

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

**AN ORDINANCE** appropriating \$2,610.00 from the undesignated fund balance of the 2018 Park Fund in acceptance of donations from park patrons to the Parks + Rec Department, to be used to restore the fire damage at the Fort Osage Historic Site.

**ORDINANCE NO. 5098**, May 21, 2018

**INTRODUCED BY** Tony Miller, County Legislator

WHEREAS, park patrons have donated funds to be used to replace period uniforms that were damaged by the recent grass fire at Fort Osage Historic Site for use by the Parks + Rec Department; and,

WHEREAS, an appropriation is necessary in order to place the donated funds in the proper spending account; and,

WHEREAS, the County Executive recommends said appropriation; now therefore,

BE IT ORDAINED by the County Legislature of Jackson County, Missouri, that the following appropriation be and is hereby made:

<u>DEPARTMENT/DIVISION</u>	<u>CHARACTER/DESCRIPTION</u>	<u>FROM</u>	<u>TO</u>
Park Fund			
003-9999	47960 – Misc. Donations	\$2,610	
003-2810	Undesignated Fund Balance		\$2,610
003-2810	Undesignated Fund Balance	\$2,610	
Park Operations Heritage Programs and Museums			
003-1603	57190- Wearing Apparel		\$2,610

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. 5098, introduced on May 21, 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.5098.

\_\_\_\_\_  
Date

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

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

ACCOUNT NUMBER: 003 2810  
ACCOUNT TITLE: Park Fund  
Undesignated Fund Balance  
NOT TO EXCEED: \$2,610.00

5/17/18  
\_\_\_\_\_  
Date

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

# REQUEST FOR LEGISLATIVE ACTION

Completed by County Counselor's Office:

~~Res~~/Ord No.: 5098

Sponsor(s): Tony Miller

Date: May 21, 2018

SUBJECT	Action Requested <input type="checkbox"/> Resolution <input checked="" type="checkbox"/> Ordinance Project/Title: Appropriation of funds from donations																
BUDGET INFORMATION <i>To be completed By Requesting Department and Finance</i>	<table border="1" data-bbox="316 468 1198 871"> <tr> <td>Amount authorized by this legislation this fiscal year:</td> <td>\$2,610.00</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>\$2,610.00</td> </tr> <tr> <td>Amount budgeted for this item * (including transfers):</td> <td>0</td> </tr> <tr> <td>Source of funding (name of fund) and account code number; FROM</td> <td></td> </tr> <tr> <td>003-2810 Park Fund – Undesignated Fund Balance</td> <td>\$2,610</td> </tr> <tr> <td>TO</td> <td></td> </tr> <tr> <td>003-1603-57190 Park Fund – Historic Sites – Wearing Apparel</td> <td>\$2,610</td> </tr> </table> <p>* If account includes additional funds for other expenses, total budgeted in the account is:</p> <p>OTHER FINANCIAL INFORMATION:</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: \$  Prior Year Budget (if applicable): \$ Prior Year Actual Amount Spent (if applicable): \$	Amount authorized by this legislation this fiscal year:	\$2,610.00	Amount previously authorized this fiscal year:	\$0	Total amount authorized after this legislative action:	\$2,610.00	Amount budgeted for this item * (including transfers):	0	Source of funding (name of fund) and account code number; FROM		003-2810 Park Fund – Undesignated Fund Balance	\$2,610	TO		003-1603-57190 Park Fund – Historic Sites – Wearing Apparel	\$2,610
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003-1603-57190 Park Fund – Historic Sites – Wearing Apparel	\$2,610																
PRIOR LEGISLATION	Prior ordinances and (date): Prior resolutions and (date):																
CONTACT INFORMATION	RLA drafted by (name, title, & phone): Dianne Kimzey, Deputy Director 503-4825																
REQUEST SUMMARY	The Parks + Rec Department has received \$2,610 in donations from patrons wishing to donate after the grass fire at Fort Osage in February 2018.  The funds will be used by the Historic Sites Division to replace military clothing/interpretation items that were lost or damaged by the fire.  Funds should be appropriated to the following account: 003-1603-57190, Wearing Apparel -- \$2,610																
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	Copy of checks and deposit slip indicating total																

REVIEW	Department Director: Michele Newman, Director of Parks + Rec <i>Michele Newman</i>	Date: 5-14-18
	Finance (Budget Approval): <i>If applicable</i> <i>[Signature]</i>	Date: 5/14/18
	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:
003-9999-47960	Park Fund – Donations	\$2,610

- 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, May 21, 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. 19863**, May 21, 2018

**INTRODUCED BY** Scott Burnett, County Legislator

WHEREAS, the Jackson County Legislature desires to hold a closed meeting on Monday, May 21, 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, May 21, 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. 19863 of May 21, 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** awarding a twelve-month term and supply contract with two twelve-month options to extend for the furnishing of transport and security services for use by the Department of Corrections to Security Transport Services of Topeka, KS, under the terms and conditions of Request for Proposals No. 95-17.

**RESOLUTION NO. 19864**, May 21, 2018

**INTRODUCED BY** Alfred Jordan, County Legislator

WHEREAS, the Department of Corrections has a requirement for inmate transportation and security services; and,

WHEREAS, a total of thirteen notifications of a solicitation for these services was distributed and three proposals were received; and,

WHEREAS, pursuant to section 1054.6 of the Jackson County Code, the Department of Finance and Purchasing recommends the award of a twelve month term and supply contract with two twelve month options to extend, for the furnishing of transport and security services to Security Transport Services of Topeka, KS under the term and conditions of Request for Proposal No.95-17; and,

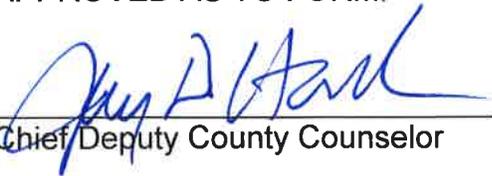
WHEREAS, this award is made on an as needed basis and does not obligate Jackson County to pay any specific amount, with the availability of funds for specific purchases being subject to annual appropriation; now therefore,

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

BE IT FURTHER RESOLVED that the Department of Finance and Purchasing be and hereby is authorized to make all payments, including final payment on the contract and any extensions thereto, 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. 19864 of May 21, 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 an as needed basis and does not obligate Jackson County to pay any specific amount. The availability of funds for specific purchases is subject to annual appropriations.

5/17/18  
\_\_\_\_\_  
Date

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

**REQUEST FOR LEGISLATIVE ACTION**

**EXECUTIVE OFFICE**

Completed by County Counselor's Office:

Res/Ord No.: 19864 **MAY 07 2018**

Sponsor(s): Alfred Jordan

Date: May 21, 2018

<b>SUBJECT</b>	<p>Action Requested  <input checked="" type="checkbox"/> Resolution  <input type="checkbox"/> Ordinance</p> <p>Project/Title: <u>Awarding a Twelve Month Term and Supply Contract with Two Twelve Month Options to extend for the furnishing of Transport and Security Services for the Department of Corrections to Security Transport Services of Topeka, KS under the terms and conditions of Request for Proposal No. 95-17.</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></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:</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 Corrections Estimated Use \$94,000.00</p> <p>This RLA only approves the Term and Supply Contract. The funds were appropriated through the annual budget adoption. Figures included in the Budget Information Section are for informational purposes to provide an estimate of contract value.</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:																																									
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<b>PRIOR LEGISLATION</b>	<p>Prior ordinances and (date):                  Prior resolutions and (date): N/A</p>																																																		
<b>CONTACT INFORMATION</b>	<p>RLA drafted by (name, title, &amp; phone): Barbara Casamento, Purchasing Administrator, 881-3253</p>																																																		
<b>REQUEST SUMMARY</b>	<p>The Department of Corrections requires a Term and Supply Contract for the furnishing of Transport and Security Services. The Purchasing Department issued Request for Proposal No. 95-17 in response to those requirements.</p> <p>A total of 13 notifications were distributed and three proposals were received and evaluated as follows:</p> <table border="1" style="width:100%; border-collapse: collapse;"> <thead> <tr> <th>No.</th> <th>Description</th> <th>Security Transport Topeka, KS</th> <th>Homeland Security Kansas City, MO</th> <th>US Corrections Nashville, TN</th> </tr> </thead> <tbody> <tr> <td>01</td> <td>Transport to Missouri DOC</td> <td>\$32.14 per hour Per Officer</td> <td>\$ 3.95 per mile</td> <td>\$ 3.50 per mile</td> </tr> <tr> <td>02</td> <td>Layover Charge for Missouri DOC</td> <td>\$32.14 per hour Per Officer</td> <td>\$ 25.00 per hour</td> <td>\$ 22.50 per hour</td> </tr> <tr> <td>03</td> <td>Transport to Court Appearance</td> <td>N/B</td> <td>\$ 3.95 per mile</td> <td>\$ 40.00</td> </tr> <tr> <td>04</td> <td>Security during Court Appearance</td> <td>N/B</td> <td>\$ 25.00 per hour 6 hour minimum</td> <td>\$ 22.50 per hour</td> </tr> <tr> <td>05</td> <td>Transport to Medical/Hospital</td> <td>\$32.14 per hour Per Officer</td> <td>\$ 3.95 per mile</td> <td>\$ 40.00</td> </tr> <tr> <td>06</td> <td>Security during Medical/Hospital</td> <td>\$32.14 per hour Per Office</td> <td>\$ 25.00 per hour 6 hour minimum</td> <td>\$ 22.50 per hour</td> </tr> <tr> <td>07</td> <td>Cancellation Charge</td> <td>\$32.14 per hour 2 hour minimum</td> <td>\$ 250.00</td> <td>Varies</td> </tr> <tr> <td>08</td> <td>Gasoline Surcharge over \$3.75/gal</td> <td>\$ .02 per mile</td> <td>\$ .05 per mile</td> <td>\$ .10 per mile</td> </tr> <tr> <td>09</td> <td>Surcharge for every \$.25 increase</td> <td>\$ .02 per mile</td> <td>\$ .01 per mile</td> <td>\$ .05 per mile</td> </tr> </tbody> </table>	No.	Description	Security Transport Topeka, KS	Homeland Security Kansas City, MO	US Corrections Nashville, TN	01	Transport to Missouri DOC	\$32.14 per hour Per Officer	\$ 3.95 per mile	\$ 3.50 per mile	02	Layover Charge for Missouri DOC	\$32.14 per hour Per Officer	\$ 25.00 per hour	\$ 22.50 per hour	03	Transport to Court Appearance	N/B	\$ 3.95 per mile	\$ 40.00	04	Security during Court Appearance	N/B	\$ 25.00 per hour 6 hour minimum	\$ 22.50 per hour	05	Transport to Medical/Hospital	\$32.14 per hour Per Officer	\$ 3.95 per mile	\$ 40.00	06	Security during Medical/Hospital	\$32.14 per hour Per Office	\$ 25.00 per hour 6 hour minimum	\$ 22.50 per hour	07	Cancellation Charge	\$32.14 per hour 2 hour minimum	\$ 250.00	Varies	08	Gasoline Surcharge over \$3.75/gal	\$ .02 per mile	\$ .05 per mile	\$ .10 per mile	09	Surcharge for every \$.25 increase	\$ .02 per mile	\$ .01 per mile	\$ .05 per mile
No.	Description	Security Transport Topeka, KS	Homeland Security Kansas City, MO	US Corrections Nashville, TN																																															
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09	Surcharge for every \$.25 increase	\$ .02 per mile	\$ .01 per mile	\$ .05 per mile																																															

The table below compares the pricing for each Respondent on Item 01:

Respondent	Description	Pricing
<b>Security Transport</b>	5 round trips to St. Joseph, 4 Hours, 107 miles	
Topeka, KS	2 officers required @ \$32.14 Each = \$64.28 per hour	
	\$64.28 x 4 hours = \$257.12 x 5 trips	\$1,285.60
	1 round trip to Vandalia, 8 Hours, 381 miles	
	2 officers required @ 32.14 Each = \$64.28 per hours	
	\$64.28 x 8 hours = \$514.24 x 1 trip	\$ 514.24
	<b>Weekly Total</b>	<b>\$1,799.84</b>
<b>Homeland Security</b>	5 round trips to St. Joseph, 4 Hours, 107 miles	
Kansas City, MO	107 miles x \$3.95 per Hour = \$422.65	
	\$422.65 x 5 trips	\$2,113.25
	1 round trip to Vandalia, 8 Hours, 381 miles	
	381 miles x \$3.95 per Hour	\$1,504.95
	<b>Weekly Total</b>	<b>\$3,618.20</b>
<b>US Corrections</b>	5 round trips to St. Joseph, 4 Hours, 107 miles	
Nashville, TN	107 miles x 3.50 per Hour = 374.50	
	\$374.50 x 5 trips	\$1,872.50
	1 round trip to Vandalia, 8 Hours, 381 miles	
	381 miles x \$3.50 per Hour	\$1,333.50
	<b>Weekly Total</b>	<b>\$3,206.00</b>

Pursuant to Section 1054.6 of the Jackson County Code, the Purchasing Department and the Department of Corrections recommend the Award of a Twelve Month Term and Supply Contract, with Two Twelve Month Options to Extend, for the furnishing of Transport and Security Services to Security Transport Services of Topeka, KS under the terms and conditions of Request for Proposal No. 95-17.

This award is made on an "as needed" basis and does not obligate Jackson County, Missouri to pay any specific amount. The availability of funds for specific purchases is subject to annual appropriations.

**CLEARANCE**

- Tax Clearance Completed (Purchasing & Department) N/A
- Business License Verified (Purchasing & Department) N/A
- Chapter 6 Compliance - Affirmative Action/Prevailing Wage (County Auditor's Office)

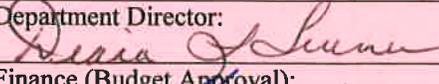
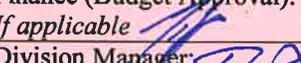
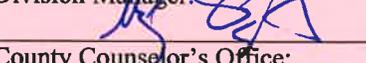
**COMPLIANCE**

- MBE Goals – No Goals Assigned
- WBE Goals – No Goals Assigned
- VBE Goals - No Goals Assigned

**ATTACHMENTS**

The Abstract of Bids Received, the Award Recommendations from the Department of Corrections and the pertinent pages of Security Transport's proposal.

**REVIEW**

Department Director:		Date:	5/7/10
Finance (Budget Approval):		Date:	5/7/10
Division Manager:		Date:	5.7.10
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.





**DEPARTMENT OF CORRECTIONS**

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**JACKSON COUNTY, MISSOURI**

1300 Cherry Street  
Kansas City, Missouri 64106

Barbara Casamento, Purchasing Supervisor  
Purchasing Department  
Jackson County, MO  
RFP Number 95-17 Proposals  
Inmate Transport and Security Services

April 11, 2018

Three proposals for inmate transport and security services were evaluated by four Department of Corrections personnel: Steven Raines, Accreditation Manager; Captain Christopher Wolfe, Supervisor of Professional Standards; Kale Webster, Project and Safety Coordinator and Captain John Cloonan, Transportation Supervisor. Proposals were received by 1) Homeland Security Protective Services, 2) U.S. Corrections and 3) Security Transport Services. Respondents were evaluated first on 1) Method of Performance; 2) Experience and Qualifications; and 3) References. Following this evaluation, respondents were evaluated related to 4) Pricing.

All three proposals met the minimum requirements of the RFP with one of the respondent's only bidding on a portion of the RFP which was an option. All three respondents have been in business for several years and two of them have above average experience and qualification in the field of corrections transport.

Based on the pricing, two companies submitted a bid pricing per mile and one company submitted a bid pricing per officer per hour. Currently, JCDC plans for six transports per week to the Missouri Department of Corrections, five transports to St. Joseph at an estimate distance of 107 miles round trip with an estimated transport time of four hours and one transport to Vandalia at an estimated 381 miles round trip with an estimated transport time of eight hours. Just figuring the estimated cost based off the lowest price per mile bid of \$3.50 and not figuring in the layover charges submitted with the bid pricing, these six transports are estimated to cost \$3,206.00 per week. Based off the \$32.14 per officer per hour with a requirement of two officers per transport would cost \$64.28 per hour, these six transports are estimated to cost \$1,799.24 per week.

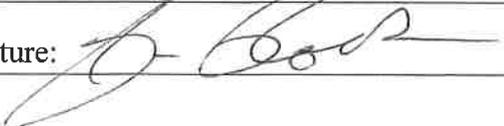
Across the four categories of evaluation, Security Transport Service scored the highest, and their pricing was also the lowest, and most affordable.

## Cost Proposal

### 8.0 PRICING

8.1 Pricing to be all inclusive to transport inmate to and from destination:

No.	Description	Price
8.1.1	Transport Inmate(s) to Missouri Department of Corrections	\$ 32.14 per officer per hour
8.1.2	Layover Charge for Missouri Department of Corrections	\$ 32.14 per officer per hour
8.1.3	Transport Inmate(s) to Court Appearance	\$ No Bid
8.1.4	Security Services during Court Appearances	\$ No Bid
8.1.5	Transport Inmate(s) to Medical Appointments	\$ 32.14 per officer per hour
8.1.6	Security Services during Medical Appointments/Hospital Admittance/Stays	\$ 32.14 per officer per hour
8.1.7	Cancellation Charge (Only if en-route)	\$ 32.14 per officer per hour – minimum 2 hours
8.1.8	Gasoline Surcharge if price of fuel goes over \$3.75 per gallon	\$ .02 Per Mile
8.1.9	Fuel Surcharge for every \$.25 increase thereafter	\$ .02 Per Mile

Respondent Name: Security Transport Services, Inc.	Telephone No: 785-267-3030
Point of Contact: Thomas M. Rork	Email No.: ststopeka4047@aol.com
Title: Vice President	Fax No.: 785-267-7402
Address: 1643 SW 41st St.	Email for PO: ststopeka4047@aol.com
City and State: Topeka, Kansas 66609	
Signature: 	

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

**A RESOLUTION** awarding a contract for the maintenance of computer software for use by the Information Technology Department to CivicPlus of Manhattan, KS, at an actual cost to the County not to exceed \$35,726.00, as a sole source purchase.

**RESOLUTION NO. 19865**, May 21, 2018

**INTRODUCED BY** Dennis Waits, County Legislator

WHEREAS, the County has a continuing need for the maintenance of computer software for use by various County departments; and,

WHEREAS, pursuant to section 1030.1 of the Jackson County Code, 1984, the Department of Finance and Purchasing recommends the purchase of an annual software maintenance agreement for use by the Information Technology Department from Civic Plus of Manhattan, KS, at an actual cost to the County not to exceed \$35,726.00 as a sole source purchase; and,

WHEREAS, award as a sole source is appropriate as only the developer of proprietary software is capable of providing its maintenance; and,

WHEREAS, the maintenance agreement provides annual support and website hosting for the County's website; and,

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

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

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

APPROVED AS TO FORM:



Chief Deputy County Counselor

County Counselor

Certificate of Passage

I hereby certify that the attached resolution, Resolution No. 19865 of May 21, 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 the Legislature

There is a balance otherwise unencumbered to the credit of the appropriation to which the expenditure is chargeable and there is a cash balance otherwise unencumbered in the treasury to the credit of the fund from which payment is to be made each sufficient to provide for the obligation herein authorized.

