

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

**A RESOLUTION** transferring \$18,193.00 within the 2018 General Fund and \$1,799.00 within the 2018 Assessment Fund to cover the reclassification of a full-time Clerk position to part-time.

**RESOLUTION. 19726**, February 5, 2018

**INTRODUCED BY** Dennis Waits, County Legislator

WHEREAS, transfers within the 2018 General Fund and 2018 Assessment Fund are necessary to provide for the reclassification of a full-time Clerk position within the Collection Department to part-time status, as recommended by the Acting Director of Collection; and,

WHEREAS, the County Executive has also recommended said transfer; now therefore,

BE IT RESOLVED by the County Legislature of Jackson County, Missouri, that the following transfers within the 2018 General Fund and 2018 Assessment Fund, be and hereby are authorized:

<u>DEPARTMENT/DIVISION</u>	<u>CHARACTER/DESCRIPTION</u>	<u>FROM</u>	<u>TO</u>
General Fund 001-1403 Collection	55010- Regular Salaries	\$18,193	
Collection 001-1403	55025- Part-Time Salaries		\$18,193

Assessment Fund			
045-1403 Collection	55010- Regular Salaries	\$1,799	
Collection			
045-1403	55025- Part-Time Salaries		\$1,799

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

APPROVED AS TO FORM:

  
Chief Deputy County Counselor

  
County Counselor

Certificate of Passage

I hereby certify that the attached resolution, Resolution.19726 of February 5, 2018, was duly passed on \_\_\_\_\_, 2018 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 1403 55010  
ACCOUNT TITLE: General Fund  
Collections  
Regular Salaries  
NOT TO EXCEED: \$18,193.00

ACCOUNT NUMBER: 045 1403 55010  
ACCOUNT TITLE: Assessment Fund  
Collections  
NOT TO EXCEED: \$1,799 .00

2/8/18  
\_\_\_\_\_  
Date

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



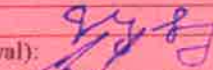


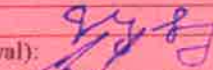


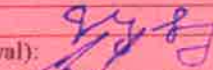


# REQUEST FOR LEGISLATIVE ACTION

Completed by County Counselor's Office:

Res/~~Ord~~ No.: 19726

Sponsor(s): Dennis Waits

Date: February 5, 2018

SUBJECT	Action Requested <input checked="" type="checkbox"/> Resolution <input type="checkbox"/> Ordinance  Project/Title: <u>A Resolution approving the transfer of funds due to a position reclassification.</u>																														
BUDGET INFORMATION To be completed By Requesting Department and Finance	<table border="1"> <tr> <td>Amount authorized by this legislation this fiscal year:</td> <td>\$19,992</td> </tr> <tr> <td>Amount previously authorized this fiscal year:</td> <td>\$0</td> </tr> <tr> <td>Total amount authorized after this legislative action:</td> <td>\$19,992</td> </tr> <tr> <td>Amount budgeted for this item * (including transfers):</td> <td></td> </tr> <tr> <td>Source of funding (name of fund) and account code number;</td> <td></td> </tr> <tr> <td><b>FROM ACCT</b></td> <td><b>FROM AMOUNT</b></td> </tr> <tr> <td>001-1403-55010</td> <td></td> </tr> <tr> <td>General Fund - Collections - Regular Salaries</td> <td>\$18,193</td> </tr> <tr> <td>045-1403-55010</td> <td></td> </tr> <tr> <td>Assessment Fund - Collections - Regular Salaries</td> <td>\$1,799</td> </tr> <tr> <td><b>TO ACCT</b></td> <td><b>TO AMOUNT</b></td> </tr> <tr> <td>001-1403-55025</td> <td></td> </tr> <tr> <td>General Fund - Collections - Part-Time Salaries</td> <td>\$18,193</td> </tr> <tr> <td>045-1403-55025</td> <td></td> </tr> <tr> <td>Assessment Fund - Collections - Part-Time Salaries</td> <td>\$1,799</td> </tr> </table> <p>* If account includes additional funds for other expenses, total budgeted in the account is: \$</p> OTHER FINANCIAL INFORMATION: <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: \$ _____  Prior Year Budget (if applicable): _____ Prior Year Actual Amount Spent (if applicable): _____	Amount authorized by this legislation this fiscal year:	\$19,992	Amount previously authorized this fiscal year:	\$0	Total amount authorized after this legislative action:	\$19,992	Amount budgeted for this item * (including transfers):		Source of funding (name of fund) and account code number;		<b>FROM ACCT</b>	<b>FROM AMOUNT</b>	001-1403-55010		General Fund - Collections - Regular Salaries	\$18,193	045-1403-55010		Assessment Fund - Collections - Regular Salaries	\$1,799	<b>TO ACCT</b>	<b>TO AMOUNT</b>	001-1403-55025		General Fund - Collections - Part-Time Salaries	\$18,193	045-1403-55025		Assessment Fund - Collections - Part-Time Salaries	\$1,799
Amount authorized by this legislation this fiscal year:	\$19,992																														
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001-1403-55025																															
General Fund - Collections - Part-Time Salaries	\$18,193																														
045-1403-55025																															
Assessment Fund - Collections - Part-Time Salaries	\$1,799																														
PRIOR LEGISLATION	Prior ordinances and (date): _____ Prior resolutions and (date): _____																														
CONTACT INFORMATION	RLA drafted by (name, title, & phone): <u>Karey Schulze, Office Admin, 816-881-3038</u>																														
REQUEST SUMMARY	The Collection department is requesting a reclassification of one full time Clerk position (1403-00046-BF006 G03) to one permanent part time Clerk position (1403-00046-BFG006 G99). This reclassification would require a fund transfer from regular salaries to part-time salaries account code. This position is also funded from two different funds. The associate being reclassified will work 21-40 hours per week from the effective date 1/15/2018 through 12/31/2018. This requested fund transfer is for 40 hours/week x 49 weeks = 1960 hours @ \$10.20 = \$19,992 split by fund at: 001 91%, 045 9% = \$18,193 001-1403, \$1799 045-1403.																														
CLEARANCE	<input type="checkbox"/> Tax Clearance Completed (Purchasing & Department) <input type="checkbox"/> Business License Verified (Purchasing & Department) <input type="checkbox"/> Chapter 6 Compliance - Affirmative Action/Prevailing Wage (County Auditor's Office)																														
ATTACHMENTS																															
REVIEW	<table border="1"> <tr> <td>Department Director:</td> <td></td> <td>Date: <u>1-27-18</u></td> </tr> <tr> <td>Finance (Budget Approval): If applicable</td> <td></td> <td>Date: <u>1/29/18</u></td> </tr> <tr> <td>Division Manager:</td> <td></td> <td>Date: <u>1-31-18</u></td> </tr> <tr> <td>County Counselor's Office:</td> <td></td> <td>Date: _____</td> </tr> </table>	Department Director:		Date: <u>1-27-18</u>	Finance (Budget Approval): If applicable		Date: <u>1/29/18</u>	Division Manager:		Date: <u>1-31-18</u>	County Counselor's Office:		Date: _____																		
Department Director:		Date: <u>1-27-18</u>																													
Finance (Budget Approval): If applicable		Date: <u>1/29/18</u>																													
Division Manager:		Date: <u>1-31-18</u>																													
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:**

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

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

Date: January 29, 2018 RES # 19726

Department / Division	Character/Description	From	To
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**General Fund - 001**

1403 - Collections	55010 - Regular Salaries	\$ 18,193	\$ -
5101 - Non-Departmental	55025 - Part-Time Salaries		18,193

**Assessment Fund - 045**

1403 - Collections	55010 - Regular Salaries	\$ 1,799	\$ -
1403 - Collections	55025 - Part-Time Salaries		1,799

	\$ 19,992	\$ 19,992
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 \_\_\_\_\_  
 County Auditor / Budget Officer

Proposed Finance and  
Audit Committee  
Substitute  
February 12, 2018

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

**A RESOLUTION** transferring \$18,360.00 within the 2018 General Fund and \$3,240.00 within the 2018 Assessment Fund to cover the cost of associate bus passes with the KCATA.

