



Unified Government Clerk's Office
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Unified Government Clerk

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**NOTICE OF RESCHEDULED MEETING
ECONOMIC DEVELOPMENT & FINANCE
STANDING COMMITTEE**

To the Members of the Governing Body of the
Unified Government of Wyandotte County/Kansas City, Kansas:

You are hereby notified that the Economic Development & Finance Standing Committee of the Unified Government of Wyandotte County/Kansas City, Kansas, previously reserved for Monday, December 1, 2025, has been rescheduled to Monday, December 8, 2025, at 5:00 PM. A copy of the agenda is attached to this notice.

Dated this 2nd day of December 2025.



Unified Government of Wyandotte County and Kansas City, Kansas

**Economic Development & Finance Standing
Committee**

Standing Committee

Fifth Floor Conference Room

701 N. 7th Street Trafficway, Kansas City, KS 66101

Chair Commissioner Tom Burroughs

Commissioner, District 1 - Gayle Townsend, Commissioner, District 7 - Chuck Stites,

Commissioner, District 2 - Bill Burns, Commissioner, District 6 - Phil Lopez,

BPU Board Member Stevie Wakes

AGENDA

Monday, December 8, 2025

5:00 PM

1. **Call to Order/Roll Call**
2. **Revisions to December 8, 2025, Agenda**
3. **Approval of standing committee minutes from July 29, September 9, September 30, November 4, and December 9, 2024**
4. **Committee Agenda**
 - 4.1 **RESOLUTION: UPDATED PURCHASING POLICY**
Synopsis: Approval of a resolution to adopt the update to the purchasing policy.
Tracking #: 211221
 - 4.2 **RESOLUTION: CASH INVESTMENT POLICY ANNUAL UPDATE**
Synopsis: Approval of a resolution to adopt the Cash Management Policy regarding the management of Unified Government funds.
Tracking #: 211239
 - 4.3 **ORDINANCE: AMENDING CHAPTER 15, ARTICLE IV, FIREWORKS**
Synopsis: Approval of an ordinance amending date and time for sale of fireworks.
Tracking #: 211302
5. **Public Agenda**
6. **Adjourn**

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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.

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View the meeting live on our website at: via [YouTube](#).

Unified Government of Wyandotte County and Kansas City, Kansas



Economic Development & Finance Meeting
5th Floor Conference Room
701 N. 7th Street Trafficway, Kansas City, KS 66101

Commissioner Tom Burroughs, Chair

*Commissioner Gayle Townsend – Commissioner Chuck Stites – Commissioner Bill Burns –
Commissioner Phil Lopez – Stevie Wakes, BPU Board Member*

MINUTES

**Monday, July 29, 2024
5:00 PM-5:43 PM**

Attendance:

Committee Members Present:

- Commissioner Burroughs (Chair)
- Commissioner Lopez
- Commissioner Burns
- Commissioner Stites
- Commissioner Townsend
- Mr. Wakes (BPU Board Member)

Committee Members Absent:

- None

Staff Present:

- Brittnie MacDonald (Clerk)
- Jeff Conway (Senior Counsel)
- Bridgette Cobbins (Assistant County Administrator)
- Rodney Lucas (Interim Assistant County Administrator)

Call to Order:

Commissioner Burroughs called the meeting to order at 5:00 PM.

Revisions to Agenda:

No revisions to the agenda were reported.

Approval of Previous Minutes (Discussion Begins 2:32)

BPU Board Member Wakes moved to approve the minutes from the July 10, 2023, meeting. The motion was seconded by Commissioner Townsend.

Vote: Motion carried 6-0

- Ayes: Wakes, Lopez, Burns, Stites, Townsend, Burroughs
- Nays: None

Committee Agenda:

Item 1: RESOLUTION: SECOND AMENDMENT TO THE 505 CENTRAL DEVELOPMENT AGREEMENT (Discussion Begins 3:05)

Jeff Conway from the UG Legal Department and Todd LaSala, Stinson Leonard Street Law Firm, presented the item, which proposed extending the commencement date from September 1, 2024, to March 1, 2026, and the completion date from September 1, 2026, to March 1, 2028. Mark Moberly from Sunflower Development Group explained that the request for extension was due to challenges in raising capital because of increased interest rates.

Key Points:

- Request to push the project out 18 months
- Project details remain unchanged (129 apartment units, new construction)
- Developer hopes to secure financing as interest rates potentially decrease
- No changes to unit count or unit mix from original plan

Commissioner Burns moved to adopt the resolution. The motion was seconded by Commissioner Townsend.

Vote: Motion carried 6-0

- Ayes: Wakes, Lopez, Burns, Stites, Townsend, Burroughs
- Nays: None

Item 2: RESOLUTION: MARSHALLTOWN COMPANY INDUSTRIAL REVENUE BONDS (Discussion Begins 9:33)

Jeff Conway introduced the item and introduce Kevin Wempe, Gilmore and Bell bond counsel, for remarks which had two elements: setting a public hearing for August 29, 2024, and approving a resolution of intent to issue industrial revenue bonds in the amount of \$27 million for the property located at 9822 Leavenworth Road. Developer team: Cam Duff from Scannell Properties and Jack Murders, Chief Operating Officer, from Marshalltown Company presented the project details.

Key Points:

- \$27 million in industrial revenue bonds for a 200,000 square foot facility
- Located at 9822 Leavenworth Road in the 435 Logistics Park
- Will be used for the distribution of tools manufactured at other facilities
- Expected to create 40-50 initial jobs
- Starting wages around \$22 per hour, with skilled jobs up to \$30-\$40 per hour
- Graduated property tax abatement over 10 years
- Company plans long-term commitment to the community
- Privately held, family-owned company founded in 1890
- American manufacturing, and committed to doing it well
- Primarily distributing tools for retailers like Home Depot and Lowe's

Public comments:

- Monica Brede (Vice President, Business and Workforce Solutions at Wyandotte Economic Development Council) **(Comment Begins 29:26)**

Commissioner Lopez moved to adopt the resolution approving the setting of the public hearing for August 29, 2024. The motion was seconded by Commissioner Burns.

Vote: Motion carried 6-0

- Ayes: Wakes, Lopez, Burns, Stites, Townsend, Burroughs
- Nays: None

Commissioner Lopez moved to adopt the resolution approving the issuance of \$27 Million Industrial Revenue Bonds. The motion was seconded by BPU Board Member Wakes.

Vote: Motion carried 6-0

- Ayes: Wakes, Lopez, Burns, Stites, Townsend, Burroughs
- Nays: None

Item 3: RESOLUTION: AMENDING DEADLINES RELATED TO ISSUANCE OF INDUSTRIAL REVENUE BONDS (AMERICAN ROYAL PROJECT) (Discussion Begins 33:50)

Jeff Conway presented the item, which proposed extending the IRB issuance for the American Royal project deadline from July 31, 2024, to December 31, 2024. Todd LaSala and Kevin Lee provided additional context on the ongoing negotiations and the need for the extension.

Key Points:

- This is the second amendment
- IRBs are for \$250 million in sales tax on construction materials
- Ongoing negotiations are still in progress
- Parties are actively working to finalize development agreement details
- Meetings are scheduled to continue discussing major deal points
- No changes to the actual project scope at this time
- Extension allows more time to complete negotiations and documentation

Commissioner Stites moved to adopt the resolution and fast-track the item to the August 1, 2024, Board of Commissioners meeting. The motion was seconded by Commissioner Townsend.

Vote: Motion carried 5-1

- Ayes: Wakes, Stites, Burns, Townsend, Burroughs
- Nays: Lopez

Adjournment: (Discussion Begins 43:33)

BPU Board Member Wakes moved to adjourn the meeting. The motion was seconded by Commissioner Townsend.

Vote: Motion carried 6-0

- Ayes: Wakes, Lopez, Burns, Stites, Townsend, Burroughs
- Nays: None

The meeting was adjourned at 5:43 PM.

MLS

Unified Government of Wyandotte County and Kansas City, Kansas



Economic Development & Finance Meeting
5th Floor Conference Room
701 N. 7th Street Trafficway, Kansas City, KS 66101

Commissioner Tom Burroughs, Chair

*Commissioner Gayle Townsend – Commissioner Chuck Stites – Commissioner Bill Burns –
Commissioner Phil Lopez – Stevie Wakes, BPU Board Member*

MINUTES

Monday, September 9, 2024
5:02 PM-5:54 PM

Attendance:

Committee Members Present:

- Commissioner Burroughs (Chair)
- Commissioner Lopez
- Commissioner Stites
- Commissioner Townsend
- Mr. Wakes (BPU Board Member)

Committee Members Absent:

- Commissioner Burns (noted as absent)

Staff Present:

- Brittnie MacDonald (Clerk)
- Andrea Vinyard (Treasurer)
- Jeff Conway (Senior Counsel)
- Angel Ferrara (Director of Parks and Recreation)
- Matt Zayas (Fiscal Analyst)
- Dr. Shelley Kneuvean (Chief Financial Officer)
- Alan Howze (Assistant County Administrator)

Call to Order:

Commissioner Burroughs called the meeting to order at 5:02 PM.

Revisions to Agenda:

No revisions to the agenda were reported.

Approval of Previous Minutes: (Discussion Begins 3:25)

Commissioner Townsend moved to approve the minutes from the May 8 and June 5, 2023, meetings. The motion was seconded by BPU Board Member Wakes.

Vote: Motion carried 5-0

- Ayes: Wakes, Lopez, Stites, Townsend, Burroughs
- Nays: None
- Absent: Burns

Committee Agenda:**Item 1: Presentation: 2024 Second Quarter Investment Report (Discussion Begins 3:50)**

Presentation of Second Quarter 2024 Investment Report (Information Only) presented by Andrea Vinyard, Treasurer, for April 1, 2024, through June 30, 2024.

Key Points:

- Average yield: 3.53%
- Weighted days to maturity: 123 days
- Total portfolio: \$349 million (69% cash, 31% invested)
- Total interest earned year-to-date: \$7.3 million
- No purchases made in Q2, four maturities totaling \$20 million

The item was for information only and no action was required.

Item 2: Resolution: Waiving of Certain Application and Permit Fees Related to Development East of 55th Street in Kansas City, Kansas (Discussion Begins 11:55)

Jeff Conway from the Legal Department presented the resolution.

Key Points:

- Applies to development east of 55th Street in Kansas City, Kansas
- Proposed fee waivers include:
 - A. Building permit fees
 - B. Electrical permit fees
 - C. Mechanical permit fees
 - D. Plumbing permit fees
 - E. Driveway permit fees
 - F. Sewer connection fees
 - G. Lateral sewer connection fees
 - H. Sanitary permit fees
 - I. Land disturbance permit fees
 - J. Right-of-way permit fees
 - K. Zoning application fees
 - L. Preliminary and final plat application fees
 - M. Plan review fees
 - N. Ordinance publication fees
 - O. Sign permit fees
 - P. Development review committee fees
- The committee expressed concerns about:
 - A. Discretionary language
 - B. Clarity on whether it applies to commercial and residential development
 - C. Need for a fiscal impact study
 - D. Proposed duration is five years after the effective date
 - E. Intended to spur development in an underdeveloped area of the city
 - F. The committee requested further clarification and a more definitive approach to implementing the fee waivers before final approval.

After discussion, Commissioner Stites moved to approve as submitted with the removal of discretionary language. Commissioner Stites rescinded the motion.

Commissioner Townsend moved to hold over to the next meeting. The motion was seconded by BPU Board Member Wakes.

Vote: Motion carried 5-0

- Ayes: Wakes, Lopez, Stites, Townsend, Burroughs
- Nays: None
- Absent: Burns

Item 3: Resolution: 2023 Recreation Trails Project Grant Award (Discussion Begins 37:57)

Recreation Trails Program Grant Acceptance presented by Matt Zayas, Fiscal Analyst for Parks and Recreation. Mr. Zayas presented the grant opportunity for a walking trail loop in Kensington Park.

Key Points:

- The grant is from the Kansas Department of Wildlife and Parks for a walking trail loop in Kensington Park.
- It's an 80/20 matching grant
- Total grant amount: \$105,680
- County's required match: \$26,420 (20% of project cost)
- Total project estimated cost: \$132,100
- The \$26,420 match was already budgeted by the Parks and Recreation Department prior to applying for the grant.
- The grant will allow the creation of a family-friendly walking trail in Kensington Park, which will provide a safe walking area for community members.

BPU Board Member Wakes moved to approve acceptance of the grant. The motion was seconded by Commissioner Lopez.

Vote: Motion carried 5-0

- Ayes: Wakes, Lopez, Stites, Townsend, Burroughs
- Nays: None
- Absent: Burns

Item 4: Ordinance: Amending the Powers of the County Administrators Regarding the Lease of Unified Government Property in Economic Development Projects (Discussion Begins 41:50)

Ordinance Amending Powers of County Administrator Regarding Lease of UG Property presented by Jeff Conway.

Key Points:

- Requires the County Administrator to notify the entire Board of Commissioners in writing before leasing any Unified Government property that is a material part of a private economic development project.
- The County Administrator must receive approval by resolution or ordinance from the Board of Commissioners prior to executing such a lease or agreement.
- The amendment does not extend the County Administrator's powers but rather adds a layer of transparency and oversight to significant property leases.
- It was specifically prompted by discussions surrounding the City Hall Place development.
- The ordinance aims to ensure that the Board of Commissioners has a final review and approval for leases that are considered material to economic development projects. The goal is to provide more clarity and Commission involvement in significant property leasing decisions.

Commissioner Lopez moved to approve the ordinance. The motion was seconded by BPU Board Member Wakes.

Vote: Motion carried 5-0

- Ayes: Wakes, Lopez, Stites, Townsend, Burroughs
- Nays: None
- Absent: Burns

Item 5: Resolution: Reinstating Authority of the Unified Board of Commissioners to Set Overall Policy (Discussion Begins 49:04)

The matter was not substantively discussed in this meeting. No presentation was made due to the absence of a presenter from the Mayor's office.

Commissioner Stites moved to hold the item over to the next meeting. The motion was seconded by Commissioner Townsend.

Vote: Motion carried 5-0

- Ayes: Wakes, Lopez, Stites, Townsend, Burroughs
- Nays: None
- Absent: Burns

Adjournment: (Time Stamp: 51:35)

Commissioner Stites moved to adjourn. The motion was seconded by Commissioner Townsend.

Vote: Motion carried 5-0

- Ayes: Wakes, Lopez, Stites, Townsend, Burroughs
- Nays: None

The meeting was adjourned at 5:54 PM.