ACCOUNT NUMBER: 004 1305 56662  
ACCOUNT TITLE: Special Road and Bridge Fund  
Information Technology  
Software Maintenance  
NOT TO EXCEED: \$10,575.00

ACCOUNT NUMBER: 045 1305 56662  
ACCOUNT TITLE: Assessment Fund  
Information Technology  
Software Maintenance  
NOT TO EXCEED: \$25,151.00

5/17/18  
Date

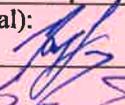
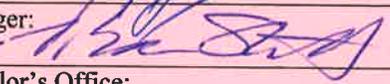
  
Chief Administrative Officer

**EXECUTIVE OFFICE**

**REQUEST FOR LEGISLATIVE ACTION**

Completed by County Counselor's Office **MAY 09 2018**  
 Res/Ord No.: 19865  
 Sponsor(s): Dennis Waits  
 Date: May 21, 2018

<b>SUBJECT</b>	Action Requested <input checked="" type="checkbox"/> Resolution <input type="checkbox"/> Ordinance  Project/Title: <u>Authorizing the Purchase of Annual Software Maintenance Agreement for use by the Information Technology/Communications Departments from CivicPlus of Manhattan, Kansas at a total cost to the County of \$35,725.27 as a Sole Source purchase.</u>																
<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;">\$35,725.27</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;">\$35,725.27</td> </tr> <tr> <td>Amount budgeted for this item * (including transfers):</td> <td style="text-align: right;">\$35,725.27</td> </tr> <tr> <td>Source of funding (name of fund) and account code number:</td> <td></td> </tr> <tr> <td>004-1305-56662 Special Road &amp; Bridge Fund, Information Technology, Software Maintenance</td> <td style="text-align: right;">\$10,575.00</td> </tr> <tr> <td>045-1305-56662 Assessment Fund, Information Technology, Software Maintenance</td> <td style="text-align: right;">\$25,150.27</td> </tr> <tr> <td><b>Total</b></td> <td style="text-align: right;"><b>\$35,725.27</b></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:	\$35,725.27	Amount previously authorized this fiscal year:		Total amount authorized after this legislative action:	\$35,725.27	Amount budgeted for this item * (including transfers):	\$35,725.27	Source of funding (name of fund) and account code number:		004-1305-56662 Special Road & Bridge Fund, Information Technology, Software Maintenance	\$10,575.00	045-1305-56662 Assessment Fund, Information Technology, Software Maintenance	\$25,150.27	<b>Total</b>	<b>\$35,725.27</b>
Amount authorized by this legislation this fiscal year:	\$35,725.27																
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Amount budgeted for this item * (including transfers):	\$35,725.27																
Source of funding (name of fund) and account code number:																	
004-1305-56662 Special Road & Bridge Fund, Information Technology, Software Maintenance	\$10,575.00																
045-1305-56662 Assessment Fund, Information Technology, Software Maintenance	\$25,150.27																
<b>Total</b>	<b>\$35,725.27</b>																
<b>PRIOR LEGISLATION</b>	Prior ordinances and (date): _____ Prior resolutions and (date): 19482, May 9, 2017																
<b>CONTACT INFORMATION</b>	RLA drafted by (name, title, & phone): Kyle Brack, Sr. Buyer, 881-3265																
<b>REQUEST SUMMARY</b>	The CivicPlus Annual Software Maintenance Agreement for use by Information Technology/Communications is expiring and need to be renewed. The maintenance agreement provides annual support and website hosting for the County's website, www.jacksongov.org. The software for the Annual Software Maintenance Agreements are considered Sole Source purchases, as the maintenance can only be provided by the developer of the software. <table border="1" style="width:100%; border-collapse: collapse; margin-top: 10px;"> <thead> <tr> <th style="text-align: center;">Vendor Name and Location</th> <th style="text-align: center;">Amount</th> </tr> </thead> <tbody> <tr> <td>CivicPlus; Manhattan, Kansas</td> <td style="text-align: right;">\$35,725.27</td> </tr> <tr> <td><b>Total</b></td> <td style="text-align: right;"><b>\$35,725.27</b></td> </tr> </tbody> </table> <p>Pursuant to Section 1030.1 of the Jackson County Code, the Director of Finance and Purchasing recommends the purchase of Annual Software Maintenance Agreements for use by Various County Departments at a total cost to the County of \$35,725.27 as Sole Source purchases.</p>	Vendor Name and Location	Amount	CivicPlus; Manhattan, Kansas	\$35,725.27	<b>Total</b>	<b>\$35,725.27</b>										
Vendor Name and Location	Amount																
CivicPlus; Manhattan, Kansas	\$35,725.27																
<b>Total</b>	<b>\$35,725.27</b>																

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	Information Technology Memorandum and vendor invoice	
REVIEW	Department Director: 	Date: 5/9/2018
	Finance (Budget Approval): <i>If applicable</i> 	Date: 5/8/18
	Division Manager: 	Date: 5/9/18
	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: May 9, 2018

RES # 29865

Department / Division                      Character/Description                      Not to Exceed

**004 Special Road & Bridge Fund**

1305 Information Technology                      56662 Software Maintenance                      \$ 10,575

**045 Assessment Fund**

1305 Information Technology                      56662 Software Maintenance                      25,151

\$ 35,726

  
\_\_\_\_\_  
Budget Officer



RE 321158090034193673 000

Remit to:  
 302 S 4th St. Suite 500  
 Manhattan, KS 66502  
 P 888-228-2233 ext 291  
 F 785-587-8951

**Invoice**

**Invoice #** 171041  
**Date** 3/31/2018  
**Terms** Net 30  
**Due Date** 4/30/2018  
**PO #**  
**Contract Start Date** 3/18/2018  
**Contract End Date** 3/17/2019  
**Shipping Code (2)**

**Bill To**

Michael Ohlson-Dicus  
 Jackson County  
 415 East 12th Street  
 Room G8  
 Kansas City MO 64106

1 CivicSend Annual Renewal	4,955.74	4,955.74	3/18/2018	3/17/2019
1 Website Annual Fee Renewal for Website Hosting & Support	17,244.20	17,244.20	3/18/2018	3/17/2019
1 Prosecutor Subsite Annual Fee Renewal for Website Hosting & Support	1,736.44	1,736.44	3/18/2018	3/17/2019
1 Sheriff Subsite Annual Fee Renewal for Website Hosting & Support	1,736.44	1,736.44	3/18/2018	3/17/2019
1 Parks and Rec Subsite Annual Fee Renewal for Website Hosting & Support	1,736.44	1,736.44	3/18/2018	3/17/2019
1 Combat Subsite Annual Fee Renewal for Website Hosting & Support	1,736.44	1,736.44	3/18/2018	3/17/2019
1 Intranet Subsite Annual Fee Renewal for Website Hosting & Support	1,736.44	1,736.44	3/18/2018	3/17/2019
1 Annual Fee for Website Media Center Storage.	1,102.50	1,102.50	3/18/2018	3/17/2019
1 Custom Mobile App Annual Fee	2,149.88	2,149.88	3/18/2018	3/17/2019
1 LDAP Annual Fee	330.75	330.75	3/18/2018	3/17/2019
1 Dedicated Server	1,260.00	1,260.00	3/18/2018	3/17/2019
-Jacksongov.org				
-Makeyourdayhere.com				
-Jacksoncountycombat.com				
-Jacksoncountysheriff.org				
-Jacksoncountyprosecutor.com				
-Jcoolaccess.org				

**Total Amount Due** 35,725.27  
 \$35,725.27

**Did you know? We now accept ACH payments.**  
**If you are interested, please email [accounting@civicplus.com](mailto:accounting@civicplus.com) or call (785) 370-7830.**

A Finance Charge of 1.5% Per Month Will Be Added To Past Due Accounts.

PAYMENT POLICY: Payments received will be applied first to finance charges, then to the oldest outstanding invoice(s).



RE 32115809 0034193673 000

Department of  
INFORMATION TECHNOLOGY

Jackson County, Missouri – 415 E. 12<sup>th</sup> Street, Room G-8, Kansas City, MO 64106  
816-881-3151-Phone 816-881-3949-Fax

MEMORANDUM

TO: KYLE BRACK, SENIOR BUYER  
FROM: MICHAEL ERICKSON, DIRECTOR OF IT AND GIS *Ma*  
DATE: APRIL 19, 2018  
SUBJECT: SOLE SOURCE DESIGNATION FOR CIVIC PLUS

CIVIC PLUS IS THE PROVIDER FOR THE JACKSON COUNTY WEB SITE HOSTING. THEY WERE APPROVED AS A SOLE SOURCE PROVIDER FOR THESE SERVICES ON RESOLUTION 19482 ON MAY 9, 2017. THIS PURCHASE ORDER IS TO PAY FOR THE ANNUAL MAINTENANCE PROVIDED BY CIVIC PLUS.

NO TRANSFERS ARE NECESSARY.

FUNDS/ACCOUNTS TO BE USED:

004-1305-56662	\$10,575.00
045-1305-56662	<u>25,150.27</u>
TOTAL	\$35,725.27

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

**A RESOLUTION** awarding a twelve-month term and supply contract for the furnishing, installation, and repair of emergency equipment for use by the Sheriff's Office to 911 Custom of Overland Park, KS, as a sole source purchase.

**RESOLUTION NO. 19866**, May 21, 2018

**INTRODUCED BY** Alfred Jordan, County Legislator

WHEREAS, the Sheriff's Office has a need for the acquisition, installation, and repair of emergency equipment now used in its fleet vehicles; and,

WHEREAS, the Sheriff's Office desires to continue to use Whelan equipment to ensure ease of maintenance, and to avoid the need to stock replacement parts from multiple manufacturers; and,

WHEREAS, 911 custom of Overland Park, KS, is the only authorized dealer for Whelan equipment in the greater Kansas City metropolitan area ; and,

WHEREAS, pursuant to section 1030.1 of the Jackson County Code, the Sheriff's Office and the Department of Finance and Purchasing recommends the award of a twelve-month term and supply contract for the furnishing, installation, and repair of emergency equipment for the Sheriff's office to 911 Custom of Overland Park, KS, as a sole source purchase; now therefore,

BE IT RESOLVED by the County Legislature of Jackson County, Missouri, that award be made as recommended by the Department of Finance and Purchasing and that the Department be, 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 Department of Finance and Purchasing is authorized to make all payments, including final payment on the contract, 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. 19866 of May 21, 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 appropriation.

5/17/18  
\_\_\_\_\_  
Date

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

**REQUEST FOR LEGISLATIVE ACTION**

**EXECUTIVE OFFICE**

Completed by County Counselor's Office:

Res/Ord No.: 19866

Sponsor(s): **Alfed Jordan** **MAY 09 2018**

Date: **May 21, 2018**

<p><b>SUBJECT</b></p>	<p>Action Requested  <input checked="" type="checkbox"/> Resolution  <input type="checkbox"/> Ordinance</p> <p>Project/Title: <u>Awarding a Twelve Month Term and Supply Contract for the Purchase, Installation and Repair of Whelan Emergency Equipment for use by the Sheriff's Office to 911 Custom of Overland Park, Kansas as a Sole Source.</u></p>										
<p><b>BUDGET INFORMATION</b>  <i>To be completed By Requesting Department and Finance</i></p>	<table border="1" style="width: 100%;"> <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:</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 Sheriff's Office Estimated Use \$100,000.00</p> <p>This RLA only approves the term and supply contract. The funds were appropriated through the annual budget adoption. Figures included in the Budget Information section are for informational purposes to provide an estimate of contract value.</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:	
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:											
<p><b>PRIOR LEGISLATION</b></p>	<p>Prior ordinances and (date):                  Prior resolutions and (date): 19473, May 1, 2017</p>										
<p><b>CONTACT INFORMATION</b></p>	<p>RLA drafted by (name, title, &amp; phone): Barbara Casamento, Purchasing Administrator, 881-3253</p>										
<p><b>REQUEST SUMMARY</b></p>	<p>The Sheriff's Office requires a Term and Supply Contract to Purchase, Install and Repair Whelan Emergency Equipment on their fleet vehicles. 911 Custom of Overland Park, Kansas is the only authorized dealer in the greater Kansas City Metropolitan Area for Whelan Equipment. Several attempts have been made at bidding Whelan Equipment and Services with only one response and the Whelan website shows 911 Custom to be the only authorized dealer in this area.</p> <p>Pursuant to Section 1030.1 of the Jackson County Code, the Sheriff's Office and the Purchasing Department recommend the award of a Twelve Month Term and Supply Contract for the Purchase, Installation and Repair of Whelan Emergency Equipment for the Sheriff's Office to 911 Custom of Overland Park, Kansas as a Sole Source.</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 specific purchases is subject to annual appropriations.</p>										
<p><b>CLEARANCE</b></p>	<p><input type="checkbox"/> Tax Clearance Completed (Purchasing &amp; Department) N/A  <input type="checkbox"/> Business License Verified (Purchasing &amp; Department) N/A  <input checked="" type="checkbox"/> Chapter 6 Compliance - Affirmative Action/Prevailing Wage (County Auditor's Office)</p>										

COMPLIANCE	<input type="checkbox"/> MBE Goals – N/A <input type="checkbox"/> WBE Goals – N/A <input type="checkbox"/> VBE Goals – N/A	
ATTACHMENTS	Sole Source Memorandum from Capt. Scott Goodman	
REVIEW	Department Director:	Date: Aug 2017
	Finance (Budget Approval): <i>If applicable</i>	Date: 5/9/18
	Division Manager:	Date: 5.9.18
	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.



OFFICE OF THE  
JACKSON COUNTY  
**SHERIFF**

**TO:** Jackson County Purchasing

**FROM:** Captain Scott Goodman

**DATE:** 04-30-18

**SUBJECT: Sole Source Memorandum**

We are respectfully requesting to again award *911 Customs, LLC., 6970 W. 152<sup>nd</sup> Terrace Overland Park, KS 66223, phone #913-390-8540* to be a sole source vendor. They are the sole provider of Whelan emergency equipment, which, we use exclusively. 911 Customs has been our sole source provider since 2012 and we are very pleased with their performance and would like to continue the business relationship.

Captain Scott Goodman  
Jackson County Sheriff's Office  
Staff Services Commander

**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 asbestos abatement services for use by the Facilities Management Division of the Public Works Department to New Horizons, LLC, of Kansas City, MO, under the terms and conditions of Invitation to Bid No. 7-18.

**RESOLUTION NO. 19867**, May 21, 2018

**INTRODUCED BY** Greg Grounds, County Legislator

WHEREAS, the Facilities Management Division of the Public Works Department has a requirement for asbestos abatement services; and,

WHEREAS, the Department of Finance and Purchasing has issued invitation to Bid No. 7-18 in response to those requirements; and,

WHEREAS, a total of forty notifications were distributed and three bids were received and evaluated; and,

WHEREAS, following evaluation of bids submitted, the Department of Finance and Purchasing has recommended that award be made to New Horizons, LLC, of Kansas City (Jackson County), MO, for the reason that it has submitted as the lowest and best bid; and,

WHEREAS, pursuant to section 1054.6 of the Jackson County Code, the Department of Finance and Purchasing recommends the award of a twenty-four term and supply contract with three twelve month options to extend for the furnishing of asbestos abatement

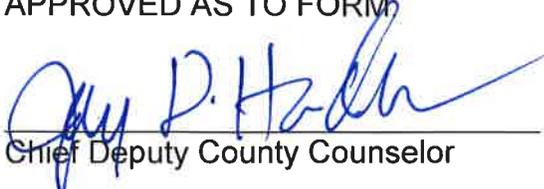
with three twelve month options to extend for the furnishing of asbestos abatement services to New Horizons, LLC of Kansas City (Jackson County), MO, under the terms and conditions of Invitation to Bid 7-18, as the lowest and best bidder; and,

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

BE IT FURTHER RESOLVED that the Department of Finance and Purchasing is authorized to make all payments, including final payment on the contract, 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. 19867 of May 21, 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 funds for specific purchases will, necessity, be determined as each using agency places its order.

5/17/18  
\_\_\_\_\_  
Date

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

**REQUEST FOR LEGISLATIVE ACTION**

**EXECUTIVE OFFICE**

Completed by County Counselor's Office:

Res/Ord No.: 19867

Sponsor(s): Greg Grounds

Date: May 21, 2018

**MAY 07 2018**

<p><b>SUBJECT</b></p>	<p>Action Requested  <input checked="" type="checkbox"/> Resolution  <input type="checkbox"/> Ordinance</p> <p>Project/Title: <u>Awarding a Twenty-Four Month Term and Supply Contract with Three Twelve Month Options to Extend for the furnishing of Asbestos Abatement Services for use by the Facilities Management Division of Public Works to New Horizons, LLC of Kansas City, MO under the terms and conditions of Invitation to Bid No. 7-18.</u></p>										
<p><b>BUDGET INFORMATION</b>  <i>To be completed By Requesting Department and Finance</i></p>	<table border="1" data-bbox="321 590 1458 785"> <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:</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: Facilities Management Estimated Use: \$150,000.00</p> <p>This RLA only approves the Term and Supply Contract. The funds were appropriated through the annual budget adoption. Figures included in the Budget Information Section are for informational purposes to provide an estimate of contract value.</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:	
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:											
<p><b>PRIOR LEGISLATION</b></p>	<p>Prior ordinances and (date):                  Prior resolutions and (date): N/A</p>										
<p><b>CONTACT INFORMATION</b></p>	<p>RLA drafted by (name, title, &amp; phone): Katie Bartle, Senior Buyer, 816-881-3465</p>										
<p><b>REQUEST SUMMARY</b></p>	<p>The Facilities Management Division of Public Works requires a Term and Supply Contract for the furnishing of Asbestos Abatement Services. The Purchasing Department issued Invitation to Bid 7-18 in response to those requirements.</p> <p>A total of forty notifications were distributed and three bids were received and evaluated. Attached is a Recap of Bids Received. The Purchasing Department recommends the contract for Asbestos Abatement Services be awarded to New Horizons, LLC of Kansas City, MO as the lowest and best bid received.</p> <p>Pursuant to Section 1054.6 of the Jackson County Code, Department of Finance and Purchasing recommends the award of a Twenty-Four Month Term and Supply Contract with Three Twelve Month Options to Extend for the furnishing of Asbestos Abatement Services to New Horizons, LLC of Kansas City, MO under the terms and conditions of Invitation to Bid 7-18 as the lowest and best bid.</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 specific purchases is subject to annual appropriations.</p>										
<p><b>CLEARANCE</b></p>	<p><input checked="" type="checkbox"/> Tax Clearance Completed (Purchasing &amp; Department) N/A  <input checked="" type="checkbox"/> Business License Verified (Purchasing &amp; Department) N/A  <input checked="" type="checkbox"/> Chapter 6 Compliance - Affirmative Action/Prevailing Wage (County Auditor's Office)</p>										

COMPLIANCE	<input checked="" type="checkbox"/> MBE Goals, 10% <input type="checkbox"/> WBE Goals, None Assigned <input type="checkbox"/> VBE Goals, None Assigned	
ATTACHMENTS	Abstract of Bids, Recap of Bids Received, Award Recommendation from Using Department, and the pertinent pages of the bid from New Horizons.	
REVIEW	Department Director: <i>Joseph V. Polunin</i>	Date: <i>05/07/18</i>
	Finance (Budget Approval): <i>If applicable</i>	Date: <i>5/7/18</i>
	Division Manager: <i>[Signature]</i>	Date: <i>5-7-18</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:

- 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.



