



Administration and Human Services
Committee

Standing Committee Meeting Agenda

Monday, November 26, 2018

**Immediately upon adjournment of earlier committee, or
5:00 p.m. if no earlier committee meeting.**

Location:

Municipal Office Building
701 N 7th Street
Kansas City, Kansas 66101
5th Floor Conference Room (Suite 515)

Name

Absent

Commissioner Angela Markley, Chair

☐

Commissioner Melissa Bynum

☐

Commissioner Mike Kane

☐

Commissioner Harold Johnson

☐

Commissioner Jane Philbrook

☐

- I. Call to Order/Roll Call**
- II. Revisions to November 26, 2018 Agenda**
- III. Approval of standing committee minutes from September 17, 2018.**
- IV. Committee Agenda**

Item No. 1 - ORDINANCE: AMENDING PRIVATE ONSITE WASTEWATER SYSTEMS

Synopsis: Ordinance amending Sec. 30-225 through 30-265 of the Code of the Unified Government. The proposed change would modernize and update the Private On-Site Wastewater Systems regulations, submitted by James Bain, Legal.

Tracking #: 18515

Item No. 2 – REVISION TO HUMAN RESOURCES POLICIES

Synopsis: The Human Resources Department is submitting three (3) Human Resource Guide Policies: Health Care Benefits, Employee Assistance Program and Flexible Spending Account Plans, with revisions for review and consideration for approval, submitted by Renee Ramirez, Human Resources.

Tracking #: 18516

Item No. 3 - UPDATING CITY-WIDE MASTER PLAN WITH AREA PLANS

Synopsis: Discuss updating the City-Wide Master Plan through a series of area plans covering all of the city, submitted by Rob Richardson, Director of Planning.

Tracking #: 18518

Item No. 4 – COMMUNICATION: MUNICIPAL COURT FACT SHEET

Synopsis: Provide information regarding the status of Municipal Court’s actions to improve outcomes for parking violation citations, submitted by Crystal Sprague, Municipal Court.

For information only.

Tracking #: 18519

V. Public Agenda

VI. Adjourn

**ADMINISTRATION AND HUMAN SERVICES
STANDING COMMITTEE MINUTES
Monday, September 17, 2018**

The meeting of the Administration and Human Services Standing Committee was held on Monday, September 17, 2018, at 6:43 p.m., in the 5th Floor Conference Room of the Municipal Office Building. The following members were present: Commissioner Markley, Chairman; Commissioners Philbrook, Johnson, Bynum, and Kane. The following officials were also in attendance: Gordon Criswell and Joe Connor, Assistant County Administrators; Alan Howze, Chief Knowledge Officer; Casey Meyer and Jeffrey Conway, Assistant Council's, Patrick Waters, Senior Attorney; Kathleen VonAchen, Chief Financial Officer; Terry Brecheisen, Director of Public Health; Juliann Van Liew, Health Department; Crystal Sprague, Municipal Court Administrator; Ryan Lockamy, Community Corrections; Lynn Melton, Assistant to the Mayor; and Jay Doleshal, Sergeant-at-Arms.

Chairman Markley called the meeting to order. Roll call was taken and all members were present as shown above.

Chairman Markley said there are no standing committee minutes to approve since our July 23rd meeting was cancelled.

Committee Agenda:

Item No. 1 – 18372... RESOLUTION: INTERLOCAL AGREEMENT WITH JOHNSON COUNTY, KS

Synopsis: A resolution authorizing approval of an interlocal agreement with Johnson County, KS, related to the use of My Resource Connection, an application developed by Johnson County for improving coordination among social service providers, submitted by Alan Howze, Chief Knowledge Officer; Casey Meyer, Assistant Counsel; Terry Brecheisen, Director of Public Health; and Crystal Sprague, Municipal Court Administrator. Funding is included in the budget.

Alan Howze, Chief Knowledge Officer, said the purpose here this evening is to talk about My Resource Connection and to request approval of an interlocal agreement that will allow us to enter into a contract with Johnson County. We will talk more about that. I'm joined by a number of folks up here this evening. To my right is Julianne Van Liew from the Health Department; Chris Schneweis from Johnson County, Casey Meyer from UG Legal. In the back we have Crystal Sprague and Ryan Lockamy and we have Randy Callstrom from Wyandot, Inc.

OBJECTIVES

- Review myResource Connection (myRC) initiative
- Demonstrate value of myRC to clients and service providers
- Request approval to enter into an inter-local agreement between the Unified Government and Johnson County

I will talk briefly about what My Resource Connection is, why we think it has significant value for the Unified Government and I will talk about the interlocal agreement between the Unified Government and Johnson County.

WHAT IS MY RESOURCE CONNECTION?

- My Resource Connection – A web-based system that equips Human Service Professionals with information about mutual clients, mutual households, and community resources available to clients – and provides clients self-service access to available community resources
- Core4 initiative between Unified Government, Johnson County, KCMO, and Jackson County
- Benefits
 - Allows collaboration across client service providers
 - Increases the amount of information staff have about services available to clients
 - Increases the amount of information about mutual clients & mutual households
 - Helps internal and external agencies be more effective & efficient
 - Promotes self-sufficiency among clients

September 17, 2018

What is My Resource Connection? It's a web-based system, a computer software system that provides Human Service professionals with information about mutual clients, households, community resources that are available to clients, it has some self-service options to help clients identify where resources are.

I will point out this is a Core4 initiative. It has been—I think it first came before the Unified Government in 2010 and it's something that Johnson County, as I will talk about, has developed internally and has offered that and encouraged the use of that by Core4 members. This is the year we're really starting to see that kind of traction take off.

Commissioner Bynum said would you just tell the viewing public what is Core4? **Mr. Howze** said Core4 is essentially the four largest metro jurisdictions. It's the Unified Government, Johnson County, Kansas City, MO, and Jackson County. We meet periodically and have a convening where we will bring staff together and leadership and talk about what are some common challenges and common opportunities. From those conversations have emerged a number of different ways that we're collaborating together, and My Resource Connection is one of those, I think, from the early days.

I want to make a special note that Crystal Sprague and Ryan Lockamy have been through part of this journey since that time, since 2010, and have stayed with it and has stayed in contact with Johnson County and have already seen the value and continue to encourage our involvement. We appreciate their continued support on this.

Mr. Howze said the benefits of My Resource Connection, again, collaboration is a big part of this as you will see as we go through the presentation. It increases the amount of information that staff has available about those services. It increases information about mutual clients and mutual households and helps our internal and external agencies more effectively serve residents. It also promotes some self-sufficiency among clients.

WHAT ARE THE CHALLENGES?

Demand for services

- Low household income
- Court ordered supervision / services
- High rates of uninsured

Challenges for Human Service Delivery

- Restricted funding stream – safety net is shrinking
- Heavily regulated – HIPAA, CFR 42, HUD, State Statutes
- Narrow scope of job duties – “that’s not my job”, current accountability mechanisms
- Fluctuating availability of services

Juliann Van Liew, Health Department, said Human Service Delivery is difficult. That’s the takeaway from this slide. There are several reasons why. Chief among them being our restricted funding. You’ll notice also, we put up there high rates of uninsured. For example, Kansas has failure to expand Medicaid. In fact, a larger portion of all the folks in our county are calling EMS instead of accessing preventive services. We are facing these different challenges.

Another one of them that Chris is going to speak to later is the fact that Human Service Delivery is heavily regulated so of course HIPAA, and there are many other statutes that regulate what information we can pass between various Human Service Delivery providers.

Another being our narrow scope of job duties. Those in Corrections, for example, view Corrections as their job. It’s reasonable, but it also means that we’re not necessarily sharing information the best we could and in addition to that, folks haven’t had the tools that they have needed to that sharing of information.

Lastly, one of the benefits of My Resource Connection that we will talk about is the availability of access to a server that will tell us what resources are available in the community at any given time. It’s a challenge for Human Service Delivery providers because the availability of these services is always changing from year-to-year and even, for example, among housing resources from week-to-week.

WHAT ARE THE GOALS OF MY RESOURCE CONNECTION?

Client Care

- Increase continuity of care and client satisfaction
- Increase access to up-to-date resource availability in the community
- Identify high-utilizers and strategies for intervention
- Create financial savings from earlier stabilization of clients and reduced calls for services

Organizational

- Create opportunity for first-ever cross-jurisdictional view of clients
 - Douglas County and KCMO implementing myRC
- Increase regional collaboration around client care

Some of the goals of My Resource Connection kind of fall into two pots. In terms of client care we have the ability to increase continuity of care and client satisfaction. So, someone from say Wyandot, Inc., our largest mental health provider in the community, being able to look into a system and see if their client has entered the ER, for example, is really helpful in terms of that continuity of care.

We're able to look up resources in the community at real time. Something that I think about from the Health Department perspective, from a population health perspective, is our ability over time as we get more and more of our residents in this system to identify who our high utilizers are and start to think about strategies across the population for much earlier intervention.

From these interventions, eventually over time, we hope to be able to create financial savings as we stabilize our clients earlier and we reduce our calls for unnecessary services.

From an organizational perspective, as Alan mentioned, there is the opportunity for this first ever cross-jurisdictional view of clients. I think it's pretty common knowledge, but we share clients among our service providers between counties and across jurisdictions and being able to know how our clients are interfacing with their providers is really helpful as well.

DEVELOPMENT OF MY RESOURCE CONNECTION

Johnson County Department of Technology and Innovation

- Work closely with System Specialists on design and enhancements
- Technical development and assistance

Community Partners

- United Way 211
- Non-profits, hospitals, school districts, and community resource agencies have access and provide resource data to the system

Future system development

- UG will participate in future enhancements to ensure it is meeting our needs

Chris Schneweis, Johnson County, said the development of My Resource Connection, as Alan mentioned before, it's something that we developed in-house. It's not a vendor-purchased product. It was a challenge that was kind of put forth by our previous County Manager Hannes Zacharias when he asked if there was a way to move to one database that all of our Human Service Departments could work from and as I'm sure you probably can guess, that's pretty uncommon to have your Probation Department, your Mental Health Department, your Developmental Disabilities organization all using the same software. He asked what's the possibility of linking those databases so they can at least talk. He pretty much got laughed out of the room because everybody said there is no way that's possible, that's cost prohibitive, it would take too many resources. Then there were three guys in our DTI, Department of Technology & Innovation, specifically our AIMS Departments that do GIS work that said let us give you a proof of concept and that's kind of what got this ball rolling.

We've been doing this for over 10 years. The resources you keep hearing about, we have an MOU with United Way 211 and so any of the resources you're going to find in 211, you can find in My Resource Connection. They give us full access and it is not just for the Core4 region as Alan described. It's actually the nine surrounding metro counties that we get resource data from.

The other thing we did is we work with non-profits, hospitals, different organizations to eliminate the paper documents because everybody had a resource manual. The problem is you print that and three months after you print it, it's out of date because somebody has left, phone numbers have changed and so what we've done is updated that information into electronic data

September 17, 2018

that either we maintain or that organization maintains. The future development as it's listed up here, we are currently hosting My Resource Connection right now for Douglas County, Kansas so Lawrence. We are hosting this for them. Our goal is to bring the Unified Government on board and then we're also right about the same spot with the city of Kansas City, MO to, again, provide more of that regional look.

PROTECTING CLIENT PRIVACY AND DATA

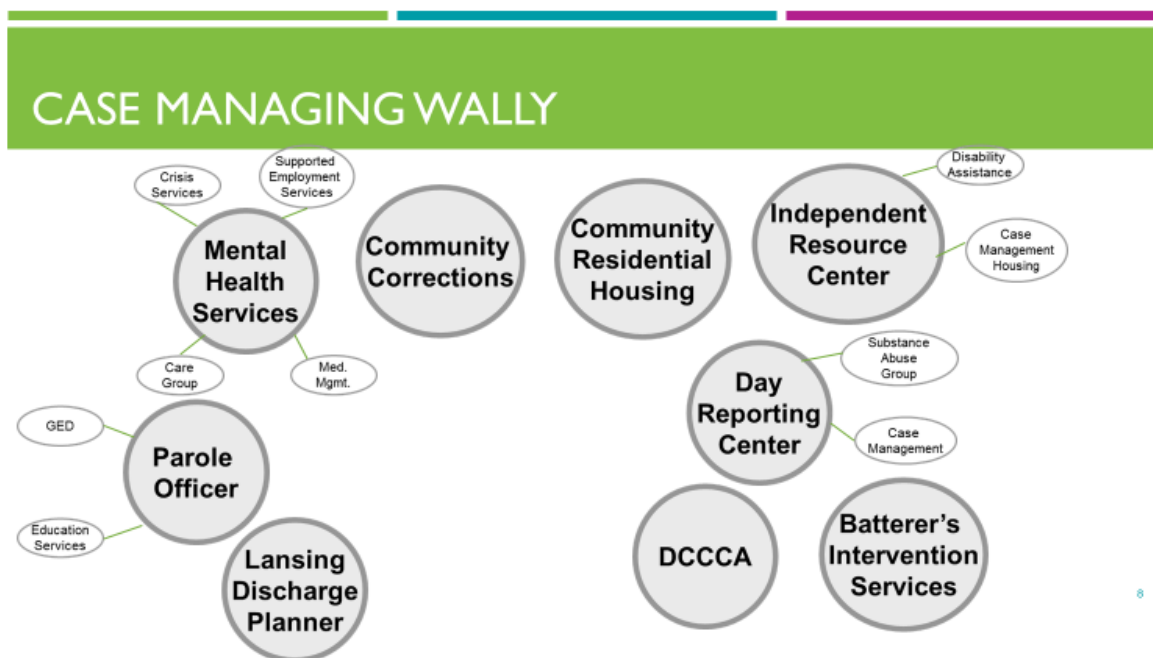
- Compliance with HIPAA, Federal and State laws and regulations
- Audit trail of all system interactions with review by Privacy and Security Officers
- Draft Releases of Information, NOIPS, and Policies and Procedures

I am also as well as being a Senior Management Analyst, I'm also the HIPAA and Healthcare Compliance Officer for Johnson County so I know way more about HIPAA than I ever wanted to know. Being involved in this project you start to understand all the different rules and regulations that apply to sharing client data, but I want to let you know that we have enlisted Spencer Fane Law Firm. They are our law firm that helps us with HIPAA and healthcare related issues. We have worked through every possible HIPAA 42 CFR Part 2, every other to find a way to appropriately and legally share client information where it's appropriate.

One of the other things that we provide to everybody is that this is the most heavily audited application in Johnson County government. When you think of our Mental Health Department, you think of our IDD services, our Public Health Department; we are audited more frequently than they are. Twice a month we have an audit that is completed of random sampling of users. There is an audit trail that's naturally kept for up to six years per HIPPA. We've updated releases of information, Notices of Privacy Practices, so that all of our departments are letting our clientele know how their information is being used.

September 17, 2018

Commissioner Bynum said when we join in this interlocal agreement, then that audit helps us as well, is that right? **Mr. Schneweis** said that is correct.



This was Hannes's favorite. I always include this. This was Hannes's favorite slide whenever he and I would present. It's the Case Managing Wally. We actually had a client that was in Johnson County government that when we started linking all the data systems together, what we found out was that this individual was working between—because we also have some state data that comes into My Resource Connection, patrol data. This individual was touching almost 16 different organizations at some point. They had at one point eight different Case Managers that they were working with which if you can think of that, you're talking probably about eight different Case Plans, eight different Treatment Plans, and these are some of the examples of the different organizations that this individual had touched. When you think about some of these Case Managers were not communicating, this individual was being pulled in a bunch of different directions and their likelihood of being successful is diminished.

The goal being that we would like to make it again where it's legally appropriate. Let people know because the more coordinated care you provide, the more holistic care you provide, the greater the possibilities of them reaching their goals.

Commissioner Philbrook said one thing of course I'm seeing missing is homelessness. Yes, I would bring it up because I'm on that board, The Greater Kansas City Coalition and Homelessness. Since we have been looking to plug in with wraparound services and you're talking to Kansas City, MO—is Jackson County on that bandwagon too or just KCMO? **Mr. Schneweis** said right now just the city of Kansas City, MO. The goal is to bring Jackson County into the fold. We just haven't reached that point yet. **Commissioner Philbrook** said this is not the time to talk about that, but you know I'm going to want to talk to you about CORE4 and I would appreciate a conference. **Mr. Schneweis** said absolutely.

MYRC SNAPSHOT

My Resource Connection
Collaborating for Success
A resource hosted by Johnson County, Kansas

Sign Out | Send Message
Welcome Chris | Select Language

Home Clients Services Jobs Apartments Map

Name Address Caseworker System ID Bookmarks

Last Name: First Name: Go Reset advanced

Results for bookmark: IMED-ACT BehlHth Incident Past60Days and Active COR CRT MNH - 5 records found << >>

ClientID	ClientName	BirthDate	Age	Sex	Race	Dept/Div	System	SystemID	SourceDate
230039775				Female	White	EMS/MED-ACT	IMAGETREND	FB5-201709...	11/01/2017
230050710				Male	Other Race	EMS/MED-ACT	IMAGETREND	FB5-201611...	11/01/2017
230034725				Female	White	EMS/MED-ACT	IMAGETREND	FB5-201710...	11/01/2017
230042802				Male	Other Race	EMS/MED-ACT	IMAGETREND	FB5-201709...	11/01/2017
230039681				Female	White				

select: all none selected: itinerary map directions transit remove bookmark

A red flag indicates this individual is a "mutual" client with another program.

Mr. Schneweis said this is an example. This is actually screenshots of what My Resource Connection looks like. Naturally all the identifying information has been blanked out so you cannot identify who somebody is. Once you're logged into the application when you pull clientele, you're going to have the red flags that are next to the client ID. That's how individuals know that this is mutual client. That's what we call our mutual client flag.

September 17, 2018

My Resource Connection
Collaborating for Success
A resource hosted by Johnson County, Kansas

Welcome Chris | [Sign Out](#) | [Send Message](#)
[Select Language](#)

Home | **Clients** | Services | Jobs | Apartments | Map

Name | Address | Caseworker | System ID | [Bookmarks](#)

Last Name: First Name: Go Reset advanced

Results for Birthdate = and matched last four SSN - 5 records found << >>

ClientID	ClientName	BirthDate	Age	Sex	Race	Dept/Div	System
260000471				Female	White	OLATHEPD/Mental Health	OLATHEPDHCALL
180003373				Female		MNH	MYAVATAR
230039681				Female	White	EMS/MED-ACT	IMAGETREND

Address

Address Type	Address	City, State Zip	map>>	27 client(s) at this address>>	parcel info>>
Residential 1		Olathe, KS 66061		map>>	27 client(s) at this address>>
Residential 2		OLATHE, KS 66062		map>>	21 client(s) at this address>>
Residential 3		Olathe, KS 66061		map>>	21 client(s) at this address>>
Residential 4		LEAVENWORTH, KS 66048		map>>	27 client(s) at this address>>

Incident on 09/08/2017 12:29PM

Job Search Links for 66061: [Monster>>](#) [CareerBuilder>>](#) [Craigslist>>](#) [Claz.org>>](#)

Contact Info

Phone (Client)
Phone (Client)
Phone (Client)
Phone (MED-ACT Point of Contact)
Email (MED-ACT Point of Contact)

Expand a client record to obtain more detail about the client and the services they are receiving.

Services

Begin Date	End Date	Service Type	Service Provider Org	St
09/08/2017 12:29PM	09/08/2017 12:29PM	Treated Transported by EMS (ALS) to Shawnee Mission Medical Center -- Poisoning/Drug Ingestion	MED-ACT	DV
08/28/2017 10:49PM	08/28/2017 10:49PM	Patient Refused Care -- Poisoning/Drug Ingestion	MED-ACT	TY
08/24/2017 11:12AM	08/24/2017 11:12AM	Treated Transported by EMS (ALS) to Overland Park Regional Medical Center -- Pain	MED-ACT	TY

In this case this individual, they're involved with—in Johnson County we have the co-responders which are mental health professionals that are embedded in our Police Departments. This individual has interacted with the Olathe co-responders. That's this first one right here. They are currently a consumer of our Mental Health Department and then right here what we're looking at is their information from our Med-Act. If you notice, this individual has been—we get what's called our first impression because an EMT cannot diagnose you. They can simply show up on scene, based on the systems you are showing here's what we think is going on. As you notice here, this individual was treated and transported to Shawnee Mission Medical for possible poison drug ingestion. They had previously had a call where they refused to be treated. Based on HIPPA and the rules and regulations around that, Mental Health can be notified of these Med-Act runs because this would fall under the continuity of care.

One of the things built into the application is when this EMT or when this Med-Act call went out, that night when the data gets brought into My Resource Connection and gets matched together, we fire off an email to this Mental Health Case Manager saying—we don't put identifiers in there, but we say you need to go to My Resource Connection because you now have a new mutual client that you need to check on.

September 17, 2018

My Resource Connection
Collaborating for Success
A resource hosted by Johnson County, Kansas

Sign Out | Send Message
Welcome Chris | Select Language

Home Clients Services Jobs Apartments Map

Name Address Caseworker System ID

Last Name: First Name: Go Reset advanced

Results for Birthdate = and matched last four SSN - 5 records found

ClientID	ClientName	BirthDate	Age	Sex	Race	Dept/Div	System
260000471				Female	White	OLATHEPD/Mental Health	OLATHEPDBHCALL
180003373				Female		MNH	MYAVATAR
230039681				Female	White	EMS/MED-ACT	IMAGETREND

Address Address Type Address City, State Zip

Residential 1 Olathe, KS 66061 map>> 27 client(s) at this address>> parcel info>>

Residential 2 Olathe, KS 66062 map>> 27 client(s) at this address>> parcel info>>

Olathe, KS 66061 map>> 21 client(s) at this address>> parcel info>>

LEAVENWORTH, KS 66048 map>>

Olathe, KS 66061 map>> 27 client(s) at this address>> parcel info>>

>> CareerBuilder>> Craigslist>> Claz.org>>

Service Provider Org

ported by EMS (ALS) to Shawnee Mission Medical Center -- Poisoning/Drug Ingestion MED-ACT D

ed Care -- Poisoning/Drug Ingestion MED-ACT T

ported by EMS (ALS) to Overland Park Regional Medical Center -- Pain MED-ACT T

ported by EMS (ALS) to Olathe Medical Center -- Other OB/Gyn MED-ACT M

ported by EMS (ALS) to Olathe Medical Center -- Respiratory Distress MED-ACT K

ported by EMS (ALS) to Olathe Medical Center -- Respiratory Distress MED-ACT L

y Distress MED-ACT A

/Psychiatric Disorder MED-ACT T

MED-ACT S

MED-ACT A

MED-ACT W

ported by EMS (ALS) to Shawnee Mission Medical Center -- Nausea/Vomiting (Unknown Etiology) MED-ACT C

ed Care -- No Apparent Illness/Injury MED-ACT K

ed Care -- No Apparent Illness/Injury MED-ACT W

Send Message

To: med-actqa@jocogov.org

From: chris.schneweis@jocogov.org

Title: MyRC Client Initials: KR (IMAGETREND System ID: FB5-20170808-1152)

Message:

Send Cancel

Click on the service coordinator's email address to send them a message.

