

IN THE COUNTY LEGISLATURE OF JACKSON COUNTY, MISSOURI

AN ORDINANCE transferring \$50,000.00 within the 2019 Park Enterprise Fund and appropriating \$275,000.00 from the undesignated fund balance of the 2019 Grant Fund in acceptance of a supplemental grant received from the Missouri Department of Natural Resources, Division of State Parks Land and Water Conservation Fund Program for use by the Parks + Rec Department.

ORDINANCE NO. 5201, February 25, 2019

INTRODUCED BY Tony Miller, County Legislator

WHEREAS, the Parks + Rec Department received a supplemental grant from the Missouri Department of Natural Resources, Division of State Parks Land and Water Conservation Fund program in the amount of \$225,000.00, to provide funding to improve the Blue River Parkway Recreational Area; and,

WHEREAS, the grant is subject to a \$50,000.00 local match; and,

WHEREAS, the grant was awarded for the period of October 25, 2018, through October 24, 2020; and,

WHEREAS, the scope of the grant is to replace the flood-damaged softball complex at the Blue River Parkway Recreational Area and create four lighted soccer fields in its place; and

WHEREAS, new parking facilities will be constructed with four plus miles of mountain bike trails; and,

WHEREAS, an appropriation and transfer are necessary to place these supplemental grant and matching funds in the appropriate spending account; now therefore,

BE IT ORDAINED by the County Legislature of Jackson County, Missouri, that the following transfer within the 2019 Park Enterprise Fund and appropriation from the undesignated fund balance of the 2019 Grant Fund be and hereby are made:

<u>DEPARTMENT/DIVISION</u>	<u>CHARACTER/DESCRIPTION</u>	<u>FROM</u>	<u>TO</u>
Park Enterprise Fund Construction Services 300-1608	56790 – Other Contractual	\$50,000	
Operating Transfers 300-9100	56105-Operating Transfers Out		\$50,000
Grant Fund 010-1660 Blue River Pwky	47070- Operating Transfers In	\$50,000	
010-1660 Blue River Pkwy	45926- Increase Revenue	\$225,000	
Grant Fund 010-2810	Undesignated Fund Balance		\$275,000
010-2810	Undesignated Fund Balance	\$275,000	
010-1660 Blue River Pwky	58060- Other Improvements		\$275,000

and,

BE IT FURTHER ORDAINED that the County Executive be and hereby is authorized to execute any and all documents necessary to give effect to this supplemental grant.

Effective Date: This ordinance shall be effective immediately upon its signature by the County Executive.

APPROVED AS TO FORM:


Interim County Counselor

I hereby certify that the attached Ordinance, Ordinance No. 5201 introduced on February 25, 2019, was duly passed on _____, 2019 by the Jackson County Legislature. The votes thereon were as follows:

Yeas _____

Nays _____

Abstaining _____

Absent _____

This Ordinance is hereby transmitted to the County Executive for his signature.

Date

Mary Jo Spino, Clerk of Legislature

I hereby approve the attached Ordinance No. 5201.

Date

Frank White, Jr., County Executive

Funds sufficient for this transfer and appropriation are available from the sources indicated below.

ACCOUNT NUMBER: 300 1608 56790
ACCOUNT TITLE: Park Enterprise Fund
Construction Services
Other Contractual
NOT TO EXCEED: \$50,000.00

ACCOUNT NUMBER: 010 2810
ACCOUNT TITLE: Grant Fund
Undesignated Fund Balance
NOT TO EXCEED: \$275,000.00

2/21/19

Date



Chief Administrative Officer

**REQUEST FOR LEGISLATIVE ACTION
EXECUTIVE OFFICE**



FEB 11 2019


Completed by County Counselor's Office:

Res/Ord No.: 5201

Sponsor(s): Tony Miller

Date: February 25, 2019

SUBJECT	<p>Action Requested <input type="checkbox"/> Resolution <input checked="" type="checkbox"/> Ordinance</p> <p>Project/Title: <u>Approval of Land & Water Conservation Fund Grant Financial Assistance Agreement for Blue River Parkway Recreational Area Improvement Project</u></p>																									
BUDGET INFORMATION <i>To be completed By Requesting Department and Finance</i>	<table border="1" data-bbox="321 537 1507 913"> <tr> <td>Amount authorized by this legislation this fiscal year:</td> <td colspan="2" style="text-align: right;">\$275,000</td> </tr> <tr> <td>Amount previously authorized this fiscal year:</td> <td colspan="2" style="text-align: right;">\$0</td> </tr> <tr> <td>Total amount authorized after this legislative action:</td> <td colspan="2" style="text-align: right;">\$275,000</td> </tr> <tr> <td>Amount budgeted for this item * (including transfers):</td> <td colspan="2" style="text-align: right;">\$50,000</td> </tr> <tr> <td>Source of funding (name of fund) and account code number;</td> <td>FROM ACCT:</td> <td>TO ACCT:</td> </tr> <tr> <td>FROM : Park Enterprise Fund 300-1608-56790; - Construction Services - Other Contractual Services</td> <td>50,000.00</td> <td></td> </tr> <tr> <td>FROM: Grant Fund 010 2810 – Undesignated Fund Balance</td> <td>225,000.00</td> <td></td> </tr> <tr> <td>TO : Grant Fund 010 1660 – 58060; Construction Services – Other Improvements</td> <td></td> <td>275,000.00</td> </tr> </table> <p>* If account includes additional funds for other expenses, total budgeted in the account is: \$</p> <p>OTHER FINANCIAL INFORMATION:</p> <p><input type="checkbox"/> No budget impact (no fiscal note required) <input type="checkbox"/> Term and Supply Contract (funds approved in the annual budget); estimated value and use of contract: Department: _____ Estimated Use: \$ _____ Prior Year Budget (if applicable): _____ Prior Year Actual Amount Spent (if applicable): _____</p>		Amount authorized by this legislation this fiscal year:	\$275,000		Amount previously authorized this fiscal year:	\$0		Total amount authorized after this legislative action:	\$275,000		Amount budgeted for this item * (including transfers):	\$50,000		Source of funding (name of fund) and account code number;	FROM ACCT:	TO ACCT:	FROM : Park Enterprise Fund 300-1608-56790; - Construction Services - Other Contractual Services	50,000.00		FROM: Grant Fund 010 2810 – Undesignated Fund Balance	225,000.00		TO : Grant Fund 010 1660 – 58060; Construction Services – Other Improvements		275,000.00
Amount authorized by this legislation this fiscal year:	\$275,000																									
Amount previously authorized this fiscal year:	\$0																									
Total amount authorized after this legislative action:	\$275,000																									
Amount budgeted for this item * (including transfers):	\$50,000																									
Source of funding (name of fund) and account code number;	FROM ACCT:	TO ACCT:																								
FROM : Park Enterprise Fund 300-1608-56790; - Construction Services - Other Contractual Services	50,000.00																									
FROM: Grant Fund 010 2810 – Undesignated Fund Balance	225,000.00																									
TO : Grant Fund 010 1660 – 58060; Construction Services – Other Improvements		275,000.00																								
PRIOR LEGISLATION	Prior ordinances and (date): _____ Prior resolutions and (date): Resolution #19702; Feb. 5, 2018																									
CONTACT INFORMATION	RLA drafted by (name, title, & phone): Bruce Wilke, Landscape Architect, 503-4802																									
REQUEST SUMMARY	<p>Jackson County has been awarded a grant under the Land and Water Conservation Fund Program through the Department of Natural resources (MoDNR), Division of State Parks in the amount of \$225,000.00. The scope of the grant is to remove the flood damaged softball complex facilities and create 4 lighted soccer fields in its place. Additionally, new parking facilities will be constructed along with ± 4 miles of mountain bike trails. A formal bid for construction is anticipated to be let in Fall of 2019.</p> <p>We further request that \$225,000.00 be appropriated from the 2019 Grant Fund to cover the upfront cost of the Federal participation amount. The Parks Department has \$50,000.00 appropriated in the 2019 operating budget to cover the Local portion. The balance of \$175,480.00 local match will be taken from our 2020 operating Budget.</p>																									
CLEARANCE	<input type="checkbox"/> Tax Clearance Completed (Purchasing & Department) <input type="checkbox"/> Business License Verified (Purchasing & Department) <input type="checkbox"/> Chapter 6 Compliance - Affirmative Action/Prevailing Wage (County Auditor's Office)																									
ATTACHMENTS	MoDNR Cover Letter; Financial Assistance Agreement, Location Map																									
REVIEW	Department Director:  Finance (Budget Approval): 	Date: 2-6-19 Date: 2/11/19																								

<i>If applicable</i>		
Division Manager:		Date: 2/6/19
County Counselor's Office:		Date:

Fiscal Information (to be verified by Budget Office in Finance Department)

- This expenditure was included in the annual budget.
- Funds for this were encumbered from the _____ Fund in _____.
- There is a balance otherwise unencumbered to the credit of the appropriation to which the expenditure is chargeable and there is a cash balance otherwise unencumbered in the treasury to the credit of the fund from which payment is to be made each sufficient to provide for the obligation herein authorized.
- Funds sufficient for this expenditure will be/were appropriated by Ordinance # _____
- Funds sufficient for this appropriation and transfer are available from the source indicated below.

Account Number:	Account Title:	Amount Not to Exceed:
300-1608-56790	Park Enterprise Fund - Construction Services Other Contractual Services	50,000.00
010- 2810	Grant Fund - Undesignated Fund Balance	225,000.00

- This award is made on a need basis and does not obligate Jackson County to pay any specific amount. The availability of funds for specific purchases will, of necessity, be determined as each using agency places its order.
- This legislative action does not impact the County financially and does not require Finance/Budget approval.



October 22, 2018

Bruce Wilke
Jackson County
22807 Woods Chapel Road
Blue Springs, MO 64015

Re: LWCF Project 29-01682, Blue River Parkway Recreational Area Improvement Project

Dear Mr. Wilke:

On behalf of the Missouri Department of Natural Resources (MoDNR), Division of State Parks, I am pleased to announce that Jackson County has been selected as a 2018 grant recipient for the Land and Water Conservation (LWCF) grant program in the amount of \$225,000. We received 40 grant applications with a total funding request of over \$6.6 million. Of those, nine projects were approved by the National Park Service for grant assistance in round one. It is quite an achievement by your agency to be recommended for funding. Congratulations on your selection!

You should have received an email in the past week from Bonnie.Ricord@dnr.mo.gov notifying you of financial assistance and how to receive your award via the online Funding Opportunities Portal. Please follow the instructions in this email to register in the portal and accept your award. The "Acceptance of Funds" note you submit on the portal is considered your permission to proceed. You are encouraged to share the terms and conditions of this agreement with project officials to assure they understand the perpetuity clause and other obligations to which Jackson County is committed.

All items described in the project agreement must be completed unless your agency and MoDNR mutually agree upon changes. You will be required to submit at least one reimbursement within the first year of your project. Therefore, you must begin bidding, purchasing and/or developing your project and submit a reimbursement request before September 30, 2019. Your project must be completed by October 24, 2020. Extension requests are granted only in extenuating circumstances or legitimate need. Requests for a time extension must be made before your original project period expires to ensure funding remains available for your project.

During your administrative workshop, you will be supplied with a hard copy of the Land and Water Conservation Fund Project Administration Guide. This guide details the procedures that must be followed to complete your project. The guide also includes the federal regulations and DNR General Terms and Conditions that govern a Land and Water Conservation Fund grant project.



MISSOURI DEPARTMENT OF NATURAL RESOURCES
FINANCIAL ASSISTANCE AGREEMENT

Assistance as described herein is hereby offered and accepted effective upon signature of authorized officials for the dates indicated in Budget Period and Project Period below.

RECIPIENT INFORMATION			
RECIPIENT NAME Jackson County, Missouri		RECIPIENT TELEPHONE NUMBER WITH AREA CODE (816) 503 - 4802	
ADDRESS 22807 Woods Chapel Road		CITY Blue Springs	STATE MO
UNIQUE IDENTIFIER (DUNS NUMBER) 095034526		PROJECT NUMBER 29-01682	PROJECT PERIOD 10/25/18-10/24/20
RECIPIENT PROJECT MANAGER NAME Bruce Wilke		RECIPIENT PROJECT EMAIL ADDRESS Bwilke@jacksongov.org	PROJECT MANAGER TELEPHONE NUMBER WITH AREA CODE (816) 503 - 4802

PROJECT INFORMATION			
RECIPIENT PROJECT TITLE AND PROJECT DESCRIPTION (ATTACH ADDITIONAL PAGES AS NECESSARY) Blue River Parkway Recreational Area Improvement Project -- The project includes four phases. The first phase will mitigate hazardous conditions created by 2017 flooding, by removing fencing, backstops, infield areas, scoreboards, a small concession building, and a maintenance building. Phase II will regrade and seed the area to create four new multi-use soccer fields and relocated existing field lighting. Phase III will develop approximately four miles of biking/hiking trails along the Blue River, extending the Blue River Corridor closer to Swope Park. Phase IV will develop a 20-car gravel parking area and trailhead, including a recreational kiosk and connection to an existing restroom. A large 120-car lot will be developed adjacent to smaller lot. Special Condition: "No ground disturbing activities can take place until Section 106 is complete."			
TYPE OF ASSISTANCE New Award <input checked="" type="checkbox"/> Amendment <input type="checkbox"/>	SOURCE OF FUNDING Federal <input checked="" type="checkbox"/> State <input type="checkbox"/> Other <input type="checkbox"/>	CFDA NUMBER 15.916	CFDA NAME LWCF State and Local Assistance Program
STATE PROJECT MANAGER NAME Rebecca Rost		STATE PROJECT MANAGER TELEPHONE NUMBER WITH AREA CODE (573) 751 - 0848	INDIRECT COST RATE FOR RECIPIENT 0.00%
RESEARCH AND DEVELOPMENT YES <input type="checkbox"/> NO <input checked="" type="checkbox"/>	RESEARCH AND DEVELOPMENT COMMENTS IF NEEDED		

PROJECT FUNDING	Original Amount	Original Percentage	Amended Amount	Amended Percentage	Total Amount	Total Percentage
Federal Award:	\$ 225,000.00	49.95 %	\$	%	\$225,000.00	49.95 %
State/Other Award:	\$ 0.00	%	\$	%	\$ 0.00	%
Recipient Match:	\$ 225,480.00	50.05 %	\$	%	\$225,480.00	50.05 %
Total Award:	\$450,480.00	100.00 %	\$ 0.00	%	\$450,480.00	100.00 %

AGREEMENT ADMINISTRATION					
THE RECIPIENT AGREES TO ADMINISTER THIS AGREEMENT IN ACCORDANCE WITH ALL APPLICABLE FEDERAL AND STATE REGULATIONS INCLUDING, BUT NOT LIMITED TO:					
APPLICABLE PROGRAM GUIDELINES Grant Administration Guide attached as Attachment #1				RECIPIENT APPLICATION, AS NEGOTIATED, DATED 2/6/2018	
BUDGET PLAN Attachment #	DETAILED SCOPE OF WORK Attachment #	SPECIAL CONDITIONS Attachment # 1	GENERAL TERMS AND CONDITIONS Attachment # 1	SUSPENSION/DEBARMENT Attachment # 1	PUBLIC LAW Attachment #
PUBLICATIONS Attachment #	EPA MBEWBE UTILIZATION Attachment # 1	CERTIFICATE REGARDING LOBBYING Attachment # 1	INVOICE Attachment #	ADDITIONAL ATTACHMENTS Attachment # Attachment #	

AMENDMENT INFORMATION	
AMENDMENT ID	AMENDMENT DESCRIPTION (ATTACH ADDITIONAL PAGES AS NECESSARY)

FEDERAL AWARD INFORMATION (ATTACH ADDITIONAL PAGES AS NECESSARY)			
FEDERAL AWARD PROJECT TITLE AND DESCRIPTION Land & Water Conservation Fund -- provides matching grants to states and local governments for the acquisition and development of public outdoor recreation areas and facilities			
FEDERAL AWARING AGENCY National Park Service		FEDERAL AWARD ID NUMBER P18AP00490	PASS THROUGH ENTITY NAME MoDNR, MSP
FEDERAL FUNDING YEAR 2018	FEDERAL AWARD DATE 9/21/18	TOTAL AMOUNT OF FEDERAL AWARD \$225,000.00	INDIRECT COST RATE FOR MoDNR 16.66%

APPROVAL		
DEPARTMENT OF NATURAL RESOURCES DIRECTOR OR DESIGNEE NAME (TYPED) Ben Ellis, Director, Division of State Parks	SIGNATURE	DATE
RECIPIENT ORGANIZATION AUTHORIZED OFFICIAL NAME AND TITLE (TYPED) Frank White, Jr., County Executive, Jackson County	SIGNATURE	DATE

IN THE COUNTY LEGISLATURE OF JACKSON COUNTY, MISSOURI

AN ORDINANCE appropriating \$3,000.00 from the undesignated fund balance of the 2018 Grant Fund in acceptance of a grant received from the U.S. Food and Drug Administration Grant Program, for use by the Environmental Health Division of the Public Works Department.

ORDINANCE NO. 5202, February 25, 2019

INTRODUCED BY Charlie Franklin, County Legislator

WHEREAS, the County has received a grant in the amount of \$3,000.00 from the U.S. Food and Drug Administration for use by the Environmental Health Division of the Public Work Department; and,

WHEREAS, an appropriation is necessary to place these funds in the proper spending account; now therefore,

BE IT ORDAINED by the County Legislature of Jackson County, Missouri, that the following appropriation from the undesignated fund balance of the 2019 Grant Fund be and hereby is made:

<u>DEPARTMENT/DIVISION</u>	<u>CHARACTER/DESCRIPTION</u>	<u>FROM</u>	<u>TO</u>
Grant Fund Plan Review for Food Estab 010-1569	45927 - Increase Revenues	\$3,000	
010-2810	Undesignated Fund Balance		\$3,000
010-2810	Undesignated Fund Balance	\$3,000	
010-1569	56140-Travel		\$3,000

Effective Date: This ordinance shall be effective immediately upon its signature by the County Executive.

