

**REQUEST FOR LEGISLATIVE ACTION**

**Version 6/10/19**

Completed by County Counselor's Office:

Res/Ord No.: 5376

Sponsor(s): Theresa Cass Galvin

Date: July 13, 2020

<b>SUBJECT</b>	<p>Action Requested  <input type="checkbox"/> Resolution  <input checked="" type="checkbox"/> Ordinance</p> <p>Project/Title: An ordinance appropriating CARES Act funds to support various appropriations within the 16<sup>th</sup> District Circuit Court budget to provide reimbursement for COVID protocols and remote work environments.</p>																																									
<b>BUDGET INFORMATION</b> <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="width:30%; text-align: right;">\$433,473</td> </tr> <tr> <td>Amount previously authorized this fiscal year:</td> <td style="text-align: right;">\$0</td> </tr> <tr> <td>Total amount authorized after this legislative action:</td> <td style="text-align: right;">\$433,473</td> </tr> <tr> <td>Amount budgeted for this item * (including transfers):</td> <td style="text-align: right;">\$433,473</td> </tr> <tr> <td>Source of funding (name of fund) and account code number: FROM: 040-9999-32810 CARES Act Fund, Undesignated Fund Balance</td> <td style="text-align: right; vertical-align: top;"><b>FROM ACCT:</b> \$433,473.00</td> </tr> <tr> <td>TO: <b>CARES Act Fund</b></td> <td style="text-align: right; vertical-align: top;"><b>TO ACCT:</b></td> </tr> <tr> <td>040-3001-56580-999-3501-9999-20      Maint &amp; Repair-DP</td> <td style="text-align: right;">\$32,064.00</td> </tr> <tr> <td>040-3001-56643-999-3501-9999-20      Mobile Phones</td> <td style="text-align: right;">\$1,692.00</td> </tr> <tr> <td>040-3001-56661-999-3501-9999-20      Software Purchases</td> <td style="text-align: right;">\$145,271.00</td> </tr> <tr> <td>040-3001-56730-999-3501-9999-20      Janitorial Supplies</td> <td style="text-align: right;">\$15,486.00</td> </tr> <tr> <td>040-3001-56750-999-3600-9999-20      Education/Training</td> <td style="text-align: right;">\$129.00</td> </tr> <tr> <td>040-3001-56790-999-3401-9999-20      Other Contractual</td> <td style="text-align: right;">\$25,000.00</td> </tr> <tr> <td>040-3001-57010-999-3401-9999-20      Office Supplies</td> <td style="text-align: right;">\$266.00</td> </tr> <tr> <td>040-3001-57150-999-3401-9999-20      Kitchen Supplies</td> <td style="text-align: right;">\$429.00</td> </tr> <tr> <td>040-3001-57190-999-3401-9999-20      Wearing Apparel</td> <td style="text-align: right;">\$1,547.00</td> </tr> <tr> <td>040-3001-57230-999-3401-9999-20      Other Operating Supplies</td> <td style="text-align: right;">\$85,649.00</td> </tr> <tr> <td>040-3001-57400-999-3401-9999-20      Signs &amp; Markers</td> <td style="text-align: right;">\$6,271.00</td> </tr> <tr> <td>040-3001-58171-999-3401-9999-20      Personal Computers</td> <td style="text-align: right;">\$40,427.00</td> </tr> <tr> <td>040-3001-58173-999-3401-9999-20      Computer Equipment</td> <td style="text-align: right;">\$79,242.00</td> </tr> <tr> <td style="text-align: right;"><b>Total:</b></td> <td style="text-align: right;"><b>\$433,473.00</b></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>  <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:	\$433,473	Amount previously authorized this fiscal year:	\$0	Total amount authorized after this legislative action:	\$433,473	Amount budgeted for this item * (including transfers):	\$433,473	Source of funding (name of fund) and account code number: FROM: 040-9999-32810 CARES Act Fund, Undesignated Fund Balance	<b>FROM ACCT:</b> \$433,473.00	TO: <b>CARES Act Fund</b>	<b>TO ACCT:</b>	040-3001-56580-999-3501-9999-20      Maint & Repair-DP	\$32,064.00	040-3001-56643-999-3501-9999-20      Mobile Phones	\$1,692.00	040-3001-56661-999-3501-9999-20      Software Purchases	\$145,271.00	040-3001-56730-999-3501-9999-20      Janitorial Supplies	\$15,486.00	040-3001-56750-999-3600-9999-20      Education/Training	\$129.00	040-3001-56790-999-3401-9999-20      Other Contractual	\$25,000.00	040-3001-57010-999-3401-9999-20      Office Supplies	\$266.00	040-3001-57150-999-3401-9999-20      Kitchen Supplies	\$429.00	040-3001-57190-999-3401-9999-20      Wearing Apparel	\$1,547.00	040-3001-57230-999-3401-9999-20      Other Operating Supplies	\$85,649.00	040-3001-57400-999-3401-9999-20      Signs & Markers	\$6,271.00	040-3001-58171-999-3401-9999-20      Personal Computers	\$40,427.00	040-3001-58173-999-3401-9999-20      Computer Equipment	\$79,242.00	<b>Total:</b>	<b>\$433,473.00</b>
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<b>PRIOR LEGISLATION</b>	<p>Prior ordinances and (date):                  Prior resolutions and (date):</p>																																									
<b>CONTACT INFORMATION</b>	<p>RLA drafted by Troy Schulte, County Administrator at 881-1079</p>																																									
<b>REQUEST SUMMARY</b>	<p>This ordinance appropriates \$433,473.00 in CARES Act funding for the 16<sup>th</sup> Circuit Court for reimbursement of planned spending and spent budget appropriations for unanticipated COVID-19 costs such as the purchase of personal of protective equipment (PPE), minor building improvements and other costs deemed reasonable under CARES Act guidelines that are utilized in COVID protocols and enabling staff to work effectively and efficiently on a remote basis.</p>																																									

