



Jackson County Health Department

Dec. 2 - 9, 2020

COVID-19

Data

**More in depth data can be found on the [JACOHD dashboard](#).

JACOHD

- Total Positive Cases- 19,403
- Total Hospitalizations- unavailable
- Total Deaths- 192
- Presumed Recoveries-unavailable
- Individuals tested- 117,184

Totals This Week:

- Cases-1,849
- Hospitalizations-unavailable
- Deaths-9

KC Region

- Total Cases- 99,446
- Total Deaths- 1,190

Current Outbreaks

**Outbreaks are considered concluded after two incubation periods (28 days) since the onset date of the last confirmed case, and are thus removed from the list.

Jackson County Detention Center
152 cases
John Knox Village Care Center
209 cases
Shangri-La
28 cases
Villages of Jackson Creek
150 cases
Cable-Dahmer Chevrolet
31 cases
Redwood
43 cases

Rosewood – The Groves
7 cases
Connection Point Church Raytown
16 cases
Redwood Carmel Hills
29 cases
Jackson County Election Board
36 cases
Tax Building
6 cases

JACOHD/TMC

Sponsored Testing

Ongoing weekly widespread testing at outbreak facilities

Thursday Dec. 10, 2020 – 10:00-2:00pm -Grandview, The View
Friday Dec. 11, 2020 - 10:00-2:00pm - Independence, Uptown Market
Symptomatic Testing
• Call 816-404-CARE

PPE Supply

The PPE burn rate exceeds the supply rate

Testing Supply

Varies. The health department is testing symptomatic and asymptomatic individuals at traveling clinics in EJC five days a week.

JCDC Testing

152 cases identified and awaiting additional testing on inmates and staff.

Weekly Regional Coordination Meetings

Health Care Coalition Steering Committee Meeting, Public Health Risk Communication Coordination Meeting, Hospitals & Public Health Meeting, Communicable Disease COVID-19 Update Meeting, Missouri Center for Public Health Excellence Meeting, Public Health Coordination Meeting, Public Health Directors Meeting, Multi Agency Coordination Resource Section Support Meeting, Community Organizations Active in Disaster Meeting

IN THE COUNTY LEGISLATURE OF JACKSON COUNTY, MISSOURI

AN ORDINANCE appropriating \$256,894.00 from the undesignated fund balance of the 2020 Health Fund to cover the Department of Corrections' remaining financial obligations relating to medical care of inmates through the end of 2020.

ORDINANCE NO. 5473, December 14, 2020

INTRODUCED BY Crystal Williams, County Legislator

WHEREAS, an appropriation of funds is necessary in order for the Department of Corrections to be able to meet all financial obligations relating to medical care for inmates for the remainder of 2020; now therefore,

BE IT ORDAINED by the County Legislature of Jackson County, Missouri, that the following appropriation be and hereby is made:

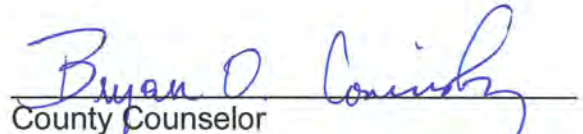
<u>DEPARTMENT/DIVISION</u>	<u>CHARACTER/DESCRIPTION</u>	<u>FROM</u>	<u>TO</u>
Health Fund 002-9999	32810- Undesignated Fund Balance	\$256,894	
Corrections 002-2701	56790- Other Contractual Services		\$256,894

Effective Date: This ordinance shall be effective immediately upon its signature by the County Executive.

APPROVED AS TO FORM: ✓



Chief Deputy County Counselor



County Counselor

I hereby certify that the attached ordinance, Ordinance No. 5473 introduced on December 14, 2020, was duly passed on _____, 2020 by the Jackson County Legislature. The votes thereon were as follows:

Yeas _____

Nays _____

Abstaining _____

Absent _____

This Ordinance is hereby transmitted to the County Executive for his signature.

Date

Mary Jo Spino, Clerk of Legislature

I hereby approve the attached Ordinance No. 5473.

Date

Frank White, Jr., County Executive

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

ACCOUNT NUMBER: 002 9999 32810
ACCOUNT TITLE: Health Fund
Undesignated Fund Balance
NOT TO EXCEED: \$256,894.00

12/10/20
Date

Whitcomb
Interim Chief Administrative Officer

REQUEST FOR LEGISLATIVE ACTION

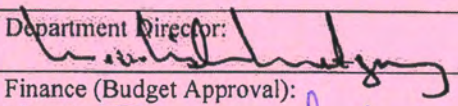
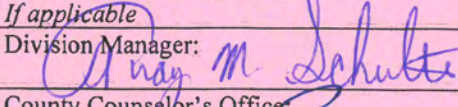
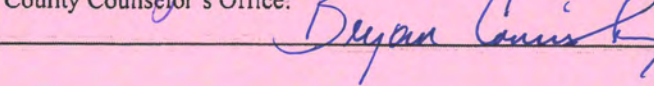
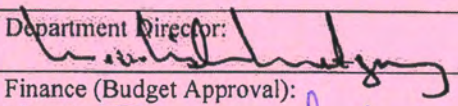
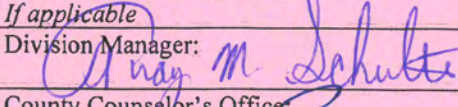
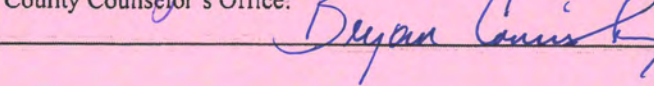
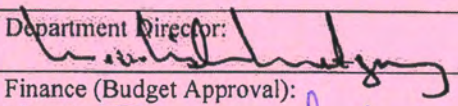
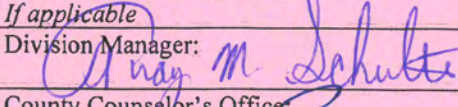
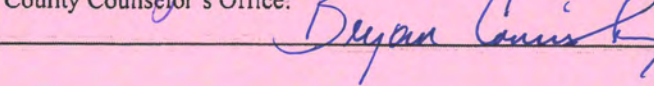
Version 6/10/19

Completed by County Counselor's Office:

~~Res~~/Ord No.: 5473

Sponsor(s): Crystal Williams

Date: December 14, 2020

SUBJECT	Action Requested ☐ Resolution ☒ Ordinance Project/Title: Requesting an appropriation within the 2020 Health Fund, for the Department of Corrections, to cover our remaining financial obligations related to medical care within the Jackson County Detention Center.															
BUDGET INFORMATION <i>To be completed By Requesting Department and Finance</i>	<table border="1"> <tr> <td>Amount authorized by this legislation this fiscal year:</td><td>\$256,894</td></tr> <tr> <td>Amount previously authorized this fiscal year:</td><td>\$4,539,969</td></tr> <tr> <td>Total amount authorized after this legislative action:</td><td>\$4,796,863</td></tr> <tr> <td>Amount budgeted for this item * (including transfers):</td><td>\$4,796,863</td></tr> <tr> <td>Source of funding (name of fund) and account code number:</td><td></td></tr> <tr> <td>From: 002-9999-32810 (Undesignated Fund Balance)</td><td>\$256,894</td></tr> <tr> <td>To: 002-2701-56790 (Other Contractual Services)</td><td>\$256,894</td></tr> </table> * If account includes additional funds for other expenses, total budgeted in the account is: \$ OTHER FINANCIAL INFORMATION: ☐ No budget impact (no fiscal note required) ☐ 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): _____		Amount authorized by this legislation this fiscal year:	\$256,894	Amount previously authorized this fiscal year:	\$4,539,969	Total amount authorized after this legislative action:	\$4,796,863	Amount budgeted for this item * (including transfers):	\$4,796,863	Source of funding (name of fund) and account code number:		From: 002-9999-32810 (Undesignated Fund Balance)	\$256,894	To: 002-2701-56790 (Other Contractual Services)	\$256,894
Amount authorized by this legislation this fiscal year:	\$256,894															
Amount previously authorized this fiscal year:	\$4,539,969															
Total amount authorized after this legislative action:	\$4,796,863															
Amount budgeted for this item * (including transfers):	\$4,796,863															
Source of funding (name of fund) and account code number:																
From: 002-9999-32810 (Undesignated Fund Balance)	\$256,894															
To: 002-2701-56790 (Other Contractual Services)	\$256,894															
PRIOR LEGISLATION	Prior ordinances and (date): Ord. 5292, 11/18/19 Prior resolutions and (date): _____															
CONTACT INFORMATION	RLA drafted by (name, title, & phone): Deloris Wells, Deputy Director of Administration 816-881-4210															
REQUEST SUMMARY	This RLA is requesting an appropriation within the 2020 Health Fund, for the Department of Corrections, to cover our remaining financial obligations related to medical care within the Jackson County Detention Center.															
CLEARANCE	☐ Tax Clearance Completed (Purchasing & Department) ☐ Business License Verified (Purchasing & Department) ☐ Chapter 6 Compliance - Affirmative Action/Prevailing Wage (County Auditor's Office)															
COMPLIANCE	☐ MBE Goals ☐ WBE Goals ☐ VBE Goals															
ATTACHMENTS																
REVIEW	<table border="1"> <tr> <td>Department Director: </td><td>Date: 12-4-2020</td></tr> <tr> <td>Finance (Budget Approval): <i>If applicable</i></td><td>Date: _____</td></tr> <tr> <td>Division Manager: </td><td>Date: 12-8-2020</td></tr> <tr> <td>County Counselor's Office: </td><td>Date: 12/10/20</td></tr> </table> APPROVED By Mark Lang at 11:24 am, Dec 07, 2020		Department Director: 	Date: 12-4-2020	Finance (Budget Approval): <i>If applicable</i>	Date: _____	Division Manager: 	Date: 12-8-2020	County Counselor's Office: 	Date: 12/10/20						
Department Director: 	Date: 12-4-2020															
Finance (Budget Approval): <i>If applicable</i>	Date: _____															
Division Manager: 	Date: 12-8-2020															
County Counselor's Office: 	Date: 12/10/20															

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:
002-9999-32810	Undesignated Fund Balance	\$256,894

- ☐ 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: December 7, 2020

Ord # 5473

Department / Division		Character/Description	From	To
002 Health Fund				
9999	-	32810 Undesignated Fund Balance	\$ 256,894	\$ -
2701	Corrections	56790 Other Contractual Services	-	256,894
			<u>\$ 256,894</u>	<u>\$ 256,894</u>

APPROVED
By Mark Lang at 11:24 am, Dec 07, 2020

Budget Office



Jackson County Detention Center

Office of the Jackson County Sheriff
Sheriff Darryl Forté



TO: Jay Hayden; Mark Lang
FROM: Deloris Wells, Deputy Director of Administration
SUBJECT: JCDC-Need for Additional Medical Funding
DATE: December 7, 2020

Cc. Director Diana Turner; Major Michael Montgomery

Explanation of Medical Funding Shortage

We have had an increase in our medical expenses due to medication costs. The medical services are billed at a fixed rate with an annual increase each year beginning July 1, 2020. That leaves approximately \$348,384.00 of the annual medical budget to be spent on medication. We have exceeded that amount and will require additional funding to pay the remaining 2020 invoices.

Our monthly medication cost has been slightly above \$75,000 in the past month. The current budget for 2020 allows an estimated \$37K per month including the pool costs. We also had medication costs associated with the City Inmates that we billed to the City of KC and the amounts billed were reimbursed to the County.

Each year we are allowed \$100,000.00 in covered medication expenses also known as the "pool cost". All medication charges exceeding \$100,000.00, annually, are billed as "Pool Costs" monthly.

Medical Summary

December Invoice	\$ 354,840.67
Estimated Pool Cost-December (Medication-last month's figure)	\$ 75,317.08
Remaining balance on PO	\$ (173,264.58)
Budget Shortage	\$ 256,893.17

IN THE COUNTY LEGISLATURE OF JACKSON COUNTY, MISSOURI

AN ORDINANCE appropriating \$195,000.00 from the undesignated fund balance of the 2020 CARES Act Fund to provide for an allocation of funds among the domestic violence shelters in Jackson County, in connection with the fight against the ongoing Coronavirus/COVID-19 pandemic, at an aggregate cost to the County in the amount of \$195,000.00.

ORDINANCE NO. 5474, December 14, 2020

INTRODUCED BY Theresa Cass Galvin, County Legislator

WHEREAS, U.S. President Donald J. Trump, Missouri Governor Mike Parson, and County Executive Frank White, Jr., have all declared, in one form or another, the ongoing Coronavirus/COVID-19 pandemic to be a public health emergency; and,

WHEREAS, the County, through its various efforts, plays a significant role in the public health of its citizens and employees; and,

WHEREAS, an appropriate response by the County to this emergency will require significant expenditures from the County CARES Act Fund, which consists of monies provided by the U.S. Treasury for this purpose; and,

WHEREAS, to comply with U.S Centers for Disease Control and local health department guidelines for social distancing, domestic violence shelters have had to reduce capacity at the shelters and shelter violence survivors in hotels; and,

WHEREAS, this Ordinance will provide \$65,000.00 each to Hope House, Newhouse, and Rose Brooks to enable them to further assist clients with past due rent, utility bills, housing application fees, and other housing needs, allow shelters to be reimbursed for necessary cleaning and sanitation supplies and hotel placement programs, provide PPE for staff and clients, and address survivors' evolving needs through case management, all in connection with the pandemic; now therefore,

BE IT ORDAINED by the County Legislature of Jackson County, Missouri, that the following appropriation be and hereby is made:

<u>DEPARTMENT/DIVISION</u>	<u>CHARACTER/DESCRIPTION</u>	<u>FROM</u>	<u>TO</u>
CARES Act Fund 040-9999	32810- Undesignated Fund Balance	\$195,000	
Rose Brooks 040-7718	56789- Outside Agency Funding		\$65,000
Newhouse Inc 040-7610	56789- Outside Agency Funding		\$65,000
Hope House 040-7617	56789- Outside Agency Funding		\$65,000

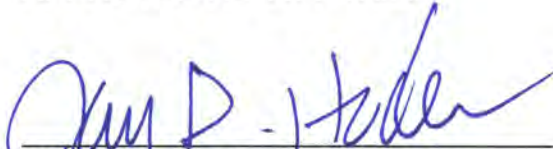
and,

BE IT FURTHER ORDAINED that the Director of Finance and Purchasing be and hereby is authorized to execute appropriate contracts with the listed agencies, in the amount of \$65,000.00 each, in a form to be approved by the County Counselor.

BE IT FURTHER ORDAINED the Director of Finance and Purchasing is authorized to make any adjustments to revenue accounts in the 2020 County budget made necessary by the appropriation of CARES funding in 2020.

Effective Date: This ordinance shall be effective immediately upon its signature by the County Executive.

APPROVED AS TO FORM:



Chief Deputy County Counselor



County Counselor

I hereby certify that the attached ordinance, Ordinance No. 5474 introduced on December 14, 2020, was duly passed on _____, 2020 by the Jackson County Legislature. The votes thereon were as follows:

Yeas _____

Nays _____

Abstaining _____

Absent _____

This Ordinance is hereby transmitted to the County Executive for his signature.

Date

Mary Jo Spino, Clerk of Legislature

I hereby approve the attached Ordinance No. 5474.

Date

Frank White, Jr., County Executive

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

ACCOUNT NUMBER: 040 9999 32810
ACCOUNT TITLE: CARES Act Fund
Undesignated Fund Balance
NOT TO EXCEED: \$195,000.00

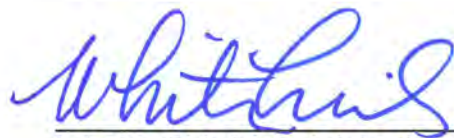
There is a balance otherwise unencumbered to the credit of the appropriation to which the expenditure is chargeable and there is a cash balance otherwise unencumbered in the treasury to the credit of the fund from which payment is to be made each sufficient to provide for the obligation herein authorized.