APPROVED AS TO FORM:



Interim County Counselor

I hereby certify that the attached Ordinance, Ordinance No. 5202 introduced on February 25, 2019, was duly passed on _____, 2019 by the Jackson County Legislature. The votes thereon were as follows:

Yeas _____

Nays _____

Abstaining _____

Absent _____

This Ordinance is hereby transmitted to the County Executive for his signature.

Date

Mary Jo Spino, Clerk of Legislature

I hereby approve the attached Ordinance No. 5202.

Date

Frank White, Jr., County Executive

Funds sufficient for this appropriation are available from the source indicated below.

ACCOUNT NUMBER: 010 2810
ACCOUNT TITLE: Grant Fund
Undesignated Fund Balance
NOT TO EXCEED: \$3,000.00

2/21/19

Date



Chief Administrative Officer

REQUEST FOR LEGISLATIVE ACTION

Completed by County Counselor's Office:

Res/Ord No.: 5202

Sponsor(s): Charlie Franklin

Date: February 25, 2019

<p>SUBJECT</p>	<p>Action Requested <input type="checkbox"/> Resolution <input checked="" type="checkbox"/> Ordinance</p> <p>Project/Title; Accept and appropriate \$3000 for training in the grant fund.</p>										
<p>BUDGET INFORMATION <i>To be completed By Requesting Department and Finance</i></p>	<table border="1" data-bbox="315 527 1198 810"> <tr> <td>Amount authorized by this legislation this fiscal year:</td> <td>\$3000</td> </tr> <tr> <td>Amount previously authorized this fiscal year:</td> <td>\$</td> </tr> <tr> <td>Total amount authorized after this legislative action:</td> <td>\$3000</td> </tr> <tr> <td>Amount budgeted for this item * (including transfers):</td> <td>\$</td> </tr> <tr> <td>Source of funding (name of fund) and account code number; FROM / TO</td> <td>FROM ACCT 010-2810 \$3000 TO ACCT 010-1569-56140 \$3000</td> </tr> </table> <p>* If account includes additional funds for other expenses, total budgeted in the account is: \$</p> <p>OTHER FINANCIAL INFORMATION:</p> <p><input type="checkbox"/> No budget impact (no fiscal note required) <input type="checkbox"/> Term and Supply Contract (funds approved in the annual budget); estimated value and use of contract: Department: Estimated Use: \$</p> <p>Prior Year Budget (if applicable): Prior Year Actual Amount Spent (if applicable):</p>	Amount authorized by this legislation this fiscal year:	\$3000	Amount previously authorized this fiscal year:	\$	Total amount authorized after this legislative action:	\$3000	Amount budgeted for this item * (including transfers):	\$	Source of funding (name of fund) and account code number; FROM / TO	FROM ACCT 010-2810 \$3000 TO ACCT 010-1569-56140 \$3000
Amount authorized by this legislation this fiscal year:	\$3000										
Amount previously authorized this fiscal year:	\$										
Total amount authorized after this legislative action:	\$3000										
Amount budgeted for this item * (including transfers):	\$										
Source of funding (name of fund) and account code number; FROM / TO	FROM ACCT 010-2810 \$3000 TO ACCT 010-1569-56140 \$3000										
<p>PRIOR LEGISLATION</p>	<p>Prior ordinances and (date): <u>5077 2/12/18</u>, <u>4954 1/30/17</u>, <u>4858 6/20/16</u></p> <p>Prior resolutions and (date):</p>										
<p>CONTACT INFORMATION</p>	<p>RLA drafted by (name, title, & phone): Deb Sees, Environmental Health Administrator 847-7070</p>										
<p>REQUEST SUMMARY</p>	<p>Grant Number G-T-1810-06848. This is a reimbursement grant for FDA Plan Review training to be attended by three staff in Dallas Texas. Re-imbusement cannot exceed \$3000.</p>										
<p>CLEARANCE</p>	<p><input type="checkbox"/> Tax Clearance Completed (Purchasing & Department) <input type="checkbox"/> Business License Verified (Purchasing & Department) <input type="checkbox"/> Chapter 6 Compliance - Affirmative Action/Prevailing Wage (County Auditor's Office)</p>										
<p>ATTACHMENTS</p>	<p>Award Letter G-T-1810-06848</p>										

REVIEW	Department Director: <i>Debs Sees</i>	Date: <i>2-13-19</i>
	Finance (Budget Approval): <i>If applicable</i> <i>Josh Matthews</i>	Date: <i>2/14/19</i>
	Division Manager: <i>Josh Matthews</i>	Date: <i>2-14-19</i>
	County Counselor's Office:	Date:

Fiscal Information (to be verified by Budget Office in Finance Department)

- This expenditure was included in the annual budget.
- Funds for this were encumbered from the _____ Fund in _____.
- There is a balance otherwise unencumbered to the credit of the appropriation to which the expenditure is chargeable and there is a cash balance otherwise unencumbered in the treasury to the credit of the fund from which payment is to be made each sufficient to provide for the obligation herein authorized.
- Funds sufficient for this expenditure will be/were appropriated by Ordinance # _____
- Funds sufficient for this appropriation are available from the source indicated below.

Account Number:	Account Title:	Amount Not to Exceed:
010-2810	Grant fund- Undesignated Fund Balance	\$3000

- This award is made on a need basis and does not obligate Jackson County to pay any specific amount. The availability of funds for specific purchases will, of necessity, be determined as each using agency places its order.
- This legislative action does not impact the County financially and does not require Finance/Budget approval.

VOLUNTARY NATIONAL RETAIL FOOD
REGULATORY PROGRAM STANDARDS
(RETAIL STANDARDS) GRANT PROGRAM



December 3, 2018

Grant Number: G-T-1810-06848
Project Title: FD207 Plan Review for Food Establishments
Award Value: \$3,000.00
Project Period: March 1, 2019 to March 27, 2019

Deb Sees
Public Health Supervisor
Jackson County Environmental Health
34900 E. Old US 40 Hwy
P.O. Box 160
Grain Valley, Missouri 64029

Dear Deb Sees:

We have approved your application for FD207 Plan Review for Food Establishments as part of the Retail Standards Grant Program, funded by the United States Food and Drug Administration (FDA). Approval is based on review of the application submitted by you on behalf of Jackson County Environmental Health to the Association of Food and Drug Officials (AFDO).

As part of your application your agency has made an assurance that it will comply with all applicable Federal statutes and regulations in effect during the grant period, including applicable parts of 45 CFR Parts 74 and 92. Acceptance of this award and/or any funds provided by the Retail Standards Grant Program acknowledges agreement with all of the terms and conditions in this award letter.

Your award is based on the above-title project application, submitted to and approved by AFDO, and is subject to the following terms and conditions:

- **The grantee must complete the full scope of work and all tasks outlined in the approved grant application by March 27, 2019 unless a written exception is granted by the AFDO Programmatic Point of Contact for this grant award.**
- **Any changes to the scope, tasks, deliverables, or expenses of this project must be approved in advance and in writing by the AFDO Programmatic Point of Contact prior to work being modified or completed.**
- The grantee must abide by the grant guidance for the program, available as a PDF file on the Retail Standards Grant Program portal at <http://afdo.org/retailstandards>. This portal is also the site where you can find additional information/updates regarding this grant program, and where you can log in for project status and submission of required reports.
- Per United States Department of Health and Human Services Grants Policy, expenses for food or beverage are generally not allowed unless it is part of a per diem allowance provided in conjunction with allowable travel.
- A Final Project Report must be submitted through the online grants portal no more than 45 days after March 27, 2019. As part of the final report, the grantee must provide a full accounting of all expenditures made with funds from this grant award, accompanied by the documentation specified in the reporting section of the grant guidance.
- As a reminder, recipients of funding through this program are required to assure that project activities achieve greater conformance with the FDA Voluntary National Retail Food Retail Program Standards, available at: http://afdo.org/fda_vnrfrps.

The amount of \$3,000.00 represents the full amount of funds to which you are entitled. Grant awards are made with the understanding that Retail Standards Grant Program staff may require clarification of information within your application, as necessary, during the application, project, or reporting periods. These

inquiries may be necessary to allow us to appropriately carry out our administrative responsibilities.

Please note, the Catalog of Federal Domestic Assistance (CFDA) number for this United States Food and Drug Administration grant, awarded to the Association of Food and Drug Officials (AFDO) on 8/11/2016, is 93.103. Your grant is considered a subaward under this AFDO grant.

If you have questions about this award, please contact your AFDO Programmatic Point of Contact. Additionally, the Retail Food Safety Specialist from your FDA Region is an integral part of your jurisdiction's successful completion of Retail Standards activities, and is available to assist with your funded project. Contact information for both individuals is listed below.

We appreciate your ongoing commitment to achieving greater conformance with the Voluntary National Retail Food Regulatory Program Standards.

Sincerely,



Steven Mandernach
Executive Director
Association of Food and Drug Officials
155 W. Market St.
3rd Floor
York, PA 17401

AFDO Programmatic Point of Contact:

Michael Turner
retailstandards@afdo.org
(850) 583-4593

Follow the link below to obtain contact information for the FDA Regional Food Specialist assigned to assist your jurisdiction:

<http://afdo.org/retailstandards/fdaregionalcontacts>

cc: Gerald Berg (gerald.berg@fda.hhs.gov)
Daniel Lukash (daniel.lukash@fda.hhs.gov)

IN THE COUNTY LEGISLATURE OF JACKSON COUNTY, MISSOURI

AN ORDINANCE appropriating \$80,475.00 from the undesignated fund balance of the 2019 Park Fund in acceptance of insurance proceeds for the repair of damage to the Fred Arbanas Golf Course cart barn for use by the Parks + Rec Department.

ORDINANCE NO. 5203, February 25, 2019

INTRODUCED BY Tony Miller, County Legislator

WHEREAS, the County has received a payment from Travelers Insurance Company, representing the cost of repairs to the Fred Arbanas Golf Course cart barn damaged as a result of a severe weather storm; and,

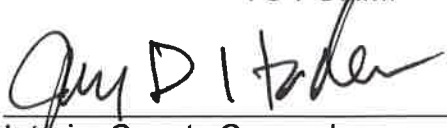
WHEREAS, an appropriation is necessary to place the insurance proceeds in the proper spending account so that the funds may be used toward the repair of the damages; now therefore,

BE IT ORDAINED by the County Legislature of Jackson County, Missouri, that the following appropriation from the undesignated fund balance of the 2019 Park Fund be and hereby is made:

<u>DEPARTMENT/DIVISION</u>	<u>CHARACTER/DESCRIPTION</u>	<u>FROM</u>	<u>TO</u>
Park Fund 003-9999	47040 – Reimb. Damage Claims	\$80,475	
003-2810	Undesignated Fund Balance		\$80,475
003-2810	Undesignated Fund Balance	\$80,475	
Construction Services 003-1608	58020– Other Improvements		\$80,475

Effective Date: This ordinance shall be effective immediately upon its signature by the County Executive.

APPROVED AS TO FORM:



Interim County Counselor

I hereby certify that the attached Ordinance, Ordinance No. 5203 introduced on February 25, 2019, was duly passed on _____, 2019 by the Jackson County Legislature. The votes thereon were as follows:

Yeas _____

Nays _____

Abstaining _____

Absent _____

This Ordinance is hereby transmitted to the County Executive for his signature.

Date

Mary Jo Spino, Clerk of Legislature

I hereby approve the attached Ordinance No. 5203.

Date

Frank White, Jr., County Executive

Funds sufficient for this appropriation are available from the source indicated below.

ACCOUNT NUMBER: 003 2810
ACCOUNT TITLE: Park Fund
Undesignated Fund Balance
NOT TO EXCEED: \$80,475.00

2/21/19

Date



Chief Administrative Officer

REQUEST FOR LEGISLATIVE ACTION

Completed by County Counselor's Office:

Res/Ord No.: 5203

Sponsor(s): Tony Miller

Date: February 25, 2019

<p>SUBJECT</p>	<p>Action Requested <input type="checkbox"/> Resolution <input checked="" type="checkbox"/> Ordinance</p> <p>Project/Title: <u>Appropriating \$80,474.05 in acceptance of insurance proceeds for the replacement of the Fred Arbanas Golf Course cart barn.</u></p>										
<p>BUDGET INFORMATION <i>To be completed By Requesting Department and Finance</i></p>	<table border="1"> <tr> <td>Amount authorized by this legislation this fiscal year:</td> <td>\$80,474.05</td> </tr> <tr> <td>Amount previously authorized this fiscal year:</td> <td>\$</td> </tr> <tr> <td>Total amount authorized after this legislative action:</td> <td>\$80,474.05</td> </tr> <tr> <td>Amount budgeted for this item * (including transfers):</td> <td>\$</td> </tr> <tr> <td>Source of funding (name of fund) and account code number; FROM: 003-9999-47040 Park Fund – Reimbursement Damage Claims TO: 003-1608-58020 Park Fund – Other Buildings Improvements</td> <td> FROM ACCT \$80,474.05 TO ACCT \$80,474.05 </td> </tr> </table> <p>* If account includes additional funds for other expenses, total budgeted in the account is: \$</p> <p>OTHER FINANCIAL INFORMATION:</p> <p><input type="checkbox"/> No budget impact (no fiscal note required) <input type="checkbox"/> Term and Supply Contract (funds approved in the annual budget); estimated value and use of contract: Department: Estimated Use: \$</p> <p>Prior Year Budget (if applicable): Prior Year Actual Amount Spent (if applicable):</p>	Amount authorized by this legislation this fiscal year:	\$80,474.05	Amount previously authorized this fiscal year:	\$	Total amount authorized after this legislative action:	\$80,474.05	Amount budgeted for this item * (including transfers):	\$	Source of funding (name of fund) and account code number; FROM: 003-9999-47040 Park Fund – Reimbursement Damage Claims TO: 003-1608-58020 Park Fund – Other Buildings Improvements	FROM ACCT \$80,474.05 TO ACCT \$80,474.05
Amount authorized by this legislation this fiscal year:	\$80,474.05										
Amount previously authorized this fiscal year:	\$										
Total amount authorized after this legislative action:	\$80,474.05										
Amount budgeted for this item * (including transfers):	\$										
Source of funding (name of fund) and account code number; FROM: 003-9999-47040 Park Fund – Reimbursement Damage Claims TO: 003-1608-58020 Park Fund – Other Buildings Improvements	FROM ACCT \$80,474.05 TO ACCT \$80,474.05										
<p>PRIOR LEGISLATION</p>	<p>Prior ordinances and (date):</p> <p>Prior resolutions and (date):</p>										
<p>CONTACT INFORMATION</p>	<p>RLA drafted by (name, title, & phone): Brian Nowotny, Deputy Director Park Operations, 503.4803</p>										
<p>REQUEST SUMMARY</p>	<p>Requesting \$80,474.05 to be appropriated in acceptance of proceeds from Travelers Insurance Company for the replacement of the Fred Arbanas Golf Course cart barn that was damaged by severe weather.</p>										
<p>CLEARANCE</p>	<p><input type="checkbox"/> Tax Clearance Completed (Purchasing & Department) <input type="checkbox"/> Business License Verified (Purchasing & Department) <input type="checkbox"/> Chapter 6 Compliance - Affirmative Action/Prevailing Wage (County Auditor's Office)</p>										
<p>ATTACHMENTS</p>	<p>Copy of Travelers reimbursement checks: \$6,959.28 on 5/25/18 and \$73,514.77 on 1/24/19.</p>										

REVIEW	Department Director: <i>Michelle Spivey</i>	Date: <i>2-11-19</i>
	Finance (Budget Approval): <i>If applicable</i> <i>Sueal Matthews</i>	Date: <i>2/14/19</i>
	Division Manager:	Date:
	County Counselor's Office:	Date:

Fiscal Information (to be verified by Budget Office in Finance Department)

- This expenditure was included in the annual budget.
- Funds for this were encumbered from the _____ Fund in _____.
- There is a balance otherwise unencumbered to the credit of the appropriation to which the expenditure is chargeable and there is a cash balance otherwise unencumbered in the treasury to the credit of the fund from which payment is to be made each sufficient to provide for the obligation herein authorized.
- Funds sufficient for this expenditure will be/were appropriated by Ordinance # _____
- Funds sufficient for this appropriation are available from the source indicated below.

Account Number:	Account Title:	Amount Not to Exceed:
003-9999-47040	Park Fund – Reimbursement Damage Claims	\$80,474.05

- This award is made on a need basis and does not obligate Jackson County to pay any specific amount. The availability of funds for specific purchases will, of necessity, be determined as each using agency places its order.
- This legislative action does not impact the County financially and does not require Finance/Budget approval.