Bid No: 7-18

Commodity: Asbestos Abatement Services

Vendor: New Horizons

Bid Recap

REQUIRED SUBMITTALS		Y/N	Item #	Item Name	QTY	Unit	Straight Time	Overtime	Premium Time
Contract Signed Affidavit	Y		1.0	Asbestos Inspector	1	Hour	\$ 55.00	\$ 55.00	\$ 55.00
Compliance Review	N		2.0	Asbestos Management Planner	1	Hour	\$ 55.00	\$ 55.00	\$ 55.00
Certificate of Compliance	Y		3.0	Asbestos Project Designer	1	Hour	\$ 65.00	\$ 65.00	\$ 65.00
Statement of Contractor's Qualification	Y		4.0	Asbestos Supervisor	1	Hour	\$ 72.50	\$ 72.50	\$ 90.00
Acknowledgement of Receipt of Addenda	Y		5.0	Asbestos Worker	1	Hour	\$ 65.00	\$ 72.50	\$ 90.00
Bidder's Quote	Y		6.0	Driver (CDL)	1	Hour	\$ 100.00	\$ 107.00	\$ 120.00
Bidder's Exceptions	Y		7.0	Equipment Operator	1	Hour	\$ 65.00	\$ 67.50	\$ 80.00
Contractor's Utilization Plan	Y		8.0	Laborer	1	Hour	\$ 65.00	\$ 72.50	\$ 90.00
			9.0	Project Manager	1	Hour	\$ 65.00	\$ 65.00	\$ 65.00
			10.0	Insulator	1	Hour	\$ 65.00	\$ 72.50	\$ 90.00
				<b>ABATEMENT &amp; DISPOSAL</b>					
			11.0	Acoustic Ceiling Tile	1	SQFT	\$ 4.00	\$ 4.80	\$ 5.16
			12.0	Asbestos (Disposal Only)	1	CUYD	\$ 31.50	\$ 31.50	\$ 31.50
			13.0	Asbestos Debris	1	SQFT	\$ 2.50	\$ 3.00	\$ 3.60
			14.0	Asphalt Shingle	1	SQFT	\$ 3.00	\$ 3.40	\$ 3.88
			15.0	Backing Paper	1	SQFT	\$ 3.00	\$ 3.40	\$ 3.88
			16.0	Ceiling Texture	1	SQFT	\$ 7.00	\$ 8.40	\$ 10.08
			17.0	Composite Roof Membrane	1	SQFT	\$ 2.00	\$ 2.50	\$ 2.88
			18.0	Cover Base with Mastic	1	Linear Ft	\$ 1.25	\$ 1.50	\$ 1.80
			19.0	Fire Safety Doors	1	EACH	\$ 100.00	\$ 120.00	\$ 144.00
			20.0	Flooring Material and Mastic	1	SQFT	\$ 3.00	\$ 3.40	\$ 3.88
			21.0	Gaskets	1	EACH	\$ 17.00	\$ 24.00	\$ 28.80
			22.0	Glue Dots	1	SQFT	\$ 3.75	\$ 4.50	\$ 5.40
			23.0	Mud Jacket Fittings	1	EACH	\$ 17.00	\$ 24.00	\$ 28.80
			24.0	Plaster	1	SQFT	\$ 5.00	\$ 6.00	\$ 7.20
			25.0	Rolled Roofing	1	SQFT	\$ 4.00	\$ 4.40	\$ 4.88
			26.0	Roof Flashing	1	SQFT	\$ 4.00	\$ 4.40	\$ 4.88
			27.0	Roof Seam Sealant	1	SQFT	\$ 4.00	\$ 4.40	\$ 4.88
			28.0	Sheetrock	1	SQFT	\$ 2.00	\$ 2.40	\$ 2.88
			29.0	Special Waste - 55 Gallon	1	DRUM	\$ 173.25	\$ 173.25	\$ 173.25
			30.0	Special Waste	1	TON	\$ 38.85	\$ 38.85	\$ 38.85
			31.0	Stucco	1	SQFT	\$ 7.00	\$ 8.40	\$ 10.08
			32.0	TSI Breaching/Boiler	1	SQFT	\$ 17.00	\$ 24.00	\$ 28.80
			33.0	Transite Siding	1	SQFT	\$ 1.50	\$ 2.40	\$ 2.88
			34.0	TSI - Pipe Insulation	1	Linear Ft	\$ 17.00	\$ 24.00	\$ 28.80
			35.0	Window Caulk/Glazing	1	Linear Ft	\$ 1.50	\$ 2.40	\$ 2.88
Contracts: See attached.									
References: See attached.							15%		
						\$			

**Bid No: 7-18**

**Commodity: Asbestos Abatement Services**

**Vendor: B&R Insulation**

**Bid Recap**

**Quote**

REQUIRED SUBMITTALS		Yes/No	Item #	Item Name	QTY	Unit	Straight Time	Overtime	Premium Time
Contract Signed		Y		LABOR RATES					
Affidavit		Y	1.0	Asbestos Inspector	1	Hour	\$ 75.00	\$ 103.00	\$ 130.00
Compliance Review		Y	2.0	Asbestos Management Planner	1	Hour	\$ 75.00	\$ 103.00	\$ 130.00
Certificate of Compliance		N	3.0	Asbestos Project Designer	1	Hour	\$ 75.00	\$ 103.00	\$ 130.00
Statement of Contractor's Qualification		Y	4.0	Asbestos Supervisor	1	Hour	\$ 79.00	\$ 110.00	\$ 135.00
Acknowledgement of Receipt of Addenda		Y	5.0	Asbestos Worker	1	Hour	\$ 75.00	\$ 103.00	\$ 130.00
Bidder's Quote		Y	6.0	Driver (CDL)	1	Hour	\$ 100.00	\$ 130.00	\$ 170.00
Bidder's Exceptions		Y	7.0	Equipment Operator	1	Hour	\$ 100.00	\$ 130.00	\$ 170.00
Contractor's Utilization Plan		Y	8.0	Laborer	1	Hour	\$ 75.00	\$ 103.00	\$ 130.00
			9.0	Project Manager	1	Hour	\$ 100.00	\$ 130.00	\$ 170.00
			10.0	Insulator	1	Hour	\$ 100.00	\$ 140.00	\$ 170.00
				<b>ABATEMENT &amp; DISPOSAL</b>					
			11.0	Acoustic Ceiling Tile	1	SQFT	\$ 4.50	\$ 5.90	\$ 7.80
Contracts: See attached.			12.0	Asbestos (Disposal Only)	1	CUYD	\$ 25.00	\$ 25.00	\$ 25.00
			13.0	Asbestos Debris	1	SQFT	\$ 1.00	\$ 1.40	\$ 1.75
			14.0	Asphalt Shingle	1	SQFT	\$ 3.00	\$ 4.11	\$ 5.19
			15.0	Backing Paper	1	SQFT	\$ 3.00	\$ 4.11	\$ 5.19
			16.0	Ceiling Texture	1	SQFT	\$ 6.00	\$ 8.22	\$ 10.00
			17.0	Composite Roof Membrane	1	SQFT	\$ 2.50	\$ 3.25	\$ 4.25
			18.0	Cover Base with Mastic	1	Linear Ft	\$ 2.00	\$ 2.60	\$ 3.40
			19.0	Fire Safety Doors	1	EACH	\$ 80.00	\$ 100.00	\$ 140.00
			20.0	Flooring Material and Mastic	1	SQFT	\$ 3.50	\$ 4.55	\$ 5.95
			21.0	Gaskets	1	EACH	\$ 25.00	\$ 32.00	\$ 40.00
			22.0	Glue Dots	1	SQFT	\$ 3.00	\$ 3.90	\$ 4.80
			23.0	Mud Jacket Fittings	1	EACH	\$ 25.00	\$ 32.00	\$ 42.00
			24.0	Plaster	1	SQFT	\$ 8.00	\$ 10.40	\$ 13.00
			25.0	Rolled Roofing	1	SQFT	\$ 2.50	\$ 3.25	\$ 4.25
			26.0	Roof Flashing	1	SQFT	\$ 3.50	\$ 4.55	\$ 5.95
			27.0	Roof Seam Sealant	1	SQFT	\$ 5.00	\$ 6.50	\$ 8.00
			28.0	Sheetrock	1	SQFT	\$ 4.00	\$ 5.20	\$ 6.80
			29.0	Special Waste - 55 Gallon	1	DRUM	\$ 40.00	\$ 40.00	\$ 40.00
			30.0	Special Waste	1	TON	\$ 200.00	\$ 200.00	\$ 200.00
			31.0	Stucco	1	SQFT	\$ 10.00	\$ 13.00	\$ 17.00
			32.0	TSI Breaching/Boiler	1	SQFT	\$ 30.00	\$ 39.00	\$ 49.00
			33.0	Transite Siding	1	SQFT	\$ 3.00	\$ 3.90	\$ 4.90
			34.0	TSI - Pipe Insulation	1	Linear Ft	\$ 25.00	\$ 32.00	\$ 42.00
			35.0	Window Caulk/Glazing	1	Linear Ft	\$ 6.00	\$ 7.80	\$ 8.90
			36.0	Percentage markup on materials			10% OH + 10% Profit		
			37.0	Delivery Charge for Parts			\$ 50.00		

References: See attached.





**JACKSON COUNTY**  
**Facilities Management Division**

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

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

**MEMORANDUM**

**From:** Joseph Tomlinson, Facilities Management Administrator

**To:** Katie Bartle, Senior Buyer, Purchasing Department

**Date:** 04/27/2018

**Subject:** ITB 7-18

Katie,

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

After examining the bids submitted the Facilities Management Division (FMD) would like to recommend extending a Term and Supply contract to New Horizons. This vendor provided the lowest fees per Jackson County specifications.

Your efforts and consideration in this matter are greatly appreciated.

Thank you,

A handwritten signature in black ink, appearing to read "Joseph Tomlinson".

Joseph Tomlinson  
Facilities Management Administrator  
816.881.3748 (desk)  
816.217.9310 (mobile)

*Frank White, Jr., County Executive*

**STATEMENT OF CONTRACTOR'S QUALIFICATIONS**  
 (Complete in full, Use attachments if necessary)

Name of Bidder: New Horizons Enterprises, LLC	
Address with Zip Code: PO Box 681183, Kansas City, Missouri 64168	
Federal Tax I.D. Number: 26-1199188	
Check One: <input checked="" type="radio"/> Corporation <input type="radio"/> Partnership <input type="radio"/> Sole Proprietorship	
If SOLE PROPRIETORSHIP, state name, address and phone number of owner:	
<b>If CORPORATION:</b>	
Date of Incorporation: 10/15/07	Name of State(s) in which incorporated: Missouri
President's Name: Stephanie Isaacson	Vice-President's Name: William Bush III
Secretary's Name: N/A	Treasurer's Name: N/A
<b>If PARTNERSHIP:</b>	
Is the Partnership: <input type="checkbox"/> General <input type="checkbox"/> Limited <input type="checkbox"/> Association      (Check one)	
Date of Organization:	
Name and addresses of all partners:	
1.	
2.	
3.	
<b>GENERAL INFORMATION:</b>	
Percent of work to be done under the proposed contract by your own staff: 90%	
No. of Permanent Employees: 35	Geographical Limits of Operation: Midwest
No. of years in business: 10	
Have you ever done business under a different name: Yes <input checked="" type="radio"/> No      (Check one)	
If Yes, give Name and Location:	
Has contractor ever withdrawn or defaulted on a contractual obligation: Yes <input checked="" type="radio"/> No      (Check one)	
If Yes, state where and why:	

**STATEMENT OF CONTRACTOR'S QUALIFICATIONS - Continued**

Has Contractor ever been sued for breach of any contract? Yes  **No**  (Check one)

If Yes, Explain:

List Completed Contracts within the Past Three Years, Including Amount of Each: (not an all inclusive list of contracts)

- 1601 N Universal, Kansas City, Missouri for City of Kansas City, Missouri - \$568,861.56
- EV2210-33, City of Kansas City, Missouri for City of Kansas City, Missouri - \$14,075
- Westerman Hall, Benedictine University for Benedictine University - \$191,910

List of Current Contracts, Including Amount of Each: (not an all inclusive list of contracts)

- 3218 Gladstone, Kansas City, Missouri for City of Kansas City, Missouri - \$287,392
- EV2395-03, City of Kansas City, Missouri for City of Kansas City, Missouri - \$18,340
- 701 N College, Albany, Missouri for Mosaic Lifecare - \$27,695
- 201 1st Street, St. George, Kansas for GSI Engineering - \$25,487

Please indicated how you intend to comply with the State of Missouri's Prevailing Wage Requirement:

New Horizons frequently does work under the State of Missouri Prevailing Wage requirements and is familiar with the requirements to comply. New Horizons will comply with the applicable wage order and provide documentation via certified payroll forms.

Customer Reference (state name, address, and phone number):

- Steve Foutch, Foutch Brothers, LLC - 8201 NW 97th Terrace, Kansas City, Missouri - 816-746-9100
- Shockey Franciscus, City of Kansas City, Missouri - 4900 Swope Parkway, Kansas City, Missouri - 816-513-8436
- Eric Bosch, City of Kansas City, Missouri - 414 E 12th Street, Suite 1700, Kansas City, Missouri - 816-513-2517

List each subcontractor you plan to use if awarded the contract. If no, so state.

SUBCONTRACTOR'S NAME & PHONE #	ITEM OF WORK	\$ AMOUNT OF CONTRACT	MBE/WBE
Angel Environmental, 816-537-4950	Disposal	5%	MBE
Seagull Environmental Technologies, 816-412-1936	Air Monitoring, Oversight	5%	MBE

State any other relevant information concerning Contractor's history, credentials, responsibility and capabilities (If none, so state):

DBE STATUS Indicate status claimed:

- 1. Minority Owned Business (MBE) YES \_\_\_ NO **x**  
 African American \_\_\_ Latino \_\_\_ Native American \_\_\_ Asian \_\_\_ Pacific Islander \_\_\_
- 2. Woman Owned Business (WBE) YES **x** NO \_\_\_
- 3. Small Business YES **x** NO \_\_\_

For consideration as an MBE, WBE or Small Business, a copy of any governmental entity or Minority Supplier Council certification must be attached.

Prepared by (print or type): Stephanie Isaacson

Title: President

Signature:

*Stephanie Isaacson*

Date: 3/13/2018

**10.0 QUOTATION**

- 10.1 Straight time shall mean 7:00 a.m. - 5:00 p.m., Monday - Friday  
 Overtime shall mean 5:01 p.m. - 6:59 a.m., Monday - Friday and all day on Saturdays  
 Premium time shall mean all day on Sundays or a Federally recognized legal holiday

10.2 **LABOR RATES** - must include all overhead expenses

TITLE/CLASS	STRAIGHT TIME RATE	OVERTIME RATE	PREMIUM TIME RATE
Asbestos Inspector	\$55.00	\$55.00	\$55.00
Asbestos Management Planner	\$55.00	\$55.00	\$55.00
Asbestos Project Designer	\$65.00	\$65.00	\$65.00
Asbestos Supervisor	\$65.00	\$72.50	\$90.00
Asbestos Worker	\$65.00	\$72.50	\$90.00
Driver (CDL)	\$100.00	\$107.00	\$120.00
Equipment Operator	\$65.00	\$67.50	\$80.00
Laborer	\$65.00	\$72.50	\$90.00
Project Manager	\$65.00	\$65.00	\$65.00
Insulator	\$65.00	\$72.50	\$90.00
AVERAGE WAGE RATES (Sum of hourly wages in straight time column, divided by the number of straight time entries)	\$66.50		

**10.3 ABATEMENT AND DISPOSAL RATES**

ASBESTOS CONTAINING MATERIAL	UNIT	STRAIGHT TIME	OVERTIME	PREMIUM TIME
Acoustic Ceiling Tile	SQFT	\$4.00	\$4.80	\$5.16
Asbestos (Disposal Only)	CUYD	\$31.50	\$31.50	\$31.50
Asbestos Debris	SQFT	\$2.50	\$3.00	\$3.60
Asphalt Shingle	SQFT	\$3.00	\$3.40	\$3.88
Backing Paper	SQFT	\$3.00	\$3.40	\$3.88
Ceiling Texture	SQFT	\$7.00	\$8.40	\$10.08

ASBESTOS CONTAINING MATERIAL	UNIT	STRAIGHT TIME	OVERTIME	PREMIUM TIME
Composite Roof Membrane	SQFT	\$2.00	\$2.50	\$2.88
Cover Base with Mastic	Linear Foot	\$1.25	\$1.50	\$1.80
Fire Safety Doors	EACH	\$100.00	\$120.00	\$144.00
Flooring Material and Mastic	SQFT	\$3.00	\$3.40	\$3.88
Gaskets	EACH	\$17.00	\$24.00	\$28.80
Glue Dots	SQFT	\$3.75	\$4.50	\$5.40
Mud Jacket Fittings	EACH	\$17.00	\$24.00	\$28.80
Plaster	SQFT	\$5.00	\$6.00	\$7.20
Rolled Roofing	SQFT	\$4.00	\$4.40	\$4.88
Roof Flashing	SQFT	\$4.00	\$4.40	\$4.88
Roof Seam Sealant	SQFT	\$4.00	\$4.40	\$4.88
Sheetrock	SQFT	\$2.00	\$2.40	\$2.88
Special Waste - 55 Gallon	DRUM	\$173.25	\$173.25	\$173.25
Special Waste	TON	\$38.85	\$38.85	\$38.85
Stucco	SQFT	\$7.00	\$8.40	\$10.08
Thermal System Insulation (TSI) Breaching/Boiler	SQFT	\$17.00	\$24.00	\$28.80
Transite Siding	SQFT	\$1.50	\$2.40	\$2.88
TSI -- Pipe Insulation	Linear Foot	\$17.00	\$24.00	\$28.80
Window Caulk/Glazing	Linear Foot	\$1.50	\$2.40	\$2.88
<b>TOTAL ABATEMENT AND DISPOSAL STRAIGHT TIME ONLY</b>		\$470.10		

\*\*\*CONTINUED\*\*\*

10.4 Percentage markup on materials of net cost as reflected on supplier's invoices of parts, equipment, materials, and supplies must include all delivery charges.

