

REQUEST FOR LEGISLATIVE ACTION

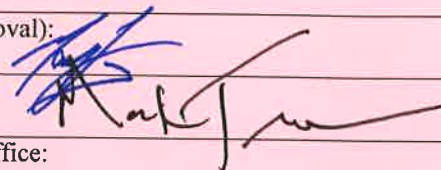
Completed by County Counselor's Office:

Res/~~Ord~~ No.: 19519

Sponsor(s): Dennis Waits

Date: June 27, 2017

SUBJECT	<p>Action Requested <input checked="" type="checkbox"/> Resolution <input type="checkbox"/> Ordinance</p> <p>Project/Title: <u>Recommending payment of Jackson County's share of the 2017 CORE4 Project Management/Coordination Annual Budget</u></p>																						
<p>BUDGET INFORMATION <i>To be completed By Requesting Department and Finance</i></p>	<table border="1"> <tr> <td>Amount authorized by this legislation this fiscal year:</td> <td>\$14,400.00</td> </tr> <tr> <td>Amount previously authorized this fiscal year:</td> <td>\$00.00</td> </tr> <tr> <td>Total amount authorized after this legislative action:</td> <td>\$14,400.00</td> </tr> <tr> <td>Amount budgeted for this item * (including transfers):</td> <td>\$14,000.00</td> </tr> <tr> <td colspan="2">Source of funding (name of fund) and account code number:</td> </tr> <tr> <td>FROM</td> <td>TO</td> </tr> <tr> <td>001-5101-56080 \$7,200.00</td> <td></td> </tr> <tr> <td>002-5102-56080 \$1,800.00</td> <td></td> </tr> <tr> <td>003-5103-56080 \$1,800.00</td> <td></td> </tr> <tr> <td>004-5103-56080 \$1,800.00</td> <td></td> </tr> <tr> <td>045-4500-56080 \$1,800.00</td> <td></td> </tr> </table> <p>* If account includes additional funds for other expenses, total budgeted in the account is: \$</p> <p>OTHER FINANCIAL INFORMATION:</p> <p><input type="checkbox"/> No budget impact (no fiscal note required) <input type="checkbox"/> Term and Supply Contract (funds approved in the annual budget); estimated value and use of contract: Department: Estimated Use: \$</p> <p>Prior Year Budget (if applicable): \$14,400.00 Prior Year Actual Amount Spent (if applicable): \$14,400.00</p>	Amount authorized by this legislation this fiscal year:	\$14,400.00	Amount previously authorized this fiscal year:	\$00.00	Total amount authorized after this legislative action:	\$14,400.00	Amount budgeted for this item * (including transfers):	\$14,000.00	Source of funding (name of fund) and account code number:		FROM	TO	001-5101-56080 \$7,200.00		002-5102-56080 \$1,800.00		003-5103-56080 \$1,800.00		004-5103-56080 \$1,800.00		045-4500-56080 \$1,800.00	
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PRIOR LEGISLATION	<p>Prior ordinances and (date):</p> <p>Prior resolutions and (date): #19207 7/18/16</p>																						
CONTACT INFORMATION	<p>RLA drafted by (name, title, & phone): Lisa Honn, Senior Administrative Manager, 816-881-3593</p>																						
REQUEST SUMMARY	<p>Mid-America Regional Council (MARC) provides dedicated staff support for project management, event logistics and coordination of nine sub-committee activities related to CORE4. 2017 activities will include leadership discussion facilitation with the chief elected and administrative leaders of the CORE4 jurisdictions; project management duties and planning for the 2017 CORE4 Colloquium. Jackson County's share of the \$60,000.00 related expense is 24% or \$14,400.00.</p>																						
CLEARANCE	<p><input type="checkbox"/> Tax Clearance Completed (Purchasing & Department) <input type="checkbox"/> Business License Verified (Purchasing & Department) <input type="checkbox"/> Chapter 6 Compliance - Affirmative Action/Prevailing Wage (County Auditor's Office)</p>																						

ATTACHMENTS	1. MARC invoice #G-I-0007460 2. MARC 2017 Workplan	
REVIEW	Department Director:	Date:
	Finance (Budget Approval): <i>If applicable</i>	Date: 6/16/17
	Division Manager: 	Date: 6/15/17
	County Counselor's Office:	Date:

Fiscal Information (to be verified by Budget Office in Finance Department)

- This expenditure was included in the annual budget.
- Funds for this were encumbered from the _____ Fund in _____.
- There is a balance otherwise unencumbered to the credit of the appropriation to which the expenditure is chargeable and there is a cash balance otherwise unencumbered in the treasury to the credit of the fund from which payment is to be made each sufficient to provide for the obligation herein authorized.
- Funds sufficient for this expenditure will be/were appropriated by Ordinance # _____
- Funds sufficient for this appropriation are available from the source indicated below.

Account Number:	Account Title:	Amount Not to Exceed:

- This award is made on a need basis and does not obligate Jackson County to pay any specific amount. The availability of funds for specific purchases will, of necessity, be determined as each using agency places its order.
- This legislative action does not impact the County financially and does not require Finance/Budget approval.

Fiscal Note:

This expenditure was included in the Annual Budget.

PC# _____

Date: June 15, 2017

RES # 19519 _____

<u>Department / Division</u>	<u>Character/Description</u>	<u>Not to Exceed</u>
General Fund - 001		
5101 - Non-Departmental	56080 - Other Professional Services	\$ 7,200
Health Fund - 002		
5102 - Non-Departmental	56080 - Other Professional Services	1,800
Park Fund - 003		
5103 - Non-Departmental	56080 - Other Professional Services	1,800
Special Road & Bridge Fund - 004		
5104 - Non-Departmental	56080 - Other Professional Services	1,800
Assessment Fund - 045		
4500 - Non-Departmental	56080 - Other Professional Services	1,800
_____	_____	_____
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_____	_____	\$ 14,400

 6/15/17
 Budget Office



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

Res. 19519

Invoice	G-I-0007460
Date	3/16/2017
Grant No.	53136
Page	1

Bill To:

Jackson County, Missouri

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

Return one copy with payment.