MLS

Unified Government of Wyandotte County and Kansas City, Kansas



Economic Development & Finance Meeting
5th Floor Conference Room
701 N. 7th Street Trafficway, Kansas City, KS 66101

Commissioner Tom Burroughs, Chair

*Commissioner Gayle Townsend – Commissioner Chuck Stites – Commissioner Bill Burns –
Commissioner Phil Lopez – Stevie Wakes, BPU Board Member*

MINUTES

Monday, September 30, 2024
5:02 PM-7:20 PM

Attendance:

Committee Members Present:

- Commissioner Burroughs (Chair)
- Commissioner Lopez
- Commissioner Burns
- Commissioner Stites
- Commissioner Townsend
- Mr. Wakes (BPU Board)

Committee Members Absent:

- None

Staff Present:

- Brittnie MacDonald (Clerk)
- Wendy Green (Deputy Chief Counsel)
- Shelley Kneuvean (Chief Financial Officer)
- Debbie Jonscher (Deputy Chief Financial Officer)
- LaVert Murray (Economic Development Advisor to the Mayor)
- Jeff Conway (Senior Counsel)
- Rodney Lucas (Interim Assistant County Administrator)

Call to Order:

Commissioner Burroughs called the meeting to order at 5:02 PM.

Revisions to Agenda:

The Clerk reported two revisions to the agenda. Item No. 4 was added to the Committee Agenda, and Item No. 2 was removed from the Committee Agenda.

Approval of Previous Minutes: (Discussion Begins: 2:32)

Commissioner Townsend moved to approve the minutes from September 14, 2023, meeting. The motion was seconded by BPU Board Member Wakes.

Vote: Motion carried 6-0

- Ayes: Wakes, Lopez, Burns, Stites, Townsend, Burroughs
- Nays: None

Committee Agenda:**Item 1: RESOLUTION: AMENDING MASTER LEASE AGREEMENT (Discussion Begins: 3:03)**

Debbie Jonscher, the Deputy Chief Financial Officer, presented the resolution amending the master lease agreement.

Key Points:

- Adding mowing equipment to the list of items to be financed
- Revising the total lease finance amount to \$9,295,300
- The previous lease agreement was authorized earlier in the year (April for the economic development finance standing committee, May for the full commission)
- The amendment updates the exact cost of equipment and includes previously omitted mowing equipment
- The lease is a lease-purchase agreement, meaning the Unified Government will own the equipment once the lease is complete

Commissioner Townsend moved to adopt the resolution. The motion was seconded by Commissioner Lopez.

Vote: Motion carried 6-0

- Ayes: Wakes, Lopez, Burns, Stites, Townsend, Burroughs
- Nays: None

Item 2: RESOLUTION: WAIVING OF CERTAIN APPLICATION AND PERMIT FEES RELATED TO DEVELOPMENT EAST OF 55TH STREET IN KANSAS CITY, KANSAS (REMOVED PER AGENDA UPDATE) (Discussion Begins: 7:29)

Item 3: RESOLUTION: RESTATING AUTHORITY OF THE UNIFIED BOARD OF COMMISSIONERS TO SET OVERALL POLICY (Discussion Begins: 7:33)

LaVert Murray, the Economic Development Advisor to the Mayor, presented the resolution restating the authority of the Unified Board of Commissioners to set overall policy. He explained that the resolution clarifies the Commission's ability to interpret policy and resolve impasses between developers and staff, using examples like the Bethel community center, a laundromat, and Campers World project to illustrate past challenges.

Key Points:

- Clarify that the Unified Board of Commissioners is the primary policy-making body
- Reinforce the Commission's authority to interpret and implement policy
- Provide a clear avenue for developers and businesses to bring policy interpretation disputes directly to the Commission
- Address past delays in project approvals caused by staff interpretation of codes and regulations
- Establish a more direct process for resolving policy impasses
- Emphasize that the County Administrator manages staff, but the Commission sets overall policy
- Create a more transparent and efficient process for policy interpretation
- Allow commissioners more direct communication with staff about policy matters

Commissioner Townsend moved to adopt the resolution. The motion was seconded by BPU Board Member Wakes.

Vote: Motion carried 6-0

- Ayes: Wakes, Lopez, Burns, Stites, Townsend, Burroughs
- Nays: None

Item 4: RESOLUTION: THIRD AMENDMENT TO DEVELOPMENT AGREEMENT (KANSAS ENTERTAINMENT LLC) ADDED PER AGENDA UPDATE (Discussion Begins: 50:21)

Wendy Green, the Deputy Chief Counsel, introduced the resolution for the third amendment to the development agreement. However, the presentation was primarily made by representatives from Penn Entertainment and Kansas Entertainment LLC, including Jeff Morris, Vice President of Public Affairs, Todd George, Executive Vice President of Operations, and Aaron Rosenthal, Senior Vice President of Regional Operations, Jeff Boerger, Vice President of Corporate Development for NASCAR, Patrick Warren, President of Kansas Speedway, Lydia Garvey, Vice President and General Manager, Lovell Walker, Vice President of Development, and Michael West, Head of Legal and Strategy for Penn.

Key Points:

- Reset of the construction agreement
- Reduce hotel room count from 240 to 125-140 rooms
- Extend construction deadline to December 31, 2026
- Increase Casino Grant Fund from \$500,000 to \$850,000 for social services in addition to 3% from the state and 1% from Penn Entertainment, not connected to penalty
- Maintain existing 3% gaming revenue contribution and 1% per Development Agreement
- Modify the liquidated damages clause for not building the hotel
- Propose a hotel development with potential for future expansion
- Provide a resort-like experience connecting the hotel to the casino
- Seek renewal of the gaming facility contract with the state lottery
- Commit to maintaining high-quality standards for the hotel brand
- Emphasize potential economic benefits, including job creation and increased tax revenues
- Already paid 1% liquidated damages for 2024
 - A. No penalty if nothing is built, then in 2027, the penalty will reset to 1 % liquidated damages and \$500,000 a year
 - B. The exact amount changes every year, depending on gaming

Public Comments:

- Lisa Walker Yeager (Kansas City, KS) **(Comment Begins 1:47:33)**

Commissioner Burns moved to adopt the resolution.

Commissioner Burns amended his motion to approve language regarding the penalty phase changes. The motion was seconded by Commissioner Wakes.

Commissioner Townsend made a substitute motion to approve the amendment, with the understanding that the provision regarding liquidated damages will be changed to be paid until substantial groundbreaking for construction. The motion was not seconded. The substitute motion fails.

Roll call taken on the amended motion. For clarification, the motion was seconded by BPU Board Member Wakes.

Vote: Motion carried 4-2

- Ayes: Wakes, Lopez, Burns, Burroughs
- Nays: Townsend, Stites

Adjournment: (Discussion Begins: 2:11:30)

Commissioner Townsend moved to adjourn. The motion was seconded by Commissioner Burns.

Vote: Motion carried 6-0

- Ayes: Wakes, Lopez, Burns, Stites, Townsend, Burroughs
- Nays: None

The meeting was adjourned at 7:20 PM.

MLS

Unified Government of Wyandotte County and Kansas City, Kansas



Economic Development & Finance Meeting
5th Floor Conference Room
701 N. 7th Street Trafficway, Kansas City, KS 66101

Commissioner Tom Burroughs, Chair

*Commissioner Gayle Townsend – Commissioner Chuck Stites – Commissioner Bill Burns –
Commissioner Phil Lopez – Stevie Wakes, BPU Board Member*

MINUTES

Monday, November 4, 2024
5:00 PM-7:04 PM

Attendance:

Committee Members Present:

- Commissioner Burroughs (Chair)
- Commissioner Lopez
- Commissioner Burns
- Commissioner Stites
- Commissioner Townsend
- Mr. Wakes (BPU Board Member)

Committee Members Absent:

- None

Staff Present:

- Brittnie MacDonald (Clerk)
- Wendy Green (Deputy Chief Counsel)
- Jeff Conway (Senior Counsel)
- Andrea Vinyard (Treasurer)
- Chelsee Chism (Economic Development Director)
- LaVert Murray (Economic Development Advisor to the Mayor)

Call to Order:

Commissioner Burroughs called the meeting to order at 5:00 PM.

Revisions to Agenda:

No revisions to the agenda were reported.

Approval of Previous Minutes: (Discussion Begins 2:56)

BPU Board Member Wakes moved to approve the minutes from the April 3 and August 14, 2023, meetings. The motion was seconded by Commissioner Townsend.

Vote: Motion carries 6-0

- Ayes: Wakes, Lopez, Burns, Stites, Townsend, Burroughs
- Nays: None

Committee Agenda:

Item 1: RESOLUTION: ANNUAL CASH AND INVESTMENT POLICY APPROVAL (Discussion Begins 3:34)

Andrea Vineyard, County Treasurer, presented the 2024-2025 Cash and Investment Policy. No changes were made from the previous year.

Key Points:

- Purpose: Identify policies for responsible management of Unified Government funds
- Annual Review: Reviewed by the cash management committee and adopted by resolution
- Diversification Rules:
 - A. Protect funds by institution
 - B. Diversify by market price
 - C. Diversify by instrument and maturity date
- Local Emphasis:
 - A. Prioritize investments with local banks in Wyandotte County
 - B. Solicit bids from local institutions first
 - C. 17 local institutions were contacted, with 9 responding

- Collateral Requirements:
 - A. Require 105% collateral for deposits
 - B. Monthly review of compliance
 - C. Reported and audited internally
- Expanded Investment Authority:
 - A. Allows investments up to 4 years (compared to standard 2 years)
 - B. Enables taking advantage of higher long-term yields
 - C. Requires annual approval from Kansas municipality
- Committee Composition:
 - A. Voting members: CFO, Clerk, Treasurer, Chief Counsel
 - B. Non-voting members: Legislative Auditor, Accounting Manager, Cash Manager, Municipal Advisory Representative

Commissioner Townsend moved to adopt the resolution. The motion was seconded by Commissioner Burns.

Vote: Motion carries 6-0

- Ayes: Wakes, Lopez, Burns, Stites, Townsend, Burroughs
- Nays: None

Item 2: RESOLUTION: THIRD AMENDMENT TO THE PERFORMANCE AGREEMENT FOR THE CRITERION DEVELOPMENT (Discussion Begins 12:19)

Chelsee Chism, Economic Development Director, presented the third amendment to the performance agreement for a 232-unit commercial multi-family development at State Avenue and 115th Street. The amendment delays the commencement date to December 31, 2025, and the completion date to December 31, 2027.

Key Points:

- Project Details:
 - A. 232-unit commercial multi-family development
 - B. Located at the corner of State Avenue and 115th Street
- Original Construction Timeline:
 - A. Initial scheduled commencement: July 1, 2023
 - B. Original substantial completion date: August 1, 2025

- Amendment Changes:
 - A. Delay commencement date to December 31, 2025
 - B. Delay substantial completion date to December 31, 2027
- Reasons for Extension:
 - A. Market challenges including construction pricing
 - B. Interest rate fluctuations
 - C. Ongoing economic uncertainties
- Developer Commitment:
 - A. Continues to be interested in completing the project
 - B. Seeking additional time to navigate current market conditions
- Committee Action:
 - A. Unanimously approved the third amendment
 - B. Agreed to fast-track to full commission meeting on November 7

The amendment provides the developer additional flexibility to move forward with the multi-family housing project while maintaining the original project scope.

Commissioner Stites moved to adopt the resolution. The motion was seconded by Commissioner Townsend.

Vote: Motion carries 6-0

- Ayes: Wakes, Lopez, Burns, Stites, Townsend, Burroughs
- Nays: None

Item 3: RESOLUTION: FIRST AMENDMENT TO THE PERFORMANCE AGREEMENT FOR THE DEVELOPMENT AT 4601 RAINBOW (Discussion Begins 20:00)

Chelsee Chism presented the first amendment to the performance agreement for a commercial multifamily facility at 4601 Rainbow Boulevard. The amendment delays the commencement date to July 1, 2026, and the substantial completion date to June 30, 2029.

Key Points:

- Project Details:
 - A. Commercial multi-family facility
 - B. Located at 4601 Rainbow Boulevard in Kansas City, Kansas

- Original Timeline:
 - A. Initial construction commitment: January 1, 2025
 - B. Original substantial completion date: December 31, 2027
- Amendment Changes:
 - A. Delay commencement date to July 1, 2026
 - B. Delay substantial completion date to June 30, 2029
- Reasons for Extension:
 - A. Challenges in capital markets
 - B. High construction and labor pricing
 - C. Difficulties in project financing
- Developer Perspective:
 - A. Committed to the project
 - B. Seeking additional time to make the development financially viable

Commissioner Townsend moved to adopt the resolution. The motion was seconded by Commissioner Burns.

Vote: Motion carries 6-0

- Ayes: Wakes, Lopez, Burns, Stites, Townsend, Burroughs
- Nays: None

Item 4: RESOLUTION: BUC-EE’S FAMILY TRAVEL CENTER DEVELOPMENT AGREEMENT (Discussion Begins 26:35)

Chelsee Chism and Todd LaSala presented the development agreement for Buc-ee's Family Travel Center at 601 Village West Parkway. The project includes a 120-pump gas station, 12 electric charging stations, and infrastructure improvements. The total project cost is \$95 million, with a request for \$13.3 million in Pay-As-You-Go reimbursement.

Key Points:

- Project Overview:
 - A. Location: 601 Village West Parkway
 - B. Total project cost: \$95 million
 - C. 74,000 square foot travel center

- D. 120 gas pumps
- E. 12 electric charging stations (Mercedes and Tesla)
- Financial Details:
 - A. Pay As You Go reimbursement: \$13.3 million
 - B. Sales Tax TIF: \$3.3 million (maximum 15 years)
 - C. CID Sales Tax: \$10 million (maximum 20 years)
- Infrastructure Improvements:
 - A. Relocation of Village West Parkway
 - B. New roundabout
 - C. I-70 interchange improvements
 - D. Three detention ponds
- Employment Commitment:
 - A. Minimum 175 full-time jobs
 - B. Average starting pay: \$17-\$20 per hour
 - C. Full benefits including health insurance, 401k, paid time off
- Local Economic Impact:
 - A. Projected 4 million annual visitors
 - B. Approximately 70% from out of state
 - C. Destination-style travel center
- Unique Features:
 - A. Fresh food preparation on-site
 - B. Diverse product offerings
 - C. Clean, modern facility

Commissioner Stites moved to adopt the resolution and fast-track the item to the November 7, 2024, Board of Commissioners meeting. The motion was seconded by Commissioner Townsend.

Vote: Motion carries 6-0

- Ayes: Wakes, Lopez, Burns, Stites, Townsend, Burroughs
- Nays: None

Item 5: RESOLUTION: THIRD AMENDMENT TO DEVELOPMENT AGREEMENT (KANSAS ENTERTAINMENT LLC) (Discussion Begins 58:12)

Wendy Green from the Legal Department presented the third amendment to the development agreement with Kansas Entertainment LLC for Hollywood Casino. The amendment addresses the construction of a 125-room hotel and changes to charitable contributions.

