not been arrested and are still at large. These duties are extremely important for a thorough investigation and successful prosecution of batterers. Due to high call volumes, the original reporting patrol officers simply do not have time to follow up on these cases to gather the important additional information and evidence collection. In addition to the before mentioned duties, Detective Nichols and Detective Grove provide domestic violence training to other police agencies, police academies, and the University of Missouri School of Social Work and Law School students.

There are many activities performed by the DOVE detectives which are important to their investigations but, at the same time, take away from other important activities such as making in-person contacts with victims, and seeking wanted suspects still at large. These activities include, but are not limited to, sending letters to all victims of domestic violence, researching older cases where warrant requests have been submitted for review, and researching older cases where active warrants exist and suspects are still not in custody. In an effort to achieve more face to face, in-person contacts with victims, and actively pursue more wanted suspects, the Columbia Police Department DOVE Unit

requested and received STOP VAWA funds in grant year 2015-2017 to hire a part time (civilian) DOVE Assistant. The DOVE Assistant assisted DOVE detectives with the above tasks, thus freeing the detectives to concentrate on more in-person contacts, evidence collection, and suspect apprehension. In addition, the DOVE Assistant attempts phone contact with victims and offers the opportunity to participate in the DOVE Unit survey for those who do not have access to a computer. The new DOVE investigative workbooks have been approved and issued to patrol officers, and the DOVE Assistant is responsible for managing these workbook sheets and making them available for DOVE detectives to aid in their investigations. The DOVE Assistant is a part time employee working 25 hours per week for the duration of the grant (2 years/104 weeks) making their total hours on project 2,600 hours. This is a non-benefited position so the only cost for this position (outside of personnel salary) is the FICA/Medicare amount. The DOVE Assistant from 2015-2017 funding left employment on 12/31/17 and if awarded funding to continue this position we will be hiring a new DOVE Assistant in the very near future.

Matching funds for the DOVE investigators and part time assistant are provided by the City of Columbia from the General Revenue Fund.

NOTE: In order to maintain funding at the same level as the 2015-2017 approved grant, the % of grant funded time had to be reduced from prior year grant, as both detectives received slight raises during current grant period that CPD has been paying. Nichols's % went from 81.25% to 80.53% and Grove's % went from 79.23% to 75.17%. This amount comes in slightly less than 2015-2017 award, however due to rounding on % to 2 decimals this is max that can be requested.

See Appendix 5 for budget calculation documentation.

Personnel Benefits

Category	Item	Salary/Premium	Percentage/# of Periods	% of Funding Requested	Total Cost	Local Match %	Local Match Share	Federal/State Share
FICA/Medicare	FICA & Medicare	\$206,334.76	0.0765	100.0	\$15,784.61	49.0	\$7,734.46	\$8,050.15
Medical Insurance	Medical Insurance RN (2018)	\$240.15	26.0	80.53	\$5,028.21	49.0	\$2,463.82	\$2,564.39
Medical Insurance	Medical Insurance RN (2019)	\$256.96	26.0	80.53	\$5,380.18	49.0	\$2,636.29	\$2,743.89
Medical Insurance	Medical Insurance BG (2018)	\$240.15	26.0	75.17	\$4,693.54	49.0	\$2,299.83	\$2,393.71
Medical Insurance	Medical Insurance BG (2019)	\$256.96	26.0	75.17	\$5,022.08	49.0	\$2,460.82	\$2,561.26
Pension/Retirement	Pension (2018)	\$64,575.21	0.4298	100.0	\$27,754.43	49.0	\$13,599.67	\$14,154.76
Pension/Retirement	Pension (2019)	\$105,359.55	0.4348	100.0	\$45,810.33	49.0	\$22,447.06	\$23,363.27
					\$109,473.38		\$53,641.95	\$55,831.43

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.

FICA/Medicare is provided at the required federal tax rates for all three positions.

Medical Insurance is a benefit provided to all City of Columbia Police Officers at a premium rate of \$240.15/ pay period from January 1, 2018-December 31, 2018, listed as Medical 2018. An anticipated rate increase (per our budget office) of 7% will be effective during the second year of the grant (January 1, 2019-December 31, 2019). This would make the premium rate \$256.96/ pay period and has been calculated in the dollar amounts, listed as Medical 2019.

Pension/Retirement contribution is a benefit provided to City of Columbia Police Officers at a rate of 42.88% for the period of October 1, 2017-September 30, 2018, listed as Pension 2018 and runs 9 months of the grant period. An anticipated rate increase (per our budget office) of 0.5% will be effective October 1, 2018 - September 30, 2019. This would make the pension rate 43.48% during this time frame of the grant and will be used for the October 1, 2018-December 31, 2019 portion of the grant as well. This rate is listed at Pension 2019 and runs for 15 months of the grant.

Matching funds for the DOVE Investigators (Muscato and Nichols) and the PT DOVE Assistant (Katie Huddlestonsmith) personnel benefits are provided by the City of Columbia from the General Revenue Fund.

NOTE: In order to maintain funding at the same level as the 2015-2017 approved grant, the % of grant funded time had to be reduced from prior year grant, as both detectives received slight raises during current grant period that CPD has been paying. Nichols's % went from 81.25% to 80.53% and Grove's % went from 79.23% to 75.17%. This amount comes in slightly less than 2015-2017 award, however due to rounding on % to 2 decimals this is max that can be requested.

See Appendix 5 for budget calculation documentation.

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		\$0.00	\$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 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**Total Budget**

Total Federal/State Share:	\$161,061.69	51.0%
Total Local Match Share:	\$154,745.53	49.0%
Total Project Cost:	\$315,807.22	

VAWA Data Form

Budget Total: \$161,061.69

*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:*	100.0%	\$161,061.69
Prosecution:*	0%	\$0.00
Victim Services Project:*	0%	\$0.00
Court:*	0%	\$0.00
Discretionary:*	0%	\$0.00
Culturally Specific:*	0%	\$0.00

Other:*	0%	\$0.00
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Project Focus:* Domestic Violence Services

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

Total Victims of Crime:* 1020

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: 859

Children:

Men: 161

Bed-Nights:

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

People: 600

Communities:

Type of victimization

Budget Total 1	\$161,061.69	
Sexual assault*	1.5%	\$2,415.93
Domestic violence/dating violence*	88.5%	\$142,539.60
Stalking*	10.0%	\$16,106.17
Total	100.0%	\$161,061.69
	(must equal 100%)	(must equal budget total 1)

Audit Requirements

Date last audit was completed:*	February 7, 2017
Date(s) covered by last audit:*	10/01/2015 - 09/30/2016
Last audit performed by:*	RSM US, LLP
Phone number of auditor:*	816-751-4004
Date of next audit:*	12/06/2017

Date(s) to be covered by next audit:* 10/01/2016 - 09/30/2017

Next audit will be performed by:* RSM US, LLP

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:* \$13,813,961.00

State Amount:* \$1,435,215.00

2018 Required Attachments

Attachment	Description	File Name	Type	File Size
A detailed copy of your agency's organizational chart (REQUIRED)	CPD ORGANIZATIONAL CHART	CPD Organizational Chart.pdf	pdf	285 KB
Agency's Policies & Procedures relating to Internal Controls (REQUIRED)	Columbia MO Code of Ordinance - Part 1 Charter and Chapter 2 Administration	Internal Controls Documentation - Part 1 and Chapter 2.pdf	pdf	1.5 MB
Job descriptions and last Pay Stub for personnel involved in this proposed project (REQUIRED)	Job Descriptions and 10/13/17 pay stubs	Job Descriptions and Pay Stubs.pdf	pdf	506 KB
Your agency's profit/loss statement from the past two (2) years for your agency as a whole (if applicable)				
Your Agency's Current Budget (REQUIRED)	Current Year's Budget (FY2018)	2018 Budget Document.pdf	pdf	446 KB
Your Agency's Previous Budget (REQUIRED)	Prior Year Budget Document (FY2017)	2017 Budget Document (Prior Year).pdf	pdf	428 KB
Board of Directors listing (if applicable)				
Documentation of Nonprofit Status (if applicable)				
Letters of Collaboration/MOU's (REQUIRED)	DOVE UNIT MOU	DOVE MOU - 2017-2020.pdf	pdf	1.5 MB
Copy of Contractual Agreement (if applicable)				
Indirect Cost Rate documentation (if applicable)				
Agency's most recent financial audit, or financial statement (if audit is unavailable)(REQUIRED)	FY2016 Comprehensive Annual Financial Report	FY-2016-Comprehensive-Annual-Financial-Report.pdf	pdf	6 KB
Acknowledgement of Confidentiality and Privacy Provisions (REQUIRED)	CONFIDENTIALITY ACKNOWLEDGEMENT	CONFIDENTIALITY ACKNOWLEDGEMENT.pdf	pdf	155 KB

Other Attachments

File Name	Description	File Size
APPENDIX 1 - CPD DV STATISTICS.pdf (315 KB)	CPD DV STATISTICS	315 KB
APPENDIX 2 - CPD (DOVE) Training Log updated October 2017.xls (60 KB)	CPD (DOVE) TRAINING LOG	60 KB
APPENDIX 3 - bcsd dv statistics 2017.pdf (29 KB)	BCSD DV STATISTICS	29 KB
APPENDIX 4 - Columbia Police Department Domestic Violence Enforcement Unit Satisfaction Survey.pdf (34 KB)	VICTIM SATISFACTION SURVEY	34 KB
Appendix 5 - Grant Budget Documentation.pdf (41 KB)	Budget Calc. Documentation	41 KB

Appendix 6 - 2018 Grant Breakdown.pdf (35 KB)	Grant Breakdown for Budget Purposes	35 KB
DOVE PROCEDURAL PROTOCOLS - 2017.pdf (495 KB)	DOVE PROTOCOLS	495 KB

Risk Assessment

1. Does your agency have prior experience with the same or a similar grant program?*

Yes

2. Are there any findings in the most recent audit that pertain to this or a similar grant program?*

No

2. a. If there are findings in the most recent audit please describe findings.

100 Character Limit

3. Does the agency receive any direct Federal awards?*

Yes

4. Does the agency have new personnel that will be working on this subaward?*

No

4.a. If yes, who are the new staff and what are their positions?

5. Does the agency have new fiscal or time accounting systems?*

Yes

5.a. If yes, what system has changed?

MUNIS - city wide financial system
Police Officer Scheduling System (POSS) - police only time and attendance/payroll system

Risk Assessment Completed By:*

Lisa Roland, Administrative Services Manager
Enter Name and Title

Date Risk Assessment Completed:*

10/26/2017

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: City Manager
Authorized Official Name: Michael Matthes
Agency Type Law Enforcement
Date: 10/26/2017

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:

2018-2019 STOP VAWA Certified Assurances

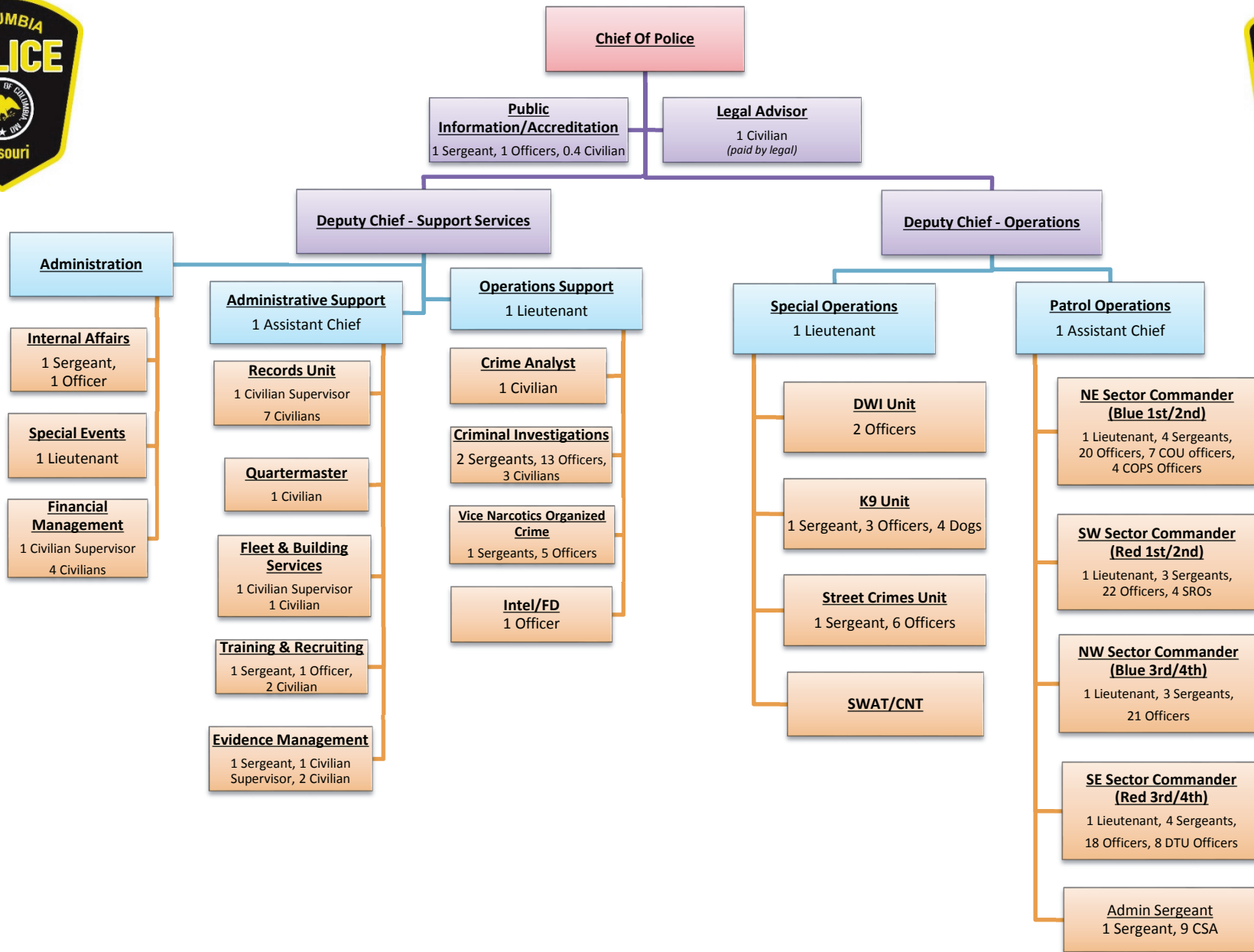
2016-2017 STOP VAWA Certified Assurances

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

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

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

Title:* City Manager
Authorized Official Name:* Michael Matthes
Date:* 10/26/2017



Columbia Police Department Organizational Chart

01/15/17

Authorized Positions:

173 Sworn FTE

34.4 Civilian FTE

PART I - CHARTER^[1]**Preamble**

PREAMBLE

We, the citizens of the City of Columbia, Missouri, in order to secure the benefits of constitutional home rule under the Constitution of the State of Missouri, maintain a democratic form of government, establish the basic governmental structure of the City, maintain an economical city manager form of city administration, provide for full publicity and openness in the conduct of affairs of city government, public meetings and records, provide for equality of citizenship for all Columbians, and promote the common welfare, do ordain and establish this HOME RULE CHARTER FOR THE CITY OF COLUMBIA, MISSOURI.

ARTICLE I. - INCORPORATION; FORM OF GOVERNMENT; POWERS; WARDS

Section 1. - Incorporation.

The inhabitants of the City of Columbia, within the corporate limits as now established, or as hereafter established in the manner then provided by law, shall continue to be a municipal body politic and corporate in perpetuity, under the name of the City of Columbia.

(Ord. No. 13412, § 1, 8-17-92; passed by voters November 3, 1992)

Sections 1.1—1.6. - Repealed by Ord. No. 13412, § 1, 8-17-92; passed by the voters on November 3, 1992.

Section 2. - Form of Government.

The municipal government provided by this charter shall be known as the "council-manager government." Pursuant to the provisions of this charter and subject only to the limitations imposed by the state constitution and by this charter, all powers of the city shall be vested in an elective council, hereafter referred to as "the council," which shall enact local legislation, adopt budgets, determine policies, and appoint the city manager, who shall execute the laws and administer the government of the city.

Section 3. - Powers of the City.

The city shall have all powers which the general assembly of the State of Missouri has authority to confer upon any city, provided such powers are consistent with the Constitution of this state and are not limited or denied by this charter or by statute. The city shall, in addition to its home rule powers, have all powers conferred by law.

The powers of the city shall be liberally construed. The specific mention of a particular power in this charter shall not be construed as limiting the powers of the city.

(11-11-74)

Section 4. - Wards.

The city shall be divided into (6) wards, the boundaries of which shall be established by ordinance. Wards shall comprise compact and contiguous territory and contain, as nearly as possible, an equal number of inhabitants. Ward boundaries shall be reviewed and revised from time to time, as may be necessary to maintain as nearly as possible an equal number of inhabitants in each ward.

(3-7-72)

ARTICLE II. - THE COUNCIL

Section 5. - Number and Term.

The council shall consist of seven (7) members, each of whom shall be elected for a term of three (3) years and shall serve until a successor shall be elected and qualified, except as otherwise provided herein. One of the seven (7) council members shall be elected by the qualified voters of the city at large and shall be the mayor. The other six (6) council members shall be elected, one from each ward, by the qualified voters thereof. The terms of the council members shall be staggered in such a manner that two (2) of the council members shall be elected each year, provided that the council member-at-large shall be elected every third year as hereinafter provided.

Prior to the effective date of this section, a lottery shall be conducted in a manner established by ordinance to determine which council members by ward are to be elected for one-, two- and three-year terms, such foreshortened terms being established for the purpose of staggering terms thereafter. The council member-at-large shall be elected to a three-year term. The elections conducted at the effective date of this ordinance shall provide for the respective one-, two- and

three-year terms. Each council member thereafter elected shall be elected to a full three-year term unless sooner removed in accordance with the other provisions herein. The effective date of this section shall be April 5, 1983.

(Passed by voters April 7, 1981; Ord. No. 15113, § 1, 1-16-97)

Section 6. - Qualifications.

A council member shall be a qualified and registered voter of the city. The six (6) council members elected by wards shall be residents and qualified voters of the respective wards from which they are elected. Council members shall hold no other lucrative public office nor any lucrative position in the city government during their terms as council members. If a council member shall cease to possess the above qualifications or shall be convicted of a crime involving moral turpitude, the council member's office shall immediately become vacant.

(Passed 1-20-75, effective 4-7-75; Ord. No. 15113, § 1, 1-16-97)

Section 7. - Stipends.

At the beginning of the terms of office of council members elected in 2014, the mayor shall receive an annual stipend of nine thousand dollars (\$9,000.00) and all other council members shall receive an annual stipend of six thousand dollars (\$6,000.00). The amount of these stipends shall be adjusted every three (3) years thereafter, but the adjustment shall not take effect until three (3) years later so that no council member shall receive an increase in compensation during the member's term of office. The stipends shall be adjusted by the cumulative percentage cost-of-living adjustment given to city employees during the previous three (3) years. Council members may also be reimbursed for necessary expenses incurred in their capacity as council members.

(Ord. No. 15113, § 1, 1-16-97; Ord. No. 20846, § 1, 4-5-11)

Section 8. - Rules of Order.

The council shall determine by ordinance its own rules and order of business. It shall keep a journal of its proceedings, which shall be open to public inspection at all reasonable hours. It shall be the judge of qualifications of its members, and may punish its members for disorderly behavior. A majority thereof shall constitute a quorum to do business, but a smaller number may adjourn from time to time and may compel the attendance of absent members in such manner and under such penalties as the council may provide. The affirmative vote of a majority of the

entire council shall be necessary to adopt any ordinance, resolution or motion. The "ayes" and "nays" on any question shall, at the request of any member, be entered in the journal and the "ayes" and "nays" shall be recorded on the final passage of every ordinance or resolution.

(Ord. No. 16744, § 1, 1-16-01, passed by voters 4-3-01)

Section 9. - Vacancies.

Every vacancy in any elective office shall be filled by the council for a period running to the next regular election, unless such period exceeds one year. In the latter case, the council shall make provision for a special election.

Section 10. - Mayor.

The council member elected at large shall be the mayor, but shall have no regular administrative duties. The council member-at-large shall preside at all meetings of the council, and shall be recognized as head of the city government for all legal and ceremonial purposes and by the governor for purposes of military law. The council member-at-large shall have the same right to vote as any other member of the council, but shall have no veto power. The council shall also select from among the council members a mayor "pro tempore," who shall act as mayor during the absence or disability of the mayor. If a vacancy should occur, the mayor "pro tempore" shall become mayor for the completion of the unexpired term unless that term is for a period exceeding one year.

(Ord. No. 15113, § 1, 1-16-97)

Section 11. - Appointment and Removal of City Manager.

The council shall appoint an officer who shall have the title of city manager and who shall have the powers to perform the duties provided in this Charter. No council member shall receive such appointment during the term for which the council member shall have been elected or within one year after the expiration of the term. The appointment of the city manager shall be for an indefinite term, at the pleasure of the council.

(11-11-74; Ord. No. 15113, § 1, 1-16-97)

Section 12. - Prohibiting Interference.

Neither the council nor any of its members shall direct or request the appointment of any person to, or the removal of any person from office by the city manager or any of the manager's subordinates, nor in any way interfere with the appointment or removal of officers and employees in the administrative service of the city. Except for the purpose of inquiry, or as otherwise provided in this charter, the council and its members shall deal with the administrative officers and services solely through the city manager, and neither the council nor any member thereof shall give orders to the subordinates of the city manager, either publicly or privately. The office of any council member violating the provisions of this section shall be forfeited.

(Ord. No. 15113, § 1, 1-16-97)

Section 13. - City Clerk.

The council shall elect an officer who shall have the title of city clerk. The clerk shall keep the journal of its proceedings, and authenticate all ordinances and resolutions and record them in full in a book kept for that purpose. The clerk shall perform such other duties as may be required by statute, by this charter or by the council. The city clerk shall hold office at the pleasure of the council.

(Ord. No. 15113, § 1, 1-16-97)

Section 14. - Meetings.

The council shall meet regularly at such times as prescribed by its rules, but not less frequently than once each month. Written agendas shall be distributed, in the chambers where the council regularly meets, prior to each regular meeting of the council. No action by the council shall have legal effect unless the motion for the action and the vote by which it is disposed of take place at proceedings open to the public.

(11-11-74; Ord. No. 16744, § 1, 1-16-01, passed by voters 4-3-01)

Section 15. - Legislative Proceedings.

- A. In the transaction of legislative business, the council shall act by ordinance, and the following procedure shall be used: Every ordinance shall be by bill, which shall be in written or printed form, and the enacting clause shall be: "Be It Ordained by the Council of the City of Columbia." No bill, except those making appropriations and those codifying or rearranging existing ordinances, shall relate to more than one

subject, which shall be clearly expressed in the title. Ordinances making appropriations shall be confined to the subject matter of the appropriation. All bills shall be read by title or council bill numbers three (3) times before passage, not more than two (2) of which readings shall be at the same legislative session; and at least one week shall elapse between introduction and final passage of any bill, except in the area of an emergency bill.

- B. An ordinance may be passed as an emergency measure on the day of the introduction of the bill, provided that it contain[s] the statement that an emergency exists and specify [specifies] distinctly the facts and reasons constituting the emergency. No ordinance granting, enlarging or affecting any franchise shall be passed as an emergency measure. The emergency procedure shall be restricted to the following:
1. Bills concerning the immediate preservation of public peace, property, health, safety or morals.
 2. An appropriation for payment of principal or interest of the public debt.
 3. An appropriation for the payment of current expenses of city government.
 4. Calling an election or providing for the submission of a proposal to the people.

The vote of six-sevenths of the members of the council shall be required to pass an ordinance as an emergency measure.

- C. Every bill introduced shall be filed with the city clerk on the day of its first reading and shall remain on file in the clerk's office for public inspection until it is finally adopted or fails of passage. Prior to the final passage of any bill, other than an emergency bill, all persons interested therein shall be given an opportunity to be heard before the council, in accordance with such rules and regulations as the council may adopt. After the third reading of any bill and compliance with the other provisions herein, the council may finally pass the bill with or without amendment; except that if the council shall make an amendment which constitutes a change in substance, the bill, as amended, shall be filed in the office of the city clerk for one additional week, and an opportunity afforded for a further public hearing, after which final action may be taken thereon.
- D. An ordinance, when passed by the council, shall be signed by the presiding officer and attested by the city clerk; shall be immediately filed and thereafter preserved in the office of the city clerk; and except as otherwise provided herein, shall be subject to the

referendum as provided in Article XVII of this charter. Unless otherwise specified, every ordinance shall become effective twenty (20) days after its final passage. If an ordinance be submitted at a referendum election or as a result of an initiative petition, it shall become effective upon the certification of the election authority that it has received the favorable vote of a majority of those voting thereon.

(11-11-74; Ord. No. 15113, § 1, 1-16-97; Ord. No. 16744, § 1, 1-16-01, passed by voters 4-3-01)

Section 16. - Revision of Ordinances.

Within three years after the adoption of this charter, all ordinances of the city of a general and permanent nature shall be revised, digested, codified and promulgated, and a system of continuous numbering and revision shall be established and maintained thereafter in accordance with provisions to be prescribed by ordinance.

Section 17. - Annual Audit.

An independent financial audit shall be made of all accounts of the city government at least annually and more frequently if deemed necessary by the council. Such audit shall be made by a qualified public accountant who is experienced in municipal accounting. Such accountant shall have no personal or financial interest, direct or indirect, in the fiscal affairs of the city government or of any of its officers. The results of such audit shall be made public in such manner as the council may determine.

(Passed 1-20-75, effective 4-7-75)

Section 18. - Powers.

Except as this charter provides otherwise, all powers of the city shall be vested in the council. The council shall provide for the exercise of these powers and for the performance of all duties and obligations imposed on the city by law.

(11-11-74)

ARTICLE III. - THE CITY MANAGER

Section 19. - Qualifications; Term of Office.

The city manager shall be chosen by the council on the basis of executive and administrative qualifications with special reference to experience in, and knowledge of, city manager work. The manager may or may not be a resident of the city or the state at the time of selection, but shall reside within the city while serving as city manager. The manager shall be appointed for an indefinite term, subject to removal as herein provided, and shall devote full time to the duties of the office. The manager shall designate one of the department directors or an assistant city manager to perform the duties of the city manager in event of the manager's absence or disability; if the manager should fail to do so, the council shall make such designation.

(4-4-49; Ord. No. 15113, § 1, 1-16-97; Ord. No. 20528, § 1, 4-6-10)

Section 20. - Compensation.

The city manager shall receive such compensation as may be fixed by ordinance.

(4-4-49)

Section 21. - Powers and Duties.

The city manager shall be the chief executive and administrative officer of the city and shall be responsible to the council for the proper administration of all of the city's affairs. To that end the manager shall have power and be required to:

1. Appoint and, when necessary for the good of the service, remove all officers and employees of the city, except as otherwise provided in the charter, and except as the manager may authorize the head of a department or office to appoint subordinates in such department or office.
2. Prepare and submit to the council a statement of policy recommendations for programs and priorities which, in the opinion of the city manager, will be of benefit to the city. This statement shall be submitted not less than one hundred twenty (120) days nor more than one hundred eighty (180) days prior to the last day for the adoption of the budget.
3. Prepare the budget annually and submit it to the council and be responsible for its administration after adoption.
- 4.

Prepare and submit to the council, as of the end of the fiscal year, a complete report on the finances and administrative activities of the city for the year.

5. Keep the council advised of the financial condition of the city and make recommendations concerning its future needs.
6. Attend all meetings of the council and its committees, except when the council may be considering the manager's removal. The manager shall have the right to take part in discussions, but shall have no power to vote. The manager shall receive notice of all special meetings.
7. Enforce all laws and ordinances and see that all contracts and franchises are faithfully performed.
8. Perform such other duties as may be prescribed by this charter or required of the manager by the council, not inconsistent with this charter.

(Effective 4-7-75; Ord. No. 15113, § 1, 1-16-97)

ARTICLE IV. - ADMINISTRATIVE SERVICE

Section 22. - Administrative Organization.

The council shall adopt by ordinance an administrative code providing a complete plan of organization and structure for the city government. The administrative code may authorize the city manager to promulgate regulations dealing with questions of organization and structure. The administrative code and any regulations promulgated pursuant thereto shall be consistent with this charter. Unless otherwise required by law, all boards and commissions provided for in the administrative code shall be appointed by the council.

(11-11-74)

Section 23. - Personnel System.

The council shall adopt by ordinance a personnel code providing a comprehensive personnel system for city officers and employees. The personnel code shall provide that all appointments and promotions of city officers and employees shall be made solely on the basis of merit and

fitness. The personnel code may authorize the city manager or a personnel board, if one be established, to promulgate regulations dealing with personnel matters. The personnel code and any regulations promulgated pursuant thereto shall be consistent with this charter.

(11-11-74)

Section 24. - (Repealed 11-11-74)

ARTICLE V. - DEPARTMENT OF FINANCE

Section 25. - (Repealed 11-11-74)

Section 26. - (Repealed 11-11-74)

Section 27. - Separate Utilities Accounts.

The accounts of all utilities owned and operated and all activities performed by the city and dependent for their revenues upon the sale of their products or charge for their services shall be kept separate and distinct from all other accounts of the city, and shall contain proportionate charges for all services performed by other departments for such utilities and activities as well as proportionate credits for all services rendered.

Section 28. - (Repealed 11-11-74)

Section 29. - Purchase Procedure.

Before the city makes any purchase or contract, or lets any contract for improvements, there shall be given ample opportunity for competitive bidding, subject to such exceptions as the council, upon recommendation of the city manager, may prescribe by ordinance or resolution.

Section 30. - (Repealed 11-11-74)

Section 31. - (Repealed 11-11-74)

Section 32. - Representation of Board of Equalization.

For the purpose of giving the City of Columbia representation on the county board of equalization when said board is sitting for the purpose of equalizing the assessment of property in the city, such officials of the city as may be provided by law, shall sit with the county board of equalization, shall have a vote on said board, and shall be paid for such services as may be provided for by law.

(4-4-67)

State Law reference— Board of equalization, RSMo 138.015.

Section 33. - Fiscal Year.

The fiscal year of the City of Columbia, unless otherwise provided by ordinance, shall begin on the first day of January and shall end on the last day of December of each calendar year. The fiscal year shall constitute the budget and accounting year. As used in this charter, the term "budget year" shall mean the fiscal year for which any particular budget is adopted and in which it is administered.

Section 34. - Tentative Budget.

The city manager, at least two (2) weeks before the council undertakes to set the tax rate for the next fiscal year, shall prepare and submit to the city a tentative budget in sufficient detail to enable said council to appraise the needs of the city for the next budget year. The council shall then set a tax rate upon all taxable property in an amount sufficient to produce the revenue needed.

Section 35. - Final Budget and Budget Message.

The city manager, at least sixty (60) days prior to the beginning of each budget year, or at such time in each year as shall be fixed by the council, shall submit to the council a final budget with an explanatory message. For the purpose of preparing this budget and explanatory message, the city manager shall secure from the head of each office, department or agency who shall supply the same, detailed estimates of revenue and expenditures of that office, department or agency. The city manager shall also secure an estimate of all capital projects pending and those which it is recommended should be undertaken (a) within the budget year, and (b) within the next five (5) succeeding years. In preparing the budget, the city manager shall review and may revise the estimates, as the manager may deem necessary.

The budget shall provide a complete financial plan for the budget year. It shall include the following:

1. An itemized statement of estimated revenues from all sources for the year which the budget is to cover, together with a comparative statement of revenues for the last completed fiscal year and the year in progress.
2. An itemized statement of proposed expenditures recommended by the city manager for each office, department, or agency for the year which the budget is to cover, together with a comparative statement of expenditures for the last completed fiscal year and the year in progress.
3. A statement of the amount required for the payment of interest, amortization and redemption charges on the debt of the city.
4. Provision for contingent expense in an amount not to exceed five (5) per cent of the total operating expenditures proposed under item (2) above.
5. A general budget summary.
6. Such other information as the city manager may deem essential, or as may be required by ordinance or by law.

The budget message shall be in full and a complete explanation of the proposed budget, including reasons for any major changes from the preceding year. Expenditures proposed in the budget for each department, office or agency shall be itemized by character, object, function, activity and fund. The classification of revenue and expenditure accounts shall conform as nearly as local conditions permit to established and recognized standards of accounting. In no event shall the total amount of the proposed expenditures exceed the estimated income of the city.

(Ord. No. 15113, § 1, 1-16-97)

Section 36. - Budget a Public Record.

The budget and budget message and all supporting schedules, exhibits and other explanatory materials, shall be a public record in the office of the city clerk, open to public inspection. The city manager shall cause sufficient copies of the budget and the budget message to be prepared for distribution to interested persons.

Section 37. - Public Hearing [on Budget.]

At the meeting of the council at which the budget is submitted, the council shall determine the place and time of the public hearing on the budget. The council shall cause to be published a notice of the time and place of the hearing at least seven (7) days before the hearing is to be held. At the time and place so advertised, or at any time and place to which such public hearing shall from time to time be adjourned, the council shall hold a public hearing on the budget as submitted, at which all interested persons shall be given an opportunity to be heard.

Section 38. - Adoption of the Budget.

After the conclusion of such public hearing or hearings, the council may insert new items or may increase or decrease the various items of the budget, except for specified fixed expenditures. If it shall increase the total proposed expenditures, the council shall also increase the total anticipated revenue to at least equal such total proposed expenditures. The budget shall be adopted by the favorable vote of not less than a majority of the entire council, not later than the last Monday of the month preceding the first month of the budget year for which the budget is intended. Should the council take no final action on or prior to that date, the budget as submitted shall be effective without council action.

Section 39. - Effective Date [of Budget]; Certification; Copies.

Upon final adoption, the budget shall be in effect for the budget year. A copy of the budget, as finally adopted, shall be certified by the city manager and city clerk and filed in the office of the city clerk. The budget so certified shall be printed, mimeographed, or otherwise reproduced, and sufficient copies thereof shall be made available for the use of all offices, departments and agencies of the city and for the use of interested citizens and civic organizations.

Section 40. - Appropriations.

From the effective date of the budget, the several amounts stated therein as proposed expenditures shall be and become appropriated to the several offices, departments, or agencies for the various functions and activities specified in the budget.

Section 41. - Expenditures Limited to Budget.

All allowable claims against the city shall be approved for payment by the department or agency head, by the director of finance, and by the city manager. Any such official who shall approve any claim for payment for which there is not a sufficient unencumbered balance in the fund or appropriation, or which is in any way contrary to the provisions of this charter, or law, or ordinance, shall be personally liable and liable on the official's bond for the amount thereof, and may be removed from office.

(Ord. No. 15113, § 1, 1-16-97)

Section 42. - Contracts.

No contract or order purporting to impose any financial obligation on the city shall be executed, nor shall the same be valid and binding upon the city, unless it be in writing, and unless the director of finance shall first certify in writing thereon that such contract or order is within the purpose of the appropriation to which it is to be charged and that there is an unencumbered balance to the credit of such appropriation sufficient to pay therefor.

Section 43. - Tax Rates and Tax Rolls.

The city council shall by ordinance set the tax rates to be levied on the various classes of property as assessed by the assessor, and the levy so established shall be certified by the city clerk to the director of finance who shall compute the taxes and extend the same upon the tax rolls received from the assessor. The director of finance shall, on or before November 1 of each year, unless otherwise provided by the council, deliver the tax rolls so extended to the collector, taking receipt therefor and charging the collector with the amount of the taxes.

(Ord. No. 15113, § 1, 1-16-97)

Section 44. - Transfer of Unexpended Appropriations.

The city manager, upon the recommendation of the department or agency head, may transfer any unencumbered appropriation balance or portion thereof from one classification of expenditure to another within an office, department or agency, and such transfer shall be reported to the city council at the next meeting. At the request of the city manager, the council may, by resolution, transfer any unencumbered appropriation balance or portion thereof from one office, department or agency to another. No transfer shall be made of specified fixed appropriations.

(4-4-67; Ord. No. 20529, § 1, 4-6-10)

Section 45. - General Provisions.

1. No contract for the acquisition of any property or the construction of any improvement which is to be financed by bond shall be executed until the issuance of such bonds shall have been duly authorized.
2. The council, upon recommendation of the city manager, may make emergency appropriations to meet the pressing need for public expenditures for other than a regular or recurring requirement to protect the public health, safety or welfare. The total amount of all emergency appropriations made in any fiscal year shall not exceed five (5) per cent of the total operating appropriation made in the budget for that year.
3. The council may by ordinance authorize the director of finance to borrow money to meet the cash requirements of any fund in anticipation of the receipts from revenues for the current fiscal year. The aggregate amount of such loans shall not exceed the estimated cash receipts of said fund for the fiscal year then outstanding and uncollected. Such loans shall be repaid from revenues received during the fiscal year in which the loans are made. Such loans shall be due and payable not later than the last day of the fiscal year in which the loans are made. An affirmative vote of at least five-sevenths (5/7) of all members of the council shall be required to pass such ordinance. Such ordinance shall take effect immediately upon passage and shall not be subject to the referendum.
4. All fees, charges and commissions for city services, and all money in the form of rentals, payments for concessions, or other charges for the use or occupancy of city property received by any officer or employee, and all interest on public deposits shall belong to the city government, shall be regularly accounted for, and shall be paid to the city treasury under such regulations as may be prescribed by the director of finance.
5. All appropriations shall lapse at the end of the budget year to the extent that they shall not have been expended or lawfully encumbered.

(11-7-78; 4-2-85)

Section 46. - Incurring Indebtedness.

The city may incur indebtedness and issue its negotiable bonds in evidence thereof for any purpose which may be authorized hereunder, or for any purpose which may be authorized now or hereafter by the laws of the State of Missouri to any municipality.

Section 47. - Specific Purposes [of Bonds].

Some of the purposes, hereby specifically authorized, for which the bonds of the city may be issued, sold, pledged or disposed of on the credit of the city, or solely upon the credit of specific property owned by the city, or solely upon the credit of income derived from property used in connection with any public utility owned or operated by the city, or upon any two (2) or more such credits, shall be:

1. The acquiring of land; the purchase, construction, reconstruction, repairs and improvement upon or extension of the following: water systems, including lakes and reservoirs; public sewers, sewage disposal plants; buildings and equipment for the police and fire departments; other public buildings and equipment therefor; facilities and equipment for the collection or disposal of garbage and refuse; bridges, viaducts, subways, tunnels, railroads, street railroads, bus lines; terminals for bus, air and railroad travel and their equipment; warehouses, public market facilities, airports, and equipment therefor; street lighting systems, gas or electric utility systems, heating and power plants, telephone and telegraph systems, facilities for radio broadcasting and reception; off-street parking facilities, or any other public utility or equipment therefor; public housing, hospitals, orphan homes, industrial schools, jails, workhouses, and other charitable, correctional or penal institutions and equipment therefor; golf courses, swimming pools and other recreational facilities and their equipment; parks, parkways, streets, boulevards, grounds or any other public improvement.
2. The paying, refunding or renewing of any bonds issued by the city, whether general obligation bonds or revenue bonds, and the establishment of a local improvement fund to be used for the purpose of paying cash for local improvements, such fund to be replenished from time to time by the payment into it of the proceeds of special assessments made on account of such local improvements.

The foregoing enumeration shall not be construed to limit any general provision of this charter authorizing the city to borrow money or issue and dispose of bonds, and such general provisions shall be construed according to the full force and effect of their language, as if no specific purposes had been mentioned; and the authority to issue such bonds for any purpose aforesaid is cumulative and shall not be construed to impair any authority to make any public improvements under any provision of this charter or of any law.

Section 48. - Vote Required for Issuance of Bonds.

No bonds shall be issued without the assent of the requisite number of qualified electors of the city voting thereon, as may be required by the Constitution or statutes of the State of Missouri, at an election held for that purpose.

(11-11-74)

Section 49. - Conduct of Election.

Notice of any such election shall be given, and such election shall be held, conducted and the returns thereof made, canvassed and declared in the manner provided by ordinance and by the laws and Constitution of the State of Missouri.

Section 50. - Debt Statement.

Prior to the adoption of an ordinance calling or providing for the holding of an election at which any question of incurring indebtedness shall be submitted, the director of finance shall prepare, swear to, and file for public inspection in the office of the city clerk, a special debt statement which shall set forth:

1. The aggregate principal amount of all outstanding bonds and notes of the city.
2. Deductions, if any, permitted by the constitution and general laws.
3. The amount of existing net indebtedness.
4. The amount of net indebtedness after the issuance of the bonds authorized by such bond ordinance.
5. The assessed valuation of taxable tangible property within the city as shown by the last completed assessment for state and county purposes.

6. The aggregate principal amount of bonds and notes which the city may issue pursuant to law.

This debt statement, after approval by a majority of the council, shall be published with the notice of the bond election and shall be presumed to be accurate.

Section 51. - Sale of Bonds.

- A. All bonds issued under this charter shall be sold in the manner provided by ordinance and by the laws and Constitution of the State of Missouri.
- B. In those instances where the sale of bonds shall be had by public sale, sale shall be upon sealed proposals after notice published at least once in a newspaper published in Columbia, Missouri, such publication to be made at least ten (10) days prior to the date of sale. The director of finance shall mail notices by direct mail to all parties and financial institutions who in the director's opinion may be interested in the purchase of such bonds.

(11-7-78; Ord. No. 15113, § 1, 1-16-97)

Section 52. - Issuance of Refunding Bonds.

The city may issue refunding bonds for the purpose of refunding, extending or unifying the whole or any part of its valid outstanding revenue bonds. The council shall determine the amount of such refunding bonds and shall provide for the payment of interest and principal of such refunding bonds in any manner and upon such terms which are not prohibited by the Constitution or laws of the State of Missouri.

(4-2-85)

ARTICLE VI. - DEPARTMENT OF PERSONNEL

Sections 53 through 64, inclusive, - (Repealed 11-11-74)

ARTICLE VII. - DEPARTMENT OF LAW

Section 65. - City Counselor; Appointment, Qualifications, Duties.

There shall be a department of law, the director of which shall be known as the city counselor. The city counselor shall be appointed by the city manager by and with the consent of the council, and may only be removed by the city manager with the advice and consent of the council. The city counselor shall have been a duly licensed attorney of the State of Missouri for at least three (3) years immediately prior to appointment, and shall have been actively engaged in the practice of law during such three (3) years. The city counselor shall direct the management of all litigation in which the city is a party or is interested. The city counselor shall, in person, or by assistant counselors, represent the city in all legal matters and proceedings in which the city is a party or interested, advise the council or any committee or member thereof, and the city manager and heads of all departments, boards, commissions and offices concerning any legal questions affecting the city's interest. The city counselor or the city counselor's assistants, shall approve, as to form, all contracts, deeds, bonds and other documents to be signed in the name of or made to or with the city. The city counselor and the city counselor's assistants shall perform such other duties as the council may by ordinance or resolution require. The city counselor shall, in accordance with the rules and regulations of the personnel department, appoint such number of assistant city counselors as may be authorized by ordinance. One or more of said assistant city counselors as may be designated by the city counselor, shall represent the city in all cases brought before the municipal court, and do and perform such other legal duties as may be assigned by the city counselor from time to time. Said assistant city counselors shall be duly licensed attorneys of the State of Missouri. Said assistant city counselors may be removed by the city counselor with the advice and consent of the city manager.

(4-4-67; Ord. No. 15113, § 1, 1-16-97)

Section 66. - (Repealed 4-4-67)

Section 67. - (Repealed 4-4-67)

Section 68. - Special Counsel.

Nothing in this article shall prevent the council from employing special or additional legal counsel.

ARTICLE VIII. - DEPARTMENT OF PUBLIC WORKS

Section 69. - (Repealed 11-11-74)

Section 70. - (Repealed 11-11-74)

ARTICLE IX. - PUBLIC IMPROVEMENTS AND SPECIAL ASSESSMENTS

Section 71. - Public Improvements.

The procedure for making, altering, vacating or abandoning a public improvement shall be governed by general ordinance, consistent with applicable state law.

(Ord. No. 16745, § 1, adopted 1-16-01, passed by voters 4-3-01)

Section 72. - Special Assessments.

The procedure for levying, collecting and enforcing the payment of special assessments for public improvements or special tax bills evidencing such assessments shall be governed by general ordinance, consistent with applicable state law.

(Ord. No. 16745, § 1, adopted 1-16-01, passed by voters 4-3-01)

Sections 73—85. - Repealed by Ord. No. 16745, § 1, adopted January 16, 2001; passed by the voters April 3, 2001.