ACCOUNT NUMBER: 040 7718 56789
ACCOUNT TITLE: CARES Act Fund
Rose Brooks
Outside Agency Funding
NOT TO EXCEED: \$65,000.00

ACCOUNT NUMBER: 040 7610 56789
ACCOUNT TITLE: CARES Act Fund
Newhouse Inc
Outside Agency Funding
NOT TO EXCEED: \$65,000.00

ACCOUNT NUMBER: 040 7617 56789
ACCOUNT TITLE: CARES Act Fund
Hope House
Outside Agency Funding
NOT TO EXCEED: \$65,000.00

12/10/20
Date


Interim Chief Administrative Officer

REQUEST FOR LEGISLATIVE ACTION

Version 6/10/19

Completed by County Counselor's Office:

~~Res~~/Ord No.: 5474

Sponsor(s): Theresa Cass Galvin

Date: December 14, 2020

SUBJECT	Action Requested ☐ Resolution ☒ Ordinance Project/Title: Appropriating \$195,000 in CARES Act funding for distribution to domestic violence shelters in Jackson County.																
BUDGET INFORMATION <i>To be completed By Requesting Department and Finance</i>	<table border="1"> <tr> <td>Amount authorized by this legislation this fiscal year:</td><td>\$195,000</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>\$195,000</td></tr> <tr> <td>Amount budgeted for this item * (including transfers):</td><td>\$195,000</td></tr> <tr> <td colspan="2">Source of funding (name of fund) and account code number:</td></tr> <tr> <td>From: 040-9999-32810 CARES Act Fund, Undesignated Fund Balance</td><td>From Account: \$195,000</td></tr> <tr> <td>To: Rose Brooks 040-7718-56789 Outside Agency Funding Newhouse 040-7610-56789 Outside Agency Funding Hope House 040-7617-56789 Outside Agency Funding</td><td>To Account: \$65,000 \$65,000 <u>\$65,000</u></td></tr> <tr> <td colspan="2">Total: \$195,000</td></tr> </table> * If account includes additional funds for other expenses, total budgeted in the account is: \$ OTHER FINANCIAL INFORMATION: ☐ No budget impact (no fiscal note required) ☐ 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):	Amount authorized by this legislation this fiscal year:	\$195,000	Amount previously authorized this fiscal year:		Total amount authorized after this legislative action:	\$195,000	Amount budgeted for this item * (including transfers):	\$195,000	Source of funding (name of fund) and account code number:		From: 040-9999-32810 CARES Act Fund, Undesignated Fund Balance	From Account: \$195,000	To: Rose Brooks 040-7718-56789 Outside Agency Funding Newhouse 040-7610-56789 Outside Agency Funding Hope House 040-7617-56789 Outside Agency Funding	To Account: \$65,000 \$65,000 <u>\$65,000</u>	Total: \$195,000	
Amount authorized by this legislation this fiscal year:	\$195,000																
Amount previously authorized this fiscal year:																	
Total amount authorized after this legislative action:	\$195,000																
Amount budgeted for this item * (including transfers):	\$195,000																
Source of funding (name of fund) and account code number:																	
From: 040-9999-32810 CARES Act Fund, Undesignated Fund Balance	From Account: \$195,000																
To: Rose Brooks 040-7718-56789 Outside Agency Funding Newhouse 040-7610-56789 Outside Agency Funding Hope House 040-7617-56789 Outside Agency Funding	To Account: \$65,000 \$65,000 <u>\$65,000</u>																
Total: \$195,000																	
PRIOR LEGISLATION	Prior ordinances and (date): Prior resolutions and (date):																
CONTACT INFORMATION	RLA drafted by (name, title, & phone): Ashley Burke, Executive Assistant, 881-3449																
REQUEST SUMMARY	This ordinance appropriates \$195,000 in CARES Act funding to address the needs of Jackson County's domestic violence shelters that have been brought on by the COVID-19 pandemic. This ordinance allocates \$65,000 to Hope House, \$65,000 to Newhouse, and \$65,000 to Rose Brooks. Due to the COVID-19 pandemic and in order to comply with CDC and local health department guidelines for social distancing, the shelters have had to significantly reduce the capacity of its shelters. To counteract this reductions shelters have begun sheltering survivors in hotels. This funding would help the shelters to continue doing this, and assist clients with past due rent, utility bills, housing application fees, and other housing needs. This funding will also allow the shelters to be reimbursed for the necessary cleaning supplies to keep facilities sanitized and personal protective equipment for staff and clients; support expenses related to the hotel placement programs; and address survivors' evolving needs through case management.																
CLEARANCE	☐ Tax Clearance Completed (Purchasing & Department) ☐ Business License Verified (Purchasing & Department) ☐ Chapter 6 Compliance - Affirmative Action/Prevailing Wage (County Auditor's Office)																

COMPLIANCE	☐ MBE Goals ☐ WBE Goals ☐ VBE Goals	
ATTACHMENTS		
REVIEW	Department Director: <i>Wayne M. Schultz</i>	Date: <i>12-10-2020</i>
	Finance (Budget Approval): <i>If applicable</i>	APPROVED By Mark Lang at 3:45 pm, Dec 07, 2020
	Division Manager: <i>Whitehouse</i>	Date: <i>12/10/20</i>
	County Counselor's Office: <i>Bryan Cominsky</i>	Date: <i>12/10/20</i>

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.

Supplemental Appropriation Request Jackson County, Missouri

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

Date: December 7, 2020

Ord # 5474

Department / Division	Character/Description	From	To
040 CARES Act			
9999 -	32810 Undesignated Fund Balance	\$ 195,000	\$ -
7718 Rose Brooks	56789 Outside Agency Funding	-	65,000
7610 Newhouse Inc	56789 Outside Agency Funding	-	65,000
7617 Hope House	56789 Outside Agency Funding	-	65,000
		<u>\$ 195,000</u>	<u>\$ 195,000</u>

APPROVED
By Mark Lang at 10:47 am, Dec 09, 2020

Budget Office

IN THE COUNTY LEGISLATURE OF JACKSON COUNTY, MISSOURI

AN ORDINANCE transferring \$26,722.00 within the 2020 General Fund and appropriating \$28,086.00 from the undesignated fund balance of the 2020 Health Fund to cover unbudgeted costs in connection with Jackson County's membership in the Mid-America Regional Council for 2020.

ORDINANCE NO. 5475, December 14, 2020

INTRODUCED BY Crystal Williams, County Legislator

WHEREAS, a transfer and appropriation of funds are necessary in order for the County to be able to meet certain unbudgeted costs relating to membership in the Mid-America Regional Council for 2020; and,

WHEREAS, the proposed 2021 County budget has been adjusted to cover all of these cost; now therefore,

BE IT ORDAINED by the County Legislature of Jackson County, Missouri, that the following transfer and appropriation be and hereby are made:

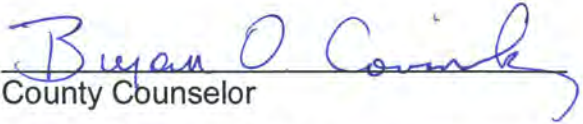
<u>DEPARTMENT/DIVISION</u>	<u>CHARACTER/DESCRIPTION</u>	<u>FROM</u>	<u>TO</u>
General Fund 3% State Mandated Contingency 001-8003	56830- Contingency	\$26,722	
MARC 001-7902	56710- Dues & Membership		\$26,722
Health Fund 002-9999	32810- Undesignated Fund Balance	\$28,086	
MARC 002-7902	56710- Dues & Membership		\$28,086

Effective Date: This ordinance shall be effective immediately upon its signature by the County Executive.

APPROVED AS TO FORM:



Chief Deputy County Counselor



County Counselor

I hereby certify that the attached ordinance, Ordinance No. 5475 introduced on December 14, 2020, was duly passed on _____, 2020 by the Jackson County Legislature. The votes thereon were as follows:

Yeas _____

Nays _____

Abstaining _____

Absent _____

This Ordinance is hereby transmitted to the County Executive for his signature.

Date

Mary Jo Spino, Clerk of Legislature

I hereby approve the attached Ordinance No. 5475.

Date

Frank White, Jr., County Executive

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

ACCOUNT NUMBER: 001 8003 56830
ACCOUNT TITLE: General Fund
3% State Mandated Contingency
Contingency
NOT TO EXCEED: \$26,722.00

ACCOUNT NUMBER: 002 9999 32810
ACCOUNT TITLE: Health Fund
Undesignated Fund Balance
NOT TO EXCEED: \$28,086.00

12/10/20
Date


Interim Chief Administrative Officer

REQUEST FOR LEGISLATIVE ACTION

Version 6/10/19

Completed by County Counselor's Office:

~~Res~~/Ord No.: 5475

Sponsor(s): Crystal Williams

Date: December 14, 2020

SUBJECT	Action Requested ☐ Resolution ☒ Ordinance Project/Title: An Ordinance transferring \$26,722 from the State Mandated Contingency account of the General Fund and appropriating \$28,086 from the Undesignated Fund Balance of Health Fund to the MARC accounts in the General Fund and Health Fund to cover unbudgeted costs associated with Jackson County membership costs in the Mid-America Regional Council.																																
BUDGET INFORMATION <i>To be completed By Requesting Department and Finance</i>	<table border="1"> <tr> <td>Amount authorized by this legislation this fiscal year:</td><td>\$54,808</td></tr> <tr> <td>Amount previously authorized this fiscal year:</td><td>\$114,741</td></tr> <tr> <td>Total amount authorized after this legislative action:</td><td>\$169,549</td></tr> <tr> <td>Amount budgeted for this item * (including transfers):</td><td>\$169,549</td></tr> </table> Source of funding (name of fund) and account code number: <table> <tr> <td>FROM:</td><td>FROM ACCT:</td></tr> <tr> <td>General Fund</td><td></td></tr> <tr> <td>001-8003-56830- 3% State Mandated Contingency - Contingency</td><td>\$26,722</td></tr> <tr> <td>Health Fund</td><td></td></tr> <tr> <td>002-9999-32810 Health Fund, Undesignated Fund Balance</td><td><u>\$28,086</u></td></tr> <tr> <td>Total:</td><td>\$54,808</td></tr> </table> <table> <tr> <td>TO:</td><td>TO ACCT:</td></tr> <tr> <td>General Fund</td><td></td></tr> <tr> <td>001-7902-56710 MARC – Dues and Memberships</td><td>\$26,722</td></tr> <tr> <td>Health Fund</td><td></td></tr> <tr> <td>002-7902-56710 MARC – Dues and Memberships</td><td><u>\$28,086</u></td></tr> <tr> <td>Total:</td><td>\$54,808</td></tr> </table> * If account includes additional funds for other expenses, total budgeted in the account is: \$ OTHER FINANCIAL INFORMATION: ☐ No budget impact (no fiscal note required) ☐ Term and Supply Contract (funds approved in the annual budget); estimated value and use of contract: Department: _____ Estimated Use: _____ Prior Year Budget (if applicable): N/A Prior Year Actual Amount Spent (if applicable): N/A	Amount authorized by this legislation this fiscal year:	\$54,808	Amount previously authorized this fiscal year:	\$114,741	Total amount authorized after this legislative action:	\$169,549	Amount budgeted for this item * (including transfers):	\$169,549	FROM:	FROM ACCT:	General Fund		001-8003-56830- 3% State Mandated Contingency - Contingency	\$26,722	Health Fund		002-9999-32810 Health Fund, Undesignated Fund Balance	<u>\$28,086</u>	Total:	\$54,808	TO:	TO ACCT:	General Fund		001-7902-56710 MARC – Dues and Memberships	\$26,722	Health Fund		002-7902-56710 MARC – Dues and Memberships	<u>\$28,086</u>	Total:	\$54,808
Amount authorized by this legislation this fiscal year:	\$54,808																																
Amount previously authorized this fiscal year:	\$114,741																																
Total amount authorized after this legislative action:	\$169,549																																
Amount budgeted for this item * (including transfers):	\$169,549																																
FROM:	FROM ACCT:																																
General Fund																																	
001-8003-56830- 3% State Mandated Contingency - Contingency	\$26,722																																
Health Fund																																	
002-9999-32810 Health Fund, Undesignated Fund Balance	<u>\$28,086</u>																																
Total:	\$54,808																																
TO:	TO ACCT:																																
General Fund																																	
001-7902-56710 MARC – Dues and Memberships	\$26,722																																
Health Fund																																	
002-7902-56710 MARC – Dues and Memberships	<u>\$28,086</u>																																
Total:	\$54,808																																
PRIOR LEGISLATION	Prior ordinances and (date): #5292 (Annual Budget) Prior resolutions and (date):																																
CONTACT INFORMATION	RLA drafted by Troy Schulte, County Administrator at 881-1079																																
REQUEST SUMMARY	This ordinance transfers \$26,722 from the State Mandated contingency in the General Fund to the MARC account of the General Fund to cover the unbudgeted costs for 2020 membership in various programs provided by the Mid-America Regional Council. This ordinance also appropriates \$28,086 from the undesignated fund balance of the Health Fund to the MARC account to cover the cost assessed to Jackson County for the local match for Senior Adult Services (Aging). The FY 2021 budget should fully fund all costs associated with Jackson County membership in MARC.																																
CLEARANCE	☐ Tax Clearance Completed (Purchasing & Department) ☐ Business License Verified (Purchasing & Department) N/A																																

	☐ Chapter 6 Compliance - Affirmative Action/Prevailing Wage (County Auditor's Office)	
COMPLIANCE	☐ MBE Goals ☐ WBE Goals N/A ☐ VBE Goals	
ATTACHMENTS		
REVIEW	Department Director: <i>Whitehill</i>	Date: <i>12/10/20</i>
	Finance (Budget Approval): <i>If applicable</i>	APPROVED By Mark Lang at 11:21 am, Dec 09, 2020
	Division Manager: <i>[Signature]</i>	Date: <i>12/10/2020</i>
	County Counselor's Office: <i>Bryan Combs</i>	Date: <i>12/10/20</i>

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 #5293
- X Funds sufficient for this appropriation are available from the source indicated below.

Account Number:	Account Title:	Amount Not to Exceed:
001-8003-56830	3% State Mandated Contingency	\$26,722
002-9999-32810	Health Fund, Undesignated Fund Balance	\$28,086

- ☐ 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: December 9, 2020

Ord # 5475

Department / Division		Character/Description	From	To
001 General Fund				
8003	3% State Mandated Contingency	56830 Contingency	\$ 26,722	\$ -
7902	MARC	56710 Dues & Membership	-	26,722
002 Health Fund				
9999	-	32810 Undesignated Fund Balance	\$ 28,086	\$ -
7902	MARC	56710 Dues & Membership	-	28,086
			<u>\$ 54,808</u>	<u>\$ 54,808</u>

APPROVED
By Mark Lang at 11:21 am, Dec 09, 2020
Budget Office

FY 2021
Mid America Regional Council
Dues

<u>Program</u>	<u>FY2020</u>	<u>FY2021</u>	<u>Account</u>
Regional Homeland Security	\$ 33,778	\$ 34,454	031-7902-56710
Local Aging Match	\$ 28,080	\$ 28,642	002-7902-56710
Local Dues	\$ 79,053	\$ 80,634	
Govt Innovations Forum	\$ 8,315	\$ 8,481	
Govt Training Institute	\$ 5,968	\$ 6,087	
Core4 Coordination	\$ 14,355	\$ 14,642	
Subtotal:	\$ 107,691	\$ 109,845	001-7902-56710
Total	\$ 169,549	\$ 172,940	

Fund-Various
Account - MARC
Expense Code - Dues and Memberships

IN THE COUNTY LEGISLATURE OF JACKSON COUNTY, MISSOURI

A RESOLUTION awarding a twelve-month term and supply contract with one twelve-month option to extend for the furnishing of electronic monitoring equipment for use by the Department of Corrections, Office of Population Control, to BI Monitoring of Boulder, CO, under the terms and conditions of State of Missouri Contract No. CT191600001 and US Communities Contract No. 0790A, through the City and County of Denver, CO, both competitively bid government contracts.