Key Points:

- Project Background:
 - A. Hollywood Casino at Kansas Speedway
 - B. Original development agreement from 2009
 - C. Currently managed by Penn Entertainment
- Hotel Development Changes:
 - A. Original plan: 250-room hotel
 - B. Revised plan: 125-room hotel
 - C. Reduced due to market analysis and profitability concerns
- Financial Contributions:
 - A. Increase charitable contributions from \$500,000 to \$850,000
 - B. Continue annual 1% of gaming revenue contribution
 - C. Maintain 3% statutory gaming tax revenue share
- Penalty and Liquidated Damages:
 - A. Continue paying liquidated damages until hotel construction begins
 - B. Construction commencement defined as:
 - a) Issuance of necessary permits
 - b) Continuous construction pursuit
- Potential Implications:
 - A. Possible impact on gaming facility management agreement renewal in 2027
 - B. No public incentives or tax dollars used
- Committee Discussion Points:
 - A. Concerns about reduced hotel room count
 - B. Debate over continuing penalty payments
 - C. Questions about market conditions

Commissioner Burns moved to adopt the resolution and fast-track the item to the November 7, 2024, Board of Commissioners meeting. The motion was seconded by Commissioner Townsend.

Vote: Motion fails 3-3

- Ayes: Burns, Townsend, Burroughs
- Nays: Wakes, Lopez, Stites

Commissioner Townsend moved to forward the item with no recommendations and fast-track the item to the November 7, 2024, Board of Commissioners meeting. The motion was seconded by Commissioner Burns.

Vote: Motion fails 3-3

- Ayes: Burns, Townsend, Burroughs
- Nays: Wakes, Lopez, Stites

Commissioner Stites moved to send the item back to the developers for discussion and bring back to the next meeting on December 2, 2024. The motion was seconded by BPU Board Member Wakes.

Vote: Motion carries 5-1

- Ayes: Wakes, Lopez, Burns, Stites, Burroughs
- Nays: Townsend

Adjournment: (Discussion Begins 2:04:32)

Commissioner Stites moved to adjourn the meeting. The motion was seconded by BPU Board Member Wakes.

Vote: Motion carries 6-0

- Ayes: Wakes, Lopez, Burns, Stites, Townsend, Burroughs
- Nays: None

The meeting was adjourned at 7:04 PM.

MLS

Unified Government of Wyandotte County and Kansas City, Kansas



Economic Development & Finance Meeting
5th Floor Conference Room
701 N. 7th Street Trafficway, Kansas City, KS 66101

Commissioner Tom Burroughs, Chair

*Commissioner Gayle Townsend – Commissioner Chuck Stites – Commissioner Bill Burns –
Commissioner Phil Lopez – Stevie Wakes, BPU Board Member*

MINUTES

Monday, December 9, 2024
5:02 PM-6:53 PM

Attendance:

Committee Members Present:

- Commissioner Burroughs (Chair)
- Commissioner Lopez
- Commissioner Burns
- Commissioner Stites
- Commissioner Townsend
- Mr. Wakes (BPU Board)

Committee Members Absent:

- None

Staff Present:

- Monica L. Sparks (Clerk)
- Wendy Green (Deputy Chief Counsel)
- Shelley Kneuvean (Chief Financial Officer)
- Chelsee Chism (Director of Economic Development)
- Jeff Conway (Legal Department)

- Andrea Vineyard (County Treasurer)
- Michelle Wooten (Deputy County Treasurer)
- Alan Howze (Assistant County Administrator)

Call to Order (Video beings at 05:23; Audio begins at 07:30)

Commissioner Burroughs called the meeting to order at 5:02 PM.

Revisions to Agenda:

No revisions to the agenda were reported.

Approval of Previous Minutes:

BPU Board Member Wakes moved to approve the minutes from October 9 and December 4, 2023, meetings. The motion was seconded by Commissioner Burns.

Vote: Motion carried 6-0

- Ayes: Wakes, Lopez, Burns, Stites, Townsend, Burroughs
- Nays: None

Committee Agenda:

Item 1: RESOLUTION: AUTHORIZING THE BILL OF SALE, GENERAL ASSIGNMENT AND INDEMNITY REGARDING SIGNAGE AT VILLAGE WEST (DISCUSSION BEGINS 07:45)

Chelsee Chism and Todd LaSalla presented information on transferring the highway sign at Village West to Kansas Speedway. The sign needs to be removed due to the Buc-ee's development.

Key Points:

1. The existing highway sign at Village West is located in the Buc-ee's parking lot and needs to be removed.
2. The Unified Government will transfer the sign to Kansas Speedway.
3. Kansas Speedway will:
 - Terminate the current lease and right of entry agreements

- Provide alternatives to businesses currently on the sign
 - Create new way-finding signs to direct visitors to Village West attractions
4. The new signage concept will help direct millions of visitors to businesses in the area.
 5. Kansas Speedway commits to keeping the new signs up for 30 years.
 6. The transfer is memorialized in a Bill of Sale and General Assignment Agreement with an indemnity to the Unified Government

Commissioner Burns moved to adopt the resolution and fast-track the item to the December 19, 2024, Board of Commissioners meeting. The motion was seconded by Commissioner Stites.

Vote: Motion carried 6-0

- Ayes: Wakes, Lopez, Burns, Stites, Townsend, Burroughs
- Nays: None

Item 2: RESOLUTION: AUTHORIZING EXECUTION OF PROPERTY EXCHANGE AGREEMENT WITH BUC-EE'S (DISCUSSION BEGINS 19:06)

Todd LaSalla presented information on a land swap to relocate Village West Parkway for the Buc-ee's development.

Key Points:

- Current Location Issue:
 - A. The existing Village West Parkway runs through the proposed Buc-ee's site
 - B. A new alternative Village West Parkway and roundabout will be constructed immediately north of the current location
- Property Exchange Details:
 - A. The Unified Government currently owns the right-of-way for the existing parkway
 - B. Buc-ee's will dedicate the new parkway to the UG
 - C. Buc-ee's will construct the new parkway and roundabout
 - D. The land will be swapped: UG will transfer the current parkway to Buc-ee's
- Construction and Dedication:
 - A. Buc-ee's will build the new parkway and connect it to existing roads
 - B. The UG will provide construction easements during the project
 - C. The land swap will be completed through deed or platting

- Additional Benefits:
 - A. The UG will receive more acreage in the exchange than it is trading

Commissioner Stites moved to adopt the resolution and fast-track the item to December 19, 2024, Board of Commissioners meeting. The motion was seconded by Commissioner Burns.

Vote: Motion carried 6-0

- Ayes: Wakes, Lopez, Burns, Stites, Townsend, Burroughs
- Nays: None

**Item 3: PRESENTATION: 2024 THIRD QUARTER INVESTMENT REPORT
(DISCUSSION BEGINS 26:29)**

Andrea Vineyard, County Treasurer, presented the investment report. The average yield for the third quarter was 3.17% with 157 days to maturity. Total interest earned for Q3 was \$6.7 million, with a year-to-date total of \$14 million.

Key Points:

- Financial Performance:
 - A. Average yield for the quarter: 3.17%
 - B. Days to maturity: 157 days
 - C. Total interest earned in Q3: \$6.7 million
 - D. Year-to-date total interest: \$14 million
- Portfolio Composition:
 - A. Total portfolio value: \$242 million
- Breakdown:
 - A. \$60 million in Certificates of Deposit (CDs) - \$43 million in federal agencies - Remaining balance in cash and other investments
- Investment Strategy:
 - A. Purchased approximately \$25 million in new investments
 - B. Worked with new financial institution like Argentine Federal Savings
 - C. Continued to diversify investment sources
- Benchmark Performance:
 - A. Performed below target T-bill rate of 4.01%
 - B. Remained within limits of cash management policy
 - C. Maintained compliance with liquidity and investment type guidelines

- Future Outlook:
 - A. Continuing to evaluate and adjust investment strategies
 - B. Introducing Michelle Wooten as new Deputy Treasurer to help manage investments

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

Item 4: RESOLUTION: THIRD AMENDMENT TO DEVELOPMENT AGREEMENT (KANSAS ENTERTAINMENT LLC) (DISCUSSION BEGINS 35:08)

Wendy Green presented the proposed changes to the development agreement, including reducing hotel rooms from 250 to 125, increasing charitable contributions, and extending construction deadlines.

Key Points:

- Hotel Modifications:
 - Reduced hotel rooms from 250 to 125
 - Increased charitable contribution from \$500,000 to \$850,000
 - Construction Timeline:
 - A. Extended deadline for beginning construction to December 31, 2026
 - B. Liquidated damages will continue until construction begins
- Construction Commencement Definition: Defined as both issuance of necessary permits and undertaking a continuously pursued construction program

Commissioner Townsend moved to adopt the resolution and fast-track the item to the December 19, 2024, Board of Commissioners meeting. The motion was seconded by Commissioner Burns.

Vote: Motion carried 5-1

- Ayes: Wakes, Lopez, Burns, Townsend, Burroughs
- Nays: Stites

Item 5: RESOLUTION: APPROVING THE WAIVING OF CERTAIN APPLICATION AND PERMIT FEES FOR RESIDENTIAL DEVELOPMENT EAST OF 55TH STREET IN KANSAS CITY, KANSAS (DISCUSSION BEGINS 44:32)

Shelley Kneuvean presented a revised resolution to waive certain permit fees for residential development projects east of 55th Street for five years.

Key Points:

- Scope of Waiver:
 - A. Applies to single-family and duplex residential units only
 - B. Covers area east of 55th Street to city limits
 - C. Excludes apartment complexes and multi-family developments
- Development Impact:
 - A. Replaces previous resolution covering 78th Street to city limits
 - B. Focuses on land bank lots and vacant property development
 - C. Aims to incentivize residential development in targeted areas
- Historical Performance:
 - A. In past three years, 285 single-family permits were issued citywide
 - B. 148 permits (52%) were east of 55th Street
 - C. 79 of those 148 permits were on land bank lots
- Key Features:
 - A. Five-year waiver period
 - B. Waives permit fees for qualifying residential developments
 - C. Will track performance measures and development benchmarks
- Geographical Considerations:
 - A. Development permits are dispersed throughout the targeted area
 - B. Aligns with Neighborhood Revitalization Area (NRA) incentives
 - C. Prioritizes areas with more vacant lots and development potential

Public Comment

Greg Kindle, Kansas City, KS (**Comments begin 58:03**)

Doug Spangler, Kansas City, KS (**Comments begin 01:04:54**)

Commissioner Townsend moved to adopt the resolution with specifics included in the resolution. The motion was seconded by BPU Board Member Wakes.

Vote: Motion carried 5-1

- Ayes: Wakes, Lopez, Burns, Townsend, Burroughs
- Nays: Stites

Item 6: RESOLUTION: AUTHORIZE THE COUNTY ADMINISTRATOR TO CALCULATE CERTAIN NEW GROWTH REVENUES AND TO RECOMMEND MILL LEVY REDUCTIONS (DISCUSSION BEGINS 01:11:36)

Shelley Kneuvean presented a resolution to calculate and potentially allocate 25% of new growth revenues from expired economic development incentives towards property tax reduction or debt reduction.

Key Points:

- Purpose:
 - A. Calculate new growth revenues from expiring economic development incentives
 - B. Recommend potential allocation of 25% of new revenues
 - C. Provide annual transparency on economic development financial impacts
- Financial Projections:
 - A. 2025: Approximately \$955,000 to city, \$926,000 to county
 - B. 2026: Around \$1.4 million to city, \$1.5 million to county
 - C. 2027: Projected \$5.4 million for city, \$2.6 million for county
- Potential Allocation Options:
 - A. Property tax reduction
 - B. Debt reduction
 - C. Flexible annual decision during budget process
 - D. Not mandatorily locked into specific use
- Key Characteristics:
 - A. 10-year period of annual reporting
 - B. Focuses on revenues after economic incentives expire
 - C. Provides detailed breakdown of expiring development projects
 - D. Aims to show tangible benefits of economic development incentives
- Procedural Approach:
 - A. Advance resolution to full commission without specific recommendation
 - B. Encourage further discussion and potential refinement
 - C. Maintain flexibility for future commissions

Public Comment

Greg Kindle, Kansas City, KS (Comments begin 01:32:56))

Nathan Barnes, Kansas City, KS (**Comments begin 01:38:56**)

Commissioner Townsend moved to forward the item to the Board of Commissioners meeting in January with no recommendation. The motion was seconded by Commissioner Stites.

Vote: Motion carried 6-0

- Ayes: Wakes, Lopez, Burns, Stites, Townsend, Burroughs
- Nays: None

Adjournment: (DISCUSSION BEGINS 01:55:31)

Commissioner Townsend moved to adjourn the meeting. The motion was seconded by Commissioner Lopez.

Vote: Motion carried 6-0

- Ayes: Wakes, Lopez, Burns, Stites, Townsend, Burroughs
- Nays: None

The meeting was adjourned at 6:53 PM.

MLS



Report to Economic Development & Finance Standing Committee

MEETING DATE	PRESENTER	DEPARTMENT
	<div data-bbox="581 384 1036 478" style="border: 1px solid black; padding: 5px;"> Shelley Kneuvean, Chief Financial Officer </div> skneuvean@wycokck.org x5849	Finance
AGENDA ITEM #4.1.		
RESOLUTION: UPDATED PURCHASING POLICY		
BACKGROUND		
<p>In November 2020, the thresholds for types of purchasing were changed by memo approved by the County Administrator (attached). Because the purchasing policy also specified dollar thresholds, it has been a bit confusing. To simplify and clarify the policy, the thresholds memo is being incorporated into the existing purchasing policy to be adopted by the Commission (strike through version and clean draft attached). The purchasing department has evaluated purchasing thresholds of surrounding communities and the thresholds used by the Unified Government are consistent. As a result, no changes are being recommended. This action is to simply make the policy more clear.</p>		
RECOMMENDATION		
<p>Approve</p> <p>Approve Resolution Adopting the Updated Purchasing Policy</p>		
BUDGET IMPACTS / FINANCIAL CONSIDERATIONS		
none		
LEGAL/ POLICY CONSIDERATIONS		
Legal has reviewed and provided input into the draft policy.		
ATTACHMENTS		
Reso approving procurement and purchasing policy, Procurement threshold memo, Purchasing Policy Updated 2025 FINAL DRAFT CLEAN, Purchasing Policy Updated 2025 FINAL DRAFT 10-30-25		

Approved by Mayor/Administrator to add to agenda.

