



# Jackson County Missouri

Jackson County Courthouse  
415 E. 12th Street, 2nd floor  
Kansas City, Missouri 64106  
(816)881-3242

## Meeting Agenda Finance and Audit Committee

*Megan L. Marshall (3rd AL) Chairman,  
Sean E. Smith (6th), Charlie Franklin (3rd),  
Donna Peyton (2nd AL)*

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Monday, March 25, 2024

13:50

K.C. Legislative Assembly Area  
Kansas City, Missouri

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### ORDINANCES IN COMMITTEE

### RESOLUTIONS IN COMMITTEE

[21536](#) A RESOLUTION approving the 2024-2025 Jackson County Assessment and Equalization Maintenance Plan.

**Sponsors:** Megan L. Marshall

**Attachments:** [21536 2024-2025 Reassessment Maintenance Plan 2-9-2024.pdf](#)  
[21536bu.pdf](#)

[21577](#) A RESOLUTION transferring \$981,003.00 within the 2024 General Fund and authorizing the Director of Finance and Purchasing to issue checks in the total amount of \$981,003.00 to cover costs incurred in connection with the April 2, 2024, special election.

**Sponsors:** Jeanie Lauer

**Attachments:** [21577 bu.pdf](#)  
[21577A Revised Fiscal](#)

[21586](#) A RESOLUTION authorizing the Director of Finance and Purchasing to issue a check in the amount of \$5,000.00 to the KC Repertory Theatre, for sponsorship of its 60th Anniversary Gala to be held April 5, 2024, in Kansas City, MO.

**Sponsors:** Manuel Abarca IV

**Attachments:** [21586BU.pdf](#)

[21588](#) A RESOLUTION awarding twenty-four-month term and supply contracts, with one twelve-month option to extend, for the furnishing of general contracting services for use by various County departments to Hartline Construction, LLC, of Kansas City, MO, Lytle Construction, Inc., of Lee's Summit, MO, Tailor Made Exteriors of Lee's Summit, MO, and Universal Construction Company, Inc. of Kansas City, KS, under the terms and conditions of Invitation to Bid No. 23-082.

**Sponsors:** Megan L. Marshall

**Attachments:** [21588BU.pdf](#)

[21591](#)

A RESOLUTION awarding a contract for the furnishing and installation of audio-visual equipment at the Eastern Jackson County Courthouse for use by the County Legislature to Harvest AV Solutions of Kansas City MO, under the terms and conditions set forth in Circuit Court of Jackson County, Missouri Contract No. 2353-19-25, an existing government contract, at an actual cost to the County not to exceed \$62,934.00.

**Sponsors:**

Jeanie Lauer, Megan L. Marshall, Jalen Anderson, Donna Peyton, Manuel Abarca IV, Venessa Huskey, Charlie Franklin, DaRon McGee and Sean E. Smith

**Attachments:**

[21591 BU.pdf](#)



# Jackson County Missouri

Jackson County Courthouse  
415 E. 12th Street, 2nd floor  
Kansas City, Missouri  
64106  
(816)881-3242

## Legislation Text

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**File #:** 21536, **Version:** 0

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

**A RESOLUTION** approving the 2024-2025 Jackson County Assessment and Equalization Maintenance Plan.

**RESOLUTION NO. 21536**, February 19, 2024

**INTRODUCED BY** Megan L. Marshall, County Legislator

WHEREAS, section 137.115 of the Revised Statutes of Missouri requires the County Assessor, or the equivalent officer in Jackson County, the Director of Assessment, to submit a two-year assessment and equalization maintenance plan to the Legislature; and,

WHEREAS, section 137.115 further requires review and approval of that plan by the Legislature; and,

WHEREAS, the Director of Assessment has submitted a two-year plan, a copy of which is attached hereto, in accordance with the requirements of section 137.115, and monies required for said plan are included in the 2024 Adopted Budget; now therefore,

BE IT RESOLVED by the County Legislature of Jackson County, Missouri, that the attached two-year assessment and equalization maintenance plan for 2024-2025 submitted by the Director of Assessment be and hereby is approved as submitted.

Effective Date: This Resolution shall be effective immediately upon its passage by a majority of the Legislature.

APPROVED AS TO FORM:

\_\_\_\_\_  
County Counselor

Certificate of Passage

I hereby certify that the attached resolution, Resolution No. 21536 of February 19, 2024, was duly passed on \_\_\_\_\_, 2024 by the Jackson County Legislature. The votes thereon were as follows:

Yeas \_\_\_\_\_

Nays \_\_\_\_\_

Abstaining \_\_\_\_\_

Absent \_\_\_\_\_

\_\_\_\_\_  
Date Mary Jo Spino, Clerk of Legislature





**ASSESSMENT DEPARTMENT**  
JACKSON COUNTY COURTHOUSE  
415 EAST 12TH STREET, SUITE 1M  
Kansas City, MO 64106-2752

[www.jacksongov.org](http://www.jacksongov.org)  
(816) 881-3263  
FAX (816) 881-1388

Honorable Missouri State Tax Commissioners  
Honorable Jackson County Legislature:

December 27, 2023

Attached you will find the Jackson County, Missouri Assessment Department's 2024-2025 Maintenance Plan. The Plan attempts to address all *statutory* elements of the coming assessment cycle under my leadership as Director of Assessment.

Our goals for 2022-23 Reassessment cycle were as follows:

1. **Pick up new construction both Residential and Commercial**
2. **Build Staff**
3. **Implement recommendations from the IAAO audit**
4. **Train all staff on new CAMA system in preparation for going live in May 2022.**
5. **Establish and implement a public relations program**

The Jackson County Assessment Department held Six public meetings in the Summer of 2022 and 4 public meetings in the first quarter of 2023. The purpose of these meetings was public education of the process and to set expectations for property value increases in 2023. Physical inspections of all residential parcels was completed prior to the 2023 valuation by a combination of Tyler Technology and Assessment Staff. Commercial parcels were also visited with the exempt parcels being the last to be visited.

Physical inspections of Each parcel included an in person visit. Improvements were measured, photographed and characteristics updated. Data Collectors spoke to property owners at the time of the physical inspection when possible and left a survey on each door where the property owner was not available. Property owners were asked to complete the survey by mail or online.

As of December 18<sup>th</sup>, the Assessment Department has grown to 88 associates. The increase is primarily due to the addition of data collectors. As Tyler Technologies completes their contract, the assessment staff will need to grow in order to keep up with annual maintenance and future reassessments.

In 2024-2025 we will focus on the following goals:

1. **Continue to grow and develop staff**
2. **Continue to implement recommendations from the IAAO Audit.**
3. **Tyler Technologies will be responsible for the 2025 Reassessment.**

12/28/2023

**4. 25% of parcels will be reviewed each year in order to keep up with annual maintenance and maintain accurate data in our new system.**

Personal Property is currently working out of one location at the Independence Courthouse due to staffing shortage. The remainder of the Assessment staff are located at the Administration Building at 1300 Washington. All staff at a single location is one of the recommendations from the IAAO Audit.

*The Jackson County Assessment Department is committed to improving and maintaining the quality of assessments.*

Any changes to this plan will be submitted to the State Tax Commission for approval. Please feel free to contact me at 816-881-1009 or email [gmbcatty@jacksongov.org](mailto:gmbcatty@jacksongov.org) if there are any questions or concerns.

Sincerely,



Gail McCann Beatty  
Director of Assessment  
Jackson County, Missouri

*Insert "Assessor's Signed Narrative Letter" that shall accompany signed plan. This can be accomplished by using the Snipping Tool or Scan/Copy/Paste assessor's original letter in the space provided.*

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# **2024-2025 Assessment Maintenance Plan**

## **Jackson County**

**January 1, 2024 Through December 31, 2025**

I. MISSION STATEMENT AND APPROVAL

II. FUNCTIONS AND RESPONSIBILITIES

III. CHARTS AND REPORTS

IV. FORMS TO BE UTILIZED

V. PLAN BUDGET



# **Mission Statement**

The Jackson County Assessor and State Tax Commission shall strive to assess all property in a fair and uniform manner; shall strive to discover, list, and assess all taxable property within the county; shall faithfully and impartially execute this assessment maintenance plan, shall develop assessments based on current market value as of the date of appraisal; shall promptly and efficiently respond to questions, complaints, and needs of taxpayers and assessment officers; and shall uphold the constitution and statutes of the State of Missouri.

## **2024-2025 Assessment Maintenance Plan**

I, Gail McCann Beatty, the duly appointed Jackson County Assessor, submit the following assessment maintenance plan for the 2024-2025 assessment maintenance cycle. This plan contains the framework and all of the necessary elements to allow me to carry out my official duties as required by the constitution and laws of the State of Missouri.

# 2024-2025 Assessment Maintenance Plan Agreement and Approval

The parties to this plan, the County Assessor, the County Commission, and the State Tax Commission, agree to its specific terms as well as these general obligations:

The Assessor will assess all taxable property in the county uniformly and at the statutorily required percentage of market value for the respective property. The actions of the assessor and staff will comply with the requirements found in Article X, Section 3 of the state constitution, Chapters 53, 137, 138 and any other pertinent chapter of the Revised Statues of Missouri.

The County will provide office facilities and the budgetary support, as set out in this agreement, to allow the Assessor and staff to carry out the terms of this agreement and the duties of the Assessors Office.

The State Tax Commission will provide technical assistance, including regular visits by the field representative, educational training, guidelines and other resources to aid the assessor in the execution of this plan. Further, in consideration for the Assessor supplying assessment services in compliance with the terms and obligations of this plan, the state will provide cost-share reimbursement funds to the extent specified in 137.750, RSMo.

It is hereby affirmed by the County, that an Assessment Fund has been established, and that the general revenue funds required of this plan will be deposited into the Assessment Fund.

The undersigned approve and submit this plan.

