

**Columbia City Council Work Session Minutes**  
**Wednesday, February 16, 2011 – 6 p.m.**  
**Conference Rooms 1A and 1B – City Hall Addition**  
**Columbia, Missouri**

Council members present: Mayor Bob McDavid, Paul Sturtz, Jason Thornhill, Gary Kesphol, Daryl Dudley, Barbara Hoppe

Absent: Laura Nauser

---

Mayor Bob McDavid called the meeting to order at 6 p.m.

**Downtown Security Cameras – Update**

Assistant City Manager Tony St. Romaine said that two vendors responded to the request for proposals issued more than a month ago. After evaluating them internally and with representatives of Keep Columbia Safe, staff met with the more responsive bidder and will provide a report to Council members. Police Chief Ken Burton distributed a Special Business District Hot Spot Analysis, portraying selected calls for service for a one-year period.

Various Council members expressed interest in:

- Initial and ongoing costs; [Initially, \$50,000 split by City and SBD – not sure about maintenance]
- What are the deep orange area on mapped analysis; [an alley and Flat Branch Park]
- Availability of privately-owned cameras; [not consistently maintained to retrieve footage; businesses might be able to put their cameras on the City system].

*(Supporting material: hot spot analysis map)*

**Columbia-Boone County Multi-Jurisdictional Public Safety Record Management System**

Columbia Police Captain Dianne Bernhard; Columbia Police Sergeant Mike Lederle; Columbia Fire Battalion Chief Steve Sapp; and Boone County Sheriff's Captain Chad Martin presented their mutual and departmental needs for improved electronic records management.

Current systems are outdated; cannot “speak” to each other; require multiple, manual data entries; and do not take full advantage of geographic information systems (GIS). Each of the presenting departments and many more Columbia and Boone County stakeholders have much to gain from new investments in these systems. City Manager Bill Watkins said that nothing is budgeted for a new system at this time, but he has asked the City Finance director to hold \$1 million in the public safety capital balance. Other agencies are expected to share in the cost, which, Sergeant Lederle said, could run from \$1.3 - \$1.7 million.

Various Council members expressed interest in:

- Public safety agencies using paper map books to find locations rather than using consumer-grade devices, like Garmin®; [not continually updated]
- Staff's ability to assess and develop a new system in-house; [not enough staff time or expertise available]
- How far out-of-date our system is; [about five years]
- Ability to save paper costs by going electronic; [about \$9,600/year]
- Effect of installing a system and then moving to different offices; [can log in from many places]

- Interest in investing in a system with maximum longevity;
- Practical need for continuing upgrades.

Watkins said that it was important to brief Council members on the issues and that, unless they had serious objections, staff would plan to release a request for proposals around March 1.  
(Supporting material: PowerPoint presentation and timeline)

### **Hinkson Creek Total Maximum Daily Load (TMDL) – Update**

Public Works Director John Glascock and Environmental Services Manager Steve Hunt proposed some actions as Council considers how to address TMDL findings recently issued by the U.S. Environmental Protection Agency (EPA). Glascock suggested that sewer infiltration and inflow (I and I) and sewer overflows are tied to the issue. In brief, staff proposed:

- Appealing the 3 – 5 year timeline to make the Hinkson fully support aquatic life;
- Appealing what appears to be a requirement for 100 percent compliance, 100 percent of the time;
- Professionally monitoring the stream to get consistent, accurate data;
- Addressing 19 – 20 stormwater “hot spots” with plantings, wetland restoration, physical structures and other practices that slow down runoff;
- Asking voters to approve increased stormwater utility charges in the August election;
- Removing illegal connections that dump stormwater into the sewer system.

Various Council members expressed interest in:

- Amount of water flowing through the county that is the City’s; [if it flows over your property, it’s your responsibility]
- Mapping of sewer system overflows by watershed; [it will be mapped]
- Definition of a “rain event;” [three inches in 24 hours]
- Destination of water, whether from runoff or the sewer system; [what is eliminated from the sewer system won’t increase stormwater flow by very much]
- Ability of local professionals and scientists to handle monitoring; [would like to maintain an arm’s-length relationship for sake of integrity and fairness]
- Options if voters don’t approve a stormwater utility ballot issue. [still must raise money to address, either by cutting services or raising sewer rates]

The City Manager said he hoped for consensus with the County and the University, as holders of the joint permit, by February 21. He also said he would like to start working with the Missouri Department of Natural Resources to start some of the suggested projects.  
(Supporting material: PowerPoint presentation)

### **Public Improvement Process**

The City Manager said that this item will be on the Council’s Feb. 21, 2011 Agenda for Old Business. Staff proposes several changes to City ordinances, including provisions relating to purchasing agent involvement and meetings with interested parties.