RESOLUTION NO. 20586, December 14, 2020

INTRODUCED BY Ronald E. Finley, County Legislator

WHEREAS, the Department of Corrections' Office of Population Control has a need for upgraded electronic monitoring equipment, including GPS monitoring and Transdermal Alcohol Devices (TADs), for use in the House Arrest program; and,

WHEREAS, the Director of Finance and Purchasing recommends the award of a twelve-month term and supply contract, with one twelve-month option to extend, for the furnishing of this equipment to BI Monitoring of Boulder, CO, under existing government contracts with the State of Missouri and the City and County of Denver, CO; and,

WHEREAS, the Director recommends award under section 1030.4, Jackson County Code, 1984, for the reason that this will allow the County to take advantage of discounts offered to large entities; now therefore,

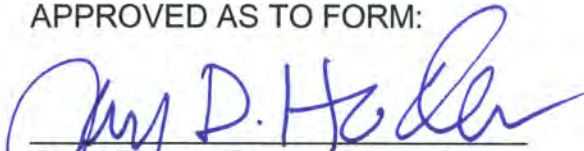
BE IT RESOLVED by the County Legislature of Jackson County, Missouri, that awards be made under the existing government contracts as recommended by the Director of Finance and Purchasing and that the Director be, and is hereby, authorized to execute

for the County any documents necessary for the accomplishment of the awards; and,

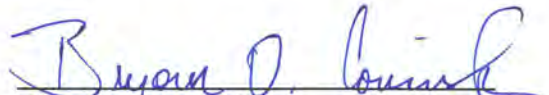
BE IT FURTHER RESOLVED that the Director of Finance and Purchasing is authorized to make all payments, including final payment on the contracts, to the extent that sufficient appropriations to the using spending agency are contained in the then current Jackson County budget.

Effective Date: This Resolution shall be effective immediately upon its passage by a majority of the Legislature.

APPROVED AS TO FORM:



Chief Deputy County Counselor



County Counselor

Certificate of Passage

I hereby certify that the attached resolution, Resolution No. 20586 of December 14, 2020, was duly passed on _____, 2020 by the Jackson County Legislature. The votes thereon were as follows:

Yeas _____

Nays _____

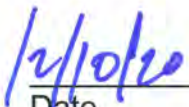
Abstaining _____

Absent _____

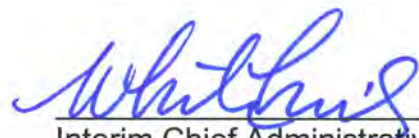
Date

Mary Jo Spino, Clerk of Legislature

This award is made on an as needed basis and does not obligate Jackson County to pay any specific amount. The availability of funds for specific purchases is subject to annual appropriations.



Date



Interim Chief Administrative Officer

REQUEST FOR LEGISLATIVE ACTION

Version 6/10/19

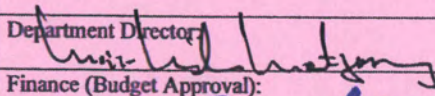
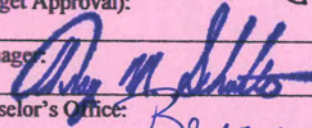
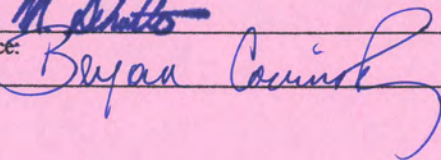
Completed by County Counselor's Office:

Res/Ord No.: 20586

Sponsor(s): Ronald E. Finley

Date: December 14, 2020

SUBJECT	Action Requested ☒ Resolution ☐ Ordinance Project/Title: <u>Awarding a Twelve Month Term and Supply Contract, with One Twelve Month Option to Extend for the furnishing of Electronic Monitoring Products, Services and Solutions for the Department of Corrections, Office of Population Control to BI Monitoring of Boulder, Colorado under the terms and conditions of the State of Missouri Contract No. CT191600001 for the monitoring devices and the US Communities Contract No. 0790A for the breathalyzer devices through City and County of Denver, Colorado Contract, both competitively bid government contracts.</u>										
BUDGET INFORMATION <i>To be completed By Requesting Department and Finance</i>	<table border="1"> <tr> <td>Amount authorized by this legislation this fiscal year:</td><td>\$</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>\$</td></tr> <tr> <td>Amount budgeted for this item * (including transfers):</td><td>\$</td></tr> <tr> <td>Source of funding (name of fund) and account code number:</td><td>\$</td></tr> </table> * If account includes additional funds for other expenses, total budgeted in the account is: \$ OTHER FINANCIAL INFORMATION: ☐ No budget impact (no fiscal note required) ☒ Term and Supply Contract (funds approved in the annual budget); estimated value and use of contract: Department: DOC/Population Control Estimated Use: \$362,474 Prior Year Budget (if applicable): Prior Year Actual Amount Spent (if applicable):	Amount authorized by this legislation this fiscal year:	\$	Amount previously authorized this fiscal year:		Total amount authorized after this legislative action:	\$	Amount budgeted for this item * (including transfers):	\$	Source of funding (name of fund) and account code number:	\$
Amount authorized by this legislation this fiscal year:	\$										
Amount previously authorized this fiscal year:											
Total amount authorized after this legislative action:	\$										
Amount budgeted for this item * (including transfers):	\$										
Source of funding (name of fund) and account code number:	\$										
PRIOR LEGISLATION	Prior ordinances and (date): Prior resolutions and (date): 20161, May 20, 2019										
CONTACT INFORMATION	RLA drafted by (name, title, & phone): Barbara Casamento, Purchasing Administrator, 881-3253										
REQUEST SUMMARY	The Office of Population Control, Department of Corrections requires a Term and Supply Contract for Electronic Monitoring Products, Services and Solutions that monitors individuals that are on house arrest awaiting trial. The State of Missouri Contract No. CT191600001 provides monitoring devices and Population Control has 182 clients and the daily rates for this equipment would be \$4.34 per day; total annual estimate for this equipment would be \$288,306. The US Communities Contract No. 0790A through the City and County of Denver, Colorado provides the breathalyzer devices, Population Control has 32 clients and the daily rates for this equipment would be \$6.35 per day; total annual estimate for this equipment would be \$74,168. The use of two different contracts is necessary because the two groups of equipment (monitoring and breathalyzer) are not available on one contract. Pursuant to Section 1030.4 of the Jackson County Code, Population Control and the Department of Corrections recommends a twelve month term and supply contract, with a one twelve month option to extend for the furnishing of Electronic Monitoring Products, Services and Solutions to BI Monitoring of Boulder, Colorado under the terms and conditions of the State of Missouri Contract No. CT191600001 and the US Communities Contract No. 0790A through the City and County of Denver, Colorado. Purchasing recommends this contract due to higher volume discounts offered to larger entities.										

CLEARANCE	☐ Tax Clearance Completed (Purchasing & Department) N/A ☐ Business License Verified (Purchasing & Department) N/A ☒ Chapter 6 Compliance - Affirmative Action/Prevailing Wage (County Auditor's Office)	
COMPLIANCE	☐ MBE Goals ☐ WBE Goals No goals assigned ☐ VBE Goals	
ATTACHMENTS	Recommendation Memorandum from Population Control/Department of Corrections; the pertinent pages of each contract.	
REVIEW	Department Director: 	Date: 12-1-2020
	Finance (Budget Approval): If applicable	APPROVED By Mark Lang at 5:02 pm, Dec 01, 2020
	Division Manager: 	Date: 12/2/2020
	County Counselor's Office: 	Date: 12/10/20

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:

- ☒ 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 Detention Center

Office of the Jackson County Sheriff
Sheriff Darryl Forté



TO: Barbara Casamento, Purchasing Administrator (Jackson County)

THRU: Diana Turner, Director JCDC
Deloris Wells, Deputy Director of Administration JCDC

FROM: Isaac Johnston, Deputy Director of Operations JCDC

SUBJECT: Need for Services (JCDC Population Control Department)

DATE: November 30, 2020

Ms. Casamento,

The Population Control Department at the Jackson County Detention Center are in need of the following Services from:

BI Incorporated

6265 Gunbarrel Avenue, Suite B
Boulder CO 80301

The Jackson County Detention Center need to a total of 300 upgraded BI Monitoring Devices to replace the existing equipment being utilized to monitor the inmates currently on our County House Arrest and Courtesy Supervision Programs. We would like this to be a Term and Supply Contract.

The 300 updated devices will allow the Population Control Department to utilize modern cell phone technology instead of exiting phone lines to provide a more accurate and efficient monitoring process.

This is a priority need for the Jackson County Detention Center and the Population Control Department. Thanks

We will be upgrading the HG206 and HG200 models to the HG2020. The new rate will be \$4.34 per day per unit for the HG 2020. We have 182 clients using this equipment. The annual estimated total for the HG2020 would be \$288,306.00.

We will be upgrading the SL2 to the SL3. The rate will be \$6.35 per day per unit. We have 32 clients using this equipment. The annual estimated total for the SL3 would be \$74,168.00.

Combined our annual estimated expenses for equipment and monitoring total \$362,474.00. We will use funding from, 008-2304-56790.

Cc. Director Diana Turner

Deputy Deloris Wells

1300 Cherry Street
Kansas City, Missouri 64106

(816) 881-4200
Fax (816) 881-4241

[MENU](#)[REGISTER](#)

BI Incorporated

Offender Monitoring Products, Services and Solutions

[Click to expand menu ▾](#)

U.S. Communities and National IPA, both wholly-owned subsidiaries of OMNIA Partners, have come together as OMNIA Partners, Public Sector. All public sector participants already registered with National IPA or U.S. Communities continue to have access to all contracts, with certain exceptions, in the portfolio and do not need to re-register to use a legacy National IPA, legacy U.S. Communities, or new OMNIA Partners contract. U.S. Communities and National IPA remain separate legal entities and lead agency contracts completed under each brand are effective and available for use through the contract's approved term. In the event we believe re-registration is necessary for any reason, OMNIA Partners will let you know.

Offender Monitoring Services

City and County of Denver, CO

Contract Number: 201844994

February 1, 2019 to January 31, 2022

Option to renew for two (2) additional one-year periods through January 31, 2024

Contract Documents

- [Contract 201844994](#)



RFP Documents

- RFP 0790A
- Attachment 2 - Section D - Scope of Work
- Attachment 3 - Proposer Questions
- Attachment 4 - Section F - Sample Contract (Denver)
- Attachment 5 - Section G - U.S. Communities Info
- Cloud Services - Security Requirements
- EA Technology Standards 2018
- RFP 0790A Addendum 1
- RFP 0790A Addendum 2
- RFP 0790A Addendum 3
- RFP 0790A Addendum 4
- RFP 0790A Addendum 5
- RFP 0790A Posting Document

Response Evaluation

- AZ Compliance

REQUEST CONTRACT
INFORMATION



NOTICE OF CONTRACT RENEWAL

State Of Missouri
Office Of Administration
Division Of Purchasing
PO Box 809
Jefferson City, MO 65102-0809
<http://oa.mo.gov/purchasing>

CONTRACT NUMBER CT191600001	CONTRACT TITLE Electronic Monitoring Services
AMENDMENT NUMBER 01	CONTRACT PERIOD July 25, 2020 through July 24, 2021
REQUISITION/REQUEST NUMBER NR 500 CO190000002	SAM II VENDOR NUMBER/MissouriBUYS SYSTEM ID 8407699260 0/MB00081277
CONTRACTOR NAME AND ADDRESS BI Incorporated 6265 Gunbarrel Ave Ste B Boulder, CO 80301	STATE AGENCY'S NAME AND ADDRESS DEPARTMENT OF CORRECTIONS DIVISION OF PROBATION AND PAROLE 3400 KNIPP DRIVE JEFFERSON CITY, MO 65101
ACCEPTED BY THE STATE OF MISSOURI AS FOLLOWS: Contract CT191600001 is hereby amended pursuant to the attached amendment #02, dated June 10, 2020.	
BUYER Molly Hurt	BUYER CONTACT INFORMATION Email: molly.hurt@oa.mo.gov Phone: (573) 751-8990 Fax: (573) 526-9816
	DATE July 6, 2020
DIRECTOR OF PURCHASING  Karen S. Boeger	

IN THE COUNTY LEGISLATURE OF JACKSON COUNTY, MISSOURI

A RESOLUTION transferring \$130,194.00 within the 2020 General Fund and awarding a contract for the furnishing of policy management software for use by the Sheriff's Office and Department of Corrections to Lexipol, LLC, of Frisco, TX, under the terms and conditions of Request for Proposal No. 58-20, at an actual cost to the County in the amount of \$130,194.00.

RESOLUTION NO. 20587, December 14, 2020

INTRODUCED BY Crystal Williams, County Legislator

WHEREAS, the Sheriff's Office and Department of Corrections have a need for a customizable software package to manage, track, and update their policies, procedures, and trainings; and,

WHEREAS, the Director of Finance and Purchasing issued Request for Proposals No. 58-20 for this product; and,

WHEREAS, a total of thirty-nine notifications were distributed and two responses were received, with one rejected as non-compliant; and,

WHEREAS, pursuant to section 1054.6 of the Jackson County Code, the Director of Finance and Purchasing recommends the award of a contract for the furnishing of policy management software for use by the Sheriff's Office and Department of Corrections to Lexipol, LLC, of Frisco, TX, the only compliant bidder, at an actual cost to the County in the amount \$130,194.00; and,

WHEREAS, a transfer is necessary to fund this purchase; now therefore,

BE IT RESOLVED by the County Legislature of Jackson County, Missouri, that the following transfer be and hereby is made:

<u>DEPARTMENT/DIVISION</u>	<u>CHARACTER/DESCRIPTION</u>	<u>FROM</u>	<u>TO</u>
General Fund			
Sheriff			
001-4201	56170- Transportation Expense	\$80,000	
001-4201	56710- Dues & Membership	\$ 2,000	
001-4201	57110- Gasoline	\$48,194	
001-4201	56663- Software As A Service		\$46,284
001-4201	56080- Other Professional Services		\$83,910

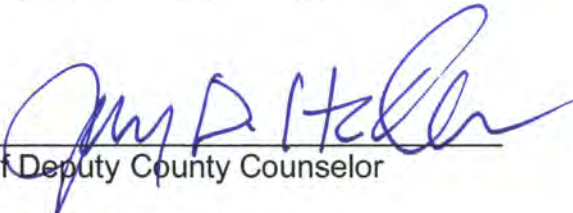
and,

BE IT FURTHER RESOLVED that award be made as recommended by the Director of Finance and Purchasing; and,

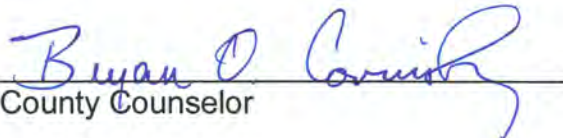
BE IT FURTHER RESOLVED that the Director be and hereby is authorized to make all payments, including final payment on the contract.

Effective Date: This Resolution shall be effective immediately upon its passage by a majority of the Legislature.

APPROVED AS TO FORM:



Chief Deputy County Counselor



County Counselor

Certificate of Passage

I hereby certify that the attached resolution, Resolution No. 20587 of December 14, 2020, was duly passed on _____, 2020 by the Jackson County Legislature. The votes thereon were as follows:

Yeas _____

Nays _____

Abstaining _____

Absent _____

Date

Mary Jo Spino, Clerk of Legislature

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

ACCOUNT NUMBER: 001 4201 56170
ACCOUNT TITLE: General Fund
Sheriff
Transportation Expense
NOT TO EXCEED: \$80,000.00

ACCOUNT NUMBER: 001 4201 56710
ACCOUNT TITLE: General Fund
Sheriff
Dues & Membership
NOT TO EXCEED: \$2,000.00

ACCOUNT NUMBER: 001 4201 57110
ACCOUNT TITLE: General Fund
Sheriff
Gasoline
NOT TO EXCEED: \$48,194.00

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.