THE TRAVELERS - PL & CL CLAIM DEPAR
PL & CL CLAIM DEPARTMENT
P. O. BOX 2930
OVERLAND PARK KS 66201-1330
SA05283

891A 89330463



DATE: 05/25/18
LOSS DATE: 05/03/18
FILE NUMBER: 077 FR FCC6228 J

SARAH MATTHES - JACKSON COUNTY, MO
415 EAST 12TH STREET
KANSAS CITY MO 64106-2706

AGENT:
LOCKTON COMPANIES LLC

ACCOUNT NAME:
JACKSON COUNTY, MO

THE TRAVELERS INDEMNITY COMPANY

EXPLANATION OF PAYMENT

Building \$6959.28
TOTAL PAID \$6959.28

003-9999-47040
Travelers Bmg Claims - Cart Barn

ACV PAYMENT FOR COVER ED DAMAGES

FOR ADDITIONAL INFORMATION, CONTACT: KEVIN HEMINGWAY AT (913)402-3845

145005297
DETACH CHECK

UNSUM 2-121218
DETACH CHECK

THIS DOCUMENT HAS A RED BACKGROUND - BORDER CONTAINS MICRO PRINTING AND AN ARTIFICIAL WATERMARK - HOLD AT AN ANGLE TO VIEW

Citibank, N.A.
One Penns Way
New Castle DE 19720



891A 89330463

82-20
311

P. O. BOX 2930
OVERLAND PARK KS 66201-1330
(913)402-3845

DATE 05/25/18 ACCOUNT NUMBER J99 FILE NUMBER 077 FR FCC6228 J

VOID IF NOT PRESENTED WITHIN
ONE YEAR AFTER DATE OF ISSUE

SIX THOUSAND NINE HUNDRED FIFTY NINE AND 28/100

PAY: \$****6,959.28

KWH

PAY TO THE ORDER OF JACKSON COUNTY, MO
415 EAST 12TH STREET
KANSAS CITY MO 64106-2706

010580
SA05283

Maria Olivo
AUTHORIZED SIGNATURE

THE TRAVELERS - PL & CL CLAIM DEPAR
PL & CL CLAIM DEPARTMENT
PO BOX 650293 TX 75265--029
DALLAS SA03658

891A 89958776



DATE: 01/24/19
LOSS DATE: 05/03/18
FILE NUMBER: 077 FR FCC6228 J

SARAH MATTHES
415 E 12TH ST
KANSAS CITY MO 64106-2706

AGENT:
LOCKTON COMPANIES LLC

ACCOUNT NAME:
JACKSON COUNTY, MO

THE TRAVELERS INDEMNITY COMPANY

EXPLANATION OF PAYMENT

Building \$73514.77
TOTAL PAID \$73514.77

003-9999-47040

WIND DAMAGE CLAIM

Traveler's ~~DMG~~ Claim - Cart Barn

FOR ADDITIONAL INFORMATION, CONTACT: DANIEL MAURER AT (402)963-1724

024003679
DETACH CHECK

UNSUM 2:121203
DETACH CHECK

THIS DOCUMENT HAS A RED BACKGROUND - BORDER CONTAINS MICRO PRINTING AND AN ARTIFICIAL WATERMARK - HOLD AT AN ANGLE TO VIEW

Citibank, N.A.
One Penns Way
New Castle DE 19720



891A 89958776

82-20
311

PO BOX 650293
DALLAS TX 75265--029
(402)963-1724

DATE 01/24/19 ACCOUNT NUMBER J99 FILE NUMBER 077 FR FCC6228 J

VOID IF NOT PRESENTED WITHIN
ONE YEAR AFTER DATE OF ISSUE

SEVENTY THREE THOUSAND FIVE HUNDRED FOURTEEN AND 77/100 -----

PAY: \$***73,514.77

PAY TO THE ORDER OF JACKSON COUNTY, MO
415 E 12TH ST
KANSAS CITY MO 64106-2706

007337
SA03658

Douglas K. Turner

AUTHORIZED SIGNATURE



IN THE COUNTY LEGISLATURE OF JACKSON COUNTY, MISSOURI

AN ORDINANCE transferring \$100,609.00 within the 2019 Park Fund and appropriating \$333,530.00 from the undesignated fund balance of the 2019 Grant Fund in acceptance of a supplemental grant received from the Missouri Department of Natural Resources, Division of State Parks Land, for use by the Parks + Rec Department.

ORDINANCE NO. 5204 February 25, 2019

INTRODUCED BY Tony Miller, County Legislator

WHEREAS, the Parks + Rec Department has received a supplemental grant from the Missouri Department of Natural Resources, Division of State Parks (MoDNR) in the amount of \$232,921.00, to provide funding for Little Blue Trace Trail users to have a safe route to cross the Little Blue River and M-78 highway and a 0.25 mile connection that will join two interrupted trail segments; and,

WHEREAS, the grant was awarded for the period of October 25, 2018, through October 24, 2020; and,

WHEREAS, an appropriation is necessary to place these supplemental grant funds in the appropriate spending account; now therefore,

BE IT ORDAINED by the County Legislature of Jackson County Missouri, that the following transfer within the 2019 Park Fund and appropriation from the undesignated fund balance of the 2019 Grant Fund be and hereby made:

<u>DEPARTMENT/DIVISION</u>	<u>CHARACTER/DESCRIPTION</u>	<u>FROM</u>	<u>TO</u>
Park Fund			
003-1601 Director-Park	56790-Other Contractual	\$ 609	
003-1608 Construction Services	56798-Grant Match	\$100,000	
003-9100 Operating Transfers	56105-Operating Transfers Out		\$100,609
Grant Fund			
Little Blue Trace Trail Imp			
010-1661	47070-Operating Transfers In	\$100,609	
Little Blue Trace Trail Imp			
010-1661	45925- Increase Revenue	\$232,921	
010-2810	Undesignated Fund Balance		\$333,530
010-2810	Undesignated Fund Balance	\$333,530	
Little Blue Trace Trail Imp.			
010-1661	58060- Other Improvements		\$333,530

and,

BE IT FURTHER ORDAINED that the County Executive be and hereby is authorized to execute any and all documents necessary to give effect to this supplemental grant.

Effective Date: This ordinance shall be effective immediately upon its signature by the County Executive.

APPROVED AS TO FORM:


Interim County Counselor

I hereby certify that the attached Ordinance, Ordinance No. 5204 introduced on February 25, 2019, was duly passed on _____, 2019 by the Jackson County Legislature. The votes thereon were as follows:

Yeas _____

Nays _____

Abstaining _____

Absent _____

This Ordinance is hereby transmitted to the County Executive for his signature.

Date

Mary Jo Spino, Clerk of Legislature

I hereby approve the attached Ordinance No. 5204.

Date

Frank White, Jr., County Executive

Funds sufficient for this transfer are available from the sources indicated below.

ACCOUNT NUMBER: 003 1601 56790
ACCOUNT TITLE: Park Fund
Director Parks
Other Contractual
NOT TO EXCEED: \$609.00

ACCOUNT NUMBER: 003 1601 56798
ACCOUNT TITLE: Park Fund
Construction Services
Grant Match
NOT TO EXCEED: \$100,000.00

Funds sufficient for this appropriation are available from the source indicated below.

ACCOUNT NUMBER: 010 2810
ACCOUNT TITLE: Grant Fund
Undesignated Fund Balance
NOT TO EXCEED: \$333,530.00

2/21/19

Date



Chief Administrative Officer

**REQUEST FOR LEGISLATIVE ACTION
EXECUTIVE OFFICE**



FEB 11 2019


Completed by County Counselor's Office:

Res/Ord No.: 5204

Sponsor(s): Tony Miller

Date: February 25, 2019

SUBJECT	Action Requested <input type="checkbox"/> Resolution <input checked="" type="checkbox"/> Ordinance Project/Title: <u>Approval of Financial Assistance Agreement for Little Blue Trace trail Improvements at M-78 Highway</u>																																		
BUDGET INFORMATION <i>To be completed By Requesting Department and Finance</i>	<table border="1" data-bbox="321 541 1507 955"> <tr> <td>Amount authorized by this legislation this fiscal year:</td> <td style="text-align: right;">333,530</td> <td style="text-align: right;">\$232,921.00</td> </tr> <tr> <td>Amount previously authorized this fiscal year:</td> <td></td> <td style="text-align: right;">\$0</td> </tr> <tr> <td>Total amount authorized after this legislative action:</td> <td style="text-align: right;">333,530</td> <td style="text-align: right;">\$232,921.00</td> </tr> <tr> <td>Amount budgeted for this item * (including transfers):</td> <td></td> <td style="text-align: right;">\$100,609</td> </tr> <tr> <td>Source of funding (name of fund) and account code number;</td> <td>FROM ACCT:</td> <td>TO ACCT:</td> </tr> <tr> <td>FROM :</td> <td></td> <td></td> </tr> <tr> <td>003-1608-56798; Park Fund-Construction Services – Grant Match</td> <td style="text-align: right;">100,000.00</td> <td></td> </tr> <tr> <td>010-2810; Grant Fund – Undesignated Fund Balance</td> <td style="text-align: right;">232,921.00</td> <td></td> </tr> <tr> <td>003-1601-56790; Director Parks – Other Contractual Services</td> <td style="text-align: right;">609.00</td> <td></td> </tr> <tr> <td>TO :</td> <td></td> <td></td> </tr> <tr> <td>010-1661 – 58060; Grant Fund – Little Blue Trace Trail – Other Improvements</td> <td style="text-align: right;">333,530.00</td> <td></td> </tr> </table> <p>* If account includes additional funds for other expenses, total budgeted in the account is: \$</p> <p>OTHER FINANCIAL INFORMATION:</p> <input type="checkbox"/> No budget impact (no fiscal note required) <input type="checkbox"/> Term and Supply Contract (funds approved in the annual budget); estimated value and use of contract: Department: _____ Estimated Use: \$ _____ Prior Year Budget (if applicable): _____ Prior Year Actual Amount Spent (if applicable): _____		Amount authorized by this legislation this fiscal year:	333,530	\$232,921.00	Amount previously authorized this fiscal year:		\$0	Total amount authorized after this legislative action:	333,530	\$232,921.00	Amount budgeted for this item * (including transfers):		\$100,609	Source of funding (name of fund) and account code number;	FROM ACCT:	TO ACCT:	FROM :			003-1608-56798; Park Fund-Construction Services – Grant Match	100,000.00		010-2810; Grant Fund – Undesignated Fund Balance	232,921.00		003-1601-56790; Director Parks – Other Contractual Services	609.00		TO :			010-1661 – 58060; Grant Fund – Little Blue Trace Trail – Other Improvements	333,530.00	
Amount authorized by this legislation this fiscal year:	333,530	\$232,921.00																																	
Amount previously authorized this fiscal year:		\$0																																	
Total amount authorized after this legislative action:	333,530	\$232,921.00																																	
Amount budgeted for this item * (including transfers):		\$100,609																																	
Source of funding (name of fund) and account code number;	FROM ACCT:	TO ACCT:																																	
FROM :																																			
003-1608-56798; Park Fund-Construction Services – Grant Match	100,000.00																																		
010-2810; Grant Fund – Undesignated Fund Balance	232,921.00																																		
003-1601-56790; Director Parks – Other Contractual Services	609.00																																		
TO :																																			
010-1661 – 58060; Grant Fund – Little Blue Trace Trail – Other Improvements	333,530.00																																		
PRIOR LEGISLATION	Prior ordinances and (date): Prior resolutions and (date): Resolution #19701; Feb. 5, 2018																																		
CONTACT INFORMATION	RLA drafted by (name, title, & phone): Bruce Wilke, Landscape Architect, 503-4802																																		
REQUEST SUMMARY	Jackson County has been awarded a grant under the Recreational Trails Program through the Department of Natural resources (MoDNR), Division of State Parks in the amount of \$232,921.00. The scope of the grant is to provide trail users a safe route to cross the Little Blue River and M-78 highway. It will be used to eliminate an at-grade highway crossing and provide a 0.25 mile connection that joins two interrupted trail segments. A formal bid for construction is anticipated to be let in Fall of 2019. We further request that \$232,921.00 be appropriated from the 2019 Grant Fund to cover the upfront cost of the Federal participation amount. The Parks Department has \$100,609.00 appropriated in the 2019 operating budget to cover the Local portion.																																		
CLEARANCE	<input type="checkbox"/> Tax Clearance Completed (Purchasing & Department) <input type="checkbox"/> Business License Verified (Purchasing & Department) <input type="checkbox"/> Chapter 6 Compliance - Affirmative Action/Prevailing Wage (County Auditor's Office)																																		
ATTACHMENTS	MoDNR Cover Letter; Financial Assistance Agreement, Location Map																																		
REVIEW	Department Director:  Finance (Budget Approval): 	Date: 2-6-19 Date: 2/11/19																																	

<i>If applicable</i>		
Division Manager:		Date: 2/6/19
County Counselor's Office:		Date:

Fiscal Information (to be verified by Budget Office in Finance Department)

- This expenditure was included in the annual budget.
- Funds for this were encumbered from the _____ Fund in _____.
- There is a balance otherwise unencumbered to the credit of the appropriation to which the expenditure is chargeable and there is a cash balance otherwise unencumbered in the treasury to the credit of the fund from which payment is to be made each sufficient to provide for the obligation herein authorized.
- Funds sufficient for this expenditure will be/were appropriated by Ordinance # _____
- Funds sufficient for this transfer and appropriation are available from the source indicated below.

Account Number:	Account Title:	Amount Not to Exceed:	
FROM :		FROM ACCT:	TO ACCT:
003-1608-56798	Park Fund - Construction Services – Grant Match	100,000.00	
003-1601-56790	Director Parks – Other Contractual Services	609.00	
010-2810	Grant Fund – Undesignated Fund Balance	232,921.00	
TO :			
010-1661 – 58060	Grant Fund - Little Blue Trace Trail – Other Improvements		333,530.00

- This award is made on a need basis and does not obligate Jackson County to pay any specific amount. The availability of funds for specific purchases will, of necessity, be determined as each using agency places its order.
- This legislative action does not impact the County financially and does not require Finance/Budget approval.



October 22, 2018

Bruce Wilke
Jackson County
722807 Woods Chapel Road
Blue Springs, MO 64015

Re: RTP Project 2018-04, Little Blue Trace Trail Improvements at M-78 Highway

Dear Mr. Wilke:

On behalf of the Missouri Department of Natural Resources (MoDNR), Division of State Parks, I am pleased to announce that Jackson County has been selected as a 2018 grant recipient for the Recreational Trails Program (RTP) in the amount of \$232,921. We received 42 grant applications with a total funding request of over \$7 million. Of those, ten projects were approved by the Federal Highway Administration for grant assistance. It is quite an achievement by your agency to be recommended for funding. Congratulations on your selection!

You should have received an email in the past week from Bonnie.Ricord@dnr.mo.gov notifying you of financial assistance and how to receive your award via the online Funding Opportunities Portal. Please follow the instructions in this email to register in the portal and accept your award. The "Acceptance of Funds" note you submit on the portal is considered your permission to proceed. You are encouraged to share the terms and conditions of this agreement with project officials to assure they understand the perpetuity clause and other obligations to which Jackson County is committed.

All items described in the project agreement must be completed unless your agency and MoDNR mutually agree upon changes. You will be required to submit at least one reimbursement within the first year of your project. Therefore, you must begin bidding, purchasing and/or developing your project and submit a reimbursement request before September 30, 2019. Your project must be completed by October 24, 2020. Extension requests are granted only in extenuating circumstances or legitimate need. Requests for a time extension must be made before your original project period expires to ensure funding remains available for your project.

During your administrative workshop, you will be supplied with a hard copy of the Recreational Trails Program Project Administration Guide. This guide details the procedures that must be followed to complete your project. The guide also includes the federal regulations and DNR General Terms and Conditions that govern a Recreational Trails Program grant project.

Mr. Wilke
October 22, 2018
Page 2 of 2

Please read the guide carefully and use it as a reference document to assist you in the completion of your project. Failure to follow proper procedures may delay or prevent project cost reimbursements. Please note that the RTP guide and all corresponding forms have been can also be found on our website at <https://mostateparks.com/page/61220/recreational-trails-program-rtp-grants>

Please feel free to announce your grant award through your local media. Do not hesitate to contact Grants Management Section staff for questions related to your project. They can be reached at (573) 522-8191 or lwcf.rtp@dnr.mo.gov. Thank you for participating in the RTP program. We look forward to the successful completion of your project.

Sincerely,
MISSOURI STATE PARKS



Ben Ellis
Director

BE/aa

c: Representative Bill Kidd, Missouri House of Representatives
Senator John Rizzo, Missouri Senate



MISSOURI DEPARTMENT OF NATURAL RESOURCES
FINANCIAL ASSISTANCE AGREEMENT

Assistance as described herein is hereby offered and accepted effective upon signature of authorized officials for the dates indicated in Budget Period and Project Period below.

RECIPIENT INFORMATION			
RECIPIENT NAME Jackson County		RECIPIENT TELEPHONE NUMBER WITH AREA CODE (816) 503 - 4802	
ADDRESS 22807 Woods Chapel Road		CITY Blue Springs	STATE MO
UNIQUE IDENTIFIER (DUNS NUMBER) 095034526		PROJECT NUMBER 2018-18	PROJECT PERIOD 10/25/18-10/24/20
RECIPIENT PROJECT MANAGER NAME Bruce Wilke		RECIPIENT PROJECT EMAIL ADDRESS Bwilke@jacksongov.org	PROJECT MANAGER TELEPHONE NUMBER WITH AREA CODE (816) 503 - 4802

PROJECT INFORMATION
RECIPIENT PROJECT TITLE AND PROJECT DESCRIPTION <u>(ATTACH ADDITIONAL PAGES AS NECESSARY)</u> Little Blue Trace Trail Improvements at M-78 Highway -- The scope of the project is to provide trail users a safe route to cross the Little Blue River and M-78 highway. This project will eliminate an at-grade crossing and provide a 0.25 mile connection that joins two interrupted segments of the trail making the enter connected length 15.5 miles.