RESOLUTION NO. _____

**A RESOLUTION APPROVING THE PROCUREMENT AND PURCHASING
POLICY OF THE UNIFIED GOVERNMENT OF WYANDOTTE
COUNTY/KANSAS CITY, KANSAS**

WHEREAS, budgetary and financial policies contain high-level principles and requirements that an organization must follow, as formally agreed upon by management and a governing body, in order to direct the strategic vision of an organization; and

WHEREAS, budgetary and financial policies inform organizational processes by providing insight into standard functions and key risk and control points needing monitoring; take into consideration risk assessments, mitigations, and audit efforts to achieve operational efficiencies; and help to shape strategic direction, so an organization can move to a mindset that recognizes cost and risk avoidance as a critical public policy discipline; and

WHEREAS, formal adoption of budgetary and financial policies by a governmental organization is a recommended practice of the International City Management Association (ICMA) and the Government Finance Officers Association (GFOA).

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

Section 1. The Unified Government Board of Commissioners hereby adopts the following budgetary and financial policy included in Exhibit A and listed below:

- Procurement and Purchasing Policy

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:



Procurement & Contract Compliance Department

Sharon Reed, Manager

Municipal Office Building
701 North 7th Street, 6th Floor
Kansas City, Kansas 66101-3064

Phone: (913) 573-5440
Fax: (913) 573-5444

MEMORANDUM

TO: Department Heads

FROM: Sharon Reed

SUBJECT: Changes to Procurement Threshold

DATE: November 5, 2020

In an effort to create greater efficiency as well as operational effectiveness, the Unified Government Procurement Thresholds have been updated. Please review the attached changes. These changes will become effective November 6, 2020.

- 1) **Small purchases:**
New threshold for small purchases has increased to **\$5,000.00**. Purchase orders will no longer be processed for minor purchases. Departments will pay for small purchases with their purchasing card. If vendors do not accept P-cards, please contact Teresa Houchins. This new policy will eliminate well over 6,000 annual purchase orders and reduce the transaction cycle time by over 8 days.
- 2) **Good/Supplies \$5001.00 to \$50,000.00:**
The increase in this threshold will still require departments to acquire three (3) competitive "quotes." At least one of the three quotes must be from an LBE, MBE or/WBE, that provides the goods and supplies you require. Greater emphasis will be placed on completing the quote form found in the Purchasing public folder.
- 3) **Formal Bid/RFPs: \$50,001.00**
Procurements over \$50,001.00 for goods and supplies and professional services will require a competitive process. Please take note of the increased thresholds and additional details that pertain to construction as set out in the attached table.

These changes are intended to streamline the procurement process at the department level while still maintaining an acceptable level of accountability. Upon receipt of this memo, the appropriate individuals will be contacted in your department by their respective buyers in order to schedule training sessions covering the revised threshold.

Should you have any questions or comments regarding this matter do not hesitate to contact me.

Sharon Reed

Procurement Manager

Unified Government Procurement Thresholds

Goods/Supplies	
\$1.00 to \$5,000.00	Departments responsible for acquiring competitive pricing
\$5,001.00 to \$50,000.00	3 documented quotes or a piggyback
\$50,001.00 & up	Formal bid process
Construction	
\$1.00 to \$50,000.00	Departments responsible for acquiring competitive pricing
\$50,001.00 to \$150,000.00	Three documented quotes or a piggyback
\$150,001.00 & up	Formal bid process
Professional Services	
\$1.00 to \$50,000.00	Three documented quotes or piggyback w/ Admin approval
\$50,001.00 & up	Formal solicitation process

Note: Construction Contracts for County Jails County Building, Bridges, Highway, Road, Dam, Turnpike, or related structures or stand-alone parking lots over \$25,000.00 are generally required to be awarded by competitive bid per by K.S.A. 19-214



Unified Government Bond/Insurance Requirements

Bond Requirements

- i. Bid security in the form of a bid bond, cashier's check or certified check shall be required for all formal construction solicitations. The acceptable form and amount will be detailed in the bid documents.
- ii. Performance bonds in an amount equal to 100 percent of the contract price shall be required in all construction procurements over \$50,000.00 and all formal construction solicitations.
- iii. As required by state law, statutory bonds in an amount equal to 100 percent of the contract shall be required in all construction procurements over \$50,000 and all formal construction solicitations.
- iv. Bid security and performance and statutory bonds for all purchases other than those listed above may be required at the discretion of the Purchasing Director. Bonds shall be provided by a surety company authorized to do business in the State of Kansas and shall include the appointment of a Kansas resident agent.

Insurance Requirements

- i. Insurance certificates for the appropriate insurance coverages naming the Unified Government as an additional insured shall be required. The Purchasing Director and the User Department, in consultation with the Risk Manager, shall determine the appropriate insurance coverage.
- ii. The amounts and types of insurance required shall be detailed in the Bid/RFP document.



Unified Government of Wyandotte County
and Kansas City, Kansas

Commission Resolution:

Adopted: _

Procurement and Purchasing Policy

Authority:

The Mayor and the Board of Commissioners are responsible for legislation, policy formulation, and overall direction setting of the government. This includes the approval of financial policies which establish and direct the operations of Unified Government (UG). The County Administrator is responsible for carrying out the policy directives of the UG Board of Commissioners and managing the day-to-day operations of the executive departments, including the Finance Department. This policy shall be administered on behalf of the County Administrator by the Chief Financial Officer and the Procurement Director.

I. Purpose:

The purchase of goods or services made by or on behalf of the Unified Government, its agencies, departments officials, and authorized agents shall be made in accordance with the Unified Government Procurement Code. The Code shall provide for the most effective expenditure of Unified Government funds and the prevention of misappropriation of funds and excessive spending of taxpayer resources. for the Code shall also provide for the use of generally accepted accounting practices and generally accepted auditable documentation. Finally, the Code shall ensure equal access and opportunity for suppliers, in an open and competitive market environment, without regard to factors unrelated to quality, cost, or availability of goods or services in full compliance with all applicable federal, state, and local laws, rules, and regulations. If there is a conflict between the Procurement Code and Regulations and this Purchasing Policy, the Procurement Code and Regulations shall prevail.

II. Applicability and Scope:

This policy shall apply uniformly to all employees, authorized agents, officials, departments, boards, commissions, and representatives of the Unified Government for the expenditure of all Unified Government funds or under authority of any budget approved by the Unified Government Commissioners. This policy shall not apply to the Board of Public Utilities of Kansas City, Kansas. This policy shall apply to the purchase of goods or services regardless of purpose or necessity unless that purchase is specifically exempted by the Procurement Code and Regulations or the Unified Government Commissioners by ordinance or resolution.

III. Responsible Unified Government Officials:

The Unified Government Commission authorizes the Unified Government Administrator to establish procedures as necessary to effectively and fairly carry out this policy.

IV. Preference Policy:

Preference will be given to Wyandotte County vendors if evaluation of the bid indicates that all aspects are equal, including but not limited to the following: product, make model, warranty, shipping and handling price. Pursuant to K.S.A. 75-3740a to the extent permitted by law, whenever the Unified Government awards contracts for the erection, construction, alteration, or repair of any public building or structure or any purchase of goods, merchandise, materials, supplies, or equipment of any kind, the contractor domiciled outside the state of Kansas, to be successful, shall submit a bid the same percent less than the lowest bid submitted by a responsible Kansas contractor as would be required of such Kansas domiciled contractor to succeed over the bidding contractor domiciled outside of Kansas on a like contract let in such contractor's domiciliary state.

V. Purchase of Goods and Services

- a. ***Unauthorized Purchases*** – The purchase of goods or services including those by lease, lease/purchase, or rental shall be made in accordance with the Unified Government Procurement Code and Regulations. Any purchases of goods or services which do not comply with these procedures shall be considered unauthorized. Unauthorized purchases shall not be processed for payment and the goods or services shall be rejected or returned. Circumvention of these procedures, including splitting purchases to avoid meeting certain thresholds is not allowed.
- b. ***Purchases up to \$5,000***– The User department may authorize purchases of \$1.00 up to \$5,000 if the expense is budgeted in the departmental budget. The User Department will make every effort to satisfy the intent of the Procurement Code Regulations and to obtain the best price available for the purchase.
- c. ***Purchases from \$5,000 to \$50,000***– The User Department shall obtain a minimum of three (3) competitive quotes and shall purchase based on the best and lowest quote if the expense is budgeted in the departmental budget. Users are required to complete the “Documentation for Purchases from \$5,000.00 up to \$50,000” form. This form can be obtained in Purchasing.
- d. ***Purchases of \$ \$50,001 and greater*** –
Non-construction related purchases (goods and services) - For purchases \$50,001 and greater, the User Department shall submit a written request to the Purchasing Director or the Purchasing Director's designee if the expense is budgeted in the departmental budget. The request shall include recommended specifications, qualifications, justification and recommended date for receipt of bids. The Purchasing Director or the Purchasing Director's designee will direct preparation of all necessary documentation, advertisements, review, or other details necessary for formal solicitation.
- e. ***Professional Services*** – Professional services include services for engineering, architecture, real estate appraisal, land surveying, accountants, , and consultants. Professional services up to \$50,000 may be procured by a User Department with prior written approval from the department head and Purchasing Director if the expense is budgeted in the departmental budget. Procurement of up to \$50,000 shall require

minimum of three (3) competitive proposals and shall be made based on the best quote from the most qualified respondent.

Professional services over \$50,001 and more shall be procured by formal solicitation managed by the Unified Government Purchasing Department.

Attorneys may only be hired by the Chief Counsel but shall follow the RFP process or sole source process coordinated with purchasing outlined in this section as set forth in the Code **Sec. 29-71. - Approval of contracts for legal services.** No contract for the services of legal counsel may be awarded without the approval of the unified government attorney.

f. ***Construction Purchases from \$5,000 to \$150,000***

–Construction purchases up to \$150,000 can be procured by obtaining at least three competitive quotes if the expenses are budgeted in the departmental budget. Documentation of competitive purchasing practices shall be retained in the Purchasing Department and attached to the purchase order for public record. A Department shall request a minimum of three (3) written quotes for purchases between \$5,000 and \$150,000 and use the “Documentation for Purchases” form. For each “no bid” received, one (1) additional potential contractor must be contacted with a minimum of three (3) quotes and up to five (5) vendor contacts.

g. ***Purchases governed by K.S.A. 19-214 and other Construction Purchases over \$150,001***
Purchases governed by K.S.A. 19-214 (County building, county jails and county bridges of \$50,000 or greater) shall be made by formal solicitation managed by the Unified Government Purchasing Department if the expenses are budgeted in the departmental budget. For other construction-related services that are more than \$150,001, formal solicitation is also required and managed by the Unified Government Purchasing Department. Those

The Department shall submit a written request to the Purchasing Director or the Purchasing Director’s designee that includes recommended specifications, qualifications, justification, and date for receipt of bids. The Purchasing Director or the Purchasing Director’s designee will direct preparation of all necessary documentation, advertisements, review, or other details necessary for formal solicitation.

Applicability of the Davis-Bacon Act: Bids utilizing federal funds may be subject to the Davis-Bacon Act (Prevailing Wage Rate). The User Department shall coordinate with the Purchasing Department and Grants Administration on any such projects to determine applicability and ensure compliance.

h. ***Change Orders***– Change orders are issued to cover costs or address changes in terms and conditions associated with unforeseen problems not addressed in the bidding or contract documents, or changes or modifications that may be recommended after contract award. Change orders must be reviewed by the Legal Department and approved by the Department Director and the County Administrator.

i. **Formal Competitive Purchasing Practices**

Competitive Sealed Bidding: This procurement method is used when the nature of the procurement permits award to the lowest responsive and responsible bidder, which agrees by its bid to perform without condition or reservation in accordance with the purchase description, delivery or performance schedule, and all other terms and conditions of the Invitation to Bid.

Competitive Sealed Proposals: This method may be used if a contract can be awarded solely on the basis of information that would be submitted by bidders at the time of opening.

j. **The Formal Solicitation Process (Bids and RFP's)** -The formal solicitation process shall be used for: (1) All purchases of \$20,000 or greater, including construction purchases over 50,000.00 covered by K.S.A. 19-214 (county jails, county buildings, and county bridges); and (2) All construction purchases not covered by K.S.A. 19-214 of \$150,000 or greater.

k. **Emergency Purchase** – An emergency purchase may be made when it is determined by the User Department that Unified Government operations will be adversely affected by delay or due to a disaster that creates an immediate threat to public health, welfare, or safety. Emergency purchases shall use such competitive processes and shall require a contract and purchase order as are allowed by the urgency of the situation. Purchases requiring immediate authorization by County Administration with notice to the Purchasing Department such as equipment or building repairs will be expedited by the Department Head.

l. **Sole Source Purchases** – A purchase may be considered sole source if it is determined by the Purchasing Director that there is only one supplier that can provide the required goods or services. A sole source purchase shall not require competitive bid for its acquisition but shall still require the Purchasing Director's approval if the purchases exceed \$5,000. Documentation shall be required for sole source determination to be approved by Purchasing.

m. **Term & Supply Contracts** – A term and supply contract is the result of a negotiated purchase or Bid/RFP for the purchase of similar goods or services from one or more vendors over a specific time period. The term and supply contract may provide for pricing in one of the following ways: (1) Vendors will submit unit prices that will remain in effect for the duration of the contract for specific goods or services, with approved annual increases if applicable; or (2) Vendors may submit a catalog or price list and bid a percentage discount to be deducted from the current or fixed list prices for the duration of the contract.

n. **Standard Specifications** – Standard specifications will be developed to provide flexibility and consistency in Unified Government owned property. The User Departments, at the direction of the Purchasing Director or the Purchasing Director's designee, will be responsible for working with each other in developing standard specifications for commonly used goods or services.

- o. Exemptions* – The following are exempted from the Unified Government Procurement Code: (1) Temporary notes; (2) Sales of bonds; and (3) Investments of idle funds. The Unified Government will follow the procedures for such items as required by the laws of the State of Kansas.

VI. Quality Control and Quality Assurance:

It is the responsibility of the County Administrator and the Procurement Director to ensure the enactment of procedures that provide sufficient guidance to affected Unified Government personnel to fulfill the intent of this policy. These policies will be reviewed at least annually and updated on an as-needed basis.



Unified Government of Wyandotte County
and Kansas City, Kansas

Commission Resolution:

Adopted: _

Procurement and Purchasing Policy

Authority:

The Mayor and the Board of Commissioners are responsible for legislation, policy formulation, and overall direction setting of the government. This includes the approval of financial policies which establish and direct the operations of Unified Government (UG). The County Administrator is responsible for carrying out the policy directives of the UG Board of Commissioners and managing the day-to-day operations of the executive departments, including the Finance Department. This policy shall be administered on behalf of the County Administrator by the General Services Director/Chief Financial Officer and the Procurement Director.

