

**REQUEST FOR LEGISLATIVE ACTION**

**Version 6/10/19**


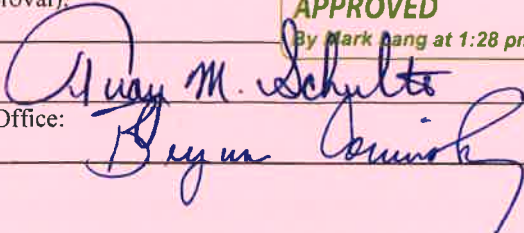
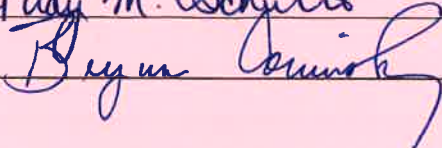
Completed by County Counselor's Office:

Res/Ord No.: 20454

Sponsor(s): Crystal Williams

Date: June 29, 2020

SUBJECT	<p>Action Requested  <input checked="" type="checkbox"/> Resolution  <input type="checkbox"/> Ordinance</p> <p>Project/Title: Resolution to transfer funds within the general fund to finance temporary janitorial staffing for the Downtown Courthouse.</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>\$41,000.00</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>\$41,000.00</td> </tr> <tr> <td>Amount budgeted for this item * (including transfers):</td> <td>\$41,000.00</td> </tr> <tr> <td>Source of funding (name of fund) and account code number:</td> <td></td> </tr> <tr> <td>FROM: 001-1204-55010</td> <td>\$16,000.00</td> </tr> <tr> <td>001-1210-55010</td> <td>\$25,000.00</td> </tr> <tr> <td>Regular Salaries</td> <td></td> </tr> <tr> <td></td> <td>\$41,000.00</td> </tr> <tr> <td>TO: 001-1204-56790</td> <td></td> </tr> <tr> <td>Other Contractual</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> <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:	\$41,000.00	Amount previously authorized this fiscal year:		Total amount authorized after this legislative action:	\$41,000.00	Amount budgeted for this item * (including transfers):	\$41,000.00	Source of funding (name of fund) and account code number:		FROM: 001-1204-55010	\$16,000.00	001-1210-55010	\$25,000.00	Regular Salaries			\$41,000.00	TO: 001-1204-56790		Other Contractual	
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PRIOR LEGISLATION	<p>Prior ordinances and (date): _____                  Prior resolutions and (date): _____</p>																						
CONTACT INFORMATION	<p>RLA drafted by (name, title, &amp; phone): Courtney Henderson, Administrative Assistant, 881-4418</p>																						
REQUEST SUMMARY	<p>Requesting \$41,000.00 to be transferred within the General Fund and placed into account 1204-56790, Downtown Courthouse, Other Contractual Services for temporary janitorial staffing for the Downtown Courthouse. We are currently staffed with 1 full time and 3 part time temporary janitorial positions. The intent is to use the salary savings previously accumulated during 2020 in 1204-Facilities Management Budget for this funding. It was suggested to transfer funds for the remainder of the year, in which the remaining salary savings only exist in 1210. The temporary staffing is completed by the county's Term &amp; Supply vendor AtWork Personnel Services, Inc., Lee's Summit, Missouri.</p>																						
CLEARANCE	<p><input type="checkbox"/> Tax Clearance Completed (Purchasing &amp; Department)  <input type="checkbox"/> Business License Verified (Purchasing &amp; Department)  <input type="checkbox"/> Chapter 6 Compliance - Affirmative Action/Prevailing Wage (County Auditor's Office)</p>																						
COMPLIANCE	<p><input type="checkbox"/> MBE Goals  <input type="checkbox"/> WBE Goals  <input type="checkbox"/> VBE Goals</p>																						
ATTACHMENTS																							

REVIEW	Department Director: Brian Gaddie, PE 	Date: 6/03/2020
	Finance (Budget Approval): <i>If applicable</i>	Date:
	Division Manager: 	Date: 6/23/2020
	County Counselor's Office: 	Date: 6/24/20

**APPROVED**  
By Mark Tang at 1:28 pm, Jun 22, 2020

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:

- 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.

