



Unified Government of Wyandotte County and Kansas City, Kansas

**Administration & Human Services
Standing Committee**

Fifth Floor Conference Room
701 N. 7th Street Trafficway, Kansas City, KS 66101

Chairman Melissa Bynum

*Commissioner Mike Kane, Commissioner Christian Ramirez,
Commissioner Andrew Davis, Commissioner Evelyn Hill*

AGENDA

Monday, October 27, 2025

Immediately upon adjournment of the earlier committee, or 5:00 PM

- 1. Call to Order/Roll Call**
- 2. Revisions to October 27, 2025 Agenda**
- 3. Approval of standing committee minutes from August 26, 2024.**
- 4. Committee Agenda**
 - 4.1 RESOLUTION: COOPERATIVE AGREEMENT BETWEEN THE UNIFIED GOVERNMENT AND LEAVENWORTH COUNTY**

Synopsis: A resolution authorizing the approval of a cooperative agreement between the Unified Government of Wyandotte County and Kansas City, Kansas and Leavenworth County for the purpose of planning, coordinating, funding, and advocating for programs for older adults.
Tracking #: 211135
 - 4.2 ORDINANCE/RESOLUTION: REPEALING OR SUSPENDING ENFORCEMENT OF CERTAIN SECTIONS OF THE UNIFIED GOVERNMENT CODE OF ORDINANCES**

Synopsis: An ordinance and resolution of the Unified Government of Wyandotte County/Kansas City, Kansas repealing or suspending enforcement of certain sections of the Unified Government Code of Ordinances to ensure the Unified Government's full compliance with new and existing federal grant requirements.
Tracking #: 211136

4.3 RESOLUTION/ORDINANCE: MODIFYING ELIGIBILITY PROVISIONS FOR UTILITY/CITY SALES TAX REBATE PROGRAMS

Synopsis: Adoption of a resolution and approval of an ordinance modifying the provisions regarding eligibility to receive refunds on a portion of the City Sales Tax and a portion of some fees and charges by senior citizens and persons with disabilities (Utility Rebate). The income guidelines will have the same definition as set forth in KSA 79-7502(a) for claimants filing under KSA 79-4508a.

Tracking #: 211110

4.4 ORDINANCE: AMENDING UNIFIED GOVERNMENT CODE OF PROCEDURES

Synopsis: Appendix C, Unified Government Commission Rules of Procedure, Article I, of the Code of Ordinances for the Unified Government of Wyandotte County/Kansas City, Kansas, is proposed to be amended to embrace current practices, as well as provide consistency throughout the Rules.

Tracking #: 211111

4.5 APPROVAL: REVISIONS TO HUMAN RESOURCES GUIDE POLICY - TRAVEL, TRAINING & MILEAGE

Synopsis: Approval for revisions to Human Resources Guide Policies, 3.6 - Travel, Training and Mileage Reimbursement.

Tracking #: 211137

4.6 RESOLUTIONS: AMENDING HUMAN RESOURCES GUIDE

Synopsis: Resolutions to amend the Unified Government Human Resources Guide as follows:

- A. Amending the Unified Government Human Resources Guide to change the residency requirement for all Unified Government employees from residency in the County to residency within 30-miles of the Municipal Office Building;
- B. Amending the Unified Government Human Resources Guide to change the time to establish residency for new employees from 12 months to 24 months;
- C. Amending the Unified Government Human Resources Guide to change both the residency requirement to a 30-mile radius and the time to establish residency for new employees from 12 months to 24 months.

Tracking #: 211141

4.7 UPDATE: HUMAN RESOURCES GUIDE (PUBLIC SAFETY EMPLOYEES)

Synopsis: Approval of revisions to Human Resources Guide 2.6A, Selection of Public Safety Employees. Revised policy to reflect updates in current practices as well as process in Workday.

Tracking #: 211144

5. Public Agenda

6. Adjourn

The Unified Government of Wyandotte County and Kansas City, Kansas will provide necessary, reasonable auxiliary aids and services, such as ASL translators, machine-readable copies of meeting materials, or on-site language interpretation. Individuals requiring any auxiliary aids or services should contact the Unified Government

Office of the Clerk by emailing or calling UGclerkrequest@wycokck.org or 913-573-5260 at least 48 hours in advance of the meeting.

Persons may address the Commission during the time set aside for Public Comment or at any time by suspension of the rules. All persons must address the commission and state their name and address for the record. Comments shall be limited to three (3) minutes for each participant. Per the Commission Rules of Procedure, disruptive comments and behavior are not permitted and may result in removal from the meeting.

Some commissioners, staff, and the public may attend remotely via Zoom or by phone. All participants joining by phone should mute their phones when not speaking to avoid background noise. During the meeting, all speakers are asked to please announce yourself by name and title every time you speak so the public that is observing knows who is speaking. This is critical given the number of remote participants and is current guidance from the Kansas Attorney General.

El Gobierno Unificado del Condado de Wyandotte y Kansas City, Kansas, proporcionará ayudas y servicios auxiliares necesarios y razonables, como traductores de ASL, copias legibles por máquina de los materiales de la reunión o interpretación de idiomas en el lugar. Las personas que requieran ayuda o servicios auxiliares deben comunicarse con la Oficina del Secretario del Gobierno Unificado enviando un correo electrónico o llamando al UGclerkrequest@wycokck.org o al 913-573-5260 al menos 48 horas antes de la reunión.

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Webinar ID: 896 9121 9784

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International numbers available: <https://wycokck.zoom.us/j/kczkzIZ0Xv>

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Unified Government of Wyandotte County and Kansas City, Kansas



Administration and Human Services Meeting
5th Floor Conference Room
701 N. 7th Street Trafficway, Kansas City, KS 66101

Commissioner Melissa Bynum Chair

*Commissioner Mike Kane – Commissioner Christian Ramirez –
Commissioner Andrew Davis – Commissioner Evelyn Hill*

MINUTES

Monday, August 26, 2024
5:23 PM-6:35 PM

Attendance:

Committee Members Present:

- Commissioner Bynum (Chair)
- Commissioner Kane
- Commissioner Ramirez
- Commissioner Davis
- Commissioner Hill

Committee Members Absent:

- None

Staff Present:

- Brittnie MacDonald (Clerk)
- Jennifer Traffis (Director of Start Young at the Family Conservancy)
- Lori Lanter (Program Coordinator, Wyandotte County Child Care Licensing Program)
- Olliea Jarrett (Program Supervisor, Wyandotte County Health Department)
- Erin Gaster (Environmental Health Specialist, Wyandotte County Health Department)
- Greg Kendall (Wyandotte County Economic Development Council)

- SueZanne Bishop (Senior Attorney)
- Rodney Lucas, (Interim Assistant County Administrator)

Call to Order (Discussion Begins at 17:34)

Commissioner Bynum called the meeting to order at 5:23 PM.

Revisions to Agenda:

No revisions to the agenda were reported.

Approval of Previous Minutes: (Discussion Begins 19:26)

No previous minutes were presented for approval.

Committee Agenda:

Item 1: PRESENTATION: CHILDCARE ACCESSIBILITY (Discussion Begins 19:32)

Jennifer Traffis from Raising WYCO presented on childcare accessibility in Wyandotte County:

- Only one slot available for every 20 infants or toddlers in Wyandotte County
- Economic impact of childcare gap: \$151-\$232 million in lost revenue
- Wyandotte County families may spend up to 25% of income on childcare
- About 15,000 children under age 5 in the county, with only 3,000 licensed childcare slots

Lori Lanter from the Wyandotte County Health Department presented on childcare licensing:

- Explained the role of the Child Care Licensing Program
- Discussed types of childcare facilities and recent changes in regulations
- Provided information on complaint processes and enforcement

Greg Kendall from the Wyandotte County Economic Development Council spoke about the economic impact of childcare issues:

- Highlighted the connection between childcare availability and workforce participation
- Discussed the need for quality early childhood education for future workforce development

Public comments were received:

- Angela Glass (home family provider) **(Discussion Begins 1:14:35)**
- Demetria Spencer (childcare center owner) **(Discussion Begins 1:16:37)**
- Mindy Rocha (parent and small business owner) **(Discussion Begins 1:19:37)**

This item was for information only, and no action was required.

Adjournment: (Discussion Begins 1:28:58)

Commissioner Kane moved to adjourn. The motion was seconded by Commissioner Davis.

Vote: Motion carried 5-0

- Ayes: Hill, Davis, Ramirez, Kane, Bynum
- Nays: None

The meeting was adjourned at 6:35 PM.

MLS



Report to Administration & Human Services

MEETING DATE	PRESENTER	DEPARTMENT
	<div style="border: 1px solid black; padding: 5px; margin-bottom: 10px;">SueZanne Bishop, Assistant Counsel</div> zbishop@wycokck.org x5076	Legal
AGENDA ITEM #4.1.		
RESOLUTION: COOPERATIVE AGREEMENT BETWEEN THE UNIFIED GOVERNMENT AND LEAVENWORTH COUNTY		
BACKGROUND		
<p>A resolution authorizing the approval of a cooperative agreement between the Unified Government of Wyandotte County and Kansas City, Kansas and Leavenworth County for the purpose of planning, coordinating, funding, and advocating for programs for older adults.</p>		
RECOMMENDATION		
<p>Approve</p> <p>To adopt the resolution and approve the agreement.</p>		
BUDGET IMPACTS / FINANCIAL CONSIDERATIONS		
n/a		
LEGAL/ POLICY CONSIDERATIONS		
To adopt the resolution and approve the agreement.		
ATTACHMENTS		
Resolution for Cooperative Agreement for Wyandotte-Leavenworth AAA, 25 10 15 UG Cooperative Agreement Signed		

Approved by Mayor/Administrator to add to agenda.

RESOLUTION NO. _____

A RESOLUTION AUTHORIZING THE APPROVAL OF A COOPERATIVE AGREEMENT BETWEEN THE UNIFIED GOVERNMENT OF WYANDOTTE COUNTY AND KANSAS CITY, KANSAS AND LEAVENWORTH COUNTY FOR THE PURPOSE OF PLANNING, COORDINATING, FUNDING, AND ADVOCATING FOR PROGRAMS FOR OLDER ADULTS.

WHEREAS, the Federal government has designated Wyandotte and Leavenworth Counties together as a regional Area Agency on Aging (AAA), called the Wyandotte/Leavenworth Area Agency on Aging; and

WHEREAS, the Areawide Advisory Council on Aging assists the Wyandotte/Leavenworth Area Agency on Aging through intergovernmental planning, coordination, and advocacy to provide an environment where older persons throughout Wyandotte and Leavenworth Counties can live independent, meaningful, and dignified lives; and

WHEREAS, for funding purposes, Wyandotte County enjoys the primary designation as the AAA, with Leavenworth Council on Aging acting as a service provider and subrecipient of Wyandotte County under various state and Federal funding agreements; and

WHEREAS, every year, Wyandotte County receives state and Federal funding to provide services for older adults, a portion of which the Unified Government subgrants to Leavenworth Council on Aging; and

WHEREAS, under the grant agreements, the Unified Government is responsible for monitoring Leavenworth Council on Aging as its subrecipient, including ensuring that Leavenworth Council on Aging complies with certain contractual requirements; and

WHEREAS, pursuant to K.S.A. 12-2908, the Unified Government of Wyandotte County and Kansas City, Kansas, and Leavenworth County have determined that the interests and welfare of the public will best be served by an Agreement between them to engage in planning, coordinating, funding, and advocating for programs for older adults in both counties; and

WHEREAS, the Agreement regards the cooperative action of the Unified Government and Leavenworth County that is subject to the oversight and regulation of the Kansas Department of Aging and Disability Services as the state-level granting agency.

NOW, THEREFORE, BE IT RESOLVED BY THE GOVERNING BODY OF THE UNIFIED GOVERNMENT OF WYANDOTTE COUNTY AND KANSAS CITY, KANSAS:

Section 1. The Unified Government Board of Commissioners hereby authorizes the Unified Government to enter into said Agreement by signature of the County Administrator.

Section 2. Further Action. The County Administrator and other officers, agents, and employees of the Unified Government are hereby authorized and directed to take such further action as may be appropriate or desirable to accomplish the purpose of this Resolution.

Section 3. Effective Date. This Resolution shall take effect and be in full force immediately after its adoption by the Governing Body of the Unified Government.

**APPROVED AND ADOPTED BY THE BOARD OF COMMISSIONERS
OF THE UNIFIED GOVERNMENT OF WYANDOTTE COUNTY AND KANSAS
CITY, KANSAS THIS ____ DAY OF _____, 2025.**

Tyrone Garner, Mayor/CEO

Attest:

Unified Government Clerk

Approved as to Form:

**AGREEMENT BETWEEN THE UNIFIED GOVERNMENT OF WYANDOTTE
COUNTY AND KANSAS CITY, KANSAS AND LEAVENWORTH COUNTY, KANSAS
FOR COOPERATION TOWARDS WYANDOTTE/LEAVENWORTH AREA AGENCY
ON AGING RESPONSIBILITIES**

THIS AGREEMENT is made and entered into this ____ day of _____, 2025, by and between the Unified Government of Wyandotte County/Kansas City, Kansas, a municipal corporation of the State of Kansas, ("Unified Government") and Leavenworth County, a body corporate and politic organized under the State of Kansas, for cooperation in administering the duties and obligations of the Wyandotte/Leavenworth Area Agency on Aging ("AAA") as it is funded by State and Federal grants and local matching dollars from each jurisdiction.