**RESOLUTION NO. 19727**, February 5, 2018

**INTRODUCED BY** Scott Burnett, County Legislator

WHEREAS, by Ordinance 5062, dated December 6, 2017, the Legislature did establish certain Reserve Accounts for certain budget lines within the 2018 County budget; and,

WHEREAS, certain funds appropriated in such Reserve Accounts within the 2018 General Fund and Assessment Fund are needed to cover the cost of associate bus passes with the Kansas City Area Transportation Authority; and,

WHEREAS, there are numerous disputes between the County Executive and the Legislature regarding the validity of Ordinance 5062, relating to its construction and interpretation, and multiple related issues; and,

WHEREAS, the Chief Administrative Officer has recommended the adoption of this Resolution, without waiving any previous position taken in reliance upon the memorandum of the County Counselor dated December 22, 2017, regarding Ordinance



5062, and without waiving any position taken in reliance upon other legal memorandums provided by the Office of the County Counselor; and,

WHEREAS, the Legislature recognizes that funds identified as Reserve Funds in the adopted 2018 budget within the General Fund and Assessment Fund are required to be designated for use by the Department of Finance and Purchasing for associate bus pass payment; and,

WHEREAS, the Chief Administrative Officer has requested that the funds identified in this Resolution be made available for such use by the Finance and Purchasing Department within the 2018 budget; and,

WHEREAS the Legislature agrees that funds described in this Resolution should be made available for such use by posting to certain budget line items in the Non-Departmental budget or otherwise for calendar year 2018 by the County's Finance and Purchasing Department; now therefore,

BE IT RESOLVED by the County Legislature of Jackson County, Missouri, that the following transfer or equivalent documentation/identification, to accomplish posting of the funds in the Finance and Purchasing budget management system so that the funds are available for immediate use and expenditure within the 2018 budget, be and hereby are authorized:

<u>DEPARTMENT/DIVISION</u>	<u>CHARACTER/DESCRIPTION</u>	<u>FROM</u>	<u>TO</u>
General Fund Reserve 001-8006	56835 – Reserve Operating	\$18,360	
Non-Departmental 001-5101	56790 – Other Contractual Svcs		\$18,360
Assessment Fund Reserve 045-8006	56835- Reserve Operating	\$3,240	
Non-Departmental 045-4500	56790- Other Contractual Svcs		\$3,240

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

APPROVED AS TO FORM:

  
\_\_\_\_\_  
Chief Deputy County Counselor

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

Certificate of Passage

I hereby certify that the attached resolution, Resolution No. 19727 of February 5, 2018, was duly passed on \_\_\_\_\_, 2018 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 the above-described transfer or equivalent documentation and/or identification to accomplish posting of the funds in the Jackson County budget management system so that the funds are available for immediate use and expenditure are available in the source indicated below.

ACCOUNT NUMBER: 001 8006 56835  
ACCOUNT TITLE: General Fund  
Reserve Operating  
NOT TO EXCEED: \$18,360.00

ACCOUNT NUMBER: 045 8006 56835  
ACCOUNT TITLE: Assessment Fund  
Reserve Operating  
NOT TO EXCEED: \$3,240.00

2/8/18  
\_\_\_\_\_  
Date

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



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

**AN ORDINANCE** appropriating \$669.00 from the undesignated fund balance of the 2018 Special Road and Bridge Fund in acceptance of insurance proceeds for the repair of a vehicle for use by the Public Works Department.

**ORDINANCE NO. 5078**, February 12, 2018

**INTRODUCED BY** Greg Grounds, County Legislator

WHEREAS, the County has received a payment of insurance proceeds for the repair of a work truck operated by the Public Works Department that was damaged in a motor vehicle accident; and,

WHEREAS, an appropriation is necessary to place the insurance proceeds in the proper spending account so that the funds may be used toward the repair of the damages; now therefore,

BE IT ORDAINED by the County Legislature of Jackson County, Missouri, that the following appropriation from the undesignated fund balance of the 2018 Special Road and Bridge Fund be and hereby is made:

<u>DEPARTMENT/DIVISION</u>	<u>CHARACTER/DESCRIPTION</u>	<u>FROM</u>	<u>TO</u>
Special Road and Bridge Fund			
004-9999	47040- Reimb Damage Claims	\$669	
004-2810	Undesignated Fund Balance		\$699
004-2810	Undesignated Fund Balance	\$699	
Engineering			
004-1502	56530- Maint & Repair Auto		\$699



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

APPROVED AS TO FORM:

  
\_\_\_\_\_  
Chief Deputy County Counselor

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

I hereby certify that the attached ordinance, Ordinance No. 5078 introduced on February 12, 2018, was duly passed on \_\_\_\_\_, 2018 by the Jackson County Legislature. The votes thereon were as follows:

Yeas \_\_\_\_\_

Nays \_\_\_\_\_

Abstaining \_\_\_\_\_

Absent \_\_\_\_\_

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

\_\_\_\_\_  
Date

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

I hereby approve the attached Ordinance No.5078.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Frank White, Jr., County Executive

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

ACCOUNT NUMBER: 004 2810  
ACCOUNT TITLE: Special Road and Bridge Fund  
Undesignated Fund Balance  
NOT TO EXCEED: \$669.00

2/8/18  
\_\_\_\_\_  
Date

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

# REQUEST FOR LEGISLATIVE ACTION

Completed by County Counselor's Office:

~~Res~~/Ord No.: 5078

Sponsor(s): Greg Grounds

Date: February 12, 2018

SUBJECT	<p>Action Requested  <input type="checkbox"/> Resolution  <input checked="" type="checkbox"/> Ordinance</p> <p>Appropriating \$668.70 from the undesignated fund in acceptance of insurance proceeds for the repair of a vehicle for use by the Public Works Department.</p>															
<p>BUDGET INFORMATION  <i>To be completed By Requesting Department and Finance</i></p>	<table border="1" data-bbox="313 510 1193 825"> <tr> <td>Amount authorized by this legislation this fiscal year:</td> <td>668.70</td> <td>\$</td> </tr> <tr> <td>Amount previously authorized this fiscal year:</td> <td></td> <td>\$</td> </tr> <tr> <td>Total amount authorized after this legislative action:</td> <td>668.70</td> <td>\$</td> </tr> <tr> <td>Amount budgeted for this item * (including transfers):</td> <td></td> <td>\$</td> </tr> <tr> <td>Source of funding (name of fund) and account code number; FROM / TO</td> <td colspan="2">           FROM ACCT            004-9999-47040             TO ACCT            004-1502-56530         </td> </tr> </table> <p>* If account includes additional funds for other expenses, total budgeted in the account is: \$</p> <p>OTHER FINANCIAL INFORMATION:</p> <p><input type="checkbox"/> No budget impact (no fiscal note required)  <input type="checkbox"/> Term and Supply Contract (funds approved in the annual budget); estimated value and use of contract:      Department: Estimated Use: \$</p> <p>Prior Year Budget (if applicable):      Prior Year Actual Amount Spent (if applicable):</p>	Amount authorized by this legislation this fiscal year:	668.70	\$	Amount previously authorized this fiscal year:		\$	Total amount authorized after this legislative action:	668.70	\$	Amount budgeted for this item * (including transfers):		\$	Source of funding (name of fund) and account code number; FROM / TO	FROM ACCT 004-9999-47040  TO ACCT 004-1502-56530	
Amount authorized by this legislation this fiscal year:	668.70	\$														
Amount previously authorized this fiscal year:		\$														
Total amount authorized after this legislative action:	668.70	\$														
Amount budgeted for this item * (including transfers):		\$														
Source of funding (name of fund) and account code number; FROM / TO	FROM ACCT 004-9999-47040  TO ACCT 004-1502-56530															
PRIOR LEGISLATION	<p>Prior ordinances and (date):</p> <p>Prior resolutions and (date):</p>															
CONTACT INFORMATION	<p>RLA drafted by (name, title, &amp; phone): Gwendolyn Cogshell, Operations Administrator, 881-4449</p>															
REQUEST SUMMARY	<p>Requesting \$668.70 to be transferred from 004-9999-47040, Increase Revenues, to account 004-1502-56530 Maintenance and Repair, in order to repair damages to vehicle number 126 PWD, a 2011 Chev Silverado 1500 Work Truck.</p>															
CLEARANCE	<p><input type="checkbox"/> Tax Clearance Completed (Purchasing &amp; Department)  <input type="checkbox"/> Business License Verified (Purchasing &amp; Department)  <input type="checkbox"/> Chapter 6 Compliance - Affirmative Action/Prevailing Wage (County Auditor's Office)</p>															
ATTACHMENTS																
REVIEW	<p>Department Director: Brian Gaddie, Public Works Director</p> <p style="text-align: right;">Date: 1-31-18</p>															

