

BOARD OF COUNTY COMMISSIONERS OF DOUGLAS COUNTY, KANSAS

Amended Agenda

WEDNESDAY, MARCH 9, 2016

4:00 p.m.

CONSENT AGENDA

- (1) (a) Consider approval of Commission Orders;
- (b) Consider recommendation for contract award for a record software system for Register of Deeds (Jackie Waggoner);
- (c) Consider waiving our bidding process and accessing the GSA contract for GPS equipment for Public Works (Jackie Waggoner);
- (d) Consider approval of cereal malt beverage license for The Clinton Store; and Poor Farm Restaurant located at 598 N 1190 Road (Clerk's Office);

REGULAR AGENDA

- (2) Consider recommendation of contract for aquatic herbicide at Lone Star Lake (Jackie Waggoner/Doug Stephens);
- (3) Consider approval of a County resolution creating the Douglas County Criminal Justice Coordinating Council (Craig Weinaug);
- (4) Executive session to discuss possible acquisition of property.
- (5) (a) Consider approval of Accounts Payable (if necessary)
- (b) Appointments
 - Board of Construction Codes Appeals (1) position 12/15
 - Heritage Conservation Council (2) positions 05/16
 - Community Corrections Board (2) positions 01/16 and 05/16
 - Douglas County Senior Services Board (2) position
- (c) Public Comment
- (d) Miscellaneous
- (6) Adjourn

WEDNESDAY, MARCH 16, 2016 – Light or cancelled

WEDNESDAY, MARCH 23, 2016

WEDNESDAY, MARCH 30, 2016

WEDNESDAY, APRIL 6, 2016

- Presentation of Champion for Child Abuse and Neglect Prevention Award (Diana Frederick)
- Proclamation for "Child Abuse Prevention Month" (Diana Frederick)
- Proclamation for "National Public Health Week" April 4-10, 2016. (Dan Partridge)

Regular:

2015 Annual Report (Dan Partridge)

WEDNESDAY, JUNE 8 - light

WEDNESDAY, JUNE 15 - light

Note: The Douglas County Commission meets regularly on Wednesdays at 4:00 P.M. for administrative items and 6:00 P.M. for public items at the Douglas County Courthouse. Specific regular meeting dates that are not listed above have not been cancelled unless specifically noted on this schedule.



DOUGLAS COUNTY ADMINISTRATIVE SERVICES

Division of Purchasing

1100 Massachusetts Street
Lawrence, KS 66044-3064
(785) 832-5286 Fax (785) 838-2480
www.douglas-county.com

MEMO TO: The Board of County Commissioners
Craig Weinaug, County Administrator

FROM: Jackie Waggoner, Purchasing Director
Division of Purchasing

SUBJECT: Consider Recommendation of Contract for Recording Software System

DATE: March 4, 2016

In 1999, Register of Deeds went from their land records recording software system operating on a mainframe to a Windows client server model with Custom Software Limited. This company was purchased by Computer Information Concepts (CIC) and in 2006 we upgraded to their current version at a cost of approximately \$48,000.

While the CIC system has many useful features, installing the system updates require a significant amount of time for county staff and often disable features already in place. Functionality provided by the CIC system is serviceable, but many support calls depend upon having the latest update installed and cause down time for the Register of Deeds office. In addition, the interface has become dated and requires an upgrade to be installed on every computer instead of on the server where it could be done once.

Register of Deeds has been allocating funds over the past few years in preparation of replacing this software. Their technology fund currently has a balance of \$581,393. Last year we began the process of developing requirements and issuing a Request for Proposals. Our proposals defined functional requirements that would allow staff to improve their processes and online capabilities. The attached table summarizes the eight proposals we received.

After initial review of the proposals, an evaluating committee of six (Kay Pesnell, Kent Brown, Trecia Goodrick, Jim Lawson, Ollie Wenger, and myself) determined they were interested in seeing demonstrations of solutions from DTS, Tyler Technology, CIC, Pioneer Technology, and Property Info. Following demonstrations and discussion, the committee unanimously agreed that Pioneer Technology's solution was overall the best solution to meet the County's needs. Their system would continue to allow title companies and owners to have access to records online, was user friendly, and exceeded our functional expectations to the point of staff re-evaluating its workflow processes.

