

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

**A RESOLUTION** transferring \$[462,000.00] 414,955.00 within the 2018 General Fund[, \$22,000.00 within the 2018 Health Fund,] and \$[168,000.00] 18,000.00 within the 2018 Anti-Drug Sales Tax Fund, to address budget shortfalls in various accounts within the Department of Corrections.

**RESOLUTION NO. 20016**, October 22, 2018

**INTRODUCED BY** Alfred Jordan, County Legislator

WHEREAS, the Department of Corrections has experienced budget shortfalls in various accounts; and,

WHEREAS, transfers are necessary to address these shortfalls; and,

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

BE IT RESOLVED by the County Legislature of Jackson County, Missouri, that the following transfers within the 2018 General Fund[, Health Fund,] and Anti-Drug Sales Tax Fund be and hereby are made:

<u>DEPARTMENT/DIVISION</u>	<u>CHARACTER DESCRIPTION</u>	<u>FROM</u>	<u>TO</u>
General Fund			
Corrections			
001-2701	55010-Regular Salaries	\$[410,000]	
		<u>380,000</u>	
001-2701	55040-FICA Taxes	\$ [52,000]	
		<u>34,955</u>	
001-2701	55080-Other Professional		
	Services		\$ 15,000
001-2701	56641-Copier Rental/Maint.		\$ 22,000
001-2701	56570-Maint. & Repair- Misc.		\$ 8,000
001-2701	56790-Other Contractual Svc		\$[313,640]
			<u>266,595</u>
	Services		
001-2701	56797-Alert II Charges		\$ 2,150
001-2701	56832-Misc. Work Payments		\$ 10,000
001-2701	57041-Paper Supplies-Copy Paper		\$ 8,200
001-2701	57110-Gasoline		\$ 1,300
001-2701	57130-Building Cleaning Supplies		\$ 50,000
001-2701	57230-Other Operating Supplies		\$ 16,000
001-2701	58150-Office Furniture & Fixtures		\$ 15,710
[Health Fund]			
[Corrections]			
[002-2701	55060-Insurance Benefits	\$ 22,000]	
[002-2701	55010- Regular Salaries		\$ 5,400]
[002-2701	55030-Overtime Salaries		\$ 16,600]
Anti-Drug Sales Tax Fund			
Corrections			
008-2701	55010-Regular Salaries	\$[156,000]	
		<u>18,000</u>	
[008-2701	55040-FICA Taxes	\$ 12,000]	
[008-2701	55030-Overtime Salaries		\$150,000]
008-2701	58020-Buildings & Improvements		\$ 8,000
008-2701	58170-Other Equipment		\$ 10,000

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

APPROVED AS TO FORM:

  
Chief Deputy County Counselor

  
County Counselor

#### Certificate of Passage

I hereby certify that the attached resolution, Resolution No. 20016 of October 22, 2018, as duly passed on \_\_\_\_\_, 2018 by the Jackson County Legislature. The votes thereon were as follows:

Yeas \_\_\_\_\_

Nays \_\_\_\_\_

Abstaining \_\_\_\_\_

Absent \_\_\_\_\_

\_\_\_\_\_  
Date

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

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

ACCOUNT NUMBER: 001 2701 55010  
ACCOUNT TITLE: General Fund  
Corrections  
Regular Salaries  
NOT TO EXCEED: \$[410,000.00] 380,000.00

ACCOUNT NUMBER: 001 2701 55040  
General Fund  
Corrections  
FICA Taxes  
NOT TO EXCEED: \$[52,000.00] 34,955.00

[ACCOUNT NUMBER: 002 2701 55060]  
[ACCOUNT TITLE: Health Fund]  
[Corrections]  
[Regular Salaries]  
[NOT TO EXCEED: \$22,000.00]

ACCOUNT NUMBER: 008 2701 55010  
ACCOUNT TITLE: Anti-Drug Sales Tax Fund  
Corrections  
Regular Salaries  
NOT TO EXCEED: \$[156,000.00] 18,000.00

[ACCOUNT NUMBER: 008 2701 55040]  
[ACCOUNT TITLE: Anti-Drug Sales Tax Fund]  
[FICA Taxes]  
[NOT TO EXCEED: \$12,000.00]

10/31/18  
Date

  
Chief Administrative Officer

# REQUEST FOR LEGISLATIVE ACTION

Completed by County Counselor's Office:

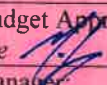
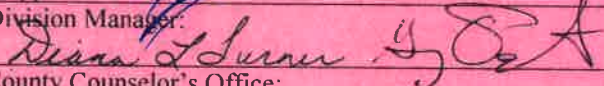
Res/~~XXX~~No.: 20016

Sponsor(s): Alfred Jordan

Date: October 22, 2018

SUBJECT	<p>Action Requested  <input checked="" type="checkbox"/> Resolution  <input type="checkbox"/> Ordinance          Project/Title: Transfer of Savings Within the Corrections 2018 Budget From Regular Salaries, FICA and Insurance Accounts in the 001, 002 and 008 Funds to Accommodate Needs in Other Account Lines Within the Corrections 2018 Budget</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>\$432,955</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>\$432,955</td></tr> <tr> <td>Amount budgeted for this item * (including transfers):</td><td>\$</td></tr> </table> <p>Source of funding (name of fund) and account code number:          FROM:</p> <table> <tr> <td>001-2701-55010 Regular Salaries</td><td>\$380,000</td></tr> <tr> <td>001-2701-55040 FICA</td><td>\$ 34,955</td></tr> <tr> <td>008-2701-55010 Regular Salaries</td><td>\$ 18,000</td></tr> </table> <p>TO:</p> <table> <tr> <td>001-2701-56080 Other Professional Services</td><td>\$ 15,000</td></tr> <tr> <td>001-2701-56641 Copier Rental</td><td>\$ 22,000</td></tr> <tr> <td>001-2701-56570 M&amp;R Miscellaneous</td><td>\$ 8,000</td></tr> <tr> <td>001-2701-56790 Other Contractual Services</td><td>\$266,595</td></tr> <tr> <td>001-2701-56797 Alert II (REJIS)</td><td>\$ 2,150</td></tr> <tr> <td>001-2701-56832 Misc Work Payments IW's</td><td>\$ 10,000</td></tr> <tr> <td>001-2701-57041 Copier Paper</td><td>\$ 8,200</td></tr> <tr> <td>001-2701-57110 Gasoline</td><td>\$ 1,300</td></tr> <tr> <td>001-2701-57130 Bldg Cleaning Supplies</td><td>\$ 50,000</td></tr> <tr> <td>001-2701-57230 Other Operating Supplies</td><td>\$ 16,000</td></tr> <tr> <td>001-2701-58150 Office Furniture/Fixtures</td><td>\$ 15,710</td></tr> <tr> <td>008-2701-58020 Buildings &amp; Imp</td><td>\$ 8,000</td></tr> <tr> <td>008-2701-58170 Other Equipment</td><td>\$ 10,000</td></tr> </table> <p>* If account includes additional funds for other expenses, total budgeted in the account is: \$</p> <p>OTHER FINANCIAL INFORMATION:</p> <p><input type="checkbox"/> No budget impact (no fiscal note required)  <input type="checkbox"/> Term and Supply Contract (funds approved in the annual budget); estimated value and use of contract:          Department: Estimated Use: \$</p> <p>Prior Year Budget (if applicable):          Prior Year Actual Amount Spent (if applicable):</p>	Amount authorized by this legislation this fiscal year:	\$432,955	Amount previously authorized this fiscal year:	\$	Total amount authorized after this legislative action:	\$432,955	Amount budgeted for this item * (including transfers):	\$	001-2701-55010 Regular Salaries	\$380,000	001-2701-55040 FICA	\$ 34,955	008-2701-55010 Regular Salaries	\$ 18,000	001-2701-56080 Other Professional Services	\$ 15,000	001-2701-56641 Copier Rental	\$ 22,000	001-2701-56570 M&R Miscellaneous	\$ 8,000	001-2701-56790 Other Contractual Services	\$266,595	001-2701-56797 Alert II (REJIS)	\$ 2,150	001-2701-56832 Misc Work Payments IW's	\$ 10,000	001-2701-57041 Copier Paper	\$ 8,200	001-2701-57110 Gasoline	\$ 1,300	001-2701-57130 Bldg Cleaning Supplies	\$ 50,000	001-2701-57230 Other Operating Supplies	\$ 16,000	001-2701-58150 Office Furniture/Fixtures	\$ 15,710	008-2701-58020 Buildings & Imp	\$ 8,000	008-2701-58170 Other Equipment	\$ 10,000
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008-2701-58170 Other Equipment	\$ 10,000																																								
PRIOR LEGISLATION	<p>Prior ordinances and (date): <u>Ordinance 5052 Annual Budget awarded 12/28/17</u>          Prior resolutions and (date): <u>Resolution 19955 approved 9/5/18 transferring Regular Salary savings</u></p>																																								
CONTACT INFORMATION REQUEST	<p>RLA drafted by (name, title, &amp; phone): <u>L.J. Scott, Asst Dir of Admin, 881-4232</u></p>																																								



SUMMARY	Transfers are requested to utilize remaining savings in the Regular Salary, FICA and Insurance funds to supplement and address needs in several account categories including: the Board of Police Commissioners for weapons qualification range training; Shawnee Mission Corporate Care for increased numbers of pre employment physicals and UA's; Dunbar Armored Services for daily cash and check pick up; Bank of America fees for maintaining the Inmate Account fund; Copy machine rental; Increase in REJIS charges; Increase in Inmate Workers; Copier paper; Breathalyzer tubes; Inmate ID bracelets; Base contract and pool payment on the Medical Contract. The medical "pool" payments appear to have increased significantly in 2018. 97k of the 100k pool was utilized in the first 48 days of the contract, for items including: 1) HIV and 2) psychotropic medications, and also labs, x-rays, and other essential medications. Related to the 001-2701-56790 account line, \$50,000 will supplement inmate transport costs, and out of county housing for inmates, while \$216,595 will cover the base contract and the projected pool overage on the Medical Contract to the EOY 2018. There are not enough funds available in the 002 Health Fund to cover these contractual needs. In addition to these basic operational needs the following is planned: 1) Additional camera placement in J7C; 2) Remodeling the staff break room including the purchase of one couch and three chairs; and 3) New office chairs for staff work areas;	
CLEARANCE	<input type="checkbox"/> Tax Clearance Completed (Purchasing & Department) <input type="checkbox"/> Business License Verified (Purchasing & Department) <input type="checkbox"/> Chapter 6 Compliance - Affirmative Action/Prevailing Wage (County Auditor's Office)	
ATTACHMENTS		
REVIEW	Department Director:	Date:
	Finance (Budget Approval): <i>If applicable</i> 	Date: <i>10/29/18</i>
	Division Manager: 	Date: <i>10-29-18</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.

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

RES # 20016.

Budget Officer 10/29/18

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

**AN ORDINANCE** transferring \$841,578.00 within and appropriating \$913,558.00 from the undesignated fund balance of the 2018 Public Building Corporation Capital Project Fund and appropriating \$820,000.00 from the undesignated fund balance of the 2018 Special Obligation Bond Debt Service Fund, to reconcile certain County debt service accounts.

**ORDINANCE NO. 5170**, November 5, 2018

**INTRODUCED BY** Dennis Waits, County Legislator

WHEREAS, the County has set aside funds for early redemption of Series 2015 bonds per a tax compliance agreement executed at the time of issuance; and,

WHEREAS, the funds are currently recorded in a capital project fund, but should instead be recorded in a debt service fund, in accordance with generally accepted government accounting principles; and,

WHEREAS, the Director of Finance and Purchasing recommends the transfer of the remaining balance in the Public Building Corporation Capital Project Fund; and,

WHEREAS, transfers and appropriations are necessary to place the funds involved in the appropriate accounts; now therefore,

BE IT ORDAINED by the County Legislature of Jackson County, Missouri, that the following transfer and appropriations be and hereby are made:



<u>DEPARTMENT/DIVISION</u>	<u>CHARACTER/DESCRIPTION</u>	<u>FROM</u>	<u>TO</u>
Public Building Corporation Capital Project Fund Public Works County Road Projects 015-1512	58040- Roads and Highways	\$400,509	
City of Kansas City CURS Funded Road Projects 015-1540	58070-City Projects	\$135,808	
Other Road Capital Projects 015-1510	58020-Buildings & Improvements	\$ 500	
015-1510	58040-Roads & Highways	\$290,405	
Non-Departmental 015-2810	Undesignated Fund Balance		\$ 7,222
Operating Transfers 015-9100	56105-Operating Transfers (Out)		\$820,000
Public Building Corp Fund 015-9999	46320-Interest	\$ 14,356	
015-2810	Undesignated Fund Balance		\$ 14,356
Special Obligation Bond Fund			
073-2810	Undesignated Fund Balance	\$820,000	
073-9999	47070-Inter Fund Transfers		\$820,000
Public Building Corp.Fund 015-2810	Undesignated Fund Balance	\$913,558	
Other Road Capital Projects 015-1510	58040-Roads and Highways		\$913,558
and,			

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. 5170 introduced on November 5, 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. 5170.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Frank White, County Executive

Funds sufficient for these appropriations and transfers are available from the sources indicated below.

ACCOUNT NUMBER: 015 1512 58040  
ACCOUNT TITLE: Public Building Corporation Capital Project Fund  
Public Works County Road Projects  
Roads & Highways  
NOT TO EXCEED: \$400,509.00

ACCOUNT NUMBER: 015 1540 58070  
ACCOUNT TITLE: Public Building Corporation Capital Project Fund  
City of Kansas City CURS Funded Road Projects  
City Projects  
NOT TO EXCEED: \$135,808.00

ACCOUNT NUMBER: 015 1510 58020  
ACCOUNT TITLE: Public Building Corporation Capital Project Fund  
Other Road Capital Projects  
Buildings and Improvements  
NOT TO EXCEED: \$500.00

ACCOUNT NUMBER: 015 1510 58040  
ACCOUNT TITLE: Public Building Corporation Capital Project Fund  
Other Road Capital Projects  
Roads and Highways  
NOT TO EXCEED: \$290,405.00

ACCOUNT NUMBER: 015 9999 46320  
ACCOUNT TITLE: Public Building Corporation Fund  
Interest  
NOT TO EXCEED: \$14,356.00

ACCOUNT NUMBER: 073 2810  
ACCOUNT TITLE: Special Obligation Bond Fund  
Undesignated Fund Balance  
NOT TO EXCEED: \$820,000.00

ACCOUNT NUMBER: 015 2810  
ACCOUNT TITLE: Public Building Corporation Fund  
Undesignated Fund Balance  
NOT TO EXCEED: \$913,558.00

11/1/18  
Date

  
Chief Administrative Officer



# REQUEST FOR LEGISLATIVE ACTION


Completed by County Counselor's Office:

~~Res~~/Ord No.: 5170

Sponsor(s): Dennis Waits

Date: November 5, 2018

SUBJECT	<p>Action Requested  <input type="checkbox"/> Resolution  <input checked="" type="checkbox"/> Ordinance</p> <p>Project/Title: It has been determined that the Public Building Corporation Capital Project Fund is no longer required. We request an Operating Transfer of \$820,000 from the Public Building Corporation Capital Project Fund to the Special Obligation Bond Debt Service Fund, and to appropriate \$913,558 from the remaining Undesignated Fund Balance of the Public Building Corporation Capital Project Fund.</p>										
<p>BUDGET INFORMATION</p> <p><i>To be completed By Requesting Department and Finance</i></p>	<table border="1"> <tr> <td>Amount authorized by this legislation this fiscal year:</td><td>\$0.00</td></tr> <tr> <td>Amount previously authorized this fiscal year:</td><td>\$0.00</td></tr> <tr> <td>Total amount authorized after this legislative action:</td><td>\$0.00</td></tr> <tr> <td>Amount budgeted for this item * (including transfers):</td><td>\$0.00</td></tr> <tr> <td>Source of funding (name of fund) and account code number;</td><td> <p>FROM AMT: \$2,575,136</p> <p>TO AMT: \$2,575,136</p> </td></tr> </table> <p>SEE ATTACHED FISCAL NOTE.</p> <p>* If account includes additional funds for other expenses, total budgeted in the account is: \$</p> <p>OTHER FINANCIAL INFORMATION:</p> <p><input type="checkbox"/> No budget impact (no fiscal note required)</p> <p><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):</p> <p>Prior Year Actual Amount Spent (if applicable):</p>	Amount authorized by this legislation this fiscal year:	\$0.00	Amount previously authorized this fiscal year:	\$0.00	Total amount authorized after this legislative action:	\$0.00	Amount budgeted for this item * (including transfers):	\$0.00	Source of funding (name of fund) and account code number;	<p>FROM AMT: \$2,575,136</p> <p>TO AMT: \$2,575,136</p>
Amount authorized by this legislation this fiscal year:	\$0.00										
Amount previously authorized this fiscal year:	\$0.00										
Total amount authorized after this legislative action:	\$0.00										
Amount budgeted for this item * (including transfers):	\$0.00										
Source of funding (name of fund) and account code number;	<p>FROM AMT: \$2,575,136</p> <p>TO AMT: \$2,575,136</p>										
PRIOR LEGISLATION	<p>Prior ordinances and (date): <u>5052, 12/28/2017</u></p> <p>Prior resolutions and (date):</p>										
CONTACT INFORMATION	<p><i>JS</i> John Gordon, Treasurer, 881-1320</p> <p><i>CS</i> Cheryl Colter, Asst. Director of Accounting/Finance, 881-3180</p>										
REQUEST SUMMARY	<p>The County has funds set aside for the early redemption of series 2015 bonds per our tax compliance agreement. These funds are currently recorded in a capital project fund, but should be recorded in a debt service fund in accordance with generally accepted accounting principles. In order to transfer these funds, the remaining budgeted expenditures will be reduced.</p> <p>Interest earnings which were not included in the adopted 2018 budget will be added to the budget and go to undesignated fund balance.</p> <p>We are requesting an appropriation to use the remaining balance in the Public Building Corporation Capital Projects Fund to pay for chip and seal services originally paid from the Special Road and Bridge Fund. This will enable us to close the Public Building Corporation Capital Projects Fund.</p>										
CLEARANCE	<p><input type="checkbox"/> Tax Clearance Completed (Purchasing &amp; Department)</p> <p><input type="checkbox"/> Business License Verified (Purchasing &amp; Department)</p> <p><input type="checkbox"/> Chapter 6 Compliance - Affirmative Action/Prevailing Wage (County Auditor's Office)</p>										
ATTACHMENTS											

REVIEW	Department Director: 	Date: 10-30-2018
	Finance (Budget Approval): <i>If applicable</i>	Date:
	Division Manager:	Date:
	County Counselor's Office:	Date:

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

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

Account Number:	Account Title:	Amount Not to Exceed:
2810	Undesignated Fund Balance	\$913,558

- ☐ 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.

