

REQUEST FOR LEGISLATIVE ACTION

Completed by County Counselor's Office:

Res/Ord No.: 20045



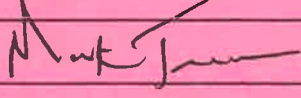
Sponsor(s): Greg Grounds

Date: November 13, 2018

NOV 03 2018

<p>SUBJECT</p>	<p>Action Requested <input checked="" type="checkbox"/> Resolution <input type="checkbox"/> Ordinance</p> <p>Project/Title: <u>Transfer funds for Overtime Salary, Temporary Staffing, Operating Expenses and Maintenance and Repairs.</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>\$313,929.00</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>\$313,929.00</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></td> </tr> <tr> <td>FROM ACCOUNT:</td> <td></td> </tr> <tr> <td>001-1204-55010 REGULAR SALARY</td> <td>\$118,400.00</td> </tr> <tr> <td>TO ACCOUNT:</td> <td></td> </tr> <tr> <td>001-1204-55030 OVERTIME</td> <td>\$5,000.00</td> </tr> <tr> <td>001-1204-56510 BLDG MAINT/REPAIR</td> <td>\$40,500.00</td> </tr> <tr> <td>001-1204-56530 AUTO MAINT/REPAIR</td> <td>\$4,300.00</td> </tr> <tr> <td>001-1204-56662 SOFTWARE</td> <td>\$400.00</td> </tr> <tr> <td>001-1204-56790 OTHER CONTRACTUAL</td> <td>\$26,400.00</td> </tr> <tr> <td>001-1204-57370 BLDG SUPPLY</td> <td>\$17,900.00</td> </tr> <tr> <td>001-1204-57371 HVAC SUPPLY</td> <td>\$23,900.00</td> </tr> <tr> <td>FROM ACCOUNT:</td> <td></td> </tr> <tr> <td>001-1205-55010 REGULAR SALARY</td> <td>\$6,000.00</td> </tr> <tr> <td>TO ACCOUNT:</td> <td></td> </tr> <tr> <td>001-1205-55030 OVERTIME</td> <td>\$6,000.00</td> </tr> <tr> <td>FROM ACCOUNT:</td> <td></td> </tr> <tr> <td>001-1206-55060 Ins Benefits</td> <td>\$4,400.00</td> </tr> <tr> <td>TO ACCOUNT:</td> <td></td> </tr> <tr> <td>001-1206-55030 OVERTIME</td> <td>\$4,400.00</td> </tr> <tr> <td>FROM ACCOUNT:</td> <td></td> </tr> <tr> <td>001-1210-55010 REGULAR SALARY</td> <td>\$92,129.00</td> </tr> <tr> <td>TO ACCOUNT:</td> <td></td> </tr> <tr> <td>001-1210-55030 OVERTIME</td> <td>\$34,500.00</td> </tr> <tr> <td>001-1210-55020 SEASONAL SALARY</td> <td>\$57,629.00</td> </tr> <tr> <td>FROM ACCOUNT:</td> <td></td> </tr> <tr> <td>001-1210-56510 BLDG MAINT/REPAIR</td> <td>\$90,000.00</td> </tr> <tr> <td>TO ACCOUNT:</td> <td></td> </tr> <tr> <td>001-1210-57370 BLDG SUPPLY</td> <td>\$53,000.00</td> </tr> <tr> <td>001-1210-57330 PLUMBING SUPPLY</td> <td>\$24,000.00</td> </tr> <tr> <td>001-1210-57360 ELECT SUPPLY</td> <td>\$8,000.00</td> </tr> <tr> <td>001-1210-57510 SMALL TOOLS</td> <td>\$5,000.00</td> </tr> <tr> <td>FROM ACCOUNT:</td> <td></td> </tr> <tr> <td>004-1231-55010 REGULAR SALARY</td> <td>\$3,000.00</td> </tr> <tr> <td>TO ACCOUNT:</td> <td></td> </tr> <tr> <td>004-1231-55060 55030 OVERTIME</td> <td>\$3,000.00</td> </tr> </table>		Amount authorized by this legislation this fiscal year:	\$313,929.00	Amount previously authorized this fiscal year:	\$	Total amount authorized after this legislative action:	\$313,929.00	Amount budgeted for this item * (including transfers):	\$	Source of funding (name of fund) and account code number; FROM / TO		FROM ACCOUNT:		001-1204-55010 REGULAR SALARY	\$118,400.00	TO ACCOUNT:		001-1204-55030 OVERTIME	\$5,000.00	001-1204-56510 BLDG MAINT/REPAIR	\$40,500.00	001-1204-56530 AUTO MAINT/REPAIR	\$4,300.00	001-1204-56662 SOFTWARE	\$400.00	001-1204-56790 OTHER CONTRACTUAL	\$26,400.00	001-1204-57370 BLDG SUPPLY	\$17,900.00	001-1204-57371 HVAC SUPPLY	\$23,900.00	FROM ACCOUNT:		001-1205-55010 REGULAR SALARY	\$6,000.00	TO ACCOUNT:		001-1205-55030 OVERTIME	\$6,000.00	FROM ACCOUNT:		001-1206-55060 Ins Benefits	\$4,400.00	TO ACCOUNT:		001-1206-55030 OVERTIME	\$4,400.00	FROM ACCOUNT:		001-1210-55010 REGULAR SALARY	\$92,129.00	TO ACCOUNT:		001-1210-55030 OVERTIME	\$34,500.00	001-1210-55020 SEASONAL SALARY	\$57,629.00	FROM ACCOUNT:		001-1210-56510 BLDG MAINT/REPAIR	\$90,000.00	TO ACCOUNT:		001-1210-57370 BLDG SUPPLY	\$53,000.00	001-1210-57330 PLUMBING SUPPLY	\$24,000.00	001-1210-57360 ELECT SUPPLY	\$8,000.00	001-1210-57510 SMALL TOOLS	\$5,000.00	FROM ACCOUNT:		004-1231-55010 REGULAR SALARY	\$3,000.00	TO ACCOUNT:		004-1231- 55060 55030 OVERTIME	\$3,000.00