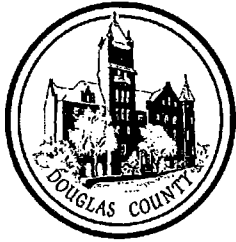
As you see in the attached spreadsheet, the lowest cost solution comes from our current provider, CIC. This solution would have Douglas County upgrading to a rewritten system CIC has just started working on. This is supposed to help solve the update issue that we experience and the remote access printing issues that our remote access users complain about. This system is in a very early stage of development, but the committee did meet with them to view some screen shots and discuss this new system. The evaluating committee still felt with the rewritten system, Pioneer provided the most robust solution.

Pioneer was receptive to negotiations and has agreed to include all the historical images (500,000), which are not currently indexed in Register of Deeds system, in our conversion at no additional cost. We are locking in annual maintenance cost for five years and Pioneer has also agreed to cap their percentage annual increase by 4% for ongoing cost.

While the cost of \$187,500 is a final amount, there could be additional unknown expenses that could increase our cost (upon agreement in writing by the County). For this reason, we ask you to provide the Assistant County Administrator authority to approve change orders up to 5% (\$9,375) of the total cost. Our committee will be available at the meeting to answer any questions you may have.

RECOMMENDATION: The Board of County Commissioners approves a contract in the amount of \$187,500 with Pioneer Technology Group for a land records recording software system for Register of Deeds, and authorizes Assistant County Administrator to approve change orders up to 5% of that amount.

Summary By Company								
	DTS	Tyler	Thomas Reuters	Granicus	Fidlar	CIC	Pioneer	Property Info.
Project Costs								
Software Fees	\$125,000	\$44,463	\$75,525	\$25,000	\$35,000	\$0.00	\$50,000	\$50,950
Professional Services	\$40,000	\$25,020	\$81,135	\$52,893	\$27,450	\$0.00	\$54,000	\$30,237
Conversion	\$10,000	\$16,660	No line item	\$8,944	\$6,430	\$0.00	\$21,000	\$15,285
Other Fees	\$5,000	\$2,500	No line item		\$8,600	\$0.00		
Ongoing Costs								
5 Year Maintenance	\$125,000	\$81,608	\$73,638	\$122,303	\$60,200	\$62,597	\$62,500	\$115,390
TOTAL 5 YEAR COSTS	\$305,000	\$170,251	\$230,298	\$209,140	\$137,680	\$62,597	\$187,500	\$211,862
Cost in details identified a cost of \$97,335								



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MEMO TO: The Board of County Commissioners
Craig Weinaug, County Administrator

FROM: Jackie Waggoner, Purchasing Director
Division of Purchasing

SUBJECT: Consider Waiving our Bidding Process and Accessing a GSA Contract
for GPS Equipment

DATE: March 7, 2016

Public Works existing GPS equipment used for surveying was purchased in 1998 and 2007. Their equipment has been experiencing mechanical issues and become obsolete. When repairs are needed, the manufacturer can no longer guarantee parts to be available. A receiver and data collector are currently malfunctioning. Funds have been allocated in equipment reserve for the equipment replacement.

In the past Public Works staff researched the equipment available on the market, and found Trimble (manufacturer) has state-of-the-art equipment and their technology is far more advanced than their competitors. Trimble equipment has an enhanced multi-path cancellation capability that more effectively perceives the signal from satellites around trees and buildings, increased frequencies which improve accuracy, and the City has Trimble equipment running 24/7 which would improve efficiency for our staff in some situations. Since all equipment is not being replaced at this time, it is important their equipment works together.

In exploring our purchasing options, Trimble indicated there is only one supplier, Seiler Instrument, who was authorized in our area to sell Trimble equipment. While Seiler is the sole source, the manufacturer said we were eligible to access a Government Services Administration (GSA) contract. For your review, I have attached Seiler's quote. Seiler looked at our existing equipment and determined there is some value and has offered a trade-in allowance which is reflected in their quote.

Our purchasing policy allows us to utilize sole source and cooperative contracts (GSA) for purchases in excess of \$20,000, with commission approval. Staff will be available at the meeting to answer any questions you may have.

SUGGESTED MOTION: The Board of County Commissioners waives our formal bidding process, and approves the purchase of GPS equipment in the amount of \$46,982.50 from Seiler Instrument.