TYPE OF ASSISTANCE New Award <input checked="" type="checkbox"/> Amendment <input type="checkbox"/>	SOURCE OF FUNDING Federal <input checked="" type="checkbox"/> State <input type="checkbox"/> Other <input type="checkbox"/>	CFDA NUMBER 20.219	CFDA NAME Recreational Trails Program
STATE PROJECT MANAGER NAME Bonnie Ricord	STATE PROJECT MANAGER TELEPHONE NUMBER WITH AREA CODE (573) 522 - 8191	INDIRECT COST RATE FOR RECIPIENT %	
RESEARCH AND DEVELOPMENT YES <input type="checkbox"/> NO <input checked="" type="checkbox"/>	RESEARCH AND DEVELOPMENT COMMENTS IF NEEDED		

PROJECT FUNDING	Original Amount	Original Percentage	Amended Amount	Amended Percentage	Total Amount	Total Percentage
Federal Award:	\$ 232,921.00	69.82 %	\$	%	\$232,921.00	69.82 %
State/Other Award:	\$ 0.00	0.00 %	\$	%	\$ 0.00	0.00 %
Recipient Match:	\$ 100,609.00	30.18 %	\$	%	\$100,609.00	30.18 %
Total Award:	\$333,530.00	100.00 %	\$ 0.00	%	\$333,530.00	100.00 %

AGREEMENT ADMINISTRATION
THE RECIPIENT AGREES TO ADMINISTER THIS AGREEMENT IN ACCORDANCE WITH ALL APPLICABLE FEDERAL AND STATE REGULATIONS INCLUDING, BUT NOT LIMITED TO:

APPLICABLE PROGRAM GUIDELINES Grant Administration Guide attached as Attachment #1	RECIPIENT APPLICATION, AS NEGOTIATED, DATED 2/16/2018				
BUDGET PLAN Attachment # _____	DETAILED SCOPE OF WORK Attachment # _____	SPECIAL CONDITIONS Attachment # <u>In #1</u>	GENERAL TERMS AND CONDITIONS Attachment # <u>In #1</u>	SUSPENSION/DEBARMENT Attachment # <u>In #1</u>	PUBLIC LAW Attachment # _____
PUBLICATIONS Attachment # _____	EPA MBE/WBE UTILIZATION Attachment # <u>In #1</u>	CERTIFICATE REGARDING LOBBYING Attachment # <u>In #1</u>	INVOICE Attachment # _____	ADDITIONAL ATTACHMENTS Attachment # _____ Attachment # _____	

AMENDMENT INFORMATION	
AMENDMENT ID	AMENDMENT DESCRIPTION <u>(ATTACH ADDITIONAL PAGES AS NECESSARY)</u>

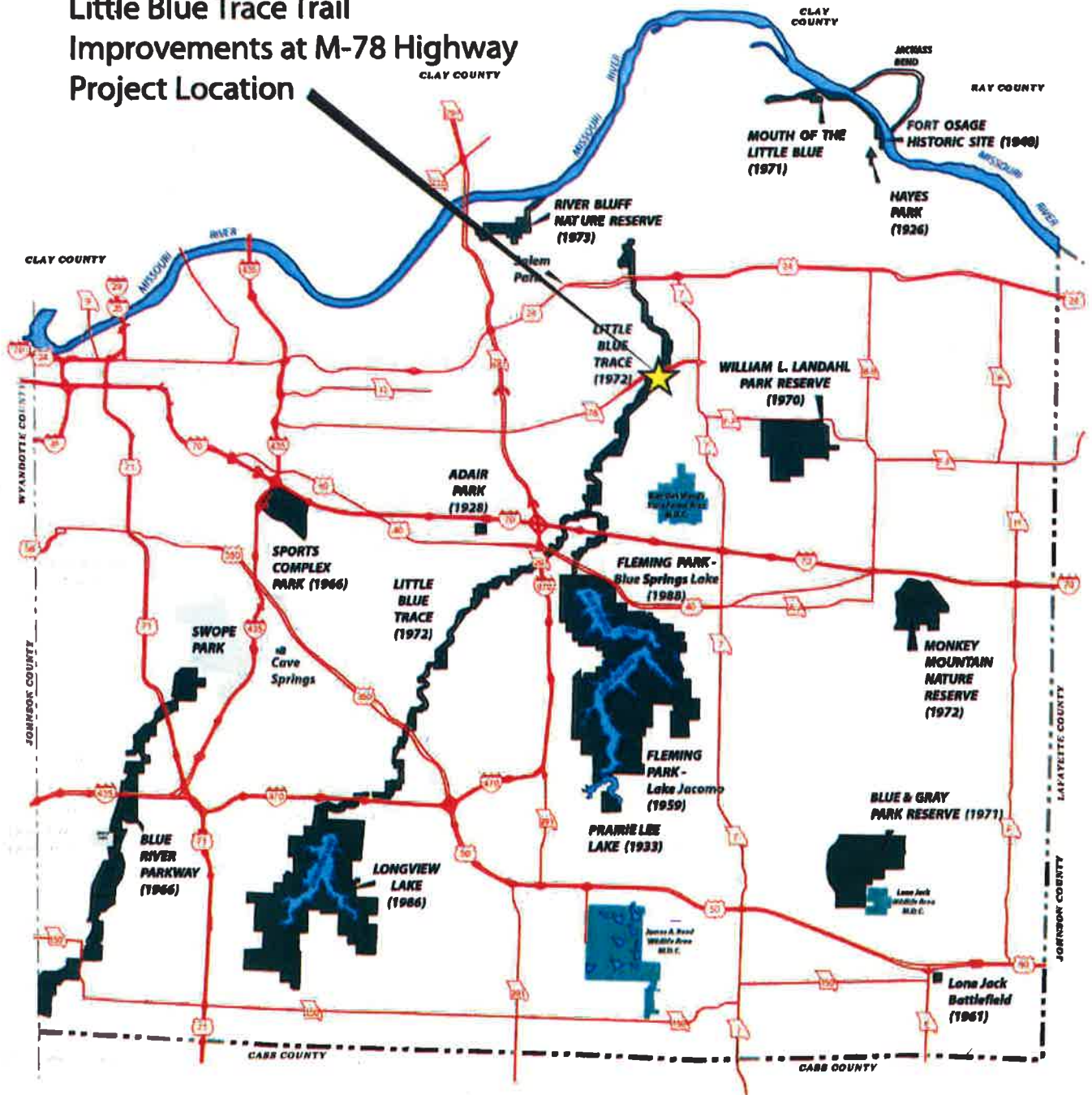
FEDERAL AWARD INFORMATION <u>(ATTACH ADDITIONAL PAGES AS NECESSARY)</u>
FEDERAL AWARD PROJECT TITLE AND DESCRIPTION Recreational Trails Program (RTP) -- The RTP is a federally-funded assistance program authorized by the U.S. Congress under the Fixing America's Surface Transportation (FAST) Act. Its purpose is to help states provide and maintain recreational trails and trail-related facilities for both motorized and non-motorized recreational use.

FEDERAL AWARING AGENCY Federal Highway Administration	FEDERAL AWARD ID NUMBER RT18004	PASS THROUGH ENTITY NAME MoDNR, Missouri State Parks
FEDERAL FUNDING YEAR 2018	FEDERAL AWARD DATE 9/13/18	INDIRECT COST RATE FOR MoDNR 16.66%
TOTAL AMOUNT OF FEDERAL AWARD \$232,921.00		

APPROVAL		
DEPARTMENT OF NATURAL RESOURCES DIRECTOR OR DESIGNEE NAME (TYPED) Ben Ellis, Director, Division of State Parks	SIGNATURE	DATE
RECIPIENT ORGANIZATION AUTHORIZED OFFICIAL NAME AND TITLE (TYPED) Frank White, Jr., County Executive, Jackson County	SIGNATURE	DATE

Jackson County Park System

Little Blue Trace Trail
Improvements at M-78 Highway
Project Location



Jackson County, Missouri

Attachment A

IN THE COUNTY LEGISLATURE OF JACKSON COUNTY, MISSOURI

AN ORDINANCE appropriating \$200,000.00 from the undesignated fund balance of the 2019 General Fund representing an advance payment of insurance proceeds to be used to fund repairs to and the restoration of the downtown Jackson County Courthouse, necessitated by recent water damage.

ORDINANCE NO. 5205, February 25, 2019

INTRODUCED BY Theresa Galvin, County Legislator

WHEREAS, the County has received a check in the amount of \$200,000.00, representing an advance payment of insurance proceeds to be used to fund repairs to and the restoration of the downtown Jackson County Courthouse, necessitated by recent water damage; and,

WHEREAS, an appropriation is necessary to place these funds in the proper spending account; now therefore,

BE IT ORDAINED by the County Legislature of Jackson County, Missouri, that the following appropriation from the undesignated fund balance of the 2019 General Fund be and hereby is made:

<u>DEPARTMENT/DIVISION</u>	<u>CHARACTER/DESCRIPTION</u>	<u>FROM</u>	<u>TO</u>
General fund Courthouse Flood Ins 001-1240	47040 – Reimb Damage Claims	\$200,000	
001-2810	Undesignated Fund Balance		\$200,000
001-2810	Undesignated Fund Balance	\$200,000	
001-1240	56790 – Other Contractual		\$200,000

Effective Date: This ordinance shall be effective immediately upon the signature by the Interim County Counselor.

APPROVED AS TO FORM:



Interim County Counselor

I hereby certify the attached ordinance. Ordinance No.5205 introduced on February 25, 2019, was duly passed on _____, 2019 by the Jackson County Legislature. The votes thereon were as follows:

Yeas _____

Nays _____

Abstaining _____

Absent _____

This Ordinance is hereby transmitted to the County Executive for his signature.

Date

Mary Jo Spino, Clerk of Legislature

I hereby approve the attached Ordinance No.5205.

Date

Frank White, Jr., County Executive

Funds sufficient for this appropriation are available from the source indicated below.

ACCOUNT NUMBER: 001 1240 47040
ACCOUNT TITLE: General Fund
Undesignated Fund
NOT TO EXCEED: \$200,000.00

2/21/19

Date



Chief Administrative Officer

REQUEST FOR LEGISLATIVE ACTION

Completed by County Counselor's Office:

Res/Ord No.: 5205

Sponsor(s): Theresa Galvin

Date: February 25, 2019

SUBJECT	<p>Action Requested <input type="checkbox"/> Resolution <input checked="" type="checkbox"/> Ordinance</p> <p>Project/Title: <u>Appropriating \$200,000 from the undesignated fund balance in acceptance of insurance proceeds from Travelers as it relates to burst pipes at the Downtown Courthouse.</u></p>												
<p>BUDGET INFORMATION <i>To be completed By Requesting Department and Finance</i></p>	<table border="1" data-bbox="316 556 1193 1018"> <tr> <td>Amount authorized by this legislation this fiscal year:</td> <td>\$200,000</td> </tr> <tr> <td>Amount previously authorized this fiscal year:</td> <td>\$</td> </tr> <tr> <td>Total amount authorized after this legislative action:</td> <td>\$200,000</td> </tr> <tr> <td>Amount budgeted for this item * (including transfers):</td> <td>\$</td> </tr> <tr> <td>Source of funding (name of fund) and account code number; FROM 001 (General Fund) - 1240 (Courthouse Flood Insurance) - 47040 (Reimbursement for Damage Claims)</td> <td>FROM ACCT \$200,000</td> </tr> <tr> <td>TO 001 (General Fund) - 1240 (Courthouse Flood Insurance) - 56790 (Other Contractual)</td> <td>TO ACCT \$200,000</td> </tr> </table> <p>* If account includes additional funds for other expenses, total budgeted in the account is: \$</p> <p>OTHER FINANCIAL INFORMATION:</p> <p><input type="checkbox"/> No budget impact (no fiscal note required) <input type="checkbox"/> Term and Supply Contract (funds approved in the annual budget); estimated value and use of contract: Department: Estimated Use: \$</p> <p>Prior Year Budget (if applicable): Prior Year Actual Amount Spent (if applicable):</p>	Amount authorized by this legislation this fiscal year:	\$200,000	Amount previously authorized this fiscal year:	\$	Total amount authorized after this legislative action:	\$200,000	Amount budgeted for this item * (including transfers):	\$	Source of funding (name of fund) and account code number; FROM 001 (General Fund) - 1240 (Courthouse Flood Insurance) - 47040 (Reimbursement for Damage Claims)	FROM ACCT \$200,000	TO 001 (General Fund) - 1240 (Courthouse Flood Insurance) - 56790 (Other Contractual)	TO ACCT \$200,000
Amount authorized by this legislation this fiscal year:	\$200,000												
Amount previously authorized this fiscal year:	\$												
Total amount authorized after this legislative action:	\$200,000												
Amount budgeted for this item * (including transfers):	\$												
Source of funding (name of fund) and account code number; FROM 001 (General Fund) - 1240 (Courthouse Flood Insurance) - 47040 (Reimbursement for Damage Claims)	FROM ACCT \$200,000												
TO 001 (General Fund) - 1240 (Courthouse Flood Insurance) - 56790 (Other Contractual)	TO ACCT \$200,000												
PRIOR LEGISLATION	<p>Prior ordinances and (date):</p> <p>Prior resolutions and (date):</p>												
CONTACT INFORMATION	<p>RLA drafted by (name, title, & phone): Sarah Matthes, Grant Audit & Risk Manager, 881.3202</p>												
REQUEST SUMMARY	<p>Travelers Insurance sent an advance payment in the amount of \$200,000 to go towards repairs and other expenses related to the water line breaks at the Downtown Courthouse. Requesting that the \$200,000 be appropriated into 001-1240-56790.</p>												
CLEARANCE	<p><input type="checkbox"/> Tax Clearance Completed (Purchasing & Department) <input type="checkbox"/> Business License Verified (Purchasing & Department) <input type="checkbox"/> Chapter 6 Compliance - Affirmative Action/Prevailing Wage (County Auditor's Office)</p>												

ATTACHMENTS	Copy of Travelers Insurance advance check	
REVIEW	Department Director: <i>[Signature]</i>	Date: <i>8-20-19</i>
	Finance (Budget Approval): <i>[Signature]</i> <i>If applicable</i>	Date: <i>2/20/19</i>
	Division Manager:	Date:
	County Counselor's Office:	Date:

Fiscal Information (to be verified by Budget Office in Finance Department)

- This expenditure was included in the annual budget.
- Funds for this were encumbered from the _____ Fund in _____.
- There is a balance otherwise unencumbered to the credit of the appropriation to which the expenditure is chargeable and there is a cash balance otherwise unencumbered in the treasury to the credit of the fund from which payment is to be made each sufficient to provide for the obligation herein authorized.
- Funds sufficient for this expenditure will be/were appropriated by Ordinance # _____
- Funds sufficient for this appropriation are available from the source indicated below.

Account Number:	Account Title:	Amount Not to Exceed:
001-1240-47040	General Fund – Courthouse Flood Insurance - Reimbursement for Damage Claims	\$200,000

- This award is made on a need basis and does not obligate Jackson County to pay any specific amount. The availability of funds for specific purchases will, of necessity, be determined as each using agency places its order.
- This legislative action does not impact the County financially and does not require Finance/Budget approval.

005669

THE TRAVELERS - TRAVELERS - PROPERT
TRAVELERS - PROPERTY CLAIM
P.O. BOX 430
BUFFALO NY 14240-0430
SA02828

891A 90005895

TRAVELERS 

DATE: 02/11/19
LOSS DATE: 01/31/19
FILE NUMBER: 877 FR FDH7165 J

JACKSON COUNTY, MO
415 EAST 12TH ST. ROOM105
KANSAS CITY MO 64106

AGENT:
LOCKTON COMPANIES LLC

ACCOUNT NAME:
JACKSON COUNTY, MO

THE TRAVELERS INDEMNITY COMPANY

EXPLANATION OF PAYMENT

Building \$200000.00
TOTAL PAID \$200000.00

ADVANCE FOR WATER LOSS
ATTN: SARAH MATTHEWS

FOR ADDITIONAL INFORMATION, CONTACT: DAVID B MCLEAN AT (913)967-9095

042002841
DETACH CHECK

UNSUB-121288
DETACH CHECK

THIS DOCUMENT HAS A RED BACKGROUND - BORDER CONTAINS MICRO PRINTING AND AN ARTIFICIAL WATERMARK - HOLD AT AN ANGLE TO VIEW

Citibank, N.A.
One Penns Way
New Castle DE 19720

TRAVELERS 
P.O. BOX 430
BUFFALO NY 14240-0430
(913)967-9095

891A 90005895

62-20
311

DATE: 02/11/19
ACCOUNT NUMBER: J99
FILE NUMBER: 877 FR FDH7165 J

VOID IF NOT PRESENTED WITHIN
ONE YEAR AFTER DATE OF ISSUE

TWO HUNDRED THOUSAND AND 00/100

PAY: \$**200,000.00

DBM

PAY TO THE ORDER OF JACKSON COUNTY, MO
415 EAST 12TH ST. ROOM105
KANSAS CITY MO 64106

005669
SA02828

Douglas K. Russell

AUTHORIZED SIGNATURE

IN THE COUNTY LEGISLATURE OF JACKSON COUNTY, MISSOURI

A RESOLUTION authorizing the Jackson County Legislature to hold a closed meeting on Monday, February 25, 2019, for the purpose of conducting privileged and confidential communications between itself and the Jackson County Counselor under section 610.021(1) of the Revised Statutes of Missouri, and closing all records prepared for discussion at said meeting.

RESOLUTION NO. 20093, February 25, 2019

INTRODUCED BY Theresa Galvin, County Legislator

WHEREAS, the Jackson County Legislature desires to hold a closed meeting on Monday, February 25, 2019, during the regularly scheduled meeting of the Legislature; and,

WHEREAS, public notice of such closed meeting has been given by inclusion of this Resolution on the published agenda for said meeting; and,

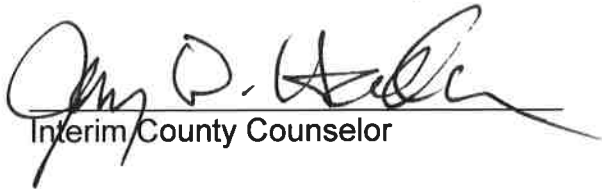
WHEREAS, the purpose of such closed meeting is to conduct privileged and confidential communications between the Legislature and the Jackson County Counselor concerning the status of legal actions, causes of action, and/or litigation; and,

WHEREAS, such closed meeting is allowable under section 610.021(1) of the Revised Statutes of Missouri; now therefore,

BE IT RESOLVED by the County Legislature of Jackson County, Missouri, that the Legislature be authorized to hold a closed meeting during the regularly scheduled meeting of the Legislature on Monday, February 25, 2019, pursuant to section 610.021(1), RSMo, and closing all records prepared in connection therewith.

Effective Date: This Resolution shall be effective immediately upon its passage by a majority of the Legislature.

APPROVED AS TO FORM:


Interim County Counselor

Certificate of Passage

I hereby certify that the attached resolution, Resolution No. 20093 of February 25, 2019, was duly passed on _____, 2019 by the Jackson County Legislature. The votes thereon were as follows:

Yeas _____

Nays _____

Abstaining _____

Absent _____

Date

Mary Jo Spino, Clerk of Legislature

IN THE COUNTY LEGISLATURE OF JACKSON COUNTY, MISSOURI

A RESOLUTION authorizing the County Executive to execute an Agreement for Services with the Mid-America Regional Council, at an cost to the County not to exceed \$180,000.00, relating to the Jackson County Charter Review Commission.

