

**REQUEST FOR LEGISLATIVE ACTION**

**Version 6/10/19**

Completed by County Counselor's Office:

~~REV~~/Ord No.: 5444

Sponsor(s): Theresa Cass Galvin

Date: November 9, 2020

SUBJECT	Action Requested <input type="checkbox"/> Resolution <input checked="" type="checkbox"/> Ordinance  Project/Title Appropriating \$24,764 in CARES Act funding for use by the Parks + Rec Department to pay unanticipated COVID-19 costs for PPE for the protection of associates and patrons.																																																													
BUDGET INFORMATION <i>To be completed By Requesting Department and Finance</i>	<table border="1" style="width:100%; border-collapse: collapse;"> <tr> <td style="width:70%;">Amount authorized by this legislation this fiscal year:</td> <td style="text-align: right;">\$24,764</td> </tr> <tr> <td>Amount previously authorized this fiscal year:</td> <td style="text-align: right;">\$</td> </tr> <tr> <td>Total amount authorized after this legislative action:</td> <td style="text-align: right;">\$24,764</td> </tr> <tr> <td>Amount budgeted for this item * (including transfers):</td> <td style="text-align: right;">\$24,764</td> </tr> <tr> <td>Source of funding (name of fund) and account code number: FROM:</td> <td></td> </tr> <tr> <td>040-9999-32810 CARES Act Fund, Undesignated Fund Balance</td> <td style="text-align: right;">\$24,764</td> </tr> <tr> <td>TO:</td> <td></td> </tr> <tr> <td>CARES Act Fund</td> <td></td> </tr> <tr> <td>040-1602-57010 Park Operations - Office Supplies</td> <td style="text-align: right;">\$764</td> </tr> <tr> <td>040-1602-57130 Park Operations - Building Cleaning Supplies</td> <td style="text-align: right;">881</td> </tr> <tr> <td>040-1602-57230 Park Operations - Other Operating Supplies</td> <td style="text-align: right;">7,856</td> </tr> <tr> <td>040-1602-57400 Park Operations - Signs</td> <td style="text-align: right;">1,901</td> </tr> <tr> <td>040-1603-57010 Historic Sites - Office Supplies</td> <td style="text-align: right;">1,336</td> </tr> <tr> <td>040-1603-57130 Historic Sites - Building Cleaning Supplies</td> <td style="text-align: right;">424</td> </tr> <tr> <td>040-1605-57010 Park Safety - Office Supplies</td> <td style="text-align: right;">415</td> </tr> <tr> <td>040-1606-57010 Special Populations - Office Supplies</td> <td style="text-align: right;">291</td> </tr> <tr> <td>040-3601-57130 Rock Island - Building Cleaning Supplies</td> <td style="text-align: right;">1,000</td> </tr> <tr> <td>040-1652-57130 Registration - Building Cleaning Supplies</td> <td style="text-align: right;">1,426</td> </tr> <tr> <td>040-1652-57230 Registration - Other Operating Supplies</td> <td style="text-align: right;">3,760</td> </tr> <tr> <td>040-1653-57010 Marinas - Office Supplies</td> <td style="text-align: right;">645</td> </tr> <tr> <td>040-1653-57130 Marinas - Building Cleaning Supplies</td> <td style="text-align: right;">1,302</td> </tr> <tr> <td>040-1653-57510 Marinas - Small Tools and Equipment</td> <td style="text-align: right;">195</td> </tr> <tr> <td>040-1654-57210 Recreation - Recreation Supplies</td> <td style="text-align: right;">87</td> </tr> <tr> <td>040-1666-57010 Golf Course - Office Supplies</td> <td style="text-align: right;">99</td> </tr> <tr> <td>040-1666-57031 Golf Course - Resale Purchases Food</td> <td style="text-align: right;">212</td> </tr> <tr> <td>040-1666-57130 Golf Course - Building Cleaning Supplies</td> <td style="text-align: right;">378</td> </tr> <tr> <td>040-1666-57230 Golf Course - Other Operating Supplies</td> <td style="text-align: right;">492</td> </tr> <tr> <td>040-1666-57370 Golf Course - Building Operating Supplies</td> <td style="text-align: right;">1,080</td> </tr> <tr> <td>040-1670-57230 Special Events - Other Operating Supplies</td> <td style="text-align: right;">220</td> </tr> <tr> <td></td> <td style="text-align: right;">\$24,764</td> </tr> </table>		Amount authorized by this legislation this fiscal year:	\$24,764	Amount previously authorized this fiscal year:	\$	Total amount authorized after this legislative action:	\$24,764	Amount budgeted for this item * (including transfers):	\$24,764	Source of funding (name of fund) and account code number: FROM:		040-9999-32810 CARES Act Fund, Undesignated Fund Balance	\$24,764	TO:		CARES Act Fund		040-1602-57010 Park Operations - Office Supplies	\$764	040-1602-57130 Park Operations - Building Cleaning Supplies	881	040-1602-57230 Park Operations - Other Operating Supplies	7,856	040-1602-57400 Park Operations - Signs	1,901	040-1603-57010 Historic Sites - Office Supplies	1,336	040-1603-57130 Historic Sites - Building Cleaning Supplies	424	040-1605-57010 Park Safety - Office Supplies	415	040-1606-57010 Special Populations - Office Supplies	291	040-3601-57130 Rock Island - Building Cleaning Supplies	1,000	040-1652-57130 Registration - Building Cleaning Supplies	1,426	040-1652-57230 Registration - Other Operating Supplies	3,760	040-1653-57010 Marinas - Office Supplies	645	040-1653-57130 Marinas - Building Cleaning Supplies	1,302	040-1653-57510 Marinas - Small Tools and Equipment	195	040-1654-57210 Recreation - Recreation Supplies	87	040-1666-57010 Golf Course - Office Supplies	99	040-1666-57031 Golf Course - Resale Purchases Food	212	040-1666-57130 Golf Course - Building Cleaning Supplies	378	040-1666-57230 Golf Course - Other Operating Supplies	492	040-1666-57370 Golf Course - Building Operating Supplies	1,080	040-1670-57230 Special Events - Other Operating Supplies	220		\$24,764
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	* If account includes additional funds for other expenses, total budgeted in the account is: \$																																																													
	OTHER FINANCIAL INFORMATION:  <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): _____																																																													
PRIOR LEGISLATION	Prior ordinances and (date): <u>5434</u> <u>October 19, 2020</u> Prior resolutions and (date): _____																																																													
CONTACT																																																														



