

# REQUEST FOR LEGISLATIVE ACTION

Completed by County Counselor's Office:

Res/Ord No.: 20309  
 Sponsor(s): Crystal Williams  
 Date: November 18, 2019

|   |  |  |   |                        |  |                      |  |               |  |                       |  |               |  |              |  |              |   |             |     |             |   |              |
|---|--|--|---|------------------------|--|----------------------|--|---------------|--|-----------------------|--|---------------|--|--------------|--|--------------|---|-------------|-----|-------------|---|--------------|
| SUBJECT   | Action Requested<br><input checked="" type="checkbox"/> Resolution<br><input type="checkbox"/> Ordinance<br><br>Project/Title: A resolution authorizing the transfer of appropriations within budget to obtain an assessment of courtroom and courthouse security. This is a reallocation of budget appropriation within the Court's budget.   |  |   |                        |  |                      |  |               |  |                       |  |               |  |              |  |              |   |             |     |             |   |              |
| BUDGET INFORMATION<br><i>To be completed By Requesting Department and Finance</i> | <table border="1" data-bbox="341 493 1542 924"> <tr> <td>Amount authorized by this legislation this fiscal year:</td> <td>\$ 71,000.00</td> </tr> <tr> <td>Amount previously authorized this fiscal year:</td> <td>\$ 381,277.00</td> </tr> <tr> <td>Total amount authorized after this legislative action:</td> <td>\$ 453,277.00</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;<br/>FROM:</td> <td>AMT FROM ACCT</td> </tr> <tr> <td>001-3001-56010-999-3600-9999-19 Accounting &amp; Audit</td> <td>\$ 11,000.00</td> </tr> <tr> <td>001-3001-56140-999-2060-9999-19 Travel</td> <td>\$ 54,000.00</td> </tr> <tr> <td>001-3001-56370-999-2060-9999-19 Liability Insurance</td> <td>\$ 6,000.00</td> </tr> <tr> <td>TO:</td> <td>AMT TO ACCT</td> </tr> <tr> <td>001-3001-56080-999-3600-9999-19 Other Professional Services</td> <td>\$ 71,000.00</td> </tr> </table> <p>* If account includes additional funds for other expenses, total budgeted in the account is: \$</p> <p>OTHER FINANCIAL INFORMATION:<br/> <input checked="" type="checkbox"/> No budget impact (no fiscal note required)<br/> <input type="checkbox"/> Term and Supply Contract (funds approved in the annual budget); estimated value and use of contract:<br/>                 Department: Estimated Use: \$<br/>                 Prior Year Budget (if applicable):<br/>                 Prior Year Actual Amount Spent (if applicable):</p> |  | Amount authorized by this legislation this fiscal year: | \$ 71,000.00           | Amount previously authorized this fiscal year:                 | \$ 381,277.00        | Total amount authorized after this legislative action: | \$ 453,277.00 | Amount budgeted for this item * (including transfers): |                       | Source of funding (name of fund) and account code number;<br>FROM: | AMT FROM ACCT | 001-3001-56010-999-3600-9999-19 Accounting & Audit | \$ 11,000.00 | 001-3001-56140-999-2060-9999-19 Travel | \$ 54,000.00 | 001-3001-56370-999-2060-9999-19 Liability Insurance | \$ 6,000.00 | TO: | AMT TO ACCT | 001-3001-56080-999-3600-9999-19 Other Professional Services | \$ 71,000.00 |
| Amount authorized by this legislation this fiscal year:                           | \$ 71,000.00   |  |   |                        |  |                      |  |               |  |                       |  |               |  |              |  |              |   |             |     |             |   |              |
| Amount previously authorized this fiscal year:                                    | \$ 381,277.00  |  |   |                        |  |                      |  |               |  |                       |  |               |  |              |  |              |   |             |     |             |   |              |
| Total amount authorized after this legislative action:                            | \$ 453,277.00  |  |   |                        |  |                      |  |               |  |                       |  |               |  |              |  |              |   |             |     |             |   |              |
| Amount budgeted for this item * (including transfers):                            |  |  |   |                        |  |                      |  |               |  |                       |  |               |  |              |  |              |   |             |     |             |   |              |
| Source of funding (name of fund) and account code number;<br>FROM:                | AMT FROM ACCT  |  |   |                        |  |                      |  |               |  |                       |  |               |  |              |  |              |   |             |     |             |   |              |
| 001-3001-56010-999-3600-9999-19 Accounting & Audit                                | \$ 11,000.00   |  |   |                        |  |                      |  |               |  |                       |  |               |  |              |  |              |   |             |     |             |   |              |
| 001-3001-56140-999-2060-9999-19 Travel  | \$ 54,000.00   |  |   |                        |  |                      |  |               |  |                       |  |               |  |              |  |              |   |             |     |             |   |              |
| 001-3001-56370-999-2060-9999-19 Liability Insurance                               | \$ 6,000.00  |  |   |                        |  |                      |  |               |  |                       |  |               |  |              |  |              |   |             |     |             |   |              |
| TO:   | AMT TO ACCT  |  |   |                        |  |                      |  |               |  |                       |  |               |  |              |  |              |   |             |     |             |   |              |