RESOLUTION NO. 20094, February 25, 2019

INTRODUCED BY Theresa Galvin, County Legislator

WHEREAS, pursuant to article XV, section 3 of the 2010 Jackson County Charter, the County Executive shall provide for a Charter Review Commission for the review of the County charter not less often than every ten years; and,

WHEREAS, in 2010, a Charter Review Task Force was appointed and, as a result of that process, made recommendations to the Legislature for a revised charter to be submitted to the voters; and,

WHEREAS, on August 3, 2010, the proposed charter revisions were approved by the voters; and,

WHEREAS, it is now appropriate for a new Charter Review Commission to be appointed to recommend any charter amendments that might be submitted to the voters in 2020, with independent staff and support services to be provided by the Mid-America Regional Council; now therefore,


BE IT RESOLVED by the County Legislature of Jackson County, Missouri, that the

County Executive be authorized to execute an agreement with the Mid-America Regional Council (MARC) in support of the 2019-2020 County Charter Review Commission, in a form to be approved by the Interim County Counselor, at a cost to the County not to exceed \$180,000.00; and,

BE IT FURTHER RESOLVED that the Director of the Department of Finance and Purchasing be and hereby is authorized to make all payments, including final payment on the agreement.

Effective Date: This Resolution shall be effective immediately upon its passage by a majority of the Legislature.

APPROVED AS TO FORM:


Interim County Counselor

Certificate of Passage

I hereby certify that the attached resolution, Resolution No. 20094 of February 25, 2019, was duly passed on _____, 2019 by the Jackson County Legislature. The votes thereon were as follows:

Yeas _____

Nays _____

Abstaining _____

Absent _____

Date

Mary Jo Spino, Clerk of Legislature

There is a balance otherwise unencumbered to the credit of the appropriation to which this contract is chargeable and there is a cash balance otherwise unencumbered in the treasury to the credit of the fund from which payment is to be made, each sufficient to meet the obligation of \$180,000.00 which is hereby authorized.

ACCOUNT NUMBER: 001 5101 56790
ACCOUNT TITLE: General Fund
Non-Departmental
Other Contractual Services
NOT TO EXCEED: \$180,000.00

2/21/19
Date


Chief Administrative Officer

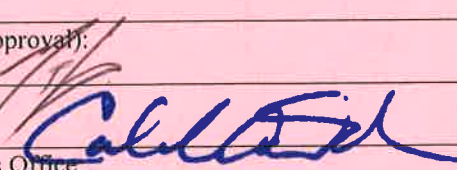
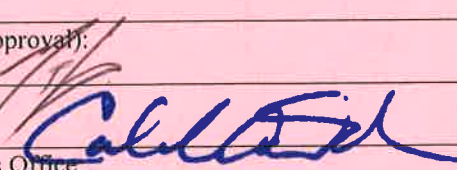
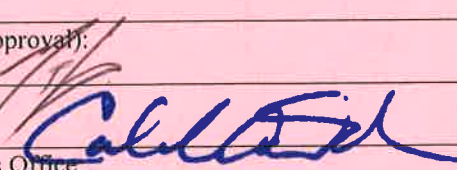
REQUEST FOR LEGISLATIVE ACTION

Completed by County Counselor's Office:

Res/~~Ord~~ No.: 20094

Sponsor(s): Theresa Galvin

Date: February 25, 2019

SUBJECT	<p>Action Requested <input checked="" type="checkbox"/> Resolution <input type="checkbox"/> Ordinance</p> <p>Project/Title: <u>A Resolution authorizing the County Executive to execute an agreement with the Mid-America Regional Council (MARC) to support of the Jackson County Charter Review Commission.</u></p>															
BUDGET INFORMATION <i>To be completed By Requesting Department and Finance</i>	<table border="1" data-bbox="344 487 1550 739"> <tr> <td>Amount authorized by this legislation this fiscal year:</td> <td>\$ 180,000</td> </tr> <tr> <td>Amount previously authorized this fiscal year:</td> <td></td> </tr> <tr> <td>Total amount authorized after this legislative action:</td> <td>\$180,000</td> </tr> <tr> <td>Amount budgeted for this item * (including transfers):</td> <td></td> </tr> <tr> <td>Source of funding (name of fund) and account code number:</td> <td></td> </tr> <tr> <td>FROM ACCT:</td> <td>AMOUNT</td> </tr> <tr> <td>001-5101-56790 General Fund – Non-Departmental – Other Contractual Services</td> <td>\$ 180,000</td> </tr> </table> <p>* If account includes additional funds for other expenses, total budgeted in the account is: \$</p> <p>OTHER FINANCIAL INFORMATION:</p> <p><input type="checkbox"/> No budget impact (no fiscal note required) <input type="checkbox"/> Term and Supply Contract (funds approved in the annual budget); estimated value and use of contract: Department: _____ Estimated Use: \$ _____ Prior Year Budget (if applicable): _____ Prior Year Actual Amount Spent (if applicable): _____</p>		Amount authorized by this legislation this fiscal year:	\$ 180,000	Amount previously authorized this fiscal year:		Total amount authorized after this legislative action:	\$180,000	Amount budgeted for this item * (including transfers):		Source of funding (name of fund) and account code number:		FROM ACCT:	AMOUNT	001-5101-56790 General Fund – Non-Departmental – Other Contractual Services	\$ 180,000
Amount authorized by this legislation this fiscal year:	\$ 180,000															
Amount previously authorized this fiscal year:																
Total amount authorized after this legislative action:	\$180,000															
Amount budgeted for this item * (including transfers):																
Source of funding (name of fund) and account code number:																
FROM ACCT:	AMOUNT															
001-5101-56790 General Fund – Non-Departmental – Other Contractual Services	\$ 180,000															
PRIOR LEGISLATION	Prior ordinances and (date): _____ Prior resolutions and (date): _____															
CONTACT INFORMATION	RLA drafted by (name, title, & phone): Miriam N. Hennosy, Assistant to the County Executive, 816-881-3329															
REQUEST SUMMARY	<p>Pursuant to Article XV, Section 3 of the Constitutional Home Rule Charter of Jackson County, the County Executive shall provide for a charter review commission to review the charter from time to time, but no less often than every ten years. In 2010 a Charter Review Task Force was appointed and through a process made recommendations to the Jackson County Legislature. On August 3, 2010 the Proposed Charter revisions were approved by the voter</p> <p>The automatic review and appointment of a Jackson County Charter Review Commission is to occur in the year 2020. Therefore, we request that the County Executive be authorized to execute an agreement with the Mid-America Regional Council (MARC) to support the work of the 2020 Jackson County Charter Review Commission to be appointed by the Jackson County Executive. MARC proposes to complete the work as outlined in the attached proposal for a maximum not-to-exceed price of \$180,000.</p>															
CLEARANCE	<input type="checkbox"/> Tax Clearance Completed (Purchasing & Department) <input type="checkbox"/> Business License Verified (Purchasing & Department) <input type="checkbox"/> Chapter 6 Compliance - Affirmative Action/Prevailing Wage (County Auditor's Office)															
COMPLIANCE	<input type="checkbox"/> MBE Goals <input type="checkbox"/> No Goals Assigned <input type="checkbox"/> WBE Goals <input type="checkbox"/> VBE Goals															
ATTACHMENTS	MARC Letter, Scope of Services, Pricing Proposal, Resumes, & profiles															
REVIEW	<table border="1" data-bbox="344 1684 1550 1925"> <tr> <td>Department Director:</td> <td>Date:</td> </tr> <tr> <td>Finance (Budget Approval): <i>If applicable</i></td> <td>Date: 2/13/19</td> </tr> <tr> <td>Division Manager: </td> <td>Date: 2/13/2019</td> </tr> <tr> <td>County Counselor's Office:</td> <td>Date:</td> </tr> </table>		Department Director:	Date:	Finance (Budget Approval): <i>If applicable</i>	Date: 2/13/19	Division Manager: 	Date: 2/13/2019	County Counselor's Office:	Date:						
Department Director:	Date:															
Finance (Budget Approval): <i>If applicable</i>	Date: 2/13/19															
Division Manager: 	Date: 2/13/2019															
County Counselor's Office:	Date:															

Fiscal Information (to be verified by Budget Office in Finance Department)

- This expenditure was included in the annual budget.
- Funds for this were encumbered from the _____ Fund in _____.
- There is a balance otherwise unencumbered to the credit of the appropriation to which the expenditure is chargeable and there is a cash balance otherwise unencumbered in the treasury to the credit of the fund from which payment is to be made each sufficient to provide for the obligation herein authorized.
- Funds sufficient for this expenditure will be/were appropriated by Ordinance # _____
- Funds sufficient for this appropriation will be available from the source indicated below.

Account Number:	Account Title:	Amount

- This award is made on a need basis and does not obligate Jackson County to pay any specific amount. The availability of funds for specific purchases will, of necessity, be determined as each using agency places its order.
- This legislative action does not impact the County financially and does not require Finance/Budget approval.

600 Broadway, Suite 200
Kansas City, Missouri 64105-1659

816-474-4240
816-421-7758 FAX
www.marc.org



January 17, 2019

Mr. Caleb Clifford, Chief of Staff
County Executive's Office
Jackson County, Missouri
415 E 12th Street
2nd Floor
Kansas City, MO 64106

Dear Caleb:

Thank you for inviting the Mid-America Regional Council (MARC) to support the work of the Jackson County Charter Review Commission, pursuant to Article XV, Section 3 of the Constitutional Home Rule Charter of Jackson County, Missouri. MARC is uniquely positioned to support this work as the nonprofit association of city and county governments and the metropolitan planning organization for the bistate Kansas City region. Jackson County has been a member since MARC's inception in 1972 and has partnered with MARC on numerous regional initiatives.

This engagement is aligned with MARC's mission and core competencies. MARC is organized in six departments that work to deliver eight policy goals to make Kansas City a region of opportunity. One of MARC's policy goals is "effective local government." MARC provides high quality training and technical assistance services to local governments to help cities and counties work more efficiently and effectively.

Enclosed you will find a scope and fee proposal for the work. This is a suggested framework that MARC would validate with the Commission and adjust if needed, within the approved project budget. To meet your deadline to announce the partnership and secure funding by the end of the month, we had to make certain assumptions regarding pricing, scheduling and subconsultants. We look forward to working with you in the coming weeks to finalize the scope and fee and secure the necessary contracts.

Lauren Palmer, Director of Local Government Services, will be our lead staff contact to oversee this work. If you have any questions, you may contact Lauren at lpalmer@marc.org or 816.701.8207.

Yours truly,

A handwritten signature in black ink, appearing to read "David Warm", written over a white background.

David Warm, Executive Director
Mid-America Regional Council

Chair
Carol Suter
Councilmember
Gladstone, Missouri

1st Vice Chair
Rob Roberts
Commissioner
Miami County, Kansas

2nd Vice Chair
Jimmy Odom
Commissioner
Cass County, Missouri

Treasurer
Harold Johnson Jr.
Commissioner
Unified Government
of Wyandotte County/
Kansas City, Kansas

Secretary
Randy Rhoads
Mayor
Lee's Summit, Missouri

Executive Director
David A. Warm

Scope of Services

Overview

MARC will staff the Jackson County Charter Review Commission to be appointed by County Executive Frank White on or before January 31, 2019. Lauren Palmer, Director of Local Government Services, will be the lead assigned staff with support as needed from David Warm, Executive Director; Marlene Nagel, Director of Community Development; and support staff within the Local Government Services division. MARC will act as a neutral facilitator to guide and support the process. Decisions about the approach to the work and recommendations for proposed charter amendments will rest exclusively with the Charter Review Commission.

Phase 1: Advance Planning to Define the Issues

MARC proposes to conduct one-on-one interviews with key stakeholders in advance of convening the Charter Review Commission. Stakeholders may include, but not be limited to, county legislators, county executive, other county elected officials, and county department heads or key staff. Interview questions will be designed to gather input about desired charter changes or areas of interest for review. Interview questions may be reviewed in advance by the county executive for review and approval. This work is important to establish MARC as a neutral facilitator and to hear first-hand any expectations or concerns about the process. Doing this legwork upfront will help garner buy-in for the process. MARC will summarize the feedback in the aggregate without attributing specific comments to individual interviews, unless desired. This information will be shared with the Commission to form the basis for the review process.

Phase 2: Public Engagement

MARC proposes a two-part public engagement process:

Part 1 – April 1 – May 30

MARC and its subconsultant partners will facilitate up to four open public engagement sessions to solicit input and inform charter amendments for further review by the Commission. MARC will thoughtfully design these meetings, with input from the Commission, to ensure maximum and productive audience participation (rather than devolving into general complaint sessions). Meetings will be scheduled at diverse times and geographic locations to increase community participation. In addition, MARC will develop an engaging website, social media and text messaging strategy to encourage input from citizens who are not able or inclined to participate in public meetings. The media strategy will also be used to push updates about the Commission's work to keep the public informed throughout the process. MARC would propose to house the website on the jacksongov.org server with links to the county's website for easy public access.

Finally, MARC will conduct up to six stakeholder focus groups. These would create opportunities outside of the general public sessions for more detailed engagement with organizations or individuals who work closely with Jackson County. Focus groups would be limited to approximately 20 participants, and targeted interview questions would be developed for each session based on stakeholder areas of interest. Focus groups might include, but not be limited to: (1) cross-section of County staff; (2) municipal mayors and city managers; (3) non-profit/social service partner agencies; (4) neighborhood organizations or public advocacy groups; (5) county boards/commissions; etc.

Commission members will be encouraged to attend and participate in public engagement meetings and focus groups as their interests and schedules allow. MARC does not anticipate full participation by all Commission members at all public engagement meetings. MARC will be responsible for compiling feedback into a summary report for review with the Commission once all meetings are concluded.

Part 2 – July 1 – 31

MARC will facilitate an open public comment period to solicit additional input once the Commission has formulated its preliminary recommendations. Comments will be obtained primarily through electronic mediums (website and social media). Additional public meetings are not anticipated during part two, but the Commission could conduct a public input session as part of its fourth meeting, if desired.

Phase 3: Research

Concurrent with Part 1 of the Public Engagement Phase, MARC will conduct research to determine best practices in charter revisions and governance. Analysis will be performed of peer counties with strong reputations or performance indicators for good governance, efficiency and effectiveness. Expertise will be sought from national associations as needed such as the National Association of Counties, National Civic League, and the International City/County Management Association.

Phase 4: Commission Meetings

MARC proposes up to six Commission meetings to be intermingled with public engagement and best practices research. Meetings will be scheduled to allow time for the MARC team to prepare responses to questions or direction from the Commission.

1. Kickoff Meeting – Defining the Issues - March 15 – 29
 - a. Welcome and introductions
 - b. Process overview; discuss public engagement approach and select stakeholders for focus groups
 - c. Review summary report of advance interviews and begin to define the charter issues for further review
 - d. Elect chair (unless appointed by County Executive)
 - e. Set future meeting dates
2. Meeting 2 – Evaluating Best Practices - May 15-31
Review best practices research; brainstorm areas of interest from the Commission; begin to frame preliminary Commission recommendations
3. Meeting 3 – Responding to Public Input/Preliminary Recommendations - June 10 – 28
Review public engagement summary report; frame preliminary Commission recommendations
4. Meeting 4 – Responding to Public Input/Finalizing Recommendations - by August 30
Review summary report of second phase of public engagement regarding the draft recommendations; finalize Commission recommendations based on response to public input

5. Meeting 5 – Review and Approve Draft Report to County Legislature - September 16 – 27
Review and approve draft report; discuss format for presentation to County Legislature
6. Meeting 6 (if needed) – Adjust and Finalize Recommendations - by November 30
Review feedback from the County Legislature and adjust recommendations, if appropriate

Tentative Timeline:

- By January 31 - Charter Review Commission announced
- By February 22 – Execute contract between MARC and Jackson County; secure all subcontracts
- By March 15 – Conduct all Phase 1 interviews
- March 15 – 29 – Kickoff meeting with Commission – Defining the issues
- April 1 – May 30 – Part 1 – Public engagement
- April 1 – April 30 – Conduct best practices research
- May 15-31 – Commission Meeting #2 – Evaluating best practices
- June 10-28 – Commission Meeting #3 – Responding to public input/preliminary recommendations
- July 1 – 31 – Part 2 – Public engagement
- By August 30 – Commission Meeting #4 - Responding to public input/finalizing recommendations
- By September 15 - MARC team prepares draft report of Commission recommendations
- September 16 – 27 – Commission Meeting #5 - Review and approve draft report to County Legislature
- By October 31 - Present draft recommendations to the County Legislature
- By November 30 – Commission Meeting #6 - Adjust and finalize recommendations
- By December 31 - Present final recommendations to the County Legislature

The Team

MARC identified qualified subconsultants to assist with the work who are available to meet the project demands within the established schedule. MARC is prepared to engage other partners if desired by the County Executive and the Charter Review Commission. Detailed resumes/biographies from the proposed team are enclosed at the end of the proposal.

MARC: MARC will provide staff support to the Commission throughout the process including coordinating and overseeing all subconsultant work, scheduling meetings, preparing agendas, taking minutes, drafting reports and presentations, etc. MARC will provide periodic updates to the County Executive and be available for update meetings with the Executive or Legislators upon request. Lauren Palmer, Director of Local Government Services, will be the lead assigned staff. She will attend all Commission meetings, public engagement sessions (including stakeholder focus groups), and advance interviews.

Vireo: Vireo will manage the open public engagement sessions and social media/marketing aspects of Part 1 of the Public Engagement Phase. Vireo will also handle the open public comment period for Part 2 of the Public Engagement Phase. Ms. Palmer will conduct the Part 1 stakeholder focus groups, but Vireo will assist with designing the questionnaires and meeting format. As designers and planners, Vireo combines art and science to generate fresh ideas, unforgettable experiences and elegant results. Triveece Penelton, AICP, is a public involvement innovator who excels in community engagement and designing successful public engagement opportunities. Lindsay French, BFA, will assist on all aspects of graphic design, marketing and social media.

