

Request for Legislative Action

Res. #20706
Sponsor: Theresa Cass Galvin
Date: June 28, 2021

| Completed by County Counselor's Office | | | |
|--|----------------|---------------------------|-----------|
| Action Requested: | Resolution | Res.Ord No.: | 20706 |
| Sponsor(s): | Theresa Galvin | Legislature Meeting Date: | 6/28/2021 |

| Introduction |
|--|
| Action Items: ['Authorize', 'Transfer'] |
| Project/Title: |
| Transfer \$28,000 within the Sheriff's Office Revolving Fund from Contingency to Administrative Fees to address ongoing needs. |

| Request Summary |
|---|
| Requesting the transfer of \$28,000 within the Sheriff's Office Revolving Fund from Contingency 048-4201-56830 to Administrative Fees 048-4201-56770 to cover administrative fees assessed by the Missouri Sheriff's Association for the processing of concealed carry permits. |

| Contact Information | | | |
|---------------------|----------------------|------------------------|-----------------------|
| Department: | Sheriff | Submitted Date: | 5/20/2021 |
| Name: | Elizabeth A. Money | Email: | EMoney@jacksongov.org |
| Title: | Office Administrator | Phone: | 816-541-8017 |

| Budget Information | | | |
|---|----------------|-------------------------------------|----------|
| Amount authorized by this legislation this fiscal year: | | | \$28,000 |
| Amount previously authorized this fiscal year: | | | \$ 0 |
| Total amount authorized after this legislative action: | | | \$28,000 |
| Is it transferring fund? | | | Yes |
| Transferring Fund From: | | | |
| Fund: | Department: | Line Item Account: | Amount: |
| 048 (Sheriff Revolving Fund) | 4201 (Sheriff) | 56830 (Contingency Fund) | \$28,000 |
| Transferring Fund To: | | | |
| Fund: | Department: | Line Item Account: | Amount: |
| 048 (Sheriff Revolving Fund) | 4201 (Sheriff) | 56770 (Administrative Services Fee) | \$28,000 |

Request for Legislative Action

| Prior Legislation | |
|-------------------|------------------|
| Prior Ordinances | |
| Ordinance: | Ordinance date: |
| | |
| Prior Resolution | |
| Resolution: | Resolution date: |
| 20460 | July 20, 2020 |

| Purchasing | |
|--|----------------------------------|
| Does this RLA include the purchase or lease of supplies, materials, equipment or services? | Yes |
| Chapter 10 Justification: | Purchase from Another Government |
| Core 4 Tax Clearance Completed: | Not Applicable |
| Certificate of Foreign Corporation Received: | Not Applicable |
| Have all required attachments been included in this RLA? | Yes |

| Compliance | |
|---|------|
| Certificate of Compliance | |
| In Compliance | |
| Minority, Women and Veteran Owned Business Program | |
| Goals Not Applicable for following reason: Purchase from a non-profit | |
| MBE: | .00% |
| WBE: | .00% |
| VBE: | .00% |
| Prevailing Wage | |
| Not Applicable | |

| Fiscal Information | |
|--|--|
| <ul style="list-style-type: none"> Funds sufficient for this appropriation and/or transfer are available from the source indicated on the budget information tab. | |

Request for Legislative Action

History

Elizabeth A. Money at 5/20/2021 9:01:58 AM - [Submitted |]
Department Director: Ronald A. Fletcher at 5/20/2021 2:32:51 PM - [Approved |]
Finance (Purchasing): Barbara J. Casamento at 5/21/2021 8:54:20 AM - [Returned for more information | back up documentation required - an internal memorandum with an invoice]
Submitter: Elizabeth A. Money at 5/21/2021 2:58:04 PM - [Submitted | Resubmitting with additional documentation]
Department Director: Ronald A. Fletcher at 5/21/2021 5:14:12 PM - [Approved |]
Finance (Purchasing): Barbara J. Casamento at 5/24/2021 11:46:57 AM - [Approved |]
Audit: Katie M. Bartle at 5/24/2021 12:54:51 PM - [Returned for more information | The CRO cannot review this request as submitted: 1. the request only includes a transfer of money. If the Sheriff's Office wants the purchase/payment to be included then it should include Transfer funds and Authorize the purchase/payment. If the purchase is to be authorized in a subsequent RLA, then a compliance review is not applicable. 2. Purchasing has identified this as a purchase from another government. The Missouri Sheriff's Association is a non-profit organization. Non-profits are required to be in compliance and Missouri Sheriff's Association is not.]
Submitter: Elizabeth A. Money at 6/9/2021 11:48:03 AM - [Submitted | The Missouri Sheriffs' Association and Missouri Sheriffs United have been issued certificates of compliance.]
Department Director: Ronald A. Fletcher at 6/9/2021 12:16:13 PM - [Approved |]
Finance (Purchasing): Barbara J. Casamento at 6/9/2021 2:25:55 PM - [Approved |]
Audit: Katie M. Bartle at 6/10/2021 9:06:22 AM - [Approved |]
Finance (Budget): Mark Lang at 6/10/2021 2:10:01 PM - [Approved | Fiscal Note has been attached.]
Executive: Sylvya Stevenson at 6/11/2021 10:46:56 AM - [Approved |]
Legal: Elizabeth Freeland at 6/15/2021 3:57:41 PM - [Returned for more information | R 20460 should be listed as previous legislation. Thanks!]
Submitter: Elizabeth A. Money at 6/15/2021 4:13:19 PM - [Submitted | Added Resolution 20460 as previous legislation.]
Department Director: Ronald A. Fletcher at 6/15/2021 7:08:21 PM - [Approved |]
Finance (Purchasing): Barbara J. Casamento at 6/16/2021 11:26:21 AM - [Approved |]
Audit: Katie M. Bartle at 6/16/2021 2:12:26 PM - [Approved |]
Finance (Budget): Mark Lang at 6/17/2021 4:32:46 PM - [Approved |]
Executive: Troy Schulte at 6/17/2021 4:52:10 PM - [Approved |]
Legal: Elizabeth Freeland at 6/24/2021 10:40:36 AM - [Approved |]

