

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

**AN ORDINANCE** repealing Schedule III to Chapter 2, Jackson County Code, 1984, relating to the salaries of County associates not within the Merit System, enacting, in lieu thereof, one new schedule relating to the same subject.

**ORDINANCE NO. 5037**, October 23, 2017

**INTRODUCED BY** Dennis Waits, County Legislator

WHEREAS, the Legislative Auditor recommends the creation of three new positions on her staff, as well as modest adjustments to the ranges for two other positions, which require a revision to Schedule III to Chapter 2, Jackson County Code, 1984; and,

WHEREAS, the Legislature finds the necessary code revision to be in the best interest of the health, safety, and welfare of the citizens of Jackson County, now therefore,

BE IT ORDAINED by the County Legislature of Jackson County, Missouri, as follows:

Section A. Enacting Clause. Schedule III to Chapter 2, Jackson County, 1984, is hereby repealed, and one new schedule enacted in lieu thereof, to be known as Schedule III, to read as follows:

## SCHEDULE III

### LEGISLATURE

POSITION	SALARY
County Auditor	\$[66,980 - 110,520] <u>87,800 – 147,754</u>
Chief Deputy Auditor	\$52,450 – 86,550
<u>Budget &amp; Financial Analyst</u>	<u>\$87,800 – 147,754</u>
<u>Special Projects Analyst</u>	<u>\$87,800 – 147,754</u>
<u>Public Liaison</u>	<u>\$52,450 – 86,550</u>
Senior Assistant Auditor	\$41,075 – 67,775
Assistant Auditor	\$37,776 - 58,550
Secretary to Auditor	\$26,410 - 40,940
Audit Assistant	\$33,430 - 51,820
Chief Compliance Review Officer	\$52,450 - 86,550
Compliance Review Officer	\$41,075 - 67,775
Senior Administrative/Executive Assistant	\$33,430 – 51,820
Administrative/Executive Assistant	\$29,580 - 45,856
Housing Resource Director	\$52,450 – 86,550
Clerk of the Legislature	\$[66,980 - 110,520] <u>87,800 – 147,754</u>
Deputy County Clerk	\$41,075 – 67,775
Legislative Secretary	\$26,410 - 40,940
Secretary	\$26,410 - 40,940
Notary Clerk	\$23,580 - 36,556
Clerk Typist	\$21,480 - 32,220

Effective Date: This Ordinance shall be effective immediately upon its passage by the County Executive.

APPROVED AS TO FORM:

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

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

I hereby certify that the attached ordinance, Ordinance No. 5037 introduced on October 23, 2017, was duly passed on \_\_\_\_\_, 2017 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. 5037.

\_\_\_\_\_  
Date

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

# REQUEST FOR LEGISLATIVE ACTION

Completed by County Counselor's Office:

Res/Ord No.: 5037

Sponsor(s): Dennis Waits

Date: October 23, 2017

SUBJECT	<p>Action Requested  <input type="checkbox"/> Resolution  <input checked="" type="checkbox"/> Ordinance</p> <p>Project/Title: <u>An Ordinance repealing Schedule III to Chapter 2, Jackson County Code, 1984, relating to position titles and salary ranges of County associates not within the Merit System, and enacting, in lieu thereof, one new schedule relating to the same subject and creating full-time positions of Budget &amp; Financial Analyst, Special Projects Analyst, and Public Liaison.</u></p>										
<p>BUDGET INFORMATION</p> <p><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>\$</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>OTHER FINANCIAL INFORMATION:</p> <p><input checked="" 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											
PRIOR LEGISLATION	<p>Prior ordinances and (date):</p> <p>Prior resolutions and (date):</p>										
CONTACT INFORMATION	<p>RLA drafted by (name, title, &amp; phone): CW, 881-3310</p>										
REQUEST SUMMARY	<p>Pursuant to Article II, Section 16.20 of the Charter, the Legislature desires to employ the following technical positions to the Auditor's Office staff. Pursuant to Chapter 2, Section 260.3 of the Jackson County Code, the Auditor's Office is creating the following full-time positions and salary ranges under Chapter 2, Schedule III:</p> <p>Budget &amp; Financial Analyst \$87,800 - \$147,754  Special Projects Analyst \$87,800 - \$147,754  Public Liaison \$52,450 - \$86,550  County Auditor \$87,800 - \$147,754  Clerk of the Legislature \$87,800 - \$147,754</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	Department Director: <i>C. Wooperson</i>	Date: <i>10/23/2017</i>
	Finance (Budget Approval): <i>If applicable</i>	Date:
	Division Manager:	Date:
	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.

## IN THE COUNTY LEGISLATURE OF JACKSON COUNTY, MISSOURI

**AN ORDINANCE** repealing sections 533., 534., and 570., Jackson County Code, 1984, relating to the County's fiscal policies, and enacting, in lieu thereof, three new sections relating to the same subject.