## Supplemental Appropriation Request Jackson County, Missouri

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

Date: October 24, 2018

Ord # 5170

Department / Division	Character/Description	From	To
<b>015 Public Building Corp Fund</b>			
1512 County Road Projects	58040 Roads & Highways	\$ 400,509	-
1540 City of Kansas City CURS	58070 City Projects	135,808	
1510 Other Road Cap Project	58020 Buildings & Improvements	500	
1510 Other Road Cap Project	58040 Roads & Highways	290,405	
2810 Undesignated Fund Balance			7,222
9100 Operating Transfers	56105 Operating Transfers Out		820,000

<b>015 Public Building Corp Fund</b>			
9999 -	46320 Interest	14,356	
2810 Undesignated Fund Balance			14,356

<b>073 Special Obligation Bond Fund</b>			
2810 Undesignated Fund Balance		820,000	
9999 -	47070 Inter Fund Transfers		820,000

<b>015 Public Building Corp Fund</b>			
2810 Undesignated Fund Balance		913,558	
1510 Other Road Cap Project	58040 Roads & Highways		913,558

*Mark Lang by Mary Rasmussen*  
Budget Officer

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

**AN ORDINANCE** appropriating \$75,159.00 from the undesignated fund balance of the 2018 Health Fund to cover increased revenues for medical examiner services received from Cass and Platte Counties.

**ORDINANCE NO. 5171**, November 5, 2018

**INTRODUCED BY** Crystal Williams, County Legislator

WHEREAS, the County has received increased revenues under its contracts for medical examiner services with Cass and Platte Counties; and,

WHEREAS, an appropriation is necessary to place these increased revenues in the proper spending accounts; now therefore,

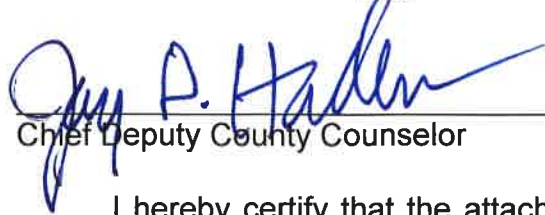
BE IT ORDAINED by the County Legislature of Jackson County, Missouri, that the following appropriation be and hereby is made from the undesignated fund balance of the 2018 Health Fund:

<u>DEPARTMENT/DIVISION</u>	<u>CHARACTER/DESCRIPTION</u>	<u>FROM</u>	<u>TO</u>
Health Fund			
002-9999	45404-Cass County ME	\$33,473	
002-9999	45405-Platte County ME	\$41,686	
002-2810	Undesignated Fund Balance		\$75,159
002-2810	Undesignated Fund Balance	\$75,159	
Medical Examiner			
002-2001	56790-Other Contractual Svc		\$ 49,401
002-2001	56570-Maint. & Repair- Misc.		\$ 25,758



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. 5171 introduced on November 5, 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. 5171.

\_\_\_\_\_  
Date

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

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

ACCOUNT NUMBER: 002 2810  
ACCOUNT TITLE: Health Fund  
Undesignated Fund Balance  
NOT TO EXCEED: \$75,159.00

11/1/18  
\_\_\_\_\_  
Date

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

# REQUEST FOR LEGISLATIVE ACTION EXECUTIVE OFFICE

OCT 24 2018

Completed by County Counselor's Office:

~~Res~~Ord No.: 5171

Sponsor(s): Crystal Williams

Date: November 5, 2018

SUBJECT	<p>Action Requested Resolution <input checked="" type="checkbox"/> Ordinance</p> <p><b>Project/Title:</b> Requesting an appropriation of \$75,159 from the Health Fund as a result of the increase in revenues due to the new contracts with Cass and Platte Counties for medical examiner services.</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>\$75,159</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>\$75,159</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: 002-9999 2810 Health Fund, Non-Dept Health Fund</td><td>FROM ACCT \$75,159</td></tr> <tr> <td>TO: 002-2001 55010 Health Fund, MEO, Other Contractual Services 002-2001 56570 Health Fund, MEO, Maint &amp; Repair Misc</td><td>TO ACCT \$ 49,401.00 \$ 25,758.00</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:	\$75,159	Amount previously authorized this fiscal year:	\$0	Total amount authorized after this legislative action:	\$75,159	Amount budgeted for this item * (including transfers):	\$0	Source of funding (name of fund) and account code number; FROM: 002-9999 2810 Health Fund, Non-Dept Health Fund	FROM ACCT \$75,159	TO: 002-2001 55010 Health Fund, MEO, Other Contractual Services 002-2001 56570 Health Fund, MEO, Maint & Repair Misc	TO ACCT \$ 49,401.00 \$ 25,758.00
Amount authorized by this legislation this fiscal year:	\$75,159												
Amount previously authorized this fiscal year:	\$0												
Total amount authorized after this legislative action:	\$75,159												
Amount budgeted for this item * (including transfers):	\$0												
Source of funding (name of fund) and account code number; FROM: 002-9999 2810 Health Fund, Non-Dept Health Fund	FROM ACCT \$75,159												
TO: 002-2001 55010 Health Fund, MEO, Other Contractual Services 002-2001 56570 Health Fund, MEO, Maint & Repair Misc	TO ACCT \$ 49,401.00 \$ 25,758.00												
PRIOR LEGISLATION	<p>Prior ordinances and (date):  Prior resolutions and (date): Res. 19838, Res. 19839, Res. 19840 April 23, 2018 Agreements for increased compensation payable to Jackson County covering Medical Examiner services for Cass and Platte Counties.</p>												
CONTACT INFORMATION	<p>RLA drafted by (name, title, &amp; phone): Kandi Brooke, Administrative Supervisor for Dr. Diane Peterson, Chief Medical Examiner (816) 881-6600</p>												
REQUEST SUMMARY	<p>Requesting an appropriation of \$75,159 from the Health Fund as a result of the increase in revenues due to the new contracts with Cass and Platte Counties for medical examiner services to help cover additional expenditures and repairs due to an increased case load.</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		
REVIEW	Department Director: <i>Diane Peterson MD</i>	Date: <i>10/17/2018</i>
	Finance (Budget Approval): <i>If applicable</i>	Date: <i>10/24/18</i>
	Division Manager: <i>Barry M. A.</i>	Date: <i>10-24-18</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:
<i>2810</i>	<i>Undesignated Fund Balance</i>	<i>\$75,159</i>

- ☐ 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.

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

Ord # 5171

Budget Officer *10/24/18*



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

**AN ORDINANCE** appropriating \$38,012.00 from the undesignated fund balance of the 2018 General Fund and awarding a twelve-month term and supply contract, with two twelve-month options to extend, for the furnishing and installation of cell door food pass/cuff ports for use by the Department of Corrections to Cornerstone Detention Products of Madison, AL, under the terms and conditions of Request of Proposal No. 59-18.

**ORDINANCE NO. 5172**, November 5, 2018

**INTRODUCED BY** Alfred Jordan, County Legislator

WHEREAS, the Department of Corrections has a need for the installation of retrofit food pass/cuff ports in cell doors; and,

WHEREAS, there are a total of one hundred and twenty cell doors that need these retrofits, to be completed in phases; and,

WHEREAS, the Director of the Department of Corrections desires to have installation of the retrofit food pass/cuff doors on thirty-two of the cells completed by the end of the 2018, with the remaining installation to be accomplished in future years; and,

WHEREAS, the Director of the Department of Finance and Purchasing issued Request for Proposals No. 59-18 for the furnishing and installation of retrofit food pass/cuff doors; and,

WHEREAS, a total of twenty-one notification were distributed and one response was received and evaluated as follows:

**RESPONDENT****BID ( For 32 doors)**

Cornerstone Detention Products  
Madison, Alabama

\$38,012

WHEREAS, pursuant to section 1054.6 of the Jackson County Code, the Director 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 and installation of retrofit food pass/cuff ports for the Department of Correction to Cornerstone Detention Products of Madison, AL, as the lowest and best proposal received; and,

WHEREAS, an appropriation is needed to place the funds required for this purchase and installation to be accomplished in 2018 in the proper spending account; now therefore,

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

<b><u>DEPARTMENT/DIVISION</u></b>	<b><u>CHARACTER/DESCRIPTION</u></b>	<b><u>FROM</u></b>	<b><u>TO</u></b>
General Fund			
Undesignated Fund Balance			
001-2810		\$38,012	
001-2701	58020 – Buildings & Improvements		\$38,012

and,

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

BE IT FURTHER ORDAINED that the Director of Finance and Purchasing is authorized to make all payments, including final payment on the contract and extensions thereto, to the extent sufficient appropriations to the using spending agency are continued in the then current Jackson County budget.

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. 5172, introduced on November 5, 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. 5172.

\_\_\_\_\_  
Date

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



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

ACCOUNT NUMBER: 001 2810  
ACCOUNT TITLE: General Fund  
Undesignated Fund Balance  
NOT TO EXCEED: \$38,012.00

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.

11/1/18  
Date

  
Chief Administrative Officer

# EXECUTIVE OFFICE REQUEST FOR LEGISLATIVE ACTION

OCT 26 2018

Completed by County Counselor's Office:

Res/Ord No.: 5172

Sponsor(s): Alfred Jordan

Date: November 5, 2018

SUBJECT	<p>Action Requested  <input type="checkbox"/> Resolution  <input checked="" type="checkbox"/> Ordinance</p> <p>Project/Title: <u>Appropriating \$38,012 from the Undesignated Fund Balance of the General Fund and Awarding a Twelve Month Contract, with Two Twelve Month Options to Extend, for the furnishing and installation of Retrofit Food Pass/Cuff Ports for the Department of Corrections to Cornerstone Detention Products of Madison, Alabama under the terms and conditions of Request for Proposal No. 59-18.</u></p>															
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>\$38,012</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>\$38,012</td></tr> <tr> <td>Amount budgeted for this item * (including transfers):</td><td>\$38,012</td></tr> <tr> <td>Source of funding (name of fund) and account code number:</td><td></td></tr> <tr> <td>APPROPRIATE FROM: 001-2801 General Fund, Undesignated Fund Balance</td><td>\$38,012</td></tr> <tr> <td>APPROPRIATE TO: 001-2701-58020 General Fund, Corrections, Building &amp; Improvement</td><td>\$38,012</td></tr> </table> <p>* If account includes additional funds for other expenses, total budgeted in the account is: \$</p> <p>OTHER FINANCIAL INFORMATION:</p> <p><input type="checkbox"/> No budget impact (no fiscal note required)  <input type="checkbox"/> Term and Supply Contract (funds approved in the annual budget); estimated value and use of contract:  Department: _____ Estimated Use: _____</p> <p>Prior Year Budget (if applicable): _____  Prior Year Actual Amount Spent (if applicable): _____</p>	Amount authorized by this legislation this fiscal year:	\$38,012	Amount previously authorized this fiscal year:		Total amount authorized after this legislative action:	\$38,012	Amount budgeted for this item * (including transfers):	\$38,012	Source of funding (name of fund) and account code number:		APPROPRIATE FROM: 001-2801 General Fund, Undesignated Fund Balance	\$38,012	APPROPRIATE TO: 001-2701-58020 General Fund, Corrections, Building & Improvement	\$38,012	
Amount authorized by this legislation this fiscal year:	\$38,012															
Amount previously authorized this fiscal year:																
Total amount authorized after this legislative action:	\$38,012															
Amount budgeted for this item * (including transfers):	\$38,012															
Source of funding (name of fund) and account code number:																
APPROPRIATE FROM: 001-2801 General Fund, Undesignated Fund Balance	\$38,012															
APPROPRIATE TO: 001-2701-58020 General Fund, Corrections, Building & Improvement	\$38,012															
PRIOR LEGISLATION	<p>Prior ordinances and (date): _____  Prior resolutions and (date): _____</p>															
CONTACT INFORMATION	<p>RLA drafted by (name, title, &amp; phone): Barbara Casamento, Purchasing Administrator, 881-3253</p>															
REQUEST SUMMARY	<p>The Department of Corrections requires a contract for the furnishing and installation of Retrofit Food Pass/Cuff Ports in cell doors. There are a total of 120 cell doors that need these retrofits to be completed in phases as funds become available; the department would like to have 32 doors done in 2018. The Purchasing Department issued Request for Proposal No. 59-18 to meet these requirements.</p> <p>Twenty-one notifications were distributed and one response was received and evaluated as follows:</p> <table> <tr> <td>Cornerstone Detention Products, Madison, Alabama</td> <td>\$21,500 for 16 doors</td> </tr> <tr> <td></td> <td>\$16,512 for additional 16 doors</td> </tr> <tr> <td></td> <td>\$38,012 total</td> </tr> </table> <p>Pursuant to Section 1054.6 of the Jackson County Code, the Director of Finance and Purchasing recommends the award of a Twelve Month Contract, with Two Twelve Month Options to Extend for the furnishing and installation of Retrofit Food Pass/Cuff Ports for the Department of Corrections to Cornerstone Detention Products of Madison, Alabama as the best proposal received.</p> <p>The Director of Finance and Purchasing also requests the appropriation of \$38,012 as follows:</p> <table> <tr> <td></td> <td>FROM:</td> <td>TO:</td> </tr> <tr> <td>001-2801 General Fund, Undesignated Fund Balance</td> <td></td> <td>\$38,012</td> </tr> <tr> <td>001-2701-58020 General Fund, Corrections, Buildings &amp; Improvements</td> <td></td> <td>\$38,012</td> </tr> </table>	Cornerstone Detention Products, Madison, Alabama	\$21,500 for 16 doors		\$16,512 for additional 16 doors		\$38,012 total		FROM:	TO:	001-2801 General Fund, Undesignated Fund Balance		\$38,012	001-2701-58020 General Fund, Corrections, Buildings & Improvements		\$38,012
Cornerstone Detention Products, Madison, Alabama	\$21,500 for 16 doors															
	\$16,512 for additional 16 doors															
	\$38,012 total															
	FROM:	TO:														
001-2801 General Fund, Undesignated Fund Balance		\$38,012														
001-2701-58020 General Fund, Corrections, Buildings & Improvements		\$38,012														

CLEARANCE	<input type="checkbox"/> Tax Clearance Completed (Purchasing & Department) N/A <input type="checkbox"/> Business License Verified (Purchasing & Department) N/A <input checked="" type="checkbox"/> Chapter 6 Compliance - Affirmative Action/Prevailing Wage (County Auditor's Office)	
COMPLIANCE	<input type="checkbox"/> MBE Goals <input type="checkbox"/> WBE Goals      No goals established for this Request for Proposal <input type="checkbox"/> VBE Goals	
ATTACHMENTS	Bid Abstract, Recommendation Memorandum from Steve Raines, Accreditation Manager for the Department of Corrections and the pertinent pages of Cornerstone Detention Product's proposal	
REVIEW	Department Director:	Date: 10/24/18
	Finance (Budget Approval): If applicable	Date: 10/26/18
	Division Manager:	Date: 10/26/18
	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:
2110	Undesignated Fund Balance	\$38,012

- ☒ 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.

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

Ord # 5172

Budget Officer *10/26/15*

Bid No: 59-18 Date: 10/2/18 COMMODITY: Food Pass/Cuff Port Retrofit Manufacture and Installation		Cornerstone Detention Products	AMOUNT	AMOUNT	AMOUNT	AMOUNT	AMOUNT	AMOUNT
NO	DESCRIPTION							
1.0	Food Pass/Cuff Port Retrofit Manufacture and Installation per RFP 59-18		See bid					

CERTIFICATION OF BID OPENING  
 BIDS WERE PUBLICLY  
 OPENED AND RECORDED  
 ON: 10-2-2018 BY Al. Deasa  
 CLERK OF THE LEGISLATURE  
Katie Butler  
 PURCHASING



DEPARTMENT OF CORRECTIONS

JACKSON COUNTY, MISSOURI

1300 Cherry Street  
Kansas City, Missouri 64106

Barbara Casamento, Purchasing Supervisor  
Purchasing Department  
Jackson County, MO  
RFP Number 59-18 Proposals  
Food Pass / Cuff Port Retrofit

October 24, 2018

One proposal for Food Pass/Cuff Port was received from Cornerstone Detention and evaluated by four Department of Corrections personnel: Steven Raines, Accreditation Manager; Major John Cloonan, Manager of Detention; Kale Webster, Project and Safety Coordinator and Brian Johnson, Health & Behavior Compliance Manager. Respondent was evaluated on 1) Method of Performance; 2) Experience, Qualifications and References and 3) Pricing.