When we do that, this would allow whoever the Case Manager is and in this case I'm the one logged in, to also send communication internal to the application. Now I can reach out to you. It's only going to identify their system ID number and their initials and I can put in there I'm the Mental Health Case Manager, I got this alert and work to find out what additional information I can find out about this individual. We've had tremendous success with this since we've started doing these emails alerts. It's making Case Management much more efficient and as I'm sure you guys are aware, interventions work a lot better when they're timely. If they find out two weeks from now that this individual had that Med-Act call, it's a little too late to act on it. If they can act on it the very next day, they're going to have a lot better success with what interventions they want to put in place.

September 17, 2018

STAKEHOLDERS

- EMS
- Health Department
- Wyandot Inc.
- Community Corrections & Courts
- Police Department
- Community Service Providers

Mr. Howze said just a partial initial list of stakeholders here, potential internal to the UG. We have our EMS group that has expressed an interest in this. We've talked with the Fire Chief and staff, certainly the Health Department, Wyandot Inc. as you will hear in just a second, Community Corrections & Courts, Police Department potential applications, and other community service providers. As Johnson County has been doing this now for a decade, I think the number of folks who are interested and active on this system continues to grow and can see value from it.

WYANDOT INC.

Randy Callstrom, Executive Director

- Progress towards myRC launch
- Benefits from Wyandot Inc. Perspective
 1. RSI connection with Johnson County and UG services
 - Increased access to client information
 - Increased care coordination and collaboration
 2. Access to database of resources

Randy Callstrom, Executive Director Wyandot, Inc., said we are very close to connecting with My Resource Connection through RSI, our Crisis Stabilization Center. The goal of that is really twofold. One, for our staff at RSI to be able to pretty easily and readily check and see

September 17, 2018

someone who comes into our site from Johnson County if there are no clients at Johnson County Mental Health Center likewise if they are involved with probation, the court system or if they were recently booked or discharged from the Johnson County jail, we would love to see that information available here in Wyandotte County as well. Then, we will be moving on to the other organizations underneath the Wyandotte umbrella including Wyandot Center, our adult services and PACES, our children services.

As Chris said earlier, all the HIPPA and legalities have been worked out to the lawyers satisfaction. We think it's going to be a great way for us to connect with Johnson County. We think it's an awesome way to connect with EMS and the court system and jail here in Wyandotte County.

NEXT STEPS

- Commission approval of interlocal agreement
- Complete contract
 - Funded by UG Commission for 2018 (\$15,000) and 2019 (\$30,000)
- Convene stakeholders
- Initiate implementation (2019)



Mr. Howze said Next Steps; again, because this is a contract between jurisdictions it requires Commission approval. Casey, I don't know if there is anything you want to say. **Casey Meyer, Assistant Counsel**, said I don't need to say much other than this is just a simple request for you to adopt the resolution which will authorize Mayor Alvey to enter into the agreement.

Chairman Markley said as it says on our agenda, we've already funded this and as it says up here, we funded it so this isn't a budget request. It's a request for us to approve the contract. **Ms. Meyer** said correct.

September 17, 2018

Commissioner Johnson said the database will be managed by Johnson County. Is that a correct assumption? **Mr. Schneweis** said yes. **Commissioner Johnson** said okay, so the monies we're paying—we're paying from the UG to Johnson County just for clarification. Okay, very good.

Commissioner Philbrook said the list of folks that we have on here as stakeholders and then the other section at the bottom, the Community Service Providers; I want to understand who all this money is really covering when we say the UG is a stakeholder and all of these under this including the Community Service Providers, that's kind of pretty catchall will be covered. If you have like Avenue for Life involved, is that a stakeholder, do they need to pay on top of? **Ms. Van Liew** said no, when we say stakeholders we don't mean umbrella under the UG. Wyandot, Inc. has their own separate contract with My Resource Connection for example. **Commissioner Philbrook** said that's what I want to know. **Ms. Van Liew** said right. Those included with our contract would just be departments of the Unified Government. **Commissioner Philbrook** said the other ones will have possibility of being on contract with you for a certain amount of money for certain however many—I guess I don't want to ask right now, but later on I would like for you guys to tell me a little bit on the basis of how you create those contracts because we're going to have a whole bunch of people that need to be involved in this and sign on to this. Probably some of them already are, but not all of them. **Ms. Van Liew** said we're looking at a phased approach so this first phase of 2019 being EMS, Health Department, and Corrections and then expanding from there because there will be a lot of different entities that could potentially play in this sandbox.

Commissioner Philbrook said I know it's very complicated and I understand more than I want to understand so I appreciate that. I will reiterate, I do want to talk to you guys a little bit more about that so I understand better what's going on so I can make comments to those folks who could sign on to it. **Ms. Van Liew** said yes, that would be great.

Action: **Commissioner Kane made a motion, seconded by Commissioner Johnson, to approve.**

Commissioner Bynum said one quick comment, what we're you going to say and then I have a comment.

September 17, 2018

Mr. Callstrom said I was going to say I would be happy to talk to any of the commissioners about Wyandot, Inc's. process and signing into My Resource Connection and how that's gone.

Commissioner Bynum said I was just going to say quickly, I was working for Wyandot, Inc. in 2012 or before when I saw this presentation so I'm grateful that it's here finally six years later or more, probably seven or eight, because it was clear to me at that time the value. I'm really happy that we have a motion and a second.

Roll call was taken and there were five "Ayes," Philbrook, Johnson, Kane, Bynum, Markley.

Item No. 2 – 18403...ORDINANCE: MODIFY CURRENT STANDING COMMITTEE TIMES

Synopsis: An ordinance modifying current standing committee meeting times to clarify that the Economic Development & Finance Committee would meet immediately after the earlier Neighborhood & Community Development Committee; and the Administration & Human Services Committee would meet immediately after the earlier Public Works & Safety Committee, submitted by Jeffrey Conway, Assistant Counsel. In addition, if an earlier committee is not meeting that day, the later committee would move into the 5:00 pm slot for that day.

Chairman Markley said I don't know why they didn't do this a million years ago. It's brilliant.

Action: **Commissioner Johnson made a motion, seconded by Commissioner Kane, to approve.** Roll call was taken and there were five "Ayes," Philbrook, Johnson, Kane, Bynum, Markley.

Commissioner Philbrook asked could we say what it is. **Chairman Markley** said do you want to give the 30 second overview of what we just approved?

Jeffrey Conway, Assistant Council, said as a new employee I wanted to bring you the simplest and easiest, so I appreciate that. Really, what it does is just aligns the language of the authorization for the procedures of the Commission to what your current practices are. When you take the two committees and you stack them up, instead of having to wait until 7:00 p.m. and things like that, it just changes the language, so you can go one after the other and there is no problem with any potential open meetings problem. **Chairman Markley** said that's so we never have to wait if we get done with our first committee early, we can go right into the second instead of sitting around and waiting for a certain time to roll around.

Item No. 3 – 18400...RESOLUTION: MODIFY EXISTING 2018-2020 STANDING COMMITTEES SCHEDULE

Synopsis: A resolution modifying the existing 2018-2020 schedule for standing committee meetings to reflect that start times for both the Economic Development & Finance and the Administration & Human Services standing committee meetings would be moved up to start at the conclusion of the earlier standing committee meetings, submitted by Jeffrey Conway, Assistant Council. Also, if the earlier committee meeting is cancelled, the later committee meeting can start at 5:00 pm.

Action: **Commissioner Philbrook made a motion, seconded by Commissioner Johnson, to approve.** Roll call was taken and there were five “Ayes,” Philbrook, Johnson, Kane, Bynum, Markley.

Item No. 4 – 18402...CHARTER ORDINANCE: PROPOSED REVISIONS TO TRANSIENT GUEST TAX

Synopsis: A charter ordinance proposing revisions to the Transient Guest Tax, submitted by Kathleen VonAchen, Chief Financial Officer. On August 27, 2018, the Administration and Human Services Standing Committee, chaired by Commissioner Markley, directed staff to revise the proposed charter ordinance and present the following month.

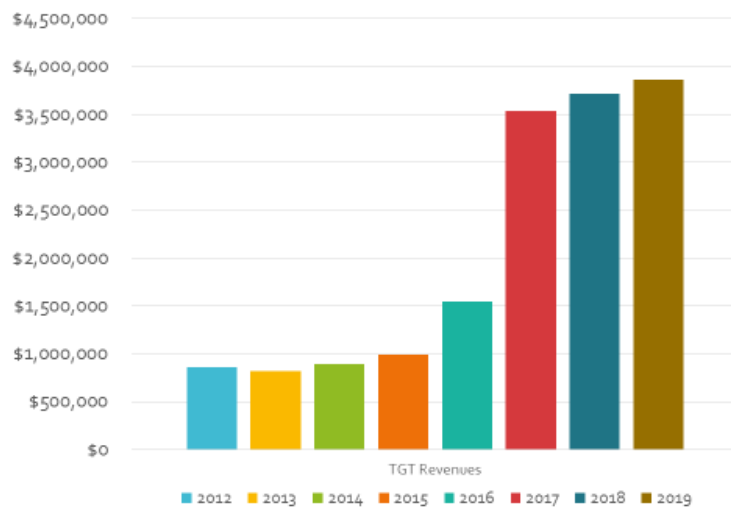
TRANSIENT GUEST TAX

ADMINISTRATIVE ORDINANCE CHANGES

UG ADMINISTRATION COMMITTEE, SEPTEMBER 17, 2018

Kathleen VonAchen, Chief Financial Officer, said this is a follow-up item on the Transient Guest Tax ordinance. We are proposing some wording changes or administratively changes to the ordinance.

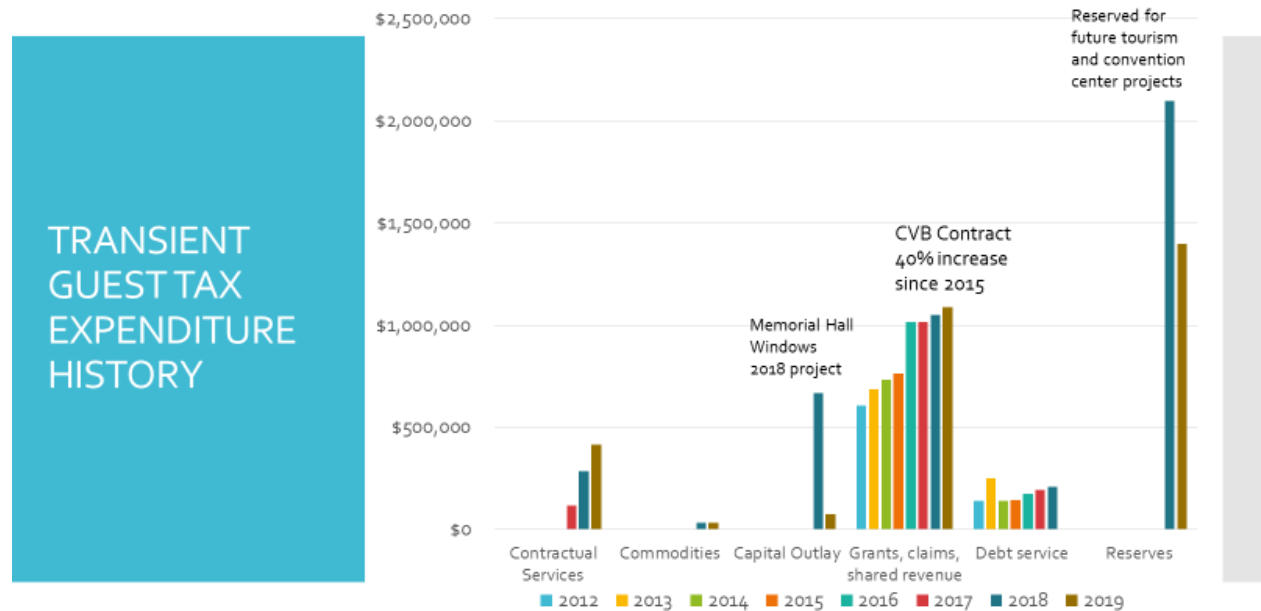
TRANSIENT GUEST TAX REVENUE HISTORY



We're bringing this back. I just wanted to provide you a visual of the differences—or what's prompting us to change the ordinance slightly. We're not changing the rate. Back in 2017 we started collecting Transient Guest Tax revenue as a result of the area where the STAR bonds

September 17, 2018

financed the Legends Shopping area. You can see that in 2017 it jumped up quite a bit with the additional \$2M each year coming into the fund.



Here is a little bit of history on how we've been spending the Transient Guest Tax money in accordance with the ordinance. Here's the CVB, the Convention & Visitors Bureau contract roughly increased 40% since 2015. We're in the middle of doing a Memorial Hall Windows project which explains this jump in the Capital category. These are all just Reserves for future tourism and convention center projects which are not designated specifically.

PROPOSED REVISIONS TO EXISTING TGT ORDINANCE

- Broader language to allow for support of other convention centers in addition to existing Jack Reardon Civic Center
- Provide Board of Commissioners with more budgetary flexibility of how the revenues are to be spent
 - Additional revenues now being collected as a result of the payoff in December 2016 of STAR bonds that financed the Legends shopping area
 - Reflect provisions of the current CVB contract with a minimum level of resources of \$1,050,000 dedicated to tourism promotion
- Add language to strengthen the administrative collection of the short-term rental TGT
- Allow to pledge TGT revenues for redevelopment districts via "pay-go" approach; only for economic development related to tourism promotion

Based on the conversation and direction of this committee, we added one sentence to the proposed revisions which was to allow for just a minimum level of funding for tourism promotion in order to ensure that funding level that is currently in place continues into the future. It doesn't set a max, it's just ensuring that funding continues. We also took out any kind of wording regarding expanding tourism related economic development. We took out the word expanded. Everything else was the same.

BOARD OF COMMISSIONERS ACTION ON PROPOSED ORDINANCE

- Recommend approval by the Administration Committee, to be forwarded to the Board of Commissioners on September 27, 2018 for their adoption
- Two publications required, September 20 and 27
- Goes into effect 61 days after 2nd publication unless a protest petition is filed with the UG Clerk by 10% of the electorate who voted in the preceding general election demanding that the proposed charter ordinance be submitted to the electorate of KCK requiring a majority vote for final approval

With that, I recommend your approval.

Action: **Commissioner Kane made a motion, seconded by Commissioner Johnson, to approve.**

September 17, 2018

Commissioner Philbrook said I want to thank you for making those adjustments so we do have a minimum. We did have that concern and thank you for addressing that.

Roll call was taken and there were five “Ayes,” Philbrook, Johnson, Kane, Bynum, Markley.

Adjourn

Chairman Markley adjourned the meeting at 7:10 p.m.

dt

September 17, 2018



Staff Request for Commission Action

Tracking No. 18515

Full Commission Meeting Date: 12/13/18

Committee: Administration & Human Services

Date of Standing Committee Action: 11/26/18

(If none, please explain):

Publication Required: No

<u>Date:</u>	<u>Contact Name:</u>	<u>Contact Phone:</u>	<u>Contact Email:</u>	<u>Department/Division:</u>
11/14/2018	James Bain	x5077	jbain@wycokck.org	Legal

Item Description:

Ordinance amending Sec. 30-225 through 30-265 of the Code of the Unified Government. The proposed change would modernize and update the Private On-Site Wastewater Systems regulations.

Highlights of changes:

- Meets minimum standards for design and construction as outlined by the Kansas Department of Health & Environment (KDHE).
- Allows for holding tanks, which are necessary in several recently developed areas.
- Replaces outdated Perc soil test with updated soil profile tests
- Licensing of contractors
- Permitting in order to begin construction
- Enforcement of code violations

Action Requested:

To approve the ordinance.

Budget Impact: (if applicable)

Amount:

Source:

Included In Budget:

Other (explain):

Attachments List:

Article VII Ordinance Amendment Summary, Ordinance Memo, septic ordinance.clean, septic ordinance.redline

Summary of Ordinance No. _____

On December 6, 1018, the Unified Government of Wyandotte County/Kansas City, Kansas adopted Ordinance No. _____, relating to updating regulations, provisions, and standards for the construction and installation of private on-site wastewater systems including licensing requirements for contractors and allowing for holding tanks. The Ordinance amends Sections 30-228, 30-229, 30-233, 30-234, 30-235, 3-0237, 30-238, 30-262, and 30-265; and the Ordinance created a new section 30-224. A complete copy of this ordinance is available online at www.wycokck.org or during normal business hours at City Hall, 701 N. 7th Street, Kansas City, KS 66101. The ordinance is not subject to a protest petition. This summary has been reviewed and certified by the Chief Counsel of the Unified Government.

Kenneth J. Moore, Chief Counsel



**LEGAL DEPARTMENT of the UNIFIED GOVERNMENT OF
WYANDOTTE COUNTY/KANSAS CITY, KANSAS**

**Ninth Floor-Municipal Office Building
701 North Seventh Street
Kansas City, Kansas 66101
Phone (913) 573-5060
Fax (913) 573-5243**

**Chief Counsel
Kenneth J. Moore**

**Deputy Chief Counsel
Angela J. Lawson
Misty S. Brown**

**Senior Counsel
Henry E. Couchman Jr.
Patrick M. Waters**

**Assistant Counsel:
Jane A. Wilson
Susan Q. Alig
Wendy M. Green
Casey L. Meyer
Daniel E. Kuhn
Jeffrey Conway
Kathryn M. Devlin
James Bain**

**Prosecutors
Meaghan Shultz
Victoria Meyer**

SUMMARY

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

FROM: James Bain
Assistant Counsel

DATE: November 14, 2018

RE: Proposed changes to private on-site wastewater systems regulations

Summary of Proposed Changes:

- Formalizes the construction permitting process including application requirements, field data standards, and on-site inspection.
- Requires septic tank installers to be licensed and outlines the licensing procedure.
- Aligns the UG Code with minimum state standards.
- Allows sewage holding tanks for commercial businesses.
- Modernizes and specifies requirements for absorption fields, location of septic tank, capacity, and soil tests.

ORDINANCE NO.

AN ORDINANCE relating regulations, provisions, and standards for the construction and installation of private on-site wastewater systems including licensing requirements for contractors and allowing for holding tanks; amending original sections 30-228, 30-229, 30-233, 30-234, 30-235, 3-0237, 30-238, 30-262, and 30-265; and creating a new section 30-224, of the Code of the Unified Government of Wyandotte County/ Kansas City, Kansas.

WHEREAS, the Unified Government of Wyandotte County/Kansas City, Kansas wishes to update its regulations, provisions, and standards for the construction and installation of private on-site wastewater systems to ensure the public health and welfare of its citizens; and

WHEREAS, the Unified Government of Wyandotte County/Kansas City, Kansas supports adhering to minimum standards for design and construction published by the State of Kansas while also embracing the evolution of advances and future technologies in the area of private on-site wastewater systems while also; and

WHEREAS the Unified Government Public Health Department must ensure installers and contractors are competent in constructing safe and effective private on-site wastewater systems;

and

WHEREAS, Kansas statutes allow municipalities to create and administer their own code governing private on-site wastewater systems.

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

Section 1. That Article VII of Chapter 30 of the Code of the Unified Government of Wyandotte County/Kansas City, Kansas, be and it is hereby amended to create a new Section 30-224 entitled “Definitions” and shall read as follows:

Sec. 30-224. Definitions.

In addition to the words, terms and phrases elsewhere defined in this chapter, the following words, terms and phrases as used in this chapter shall have the following meanings:

Absorption Field: a configuration of on-site trenches installed to absorb sewage effluent from a septic tank or other sewage solids removal device.

Absorption Pit: a pit or hole in which gravel is placed, which receives sewage effluent.

Absorption Trench: a trench that is laid to convey and distribute septic tank effluent.

Alternative On-Site Sewage Management System: any on-site sewage management system which has been approved by the Health Department, and has proven reliability and performance in field use, but which differs in design or operation from approved conventional septic tank and absorption-field systems.

Approval or Approved: accepted or acceptable by the Health Department in accordance with applicable specifications stated herein or with additional criteria accepted by the Department.

Authorized Representative: any employee of the Unified Government Public Health Department who is designated by the Health Officer to administer this code.

Available Sewer: any Public Sewer within 200 feet of a building which is permitted by the owner of the public sewer to be connected to the public sewer system.

Board of County Commissioners: the Unified Government Board of Commissioners.

Board of Health: the Unified Government Board of Commissioners

Chamber System: an absorption field that utilizes vaulted plastic chambers rather than gravel.

Composting Toilet: a biological composting unit used for the disposal of human excreta.

Conventional On-Site Sewage Management System: a system that includes a septic tank, absorption field, and all other elements intended to be used for management and disposal of sewage on-site.

Domestic Sewage: sewage originating primarily from non-commercial kitchens, bathrooms, and laundry sources, including waste from food preparation, dishwashing, garbage grinding, toilets, baths, showers, and sinks.

Experimental or Innovative On-Site Sewage Management System: any on-site sewage management system which has been approved by the Health Department and is installed for testing and observation.

Floodplain: the 100-year Floodplain.

Grade: the ratio of vertical drop of pipe invert, trench bottom, or ground surface to the horizontal distance transversed.

Grease Trap: a device that captures grease in sewage and from which the grease may be removed for proper disposal.

Industrial or Commercial Wastes: any wastes produced as a by-product of any industrial or commercial process or operation, other than domestic sewage.

Installer License: an annual license issued by the Health Department authorizing an individual to install, construct, repair, or alter on-site sewage management systems in Wyandotte County, Kansas.

KDHE: the Kansas Department of Health and Environment.

Lateral Rock: washed gravel or washed crushed stone ranging in size from three fourths (3/4) inch to two (2) inches in diameter (p.12, KDHE Bulletin 4-2, or as amended).

Lot: the smallest basic portion of a subdivision or other tract of land, normally intended to be developed and transferred individually.

Multi-Family Building: any building intended to be occupied as living quarters by more than one family.

The following words and phrases, when used in this code, shall have the meanings ascribed to them in this section, unless indicated otherwise.

Non-Public Water Supply: all water supplies for domestic uses that do not meet the definition of Public Water Supply.

Non-Residential Building: any building intended to be utilized for business, religious, or commercial purposes, which is not intended to be occupied by one or more persons as living quarters.

On-Site Sewage Management System: a conventional, alternative, experimental, or innovative sewage disposal system which serves a single-family residential building or a single nonresidential building.

Package Plant: an approved watertight structure installed underground to receive, agitate and aerate sewage from a building sewer, effecting separation and organic decomposition of sewage solids and discharging effluent to an absorption field.

Private Water Supply: any water supply line which is privately owned and not owned by a public water supply.

Public Water Supply: a system for delivery to the public of piped water for human consumption.

PVC: polyvinyl chloride.

Sanitary Code: rules, standards and regulations adopted by the Unified Government designed to minimize or control those environments and environmental conditions that may adversely affect

the health and well-being of the public. Such environments and environmental conditions may include but are not restricted to: wastewater and wastewater disposal; water supply; food and food handling.