Sales Quotation

Douglas County, KS
 Curt Chaney
 cchaney@douglas-county.com
 (785) 832-5293
 3755 E 25th St
 Lawrence, Kansas 66046

Date Issued: 02/26/2016
 Quote Expiration: 03/27/2016
 Quote Number: 00025779

Qty	Part Number	Product Description	Unit Price	Subtotal
1.00	R10-001-60	Trimble R10, internal 410-470 MHz radio	\$22,950.00	\$22,950.00
2.00	TSC3-01-1012	Trimble TSC3, w/Trimble Access, no internal 2.4 GHz radio, ABCD keypad	\$4,945.50	\$9,891.00
2.00	TRADEIN-TSC3	TRIMBLE TSC3 TRADE IN PROGRAM# SVT000041 -Trade-in unit must be functional -Program expires 3/31/16 - CREDIT ISSUED WHEN UNITS ARE RETURNED	\$-1,000.00	\$-2,000.00
2.00	5200-065	CRADLE ASSY,TSC3	\$75.00	\$150.00
1.00	78070017	Trimble DiNi (0.7) Instrument in transport case (with battery, manual and data transfer cable)	\$3,955.50	\$3,955.50
1.00	340000-116	SECTIONAL TRIMBLE BAR CODED ROD W/CASE	\$595.00	\$595.00
1.00	HNA30560	Nivo 5.M+ Total Station	\$8,095.50	\$8,095.50
1.00	63610-00	Trimble Business Center Advanced - Dongle License	\$2,695.50	\$2,695.50
1.00	TRAINING-SURVEY	Half day of onsite setup and training	\$650.00	\$650.00
Note:				
<u>This is not an invoice:</u> Applicable sales tax will apply			Total	\$46,982.50

Please contact us:

Steve Tomps
 918 N. Scott Avenue

St. Louis

Kansas City

Indianapolis

Chicago

Milwaukee

Omaha

SALES • SERVICE • RENTALS • SUPPORT • TRAINING
 solutions.seilerinst.com

REV 09/12/2014



Sales Quotation

Belton, Missouri 64012
Phone: (816) 331-3383
Cell: (816) 520-7446
stomps@seilerinst.com

Your signature below acknowledges acceptance of terms and conditions of this quote: 00025779. Please sign and return via fax to: (816) 331-7199 or return via email to: stomps@seilerinst.com

Signed: _____

Date: _____

Name: _____

Title: _____

Terms: Net 30 Days

Net 30 upon approved credit. Major credit cards accepted and financing options available.

"This sale, service, or rental is exclusively subject to and governed by the Terms and Conditions of Sale referred to in the related quotation and at <http://solutions.seilerinst.com/TermsandConditions.aspx> which are hereby incorporated by reference."

St. Louis

Kansas City

Indianapolis

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Milwaukee

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REV 09/12/2014

RESOLUTION _____

WHEREAS, on the **9th Day March 2016**, the same being a regular session of the Board of County Commissioners of the County of Douglas, the application of Clinton Store for a cereal malt beverage license came up for considerations by the above board and

WHEREAS, the Board does find that said Clinton Store is qualified under the law to sell cereal malt beverages not for consumption on the premises located **598 N 1190 Rd, Lawrence, Kansas**

WHEREAS, the Board further finds that due and legal notice has been given the Clinton Township Board and that ten days has expired from the giving of said notice and that no written objection has been filed by the Clinton Township Board protesting the granting of a cereal malt beverage license.

NOW THEREFORE, BE IT RESOLVED that the applicant, **The Clinton Store** granted a license to sell cereal malt beverage not for consumption on the premises located at **598 N 1190 Rd, Lawrence, Kansas**

BE IT FURTHER RESOLVED, that Jameson Shew, County Clerk of Douglas County, Kansas be directed to issue said license.

Chairman

Member

Member

ATTEST:

Jameson Shew, Douglas County Clerk

KEEP THIS LICENSE POSTED CONSPICUOUSLY AT ALL TIME

RETAIL

Fee \$75.00

NO.