INFORMATION	RLA drafted by: Dianne Kimzey, Deputy Director of Enterprise Operations 503-4825	
REQUEST SUMMARY	This ordinance appropriates \$24,764 in CARES Act funding to the Parks + Rec Department for the purpose of providing reimbursement of spent budget appropriations for unanticipated COVID-19 costs such as the purchase of personal and protective equipment, extra sanitizing supplies and chemicals and small tools to apply the special sanitizing solution.	
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"/> WBE Goals <input type="checkbox"/> VBE Goals	
ATTACHMENTS		
REVIEW	Department Director: Michele Newman, Director of Parks + Rec <i>Michele Newman</i>	Date: 10/21/2020
	Finance (Budget Approval): <i>If applicable</i>	<b>APPROVED</b> By Mark Lang at 11:24 am, Nov 03, 2020
	Division Manager: <i>[Signature]</i>	Date: 11/03/2020
	County Counselor's Office: <i>[Signature]</i>	Date: 11/5/20

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:
040-9999-32810	CARES Act Fund, Undesignated Fund Balance	\$24,764

- 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.





# Jackson County Parks + Rec Reimbursement Request for COVID related expenses 10/19/2020

Vendor	Invoice Number	Invoice Date	Covid Related Expense	Items Purchased	Use during Covid	Department	Check Number	Check Date	Check Total	Budget Account Line
Office Products	246604-0	3/23/20	\$ 39.87	Antibacterial wipes - COVID	Extra Sanitizing	1602	959539	4/2/2020	\$3,929.89	003-1602-57010
Office Products	246655	3/26/20	79.74	Antibacterial wipes - COVID	Extra Sanitizing	1602	959539	4/2/2020	\$3,929.89	003-1602-57010
Lowes	84327	3/19/20	56.91	COVID Door Openers - Fleming Shop	Extra Sanitizing	1602	959540	4/2/2020	\$1,164.68	003-1602-57230
Lowes	2240	3/23/20	418.07	orange fencing, cable ties - COVID	Close off playgrounds and shelters	1602	959540	4/2/2020	\$1,164.68	003-1602-57230
CEP	17051-b	4/1/20	94.00	Disinfecting spray-COVID	Extra Sanitizing	1603	959679	4/9/2020	\$15,338.16	003-1603-57130
Lowes	902974	3/12/20	112.66	Mr. Clean, disinfect sp, sp bottle-COVID	Extra Sanitizing	1602	959730	4/9/2020	\$1,268.36	003-1602-57230
Office Products	247487	4/8/20	96.24	XL 4 mil latex gloves \$8.02/50- COVID	Associate protection from virus	1602	960628	4/17/2020	\$244.59	003-1602-57010
Office Products	247583-0	4/9/20	72.18	XL 4 mil latex gloves \$8.02/50- COVID	Associate protection from virus	1602	960628	4/17/2020	\$244.59	003-1602-57010
CEP	16799-01	4/2/2020	206.24	Liquid starch, Disinfecting wipes-COVID	Extra Sanitizing	1603	960851	4/23/2020	\$1,290.71	003-1603-57130
CEP	16866	3/24/2020	57.98	paper towels, ( total of invoice \$356.72)	Extra Sanitizing	1666	960851	4/23/2020	\$1,290.71	300-1666-57130
CEP	17054	4/2/2020	10.14	Lysol spray	Extra Sanitizing	1666	960851	4/23/2020	\$1,290.71	300-1666-57130
Office Products	247729-0	4/13/20	179.64	clorox - COVID	Extra Sanitizing	1602	960896	4/23/2020	\$201.43	003-1602-57010
CEP	16864-01	4/15/20	213.77	bleach, antib hand soap - COVID	Extra Sanitizing	1602	961101	4/30/2020	\$3,599.89	003-1602-57130
Office Products	246781-0	4/21/20	42.94	L & S gloves - COVID	Extra Sanitizing	1602	961152	4/30/2020	\$7,692.80	003-1602-57010
