ADMINISTRATION AND HUMAN SERVICES
STANDING COMMITTEE MINUTES
Monday, January 25, 2021

The meeting of the Administration and Human Services Standing Committee was held on Monday, January 25, 2021, at 5:42 p.m., remotely via Zoom or by phone. The following members were present: Commissioner Markley, Chairman; Commissioners Philbrook, Kane, Ramirez, and Bynum. The following officials were also in attendance: Melissa Sieben, Emerick Cross and Alan Howze, Assistant County Administrators; Bridgette Cobbins, Interim Assistant County Administrator; Kathleen VonAchen, Chief Financial Officer; Misty Brown, Deputy Chief Counsel; Crystal Sprague, CARES Act Team Leader; Jeff Fisher, Executive Director of Public Works; Juliann VanLiew, Director of the Health Department; Rocki Mayes, Executive Assistant to County Administrator; Angie Lawson, Deputy Chief Counsel; Henry Couchman; Senior Attorney; Patrick Waters, Senior Counsel; Jack Webb, Deputy Director of Parks & Recreation; Wesley McKain, Healthy Communities Wyandotte; Maureen Mahoney, Chief of Staff in Mayor's Office; Troy Shaw, County Engineer; and Robbie Anderson, Public Works Asset Manager.

Chairman Markley said before I call this meeting to order, I want to announce that due to COVID-19 some committee members, staff and public are attending remotely via Zoom as well as on site. All participants joining by phone should mute their phones when not speaking to avoid background noise.

During the meeting, please make sure you announce yourself by name and title every time you speak so the public that is observing knows who is speaking. This is critical given the number of remote participants, and is current guidance from the Kansas Attorney General.

Due to COVID-19 requirements, in-person public comment has been suspended unless otherwise required by law. The public is allowed to participate by Zoom or submit comments by email prior to the meeting, and those comments will be included in the record of the meeting.

Chairman Markley called the meeting to order.

Roll call was taken and all members were present as shown above.

Approval of standing committee minutes from October 26 and November 16, 2020. **On motion of Commissioner Philbrook, seconded by Commissioner Kane, the minutes were approved.** Roll call was taken and there were five "Ayes," Philbrook, Kane, Ramirez, Markley, Bynum.

Committee Agenda:

Item No. 1 – 20635…AMENDED AGREEMENT/GRANT: KANSAS OVERDOSE DATA TO ACTION PROGRAM

Synopsis: Amendment to Kansas Department of Health and Environment (KDHE) Sub-recipient Agreement for Year Two-Overdose Data to Action Local Projects, submitted by Juliann VanLiew, Director of Public Health. Grant amount amended from $50,000 to $57,500. No match required.

Chairman Markley said I believe Juliann is presenting, is what my agenda says, and I don't see her. Is she perhaps in the panelist area? **Bridgette Cobbins, Interim Assistant County Administrator,** said, no, she isn't but it looks like Wes may be joining so I'll get him over into that caliber. **Chairman Markley** said sounds great. **Ms. Cobbins** said he should be there.

Chairman Markley said, Wes McKain, hello, how are you? Are you perhaps presenting to us on the overdose data to action project tonight? **Wesley McKain, Healthy Communities Wyandotte,** said yes, I am. **Chairman Markley** said welcome. **Mr. McKain** said thank you. So yes, Julian asked me to present this item to all of you. It's a non-COVID related item. We have a grant that we received from Kansas Department of Health and Environment several years ago to study opioid use in our county and substance abuse, generally, and then COVID hit. We've been working to sustain this and have done, I think, a decent job to sustain some of this work through COVID.

We completed a needs assessment this year to get a bit more perspective and information on substance use in our county, opioid use in our county, especially from the public health and prevention perspective because that's something, that in our work as a Health Department, we were lacking a picture of that in our community. So, we did that and we're very happy with it and we're proceeding now. This request is an amendment to our original grant.

There was an opportunity for us to partner with our Police Department and do a project called OD Map. It's going to map every overdose event in the county, which will allow us then to see where this is at and potentially help coordinate community and prevention resources to see if we can use some data, get some data and some information to help bring to this. So, we're excited about that. We've already worked on that partnership with the Police Department and we have that in place. It's a $7,500 amendment to this year's $50,000 allotment so it's not a ton of money. There is no match required.

Chairman Markley said thank you. Questions from the committee?

Action: **Commissioner Kane made a motion, seconded by Commissioner Bynum, to fast track this forward for this week's full Commission Meeting.**

Chairman Markley asked Clerk, were any comments received from the public? **Ms. Portley Lott** said, Madam Chair, there were none. **Chairman Markley** said all right. I will take roll call.

Commissioner Philbrook said no, not yet. So, first thing I want to tell you, Wes, is OD, optometrist. So, thanks a lot. OD is what we're called, not an MD. We're called an OD. **Mr. McKain** said oh, I didn't know that. Okay. **Commissioner Philbrook** said well, I just thought I would share that with you, Wes. You know, just a detail so. **Mr. McKain** said good to know.