Based on the evaluation of the committee the proposal meets or exceeds the requirements of the RFP. Cornerstone has provided evidence of extensive experience and qualification in physical security projects large and small in corrections and law enforcement field, and are more than capable of providing a professional and efficient service to the Jackson County Department of Corrections.

Based on the evaluation Jackson County Department of Corrections selects **Option 1- Furnish and Install all 16 Food Pass Kits at One Time AIRTEQ LOCK BRAND**, see Proposal for details.

Option 1- Bid for 16 each at a time: **\$21,500.00.**

Option 1A- for each additional unit added on PO over 16 to be added to Option 1 Price: **\$1,032.00/ea.** Based on the information provide in Option 1A, I calculate the total for an additional 16 cell module to be **\$16,512.00.**

The estimated cost to have two 16 cell modules retrofitted with Food Pass/Cuff Ports would be **\$38,012.00.**

The evaluation team recommends that Cornerstone Detention be awarded the bid for Food Pass / Cuff Port Retrofit.

Account information: General Fund 001-9999-32810 Undesignated Fund Balance.

Sincerely  
Steven Raines  
Accreditation Manager

*Cc Diana Turner, Director; Isaac Johnston, Acting Deputy Director*





**CORNERSTONE**

September 24, 2018

Attention: Jackson County Purchasing Department

RE: **Proposal No. 5918 for 120 Food Pass Kits**  
**Jackson County Detention Center**  
**1300 Cherry Street, Kansas City, MO**

Cornerstone Construction is pleased to offer this proposal for the above referenced project as follows:

**Option 1-Furnish and install:**

**Furnish & Install all 16 Food Pass Kits at One Time AIRTEQ LOCK BRAND:**

CDP will furnish and install 16 Food Pass Kits, this includes the **Airteq 5017** Food Pass Lock in accordance with the standard detention industry, unless otherwise noted in the exclusions. The quantities that are included within our scope of work are as follows:

- Furnish & Install 16 Food Pass Kits on Cell Doors Per Attached Drawing
- Furnish & Install 16 Airteq 5017 Food Pass Lock
- Furnish (2) Each Paracentric Keys per 16 locks
- The Food Pass Kit above has been priced to work with most standard doors.
- One Mobilization and Demobilization included.
- Option 1 Bid for 16 each at a time: **\$21,500.00**
- Option 1A- for each additional unit added on PO over 16 to be added to Option 1 Price: **\$ 1,032.00/ea.**
- Optional Add Per each Paracentric Airteq Key: **\$35.00 / ea**

**Option 2-Furnish and install:**

**Furnish & Install all 16 Food Pass Kits at One Time FOLGER ADAM LOCK BRAND:**

CDP will furnish and install 16 Food Pass Kits, this includes the Folger Adam 17 Food Pass Lock in accordance with the standard detention industry, unless otherwise noted in the exclusions. The quantities that are included within our scope of work are as follows:

- Furnish & Install 16 Food Pass Kits on Cell Doors Per Attached Drawing
- Furnish & Install 16 F Food Pass Lock
- Furnish (2) Each Paracentric keys per 16 locks
- The Food Pass Kit above has been priced to work with most standard doors.
- One Mobilization and Demobilization included
- Option 2 Bid for 16 each at a time: **\$27,700.00**
- Option 2A- for each additional unit added on PO over 16 to be added to options 2 price: **\$ 1,418.75 /ea.**
- Optional Add Per each Paracentric Folger Adam Key: **\$55.00/ ea.**

Option 1 and 2 include the below Inclusions and Exclusions

**Project-specific Inclusions:**

1. CDP includes maintaining as-built drawings on the jobsite relative to the materials listed above.
2. CDP includes project coordination as required.
3. CDP includes proper disposal of excess and waste materials on a daily basis while onsite.
4. CDP includes all tools, supplies, and unloading of equipment at the project site locations, which CDP is to install.
5. CDP includes all travel expenses, hotel expenses, per diem monies and consumables necessary to perform this scope of work.
6. CDP includes warranty of workmanship for a period of one (1) year after completion, if not specifically covered by a particular specification section.
7. CDP has bid the job based off a 5 day work week or up to 40 hours per week.
8. CDP will honor this quotation for a period of Twenty-Five (90) days from this date.

**Project-specific Exclusions:**

1. CDP excludes all required controls, wire, conduit, raceway, and power requirements.
2. Power hookup and feeds
3. All Finish Painting
4. Dumpsters and dumpster fees.
5. Painting and patching.
6. Temporary power, water, lighting and heating.
7. Storage of material on-site.
8. Spare parts
9. CDP excludes any and ALL materials & Labor required for this project unless specifically noted above.
10. All lead base paint abatement & asbestos in its entirety if required.
11. **Sales Tax (Tax Exempt)**
12. Performance and payment bond (if required add 1.5 % to our bid amount)

**Scheduling Requirements:**

1. Food Pass Kits delivery lead time is **6 to 8 weeks** from receipt of all submittals listed in #1 above, approved or approved-as-noted – without any open RFI's or change proposals.

All prices are subject to Cornerstone's *Standard Inclusions, Exclusion, Terms, & Conditions* (attached).

We appreciate the opportunity of submitting the above proposal. Should you have any questions or comments concerning our proposal, please do not hesitate to call.

Sincerely,  
Cornerstone Construction

Heather Lang  
Sr. Project Manager / Estimator  
Phone: (256) 560-4245

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

**A RESOLUTION** transferring \$307,091.00 within the 2018 Special Road and Bridge Fund to cover the cost of debt service on the 2013 and 2015 Bonds.

**RESOLUTION NO. 20031**, November 5, 2018

**INTRODUCED BY** Dennis Waits, County Legislator

WHEREAS, the County has a need to pay debt service on certain outstanding 2013 and 2015 bonds; and,

WHEREAS, a transfer is required to place the funds necessary for this payment in the proper spending account; and,

WHEREAS, this Resolution will require the adoption of Ordinance 5170, dated November 5, 2018, to take effect; now therefore,

BE IT RESOLVED by the County Legislature of Jackson County, Missouri, that the following transfer within the 2018 Special Road and Bridge Fund be and hereby is made:

<u>DEPARTMENT/DIVISION</u>	<u>CHARACTER/DESCRIPTION</u>	<u>FROM</u>	<u>TO</u>
Special Road and Bridge Fund Road & Bridge Maintenance			
004-1506	58040- Road & Highways	\$307,091	
004-9100	56105- Operating Transfers Out		\$307,091

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. 20031 of November 5, 2018, was duly passed on \_\_\_\_\_, 2018 by the Jackson County Legislature. The votes thereon were as follows:

Yeas \_\_\_\_\_

Nays \_\_\_\_\_

Abstaining \_\_\_\_\_

Absent \_\_\_\_\_

\_\_\_\_\_  
Date

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

Funds sufficient for this transfer will be available from the source indicated below, with the adoption of Ordinance 5170, dated November 5, 2018.

ACCOUNT NUMBER: 004 1506 58040  
ACCOUNT TITLE: Special Road and Bridge Fund  
Road & Bridge Maintenance  
Roads & Highways  
NOT TO EXCEED: \$307,091.00

10/31/18  
\_\_\_\_\_  
Date

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

# REQUEST FOR LEGISLATIVE ACTION


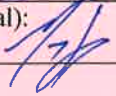
Completed by County Counselor's Office:

Res/~~Ord~~ No.: 20031

Sponsor(s): Dennis Waits

Date: November 5, 2018

SUBJECT	<p>Action Requested <input checked="" type="checkbox"/> Resolution <input type="checkbox"/> Ordinance</p> <p>Project/Title: A resolution transferring \$307,091 within the 2018 Special Road and Bridge Fund to pay debt service on the 2013A and 2015 bonds.</p>															
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>0</td></tr><tr><td>Amount previously authorized this fiscal year:</td><td>\$307,091</td></tr><tr><td>Total amount authorized after this legislative action:</td><td>\$307,091</td></tr><tr><td>Amount budgeted for this item * (including transfers):</td><td>\$307,091</td></tr><tr><td>Source of funding (name of fund) and account code number; FROM / TO</td><td></td></tr><tr><td>004-1506-58040 Special Road and Bridge Fund – Roads and Highways</td><td>FROM ACCT \$307,091</td></tr><tr><td>004-9100-56105 Special Road and Bridge Fund - Transfer out</td><td>TO ACCT \$307,091</td></tr></table> <p>* If account includes additional funds for other expenses, total budgeted in the account is: \$</p> <p>OTHER FINANCIAL INFORMATION:</p> <p><input type="checkbox"/> No budget impact (no fiscal note required) <input type="checkbox"/> Term and Supply Contract (funds approved in the annual budget); estimated value and use of contract: Department: Estimated Use: \$</p> <p>Prior Year Budget (if applicable): \$593,343 Prior Year Actual Amount Spent (if applicable): \$593,343</p>		Amount authorized by this legislation this fiscal year:	0	Amount previously authorized this fiscal year:	\$307,091	Total amount authorized after this legislative action:	\$307,091	Amount budgeted for this item * (including transfers):	\$307,091	Source of funding (name of fund) and account code number; FROM / TO		004-1506-58040 Special Road and Bridge Fund – Roads and Highways	FROM ACCT \$307,091	004-9100-56105 Special Road and Bridge Fund - Transfer out	TO ACCT \$307,091
Amount authorized by this legislation this fiscal year:	0															
Amount previously authorized this fiscal year:	\$307,091															
Total amount authorized after this legislative action:	\$307,091															
Amount budgeted for this item * (including transfers):	\$307,091															
Source of funding (name of fund) and account code number; FROM / TO																
004-1506-58040 Special Road and Bridge Fund – Roads and Highways	FROM ACCT \$307,091															
004-9100-56105 Special Road and Bridge Fund - Transfer out	TO ACCT \$307,091															
PRIOR LEGISLATION	<p>Prior ordinances and (date): <u>5052, 12/28/17</u></p> <p>Prior resolutions and (date):</p>															
CONTACT INFORMATION	<p>RLA drafted by (name, title, &amp; phone): Cheryl L. Colter, Asst. Dir. of Accounting/Finance 881-3180</p>															
REQUEST SUMMARY	<p>The 2018 budget included a \$307,091 transfer from the 2018 County Urban Road System (CURS) Fund (Fund 400) to the 2018 Special Obligation Bond Debt Service Fund (Fund 073) to pay debt service on the 2013 and 2015 bonds. However, there is no cash available for the transfer in the 2018 County Urban Road System (CURS) Fund, so we are recommending the transfer be made from the 2018 Special Road and Bridge Fund.</p>															
CLEARANCE	<p><input type="checkbox"/> Tax Clearance Completed (Purchasing &amp; Department) <input type="checkbox"/> Business License Verified (Purchasing &amp; Department) <input type="checkbox"/> Chapter 6 Compliance - Affirmative Action/Prevailing Wage (County Auditor's Office)</p>															

ATTACHMENTS		
REVIEW	Department Director: 	Date: <u>10-24-2018</u>
	Finance (Budget Approval): <i>If applicable</i> 	Date:
	Division Manager:	Date:
	County Counselor's Office:	Date:

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

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

Account Number:	Account Title:	Amount Not to Exceed:

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

### Fiscal Note:

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

PC#

Date: October 24, 2018

RES # 20031

Department / Division

### Character/Description

From

To

**004 Special Road & Bridge Fund**

1506 Road &amp; Bridge Maintenance

58040 Roads &amp; Highways

\$ 307,091

1

9100 Operating Transfers

56105    Operating Transfers Out

1

307,091

**\*Subject to the passage of Ordinance 5170**

Budget Officer

10/24/8



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

**A RESOLUTION** awarding a contract for refurbishing of a trash truck with an eight-yard rear loader bed, barrel tipper, and light panel for use by the Parks + Rec Department to Elliott Equipment Company of Grandview, MO, under the terms and conditions of Invitation to Bid No. 35-18, at an actual cost to the County in the amount of \$79,934.00.

**RESOLUTION NO. 20032**, November 5, 2018

**INTRODUCED BY** Tony Miller, County Legislator

WHEREAS, by Resolution 19984 dated September 17, 2018, the Legislature did award a contract for the furnishing of a trash truck with an eight-yard rear loader bed, barrel tipper, and light panel for use by the Park + Rec Department to Elliott Equipment Company of Grandview, MO, under the terms and conditions of Invitation to Bid 35-18; and,

WHEREAS, at the time of award, Elliott Equipment Company agreed to hold the pricing offered in Invitation to Bid 35-18 open for the potential purchase of an additional truck; and,

WHEREAS, the Parks + Rec Department has now determined it has a need for a second trash truck, similarly equipped; and,

WHEREAS, pursuant to section 1054.6 of the Jackson County Code, the Director of Finance and Purchasing recommends the award of a contract for the furnishing of an additional trash truck with eight-yard rear loader bed, barrel tipper, and light panel for


use by Parks + Rec to Elliott Company of Grandview (Jackson County), MO, as the lowest and best bid under the terms and conditions of Invitation to Bid 35-18; and,

BE IT FURTHER RESOLVED that award be made as recommended by the Director of Finance and Purchasing and that the Director be and hereby is authorized to execute any documents necessary to the accomplishment of the award; and

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

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. 20032 of November 5, 2018, was duly passed on \_\_\_\_\_, 2018 by the Jackson County Legislature. The votes thereon were as follows:

Yeas \_\_\_\_\_

Nays \_\_\_\_\_

Abstaining \_\_\_\_\_

Absent \_\_\_\_\_

\_\_\_\_\_  
Date

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

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: 003 1602 58120

ACCOUNT TITLE: Park Fund  
Park Operations  
Automobiles

NOT TO EXCEED: \$79,934.00

10/31/18  
\_\_\_\_\_  
Date

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

# REQUEST FOR LEGISLATIVE ACTION EXECUTIVE OFFICE

OCT 26 2018

Completed by County Counselor's Office:

Res/Ord No.: 20032

Sponsor(s): Tony Miller

Date: November 5, 2018

SUBJECT	<p>Action Requested  <input checked="" type="checkbox"/> Resolution  <input type="checkbox"/> Ordinance</p> <p>Project/Title: <u>Authorizing the purchase of a second Trash Truck with Eight Yard Rear Loader Bed, Barrel Tipper and Light Panel for use by Parks + Rec from Elliott Equipment Company of Grandview, MO under the terms and conditions of Invitation to Bid 35-18.</u></p>										
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>\$79,934.00</td></tr> <tr> <td>Amount previously authorized this fiscal year:</td><td>\$79,934.00</td></tr> <tr> <td>Total amount authorized after this legislative action:</td><td>\$159,868.00</td></tr> <tr> <td>Amount budgeted for this item * (including transfers):</td><td>\$79,934.00</td></tr> <tr> <td>Source of funding (name of fund) and account code number: 003-<del>1602</del>-58120 Park Fund – Non-Departmental – Heavy Machinery &amp; Equipment</td><td>\$79,934.00</td></tr> </table> <p>* If account includes additional funds for other expenses, total budgeted in the account is: \$</p> <p>OTHER FINANCIAL INFORMATION:</p> <p><input type="checkbox"/> No budget impact (no fiscal note required)  <input type="checkbox"/> Term and Supply Contract (funds approved in the annual budget); estimated value and use of contract:  Department: 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:	\$79,934.00	Amount previously authorized this fiscal year:	\$79,934.00	Total amount authorized after this legislative action:	\$159,868.00	Amount budgeted for this item * (including transfers):	\$79,934.00	Source of funding (name of fund) and account code number: 003- <del>1602</del> -58120 Park Fund – Non-Departmental – Heavy Machinery & Equipment	\$79,934.00
Amount authorized by this legislation this fiscal year:	\$79,934.00										
Amount previously authorized this fiscal year:	\$79,934.00										
Total amount authorized after this legislative action:	\$159,868.00										
Amount budgeted for this item * (including transfers):	\$79,934.00										
Source of funding (name of fund) and account code number: 003- <del>1602</del> -58120 Park Fund – Non-Departmental – Heavy Machinery & Equipment	\$79,934.00										
PRIOR LEGISLATION	<p>Prior ordinances and (date):  Prior resolutions and (date): 19984 (September 17, 2018)</p>										
CONTACT INFORMATION	<p>RLA drafted by (name, title, &amp; phone): Katie Bartle, Senior Buyer, 816-881-3465</p>										
REQUEST SUMMARY	<p>Resolution 19984 passed in September, 2018 authorizing the purchase of a Trash Truck with Eight Yard Rear Loader Bed, Barrel Tipper and Light panel for use by Parks + Rec from Elliott Equipment Company of Grandview, MO under the terms and conditions of Invitation to Bid 35-18. Parks + Rec has identified additional funds and would like to purchase an additional truck under the same terms and conditions. The low bidder, Elliott Equipment Company of Grandview, MO has agreed to hold the pricing offered in Invitation to Bid 35-18 for an additional truck.</p> <p>Pursuant to Chapter 1054.6 of the Jackson County Code, the Director of Finance and Purchasing Recommends the award of a contract to purchase an additional Trash Truck with Eight Yard Rear Loader Bed, Barrel Tipper and Light Panel for use by Parks + Rec to Elliott Equipment Company of Grandview, MO as the lowest bid received.</p>										
CLEARANCE	<p><input checked="" type="checkbox"/> Tax Clearance Completed (Purchasing &amp; Department)  <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>										
COMPLIANCE	<p><input type="checkbox"/> MBE Goals  <input type="checkbox"/> WBE Goals No Goals Assigned  <input type="checkbox"/> VBE Goals</p>										
ATTACHMENTS	<p>Memorandum from Parks + Rec, Abstract of Bids Received, Pertinent pages of Elliott Equipment's bid</p>										

REVIEW	Department Director:	Date:
	Finance (Budget Approval): If applicable	Date:
	Division Manager:	Date:
	County Counselor's Office:	Date:

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

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

Account Number:	Account Title:	Amount Not to Exceed:

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

### Fiscal Note:

This expenditure was included in the Annual Budget.