WHEREAS, since approximately 1973 the Federal government has designated Wyandotte and Leavenworth Counties together as a regional Area Agency on Aging (AAA), called the Wyandotte/Leavenworth Area Agency on Aging; and

WHEREAS, the Areawide Advisory Council on Aging assists the Wyandotte/Leavenworth Area Agency on Aging through intergovernmental planning, coordination, and advocacy to provide an environment where older persons throughout Wyandotte and Leavenworth Counties can live independent, meaningful, and dignified lives; and

WHEREAS, for funding purposes, Wyandotte County enjoys the primary designation as the AAA, with Leavenworth Council on Aging acting as a service provider and subrecipient of Wyandotte County under various state and Federal funding agreements; and

WHEREAS, every year, Wyandotte County receives state and Federal funding to provide services for older adults, a portion of which the Unified Government subgrants to Leavenworth Council on Aging; and

WHEREAS, under the grant agreements, the Unified Government is responsible for monitoring Leavenworth Council on Aging as its subrecipient, including ensuring that Leavenworth Council on Aging complies with certain contractual requirements; and

WHEREAS, pursuant to K.S.A. 12-2908, the Unified Government of Wyandotte County and Kansas City, Kansas, and Leavenworth County have determined that the interests and welfare of the public will best be served by an Agreement between them to engage in planning, coordinating, funding, and advocating for programs for older adults in both counties; and

WHEREAS, this Agreement regards the cooperative action of the Unified Government and Leavenworth County, which is subject to the oversight and regulation of the Kansas Department of Aging and Disability Services as the state-level granting agency; and

WHEREAS, the parties have the authority to enter into an Cooperative Agreement to this effect pursuant to the authority set forth in Article 12, Section 5 of the Kansas Constitution and K.S.A. Section 12-2901 *et seq.*

NOW, THEREFORE, IT IS AGREED:

The Federal award identification as it relates to this Agreement, and as required by 2 CFR 200.332, is as follows:

Subrecipient name	County of Leavenworth, Kansas
Subrecipient's unique entity identifier	FS8RAE7RK3Z8
Federal award identification number	Not provided
Federal award date	October 1, 2021
Subaward period of performance start and end date	October 1, 2021 – September 30, 2025
Subaward budget period start and end date	October 1, 2021 – September 30, 2025
Amount of Federal funds obligated in this subaward (total amount given to WY/LV)	\$6,402,136.00
Total amount of Federal funds obligated to the subrecipient (LV portion)	\$1,449,540.54
Total amount of the Federal award subrecipient match requirement (LV match)	\$113,813.17
Federal award project description	To support nutrition services including nutritious meals, nutrition education and other appropriate nutrition services for older adults to maintain health, independence and quality of life. Meals and nutrition services are to be served in a congregate setting or delivered to the home, if the older adult is homebound.
Name of Federal agency	Department of Health & Human Services
Name of pass-through entity and name and contact information for awarding official	Unified Government of Wyandotte County/Kansas City, Kansas David Johnston, County Administrator 701 N. 7 th Street Kansas City, Kansas 66101 913-573-5030 djohnston@wycokck.org
Assisted listings title and number	93.045 – Special Programs for the Aging, Title III, Part C, Nutrition Services
Is this award for research and development?	No
Indirect cost rate for Federal award	No

1. Purpose of Agreement

1.1. The purpose of this Agreement is to describe the relationship between the Parties as to the Wyandotte-Leavenworth Area Agency on Aging the provision of the following services:

Area Plan Administration

Title III-B Supportive Services

Title III-C(1) Congregate meals

Title III-C(2) Home Delivered Meals

Title III-D Disease Prevention and Health Promotion Services

Title III-E National Family Caregiver Support Program

NSIP

2. General Provisions

2.1. **Cooperative Agreement.** The parties hereto acknowledge that this Agreement is being entered into pursuant to Article 12, Section 5 of the Kansas Constitution and by K.S.A. 12-2908.

2.2. **Mutual Interest.** It is recognized that the interests herein are mutual. This Agreement is entered into for the common good of the general public of the parties and for strictly governmental purposes.

2.3. **Immunity.** Without waiving any immunity provided under the Kansas Tort Claims Act, and to the extent permitted by law, the Parties shall enjoy immunity from liability in the process of cooperating under this agreement. Nothing in the Agreement should be construed to in any way limit immunities available to the parties. Each Party expressly disclaims any provision or duty to indemnify the other Party or to hold the other Party harmless. Further, each Party expressly disclaims any provision, request, or assertion to pay any other Party's attorneys' fees, regardless of the circumstances.

2.4. **No Third-Party Rights.** No term or provision of this Agreement is intended to, or shall, create any rights in any person, firm, corporation, or other entity not a party hereto, and no such person or entity shall have any cause of action hereunder.

2.5. **Amendments.** The parties may elect to amend or specify additional provisions by adding a mutually agreed upon written addendum to this Agreement.

2.6. **Governing Law and Jurisdiction.** This Agreement shall be governed by, enforced and construed in accordance with the laws of the State of Kansas to contracts made and to be performed wholly within Kansas, without regard to choice or conflict of laws rules. The Parties hereby submit to the exclusive jurisdiction of and venue in the state courts located in Wyandotte County or

Leavenworth County, Kansas, or the U.S. District Court, District of Kansas, for purposes of any suit arising hereunder instituted by any party.

2.7. **Severability.** All agreements, covenants and clauses contained herein are severable, and in the event any of them shall be deemed or held to be unconstitutional, invalid, or unenforceable, the remainder of this Agreement shall be interpreted as if such unconstitutional, invalid or unenforceable agreements, clauses and covenants were not contained herein.

2.8. **Intergovernmental Cooperation.** This Agreement codifies the intergovernmental planning, coordination, and advocacy necessary to administer the programming and policies of the Wyandotte/Leavenworth Area Agency on Aging, as well as the Parties' cooperation with the Areawide Advisory Council on Aging.

2.9. **Relationship of the Parties.** No term or provision in this Agreement is intended to create a partnership, joint venture, or agency arrangement between any of the parties. Rather, this Agreement acknowledges the Parties' mutual designation, by the Federal government, as an Area Agency on Aging, while confirming each Party's individual rights as municipalities under Kansas law.

The parties agree that the legal relationship between them is of a contractual nature. Nothing in this Agreement shall be construed to create a relationship of employer and employee or principal and agent or any other relationship other than that of independent parties contracting with each other solely for the purpose of carrying out the provisions of this Agreement. All Unified Government employees acting under this Agreement shall remain employees of Unified Government for all purposes and shall not be deemed employees of Leavenworth County under any circumstances. All Leavenworth County employees acting under this Agreement shall remain employees of Leavenworth County for all purposes and shall not be deemed employees of the Unified Government under any circumstances.

2.10. **Compliance with the Law.** Each Party shall comply with all applicable local, state, and federal laws and regulations in carrying out this Agreement, regardless of whether those legal requirements are specifically referenced in this Agreement.

2.11. **No Discrimination in Provision of Services.** During the performance of this Agreement, neither Party shall deny any of the benefits or services of any resulting programming to any eligible participant on the basis of race, religion, color, sex, disability, age, national origin, or ancestry.

2.12. **Equal Opportunity.**

- a. Each Party shall observe the provisions of the Kansas Acts Against Discrimination, K.S.A. 44-1001 et seq. and amendments thereto, and shall not discriminate against any person in the performance of work under this Agreement because of race, religion, color, sex, disability, age, national origin, or ancestry.

b. Each Party shall ensure that applicants and employees are treated without regard to race, religion, color, sex, disability, age, national origin, or ancestry, including, but not limited to, in employment, upgrading, demotion, or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. Each Party agrees to post in conspicuous places, available to employees and applicants for employment, the provisions of this nondiscrimination clause.

c. Each Party, in all solicitations or advertisements for employees placed by or on behalf of the Party, will state that all qualified applicants will receive consideration for employment without regard to race, religion, color, sex, disability, age, national origin, or ancestry.

d. Each Party will cause the foregoing provisions to be inserted in all subcontracts for any work covered by this Agreement so that such provisions will be binding upon each subcontractor.

g. Each Party shall maintain sufficient records to document that, under all aspects of this Agreement, it has acted in a manner which is in full compliance with the Kansas Acts Against Discrimination. Such records shall at all times remain open to inspection by the Kansas Human Rights Commission or by the other Party.

h. Each Party, in carrying out this Agreement, shall also comply with all other applicable existing federal, state, and local laws relative to equal opportunity and nondiscrimination, all of which are incorporated by reference and made a part of this Agreement.

2.13. **Waiver.** The waiver by either party of a breach of any provision of this Agreement will not operate or be construed as a waiver of any subsequent breach by such party.

2.14. **Entire Agreement.** This Agreement and its attachments set forth the Parties' entire agreement. Neither party has made any oral or side agreements or representations not contained in this Agreement. This is a legal document and not a mere recital and is binding upon the parties, their representatives, and successors in interest.

2.15. **Disputes.** All controversies between the Parties which arise under, or are by virtue of, this Agreement and which are not resolved by mutual agreement, shall be decided by a court of competent jurisdiction. Notwithstanding any language to the contrary, no interpretation shall be allowed to find that either party has agreed to binding arbitration, or the payment of damages or penalties upon the occurrence of any contingency. Further, the Unified Government and Leavenworth County shall not agree to pay attorney fees and late payment charges.

2.16. **Termination for Default or Lack of Appropriation.** If Leavenworth County or Wyandotte County refuses or fails to perform any of the provisions of this Agreement with such

diligence as will ensure its completion within the time specified in this Agreement, or any extension thereof, or commits any other substantial breach of this Agreement, the non-breaching party may notify the breaching party in writing of the delay or nonperformance and, if not cured in ten days or any longer time specified in writing by the non-breaching party, the non-breaching party may terminate the other party's rights to proceed with the Agreement or such part of the Agreement as to which there has been delay or a failure to properly perform. Additionally, the Parties understand and agree that this Agreement will be subject to annual appropriations by the State of Kansas. If funds are not appropriated for this Agreement, then upon exhaustion of such funding, the Parties will be entitled to immediately terminate this Agreement without penalty or liability. The Unified Government will act in good faith and make every effort to give Leavenworth County reasonable advance notice of any potential problem with funding or appropriations. The Unified Government agrees to pay for services rendered up to the point of termination.

2.17. **Counterparts.** This Agreement may be executed in counterparts, each of which shall be deemed an original, but all of which together shall be deemed to be one and the same agreement. Electronic and digital format signatures (e.g., .JPG, .PDF) shall be considered as original signatures. A signed copy of this Agreement delivered by facsimile, e-mail, or other means of Electronic Transmission shall be deemed to have the same legal effect as delivery of an original signed copy of this Agreement.

2.18. **No Gratuities.** No party to this Agreement has or will offer or give any Unified Government or Leavenworth County employee or officer a gratuity or an offer of employment in connection with any decision, approval, disapproval, recommendation, or preparation of any part of a contract requirement or purchase request, influencing the content of any specification or procurement standard, rendering of advice, investigation, auditing or any other advisory capacity in any proceeding or application, request for ruling, determination, claim or controversy, or other particular matter, pertaining to any contract or subcontract, or to any solicitation or proposal therefore.

2.19. **No Kickbacks.** Each Party certifies that no payment, gratuity, offer of employment, or benefit has been or will be made by, or on behalf of, or solicited from any third-party contractor under a contract to the Unified Government or Leavenworth County as an inducement for the award of a subcontract or order in connection with the subject matter of this Agreement.

2.20. **Conflicts of Interest.** The Parties each certify that no officer or employee of the Unified Government or Leavenworth County has, or will have, a direct or indirect financial interest in this Agreement which is incompatible with the officer's or employee's discharge of official duties in the public interest, and that no officer or employee of the Unified Government or Leavenworth County, or member of such officer's or employee's immediate family, either has negotiated, or has or will have an arrangement, concerning employment to perform services on behalf of the Unified Government or Leavenworth County in this Agreement.

3. Obligations of the Unified Government

3.1. In consideration of this Agreement, the Unified Government agrees to:

a. Provide Leavenworth County, for the conduct of the project, Federal funds in the following not-to-exceed amounts:

Fiscal Year	III B	C1	C2	State/Performance	Leavenworth County Match
2024	\$63,843	\$79,522	\$62,134	\$172,580	\$12,929
2025	\$63,843	\$78,099	\$61,151	\$172,580	\$12,468
2026	\$64,779	\$80,087	\$61,255	\$173,552	\$12,968

The Unified Government will issue an amendment of this Agreement once it has been apprised by the granting agency of funding amounts for fiscal years 2027 and 2028.

b. Provide Leavenworth County necessary technical assistance;

c. Fully and promptly advise Leavenworth County of any changes to applicable state and federal guidelines and regulations, provided that Leavenworth County is responsible for knowing and understanding the law, including applicable guidelines and regulations, and nothing in this Agreement shall be construed to obligate the Unified Government to provide Leavenworth County legal advice or counsel;

d. Assist Leavenworth County in ongoing monitoring and evaluation of the project's accomplishments;

e. Unified Government agrees to provide Leavenworth County with timely communication including notification of applicable deadlines to allow Leavenworth County sufficient notice to provide the Unified Government with information that may be required to meet the planning and coordination requirements of the Older Americans Act, as amended; and

f. Unified Government agrees to process payments to Leavenworth County in a prompt and timely manner.

4. Obligations of Leavenworth County

4.1. In exchange for receipt of Federal funds under this Agreement, Leavenworth County shall provide services and abide by all terms and conditions as provided on pages 20-22 of the Notification of Grant Award, Older Americans Act (OAA) Title III Programs Grant Agreement ("the NOGA"), attached hereto as Exhibit 1 and incorporated as set forth fully herein.