Septic Tank: an approved watertight structure installed underground to receive sewage from a building sewer, effecting separation and organic decomposition of sewage solids and discharging effluent to an absorption field.

Sewage Holding Tank: a watertight receptacle used to contain domestic sewage discharged from a building which has a water supply and does not discharge to an On-Site Sewage Management System or Public Sewer.

Sewage Vault: a watertight receptacle used to contain sewage generated from a building which does not have a water supply and does not discharge to an On-Site Sewage Management System or Public Sewer.

Single Family Residential Building: any building intended to be occupied by one family as living quarters.

Toilet: a sanitary fixture meeting Health Department and plumbing code requirements for receipt and conveyance of human body wastes.

Water Supply Main: any water line, including the water meter, which is owned by a public water supply.

Water Well: any excavation that is drilled, cored, bored, washed, driven, dug, jetted, or otherwise constructed when the intended use of such excavation is for the location, diversion, artificial recharge or acquisition of groundwater.

(Code 1988, § 30-275; Ord. No. O-46-05, § 1, 6-2-2005)

Section 2. That Sections 30-228 of Chapter 30 of the Code of the Unified Government of Wyandotte County/Kansas City, Kansas, be and is hereby amended to read as follows:

Sec. 30-228.

(a) *Permit and License.*

- 1) Applications for Permits and Licenses. All persons required by this code to obtain a permit or license shall make application for such permit or license to the Health Department on standard forms provided for that purpose.

- 2) Issuance of Permit or License. After receipt of an application for a permit or license required by this code, the Health Officer shall begin such investigations and inspections as he/she shall deem necessary to determine whether the permit or license should be issued or denied and shall issue or deny the permit or license within a reasonable period, depending upon information and data requested. If the permit or license is denied, the Health Officer shall send the applicant a written notice with the reasons for denial stated thereon.
- 3) Permit Non-transferable. No permit or license required by this sanitary code shall be transferable, nor shall any fees required and paid therefore be refunded.
- 4) Errors and Omissions.
 - i. The issuance of a permit shall not prevent the Health Department from thereafter requiring the correction of errors in plans and specifications or from preventing construction activity being carried on there under when such activity would be in violation of this code or of any other code or resolution or from revoking any permit or license when issued in error.
 - ii. The Health Department may, in writing, suspend or revoke a permit issued under provisions of this code whenever the permit is issued in error or based on incorrect information provided by the applicant.
- 5) Standard Fees. For the purpose of defraying all or part of the costs of administration of this code, the County Administrator shall establish a schedule of fees for all permits and licenses required by the code, payable upon submission of the application for such permit or license.

(b) *Notices, Orders.*

- 1) Notice of Violations. Whenever the Health Officer determines that there has been, or is likely to be, a violation of any provisions of this code, he/she shall give notice of such alleged violation. The notice:
 - i. Shall be in writing;
 - ii. Shall identify the code violation and the factual basis therefore;
 - iii. Shall specify necessary corrective action;
 - iv. Shall specify a reasonable period for performance of any corrective action and/or work required by the notice; and
 - v. Shall be properly served upon the owner or occupant of the premises; provided, that such notice shall be deemed properly served upon such owner or occupant when a copy thereof has been sent by registered or certified mail to the last known

address of the owner or occupant as identified on the latest county tax rolls. If properly addressed and mailed, the failure of an owner or occupant to actually receive or sign for receipt of such notice shall not affect the validity of service of such notice.

The failure of the Health Officer to serve such a notice upon the owner or occupant shall not be a defense to any criminal prosecution for violation of any provision of this code.

- 2) **Emergency Orders.** Whenever the Health Officer finds that an emergency exists which requires immediate action to protect the public health, he/she may, without notice or hearing, issue an order reciting the existence of such an emergency and require that such action be taken as he/she may deem necessary to meet the emergency, including the suspension of the permit. Notwithstanding any other provisions of this code, such order shall be effective immediately and shall be enforceable in Wyandotte County District Court.
- (c) *Records.* Permit Applications. Applications for permits or licenses required by this code shall be filed with the Health Department.
- (d) *Disclaimer of Liability.* This code shall not be construed or interpreted as imposing upon the County or any city adopting this code its officials or employees (1) any liability or responsibility for damages to any property; or (2) any warranty that any system, installation or portion thereof that is constructed or repaired under permits and inspections required by this code will function properly. In addition any employee charged with the enforcement of this code, acting in good faith and without malice in the discharge of his or her duties, shall not thereby be personally liable and is hereby relieved from personal liability for damage that may occur to any person or property as a result of any act required by this code in the discharge of his or her duties.
- (e) *Separability.* No decision of a Court of competent jurisdiction declaring any section, subsection, paragraph, sentence, clause or phrase of this code invalid, shall affect the remaining portion of this code, which shall remain in full force and effect; and to this end the provisions of this code are hereby declared to be severable and shall be presumed to have been adopted knowing that the part of section declared invalid would be so declared.

(Code 1988, § 30-276; Ord. No. O-46-05, § 1, 6-2-2005)

Section 3. That Sections 30-229 of Chapter 30 of the Code of the Unified Government of Wyandotte County/Kansas City, Kansas, be and are hereby amended to read as follows:

Sec. 30-229. Permits Required.

- (a) No person shall be issued a building permit without having first obtained from the Health Department a permit to construct an on-site sewage management system. A fee shall be charged by the Health Department for the on-site sewage management system permit.
- (b) No person shall construct, repair or alter an on-site sewage management system without obtaining a construction permit for such purpose from the Health Department. No permit for the construction, repair or alteration of an on-site sewage management system shall be issued until the Health Department has inspected and approved the site and the proposed location and design of the on-site sewage management system. A fee shall be charged by the Health Department for the service. No on-site sewage management system constructed, altered or repaired may be covered totally or in part until it has been inspected and approved by the Health Department. The system may be inspected by the Health Department at any stage of construction. Permits for the repair, or alteration of an on-site sewage management system shall be valid for six months from the date issued. Permits for new construction of an on-site sewage management system shall be valid for one year from the date issued.
- (c) All applicants, or agents for the applicants, will be required to sign an application form to acknowledge the on-site sewage management system must be inspected and installed according to the approved plan and requirements of the Wyandotte County Sanitary Code.
- (d) No house or structure shall be occupied or used until a final inspection shows the on-site sewage management system has been approved by the Health Department.

(e) Data Requirements

- 1) Residential. The following shall be submitted to and accepted by the Health Department before issuance of a permit to construct an onsite sewage management system:
 - i. An application form including the following: a) Name, address and phone number of applicant and owner. b) Location of building site, including legal description and number of bedrooms in the home.
 - ii. A drawing of the lot or site, showing:
 - A. Overall dimensions of the lot.
 - B. Location of buildings, driveways and geographical features near the proposed absorption field.
 - C. Location and type of all water supplies, and location of all water service lines.

- D. Layout of entire on-site sewage management system, including septic tank, absorption field, interconnecting lines, and *I* or any other components.
 - E. Location of foundation footing or any other non-sewage drain(s).
 - F. An arrow indicating North direction.
 - iii. Other supportive data or information required by the Health Department.
- 2) Non-Residential. The following data shall be submitted to and accepted by the Health Department prior to issuance of a permit to construct an on-site sewage management system:
 - i. An application form including the following:
 - A. Name, address and phone number of applicant and owner.
 - B. Location of building site, including legal description with section, township and range.
 - ii. A site plan of the entire property under development showing:
 - A. Overall dimensions of the lot, area in square feet.
 - B. Location of buildings, structures, driveways, parking, access roads, loading areas, receptacle locations, buffers, public and private easements and any geographical features near the proposed on-site sewage management system.
 - C. Location and type of all water supplies and location of all water service lines.
 - D. Layout of entire on-site sewage management system, including septic tank, absorption field, interconnecting lines, and/or any other components.
 - E. Location of foundation footing or any other non-sewage drain(s)
 - F. An arrow indicating North direction.
 - iii. Other supportive data or information required by the Health Department, including but not limited to size of building, type of establishment, anticipated water usage and peak daily sewage flow, whether the sanitary facilities are for private and/or public use, an estimate of the maximum number of customers, employees, etc., all water-using equipment or appliances, the specific use of the facilities including identification of any industrial or commercial wastes that may be discharged from the building, existing and proposed topography, and proposed drainage.

(f) Field Data Requirements

- 1) Water Table Borings. Borings to determine groundwater elevation in low areas may be required by the Health Department. Borings shall be made to a minimum depth of seven (7) feet. Water table elevations shall not be recorded until sufficient time has elapsed for stabilization of groundwater (such stabilization in clay soils may require several hours or overnight). Location, identification number and depth to water table shall be recorded on the plat or site plan which may indicate topography, if required. Other records of water table elevation, including seasonal peaks, may be submitted or required.
- 2) Rock Borings. Where surface outcroppings or subsurface rock or hard-pan exist or are suspected, a sufficient number of borings to a minimum depth of four (4) feet may be required by the Health Department to determine if such conditions may interfere with installation, performance or repair of the proposed on-site sewage management system. Boring locations and data shall be recorded by number on the plat or site plan which may indicate topography, if required.
- 3) Evidence of the presence of water in the borings shall negate the use of conventional on-site sewage management systems in that area. Innovative or alternative systems may be reviewed on an individual basis. Evidence of rock in the borings may negate the use of a conventional on-site sewage management system in that area.
- 4) Soil or groundwater test holes for an on-site sewage management system shall be required, reviewed, and approved by the Director of the Health Department. Soil analysis and other field tests may be required. The number, depth and location shall be determined by the Health Department. If test holes are left unattended, they shall be "benched" for safety reasons (see Figure A).
- 5) The location of the house must be staked or flagged as well as any other out planned or existing outbuildings.

Section 4. That Sections 30-233 of Chapter 30 of the Code of the Unified Government of Wyandotte County/Kansas City, Kansas, be and is hereby amended to read as follows:

Sec. 30-233. Sewage Generally.

(a) *Disposal of Domestic Sewage.*

- (1) Foundation drain water or other non-sewage, or surface water must not go into the septic tank or on-site sewage management system. Only domestic sewage shall be permitted to discharge to an approved on-site sewage management system.

- (2) No household, industrial or commercial wastes shall be discharged into any watercourse, impoundment, storm sewer or public thoroughfare. The discharge of sewage into cesspools, absorption pits, abandoned wells, cisterns, streams, or upon the surface of the ground shall be prohibited. In no case shall treated or untreated sewage, or the effluent from a septic tank or on-site sewage management system, be permitted to drain directly or indirectly into a ditch or stream, nor shall it be allowed to surface or run or drain across any adjacent land.
- (3) In the event that a failure of an on-site sewage management system occurs, and it is determined by the Health Department that the system cannot be repaired, then either connection to a public sewer shall be made or a new approved on-site sewage management system shall be installed.
- (4) On-site sewage management systems shall be maintained in sanitary condition by regular maintenance and/or repair.
- (5) No two or more residential and/or non-residential buildings shall be connected to the same on-site sewage management system without written approval from the Health Department or KDHE.
- (6) All onsite wastewater systems shall be designed, constructed and operated in accordance with standards set forth in KDHE Bulletin 4-2 "Minimum Standards for Design and Construction of Onsite Wastewater Systems" published March 1997, as amended, by KDHE and Kansas State University Agricultural Experiment Station and Cooperative Extension Service. KDHE Bulletin 4-2 is hereby adopted by reference and is included herein as an Appendix to this Code.

(b) *Toilets.*

- (1) Every newly constructed residential building shall be provided with at least one flush toilet in accordance with the provisions of this regulation.
- (2) Flush toilets shall at all times be provided with sufficient water and pressure to provide adequate flushing.
- (3) Composting toilets or electrically incinerating toilets may be approved by the Health Department on an individual basis only if the use of such devices does not create a public health nuisance.

Section 5. That Sections 30-234 of Chapter 30 of the Code of the Unified Government of Wyandotte County/Kansas City, Kansas, be and is hereby amended to read as follows:

Sec. 30-234. - Alternative and experimental private on-site wastewater systems.

- (a) Consideration of Alternative Systems. Where appropriate, and after thorough assessment of alternatives, the Health Department will consider alternative on-site sewage management systems and / or site modifications for conventional or alternative systems in areas of marginal suitability.
- (b) Priorities. Priority consideration will be given to those proposals for alternative sewage disposal systems whose implementation may resolve existing sewage management problems.
- (c) Review and Approval of Alternative On-Site Sewage Management Systems. Those desiring to install an alternative on-site sewage management system may be required to submit the following information to the Health Department:
 - 1) Plans and specifications including type and location of site modifications, along with any engineering, laboratory, or field data required.
 - 2) Provisions for a backup system, including reservation of undisturbed space.
 - 3) Any additional information required for complete understanding and decision formulation by the Health Department.

If the proposal for the system is approved, those making application will be informed by the Health Department of responsibilities for maintenance and of any monitoring procedures deemed appropriate by the Health Department. Reduction of water usage by installation of water conserving fixtures and devices may be required.

- (d) Experimental and Innovative on-site sewage disposal systems. The Health Department may consider proposals for the use of experimental and innovative on-site sewage management systems for testing and observation.
- (e) The Health Department may require the alternative, experimental and innovative on-site sewage disposal systems to be designed by a professional engineer and may ask for review of the proposal by KDHE.
- (f) Maintenance Requirements. Any owners and/or operators of any alternative or experimental on-site sewage management systems permitted after the effective date of this Sanitary Code shall maintain a contract for, at a minimum, the annual inspection of the system and pertinent components and prescribed maintenance with a licensed installer, licensed maintenance technician, or representative of the manufacturer of the system. A copy of the inspection report, along with a report of any corrective actions taken as prescribed by the inspection report, shall be filed with the Health Department within sixty (60) calendar days of the date of inspection.

- (g) *Sewage Lift Pumps*. In the event that the sewage generated from a building or residence cannot be plumbed to an absorption field or sanitary sewer by gravity, then a sewage lift pump with the necessary appurtenances as determined by the Health Department may be required. The pump chamber must be sealed, odor proof and watertight.
- (h) *Aeration Systems (Package Plants)*. The use of preassembled aeration systems, usually referred to as "package plants," may be approved by the Health Department. When used individually in a residential installation, their volume shall be equal to or greater than that required of a septic tank. The effluent shall be discharged to an absorption field as required for septic tanks. Their flow-through ability must not be affected by a power failure. If the effluent from the package plant is not discharged to an on-site sewage management system, then a permit is required from KDHE before the package plant can be installed.
- (i) *Cesspools and Absorption Pits*. Cesspools and absorption pits shall be prohibited for new or permanent installations.
- (j) *Portable Toilets*. Portable toilets equipped with holding or storage tanks, chemical or otherwise, shall be prohibited except on a temporary basis as determined acceptable by the Health Department. Portable holding tanks serving camping, recreation vehicles, and boats are acceptable.
- (k) *Sewage Holding Tanks*.
- 1) Sewage holding tanks shall be permitted only for commercial businesses on a case-by-case basis determined by the Health Department, and only when it is not possible or feasible to utilize any other type of on-site sewage management system or connect to any public sewer. A written permit for the use of any sewage holding tank shall be required by the Health Department. The Health Department retains the right to revoke any said written permit at any time.
 - 2) All sewage holding tanks shall be pumped out by septage waste haulers who have been licensed by the Health Department.
 - 3) All sewage holding tanks shall be a minimum of one thousand five hundred (1,500) gallon capacity and shall be equipped with an alarm system which alerts the owner and or operator before the sewage holding tank causes overflow of septage onto the surface of the ground, or backup of septage into the building it serves.
- (l) *Sewage Vaults*. Sewage vaults shall be permitted by the Health Department on a case-by-case basis. Sewage vaults may be permitted for camping or recreational areas. All sewage vaults shall be a minimum of one thousand (1,000) gallon capacity and shall be pumped out by septage waste haulers who have been licensed by the Health Department. A permit shall be required for the construction of a sewage vault. No water supply shall be connected to the sewage vault.

- (m) *Sanitary Privies*. No person, company, or corporation or institution shall excavate, drill, construct or use or permit to be constructed or used any well, pit mine shaft or subsurface excavation for the disposal of untreated or inadequately treated domestic sewage.

(Code 1988, § 30-282; Ord. No. O-46-05, § 1, 6-2-2005)

Section 6. That new sections 30-235 to 30-238 are hereby created, and that Article VII of Chapter 30 of the Code of the Unified Government of Wyandotte County/Kansas City, Kansas be and is hereby amended to read as follows:

Sec. 30-235 – Installer license required.

- (a) No person shall install, construct, repair, or alter an on-site sewage management system without having first obtained an annual installer license from the Health Department. An annual fee shall be charged by the Health Department for the license.
- (b) An installer license may be issued to a commercial contractor or homeowner. A homeowner shall install, repair, or alter an on-site sewage management system located on his/her property only.
- (c) A licensed installer shall be on site at all times when an on-site sewage management system is being installed, constructed, repaired, or altered.
- (d) The licensed commercial contractor shall be responsible for informing the property owner regarding recommended maintenance of an on-site sewage management system that the contractor installs, repairs, or alters.
- (e) No person shall receive an installer license from the Health Department without having first passed a written examination. A minimum of seventy (70) percent of the answers on the written examination shall be answered correctly to receive the installer's license.
- (f) Written examinations may be taken at any time during the calendar year. Any person wishing to take a written examination may do so by making an appointment with the Health Department. There will be a test fee for taking the examination.
- (g) Annual licenses shall expire on December 31 of the calendar year in which they are issued. The annual license fee shall be the same for any fraction of the year as for the entire year.
- (h) *Installer License Revocation*. A license may be revoked for continued failure to comply with the requirements of this Sanitary Code.

(Code 1988, § 30-283; Ord. No. O-46-05, § 1, 6-2-2005)

Secs. 30-236 - Septic Tanks

- (a) All septic tanks shall be designed and constructed according to the specifications set forth by the Kansas Department of Health and Environment's Bulletin 4-2.
- (b) There shall be no permanent structure (patio, building, driveway, etc.) over the tank, lateral or other part of an on-site wastewater system (p. 6, KDHE Bulletin 42, or as amended).
- (c) All abandoned or unused septic tanks, cesspools, seepage pits, or other holes that have received wastewater shall be emptied and plugged following procedures described in K-State Research and Extension bulletin MF-2246 (p. 6, KDHE Bulletin 4-2, or as amended).
- (d) Compacting of the absorption field during placement of the septic tank shall be avoided (p. 9, Bulletin 4-2, or as amended).
- (e) Where natural soil is not suitable, tanks shall be placed on a bed of at least four (4) inches of sand, pea gravel, or crushed non-corrosive granular material. Material shall be no larger than two (2) inches in diameter (p. 9, KDHE Bulletin 4-2, or as amended).
- (f) Septic tanks shall be watertight (p. 7, KDHE Bulletin 4-2, or as amended).
- (g) Special Considerations for Fiberglass, Fiberglass Reinforced Polyester, and Polyethylene Tanks (p. 9, KDHE Bulletin 4-2, or as amended):
 - 1) All tanks shall be sold and delivered by the manufacturer completely assembled.
 - 2) Tanks shall be structurally sound and support external forces as specified above when empty and internal forces when full. Tanks shall not deform or creep resulting in deflection more than 5 percent in shape as a result of loads imposed.
 - 3) Tanks and all below grade fittings and connections shall be water tight.
 - 4) Plastic tanks shall not be used in high or seasonally high water tables (p. 10, KDHE Bulletin 4-2, or as amended).
 - i. Fiberglass or plastic septic tanks shall be installed according to the manufacturer's specifications to ensure that the installation will not void the manufacturer's warranty.
- (h) *Location.* The septic tank shall be located as set forth in Table I. No septic tank shall be installed after the effective date of this Sanitary Code within:
 - 1) Ten (10) feet of any house or other building.

- 2) Twenty-five (25) feet of any public water main, water meter (p. 4, KDHE Bulletin 4-2, or as amended), or in-ground swimming pool. ~ ~
 - 3) Fifty (50) feet of any private water well, surface water course, creek bank, stream, pond, river, or lake (p. 4, KDHE Bulletin 4-2, or as amended).
 - 4) One hundred (100) feet of any public water supply well or suction line (p. 4, KDHE Bulletin 4-2, or as amended).
 - 5) Any floodplain.
 - 6) The Health Department, after site inspection, may stipulate greater separation than cited herein, due to adverse on-site conditions including location of a well on-site or nearby, site configuration or structural placement, sub-surface soil characteristics, and/or groundwater interference.
- (i) *Capacity.* The minimum liquid capacity of septic tanks shall be sized as follows:
(p. 6, Table 7, KDHE Bulletin 4-2, or as amended):
1 to 3 bedrooms: 1,000 gallons
4 bedrooms: 1,200 gallons
5 bedrooms: 1,500 gallons
- (j) *Foundation and Backfill.* Septic tanks shall be installed level on a foundation that will prevent settling. Where natural soil is not suitable, tanks shall be placed on a bed of at least four (4) inches of sand, pea gravel, or crushed non-corrosive granular material. Material shall be no larger than two (2) inches in diameter (p. 9, KDHE Bulletin 4-2, or as amended). Backfill shall be free of voids, stumps, broken masonry or other such materials. The lid of the tank shall be covered with earth.
- (k) *Access and Inspection.* Septic tanks shall have an access manhole with twenty (20) inches minimum dimension for each compartment that shall extend to the surface of the ground. When any opening larger than eight (8) inches extends to the surface, that opening shall be child and tamper-resistant. Ways to accomplish this include lids weighing at least sixty-five (65) pounds, locks, or anchors that are not removable without special tools (p. 8, KDHE Bulletin 4-2, or as amended).
- (l) *Inlet Pipe.* The inlet invert should be located at least three (3) inches above the liquid level in the tank. A vented inlet tee shall be used to divert the incoming sewage downward. It shall extend at least twelve (12) inches below the liquid level, but the penetration must not be greater than that provided by the outlet device.
- (m) *Outlet Pipe.* The outlet device shall extend eighteen (18) inches below the liquid surface. A vented outlet tee shall be provided.
- (n) *Sealed.* A watertight seal shall be made around the inlet and outlet pipes with a rubber gasket or bonding compound that will adhere both to the concrete septic tank and the

exterior surfaces of the inlet and outlet pipes. The lid shall be sealed to the walls of the tank. Any holes in the tank shall be sealed so that the tank is watertight.

- (o) The top of the septic tank shall be a maximum of twelve (12) inches from the finished grade (KDHE Bulletin 4-2, p. 7, or as amended).

Septic tanks are illustrated in Figure B.