Finance (Budget Approval): <i>If applicable</i>	<i>Sarah Matthe</i>	Date:	<i>2/1/18</i>
Division Manager:	<i>[Signature]</i>	Date:	<i>2/7/18</i>
County Counselor's Office:		Date:	

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

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

Account Number:	Account Title:	Amount Not to Exceed:
004-9999-47040	Increase Revenues	\$668.70

- 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.



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

**A RESOLUTION** authorizing the Jackson County Legislature to hold a closed meeting on Monday, February 12, 2018, for the purpose of conducting privileged and confidential communications between itself and the Jackson County Counselor under section 610.021(1) of the Revised Statutes of Missouri, and closing all records prepared for discussion at said meeting.

**RESOLUTION NO. 19731**, February 12, 2018

**INTRODUCED BY** Scott Burnett, County Legislator

WHEREAS, the Jackson County Legislature desires to hold a closed meeting on Monday, February 12, 2018, during the regularly scheduled meeting of the Legislature; and,

WHEREAS, public notice of such closed meeting has been given by inclusion of this Resolution on the published agenda for said meeting; and,

WHEREAS, the purpose of such closed meeting is to conduct privileged and confidential communications between the Legislature and the Jackson County Counselor concerning the status of legal actions, causes of action, and/or litigation; and,

WHEREAS, such closed meeting is allowable under section 610.021(1) of the Revised Statutes of Missouri; now therefore,



BE IT RESOLVED by the County Legislature of Jackson County, Missouri, that the Legislature be authorized to hold a closed meeting during the regularly scheduled meeting of the Legislature on Monday, February 12, 2018, pursuant to section 610.021(1), RSMo, and closing all records prepared in connection therewith.

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

APPROVED AS TO FORM:

  
\_\_\_\_\_  
Chief Deputy County Counselor

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

Certificate of Passage

I hereby certify that the attached resolution, Resolution No. 19731 of February 12, 2018, was duly passed on \_\_\_\_\_, 2018 by the Jackson County Legislature. The votes thereon were as follows:

Yeas \_\_\_\_\_

Nays \_\_\_\_\_

Abstaining \_\_\_\_\_

Absent \_\_\_\_\_

\_\_\_\_\_  
Date

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

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

**A RESOLUTION** authorizing the County Executive to execute a Program Agreement with the Missouri Department of Health and Senior Services for a tracking program for statistical reporting of opioid and violent deaths, for a fee payable to the County.

**RESOLUTION NO. 19732**, February 12, 2018

**INTRODUCED BY** Crystal Williams, County Legislator

WHEREAS, the Medical Examiner's Office desires to participate in a tracking program sponsored by the Missouri Department of Health and Senior Services, for statistical reporting of opioid and violent deaths; and,

WHEREAS, under the agreement, the County will be reimbursed for providing reports of opioid and violent deaths through August 31, 2018, in an amount not to exceed \$13,020.00; and,

WHEREAS, the attached Program Agreement sets out the rights and obligations of each party participating in the program; and,

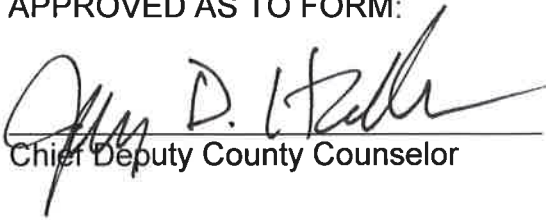
WHEREAS, execution of the attached agreement with the Missouri Department of Health and Senior Services is in the best interests of the health, safety, and welfare of the citizens of Jackson County; now therefore,

**BE IT RESOLVED** by the County Legislature of Jackson County, Missouri, that the County Executive be and hereby is authorized to execute the attached Program

Services Contract with the Missouri Department of Health and Senior Citizens.

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

APPROVED AS TO FORM:

  
\_\_\_\_\_  
Chief Deputy County Counselor

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

Certificate of Passage

I hereby certify that the attached resolution, Resolution No. 19732 of February 12, 2018, was duly passed on \_\_\_\_\_, 2018 by the Jackson County Legislature. The votes thereon were as follows:

Yeas \_\_\_\_\_

Nays \_\_\_\_\_

Abstaining \_\_\_\_\_

Absent \_\_\_\_\_

\_\_\_\_\_  
Date

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



**AMENDMENT #01 TO CONTRACT #DH170018008**

**CONTRACTOR:** Jackson County Medical Examiner  
**CONTRACT TITLE:** Violent Death and Enhanced Opioid Surveillance  
**CONTRACT PERIOD:** January 1, 2018 through August 31, 2018

The Missouri Department of Health and Senior Services hereby exercises its option to renew the above referenced contract.

In addition, the Missouri Department of Health and Senior Services desires to amend the contract as follows:

1. Delete paragraph 1.1 in its entirety and replace with the revised paragraph 1.1 as follows:
  - 1.1 The contract amount shall not exceed \$13,020.00 for the period of January 1, 2018 through August 31, 2018.
  
2. Delete paragraph 5.1 in its entirety and replace with the revised paragraph 5.1 as follows:
  - 5.1 The Department will pay the Contractor a firm, fixed price of \$30 for each submitted complete ESOOS case and upon approval of all required reports and invoices. The total amount for all ESOOS cases shall not exceed \$1,800.00.
  
3. Delete paragraph 5.2 in its entirety and replace with the revised paragraph 5.2 as follows:
  - 5.2 The Department will pay the Contractor a firm, fixed price of \$30 for each submitted complete MOVDRS case and upon approval of all required reports and invoices. The total amount for all MOVDRS cases shall not exceed \$11,220.00.

All other terms, conditions and provisions of the contract, shall remain the same and apply hereto.



### CONTRACT FUNDING SOURCE(S)

The Contract Funding Source(s) is supplemental information the Department is required to provide the Contractor when issuing a contract or amendment that will be funded by federal sources. The document identifies the total amount of funding and the federal funding source(s) expected to be used over the life of this contract. For the specific amount for a contract period, refer to the contract and/or applicable amendments. If the funding information is not available at the time the contract is issued or the information below changes, the Contractor will be notified in writing by the Department. Please retain this information with your official contract files for future reference.