4.2. In addition, Leavenworth County agrees to the following obligations under this Agreement:

- a. To provide the required local matching funds as listed in the table above;
- b. To permit monitoring by the Unified Government, its staff, or appropriate representatives, and to submit its monthly report and cash request to the Unified Government by the 10th day of each month;
 - 1. Leavenworth County understands and agrees that the report procedures established by the Unified Government include identifying the actual costs incurred per unit of service, including actual expenses and contributions;
 - 2. Leavenworth County agrees to timely provide the Unified Government with statistical and other information that may be required to meet the planning and coordination requirements of the Older Americans Act, as amended; and
 - 3. Leavenworth County understands and agrees that the Unified Government may, as necessary, impose additional special conditions on this subgrant of Federal funds, as provided by 2 CFR 200.208.
- c. To submit its audit by the Unified Government, by the state of Kansas, or by the federal government and retain appropriate records and documentation for five (5) years following final payment under this Agreement;
- d. To implement and maintain such accounting systems and procedures which are adequate to control and support all fiscal activities under an area agency on aging and to maintain such accounts and supporting documents as will serve to permit an accurate and expeditious determination to be made at any time of the status of the federal grant for the applicant agency, to include the disposition of all monies received and the nature and the amount of all charges claimed to be against this agreement;
- e. To ensure that all pertinent financial records shall be made available for copying upon request by the Unified Government, the State, or the Federal government, or their agents;
- f. If it is determined, through audit procedures, that Leavenworth County or any of its subcontractors has been reimbursed for ineligible expenses, Leavenworth County shall immediately reimburse the Unified Government the amount of ineligible funds;
- g. To ensure that any subsequent agreements entered into with individuals, local, public, or private agencies and organizations under the general terms of this agreement shall be subject to all the applicable regulations and instructions of this agreement, and that all expenditures incurred by such agencies or organizations will be in accordance with the cost policies of the Department of Health and Human Services set forth in Title 45 CFR Part 74 Subpart Q;

h. To comply with all terms and conditions contained within the NOGA, including all attachments to the NOGA, and with all applicable regulations, policies, and procedures as prescribed by the Area Agency on Aging, the Kansas Department on Aging, and the Administration on Aging;

i. To maintain a unique entity identifier as required by 2 CFR Part 25 Subpart C;

5. Application of Federal Requirements.

The provisions in this Agreement include, in part, certain standard terms and conditions required by the State of Kansas and the Federal government, whether or not expressly set forth. All contractual provisions required by the U.S. Department of Health and Human Services, as a condition of the approved Older Americans Act (OAA) Title III Programs Grant funding, are hereby incorporated by reference into this Agreement as if fully set forth herein. See Exhibit 2. Notwithstanding anything to the contrary herein, all Federally mandated terms shall be deemed to control in the event of a conflict with other provisions contained in this Agreement. Leavenworth County shall not perform any act, fail to perform any act, or refuse to comply with any Unified Government request to perform hereunder that would cause the Unified Government to be in violation of the Federal terms and conditions.

6. Payment.

Funding under this Agreement is contingent on availability of such Older Americans Act (OAA) Title III Programs Grant Agreement funds to the Unified Government. The Unified Government shall provide Leavenworth County notice of federal grant approvals or of any communication from the State of Kansas or any other source which advises that such funding is not forthcoming.

7. Term.

Subject to the termination provisions in section 2.16, above, the term of this Agreement is from October 1, 2024 through September 30, 2028.

8. Notices.

Any notices or other communications required or permitted to be given hereunder shall be in writing and shall be deemed given when delivered personally or deposited in the United States Mail, either certified or registered mail, postage prepaid, overnight delivery service, return receipt requested, or by facsimile, addressed as follows:

Unified Government: Area Agency on Aging Director
849 N. 47th Street, Suite C
Kansas City, Kansas 66102

Phone: 913-573-8531
Fax: 913-573-8577

with a copy to: Chief Counsel
Unified Government of Wyandotte County/Kansas City,
Kansas Legal Department
701 North 7th Street
Kansas City, Kansas 66101

Leavenworth County: Council on Aging Executive Director
711 Marshall Street, Suite 100
Leavenworth, KS 66048
Phone: 913-684-0777

with a copy to: County Counselor
Leavenworth County
300 Walnut Street, Suite 225
Leavenworth, KS 66048

9. Captions.

The captions at the beginning of each section are used for convenience only and are not to be used in attempting to construe any part of this Agreement. Unless the context indicates otherwise, words importing the singular number shall include the plural, and words of masculine gender shall be deemed and construed to include the feminine and neutral genders and vice versa.

[SIGNATURE PAGES TO FOLLOW]

IN WITNESS WHEREOF, the parties hereto have duly executed this instrument the day and year first above written.

**UNIFIED GOVERNMENT OF
WYANDOTTE COUNTY / KANSAS CITY,
KANSAS**

By: _____
David Johnston, County Administrator

ATTEST:

Approved as to form:

SueZanne M. Bishop, Senior Counsel

LEAVENWORTH COUNTY

By:  _____
Mike Smith, Chair

ATTEST:



Leavenworth County Clerk

Approved as to form:



Jon Khalil, Deputy County Counselor

EXHIBIT 1

Notification of Grant Award, Older Americans Act (OAA) Title III Programs Grant Agreement

EXHIBIT 2

Required Federal Contract Provisions



Report to Administration & Human Services

MEETING DATE	PRESENTER	DEPARTMENT
	<div data-bbox="581 384 1036 478" style="border: 1px solid black; padding: 5px;">SueZanne Bishop, Assistant Counsel</div> zbishop@wycokck.org x5076	Legal
AGENDA ITEM #4.2.		
ORDINANCE/RESOLUTION: REPEALING OR SUSPENDING ENFORCEMENT OF CERTAIN SECTIONS OF THE UNIFIED GOVERNMENT CODE OF ORDINANCES		
BACKGROUND		
An ordinance and resolution of the Unified Government of Wyandotte County/Kansas City, Kansas repealing or suspending enforcement of certain sections of the unified government code of ordinances to ensure the unified government's full compliance with new and existing federal grant requirements.		
RECOMMENDATION		
Approve To approve the ordinance.		
BUDGET IMPACTS / FINANCIAL CONSIDERATIONS		
n/a		
LEGAL/ POLICY CONSIDERATIONS		
To approve the ordinance.		
ATTACHMENTS		
Suspension and repeal resolution PROPOSED, FINAL presentation for approval of suspension and repeal of code sections 10.07.2025		

Approved by Mayor/Administrator to add to agenda.

ORDINANCE NO. O-_____
RESOLUTION NO. R-_____

**AN ORDINANCE AND RESOLUTION OF THE UNIFIED GOVERNMENT OF
WYANDOTTE COUNTY/KANSAS CITY, KANSAS REPEALING OR SUSPENDING
ENFORCEMENT OF CERTAIN SECTIONS OF THE UNIFIED GOVERNMENT CODE
OF ORDINANCES TO ENSURE THE UNIFIED GOVERNMENT’S FULL
COMPLIANCE WITH FEDERAL GRANT REQUIREMENTS**

WHEREAS, it has been and continues to be the mission of the Unified Government of Wyandotte County/Kansas City, Kansas to protect the health, safety, and welfare off all members of the community, regardless of whether they are members of a protected class or not, in order to create and maintain a community where all persons feel safe and secure; and

WHEREAS, in accordance with previous interpretations and directives of federal law, the Unified Government has enacted, adopted, promulgated, and implemented a number of ordinances, resolutions, regulations, policies, customs, and practices that would provide assistance and equal opportunities for disadvantaged and marginalized persons in the community; and

WHEREAS, starting in January 2025, the federal government – through Presidential Executive Orders, agency guidance, and federal grant conditions – significantly modified its interpretation of, and enforcement priorities related to, federal anti-discrimination and immigration laws; and

WHEREAS, the current Administration has indicated that it will no longer provide funding to governmental entities, such as the Unified Government, that do not certify compliance and, in fact, do not comply with its current interpretation of federal law; and

WHEREAS, a significant portion of the Unified Government’s annual budget is comprised of federal grants that the Unified Government uses for housing assistance and emergency repair, infrastructure improvements and construction, services for seniors and disabled individuals, community healthcare services, and other programs that bring tremendous value to the all members of the community; and

WHEREAS, the Unified Government is fully committed to ensuring full compliance with federal law, policy, and all applicable regulations; and

WHEREAS, the Governing Body of the Unified Government finds and determines that it is necessary and advisable, in order to ensure the continued receipt of federal funding and to best serve all the residents of Wyandotte County and Kansas City, Kansas, that the Unified Government is in full compliance with new and existing federal grant requirements; and

WHEREAS, such full compliance can best be effectuated through suspending enforcement of sections of the Code of Ordinances of the Unified Government of Wyandotte County/Kansas City, Kansas that are inconsistent with current interpretations of federal law made by this Administration, as well as the repeal of three sections of Code that are inconsistent with current case law and the rules of professional conduct for lawyers.

NOW, THEREFORE, BE IT ORDAINED AND RESOLVED BY THE BOARD OF COMMISSIONERS OF THE UNIFIED GOVERNMENT OF WYANDOTTE COUNTY/ KANSAS CITY, KANSAS AS FOLLOWS:

Section 1. Suspension of certain ordinances, resolutions, regulations, policies, practices, and customs. The Governing Body hereby suspends enforcement of all portions of ordinances, resolutions, regulations, policies, practices, and customs that are inconsistent with current interpretation of federal law made by the Executive Branch of the federal government.-

Section 2. Repeal. The Governing Body hereby repeals sections 18-61, 18-62, and 18-138(b) of the Code of Ordinances of the Unified Government of Wyandotte County/Kansas City, Kansas, in their entirety.

Section 3. Authorization. The Governing Body hereby authorizes, orders, and directs that the County Administrator shall take any and all administrative actions necessary to ensure full compliance with federal grant assurance guidelines and to suspend, modify, or hold in abeyance enforcement of any ordinances, resolutions, regulations, policies, practices, and customs that conflict with current federal guidelines. The County Administrator may delegate administrative duties under this authority as necessary to Assistant County Administrators and Department Directors or their designees.

APPROVED AND ADOPTED BY THE BOARD OF COMMISSIONERS OF THE UNIFIED GOVERNMENT OF WYANDOTTE COUNTY/KANSAS CITY, KANSAS, THIS _____ DAY OF _____ 202__.

Tyrone A. Garner, Mayor/CEO

Attest:

Unified Government Clerk

Approved as to Form:

Unified Government Chief Counsel

**A Resolution and Ordinance for
the Repeal or Suspension of Certain Code Provisions
in Response to Changes in the Federal Government's Interpretation of
Anti-discrimination and Immigration Law**

Changes in the Federal Landscape

- Executive orders
- Agency memos
- Agency guidance documents
- Grant conditions and certifications
- *Students for Fair Admissions, Inc., v. Harvard*

The Federal government employs a variety of enforcement mechanisms to ensure compliance.

What's at risk?

- In 2023, the UG spent \$27,963,335 in federal funds
- Department projections of federal funding in the 2024 Amended – 2025 Budget UG Grant Inventory = \$80,714,383
- Money = Services for people in our community
 - Housing assistance & emergency repair
 - Infrastructure improvements & construction
 - Services for seniors & disabled individuals
 - Community healthcare services, and
 - Other programs

Suspension of enforcement

- Certain sections of the UG Code, as well as certain regulations, policies, practices, and customs are inconsistent with current interpretation of federal law made by this Administration
- The landscape is still shifting
- Best practice: suspend enforcement

Repeal of three Code sections

- Section 18-61: “No prosecution shall be brought under this article except upon certification to the legal department as provided for in section 18-59. After certification, the legal department **shall prosecute** the alleged offender for violation of this article.” [emphasis added]
- Section 18-62: “Upon two or more convictions of any person for violation of this article, a person shall be deemed a persistent offender. In the event of such occurrence, the department of human services shall be empowered to refer the matter to the unified government chief counsel, who **shall thereupon apply to the appropriate court for injunctive and other relief.**” [emphasis added]

Repeal of three Code sections

- Section 18-138(b): “It shall not be an unlawful employment practice to fill vacancies **in such way as to eliminate or reduce imbalance** with respect to race, religion, color, sex, disability, sexual orientation, gender identity, national origin or ancestry.” [emphasis added]

Recommended for approval

- Further review is ongoing
- More changes are likely

Questions?



Report to Administration & Human Services

MEETING DATE	PRESENTER	DEPARTMENT
	<div data-bbox="586 384 1036 443" style="border: 1px solid black; padding: 2px;">Monica Sparks, UG Clerk</div> msparks@wycokck.org x4122	UG Clerk
AGENDA ITEM #4.3.		
RESOLUTION/ORDINANCE: MODIFYING ELIGIBILITY PROVISIONS FOR UTILITY/CITY SALES TAX REBATE PROGRAMS		
BACKGROUND		
<p>Adoption of a resolution and approval of an ordinance modifying the provisions regarding eligibility to receive refunds on a portion of the City Sales Tax and a portion of some fees and charges by senior citizens and persons with disabilities (Utility Rebate). The income guidelines will have the same definition as set forth in KSA 79-7502(a) for claimants filing under KSA 79-4508a. This item has been requested to be added to the agenda by Commissioner Bynum.</p>		
RECOMMENDATION		
Approve		
BUDGET IMPACTS / FINANCIAL CONSIDERATIONS		
Increase the amount of individuals eligible for refunds.		
LEGAL/ POLICY CONSIDERATIONS		
ATTACHMENTS		
Sales and Utilities Refund (2025), 10.25 AHS rebate presentation		

Approved by Mayor/Administrator to add to agenda.

(Published _____)

RESOLUTION NO. _____

ORDINANCE NO. _____

A RESOLUTION AND ORDINANCE AMENDING SECTIONS 2-296 AND 34-21 OF THE CODE OF THE UNIFIED GOVERNMENT OF WYANDOTTE COUNTY/KANSAS CITY, KANSAS TO MODIFY PROVISIONS REGARDING ELIGIBILITY TO RECEIVE REFUNDS ON A PORTION OF THE CITY SALES TAX AND A PORTION OF SOME FEES AND CHARGES BY SENIOR CITIZENS AND PERSONS WITH DISABILITIES.