(Code 1988, § 30-284; Ord. No. O-46-05, § 1, 6-2-2005)

Sec 30-237 - Absorption Fields

- (a) *Area Computation.* The following criteria shall be used to determine the amount of absorption field required:

1) Single Family Residential Buildings

- i. Alternative systems. Alternative systems which have been approved by the Health Department may be required if either or both of the following conditions are present:

- A. Heavy clay: the soil type in the absorption site is a heavy clay series (as determined by the USDA Soil Survey of Wyandotte County), with or without slope; or
- B. Slowly permeable soil with level surface area: the soil type in the absorption site is of any slowly permeable soil series (0.2 inches per hour or less, as determined by the USDA Soil Survey of Wyandotte County) and the undisturbed absorption site has a level surface area.

ii. Conventional Septic Tank-Lateral Field Systems

- A. Conventional sequential step-down septic tank-lateral field systems may be utilized in sloping, slowly permeable soils. The absorption field in those conditions shall be sized as listed below:

Number of bedrooms	1	2	3 or more	For each bedroom beyond 3
Square feet of absorption trench	500	1000	1500	+ 500
Linear feet of 3' wide trench	167	334	500	

- B. Conventional septic tank-lateral field systems may be utilized in sloping or level moderately to rapidly permeable soils (as determined by the USDA Soil Survey of Wyandotte County). The absorption field in those conditions shall be sized as listed below:

Number of bedrooms	1	2	3 or more	For each bedroom beyond 3
Square feet of absorption trench	400	800	1200	+ 400
Linear feet of 3' wide trench	134	267	400	

- 2) *Non-Residential Buildings*. Requirements for the size of absorption field shall be determined by the Health Department. Professional manuals such as the EPA Design Manual, International Plumbing Code, or the Uniform Plumbing Code may be referred to for guidance to help determine adequate sizing. When expected non-farm water usage exceeds ten thousand (10,000) gallons per month, the owner(s) of the establishment shall construct a dual absorption field system according to Health Department regulations.
- 3) *Multi-Family Buildings*. Requirements for the size of absorption fields which will serve multi-family buildings (i.e., group homes, foster homes, etc.) shall follow the same sizing requirements as for a single-family residence. When expected non-farm water usage exceeds ten thousand (10,000) gallons per month, the owner(s) of the establishment shall construct a dual absorption field system according to Health Department regulations.
- 4) *Existing Buildings*. Absorption fields constructed or repaired which serve existing buildings shall follow the same absorption field sizing requirements as newly constructed buildings whenever possible. When site or area constraints will not allow adequate area to accomplish sizing requirements for new construction, then absorption fields shall be sized as large as physically possible to meet the same requirements as that of new construction. All other requirements for septic tank and absorption field construction and installation shall be required as stated within these regulations. e.
- 5) *Other*. The absorption field size shall be determined by the Health Department based on the anticipated loading, water use, and sewage produced. A minimum of three hundred (300) lineal feet of absorption trench shall be required.

(b) *Absorption Field Location Restrictions.* Unless otherwise approved by the Health Department, the absorption field shall be located as set forth in Table 1. Unless otherwise approved by the Health Department, no part of an absorption field installed after the effective date of this Sanitary Code shall be located within:

- 1) Ten (10) feet of any private water line, septic tank, foundation drain, buried utility line, driveway, property line, or drop-off.
- 2) Twenty-five (25) feet of any house or other building, water meter (p. 4, KDHE Bulletin 4-2, or as amended), or public water main.
- 3) Fifty (50) feet of any in-ground swimming pool, surface water course, creek bank, stream, river, pond, or lake (p. 4, KDHE Bulletin 4-2, or as amended).
- 4) One hundred (100) feet of any water well.
- 5) Absorption fields shall not be installed in the floodplain nor where groundwater or adverse geological formations may interfere with the absorption of treated sewage or result in the contamination of groundwater by sewage.
- 6) The Health Department may require that a licensed surveyor stake or flag the floodplain in areas where it is difficult to determine floodplain locations.
- 7) Absorption fields shall not be installed in areas subject to excessive surface water, ponding, or runoff, including but not limited to storm water and discharge from building gutters.
- 8) No absorption field, or any portion thereof, shall be placed within any fill material unless such fill material is specifically approved in writing by the Health Department prior to installation of the absorption field. Installation of any absorption field within fill material not approved by the Health Department may be cause for revocation of the onsite sewage management system construction permit.
- 9) The Health Department, after site inspection, may require variations of these distances due to adverse conditions relative to topography, subsurface soil characteristics, and/or groundwater sources. No part of the absorption field shall be covered by buildings or pavement or be used for vehicular traffic or parking.

(c) *Site Preparation.* The area in which the on-site sewage management system is proposed to be constructed shall not have any of the original topsoil removed from the area without specific written approval from the Health Department. Removal of topsoil from the area may be cause for revocation of the on-site sewage management system construction permit.

(d) General Requirements for Design and Construction of Absorption Fields

- 1) An absorption trench shall not exceed one hundred (100) feet in length from where it is fed unless specific approval is given by the Health Department.
- 2) Absorption trenches shall be between twenty-seven (27) inches and thirty-nine (39) inches in depth.
- 3) The trench shall be thirty-six (36) inches wide, unless otherwise specifically approved by the Health Department.
- 4) Installation of absorption trenches must be along contour lines that the level trenches of uniform depth can be constructed unless otherwise specifically approved by the Health Department.
- 5) There shall be a minimum of twelve (12) inches of earth cover over the lateral rock or chamber system and a maximum of twenty-four (24) inches of earth cover over the lateral rock or chamber system.
- 6) Excavation for absorption trenches in wet clay soils and smearing of trench walls and bottoms shall be avoided since reduced permeability may result and approvals may be voided thereby.
- 7) The ground surface of the absorption field area shall be so graded as to prevent the accumulation of surface water and to minimize the flow of surface water over the absorption field. Test holes, diverter ditches or flow control devices will be required under some circumstances. It may be necessary to prepare the ground for the absorption field, such as by removal of rocks, trees, or replacement of soil. The Health Department may require that the preparation work for the absorption field be inspected and approved prior to the installation of the absorption field.
- 8) There shall be a minimum of four (4) feet between the bottom of the absorption trench and any groundwater table.
- 9) There shall be a minimum distance of twelve (12) feet between absorption trench sidewalls, or fifteen (15) feet between trench centers, unless specifically approved by the Health Department.

(e) General Requirements for Field Layout Methods

- 1) Sequential Step-Down or "Overhead" Conventional System. This method is well suited to terrain with a slope. In this system, effluent is not distributed equally to all the absorption trenches. Instead, the trenches are filled sequentially, and diversion to

the next trench does not occur until the fluid level in the preceding trench reaches slightly above the top of the rock fill or chamber system.

- i. The overhead distribution line must be connected toward the center of each absorption trench, unless specifically approved by the Health Department.
 - ii. The overhead distribution line must be set on a firm foundation of undisturbed earth or compacted earth or sand. Gravel shall not be placed beneath the overhead line.
 - iii. The sequential system is illustrated in Figure C.
- 2) Level Field Conventional System. On flat terrain the level field method may be used. When this method is used, all distribution trenches shall be installed level and at the same elevation, shall not exceed one hundred (100) feet in length, and shall be connected at the ends to form a continuous system. A standard tee fitting shall be used to distribute treated sewage. A standard tee fitting shall be used to affect a juncture of the ends of any three distribution lines. The level field method is illustrated in Figure D.

(f) Additional Requirements for Absorption Fields Utilizing Lateral Rock

The following requirements are in addition to all other requirements noted within these regulations.

- 1) A fifteen (15) inch depth of three-fourths (3/4) to two (2) inch (p. 12, KDHE Bulletin 4-2, or as amended) washed lateral rock (i.e., aggregate) shall be provided in the bottom of the trench (as detailed in "c" below).
- 2) Perforated pipe shall be laid in the center of the lateral rock. Perforations shall be oriented toward the bottom of the trench.
- 3) Lateral rock shall be placed under the perforated pipe to a minimum depth of six (6) inches and shall extend the full length of the trench. Five (5) inches of lateral rock shall cover the perforated pipe.
- 4) A continuous layer of permeable material shall be placed over the lateral rock before backfilling with the earth cover. The permeable material shall be four (4) to six (6) inches of hay or straw, or another material approved by the Health Department.

(g) Additional Requirements for Absorption Fields Utilizing Chamber Systems

The following requirements are in addition to all other requirements noted within these regulations:

- 1) Inspection ports may be required by the Health Department for monitoring purposes.

- 2) The end plates of each chamber trench shall be constructed of plastic, made by the manufacturer of the chamber system, and shall be securely fastened to the chambers with screws.
- 3) All chamber systems located in sandy soils shall be required to have washed lateral rock, hay, straw, or filter fabric placed between the excavated trench and the outside sidewalls of the chamber units to prevent infiltration of soil into the chamber units.
- 4) The overhead distribution pipe shall be fed into the top of the chamber (unless otherwise specifically approved by the Health Department) with a standard PVC tee fitting. The PVC tee shall extend downward midway into the depth of the chamber.

(Code 1988, § 30-285; Ord. No. O-46-05, § 1, 6-2-2005)

Sec. 30-238 – Connections

- (a) *Size of sewage conduits.* Sewage conduits connecting component parts of on-site sewage management systems shall be a minimum of four (4) inches in diameter.
- (b) *Materials.* All pipe and fittings used in sewage conduits and/ or in absorption fields shall meet nationally-recognized standards for their designated use, such as standards published by the American Society for Testing and Materials or the National Sanitation Foundation and shall have been approved by the Health Department for use in on-site sewage management systems. Sewage conduits under driveways or similar areas of load or impact shall be of material capable of withstanding maximum anticipated loads. All perforated sewer pipe shall be constructed of PVC and shall be marked to indicate it meets or exceeds a three thousand (3,000) pound "crush test" rating. All non-perforated sewer pipe shall be constructed of PVC. All non-perforated sewer pipe from the building to the septic tank, and the first ten (10) feet exiting the septic tank, shall be marked to indicate it meets or exceeds a Schedule 40"pipe or heavier (p. 8, KDHE Bulletin 4-2, or as amended). All non-perforated sewer pipe beyond that point shall be marked to indicate it meets or exceeds an SDR-35 or three thousand five hundred (3,500) pound "crush test" rating. Construction. Sewage conduits (other than perforated pipe used in absorption fields) shall be installed with sealed, watertight, root-resistant joints and shall be laid on a firm foundation. This shall not be subject to settling and shall be installed at a grade not less than one-eighth ($1/8$) inch per foot. All pipe from the structure to the absorption field shall be laid "bells up" if bell-and-spigot pipe is used.
- (c) *Cleanouts.* Cleanouts shall be placed outside the building at the junction of the building drain and building sewer and at intervals not to exceed one hundred (100) feet between the building and septic tank
- (d) The building sewer shall not cross above or below any private water line and shall be a minimum horizontal distance often (10) feet from a private water line (p. 4, KDHE Bulletin 4-2, or as amended). The building sewer shall be covered by a minimum of twelve (12) inches of soil.

- (e) The building sewer shall not cross above or below any public water main and shall be a minimum horizontal distance of twenty-five (25) feet from any public water line or water meter (p. 4, KDHE Bulletin 4-2, or as amended), unless written approval is granted by the public water supplier.

(Code 1988, § 30-3286; Ord. No. O-46-05, § 1, 6-2-2005)

Secs. 30-239—30-261. - Reserved.

Section 7. That Sections 30-262 of Chapter 30 of the Code of the Unified Government of Wyandotte County/Kansas City, Kansas, be and is hereby amended to read as follows:

Sec. 30-262. - Location.

- (a) No new private on-site wastewater system shall be constructed, or any permit issued authorizing any such construction, if the lot or tract of ground does not meet all of the following requirements:
 - (1) The lot has an area of one acre or more (1/2 acre or more if platted prior to December 1, 1991), and subsurface absorption field is approximately centered with lot width, except as otherwise provided in subsection (b) of this section.
 - (2) The structure served by the proposed private wastewater system is located greater than 200 feet from a public lateral sanitary sewer, which crosses any portion of the property or is contained in a public right-of-way that abuts the property.
 - (3) A soil profile analysis is necessary to determine the existence and location of formations and to determine the suitability of the soil for a septic tank system. Such profile analysis shall be performed by the Unified Government Public Health Department or its authorized representative. The soil profile analysis shall be performed substantially in conformance with this section.
 - i. *Site conditions.* The following conditions shall be noted:
 - A. The soil texture and structure shall be analyzed to a depth of four feet.
 - B. The depth to the groundwater table, if encountered.
 - C. The depth to soil mottles, if encountered, which indicate a seasonal water table zone.

- D. The depth to the bedrock, if encountered.
 - ii. *Site tests.* At least three soil profile analysis holes will be conducted at the proposed sewage treatment site.
 - iii. *Suitability of soil.* The purpose of the analysis is to determine the suitability of the soil for the absorption of effluent and the leaching area required. The soil must have an acceptable drainage rate without interference from ground water or bedrock below the level of the absorption system. In general, the following conditions shall be met:
 - A. There shall be a maximum of 24 inches of coverage over lateral lines.
 - B. The minimum distance to the ground water table shall be at least four feet below the bottom of the absorption trench.
 - C. Bedrock shall be at a depth greater than four feet below the bottom of the absorption trench.
 - D. The natural slope of the land shall be less than 20 percent.
- (4) The normal level of the groundwater is more than ten feet below the surface of the ground and more than four feet below the bottom of the trench.
- (5) There is a minimum of six feet of pervious topsoil above any rock or impervious formation, or there is at least four feet of pervious formation below the bottom of the trench.
- (6) The lot is not subject to inundation with floodwaters, nor is it located in a low, poorly drained, swampy area.
- (b) The health officer may grant a variance to these requirements on a case-by-case basis after consideration of the quality of soil, length of lateral system, water saving devices, size of the tank, topography, conformance with community practice, and future sewer extension plans. In order to obtain such a variance, the property owner must submit a report from a professional engineer which recommends a certain system and states the reasons why, in the engineer's professional opinion, it is an adequate system. If, in the opinion of the health officer, the system proposed is adequate and there will be no degradation of surrounding properties, a variance may be granted.

(Code 1988, § 30-301; Ord. No. O-46-05, § 1, 6-2-2005)

Section 8. That Sections 30-265 of Chapter 30 of the Code of the Unified Government of Wyandotte County/Kansas City, Kansas, be and is hereby amended to read as follows:

Sec. 30-265. - Design and construction.

All conventional private on-site wastewater systems shall be constructed and designed to comply with the following requirements:

- (1) *Materials.* The septic tank shall be constructed of structurally sound, reinforced concrete and shall be watertight. Use of other materials may be permitted, if, in the opinion of the health officer, they are equal to, or better than, reinforced concrete.
- (2) *Liquid capacity.* The minimum liquid capacity shall be 2½ times the daily wastewater flow using 150 gallons per bedroom or 1,000-gallon tank, whichever is greater.
- (3) *Liquid depth.* The tank liquid depth (distance from outlet invert to bottom of tank) shall be at least three feet but shall not exceed 6½ feet.
- (4) *Inlets.* The invert of the inlet shall be located at least three inches above the invert of the outlet. The inlet shall be provided with a tee-fitting or baffle, which shall extend at least six inches below the liquid level and above the liquid level to one inch below the top of the tank lid.
- (5) *Outlet baffles.* There shall be a baffle or tee-fitting at the outlet end of the tank. The baffle or tee-fitting shall extend at least eight inches above the liquid level and 18 inches below the liquid level in the tank.
- (6) *Air space.* At least ten inches of air space shall be provided between the top of the liquid level and the bottom of the tank lid.
- (7) *Access.* Septic tanks shall have an access manhole with 20 inches minimum dimension for each compartment. All below grade attachments to the tank, fittings, risers, extensions and lid shall be watertight. The manhole shall be child and tamper resistant; lids weighing at least 65 pounds, locks or anchors that are not removable without special tools may be used to accomplish this.
- (8) *Minimum cover.* The top of the tank shall not be located less than four inches below finish grade.
- (9) *Inspection risers.* Risers no larger than six inches in diameter shall extend to the surface grade and be centered over the inlet and outlet tees.
- (10) *Inlet/outlet inserts.* All septic tanks shall be manufactured with a flexible insert for the inlets and outlets.
- (11) *Subsurface absorption field.* The subsurface absorption field shall be designed and constructed to conform with the standards in this section.

- (12) *Area.* No subsurface absorption field shall have less than 8500 square feet of effective absorption area. The health officer may increase the effective absorption area required based upon the percolation test and potential water usage.
- (13) *Minimum trench width.* The absorption trench shall be of uniform width and shall not be less than 24 inches or more than 36 inches wide.
- (14) *Maximum trench length.* No single trench shall be more than 100 feet in length.
- (15) *Trench spacing.* Absorption trenches shall have at least ~~eight~~ twelve feet of undisturbed soil between them.
- (16) *Depth of trenches.* No absorption trench shall be less than 27 4-inches or more than 39 6 inches deep unless approved in writing by the health officer.
- (17) *Trench bottom.* The bottom of the trench shall be level from end to end.
- (18) *Gravel.* A minimum of 152 inches of clean gravel or crushed stone three-fourths inch to 2 1½ inches in size shall be placed in all absorption trenches.
- (19) *Lateral trench.* A lateral trench shall be installed on top of at least six inches of clean gravel, sized from three-fourths inch to 2 1½ inches. Perforated pipe shall be laid on the top of and in the center of the six inches of clean gravel. An approved standard trench pipe of rigid PVC ten feet in length shall be used. The pipe shall be covered with six inches of the same type of clean gravel. All pipe shall be four inches in diameter and have at least a 3,000-pound crush rating.

(Code 1988, § 30-304; Ord. No. O-46-05, § 1, 6-2-2005)

Section 9. This ordinance shall take effect and be in full force after its passage, approval, and publication in the official Unified Government newspaper.

PASSED BY THE GOVERNING BODY OF THE UNIFIED GOVERNMENT
OF WYANDOTTE COUNTY/KANSAS CIYT, KANSAS

THIS _____ DAY OF _____, 2018.

David Alvey
Mayor/CEO

ATTEST:

Unified Government Clerk

Approved as to form:

Edward James Bain
Assistant Counsel

ORDINANCE NO. _____

AN ORDINANCE relating regulations, provisions, and standards for the construction and installation of private on-site wastewater systems including licensing requirements for contractors and allowing for holding tanks; amending original sections 30-228, 30-229, 30-233, 30-234, 30-235, 3-0237, 30-238, 30-262, and 30-265; and creating a new section 30-224, of the Code of the Unified Government of Wyandotte County/ Kansas City, Kansas.

WHEREAS, the Unified Government of Wyandotte County/Kansas City, Kansas wishes to update its regulations, provisions, and standards for the construction and installation of private on-site wastewater systems to ensure the public health and welfare of its citizens; and

WHEREAS, the Unified Government of Wyandotte County/Kansas City, Kansas supports adhering to minimum standards for design and construction published by the State of Kansas while also embracing the evolution of advances and future technologies in the area of private on-site wastewater systems while also; and

WHEREAS the Unified Government Public Health Department must ensure installers and contractors are competent in constructing safe and effective private on-site wastewater systems;

and

WHEREAS, Kansas statutes allow municipalities to create and administer their own code governing private on-site wastewater systems.

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

Section 1. That Article VII of Chapter 30 of the Code of the Unified Government of Wyandotte County/Kansas City, Kansas, be and it is hereby amended to create a new Section 30-224 entitled "Definitions" and shall read as follows:

Sec. 30-224. Definitions.

In addition to the words, terms and phrases elsewhere defined in this chapter, the following words, terms and phrases as used in this chapter shall have the following meanings:

Absorption Field: a configuration of on-site trenches installed to absorb sewage effluent from a septic tank or other sewage solids removal device.

Absorption Pit: a pit or hole in which gravel is placed, which receives sewage effluent.

Absorption Trench: a trench that is laid to convey and distribute septic tank effluent.

Alternative On-Site Sewage Management System: any on-site sewage management system which has been approved by the Health Department, and has proven reliability and performance in field use, but which differs in design or operation from approved conventional septic tank and absorption-field systems.

Approval or Approved: accepted or acceptable by the Health Department in accordance with applicable specifications stated herein or with additional criteria accepted by the Department.

Authorized Representative: any employee of the Unified Government Public Health Department who is designated by the Health Officer to administer this code.

Available Sewer: any Public Sewer within 200 feet of a building which is permitted by the owner of the public sewer to be connected to the public sewer system.

Board of County Commissioners: the Unified Government Board of Commissioners.

Board of Health: the Unified Government Board of Commissioners

Chamber System: an absorption field that utilizes vaulted plastic chambers rather than gravel.

Composting Toilet: a biological composting unit used for the disposal of human excreta.

Conventional On-Site Sewage Management System: a system that includes a septic tank, absorption field, and all other elements intended to be used for management and disposal of sewage on-site.

Domestic Sewage: sewage originating primarily from non-commercial kitchens, bathrooms, and laundry sources, including waste from food preparation, dishwashing, garbage grinding, toilets, baths, showers, and sinks.

Experimental or Innovative On-Site Sewage Management System: any on-site sewage management system which has been approved by the Health Department and is installed for testing and observation.

Floodplain: the 100-year Floodplain.

Grade: the ratio of vertical drop of pipe invert, trench bottom, or ground surface to the horizontal distance transversed.

Grease Trap: a device that captures grease in sewage and from which the grease may be removed for proper disposal.

Industrial or Commercial Wastes: any wastes produced as a by-product of any industrial or commercial process or operation, other than domestic sewage.

Installer License: an annual license issued by the Health Department authorizing an individual to install, construct, repair, or alter on-site sewage management systems in Wyandotte County, Kansas.

KDHE: the Kansas Department of Health and Environment.

Lateral Rock: washed gravel or washed crushed stone ranging in size from three fourths (3/4) inch to two (2) inches in diameter (p.12, KDHE Bulletin 4-2, or as amended).

Lot: the smallest basic portion of a subdivision or other tract of land, normally intended to be developed and transferred individually.

Multi-Family Building: any building intended to be occupied as living quarters by more than one family.

The following words and phrases, when used in this code, shall have the meanings ascribed to them in this section, unless indicated otherwise.

Non-Public Water Supply: all water supplies for domestic uses that do not meet the definition of Public Water Supply.

Non-Residential Building: any building intended to be utilized for business, religious, or commercial purposes, which is not intended to be occupied by one or more persons as living quarters.

On-Site Sewage Management System: a conventional, alternative, experimental, or innovative sewage disposal system which serves a single-family residential building or a single nonresidential building.

Package Plant: an approved watertight structure installed underground to receive, agitate and aerate sewage from a building sewer, effecting separation and organic decomposition of sewage solids and discharging effluent to an absorption field.

Private Water Supply: any water supply line which is privately owned and not owned by a public water supply.

Public Water Supply: a system for delivery to the public of piped water for human consumption.

PVC: polyvinyl chloride.

Sanitary Code: rules, standards and regulations adopted by the Unified Government designed to minimize or control those environments and environmental conditions that may adversely affect

the health and well-being of the public. Such environments and environmental conditions may include but are not restricted to: wastewater and wastewater disposal; water supply; food and food handling.

Septic Tank: an approved watertight structure installed underground to receive sewage from a building sewer, effecting separation and organic decomposition of sewage solids and discharging effluent to an absorption field.