Jackson County, Missouri

State Tax Commission of Missouri

County Assessor	Date	STC Chairman	Date
Presiding Commissioner	Date	STC Commissioner	Date
County Commissioner	Date	STC Commissioner	Date
County Commissioner	Date		

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Jackson County, Missouri

State Tax Commission of Missouri

	12/27/23		
County Assessor	Date	STC Chairman	Date

Presiding Commissioner	Date	STC Commissioner	Date

County Commissioner	Date	STC Commissioner	Date

County Commissioner	Date

*Insert "Page 3 Signed" with  
all signatures*

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all signatures*

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all signatures*

*Insert "Page 3 Signed" with  
all signatures*

# Definitions

As used in this agreement the following words shall have this meaning attributed to them in this subsection:

1. The word "County" means Jackson County, Missouri.
2. The word "Commission" means the State Tax Commission of Missouri.
3. The words "Market Value" mean the most probable price in terms of money which a property will bring if exposed for sale on the open market for a reasonable length of time, providing there is a knowledgeable buyer and seller both aware of the uses to which a property is adapted and for which it is capable of being used. Used synonymously with True Value in Money.
4. For land used for agricultural purposes, the words "Market Value" or "True Value in Money" shall mean the value the land has for agricultural and horticultural use, which is based upon the land's productive capability as set out in Section 137.017 - 137.021.
5. The words "Project", "Plan", or "Agreement" shall mean the assessment maintenance plan.
6. The word "Ownership Maps or Mapping" means all ownership maps and related records which are prepared or compiled by the County under the guidelines of the original mapping contract or a more current mapping/GIS project.
7. The words "Replacement Cost New (RCN)" means the cost, including material, labor, and overhead, that would be incurred in constructing an improvement having the same utility to its owner as the improvement in question, without necessarily reproducing exactly any particular characteristic of the property.
8. The word "Depreciation" means the loss in value of an object, relative to its replacement cost new, whether the loss of value is caused by physical deterioration, economic obsolescence or functional obsolescence.
9. The words "Physical Deterioration" mean the loss of value caused by wear and tear.
10. The words "Economic Obsolescence" mean the loss in value of a property (relative to the cost of replacing it with a property of equal utility) that stems from factors external to the property.
11. The words "Functional Obsolescence" mean the loss in value of a property resulting from changes in tastes, preferences, technical innovations, or market standards.
12. The words "Submitting to Commission" for reports or PRC cards means mailing paper copies or emailing digital PDF or TIF files to [localassistance@stc.mo.gov](mailto:localassistance@stc.mo.gov).
13. The words "Index Study" are synonymous with "Manual Level Study."



## Real Property

### FUNCTIONS AND RESPONSIBILITIES

<b>Responsibility</b>		<b>Job Title and Comments</b>
1.	Public information and public relations - on going.	Director of Assessment; Public Information Officer & Taxpayer Support
2.	Update all property transfers on the mylars/digitized maps, property record cards, work index cards, final alpha cards and/or other related forms. Complete on a quarterly or monthly basis. Ownership data will be maintained to within <u>3</u> months.	Assessment Mapping/GIS Unit
3.	Sales information. Obtain, verify and log sales information from all sale letters. Copy corresponding PRC and file with the returned sale letter. Other sources may include certificates of value, real estate agents, appraisers, banks and savings & loans, etc. All sale information will be available for review and use by the Commission.	Tyler Technology, Commercial Department Residential Department Research Analysts
4.	Building Costs. Obtain and verify current building costs. The new construction log will be utilized to identify and locate new construction samples.	Tyler Technology Commercial Department Residential Department Research Analysts
5.	Conduct sale analysis of all available sales. Studies will be conducted to determine the base rates for building costs, land values, and rates of depreciation-both physical and obsolescence.	Tyler Technology, Commercial Department Residential Department Research Analysts
A)	Building Cost Index for 2025. An index study/manual level study will be completed and submitted by <u>8</u> - <u>30</u> - <u>2024</u> to the Commission for their review and approval. The study will include PRC copies of all index samples.	Tyler Technology, Commercial Department Residential Department Research Analysts
B)	Depreciation studies will be completed and submitted to the Commission by <u>8</u> - <u>30</u> - <u>2024</u> for review and comment. In addition, studies will be conducted by neighborhood or other strata to identify obsolescence.	Tyler Technology, Commercial Department Residential Department Research Analysts

**Real Property**

**FUNCTIONS AND RESPONSIBILITIES**

<b>Responsibility</b>	<b>Job Title and Comments</b>
C) Land value studies will be conducted by neighborhood and land rates will be established which when properly applied result in a fair and reasonable land value for parcels assessed at market value. These studies will be submitted to the Commission for review and comment by 8 - 30 - 2024 .	Commercial Department Residential Department Research Analysts
6. Complete interim untrended index study or preliminary manual level study, based on additional average quality, new construction, to be completed and submitted to the Commission by October 1, 2025.	Commercial Department Residential Department Research Analysts
7. <b><u>Sale Ratio Reports</u></b> to be submitted to the Sate Tax Commission: Will be conducted by neighborhood or other strata. The object being to determine the relative level of assessment between the county’s appraised value and the sale price of the sold property. Complete on a <b>quarterly</b> basis and generate summary by neighborhood or strata, listing the number of sales, the low, high, mean, median and weighted mean ratios, C.O.D., P.R.D. and the time-frame of the sales used within the study. Reports are to be sent to the State Tax Commission by March 31st, June 30th, September 30th, December 31st of each year	Residential Department Research Analysts
8. Recalculate all proposed 2025 land values and improvement costs, up to replacement cost new prior to conducting field review, to be completed by 8 / 30 / 2024 .	Tyler Technology, Commercial Department Residential Department Research Analysts
<p align="center"><b>If your county’s 2021 Residential and/or Commercial Ratio Study were out of compliance and having a median ratio below 89.99%, a more detailed narrative shall be attached to this 2024-2025 plan detailing specific action(s) in steps 9A – 9H to bring the county in compliance.</b></p>	
9. Conduct final field review.	Commercial Department Residential Department
A) Inspect recently sold properties to establish bench marks. Update neighborhood sales analysis. Based on the updated neighborhood sales analysis, corrective actions will be outlined and implemented to ensure final 2025 values will reflect local market conditions. This would include adjusting index level/manual adjustment level, neighborhood factors, special units, condition adjustments, site improvement values, etc.	Commercial Department Residential Department Research Analysts

## Real Property FUNCTIONS AND RESPONSIBILITIES

<b>Responsibility</b>		<b>Job Title and Comments</b>
B)	Review, data collect, and photograph all new improvements and additions.	Commercial Department Residential Department Tyler Technologies
C)	Review changes resulting from mapping splits or combinations.	Commercial Department Residential Department Tyler Technologies
D)	Verify accuracy of all physical data, quality grades of improvements, subclassification of land and improvements. Property records will be updated to reflect changes or to correct errors. Take new photographs if none exists, or the improvement's condition has substantially changed.	Commercial Department Residential Department Tyler Technologies
E)	Review land value and apply adjustments as needed.	Commercial Department Residential Department Tyler Technologies
F)	Assign depreciation to improvements. Depreciation will be assigned to reflect the physical condition and obsolescence applied (whether economic or functional) as needed, to ensure the final value reflects current local market conditions. Notes will be listed on the PRC to explain any adjustments.	Commercial Department Residential Department Tyler Technologies
G)	Adjust agricultural land grades where required, changing the agricultural maps and property record cards accordingly.	Residential Department
H)	Update review date on property record card.	Residential Department
10.	Complete final calculations following field review, data entry, and finalize your estimate of market value.	Commercial Department Residential Department
11.	Income. Obtain and verify income and expense information for commercial property. Review records for 2022, 2023, 2024.	Commercial Department Tyler Technologies
12.	Develop appropriate capitalization rates for income producing properties and calculate their values by the income approach.	Commercial Supervisor
13.	Prepare notices to taxpayers for increases in value, by June 15th annually.	Director of Assessment Systems Administrator

## Real Property

### FUNCTIONS AND RESPONSIBILITIES

<b>Responsibility</b>		<b>Job Title and Comments</b>
14.	Conduct informal meetings with taxpayers, completed by <u>July 1st</u> annually.	Appraisal Staff
15.	Prepare for and defend values at board of equalization annually.	Appraisal Staff and Tyler Technologies (2023)
16.	Complete the real property assessment roll by July 1st annually.	Director of Assessment Systems Administrator
17.	Submit electronic copy of assessment roll to the Commission for parcel count by August 1st annually.	Director of Assessment Research Analysts
18.	Submit electronic file of appraisal/building data to Commission for ratio study by August 1st of odd numbered years.	Director of Assessment Research Analysts
19.	Provide electronic file of previous two years sales to Commission for ratio study April 15th of even numbered year.	Director of Assessment Research Analysts
20.	If the county is under a Memorandum of Understanding or an Equalization Order by the State Tax Commission, the memorandum and/or order shall be part of the Jackson County Maintenance Plan. The document can be added to the plan in the Additional Pages tab.	N/A
21.	Submit completed electronic file of Yearly Totals for Mapping Transactions, Sales Letters, Livestock Values, Informal Hearings and BOE totals, and Personal Property Totals to the State Tax Commission for January - July by September 1st and August - December by April 15th annually.	Director of Assessment System Administrator

## Personal Property

### FUNCTIONS AND RESPONSIBILITIES

	<b>Responsibility</b>	<b>Job Title and Comments</b>
1.	Submit County Personal Property and Business Personal Property Assessment List for the following year to the State Tax Commission by November 20th annually for approval.	Director of Assessment System Administrator
2.	Mail State Tax Commission approved personal property assessment forms by February 1st annually.	Director of Assessment System Administrator
3.	Process railroad and utility returns for appraisal of locally assessed property by April 20th annually.	Director of Assessment System Administrator
4.	Process State Tax Commission approved personal property assessment forms	Director of Assessment System Administrator
5.	Prepare second notice to taxpayers whose assessment list has not been received April 1st annually. Track and log late lists, penalties, and waivers.	Director of Assessment System Administrator
6.	Complete the personal property assessment roll by July 1st annually.	Director of Assessment System Administrator
<b>Additional Comments:</b>		

### Charts and Reports

The following charts and reports have been recommended by the State Tax Commission. We intend to prepare and incorporate into the plan the selected charts and reports by the date shown.

		<b>Date Available</b>
A.	Parcel Count. All parcels, both taxable and exempt, including manufactured homes on leased land, REC's, CATV's, and other unmapped parcels where applicable.	Assessment Roll is to be submitted to the State Tax Commission by August 1st annually
B.	Proposed budget through December 31, 2025	To be submitted upon being approved or no later than February 28, 2025
C.	Phase charts through December 31, 2025	December 31, 2023
D.	Personnel Estimation Chart through December 31, 2025	December 31, 2023
E.	Employment Schedule through December 31, 2025	December 31, 2023
F.	Organization Chart to show overall responsibility and accountability.	December 31, 2023
G.	Duties and responsibilities itemized for each personnel position.	December 31, 2023
H.	A narrative description of all major phases, including standard procedures and assignments of responsibility.	December 31, 2023
I.	Abated property report. To be submitted by November 1, 2025	November 1, 2025
J.	Annual Computer Inventory. A summary of disk usage by system users, and anticipated maintenance costs expected for the year. To be submitted by March 31st annually.	March 31st Annually

It is recommended a training outline for all personnel and a detailed field manual for data collectors be maintained in the assessor's office.

#### Additional Comments

**FORMS TO BE UTILIZED**

The following forms have been recommended by the State Tax Commission. Jackson County intends to incorporate the following forms into the plan. The forms are available for the State Tax Commission's review upon request.

