

**REQUEST FOR LEGISLATIVE ACTION**

**Version 6/10/19**

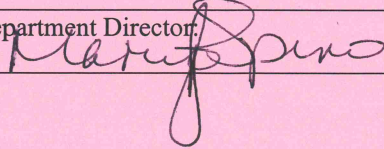
**CORRECTED—Nov. 30, 2020**

Completed by County Counselor's Office:

Res/Ord No.: 5456

Sponsor(s): Theresa Cass Galvin

Date: November 23, 2020

<p><b>SUBJECT</b></p>	<p>Action Requested  <input type="checkbox"/> Resolution  <input checked="" type="checkbox"/> Ordinance</p> <p>Project/Title: Appropriating \$9,000 in CARES Act funding for use by the Clerk of the Legislature to implement Q-Less Line Management software to better manage appointments in the Clerk's office.</p>												
<p><b>BUDGET INFORMATION</b>  <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>\$9,000</td> </tr> <tr> <td>Amount previously authorized this fiscal year:</td> <td>\$9,500</td> </tr> <tr> <td>Total amount authorized after this legislative action:</td> <td>\$18,500</td> </tr> <tr> <td>Amount budgeted for this item * (including transfers):</td> <td>\$9,000</td> </tr> <tr> <td>Source of funding (name of fund) and account code number:  <b>FROM:</b>                      040-9999-32810 CARES Act Fund, Undesignated Fund Balance</td> <td><b>FROM ACCT:</b> \$9,000</td> </tr> <tr> <td><b>TO:</b>  <b>CARES Act Fund</b>                      040-0201-56661 Clerk of the Legislature – Software Purchases</td> <td><b>TO ACCT:</b> \$9,000</td> </tr> </table> <p>* If account includes additional funds for other expenses, total budgeted in the account is: \$</p> <p><b>OTHER FINANCIAL INFORMATION:</b></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): N/A                      Prior Year Actual Amount Spent (if applicable): N/A</p>	Amount authorized by this legislation this fiscal year:	\$9,000	Amount previously authorized this fiscal year:	\$9,500	Total amount authorized after this legislative action:	\$18,500	Amount budgeted for this item * (including transfers):	\$9,000	Source of funding (name of fund) and account code number: <b>FROM:</b> 040-9999-32810 CARES Act Fund, Undesignated Fund Balance	<b>FROM ACCT:</b> \$9,000	<b>TO:</b> <b>CARES Act Fund</b> 040-0201-56661 Clerk of the Legislature – Software Purchases	<b>TO ACCT:</b> \$9,000
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<p><b>PRIOR LEGISLATION</b></p>	<p>Prior ordinances and (date): #5399 – 9/14/2020; #5367 – 6/22/2020; #5394 – 8/31/2020                      Prior resolutions and (date):</p>												
<p><b>CONTACT INFORMATION</b></p>	<p>RLA drafted by Troy Schulte, County Administrator at 881-1079</p>												
<p><b>REQUEST SUMMARY</b></p>	<p>This ordinance appropriates \$9,000 in CARES Act funding for the Clerk of the County Legislature to use Q-Less line management software for use by the County Clerk to better control and manage appointments and maintain good social distancing practices within limited space at the two locations in Kansas City and Independence.</p>												
<p><b>CLEARANCE</b></p>	<p><input type="checkbox"/> Tax Clearance Completed (Purchasing &amp; Department)  <input type="checkbox"/> Business License Verified (Purchasing &amp; Department) N/A  <input type="checkbox"/> Chapter 6 Compliance - Affirmative Action/Prevailing Wage (County Auditor's Office)</p>												
<p><b>COMPLIANCE</b></p>	<p><input type="checkbox"/> MBE Goals  <input type="checkbox"/> WBE Goals N/A  <input type="checkbox"/> VBE Goals</p>												
<p><b>ATTACHMENTS</b></p>													
<p><b>REVIEW</b></p>	<p>Department Director:                       Date: 11/17/2020</p>												

Finance (Budget Approval): <i>If applicable</i>	<b>APPROVED</b> By Mark Lang at 1:39 pm, Nov 18, 2020	Date:
Division Manager:	<i>Wayne M. Schultz</i>	Date: 11-17-2020
County Counselor's Office:	<i>Bryan Conish</i>	Date: 11/19/20

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 # \_\_\_\_\_
- X 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	\$9,000

- 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.