Sewage Holding Tank: a watertight receptacle used to contain domestic sewage discharged from a building which has a water supply and does not discharge to an On-Site Sewage Management System or Public Sewer.

Sewage Vault: a watertight receptacle used to contain sewage generated from a building which does not have a water supply and does not discharge to an On-Site Sewage Management System or Public Sewer.

Single Family Residential Building: any building intended to be occupied by one family as living quarters.

Toilet: a sanitary fixture meeting Health Department and plumbing code requirements for receipt and conveyance of human body wastes.

Water Supply Main: any water line, including the water meter, which is owned by a public water supply.

Water Well: any excavation that is drilled, cored, bored, washed, driven, dug, jetted, or otherwise constructed when the intended use of such excavation is for the location, diversion, artificial recharge or acquisition of groundwater.

(Code 1988, § 30-275; Ord. No. O-46-05, § 1, 6-2-2005)

Section 2. That Sections 30-228 of Chapter 30 of the Code of the Unified Government of Wyandotte County/Kansas City, Kansas, be and is hereby amended to read as follows:

Sec. 30-228. Permits required. Administrative and General.

- (a) ~~Private on-site wastewater permit.~~ No person shall construct, alter, extend, or replace any private on-site wastewater system without first obtaining from the health officer a valid private on-site wastewater permit for such construction, alteration, extension, or replacement. No private on-site wastewater permit is required if an alteration or repair is made to influent or effluent lines anywhere between the building and ten feet from the outlet of a private on-site wastewater system; however, a plumbing permit may be required under sections 8-350 and 8-351.
- (b) ~~Building permit.~~ No building permit shall be issued authorizing any building construction on any property that is not served by a public sewer until a permit authorizing construction

~~of a private on-site wastewater system or a signed waiver for such a permit has been obtained from the health officer.~~

(a) Permit and License.

- 1) Applications for Permits and Licenses. All persons required by this code to obtain a permit or license shall make application for such permit or license to the Health Department on standard forms provided for that purpose.
- 2) Issuance of Permit or License. After receipt of an application for a permit or license required by this code, the Health Officer shall begin such investigations and inspections as he/she shall deem necessary to determine whether the permit or license should be issued or denied and shall issue or deny the permit or license within a reasonable period, depending upon information and data requested. If the permit or license is denied, the Health Officer shall send the applicant a written notice with the reasons for denial stated thereon.
- 3) Permit Non-transferable. No permit or license required by this sanitary code shall be transferable, nor shall any fees required and paid therefore be refunded.
- 4) Errors and Omissions.
 - i. The issuance of a permit shall not prevent the Health Department from thereafter requiring the correction of errors in plans and specifications or from preventing construction activity being carried on there under when such activity would be in violation of this code or of any other code or resolution or from revoking any permit or license when issued in error.
 - ii. The Health Department may, in writing, suspend or revoke a permit issued under provisions of this code whenever the permit is issued in error or based on incorrect information provided by the applicant.
- 5) Standard Fees. For the purpose of defraying all or part of the costs of administration of this code, the County Administrator shall establish a schedule of fees for all permits and licenses required by the code, payable upon submission of the application for such permit or license.

(b) Notices, Orders.

- 1) Notice of Violations. Whenever the Health Officer determines that there has been, or is likely to be, a violation of any provisions of this code, he/she shall give notice of such alleged violation. The notice:
 - i. Shall be in writing;
 - ii. Shall identify the code violation and the factual basis therefore;

- iii. Shall specify necessary corrective action;
- iv. Shall specify a reasonable period for performance of any corrective action and/or work required by the notice; and
- v. Shall be properly served upon the owner or occupant of the premises; provided, that such notice shall be deemed properly served upon such owner or occupant when a copy thereof has been sent by registered or certified mail to the last known address of the owner or occupant as identified on the latest county tax rolls. If properly addressed and mailed, the failure of an owner or occupant to actually receive or sign for receipt of such notice shall not affect the validity of service of such notice.

The failure of the Health Officer to serve such a notice upon the owner or occupant shall not be a defense to any criminal prosecution for violation of any provision of this code.

- 2) Emergency Orders. Whenever the Health Officer finds that an emergency exists which requires immediate action to protect the public health, he/she may, without notice or hearing, issue an order reciting the existence of such an emergency and require that such action be taken as he/she may deem necessary to meet the emergency, including the suspension of the permit. Notwithstanding any other provisions of this code, such order shall be effective immediately and shall be enforceable in Wyandotte County District Court.
- (c) Records. Permit Applications. Applications for permits or licenses required by this code shall be filed with the Health Department.
- (d) Disclaimer of Liability. This code shall not be construed or interpreted as imposing upon the County or any city adopting this code its officials or employees (1) any liability or responsibility for damages to any property; or (2) any warranty that any system, installation or portion thereof that is constructed or repaired under permits and inspections required by this code will function properly. In addition any employee charged with the enforcement of this code, acting in good faith and without malice in the discharge of his or her duties, shall not thereby be personally liable and is hereby relieved from personal liability for damage that may occur to any person or property as a result of any act required by this code in the discharge of his or her duties.
- (e) Separability. No decision of a Court of competent jurisdiction declaring any section, subsection, paragraph, sentence, clause or phrase of this code invalid, shall affect the remaining portion of this code, which shall remain in full force and effect; and to this end the provisions of this code are hereby declared to be severable and shall be presumed to have been adopted knowing that the part of section declared invalid would be so declared.

(Code 1988, § 30-276; Ord. No. O-46-05, § 1, 6-2-2005)

Section 3. That Sections 30-229 of Chapter 30 of the Code of the Unified Government of Wyandotte County/Kansas City, Kansas, be and are hereby amended to read as follows:

Sec. 30-229. ~~Requirements for private on-site wastewater permits.~~ Permits Required.

- ~~(a) *Application.* Any person desiring to obtain a private on-site wastewater permit to construct, alter, or extend a private on-site wastewater system shall make application for such a permit on forms provided by the health officer for this purpose.~~
- ~~(b) *Plans and specifications.* A complete and detailed schematic showing location of building, septic tank and lateral fields, length of laterals and separation between laterals of the new private on-site wastewater system or alteration shall be attached to each application for a private on-site wastewater system and shall be approved by the health officer before a private on-site wastewater permit is issued. If the system is installed or altered differently than the original schematic indicated, the installer shall amend the schematic to show the system as installed. In addition to a complete and detailed schematic drawing for all new systems, a plot plan showing total area, address and geographic location is required.~~
- ~~(c) *Application fee.* Every person making application for a private on-site wastewater permit to construct, alter, or extend a private on-site wastewater system shall pay a fee to the unified government treasurer. Such fee shall be established by the county administrator, and shall be paid at the time the application is submitted to the health department. No portion of the application fee shall be refunded should the private on-site wastewater permit be denied. All funds received from payment of such application fees shall be deposited in the health department general funds.~~

(Code 1988, § 30-277; Ord. No. O-46-05, § 1, 6-2-2005)

- (a) No person shall be issued a building permit without having first obtained from the Health Department a permit to construct an on-site sewage management system. A fee shall be charged by the Health Department for the on-site sewage management system permit.
- (b) No person shall construct, repair or alter an on-site sewage management system without obtaining a construction permit for such purpose from the Health Department. No permit for the construction, repair or alteration of an on-site sewage management system shall be issued until the Health Department has inspected and approved the site and the proposed location and design of the on-site sewage management system. A fee shall be charged by the Health Department for the service. No on-site sewage management system constructed, altered or repaired may be covered totally or in part until it has been inspected and approved by the Health Department. The system may be inspected by the Health Department at any stage of construction. Permits for the repair, or alteration of an on-site sewage management system shall be valid for six months from the date issued.

Permits for new construction of an on-site sewage management system shall be valid for one year from the date issued.

(c) All applicants, or agents for the applicants, will be required to sign an application form to acknowledge the on-site sewage management system must be inspected and installed according to the approved plan and requirements of the Wyandotte County Sanitary Code.

(d) No house or structure shall be occupied or used until a final inspection shows the on-site sewage management system has been approved by the Health Department.

(e) Data Requirements

1) Residential. The following shall be submitted to and accepted by the Health Department before issuance of a permit to construct an onsite sewage management system:

i. An application form including the following: a) Name, address and phone number of applicant and owner. b) Location of building site, including legal description and number of bedrooms in the home.

ii. A drawing of the lot or site, showing:

A. Overall dimensions of the lot.

B. Location of buildings, driveways and geographical features near the proposed absorption field.

C. Location and type of all water supplies, and location of all water service lines.

D. Layout of entire on-site sewage management system, including septic tank, absorption field, interconnecting lines, and / or any other components.

E. Location of foundation footing or any other non-sewage drain(s).

F. An arrow indicating North direction.

iii. Other supportive data or information required by the Health Department.

2) Non-Residential. The following data shall be submitted to and accepted by the Health Department prior to issuance of a permit to construct an on-site sewage management system:

i. An application form including the following:

- A. Name, address and phone number of applicant and owner.
- B. Location of building site, including legal description with section, township and range.
- ii. A site plan of the entire property under development showing:
 - A. Overall dimensions of the lot, area in square feet.
 - B. Location of buildings, structures, driveways, parking, access roads, loading areas, receptacle locations, buffers, public and private easements and any geographical features near the proposed on-site sewage management system.
 - C. Location and type of all water supplies and location of all water service lines.
 - D. Layout of entire on-site sewage management system, including septic tank, absorption field, interconnecting lines, and/or any other components.
 - E. Location of foundation footing or any other non-sewage drain(s)
 - F. An arrow indicating North direction.
- iii. Other supportive data or information required by the Health Department, including but not limited to size of building, type of establishment, anticipated water usage and peak daily sewage flow, whether the sanitary facilities are for private and/or public use, an estimate of the maximum number of customers, employees, etc., all water-using equipment or appliances, the specific use of the facilities including identification of any industrial or commercial wastes that may be discharged from the building, existing and proposed topography, and proposed drainage.

(f) Field Data Requirements

- 1) Water Table Borings. Borings to determine groundwater elevation in low areas may be required by the Health Department. Borings shall be made to a minimum depth of seven (7) feet. Water table elevations shall not be recorded until sufficient time has elapsed for stabilization of groundwater (such stabilization in clay soils may require several hours or overnight). Location, identification number and depth to water table shall be recorded on the plat or site plan which may indicate topography, if required. Other records of water table elevation, including seasonal peaks, may be submitted or required.
- 2) Rock Borings. Where surface outcroppings or subsurface rock or hard-pan exist or are suspected, a sufficient number of borings to a minimum depth of four (4) feet may be required by the Health Department to determine if such conditions may interfere

with installation, performance or repair of the proposed on-site sewage management system. Boring locations and data shall be recorded by number on the plat or site plan which may indicate topography, if required.

- 3) Evidence of the presence of water in the borings shall negate the use of conventional on-site sewage management systems in that area. Innovative or alternative systems may be reviewed on an individual basis. Evidence of rock in the borings may negate the use of a conventional on-site sewage management system in that area.
- 4) Soil or groundwater test holes for an on-site sewage management system shall be required, reviewed, and approved by the Director of the Health Department. Soil analysis and other field tests may be required. The number, depth and location shall be determined by the Health Department. If test holes are left unattended, they shall be "benched" for safety reasons (see Figure A).
- 5) The location of the house must be staked or flagged as well as any other out planned or existing outbuildings.

Section 4. That Sections 30-233 of Chapter 30 of the Code of the Unified Government of Wyandotte County/Kansas City, Kansas, be and is hereby amended to read as follows:

Sec. 30-233. ~~—Appeals of health officer's orders.~~ Sewage Generally.

(a) ~~—Hearing appeal.~~

- (1) ~~Any person aggrieved by any notice or order issued by the health officer under the provisions of this article may request and shall be granted a hearing on the matter before the unified government board of commissioners or a hearing officer appointed by the unified government board of commissioners, provided that such person shall file with the unified government clerk within ten days after the date of issuance of the notice or order a written petition requesting a hearing and setting forth the grounds upon which request is made and provide copy to the health officer within ten days after the date of issuance of the notice or order.~~
- (2) ~~The filing of the petition for hearing shall operate as a stay of the notice.~~
- (3) ~~Upon receipt of such petition, the unified government board of commissioners or designated hearing officer shall set a time and a place for such hearing and shall give the petitioner written notice thereof.~~
- (4) ~~At such hearing, the petitioner shall be given an opportunity to show why such notice should be modified or withdrawn.~~
- (5) ~~The hearing shall be commenced not later than ten days after the day on which petition was filed, provided that, upon request of the petitioner, the unified government board of commissioners or its designated hearing officer may postpone the day of the hearing for a reasonable time beyond the ten-day period, if, in its judgment, the petitioner has submitted good and sufficient reason for such postponement.~~

~~(b) *Findings of hearing officer.* After such hearing, the unified government board of commissioners or its designated hearing officer shall make findings as to compliance with the provisions of this article and shall issue an order, in writing, sustaining, modifying, or withdrawing the notice, and said order shall be served as provided in this article. Upon failure to comply with any orders sustaining or modifying the notice, the permit affected by the order shall be revoked.~~

(a) *Disposal of Domestic Sewage.*

- (1) Foundation drain water or other non-sewage, or surface water must not go into the septic tank or on-site sewage management system. Only domestic sewage shall be permitted to discharge to an approved on-site sewage management system.
- (2) No household, industrial or commercial wastes shall be discharged into any watercourse, impoundment, storm sewer or public thoroughfare. The discharge of sewage into cesspools, absorption pits, abandoned wells, cisterns, streams, or upon the surface of the ground shall be prohibited. In no case shall treated or untreated sewage, or the effluent from a septic tank or on-site sewage management system, be permitted to drain directly or indirectly into a ditch or stream, nor shall it be allowed to surface or run or drain across any adjacent land.
- (3) In the event that a failure of an on-site sewage management system occurs, and it is determined by the Health Department that the system cannot be repaired, then either connection to a public sewer shall be made or a new approved on-site sewage management system shall be installed.
- (4) On-site sewage management systems shall be maintained in sanitary condition by regular maintenance and/or repair.
- (5) No two or more residential and/or non-residential buildings shall be connected to the same on-site sewage management system without written approval from the Health Department or KDHE.
- (6) All onsite wastewater systems shall be designed, constructed and operated in accordance with standards set forth in KDHE Bulletin 4-2 "Minimum Standards for Design and Construction of Onsite Wastewater Systems" published March 1997, as amended, by KDHE and Kansas State University Agricultural Experiment Station and Cooperative Extension Service. KDHE Bulletin 4-2 is hereby adopted by reference and is included herein as an Appendix to this Code.

(b) *Toilets.*

- (1) Every newly constructed residential building shall be provided with at least one flush toilet in accordance with the provisions of this regulation.
- (2) Flush toilets shall at all times be provided with sufficient water and pressure to provide adequate flushing.

- (3) Composting toilets or electrically incinerating toilets may be approved by the Health Department on an individual basis only if the use of such devices does not create a public health nuisance.

Section 5. That Sections 30-234 of Chapter 30 of the Code of the Unified Government of Wyandotte County/Kansas City, Kansas, be and is hereby amended to read as follows:

Sec. 30-234. - Alternative and experimental private on-site wastewater systems.

- ~~(a) — *Sewage lift pump.* If the sewage generated from a building cannot flow to an absorption field or public sewer by gravity, then the health officer or director may require a sewage lift pump with the necessary appurtenances (e.g., grinder pump).~~
- ~~(b) — *Alternative systems.* Where appropriate, in the opinion of the health officer, especially if a proposal may resolve existing sewage management problems, and after thorough assessment of alternatives, the health officer may approve an alternative private sewage system.~~
- ~~(c) — *Experimental and innovative systems.* The health officer may approve a proposal for an experimental and innovative private sewage system, if, in the opinion of the health officer, sufficient justification exists.~~
- ~~(d) — *Water reduction.* The health officer may require installation of water conserving fixtures and devices.~~
- ~~(e) — *Certification.* The health officer may require that alternative or experimental and innovative sewage disposal systems be designed by a professional engineer and may ask for a review of the proposal by the state department of health and environment.~~
- ~~(f) — *Submittals.* Those persons wishing to install an alternative private sewage system or an experimental and innovative system must submit the following information to the health officer:
 - ~~(1) — Plans and specifications, including type and location of site modifications, along with engineering, laboratory, or field data, if required.~~
 - ~~(2) — Specifications for a backup system.~~
 - ~~(3) — Any additional information required by the health officer.~~~~
- ~~(g) — *Review and approval.* Approval may be subject to maintenance and monitoring requirements imposed by the health officer.~~
- (a) Consideration of Alternative Systems. Where appropriate, and after thorough assessment of alternatives, the Health Department will consider alternative on-site sewage management systems and / or site modifications for conventional or alternative systems in areas of marginal suitability.

- (b) Priorities. Priority consideration will be given to those proposals for alternative sewage disposal systems whose implementation may resolve existing sewage management problems.
- (c) Review and Approval of Alternative On-Site Sewage Management Systems. Those desiring to install an alternative on-site sewage management system may be required to submit the following information to the Health Department:
 - 1) Plans and specifications including type and location of site modifications, along with any engineering, laboratory, or field data required.
 - 2) Provisions for a backup system, including reservation of undisturbed space.
 - 3) Any additional information required for complete understanding and decision formulation by the Health Department.

If the proposal for the system is approved, those making application will be informed by the Health Department of responsibilities for maintenance and of any monitoring procedures deemed appropriate by the Health Department. Reduction of water usage by installation of water conserving fixtures and devices may be required.

- (d) Experimental and Innovative on-site sewage disposal systems. The Health Department may consider proposals for the use of experimental and innovative on-site sewage management systems for testing and observation.
- (e) The Health Department may require the alternative, experimental and innovative on-site sewage disposal systems to be designed by a professional engineer and may ask for review of the proposal by KDHE.
- (f) Maintenance Requirements. Any owners and/or operators of any alternative or experimental on-site sewage management systems permitted after the effective date of this Sanitary Code shall maintain a contract for, at a minimum, the annual inspection of the system and pertinent components and prescribed maintenance with a licensed installer, licensed maintenance technician, or representative of the manufacturer of the system. A copy of the inspection report, along with a report of any corrective actions taken as prescribed by the inspection report, shall be filed with the Health Department within sixty (60) calendar days of the date of inspection.
- (g) Sewage Lift Pumps. In the event that the sewage generated from a building or residence cannot be plumbed to an absorption field or sanitary sewer by gravity, then a sewage lift pump with the necessary appurtenances as determined by the Health Department may be required. The pump chamber must be sealed, odor proof and watertight.
- (h) Aeration Systems (Package Plants). The use of preassembled aeration systems, usually referred to as "package plants," may be approved by the Health Department. When used individually in a residential installation, their volume shall be equal to or greater than that

required of a septic tank. The effluent shall be discharged to an absorption field as required for septic tanks. Their flow-through ability must not be affected by a power failure. If the effluent from the package plant is not discharged to an on-site sewage management system, then a permit is required from KDHE before the package plant can be installed.

- (i) Cesspools and Absorption Pits. Cesspools and absorption pits shall be prohibited for new or permanent installations.
- (j) Portable Toilets. Portable toilets equipped with holding or storage tanks, chemical or otherwise, shall be prohibited except on a temporary basis as determined acceptable by the Health Department. Portable holding tanks serving camping, recreation vehicles, and boats are acceptable.
- (k) Sewage Holding Tanks.
 - 1) Sewage holding tanks shall be permitted only for commercial businesses on a case-by-case basis determined by the Health Department, and only when it is not possible or feasible to utilize any other type of on-site sewage management system or connect to any public sewer. A written permit for the use of any sewage holding tank shall be required by the Health Department. The Health Department retains the right to revoke any said written permit at any time.
 - 2) All sewage holding tanks shall be pumped out by septage waste haulers who have been licensed by the Health Department.
 - 3) All sewage holding tanks shall be a minimum of one thousand five hundred (1,500) gallon capacity and shall be equipped with an alarm system which alerts the owner and or operator before the sewage holding tank causes overflow of septage onto the surface of the ground, or backup of septage into the building it serves.
- (l) Sewage Vaults. Sewage vaults shall be permitted by the Health Department on a case-by-case basis. Sewage vaults may be permitted for camping or recreational areas. All sewage vaults shall be a minimum of one thousand (1,000) gallon capacity and shall be pumped out by septage waste haulers who have been licensed by the Health Department. A permit shall be required for the construction of a sewage vault. No water supply shall be connected to the sewage vault.
- (m) Sanitary Privies. No person, company, or corporation or institution shall excavate, drill, construct or use or permit to be constructed or used any well, pit mine shaft or subsurface excavation for the disposal of untreated or inadequately treated domestic sewage.

(Code 1988, § 30-282; Ord. No. O-46-05, § 1, 6-2-2005)

Section 6. That new sections 30-235 to 30-238 are hereby created, and that Article VII of Chapter 30 of the Code of the Unified Government of Wyandotte County/Kansas City, Kansas be and is hereby amended to read as follows:

Sec. 30-235 – Installer license required.

- (a) No person shall install, construct, repair, or alter an on-site sewage management system without having first obtained an annual installer license from the Health Department. An annual fee shall be charged by the Health Department for the license.
- (b) An installer license may be issued to a commercial contractor or homeowner. A homeowner shall install, repair, or alter an on-site sewage management system located on his/her property only.
- (c) A licensed installer shall be on site at all times when an on-site sewage management system is being installed, constructed, repaired, or altered.
- (d) The licensed commercial contractor shall be responsible for informing the property owner regarding recommended maintenance of an on-site sewage management system that the contractor installs, repairs, or alters.
- (e) No person shall receive an installer license from the Health Department without having first passed a written examination. A minimum of seventy (70) percent of the answers on the written examination shall be answered correctly to receive the installer's license.
- (f) Written examinations may be taken at any time during the calendar year. Any person wishing to take a written examination may do so by making an appointment with the Health Department. There will be a test fee for taking the examination.
- (g) Annual licenses shall expire on December 31 of the calendar year in which they are issued. The annual license fee shall be the same for any fraction of the year as for the entire year.
- (h) Installer License Revocation. A license may be revoked for continued failure to comply with the requirements of this Sanitary Code.

(Code 1988, § 30-283; Ord. No. O-46-05, § 1, 6-2-2005)

Secs. 30-236 - Septic Tanks

- (a) All septic tanks shall be designed and constructed according to the specifications set forth by the Kansas Department of Health and Environment's Bulletin 4-2.