I. Purpose:

The purchase of goods or services made by or on behalf of the Unified Government, its agencies, departments officials, and authorized agents shall be made in accordance with the Unified Government Procurement Code ~~and Regulations;~~ and The Code and Regulations shall provide in a manner which provides for the most effective expenditure of the Unified Government funds and the ; provides for the prevention of misappropriation of funds and; excessive spending of taxpayer resources; ~~provide for for the Code and Regulations shall also provide for~~ the use of generally accepted accounting practices and generally accepted auditable documentation. Finally, the Code and Regulations shall ensure; ~~and provides suppliers with~~ equal access and opportunity for suppliers; in an open and competitive market environment, without regard to factors unrelated to quality, cost, and or availability of goods or services and complies fully in full compliance with all applicable federal, state, and local laws, rules, and regulations. If there is a conflict between the Procurement Code and Regulations and this Purchasing Policy, the Procurement Code and Regulations shall prevail.

II. Applicability and Scope:

This policy shall apply uniformly to all employees, authorized agents, officials, departments, boards, commissions, and representatives of the Unified Government for the expenditure of all Unified Government funds or under authority of any budget approved by the Unified Government Commissioners. This policy shall not apply to the Board of Public Utilities of Kansas City, Kansas. This policy shall apply to the purchase of goods or services regardless of purpose or necessity unless that purchase is specifically exempted by the Procurement Code and Regulations or the Unified Government Commissioners by ordinance or resolution.

III. Responsible Unified Government Officials:

The Unified Government Commission authorizes the Unified Government Administrator to establish procedures as necessary to effectively and fairly carry out this policy.

IV. Preference Policy:

Preference will be given to Wyandotte County vendors if evaluation of the bid indicates that all aspects are equal, including but not limited to the following: product, make model, warranty, shipping and handling price. Pursuant to K.S.A. 75-3740a to the extent permitted by law, whenever the Unified Government awards contracts for the erection, construction, alteration, or repair of any public building or structure or any purchase of goods, merchandise, materials, supplies, or equipment of any kind, the contractor domiciled outside the state of Kansas, to be successful, shall submit a bid the same percent less than the lowest bid submitted by a responsible Kansas contractor as would be required of such Kansas domiciled contractor to succeed over the bidding contractor domiciled outside of Kansas on a like contract let in such contractor's domiciliary state.

V. Purchase of Goods and Services

- a. **Unauthorized Purchases** – The purchase of goods or services including those by lease, lease/purchase, or rental shall be made in accordance with the Unified Government Procurement Code and Regulations. Any purchases of goods or services which ~~does~~ do not comply with these procedures shall be considered unauthorized. Unauthorized purchases shall not be processed for payment and the goods or services shall be rejected or returned. Circumvention of these procedures, including splitting purchases ~~to avoid meeting certain thresholds~~, is not allowed.
- b. **Purchases up to ~~\$1,999.99~~ 5,000**– The User department may authorize purchases of \$1.00 up to ~~\$1,999.99~~ 5,000 ~~if the expense is budgeted in the departmental budget if purchasing practices shall be retained in the User Department file.~~ The User Department will make every effort to satisfy the intent of the Procurement Code Regulations ~~and to obtain the best price available for the purchase.~~ ~~The User may pay for purchases up to \$1,999.99 with a SPUD document of Unified Purchasing card.~~
- c. **Purchases from ~~\$2,000~~ 5,000 to ~~\$19,999.99~~ 50,000**– The User Department shall ~~request~~ ~~obtain~~ a minimum of three (3) competitive quotes and shall purchase based on the best ~~and lowest~~ quote ~~if the expense is budgeted in the departmental budget.~~ Users are required to complete the “Documentation for Purchases from ~~\$52,000.00~~ up to ~~\$50,000~~ 19,999.99” form. This form can be obtained in Purchasing. ~~or on the Intranet.~~
- d. **Purchases of ~~\$20,000~~ ~~\$50,001~~ and greater** – ~~Non--construction related purchases (goods and services)~~ - For purchases ~~\$50,001~~ 20,000 and greater, the User Department shall submit a written request to the Purchasing Director ~~and/or~~ the Purchasing Director's designee ~~if the expense is budgeted in the departmental budget.~~ ~~The request shall that~~ includes recommended specifications, qualifications, justification and recommended date for receipt of bids. The Purchasing Director ~~and/or~~ or the Purchasing Director's designee will direct preparation of all necessary documentation, advertisements, review, or other details necessary for formal solicitation.

e. Professional Services – Professional services include services for engineering, architecture, real estate appraisal, land surveying, accountants, ~~lawyers,~~ and consultants. Professionals services up to ~~\$19,999.99~~ \$50,000 may be procured by a User Department with prior written approval from the department head and Purchasing Director if the expense is budgeted in the departmental budget. Procurement of up to \$50,000 shall require minimum of three (3) competitive proposals and shall purchase be made based on the best quote from the most qualified respondent.

Professional services over \$50,001 and more shall be procured by formal solicitation managed by the Unified Government Purchasing Department.

Attorneys may only be hired by the Chief Counsel but shall follow the RFP process or sole source process coordinated with purchasing outlined in this section as set forth in the Code Sec. 29-71. - Approval of contracts for legal services. No contract for the services of legal counsel may be awarded without the approval of the unified government attorney.

~~d.~~

e.f. Construction Purchases from \$5,000 to \$150,000
~~Construction related purchases~~

Construction – ~~For A User Department may authorize C~~construction purchases- up to ~~\$1,999.99~~ 150,000 can be procured by obtaining at least three competitive quotes if the expenses is budgeted in the departmental budget. Documentation of competitive purchasing practices shall be retained in the Purchasing Department and attached to the purchase order for public record. User Department files. At minimum, wWritten quotations shall be solicited from local, women and minority business enterprises when available. ~~A User~~ Department shall request a minimum of three (3) written quotes for purchases between ~~\$52,000~~ and ~~\$150,000~~ 49,999.99 and use the “Documentation for Purchases” form. For each “no bid” received, one (1) additional potential contractor must be contacted with a minimum of three (3) quotes and up to ~~a maximum of~~ five (5) vendor contacts.

~~f.~~

g. Purchases governed by K.S.A. 19-214 and other Construction Purchases over \$150,001
Purchases governed by K.S.A. 19-214 (County building, county jails and county bridges of \$50,000 or greater) shall be made by formal solicitation managed by the Unified Government Purchasing Department if the expenses are budgeted in the departmental budget. For other construction-related services that are more than \$150,001, formal solicitation is also required and managed by the Unified Government Purchasing Department.

~~Construction purchases of \$50,000~~ 150,000 and greater shall be by formal solicitation unless covered by K.S.A. 19-214. ~~Those purchases governed by K.S.A. 19-214 (County building, county jails and county bridges of \$50,000 or greater) shall be formal solicitation.~~

The Department shall submit a written request to the Purchasing Director ~~and/or~~ or the Purchasing Director's designee that includes recommended specifications, qualifications, justification, and ~~recommended~~ date for receipt of bids. The Purchasing Director ~~and/or~~ the Purchasing Director's designee will direct preparation of all necessary documentation, advertisements, review, or other details necessary for formal solicitation.

Applicability of the Davis-Bacon Act: ~~All Bids utilizing federal funds may in excess of \$15,000 shall~~ be subject to the Davis-Bacon Act (Prevailing Wage Rate). The User Department shall coordinate with the Purchasing Department and Grants Administration, if applicable, on these any such projects to determine applicability and ensure compliance.

h. **Change Orders**– Change orders are issued to cover costs or address changes in terms and conditions associated with unforeseen problems not addressed in the bidding or contract documents, or changes or modifications that may be recommended after contract award. Change orders must be reviewed by the Legal Department and approved by the Department Director and the County Administrator.

g.i. **Formal Competitive Purchasing Practices**

Competitive Sealed Bidding: This procurement method is used when the nature of the procurement permits award to the lowest responsible-responsive and responsible bidder, ~~which who~~ agrees by its bid to perform without condition or reservation in accordance with the purchase description, delivery or performance schedule, and all other terms and conditions of the Invitation to Bid.

Competitive Sealed Proposals: This method may be used under the following circumstance: ~~If~~ a contract can be awarded solely on the basis of information that would be submitted by bidders at the time of opening, ~~competitive sealed bidding is the method which should be used.~~

h.j. **The Formal Solicitation Process (Bids and RFP's)** -The formal solicitation process shall be used for: (1) All purchases of \$20,000 or greater, including construction purchases over 50,000.00 covered by K.S.A. 19-214 (county jails, county buildings, and county bridges); and (2) All construction purchases not covered by K.S.A. 19-214 of \$150,000 or greater.

i.k. **Emergency Purchase** – An emergency purchase may be made when it is determined by the User Department that ~~the~~ Unified Government operations ~~shall~~ will be adversely affected by delay or due to a disaster that creates an immediate threat to public health, welfare, or safety. Emergency purchases shall use such competitive processes and shall require a contract and purchase order as are allowed by the urgency of the situation. Purchases requiring immediate authorization by County Administration with notice to the Purchasing Department such as equipment or building repairs will be expedited by the Department Head.

j.l. **Sole Source Purchases** – A purchase may be considered sole source if it is determined by the Purchasing Director that there is only one supplier that can provided the required

goods or services. A sole source purchase shall not require competitive bid for its acquisition but shall still require the Purchasing Director's approval if the purchases exceeds \$~~20,000.00~~5,000. Documentation shall be required for sole source determination to be approved by Purchasing.

~~k. **Change Orders (REMOVED, since it has been moved to Construction)**—Change orders are issued to cover costs or address changes in terms and conditions associated with unforeseen problems not addressed in the bidding or contract documents, or changes or modifications that may be recommended after contract award.~~

~~l.m. **Term & Supply Contracts** – A term and supply contract is the result of a negotiated purchase or Bid/RFP for the purchase of similar goods or services from one or more vendors over a specific time period. The term and supply contract may provide for pricing in one of the following ways: (1-) Vendors will submit unit prices that will remain in effect for the duration of the contract for specific goods or services, with approved annual increases if applicable; or (2-) Vendors may submit a catalog or price list and bid a percentage discount to be deducted from the current or fixed list prices for the duration of the contract.~~

~~m.n. **Standard Specifications** – Standard specifications will be developed to provide flexibility and consistency in Unified Government owned property. The User Departments, at the direction of the Purchasing Director and/or the Purchasing Director's designee, will be responsible for working with each other in developing standard specifications for commonly used goods or services.~~

~~n. **Exemptions** – The following are exempted from the Unified Government Procurement Code: (1-) Temporary notes; (2-) Sales of bonds; and (3) Investments of idle funds. The Unified Government will follow the procedures for such items as required by the laws of the State of Kansas Statutes. ~~However, selection of professional services providers such as financial advisor, bond counsel and underwriters/investors and bankers will follow the purchasing policies for professional services.~~~~

~~o.~~

~~IV-VI. **Quality Control and Quality Assurance:**~~

~~It is the responsibility of the General Services Director and County Administrator and the Procurement Director to ensure the presence enactment of procedures that provide sufficient guidance to affected Unified Government personnel to fulfill the intent of this policy. These policies will be reviewed at least annually and updated on an as-needed basis.~~

~~V. **Metrics:**~~

~~To be developed and managed accordingly.~~

~~VI. **Definitions and Acronyms:**~~

~~To be provided upon request.~~

~~**Related Documents and References:**~~

~~VII. _____~~

~~A. County Administrator policies as applicable.~~



Report to
Economic Development & Finance Standing Committee

MEETING DATE	PRESENTER	DEPARTMENT
	<div data-bbox="586 386 1036 478" style="border: 1px solid black; padding: 2px;">Andrea Vinyard, Director of Revenue/County Treasurer</div> <div data-bbox="586 478 1036 571" style="border: 1px solid black; padding: 2px;">Michelle Wooten, Deputy Treasurer</div> <p data-bbox="586 617 899 722">avinyard@wycokck.org, mwooten@wycokck.org x8226, x8176</p>	Treasurer
AGENDA ITEM #4.2.		
RESOLUTION: CASH INVESTMENT POLICY ANNUAL UPDATE		
BACKGROUND		
<ul style="list-style-type: none"> • Cash Management Resolution regarding the management of UG funds • Policy to become effective by 2026 		
RECOMMENDATION		
<p>Fast Track Approve</p> <ul style="list-style-type: none"> • Annual review is required for the submission of the State of Kansas' Expanded Powers application. 		
BUDGET IMPACTS / FINANCIAL CONSIDERATIONS		
Zero cost, report		
LEGAL/ POLICY CONSIDERATIONS		
No issues to be aware of		
ATTACHMENTS		
Resolution to adopt Cash and Investment Policy 2025, Cash Investment Policy 2025-2026 FINAL, Cash-Invest Policy Presentation ED&F 12.1.25 FOR ED&F		

Approved by Mayor/Administrator to add to agenda.

RESOLUTION NO. R-____-25

A RESOLUTION ADOPTING THE CASH AND INVESTMENT POLICY OF THE UNIFIED GOVERNMENT OF WYANDOTTE COUNTY/KANSAS CITY, KANSAS FOR 2025-2026

WHEREAS, the Unified Government of Wyandotte County/Kansas City, Kansas generally has the authority under state law to invest temporarily idle funds;

WHEREAS, the Unified Government has maintained its expanded investment authority through an annual review of its Cash and Investment Policy by the Kansas Pooled Money Investment Board's (PMIB);

WHEREAS, in the 2025 legislative session, the Kansas Legislature significantly amended state investment law by passing HB 2152, which adopted the "public moneys pooled method"; and

WHEREAS, the Unified Government's Cash Management Committee reviewed the previous Policy approved by the Board of Commissioners November 21, 2024, and is recommending changes for 2025-2026 to reflect upcoming changes to Kansas law made by the passage of HB2152, which was signed into law by Governor Laura Kelly on April 3, 2025, and with substantive sections made effective January 1, 2026.

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

Section 1. The Board of Commissioners of the Unified Government hereby approves and adopts the Cash and Investment Policy, as set forth in Exhibit A, attached hereto. The Board of Commissioners finds that the attached Policy sets forth procedures which will allow the Unified Government to invest funds in a manner that will meet daily cash flow demands while providing a reasonable rate of return with the maximum security in conformity with all Kansas statutes governing the investment of public funds.

Section 2. The County Administrator and all other employees and agents of the Unified Government are authorized to take all actions and to approve all instruments as may be necessary or desirable to carry out and comply with the intent of this Resolution.

Section 3. This Resolution shall be effective upon adoption by the Unified Government Board of Commissioners.

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

Tyrone Garner, Mayor/CEO

Attest:

Monica Sparks, Unified Government Clerk

Approved as to Form:

Angela J. Lawson, Acting Chief Counsel



Unified Government of Wyandotte County
and Kansas City, Kansas

Cash and Investment Policy

Commission Resolution:

Last Adopted:

Section 1. General Purpose Statement

The Board of Commissioners has authority to invest all funds held by or belonging to Wyandotte County/Kansas City, Kansas (“Unified Government” or “UG”). The purpose of this Cash Management and Investment Policy is to identify the policies and statements of the Unified Government regarding the safe and responsible management of the Unified Government funds; and to authorize and establish procedures for the management and investment of Unified Government funds to achieve the Policy objectives.

