

REQUEST FOR LEGISLATIVE ACTION

Completed by County Counselor's Office:

Res/~~Ord~~ No.: 19207

Sponsor(s): Dennis Waits

Date: July 11, 2016

<p>SUBJECT</p>	<p>Action Requested <input type="checkbox"/> Resolution <input type="checkbox"/> Ordinance</p> <p>Project/Title: <u>Recommending payment of Jackson County's share of the 2016 CORE4 Coordination Annual Budget</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>\$14,400.00</td> </tr> <tr> <td>Amount previously authorized this fiscal year:</td> <td>\$0.00</td> </tr> <tr> <td>Total amount authorized after this legislative action:</td> <td>\$14,400.00</td> </tr> <tr> <td>Amount budgeted for this item * (including transfers):</td> <td>\$14,400.00</td> </tr> <tr> <td>Source of funding (name of fund) and account code number; FROM</td> <td></td> </tr> <tr> <td>001-5101-56080</td> <td>\$7,200.00</td> </tr> <tr> <td>002-5102-56080</td> <td>\$1,800.00</td> </tr> <tr> <td>003-5103-56080</td> <td>\$1,800.00</td> </tr> <tr> <td>004-5103-56080</td> <td>\$1,800.00</td> </tr> <tr> <td>045-4500-56080</td> <td>\$1,800.00</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:	\$14,400.00	Amount previously authorized this fiscal year:	\$0.00	Total amount authorized after this legislative action:	\$14,400.00	Amount budgeted for this item * (including transfers):	\$14,400.00	Source of funding (name of fund) and account code number; FROM		001-5101-56080	\$7,200.00	002-5102-56080	\$1,800.00	003-5103-56080	\$1,800.00	004-5103-56080	\$1,800.00	045-4500-56080	\$1,800.00
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<p>PRIOR LEGISLATION</p>	<p>Prior ordinances and (date): N/A</p> <p>Prior resolutions and (date): N/A</p>																				
<p>CONTACT INFORMATION</p>	<p>RLA drafted by (name, title, & phone): Mary Lou Brown, Chief Administrative Officer, 816-881-3064</p>																				
<p>REQUEST SUMMARY</p>	<p>Mid-America Regional Council (MARC) provides dedicated staff support for project management, event logistics and coordination of nine sub-committee activities related to CORE4. 2016 activities will include leadership discussion facilitation with the chief elected and administrative leaders of the CORE4 jurisdictions; project management duties and planning for the 2016 CORE4 Colloquium. Jackson County's share of the \$60,000.00 related expense is 24% or \$14,400.00.</p>																				
<p>CLEARANCE</p>	<p><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)</p>																				

ATTACHMENTS		
REVIEW	Department Director: <i>Mary Jane Brown</i>	Date: <i>2/5/16</i>
	Finance (Budget Approval): <i>If applicable</i> <i>[Signature]</i>	Date: <i>7/6/16</i>
	Division Manager: <i>Mary Jane Brown</i>	Date: <i>7/6/16</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:

This expenditure was included in the Annual Budget.

PC# _____

Date: July 1, 2016

RES # 19207 _____

Department / Division	Character/Description	Not to Exceed
General Fund - 001		
5101 - Non Departmental	56080 - Other Professional Services	7,200.00
Health Fund - 002		
5102 - Non Departmental	56080 - Other Professional Services	1,800
Park Fund - 003		
5103 - Non Departmental	56080 - Other Professional Services	1,800
Special Road & Bridge Fund - 004		
5104 - Non Departmental	56080 - Other Professional Services	1,800
Assessment Fund - 045		
4500 - Non Departmental	56080 - Other Professional Services	1,800
		14,400

Mary Rasmussen
 Budgeting



CORE 4

Project Management/Coordination

2016 WORKPLAN

Purpose:

Mid-America Regional Council will continue to provide dedicated staff support for project management, event logistics and coordination of nine sub-committee activities that will occur in 2016. This document describes the level of support and activities for 2016.