Section 86. - Sidewalks. (Repealed 4-4-67)

Sections 87, 88. - Repealed by Ord. No. 16745, § 1, adopted January 16, 2001; passed by the voters April 3, 2001.

ARTICLE X. - FRANCHISES

Section 89. - Granting of Franchises.

All public utility franchises and all renewals, extensions and amendments thereof shall be granted only by ordinance. No such ordinance shall be adopted within less than thirty (30) days after application therefor has been filed with the council, nor until a full public hearing has been held thereon. No such ordinance shall become effective until it has been submitted to the electors and has been approved by a majority voting thereon.

No ordinance shall be submitted at an election less than sixty (60) days after the grantee named therein has filed its unconditional acceptance of such franchise, and it shall not be submitted to a special election unless the expense of holding the election, as determined by the council, shall have been paid into the city treasury by the grantee. No exclusive franchises shall ever be granted, and no franchise shall be granted for a longer term than twenty (20) years. No such franchise shall be transferable, directly or indirectly, except with the approval of the council expressed by ordinance after a full public hearing.

Section 90. - Right of Regulation.

All public utility franchises, whether it be so provided in the ordinance or not, shall be subject to the right of the council to:

1. Repeal the same for misuse or nonuse, or for failure to comply therewith.
2. Require proper and adequate extension of plant and service and the maintenance thereof at the highest practicable standard of efficiency.
3. Establish reasonable standards of service and quality of products, and prevent unjust discrimination in service or rates.
4. Make independent audit and examination of accounts at any time, and require reports annually.
5. Require continuous and uninterrupted service to the public in accordance with the terms of the franchise throughout the entire period thereof.
6. Control and regulate the use of the city streets, alleys, bridges and public places, and the space above and beneath them.
7. Regulate rates, fares and charges and make readjustments thereof from time to time if the same are not regulated by the state.
8. Impose such other regulations from time to time as it may determine to be conducive to the safety, welfare and accommodation of the public.

Section 91. - Purchases; Condemnation.

The city shall have the right to acquire by condemnation or otherwise the property of any public utility in accordance with the general laws of the state, provided that the price to be paid shall in no event include any value predicated upon the franchise, goodwill or prospective profits.

Section 92. - Revocable Permits.

Temporary permits for the operation of public utilities, or like permits for a period not to exceed two (2) years but subject to being renewed and subject to amendment, alteration or revocation at any time at the will of the council, may be granted only by ordinance on such terms and conditions as the council shall determine; provided that such permits shall in no event be construed to be franchises, or extensions or amendments of franchises.

Section 93. - Operation Beyond Franchise Period.

Any operation of a public utility by a franchise holder, with the tacit permission of the city, beyond the period for which the franchise was granted, shall under no circumstances be construed as a renewal or extension of such franchise. Any such operation shall at most be regarded as a mere temporary permit, subject, like other permits, to amendment, alteration or revocation at any time at the will of the council.

Section 94. - Exclusion of Cable Television System.

Cable television systems shall not constitute public utility franchises within the meaning of this Article X, and Article X shall not apply to cable television systems.

(Passed by voters 11-6-84)

ARTICLE XI. - PLANNING AND ZONING

Sections 95 through 98, inclusive. - (Repealed 11-11-74)

ARTICLE XII. - DEPARTMENT OF WATER AND LIGHT

Section 99. - Appointment and Qualifications of Director.

The city manager shall select the director of the water and light department, who shall be trained and experienced in the operation and management of public utilities, and qualified to perform the duties required of the director by this charter and ordinances of the city.

(Ord. No. 15113, § 1, 1-16-97; Ord. No. 20530, § 1, 4-6-10)

Section 100. - Powers and Duties.

The director of the water and light department shall serve as the operating engineer of the water and light plants and shall have charge of:

1. The physical properties of the water and light plants, all of the distribution systems thereof, filtration plants, reservoirs, wells, generating plants and other facilities directly connected therewith; and all plants, properties, equipment and appliances incident to or connected with the operation of the water and light department, whether within or without the city.
2. The designing, construction, reconstruction, addition, repair, replacement, maintenance, supervision and operation of the water and light plants, physical properties, buildings and distribution systems; and street lighting system and equipment, except as provided in item 6, Section 70 of this charter.
3. The mechanical and engineering work of the department.
4. Meter readings, a list or copy of which shall be furnished to the director of finance.
5. The enforcement of all rules, regulations, methods and practices prescribed by the council governing the furnishing and measurement of the water and light services, including the authority to cut off any service for nonpayment, or for nonmaintenance of equipment connected with the main supply, or noncompliance upon the part of any customer with ordinances, rules and regulations relating to the department.
6. The records of location, direction, depth and connections of all underground facilities and equipment of the department.

The director of the department, shall perform such other duties not herein specifically set out as may be required by the city manager, by this Charter, by law or by ordinance.

The director and employees of the department shall have authority in the necessary discharge of their duties to enter upon any lands, properties or premises within or without the city for the examination or survey thereof, or for the purpose of repairing, inspecting, removing or connecting the service, reading meters, or any other purpose whatsoever in connection with the water and light service.

(Ord. No. 15113, § 1, 1-16-97)

Editor's note— Section 70, referred to in this section has been repealed.

Section 101. - Restriction on Sale of Water and Light Property.

The city shall not sell, lease, or in any manner dispose of the water and light plants or systems or any properties or equipment used in supplying water or light, unless and except the proposition for such purpose shall first have been approved at a special election by a two-thirds majority of those voting thereon. The provisions of this section shall not apply to the sale or exchange of any equipment which may be worn out or unless, or which could, with advantage to the service, be replaced by new or improved machinery or equipment.

Section 102. - Rates and Finances.

The city council shall from time to time fix, establish, maintain and provide for the collection of such rates, fees or charges for water and electricity and water and electric service furnished by or through the water and electric light works of the city as will produce revenues sufficient to pay the cost of operation and the maintenance of said works in good repair and working order; to pay the principal of and interest on all revenue bonds of the city payable from the revenues of said works; to provide and maintain an adequate depreciation fund for the purpose of making renewals and replacements; to provide a fund for the extension, improvement, enlargement and betterment of said works; to pay the interest on and principal of any general obligation bonds issued by the city to extend or improve said works; and to pay into the general revenue fund of the city annually an amount substantially equivalent to that sum which would be paid in taxes if the water and electric light works were privately owned. Such revenues so produced shall be devoted to the purposes so enumerated. The provisions hereof shall be subject at all times to the performance by the city of all covenants and agreements made by it in connection with the issuance, sale or delivery of any revenue bonds of the city payable out of the revenues derived by the city from the operation of its water and electric light works, whether such revenue bonds be heretofore or hereafter issued.

In the fixing of such rates and charges it shall be the policy of the council, so far as feasible and consistent with the above requirements, to fix and maintain the same at a level not to exceed charges made for the same services by privately owned utilities similarly situated.

Payments from the revenues of said water and electric light works shall be made into the depreciation fund monthly in such amounts as may be required by standard engineering and accounting practices applicable to the operation of utilities by municipalities. Said depreciation fund shall be expended only for making renewals and replacements of said water and electric light works or making unusual and extraordinary repairs thereto.

Payments into the fund established for the making of extensions, improvements, enlargements and betterments of said works shall be made monthly in such sums as may be determined by the council, subject to the provisions of the next succeeding paragraph relating to surplus, and such fund shall be expended only for the purposes specified. Said depreciation fund and the fund established for the making of extensions, improvements, enlargements and betterments shall be kept invested as provided by law, or, in the discretion of the council, in bonds, certificates or other obligations of the United States of America.

If any surplus revenue be produced from the operation of said water and electric light works after meeting all of the requirements set forth above, there shall be paid into the fund established for the making of extensions, improvements, enlargements and betterments of said works not less than twenty (20) percent of such surplus, or an amount which, together with payments made into such fund under the above requirements, shall equal twenty (20) percent of said surplus. Provided, however, that such fund may be used for the redemption of any outstanding bonds issued by the city for the same purposes, and for the meeting of any extraordinary emergencies that may arise in the operation of said water and electric light works; and, provided further, that said payment from surplus shall not be required to be made cumulative on and in addition to the requirement in Section 7 of the Revenue Bond Ordinance of April 19, 1948, for the retention of twenty-five (25) percent of the surplus for extension, improvement and bond redemption purposes, so long as any of the revenue bonds of the city dated May 1, 1948, remain outstanding. The remainder of any surplus shall be paid into the general revenue fund of the city and budgeted like other revenues of the city for any proper municipal purpose, and expended through the regular appropriation process; or such surplus may, in the discretion of the council, be made the basis for reduction of rates in the future.

Section 103. - Water and Light Advisory Board.

The water and light advisory board shall consist of five (5) members appointed by the council. Appointment shall be made for terms of four (4) years. Appointments to fill vacancies shall be for unexpired terms only.

Members shall be qualified voters and residents of the City of Columbia for at least one year prior to their appointment. They shall be sympathetic with the principal of municipal operation of the water and light system and with the policies set forth in this article to ensure the sound and efficient management of said system. The board shall elect annually its own chairman. Members shall serve without pay, but their reasonable expenses shall be paid as provided by ordinance.

The powers of the board shall be solely advisory. It shall be empowered to visit and to inspect the operation of the water and light system, to have access to all financial and other records pertaining to said system, and to require from any city department or officer any information available concerning the same. The board shall report at least annually its findings and recommendations to the people and to the council.

(Ord. No. 14362 § 1, 2-6-95; passed by voters April 4, 1995)

ARTICLE XIII. - HEALTH OFFICER; HEALTH BOARD

Sections 104 through 107, inclusive. - (Repealed 11-11-74)

ARTICLE XIV. - DEPARTMENT OF PARKS AND RECREATION

Sections 108 through 111, inclusive. - (Repealed 11-11-74)

Section 112. - Revenues.

For the acquisition, maintenance and development of adequate recreational facilities, and for the proper promotion of a recreational program, the city manager shall include in the manager's budget an amount estimated by the manager to be sufficient for said purposes.

(Ord. No. 15113, § 1, 1-16-97)

Section 113. - Permanent Park Fund.

There shall be a permanent park fund which shall consist of: gifts, bequests and devises specified for this purpose; rents, issues and profits derived from any property which may have been purchased or held in trust by or for the City of Columbia for recreational purposes; and the

proceeds of the sale of any such property, real, personal or mixed, so purchased or held in trust. Moneys in this permanent park fund shall be appropriated, expended or encumbered only for parks and other recreational property or facilities.

(4-4-67)

ARTICLE XV. - THE MUNICIPAL COURT

Section 114. - Municipal Court; Jurisdiction and Powers.

There shall be a municipal court which shall have jurisdiction to hear and determine all cases involving violations of this charter or of the ordinances of the city, subject to appeal by either party to the circuit court in like manner as provided by law for appeals from magistrate court in Boone County in criminal cases. Such court may punish contempts of court by fine not exceeding fifty dollars (\$50.00) or by imprisonment not exceeding ten (10) days, or both; may enforce its process, orders and judgments in the same manner as a court of record; may issue search warrants as authorized by law upon application of the city counselor, city attorney or chief of police; may summon and compel the attendance of witnesses; may administer oaths; may summon and compel the attendance of jurors, when a jury is allowed; may pass upon the competency of evidence; and may render final judgment on any forfeited bond or recognizance returnable to such court, subject to appeal, as in other cases.

Section 115. - Judge of Municipal Court.

The municipal court shall be presided over by a municipal judge to be selected by the council, a majority vote of all members being required for selection. The judge shall have been a resident of the City of Columbia for at least two (2) years, and a duly licensed attorney for the State of Missouri for at least three (3) years prior to selection. The municipal judge shall be selected for a term of four (4) years and shall serve until a successor is selected and qualified. The judge may be removed from office for cause. If removal is contemplated, the judge shall be suspended by a resolution which shall set forth the reasons for suspension and proposed removal. A copy of such resolution shall be served immediately upon the municipal judge. The municipal judge shall have fifteen (15) days in which to reply thereto in writing, and, upon the judge's request, a public hearing shall occur not earlier than ten (10) days nor later than fifteen (15) days after such hearing is requested, and after full consideration, the council, by majority vote of its members, may adopt a final resolution of removal. In case of the judge's absence or inability to serve, the

council may by resolution select a qualified attorney to act during such absence or disability and may provide reasonable compensation for such service. The municipal court shall be held in such place as the council by resolution may direct.

(4-7-75; Ord. No. 15113, § 1, 1-16-97)

Section 116. - Salary; Costs and Fines.

The municipal judge shall receive such compensation as may be fixed by ordinance. All costs, fines and forfeitures imposed by the municipal court, or collected under the authority thereof, and all other receipts so collected, shall be regularly accounted for and paid into the city treasury for the use and benefit of the city.

Section 117. - Marshal.

The chief of police and the chief's subordinates shall serve as marshal and deputy marshals of the municipal court and enforce its orders, judgments and decrees.

(Ord. No. 15113, § 1, 1-16-97)

Section 118. - Proceedings.

The forms of complaints and the conduct of all proceedings in the municipal court shall be as prescribed by law, or by ordinance not inconsistent with this charter.

ARTICLE XVI. - NOMINATIONS AND ELECTIONS

Section 119. - Time of Elections.

A regular election for the choice of elective municipal officials shall be held annually on the first Tuesday after the first Monday in April. The council may by resolution order special elections, fix the time and provide for holding the same in conformance with state law.

(Passed by voters, April 7, 1981; Ord. No. 16744, § 1, 1-16-01, passed by voters 4-3-01)

Section 120. - Regulation of Elections.

The council shall provide by ordinance all regulations which it considers needful or desirable, not inconsistent with this charter or state laws, for the conduct of municipal elections, and the prevention of fraud in such election. Municipal elections shall be conducted by the election authority designated by state law.

(11-7-78; Ord. No. 16744, § 1, 1-16-01, passed by voters 4-3-01)

Section 121. - When Election Authority May Order Election.

If at any time, by reason of nonacceptance, resignation, refusal to qualify, or for any other cause, there shall be no officers of the city to order an election, the election authority having jurisdiction in the City of Columbia, is empowered to order and conduct an election for city officers, declare the results thereof, and install the newly elected officials.

(11-7-78; Ord. No. 16744, § 1, 1-16-01, passed by voters 4-3-01)

Section 122. - Nominations by Petition.

Nominations of candidates for all elective offices shall be by petition. Petitions for ward council members shall be signed by not less than fifty (50), nor more than seventy-five (75), registered voters who are entitled to vote for the candidate so nominated. Petitions for officials elected by the entire city shall be signed by not less than one hundred (100), nor more than one hundred fifty (150), registered voters of the city.

In order for a signature to be valid, it must be accompanied by the following information, legibly written: the name of petitioner, the address of petitioner, and the date petitioner signed the petition.

The signatures on the nominating petition need not all be appended to one paper, but each separate paper shall bear a statement setting forth the election date, the office to be filled, and the name of the candidate on whose behalf the petition is being filed. In addition, there shall be attached to each such paper a signed statement of the circulator thereof, stating the number of signers of such paper, that each signature appended thereto was made in the circulator's presence and is the genuine signature of the person whose name it purports to be and that the circulator believes each signer to be a legal voter. Nominating petitions shall be filed with the city clerk not earlier than 8:00 a.m. on the last Tuesday in October before the election, nor later than 5:00 p.m. on the fourteenth day before the deadline set by state statute for notifying the election

authority of an election. No nominating petition shall be accepted by the city clerk unless it contains the signed statement of the candidate accepting the nomination and agreeing to serve if elected. Nominating petitions shall be in substantially the following form:

We, the undersigned registered voters of the City of Columbia, Missouri, respectfully petition and request that the name of _____, residing at _____, be placed upon the ballot as a candidate for the office of _____ to be voted for at the election to be held on _____, 20 _____ and we, individually, state that we are qualified to vote for this candidate:

Signature Printed Name Street and Number Date of Signing

(spaces for signatures and required data)

STATEMENT OF CIRCULATOR

The undersigned is the circulator of the foregoing paper containing _____ signatures. Each signature appended thereto was made in my presence and is the genuine signature of the person whose name it purports to be. I believe each signer is a registered voter qualified to vote for this candidate.

	_____ Signature of Circulator
	_____ Address

ACCEPTANCE OF NOMINATION

I hereby accept the nomination for the office of _____ and agree to serve if elected.

	_____ Signature of Candidate
--	---------------------------------

Date and hour of filing _____

This petition is filed by _____

Whose address is _____

Received by _____

Signature of City Clerk _____

Within ten (10) days after the filing of a nominating petition, the city clerk shall notify the candidate and the person who filed the petition whether or not it is found to be sufficient. If a petition is found insufficient, the city clerk shall return it immediately to the person who filed it with a statement certifying wherein the petition is found insufficient. Within the regular time for filing petitions a new or supplemental petition may be filed for the same candidate. The petition of each candidate nominated shall be preserved by the city clerk until the expiration of the term of office for which the candidate has been nominated.

(Ord. No. 15113, § 1, 1-16-97; Ord. No. 16744, § 1, 1-16-01, passed by voters 4-3-01; Ord. No. 20531, § 1, 4-6-10)

Section 123. - Preparation of Ballots.

The names of candidates for elective offices shall be printed on the ballot in order of the time their nominating petitions, sufficiently signed and attested, were filed with the city clerk.

(11-7-78; Ord. No. 20531, § 1, 4-6-10)

Section 124. - Repealed by Ord. No. 16744, § 1, adopted January 16, 2001; passed by the voters April 3, 2001.

Section 125. - Returns.

The candidate receiving the highest number of votes for each office shall be elected and shall be inducted into office at the first meeting of the council following the certification of the election authority in accordance with state law.

(Ord. No. 16744, § 1, 1-16-01, passed by voters 4-3-01)

Section 126. - Repealed by Ord. No. 16744, § 1, adopted January 16, 2001; passed by the voters April 3, 2001.

ARTICLE XVII. - INITIATIVE, REFERENDUM AND RECALL^[2]

Section 127. - Initiative.

The voters shall have power to propose any ordinance, except an ordinance appropriating money or authorizing the levy of taxes, and to adopt or reject the same at the polls, such power being known as the initiative. Any initiated ordinance may be submitted to the council by a petition signed by registered voters of the city equal in number to at least twenty (20) per cent of the number of votes cast for council member-at-large at the last regular municipal election, provided, that there be not less than four hundred (400) signatures.

(Ord. No. 15113, § 1, 1-16-97; Ord. No. 20531, § 1, 4-6-10)

Section 128. - Referendum.

The voters shall have power to approve or reject at the polls any ordinance passed by the council, or submitted by the council to the voters, excepting emergency ordinances as provided for in Section 15 of this charter, ordinances for the levying of taxes, or for the issuance of special tax bills, as provided in this charter, such power being known as the referendum. Ordinances submitted to the council by initiative petition and passed by the council shall be subject to the referendum in the same manner as other ordinances. Within twenty (20) days after the enactment by the council of any ordinance which is subject to referendum, a petition signed by registered voters of the city equal in number to at least twenty-five (25) per cent of the number of votes cast for council member-at-large at the last municipal election may be filed with the city clerk, requesting that such ordinance be either repealed or submitted to the voters; provided, however, that the number of signatures in such case be not less than five hundred (500).

(Ord. No. 15113, § 1, 1-16-97; Ord. No. 20531, § 1, 4-6-10)

Section 129. - Petitions.

All petition papers comprising an initiative or referendum petition shall be assembled and filed with the City Clerk as one instrument. Every petition paper shall contain the full text of the measure proposed or referred, but the signatures to the petition need not all be appended to one

paper. In order for a signature to be valid, it must be accompanied by the following information, legibly written: the name of petitioner, the address of petitioner, and the date petitioner signed the petition. The circulator of each such paper shall make oath before an officer competent to administer oaths that the circulator believes each signature appended to the petition to be the genuine signature of the person whose name it purports to be, that the circulator believes each such signer to be a legal voter, and that all signatures were affixed in the presence of the circulator.

(Ord. No. 15113, § 1, 1-16-97; Ord. No. 20531, § 1, 4-6-10)

Section 130. - Filing and Certification of Petitions.

Within thirty (30) days after a petition is filed, the city clerk shall determine whether each paper of the petition has a proper statement of the circulator and whether the petition is signed by a sufficient number of registered voters. After completing examination of the petition, the city clerk shall certify the result thereof to the council at its next regular meeting. If the clerk shall certify that the petition is insufficient, the clerk shall set forth in the certificate the particulars in which it is defective and shall at once notify the person filing the petition of the insufficiency.

(Ord. No. 15113, § 1, 1-16-97; Ord. No. 20531, § 1, 4-6-10)

Section 131. - Amended Petitions.

An initiative or referendum petition may be amended at any time within fourteen (14) days after the notification of insufficiency by filing a supplementary petition upon additional papers executed and filed as provided in case of an original petition. The city clerk shall, within thirty (30) days after such an amendment is filed, make examination of the amended petition; if the petition is still insufficient, the clerk shall file a certificate to that effect in the clerk's office and notify the person filing the petition of the clerk's findings, and no further action shall be had on such insufficient petition. A finding of insufficiency in a petition shall not prevent the filing of a new petition for the same purpose.

(Ord. No. 15113, § 1, 1-16-97; Ord. No. 20531, § 1, 4-6-10)

Section 132. - Effect of an Initiative Petition.

When an initiative petition has been certified as sufficient, the council shall proceed at once to consider the proposed ordinance, taking final action thereon not later than thirty (30) days after certification.

If the council shall fail to pass an ordinance in the form proposed by the initiative petition, such ordinance shall be submitted without alteration to the voters of the city at the next election provided for by state law which is consistent with applicable notice provisions and available for municipal elections purposes. The enacting clause of such ordinance shall be: "Be it ordained by the people of the City of Columbia."

(Passed by election, April 7, 1981; Ord. No. 20531, § 1, 4-6-10)

Section 133. - Effect of a Referendum Petition.

When a referendum petition has been certified as sufficient, the ordinance specified in the petition shall not become effective, or, if it shall have gone into effect, further action thereunder shall be suspended until the ordinance referred has been approved by the voters as hereinafter provided. The council shall proceed forthwith to reconsider the referred ordinance, and its final vote upon such reconsideration shall be taken within thirty (30) days after certification and shall be upon the question: "Shall the ordinance specified in the referendum petition be repealed?"

If the council shall fail to repeal an ordinance specified in any referendum petition, such repeal ordinance shall be submitted without alteration to the voters of the city at the next election provided for by state law which is consistent with applicable notice provisions and available for municipal elections purposes.

(Passed 11-4-80 election; Ord. No. 20531, § 1, 4-6-10)

Section 134. - Voting.

Ordinances submitted to the voters in accordance with the initiative referendum provisions of this charter shall be submitted by ballot title, which shall be prepared by the city counselor. The ballot title shall be a clear, concise statement, without argument or prejudice, descriptive of the substance of such ordinance. The ballot used in voting upon any ordinance, if a paper ballot, shall have below the ballot title the following: "For the Ordinance" and "Against the Ordinance." Immediately at the left of each proposition there shall be a square in which by making a cross (X)

the voter may vote for or against the ordinance. Any number of ordinances may be voted on at the same election and may be submitted on the same ballot, but any paper used for voting on ordinances shall be for that purpose only.

(Ord. No. 20531, § 1, 4-6-10)

Section 135. - Effect of Vote.

If a majority of the voters voting on a proposed initiative ordinance or referred ordinance shall vote in favor thereof, it shall thereupon be an ordinance of the city, and shall, unless otherwise specified, become effective as indicated in Section 15 of this charter. No such ordinance shall be amended or repealed for six (6) months, except by unanimous vote of the council. A referred ordinance which is not approved by a majority of the voters voting thereon shall thereupon be deemed repealed. If conflicting ordinances are approved by the voters at the same election, the one receiving the greatest number of affirmative votes shall prevail. No election under the initiative or referendum procedure shall be set aside because of any defect in the petitions.

(Ord. No. 20531, § 1, 4-6-10)

Section 136. - Recall Petition.

Any officer elected by vote of the people may be removed by the voters qualified to vote for a successor to such incumbent. The procedure to effect the removal of such incumbent shall be as follows: a petition demanding the removal of such officer shall be filed with the city clerk; such petition shall be signed by voters entitled to participate in such petition equal in number to at least thirty (30) percent of the number of votes cast for such office in the last election; provided, that there be at least two hundred (200) signatures in the case of officials elected by wards and five hundred (500) signatures in the case of officials elected at large. This petition shall contain a general statement of the grounds for removal. Such petition shall be executed, verified, filed, and may be amended in the manner provided for initiative and referendum petitions.

(Ord. No. 20531, § 1, 4-6-10)

Section 137. - Recall Election.

When a sufficient recall petition has been filed, the city clerk shall submit the same to the council without delay, and the council shall call an election on said recall at the next election provided for by state law which is consistent with applicable notice provisions and available for municipal elections purposes.

(Passed 11-4-80 election)

Section 138. - Recall Ballot.

The ballots shall be in the following form:

Shall (Name and Title) be removed from office?

() YES

() NO

Voters in favor of the recall place a cross (X) in the square opposite the word "YES."

Voters opposed to the recall place a cross (X) in the square opposite the word "NO."

Section 139. - Effect of Election.

If a majority of those voting in such recall election shall vote in favor of the recall, then a vacancy shall exist, regardless of any defect in the recall petition. Such vacancy shall be filled as provided in Section 9 of this charter. If a majority of those voting in such election shall vote against the recall, the official shall continue in office. An official who has been recalled shall be ineligible to serve in any city office at any time during the remainder of the term for which the official was originally elected.

(Ord. No. 15113, § 1, 1-16-97)

Section 140. - Limitation on Recall.

No officer shall be subject to recall within six (6) months after induction into office, nor during the last six (6) months of the officer's term. If an officer is retained in office by any recall election, the officer shall not be subject to recall within a period of six (6) months thereafter.

(Ord. No. 15113, § 1, 1-16-97)

Section 141. - Conduct of Initiative, Referendum and Recall Elections.

Notice of initiative, referendum and recall elections shall be given and publicized, and such elections shall be conducted, the returns canvassed, and the results thereof declared in all respects as are other city elections.

ARTICLE XVIII. - GENERAL PROVISIONS

Section 142. - Judicial Notice of the Charter.

This charter is declared to be a public act, and all courts shall take judicial notice thereof.

Section 143. - Proof of Ordinance.

Any ordinance may be proved by a copy thereof certified by the city clerk under the seal of the city; or, when printed and published by authority of the city, shall be received in evidence in all courts or other places without further proof of authenticity.

Section 144. - Pending Actions and Proceedings.

No action or proceeding, civil or criminal, pending at the time this charter shall take effect, brought by or against the city or any office, department, agency or officer thereof, shall be affected or abated by the adoption of this charter or by anything herein contained.

Section 145. - Continuance of Contracts, Public Improvements and Taxes.

All contracts entered into by the city, or for its benefit, prior to the taking effect of this charter, shall continue in full force and effect. Public improvements for which legislative steps have been taken under laws existing at the time this charter takes effect may be carried to completion as nearly as practicable in accordance with the provisions of such existing laws. All taxes and assessments levied or assessed, all fines and penalties imposed, and all other obligations owing to the city which are uncollected at the time this charter becomes effective, shall continue in full force and effect and shall be collected as if no change had been made.

Section 146. - Transfer of Records and Property.

All records, property and equipment of any office, department or agency or part thereof, the powers and duties of which are assigned to any other office, department or agency by this charter, shall be transferred and delivered to the office, department or agency to which such powers and duties are assigned.

Section 147. - Salaries.

The council shall, by ordinance not inconsistent with the provisions of this charter relating to the department of personnel, prescribe maximum and minimum salaries or other compensation for all officers, employees, or classes of employees of the city. The city manager may determine the compensation to be paid to each officer or employee within the limits so established. In no case shall the salary or compensation of any officer or employee be based upon or measured by fees.

(4-4-67)

Section 148. - Oath of Office.

Before entering upon the duties of office, every officer shall file with the city clerk a certificate of election or appointment, and shall take and subscribe before, and file with the city clerk, an oath or affirmation that the officer possesses all the qualifications for the elective or appointed office, that the officer is not subject to any of the disqualifications set forth in this charter, that the officer will support the Constitution and laws of the United States and of the State of Missouri, and the charter and ordinances of the City of Columbia, and that the officer will faithfully discharge the duties of the office.

(Ord. No. 15113, § 1, 1-16-97)

Section 149. - Official Bonds.

The city manager, city clerk, city collector, director of finance, and all other officers and employees receiving, disbursing or responsible for city funds, and such other officers and employees as the council by ordinance may designate, shall, within such time after election or appointment as may be fixed by ordinance, and before entering upon the discharge of their duties, give bond to the city in such sums and with such sureties as shall be prescribed by ordinance, and subject to approval by the council, conditioned upon the faithful and proper performance of their duties and for the prompt accounting for and paying over to the city of all

moneys belonging to the city that may come into their hands. The office or employment of any person elected or appointed to any office or employment shall be forfeited if the person fails to give bond as herein required. The city shall pay the premiums on all such bonds. Unless otherwise provided by ordinance, the bond of the city clerk shall be filed with the mayor, and the bonds of all other officers and employees shall be filed with the city clerk.

(Ord. No. 15113, § 1, 1-16-97)

Section 150. - Notice of Suits.

No action shall be maintained against the city for or on account of any injury growing out of alleged negligence of the city unless notice shall first have been given in writing to the city manager within ninety (90) days of the occurrence for which said damage is claimed, stating the place, time, character and circumstances of the injury, and that the person so injured will claim damages therefor from the city.

Section 151. - Judicial Bonds.

The city shall not be required to give bond in any judicial proceeding or appeal.

Section 152. - Rates of Taxation.

The rates of taxation levied by the council shall be within the limits prescribed by state law applicable to cities adopting constitutional charters.

Section 153. - Security of Deposits.

The council shall require all funds of the city in any city depository to be adequately secured by a deposit of obligations of the United States government, or by the deposit of securities of the kind prescribed by state law for the security of funds deposited by the state treasurer, in an amount satisfactory to the council.

(Ord. No. 20532, § 1, 4-6-10)

Section 154. - Remitting Taxes Prohibited.

No general or special tax or assessment, or interest or penalty thereon, shall be remitted or abated, or the right to enforce payment thereof released, except in correction of errors.

Section 155. - Officers, Employees, Qualification.

No person shall be entitled to hold any office or employment who is in arrears for any city taxes.

Section 156. - Officers and Employees Interested in Contracts.

No officer or employee of the city shall have any interest in any contract or sale to the city of any land, materials, supplies or services, where said interest is in violation of the laws or Constitution of the State of Missouri or ordinance of the City of Columbia. Any violation of this section shall render the contract or sale void. The office or employment of any officer or employee violating this section shall be forfeited.

(11-7-78; Ord. No. 15113, § 1, 1-16-97)

Section 157. - Power to Administer Oaths.

Any council member or the city clerk may administer oaths or affirmations in any matter pertaining to the affairs and government of the city.

(Ord. No. 15113, § 1, 1-16-97)

Section 158. - Condemnation Proceedings.

All proceedings for the condemnation of property or in the exercise of the right of eminent domain shall be in accordance with the laws of the state now or hereafter applicable to cities of the third class, or with such laws as may be provided for constitutional charter cities.

Section 159. - Departmental Interchange.

In accordance with procedure established by the city manager and subject to the city manager's approval, it shall be the duty of the various department directors to furnish to any other department such service, labor, equipment, or materials as may be requisitioned by the head of such other department. The charge for such service, labor, equipment, or materials shall be made to the department so furnished at actual cost or reasonable depreciated value.

(Ord. No. 15113, § 1, 1-16-97)

Section 160. - Effect of Unconstitutional Provisions.

If any provision of this charter be held to be unconstitutional or void, this shall not affect the validity, force or effect of any other provision.

Section 161. - Contracts and Ordinances Contrary to Charter.

All contracts, agreements, and other obligations entered into, and all ordinances and resolutions passed after the adoption of this charter and contrary to the provisions thereof shall be void.

Section 162. - Amending the Charter.

Amendments to this charter may be framed and submitted to the electors by a commission in the manner provided by law and the constitution for framing and submitting a complete charter. Amendments may also be proposed by the council or by petition of not less than ten (10) per cent of the registered qualified electors of the city, filed with the city clerk, setting forth the proposed amendment. The Council shall at once provide by ordinance that any amendment so proposed shall be submitted to the electors at the next general election held in the city after its passage and consistent with state election laws, or at their discretion at a special election prior to the next general election on a date established in conformance with state law at a special election held as provided by law and the Constitution for a charter. Any amendment approved by a majority of the qualified electors voting thereon shall become a part of the charter at the time and under the conditions fixed in the amendment; sections or articles may be submitted separately or in the alternative and determined as provided by law and the Constitution for a complete charter.

(Passed by election on April 7, 1981)

Section 163. - Repealed by Ord. No. 16744, § 1, adopted January 16, 2001; passed by the voters April 3, 2001.

Section 164. - Campaign Financing.

A.

Every candidate for municipal election shall comply with all applicable laws and provisions of the Constitution of the State of Missouri and ordinances of the City of Columbia relating to campaign practices and the financing and conduct of campaigns for elective office.

- B. The city council may, in appropriate cases, on notice of violations of any such provision of the Constitution, laws, or ordinance, and in addition to other available remedies, order the office of any candidate who was elected to be forfeited, and may enter an order making any candidate, regardless of whether the candidate was elected, ineligible to seek an elective municipal office for two and one-half (2½) years from the date of the election in which the violation occurred. Should a forfeiture occur under this section, a vacancy shall be filled in accordance with Section 9.

(11-7-78; Ord. No. 15113, § 1, 1-16-97)

Section 165. - Adoption of Earnings Tax.

No earnings tax may be levied or imposed without the affirmative vote of a majority of the qualified electors of the city voting thereon.

(4-7-75)

Section 166. - Licensing, Taxation and Regulation of Occupations and Businesses.

The council shall have power by ordinance to license, tax and regulate all businesses, occupations, professions, vocations, activities, or things whatsoever set forth and enumerated by the statutes of this state now or hereafter applicable to constitutional charter cities, special charter cities, cities of the first, second, third or fourth class, or of any population group, and which such cities are now or may hereafter be permitted by law to license, tax and regulate.

Any ordinance imposing a license tax may divide and classify any subject of taxation, and may impose a different tax upon each class, but the tax shall be uniform for each class. A separate license tax may be imposed for each place of business conducted or maintained by the same person, firm or corporation.

All licenses shall be issued for such periods as may be provided by ordinance.

(4-7-75)

Section 167. - Use of eminent domain for economic development and blight

The city shall not exercise the power of eminent domain to acquire property for economic development, specific state, federal, or local economic development initiatives, or for programs related to economic development such as jobs programs, poverty alleviation, or area, community or neighborhood revitalization, with the intent that the property will ultimately be transferred to another person or entity to be used for private purposes.

The designation of property as "blighted" for purposes of qualifying for any state or federal economic development program shall not be used as a step toward the use of eminent domain.

(Ord. No. 21518, § 1, 4-2-13)

CHARTER COMPARATIVE TABLE

The original charter, §§ 1 through 166, is set out as adopted on November 11, 1974. The following table shows the disposition of amendments adopted subsequent thereto.

Amendment Date	Section this Charter
4-4-49	19, 20
11- 6-62	79
4- <u>4-67</u>	<u>32</u>
	<u>44</u>
	63—67
	77
	<u>86</u>
	<u>113</u>

	<u>147</u>
3- 7-72	4
11-11-74	Charter(note)
1-20-75	6
	17
4- 7-75	21
	73
	<u>115</u>
	<u>165</u>
	<u>166</u>
11- 7-78	<u>45</u>
	<u>51</u>
	<u>120,121</u>
	<u>123</u>
	<u>156</u>
	<u>164</u>
11- 4-80	<u>133</u>
	<u>137</u>

4- 7-81	5
	<u>119</u>
	<u>132</u>
	<u>162</u>
4-12-82	1
11- 6-84	<u>94</u>
4- <u>2-85</u>	<u>45(3), 52</u>
4- 7-87	1.1

Ordinance Number	Date	Section	Section this Charter
11994	9-6-88	4	1.2
12497	2-5-90	4	1.3
12819	12-10-90	4	1.4
12854	1-22-91	4	1.5
13123	10- 7-91	4	1.6
13412	8-17-92	1	1

		Rpld	1.1—1.6
14362	2- 6-95	1	<u>103</u>
15113	1-16-97	1	5—7
			10—13
			15C.
			19
			21
			<u>35</u>
			<u>41</u>
			<u>43</u>
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			<u>65</u>
			<u>99, 100</u>
			<u>112</u>
			<u>115</u>
			<u>117</u>
			<u>122</u>

			<u>127—131</u>
			<u>139, 140</u>
			<u>148, 149</u>
			<u>156, 157</u>
			<u>159</u>
			<u>164</u>
16744	1-16-01	1	8,
			14, 15,
			<u>119—122,</u>
			<u>125</u>
		Rpld	<u>124, 126,</u>
			<u>163</u>
16745	1-16-01	1 Rpld	<u>71—85,</u>
			87, <u>88</u>
		Added	<u>71, 72</u>
<u>20528</u>	4- 6-10	1	19

<u>20529</u>	4- 6-10	1	<u>44</u>
<u>20530</u>	4- 6-10	1	<u>99</u>
<u>20531</u>	4- 6-10	1	<u>122</u>
			<u>123</u>
			<u>127—136</u>
<u>20532</u>	4- 6-10	1	<u>153</u>
<u>20846</u>	4- <u>5-11</u>	1	7
<u>21518</u>	4- 2-13	1 Added	<u>167</u>

Chapter 2 - ADMINISTRATION^[1]

ARTICLE I. - IN GENERAL

Sec. 2-1. - Public clocks to use official time.

All clocks or other timepieces in or upon public buildings or other premises maintained at the expense of the city shall be set and run according to the official time as provided in chapter 1 of this Code. It is hereby made the duty of the officer or other person having control and charge of such buildings and premises to see that such clocks or other timepieces are set and run in accordance with official time.

(Code 1964, § 2.023; Ord. of 4-4-66)

Sec. 2-2. - Fiscal year.

(a)

The fiscal year of the city shall begin on the first day of October and end on the last day of September of each year. The fiscal year shall constitute the budget and accounting year.

- (b) As used in this section, the term "budget year" shall mean the fiscal year for which any particular budget is adopted and in which it is administered.

(Code 1964, § 2.020)

Charter reference— Similar provisions, § 33.

Sec. 2-3. - General fund.

There is hereby established a fund designated as the "general fund," which shall be credited with all general revenue receipts and all other receipts and levies for particular purposes for which no special fund has been established by the charter, by state law or by ordinance, except that no special tax or fund voted by the people or no special trust fund in which the city is in any way an interested party shall be included therein.

(Code 1964, § 2.010)

Charter reference— Department of finance, § 25 et seq.

Cross reference— Finance department, § 2-206 et seq.; licenses, permits and miscellaneous business regulations, Ch. 13.

Secs. 2-4—2-20. - Reserved.

ARTICLE II. - CITY COUNCIL^[2]

DIVISION 1. - GENERALLY

Sec. 2-21. - Election; qualifications; powers and duties specified.

The city council shall be elected, and shall have the qualifications and powers and shall perform the duties prescribed by the charter.

(Code 1964, § 2.030)

Sec. 2-21.1. - Vacancies in office.

- (a) Every vacancy in any elective office shall be filled by the council for a period running to the next regular election, unless such period exceeds one (1) year. In the latter case, the council shall make provision for a special election.
- (b) In the event a vacancy is to be filled by the council, it shall be done at a regular or special meeting after the date the vacancy shall become effective by the nomination of one (1) or more persons and the appointment by majority vote of the council as a whole of one (1) of those persons to fill the vacancy. The person who held the office which has become vacant shall not vote on his replacement.

(Code 1964, § 2.035; Ord. No. 10097, § 1, 3-5-84)

Sec. 2-22. - Meeting times; calling special meetings.

Regular meetings of the city council shall be held on the first and third Monday evenings of each month, and adjourned meetings whenever the council may deem necessary. A regular meeting shall not be held on a city holiday listed in chapter 19 but shall be held on the day following the holiday. A majority of the council may cancel or change the date of a regular meeting; provided, that the council shall meet not less than once each month. The mayor, the city manager or any two (2) council members may call a special meeting of the council at any time. Notice of any such meeting may be provided to each council member by telephone and/or electronic mail and shall conform to the requirements of section 2-25.

(Code 1964, §§ 2.040, 2.120; Ord. No. 12805, § 1, 11-19-90; Ord. No. 22141, § 1, 7-21-14)

Charter reference— Council meetings, § 14.

Sec. 2-23. - Definitions.

As used in sections 2-23 through 2-25.9 unless the context otherwise indicates, the following terms mean:

Closed meeting, closed record, or closed vote. Any meeting, record or vote closed to the public.

Public governmental body. The city council, any city board, commission, committee, task force or similar group appointed by the city council or mayor; any committee or subcommittee of the city council or of any city board, commission, committee, task force or similar group appointed by the city council or mayor; any city agency, department or division.

Public meeting. Any meeting of a public governmental body at which any public business is discussed, decided, or public policy formulated, whether the meeting is conducted in person or by means of communications equipment, including but not limited to, conference call, video conference, Internet chat, or Internet message board. "Public meeting" shall not include an informal gathering of members of a governmental body for ministerial or social purposes when there is no intent to avoid the purposes of this article.

Public record. Any record whether written or electronically stored retained by or of any public governmental body including any report, survey, memorandum, or other document or study prepared for the public government body by a consultant or other professional service paid for in whole or in part by public funds including records created or maintained by private contractors under an agreement with the city. The term "public record" shall not include any internal memorandum or letter received or prepared by or on behalf of a member of a public governmental body consisting of advice, opinions and recommendations in connection with the deliberative decision-making process of the public governmental body, unless such records are retained by the public governmental body or presented at a public meeting.

Public vote. Any vote whether conducted in person, by telephone, or by any other electronic means cast at any public meeting of any public governmental body.

(Ord. No. 11642, § 1, 9-21-87; Ord. No. 15733, § 1, 9-8-98; Ord. No. 18249, § 1, 9-20-04)

Editor's note— Ord. No. 11642, § 1, adopted Sept. 21, 1987 repealed §§ 2-23, 2-24, 2-25.1—2-25.4 and enacted new provisions designated as §§ 2-23, 2-24, 2-25.1—2-25.940 to read as herein set out. Former sections 2-23, 2-24, 2-25.1—2-25.4 derived from Ord. No. 10618, § 1, (2.041, 2.042, 2.044—2.047) adopted June 17, 1985 and Ord. No. 11324, § 1, adopted Dec. 15, 1986.

Sec. 2-24. - Meetings, votes, records to be open to public.

- (a) Except as otherwise provided by ordinance, all public meetings of public governmental bodies shall be open to the public.
- (b) Except as otherwise provided by ordinance, all public records of public governmental bodies shall be open to the public for inspection and copying.
- (c) Except as otherwise provided by ordinance, all public votes shall be recorded, and if a roll call is taken, as to attribute each "yea" and "nay" vote, or abstinence if not voting, to the name of the individual member of the public governmental body.
- (d)

Sound recordings of city council meetings which are retained by the city clerk shall be open to the public only after the minutes of the meetings have been prepared and approved. Thereafter, such recordings shall be open to the public at such reasonable times as shall be determined by the city clerk, and subject to such reasonable rules as shall be imposed by the city clerk.

- (e) Any person may record any open public meeting by audiotape, videotape, or other electronic means provided the recording is done in a manner that does not disrupt the meeting.

(Ord. No. 11642, § 1, 9-21-87; Ord. No. 18249, § 1, 9-20-04)

Note— See the editor's note at § 2-23.

Sec. 2-24.1. - Transparency policy.

- (a) It shall be the policy of each department of the city to carry out its mission with full transparency to the public. Any data collected in the course of its duties shall be made available to the public in a timely fashion. Data, reports and other information resulting from any activities conducted by such department of the city in the course of its duties shall be easily accessible by any member of the public.
- (b) Each department of the city shall broadly interpret any request for information under RSMo 610.023:
 - (1) Even if such request for information does not use the words "sunshine request," "open records request," "public records request" or any such similar wording;
 - (2) Even if the communication is simply an inquiry as to the availability or existence of data or information; and
 - (3) Regardless of the format in which the communication is made, including electronic mail, facsimile, internet, postal mail, in person, telephone or any other format.
- (c) Any failure by a department of the city to release information shall, in addition to any other applicable violation of law, be considered a violation of the transparency policy of the city and shall constitute a breach of the public's trust.
- (d)

This section shall not be construed to limit or exceed the requirements of the provisions in RSMo ch. 610, nor shall this section require different treatment of a record considered closed or confidential under RSMo 610.021 than what is required under such section.

