

REQUEST FOR LEGISLATIVE ACTION

Completed by County Counselor's Office:

Res/Ord. No.: 18681

Sponsor(s): Dan Tarwater

Date: December 8, 2014

| | | | | | | | | | | | | | | | |
|---|---|---|----------|--|-----|--|----------|--|----------|---|--|--------------------------------------|---------------------|---|---------|
| <p>SUBJECT</p> | <p>Action Requested <input checked="" type="checkbox"/> Resolution <input type="checkbox"/> Ordinance</p> <p>Project/Title: <u>Resolution authorizing the County Executive to enter into an Agreement with City of Kansas City and the transfer of funds.</u></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>\$25,920</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>\$25,920</td> </tr> <tr> <td>Amount budgeted for this item * (including transfers):</td> <td>\$25,920</td> </tr> <tr> <td>Source of funding (name of fund) and account code number;</td> <td></td> </tr> <tr> <td>FROM 008-4156-56798 - Grant Match</td> <td>FROM ACCT \$3724</td> </tr> <tr> <td>TO: 008-4156-56080 - Other Professional Services</td> <td>\$3,724</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): Prior Year Actual Amount Spent (if applicable):</p> | Amount authorized by this legislation this fiscal year: | \$25,920 | Amount previously authorized this fiscal year: | \$0 | Total amount authorized after this legislative action: | \$25,920 | Amount budgeted for this item * (including transfers): | \$25,920 | Source of funding (name of fund) and account code number; | | FROM 008-4156-56798 - Grant Match | FROM ACCT \$3724 | TO: 008-4156-56080 - Other Professional Services | \$3,724 |
| Amount authorized by this legislation this fiscal year: | \$25,920 | | | | | | | | | | | | | | |
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| FROM 008-4156-56798 - Grant Match | FROM ACCT \$3724 | | | | | | | | | | | | | | |
| TO: 008-4156-56080 - Other Professional Services | \$3,724 | | | | | | | | | | | | | | |
| <p>PRIOR LEGISLATION</p> | <p>Prior ordinances and (date):</p> <p>Prior resolutions and (date): 18320 11/13</p> | | | | | | | | | | | | | | |
| <p>CONTACT INFORMATION</p> | <p>RLA drafted by (name, title, & phone): Jean Peters Baker, 11/17/14</p> | | | | | | | | | | | | | | |

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|-----------------|--|-----------------------|
| REQUEST SUMMARY | <p>Requesting a Resolution authorizing the County Executive to enter into an agreement in the amount of \$25,920 with the City of Kansas City to provide funding for the salary and benefits of one Housing Inspector assigned the Jackson County DART Program. Contact person for the City of Kansas City is Deletta Dean, 415 East 12th Street, Kansas City, Missouri 64106.</p> <p>The DART Program represents a multi-jurisdictional initiative that provides comprehensive enforcement services to Jackson County residents in an effort to identify and shut down drug houses. The City of Kansas City Neighborhoods and Housing Services Department will provide the Prosecutor's Office a Housing Inspector to assist and support the Jackson County DART Program. The inspector will conduct inspections for housing and various code violations on suspected drug houses and pursue enforcement proceedings. Attached is a complete overview of duties.</p> <p>Term of the agreement is 7/1/14 through 6/30/15. Monthly payments.</p> <p>Please transfer \$3,724 from 008-4156-56798 (Grant Match) into 008-4156-56080 (Other Professional Services).</p> | |
| CLEARANCE | <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) | |
| ATTACHMENTS | Budget, Duties | |
| REVIEW | Department Director: <i>Juan Peters Baker</i> | Date: <i>11/20/14</i> |
| | Finance (Budget Approval): <i>If applicable Deborah S Ball</i> | Date: <i>12-2-14</i> |
| | Division Manager: <i>ASP</i> | Date: <i>12-4-14</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 transfer/appropriation are available from the source indicated below.**

| Account Number: | Account Title: | Amount Not to Exceed: |
|-----------------|--|-----------------------|
| 008-4156-56080 | Anti Drug Sales Tax Fund – Pros Comm/Crim/Prevention - Oth Professional Services | \$22,196 |
| 008-4156-56798 | Anti Drug Sales Tax Fund – Pros Comm/Crim/Drug Prevention – Grant Match | \$3,724 |

