

REQUEST FOR LEGISLATIVE ACTION

Completed by County Counselor's Office:

Res/~~Ord~~ No.: 18671

Sponsor(s): Theresa Garza Ruiz

Date: November 24, 2014

| | | | | | | | | | | | | | | | |
|---|---|---|-------------|--|-----|--|-------------|--|-----|---|--------------------|-----------------------------------|---------|-----------------------------------|----------|
| <p>SUBJECT</p> | <p>Action Requested <input checked="" type="checkbox"/> Resolution TRANSFERRING \$11,445 WITHIN HEALTH FUND FOR USE BY THE PUBLIC ADMINISTRATOR <input type="checkbox"/> Ordinance Project/Title:</p> | | | | | | | | | | | | | | |
| <p>BUDGET INFORMATION <i>To be completed By Requesting Department and Finance</i></p> | <table border="1"> <tr> <td>Amount authorized by this legislation this fiscal year:</td> <td>\$11,445.00</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>\$11,445.00</td> </tr> <tr> <td>Amount budgeted for this item * (including transfers):</td> <td>\$0</td> </tr> <tr> <td>Source of funding (name of fund) and account code number; FROM / TO</td> <td>FROM ACCT \$11,445</td> </tr> <tr> <td>002-3501-55010 – Regular Salaries</td> <td>TO ACCT</td> </tr> <tr> <td>002-3501-58150 – Office Equipment</td> <td>\$11,445</td> </tr> </table> <p>* If account includes additional funds for other expenses, total budgeted in the account is: \$</p> <p>OTHER FINANCIAL INFORMATION:</p> <p><input type="checkbox"/> No budget impact (no fiscal note required) <input type="checkbox"/> Term and Supply Contract (funds approved in the annual budget); estimated value and use of contract: Department: Estimated Use: \$</p> <p>Prior Year Budget (if applicable): \$0 Prior Year Actual Amount Spent (if applicable):</p> | Amount authorized by this legislation this fiscal year: | \$11,445.00 | Amount previously authorized this fiscal year: | \$0 | Total amount authorized after this legislative action: | \$11,445.00 | Amount budgeted for this item * (including transfers): | \$0 | Source of funding (name of fund) and account code number; FROM / TO | FROM ACCT \$11,445 | 002-3501-55010 – Regular Salaries | TO ACCT | 002-3501-58150 – Office Equipment | \$11,445 |
| Amount authorized by this legislation this fiscal year: | \$11,445.00 | | | | | | | | | | | | | | |
| Amount previously authorized this fiscal year: | \$0 | | | | | | | | | | | | | | |
| Total amount authorized after this legislative action: | \$11,445.00 | | | | | | | | | | | | | | |
| Amount budgeted for this item * (including transfers): | \$0 | | | | | | | | | | | | | | |
| Source of funding (name of fund) and account code number; FROM / TO | FROM ACCT \$11,445 | | | | | | | | | | | | | | |
| 002-3501-55010 – Regular Salaries | TO ACCT | | | | | | | | | | | | | | |
| 002-3501-58150 – Office Equipment | \$11,445 | | | | | | | | | | | | | | |
| <p>PRIOR LEGISLATION</p> | <p>Prior ordinances and (date): <u>none</u> Prior resolutions and (date): none</p> | | | | | | | | | | | | | | |
| <p>CONTACT INFORMATION</p> | <p>Rebecca Lake Wood Public Administrator (816) 881-3775 RLA drafted by (name, title, & phone):</p> | | | | | | | | | | | | | | |
| <p>REQUEST SUMMARY</p> | <p>Funds will be used to replace chairs that are broken, excessively worn, stained and extremely aged (more than 20 years). This is a one-time purchase that should refresh and replenish office fixtures used daily by employees.</p> | | | | | | | | | | | | | | |
| <p>CLEARANCE</p> | <p><input type="checkbox"/> Tax Clearance Completed (Purchasing & Department) <input type="checkbox"/> Business License Verified (Purchasing & Department) <input type="checkbox"/> Chapter 6 Compliance - Affirmative Action/Prevailing Wage (County Auditor's Office)</p> | | | | | | | | | | | | | | |

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|-------------|---|----------------|
| ATTACHMENTS | Purchase Request – Phoenix Office Products | |
| REVIEW | Department Director: | Date: 11/18/14 |
| | Finance (Budget Approval): If applicable | Date: 11-18-14 |
| | Division Manager: | Date: 11-20-14 |
| | County Counselor's Office: | Date: |

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:
Jackson County, Missouri**

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

Date: November 18, 2014 PC#

RES # 18671

| <u>Department / Division</u> | <u>Character/Description</u> | <u>From</u> | <u>To</u> |
|------------------------------|------------------------------|-------------|-----------|
| Health Fund - 002 | | | |
| 3501 - Public Administrator | 55010 - Regular Salaries | 11,445 | |
| 3501 - Public Administrator | 58150 - Office Furniture | | 11,445 |
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| | | 11,445 | 11,445 |

Shannon L Ball 11-18-14
Budgeting

Res. 18671



| | |
|-------------------|-----------------------------------|
| Status: | Shopping Cart |
| Reference Number: | |
| Date: | 11/18/2014 |
| Account #: | 506200: JACKSON COUNTY COURTHOUSE |
| Department: | 3501: 3501-PUBLIC ADMINISTRATOR |
| Who Called: | VICKIE MATTOX |

3001 Nicholson Ave.
Kansas City, MO 64120
Phone: (816) 483-6033 Fax: (816) 483-7608
www.phoenixofficeproducts.com
Customer Service (info@phoenixop.com)

| | |
|--|---------------------------------|
| Bill To: JACKSON COUNTY COURTHOUSE 415 E 12TH ST RM 400 VICKIE MATTOX KANSAS CITY, MO 64106 | Ship To: Attention: 1 |
| LONG P.O.: | SHORT P.O.: |

| # | SKU | Description and Comments | Qty | Unit | Price | Ext |
|---|---------------|--|-----|------|---------------|--------------------|
| 3 | ALEMX4517 | Merix450 Series Mesh Big/Tall Mid-Back Swivel/Tilt Chair, Black | 4 | Each | \$389.25 | \$1,557.00 |
| 4 | BSXVL853HSP11 | VL850 Series Wood Guest Chair, Black Leather Upholstery w/Cherry Veneer | 16 | Each | \$318.00 | \$5,088.00 |
| 5 | BSXVL532MM10 | VL532 Series Mesh High-Back Task Chair, Mesh Back, Padded Mesh Seat, Black | 16 | Each | \$300.00 | \$4,800.00 |
| | | | | | Items: | \$11,445.00 |
| | | | | | Shipping: | \$0.00 |
| | | | | | Subtotal: | \$11,445.00 |
| | | | | | Tax: | \$0.00 |
| | | | | | Total: | \$11,445.00 |

Shipping Instructions:

Special Instructions:

Thank you.