<b>Tracking #</b> 44181	<b>State:</b> 0% \$0.00	<b>Federal:</b> 100% \$24,480.00
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**Contract Title:** VIOLENT DEATH AND ENHANCED OPIOID SURVEILLANCE

**Contract Start:** 4/1/2017      **Contract End:** 8/31/2018      **Amend#:** 01      **Contract #:** DH170018008

**Vendor Name:** JACKSON COUNTY MEDICAL EXAMINER

<b>CFDA:</b> 93.136	<b>Research and Development:</b> Y		
<b>CFDA Name:</b>	INJURY PREVENTION AND CONTROL RESEARCH AND STATE AND COMMUNITY BASED PROGRAMS		
<b>Federal Agency:</b>	DEPARTMENT OF HEALTH AND HUMAN SERVICES / CENTERS FOR DISEASE CONTROL AND PREVENTION		
<b>Federal Award:</b>	1NU17CE924884-01, 6NU17CE924884-01		
<b>Federal Award Name:</b>	ENHANCED STATE SURVEILLANCE OF OPIOID-INVOLVED MORBIDITY AND MORTALITY		
<b>Federal Award Year:</b> 2016	<b>DHSS #:</b> CE924884-01	<b>Federal Obligation:</b>	\$4,560.00

<b>CFDA:</b> 93.136	<b>Research and Development:</b> Y		
<b>CFDA Name:</b>	INJURY PREVENTION AND CONTROL RESEARCH AND STATE AND COMMUNITY BASED PROGRAMS		
<b>Federal Agency:</b>	DEPARTMENT OF HEALTH AND HUMAN SERVICES / CENTERS FOR DISEASE CONTROL AND PREVENTION		
<b>Federal Award:</b>	1NU17CE924853-01, 6NU17CE924853-01		
<b>Federal Award Name:</b>	MISSOURI COLLECTING VIOLENT DEATH INFORMATION USING NATIONAL VIOLENT DEATH REPORTING SYSTEM (NVDRS)		
<b>Federal Award Year:</b> 2016	<b>DHSS #:</b> CE924853-01	<b>Federal Obligation:</b>	\$6,900.00

<b>CFDA:</b> 93.136	<b>Research and Development:</b> Y		
<b>CFDA Name:</b>	INJURY PREVENTION AND CONTROL RESEARCH AND STATE AND COMMUNITY BASED PROGRAMS		
<b>Federal Agency:</b>	DEPARTMENT OF HEALTH AND HUMAN SERVICES / CENTERS FOR DISEASE CONTROL AND PREVENTION		
<b>Federal Award:</b>	5NU17CE924884-02, 6NU17CE924884-02		
<b>Federal Award Name:</b>	ENHANCED STATE SURVEILLANCE OF OPIOID-INVOLVED MORBIDITY AND MORTALITY		
<b>Federal Award Year:</b> 2017	<b>DHSS #:</b> CE924884-02	<b>Federal Obligation:</b>	\$1,800.00

<b>CFDA:</b> 93.136	<b>Research and Development:</b> Y		
<b>CFDA Name:</b>	INJURY PREVENTION AND CONTROL RESEARCH AND STATE AND COMMUNITY BASED PROGRAMS		
<b>Federal Agency:</b>	DEPARTMENT OF HEALTH AND HUMAN SERVICES / CENTERS FOR DISEASE CONTROL AND PREVENTION		
<b>Federal Award:</b>	5NU17CE924853-02, 6NU17CE924853-02		
<b>Federal Award Name:</b>	MISSOURI COLLECTING VIOLENT DEATH INFORMATION USING NATIONAL VIOLENT DEATH REPORTING SYSTEM (NVDRS)		
<b>Federal Award Year:</b> 2017	<b>DHSS #:</b> CE924853-02	<b>Federal Obligation:</b>	\$11,220.00

**\* The Department will provide this information when it becomes available.**

**Project Description:**

The purpose of this project is to collect coroner and medical examiner reports from contracted data providers, which will be abstracted into an anonymous web-based system. The aggregate data will be used to develop and target violence and opioid overdose interventions at local, county, and statewide levels.



# PROGRAM SERVICES CONTRACT

This contract is entered into by and between the State of Missouri, Department of Health and Senior Services (Department/state agency) and the below named entity/individual (Contractor). The contract consists of the contract signature page, the scope of work; any attachments referenced and incorporated herein; the terms and conditions; and any written amendments made in accordance with the provisions contained herein. This contract expresses the complete agreement of the parties. By signing below, the Contractor and Department agree to all the terms and conditions set forth in this contract.

To the extent that this contract involves the use, in whole or in part, federal funds, the signature of the Contractor's authorized representative on the contract signature page indicates compliance with the Certifications contained in Attachment A which is attached hereto and is incorporated by reference as if fully set forth herein.

<b>Tracking #</b> 44181	<b>Contract Title:</b> VIOLENT DEATH AND ENHANCED OPIOID SURVEILLANCE	
<b>Contract Start:</b> 4/1/2017	<b>Contract End:</b> 8/31/2018	<b>Questions/Please Contact:</b> PROCUREMENT UNIT @ (573)751-6471
<b>Contract #:</b> DH170018008		<b>Amend #:</b> 01

**PLEASE VERIFY/COMPLETE - TYPE OR PRINT - SIGNATURE REQUIRED**

NAME OF ENTITY/INDIVIDUAL (Contractor) JACKSON COUNTY MEDICAL EXAMINER	
DOING BUSINESS AS (DBA) NAME	
MAILING ADDRESS 950 EAST 21ST STREET	
CITY, STATE, and ZIP CODE KANSAS CITY MO 64108	
REMIT TO (PAYMENT) ADDRESS (if different from above)	
CITY, STATE, and ZIP CODE	
CONTACT PERSON	EMAIL ADDRESS
PHONE NUMBER	FAX NUMBER
TAXPAYER ID NUMBER (TIN) *****0524	DUNS NUMBER 073134868
CONTRACTOR'S AUTHORIZED SIGNATURE	DATE
PRINTED NAME	TITLE
DEPARTMENT OF HEALTH AND SENIOR SERVICES DIRECTOR OF DIVISION OF ADMINISTRATION OR DESIGNEE SIGNATURE	DATE




# REQUEST FOR LEGISLATIVE ACTION

Completed by County Counselor's Office:

Res/Ord No.: 19732

Sponsor(s): Crystal Williams

Date: February 12, 2018

<p><b>SUBJECT</b></p>	<p>Action Requested  <input checked="" type="checkbox"/> Resolution  <input type="checkbox"/> Ordinance</p> <p>Project/Title: Authorizing the attached amendment to cooperative agreement with The Department of Health and Senior Services to receive grant funds payable to Jackson County.</p>										
<p><b>BUDGET INFORMATION</b>  <i>To be completed By Requesting Department and Finance</i></p>	<table border="1" data-bbox="316 577 1266 808"> <tr> <td>Amount authorized by this legislation this fiscal year:</td> <td></td> </tr> <tr> <td>Amount previously authorized this fiscal year:</td> <td></td> </tr> <tr> <td>Total amount authorized after this legislative action:</td> <td></td> </tr> <tr> <td>Amount budgeted for this item * (including transfers):</td> <td></td> </tr> <tr> <td>Source of funding (name of fund) and account code number; FROM / TO</td> <td></td> </tr> </table> <p>* If account includes additional funds for other expenses, total budgeted in the account is: \$</p> <p><b>OTHER FINANCIAL INFORMATION:</b></p> <p><input type="checkbox"/> No budget impact (no fiscal note required)  <input type="checkbox"/> Term and Supply Contract (funds approved in the annual budget); estimated value and use of contract:  Department: Estimated Use: \$</p> <p>Prior Year Budget (if applicable):  Prior Year Actual Amount Spent (if applicable):</p>	Amount authorized by this legislation this fiscal year:		Amount previously authorized this fiscal year:		Total amount authorized after this legislative action:		Amount budgeted for this item * (including transfers):		Source of funding (name of fund) and account code number; FROM / TO	
Amount authorized by this legislation this fiscal year:											
Amount previously authorized this fiscal year:											
Total amount authorized after this legislative action:											
Amount budgeted for this item * (including transfers):											
Source of funding (name of fund) and account code number; FROM / TO											
<p><b>PRIOR LEGISLATION</b></p>	<p>Prior ordinances and (date): RES 19490 5/22/2017  Prior resolutions and (date):</p>										
<p><b>CONTACT INFORMATION</b></p>	<p>RLA drafted by (name, title, &amp; phone): Kandi Brooke / Administrative Supervisor / 881-6595</p>										
<p><b>REQUEST SUMMARY</b></p>	<p>The JCMEO is requesting resolution to authorize the attached amendment to the cooperative agreement with The Department of Health and Senior Services. The Jackson County Medical Examiner's office to receive grant money for statistical reporting of Opioid and Violent Deaths within the Jackson County Medical Examiner's authority. Compensation payable to Jackson County.</p>										
<p><b>CLEARANCE</b></p>	<p><input type="checkbox"/> Tax Clearance Completed (Purchasing &amp; Department)  <input type="checkbox"/> Business License Verified (Purchasing &amp; Department)  <input type="checkbox"/> Chapter 6 Compliance - Affirmative Action/Prevailing Wage (County Auditor's Office)</p>										
<p><b>ATTACHMENTS</b></p>	<p>Program Services Agreement Res. 19490  Amendment #01 to Contract #DH170018008</p>										
<p><b>REVIEW</b></p>	<table border="1" data-bbox="300 1785 1542 1938"> <tr> <td>Department Director: </td> <td>Date: 01/29/2018</td> </tr> <tr> <td></td> <td>Date:</td> </tr> </table>	Department Director: 	Date: 01/29/2018		Date:						
Department Director: 	Date: 01/29/2018										
	Date:										



Finance (Budget Approval): <i>If applicable</i>	<i>Sarah Matthes</i>	<i>2/1/18</i>
Division Manager:	<i>[Signature]</i>	Date: <i>2-7-18</i>
County Counselor's Office:	<i>[Signature]</i>	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.



**Missouri Department of Health and Senior Services**

P.O. Box 570, Jefferson City, MO 65102-0570 Phone: 573-751-6400 FAX: 573-751-6010  
RELAY MISSOURI for Hearing and Speech Impaired: 1-800-735-2466 VOICE: 1-866-735-2460

**Randall W. Williams, MD, FACOG**  
Director



**Eric R. Greitens**  
Governor

**The following information should be directed to your Administrator/Director, Executive Director, Board President or authorized representative with knowledge of policies, procedures and administrative operations of the organization/entity:**

The Department of Health and Senior Services (DHSS) requires subrecipient contractor/providers to complete the Business Management Assessment (**BMA**) form each year. **Keep in mind the form is completed only once per year for each federal taxpayer identification number (nine digit number).** One submission will cover all contracts with DHSS issued under that specific federal taxpayer identification number.

**If you have not already done so this calendar year, complete and submit the BMA within 15 calendar days:**

- Go to <https://health.mo.gov/atoz/bma/index.php>
- The form works best when using the Microsoft Internet Explorer browser rather than other browsers such as Chrome, Firefox, Opera, Safari, etc.
- Make sure that you have enough time to complete the form prior to starting. There is not a "Save" feature. Prolonged periods of inactivity will cause your form to expire and the information will not be submitted, even if it appears it was. A confirmation number will appear if the form is successfully submitted.
- You may find helpful information to assist your completion of the BMA at <http://health.mo.gov/information/contractorresources>.

**NOTE:** Failure to complete the BMA will result in your organization being deemed a high-risk contractor/provider. For questions concerning the BMA form, or if you do not have access to the internet, please call 573.751.6104 for assistance.

11/2017

[www.health.mo.gov](http://www.health.mo.gov)

Healthy Missourians for life.

The Missouri Department of Health and Senior Services will be the leader in promoting, protecting and partnering for health.

AN EQUAL OPPORTUNITY / AFFIRMATIVE ACTION EMPLOYER: Services provided on a nondiscriminatory basis.



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**Randall W. Williams, MD, FACOG**  
Director



**Eric R. Greitens**  
Governor

Dear Contractor:

Enclosed is a contract between your organization and the Department of Health and Senior Services that requires you to complete the following steps:

1. Review and sign the front page of the contract;
2. Return the contract to:

Bureau of Financial Services, Procurement Unit  
Missouri Department of Health and Senior Services  
P.O. Box 570  
Jefferson City, MO 65102

Also, please forward the enclosed yellow page to your Chief Financial Officer. It explains the process for completing the Business Management Assessment (BMA) form and submitting your most recent audit report.

Once all signed copies have been returned to our office and the contract is signed by the department, a fully executed copy of the contract will be returned to you. Please contact Christine James in the Procurement Unit at (573) 751-6471 or via email at [ProcurementUnit@health.mo.gov](mailto:ProcurementUnit@health.mo.gov) if you have any questions regarding this letter.

Enclosures

[www.health.mo.gov](http://www.health.mo.gov)

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AN EQUAL OPPORTUNITY / AFFIRMATIVE ACTION EMPLOYER: Services provided on a nondiscriminatory basis.

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

**A RESOLUTION** awarding a twenty-four month term and supply contract with three twelve-month options to extend for the furnishing of legal process services for use by the Family Support Division of the Prosecuting Attorney's Office to D&B Legal Services of Prairie Village, KS, under the terms and conditions of Invitation to Bid No. 99-17.

**RESOLUTION NO. 19733**, February 12, 2018

**INTRODUCED BY** Alfred Jordan, County Legislator

WHEREAS, the Family Support Division of the Prosecuting Attorney's Office is in need of legal process services to serve process in child support cases; and,

WHEREAS, the Finance and Purchasing Department solicited formal written bids on Invitation to Bid No. 99-17, for the furnishing of legal process services for use by the Family Support Division; and,

WHEREAS, a total of twenty-nine bid notifications were distributed and two responses meeting specifications were received, from the following:

**VENDOR**  
D&B Legal Services  
Prairie Village, KS

Action Legal Process  
Lee's Summit, MO

and,

WHEREAS, following evaluation of the bids submitted, the Finance and Purchasing

Department recommends the contract be awarded to D&B Legal Services of Prairie Village, KS, under the terms and conditions of Invitation to Bid No. 99-17, as the lowest and best bidder, as set forth in the attached recapitulation and analysis; and,

WHEREAS, this award is made on an as needed basis and does not obligate Jackson County to pay any specific amount, with the availability of funds for specific purchases subject to annual appropriation; now therefore,

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

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

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

APPROVED AS TO FORM:

  
Chief Deputy County Counselor

  
County Counselor

Certificate of Passage

I hereby certify that the attached resolution, Resolution No. 19733 of February 12, 2018, was duly passed on \_\_\_\_\_, 2018 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.

