

**IN THE COUNTY LEGISLATURE OF JACKSON COUNTY, MISSOURI**

**AN ORDINANCE** appropriating \$68,850.00 from the fund balance of the 2010 General Fund and appropriating \$2,520.00 from the fund balance of the 2010 Assessment Fund to cover the cost of janitorial cleaning supplies for use by the Public Works Department.

**ORDINANCE #4225**, August 16, 2010

**INTRODUCED BY** Bob Spence, County Legislator

WHEREAS, by Ordinance 4192, dated February 8, 2010, the Legislature did authorize the transition from contracted janitorial services to an in-house program; and,

WHEREAS, the Public Works Department experienced a four (4) month delay in this transition in certain County buildings and it was necessary to continue outside vendor services during this four (4) month period; and,

WHEREAS, an appropriation is necessary to provide adequate funds for cleaning supplies for the balance of the year due to the delay in transition; and,

WHEREAS, the County Executive recommends said appropriation; now therefore,

BE IT ORDAINED by the County Legislature of Jackson County, Missouri, that the following appropriation be and hereby is made:

<u>DEPARTMENT/DIVISION</u>	<u>CHARACTER/DESCRIPTION</u>	<u>FROM</u>	<u>TO</u>
2010 General Fund			
001-2810	Undesignated Fund Balance	\$68,850	
001-1204	57130 - Building Cleaning Supplies		\$ 45,429
001-1204	56730 - Janitorial & Exterminator Services		\$ 3,600
001-1205	57130 - Building Cleaning Supplies		\$ 19,821
2010 Assessment Fund			
045-2810	Undesignated Fund Balance	\$ 2,520	
045-1209	56730 - Janitorial & Exterminator Services		\$ 2,520

Effective Date: This ordinance shall be effective immediately upon its signature by the County Executive.

APPROVED AS TO FORM:

Jim D. Hader  
Chief Deputy County Counselor

[Signature]  
Acting County Counselor

I hereby certify that the attached Ordinance, Ordinance #4225 introduced on August 16, 2010, was duly passed on August 16, 2010 by the Jackson County Legislature. The votes thereon were as follows:

Yeas 7

Nays 0

Abstaining 0

Absent 2

This Ordinance is hereby transmitted to the County Executive for his signature.

8.16.10  
Date

Mary Jo Spino  
Mary Jo Spino, Clerk of Legislature

I hereby approve the attached Ordinance **4225**

8/16/2010  
Date

Michael D. Sanders  
Michael D. Sanders, County Executive

Funds sufficient for this appropriation are available from the source indicated below.

ACCOUNT NUMBER: 001 2810  
ACCOUNT TITLE: General Fund  
Undesignated Fund Balance  
NOT TO EXCEED: \$68,850.00

ACCOUNT NUMBER: 045 2810  
ACCOUNT TITLE: Assessment Fund  
Undesignated Fund Balance  
NOT TO EXCEED: \$2,520.00

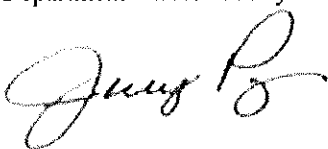
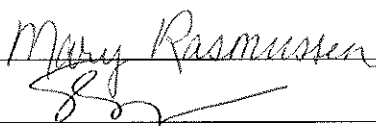
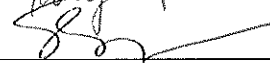
August 11, 2010  
Date

[Signature]  
Director of Finance and Purchasing

**REQUEST FOR LEGISLATIVE ACTION**

Completed by County Counselor's Office:  
 Res/Ord No.: 4225  
 Sponsor(s): Bob Spence  
 Date: August 16, 2010