ACCOUNT NUMBER: 001 4201 56663
ACCOUNT TITLE: General Fund
Sheriff
Software As A Service
NOT TO EXCEED: \$46,284.00

ACCOUNT NUMBER: 001 4201 56080
ACCOUNT TITLE: General Fund
Sheriff
Other Professional Services
NOT TO EXCEED: \$83,910.00

12/10/20
Date


Interim Chief Administrative Officer

REQUEST FOR LEGISLATIVE ACTION**Version 6/10/19**

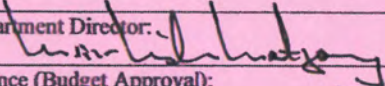
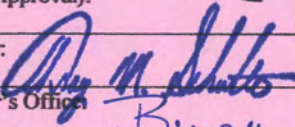
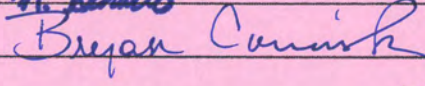
Completed by County Counselor's Office:

Res/~~Ord~~ No.: 20587

Sponsor(s): Crystal Williams

Date: December 14, 2020

SUBJECT	Action Requested ☒ Resolution ☐ Ordinance Project/Title: <u>Transferring \$130,194 within the General Fund and awarding a contract for the purchase and implementation of Policy Management Software for the Sheriff's Office and the Department of Corrections to Lexipol LLC of Frisco, Texas in the amount of \$130,194 under the terms and conditions of Request for Proposal No. 58-20</u>																										
BUDGET INFORMATION <i>To be completed By Requesting Department and Finance</i>	<table border="1"><tr><td>Amount authorized by this legislation this fiscal year:</td><td>\$130,194</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>\$130,194</td></tr><tr><td>Amount budgeted for this item * (including transfers):</td><td>\$130,194</td></tr><tr><td>Source of funding (name of fund) and account code number:</td><td></td></tr><tr><td>TRANSFER FROM:</td><td></td></tr><tr><td>001-4201-56170 General Fund, Sheriff's Office, Transportation Expenses</td><td>\$ 80,000</td></tr><tr><td>001-4201-56710 General Fund, Sheriff's Office, Dues and Membership</td><td>\$ 2,000</td></tr><tr><td>001-4201-57110 General Fund, Sheriff's Office, Gasoline</td><td>\$ 48,194</td></tr><tr><td>Sub-Total</td><td>\$130,194</td></tr><tr><td>TRANSFER TO:</td><td></td></tr><tr><td>001-4201-56663 General Fund, Sheriff's Office, Software As A Service</td><td>\$ 46,284</td></tr><tr><td>001-4201-56080 General Fund, Sheriff's Office, Other Professional Services</td><td>\$ 83,910</td></tr></table> * If account includes additional funds for other expenses, total budgeted in the account is: \$ OTHER FINANCIAL INFORMATION: ☐ No budget impact (no fiscal note required) ☐ 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): _____	Amount authorized by this legislation this fiscal year:	\$130,194	Amount previously authorized this fiscal year:		Total amount authorized after this legislative action:	\$130,194	Amount budgeted for this item * (including transfers):	\$130,194	Source of funding (name of fund) and account code number:		TRANSFER FROM:		001-4201-56170 General Fund, Sheriff's Office, Transportation Expenses	\$ 80,000	001-4201-56710 General Fund, Sheriff's Office, Dues and Membership	\$ 2,000	001-4201-57110 General Fund, Sheriff's Office, Gasoline	\$ 48,194	Sub-Total	\$130,194	TRANSFER TO:		001-4201-56663 General Fund, Sheriff's Office, Software As A Service	\$ 46,284	001-4201-56080 General Fund, Sheriff's Office, Other Professional Services	\$ 83,910
Amount authorized by this legislation this fiscal year:	\$130,194																										
Amount previously authorized this fiscal year:																											
Total amount authorized after this legislative action:	\$130,194																										
Amount budgeted for this item * (including transfers):	\$130,194																										
Source of funding (name of fund) and account code number:																											
TRANSFER FROM:																											
001-4201-56170 General Fund, Sheriff's Office, Transportation Expenses	\$ 80,000																										
001-4201-56710 General Fund, Sheriff's Office, Dues and Membership	\$ 2,000																										
001-4201-57110 General Fund, Sheriff's Office, Gasoline	\$ 48,194																										
Sub-Total	\$130,194																										
TRANSFER TO:																											
001-4201-56663 General Fund, Sheriff's Office, Software As A Service	\$ 46,284																										
001-4201-56080 General Fund, Sheriff's Office, Other Professional Services	\$ 83,910																										
PRIOR LEGISLATION	Prior ordinances and (date): _____ Prior resolutions and (date): _____																										
CONTACT INFORMATION	RLA drafted by (name, title, & phone): Barbara Casamento, Purchasing Administrator, 881-3253																										
REQUEST SUMMARY	The Sheriff's Office and the Department of Corrections require a customizable software package to manage and update their policies and procedures, including implementation and training. The Software includes policies, procedures and training bulletins, is web based and has mobile applications via tablets and smart phones. The Purchasing Department issued Request for Proposal No. 58-20 to meet those requirements. A total of thirteen notifications were distributed and two responses were received, one of which was rejected as non-compliant and the remaining response was evaluated as follows: Lexipol LLC, Frisco, Texas \$130,194 Pursuant to Section 1054.6 of the Jackson County Code, the Sheriff's Office and the Department of Corrections recommend the award of a contract for the purchase and implementation of Policy Management Software to Lexipol LLC of Frisco, Texas under the terms and conditions of Request for Proposal No. 58-20 as the lowest and best proposal received. The Director of Finance and Purchasing also requests the following transfers:																										

	TRANSFER FROM: 001-4201-56170 General Fund, Sheriff's Office, Transportation Expense \$ 80,000 001-4201-56710 General Fund, Sheriff's Office, Dues and Memberships \$ 2,000 001-4201-57110 General Fund, Sheriff's Office, Gasoline \$ 48,194 TRANSFER TO: 001-4201-57021 General Fund, Sheriff's Office, Subscription Expense \$ 46,284 001-4201-56080 General Fund, Sheriff's Office, Other Professional Services \$ 83,910	
CLEARANCE	☐ Tax Clearance Completed (Purchasing & Department) N/A ☐ Business License Verified (Purchasing & Department) N/A ☒ Chapter 6 Compliance - Affirmative Action/Prevailing Wage (County Auditor's Office)	
COMPLIANCE	☐ MBE Goals ☐ WBE Goals No goals assigned ☐ VBE Goals	
ATTACHMENTS	The Abstract of Bids, a Recommendation Memorandum from Capt. David Epperson of the Sheriff's Office and the pertinent pages of Lexipol's proposal documents.	
REVIEW	Department Director: 	Date: 12-1-2020
	Finance (Budget Approval): If applicable	APPROVED By Mark Lang at 4:37 pm, Dec 01, 2020
	Division Manager: 	Date: 12/2/2020
	County Counselor's Office: 	Date: 12/10/20

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:

- ☐ 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.

Fiscal Note:

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

PC#

Date: December 1, 2020

RES # 20587

Department / Division

Character/Description

From

To

001 General Fund

4201	Sheriff	56170	Transportation Expense	\$ 80,000	\$ -
------	---------	-------	------------------------	-----------	------

4201	Sheriff	56710	Dues & Membership	2,000	
------	---------	-------	-------------------	-------	--

4201	Sheriff	57110	Gasoline	48,194	
------	---------	-------	----------	--------	--

4201	Sheriff	56663	Software As A Service	-	46,284
------	---------	-------	-----------------------	---	--------

4201	Sheriff	56080	Other Professional Services	-	83,910
------	---------	-------	-----------------------------	---	--------

--	--	--	--

\$	130,194	\$	130,194
----	---------	----	---------

APPROVED

By Mark Lang at 4:51 pm, Dec 01, 2020

Budget Office

ABSTRACT OF BIDS

Request for Proposal No. 58-20
Policy Management Software
Opens: 2:00 PM, CDT on 11/10/2020

NO	DESCRIPTION	UNIT	QTY	HOTB	Lexipol			
				Software Solutions Irvine, CA	Frisco, TX	AMOUNT	AMOUNT	AMOUNT

see bid

see bid

CERTIFICATION OF BID OPENING
BIDS WERE PUBLICLY
OPENED AND RECORDED

ON: November 10, 2020 BY

Mark Davis
CLERK OF THE LEGISLATURE

K. Edwards
PURCHASING

NOV 10 PM 2:00



Office of the JACKSON COUNTY SHERIFF

Sheriff Darryl Forté

TO: Barbara Casamento
FROM: Captain Dave Epperson
DATE: 11/24/2020

SUBJECT: Recommendation for RFP 58-20 Policy Management Software

Ms. Casamento,

I am submitting this memorandum to provide the Jackson County Sheriff's Office recommendation reference our request for proposals, RFP #58-20, for Policy Management Software.

I enlisted the assistance of three panelist to evaluate the proposal of Lexipol- 2801 Network Blvd Suite #500 Frisco, Texas 75034 (631) 786-8643 specifically for the product/service offered and the company's experience in qualifications regarding Policy Management. The results of the evaluation, which are favorable to Lexipol, are attached to this memorandum.

To begin the evaluation process I went over the award requirements and the Lexipol response with each of the panelist. The scope of services for the award required the company to create a Law Enforcement/Corrections Policy manual, as well as provide policy updates, web-based delivery platform with accessible mobile application, implementation and training and a supplementary manual. Lexipol provided detailed answers in all areas, including subgroup requirements, advising the company would comply in all required areas if awarded the contract. The company response explained the policies are researched and written by law enforcement professionals and public safety attorneys, their knowledge management system allows manual customization, multiple training bulletins are given to staff monthly, and the program is easily accessed through a web based format. The company also promised real time policy updates through continuous research, as well as implementation and training for staff.

Lexipol provided a list of 4 references in their proposal and I shared information gleaned from each agency with the panelists. Greene County Sheriff's Office Lieutenant Shaw advised his agency has had Lexipol for over 3 years and they are very happy with the services provided. His agency uses both the LE and Corrections manuals and "for time management and professionalism purposes Lexipol was a necessity." He applauded the fact Lexipol automatically sends updated policies as laws change as well as training bulletins and webinar training.

Sergeant Michael Blaylock of the Ascension Parrish in Louisiana said we would be "very satisfied with their services" if we chose Lexipol. West Jordan Utah Police Chief Wallentine advised his agency uses the LE manual and his agency was looking for a manual that once created "they could pick it up and run with it." He liked being able to see when officers completed required training and the fact they could view the content in their vehicles. The Chiefs only regret was that his agency did not buy into their implementation services because it tied up his training unit for almost a year entering the information. Lt. Agderain, of the Clay County Missouri Sheriff's Office, has used the Corrections manual for several years and started using the LE manual a few years back. She advised she wished they would have received both at the same time, which would eliminated cross policies. She further advised they have two persons assigned to manage the program and it takes up about 5% of their work day to add/subtract personnel and review policy updates.

I reached out to officials from Lexipol and requested pricing to include full implementation assistance for both the Law Enforcement and Corrections Manuals, which are attached. Full implementation includes one on one collaboration from their professional services team as they work to review and cross reference existing content, as well as extract unique content for merging with Lexipol content. The price of \$130,194.40 for year 1 includes annual subscriptions to both Law Enforcement and Corrections as well as five tiers of implementation. The proposal includes a 20% professional services discount for both subscription and implementation costs. It should be noted year 2(\$57,856) and year 3(\$60,740) will be the on-going cost for subscription to the software.

In conclusion, I believe Lexipol meets our needs and expectations for a policy management software. Lexipol pledges to provide a fully integrated package of policies, with additional training materials, which represents a significant savings in comparison to the man hours, expertise, and subject matter experience required to formulate a team to create legally defensible policies and procedures. I believe this is the most cost effective way to have access to comprehensive policies, while reducing the cost for man-hours, decreasing risk and cost associated with litigation, and increasing our ability to focus on other agency priorities.



Presented November 2020 to:

**JACKSON COUNTY, MISSOURI
SHERIFF'S OFFICE**

RFP No. 58-20 PRICING

2611 Internet Blvd., Suite 100
Frisco, TX 75034

2415 Campus Drive, Suite 250
Irvine, CA 92612

Lexipol is America's leading source of state-specific policy and training solutions that reduce risk, lower litigation costs and improve personnel safety in public safety agencies. The services proposed below are designed to guide your agency in providing up-to-date, legally defensible policy and training content to your personnel.

As a software-as-a-service platform, Lexipol's pricing structure includes an annual, recurring fee for access to our web-based delivery platform and mobile app, plus the cost of implementation services (for year one only).

PRODUCT	Year 1	Year 2	Year 3
Annual Subscription			
Annual Law Enforcement Policy Manual & Daily Training Bulletins w/Supplemental Publication Service	\$23,470	\$23,470	\$24,644
Annual Corrections Policy Manual & Daily Training Bulletins w/Supplemental Publication Service	\$34,386	\$34,386	\$36,105
Year 1 Discount with 20% off Subscription Total	(\$11,571.20)		
Subtotal Subscription Services	\$46,284.80	\$57,856	\$60,749
Implementation/Professional Services			
Law Enforcement Standard Policy Cross-Reference	\$4,015		
Law Enforcement Agency-Specific Content Extraction	\$2,195		
Law Enforcement Tier I Implementation	\$13,038		
Law Enforcement Tier II Implementation	\$6,268		
Law Enforcement Tier III Implementation	\$5,550		
Law Enforcement Tier IV Implementation	\$8,379		
Law Enforcement Tier V Implementation	\$4,269		
Corrections Standard Policy Cross-Reference	\$10,115		
Corrections Agency-Specific Content Extraction	\$2,195		
Corrections Tier I Implementation	\$12,752		
Corrections Tier II Implementation	\$10,110		
Corrections Tier III Implementation	\$13,530		
Corrections Tier IV Implementation	\$5,167		
Corrections Tier V Implementation	\$7,304		
Year 1 Implementation/Professional Services Discount (Discount 20%)	(\$20,977.40)		
Subtotal Implementation	\$83,909.60		
Subtotal Subscription and Implementation	\$130,194.40	\$57,856	\$60,749
Annual Total	\$130,194.40	\$57,856	\$60,740

Law Enforcement pricing is based on 110 Law Enforcement Sworn Officers. Law Enforcement Cross Reference Professional Services pricing is based on 223 pages. Custody Policy pricing is based on 800 Custody Beds. Custody Cross Reference Professional Services pricing is based on 1059 pages.

The above cost breakdowns are for estimated purposes only.

IN THE COUNTY LEGISLATURE OF JACKSON COUNTY, MISSOURI

A RESOLUTION transferring \$162,000.00 within the 2020 County Improvement Fund and awarding a contract for the furnishing of architecture and engineering services in connection with renovations at the downtown courthouse, for use by the Public Works Department, to SFS Architecture of Kansas City, MO, under the terms and conditions of Request for Qualifications No. 54-20, at a cost to the County not to exceed \$162,000.00.

RESOLUTION NO. 20588, December 14, 2020

INTRODUCED BY Theresa Cass Galvin, County Legislator

WHEREAS, the Department of Finance and Purchasing issued Request for Qualifications (RFQ) No. 54-20 for architecture and engineering services needed in connection with proposed renovations at the downtown courthouse; and,

WHEREAS, a total of thirty-one notifications were distributed, seven responses were received, and the two highest preliminary scorers were interviewed and evaluated as follows:

<u>RESPONDENT</u>	<u>AVERAGE EVALUATION POINTS</u>
SFS Architecture Kansas City (Jackson County), MO	81
TreanorHL Kansas City (Jackson County), MO	80

and,

WHEREAS, pursuant to section 1054.6 of the Jackson County Code, the Director of Finance and Purchasing recommends the award of a contract for architecture and

engineering services in connection with renovations at the downtown courthouse to SFS Architecture of Kansas City, MO, as the best proposal received; now therefore,

BE IT RESOLVED by the County Legislature of Jackson County, Missouri, that the following transfer be and hereby is made:

<u>DEPARTMENT/DIVISION</u>	<u>CHARACTER/DESCRIPTION</u>	<u>FROM</u>	<u>TO</u>
County Improvement Fund Non-Departmental- Cnty Imprvmnt 013-5113	56790 Other Contractual Services	\$162,000	
Fac. Mgmt Kansas City 013-1204	56030- Architectural & Engin. Services		\$162,000

and,

BE IT FURTHER RESOLVED that award be made as recommended to the Director of Finance and Purchasing and that the Director be, and is hereby, authorized to execute for the County any documents necessary to the accomplishment of the award; and,

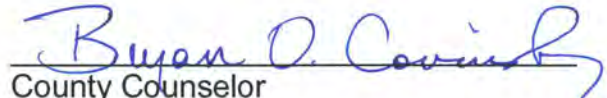
BE IT FURTHER RESOLVED that the Director of Finance and Purchasing is authorized to make all payments, including final payment on the contract.

Effective Date: This Resolution shall be effective immediately upon its passage by a majority of the Legislature.