PC#

Date: October 25, 2018

RES # 200322

Department / Division

### Character/Description

Not to Exceed

**003      Park Fund**1602 Park Operations

58120 Automobiles

\$ 79,934

\$ 79,934

Budget Officer



## JACKSON COUNTY

### Parks + Rec.

22807 Woods Chapel Road  
Blue Springs, Missouri 64015  
www.jacksongov.org

R. 20032

*Administration  
Historic Sites  
Ranger Station  
Leisure Services  
(816) 503-4800  
Fax (816) 795-1234*

*Kemper Outdoor  
Education Center  
(816) 229-8980*

*Fred Arbanas  
Golf Course at  
Longview Lake  
(816) 761-9445*

*Blue Springs Marina  
(816) 795-1112*

*Jacomo Marina  
(816) 795-8888*

*Longview Marina  
(816) 966-0131*

*Special Population  
Services  
(816) 763-5130*

## MEMORANDUM

**TO:** Katie Bartle, Senior Buyer

**FROM:** John Johnson, Superintendent Park Operations

**DATE:** October 10, 2018

**SUBJECT:** Bid #35-18, Park Operations - Trash Truck

The Parks + Rec. Department requests to purchase a second trash truck using the low bidder, Elliott Equipment Company. Parks+Rec has ordered one replacement trash truck and Elliott has responded to Purchasing and Parks+Rec that they will honor the low bid quote previously submitted for another trash truck, same specifications as listed below:

- Ford F550 Gas, 8-yard Nuway Bed
- Add on item 3.0, barrel tipper
- Add on item 5.0, Light panel for additional turn and brake lights

Mark Hite, Longview Supervisor, has checked with two of the municipal references listed within the bid and received positive comments regarding the quality of the equipment and support service provide by Elliott.

The base bid is \$71,996, the cost of the two add on components totaled is \$7,938 which equals \$79,934.

003 – 5103 - 58110 - \$79,934

Please advise if you need additional information, thank you.

John



### STATEMENT OF CONTRACTOR'S QUALIFICATIONS

(Complete in full, Use attachments if necessary)

Name of Bidder: <u>Elliott Equipment Company</u>	
Address with Zip Code: <u>14001 Botts Rd. Grandview, MO 64030</u>	
Federal Tax I.D. Number: <u>42-0999627</u>	
Check One: Corporation <input checked="" type="checkbox"/> Partnership <input type="checkbox"/> Sole Proprietorship <input type="checkbox"/>	
If SOLE PROPRIETORSHIP, state name, address and phone number of owner:	
If CORPORATION:	
Date of Incorporation: <u>November 1970</u>	Name of State(s) in which incorporated: <u>Iowa</u>
President's Name: <u>Eugene Elliott</u>	Vice-President's Name: <u>Rick Vankwessenhove</u>
Secretary's Name: <u>Angeki DeGoursey</u>	Treasurer's Name: <u>Dalena Elliott</u>
If PARTNERSHIP:	
Is the Partnership: General <input type="checkbox"/> Limited <input type="checkbox"/> Association <input type="checkbox"/> (Check one)	
Date of Organization:	
Name and addresses of all partners:	
1.	
2.	
3.	
GENERAL INFORMATION:	
Percent of work to be done under the proposed contract by your own staff: <u>We are a dealer, warranty work to be done on body. Chassis dealer for the chassis. Percent to vary.</u>	
No. of Permanent Employees: <u>43</u>	Geographical Limits of Operation: <u>None</u>
No. of years in business: <u>48</u>	
Have you ever done business under a different name: Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> (Check one)	
If Yes, give Name and Location:	
Has contractor ever withdrawn or defaulted on a contractual obligation: Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> (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:

City of Kansas City, MO - Water Services Division - \$1,490,605.00  
City of Olathe, KS - Solid Waste Division - \$3,016,949.00  
City of Columbia, MO - Solid Waste Division - \$501,762.00

List of Current Contracts, Including Amount of Each:

City of Kansas City, MO - Water Services/Solid Waste Division - \$1,023,746.30  
City of Olathe, KS (bid) - Solid Waste Division - \$988,172.00  
City of Columbia, MO - Solid Waste Division - \$705,971.00

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

City of Kansas City, MO - Greg Owen - 1800 Prospect, KCMO 64127 (816) 513-8013  
City of Olathe, KS - Darren Gilbert - 1415 S. Robinson, Olathe, KS 66051 (913) 971-9046  
City of Columbia, MO - Damon Crum - 1313 Lakeview Avenue, Columbia, MO 65201 (573) 874-6291

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

NO

SUBCONTRACTOR'S NAME & PHONE #	ITEM OF WORK	\$ AMOUNT OF CONTRACT	MBE/WBE

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

None

DBE STATUS Indicate status claimed:

- Minority Owned Business (MBE) YES \_\_\_ NO \_\_\_  
African American \_\_\_ Latino \_\_\_ Native American \_\_\_ Asian \_\_\_ Pacific Islander \_\_\_
- Woman Owned Business (WBE) YES \_\_\_ NO \_\_\_
- Small Business YES ☒ 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): Kevin M. Hilgendorf

Title: VP- Branch Manager

Signature: 

Date: 07/09/18

8.0 QUOTATION *Comply*

Delivery must be included in all pricing.

NO.		PRICE
1.0	Trash truck with 8 Yard rear loader bed <i>(2019 F550 Gas w/ 8yd New Way)</i>	\$ 71,996.00
2.0	Trash truck with 11 Yard rear loader bed <i>(2019 F650 Diesel w/ 11yd New Way)</i>	\$ 103,385.00
	<b>Add-On Items</b>	
3.0	55 gallon barrel tipper and all related hydraulic hook-ups	\$ 7,650.00
4.0	Hopper lights installed in the upper tailgate for lighting of hopper	\$ 275.00
5.0	Light panel added to upper area of tailgate to provide extra turn and brake lighting	\$ 288.00

**\*\*Note – Please provide a separate sheet to quote any additional add-on items.**

SIGNATURE: <i>[Signature]</i>	DATE: <i>07/09/18</i>
NAME (PRINT): <i>Kevin M. Fitzgerald</i>	PHONE: <i>(816) 761-4840 ex. 2401</i>
TITLE (PRINT): <i>VP - Branch Manager</i>	CELL: <i>(515) 669-4351</i>
COMPANY NAME (PRINT): <i>Elliot Equipment Company</i>	FAX: <i>(816) 761-4844</i>
E-MAIL ADDRESS (PRINT): <i>Kevinh@elliottequipco.com</i>	
E-MAIL ADDRESS FOR PO'S (PRINT): <i>Kevinh@elliottequipco.com</i>	
URL (PRINT): <i>www.elliottequipco.com</i>	

## EXHIBIT F

# BIDDER'S EXCEPTIONS TO SPECIFICATIONS OF

Respondent's attention is directed to Paragraph 4 of the General Conditions of this Invitation to Bid. **READ THIS PARAGRAPH CAREFULLY.**

The following exceptions to the Specifications of Invitation to Bid No. 35-18 are requested by the undersigned Respondent: (Use additional pages as necessary.)

[illegible]

Name of Firm: Elliott Equipment Company

Signature of Bidder: [Signature]

Invitation to Bid No. 35-18		Description		Truck Component Services		Armor Equipment		Elliott Equipment		Amount	
NO			UNIT	QTY	AMOUNT	AMOUNT	AMOUNT	AMOUNT	AMOUNT	AMOUNT	AMOUNT
1	Trash Truck	Trash Truck with 8 Yard Rear Loader Bed			\$ 108,340. <sup>00</sup>	NB		\$ 71,996. <sup>00</sup>			
2	Trash Truck	Trash Truck with 11 Yard Rear Loader Bed			\$ 111,165. <sup>00</sup>	108,869. <sup>00</sup>		103,385. <sup>00</sup>			
3	55 Gallon Barrel Tipper				\$ 6,400. <sup>00</sup>	7,319. <sup>00</sup>		7,650. <sup>00</sup>			
4	Hopper Lights				\$ 150. <sup>00</sup>	included		275. <sup>00</sup>			
5	Light Panel				\$ 400. <sup>00</sup>	included		288. <sup>00</sup>			
Vents											

CERTIFICATION OF BID OPENING  
BIDS WERE PUBLICLY  
OPENED AND RECORDED

ON: July 10, 2018 BY  
Heidi J. Bowerland  
CLERK OF THE LEGISLATURE

Katie Butler  
PURCHASING

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

**A RESOLUTION** awarding a thirty-six month term and supply contract with two twelve-month options to extend for the furnishing of lock box services for use by the Collection Department to UMB Bank of Kansas City, MO, under the terms and conditions of Request for Proposals No. 58-18.

**RESOLUTION NO. 20033**, November 5, 2018

**INTRODUCED BY** Dennis Waits, County Legislator

WHEREAS, the Collection Department has a need for lock box services for year-round online tax payments; and,

WHEREAS, the Director of Finance and Purchasing has solicited proposals for these services under Request for Proposals No. 58-18; and,

WHEREAS, a total of twenty-eight notifications were distributed and four responses were received, three of which were "no bid," with the remaining response from the following:

**BIDDER**

**ESTIMATED ANNUAL USAGE**

UMB Bank  
Kansas City  
(Jackson County), MO

\$31,000.00

and,

WHEREAS, pursuant to section 1054.6 of the Jackson County Code, the Director of

Finance and Purchasing recommends award of a thirty-six month term and supply contract with two twelve-month options to extend for the furnishing of lockbox services for use by the Collection Department to UMB Bank of Kansas City, MO, as the lowest and best bidder; and,

WHEREAS, this award is made on an as needed basis and does not obligate the 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 Director of Finance and Purchasing, and that the Director 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 Director 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. 20033 of November 5, 2018, was duly passed on \_\_\_\_\_, 2018 by the Jackson County Legislature. The votes thereon were as follows:

Yeas \_\_\_\_\_

Nays \_\_\_\_\_

Abstaining \_\_\_\_\_

Absent \_\_\_\_\_

\_\_\_\_\_  
Date

\_\_\_\_\_  
Mary Jo Spino, Clerk of the 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.

10/31/18  
\_\_\_\_\_  
Date

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

# EXECUTIVE ACTION

## REQUEST FOR PROPOSAL

OCT 26 2018

Completed by County Counselor's Office:

Res/Ord No.: 20033

Sponsor(s): Dennis Waits

Date: November 5, 2018

SUBJECT	<p>Action Requested  <input checked="" type="checkbox"/> Resolution  <input type="checkbox"/> Ordinance</p> <p>Project/Title: <u>Awarding a Thirty-Six Term and Supply Contract, with Two Twelve Month Options to Extend, for the furnishing of Lock Box Services for the Collections Department to UMB Bank of Kansas City, Missouri under the terms and conditions of Request for Proposal No. 58-18.</u></p>										
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:</td><td></td></tr> </table> <p>* If account includes additional funds for other expenses, total budgeted in the account is: \$</p> <p>OTHER FINANCIAL INFORMATION:</p> <p><input type="checkbox"/> No budget impact (no fiscal note required)  <input checked="" type="checkbox"/> Term and Supply Contract (funds approved in the annual budget); estimated value and use of contract:  Department: Collections Estimated Use: \$31,000</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:											
PRIOR LEGISLATION	<p>Prior ordinances and (date):  Prior resolutions and (date): 17976 September 10, 2012</p>										
CONTACT INFORMATION	<p>RLA drafted by (name, title, &amp; phone): Barbara Casamento, Purchasing Administrator, 881-3253</p>										
REQUEST SUMMARY	<p>The Collections Department requires a Bank Lock Box Term and Supply Contract to process tax payments. The Purchasing Department issued Request for Proposal No. 58-18 in response to those requirements.</p> <p>Twenty-eight notifications were distributed and four responses were received, three of which were "no bids", and the following response was evaluated as follows:</p> <p>UMB Bank of Kansas City, Missouri Estimated Annual Amount: \$31,000</p> <p>Pursuant to Section 1054.6 of the Jackson County Code, the Director of Finance and Purchasing recommends the Award of a Thirty-Six Month Term and Supply Contract, with Two Twelve Month Options to Extend, for the furnishing of Lockbox Services for the Collections Department to UMB Bank of Kansas City, Missouri as the best proposal received.</p>										
CLEARANCE	<p><input checked="" type="checkbox"/> Tax Clearance Completed (Purchasing &amp; Department)  <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>										
COMPLIANCE	<p><input type="checkbox"/> MBE Goals  <input type="checkbox"/> WBE Goals No goals were assigned on this RFP  <input type="checkbox"/> VBE Goals</p>										
ATTACHMENTS	<p>The Abstract of Bids Received, the Award Recommendation Memorandum from Whitney Miller, Director of Collections and the pertinent pages of UMB's proposals</p>										

REVIEW	Department Director: <i>[Signature]</i>	Date: <i>10/26/18</i>
	Finance (Budget Approval): <i>If applicable</i>	Date: <i>10/26/18</i>
	Division Manager: <i>[Signature]</i>	Date: <i>10/26/18</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.





**JACKSON COUNTY**  
**Collection Department – Kansas City**

415 East 12<sup>th</sup> Street, Suite 100  
Kansas City, Missouri 64106  
www.jacksongov.org

(816) 881-3232  
Fax: (816) 881-3142

**MEMORANDUM**

To: Barbara Casamento, Purchasing Administrator  
From: Whitney S. Miller, Director of Collection *WSM*  
Date: October 15, 2018  
Subject: Recommendation for Lockbox Services – Bid 58-18 Term and Supply Contract

I have carefully reviewed the sole vendor proposal provided to us on the above referenced bid. I am recommending UMB Bank, n.a..

In evaluating the submitted information, I find that UMB meets all of our requirements. This company has had our contract in prior years.

I therefore recommend UMB. The Collection Department estimates the annual usage to be \$31,100 for this contract with the new proposed pricing.

Thank you for your time and attention.

Whitney S. Miller, Director of Collection

*Frank White Jr., County Executive*

# Request for Proposals



## Jackson County Lockbox Services Pricing/Cost

415 East 12<sup>th</sup> Street  
Kansas City, Missouri 64106  
September 25, 2018

Lanie Sedlacek  
VP, Treasury Management  
UMB Bank, n.a.

1010 Grand Blvd | Kansas City, MO 64106  
T: (816)-860-1879  
Lanie.Sedlacek@umb.com



UMB is pleased to offer Jackson County the following pricing proposal on Lockbox Services.

Lockbox Processing	Per Item Cost
LX Monthly Maintenance	\$ 120.00
LX Hi-spd Matched Single OCR	0.17
LX Hi-spd Unmtchd Single OCR	0.19
LX Lo-spd Mtchd Sgl OCR Bar Cd	0.20
LX Lo-spd Unmtchd Sgl OCRBarCd	0.24
LX Multiples OCR Bar Code	0.28
LX Check Only	0.25
Unprocessable-Corr Only	0.08
LX Document Capture-per image	0.01
LX Deposit	0.45
Cash Transaction Handling Fee	1.00
Incoming Express Mail Pkgs	2.75
Data-IMG File TRANS Maint	100.00
Data-IMG File TRANS-per rec	0.005
Lockbox CD	50.00
Lockbox Address Changes	0.27
Outgoing PKG Pre-return per ITEM	0.15

\*UMB Bank charges on a monthly basis for FDIC Insurance.

Should Jackson County require or use any services not identified or noted with the RFP or the services requested are different than described upon implementation UMB reserves the right to modify/change the pricing for the Service. UMB will make every effort to understand the services needed and the process required to support them. If such a situation does arise, UMB will work with the County to make every effort to arrive at a price that is agreeable to both parties. UMB does charge for Deposit Assessment (FDIC) as well as a charge for negative collected balance on a monthly basis.



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

**A RESOLUTION** authorizing the County Executive and Sheriff to execute a Memorandum of Understanding with the Cass County Sheriff's Office to facilitate information sharing of HIDTA license plate reader data information in support of law enforcement and public safety, at no cost to the County.

**RESOLUTION NO. 20034**, November 5, 2018

**INTRODUCED BY** Alfred Jordan, County Legislator

WHEREAS, by Resolution 19402 dated March 6, 2017, the Legislature did authorize the execution of a Memorandum of Understanding (MOU) between Houston High Drug Trafficking Area (HIDTA) and the County's Sheriff's Office to access the license plate reader database; and,

WHEREAS, the Sheriff recommends the execution of the attached Memorandum of Understanding with the Cass County Sheriff's Office for the sharing of electronic data information, specifically related to the County's automated license plate readers, at no cost to the County; and,

WHEREAS, the execution of the attached MOU is in the best interests of the health, safety, and welfare of the citizens of Jackson County; now therefore,

**BE IT RESOLVED** by the County Legislature of Jackson County, Missouri, that the County Executive and Sheriff be and hereby are authorized to execute the attached Memorandum of Understanding with the Houston HIDTA, at no cost to the County.

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. 20034 of November 5, 2018, was duly passed on \_\_\_\_\_, 2018 by the Jackson County Legislature. The votes thereon were as follows:

Yeas \_\_\_\_\_

Nays \_\_\_\_\_

Abstaining \_\_\_\_\_

Absent \_\_\_\_\_

\_\_\_\_\_  
Date

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

**HOUSTON HIGH INTENSITY DRUG TRAFFICKING AREA**

**MEMORANDUM OF UNDERSTANDING - ADDENDUM**

This Memorandum of Understanding Addendum (hereinafter "Addendum") is made and entered into on this \_\_\_\_\_ day of \_\_\_\_\_ 2018 by and between the parties below and all future signers of this agreement, known as a "Member Agency" and "non-Member Agency."