DEALER'S 2016 LICENSE

TO ALL WHOM IT MAY CONCERN:

License is hereby granted to: **The Clinton Store**

**TO SELL CEREAL MALT BEVERAGES AT RETAIL IN ORIGINAL AND UNOPENED
CONTAINERS AND NOT FOR CONSUMPTION ON PREMISES**

(State if for consumption on the premises or for sale in original and unopened containers and not for consumption on premises)

**598 N 1190 Rd, LAWRENCE, KS. Application therefore on file in the office of the County Clerk of Douglas County,
having been approved by the governing body of said County, as provided by Laws of Kansas and the regulations of the
board of County Commissioners.**

**This License will expire 12:00 midnight December 31, 2016 unless sooner revoked, is not transferable, nor will any
refund be allowed thereon.**

Done by the Board of County Commissioners of Douglas County, Kansas

This 9th Day of March, 2016

Attest: _____
County Clerk

Chairman

RESOLUTION _____

WHEREAS, on the 9th day of March 2016, the same being a regular session of the Board of County Commissioners of the County of Douglas, the application of **Poor Farm Restaurant** for a cereal malt beverage license came up for considerations by the above board and

WHEREAS, the Board does find that said **Poor Farm Restaurant** is qualified under the law to sell cereal malt beverages for consumption on the premises located **598 N 1190 Rd, Lawrence, Kansas**

WHEREAS, the Board further finds that due and legal notice has been given the Clinton Township Board and that ten days has expired from the giving of said notice and that no written objection has been filed by the Clinton Township Board protesting the granting of a cereal malt beverage license.

NOW THEREFORE, BE IT RESOLVED that the applicant, **Poor Farm Restaurant** granted a license to sell cereal malt beverage for consumption on the premises located at **598 N 1190 Rd, Lawrence, Kansas**

BE IT FURTHER RESOLVED, that Jameson Shew, County Clerk of Douglas County, Kansas be directed to issue said license.

Chairman

Member

Member

ATTEST:

Jameson Shew, Douglas County Clerk

KEEP THIS LICENSE POSTED CONSPICUOUSLY AT ALL TIME

RETAIL

Fee \$125.00

NO.

DEALER'S 2016 LICENSE

TO ALL WHOM IT MAY CONCERN:

License is hereby granted to: **POOR FARM RESTAURANT**

**TO SELL CEREAL MALT BEVERAGES AT RETAIL IN ORIGINAL AND UNOPENED
CONTAINERS AND FOR CONSUMPTION ON PREMISES**

(State if for consumption on the premises or for sale in original and unopened containers and not for consumption on premises)

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TO: The Board of County Commissioners
Craig Weinaug, County Administrator

FROM: Jackie Waggoner, Purchasing Director
Doug Stephens, Public Works Operations Division Manager

SUBJECT: Consider Recommendation of Contract for Aquatic Herbicide Treatment at
Lone Star Lake

DATE: March 3, 2016

Douglas County Public Works recently opened bids for the treatment of Eurasian Water Milfoil (EWM) with Sonar One herbicide at Lone Star Lake. Sonar One is a systemic herbicide that is applied at very low doses (4-7 ppb) over a 60 day period. This treatment provides the best chance of eradicating EWM from Lone Star Lake.

For your review, I have attached a summary of the three bids we received to provide the treatment. As shown in the bid summary, Mountain Town offered a different bid approach and identified a bump and FAST Test as alternates. Although these alternates have significant cost tied to them, SePRO doubts these alternates would be required based on their application in the base bid. The bid documents required Bidder's to currently be enrolled as a SePRO (manufacturer of Sonar One) preferred applicator. Interested contractors were asked to submit as part of their bid a proposed prescription (details of application) along with treatment intervals. This was part of our evaluation criteria and subject to review by a SePRO technical specialist.

Following review of the bids and consultation with SePRO, the consensus was Mountain Town Maintenance Inc. provides the best solution for our project. Their bid included coverage of the entire lake; whereas, the low bid submitted by Aquatic Control, Inc. only covered 50-60% of the lake area. While their solutions are significantly different, SePRO and staff believe Mountain Town solution offers a better value. To ensure eradication of EWM found in the lake, Mountain Town proposed to treat the coves and lake shore with Sonar One, and use Sonar Genesis for the entire lake treatment. This substitution of herbicide is allowed under the bid specifications with the permission of Douglas County. The SePRO technical specialist suggests this is the best method of the three prescriptions received.

Mountain Town Maintenance, Inc. does not currently hold a Kansas Commercial Pesticide Applicator's license with aquatic certification, although they hold similar license's in the State of Wyoming. To achieve a license in Kansas requires passing a written test at a Kansas Department of Agriculture area office. The license is granted immediately after passing a written exam. Contract award will be contingent upon acquiring their Kansas license within 15 days of notice of bid award.