APPROVED AS TO FORM:



Chief Deputy County Counselor



County Counselor

Certificate of Passage

I hereby certify that the attached resolution, Resolution No. 20588 of December 14, 2020, was duly passed on _____, 2020 by the Jackson County Legislature. The votes thereon were as follows:

Yeas _____

Nays _____

Abstaining _____

Absent _____

Date

Mary Jo Spino, Clerk of Legislature

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

ACCOUNT NUMBER: 013 5113 56790
ACCOUNT TITLE: County Improvement Fund
Non-Departmental- Cnty Imprvmnt
Other Contractual Services
NOT TO EXCEED: \$162,000.00

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.

ACCOUNT NUMBER: 013 1204 56030
ACCOUNT TITLE: County Improvement Fund
Fac. Mgmt Kansas City
Architectural & Engin. Services
NOT TO EXCEED: \$162,000.00

12/10/20
Date

Whitehouse
Interim Chief Administrative Officer

REQUEST FOR LEGISLATIVE ACTION

Version 6/10/19

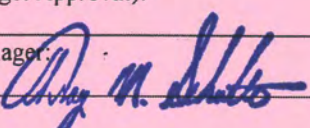
Completed by County Counselor's Office:

Res/~~Ord~~ No.: 20588

Sponsor(s): Theresa Cass Galvin

Date: December 14, 2020

SUBJECT	Action Requested ☒ Resolution ☐ Ordinance Project/Title: <u>Requesting the transfer of \$162,000 within the County Improvement Fund and awarding a Contract for Architecture and Engineering Design Services for Renovations at the Jackson County Courthouse for the Public Works Department to SFS Architecture of Kansas City, Missouri under the terms and conditions of Request for Qualifications No. 54-20.</u>																
BUDGET INFORMATION <i>To be completed By Requesting Department and Finance</i>	<table border="1"> <tr> <td>Amount authorized by this legislation this fiscal year:</td><td>\$162,000</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>\$162,000</td></tr> <tr> <td>Amount budgeted for this item * (including transfers):</td><td>\$162,000</td></tr> <tr> <td>Source of funding (name of fund) and account code number:</td><td></td></tr> <tr> <td>TRANSFER FROM: 013-5113-56790 County Improvement Fund, Non-Departmental, Other Contractual Services</td><td>\$162,000</td></tr> <tr> <td>TRANSFER TO: 013-1204-56030 County Improvement Fund, Facilities Management -KC, Architectural and Engineering Services</td><td>\$162,000</td></tr> </table> * If account includes additional funds for other expenses, total budgeted in the account is: \$ OTHER FINANCIAL INFORMATION: ☐ No budget impact (no fiscal note required) ☐ 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):	Amount authorized by this legislation this fiscal year:	\$162,000	Amount previously authorized this fiscal year:		Total amount authorized after this legislative action:	\$162,000	Amount budgeted for this item * (including transfers):	\$162,000	Source of funding (name of fund) and account code number:		TRANSFER FROM: 013-5113-56790 County Improvement Fund, Non-Departmental, Other Contractual Services	\$162,000	TRANSFER TO: 013-1204-56030 County Improvement Fund, Facilities Management -KC, Architectural and Engineering Services	\$162,000		
Amount authorized by this legislation this fiscal year:	\$162,000																
Amount previously authorized this fiscal year:																	
Total amount authorized after this legislative action:	\$162,000																
Amount budgeted for this item * (including transfers):	\$162,000																
Source of funding (name of fund) and account code number:																	
TRANSFER FROM: 013-5113-56790 County Improvement Fund, Non-Departmental, Other Contractual Services	\$162,000																
TRANSFER TO: 013-1204-56030 County Improvement Fund, Facilities Management -KC, Architectural and Engineering Services	\$162,000																
PRIOR LEGISLATION	Prior ordinances and (date): Prior resolutions and (date):																
CONTACT INFORMATION	RLA drafted by (name, title, & phone): Barbara Casamento, Purchasing Administrator, 881-3253																
REQUEST SUMMARY	The Public Works Department requires Architectural and Engineering Services for the renovation of the south wing of the first floor of the downtown Jackson County Courthouse in order to provide a Jury Room/Multi-Function Area. The Purchasing Department issued Request for Qualifications No. 54-20 in response to those requirements. Thirty-One Notifications were distributed, and seven responses were received and evaluated as follows: <table border="1"> <tr> <th>Respondent Name and Location</th><th>Scores prior to Interview and Prices</th></tr> <tr> <td>BNIM, Kansas City, Missouri</td><td>85</td></tr> <tr> <td>Goldberg Group, Kansas City, Missouri</td><td>69</td></tr> <tr> <td>Junk Architects, Kansas City, Missouri</td><td>55</td></tr> <tr> <td>Piper Wind, Kansas City, Missouri</td><td>74</td></tr> <tr> <td>Wellner, Kansas City, Missouri</td><td>65</td></tr> <tr> <td>TreanorHL, Kansas City, Missouri</td><td>91</td></tr> <tr> <td>SFS Architecture, Kansas City, Missouri</td><td>88</td></tr> </table> After the initial evaluations were completed, the two best qualified Respondents were interviewed where a second set of scoring was applied. The scores were tabulated as follows:	Respondent Name and Location	Scores prior to Interview and Prices	BNIM, Kansas City, Missouri	85	Goldberg Group, Kansas City, Missouri	69	Junk Architects, Kansas City, Missouri	55	Piper Wind, Kansas City, Missouri	74	Wellner, Kansas City, Missouri	65	TreanorHL, Kansas City, Missouri	91	SFS Architecture, Kansas City, Missouri	88
Respondent Name and Location	Scores prior to Interview and Prices																
BNIM, Kansas City, Missouri	85																
Goldberg Group, Kansas City, Missouri	69																
Junk Architects, Kansas City, Missouri	55																
Piper Wind, Kansas City, Missouri	74																
Wellner, Kansas City, Missouri	65																
TreanorHL, Kansas City, Missouri	91																
SFS Architecture, Kansas City, Missouri	88																

	Respondent Name and Location	Final Scores
	TreanorHL, Kansas City, Missouri	69
	SFS Architecture, Kansas City, Missouri	74
After both sets of scores were averaged the final scores were tabulated as follows:		
	Respondent Name and Location	Final Scores
	TreanorHL, Kansas City, Missouri	80
	SFS Architecture, Kansas City, Missouri	81
The Evaluation Committee has recommended SFS Architecture of Kansas City, Missouri as the best proposal received.		
Points were Awarded as follows:		
Submittal Scoring – Round 1:		
	Responsiveness to Request	10 Points
	Qualifications and Experience	60 Points
	References	30 Points
	Total	100 Points
Interview Scoring – Round 2:		
	Clear Approach and Project Understanding	30 Points
	Involvement in Comparable Work	15 Points
	Team Dynamics, Strength, Size, Affordability	15 Points
	Estimated Project Schedule	10 Points
	Project Command	10 Points
	Total	80 Points
Pursuant to Section 1054.6 of the Jackson County Code, the Public Works Department recommends the award of Architectural and Engineering Design Services to SFS Architecture of Kansas City, Missouri as the best proposal received.		
The Director of Finance and Purchasing recommends the transfer of funds as follows:		
		FROM: TO:
013-5113-56790 County Improvement Fund, NonDepartmental, Other Contractual Srys		\$162,000
013-1204-56030 County Improvement Fund, Facilities Management KC – Architectural and Engineering Services		\$162,000
CLEARANCE	☒ Tax Clearance Completed (Purchasing & Department) ☐ Business License Verified (Purchasing & Department) ☒ Chapter 6 Compliance - Affirmative Action/Prevailing Wage (County Auditor's Office)	
COMPLIANCE	☐ MBE Goals Goals of 9.5% for MBE; 11.7% WBE and 9.5% VBE were set for this project ☐ WBE Goals The recommended Respondent will meet MBE and WBE and the VBE has ☐ VBE Goals been amended to 1%	
ATTACHMENTS	Bid Abstract, Evaluation Recommendation Memorandum from Mr. Brian Gaddie, Director of Public Works, the Scoring Sheets and the pertinent pages of SFS Architecture's proposal.	
REVIEW	Department Director:  Finance (Budget Approval): APPROVED <i>If applicable</i> By Mark Lang at 4:00 pm, Dec 09, 2020 Division Manager: 	Date: 12-08-2020 Date: Date: 12/10/2020

County Counselor's Office:

Bryan Cornish

Date:

12/10/20

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:

- ☐ 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.

Fiscal Note:

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

PC#

Date: December 9, 2020

RES # 20588

Department / Division

Character/Description

From

To

013 County Improvement Fund

5113 Non-Departmental - Cnty Imprvmnt

56790 Other Contractual Services

\$ 162,000

\$ -

1204 Fac. Mgmt Kansas City

56030 Architectural & Engin. Services

162,000

APPROVED

By Mark Lang at 4:01 pm, Dec 09, 2020

Budget Office

\$ 162,000

\$ 162,000

Request for Qualifications 54-20
Jury Room
Opens: 2:00 PM, CDT on 11/3/2020

[illegible]

[Signature]
PURCHASING

Request for Qualifications 54-20
Jury Room
Opens: 2:00 PM, CDT on 11/3/2020

[illegible]

**CERTIFICATION OF BID OPENING
BIDS WERE PUBLICLY
OPENED AND RECORDED**

ON: November 3, 2020, BY:

Hedi H. Rowland
CLERK OF THE LEGISLATURE

PURCHASING



JACKSON COUNTY
Public Works Department

Jackson County Technical Center
303 West Walnut Street
Independence, Missouri 64050
jacksongov.org

(816) 881-4530
Fax: (816) 881-4448

Memorandum

To: Barbara Casamento, Purchasing Administrator
From: Brian Gaddie, PE, Director of Public Works
Date: November 25th, 2020
RE: RFQ 54-20 Recommendation – SFS Architecture, Inc.

Barbara,

As a result of the competitively bid RFQ 54-20 to provide Architectural and Engineering Design Services for renovations at the Jackson County, Missouri Courthouse, I would like to present to you the recommendation of the selection committee. SFS Architecture, Inc submitted a package that illustrated their expertise and experience with project specific criteria. SFS Architecture was shortlisted and interviewed in order to vet their team structure and approach to the work. The selection committee agrees that the team assembled by SFS Architecture is capable of completing the work and best illustrated their qualifications and therefore should be recommended as the selected vendor for RFQ 54-20.

At this time, we will begin negotiations until a contract value and terms have been determined and are prepared for the County Executive's signature. A Request for Legislative Action will be prepared and introduced forthcoming.

Thank you for your consideration with the above recommendation.

Professionally,

A handwritten signature in black ink, appearing to read "B. Gaddie", with a long horizontal line extending to the right.

Brian Gaddie, P.E.
Director of Public Works

Frank White, Jr., County Executive

11/17/2020

FIRM NAME	AVERAGE INDIVIDUAL RANKING FOR EACH FIRM						Ranking of Firms
	Member 1	Member 2	Member 3	Member 4	Member 5	Avg of Scores	
BNIM	85	80	86	86	89	85	3
Goldberg Group	65	68	70	74	86	69	5
Junk Architects	65	60	48	56	45	55	7
Piper Wind Architects	75	73	83	64	76	74	4
SFS Architecture	80	87	89	90	96	88	2
TreanorHL	90	85	90	96	96	91	1
Wellner Architects	60	78	55	64	66	65	6

11/24/2020

FIRM NAME	AVERAGE INDIVIDUAL RANKING FOR EACH FIRM					Ranking of Firms	
	Member 1	Member 2	Member 3	Member 4	Member 5		Avg of Scores
Treanor HL	60	82	73	75	77	69	2
SFS Architecture	76	69	70	77	78	74	1

* Scores adjusted out of 80 max points due to potential confusion with rating the pricing schedule as part of the RFQ process. Pricing schedules were requested to ensure that realistic and appropriate fees would be utilized.

RFQ 54-20 - COMPOSITE AGGREGATE SCORE SHEET

11/25/2020

FIRM NAME	AVERAGE INDIVIDUAL RANKING FOR EACH FIRM					Ranking of Firms
	Member 1	Member 2	Member 3	Member 4	Member 5	
Treanor HL	75	73.5	81.5	85.5	83.5	2
SFS Architecture	78	78	79.5	83.5	87	1

* Per aggregate scoring from both composites, the selection committee has chosen SFS Architecture as the preferred vendor

Member 1 Howard Member 2 Rick Member 3 Brian Member 4 Crissy Member 5 Greg

November 3, 2020

Office of Jackson County Purchasing Department
Room G-1, Ground Floor
Jackson County Courthouse
415 East 12th Street
Kansas City, Missouri 64106

sfsarchitecture
drivenbyconnections



RE: Statement for Qualifications - RFQ No. 54-20
A/E/ Services for Jury Room Renovations

Dear Selection Committee Members:

SFS Architecture is pleased to submit our qualifications to design renovations to the first floor/south wing of the Jackson County Courthouse to accommodate new jury room space for the 16th Circuit Court. As you review our qualifications, please keep in mind the following key strengths of our team:

- + **Experienced Local Leadership.** SFS is a leading Kansas City architectural design firm with extensive experience in all areas relevant to this effort, including programming, planning and design of large, complex renovation projects; preservation and modernization of historic PWA/WPA era courthouses; and the specialized design of courthouses, courtrooms and court support spaces, including jury assembly areas.

We are familiar with the stringent design standards of courtroom and court support spaces, including: separate circulation patterns for public, prisoner and judiciary members; acoustic and lighting levels; ceiling height; millwork and furnishings; seating; noise sensitivity; pressurized raised floors; specialized finishes and security features; among others.

- + **Capable, Multidisciplined Team.** The SFS team is further strengthened by local MBE/WBE/VBE engineers and consultants specializing in areas such as mechanical, electrical and plumbing engineering; telecommunications; security; fire protection engineering and codes/life safety; audiovisual and acoustical design; and construction cost estimating. We will leverage the expertise of these professionals throughout the project. Their participation will enable us to address all aspects of this project, while providing meaningful roles for their firms.
- + **Understanding + Insights.** As outlined in more detail on the following page, we understand the unique requirements that must be considered when designing jury assembly rooms and associated support spaces. If awarded the contract for the Courthouse Assessment, we believe there are synergies between the proposed project and the assessment effort benefiting the Courts and County that could be realized by our team.
- + **Collaboration + Communication.** SFS utilizes a collaborative, interactive and participatory process aimed at building consensus among project stakeholders. Key to our process is listening to project stakeholders, translating what we hear into options for review and then guiding you in the development of a final option that best meets your space needs. Consensus building will be critical to the success of this project.
- + **Budget Control.** We recognize as stewards of the public's tax dollars you have an obligation to spend wisely. We will scrutinize each budget item to ensure the County is receiving the highest value with the best opportunities to save energy, reduce maintenance requirements and improve the quality of the courthouse environment – all within budget parameters. We will work collaboratively with you to prioritize strategies and explore options to maximize the value of the work.

Thank you for your consideration. We look forward to the opportunity to share our approach to collaborating with you on this important initiative.

Sincerely,

Marsha K. Hoffman, AIA, LEED AP BD+C
Principal
816-541-2299
mhoffman@sfsarch.com

Dana Gould, AIA, LEED AP
Associate
816-541-2646
dgould@sfsarch.com



Project Understanding

SFS Architecture has a keen understanding of Jackson County's goals for the renovation of the first floor/south wing for jury assembly and jury support spaces following a thorough review of the County's RFQ and experience working with other clients on similar renovation projects. Our experience with similar projects provides our team with the insights and expertise to anticipate and pro-actively address key goals, opportunities and challenges, such as the following:

- **Create a vibrant environment with modern amenities** that facilitates jury room needs while being sensitive to the historic typology of the building.
- **Design that responds to the Jackson County's vision** for the highly utilized public space for the Courts and projects an appropriate image for the County.
- **Optimize available space** to accommodate new juror selection and potential jury trial space.
- When not in use for the Courts, the County's desire to utilize this area as a **multipurpose space** for large scale townhalls and legislative meetings, exhibitions, press conferences, formal speaking addresses and other engagements.
- **Provide enhanced technology and adequate infrastructure** to accommodate Courts, County and public technology needs.
- **Address acoustical concerns** to accommodate A/V requirements for juror orientation, jury trials and multi-use assembly needs.
- Upgrade and/or replace **HVAC, plumbing and electrical** systems as required.
- Upgrade to more efficient **lighting**.
- A **sequenced approach to construction** to maintain Courthouse and other operations during construction.
- **Collaborate with Building Committee and Stakeholders** to meet the needs of 16th Circuit Court and the County

The existing department located in the first floor/south wing of the first floor will be relocated to the 3rd floor as a part of this project. Conceptual planning provided as a part of the RFQ will be used as a basis by which to advance to final design. Further considerations and design alternatives will be developed with the stakeholders to develop the final best design.