(Ord. No. 22895, § 1, 8-1-16)

Sec. 2-25. - Notice of meetings.

- (a) All public governmental bodies shall give notice of the time, date, and place of each meeting, and its tentative agenda, in a manner reasonably calculated to advise the public of the matters to be considered. If the meeting will be conducted by telephone or other electronic means, the notice of the meeting shall identify the mode by which the meeting will be conducted and the designated location where the public may observe and attend the meeting. If a public body plans to meet by Internet chat, Internet message board, or other computer link, it shall post a notice of the meeting on its website in addition to its principal office and shall notify the public how to access that meeting. Reasonable notice shall include making available copies of the notice to any representative of the news media who requests notice of meetings of a particular governmental body concurrent with the notice being made available to the members of the particular governmental body. Reasonable notice shall also include posting the notice on the bulletin board in the first floor hallway of the City Hall Building, 701 East Broadway and on a bulletin board or other prominent place which is easily accessible to the public and clearly designated for that purpose in the building in which the meeting is to be held.
- (b) Notice conforming with all of the requirements of subsection 2-25(a) shall be given at least twenty-four (24) hours, exclusive of weekends and holidays when the facility where the required notice is posted is closed, prior to the commencement of any meeting of a public governmental body unless, for good cause, such notice is impossible or impractical, in which case as much notice as is reasonably possible shall be given. Each meeting shall be held at a place reasonably accessible to the public and of sufficient size to accommodate the anticipated attendance by members of the public, and at a time reasonably convenient to the public, unless for good cause such a place or time is impossible or impractical. Every reasonable effort shall be made to grant special access to the meeting to handicapped or disabled individuals.
- (c)

When it is necessary to hold a meeting on less than twenty-four (24) hours' notice, or at a place that is not reasonably accessible to the public, or at a time that is not reasonably convenient to the public, the nature of the good cause justifying that departure from the normal requirements shall be stated in the minutes.

- (d) A formally constituted subunit of a parent public governmental body may conduct a meeting without notice as required by this section during a lawful meeting of the parent governmental body, a recess in that meeting, or immediately following that meeting, if the meeting of the subunit is publicly announced at the parent meeting and the subject of the meeting reasonably coincides with the subjects discussed or acted upon by the parent governmental body.
- (e) If another provision of law requires a manner of giving specific notice of a meeting, hearing or an intent to take action by a governmental body, compliance with that section shall constitute compliance with the notice requirements of this section.

(Ord. No. 10618, § 1(2.043), 6-17-85; Ord. No. 15733, § 1, 9-8-98; Ord. No. 18249, § 1, 9-20-04; Ord. No. 20568, § 1, 2-15-10)

Sec. 2-25.1. - Closed meetings and votes.

Except to the extent otherwise required by ordinance, a public governmental body is authorized to close meetings and votes, to the extent they relate to the following:

- (1) Legal actions, causes of action or litigation involving a public governmental body and any confidential or privileged communications between a public governmental body or its representatives and its attorneys.
- (2) Leasing, purchase or sale of real estate by a public governmental body where public knowledge of the transaction might adversely affect the legal consideration therefor.
- (3) Hiring, firing, disciplining or promoting of particular employees by a public governmental body when personal information about the employee is discussed. However, any vote on a final decision, when taken by a public governmental body, to hire, fire, promote or discipline an employee of a public governmental body shall be made available with a record of how each member voted to the public within seventy-two (72) hours of the close of the meeting where such action occurs; provided, however, that any employee so affected shall be entitled to prompt notice of such

decision during the seventy-two-hour period before such decision is made available to the public. As used in this section, the term "personal information" means information relating to the performance or merit of individual employees.

- (4) Preparation, including any discussions on behalf of a public governmental body or its representatives for negotiations with employee groups.
- (5) Scientific and technological innovations in which the owner has a proprietary interest.
- (6) Any meeting of the city community development loan and grant committee pertaining to financial data disclosed by an applicant for housing rehabilitation assistance shall be a closed meeting.
- (7) Confidential or privileged communications between a public governmental body and its auditor, including all auditor work product.
- (8) Any other subject which may be discussed and voted upon at a closed meeting under RSMo ch. 610.

(Ord. No. 11642, § 1, 9-21-87; Ord. No. 15733, § 1, 9-8-98; Ord. No. 18249, § 1, 9-20-04)

Note— See the editor's note at § 2-23.

Sec. 2-25.2. - Procedure for closing meetings.

- (a) Except as set forth in subsection (b) of this section, no meeting or vote may be closed without an affirmative public vote of the majority of a quorum of the public governmental body. The vote of each member of the public governmental body on the question of closing a public meeting or vote and the specific reason for closing that public meeting or vote by reference to a specific section of RSMo ch. 610 shall be announced publicly at an open meeting of the governmental body and entered into the minutes.
- (b) A public governmental body proposing to hold a closed meeting or vote shall give notice of the time, date and place of such closed meeting or vote and the reason for holding it by reference to the specific exception allowed under the provisions of RSMo ch. 610. Such notice shall comply with the procedures set forth in section 2-25 for notice of a public meeting.
- (c)

Any meeting or vote closed pursuant, to section 2-25.1 shall be closed only to the extent necessary for the specific reason announced to justify the closed meeting or vote. Public governmental bodies shall not discuss any business in a closed meeting which does not directly relate to the specific reason announced to justify the closed meeting.

(Ord. No. 11642, § 1, 9-21-87; Ord. No. 15733, § 1, 9-8-98)

Sec. 2-25.3. - Closed records.

All city records to the extent they relate to the following shall be closed records to the extent allowed by law:

- (1) Legal actions, causes of action or litigation involving a public governmental body and any confidential or privileged communications between a public governmental body or its representatives and its attorneys. However, any settlement agreement relating to legal actions, causes of action or litigation involving a public governmental body or any agent or entity representing its interest or acting on behalf or with its authority, including any insurance company acting on behalf of a public governmental body as its insured, shall be made public upon final disposition of the matter or upon the signing by the parties of the settlement agreement, unless, prior to final disposition, the settlement agreement is ordered closed by a court after a written finding that the adverse impact to a plaintiff or plaintiffs to the action clearly outweighs the public policy considerations of RSMo 610.011, however, the amount of any monies paid by, or on behalf of, the public governmental body shall be disclosed.
- (2) Legal work product shall be considered a closed record.
- (3) Leasing, purchase or sale of real estate by a public governmental body where public knowledge of the transaction might adversely affect the legal consideration therefor. However, any public record approving a contract relating to the leasing, purchase or sale of real estate by a public governmental body shall be made public upon execution of the lease, purchase or sale of the real estate.
- (4)

Hiring, firing, disciplining or promoting of particular employees by a public governmental body when personal information about the employee is recorded. However, the record of any vote on a final decision, when taken by a public governmental body to hire, fire, promote or discipline an employee of a public governmental body shall be made available with a record of how each member voted to the public within seventy-two (72) hours of the close of the meeting where such actions occurred; provided, however, that an employee so affected shall be entitled to prompt notice of such decision during the seventy-two-hour period before such decision is made available to the public. As used in this section, the term "personal information" means information relating to the performance or merit of individual employees.

- (5) Nonjudicial mental or physical health proceedings involving identifiable persons, including medical, psychiatric, psychological, or alcoholism or drug dependency diagnosis or treatment.
- (6) Testing and examination materials, before the test or examination is given or, if it is to be given again, before so given again.
- (7) Welfare cases of identifiable individuals.
- (8) Preparation, including any discussion or work product, on behalf of a public governmental body or its representatives for negotiations with employee groups.
- (9) Software codes for electronic data processing and documentation thereof.
- (10) Specifications for competitive bidding, until either the specifications are officially approved by the public governmental body or the specifications are published for bid.
- (11) Sealed bids and related documents, until the bids are opened; and sealed proposals and related documents or any documents related to a negotiated contract until a contract is executed, or all proposals are rejected.
- (12) Individually identifiable personnel records, performance ratings or records pertaining to employees or applicants for employment, except that this exemption shall not apply to the names, positions, salaries and lengths of service of officers and employees of public agencies once they are employed as such.

- (13) Records which are protected from disclosure by law.
- (14) Public records relating to scientific and technological innovations in which the owner has a proprietary interest.
- (15) Any record of the city community development loan and grant committee pertaining to financial data disclosed by an applicant for housing rehabilitation assistance.
- (16) Records relating to municipal hotlines established for the reporting of abuse and wrongdoing.
- (17) Confidential or privileged communications between a public governmental body and its auditor, including all auditor work product; provided, however, that all final audit reports issued by the auditor including the annual independent financial audit report shall be open records and the city manager may declare individual internal audit reports to be open records.
- (18) Operational guidelines and policies developed, adopted or maintained by any city department responsible for law enforcement, public safety, first response, or public health for use in responding to or preventing any critical incident which is or appears to be terrorist in nature and which has the potential to endanger individual or public safety or health. Nothing in this exception shall be deemed to close information regarding expenditures, purchases, or contracts made by any city department in implementing these guidelines or policies. The city council finds that disclosure of such records would impair the city's ability to protect the safety or health of persons and further states that the public interest in nondisclosure outweighs the public interest in disclosure of the records.
- (19) Existing and proposed security systems and structural plans of real property owned or leased by the city, and information that is voluntarily submitted by a non-public entity owning or operating an infrastructure to any public governmental body for use by that body to devise plans for protection of that infrastructure, the public disclosure of which would threaten public safety. The city council finds that disclosure of such records would impair the city's ability to protect the security and safety of persons and real property, and that the public interest in nondisclosure

outweighs the public interest in disclosure of the records. Records related to the procurement of or expenditures relating to security systems shall be open except to the extent provided in this section.

- (20) Records that identify the configuration of components or the operation of a computer, computer system, computer network, or telecommunications network, and would allow unauthorized access to or unlawful disruption of a computer, computer system, computer network, or telecommunications network, of a public governmental body. This exception shall not be used to limit or deny access to otherwise public records in a file, document, data file or database containing public records. Records related to the procurement of or expenditures relating to such computer, computer system, computer network, or telecommunications network, including the amount of moneys paid by, or on behalf of, a public governmental body for such computer, computer system, computer network, or telecommunications network, shall be open; and
- (21) Credit card numbers, personal identification numbers, digital certificates, physical and virtual keys, access codes or authorization codes that are used to protect the security of electronic transactions between a public governmental body and a person or entity doing business with a public governmental body. Nothing in this section shall be deemed to close the record of a person or entity using a credit card held in the name of a public governmental body or any record of a transaction made by a person using a credit card or other method of payment for which reimbursement is made by a public governmental body.

(Ord. No. 11642, § 1, 9-21-87; Ord. No. 15733, § 1, 9-8-98; Ord. No. 17456, § 1, 9-16-02; Ord. No. 18249, § 1, 9-20-04)

Note— See the editor's note at § 2-23.

Sec. 2-25.4. - Availability of public records.

- (a) The city clerk shall be the custodian of the city council's records.
- (b)

Each department head shall be the custodian of the department's records unless the department head appoints one (1) or more record custodians and notifies the city clerk of each appointment.

- (c) The head of each city office or department responsible for staffing a city board, commission, committee, task force or similar group shall be the record custodian of the group's records unless the head of the office or department appoints another person to serve as record custodian and notifies the city clerk of the appointment.
- (d) The city clerk shall maintain a complete list of the identity, location and telephone number of each record custodian for each city department, board, commission, committee, task force and similar group.
- (e) Each public governmental body shall make available for inspection and copying by the public of that body's public records. No person shall remove original public records from the office of a public governmental body or its custodian without written permission of the designated custodian.
- (f) Each request for access to a public record shall be acted upon as soon as possible, but in no event later than the end of the third business day following the date that the request is received by the custodian of records of a public governmental body. If records are requested in a certain format, the public body shall provide the records in the requested format, if such format is available. If access to the public record is not granted immediately, the custodian shall give a detailed explanation of the cause for further delay and the place and earliest time and date that the record will be available for inspection. This period for document production may exceed three (3) days for reasonable cause.
- (g) If a request for access is denied, the custodian shall provide, upon request, a written statement on the grounds of such denial. Such statement, shall cite the specific provision of law under which access is denied and shall be furnished to the requester no later than the end of the third business day following the date that the request for the statement is received.

(Ord. No. 11642, § 11, 9-21-87; Ord. No. 18249, § 1, 9-20-04)

Note— See the editor's note at § 2-23.

Sec. 2-25.5. - Fees.

- (a) Except as otherwise provided by law, each public governmental body shall provide

access to and, upon request, furnish copies of public records subject to the following:

- (1) Fees for copying public records shall not exceed ten cents (\$0.10) per page for a paper copy not larger than nine (9) by fourteen (14) inches, with the hourly fee for duplicating time not to exceed the average hourly rate of pay for clerical staff of the city. Research time required for fulfilling records requests may be charged at the actual cost of research time. Based on the scope of the request, the city shall produce the copies using employees that result in the lowest amount of charges for search, research and duplication time. Prior to producing copies of the requested records, the person requesting the records may request the city to provide an estimate of the cost to the person requesting the records. Documents may be furnished without charge or at a reduced charge when the public governmental body determines that waiver or reduction of the fee is in the public interest because it is likely to contribute significantly to public understanding of the operations or activities of the public governmental body and is not primarily in the commercial interest of the requester.
- (2) Fees for providing access to public records maintained on computer facilities, recording tapes or disks, video tapes or films, pictures, maps, slides, graphics, illustrations or similar audio or visual items or devices, and for paper copies larger than nine (9) by fourteen (14) inches shall include only the cost of copies, staff time which shall not exceed the average hourly rate of pay for staff of the city required for making copies and programming, if necessary, and the cost of the disk, tape or other medium used for the duplication. Fees for maps, blueprints, or plats that require special expertise to duplicate may include the actual rate of compensation for the trained personnel required to duplicate such maps, blueprints or plats. If programming is required beyond the customary and usual level to comply with a request for records or information, the fees for compliance may include the actual cost of such programming.

(b) Payment of such copying fees may be requested prior to the making of copies.

(Ord. No. 1164, § 1, 9-21-87; Ord. No. 15733, § 1, 9-8-98; Ord. No. 18249, § 1, 9-20-04)

Note— See the editor's note at § 2-23.

Sec. 2-25.6. - Written policy on release of information.

The provisions of sections 2-23 through 2-25.5 shall constitute the written policy of the city council and all City of Columbia public governmental bodies regarding the release of information on any meeting, record or vote. City public governmental bodies may supplement this policy with additional written policies not inconsistent with the ordinances of the City of Columbia.

(Ord. No. 11642, § 1, 9-21-87)

Note— See the editor's note at § 2-23.

Secs. 2-25.7—2-25.9. - Reserved.

Editor's note— Ord. No. 15733, § 1, adopted Sept. 8, 1998 repealed §§ 2-25.7—2-25.9, which pertained to closed meetings and derived from Ord. No. 11642, § 1, adopted Sept. 21, 1987.

Sec. 2-26. - Authority to compel attendance of witnesses.

By a majority vote of its members, the council may compel, by the issuance of process, the attendance of witnesses and the production of papers and records relating to any subjects under investigation in which the interest of the city is involved, and shall have power to call upon the proper officer of the city or county to execute such process.

(Code 1964, § 2.090)

Charter reference— Council powers, § 18.

Sec. 2-27. - Power to administer oaths.

Any council member or the city clerk may administer oaths or affirmations in any matter pertaining to the affairs and government of the city.

(Code 1964, § 2.100)

Secs. 2-28—2-40. - Reserved.

DIVISION 2. - RULES AND ORDER OF BUSINESS^[3]

Sec. 2-41. - Rules adopted.

The rules and order of business following in this division are hereby officially adopted for the

transaction of the business of the council.

(Code 1964, § 2.110)

Charter reference— Council to provide manner of compelling attendance, § 8.

Sec. 2-42. - Quorum; calling meetings; adjournment; compelling attendance.

A majority of the members elected to the council shall constitute a quorum to do business, but any two (2) members may have a call of the council or may adjourn from time to time, and may compel the attendance of absent members and make an order for their censure or fine.

(Code 1964, § 2.130)

Charter reference— Council to provide manner of compelling attendance, § 8.

Sec. 2-43. - Absence from meetings, generally.

No member shall absent himself from meetings of the council unless he has leave or is sick and unable to attend or is otherwise prevented by circumstances beyond his control; and any member absenting himself without having such an excuse may be fined not less than one dollar (\$1.00) nor more than five dollars (\$5.00), unless such fine is remitted by consent of a majority of the members of the council.

(Code 1964, § 2.140)

Sec. 2-44. - Duties of mayor at meetings.

At the hour designated for council meetings, the mayor shall call the council to order, and after roll call, if a quorum is present, he shall cause the minutes of the last preceding meeting to be read for correction and approval. He shall preserve order and decorum and decide all questions of order, subject to an appeal to the council.

(Code 1964, § 2.160)

Charter reference— Mayor to preside at council meetings, § 10.

Sec. 2-45. - Mayor pro tem.

The council shall select from among the council members a mayor "pro tempore, " who shall act as mayor during the absence or disability of the mayor. If a vacancy should occur, the mayor "pro tempore" shall become mayor for the completion of the unexpired term, unless that term is for a period exceeding one (1) year. In the absence of the mayor "pro tempore, " the council may select one (1) of its members present to preside at council meetings, who shall be styled "acting mayor pro tempore."

(Code 1964, § 2.170)

Charter reference— Similar provisions, § 10.

Sec. 2-46. - Order of business.

The order of business of the council, unless otherwise determined, shall be as follows:

- (1) Introductory items:
 - a. Pledge of Allegiance;
 - b. Roll call;
 - c. Approval of previous minutes;
 - d. Approval and adjustment of agenda;
 - e. Finalization of consent agenda—Council and public to indicate any items on which comment is requested.
- (2) Special items.
- (3) Appointment to boards and commissions.
- (4) Scheduled public comment.
- (5) Public hearings, with or without bills.
- (6) Old business (items not included on consent agenda):
 - a. Ordinances:
 1. Second reading by title;
 2. Third reading by council bill number;
 3. Final consideration of ordinances.
 - b. Resolutions: Final consideration of resolutions previously introduced.
- (7)

Consent agenda, which shall be all bills and resolutions ready for final consideration except bills requiring an advertised public hearing, or bills on which comment is requested by any member of the city council or the public, or bills requiring a super majority vote.

- a. Second and third reading by council bill number of all bills on the consent agenda;
 - b. Reading of resolutions by number;
 - c. Final consideration of consent agenda.
- (8) Resolutions not on consent agenda.
 - (9) Introduction and first reading of ordinances by council bill number.
 - (10) Reports and petitions.
 - (11) General comments by public, council and staff.
 - (12) Adjournment.

(Code 1964, § 2.180; Ord. No. 10017, § 1, 12-5-83; Ord. No. 12913, § 1, 3-18-91; Ord. No. 14821 § 1, 4-15-96; Ord. No. 18212, § 1, 9-7-04; Ord. No. 20710, § 1, 8-2-10; Ord. No. 20847, § 1, 1-3-11)

Sec. 2-47. - Consent agenda procedure.

The city manager may, at his discretion, place any item of business on the consent agenda, provided the item of business does not involve any advertised public hearing, does not require a super majority vote, and as to which no request has been made by a city council member or other person to discuss the matter. The consent agenda shall be prepared by the city manager. An item of business placed on the consent agenda may be removed from such agenda at any time prior to the finalization of the consent agenda as set forth in section 2-46 of this chapter. An item of business shall be automatically removed from the consent agenda if a request is made by a council member or a citizen that they wish to speak or have discussion on the matter. An item included on the consent agenda shall not be debated or discussed by city council members nor shall any person have a right to speak on said matter unless the person has requested an opportunity to speak on the matter prior to the finalization of the consent agenda. Items of business contained on the consent agenda shall be voted upon by council considering the consent agenda in its entirety and shall not be taken up for consideration as separate matters, except that nothing contained herein shall be construed to prohibit a city council member from voting individually on each separate item shown on the consent agenda.

A vote by a city council member for adoption of the consent agenda shall mean that the council member has requested that his vote be recorded as an aye vote for each separate item on the consent agenda and shall be recorded as such. A vote against adoption of the consent agenda shall be recorded as a nay vote on each item placed on the consent agenda and shall be recorded as such. Provided, however, a city council member, when casting an aye vote or nay vote, may specifically exclude from such vote for approval or disapproval of the consent agenda specific items on the agenda, and in such event the city clerk shall record the exceptions accordingly.

(Code 1964, § 2.185)

Sec. 2-47.1. - Agenda preparation.

- (a) The city manager shall prepare the agenda for council meetings in accordance with the provisions of the Charter and ordinance. He shall place such matters upon the agenda as may be requested by any council person and those which he presents as head of city administration.
- (b) In the event that any matter requested by any council person to be presented to the council in the form of a report, ordinance or resolution requires the expenditures of significant staff time or of public monies over and above those costs inherent in the administration of city government, the city manager shall inform the council person. The council person shall present such request to the council in the form of a motion to instruct the city manager and staff to prepare such report, ordinance or resolution.
- (c) Suggestions from city boards and commissions for staff reports, ordinances or resolutions shall be presented to the council in the form of a report. Neither staff time nor public monies shall be expended in the preparation of any staff report, ordinance or resolution until the council has by motion instructed the city manager and staff to prepare such document or, in the instance of an ordinance or resolution which does not require significant staff time, until a council person has requested such preparation. Any action which may be initiated by any board or commission pursuant to authority granted by the charter, ordinance or statute is specifically exempted from this requirement.

(Ord. No. 10664, § 1(2.187), 8-5-85)

Editor's note— Ord. No. 10664, § 1, adopted Aug. 5, 1985 amended Ch. 2 of the Code 1964 by enacting a new § 2.187, which provisions have been included herein at the editor's discretion as § 2-47.1.

Sec. 2-48. - Addressing chair.

When a member is about to speak, he shall respectfully address himself to the presiding officer, but shall not proceed with his remarks until recognized and named by the chair.

(Code 1964, § 2.190)

Sec. 2-49. - Naming speaker.

When two (2) or more members address themselves to the presiding officer at once, the presiding officer shall name the person who is to speak first, the other having preference to speak next.

(Code 1964, § 2.200)

Sec. 2-50. - Number of speeches; disrespect.

No member shall speak more than twice on the same question without permission of the council, nor more than once until every member choosing to speak shall have spoken; and in all discussion disrespectful language or personalities shall be avoided.

(Code 1964, § 2.210)

Sec. 2-51. - Interrupting speaker.

While a member is speaking, other members shall not hold private discourses or in any other manner interrupt the speaker.

(Code 1964, § 2.220)

Sec. 2-52. - Calling member to order.

A member called to order shall immediately desist from speaking unless permitted to explain. If there is no appeal, the decision of the chair shall be conclusive, but if the member appeals to the council from the decision of the chair, the council shall decide the question without debate.

(Code 1964, § 2.230)

Sec. 2-53. - Voting requirements; abstentions.

- (a) Except as provided in section 2-53.1, every member who shall be present when a vote is taken on a question shall vote on the question unless excused by a majority of the council.
- (b) Except as provided in section 2-53.1, every member who intends to abstain shall state the reasons for the abstention, and shall request council permission to abstain. The council shall vote on the request prior to commencement or continuance of the vote.
 - (1) Except for votes under section 29-6.4(n)(1)(ii)(E), an abstention shall be counted with the majority and, if the question before the council requires a super majority for passage, the abstention shall be counted to reach the required super majority.
 - (2) In the event of an abstention on a tie vote, the abstention shall not be counted with either side to break the tie.

(Code 1964, § 2.240; Ord. No. 10104, § 1, 3-19-84; Ord. No. 13097, § 1, 9-3-91; Ord. No. 17541, § 1, 1-6-03; Ord. No. 23117, § 3, 3-20-17)

Sec. 2-53.1. - Disclosure of interests; abstentions.

- (a) Every council member who has a substantial personal or private interest in any bill or measure proposed or pending before the council shall file a written report of the nature of the interest with the city clerk. The city clerk shall record the statement in the council minutes. A council member who has a substantial personal or private interest in any bill or measure pending before the council shall disqualify himself from voting on any matter relating to such interest.
- (b) The following definitions apply to this section:

Business entity. A corporation, association, firm, partnership, proprietorship, or business entity of any kind or character.

Dependent child. All children, stepchildren, foster children and wards under the age of eighteen (18) residing in the person's household and who receive in excess of fifty (50) percent of their support from the person.

Substantial interest. Ownership by the individual, the individual's spouse or the individual's dependent children, whether singularly or collectively, directly or indirectly, of ten (10) percent or more of any business entity, or of an interest having a value of ten thousand dollars (\$10,000.00) or more, or the receipt by an individual, the individual's spouse or the individual's dependent

children, whether singularly or collectively, of a salary, gratuity, or other compensation or remuneration of five thousand dollars (\$5,000.00) or more per year from any individual, partnership, organization, or association within any calendar year.

Substantial personal or private interest in any measure, bill, order or ordinance. Any interest in a measure, bill, order or ordinance which results from a substantial interest in a business entity.

(Ord. No. 14962, § 1, 9-3-96; Ord. No. 15341, § 1, 9-2-97; Ord. No. 15734, § 1, 9-8-98; Ord. No. 16159, § 1, 9-7-99; Ord. No. 16566, § 1, 9-5-00; Ord. No. 17008, § 1, 9-4-01; Ord. No. 17808, § 1, 8-18-03; Ord. No. 18198, § 1, 8-16-04; Ord. No. 18647, § 1, 8-15-05; Ord. No. 19166, § 1, 8-21-06; Ord. No. 19637, § 1, 8-20-07; Ord. No. 20027, § 1, 8-18-08; Ord. No. 20393, § 1, 8-17-09; Ord. No. 20717, § 1, 8-16-10; Ord. No. 21056, § 1, 8-15-11; Ord. No. 21404, § 1, 8-20-12; Ord. No. 21786, § 1, 8-19-13; Ord. No. 22171, § 1, 8-18-14; Ord. No. 22547, § 1, 8-17-15; Ord. No. 22898, § 1, 8-15-16)

Sec. 2-54. - Requirements for considering resolution.

No resolution may be considered by the council unless it is in writing and has been prepared and approved as to form by the city counselor's office, had a resolution number assigned to it by the city manager's office, and has been placed on the agenda at or before the time for approval and adjustment of the agenda in the regular order of business as set forth in section 2-46.

(Code 1964, § 2.250)

Sec. 2-55. - Policy resolutions.

Whenever the mayor and/or city manager, during the preparation of the agenda for a council meeting, or a majority of the council at a council meeting, determines that a resolution sets policy, the resolution shall be designated a "policy resolution" and may not be considered at the meeting at which it is introduced for the first time, but must be held over and placed on the agenda of the following meeting under old business, and public comment, if requested, shall be permitted.

(Code 1964, § 2.260)

Sec. 2-56. - Withdrawing motions.

Any motion may be withdrawn before a vote is taken.

(Code 1964, § 2.270)

Sec. 2-57. - Amendment or substitute motion or proposition.

No new motion or proposition shall be admitted under color of an amendment or of a substitute for the pending motion or proposition which does not relate to the subject matter of the original motion or proposition.

(Code 1964, § 2.280)

Sec. 2-58. - Motions or resolutions when question is under debate.

When a question is under debate, no motion or proposition shall be entertained except for the previous question, to amend, to refer to a committee or to an officer of the city, to lay on the table, or to adjourn.

(Code 1964, § 2.290)

Sec. 2-59. - When motion to adjourn in order.

A motion to adjourn shall always be in order, except: first, when a member is in possession of the floor; second, while the ayes and nays are being called; third, while the members are voting; fourth, when it was the last preceding motion; and fifth, when it has been decided that the previous question shall be taken.

(Code 1964, § 2.300)

Sec. 2-60. - Previous question.

The previous question shall be in this form: "Shall the main question be now put?" It shall only be admitted on demand of two (2) members and sustained by a vote of four-fifths of the members present, and until decided, shall preclude all amendments and further debate, and shall be decided without debate.

(Code 1964, § 2.310)

Sec. 2-61. - When motion to amend and debate precluded.

A motion for the previous question, or to lay the question on the table, until decided, shall preclude all amendments and debate on the main question; and a motion to amend, or to adjourn it to a certain day shall, until it is decided, preclude all further amendment to the main question.

(Code 1964, § 2.320)

Sec. 2-62. - Deciding priority of business; objecting to reading paper.

All questions relating to the priority of business to be acted on shall be decided without debate; and when the reading of paper is called for, and the same is objected to by any member, it shall be determined by a vote of the council.

(Code 1964, § 2.330)

Sec. 2-63. - When ayes and nays taken.

If any two (2) members require it, the ayes and nays upon any question shall be taken and entered on the minutes; but the ayes and nays shall not be taken unless called for previous to any vote upon the question.

(Code 1964, § 2.340)

Sec. 2-64. - Removal, return of papers and documents.

No member of the council or other person shall take any paper or document from the clerk's office without leave, and all papers and documents withdrawn therefrom, with leave, shall be returned by the person withdrawing the same uninjured and undefaced. All papers or documents delivered to a member of the council or officer by the clerk, for the purpose of reporting thereon, shall be returned by the member of the council or officer at the time of making the report.

(Code 1964, § 2.350)

Sec. 2-65. - How rules repealed, altered or amended.

The rules provided in this division shall not be repealed, altered or amended except by ordinance receiving the affirmative vote of a majority of the entire council.

(Code 1964, § 2.360)

Charter reference— Similar provisions, § 8.

Sec. 2-66. - Punishment for violation.

For violation of any of its rules or order of business, or for conduct at a meeting unbecoming a council member, the council may, by majority vote, punish the offender for contempt and fine him, for the use of the city, in a sum not exceeding twenty-five dollars (\$25.00), to be recovered from him as any other penalty.

(Code 1964, § 2.370)

Secs. 2-67—2-80. - Reserved.

DIVISION 3. - STYLE, PASSAGE AND REVIVAL OF ORDINANCES^[4]

Sec. 2-81. - Passage of ordinances, generally.

- (a) No ordinance shall be passed except by bill, and no bill shall become an ordinance unless on its final passage a majority of all members elected to the council shall vote therefor, and the yeas and nays are entered on the journal. Every bill shall be read three (3) times before its passage, by title or council bill number. Not more than two (2) of the readings shall be at the same legislative session; and at least one week shall elapse between the introduction and final passage of any bill, except in the case of an emergency bill.
- (b) No bill shall be considered by the council unless it is in writing, has been prepared and approved as to form by the city counselor's office, a bill number assigned to it by the city manager's office, and it has been placed on the agenda at or before the time for approval and adjustment of the agenda in the regular order of business as set forth in section 2-46.

(Code 1964, § 2.390)

Charter reference— Similar provisions, §§ 8, 15A; city counselor, § 65.

Sec. 2-82. - Emergency ordinances.

An ordinance may be passed as an emergency measure on the day of the introduction of the bill, provided that it contains the statement that an emergency exists and specifies distinctly the facts and reasons constituting the emergency. No ordinance granting, enlarging or affecting any franchise shall be passed as an emergency measure. The emergency procedure shall be restricted to the following:

- (1) Bills concerning the immediate preservation of public peace, property, health, safety or morals.
- (2) An appropriation for payment of principal or interest of the public debt.
- (3) An appropriation for the payment of current expenses of the city government.
- (4) Calling an election or providing for the submission of a proposal to the people.

The vote of six-sevenths of the members of the council shall be required to pass an ordinance as an emergency measure.

(Code 1964, § 2.400)

Charter reference— Similar provisions, § 15B.

Sec. 2-83. - Title of bill.

The title of every bill shall indicate the purpose or object to be accomplished thereby.

(Code 1964, § 2.420)

Sec. 2-84. - Enacting clause.

The enacting clause of ordinances of the city shall be: "Be it ordained by the council of the city of Columbia, as follows:".

(Code 1964, § 2.380)

Charter reference— Similar provisions, § 15A.

Sec. 2-85. - Filing bills; hearing; final passage; amendment.

Every bill introduced shall be filed with the city clerk on the day of its first reading and shall remain on file in his office for public inspection until it is finally adopted or fails of passage. Prior to the final passage of any bill, other than an emergency bill, all persons interested therein shall be given an opportunity to be heard before the council, in accordance with such rules and regulations as the council may adopt. After the third reading of any bill and compliance with the other provisions herein, the council may finally pass the bill with or without amendment, except that if the council shall make an amendment which constitutes a change in substance, the bill as amended shall be filed in the office of the city clerk for one additional week, and an opportunity afforded for further public hearing, after which final action may be taken thereon.

(Code 1964, § 2.410)

Charter reference— Similar provisions, § 15C.

Sec. 2-86. - Fiscal note required.

- (a) All ordinances and resolutions of a legislative nature introduced before the city council shall, before being acted upon, be submitted to the city manager who shall prepare a fiscal note, examining the items contained in paragraph (b), and such additional items as requested by the city council or as may be deemed appropriate by the city manager. (b) The fiscal note shall state:
 - (1) The cost of the proposed legislation to the city for the next two (2) fiscal years;
 - (2) Whether or not the proposed legislation will establish a program or agency that will duplicate an existing program or agency;
 - (3) Whether or not there is a federal or state mandate for the program or agency;
 - (4) Whether or not the proposed program or agency will have significant direct fiscal impact upon any other political subdivision or agency of the state; and
 - (5) Whether or not any new employees, physical facilities, or capital expenditures will be required.
- (c) The fiscal note for a bill shall accompany the bill throughout its course of passage, and may from time to time be revised to reflect changes made in the bill prior to its final passage.

(Code 1964, § 2.415)

Sec. 2-87. - Reconsideration of bill.

- (a) When a bill which does not involve an advertised public hearing is put upon its final passage and fails to pass, a motion to reconsider may be made by a council member voting on the prevailing side, i.e., for defeat of the ordinance, at any time during the council meeting when the original vote was taken. When such motion to reconsider is made, the vote on such motion shall be immediately taken, and if such motion prevails, a vote on the bill shall be taken and the subject finally disposed of or tabled to a subsequent meeting before the council proceeds to any other business.
- (b) When a bill which involves an advertised public hearing is put upon its final passage and fails to pass, a motion to reconsider may be made by a council member voting on the prevailing side, i.e., for defeat of the ordinance. If the motion is made before the council recesses or takes up another matter, the vote on such motion shall be immediately taken, and if such motion prevails, a vote on the bill shall be taken and the subject finally disposed of or tabled to a subsequent meeting before the council proceeds to any other business. If the motion is made after the council recesses or proceeds to any other business, the reconsideration shall be governed by the provisions of section 2-88 relating to reconsideration of subject matter.

(Code 1964, § 2.440; Ord. No. 13650 § 1, 4-19-93)

Sec. 2-88. - Reconsideration of subject matter.

Any council member desiring to introduce a bill in the form of a bill considered and defeated by the council not more than ninety (90) days previously, shall make a motion to reconsider the subject matter of the bill and request leave of council to introduce a new bill on the same subject matter. When such motion for reconsideration of a subject matter is made, the vote upon such motion shall be immediately taken, and if such motion prevails, the bill shall be introduced as in the instance of a new bill and shall be considered and adopted in accordance with the requirements of an original bill on that subject matter.

(Code 1964, § 2.445)

Sec. 2-89. - Ordinance must be signed; filing and preservation of ordinances passed.

An ordinance, when passed by the council, shall be signed by the presiding officer and attested by the city clerk. It shall be immediately filed and thereafter preserved in the office of the city clerk and, except as otherwise provided in the charter of the city, shall be subject to the referendum provided in Article XVII of the charter of the city.

(Code 1964, § 2.340)

Charter reference— Similar provisions, § 15D.

Sec. 2-90. - How ordinances revived.

No ordinance shall be revived or reordained by mere reference to the title thereof, but the same shall be set forth at length as if it were an original ordinance.

(Code 1964, § 2.450)

Sec. 2-91. - Ordinance not revived by repeal of repealing ordinance.

When an ordinance repealing a former ordinance, clause or provision is itself repealed, it shall not be construed to revive such former ordinance, clause or provision.

(Code 1964, § 2.460)

Sec. 2-92. - When ordinance effective.

Unless otherwise specified, every ordinance shall become effective twenty (20) days after its final passage. If an ordinance is submitted at a referendum election or as a result of an initiative petition, it shall become effective upon the declaration by the council, after canvassing the election returns, that it has received the favorable vote of a majority of those voting thereon.

(Code 1964, § 2.470)

Charter reference— Similar provisions, § 15D.

Sec. 2-93. - Proof of ordinance publication.

Whenever the city council shall order the publication of an ordinance, due proof of such publication by the affidavit of the printer or publisher shall be procured by the clerk and attached thereto, or written and attested upon the face of such ordinance.

(Code 1964, § 2.480)

Secs. 2-94—2-105. - Reserved.

DIVISION 4. - CONSTRUCTION OF ORDINANCES

Sec. 2-106. - Effect of abolishing office.

Whenever any duty is imposed upon any officer, or office of the city, and that officer or office has been abolished, such duties shall be performed by the officer, board or committee taking over the duties of such officer or office so abolished.

(Code 1964, § 2.530)

Sec. 2-107. - Request by council members for rezoning ordinances.

Any council member desiring the preparation of an ordinance to change the existing zoning of any property, other than property owned by that council member, shall first request a report from the planning director, which shall include available facts regarding all prior zoning, existing zoning, existing land use, and proposed zoning of such property, and such other factual information as the planning director deems pertinent. If, after reviewing the report, the council member desires the preparation of an ordinance to rezone such property, the council member shall request the preparation of a resolution directing the staff to draft an ordinance to present for consideration by the council to rezone such property. Passage of the resolution by the council shall be required for staff preparation of such ordinance.

(Code 1964, § 2.535)

Secs. 2-108—2-120. - Reserved.

ARTICLE III. - OFFICERS AND EMPLOYEES^[5]

DIVISION 1. - GENERALLY

Sec. 2-121. - Tax delinquents not to hold city office.

No person shall be entitled to hold any city office or employment who is in arrears for any city

taxes.

(Code 1964, § 2.610)

Charter reference— Similar provisions, § 155.

Sec. 2-122. - Board and commission members.

- (a) *Residency required.* All members of boards and commissions established by ordinances of the city, who are required by law or ordinance to be registered voters of the city, shall be residents of the city.
- (b) *Removal.* Any member of a board or commission of the city may be removed from such board or commission by vote of a majority of the members of the council.

(Code 1964, § 2.635; Ord. No. 10235, § 1, 7-16-84)

Sec. 2-123. - Oath of office.

Before entering upon the duties of his office, every officer shall file with the city clerk his certificate of election or appointment, and shall take and subscribe before and file with the city clerk his oath or affirmation that he possesses all the qualifications for the office to which he is chosen, that he is not subject to any of the disqualifications set forth in the Charter, and that he will support the Constitution and laws of the United States and of the state and the Charter and ordinances of the city, and that he will faithfully discharge the duties of his office.

(Code 1964, § 2.560)

Charter reference— Similar provisions, § 148.

Sec. 2-124. - Officers bonds in general.

The city manager, city clerk, city collector, director of finance, all other officers and employees receiving, disbursing or responsible for city funds, and such other officers and employees as the council by ordinance may designate, shall, within such time after election or appointment as may be fixed by ordinance, and before entering upon the discharge of their duties, give bond to the city in such sum and with such sureties as shall be prescribed by ordinance, and subject to approval by the council, conditioned upon the faithful and proper performance of their duties and for the prompt accounting for and paying over to the city of all moneys belonging to the city that may come into their hands. If any person elected or appointed to any office or employment

shall fail to give bond as he is required, he shall forfeit his office or employment. The city shall pay the premiums on all such bonds. The bond of the city clerk shall be filed with the mayor, and the bonds of all other officers and employees shall be filed with the city clerk.

(Code 1964, § 2.570)

Charter reference— Similar provisions, § 149.

Sec. 2-125. - Financial interest in contracts.

No officer or employee of the city shall have any interest in any contract or sale to the city of any land, materials, supplies or services where said interest is in violation of the laws or constitution of the State of Missouri or ordinances of the City of Columbia. Any violation of this section shall render the contract or sale void, and any employee or officer so violating this section shall thereby forfeit his office or employment.

(Code 1964, § 2.620; Ord. No. 21701, § 1, 5-20-13)

Charter reference— Similar provisions, § 156.

Sec. 2-125.1. - Disclosure reports.

- (a) Each member of the council, the city manager, the head of the purchasing division and the city counselor shall disclose, in writing, the following information by May 1 of each year, beginning in 1992, if any such transactions were engaged in during the previous calendar year:
 - (1) For such person, and all persons within the first degree of consanguinity or affinity of such person, the date and the identities of the parties to each transaction with a total value in excess of five hundred dollars (\$500.00), if any, that such person had with the political subdivision, other than a city council stipend, compensation received as an employee, payment of any tax, fee or penalty due to the political subdivision, and other than transfers for no consideration to the political subdivision; and
 - (2) The date and identities of the parties to each transaction known to the person with a total value in excess of five hundred dollars (\$500.00), if any, that any business entity in which such person had a substantial interest, had with the political subdivision, other than payment of any tax, fee or

penalty due to the political subdivision or transactions involving payment for providing utility service to the political subdivision, and other than transfers for no consideration to the political subdivision.

(b) The city manager and the head of the purchasing division shall disclose, in writing, by May 1 of each year, beginning in 1992, the following information for the previous calendar year:

- (1) The name and address of each of the employers of such person from whom income of one thousand dollars (\$1,000.00) or more was received during the year covered by the statement;
- (2) The name and address of each sole proprietorship that he owned; the name, address and the general nature of the business conducted of each general partnership and joint venture in which he was a partner or participant; the name and address of each partner or coparticipant for each partnership or joint venture unless such names and addresses are filed by the partnership or joint venture with the secretary of state; the name, address and general nature of the business conducted of any closely held corporation or limited partnership in which the person owned ten (10) percent or more of any class of the outstanding stock or limited partnership units; and the name of any publicly traded corporation or limited partnership that is listed on a regulated stock exchange or automated quotation system in which the person owned two (2) percent or more of any class of outstanding stock, limited partnership units or other equity interests;
- (3) The name and address of each corporation for which such person served in the capacity of a director, officer or receiver.

(c) The definitions set forth in section 2-53.1 shall apply to this section.

(Ord. No. 14962, § 1, 9-3-96; Ord. No. 15341, § 1, 9-2-97; Ord. No. 15734, § 1, 9-8-98; Ord. No. 16159, § 1, 9-7-99; Ord. No. 16566, § 1, 9-5-00; Ord. No. 17008, § 1, 9-4-01; Ord. No. 17808, § 1, 8-18-03; Ord. No. 18198, § 1, 8-16-04; Ord. No. 18647, § 1, 8-15-05; Ord. No. 19166, § 1, 8-21-06; Ord. No. 19637, § 1, 8-20-07; Ord. No. 20027, § 1, 8-18-08; Ord. No. 20393, § 1, 8-17-09; Ord. No. 20717, § 1, 8-16-10; Ord. No. 21056, § 1, 8-15-11; Ord. No. 21404, § 1, 8-20-12; Ord. No. 21786, § 1, 8-19-13; Ord. No. 22171, § 1, 8-18-14; Ord. No. 22547, § 1, 8-17-15; Ord. No. 22898, § 1, 8-15-16)

Sec. 2-125.2. - Filing of disclosure reports.

- (a) The disclosure reports required by section 2-125.1 shall be filed with the city clerk and shall be available for public inspection and copying during normal business hours. Copies of the disclosure reports shall also be filed with the Missouri Ethics Commission.
- (b) The disclosure reports shall be filed at the following times, but no person is required to file more than one (1) disclosure report in any calendar year:
 - (1) Each person appointed to office shall file the report within thirty (30) days of such appointment or employment.
 - (2) Every other person required to file a disclosure report shall file the report annually not later than May 1 and the report shall cover the calendar year ending the immediately preceding December 31.