Background:

The city/county managers from the City of Kansas City, Mo., Jackson County, Mo. Johnson County, Kan. and the Unified Government of Wyandotte County/Kansas City, Kan. began meeting in 2010 as the Kansas City Metropolitan Executive Leadership Exchange. In 2012, the CORE4 initiative began to conduct bi-annual Colloquium work sessions, inviting department directors and other key staff to discuss topics of common concern. The broad topics addressed include: vulnerable/at risk population; reciprocity and taxation; career development; communications; legislative coordination; parks & recreation; EMS & emergency management; and regional technology. The primary goal of these work sessions has been to identify specific projects that groups can pursue over the course of a 12-month period of time, with the expectation that tangible steps will be taken to accomplish the projects through collaboration among the participating four agencies. Over the course of 2014 and 2015 MARC has been assisting the CORE4 jurisdictions by providing staff support to eight work groups.

In addition, MARC staff has helped develop and host the annual CORE4 Colloquium, which over 150 CORE4 representatives attend. Also, David Warm, MARC executive director, has hosted the CORE4 leadership bi-monthly meetings to assist in moving the initiative forward.

CORE4 2016 work plan

In 2016, MARC will continue to facilitate the CORE4 leadership discussions. The chief elected leaders (with managers) will meet two times, with the administrative leadership meeting more often (4-6 times in twelve months) to discuss identified issues of inter-jurisdictional collaboration. MARC staff will also facilitate the eight topical working groups. This will include project management duties, such as assistance in sharing information, convening meetings, taking notes, tracking performance goals and disseminating a bi-monthly e-newsletter. In addition, MARC will lead the planning for the 2016 CORE4 Colloquium.

Leadership discussion facilitation: Over the past two year the chief elected and administrative leaders have identified topical areas for collaboration that have broader political and financial considerations. Over the course of the next twelve months efforts will be made to make progress in the following areas:

- Continued review of the KCATA regional governance in an effort to anticipate the need for possible legislative amendments.
- Explore the need for a regional KCI investment plan
- Regional approach for collecting energy usage data from commercial property owners (over 100,000 square feet).

Other pressing issues may be identified over the course of the twelve months and priorities may shift from the list above.

CORE4 work group strategies: The CORE4 administrators met with the lead staff for the CORE4 work groups on December 16, 2015. Each work group will continue its efforts – some making further progress on their current goals, others taking on new projects.

The list of the working groups and the topics/action items under discussion are:

Sub-committee/ Working Group	2016 Work group strategies
1. Economic Development/ Economic Resiliency	The economic development work group will complete data collection from the CORE4 jurisdictions in early 2016. Data is needed from the UG and the Missouri counties north of the river. The next step will be the analysis, identifying similarities, trends or any other significant finding. Analysis will be shared with the CORE4 leadership team.
2. Human Resources/ Career Development	The Human Resources work group will be gearing up in 2016 for the next Youth Career Expo projected to be in 2017. ICMA is interested in having a workshop at their annual conference in Kansas City under their Regional Collaboration track that highlights the collaboration of the Youth Career Expo. The HR work group will also make contact with the KC Rising Human Capital representatives to facilitate a discussion with education institutions about the needs for certain hard-to-fill positions, i.e., water/wastewater maintenance.
3. Human Services/ Vulnerable Populations	The Human Services work group will explore three areas for future work: (1) build on the joint work in submitting an application to USDA for a Nutrition Incentive Program in grocery stores and farmers markets; (2) work with the Family Conservancy and other partners to advance the campaign “Talk Read Play”; and (3) address the growing concern over the abuse of opiates and heroin in the metro area.

Work group coordination: MARC staff will assist CORE4 lead staff to coordinate the nine work groups' activities. This may include taking meeting minutes, coordinating meetings, performing follow-up activities, and serving as a reminder of deliverables and deadlines.

Event planning and logistical support: MARC will provide staff to plan and provide the logistic support for the annual CORE4 Colloquium. This will include securing conference space, coordinating A/V services, equipment and meeting refreshments, preparing and executing a marketing plan to participating agency staff, establishing online registration portal, sending confirmation emails, etc.

Budget:

The costs associated with the above activities are outlined below.