Key Design Considerations

The design of the Juror Assembly Room renovation is influenced by many complex programmatic requirements, some of which are highlighted below. Members of the SFS Team understand these complexities and have successfully worked within numerous courthouses to create functionally-driven environments that respond to these unique requirements and best support the County's mission to serve.

- Juror Assembly Room should be easily accessed by jurors and close to the Courthouse entry. Directional signage should be provided as needed.
- Juror check-in is best located close to the entry to the Jury Assembly Room. Check-in can be located directly outside or within the room, but should be located directly adjacent to staff offices. Glass can be provided between the clerks and jurors for safety of staff.
- Juror Assembly Room may consist of an orientation area with lecture seating arrangement and an area with tables and chairs.
- Toilets should be provided directly adjacent to the Jury Assembly Room.
- Circulation for public, staff and judges should be considered for safety.
- Since jurors may be waiting for a long period of time, the room should provide adequate heating, cooling and ventilation for juror comfort, as well as lighting, power and WiFi to accommodate passive activities such as reading, remote work, television and refreshments.
- Vending area should be adjacent to the Juror Assembly Room.
- Seating for jurors should be comfortable.
- Video display and sound system for orientation should be provided throughout the room.
- Judge's bench appropriately designed to facilitate Juror selection process and trials.
- For occasional use as a jury trial courtroom, requirements for jury, witnesses and clerk must be considered. These could be mobile and stored to provide maximum space for potential jurors.
- Space should be comfortable for citizens performing their civic duty.

We understand it is the County's desire to utilize this space when it is not being used by the courts for large-scale townhalls and legislative meetings, exhibitions, press conferences, formal speaking addresses and other engagement. Each of these uses will be programmed to facilitate the multi-use requirements for the space.



IN THE COUNTY LEGISLATURE OF JACKSON COUNTY, MISSOURI

A RESOLUTION awarding a contract for the furnishing of appointment management software for use by the Office of the Clerk of the County Legislature to Q-Less Software of Pasadena, CA, as a sole source purchase, at an actual cost to the County in the amount of \$9,000.00.

RESOLUTION NO. 20589, December 14, 2020

INTRODUCED BY Charlie Franklin, County Legislator

WHEREAS, the Office of the Clerk of the County Legislature has a need for appointment management software to provide for reduced waiting times and social distancing; and,

WHEREAS, Ordinance 5456, dated November 23, 2020, now pending before the Legislature, would provide funds to allow for the purchase of this software; and,

WHEREAS, pursuant to section 1030.1 of the Jackson County Code, 1984, the Director of Finance and Purchasing has determined that this software can be obtained from only one source, Q-Less Software of Pasadena, CA, to ensure compatibility with other County software and ease of maintenance; and,

WHEREAS, this purchase, together with prior purchases of similar software from the same vendor, would bring the total cost of such purchases throughout 2020 to over \$25,000.00, thus requiring legislative approval; and,

WHEREAS, the Director of Finance and Purchasing recommends the award of a

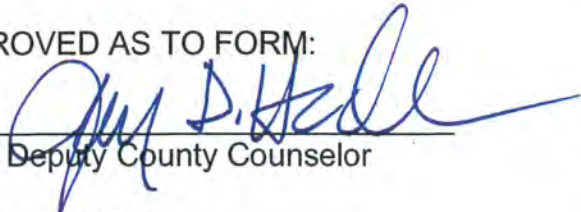
contract for the needed appointment management software to Q-Less Software of Pasadena, CA, as a sole source purchase, at an actual cost to the County in the amount of \$9,000.00; now therefore,

BE IT RESOLVED by the County Legislature of Jackson County, Missouri, that award be made as recommended by the Director of Finance and Purchasing, and that the Director be, and is hereby, authorized to execute for the County any documents necessary for the accomplishment of the award; and,

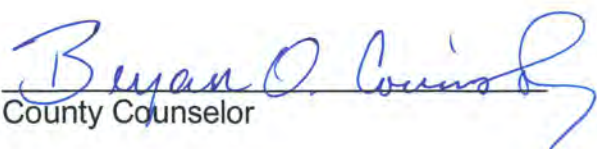
BE IT FURTHER RESOLVED that the Director of Finance and Purchasing is authorized to make all payments, including final payment, on the contract.

Effective Date: This Resolution shall be effective immediately upon its passage by a majority of the Legislature.

APPROVED AS TO FORM:



Chief Deputy County Counselor



County Counselor

Certificate of Passage

I hereby certify that the attached resolution, Resolution No. 20589 of December 14, 2020, was duly passed on _____, 2020 by the Jackson County Legislature. The votes thereon were as follows:

Yeas _____

Nays _____

Abstaining _____

Absent _____

Date

Mary Jo Spino, Clerk of the Legislature

Funds sufficient for this expenditure are subject to appropriation in Ordinance 5456 now pending before the County Legislature.



Date



Interim Chief Administrative Officer

REQUEST FOR LEGISLATIVE ACTION

Version 6/10/19

Completed by County Counselor's Office:

Res/~~Ord~~ No.: 20589

Sponsor(s): Charlie Franklin

Date: December 14, 2020

SUBJECT	Action Requested ☒ Resolution ☐ Ordinance Project/Title: <u>Requesting the approval of Appointment Management Software from Q-Less Software of Pasadena, California as a Sole Source.</u>												
BUDGET INFORMATION <i>To be completed By Requesting Department and Finance</i>	<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>\$0</td></tr> <tr> <td>Total amount authorized after this legislative action:</td><td>\$9,000</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:</td><td></td></tr> <tr> <td>040-0201-56661 CARES Act Fund – Clerk of the Legislature – Software Purchases</td><td>\$9,000</td></tr> </table> * If account includes additional funds for other expenses, total budgeted in the account is: \$ OTHER FINANCIAL INFORMATION: ☐ No budget impact (no fiscal note required) ☐ 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):	Amount authorized by this legislation this fiscal year:	\$9,000	Amount previously authorized this fiscal year:	\$0	Total amount authorized after this legislative action:	\$9,000	Amount budgeted for this item * (including transfers):	\$9,000	Source of funding (name of fund) and account code number:		040-0201-56661 CARES Act Fund – Clerk of the Legislature – Software Purchases	\$9,000
Amount authorized by this legislation this fiscal year:	\$9,000												
Amount previously authorized this fiscal year:	\$0												
Total amount authorized after this legislative action:	\$9,000												
Amount budgeted for this item * (including transfers):	\$9,000												
Source of funding (name of fund) and account code number:													
040-0201-56661 CARES Act Fund – Clerk of the Legislature – Software Purchases	\$9,000												
PRIOR LEGISLATION	Prior ordinances and (date): 5456, November 30, 2020 Prior resolutions and (date):												
CONTACT INFORMATION	RLA drafted by (name, title, & phone): Barbara Casamento, Purchasing Administrator, 881-3253												
REQUEST SUMMARY	Due to the on-going Coronavirus/COVID-19 pandemic, various County Departments have been purchasing Appointment Management Software to encourage social distancing of citizens that need to do business with the County Departments. The software allows citizens to login from any location and get an appointment time to come to the Courthouse and will also notify citizens of any changes or updates in appointments. With a pending purchase by the Clerk's Office for the software, the amount spent in 2020 would be over \$25,000 requiring approval by the Legislature. The other departments utilizing this software are Collections, Courts, and Sheriff's Office. Pursuant to Section 1030.1 of the Jackson County Code, the software from Q-less would be considered a Sole Source to ensure consistency of services to Jackson County citizens and allow maintenance and updates for the Software from the proprietary owner of the software.												
CLEARANCE	☐ Tax Clearance Completed (Purchasing & Department) N/A ☐ Business License Verified (Purchasing & Department) N/A ☐ Chapter 6 Compliance - Affirmative Action/Prevailing Wage (County Auditor's Office) N/A												
COMPLIANCE	☐ MBE Goals ☐ WBE Goals No goals assigned ☐ VBE Goals												
ATTACHMENTS	Sole Source Memorandum from Michael Erickson, Director of IT												

REVIEW	Department Director: <i>Whitehouse for Michael Erickson</i>	Date: <i>12/10/20</i>
	Finance (Budget Approval): <i>If applicable</i>	APPROVED By Mark Lang at 11:56 am, Dec 09, 2020
	Division Manager: <i>Whitehouse</i>	Date: <i>12/10/20</i>
	County Counselor's Office: <i>Bryan Cornish</i>	Date: <i>12/10/20</i>

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 #5456
- ☐ 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.



Department of
INFORMATION TECHNOLOGY
JACKSON COUNTY, MISSOURI

816-881-3151

415 EAST 12TH STREET, ROOM G-8
KANSAS CITY, MO 64106

TO: BARBARA CASAMENTO, PURCHASING SUPERVISOR

FROM: MICHAEL ERICKSON, DIRECTOR OF IT AND GIS

DATE: DECEMBER 3, 2020

RE: SOLE SOURCE JUSTIFICATION FOR QLESS AND THE QLESS SOLUTION TO WAITING QUEUES.

JACKSON COUNTY, MISSOURI NEEDED A SOLUTION TO LARGE NUMBERS OF TAXPAYERS GATHERING IN VARIOUS OFFICES WAITING TO BE ASSISTED BY COUNTY ASSOCIATES. QLESS HAS A SOLUTION THAT MEETS ALL OF OUR NEEDS AND IT IS PROPRIETARY SOFTWARE. QLESS ALLOWS USERS TO LOGIN FROM THEIR HOMES OR ANY LOCATION TO GET AN APPOINTMENT TO COME INTO THE OFFICE. IT WILL ALSO NOTIFY THEM OF ANY CHANGES OR UPDATES TO THEIR APPOINTMENT. THIS WILL KEEP THE NUMBER OF TAXPAYERS IN THE OFFICE AREAS TO A MINIMUM. QLESS IS THE SOLE-SOURCE FOR THIS APPLICATION.

DEPARTMENTS THAT WILL USE QLESS INCLUDE THE SHERIFF, COLLECTIONS, COURTS AND THE COUNTY CLERK.



Company Address 150 S Los Robles Ave.
Pasadena, CA 91101
US

General Information

Quote Name	Jackson County, MO Clerk of the County Legislature (2 locations)	Created Date	11/14/2020
Quote Number	00003294	Expiration Date	1/31/2021
Email	zach.zipay@qless.com		

Customer Contact Information

Contact Name	Mary Jo Spino	AP Contact Name	Mary Jo Spino
Phone	(816) 881-3242	AP Contact Phone	(816) 881-3242
Email	mspino@jacksongov.org	AP Contact Email	mspino@jacksongov.org
		Address	

Address Information

Ship To Name	Jackson County, MO Clerk of the County Legislature	Bill To Name	Jackson County, MO Clerk of the County Legislature
Ship To	415 E. 12th Street Kansas City, MO 64106 United States	Bill To	415 E. 12th Street Kansas City, MO 64106 United States

Terms

Term of Contract	1 Year	Payment Term	N 30
Billing Terms	Annual	Pre-Pay	No
Subscription Fees	Subscription starts upon receipt of admin login	Purchase Order	Required

Quote Line Items

Product	Product Description	Sales Price	Quantity	Subtotal	Discount	Total Price
Account Set-Up and Virtual Training	Initial Kick-Off Call Questionnaire Review Build and QA of environment Welcome Letter with login information for kiosk, monitor, CEC/QM, Reports Training- Foundations and Admin Classes Up to one call for questions, answers during set up Includes: 1 Foundation and 1 Admin Training Session Each additional session is \$500	\$2,500.00	1.00	\$2,500.00	100.00%	\$0.00
	Click on this link to learn more about Flex Appointments: https://www.qless.com/features/flexappointments/ Basic Flex Appointment Set-up:					
Flex Appointments	Up to 5: # of Resources (Ex: Agent 1, Counselor, Dr. Jones) Up to 5: Transaction Types (Ex: graduation check, immunization, permit application) Up to 5: Resource Types (Ex: Advisor, Agent, Representative)	\$500.00	24.00	\$12,000.00	25.00%	\$9,000.00



Company Address 150 S Los Robles Ave.
Pasadena, CA 91101
US

Totals & Payment

Subtotal	\$14,500.00
Discount	37.93%
Grand Total	\$9,000.00
Sales Tax Total	\$0.00
Grand Total New	\$9,000.00

Package and Training Details

QLess Support Options & Miscellaneous Notes

BASIC SUPPORT - Included at no charge

- Access to Knowledge Base
- Phone and Email Support

PREMIUM SUPPORT - 20% OF ANNUAL LICENSE FEES (\$3,000 Minimum)

- 20% of Annual Licensing (\$3,000 Minimum)
- Access to Knowledge Base
- SLA with faster resolution time
- Online, Phone with Zendesk Talk and Email Support

QLess Training Details

Virtual Training

Multiple Location Discount

Applied.

Miscellaneous Notes

Ms. Mary Jo Spino - Clerk of the County
Legislature

Jackson County Courthouse
415 E. 12th Street
Kansas City, MO 64106
816-881-3242
816-881-3234 Fax

Independence Location
201 W. Lexington
2nd Floor
Independence, MO 64050
816-881-1626
816-881-4473 Fax
Hours
Except Holidays
Monday - Friday
8 a.m. - 4:30 p.m.
Independence office closes daily 1-2 p.m.

Terms and Conditions

TERMS & CONDITIONS:

- 1 The customer agrees to allow QLess to promote that you are a customer of QLess.
- 2 The customer is responsible for providing electricity, Internet access, a computer, and a QLess-supported browser at each point of service.
- 3 Payable upon receipt
- 4 The launch is defined as the Delivery of the standard QLess solution along with the admin login
- 5 In the QLess iOS and Android Apps, customers have to be provided the ability to request priority and trade places with another customer
- 6 To avoid interruption of service, the contract will auto-renew for successive terms (1-time fees excluded) until canceled in writing at least 90 days in advance of the end of the then-current term.
- 7 Rates above include account setup, initial configuration & training.
- 8 This Service Order outlines the project and all the deliverables by QLess. It supersedes all prior agreements or discussions with the company.
- 9 Unless otherwise noted, client subscription will begin upon receipt of the Engineering welcome letter and when admin access is granted or continued. This shall also constitute the renewal date upon completion of the subscription term. In exceptional instances where renewal invoicing is delayed while services are still active, any lapsed invoicing periods will be retroactively applied, and the renewal date will remain as aforementioned.
- 10 This contract is subject to QLess Terms and Conditions that can be found at <https://www.qless.com/terms/>



Company Address 150 S Los Robles Ave.
Pasadena, CA 91101
US

Customer and QLess Signature

Account Name Jackson County, MO Clerk of the County
Legislature

Name Mary Jo Spino

Title County Clerk

Signature _____

Date _____

Company Name QLess

Prepared By Zach Zipay

Title Sales Director, Government Sales

Signature *Zach Zipay* _____

Date 11/14/2020 _____

IN THE COUNTY LEGISLATURE OF JACKSON COUNTY, MISSOURI

A RESOLUTION transferring \$417,851.00 within the 2020 CARES Act Fund for use by the Central Jackson County and Raytown Fire Protection Districts to acquire critical supplies and equipment necessary in connection with the fight against the ongoing Coronavirus/COVID-19 pandemic and authorizing the County Executive to execute addenda to the existing Intergovernmental Cooperative Agreements with the agencies, at an actual cost to the County in an amount not to exceed \$417,851.00.