2/8/18  
Date

  
Chief Administrative Officer

# REQUEST FOR LEGISLATIVE ACTION

Completed by County Counselor's Office:

Res/Ord No.: 19733

Sponsor(s): Alfred Jordan

Date: February 12, 2018

<b>SUBJECT</b>	<p>Action Requested  <input checked="" type="checkbox"/> Resolution  <input type="checkbox"/> Ordinance</p> <p>Project/Title: <u>Awarding a Twenty-Four Month Term &amp; Supply Contract with Three Twelve Month Options to Extend for the furnishing of Legal Process Services for use by the Prosecuting Attorney's Family Support Division to D&amp;B Legal Services of Prairie Village, Kansas under the Terms and Conditions of Request for Proposal No. 99-17.</u></p>															
<b>BUDGET INFORMATION</b> <i>To be completed By Requesting Department and Finance</i>	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td>Amount authorized by this legislation this fiscal year:</td> <td style="text-align: right;">\$</td> </tr> <tr> <td>Amount previously authorized this fiscal year:</td> <td></td> </tr> <tr> <td>Total amount authorized after this legislative action:</td> <td style="text-align: right;">\$</td> </tr> <tr> <td>Amount budgeted for this item * (including transfers):</td> <td style="text-align: right;">\$</td> </tr> <tr> <td>Source of funding (name of fund) and account code number:</td> <td></td> </tr> </table> <p>* If account includes additional funds for other expenses, total budgeted in the account is: \$</p> <p><b>OTHER FINANCIAL INFORMATION:</b></p> <p><input type="checkbox"/> No budget impact (no fiscal note required)  <input checked="" type="checkbox"/> Term and Supply Contract (funds approved in the annual budget); estimated value and use of contract:          Department: Prosecuting Attorney – Family Support      Estimated Use: \$55,000</p> <p>The RLA only approves the Term and Supply Contract and does not obligate the County to spend any certain amount. The funds were appropriated through the annual budget adoption.</p> <p>Prior Year Budget (if applicable): \$65,000          Prior Year Actual Amount Spent (if applicable): \$54,539</p>	Amount authorized by this legislation this fiscal year:	\$	Amount previously authorized this fiscal year:		Total amount authorized after this legislative action:	\$	Amount budgeted for this item * (including transfers):	\$	Source of funding (name of fund) and account code number:						
Amount authorized by this legislation this fiscal year:	\$															
Amount previously authorized this fiscal year:																
Total amount authorized after this legislative action:	\$															
Amount budgeted for this item * (including transfers):	\$															
Source of funding (name of fund) and account code number:																
<b>PRIOR LEGISLATION</b>	<p>Prior ordinances and (date):          Prior resolutions and (date): 18707, 2/2/15</p>															
<b>CONTACT INFORMATION</b>	<p>RLA drafted by (name, title, &amp; phone): Kyle Brack, Sr. Buyer, 881-3265</p>															
<b>REQUEST SUMMARY</b>	<p>The Prosecuting Attorney's Family Support Division requires a Term and Supply Contract for the furnishing of Legal Process Services. The Purchasing Department issued Request for Proposal No. 99-17 in response to the department need.</p> <p>A total of twenty-nine notifications were distributed and two responses were received and evaluated as follows:</p> <table border="1" style="width: 100%; border-collapse: collapse; text-align: center;"> <thead> <tr> <th style="width: 25%;">Respondent</th> <th style="width: 25%;">Qualifications and Experience (45 points)</th> <th style="width: 25%;">References (10 points)</th> <th style="width: 25%;">Pricing (45 points)</th> <th style="width: 20%;">Total Score (100 possible)</th> </tr> </thead> <tbody> <tr> <td>D&amp;B Legal Services Prairie Village, KS</td> <td>44</td> <td>10</td> <td>39</td> <td><b>93</b></td> </tr> <tr> <td>Action Legal Process Kansas City, MO</td> <td>22</td> <td>6</td> <td>39</td> <td><b>67</b></td> </tr> </tbody> </table> <p>*The above totals are a combined average based on individual scores from the five members of the Evaluation Committee.</p>	Respondent	Qualifications and Experience (45 points)	References (10 points)	Pricing (45 points)	Total Score (100 possible)	D&B Legal Services Prairie Village, KS	44	10	39	<b>93</b>	Action Legal Process Kansas City, MO	22	6	39	<b>67</b>
Respondent	Qualifications and Experience (45 points)	References (10 points)	Pricing (45 points)	Total Score (100 possible)												
D&B Legal Services Prairie Village, KS	44	10	39	<b>93</b>												
Action Legal Process Kansas City, MO	22	6	39	<b>67</b>												



	<p>Legal Process Service is critical to the success of the Prosecutor's Office Family Support Division to obtain service of process in the large volume of administrative and legal documents prepared by that office upon all of the adverse parties in actions to establish paternity, obtain child support and medical support orders, and to enforce child support and medical support orders for children.</p> <p>Pursuant to Section 1054.6 of the Jackson County Code, the Acting Director of Finance and Purchasing recommends the award of a Term and Supply Contract for the furnishing of Legal Process Services to D&amp;B Legal Services of Prairie Village, Kansas as the best overall proposal evaluated.</p> <p>This award is made on an "as needed" basis and does not obligate Jackson County to pay any specific amount. The availability of funds for any specific purchase is subject to annual appropriations.</p>								
CLEARANCE	<input type="checkbox"/> Tax Clearance Completed (Purchasing & Department) N/A <input checked="" type="checkbox"/> Business License Verified (Purchasing & Department) <input type="checkbox"/> Chapter 6 Compliance - Affirmative Action/Prevailing Wage (County Auditor's Office) N/A								
COMPLIANCE	<input type="checkbox"/> MBE Goals N/A <input type="checkbox"/> WBE Goals N/A <input type="checkbox"/> VBE Goals N/A								
ATTACHMENTS	Family Support's recommendation letter, evaluation scoring matrix, and pertinent pages of D&B Legal Services proposal								
REVIEW	<table border="1"> <tr> <td>Department Director: <i>Theresa Marie Smith</i></td> <td>Date: <i>2-5-18</i></td> </tr> <tr> <td>Finance (Budget Approval): <i>If applicable</i></td> <td>Date: <i>2/5/18</i></td> </tr> <tr> <td>Division Manager: <i>[Signature]</i></td> <td>Date: <i>2/7/18</i></td> </tr> <tr> <td>County Counselor's Office: <i>[Signature]</i></td> <td>Date:</td> </tr> </table>	Department Director: <i>Theresa Marie Smith</i>	Date: <i>2-5-18</i>	Finance (Budget Approval): <i>If applicable</i>	Date: <i>2/5/18</i>	Division Manager: <i>[Signature]</i>	Date: <i>2/7/18</i>	County Counselor's Office: <i>[Signature]</i>	Date:
Department Director: <i>Theresa Marie Smith</i>	Date: <i>2-5-18</i>								
Finance (Budget Approval): <i>If applicable</i>	Date: <i>2/5/18</i>								
Division Manager: <i>[Signature]</i>	Date: <i>2/7/18</i>								
County Counselor's Office: <i>[Signature]</i>	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.





**JEAN PETERS BAKER**  
Jackson County Prosecuting Attorney

**MEMORANDUM**

Date: January 31, 2018  
To: Kyle Brack, Senior Buyer, Finance/Purchasing Department  
From: Melissa Mauer-Smith, Director, Prosecutor's Office - Family Support Division  
Re: **Evaluation of Request for Proposal No. 99-17 (Process Service)**

Jackson County Prosecutor's Office - Family Support Division formed an evaluation committee consisting of 5 members, including Attorneys and Technical staff that heavily utilize the services of Process Servers in their daily work.

Each member of the Committee thoroughly reviewed the RFP and the two responses. The committee met together to review each factor of the submitted bids. References were checked for each responding company by asking each reference the same questions for each bidding company. That information was also provided to the evaluation team for review. Each member of the evaluation committee completed their individual Request for Proposal 99-17 Evaluation Matrix based on the each of the Respondent's Qualifications and Experience, References and Pricing. Those individual forms were provided to you for review and calculate the score of each Respondent. You provided me the following scoring results: D&B Legal Services received a score of 93 and Action Legal Process received a score of 67.