CLEARANCE	<input type="checkbox"/> Tax Clearance Completed (Purchasing & Department) <input type="checkbox"/> Business License Verified (Purchasing & Department) N/A <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 N/A <input type="checkbox"/> VBE Goals	
ATTACHMENTS		
REVIEW	Department: <i>W/ Dept. of Management</i> Finance (Budget Approval): <b>APPROVED</b> <i>If applicable</i> By Mark Lang at 1:40 pm, Jul 01, 2020 Division Manager: <i>Tracy M. Schultz</i> County Counselor's Office: <i>Bryan D. Smith</i>	Date: July 1, 2020 Date: Date: 7-2-2020 Date: 7/8/20

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	\$433,473.00

- 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.

## Supplemental Appropriation Request Jackson County, Missouri

Funds sufficient for this appropriation are available from the source indicated below.

Date: July 1, 2020

Ord # 5376

Department / Division	Character/Description	From	To
<b>040 CARES Act</b>			
9999 -	32810 Undesignated Fund Balance	\$ 433,473	\$ -
3001 Circuit Court	56580 Maint. & Repair – Data Pro	-	32,064
3001 Circuit Court	56643 Mobile Phone/Pager Rental	-	1,692
3001 Circuit Court	56661 Software Purchases	-	145,271
3001 Circuit Court	56730 Janitor & Exterminating Services	-	15,486
3001 Circuit Court	56750 Education Benefits	-	129
3001 Circuit Court	56790 Other Contractual Services	-	25,000
3001 Circuit Court	57010 Office Supplies	-	266
3001 Circuit Court	57150 Kitchen & Dining Supplies	-	429
3001 Circuit Court	57190 Wearing Apparel	-	1,547
3001 Circuit Court	57230 Other Operating Supplies	-	85,649
3001 Circuit Court	57400 Signs, Badges, & Markers	-	6,271
3001 Circuit Court	58171 Personal Computers/Accessories	-	40,427
3001 Circuit Court	58173 Computer Equipment/Terminal	-	79,242
		<u>\$ 433,473</u>	<u>\$ 433,473</u>