**ORDINANCE NO. 5038**, October 23, 2017

**INTRODUCED BY** Dennis Waits, County Legislator

BE IT ORDAINED by the County Legislature of Jackson County, Missouri, as follows:

Section A. Enacting Clause. Sections 533., 534., and 570., Jackson County, 1984, are hereby repealed, and three new sections enacted in lieu thereof, to be known as sections 533., 534., and 570., to read as follows:

533. Intra-Office Transfers.

The following intra-office transfers are authorized.

533.1 By Executive.

The County Executive, on the recommendation of the budget officer, is authorized to approve and effect a transfer from one (1) appropriation account to another within the same agency in an amount not to exceed ten thousand dollars (\$10,000) when the County Executive determines that any such transfer is necessary or advisable in the efficient administration of that office, department or agency of Jackson County.

533.2 By Legislature.

The County Legislature may by resolution at any time on the recommendation of the County Executive transfer any unencumbered appropriation balance or any portion of that balance from one (1) appropriation account to another within the same agency. Further, the County Legislature may by resolution at any time transfer any unencumbered appropriation balance or any portion of that balance from one (1) appropriation account to another within the same agency without the recommendation of the County Executive, provided that any such resolution received the affirmative vote of six members of the County Legislature.

534. Inter-Agency Transfers.

The County Legislature may by resolution authorize the transfer, within the same fund, of any unencumbered appropriation balance or any portion of that balance from one (1) spending agency under its jurisdiction into another.

534.1 Recommendation of County Executive.

This action shall be taken only after receiving the recommendation of the County Executive, except that an inter-agency transfer may be authorized without the recommendation of the County Executive by a resolution that receives the affirmative vote of six members of the County Legislature.

534.2 When Can Transfer.

Transfer may be made at any time during the budget year as may be deemed appropriate by the County Legislature.

570. Personal Services Policy.

Sections 570.1 through 570.9 set out the Personal Services Policy of Jackson County. These sections cover both merit and non-merit employees.

570.1 Regular Salaries, Budget Line Item No. 5010.

Regular salaries, budget line item No. 5010, shall be used for the base compensation of full time employees as defined in the Personnel Rules. Account No. 5010 shall also be used for Exceptions To Beginning Salaries, Six Month Review, Out of Class Pay and Promotions as defined in Sections 5.6, 5.7, 6.1 and 13.1 of the Personnel Rules as well as for new positions approved by the County Executive under Section 4.4 of the Personnel Rules.

570.2 Account No. 5010, How Annualized.

Account No. 5010 will be annualized as follows: The amount adopted in the annual budget as of January first plus transfers from Account No. 5090 as if done January first except transfers in accordance with Personnel Rule 14.2 (Annual Review) which are treated as if given July first. No payroll increases will be



allowed to exceed the annualized amount divided by the number of regularly scheduled payrolls in the budget year.

570.3 Temporary Salaries, Budget Line Item No. 5020.

Temporary Salaries, budget line item No. 5020, shall be used for temporary and part time employees.

570.4 Overtime Salaries, Budget Line Item No. 5030.

Overtime salaries, budget line item No. 5030, shall be used exclusively for the payment of overtime as defined in Rule 7 of the Personnel Rules.

570.5 Salary Adjustment, Budget Line Item No. 5090.

Salary Adjustment, budget line item No. 5090, shall be used for cost of living, merit increases, performance increases and salary advancements as outlined in Section 5.8, 5.9 and 14.2 of the Personnel Rules. Reclassification as defined in Personnel Rules Section 4.5 shall also be funded from Account No. 5090. When salary adjustments are made the money shall be transferred from Account 5090 to 5010.

570.6 Employee, Starting Date.

The starting date of a new employee shall be determined after consideration of the employment wages due plus sick and vacation pay out.

570.7 Personal Services Budget, Transfers.

Funds from other parts of the budget cannot be transferred into the Personal Services portion of the budget and funds cannot be transferred between Personal Services accounts, except as noted.

570.8 Salary Savings, Effect.

If sufficient salary savings exist during the budget year the County Executive may allocate an amount from Account No. 5010 to be used for Account No. 5090 purposes, done on a county wide basis.

570.9 Personal Services Policy, Exceptions.

Requests for exceptions to any of the above rules must be in writing, and approved by the County Executive and Manager of the Division of Finance. Alternatively, a request for an exception to any provision of the Personal Services Policy may be approved by a resolution that receives the affirmative vote of six members of the County Legislature.

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. 5038 introduced on October 23, 2017, was duly passed on \_\_\_\_\_, 2017 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. 5038.

\_\_\_\_\_  
Date

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