Harrison-Lee Development Consulting: Cheryl Harrison-Lee has worked in municipal government for over 30 years and most recently served as the Chief Executive Officer for the City of Gardner. Ms. Harrison-Lee will conduct all Phase 3 research and will assemble her findings for report back to the Commission at the second meeting. If needed, Ms. Harrison-Lee will assemble an expert panel to directly field questions from the Commission and public.

Legal Services: Assistance will be needed from an attorney or firm with experience in municipal law and, ideally, charter ordinance research and drafting. Due to the nature of the engagement, Jackson County and/or the selected firm may prefer to contract directly with the County (as the client) instead of as a subconsultant to MARC. MARC can assist with soliciting qualifications and can subcontract the services if desired by all parties. (Note: The fee proposal includes a placeholder for legal services). Regardless of the contractual arrangement, it will be critical to have legal services integrated with the MARC team in order to appropriately direct work and control costs.

Fee Proposal

MARC proposes to complete the work outlined herein for a maximum not-to-exceed price of \$180,000 (see attached pricing sheet). Due to time constraints, detailed cost proposals were not obtained for subconsultants. Therefore, subconsultant pricing is subject to change. MARC will make every effort to be responsible with the public dollars allocated to this project and will seek to complete all work as efficiently as possible to control costs. This proposal represents an extensive public engagement process, and additional savings could be generated if the Commission opts for a more streamlined process with fewer in-person public engagement sessions. All aspects of the scope and fee are presented for discussion purposes and are subject to final negotiation of a contract.

**MARC Government Training Institute
Pricing Proposal**

Client: Jackson County, MO
 Contact: Caleb Clifford
 Project: Jackson County Charter Review Commission

Facilitator Expense		Hourly Rate		Hours				Total
Subcontract	Team Lead	Services	Travel	Meetings	Travel	Prep & Follow-Up	Deliverables	Total
Coordination, Oversight, Public Engagement (MARC)	Lauren Palmer	\$100.00	\$100.00	36	9	130.5	20	\$19,550.00
Public Engagement (Vireo)	Triveece Penelton	\$110.00	\$110.00	30	7.5	300	10	\$38,225.00
Research and Best Practices (HLDC)	Cheryl Harrison-Lee	\$250.00	\$250.00	10	2.5	35	12.5	\$15,000.00
Public Relations and Communications (Vireo)	Lindsay French	\$100.00	\$100.00	30	7.5	120	0	\$15,750.00
Legal	TBD	\$350.00	\$350.00	28	7	98	40	\$60,550.00
								\$149,075.00

Reimburseables	Details/Notes	Rate		Number		Lump Sum	Total	
Mileage	estimate 30 person trips to various meeting locations in the county	Per Mile	\$0.58	Miles	450		\$261.00	
Rental Car		Per Day		Days				
Lodging		Per Night		Nights				
Meals		Per Diem	\$79.00	Days				
Fuel		Per Gallon	\$2.50	Gallons			\$0.00	
								\$261.00

Support Staff Expense		Hourly Rate	Hours	Total
	MARC Staff Contact			
Contracting	Carmellya Anderson	\$50.00	10	\$500.00
Scheduling	Carmellya Anderson	\$50.00	15	\$750.00
Marketing	Carmellya Anderson	\$50.00	10	\$500.00
Ordering/Room Setup	Carmellya Anderson	\$50.00	15	\$750.00
Invoices	Carmellya Anderson	\$50.00	10	\$500.00
Deliverables (minutes, agendas)	Shelly Strickland	\$50.00	20	\$1,000.00
Quality Control	Marlene Nagel or David Warm	\$175.00	25	\$4,375.00
				\$8,375.00

Direct Expenses	Details/Notes	Rate		Number		Lump Sum	Subtotal	Total
Materials	handouts, poster boards for public meetings, supplies	Per Packet		Attendees		\$1,000.00		\$1,000.00
Staff Travel	estimated 10 trips	Per Mile	\$0.58	Miles	150			\$87.00
Staff Rental Car		Per Day		Days				\$0.00
Staff Lodging		Per Night		Nights				\$0.00
Staff Meals		Per Diem	\$79.00	Days				\$0.00
Staff Fuel		Per Gallon	\$2.50	Gallons				\$0.00
Event Food								\$0.00
Per Meal		Per Meal	\$12.00	Attendees	15		\$180.00	
Estimated Meals				Meals	8			\$1,440.00
Marketing	text message marketing, social media ads, etc.							\$14,385.80
Travel Estimate	If needed for outside "best practices" panelists							\$5,000.00
								\$21,912.80

GRAND TOTAL

\$179,623.80

LAUREN PALMER

600 Broadway, Suite 200 • Kansas City, Missouri 64105 • (816) 701-8207 • lpalmer@marc.org

PROFESSIONAL EXPERIENCE

Director of Local Government Services, Mid-America Regional Council (MARC), Kansas City, Missouri; August 2018 - present.

- Deliver support services to 119 cities in a nine-county bi-state region to improve government efficiency.
- Oversee the Kansas City Regional Purchasing Cooperative, Government Training Institute (GTI) and shared services initiative.
- Provide staff support to regional programs including the Managers Roundtable, First Suburbs Coalition and CORE4 consortium of the four largest municipal governments in the Kansas City region.

Assistant City Manager, City of Independence, Independence, Missouri; November 2016 – August 2018.

Notable Accomplishments

- Oversaw five city departments representing over 220 employees and budgets totaling approximately \$30 million.
- Shepherded the creation and adoption of the five-year *Independence for All* strategic plan.
- Staffed the citizen committee and managed the public education campaign for the successful permanent renewal of the half-cent transportation sales tax.
- Led or supported negotiations of six collective bargaining work agreements with four labor unions within budget and other parameters set by the city manager.
- Directed legislative advocacy efforts including development of the annual state and federal legislative platforms and oversight of governmental relations contracts.
- Facilitated the adoption of the City's first market-based compensation plan in over 20 years.
- Compiled the Deferred Maintenance Report to document \$900 million of unfunded public improvement needs and recommended funding strategies.
- Guided improvements to code enforcement and business licensing processes to reduce timelines and improve customer service.
- Recommended and staffed the Downtown Redevelopment Coordinating Committee that generated a \$200 million revitalization plan for downtown Independence that was accepted by City Council.
- Managed the reorganization of internal services, regulated industries and public health services.
- Led the project development and implementation of the \$3.3 million Independence Uptown Market including the successful application to the Missouri Development Finance Board (MDFB) Tax Credit for Contribution Program.

City Administrator, City of Parkville, Parkville, Missouri; June 2013 – October 2016.

Administration

- Reorganized Board of Aldermen agendas and converted to electronic packets to streamline business.
- Completed a revised orientation manual and orientation training for new elected officials.
- Coordinated the upgrade of hardware and software technology tools citywide.
- Standardized contract documents and procurement practices to reduce risk and improve project efficiency.
- Oversaw the creation of job descriptions for approximately 45 full and part-time positions and implemented a formal performance evaluation system.
- Directed implementation of a formal training program for staff (with proper record keeping) including topics such as harassment prevention, workplace safety, etc.
- Contracted renewal for property, liability and workers compensation coverage that resulted in reduced costs.
- Restructured employee health benefits to manage costs for the city and provide more options for employees.
- Converted from a cable access to a web-based city communications channel resulting in a 50% cost savings and improved customer experience.

Major Projects

- Guided progress on development goals for the Interstate 435 & Route 45 corridor including long-term financing strategy, market feasibility study, property acquisition and development request for proposals.
- Cooperated with Platte County to construct Phase 1A of Platte Landing Park, a \$1.5 million project that added 144 acres and more than doubled the park system.
- Finalized local match and related contracts for \$12 million Highway 45 - Phase C widening project.
- Prepared the successful grant application for the \$180,000 Route 9 Corridor Study project that involves \$15 million of infrastructure improvements.

Finance and Budgeting

- Overhauled the annual \$13 million budget process, beginning with strategic goal setting with the governing body, to ensure transparency and effective decision-making.
- Eliminated a structural deficit in the Transportation Fund and increased funding to tackle deferred maintenance in the street and sanitary sewer systems.
- Created the city's first multi-year Capital Improvement Program.
- Received the city's first Government Finance Officer's Associate Distinguished Budget Presentation Award.
- Facilitated the permanent financing of \$9 million of limited general obligation bonds and achieved a credit rating upgrade from Standard & Poor's (from AA- to AA).
- Developed financial policies for debt management, purchasing, cash handling, credit/debit processing and fund balances.
- Established late fees and penalties for delinquent sewer utility accounts which recouped over \$40,000 in back payments in year one.

Assistant City Manager, City of Manhattan, Manhattan, Kansas; January 2008 – May 2013.

Economic Development

- Performed the economic development functions of the city including negotiations, compliance monitoring, incentive reporting, and contract management. Notable accomplishments:
 - CivicPlus – local expansion of a web development firm to create 250 new jobs over 10 years and \$9 million of capital investment in downtown Manhattan.
 - Organized the public education campaign for successful renewal of a Riley County half-cent sales tax, with the City's portion of proceeds to be used for economic development initiatives.
- Administered contract with the Manhattan Area Chamber of Commerce to provide economic development services on behalf of the City of Manhattan.
- Assisted with duties related to the City of Manhattan's participation in the Knowledge Based Economic Development (KBED) initiative and the Animal Health Corridor.

Contract and Grants Management

- Administered master planning (citizen committee), design, and construction management contracts for the \$24 million Flint Hills Discovery Center (State of Kansas STAR Bond project).
- Oversaw administration of the Energy Efficiency and Conservation Block Grant (\$503,700) and U. S. Small Business Administration grant for child care facilities (\$500,000).
- Prepared successful \$1 million grant application to the Kansas Bioscience Authority and managed the build out of 5,000 square feet of unfinished pilot space in the Manhattan/K-State Innovation Center.

Policy Development

- Led the intergovernmental planning process to develop an interlocal agreement and system operating plan for fixed route transit in Manhattan.
- Coordinated with regional partners and the Kansas Department of Transportation to facilitate the creation of a Metropolitan Planning Organization (MPO).
- Guided the development and implementation of Manhattan's first mandatory residential rental licensing and inspections program.
- Conducted a comprehensive review and update of city ordinances governing various special event permits.
- Served as city manager's designee to the Riley County Law Board and Riley County-Manhattan Board of Health.

Management Analyst, City of Des Moines City Manager's Office, Des Moines, Iowa; January 2006 – January 2008.

Management Intern, City of Des Moines City Manager's Office, Des Moines, Iowa; June 2004 – July 2005.

Strategic Planning

- Organized citywide goal-setting process that resulted in City Council adoption of 12 new goal statements.
- Developed and oversaw citywide staff process for creating an implementation plan for 12 goal statements.

Administration and Policy Development

- Staff liaison to two City Council members and four city departments (assigned to a total of seven Council members and seven departments during tenure with Des Moines).
- Staffed Youth Advisory Board of 16 youth members and 7 adult members.

Finance and Budgeting

- Participated in senior-level strategy sessions for development of fiscal years 2008 and 2009 budgets.
- Helped prepare financial report with projections and recommendations regarding the Golf Enterprise Fund.
- Responsible for development of Fiscal Year 2008-09 budget for the City Manager's Office and divisions.

Community Relations

- Worked with community stakeholders to find solutions for the relocation of the city's largest homeless shelter.
- Helped plan and coordinate numerous public meetings including "Coffee with the Manager" and public input sessions regarding a local option sales tax proposal.
- Worked closely with community and economic development staff to coordinate public input sessions and City Council action related to the controversial redevelopment of a former elementary school site.

Performance Measurement

- Contributing author for city's Annual Performance Report (two reports received the *Certificate of Achievement in Service Efforts and Accomplishments Reporting* from the Association of Government Accountants).
- Assisted in administering the City's participation in the International City/County Management Association Center for Performance Measurement.
- Oversaw contracts for administration of the city's annual resident satisfaction survey in 2006 and 2007.

EDUCATION

Master of Public Affairs

Indiana University School of Public and Environmental Affairs

Bloomington, Indiana

Emphases: Local Government Management
 Public Financial Administration
 Economic Development

Honors: Academic Achievement Award (top 10 students by GPA)
 Pi Alpha Alpha

Bachelor of Arts in Political Science

University of Missouri

Columbia, Missouri

Honors: *Magna Cum Laude*
 Phi Beta Kappa

PROFESSIONAL DEVELOPMENT

- **Centurions Leadership Program.** Kansas City Area Chamber of Commerce. Class of 2019.
- **International City-County Management Association Credentialed Manager (ICMA-CM).** Since January 2015.
- **Your Leadership Edge: Innovative Leadership for You and Your Community.** Kansas Leadership Center. June – July 2011.
- **Flint Hills Regional Leadership Program,** Class of 2008.

- **Awards Evaluation Committee**, Vice Chair. International City/County Management Association, October 2007 – October 2010.
- **Emerging Leaders Development Program**, Class of 2008 (Inaugural Class), International City/County Management Association, February 2006 – January 2008.
- **Presenter**, Educational Session: “When Generations Collide.” International City/County Management Association Annual Conference. Pittsburgh, Pennsylvania. October 2007.
- **Presenter**, “Getting Performance Information to the Community: Suggested Practices.” Association of Government Accountants Annual Performance Measurement Conference. Phoenix, Arizona. September 2007.
- **Emerging Leaders Initiative Board Launch**, United Way of Central Iowa, November 2006.

VOLUNTEERISM

- **Community Blood Center**, regular platelet donor, May 2014 – present.
- **United Way of Greater Kansas City**, Women United Advisory Cabinet, May 2016 – present.
- **United Way of Greater Kansas City**, Northland Community Advisory Council, September 2013 – April 2015.
- **United Way of Riley County**, Board Chair, January 2013 – May 2013, and Board Member January 2012 - January 2013.
- **Mayor’s Community Service Award**, Staff Recipient. City of Manhattan, May 2011.
- **Big Brothers/Big Sisters**, Mentor. February 2011 – May 2013.
- **March of Dimes - March for Babies**, Chair. City of Manhattan Employee Team, 2010 – 2012.
- **Service Efforts and Accomplishments Reporting Reviewer**, Association of Government Accountants (AGA), May 2006 – May 2007.
- **Volunteer Return Preparation Program**, Tax Preparer. Internal Revenue Service, January 2006 – April 2007.
- **Combined Charities Campaign**, Chair. City of Des Moines, Fall 2004. Achieved a record-setting goal in contributions as chair of the annual employee payroll deduction campaign.
- **Alumni Network Advisory Committee**, Center for Civic Education, January 2000 – March 2006.

PUBLICATIONS

- **Contributor. Conduff, Mike and Melissa Byrne Vossmer.** *Democracy at the Doorstep, Too: More True Stories*. Elim Group Publishing. 2012. Pages 43 – 45.
- **Contributor. Menzel, Donald C.** *Ethics Moments in Government: Cases and Controversies*. American Society for Public Administration: Series in Public Administration and Public Policy. CRC Press. September 2009.
- **Palmer, Lauren.** “What’s In It For Me? How Preparing the Next Generation Pays Dividends for Emerging and Experienced Leaders.” *Public Management*. June 2008. Volume 90, Number 5. Pages 10 – 12.



Triveece Penelton | AICP

City Planner | Public Involvement Innovator

Triveece is a city planner and public involvement innovator at Vireo. She is also the creator of the Digicate® software application for community engagement, which Vireo powers and utilizes as part of its community engagement services. The local, county, state, and regional projects that she manages blend community planning with intensive public engagement, education, information sharing, and messaging. Prior to joining Vireo, Triveece served as a long-range planner with Kansas City, Missouri's Planning and Development Department in its Planning, Preservation and Urban Design Division. While at the City, she was responsible for planning activities in Kansas City's Urban Core (approximately 35 square miles). Her work involved detailed analysis of changing community issues, challenges, and opportunities; urban design guideline implementation; assisting neighborhoods with grassroots initiatives, plan implementation, and other planning needs; coordinating with elected officials; and developing relationships with leaders in 30+ neighborhoods.

Education

Master of Urban Planning
| University of Kansas |
2002

Bachelor of Architectural
Studies | University of
Kansas | 2000

Registration

AICP

Experience

13 Years with Vireo
4 Years Prior

Relevant Experience

KC Metro Affirmatively Further Fair Housing (AFFH) Assessment | Kansas City Region
Leavenworth County Road I Land Use Analysis | Leavenworth County, Kansas
Leavenworth & SW Johnson County Transit Plans | Leavenworth & Johnson County, Kansas
Johnson County Stormwater Strategic Plan | Johnson County, Kansas
KCK Zoning Code Rewrite | Wyandotte County-Kansas City, Kansas
MARC Transit-Oriented Development (TOD) Impact Study | Kansas City, Missouri
MARC Idea Book - Communities for All Ages | Kansas City Region, Kansas-Missouri
Heartland 2050 Equity & Engagement | Omaha-Council Bluffs Region, Nebraska & Iowa
Energy Works KC - Beyond the Bulb Campaign | Greater Kansas City, Missouri
KC Downtown Streetcar Phase I and Phase II (NextRail) | Kansas City, Missouri
Lee's Summit Housing Authority Strategic Plan | Lee's Summit, Missouri
Smart Lights for Smart Cities | Kansas City Region, Kansas-Missouri
I-35 & I-435 Ramp Metering | Kansas City Region, Kansas-Missouri
KC Scout Traffic Management Center Logo and Brand Development | Kansas City Metro Area
KC Scout Traffic Management Center On call Graphic Support | Kansas City Metro Area
Iowa Traffic Management Center Brand Outreach | Ankeny, Iowa
Lawrence Multi-Modal Studies | Lawrence-Douglas County Region, Kansas
Blue River Watershed Integrated Planning Feasibility Study | Jackson & Johnson County, Kansas
K-68 Corridor Management Plan | Miami & Franklin County, Kansas
Operation Green Light Advanced Traffic Management Software-Systems Engineering Update | Kansas City Metro
KC Regional Intelligent Transportation (ITS) Architecture Update | Kansas City Metro
Wyandotte County Parks Master Plan | Wyandotte County-Kansas City, Kansas
JCPRD Natural Resource Plan | Johnson County, Kansas
Grand Island Grand Vision | Hall County, Nebraska
K-32 Tri-City Multimodal Redevelopment Plan | Tri-City Area, Wyandotte County
Grand Island Long-Range Transportation Plan | Grand Island, Nebraska
Sarpy County Transit Plan | Sarpy County, Nebraska
Lawrence-Douglas County ITS Architecture Update | Lawrence-Douglas County, Kansas
US-169 Pavement Reconstruction | Allen and Neosho Counties, Kansas
Highway 92 Corridor Study | Platte City, Missouri
I-70 First and Second Tier Environmental Impact Statements | Kansas City, Missouri
Kansas Statewide Rail Study | Kansas
US 400 Cherokee County Corridor Study | Cherokee County, Kansas
Kansas City International Airport Area Plan | Kansas City, Missouri
Liberty Downtown Plan | Liberty, Missouri
North Oak Corridor Plan | Kansas City, Missouri
Topeka Pedestrian Master Plan | Topeka, Kansas





Lindsay French

Graphic Designer | Communications Specialist

Lindsay French is a creative and talented graphic designer with extensive experience in multimedia, branding and print design. Lindsay's skill at translating verbal ideas into visual components that effectively communicate information and emotion, make her an integral part of the design and community engagement process. She tailors products to meet clients' needs and creates memorable project brands and environmental graphics. Lindsay successfully manages and coordinates projects from concept through completion. She works closely with clients to create vision, conceive designs, and consistently meet deadlines and requirements.