**APPROVED**  
By Mark Lang at 1:41 pm, Jul 01, 2020

Budget Office

Req #	Description of item or service	Object Code	Cost Center	Vendor	Amount	P-Card or PO #	Date Paid	Check #
<b>Items Purchased or Being Purchased</b>								
8002448	A/C Adapters, Bluetooth mice, HDMI cables, Power cords, Lithium batteries	6580	3501	Insight Pubc Sctr/ factoryoutletstore.com	\$1,167.46	44185 & p-card	5/28/2020	962420
8003427	(120) USB Wireless Antennas	6580	3501	Amazon	\$450.30	p-card	5/21/2020	962286
8003433	HD webcams with built in microphone	6580	3501	Shi International	\$4,000.00	44172		
8003438	35 USB to HDMI Adaptor and 35 twenty-five foot HDMI cables	6580	3501	Shi International	\$1,985.20	44317		
8004101	4 25ft HDMI cables	6580	3501		\$80.00			
8003422 &								
8003424	(15) USB Wireless Antennas & TP-LINK Wifi Adapter	6580	3501	Amazon	\$1,524.77	p-card	4/16/2020	960728
	16 Webcams from Cargo Largo	6580	3501		\$480.00	P-Card		
		<b>6580 Total</b>			<b>\$9,687.73</b>			
8003425	1 Mobile Phone New Lines of Service	6643	3501	Verizon	\$314.91	43300		
8003428	2 Mobile Phone New Lines of Service	6643	3501	Verizon	\$629.82	43300		
8003431	1 Mobile Phone New Lines of Service	6643	3501	Verizon	\$432.63	43300		
8003445	1 Mobile Phone New Lines of Service	6643	3501	Verizon	\$314.91	43300		
		<b>6643 Total</b>			<b>\$1,692.27</b>			
	Zoom (10 licenses)	6661	3501	Carahsoft	\$1,274.20	44002	5/6/2020	961724
		<b>6661 Total</b>			<b>\$1,274.20</b>			
8003532	Nitro Gloves C0523 M & C0523 L	6730	3401	United Office	\$1,357.50	43930	4/2/20	959605
8003698	Sanitize area	6730	3401	Jan Pro	\$150.00	Direct Pay	4/23/20	960889
8003732	Motion Activated Hand Sanitizer Stands	6730	3401	Frontline	\$12,020.00	P-Card		
8004151	Sanitizer Gel	6730	3401	KC Home Med	\$338.12	P-Card		
8004152	Wipes - 220 ct per bottle	6730	3401	Life Assist	\$1,620.00	P-Card		
		<b>6730 Total</b>			<b>\$15,485.62</b>			
802311	Seminar-Monitoring COVID-19 Legal Issues	6750	3401	The Rossdale Group	\$129.00	P-Card	4/16/20	960728
		<b>6750 Total</b>			<b>\$129.00</b>			
8003443	AT&T Conference Bridge	6790	3501	AT & T	\$25,000.00			
		<b>6790 Total</b>			<b>\$25,000.00</b>			
8004168	Clorox Wipes - non stock item	7010	3401	United Office	\$265.65	P-Card		
		<b>7010 Total</b>			<b>\$265.65</b>			
8003702	Plastic Sneeze Guards	7150	3401	ACI Plastics	\$428.72	P-Card		
		<b>7150 Total</b>			<b>\$428.72</b>			
8003546	Body Coveralls	7190	3401	Sherwin Wms	\$124.82	P-Card	5/21/20	962286
8003547	Full Coverage Coveralls	7190	3401	Sherwin Wms	\$210.94	P-Card	5/21/20	962286
8003549	Poly Coveralls	7190	3401	Spectrum Paints	\$1,210.95	P-Card	5/21/20	962286
		<b>7190 Total</b>			<b>\$1,546.71</b>			
119092	Drop Boxes for court documents - 4 (Family Court)	7230	3401	Global	\$3,626.00	P-Card	4/16/20	960728
8003368	Flat Fold Respirators	7230	3401	Amazon	\$2,944.19	P-Card	2/27/20	957071
8003505	Lysol Wipes # C0509 & Spray # C0508 - KC	7230	3401	United Chemical	\$475.68	43567	3/19/20	959007
8003521	Lysol Wipes # C0509 & Spray # C0508 - KC	7230	3401	United Chemical	\$975.36	43761		
8003525	Purell Sanitizer # C0522	7230	3401	United Office	\$789.33	P-Card	4/16/20	960728
8003525	Lysol Spray & Wipes	7230	3401	Lowe's	\$2,210.63	P-Card	4/16/20	960728
8003526	Hand Sanitizer	7230	3401	CK Enterprises	\$600.00	P-Card	4/16/20	960728
8003535	Nitro Gloves C0523 M & C0523 L	7230	3401	United Office	\$3,509.00	43971	4/30/20	961212