WHEREAS, the Member Agency provides Public Safety services within their jurisdictions; and agrees to sponsor a non-Member Agency's access to the Houston HIDTA LPR Database. All terms, definitions, and agreements defined in the Houston HIDTA MOU apply to this addendum.

This addendum addresses the procedure and authorization required for a Member Agency to sponsor a non-Member Agency, thus providing the non-Member Agency access to the Houston High Intensity Drug Trafficking Area (HHIDTA) LPR Database.

All terms, definitions, and agreements defined in the Houston HIDTA MOU apply to this addendum.

A Member Agency may request to sponsor a non-Member Agency when the non-Member Agency is located in an area that will strategically fill a gap in the national LPR footprint.

Step one of the request process is an email to the HHIDTA containing:

- A map and brief explanation specifying how the additional cameras will fill a strategic gap
- Contact information for the Domain Administrator of the sponsoring Member Agency and the LPR POC of the non-Member Agency
- An email agreement to sponsor the non-Member Agency from the ranking member of the Member Agency

The request will be reviewed by the HHIDTA Director.

If the request is approved:

- The sponsored non-Member Agency must complete and return the Houston HIDTA LPR MOU without modifications
- The Member Agency and non-Member Agency must complete and return this addendum

**Terms of the Agreement:**

The HHIDTA LPR Database will consider the non-Member Agency as an extension of the sponsoring Member Agency:

- The sponsoring Member Agency will:
  - Add the non-Member Agency's camera(s) to their existing domain within the existing EOC system in the same way they would add an additional camera purchased with the Member Agency's funds
  - Agree that their Domain Administrator is responsible for auditing the non-Member Agency's users and cameras within the HHIDTA LPR Database
  - Give permission to the non-Member Agency to view the Member Agency's hotlist. (These rights are by default within the system and cannot be altered)
    - Sponsoring Member Agency silent hotlists can remain private and unseen by the non-Member Agency if requested

- The sponsored non-Member Agency agrees to ten (10) users or less per camera
- All incurred Help Desk fees or costs will be the responsibility of the sponsoring Member Agency or the non-Member Agency. All Help Desk costs associated with these accounts will not be the responsibility of the HHIDTA

**1) Effective Date and Term of this Addendum**

The effective date of this Agreement is the date noted above and/or the date each subsequent Member Agency and non-Member Agency executes this addendum. This agreement shall remain in effect and shall be reviewed on the schedule determined by the Member Agency's MOU with the HHIDTA.

The parties hereto execute this Addendum as of the Effective Date:

**Sponsoring Member Agency:**

Darryl Forte 10-16-18  
Name Date

Sheriff  
Title

Jackson County Sheriff's Dept.  
Department/Agency

**Non-Member Agency:**

\_\_\_\_\_  
Name Date

\_\_\_\_\_  
Title

\_\_\_\_\_  
Department/Agency

\_\_\_\_\_  
F. Mike McDaniel  
Director  
Houston HIDTA

\_\_\_\_\_  
Date



## **CASS COUNTY SHERIFF'S OFFICE**

**2501 West Mechanic, Suite 100**

**Harrisonville, Missouri 64701**

Phone: (816) 380-5200 Fax: (816) 380-8556

[www.cassmosheriff.org](http://www.cassmosheriff.org)

**Jeff Weber**  
**SHERIFF**

November 12, 2018

To: Jackson County Sheriff's Office

The Cass County Sheriff's Office will be responsible for any cost that are encumbered by the Cass County Sheriff's Office in regards to the HIDTA Memorandum and the License Plate Readers.

Thank you,

Sheriff Jeff Weber

A handwritten signature in black ink, appearing to read "Jeff Weber", written over the printed name.



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**Memorandum of Understanding  
Addendum  
Member Agency Sponsoring Another Agency**

**Houston  
High Intensity Drug Trafficking Area**

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**F. Mike McDaniel  
Director  
Houston High Intensity Drug Trafficking Area (HIDTA)**

# EXECUTIVE OFFICE REQUEST FOR LEGISLATIVE ACTION

OCT 24 2018

Completed by County Counselor's Office:

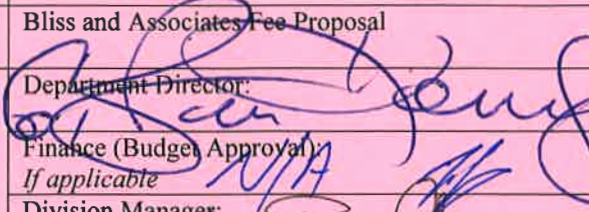
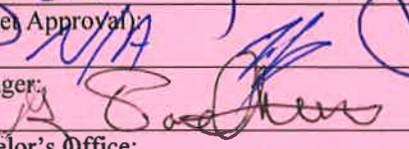
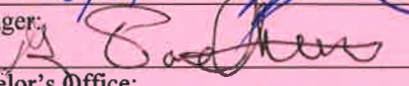
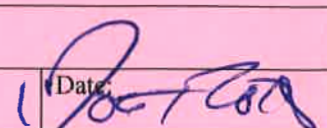
Res/~~Ord~~ No.: 20034

Sponsor(s): Alfred Jordan

Date: November 5, 2018

SUBJECT	<p>Action Requested  <input checked="" type="checkbox"/> Resolution  <input type="checkbox"/> Ordinance</p> <p>Project/Title: <u>A Resolution authorizing the Jackson County Sheriff's Office to enter into a cooperative agreement (MOU) with the Cass County Sheriff's Office to facilitate information sharing of the HHIDTA license plate reader database, at no cost to Jackson County.</u></p>																
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>\$0</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>\$0</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>FROM ACCT</td></tr> <tr> <td>FROM:</td><td>\$0</td></tr> <tr> <td>TO:</td><td>\$0</td></tr> <tr> <td></td><td></td></tr> </table> <p>* If account includes additional funds for other expenses, total budgeted in the account is: \$</p> <p>OTHER FINANCIAL INFORMATION:</p> <p><input checked="" type="checkbox"/> No budget impact (no fiscal note required)  <input type="checkbox"/> Term and Supply Contract (funds approved in the annual budget); estimated value and use of contract:  Department: Sheriff's Office Estimated Use:</p> <p>Prior Year Budget (if applicable):  Prior Year Actual Amount Spent (if applicable):</p>	Amount authorized by this legislation this fiscal year:	\$0	Amount previously authorized this fiscal year:	\$0	Total amount authorized after this legislative action:	\$0	Amount budgeted for this item * (including transfers):		Source of funding (name of fund) and account code number;	FROM ACCT	FROM:	\$0	TO:	\$0		
Amount authorized by this legislation this fiscal year:	\$0																
Amount previously authorized this fiscal year:	\$0																
Total amount authorized after this legislative action:	\$0																
Amount budgeted for this item * (including transfers):																	
Source of funding (name of fund) and account code number;	FROM ACCT																
FROM:	\$0																
TO:	\$0																
PRIOR LEGISLATION	<p>Prior ordinances and (date):</p> <p>Prior resolutions and (date): Resolution #19402 March, 6<sup>th</sup>, 2017.</p>																
CONTACT INFORMATION	<p>RLA drafted by: Captain Scott Goodman Jackson County Sheriff's Office Commander (816) 541-8017</p>																
REQUEST SUMMARY	<p><u>On March 13<sup>th</sup>, 2017, the Jackson County Legislature passed Resolution #19402 that authorized the Jackson County Sheriff's Office to enter into an MOU with the Houston High Drug Trafficking Area (HHIDTA). This agreement granted the Sheriff's Office "HHIDTA member status" and access to the license plate reader database.</u></p> <p><u>The submitted MOU, would authorize the Jackson County Sheriff's Office to sponsor the Cass County Sheriff's Office, a "non-member" agency, for access of the license plate reader database. This MOU would be at no cost to Jackson County.</u></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	Bliss and Associates Fee Proposal	
REVIEW	Department Director:  Finance (Budget Approval): <i>N/A</i> <i>If applicable</i> Division Manager:  County Counselor's Office: 	Date:  Date: <i>10/24/08</i> Date: <i>10-24-08</i> Date:

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

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

Account Number:	Account Title:	Amount Not to Exceed:

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

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

**A RESOLUTION** setting the annual salary of Legislative Auditor Crissy Wooderson at \$136,656.00.

**RESOLUTION NO. 20035**, November 5, 2018

**INTRODUCED BY** Scott Burnett, County Legislator

WHEREAS, the Legislature has determined that it is appropriate to set the annual salary of Legislative Auditor Crissy Wooderson at \$136,656.00; and,

WHEREAS, this salary is within the range established pursuant to schedule III to chapter 2 of the Jackson County Code; and,

WHEREAS, section 285.1 of the Code requires that this salary be set by majority vote of the Legislature; now therefore

BE IT RESOLVED by the County Legislature of Jackson County, Missouri, that the annual salary of Legislative Auditor Crissy Wooderson be set at \$136,656.00; and,

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. 20035 of November 5, 2018, was duly passed on \_\_\_\_\_, 2018 by the Jackson County Legislature. The votes thereon were as follows:

Yeas \_\_\_\_\_

Nays \_\_\_\_\_

Abstaining \_\_\_\_\_

Absent \_\_\_\_\_

Date \_\_\_\_\_

Mary Jo Spino, Clerk of Legislature

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

**A RESOLUTION** authorizing the County Executive and the Jackson County Sheriff to execute a State Plan of Operations and Application for Participation related to the Missouri Department of Public Safety and the U.S. Department of Defense LESO Program, at no cost to the County.

**RESOLUTION NO. 20036**, November 5, 2018

**INTRODUCED BY** Alfred Jordan, County Legislator

WHEREAS, the Missouri Department of Public Safety, as the sponsoring state agency for administration of the U.S. Department of Defense's Law Enforcement Support Office (LESO) Program, has requested the execution of updated LESO Program and Application for Participation agreements; and,

WHEREAS, the LESO Program, formerly known as the DoD 1033 Program, provides surplus U.S. Department of Defense military equipment to state and local civilian law enforcement agencies for use in counter-narcotics and counter-terrorism operations and to enhance officer safety; and,

WHEREAS, the attached State Plan of Operations and Application for Participation agreements set out the rights and obligations of each party participating in the LESO Program; and,

WHEREAS, the execution of these Agreements 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 and the Jackson County Sheriff be and are hereby authorized to execute the attached State Plan of Operations and LESO Application for Participation agreements with the Missouri Department of Public Safety, and any other documents necessary to give effect to this Resolution.

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. 20036 of November 5, 2018, was duly passed on \_\_\_\_\_, 2018 by the Jackson County Legislature. The votes thereon were as follows:

Yeas \_\_\_\_\_

Nays \_\_\_\_\_

Abstaining \_\_\_\_\_

Absent \_\_\_\_\_

\_\_\_\_\_  
Date

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

## MISSOURI DEPARTMENT OF PUBLIC SAFETY LESO PROGRAM APPLICATION INSTRUCTIONS

The Secretary of Defense is authorized by 10 § USC 2576a to transfer to Federal and State/Territory Law Enforcement Agencies (LEAs), personal property that is in excess to the needs of the U.S. Department of Defense (DoD) that the Secretary determines is suitable to be used by such agencies in law enforcement activities, with preferences for counter-drug/counter-terrorism or border security activities, under such terms prescribed by the Secretary.

The Secretary of Defense has delegated authority for management of this program to the Defense Logistics Agency (DLA). DLA defines law enforcement activities as activities performed by governmental agencies whose primary function is the enforcement of applicable Federal, State/Territory, and Local laws and whose compensated law enforcement officers have powers of arrest and apprehension. This program is known as the "Law Enforcement Support Office (LESO) Program" (formerly "1033 Program") and is administered by the DLA Disposition Services, LESO.

LEAs are eligible for the Missouri LESO Program if all the following is met:

1. The department is located within the State of Missouri.
2. The department has a valid ORI # associated with a physical street address within Missouri.
3. The department's primary function is the enforcement of applicable Federal, State, and Local laws.
4. The department's compensated<sup>1</sup> law enforcement officers have powers of arrest and apprehension.
5. The department is recognized by the Missouri State Highway Patrol (MSHP) as a law enforcement agency and by the Department of Public Safety, Peace Officers Standard and Training (POST) Unit as having licensed officers.
6. The department has at least one (1) compensated, full-time law enforcement officer employed by the department. (NOTE: Only compensated full-time and part-time law enforcement officers are authorized to receive property. Non-compensated reserve officers are not authorized to receive property.)

Missouri LEAs who wish to acquire and/or retain LESO Program property must be enrolled and authorized to use the LESO Program. Missouri's "LESO Program Application" consists of the following three (3) documents:

1. Contact Information
2. Law Enforcement Support Office (LESO) Application for Participation / Authorized Screeners Letter
3. State Plan of Operation (SPO)

To ease the paperwork process, reduce duplication of effort, and reduce common errors, data provided on the "Contact Information" form will populate into the "LESO Application for Participation / Authorized Screeners Letter" and the "SPO", but Section 2 of the "LESO Application for Participation / Authorized Screeners Letter" and the "SPO" will require additional attention to fields that didn't populate and/or to obtain physical signatures.

Missouri's "LESO Program Application" is necessary for enrollment of non-participating LEAs (LEAs that have never participated in the LESO Program or LEAs previously terminated/deactivated from the LESO Program).

Missouri's "LESO Program Application" is also necessary in the event information supplied in the LESO Program Application changes during the course of participation in the LESO Program. Such changes include, but are not limited to: 1) change in LEA name, 2) change in LEA physical address or other agency information, 3) change in number of full-time or part-time officers, 4) addition, deletion, or other change in property screener and/or Armored Vehicle, Small Arms, or Aircraft Point of Contact, 5) change in Local Governing Executive Official (e.g. Mayor, City Administrator, County Executive, County Commissioner, Director), 6) change in Chief Law Enforcement Official (e.g. Chief, Sheriff, Director, Colonel, Marshal), or 7) release of a new version of the "SPO". If information supplied in the "LESO Program Application" changes, the LEA must submit, within 30 days of the change, a revised "LESO Program Application".

Once completed, the three (3) required documents, which comprise the "LESO Program Application", must be submitted via one of the following methods to the Missouri LESO Program for review and approval:

Email: [MissouriLESO@dps.mo.gov](mailto:MissouriLESO@dps.mo.gov)

Fax: (573) 526-1876

Mail: MO Department of Public Safety, LESO Program, 4720 Scruggs Station Road, Jefferson City, MO 65109

If you have questions, contact the Missouri LESO Program staff at [MissouriLESO@dps.mo.gov](mailto:MissouriLESO@dps.mo.gov) or (573) 526-1930.

<sup>1</sup>"Compensated" has been defined as being paid an hourly or annual salary, at a rate no less than the current hourly state minimum wage.

**MISSOURI DEPARTMENT OF PUBLIC SAFETY  
LESO PROGRAM APPLICATION  
CONTACT INFORMATION**

Instructions: Please complete all fields. Enter N/A if the requested information does not apply.

<b>Agency Information</b>	
LEA ORI Number	mo0480000
LESO DoDAAC (Example: 2YTXXX)	2YTFUP
LEA Name	Jackson County Sheriff Office
Physical Street Address (No PO Boxes)	4001 NE Lakewood Ct.,
City	Lee's Summit, Mo
Zip Code	64064
County	Jackson
General Agency Email (REQUIRED)	sheriff@jacksongov.org
Main Telephone Number	(816) 541-8017
Main Fax Number	
# Full-Time Sworn Officers	106
# Part-Time Sworn Officers	0
# Reserve Sworn Officers	10
<b>Chief Law Enforcement Official Information</b> (e.g. Chief, Sheriff, Director, Colonel, Marshal of the LEA)	
Title/Rank	Sheriff
Name (First and Last Name)	Darryl Forte
Office Phone Number	(816) 541-8017
Cell Phone Number	
Email Address	sheriff@jacksongov.org
<b>Local Governing Executive Official Information</b> (e.g. Mayor, City Administrator, County Executive, County Commissioner, Director of the unit of government)	
Job Title	County Executive
Name (First and Last Name)	Frank White
Office Phone Number	
Email Address	





DISPOSITION SERVICES  
74 WASHINGTON AVENUE NORTH  
BATTLE CREEK, MICHIGAN 49037-3092

Law Enforcement Support Office (LESO)  
Application for Participation / Authorized Screeners Letter

(This form is for State/Local Law Enforcement Agencies only)

FOR LESO USE ONLY

- ☐ New Application  
☐ Updated Application

\* Indicates Required Fields

Originating Agency Identifier (ORI) Number mo0480000

SECTION 1:

\*Agency Name: Jackson County Sheriff Office Agency DODAAC (If Known) 2YTFUP  
\*Agency Physical Address: 4001 NE Lakewood Ct., \*City: Lee's Summit, Mo  
\*State: MO \*Zip Code: 64064 Email: sheriff@jacksongov.org \*Phone #: (816) 541-8017 Fax #:

Agency **MUST** have at least 1 full-time officer to participate in the program. Indicate the number of compensated officers with arrest and apprehension authority:

\*Full-time: 106 \*Part-time: 0

RTD Screener - RTD Screeners must be employed by the aforementioned LEA. Individuals identified below may request access to act as an authorized "RTD Screener" on behalf of this Law Enforcement Agency. Agency **MUST** have at least 1 RTD Screener.