WHEREAS, the Board of Commissioners of the Unified Government of Wyandotte County/Kansas City, Kansas seeks to provide meaningful relief for older taxpayers and those persons with disabilities residing in the city, those who often are the most vulnerable to changing economic factors; and

WHEREAS, the Board of Commissioners intends to make some changes to the applicable Code provisions so that they are more closely aligned with the refunds for seniors and disabled veterans administered by the State of Kansas.

NOW, THEREFORE, BE IT RESOLVED AND ORDAINED BY THE GOVERNING BODY OF THE UNIFIED GOVERNMENT OF WYANDOTTE COUNTY/KANSAS CITY, KANSAS, AS FOLLOWS:

Section 1. That Section 2-296 of the Code of the Unified Government of Wyandotte County/Kansas City, Kansas is hereby amended to read as follows:

Sec. 2-296. - Relief from governmental fees or charges for senior citizens and persons with disabilities.

- (a) All bona fide residents of the city and nonresidents of the city who are board of public utilities account holders and who occupy a residence and are of the age of 65 or older on January 1 of the application year or are persons with a disability shall be entitled to a refund on all of the following payments actually made during the preceding calendar year on their personal residence:
 - (1) Unified government franchise fees paid to an authorized natural gas franchisee.
 - (2) Ninety percent of all water pollution control charges paid to the unified government.

- (3) A percentage of the total of all amounts paid to the board of public utilities during the previous calendar year for water and electric, which percentage shall be the same as the percentage of gross operating revenues transferred pursuant to charter ordinance to the funds of the unified government to be used for governmental purposes.
 - (4) Unified government franchise tax paid to a provider of telecommunications services, as that term is defined in K.S.A. 12-2001(c)(9).
- (b) Between January 2 and the filing deadline described in K.S.A. 79-3221 of each calendar year, persons eligible for refund on any or all of the items set out in subsection (a) of this section may make application for a refund for such charges paid during the calendar year on forms provided:
- (1) The applicant shall bring documentation to the office of the unified government clerk or to a designated location that establishes the residency, age, and gross annual income of the applicant for the previous calendar year.
 - (2) The applicant shall document the amounts of payments eligible for a refund. No refund shall be allowed for any amount not verified by a receipt or other evidence satisfactory to the unified government clerk or his or her designee.
 - (3) After approval by the unified government clerk, the office of the unified government clerk shall mail payments to the applicants at the address set forth in the application.
- (c) No person shall be eligible for a refund hereunder whose income is more than the upper limit threshold amount set pursuant to K.S.A. 79-4508. For purposes of this section, "income" shall have the same definition as set forth in K.S.A. 79-4502(a) for claimants filing under K.S.A. 79-4508a.
- (d) Reserved.
- (e) In case of sickness or disability or when, in the judgment of the unified government clerk, good cause exists, the unified government clerk may extend the time for filing any claim for a refund hereunder.
- (f) All refunds to persons made pursuant to this section shall be made from the general fund for the city.
- (g) The maximum amount of refund under this section shall be \$200.00.

Section 2. That Section 34-21 of the Code of the Unified Government of Wyandotte County/Kansas City, Kansas is hereby amended to read as follows:

Sec. 34-21. - Refund of city sales tax to senior citizens and persons with disabilities.

- (a) All bona fide residents of the city who occupy a residence and are of the age of 65 or older on January 1 of the application year or are persons with a disability shall be entitled to a refund of the city sales tax and that amount of the county sales tax received by the city.

- (b) Each applicant shall execute a verified application for claim and file it with the unified government clerk between January 2 and the filing deadline described in K.S.A. 79-3221 of each year.
- (c) After approval by the unified government clerk, the office of the unified government clerk shall mail payment to the applicant at the address set forth in the application.
- (d) No person shall be eligible for a refund hereunder whose income is more than the upper limit threshold amount set pursuant to K.S.A. 79-4508. For purposes of this section, "income" shall have the same definition as set forth in K.S.A. 79-4502(a) for claimants filing under K.S.A. 79-4508a.
- (e) Reserved.
- (f) In case of sickness or disability or when, in the judgment of the unified government clerk, good cause exists, the unified government clerk may extend the time for filing any claim for a refund.
- (g) All refunds of the city sales tax under this section shall be made from the city general fund.
- (h) The maximum amount of refund under this section shall be \$200.00.

Section 3. That said original Sections 2-296 and 34-21 of the Code of the Unified Government of Wyandotte County/Kansas City, Kansas, be and the same are hereby repealed.

Section 4. Effective Date. This resolution and ordinance shall take effect and be in full force from and after its passage, approval, and publication in the official Unified Government newspaper.

[The remainder of the page left intentionally blank. Signature page to follow.]

**APPROVED AND ADOPTED BY THE BOARD OF COMMISSIONERS OF THE
UNIFIED GOVERNMENT OF WYANDOTTE COUNTY/KANSAS CITY, KANSAS,
THIS ____ DAY OF _____, 2025.**

Approved:

Tyrone A. Garner, Mayor/CEO

Attest:

Monica Sparks, Unified Government Clerk

Approved as to Form:

Angela J. Lawson, Unified Government Acting Chief Counsel

UG Utility/Sales Tax Rebate Program



History of the Rebate Program

Ordinance 50704	May 18, 1972	Utility Rebate Program created	65 or older, Income of \$4,800
Ordinance 52053	July 6, 1973	Changed Funding	Sewer System Fund to reimburse General Fund for amounts attributed to Water Pollution Control Charges
Ordinance 54059	Aug. 22, 1975	Added Sales Tax Rebate Percentage	Income increased to \$6,000
Ordinance 63591	Dec. 11, 1981	Increased income	Income increased to \$7,000
Ordinance 65071	Oct. 22, 1986	Increased income; changed funding	Income increased to \$8,000 Sewer System Fund no longer reimbursing General Fund for refunds of Water Pollution Control Charges
Ordinance 65760	Oct. 29, 1992	Increased income	Income increased to \$10,000
Ordinance O-74-06	Aug. 23, 2006	Increased income	Income increased to \$25,000
Ordinance O-58-09	Aug. 6, 2009	Setting maximum refund amt.	Maximum refund of \$150.00
Ordinance O-88-23 Resolution R-50-23	Aug. 24, 2023	Modified income, maximum refund amount and age provisions	Age 65 on Jan. 1 or person with disabilities; income per state homestead guidelines; maximum sales tax refund of \$200 and maximum utility refund of \$200; income of applicant only considered

Comparison 2023/2024/2025

	2023	2024	2025
Utility Rebates	\$ 76,571.83	\$221,461.95	\$220,655.54
Sales Rebates	\$ 54,675.72	\$240,912.31	\$244,800.00
Combined Utility/Sales	\$131,247.55	\$462,374.26	\$465,455.54
Property Rebates	*Not Tracked	\$429,006.46	\$468,610.20
Combined Rebates		\$891,380.72	\$934,065.74
Total Applicants	549	1,343	1,481
BPU PILOT Relief	0.00	\$ 210,090.00	\$220,000.00 Est.
# of Applicants		1,126	1,143
GRAND TOTAL		\$1,101,470.72	\$1,154,065.74



CURRENT CRITERIA	Count of Eligible Households
Household Income \$43,389 or Less & Person 65 Year of Age or Older	6,500
Household Income \$43,389 or Less & Disabled Person	3,100
Total Estimated Households (Census Tract Data)	9,600

REVISED CRITERIA	Count of Eligible Households
Household Income \$58,041 or Less & Person 65 Year of Age or Older	7,500
Household Income \$58,041 or Less & Disabled Person	3,500
Total Estimated Households (Census Tract Data)	11,000

Program Year / Payment Year	Actual Applicants	Rebated Total	Amount Per Applicant
2023 / 2024	1,343	\$462,374	\$344.28
2024 / 2025	1,480	\$465,456	\$314.50
Estimated Pct. of Household Utilizing UG Programs		15%	

Additional 1,400 households
15% = 210 households

$210 \times 314.50 = 66,045$
 $1400 \times 314.50 = 440,300$

$210 \times \$400 = \$ 84,000$
 $1400 \times \$400 = \$560,000$

Fund	Cost Center	Program	Ledger	P...	G...	O↓	C...	D...	Account Detail	Account...	2025	2026
Type to filter	Type to filter	Type to filter	Type to filter	TyF	TyF	TyF	TyF	TyF	sc178	Type to filter	Type to filter	Type to filter
FND110 - City - General	CC00031 - Special Community G...	PRG00171 - Senior Citizen Tax R...	55000 - G...					2...	SC178 - Senior Citizen Tax Refunds	Expenses	602,374.00	602,374.00

$\$602,374 - \$465,456 = \$136,918$



Citizen Feedback

Ms. Walker was a first-time applicant. She was almost moved to tears when she got the news of her \$400.00 rebate. She said multiple times she was so very thankful and appreciated our service. She's currently struggling to afford meat at the grocery store and is looking forward to purchasing meat when her check arrives.

Ms. Wilson was in doing rebates and she was thrilled with her refund amount. Her refund is going to allow her to afford her medication.

One of my customers who came in is so appreciative and feels so blessed for this rebate program. She said she's been coming for years and is just so blessed to still be able to come and do rebates. She thanks our department and all of us who assist in rebates and says that we always do such a great job. She said her son in Italy called her to make sure she does it and she told him that she's been coming for a few years now. She said this year's advertising is better than before.



How do I qualify

Income in 2025:
Homestead:
\$43,389
SafeSR
\$25,380
SVR \$58,041

When do I apply? Jan. 1 Through

What do I need to prepare for my 2026 rebates?



Start gathering information needed for January 2026:

- Contact information
- Proof of all 2025 income
- Utility bills for each month of 2025
- Disability letter
- Property tax information

Eligibility

You may qualify for a rebate on your utility bills and/or property taxes!

Age 65+ on Jan 1 or disabled
Meet income guidelines
WYCO / KCK resident

What's Available:

Up to \$400 in UG rebates
Property tax rebate from state of Kansas
PILOT relief
Quick & easy application process

What you'll need:

Proof of age
Proof of income
Proof of disability
Utility and income documents from 2025

Call 573-5311 with questions
Start preparing today for upcoming rebate season!





Report to Administration & Human Services

MEETING DATE	PRESENTER	DEPARTMENT
	<div style="border: 1px solid black; padding: 2px; margin-bottom: 5px;">Monica Sparks, UG Clerk</div> msparks@wycokck.org x4122	UG Clerk
AGENDA ITEM #4.4.		
ORDINANCE: AMENDING UNIFIED GOVERNMENT CODE OF PROCEDURES		
BACKGROUND		
<p>Appendix C, Unified Government Commission Rules of Procedure, Article I, of the Code of Ordinances for the Unified Government of Wyandotte County/Kansas City, Kansas, is proposed to be amended to embrace current practices, as well as provide consistency throughout the Rules. A red-lined copy of the proposed changes is being provided for review.</p>		
RECOMMENDATION		
<p>Approve</p> <p>Approve the Ordinance.</p>		
BUDGET IMPACTS / FINANCIAL CONSIDERATIONS		
NONE		
LEGAL/ POLICY CONSIDERATIONS		
The Clerk's office has worked in collaboration with the Legal Department in providing the amendments.		
ATTACHMENTS		
Ordinance for Amendments to Appendix C_Rules of Procedure_v2 (002), 10.27.25 AHS presentation Code of Procedures		

Approved by Mayor/Administrator to add to agenda.

Published: _____

ORDINANCE NO. _____

AN ORDINANCE relating to Appendix C, Unified Government Commission Rules of Procedure, amending Article I, Section 105; Article II, Sections 202, 208, 209 and 212; Article IV, Section 408; Article V, Sections 506, 513, 514, 515 and 519; and Article IX, Section 929 of the Unified Government Code of Ordinances.

BE IT ORDAINED BY THE BOARD OF COMMISSIONERS OF THE UNIFIED GOVERNMENT OF WYANDOTTE COUNTY/KANSAS CITY, KANSAS:

Section 1. That Appendix C, Unified Government Commission Rules of Procedure, Article I, of the Code of Ordinances for the Unified Government of Wyandotte County/Kansas City, Kansas, be amended to read as follows:

Sec. 105. Commission seat.

The seat of the commission is the commission chambers on the lobby level of the Municipal Office Building, located at ~~One McDowell Plaza~~, 701 North Seventh Street, Kansas City, Kansas:

- a. Meetings of the commission may be held in the ~~mayor's fifth floor~~ conference room located ~~on the ninth floor of in~~ the Municipal Office Building located at ~~One McDowell Plaza 701 North Seventh Street, Kansas City, Kansas~~; and
- b. Meetings of the full commission may be held at ~~such~~ other places as authorized by a vote of six or more commissioners ~~or as directed by the mayor~~.

Section 2. That Appendix C, Unified Government Commission Rules of Procedure, Article II, of the Code of Ordinances for the Unified Government of Wyandotte County/Kansas City, Kansas, be amended to read as follows:

Sec. 202. Standing committees created; meeting times.