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<p>PRIOR LEGISLATION</p>	<p>Prior ordinances and (date): N/A</p> <p>Prior resolutions and (date):</p>				
<p>CONTACT INFORMATION</p>	<p>RLA drafted by: Kimm Byers, Office Administrator, 881-4418</p>				
<p>REQUEST SUMMARY</p>	<p>Due to year end protocols and potential 2019 Budget Scheduling, Public Works Facilities Division is requesting the transfer of funds to anticipate maintenance/repair items through the end of the year. In addition to required ongoing Maintenance/Repair, Facilities needs to transfer funds for the following:</p> <ol style="list-style-type: none"> 1. Facilities will be unable to utilize the remaining funds in the Department of Corrections (1210) Maintenance/Repair account for a number of needs. Facilities will need to transfer these funds to the necessary locations. Once these funds are moved, a number of blanket Purchase Orders will be placed in conjunction with normal year end purchasing rules. These items would be categorized as Building Supplies (\$53,000.00), Plumbing Supplies (\$24,000.00), Electrical Supply (\$8,000.00) and tools (\$5,000.00). 2. Similar to the Department of Corrections, the Downtown Courthouse has several unanticipated Maintenance/Repair expenses. Elevator #3 has been out of service due to a needed drive replacement. In addition, this transfer will replenish accounts used to procure services for 56510 account (\$40,500.00), parts & equipment for HVAC (\$23,900.00), Building Operating Supply (\$17,900.00) and software needs (\$400.00). 3. In order for Facilities to maintain a full staff by which to complete the various daily tasks, temporary custodial services must be entertained. Jackson County has developed a good working relationship with provider of temporary services, PEN-MAC. The use of these individuals bring account savings. Regular Salaries in Dept. 1204 will be transferred for these services. 4. The request for funds to be transferred into Overtime Accounts is due to extensive projects within the county that require special after-hours attention. In addition, key members have been on extended leave requiring current associates to use Overtime. These account codes will be supplemented by Regular Salary. 5. During Pay Periods in the 1st Quarter of 2018, seasonal tradesmen were retained to complete outstanding work. Once their services were no longer needed, these seasonal associates were released. Payment for the seasonal associates were made by Department of Corrections. Once this transfer is completed the funds will be disbursed into 001-1210-55020 (\$57,629.00). Funds will immediately be moved into 001-2701-55020 (\$43,008.00) and 008-2701-55020 (\$14,621.00) via Inter-Departmental billing. This transfer allows Department of Corrections to recoup funds spent on Facilities staff. 6. Lastly, vehicle PWD-072 in the Facilities Management Fleet was struck at the fault of another motorist. Unfortunately, the driver did not have insurance and the county vehicle sustained costly damage, to maintain good condition Facilities Management Division would like to use transferred funds totaling \$4000.00 to repair the vehicle. <p>Facilities has made every attempt to right-size accounts by which ongoing services will be procured. We have done this based on annual and historic forecasting to ensure proper funds are available so that end of year Purchase Orders can be established</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)	
ATTACHMENTS	See attached spreadsheet (Materials/Supplies)	
REVIEW	Department Director: 	Date: 11.5.18
	Finance (Budget Approval): If applicable 	Date: 11/6/18
	Division Manager: 	Date: 11/6/18
	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:
See Above		