Dorothy Pope _____ *3-16-2017*
 Invoice authorized by: _____ Date
 Dorothy Pope, Financial Affairs Director
 Mid-America Regional Council

Purchase Order No.	Customer ID	MARC Contact	Payment Terms	Master No.
	JACOCALDUES	Ginny Williams	Due on Receipt	9,354
Item Number	Description	Ext. Price		
53136-LOCAL	CORE4 Project Mgmt/Coordination 2017	\$14,400.00		
Subtotal			\$14,400.00	
Misc			\$0.00	
Total			\$14,400.00	



CORE 4

Project Management/Coordination

2017 WORKPLAN

Purpose:

Mid-America Regional Council will continue to provide dedicated staff support for project management, event logistics and coordination of work group activities that will occur in 2017. This document describes the level of support and activities throughout the year.



Background:

The city/county managers from the City of Kansas City, Mo., Jackson County, Mo. Johnson County, Kan. and the Unified Government of Wyandotte County/Kansas City, Kan. began meeting in 2010 as the Kansas City Metropolitan Executive Leadership Exchange. In 2012, the CORE4 initiative began to conduct bi-annual Colloquium work sessions, inviting department directors and other key staff to discuss topics of common concern. The broad topics addressed include: vulnerable/at risk population; reciprocity and taxation; career development; communications; legislative coordination; parks & recreation; EMS & emergency management; and regional technology. The primary goal of these work sessions were to identify specific projects that groups can pursue over the course of a 12-month period of time, with the expectation that tangible steps will be taken to accomplish the projects through collaboration among the participating four agencies. Over the course of 2014-2016 MARC has assisted the CORE4 jurisdictions by providing staff support to eight work groups and the leadership team.

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

CORE4 2017 work plan

In 2017, MARC will continue to facilitate the CORE4 leadership discussions. The chief elected leaders (with managers) will meet one or two times a year (determined by immediacy of the topics needing to be discussed), with the administrative leadership meeting more often (4 times in twelve months) to further identify issues of inter-jurisdictional collaboration. MARC staff will also facilitate up to eight topical working groups. This will include project management duties, such as assistance in sharing information, convening meetings, taking notes, tracking performance goals and disseminating a quarterly e-newsletter. In addition, MARC will lead the planning for the 2017 CORE4 Colloquium.

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

- Continued review of the KCATA regional governance in an effort to anticipate the need for possible legislative amendments.
- Explore the need for a regional KCI investment plan.
- Consider Federal policy coordination.
- Determine if GatewayKC should be a CORE4 priority, as a economic development strategy welcoming immigrants.

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

CORE4 work group strategies: The list of the active work groups and the topics/action items under discussion are:

Sub-committee/ Working Group	2017 Work group strategies
1. Economic Development/ Economic Resiliency	The economic development work group completed data collection from the CORE4 jurisdictions in 2016. The next step will be the analysis, identifying similarities, trends or any other significant finding. An updated analysis will be shared with the CORE4 leadership team during 2017.
2. Human Resources/ Career Development	The Human Resources work group is gearing up for the next Career Expo scheduled for November 8, 2017. The HR work group has worked with the KC Rising Human Capital representatives and determined 10 hard-to-fill positions. This information will help determine which jobs to highlight at Expo. Seven other communities have joined the efforts: Overland Park, Olathe, Lenexa and Shawnee, Kansas and Gladstone and Lee’s Summit, Missouri. The work group is meeting monthly with many sub-committees meeting between times.
3. Information Technology	The IT work group has set a meeting for April 2017 to determine priorities for the work group in 2017.
4. Infrastructure	A subset of the Infrastructure work group has been working on the feasibility of an integrated planning initiative for the blue river watershed. An RFP has been issued and proposals will be reviewed, a consultant team selected, and beginning work should commence in 2017.

Sub-committee/ Working Group	2017 Work group strategies
5. Data and Performance	The Data and Performance work group has established regional benchmarking initiative. The work group convened a larger group of local government stakeholders in February 2017 (24 attendees representing 20 jurisdictions) and prioritized three broad topics to do a comparative analysis. Additional meetings are scheduled.
6. Public Safety	The public safety work group has not met lately but once the last connection to the KC Scout's dedicated fiber is in place they will reconvene to discuss how to use the dedicated fiber for cooperative public safety use.

Project Management Activities

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

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

Deliverables: MARC will produce a periodic progress reports.

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

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

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

Budget:

The costs associated with the above activities are outlined below.

CORE 4 Coordination - Annual Budget

Revenue			
Johnson County (544,179) 36%			\$21,600
Kansas City, Mo (459,787) 30%			\$18,000
Jackson County, Mo (w/o KCMO) (371,659) 24%			\$14,400
Unified Government (157,505) 10%			\$6,000
Total Revenue			\$60,000

Expenses	# hours	Average hourly rate	cost
MARC Staff-time	550	\$40	\$22,000
David Warm (leadership committee facilitation)			
Marlene Nagel (program oversight, facilitation)			
Georgia Nesselrode (program coordination, facilitation)			
Staff support - sub-committee coordination (TBD by issue)			
Fringe , Indirect, Rent			\$20,000
Contractual Services (specialized consultant)			\$5,000
Travel (mileage)			\$1,000
Facility Rental			\$3,000
Meeting Expense			\$7,000
Miscellaneous			\$2,000
Total Expense			\$60,000