Req #	Description of item or service	Object Code	Cost Center	Vendor	Amount	P-Card or PO #	Date Paid	Check #
8003545	Shoe Covers & Black Vinyl Gloves	7230	3401	KC Home	\$589.30	P-Card	5/21/20	962286
8003668	Kleenex, Shurwipes, Lysol spray, Lysol Wipes / Indep	7230	3401	United Chemical	\$496.69	43805	4/16/20	960701
8003675	TouchFree Thermometer - 3	7230	3401	Medex Supply	\$736.17	P-Card	4/16/20	960728
8003681	Lysol Wipes # C0509 & Spray # C0508 - Indep	7230	3401	United Chemical	\$310.80	43883		
8003699	No Touch Thermometer - 4	7230	3401	Amazon	\$235.96	P-Card	5/21/20	962286
8003703	Plastic Barriers - Indep	7230	3401	ACI Plastics	\$3,211.69	P-Card		
8003704	Barriers - Plastic 28 & 32	7230	3401	ACI Plastics	\$3,160.00	P-Card		
8003705	Post Crowd Control	7230	3401	WW Grainger	\$5,350.24	P-Card		
8003706	Crowd Control Barriers - Indep	7230	3401	WW Grainger	\$3,776.64	P-Card		
8003714	Control Barrier Post	7230	3401	WW Grainger	\$948.60	P-Card		
8003716	UV Hand Sterilizer Wands	7230	3401	Mun Est.	\$4,518.95	P-Card		
8003717	Disposable Shoe Covers - Family Court	7230	3401	Amazon	\$59.97	P-Card		
8003725	5 Gallon bucket w/pump	7230	3401	Amazon	\$41.94	P-Card		
8003726	Plastic Spray Bottles 32 oz	7230	3401	Amazon	\$1,409.70	P-Card		
8003727	Measuring Cup & Funnel	7230	3401	Amazon	\$28.92	P-Card		
8003730	Double Sided Tape - for COVID-Signs	7230	3401	United Office	\$551.76	44273	6/4/20	963155
8003731	Clorox Wipes - non stock item	7230	3401	Office Products	\$254.88	P-Card		
8003733	16 oz Hand Sanitizer	7230	3401	HD Supply	\$2,378.00	P-Card		
8003737	Plastic Barriers - KC	7230	3401	ACI Plastics	\$1,869.51	P-Card		
8003738	Moisture Resistant Mask	7230	3401	Dollar Days!	\$5,931.98	P-Card		
8003739	Gloves - Size large & medium	7230	3401	KC Home Med	\$270.00	P-Card		
8003741	Gloves - Size Large / 200 per box	7230	3401	Facilities Maint	\$559.75	P-Card		
8003742	Foot Sensor Activated Hand Sanitizer Pedestal	7230	3401	Frontline	\$6,064.32	P-Card		
8003745	Foot Sensor Activated Sanitizer Pedestal - FC	7230	3401	Frontline	\$3,790.20	P-Card		
8003746	Medium size vinyl Gloves	7230	3401	Bob Barker	\$795.60	P-Card		
8004153	Cloth Mask - Resuable	7230	3401	MVE	\$2,000.00	44249		
8004154	32 oz Bottle Hand Sanitizer w/pump	7230	3401	Frontline	\$4,019.83	P-Card		
8004158	Stanchion for 2019 flood divisions	7230	3401	Grainger	\$2,845.80	44358		
8004165	18 oz Bottle Hand Sanitizer	7230	3401	United Office	\$4,309.20	P-Card		
		<b>7230 Total</b>			<b>\$75,649.59</b>			
8003695	Floor Social Distancing Decals	7400	3401	Schwabb	\$365.19	44084	4/23/20	960941
8003701	Red & Blue Social Distance Decals	7400	3401	Schwabb	\$2,430.85	P-Card	5/21/20	962286
8003709	Signs - Required to Wear Mask	7400	3401	Schwabb	\$1,327.21	P-Card		
8003712	4 inch Blue Dots	7400	3401	Instock Labels	\$107.30	P-Card		
8003715	Pedestal Hallway sign holder	7400	3401	Amazon	\$2,040.08	P-Card		
		<b>7400 Total</b>			<b>\$6,270.63</b>			
8003432	HP Elite display E233 Monitors	8171	3501	Provantage LLC	\$6,330.00	44042	5/6/2020	961791
		<b>8171 Total</b>			<b>\$6,330.00</b>			
	<b>Total-Items Purchased or Being Purchased</b>			<b>Grand Total</b>	<b>\$143,760.12</b>			