#	*Official Title / Rank	*First Name	*Last Name	*Email	*Phone Number	POC (Aircraft/Small Arms/Vehicle)
#1	Sgt.	Glenn	Postlethwait	gpostlethwait@jacksongov.org	(816) 541-8017	Aircraft, Small Arms, & Vehicle
#2	Deputy	Michael	Miller	mlmiller@jacksongov.org	(816) 541-8017	Aircraft, Small Arms, & Vehicle
#3	Deputy	Jason	Cheney	jcheney@jacksongov.org	(816) 541-8017	(Select)
#4	Deputy	Marshall	Cole	mcole@jacksongov.org	(816) 541-8017	(Select)
#5	N/A	N/A	N/A			
#6	N/A	N/A	N/A			
#7	N/A	N/A	N/A			
#8	N/A	N/A	N/A			

### Authorized Property Screeners

Authorized property screeners are those persons that will have approval to access, request, and acquire property through the LESO Program on behalf of the LEA. Each LEA must have a minimum of two (2) screeners [unless the LEA only has one (1) employee.]

#### Property Accountability Officer (Main Point of Contact/Screeners #1)

Must be a full-time, compensated sworn officer of the law enforcement department.

Title/Rank	Sgt.
First Name (as indicated on driver's license and, where applicable, in parentheses thereafter any alias, nickname, abbreviation, or common use name) [e.g. Andrew (Drew), Elizabeth (Liz), or Timothy (Tim)]	Glenn
Last Name (as indicated on driver's license)	Postlethwait
Office Phone Number	(816) 541-8017
Cell Phone Number	
Email Address	gpostlethwait@jacksongov.org
Select if the individual is also a POC for a special commodity item(s):	Aircraft, Small Arms, & Vehicle

#### Screeners #2

Must be a full-time or part-time, sworn or non-sworn, compensated employee of the law enforcement department.

Title/Rank	Deputy
First Name (as indicated on driver's license and, where applicable, in parentheses thereafter any alias, nickname, abbreviation, or common use name) [e.g. Andrew (Drew), Elizabeth (Liz), or Timothy (Tim)]	Michael
Last Name (as indicated on driver's license)	Miller
Office Phone Number	(816) 541-8017
Cell Phone Number	
Email Address	mlmiller@jacksongov.org
Select if the individual is also a POC for a special commodity item(s):	Aircraft, Small Arms, & Vehicle

#### Screeners #3

Must be a full-time or part-time, sworn or non-sworn, compensated employee of the law enforcement department.

Title/Rank	Deputy
First Name (as indicated on driver's license and, where applicable, in parentheses thereafter any alias, nickname, abbreviation, or common use name) [e.g. Andrew (Drew), Elizabeth (Liz), or Timothy (Tim)]	Jason
Last Name (as indicated on driver's license)	Cheney
Office Phone Number	(816) 541-8017
Cell Phone Number	
Email Address	jcheney@jacksongov.org
Select if the individual is also a POC for a special commodity item(s):	(Select)

#### Screeners #4

Must be a full-time or part-time, sworn or non-sworn, compensated employee of the law enforcement department.

Title/Rank	Deputy
First Name (as indicated on driver's license and, where applicable, in parentheses thereafter any alias, nickname, abbreviation, or common use name) [e.g. Andrew (Drew), Elizabeth (Liz), or Timothy (Tim)]	Marshall
Last Name (as indicated on driver's license)	Cole
Office Phone Number	(816) 541-8017
Cell Phone Number	
Email Address	mcole@jacksongov.org
Select if the individual is also a POC for a special commodity item(s):	(Select)

## SECTION 2:

## RESERVED FOR LAW ENFORCEMENT AGENCY USE ONLY

**Law Enforcement Agency/Activity** - The LESO Program defines this as a Governmental agency whose primary function is the enforcement of applicable Federal, State and Local laws and whose compensated Law Enforcement officers have the powers of arrest and apprehension.

- I certify that my agency meets the definition of a "Law Enforcement Agency/Activity" as described above. I certify that all information contained in this application is valid and accurate. I understand that I must provide my State Coordinator an application to update my agency participant information if the following information changes: 1. Chief Law Enforcement Official (CLEO) changes, 2. Agency physical address changes or 3. RTD Screener additions/deletions.

☐ I am signing this document as the CLEO of this law enforcement agency.

\*(Check only one):

☐ In my official position or as Acting/Interim, I am authorized to sign documents on behalf of the CLEO for this agency. If checked, please provide current department policy or Memorandum that provides such signature authority to the individual holding that official position.

**BY INITIALING THE BOX BELOW, LEA's CERTIFY THEY WILL COMPLY WITH 10 U.S. CODE 2576a FOR ALL CONTROLLED EQUIPMENT.**

\*   
Initial Here

I certify with the authorization of the relevant local governing body or authority, that my agency has adopted publically available protocols for the appropriate use of controlled property, the supervision of such use, and the evaluation of the effectiveness of such use, including auditing and accountability policies; and that it provides annual training to relevant personnel on the maintenance, sustainment, and appropriate use of controlled property.

*By signing this application, I certify under penalty of perjury that the foregoing is true and correct.  
Making a false statement may result in judicial actions or prosecution under 18 USC § 1001.*

Sheriff

\*TITLE

Darryl Forte

\*PRINTED NAME: FIRST & LAST

*Darryl Forte*

\*SIGNATURE

sheriff@jacksongov.org

\*EMAIL

10-16-18

\*DATE

## SECTION 3:

## RESERVED FOR STATE COORDINATORS OFFICE USE ONLY

As the State Coordinator/ State Point of Contact it has been determined that the agency meets the definition of a "Law Enforcement Agency/Activity" as described in section 2. I certify that all information contained in this application is valid and accurate.

\*PRINTED NAME FIRST & LAST

\*SIGNATURE

\*DATE

## SECTION 4:

## RESERVED FOR LESO USE ONLY

**NOTICE FOR DLA DISPOSITION SERVICES PERSONNEL:** Regulatory guidance outlining Screener Identification and Authorization must be accomplished in accordance with DOD 4160.21-M, Volume 3, Enclosure 5, Section 3 (k). In accordance with the aforementioned reference, the LESO Program authorizes the individuals identified in Section 1 of this form to screen excess property at your facilities as authorized participants in the LESO Program. This authorized screener letter supersedes all previously issued screener letters for this Law Enforcement Agency/Activity and is valid only on or after the date signed by authorized LESO signatory. Only two individuals authorized to screen per visit; however, additional personnel may assist receiving material previously screened and approved for transfer.

This agency is authorized to screen items via the LESO Program under authorized Agency DODAAC:

\*LESO Authorized Signatory:

\*SIGNATURE

\*Screener letter is valid one year from this date

LESO Notes:

# **STATE PLAN OF OPERATION**

## **BETWEEN THE**

## **STATE OF MISSOURI**

## **AND THE**

### **Jackson County Sheriff Office**

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#### **I. PURPOSE**

This State Plan of Operation (SPO) is entered into between the State of Missouri – Department of Public Safety and the above mentioned LEA, to set forth the terms and conditions which will be binding on the parties with respect to excess Department of Defense (DoD) personal property transferred pursuant to 10 USC § 2576a in order to promote the efficient and expeditious transfer of property and to ensure accountability of the same.

In addition, the Missouri Department of Public Safety has adopted a “Missouri LESO Program Policies and Procedures Manual” by which all Missouri law enforcement agencies shall read and agree to follow in order to participate in the Missouri LESO Program. The “Missouri LESO Program Policies and Procedures Manual” is available online at <https://dps.mo.gov/dir/programs/cjle/dod.php>. Any updates to the “Missouri LESO Program Policies and Procedures Manual” will be posted online and all participating law enforcement agencies will be notified, by email, of the release of an updated version.

#### **II. AUTHORITY**

The Secretary of Defense is authorized by 10 USC § 2576a to transfer to Federal and State/Territory Law Enforcement Agencies (LEAs), personal property that is excess to the needs of the DoD, including small arms and ammunition, that the Secretary determines is suitable to be used by such agencies in law enforcement activities, with preferences for counter-drug/counter-terrorism or border security activities, under such terms prescribed by the Secretary. The Secretary of Defense has delegated authority for management of this program to the Defense Logistics Agency (DLA). DLA defines law enforcement activities as activities performed by governmental agencies whose primary function is the enforcement of applicable Federal, State/Territory, and Local laws and whose compensated law enforcement officers have powers of arrest and apprehension. This program is known as the Law Enforcement Support Office (LESO) Program and commonly referred to as the “LESO Program” (formally known as the “1033 Program”) and is administered by DLA Disposition Services, LESO.

Within Missouri, the Department of Public Safety (DPS) is the Governor-appointed agency

to administer the Missouri LESO Program. Specifically within the Department of Public Safety, the State Coordinator is the Program Manager of the Criminal Justice/Law Enforcement (CJ/LE) Unit. Once appointed, the CJ/LE Program Manager may choose to name and delegate all or a portion of his/her authority to an authorized State Point of Contact(s).

### **III. GENERAL TERMS AND CONDITIONS**

#### **A. Operational Authority**

The Governor of the State of Missouri has designated in writing, with an effective date of July 1993, to implement the LESO Program statewide as well as conduct management and oversight of the LESO Program. Funding / Budgeting to administer the LESO Program is provided by the Edward Byrne Memorial Justice Assistance Grant (JAG).

The provided funding is used to support assistance to the LEAs with customer service to include computer / telephone assistance and physical visits to the LEAs to assist with acquiring access to the LESO Program. The staffing to provide the support to the LEAs within the State of Missouri can be found online at <https://dps.mo.gov/dir/programs/cjle/dod.php>.

The following is the facility / physical location and business hours to provide customer service to those LEAs currently enrolled, as well as interested participants of the LESO Program:

Agency Address / Location:	Missouri Department of Public Safety LESO Program 4720 Scruggs Station Road Jefferson City, MO 65109
Telephone Number:	(573) 526-1930
E-Mail:	<a href="mailto:MissouriLESO@dps.mo.gov">MissouriLESO@dps.mo.gov</a>
Fax Number:	(573) 526-1876
Hours of Operation:	Monday to Friday, 8:00 a.m. to 4:30 p.m.

- B. All property is transferred and recipient LEA agrees to accept property on an as-is, where-is basis. The DLA has final authority to determine the type, quantity, and allocation of excess DoD personal property suitable for law enforcement activities.
- C. This agreement creates no entitlement to the State/Territory or LEA to receive excess DoD personal property. DLA retains the right to recall any LESO Program property during the period that it is conditionally transferred.
- D. The LEA understands that property made available under this agreement is for the use of authorized program participants only. Authorized participants who receive property from

the LESO Program will not loan, donate, or otherwise provide property to other groups or entities that are not otherwise authorized to participate in the LESO Program. Authorized participating agencies may, with prior approval from the State/Territory, on a temporary basis, conditionally loan property to another participating agency as their mission requires, utilizing an Equipment Custody Receipt (ECR).

(A sample ECR can be found online at <https://dps.mo.gov/dir/programs/cjle/dod.php>.)

Property temporarily loaned will be returned to the LEA responsible for the accountability. All requests for property will be based on bona fide law enforcement requirements.

- E. Controlled property (equipment) includes any property that has a Demilitarization (DEMIL) Code of "B", "C", "D", "E", "F", "G", and "Q3".

To receive such property, on an annual basis the LEA shall certify (Ref: 10 U.S. Code § 2576a):

- 1) That it has obtained the authorization of the relevant local governing body authority (e.g. city council, mayor, county executive, county commissioner, state department director, etc.) to participate in the LESO Program.
  - 2) That it has adopted publicly available protocols for the appropriate use of controlled property, the supervision of such use, and the evaluation of the effectiveness of such use, including auditing and accountability policies.
  - 3) That it provides annual training to relevant personnel on the maintenance, sustainment, and appropriate use of controlled property.
- F. The LEA will maintain and enforce regulations designed to impose adequate security and accountability measures for controlled property to mitigate the risk of loss or theft.
- G. Upon approval of written requests, cannibalization may be performed by the LEA on approved aircraft, MRAPs/armored vehicles, and High Mobility Multipurpose Wheeled Vehicles (HMMWVs)/Up-Armored HMMWVs. Requests will be submitted in writing to the State/Territory and are subject to approval by the State/Territory and the LESO. The cannibalized end item must be returned to DLA Disposition Services within the allotted timeframes determined by the LESO.
- H. The LESO conditionally transfers all excess DoD property to States/Territories/LEAs enrolled in the LESO Program. Title or ownership of controlled property will remain with the DoD in perpetuity and will not be relinquished to the State/Territory/LEA. When the State/Territory/LEA no longer has a legitimate law enforcement use for controlled property, the LEA must notify the State/Territory and the State/Territory will in turn notify the LESO. The controlled property must either be transferred to another enrolled LEA (via standard transfer process) or returned to DLA Disposition Services for disposal. The LESO reserves the right to recall controlled and non-controlled property issued through the DLA at any time.

- I. Property with a DEMIL Code of "A" and "Q" with an Integrity Code of "6" (Q6) is also conditionally transferred to the State/Territory/LEA, yet controlled for one (1) year from the ship date. However, after one (1) year from the ship date, the DLA will relinquish ownership and title to the State/Territory/LEA. Prior to this date, the State/Territory/LEA remains responsible for the accountability and physical control of the item(s), and the LESO Program retains the right to recall the property.
- 1) Property with DEMIL Codes of "A" and "Q6" will be placed in a closed status on the LEA's LESO Program inventory upon meeting the one year mark.
  - 2) Once closed, the DEMIL "A" and "Q6" property is no longer subject to the annual inventory requirements and will not be inventoried during a LESO Program Compliance Review (PCR).
  - 3) Ownership and title of DEMIL "A" and "Q6" items that have been closed will pass from the DoD to the LEA one year from the ship date, without issuance of any further documentation.
  - 4) LEAs receive title and ownership of DEMIL "A" and "Q6" items as governmental entities. Title and ownership of DEMIL "A" and "Q6" property does not pass from DoD to any private individual or LEA official in their private capacity. Accordingly, such property should be maintained by the LEA and ultimately disposed of by the LEA in accordance with provisions in State/Territory and Local laws that govern public property. Sales or gifting of DEMIL "A" and "Q6" property after one year from the ship date in a manner inconsistent with State/Territory or Local law may constitute grounds to deny future participation in the LESO Program.
  - 5) An SF 97 form will be provided upon physical transfer for DEMIL "A" and "Q6" vehicles. LEAs are authorized to make upgrades to vehicles during the one (1) year conditional period. Full title to DEMIL "A" and "Q6" property, including vehicles, will vest in the LEA after one (1) year, if all other requirements of this SPO have been met. After the one (1) year period DEMIL "A" and "Q6" items may be transferred, cannibalized for usable parts, sold, donated, or scrapped.
- J. LEAs are not authorized to transfer any property on their inventory (e.g. property not in a closed status) without State/Territory and LESO notification and approval. Property will not physically move until the LESO approval process is complete.
- K. Certain controlled equipment will have a documented chain of custody (i.e. Equipment Custody Receipt [ECR] or equivalent), including a signature of the recipient officer/deputy. (A sample ECR can be found online at <https://dps.mo.gov/dir/programs/cjle/dod.php>.) Controlled equipment requiring a chain of custody includes: small arms, aircraft, high profile vehicles, optics, robots, and small arm's parts/accessories. It is encouraged to utilize ECRs for all controlled equipment, particularly controlled property issued/assigned to an officer/deputy. Regarding ECRs during a LESO Program Compliance Review (PCR), see section VI, A, 4.



L. Sale or transfer of DEMIL Codes "A" or "Q6" property after the one (1) year conditional holding and utilization period to non-LEA participants will be executed in compliance with U.S. Export Control Regulations.

- 1) Excess personal property may be export-controlled, regardless of the assigned DEMIL Code and regardless of the Department or Agency that donates the property.
- 2) DEMIL Codes are not a substitute for export controls. They do not provide information on the export control requirements for an item.
- 3) The Transferee is responsible for complying with U.S. Export Control Laws and Regulations, including the Export Administration Regulations (EAR) (15 CFR Parts 730-774) and the International Traffic in Arms Regulations (ITAR) (22 CFR Parts 120-130).
  - a) This responsibility exists independent of, and is not established or limited by, the information provided in this statement of compliance.
  - b) The responsibility includes, but is not limited to, determining the subsequent transferee's eligibility to receive such items in accordance with U.S. Export Control Laws and Regulations.
  - c) Information on the EAR and ITAR are at: <https://www.bis.doc.gov/index.php> and <https://www.pmddtc.state.gov/index.html>.
  - d) Tips:
    - i. If Transferee has doubts about which regulation governs control of the item, they may submit a commodity jurisdiction request to the Department of State, Directorate of Defense Trade Controls to determine whether it is subject to the ITAR or EAR. Information on commodity jurisdiction requests can be found at: [https://cj.pmddtc.state.gov/cj/docs/CJ-DS4076\\_Instructions.pdf](https://cj.pmddtc.state.gov/cj/docs/CJ-DS4076_Instructions.pdf)
    - ii. If Transferee is sure the item is subject to the EAR, but needs help determining the correct Export Control Classification Number (ECCN), they may submit a commodity classification request to the Department of Commerce, Bureau of Industry and Security (BIS). Information on classification requests can be found at: <https://www.bis.doc.gov/index.php/licensing/commerce-control-list-classification/classification-request-guidelines>.
    - iii. For items subject to the EAR: Transferee is cautioned that prior to sale or transfer of items they should be familiar with their customer and intended end use of the items. Transferees must check prospective Transferees/buyers to ensure they are not on



the Department of Commerce List of Parties of Concern (<https://www.bis.doc.gov/index.php/policy-guidance/lists-of-parties-of-concern>) and the transfer/sale complies with the EAR, including 15 CFR Part 736. BIS Export Compliance Guidelines are at: <https://www.bis.doc.gov/index.php/forms-documents/pdfs/1641-ecp/file>.