- 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.

Fiscal Note:


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

PC# _____

Date: November 6, 2018

RES # 20045

<u>Department / Division</u>		<u>Character/Description</u>		<u>From</u>	<u>To</u>
001 General Fund					
1204	Fac. Mgmt Kansas City	55010	Regular Salaries	\$ 118,400	\$ -
1204	Fac. Mgmt Kansas City	55030	Over Time Salaries		5,000
1204	Fac. Mgmt Kansas City	56510	Maint. & Repair - Buildings		40,500
1204	Fac. Mgmt Kansas City	56530	Maint. & Repair - Auto		4,300
1204	Fac. Mgmt Kansas City	56662	Software Maintenance		400
1204	Fac. Mgmt Kansas City	56790	Other Contractual Services		26,400
1204	Fac. Mgmt Kansas City	57370	Building Operating Supplies		17,900
1204	Fac. Mgmt Kansas City	57371	HVAC Supplies		23,900
1205	Fac. Mgmt Independence	55010	Regular Salaries	6,000	
1205	Fac. Mgmt Independence	55030	Over Time Salaries		6,000
1206	Fac. Mgmt Truman Courthouse	55060	Insurance Benefits	4,400	
1206	Fac. Mgmt Truman Courthouse	55030	Over Time Salaries		4,400
1210	Fac. Mgmt. Correctional Facility	55010	Regular Salaries	92,129	
1210	Fac. Mgmt. Correctional Facility	56510	Maint. & Repair - Buildings	90,000	
1210	Fac. Mgmt. Correctional Facility	55020	Seasonal Salaries		57,629
1210	Fac. Mgmt. Correctional Facility	55030	Over Time Salaries		34,500
1210	Fac. Mgmt. Correctional Facility	57330	Plumbing Supplies		24,000
1210	Fac. Mgmt. Correctional Facility	57360	Electrical Supplies		8,000
1210	Fac. Mgmt. Correctional Facility	57370	Building Operating Supplies		53,000
1210	Fac. Mgmt. Correctional Facility	57510	Small Tools & Minor Equipment		5,000
004 Special Road & Bridge Fund					
1231	Fac. Mgmt Tech Center	55010	Regular Salaries	3,000	
1231	Fac. Mgmt Tech Center	55030	Over Time Salaries		3,000
				<u>\$ 313,929</u>	<u>\$ 313,929</u>

 (11/6/18)
 Budget Officer

Material/Supplies needed

	Amount	KCCH Overtime	KCCH Bldg/Maint Repair	KCCH Auto Maint/Repair	KCCH Other Contractual	KCCH Bldg/Maint Supply	KCCH HVAC supply	KCCH Software	Annex Overtime	Truman Overtime	Tech Center Overtime	Jail Seasonal Salary	Jail Overtime	Jail Plumbing Supply	Jail Bldg/Maint Supply	Jail Elect Supply	Jail Small Tools
	\$ 4,359.27					\$ 4,359.27											
	\$ 29.00					\$ 29.00											
	\$ 1,163.84					\$ 1,163.84											
	\$ 400.00							\$ 400.00									
Controls	\$ 1,527.91																
Motor	\$ 28,674.00																
Photo Receiver	\$ 300.00			\$ 300.00													
Process	\$ 9,845.80						\$ 9,845.80										
Light	\$ 4,000.00			\$ 4,000.00													
	\$ 9,966.46													\$ 9,966.46			
	\$ 4,576.68													\$ 4,576.68			
	\$ 3,176.08													\$ 3,176.08			
Tool	\$ 4,933.80													\$ 4,933.80			
	\$ 1,692.33													\$ 1,692.33			
	\$ 1,401.32													\$ 1,401.32			
	\$ 802.40													\$ 802.40			
Controls	\$ 1,389.98													\$ 1,389.98			
	\$ 982.89																\$ 982.89
	\$ 712.96																\$ 712.96
Fire System	\$ 7,961.45														\$ 7,961.45		
	\$ 5,000.00													\$ 5,000.00			
	\$ 9,850.00													\$ 9,850.00			
	\$ 700.00													\$ 700.00			
	\$ 26,400.00			\$ 26,400.00													
	\$ 5,000.00	\$ 5,000.00															
	\$ 6,000.00							\$ 6,000.00									
	\$ 4,400.00								\$ 4,400.00								
	\$ 3,000.00									\$ 3,000.00							
	\$ 34,500.00												\$ 34,500.00				
Trades	\$ 57,629.00											\$ 57,629.00					
	\$ 5,000.00	\$ 5,000.00	\$ 40,500.00	\$ 4,300.00	\$ 26,400.00	\$ 12,347.89	\$ 14,054.20	\$ 400.00	\$ 6,000.00	\$ 4,400.00	\$ 3,000.00	\$ 57,629.00	\$ 34,500.00	\$ 4,088.40	\$ 21,461.10	\$ 8,000.00	\$ 3,304.15
						\$ 17,900.00	\$ 23,900.00	\$ 400.00	\$ 6,000.00	\$ 4,400.00	\$ 3,000.00	\$ 57,629.00	\$ 34,500.00	\$ 24,000.00	\$ 53,000.00	\$ 8,000.00	\$ 5,000.00

\$313,929.00