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<b>Items to be Purchased</b>								
	Additional 100 WebCams (potentially)	6580	3501		\$3,376.00			
	HP ProBook laptop Docking Stations	6580	3501		\$9,400.00			
	Surface Book Docking Stations	6580	3501		\$9,600.00			
	<b>6580 Total</b>				<b>\$22,376.00</b>			
	Cisco AMP anti-malware protection (200 licenses)	6661	3501		\$6,060.00			
	Horizon View 7 Enterprise License (100 lic) VDI (Video Desktop Infrastructure)	6661	3501		\$69,578.00			
	Solarwinds - Network Configuration Manager (DL200)	6661	3501		\$6,072.00			
	Solarwinds - Network Performance Monitor (NPM) (SL2000)	6661	3501		\$20,389.00			
	Solarwinds - Traffic Analyzer	6661	3501		\$12,149.00			
	Solarwinds- IP Address Manager (4000)	6661	3501		\$4,579.00			
	Solarwinds- Log Analyzer (1,000)	6661	3501		\$24,000.00			
	VPN (Virtual Private Network additional licenses due to wfh)	6661	3501		\$1,170.00			
	<b>6661 Total</b>				<b>\$143,997.00</b>			
	Additional Clorox	7230	3401		\$5,000.00			
	Additional Lysol	7230	3401		\$5,000.00			
	<b>7230 Total</b>				<b>\$10,000.00</b>			
	HP ProBook laptops	8171	3501		\$10,000.00			
	Surface Book for Systems Engineer, CIT	8171	3501		\$2,027.00			
	Surface Books for judges & commissioners	8171	3501		\$22,070.00			
	<b>8171 Total</b>				<b>\$34,097.00</b>			
	(19) Cisco SX10 VTC	8173	3501		\$62,890.00			
	FTR Gold set up for circuit courtroom in KC Downtown Courthouse	8173	3501		\$5,352.00			
	VDI UCS server	8173	3501		\$11,000.00			
	<b>8173 Total</b>				<b>\$79,242.00</b>			
	<b>Total-Items to be Purchased</b>				<b>Grand Total</b>			
					<b>\$289,712.00</b>			