		<b>Date Available</b>
A.	Sales Questionnaire/Letter for mailing.	December 31, 2023
B.	Income and Expense Forms	December 31, 2023
C.	Assessment Change Notice	December 31, 2023
D.	Infomal Hearing Forms	December 31, 2023
E.	Board of Equalization Forms	December 31, 2023
F.	Split Tax Statement Forms	December 31, 2023
G.	Statistical Analysis Forms/Reports	December 31, 2023
H.	Data Verification Forms/Letters for New Construction	December 31, 2023
I.	New Construction Log	Delphi Residential Occupancy New Constr. Database
J.	Project Control Log to track different phases by map sheet	N/A
K.	Map Count Log to track parcel counts by Map Sheet	Exists in the Esri application of all real estate parcels.
L.	Real Estate and Personal Property Assessment Roll	In CAMA (Enterprise Assessment) and Billing App (Ascend)
M.	Individual and Business Personal Property Lists	Exists in the Ascend Billing Application
N.	Second Notice for Non-Returned Assessment Lists	N/A

**COUNTY MAY LIST ADDITIONAL FORMS UTILIZED (OPTIONAL)**

O.		
P.		
Q.		
R.		
S.		
T.		
U.		
V.		
W.		
X.		
Y.		
Z.		

## Definitions and Instructions - Page 12 - Page 15

1. The Phase Charts on Page 12 and Page 14 break down the monthly work schedule for each item to be completed by the assessor office. Page 12 is for the even year. Page 14 is for the odd year.
2. Page 13 and Page 15 provides the number of employees estimated to complete each project per month and the average number of employees in the assessor's office.
3. There are 52 weeks in a calendar year. The Phase Chart is based on 48 weeks, allowing 4 weeks of vacation, medical leave, and holidays.
4. Administration - Is the list of the assessor's office work.
5. Number of Parcels - An estimation of the amount of parcels estimated for the tasks.
6. Standard Level of Production - Number of items that can be done by one worker in one day. This is a required field to be complete for the following phases: Change Notices, Public Traffic, Processing Transfers, Map/GiS, Sales Letters, Sales Data Entry, New System Data Entry RP (if applicable), New Const Field Review, New Const Data Entry/Cal, New Const Office Review, Preliminary Calculations, Final Field Review, Final Data Entry/Cal., Final Office Review, PP Prepare/Mail, PP 2nd Notices, Process PP Lists, PP Data Entry, Informal Hearings, BOE Hearings.
7. RP is the abbreviation for Real Property.
8. PP is the abbreviation for Personal Property.
9. Const is the abbreviation for Construction.
10. Cal. is the abbreviation for Calculation.
11. Each box represents 1 week or 5 working days.
12. Enter x or X in each box for the week the work will be completed.
13. Upon entering the Number of Parcels, the Standard Level of Production, and x or X, the form will auto calculate and auto populate the corresponding week box for the work task on Page 13 and Page 15 respectively.





Phase Chart 2024

Administration	January	February	March	April	May	June	July	August	September	October	November	December
Change Notices												
Public Traffic	20.24	20.24	20.24	20.24	20.24	20.24	20.24	20.24	20.24	20.24	20.24	20.24
Processing Transfers	4.76	4.76	4.76	4.76	4.76	4.76	4.76	4.76	4.76	4.76	4.76	4.76
Map/GIS Updates	2.08	2.08	2.08	2.08	2.08	2.08	2.08	2.08	2.08	2.08	2.08	2.08
COV Data Char. Letters	7.29	7.29	7.29	7.29	7.29	7.29	7.29	7.29	7.29	7.29	7.29	7.29
Sales Data Entry	6.25	6.25	6.25	6.25	6.25	6.25	6.25	6.25	6.25	6.25	6.25	6.25
New System Data Entry RP												
New Const Field Rev	23.68	23.68	23.68	23.68	23.68	23.68	23.68	23.68	23.68	23.68	23.68	23.68
New Const Data Entry/Cal.												
New Const Office Review	2.08	2.08	2.08	2.08	2.08	2.08	2.08	2.08	2.08	2.08	2.08	2.08
Preliminary Calculations												
Final Field Review												
Final Data Entry/Cal.												
Final Office Review												
Parcel Review Contracted												
PP Prepare/Mail												
PP 2nd Notices												
PP Process Lists	6.67	6.67	6.67	6.67	6.67	6.67						
PP Data Entry	33.33	33.33	33.33	33.33	33.33	33.33						
Informal Hearings												
BOE Hearings												
Hearings Set-up Informal					1.50	1.50						
Hearing Set-Up/BOE							0.75	0.75				
Processing PP after close of boo							25.00	25.00	25.00	25.00	25.00	25.00
<b>Total</b>	106.38	106.38	106.38	106.38	107.88	107.88	92.13	92.13	91.38	91.38	91.38	91.38

Average Number of Employees: 99.26

Phase Chart 2025

Administration	Number of Parcels per Tasks	Standard Level of Production per Day	January	February	March	April	May	June	July	August	September	October	November	December
Plan & Budget			x								x	x	x	x
Change Notices				C O N T R A C T E D			x							
Assmt Roll								x						
Email Assmt Roll to STC									x					
Abated Prop												x		
Computer Inv				x										
Public Traffic	170,000	35	x x x x	x x x x	x x x x	x x x x	x x x x	x x x x	x x x x	x x x x	x x x x	x x x x	x x x x	x x x x
Processing Transfers	40,000	35	x x x x	x x x x	x x x x	x x x x	x x x x	x x x x	x x x x	x x x x	x x x x	x x x x	x x x x	x x x x
Map/GIS Updates	5,000	10	x x x x	x x x x	x x x x	x x x x	x x x x	x x x x	x x x x	x x x x	x x x x	x x x x	x x x x	x x x x
COV Data Char Letter	35,000	20	x x x x	x x x x	x x x x	x x x x	x x x x	x x x x	x x x x	x x x x	x x x x	x x x x	x x x x	x x x x
Sales Data Entry	30,000	20	x x x x	x x x x	x x x x	x x x x	x x x x	x x x x	x x x x	x x x x	x x x x	x x x x	x x x x	x x x x
Sales Field Reviews			x	x	x	x	x	x	x	x	x	x	x	x
Sales to STC Res Ratio														
Sales Ratios					x x x x			x x x x			x x x x			x x x x
Index/Man Lvl											x x x x			
Land Analysis														
Building/Deprec Study														
New System Data Entry RP														
ContractedNewConstFieldRev	170,500	30	x x x x	x x x x	x x x x	x x x x	x x x x	x x x x	x x x x	x x x x	x x x x	x x x x	x x x x	x x x x
New Const Data Entry/Cal.			x											
New Const Office Review	5,000	10	x x x x	x x x x	x x x x	x x x x	x x x x	x x x x	x x x x	x x x x	x x x x	x x x x	x x x x	x x x x
Preliminary Calculations			x											
Final Field Review			x											
Final Data Entry/Cal.			x											
Final Office Review			x											
Parcel Review Contracted														
PP Prepare/Mail				contract Strham										
PP 2nd Notices				contract Strham										
Process PP Lists	200,000	250	x x x x	x x x x	x x x x	x x x x	x x x x	x x x x						
PP Data Entry	200,000	50	x x x x	x x x x	x x x x	x x x x	x x x x	x x x x						
Informal Hearings						T Y L E R								
BOE Hearings						T E C H N O L O G I E S								
STC Hearings														
Processing PP after close of book	150,000	50							x x x x	x x x x	x x x x	x x x x	x x x x	x x x x
Hearing Set -Up/informal	60,000	50					x x x x	x x x x						
hearing Set -Up/BOE	15,000	50							x x x x	x x x x				

Phase Chart 2025

Administration	January	February	March	April	May	June	July	August	September	October	November	December
Change Notices												
Public Traffic	20.24	20.24	20.24	20.24	20.24	20.24	20.24	20.24	20.24	20.24	20.24	20.24
Processing Transfers	4.76	4.76	4.76	4.76	4.76	4.76	4.76	4.76	4.76	4.76	4.76	4.76
Map/GIS Updates	2.08	2.08	2.08	2.08	2.08	2.08	2.08	2.08	2.08	2.08	2.08	2.08
COV Data Char Letter	7.29	7.29	7.29	7.29	7.29	7.29	7.29	7.29	7.29	7.29	7.29	7.29
Sales Data Entry	6.25	6.25	6.25	6.25	6.25	6.25	6.25	6.25	6.25	6.25	6.25	6.25
New System Data Entry RP												
New Const Field Rev	23.68	23.68	23.68	23.68	23.68	23.68	23.68	23.68	23.68	23.68	23.68	23.68
New Const Data Entry/Cal.												
New Const Office Review	2.08	2.08	2.08	2.08	2.08	2.08	2.08	2.08	2.08	2.08	2.08	2.08
Preliminary Calculations												
Final Field Review												
Final Data Entry/Cal.												
Final Office Review												
Parcel Review Contracted												
PP Prepare/Mail												
PP 2nd Notices												
PP Process Lists	6.67	6.67	6.67	6.67	6.67	6.67						
PP Data Entry	33.33	33.33	33.33	33.33	33.33	33.33						
Informal Hearings												
BOE Hearings												
Processing PP after close of bo							25.00	25.00	25.00	25.00	25.00	25.00
Hearing Set -Up/informal					30.00	30.00						
hearing Set -Up/BOE							7.50	7.50				
<b>Total</b>	<b>106.38</b>	<b>106.38</b>	<b>106.38</b>	<b>106.38</b>	<b>136.38</b>	<b>136.38</b>	<b>98.88</b>	<b>98.88</b>	<b>91.38</b>	<b>91.38</b>	<b>91.38</b>	<b>91.38</b>

Average Number of Employees: 105.13



**Preliminary Budget Summary**

**Report amounts to nearest \$1.00 increment**

<b>Expenditure Summary</b>	<b>Approved 2023</b>	<b>Requested 2024</b>	<b>Projected 2025</b>
Salaries	\$6,995,724	\$7,798,146	<b>To be submitted upon being approved by county or no later than February 28, 2025</b>
Office Expenses and Non-Computer Related Equipment	\$87,700	\$76,200	
Mileage Expense Only	\$15,000	\$12,000	
Education and Training	\$109,705	\$113,633	
Hardware/Software Computer	\$1,828,655	\$1,577,655	
Leased Equipment	\$217,000	\$220,000	
Contracts and Other Expenses	\$842,653	\$1,209,290	
<b>Total</b>	<b>\$10,096,437</b>	<b>\$11,006,924</b>	

<b>Sources of Revenue Available:</b>	<b>Approved 2023</b>	<b>Requested 2024</b>	
County General Revenue	\$0	\$0	
Tax Collection Withholding	\$8,283,000	\$8,571,000	
State Reimbursement	\$997,102	\$1,002,728	
Other			
Prior Year Net Cash Available December 31	\$5,283,712	\$5,283,462	
<b>Total</b>	<b>\$14,563,814</b>	<b>\$14,857,190</b>	

Current Parcel Count	302,152	303,857	
Cost Per Parcel	\$33.42	\$36.22	













# Request for Legislative Action

Res. #21536  
Sponsor: Megan L. Marshall  
Date: February 19, 2024

<b>Completed by County Counselor's Office</b>			
Action Requested:	Resolution	Res.Ord No.:	21536
Sponsor(s):	Megan L. Marshall	Legislature Meeting Date:	2/19/2024

<b>Introduction</b>
<b>Action Items:</b> ['Authorize']
<b>Project/Title:</b>
Requesting Legislative approval of the 2024-2025 Assessment Maintenance and Equalization Plan as submitted to the State Tax Commission.

