REQUEST FOR LEGISLATIVE ACTION

Version 6/10/19
Completed by County Counselor's Office:
Res/@xd No.: 20228

Sponsor(s): Crystal Williams August 19, 2019 Date:

SUBJECT	Action Requested ☐ Resolution ☐ Ordinance Project/Title: Authorizing the Director of Finance and Purchasing to execute a month-to office service agreement for temporary office space with 1301 Oak Level Office LLC of	o-month term and supply Kansas City, Missouri.		
BUDGET INFORMATION	Amount authorized by this legislation this fiscal year:	\$		
To be completed	Amount previously authorized this fiscal year:			
By Requesting	Total amount authorized after this legislative action:	\$		
Department and	Amount budgeted for this item * (including transfers):	\$		
Finance	Source of funding (name of fund) and account code number:			
	* 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 a	nd use of contract:		
	Department: Public Administration Estimated Use: \$22,000			
	Prior Year Budget (if applicable):			
	Prior Year Actual Amount Spent (if applicable):	1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1		
PRIOR	Prior ordinances and (date):			
LEGISLATION	Prior resolutions and (date): 20095 2/25/19			
CONTACT		001 2120		
INFORMATION	RLA drafted by (name, title, & phone): Bob Crutsinger, Director of Finance & Purchasi	ng, 881.3120		
REQUEST SUMMARY	Authorizing the Director of Finance and Purchasing to execute a month-to-month term and supply office service agreement for temporary office space with 1301 Oak Level Office LLC of Kansas City, Missouri. The Public Administrator has requested additional temporary space in the 1301 Oak location while courthouse repairs are being done stemming from water damage that occurred on February 3 rd , 2019. Because a completion date is unknown at this time, a month-to-month lease agreement was requested which includes an indemnity clause subject to Legislative approval. The monthly rate for the additional space is \$4,400. The Public Administrator currently occupies Suite 800A at \$3,999/month and the Circuit Court occupies Suite 400A at \$5,599/month. The lease for the original two suites was approved by Resolution 20095 on February 25 th , 2019. With the additional space the County's total monthly rent at 1301 Oak to \$13,998. This arrangement has been presented and approved by Travelers. This means that the County will get reimbursed by Travelers for this expense as paid invoices are submitted.			
CLEARANCE	Tax Clearance Completed (Purchasing & Department)			
	Business License Verified (Purchasing & Department) Chapter 6 Compliance - Affirmative Action/Prevailing Wage (County Auditor's Off	fice)		
COMPLIANCE				
	MBE Goals WBE Goals VBE Goals			
ATTACHMENTS	Month-to-Month Lease Agreement			

REVIEW	Department Director:	Date: 8-13-2019
	Finance (Budget Approval):	Date:
	If applicable Division Manager:	Date: 6 13 16
	Marme WET	8-13-17
	County Counselor's Office:	Date: 8/14/19

Fiscal	Information (to be verified by E	sudget 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:			
×	funds for specific purchases will, of	necessity, be determined as e	County to pay any specific amount. The availability of ach using agency places its order. does not require Finance/Budget approval.			