### **Proposed Reorganizations**

The City Manager said that this item will be on the Council’s Feb. 21, 2011 Agenda for Introduction and First Reading. Staff proposes several changes to create a “GIS” unit within the Public Works Department; to name assistant directors for Finance and Human Resources; to move responsibility for implementing Americans with Disabilities Act provisions from the Human Resources Department to the City Manager’s Office; creating more relevant job titles in the Office of Neighborhood Services; appointing representatives from the Fire and Water & Light

departments to the one-stop permitting group; and realigning administrative support responsibilities in the City Manager's Office and the Public Communications Department.

With no further business, the meeting adjourned at 8:15 p.m.

*Minutes compiled and prepared by Toni Messina, Director, Public Communications*

**CAD/RMS Timeline  
Phases 1-4**

Phase	Date	Descriptions	Status	Notes	Completion Date
1	<i>12/1/2010</i>	Grant Information Due			12/14/2010
	<i>12/01/2010-02/25/2011</i>	MOU Development and Approval	Working		
	<i>12/01/2010-02/23/2011</i>	RFP Process Start and Completion	Working		
	<i>01/15/2011-02/23/2011</i>	Turn in to Purchasing for Review and Posting			
	<i>02/23/2011-02/28/2011</i>	RFP Review and Posting			
	<i>03/01/2011-05/15/2011</i>	RFP Out to Vendors			
2	<i>02/01/2011-03/01/2012</i>	Develop Strategic Plan for Project	Working		
	<i>02/16/2011-03/22/2011</i>	Establish RMS Review Task Force	Working		
	<i>03/22/2011-05/03/2011</i>	RMS Task Force Selection Meetings			
		3/22/2011 RMS Final Committee Member Names Due			
		3/22/2011 RMS Task Force Selection Meeting			
		3/29/2011 RMS Task Force Selection Meeting			
		4/5/2011 RMS Task Force Selection Meeting			
		4/12/2011 RMS Task Force Selection Meeting			
		4/19/2011 RMS Task Force Selection Meeting			
		4/26/2011 RMS Task Force Selection Meeting			
	5/3/2011 RMS Task Force Selection Meeting				
	5/13/2011 Finalize Top Three Vendors				
3	<i>05/13/2011-08/12/2011</i>	Begin Planning Process for Site Visits			
		06/06/2011-06/10/2011 Site Visit #1			
		07/11/2011-07/15/2011 Site Visit #2			
		08/08/2011-08/12/2011 Site Visit #3			
		08/29/2011-09/30/2011 Review and Selection of Vendor			
		08/29/2011-09/30/2011 City of Columbia Council Review and Readings Boone County Commissioners Review and Readings			

*Italicized Items represents New item or Change to Time Line*

As of February 8, 2011



# Columbia-Boone County Multi-Jurisdictional Public Safety Record Management System

Captain Dianne Bernhard-CPD

Sergeant Mike Lederle-CPD

Battalion Chief Steve Sapp-CFD

Captain Chad Martin-BCSD

February 16, 2011



# Joint RMS Project

---

- Early 2010 CPD, BCSD and Fire realized all were working on solutions of records management issues
- National push for Public Safety issues to share pertinent data and to be responsible stewards of public funds and resources
- High priority of law and fire to do a better job communicating with each other

# Background

---

- The Computer Aided Dispatch (CAD), used by Public Safety Joint Communications, system was activated in 1992
- CPD Records Management System on line in late 1993
- City Prosecutor's office also uses our current RMS to manage offender caseloads

# Snapshot of CPD Records

---

- Names 364,621 records
- Vehicles 299,000 records
- Business 21,000 records
- Articles 360,000 records
- Arrest 142,000 records
- Arrest Charges 205,000 records
- Reports 308,000 records