- 4) The Transferee must notify all subsequent purchasers or Transferees in writing, of their responsibility to comply with U.S. Export Control Laws and Regulations.
- 5) *Definition.* "Export-controlled items," as used in this statement of compliance, means items subject to the Export Administration Regulations (EAR) (15 CFR Parts 730-774) or the International Traffic in Arms Regulations (ITAR) (22 CFR Parts 120-130). The term includes:
  - a) "Items," defined in the EAR 15 CFR 772.1. as "commodities", "software", and "technology."
  - b) "Defense Articles, Defense Services, and related Technical Data defined in the ITAR, 22 CFR Part 120.

#### **IV. ENROLLMENT**

- A. An LEA will have at least one compensated full-time law enforcement officer in order to enroll and/or receive property via the LESO Program. Only compensated full-time and part-time law enforcement officers are authorized to receive property. Non-compensated reserve officers are not authorized to receive property. ("Compensated" is defined as being paid an hourly or annual salary at a rate no less than the current hourly state minimum wage.) State law enforcement training facilities/academies may be authorized to participate in the LESO Program given the primary function is the training of bona fide State/Territory and Local law enforcement officers. Law Enforcement training facilities/academies will be reviewed and approved for participation on a case-by-case basis via concurrence of DLA Disposition Services, DLA General Counsel, and DLA J349.
- B. Unauthorized Participants. Nongovernmental law enforcement entities such as private railroad police, private security, private academies, correctional departments and prisons, or security police at private schools or colleges. Fire departments, by definition, are ineligible for the LESO Program. LESO Program property may not be requested nor received for unauthorized participants.
- C. The State/Territory shall:
  - 1) Establish and implement the LESO Program eligibility criteria in accordance with 10 USC § 2576a, DLA Instructions and Manuals regarding the LESO Program, the DLA/State Memorandum of Agreement (DLA/State MOA), and this SPO.

- 2) Receive and process applications for participation from eligible LEAs within their State/Territory.
- 3) Collect originating agency identifier code for all new, reactivation (whether voluntary separation or termination), and otherwise suspicious applications. Originating agency identifier will be coordinated with DLA Office of the Inspector General (OIG) for validation against the Federal Bureau of Investigation's National Crime Information Center database.
- 4) Ensure only authorized "LESO Program Applications" are submitted to LESO for approval. Applications are required by the LESO Standard Operating Procedures (SOP) and the "Missouri LESO Program Policies and Procedures Manual" to be submitted within thirty (30) days of the Chief Law Enforcement Official's, Local Governing Executive Official's, and the State/Territory's approved signature and date.
- 5) Validate the authenticity of the LEAs within their State/Territory that are applying for participation. If the State/Territory forwards an unauthorized participant application, this may result in a formal suspension of the State/Territory.
- 6) Determine the qualifications of a compensated full-time law enforcement officer.
- 7) Have sole discretion to disapprove LEA applications on behalf of the Governor of their State/Territory. The LESO should be notified of any applications disapproved at the State/Territory level. The State/Territory will only forward and recommend/certify LEAs to the LESO that are government agencies whose primary function is the enforcement of applicable Federal, State/Territory, and Local laws and whose compensated officers have the powers of arrest and apprehension. The LESO retains final approval/disapproval authority for all LEA applications forwarded by the States/Territories.
- 8) Ensure LEAs enrolled in the LESO Program update the LEA's account information annually, or as needed. This may require the LEA to submit an updated "LESO Program Application". Updated applications are required to be submitted within thirty (30) days of the change for, but not limited to, the following reasons: change in law enforcement agency name; change in law enforcement agency physical address or other agency information; change in number of compensated full-time or part-time officers; addition, deletion, or other change in property screener and/or Armored Vehicle, Small Arm, or Aircraft Point of Contact; change in Local Governing Executive Official (e.g. Mayor, City Administrator, County Executive, County Commissioner, State Department Director); change in Chief Executive Enforcement Official (e.g. Chief, Sheriff, Director, Colonel, Marshal); or release of a new version of this SPO.

- 9) Provide a comprehensive overview of the LESO Program to all LEAs once they are approved for enrollment. This comprehensive overview will be done within thirty (30) days of an LEA receiving the LESO's approval to participate.
- 10) Ensure that screeners of property are employees of the LEA. A screener may only screen property for two Law Enforcement Agencies. Contractors may not conduct screening on behalf of the LEA.
- 11) Ensure at least one person per LEA maintains access to the Federal Excess Property Management Information System (FEPMIS), or current property accounting system. Account holders will be employees of the LEA.

## **V. ANNUAL INVENTORY REQUIREMENTS**

B. Per the DLA Instructions and Manuals regarding the LESO Program, the DLA/State MOA, and this SPO, each State/Territory is required to conduct an annual physical inventory certification of all property on the inventory. Annual inventories start on October 1 of each year and end January 31 of each year.

- 1) DEMIL "A" and "Q6" property records will not be closed during the annual inventory.

C. The State/Territory shall:

- 1) Receive and validate incoming certified inventories and reconcile inventories from the LEAs.
- 2) Ensure LEAs validate and provide serial numbers and photos identified during the annual inventory process for inclusion in the LESO property accounting system for all aircraft, armored vehicles, small arms, and other unique items, as required.
- 3) Certify the annual inventory no later than January 31 of each year as required for continued participation in the LESO Program.
- 4) Suspend a LEA as a result of the LEA's failure to properly submit certified inventories, according to the aforementioned requirements.

D. The LEA shall:

- 1) Complete and certify the annual physical inventory no later than November 30 of each year as required for continued participation in the program.
- 2) Adhere to additional annual certification requirements as identified by the LESO. All inventories and certification statements will be maintained on file indefinitely.

- a) The State requires each LEA to submit certified inventories for their agency by November 30 of each year. The Fiscal Year (FY) is defined as October 1 through September 30 of each year. This gives the LEA two (2) months to physically inventory DLA LESO Program property in their possession and submit their certified inventories to the Missouri LESO Program.
  - b) In addition to the certified inventories, the LESO requires photographs for all High-Profile property identified as aircraft, armored vehicles, small arms, and other unique items as required, received through the LESO Program.
    - i. The LESO requires a side and data plate photo for aircraft and vehicles that are serial number controlled, received through the LESO Program.
    - ii. The LESO requires serial number photos for each small arm received through the LESO Program.
  - c) LEAs that fail to submit the certified annual inventory by November 30 will be suspended from operations within the LESO Program. When a LEA is suspended, a Corrective Action Plan (CAP) will need to be submitted to the State and LESO identifying all actions taken to correct the deficiencies. Further failure to submit the certified annual inventory by December 31 will result in a LEA's termination from the LESO Program.
- 3) Be aware that High-Profile commodities (aircraft, armored vehicles and small arms) and other property may be subject to additional controls.
  - 4) Ensure that an approved current SPO is uploaded in FEPMIS.

## **VI. PROGRAM COMPLIANCE REVIEWS**

- A. The LESO conducts a Program Compliance Review (PCR) for each State/Territory that is enrolled in the LESO Program every two (2) years. The LESO reserves the right to conduct no notice PCRs, or require an annual review, or similar inspection, on a more frequent basis for any State/Territory. LESO PCRs are performed in order to ensure that State Coordinators, State Point of Contacts (SPOCs), and all LEAs within a State/Territory are compliant with the terms and conditions of the LESO Program as required by 10 USC § 2576a, DLA Instruction and Manuals regarding the LESO Program, the DLA/State MOA, and this SPO.
  - 1) If a State/Territory and/or LEA fails a PCR, the LESO will immediately suspend their operations and will subsequently issue corrective actions (with suspense

dates) to the State Coordinator, which will identify what is needed to rectify the identified deficiencies within his/her State/Territory.

- 2) If a State/Territory and/or LEA fails to correct identified deficiencies by the given suspense dates, the LESO will move to terminate the LESO Program operations within the State/Territory and/or LEA.
- 3) States/Territories and/or LEAs which fail a PCR will be suspended for a minimum of sixty (60) days and will not be reinstated until DLA conducts a re-inspection on the State/Territory and the State/Territory and/or LEA successfully passes the inspection.
- 4) During a LESO PCR, it is LESO's intent to physically inventory 100% of property selected for review at each LEA. The use of ECRs in lieu of physical inspection is discouraged during PCRs.

B. The State/Territory shall:

- 1) Support the LESO PCR process by:
  - a) Coordinating and forwarding completed PCR daily events schedule to the selected LEAs to be reviewed.
  - b) Contacting LEAs selected for review via phone and email to ensure they are aware of the PCR schedule and prepared for review.
  - c) Receiving inventory selections from the LESO and forwarding them to the selected LEAs.
  - d) Ensuring the LEA Points of Contact (POCs) gather the selected items in a central location to ensure the LESO can efficiently inventory the items.
  - e) Providing additional assistance to the LESO as required, prior to, during, and upon completion of the PCR.
- 2) Conduct internal Agency Compliance Reviews (ACRs) of LEAs participating in the LESO Program in order to ensure accountability, program compliance, and program eligibility and to validate annual inventory submissions are accurate. The State/Territory will ensure an internal ACR of at least 5% of LEAs that have a property book from the LESO Program within his/her State/Territory is completed annually, between October 1 and September 30. Results of internal ACRs will be kept on-file at the Missouri LESO Program office.
  - a) The internal PCR will include, at minimum:
    - i. A review of the SPO signed by both parties, ensuring that the SPO is uploaded into the Station Management Utility within

FEPMIS.

- ii. A review of the LEA's application/screener letter.
  - iii. A physical inventory of DLA LESO Program property selected for review at each LEA.
  - iv. A specific review of each selected LEA's files for the following: DD Form 1348-1A for each item currently on inventory, small arms documentation, transfer documents, turn-in documents, inventory adjustment documents, exception to policy letters (if any), approved cannibalization requests (if any), or other pertinent documentation as required.
  - v. A review and confirmation of authenticity and eligibility of the LEA.
- b) For uniformity purposes, the State/Territory shall utilize a PCR checklist provided by the LESO, or equivalent.
  - c) In cases that require a repossession or turn-in of property, the LEA will bear all expenses related to the repossession and/or turn-in/transfer of DLA LESO Program property to the appropriate DLA Disposition Services site.

## **VII. REPORTING REQUIREMENTS FOR LOST, STOLEN, OR DESTROYED DLA LESO PROGRAM PROPERTY**

- A. All LESO Program property Lost, Stolen, or Destroyed (LSD), carried on a LEA's current inventory, must be reported to the LESO.
  - 1) LSD controlled property must be reported to the LESO by the Missouri LESO Program staff within twenty-four (24) hours of determining LESO Program property has been LSD. The LEA will be required to provide the following to the Missouri LESO Program staff within the twenty-four (24) hour period stated:
    - a) A comprehensive police report;
    - b) A National Crime Information Center (NCIC) report/entry, as applicable, for serial numbered property items; and
    - c) A Corrective Action Plan (CAP).
  - 2) The State/Territory will provide the contact information for the Civilian Governing Body over the LEA involved, to include: Title, Name, Email and Mailing Address.

- 3) LSD property with a DEMIL Code of "A" and "Q6" must be reported to the LESO by the Missouri LESO Program staff within seven (7) days of determining LESO Program property has been LSD. The LEA will be required to provide the following to the Missouri LESO Program staff within the seven (7) day period stated:
    - a) A comprehensive police report;
    - b) A National Crime Information Center (NCIC) report/entry, as applicable, for serial numbered property items; and
    - c) A Corrective Action Plan (CAP).
  - 4) All LEAs participating in the LESO Program will agree to cooperate with investigations into LSD by the DLA OIG and/or the Missouri LESO Program staff.
  - 5) A DD 200 Form, Financial Liability Investigation for Property Loss (FLIPL) will be required to be submitted to the LESO, following the initial reporting requirements detailed above, for all unaccounted for property.
- B. LESO may grant extensions to the reporting requirements listed above on a case-by-case basis.

## **VIII. AIRCRAFT AND SMALL ARMS**

- A. All aircraft are considered controlled property, regardless of DEMIL Code. The SPO will ensure that all LEAs and all subsequent users are aware of, and agree to provide, all required controls and documentation in accordance with applicable laws and regulations for these items.
- B. LEAs no longer requiring aircraft and/or small arms issued through the LESO Program will request authorization to transfer or turn-in such aircraft or small arms. Transfers and turn-ins will be forwarded and endorsed by the State/Territory, and approved by the LESO. Aircraft and/or small arms will not physically move until the LESO and the Missouri LESO Program staff provides official notification that the approval process is complete.
- C. When returning small arms to Anniston Army Depot, LEAs are required to:
- 1) Provide the 1348-1A turn in document that has been approved through the LESO.
  - 2) Provide an appointment letter signed by the CLEO, or their designee, appointing the certifier and verifier to that position (found on the LESO website).
  - 3) Provide the inert certificate that has been signed by a qualified certifier and verifier.

- 4) Insert a flag safety or chamber flag into the chamber for visual verification that the small arm is clear of ammunition.
  - 5) The aforementioned documentation will be placed in a packing slip affixed to the outside of the shipping container. A duplicate set of documents will be placed inside the shipping container.
- D. Small arms that are issued must have a documented chain of custody, with the chain of custody including a signature of the receiving officer/deputy indicating that he/she has received the appropriate small arm(s) with the correct, specified serial number(s). Small arms that are issued to an officer/deputy will be issued utilizing an Equipment Custody Receipt (ECR); this Equipment Custody Receipt obtains the signature of the officer/deputy responsible for the small arm. (A sample ECR can be found online at <https://dps.mo.gov/dir/programs/cjle/dod.php>.)
- E. Modifications to small arms are authorized. All parts are to be retained and accounted for in a secured location under the original serial number for the small arm until final disposal. If the modified small arm is transferred to another LEA, all parts must accompany the small arm to the receiving LEA.
- F. Weapon Accountability. Law enforcement agencies that have multiple instances of a missing, lost, or stolen LESO Program small arm within a five (5) year window will be assessed by DLA Disposition Services to determine if a systemic problem exists.
- 1) First Instance of loss/theft: Will result in a sixty (60) day minimum suspension.
  - 2) Second Instance of loss/theft: Will result in a one hundred and eighty (180) day minimum suspension.
  - 3) Third Instance of /loss/theft: Will result in a two hundred and forty (240) day minimum suspension. DLA Disposition Services will submit a formal assessment presenting all the facts of the instances of loss, relevant data, and evidence as to whether a systemic problem exists to DLA J34 for review and coordination. DLA Disposition Services will recommend potential disciplinary actions, which could include recalling the agency's loaned small arms or termination from the Program.
- G. Aircraft and small arms will not be obtained by any authorized participant for the purpose of sale, lease, loan, personal use, rent, exchange, barter, transfer, or to secure a loan and will be returned to the DLA Disposition Services at the end of their useful life.

## **IX. RECORDS MANAGEMENT**

- A. The LESO must maintain all records in accordance with the DLA Records Schedule. However, the Missouri Department of Public Safety and LEAs within the State of Missouri



must maintain all records in accordance with the Missouri Secretary of State's Agency Records Disposition Schedule. Records for property acquired through the LESO Program have retention controls based on the DEMIL Codes. All documents concerning property record will be retained.

- 1) LESO Program Applications, LEA Applications to Participate, or records of similar purpose to enroll in the LESO Program will be retained for three (3) state fiscal years, starting from the end of the state fiscal year in which a more current application was submitted. (The state fiscal year is defined as July 1 through June 30.)
- 2) Property records for items with DEMIL Codes of "A" and "Q6" will be retained for two (2) state fiscal years, starting from the end of the state fiscal year in which the property is removed from the LEA's property book before being destroyed. (The state fiscal year is defined as July 1 through June 30.)
- 3) Property records for controlled property will be retained for five (5) state fiscal years, starting from the end of the state fiscal year in which the property is removed from the LEA's property book before being destroyed. (The state fiscal year is defined as July 1 through June 30.)
- 4) Environmental Property records will be retained for fifty (50) years, regardless of DEMIL Code (Chemicals, Batteries, Hazardous Material/Hazardous Waste).
- 5) LESO Program files will be segregated from all other records.
- 6) All property records will be filed, retained, and destroyed in accordance with the Missouri Secretary of State's Agency Records Disposition Schedule. These records include, but are not limited to, the following: DD Form 1348-1A for approved requests for transfers, turn-ins, requisitions, and any other pertinent documentation and/or records associated with the LESO Program (i.e. approved Bureau of Alcohol, Tobacco, Firearms and Explosives (BATFE) Forms 10 and 5, Certificate of Aircraft Registration (AC Form 8050-3), Aircraft Registration Application (AC 8050-1).

## **X. LESO PROGRAM ANNUAL TRAINING**

- A. 10 USC § 280 provides that the Secretary of Defense, in cooperation with the U.S. Attorney General, shall conduct an annual briefing of law enforcement personnel of each State/Territory (including law enforcement personnel of the political subdivisions of each State/Territory). The briefing will include information on training, technical support, equipment, and facilities that are available to civilian law enforcement personnel from the Department of Defense.
- B. The State/Territory shall organize and conduct training pertaining to information, equipment, technical support and training available to LEAs via the LESO Program.

- C. The State/Territory shall ensure at least one representative (i.e. the State Coordinator or State Point of Contact) attend the annual training that LESO conducts.

## **XI. PROPERTY ALLOCATION**

A. The State/Territory shall:

- 1) Upon receipt of a valid LEA request for property through the DLA Disposition Services RTD Website, give a preference to those requisitions indicating that the transferred property will be used in the counter-drug/counter-terrorism or border security activities of the recipient LEA. Additionally, to the greatest extent possible, the State/Territory will ensure fair and equitable distribution of property based the LEA's current inventory and the LEA's justifications for property.
- 2) The State/Territory and the LESO reserves the right to determine and/or adjust allocation limits. Generally, no more than one of any item per officer will be allocated. Quantity exceptions may be granted on a case-by-case basis by the LESO based on the justification provided by the LEA. Currently, the following allocation limits apply:
  - a) Small Arms: one (1) of each type for every qualified officer, full-time/part-time;
  - b) HMMWVs/Up-Armored HMMWVs: one (1) vehicle for every three (3) officers;
  - c) MRAPs/Armored Vehicles: two (2) vehicles per LEA; and
  - d) Robots: one (1) of each type for every twenty five (25) officers.
- 3) Additional justification may be required for small arms and MRAPs/armored vehicles. The LESO reserves final authority on determining the approval and/or disapproval for requests of specific types and quantities of excess DoD property.