15 %

**NOTE: Percentage mark-up for parts, equipment, materials, and supplies furnished by the subcontractors of the Successful Contractor shall be paid by the County only once and directly to the Successful Contractor and shall not exceed the percentage quoted above. The County will not pay for rental to the successful contractor for equipment, parts and supplies that are customarily used in the operation of the Successful Contractor's business.**

10.5 Delivery Charge, if any, for parts: \$ 0.00

10.6 Hours of Service:

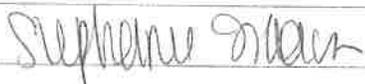
Indicate Normal Service Hours and Days available: Monday - Friday, 7:00 AM - 4:00 PM

Indicate After/Emergency Service Hours and Days available: Monday - Friday, 4:00 PM - 7:00 AM, Saturday - Sunday 7:00 AM-7:00 AM

Indicate name and phone number of the contact person who should receive service calls:

Name: Scott Stewart

Phone: 816-569-5256

SIGNATURE: 	DATE: 3/12/2018
NAME (PRINT): Stephanie Isaacson	PHONE: 816-569-5256
TITLE (PRINT): President	CELL: 816-569-5256
COMPANY NAME (PRINT): New Horizons Enterprises, LLC	FAX: 816-569-5257
E-MAIL ADDRESS (PRINT): stephanie@newhorizons-llc.com	
E-MAIL ADDRESS FOR PO'S (PRINT): stephanie@newhorizons-llc.com	
URL (PRINT): http://newhorizons-llc.com/	

# NEW HORIZONS<sub>LLC</sub>

*"Innovative Environmental Solutions"*

## REFERENCES

New Horizons provides the following references for previous work experience conducting Asbestos Abatement.

Steve Foutch – Foutch Brothers, LLC  
8201 Northwest 97<sup>th</sup> Terrace  
Kansas City, Missouri  
Email: [steve@foutchbrothers.com](mailto:steve@foutchbrothers.com)  
Phone: 816-746-9100

Services Provided: New Horizons has performed multiple abatement projects for Foutch Brothers, LLC. Projects include multiple types of asbestos removal including but not limited to ceiling texture, floor tile, mastic, and pipe insulation. The work for Foutch Brothers, LLC is primarily in buildings being converted or renovated for residential use.

Shockey Franciscus – City of Kansas City, Missouri  
Dangerous Buildings  
4900 Swope Parkway  
Kansas City, Missouri  
Email: [Shockey.Franciscus@kcmo.org](mailto:Shockey.Franciscus@kcmo.org)  
Phone: 816-513-8436

Services Provided: New Horizons works with the City of Kansas City, Missouri to provide asbestos abatement in Dangerous Buildings throughout the City prior to demolition. New Horizons has removed asbestos from multiple residential and commercial structures. Asbestos removed from these buildings includes but is not limited to thermal system insulation, flooring, roofing materials, transite siding, ceiling texture, and sheetrock.

Eric P. Bosch – City of Kansas City, Missouri  
City Architect  
General Services Department  
City of Kansas City, Mo.  
414 E. 12<sup>th</sup> St, Suite 1700  
Kansas City, MO 64106  
Email: [Eric.Bosch@kcmo.org](mailto:Eric.Bosch@kcmo.org)  
Phone: 816-513-2517

Services Provided: New Horizons works with the City of Kansas City, Missouri to provide asbestos abatement in various buildings throughout the City. New Horizons has removed multiple types of asbestos from various types of structures.

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

**A RESOLUTION** authorizing the County Executive to submit a letter of support to express the County's participation in the Regional Wayfinding and Branding Plan led by the Mid-America Regional Council and Kansas City Area Transportation Authority.

**RESOLUTION NO. 19868**, May 21, 2018

**INTRODUCED BY** Scott Burnett, County Legislators

WHEREAS, the Regional Wayfinding and Branding Plan proposes to provide conceptual planning, wayfinding guidelines, and specifications to create a unified regional bikeway network; and,

WHEREAS, this plan will focus on navigational improvements between key destinations, such as activity centers, mobility hubs, and state and national bikeway systems; and,

WHEREAS, a partnership of local governments led by the Kansas City Area Transportation Authority (KCATA), with the support of the Mid-America Regional Council (MARC), will convene to develop this plan; and,

WHEREAS, this partnership will develop a joint fiscal year 2019 planning sustainable places (PSP) program grant application; now therefore,

**BE IT RESOLVED** by the County Legislature of Jackson County, Missouri that the County Executive be and hereby is authorized to submit a letter of support to express the

County's participation in the Regional Wayfinding and Branding Plan led by the MARC and the KCATA

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. 19868 of May 21, 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 the Legislature

# REQUEST FOR LEGISLATIVE ACTION

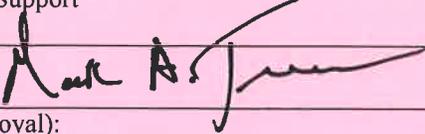
Completed by County Counselor's Office:

Res/~~Ord~~ No.: 19868

Sponsor(s): Scott Burnett

Date: May 21, 2018

<p>SUBJECT</p>	<p>Action Requested  <input checked="" type="checkbox"/> Resolution  <input type="checkbox"/> Ordinance</p> <p>Project/Title: <u>Authorizing the County Executive submit a letter of support and express the County's intent to participate in a Regional Wayfinding and Branding Plan that is being led by the Mid-America Regional Council (MARC) and Kansas City Area Transportation Authority (KCATA).</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>\$</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>FROM ACCT  TO ACCT</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	FROM ACCT  TO ACCT
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	FROM ACCT  TO ACCT										
<p>PRIOR LEGISLATION</p>	<p>Prior ordinances and (date):</p> <p>Prior resolutions and (date):</p>										
<p>CONTACT INFORMATION</p>	<p>RLA drafted by (name, title, &amp; phone): Mark Trosen, Deputy COO, ext. 11377</p>										
<p>REQUEST SUMMARY</p>	<p>Requesting a resolution that would authorize the County Executive to submit a letter of support and express the County's intent to participate in a regional coalition to develop a "Regional Wayfinding and Branding Plan".</p> <p>The Regional Wayfinding and Branding Plan proposes to provide a conceptual planning, wayfinding guidelines and specifications to create a unified regional bikeway network. This plan will focus on navigational improvements between key destinations, such as activity centers, mobility hubs, and state and national bikeway systems.</p> <p>A partnership of local governments led by KCATA, with support from MARC, will convene to develop this plan. This partnership will develop a joint FY 2019 Planning Sustainable Places (PSP) program "grant application", If funded by the states of Kansas and Missouri, Jackson County's local share, subject to appropriation in the 2019 budget, would be \$3,000 (Parks + Rec - \$2,000 and Rock Island Rail Authority - \$1,000).</p>										

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	Draft – Multimodal Branding and Wayfinding System Plan Sample of a Letter of Support Proposed Cost Share	
REVIEW	Department Director: 	Date: 5/14/2018
	Finance (Budget Approval): <i>If applicable</i>	Date:
	Division Manager: 	Date: 5/14/18
	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.

**PSP Project – Multimodal Branding and Wayfinding System Plan**  
**(RideKC Mobility Hub/MetroGreen® Trail/ Regional Bikeway Network)**

**Project Purpose:**

Wayfinding provides important navigational information to users of bikeway, trail, and transit systems. As such, several current regional planning efforts identify the need for wayfinding. The wayfinding plan will serve communities by providing a framework to support local and regional wayfinding planning efforts and coordinate those efforts regionally through the Smart Moves Mobility Hubs (using RideKC brand), Regional Bikeway Network and MetroGreen® corridors. While RideKC and MetroGreen® systems already have recognized branding there, regional bikeway network brand has not been developed. Moreover, there is no clear vision for how the branding of these regional systems will work together. A multimodal branding and wayfinding system will serve to create a seamless and coordinated transportation system.

The plan will provide conceptual design and wayfinding guidelines and specifications to create a unified regional network. It will focus on navigational improvements between key destinations, such as activity centers, mobility hubs, and state and national systems. The work will build upon past investments in major transit corridors, regional bikeways and trails. This work will establish a hierarchy of destinations typologies ranging from regional to local. Additionally, it will address protocols for the look and design of signs and markings to identify regional corridors. Protocols will be established for destination, distance/travel time and for sign or marking placement. Local bikeway and trail wayfinding systems will be evaluated to promote consistency and compatibility between regional and local systems.

On-street bikeway wayfinding must comply with the Manual of Uniform Traffic Control Devices (MUTCD). The plan will address wayfinding systems for on-street bikeways networks including decision signs and confirmation signs. The plan will also address a wayfinding system for trails along linear greenway systems. The plan should also provide information about fabrication and cost. Implementation strategies will address funding sources and the prioritization of developing wayfinding plans for existing networks.

**Background:**

MetroGreen® (bikeway and trail system)

The 2002 MetroGreen® Action Plan provides wayfinding guidance in Appendix D: Design Guidelines for MetroGreen®. Appendix D includes “Trail Signage” on pages D-34 through D-41. This wayfinding trail signage was developed 16 years ago.

The Greater Kansas City Regional Bikeway Plan (RBP) primarily focuses on roadway corridors and does not offer any wayfinding guidance. The RBP supplements MetroGreen® in three ways.

1. The plan recommends adding 128 miles of stream and river corridors in Miami County, Kansas to the MetroGreen® System.
2. The plan expands the concept of MetroGreen® Type 5: Bike & Pedestrian Facilities in Right-of-Way to a complete streets approach using modern design guidelines from the National Association of City Transportation Officials – NACTO guide.
3. Once fully implemented, the plan will substantially expand the MetroGreen® system, adding hundreds of miles of roadway corridors (from 344 to over 2,000 miles).

The RBP recommends that MARC coordinate development of new and updated guidelines and specification to meet the needs of a regional bikeway and trail wayfinding system. This work will:

1. Guide the architecture of a regional wayfinding network for bikeways and trails.
2. Promote consistency and compatibility between regional and local bikeways to make it easier to navigate across community boundaries and to key destinations

## Smart Moves

The Smart Moves Regional Transit and Mobility Plan, adopted in 2017, offers a range of strategies and recommendations to guide transit, mobility services, and land use investments in the Kansas City region. In terms of wayfinding, Smart Moves contains a recommendation (MH-2) to develop wayfinding and landmark signage for the regional mobility hub network recommended in the plan. The recommendation also calls for coordination of this effort with the development of wayfinding for the regional bikeway and other regional systems. Wayfinding will be applied to various modes that could be integrated into mobility hubs, based on the type and location of hub. These modes could include: transit, demand response service, loading and parking for vanpool and RideShare, carshare, bikeshare, and loading and parking for taxi and ridehailing.

## Plan Benefits

- Enhance the quality of the user experience
- Improves connectivity between people and places
  - Destination(s)
  - Direction
  - Distance and or travel time
- Supports seamless transition between transportation modes.
- Digital systems provides transportation users with real time information and interactive feedback.
- Increase productivity and efficiency by identifying preferred route
- Strengthens system branding and public recognition.
- Supports stronger economy

## Preliminary Scope of Work

### Objectives and Tasks:

- Create a Project Steering Committee.
- Develop consensus of community stakeholders
- Sustain a robust public involvement process to get input.
- Use national best practices in wayfinding for regional systems during the development process
- Develop a wayfinding system that can expand incrementally
- Develop a wayfinding system to allow for regional and local branding.
- Evaluate ways to incorporate emerging wayfinding technologies and recommend strategies.

## Deliverables

Coordinated wayfinding and branding for MetroGreen®, Regional Bikeway System, and Smart Moves mobility hubs and corridors

- Inventory and assessment of current transit, bikeway and trail wayfinding and branding practices in the MPO area.
- Assessment of national best practices in wayfinding for regional systems
- Assessment of the 2002 Design Guidelines for MetroGreen® "Trail Signage" and determine which part(s) need to be updated.
- On-road regional signage options that comply with the Manual on Uniform Traffic Control
- Wayfinding for concept level trail design standards.
- Concept level design for mobility hubs with regard to adjacencies of services.
- Concept wayfinding system to for regional and local branding and destination hierarchy.
- Specifications for sign and pavement marking
- Cost estimates for fabrication and installation
- Integrated wayfinding technology recommendations
- Options to integrate with existing signage systems.
- Phased implementation plan that identifies coordinated wayfinding installation for the Smart Moves mobility hub system, MetroGreen® corridors and Regional Bikeway Network systems.
- Develop a Memorandum of Understanding to help advance the use of the document across jurisdictions.

#### Process:

A partnership of local governments and the Kansas City Area Transportation Authority, with support from MARC, will convene to develop a regional multimodal wayfinding and branding plan. Discussions will include the formation of goals and objectives of this plan and funding strategies. The partnership will develop joint PSP application(s), involving funding from both states, for the FY 2019 Planning Sustainable Places program. A lead will be identified to submit applications for Missouri and Kansas funding respectively.

#### Benefits to Local Partners

- Part of Steering Committee which guides planning process - in the future this plan may influence wayfinding within each individual city
- Participate in consultant selection process
- Guide phasing plan for implementation of first priority corridors

#### PSP FY 2019 Call for Projects

- May 1, 2018 release call for projects
- June 11, 2018 deadline for letters of support
- June 22, 2018 deadline for project submittals
- July - August the Sustainable Places Policy Committee (SPPC) reviews applications and scores
- September SPPC submits final funding recommendations
- September TTPC considers funding recommendations
- September MARC Board considers funding recommendations

If PSP funding is awarded, MARC can provide support to partnership towards a joint consultant procurement process, and overall project management.

#### PSP Consultant Procurement

- October MARC begins on RFPs and local funding agreements.
- November RFP released
- December the Project Steering Committee reviews proposals, interviews consultants and recommends selection.
- January develop Scope of Work and execute Agreements.

June 10, 2018

Mr. Dick Jarrold  
KCATA

This letter serves as a letter of support and expresses our intent to participate in an upcoming “**Regional Wayfinding and Branding Plan**” as described below. We understand that work towards development of this plan will include coordination between the Kansas City Area Transportation Authority, the “KCATA”, as the lead agency and a number of local governments, including the (Agency Signing Letter)\_\_\_\_\_, in a regional coalition of parties assisted by the Mid-America Regional Council.

*The Regional Wayfinding and Branding Plan proposes to provide conceptual planning, wayfinding guidelines and specifications to create a unified regional bikeway network. This plan will focus on navigational improvements between key destinations, such as activity centers, mobility hubs, and state and national bikeway systems. The work will build upon past regional investments in major SmartMoves transit corridors, regional bikeways and MetroGreen® trails. This work will establish a hierarchy of destinations typologies, and will address protocols for the look and feel of system-wide signs and markings. The plan will include implementation strategies and the prioritization of developing wayfinding plans for existing networks. The wayfinding plan will serve communities by providing a framework to support wayfinding planning efforts in a seamless and coordinated manner. The plan’s deliverables are included, but not limited to:*

- *Concept level signage for bikeway elements of SmartMoves mobility hubs;*
- *Wayfinding for concept level trail standards;*
- *On-road regional signage options that comply with the Manual on Uniform Traffic Control;*
- *Concept wayfinding system to for regional and local branding and destination hierarchy;*
- *Conditions for sign and pavement marking;*
- *Potential cost estimates for fabrication and installation;*
- *Integrated wayfinding technology recommendations;*
- *Options to integrate with existing signage systems;*
- *Phased implementation plan that identifies coordinated wayfinding installation for the Smart Moves mobility hub system, MetroGreen® corridors and Regional Bikeway Network systems.*

A partnership of local governments led by the Kansas City Area Transportation Authority, with support from MARC, will convene to develop this plan. This partnership will develop a joint FY2019 Planning Sustainable Places (PSP) program “grant application”, involving funding from the States of Kansas and Missouri programs. We understand that the project will be funded by a combination of FY2019 PSP funds and local funds from the Primary Partners to total an anticipated \$220,000. We also understand that the project will not get underway and no local funding will be requested if FY2019 PSP funds are not awarded to this project.

If PSP funds are awarded to this project, we as a party to the coalition anticipate to participate in this plan as follows:

1. To participate in the project management and provide any required technical assistance, data and any other necessary information needed to successfully manage the project.
2. To participate in selection committees to review consultant/vendor proposals, interview prospective consultant/vendors, and make final selection of consultant/vendor.
3. Fund a local share portion of the Project's cost in an anticipated amount of \$\_\_\_\_\_, which will be due to be paid by January 31<sup>st</sup>, 2019.

We thank for the opportunity to participate in this important regional planning work. Please let us know if you have any other questions or comments regarding this letter.

Sincerely,

City of \_\_\_\_\_,

\_\_\_\_\_  
City / County / Department Manager

**Attachment B  
Cost/Price Summary Sheet**

		MO		KS
	FY 2019	\$	600,000.0	\$ 355,000.0
PSP Request Percent of Total Available			11%	19%
State Split 50/50			50%	

Federal match	80%	\$	132,000
Required min. match	20%	\$	33,000
Over match		\$	56,500
Total Ask		\$	89,500

Project Budget Request		Share		MO 60%		KS 60%
PSP	\$132,000		60%	\$	66,000.0	\$ 66,000.0
Local Match	\$88,000		40%	\$	44,000.0	\$ 44,000.0
Total	\$220,000					

Total Local	\$	88,000	
	MO		KS
	\$	44,000	\$ 44,000
Less KCATA	\$	39,000	\$ 39,000

	Est. Pop.	1% % of Pop	Pop% x \$36,500	Ask
Kansas City Area Transit Authority				\$ 5,000
Kansas City, MO	481,420	53%	\$ 20,855.9	\$ 15,000
Independence, MO	117,030	13%	\$ 5,069.9	\$ 5,000
Lee's Summit, MO	94,044	10%	\$ 4,074.1	\$ 4,000
Blue Springs, MO	54,431	6%	\$ 2,358.0	\$ 2,500
Jackson County (balance)	22,694	3%	\$ 983.1	\$ 2,000
Platte County (balance)	27,759	3%	\$ 1,202.6	\$ 2,000
Liberty, MO	30,614	3%	\$ 1,326.2	\$ 1,500
Gladstone, MO	27,114	3%	\$ 1,174.6	\$ 1,500
Streetcar Authority				\$ 1,000
Rock Island Rail Authority				\$ 1,000
Cass County (balance)	24,997	3%	\$ 1,082.9	\$ 1,000
Clay County (balance)	15,766	2%	\$ 683.0	\$ 1,000
North Kansas City, MO	4,376	0.5%	\$ 189.6	\$ 1,000
<b>Total Population</b>	<b>900,245</b>		<b>\$39,000</b>	<b>\$ 43,500</b>

Kansas City Area Transit Authority				\$ 5,000
Overland Park, KS	188,966	26%	\$ 10,180.1	\$ 10,000
Kansas City, KS	151,709	21%	\$ 8,172.9	\$ 7,500
Olathe, KS	135,473	19%	\$ 7,298.3	\$ 7,000
Shawnee, KS	65,194	9%	\$ 3,512.2	\$ 3,500
Lenexa, KS	52,903	7%	\$ 2,850.0	\$ 3,000
Johnson County	14,852	2%	\$ 800.1	\$ 3,000
Leawood, KS	34,565	5%	\$ 1,862.1	\$ 2,000
Leavenworth, KS	36,154	5%	\$ 1,947.7	\$ 2,000
Miami County (balance)	15,883	2%	\$ 855.7	\$ 1,000
Leavenworth County (balance)	20,574	3%	\$ 1,108.4	\$ 1,000
Bonner Springs, KS	7,659	1%	\$ 412.6	\$ 1,000
<b>Total Population</b>	<b>723,932</b>		<b>\$39,000</b>	<b>\$ 46,000</b>

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

**A RESOLUTION** authorizing the County Executive to execute an Addendum to the Agreement with Windstream Communications for wide-area network services for use by the Information Technology Department, at an annual additional cost to the County in the amount of \$5,190.00.