(Ord. No. 14962, § 1, 9-3-96; Ord. No. 15341, § 1, 9-2-97; Ord. No. 15734, § 1, 9-8-98; Ord. No. 16159, § 1, 9-7-99; Ord. No. 16566, § 1, 9-5-00; Ord. No. 17008, § 1, 9-4-01; Ord. No. 17808, § 1, 8-18-03; Ord. No. 18198, § 1, 8-16-04; Ord. No. 18647, § 1, 8-15-05; Ord. No. 19166, § 1, 8-21-06; Ord. No. 19637, § 1, 8-20-07; Ord. No. 20027, § 1, 8-18-08; Ord. No. 20393, § 1, 8-17-09; Ord. No. 20717, § 1, 8-16-10; Ord. No. 21056, § 1, 8-15-11; Ord. No. 21404, § 1, 8-20-12; Ord. No. 21786, § 1, 8-19-13; Ord. No. 22171, § 1, 8-18-14; Ord. No. 22547, § 1, 8-17-15; Ord. No. 22898, § 1, 8-15-16)

Sec. 2-126. - Departmental interchanges.

In accordance with procedure established by the city manager and subject to his approval, it shall be the duty of the various department directors to furnish to any other department such service, labor, equipment or materials as may be requisitioned by the head of such other department. The charge for such service, labor, equipment or materials shall be made to the department so furnished at actual cost or reasonable depreciated value.

(Code 1964, § 2.630)

Charter reference— Similar provisions, § 156.

Secs. 2-127—2-140. - Reserved.

DIVISION 2. - SOCIAL SECURITY^[6]

Sec. 2-141. - Acts extended to officers and employees.

It is hereby declared to be the policy and purpose of the city to extend, at the earliest date, to all eligible employees and officials of the city who are not excluded by this division, and whether in connection with a governmental or proprietary function of the city, the benefits of the Federal Old Age and Survivors' Insurance as authorized by the Social Security Act amendments of 1950 and by Senate Committee Substitute for Senate Bill No. 3 of the 66th General Assembly of the state, and amendments thereof, as the same may be now and hereafter in effect.

(Code 1964, § 2.640)

Sec. 2-142. - Plan and agreement for benefits.

The city manager and city clerk are authorized and directed, on behalf of the city, to prepare, execute and submit to the division of budget and comptroller of the state, a state agency, a plan and agreement for extending benefits to such eligible employees and officials of the city in the form prepared by the state agency and hereby approved and adopted by the city council, which plan and agreement are to become effective upon approval thereof by the state agency, and are further authorized and directed to execute agreements and modifications and amendments thereof with such state agency, providing for the extension of such benefits to such employees and officials as set forth in the plan and agreement as provided for in section 2-141, such plan and agreement to provide that such extension of benefits is to be effective on January 1, 1951.

(Code 1964, § 2.650)

Sec. 2-143. - Contributions—Deductions from employees' wages.

Commencing on the first day of the month following approval of the plan and agreement of the city by the state agency, there shall be deducted from the wages of all employees and officials of the city to whom the benefits of the system of Federal Old Age and Survivors' Insurance are extended, by virtue of the plan and agreement hereinbefore provided for, the amount of each of such employee's and official's contributions, as determined by the applicable state federal laws and by such plan and agreement, the aggregate amount of such deductions to be paid into the contributions fund created by Senate Committee Substitute for Senate Bill No. 3 of the 66th General Assembly of the State of Missouri; provided, however, that, from the first payment of wages made to each of such employees and officials after the benefits of such system have been extended to such employees and officials, there shall be deducted a sum equal to the amount which would have been due and payable from each of such employees and officials had such extension of benefits been provided and effective on January 1, 1951.

(Code 1964, § 2.660)

Sec. 2-144. - Same—Appropriations to pay city's contribution.

Commencing on the first day of the month following the date of the approval of the plan and agreement of the city by the state agency, there is hereby authorized to be appropriated from the general revenue fund and from the water and light fund of the city, and there is, and shall be, appropriated, the sum of money necessary to pay the contributions of the city which shall be due and payable by virtue of the extension of the benefits of the Federal Old Age and Survivors' Insurance System to the eligible employees and officials of the city, such sum of money to be paid into the contributions fund created by Senate Committee Substitute for Senate Bill No. 3 of the 66th General Assembly of the State of Missouri; provided, however, that in making the first payment to such contributions funds, after the benefits of such system have been extended to such employees and officials, such first payment shall include a sum equal to the amount which would have been due and payable had such extension of benefits been provided and effective on January 1, 1951. The fund from which such appropriation is made shall, at all times, be sufficient to pay the contributions of the city by this section directed to be paid to the contributions fund.

(Code 1964, § 2.670)

Sec. 2-145. - Administration of plan.

The city, from and after the approval of the plan and agreement of the city by the state agency, shall fully comply with, and shall keep such record, make such reports and provide such methods of administration of such plan and agreement as may be required by all applicable state and federal laws, rules and regulations, now and hereafter in effect, with respect to the extension of the benefits of the Federal Old Age and Survivors' Insurance System to the employees and officials of the city. For the purpose of administering such plan and agreement, the director of finance of the city shall be the official who shall make all required reports, keep all records and be responsible for the administration of such plan and agreement on behalf of the city, and any and all notices and communications from the state agency to the city with respect to such plan and agreement shall be addressed to "Director of Finance, City of Columbia, Missouri."

(Code 1964, § 2.680)

Cross reference— Powers and duties of finance director, § 2-208.

Secs. 2-146—2-156. - Reserved.

DIVISION 3. - CITY CLERK^[7]

Sec. 2-157. - Election by council; term.

It shall be the duty of the council to elect some suitable and competent person to the office of the city clerk, who shall hold office at the pleasure of the council.

(Code 1964, § 2.050)

Sec. 2-158. - Duties.

- (a) The city clerk shall, in addition to other duties which are or may be required of him by statute, by the charter, by the council or by the city manager, be the custodian of the seal and all deeds, contracts, ordinances, books, records, papers and other official documents of the city.
- (b) He shall attend all meetings of the city council, keep a correct record or journal of the proceedings thereof, and authenticate, by his signature, all ordinances and resolutions and record them in full in a book kept for that purpose.
- (c) He shall prepare all certificates of election or appointment of the city officers, and deliver the same to the persons elected or appointed.
- (d) He shall record the certificates, oaths and bonds of all the city officers, and shall keep an index of the records of the proceedings of the city council.
- (e) He shall, at the request of anyone and a tender of his fees, make copies, certified under his signature and seal of this city, of any public book, record, paper or document in his office.

(Code 1964, §§ 2.060, 2.080)

Charter reference— Similar provisions, § 13.

Sec. 2-159. - Appointment of temporary clerk.

Whenever for any reason the city clerk is absent or otherwise unable to perform the duties of such office, the deputy city clerk shall serve in such capacity and shall have all the powers and perform all the duties of the regular clerk.

(Code 1964, § 2.070; Ord. No. 21829, § 1, 9-16-13)

Secs. 2-160—2-175. - Reserved.

ARTICLE IV. - DEPARTMENTS

DIVISION 1. - GENERALLY

Sec. 2-176. - Directors of departments.

At the head of each department there shall be a director who shall be an officer of the city and shall have supervision and control of the department, subject to the city manager. The director of the police department shall be the chief of police, and the director of the fire department shall be the fire chief. Except as may be otherwise provided by the Charter, all directors of departments shall be appointed by the city manager. Except as otherwise provided by the Charter, the city manager shall establish the qualifications and duties of department heads. Two (2) departments may be headed by the same individual; the city manager may head a department, or more than one with consent of the council; and directors of departments may serve as chiefs of divisions.

(Code 1964, § 2.550; Ord. No. 21091, § 1, 9-19-11)

Sec. 2-177. - Departments listed.

(a) The following city departments have been established:

Community development. (section 29-6.1(e)).

Community relations.

Convention and visitors. (section 26-82).

Cultural affairs.

Economic development.

Finance. (section 2-206).

Fire. (section 9-36).

Human resources.

Information technology.

Law. (Charter, section 65).

Municipal court. (Charter, section 114).

Parks and recreation. (section 17-26).

Police. (section 21-16).

Public health and human services. (section 11-31).

Public safety joint communications and emergency management.

Public works. (section 22-16).

Utilities.

Water and light. (Charter, section 99).

- (b) The departments may be divided into divisions as set forth in this Code or in the annual budget.

(Ord. No. 21091, § 1, 9-19-11; Ord. No. 22577, § 1, 9-21-15; Ord. No. 23117, § 3, 3-20-17)

Secs. 2-178—2-190. - Reserved.

DIVISION 2. - RESERVED^[8]

Secs. 2-191—2-205. - Reserved.

DIVISION 3. - FINANCE^[9]

Sec. 2-206. - Department established.

Pursuant to the provisions of Article III, section 22 of the city charter, there is hereby established a department to be known as the "finance department."

Sec. 2-207. - Director—Appointment; qualifications.

The director of the department of finance shall be appointed by the city manager. He shall have knowledge of municipal accounting and taxation and shall have had experience in budgeting and financial control.

(Code 1964, § 2.2100)

Sec. 2-208. - Same—Powers and duties.

The director of finance shall have charge of the administration of the fiscal affairs of the city and to that end the director of finance shall have authority and shall be required to:

- (1) Keep books of account of the receipts and expenditures of all departments.
- (2) Keep accurate detailed accounts of:
 - a. All taxes assessed by the city and all money due the city from any and every source.
 - b. Moneys received and the several sources from which derived.
 - c. All funds of the city and disbursements made therefrom and all obligations incurred.
- (3) Prescribe the method of keeping accounts for all departments and offices of the city, which method shall be uniform as nearly as practicable and conform to the laws of the state.
- (4) Examine and audit all accounts and claims against the city except claims for unliquidated damages. He shall not issue or sign any draft, check or warrant until he shall have verified the correctness of the account for which the same is issued; neither shall he allow the payment of the account unless the money shall have been appropriated therefor, nor shall he issue or sign any draft, check or warrant for any account against the city unless sufficient money is in the fund on which it is drawn.
- (5) At the close of the fiscal year, and at any time upon the direction of the council, examine and audit all books of account kept by any official, board or department.
- (6) Balance the books of account of all departments of the city each calendar month under the direction of the city manager, who shall make quarterly public financial statements to the council.

- (7) Present to the council annually, and whenever required by the council, a detailed statement of the financial condition of the city, which shall include all receipts and expenditures of the various departments; a detailed statement of the debt of the city, and the purpose for which it was incurred; and an inventory of all personal property, supplies and equipment of the city, with both their cost and estimated current value.
- (8) Serve as city treasurer and have custody of all public funds belonging to or under control of the city, or any office, department or agency of the city government; deposit all funds coming into his hands in such depositories as may be designated by resolution of the council, or, if no such resolution be adopted, in such depositories as may be designated by the city manager, subject to the requirements of law as to surety and the payment of interest on deposits.
- (9) Have custody of all investments and invested funds of the city government, or in possession of such government in a fiduciary capacity; have the safe-keeping of all bonds, notes or other evidences of indebtedness of the city; and be responsible for the receipt and delivery of the same for transfer, registration or exchange.
- (10) As director of finance and as city treasurer, perform such additional duties not herein specifically set out as may be required of him by the charter, by law, by ordinance, or by the city manager.
- (11) Be responsible for the approval of all proposed expenditures; and unless he shall certify that there is an unencumbered balance of appropriation and available funds, no appropriation shall be encumbered and no expenditure shall be made.
- (12) Be responsible for the collection of all charges for the services of all utilities owned and operated by the city, and of all monies due the city from any other source whatsoever, unless otherwise provided by the charter or ordinances of the city. All monies collected by the officers or other employees of the city shall be promptly accounted for and paid into the city treasury. A twenty-five dollar (\$25.00) service charge may be assessed by the director of finance for any returned or rejected forms of payment including checks, electronic payments, or credit card payments, received for any obligation owed the city.

- (13) Establish a policy and procedure for determining and handling uncollectible accounts owed the city for utility services. The director of finance shall submit, as part of the annual budget, an allowance for bad debts to cover the estimated amount of utility charges which will be uncollectible during the fiscal year. All utility service charges which are determined to be uncollectible by the finance director, pursuant to established policies and procedures, shall be written off by a charge to the bad debt allowance account established above. The finance director shall report the total amount of bad debt write-offs to the city council annually.

(Code 1964, § 2.2110; Ord. No. 16851, § 1, 4-2-01)

Cross reference— Finance director's duty to administrator social security plan and agreement, § 2-145; duty of finance director to prescribe purchasing procedures and forms, § 2-458.

Sec. 2-209. - Purchasing division; established.

A purchasing division is established in the department of finance. The division is under the supervision of the purchasing agent.

(Code 1964, § 2.690; Ord. No. 18178, § 1, 7-19-04)

Sec. 2-210. - Authority of purchasing agent.

The purchasing agent has authority to:

- (1) Enter into contracts on behalf of the city as provided in this chapter;
- (2) Document specifications for supplies, materials and equipment;
- (3) Conduct competitive bidding processes and requests for proposals processes;
- (4) Inspect all supplies, materials and equipment purchased through the purchasing division to determine quality, quantity and conformance with specifications;
- (5) Supervise the transfer of supplies, materials and equipment between departments;
- (6) Dispose of surplus city supplies, materials and equipment as provided in this chapter; and

- (7) Perform any other functions assigned by the city manager or the director of finance.

(Code 1964, § 2.700; Ord. No. 18178, § 1, 7-19-04)

Secs. 2-211—2-220. - Reserved.

ARTICLE V. - BOARDS AND COMMISSIONS^[10]

DIVISION 1. - GENERALLY

Secs. 2-221—2-230. - Reserved.

DIVISION 2. - CULTURAL AFFAIRS^[11]

Sec. 2-231. - Commission established; purposes.

There is hereby established a commission on cultural affairs to plan, promote and encourage programs to further public awareness of, accessibility to, participation in, and support for the artistic and cultural development of the city.

(Ord. No. 21571, § 1, 1-7-13)

Sec. 2-232. - Membership; appointment; qualifications; terms; vacancies.

The commission on cultural affairs shall be composed of twelve (12) members, appointed by the city council. Four (4) members shall have significant knowledge and demonstrated interest in one (1) or more areas of the arts, including music, dance, literature, visual arts, theater, folk arts, media arts, design and arts education. Two (2) members shall be from the business and professional community, one of which shall be from a business or professional office in the special business district. Two (2) members shall be involved in education. One member shall be a lay person with no specialized knowledge in the arts. The commission shall have representation from at least four (4) of the six (6) city wards. Appointments shall be for terms of three (3) years, except that appointments to fill vacancies shall be for unexpired terms only. Terms shall begin on November 1. No member shall serve more than two (2) consecutive full three-year terms. Members shall serve without compensation. At least nine (9) members shall be qualified voters of the city. The city manager shall appoint a staff liaison to work with the commission.

(Ord. No. 21571, § 1, 1-7-13)

Sec. 2-233. - Duties and responsibilities.

The commission shall have the following duties and responsibilities:

- (1) To act in an advisory capacity to the city council in all matters pertaining to the arts and cultural environment of the city;
- (2) To hold regular public meetings and maintain a written record of its proceedings;
- (3) To make recommendations on city funding of arts programs and services;
- (4) To recommend applications and solicitations for grants, gifts and donations from individuals, groups, organization and agencies, both private and public, for any purpose consistent with the purposes of the commission;
- (5) To make recommendations regarding city initiation or sponsorship, either alone or in cooperation with other agencies, of public programs to further the development of public awareness of and accessibility to arts programs and activities;
- (6) To make recommendations regarding technical and professional assistance to arts and arts administrators;
- (7) At the request of the city council, to work with area agencies on broad community issues in which a cultural perspective is relevant and desirable;
- (8) To engage in comprehensive planning for the cultural development of the city.

(Ord. No. 21571, § 1, 1-7-13)

Sec. 2-234. - Meetings; quorum; attendance.

The commission shall hold a minimum of six (6) meetings annually at times and places to be determined by the commission. Special meetings may be called by the chair of the commission or by the city council. Seven (7) members of the commission shall constitute a quorum for the transaction of business. The chair of the commission is authorized to excuse any member from attendance at a commission meeting; provided, that the member requested to be excused before the meeting. Any member who is absent, without being excused, from twenty-five (25) per cent of

the regular commission meetings held in a calendar year shall automatically forfeit the office. Any member who is absent, without being excused, from three (3) consecutive regular meetings shall automatically forfeit the office. The chair shall promptly notify the city council through the city clerk of such vacancy.

(Ord. No. 21571, § 1, 1-7-13)

Sec. 2-235. - Election of officers; terms.

The commission shall elect from its membership a chair, a vice-chair and a secretary. Officers shall serve terms of one (1) year, and may serve a maximum of two (2) consecutive terms in each office. The commission may adopt rules and procedures for the conduct and transaction of its business.

(Ord. No. 21571, § 1, 1-7-13)

Sec. 2-236. - Conflicts of interest.

Commission members shall not serve on the board of directors or be employed by any agency which applies for funding through the commission or which receives funding upon recommendation of the commission. For purposes of this section, each academic and administrative unit of the University of Missouri shall be considered a separate agency and each school of the Columbia Public School District shall be considered a separate agency. Any commission member who violates this section shall automatically forfeit the office. It shall be the duty of the chair of the commission to promptly notify the city council of the vacancy.

(Ord. No. 21571, § 1, 1-7-13)

Sec. 2-237. - Gifts of works of art; procedures and guidelines for acceptance.

- (a) Persons wishing to donate works of art to the city shall submit the following information to the manager of cultural affairs:
 - (1) A description of the work of art including the dimensions;
 - (2) The proposed display site, if a particular site is preferred;
 - (3) If the work of art has not been completed, relevant information on the artists;
 - (4) The estimated value of the work of art;

- (5) An estimate of any cost to the city for installing the work (including such items as cost of removal from and restoration of an existing site, relocation costs and site preparation costs);
- (6) If applicable, the identity of the persons installing the work and the manner in which the installation shall be accomplished;
- (7) A description of any repair or restoration work needed and an estimate of the cost of such repair or restoration.
- (8) A description of any necessary maintenance procedures and an estimate of the annual cost of such maintenance.

The manager of cultural affairs, to the extent feasible, shall assist potential donors in assembling this information.

- (b) The manager of cultural affairs shall forward information received on a proposed gift of a work of art to the commission on cultural affairs and, if applicable, to the department head in charge of the proposed display site.
- (c) The commission on cultural affairs shall make a recommendation to the city council on whether to accept the proposed gift of a work of art. In making its recommendation, the commission shall consider the following factors:
 - (1) The quality of the work of art;
 - (2) If the work has not been completed, the ability of the artist;
 - (3) The appropriateness of locating the work of art at the proposed display site;
 - (4) Any proposed restrictions on the gift;
 - (5) The technical feasibility of accepting and installing the work of art;
 - (6) The cost to the city of accepting the work of art.

In considering a proposed gift of a work of art, the commission shall consider the comments of the department head in charge of the proposed display site and the comments of any authorities or experts with whom the commission has consulted.

- (d) The city council shall decide whether to accept or reject works of art offered to the city.

(Ord. No. 21571, § 1, 1-7-13)

Secs. 2-238—2-240. - Reserved.

DIVISION 3. - BICYCLE/PEDESTRIAN COMMISSION^[12]

Sec. 2-241. - Establishment; members; qualifications; appointment; terms.

The bicycle/pedestrian commission is hereby established. The commission shall be composed of nine (9) members. One (1) member shall have knowledge of street construction and maintenance; four (4) members shall have knowledge of bicycling, bicycle safety, or bikeways; and four (4) members shall have an interest in pedestrian safety and infrastructure. All members shall be qualified voters of the city. The members succeeding the original members shall be appointed by the city council for three-year terms. A non-voting member shall be appointed by the parks and recreation department director to attend meetings of the commission and serve as a liaison to the parks and recreation commission.

(Ord. No. 21571, § 1, 1-7-13; Ord. No. 22738, § 1, 2-15-16)

Sec. 2-242. - Meetings; quorum; attendance.

The commission shall meet at the call of the chair. A quorum for the transaction of business shall consist of not less than five (5) members. The commission shall elect from its members a chair, vice-chair and a secretary. The chair shall preside at all meetings, and in the absence of the chair or the inability of the chair to preside at any meeting, the vice-chair shall preside. The secretary shall keep a permanent record of the proceedings of the commission and forward a report of such proceedings to the city council. The commission shall establish its own rules and procedures. The members appointed shall serve for the terms of their appointments, and until their successors are appointed and qualified, and each shall serve without compensation. The chair of the commission is authorized to excuse any member from attendance at a commission meeting; provided, that the member requested to be excused before the meeting. Any member who is absent, without being excused, from twenty-five (25) per cent of the regular commission meetings held in a calendar year shall automatically forfeit the office. Any member who is absent, without being excused, from three (3) consecutive regular meetings shall automatically forfeit the office. It shall be the duty of the chair of the commission to promptly notify the appointing authority of the vacancy.

(Ord. No. 21571, § 1, 1-7-13; Ord. No. 22738, § 1, 2-15-16)

Sec. 2-243. - Powers and duties.

The powers and duties of the commission shall be to:

- (1) Develop a master bike plan for the city, such master plan being subject to periodic review and revision by the commission based on changes in traffic patterns and other changes associated with the growth of Columbia.
- (2) Work in concert with the administration in preparation and submission of yearly grant requests.
- (3) Implement the plan as money becomes available according to priorities based on need and cost of bike routes.
- (4) Develop programs and methodology for teaching proper bike use and registration.
- (5) Advise the city council on issues relating to city sidewalks, walkways and trails.

(Ord. No. 21571, § 1, 1-7-13)

Secs. 2-244—2-250. - Reserved.

DIVISION 4. - HUMAN SERVICES COMMISSION

Sec. 2-251. - Establishment of commission; powers and duties.

There is hereby established the Human Services Commission whose purpose is to advise the city council in all matters regarding the planning and contracting for human service programs to adequately meet the needs of the citizens of the City of Columbia, especially the low-income. To meet this responsibility, the commission shall:

- (1) Determine the human service needs of the citizens of Columbia. This process would include the awareness of existing human services and of any proposed changes in programs and funding which would affect the community.
- (2) Prepare each year, in conjunction with the department of public health and human services, a comprehensive plan for the City of Columbia which outlines the needs and services essential to meet those needs. The commission shall encourage and seek public input in the discussion and

decision-making process. The plan shall include the recommended amount of funds to be allocated for each service and shall be reviewed by and subject to approval of the city council.

- (3) Recommend to the city council the appropriate providers of the approved services, including the quality, quantity and cost of each service. Recommendations shall be submitted to the city council. No requests for funding of human services shall be considered by the city council without accompanying written recommendations from the commission.
- (4) Review, as necessary, the provision of human services in Columbia and recommend measures for increasing effectiveness and efficiency whenever possible.
- (5) Review the actions of local, state and federal government and other funding sources having an effect on human services in Columbia and develop strategies for providing input into any decisions affecting Columbia.
- (6) Exercise such other powers and duties as the city council may from time to time direct.
- (7) The provisions of this section related to the powers and duties of the Human Services Commission do not apply to funding requests, activities or services administered by or under the supervision of any department of the City of Columbia.

(Ord. No. 21571, § 1, 1-7-13; Ord. No. 22005, § 1, 3-17-14)

Sec. 2-252. - Members, terms.

The Human Services Commission shall be composed of ten (10) members appointed by the city council. The city manager shall designate the staff of the department of public health and human services as consultant and advisor to the commission. Members shall be qualified voters and residents of the City of Columbia, shall serve without compensation, and shall not be paid officers or employees of the city. Selection of members will be made so as to encourage representation of individuals with an interest in and understanding of human services. Appointments shall be made to become effective January 1 of each year and the term of office shall be three (3) years. The first appointments made shall be for staggered terms as follows: Two

(2) members for three (3) years, two (2) members for two (2) years and three (3) members will complete their present two-year terms; thereafter, appointments for all ten (10) members shall be for three (3) years. Appointments to fill vacancies shall be unexpired terms only.

(Ord. No. 21571, § 1, 1-7-13; Ord. No. 22005, § 1, 3-17-14)

Sec. 2-253. - Meetings; quorum; attendance.

Meetings shall be held in accordance with rules established by the commission. A simple majority of all members shall constitute a quorum for the transaction of business. The chair of the commission is authorized to excuse any member from attendance at a commission meeting; provided, that the member requested to be excused before the meeting. Any member who is absent from fifty (50) per cent of the regular commission meetings held in a calendar year shall automatically forfeit the office. Any member who is absent from three (3) consecutive regular meetings shall automatically forfeit the office. It shall be the duty of the chair to promptly notify the city council of the vacancy.

(Ord. No. 21571, § 1, 1-7-13)

Sec. 2-254. - Election of officers; terms.

The commission shall elect annually a chair, a vice-chair and a secretary. Each officer shall hold office for a term of one (1) year and shall be eligible for re-election. When there is a vacancy of any elected office, the commission shall elect an officer to serve until the next regular annual election. Duties of the officers shall be outlined in the commission's rules of procedure.

(Ord. No. 21571, § 1, 1-7-13; Ord. No. 22005, § 1, 3-17-14)

Sec. 2-255. - Conflicts of interest.

Commission members shall not serve on the board of directors or be employed by any organization which applies for funding through the commission or which receives funding upon recommendation of the commission. For purposes of this section, each academic and administrative unit of the University of Missouri shall be considered a separate organization and each school of the Columbia Public School District shall be considered a separate organization. Any commission member who violates this section shall automatically forfeit the office. It shall be the duty of the chair of the commission to promptly notify the city council of the vacancy.

(Ord. No. 21571, § 1, 1-7-13; Ord. No. 22005, § 1, 3-17-14)

Secs. 2-256—2-260. - Reserved.

DIVISION 5. - DOWNTOWN COLUMBIA LEADERSHIP COUNCIL

Sec. 2-261. - Established.

The Downtown Columbia Leadership Council is hereby established.

(Ord. No. 21571, § 1, 1-7-13)

Sec. 2-262. - Membership; officers.

The Downtown Columbia Leadership Council shall consist of fifteen (15) members, two (2) of whom shall be nonvoting members. Six (6) members shall be appointed by the city council. At least two (2) members appointed by the city council shall be representatives of recognized neighborhood associations. Applicants for these positions must submit with their application, a letter from an officer of the neighborhood association certifying that the applicant has been designated by the association as its representative. At least one (1) member appointed by the city council shall reside in the expanded downtown development concept plan and study area as defined in the "Downtown Columbia Leadership Council Interim Report" dated May, 2009. The director of community development and director of economic development shall be nonvoting members. Each of the following shall appoint one (1) member: the planning and zoning commission, the Boone County Commission, the Chancellor of the Columbia Campus of the University of Missouri, the President of Columbia College, the President of Stephens College, the Downtown Community Improvement District and the Historic Preservation Commission. Two (2) of the initial members appointed by the city council shall serve a term of one (1) year, two (2) shall serve a term of two (2) years and two (2) shall serve a term of three (3) years. Thereafter, appointments shall be for terms of three (3) years, except that appointments to fill vacancies shall be for unexpired terms only. Members shall serve without compensation. The Downtown Columbia Leadership Council shall elect from its members a chair, vice-chair and secretary. The chair shall preside at meetings. If the chair is absent or unable to preside, the vice-chair shall preside. The secretary shall keep a permanent record of the proceedings of the leadership council.

(Ord. No. 21571, § 1, 1-7-13; Ord. No. 22526, § 1, 7-20-15.)

Sec. 2-263. - Duties.

The Downtown Columbia Leadership Council (DCLC) shall have the following duties:

- (1) Periodically review the boundaries of the expanded downtown development concept plan and study area as defined in the "Downtown Columbia Leadership Columbia Interim Report" dated May, 2009 (roughly Garth Avenue to Business Loop 70 to Old Highway 63 to Stewart Road and the northern edge of the University of Missouri campus).
- (2) Monitor current assets and additional opportunities within the expanded study area that would assist in the area's redevelopment.
- (3) Advise city staff and consultants on preparation of a blight/conservation study and preparation of a Missouri Downtown and Rural Economic Stimulus Act (MODESA) application.
- (4) Work with city-funded consultants to conduct annual downtown planning activities and to create a comprehensive downtown strategic plan.
- (5) Recommend to the city council possible development guidelines and physical attributes for downtown Columbia.
- (6) Monitor the implementation of recommendations resulting from the downtown planning charrette project and future DCLC downtown planning projects.
- (7) Review and comment on all future downtown public finance mechanisms including tax increment financing (TIF), Brownfields and other economic incentives.
- (8) Provide downtown awareness and outreach to include, but not limited to, DCLC annual report (measurables, progress, investment, jobs, etc.), annual downtown awards program and quarterly downtown seminars and presentations.
- (9) The DCLC shall meet regularly and at the call of the chair. The chair is authorized to excuse any member from attendance at a meeting; provided, that the member had requested to be excused at least one (1) day before the meeting. Members who are absent, without being excused, from twenty-five (25) percent of the regular meetings held in a calendar year shall automatically forfeit their office. Members who are absent from

three (3) consecutive regular meetings shall automatically forfeit their office. It shall be the duty of the chair to promptly notify the city council of any such vacancy. The DCLC shall have the power to adopt its own additional procedural regulations, provided that such regulations are consistent with city ordinances and state law.

(10) Work on other projects requested by the city council.

(Ord. No. 21571, § 1, 1-7-13)

Secs. 2-264—2-270. - Reserved.

DIVISION 6. - FINANCE ADVISORY AND AUDIT COMMITTEE

Sec. 2-271. - Establishment; composition; terms.

The finance advisory and audit committee is hereby established. The committee shall be composed of five (5) members appointed by the city council to serve three-year staggered terms. Members shall be qualified voters and residents of the City of Columbia for at least one (1) year prior to their appointment. One (1) member appointed must be a commercial banker, with knowledge of public finance and investment banking. One (1) member appointed must be a certified public accountant with knowledge of public administration and finance. Consideration shall be given to the appointment of at least one (1) member who is an owner of a business. Members appointed by the city council shall serve without compensation. Appointments to fill vacancies shall be for unexpired terms only. Members shall serve until their successors are appointed. The committee shall elect its own chair annually. The finance director or the director's designee shall serve as a nonvoting ex-officio member. Staff for the committee shall be provided by the finance department.

(Ord. No. 21571, § 1, 1-7-13)

Sec. 2-272. - Meetings.

The committee shall meet as needed. Three (3) members appointed by the city council shall constitute a quorum for the transaction of business.

(Ord. No. 21571, § 1, 1-7-13)

Sec. 2-273. - Duties.

The finance advisory and audit committee shall be solely advisory to the city council. The committee shall make recommendations on financial matters to the city council as needed. In formulating reports, policies and recommendations to the city council, the committee may consider the following areas:

- (1) Accounting and financial reporting policies.
- (2) Debt management and fiscal policies.
- (3) Cash and investment management policies.
- (4) Purchasing policies.
- (5) Business services policies.
- (6) Other matters as may be referred by the city council.

(Ord. No. 21571, § 1, 1-7-13)

Secs. 2-274—2-280. - Reserved.

DIVISION 7. - COMMUNITY DEVELOPMENT

Sec. 2-281. - Established.

The Columbia Community Development Commission is hereby established.

(Ord. No. 21571, § 1, 1-7-13)

Sec. 2-282. - Members; qualifications; compensation; terms.

The community development commission shall be composed of nine (9) members, who shall be qualified voters of the city, and shall consist of one (1) member from the Boone County Community Services Advisory Commission chosen by that commission, one (1) member from each of the six (6) wards of the city, and two (2) at-large members. Selection of members shall be made so as to encourage substantial representation of low and moderate income citizens and members of minority groups in accordance with federal guidelines. They shall serve without compensation and shall not be paid officers or employees of the city. The terms of office shall be three (3) years. The city council shall, on or before the first day of November of each year, make

appointments to fill the terms expiring at that time. The member from the Boone County Community Services Advisory Commission shall be a voting member but shall not be eligible to serve as an officer of the Columbia community development commission.

(Ord. No. 21571, § 1, 1-7-13)

Sec. 2-283. - Election and terms of officers; vacancies.

The commission shall elect three (3) of its members to serve as chair, vice-chair and secretary. Each officer shall hold office for a term of one (1) year. When any officer's appointment to the commission expires or becomes vacant, the commission shall elect a new officer.

(Ord. No. 21571, § 1, 1-7-13)

Sec. 2-284. - Meetings; quorum; attendance.

The community development commission shall hold meetings once each month at a time and place to be determined by the commission, and such special meetings as called for by the chair of the commission. When there is no business to conduct, the chair may cancel the monthly meeting. A simple majority of the current members of the commission shall constitute a quorum for the transaction of business. The chair of the commission is authorized to excuse any member from attendance at a commission meeting; provided, that the member requested to be excused before the meeting. Any member who is absent, without being excused, from twenty-five (25) percent of the regular commission meetings held in a calendar year shall automatically forfeit the office. Any member who is absent, without being excused, from three (3) consecutive regular meetings shall automatically forfeit the office. It shall be the duty of the chair of the commission to promptly notify the city council of the vacancy.

(Ord. No. 21571, § 1, 1-7-13)

Sec. 2-285. - Duties and responsibilities.

The community development commission shall have responsibility and be required to:

- (1) Act in an advisory capacity in all matters pertaining to community development.
- (2)

Consider the annual application for the expenditures of federal funds under the Housing and Community Development Act of 1974 and make recommendations with respect thereto to the city manager and the city council.

- (3) Assist in the planning of such funded activities, promote and stimulate public interest therein; and to that end, solicit to the fullest possible extent the cooperation of the neighborhood associations and other public and private agencies.
- (4) Provide citizens with an adequate opportunity to participate in an advisory role in planning, implementing and assessing the program in accordance with federal regulations now or hereafter adopted by providing adequate information to citizens. holding public hearings to obtain views of citizens, and providing citizens an opportunity to comment on the city's community development performance.

(Ord. No. 21571, § 1, 1-7-13)

Sec. 2-286. - Conflict of interest.

Commission members shall not serve on the board of directors or be employed by any agency which applies for funding through the commission or which receives funding upon recommendation of the commission. For purposes of this section, each academic and administrative unit of the University of Missouri shall be considered a separate agency and each school of the Columbia Public School District shall be considered a separate agency. Any commission members who violates this section shall automatically forfeit his office. It shall be the duty of the chairman of the board to promptly notify the city council of the vacancy.

(Ord. No. 21571, § 1, 1-7-13)

Secs. 2-287—2-290. - Reserved.

DIVISION 8. - ENVIRONMENT AND ENERGY

Sec. 2-291. - Established.

The Columbia Environment and Energy Commission is hereby established.

(Ord. No. 21571, § 1, 1-7-13)

Sec. 2-292. - Members; qualifications; compensation; terms.

The environment and energy commission shall be composed of ten (10) members. Four (4) members shall be appointed by the Boone County Commission. Six (6) members shall be appointed by the city council. The six (6) members appointed by the city council shall be qualified voters of the city. Members shall serve without compensation and shall not be paid officers or employees of the city. The terms of office shall be three (3) years. Appointments shall be made on or about the first day of June of each year.

(Ord. No. 21571, § 1, 1-7-13)

Sec. 2-293. - Election of officers; terms; vacancies.

The commission shall elect three (3) of its members to serve as chair, vice-chair and secretary. Each officer shall hold office for a term of one (1) year. When any officer's appointment to the commission expires or becomes vacant, the commission shall elect a new officer.

(Ord. No. 21571, § 1, 1-7-13)

Sec. 2-294. - Meetings; quorum; attendance.

The commission shall hold meetings once each month at a time and place to be determined by the commission, and such special meetings as called for by the chair of the commission. Six (6) members of the commission shall constitute a quorum for the transaction of business. The chair of the commission is authorized to excuse any member from attendance at a commission meeting; provided, that the member requested to be excused before the meeting. Any member who is absent, without being excused, from twenty-five (25) percent of the regular commission meetings held in a calendar year shall automatically forfeit the office. Any member who is absent, without being excused, from three (3) consecutive regular meetings shall automatically forfeit the office. It shall be the duty of the chair of the commission to promptly notify the appointing authority of the vacancy.

(Ord. No. 21571, § 1, 1-7-13)

Sec. 2-295. - Duties and responsibilities.

The environment and energy commission shall have the responsibility for and be required to:

- (1) Prepare a commission report to the city council on how a plan for energy conservation might be developed. In order to prepare this report, the commission should gather information from other parts of the country, particularly those cities who have such a plan in place; the commission, or representatives of the commission, should visit certain model cities who have ongoing plans in place, to see how that particular model has worked; and, in limited situations, may require the services of a consultant. The final report should be a blueprint for the city to proceed in the development of a comprehensive energy conservation plan.
- (2) Act in an advisory capacity to the council in all matters pertaining to environmental protection, which could include questions of energy efficiency and conservation, and of changing technology.
- (3) Assist in the planning of environmental improvements, promote and stimulate public interest thereon; and to that end, solicit to the fullest possible extent the cooperation of other public and private agencies.

(Ord. No. 21571, § 1, 1-7-13)

Secs. 2-296—2-300. - Reserved.

DIVISION 9. - COLUMBIA VISION COMMISSION

Sec. 2-301. - Established.

The Columbia Vision Commission is hereby established for the purpose of tracking and monitoring and otherwise assisting with the implementation of visioning, all as further provided below.

(Ord. No. 21571, § 1, 1-7-13)

Sec. 2-302. - Visioning defined.

Visioning refers to the process that (i) began as "Imagine Columbia's Future," (ii) resulted in the preparation of the final vision report which was accepted by the city council on February 4, 2008, and (iii) is continuing with the ongoing implementation of the vision set forth in that report.

As is recognized in the final vision report, visioning is a continuing and evolving process where information in the final vision report is integrated with other ongoing activities within the community, new information is obtained, and new people become involved. The vision and goal statements in the final vision report will, however, serve to both inform the changes to be made and set a standard against which the outcomes of various changes can be measured.

(Ord. No. 21571, § 1, 1-7-13)

Sec. 2-303. - Duties; staff liaison.

The commission shall have the following duties and authority:

- (a) *Tracking measuring and reporting.* The commission shall conduct periodic reviews and, beginning in December 2009, issue an annual report on the progress of visioning implementation to the community. This report shall also include a summary and analysis of the commission's own efforts in the areas set forth below. The commission shall, by March 31, 2009, select an initial reporting format and identify the information to be tracked and included in such report. The annual progress report shall be provided to the city council and made available to the public.
- (b) *Coordination with other governmental boards, commissions, departments and nongovernmental entities.* The commission shall have the authority to solicit the cooperation of other boards and commissions in the city and throughout the region as needed to assist with its reporting and other duties, and also to solicit and receive information from other entities involved in visioning implementation.
- (c) *Recommendation of implementation tasks.* Beginning one year after the city council's approval of the initial implementation report as provided in section 2-533, and every two years thereafter, the commission shall, after seeking the input of other city boards, commissions, and departments, recommend implementation tasks to be undertaken over the two years following the period covered in the then effective implementation report, and the additional resources needed to accomplish such tasks. In preparing these recommendations, the commission shall also coordinate with other relevant boards and commissions, including the Boone County Commission, and with the city manager's office. A discussion draft of the

commission's recommendations should be (i) posted for public comment for at least thirty (30) days, (ii) revised as may be appropriate to incorporate comments received, and (iii) included in the progress report provided for in subsection (a).

- (d) *Public education and outreach.* The commission should offer public programs on the visioning process, track the groups involved in various implementation tasks, and work to recruit a diverse participant base in such tasks. The commission may, as independent resources become available, either on its own or in conjunction with others, operate a website that is separate from the city website for the purposes of public education, outreach and engagement.
- (e) *Convening of public dialogues.* The commission shall convene community-wide dialogues at five-year intervals, beginning in 2014, to review the vision and the progress being made in implementation. These dialogues shall be structured in a way that is consistent with the principles of inclusiveness and transparency. The commission may in its discretion also convene dialogues to address conflicts that arise within the community over implementation of different goals or strategies, including disputes that arise over the allocation of scarce resources. The commission may request that the city hire facilitators to help with such dialogues.
- (f) *Fundraising and administration.* The commission shall have the authority to seek grants and other funds to be used to offset the costs of its work and to aid in the administration of visioning implementation efforts by citizen and other groups. The city shall serve as the fiscal agent for any such funds.
- (g) *Incidental authority.* The commission shall have such other authority as may be assigned by the city council from time to time and shall act in an advisory capacity in making recommendations to improve the ongoing process of visioning implementation.
- (h) *Staff liaison.* The city manager shall appoint a staff liaison to work with the commission.

(Ord. No. 21571, § 1, 1-7-13)

Sec. 2-304. - Composition; compensation; terms; vacancies.

- (a) The commission shall consist of nine (9) members that are designated as the "coordinating committee." The commission may also include up to five (5) resource members as defined below, and liaison members as defined below. The majority of members of both the coordinating committee and resource members shall be qualified voters residing within the City of Columbia. Two (2) members of the coordinating committee shall be residents of Boone County, not residing within the city limits of Columbia. The members of the commission should, to the extent practicable, reflect a broad cross section of the community. "Liaison members" are nonvoting members of the commission who are appointed by the commission to help with outreach to the community or to communicate with identified citizen groups that are assisting with visioning, and to otherwise work with the commission on public education and outreach. "Resource members" are nonvoting members of the commission and are appointed by the coordinating committee to help in the work of the commission and share their expertise in one or more substantive areas such as, but not limited to, data collection, fundraising, intergovernmental cooperation, management, or process design.
- (b) The coordinating committee shall be appointed by the city council following the nominating and application process set forth in section 2-530 below. All members of the commission shall serve without compensation.
- (c) Members of the coordinating committee shall serve for a term of three (3) years, except as otherwise provided below in relation to initial terms, and until their successors are appointed and qualified. The first three (3) members appointed to the coordinating committee shall serve for five (5) years, the second two (2) members appointed shall serve for four (4) years, the third two (2) members shall serve for three (3) years and the final two (2) members shall serve for two (2) years. Thereafter, each new member of the coordinating committee shall be appointed for three (3) years or until a successor has been appointed. Resource members shall serve for two-year terms and liaison members shall serve for one-year terms. Members whose terms expire may be reappointed for successive terms.
- (d) Vacancies in any coordinating committee position shall be filled by the city council. Vacancies shall be filled for the unexpired term only. The council shall as near as possible appoint someone with similar qualifications to fill a vacated seat.

(Ord. No. 21571, § 1, 1-7-13)

Sec. 2-305. - Nominating and application process.

- (a) Citizens and organizations may nominate candidates for the commission by a process approved by the council and all such nominees shall be invited to apply for a position on the commission. This includes self-nominations. In order to be considered for appointment, candidates must fill out an application detailing their background and interest in serving on the commission, and addressing the factors set forth in subsection (b) below. In appointing members to the coordinating committee, preference shall be given to citizens previously involved in the visioning process, and the appointment of members currently serving on other city boards and commissions to the coordinating committee is not encouraged.
- (b) Candidates shall be evaluated based on their demonstrated commitment to the visioning process, ability to work with data and understand systemic relationships, ability to work collaboratively, management skills, independence and existing memberships or positions, and contributions to the diversity of the commission.

(Ord. No. 21571, § 1, 1-7-13)

Sec. 2-306. - Officers; meetings; quorum.

- (a) The commission shall select its chair who shall preside over meetings, and a vice-chair who shall preside in the absence of the chair. The commission shall annually appoint a secretary who shall keep a record of its activities and actions, and shall also fill any vacancy in such position for the remainder of the term.
- (b) A majority of those duly appointed and acting members of the commission required to vote on a matter shall be a quorum for making decisions.
- (c) The commission shall hold monthly meetings during at least ten (10) months of the year. Other meetings may be scheduled at the call of the chair. One of the monthly meetings shall be a regularly scheduled annual meeting which shall include the appointment of officers. Special meetings may also be called at the request of any three (3) or more voting members of the commission. Notice of any special meeting shall be provided as prescribed by law prior to such meeting. The city manager or the manager's designee shall receive notice of all meetings of the commission. The commission shall designate a regular place for its meetings which can be changed from time to time. In scheduling and conducting meetings, the commission shall comply with the sunshine law and other applicable laws and regulations.

- (d) The chair of the commission is authorized to excuse any member from attendance at a board meeting if the member requests to be excused prior to that meeting. Any member of the commission who is absent without asking to be excused from four (4) or more of the regular meetings held in a calendar year shall automatically forfeit the office. Any such member who is absent without being excused from three (3) consecutive regular meetings shall automatically forfeit the office. It shall be the duty of the chair to promptly notify the city council of any vacancy on the coordinating committee.
- (e) The commission may from time to time adopt such rules for the conduct of its meetings and business as it may deem proper provided that such rules are not inconsistent with city ordinances or other applicable law.
- (f) Attendance at commission meetings may be by teleconference or such other electronic medium to the extent such is allowed by law.