CEP	17051-01	4/23/2020	51.88	Bleach-COVID	Extra Sanitizing	1603	961704	5/6/2020	\$3,948.24	003-1603-57130
Lowes	1506	4/27/20	225.06	plexiglass - Marinas - COVID	Shields for window transactions	1602	961766	5/6/2020	\$2,026.47	003-1602-57230
Lowes	1523	4/24/20	695.22	plexiglass - Marinas - COVID	Shields for window transactions	1602	961766	5/6/2020	\$2,026.47	003-1602-57230
Lowes	13529	4/29/2020	44.03	Spray Tank, red duct tape (total of invoice \$84.44)	Sprayer to sanitize boats, mark lines for social distancing	1653	961766	5/6/2020	\$2,026.47	300-1653-57510
Lowes	1591	4/27/2020	208.46	Sprayer (invoice total \$222.47)	Social distancing	1666	961766	5/6/2020	\$2,026.47	300-1666-57230
US Food	4505739	4/28/2020	66.41	disposable gloves, total invoice 347.42	Sanitizing golf carts after each use	1666	961829	5/16/2020	\$347.42	300-1666-57031
CEP	16866-01	4/14/2020	188.32	Germicidal wipes	Associate protection from virus	1666	961893	5/14/2020	\$7,905.68	300-1666-57130
Lowes	901781	3/27/20	201.40	Sprayers, measuring devices and couplings	Extra Sanitizing	1602	961946	5/14/2020	\$2,248.71	003-1602-57230
Klassic Grafix	20065454	5/11/20	492.50	decals	Parks logo decals for all Covid signs	1602	961987	5/14/2020	\$492.50	003-1602-57400
CEP	16863-01	5/5/20	74.72	Latex gloves	Associate protection from virus	1602	962115	5/21/2020	\$6,472.36	003-1602-57130
CEP	17292	5/1/2020	50.84	2 gal handheld sprayers (Total invoice \$582.39)	Sanitizing boats between use	1653	962115	5/21/2020	\$6,472.36	300-1653-57130
Office Products Alliant	249023	5/5/2020	161.13	Credit Card Reader Ext Cables	Non handling of credit cards	1653	962158	5/21/2020	\$9,934.19	300-1653-57010
Office Products Alliant	249445-1	5/12/2020	34.99	Pressure washer (invoice total \$253.19)	Non handling of credit cards	1653	962158	5/21/2020	\$9,934.19	300-1653-57010
Lowes	12539	5/14/2020	151.05	Newtrafect Disinfectant	Sanitizing boats between use	1653	962161	5/21/2020	\$1,549.38	300-1653-57510
Syntek	225570	5/4/2020	1,080.00	Germicidal cleaner (invoice \$1568, \$1000 shown below from another line item)	Special cleaner to sanitize carts	1666	962215	5/21/2020	\$1,080.00	300-1666-57370
CEP	17337	5/11/20	568.00	Lemon-Ex-Disinfectant	Extra sanitizing	1602	962384	5/28/2020	\$1,215.86	003-1602-57130
Grainger	9533152865	5/14/2020	1,193.40	Disposable masks-COVID	Special cleaner for shelter tables and play structures	1653	962413	5/28/2020	\$2,524.17	300-1653-57130
Office Products Alliant	250329-0	5/20/2020	594.00	Foam Disinfectant Spray	Associate protection from virus	1603	962428	5/28/2020	\$5,367.72	003-1603-57010
Office Products	246719	5/7/2020	56.10	N-95 masks	Extra Sanitizing	1605	962428	5/28/2020	\$5,367.72	003-1605-57010
Office Products	249574	5/13/2020	359.00	poly signs	Associate protection from virus	1605	962428	5/28/2020	\$5,367.72	003-1605-57010
R&J	107692	5/8/2020	541.24	3900 face masks	Sign blanks for Covid signs	1602	962455	5/28/2020	\$541.24	003-1602-57400
1000 Bulbs	w02166415	5/13/2020	4,800.31		Associate protection from virus	1602	962464	5/28/2020	\$4,800.31	003-1602-57230