Education

BFA in Visual
Communication &
Graphic Design |
University of Kansas |
2006

Experience

11 Years with Vireo

Awards

*ASLA Central States
Communication Award
for "superior professional
accomplishment" in graphic
communication design.*

*National Exceptional
Performance Award
for graphic brand and
support materials for the
Maximizing the Flow Ramp
Metering Campaign*

Relevant Experience

Roeland Park New City Logo and Brand Identity Development | Roeland Park, Kansas
City of Warrenton Comprehensive Plan, Logo and Brand Identity Development | Warrenton, Missouri
City of Arnold Comprehensive Plan Brand & Public Outreach | Arnold, Missouri
City of Kearney Comprehensive Plan Brand | Kearney, Missouri
Wichita Transit Talks Project Brand | Wichita, Kansas
Parkville Riverfront Parks Map and Wayfinding System Signage | Parkville, Missouri
Maryland Heights Parks and Recreation Master Plan, Maryland Heights, Missouri
MWSU Campus Wayfinding and Master Plan Folder | St. Joseph, Missouri
City of Hannibal Comprehensive Plan | Hannibal, Missouri
MARC Transit-Oriented Development (TOD) Impact Study | Kansas City, Missouri
MARC Idea Book - Communities for All Ages | Kansas City Region, Kansas-Missouri
Energy Works KC - Beyond the Bulb Campaign | Greater Kansas City, Missouri
KC Metro Affirmatively Further Fair Housing (AFFH) Assessment | Kansas City Region
Leavenworth County Road I Land Use Analysis | Leavenworth County, Kansas
Leavenworth & SW Johnson County Transit Plans | Leavenworth & Johnson County, Kansas
Johnson County Stormwater Strategic Plan | Johnson County, Kansas
KCK Zoning Code Rewrite | Wyandotte County-Kansas City, Kansas
KC Downtown Streetcar Phase I and Phase II (NextRail) | Kansas City, Missouri
Lee's Summit Housing Authority Strategic Plan | Lee's Summit, Missouri
I-35 & I-435 Ramp Metering | Kansas City Region, Kansas-Missouri
KC Scout Traffic Management Center Logo and Brand Development | Kansas City Metro Area
KC Scout Traffic Management Center On call Graphic Support | Kansas City Metro Area
Iowa Traffic Management Center Brand Outreach | Ankeny, Iowa
Lawrence Multi-Modal Studies | Lawrence-Douglas County Region, Kansas
Blue River Watershed Integrated Planning Feasibility Study | Jackson & Johnson County, Kansas
K-68 Corridor Management Plan | Miami & Franklin County, Kansas
KC Regional Intelligent Transportation (ITS) Architecture Update | Kansas City Metro
Wyandotte County Parks Master Plan | Wyandotte County-Kansas City, Kansas
JCPRD Natural Resource Plan | Johnson County, Kansas
Grand Island Grand Vision | Hall County, Nebraska
K-32 Tri-City Multimodal Redevelopment Plan | Tri-City Area, Wyandotte County
Grand Island Long-Range Transportation Plan | Grand Island, Nebraska
Sarpy County Transit Plan | Sarpy County, Nebraska
Highway 92 Corridor Study | Platte City, Missouri
I-70 First and Second Tier Environmental Impact Statements | Kansas City, Missouri
Kansas Statewide Rail Study | Kansas
US 400 Cherokee County Corridor Study | Cherokee County, Kansas
Kansas City International Airport Area Plan | Kansas City, Missouri

vireo

Landscape Architecture | Planning | Design



CHERYL HARRISON-LEE, AICP, ICMA-CM

Cheryl Harrison-Lee started her career in municipal government in 1984 with the City of Gainesville, Florida. As the Chief Executive Officer for the City of Gardner, she was responsible for managing a leadership team tasked with municipal operations for a full service city. Her key functional areas of responsibility included Human Resources, Information Technology, Finance, Risk Management, Public Safety, and Business and Economic Development. Her responsibilities included establishing the organization's mission, vision, and goals as well as the strategic and operational plans for servicing a customer base of over 21,000 residents.

Ms. Harrison-Lee is a graduate of the Harvard Kennedy School of Government, Senior Executives in State and Local Government Program. She holds a graduate degree from the University of Florida and a Bachelor's Degree in Journalism from the University of South Carolina.

Ms. Harrison-Lee's experience includes employment in private consulting firms, statewide, regional, and local government sector. She was a municipal administrator in Florida for almost three decades. Her experience includes the City of Orlando, City of Daytona Beach, City of Titusville and City of Ormond Beach.

Ms. Harrison-Lee has initiated and led several customer service and client engagement efforts including a

Client/Citizen Participation Plan. The Plan was developed to encourage more involvement on key process approvals to ensure client concerns were adequately addressed. Further she has successfully implemented a 3-C, three prong approach to enhancing communication with community partners, residents, agencies and neighboring jurisdictions in three different municipalities. The new approach was entitled 3-C, representing Collaboration, Communication, and Civic Engagement.

Ms. Harrison-Lee served as District Manager for Public Transportation with the Florida Department of Transportation, where she was responsible for extensive project management of \$180 million transportation capital projects. Her experiences include studying municipal issues statewide, nationally and internationally. She was selected to take part in a United States delegation to Hong Kong and Japan on an International Transit Study Mission.

She was featured nationally in *Essence* magazine for her accomplishments in the profession and recognized by the University of Florida with the Distinguished Alumnus Award. Ms. Harrison-Lee's professional recognitions and affiliations include International City Management Association, American Institute of Certified Planners, American Planning Association, and University of Florida Board of Regents Fellow. She is a credentialed manager through the International City Management Association (ICMA). She served as a member of ICMA Strategic Planning Task Force, MARC Sustainability Committee, SW Johnson County EDC, and Gardner Edgerton Chamber of Commerce.

Ms. Harrison-Lee's significant professional accomplishments include:

Leadership Accomplishments

- Developed and facilitated employee leadership training program “Recognizing Excellence in Gardner” for current and “up and coming” organization leaders.
- Established Leadership Engagement Program for building winning teams.
- Led efforts to develop city’s vision, mission, core values and adoption of strategic plan to include new “award winning” performance management platform.
<https://icma.org/certificates-performance-management>
- Transformed agency to high performance organization resulting in Client Satisfaction Survey results exceeding metro area cities and national cities in over 80 percent of the categories.
- Introduced new ‘best practice’ concept of results oriented priority-based budgeting resulting in local, state and national recognition and implemented city’s first biennial budget.
- Restructured organization to facilitate significant operational efficiencies resulting in substantial cost savings for the City.
- Issue identification, strategy development and marketing framework for successfully achieving voters’ approval of over \$10 million to implement action plan to correct infrastructure deficiencies.

Business Acumen

- Initiated new Employee Engagement Survey and established total rewards program, employee recognition and incentives, leadership and certification training, and created an engaged workforce.
 - Completion of Pay and Compensation Study.
 - Development and implementation of organizational Career Ladders.
-

-
- Led change management performance based evaluation program aligned with organization's newly established core values.
 - Established hiring for success program for senior managers and directors.
 - Implemented City's First Wellness Program and received regional recognition for accomplishments.
 - Completed Information Technology Assessment/Disaster Recovery Plan and revised the City's entire network infrastructure to ensure business continuity and safeguard the City operations.

Results Oriented/Excellence Orientation

- International City Managers Association, Certificate of Excellence for Performance Management
- Government Finance Officers Association, Certificate of Achievement for Excellence in Financial Reporting
- Government Finance Officers Association, Distinguished Budget Presentation Award (3 years)

Visionary Strategic Planning Accomplishments

- Adoption of Economic Development Strategy Plan and Economic Development Incentive Policy resulting in over \$200 million of committed private investment in 2017.
<http://www.gardnerkansas.gov/home/showdocument?id=687>
- Developed department business plans, metrics, and accountability framework aligned with new brand, G3 "Gardner Guarantees Greatness"

Customer Service/Engagement/Collaboration

- Led visioning series with the business community.
-

-
- Directed various client/resident engagement programs to ensure service delivery satisfaction.
 - Kansas Area Chamber of Commerce Partnership
 - Mid-America Regional Council
 - Kansas City Area Development Council
 - Johnson County Government
-

IN THE COUNTY LEGISLATURE OF JACKSON COUNTY, MISSOURI

A RESOLUTION authorizing the Director of Finance and Purchasing to execute a month-to-month term and supply Office Service Agreement for temporary office space with 1301 Oak Level Office LLC of Kansas City, Missouri.

RESOLUTION NO. 20095, February 25, 2019

INTRODUCED BY Crystal Williams, County Legislator

WHEREAS, pursuant to the County Executive's recent emergency declaration relating to the repair and restoration of water damage at the downtown Jackson County Courthouse, the Director of Finance and Purchasing has awarded a month-to-month term and supply contract for replacement, temporary office space to 1301 Oak Level Office LLC of Kansas City, MO; and,

WHEREAS, this replacement space is located directly south of and across the street from the courthouse and will be used by Public Administrator and Circuit Court personnel while repairs and restoration are underway; and,

WHEREAS, the attached Office Service Agreement document required by the vendor contains an indemnity provision which is subject to the approval of the Legislature; and,

WHEREAS, the Director of Finance and Purchasing and Interim County Counselor recommend the execution of this agreement and indemnity provision as in the best interests of the health, welfare, and safety of the citizens of Jackson County; now therefore,

BE IT RESOLVED by the County Legislature of Jackson County Missouri, that the Director of Finance and Purchasing be and hereby is authorized to execute the attached Office Service Agreement with 1301 Oak Level LLC of Kansas City, MO; and,

BE IT FURTHER RESOLVED that the Director be and hereby is authorized to make all payments required by this agreement, subject to the availability of appropriated funds.

Effective Date: This Resolution shall be effective immediately upon its passage by a majority of the Legislature.

APPROVED AS TO FORM:


Interim County Counselor

Certificate of Passage

I hereby certify that the attached resolution, Resolution No. 20095 of February 25, 2019 was duly passed on _____, 2019 by the Jackson County Legislature. The votes thereon were as follows:

Yeas _____

Nays _____

Abstaining _____

Absent _____

Date

Mary Jo Spino, Clerk of the Legislature

This award is made on a need basis and does not obligate Jackson County to pay any specific amount. The availability of funds for specific purchases is subject to annual appropriation.

2/21/19
Date


Chief Administrative Officer

Office Service Agreement



MRI Client Ref. Number: Agreement Date (mm/dd/yy):

NOVEL COWORKING ("NOVEL COWORKING")		CLIENT DETAILS ("the Client")	
Center Name:	1301 Oak Level Office LLC	Company Name:	Jackson County Courthouse
Center Manager Name:	Katie Whipple	Individual Name:	Bob Crutsinger
Address:	1301 Oak St	Address:	415 East 12th st #105
	Kansas City, MO 64106		Kansas City, MO 64106
Phone:	904.300.4330	Phone:	(816)881-3120
Email:	Katie@novelcoworking.com	Email:	bcrutsinger@jacksongov.org

Start Date: End Date*:

OFFICE PAYMENT DETAILS

Office or Suite Number	Monthly Office Fee
Ste 400 A	\$5,599
Ste 800 A	\$3,999
TOTAL PER MONTH	\$9,598

First Month's Fee:	\$9,598.00
Service Retainer:	\$9,598
Set Up and Exit Fee	\$1,000
TOTAL INITIAL PAYMENT:	\$20,196.00

* All agreements end on the last calendar day of the month

Comments:

We enter into this Agreement and agree to all of its terms and conditions:

Name (Printed): <u>Katie Whipple</u>	Name (Printed): <u>Bob Crutsinger</u>
Date: <u>2/12/2019</u>	Date: <u>2/12/2019</u>
Signature: _____	Signature: _____

Agreement Terms & Conditions

- A. This Agreement does not create tenancy interest, leasehold estate or other real property interest on behalf of the Client in regards to the office accommodations. This shall be strictly construed as a license to use the office accommodations as indicated by the Office Suite # described above. NOVEL COWORKING retains the possession and control over the office center in its entirety. The Client accepts the right to temporarily share the NOVEL COWORKING office center dependent on the terms and conditions as stated in this Agreement. This Agreement is between NOVEL COWORKING and the Client and cannot be transferred to a third party.
- B. This Agreement is confidential. Client may not disclose any of the pricing or terms of this Agreement without express written consent of Novel Coworking. Confidentiality remains in place even after the termination of this Agreement.
- C. Credit and Debit cards are subject to a convenience fee. Sales tax will be added to the monthly invoice where applicable.
- D. Client understands and agrees that the coworking lounge may be made unavailable from time to time, at any time, for Events.
- E. If the Client requires a company name change, requests must be submitted to NOVEL COWORKING in writing with 7 days advance notice.

FORM OF PAYMENT

ACH/Direct Debit: Signature _____ Bank Name: _____ Bank Account #: _____ Routing #: _____	Credit/Debit Card: Signature _____ Name on Card: _____ CC #: _____ Expiration Date: _____ CVV #: _____ Billing Zip Code _____ <i>Credit and Debit cards are subject to a convenience fee.</i>
---	--

1. Usage Conditions.

- 1a. Client agrees to use the office accommodations for business purposes only.
- 1b. Client does not have the right to sublease the office space to a third party.
- 1c. The Client will have rights to use the office center address as its business address, for mail receipt, and for business registration purposes.
- 1d. NOVEL COWORKING is not responsible for any of the Client's property and is not liable for any damages or theft.
- 1e. The office accommodations are rented in as-is condition. Novel Coworking is seeking to maintain the office center to the "Building Standard", as of the Effective Date of this Agreement. No alterations may be made to the office accommodations including the addition or changing of locks/bolts to the windows/doors.
- 1f. Upon initial move-in, the Client will sign an Inventory form verifying all accommodations and the conditions at move in. The form will be retained and used as reference at time of Agreement termination.
- 1g. The Client agrees to be respectful of all NOVEL COWORKING property including the office accommodations, common areas within the office center, and all office furniture and equipment. Client is liable for damage to any such property.
- 1h. The Client shall not store or operate any large machine or equipment within the provided office accommodations. This includes but is not limited to heaters, stoves, coffee makers, vending machines, copiers, refrigerators, grills, servers, or other equipment without NOVEL COWORKING consent. The electrical current that NOVEL COWORKING provides to the Client within the office accommodations shall be used for ordinary lighting, personal computers and office equipment provided by NOVEL COWORKING. If special installation or wiring is required, it will be at the Client's expense and only after express written consent from NOVEL COWORKING.
- 1i. The Client shall not use the NOVEL COWORKING office center or office accommodations for manufacturing purposes. The Client shall not use the premises for manufacture or sale of liquor, narcotics, or tobacco of any kind.
- 1j. The Client shall not sleep or live within the NOVEL COWORKING office center or office accommodation.
- 1k. Client shall use the space for general office and is not to hold or permit retail sales or auctions within NOVEL COWORKING.
- 1l. The Client shall not obstruct business for any other NOVEL COWORKING clients.
- 1m. Client agrees to cause guests to wait in designated guest waiting areas only.
- 1n. The Client shall not use the NOVEL COWORKING office center for any illegal or immoral purposes.
- 1o. The Client accepts full responsibility for the legal and appropriate conduct of all their employees and guests of employees, including purchase and/or consumption of alcohol on premises as legally acceptable according to state and federal law.
- 1p. Should the need arise, NOVEL COWORKING may provide the Client with alternative office accommodations of comparable value or better, in NOVEL COWORKING's sole discretion. Should this become necessary, NOVEL COWORKING will attempt to notify the client in advance.
- 1q. All Novel Coworking Office clients implicitly agree to allow photos that they, and their employees and guests, appear in at Novel Coworking Office to be used for the company's marketing materials.