<b>Request Summary</b>
The Assessment Department is requesting Legislative approval of the <b>2024-2025 Assessment Maintenance and Equalization Plan</b> as submitted to the State Tax Commission and as attached herein.

<b>Contact Information</b>			
<b>Department:</b>	Assessment	<b>Submitted Date:</b>	1/26/2024
<b>Name:</b>	Jeph BurroughsScanlon	<b>Email:</b>	JBS@Jacksongov.org
<b>Title:</b>	Deputy Director of Assessment	<b>Phone:</b>	816-881-3256

<b>Budget Information</b>	
Amount authorized by this legislation this fiscal year:	\$ 0
Amount previously authorized this fiscal year:	\$ 0
Total amount authorized after this legislative action:	\$
Is it transferring fund?	No
<b>Single Source Funding:</b>	
Fund:	Department:
Line Item Account:	Amount:
<b>!Unexpected End of Formula</b>	

<b>Prior Legislation</b>	
<b>Prior Ordinances</b>	
Ordinance:	Ordinance date:
<b>Prior Resolution</b>	

## Request for Legislative Action

Resolution:	Resolution date:
19071	February 22, 2016
19752	March 5, 2018
20449	June 29, 2020
20842	December 13, 2021

Purchasing	
Does this RLA include the purchase or lease of supplies, materials, equipment or services?	No
Chapter 10 Justification:	
Core 4 Tax Clearance Completed:	
Certificate of Foreign Corporation Received:	
Have all required attachments been included in this RLA?	

Compliance	
Certificate of Compliance	
Not Applicable	
Minority, Women and Veteran Owned Business Program	
Goals Not Applicable for following reason: not spending money	
MBE:	.00%
WBE:	.00%
VBE:	.00%
Prevailing Wage	
Not Applicable	

Fiscal Information	
•	

## Request for Legislative Action

### History

Submitted by Assessment requestor: Jeph BurroughsScanlon on 1/26/2024. Comments:

Approved by Department Approver Jeph BurroughsScanlon on 1/26/2024 7:16:21 PM. Comments: JBS approved for GMB

Not applicable by Purchasing Office Approver Lisa Honn on 1/31/2024 8:19:06 AM. Comments: Approving for C Reich due to a technical issue. lh

Approved by Compliance Office Approver Ikeela Alford on 1/31/2024 8:31:03 AM. Comments:

Approved by Budget Office Approver David B. Moyer on 1/31/2024 8:39:53 AM. Comments:

Approved by Executive Office Approver Lisa Honn on 1/31/2024 9:54:20 AM. Comments: Approving for SS due to technical issue. lh

Approved by Counselor's Office Approver Jamesia Manning on 2/15/2024 12:11:00 PM. Comments:



# Jackson County Missouri

Jackson County Courthouse  
415 E. 12th Street, 2nd floor  
Kansas City, Missouri  
64106  
(816)881-3242

## Legislation Text

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**File #: 21577, Version: 1**

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

**A RESOLUTION** transferring \$981,003.00 within the 2024 General Fund and authorizing the Director of Finance and Purchasing to issue checks in the total amount of \$981,003.00 to cover costs incurred in connection with the April 2, 2024, special election.

**RESOLUTION NO. 21577**, March 11, 2024

**INTRODUCED BY** Jeanie Lauer, County Legislator

WHEREAS, by Ordinance #5822, dated December 18, 2023, the Legislature did authorize a submission to the qualified voters of Jackson County, a ballot question on the April 2, 2024, ballot regarding a sales tax for the purpose of retaining the Kansas City Royals and Kansas City Chiefs sports teams in Jackson County, Missouri; and,

WHEREAS, the cost of this special election totals \$981,003.00 and is divided between the Kansas City Election Board and the Jackson County Election Board, based on population, and offset by currently scheduled ballot measures from other jurisdictions; and,

WHEREAS, the County will seek to reimburse itself for this expenditure from proceeds of the tax

question submitted at the election, if adopted by the voters; and,

WHEREAS, a transfer is necessary to cover the election costs; now therefore,

BE IT RESOLVED by the County Legislature of Jackson County, Missouri, that the following transfer within the 2024 General Fund be and hereby is made:

<u>DEPARTMENT/DIVISION</u>	<u>CHARACTER/DESCRIPTION</u>	<u>FROM</u>	<u>TO</u>
General Fund 3% State Mandated Contingency 001-8003	56830 - Contingency	\$981,003	
KCEB Primary Election 001-5003	56071 - Election Board Expense		\$745,153
JCEB Primary Election 001-5005 and,	56071 - Election Board Expense		\$235,850

BE IT FURTHER RESOLVED that the Director of Finance and Purchasing be and hereby is authorized to issue checks in the amount of \$745,153.00 to the Kansas City Election Board and \$235,850.00 to the Jackson County Election Board.

Effective Date: This Resolution shall be effective immediately upon its passage by a majority of the Legislature.



APPROVED AS TO FORM:

\_\_\_\_\_  
County Counselor

Certificate of Passage

I hereby certify that the attached resolution, Resolution No. 21577 of March 11, 2024, was duly passed on \_\_\_\_\_, 2024 by the Jackson County Legislature. The votes thereon were as follows:

Yeas \_\_\_\_\_

Nays \_\_\_\_\_

Abstaining \_\_\_\_\_

Absent \_\_\_\_\_

\_\_\_\_\_  
Date

\_\_\_\_\_  
Mary Jo Spino, Clerk of Legislature

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

ACCOUNT NUMBER: 001 8003 56830

ACCOUNT TITLE: General Fund

3% State Mandated Contingency

Contingency

NOT TO EXCEED: \$981,003.00

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.

ACCOUNT NUMBER: 001 5003 56071

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**File #: 21577, Version: 1**

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ACCOUNT TITLE: General Fund

KCEB Primary Election

Election Board Expense

NOT TO EXCEED: \$745,153.00

ACCOUNT NUMBER: 001 5005 56071

ACCOUNT TITLE: General Fund

JCEB Primary Election

Election Board Expense

NOT TO EXCEED: \$235,850.00

---

Date Chief Administrative Officer



# Jackson County, Missouri

## Request for Legislative Action

REQUESTED MEETING DATE: \_\_\_\_\_ SPONSOR: \_\_\_\_\_

*To be completed by the County Counselor's Office:*

NUMBER: \_\_\_\_\_ ASSIGNED MEETING DATE: \_\_\_\_\_

STAFF CONTACT: \_\_\_\_\_ PHONE: \_\_\_\_\_

EMAIL: \_\_\_\_\_

DEPARTMENT: \_\_\_\_\_

TITLE: \_\_\_\_\_

SUMMARY: \_\_\_\_\_

FINANCIAL IMPACT: NO

YES

Amount

Fund

Department

Line-Item Detail

\_\_\_\_\_

ACTION NEEDED: \_\_\_\_\_

ATTACHMENT(S): \_\_\_\_\_

**Fiscal Note:**

Funds sufficient for this transfer are available from the sources indicated below.

PC# \_\_\_\_\_

Date: February 29, 2024

RES # 21577  
eRLA ID #: \_\_\_\_\_

**001 General Fund**

<u>Cost Center</u>	<u>Spend Category</u>	<u>Program/Grant/Project</u>	<u>From</u>	<u>To</u>
8003 Contingency - State Mandated 3%	56830 Contingency		\$ 981,003	\$ -
5003 KCEB – Primary Election	56071 Election Board Expense			745,153
5005 JCEB – Primary Election	56071 Election Board Expense			235,850
			<u>\$ 981,003</u>	<u>\$ 981,003</u>

**Fiscal Note:**

This expenditure was included in the Annual Budget

PC# \_\_\_\_\_

**001 General Fund**

<u>Cost Center</u>	<u>Spend Category</u>	<u>Program/Grant/Project</u>	<u>To</u>
5003 KCEB – Primary Election	56071 Election Board Expense		745,153
5005 JCEB – Primary Election	56071 Election Board Expense		235,850
			<u>\$ 981,003</u>

**APPROVED**  
By Mark Lang at 11:09 am, Feb 29, 2024

Budget Office

**Fiscal Note:**

Funds sufficient for this transfer are available from the sources indicated below.

PC# \_\_\_\_\_

Date: February 29, 2024

RES # 21577A  
eRLA ID #: \_\_\_\_\_

**001 General Fund**

<u>Cost Center</u>	<u>Spend Category</u>	<u>Program/Grant/Project</u>	<u>From</u>	<u>To</u>
8003 Contingency - State Mandated 3%	56830 Contingency		\$ 1,006,228	\$ -
5003 KCEB – Primary Election	56071 Election Board Expense			745,153
5005 JCEB – Primary Election	56071 Election Board Expense			261,075
			<u>\$ 1,006,228</u>	<u>\$ 1,006,228</u>

**Fiscal Note:**

This expenditure was included in the Annual Budget

PC# \_\_\_\_\_

**001 General Fund**

<u>Cost Center</u>	<u>Spend Category</u>	<u>Program/Grant/Project</u>	<u>To</u>
5003 KCEB – Primary Election	56071 Election Board Expense		745,153
5005 JCEB – Primary Election	56071 Election Board Expense		261,075
			<u>\$ 1,006,228</u>

**APPROVED**  
By Sarah Matthes at 11:50 am, Mar 18, 2024

Budget Office



# Jackson County Missouri

Jackson County Courthouse  
415 E. 12th Street, 2nd floor  
Kansas City, Missouri  
64106  
(816)881-3242

## Legislation Text

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**File #:** 21586, **Version:** 0

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

**A RESOLUTION** authorizing the Director of Finance and Purchasing to issue a check in the amount of \$5,000.00 to the KC Repertory Theatre, for sponsorship of its 60<sup>th</sup> Anniversary Gala to be held April 5, 2024, in Kansas City, MO.

**RESOLUTION NO. 21586**, March 18, 2024

**INTRODUCED BY** Manuel Abarca IV, County Legislator

WHEREAS, the Kansas City Repertory Theatre (KC Rep) was founded in 1964 by Dr. Patricia A. McIlrath, who is among a select few pioneers of the regional theatre movement who believed that theater could change the world and our town; and,

WHEREAS, KC Rep is a catalyst for a culturally vibrant, equitable, and thriving Kansas City by connecting artists and audiences in a welcoming environment that fosters wonder, curiosity, and understanding; and,

WHEREAS, KC Rep will be hosting its 60th anniversary fundraising gala on Friday, April 5, 2024, and has submitted a request for sponsorship; and,

WHEREAS, the Jackson County Legislature wishes to support the KC Rep 60th Anniversary Gala in the amount of \$5,000.00; and,

WHEREAS, this sponsorship will allow Jackson County the opportunity to support the arts; and,

WHEREAS, in exchange for its sponsorship, Jackson County will receive advertising and recognition in the event program, website, and social media; and,

WHEREAS, said sponsorship is in the best interest of the health, safety, and welfare of the citizens of Jackson County; now therefore,

BE IT RESOLVED by the County Legislature of Jackson County, Missouri, that the Director of Finance and Purchasing be and hereby is authorized to issue a check to the KC Repertory Theatre, in the amount of \$5,000.00 for sponsorship of the KC Rep 60<sup>th</sup> Anniversary Gala.