- (b) There shall be no permanent structure (patio, building, driveway, etc.) over the tank, lateral or other part of an on-site wastewater system (p. 6, KDHE Bulletin 42, or as amended).
- (c) All abandoned or unused septic tanks, cesspools, seepage pits, or other holes that have received wastewater shall be emptied and plugged following procedures described in K-State Research and Extension bulletin MF-2246 (p. 6, KDHE Bulletin 4-2, or as amended).
- (d) Compacting of the absorption field during placement of the septic tank shall be avoided (p. 9, Bulletin 4-2, or as amended).
- (e) Where natural soil is not suitable, tanks shall be placed on a bed of at least four (4) inches of sand, pea gravel, or crushed non-corrosive granular material. Material shall be no larger than two (2) inches in diameter (p. 9, KDHE Bulletin 4-2, or as amended).
- (f) Septic tanks shall be watertight (p. 7, KDHE Bulletin 4-2, or as amended).
- (g) Special Considerations for Fiberglass, Fiberglass Reinforced Polyester, and Polyethylene Tanks (p. 9, KDHE Bulletin 4-2, or as amended):
 - 1) All tanks shall be sold and delivered by the manufacturer completely assembled.
 - 2) Tanks shall be structurally sound and support external forces as specified above when empty and internal forces when full. Tanks shall not deform or creep resulting in deflection more than 5 percent in shape as a result of loads imposed.
 - 3) Tanks and all below grade fittings and connections shall be water tight.
 - 4) Plastic tanks shall not be used in high or seasonally high water tables (p. 10, KDHE Bulletin 4-2, or as amended).
 - i. Fiberglass or plastic septic tanks shall be installed according to the manufacturer's specifications to ensure that the installation will not void the manufacturer's warranty.
- (h) Location. The septic tank shall be located as set forth in Table I. No septic tank shall be installed after the effective date of this Sanitary Code within:
 - 1) Ten (10) feet of any house or other building.
 - 2) Twenty-five (25) feet of any public water main, water meter (p. 4, KDHE Bulletin 4-2, or as amended), or in-ground swimming pool. ~ ~
 - 3) Fifty (50) feet of any private water well, surface water course, creek bank, stream, pond, river, or lake (p. 4, KDHE Bulletin 4-2, or as amended).

- 4) One hundred (100) feet of any public water supply well or suction line (p. 4, KDHE Bulletin 4-2, or as amended).
- 5) Any floodplain.
- 6) The Health Department, after site inspection, may stipulate greater separation than cited herein, due to adverse on-site conditions including location of a well on-site or nearby, site configuration or structural placement, sub-surface soil characteristics, and/or groundwater interference.
- (i) Capacity. The minimum liquid capacity of septic tanks shall be sized as follows:
(p. 6, Table 7, KDHE Bulletin 4-2, or as amended):
1 to 3 bedrooms: 1,000 gallons
4 bedrooms: 1,200 gallons
5 bedrooms: 1,500 gallons
- (j) Foundation and Backfill. Septic tanks shall be installed level on a foundation that will prevent settling. Where natural soil is not suitable, tanks shall be placed on a bed of at least four (4) inches of sand, pea gravel, or crushed non-corrosive granular material. Material shall be no larger than two (2) inches in diameter (p. 9, KDHE Bulletin 4-2, or as amended). Backfill shall be free of voids, stumps, broken masonry or other such materials. The lid of the tank shall be covered with earth.
- (k) Access and Inspection. Septic tanks shall have an access manhole with twenty (20) inches minimum dimension for each compartment that shall extend to the surface of the ground. When any opening larger than eight (8) inches extends to the surface, that opening shall be child and tamper-resistant. Ways to accomplish this include lids weighing at least sixty-five (65) pounds, locks, or anchors that are not removable without special tools (p. 8, KDHE Bulletin 4-2, or as amended).
- (l) Inlet Pipe. The inlet invert should be located at least three (3) inches above the liquid level in the tank. A vented inlet tee shall be used to divert the incoming sewage downward. It shall extend at least twelve (12) inches below the liquid level, but the penetration must not be greater than that provided by the outlet device.
- (m) Outlet Pipe. The outlet device shall extend eighteen (18) inches below the liquid surface. A vented outlet tee shall be provided.
- (n) Sealed. A watertight seal shall be made around the inlet and outlet pipes with a rubber gasket or bonding compound that will adhere both to the concrete septic tank and the exterior surfaces of the inlet and outlet pipes. The lid shall be sealed to the walls of the tank. Any holes in the tank shall be sealed so that the tank is watertight.
- (o) The top of the septic tank shall be a maximum of twelve (12) inches from the finished grade (KDHE Bulletin 4-2, p. 7, or as amended).

Septic tanks are illustrated in Figure B.

(Code 1988, § 30-284; Ord. No. O-46-05, § 1, 6-2-2005)

Sec 30-237 - Absorption Fields

(a) Area Computation. The following criteria shall be used to determine the amount of absorption field required:

1) Single Family Residential Buildings

i. Alternative systems. Alternative systems which have been approved by the Health Department may be required if either or both of the following conditions are present:

A. Heavy clay: the soil type in the absorption site is a heavy clay series (as determined by the USDA Soil Survey of Wyandotte County), with or without slope; or

B. Slowly permeable soil with level surface area: the soil type in the absorption site is of any slowly permeable soil series (0.2 inches per hour or less, as determined by the USDA Soil Survey of Wyandotte County) and the undisturbed absorption site has a level surface area.

ii. Conventional Septic Tank-Lateral Field Systems

A. Conventional sequential step-down septic tank-lateral field systems may be utilized in sloping, slowly permeable soils. The absorption field in those conditions shall be sized as listed below:

<u>Number of bedrooms</u>	<u>1</u>	<u>2</u>	<u>3 or more</u>	<u>For each bedroom beyond 3</u>
<u>Square feet of absorption trench</u>	<u>500</u>	<u>1000</u>	<u>1500</u>	<u>+ 500</u>
<u>Linear feet of 3' wide trench</u>	<u>167</u>	<u>334</u>	<u>500</u>	

B. Conventional septic tank-lateral field systems may be utilized in sloping or level moderately to rapidly permeable soils (as determined by the USDA Soil Survey of Wyandotte County). The absorption field in those conditions shall be sized as listed below:

<u>Number of bedrooms</u>	<u>1</u>	<u>2</u>	<u>3 or more</u>	<u>For each bedroom beyond 3</u>
<u>Square feet of absorption trench</u>	<u>400</u>	<u>800</u>	<u>1200</u>	<u>+ 400</u>
<u>Linear feet of 3' wide trench</u>	<u>134</u>	<u>267</u>	<u>400</u>	

- 2) *Non-Residential Buildings.* Requirements for the size of absorption field shall be determined by the Health Department. Professional manuals such as the EPA Design Manual, International Plumbing Code, or the Uniform Plumbing Code may be referred to for guidance to help determine adequate sizing. When expected non-farm water usage exceeds ten thousand (10,000) gallons per month, the owner(s) of the establishment shall construct a dual absorption field system according to Health Department regulations.
 - 3) *Multi-Family Buildings.* Requirements for the size of absorption fields which will serve multi-family buildings (i.e., group homes, foster homes, etc.) shall follow the same sizing requirements as for a single-family residence. When expected non-farm water usage exceeds ten thousand (10,000) gallons per month, the owner(s) of the establishment shall construct a dual absorption field system according to Health Department regulations.
 - 4) *Existing Buildings.* Absorption fields constructed or repaired which serve existing buildings shall follow the same absorption field sizing requirements as newly constructed buildings whenever possible. When site or area constraints will not allow adequate area to accomplish sizing requirements for new construction, then absorption fields shall be sized as large as physically possible to meet the same requirements as that of new construction. All other requirements for septic tank and absorption field construction and installation shall be required as stated within these regulations. e.
 - 5) *Other.* The absorption field size shall be determined by the Health Department based on the anticipated loading, water use, and sewage produced. A minimum of three hundred (300) lineal feet of absorption trench shall be required.
- (b) *Absorption Field Location Restrictions.* Unless otherwise approved by the Health Department, the absorption field shall be located as set forth in Table 1. Unless otherwise approved by the Health Department, no part of an absorption field installed after the effective date of this Sanitary Code shall be located within:

- 1) Ten (10) feet of any private water line, septic tank, foundation drain, buried utility line, driveway, property line, or drop-off.
 - 2) Twenty-five (25) feet of any house or other building, water meter (p. 4, KDHE Bulletin 4-2, or as amended), or public water main.
 - 3) Fifty (50) feet of any in-ground swimming pool, surface water course, creek bank, stream, river, pond, or lake (p. 4, KDHE Bulletin 4-2, or as amended).
 - 4) One hundred (100) feet of any water well.
 - 5) Absorption fields shall not be installed in the floodplain nor where groundwater or adverse geological formations may interfere with the absorption of treated sewage or result in the contamination of groundwater by sewage.
 - 6) The Health Department may require that a licensed surveyor stake or flag the floodplain in areas where it is difficult to determine floodplain locations.
 - 7) Absorption fields shall not be installed in areas subject to excessive surface water, ponding, or runoff, including but not limited to storm water and discharge from building gutters.
 - 8) No absorption field, or any portion thereof, shall be placed within any fill material unless such fill material is specifically approved in writing by the Health Department prior to installation of the absorption field. Installation of any absorption field within fill material not approved by the Health Department may be cause for revocation of the onsite sewage management system construction permit.
 - 9) The Health Department, after site inspection, may require variations of these distances due to adverse conditions relative to topography, subsurface soil characteristics, and/or groundwater sources. No part of the absorption field shall be covered by buildings or pavement or be used for vehicular traffic or parking.
- (c) *Site Preparation.* The area in which the on-site sewage management system is proposed to be constructed shall not have any of the original topsoil removed from the area without specific written approval from the Health Department. Removal of topsoil from the area may be cause for revocation of the on-site sewage management system construction permit.
- (d) General Requirements for Design and Construction of Absorption Fields

- 1) An absorption trench shall not exceed one hundred (100) feet in length from where it is fed unless specific approval is given by the Health Department.
- 2) Absorption trenches shall be between twenty-seven (27) inches and thirty-nine (39) inches in depth.
- 3) The trench shall be thirty-six (36) inches wide, unless otherwise specifically approved by the Health Department.
- 4) Installation of absorption trenches must be along contour lines that the level trenches of uniform depth can be constructed unless otherwise specifically approved by the Health Department.
- 5) There shall be a minimum of twelve (12) inches of earth cover over the lateral rock or chamber system and a maximum of twenty-four (24) inches of earth cover over the lateral rock or chamber system.
- 6) Excavation for absorption trenches in wet clay soils and smearing of trench walls and bottoms shall be avoided since reduced permeability may result and approvals may be voided thereby.
- 7) The ground surface of the absorption field area shall be so graded as to prevent the accumulation of surface water and to minimize the flow of surface water over the absorption field. Test holes, diverter ditches or flow control devices will be required under some circumstances. It may be necessary to prepare the ground for the absorption field, such as by removal of rocks, trees, or replacement of soil. The Health Department may require that the preparation work for the absorption field be inspected and approved prior to the installation of the absorption field.
- 8) There shall be a minimum of four (4) feet between the bottom of the absorption trench and any groundwater table.
- 9) There shall be a minimum distance of twelve (12) feet between absorption trench sidewalls, or fifteen (15) feet between trench centers, unless specifically approved by the Health Department.

(e) General Requirements for Field Layout Methods

- 1) Sequential Step-Down or "Overhead" Conventional System. This method is well suited to terrain with a slope. In this system, effluent is not distributed equally to all the absorption trenches. Instead, the trenches are filled sequentially, and diversion to the next trench does not occur until the fluid level in the preceding trench reaches slightly above the top of the rock fill or chamber system.

- i. The overhead distribution line must be connected toward the center of each absorption trench, unless specifically approved by the Health Department.
 - ii. The overhead distribution line must be set on a firm foundation of undisturbed earth or compacted earth or sand. Gravel shall not be placed beneath the overhead line.
 - iii. The sequential system is illustrated in Figure C.
- 2) Level Field Conventional System. On flat terrain the level field method may be used. When this method is used, all distribution trenches shall be installed level and at the same elevation, shall not exceed one hundred (100) feet in length, and shall be connected at the ends to form a continuous system. A standard tee fitting shall be used to distribute treated sewage. A standard tee fitting shall be used to affect a juncture of the ends of any three distribution lines. The level field method is illustrated in Figure D.

(f) Additional Requirements for Absorption Fields Utilizing Lateral Rock

The following requirements are in addition to all other requirements noted within these regulations.

- 1) A fifteen (15) inch depth of three-fourths (3/4) to two (2) inch (p. 12, KDHE Bulletin 4-2, or as amended) washed lateral rock (i.e., aggregate) shall be provided in the bottom of the trench (as detailed in "c" below).
- 2) Perforated pipe shall be laid in the center of the lateral rock. Perforations shall be oriented toward the bottom of the trench.
- 3) Lateral rock shall be placed under the perforated pipe to a minimum depth of six (6) inches and shall extend the full length of the trench. Five (5) inches of lateral rock shall cover the perforated pipe.
- 4) A continuous layer of permeable material shall be placed over the lateral rock before backfilling with the earth cover. The permeable material shall be four (4) to six (6) inches of hay or straw, or another material approved by the Health Department.

(g) Additional Requirements for Absorption Fields Utilizing Chamber Systems

The following requirements are in addition to all other requirements noted within these regulations:

- 1) Inspection ports may be required by the Health Department for monitoring purposes.

- 2) The end plates of each chamber trench shall be constructed of plastic, made by the manufacturer of the chamber system, and shall be securely fastened to the chambers with screws.
- 3) All chamber systems located in sandy soils shall be required to have washed lateral rock, hay, straw, or filter fabric placed between the excavated trench and the outside sidewalls of the chamber units to prevent infiltration of soil into the chamber units.
- 4) The overhead distribution pipe shall be fed into the top of the chamber (unless otherwise specifically approved by the Health Department) with a standard PVC tee fitting. The PVC tee shall extend downward midway into the depth of the chamber.

(Code 1988, § 30-285; Ord. No. O-46-05, § 1, 6-2-2005)

Sec. 30-238 – Connections

- (a) *Size of sewage conduits.* Sewage conduits connecting component parts of on-site sewage management systems shall be a minimum of four (4) inches in diameter.
- (b) *Materials.* All pipe and fittings used in sewage conduits and/ or in absorption fields shall meet nationally-recognized standards for their designated use, such as standards published by the American Society for Testing and Materials or the National Sanitation Foundation and shall have been approved by the Health Department for use in on-site sewage management systems. Sewage conduits under driveways or similar areas of load or impact shall be of material capable of withstanding maximum anticipated loads. All perforated sewer pipe shall be constructed of PVC and shall be marked to indicate it meets or exceeds a three thousand (3,000) pound "crush test" rating. All non-perforated sewer pipe shall be constructed of PVC. All non-perforated sewer pipe from the building to the septic tank, and the first ten (10) feet exiting the septic tank, shall be marked to indicate it meets or exceeds a Schedule 40"pipe or heavier (p. 8, KDHE Bulletin 4-2, or as amended). All non-perforated sewer pipe beyond that point shall be marked to indicate it meets or exceeds an SDR-35 or three thousand five hundred (3,500) pound "crush test" rating. Construction. Sewage conduits (other than perforated pipe used in absorption fields) shall be installed with sealed, watertight, root-resistant joints and shall be laid on a firm foundation. This shall not be subject to settling and shall be installed at a grade not less than one-eighth (1/8) inch per foot. All pipe from the structure to the absorption field shall be laid "bells up" if bell-and-spigot pipe is used.
- (c) *Cleanouts.* Cleanouts shall be placed outside the building at the junction of the building drain and building sewer and at intervals not to exceed one hundred (100) feet between the building and septic tank
- (d) The building sewer shall not cross above or below any private water line and shall be a minimum horizontal distance often (10) feet from a private water line (p. 4, KDHE Bulletin 4-2, or as amended). The building sewer shall be covered by a minimum of twelve (12) inches of soil.

- (e) The building sewer shall not cross above or below any public water main and shall be a minimum horizontal distance of twenty-five (25) feet from any public water line or water meter (p. 4, KDHE Bulletin 4-2, or as amended), unless written approval is granted by the public water supplier.

(Code 1988, § 30-3286; Ord. No. O-46-05, § 1, 6-2-2005)

Secs. 30-239—30-261. - Reserved.

Section 7. That Sections 30-262 of Chapter 30 of the Code of the Unified Government of Wyandotte County/Kansas City, Kansas, be and is hereby amended to read as follows:

Sec. 30-262. - Location.

- ~~(a) No new private on-site wastewater system shall be constructed, or any permit issued authorizing any such construction, if the lot or tract of ground does not meet all of the following requirements:~~
- ~~(1) The lot has an area of one acre or more with no less than 150 feet frontage, and subsurface absorption field is approximately centered with lot width, except as otherwise provided in subsection (b) of this section.~~
 - ~~(2) The structure served by the proposed private wastewater system is located greater than 200 feet from a public lateral sanitary sewer, which crosses any portion of the property or is contained in a public right-of-way that abuts the property.~~
 - ~~(3) The soil has a percolation rate, when measured by the standard soil percolation test, of one inch or more in 60 minutes. A soil percolation rate of 15 inches or more per hour will not be accepted. An alternative system may be proposed, designed and installed, provided the health officer approves such system. All soil percolation rate tests shall be performed in accordance with health department guidelines. Every person making application for a percolation rate test shall pay a fee established by the county administrator. No portion of the percolation rate test fee shall be refunded should the soil conditions fail the test.~~
 - ~~(4) The normal level of the groundwater is more than ten feet below the surface of the ground and more than four feet below the bottom of the trench.~~
 - ~~(5) There is a minimum of six feet of pervious topsoil above any rock or impervious formation, or there is at least four feet of pervious formation below the bottom of the trench.~~
 - ~~(6) The lot is not subject to inundation with floodwaters, nor is it located in a low, poorly drained, swampy area.~~

~~(b) The health officer may grant a variance to these requirements on a case-by-case basis after consideration of the quality of soil, length of lateral system, water saving devices, size of the tank, topography, conformance with community practice, and future sewer extension plans. In order to obtain such a variance, the property owner must submit a report from a professional engineer which recommends a certain system and states the reasons why, in the engineer's professional opinion, it is an adequate system. If, in the opinion of the health officer, the system proposed is adequate and there will be no degradation of surrounding properties, a variance may be granted.~~

(a) No new private on-site wastewater system shall be constructed, or any permit issued authorizing any such construction, if the lot or tract of ground does not meet all of the following requirements:

(1) The lot has an area of one acre or more (1/2 acre or more if platted prior to December 1, 1991), and subsurface absorption field is approximately centered with lot width, except as otherwise provided in subsection (b) of this section.

(2) The structure served by the proposed private wastewater system is located greater than 200 feet from a public lateral sanitary sewer, which crosses any portion of the property or is contained in a public right-of-way that abuts the property.

(3) A soil profile analysis is necessary to determine the existence and location of formations and to determine the suitability of the soil for a septic tank system. Such profile analysis shall be performed by the Unified Government Public Health Department or its authorized representative. The soil profile analysis shall be performed substantially in conformance with this section.

i. *Site conditions.* The following conditions shall be noted:

A. The soil texture and structure shall be analyzed to a depth of four feet.

B. The depth to the groundwater table, if encountered.

C. The depth to soil mottles, if encountered, which indicate a seasonal water table zone.

D. The depth to the bedrock, if encountered.

ii. *Site tests.* At least three soil profile analysis holes will be conducted at the proposed sewage treatment site.

iii. *Suitability of soil.* The purpose of the analysis is to determine the suitability of the soil for the absorption of effluent and the leaching area required. The soil must have an acceptable drainage rate without interference from ground water or bedrock below the level of the absorption system. In general, the following conditions shall be met:

A. There shall be a maximum of 24 inches of coverage over lateral lines.

B. The minimum distance to the ground water table shall be at least four feet below the bottom of the absorption trench.

C. Bedrock shall be at a depth greater than four feet below the bottom of the absorption trench.

D. The natural slope of the land shall be less than 20 percent.

(4) The normal level of the groundwater is more than ten feet below the surface of the ground and more than four feet below the bottom of the trench.

(5) There is a minimum of six feet of pervious topsoil above any rock or impervious formation, or there is at least four feet of pervious formation below the bottom of the trench.

(6) The lot is not subject to inundation with floodwaters, nor is it located in a low, poorly drained, swampy area.

(b) The health officer may grant a variance to these requirements on a case-by-case basis after consideration of the quality of soil, length of lateral system, water saving devices, size of the tank, topography, conformance with community practice, and future sewer extension plans. In order to obtain such a variance, the property owner must submit a report from a professional engineer which recommends a certain system and states the reasons why, in the engineer's professional opinion, it is an adequate system. If, in the opinion of the health officer, the system proposed is adequate and there will be no degradation of surrounding properties, a variance may be granted.

(Code 1988, § 30-301; Ord. No. O-46-05, § 1, 6-2-2005)

Section 8. That Sections 30-265 of Chapter 30 of the Code of the Unified Government of Wyandotte County/Kansas City, Kansas, be and is hereby amended to read as follows:

Sec. 30-265. - Design and construction.

All conventional private on-site wastewater systems shall be constructed and designed to comply with the following requirements:

(1) *Materials.* The septic tank shall be constructed of structurally sound, reinforced concrete and shall be watertight. Use of other materials may be permitted, if, in the opinion of the health officer, they are equal to, or better than, reinforced concrete.

- (2) *Liquid capacity.* The minimum liquid capacity shall be $2\frac{1}{2}$ times the daily wastewater flow using 150 gallons per bedroom or 1,000-gallon tank, whichever is greater.
- (3) *Liquid depth.* The tank liquid depth (distance from outlet invert to bottom of tank) shall be at least three feet but shall not exceed $6\frac{1}{2}$ feet.
- (4) *Inlets.* The invert of the inlet shall be located at least three inches above the invert of the outlet. The inlet shall be provided with a tee-fitting or baffle, which shall extend at least six inches below the liquid level and above the liquid level to one inch below the top of the tank lid.
- (5) *Outlet baffles.* There shall be a baffle or tee-fitting at the outlet end of the tank. The baffle or tee-fitting shall extend at least eight inches above the liquid level and 18 inches below the liquid level in the tank.
- (6) *Air space.* At least ten inches of air space shall be provided between the top of the liquid level and the bottom of the tank lid.
- (7) *Access.* Septic tanks shall have an access manhole with 20 inches minimum dimension for each compartment. All below grade attachments to the tank, fittings, risers, extensions and lid shall be watertight. The manhole shall be child and tamper resistant; lids weighing at least 65 pounds, locks or anchors that are not removable without special tools may be used to accomplish this.
- (8) *Minimum cover.* The top of the tank shall not be located less than four inches below finish grade.
- (9) *Inspection risers.* Risers no larger than six inches in diameter shall extend to the surface grade and be centered over the inlet and outlet tees.
- (10) *Inlet/outlet inserts.* All septic tanks shall be manufactured with a flexible insert for the inlets and outlets.
- (11) *Subsurface absorption field.* The subsurface absorption field shall be designed and constructed to conform with the standards in this section.
- (12) *Area.* No subsurface absorption field shall have less than 8500 square feet of effective absorption area. The health officer may increase the effective absorption area required based upon the percolation test and potential water usage.
- (13) *Minimum trench width.* The absorption trench shall be of uniform width and shall not be less than 24 inches or more than 36 inches wide.
- (14) *Maximum trench length.* No single trench shall be more than 100 feet in length.
- (15) *Trench spacing.* Absorption trenches shall have at least ~~eight~~ twelve feet of undisturbed soil between them.
- (16) *Depth of trenches.* No absorption trench shall be less than 27 4-inches or more than 39 6 inches deep unless approved in writing by the health officer.
- (17) *Trench bottom.* The bottom of the trench shall be level from end to end.
- (18) *Gravel.* A minimum of 152 inches of clean gravel or crushed stone three-fourths inch to 2 $4\frac{1}{2}$ inches in size shall be placed in all absorption trenches.