(Ord. No. 21571, § 1, 1-7-13)

Sec. 2-307. - Conflicts of interest.

- (a) In order to promote public trust in the impartiality and independence of the vision commission, members of the commission should avoid conflicts of interest as defined below and the appearance of conflicts of interest.
- (b) A conflict of interest may exist when the current personal, financial, or professional interests or activities of a member of the commission could reasonably be viewed as competing with the interests or activities of the commission, and particularly when the member or their immediate families or an organization owned or controlled by such member or their immediate families could derive a financial or other material gain arising out of action by the commission. When there is doubt as to whether a conflict of interest exists, the matter shall be resolved by a vote of the commission, excluding the person that is the subject of the potential conflict. For purposes of this section "personal interest" means a more than nominal interest arising from family; close business, political or other associations; location of property owned by a member; or other factor likely to affect the welfare of the member or the member's family or close associate; and is something more than a well-known opinion, or interest in, or academic study of, a subject matter.
- (c)

When any conflict of interest relates to a matter requiring action by the commission, the interested person shall call it to the attention of the commission and such interested person shall not vote on any question or matter in which that board member has a financial interest or a personal interest. Such person may, however, be counted in determining the presence of a quorum for a vote. Unless requested to remain present during the meeting, the interested person shall retire from the room when the commission is voting on the matter related to the conflict and shall not participate in the final deliberation or decision regarding the matter under consideration, but shall provide the commission with any relevant information on the matter before retiring.

- (d) The minutes of the meeting of the commission shall reflect that a conflict of interest was disclosed and that the interested person was not present during the final discussion or vote and did not vote.
- (e) A copy of this conflict policy shall be provided to each member of the coordinating committee or resource member at the beginning of each calendar year. The commission may adopt other procedures and guidelines, not inconsistent with the above to ensure the independence of commission members and the confidence of the public in its impartiality.
- (f) No member of the commission shall intentionally use or disclose confidential information that is received by the commission in a way that could result in anything of value for such member, the member's family, or other person or organization with which such member is affiliated, unless the information has already been communicated to the general public or entered into the public record.
- (g) If the commission determines that a member has failed to disclose a conflict of interest and voted on a matter affected by such conflict of interest, or has otherwise violated this conflict of interest policy, then such member shall forfeit the office. Any claim that this policy has been violated shall be raised within a year of the date of the vote or alleged violation.

(Ord. No. 21571, § 1, 1-7-13)

Sec. 2-308. - Visioning implementation.

- (a) The office of the city manager shall complete the process of developing the initial draft implementation report that was provided for in the final vision report and shall present a draft of that report to the city council for review on or before March 31,

2009. Drafts of the implementation report that are posted on the city's website for public comment prior to that date shall also be forwarded to members of the city council for their review and comment. The city council's review and approval of that report will be scheduled to coincide with the city council's review and approval of the budget for the following fiscal year.

- (b) After approval of the initial implementation reports, the preparation of periodic updates, including periods of public comment, should be scheduled so that any update is received by the city council on or before March 31 of the applicable year which will allow for the review and approval of such update to be coordinated with the city's budgeting process. Copies of drafts of updates to the implementation report that are presented for public comment shall also be provided to members of the city council for their review and comment at the same time as they are presented to the public for comment.
- (c) The council acknowledges that visioning implementation has already begun and does not intend by setting the above timeline to delay or defer actions being taken to implement visioning by existing boards, commissions, departments, or other entities. Such actions are encouraged and boards and commissions that make recommendations for council action both prior to and following approval of the draft implementation report are encouraged to provide explanations of how visioning guided or influenced such recommendations.

(Ord. No. 21571, § 1, 1-7-13)

Sec. 2-309. - Responsibilities of city boards and commissions in relation to visioning.

- (a) *Efficient use of resources.* One goal of the visioning implementation process is to promote the efficient utilization of resources, both monetary and nonmonetary, and both governmental and nongovernmental, in accomplishing identified goals. Boards and commissions who are assigned specific responsibilities in the visioning implementation report should, in furtherance of this goal, collaborate with other boards and commissions and with nongovernmental entities as needed to promote the efficient utilization of resources.
- (b) *Transparency and citizen involvement.* The visioning process has been built on the principles of inclusiveness, transparency and openness. Boards and commissions who are assigned specific responsibilities in the visioning implementation report should, in furtherance of these principles, seek to engage the public in their work in a manner

consistent with the guidelines for convening, management, and coordination of citizen groups that are included in the implementation report approved by the city council, as such report may be amended from time to time.

- (c) *Cooperation with Columbia Vision Commission.* Boards and commissions who are assigned specific responsibilities in the visioning implementation report should, in furtherance of those responsibilities, respond to requests for information that are made by the Columbia Vision Commission, and participate as requested by that commission in preparing recommendations for implementation tasks and in such public dialogues as may be convened relating to their responsibilities.

(Ord. No. 21571, § 1, 1-7-13)

Secs. 2-310—2-315. - Reserved.

DIVISION 10. - SUBSTANCE ABUSE ADVISORY COMMISSION

Sec. 2-316. - Establishment of commission; objectives.

The substance abuse advisory commission of the City of Columbia is hereby established, and shall have the following purposes and objectives:

- (1) To advise the city council in matters pertaining to substance abuse.
- (2) To make recommendations intended to prevent and eliminate the abuse of alcohol and other controlled substances.
- (3) To promote the coordination of programs directed towards the youth of the community intended to prevent and eliminate alcohol and substance abuse.
- (4) To promote policies of inter-governmental cooperation in strengthening existing alcohol and drug abuse programs.

(Ord. No. 21571, § 1, 1-7-13)

Sec. 2-317. - Members; terms.

- (a) The commission shall be composed of ten (10) members with the following qualifications: One (1) member shall be a representative of the University of Missouri appointed by the chancellor of the University of Missouri - Columbia; one (1) member

shall be a prevention or treatment professional; one (1) member shall be a representative of the Columbia School District appointed by the superintendent of Columbia Public Schools; one (1) member shall be a healthcare professional; one (1) member shall be under the age of twenty-five (25); and the five (5) remaining members shall have demonstrated interest in and concern for substance and alcohol abuse problems in the community.

- (b) The members shall be appointed for three-year terms, and shall serve without compensation. The first members of the commission shall be appointed for staggered terms as follows: Three (3) members three (3) years, three (3) members two (2) years, three (3) members one (1) year. Appointments to fill vacancies shall be for unexpired terms only.

(Ord. No. 21571, § 1, 1-7-13; Ord. No. 23178, § 1, 5-1-17)

Sec. 2-318. - Meetings; quorum; attendance.

The commission shall meet at the call of the chair as necessary in accordance with the rules and procedures established by the commission. A quorum for the transaction of business shall consist of not less than five (5) members. Any member who is absent from fifty (50) per cent of the regular commission meetings held in a calendar year shall automatically forfeit the office. Any member who is absent from three (3) consecutive regular meetings shall automatically forfeit the office. It shall be the duty of the chair to promptly notify the council of the vacancy.

(Ord. No. 21571, § 1, 1-7-13)

Sec. 2-319. - Election of officers; terms.

The commission shall elect from its members a chair, vice-chair, and secretary. The chair shall preside at all meetings, and in the absence of the chair or the chair's inability to preside, the vice-chair shall preside. The secretary shall keep a permanent record of the proceedings of the commission, and forward a report of such proceedings to the council. The commission shall establish its own rules and procedures.

(Ord. No. 21571, § 1, 1-7-13)

Secs. 2-320—2-325. - Reserved.

DIVISION 11. - TAX INCREMENT FINANCING COMMISSION

Sec. 2-326. - Definitions.

The following definitions apply to this division:

Act means the Real Property Tax Increment Allocation Redevelopment Act, RSMo §§ 99.800 thru 99.865, as amended.

Redevelopment area means an area designated by the city in respect to which the city, after consideration and recommendation of its TIF commission, has made a finding that there exist conditions which caused the area to be classified as a blighted area, a conservation area, an economic development area or an enterprise zone pursuant to RSMo §§ 135.200 to 135.256, or a combination thereof, which area includes only those parcels of real property directly and substantially benefited by the proposed redevelopment project.

Redevelopment plan means the comprehensive plan for redevelopment of a redevelopment area by the payment of redevelopment costs to reduce or eliminate those conditions, the existence of which qualified the redevelopment area as a blighted area, a conservation area, an economic development area or a combination thereof, and thereby enhance the tax base of the taxing districts which extend into the redevelopment area. Each redevelopment plan adopted shall conform to the requirements of Section 99.810 of the Act.

Redevelopment project means any redevelopment project within a designated redevelopment area in furtherance of the objectives of the redevelopment plan.

TIF commission means the Tax Increment Financing Commission of the City of Columbia, Missouri.

(Ord. No. 21571, § 1, 1-7-13)

Sec. 2-327. - TIF commission established.

- (a) The Tax Increment Financing Commission of the City of Columbia, Missouri is hereby established.
- (b) The TIF commission shall consist of eleven (11) members. Six (6) members shall be appointed by the mayor with the consent of the city council. Two (2) members shall be appointed by the Board of Education of the Columbia School District. Two (2)

members shall be appointed by the Presiding Commissioner of Boone County, Missouri with the consent of the Boone County Commission. One (1) member shall be appointed, in any manner agreed upon by the affected districts, to represent all other districts levying ad valorem taxes within the area selected for a redevelopment project or the redevelopment area, excluding representatives of the city council.

- (c) Of the members first appointed by the mayor, two (2) shall serve terms of two (2) years, two (2) shall serve terms of three (3) years and two (2) shall serve terms of four (4) years. Thereafter, the members appointed by the mayor shall serve terms of four (4) years. Vacancies shall be filled for unexpired terms in the same manner as the original appointments.
- (d) Members who are appointed by taxing districts other than the city shall serve on the TIF commission for a term to coincide with the length of time a redevelopment project, redevelopment plan or designation of a redevelopment area is considered for approval by the TIF commission. Such terms shall terminate upon final approval of the project, plan or designation of the area by the city council. If any taxing jurisdiction fails to appoint members of the TIF commission within thirty (30) days of receipt of written notice of a proposed redevelopment plan, redevelopment project or designation or redevelopment area, the remaining members shall proceed to exercise the power of the TIF commission.
- (e) All members shall serve without compensation.
- (f) The TIF commission shall elect from among its members a chair, vice-chair and secretary. Meetings of the TIF commission shall be open to the public to the extent provided by law and a record of each meeting shall be kept. The TIF commission shall have the authority to establish rules and procedures not in conflict with city ordinances or policies or the Act and shall meet as required to fulfill its obligations set forth in the Act.
- (g) The TIF commission shall serve as an advisory body to the city council as it relates to the consideration of tax increment financing proposals submitted by interested parties or initiated by any public agency in accordance with the Act. The TIF commission shall hold public hearings and give notice pursuant to Sections 99.825 and 99.830 of the Act on proposed redevelopment plans, redevelopment projects and designation of redevelopment areas and amendments thereto. The TIF commission shall vote on all proposed redevelopment plans, redevelopment projects and designations of redevelopment areas and amendments thereto, within thirty (30) days

following completion of a hearing on any such plan, project, designation or amendment and shall make recommendations to the city council within ninety (90) days of a hearing referred to in Section 99.825 of the Act concerning adoption of or amendment to redevelopment plans, redevelopment projects or designation of redevelopment areas.

(Ord. No. 21571, § 1, 1-7-13)

Sec. 2-328. - Procedures for bids and proposals.

The city council hereby adopts the following procedures for bids and proposals for the implementation of redevelopment projects:

- (1) The city council or the TIF commission shall solicit proposals with respect to the implementation of proposed redevelopment projects.
- (2) Each request for proposals, or notice thereof, shall be published in a newspaper of general circulation in the city and shall be mailed to those persons or firms that the city manager or the city's planning consultant determines might be interested in submitting a bid. Each request for proposals shall provide at least thirty (30) days for the submission of a proposal.
- (3) Criteria for the selection of proposals will include the impact of the proposed project on the city and other taxing jurisdictions, including the projected term for which tax increment financing will be utilized. The city council may establish such additional criteria as it deems appropriate for the selection of bids and proposals. The city council or the TIF commission shall provide reasonable opportunity for any person to submit alternative proposals or bids.

(Ord. No. 21571, § 1, 1-7-13)

Secs. 2-329—2-335. - Reserved.

DIVISION 12. - PUBLIC TRANSIT ADVISORY COMMISSION^[13]

Sec. 2-336. - Established.

The public transit advisory commission is hereby established.

(Ord. No. 21571, § 1, 1-7-13; Ord. No. 21681, § 2, 5-20-13)

Sec. 2-337. - Duties.

The commission shall have the following duties:

- (1) Advise city staff with regard to transit policy and safety matters concerning transit issues affecting the city, for example, alternative modes, accessibility, and customer amenities.
- (2) Serve as a sounding board for citizen transit, pedestrian and safety and access issues and make recommendations to the city council and city staff for appropriate action.
- (3) Recommend rules and procedures governing public transit service programs, equipment and facilities considering regulatory guidelines, service improvements, and activities of persons utilizing transit services and facilities.
- (4) Aid in the development of a city transportation improvement program by providing citizen input on needed projects for submission to the metropolitan planning organization.
- (5) Create and review surveys and facilitate public input on public transit programming and facility usage.
- (6) Recommend and promote marketing strategies for community outreach programs in order to strengthen the transit image, increase usage, and integrate its role within the community.
- (7) Study issues arising under the Columbia Transit Master Plan as they relate to transportation, make recommendations to the city council and metropolitan planning organization, and prepare reports to aid in the development, implementation and general improvement of the master plan relating to the public transit in the city.
- (8) Other duties assigned by the city council.

(Ord. No. 21571, § 1, 1-7-13; Ord. No. 21681, § 2, 5-20-13)

Sec. 2-338. - Membership.

- (a) The commission shall consist of thirteen (13) members. One (1) member shall be a University of Missouri student appointed by the council to a one (1) year term. One (1) member shall be a Columbia College student or administrator appointed by the Columbia College administration. One (1) member shall be a Stephens College student or administrator appointed by the Stephens College administration. One (1) member shall be a representative of the University of Missouri appointed by the University of Missouri administration. The remaining nine (9) at large members shall be appointed by the city council. Consideration shall be given to the appointment of an eligible Columbia Transit paratransit rider, an owner or representative of a business, a member of the disabilities commission, a member of the bicycle/pedestrian commission, a representative of the Columbia Public School District, and/or a representative of Columbians for Modern Efficient Transit (CoMET), an advocacy group of PedNet.
- (b) Three (3) of the initial at large members appointed by the city council shall serve terms of one (1) year, three (3) shall serve terms of two (2) years, and three (3) shall serve terms of three (3) years. Thereafter, appointments made to the at large positions by the council shall be for terms of three (3) years, except that appointments to fill vacancies, occurring other than by expiration of terms, shall be filled for the unexpired term only. The term of each member appointed by the council shall end on March 1, or until a successor is duly appointed and qualified. It shall be the duty of the chair to promptly notify the city council of a vacancy. The members appointed by persons other than the city council shall serve for terms designated by the appointing authority and shall serve at the pleasure of the appointing authority.

(Ord. No. 21571, § 1, 1-7-13; Ord. No. 21681, § 2, 5-20-13)

Sec. 2-339. - Officers.

The commission shall annually elect one of its members as chair at the first meeting in April of each year. The chair shall appoint a vice-chair from the remaining commission members. The chair shall preside at all meetings. In the absence of the chair or the chair's inability to preside, the vice-chair shall preside. The commission rules may specify the duties of the officers.

(Ord. No. 21571, § 1, 1-7-13; Ord. No. 21681, § 2, 5-20-13; Ord. No. 22443, § 1, 5-18-15)

Sec. 2-340. - Meetings; quorum; rules.

The commission shall meet at least quarterly. Seven (7) members shall constitute a quorum to do business. The commission may adopt rules for the conduct of its business. The chair of the commission is authorized to excuse any member from attendance at a commission meeting; provided, that the member requested to be excused before the meeting. Any member who is absent, without being excused, from twenty-five (25) percent of the regular commission meetings held in a calendar year shall automatically forfeit the office. Any member who is absent, without being excused, from three (3) consecutive regular meetings shall automatically forfeit the office. The chair shall promptly notify the city council through the city clerk of such vacancy.

(Ord. No. 21571, § 1, 1-7-13; Ord. No. 21681, § 2, 5-20-13; Ord. No. 22443, § 1, 5-18-15)

Secs. 2-341—2-345. - Reserved.

DIVISION 13. - DISABILITIES COMMISSION

Sec. 2-346. - Disabilities commission; establishment, composition, terms.

- (a) An advisory commission to be known as the Columbia Disabilities Commission is hereby established. The commission shall be composed of the city's ADA coordinator and twelve (12) members appointed by the mayor and approved by the city council. Seven (7) members shall be persons with significant disabilities as defined by the Americans with Disabilities Act. Two (2) members shall own or operate businesses in the Columbia area. Three (3) members shall have particular knowledge or experience in providing services to individuals with disabilities or an interest in the welfare of the city residents with disabilities. All appointed members shall be residents of the city.
- (b) Members shall serve three-year staggered terms. In order to establish staggered terms, four (4) members of the initial board shall be appointed to one-year terms, four (4) shall be appointed to two-year terms and four (4) shall be appointed to three-year terms. After the initial appointment, all members shall be appointed for three-year terms, except that appointments to fill vacancies shall be for unexpired terms only. Members shall serve until their replacements are appointed.

(Ord. No. 21571, § 1, 1-7-13)

Sec. 2-347. - Duties, meetings.

- (a)

The commission shall meet at least quarterly. Seven (7) members shall constitute a quorum to do business. The commission shall elect a chair, a vice-chair and a secretary from its members. Each officer shall hold office for a term of one (1) year. The chair of the commission is authorized to excuse any member from attendance at a commission meeting; provided, that the member requested to be excused before the meeting. Any member who is absent, without being excused, from twenty-five (25) per cent of the regular commission meetings held in a calendar year shall automatically forfeit the office. Any member who is absent, without being excused, from three (3) consecutive regular meetings shall automatically forfeit the office. It shall be the duty of the chair to promptly notify the city council of the vacancy.

- (b) The commission shall hold public meetings to consider the concerns of residents of the city with disabilities and advise the city council as necessary.
- (c) The commission shall review or monitor accessibility of public and private facilities and shall educate the business community, civic groups and the public as to the concerns of residents with disabilities.
- (d) The commission shall act as liaison between the city and other organizations working with persons with disabilities and shall encourage communication and cooperate among them.

(Ord. No. 21571, § 1, 1-7-13)

Secs. 2-348—2-355. - Reserved.

DIVISION 14. - MAYOR'S COUNCIL ON PHYSICAL FITNESS AND HEALTH

Sec. 2-356. - Established.

The mayor's council on physical fitness and health is hereby established.

(Ord. No. 21664, § 2, 4-15-13)

Sec. 2-357. - Duties.

The mayor's council on physical fitness and health shall have the following duties:

- (1) Promote and support the mission of the United States President's Council on Physical Fitness and Sport at the municipal level.

- (2) Sponsor and support local physical fitness and health promotion activities.
- (3) Educate the public about the importance of regular physical activity, nutrition, smoking cessation, weight control, and other health promoting activities.
- (4) Support and encourage individuals, civic groups, professional associations, and other organizations to promote personal health and fitness.
- (5) Identify local fitness and health resources and facilitate their involvement in the promotion of fitness and health activities.
- (6) Recognize outstanding programs, contributions and individual achievements in physical fitness and health promotion.
- (7) Submit an annual report to the city council.
- (8) Assist schools, businesses and other organizations in developing and implementing physical fitness and health promotion programs.
- (9) Work in concert with city administration in preparation and submission of grant requests.

(Ord. No. 21664, § 2, 4-15-13)

Sec. 2-358. - Membership; terms of office; officers; rules and procedures.

The mayor's council on physical fitness and health shall be composed of seventeen (17) members appointed by the city council. If feasible, members should include persons in the following categories: education; health care; business and labor; communications and media; volunteer organizations; sports organizations and clubs; and coaches, trainers, prominent athletes, and sports administrators. Members shall be appointed to three (3) year terms and shall serve without compensation. Appointments to fill vacancies shall be for unexpired terms only. The mayor's council shall elect from its members a chair, vice-chair and a secretary. The chair shall preside at all meetings, and in the absence of the chair or the chair's inability to reside, the vice-chair shall preside. The secretary shall keep a permanent record of the proceedings of the mayor's council. The mayor's council on physical fitness and health may establish its own rules and procedures.

(Ord. No. 21664, § 2, 4-15-13)

Sec. 2-359. - Meetings; quorum; attendance.

The mayor's council on physical fitness and health shall meet every other month and at the call of the chair. Nine (9) members shall constitute a quorum for the transaction of business. The chair is authorized to excuse any member from attendance at a meeting; provided, that the member requested to be excused before the meeting. Any member who is absent, without being excused, from fifty (50) percent of the regular board meetings held in a calendar year shall automatically forfeit the office. It shall be the duty of the chair to promptly notify the city council of the vacancy.

(Ord. No. 21664, § 2, 4-15-13)

Sec. 2-360. - Reserved.

DIVISION 15. - YOUTH ADVISORY COUNCIL

Sec. 2-361. - Established.

The youth advisory council is hereby established to advise the city council on issues relating to youth issues and concerns.

(Ord. No. 22326, § 1, 1-5-15)

Sec. 2-362. - Membership; appointment; terms; meetings.

- (a) The youth advisory council shall consist of a minimum of fifteen (15) but no more than twenty-one (21) members. The council shall be composed of high school students between fourteen (14) and nineteen (19) years-of-age at the time of appointment. The city council shall appoint a diverse group of members to include the various city wards, public and private high schools, and other elements of diversity whenever possible. Of the members first appointed, one-third ($\frac{1}{3}$) shall serve a term of one (1) year, one-third shall serve a term of two (2) years, and one-third ($\frac{1}{3}$) shall serve a term of three (3) years. Thereafter, members shall be appointed for up to a maximum of three (3) years. Members shall serve without compensation. Terms will expire on June 1 and reappointments shall be made upon any of the following:
- (1) Resignation of a youth advisory council member;
 - (2) Term expiration;
 - (3) Graduation from high school;

- (4) Completion of General Educational Development (GED); or
 - (5) A member reaching the age of twenty (20).
- (b) The city council shall appoint between two (2) and three (3) non-voting liaison members, on an annual basis, consisting of a combination of a city council member, Columbia Public School staff member and/or Youth Community Coalition (YC2) staff member, to facilitate and assist the youth advisory council in its work.
- (c) The youth advisory council shall elect three (3) of its members to serve as chair, vice chair, and secretary and treasurer, respectively. Each officer shall hold office for a term of one (1) year and may be reappointed. When any officer's appointment to the youth advisory council expires or becomes vacant, the youth advisory council shall elect a new officer.

(Ord. No. 22326, § 1, 1-5-15; Ord. No. 22739, § 1, 2-15-16)

Sec. 2-363. - Meetings; quorum; attendance.

- (a) The youth advisory council shall hold meetings a minimum of once each month throughout the school year, at a time and place to be determined by the youth advisory council, and any such special meetings as called for by the chair. A majority of the members shall constitute a quorum for the transaction of business. The youth advisory council shall adopt its own rules and procedures.
- (b) The chair of the youth advisory council is authorized to excuse any member from attendance at a meeting; provided, that the member requested to be excused before the meeting. Any member who is absent, without being excused, from three (3) regular meetings held in a calendar year shall automatically forfeit the office. It shall be the duty of the chair to promptly notify the city council of the vacancy.
- (c) The youth advisory council may, from time to time, form sub-committees to study issues and make recommendations to the overall youth advisory council for the council's consideration and recommendation to the city council.
- (d) The youth advisory council shall prepare and maintain permanent minutes of the meetings including actions taken, to be approved at a subsequent meeting, and file copies of such minutes with the city clerk.
- (e) All meetings, records and activities of the youth advisory council shall comply with the requirements of the Missouri Sunshine Law, state records retention laws, and the City Code of the Columbia, Missouri.

(Ord. No. 22326, § 1, 1-5-15)

Sec. 2-364. - Duties and responsibilities.

The youth advisory council:

- (1) Shall act in an advisory capacity to the city council in all matters pertaining to youth and youth-related issues, and may study and make recommendations either:
 - a. In response to a specific request from the city council; or
 - b. By request from the youth advisory council to the city council to study a specific issue and make a recommendation(s) back to the city council.
- (2) May request that the city council allow up to two (2) members to serve as liaisons and non-voting members to another city board or commission studying an issue affecting youth.
- (3) May hold an annual city-wide youth summit, as needed.
- (4) May request funding from the city council for events or training.

(Ord. No. 22326, § 1, 1-5-15)

Sec. 2-365. - Reserved.

ARTICLE VI. - RESERVED^[14]

Secs. 2-366—2-400. - Reserved.

ARTICLE VII. - RESERVED^[15]

Secs. 2-401—2-420. - Reserved.

ARTICLE VIII. - OFFICE OF COMMUNITY SERVICES

Sec. 2-421. - Office established; responsibility.

There is hereby established an office of community services, which shall be a division of the health department. The office of community services shall be responsible for coordinating, monitoring, evaluating and planning for community human service programs for the city.

(Code 1964, § 2.1100; Ord. No. 18868, § 1, 1-17-06)

Sec. 2-422. - Powers and duties.

- (a) The office of community services shall have the power and shall be required to:
 - (1) Present to the Boone County Community Services Advisory Commission and to the city manager plans and recommendations regarding the appropriation of public funds for community human services.
 - (2) Make application and negotiate with funding sources including the city, county, state and federal governments for funds, and to expend appropriated funds for coordinating, monitoring, evaluating and planning community human services.
 - (3) Perform administrative duties related to grants and purchase of service agreements.
 - (4) Provide technical assistance to the Boone County Community Services Advisory Commission and the several human service provider agencies.
 - (5) Monitor the administration of agencies who receive funding from the city council either directly or through state and federal programs. The office of community services may conduct reviews of those agencies which may include a review of the agency's effort in administering human services, the agency's expenditure of funds received pursuant to contracts with the city, and any and all acts which relate to its contract with the city.
 - (6) Exercise such other powers and duties as the city manager may from time to time direct.
- (b) The provisions of this section relating to the duties of the office of community services do not apply to funding requests or activities or services administered by or under the supervision of any department of the city.

(Code 1964, § 2.1110; Ord. No. 18868, § 1, 1-17-06)

Secs. 2-423—2-435. - Reserved.

ARTICLE IX. - RESERVED^[16]

Secs. 2-436—2-457. - Reserved.

ARTICLE X. - PURCHASING^[17]

Sec. 2-458. - Scope of article; rules and procedures.

- (a) This article delegates authority to the city manager and the purchasing agent to contract for the purchase of supplies, materials, equipment and services. It does not impose procedural limitations on the city council or otherwise limit the power of the city council to contract for the purchase of supplies, materials, equipment and services.
- (b) The director of finance is authorized to establish rules and procedures for the purchasing division.

(Ord. No. 18178, § 2, 7-19-04)

Sec. 2-459. - Authority of purchasing agent to contract.

- (a) Subject to the provisions of this article, the purchasing agent is authorized to contract for the purchase of supplies, materials, equipment and services for which appropriated funds are available.
- (b) Subject to the competitive bidding provisions of this article, when appropriated funds are available, the purchasing agent is authorized to contract for any project that fits into any of the following categories:
 - (1) Ordinary maintenance of public improvements,
 - (2) Construction, upgrade or relocation of electric distribution lines less than sixty-nine (69) KV that is estimated to cost less than five hundred thousand dollars (\$500,000.00) and that does not require the exercise of the power of eminent domain, and
 - (3) Construction, upgrade or relocation of water distribution mains sixteen (16) inches or less in diameter that is estimated to cost less than one hundred thousand dollars (\$100,000.00) and that does not require the exercise of the power of eminent domain.

Public improvement projects falling within any of these categories may be contracted for under this subsection without following the public improvement process of Chapter 22. However, special assessment tax bills shall not be issued for any public improvement unless the public improvement process of Chapter 22 has been followed.

If a project with a cost limitation is bid under this subsection and the bid of the lowest and best, responsive and responsible bidder is for more than the authorized amount, the contract may be entered into only with the specific authorization of the city council.

The total amount of all change orders executed in connection with any contract for capital or public improvements authorized by this article shall not exceed fifteen (15) percent of the contract price without the written approval of the city manager.

- (c) When appropriated funds are available, the purchasing agent may contract for emergency work on public improvements and for repairs of public improvements requiring prompt attention without following the competitive bidding provisions of this article.

(Ord. No. 18178, § 2, 7-19-04; Ord. No. 20880, § 1, 2-21-11)

Sec. 2-460. - Bids and requests for proposals required; exceptions.

- (a) Except as otherwise provided in this article, all contracts for purchases of supplies, materials, equipment and services which have not been specifically authorized by the city council shall be entered into only after a competitive bidding process or a request for proposals process.
- (b) The purchasing agent may enter into contracts for emergency purchases without following a competitive bidding process or a request for proposals process.
"Emergency purchases" are purchases necessitated by nonrecurring emergency situations posing a substantial danger to the health, safety and welfare of the citizens or of a risk of substantial financial loss to the city unless the required supplies, materials, equipment or services are obtained as expeditiously as possible. The department head requesting an emergency purchase shall certify that the purchase is an emergency within the meaning of this section by a memorandum which sets forth the nature of the emergency. If the purchasing agent and the department head do not agree that the proposed purchase is an emergency purchase, the matter shall be referred to the city manager for final decision.

- (c) The purchasing agent may enter into contracts with sole source suppliers and governmental entities without following a competitive bidding process or a request for proposals process. "Sole source suppliers" are suppliers of supplies, materials, equipment or services which are unique or which are not available from more than one (1) competitive source in the normal course of business. The purchasing agent shall certify in writing that each purchase from a sole source supplier under this subsection meets the requirements of this subsection.
- (d) The city manager may enter into contracts for professional and other services without following a competitive bidding process or a request for proposals process when factors such as prior experience, skills, education, local knowledge or unique knowledge are considerations in selecting the contractor. The city manager may waive attorney conflicts of interest if the manager determines that the waiver is in the city's interest. This subsection shall not apply to contracts for auditing services for the annual fiscal audit or to contracts for architectural, engineering and land surveying services.
- (e) The purchasing agent may enter into contracts for specialized services relating to art conservation, restoration, archiving and installation without following a competitive bidding process or a request for proposals process when the required services are not widely available and when factors such as experience and local knowledge play an important role. The department head requesting these services shall document and certify that the proposed contract meets the requirements of this subsection.
- (f) The city manager and purchasing agent are encouraged to pursue informal bidding and requests for proposals in the above categories of exceptions whenever time and business conditions permit.

(Ord. No. 18178, § 2, 7-19-04; Ord. No. 19271, § 1, 10-16-06; Ord. No. 20880, § 1, 2-21-11)

Sec. 2-461. - No contract to exceed five years.

The purchasing agent has no authority to contract for the purchase of any supplies, materials, equipment or services for a term exceeding five (5) years. The purchasing agent has no authority to extend the term of any contract for the purchase of any supplies, materials, equipment or services so that the length of the original term plus all extended terms exceeds five (5) years and three (3) months.

(Ord. No. 18178, § 2, 7-19-04)

Sec. 2-462. - Procurement of architectural, engineering and land surveying services.

The city council may, by ordinance, establish special procedures and guidelines for procurement of architectural, engineering and land surveying services.

(Ord. No. 18178, § 2, 7-19-04)

Sec. 2-463. - Sale of surplus material.

- (a) A department head having charge of any surplus, obsolete or unused supplies, materials or equipment may request the purchasing agent to dispose of the property. The purchasing agent is authorized to sell the property in any form of open market competition to the highest bidder. The purchasing agent may set a minimum sale price and may reject any bid that, in the purchasing agent's judgment, is not a fair sale price.
- (b) The purchasing agent, with the approval of the city manager, is authorized to sell any surplus, obsolete or unused supplies, materials or equipment to any governmental entity without open market competition.

(Ord. No. 18178, § 2, 7-19-04)

Secs. 2-464, 2-465. - Reserved.

Sec. 2-466. - Bidding process; contracts for fifteen thousand dollars or more.

- (a) Except as otherwise provided in this article, the purchasing agent shall not contract for the purchase of any supplies, materials, equipment or services costing fifteen thousand dollars (\$15,000.00) or more unless the bidding process of this section has been followed.
- (b) The purchasing agent shall advertise for sealed bids in a newspaper of general circulation in the city at least five (5) days before the time set for opening bids. All bids must be sealed and addressed to the purchasing division and must be received by the purchasing division by 2:00 p.m. on the day specified in the advertisement for bids. The bids shall be opened by the purchasing agent at the purchasing agent's office between 2:00 p.m. and 5:00 p.m. on the day the bids are due, if practicable. If not practicable, then the bids shall be opened on the earliest day thereafter that the purchasing agent is able to open the bids. The purchasing agent may require bidders

to deposit a cashier's check or a certified check drawn on a solvent financial institution or a surety bond in an amount not less than five (5) percent of the bid. The deposit shall be forfeited to the city if the successful bidder fails or refuses to execute the contract.

- (c) The purchasing agent may use an electronic bidding system if the system is secure and allows the bids to be opened only at the time designated for bid opening.
- (d) The purchasing agent, after consulting with all affected departments and subject to the provisions of subsection (e), may reject any or all bids, may award the contract to the bidder that is, in the judgment of the purchasing agent, the lowest and best, responsive and responsible bidder, or may split the award between two (2) or more bidders if, in the judgment of the purchasing agent, it is in the best interest of the city to split the award.
- (e) Before taking any action on bids, the purchasing agent shall inform all affected departments of the purchasing agent's proposed action. The head of any affected department who disagrees with the purchasing agent's proposed action may inform the purchasing agent and the head of any other affected department of the disagreement. If, after conferring on the matter, the purchasing agent and the heads of all affected departments are unable to agree on an appropriate action on the bids, the matter shall be referred to the city manager for final decision.

(Ord. No. 18178, § 2, 7-19-04)

Sec. 2-467. - Bidding process; contracts for five thousand dollars or more but less than fifteen thousand dollars.

- (a) Except as otherwise provided in this article, the purchasing agent shall not contract for the purchase of any supplies, materials, equipment or services costing five thousand dollars (\$5,000.00) or more but less than fifteen thousand dollars (\$15,000.00) unless the bidding process of this section or the bidding process of section 2-466 has been followed.
- (b) The purchasing agent shall solicit by telephone, written notice or otherwise at least three (3) bids, if three (3) independent vendors are available.
- (c) Bids shall be awarded or rejected as provided in section 2-466.
- (d) The purchasing agent shall keep a record of all solicitations made under this section.

(Ord. No. 18178, § 2, 7-19-04; Ord. No. 21577, § 1, 1-22-13)

Sec. 2-468. - Contracts for less than five thousand dollars.

The purchasing agent may contract for the purchase of any supplies, materials, equipment or services costing less than five thousand dollars (\$5,000.00) by following the provisions of section 2-467 or by making open market purchases from vendors with proven ability to furnish supplies, materials, equipment and services at the lowest and best price.

(Ord. No. 18178, § 2, 7-19-04; Ord. No. 21577, § 1, 1-22-13)

Sec. 2-469. - Procurement cards.

The purchasing agent may establish a procurement card policy that allows card holders to charge up to five thousand dollars (\$5,000.00) per transaction.

(Ord. No. 21577, § 1, 1-22-13)

Sec. 2-470. - Plans, specifications and descriptions to be kept by purchasing agent.

When calling for bids, the purchasing agent shall keep on file the plans, specifications or descriptions of the article or service to be purchased. These plans, specifications or descriptions shall be available for public inspection. The purchasing agent may require a deposit for the return of plans or specifications taken from the office. The deposit shall not exceed the reasonable cost of preparing the plans or specifications.

(Ord. No. 18178, § 2, 7-19-04)

Sec. 2-471. - Requests for proposals.

The purchasing agent may authorize a request for proposals process instead of a bidding process whenever the purchase of supplies, materials, equipment or services may be facilitated by such a process.

(Ord. No. 18178, § 2, 7-19-04)

Sec. 2-472. - Cooperative purchasing.

The purchasing agent is authorized to participate in cooperative purchasing programs with the United States or any agency of the United States; with the State of Missouri or any agency, municipality or political subdivision of the State of Missouri; with other states or any agency,

municipality or political subdivision of any other state; or with any association of municipalities or political subdivisions; provided, that the cooperative purchasing program follows a competitive bidding process.

(Ord. No. 18178, § 2, 7-19-04)

Sec. 2-473. - Recycled and environmentally preferable products.

(a) For purposes of this section:

- (1) *Environmentally preferable product* means a product which by its chemical or physical nature has a less adverse impact on the environment when compared to a similar product with a different chemical or physical nature or a product whose manufacturing process is less harmful to the environment than the manufacturing process of an equivalent product.
- (2) *Post consumer waste* means material generated by a consumer which has served its intended end use and has been separated or diverted from the solid waste stream for the purpose of collection, recycling and disposition.
- (3) *Recycled product* means a product that utilizes recycled materials or materials diverted from the waste stream, including an appropriate amount of post consumer waste, in its manufacture and construction.

(b) In evaluating bids and awarding contracts, the purchasing agent is authorized to give preference to recycled and environmentally preferable products as follows:

- (1) The cost of recycled product may exceed by up to ten (10) percent the lowest priced bid on a comparable product which does not utilize recycled materials.
- (2) The cost of an environmentally preferable product may exceed by up to five (5) percent the lowest priced bid on a comparable product which is not environmentally preferable.

(c) In order to qualify for recycled consideration on paper and paper products, proposed stock must meet U.S. Environmental Protection Agency recommended minimum content standards of selected papers and paper products. Standards identifying the minimum content of recovered materials and products other than paper products shall be done on a case by case basis. The purchasing division shall utilize standards

established by industry organizations, federal agencies such as the Environmental Protection Agency, nationally recognized standards organizations such as the American Society for Testing and Materials and state agencies.

- (d) All bidders who wish to receive a preference on products made with recycled materials must properly complete, sign and return with their bid a certification of product content.
- (e) The city manager is authorized to designate certain post consumer recycled materials for use in city projects to demonstrate and encourage the use of these products. Wherever possible, markers shall be erected listing the recycled content of the products. These products shall not exceed one hundred thousand dollars (\$100,000.00) annually.

(Ord. No. 18178, § 2, 7-19-04)

Sec. 2-474. - Debarment.

- (a) The purchasing agent is authorized to debar a person from consideration for award of contracts for any of the following reasons:
 - (1) Conviction 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.
 - (2) Conviction under state or federal statutes of embezzlement, theft, forgery, bribery, falsification or destruction of records, receiving stolen property, or any other offense indicating a lack of integrity or honesty which currently, seriously and directly affects responsibility as a city contractor or vendor.
 - (3) Conviction under state or federal antitrust statutes arising out of the submission of bids or proposals.
 - (4) Deliberate failure without good cause to perform in accordance with contract specifications or within the time limit provided in the contract.
 - (5) A recent record of failure to perform or of unsatisfactory performance in accordance with the terms of one (1) or more contracts; provided that failure to perform or unsatisfactory performance caused by acts beyond the control of the contractor or vendor shall not be considered a basis for debarment.
 - (6) The person is in arrears on any debt owed the city or has a history of

being chronically in arrears on debts owed the city.

- (7) Any other cause so serious and compelling as to affect responsibility as a city contractor or vendor, including debarment by another governmental entity for any cause listed in this article.
- (b) The length of debarment shall not exceed three (3) years.
- (c) The purchasing agent shall initiate a debarment by serving written notice of the debarment to the person the purchasing agent intends to debar. The notice shall set forth the specific grounds for the debarment and advise the person of the right to appeal. The notice shall be served by registered or certified mail or by delivering a copy of the notice to the person subject to debarment or the person's agent or employee. The debarment shall take effect ten (10) days after service of the notice unless an appeal is taken to the director of finance. If an appeal is taken, the debarment shall not take effect until a final order upholding the debarment is entered by the director or until the appeal is dismissed by the appellant.
- (d) Within ten (10) days after service of a written notice of debarment, the person affected by the notice may file a written request for a hearing before the director of finance contesting the debarment.
- (e) The director of finance shall set the matter for hearing on the record within thirty (30) days of the receipt of a request for a hearing. At least ten (10) days notice of the hearing shall be given to the affected person and to the purchasing agent.
- (f) At the hearing, each party shall have the right to call and examine witnesses, introduce exhibits, cross-examine opposing witnesses and impeach any witness. Oral evidence shall be taken on oath or affirmation. All evidence shall be suitably recorded and preserved. The technical rules of evidence shall not apply, but the director may exclude evidence which is irrelevant or repetitious. Each party shall be entitled to present oral arguments or written briefs at or after the hearing.
- (g) Within ten (10) working days of receipt of the transcript of the hearing, the director of finance shall make written findings of fact and conclusions of law and issue a final order. Findings of fact shall be based upon competent and substantial evidence found in the record as a whole. A copy of the director's order, findings of fact and conclusions of law, shall be delivered or mailed to the purchasing agent and to the affected person.
- (h) An appeal from the director's order shall be to the circuit court pursuant to chapter 536, RSMo.

- (i) Nothing in this section shall limit the authority of the purchasing agent to accept the bid which in the judgment of the purchasing agent is the lowest and best bid, or to reject any or all bids or to reject a bid on grounds which could have been used to debar the bidder.

(Ord. No. 18178, § 2, 7-19-04)

Sec. 2-475. - Contracts involving hazardous materials.

- (a) In evaluating bids or proposals for contracts involving the transportation, handling or disposal of hazardous materials, the purchasing agent and the head of the department requesting the contract shall consider the following factors:
 - (1) The experience of the bidder in successfully completing similar projects;
 - (2) The financial strength and stability of the bidder;
 - (3) The ability of the bidder to provide adequate insurance to protect the city from the bidder's negligence; and
 - (4) The history of the bidder in complying with federal and state environmental laws.
- (b) In awarding a contract involving the transportation, handling or disposal of hazardous materials, the purchasing agent shall award the contract to the bidder which the purchasing agent and the head of the department requesting the contract have determined to be the best bidder, regardless of whether that bidder has submitted the lowest bid. If the purchasing agent and the department head cannot agree, the matter shall be referred to the city manager for final decision.

(Ord. No. 18178, § 2, 7-19-04)

Secs. 2-476—2-485. - Reserved.

ARTICLE XI. - SELF-INSURANCE PROGRAM

Sec. 2-486. - Self-insurance program coverage.

The city's self-insurance program covers the following losses and claims: workers' compensation, automobile and property damage, automobile liability, public officials' liability and general liability for which sovereign immunity does not exist. The scope of workers' compensation coverage is governed by applicable state statutes. The scope of all other self-insurance program

coverage is limited to the types of claims and losses covered by the city's most recent excess insurance policies. However, a noncontractual monetary claim against the city excluded from an excess insurance policy may be included by the city manager in the self-insurance plan.

(Ord. No. 15402, § 1, 10-20-97)

Sec. 2-487. - Sovereign immunity; no rights established.

The city's self-insurance plan does not provide coverage for claims or losses for which sovereign immunity exists and nothing in the self-insurance plan shall be construed as a waiver of sovereign immunity. Nothing in the city's self-insurance plan shall be construed as conferring any rights on any person or establishing any remedies for any person.

(Ord. No. 15402, § 1, 10-20-97)

Sec. 2-488. - Settlement authority; third party administrator.

- (a) The city manager is authorized to settle or resist all claims covered by the self-insurance program. The city manager may delegate the authority to settle claims covered under the self-insurance program; provided, that no claim shall be settled for more than fifteen thousand dollars (\$15,000.00) without the approval of the city manager. The city manager shall notify the city council of any claim settlement exceeding fifty thousand dollars (\$50,000.00).
- (b) The services of a third party administrator for the self-insurance program may be contracted for under the provisions of this chapter.

(Ord. No. 15402, § 1, 10-20-97)

Secs. 2-489—2-499. - Reserved.

ARTICLE XII. - COLUMBIA TRUST

Sec. 2-500. - Columbia Trust established.

The city council hereby establishes the City of Columbia Community Trust Funds to be known collectively as the Columbia Trust. The Columbia Trust shall exist separately from the general fund and is for the purpose of holding, aggregating and investing charitable contributions to be

used for the betterment of the city. Establishment of the Columbia Trust shall not affect charitable programs established by the city council or city manager within the general fund or other city funds.