# Challenges of Current System-LE

---

- Data analysis is cumbersome and well below the capabilities of comparable agencies due to current RMS age and limited abilities
- Current system is a text based records systems that is cumbersome and time consuming to enter and retrieve data efficiently
- The same data must be entered multiple times, increasing the chance for error, duplication and wasting valuable time and resources
- Processing items into evidence is time consuming and inefficient
- Current interfaces from CAD to Records is problematic. The ability to complete reports in the field is nearly impossible
- Individual agencies systems cannot efficiently communicate and share information electronically with one another

```
Records
-----
      /XXXXX'
.11|-----|XXXXXX|-----,11|
d888000.  'XX_  ooood88b
V888 'VVb.  'XX_  o8P' 888P
| 8b 'V8o  o8'  dP |
'8L  V8. d8P  ,8P |
V8o  V8 d8  ,o8P'
/XXXXX'  'Y8oo.8b8' ,o8P' /XXXXX'
|XXXXXX|  '8888PP' |XXXXXX|
'XX_  ,oo88888oooo.  'XX_
'XX_  ,dP'  d88L  'V8o.
|  dP'  ,8' 8L  '8o |
|  dP'  8P  Vb  V8 |
| 8F  d8P  '8o  V8 |
dP  ,o8P  'Vb.  8b
d88b,oo8P' /XXXXX'  'P8od88b
V88P'-----|XXXXXX|-----V88P
'XX_
'XX_

RECORDS
City of Columbia, Missouri
Unauthorized access prohibited

RECORDS login:
```

Fire  
Law  
EMS

```
Records
-----
PATROL1FTO      POLICE INFORMATION AND INVESTIGATION SYSTEM  Printer = CRIME
LEDERLE, MIKE  MAIN MENU - FTO                                PORT 446
/usr/ud/PI.CPD                                02/16 16:43

1 = INQUIRIES
2 = INPUT POLICE CRIMINAL REPORT
3 = INPUT NON-CRIMINAL REPORT
4 = INPUT FOLLOW-UP/SUPP REPORT
5 = INPUT NEW ARREST
6 = OTHER INPUT AND UPDATE
7 = WARRANT REQUESTS
8 = INPUT NEW FIELD INTERVIEW
9 = INPUT NEW TRESPASS WARNING
10 = VEHICLE STATUS
11 = POLICE DISPATCH SCREEN

Enter your selection (Off or '?');
```

# Advantages of Updated System-LE

---

- Adapting a Geographical Information System (GIS)
- Recognize local crime trends and crime trends that cross jurisdictional boundaries
- Increased ability to track investigations
- Electronic evidence management
- Increased efficiency in reporting UCR statistics
- Automatic Vehicle Locator dispatch capabilities
- Field Reporting

# Challenges of Current System-FIRE

---

- Individual fire agencies can not share information with one another
- Sharing of data between fire and law enforcement does not exist
- Data analysis such as trending data and mapping does not exist
- Reporting system is inefficient and difficult to retrieve and print reports
- Current systems does not have a mobile component
- Current system is using an inefficient and outdated software platform

# Advantages of Updated System-FIRE

---

- Adapting a Geographical Information System (GIS)
- Automatic Vehicle Location (AVL) dispatch and management capabilities
- Mobile mapping
- Ability to recognize trends and actual calls for service – tells us what we are doing
- Field reporting and data entry for fire code inspections
- Ability to share information between all public safety agencies and users

# Boone County Sheriff's Department

---

- BCSD mimics same limitations as other LE agencies due to archaic records/jail management software.
- Actively looking for a new software solution for entire department:
  - Records Management System – currently does not communicate with Jail System and has no user friendly features.
  - Jail Management System – currently has no connectivity to share inmate information and lacks the ability for input of booking information by arresting agencies.
  - Current software used by BCSD does not allow streamlined reports, adequate communication with other agencies and has forced us to find other in-house solutions for day-to-day operational needs.
- Funds are available to partially fund project.
- Will be hosting the backup/redundant server for entire system.

# Project Objective

---

- To combine and seamlessly share information
- Gain Automated Vehicle Location (AVL) and mobile mapping capabilities
- Increase efficiencies and streamline workflows
- Comprehensive software to satisfy all the computing needs of the user agencies from a single vendor
- To operate in a nearly paperless environment in which any form or piece of information can be easily retrieved

# Stake Holders

---

## ■ City of Columbia

- Public Safety Joint Communications
- Columbia Police Department
- Columbia Fire Department
- City of Columbia Prosecuting Attorneys Office
- City of Columbia IT Department
- City of Columbia Airport Safety

## ■ County of Boone

- Boone County Sheriffs Department
- Boone County Jail
- Boone County IT Department
- Boone County Court Security

## ■ Others

- Ashland Police Department
- Hallsville Police Department
- Sturgeon Police Department
- University of Missouri Police Department
- City of Columbia Traffic Enforcement Division
- Boone County Prosecuting Attorneys Office
- Boone County Fire Protection District
- Southern Boone County Fire Protection District
- Boone Hospital EMS
- University of Missouri EMS