There shall be four standing committees of the commission: (1) neighborhood and community development; (2) economic development and finance; (3) public works and safety; and (4) administration and human services;

- a. Standing committees shall meet at least monthly in a regular place determined by the respective standing committee chairperson;
- b. The ~~neighborhood and community development~~ economic development and finance committee shall meet on the Monday immediately preceding the first full commission

- meeting of each month at 5:00 p.m. and shall adjourn by 7:00 p.m. unless otherwise authorized by a majority vote of the standing committee members present;
- c. The ~~economic development and finance~~ **neighborhood and community development** committee shall meet on the Monday immediately preceding the first full commission meeting of each month at a time that is immediately upon adjournment of the ~~neighborhood and community development~~ **economic development and finance** committee or, if there is no such committee meeting that day, at 5:00 p.m., and shall adjourn by 9:00 p.m. unless otherwise authorized by a majority vote of the standing committee members present;
 - d. The public works and safety committee shall meet on the Monday immediately preceding the second full commission meeting of each month (held on the third Thursday) at 5:00 p.m. and shall adjourn by 7:00 p.m. unless otherwise authorized by a majority vote of the standing committee members present;
 - e. The administration and human services committee shall meet on the Monday immediately preceding the second full commission meeting of each month (held on the third Thursday) at a time that is immediately upon adjournment of the public works and safety committee or, if there is no such committee meeting that day, at 5:00 p.m., and shall adjourn by 9:00 p.m. unless authorized by a majority vote of the standing committee members present;
 - f. When the date of a regular standing committee falls on a legal holiday, the meeting shall be held at the discretion of the standing committee chairperson;
 - g. Standing committee agenda items shall be assigned by the standing committee chairperson or the mayor, with the advice of the administrator, based upon subject matter and other factors deemed relevant by the mayor and the administrator; and
 - h. In cases of conflicting committee agendas, the mayor shall make the final decision on committee assignments and committee agendas.

Sec. 208. Furnishing of notification.

Notice of time, date and place of rescheduled regular meetings and special meetings of standing committees shall be furnished by the committee chairperson or the staff coordinator to all those entitled to receive it, including each member of the committee:

- a. The method of furnishing such notice shall be by mailing a copy of the call when the call has been made sufficiently in advance of the date for the special meeting to allow receipt of the notice in a reasonable time prior to the special meeting; ~~and~~
- b. When time does not allow receipt of such notice of call by mail, telephone contact is sufficient.; ~~and~~
- c. **Anyone requesting notice of meetings of the commission, including standing committees, may elect to receive such notice by electronic mail.**

Sec. 209. Agenda items.

Items to be presented to standing committees for discussion and/or action shall be submitted to the standing committee chairperson either directly or through the staff coordinator prior to the date of the meeting at which items are to be taken up:

- a. All agendas shall be closed at 12:00 p.m. on the Monday immediately preceding the Monday on which the standing committee meeting occurs and the agendas shall be furnished to each member of the standing committee on that Monday evening when the agendas close.
- ab. The mayor, with the advice of the administrator, ~~shall~~ may assign the item to an appropriate standing committee during a regular agenda review meeting based upon the subject matter of the item and other relevant factors; and
- bc. The standing committee agenda shall contain the following: call to order, roll call, approval of minutes of previous meeting, committee agenda, public agenda and adjournment.

Sec. 212. Minutes of meetings.

The proceedings of all meetings of each standing committee shall be recorded or otherwise preserved in writing by the clerk and such records shall be retained by the clerk ~~for a minimum of 60 days after distribution of the minutes~~ as part of the clerk's permanent records:

- a. Summary minutes shall be prepared of meetings of the standing committees and shall be retained by the clerk; and
- b. The summary minutes shall reflect the attendance of standing committee members and any substitute members.

Section 3. That Appendix C, Unified Government Commission Rules of Procedure, Article IV, of the Code of Ordinances for the Unified Government of Wyandotte County/Kansas City, Kansas, be amended to read as follows:

Sec. 408. Clerk to keep official records.

The clerk shall keep the official records of the unified government and shall be authorized to maintain summary forms of minutes indicating official actions taken in full commission meetings and all standing committee meetings and shall maintain ~~tape a~~ recordings of all commission meetings on file ~~for a period of at least four years~~ as part of the clerk's permanent records after each meeting. The clerk shall be the official custodian of the official documents of the unified government including contracts, resolutions and ordinances, and shall be authorized to certify copies of such official documents.

Section 4. That Appendix C, Unified Government Commission Rules of Procedure, Article V, of the Code of Ordinances for the Unified Government of Wyandotte County/Kansas City, Kansas, be amended to read as follows:

Sec. 506. Agenda to be made public in advance.

The agenda shall be made public in advance of the meeting both by posting on the ~~regular public bulletin board~~ unified government website and by dissemination to all news media.

Sec. 513. Commissioner's agenda.

The commissioners' agenda shall be prepared by the administrator subject to the approval of the mayor and at the direction of either the commission or an individual commissioner:

- a. Such items shall be placed on the commissioners' agenda in the order as received by the administrator, with the name of the commissioner sponsoring the item or making such request, together with sufficient summary explanation of the item;
- b. Requests from members of the public shall not be placed on the commissioners' agenda except when sponsored by a commissioner;
- c. Items placed on the commissioner's agenda shall be disposed of by the commission, and shall not be withdrawn by an individual commissioner **who did not request the item be placed on the agenda**;
- d. Items on the commissioner's agenda shall be presented by the individual commissioners sponsoring such items;
- e. The order of presentation shall follow the commissioner's agenda except as may be directed otherwise by the presiding officer, and each item of the agenda shall be concluded before the next item is discussed;
- f. Individual commissioners shall have an opportunity to explain, without interruption, the particular matters placed on the agenda at their request;
- g. Thereafter, the administrator ~~and public members present~~ shall have an opportunity to comment on the matter in question, after which time the matter shall be placed on debate or shall be disposed of by motion of the commission;
- h. Subject to the discretion of the presiding officer, individual commissioners shall be privileged to ask questions at any time during the discussion; and
- i. The matter may be debated by the commission at any time, either prior to or after a proper motion and second.

Sec. 514. Planning agenda.

The planning agenda shall be prepared by the administrator and the mayor, with assistance from the head of the planning department, and shall include all regulatory and policy matters which bear the recommendation of the planning commission, and may include other matters referred to the commission from the planning department:

- a. The planning agenda shall be closed at 12:00 p.m. on Tuesday, [and] shall be furnished to each of the commissioners on the Tuesday evening prior to the next regular Thursday meeting of the commission held on the last Thursday of the month;
- b. The statutorily required public hearing on zoning items is conducted by the planning commission and no further public hearing shall be required;
- c. After the public hearing, the planning commission shall make its written recommendation on each zoning item to the commission;
- d. A second hearing appearance on each zoning item shall be scheduled for action before the entire commission; no such matter referred by the planning commission may be referred by the commission to a standing committee;
- e. A consent agenda of matters unanimously passed or denied by the planning commission shall be presented for action in the same manner as provided in section 509 of these Rules of Procedure, provided that any member of the governing body ~~of the public~~ shall have the right to request that ~~an one or more~~ items be removed from the consent agenda for discussion prior to action being taken ~~and any member of the public shall have the right to request that one item be removed from the consent agenda for discussion prior to action being taken;~~
- f. ~~Those items receiving less than a unanimous vote of the planning commission shall be placed on a non-consent agenda. For items on the non-consent agenda and items removed from the consent agenda for discussion, the applicant will be given fifteen (15) minutes to present their case, which includes the applicant and any consultants and other members of the applicant's team, and if a member of the public removed the item from the consent agenda for discussion, that member of the public will be allowed to provide comment;~~
- fg. The commission will determine from the written recommendations from the planning commission whether or not to return the particular zoning item to the planning commission for rehearing;
- gh. If protest petitions, signed by 20 percent or more of the owners of property, within 200 feet of the property to be rezoned, have been filed with the planning commission, an affirmative vote of nine commissioners shall be required to approve the requested zoning application; and
- hi. For the commission to refer a recommendation from the planning commission back to the planning commission for further review, an affirmative vote of six commissioners shall be required. To overturn a planning commission recommendation, an affirmative vote of eight commissioners shall be required.

~~Sec. 515. Consideration of non-planning matters.~~

~~When authorized by suspension of a rule, non-planning or other matters not on the agenda may be considered, at the discretion of the presiding officer.~~

Section 5. That Appendix C, Unified Government Commission Rules of Procedure, Article IX, of the Code of Ordinances for the Unified Government of Wyandotte County/Kansas City, Kansas, be amended to read as follows:

Sec. 929. Delivery of mail and materials.

Outside mail and material produced by the unified government staff is delivered to the commissioners at a business or home address according to the desires of the individual commissioners:

- a. The packets of information are delivered by the administrative staff assigned to the commission; **and**
- ~~b. Deliveries are made on Tuesdays; and~~
- eb.** Deliveries to office addresses of commissioners which cannot be made during office hours are made the following day or may be made at the commissioner's home address if so directed.

Section 6. This ordinance and resolution shall take effect and be in full force from and after its passage, approval, and publication in the official Unified Government newspaper.

PASSED BY THE BOARD OF COMMISSIONERS OF THE UNIFIED GOVERNMENT OF WYANDOTTE COUNTY/KANSAS CITY, KANSAS THIS ____ DAY OF ____ 2025

Tyrone A. Garner, Mayor/CEO

Attest:

Unified Government Clerk

Approved as to Form:

Wendy M. Green, Deputy Chief Counsel

Amendments to Appendix C, Rules of Procedures



Section 105

Commission
Seat

The seat of the commission is the commission chambers on the lobby level of the Municipal Office Building, located at ~~One McDowell Plaza~~, 701 North Seventh Street, Kansas City, Kansas:

- a. Meetings of the commission may be held in the ~~mayor's fifth floor~~ conference room located ~~on the ninth floor of~~ in the Municipal Office Building located at ~~One McDowell Plaza 701 North Seventh Street, Kansas City, Kansas~~; and
- b. Meetings of the full commission may be held at ~~such~~ other places as authorized by a vote of six or more commissioners or as directed by the mayor.



Section 202

Standing
committees
created; meeting
times

- b. The ~~neighborhood and community development economic development and finance~~ committee shall meet on the Monday immediately preceding the first full commission meeting of each month at 5:00 p.m. and shall adjourn by 7:00 p.m. unless otherwise authorized by a majority vote of the standing committee members present;
- c. The ~~economic development and finance neighborhood and community development~~ committee shall meet on the Monday immediately preceding the first full commission meeting of each month at a time that is immediately upon adjournment of the ~~neighborhood and community development economic development and finance~~ committee or, if there is no such committee meeting that day, at 5:00 p.m., and shall adjourn by 9:00 p.m. unless otherwise authorized by a majority vote of the standing committee members present;



Section 208

Furnishing of
Notification

Notice of time, date and place of rescheduled regular meetings and special meetings of standing committees shall be furnished by the committee chairperson or the staff coordinator to all those entitled to receive it, including each member of the committee:

- a. The method of furnishing such notice shall be by mailing a copy of the call when the call has been made sufficiently in advance of the date for the special meeting to allow receipt of the notice in a reasonable time prior to the special meeting; **and**
- b. When time does not allow receipt of such notice of call by mail, telephone contact is sufficient; **and**
- c. **Anyone requesting notice of meetings of the commission, including standing committees, may elect to receive such notice by electronic mail.**



Sec. 209. Agenda items.

Items to be presented to standing committees for discussion and/or action shall be submitted to the standing committee chairperson either directly or through the staff coordinator prior to the date of the meeting at which items are to be taken up:

- a. All agendas shall be closed at 12:00 p.m. on the Monday immediately preceding the Monday on which the standing committee meeting occurs and the agendas shall be furnished to each member of the standing committee on that Monday evening when the agendas close.
- ab. The mayor, with the advice of the administrator, ~~shall~~ may assign the item to an appropriate standing committee during a regular agenda review meeting based upon the subject matter of the item and other relevant factors; and
- bc. The standing committee agenda shall contain the following: call to order, roll call, approval of minutes of previous meeting, committee agenda, public agenda and adjournment.

Section
209

Agenda
Items



Section
212

Minutes of
meetings

Section 408

Clerk to keep
official records

Sec. 212. Minutes of meetings.

The proceedings of all meetings of each standing committee shall be recorded or otherwise preserved in writing by the clerk and such records shall be retained by the clerk ~~for a minimum of 60 days after distribution of the minutes as part of the clerk's permanent records:~~

- a. Summary minutes shall be prepared of meetings of the standing committees and shall be retained by the clerk; and
- b. The summary minutes shall reflect the attendance of standing committee members and any substitute members.

Sec. 408 Clerk to keep official records.

The clerk shall keep the official records of the unified government and shall be authorized to maintain summary forms of minutes indicating official actions taken in full commission meetings and all standing committee meetings and shall maintain ~~tape a~~ recordings of all commission meetings on file ~~for a period of at least four years as part of the clerk's permanent records~~ after each meeting. The clerk shall be the official custodian of the official documents of the unified government including contracts, resolutions and ordinances, and shall be authorized to certify copies of such official documents.



Section 506

Agenda to be
made public in
advance

Section 513

Commissioners'
Agenda

Sec. 506. Agenda to be made public in advance.