(Ord. No. 15993, § 1, 5-3-99)

Sec. 2-501. - Administration.

- (a) Columbia Trust accounts shall be established for receipt of unrestricted charitable contributions made to the Columbia Trust. Assets in the Columbia Trust shall be commingled and invested in a way that provides for the growth and security of the Columbia Trust.
- (b) The city council or city manager may establish individual funds or accounts in the Columbia Trust for special purposes or to receive restricted gifts or contributions. Restricted gifts or special purpose accounts shall be managed in a fiscally advantageous manner and in compliance with the restrictions or special purposes.
- (c) All Columbia Trust assets shall be managed and accounted for according to procedures approved by the city manager. The city manager shall report the status of the Columbia Trust to the city council annually.

(Ord. No. 15993, § 1, 5-3-99)

Sec. 2-502. - Gifts.

- (a) Gifts to the Columbia Trust of real property may be accepted only by the city council.
- (b) Gifts to the Columbia Trust of personal property and gifts in cash may be accepted by the city manager or, in his discretion, referred to the city council.
- (c) Restricted gifts, other than those made to an existing restricted or special program or account, of personal property valued at one thousand dollars (\$1,000.00) or less or of one thousand dollars (\$1,000.00) or less in cash shall not be accepted for the Columbia Trust.

(Ord. No. 15993, § 1, 5-3-99)

Sec. 2-503. - Expenditures.

- (a) Columbia Trust funds shall be expended only after they have been appropriated by the city council.

- (b) A restricted gift shall be used only for the purpose specified by the donor. If any restricted gift of personal property or cash is used for a purpose other than that specified by the donor, the donor or the donor's heirs or successors shall have the right to a return of the gift or its cash equivalent.

(Ord. No. 15993, § 1, 5-3-99)

Secs. 2-504—2-514. - Reserved.

ARTICLE XIII. - SALE, TRADE OR LEASE OF REAL PROPERTY

Sec. 2-515. - Sale, trade or lease of real property.

- (a) Except as otherwise provided in this section, real property owned by the city may be sold, traded or leased only when authorized by ordinance and only after competitive bids have been obtained. The real property may be sold, traded or leased only to the person submitting the highest and best bid.
- (b) City property may be sold, traded or leased without competitive bids:
 - (1) To any person to whom the property has a unique or enhanced value because of its accessibility, configuration, location, size or use;
 - (2) To any adjacent property owner at fair market value as determined by an appraisal;
 - (3) When use of the property is limited to public purposes specified by the council;
 - (4) When the sale, trade or lease is part of a settlement in a condemnation proceeding; and
 - (5) When the council determines that it is in the public interest to sell, trade or lease the property to a particular person.
- (c) Farmland owned by the city may be leased by the city manager without obtaining competitive bids and without further council authorization under the following circumstances:
 - (1) The person seeking to lease the property conducts a farming operation adjacent to the property sought to be leased from the city;
 - (2) The person seeking to lease the property has previously leased the property and has demonstrated good farming practices; or

- (3) The property was acquired by the city from the person seeking to lease the property.

(Ord. No. 18178, § 3, 7-19-04)

Secs. 2-516—2-525. - Reserved.

ARTICLE XIV. - RESERVED^[18]

Secs. 2-526—2-535. - Reserved.

ARTICLE XV. - RESERVED^[19]

Secs. 2-536—2-539. - Reserved.

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Police Officer

Below you will find the details for the position including any supplementary documentation and questions you should review before applying for the opening. To apply for the position, please click the **Apply for this Job** link/button.

If you would like to bookmark this position for later review, click on the **Bookmark** link. To email this position to a friend, click on the **Email to a Friend** link. If you would like to print a copy of this position for your records, click on the **Print Preview** link.

Position Details

Position Information

This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees may be required to follow other job-related instructions and to perform other job-related duties as requested, subject to all applicable state and federal laws. Certain job functions described herein may be subject to possible modification in accordance with applicable state and federal laws.

Position Title
Job Code
Pay Grade
FLSA
Job Description Summary

Police Officer
03001
F5
Non-Exempt

This position performs responsible law enforcement work partnering with the community in the prevention, detection, and investigation of criminal acts; the apprehension

and arrest of law violators; and the safeguarding of lives and property.

- Patrol assigned areas of the City, perform security checks on buildings and residences, and take appropriate action with regard to suspicious activity.

- Respond to calls for service and investigate reported criminal acts, domestic disturbances, and public nuisances and civil matters. Interview victims, witnesses, and suspects; review and study evidence; and conduct searches and surveillance.

Essential Job Functions

- Give testimony in court.

- Patrol city roadways, enforce traffic ordinances, direct traffic and investigate traffic accidents.

- Serve warrants, make forcible arrests; search, book and transport prisoners.

- Operate police vehicles and use weapons and special equipment.

- Write and enter accurate and detailed reports concerning law enforcement activities. Complete forms, maintain logs, and correct reports taken on calls for service.

- Participate in special events, special police programs and units.

Ancillary Job Functions

- Maintain best practices and standards of police work.

- Maintain awareness of current criminal investigations and research new developments in law enforcement investigations.

- Perform other related duties as assigned.

Education and Experience - An equivalent combination of education, training and experience will be considered

- Must be 21 years of age by date of hire.

- Minimum education of a high school diploma or equivalent. 60 or more credit hours from an accredited college preferred.

- Possess or be able to obtain Missouri POST certification (Class A Peace Officer License).

- Must maintain a valid Missouri driver's license and safe driving record.
- Must maintain CPR certification.
- Must reside within a 30 mile radius of the Columbia Police Dept. within 30 days of hire.
- Must complete and submit an official Columbia Police Dept. background questionnaire and pass extensive background investigation; no serious criminal record (determined by nature of violation).

Knowledge, Skills and Abilities which may be representative, but not all-inclusive of those commonly associated with this position

- Knowledge of legal studies, including case law, statutory law, and constitutional law.
- Knowledge of various computer programs and basic legal terminology.
- Knowledge of basic law enforcement procedures and protocols.
- Excellent communication skills, including de-escalation techniques and crisis intervention.
- Ability to interact with citizens from a variety of cultural and ethnographic backgrounds in stressful and dangerous encounters.
- Excellent customer service skills
- Excellent written and verbal communication skills.
- Ability to collect necessary information from citizens and write reports from limited information
- Ability to operate police vehicles and acquire proficiency in the use of all approved police weapons and equipment.
- Ability to administer accident scene assistance/first aid and establish traffic control/police protection as needed.
- Ability to work with little or no supervision in a high-stress environment.
- Ability to render credible testimony in court.
- Demonstrated mental/physical health as required by job functions.

- Demonstrated sound judgment, stress tolerance, decisiveness, leadership, interpersonal insight, and persuasiveness.

- Demonstrated knowledge of defensive tactics including unarmed combatants.

- Ability to work in a constant state of alertness and safe manner

- May be required to work in confined spaces, hazardous traffic conditions, high/dangerous places or life threatening situations.

- May be exposed to inclement outdoor weather, wet/humid conditions, vibration, airborne particles/fumes, moving mechanical parts, risk of electrical shock, loud noise levels, potentially hazardous bodily fluids, or potentially hazardous or cancer-causing agents/chemicals.

- May be required to wear a respirator in certain situations.

- Must be able to sit, talk, and listen for extended periods of time.

- Must be able to feel attributes of objects, grasp, push, drive, stand, walk, reach with hands/arms, stoop/crouch, climb/balance, and operate mechanical equipment.

- Must have clarity of vision, three-dimensional vision, precise hand-eye coordination, and ability to identify and distinguish colors.

- Must be able to have repetitive wrist, hand, or finger movement to type and work on computer and/or related equipment.

- Must be able to engage in foot pursuits/effect forcible arrests.

- Must demonstrate ability to meet all physical standards by successfully passing physical exam.

- May be required to lift 100 pounds or more.

- Regular attendance is a necessary and essential function.

Work Environment – Environmental or atmospheric conditions commonly associated with the performance of the functions of this job

Physical Abilities that are commonly associated with the performance of the functions of this job. The physical demands described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions

Supervision Exercised

None.

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City of Columbia
DETAIL CHECK HISTORY

BY EMPLOYEE NAME
10/13/2017 to 10/13/2017

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ORG	OBJ	PROJ	LOC	JOB	CHECK	PAY TYPE	HOURS	AMOUNT	DED TYPE	EMPLOYEE	EMPLOYER
001155	GROVE, BRIAN									LOC: 2151 ORG: 11002151	
CHECK DATE: 10/13/2017											
				2151	3001	000085207	100 REG	80.00	1,926.96		
				2151	3001	000085207	800 SD	4.00	2.60		
				2151	3001	000085207	800 SD	6.00	3.90		
				2151	3001	000085207	200 REG OT	15.50	188.42		
				2151	3001	000085207	220 ST OT	6.00	144.52		
				2151	3001	000085207	220 ST OT	9.50	228.83		
				2151	3001	000085207	602 SB DAY	1.00	15.00		
				2151		000085207			2300 MED EE	265.66	0.00
				2151		000085207			2305 DEN EE	31.43	0.00
				2151		000085207			2442 HSA	25.00	0.00
				2151		000085207			2459 SEC132	2.16	0.00
				2151		000085207			3000 FIT	135.49	0.00
				2151		000085207			4000 SIT	84.00	0.00
				2151		000085207			9000 DUES C	32.73	0.00
				2151		000085207			9999 DIRNET	1,678.67	0.00
1100	480000			2151		000085207			9010 DUES C	0.00	-0.10
11002151	500210			2151		000085207			1000 FICA O	114.22	114.22
11002151	500210			2151		000085207			1000 FICA O	12.56	12.56
11002151	500210			2151		000085207			1000 FICA O	0.14	0.14
11002151	500210			2151		000085207			1000 FICA O	8.61	8.61
11002151	500210			2151		000085207			1100 FICA M	26.72	26.72
11002151	500210			2151		000085207			1100 FICA M	2.94	2.94
11002151	500210			2151		000085207			1100 FICA M	0.03	0.03
11002151	500210			2151		000085207			1100 FICA M	2.01	2.01
11002151	500225			2151		000085207			2460 PD PEN	74.04	909.19
11002151	500225			2151		000085207			2460 PD PEN	8.15	100.03
11002151	500225			2151		000085207			2460 PD PEN	0.09	1.12
11002151	500225			2151		000085207			2460 PD PEN	5.58	68.56
11002151	500230			2151		000085207			8500 LTD	0.00	6.44
11002151	500230			2151		000085207			8500 LTD	0.00	0.01
11002151	500230			2151		000085207			8500 LTD	0.00	0.01
11002151	500230			2151		000085207			8500 LTD	0.00	0.05
11002151	500234			2151		000085207			2302 MEDEMR	0.00	287.12
11002151	500234			2151		000085207			2302 MEDEMR	0.00	31.59
11002151	500234			2151		000085207			2302 MEDEMR	0.00	0.35
11002151	500234			2151		000085207			2302 MEDEMR	0.00	21.66
11002151	500234			2151		000085207			2307 DEN ER	0.00	13.32
11002151	500234			2151		000085207			2307 DEN ER	0.00	1.47
11002151	500234			2151		000085207			2307 DEN ER	0.00	0.02
11002151	500234			2151		000085207			2307 DEN ER	0.00	1.01
65901310	505896			2151		000085207			2452 HSA	0.00	125.00
CHECK 10/13/2017 TOTALS: NET:					1,678.67		122.00	2,510.23		2,510.23	1,734.08
EMPLOYEE 001155 TOTALS: NET:					1,678.67		122.00	2,510.23		2,510.23	1,734.08
GRAND TOTALS:					NET:	1,678.67	122.00	2,510.23		2,510.23	1,734.08

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 City of Columbia
 DETAIL CHECK HISTORY

 BY EMPLOYEE NAME
 10/13/2017 to 10/13/2017

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ORG	OBJ	PROJ	LOC	JOB	CHECK	PAY TYPE	HOURS	AMOUNT	DED TYPE	EMPLOYEE	EMPLOYER
006514 NICHOLS, RANDELL										LOC: 2151 ORG: 11002151	
CHECK DATE: 10/13/2017											
			2151	3001	000085718	100 REG	80.00	2,259.36			
			2151	3001	000085718	800 SD	6.00	3.90			
			2151	3001	000085718	800 SD	6.50	4.23			
			2151	3001	000085718	800 SD	4.00	2.60			
			2151	3001	000085718	200 REG OT	25.00	360.85			
			2151	3001	000085718	220 ST OT	11.00	310.66			
			2151	3001	000085718	220 ST OT	14.00	395.39			
			2151	3001	000085718	602 SB DAY	1.00	15.00			
			2151	3001	000085718	604 SB W	2.00	40.00			
			2151		000085718				2300 MED EE	286.69	0.00
			2151		000085718				2305 DEN EE	31.43	0.00
			2151		000085718				2310 VISION	13.80	0.00
			2151		000085718				2455 SEC125	100.00	0.00
			2151		000085718				2459 SEC132	2.16	0.00
			2151		000085718				2505 NWD	60.00	0.00
			2151		000085718				3000 FIT	331.11	0.00
			2151		000085718				4000 SIT	132.00	0.00
			2151		000085718				9000 DUES C	31.73	0.00
			2151		000085718				9995 DIRAMT	254.55	0.00
			2151		000085718				9999 DIRNET	1,803.52	0.00
1100	480000		2151		000085718				9010 DUES C	0.00	-0.10
11002151	500210		2151		000085718				1000 FICA O	141.66	141.66
11002151	500210		2151		000085718				1000 FICA O	19.98	19.98
11002151	500210		2151		000085718				1000 FICA O	21.61	21.61
11002151	500210		2151		000085718				1000 FICA O	0.14	0.14
11002151	500210		2151		000085718				1100 FICA M	33.14	33.14
11002151	500210		2151		000085718				1100 FICA M	4.67	4.67
11002151	500210		2151		000085718				1100 FICA M	5.05	5.05
11002151	500210		2151		000085718				1100 FICA M	0.03	0.03
11002151	500225		2151		000085718				2460 PD PEN	91.71	1,126.16
11002151	500225		2151		000085718				2460 PD PEN	12.93	158.84
11002151	500225		2151		000085718				2460 PD PEN	13.99	171.76
11002151	500225		2151		000085718				2460 PD PEN	0.09	1.12
11002151	500230		2151		000085718				8500 LTD	0.00	7.43
11002151	500230		2151		000085718				8500 LTD	0.00	0.19
11002151	500230		2151		000085718				8500 LTD	0.00	0.01
11002151	500230		2151		000085718				8500 LTD	0.00	0.01
11002151	500234		2151		000085718				2302 MEDEMR	0.00	263.20
11002151	500234		2151		000085718				2302 MEDEMR	0.00	37.12
11002151	500234		2151		000085718				2302 MEDEMR	0.00	40.14
11002151	500234		2151		000085718				2302 MEDEMR	0.00	0.26
11002151	500234		2151		000085718				2307 DEN ER	0.00	12.22
11002151	500234		2151		000085718				2307 DEN ER	0.00	1.73
11002151	500234		2151		000085718				2307 DEN ER	0.00	1.86
11002151	500234		2151		000085718				2307 DEN ER	0.00	0.01
CHECK 10/13/2017 TOTALS: NET:							149.50	3,391.99		3,391.99	2,048.24
EMPLOYEE 006514 TOTALS: NET:							149.50	3,391.99		3,391.99	2,048.24

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City of Columbia
 DETAIL CHECK HISTORY

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BY EMPLOYEE NAME
 10/13/2017 to 10/13/2017

ORG	OBJ	PROJ	LOC	JOB	CHECK	PAY TYPE	HOURS	AMOUNT	DED TYPE	EMPLOYEE	EMPLOYER
006514	NICHOLS, RANDELL									LOC: 2151	ORG: 11002151
GRAND TOTALS:			NET:		2,058.07		149.50	3,391.99		3,391.99	2,048.24

** END OF REPORT - Generated by LISA ROLAND **

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City of Columbia
DETAIL CHECK HISTORY

BY EMPLOYEE NAME
10/13/2017 to 10/13/2017

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ORG	OBJ	PROJ	LOC	JOB	CHECK	PAY TYPE	HOURS	AMOUNT	DED TYPE	EMPLOYEE	EMPLOYER
014115	HUDDLESTONSMITH, KATIE									LOC: 2151 ORG: 11002151	
CHECK DATE: 10/13/2017											
	11002151	500105		2165 0003	000085353	130 REG	50.00	700.00			
				2151	000085353				2459 SEC132	2.16	0.00
				2151	000085353				3000 FIT	29.78	0.00
				2151	000085353				4000 SIT	12.00	0.00
				2151	000085353				9999 DIRNET	602.67	0.00
	11002151	500210		2151	000085353				1000 FICA O	43.27	43.27
	11002151	500210		2151	000085353				1100 FICA M	10.12	10.12
CHECK 10/13/2017 TOTALS: NET:					602.67		50.00	700.00		700.00	53.39
EMPLOYEE	014115	TOTALS: NET:			602.67		50.00	700.00		700.00	53.39
GRAND TOTALS:			NET:		602.67		50.00	700.00		700.00	53.39

** END OF REPORT - Generated by LISA ROLAND **

Columbia Police Department
Internal Job Description / Requirements
DOVE Investigator

DEPARTMENT / DIVISION: Police

Work is performed under the general supervision of a Police Sergeant. This is responsible law enforcement work involving the prevention, detection, and investigation of criminal acts, the apprehension and arrest of law violators, and the safeguarding of lives and property. Must complete the required training for certification and be certified as eligible for employment as a peace officer in the State of Missouri before assuming the duties of Police Officer with the City of Columbia.

SUPERVISION RESPONSIBILITIES:

Some; the DOVE Investigator may give guidance and training to less experienced Officers, Community Service Aides, or volunteers. The DOVE Investigator will oversee and assign duties to the part time DOVE assistant as needed.

WORK PERFORMED:

Gathers and secures evidence according to applicable laws and departmental procedures; follows up on leads; locates and questions witnesses; interrogates suspects; clears cases; works closely with victims and keeps victims informed of case progress. Gathers criminal intelligence information using physical, electronic and photographic techniques. Takes latent prints; preserves processes and transports physical evidence from crime scenes; photographs crime scenes; analyzes and examines crime scene and evidence using evidence kits and materials. Prepares cases for prosecution and presentation in court; compiles evidence for court presentation; presents testimony and responds to cross-examination. Operates police vehicles; uses weapons and specialized equipment. Writes accurate and detailed reports concerning law enforcement activities; completes forms and maintains logs. Expresses information and ideas in meetings, in court, before groups or in one-on-one situations; provides information clearly and persuasively; maintains composure; prepares information before speaking in front of a group; organizes and expresses thought and information in writing in a manner that meets the needs and requirement of the intended audience. Defines problems and opportunities clearly; secures and evaluates relevant information; identifies root causes of problems; identifies underlying or hidden problems and patterns; develops logical alternative solutions based on relevant information/data; takes decisive action appropriate to the situation. May participate in special police programs and units. Performs related duties as needed or assigned.

Proposed Job Description

City of Columbia, Missouri, Human Resource Department
P.O. Box 6015, Howard Building, 600 East Broadway
Columbia, Missouri 65205-6015 573.874.7235

DOVE Assistant (Grant Funded)

	<u>Minimum</u>	<u>Maximum</u>
Hourly:	11.000	17.000
Grade:	6	Code: 006

Non-Exempt

DEPARTMENT / DIVISION: Police/Criminal Investigations Division-DOVE Unit

Work is performed under the general supervision of the Family Services Unit Sergeant within the Criminal Investigations Division. This is responsible law enforcement work involving technical, investigative and administrative work with minimal supervision. Emphasis is on providing support to DOVE Unit personnel via investigative follow up activities, technical support, database research and maintenance, as well as providing exceptional customer service through communication with crime victims, businesses and citizens.

SUPERVISION RESPONSIBILITIES:
None

WORK PERFORMED:
Coordinate communication with victims/survivors by creating and sending out the Domestic Violence Letters. Perform regular reviews of older case files for updated warrant and arrest status information. Manage the new DOVE report packets for patrol ensuring they are always available and contain the necessary documents and information. Monitor the DOVE victim satisfaction survey and compile results. Attempt phone contact with victims to conduct phone surveys to those who do not have access to a computer. Draft and send emails to officers, as directed by the DOVE detectives, requesting clarification on report information, or requests for remedial training on DOVE procedures. Other duties that may arise as needed.

PARTIAL LISTING OF MINIMUM QUALIFICATIONS:

Must have High School Diploma or equivalent. Applicants with college and/or background in Criminal Justice preferred but not required. Must be willing to work a flexible work schedule based on operational

needs. Must possess excellent interpersonal and writing skills and work well in a team environment. Ability to organize, prioritize, and plan work effectively. Ability to multi-task and determine high-priority tasks in accomplishment of daily duties. Ability to communicate clearly and accurately, both orally and in writing. Excellent work history and attendance record. Must pass extensive criminal background investigation.

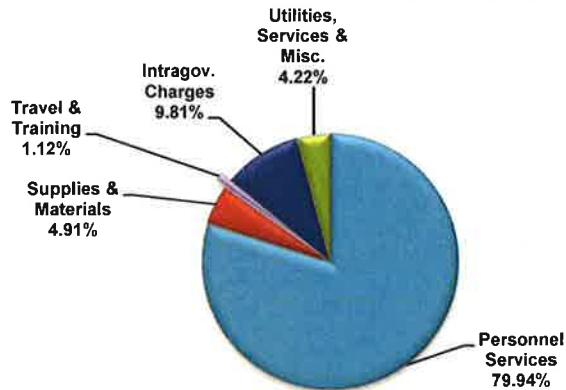
Police Department (General Fund)



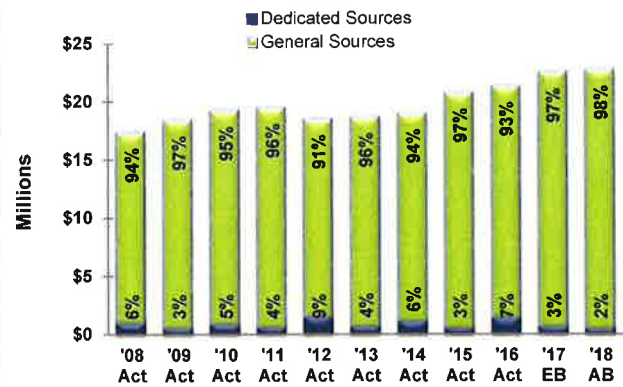
*City of Columbia
Columbia, Missouri*

Police Department - Summary (General Fund)

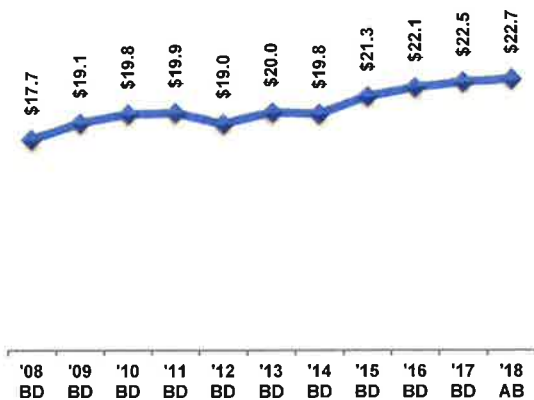
FY 2018 Total Expenditures By Category



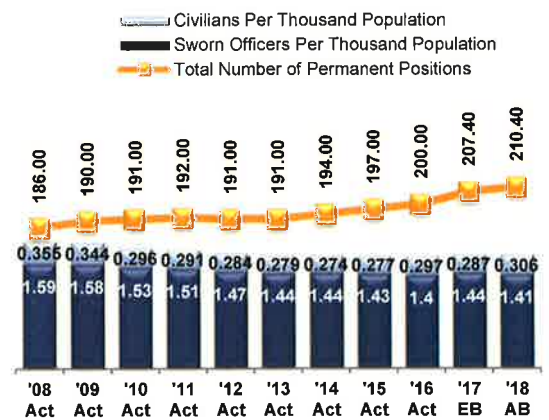
Funding Sources



Budgeted Expenditure History (in Millions)



Permanent Positions



Appropriations (Where the Money Goes)

	Actual FY 2016	Adj. Budget FY 2017	Estimated FY 2017	Adopted FY 2018	\$ Change 18/17B	% Change 18/17B
Personnel Services	\$16,464,192	\$17,429,327	\$16,717,042	\$18,177,631	\$748,304	4.3%
Supplies & Materials	\$1,105,478	\$1,376,525	\$1,369,054	\$1,116,245	(\$260,280)	(18.9%)
Travel & Training	\$192,229	\$223,555	\$216,644	\$255,575	\$32,020	14.3%
Intragov. Charges	\$1,893,198	\$2,170,862	\$2,170,862	\$2,231,424	\$60,562	2.8%
Utilities, Services & Misc.	\$930,430	\$987,227	\$976,734	\$959,477	(\$27,750)	(2.8%)
Capital	\$711,067	\$337,570	\$283,470	\$0	(\$337,570)	(100.0%)
Other	\$0	\$0	\$0	\$0	\$0	
Total	\$21,296,594	\$22,525,066	\$21,733,806	\$22,740,352	\$215,286	1.0%

Summary

Operating Expenses	\$20,585,527	\$22,187,496	\$21,450,336	\$22,740,352	\$552,856	2.5%
Non-Operating Expenses	\$0	\$0	\$0	\$0	\$0	
Debt Service	\$0	\$0	\$0	\$0	\$0	
Capital Additions	\$711,067	\$337,570	\$283,470	\$0	(\$337,570)	(100.0%)
Capital Projects	\$0	\$0	\$0	\$0	\$0	
Total Expenses	\$21,296,594	\$22,525,066	\$21,733,806	\$22,740,352	\$215,286	1.0%

Funding Sources (Where the Money Comes From)

Other Local Taxes: Gasoline Tax	\$726,219	\$0	\$0	\$0	\$0	
Grants	\$274,686	\$490,619	\$398,205	*\$352,100*	(\$138,519)	(28.2%)
Transfers (Capital Projects Fund)	\$180,050	\$0	\$0	\$0	\$0	
Other Local Rev (incl. School Dist Reimb)	\$305,519	\$196,000	\$223,024	\$194,300	(\$1,700)	(0.9%)
Dedicated Sources	\$1,486,474	\$686,619	\$621,229	\$546,400	(\$140,219)	(20.4%)
General Sources	\$19,810,120	\$21,838,447	\$21,112,577	\$22,193,952	\$355,505	1.6%
Total Funding Sources	\$21,296,594	\$22,525,066	\$21,733,806	\$22,740,352	\$215,286	1.0%

*See Appendix 6 for Grant Breakdown

Police Department - Summary

110021xx

Description

The Police Department serves as the primary law enforcement agency for the City. Its mission is to be a model police organization in partnership with our customers, operating in a participative, team based environment to deliver quality community oriented services in a proactive and efficient manner.

Department Objectives

- Build upon our effective law enforcement tradition
- Establish partnerships to achieve a safer community
- Use innovative technology to maximize our performance
- Provide a rewarding work environment and invest in personnel development
- Communicate effectively, both internally and externally
- Apply intelligence-led policing to deploy resources and assess effectiveness
- Promote accountability through geographic based policing
- Effectively and efficiently use our available resources.

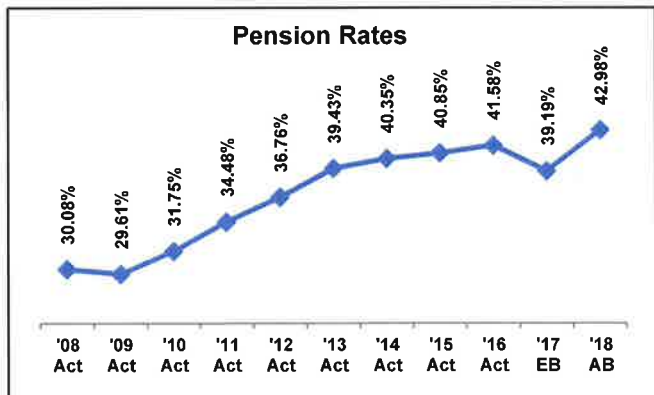
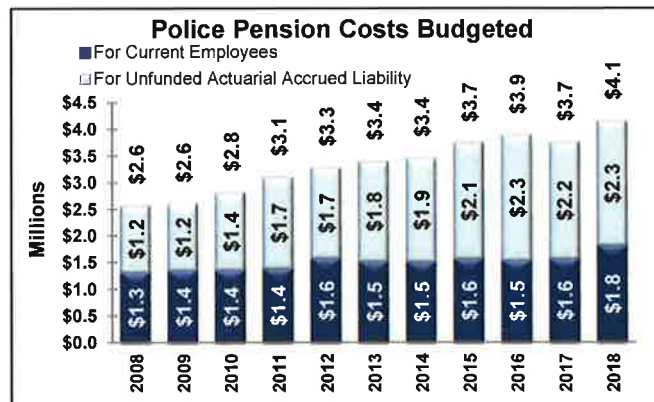
Highlights / Significant Changes

Strategic Priority - Public Safety - Improving citizen perception of safety and increasing satisfaction with quality of services offered - Three civilian positions are added for FY 2018. In FY 2017, three sworn police officer positions and four sworn COPS Grant police officer positions were added bringing the total sworn personnel to 173.

- The department will add three permanent civilian positions and a temporary position to civilianize police jobs that do not require police powers. These positions cost about one half of the cost of a police officer and the addition of these positions will effectively add four more police officers to the street.
- Within the personnel services category, there are pension costs of \$4.13 million. This represents a \$479,869 increase over FY 2017. The graph to the right illustrates the rise in pension costs from FY 2008 to FY 2018. It is also important to note that the amount of the pension costs which go to pay the unfunded actuarial liability has increased and is bigger than the portion to pay for current employees. These rising pension costs have greatly hindered the City's ability to add police officers.
- Intragovernmental Charges for FY 2018 increased 2.8% due to an increase in the contact center allocation, IT support and maintenance, and GIS fees.
- Capital for FY 2018 decreased 100% due to replacement vehicles not being funded. Due to budget constraints, the department will utilize current year funds and FY 2016 general fund savings to fund critical fleet replacement.

Highlights / Significant Changes (cont.)

- In FY 2018 the Records Management System purchased in FY 2015 with Capital Improvement Funding will go live. This new system is replacing a 23 year old system that is outdated, cumbersome and difficult to use. This new system will help streamline processes and allow for more efficient use of time by police department employees.
- The number of sworn officers per thousand population continues to decrease
- The Police Precinct/Municipal Service Center (budgeted in the Capital Projects Fund) will be constructed in FY 2018. Future budgets will need to be increased to fund three positions (custodians and 2 CSAs) and operating costs for the new facility.



Authorized Personnel by Division

	Actual FY 2016	Adj. Budget FY 2017	Estimated FY 2017	Adopted FY 2018	Position Changes
Administration	10.00	12.40	12.40	13.40	1.00
Administrative Support Services	22.00	20.00	21.00	23.00	2.00
Operations	115.00	136.00	140.00	147.00	7.00
Operations Support Services	53.00	35.00	34.00	27.00	(7.00)
Total Personnel	200.00	203.40	207.40	210.40	3.00
Permanent Full-Time	200.00	203.40	207.40	210.40	3.00
Permanent Part-Time	0.00	0.00	0.00	0.00	
Total Permanent	200.00	203.40	207.40	210.40	3.00
Sworn Officer Positions	165.00	169.00	173.00	173.00	
Civilian Positions	35.00	34.40	34.40	37.40	3.00
Total Positions	200.00	203.40	207.40	210.40	3.00

Police Department

110021xx

Budget Detail by Division

	Actual FY 2016	Adj. Budget FY 2017	Estimated FY 2017	Adopted FY 2018	\$ Change 18/17B	% Change 18/17B
Administration:						
Personnel Services	\$1,035,506	\$1,347,886	\$1,298,226	\$1,314,412	(\$33,474)	(2.5%)
Supplies and Materials	\$10,820	\$26,029	\$28,136	\$24,880	(\$1,149)	(4.4%)
Travel and Training	\$20,007	\$20,000	\$19,647	\$20,000	\$0	0.0%
Intragovernmental Charges	\$1,889,711	\$2,166,246	\$2,166,246	\$2,231,424	\$65,178	3.0%
Utilities, Services, & Misc.	\$71,033	\$61,210	\$44,259	\$53,838	(\$7,372)	(12.0%)
Capital	\$35,949	\$0	\$0	\$0	\$0	
Other	\$0	\$0	\$0	\$0	\$0	
Total	\$3,063,026	\$3,621,371	\$3,556,514	\$3,644,554	\$23,183	0.6%
Operations:						
Personnel Services	\$9,622,522	\$11,222,232	\$10,737,001	\$12,576,062	\$1,353,830	12.1%
Supplies and Materials	\$607,131	\$1,010,612	\$971,325	\$758,012	(\$252,600)	(25.0%)
Travel and Training	\$70,106	\$112,980	\$127,887	\$100,000	(\$12,980)	(11.5%)
Intragovernmental Charges	\$25	\$0	\$0	\$0	\$0	
Utilities, Services, & Misc.	\$385,182	\$402,180	\$400,697	\$407,519	\$5,339	1.3%
Capital	\$581,805	\$301,990	\$283,470	\$0	(\$301,990)	(100.0%)
Other	\$0	\$0	\$0	\$0	\$0	
Total	\$11,266,771	\$13,049,994	\$12,520,380	\$13,841,593	\$791,599	6.1%
Administrative Support:						
Personnel Services	\$1,512,420	\$1,443,639	\$1,429,565	\$1,505,805	\$62,166	4.3%
Supplies and Materials	\$334,060	\$175,463	\$185,099	\$173,255	(\$2,208)	(1.3%)
Travel and Training	\$27,392	\$30,000	\$17,393	\$75,000	\$45,000	150.0%
Intragovernmental Charges	\$3,462	\$4,616	\$4,616	\$0	(\$4,616)	(100.0%)
Utilities, Services, & Misc.	\$334,187	\$413,855	\$402,790	\$407,688	(\$6,167)	(1.5%)
Capital	\$0	\$0	\$0	\$0	\$0	
Other	\$0	\$0	\$0	\$0	\$0	
Total	\$2,211,521	\$2,067,573	\$2,039,463	\$2,161,748	\$94,175	4.6%
Operations Support:						
Personnel Services	\$4,293,744	\$3,415,570	\$3,252,250	\$2,781,352	(\$634,218)	(18.6%)
Supplies and Materials	\$153,467	\$164,421	\$184,494	\$160,098	(\$4,323)	(2.6%)
Travel and Training	\$74,724	\$60,575	\$51,717	\$60,575	\$0	0.0%
Intragovernmental Charges	\$0	\$0	\$0	\$0	\$0	
Utilities, Services, & Misc.	\$140,028	\$109,982	\$128,988	\$90,432	(\$19,550)	(17.8%)
Capital	\$93,313	\$35,580	\$0	\$0	(\$35,580)	(100.0%)
Other	\$0	\$0	\$0	\$0	\$0	
Total	\$4,755,276	\$3,786,128	\$3,617,449	\$3,092,457	(\$693,671)	(18.3%)
Department Totals						
Personnel Services	\$16,464,192	\$17,429,327	\$16,717,042	\$18,177,631	\$748,304	4.3%
Supplies and Materials	\$1,105,478	\$1,376,525	\$1,369,054	\$1,116,245	(\$260,280)	(18.9%)
Travel and Training	\$192,229	\$223,555	\$216,644	\$255,575	\$32,020	14.3%
Intragovernmental Charges	\$1,893,198	\$2,170,862	\$2,170,862	\$2,231,424	\$60,562	2.8%
Utilities, Services, & Misc.	\$930,430	\$987,227	\$976,734	\$959,477	(\$27,750)	(2.8%)
Capital	\$711,067	\$337,570	\$283,470	\$0	(\$337,570)	(100.0%)
Other	\$0	\$0	\$0	\$0	\$0	
Total	\$21,296,594	\$22,525,066	\$21,733,806	\$22,740,352	\$215,286	1.0%

Police Department

Authorized Positions by Division

	Actual FY 2016	Adj. Budget FY 2017	Estimated FY 2017	Adopted FY 2018	Position Changes
Administration:					
4801 - Community Relations Spec ** +++	1.00	0.40	0.40	1.40	1.00
3007 - Police Chief	1.00	1.00	1.00	1.00	
3006 - Deputy Police Chief	1.00	1.00	1.00	1.00	
3003 - Police Lieutenant - CPLA	0.00	1.00	1.00	1.00	
3002 - Police Sergeant - CPOA	1.00	2.00	2.00	2.00	
3000/3001 - Police OIT/Police Offcr. - CPOA	1.00	2.00	2.00	2.00	
1400 - Administrative Technician	2.00	2.00	2.00	2.00	
1020- Admin Services Manager. ***	0.00	0.00	1.00	1.00	
1015 - Records Custodian	0.00	0.00	0.00	1.00	1.00
1008 - Senior Administrative Supr. ***	1.00	1.00	0.00	0.00	
1006 - Senior Admin Support Asst.	2.00	2.00	2.00	1.00	(1.00)
Total Personnel	10.00	12.40	12.40	13.40	1.00
Permanent Full-Time	10.00	12.40	12.40	13.40	1.00
Permanent Part-Time	0.00	0.00	0.00	0.00	
Total Permanent	10.00	12.40	12.40	13.40	1.00
Operations:					
3011 - Community Service Aide-CPOA ^^	6.00	6.00	8.00	8.00	
3009 - Station Master - CPOA ++ ^^	3.00	3.00	0.00	0.00	
3006 - Deputy Police Chief +	0.00	0.00	1.00	1.00	
3004 - Asst. Police Chief	1.00	1.00	1.00	1.00	
3003 - Police Lieutenant - CPLA	3.00	4.00	4.00	5.00	1.00
3002 - Police Sergeant - CPOA *	13.00	16.00	16.00	17.00	1.00
3000/3001 - Police OIT/Police Offcr. - CPOA ^	89.00	106.00	110.00	115.00	5.00
Total Personnel	115.00	136.00	140.00	147.00	7.00
Permanent Full-Time	115.00	136.00	140.00	147.00	7.00
Permanent Part-Time	0.00	0.00	0.00	0.00	
Total Permanent	115.00	136.00	140.00	147.00	7.00
Administrative Support Services:					
6102 - Stores Clerk	1.00	1.00	1.00	1.00	
3016 - Property & Evidence Unit Supv +++	0.00	0.00	0.00	1.00	1.00
3014 - Evidence Custodian	1.00	1.00	1.00	0.00	(1.00)
3013 - Property & Evidence Tech	2.00	2.00	2.00	3.00	1.00
3008 - Police Trainer +++	1.00	1.00	1.00	2.00	1.00
3004 - Asst. Police Chief	1.00	1.00	1.00	1.00	
3002 - Police Sergeant - CPOA	4.00	2.00	2.00	2.00	
3000/3001 - Police OIT/Police Offcr. - CPOA	1.00	1.00	1.00	1.00	
2114 - Equipment Technician ++	0.00	0.00	1.00	1.00	
2112 - Equipment Supervisor	1.00	1.00	1.00	1.00	
2001 - Custodian	1.00	1.00	1.00	1.00	
1400 - Administrative Technician	0.00	0.00	0.00	0.00	
1010 - Information Specialist	4.00	4.00	7.00	7.00	
1009 - Information Center Supervisor	1.00	1.00	1.00	1.00	
1006 - Senior Admin. Support Asst	1.00	1.00	1.00	1.00	
1005 - Administrative Support Asst	3.00	3.00	0.00	0.00	
Total Personnel	22.00	20.00	21.00	23.00	2.00
Permanent Full-Time	22.00	20.00	21.00	23.00	2.00
Permanent Part-Time	0.00	0.00	0.00	0.00	
Total Permanent	22.00	20.00	21.00	23.00	2.00

** In FY 2017, there was a job title change of Public Information Specialist to Community Relations Specialist and 60% of the position was allocated to Community Relations as a part of a reorganization to centralize this function.

*** Mid Year in FY 2017, (1) Sr Admin Supervisor was reassigned to an Admin Services Manager.

+ In FY 2017 (1) Asst. Police Chief in Operations Support Services was reassigned to a Deputy Police Chief in Operations to improve efficiency of the administrative process and streamline communications.

++ Mid Year in FY 2017, (1) Station Master in Operations was reassigned to a Equipment Technician in Administrative Support Services.

^ Mid Year in FY 2017, the Police Department received a COPS grant that added (4) Police Officer positions. These positions will have partial grant funding through FY 2019.

^^ Mid Year in FY 2017, (2) Station Master positions were reassigned to Community Service Aide positions

+++In FY 2018, (3) civilian positions were added (Community Relations Specialist, Property & Evidence Unit Supervisor, and Police Trainer) plus temporary help for a Police Trainer. This will allow four police officer positions to return to the street.

Police Department

Authorized Positions by Division

	Actual FY 2016	Adj. Budget FY 2017	Estimated FY 2017	Adopted FY 2018	Position Changes
Operations Support Services:					
3017 - Crime Scene Investigator	1.00	1.00	1.00	1.00	
3015 - Crime Analyst	1.00	1.00	1.00	1.00	
3012 - Investigative Technician	1.00	1.00	1.00	1.00	
3010 - Police Lieutenant Uncl - CPLA	0.00	0.00	1.00	1.00	
3004 - Asst. Police Chief +	1.00	1.00	0.00	0.00	
3003 - Police Lieutenant - CPLA	3.00	2.00	1.00	0.00	(1.00)
3002 - Police Sergeant - CPOA	6.00	4.00	4.00	3.00	(1.00)
3000/3001 - Police OIT/Police Offcr. - CPOA	39.00	24.00	24.00	19.00	(5.00)
1006 - Senior Admin. Support Asst	1.00	1.00	1.00	1.00	
Total Personnel	53.00	35.00	34.00	27.00	(7.00)
Permanent Full-Time	53.00	35.00	34.00	27.00	(7.00)
Permanent Part-Time	0.00	0.00	0.00	0.00	
Total Permanent	53.00	35.00	34.00	27.00	(7.00)
Department Totals					
Permanent Full-Time	200.00	203.40	207.40	210.40	3.00
Permanent Part-Time	0.00	0.00	0.00	0.00	
Total Permanent	200.00	203.40	207.40	210.40	3.00

In FY 2017, there were three Police Officers added and 60% of a Community Relations Specialist moved to the Community Relations Department which resulted in a net increase of 3.40 positions added. During FY 2017, the City was awarded a COPS grant which added four more police officers.

+ In FY 2017 (1) Asst. Police Chief was reassigned to a Deputy Police Chief to improve efficiency of the administrative process and streamline communications.