# RMS-Timeline

---

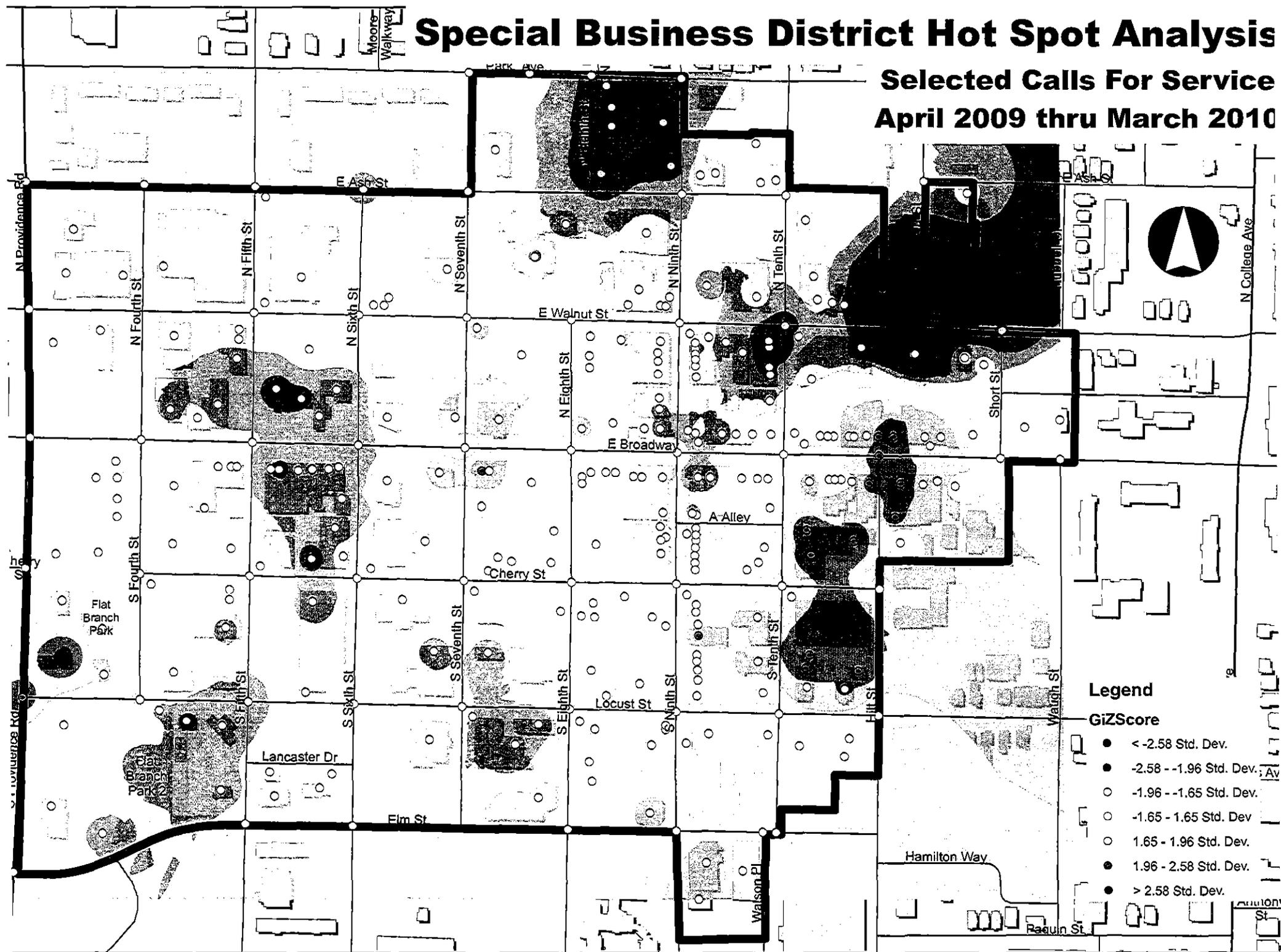
- See handout CAD / RMS Timeline

# Questions

---

# Special Business District Hot Spot Analysis

**Selected Calls For Service  
April 2009 thru March 2010**



## Legend

### GiZScore

- < -2.58 Std. Dev.
- -2.58 -- -1.96 Std. Dev.
- -1.96 -- -1.65 Std. Dev.
- -1.65 -- 1.65 Std. Dev.
- 1.65 -- 1.96 Std. Dev.
- 1.96 -- 2.58 Std. Dev.
- > 2.58 Std. Dev.