As you may recall, we received a Communities Fisheries Assistance Program (CFAP) grant to help pay for the herbicide treatment of EWM at Lone Star Lake. This agreement stipulates the Kansas Department of Wildlife, Parks and Tourism (KDWP) will reimburse Douglas County for 57.1% of the total project cost up to a maximum contribution of \$40,000. Douglas County would be responsible for the remaining 42.9% of the project cost and our cost share would be paid from the Special Parks & Rec fund.

RECOMMENDATION: The Board of County Commissioners awards a contract with Mountain Town Maintenance, Inc. in the amount of \$57,400 for the aquatic herbicide treatment of Lone Star Lake.

Aquatic Herbicide Treatment at Lone Star Lake			
Bid Summary			
	Aquatic Control	Mountain Town Maint.	Estate Management Services
Base Bid	\$37,948.40	\$57,400.00	\$57,699.81
Alternates			
Performance Bond	\$1,138.45	\$3,500.00	\$2,300.00
Sonar One Bump Application		\$15,000.00	
FasTEST monitoring		\$2,400.00	
TOTAL (Base Bid + Alternates)	\$39,086.85	\$78,300.00	\$59,999.81
Remarks			
Prescription (details of application)	Initial 330# Sonar One + 1- 2 Bumps 51.3# Per Each	Sonar One & Sonar Genesis (273.5#+67.3 gal), Add \$17,400 if Bump is Required	Initial 840# Sonar One + 1 Bump of 420#
Match - based on accepting base bid only			
CFAP Grant (57.1%)	\$21,668.54	\$32,775.40	\$32,946.59
Douglas County (42.9%)	\$16,279.86	\$24,624.60	\$24,753.22

RESOLUTION NO. _____

**A RESOLUTION ESTABLISHING THE DOUGLAS COUNTY
CRIMINAL JUSTICE COORDINATING COUNCIL; AND
PROVIDING FOR ITS PURPOSE, MEMBERSHIP, MEETINGS
AND BYLAWS**

WHEREAS, the Board of County Commissioners of Douglas County, Kansas (the “Douglas County Commission” or the “Board”), deems it in the best interests of the community to establish a Criminal Justice Coordinating Council, and to provide for its purpose, membership, meetings, and bylaws,

NOW, THEREFORE, BE IT RESOLVED by the Douglas County Commission:

Section 1. Creation. There is hereby created the Douglas County Criminal Justice Coordinating Council (the “Council”).

Section 2. Purpose and Goals.

A. Purpose: The purpose of the Council is to provide a working forum to support communications and collaborative coordination between and among key criminal justice system officials, advisory bodies, agencies, departments and community leaders to promote both public safety and an effective, fair and efficient criminal justice system in our community.

B. Goals: The goals of the Council shall be to establish clear goals, objectives and priorities for community-wide public safety programs and policies related to the administration of justice; to maintain public safety through the creation of alternatives for long-term offender success; to improve identification and analysis of problem issues in our local correctional facilities; to improve communication, cooperation and coordination among all stakeholders in the criminal justice system; and to ensure the effective allocation of resources amongst the inter-related programs. It shall be the duty of the Council to:

(i) Study and evaluate the County’s criminal justice system, including analysis of the existing and future plans for jail expansion, the creation and operation of a mental health crisis center and the creation of a special needs court;

(ii) Oversee the collection of criminal justice data for use by the Council and, as required, the Board or other County officials, agencies, departments, and operating units;

(iii) Analyze the flow of processes in the criminal justice system, including those directly impacting the County’s jail population and make recommendations for process improvement;

(iv) Identify potential gaps or deficiencies in the criminal justice system and make recommendations that will reduce or eliminate duplication of services and service gaps;

(v) Make recommendations that will help control the costs of managing offenders;

(vi) Evaluate and recommend crime prevention programs and early intervention and prevention programs;

Section 3: Membership.

