

REQUEST FOR LEGISLATIVE ACTION

Completed by County Counselor's Office:

Res/~~Ord~~ No.: 19185

Sponsor(s): Tony Miller

Date: June 13, 2016

<p>SUBJECT</p>	<p>Action Requested <input checked="" type="checkbox"/> Resolution <input type="checkbox"/> Ordinance</p> <p>Project/Title: <u>Authorizing the Director of Finance and Purchasing to execute an Agreement with Event Radio Rentals of New York, NY for the Parks + Rec Department for the Rental of Radios and Accessories for the County's 4th of July Celebration at a cost to the County not to exceed \$329.78.</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>\$329.78</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>\$329.78</td> </tr> <tr> <td>Amount budgeted for this item * (including transfers):</td> <td>\$329.78</td> </tr> <tr> <td>Source of funding (name of fund) and account code number: 300-1670-56670 Park Enterprise Fund, Special Events, Rent – Miscellaneous</td> <td>\$329.78</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 checked="" 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:	\$329.78	Amount previously authorized this fiscal year:		Total amount authorized after this legislative action:	\$329.78	Amount budgeted for this item * (including transfers):	\$329.78	Source of funding (name of fund) and account code number: 300-1670-56670 Park Enterprise Fund, Special Events, Rent – Miscellaneous	\$329.78
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<p>PRIOR LEGISLATION</p>	<p>Prior ordinances and (date): _____ Prior resolutions and (date): _____</p>										
<p>CONTACT INFORMATION</p>	<p>RLA drafted by (name, title, & phone): Barbara Casamento, Purchasing Supervisor, 881-3253</p>										
<p>REQUEST SUMMARY</p>	<p>The Parks + Rec Department is requesting approval of a Contract for Rental Radio Equipment for the County's 4th of July Celebration to be held on Monday, July 4th at Longview Lake. The rental equipment will be used to help with communications during the events and the cost will not exceed \$329.78.</p> <p>The attached Agreement includes indemnification language that requires the approval of the Legislature.</p> <p>The rental fees for the equipment will be processed on a Purchase Order under Section 1030.5 – Purchases of less than \$5,000.00 of the Jackson County Code.</p>										
<p>CLEARANCE</p>	<p><input type="checkbox"/> Tax Clearance Completed (Purchasing & Department) N/A <input type="checkbox"/> Business License Verified (Purchasing & Department) N/A <input type="checkbox"/> Chapter 6 Compliance - Affirmative Action/Prevailing Wage (County Auditor's Office) N/A</p>										
<p>ATTACHMENTS</p>	<p>Memorandum from Michele Newman, Director of Parks + Rec Department, the</p>										
<p>REVIEW</p>	<table border="1"> <tr> <td>Department Director: <i>Michele Newman</i></td> <td>Date: <i>6-1-2016</i></td> </tr> <tr> <td>Finance (Budget Approval): <i>[Signature]</i> If applicable</td> <td>Date: <i>6/1/16</i></td> </tr> <tr> <td>Division Manager: <i>Marylou Brown</i></td> <td>Date: <i>6/9/16</i></td> </tr> <tr> <td>County Counselor's Office:</td> <td>Date:</td> </tr> </table>	Department Director: <i>Michele Newman</i>	Date: <i>6-1-2016</i>	Finance (Budget Approval): <i>[Signature]</i> If applicable	Date: <i>6/1/16</i>	Division Manager: <i>Marylou Brown</i>	Date: <i>6/9/16</i>	County Counselor's Office:	Date:		
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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:

- 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.