..Enacted and Approved

Effective Date: This Resolution shall be effective immediately upon its passage by a majority of the Legislature.

APPROVED AS TO FORM:

\_\_\_\_\_  
County Counselor

Certificate of Passage

I hereby certify that the attached resolution, Resolution No. 21586 of March 18, 2024, was duly passed on \_\_\_\_\_, 2024 by the Jackson County Legislature. The votes thereon were as follows:

Yeas \_\_\_\_\_

\_\_\_\_\_

Nays



Abstaining

Absent

\_\_\_\_\_  
Date

\_\_\_\_\_  
Mary Jo Spino, Clerk of Legislature

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.

ACCOUNT NUMBER: 001 0112 56210  
ACCOUNT TITLE: General Fund  
Legislature as a Whole  
Advertising  
NOT TO EXCEED: \$5,000.00

\_\_\_\_\_  
Date

\_\_\_\_\_  
Chief Administration Officer



# Jackson County, Missouri

## Request for Legislative Action

**REQUESTED MEETING DATE:** 03/11/2024

**SPONSOR:** Manuel Abarca IV

*To be completed by the County Counselor's Office:*

**NUMBER:** 21586

**ASSIGNED MEETING DATE:** 03/18/2024

**STAFF CONTACT:** Rebeca Amezcua-Hogan **PHONE:** 816.881.3466

**EMAIL:** ramezcua-hogan@jacksongov.org

**DEPARTMENT:** County Legislature

**TITLE:** A resolution authorizing the Director of Finance and Purchasing to issue a check in the amount of \$5,000 to KCREP for sponsorship of its 60th Anniversary Gala to be held April 5th, 2024, in Kansas City, MO.

**SUMMARY:**

WHEREAS, the Missouri Repertory Theatre was founded in 1964 by Dr. Patricia A. McIlrath who is among a select few pioneers of the regional theatre movement who believed that theater could change the world and could change our town; and,

WHEREAS, KCREP is a catalyst for a culturally vibrant, equitable, and thriving Kansas City by connecting artists and audiences in a welcoming environment that fosters wonder, curiosity, and understanding; and,

WHEREAS, KCREP will be hosting it's 60th anniversary Gala fundraising on Friday, April 5th, 2024, and has submitted a request for sponsorship; and,

WHEREAS, the Jackson County Legislature wishes to support the KCREP 60th anniversary

**FINANCIAL IMPACT:** NO

YES

Amount	Fund	Department	Line-Item Detail
<u>\$ 5,000.00</u>	<u>001 011;</u>	<u>General Fu</u>	<u></u>

**ACTION NEEDED:** AUTHORIZE

**ATTACHMENT(S):**



# KCREP GALA



**OUR MISSION**  
*To inspire, entertain, and open minds by creating transformative theatre experiences for all.*

**STUART CARDEN**

*Artistic Director*

**ANGELA LEE GIERAS**

*Executive Director*

September 28, 2023

**BOARD OF DIRECTORS**

Andrew Kaplan, **\*\* Chair**

Melea McRae, **\*\* Vice Chair**

David W. Franze, **\*\* Treasurer**

Chris Hernandez, **\*\* Secretary**

Dana Abraham, **\*\***

Ivan R. Battle, **\*\***

Bunni Copaken, **\*\***

Kevin Covington

Douglas N. Gartner

Judge Jon R. Gray (Ret.), **\*\***

Laura Hall, **\*\***

Scott Hall, **\*\***

Hayley E. Hanson

Ashlei Holznecht, **\*\***

Shannon Johnson

John H. (Topper) Johnitz, Jr., **\*\***

*Honorary Vice Chair*

Mary Cook Jorgenson

LaMonica Madden, **\*\***

Lauren E. Tucker McCubbin

Stewart S. Myers, **\*\***

Megan Newland, M.D.

Matt Ralston

Kerri S. Reisdorff, **\*\***

Shawna Roath

Richard Singleton III

Hillary Stamper

Benjamin Stone, M. D.

Diana Toman

Julie Towner

Susan Waldron

Michelle Webb

Dominic Wu, M.D.

Tina Youngblood

C. Mauli Agrawal, Ph.D.\*

Courtney Crappell\*

**ADVISORY DIRECTORS**

Donald J. Hall

Irvine O. Hockaday, Jr.

John B. Francis (1917-2004)

William C. Nelson (1937-2014)

*\*Ex-Officio UMKC*

*\*\*Executive Committee*

**ADMINISTRATIVE OFFICES**

4825 Troost Avenue • Suite 101

Kansas City, MO 64110-2030

**Box Office:** 816.235.2700

**Donate:** 816.235.6106

**Web:** KCREP.org

*KCREP is the professional theatre  
in residence at UMKC*

As we joyfully prepare to celebrate our 60th season, we are looking forward to embracing our past and stepping into our future at KCREP's annual fundraising Gala on Friday, April 5<sup>th</sup>, 2024. We extend our heartfelt invitation to you.

As this year's chairs we ask you to come and be reminded of the role KCREP has played in your life, the life of our region, and the life of your organization. Was it a pivotal play or musical, a school experience or time spent each year with loved ones? Your first date? Your first part? Perhaps a past KCREP Gala gave your company the ability to invest in the community in a meaningful way.

We invite you to be a part of a place where everyone belongs. Where you are embraced for your uniqueness, and able to find your people. You play an important role in building this environment for others, whether it be on stage, in one of our summer educational programs, or through one of our many community partnerships.

We ask that you consider joining us as our sponsor. Please find sponsorship details enclosed.

This year, you will find benefits that you have come to expect and cherish alongside our desire to understand how we can connect with you in a unique and meaningful way.

Members of our sponsorship committee will be in touch in the coming weeks to ensure you have received our letter and answer any questions you may have.

Warmly,

Matt Ralston

Jessica Ralston

*PS: To read more about the KCREP gala, see photos from the 2023 event, or to commit to your sponsorship online, visit [kcrep.org/event/gala](http://kcrep.org/event/gala) - exciting updates will be posted there!*



## 2024 GALA SPONSORSHIP LEVELS AND BENEFITS

Thank you for supporting Kansas City Repertory Theatre!

Sponsors enjoy the following benefits and recognition opportunities.

All sponsorships include non-tax-deductible benefits unless declined in advance.

For full recognition benefits, confirm sponsorship by December 31, 2023. Fair Market Value (FMV) is \$100 for each gala attendee.

All sponsors receive name recognition on the KCRep Gala webpage and signage, recognition in the Gala program, and recognition in KCRep's 2023-2024 Season Programs.

### PRESENTING SPONSOR: \$50,000

- *Personalize your sponsorship experience with focused attention from KCRep Staff.*
- *Tailored artistic experience with KCRep staff and artists.*
- Priority seating for up to 10 guests.
- Named as "Presenting Sponsor" on all digital and print promotion, social promotion, and press outreach for the Gala, all year.
- Named as "Presenting Sponsor" for the Gala in programs for KCRep's 60th anniversary season and on our website, all year.
- Name, logo, and link on Gala invitations and website.
- Option to include a full page ad in the Gala program.
- Verbal recognition and welcome opportunity at the event.
- Invitations for 4 to attend KCRep opening night receptions and performances as our guests.
- 20% off discount code to KCRep productions for your staff and partners.

### VANGUARD SPONSOR: \$35,000

- *Personalize your sponsorship experience with focused attention from KCRep Staff.*
- Priority seating for up to 10 guests.
- Recognition in press outreach for the Gala.
- Name, logo, and link on Gala website and recognition on KCRep's 23/24 Season page.
- Social media recognition, if desired.
- Option to include a half page ad in the Gala program.
- Verbal recognition at the event.
- Invitations for 2 to attend KCRep opening night receptions and performances as our guests.
- 20% off discount code to KCRep productions for your staff.

### CELEBRATION SPONSOR: \$25,000

- Same benefits as an "Ovation Sponsor" PLUS:
- Priority seating
  - Option to include a half page ad in the Gala program.

### OVATION SPONSOR: \$15,000

- Same benefits as a "Spotlight Sponsor" PLUS:
- Link on Gala website.
  - Option to include a quarter page ad in the Gala program.
  - Verbal recognition at the event.

### SPOTLIGHT SPONSOR: \$10,000

- Up to 10 Gala tickets
- Logo on Gala website.
- Logo on Gala Signage.
- Social media recognition, if desired.
- Website recognition on KCRep's 23/24 Season page.

### ENCORE SPONSOR: \$5,000

- Up to 4 Gala Tickets
- Name on Gala website.
- Logo on Gala Signage.
- Get to know KCRep staff at the event!

### Not into sponsorships?

Be a Table Host! : \$3000

- Table for 10.
- Name in Gala Program.

\*Table hosts receive the above benefits only\*



### LET'S CONNECT!

Don't see a benefit that fits your needs? We'd love to work with you to make your sponsorship experience more meaningful.

816-235-2638 | gala@kcrep.org

PLEASE RETURN FORM BY DEC. 31, 2023 FOR FULL RECOGNITION OF BENEFITS  
KCRep Gala | 4825 Troost Ave. Suite 101, Kansas City, MO 64110 | 816-235-2638 | gala@kcrep.org

Kushi Beachamp and  
Harrison Bryan in KCRep's  
2023 production of PETER  
PAN AND WENDY  
Matt Rappert in KCRep's  
2022 production of A  
CHRISTMAS CAROL -  
Photos by Don Ippock





**2024 SPONSORSHIP/DONATION FORM**

kcrep.org/event/gala | gala@kcrep.org | 816-235-6106  
Chairs: Matt and Jessica Ralston  
Date: Friday, April 5<sup>th</sup>, 2024

**DONOR INFORMATION**

List Name/Organization as: \_\_\_\_\_ Organization: \_\_\_\_\_  
Contact Name: \_\_\_\_\_ Mailing Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Day Phone: \_\_\_\_\_ Email Address: \_\_\_\_\_  
*This email address will be used to provide event updates.*

**SPONSORSHIP LEVELS**

- \$50,000 Presenting
- \$35,000 Vanguard
- \$25,000 Celebration
- \$15,000 Ovation
- \$10,000 Spotlight
- \$5,000 Encore
- \$ \_\_\_\_\_ Fund-A-Need Mission Donation  
*(Fully tax deductible to the extent of the law.)*
- In Honor \_\_\_\_\_
- In Memory \_\_\_\_\_

**SPONSORSHIP ATTENDANCE / BENEFITS**

We  DO...  DO NOT... plan to attend or send representatives to the event on Friday, April 5<sup>th</sup>, 2024  
We  DECLINE any non-deductible benefits associated with this Sponsorship, do not plan to attend the Gala or send representatives and would like this gift to be 100% tax deductible.