**Based on the 93 points independently awarded by the five members of the Committee to D&B Legal Services, the Prosecutor's Office Family Support Division Evaluation Committee recommends the bid be awarded to D&B Legal Services.**

In particular, the committee felt that the proposal from D&B was the best proposal to meet the needs of the Prosecutor's Office Family Support Division, the following reasons were highlighted by members of the committee:

- Adequate Number of Process Servers and staff to meet our volume needs
- More years of Experience
- A minimum number of 3-4 service attempts on each person to be served
- Additional resource is provided in a Field Sheet that can be provided to the Court
- References gave higher recommendations regarding the service provided

D&B lists their staff as containing 14 Process Servers, 5 Couriers, 5 office employees, and an additional 60 contract process servers that are registered and approved with the 16<sup>th</sup> Judicial Circuit Court (Jackson County) available to serve process immediately. In contrast, Action Legal Process reported that they have only 8 employees, but would add staff. It meets the needs of the the

**Family Support Division** 324 East 11<sup>th</sup> Street, Suite 1100 Kansas City, Missouri 64106-2421  
**Office:** 816-881-3171 **FAX:** 816-881-3184

Prosecutor's Office Family Support Division to have more dedicated process servers and dedicated office staff to meet the needs of our large operation. D&B Legal Services has three times more employee's in their local office than Action Legal Process has total employees, that is a critical advantage for our process server needs.

D&B Legal Services stated in the response that the principals of the business have over 30 years combined experience. Action Legal Process states that the owner has 24 years experience. The Evaluation Committee felt that the Company with the most years of experience in the field would be an asset to this office, which is D&B Legal Services.

Additionally in the business plan and approach provided by D&B Legal Services was more advantageous to the Prosecutor's Office Family Support Division, specifically because D&B Legal Services states they will attempt service a minimum of 3-4 times on each person, which is critically important in the diverse and mobile population our office is required to have served with legal process. D&B Legal Services further indicated they would provide a Field Sheet containing information that the attorneys have utilized in Court many times to uphold service. These two items are not addressed in the bid submitted by Action Legal Process.

Phone calls were made to four references for each Respondent, two responses were received for each Respondent. The same set of questions were asked of each reference. D&B Legal Services has excellent references from both letters and phone interviews were given grades of A by both firms interviewed and very strong endorsements. Action Legal Process reference endorsements were slightly less glowing, and they were given a grade of A by one firm and a grade of B by the other firm. It was concluded by the Evaluation Committee that D&B Legal Service should be given slight preference in the evaluation factor of references due to the slightly better rating from clients.



**REQUEST FOR PROPOSAL 99-17 Evaluation Matrix**

RFP: Legal Process Services

DEPARTMENT: Family Support

No	Respondent	Qualifications and Experience	References	Pricing	Total Score
		(45 points possible)	(10 points possible)	(45 points possible)	
1	D&B Legal Services	44	10	39	93
2	Action Legal Process	22	6	39	67
3					0
4					0
5					0

**Evaluation Committee Comments:**

**Scoring Matrix Notes:**

1. Assign scores from 1 (**do not use "0"**) to the maximum possible points for each category.
2. Each member of the Evaluation Committee votes individually - do not combine scores onto one score sheet.
3. Purchasing will compile and calculate final scores.

#### **6.6.4.1**

D&B Legal Services, Inc., a full service investigative agency, was incorporated in the state of Kansas on May 14, 2003. The owners Bill and Dee Powell, have a combined total of 30 plus years of high quality service and experience in providing legal support services. While working for local law firms in Kansas City, Missouri, this dynamic husband / wife team were able to identify the need for a good and quality support service to the legal community. They both recognized there were many needs not effectively being met in the surrounding metropolitan area, and they set out in early 2000 to assist in meeting those critical needs by providing very specialized and focused services.

We at D&B Legal Services, Inc. are extremely proud of our reputation, knowledge and support services provided to our clients. We consistently strive to provide the most professional service available while meeting our own high standards and best practices for conducting business. In addition to meeting our high standards of professional business ethics, our services are in accordance with the Code of Ethics of National Association of Legal Investigators. D&B Legal Services, Inc. is an S. Corp. and owned by Dee Powell with 51% controlling shares and Bill Powell with 49% controlling shares, respectively.

#### **6.6.4.2**

As a full service investigative agency and legal service company, we handle criminal backgrounds, white and blue collar, corporate, personal injury and work comp investigations, vehicle repossession, court research, document retrieval, courier service, skip tracing, digital document scanning and process serving.

#### **6.6.4.3**

D&B Legal Services, Inc. employs a total number of 5 individuals for office duties, 14 process servers and 5 couriers are contracted by D&B Legal Services, Inc. We also contract and register with Jackson County Circuit Court over 60 process servers that are located all over the United States to help us provide nationwide service to our client. We also have access to a nationwide network of process servers in the event we do not have a contractor in a given area.

#### **6.5.5**

Our process server's follow industry standards and court rules. Our process servers make a minimum of 3-4 attempts that should include a Morning, Afternoon, Evening and Weekend attempt. When service is successful our process servers are instructed to do their best to obtain a signature of the person receiving the service of process, record their description and their full name and relationship to the subject.

When service is not obtained, our process servers are instructed to gain as much information as possible before departing the residence in the event the address is not valid for the subject; information that may be obtained by questioning the current resident on the whereabouts of the

## 6.5.5 cont.

subject, questioning the neighbors, obtaining license plates of vehicles in the driveway, notating any names listed on the outside of a mailbox or any other personal fixture at the residence such as a door knocker or welcome matt. If the address is determined not valid by the process server, we contact the client within a reasonable amount of time to obtain more information. Our office also performs skip tracing.

## 6.5.6

D&B Legal Services, Inc. strives to stay on top of the latest advancements in the area of service of process. Over the past year we have made numerous improvements to our services. A few key defining features we are able to provide are:

- ❖ GPS Data
- ❖ Photographic proof of attempt
  - Photos of vehicles and the license plates (when possible)
  - Photos of the address attempted
- ❖ A website available 24/7 for the client to log in to and view status of any current job or review notes and information from completed jobs.
- ❖ Online Updates – Reviewed daily
  - Our process servers, located in the Kansas City Metro area only, are equipped with smart phones. This allows them to run an App on their phone giving them access to our database. They are able to upload photos, record their current GPS location and provide status update pertaining to the job all from the field. All of which is available online for the client after it is reviewed in our office, usually within 12-24 hrs. GPS information must be requested from our office as it is not available online at this time.

Along with the keeping notes electronically our process servers are also provided a field sheet to record certain information manually. Information such as the description of the individual served, the signature of said individual, dates and times of attempts and the service date and time. This field sheet is also available online for review.

Every document D&B Legal Services, Inc. receives to serve is entered into our database, scanned and is assigned a job number for tracking. The service packet and all other documents are available online to view by the client.

Our website features search functions allowing you to search for jobs by your reference number, defendant name or court date to list a few. There is also a Calendar which keeps track of court dates and how many jobs there are for a specific docket.

## 6.5.7

Please see attachments A, B, C and D.

## **6.5.8**

### **6.5.8.1**

There are no legal actions pending against D&B Legal Services, Inc. or the individuals working under it in regards to the service of process or any other matter regarding the services the business provides.

### **6.5.8.2**

D&B Legal Services, Inc. and its process servers do not have any unresolved disputes regarding the service of process or any services the business provides.

### **6.5.8.3**

D&B Legal Services, Inc. has never been disqualified from working for any County or Public Entity.



# D&B Legal Services

Investigations / Courier / Service of Process - One Number

913-362-8110 - Phone

913-362-8118 - Fax

[www.DandBLegalServices.com](http://www.DandBLegalServices.com)

## 6.5.9

### **Jackson County, MO**

\$40.00 Service Fee and \$10.00 Non-Est Fee

### **Cass, Clay and Platte Counties**

\$45.00 Service Fee and \$15.00 Non-Est Fee

### **Buchanan, Johnson and Lafayette Counties**

\$75.00 Service Fee and \$25.00 Non-Est Fee

### **Johnson County and Wyandotte County, KS**

\$45.00 Service Fee and \$15.00 Non-Est Fee

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

**A RESOLUTION** transferring \$60,000.00 within the 2018 Special Road and Bridge Fund to cover the cost of shift differential pay and education incentives for staff of the Sheriff's Office.