Section 2. Legal Authority

The Unified Government Board of Commissioners is granted the authority to invest temporarily idle funds, i.e. those funds which are not immediately required for the purposes for which the moneys were collected or received and the investment of which is not subject to or regulated by any other statute, under K.S.A. 12-1675 and 12-1677b which also identifies the types of investments the Unified Government may purchase.

Section 3. Policy Statement

The policy of the Unified Government is to invest its funds in a manner which will provide a reasonable rate of return with the maximum security while meeting the daily cash flow demands of the Unified Government and conforming to all statutes governing the investment of such funds.

Section 4. Scope

This Cash Management and Investment Policy shall apply uniformly to all officials, employees, departments, agencies, representatives and authorized agents in the performance of their official duties and to the processing and management of all investment transactions of the Unified Government’s idle funds. All participants in the investment process shall act responsibly as custodians of the public trust. Investment officials will conduct themselves as good stewards of public funds that will promote public confidence in the Unified Government’s ability to govern effectively.

This Cash Management and Investment Policy applies to the Unified Government’s cash management and investment activities primarily focused on idle funds and general obligation bond proceeds held by or under the control of the Unified Government. Debt service funds, reserve funds, and other financial assets held by various fiscal agents and trustees as provided under various bond ordinances are invested at the direction of the Unified Government but are not held by the UG nor under the direct control of the Unified Government Treasurer

Section 5. Adoption and Annual Review

This Cash Management and Investment Policy shall be adopted by resolution of the Board of Commissioners. The Policy shall be reviewed on an annual basis by the Cash Management Committee

and shall be reviewed and approved annually by the Board of Commissioners. If it deems it necessary, the Cash Management Committee will recommend changes to this Policy to the Board of Commissioners. Any recommended modifications to the Policy must be reviewed and approved by the Board of Commissioners.

Section 6. Cash Management Committee; Delegation of Authority

A Cash Management Committee shall be established. The Cash Management Committee (CMC) shall consist of the following voting members: Unified Government’s Chief Financial Officer, the Clerk, the Unified Government Treasurer the Chief Counsel or designee and the following non-voting members: the Legislative Auditor or designee, Accounting Manager, Cash Manager and one member from the municipal advisory firm of the Unified Government. The Chief Financial Officer shall serve as the Chairperson of the CMC.

Responsibility for the operation of the investment program is delegated to the CMC which shall establish procedures and internal controls for the operation of the investment program consistent with this Policy.

Daily and routine investments of Unified Government idle funds will be made by the Chief Financial Officer or designee, under the guidelines set forth in this Policy and as recommended by the CMC.

Section 7. Investment Procedures

This Policy is administered through a separate set of written Investment Procedures, which should be referred to in conjunction with this Policy. The Cash Management Committee is hereby authorized to adopt written Investment Procedures consistent with this Cash Management and Investment Policy. Such Procedures shall include explicit delegation of authority to persons responsible for investment transactions. No person may engage in an investment transaction except as provided under the terms of this Policy and the Procedures adopted by the Cash Management Committee. The Unified Government Treasurer shall be responsible for all transactions undertaken and shall establish a system of internal controls to regulate the activities of subordinate officials.

In the development of the system of internal controls, consideration shall be given to documentation of strategies and transactions, techniques for avoiding collusion, separation of functions, delegation of authority, limitations of authority, and custodial safekeeping.

Section 8. Staff Qualifications

- A. The Unified Government shall hire a Cash Manager or shall retain an outside manager to manage investments. The Cash Manager will have the necessary qualifications to perform investment duties as outlined in the Cash Management and Investment Policy and the Cash Management and Investment Procedures and will be supervised by the Chief Financial Officer or designee.

- B. Duties of the Cash Manager position include the following:
 - 1. Management of the short-term and long-term investment portfolios in accordance with K.S.A. 12-1675 and 12-1677b and amendments thereto, with any other applicable statutes or ordinances or resolutions, and with this Cash Management and Investment Policy and the Cash Management and Investment Procedures and amendments thereto;
 - 2. Tracking investment transactions; ensuring accuracy and security of investments, monitoring record keeping of investments;

3. Performing inspections on safekeeping receipts held as collateral to cover investments; alerting banks regarding insufficient collateral;
 4. Prepare cash flow forecasts;
 5. Generate investment performance statistics and activity reports; and
 6. Other duties as assigned by the Chief Financial Officer or the Unified Government Treasurer.
- C. Specific qualifications include a bachelor’s degree in Finance, Accounting, Economics, Business, or Public Administration and two years of progressively responsible investing or accounting experience, or any equivalent combination of education and experience sufficient to successfully perform the essential duties of the job. If the individual appointed to the Cash Manager position does not possess the requisite investment experience, the individual will attend government investment training approved by the Chief Financial Officer within one year of appointment.

Section 9. Investment Advisor

The Chief Financial Officer, with the approval of the Cash Management Committee, may appoint, as needed and determined by CFO, an independent Investment Advisor registered with the Securities and Exchange Commission pursuant to the Investment Advisers Act of 1940 and the rules adopted thereunder, or a “Municipal Advisor” as defined by Section 975 of the Dodd-Frank Wall Street Reform and Consumer Protection Act, amending Section 15B of the Securities Exchange Act of 1934, and interpreted by the Securities and Exchange Commission in its final rules adopted September 10, 2013, to advise the Unified Government on investment activities. The Investment Advisor will be selected through a competitive process under the Unified Government’s Procurement Code. The terms and conditions of such relationship shall be set out in a contract. The duties and responsibilities of the Investment Advisor at a minimum shall include the following.

1. Providing advice and analysis on the Unified Government’s Investment Policy, portfolio management techniques, portfolio structures, and new investment securities and products;
2. Assistance in developing or improving and implementing cash flow modeling;
3. Providing advice on investment benchmarking and performance reporting;
4. Evaluation of the capabilities and usage of software utilized in management of and accounting for the investments;
5. Assisting in any investment related presentations to the Cash Management Committee or Board of Commissioners; and
6. Providing analysis, advice, and assistance on other investment-related matters, including investment of bond proceeds.

Section 10. Standards of Care

A. Prudence

The standard of prudence to be used by investment officials shall be the “prudent person standard” and shall be applied in the context of managing an overall portfolio. Investments shall be made with judgment and care, under circumstances then prevailing, which persons of prudence, discretion and intelligence would exercise in the management of their own affairs, not for speculation, but for investment, considering first the safety and liquidity of their capital

and next the probable income to be derived. If outside investment professionals are retained, they shall be held to the “prudent expert standard,” that is, they shall exercise the judgment, care, skill, prudence and diligence, under the circumstances then prevailing, which persons of prudence, discretion and intelligence acting in a like capacity and familiar with such matters would use in the conduct of an enterprise of like character and with like aims by diversifying the investments so as to minimize the risk of large losses, unless, under the circumstances, it is clearly prudent not to do so, and not in regard to speculation but in regard to the permanent disposition of similar funds, considering the probable income as well as the probable safety of their capital.

The Chief Financial Officer, other investment officials, and the members of the CMC, when acting in accordance with the written Investment Procedures and the Cash Management and Investment Policy, and when exercising due diligence, shall be relieved of personal responsibility for an individual security’s credit risk or market price changes, provided deviations from expectations are reported in a timely fashion and appropriate action is taken to control adverse developments.

B. *Ethics and Conflict of Interest*

Unified Government officers and employees authorized to perform investment duties shall refrain from personal business activity that could conflict with proper execution and management of the investment program, or that could impair their ability to make impartial decisions. For purposes of this Policy, “officers and employees” means voting members of the Cash Management Committee and the Cash Manager; it shall not mean elected officials.

No officer or employee shall use his or her official position or office to obtain direct or indirect personal financial gain for himself or herself, his or her family, or any business in which the officer or employee has a financial interest. Officers and employees are governed by this Policy, the Unified Government Code of Ethics, and any applicable laws.

Investment staff shall refrain from undertaking personal investment transactions with the same individual with whom business is conducted on behalf of the Unified Government.

Officers and employees shall disclose annually to the Legislative Auditor and to the Ethics Administrator any financial interest in financial institutions with which the Unified Government conducts business or any benefit which the officer or employee obtains from any Unified Government contract or from placement of an investment of Unified Government funds. For purposes of this Policy, “financial institution” means banks, savings banks, or savings and loan associations as defined in K.S.A. 12-1675a and amendments thereto. For purposes of this Policy, “financial interest” means (a) ownership or any interest or involvement in any relationship from which, or as a result of which, a person within the past year has received, or is presently or in the future entitled to receive, more than \$5,000 per year, or its equivalent; (b) ownership of such interest in any property or any business as may be specified by the Ethics Commission; or (c) holding a position in a business such as an officer, director, trustee, partner, employee, or the like or holding any position of management. Financial interest does not include household operating accounts or a depository relationship with a financial institution.

Each financial institution in which the Unified Government deposits funds and each investment manager and each consultant retained by the Unified Government shall be notified of this

section of the Policy and shall conform to its provisions and shall not participate in any violation of this section or in any effort to influence any officer or employee to breach the standards of ethical conduct set forth in this section.

Section 11. Objectives

The primary objectives of the Unified Government investment activities, in priority order, shall be:

A. *Safety.* Safety of principal is the foremost objective of the investment program. Investments shall be undertaken in a manner that seeks to ensure the preservation of principal in the overall portfolio. The objective will be to mitigate credit and interest rate risk.

1. Credit Risk

Credit risk, the risk of loss due to the failure of the security issuer or backer, will be minimized by:

- a. Limiting investment to the safest types of securities;
- b. Pre-qualifying financial institutions, broker/dealers, intermediaries, and advisors with whom the UG will do business; and
- c. Diversifying the investment portfolio so that potential loss on individual securities will be minimized.

2. Interest Rate Risk

Interest rate risk, the risk that the market value of securities in the portfolio will fall due to changes in general interest rates, will be minimized by:

- a. Structuring the investment portfolio so that the securities mature to meet cash requirements of the general operating fund, thereby avoiding the need to sell securities prior to maturity; and
- b. Investing general operating funds primarily in shorter-term securities.

B. *Diversification.*

1. In General

It is the policy of the Unified Government to diversify its investment portfolio so as to protect its funds from material losses due to issuer defaults, market price changes, technical complications leading to temporary lack of liquidity, or other risks resulting from an over-concentration of assets in a specific maturity, a specific issuer, or a specific class of securities.

2. By Institution

Investments will be diversified so that reliance on any one issuer or financial institution will not place an undue financial burden on the Unified Government in the event of default. Accordingly, no more than 25% of the total investment portfolio shall be with the same financial institution or issuer, except US treasuries, unless it would be prudent to do so under prevailing circumstances. If the above limit is exceeded, the Chief Financial Officer will notify the CMC.

3. *By Instrument Type*

Market and credit risk will be minimized by diversification among investment types. The following are maximum limits for the percentage of Unified Government investable funds to be invested in each investment type.

a.	Certificates of deposit	100%
b.	U. S. Treasury bills, notes or bonds	100%
c.	U. S. Government agency obligations	50%
d.	Kansas Municipal Investment Pool	50%
e.	Repurchase agreements	25/100%*
f.	Bank trust department municipal pools	25%
g.	Temporary notes or no-fund warrants	10%

Because of distortion created by deposit of proceeds from the sale of temporary notes issued by the Unified Government, measurement of the maximum limits on investments by institution and by instrument type for purposes of this subsection 11.B. shall occur at least one week after the deposit of such proceeds.

* NOTE: Investments in short term securities shall be limited to 10% of investable funds, and investments in repurchase agreements shall be limited to 25% of investable funds, except as set out below. While it is not the goal to invest 100% of investable funds in either short term securities or repurchase agreements, the ability to invest the maximum limit in these two investment types is recognized as an option in certain market circumstances when these investments offer higher returns than other investment types at minimal risk. The option to invest more than the 10% or 25% limit respectively will be used only when the Cash Manager determines, with the concurrence of the Chief Financial Officer and the Unified Government's municipal advisory firm, that it is advantageous and prudent to do so.

C. *Liquidity.*

1. The Unified Government's investment portfolio will remain sufficiently liquid to enable it to meet all operating requirements that might be reasonably anticipated without incurring material losses by structuring the portfolio so that securities mature concurrent with anticipated cash needs. Since all possible cash demands cannot be anticipated, the portfolio should consist largely of securities with active secondary or resale markets.
2. The Unified Government understands the importance of having sufficient funds invested in overnight sweep accounts to meet weekly payrolls, accounts payable, scheduled debt service, and extraordinary expenses that may occur, which may range from 10% to 25% of available investment funds.
3. It is important for a county government to have the necessary funds for the scheduled tax distributions to other governmental entities. In particular, liquidity is essential for the January and June tax distributions. Therefore, it is the policy of the Unified Government that such funds be held liquid to provide assurance as to the availability and

safety of these funds held on behalf of the other governmental entities under the Unified Government's trust.

D. Maturity.

1. All investments shall be made to mature in accordance with cash needs identified in regularly prepared and updated cash flow forecasts. The Unified Government recognizes that the laddering of investments is a sound approach to mitigate short-term interest rate fluctuations. Additional considerations in the structuring of investments shall include:
 - a. Review of economic and financial indicators, such as Federal Reserve monetary policy position statements and the U.S. Treasury yield curve; and
 - b. Input from the Unified Government's municipal advisory firm.
2. The Unified Government has adopted the following maturity target ranges for its core investment portfolio. Core investments include all operating funds of the Unified Government excluding active funds or bond proceed funds held by a bond trustee for the purpose of project construction, debt service payments, debt reserves or other escrow requirements.

a.	0 – 12 months	30% to 60%
b.	12 – 24 months	20% to 40%
c.	24 – 36 months	15% to 30%
d.	36 – 48 months	10% to 20%

The maturity targets are provided as a guideline. Notwithstanding the above maturity target ranges, cash flow requirements and existing interest rate markets may dictate the need to adjust the timing of investment maturities.

4. The sale of securities before maturity shall require the prior approval of the Chief Financial Officer based on the following reasons:
 - a. A security with declining credit quality may be sold early to minimize loss of principal.
 - b. Liquidity needs require a security to be sold.
 - c. It is advantageous to the portfolio to sell such securities.
 - d. Financial failure of the issuer is likely.
5. As long as this Policy continues to be approved by the State Pooled Money Investment Board, the maximum maturity for investments shall be four years. Otherwise the maximum maturity for investments shall be two years.

E. Return on Investment. The investment portfolio shall be designed to attain a market-average rate of return throughout budgetary and economic cycles, taking into account the UG's investment risk constraints, state statutes, cash flow characteristics of the portfolio, and

prudent investment principles. As a benchmark for risk-free investment transactions, the U.S. Treasury Bill rate for the Unified Government's total portfolio weighted average maturity term will be the minimum standard for the portfolio's rate of return. Return on investment is the last in importance compared to the safety, diversification, liquidity and maturity objectives described above.