2. Client Conduct.

- 2a. The Client, as well as all Client's employees and guests, shall conduct themselves in a businesslike manner, proper business attire, and keep noise at a respectful Novel Coworking at all times while on NOVEL COWORKING premises.
- 2b. NOVEL COWORKING shall provide entry access to the Client including all required keys and security access cards. The Client is responsible for all issued keys and access cards and is required to return them at termination. If Client has a lost or stolen key or card, Client is responsible to notify NOVEL COWORKING staff immediately and pay \$25 for an access card and \$50 for a key for replacements. Upon termination of this Agreement, Client agrees to return all keys and access cards assigned.
- 2c. Canvassing or soliciting for business or any other purpose is prohibited anywhere within the NOVEL COWORKING office center.
- 2d. No animals shall be permitted within the NOVEL COWORKING office center, aside from CERTIFIED service dogs.
- 2e. The Client, as well as any employees, guests, and business associates of the Client, shall not abuse or mistreat any NOVEL COWORKING employees.
- 2f. The Client acknowledges that the services rendered by NOVEL COWORKING employees are shared services and may be offered to other NOVEL COWORKING clients.
- 2g. The Client, any employees of the Client, or other businesses under the Client's ownership, shall not hire any NOVEL COWORKING employees at any time during the term of the Agreement or within 12 months of the termination of the Agreement. Client shall pay NOVEL COWORKING \$15,000 per employee per breach.
- 2h. Smoking is prohibited in the atrium of the office center, including within the provided office accommodations. Client agrees to limit smoking to the designated areas outside of the NOVEL COWORKING building.
- 2i. Weapons of any kind are prohibited within the NOVEL COWORKING office center, regardless of a concealed carry permit.

3. Services.

- 3a. NOVEL COWORKING shall provide the office accommodations as stated on the first page of the Agreement.
- 3b. Kitchen Amenities: NOVEL COWORKING may provide and allow Client access to kitchen facilities. Additional beverages and snacks may be provided by NOVEL COWORKING at such fees to be determined by NOVEL COWORKING.
- 3c. NOVEL COWORKING shall provide desk, executive chair, and internet connections in the office accommodations as stated on the first page of Agreement.
- 3d. The Client acknowledges that Novel Coworking's staff is on-site during business hours which are 8:30am - 5:00pm Monday - Friday, however, Client will have 24-hour access to the office accommodations as well as electricity and internet services. HVAC hours are 7:00am - 6:00pm Monday - Friday.

4. Technology Services.

- 4a. Client agrees to conduct business and use technology services in a manner that does not interfere with the operation of the center, disrupt any other client in the center, or adversely impact our ability to provide technology services to other clients, as determined by us at our sole and absolute discretion. Technology services are for general purpose use and the following is strictly forbidden: 1 - altering our system hardware, including, but not limited to, installing personal wifi devices, 2 - transmitting fraudulent, libelous, pornographic, or any other destructive elements, and 3 - excessive bandwidth use, including, but not limited to, streaming 4k video or distributing, downloading or sharing excessively large files. You must fully comply, and cause your representatives to comply, with NOVEL COWORKING's Technology Use Requirements, as such may change from time to time, posted at www.novelpcoworking.com/TUSE and incorporated herein by reference.
- 4b. Client acknowledges that phone and internet services provided by NOVEL COWORKING, including, but not limited to internet speeds, quality of service, data protection, and call rates are contingent on third party providers. While NOVEL COWORKING has internet security protocols in place, NOVEL COWORKING does not make any representations as to the security of the network or the internet. Client should adopt its own security measures as appropriate. NOVEL COWORKING cannot guarantee that a particular degree of availability will be attained in connection with the Client's use of NOVEL COWORKING's network.

4c. Client may install, at their own expense, their own phone and internet services when arranged in advance and given express written consent from NOVEL COWORKING.

5. Additional Services.

5a. Client acknowledges that all set recurring fees, including but not limited to monthly rental, internet and phone connections will be billed monthly at the rates stated on the first page of this Agreement. Additional Services may be utilized by Client, when available, at an additional cost and all associated fees will be billed monthly based on usage. Client agrees to pay them upon receipt of invoice. Client agrees to dispute the validity of any fee charged by bringing it to our attention within 30 days of invoice for resolution, or else such charges will be deemed final. Additional Services are listed on NOVEL COWORKING's Service Guide.

6. Service Retainer.

6a. The Client acknowledges that the office accommodations listed on the first page of this Agreement will not be reserved until after the required Service Retainer has been paid in full. At time of receipt of Service Retainer in full along with signed Agreement, the stated office accommodations shall be reserved.

6b. The Service Retainer provided by the Client shall be held as security by NOVEL COWORKING without generating interest and may be used by NOVEL COWORKING as security against default by the Client and liability for all matters referenced on this Agreement. NOVEL COWORKING is entitled to deduct monies from the Service Retainer to recover monies owed to NOVEL COWORKING through default by Client, damage to property, or to pay third party providers for services. Upon any such deduction, NOVEL COWORKING reserves the right to require an increase to the Service Retainer held.

6c. NOVEL COWORKING shall refund the Service Retainer in full after a 30-day period after the time of termination of this Agreement, or at such time Client's account is cleared of all outstanding balances, whichever comes first.

7. Payment, Fees, and Taxes.

7a. NOVEL COWORKING strives to reduce its environmental impact and supports its Clients in doing the same. NOVEL COWORKING will provide all monthly invoices electronically via email. Client agrees to make payments via an automated payment method such as ACH, Direct Debit, or Credit Card, using the NOVEL COWORKING ClickPay Portal. Credit card and debit card payments are subject to a convenience fee on the ClickPay Portal. Check payments should be mailed to ClickPay (P.O. Box 62032 Newark, NJ 07101) at the Client's expense. Cash is not accepted.

7b. Rental and fixed monthly costs shall be billed in advance on a monthly basis, and include, but not limited to, phone/internet connections, additional furniture, and storage space. All variable charges, including but not limited to administrative support and meeting space rental, will be billed on a pay as you go basis included on the monthly invoice. Client agrees to pay all applicable sales and use taxes and all fees for any services provided.

7c. Late Payment: If Client does not pay balance in full by the 1st day of the calendar month, Client will be subject to a late fee of 5%. In addition to a late fee, insufficient funds will result in a \$35 NSF fee.

7d. If this agreement is for a period longer than twelve (12 months), NOVEL COWORKING will increase the monthly office fee on month 13. This increase will be set by the Consumer Price Index. Renewals are calculated separately from annual indexation increases.

8. Automatic Renewal and Termination.

8a. This agreement lasts for the period stated on page one and then will be extended automatically for successive periods equal to the initial term. If Client does not wish to renew this Agreement for an additional equivalent term, Client may terminate this Agreement as of the last day of the month (the "Expiration Date") by delivering written notice to NOVEL COWORKING at least ninety (90) days in advance of the Expiration Date. If Client does not provide advance written notice of termination, this Agreement will renew at the prevailing market rate. For agreements that are considered "month to month," NOVEL COWORKING will require a full 30 days advance written notice (effective from the start of the calendar month) of intent to terminate.

8b. NOVEL COWORKING may provide 30 day written notice to Client to cease Client's occupation of the office accommodations, prior to the stated termination date of this Agreement, for any reason whatsoever. If the Client is not observing the rules for the office center, as reasonably prescribed by NOVEL COWORKING, this Agreement may be terminated by NOVEL COWORKING immediately upon written notice to Client.

8c. At time of termination, the Client will immediately and peacefully cease occupancy of the premises, return all keys and access cards and return all office accommodations to "as new" condition. Any items left within the NOVEL COWORKING office accommodations after time of termination will be considered property of NOVEL COWORKING and may be utilized or sold without the Client's knowledge or consent.

9. Insurance.

9a. The Client is liable for all belongings within the office accommodations and responsible for providing their own insurance.

9b. The Client shall indemnify NOVEL COWORKING, its employees, caretakers, clients, agents, or invitees against any theft, damages, or loss from the office accommodations and its contents, including but not limited to data, hardware and software, except in cases of gross negligence, fraud or willful misconduct.

9c. The Client is solely responsible for all taxes on personal property for any of their own items that they bring to end/or keep within the rental space.

10. Legal.

10a. NOVEL COWORKING is not liable for any loss of business, loss of profits, loss of anticipated savings, loss of damage to data or any consequential loss.

10b. If property experiences network disruption due to Client not gaining pre-approval from NOVEL COWORKING of installation of Client equipment, misconfiguring equipment on network, or causing incorrect installation of Client devices on NOVEL COWORKING network, NOVEL COWORKING will invoice the Client for all costs needed to resolve the disruption.

10c. In the event of a material breach of this Agreement by Client, the Client is responsible for immediate and full payment of all rental and services as stated on the first page of the Agreement in its entirety, as well as costs for any damages and legal fees if applicable, may be asked to vacate the premises immediately.

10d. The Client must comply with all governing laws within the country and state and laws and regulations specific to their business within NOVEL COWORKING.

10e. The Client releases NOVEL COWORKING from any liability related to the receipt or handling of mail or packages on the Client's behalf.

10f. Disclaimer of liability for third party products: In regard to services provided by NOVEL COWORKING to the Client through a third-party provider, including but not limited to internet and phone services, NOVEL COWORKING disclaims any and all liability, including any express or implied warranties.

10g. All notices herein shall be in writing, and may be served by either mail, personal delivery, or by certified mail, addressed to the parties herein as indicated on page one of this Agreement.

Client Signature: _____ Date: _____

Novel

COWORKING

This Agreement is between 1301 Oak Level Office,, LLC (1) and the Client (2) as listed below:

1. NOVEL COWORKING	THE CLIENT
Company: 1301 Oak Level Office LLC	Company Jackson County Courthouse
Address: 1301 Oak Street Kansas City, MO 64106	Address: 415 East 12th st #105 Kansas City, MO 64106
Phone: 816.205.7628	Name: Robert Crutsinger
Website: www.NovelCoworking.com	Phone: 816-881-3120
Email: Katie@novelcoworking.com	Email: bcrutsinger@jacksongov.org

2. ADDENDUM DETAILS

This addendum is regarding the initial agreement between The Client and 1301 Oak Level Office, LLC signed and dated

This addendum serves to note that:

1q: NOVEL COWORKING will obtain the Client's written approval, and any other legally required approvals, prior to knowingly taking photos of the Client, its employees or its guests and will not use such photographs for any marketing purpose without the Client's prior written consent.

2a The Client as well as all Client's employees and guests, shall conduct themselves in a businesslike manner, proper business casual attire, and keep noise at a respectful level at all times while on Novel Coworking premises.

All other terms and conditions remain the same.

3. We agree to this addendum and all its conditions:

Signed for on behalf of NOVEL

Name (printed): _____

Date: _____

Signature: _____

Signed for on behalf of the Client

Name (printed): _____

Date: _____

Signature: _____

*Client confirms that he/she has read and understood the terms and conditions and agrees to be bound by them and NOVEL agrees to provide the services and accommodations as stated above.

IN THE COUNTY LEGISLATURE OF JACKSON COUNTY, MISSOURI

A RESOLUTION authorizing the County Executive to execute a Cooperative Agreement with the Jackson County Historical Society for record archiving services, at a cost to the County not to exceed \$34,554.00.

RESOLUTION NO. 20096, February 25, 2019

INTRODUCED BY Crystal Williams, County Legislator

WHEREAS, it is in the best interest of Jackson County to have records with historical value preserved and professionally archived for the scholars and citizens of the County; and,

WHEREAS, the Director of the Recorder of Deeds Department recommends a Cooperative Agreement with the Jackson County Historical Society for professional archiving services for the period of January 1, 2019, through December 31, 2019; and,

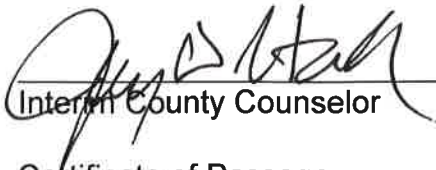
WHEREAS, the Jackson County Historical Society has the expertise to provide such professional archiving services; now therefore,

BE IT RESOLVED that the County Executive be, and hereby is, authorized to execute a Cooperative Agreement with the Jackson County Historical Society for professional archiving services, in a form to be approved by the County Counselor, at a cost to the County not to exceed \$34,554.00; and,

BE IT FURTHER RESOLVED that the Department of Finance and Purchasing is authorized to make all payments, including final payment, on the agreement.

Effective Date: This Resolution shall be effective immediately upon its passage by a majority of the Legislature.

APPROVED AS TO FORM:


Interim County Counselor

Certificate of Passage

I hereby certify that the attached resolution, Resolution No. 20096 of February 25, 2019 was duly passed on _____, 2019 by the Jackson County Legislature. The votes thereon were as follows:

Yeas _____

Nays _____

Abstaining _____

Absent _____

Date

Mary Jo Spino, Clerk of Legislature

There is a balance otherwise unencumbered to the credit of the appropriation to which the expenditure is chargeable and there is a cash balance otherwise unencumbered in the treasury to the credit of the fund from which payment is to be made each sufficient to provide for the obligation herein authorized.

ACCOUNT NUMBER: 044 1804 56790
ACCOUNT TITLE: Recorder's Fee Fund
Records Center
Other Contractual Services
NOT TO EXCEED: \$34,554.00

2/21/19
Date


Chief Administrative Officer

REQUEST FOR LEGISLATIVE ACTION

Completed by County Counselor's Office:

Res/~~Ord~~ No.: 20096

Sponsor(s): Crystal Williams

Date: February 25, 2019

SUBJECT	<p>Action Requested <input checked="" type="checkbox"/> Resolution <input type="checkbox"/> Ordinance</p> <p>Project/Title: <u>To authorize the County Executive to enter into a cooperative agreement with the Jackson County Historical Society for the archival and preservation of historical records.</u></p>										
<p>BUDGET INFORMATION <i>To be completed By Requesting Department and Finance</i></p>	<table border="1" data-bbox="321 558 1198 873"> <tr> <td>Amount authorized by this legislation this fiscal year:</td> <td>\$34,554</td> </tr> <tr> <td>Amount previously authorized this fiscal year:</td> <td>\$0</td> </tr> <tr> <td>Total amount authorized after this legislative action:</td> <td>\$34,554</td> </tr> <tr> <td>Amount budgeted for this item * (including transfers):</td> <td>\$</td> </tr> <tr> <td>Source of funding (name of fund) and account code number; FROM Recorder's Fee Fund, Record Center, Other Contractual Services 044-1804-56790</td> <td>FROM ACCT TO ACCT</td> </tr> </table> <p>* If account includes additional funds for other expenses, total budgeted in the account is: \$36,554</p> <p>OTHER FINANCIAL INFORMATION:</p> <p><input type="checkbox"/> No budget impact (no fiscal note required) <input type="checkbox"/> Term and Supply Contract (funds approved in the annual budget); estimated value and use of contract: Department: Estimated Use: \$</p> <p>Prior Year Budget (if applicable): \$34,554 Prior Year Actual Amount Spent (if applicable): \$34,554</p>	Amount authorized by this legislation this fiscal year:	\$34,554	Amount previously authorized this fiscal year:	\$0	Total amount authorized after this legislative action:	\$34,554	Amount budgeted for this item * (including transfers):	\$	Source of funding (name of fund) and account code number; FROM Recorder's Fee Fund, Record Center, Other Contractual Services 044-1804-56790	FROM ACCT TO ACCT
Amount authorized by this legislation this fiscal year:	\$34,554										
Amount previously authorized this fiscal year:	\$0										
Total amount authorized after this legislative action:	\$34,554										
Amount budgeted for this item * (including transfers):	\$										
Source of funding (name of fund) and account code number; FROM Recorder's Fee Fund, Record Center, Other Contractual Services 044-1804-56790	FROM ACCT TO ACCT										
PRIOR LEGISLATION	<p>Prior ordinances and (date):</p> <p>Prior resolutions and (date): #19818, April 30, 2018</p>										
CONTACT INFORMATION	<p>RLA drafted by (name, title, & phone): Robert T. Kelly, Director, Recorder of Deeds, 881-3191</p>										
REQUEST SUMMARY	<p>Whereas it is in the best interest of the County that records having historical value be preserved and professionally archived for the scholars and citizens of the County,</p> <p>The Jackson County Historical Society has the expertise to provide professional record archiving services.</p> <p>Requesting approval for payment in the amount of \$34,554 for the contract period of January 1, 2019 through December 31, 2019.</p>										
CLEARANCE	<p><input type="checkbox"/> Tax Clearance Completed (Purchasing & Department) <input type="checkbox"/> Business License Verified (Purchasing & Department) <input type="checkbox"/> Chapter 6 Compliance - Affirmative Action/Prevailing Wage (County Auditor's Office)</p>										
ATTACHMENTS	<p>None</p>										

REVIEW	Department Director: <i>Robert T. Kelly</i>	Date: <i>2/6/2019</i>
	Finance (Budget Approval): <i>If applicable</i> <i>[Signature]</i>	Date: <i>2/20/19</i>
	Division Manager: <i>[Signature]</i>	Date:
	County Counselor's Office:	Date:

Fiscal Information (to be verified by Budget Office in Finance Department)

This expenditure was included in the annual budget.

~~Funds for this were encumbered from the Recorder's Fee Fund in 2019.~~

There is a balance otherwise unencumbered to the credit of the appropriation to which the expenditure is chargeable and there is a cash balance otherwise unencumbered in the treasury to the credit of the fund from which payment is to be made each sufficient to provide for the obligation herein authorized.

Funds sufficient for this expenditure will be/were appropriated by Ordinance #

~~Funds sufficient for this appropriation are available from the source indicated below.~~

Account Number:	Account Title:	Amount Not to Exceed:
044-1804-56790	Recorder's Fee Fund, Record Center, Other Contractual Services	\$34,544

This award is made on a need basis and does not obligate Jackson County to pay any specific amount. The availability of funds for specific purchases will, of necessity, be determined as each using agency places its order.

This legislative action does not impact the County financially and does not require Finance/Budget approval.



FRANK WHITE, JR.
Jackson County Executive

EXECUTIVE ORDER NO. 19-02

**TO: MEMBERS OF THE LEGISLATURE
CLERK OF THE LEGISLATURE**

**FROM: FRANK WHITE, JR.
JACKSON COUNTY EXECUTIVE**

DATE: February 20, 2019

**RE: APPOINTMENT TO THE KANSAS CITY, MISSOURI TAX INCREMENT
FINANCING COMMISSION**

RECEIVED

FEB 20 2019

MARY JO SPINO
COUNTY CLERK

*2:28 am
JHR*

I hereby make the following appointment to the Kansas City, Missouri Tax Increment Financing Commission, pursuant to section 99.820 of the Revised Statutes of Missouri:

Caleb Clifford, JD, Chief of Staff



Frank White, Jr., County Executive

Date: 2/20/2019