A. Membership of the Council shall be as follows:

- (1) County Commissioner appointed by the Douglas County Commission;
- (2) Chief Judge of the seventh judicial district;
- (3) Douglas County Sheriff;
- (4) District Attorney;
- (5) City Commissioner appointed by the Mayor of the Lawrence City Commission and confirmed by the City Commission;
- (6) Criminal Defense Attorney from the Douglas County Bar appointed by the County Commission;
- (7) Lawrence Police Chief;
- (8) Lawrence Municipal Judge;
- (9) Director of Douglas County Youth Services;
- (10) Executive Director of Bert Nash;
- (11) Executive Director of DCCCA
- (12, 13, 14) Community representatives appointed by each County Commissioner (3); and

Ex officio Members:

- (a) County Administrator;
- (b) Lawrence City Manager;
- (c) Director of Douglas County Reentry;
- (f) Representative from Court Services appointed by Chief Judge.

B. Membership Terms. All appointments shall be for the term of office for elected officials of the County, for a term of two years for all members who are not County government officials, and for the term as specified by the Board for the other County government employees. There shall be no term limitations on appointees to this board.

Section 4: Meetings.

A. Regular Meetings. The Criminal Justice Coordinating Council shall establish regular meeting times but no less often than every two months. All meetings of the Council shall be subject to and comply with the Kansas Open Meetings laws.

B. Quorum. A quorum is no less than 60% of the total voting membership. As decisions will be made by consensus, 60% of the total membership must be present for a decision to be made. If a decision cannot be made through consensus, and a vote is taken, a quorum of 60% must be present at the time of the vote.

C. Staff Support: The council will make recommendations for staff support to the Douglas County Commission. Any staff so approved shall be supervised by County Administrator.

D. The County Counselor shall serve as the legal advisor to the Council.

Section 5: Chair and Vice Chair. The Chairperson and Vice Chair of the Council shall be selected by the Council. The vice chair shall serve in the absence or temporary disability of the chair, and perform those duties prescribed by the chair or as directed by the membership. The chair of the Council shall perform the following duties:

A. Convene all meetings of the Council and preside over its proceedings, ensuring orderly procedures in conducting business and maintain decorum to ensure that business is not disturbed or disrupted;

B. When necessary or advisable, call a special meeting of the Council in accordance with the applicable legal requirements;

C. In consultation with the membership, define an annual work place for the Council and provide leadership in communicating the plan and related priorities to the key stakeholders and the general public;

D. Sign documents, records and reports, when authorized, on behalf of the Council; and

E. Perform such other and additional duties as are incidental to or customary for such office or which are prescribed or approved by the Council.

Section 6: Voting. Parliamentary procedures will not be required as a normal practice of decision making. Respectful dialogue and the consensus style of decision making are the preferred norm for the conduct of Council business.

In the event a decision cannot be achieved through consensus, the Chair may bring the matter to a vote.

Section 7: Committees. The Council may establish and utilize committees or subcommittees of its members to assist in the performance of its goals and duties.

Section 8: Bylaws; Changes to By-laws. The Council shall adopt bylaws consistent with the terms of this resolution. Proposed changes to Council bylaws must be submitted to the Chair in writing two weeks prior to a vote being taken and distributed to the membership prior to the meeting for review. Changes to the bylaws must also be consistent with the terms of this resolution and approved by a favorable vote of two-thirds of all current Council members.

IN WITNESS WHEREOF, the foregoing Resolution was adopted this ____ day of March, 2016.

**BOARD OF COUNTY COMMISSIONERS OF
DOUGLAS COUNTY, KANSAS:**

James E. Flory, Chair

Nancy Thellman, Member

Mike Gaughan, Member

ATTEST:

Jamie Shew, County Clerk

Criminal Justice Coordinating Council

Douglas County, Kansas

Bylaws:

Article I: NAME

The name of this entity is the Douglas County Criminal Justice Advisory Council, and it will be referred to as the Council in the following bylaws.

Article II: AUTHORITY

The Board of County Commissioners of Douglas County established the Council by resolution on March 9, 2016.

Article III: PURPOSE AND GOALS

A. Purpose:

The purpose of the Council is to provide a working forum to support communications and collaborative coordination between and among key criminal justice system officials, advisory bodies, agencies, departments and community leaders to promote both public safety and an effective, fair and efficient criminal justice system in our community.