The agenda shall be made public in advance of the meeting both by posting on the ~~regular public bulletin board~~ unified government website and by dissemination to all news media.

c. Items placed on the commissioner's agenda shall be disposed of by the commission, and shall not be withdrawn by an individual commissioner ~~who did not request the item be placed on the agenda~~

g. Thereafter, the administrator ~~and public members present~~ shall have an opportunity to comment on the matter in question, after which time the matter shall be placed on debate or shall be disposed of by motion of the commission;



Section
514

Planning
agenda

- a. The planning agenda shall be closed at 12:00 p.m. on Tuesday, [and] shall be furnished to each of the commissioners on the Tuesday evening prior to the next regular Thursday meeting of the commission held on the last Thursday of the month;
- b. The statutorily required public hearing on zoning items is conducted by the planning commission and no further public hearing shall be required;
- c. After the public hearing, the planning commission shall make its written recommendation on each zoning item to the commission;
- d. A second **hearing appearance** on each zoning item shall be scheduled for action before the entire commission; no such matter referred by the planning commission may be referred by the commission to a standing committee;
- e. A consent agenda of matters unanimously passed or denied by the planning commission shall be presented for action in the same manner as provided in section 509 of these Rules of Procedure, provided that any member of the governing body ~~or the public~~ shall have the right to request that ~~an one or more~~ items be removed from the consent agenda for discussion prior to action being taken **and any member of the public shall have the right to request that one item be removed from the consent agenda for discussion prior to action being taken;**



Section
514

Planning
agenda

- f. Those items receiving less than a unanimous vote of the planning commission shall be placed on a non-consent agenda. For items on the non-consent agenda and items removed from the consent agenda for discussion, the applicant will be given fifteen (15) minutes to present their case, which includes the applicant and any consultants and other members of the applicant's team, and if a member of the public removed the item from the consent agenda for discussion, that member of the public will be allowed to provide comment;
- fg. The commission will determine from the written recommendations from the planning commission whether or not to return the particular zoning item to the planning commission for rehearing;
- gh. If protest petitions, signed by 20 percent or more of the owners of property, within 200 feet of the property to be rezoned, have been filed with the planning commission, an affirmative vote of nine commissioners shall be required to approve the requested zoning application; and
- hi. For the commission to refer a recommendation from the planning commission back to the planning commission for further review, an affirmative vote of six commissioners shall be required. To overturn a planning commission recommendation, an affirmative vote of eight commissioners shall be required.



Section 515

Consideration
of non-planning
matters

Section 929

Delivery of mail
and materials

~~Sec. 515. Consideration of non-planning matters.~~

~~When authorized by suspension of a rule, non-planning or other matters not on the agenda may be considered, at the discretion of the presiding officer.~~

Sec. 929. Delivery of mail and materials.

Outside mail and material produced by the unified government staff is delivered to the commissioners at a business or home address according to the desires of the individual commissioners:

- a. The packets of information are delivered by the administrative staff assigned to the commission; **and**
- ~~b. Deliveries are made on Tuesdays; and~~
- eb.** Deliveries to office addresses of commissioners which cannot be made during office hours are made the following day or may be made at the commissioner's home address if so directed.

Sec. 107. Time of regular meetings and planning and zoning meetings; matters considered.

- a. At the first regular meeting after new commissioners are sworn in following an election, the commission shall adopt a schedule of meetings for the next two years. In general regular meetings of the commission shall be held on the first and third Thursdays of each month, and meetings limited to planning and zoning matters shall be held on the last Thursday of each month. When holidays fall on or near the general meeting date or when the last Thursday is less than 14 days after the preceding planning commission meeting, the commission may change the meeting from the first, third, or last Thursday to another day.
- d. The mayor's agenda, consent agenda, the public hearing agenda, the standing committees' agenda, the administrator's agenda, the commissioners' agenda, and the land bank agenda, if applicable, shall be considered at each regular full commission meeting held on the first and third Thursday of the month.
- e. Non-planning and zoning matters may be considered at the meeting held on the last Thursday of the month upon approval of the mayor.

(Res. No. R-78-03, § 1, 9-4-2003)

Section 107 Time of regular meetings and planning and zoning meetings





Report to Administration & Human Services

MEETING DATE	PRESENTER	DEPARTMENT
	<div style="border: 1px solid black; padding: 2px;"> <p>J. Renee Ramirez, Director</p> <p>Shakeva Christian, Manager</p> </div> <p>rramirez@wycokck.org, schristian@wycokck.org x5665, x5661</p>	Human Resources
AGENDA ITEM #4.5.		
APPROVAL: REVISIONS TO HUMAN RESOURCES GUIDE POLICY - TRAVEL, TRAINING & MILEAGE		
BACKGROUND		
<p><u>Revisions to HR Guide 3.6, Travel, Training and Mileage Reimbursement Policy:</u></p> <ul style="list-style-type: none"> • Clarifies employee accountability • Ensures prudent use of UG funds for travel/training • Ensures federal government guidelines are followed • New verbiage is consistent with newly adopted Meal and Food Policy (R-54-25) • Update language due to Workday processes 		
RECOMMENDATION		
<p>Approve</p> <p>Approve recommended changes to HR Guide Policies, 3.6 - Travel, Training and Mileage Reimbursement</p>		
BUDGET IMPACTS / FINANCIAL CONSIDERATIONS		
n/a		
LEGAL/ POLICY CONSIDERATIONS		
Reviewed by legal		
ATTACHMENTS		
Travel, Training and Reimbursement 9-30-25_Final, Travel_Training_Reimbursement_Policy Change_AHS-10-27-25		

Approved by Mayor/Administrator to add to agenda.



Unified Government Human Resources Guide

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TRAVEL, TRAINING AND MILEAGE REIMBURSEMENT

- I. General: It is the policy of the Unified Government to provide payment for the cost of authorized travel for official Unified Government business.

This Policy is intended to ensure cost-effective, equitable, and accountable travel and training practices that reflect current IRS guidelines, federal standards, and Unified Government Values.

II. Policy

A. Travel/Training

1. Travel within the State of Kansas or within the Kansas City Metropolitan area (Cass, Clay, Jackson, Platte and Ray counties in Missouri) where expenses are less than \$100 does not require a travel request. Notification to and approval of the immediate supervisor is required.
2. Travel within the State of Kansas or the Kansas City Metropolitan area where expenses are \$100 but do not exceed a total estimated individual cost of \$1,000 must be approved by:
 - a. Division Head, and
 - b. Department Head
3. All travel outside the State of Kansas or the Kansas City Metropolitan area or travel in which total estimated individual cost exceeds \$1,000 must be approved by all the following:
 - a. Division Head
 - b. Department Head
 - c. County Administrator

When deemed appropriate, the County Administrator can place conditions on approval of travel/training requests, including requiring that the employee reimburse the Unified Government for expenses in the event that the employee terminates his or her employment within a specified period of time. Copies of travel/training requests over \$1,000 approved by County Administrator will be sent to the Unified Government Clerk's Office to be included in the weekly business materials.

4. Plans for travel must be approved in advance and are expected to reflect the prudent use of tax money. All travel must use economy/coach unless a medical accommodation is needed. Requests for travel must be submitted on a Training/Travel Request form.

The department head will determine if budget authority is available.

5. Authorized expenditures



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- a. Expenditures authorized for payment include conference fees, transportation, lodging, gratuities, meals, business-related telephone calls, and urgently needed supplies and services.

Itemized receipts are required for all reimbursable expenditures. Unauthorized expenditures should be identified on receipts submitted.

- b. Alcohol, personal expenses, and upgrades beyond standard accommodation are not authorized for payment

6. With department head approval Unified Government procurement cards may be issued through Purchasing prior to travel for the purpose of paying for travel-related expenses.

7. Meals

- a. Overnight Travel

- (1) Employee must select one reimbursement method in advance:

- (a) Advance request for per diem allowance using the rates at Federal General Services Administration (<https://www.gsa.gov/travel/plan-book/per-diem-rates>) per diem rates apply, Location-specific. No meals may be charged on Unified Government procurement card (Unified Government credit card) when using the per diem allowance.

Spend Authorization must be completed on Workday before travel to obtain a cash advance for per diem.

- (b) Reimbursement per diem for use of a personal form of payment upon return using the rates at General Services Administration (<https://www.gsa.gov/travel/plan-book/per-diem-rates>).

Meals provided as part of conference/training registration are not eligible for reimbursement. It is recommended to include GSA rate pdf, event agenda, and calculation as support documentation.

Use of UG PCard per diem must be preapproved and itemized receipts must be submitted with verification of the payments upon return from travel.



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- b. Travel and travel-related expenses do not exceed those estimates approved on the Training/Travel Request form
- c. Receipts are submitted for all reimbursable expenses except per diem for meals
- d. All receipts for reimbursement must be submitted within 30 days of travel.

B. Mileage Reimbursement

1. Mileage shall be computed at the current Unified Government reimbursement rate.
2. Employees receiving a monthly car allowance will be reimbursed only for mileage incurred on any authorized travel.
3. Employees not receiving a car allowance will be reimbursed for mileage incurred on any authorized travel by completing the Mileage Reimbursement form. Whenever possible, employees should attempt to consolidate amounts of mileage reimbursement due into one large reimbursement request.

C. Car Allowance

The Unified Government pays a car allowance to employees who are by their job duties obligated to use their own car for Unified Government business.

- a. Only employees in field inspector positions or managers who have field responsibilities are eligible for car allowance.
- b. When a position is vacated and subsequently filled, the new employee must be approved for car allowance by the County Administrator.
- c. Car allowance rates are set by the Human Resources Guide section 3.1 Compensation and Classification.
- d. The Unified Government will not pay car allowance to any employee who is not physically on the job for the minimum month. (See Definitions.)
- e. Employees receiving car allowance are not eligible for mileage reimbursement.
- f. Employees provided with a Unified Government vehicle are not eligible for car allowance.



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D. Sustainability and Safety

Employees should select cost-effective options when feasible. Employees must comply with official Travel advisories and safety guidelines.

E. Accountability and Compliance

1. Submitting false claims or unauthorized expenses may result in disciplinary action, up to and including termination.
2. Employees are required to attend all conference sessions for which payment has been made by the Unified Government.

RELATED POLICY: 3.4 Overtime/Compensatory Time

Meal and Food policy Commission Resolution R-54-25

2.20 Remote work

3.1 Classification and Compensation

RELATED FORM(S): Training/Travel Request

Mileage Reimbursement Form

Spend Authorization Form (Workday)

HR Guide Update:

3.6 Travel, Training & Mileage Reimbursement

AHS Standing Committee Meeting

October 27, 2025



PowerPoint

Overview of Key Changes to Policies

Specifies Intent

- Ensures cost-effective, equitable and accountable travel and training practices

Federal Law Guidelines

- Rates will follow Federal General Services Administration guidelines for per diem rates

Virtual/Remote

- New section added to encourage virtual/remote training to help minimize cost.

Meal and Food Policy (Resolution R-54-25)

- Updated verbiage to ensure consistency with the newly approved Meal and Food Policy

Accountability and Compliance

- Clarifies that false claims for reimburse and failure to attend conference will result in discipline

Workday Updates

- Language updated to reflect new processes under Workday



Questions???





Report to Administration & Human Services

MEETING DATE	PRESENTER	DEPARTMENT
	<div data-bbox="586 386 1036 443" style="border: 1px solid black; padding: 2px;">J. Renee Ramirez, Director</div> <div data-bbox="586 443 1036 499" style="border: 1px solid black; padding: 2px;">Shakeva Christian, Manager</div> <p data-bbox="581 541 902 646">rramirez@wycokck.org, schristian@wycokck.org x5665, x5661</p>	Human Resources
AGENDA ITEM #4.6.		
RESOLUTIONS: AMENDING HUMAN RESOURCES GUIDE		
BACKGROUND		
<p>Resolutions to amend the UG Human Resources Guide as follows:</p> <ul style="list-style-type: none"> A. Amending the UG Human Resources Guide to change the residency requirement for all UG employees from residency in the County to residency within 30-miles of the Municipal Office Building; B. Amending the UG Human Resources Guide to change the time to establish residency for new employees from 12 months to 24 months; C. Amending the UG Human Resources Guide to change both the residency requirement to a 30-mile radius and the time to establish residency for new employees from 12 months to 24 months. <p>The governing body may elect to approve A. or B. If the governing body elects to approve both items, C. would be the option to approve both items.</p>		
RECOMMENDATION		
Approve		
BUDGET IMPACTS / FINANCIAL CONSIDERATIONS		
n/a		
LEGAL/ POLICY CONSIDERATIONS		
ATTACHMENTS		
30-mile radius resolution, 30-mile radius policy (2), 2-year time to comply resolution, 2 year policy (2), 30-mile radius & 2-year resolution, 30-mile radius & 2 year policy (2)		

Approved by Mayor/Administrator to add to agenda.

RESOLUTION NO. R-____-25

A RESOLUTION AMENDING SECTION 2.7 OF THE HUMAN REOURCES GUIDE OF THE UNIFIED GOVERNMENT REGARDING THE RESIDENCY REQUIREMENT AND CLARIFYING THAT THE RESIDENCY MUST BE WITHIN A 30-MILE RADIUS OF MUNICIPAL OFFICE BUILDING

WHEREAS, pursuant to Section 2-103(12) of the Code of the Unified Government of Wyandotte County/Kansas City, Kansas, the county administrator has the authority to prepare for adoption those policies relating to the selection, discipline, dismissal and all other personnel related matters applicable to all employees of the Unified Government.

WHEREAS, the Unified Government has adopted those personnel policies and made them available to Unified Government employees in a document known as the Human Resources Guide (HRG).

WHEREAS, additions or amendments to the Human Resources Guide may be proposed from time to time, subject to adoption by the Unified Government Board of Commissioners.

NOW, THEREFORE, BE IT RESOLVED BY THE GOVERNING BODY OF THE UNIFIED GOVERNMENT OF WYANDOTTE COUNTY/KANSAS CITY, KANSAS, AS FOLLOWS:

Section 1. That Section 2.7 of the Unified Government Human Resources Guide regarding a residency requirement is amended to state that residency is required within a 30-mile radius of the Municipal Office Building and is adopted as attached.

Section 2. The Mayor, the County Administrator and the Unified Government's other officers, agents, and employees are hereby authorized and directed to take such further action, and execute such other documents, certificates, and instruments as may be necessary or desirable to carry out and comply with the intent of this Resolution.

Section 3. This policy shall take effect and be in full force from and after its passage and adoption.

[The remainder of this page is intentionally blank. Signature page to follow.]