Fiscal Note:

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

PC# _____

Date: June 10, 2021

RES # 20706
 eRLA ID #: 97

| <u>Org Code/Description</u> | <u>Object Code/Description</u> | <u>From</u> | <u>To</u> |
|-----------------------------------|-----------------------------------|------------------|------------------|
| 048 Sheriff Revolving Fund | | | |
| 4201 Sheriff | 56830 Contingency | \$ 28,000 | \$ - |
| 4201 Sheriff | 56770 Administrative Services Fee | - | 28,000 |
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| | | <u>\$ 28,000</u> | <u>\$ 28,000</u> |

APPROVED
 By Mark Lang at 2:08 pm, Jun 10, 2021

Budget Office



Office of the JACKSON COUNTY SHERIFF

Sheriff Darryl Forté

INTER-OFFICE MEMO

To: Purchasing
From: Beth Money, Office Administrator
Re: RLA to Transfer \$28,000 to 048-4201-56770 Administrative Services Fee
Date: May 21, 2021

An RLA has been initiated to request the transfer of funds within the 2021 Sheriff's Revolving Fund to address ongoing needs to cover administrative fees assessed by the Missouri Sheriffs' Association ("MSA") for the processing of concealed carry permits.

| | | |
|----------------|--|----------|
| Transfer From: | 048-4201-56830 Contingency | \$28,000 |
| Transfer To: | 048-4201-56770 Administrative Services Fee | \$28,000 |

Per state statute RSMo. 571.101, "The sheriff shall report the issuance of a concealed carry permit or provisional permit to the concealed carry permit system." The MSA maintains the statewide concealed carry permit system. The MSA assesses \$5.00 for the processing of each new and renewed concealed carry permit issued in the prior month. The fee covers the access, maintenance, and technical support for the database. The Sheriff's Office makes a direct payment each month to Missouri Sheriffs United, part of the MSA. Per Sergeant John Payne, it would be possible to enter the permit information into the database without the charges, but it must be done manually and would be of greater cost. The MSA provided the initial computer hardware and software and continues to provide software updates and technical support. A new permit applicant pays \$100.00, of which \$5.00 goes to MSA, \$27.25 goes to the Missouri State Highway Patrol for fingerprint processing, and the remaining \$67.75 goes to the Sheriff's Revolving Fund. A renewing applicant pays \$50.00, of which \$5.00 goes to MSA and \$45.00 goes to the Sheriff's Revolving Fund.

The 2021 budget was adopted with \$5,992 in 048-4201-56790 Other Contractual Services, the line item previously used to facilitate the payments. This line item is nearly depleted, and we have been advised by the Budget Office to use 048-4201-56770 Administrative Services Fee going forward. The budget transfer amount requested is based on the department forecast for fees that will be assessed by the MSA for the monthly processing of new and renewing concealed carry permits for the remainder of 2021. The forecast for new permits is based on recent demand and the forecast for renewing permits is based on the number of permits issued in 2016 that will expire in 2021.

New Permits May thru December 8 months; 150 per month; 1,200 total @ \$5.00 = \$6,000
Renewing Permits May thru December 4,400 total @ \$5.00 = \$22,000

Thank you for your consideration.



Missouri Sheriffs United

6605 Business 50 West
Jefferson City MO 65109

INVOICE EXAMPLE

Invoice

| Date | Invoice # |
|----------|-----------|
| 4/9/2021 | 1023 |

| |
|---|
| Bill To |
| Jackson County Sheriff's Office Sheriff Darryl Forte 4001 NE Lakewood Court Lee's Summit, MO 64064 |

RD 10172438 000

| Description | Quantity | Rate | Amount |
|---|----------|------|-------------------------|
| CCW Permits issued March 2021 | 336 | 5.00 | 1,680.00 |
| MAKE CHECK PAYABLE TO MISSOURI SHERIFFS' UNITED PLEASE REFERENCE INVOICE # ON YOUR CHECK | | | Total \$1,680.00 |