<b>SUBJECT</b>	Action Requested <input type="checkbox"/> Resolution <input checked="" type="checkbox"/> Ordinance  Project/Title: <u>An Ordinance to appropriate \$71,370 to various building cleaning supplies line items for Public Works/Facilities Management to cover costs through the end of 2010, \$68,850 from the general fund undesignated fund balance and \$2,520 from the assessment fund undesignated fund balance.</u>																						
<b>BUDGET INFORMATION</b> <i>To be completed By Requesting Department and Finance</i>	<table border="1" style="width:100%; border-collapse: collapse;"> <tr> <td style="width:60%;">Amount authorized by this legislation this fiscal year:</td> <td style="width:20%;"></td> <td style="width:20%; text-align: right;">\$71,370</td> </tr> <tr> <td>Amount previously authorized this fiscal year:</td> <td></td> <td style="text-align: right;">\$0</td> </tr> <tr> <td>Total amount authorized after this legislative action:</td> <td></td> <td style="text-align: right;">\$71,370</td> </tr> <tr> <td>Amount budgeted for this item *:</td> <td></td> <td style="text-align: right;">\$71,370</td> </tr> <tr> <td>Source of funding (name of fund) and account code number</td> <td colspan="2"></td> </tr> <tr> <td>Total</td> <td></td> <td style="text-align: right;">\$71,370</td> </tr> </table> <p>* If account includes additional funds for other expenses, total budgeted in the account is: \$</p> <p><input type="checkbox"/> No budget impact (no fiscal note required)</p> <p>Prior Year Budget (if applicable): n/a                  Prior Year Actual Amount Spent (if applicable): n/a</p>			Amount authorized by this legislation this fiscal year:		\$71,370	Amount previously authorized this fiscal year:		\$0	Total amount authorized after this legislative action:		\$71,370	Amount budgeted for this item *:		\$71,370	Source of funding (name of fund) and account code number			Total		\$71,370		
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<b>PRIOR LEGISLATION</b>	Prior ordinances and (date): <u>none 4192</u> Prior resolutions and (date): none																						
<b>CONTACT INFORMATION</b>	RLA drafted by (name, title, & phone): Marilyn Scothorne, Office Administrator, 881-3258																						
<b>REQUEST SUMMARY</b>	<p>As part of the 2010 budget proposal, Public Works/Facility Management recommended discontinuing private contractors for janitorial services and utilizing county personnel to perform these services. The 2010 budget was structured to discontinue the outside private contract. Due to a delay in transitioning certain county buildings to performing janitorial services by county personnel as opposed to using a private contractor, Public Works/Facilities Management incurred nearly four (4) months of costs related to the contracted services. Funds were transferred from the building cleanings supplies line items to fund the outside contract; however, in order to provide adequate funds for cleaning supplies for the balance of the year, these funds need to be reimbursed to the cleaning supplies line items. Janitorial services are now being provided by county personnel for most facilities.</p> <p>Facilities Management, a division of Public Works Dept., requests an ordinance appropriating funds from the undesignated fund balance of the General Fund into Facilities Management accounts listed below for unfunded outsourced janitorial costs for 2010.</p> <p><b>KANSAS CITY</b></p> <table border="1" style="width:100%; border-collapse: collapse;"> <thead> <tr> <th style="width:45%;">KANSAS CITY PROJECTS</th> <th style="width:15%;">ACCOUNT #</th> <th style="width:30%;">ACCOUNT NAME</th> <th style="width:10%;">AMOUNT</th> </tr> </thead> <tbody> <tr> <td>2010 Unfunded Outsourced Janitorial Costs</td> <td>001-1204-7130</td> <td>Bldg Cleaning Supplies</td> <td style="text-align: right;">45,429</td> </tr> <tr> <td></td> <td></td> <td style="text-align: center;">TOTAL</td> <td style="text-align: right;">\$45,429</td> </tr> </tbody> </table> <p><b>ELECTION BOARD</b></p> <table border="1" style="width:100%; border-collapse: collapse;"> <thead> <tr> <th style="width:45%;">ELECTION BOARD PROJECTS</th> <th style="width:15%;">ACCOUNT #</th> <th style="width:30%;">ACCOUNT NAME</th> <th style="width:10%;">AMOUNT</th> </tr> </thead> <tbody> <tr> <td>2010 Unfunded Outsourced Janitorial</td> <td>001-1204-6730</td> <td>Janitorial / Exterminating</td> <td style="text-align: right;">3,600</td> </tr> </tbody> </table>			KANSAS CITY PROJECTS	ACCOUNT #	ACCOUNT NAME	AMOUNT	2010 Unfunded Outsourced Janitorial Costs	001-1204-7130	Bldg Cleaning Supplies	45,429			TOTAL	\$45,429	ELECTION BOARD PROJECTS	ACCOUNT #	ACCOUNT NAME	AMOUNT	2010 Unfunded Outsourced Janitorial	001-1204-6730	Janitorial / Exterminating	3,600
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	Costs			
			TOTAL	\$3,600
<b>INDEPENDENCE ANNEX</b>				
	<b>INDEPENDENCE PROJECTS</b>	<b>ACCOUNT #</b>	<b>ACCOUNT NAME</b>	<b>AMOUNT</b>
	2010 Unfunded Outsourced Janitorial Costs	001-1205-7130	Bldg Cleaning Supplies	19,821
			TOTAL	\$19,821
<b>INDEPENDENCE EXAMINER BUILDING</b>				
	<b>INDEPENDENCE PROJECTS</b>	<b>ACCOUNT #</b>	<b>ACCOUNT NAME</b>	<b>AMOUNT</b>
	2010 Unfunded Outsourced Janitorial Costs	045-1209-6730	Janitorial / Exterminating	2,520
			TOTAL	\$2,520
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	Account list			
REVIEW	Department Director: Jerry A Page, PE 			Date: 08/02/2010
	Finance (Budget Approval): If applicable 			Date: 8/5/10
	Division Manager: 			Date: 8/5/10
	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:
See attached Supplemental Appropriation Request		71,370

- 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.

## Supplemental Appropriation Request Jackson County, Missouri

Funds sufficient for this transfer and appropriation are available from the source indicated below.

Date: August 5, 2010

ORD # 4225

<u>Department / Division</u>	<u>Character/Description</u>	<u>From</u>	<u>To</u>
<b>General Fund - 001</b>			
<u>2810</u>	<u>Undesignated Fund Balance</u>	<u>68,850.00</u>	
<u>1204 - Facilities Mngmnt - KC</u>	<u>57130 - Building Cleaning Supplies</u>		<u>45,429.00</u>
<u>1204 - Facilities Mngmnt - KC</u>	<u>56730 - Janitorial &amp; Exterm. Svcs</u>		<u>3,600</u>
<u>1205 - Facilities Mngmnt - Indep</u>	<u>57130 - Building Cleaning Supplies</u>		<u>19,821</u>
<b>Assessment Fund - 045</b>			
<u>2810</u>	<u>Undesignated Fund Balance</u>	<u>2,520</u>	
<u>1209-Facilities Mngmnt-Exam Bldg</u>	<u>56730 - Janitorial &amp; Exterm. Svcs</u>		<u>2,520</u>

*Mary Rasmussen*  
Budgeting