**ADOPTED BY THE BOARD OF COMMISSIONERS OF THE UNIFIED
GOVERNMENT OF WYANDOTTE COUNTY/KANSAS CITY, KANSAS
THIS ____ DAY OF _____ 2025.**

Tyrone A. Garner, Mayor/CEO

Attest:

Monica Sparks, Unified Government Clerk

Approved as to Form:

Angela J. Lawson, Acting Chief Counsel



Unified Government Human Resources Guide

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RESIDENCY REQUIREMENT

I. General: It is the policy of the Unified Government that all employees be required to reside within ~~the geographical limits of Wyandotte County, Kansas~~ a thirty-mile radius of the Municipal Office Building of the Unified Government of Wyandotte County/Kansas City, Kansas.

II. Policy

A. All employees of the Unified Government shall establish and maintain their permanent residence within ~~the geographical limits of the County~~ a thirty-mile radius of the Municipal Office Building of the Unified Government throughout their period of employment.

B. ~~This policy does not apply to County employees who as of October 12, 1989 (Health Department employees, January 1, 1991) had established permanent residence outside Wyandotte County, unless specified otherwise by an employment contract. However, if at any time such employee changes permanent residence, said employee must establish and maintain permanent residency in Wyandotte County, Kansas. (Reserved)~~

C. ~~New employees who are not already permanent residents of the County~~ have not already established residency pursuant to this policy at the inception of their employment shall have a period of 12 months to establish such permanent residency ~~in Wyandotte County~~. At the end of the 12-month period, unless the County Administrator has granted an extension of time to the employee, this exemption shall cease and the employee who has not established ~~residence within the County~~ such residency shall be terminated. The County Administrator has the authority to allow extensions of the 12-month period if in his or her opinion the employee has shown substantial evidence of progress toward meeting the residency requirement.

~~The County Administrator has the authority to designate specific job classifications that may be allowed an additional one-year period of time, not to exceed a total of two years, to establish residence as defined by this policy. The County Administrator may so act when a determination is made that the recruitment or placement of persons in a designated position is impaired by job market conditions generally, competition in the workplace, a significantly reduced number of available candidates or applicants or is a hardship to the employee.~~

D. Definitions

1. Permanent residence means “domicile,” that is, a residence which is intended to be permanent rather than temporary, and which is the place where a Unified Government employee is most intimately connected.

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Unified Government Human Resources Guide

2. An employee is any person employed by the Unified Government under the jurisdiction of the Administrator or the Chief Executive/Mayor.
- E. Indicators for determining residency include:
1. Employee's valid driver's license address
 2. Auto registration address
 3. ~~Voter's~~ Voter registration address
 4. ~~Addresses of bank accounts and credit cards~~ Utility bill with employee name and address
 5. ~~School enrollment of children~~ Lease/rental agreement or residential purchase agreement
 6. ~~Phone number and address at which an off-duty employee can be routinely reached at 3:00 a.m. in case of an emergency~~
- F. Human Resources shall maintain a record of the resident address and residency status of every Unified Government employee.
1. Applicants
Each applicant for a position in the Unified Government service must acknowledge via application submission through Workday indicating they are sign a statement found on the application that he/she must be a resident of Wyandotte County or already be in compliance with the residency requirement or be willing to relocate within 12 months of the date of hire.
 2. New Employees
 - a. As a condition of employment, new employees shall provide a sworn or affirmed statement (Affidavit of Residency for New Employee) that the employee understands the residency requirement for Unified Government employees, and stating his/her current address and whether he/she is or is not a ~~resident of the county~~ in compliance with the residency requirement pursuant to this policy, as defined above.
 - b. If the person is not a ~~resident~~ in compliance with the residency requirement at the time of hiring, the new employee must establish ~~Wyandotte County~~ such residency within 12 months and sign a sworn or affirmed statement (Affidavit of Change of Residency) attesting to residency ~~within the County~~ within 30 days of the change of residency, and provide proof of the new residency. (See 4. Proof of Residency below.)



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3. Current employees

Employees in the Unified Government service shall be required to maintain their current resident address on file with Human Resources. They shall notify their department within 30 workdays of any change in address by signing a sworn or affirmed statement (Affidavit of Change of Residency) attesting to residency ~~within the County~~ and providing proof of such residency. The department shall forward the original form to the Human Resources Department.

4. Proof of residency

Any employee who changes residency must provide general evidence of residency including, but not limited to:

- a. Employee's valid ~~Driver's~~ driver's license address
- b. Auto registration address
- c. Voter registration address
- d. ~~Address on bank or credit card statement~~ Utility bill with employee name and address
- e. ~~Copy of school enrollment of children~~ Lease/rental agreements or residential purchase agreement

- G. The Human Resources Director shall, upon notification of an alleged employee residency violation, refer the allegation to the Legal Department who shall review the facts giving rise to the allegation and cause the same to be investigated when deemed appropriate.
- H. Any employee violating any of the provisions of this section shall be subject to discharge.

RELATED FORM(S): Affidavit of Residency for New Employee
 Affidavit of Change of Residency
 Affidavit of Residency for New Temporary/Summer Employee

RESOLUTION NO. R-____-25

A RESOLUTION AMENDING SECTION 2.7 OF THE HUMAN REOURCES GUIDE OF THE UNIFIED GOVERNMENT REGARDING THE RESIDENCY REQUIREMENT AND EXTENDING THE PERIOD OF TIME TO INITIALLY COMPLY TO TWENTY-FOUR MONTHS

WHEREAS, pursuant to Section 2-103(12) of the Code of the Unified Government of Wyandotte County/Kansas City, Kansas, the county administrator has the authority to prepare for adoption those policies relating to the selection, discipline, dismissal and all other personnel related matters applicable to all employees of the Unified Government.

WHEREAS, the Unified Government has adopted those personnel policies and made them available to Unified Government employees in a document known as the Human Resources Guide (HRG).

WHEREAS, additions or amendments to the Human Resources Guide may be proposed from time to time, subject to adoption by the Unified Government Board of Commissioners.

NOW, THEREFORE, BE IT RESOLVED BY THE GOVERNING BODY OF THE UNIFIED GOVERNMENT OF WYANDOTTE COUNTY/KANSAS CITY, KANSAS, AS FOLLOWS:

Section 1. That Section 2.7 of the Unified Government Human Resources Guide regarding a residency requirement is amended to extend the period to initially comply to twenty-four months and is adopted as attached.

Section 2. The Mayor, the County Administrator and the Unified Government's other officers, agents, and employees are hereby authorized and directed to take such further action, and execute such other documents, certificates, and instruments as may be necessary or desirable to carry out and comply with the intent of this Resolution.

Section 3. This policy shall take effect and be in full force from and after its passage and adoption.

[The remainder of this page is intentionally blank. Signature page to follow.]

**ADOPTED BY THE BOARD OF COMMISSIONERS OF THE UNIFIED
GOVERNMENT OF WYANDOTTE COUNTY/KANSAS CITY, KANSAS
THIS ____ DAY OF _____ 2025.**

Tyrone A. Garner, Mayor/CEO

Attest:

Monica Sparks, Unified Government Clerk

Approved as to Form:

Angela J. Lawson, Acting Chief Counsel



Unified Government Human Resources Guide

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RESIDENCY REQUIREMENT

- I. General: It is the policy of the Unified Government that all employees be required to reside within the geographical limits of Wyandotte County, Kansas.
- II. Policy
 - A. All employees of the Unified Government shall establish and maintain their permanent residence within the geographical limits of the County throughout their period of employment.
 - B. ~~This policy does not apply to County employees who as of October 12, 1989 (Health Department employees, January 1, 1991) had established permanent residence outside Wyandotte County, unless specified otherwise by an employment contract. However, if at any time such employee changes permanent residence, said employee must establish and maintain permanent residency in Wyandotte County, Kansas. (Reserved)~~
 - C. New employees who are not already permanent residents of the County at the inception of their employment shall have a period of ~~12~~ 24 months to establish such permanent residency in Wyandotte County. At the end of the ~~12~~ 24-month period, unless the County Administrator has granted an extension of time to the employee, this exemption shall cease and the employee who has not established residence within the County shall be terminated. The County Administrator has the authority to allow extensions of the ~~12~~ 24-month period if in his opinion the employee has shown substantial evidence of progress toward meeting the residency requirement.

~~The County Administrator has the authority to designate specific job classifications that may be allowed an additional one-year period of time, not to exceed a total of two years, to establish residence as defined by this policy. The County Administrator may so act when a determination is made that the recruitment or placement of persons in a designated position is impaired by job market conditions generally, competition in the workplace, a significantly reduced number of available candidates or applicants or is a hardship to the employee.~~
 - D. Definitions
 1. Permanent residence means “domicile,” that is, a residence which is intended to be permanent rather than temporary, and which is the place where a Unified Government employee is most intimately connected.



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2. An employee is any person employed by the Unified Government under the jurisdiction of the Administrator or the Chief Executive/Mayor.
- E. Indicators for determining residency include:
1. Employee's valid driver's license address
 2. Auto registration address
 3. ~~Voter's~~ Voter registration address
 4. ~~Addresses of bank accounts and credit cards~~ Utility bill with employee name and address
 5. ~~School enrollment of children~~ Lease/rental agreement or residential purchase agreement
 6. ~~Phone number and address at which an off-duty employee can be routinely reached at 3:00 a.m. in case of an emergency~~
- F. Human Resources shall maintain a record of the resident address and residency status of every Unified Government employee.
1. Applicants
Each applicant for a position in the Unified Government service must acknowledge via application submission through Workday indicating they are sign a statement found on the application that he/she must be a resident of Wyandotte County or willing to relocate within ~~12~~ 24 months of the date of hire.
 2. New Employees
 - a. As a condition of employment, new employees shall provide a sworn or affirmed statement (Affidavit of Residency for New Employee) that the employee understands the residency requirement for Unified Government employees, and stating his/her current address and whether he/she is or is not a resident of the county pursuant to this policy, as defined above.
 - b. If the person is not a resident at the time of hiring, the new employee must establish Wyandotte County residency within ~~12~~ 24 months and sign a sworn or affirmed statement (Affidavit of Change of Residency) attesting to residency within the County within 30 days of the change of residency, and provide proof of the new residency. (See 4. Proof of Residency below.)



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3. Current employees

Employees in the Unified Government service shall be required to maintain their current resident address on file with Human Resources. They shall notify their department within 30 workdays of any change in address by signing a sworn or affirmed statement (Affidavit of Change of Residency) attesting to residency within the County and providing proof of such residency. The department shall forward the original form to the Human Resources Department.

4. Proof of residency

Any employee who changes residency must provide general evidence of residency including, but not limited to:

- a. Employee's valid Driver's driver's license address
- b. Auto registration address
- c. Voter registration address
- d. Address on bank or credit card statement Utility bill with employee name and address
- e. Copy of school enrollment of children Lease/rental agreements or residential purchase agreement

G. The Human Resources Director shall, upon notification of an alleged employee residency violation, refer the allegation to the Legal Department who shall review the facts giving rise to the allegation and cause the same to be investigated when deemed appropriate.

H. Any employee violating any of the provisions of this section shall be subject to discharge.

RELATED FORM(S): Affidavit of Residency for New Employee
 Affidavit of Change of Residency
 Affidavit of Residency for New Temporary/Summer Employee

RESOLUTION NO. R-____-25

A RESOLUTION AMENDING SECTION 2.7 OF THE HUMAN REOURCES GUIDE OF THE UNIFIED GOVERNMENT REGARDING THE RESIDENCY REQUIREMENT AND CLARIFYING THAT THE RESIDENCY MUST BE WITHIN A 30-MILE RADIUS OF MUNICIPAL OFFICE BUILDING AND EXTENDING THE PERIOD OF TIME TO INITIALLY COMPLY TO TWENTY-FOUR MONTHS

WHEREAS, pursuant to Section 2-103(12) of the Code of the Unified Government of Wyandotte County/Kansas City, Kansas, the county administrator has the authority to prepare for adoption those policies relating to the selection, discipline, dismissal and all other personnel related matters applicable to all employees of the Unified Government.

WHEREAS, the Unified Government has adopted those personnel policies and made them available to Unified Government employees in a document known as the Human Resources Guide (HRG).

WHEREAS, additions or amendments to the Human Resources Guide may be proposed from time to time, subject to adoption by the Unified Government Board of Commissioners.

NOW, THEREFORE, BE IT RESOLVED BY THE GOVERNING BODY OF THE UNIFIED GOVERNMENT OF WYANDOTTE COUNTY/KANSAS CITY, KANSAS, AS FOLLOWS:

Section 1. That Section 2.7 of the Unified Government Human Resources Guide regarding a residency requirement is amended to state that residency is required within a 30-mile radius of the Municipal Office Building and extending the period to initially comply to twenty-four months and is adopted as attached.

Section 2. The Mayor, the County Administrator and the Unified Government's other officers, agents, and employees are hereby authorized and directed to take such further action, and execute such other documents, certificates, and instruments as may be necessary or desirable to carry out and comply with the intent of this Resolution.

Section 3. This policy shall take effect and be in full force from and after its passage and adoption.

[The remainder of this page is intentionally blank. Signature page to follow.]