Police Fees/Charges/Fines

			FY 2017	FY 2018
	Chapter/ Section	Date Last Changed	Fee	Fee
False alarms				
For the fourth and subsequent false alarms by any alarm system within a thirty (30) day period	13-258	02-05-1996	\$100 for each such false alarm	\$100 for each such false alarm
For the thirteenth and subsequent false alarms by any alarm system within a twelve (12) month period	13-258	02-05-1996	\$100 for each such false alarm	\$100 for each such false alarm

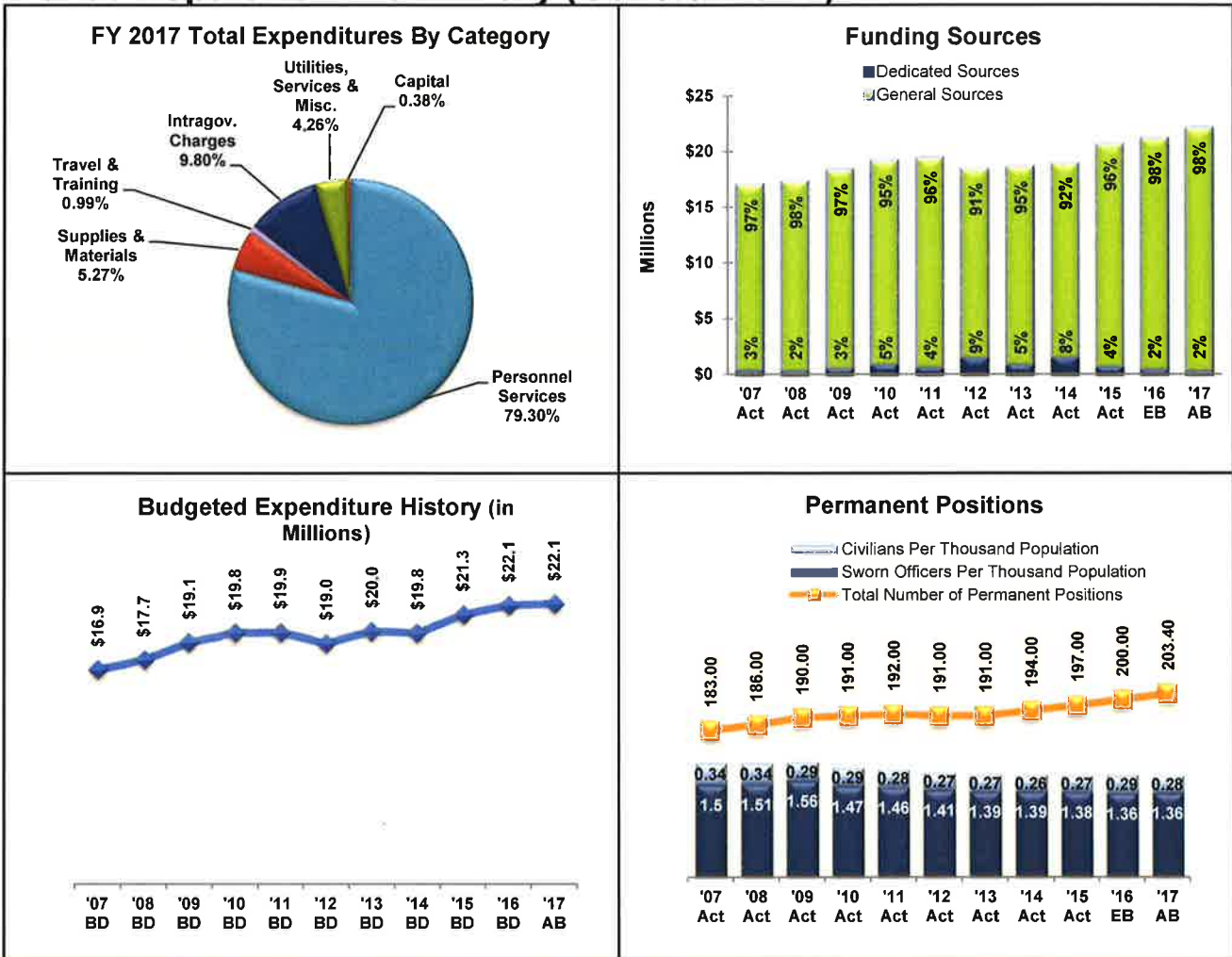
2017 Budget (Prior Year)

Police Department (General Fund)



*City of Columbia
Columbia, Missouri*

Police Department - Summary (General Fund)



Appropriations (Where the Money Goes)

	Actual FY 2015	Adj. Budget FY 2016	Estimated FY 2016	Adopted FY 2017	% Change 17/16EB	% Change 17/16B
Personnel Services	\$16,005,707	\$17,412,371	\$16,930,968	\$17,564,054	3.7%	0.9%
Supplies & Materials	\$1,571,085	\$1,282,797	\$1,084,338	\$1,168,173	7.7%	(8.9%)
Travel & Training	\$251,485	\$261,075	\$201,512	\$219,725	9.0%	(15.8%)
Intragov. Charges	\$1,539,623	\$1,893,198	\$1,893,198	\$2,170,862	14.7%	14.7%
Utilities, Services & Misc.	\$903,261	\$979,183	\$926,211	\$942,587	1.8%	(3.7%)
Capital	\$467,695	\$233,453	\$195,452	\$83,990	(57.0%)	(64.0%)
Other	\$0	\$0	\$0	\$0		
Total	\$20,738,856	\$22,062,077	\$21,231,679	\$22,149,391	4.3%	0.4%
Summary						
Operating Expenses	\$20,271,161	\$21,828,624	\$21,036,227	\$22,065,401	4.9%	1.1%
Non-Operating Expenses	\$0	\$0	\$0	\$0		
Debt Service	\$0	\$0	\$0	\$0		
Capital Additions	\$467,695	\$233,453	\$195,452	\$83,990	(57.0%)	(64.0%)
Capital Projects	\$0	\$0	\$0	\$0		
Total Expenses	\$20,738,856	\$22,062,077	\$21,231,679	\$22,149,391	4.3%	0.4%

Funding Sources (Where the Money Comes From)

Other Local Taxes: Gasoline Tax	\$164,922	\$0	\$0	\$0		
Grants	\$292,198	\$179,734	\$268,711	\$177,100	(34.1%)	(1.5%)
Other Local Rev (incl. School Dist Reimb)	\$306,781	\$193,655	\$251,785	\$196,000	(22.2%)	1.2%
Dedicated Sources	\$763,901	\$373,389	\$520,496	\$373,100	(28.3%)	(0.1%)
General Sources	\$19,974,955	\$21,688,688	\$20,711,183	\$21,776,291	5.1%	0.4%
Total Funding Sources	\$20,738,856	\$22,062,077	\$21,231,679	\$22,149,391	4.3%	0.4%

Police Department - Summary

110021xx

Description

The Police Department serves as the primary law enforcement agency for the City. Its mission is to be a model police organization in partnership with our customers, operating in a participative, team based environment to deliver quality community oriented services in a proactive and efficient manner.

Department Objectives

- Build upon our effective law enforcement tradition
- Establish partnerships to achieve a safer community
- Use innovative technology to maximize our performance
- Provide a rewarding work environment and invest in personnel development
- Communicate effectively, both internally and externally
- Apply intelligence-led policing to deploy resources and assess effectiveness
- Promote accountability through geographic based policing
- Effectively and efficiently use our available resources.

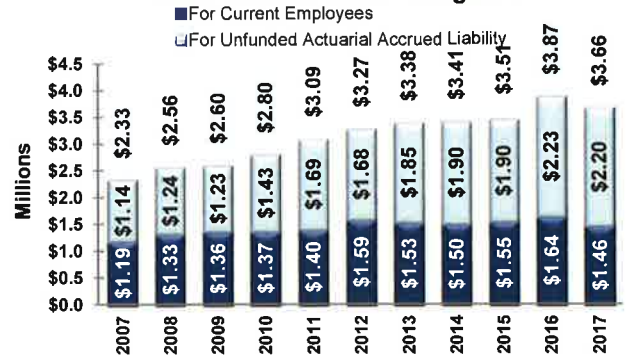
Highlights / Significant Changes

- **Strategic Priority - Public Safety - Improving citizen perception of safety and increasing satisfaction with quality of services offered** - Personnel increases for FY 2017 reflect the addition of four sworn police officer positions to keep up with the annual growth in population. This will bring total sworn personnel to 169.
- Within the Personnel Services category, there are pension costs of \$3.66 million. The graph to the right illustrates the rise in pension costs from FY 2007 to FY 2017. It is also important to note that the amount of the pension costs which go to pay the unfunded actuarial liability has increased and is bigger than the portion to pay for current employees. These rising pension costs have greatly hindered the City's ability to add police officers. At the end of FY 2015, the City utilized \$2 million of its excess General Fund balance to pay down some of these unfunded actuarial accrued liabilities which will allow the city to add police officers in future years.
- Intragovernmental Charges for FY 2017 increased 14.7% due to an increase in self-insurance charges, Community Relations Fees as a result of moving one PIO (public information officer) position from Police to Community Relations, increase in Employee Wellness charges, and an increase in IT fees for additional items and replacement of Mobile Data Terminals (MDT's).
- Equipped the Police Department with Naloxone (heroin/opioid overdose blocker) kits using Council reserve funds from FY 2017. These costs will be included in their operating budget beginning in FY 2018.

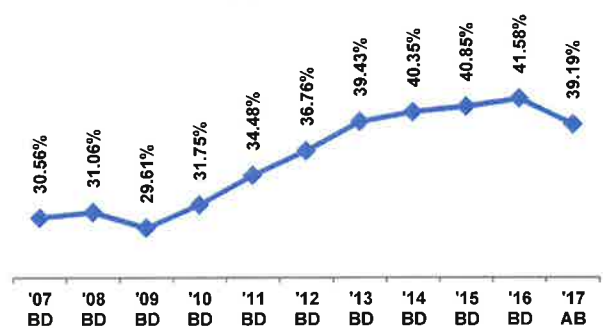
Highlights / Significant Changes (cont.)

- For FY 2017, the Police Department submitted \$629,186 (3% of total budget) as potential budget cuts, of that \$408,636 (2% of total budget) was approved. Reductions were made in Supplies/Materials, Travel/Training, and Utilities & Misc. Services, along with figuring in a 1.0% turnover factor in personnel.
- Capital for FY 2017 decreased 64% due to replacement vehicles not being funded for FY 2017 in order to balance the budget during the current economic downturn.
- In FY 2015 the Police Department purchased and began the implementation of a new Records Management System using capital improvement funding. This new system is set to be implemented and fully functional during FY 2017. This new system is replacing a 22 year old system that is outdated, cumbersome and difficult to use. This new system (once implemented) will help streamline processes and allow for more efficient use of time by police department employees.

Police Pension Costs Budgeted



Pension Rates



Authorized Personnel by Division

	Actual FY 2015	Adj. Budget FY 2016	Estimated FY 2016	Adopted FY 2017	Position Changes
Administration	8.00	10.00	10.00	12.40	2.40
Administrative Support Services	24.00	22.00	22.00	20.00	(2.00)
Operations	114.00	115.00	115.00	136.00	21.00
Operations Support Services	51.00	53.00	53.00	35.00	(18.00)
Total Personnel	197.00	200.00	200.00	203.40	3.40
Permanent Full-Time	197.00	200.00	200.00	203.40	3.40
Permanent Part-Time	0.00	0.00	0.00	0.00	
Total Permanent	197.00	200.00	200.00	203.40	3.40
Sworn Officer Positions	165.00	165.00	165.00	169.00	4.00
Civilian Positions	32.00	35.00	35.00	34.40	(0.60)
Total Positions	197.00	200.00	200.00	203.40	3.40

Budget Detail by Division

	Actual FY 2015	Adj. Budget FY 2016	Estimated FY 2016	Adopted FY 2017	% Change 17/16EB	% Change 17/16B
Administration:						
Personnel Services	\$891,822	\$1,020,686	\$1,025,359	\$1,347,886	31.5%	32.1%
Supplies and Materials	\$36,637	\$27,675	\$19,374	\$22,749	17.4%	(17.8%)
Travel and Training	\$25,087	\$22,500	\$21,825	\$20,000	(8.4%)	(11.1%)
Intragovernmental Charges	\$1,518,016	\$1,889,711	\$1,889,711	\$2,166,246	14.6%	14.6%
Utilities, Services, & Misc.	\$58,336	\$59,410	\$58,710	\$61,210	4.3%	3.0%
Capital	\$0	\$0	\$150	\$0	(100.0%)	
Other	\$0	\$0	\$0	\$0		
Total	\$2,529,898	\$3,019,982	\$3,015,129	\$3,618,091	20.0%	19.8%
Operations:						
Personnel Services	\$9,041,128	\$9,799,888	\$9,719,810	\$11,267,779	15.9%	15.0%
Supplies and Materials	\$1,079,049	\$863,153	\$741,126	\$805,540	8.7%	(6.7%)
Travel and Training	\$90,967	\$95,000	\$77,150	\$109,150	41.5%	14.9%
Intragovernmental Charges	\$9,107	\$25	\$25	\$0	(100.0%)	(100.0%)
Utilities, Services, & Misc.	\$341,623	\$355,494	\$322,799	\$357,737	10.8%	0.6%
Capital	\$267,911	\$195,381	\$195,230	\$83,990	(57.0%)	(57.0%)
Other	\$0	\$0	\$0	\$0		
Total	\$10,829,785	\$11,308,941	\$11,056,140	\$12,624,196	14.2%	11.6%
Administrative Support:						
Personnel Services	\$1,550,244	\$1,559,091	\$1,552,595	\$1,443,639	(7.0%)	(7.4%)
Supplies and Materials	\$243,093	\$170,911	\$149,463	\$150,393	0.6%	(12.0%)
Travel and Training	\$37,124	\$42,500	\$31,225	\$30,000	(3.9%)	(29.4%)
Intragovernmental Charges	\$12,500	\$3,462	\$3,462	\$4,616	33.3%	33.3%
Utilities, Services, & Misc.	\$340,375	\$411,755	\$397,407	\$413,658	4.1%	0.5%
Capital	\$0	\$0	\$0	\$0		
Other	\$0	\$0	\$0	\$0		
Total	\$2,183,336	\$2,187,719	\$2,134,152	\$2,042,306	(4.3%)	(6.6%)
Operations Support:						
Personnel Services	\$4,522,513	\$5,032,706	\$4,633,204	\$3,504,750	(24.4%)	(30.4%)
Supplies and Materials	\$212,306	\$221,058	\$174,375	\$189,491	8.7%	(14.3%)
Travel and Training	\$98,307	\$101,075	\$71,312	\$60,575	(15.1%)	(40.1%)
Intragovernmental Charges	\$0	\$0	\$0	\$0		
Utilities, Services, & Misc.	\$162,927	\$152,524	\$147,295	\$109,982	(25.3%)	(27.9%)
Capital	\$199,784	\$38,072	\$72	\$0	(100.0%)	(100.0%)
Other	\$0	\$0	\$0	\$0		
Total	\$5,195,837	\$5,545,435	\$5,026,258	\$3,864,798	(23.1%)	(30.3%)
Department Totals						
Personnel Services	\$16,005,707	\$17,412,371	\$16,930,968	\$17,564,054	3.7%	0.9%
Supplies and Materials	\$1,571,085	\$1,282,797	\$1,084,338	\$1,168,173	7.7%	(8.9%)
Travel and Training	\$251,485	\$261,075	\$201,512	\$219,725	9.0%	(15.8%)
Intragovernmental Charges	\$1,539,623	\$1,893,198	\$1,893,198	\$2,170,862	14.7%	14.7%
Utilities, Services, & Misc.	\$903,261	\$979,183	\$926,211	\$942,587	1.8%	(3.7%)
Capital	\$467,695	\$233,453	\$195,452	\$83,990	(57.0%)	(64.0%)
Other	\$0	\$0	\$0	\$0		
Total	\$20,738,856	\$22,062,077	\$21,231,679	\$22,149,391	4.3%	0.4%

Police Department

Authorized Positions by Division

	Actual FY 2015	Adj. Budget FY 2016	Estimated FY 2016	Adopted FY 2017	Position Changes
Administration:					
4802 - Public Information Specialist **	0.00	0.00	0.00	0.00	
4801 - Community Relations Spec **	0.00	1.00	1.00	0.40	(0.60)
3007 - Police Chief	1.00	1.00	1.00	1.00	
3006 - Deputy Police Chief	1.00	1.00	1.00	1.00	
3003 - Police Lieutenant - CPLA	0.00	0.00	0.00	1.00	1.00
3002 - Police Sergeant - CPOA	1.00	1.00	1.00	2.00	1.00
3000/3001 - Police OIT/Police Offcr. - CPOA	2.00	1.00	1.00	2.00	1.00
1400 - Administrative Technician	1.00	2.00	2.00	2.00	
1008 - Senior Administrative Supr.	1.00	1.00	1.00	1.00	
1006 - Senior Admin Support Asst.	1.00	2.00	2.00	2.00	
Total Personnel	8.00	10.00	10.00	12.40	2.40
Permanent Full-Time	8.00	10.00	10.00	12.40	2.40
Permanent Part-Time	0.00	0.00	0.00	0.00	
Total Permanent	8.00	10.00	10.00	12.40	2.40
Operations:					
3011 - Community Service Aide-CPOA	6.00	6.00	6.00	6.00	
3009 - Station Master - CPOA	3.00	3.00	3.00	3.00	
3004 - Asst. Police Chief	1.00	1.00	1.00	1.00	
3003 - Police Lieutenant - CPLA	3.00	3.00	3.00	4.00	1.00
3002 - Police Sergeant - CPOA *	12.00	13.00	13.00	16.00	3.00
3000/3001 - Police OIT/Police Offcr. - CPOA	89.00	89.00	89.00	106.00	17.00
Total Personnel	114.00	115.00	115.00	136.00	21.00
Permanent Full-Time	114.00	115.00	115.00	136.00	21.00
Permanent Part-Time	0.00	0.00	0.00	0.00	
Total Permanent	114.00	115.00	115.00	136.00	21.00
Administrative Support Services:					
6102 - Stores Clerk	1.00	1.00	1.00	1.00	
3014 - Evidence Custodian	1.00	1.00	1.00	1.00	
3013 - Property & Evidence Tech	2.00	2.00	2.00	2.00	
3008 - Police Trainer	0.00	1.00	1.00	1.00	
3004 - Asst. Police Chief	1.00	1.00	1.00	1.00	
3003 - Police Lieutenant - CPLA	1.00	0.00	0.00	0.00	
3002 - Police Sergeant - CPOA	3.00	4.00	4.00	2.00	(2.00)
3000/3001 - Police OIT/Police Offcr. - CPOA	2.00	1.00	1.00	1.00	
2112 - Vehicle Service Coordinator	1.00	1.00	1.00	1.00	
2001 - Custodian	1.00	1.00	1.00	1.00	
1400 - Administrative Technician	2.00	0.00	0.00	0.00	
1010 - Records Specialist	4.00	4.00	4.00	4.00	
1009 - Records Unit Supervisor	1.00	1.00	1.00	1.00	
1006 - Senior Admin. Support Asst	1.00	1.00	1.00	1.00	
1005 - Administrative Support Asst	3.00	3.00	3.00	3.00	
Total Personnel	24.00	22.00	22.00	20.00	(2.00)
Permanent Full-Time	24.00	22.00	22.00	20.00	(2.00)
Permanent Part-Time	0.00	0.00	0.00	0.00	
Total Permanent	24.00	22.00	22.00	20.00	(2.00)

* In FY 2016, there was a reassignment of one Police Officer to a Police Sergeant.

** In FY 2017, there was a job title change of Public Information Specialist to Community Relations Specialist and 60% of the position is now being allocated to Community Relations as a part of a reorganization to entralize this function.

Police Department

Authorized Positions by Division

	Actual FY 2015	Adj. Budget FY 2016	Estimated FY 2016	Adopted FY 2017	Position Changes
Operations Support Services:					
3017 - Crime Scene Investigator	0.00	1.00	1.00	1.00	
3015 - Crime Analyst	1.00	1.00	1.00	1.00	
3012 - Investigative Technician	1.00	1.00	1.00	1.00	
3004 - Asst. Police Chief	1.00	1.00	1.00	1.00	
3003 - Police Lieutenant - CPLA	2.00	3.00	3.00	2.00	(1.00)
3002 - Police Sergeant - CPOA	5.00	6.00	6.00	4.00	(2.00)
3000/3001 - Police OIT/Police Offcr. - CPOA	40.00	39.00	39.00	24.00	(15.00)
1006 - Senior Admin. Support Asst	1.00	1.00	1.00	1.00	
Total Personnel	51.00	53.00	53.00	35.00	(18.00)
Permanent Full-Time	51.00	53.00	53.00	35.00	(18.00)
Permanent Part-Time	0.00	0.00	0.00	0.00	
Total Permanent	51.00	53.00	53.00	35.00	(18.00)
Department Totals					
Permanent Full-Time	197.00	200.00	200.00	203.40	3.40
Permanent Part-Time	0.00	0.00	0.00	0.00	
Total Permanent	197.00	200.00	200.00	203.40	3.40

In FY 2017, there were three Police Officers added and 60% of a Community Relations Specialist moved to the Community Relations Department which resulted in a net increase of 2.40 positions added.

Police Fees/Charges/Fines

			FY 2016	FY 2017
	Chapter/ Section	Date Last Changed	Fee	Fee
False alarms				
For the fourth and subsequent false alarms by any alarm system within a thirty (30) day period	13-258	02-05-1996	\$100 for each such false alarm	\$100 for each such false alarm
For the thirteenth and subsequent false alarms by any alarm system within a twelve (12) month period	13-258	02-05-1996	\$100 for each such false alarm	\$100 for each such false alarm

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

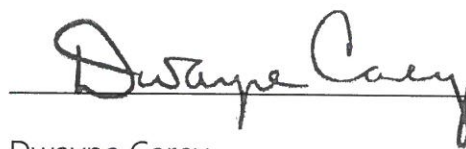
Establishment of arrest, summoning, prosecution, and court appearance policies which provide for initial appearance in court on charges for actions resulting in domestic violence targeting women within nine working days of the offense.

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 Carey
Sheriff, Boone County



Ken Burton
Chief of Police, Columbia



Elizabeth Herrera
Executive Director
True North of Columbia, Inc.



Christy Blakemore
Circuit Clerk, Boone County

Date: May, 2017

City of Columbia CAFR 2016

See document at below link:

<https://www.como.gov/finance/wp-content/uploads/sites/21/2017/02/FY-2016-Comprehensive-Annual-Financial-Report.pdf>



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.

Ken Burton


Chief of Police

Typed Name of Authorized Representative

Title

(573) 874-7402

Telephone Number



Signature of Authorized Representative

10-17-17

Date Signed

Columbia Police Department

Agency Name

DOMESTIC VIOLENCE STATISTICS 01/01/00 TO 12/30/14

TOTAL REPORTS 9168

RACE OF VICTIM:

WHITE 5245
BLACK 3316
INDIAN 6
ASIAN 70
NOT GIVEN 531

AGE OF VICTIM:

17 AND UNDER 104
18 TO 25 3292
26 TO 40 3707
41 TO 60 1374
61 AND OVER 76
NONE GIVEN 615

RACE OF OFFENDER:

WHITE 4204
BLACK 4347
INDIAN 8
ASIAN 63
NOT GIVEN 546

RELATIONSHIP:

MARRIED 1407
SEPARATED 405
DIVORCED 197
SIBLING 15
CO-HABITATION 3181
PRIOR CO-HABITATION 1517
CHILD IN COMMON 1239
DAUGHTER/SON OF OFFENDER 14
MOTHER/FATHER OF OFFENDER 8
INTIMATE 0
EX-INTIMATE 1
OTHER RELATIONSHIP 0
NONE 1184

GENDER OF VICTIM

FEMALE 7304
MALE 1335
NONE GIVEN 529

GENDER OF OFFENDER

FEMALE 1396
MALE 7229
NONE GIVEN 543

SAME SEX RELATIONSHIP

YES 170 NO 8544

TYPE OF VIOLENCE:

PHYSICAL CRIME 6732
NON-PHYSICAL CRIME 778
SEXUAL ASSAULT 69
STALKING 58
OTHER 525
NONE GIVEN 1
VOP 1005

LOCATION:

URBAN (IN CITY) 8516
RURAL (IN COUNTY) 639
NO LOCATION GIVEN 13
COHAB CURRENT: 1
COHAB PRIOR : 0
COHAB NEVER : 1
COHAB UNKNOWN: 9166

PRIOR DV SUSPECT: YES 3264
PRIOR DV VICTIM: YES 4545
PRIOR W/THIS SUSPECT/VICTIM: YES 4726

NO 2243 UNK 3661
NO 2231 UNK 2392
NO 2192 UNK 2250

EXPARTE: YES 1856
CHILDREN PRESENT: YES 2140
ARREST: YES 5920
WEAPONS: YES 1025
PHOTOS TAKEN (AT SCENE): YES 3690
FOLLOWUP PHOTOS: YES 522
911 TAPE FOR EVIDENCE: YES 677
WARRANT: APPLIED FOR 2888 NOT APPLIED FOR 5242 UNK 134 N/A 904

NO 6333 UNK 979
NO 6332 UNK 696
NO 2663 UNK 585
NO 7661 UNK 482
NO 5006 UNK 472
NO 8153 UNK 493
NO 7797 UNK 694

DRUGS/ALCOHOL USE:

BY VICTIM 90
BY SUSPECT 1628
BY BOTH 1151
N/A 525
UNKNOWN 4431
NIETHER 1343

LEVEL OF INJURY TO VICTIM

NO INJURY 3902
MINOR INJURY 3948
MODERATE INJURY 258
SERIOUS INJURY 47
FATAL INJURY 3
INJURY NOT GIVEN 1010

SPECIAL NEEDS OF VICTIM

MENTAL SPECIAL NEEDS 8
PHYSICAL SPECIAL NEEDS 12

OTHER SPECIAL NEEDS 12
NONE GIVEN 9136

DOMESTIC VIOLENCE STATISTICS 01/01/00 TO 12/30/14
TOTAL REPORTS 9168

SPECIAL NEEDS OF VICTIM

MENTAL SPECIAL NEEDS	8
PHYSICAL SPECIAL NEEDS	12
OTHER SPECIAL NEEDS	12
NONE GIVEN	9136

CONTACT WITH VICTIM (PRE-2016)

BY PHONE	3943
IN PERSON	1478
LETTER	2511
NONE - FYI REPORT	578
NO SUCCESSFUL CONTACT	626
UNKNOWN	32

VICTIM CONTACT

	YES	NO	ATTEMPT	NONE
LETTER	2	0	0	9166
PHONE	2	0	0	9166
EMAIL	1	1	0	9166
IN PERSON	0	2	0	9166

DOMESTIC VIOLENCE STATISTICS 01/01/15 TO 12/31/15

TOTAL REPORTS 498

RACE OF VICTIM:

WHITE 300
BLACK 186
INDIAN 0
ASIAN 4
NOT GIVEN 8

AGE OF VICTIM:

17 AND UNDER 8
18 TO 25 154
26 TO 40 235
41 TO 60 90
61 AND OVER 4
NONE GIVEN 7

RACE OF OFFENDER:

WHITE 239
BLACK 244
INDIAN 0
ASIAN 7
NOT GIVEN 8

RELATIONSHIP:

MARRIED 56
SEPARATED 14
DIVORCED 13
SIBLING 0
CO-HABITATION 104
PRIOR CO-HABITATION 42
CHILD IN COMMON 87
DAUGHTER/SON OF OFFENDER 0
MOTHER/FATHER OF OFFENDER 0
INTIMATE 1
EX-INTIMATE 2
OTHER RELATIONSHIP 0
NONE 179

GENDER OF VICTIM

FEMALE 410
MALE 81
NONE GIVEN 7

GENDER OF OFFENDER

FEMALE 88
MALE 403
NONE GIVEN 7

SAME SEX RELATIONSHIP

YES 13 NO 485

TYPE OF VIOLENCE:

PHYSICAL CRIME 400
NON-PHYSICAL CRIME 30
SEXUAL ASSAULT 3
STALKING 7
OTHER 5
NONE GIVEN 0
VOP 53

LOCATION:

URBAN (IN CITY) 495
RURAL (IN COUNTY) 2
NO LOCATION GIVEN 1
COHAB CURRENT: 1
COHAB PRIOR : 1
COHAB NEVER : 2
COHAB UNKNOWN: 494

PRIOR DV SUSPECT:

YES 232 NO 255 UNK 11
PRIOR DV VICTIM: YES 222 NO 264 UNK 12
PRIOR W/THIS SUSPECT/VICTIM: YES 178 NO 310 UNK 10

EXPARTE:

YES 89 NO 336 UNK 73

CHILDREN PRESENT:

YES 151 NO 345 UNK 2

ARREST:

YES 311 NO 184 UNK 3

WEAPONS:

YES 82 NO 408 UNK 8

PHOTOS TAKEN (AT SCENE):

YES 376 NO 121 UNK 1

FOLLOWUP PHOTOS:

YES 16 NO 482 UNK 0

911 TAPE FOR EVIDENCE:

YES 175 NO 322 UNK 1

WARRANT: APPLIED FOR 225 NOT APPLIED FOR 185 UNK 5 N/A 83

DRUGS/ALCOHOL USE:

BY VICTIM 7
BY SUSPECT 98
BY BOTH 68
N/A 0
UNKNOWN 149
NIETHER 176

LEVEL OF INJURY TO VICTIM

NO INJURY 116
MINOR INJURY 294
MODERATE INJURY 12
SERIOUS INJURY 12
FATAL INJURY 0
INJURY NOT GIVEN 64

SPECIAL NEEDS OF VICTIM

MENTAL SPECIAL NEEDS 0 OTHER SPECIAL NEEDS 0
PHYSICAL SPECIAL NEEDS 1 NONE GIVEN 497

DOMESTIC VIOLENCE STATISTICS 01/01/15 TO 12/31/15
TOTAL REPORTS 498

SPECIAL NEEDS OF VICTIM

MENTAL SPECIAL NEEDS	0
PHYSICAL SPECIAL NEEDS	1
OTHER SPECIAL NEEDS	0
NONE GIVEN	497

CONTACT WITH VICTIM (PRE-2016)

BY PHONE	176
IN PERSON	57
LETTER	236
NONE - FYI REPORT	7
NO SUCCESSFUL CONTACT	16
UNKNOWN	6

VICTIM CONTACT

	YES	NO	ATTEMPT	NONE
LETTER	4	1	0	493
PHONE	2	2	0	494
EMAIL	1	3	0	494
IN PERSON	0	4	0	494

DOMESTIC VIOLENCE STATISTICS 01/01/15 TO 12/31/15
TOTAL REPORTS 498

498
+ 232 - non Criminal
730

RACE OF VICTIM:

WHITE 300
BLACK 186
INDIAN 0
ASIAN 4
NOT GIVEN 8

AGE OF VICTIM:

17 AND UNDER 8
18 TO 25 154
26 TO 40 235
41 TO 60 90
61 AND OVER 4
NONE GIVEN 7

RACE OF OFFENDER:

WHITE 239
BLACK 244
INDIAN 0
ASIAN 7
NOT GIVEN 8

RELATIONSHIP:

MARRIED 56
SEPARATED 14
DIVORCED 13
SIBLING 0
CO-HABITATION 104
PRIOR CO-HABITATION 42
CHILD IN COMMON 87
DAUGHTER/SON OF OFFENDER 0
MOTHER/FATHER OF OFFENDER 0
INTIMATE 1
EX-INTIMATE 2
OTHER RELATIONSHIP 0
NONE 179

GENDER OF VICTIM

FEMALE 410
MALE 81
NONE GIVEN 7

GENDER OF OFFENDER

FEMALE 88
MALE 403
NONE GIVEN 7

SAME SEX RELATIONSHIP

YES 13 NO 485

TYPE OF VIOLENCE:

PHYSICAL CRIME 400
NON-PHYSICAL CRIME 30
SEXUAL ASSAULT 3
STALKING 7
OTHER 5
NONE GIVEN 0
VOP 53

LOCATION:

URBAN (IN CITY) 495
RURAL (IN COUNTY) 2
NO LOCATION GIVEN 1
COHAB CURRENT: 1
COHAB PRIOR : 1
COHAB NEVER : 2
COHAB UNKNOWN: 494

PRIOR DV SUSPECT: YES 232
PRIOR DV VICTIM: YES 222
PRIOR W/THIS SUSPECT/VICTIM: YES 178

NO 255 UNK 11
NO 264 UNK 12
NO 310 UNK 10

EXPARTE: YES 89
CHILDREN PRESENT: YES 151
ARREST: YES 311
WEAPONS: YES 82
PHOTOS TAKEN (AT SCENE): YES 376
FOLLOWUP PHOTOS: YES 16
911 TAPE FOR EVIDENCE: YES 175
WARRANT: APPLIED FOR 225 NOT APPLIED FOR 185 UNK 5 N/A 83

NO 336 UNK 73
NO 345 UNK 2
NO 184 UNK 3
NO 408 UNK 8
NO 121 UNK 1
NO 482 UNK 0
NO 322 UNK 1

DRUGS/ALCOHOL USE:

BY VICTIM 7
BY SUSPECT 98
BY BOTH 68
N/A 0
UNKNOWN 149
NIETHER 176

LEVEL OF INJURY TO VICTIM

NO INJURY 116
MINOR INJURY 294
MODERATE INJURY 12
SERIOUS INJURY 12
FATAL INJURY 0
INJURY NOT GIVEN 64

SPECIAL NEEDS OF VICTIM

MENTAL SPECIAL NEEDS 0
PHYSICAL SPECIAL NEEDS 1

OTHER SPECIAL NEEDS 0
NONE GIVEN 497

DOMESTIC VIOLENCE STATISTICS 01/01/15 TO 12/31/15
TOTAL REPORTS 498

SPECIAL NEEDS OF VICTIM

MENTAL SPECIAL NEEDS	0
PHYSICAL SPECIAL NEEDS	1
OTHER SPECIAL NEEDS	0
NONE GIVEN	497

CONTACT WITH VICTIM (PRE-2016)

BY PHONE	176
IN PERSON	57
LETTER	236
NONE - FYI REPORT	7
NO SUCCESSFUL CONTACT	16
UNKNOWN	6

VICTIM CONTACT

	YES	NO	ATTEMPT	NONE
LETTER	4	1	0	493
PHONE	2	2	0	494
EMAIL	1	3	0	494
IN PERSON	0	4	0	494

DOMESTIC VIOLENCE STATISTICS 01/01/16 TO 12/31/16
TOTAL REPORTS 531

531
* 328 - non criminal
859

RACE OF VICTIM:

WHITE 307
BLACK 211
INDIAN 0
ASIAN 11
NOT GIVEN 2

AGE OF VICTIM:

17 AND UNDER 7
18 TO 25 142
26 TO 40 271
41 TO 60 103
61 AND OVER 6
NONE GIVEN 2

RACE OF OFFENDER:

WHITE 259
BLACK 259
INDIAN 0
ASIAN 11
NOT GIVEN 2

RELATIONSHIP:

MARRIED 55
SEPARATED 21
DIVORCED 4
SIBLING 0
CO-HABITATION 2
PRIOR CO-HABITATION 0
CHILD IN COMMON 62
DAUGHTER/SON OF OFFENDER 0
MOTHER/FATHER OF OFFENDER 0
INTIMATE 259
EX-INTIMATE 127
OTHER RELATIONSHIP 0
NONE 1

GENDER OF VICTIM

FEMALE 449
MALE 80
NONE GIVEN 2

GENDER OF OFFENDER

FEMALE 85
MALE 444
NONE GIVEN 2

SAME SEX RELATIONSHIP

YES 8 NO 523

TYPE OF VIOLENCE:

PHYSICAL CRIME 409
NON-PHYSICAL CRIME 19
SEXUAL ASSAULT 1
STALKING 16
OTHER 13
NONE GIVEN 0
VOP 73

LOCATION:

URBAN (IN CITY) 531
RURAL (IN COUNTY) 0
NO LOCATION GIVEN 0
COHAB CURRENT: 241
COHAB PRIOR : 110
COHAB NEVER : 81
COHAB UNKNOWN: 99

PRIOR DV SUSPECT: YES 307
PRIOR DV VICTIM: YES 289
PRIOR W/THIS SUSPECT/VICTIM: YES 253

NO 215 UNK 9
NO 233 UNK 9
NO 270 UNK 8

EXPARTE: YES 97
CHILDREN PRESENT: YES 157
ARREST: YES 341
WEAPONS: YES 81
PHOTOS TAKEN (AT SCENE): YES 400
FOLLOWUP PHOTOS: YES 5
911 TAPE FOR EVIDENCE: YES 95
WARRANT: APPLIED FOR 214 NOT APPLIED FOR 191 UNK 0 N/A 126

NO 415 UNK 19
NO 372 UNK 2
NO 188 UNK 2
NO 449 UNK 1
NO 131 UNK 0
NO 525 UNK 1
NO 435 UNK 1

DRUGS/ALCOHOL USE:

BY VICTIM 0
BY SUSPECT 98
BY BOTH 69
N/A 0
UNKNOWN 108
NIETHER 256

LEVEL OF INJURY TO VICTIM

NO INJURY 95
MINOR INJURY 301
MODERATE INJURY 13
SERIOUS INJURY 8
FATAL INJURY 0
INJURY NOT GIVEN 114

SPECIAL NEEDS OF VICTIM

MENTAL SPECIAL NEEDS 0
PHYSICAL SPECIAL NEEDS 0

OTHER SPECIAL NEEDS 0
NONE GIVEN 531

DOMESTIC VIOLENCE STATISTICS 01/01/16 TO 12/31/16
TOTAL REPORTS 531

SPECIAL NEEDS OF VICTIM		CONTACT WITH VICTIM (PRE-2016)	
MENTAL SPECIAL NEEDS	0	BY PHONE	3
PHYSICAL SPECIAL NEEDS	0	IN PERSON	2
OTHER SPECIAL NEEDS	0	LETTER	2
NONE GIVEN	531	NONE - FYI REPORT	0
		NO SUCCESSFUL CONTACT	0
		UNKNOWN	524

VICTIM CONTACT	YES	NO	ATTEMPT	NONE
LETTER	502	10	16	3
PHONE	263	191	65	12
EMAIL	42	443	4	42
IN PERSON	47	444	15	25

DOMESTIC VIOLENCE STATISTICS 01/01/17 TO 07/31/17
TOTAL REPORTS 274

274
153 - non criminal
427

RACE OF VICTIM:	AGE OF VICTIM:	RACE OF OFFENDER:
WHITE 156	17 AND UNDER 0	WHITE 125
BLACK 115	18 TO 25 74	BLACK 147
INDIAN 1	26 TO 40 148	INDIAN 0
ASIAN 0	41 TO 60 48	ASIAN 0
NOT GIVEN 2	61 AND OVER 2	NOT GIVEN 2
	NONE GIVEN 2	

RELATIONSHIP:	GENDER OF VICTIM
MARRIED 30	FEMALE 227
SEPARATED 13	MALE 45
DIVORCED 6	NONE GIVEN 2
SIBLING 0	
CO-HABITATION 14	GENDER OF OFFENDER
PRIOR CO-HABITATION 7	FEMALE 47
CHILD IN COMMON 33	MALE 225
DAUGHTER/SON OF OFFENDER 0	NONE GIVEN 2
MOTHER/FATHER OF OFFENDER 0	
INTIMATE 108	
EX-INTIMATE 62	
OTHER RELATIONSHIP 0	
NONE 1	

SAME SEX RELATIONSHIP
YES 6 NO 263

TYPE OF VIOLENCE:	LOCATION:
PHYSICAL CRIME 196	URBAN (IN CITY) 274
NON-PHYSICAL CRIME 13	RURAL (IN COUNTY) 0
SEXUAL ASSAULT 1	NO LOCATION GIVEN 0
STALKING 18	COHAB CURRENT: 104
OTHER 7	COHAB PRIOR : 86
NONE GIVEN 0	COHAB NEVER : 34
VOP 39	COHAB UNKNOWN: 50

PRIOR DV SUSPECT:	YES 143	NO 129	UNK 2
PRIOR DV VICTIM:	YES 133	NO 138	UNK 3
PRIOR W/THIS SUSPECT/VICTIM:	YES 114	NO 157	UNK 3

EXPARTE:	YES 67	NO 184	UNK 23
CHILDREN PRESENT:	YES 74	NO 196	UNK 4
ARREST:	YES 167	NO 105	UNK 2
WEAPONS:	YES 39	NO 234	UNK 1
PHOTOS TAKEN (AT SCENE):	YES 196	NO 77	UNK 1
FOLLOWUP PHOTOS:	YES 10	NO 263	UNK 1
911 TAPE FOR EVIDENCE:	YES 47	NO 224	UNK 3
WARRANT: APPLIED FOR 117	NOT APPLIED FOR 128	UNK 0	N/A 29

DRUGS/ALCOHOL USE:	LEVEL OF INJURY TO VICTIM
BY VICTIM 2	NO INJURY 83
BY SUSPECT 44	MINOR INJURY 134
BY BOTH 28	MODERATE INJURY 11
N/A 2	SERIOUS INJURY 1
UNKNOWN 119	FATAL INJURY 0
NIETHER 79	INJURY NOT GIVEN 45

SPECIAL NEEDS OF VICTIM	OTHER SPECIAL NEEDS
MENTAL SPECIAL NEEDS 0	NONE GIVEN 274
PHYSICAL SPECIAL NEEDS 0	

DOMESTIC VIOLENCE STATISTICS 01/01/17 TO 07/31/17
TOTAL REPORTS 274

SPECIAL NEEDS OF VICTIM

MENTAL SPECIAL NEEDS	0
PHYSICAL SPECIAL NEEDS	0
OTHER SPECIAL NEEDS	0
NONE GIVEN	274

CONTACT WITH VICTIM (PRE-2016)

BY PHONE	1
IN PERSON	1
LETTER	0
NONE - FYI REPORT	0
NO SUCCESSFUL CONTACT	1
UNKNOWN	271

VICTIM CONTACT

	YES	NO	ATTEMPT	NONE
LETTER	257	5	11	1
PHONE	142	46	80	6
EMAIL	25	243	4	2
IN PERSON	37	226	10	1

FAMILY SERVICES UNIT TRAINING RECORDS 2005-2017

Presenter(s)	Topic	Duration	Audience	Attendees	Dates of Training
Detective Westbrook	Domestic Violence Cases in Columbia	1.0 Hour	MU Violence Against Women Group at the University of MO	15	1/21/2005
Detective Westbrook	Family Services and Domestic Violence Unit, and Police Response to Domestic Violence	1.0 Hour	Volunteers at the Womens Shelter	30	1/25/2005
Detective Westbrook and Detective Randy Nichols	Nature and Dynamics of Domestic Violence and Police Response and Formation of DOVE	1.0 Hour	Students at the School of Social Work at the University of MO	20	2/7/2005
Detective Westbrook and Detective Randy Nichols	Nature and Dynamics of Domestic Violence and Function of DOVE	1.0 Hour	Inmates at the Boonville Correctional Facility	25	2/8/2005
Detective Jeff Westbrook	Nature and Dynamics of Domestic Violence and Function of DOVE	1.0 Hour	Missouri Coalition Against Domestic Violence for All Convention	30	2/24/2005
Detective Westbrook and Detective Randy Nichols	Domestic Violence component of Family Services Unit	1.0 Hour	MU Council on Violence Against Women	10	3/12/2005
Detective Westbrook and Detective Randy Nichols	Family Services, Domestic Violence and how to document injuries	1.0 Hour	Missouri Vicitms Assistance Network Conference	25	3/17/2005
Detective Jeff Westbrook	Investigation of Domestic Violence Crimes in Columba/Boone County	1.0 Hour	Recruits with LETI	30	3/18/2005
Detective Jeff Westbrook	Nature of Domestic Violence Cases in Boone County	2.0 Hours	KMOS Radio listeners in Kansas City, MO	Numerous	4/1/2005
Detective Jeff Westbrook	served as master of ceremonies	Unknown	State of Missouri Crime Victim's Rights Week ceremony	50	4/11/2005
Detective Randy Nichols	participated in events as a representative of Family Services Unit	Unknown	State of Missouri Crime Victim's Rights Week ceremony	50	4/13/2005
Detective Randy Nichols and Detective Brian Leer	Domestic Violence	1.0 Hour	Victim Impact Group at the Boonville Correctional Facility	12	4/12/2005
Detective Jeff Westbrook	Family Services Unit/Domestic Violence component	1.0 Hour	Citizen's Academy	25	4/19/2005
Detective Jeff Westbrook	Investigation of Sexual Assault Crimes	1.0 Hour	Missouri Vicitm Assistance Network	20	4/29/2005
Detective Jeff Westbrook and Detective Randy Nichols	Domestic Violence	3.0 Hours	Lincoln County, MO government officials	50	5/24/2005
Detective Jeff Westbrook	Domestic Violence and Investigation of Domestic Crime	1.0 Hour	Nursing Students at Booneslick Technical Education School	25	6/6/2005
Detective Jeff Westbrook and Detective Randy Nichols	Domestic Violence/Law Enforcement Response	2.0 Hours	Police Officers of Charleston, MO	30	6/11/2005
Detective Jeff Westbrook and Detective Brian Leer	Victim Impact	2.0 Hours	Inmates at the Boonville Correctional Facility	30	6/14/2005
Detective Jeff Westbrook	Domestic Violence in Columbia/Boone County	1.0 Hour	Community Missouri United Methodist Church	15	6/14/2005
Detective Randy Nichols	Domestic Violence in Columbia/Boone County	2.5 Hours	Shelter Advocate Volunteers	15	6/18/2005
Detective Jeff Westbrook and Detective Randy Nichols	Investigating Domestic Violence	3.0 Hours	Department of Conservation Officers	18	7/6/2005