**PAYMENT TYPE**

- CHECK made payable to "KCRep Theatre"
- CHARGE (VISA, MC, AMEX, Discover)  
Card #: \_\_\_\_\_  
Name on Card: \_\_\_\_\_  
Exp Date: \_\_\_\_\_
- PLEDGE INDICATED ABOVE
- CHARGE the credit card above based on the [schedule](#) to the right
- I WILL SEND PAYMENT TO KCRep by (date) \_\_\_\_\_
- SEND ME AN INVOICE/REMINDER on (date) \_\_\_\_\_

<b>Payment Schedule – Final payment appreciated by April 5<sup>th</sup>, 2024:</b>	
Month/Year _____	\$ _____
Month/Year _____	\$ _____
Month/Year _____	\$ _____
Month/Year _____	\$ _____
<b>GRAND TOTAL \$</b> _____	

*Kansas City Repertory Theatre is a 501(c)3 organization; tax ID 43-1168979  
Your tax deduction will be the amount of your contribution less the value of the goods/services received; FMV is \$100 per attendee.  
Fund-A-Need Mission donations are fully tax deductible to the extent of the law.  
Donations made via donor advised funds do not permit the acceptance of ticket benefits.*

**PLEASE RETURN SPONSOR FORM BY DEC. 31, 2023 FOR FULL RECOGNITION OF BENEFITS:**  
KC Rep Gala | 4825 Troost Ave Ste 101 | Kansas City, MO | 64110 or gala@kcrep.org  
*Thank you for supporting Kansas City Repertory Theatre!*



# Jackson County Missouri

Jackson County Courthouse  
415 E. 12th Street, 2nd floor  
Kansas City, Missouri  
64106  
(816)881-3242

## Legislation Text

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**File #: 21588, Version: 0**

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

**A RESOLUTION** awarding twenty-four-month term and supply contracts, with one twelve-month option to extend, for the furnishing of general contracting services for use by various County departments to Hartline Construction, LLC, of Kansas City, MO, Lytle Construction, Inc., of Lee's Summit, MO, Tailor Made Exteriors of Lee's Summit, MO, and Universal Construction Company, Inc. of Kansas City, KS, under the terms and conditions of Invitation to Bid No. 23-082.

**RESOLUTION NO. 21588**, March 18, 2024

**INTRODUCED BY** Megan L. Marshall, County Legislator

WHEREAS, the Director of Finance and Purchasing has solicited formal written bids on Invitation to Bid No. 23-082 for the furnishing of general contracting services for use by various county departments; and,

WHEREAS, a total of one hundred and thirty-two notifications were distributed and four responses were received and evaluated; and,

WHEREAS, following evaluation of the responsive bids received, the Director has recommended that contracts be awarded as a split award to the four bidders submitting the lowest and best bids, to ensure the ready availability of cost-effective contractors to perform specific projects as required; and,

WHEREAS, the award as recommended pursuant to Invitation to Bid 23-082 would result in awards to the following bidders:

**BIDDER**

Hartline Construction, LLC  
Kansas City (Jackson County), MO

Lytle Construction, Inc., of  
Lee's Summit, MO,

Tailor Made Exteriors  
Lee's Summit, MO

Universal Construction Company, Inc.  
Kansas City, KS

WHEREAS, pursuant to section 1054.6 of the Jackson County Code, the Director of Finance and Purchasing recommends the award of twenty-four-month term and supply contracts, with one twelve-month option to extend, for the furnishing of general contracting services for use by various County departments to Hartline Construction, LLC, of Kansas City, MO, Lytle Construction, Inc., of Lee's Summit, MO, Tailor Made Exteriors of Lee's Summit, MO, and Universal Construction Company, Inc. of Kansas City, KS; and,

WHEREAS, this award is made on an as needed basis and does not obligate Jackson County to pay any specific amount, with availability of funds for specific purchases subject to annual appropriation, which is estimated for 2024 to be \$975,000.00; now therefore,

BE IT RESOLVED by the County Legislature of Jackson County, Missouri, that award be made as recommended by the Director of Finance and Purchasing, and that the Director be and hereby is authorized to execute for the County any documents necessary for the accomplishment of the award



and any necessary extensions; and,

BE IT FURTHER RESOLVED that the Director of Finance and Purchasing is authorized to make all payments, including final payment on the contracts, to the extent that sufficient appropriations to the using spending agencies are contained in the then current Jackson County budget.

..Enacted and Approved

Effective Date: This Resolution shall be effective immediately upon its passage by a majority of the Legislature.

APPROVED AS TO FORM:

\_\_\_\_\_  
County Counselor

Certificate of Passage

I hereby certify that the attached resolution, Resolution No. 21588 of March 18, 2024, was duly passed on \_\_\_\_\_, 2024 by the Jackson County Legislature. The votes thereon were as follows:

Yeas \_\_\_\_\_

Nays \_\_\_\_\_

Abstaining \_\_\_\_\_

Absent \_\_\_\_\_

\_\_\_\_\_  
Date Mary Jo Spino, Clerk of Legislature

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 is subject to annual appropriations, which is estimated for 2024 to be \$975,000.00.

\_\_\_\_\_  
Date Chief Administrative Officer



# Jackson County, Missouri

## Request for Legislative Action

**REQUESTED MEETING DATE:** 03/18/2024      **SPONSOR:** Megan L. Marshall

*To be completed by the County Counselor's Office:*

**NUMBER:** 21588      **ASSIGNED MEETING DATE:** 03/18/2024

**STAFF CONTACT:** Keith Allen      **PHONE:** 816-881-3465

**EMAIL:** kallen@jacksongov.org

**DEPARTMENT:** Finance/Purchasing

**TITLE:** Awarding a split contract for a Twenty-four (24) Month Term and Supply Contract with One (1) Twelve Month Option to Extend for the furnishing of General Contracting Services for use by various County Departments to Hartline Construction LLC of Kansas City, MO, Lytle Construction, Inc of Lee's Summit, MO, Tailor Made Exteriors of Lee's Summit, MO and Universal Construction Company, Inc of Kansas +

**SUMMARY:**

Various County Departments require a Term and Supply Contract for the furnishing of General Contracting Services. The Purchasing Department issued Invitation to Bid No. 23-082 in response to those requirements. A total of 1,352 notifications were distributed, 32 document takers with four (4) responses received and evaluated. An Executive Summary of the Invitation to Bid and the using Departments Recommendation Memos are attached.

Pursuant to Section 1054.6 of the Jackson County Code, the Purchasing Department recommends a split award of a Twenty-four (24) Month Term and Supply Contract with One (1) Twelve Month Option to Extend for the furnishing of General Contracting Services for use by various County Departments to Hartline Construction LLC of Kansas City, MO, Lytle Construction, Inc of Lee's Summit, MO, Tailor Made Exteriors of Lee's Summit, MO and Universal Construction Company, Inc of Kansas City, KS under the terms and conditions of Invitation to Bid No. 23-082 as the best qualified bids received. A split award is recommended. +

**FINANCIAL IMPACT:** NO   
YES

Amount	Fund	Department	Line-Item Detail
_____	_____	_____	_____

**ACTION NEEDED:** AWARD A CONTRACT

**ATTACHMENT(S):**



**JACKSON COUNTY**  
**Parks + Rec**

22807 Woods Chapel Road  
Blue Springs, Missouri 64015  
MakeYourDayHere.com

Michele Newman, Director  
(816) 503-4800  
Fax: (816) 795-1234

## MEMORANDUM

**TO:** Keith Allen, Sr. Buyer, Purchasing Department  
**FROM:** John Johnson, Supt. Park Operations  
**DATE:** January 26, 2024  
**SUBJECT:** Recommendation - Bid No. 23-082 **General Contractor**

Parks + Rec recommends splitting the award between the four bidders, Lytle, Hartline, Universal and Tailor Made.

Parks and Facilities Management have previously worked with three of the four recommended companies and the quality and level of service were good. Given that the need to use a general contractor's service can be unpredictable, having four options to potentially use will help better service patrons and staff that use Parks + Rec facilities.

Having the ability to have multiple T&S general contractors with the capability to cover various needs could also help save the County money by having some work quoted by more than one general contractor.

Park's projected usage during the next twelve months is \$ 475,000.

Please advise me if you have questions or need additional information.

Thank you.



*Frank White, Jr., County Executive*



## JACKSON COUNTY Facilities Management Division

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Jackson County Courthouse  
415 East 12th Street, Third Floor Mezzanine  
Kansas City, Missouri 64106  
jacksongov.org

(816) 881-3258  
Fax: (816) 881-3583

### MEMORANDUM

**From:** Rick Gerla, Facilities Management Administrator

**To:** Keith Allen, Senior Buyer, Purchasing Department

**Date:** January 30, 2024

**Subject:** Bid 23-082 – General Contractor Services Recommendation

Keith,

This memorandum is being prepared and submitted in response to your request for feedback regarding the above contract being awarded by Jackson County for General Contractor Services on a Term and Supply basis.

The Facilities Division would like to recommend moving forward with Hartline, Lytle, Tailor Made and Universal, vendors who applied for this contract. In review of their submissions, the Facilities Management Division see that the vendors are extremely close with their qualifications, references, and pricing. With the number of upcoming projects Facilities has inline and the need for General Contractors throughout the count, Facilities would prefer to distribute the bid to all 4 companies that bid. Annual spend could be around \$500,000.00.

Thank you,

Rick Gerla  
Facilities Management Administrator  
816.881.3748 (desk)  
816.217.9310 (mobile)



# 23-082 - General Contracting Services

## Project Overview

<b>Project Details</b>	
<b>Reference ID</b>	23-082
<b>Project Name</b>	General Contracting Services
<b>Project Owner</b>	Keith Allen
<b>Project Type</b>	ITB
<b>Department</b>	Various Departments
<b>Budget</b>	\$0.00 - \$0.00
<b>Project Description</b>	Jackson County, Missouri is seeking a Twenty-Four (24) Month Term and Supply Contract with One (1) Twelve Month Options to Extend for the furnishing of General Contracting Services for use by Various County Departments.
<b>Open Date</b>	Dec 19, 2023 12:00 PM CST
<b>Intent to Bid Due</b>	Jan 16, 2024 1:00 PM CST
<b>Close Date</b>	Jan 16, 2024 2:00 PM CST

<b>Highest Scoring Supplier</b>	<b>Score</b>
<b>HARTLINE CONSTRUCTION LLC</b>	<b>93 pts</b>



## Seal status

Requested Information	Unsealed on	Unsealed by
Term & Supply Contract Page	Jan 16, 2024 2:03 PM CST	Keith Allen
Affidavit	Jan 16, 2024 2:03 PM CST	Keith Allen
Certificate of Compliance	Jan 16, 2024 2:03 PM CST	Keith Allen
Statement of Contractor's Qualifications	Jan 16, 2024 2:03 PM CST	Keith Allen
Acknowledgement of Receipt of Addenda	Jan 16, 2024 2:03 PM CST	Keith Allen
Greater KCMO Metro Area Information Memo	Jan 16, 2024 2:03 PM CST	Keith Allen
Attachment 1 - Bidder's Quotation Sheet (Mileage and Mark-Up Percentage)	Jan 16, 2024 2:03 PM CST	Keith Allen
Attachment 2 - References	Jan 16, 2024 2:03 PM CST	Keith Allen
Exhibit F - Bidder's Exceptions	Jan 16, 2024 2:03 PM CST	Keith Allen
M/W/VBE Participation Affidavit	Jan 16, 2024 2:03 PM CST	Keith Allen
General Contracting (BT-45WZ)	Jan 17, 2024 8:59 AM CST	Keith Allen