B. Goals:

The goals of the Council shall be to establish clear goals, objectives and priorities for community-wide public safety programs and policies related to the administration of justice; to maintain public safety through the creation of alternatives for long-term offender success; to improve identification and analysis of problem issues in our local correctional facilities; to improve communication, cooperation and coordination among all stakeholders in the criminal justice system; and to ensure the effective allocation of resources amongst the inter-related programs. It shall be the duty of the Council to:

- (i) Study and evaluate the County's criminal justice system, including analysis of the existing and future plans for jail expansion, the creation and operation of a mental health crisis center and the creation of a special needs court;
- (ii) Oversee the collection of criminal justice data for use by the Council and, as required, the Board or other County officials, agencies, departments, and operating units;
- (iii) Analyze the flow of processes in the criminal justice system, including those directly impacting the County's jail population and make recommendations for process improvement;
- (iv) Identify potential gaps or deficiencies in the criminal justice system and make recommendations that will reduce or eliminate duplication of services and service gaps;
- (v) Make recommendations that will help control the costs of managing offenders;
- (vi) Evaluate and recommend crime prevention programs and early intervention and prevention programs;

Article IV: MEMBERSHIP

A. Membership Categories

The Council shall consist of representatives of the following designated officials, organizations or classifications. The designations are:

- (1) County Commissioner appointed by the Douglas County Commission;
- (2) Chief Judge of the seventh judicial district;
- (3) Douglas County Sheriff;
- (4) District Attorney;
- (5) City Commissioner appointed by the Mayor of the Lawrence City Commission and confirmed by the City Commission;
- (6) Criminal Defense Attorney from the Douglas County Bar appointed by the County Commission;
- (7) Lawrence Police Chief;
- (8) Lawrence Municipal Judge;
- (9) Director of Douglas County Youth Services;
- (10) Executive Director of Bert Nash;
- (11) Executive Director of DCCCA
- (12, 13, 14) Community representatives appointed by each County Commissioner (3); and

Ex officio Members:

- (a) County Administrator;
- (b) Lawrence City Manager;
- (c) Director of Douglas County Reentry;
- (f) Representative from Court Services appointed by Chief Judge.

- B. Membership Terms. All appointments shall be for the term of office for elected officials of the County, for a term of two years for all members who are not County government officials, and for the term as specified by the Board for the other County government employees. There shall be no term limitations on appointees to this board.

Article V: MEETINGS

A. Regular Meetings

The Criminal Justice Advisory Council shall establish regular meeting times but no less often than bimonthly. All meetings of the Council shall be subject to and comply with the Kansas Open Meetings laws.

B. Quorum

A quorum is no less than 60% of the total voting membership. As decisions will be made by consensus, 60% of the total membership must be present for a decision to be made. If a decision cannot be made through consensus, and a vote is taken, a quorum of 60% must be present at the time of the vote.

C. Staff Support

The council will make recommendations for staff support to the Douglas County Commission. Any staff so approved shall be supervised by County Administrator.

D. County Counselor

The County Counselor shall serve as the legal advisor to the Council.

Article VI: CHAIR AND VICE CHAIR

The Chairman and Vice Chair of the Council shall be selected by the Council. The vice chair shall serve in the absence or temporary disability of the chair, and perform those duties prescribed by the chair or as directed by the membership. The Chair of the Criminal Justice Advisory Council shall perform the following duties:

- a. Convene all meetings of the council and preside over its proceedings, ensuring orderly procedures in conducting business and maintain decorum to ensure that business is not disturbed or disrupted;
- b. When necessary or advisable, call a special meeting of the council in accordance with the applicable legal requirements;
- c. In consultation with the membership, define an annual work plan for the Council and provide leadership in communicating the plan and related priorities to the key stakeholders and the general public;
- d. Sign documents, records and reports, when authorized, on behalf of the Council; and
- e. Perform such other and additional duties as are incidental to or customary for such office or which are prescribed or approved by the Council.

Article VII: VOTING

Parliamentary procedures will not be required as normal practice of decision making. Respectful dialog and the consensus style of decision making are the preferred norm for the conduct of Council business.

In the event a decision cannot be achieved through consensus, the Chair may bring the matter to a vote.

Article VIII: COMMITTEES

The Council may establish and utilize committees or subcommittees of its members to assist in the performance of its goals and duties.

Article IX: CHANGES TO BYLAWS

The Criminal Justice Advisory Council must approve any changes to the council bylaws. Proposed changes must be submitted to the Chair in writing two weeks prior to a vote being taken and distributed to the membership prior to the meeting for review. Changes to the bylaws must be approved by a favorable vote of two-thirds of all current council members.