RESOLUTION NO. 20590, December 14, 2020

INTRODUCED BY Theresa Cass Galvin, County Legislator

WHEREAS, U.S. President Donald J. Trump, Missouri Governor Mike Parson, and County Executive Frank White, Jr., have all declared, in one form or another, the ongoing Coronavirus/COVID-19 pandemic to be a public health emergency; and,

WHEREAS, the County, through its various efforts, plays a significant role in the public health of its citizens; and,

WHEREAS, an appropriate response by the County to this emergency will require significant expenditures from the County CARES Act Fund, which consists of monies provided by the U.S. Treasury for this purpose; and,

WHEREAS, by Resolution 20447, dated June 22, 2020, the Legislature authorized an Intergovernmental Cooperative Agreement with the Raytown Fire Protection District to provide for payment of certain of the District's COVID-19 related expenses, at a cost to the County not to exceed \$100,000; and,

WHEREAS, by Resolution 20445, dated June 17, 2020, the Legislature authorized an Intergovernmental Cooperative Agreement with the Central Jackson County Protection District to provide for payment of certain of the District's COVID-19 related expenses, at a cost to the County not to exceed \$94,934.00; and,

WHEREAS, with the funding provided by this Resolution, the Central Jackson County and Raytown Fire Protection Districts will be reimbursed for additional monies expended to acquire personal protective equipment (PPE), and for employee backfill and testing, medical treatment, and virtual operations, and any other costs deemed reasonable under CARES Act guidelines from March 1, 2020 through December 30, 2020, at an additional aggregate cost to the County not to exceed \$417,851.00; now therefore,

BE IT RESOLVED by the County Legislature of Jackson County, Missouri, that the following transfer within the 2020 Cares Act Fund be and hereby is made:

<u>DEPARTMENT/DIVISION</u>	<u>CHARACTER/DESCRIPTION</u>	<u>FROM</u>	<u>TO</u>
CARES Act Non-Departmental- CARES ACT 040-5140	57230 – Other Operating Supp.	\$417,851	
Central JC Fire Protection District 040-1530	56070- Intergovernmental Agreements		\$153,157
Raytown Fire 040-1531	56070- Intergovernmental Agreements		\$264,694

and,

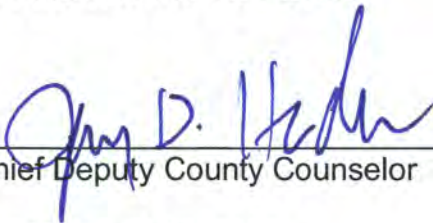
BE IT FURTHER RESOLVED that the County Executive be and hereby is authorized to execute addenda to the Intergovernmental Cooperative Agreements with the Raytown

and Central Jackson County Fire Protection Districts in the respective amounts indicated in this Resolution, in a form to be approved by the County Counselor; and,

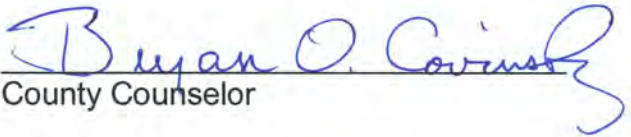
BE IT FURTHER RESOLVED that the Director of the Department of Finance and Purchasing be and hereby is authorized to make all payments, including final payment, on the Intergovernmental Cooperative Agreements and the addenda thereto.

Effective Date: This Resolution shall be effective immediately upon its passage by a majority of the Legislature.

APPROVED AS TO FORM:



Chief Deputy County Counselor



County Counselor

Certificate of Passage

I hereby certify that the attached resolution, Resolution No. 20590 of December 14, 2020, was duly passed on _____, 2020 by the Jackson County Legislature. The votes thereon were as follows:

Yeas _____

Nays _____

Abstaining _____

Absent _____

Date

Mary Jo Spino, Clerk of Legislature

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

ACCOUNT NUMBER: 040 5140 57230
ACCOUNT TITLE: CARES Act Fund
Non-Departmental- CARES ACT
Other Operating Supplies
NOT TO EXCEED: \$417,851.00

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.

ACCOUNT NUMBER: 040 1530 56070
ACCOUNT TITLE: CARES Act Fund
Central JC Fire Protection District
Intergovernmental Agreements
NOT TO EXCEED: \$65,000.00

ACCOUNT NUMBER: 040 1531 56070
ACCOUNT TITLE: CARES Act Fund
Raytown Fire
Intergovernmental Agreements
NOT TO EXCEED: \$65,000.00

12/10/20
Date



Interim Chief Administrative Officer

REQUEST FOR LEGISLATIVE ACTION

Version 6/10/19

Completed by County Counselor's Office:

Res/Ord No.: 20590

Sponsor(s): Theresa Cass Galvin

Date: December 14, 2020

SUBJECT	Action Requested ☒ Resolution ☐ Ordinance Project/Title: Transferring \$417,851 from existing appropriations in the Jackson County CARES Act Fund for use by the Central Jackson County Fire and Raytown Fire Protection District to reimburse for unanticipated COVID-19 costs and authorizing the County Executive to amend existing intergovernmental agreements on the use of those funds.														
BUDGET INFORMATION <i>To be completed By Requesting Department and Finance</i>	<table border="1"> <tr> <td>Amount authorized by this legislation this fiscal year:</td> <td>\$417,851</td> </tr> <tr> <td>Amount previously authorized this fiscal year:</td> <td>314,394</td> </tr> <tr> <td>Total amount authorized after this legislative action:</td> <td>\$732,245</td> </tr> <tr> <td>Amount budgeted for this item * (including transfers):</td> <td>\$1,000,000</td> </tr> <tr> <td>Source of funding (name of fund) and account code number: FROM: CARES Act Fund 040-5140-57230 Non-Departmental – Other Operating Supplies</td> <td>FROM ACCT: \$417,851</td> </tr> <tr> <td>TO: CARES Act Fund 040-1530-56070 Central Jackson County Fire – Intergovernmental Agreement 040-1531-56070 Raytown Fire – Intergovernmental Agreement</td> <td>TO ACCT: \$153,157 \$264,694</td> </tr> <tr> <td>Total:</td> <td>\$417,851</td> </tr> </table> * If account includes additional funds for other expenses, total budgeted in the account is: \$ OTHER FINANCIAL INFORMATION: ☐ No budget impact (no fiscal note required) ☐ Term and Supply Contract (funds approved in the annual budget); estimated value and use of contract: Department: Estimated Use: Prior Year Budget (if applicable): N/A Prior Year Actual Amount Spent (if applicable): N/A	Amount authorized by this legislation this fiscal year:	\$417,851	Amount previously authorized this fiscal year:	314,394	Total amount authorized after this legislative action:	\$732,245	Amount budgeted for this item * (including transfers):	\$1,000,000	Source of funding (name of fund) and account code number: FROM: CARES Act Fund 040-5140-57230 Non-Departmental – Other Operating Supplies	FROM ACCT: \$417,851	TO: CARES Act Fund 040-1530-56070 Central Jackson County Fire – Intergovernmental Agreement 040-1531-56070 Raytown Fire – Intergovernmental Agreement	TO ACCT: \$153,157 \$264,694	Total:	\$417,851
Amount authorized by this legislation this fiscal year:	\$417,851														
Amount previously authorized this fiscal year:	314,394														
Total amount authorized after this legislative action:	\$732,245														
Amount budgeted for this item * (including transfers):	\$1,000,000														
Source of funding (name of fund) and account code number: FROM: CARES Act Fund 040-5140-57230 Non-Departmental – Other Operating Supplies	FROM ACCT: \$417,851														
TO: CARES Act Fund 040-1530-56070 Central Jackson County Fire – Intergovernmental Agreement 040-1531-56070 Raytown Fire – Intergovernmental Agreement	TO ACCT: \$153,157 \$264,694														
Total:	\$417,851														
PRIOR LEGISLATION	Prior ordinances and (date): #5335 on May 11, 2020 Prior resolutions and (date): #20445 on June 15, 2020 and #20447 on June 22, 2020														
CONTACT INFORMATION	RLA drafted by Troy Schulte, County Administrator at 881-1079														
REQUEST SUMMARY	This resolution transfers \$417,851 in CARES Act funding previously allocated for first responders in Jackson County by Ordinance #5335 to the Central Jackson County Fire Protection District (\$153,157) and Raytown Fire Protection District (\$264,964) for the purpose of providing reimbursement funding for additional unanticipated COVID-19 costs from March 1, 2020 to December 30, 2020 such as the purchase of personal of protective equipment (PPE), employee backfill and testing, medical treatment, and virtual operations and any other costs deemed reasonable under CARES Act guidelines. Resolution #20445 previously allocated \$100,000 to Raytown Fire and Resolution #20447 allocated \$94,394 to Central Jackson County Fire. It further authorizes the County Executive to amend existing intergovernmental agreements with the Central Jackson County Fire and Raytown Fire Protection Districts as to the use of these CARES Act funds.														
CLEARANCE															

	☐ Tax Clearance Completed (Purchasing & Department) ☐ Business License Verified (Purchasing & Department) N/A ☐ Chapter 6 Compliance - Affirmative Action/Prevailing Wage (County Auditor's Office)	
COMPLIANCE	☐ MBE Goals ☐ WBE Goals N/A ☐ VBE Goals	
ATTACHMENTS		
REVIEW	Department Director: <i>May M. Schutte</i>	Date: <i>12-10-2020</i>
	Finance (Budget Approval): <i>If applicable</i>	APPROVED By Mark Lang at 12:24 pm, Dec 07, 2020
	Division Manager: <i>Whitney</i>	Date: <i>12/10/20</i>
	County Counselor's Office: <i>Bryan County</i>	Date: <i>12/10/20</i>

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 #5335
- ☒ Funds sufficient for this appropriation are available from the source indicated below.

Account Number:	Account Title:	Amount Not to Exceed:
040-5140-57230	CARES Act Fund- Non-Departmental – Other Operating supplies	\$417,851

- ☐ 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.

Fiscal Note:

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

PC#

Date: December 7, 2020

RES # 20590

Department / Division	Character/Description	From	To
-----------------------	-----------------------	------	----

040 CARES Act

5140	Non-Departmental - CARES ACT	57230	Other Operating Supplies	\$ 417,851	\$ -
------	------------------------------	-------	--------------------------	------------	------

1530	Central JC Fire Protection District	56070	Intergovernmental Agreements	-	153,157
------	-------------------------------------	-------	------------------------------	---	---------

1531	Raytown Fire	56070	Intergovernmental Agreements	-	264,694
------	--------------	-------	------------------------------	---	---------

APPROVED

By Mark Lang at 12:24 pm, Dec 07, 2020

Budget Office

\$ 417,851	\$ 417,851
------------	------------

Central Jackson County Fire Protection District

Mr. Troy Shulte

Jackson County Administrator

11/30/2020

Dear Sir,

This Executive Summary outlines the expenses incurred by the Central Jackson County Fire Protection District since April 13, 2020 in our response to the COVID-19 crisis. The backfill figures outlined below are date ranged from 4/13/2020 – 10/18/2020. As per the previous Jackson County's relief payment of \$94,933.92 on 9/17/2020, the District has prepared a line item summary as submitted before. It is my goal and assurance to you that no funds have been requested in duplicate from the District's prior submission. I have highlighted below the expenses within the 5 functional areas outlined in the CARES ACT of 2020.

Virtual Government Operations	\$10,435.88
Medical Treatment Cost of Emergency Workers	\$4,704.00
Backfill Wage Expense	\$90,403.72
Personal Protective Equipment (PPE)	\$31,337.35
Cleaning & DECON	\$16,275.60
Grand Total	\$153,156.55

The District's first submission to the County was followed with a 400-page detailed explanation of the cost which included payroll records, PO's, and receipts. For this submission, this documentation is being prepared as well and this documentation should be completed by December 15th. On behalf the Board of Directors of the Central Jackson County Fire Protection District, we appreciate the County's leadership in our region's fight against COVID-19. If there are any other steps, data, or procedures necessary for reimbursement, please do not hesitate to contact me directly.

Jeff Grote
Fire Chief

805 N.E. Jefferson
Blue Springs, MO 64014
816-229-2522 Fax: 816-229-5110
www.cjcfpd.org

CJCFPD



Raytown Fire Protection District

6020 Raytown Trafficway, Raytown, MO 64133

Phone: 816-737-6034 Fax: 816-737-6049 www.raytownfire.com

Mr. Troy Shulte
Jackson County Administrator

Dear Sir,

The following funding request relates to incurred and anticipated costs due to COVID-19 for the Raytown Fire Protection District through the end of 2020. These expenses were developed with and compared to the funding eligibility guidance in the Coronavirus Relief Fund Guidance for State, Territorial, Local, and Tribal Governments, as published and updated by the US Treasury. As you know, this document provides guidance related to the 2020 CARES ACT. Cost recovery/funding is requested for: transition & facilitation of remote operations, medical treatment costs for emergency responders exposed to COVID-19, PPE & DECON equipment & consumables, unbudgeted labor costs & staffing backfill costs due to quarantined emergency workers and startup funding for a community paramedicine program.

Transition and Facilitation of Remote Operations

During the initial Jackson County and State of Missouri "Stay at Home" orders the Fire District incurred numerous costs associated with transitioning non-essential employees and District Directors to be able to perform their work remotely. We are planning to return to modified normal operations and in person meetings as Jackson County Phase 2 is implemented. However, this pandemic and the possibility of future flare ups has made it apparent that the District must be able to conduct some administrative and most governance remotely. The items below are integral to our ability to function in the new COVID-19 environment. We are now planning to maintain our ability to transition to remote operations in the future in a seamless manner.

Item	Number	Cost Each	Total Cost	Vendor
Laptops	3	\$900.00	\$2,700.00	MicroCenter
Laptops Bags	3	\$43.00	\$129.00	Amazon
Monitors	6	\$159.98	\$959.88	Tiger Direct
Monitor	1	\$256.41	\$256.41	Tiger Direct

Web Cams	3	\$199.99	\$599.97 Amazon
POE Injectors	5	\$18.74	\$93.70 Amazon
iPad Air 3rd Gen	5	\$779.99	\$3,899.95 BestBuy
iPad Keyboards	5	\$159.00	\$795.00 BestBuy
Fujitsu ScanSnap ix1500 Document Scanners	4	\$399.00	\$1,596.00 Amazon
Fortinet FortiGate-30E License 1 YR 24X7 FortiCare FC-100030E-247- 02-12	1	\$86.64	\$86.64 Amazon
Fortinet FortiGate 30E Network Security/Firewall Appliance	1	\$248.56	\$248.56 Amazon
Configuring Firewall for remote service	1	521.00	521.00 BDS
Cables	3	\$14.99	\$44.97 Amazon
Zoom Monthly Fee 3/20-12/20	10	\$40.00	\$400.00 Zoom.us
55" All in Once Videoconference Board	1	\$5,809.00	\$5,809.00 Projected Purchase (CDW)
Total Costs			\$18,140.08

Medical Treatment Costs for Emergency Responders

To date, these costs have been low for the District. So far, we have been fortunate that no employees have tested positive for COVID-19. This is at least partially attributable to the early adoption of Stay at Home orders, PPE and District policies implemented to limit exposure. One employee had a documented exposure and was tested during a visit to St. Luke's Urgent Care for a total cost of \$109.00. We are projecting to have 10 more exposures that require testing for the remainder of 2020. Raytown Fire has joined the COVID-19 antibody study hosted by UMKC, KCFD and Jackson County. This study tests first responders for the presence of COVID-19 antibodies on four separate occasions over a 180-day timeframe.

Total Costs - \$1109.00

PPE, DECON and EMS Equipment

PPE utilization is driven by the number and type of incident responses. Prior to COVID-19 we employed a standard medical supply ordering system. While this was adequate for normal operations it was insufficient for COVID-19. The data below represents additional orders specifically to prepare for and mitigate COVID-19. Additionally, DECON supplies were purchased in preparation for the pandemic and updated DECON procedures were implemented in District facilities and vehicles. We have also provided DECON for first response and automatic aid partners. Raytown Fire has assisted the Raytown Police Department and the Kansas City Fire Department throughout the pandemic period by decontaminating prisoner holding cells, patrol cars and partner emergency response vehicles after potential or confirmed exposures. For example, we have decontaminated Raytown Police facilities three times a week since March 16, 2020 and plan to continue doing so throughout the remainder of 2020. Not included in the items below is the cost of supplies that are consumed during normal operations.