**RESOLUTION NO. 19869**, May 21, 2018

**INTRODUCED BY** Dennis Waits, County Legislator

WHEREAS, by Resolution 18938, dated September 21, 2015, the Legislature did award a thirty-six month contract with two twelve-month options to extend with Windstream Communications of Kansas City, Missouri, for the furnishing of wide-area network (WAN) services for use by the Information Technology Department, under the terms and conditions of Request for Proposals No. 40-15; and,

WHEREAS, by Resolution 19121, dated April 4, 2016, the Legislature did authorize an Addendum to the Agreement to incorporate WAN services for the Sheriff's Office and to revise the WAN services for the Fort Osage Education Center; and,

WHEREAS, the Historic Truman Courthouse has a need to increase its current WAN line capacity from 100gb to 250gb, which will raise the monthly charge to \$1,905.84; and,

WHEREAS, the new annual cost for WAN service at the Truman Courthouse will be \$38,680.32; and,

WHEREAS, the Longview Lake Marina is also converting its WAN connection to SD WAN, which will actually improve its network connection at a lower cost; and,

WHEREAS, an Addendum to the Agreement is needed to provide these WAN network changes, at an additional annual cost to the County for 2018 not to exceed \$5,190.00; and,

WHEREAS, an Addendum to the Agreement is a suitable mechanism to memorialize this contract revision; now therefore,

BE IT RESOLVED by the County Legislature of Jackson County, Missouri, that the Department of Finance and Purchasing be and hereby is authorized to execute the attached Fourth Addendum to the Agreement with Windstream Communications; and,

BE IT FURTHER RESOLVED that the Department of Finance and Purchasing be and hereby is authorized to make all payments, including final payment on the Agreement and Addenda thereto.

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. 19869 of May 21, 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

There is a balance otherwise unencumbered to the credit of the appropriation to which the expenditure is chargeable and there is a cash balance otherwise unencumbered in the treasury to the credit of the fund from which payment is to be made each sufficient to provide for the obligation herein authorized.

ACCOUNT NUMBER: 001 5101 56430  
ACCOUNT TITLE: General Fund  
Non-Departmental  
Telephone Utility  
NOT TO EXCEED: \$5,190.00

Funding for future years is subject to annual appropriation in the County's then current budget.

5/17/18  
\_\_\_\_\_  
Date

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

**Amendment to Agreement**

(Existing Service Location)

This Amendment ("AMENDMENT") is made as of this 30th day of April, 2018 to the Service Agreement bearing an Effective Date of \_\_\_\_\_ (the "Agreement"), by and between JACKSON COUNTY TRUMAN COURTHOUSE ("Customer") and the Windstream legal entit(ies) providing the Services to Customer, as identified on Customer's bill ("Windstream").

A. Windstream and Customer hereby agree to amend the Agreement to: [check all that apply].

i. **Reconfigure services at the existing Service location, as follows:**

change channel assignments between voice/data [describe change and associated charges]:

change facility from one type to another (e.g., Techpath to PRI) [describe change and associated charges]:

change router equipment from one type to another [describe change and associated charges]:

ii.  **Add an additional facility at the existing Service location (describe):**

iii.  **Add a new Service to existing location (describe):** Adding SD WAN w/teleco & wireless broadband. Also upgrading to 250MG connection to Independence MO location

iv.  **Modify the Term of the Agreement to end as of**

v.  Relocate the Service location from \_\_\_\_\_ to \_\_\_\_\_  
There will be a one time non-recurring charge to Customer to relocate the facility(ies) and/or service(s) in connection with this relocation in the amount of \$ \_\_\_\_\_.

B. Attachment A to this Amendment, Quote # 1583330 which is incorporated by reference, sets forth the rates and other terms and conditions to apply to the additional facilities and/or Services ordered hereunder.

C. Except as modified by this Amendment, the terms and conditions set forth in the Agreement remain unchanged.

**D. This document may only be used for moves, adds, or changes. Under no circumstances, may Customer receive a credit of any kind through execution of this document.**

IN WITNESS WHEREOF, the undersigned have caused this Amendment to be executed by their duly authorized representative, to be effective as of the date first above written.

\_\_\_\_\_  
BY: \_\_\_\_\_  
NAME: \_\_\_\_\_  
TITLE: \_\_\_\_\_  
DATE: \_\_\_\_\_

\_\_\_\_\_  
**WINDSTREAM**  
BY: \_\_\_\_\_  
NAME: \_\_\_\_\_  
TITLE: \_\_\_\_\_  
DATE: \_\_\_\_\_

**Attachment A to Amendment**  
**Rates for the new facilities and/or Services only**

The Rate Schedule attached hereto (if applicable) sets forth the rates that will apply to the services added pursuant to this Amendment

**Quote 1583330**

**Customer Name**

Customer Name	JACKSON COUNTY PARKS - LONGVIEW MARINA, #7201029	Proposal / Quote ID	1583330
Install Street Address	9898 E LONGVIEW RD	City, State, Zip	LEES SUMMIT, MO, 64134-0000
Opportunity ID	1670397	Service Order Type	Upsell
Contract Term	36	Effective Date	04/30/2018

Bundled Services	Total Qty	Price/Unit	Total Price
------------------	-----------	------------	-------------

**SD-WAN Bundle**

Site (VCE) Equipment	--	--	Included
SD-WAN Management: Concierge	--	--	Included
Service (10 Mbps)	--	--	Included
<b>Total Services</b>			<b>\$97.60</b>

	Included	Total Qty	Price/Unit	Total Price
--	----------	-----------	------------	-------------

<b>Access Loop</b>				
Cellular Broadband Charge (5GB Data Plan)	--	1	\$95.00	\$95.00
<b>Access Loop</b>				
Broadband Access - Cable Charge (1.5 Mbps/384 Kbps)	--	1	\$47.41	\$47.41
<b>Total Features</b>				<b>\$142.41</b>

Other Charges (Non-Recurring)	Included	Total Qty	Price/Unit	Total Price
-------------------------------	----------	-----------	------------	-------------

<b>Access Loop</b>				
Cellular Broadband Provider	--	1	\$0.00	\$0.00
Cellular Broadband	--	1	\$0.00	\$0.00
<b>Access Loop</b>				
Broadband Access	--	1	\$0.00	\$0.00
<b>SD-WAN</b>				
Uninterruptible Power Supply (UPS) - Purchase	--	1	\$240.00	\$240.00
Service (10 Mbps)	--	1	\$0.00	\$0.00
Site (VCE) Equipment	--	1	\$0.00	\$0.00
<b>Total Other Charges (Non-Recurring)</b>				<b>\$240.00</b>

\* Rates are subject to change on 30 days notice via bill message on customer's invoice.

\*\* Additional charges apply for all local, long distance and 8XX features, network access charge, router maintenance, CPE maintenance and directory listings. For the current features pricing, go to <http://www.paetec.com/about-us/notice>.

\*\*\* Amounts listed are reasonable approximations based on initial proposal. Actual amounts shall depend on final lease amount set forth in the Customer's Lease Agreement.

**Customer Name**

Customer Name	JACKSON COUNTY TRUMAN COURTHOUSE, #7201011	Proposal / Quote ID	1583330
Install Street Address	102 N MAIN ST	City, State, Zip	INDEPENDENCE, MO, 64050
Opportunity ID	1670397	Service Order Type	Upsell
Contract Term	36	Effective Date	04/30/2018

Bundled Services	Total Qty	Price/Unit	Total Price
------------------	-----------	------------	-------------

**MPLS VPN Bundle**

Bandwidth	250.0 Mbps	--	Included
Transport	1	--	Included
MPLS VPN	Yes	--	Included
Managed Router - Advanced	--	--	Included
Managed Router Equipment	--	--	Included
<b>Total Services</b>			<b>\$1,905.84</b>

<b>Other Charges (Non-Recurring)</b>	<b>Included</b>	<b>Total Qty</b>	<b>Price/Unit</b>	<b>Total Price</b>
<b>Access Loop</b>				
Local Loop Install Charge	--	1	\$0.00	\$0.00
<b>VPN</b>				
Data Accessories kit 1 Charge	--	1	\$0.00	\$0.00
Data Installation Charge	--	1	\$0.00	\$0.00
Managed Router - Advanced Installation Charge	--	1	\$0.00	\$0.00
<b>Total Other Charges (Non-Recurring)</b>				<b>\$0.00</b>

<b>Total Solution</b>	<b>Total Price</b>
<b>Total Monthly Recurring Charges</b>	<b>\$2,145.85</b>
<b>Total Non-Recurring Charges</b>	<b>\$240.00</b>
<b>Minimum Monthly Fee</b>	<b>\$2,145.85</b>

**Service Information**

This Proposal is subject to and controlled by the Windstream Service Terms and Conditions, which are incorporated herein by reference and attached hereto. Your signature constitutes your acceptance of the Proposal and your agreement to Windstream's Service Terms and Conditions.

<b>CUSTOMER</b>	<b>WINDSTREAM</b>
_____	_____
Signature: _____	Signature: _____
Printed Name: _____	Printed Name: _____
Title: _____	Title: _____
Date: _____	Date: _____

This offer is voidable by Windstream if not signed and returned to Windstream by 14th day of June, 2018 .

**Letter of Agency**

Contact Name:	Company Name:
Billing Address:	
City, State, Zip:	
Current Carrier:	Order Date:

**Authorization to Change Service Provider(s)**

On behalf of the Company, I hereby authorized Windstream Communications ("Windstream") and its operating affiliates\* listed on Exhibit A to change my Company's provider(s) for the following services from my current telecommunications carrier(s) to Windstream for each of the telephone numbers listed below. Check all applicable services:

<input type="checkbox"/>	Local
<input type="checkbox"/>	Intrastate, IntraLATA Long Distance Service (also known as local toll)
<input type="checkbox"/>	Interstate, InterLATA and International Long Distance

I represent that I am at least eighteen years of age and that I have the authority to change telecommunications carriers for each of the telephone numbers identified below. I understand that I have the right to obtain telecommunications services individually. I also understand that I may designate only one local exchange carrier, one intraLATA carrier, and one interLATA carrier per telephone number.

I choose Windstream to act as my agent to carry out the change(s) and authorize Windstream to handle on my behalf all arrangements, including ordering, changing, and/or maintaining my service, with my local telephone company(s), interexchange carriers, equipment vendor(s), and consultant (s). By designating Windstream to act as my agent, I do not permit Windstream to change my service to a carrier other than Windstream. I understand, that there may be a fee to change from the Company's current telecommunications carrier(s) to Windstream.

**INSTRUCTIONS: LIST ALL APPLICABLE BILLING TELEPHONE NUMBERS OR LIST THE MAIN BILLING TELEPHONE NUMBER BELOW AND ATTACH A DOCUMENT IDENTIFYING ALL ASSOCIATED TELEPHONE NUMBERS SUBJECT TO THIS LOA**

**Telephone Numbers:**


**I authorize Windstream to issue all necessary instructions on my behalf and confirm that my preferred provider for the telecommunications service(s) checked above will be changed for the telephone number(s) specified above. This agreement will remain in effect until revoked in writing by the Company.**

**Company Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

\*Business Telecom of Virginia, Business Telecom, Cavalier Telephone Mid-Atlantic, Cavalier Telephone, Choice One Communications (of Connecticut, Maine, Massachusetts, New Hampshire, New York, Ohio, Pennsylvania, or Rhode Island), Connecticut Broadband, Connecticut Telephone & Communication Systems, Conversent Communications (of Connecticut, Maine, Massachusetts, New Hampshire, New Jersey, New York, Rhode Island, or Vermont), CTC Communications, CTC Communications of Virginia, DeltaCom Business Solutions, DeltaCom, EarthLink Business, EarthLink Carrier, Georgia Windstream, Intellifiber Networks, LDMI Telecommunications, Lightship Telecom, McLeodUSA Telecommunications Services, Nebraska Windstream, Network Telephone, NuVox (Arkansas or Indiana), Oklahoma Windstream, PAETEC Communications of Virginia, PAETEC Communications, Talk America of Virginia, Talk America, Texas Windstream, The Other Phone Company, US LEC Communications, US LEC (of Alabama, Florida, Georgia, Maryland, North Carolina, Pennsylvania, South Carolina, Tennessee, or Virginia), US Xchange (of Illinois, Indiana, Michigan, or Wisconsin), Windstream (Communications Southwest, Accucomm Telecommunications, Alabama, Arkansas, Buffalo Valley, Communications Kerrville, Communications Telecom, Communications, Concord Telephone, Conestoga, D&E Systems, D&E, Direct, EN-TEL, Florida, Georgia Communications, Georgia Telephone, Georgia, Iowa Communications, Iowa-Comm, IT-Comm, KDL, KDL-VA, Kentucky (East or West), Kerrville Long Distance, Lakedale Link, Lakedale, Lexcom Communications, Lexcom Long Distance, Mississippi, Missouri, Montezuma, Norlight, North Carolina, NorthStar, NTI, Windstream of the Midwest, Ohio, Oklahoma, Pennsylvania, South Carolina, Southwest Long Distance, Standard, Sugar Land, Systems of the Midwest, or Western Reserve), or Windstream NuVox (of Indiana, Kansas, Missouri, Ohio, and Oklahoma)

**REQUEST FOR LEGISLATIVE ACTION**

**EXECUTIVE OFFICE**

Completed by County Counselor's Office:

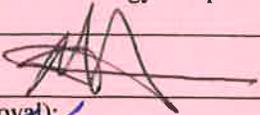
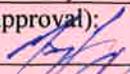
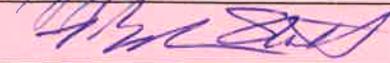
Res/Ord No.: 19869

Sponsor(s): Dennis Waits

Date: Mary 21, 2018

**MAY 15 2018**

<p><b>SUBJECT</b></p>	<p>Action Requested  <input checked="" type="checkbox"/> Resolution  <input type="checkbox"/> Ordinance</p> <p>Project/Title: <u>A request to approve a Fourth Addendum to an existing Contract with Windstream Communications of Little Rock, Arkansas to approve changes to the Wide Area Network (WAN) connections at the Longview Lake Marina and the Independence Truman Courthouse.</u></p>										
<p><b>BUDGET INFORMATION</b>  <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>\$5,189.80</td> </tr> <tr> <td>Amount previously authorized this fiscal year:</td> <td>\$14,783.52</td> </tr> <tr> <td>Total amount authorized after this legislative action:</td> <td>\$19,973.32</td> </tr> <tr> <td>Amount budgeted for this item * (including transfers):</td> <td>\$19,973.32</td> </tr> <tr> <td>Source of funding (name of fund) and account code number: 001-5101-56430 General Fund, Non-Departmental, Telephone Utility</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:	\$5,189.80	Amount previously authorized this fiscal year:	\$14,783.52	Total amount authorized after this legislative action:	\$19,973.32	Amount budgeted for this item * (including transfers):	\$19,973.32	Source of funding (name of fund) and account code number: 001-5101-56430 General Fund, Non-Departmental, Telephone Utility	
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<p><b>PRIOR LEGISLATION</b></p>	<p>Prior ordinances and (date): _____                  Prior resolutions and (date): 19610, 10/16/17; 19121, 4/4/16; 18938, 9/28/15</p>										
<p><b>CONTACT INFORMATION</b></p>	<p>RLA drafted by (name, title, &amp; phone): Kyle Brack, Sr. Buyer, 881-3265</p>										
<p><b>REQUEST SUMMARY</b></p>	<p>In 2015, the Purchasing Department solicited a formal Request for Proposal for the furnishing of Wide Area Network (WAN) Services for the County via RFP No. 40-15. Resolution No. 18938 awarded the WAN Services to Windstream Communications of Little Rock, Arkansas. Since the award of this Contract in 2015, several contract addendums have been approved through resolutions.</p> <p>This requested Fourth Addendum will increase the current 100 GB line at the Truman Courthouse to 250 GB, causing the monthly cost to increase from \$1,231.96 to \$1,905.84. After mandatory taxes, the total cost increase will be \$741.40 per month. The new annual cost for WAN at the Truman Courthouse will be \$23,680.32. At \$741.40 per month, it will cost the County \$5,189.80 to cover this increase for the remainder of 2018 (June – December).</p> <p>The Fourth Addendum will also approve the cost reduction of \$2.99 per month, or \$38.55 per year, as the Longview Lake Marina is changing its connection to a SD WAN solution that will improve network connection.</p> <p>Future years are subject to appropriation.</p>										
<p><b>CLEARANCE</b></p>	<p><input type="checkbox"/> Tax Clearance Completed (Purchasing &amp; Department) N/A  <input checked="" type="checkbox"/> Business License Verified (Purchasing &amp; Department)  <input checked="" type="checkbox"/> Chapter 6 Compliance - Affirmative Action/Prevailing Wage (County Auditor's Office)</p>										
<p><b>COMPLIANCE</b></p>	<p><input type="checkbox"/> MBE Goals n/a  <input type="checkbox"/> WBE Goals n/a  <input type="checkbox"/> VBE Goals n/a</p>										

ATTACHMENTS	Memo from Information Technology and pertinent pages from Windstream's addendum proposal	
REVIEW	Department Director: 	Date: 5/11/2018
	Finance (Budget Approval): If applicable 	Date: 5/14/18
	Division Manager: 	Date: 5/15/18
	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.





Department of  
**INFORMATION TECHNOLOGY**  
JACKSON COUNTY, MISSOURI

(816) 881-3151

415 E. 12<sup>TH</sup> STREET  
KANSAS CITY, MO 64106

## MEMORANDUM

**TO:** Kyle Brack, Senior Buyer

**FROM:** *ME*  
Michael E. Lear, Assistant Director of I.T. – Technical Support

**DATE:** May 03, 2018

**RE:** Change to Contract with Windstream Communications

On September 28, 2015 the County Legislature approved resolution 18938 for the awarding of the Counties Wide Area Network (WAN) connections to Windstream Communications. This contract was based on RFP 40-15. In the RFP the County asked for multiple prices for connections to the Counties different locations.

Based on this pricing the I.T. Department is asking for the connection to the Historic Truman Courthouse to be increased from 100 Gb to 250 Gb. This increase in bandwidth is necessary because the Truman Courthouse is currently the Counties Backup and Disaster recovery site. We have been replicating data to this site and because of the bandwidth usage feel it is necessary to increase the bandwidth to meet the County's needs.

We are also asking to change the connection to the Longview Lake Marina location. This location has been having connections problems because of the wiring from the parking lot to the actual marina offices. Windstream Communications has proposed a SD WAN solution that they feel will improved our network connection.

The cost of the 250 GB connection to the Truman Courthouse will increase to \$ 1,905.84 monthly. We are currently paying \$ 1,231.96 per month for the 100 GB line so it will result in an increase of \$ 673.88 per month for this County Site. With the addition of the required taxed we must pay the increase will be \$ 741.40 per month. This will increase the yearly cost of adding this bandwidth to \$ 8,896.80.