- (19) *Lateral trench.* A lateral trench shall be installed on top of at least six inches of clean gravel, sized from three-fourths inch to 2 1/2 inches. Perforated pipe shall be laid on the top of and in the center of the six inches of clean gravel. An approved standard trench pipe of rigid PVC ten feet in length shall be used. The pipe shall be covered with six inches of the same type of clean gravel. All pipe shall be four inches in diameter and have at least a 3,000-pound crush rating.

(Code 1988, § 30-304; Ord. No. O-46-05, § 1, 6-2-2005)

Section 9. This ordinance shall take effect and be in full force after its passage, approval, and publication in the official Unified Government newspaper.

PASSED BY THE GOVERNING BODY OF THE UNIFIED GOVERNMENT
OF WYANDOTTE COUNTY/KANSAS CIYT, KANSAS

THIS _____ DAY OF _____, 2018.

David Alvey
Mayor/CEO

ATTEST:

Unified Government Clerk

Approved as to form:

Edward James Bain
Assistant Counsel



Staff Request for Commission Action

Tracking No. 18516

Full Commission Meeting Date:

Committee: Administration & Human Services

Date of Standing Committee Action:

(If none, please explain):

Publication Required: No

<u>Date:</u>	<u>Contact Name:</u>	<u>Contact Phone:</u>	<u>Contact Email:</u>	<u>Department/Division:</u>
11/14/2018	J. Renee Ramirez	x5665	rramirez@wycokck.org	Human Resources

Item Description:

The Human Resources Department is submitting three Human Resources Guide policies with revisions for review and consideration for approval. The Human Resources Department along with the Legal Department are updating HRG policies to reflect current practices and maintain compliance with applicable laws. Policies are attached with revisions.

Action Requested:

Budget Impact: (if applicable)

Amount:

Source:

Included In Budget:

Other (explain):

Attachments List:

Unigov--Health Care Benefits_(edited by HEC).111418docx, Unigov--Employee Assistance Program_100218_CS111418 (edited by HEC), Unigov Flexible Spending Accounts Plan Section 125_4.3 (revised BB July 2018 edited HEC Nov 2018)



Unified Government Human Resources Guide

Effective ~~06xx-08xx-0718~~

HEALTH CARE BENEFITS

- I. General: It is the policy of the Unified Government to provide employees with various health ~~welfare~~care benefits. ~~Information and summaries intended to explain these benefit plans will be furnished during new employee orientation and annually during the designated open enrollment period. Human Resources shall will administer the benefits program for the Unified Government. Health care benefits covered by this policy are subject to change from time to time.~~
- II. Policy
 - A. The Unified Government provides group health care coverage to ~~employees appointed to the following categories: full-time regular and part-time A employees. For purposes of this policy the term "health care coverage" may include other similar coverage, including~~Health care coverage may include dental and vision benefits.
 - B. Group Health Care Coverage
 1. Each eligible employee ~~has the annual choice~~may choose annually among plans ~~currently~~ being offered by the Unified Government.
 2. When group health care coverage begins:
 - a. For regular employees
 - (1) For new employees, rehired employees, and employees transferred to an eligible class: after 30 calendar days of employment.
 - (2) For recalled employees and employees returning from unpaid leave for active military service: ~~the date of the~~the employee returns to work. ~~An employee may enroll in the plan of his/ or her choice.~~
 - b. Change in status and late enrollments—See II.B.10 below for initial enrollment circumstances.
 - c. For all sworn Fire employees, ~~and all sworn Police-police and Police-police cadetsofficers, all sworn Park Ranger personnel:~~ the date of employment.
 3. Employees who participate in a personally ~~obtained~~ group health program or are covered under a spouse's plan may ~~choose to~~ waive participation in the Unified Government group health plan.
 - a. Employees ~~choosing to waive~~waiving participation in the Unified Government's group health plan will be required to sign an enrollment consent form annually during the Ffall Open Enrollment. ~~If an employee fails to submit the annual enrollment form, the employee will have to wait until the next Ffall Open Enrollment to sign up~~waive participation again.
~~as well as show proof of other insurance in the form of a current health insurance card or enrollment form.~~



Unified Government Human Resources Guide

Effective ~~06xx-08xx-0718~~

- b. Employees ~~waiving who waive~~ participation will receive a monthly taxable stipend of ~~\$75.00-\$150.00-\$150.00~~ to be included in the second paycheck of the month, provided that the employee makes an appropriate election within the Unified Government Section 125 ~~Cafeteria-Flexible Spending Account~~-Plan as of the earlier of the date the employee first became eligible or, the next open enrollment period. ~~-A new election must be completed each year during the open enrollment period to continue receiving the monthly cash stipend in lieu of health insurance, regardless of whether any previousan~~ election was made during the current or any previous year(s). Otherwise, the cash stipend will end ~~as-of~~ the end of the current plan year.

c. Employees who are on an unpaid leave status will not receive the \$150.00 stipend until they return to a-paid status.

4. For information about employee contributions, contact Human Resources.
5. Termination of group health care coverage

Unified Government-provided group coverage ends on the last day of the month in which the employee separates ~~from employment~~. The employee will be informed of his/~~or~~ her rights to continue the coverage; (see COBRA, at II.C.1, below; and~~or~~ ~~Retiree-retiree~~ group coverage continuation program, at II.C.2, below) and will receive any other notifications that may also be required under the Health Insurance Portability and Accountability Act of 1996— (HIPAA) or any other applicable ~~State-state~~ or ~~Federal-federal~~ law.

6. Coverage during leaves:

- a. Health care coverage continues without interruption while employees are off work on any type of ~~continuous-continuous~~ paid leave.

- b. In general, while on unpaid leave, employees are responsible for paying for their own health care coverage.

(1) Unpaid Family and Medical Leave: The Unified Government will continue health coverage at the same level of contributions and benefits as if the employee ~~were-was~~ working. ~~-If the Unified Government provides a new health plan or benefits or changes health benefits-or-plans or benefits while an employee is on FMLA leave, the employee will receive the new or changed plan or benefits to the same extent as if the employee were-was not on leave. -See 5.6—Family and Medical Leave. -Human Resources will make arrangementsarrange with the employee to collect the insurance premiums that were not collected while on an-unpaid family-and medical-leaveFMLA leave-status.~~

(2) If ~~employment-continues-afterthe employee exhausts~~ unpaid ~~Family and MedicalFMLA~~ Leave ~~is-exhaustedand is unable to return to~~



Unified Government Human Resources Guide

Effective ~~06xx-08xx-0718~~

work, the employee will continue health coverage at the same level of contributions and benefits as if the employee ~~were~~as working for 30 additional days, at which time benefits will be terminated at the end of that month. ~~-The employee~~ may continue health coverage under COBRA and ~~shall~~will receive a COBRA notice, as described in II.C. below, as well as any other notifications that may also be required under the ~~Health Insurance Portability and Accountability Act of 1996~~HIPAA or any other applicable ~~State~~state or ~~Federal~~federal law.

7. Open Enrollment period
 - a. Open ~~Enrollment~~enrollment is held annually as determined by Human Resources.
 - b. During ~~the Open Enrollment~~enrollment, an employee may enroll in the available plan(s) and add or ~~subtract~~remove eligible dependents as allowed under the Plan document or applicable law. ~~-A new enrollment automatically terminates the old coverage.~~
8. Family coverage
 - a. Family coverage is available to any employee, as long as ~~such~~the employee has qualifying dependents. The amount the employee is required to contribute varies. Specific information may be obtained from Human Resources.
 - b. Coverage for an employee's spouse and dependent children may be canceled when:
 - (1) they are no ~~longer~~longer eligible under the plan;
 - (2) they have experienced a change of status —See II.B.11; or
 - (3) the employee chooses not to enroll or re-enroll them during ~~any allowable~~open enrollment~~period~~.
 - c. For ~~further~~more information ~~regarding on cancellation~~canceled of coverage, contact Human Resources. ~~-The employee is advised to read the information about COBRA, at II.C.5, below, since the reason for the cancellation~~canceling must be given. The employee must properly notify Human Resources within ~~60~~31 days from the date on which coverage should be cancel~~ed~~ under the Plan, as set forth in II.B.8.b. above. ~~-Failure to provide timely and accurate notification of any loss in coverage or other change in eligibility status may result in immediate termination of benefits~~



Unified Government Human Resources Guide

Effective ~~06xx-08xx-0718~~

that ~~would~~ otherwise would be available. The employee also must ~~also~~ notify Human Resources ~~regarding of~~ the current or last-known address of the person whose coverage is being canceled.

- d. Adding ~~Family-family~~ coverage because of loss of other coverage
 - (1) ~~The-An~~ employee who had elected ~~Single-single~~ coverage because his/ or her spouse or other qualified dependents were covered through an insurance plan other than the Unified Government's; may change to ~~Family-family~~ coverage under his/ or her health care plan; if the spouse or child loses ~~such-the~~ other coverage, ~~or if a child loses coverage under another plan.~~
 - (2) "Loss of coverage" ~~generally does~~does not include a voluntary open enrollment change made by the employee's spouse for coverage under another group health plan obtained through the spouse's employment, unless unusual circumstances apply. -Contact Human Resources with questions.
 - (3) The employee must enroll the family members within ~~30-31~~ days of the loss of the other coverage. -Otherwise, ~~he/she/the employee~~ must wait until the next annual ~~Open-open Enrollment-enrollment period of the planto enroll family members.~~
 - (4) If more than one option for health coverage is available ~~(e.g., the employee could elect either PPO or HMO coverage)~~, the employee may not change insurance plans mid-year, even if there is an allowable "change in status" event. -The only option that is available under these circumstances is to change from single to family coverage; or from family to single coverage within the same insurance plan previously previously elected by ~~such-the~~ employee during the most recent Open Enrollment period.
- e. Adding or removing coverage for a spouse due to marriage or divorce
 - (1) Once a divorce is final, the ex-spouse does not meet the definition of a dependent and, therefore, is not eligible to remain on the employee's family plan. -The ex-spouse may be eligible to continue to be enrolled in coverage under the ~~Plan-plan~~ under separate procedures established under COBRA. -See section C.1.b. Failure to notify Human Resources of a legal divorce could result in financial responsibility, to the employee; An employee who fails to notify Human Resources of a divorce may be responsible for health insurance claims paid for services rendered to anthe employee's ex-spouse after atthe divorce is finalized.



Unified Government Human Resources Guide

Effective ~~06xx-08xx-0718~~

- (2) A divorce must be obtained to remove ~~the a~~ common-law spouse except during open enrollment.
- (3) Following a divorce, a new spouse cannot be added to coverage for ~~301~~-days ~~from the divorce-effective date of the divorce~~.

9. Definition of "dependent"

a. An employee's lawful spouse, including any common law spouse; ~~and~~ ~~and/or~~

b. ~~Unmarried C~~children ~~up to age 26,~~ including a natural child, stepchild, foster child, any child who has been placed with the employee for adoption, or any other child ~~that who-who~~ lives with the employee in a parent-child relationship and for whom the employee ~~has a court-ordered custody agreement.~~ ~~provides a majority of his/her financial support from live birth until the end of the calendar month in which the child's 19th birthday occurs.~~ has a court-ordered custody agreement.

(1) ~~Dependent children from age 19 to age 25 shall continue to be covered as dependents if they are enrolled in an educational institution as a full-time student and attend class on a regular basis. Semester breaks, or other approved education leave periods, do not jeopardize a child's full-time status unless he/she does not return to such educational institution immediately following the end of the break period.~~

(21) The term "dependent" ~~shall~~ also includes ~~an unmarried~~ child who has attained age ~~19~~ 26 and satisfies all of the following criteria:

- (a) is mentally or physically incapable of self-sustaining employment, and proof of incapacity is submitted to Human Resources within ~~30-31~~ days of the date ~~his/her~~ his or her coverage would have terminated due to age;
- (b) is actually dependent on the employee for a majority of his ~~/~~ or her financial support; and
- (c) is covered by a Unified Government plan on the date immediately preceding the day his ~~/~~ or her coverage would have terminated due to age.

(32) The term "dependent" ~~shall~~ includes any other qualifying child or qualifying relative in accordance with Internal Revenue Code Section 152, as amended.

c. Definition of "foster child"

(1) A foster child is a child:

- (a) ~~a child~~ who the employee is raising as the employee's own;



Unified Government Human Resources Guide

Effective ~~06xx-08xx-0718~~

- (b) ~~a child~~ who lives in the employee's home;
 - (c) ~~a child~~ who is chiefly dependent on the employee for support; *and*
 - (d) ~~a child~~ for whom the employee has taken full parental responsibility and control.
- (2) A foster child is not:
- (a) a child temporarily living in the employee's home;
 - (b) a child placed with the employee in the employee's home by a social service agency ~~which~~ that retains control of the child; or
 - (c) a child whose natural parent is in a position to exercise or share parental responsibility and control.

~~The employee is required to furnish certain affidavits as proof that dependent spouse or child is eligible. Contact Human Resources. The employee will may be required to provide legal proof of dependent eligibility. The employee will be required to provide legal proof of dependent eligibility.~~

10. Change in Status

- a. If ~~the an~~ employee ~~and/or eligible dependent(s)~~ waived coverage under the insurance plan(~~ss~~) during the initial eligibility or prior open enrollment period, and stated in writing at that time that coverage was being declined because the employee was enrolled under his/or her spouse's health plan, the employee ~~and/or and~~ his or her dependent(s) may enroll under the Unified Government's available plan(s) before the next open enrollment period if one of the following changes in status occurs:
- (1) Birth of a child;
 - (2) Death of the spouse;
 - (3) Adoption or placement for adoption of a child;
 - (4) Marriage, divorce, legal separation, or annulment;
 - (5) Termination or commencement of spouse's employment;
 - (6) Termination or commencement of employment ~~by one~~ of his/or her dependents;
 - (7) Changes in work, ~~including such as~~ reduction or increase in ~~emplothe yee's, spouse's employee's, spouse's,~~ or dependent's



Unified Government Human Resources Guide

Effective ~~06xx-08xx-0718~~

work hours, including return from unpaid leave of absence, as well as the occurrence of a strike or lockout.

- (8) Significant change in health insurance coverage of employee's or spouse's employer's health plan;
- (9) The child ~~satisfies or~~ ceases to satisfy requirements of the spouses's plan for an ~~unmarried~~ dependent due to age-; ~~or student status~~;
- (10) Changes consistent with a change in status authorized under the 1996 Health Insurance Portability and Accountability Act (HIPAA), such as: Examples might include:
 - (a) Exhaustion of COBRA coverage under prior employer's plan; or
 - (b) Enrolling a child subsequent to a birth or adoption; (coverage for birth or adoption events are retroactive to birth as required under HIPAA).
- (11) Changes consistent with court orders to provide health coverage for dependent children, regardless of whether the court order constitutes a "Qualified Medical Child Support Order." (Dropping; and adding coverage; is allowed ~~as is~~ consistent with the order.)
- (12) Changes consistent with the employee or employee's dependents becoming entitled to Medicare or Medicaid.
- (13) Any other change in status condition specified under Internal Revenue Code Section 125 or any accompanying regulations.

When coverage is elected under this provision, change in status enrollment must be completed within ~~30-31~~ days following the date coverage terminates s under the spouse's plan, and; the employee may enroll only those eligible persons who were covered under the spouse's plan.

Consistent with the terms and conditions on dependent status discussed above, the Unified Government reserves the right to require proof ~~that of~~ any of the above changes in family status ~~has actually occurred~~. Failure to provide accurate evidence, or any attempt to file an health application enrollment form based on false information, may result in immediate termination of benefits that would otherwise be available.

b. Changes in Coverage

~~In addition to the above, c~~Changes in coverage ~~may also occur as a result of one of the above "lifestyle changes", but such changes in coverage shall~~will only become effective ~~as follows:~~



Unified Government Human Resources Guide

Effective ~~06xx-08xx-0718~~

~~If~~ written notice of the change in status is received by the Human Resources Department on or before the date the employee is eligible for the change in coverage or within ~~30-31~~ days of that date, Provided written notice is timely received, ~~all~~ changes in coverage become effective on the date the employee becomes eligible for the change.

The Unified Government insurance plans may ~~also~~ be revised to increase or decrease benefits after their effective date. ~~Employees and dependents become covered for the revised benefits on the effective date of the revision.~~

c. Late enrollment, re-employment, or reinstatement

- (1) ~~If An~~ employee who does did not elect coverage for himself or herself ~~and/or~~ his or her dependents during any initial enrollment or other open enrollment period, ~~(or who he/she subsequently fails to make any required payments for coverage within 30-31 days of becoming eligible for or continuing to receive coverage), and subsequently wishes to reelect such coverage, the employee~~ will be considered as a late enrollee and ~~shall will~~ only be allowed to re-enroll in the Plan ~~prior to before~~ the next open enrollment if he or she has experienced a change in status. (See II.C.10.)
- (2) Coverage will be immediate for this employee, as well as ~~and all~~ eligible dependents, upon valid proof that:
 - (a) ~~his/her~~ his or her spouse has been employed, and ~~such the~~ spouse and any eligible dependents, have been covered under the spouse's group health plan;
 - (b) this information was given as the reason for "Waiver of Group Health Coverage" on the original enrollment form; and
 - (c) the spouse's coverage was terminated because the spouse is no longer employed, or the spouse's coverage is involuntarily terminated.
- (3) Re-entry into the Plan will be immediate for, any employee member ~~and/or~~ or his or her dependents who discontinued coverage during a leave of absence taken under the FMLA ~~by the member~~, so long as the member employee returns to active employment status before or immediately following after the ~~expiration of the~~ FMLA leave expires.
- (4) Re-entry into the ~~plan~~ Plan will be immediate for any former active employee and his or her dependents who have continuously been covered under the continuation coverage provisions of the ~~p~~Plan ~~where if~~ the employee regains eligibility for coverage under the plan



Unified Government Human Resources Guide

Effective 06xx-08xx-0718

Plan on the basis of full-time employment while ~~such—the~~ continuation coverage is in effect.

- (5) Re-entry into the Plan will be immediate for any former ~~Active active Employee-employee~~ and his/ or her ~~Dependents-dependents~~ who discontinued coverage during
- (1) a leave taken as part of an authorized military leave;
 - (2) a leave taken based on an approved leave of absence, ~~so-as~~ long as the ~~Employee-employee~~ is later reinstated and returns to active employment immediately following ~~such~~ reinstatement. ~~Individuals-Employees subject to who are in Layoff-layoff status by the Unified Government also shall will also~~ be entitled to re-enter the Plan if ~~such former Active Employee return they return~~ to ~~Aactive Sservice~~ within one year of the date ~~his/her~~ coverage was terminated.

11. When husband and wife are both Unified Government employees:
- a. Their dependent(s)~~s~~, if any, may be considered dependents of either the husband or the wife for the purposes of health care coverage. ~~The two employees, not the Unified Government, decide who covers the dependent(s)s, not the Unified Government. However, both employees shall will~~ not have ~~Family-family~~ coverage for the same dependent(s).
 - b. In the event the spouse who is ~~earrying-electing~~ ~~Family-family~~ coverage leaves Unified Government employment, the remaining spouse who ~~is-has~~ not ~~earrying-previously elected~~ ~~Family-family~~ coverage may immediately elect ~~Family-family~~ coverage. ~~If the membership had been in the spouse's name, the membership will be changed over to the employee who is remaining with The-the Unified Government. Contact Human Resourcees with questions.~~
12. The Unified Government provides the same benefits to employees and their dependents regardless of age, sex, or disability.
- a. Medicare is secondary to the Unified Government ~~provided~~ plan for employees and spouses ~~who are over the age of 65 or older or otherwise eligible for Medicare and the Medicare-eligible individual is still actively employed. See below for individuals diagnosed with end-stage renal disease.~~
 - b. When ~~the over-65 an employee over age 65 the Medicare-eligible employee~~ retires or is no longer considered an active employee, ~~such employee is no longer considered an active employee (other than cases of end-stage renal disease, see below), Medicare becomes primary and the Unified Government-sponsored plan, if continued, becomes secondary.~~

Comment [CH1]: ?????



Unified Government Human Resources Guide

Effective ~~06xx-08xx-0718~~

- c. Medicare is secondary to the Unified Government ~~-provided-~~ plan for the first -30 months ~~in which time-~~ a person has been determined to be disabled due to a diagnosis of end-stage renal disease. ~~-After -30 months,~~ Medicare will be primary ~~in coverage.~~

C. Continuation programs

- 1. COBRA Group Continuation. ~~-See also Retiree group coverage continuation program, below.~~
 - a. ~~The~~ An employee who leaves Unified Government employment has the option to maintain group coverage ~~(s)s~~ (i.e., “COBRA” coverage) for up to 18 months by making a timely COBRA election and all monthly payments (or up to 29 months if a Medicare disability determination was made within 60 days from the date of the employee’s initial COBRA eligibility and the employee notifies the Unified Government within the original 18-month COBRA eligibility period). ~~He/she~~ The employee also has the option to continue group coverage ~~(s)s~~ for dependents. ~~-Rates charged are 102% of premium.~~
 - b. ~~The~~ An employee whose spouse or child has lost eligibility as a dependent, as stated above, must notify the Unified Government within 60 days after the “triggering event,” so that Human Resources may notify the former dependent of his/ or her COBRA rights. ~~Rates charged are 102% of premium.~~
 - (1) ~~The~~ A spouse who loses coverage because of divorce has the right to continue group coverage ~~(s)s~~ for up to 36 months, by making a timely COBRA election and all monthly payments.
 - (2) ~~The~~ A dependent child who loses group coverage ~~(s)s~~ because of age, ~~leaving school, or marriage~~ has the right to continue group coverages for up to 36 months, by making a timely COBRA election and all monthly payments.
 - c. COBRA coverage may be extended beyond the periods stated above if a subsequent COBRA qualifying event occurs during the initial period of COBRA eligibility or as otherwise determined by the Unified Government’s plan.
 - d. Human Resources will notify the employee or dependent of his/ or her rights, and clearly state all applicable deadlines and payment schedules.
 - e. At the end of the maximum COBRA qualifying period, the person is allowed to “convert” to an individual medical plan or policy; ~~the~~ acceptance



Unified Government Human Resources Guide

Effective ~~06xx-08xx-0718~~

is guaranteed, even if the person has serious health problems. -There is no conversion plan available for prescriptions, vision, or dental.