Item Description	Amount	Cost	Total Cost	Vendor
Installation of the Air Ionization Systems for 2 Fire Stations	10	\$1,082.79	\$10,827.90	AirTech Engineering
Surgical Masks	500		\$115.10	Mckesson
PPE Kits	50		\$439.60	Mckesson
Cavicide Spray	12		\$129.58	Mckesson
Cavicide Gallon	4		\$95.37	Mckesson
PPE Kits	50		\$436.60	Mckesson
BVM HEPA Filter	20		\$95.37	Mckesson
BVM HEPA Filter	20		\$85.44	Mckesson
Welch Allyn Digital Thermometer SureTemp® Plus 690	5	\$259.00	\$1,295.00	Ebay
Welch Allyn Digital Thermometer SureTemp Probe Covers	3000	\$450.00	\$450.00	Ebay
King LTS-D Supraglottic Airway Kit	1	\$735.00	\$735.00	Boundtree
King LTS-D Supraglottic Airway Kit	1	\$734.40	\$734.40	Boundtree
SUPER SANI-CLOTH X-LG WIPE Case of 12	3	\$182.12	\$546.37	Boundtree
Face Shields	150	\$4.50	\$675.00	H&H Color Lab
Disinfectant Towelestes, CaviWipes Case of 12	4	\$219.60	\$878.40	Boundtree
Vionex Soap with pump Case of 8	10	\$69.90	\$699.00	Mckesson
Bleach Wipes	8	\$18.50	\$148.00	Mckesson

Cavicide Gallon	6	\$129.00	\$774.00	Mckesson
Cavicide Spray	10	\$18.80	\$188.00	Mckesson
GOWN, ISO OPN ELASCUF LF YLW Case of 20	10	\$69.90	\$699.00	Mckesson
Surgical Masks	2000	\$0.87	\$1,740.00	Mckesson
N95 Masks 3M with Exhalation Port 200 Per Case	2	\$154.13	\$308.26	Mckesson
Scott 3M Twin Quarter Turn Adapter Assembly for N95 Filter	50	\$46.00	\$2,300.00	Feld Fire
Scott 3M Enclosure Cover/Retainer for N95 Filter	50	\$18.91	\$945.50	Feld Fire
Scott 3M N95 Filter	50		\$174.00	Feld Fire
Fogger Jr. & Liquid Disinfectant	2	\$296.20	\$592.40	Amazon
Trijet Micromist Fogger	2	\$650.00	\$1,300.00	Amazon
Oxivir Five 16 Concentrate Disinfectant, 2.5L, 2 ea	6	\$69.99	\$419.94	Ebay
Neogen DC Disinfectant (gallon) 4 ea	2	\$185.12	\$370.24	Amazon
Ambulance UV-C Air and Surface Sanitizer Units	5	\$1,870.00	\$9,350.00	Projected Purchase
Lifepack 15 12-lead Cardiac Monitor with End Tidal Capnography for third ambulance	1	\$37,800.00	\$37,800.00	Projected Purchase
Surgical Masks	5000	\$0.90	\$4,500.00	Projected Need
N95 Masks 3M with Exhalation Port 200 Per Case	10	\$165.00	\$1,650.00	Projected Need
GOWN, ISO OPN ELASCUF LF YLW Case of 20	50	\$69.90	\$3,495.00	Projected Need
Face Shields	300	\$4.50	\$1,350.00	Projected Need
Cavicide Gallon	10	\$129.00	\$1,290.00	Projected Need
Vionex Soap with pump Case of 8	5	\$69.90	\$349.50	Projected Need

SUPER SANI-CLOTH X-LG WIPE Case of 12	20	\$185.12	\$3,702.40	Projected Need
Welch Allyn SureTemp® Plus 690	2	\$259.00	\$518.00	Projected Need
Welch Allyn Digital Probe Covers	5000		\$650.00	Projected Need
PPE Kits	100		\$880.00	Projected Need
Total Costs			\$93,732.37	

Unbudgeted Labor Costs

The District has experienced significant unbudgeted labor costs since March 13, 2020 directly due to the COVID-19 pandemic, including staff time for hours spent setting up and configuring remote workstations, configuring new IT equipment and the increased work load on our EMS Chief for items such a supply procurement, personnel exposure tracking/testing, personnel antibody testing and coordination of our response modifications due to frequently changing Emergency Room patient receiving procedures. Additionally, we included a hazardous duty hourly stipend to mirror what our automatic-aid partner KCFD has provided their personnel. Stipends of this nature have been provided to many essential workers nationwide during the pandemic.

Item Description	Hours	Cost	Total Cost	Type
IT Staff Time For Setting Up Remote Workstations (Man hours)	30	\$49.32	\$1,479.60	Actual
It Staff Time For Removing Remote Workstations (Man hours)	15	\$49.32	\$739.80	Projected Expense
EMS Chief Overtime	130	\$42.14	\$5,478.20	Actual
EMS Chief Overtime	100	\$42.14	\$4,214.00	Projected Expense
Backfill Staffing Overtime Due to Personnel Quarantine (Man hours)10 employees 1 week each	560	\$38.50	\$21,560.00	Projected Expense
Hazardous Duty Pay at \$2.00/Hour for All Essential Personnel	37200	\$2.00	\$74,400.00	Actual
Hazardous Duty Pay at \$2.00/Hour for all Essential Personnel For the Remainder of 2020	71920	\$2.00	\$143,840.00	Projected Expense

Total Costs

\$251,711.60

Summary

Item Description	Total Cost
Transition to Remote Operations	\$18,140.08
Medical Treatment for Emergency Responders	\$1,109.00
PPE, DECON and EMS Equipment	\$93,732.37
Unbudgeted Labor Costs	\$251,711.60

Total Costs

\$364,693.05

On behalf the Board of Directors of the Raytown Fire Protection District, I would like to express the District's appreciation for the response Jackson County has taken in our region's response to the COVID-19 pandemic. The effects of this generational event have been substantially mitigated by your leadership. The District welcomes the opportunity to mitigate our incurred costs and strengthen our ability to provide future services to the community. Please don't hesitate to contact me if more information is needed or further steps need to be taken prior to funding.

Gratefully,



Matt Mace

Fire Chief

IN THE COUNTY LEGISLATURE OF JACKSON COUNTY, MISSOURI

A RESOLUTION approving an addendum to the 2020-2021 Jackson County Assessment and Equalization Maintenance Plan.

RESOLUTION NO. 20591, December 14, 2020

INTRODUCED BY Charlie Franklin, County Legislator

WHEREAS, section 137.115 of the Revised Statutes of Missouri requires the County Assessor, or the equivalent officer in Jackson County, the Director of Assessment, to submit a two-year assessment and equalization maintenance plan to the Legislature; and,

WHEREAS, section 137.115 further requires review and approval of that plan by the Legislature; and,

WHEREAS, the Director of Assessment has submitted a two-year plan, a copy of which is attached hereto, in accordance with the requirements of section 137.115, and monies required for said plan for 2020 have been appropriated by the Legislature for deposit in the Assessment Fund, with funds for 2021 subject to appropriation in the 2021 annual budget; and,

WHEREAS, by Resolution 20449, dated June 29, 2020, the Legislature did approve the 2020-2021 Assessment and Equalization Maintenance Plan; and,

WHEREAS, the Missouri State Tax Commission (STC) has requested that the County submit an addendum to the plan to address issues relating to the County's contracts with

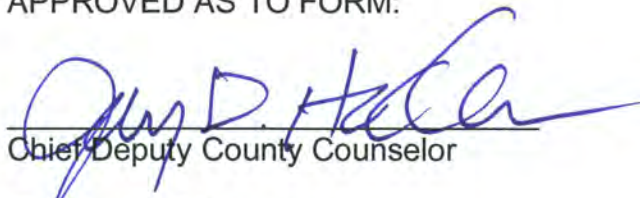
Tyler Technologies, the hiring of additional assessment staff and a discussion of trending analysis; and,

WHEREAS, the Director of Assessment recommends the approval of the addendum to the 2020-2021 Jackson County Assessment and Equalization Maintenance Plan, attached as Exhibit A, which addresses the issues requested by the STC; now therefore,

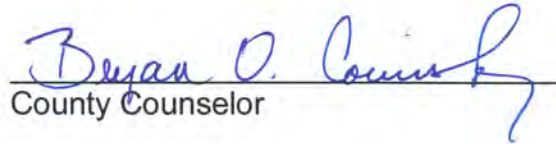
BE IT RESOLVED by the County Legislature of Jackson County, Missouri, that the attached addendum to the 2020-2021 Jackson County Assessment and Equalization Maintenance Plan, submitted by the Director of Assessment, be and hereby is approved as submitted.

Effective Date: This Resolution shall be effective immediately upon its passage by a majority of the Legislature.

APPROVED AS TO FORM:



Chief Deputy County Counselor



County Counselor

Certificate of Passage

I hereby certify that the attached resolution, Resolution No. 20591 of December 14, 2020, was duly passed on _____, 2020 by the Jackson County Legislature. The votes thereon were as follows:

Yeas _____

Nays _____

Abstaining _____

Absent _____

Date

Mary Jo Spino, Clerk of Legislature

Addendum to Jackson County 2020-2021 Maintenance Plan 11-23-2020

As Director of Assessment, I am committed to improving the quality of assessments in the county and creating transparency within the county. To reach this goal, the county has contracted with Tyler Technologies for 3 separate contracts. The first is for a new state of the art CAMA system, the second is for a complete reassessment for 2023 and most important a third which is a parcel by parcel review of properties in Jackson County. The parcel by parcel review will begin in December 2020. These three contracts will make sure that our system has the most accurate information, our staff is adequately trained and a reliable 3rd Party reassessment will take place.

Due to limited staff, The Jackson County Assessment will temporarily move from a "mass assessment methodology to a less labor-intensive assessment methodology known as the "ratio trend method" (or trending). Trending is a mass assessment valuation methodology where a factor is applied to a group of properties to reflect any changes – increases or decreases – in property values since the last revaluation. Properties are grouped by location, property type, and style (for example, single, twin, row home, or small multi-family within residential category). Market values are compared to sale prices to develop the market trend factor. "

We are currently analyzing our data as well as sales data from the Heartland MLS and COSTAR to determine the factor that will be applied for 2021. COVID has caused a short supply of homes for sale which has pushed residential property sale values up responding to the short supply. We will also look at data regarding future housing trends now that a vaccine is in sight. We will run preliminary numbers in December and complete the majority of our review by the time we certify values in February. We will send impact notices out in March giving us more time for informal review. My appraisal staff has been focused on occupancy and permits as we indicated in our plan. Our contractor is schedule to come in in the new couple of weeks which will be helpful in this effort. We continue to use outside venders to help get through the appeals process while our new system is being implemented.

We have set a goal to add ten members to our staff by the end of the year. We will have our first hiring event on December 4 and 5. We continue to look for innovate ways to recruit. Tyler Technologies is also advertising position to assist with the annual maintenance contract. The county would have access to any applicants that were not chosen by the vendor and will have the opportunity to hire Tyler staff as permanent employees to the county upon completion of the Tyler Contract. We will continue to increase our staff over the next three years to assure that we have adequate staff to maintain our new system.



Gail McCann Beatty
Director of Assessment
Jackson County, Missouri

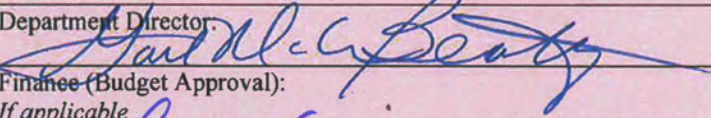
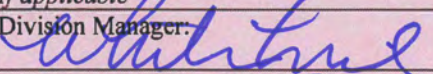
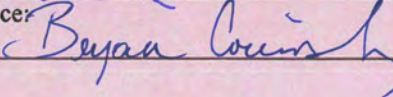
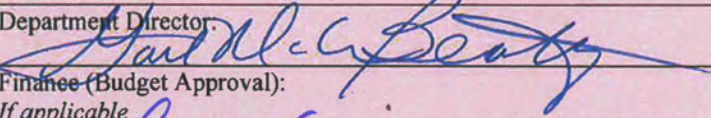
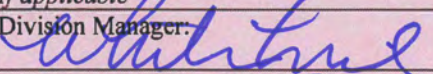
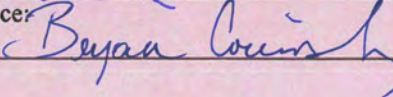
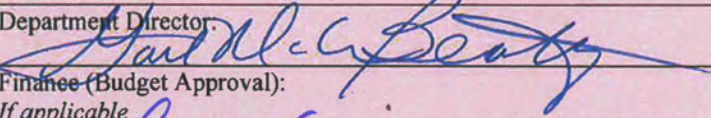
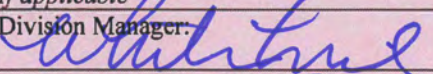
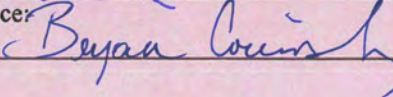
REQUEST FOR LEGISLATIVE ACTION

Completed by County Counselor's Office:

Res/Ord No.: 20591

Sponsor(s): Charlie Franklin

Date: December 14, 2020

SUBJECT	Action Requested ☒ Resolution ☐ Ordinance Project/Title: <u>Requesting Legislative approval of the 2020-2021 Assessment Maintenance Plan Addendum as submitted to the State Tax Commission.</u>												
BUDGET INFORMATION <i>To be completed By Requesting Department and Finance</i>	<table border="1"> <tr> <td>Amount authorized by this legislation this fiscal year:</td><td>\$</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>\$</td></tr> <tr> <td>Amount budgeted for this item * (including transfers):</td><td>\$</td></tr> <tr> <td>Source of funding (name of fund) and account code number; FROM ACCT</td><td>\$</td></tr> <tr> <td>TO ACCT</td><td>\$</td></tr> </table> * If account includes additional funds for other expenses, total budgeted in the account is: \$ OTHER FINANCIAL INFORMATION: ☒ No budget impact (no fiscal note required) ☐ 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):	Amount authorized by this legislation this fiscal year:	\$	Amount previously authorized this fiscal year:	\$	Total amount authorized after this legislative action:	\$	Amount budgeted for this item * (including transfers):	\$	Source of funding (name of fund) and account code number; FROM ACCT	\$	TO ACCT	\$
Amount authorized by this legislation this fiscal year:	\$												
Amount previously authorized this fiscal year:	\$												
Total amount authorized after this legislative action:	\$												
Amount budgeted for this item * (including transfers):	\$												
Source of funding (name of fund) and account code number; FROM ACCT	\$												
TO ACCT	\$												
PRIOR LEGISLATION	Prior ordinances and (date): Prior resolutions and (date): Resolution 19071, adopted Monday, February 22, 2016. Resolution 19752, adopted Monday, March 5, 2018. Resolution 20449, adopted Monday, June 29, 2020.												
CONTACT INFORMATION	RLA drafted by Gail McCann Beatty, Director of Assessment, (816) 881-3263:												
REQUEST SUMMARY	The Assessment Department is requesting Legislative approval of the 2020-2021 Assessment Maintenance Plan Addendum as submitted to the State Tax Commission. The Addendum includes details not in the previously approved plan, including: • A more detailed explanation of why we entered into the 3 separate contracts with Tyler; • A more detailed definition of "trending" and a description of what the department is currently doing to complete the trending analysis; • We set a goal of adding 10 new associates by the end of 2020 to help resolve our staff shortage and discuss the first hiring event which was recently held on December 4.												
CLEARANCE	☐ Tax Clearance Completed (Purchasing & Department) ☐ Business License Verified (Purchasing & Department) ☐ Chapter 6 Compliance - Affirmative Action/Prevailing Wage (County Auditor's Office)												
ATTACHMENTS	Please see the attached 2020-2021 Assessment Maintenance Plan Addendum as submitted to the State Tax Commission.												
REVIEW	<table border="1"> <tr> <td>Department Director: </td> <td>Date: 12/8/2020</td> </tr> <tr> <td>Finanee (Budget Approval): If applicable</td> <td>Date:</td> </tr> <tr> <td>Division Manager: </td> <td>Date: 12/10/20</td> </tr> <tr> <td>County Counselor's Office: </td> <td>Date: 12/10/20</td> </tr> </table>	Department Director: 	Date: 12/8/2020	Finanee (Budget Approval): If applicable	Date:	Division Manager: 	Date: 12/10/20	County Counselor's Office: 	Date: 12/10/20				
Department Director: 	Date: 12/8/2020												
Finanee (Budget Approval): If applicable	Date:												
Division Manager: 	Date: 12/10/20												
County Counselor's Office: 	Date: 12/10/20												

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.
- ☐ 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.