Presenter(s)	Topic	Duration	Audience	Attendees	Dates of Training
Detective Jeff Westbrook	Investigating Domestic Violence	3.0 Hours	Officers of Steelville, MO	25	7/7/2005
Detective Randy Nichols	Investigating Domestic Violence	1.0 Hour	Inmates at the Boonville Correctional Facility	18	7/19/2005
Detective Jeff Westbrook and Detective Randy Nichols	Investigation into Domestic Violence Crimes	3.0 Hours	Missouri Victim Assistance Network and Officers	12	7/21/2005
Detective Jeff Westbrook and Detective Randy Nichols	Investigation into Domestic Violence Crimes	3.0 Hours	Students at the Law Enforcement Training Institute	20	7/25/2005
Detective Randy Nichols	Investigation into Domestic Violence Crimes	1.0 Hour	Youth Academy	12	8/1/2005
Detective Jeff Westbrook	Investigation into Domestic Violence Crimes	3.0 Hours	Officers from Clark, Lewis, Scotland County	25	8/6/2005
Detective Jeff Westbrook and Detective Randy Nichols	Investigation into Domestic Violence Crimes	1.5 Hours	Students School of Social Work	25	9/12/2005
Detective Jeff Westbrook and Detective Randy Nichols	Investigation into Domestic Violence Crimes	1.5 Hours	Students Law School University of Missouri	20	9/22/2005
Detective Jeff Westbrook	Domestic Violence Police Response	1 Hour	Panel Discussion University of Missouri	20	10/24/2005
Detective Jeff Westbrook and Detective Randy Nichols	Investigation into Domestic Violence Crimes	3 Hour	Officers, Advocates, Prosecuting Attorney Shelbina, Missouri	12	10/26/2005
DOVE Team	D.V. Sexual Assault MOVANS System	7 Hours	Officers and Advocates Columbia and Boone County	150	11/7-11/11 2005
Detective Jeff Westbrook	Investigation and Prosecution of DV Crime	3 Hour	Officers and Advocates Palmyra Missouri	30	11/17/2005
Detective Randy Nichols	Dynamics of Domestic Violence	1.5 Hours	Students Hickman High School	25	12/6/2005
Detective Jeff Westbrook	Domestic Violence	3 Hours	Students Law Enforcement Training	25	11/29/2005
Detective Randy Nichols	Dynamics of Domestic Violence	1.5 Hours	Boonville Correctional Facility	20	1/17/2006
Detective Jeff Westbrook	Investigation and Prosecution of DV Crime	1.5 Hours	University of Missouri School of Social work	25	2/6/2006
Detective Randy Nichols	Dynamics of Domestic Violence	1.5 Hours	Boonville Correctional Facility	30	3/21/2006
Detective Jeff Westbrook	Domestic Violence	3 Hours	Students Law Enforcement Training	35	4/3/2006
Detective Randy Nichols	Investigation and Prosecution of DV Crime	1.5 Hours	Douglas High School	40	4/3/2006
Detective Jeff Westbrook and Detective Randy Nichols	Investigation and Prosecution of DV Crime	1 Hours	Officers in Cahokia Mo.	15	4/20/2006
Detective Jeff Westbrook	Investigation and Prosecution of DV Crime	1 Hours	Columbia Police Departments Citizens Academy	15	4/25/2006
Detective Jeff Westbrook and Detective Randy Nichols	Dynamics of Domestic Violence	1 Hours	Mo. Coalition Against Domestic Violence workshop	20	5/24/2006

Presenter(s)	Topic	Duration	Audience	Attendees	Dates of Training
Detective Randy Nichols	Dynamics of Domestic Violence	1.5 Hours	Boonville Correctional Facility	32	6/13/2006
Detective Jeff Westbrook and Detective Randy Nichols	Investigation and Prosecution of DV Crime	3 Hours	Audrain County Sheriffs Department	30	6/13/2006
Detective Randy Nichols	DOVE Unit	1 Hours	Columbia Police Departments Youth Academy	25	7/5/2006
Det. R. Nichols & Adv. Amitin	Dove Unit	2 hours	Medical personell	40	8/15/2006
Det. Randy Nichols/ Dep. Turner	Dove unit	2 hours	Booneville Correctional	30	9/1/2006
Det. Jeff Westbrook	Investigation DV Crime	3 Hours	Law Enf. & Advocates	25	9/11/2006
Det. Jeff Westbrook	Investigation DV Crime	3 hours	Kahoka Mo Law Enf & Advocates	20	9/13/2006
Det. Jeff Westbrook	Dove Unit	1.5 hours	School of Social Work	15	9/18/2006
Det. Jeff Westbrook	Investigation DV Crime	3 hours	Law Enforcement & Advocates	25	9/19/2006
Detective Jeff Westbrook	Investigation of DV Crime	6 hours	Clinton Missouri	50	10/10/2006
Westbrook and Nichols	Investigation of DV Crime	3 hours	Tarkio Missouri	30	10/19/2006
Advocate Janet Amitin	domestic Violence	1 hour	School of Social Work	45	10/24/2006
Det. Nichols, P&P, Advocate, PA	Domestic Violence Panel	1 hour	Shelter Volunteers	15	10/21/2006
Advocate Sharon Giles	Same Sex DV	2 hours	Advocates	15	10/ /2006
PA Crockett/Roodhouse	Prosecuting DV Crime	3 hours	Officers	140	11/6,8,10/2006
Det. Jeff Westbrook	Investigation DV Crime	3 hours	officers and advocates	15	11/15/2006
Det. Randy Nichols/ Dep. Turner	Dove Unit	2 hours	Booneville Correctional	30	12/1/2006
Det. Jeff Westbrook	Investigation DV Crime	3 hours	ofc/advocates El Dorado Spng	61	12/5/2006
Det. Jeff Westbrook	Investigation of DV Crime	6 hours	ofc. Advocates, hospital workers	70	11/30/2006
Westbrook and Nichols	Investigation of DV Crime	6 hours	ofc. Advocates, hospital workers	70	12/5/2006
Det. Westbrook	DOVE Unit	1.5	Social Work Students	20	2/5/2007
Advocate Amitin	Ex-Partes	1 hour	Social Work Students	20	2/5/2007

Presenter(s)	Topic	Duration	Audience	Attendees	Dates of Training
Advocate Amitin	Legal Issues Panel	1 hour	Peer rape Advocates	40	2/8/2007
Det. Randy Nichols/ Dep. Turner	DOVE Unit	2 hours	Booneville Correctional	35	3/20/2007
Det. Jeff Westbrook	Dominant Aggressor Identification	1.75 hours	MOVA Conference	50	3/21/2007
Det. Westbrook and Nichols	Dom. Violence Investigation	3 hours	Saline county	50	3/22/2007
Advocate Amitin	DOMESTIC VIOLENCE	1 HR	CENTRALIA PD	8	10/10/2007
Westbrook Amitin Nichols	Dom Violence Invest.	3 hr	Shelbina PD	13	10/22/2007
Advocate Amitin and Giles	DV Presentation	1 hr	students	20	4/5/2007
Det. Nichols and Westbrook	DV Investigation	3 hr	Police, advocates Canton MO	30	4/11/2007
Det. Nichols and Westbrook	DV Investigation	3 hour	Police and Advocates Paris MO	15	4/26/2007
Det. Westbrook	DV Investigation	3hour	Police Advocates State PA trng.	50	9/26-9/27/2007
Det. Westbrook	DV Investigation	3 hour	Police and Advocates	11	4/8/2007
Det. Westbrook	DV Investigation	3 hour	Police and Advocates	10	4/26/2007
Det. Westbrook	DV Investigation	3 hour	Police and Advocates Warrenton	17	5/5/2007
Det. Westbrook	DV Investigation	3 lhour	Police and Advocates Warren Co	31	8/7/2007
Det. Westbrook	DV Investigation	1.5 Hours	social work students	25	2/18/2008
Det. Westbrook and Dcohler	dove unit and investigaiton	2 hous	LETI	25	4/7/2008
Westbrook and Dochler	dove unit and investigation	2 hours	Trenton Missouri	30	4/18/2008
Westbrook and Dochler	dove unit and investigation	1 hour	high school	15	5/5/2008
Westbrook and Dochler	dove unit and investigation	2 hours	police Mt. Grove Missouri	25	5/16/2008
Westbrook and Dochler	dove unit and investigation	3 hours	LETI	20	7/14/2008
Westbrook and Dochler	dove unit and investigation	1 hour	law school	20	9/9/2008
Westbrook and Dochler	dove unit and investigation	3 hours	El Dorado Springs Police	35	2/19/2008

Presenter(s)	Topic	Duration	Audience	Attendees	Dates of Training
Westbrook and Dochler	DOVE unit and investigation	2 hours	Social Work Students	25	9/15/2008
Dochler	Dove unit and investigation	1 hour	Social Work Students	25	10/13/2008
Westbrook	Dove unit and investigation	2 hours	Citizens academy	20	10/21/2008
Dochler and Westbrook	Dove Unit and investigation	2 hours	University students	25	10/30/2008
Dochler and Westbrook	Dove unit and dv investigation	3 hours	LETI	25	11/24/2008
Dochler	DOVE unit and investigation	2 hours	new officer	1	12/18/2008
Westbrook	dove unit and investigation	3 hours	El Dorado Springs Police	25	2/20/2009
Dochler	dove unit and investigation	2 hours	new officer	5	1/23/2009
Dochler	dove unit and investigation	2 hours	new off	1	3/2/2009
Dochler	dove unit and investigation	2 hours	new officer	1	3/31/2009
Westbrook and dochler	dove unit and investigation	3 hours	Clark County	30	5/7/2009
dochler	dove unit and investigation	2 hours	university students	25	6/30/2009
Westbrook and Dochler	dv investigaiton	2 hours	mu students	30	2/9/2009
dochler	DOVE UNIT AND INVESTIGATION	2 HOURS	LETI	30	4/13/2009
WESTBROOK	dv investigations	3 hours	cuba, mo pd	40	4/20/2009
Westbrook	dv	2 hours	umc educatin department	50	4/21/2009
Westbrook	DOVE Unit	2 hours	Cole county	15	9-Jul
Westbrook Dochler	Dove Unit and investigation	3 hours	LETI	25	8/5/2009
Westbrook	DOVE UNIT AND INVESTIGATION	3 hours	Dept. of Conservation	20	8/24/2009
Westbrook	DOVE UNIT AND INVESTIGATION	1.5 hours	law school	20	9/8/2009
dochler	DOVE UNIT AND INVESTIGATION	2 hours	School of Social Work	30	9/14/2009

Presenter(s)	Topic	Duration	Audience	Attendees	Dates of Training
dochler	DOVE UNIT AND INVESTIGATION	2 hours	school of education	50	11/9/2009
WESTBROOK	ESTIC VIOLENCE AND THE LAW	1 HOUR	umc students	25	11/9/2009
Westbrook and Dochler	DOVE UNIT AND INVESTIGATION	3 hours	LETI	25	12/4/2009
Dochler	DOVE UNIT AND INVESTIGATION	3 HOURS	School of Social Work	40	2/8/2010
Westbrook	DOVE UNIT AND INVESTIGATION	3 hours	new officer	1	2/12/2010
DOCHLER	DOVE UNIT AND INVESTIGATION	2 hours	2 New officers	2	2/26/2010
dochler	DOVE UNIT AND INVESTIGATION	2 HOURS	1 NEW OFFICER	1	3/9/2010
WESTBROOK	DOVE UNIT AND INVESTIGATION	1 HOUR	2 UMC STUDENTS SOC.. WK	2	3/11/2010
Westbrook	DOVE UNIT AND INVESTIGATION	1 HOUR	UMC STUDENTS EDUCATION	40	3/24/2010
Westbrook	DOVE UNIT AND INVESTIGATION	1 hour	UMC STUDENTS EDUCATION	40	3/24/2010
Dochler	Domestic Investigations	1 Hour	UMC Education Dept Students	40	6/30/2010
Fincham	DOVE UNIT AND INVESTIGATION	1 Hour	Columbia Police Youth Academy	30	7/19/2010
Dochler and Nichols	DOVE UNIT AND INVESTIGATION	1 Hour	Callaway County, Fulton PD, Holt Summit PD	15	7/27/2010
Dochler	DOVE UNIT AND INVESTIGATION	2	CPD New Officer Orientation	1	7/19/2010
Dochler	DOVE UNIT AND INVESTIGATION	2	CPD New Officer Orientation	1	6/1/2010
Dochler and Vescio	DOVE UNIT AND INVESTIGATION	3 hours	MU School of Social Work	43	9/13/2010
Dochler	DOVE UNIT AND INVESTIGATION	2 hours	Ragtag Cinema showing of "Telling Amy's Story Question and Answer session	100	8/12/2010
Dochler	DOVE UNIT AND INVESTIGATION	2 hours	CPD New Officer Orientation	2	8/27/2010
Dochler	DOVE Unit and Best Practices	1 hour	Attorney Generals DV Task Force	30	9/20/2010
Dochler and Nichols	DOVE UNIT AND INVESTIGATION	2 hours	CPD New Officer Orientation	2	9/21/2010
Dochler	DOVE UNIT AND INVESTIGATION	2	CPD New Officer Orientation	1	10/5/2010
Dochler and Nichols	Police Response to Domestic Violence	2	MU Law School	15	10/19/2010

Presenter(s)	Topic	Duration	Audience	Attendees	Dates of Training
Dochler	Police Response to Domestic Violence	1	MU Education Department students	43	11/1/2010
Dochler	Police Response to Domestic Violence	1	MU Education Department students	38	11/1/2010
Dochler and Nichols	DOVE UNIT AND INVESTIGATION	2.5	CPD New Officer Orientation	1	11/4/2010
Dochler	First Responder Advocate Training	1	CPD Officers	12	12/21/2010
Dochler	First Responder Advocate Training	1	CPD Officers	12	12/21/2010
Dochler	First Responder Advocate Training	1	CPD Officers	15	12/20/2010
Dochler	First Responder Advocate Training	1	CPD Officers	8	12/20/2010
Dochler and Nichols	Dove Unit and Investigation	2	CDP New Officer Orientation	1	1/25/2011
Dochler and Nichols	DOVE Unit and Investigations	1	CPD Officers in service training	5	2/14/2011
Dochler and Nichols	DOVE Unit and Investigations	3	MU School of Social Work	28	2/7/2011
Dochler and Nichols	DOVE Unit and Investigations	1	CPD Officers in service training	6	2/15/2011
Dochler and Nichols	DOVE Unit and Investigations	1	CPD Officers in service training	8	2/16/2011
Dochler and Nichols	DOVE Unit and Investigations	1	CPD Officers in service training	5	2/17/2011
Dochler and Nichols	DOVE Unit and Investigations	1	CPD Officers in service training	10	4/4/2011
Dochler and Nichols	DOVE Unit and Investigations	1	CPD Officers in service training	10	4/5/2011
Dochler and Nichols	DOVE Unit and Investigations	1	CPD Officers in service training	10	4/6/2011
Dochler and Nichols	DOVE Unit and Investigations	1	CPD Officers in service training	10	4/7/2011
Nichols	DOVE Unit and Investigations	1	Oakland Junior High School	12	5/4/2011
Dochler and Nichols	DOVE Unit and Investigations	1.5	MU Law School	20	9/6/2011
Dochler and Nichols	DOVE Unit and investigations	3	MU School of Social Work	45	9/12/2011
DOCHLER	DOVE Unit and investigations	2	CPD new recruits	3	9/23/2011
Dochler and Nichols	DOVE Unit and Investigations	3	True North Shelter advocates and volunteers	15	9/27/2011

Presenter(s)	Topic	Duration	Audience	Attendees	Dates of Training
Dochler and Nichols	DOVE Unit and Investigations	1.5	MU School of Psychology	70	10/12/2011
Nichols	Domestic violence Information	2	Domestic Violence Panel discussion AAUW	25	10/11/2011
Dochler and Nichols	DOVE Unit and Investigations	3	Mu School of Social Work	36	2/6/2012
Dochler and Nichols	DOVE Unit and Investigations	2	True North Shelter advocates and volunteers	25	2/9/2012
Dochler and Nichols	DOVE Unit and Investigations	2	Services for Independent Living	15	7/10/2012
Dochler and Nichols	DOVE Unit and Investigations	2 hr	True North Womens Shelter	20	8/29/2012
Dochler and Nichols	Dove Unit and Investigations	3 hr	MU School Social Work	45	9/17/2012
Dochler and Nichols	Dove Unit and Investigations	2 hr	MU law School	25	9/18/2012
Dochler and Nichols	Domestic Violence Panel discussion	2hr	University of Missouri Lathrop Hall	15	9/25/2012
Dochler and Nichols	Dove Unit and Investigations	2	CPD New Recruits	5	10/5/2012
Dochler and Nichols	Dove Unit and Investigations	2	CPD new recruits	2	9/10/2012
Dochler and Nichols	Dove Unit and Investigations	3	MU School of Social Work	38	2/11/2013
Dochler and Nichols	Dove Unit and Investigations	2	True North Shelter advocates and volunteers	25	2/13/2013
Nichols	DOVE UNIT and investigations	1	St. Andrews Lutheran Church	30	4/18/2013
Nichols	Dove Unit and Investigations	6	CPD	2	5/10/2013
Nichols and Dochler	Dove Unit and Investigations	3	MU School of Social Work	44	9/9/2013
Nichols and Dochler	Dove Unit and Investigations	2	True North Shelter Advocates and Volunteers	25	9/19/2013
Youtsey, Dochler, Nichols	Dove Unit and Investigations	2	MU Law School	25	10/3/2013
Nichols and Youtsey	Dove Unit and Investigations	1	CPD	40	1/21/2014
Nichols and Youtsey	Dove Unit and Investigations	1	CPD	38	1/23/2014
Nichols and Youtsey	Dove Unit and Investigations	3	MU School of Social Work	43	2/10/2014
Nichols and Youtsey	Dove Unit and Investigations	1.5	True North Shelter advocates and volunteers	17	3/20/2014

Presenter(s)	Topic	Duration	Audience	Attendees	Dates of Training
Nichols and Muscato	Dove Unit and Investigations	3	MU School of Social Work	37	9/15/2014
Nichols and Muscato	Dove Unit and Investigations	1.5	True North Shelter advocates and volunteers	21	10/1/2014
Nichols and Muscato	Dove Unit and Investigations	2	MU Law School	47	10/23/2014
Muscato	Dove Unit and Investigations	1	"Preferred Family Health Care" nursing forum	25	11/5/2014
Muscato and Nichols	Dove Unit and Investigations	4	CPD (in-service)	13	2/20/2015
Muscato and Nichols	Dove Unit and Investigations	3	MU School of Social Work	33	2/23/2015
Muscato and Nichols	Dove Unit and Investigations	1.5	True North Shelter advocates and volunteers	22	2/25/2015
Muscato and Nichols	Dove Unit and Investigations	4	CPD (in-service)	17	3/20/2015
Muscato and Nichols	Dove Unit and Investigations	4	CPD (in-service)	18	4/3/2015
Muscato	Dove Unit and Investigations	1	MU (Freedom Talks Sexual and Domestic Violence)	6	4/11/2015
Muscato and Nichols	Dove Unit and Investigations	4	CPD (in-service)	17	8/28/2015
Nichols	Dove Unit and Investigations	4	CPD (in-service)	17 (16 F)	9/25/2015
Muscato	Dove Unit and Investigations	3	MU School of Social Work	38 (35 F)	9/28/2015
Muscato and Nichols	Dove Unit and Investigations	2	MU Law School	16	10/1/2015
Muscato and Nichols	Dove Unit and Investigations	4	CPD (in-service)	22	10/9/2015
Muscato and Nichols	Dove Unit and Investigations	4	Law Enforcement ("Best Practices" regional training)	18	12/16/2015
Muscato and Nichols	Dove Unit and Investigations	4	Law Enforcement ("Best Practices" regional training)	27	12/17/2015
Muscato and Nichols	Dove Unit and Investigations	4	Law Enforcement (new officer orientation)	1	1/27/2016
Muscato and Nichols	Dove Unit and Investigations	4	Perryville - Law Enforcement ("Best Practices" regional training)	18	2/16/2016
Muscato and Nichols	Dove Unit and Investigations	4	Perryville - Law Enforcement ("Best Practices" regional training)	23	2/17/2016
Muscato and Nichols	Dove Unit and Investigations	3	MSW class - Social work students	31	2/22/2016
Muscato and Nichols	Dove Unit and Investigations	1.5	True North training - shelter advocates and volunteers	14	2/24/2016

Presenter(s)	Topic	Duration	Audience	Attendees	Dates of Training
Muscato and Nichols	Dove Unit and Investigations	1.5	Vienna luncheon - shelter staff, home health nurse, media, and community members	8	3/29/2016
Muscato and Nichols	Dove Unit and Investigations	4	Law Enforcement and advocates ("Best Practices" training)	23	4/12/2016
Muscato and Nichols	Dove Unit and Investigations	4	Law Enforcement and advocates ("Best Practices" training)	28	4/13/2016
Muscato	Dove Unit and Investigations	8	Law Enforcement Recruits/Trainees (police academy)	12	4/14/2016
Nichols	Dove Unit and Investigations	4	Law Enforcement (new officer orientation)	1	4/26/2016
Muscato and Nichols	Dove Unit and Investigations	3	Law Enforcement (new officer orientation)	1	5/31/2016
Muscato and Nichols	Dove Unit and Investigations	1.5	True North training - shelter staff, advocates	11	8/5/2016
Muscato	Dove Unit and Investigations	8	Law Enforcement Recruits/Trainees (police academy)	22	8/11/2016
Muscato and Nichols	Dove Unit and Investigations	4	Bolivar - Law Enforcement, advocates, and CD investigators ("Best Practices" regional training)	9	8/16/2016
Muscato and Nichols	Dove Unit and Investigations	4	Bolivar - Law Enforcement, advocates, and CD investigators ("Best Practices" regional training)	10	8/17/2016
Muscato and Nichols	Dove Unit and Investigations	4	New officer orientation - law enforcement, prosecutors, advocates	9	8/23/2016
Muscato and Nichols	Dove Unit and Investigations	1	Salem - Law enforcement, advocates, court staff, attorneys, shelter staff	23	8/26/2016
Muscato and Nichols	Dove Unit and Investigations	1.5	Law school - Law students	14	9/7/2016
Muscato and Nichols	Dove Unit and investigations	1.5	True North - volunteers	16	9/29/2016
Muscato and Nichols	Dove Unit and Investigations	4	Stone County - Law enforcement, advocates, PAs	22	12/7/2016
Muscato and Nichols	Dove Unit and Investigations	4	Stone County - Law enforcement, advocates, PAs	29	12/7/2016
Muscato and Nichols	Dove Unit and Investigations	4	Law Enforcement (new officer orientation)	4	12/16/2016
Muscato and Nichols	Dove Unit and Investigations	4	Osage Beach - Law enforcement, advocates, PAs	16	12/20/2016
Muscato and Nichols	Dove Unit and Investigations	4	Osage Beach - Law enforcement, advocates, PAs	19	12/22/2016
Muscato and Nichols	Dove Unit and Investigations	3	MSW class - Social work/law students (4 grad, 28 undergrad) (5 M 27 F)	32	2/20/2017
Muscato and Nichols	Dove Unit and Investigations	1.5	True North - 15 volunteers, 3 social workers, 2 trauma therapists, 7 MU service learning students	27	2/22/2017
Muscato and Nichols	Dove Unit and Investigations	4	New officer orientation - 3 recruit officers, 2 True North advocates, 2 PA's office advocates	7	2/27/2017

Presenter(s)	Topic	Duration	Audience	Attendees	Dates of Training
Muscato and Nichols	Dove Unit and Investigations	4	"Best Practices" training - Springfield PD (14 LE, 4 P&P)	18	4/4/2017
Muscato and Nichols	Dove Unit and Investigations	4	"Best Practices" training - Springfield PD (17 LE, 7 P&P)	24	4/5/2017
Muscato and Nichols	Dove Unit and Investigations	4	"Best Practices" training - Camden County SD (18 LE)	18	5/9/2017
Grove and Nichols	Dove Unit and Investigations	4	New Officer Orientation - CPD Training Center (5 LE)	5	8/30/2017
Grove and Nichols	Dove Unit and Investigations	1.5	True North Volunteer Orientation (22 volunteers)	4	9/13/2017
Grove and Nichols	Dove Unit and Investigations	2	Law school - Law students	16	9/26/2017



Brian Grove <brian.grove@como.gov>

DV Stats

Heath Chinn <HChinn@boonecountymo.org>
To: Brian Grove <Brian.Grove@como.gov>

Tue, Oct 10, 2017 at 3:49 PM

2015

Arrests – 175

Warrant Requests – 93

No Action Taken – 43

Total – 311

2016

Arrests – 169

Warrant Requests – 84

No Action Taken – 39

Total – 292

2017 (January-July)

Arrests – 103

Warrant Requests – 62

No Action Taken – 44

Total – 209

Let me know if you need anything else.

Heath Chinn

Detective, Boone County Sheriff's Dept.

Dove Unit-Domestic Violence Investigations

Columbia Police Department Domestic Violence Enforcement Unit Satisfaction Survey

The responses from this anonymous survey will help inform our officers and detectives about how best to serve our community.

Did the original officer...

	Yes	No	N/A or don't remember
Inquire if you needed medical assistance?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Provide/arrange for medical assistance?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Offer to provide/arrange transportation to a safe place?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Provide referral information for other agencies to assist with your needs?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Provide ex parte information?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Advise you of what the next steps in the case would be?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Make you feel comfortable discussing your situation?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

How satisfied were you with the services provided by the original officer?

	1	2	3	4	5	
Very Dissatisfied	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Very Satisfied



Were you contacted by a domestic violence detective after the initial report?

- ☐ Yes
- ☐ No
- ☐ Don't remember

Did the detective who contacted you after the initial report...

	Yes	No	N/A or don't remember
Seem concerned about your situation?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Provide information regarding the status of your case?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Refer you to other service agencies (ex: True North Shelter)?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Reassure you that the Police Department was concerned about what happened to you?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Discuss crime prevention information?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

How satisfied were you with the services provided by the detective?

	1	2	3	4	5	
Very Dissatisfied	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Very Satisfied

Were you kept informed about your investigation/case?

- ☐ Yes
- ☐ No

NEXT

DOVE BUDGET 2018-2019

Employee	Salary Per Period	# Pay Periods	% of Grant Funded		Local Match %	Local Match Share	Fed/State Share
			Time	Total Cost			
Nichols, Randell	2,259.36	52	80.53	94,612.98	49	46,360.36	48,252.62
Grove, Brian	1,926.96	52	75.17	75,321.78	49	36,907.66	38,414.11
	<u>4,186.32</u>			<u>169,934.76</u>		<u>83,268.02</u>	<u>86,666.73</u>
PT DOVE ASSISTANT	700.00	52	100	36,400.00	49	17,836.00	18,564.00
Personnel Total	4,886.32			206,334.76		101,104.02	105,230.73

Benefits	Salary/Premium	Percent/# of Periods	% of Funding Requested		Local Match %	Local Match Share	Fed/State Share
			Total Cost				
FICA/Medicare	206,334.76	0.0765	100	15,784.61	49	7,734.46	8,050.15
Pension/Retirement (2018)	64,575.21	0.4298	100	27,754.43	49	13,599.67	14,154.76
Pension/Retirement (2019)	105,359.55	0.4348	100	45,810.33	49	22,447.06	23,363.27
Medical Insurance, RN (2018)	240.15	26	0.8053	5,028.21	49	2,463.82	2,564.39
Medical Insurance, RN (2019)	256.96	26	0.8053	5,380.18	49	2,636.29	2,743.89
Medical Insurance, BG (2018)	240.15	26	0.7517	4,693.54	49	2,299.83	2,393.71
Medical Insurance, BG (2019)	256.96	26	0.7517	5,022.08	49	2,460.82	2,561.26
Benefits Total	377,263.74			109,473.38		53,641.95	55,831.43

Salary & Benefits Total				315,808.12		154,745.97	161,062.16
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NOTE: Salary amounts held at 2015-2017 grant award amounts

- In order to achieve this, % of grant funded must be reduced from prior year amounts

Columbia, MO Police Dept - Grant Information

FY 2018 (10/1/17-9/30/18)		
Budgeted	Non-Budgeted*	Description
\$ 79,100.00		Anticipated DOVE Grant for FY18
\$ 70,000.00		Anticipated MODOT-Traffic & Hwy Division: DWI Full Time Unit Grant for FY18
\$ 25,000.00		Anticipated HIDTA Grant for FY18
\$ 178,000.00		Anticipated COPS Grant for FY18
	\$ 20,000.00	MODOT-Traffic & Hwy Division: Sobriety Chkpoints
	\$ 22,477.80	BYRNE Justice Asst Grant (Sub-grantee of Boone County Missouri)
	\$ 8,000.00	Anticipated ATF-SLOT grant for FY16
\$ 352,100.00	\$ 50,477.80	Anticipated Grant's for FY2018

*Non-budgeted grant funds are taken to council for approval and appropriation at time of receipt. We do not budget these items, as we do not have award letters/details at time of budget documentation.

THE DOVE UNIT

PROCEDURAL PROTOCOLS

Developed and Implemented August, 2003

Reviewed and Updated September, 2017

COLUMBIA POLICE DEPARTMENT & BOONE COUNTY SHERIFF'S DEPARTMENT

A. PROTOCOL FOR DETECTIVE RESPONSE INVESTIGATING CRIMES OF DOMESTIC VIOLENCE

1. Investigators are responsible for obtaining initial domestic violence reports with the following guidelines:
 - Reporting officers will complete all preliminary reports by the end of their tour of duty.
 - Columbia Police investigators will receive all domestic violence related incidents on the next business day after the incident occurs or within no more than two business days.
 - Boone County Sheriff's Department investigators will receive all domestic violence related incidents where a criminal violation occurred on the next business day after the incident occurs or within no more than two business days.
 - Investigators will receive all other domestic violence incidents where no known criminal violation occurred (verbal argument only) within four business days.
 - The investigator will receive the reports through their supervisor or records department after the case has been assigned to them.
 - When the investigator receives the cases, they check the agencies record system for any domestic violence related incidents with the subjects before making contact with the victim.
 - When the investigator receives a report of domestic violence, said report will be made available to the victim advocate.
2. After reviewing the original report, the investigator will attempt to contact the victim within two business days of receiving said report.
 - When the investigator contacts the victim, the investigator will obtain as much information from them about the incident, and if any abuse has occurred since the police were last in contact with them.
 - The investigator will obtain information on previous reported or unreported incidents of abuse, whether the victim has left the abusive relationship or has chosen to stay.
 - The investigator will ask about injuries sustained during the incident.
3. Cases of high lethality may require an investigator's immediate response.
 - The investigator will assist the responding/reporting officer in the investigation of the incident, apprehension of the suspect, interview of the victim, provide information for obtaining an Order of Protection, and attempt to increase the suspect's bond if appropriate.
 - Investigator will put the victim in communication with the advocate, if the victim chooses. If the victim refuses, the investigator will provide the advocate with the victim's information for contact attempts by the advocate.

4. For criminal offenses, in person or telephone contact is to be attempted in all cases by the investigator.
 - If injuries occurred during the incident, in person contact should be the priority in order to properly photograph or re-photograph the injuries.
 - In the course of speaking with the victim, the investigator will try to obtain a written statement from the victim about the crime that had occurred.
 - The investigator will inform the victim that the State of Missouri, not the victim is pressing charges against the abuser.
5. Contact with the victim may include in-person, telephone or written notification
6. In person contact may be indicated when:
 - Follow up photos must be taken of visible injuries.
 - Medical release form must be obtained.
 - Multiple cases with the same victim.
 - When requested by a team member.
 - Investigator has been unable to make contact by other means.
7. Investigator will perform follow-up investigations which include interviewing the victim, suspect, or witness.
8. Investigator may be responsible for performing additional investigation at the request of the assistant prosecuting attorney.
9. Investigators are responsible for evidence collection including the following;
 - Follow-up photographs.
 - Copies of 911 or jail tapes.
 - Medical record release forms.
 - Signed or written statements.
 - Any other pertinent detectable physical evidence.
10. Upon completion of follow-up investigation the investigator will complete a written report of said investigation and provide a copy of that report to their immediate supervisor and the prosecuting attorney's office within three business days.
 - After-hours investigations of high lethality incidents, the investigator will make contact with the on-call prosecutor to obtain a higher bond, if appropriate.
11. Investigator may attend ex parte hearings on an as-needed basis or as requested by the team member or the victim.
 - This purpose would be to contact a victim who would otherwise be difficult to contact or to provide support/security of the victim.
12. Investigator is required to facilitate, conduct and/or participate in domestic violence training sessions between law enforcement, advocates or others.
 - Participation between all team members is vital to the success of the training of local law enforcement and advocates. That participation exemplifies a coordinated domestic violence response in our community.

13. Investigator will be required to contribute to community awareness presentations or participate in panel discussions.

- These are important for the success of the unit and all members are expected to provide support for these events.

14. Investigator must be able to work as part of a team, a coordinated response to domestic violence.

- Investigators will continue to build partnerships with other agencies in the fight against domestic violence.
- These relationships are ever-changing as we discover new ideas and ways to assist one another.

15. Investigator is required to keep statistical data on domestic violence.

- Every criminal case assigned to an investigator is entered into a database developed to track various information pertaining to domestic violence cases the unit works.
- Data collection includes but not limited to the following.
 - race of victim
 - age of victim
 - gender of victim
 - relationship of victim to abuser
 - type of violence
 - location of incident (urban or rural)
 - prior domestic violence suspect
 - prior domestic violence victim
 - prior incidents with same victim/suspect
 - ex parte obtained
 - children present at scene
 - suspect arrested at scene
 - language spoken by victim
 - gender of suspect
 - 911 tape for evidence
 - ethnicity of victim
 - warrant applied for arrest of suspect
 - weapons involved during incident
 - warrant applied for arrest of suspect
 - level of injury to victim
 - drug/alcohol use by suspect or victim
 - special needs of victim
 - photographs taken at scene
 - photographs taken by follow-up investigator
 - method used to contact victim
 - race of suspect

***Sections 16,17,18 are handled slightly differently between Columbia Police Department (CPD) and the Boone County Sheriffs Department (BCSD) as outlined below:**

16. (CPD) Members of the Family Services Unit will address child abuse incidents when they are related to domestic violence.

16.(BCSD) The investigator will address child abuse incidents related to domestic violence by referral to a child abuse investigator.

17.(CPD) Members of the Family Services Unit will support each other in the investigation of all violence against women incidents to include:

- Rape
- Sexual Assaults
- Stalking
- Domestic Violence
- Property Damage

17. (BCSD) The investigator will provide support for investigations involving crimes against women including, but not limited to:

- Rape
- Sexual Assaults
- Stalking
- other criminal offenses as a result of an intimate relationship.

18. (CPD) Members of the Family Services Unit will provide records of their time spent on working domestic violence investigations that will be approved by the supervisor and provided to the Department of Public Safety.

TRUE NORTH OF COLUMBIA, INC.: FOR DOMESTIC VIOLENCE VICTIMS

B. DOVE VICTIM ADVOCATE PROTOCOLS

1. The DOVE Victim Advocate is responsible for reviewing CPD/BCSD Domestic Violence reports (FFR and Offense) within 24 hours after the detective makes the report available.
2. The DOVE Victim Advocate will attempt to contact victim within 48 hours of reviewing the detective's report. This communication may be by letter, telephone, home visit with an accompanying detective, or in-person meeting somewhere other than the victim's home.
3. Home visits are performed at the request of the victim or DOVE Unit member when there is a concern or reason to do so.
4. The DOVE Victim Advocate will provide victims with information regarding shelter services, safety planning, community resource information, and information regarding civil orders of protection or other basic court information.
5. The DOVE Victim Advocate will meet with survivors to provide DV101 education session when amenable to victim.
6. The DOVE Victim Advocate will assist with "case management" on an as-needed or as-appropriate basis if the service assists the crime victim in working toward a life free from violence. This includes advocacy with other community agency members and community resources.
7. The DOVE Victim Advocate will refer victims to and work with the Prosecutor's Victim Specialist when appropriate – particularly in assisting with crime victim's compensation applications and researching the status of the criminal case against the abuser.
8. The DOVE Victim Advocate will attend full order hearings on the request of the victim, or will assist with arranging court advocacy through The Shelter CAP program. (If the DOVE Victim Advocate deems it appropriate, he/she may offer The Shelter services information to victims met at full order hearing.)
9. The DOVE Victim Advocate will attend Unit meetings on a regular basis. If the advocate cannot attend, he/she will contact the agency supervisor to find a replacement.

10. The DOVE Victim Advocate will provide DOVE Unit members with domestic violence information and will assist in facilitating DOVE Unit education presentations involving shelter volunteers, law enforcement personnel and community members.
11. The DOVE Victim Advocate will keep ongoing information regarding DOVE clients for two months. If no contact has been achieved by this time, the information will be filed.
12. The DOVE Victim Advocate will maintain ongoing communication with other Unit members
13. The DOVE Victim Advocate will attempt to prioritize cases on basis of potential lethality, repeated law enforcement response to the same victim, weapons, involved/available, level of injury, threats to kill or commit suicide, etc.
14. The DOVE Victim Advocate will implement and adhere to the protocol accountability structure established by the Unit.
15. The DOVE Victim Advocate will assist the Unit in providing appropriate feedback to criminal justice systems' personnel when commendation or criticism is warranted.
16. The DOVE Victim Advocate will send evaluations to all victims with whom he/she has been able to establish contact at least quarterly.

C. FIRST RESPONDER VICTIM ADVOCATE PROTOCOLS (True North)

Procedure for Call Out

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 Advocate (FRA) directly or (b) contact the Station Master to have a call made to the FRA. The FRA will be provided with the following information (by an officer or the Station Master) while officers are en route or on scene:

1. The location of the incident
2. Whether the FRA should "stage" (stand by in the area) or respond directly to the scene
 - a. If the FRA is "staging," an officer at the scene or the Station Master will call the FRA when it is safe to enter the scene
3. The nature and circumstances of the call, the names of the people involved, and the type of offense(s) alleged or suspected
4. 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.
5. Any other considerations for how the FRA's discretionary response would benefit or hinder the ongoing police investigation

The FRA will offer services at the scene under the following conditions:

1. The FRA will begin the interaction with the victim at the discretion of the officer at the scene

2. The FRA will only remain at the scene if an officer is present for security
3. ~~The FRA will not hinder or otherwise obstruct officers' investigations for the purpose of offering victim services~~
4. The FRA will offer victim services at True North if it is not feasible to speak with a victim at the scene

Crisis Intervention Duties of the First Responder Advocate (FRA):

1. Perform Safety Assessment with victim
2. Determine if victim meets requirements to stay at the True North Shelter
3. Explain ex-parte orders of protection and the process to obtain them
4. Exchange contact information with victim for coordination of services with the daytime DOVE Advocate
5. Describe and define for the victim the services that are available through True North.

BOONE COUNTY PROSECUTING ATTORNEY'S OFFICE

D. DOVE PROSECUTING ATTORNEY PROTOCOLS

1. Review investigative reports as soon after receipt as possible.
2. If additional information is needed before the filing decision can be made, request the appropriate officer to conduct follow up investigation;
3. Insure that investigative members of the DOVE Unit clearly understand exactly what the follow-up request is and why the request is being made;
4. Make contact with the victim via PA investigator, victim advocate or personally prior to filing seek victim's input and to evaluate the filing decision;
5. Make filing decisions in a timely fashion to avoid compromising victim safety;
6. If there is a good faith basis for a charge, err on the side of filing charges;
7. Filing decision shall be based on whether there is sufficient evidence to get a conviction and the victim's input. A victim's unwillingness or inability to assist is an issue for consideration but not an exclusion to filing charges in the appropriate case;
8. Request bond amounts higher than pre-set bonds when appropriate to further victim safety, for instance, do not hesitate to request a \$30,000 bond with condition no contact with the victim even when the charge is misdemeanor assault in a case where the facts warrant such a request;

9. Post filing, contact victim when practicable to develop rapport, assessing ongoing safety concerns, and assist victim in understanding outcome options and gain further factual education;
10. Insure that discovery and consistent, appropriate recommendations are promptly sent to defense counsel;
11. Move cases to final disposition as expeditiously as possible;
12. Attend DOVE Unit meetings and be prepared to discuss cases, explain rationale for decisions and freely express ideas on how to improve our work product;
13. Provide training to law enforcement and other agencies involved in protecting and serving victims of domestic violence;
14. Stay current on the law and update members of the DOVE unit on new legislative developments;
15. Attend training and maintain progressive approach to domestic violence prosecution.

E. DOVE VICTIM ADVOCATE PROTOCOLS - BCPA

The Prosecuting Attorney's Victim Advocate will attempt to do the following when practicable:

1. Review law enforcement reports or case files, and, within 24 hours, attempt to contact victims regardless of severity of crime.
2. During phone contact the Victim Advocate will assess the victim's:
 - a. Safety
 - b. Severity of injury/trauma (medical release, CVCF)
 - c. Level of support (family, community, DOVE Unit Contact)
 - d. Level of Criminal Justice System knowledge
 - e. Need for immediate face-to-face contact.
3. Document all contacts in the case file and follow-up with the designated prosecuting attorney or DOVE Unit member (if necessary) and inform the victim of potential plea options.
4. Meet with the victim face-to-face to provide Criminal Justice System education/preparation, emotional support, court accompaniment, and referral to community supports.
5. Respond within a reasonable time to any other victim request.
6. Upon case disposition, send closing letter and Victim Services Survey with self-addressed stamped envelope.
7. Attend all DOVE Unit meetings and prepare list for case review.

F. PROPOSED DOVE INVESTIGATOR PROTOCOLS - BCPA

The Prosecuting Attorney's DV Investigator will be responsible for the following:

1. Obtaining initial domestic violence reports with the following guidelines:

- Review all domestic violence related incidents on the next business day after the report is received from law enforcement or within no more than two business days.
 - Search Karpel case management system for any domestic violence related incidents with the subjects and communicate with the DV victim specialist before making contact with the victim.
2. After reviewing the original report and within two business days of its receipt, investigator will coordinate with the assigned victim advocate to:
 - Obtain supplemental information about the crime and assess ongoing safety needs.
 - Review and gather additional information regarding the history of abuse (reported or unreported).
 - Conduct follow up investigation regarding victim's physical injuries.
 3. Cases of high lethality may require an investigator's immediate response.
 - The investigator will assist the responding/reporting officer in the investigation of the incident, interview of the victim, provide information for obtaining an Order of Protection, and attempt to increase the suspect's bond if appropriate.
 4. For criminal offenses, in person or telephone contact is to be attempted in all cases by the investigator and in collaboration with the victim advocate.
 - If injuries occurred during the incident, in person contact should be the priority in order to properly photograph or re-photograph the injuries.
 - The investigator will inform the victim about their rights as a crime victim and how to exercise those rights.
 5. Contact with the victim may include in-person, telephone or written notification. In person contact may be indicated when:
 - Follow up photos must be taken of visible injuries.
 - Medical release form must be obtained.
 - Multiple cases with the same victim.
 - When requested by a team member.
 - Investigator has been unable to make contact by other means.
 6. Investigator will perform follow-up investigations which include interviewing the victim, or witness.
 7. Investigator may be responsible for performing additional investigation at the request of the assistant prosecuting attorney.
 8. Investigators are responsible for evidence collection including the following;
 - Follow-up photographs.
 - Copies of 911 or jail tapes.
 - Medical record release forms.
 - Signed or written statements.
 - Any other pertinent detectable physical evidence.
 9. Upon the conclusion of follow-up investigation, the investigator will complete a written report of the investigation, scan a copy of that report into Karpel, and notify the prosecuting attorney and the victim advocate that the report is completed within three business days.

10. Investigator may attend ex parte hearings on an as-needed basis or as requested by the team member or the victim.

- ~~This purpose would be to contact a victim who would otherwise be difficult to contact or to provide support/security of the victim.~~

11. Investigator is required to facilitate, conduct and/or participate in domestic violence training sessions between law enforcement, advocates or others.


- Participation between all team members is vital to the success of the training of local law enforcement and advocates. That participation exemplifies a coordinated domestic violence response in our community.


12. Investigator must be able to work as part of a team, a coordinated response to domestic violence.


- Investigators will continue to build partnerships with other agencies in the fight against domestic violence.
- These relationships are ever-changing as we discover new ideas and ways to assist one another.


13. Investigator is required to enter case information into Karpel case management system.


These protocols have been reviewed and approved by DOVE Unit agency supervisors.


Daniel K. Knight
Boone County Prosecuting Attorney


Ken Burton
Chief of Police, Columbia Police Department


Christy Blakemore
Boone County Circuit Clerk


Dwayne Carey
Boone County Sheriff


Elizabeth Herrera
Executive Director, True North of Columbia, Inc.