The cost of the SD WAN solution for the Longview Marina is a reduction of \$ 2.99 per month. Current WAN connection is \$ 343.22 per month. Cost of proposed solution is \$ 340.01 per month. A total reduction of \$ 38.55 per year.

Please accept this as the County IT Departments recommendation to change the current Windstream contract.

The funding for these changes is as follows:

Account 001-5101-56430 \$ 8,897.00  
Account 003-5103-56430 No Change.



Mark Evans  
2300 Main STE 315  
Kansas City, MO 64108  
VOICE: 816.559.7828  
FAX: 816.559.7810

VOICE | DATA | INTERNET



Longview Lake Marina

Current monthly investment

Proposed  
**\$343.00**

SD WAN monthly investment (revised solution for site)

**\$340.01**

**Monthly Difference**

**(\$2.99)**

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

**A RESOLUTION** authorizing the County Executive to execute an Employment Agreement with Bob Crutsinger to serve as the Director of Finance and Purchasing for Jackson County.

**RESOLUTION NO. 19870**, May 21, 2018

**INTRODUCED BY** Scott Burnett, County Legislator

WHEREAS, by Executive Order No.18-13, the County Executive has appointed Bob Crutsinger to serve as the County's Director of Finance and Purchasing, effective June 15, 2018; and,

WHEREAS, in an effort to support professional management for Jackson County, the County Executive recommends an Employment Agreement for this top-level management position within the County; and,

WHEREAS, this Agreement outlines the basis for continued employment, termination, and severance, a practice that is recommended by the International City/County Management Association and promotes the separation of the professional management of the County from political offices; and,

WHEREAS, the execution of this Employment Agreement is in the best interests of the health, welfare, and safety of the citizens of Jackson County; now therefore,

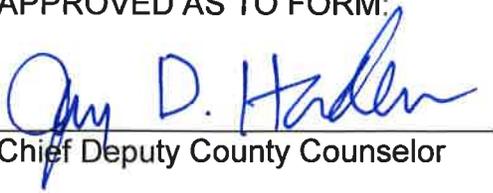
**BE IT RESOLVED** by the County Legislature of Jackson County, Missouri, that the

County Executive be and hereby is authorized to execute the attached Employment Agreement on behalf of the County; and

BE IT FURTHER RESOLVED that all County officials be and hereby are authorized to undertake all actions required by this Agreement.

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. 19870 of May 21, 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

**EMPLOYMENT AGREEMENT**

This Agreement is entered into as of the \_\_\_\_\_ day of \_\_\_\_\_, 2018, by and between Jackson County, Missouri, herein after referred to as "the County," and Bob Crutsinger, 3733 Pennsylvania Avenue, Kansas City, Missouri 64111.

WITNESSETH:

WHEREAS, the County, through the County Executive, is desirous of engaging the services of Bob Crutsinger to serve as the County's Director of Finance and Purchasing; and,

WHEREAS, Bob Crutsinger, is well-qualified for this position and is desirous of undertaking the professional duties of said position;

NOW THEREFORE, in consideration of the mutual covenants and agreements herein contained, it is agreed by and between the parties as follows:

I. Term.

The County hereby engages the services of Bob Crutsinger to serve as its Director of Finance and Purchasing, for a term commencing June 15, 2018, and terminating on December 31, 2019. After the initial term, Bob Crutsinger's employment may be renewed by mutual agreement of the parties, upon such terms as the parties may agree.

II. Employment.

For all purposes, County shall treat Bob Crutsinger as an officer and employee of the County and shall pay the employer's share of social security contributions and make appropriate deductions from the biweekly payments required under paragraph III(A)

hereof for federal, state, and local taxes, and any other applicable taxes, fees, and assessments, as well as for any benefits which the County offers to its employees, in which Bob Crutsinger elects to participate. Bob Crutsinger's employment with the County shall be governed by Missouri law and the Jackson County Charter, Code, and Personnel Rules, unless otherwise specifically provided herein.

III. Compensation.

A. For the entire term of this Agreement, Bob Crutsinger shall be paid for his services the base sum of \$108,000.00 annually, payable bi-weekly. In the event that the County grants a cost-of-living increase to all or nearly all of its employees, Bob Crutsinger shall be entitled to receive that cost-of-living increase as well. In the event that the County creates a "merit pool" for employee merit salary increases, Bob Crutsinger shall be entitled to receive a merit increase no greater than the average increase for employees within the pool, provided that any such increase must be justified by Bob Crutsinger's employee evaluation. The County Executive shall have discretion to increase Bob Crutsinger's salary in any manner consistent with the County's personnel rules and procedures.

B. In lieu of submitting invoices for business use of his personal vehicle, Bob Crutsinger shall receive an automobile allowance in the amount of \$600.00 per month.

C. Without regard to the length of Bob Crutsinger's actual employment with the County, Bob Crutsinger shall earn vacation leave authorized under the County's Personnel Rules at the rate of four weeks (20 days) per year. Bob Crutsinger's accrual and use of vacation leave shall otherwise be governed by said

Personnel Rules.

D. The County shall provide Bob Crutsinger a cellular telephone for business use. Alternatively, Bob Crutsinger shall be entitled to an allowance of \$55.00 monthly for his business use of his personal cellular telephone.

E. Upon receipt of proper documentation after expenditure, the County shall reimburse Bob Crutsinger for the cost of terminating his residential lease in Topeka, Kansas, which reimbursement shall not exceed the sum of \$4,000.00.

F. Upon receipt of proper documentation after expenditure, the County shall reimburse Bob Crutsinger for health insurance premium for the period June 16, 2018 through June 30, 2018, which reimbursement shall not exceed the sum of \$ 800.00.

IV. Duties.

Bob Crutsinger shall perform all duties and exercise all responsibilities set out by the Missouri Constitution and Laws and Jackson County Charter, Code, and Personnel Rules for the office of the Director of Finance and Purchasing. A copy of the current job description for this position is attached hereto as Exhibit A. In the event that the responsibilities of the position of Director of Finance and Purchasing change due to County department reorganization, then the parties shall meet to discuss and negotiate whether or not Bob Crutsinger's compensation should change.

V. Termination.

This Agreement may be terminated by either Bob Crutsinger or County as follows:

A. Upon Bob Crutsinger's termination of the Agreement through a written resignation, upon death of Bob Crutsinger, or upon finding of a permanent disability of Bob Crutsinger, no severance shall be due.

B. The County may terminate the Agreement without cause. In that event, the County shall pay Bob Crutsinger a severance allowance equal to six (6) months' salary, payable within 15 days of the date of termination.

C. The County may terminate the Agreement for cause. If Bob Crutsinger is terminated for cause, the severance payment outlined in subparagraph B above shall not be paid to Bob Crutsinger. "Cause" in this Agreement means:

- (i.) An intentional act of fraud, embezzlement, theft or any other material violation of law that occurs during or in the course of Bob Crutsinger's employment with the County;
- (ii.) Intentional damage to County's assets;
- (iii.) Intentional disclosure of County's confidential information contrary to the County's policies;
- (iv.) Breach of Bob Crutsinger's obligations under this Agreement;
- (v.) Intentional engagement in any competitive activity which would constitute a breach of Bob Crutsinger's duty of loyalty or of Bob Crutsinger's obligations under this Agreement;
- (vi.) Intentional breach of any of County's policies;
- (vii.) The willful and continued failure to substantially perform Bob Crutsinger's duties for County (other than as a result of incapacity due to physical or mental illness); or
- (viii.) Willful conduct by Bob Crutsinger that is demonstrably and materially injurious to the County, monetarily or otherwise.

For purposes of this paragraph, an act, or a failure to act shall not be deemed willful or intentional, as those terms are used herein, unless the act is done, or omitted to be

done, by Bob Crutsinger in bad faith or without a reasonable belief that Bob Crutsinger's action or omission was in the best interest of County. Failure to meet performance standards or objectives, by itself, does not constitute "Cause." "Cause" also includes any of the above grounds for dismissal regardless of whether the County learns of it before or after terminating Bob Crutsinger's employment.

D. In the event of termination of the Agreement, Bob Crutsinger shall be paid any compensation and benefits which would be due a County employee terminated under similar circumstances, pursuant to the Jackson County Personnel Rules.

VI. Construction.

This Agreement shall be construed under the laws of the State of Missouri.

VII. Severability, Waiver, and Modification.

The invalidity or inability to enforce any provision hereof shall in no way affect the validity or enforceability of any other provision. Failure to insist upon strict compliance with any terms, covenants or conditions of this Agreement shall not be deemed a waiver of such, nor shall any waiver or relinquishment of such right or power at any time be taken to be a waiver of any other breach of this Agreement. Further, any waiver, alteration, or modification of any of the provisions of this Agreement, or cancellation or replacement of this Agreement, shall not be valid unless in writing and signed by the parties.

VIII. Annual Appropriation.

Funds necessary to meet any and all financial obligations incurred by the County

herein are subject to appropriation in the County's 2018 and 2019 annual budgets.

IX. Incorporation.

This Agreement incorporates the entire understanding of the parties.

JACKSON COUNTY, MO

BOB CRUTSINGER

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

\_\_\_\_\_  
Director of Finance and Purchasing

APPROVED AS TO FORM:

ATTEST:

By \_\_\_\_\_  
W. Stephen Nixon  
County Counselor

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

**REVENUE CERTIFICATE**

Funds sufficient for this expenditure in calendar year 2018 are included in the County's annual budget. Funds for calendar year 2019 are subject to appropriation in the County's 2019 annual budget.

\_\_\_\_\_  
Date

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



JACKSON COUNTY JOB DESCRIPTION

TITLE: Director of Finance and Purchasing PAY LEVEL: G99 CODE: 1404-02903-001  
WORKING TITLE: Director of Finance and Purchasing FLSA: EX DATE: 12/04/2017  
DIVISION: Internal Services and Taxation DEPARTMENT: Finance and Purchasing  
BARGAINING UNIT POSITION: No CIRCUMSTANCE: Review  
LOCATION: Kansas City Courthouse ANALYST: \_\_\_\_\_

---

PERCENTAGE OF TIME

ACCOUNTABILITIES

- |     |  |
|-----|--|
| 40% | 1. Finance and Purchasing Department control and Budget Office oversight provided.   |
| 20% | 2. County budget administration.   |
| 10% | 3. Consultation provided and sought regarding legal and financial implications of County activities and proposed County and State legislation. |
| 10% | 4. County insurance program implementation.  |
| 10% | 5. Assistance provided regarding County pension plan administration, and consultation provided to local governments on County services.        |
| 10% | 6. County investment and debt program recommendations, and County annual audit coordinated.  |

SCOPE:

The associate in this class is responsible for providing operational control for the Finance and Purchasing Department, and administrative oversight for the Budget Office through designing, recommending, implementing, and monitoring programs, policies, and procedures which maximize available resources and expenditures to maintain the County's fiscal integrity, and ensure adequate cash flow and the investment of idle funds. The associate provides work direction and planning for subordinates, provides administrative oversight to the Budget Officer, and controls an annual department budget of more than \$1,700,000. The associate also ensures that payroll and vendor disbursements are processed properly, and with the Budget Officer, the associate recommends and provides control for an annual County budget of more than \$300,000,000. This associate reports directly to the Chief Administrative Officer.

KNOWLEDGE AND SKILLS: (\*Required prior to employment)

1. Knowledge of department policies and procedures.
2. Knowledge of Executive and Legislative priorities, programs, and policies.
3. Knowledge of the operation of the County and State Legislatures.
4. Knowledge of the County's budgeting, personnel and purchasing rules, policies and procedures.
- \*5. Knowledge of public accounting, data processing, payroll, and finance structures sufficient to provide administrative and operational oversight of the department's activities.
- \*6. Knowledge of banking and investment strategies and media.
- \*7. Knowledge of insurance, including fire and casualty, liability, health, life, disability, and worker's compensation.
- \*8. Knowledge of public administration principles and techniques.
- \*9. Knowledge of pension system operation and administration.

**KNOWLEDGE AND SKILLS:** (Continued)

- \*10. Knowledge of County, State, and Federal laws and regulations relating to revenue collection, generation, and expenditure.
- \*11. Skill in verbal communication sufficient to interact and make formal presentations to community groups, committees, and Executive and Legislative staff.
- \*12. Skill in written communication sufficient to prepare reports and correspondence to community groups, committees, and Executive and Legislative staff.
- \*13. Skill in personnel management techniques, including supervision, training, counseling, and progressive discipline.

**HUMAN RELATIONS:**

1. Reviews, discusses, and negotiates budget request from the Circuit Court, County/Kansas City Election Boards, etc. Consults with the Budget Officer and recommends final budget packages to the County Executive.
2. Reviews, discusses, and negotiates budget requests from County departments. Consults with the Budget Officer and recommends final budget packages to the County Executive.
3. Appears at State and County Legislature meetings to provide information and testimony on items of interest to the County Executive or the legislative body.
4. Receives and answers inquiries regarding County finance from the media upon request of the Chief Administrative Officer.
5. At the request of the Chief Administrative Officer, meets with and provides information for citizens, community groups, vendors, or consultants regarding the County's budget, payment of bills to suppliers, new equipment, systems, etc.
6. Serves on various boards and commissions at the request of the County Executive.

**ILLUSTRATIVE TASKS:** (This is not an inclusive list; other duties/tasks may be assigned)

1. Delegates authority to subordinates relating to accounting and payroll systems, and operations providing support to various County offices, budget control, and administration of debt, investments and insurance. Consults with subordinates to create goals, timetables, reporting procedures and resources required; review accomplishments, delays or problems related to implementation. Consults with subordinates when problems arise to approve changes in goals, timetables, and resources, informing subordinates of applicable rules, regulations and policies.
2. Reviews with subordinate staff approved changes in staffing, organization, planning, goals and major acquisitions of equipment, new systems, etc.
3. Interviews prospective employees, hires, applies progressive discipline, terminates, trains, and counsels assigned staff; conducts performance evaluations, approves merit pay increases, vacation schedules, etc.
4. Approves schedule for the County's annual budget and the distribution and instructions related to budget forms used by organizations receiving County funds. Provides projections of revenue for the upcoming fiscal years, assists in making final decisions related to treatment of data and the reliability of estimates. Reviews initial budget requests; requests clarifying data regarding budget goal, additional justification of priorities and the reliability of estimates.

ILLUSTRATIVE TASKS: (Continued)

5. Reaches consensus with the Chief Administrative Officer on funding levels for all budget packages submitted for review; recommends a balanced budget to the County Executive; explains individual budgets with the County Executive, detailing the manner in which funding levels were reached and how the budgets assist the County Executive in meeting priorities. Ensures changes made are incorporated for final approval.
6. Creates policies, controls, and procedures for monitoring administration of the County budget. Receives requests for expenditures not listed in final budgets from funded authorities; refers with recommendation to the Chief Administrative Officer or County Executive. Provides verification of availability of funds for all legislative action encumbering County funds and assists in drafting legislation for supplemental funds.
7. When actual revenue does not meet projected figures, determines reason for and estimated length of shortage; checks other revenue sources to determine if sufficient funds exist to temporarily cover shortage. Recommends to County Executive any corrective action.
8. Creates policies, control, and procedures for administering the County's investment and debt program to ensure that funds are available to meet cash flow needs; ensures that invested funds earn maximum interest available at the time of investment, and ensures that borrowed funds are attained at the most favorable interest rate at the time of the loan.
9. Coordinates the scheduling and operation of the County's annual audit with an outside public accounting firm; makes available adequate County staff to assist with the audit; discusses with the firm any problem disclosed by the audit and incorporate changes in accounting practices as appropriate; reviews and approves with the auditor the final audit report.

ENVIRONMENTAL DEMANDS:

Work is performed in a modern smoke-free office setting.

MINIMUM QUALIFICATIONS:

Must have a Bachelor's degree in Business or Public Administration, accounting, finance or related field, Master's degree and/or CPA preferred, and five years progressively responsible supervisory experience in Finance, Accounting or related field. (Also refer to the asterisks (\*) in the KNOWLEDGE AND SKILLS section of this job description)

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Review for accuracy:

\_\_\_\_\_  
Incumbent  
Date \_\_\_\_\_

\_\_\_\_\_  
Appointing Authority  
Date \_\_\_\_\_

**JACKSON COUNTY JOB DESCRIPTION -- ADA/PHYSICAL DEMANDS FORM**

**JOB TITLE:** Director of Finance and Purchasing      **PAY GRADE:** G99      **CODE:** 1404-02903-001

**DIVISION/DEPARTMENT:** Internal Services and Taxation/Finance and Purchasing      **DATE:**  / /2018

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PHYSICAL DEMANDS - Check demands that apply and describe what is required to perform the essential job functions. (This is not an inclusive list; other tasks/duties may be assigned)

- X **VISION** - Must be adequate to use personal computer and typewriter, filing completion of reports, forms, and correspondence.
- X **HEARING** - Must be adequate for normal conversation in person or by telephone.
- X **SPEECH** - Must be able to speak and understand English clearly to provide detailed information by telephone and in person.
- X **STANDING** - 10 % of the time – Required when making presentation of ideas or information.
- X **WALKING** - 10 % of the time – Required while traveling between offices or within department.
- X **SITTING** - 80 % of the time – Required when completing administrative, personal computer, and telephone work assignments.
- X **LIFTING/CARRYING** - 25 lbs. - Required when lifting files, office supplies, and reports.
- X **PUSHING/PULLING** - 25 lbs. – Required when moving file boxes, office supplies, and reports; and when opening and closing file cabinet drawers and doors.
- X **CLIMBING/BALANCING** - Required when negotiating stairs, or retrieving files or supplies from overhead or from the floor.
- X **STOOPING/KNEELING/CROUCHING/CRAWLING** - Required when retrieving or filing from lower drawers or when retrieving items, office supplies, etc., from the floor.
- X **REACHING/HANDLING** - Required on most tasks.