**RESOLUTION NO. 19734**, February 12, 2018

**INTRODUCED BY** Alfred Jordan, County Legislator

WHEREAS, by Resolution 19686, dated January 8, 2018, the Legislature did authorize the execution of a Memorandum of Understanding (MOU) with West Central Missouri Regional Lodge No. 50 of the Fraternal Order of Police to govern conditions of employment for a bargaining unit consisting of certain County associates within the Sheriff's Office; and,

WHEREAS, under this MOU, the County is required to pay a shift differential to bargaining unit members who work evening or overnight shifts, as well as an education incentive to members who achieve certain civilian education levels; and,

WHEREAS, a transfer is necessary to place the funds necessary to cover these obligations in the proper spending accounts; and,

WHEREAS, the County Executive recommends this transfer; now therefore,

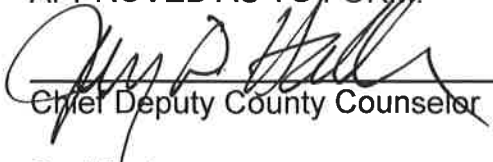
**BE IT RESOLVED** by the County Legislature of Jackson County that the following transfer be and hereby is made:



<u>DEPARTMENT/DIVISION</u>	<u>CHARACTER DESCRIPTION</u>	<u>FROM</u>	<u>TO</u>
Special Road & Bridge Fund Sheriff 004-4201	57110-Gasoline	\$60,000	
Sheriff 004-4201	55035- Shift Differential Incentive		\$30,000
Sheriff 004-4201	56755- Education Incentive		\$30,000

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

APPROVED AS TO FORM:

  
\_\_\_\_\_  
Chief Deputy County Counselor

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

Certificate of Passage

I hereby certify that the attached resolution, Resolution No. 19734 of February 12, 2018, was duly passed on \_\_\_\_\_, 2018 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 sources indicated below.

ACCOUNT NUMBER: 004 4201 57110  
ACCOUNT TITLE: Special Road & Bridge Fund  
Sheriff  
Gasoline  
NOT TO EXCEED: \$60,000.00

2/8/18  
\_\_\_\_\_  
Date

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

# REQUEST FOR LEGISLATIVE ACTION

Completed by County Counselor's Office:

Res/~~Ord~~ No.: 19734

Sponsor(s): Alfred Jordan

Date: February 12, 2018

<p>SUBJECT</p>	<p>Action Requested  <input checked="" type="checkbox"/> Resolution  <input type="checkbox"/> Ordinance</p> <p>Project/Title: <u>A Resolution authorizing the transfer of \$30,000.00 within the Sheriff's Office Road &amp; Bridge Fund to Educational Incentive to fund educational incentives as covered by the MOU between the Fraternal Order of Police Lodge #50 and Jackson County. (Resolution #19686.)</u></p>												
<p>BUDGET INFORMATION  <i>To be completed By Requesting Department and Finance</i></p>	<table border="1" data-bbox="313 573 1192 978"> <tr> <td>Amount authorized by this legislation this fiscal year:</td> <td>\$30,000.00</td> </tr> <tr> <td>Amount previously authorized this fiscal year:</td> <td>\$0</td> </tr> <tr> <td>Total amount authorized after this legislative action:</td> <td>\$30,000.00</td> </tr> <tr> <td>Amount budgeted for this item * (including transfers):</td> <td></td> </tr> <tr> <td>Source of funding (name of fund) and account code number; FROM: Road &amp; Bridge Fund – Sheriff 004-4201-57110 – Gasoline</td> <td>FROM ACCT  \$30,000.00</td> </tr> <tr> <td>TO: Road &amp; Bridge Fund – Sheriff 004-4201-56755 – Educational Incentive</td> <td>TO ACCT  \$30,000.00</td> </tr> </table> <p>* If account includes additional funds for other expenses, total budgeted in the account is: \$</p> <p>OTHER FINANCIAL INFORMATION:</p> <p><input type="checkbox"/> No budget impact (no fiscal note required)  <input type="checkbox"/> Term and Supply Contract (funds approved in the annual budget); estimated value and use of contract:  Department: Sheriff's Office Estimated Use:</p> <p>Prior Year Budget (if applicable):  Prior Year Actual Amount Spent (if applicable):</p>	Amount authorized by this legislation this fiscal year:	\$30,000.00	Amount previously authorized this fiscal year:	\$0	Total amount authorized after this legislative action:	\$30,000.00	Amount budgeted for this item * (including transfers):		Source of funding (name of fund) and account code number; FROM: Road & Bridge Fund – Sheriff 004-4201-57110 – Gasoline	FROM ACCT  \$30,000.00	TO: Road & Bridge Fund – Sheriff 004-4201-56755 – Educational Incentive	TO ACCT  \$30,000.00
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TO: Road & Bridge Fund – Sheriff 004-4201-56755 – Educational Incentive	TO ACCT  \$30,000.00												
<p>PRIOR LEGISLATION</p>	<p>Prior ordinances and (date):</p> <p>Prior resolutions and (date): Resolution 19686 January 8<sup>th</sup>, 2018.</p>												
<p>CONTACT INFORMATION</p>	<p>RLA drafted by: Captain Scott Goodman Jackson County Sheriff's Office Commander (816) 541-8017</p>												
<p>REQUEST SUMMARY</p>	<p><u>Transferring \$30,000.00 within the Sheriff's Office Road &amp; Bridge Fund to Educational Incentive to fund educational incentives as determined within the MOU between the Fraternal Order of Police and Jackson County. (Resolution #19686.)</u></p>												
<p>CLEARANCE</p>	<p><input type="checkbox"/> Tax Clearance Completed (Purchasing &amp; Department)  <input type="checkbox"/> Business License Verified (Purchasing &amp; Department)  <input type="checkbox"/> Chapter 6 Compliance - Affirmative Action/Prevailing Wage (County Auditor's Office)</p>												
<p>ATTACHMENTS</p>	<p>Bliss and Associates Fee Proposal</p>												

# REQUEST FOR LEGISLATIVE ACTION

Completed by County Counselor's Office:

Res/~~Ord~~ No.: 19734

Sponsor(s): Alfred Jordan

Date: February 12, 2018

SUBJECT	<p>Action Requested  <input checked="" type="checkbox"/> Resolution  <input type="checkbox"/> Ordinance</p> <p>Project/Title: <u>A Resolution authorizing the transfer of \$30,000.00 within the Sheriff's Office Road &amp; Bridge Fund to Shift Differential Incentive to fund shift incentives as covered by the MOU between the Fraternal Order of Police Lodge #50 and Jackson County. (Resolution #19686.)</u></p>													
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CLEARANCE	<p><input type="checkbox"/> Tax Clearance Completed (Purchasing &amp; Department)  <input type="checkbox"/> Business License Verified (Purchasing &amp; Department)  <input type="checkbox"/> Chapter 6 Compliance - Affirmative Action/Prevailing Wage (County Auditor's Office)</p>													
ATTACHMENTS	<p>Bliss and Associates Fee Proposal</p>													
REVIEW	<p>Department Director: <i>Mildred Sharp KLI</i></p> <p>Finance (Budget Approval): <i>[Signature]</i></p>	<p>Date: <i>2-6-18</i>          Date: <i>2/6/18</i></p>												

REVIEW	Department Director: <i>M. C. Sharp KLF</i>	Date: <i>2-6-18</i>
	Finance (Budget Approval): <i>If applicable</i>	Date: <i>2/6/18</i>
	Division Manager: <i>[Signature]</i>	Date: <i>2-7-18</i>
	County Counselor's Office: <i>[Signature]</i>	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.

