

# REQUEST FOR LEGISLATIVE ACTION

Completed by County Counselor's Office:

Res/Ord No.: 19798

Sponsor(s): Alfred Jordan

Date: March 26, 2018

<p>SUBJECT</p>	<p>Action Requested  <input checked="" type="checkbox"/> Resolution  <input type="checkbox"/> Ordinance</p> <p>Project/Title: <u>Transfer From Within Corrections General Fund to Accommodate 2017 and 2018 Overages on Copy Machine Base Contract and Copy Overage Fees</u></p>												
<p>BUDGET INFORMATION  <i>To be completed By Requesting Department and Finance</i></p>	<table border="1" data-bbox="310 548 1192 919"> <tr> <td>Amount authorized by this legislation this fiscal year:</td> <td>\$28,036</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>\$28,036</td> </tr> <tr> <td>Amount budgeted for this item * (including transfers):</td> <td>\$22,526</td> </tr> <tr> <td>Source of funding (name of fund) and account code number; FROM: 001-2701-56790 Other Contractual Services</td> <td>FROM ACCT \$28,036</td> </tr> <tr> <td>TO: 001-2701-56641 Copier Rental &amp; Maintenance</td> <td>TO ACCT \$28,036</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): \$35,485 (includes transfers)  Prior Year Actual Amount Spent (if applicable): \$40,290</p>	Amount authorized by this legislation this fiscal year:	\$28,036	Amount previously authorized this fiscal year:	\$	Total amount authorized after this legislative action:	\$28,036	Amount budgeted for this item * (including transfers):	\$22,526	Source of funding (name of fund) and account code number; FROM: 001-2701-56790 Other Contractual Services	FROM ACCT \$28,036	TO: 001-2701-56641 Copier Rental & Maintenance	TO ACCT \$28,036
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<p>PRIOR LEGISLATION</p>	<p>Prior ordinances and (date): <u>2018 Budget Ordinance 5052 approved 12/28/17</u></p> <p>Prior resolutions and (date):</p>												
<p>CONTACT INFORMATION</p>	<p>RLA drafted by (name, title, &amp; phone): L.J. Scott, Asst Dir Admin 816-881-4232</p>												
<p>REQUEST SUMMARY</p>	<p>In 2017 three new copy machines were leased, two replacements and one new, in order to accommodate needs in Criminal Records, Intake and the Investigative Unit. These are all heavy use areas and required more "heavy duty" copiers. After this change, in addition to the base contract rate going up 100%, the use overage rate increased threefold. The use overage is likely due to: 1) Access codes for copiers were removed (the vendor has been directed to restore these) and 2) Inmate file copying has increased dramatically for: a) the County Counselor's offices, and b) private attorneys filling in for the Public Defender's offices. The 2018 budget account line for copy machine leasing was inadvertently left at the 2017 rate, not accommodating these increases.</p>												
<p>CLEARANCE</p>	<p><input type="checkbox"/> Tax Clearance Completed (Purchasing &amp; Department)  <input type="checkbox"/> Business License Verified (Purchasing &amp; Department)  <input type="checkbox"/> Chapter 6 Compliance - Affirmative Action/Prevailing Wage (County Auditor's Office)</p>												

ATTACHMENTS		
REVIEW	Department Director: <i>Deanna Turner</i>	Date: <i>3/13/18</i>
	Finance (Budget Approval): <i>If applicable</i>	Date: <i>3/19/18</i>
	Division Manager: <i>SOB</i>	Date: <i>3/20/18</i>
	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:**


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

PC# \_\_\_\_\_

Date: March 19, 2018

RES # 19798

Department / Division	Character/Description	From	To
<b>001 General Fund</b>			
2701 Corrections	56790 Other Contractual Services	\$ 28,036	\$ -
2701 Corrections	56641 Copier Rental/Maintenance		28,036
		<u>\$ 28,036</u>	<u>\$ 28,036</u>

 3/19/18  
Budget Officer