- 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: December 2, 2014 PC# _____ RES # 18681

| Department / Division | Character/Description | From | To |
|---------------------------------------|---------------------------------|-------|-------|
| Anti Drug Sales Tax Fund - 008 | | | |
| 4156 - Pros Comm Crime/Drug Prev | 56798 - Grant Match | 3,724 | |
| 4156 - Pros Comm Crime/Drug Prev | 56080 - Other Professional Svcs | | 3,724 |
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Fiscal Note:

This expenditure was included in the Annual Budget.

| Department / Division | Character/Description | Not to Exceed |
|---------------------------------------|---------------------------------|---------------|
| Anti Drug Sales Tax Fund - 008 | | |
| 4156 - Pros Comm Crime/Drug Prev | 56080 - Other Professional Svcs | 25,920 |
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Budgeting



Neighborhood and Community Services Department

Neighborhood Preservation Division
4900 Swope Parkway, 4th Floor
Kansas City, Missouri 64130-2806

Res. 18681

(816) 513-9010
Fax: (816) 513-9090

November 24, 2014

DART INSPECTOR OVERVIEW OF DUTIES

The City of Kansas City Neighborhoods and Housing Services Department will provide a well-qualified Housing Inspector to assist and support the Drug Abatement Response Team commonly known as DART. The scope of work is for the period from July 1, 2014 – June 30, 2015.

The Neighborhoods and Housing Inspector will assist DART as follows:

1. Background information on suspected crime-related properties will be collected, researched, evaluated with respect to compliance with local ordinances, codes and regulations.
2. Conduct inspections and investigations to determine the nature and scope of their environmental and housing problems. Those inspections and investigations will include addressing specific complaints of residential and commercial properties such as heating facilities, portable. Water supply, sewage disposal, ventilation, habitable living areas, etc.
3. These Violations, defects and/or problems at the suspected crime-related properties will be documented as appropriate and enforcement proceedings will be pursued and supported.
4. NHSD will issue work access permits at the request of property owners and with consultations with appropriate DART personnel. Copies of all issued work access permits will be forwarded to appropriate DART personnel at the time of issuance.
5. Pursuant to local ordinances, NHSD will conduct follow-up inspections and issue summons for violations of unabated violations in a timely manner.
6. NHSD will perform re-inspections at the request of property owners and issue certificates of re-occupancy if the requisite violations have been abated. Copies of the certificates of re-occupancy will be forwarded to appropriate DART personnel at the time of issuance.
7. Provide on-call assistance to DART in accordance to and as permitted by local ordinances. On-call assistance will include but will not be limited to direct assistance via inspections for housing code violations found in crime-related properties secured by the KCPD in the execution of search warrants.
8. Training by NHSD of DART members and DART support personnel, such as the KCFD, as requested, of Code regulations and violations. This role will include the creation, maintenance and distribution of an updated checklist developed to assist DART and KCPD.
9. Participation in DART sponsored training and cross training of DART members as well as participation in DART community presentations.

10. Provide liaison activities between DART and NHSD, regularly communicate with DART and provide professional recommendations regarding property conditions.
11. The Housing Inspector will be provided with the necessary resources and sufficient time to complete the paper work required for follow-up inspections.
12. Provide, as appropriate, support and testimony in the prosecution of municipal codes and housing cases and civil and criminal cases arising out of the DART.

It is understood that the Housing Inspector shall not be requested to conduct inspections that would place him or her in a dangerous situation or to perform activities outside the scope of housing inspections.

It is understood that the Housing Inspector will operate out of the NCSD office but will spend one (1) day in the field with DART for inspection purposes and work out of DART headquarters at designated times to issue work access permits. The Housing Inspector may also be assigned to work out of the DART headquarters an additional day of the week as needed for administration purposes. Days contemplated for inspections are Wednesdays and Thursdays respectively. Scheduled days for the issuance of work access permits will be set, but may vary according to the Inspector's schedule.

BUDGET

The NHSD component of DART will be conducted by a specially assigned Housing Inspector. It is expected that most duties will be performed during regularly scheduled hours. However, the Housing Inspector will operate under a flex-work schedule in order to cover certain activities which will, by necessity, be conducted during evening or weekend hours.

The proposed total NHSD DART budget, based on estimated salary and benefits is twenty-five thousand nine hundred twenty dollars (\$25,920.00).

| <u>Inspector</u> | <u>Salary</u> | <u>Time Period</u> |
|------------------------|--|---------------------|
| James Charles Johnston | \$39,564.12 (Monthly Salary \$3297.01) | 7/1/2014-8/23/2014 |
| James Fain | \$48,540.12 (Monthly Salary \$4045.01) | 8/24/2014-6/30/2015 |