| 001-3001-56080-999-3600-9999-19 Other Professional Services                       | \$ 71,000.00   |  |   |                        |  |                      |  |               |  |                       |  |               |  |              |  |              |   |             |     |             |   |              |
| PRIOR LEGISLATION   | Prior ordinances and (date):<br>Prior resolutions and (date):  |  |   |                        |  |                      |  |               |  |                       |  |               |  |              |  |              |   |             |     |             |   |              |
| CONTACT INFORMATION   | RLA drafted by (name, title, & phone): <i>Cynthia Freeman, Budget &amp; Fiscal Officer, 816-881-3643</i>   |  |   |                        |  |                      |  |               |  |                       |  |               |  |              |  |              |   |             |     |             |   |              |
| REQUEST SUMMARY   | <i>This request will provide for the National Center for State Courts Special Assessment Team to assess the security within the courtrooms and the courthouse. Due to the flood earlier this year, disruption in case scheduling and courtroom management occurred, causing Court Executive and Judicial travel for conferences to be set aside or postponed, creating a surplus in travel. The Court combined two years of external audit for savings and elected to not renew the Liability Insurance. This is a re-allocation of budget appropriation and has no budgetary impact.</i>  |  |   |                        |  |                      |  |               |  |                       |  |               |  |              |  |              |   |             |     |             |   |              |
| CLEARANCE   | <input type="checkbox"/> Tax Clearance Completed (Purchasing & Department)<br><input type="checkbox"/> Business License Verified (Purchasing & Department)<br><input type="checkbox"/> Chapter 6 Compliance - Affirmative Action/Prevailing Wage (County Auditor's Office)   |  |   |                        |  |                      |  |               |  |                       |  |               |  |              |  |              |   |             |     |             |   |              |
| COMPLIANCE  | <input type="checkbox"/> MBE Goals<br><input type="checkbox"/> WBE Goals<br><input type="checkbox"/> VBE Goals   |  |   |                        |  |                      |  |               |  |                       |  |               |  |              |  |              |   |             |     |             |   |              |
| ATTACHMENTS   | None   |  |   |                        |  |                      |  |               |  |                       |  |               |  |              |  |              |   |             |     |             |   |              |
| REVIEW  | <table border="1" data-bbox="332 1669 1550 1900"> <tr> <td>Department Director: <i>Mary Marquez</i></td> <td>Date: <i>11-5-2019</i></td> </tr> <tr> <td>Finance (Budget Approval) <i>Mary Marquez</i><br/>If applicable</td> <td>Date: <i>11/6/19</i></td> </tr> <tr> <td>Division Manager:</td> <td>Date:</td> </tr> <tr> <td>County Counselor's Office: <i>Bryan Cousley</i></td> <td>Date: <i>11/14/19</i></td> </tr> </table>  |  | Department Director: <i>Mary Marquez</i>                | Date: <i>11-5-2019</i> | Finance (Budget Approval) <i>Mary Marquez</i><br>If applicable | Date: <i>11/6/19</i> | Division Manager:                                      | Date:         | County Counselor's Office: <i>Bryan Cousley</i>        | Date: <i>11/14/19</i> |  |               |  |              |  |              |   |             |     |             |   |              |
| Department Director: <i>Mary Marquez</i>  | Date: <i>11-5-2019</i>   |  |   |                        |  |                      |  |               |  |                       |  |               |  |              |  |              |   |             |     |             |   |              |
| Finance (Budget Approval) <i>Mary Marquez</i><br>If applicable                    | Date: <i>11/6/19</i>   |  |   |                        |  |                      |  |               |  |                       |  |               |  |              |  |              |   |             |     |             |   |              |
| Division Manager:   | Date:  |  |   |                        |  |                      |  |               |  |                       |  |               |  |              |  |              |   |             |     |             |   |              |
| County Counselor's Office: <i>Bryan Cousley</i>                                   | Date: <i>11/14/19</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.

**Fiscal Note:**

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

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

Date: November 6, 2019

RES # 20309

| Department / Division   | Character/Description                 | From             | To               |
|-------------------------|---------------------------------------|------------------|------------------|
| <b>001 General Fund</b> |                                       |                  |                  |
| 3001 Circuit Court      | 56010 Auditing and Accounting Service | \$ 11,000        | \$ -             |
| 3001 Circuit Court      | 56140 Travel Expense                  | 54,000           |                  |
| 3001 Circuit Court      | 56370 Liability Insurance             | 6,000            |                  |
| 3001 Circuit Court      | 56080 Other Professional Services     |                  | 71,000           |
|                         |                                       |                  |                  |
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|                         |                                       |                  |                  |
|                         |                                       | <u>\$ 71,000</u> | <u>\$ 71,000</u> |

 11/6/19  
Budget Officer