# Scoring Summary

## Active Submissions

	<b>Total</b>	<b>A - Purchasing Evaluation</b>	<b>A-1 - Term and Supply Contract Page</b>	<b>A-2 - Affidavit</b>	<b>A-3 - Certificate of Compliance</b>
<b>Supplier</b>	<b>/ 100 pts</b>	<b>/ 0 pts</b>	<b>Pass/Fail</b>	<b>Pass/Fail</b>	<b>Pass/Fail</b>
HARTLINE CONSTRUCTION LLC	93 pts	0 pts	Pass	Pass	Pass
Tailor Made Exteriors	90 pts	0 pts	Pass	Pass	Pass
Universal Construction Company, Inc.	89.5 pts	0 pts	Pass	Pass	Pass
Lytle Construction, Inc	89 pts	0 pts	Pass	Pass	Pass



	<b>A-4 - Statement of Contractor's Qualifications</b>	<b>A-5 - Addenda</b>	<b>A-6 - Attachment 1 - Bidder's Quotation Sheet</b>	<b>A-7 - Attachment 2 - References</b>	<b>A-8 - Exhibit F - Bidder's Exceptions</b>
<b>Supplier</b>	<b>Pass/Fail</b>	<b>Pass/Fail</b>	<b>Pass/Fail</b>	<b>Pass/Fail</b>	<b>Pass/Fail</b>
HARTLINE CONSTRUCTION LLC	Pass	Pass	Pass	Pass	Pass
Tailor Made Exteriors	Pass	Pass	Pass	Pass	Pass
Universal Construction Company, Inc.	Pass	Pass	Pass	Pass	Pass
Lytle Construction, Inc	Pass	Pass	Pass	Pass	Pass





	<b>A-9 - M/W/VBE Participation Affidavit</b>	<b>B - Department Evaluation</b>	<b>B-1 - Attachment 2 - References</b>	<b>B-2 - Statement of Contractor's Qualifications</b>	<b>B-3 - Exhibit F - Bidder's Exceptions</b>
<b>Supplier</b>	<b>Pass/Fail</b>	<b>/ 35 pts</b>	<b>/ 10 pts</b>	<b>/ 20 pts</b>	<b>/ 5 pts</b>
HARTLINE CONSTRUCTION LLC	Pass	34 pts	10 pts	19 pts	5 pts
Tailor Made Exteriors	Pass	32.5 pts	10 pts	17.5 pts	5 pts
Universal Construction Company, Inc.	Pass	33.5 pts	10 pts	18.5 pts	5 pts
Lytle Construction, Inc	Pass	31.5 pts	9.5 pts	17.5 pts	4.5 pts



	<b>D - Pricing Evaluation</b>	<b>D-1 - Bid Table</b>
<b>Supplier</b>	<b>/ 65 pts</b>	<b>/ 65 pts</b>
HARTLINE CONSTRUCTION LLC	59 pts	59 pts
Tailor Made Exteriors	57.5 pts	57.5 pts
Universal Construction Company, Inc.	56 pts	56 pts
Lytle Construction, Inc	57.5 pts	57.5 pts



# Jackson County Missouri

Jackson County Courthouse  
415 E. 12th Street, 2nd floor  
Kansas City, Missouri  
64106  
(816)881-3242

## Legislation Text

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**File #:** 21591, **Version:** 0

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

**A RESOLUTION** awarding a contract for the furnishing and installation of audio-visual equipment at the Eastern Jackson County Courthouse for use by the County Legislature to Harvest AV Solutions of Kansas City MO, under the terms and conditions set forth in Circuit Court of Jackson County, Missouri Contract No. 2353-19-25, an existing government contract, at an actual cost to the County not to exceed \$62,934.00.

**RESOLUTION NO. 21591**, March 18, 2024

**INTRODUCED BY** Jeanie Lauer, Megan L. Marshall, Jalen Anderson, Donna Peyton, Manuel Abarca IV, Venessa Huskey, Charlie Franklin, DaRon McGee, and Sean E. Smith, County Legislators

WHEREAS, the County Legislature has a need to purchase audio-visual equipment for use in the Eastern Jackson County Courthouse Legislative Chambers; and,

WHEREAS, the Director of Finance and Purchasing recommends the award of a contract for the furnishing and installation of audio visual equipment at the Eastern Jackson County Courthouse for use by the County Legislature to Harvest AV Solutions of Kansas City, MO, under the terms and conditions set forth in the Circuit Court of Jackson County, MO Contract No. 2353-19-25, an existing government contract, at an actual cost to the County not to exceed \$62,934.00; and,

WHEREAS, pursuant to section 1030.4, Jackson County Code, 1984, the Director of Finance and Purchasing is required to submit to the Legislature for approval any purchase under an existing government contract which exceeds \$25,000.00; and,

WHEREAS, the Director of Finance and Purchasing recommends award to Harvest Productions, under the existing government contract due to the higher volume discounts offered to larger entities; now therefore,

BE IT RESOLVED by the County Legislature of Jackson County, Missouri, that award be made as recommended by the Director of Finance and Purchasing and that the Director be and hereby is authorized to execute for the County any documents necessary to the accomplishment of the award; and,

BE IT FURTHER RESOLVED that the Director of Finance and Purchasing is authorized to make all payments, including final payment on the contract.

Effective Date: This Resolution shall be effective immediately upon its passage by a majority of the Legislature.

APPROVED AS TO FORM:

\_\_\_\_\_  
County Counselor

Certificate of Passage

I hereby certify that the attached resolution, Resolution No. 21591 of March 18, 2024, was duly passed on \_\_\_\_\_, 2024 by the Jackson County Legislature. The votes thereon were as follows:

Yeas \_\_\_\_\_

Nays \_\_\_\_\_

Abstaining \_\_\_\_\_

Absent \_\_\_\_\_

\_\_\_\_\_  
Date

\_\_\_\_\_  
Mary Jo Spino, Clerk of Legislature

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.

ACCOUNT NUMBER: 001 0201 56733  
ACCOUNT TITLE: General Fund  
Clerk of the County  
Audio/Video Services  
NOT TO EXCEED: \$62,934.00

\_\_\_\_\_  
Date

\_\_\_\_\_  
Chief Administrative Officer



# Jackson County, Missouri

## Request for Legislative Action

**REQUESTED MEETING DATE:** 03/18/2024      **SPONSOR:** Jeanie Lauer

*To be completed by the County Counselor's Office:*

**NUMBER:** 21591      **ASSIGNED MEETING DATE:** 03/18/2024

**STAFF CONTACT:** Cindy Wallace      **PHONE:** 816-881-3312

**EMAIL:** cwallace@jacksongov.org

**DEPARTMENT:** Legislative Auditor's Office

**TITLE:** Authorizing the purchase of Audio/Visual Equipment for the Eastern Jackson County Courthouse Legislative Chambers from Harvest Productions of Kansas City, Missouri under the terms and conditions of the Circuit Court of Jackson County, Missouri's Contract No. 2353-19-25.

**SUMMARY:**

The County Legislature needs to purchase Audio/Visual Equipment for the Eastern Jackson County Courthouse, Legislative Chambers, per project proposal P-1593 in the amount of \$62,933.75.

Pursuant to Section 1030.4 of the Jackson County Code, the Director of Finance and Purchasing recommends the purchase of Audio/Visual Equipment from Harvest Productions of Kansas City, Missouri under the terms and conditions of the Circuit Court of Jackson County, Missouri's Contract No. 2353-19-25, an existing government contract. The Director of Finance and Purchasing recommends the purchase be made under this contract due to the higher volume discounts offered to larger government entities and/or buying groups.

**FINANCIAL IMPACT:** NO

YES

Amount	Fund	Department	Line-Item Detail
<u>\$ 62,934.00</u>	<u>001</u>	<u>0201</u>	<u>56733</u>

**ACTION NEEDED:** AUTHORIZE

**ATTACHMENT(S):** Harvest/AV Solutions Project # P-1593 - January 30, 2024  
Circuit Court of JCMO Extension of Contract Letter for contract 2353-19-25  
Circuit Court of JCMO Letter of Award for contract 2353-19-25