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Reviews for accuracy:

\_\_\_\_\_  
Incumbent  
Date \_\_\_\_\_

\_\_\_\_\_  
Immediate Supervisor  
Date \_\_\_\_\_

\_\_\_\_\_  
Appointing Authority  
Date \_\_\_\_\_

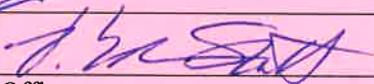
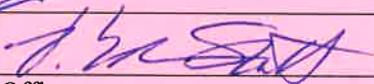
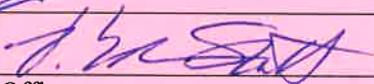
# REQUEST FOR LEGISLATIVE ACTION

Completed by County Counselor's Office:

Res/Ord No.: 19870

Sponsor(s): Scott Burnett

Date: May 21, 2018

SUBJECT	Action Requested <input checked="" type="checkbox"/> Resolution <input type="checkbox"/> Ordinance Project/Title: <u>Employment Agreement with Bob Crutsinger to serve as the Director of Finance and Purchasing for Jackson County, Missouri.</u>													
BUDGET INFORMATION <i>To be completed By Requesting Department and Finance</i>	<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</td> <td>FROM ACCT</td> </tr> <tr> <td>TO</td> <td>TO ACCT</td> </tr> </table> <p>* If account includes additional funds for other expenses, total budgeted in the account is: \$</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	FROM ACCT	TO	TO ACCT
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CONTACT INFORMATION	Prior ordinances and (date): Prior resolutions and (date): Executive Order No. 18-13, May 17,2018  RLA drafted by (name, title, & phone): Mark Lang, Budget Officer, 881-3851													
REQUEST SUMMARY	Bob Crutsinger was appointed by the County Executive to serve as the Director of Finance and Purchasing, effective <u>June 15, 2018</u> , by Executive Order 18-13. The attached contract specifies the basis for continued employment, termination and severance. This practice of creating an agreement between the County and the Department Director promotes the professionalism of the County management.													
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	Employment Contract between the County and Bob Crutsinger													
REVIEW	<table border="1"> <tr> <td>Department Director:</td> <td>Date:</td> </tr> <tr> <td>Finance (Budget Approval): <i>If applicable</i> </td> <td>Date: <u>5/17/18</u></td> </tr> <tr> <td>Division Manager: </td> <td>Date: <u>5/17/18</u></td> </tr> <tr> <td>County Counselor's Office:</td> <td>Date:</td> </tr> </table>		Department Director:	Date:	Finance (Budget Approval): <i>If applicable</i> 	Date: <u>5/17/18</u>	Division Manager: 	Date: <u>5/17/18</u>	County Counselor's Office:	Date:				
Department Director:	Date:													
Finance (Budget Approval): <i>If applicable</i> 	Date: <u>5/17/18</u>													
Division Manager: 	Date: <u>5/17/18</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.

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

**A RESOLUTION** authorizing the County Executive to execute an agreement with the Ad Hoc Group Against Crime of Kansas City, MO, for community outreach efforts, at an actual cost to the County not to exceed \$3,777.00.

**RESOLUTION NO. 19871**, May 21, 2018

**INTRODUCED BY** Alfred Jordan, County Legislator

WHEREAS, the Prosecuting Attorney recommends an agreement with the Ad Hoc Group Against Crime, to coordinate and administer community outreach efforts in the east zone of Kansas City, MO; and,

WHEREAS, outreach efforts to be performed are organizing neighborhood walks and community block gatherings and hosting one-on-one conversations with community representatives who are interested in supporting efforts toward economic, social and environmental change; and,

WHEREAS, the execution of this agreement at a cost of \$3,777.00, is in the best interest of the health, safety, and welfare of the citizens of Jackson County; now therefore,

BE IT RESOLVED by the County Legislature of Jackson County, Missouri, that the County Executive be and hereby is authorized to execute an agreement with Ad Hoc Group Against Crime, in a form to be approved by the County Counselor; and,

BE IT FURTHER RESOLVED that the Department of Finance and Purchasing be and

hereby is authorized to make all payments, including final payment on the agreement.

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

APPROVED AS TO FORM

*Guy D. Hall*  
Chief Deputy County Counselor

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

Certificate of Passage

I hereby certify that the attached resolution, Resolution No. 19871 of May 21, 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

There is a balance otherwise unencumbered to the credit of the appropriation to which the expenditure is chargeable and there is a cash balance otherwise unencumbered in the treasury to the credit of the fund from which payment is to be made each sufficient to provide for the obligation herein authorized.

ACCOUNT NUMBER: 010 4110 56790  
ACCOUNT TITLE: Grant Fund  
SMART Prosecution  
Other Contractual Services  
NOT TO EXCEED: \$3,777.00

5/17/18  
\_\_\_\_\_  
Date

*[Signature]*  
\_\_\_\_\_  
Chief Administrative Officer

**REQUEST FOR LEGISLATIVE ACTION**

**EXECUTIVE OFFICE**

Completed by County Counselor's Office:

Res/~~Ord~~ No.: 19871

MAY 14 2018

Sponsor(s): Alfred Jordan

Date: May 21, 2018

<p><b>SUBJECT</b></p>	<p>Action Requested  <input checked="" type="checkbox"/> Resolution  <input type="checkbox"/> Ordinance</p> <p>Project/Title: <u>Resolution authorizing the County Executive to enter into an Agreement with Ad Hoc Group Against Crime of Kansas City, Missouri for Community Outreach efforts under SMART Prosecution Grant, at a cost to the County not to exceed \$3,777.00</u></p>												
<p><b>BUDGET INFORMATION</b>  <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>\$3,777.00</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>\$3,777.00</td> </tr> <tr> <td>Amount budgeted for this item * (including transfers):</td> <td>\$3,777.00</td> </tr> <tr> <td>Source of funding (name of fund) and account code number;</td> <td></td> </tr> <tr> <td><b>FROM</b> Grant Fund 010-4110-56790 Other Contractual Services</td> <td><b>FROM ACCT</b> \$3,777.00</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:	\$3,777.00	Amount previously authorized this fiscal year:	\$	Total amount authorized after this legislative action:	\$3,777.00	Amount budgeted for this item * (including transfers):	\$3,777.00	Source of funding (name of fund) and account code number;		<b>FROM</b> Grant Fund 010-4110-56790 Other Contractual Services	<b>FROM ACCT</b> \$3,777.00
Amount authorized by this legislation this fiscal year:	\$3,777.00												
Amount previously authorized this fiscal year:	\$												
Total amount authorized after this legislative action:	\$3,777.00												
Amount budgeted for this item * (including transfers):	\$3,777.00												
Source of funding (name of fund) and account code number;													
<b>FROM</b> Grant Fund 010-4110-56790 Other Contractual Services	<b>FROM ACCT</b> \$3,777.00												
<p><b>PRIOR LEGISLATION</b></p>	<p>Prior ordinances and (date):  Prior resolutions and (date): N/A</p>												
<p><b>CONTACT INFORMATION</b></p>	<p>RLA drafted by (name, title, &amp; phone): <b>Gina Robinson, Chief of Operations, 881-3369</b></p>												
<p><b>REQUEST SUMMARY</b></p>	<p>This resolution authorizes the County Executive to enter into an agreement with Ad Hoc Group Against Crime to coordinate and administer community outreach efforts in the East Zone of Kansas City, Missouri. Outreach efforts to be performed are: organizing neighborhood walks, community block gatherings and hosting one of one conversations with community representatives who are interested in supporting efforts of economic, social and environmental change. The amount of this agreement is \$3,777 and funding for this contract has been authorized through the SMART Prosecution grant.</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>													

REVIEW	Department Director: <i>Clare Peters Baker</i>	Date: <i>5/7/18</i>
	Finance (Budget Approval): <i>If applicable</i> <i>James M. [Signature]</i>	Date: <i>5/10/18</i>
	Division Manager: <i>[Signature]</i>	Date: <i>5.17.18</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 # *4925*
- Funds sufficient for this appropriation are available from the source indicated below.

Account Number:	Account Title:	Amount Not to Exceed:
010-4110-56790	Grant Fund- Other Contractual Services	\$3,777.00

- 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** awarding a fourteen month term and supply contract for the furnishing of tree removal services for use by various County departments to Safety Tree Service of Kansas City, MO, under the terms and conditions of United States GSA Contract No. EV1910, an existing government contract.

**RESOLUTION NO. 19872**, May 21, 2018

**INTRODUCED BY** Greg Grounds, County Legislator

WHEREAS, various County departments have a need for tree removal services; and,

WHEREAS, pursuant to section 1030.4 of the Jackson County Code, the Department of Finance and Purchasing recommends award of a fourteen month term and supply for the furnishing of tree removal services for use by various County Departments to Safety Tree Service of Kansas City, (Jackson County) MO, under the terms and conditions of United States GSA Contract No. EV1910, an existing government contract; now therefore,

BE IT RESOLVED by the County Legislature of Jackson County, Missouri, that award be made as recommended by the Department of Finance and Purchasing, and that the Department of Finance and Purchasing be, 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 Department of Finance and Purchasing is authorized to make all payments, including final payment on the contracts, to the extent sufficient appropriations to the using spending agencies 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. 19872 of May 21, 2018 of 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 will, of necessity, be determined as each using agency places its order.

5/17/18  
\_\_\_\_\_  
Date

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

# REQUEST FOR LEGISLATIVE ACTION

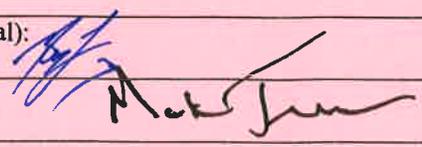
Completed by County Counselor's Office:

Res/~~Ord~~ No.: 19872

Sponsor(s): Greg Grounds

Date: May 21, 2018

<p><b>SUBJECT</b></p>	<p>Action Requested  <input checked="" type="checkbox"/> Resolution  <input type="checkbox"/> Ordinance</p> <p>Project/Title: <u>Awarding a Fourteen Month Term and Supply Contract for the furnishing of Tree Removal Services for use by Various County Departments to Safety Tree Service of Kansas City, MO under the Terms and Conditions of City of Kansas City's Contract No. EV1910, an existing government contract.</u></p>										
<p><b>BUDGET INFORMATION</b>  <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 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:            Estimated Use:          Public Works            \$35,000          Parks + Rec              \$12,000</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:	
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:											
<p><b>PRIOR LEGISLATION</b></p>	<p>Prior ordinances and (date):          Prior resolutions and (date):</p>										
<p><b>CONTACT INFORMATION</b></p>	<p>RLA drafted by (name, title, &amp; phone): Kyle Brack, Sr. Buyer, 881-3265</p>										
<p><b>REQUEST SUMMARY</b></p>	<p>The Public Works and Parks + Rec Departments require a Term &amp; Supply Contract for the furnishing of Tree Removal Services. This Term &amp; Supply Contract will be used primarily for the removal of trees that are too large for the County to safely remove and dispose of. The usage of this Contract has increased over the last few years due to the increase in number of severe storms and subdivision development near County-owned land.</p> <p>Pursuant to Section 1030.4 of the Jackson County Code, the Director of Finance and Purchasing recommends the award of a term and supply contract to Safety Tree Service for the furnishing of Tree Removal Services under the terms and conditions of City of Kansas City Contract No. EV1910, an existing government contract.</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>										
<p><b>CLEARANCE</b></p>	<p><input checked="" type="checkbox"/> Tax Clearance Completed (Purchasing &amp; Department) N/A  <input checked="" type="checkbox"/> Business License Verified (Purchasing &amp; Department) N/A  <input checked="" type="checkbox"/> Chapter 6 Compliance - Affirmative Action/Prevailing Wage (County Auditor's Office)</p>										
<p><b>COMPLIANCE</b></p>	<p><input type="checkbox"/> MBE Goals N/A  <input type="checkbox"/> WBE Goals N/A  <input type="checkbox"/> VBE Goals N/A</p>										

ATTACHMENTS	Recommendation memos from Public Works and Parks + Rec and pertinent pages of contract no. EV1910	
REVIEW	Department Director:	Date:
	Finance (Budget Approval): <i>If applicable</i>	Date: 5/15/18
	Division Manager: 	Date: 5/15/18
	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.



## JACKSON COUNTY Parks + Rec

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

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

### MEMORANDUM

**TO:** Kyle Brack  
**FROM:** John Johnson, Superintendent, Park Operations  
**DATE:** February 5, 2018  
**SUBJECT:** Safety Tree (T&S EV1910-000)

Park Operations uses Safety Tree for trees that are too large for us to address in house or those trees that are situated in areas where we cannot safely take down/prune due to potential for property damage/injury.

We do not have a good way to predict when we will need their services. Within 22,000 acres of parkland, there is an increasing number of home subdivisions being developed on parkland borders. We are getting increasing numbers of calls from those residents stating park trees are presenting a safety danger to their home and/or persons. After assessing each complaint, we many times need to use the contractor because the size of the tree exceeds what we can safely remove.

Park Operations expects to use \$12,000 this year.



*Frank White, Jr., County Executive*



**Jackson County  
Public Works Department**

ROAD MAINTENANCE 34900 E. Old US 40 Hwy, P.O. Box 160  
Grain Valley, Missouri 64029  
(816) 847-7050 *phone*  
(816) 847-7051 *fax*

**MEMORANDUM**

**TO:** Kyle Brack, Senior Buyer

**FROM:** Caroline Deihl, Public Works – Road Maintenance

**DATE:** January 30, 2018

**SUBJECT:** Safety Tree

Kyle, We use this term and supply contract to take down trees that need to be removed from our right of way or need to be removed for our road program. These are trees that are too big of a job for us to do.

We anticipate that we will spend approximately \$35,000.00 with them.

CITY OF KANSAS  
BEAR OF THE NATION



KANSAS CITY  
MISSOURI

## General Services Department

### Procurement Services Division Contract Administration Office

1st Floor, Room 102 W, City Hall  
414 East 12<sup>th</sup> Street  
Kansas City, Missouri 64106

Fax: (816) 513-2812

June 29, 2017

Safety Tree Service, LLC  
Attn: Ty Simmons  
Address: 520 W. 103rd Street  
Kansas City, MO 64114  
Phone: 816-606-0695  
Fax: 877-606-0695  
Email: sales@safetytreeservices.com

Re: **Notice to Proceed**  
Contract No. EV1910-4 – City-Wide IDIQ Tree Removal

Dear Mr. Simmons:

The effective date of this Contract term shall be July 7, 2017, and the term shall end July 6, 2018. The obligation of performance and payment under this Contract do not begin until the Manager of Procurement Services issues a Purchase Order. The Missouri Tax Exemption Certificate is enclosed.

Please direct all questions regarding this Contract to Karen Wang, City's Representative at (816) 513-0802.

Sincerely,

Karen Wang  
Senior Procurement Officer  
General Services Department

Copies: Director  
Project Manager  
Contract Administrator  
Executed Contract File  
Surety

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

**A RESOLUTION** awarding twelve-month term and supply contracts with two twelve-month options to extend for the furnishing of soft drinks for resale by the Parks + Rec Department at its concessions operations to Coca-Cola Bottling Company of Lenexa, KS, and Pepsi Beverages Company of Olathe, KS, as proprietary purchases.

**RESOLUTION NO. 19873**, May 21, 2018

**INTRODUCED BY** Tony Miller, County Legislator

WHEREAS, the Parks + Rec Department has a need for soft drinks for resale in departmental retail operations; and,

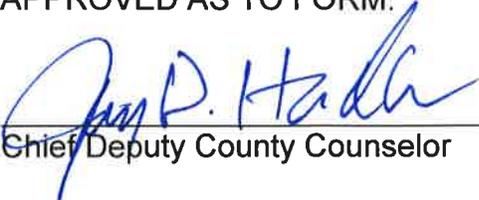
WHEREAS, pursuant to section 1030.6, Jackson County Code, 1984, the Department of Finance and Purchasing recommends the award of twelve-month term and supply contracts, with two twelve-month options to extend, for the furnishing of this commodity to Coca-Cola Bottling Company of Lenexa, KS, and Pepsi Beverages Company of Olathe, KS, as proprietary purchases of commodities that are to be offered for resale, not available on the competitive market; now therefore,

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

BE IT FURTHER RESOLVED that the 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. 19873 of May 21, 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 appropriation.

5/17/18  
\_\_\_\_\_  
Date

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

# REQUEST FOR LEGISLATIVE ACTION

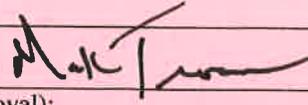
Completed by County Counselor's Office:

Res/~~Ord~~ No.: 19873

Sponsor(s): Tony Miller

Date: May 21, 2018

<b>SUBJECT</b>	<p>Action Requested  <input checked="" type="checkbox"/> Resolution  <input type="checkbox"/> Ordinance</p> <p>Project/Title: <u>Awarding a Twelve Month Term and Supply Contract with Two Twelve Month Options to Extend for the furnishing of Soft Drinks for Resale for Parks + Rec concessions to Heartland Coca-Cola Bottling Company of Lenexa, KS and Pepsi Beverages Company of Olathe, KS as a proprietary purchase.</u></p>										
<b>BUDGET INFORMATION</b> <i>To be completed By Requesting Department and Finance</i>	<table border="1" style="width: 100%;"> <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:</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: Parks + Rec Estimated Use: \$73,500.00</p> <p>Requesting approval of the Legislature of the Term and Supply Contract. The funds were already appropriated through the annual budget adoption. Estimated use figures are for informational purposes only.</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:	
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>	Prior ordinances and (date): Prior resolutions and (date): 18740 (March 2, 2015)										
<b>CONTACT INFORMATION</b>	RLA drafted by (name, title, & phone): Katie Bartle, Senior Buyer, 816-881-3465										
<b>REQUEST SUMMARY</b>	<p>Parks + Rec requires a Term and Supply Contract for the furnishing of Soft Drinks for Resale at its' Concession Operations.</p> <p>Pursuant to 1030.6 of the Jackson County Code, the Purchasing Department recommends awarding a Twelve Month Term and Supply Contract with Two Twelve Month Options to Extend for the furnishing of Soft Drinks for Resale by Parks + Rec's concessions to Hearland Coca-Cola Bottling Company of Lenexa, KS and Pepsi Beverage Company of Olathe, KS as a proprietary purchase not available on the competitive market.</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 specific purchases is subject to annual appropriations.</p>										
<b>CLEARANCE</b>	<p><input type="checkbox"/> Tax Clearance Completed (Purchasing &amp; Department) N/A  <input checked="" type="checkbox"/> Business License Verified (Purchasing &amp; Department)  <input checked="" type="checkbox"/> Chapter 6 Compliance - Affirmative Action/Prevailing Wage (County Auditor's Office)</p>										
<b>COMPLIANCE</b>	<p><input type="checkbox"/> MBE Goals  <input type="checkbox"/> WBE Goals No Goals Assigned  <input type="checkbox"/> VBE Goals</p>										
<b>ATTACHMENTS</b>	Award Recommendations from Parks + Rec.										

REVIEW	Department Director: 	Date: 5/15/18
	Finance (Budget Approval): <i>If applicable</i>	Date:
	Division Manager: 	Date: 5/15/18
	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.

# Memorandum

**To:** Kyle Brack  
**From:** Bob McMillin  
**Date:** 1/24/2018  
**Re:** 2018 Soda Projections

---

Kyle,

The projected budget numbers listed below reflect our usage for the up coming 2018 year at the golf course and marina's for sole source soda.

300-1653-7032 – Beverage Marinas Projected Usage				
	Coca-Cola	\$16,000		
	Pepsi	13,000		

300-1666-7032 – Beverage Golf Course Projected Usage				
	Coca-Cola	\$11,000		
	Pepsi	\$1,000		



Any questions please contact me at Ext. 38405.

Bob

MEMORANDUM

To: Kyle Brack, Purchasing  
From: Tina Spallo, Superintendent Recreation  
Date: January 24, 2018  
Re: Soda for Resale

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Kyle,

The projected budget numbers listed below reflect our re-sale usage for the up coming 2018 year at the Frank White, Jr. Softball Complex, Adair Park and Parks Dept special events.

300-1654-57032

Pepsi	\$10,000
Coke	\$10,000

300-1682-57032

Pepsi	\$5,000
Coke	\$7,500

Any questions please contact me at Ext. 34872.



