

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

**AN ORDINANCE** appropriating \$3,000.00 from the undesignated fund balance of the 2016 Grant Fund and authorizing the County Executive to execute a contract with the University of Central Missouri - Missouri Safety Center in acceptance of the Jackson County Sheriff's Office "Click It or Ticket" Enforcement Campaign grant.

**ORDINANCE NO. 4841**, May 2, 2016

**INTRODUCED BY** Alfred Jordan, County Legislator

WHEREAS, the Sheriff's Office has been awarded a grant in the amount of \$3,000.00 by the Missouri Department of Transportation, Traffic & Highway Safety Division in furtherance of the "Click It or Ticket" Enforcement Campaign for the period May 23, 2016, through June 5, 2016; and,

WHEREAS, the Sheriff recommends the use of funds for reimbursement of overtime used for the campaign, promoting the use of safety seats and safety belts throughout the County, pursuant to the attached contract with the University of Central Missouri – Missouri Safety Center; and,

WHEREAS, an appropriation is necessary to place the grant funds in the proper spending account; now therefore,

BE IT ORDAINED by the County Legislature of Jackson County, Missouri, that the following appropriation from the undesignated fund balance of the 2016 Grant Fund be and hereby is made:

<u>DEPARTMENT/DIVISION</u>	<u>CHARACTER/DESCRIPTION</u>	<u>FROM</u>	<u>TO</u>
Grant Fund Click It or Ticket 010-4295	45860 - Increase Revenues	\$3,000	
010-2810	Undesignated Fund Balance		\$3,000
010-2810	Undesignated Fund Balance	\$3,000	
010-4295	55030 - Overtime		\$2,787
010-4295	55040 - FICA		\$ 213

and,

BE IT FURTHER ORDAINED that the County Executive be and hereby is authorized to execute the attached contract with the University of Central Missouri – Missouri Safety Center.

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

APPROVED AS TO FORM:

Jim D. Hall  
Chief Deputy County Counselor

W. Stephen Rife  
County Counselor

I hereby certify that the attached Ordinance, Ordinance No. 4841 introduced on May 2, 2016, was duly passed on May 2, 2016 by the Jackson County Legislature. The votes thereon were as follows:

Yeas 9

Nays 0

Abstaining 0

Absent 0

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

5.2.16  
Date

Mary Jo Spino  
Mary Jo Spino, Clerk of Legislature

I hereby approve the attached Ordinance No. 4841.

5/3/2016  
Date

Frank White, Jr.  
Frank White, Jr., County Executive

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

ACCOUNT NUMBER: 010 2810  
ACCOUNT TITLE: Grant Fund  
Undesignated Fund Balance  
NOT TO EXCEED: \$3,000.00

April 22, 2016  
Date

Christy Mann  
Chief Financial Officer

University of Central Missouri  
Subaward Agreement  
**Click It or Ticket Enforcement Campaign**

<b>Pass-Through Entity (PTE):</b> University of Central Missouri – Missouri Safety Center		<b>Subrecipient:</b> Jackson County Sheriff's Office
<b>PTE Principal Investigator:</b> Terry Butler –Director, Missouri Safety Center		<b>Subrecipient Principal Investigator (PI):</b> Jackson County Sheriff's Office
<b>PTE DUNS Number:</b> 79-559-7124		<b>Subrecipient DUNS Number:</b> 073134868
<b>PTE FEIN:</b> 44-6000293		<b>Subrecipient FEIN:</b> 44-6000524
<b>Subaward Number:</b> SAF072-0158	<b>CFDA No:</b> 20.616	<b>State Awarding Agency:</b> MO Dept. of Transportation – Traffic & Highway Safety
<b>PTE State Award No:</b> 16-M2OP-05-006		<b>Federal Awarding Agency:</b> US Department of Transportation
<b>Project Title: Click It or Ticket Enforcement Campaign (CIOT)</b>		
<b>Subaward Period of Performance:</b> Award Start: <b>May 23, 2016</b> Award End: <b>June 05, 2016</b>		<b>Subaward Type:</b> Reimbursable
		<b>Subaward Value:</b> \$3,000

**Terms and Conditions:**

The parties to this contract do mutually agree to the following terms and conditions as outlined in this documents and corresponding attachments.

Reporting and Monitoring Requirements:

All invoicing and reporting will follow the guidelines and restrictions as set out in the attached statement of work. All payments shall be considered provisional and subject to adjustment within the total estimated cost in the event such adjustment is necessary as a result of an adverse audit finding against the Agency.

The Agency shall permit monitoring by the State or appropriate federal agency representatives, and comply with such reporting procedures as may be established by the State. The Agency shall maintain all related records for three years following the end date of this contract. Record retention is required for purposes of Federal examination and audit. All invoicing and reporting will follow the guidelines and restrictions as set out in the attached statement of work and contract. By signing this form, Agency agrees to abide by the terms set forth in the statement of work.

Non-Supplanting Certification:

The agency affirms that the federal funds will not be used to supplement existing funds, and will not replace (supplant) funds that have been appropriated for the same purpose. Applicants may be required to supply documentation certifying that a reduction in non-federal resources occurred for reasons other than the receipt of federal funds. Only eligible officer overtime will be reimbursable through this contract.

Revisions and Amendments:

Matters concerning the technical performance of this agreement, not cost extensions, a request or negotiation of any changes in terms, conditions, or amounts should be directed to the UCM principal investigator, as noted in this contract. Any changes made to this agreement require the written approval of each party's Authorized Official.