Vendor	Invoice Number	Invoice Date	Covid Related Expense	Items Purchased	Use during Covid	Department	Check Number	Check Date	Check Total	Budget Account Line
CEP	17185-01	5/7/2020	145.66	disinfectant (invoice \$223.20)	Extra Sanitizing - Jacomo Campgrnd	1652	963015	6/4/2020	\$7,105.06	300-1652-57130
CEP	17295-01	5/5/2020	145.66	disinfectant	Extra Sanitizing- LV Campground	1652	963015	6/4/2020	\$7,105.06	300-1652-57130
CEP	17296-01	5/5/2020	145.66	disinfectant	Extra Sanitizing - BS Campground	1652	963015	6/4/2020	\$7,105.06	300-1652-57130
CEP	17295-02	5/15/2020	330.00	Sanitizing wipes (Invoice \$413.67)	Extra Sanitizing - Jacomo Campgrnd	1652	963015	6/4/2020	\$7,105.06	300-1652-57130
CEP	17296-02	5/15/2020	330.00	Sanitizing wipes (Invoice \$413.67)	Extra Sanitizing- LV Campground	1652	963015	6/4/2020	\$7,105.06	300-1652-57130
CEP	17185-02	5/15/2020	330.00	Sanitizing wipes (Invoice \$413.67)	Extra Sanitizing - BS Campground	1652	963015	6/4/2020	\$7,105.06	300-1652-57130
Lowe's	2530	5/13/2020	94.29	Sprayers for Lemon-Ex Disinf. invoice (\$161.62)	Extra Sanitizing	1652	963079	6/4/2020	\$1,853.16	300-1652-57230
R & J	108042	5/15/2020	221.65	4 x 5' sign blanks	Sign blanks for Beach closures	1602	963119	6/4/2020	\$221.65	003-1602-57400
CEP	17414-A	5/19/2020	72.84	Disinfecting wipes-COVID	Extra sanitizing	1603	963559	6/11/2020	\$6,038.52	003-1603-57130
Feldmans	224256	6/3/2020	44.50	poly sand bags	Sand bags for tents at Truman					
CEP	17292-01	6/5/2020	57.96	Cleaner/Disinfectant	courthouse to accommodate the lines due to covid screening	1602	963595	6/11/2020	\$1,072.07	003-1602-57230
Office Products Alliant	251886-0	6/11/2020	594.00	Disposable masks-COVID	Extra sanitizing	1653	964029	6/18/2020	\$1,320.95	300-1653-57130
Office P Products	251484	6/5/2020	99.00	Face Masks	Associate protection from virus	1603	964076	6/18/2020	\$3,289.08	003-1603-57010
US Food	5061473	6/9/2020	146.29	Face Masks/ Disposable Gloves, total of invoice 819.86	Associate protection from virus	1666	964141	6/18/2020	\$3,289.08	300-1666-57010
Office Products Alliant	249023-1	6/17/2020	449.80	Lysol Mx Cover Soft Surface	Associate protection from virus	1653	964312	6/25/2020	\$819.86	300-1653-57031
CEP	17053	4/14/2020	121.72	Lysol spray	Extra sanitizing	1666	964488	7/1/2020	\$3,768.37	300-1653-57010
US toy	1007013201	5/14/2020	87.96	multi colored pennant	Form lines due to Covid screening at courthouse	1654	964601	7/1/2020	\$1,298.26	300-1666-57130
Office Products Alliant	254610-0	7/21/2020	148.50	Disposable masks-COVID	Associate protection from virus	1603	965546	7/30/2020	\$87.96	300-1654-57210