Section 12. Performance Evaluation and Reporting

Investment performance shall be continually monitored and evaluated by the CMC. Investment performance statistics and activity reports will be generated by the Cash Manager. Summary investment reports will be provided quarterly to the Economic Development and Finance Standing Committee of the Unified Government Board of Commissioners, with copies to the County Administrator, the Unified Government Commission, and the Cash Management Committee.

Reports shall include but not be limited to information on interest received, interest earned, investment yield, types of investments, distribution by type of investments, maturity schedule by month, weighted average days to maturity, evaluation of portfolio to selected benchmark, and any other information deemed necessary by the Chief Financial Officer or requested by the County Administrator or the Board of Commissioners.

Section 13: Eligible Financial Institutions

A. *Minimum Qualifications for Depositories*

1. In order to ensure the safety of principal, the Unified Government shall deposit funds, including those designated for investment purposes, only in eligible financial institutions which meet the minimum criteria set forth below. Financial institutions failing to meet the minimum criteria shall not be considered eligible.
2. Financial institutions must meet the following minimum qualifications:
 - a. The deposits of the financial institution are insured by the Federal Deposit Insurance Corporation (FDIC).
 - b. The financial institution meets the criteria for eligibility under state law for active or idle funds as appropriate.
3. If a financial institution loses its eligibility under state law after Unified Government funds are deposited or invested, no additional funds shall be deposited in such institution. Funds shall be removed as quickly as is prudent under the circumstances, but funds invested with a prescribed time for maturity need not be withdrawn before such maturity.

B. *Depositories for Active Funds*

1. *Security Required.* If a financial institution is designated as an official depository for active funds, before any Unified Government funds are deposited, satisfactory security must be obtained for such deposits. Satisfactory security is as described in K.S.A. 9-1402, as amended, and this Policy.

2. *Selection Criteria.* In addition to the required criteria listed above, the Unified Government may also consider the following when selecting a financial institution as a depository for active funds:
 - a. Full service capabilities
 - b. Submission of financial statements and availability schedules
 - c. Acceptable staff experience
 - d. Statement of equal opportunity employment practices
 - e. Extent of reinvestment of deposits in Wyandotte County.
3. *Competitive Selection.* The Chief Financial Officer shall solicit proposals prior to the designation of one or more depositories. The Unified Government's purchasing policies shall be followed when obtaining proposals on the Unified Government's depository specifications. Selection of the depositories shall be based on the capacity of an institution to perform the services required and on the most favorable terms and conditions for handling of Unified Government funds.
4. *Governing Body Designation.* K.S.A. 9-1401, as amended, requires the governing body of the Unified Government to designate by official action the financial institution or institutions, which shall serve as depositories of its active funds.

C. Idle Funds

1. *In General.* Idle funds shall be invested only in the manner set out in K.S.A. 12-1675 and 12-1677b, and amendments thereto, and in this Policy. Investment transactions shall only be conducted with:
 - a. Qualified financial institutions which meet the minimum requirements contained in this Section 13 and the criteria for eligibility under state law; or
 - b. Qualified primary government security dealers and broker/dealers as set out below.
2. *Certification.* In order to be qualified for investment of Unified Government idle funds, a financial institution, securities dealer, or broker/dealer must certify in writing that the person responsible for the investment has read and understood and agreed to comply with this Policy.
3. *Competitive Selection.* Investments of idle funds will be offered to all approved institutions and dealers who have requested to be on the list of interested bidders. Investments will be awarded through a competitive process involving solicitation of bids from qualified institutions and dealers.

A list will be maintained of financial institutions authorized to provide investment services. In addition, a list will be maintained of approved primary government security dealers and broker/ dealers.

4. *Primary Government Securities Dealers and Broker/Dealers.*

Investment transactions may be conducted with primary government securities dealers which report to the market report division of the Federal Reserve Bank of New York or any broker-dealer which is registered in compliance with the requirements of Section 15 or 15C of the Securities Exchange Act of 1934 and registered pursuant to K.S.A. 17-12a401, and amendments thereto.

In order to be qualified to conduct investment transactions with the Unified Government, broker/dealers must meet the minimum requirements for credit worthiness established by the Kansas Pooled Money Investment Board, including minimum capital requirements and years of operation, and must be approved by the Cash Management Committee.

All broker/dealers who wish to become qualified for investment transactions must supply to the Chief Financial Officer on an annual basis the following items as appropriate:

- a. A copy of the most recent audited annual financial statement;
- b. If requested by the Unified Government, a copy of the most recent, unaudited annual financial statement;
- c. Proof of Financial Industry Regulatory Authority (FINRA) certification;
- d. Proof of state registration with the Kansas Securities Commission;
- e. Completed broker/dealer questionnaire (non-primary dealers only);
- f. Business resume of individual assigned to UG account; and
- g. Notice of any regulatory action taken against the broker/dealer.

5. *Safekeeping and Custody.*

All security transactions, including collateral for repurchase agreements, shall occur on a delivery versus payment basis. This ensures that securities are deposited in the eligible financial institutions prior to the release of funds. Safekeeping and custody agreements will be maintained with third-party financial institutions. All securities, including those acquired by repurchase agreements, shall be perfected in the name of the Unified Government and shall be delivered to a third-party custodian designated by the Unified Government and evidenced by safekeeping receipts.

Section 14. Authorized Investments

A. *Idle Funds*

The investments authorized for the idle funds (those funds not immediately required for the purposes for which the moneys were collected) under this Policy shall be in conformance with K.S.A. 12-1675, K.S.A. 12-1677b, and amendments thereto, and any other applicable statutes or ordinances or resolutions and amendments thereto. As long as this Policy continues to be approved by the Kansas Pooled Money Investment Board, the investments permitted by K.S.A. 12-1677b shall be authorized investments under this Policy. For purposes of this Policy, "investment rate" means a rate which is the equivalent yield for United States government securities having a maturity date as published in the Wall Street Journal, nearest the maturity date for equivalent maturities. The 0-90 day rate shall be computed on the average effective federal funds rate as published by the Federal Reserve system for the previous week.

If for any reason this Policy is not approved by the Kansas Pooled Money Investment Board, the investments permitted by K.S.A. 12-1675 shall be the only authorized investments under this Policy until such time as this Policy obtains the approval of the Kansas Pooled Money Investment Board.

As long as this policy continues to be approved by the Kansas Pooled Money Investment Board, the following are authorized investments, pursuant to K.S.A. 12-1675 and 12-1677b. The maximum maturity for investments under this subsection shall be four years.

1. *United States Treasury and Agency Securities.* Direct obligations of, or obligations that are insured as to principal and interest by, the United States of America or any agency thereof and obligations and securities of United States government-sponsored enterprises that under federal law may be accepted as security for public funds, except that such investments shall not be in mortgage-backed securities. Investments under this paragraph shall be limited to securities that do not have any more interest rate risk than do direct United States government obligations of similar maturities. For purposes of this subsection, "interest rate risk" means market value changes due to changes in current interest rates.
2. *Interest-bearing Time Deposits.* In any banks, savings and loan associations, and savings banks that have a main or branch office in Kansas.
3. *Repurchase Agreements.* With banks, savings and loan associations, and savings banks which have a main or branch office in Kansas or with a primary government securities dealer that reports to the market reports division of the Federal Reserve Bank of New York for direct obligations of, or obligations that are insured as to principal and interest by, the United States government or any agency thereof and obligations and securities of United States government-sponsored enterprises that under federal law may be accepted as security for public funds.
4. *Temporary Notes Issued by the Unified Government.*
5. *Municipal Investment Pool Fund.* The fund established in K.S.A. 12-1677a and amendments thereto and managed by the Kansas Pooled Money Investment Board.
6. *Multiple Municipal Client Investment Pools.* Managed by the trust departments of banks which have offices located in Wyandotte County or with trust companies incorporated under the laws of Kansas which have contracted to provide trust services under K.S.A. 9-2107, and amendments thereto. Moneys invested under this paragraph shall be secured as provided in K.S.A. 9-1402, and amendments thereto, and this Policy.

B. *Local Emphasis*

1. Subject to the other requirements of this Policy, funds available for investment under this section will be offered first to eligible financial institutions with a main or branch office located in Wyandotte County. If such financial institutions cannot or will not make the investments available at interest rates equal to or greater than the investment rate as defined in K.S.A. 12-1675a, and amendments thereto, or if such financial institutions are limited from bidding on the investment by the diversification requirements of this Policy,

then the funds may be offered to other eligible financial institutions or entities permitted under this Policy.

2. Notwithstanding any other requirements of this Policy, the Unified Government will offer \$235,000 to every financial institution with a main or branch office located in Wyandotte County if such financial institutions will make the investment at interest rates equal to or greater than the investment rate as defined in K.S.A. 12-1675a, and amendments thereto, at a maturity term to be determined by the Unified Government.

C. *Investment of Bond Proceeds*

The Unified Government will invest proceeds of bonds (other than industrial revenue bonds for which the Unified Government is merely a conduit issuer) and temporary notes in conformance with K.S.A.10-131, and amendments thereto. The following lists the investments, which the Unified Government will consider, and which shall be authorized for the investment of bond proceeds:

1. Investments authorized for idle funds by K.S.A. 12-1675 and this Policy.
2. The municipal investment pool established pursuant to K.S.A. 12-1677a.
3. Direct obligations of the United States government or any agency thereof;
4. Temporary notes issued by the Unified Government.
5. Interest-bearing time deposits in commercial banks located in Wyandotte County.
6. Obligations of the Federal National Mortgage Association, Federal Home Loan banks and Federal Home Loan Mortgage Corporation.
7. Repurchase agreements collateralized by direct obligations of the United States government or any agency thereof or obligations of the Federal National Mortgage Association, Federal Home Loan Banks or the Federal Home Loan Mortgage Corporation.
8. Investment agreements with or other obligations of a financial institution, the obligations of which at the time of investment are rated in either of the three highest rating categories by Moody's Investors Service or Standard and Poor's Corporation;
9. Investments in shares of units of a money market fund or trust, the portfolio of which is comprised entirely of direct obligations of the U.S. government or any agency thereof or obligations of the Federal National Mortgage Association, Federal Home Loan Banks or Federal Home Loan Mortgage Corporation.
10. Receipts evidencing ownership interest in securities or portions thereof in direct obligations of the United States government or any agency thereof or obligations of the Federal National Mortgage Association, Federal Home Loan Banks or Federal Home Loan Mortgage Corporation.

11. Municipal bonds or other obligations issued by any municipality of the State of Kansas as defined in K.S.A. 10-1101, and amendments thereto, which are general obligations of the municipality issuing the same.
12. Bonds of any municipality of the State of Kansas as defined in K.S.A. 10-1101, and amendments thereto, which have been refunded in advance of their maturity and are fully secured as to payment of principal and interest thereon by deposit in trust, under escrow agreement with a bank, of direct obligations of the United States government or any agency thereof or obligations of the Federal National Mortgage Association, Federal Home Loan Banks or Federal Home Loan Mortgage Corporation.
13. No moneys shall be invested in a derivative as that term is defined in K.S.A. 10-131, and amendments thereto.

D. Arbitrage

The Internal Revenue Code provides that on a periodic basis the Unified Government is required to compute rebate on each bond issue. Rebate is the calculated dollar amount representing the difference between what the issuer actually earned from the investment of certain funds related to the bond issue and the amount the issuer would have earned had those same funds been invested at an interest rate equal to the yield on the bond issue. Absent an exception to rebate, the Unified Government is required to pay or “rebate” to the United States the dollar amount representing these excess earnings.

For each bond issue, rebate must be calculated and paid at least once every five years and within 60 days after the last bond of the issue is paid. Payment of rebate is a condition to maintaining the tax-exempt status of each bond issue, and failure by the Unified Government to comply with the rebate requirements may cause the interest on an issue of bonds to become taxable, retroactive to their date of issuance.

The Unified Government’s investment position is to pursue the maximum yield on investments without jeopardizing the tax-exempt status of the bonds. To the extent possible, the Unified Government will seek to comply with applicable exceptions to rebate and when necessary rebate any excess earnings to the United States. The potential rebate of excess earnings will not influence the Unified Government’s investment policies.

Section 15. Collateral Requirements

- A. Full Collateralization Required.** All Unified Government deposits shall be fully insured or collateralized at all times.
- B. Initial Placement.** Moneys to be deposited in financial institutions shall not be released until the financial institution has executed and adopted a security agreement and required custodial agreements.

C. Allowable Collateral. Acceptable collateral for Unified Government deposits, including idle fund investments, as permitted by K.S.A. 9-1402, and amendments thereto, shall be limited to:

1. Except as otherwise set out in this subsection C.1., the financial institution may pledge or assign securities owned directly or indirectly by it, the market value of which is equal to 102% of the total deposits at any given time. The following are allowable securities:
 - a. Direct obligations of or obligations that are insured as to principal and interest by, the United States or any agency thereof.
 - b. Obligations including letters of credit and securities of United States-sponsored corporations which under federal law may be accepted as security for public funds, subject to the following restrictions:
 - (1) The letter of credit must be in the format acceptable to the Unified Government Treasurer.
 - (2) The Unified Government must be designated as the irrevocable and unconditional beneficiary of the letter of credit.
 - (3) The issuer and the depository bank must notify the Unified Government Treasurer by certified or registered mail at least 45 days prior to the cancellation or the non-renewal of a letter of credit.
 - (4) The issuer may not provide letters of credit for any one depository bank in an amount which exceeds ten percent of the issuer's capital and surplus.
 - (5) If a letter of credit issued by the Federal Home Loan Bank is to be pledged as collateral, the amount of the letter of credit shall be equal to 100% of the deposits to be collateralized plus the interest expected to be received by the Unified Government upon maturity of the investment.
2. The following securities may be used as collateral only if the financial institution pledges or assigns them in an amount, the market value of which is equal to 102% of the Unified Government deposits. Not more than 5% of the Unified Government's total idle funds portfolio may be collateralized by the following securities.
 - a. Bonds of any Kansas municipality which have been refunded in advance of their maturity and are fully secured as to payment of principal and interest thereon by deposit in trust, under escrow agreement with a

bank, of direct obligations of, or obligations the principal of and the interest on which are unconditionally guaranteed by the United States.