Proposal To:  
Jackson County, Missouri

For:  
Independence Legislative Chamber

January 30, 2024

Prepared By:  
Jason Holmes

Project Number P-1593



LEGISLATIVE CHAMBER

A/V SYSTEM

QTY	DESCRIPTION	NOTES	MSRP	PRICE	PRICE EXT
1	Datavideo SEB-1200	Kit includes: SE-1200MU and RMC-260.	\$2,098.00	\$1,678.40	\$1,678.40
3	Datavideo PTC-140W	White 20x HD/SD-SDI and HDMI PTZ cam..	\$999.00	\$799.20	\$2,397.60
1	Datavideo RMC-300A	Control up to 24 PTZ cameras via IP or 8 ..	\$1,299.00	\$1,039.20	\$1,039.20
1	Datavideo HDR-1	Standalone H.264 USB recorder with HDMI i...	\$499.00	\$399.20	\$399.20
3	Datavideo WM-1-W	White verison of a professional wall moun...	\$109.00	\$87.20	\$261.60
1	Datavideo CB-42	Tally cable to connect the SE-500HD/SE-500M	\$10.00	\$8.00	\$8.00
1	LG Electronics 43UR640S9UD	43" 3840 x 2160 UHD Commercia.	\$693.00	\$554.40	\$554.40
2	Chief PNRUB	LFP FOUR ARM DUAL UNIVERSAL	\$972.00	\$777.60	\$1,555.20
1	Chief LTM1U	Micro-Adjust Tilt Wall Mount Large	\$384.00	\$307.20	\$307.20
3	LG 65UR640S9UD	65" 3840 x 2160 UHD Commercial Lite LED b..	\$1,400.00	\$1,120.00	\$3,360.00
2	Extron Electronics 60-1755-13	Two Input DTP Transmitter for ...	\$1,280.00	\$1,024.00	\$2,048.00
1	Extron Electronics 60-1481-01	DA4 HD 4K Four Output HDMI D..	\$1,160.00	\$928.00	\$928.00
3	Extron Electronics 60-1271-13	DTP HDMI 4K 230 Rx HDMI Twist.	\$570.00	\$456.00	\$1,368.00
1	Extron Electronics 60-1271-12	DTP HDMI 4K 230 Tx HDMI Twist.	\$570.00	\$456.00	\$456.00
1	Extron Electronics 60-190-10	1U 6" Deep Universal Rack Shelf...	\$174.00	\$139.20	\$139.20
1	QSC I/O USB Bridge	Q-SYS PoE bridging endpoint for AV-to-U...	\$2,085.00	\$1,668.00	\$1,668.00
1	QSC TSC-710t-G3	Table top mounting accessory for TSC-70-G...	\$455.00	\$364.00	\$364.00
1	QSC SLQUD-110-P	Q-SYS Core 110 UCI Deployment Software ...	\$235.00	\$188.00	\$188.00
1	QSC SLQBR-P	Q-SYS AV Bridging feature license. One license i...	\$670.00	\$536.00	\$536.00
1	QSC NC-20x60	20x Optical Zoom 60° Horizontal Field of View, ...	\$5,545.00	\$4,436.00	\$4,436.00
1	QSC NS26-300+	26-port network switch preconfigured for Q-...	\$2,995.00	\$2,396.00	\$2,396.00
1	QSC PTZ-WMB1	Accessory Wall Mount Bracket for PTZ Camera.	\$155.00	\$124.00	\$124.00
1	Middle Atlantic UPS-S1000R	UPS STD 1000VA	\$1,238.00	\$990.40	\$990.40
1	Shure QLXD24/B58-G50	Beta 58® Vocal System	\$1,399.00	\$1,119.20	\$1,119.20
1	Shure QLXD14/85-G50	WL185 Lavalier Microphone System	\$1,427.00	\$1,141.60	\$1,141.60
1	Shure ULXD8=G50	Wireless gooseneck microphone base for ...	\$774.00	\$619.20	\$619.20
1	Shure MX410LPDF/C	10" Shock-Mounted Gooseneck with Bi-...	\$352.00	\$281.60	\$281.60
2	Decimator Design MD-LX	HDMI/SDI Converter	\$99.00	\$79.20	\$158.40
2	Decimator Design MD-HX	HDMI/SDI Cross Converter w/ Scalin...	\$295.00	\$236.00	\$472.00
1	Harvest AV Solutions	Misc. cable and connectors		\$2,500.00	\$2,500.00
				<b>A/V SYSTEM TOTAL</b>	<b>\$61,754.40</b>
				<b>EQUIPMENT TOTAL</b>	<b>\$33,494.40</b>
				<b>LABOR TOTAL</b>	<b>\$28,260.00</b>
				<b>FREIGHT</b>	<b>\$1,179.35</b>
				<b>LEGISLATIVE CHAMBER TOTAL</b>	<b>\$62,933.75</b>



## ACCEPTANCE

### FINANCIAL

#### PAYMENT SCHEDULE

50% Deposit due upon acceptance of proposal. A deposit is required before equipment will be ordered.  
 40% Progress upon completion or monthly progress billing.  
 10% Final payment upon commissioning of system to owner.

EQUIPMENT TOTAL	\$33,494.40
LABOR TOTAL	\$28,260.00
FREIGHT	\$1,179.35
<b>SUBTOTAL</b>	<b>\$62,933.75</b>
<b>TOTAL TAX</b>	<b>\$0.00</b>
<b>PROJECT TOTAL</b>	<b>\$62,933.75</b>

### TERMS

**ELECTRICAL:** Unless specified, any electrical power installation and requirements for the proposed system are not included in this contract and must be provided by a licensed Electrical Contractor. Jackson County, Missouri can provide a licensed electrical contractor or Harvest AV Solutions can provide that service through our sub-contract network for an additional cost.

**WARRANTY:** Harvest AV Solutions will warranty the proposed system in its entirety for one (1) year from completion. Harvest AV Solutions will warranty the workmanship of the proposed system for a period of five (5) years from the date of completion. Additional warranties or service maintenance agreements can be purchased and implemented at the client's request. **Any existing equipment reutilized for the proposed system will not be warrantied.**

I accept this proposal and hereby authorize Harvest AV Solutions to proceed with the installation of the included systems at the facilities of Jackson County, Missouri constructing at Kansas City, MO as described in the totality of this document. I further authorize Harvest AV Solutions to be granted the facility access that will be required to complete this project in a workmanlike and timely manner and for payment to be made to Harvest AV Solutions. Project cost and pricing are dependent upon a continual flow of work without interruption. If delays are imposed by Jackson County, Missouri or their staff, construction, other building trades or any other party, additional costs may be incurred by Jackson County, Missouri from Harvest AV Solutions. I agree that any additions to and/or deletions from the materials and labor to be provided by my acceptance of this proposal and any resulting change(s) in cost of this project shall only be by way of written change order(s) and shall be valid only after being signed by Jackson County, Missouri and Harvest AV Solutions. This proposal is valid only if accepted in writing by Jackson County, Missouri and deposit payment received. This proposal is valid for 30 days.

## ACCEPTANCE

JACKSON COUNTY, MISSOURI

\_\_\_\_\_  
SIGNED

\_\_\_\_\_  
DATE

\_\_\_\_\_  
PRINT NAME

\_\_\_\_\_  
TITLE

HARVEST AV SOLUTIONS

\_\_\_\_\_  
SIGNED

\_\_\_\_\_  
DATE

\_\_\_\_\_  
PRINT NAME

\_\_\_\_\_  
TITLE

PROJECT SUMMARY

LOCATIONS

LEGISLATIVE CHAMBER

TOTAL

\$61,754.40

SYSTEMS

A/V SYSTEM

TOTAL

\$61,754.40

SHIPPING, TAXES AND OTHER FACTORS MAY NOT BE REPRESENTED HERE AND WILL APPEAR ON THE ACCEPTANCE PAGE



**CIRCUIT COURT OF JACKSON COUNTY, MISSOURI  
415 EAST 12<sup>TH</sup> STREET;  
Purchasing Office; Room 8M East  
Kansas City, Missouri 64106**

Date: August 14, 2023

RE: Extension of contract 2353-19-25

This letter shall serve as notification of the Circuit Court's desire to renew Contract 2353-19-25, For Audio/Visual Services and Maintenance for a 1 year period per the renewal terms of the original bid document.

This is the second (2) renewal of three (3) possible renewals of this contract.

All terms and conditions contained in the original agreement are incorporated into this contract renewal as more fully set forth herein.

Bid/Contract Number: 2353-19-25

Commodity: Audio Visual for Sound Systems and Visual Components

Contract Extension Term: August 28, 2023 through August, 27 2024.

Using Department: Court Services

Department Director: Greg Paszkiewicz

Buyer: Terry Shepard

Vendor Contact: Jason Holmes 816-483-3889 X108 Cell 816-4878

Susan Surman 816-612-8170

Repair of Sound Systems /Audio Video and New Installations

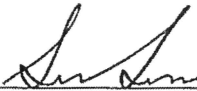
Escalation Costs allowed per contract for Prevailing Wage increases and equipment upgrades, changes of equipment and costs associated with the changes, justifications required to be approved by the Circuit Court.

LETTER OF CONTRACT EXTENSION

Bid Number: 2353-19-25

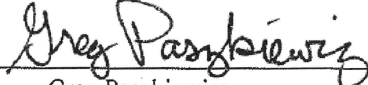
Description	Current Cost of Rate	Proposed Cost same or adjusted Request	Comment or Justification (vendor may attach a separate sheet if space is needed)
Trip Charge Overtime Hours Holiday Hours	.00 .00 .00	No Change	
Trip charge for Non-Warranty Calls Normal Working Hours Holiday Rate	95.00 95.00 142.00	No change	
Percentage Markup Above Manufacture's Material Cost Contractor must provide their material invoice to support the charge for the percentage markup if requested.	20%	20%	To remain the same for contract life.
New Installations Labor: Vendor must be all inclusive, including but not limited to: Implementation i.e. drawings, lifts, bonding, insurance, engineering, programming etc.	Regular Hours \$97.50  Overtime Rate \$146.25  Holiday Rate \$146.25	No change	
Current Prevailing Wage Order: Occupational Title: Communications Technician Section 048	Prevailing Wage 28  Section 048	Prevailing Wage #30  Section 048	

I hereby do agree to renew the existing contract for the terms listed above or as requested changes approved by the Circuit Court. All terms and Conditions of the original Contract #2353-19-25 Remain the same.

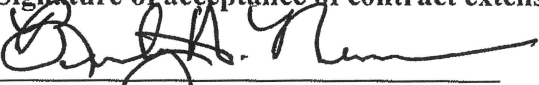
Authorized Vendor Signature:  Date: 8/17/23

Printed Name and Title: Susan Surmon, President  
Vendor requesting increases must include justification below or in Comment Section: Vendor may add an additional sheet if necessary.

**Signature for initiation of contract extension:**

As Director of Court Services I  hereby request the initiation of renewal of this extension.  
Greg Paszkiewicz

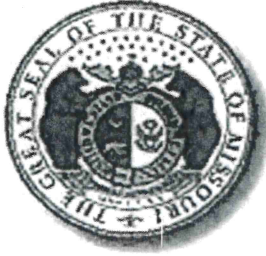
**Signature of acceptance of contract extension:**

 Date: September 5, 2023  
Beverly Newman, Court Administrator

Sincerely,

Terry Shepard  
Assistant Director of Purchasing  
Circuit Court of Jackson County  
Phone: 816-881-1309  
E-Mail [tshepard@courts.mo.gov](mailto:tshepard@courts.mo.gov)

See complete Contract attached as back up to Resolution #21457.



**CIRCUIT COURT OF JACKSON COUNTY, MISSOURI**  
415 EAST 12<sup>th</sup> Street  
Purchasing Office; Room 8M East  
Kansas City, Missouri 64106

Date: May 13, 2019  
RE: Letter of Award  
Bid Number: 2353-19-25  
Bid Term: May 10, 2019 through May 9, 2022  
Plus three (1) year optional renewals ending May 9, 2024

Dear Jason,

Recently it was announced that Progressive Electronics was low bid for our bid 2353-19-25 Audio Video Systems Replace, Repair and Service, however, upon notification they withdrew their bid stating, "an error was made in our labor calculations which gave us great concern regarding the financial sustainability of the agreement." Therefore, the Circuit Court of Jackson County reverts to the second Low and Best bid which is Harvest Productions as the lowest and best qualified vendor for bid 2353-19-25 Audio Video Systems Replace, Repair and Service. The Circuit Court would like to award this bid to Harvest Productions. We have enjoyed your superior services in the past and we are looking forward to doing business with you once again.

At this time, I would like to request you comply with the terms of our bid document by providing me updates on the following items:

1. Certificate of Liability Insurance
2. A listing of employees (first and last name) who will commonly be working on-site.
3. A copy of your E-Verify documentation.
4. A copy of each employee's (who will be working on site) OSHA 10 hour Occupational and Safety class certification.

If you have any questions regarding this award or any related matter, please do not hesitate to contact me directly at (816) 881-1309 desk phone, (816) 889-8853 work cell or [tsheward@courts.mo.gov](mailto:tsheward@courts.mo.gov)

Sincerely,

A handwritten signature in black ink, appearing to read "Terry Shepard".

Terry Shepard, CPPB  
Assistant Director of Court Services  
Circuit Court of Jackson County

Contract Award accepted by:  Date: 5/14/19 as authorized signature of Harvest Productions