**FRANK WHITE, JR.**  
Jackson County Executive

**EXECUTIVE ORDER NO. 18-12**

**TO: MEMBERS OF THE LEGISLATURE  
CLERK OF THE LEGISLATURE**

**FROM: FRANK WHITE, JR.  
COUNTY EXECUTIVE**

**DATE: May 15, 2018**

**RE: APPOINTMENTS TO THE COMMUNITY ADVISORY COMMITTEE OF  
THE HEALTH CARE FOUNDATION OF GREATER KANSAS CITY**

**RECEIVED**

MAY 15 2018

3:21 pm  
↓  
14K

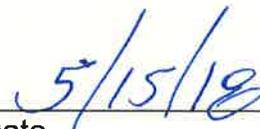
MARY JO SPINO  
COUNTY CLERK

I hereby make the following appointments to the Community Advisory Committee of the Health Care Foundation of Greater Kansas City:

**Yulonda M. Swanson-Moten** is appointed to fill the vacancy occasioned by the expiration of the term of Kelvin L. Walls, M.D., for a term to expire December 31, 2021. A copy of Ms. Swanson-Moten's resume is attached.

**Tenia M. Strother** is appointed to fill the vacancy occasioned by the resignation of LaShawn D. Walker, for a term to expire December 31, 2018. A copy of Ms. Strother's resume is attached.

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

  
\_\_\_\_\_  
Date

**Yulonda M. Swanson-Moten**  
**Licensed Clinical Marriage and Family Therapist**

2545 Tracy Avenue  
Kansas City, MO 64108  
yulondamoten@live.com  
816-519-8524

**SUMMARY OF EXPERIENCE**

I have a Masters Degree in Family Therapy from Friends University. I am licensed to practice independently in Kansas as a Licensed Clinical Marriage and Family Therapist (LCMFT) and in Missouri as a Licensed Marriage and Family Therapist (LMFT). I am also an AAMFT Approved Supervisor. I operated a private practice in Leawood Kansas for 11 years. I also have experience working in agency settings and as an adjunct professor in a Marriage and Family Therapy graduate school program. I am devoted to being a change agent for individuals, couples, partners, and families to begin holistic healing and promote emotional health.

**Educational Background**

- Master of Science in Family Therapy (MSFT) - Friends University, Lenexa, Kansas (2001)
- Master of Arts (Human Resources Development) – Webster University, Kansas City, Missouri (1995)
- Bachelor of Arts (Industrial Relations) – Rockhurst University, Kansas City, Missouri (1989)

**Professional Licenses and Certifications**

Licensed Clinical Marriage and Family Therapist (LCMFT) – Kansas  
Licensed Marriage and Family Therapist (LMFT) – Missouri  
AAMFT Approved Supervisor  
AAMFT Approved Supervisor  
EMDRIA EMDR Certified Therapist

**Professional Experience and Work History**

**KC VA Medical Center**  
(Department of Veterans Affairs)

**4801 Linwood Blvd, Kansas City, MO 64128**

7/2013 - Present

*Marriage and Family Therapist PCT (Post Traumatic Stress Disorder Clinical Team) Clinic*  
Work with an interdisciplinary team providing evidence based therapy for individuals, couples, families, and groups on matters pertaining to couple and family dynamics, PTSD, anxiety, depression, substance abuse, physical or emotional abuse or neglect, parent-child interaction, couples communication, stress reduction, and family reintegration. Provide presentations and facilitate training on individual, couple, and family dynamics associated with co-occurring disorders associated with a primary PTSD diagnosis.

**Kansas City Vet Center**  
(Department of Veterans Affairs)

**4800 Main, Kansas City, MO 64112**

1/2012 – 7/2013

*Marriage and Family Therapist*

Provide therapy to assist Veterans with readjustment needs including: Individual, Group, Marriage and Family Therapy. Network with and develop relationships with social, community, and government agencies to develop referral sources in support of veteran's readjustment, including, but not limited to: social support, employment, drug and alcohol treatment and VA benefits.

**Friends University**

**8207 Melrose, Lenexa, Ks 66214**

*Adjunct Professor of Marriage and Family Therapy*

1/2010 - 1/2012

Teach graduate level courses, supervise graduate practicum students, course preparation, classroom teaching, clinical and administrative oversight of clinical caseload, preparation and evaluation of student assignments and exams. Relate professional, life and industry experience to learning by facilitating professional and technical skills development, introduction of industry perspective into courses while maintaining awareness of professional and industry research, trends and opportunities.

**Private Practice Therapist**

**8014 State Line Rd Ste 112, Prairie Village, Ks 66208**

*Family Therapist (Private Practice)*

2001 – 1/2012

Provide individual, family and group therapy/counseling to clients. Clients present with a variety of mental health diagnoses including depression, anxiety, PTSD, crisis situations, and family concerns. Specialization in treating trauma related issues, couples, families, at-risk children and adolescents and training for parents of children with conduct disorders. Responsible for the daily operations of office functions, case management, and marketing.

**Child Abuse Prevention Association (CAPA)**

**503 East 23<sup>rd</sup> St, Independence, Mo 64055**

*Lead Therapist Youth Prevention Services Program*

11/2006 – 10/2009

Develop and manage of the Youth Preventions Services Program (YPS) program Title II Grant that provides services for at-risk youth 9-16 years old. This project was supported by funding made available from the U.S. Department of Justice, Office of Juvenile Justice and Delinquency Prevention and provided through a grant from the Missouri Department of Public Safety and the State Juvenile Justice Advisory Group. Duties include: Establish community contacts and develop community partnerships in support of the grant objectives. Provide individual, group and family therapy, consult with and train school staff on issues related to children and trauma. Facilitate team-building activities with staff to establish effective, consistent support systems and foundations for student success. Provide crisis intervention as needed. Coordinate interns working with the YPS program. Consistently exceeded all outcome measures. Provide clinical and administrative supervision for interns.

**Wyandotte County Sheriff's Department – Adult Detention Center**  
**710 N. 7<sup>th</sup> Street, Kansas City, Ks 66101**

*Family Therapist*  
12/2005 – 11/2006

Responsible for implementation of the mental health programs at the detention center. Duties include, writing program policies and procedures, mental health assessments, resident and staff training programs. Conduct mental health assessments on all residents, responsible for daily mental health reviews on residents with mental illness or those in crisis situations. Coordinate reviews and assessments with local mental health agencies, psychiatric placements, medical facilities and in-house psychiatric services. Operate with a staff of two contract employees conducting process groups and an intern staff of three family therapists. Report to the Jail Administrator of the Wyandotte County Adult Detention Center.

**Wyandot Center** **7840 Washington St., Kansas City, Ks 66106**

*Family Therapist*  
3/2003 – 3/2005

Provide individual, family and group therapy/counseling to clients. Clients present with a variety of mental illnesses, crisis situations, and family issues.

**Child Abuse Prevention Association** **503 E 23<sup>rd</sup> Street Independence, Mo 64055**

*Family Therapist (Internship and Post Graduate)*  
2000 – 2003

Provide individual, family and group therapy/counseling to clients. Clients present with a variety of mental illnesses, crisis situations, and family issues.

**Hallmark Cards Inc.**

**Kansas City, MO**

*Sr. Inventory Controller*

1989 – 2003

**United States Navy**

March 1, 1983 – February 29, 1988

*Honorable Discharge 1988*

**Academic Honors**

Psi Chi - The National Honor Society in Psychology

**Memberships in Professional Associations**

- American Association of Marriage and Family Therapists
- Missouri Association of Marriage and Family Therapists
- Eye Movement Desensitization and Reprocessing International Association

**Tenia M. Strother**  
**Kansas City, Missouri**  
twintenia\_cunningham@hotmail.com  
**Phone: 816-606-1024**

"Serving and advocating in the interest of the people".

**Employment: The Whole Person (TWP)**

**Kansas City, Missouri**  
**(Public Policy Specialist & Housing Administrator)**  
**8/2016-7/2017**  
**Salary: \$54,000**

- Advocate for the needs of people with disabilities through purposeful research and written public comment.
- Investigate consumer housing and discrimination complaints based on their protected rights for people with disabilities under Title VII of Civil Rights Acts, and Title VIII of the Fair Housing Act.
- Negotiate and finance housing development projects set-aside for very low income persons living with disabilities.
- Build coalitions to expand housing development grants and Affordable Housing Trust fund financing initiatives.
- Strengthen lead referral agency strategies and the TWP brand.
- Serve as continuum of care lead to stabilize housing services and homeless management information systems coordination within the Kansas City metropolitan region.
- Establish and promote legislative priorities in support of Medicaid expansion, the Centers for Independent Living services, Civil Rights enforcement, Vocational Rehabilitation services and the Workforce Investment Act.
- Document and assess the needs of people with disabilities by tracking consumer's statistical data related to age, disability type, gender, employment and household income.

**Affordable Housing Commission**  
**St. Louis, Missouri**

**(Community Development Specialist II)**  
**8/2014-8/2016**  
**Salary: \$ 51,456**

- AHTF grant administrator and compliance management.
- Coordinated and proposed housing development projects and public service activities.
- Estimate appropriate levels of technical assistance and funding needed for each grantee and/or developer.
- Implement improved standards of contract compliance related to grantee oversight and audit concerns.
- Ensure housing development and related services are rendered in accordance with city ordinances and contractual agreements.
- Annual program monitoring and evaluation of funding recipients' fiscal and administrative capacity to satisfy the terms of the written agreements.
- Grant research and writing and/or request for donor funding.

**Office of the City Attorney, Civil Division**  
**City of Lee's Summit, Missouri**  
**(Contract Compliance Manager)**  
**9/2013-8/2014**  
**Salary: \$54,625**

- Implement and facilitate a contract compliance management program to ensure uniformity in contract oversight from inception to close-out for city departments.

- Coordinate appropriate levels of technical assistance to vendors, developers and sub-recipients to ensure performance objectives are met.
- Monitor construction activity related to long term Community Improvement District's goals (CID).
- Track economic development financial reporting activity related to tax increment financing plans, economic activity taxes and payment in lieu of taxes.
- Document issues of non-compliance and present corrective action plan to Assistant City Manager, Director of Finance, City Attorney and the Economic Development Committee.

City of Kansas City, Missouri

*( Analysis of Impediments Coordinator, Grant & Compliance Administrative-Officer)*

9/2009-2/2013

Salary : \$52,000

- Independently responsible for the implementation of the Kansas City region's fair housing action plan.
- Coordinated the Kansas City Metropolitan (Kansas City, KS, Johnson County, Leavenworth, KS Overland Park, KS, Shawnee, KS, Blue Springs, MO, Independence, MO and Kansas City, MO) region's outreach and education plan to further fair housing choice and community reinvestment, in accordance with the Community Reinvestment Act (CRA) of 1977 and the AI's recommendations.
- Established a CRA workshop and coalition of community and neighborhood organizations uniting to revitalize community investment in the urban core.
- Eliminated and or mitigated barriers to Fair Housing and Employment by investigating complaints of discrimination in housing, employment and public accommodations.
- Increased maximum housing choice and economic opportunity in targeted areas.
- Home Investment Partnership Act and Community Development Block Grant compliance administrator, responsible for housing and economic development.
- Responsible for enlisting citizen participation and planning of entitlement funds.
- Monitored and evaluated sub-recipients' performance in accordance with HOME rule 24 CFR 92 and CDBG regulations 24 CFR 570, to guarantee appropriate objectives and eligible spending activities.
- Managed HOME and CDBG contracts from request for proposal to completion through the required affordability periods.
- Reviewed and approved KC Dream home buyer loans, establish HOME IDIS set-up and activity funding. Approved IDIS funding draws associated with program reimbursements for CDBG and HOME activity. Assist with IDIS clean-up and completions.
- Revised and established standard operating policy and procedures within the Department for effective program management and conformance with federal, state and city ordinances.
- Facilitated CDBG/HOME monitoring and housing quality inspections of all federally funded properties; to ensure affordability, affirmative fair housing marketing planning, handicap accessibility and equal opportunity.
- Documented and researched all responses for special projects assigned, including the Department of Housing and Urban Development (HUD) and OMB A-133 audits.

City of Kansas City, Missouri

*( Construction Analyst I)*

7/2007-9/2009

Salary: \$47,900

- Responsible for contract compliance and construction oversight to ensure timely project delivery.
- Enforced general contractor and subcontractors' contract and workforce utilization plans. met MBE/WBE participating contract goals.
- Directly responsible for ensuring general contractors adhered to on-site safety plans and HAZMAT mitigation standards as delineated in contracts and in accordance with OSHA regulations.
- Investigated and enforced prevailing wage underpayments.
- Ensured sound fiscal analysis of restitution, penalties and liquidated damages.

- Maintained optimal OSHA standards as required by management.

*City of Kansas City, Missouri*

*(Development Specialist I)*

*2/2001- 9/2004*

*Salary: \$42,000*

- Home Investment Partnership Act and Community Development Block Grant Program Manager.
- Responsible for drafting contractual agreements between the City of Kansas City and sub-recipients; such as: neighborhood organizations, community development corporations and other not-for-profit organizations.
- Made certain sub-recipients were knowledgeable of all contractual obligations by providing the necessary technical assistance through all stages of development; from request to proposal, funding and delivery.
- Monitored sub-recipients quarterly performance measures as it related to housing and economic development goals, specifically, workforce utilization and minority and women contracting goals.
- Ensured labor standards such as, Davis-Bacon, Section-3, workforce utilization and minority and women contracting services were enforced.
- Ensured general contractors adhered to on-site safety plans and HAZMAT mitigation standards as delineated in contracts and in accordance with OSHA regulations.

**Education:**

**B.S.History/Political Science 1997**

**M.S. Public Administration 1999**

*University of Central Missouri State University*

**References:**

**Phillip Yelder, Human Relations Department**

**816-513-1836**

**April Griffin, AHC Director of Housing**

**314-657-3882**

**Michael Riley, TWP Government Relations Specialist**

**913-963-4830**



FRANK WHITE, JR.  
Jackson County Executive

**EXECUTIVE ORDER NO. 18-13**

**TO: MEMBERS OF THE LEGISLATURE  
CLERK OF THE LEGISLATURE**

**FROM: FRANK WHITE, JR.  
JACKSON COUNTY EXECUTIVE**

**DATE: May 17, 2018**

**RE: APPOINTMENT OF DIRECTOR OF FINANCE AND PURCHASING**

**RECEIVED**

MAY 17 2018

MARY JO SPINO  
COUNTY CLERK

*MJC  
11:41am*

I hereby appoint Bob G. Crutsinger as Director of Finance and Purchasing effective June 15, 2018. The resume for Mr. Crutsinger is attached.

Frank White, Jr., County Executive

Dated: \_\_\_\_\_

*5/17/2018*

**Bob G. Cruisinger**  
3733 Pennsylvania Avenue  
Kansas City, MO 64111  
816-797-3126  
E-mail: Bob\_Cruisinger@hotmail.com

**PROFESSIONAL CONTRIBUTION:**

To perform in a challenging environment where advanced experience in governmental financial management and public administration are requisites.

**EDUCATION:**

University of Central Missouri, Warrensburg, Missouri  
Degree: Master of Business Administration

Degree: Bachelor of Science in Business Administration  
Functional Major: Accounting

**EXPERIENCE:**

- 04/17-Current Washburn University, Topeka, Kansas  
Position: Associate Vice President / Director of Finance  
Duties: Supervision of accounts receivable, cashiering, idle funds investment and cash collections; general accounting, financial reporting, audits, accounts payable, grants, contracts, accounting and tax compliance; purchasing and inventory control; debt management and short-term and long-term financing strategies for capital projects.
- 02/04-09/16  
(Laid off on  
9/30/16) University of Missouri – Kansas City, Kansas City, Missouri  
Position: Director of Accounting/Financial Services, Student Loans, & Service Operations  
Duties: Supervise accounts payable, accounts receivable, asset management, contract review, and other accounting/financial reporting functions; campus liaison for the internal and external audit activity; provide guidance and training to Campus Business and Fiscal Officers; coordinate activities of the financial and other supporting systems; review processes and procedures.
- 07/99-01/04 Kansas City Area Transportation Authority, Kansas City, Missouri  
Position: Director of Finance (promoted from Accounting Manager)  
Duties: Supervise accounting, accounts/contract billing, cash/investment management, grant, payroll, debt, financial reporting and external audit functions; prepare operating and capital budgets; coordinate implementation of information systems; prepare and present reports to management, Board of Commissioners, and other organizations.
- 07/97-07/99 American Management Systems, Inc. (currently CGI Group), Fairfax, Virginia  
Position: Consultant (State of Missouri project)  
Duties: Senior financial analyst for implementation of the system to provide both statewide and agency functionality for budget preparation, procurement and financial management.
- 11/86-07/97 Jackson County, Missouri, Kansas City, Missouri  
Position: Assistant Director of Finance  
Duties: Supervise accounting, payroll, grant, debt, accounting/auditing staff; design, implement, and monitor automated financial systems; review contracts; prepare financial statements; coordinate financial reporting, and external audit functions; review operating and audit procedures; coordinate installation of automated financial systems.

**EXPERIENCE (continued):**

12/82-11/86     City of Kansas City, Kansas, Kansas City, Kansas  
Position: Deputy City Auditor  
Duties: Supervise accounting/auditing staff; design, implement, and monitor automated financial systems; review contracts; prepare financial statements.

**PROFESSIONAL CERTIFICATIONS:**

Certified Public Accountant (Missouri; Certificate # 14088 dated February 20, 1990)

**PROFESSIONAL ORGANIZATIONS:**

Member, National Association of College and University Business Officers, 2004-2016.

Member, Government Finance Officers Association of the United States and Canada (GFOA), 1986-1997 / 2004-2008.

Member, GFOA Special Review Committee for Comprehensive/Component Unit Annual Financial Reports, 1988-1997.

Member, GFOA Review Committee for Popular Annual Financial Reporting Award Program, 1992-1997.

Member, Municipal Finance Officers and Treasurers Association of the State of Missouri, 1988-1995.

**PROFESSIONAL DEVELOPMENT:**

Participant, Administrative Leadership Development Program, University of MO System, 2006/2007.

Participant, Discovering Leadership Program, Cornell University, Ithaca, New York, 2005.

Participant, Quality Customer Service Program, Mid-America Regional Council, 2004.

Participant, Building 21<sup>st</sup> Century Leaders Program, Kansas City Neighborhood Alliance, 2001.

**COMMUNITY SERVICE:**

Volunteer, American Red Cross of Greater Kansas City, 2016-Current

Volunteer, Kansas City, Missouri, Community Emergency Response Team, 2015-Current.

Member, Valentine Neighborhood Association, Kansas City, Missouri, 2005-Current.

Member, West Plaza Neighborhood Association, Kansas City, Missouri, 1998-2008.  
President from 2003-2008, Vice President in 2002, Secretary 2001

Participant, Citizen Police Academy, Kansas City, Missouri Police Department, 2002.

Member, Volker Neighborhood Association, Kansas City, Missouri, 1995-2000.  
Treasurer in 1997 and from 1999-2000