- b. Bonds of the State of Kansas.
 - c. General obligation bonds of any Kansas municipality.
 - d. Revenue bonds of any Kansas municipality if approved by the state bank (or savings and loan) commissioner and which are rated at least Aa by Moody's Investors Service or AA by Standard and Poor's Corporation. Bonds secured by revenues of a utility which has been in operation for less than three years will not be accepted as collateral.
 - e. Temporary notes of any Kansas municipality which are general obligations of the municipality issuing the same.
 - f. Warrants of any Kansas municipality, the issuance of which is authorized by the State Court of Tax Appeals and which are payable from the proceeds of a mandatory tax levy.
 - g. Commercial paper that does not exceed 270 days to maturity and which has received one of the two highest commercial paper credit ratings by a nationally recognized investment rating firm.
3. For overnight repurchase agreements in which the Unified Government is the buyer, the seller shall deliver the following securities to the custodian for the Unified Government in the amount of 102% of the market value of the securities on the purchase date:
- a. Direct obligations of or obligations that are insured as to principal and interest by the United States or any agency thereof, or
 - b. Obligations and securities of U.S. government-sponsored enterprises which under federal law may be accepted as security for public funds, subject to any restrictions contained in Section C.1.b. above.
- D. *Peak Period Agreements.*** Peak-period agreements permitted under K.S.A. 9-1403 are not permitted under this Policy.
- E. *Collateral Substitution.*** Collateralized investments often require substitution, additions and/or deletions of collateral. Any financial institution requesting these actions must contact the Chief Financial Officer or the Unified Government Treasurer. Substitution of collateral shall be required whenever, in the opinion of the Unified Government Chief Financial Officer, the collateral no longer satisfies or complies with the security requirements established under this Policy.
- F. *Valuation of Collateral.*** For purposes of compliance with this section, all collateral shall be priced on a market value basis no less than monthly. Collateral requirement is

defined as the outstanding amount of Unified Government funds deposited plus accrued interest thereon less federal deposit insurance coverage.

- G. *Collateral Compliance Report.*** Each financial institution with Unified Government deposits shall submit monthly to the Chief Financial Officer or the Unified Government Treasurer, or more frequently if requested, a report documenting the institution's compliance with the collateral requirements of this Policy.
- H. *Custodial Agreement.*** Each depository bank depositing securities with a custodial bank shall enter into a written custodial agreement with the custodial bank and the Unified Government for the safekeeping of the securities.
- I. *Failure to Meet Collateral Requirements.*** If a depository bank fails to meet requirements established by this Policy, the depository bank shall be offered the following options:

 - 1. Close the account and return to the Unified Government all principal and accrued interest without penalty; or
 - 2. Convert the deposit to a repurchase agreement under terms acceptable to the Unified Government.

UG Cash and Investment Policy Annually Required Update

Economic
Development &
Finance Standing
Committee
December 1, 2025

Presented by:

Dr. Shelley Kneuvean, Chief Financial Officer

Debbie Jonscher, Deputy Chief Financial Officer

Andrea Vinyard, Unified Government Treasurer

Michelle Wooten, Deputy Unified Government Treasurer

Here is why we are bringing this to you

The Cash and Investment Policy includes the policies and procedures for responsible management of UG Funds

The Cash and Investment Policy is formally adopted by the Board of Commissioners.

Annual review required for submission of State of Kansas' Expanded Powers Application

This year, the Cash Management Committee has made updates to the policy, reflecting minor language revisions as well as changes required by the new House Bill 2152, which takes effect on January 1, 2026.

Minimal Language Changes

1. All references to the “Director of Revenue/County Treasurer” have been standardized to ‘Unified Government Treasurer’ to ensure consistent labeling across all documents.
2. Section 9. Investment Advisor – added the following language “as needed and determined by CFO”
3. Section 14. Authorized Investments (A.1, 2, and 3)
 - “which” changed to “that”
 - “United States sponsored enterprises” changed to “United States government-sponsored enterprises”
4. Section 15. Collateral Requirements (C.3) – “corporations” changed to “enterprises”

Maturity Target Range

Section 11. Objectives (D.) *Maturity.*

Current Language:

Core investments include all operating funds of the Unified Government exclude bond proceed funds held by a bond trustee for the purpose of project construction, debt service payments, debt reserves or other escrow requirements.

New Language:

Core investments include all operating funds of the Unified Government excluding active funds or bond proceed funds held by a bond trustee for the purpose of project construction, debt service payments, debt reserves or other escrow requirements.

We are excluding active funds from the definition of core investments.

House Bill 2152 related changes

Section 15. Collateral Requirements (C. 1.) *Allowable Collateral.*

Current Language:

Financial institutions may pledge or assign securities owned directly or indirectly by it, the market value of which is equal to 105% of the total deposits at any given time.

New Language:

Financial institutions may pledge or assign securities owned directly or indirectly by it, the market value of which is equal to 102% of the total deposits at any given time.

House Bill 2152 related changes cont.

Section 15. Collateral Requirements (C. 2.) *Allowable Collateral.*

Current Language:

The following securities may be used as collateral only if the financial institution pledges or assigns them in an amount, the market value of which is equal to 125% of the Unified Government deposits.

New Language:

The following securities may be used as collateral only if the financial institution pledges or assigns them in an amount, the market value of which is equal to 102% of the Unified Government deposits.

Key Take Away Policy items

1. Purpose of Cash and Investment Policy
2. Annual Review Requirement
3. Cash Management Committee Members
4. Diversification Rule
5. Local Emphasis
6. Collateral Requirements
7. Expanded Investment Authority



Questions or
Comments



Report to
Economic Development & Finance Standing Committee

MEETING DATE	PRESENTER	DEPARTMENT
	<div data-bbox="581 384 1039 478" style="border: 1px solid black; padding: 2px;"> Dilini Lankachandra, Assistant Counsel </div> dlankachandra@wycokck.org x5077	Legal
AGENDA ITEM #4.3.		
ORDINANCE: AMENDING CHAPTER 15, ARTICLE IV, FIREWORKS		
BACKGROUND		
Approval of an ordinance amending Chapter 15, Article IV related to date and time for sale of fireworks.		
RECOMMENDATION		
Approve		
BUDGET IMPACTS / FINANCIAL CONSIDERATIONS		
None		
LEGAL/ POLICY CONSIDERATIONS		
ATTACHMENTS		
Fireworks Ordinance Amendment 12.3.25		

Approved by Mayor/Administrator to add to agenda.

Published: _____

ORDINANCE NO. _____

An ordinance relating to Chapter 15, article IV – Fireworks, of the Code of Ordinances for the Unified Government of Wyandotte County / Kansas City, Kansas.

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

Section 1. That Chapter 15 – Fire Prevention and Protection, article IV – Fireworks, Section 92 – Storage, sale, and handling, of the Code of Ordinances for the Unified Government of Wyandotte County / Kansas City, Kansas, is amended to read as follows:

Article IV. Sec. 15-92. – Storage, sale, and handling.

(a) *In general.*

(1) Fireworks shall not be sold or kept for sale in a place of business where paints, oils, varnishes, turpentine, gasoline, or other flammable substances are kept.

(2) Fireworks shall not be stored, kept, sold, or discharged within 100 feet of any gasoline pump, gasoline filling station, gasoline bulk station, or any building in which gasoline or volatile liquids are sold or stored.

(3) Four approved and fully charged fire extinguishers must be provided and kept in close proximity to the stock of fireworks in all buildings and temporary retail establishments where fireworks are sold or stored. All fire extinguishers shall be at least of type A standards and have not less than a two and one-half pound capacity. Two of the fire extinguishers shall be a 2-A water type extinguisher. Failure to maintain the required number of fire extinguishers as set out in this subsection or maintaining nonoperational or partially discharged extinguishers shall be considered grounds for immediate suspension of any operation in the interest of public health, safety and welfare.

(4) The possession of more than 125 pounds of consumer grade fireworks shall:

- a. Be reported to the fire marshal's office;
- b. Require a permit be issued by the fire marshal's office; and
- c. Be stored in compliance with section 5609 of the International Fire Code.

(b) *Wholesale sales or retail sales for public display.*

(1) Fireworks to be sold at wholesale or at retail for public displays shall be stored in a room set aside for the storage of fireworks only. Construction shall be of brick, block, concrete, or five-eighths-inch drywall interior and a brick, block, or concrete exterior wall.

(2) All structures shall have metal bars over doors and windows. A sign must be posted over the entrance reading "FIREWORKS—NO SMOKING."

(c) *Retail sales.*

(1) Retail sale of fireworks or storage of fireworks shall be from brick, block, concrete, metal, or frame, temporarily erected to be used as a place for storing and selling fireworks only. No tents, awnings, or other fabric enclosure shall be used unless the tents, awnings, or other fabric enclosure, and all auxiliary tents, curtains, drops, awnings and all decorative materials, are made from a nonflammable material or are treated and maintained in a flame retardant condition. No fireworks stand shall hang, drape, display, or use plastic or plastic canvas for any purpose unless the plastic or plastic canvas is made from a nonflammable material or is treated and maintained in a flame-retardant condition. A sign must be posted over all the entrances reading "FIREWORKS-NO SMOKING." All tents, awnings, or other fabric enclosure shall be adequately roped, braced and anchored to withstand the elements of the weather and prevent against collapsing. Documentation of structural stability shall be furnished to the unified government upon request, and there shall be a minimum of ten feet between the stake lines. Where ten feet between stake lines is not sufficient for means of egress, the distance necessary for means of egress shall govern. All adjacent tents, awnings, parking areas, lot lines, buildings, or other fabric enclosures shall be no closer than 20 feet from each other (as measured from the end of the tent stake line) in order to provide an area to be used as a means of emergency egress. Exit openings from all tents, awnings, or other fabric enclosure shall be clearly marked.

(2) No person shall offer for sale or sell fireworks at temporary retail locations before June ~~29~~ 27 ~~and-or~~ after July 4.

(3) No person shall offer for sale or sell fireworks at temporary retail locations before 9:00 a.m. or after 10:00 p.m., except that a person may offer for sale or sell fireworks to a customer at such location for a reasonable time after 10:00 p.m. if the customer entered the location before 10:00 p.m. For the purposes of this Section, a reasonable time shall be no longer than the time needed for customers who have entered the location before 10:00 p.m. to complete their sale at checkout.

(4) No person shall sell the fireworks listed in section 15-90(1)—(4) to any person under the age of 16.

- (5) All temporary fireworks retail locations must have their fireworks inventory orders delivered from the distributor directly to their approved temporary stand location.
- (6) Single sale purchases in excess of 125 pounds shall be reported to the fire marshal's office in accordance with subsection (a)(4) above, and such notice shall be submitted prior to end of the sales period on July 4th.
- (7) All pre-ordered fireworks shall be distributed to the purchaser from a licensed Kansas retailer. The purchaser shall pick up his/her pre-ordered purchase directly from the retailer's retail location.
- (8) No person shall expose fireworks where sun shines through glass on the merchandise displayed, except where such fireworks are in the original package. All fireworks kept for sale on front counters must remain in original packages, except where an attendant is on duty at all times.
- (9) All retail locations shall post "No Smoking" signs inside the structure.
- (10) No temporary authorized structures used for the sale or storage of fireworks shall be erected before June 24, and no materials associated with such structures shall be placed on the site before June 24. All temporary authorized and erected structures used for the sale or storage of fireworks shall be removed no later than July 7. Any remaining structures, debris, litter, or materials shall be removed by the unified government and the cost taxed against the owner of the property, the lessee of the property, or the holder of the retail fireworks permit.
- (11) It shall be the duty of the fire prevention bureau to inspect all locations where fireworks are sold at retail.
- (12) Permits shall be required subject to the following:
- a. All persons desiring to sell fireworks in the city shall secure each year a permit from the license administrator upon payment of a fee in an amount set by the county administrator.
 - b. All applicants for a permit must be residents of the city and at least 18 years of age. Each applicant shall provide reasonable proof of residency and age.
 - c. A permit must be obtained for each stand and each location proposed. In this context, a stand shall be defined as each individual unit not connected by an enclosed walkway.
 - d. Every permit recipient shall sign and submit a statement to the license department indicating the recipient has received, reviewed, and understood the ordinances of the unified government pertaining to fireworks and will accept full responsibility for compliance with such ordinances.

e. Every permit recipient shall maintain a detailed, legible, and current inventory list of consumer firework items held on the premises, indicating the Kansas licensed distributor from whom those items were purchased. This list shall be provided to law enforcement, the fire department, or local authority upon request. Every permit recipient must submit a legible copy of the fireworks distributor's order form and delivery manifest, including but not limited to the following: detailed quantities ordered, delivered, and line item cost. At the end of the retail fireworks season, applicant will provide a remaining inventory report on the distributor's order form detailing the remaining fireworks on each line item.

f. No permit for retail sale shall be issued unless the proposed location is on property zoned at a minimum for retail-commercial use or can be shown to be a legal nonconforming retail-commercial use.

g. No permit shall be issued for any location within 100 feet of any structure used in whole or in part as a residence.

h. No permit will be issued after 5:00 p.m. on June 27.

i. No permit will be issued unless the applicant files with the unified government a cash bond, in a form approved by the chief counsel or his designated representative, in the amount of \$1,000.00, conditioned upon the permit holder's removal of all temporarily authorized and erected structures used for the sale or storage of fireworks on or before July 7, together with any debris, litter, and material remaining at the site.

j. No permit will be issued unless the applicant files with the unified government a current year tax clearance letter from the state department of revenue stating that the applicant owes no back taxes.

k. No permit will be issued to an applicant delinquent on any unified government ad valorem tax assessments, interest, or penalties.

l. No permit will be issued for the sale of fireworks upon any property with any delinquent unified government ad valorem tax assessments, interest, or penalties.

m. No permit will be issued to an applicant who has not submitted the "Leftover Inventory" form from the previous year's sales to the fire marshal's office by the specified date.

n. All firework stand owners shall be present for the initial inspection of the stand by the fire department.

(13) All permit holders shall cause to be posted in each stand, in a conspicuous location, and shall cause to be distributed with each sale a copy of sections 15-91 and 15-93, governing discharge of fireworks, in both English and Spanish.

(14) Revocation of a permit shall be subject to the following:

- a. The license administrator may revoke any permit issued under this section, without refund of the permit fee, in the event of a violation of any of the requirements of this article.
- b. Any permit holder whose permit is revoked may appeal the decision to the county administrator by filing a written request with the license administrator and will be afforded a hearing before the county administrator or his designated representative within 24 hours of filing such request. The county administrator may uphold or overrule the decision of the license administrator.
- c. Any revocation of a permit shall bar the permit holder from obtaining unified government permits and licenses relating to fireworks for a period of two years.

(15) Any person or agency convicted of the violation of this section or for failure to obtain a permit for the retail sale of fireworks, as stated in this section, shall bar that individual and/or agency from obtaining unified government permits and licenses relating to fireworks for a period of two years.

Section 2. That said, original Article IV. Sec. 15-92. – Storage, sale, and handling, of the Code of Ordinances for the Unified Government of Wyandotte County / Kansas City Kansas is hereby amended.

Section 3. This ordinance 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 Garner, Mayor/CEO

Attest:

Unified Government Clerk

Approved As To Form:

Angela J. Lawson, Acting Chief Counsel