B. Access the DLA Disposition Services RTD Website at a minimum of once daily (Monday - Friday) to review/process LEAs' requests for excess DoD property.

C. The LEA shall:

- 1) Ensure an appropriate justification is submitted when requesting excess DoD property via the DLA Disposition Services RTD Website.
- 2) Access the LESO website and the Missouri Department of Public Safety LESO website for timely and accurate guidance, information, and links concerning the LESO Program and ensure that all relevant information is reviewed.

must maintain all records in accordance with the Missouri Secretary of State's Agency Records Disposition Schedule. Records for property acquired through the LESO Program have retention controls based on the DEMIL Codes. All documents concerning property record will be retained.

- 1) LESO Program Applications, LEA Applications to Participate, or records of similar purpose to enroll in the LESO Program will be retained for three (3) state fiscal years, starting from the end of the state fiscal year in which a more current application was submitted. (The state fiscal year is defined as July 1 through June 30.)
- 2) Property records for items with DEMIL Codes of "A" and "Q6" will be retained for two (2) state fiscal years, starting from the end of the state fiscal year in which the property is removed from the LEA's property book before being destroyed. (The state fiscal year is defined as July 1 through June 30.)
- 3) Property records for controlled property will be retained for five (5) state fiscal years, starting from the end of the state fiscal year in which the property is removed from the LEA's property book before being destroyed. (The state fiscal year is defined as July 1 through June 30.)
- 4) Environmental Property records will be retained for fifty (50) years, regardless of DEMIL Code (Chemicals, Batteries, Hazardous Material/Hazardous Waste).
- 5) LESO Program files will be segregated from all other records.
- 6) All property records will be filed, retained, and destroyed in accordance with the Missouri Secretary of State's Agency Records Disposition Schedule. These records include, but are not limited to, the following: DD Form 1348-1A for approved requests for transfers, turn-ins, requisitions, and any other pertinent documentation and/or records associated with the LESO Program (i.e. approved Bureau of Alcohol, Tobacco, Firearms and Explosives (BATFE) Forms 10 and 5, Certificate of Aircraft Registration (AC Form 8050-3), Aircraft Registration Application (AC 8050-1).

## **X. LESO PROGRAM ANNUAL TRAINING**

- A. 10 USC § 280 provides that the Secretary of Defense, in cooperation with the U.S. Attorney General, shall conduct an annual briefing of law enforcement personnel of each State/Territory (including law enforcement personnel of the political subdivisions of each State/Territory). The briefing will include information on training, technical support, equipment, and facilities that are available to civilian law enforcement personnel from the Department of Defense.
- B. The State/Territory shall organize and conduct training pertaining to information, equipment, technical support and training available to LEAs via the LESO Program.

- 3) When requesting property for counter-drug/counter-terrorism or border security activities, provide a justification that specifies that the property will be used for such activities.
- 4) Maintain access to FEPMIS to ensure the LEA is properly maintaining their property books, to include, but not limited to, transfers, turn-ins, and disposal requests.
  - a) FEPMIS account holders must be employees of the LEA.

## **XII. PROGRAM SUSPENSION & TERMINATION**

- A. The State/Territory/LEA is required to abide by the terms and conditions of the DLA/State MOA and this SPO in order to maintain active status.
- B. If a State Coordinator or LEA fails to comply with any terms of the DLA/State MOA, Federal statute or regulation, or this SPO, the State and/or LEA may be placed on restricted status, suspended, and/or terminated from the LESO Program. All suspension or termination notifications will be in writing and will identify remedial measures required for reinstatement, if applicable.
  - 1) Suspension: A specified period of time in which an entire State/Territory or identified LEA(s) is prohibited from requesting and receiving additional property through the LESO Program. Additional requirements for remedial action may also be placed on suspended activities, to include return of all or specifically identified controlled property. Suspensions will be for a minimum of sixty (60) days.
  - 2) Termination: Removal of a LEA or State/Territory from participating in the LESO Program. The State/Territory and/or identified LEAs will transfer or turn-in all controlled property previously received through the LESO Program at the expense of the LEAs.
  - 3) Restricted Status: A specified period of time in which a State/Territory or LEA is restricted from receiving an item or commodity due to isolated issues with the identified commodity. Restricted status may also include restricting an agency from all controlled property. Restricted status is commonly used for agencies that have active consent decrees from the Department of Justice.
- C. The State/Territory shall:
  - 1) Suspend LEAs for a minimum of sixty (60) days in all situations relating to the suspected or actual abuse of DLA LESO Program property or requirements and/or repeated failure to meet the terms and conditions of this SPO. Suspension may lead to termination.

- 2) Coordinate with the LESO, who will have final discretion on reinstatement requests. Reinstatement to full participation from a suspension and/or termination is not automatic.
- 3) Issue corrective action guidance in coordination with LESO and the LEA with suspense dates to rectify issues and/or discrepancies that caused suspension and/or termination.
- 4) Require the LEA to submit results regarding all completed police investigations and/or reports regarding LSD DLA LESO Program property to include the LEA's CAP.
- 5) Suspend or terminate a LEA from the LESO Program if a LEA fails to comply with any terms of the DLA/State MOA, the DLA Instruction and Manuals regarding the LESO Program, any Federal statute or regulation, or this SPO.
- 6) In the event of a LEA termination, make every attempt to transfer the DLA LESO Program property of the terminated LEA to an authorized State/Territory or LEA, as applicable, prior to requesting a turn-in of the property to the appropriate DLA Disposition Services location.
  - a) In cases relating to a LEA termination, the LEA will have thirty (30) days to complete the transfer or turn-in of all DLA LESO Program property in their possession, unless circumstances out of the control of the LEA prevent such transfer or turn-in within the stated thirty (30) days.
- 7) Notify the LESO and initiate an investigation into any questionable activity or action involving DLA LESO Program property issued to an LEA that comes to the attention of the State/Territory, and is otherwise within the authority of the Governor/State/Territory to investigate. Upon conclusion of any such investigation, take appropriate action and/or make appropriate recommendations on suspension or termination of the LEA to the LESO. States/Territories, acting on behalf of their Governor, may revoke or terminate their concurrence for LEA participation in the LESO Program at any time and for any reason.
- 8) Request that the LESO suspend or terminate a LEA from the LESO Program if a LEA fails to comply with any term of the DLA Instructions and Manuals regarding the LESO Program, any Federal statute or regulation, the DLA/State MOA, or this SPO.
- 9) Implement State level LEA suspensions and notify the LESO if a LEA fails to comply with any term of the DLA Instructions and Manuals regarding the LESO Program, any Federal statute or regulation, the DLA/State MOA, or this SPO.
- 10) Initiate corrective action to rectify suspensions and/or terminations placed upon

the State/Territory for failure to meet the terms and conditions of the LESO Program.

- 11) Make contact (until resolved) with suspended LEA(s) within the State/Territory to ensure corrective actions are rectified by the timeframe provided by the LESO.
- 12) Require the LEAs to complete and submit results regarding all completed police investigations and/or reports regarding LSD DLA LESO Program property. The State/Territory must submit all documentation to the LESO upon receipt.
- 13) Provide documentation to the LESO when actionable items are rectified for the State/Territory and/or LEA(s).
- 14) Provide a written request to the LESO for reinstatement of an LEA via the State Coordinator or SPOC(s) for full participation status at the conclusion of a suspension period.
- 15) Provide a written request to the LESO for reinstatement of the State/Territory via the Governor for full participation status at the conclusion of a suspension period.

**D. The LEA shall:**

- 1) In the event of the LEA termination, make every attempt to transfer the DLA LESO Program property to an authorized participating LEA, as applicable, prior to requesting a turn-in of the property to the approved DLA Disposition Services location.
  - a) In cases of a State/Territory termination, the State/Territory will have one hundred and twenty (120) days to complete the transfer or turn-in of all DLA LESO Program property in their State/Territory.
  - b) In cases relating to an LEA termination, the LEA will have thirty (30) days to complete the transfer or turn-in of all DLA LESO Program property in their possession, unless circumstances out of the control of the LEA prevent such transfer or turn-in within the stated thirty (30) days.

**XIII. AMMUNITION**

**A. DLA in support of the United States Army will aid in allocating ammunition to LEAs.**

- 1) U.S. Army will issue approved transfers directly to the LEA. LEAs are responsible for funding all costs associated with the packing and shipping of ammunition and will make reimbursements directly to the U.S. Army.
- 2) All ammunition obtained via the Law Enforcement Support Program will be for

training purposes only. At the time of request, LEAs will certify in writing that the ammunition will be used for training purposes only. Ammunition will not be obtained for the purpose of sale, lease, loan, personal use, rent, exchange, barter, transfer, or to secure a loan. Ammunition obtained through the Program shall not be sold.

- 3) Ammunition will be treated as a consumable item and not tracked in any DLA inventory system or inspected during compliance reviews.
- 4) DLA Disposition Services will track and preserve necessary records of ammunition transferred to a LEA and will post all agency requests, approvals, and denials on the public webpage.

#### **XIV. COSTS & FEES**

All costs associated with the transportation, turn-in, transfer, repair, maintenance, insurance, disposal, repossession or other expenses related to property obtained through the LESO Program are the sole responsibility of the LEA.

#### **XV. NOTICES**

Any notices, communications, or correspondence related to this agreement shall be provided by E- mail, the United States Postal Service, express service, or facsimile to the appropriate DLA office. The LESO may, from time to time, make unilateral modifications or amendments to the provisions of the DLA/State MOA or this SPO. Notice of these changes will be provided to State Coordinators in writing. Unless State Coordinators take immediate action to terminate this SPO in accordance with Section XVIII, such modifications or amendments will become binding. In such cases, reasonable opportunity will, insofar as practicable, be afforded the State Coordinator to conform changes affecting their operations.

#### **XVI. ANTI-DISCRIMINATION**

- A. By signing this SPO, or accepting excess DOD personal property under this SPO, the State/Territory pledges that it and each LEA agrees to comply with applicable provisions of the following national policies prohibiting discrimination:
  - 1) On the basis of race, color, or national origin, in Title VI of the Civil Rights Act of 1964 (42 USC 2000d et seq.) as implemented by DOD regulations 32 CR Part 195.
  - 2) On the basis of age, in the Age Discrimination Act of 1975 (42 USC 6101, et seq) as implemented by Department of Health and Human Services regulations in 45 CFR Part 90.
  - 3) On the basis of handicap, in Section 504 of the Rehabilitation Act of 1973, P.L. 93- 112, as amended by the Rehabilitation Act Amendments of 1974, P.L. 93-

516 (29 USC 794), as implemented by Department of Justice regulations in 28 CFR Part 41 and DOD regulations at 32 CFR Part 56.

- B. These elements are considered the minimum essential ingredients for establishment of a satisfactory business agreement between the State/Territory and the DOD and between the State/Territory and the LEA.

## **XVII. INDEMNIFICATION CLAUSE**

- A. The State/Territory/LEA is required, at a minimum, to maintain adequate liability insurance to cover damages or injuries to persons or property relating to the use of property issued under the LESO Program. Self-insurance by the State/LEA is considered acceptable. The U.S. Government assumes no liability for damages or injuries to any person(s) or property arising from the use of property issued under the LESO Program. It is recognized that State and Local law generally limit or preclude State Coordinators/LEAs from agreeing to open ended indemnity provisions. However, to the extent permitted by State and Local laws, the State/Territory/LEA shall indemnify and hold the U.S. Government harmless from any and all actions, claims, debts, demands, judgments, liabilities, cost, and attorney's fees arising out of, claimed on account of, or in any manner predicated upon loss of, or damage to property and injuries, illness or disabilities to, or death of any and all persons whatsoever, including members of the general public, or to the property of any legal or political entity including states, local and interstate bodies, in any manner caused by or contributed to by the State/Territory/LEA, its agents, servants, employees, or any person subject to its control while the property is in the possession of, used by, or subject to the control of the State/Territory/LEA, its agents, servants, or employees after the property has been removed from U.S. Government control.
- B. LEAs are not required to maintain full coverage insurance on controlled property, aircraft or other items with special handling requirements that remain titled to DoD. However, LEAs must be advised that if they elect to carry insurance and the insured property is on the LESO inventory at the time of loss, damage, or destruction, the recipient must submit a check made payable to DLA for any insurance proceeds received in excess of their actual costs of acquiring and rehabilitating the property prior to its loss, damage, or destruction.

## **XVIII. TERMINATION**

- A. This SPO may be terminated by either party, provided the other party receives thirty (30) days' notice, in writing, or as otherwise stipulated by Public Law.
- B. The undersigned Chief Law Enforcement Official, Local Governing Executive Official, and State Coordinator (or State Point of Contact, by designee of the State Coordinator) hereby agrees to comply with all provisions set forth herein and acknowledges that any violation of the terms and conditions of this SPO may be grounds for immediate termination and possible legal consequences, to include pursuit of criminal prosecution if so warranted.



**XIX. IN WITNESS THEREOF**, the parties hereto have executed this agreement as of the last date written below.

**Darryl Forte**

\_\_\_\_\_  
Type / Print Chief Law Enforcement Official Name

Darryl Forte

\_\_\_\_\_  
Chief Law Enforcement Official Signature

10/16/2018  
Date (MM/DD/YYYY)

**Frank White**

\_\_\_\_\_  
Type / Print Local Governing Executive Official Name

\_\_\_\_\_  
Local Governing Executive Official Signature

\_\_\_\_\_  
Date (MM/DD/YYYY)

\_\_\_\_\_  
Type / Print State Coordinator (or designee) Name

\_\_\_\_\_  
State Coordinator (or designee) Signature

\_\_\_\_\_  
Date (MM/DD/YYYY)

# REQUEST FOR LEGISLATIVE ACTION

## EXECUTIVE OFFICE

OCT 24 2018

Completed by County Counselor's Office:

Res/~~Ord~~ No.: 20036

Sponsor(s): Alfred Jordan

Date: November 5, 2018

SUBJECT	<p>Action Requested  <input checked="" type="checkbox"/> Resolution  <input type="checkbox"/> Ordinance</p> <p>Project/Title: <u>A Resolution authorizing the Jackson County Sheriff and the County Executive to execute a state plan of operations between the State of Missouri and the Jackson County Sheriff's Office, at no cost to the county.</u></p>												
<p>BUDGET INFORMATION</p> <p><i>To be completed By Requesting Department and Finance</i></p>	<table border="1"> <tr> <td>Amount authorized by this legislation this fiscal year:</td><td>\$0</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>\$0</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>\$0</td></tr> <tr> <td>TO:</td><td>\$0</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: Sheriff's Office Estimated Use:</p> <p>Prior Year Budget (if applicable):  Prior Year Actual Amount Spent (if applicable):</p>	Amount authorized by this legislation this fiscal year:	\$0	Amount previously authorized this fiscal year:	\$0	Total amount authorized after this legislative action:	\$0	Amount budgeted for this item * (including transfers):		Source of funding (name of fund) and account code number; FROM:	\$0	TO:	\$0
Amount authorized by this legislation this fiscal year:	\$0												
Amount previously authorized this fiscal year:	\$0												
Total amount authorized after this legislative action:	\$0												
Amount budgeted for this item * (including transfers):													
Source of funding (name of fund) and account code number; FROM:	\$0												
TO:	\$0												
PRIOR LEGISLATION	<p>Prior ordinances and (date):  Prior resolutions and (date): Resolution #19586 September 25<sup>th</sup>, 2017.</p>												
CONTACT INFORMATION	<p>RLA drafted by: Captain Scott Goodman Jackson County Sheriff's Office Commander (816) 541-8017</p>												
REQUEST SUMMARY	<p><u>The Secretary of Defense is authorized to transfer to state law enforcement agencies property which is in excess of the needs of the United States Department of Defense. This program, formerly known as the 1033 program, is called the LESO Program (Law Enforcement Support Program).</u></p> <p><u>This request is to authorize the execution of the attached documents so the Jackson County Sheriff's Office may continue to cooperate.</u></p>												
CLEARANCE	<p><input type="checkbox"/> Tax Clearance Completed (Purchasing &amp; Department)  <input type="checkbox"/> Business License Verified (Purchasing &amp; Department)  <input type="checkbox"/> Chapter 6 Compliance - Affirmative Action/Prevailing Wage (County Auditor's Office)</p>												

ATTACHMENTS	Bliss and Associates Fee Proposal	
REVIEW	Department Director:	Date: 8 Oct 18
	Finance (Budget Approval): If applicable	Date: 10/24/18
	Division Manager:	Date: 10-24-18
	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.

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

**A RESOLUTION** authorizing the Jackson County Legislature to hold a closed meeting on Monday, November 5, 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. 20037**, November 5, 2018

**INTRODUCED BY** Scott Burnett, County Legislator

WHEREAS, the Jackson County Legislature desires to hold a closed meeting on Monday, November 5, 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, November 5, 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.20037 of November 5, 2018, was duly passed on \_\_\_\_\_, 2018 by the Jackson County Legislature. The votes thereon were as follows:

Yeas \_\_\_\_\_

Nays \_\_\_\_\_

Abstaining \_\_\_\_\_

Absent \_\_\_\_\_

\_\_\_\_\_  
Date

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