**ADOPTED BY THE BOARD OF COMMISSIONERS OF THE UNIFIED
GOVERNMENT OF WYANDOTTE COUNTY/KANSAS CITY, KANSAS
THIS ____ DAY OF _____ 2025.**

Tyrone A. Garner, Mayor/CEO

Attest:

Monica Sparks, Unified Government Clerk

Approved as to Form:

Angela J. Lawson, Acting Chief Counsel



Unified Government Human Resources Guide

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RESIDENCY REQUIREMENT

- I. General: It is the policy of the Unified Government that all employees be required to reside within the geographical limits of Wyandotte County, Kansas a thirty-mile radius of the Municipal Office Building of the United Government of Wyandotte County/Kansas City, Kansas.
- II. Policy
 - A. All employees of the Unified Government shall establish and maintain their permanent residence within the geographical limits of the County a thirty-mile radius of the Municipal Office Building of the Unified Government throughout their period of employment.
 - B. ~~This policy does not apply to County employees who as of October 12, 1989 (Health Department employees, January 1, 1991) had established permanent residence outside Wyandotte County, unless specified otherwise by an employment contract. However, if at any time such employee changes permanent residence, said employee must establish and maintain permanent residency in Wyandotte County, Kansas. (Reserved)~~
 - C. ~~New employees who are not already permanent residents of the County have not already established residency pursuant to this policy at the inception of their employment shall have a period of 12 24 months to establish such permanent residency in Wyandotte County. At the end of the 12 24-month period, unless the County Administrator has granted an extension of time to the employee, this exemption shall cease and the employee who has not established residence within the County such residency shall be terminated. The County Administrator has the authority to allow extensions of the 12 24-month period if in his opinion the employee has shown substantial evidence of progress toward meeting the residency requirement.~~

~~The County Administrator has the authority to designate specific job classifications that may be allowed an additional one-year period of time, not to exceed a total of two years, to establish residence as defined by this policy. The County Administrator may so act when a determination is made that the recruitment or placement of persons in a designated position is impaired by job market conditions generally, competition in the workplace, a significantly reduced number of available candidates or applicants or is a hardship to the employee.~~
 - D. Definitions
 1. Permanent residence means “domicile,” that is, a residence which is intended to be permanent rather than temporary, and which is the place where a Unified Government employee is most intimately connected.

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2. An employee is any person employed by the Unified Government under the jurisdiction of the Administrator or the Chief Executive/Mayor.
- E. Indicators for determining residency include:
1. Employee's valid driver's license address
 2. Auto registration address
 3. ~~Voter's~~ Voter registration address
 4. ~~Addresses of bank accounts and credit cards~~ Utility bill with employee name and address
 5. ~~School enrollment of children~~ Lease/rental agreement or residential purchase agreement
 6. ~~Phone number and address at which an off-duty employee can be routinely reached at 3:00 a.m. in case of an emergency~~
- F. Human Resources shall maintain a record of the resident address and residency status of every Unified Government employee.
1. Applicants
Each applicant for a position in the Unified Government service must acknowledge via application submission through Workday indicating they are sign a statement found on the application that he/she must be a resident of Wyandotte County or already be in compliance with the residency requirement or be willing to relocate within 12 24 months of the date of hire.
 2. New Employees
 - a. As a condition of employment, new employees shall provide a sworn or affirmed statement (Affidavit of Residency for New Employee) that the employee understands the residency requirement for Unified Government employees, and stating his/her current address and whether he/she is or is not a resident of the county in compliance with the residency requirement pursuant to this policy, as defined above.
 - b. If the person is not a resident in compliance with the residency requirement at the time of hiring, the new employee must establish Wyandotte County such residency within 12 24 months and sign a sworn or affirmed statement (Affidavit of Change of Residency) attesting to residency ~~within the County~~ within 30 days of the change of residency, and provide proof of the new residency. (See 4. Proof of Residency below.)



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3. Current employees

Employees in the Unified Government service shall be required to maintain their current resident address on file with Human Resources. They shall notify their department within 30 workdays of any change in address by signing a sworn or affirmed statement (Affidavit of Change of Residency) attesting to residency ~~within the County~~ and providing proof of such residency. The department shall forward the original form to the Human Resources Department.

4. Proof of residency

Any employee who changes residency must provide general evidence of residency including, but not limited to:

- a. Employee's valid Driver's driver's license address
- b. Auto registration address
- c. Voter registration address
- d. Address on bank or credit card statement Utility bill with employee name and address
- e. Copy of school enrollment of children Lease/rental agreements or residential purchase agreement

G. The Human Resources Director shall, upon notification of an alleged employee residency violation, refer the allegation to the Legal Department who shall review the facts giving rise to the allegation and cause the same to be investigated when deemed appropriate.

H. Any employee violating any of the provisions of this section shall be subject to discharge.

RELATED FORM(S): Affidavit of Residency for New Employee
 Affidavit of Change of Residency
 Affidavit of Residency for New Temporary/Summer Employee



Report to Administration & Human Services

MEETING DATE	PRESENTER	DEPARTMENT
	<div style="border: 1px solid black; padding: 2px;"> <p>J. Renee Ramirez, Director</p> <p>Shakeva Christian, Manager</p> </div> <p>rramirez@wycokck.org, schristian@wycokck.org x5665, x5661</p>	Human Resources
AGENDA ITEM #4.7.		
UPDATE: HUMAN RESOURCES GUIDE (PUBLIC SAFETY EMPLOYEES)		
BACKGROUND		
<p><u>Revisions to HR Guide 2.6A, Selection of Public Safety Employees:</u></p> <ul style="list-style-type: none"> • Memorializes current practices for postings, applications and testing • Updates language due to Workday processes • Reduces minimum age for firefighters from 19 years of age to 18 years of age 		
RECOMMENDATION		
<p>Approve</p> <p>Approve revised policy to reflect updates in current practices as well as process in Workday</p>		
BUDGET IMPACTS / FINANCIAL CONSIDERATIONS		
n/a		
LEGAL/ POLICY CONSIDERATIONS		
Revisions reviewed by legal.		
ATTACHMENTS		
Selection of PS Employees HRG 2.6A_AHS-10-27-25, Selection of PublicSafety Employees_Final_no mark-up 10-08-25		

Approved by Mayor/Administrator to add to agenda.

HR Guide Update: 2.6A Selection of Public Safety Employees

AHS Standing Committee Meeting
October 27, 2025



Selection of Public Safety Sworn Positions

- Patrol Officer, Sheriff Deputy, Firefighter EMT, Firefighter Paramedic
- Policy modifications are memorializing the processes that occur with testing for the above positions
- How applicants submit applications through the Workday Process.



Questions???





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SELECTION OF SWORN PUBLIC SAFETY EMPLOYEES

- I. General: The Unified Government (UG) is an equal opportunity employer. It is the policy of the Unified Government to fill open positions with the most qualified Applicants. The Unified Government is committed to ensuring that hiring practices are fair to all applicants. It is the policy of the Unified Government not to discriminate against any employee or candidate for employment because of race, color, national origin or ancestry, religion or creed, sex, pregnancy, sexual orientation, gender identity, age, disability, and genetic information. All appointments to sworn positions within the Sheriff's Office, Fire Department and Police Department shall be based on qualifications, which shall be ascertained by open testing to include but not limited to a written examination, physical ability examination, psychological evaluation, CVSA (truth verification) and physical examination, background check and drug screen. As the Sheriff is an elected official, all final decisions regarding employment in the Sheriff's Office is left to the discretion of the Sheriff or their designee.
- II. Policy
 - A. This policy shall be used for all sworn vacant positions within the Fire and Police Departments or Sheriff's Office, except as otherwise provided by union contract or state statute
 - B. Positions covered under this policy include, but are not limited to:
 - a. Sheriff's Office: Deputy,
 - b. Fire Department: Firefighter EMT, Firefighter Paramedic
 - c. Police Department: Patrol Officer
 - C. The Unified Government's selection process shall be based on merit, and will be administered in compliance with federal, state, and local equal employment opportunity laws, ordinances, and resolutions.
 - D. Criminal Disqualifiers – Police Officer, Sheriff Deputy, and Fire Department Applicants
 - a. In accordance with Kansas Statute K.S.A. 74-5605(d), applicants applying for sworn Police Officer and Sheriff Deputy positions will be disqualified from employment consideration if they have criminal convictions or history that fall under the disqualifying criteria outlined in the statute.
 - b. While not required by state law, the Fire Department has voluntarily adopted the same disqualifying standards for consistency and to uphold the integrity and public trust associated with all public safety positions. Therefore, applicants for Fire Department positions will also be evaluated under the disqualifiers set forth in K.S.A 74-5605(d).
 - E. Employees of the Unified Government are prohibited from holding more than one position within the Unified Government at the same time.



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- F. The Fire and Police Chief shall obtain the approval of the County Administrator to initiate the hiring of the academy class. The initiation of an academy class hiring process is contingent upon prior consultation and agreement between the Sheriff and the County Administrator. ability

III. The Posting Process:

- A. Public Safety Position Posting timeframe:

Sheriff's Office:

Deputy Sheriff

1. Positions are posted year-round.
2. Applicants shall be scheduled for applicant testing by Human Resources after receipt of the completed application packet.

Police Department:

Patrol Officer

1. Positions are posted year-round.
- ii. Applicants shall be scheduled for applicant testing by Human Resources after receipt of the completed application.

Fire Department:

Firefighter/EMT, Firefighter Paramedic or Pending Paramedic

1. Positions are posted upon approval from the County Administrator or designee to begin recruiting for an academy class.
2. Applicant testing follows the closing of the posting based on the timeline of academy start date.

IV. The Application Process

- A. All applications and resumes must be submitted through Workday during the designated posting period. Departments will not accept applications or resumes through any other method.
- B. Applications are initially reviewed by Human Resources for completeness. Qualified applications are then forwarded to the appropriate department through Workday for further review and evaluation of qualifications
- C. Current employees must update their job history, education, certifications, etc. in their Workday profile under the "Career" tab to submit for an open position.



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D. Requirements for Application by Department

Sheriff's Office:

1. Must be a United States Citizen by the date of application, in accordance with state statute.
2. Age Requirement: Deputy must be at least 21 years of age by date of hire.
3. Must have valid Driver's License.
4. Must have a High School Diploma or GED.
5. Must be a resident of Wyandotte County or willing to relocate within timeframe outlined in the posting.

Police Department:

1. Must be a United States Citizen by date of application, in accordance with states statue.
2. Age Requirement: Patrol Officer must be at least 21 years of age by the start date of the Academy.
3. Must have a valid Driver's License.
4. Must have a High School Diploma or GED.
5. Must be a resident of Wyandotte County or willing to relocate within timeframe outlined in the posting.

Fire Department

1. Must be authorized to work in the United States
2. Must be 18 years of age by date of hire.
3. Must have a valid, unrestricted Driver's License.
4. Must have a High School Diploma or GED.
5. Firefighter/EMT Applicants must possess a Kansas Emergency Medical Certification or National Registry Certification by date of hire.
Firefighter/Paramedic Applicants must possess a current Kansas or National Registry Certification and be ACLS Certified by date of hire.
6. Applicants who are pending Paramedics must present at the time application proof of enrollment in an approved educational institution with the anticipated date of completion of National Registry and/or Kansas Paramedic Certification Program. Must obtain Paramedic certification within 12 months from the date of hire.
7. Must be a resident of Wyandotte County or willing to relocate within timeframe outlined in the posting



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V. Selection Process

1. Applicants participate in examinations administered by Human Resources and the respective department personnel. Testing of aptitudes and skills where applicable will include a written examination, physical ability examination, and preliminary interview.
2. Applicants must successfully complete the written examination with an overall passing score of 70% or above, the physical ability examination within the allotted time, and a preliminary interview.
 - a. The written test will primarily be administered online; however, tests can be administered via paper forms as needed.
 - b. As of June 6, 2023, Fire Applicants who possess a current Candidate Physical Ability Test (CPAT) will be accepted in lieu of the physical ability test, however applicants will still be required to successfully complete the aerial climb portion of the UG administered Fire physical ability test. Applicants may participate in oral boards as a portion of the applicant process.
3. Applicants for Police and Sheriff recruitments will have a six-month period beginning the date of their initial application submission to successfully pass the written and physical ability examinations. Applicants can retake the exams as often as tests are available within the six-month time frame. Applicants must test at least three times in this six-month period to be considered an active and eligible applicant. Applicants who do not proceed past the Oral Boards are not eligible to re-apply for six months from the date of the oral board interview.
 - a. If the applicant does not successfully pass the written and/or physical examinations in the initial six-month period, the applicant will be ineligible to reapply for a six-month period that will begin the date the applicant was deemed unsuccessful.
 - b. Applicants who are not actively engaged in undergoing subsequent testing sessions (e.g. less than three testing attempts) may be deemed inactive and ineligible to reapply for one year after the date of the initial application.
4. Upon completion of the written examination, physical ability test, and preliminary interviews, applicants will undergo a background investigation and a CVSA (Computer Voice Stress Analysis) truth verification test.
5. Applicants who successfully pass both background investigation and CVSA will be forwarded to the Chief(s) or Sheriff for final file review and consideration for a Conditional Offer of Employment.
6. Staff members who have hiring or supervisory responsibilities are prohibited from participating in the hiring, supervision, assignment, transfer, or promotion of any immediate family member. This is to prevent conflicts of



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interest and ensure fairness and objectivity in employment decisions.

7. Ineligibility for Rehire: Former employees who have been involuntarily terminated by the Unified Government, or signed a global release that bans re-employment with the Unified Government

VI Conditional Offer of Employment

Applicants selected to receive a Conditional Offer of Employment (COE) will be required to successfully complete the final phase of the recruitment process, which includes the following:

1. Written Psychological Examination and Clinical Psychologist Assessment
2. Medical Exam (physical) and Drug Screen.
3. A comprehensive review of all pre-employment testing results will be completed by Human Resources and the Chief(s)/Sheriff. Following that review, the Chief(s)/Sheriff will confirm that the candidate may move on to the Final Offer. A COE or Final Offer may be withdrawn based on results of any of the pre-employment testing and /or if it is ascertained that any information provided by the candidate is false or misleading.
4. The Chief(s)/Sheriff authorize Human Resources to complete the appointment process via Workday.

RELATED POLICIES: 2.1 Equal Opportunity in Employment
2.17 Americans with Disabilities Act