Lowe's	1294	7/21/2020	284.05	Pressure washer	Sanitize carts between uses as they are used	1666	965550	7/30/2020	\$5,405.03	003-1603-57010
Office Products	255241	7/29/2020	215.99	Thermometer, sanitizer, total of invoice 236.69	Associate protection from virus	1606	965743	8/6/2020	\$1,914.10	300-1666-57230
Office Products	258032	9/2/2020	75.98	sanitizer	Associate protection from virus	1606	968617	9/17/2020	\$950.05	003-1606-57010
Office Depot	20-001	9/17/2020	3,666.00	Free Standing Counter Shields	Shields for customer transactions	1652	968950	9/24/2020	\$5,151.63	003-1606-57010
Office Products	259080	9/18/2020	119.96	disposable masks-COVID, total of invoice 122.86	Associate protection from virus	1602	968921	9/24/2020	\$3,666.00	300-1652-57230
Office Products	245521	9/22/2020	133.98	hand sanitizer	Associate protection from virus	1602	971140	10/1/2020	\$3,427.29	003-1602-57010
CEP	16863-02	9/24/2020	24.91	gloves and sanitizer	Associate protection from virus	1602	971364	10/8/2020	\$7,771.09	003-1602-57131
Grainger	9/28/2020	9666822565	573.12	hand sanitizer	Associate protection from virus	1602	971399	10/8/2020	\$1,138.83	003-1602-57230
Grainger	9/28/2020	9666197950	340.85	noncontact forehead thermometer	Associate protection from virus	1602	971399	10/8/2020	\$1,138.83	003-1602-57230
Office Products Alliant	10/9/2020	260620-0	220.00	Face masks - C1TP volunteer groups	Associate protection from virus	1670	971613	10/15/2020	\$4,723.02	300-1670-57230
<b>Total</b>			<b>22,738.77</b>							

INVOICES PAID WITH 1900 PROJECT CODE BUT NOT 040 FUND

Vendor	Invoice Number	Invoice Date	Covid Related Expense	Items Purchased	Use during Covid	Department	Check Number	Check Date	Check Total	Budget Account Line
Orr Safety	5077421	4/13/20	\$ 388.48	Gloves XL & XXL	Associate protection from virus. Heavier than latex for use when emptying trash cans.	1602	960923	4/23/2020	\$388.48	003-1602-57230
Klassic Grafix	20065457	5/13/20	295.50	Logos - COVID signs	Parks logo decals for all Covid signs	1602	962200	5/21/2020	\$295.50	003-1602-57400
Midwest sign	5393761	5/12/2020	178.40	vinyl for signs	Covid signs around the parks	1602	962442	5/28/2020	\$350.40	003-1602-57400
Midwest sign	5393844	5/14/2020	172.00	vinyl for signs	Covid signs around the parks	1602	962442	5/28/2020	\$350.40	003-1602-57400
CEP	17337	5/11/2020	1,000.00	Germicidal cleaner (invoice \$1568, \$568 shown above from another line item)	Extra sanitizing	3601	963015	6/4/2020	\$7,105.06	003-3601-57130