Indemnification:

Each party shall be responsible for damages resulting from the wrongful or negligent acts or omissions of each respective party's employees, agents, and/or representatives for risks, losses, and circumstances occurring during or arising out of the scope of work in this agreement. University of Central Missouri does not waive its sovereign immunity as provided by RSMo Section 537.600, nor any of the protections afforded it as a quasi-public body of the State of Missouri. The University agrees to be responsible hereunder only to the extent that it would otherwise be liable under the provision of RSMo Section 537.600.

Project Description & Total Amount of Federal Pass-Through to PTE:

Provide targeted law enforcement agencies with the resources to fund full, part-time and reserve officers overtime pay for occupant protection enforcement in targeted locations to increase the awareness and compliance of seat belt usage by all Missouri drivers during the national Click-It-or-Ticket (CIOT) campaign. These resources will be in the form of sub-award grants to law enforcement agencies identified by the Traffic and Highway Safety Division of MoDOT. The total amount of the Federal pass-through funding to PTE is \$330,501.08.

Termination of Agreement for cause:

Either party may terminate this agreement with thirty (30) days written notice to the appropriate party's principal investigator. If applicable, the University shall pay Agency for termination costs as allowable under OMB 2 CFR Parts 200 and 1201.

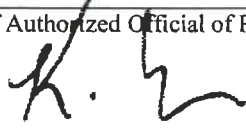
Governing law: This Agreement shall be interpreted under and governed by the laws of the State of Missouri.

Reimbursable Award: The University of Central Missouri (UCM) hereby awards a cost reimbursable contract of up to **\$3,000** to the **Jackson County Sheriff's Office** to support officer overtime on the **Click It or Ticket Enforcement Campaign**. In its performance of work under the terms of this agreement, Agency shall be an independent entity and not an employee or agent of UCM.

Attachments:

**Attachment A:** Statement of Work and Notice of Eligibility

**Attachment B:** Contract between the Missouri Highways and Transportation Commission & University of Central Missouri/Missouri Safety Center

Signature of Authorized Official of PTE (UCM): 	<b>Signature of Authorized Official of Subrecipient (Agency):</b>
Printed Name: Kim Andrews                      Date: 11/12/15	Printed Name:    Date:
Title: Vice Provost, Academic Programs and Services	Title:
UCM Project Address: Missouri Safety Center Attn: Mindy Sergent Humphrey Building, Suite 200 Warrensburg, MO 64093	<b>Signature of Enforcement Administrator of Subrecipient:</b>
Phone: 660-543-4392      Fax: 660-543-4482	Printed Name:    Date:
Email: sergent@ucmo.edu	Agency Address:
<b>Subaward Number:</b> SAF072-0158	Agency Phone:
	Agency Email:



## Attachment A: Statement of Work Click It or Ticket Enforcement Campaign

The Traffic & Highway Safety Division – Missouri Department of Transportation (MoDOT) has identified **Jackson County Sheriff's Office** as eligible to participate in the **Click It or Ticket Enforcement Campaign**. Full-time, part-time and reserve officers are eligible to participate in overtime enforcement campaigns. Part-time and reserve officers must have the same authority as a full-time permanent officer.

Through the University of Central Missouri Subaward Agreement (here after referred to as Subaward Agreement), a maximum reimbursable amount of **\$3,000** has been designated for actual officer overtime salary and fringe benefits dedicated to enforcement activities on this enforcement campaign.

Participation in **Click It or Ticket Enforcement Campaign** requires your agency to:

- Complete the following **highlighted** sections of the University of Central Missouri Subaward Agreement:
  - TWO DIFFERENT (required) signatures. These are typically the Chief, Sheriff or Authorized Official AND the Enforcement Administrator for your agency.
  - Agency Contact Information to include: Address, Phone and Email
- The TWO signatures on the submitted Subaward Agreement must match the two required signatures on the Overtime Enforcement Manpower Report Form. If the signatures are different a memo must be included with the Overtime Enforcement Manpower Report Form explaining the reason for the difference.
  - Therefore, if the person who signed as the Authorizing Official on the Subaward Agreement also works the enforcement campaign a different authorizing official would need to sign the Overtime Enforcement Manpower Report Form then a memo must be submitted explaining the reason for the difference in signatures between the Subaward Agreement and the Overtime Enforcement Manpower Report Form. The Authorizing Official cannot certify/approve THEIR-OWN hours worked.
- **Return the signed Subaward Agreement no later than May 23, 2016 to *Mindy Sergeant*:**
  - Scan then Email to: [sergent@ucmo.edu](mailto:sergent@ucmo.edu) or
  - Fax to: 660-543-4482
- Upon receipt of the completed Subaward Agreement, your agency will received an **email message** from ***Mindy Sergeant*** which will include the following enforcement documents:
  - Pre and Post News Release Examples
  - Overtime Enforcement Manpower Report Form
  - Enforcement Reimbursement Check List
  - Highway Safety Campaign Letter to include the On-Line Mobilization Reporting Instructions
- Upon campaign completion below items must be completed and submitted to the Missouri Safety Center by **NO LATER THAN July 22, 2016**. Reports submitted after **July 22, 2016** may not be reimbursed:
  - Missouri Safety Center - Overtime Enforcement Manpower Report Form
  - Signatures on Subaward Agreement MATCH signatures on Manpower Report, if not, a memo indicating why the signatures a different
  - Copies of the salary earnings or salary verification statement showing that the individual(s) who worked the enforcement received payment. **This should be an agency generated payroll report** to include a check date and check number
  - Online reporting of citations has been submitted to Highway Safety ([www.modot.mo.gov](http://www.modot.mo.gov))

**On behalf of the Missouri Department of Transportation's Traffic and Highway Safety Division and the Missouri Safety Center, we appreciate your willingness to assist in making our roadways safer for all.**