CORE 4 Coordination - Annual Budget

Revenue			
Johnson County (544,179) 36%			\$21,600
Kansas City, Mo (459,787) 30%			\$18,000
Jackson County, Mo (w/o KCMO) (371,659) 24%			\$14,400
Unified Government (157,505) 10%			\$6,000
Total Revenue			\$60,000
Expenses			
	# hours	Average hourly rate	cost
MARC Staff-time	550	\$40	\$22,000
David Warm (leadership committee facilitation)			
Marlene Nagel (program oversight, facilitation)			
Georgia Nesselrode (program coordination, facilitation)			
Mary Laird (managers/mayors meeting scheduling)			
Staff support - sub-committee coordination (TBD by issue)			
Fringe , Indirect, Rent			\$20,000
Contractual Services (specialized consultant)			\$5,000
Travel (mileage)			\$1,000
Facility Rental			\$3,000
Meeting Expense			\$7,000
Miscellaneous			\$2,000
Total Expense			\$60,000

Sub-committee/ Working Group	2016 Work group strategies
4. Information Technology	The IT work group has developed and tested a web services platform that will allow each of the jurisdictions to access certain, mutually agreed up data from the databases of other jurisdictions. The next step is to convene the work group members, along with representatives of business licensing and procurement specialists from the four jurisdictions to determine what information to share and how best to use it. A legal review will also be sought.
5. Infrastructure	A subset of the Infrastructure work group has been working on the feasibility of an integrated planning initiative for the blue river watershed. Ongoing conversations have been held between Johnson County and KCMO water services personnel. The plan for 2016 is continue to meet and begin the integrated planning process. This is an ambitious undertaking but efforts have the potential to reap positive results for future stormwater related projects.
6. Parks & Recreation	The Parks and Recreation work group provided an updated inventory of park assets to the KC Sports Commission (KCSC) in 2015. Follow-up conversations are planned to engage the KCSC and other stakeholders on the possibilities of coordinating efforts to attract and support a regional youth soccer-related event highlighting all the soccer facilities across the metro area.
7. Public Safety	A new public safety work group will be formed to consider the issue of technology. The region will soon have access to KC Scout's dedicated fiber for public safety use. Shared services will be explored, along with regional dispatch applications.
8. Data and Performance	This new work group will explore the possibilities of a regional comparative data analysis, as well as a regional scorecard/dashboard. The region has a great deal of public data that has been collected through ETC's citizen satisfaction surveys. This could be used to identify trends, best practices, etc.

Project Management Activities

Project management: MARC has designated a team of staff members to assist the CORE4 initiative by providing the following:

1. Provide assistance to CORE4 leadership with overall project coordination. This would include managing communications between agency staff, plotting and tracking identified projects, noting progress, deliverables, timelines, etc.
2. Prepare meeting minutes (when needed), and summaries
3. Follow-up activities, such as conducting further project research, discovery, cost analysis, challenges, etc.
4. Produce a bi-monthly e-newsletter
5. Issue semi-annual progress reports
6. Other duties assigned

Deliverables: MARC will produce a periodic progress reports.

Leadership scheduling: MARC staff will work with the CORE4 managers, mayors, and board chairman's staff to coordinate schedules for leadership meetings and annual Colloquium.



Remit To:
 600 Broadway Suite 200
 Kansas City, MO 64105-1659
 Phone: (816) 474-4240
 Fax: (816) 421-7758

19207

Invoice	G-I-0006629
Date	3/31/2016
Grant No.	53136
Page	1

Bill To:

Jackson County, Missouri

415 E. 12th Street, 2nd Floor
 Kansas City MO 64106

Return one copy with payment.

Dorothy Pope _____ *3-31-16*
 Invoice authorized by: _____ Date
 Dorothy Pope, Financial Affairs Director
 Mid-America Regional Council

Purchase Order No.	Customer ID	MARC Contact	Payment Terms	Master No.
	JACOLOCALDUES	Joanne Bussinger	Due on Receipt	8,137
Item Number	Description			Ext. Price
53136-LOCAL	CORE4 Project Mgm/Coordination 2016			\$14,400.00
			Subtotal	\$14,400.00
			Misc	\$0.00
			Total	\$14,400.00