2. Retiree group coverage continuation program

- a. Retired employees not covered by paragraph C.3. below may elect to continue group medical coverage (and other related coverages) for themselves and any other qualifying dependent at the retired employee's own expense, ~~provided they qualify for a full KPERS or KP&F retirement,~~ provided they qualify for a full KPERS or KP&F retirement.
- b. To maintain retiree coverage under this program, any retired employee or other qualifying dependent who becomes eligible for Medicare ~~shall will~~ not be eligible to continue coverage under ~~this the plan Plan~~ unless ~~hise/ or~~ she ~~is also is~~ enrolled in Parts A and B (including making necessary Part B premium payments) of Medicare.
- c. If a retired employee who is Medicare--eligible and enrolled in Medicare Parts A and B, terminates his/ or her retiree supplemental medical coverage under the Unified Government plan so he/ or she can enroll with a Unified Government--endorsed supplemental plan, the employee will be allowed to reinstate his/ or her medical benefits under the Unified Government plan at a future Open Enrollment as long as they have he or she has maintained medical and prescription coverage, under the endorsed supplemental plan, the entire time they he or she werewas not on the Unified Government plan. Proof of coverage will be required.
- d. If a retired employee fails to make any required premium payments, coverage under that group medical or other related program will terminate. Once medical coverage is terminated or is otherwise discontinued for any reason, ~~such the~~ coverage will not be reinstated for any reason, regardless of whether any other coverage alternatives have continued during that same period (e.g., continuation of dental coverage only, without continuation of medical coverage, will not enable the retired employee to purchase medical coverage later even though the employee had dental coverage ~~had been~~ continuously ~~provided~~ during such period). -For these purposes, group medical coverage ~~shall will~~ include the group health plan or coverages that are provided to current employees, as well as any ~~other~~ Medicare replacement or other Medicare supplemental coverages that are sponsored by the Unified Government during each applicable Plan-plan Yearyear.
- e. Upon the employee's retirement, the Unified Government ~~shall will~~ provide all necessary COBRA and HIPAA ~~notification notices~~ in compliance with Section II.C. above,; however, the premium rates ~~shall will~~ be based on the applicable retiree rate structure, which is equal to 100% percent of the total



Unified Government Human Resources Guide

Effective ~~06xx-08xx-0718~~

premium cost of similar coverage made available to ~~any~~ other Unified Government employees.

f. ~~A Retired employees who returns to work for Unified Government and cancels their-his or her~~ retiree health insurance will not be permitted to re-enroll in Unified Government retiree health insurance unless he/ or she qualifies for another full KPERS or KP&F retirement. ~~-Rehired retired~~ Unified Government ~~employees thatretirees who~~ separate employment or otherwise cease coverage ~~prior tobefore~~ another full KPERS or KP&F retirement ~~wouldare only be~~ eligible to continue health insurance coverage as a COBRA participant.

g.e. For the purposes of this policy, the receipt of disability benefits from KPERS, KP&F, ~~and/oror~~ Social Security is considered to be a "disability retirement."

hf. ~~The-An~~ individual who separates from employment ~~prior tobefore~~ receiving approval of disability retirement benefits, will be treated under this policy as ~~a-eligible for~~ COBRA ~~group continuation coverage based on a reduction in hours worked on a temporary basis until such-the~~ approval has been received. ~~-If the disability retirement is denied, he/ or she will continue on the COBRA group continuation plan unless/ or until he or she ceases making required COBRA premium payments.~~

ig. For the purposes of this policy, the separation from employment of an individual who is Medicare--eligible and enrolled for Medicare benefits is considered to be a retirement and ~~shall-will~~ continue to be covered by the Plan under coordination of benefit procedures set forth under II.B.12 above. The 18-month maximum of the federal COBRA law only applies to those who are not eligible ~~and enrolled infor~~ Medicare.

ih. Administrative exceptions: Retirees, spouses, and widows from the Police and Fire Department who are not eligible for ~~Part A-of~~ Medicare ~~Part A~~ (hospitalization) ~~as the benefit of employment covered by Social Security,~~ may be covered as an administrative exception. ~~-He/sheThe person~~ is required to enroll in ~~Medicare Part B-of Medicare.~~ ~~-The~~ Unified Government-sponsored plan will be primary for hospitalization, and secondary for physician services and other Part B services.

~~3. Employer-paid retiree coverage~~

~~a. Eligibility and conditions of coverage~~



Unified Government Human Resources Guide

Effective ~~06xx-08xx-0718~~

~~The Unified Government will provide for the payment of health care coverage for the following retired employees under the following circumstances and to the following extent.~~

- ~~(1) — For employees that retire on or before December 31, 2004, employees who retire with full retirement benefits under KPERS or KP&F and who are at least 55 years old and have not reached age 65 are eligible for the continued payment of coverage. For any employees that retire on or after January 1, 2005, eligibility for continued coverage under this Section shall only apply to those who are at least 56 years old and have not reached age 65.~~
- ~~(2) — Employees who receive a disability benefit under KPERS or KP&F are not eligible for this coverage.~~
- ~~(3) — Employees who wish to participate in this program for the continued payment of coverage must elect to do so 30 days or more before their retirement date.~~
- ~~(4) — For those employees who have been continuously employed 20 years or more by either or both the former City or the former County, in addition to the Unified Government, and who retire, the Unified Government will provide for the continued payment of 100% of the cost of single coverage under the lowest cost plan offered to active employees.~~
- ~~(5) — For those employees who have been continuously employed 15 years or more but less than 20 years by either or both the former City or the former County, in addition to the Unified Government, will provide the continued payment of 75% of the cost of single coverage under the lowest cost plan offered to active employees.~~
- ~~(6) — This provision for the payment of coverage is available only to retired employees and not to their dependents.~~
- ~~(7) — Dependent coverage and coverage under one of the Unified Government's higher cost plans may be purchased by retired employees eligible for this coverage.~~

~~b. — Amendment or termination of program~~

~~The Unified Government will review annually the program of employer-paid retiree coverage and expressly reserves the right to amend, terminate, or otherwise modify all or any portion of the program at any time and from time to time, with respect to any or all of the retired employees. Any such amendment, modification, or termination may apply to current participants in the program as well as to future participants. This program will no longer be offered effective December 31, 2010. Retirees with KPERS or KP&F~~



Unified Government Human Resources Guide

Effective ~~06xx-08xx-0718~~

~~retirement dates of January 1, 2011 will be eligible for this benefit; however, no one separating from employment after December 31, 2010, will be eligible. Employees are encouraged to participate in health savings accounts to set aside funds to pay health related expenses after retirement.~~

~~4.3.3.~~ Health Care Coverage for surviving family members

a. Active Employees

The Unified Government provides at no cost to the employee's surviving dependents, ~~24 months~~two years of health care coverage (from the end of the month of the date of death) under the Unified Government plans offered to active employees, provided they were covered as dependents of the employee under the Unified Government health care plan at the time of the employee's death (also known as the "Family Security Benefit"), and also elect COBRA continuation coverage once initially eligible as specified under Section II.C above. ~~At the end of the initial two-year~~24-month Family Security Benefit period, the employee's surviving dependents may elect to also continue coverage under COBRA, ~~as specified under Section II.C. above,~~ for an additional 12 months if elected at their own cost, under procedures set forth under Section II.C.

b. The surviving spouse of a retiree who was covered under section C.2. above may continue to purchase insurance under ~~the provision of that~~ section C.2. above.

III. HIPAA Privacy

- A. In accordance with ~~applicable provision of the Health Insurance Portability and Accountability Act of 1996 ("HIPAA")~~HIPAA, the Unified Government has adopted Privacy Policies and Procedures that limit the use and disclosure of ~~otherwise~~ "protected health information" (PHI). ~~In accordance with these Policies,~~ The Unified Government's Employee Benefit Plan (the "Plan") will only use and disclose PHI in accordance with these policies and in compliance with HIPAA. Please contact the Plan's ~~Privacy~~privacy official, in care of the Human Resources Department, to receive a copy of the Plan's ~~Privacy~~privacy Policies and to request additional information about employees' and dependents' the HIPAA Privacy ~~Privacy~~ Rights ~~rights~~ that an employee or their dependent(s) have in accordance with these requirements.

RELATED POLICIES: 3.3 Separation from Employment
4.3 ~~Cafeteria~~Flexible Spending Accounts Plan/Section 125
5.6 Family and Medical Leave
5.7 Military Leave
5.11 Leaves of Absence Without Pay



Unified Government Human Resources Guide

Effective ~~04xx-01xx-0518~~

EMPLOYEE ASSISTANCE PROGRAM (EAP)

I. General

- A. The Unified Government may elect to provide an Employee Assistance Program (EAP) for employees ~~and/or~~ members of their families who have or may develop a personal problem that interferes with their ability to lead a normal productive life, including - Problems may include, but are not limited to: -marital, legal, drug abuse, alcoholism, financial, emotional, or stress-related problems. -(See also 2.4 - Drug-free Workplace.)
- B. The goal of the EAP is to assist the employee in arresting-addressing the problem before the employee becomes unemployable or the family becomes disordered.
- C. The Unified Government has contracted with a provider for the Employee Assistance Program, who shallwill provide agreed-upon EAP services, using the provider's network of EAP service providers, separate and independent from the Unified Government, in compliance with current policy. -Employees and supervisors may contact Human Resources for the provider's phone number and address.

II. Policy

- A. This policy ~~and related procedures areis~~ not intended to block an employee's access to any provision of a Memorandum of Understanding, or other contractual agreement between the Unified Government and a represented group of employees, ~~nor~~ to supersede the following policies: 2.1—Equal Opportunity in Employment; 2.2—Harassment in the Workplace; and 7.2—Grievance Procedure.
- B. The EAP is open to all Unified Government employees (except temporary and summer employees) and dependent family members, whether or not they are members of a represented group of employees.
- C. It is the policy of the Unified Government to assist, in a confidential manner, all employees and their dependent family members who may be having personal problems.
- D. It is in the best interest of the employees and the Unified Government to treat these problems at the earliest opportunity. -Employees or dependent members of their families, even in the early stages of a problem, are encouraged to voluntarily seek help and to follow the treatment plan ~~which-that~~ may be recommended ~~in order to solve these problems~~.
- E. The Unified Government believes that alcoholism is a disease and should be treated. -The Unified Government further believes that drug dependency can and should be treated. Therefore, any employee or dependent member of the employee's family having the disease of alcoholism or drug dependency will receive the same careful and professional treatment ~~that is extended for~~ as an employee or dependent with any other illness.
- F. ~~It shall be the responsibility of all m~~Management personnel ~~to are~~ responsible for implementing this policy and ~~to follow~~ing the procedures ~~which-that~~ have been designed to ~~assure-ensure~~ that no employee ~~with any of these problems (marital, legal, drug abuse,~~



Unified Government Human Resources Guide

Effective ~~04xx-01xx-0518~~

~~alcoholism, financial, emotional, or stress-related~~) will have ~~either~~ his/ or her current job security or future promotional opportunities jeopardized by a request for assistance. The Unified Government may refer an employees to the Employee Assistance Program for a ~~Formal-formal Management-management Referral-referral (FMR)~~ when there is a pattern of unsatisfactory work performance or inability to perform the essential functions of ~~their~~ the employee's position.

1. However, continued unsatisfactory job performance ~~and/or~~ poor attendance will be handled in accordance with existing policies concerning absenteeism and poor work performance.
2. This policy and related procedures are not intended to replace the department's normal disciplinary process, including, but not limited to, the application of 7.1—Rules and Discipline, or 3.3—Separation from Employment.

G. Initial appointments for Mandatory EAP will be on Unified Government time (appointment time only). Subsequent appointments ~~are to~~ must be scheduled outside of normal work hours.

H.G. This policy is not intended to provide time away from the job. ~~-However~~, as necessary, refer to 5.1—Sick Leave, and 5.11—Leaves of Absence Without Pay.

RELATED POLICIES:

- 2.1 Equal Opportunity in Employment
- 2.2 Harassment in the Workplace
- 2.4 Drug-Free Workplace
- 3.3 Separation from Employment
- 5.1 Sick Leave
- 5.11 Leaves of Absence Without Pay
- 6.3 Violence-Free Workplace
- 7.1 Rules and Discipline
- 7.2 Grievance Procedure
- 7.4 Substance Abuse



Unified Government Human Resources Guide

Effective Date XX-XX-XXXX

Effective 04xx-01xx-0518

CAFETERIA FLEXIBLE SPENDING ACCOUNTS (FSA) PLAN/SECTION 125

- I. General: The Unified Government provides a ~~Cafeteria Plan~~FSA Plan ~~which-that~~ complies with Section 125 of the Internal Revenue Code. ~~Under this plan an employee may elect to save income taxes by paying the cost of certain qualifying expenses with before-tax dollars when-from~~ payment-is-by-a flexible spending account funded by payroll deduction. The ~~Cafeteria Plan~~FSA Plan year is the calendar year.
- II. Policy:
 - A. Participation in the ~~cafeteria plan~~FSA Plan
 1. Effective date of coverage
 - a. Premium ~~-Expense/Premium-~~Payment ~~-Benefit -becomes -effective -when~~ family insurance goes into effect.
 - b. ~~Unreimbursed Medical and or/d~~Dependent ~~-c~~Child Care reimbursement spending account plans become effective 30 days from the date of hire.
 2. Eligibility: Full-time and part-time A employees are eligible to participate in the plan.
 - B. Enrollment
 1. Employees electing to participate in the Unified Government~~-sponsored~~ family health, ~~and/or~~ dental, or vision plans will be automatically enrolled in the Premium Expense/~~Premium~~ Payment Benefit program. ~~Monthly family~~ premiums will be deducted from an employee's paycheck on a before-tax basis. ~~Employees who elect to contribute to a qualifying health savings account ("HSA"), as set forth under Internal Revenue Code Section 223, shallwill also have applicable amounts deducted from the employee's paycheck on a pre-tax basis-as well.~~
 2. New- employees ~~-are-may~~ enrolled ~~-in -the -unreimbursed-medical -and-or~~ dependent childcare reimbursement spending account plans ~~costs~~ during New Hire Orientation~~orientation~~. ~~If they do not enroll at that time, they have-to~~must wait until the next annual medical/dental Open-open Enrollment-enrollment period to do so.
 3. A change in family status allows the employee to change his/or her election in the ~~Cafeteria Plan~~FSA Plan as long as the change is submitted in writing to Human Resources within 31 days of the qualifying event. The following are considered qualifying events:
 - a. ~~gaining~~Gaining a dependent, through marriage, birth of a child, adoption;



Unified Government

Human Resources Guide

- b. ~~losing~~ Losing a ~~dependant~~, through a ~~divorce~~ or the death of ~~your~~ the employee's spouse or ~~a~~ dependent;
- c. ~~termination~~ Termination or commencement of employment by ~~your~~ the employee's spouse.

4. Enrollment is an annual election during our Ffall Oopen Eenrollment.

C. Open Enrollment period

1. At least once each year, eligible employees have an opportunity to make an election to participate in the ~~Cafeteria Plan~~ FSA Plan, ~~or to cancel participation.~~ Once the employee has made an election to participate, ~~or not to participate, such an the~~ election will remain in force for the entire Plan-plan Year-year.
2. The election may be changed during a Plan-plan Year-year (the calendar year) only if there is a change in family status.
3. Open ~~Enrollment~~ enrollment is ~~held~~ as ~~determined~~ by ~~the~~ Human ~~Resources~~ Department.

D. Types of Benefits

1. ~~1.~~ Employees may choose to receive their entire compensation in cash or ~~to use~~ a portion to pay for the following benefits or expenses during the year:
 - a. ~~a.~~ Unreimbursed Medical Reimbursement Spending Account
 - b. Limited Purpose Reimbursement Spending Account
 - c. Limited Purpose Reimbursement Spending Account

c.

c.

c.

- c. ~~b.~~ Dependant/Child Care Reimbursement Spending Account
- d. ~~Pre.~~ Premium Expense/Premium Payment Benefit
 - (1) Health premiums
 - (2) Dental premiums

ed. Medical Opt-Out

- E. More ~~specific~~ information ~~about~~ the ~~benefits~~ provided ~~by~~ and ~~applicable rules~~ and restrictions of participating in the ~~Cafeteria Plan~~ FSA Plan and the applicable rules and



Unified Government Human Resources Guide

[restrictions](#) can be [provided by obtained from](#) Human Resources.



Staff Request for Commission Action

Tracking No. 18518

Full Commission Meeting Date:

Committee: Administration & Human Services

Date of Standing Committee Action: 11/26/2018

(If none, please explain):

Publication Required: No

<u>Date:</u> 11/14/2018	<u>Contact Name:</u> Rob Richardson	<u>Contact Phone:</u> x5774	<u>Contact Email:</u> rrichardson@wycokck.org	<u>Department/Division:</u> Urban Planning & Land Use
----------------------------	--	--------------------------------	--	--

Item Description:

Discuss updating the City-Wide Master Plan through a series of area plans covering all of the city.

Action Requested:

Budget Impact: (if applicable)

Amount:

Source:

Included In Budget:

Other (explain):

Attachments List:



Staff Request for Commission Action

Tracking No. 18519

Full Commission Meeting Date:

Committee: Administration & Human Services

Date of Standing Committee Action:

(If none, please explain):

Publication Required: No

<u>Date:</u> 11/14/2018	<u>Contact Name:</u> Crystal Sprague	<u>Contact Phone:</u> x2787	<u>Contact Email:</u> csprague@wycokck.org	<u>Department/Division:</u> Clerk
<u>Item Description:</u> Municipal Court Fact Sheet: Parking Tickets				
<u>Action Requested:</u>				
<u>Budget Impact: (if applicable)</u> Amount: Source: Included In Budget: Other (explain):				
<u>Attachments List:</u> fact sheet PARKING 2.0				

Municipal Court

FACT SHEET: Parking Tickets



Who Cites

82% Parking Control

18% Law Enforcement



Problem Statement

- Large amount of open citations
- Poor case efficiency
- Low deposits into the Parking Improvement Fund
- Unfair treatment to those who paid tickets on time or metered
- Poor enforcement = reduced compliance

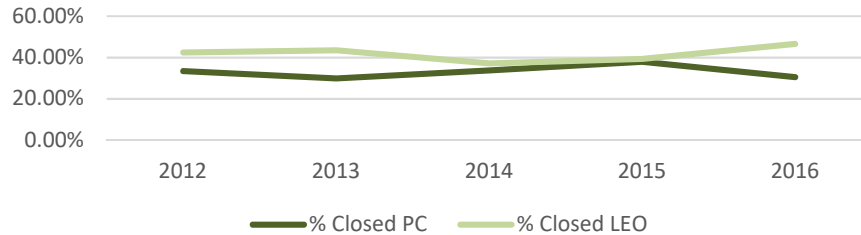


Barriers

- Unknown vehicle owners
- Staffing levels could not support research
- Limited access to historical DMV data

8% more likely to Resolution on Police

Parking

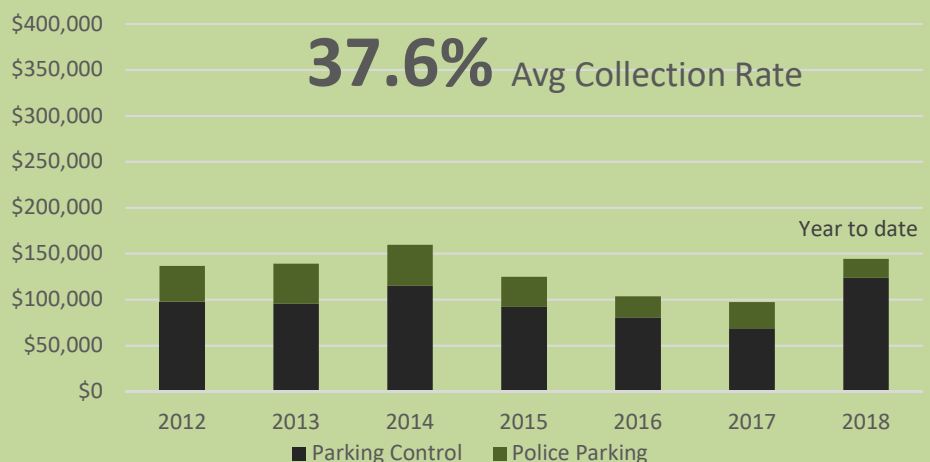


Parking Citation Closure Rates

Sec. 35-595. - Overtime parking.

- It shall be unlawful any person to cause, allow, permit or suffer any vehicle registered in such person's name or operated by such person to be parked overtime or beyond the period of legal parking time established for any parking meter zone established in this division. No person shall cause, allow or permit any motor vehicle registered in such person's name or operated or controlled by such person to be within a parking meter space upon any street or parking lot established as a parking meter zone for more than the maximum time indicated on the meter adjacent to the parking meter space or at any time during which the meter display a signal indicating that such space is illegally in use or that such vehicle has already been parked beyond the period prescribed for such parking space.
- If any vehicle shall remain parked in any such parking space beyond the parking time limit set for such parking space and if the meter shall indicate such illegal parking, such vehicle shall be considered as parking overtime and beyond the period of legal parking time, and such parking shall be deemed a violation of this section.
- Each hour during which a motor vehicle shall remain unlawfully parked in any parking meter space as defined in this article shall constitute a separate and distinct violation subject to penalty.

37.6% Avg Collection Rate



ACTION

48,00

parking tickets
older than 2015

Stage 1

2016 – Evaluation

- Review for paid but open cases
- Review of poor data conversion
- Change process for ticket filing
- Change location & standards for ticket entry.

17,000+

decayed
tickets closed

Stage 2

2017 – Clean

- Close all cases with offense dates prior to 12/31/2013
- Individual review of open cases for determination of paid status

9,000+

marked
uncollectable

Stage 3

Early 2018 – Review

- Notice sent to those with 10 or more
- Secured a contract with CBK for offense dates 2014-2016
- CBK matches with registered owners
- “uncollectable” tickets are closed

13,400

cases for
collections

Stage 4

Late 2018 – Collections

- Aug 15, 2018 starts the collections notice process
- By 10/1/2018 roughly \$43,000 has been collected by CBK alone
- Additional audits are preformed to eliminate any possible duplicates

\$95,000

Estimated to be
collected

Stage 5

Early 2019 – Change

- Collections contract draws to a close

Collections Bureau of Kansas

- Determine if the case is collectable through research and DVM records
- Mail the registered owner
- Call the registered owner
- Follow-up with the registered owner
- Handle disputes
- Communicate with the court



CBK's other partners

88 Cities

Olathe
Topeka

8 Judicial Districts

2 Kansas Counties

Kansas Department of Health & Environment

Next Steps

2017/2018 VIOLATIONS DATES:

- Municipal Court will query registered owners and send notice
- After a 60-day notice period all cases will be submitted to CBK for collections

2019 AND BEYOND VIOLATIONS DATES:

- Municipal Court will query registered owners and send notice within 2 weeks of filing.
- After a 60-day notice period all cases will be submitted to for collections

Resource vs. Collection



Parking Control/LEO time to write the ticket



Parking Control/ Leo Vehicle costs



Cost of the ticket



Court staff time to enter and process the ticket