Commissioner Philbrook said one more, maybe you can add just one more, you know, letter on to that. So, it's not just OD, it can be OD something. **Mr. McKain** said sure, sure. **Commissioner Philbrook** said thank you so much, Wes. With having said that, is it possible for you to change that after we approve this? **Mr. McKain** said so, yes, so—**Commissioner Philbrook** said the title of it. **Mr. McKain** said I apologize. The overdose data to action is the name of the—I used the vernacular, the slang of it by saying OD. I apologize. **Commissioner Philbrook** said that's all right. Maybe you can do ODD something, whatever. **Mr. McKain** said yes, exactly. Yes, the name of the disorder is Opioid Use Disorder, which is OUD, so I will use that in the future. **Commissioner Philbrook** said thank you, Wes, and so, yes, I vote for it. Thank you.

Roll call was taken on the motion and there were five "Ayes," Philbrook, Kane, Ramirez, Bynum, Markley.

Chairman Markley said that is approved. Thank you very much and thank you, Wes, for joining us tonight. **Mr. McKain** said thank you.

Item No. 2 – 218…PRESENTATION: 2021 COMPREHENSIVE FEE SCHEDULE

Synopsis: Presentation of the Unified Government 2021 Comprehensive Fee Schedule, submitted by Kathleen VonAchen, Chief Financial Officer.

Kathleen VonAchen, Chief Financial Officer, said so, about a couple of years ago, we started—when I first came on, we started collecting a schedule or a manual of all of the fees that our various Unified Government departments collect. These fees for licenses and permits are collected in order to recover the cost of providing various services. So, those services that the Unified Government provides that we can't collect a fee are supported by property tax or sales taxes or others intergovernmental revenues.

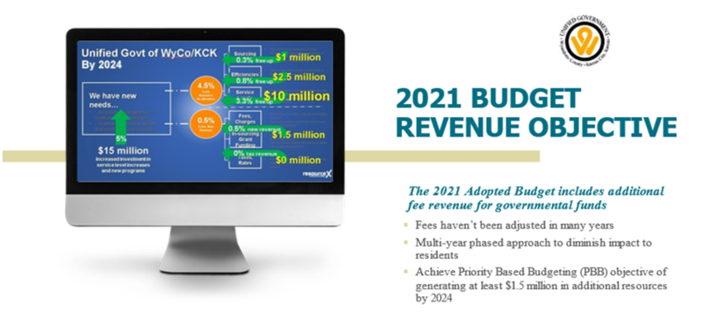
So, it's important for, in order to diminish the amount of tax revenue we require, it's really important for us to charge an appropriate amount of fees for the services from which we can actually collect revenue. So, having a comprehensive manual of all the fees helps us to kind of organize and evaluate all the fees that we collect. So, tonight, I'm going to present to you the fee schedule for 2021. This is a propose. I did include a PowerPoint as part of the agenda packet, but I have made a few modifications to the PowerPoint you're looking at, mainly to emphasize that this is a proposed fee schedule and they're still some changes that are being worked out. But, generally, this is what we're looking at right now. The reason for the presentation tonight is actually to get your feedback on a couple of items that we wanted to do.

So, as I mentioned, you know, in the past these fees have either remained the same or they just changed very slightly. One of the important things we should do with our fees is, at a minimum, increase them with inflation every year. So, a lot of these fees, well, some of these fees which we're proposing for you to review tonight, have been adjusted by inflation. I'm going to go through the PowerPoints here and then I'm happy to get some feedback from all of you so that we can talk about that more.

So, as I mentioned before, the reason, the objective of having a fee schedule is to improve the transparency to our residents. This fee schedule is on the Finance Department's website so residents can go to it and see and look by department and see the fee that's being charged by the department. Another objective is that we charge fees in order to recover the cost of providing the service. Then lastly, we want to diminish the additional resources, you know, to generate enough additional resources in order to diminish the property tax burden.

So, some of the solutions with the comprehensive fee schedule are to take—we want to take a phased approach with annual incremental fee adjustments. We want to identify the costs of the specific services and determine the level of recovery expected by the administration and by the elected body. Now many of these fees are actually—can be adjusted based on our current charter. The charter allows the County Administrator to make a decision on how these fees are set and how they are increased every year. A whole variety of other fees are actually set by state statutes. So, you know, many of these fees don't require government body action, but we want to provide this information to you so that you're aware of them and, you know, we want to work collaboratively with the elected—with the Commission to get your feedback on that so that everyone comes to a good consensus. Now, keeping in mind the objective of the fees.

The other thing that we're doing, also, is internally/administratively is we're comparing our UG fees with neighboring or comparable cities and being mindful of the socioeconomic of our associated economic factors of our residents in our community, and then the last thing is by incorporating a cost-of-living adjustment, we allow the fee to revenue to grow with the cost of service over time.



So, one thing I did want to point out that as part of our current year budget for 2021, last year, you might remember, we did, back in January, an overview and concluded that the objective of our priority-based budgeting approach was that we wanted, over by 2024, to identify roughly $15M in efficiencies or additional resources in order to address our financial unsustainable kind of operations. Right now, the cost of our government is exceeding what we project our revenues will grow by. So, we need to address that and one way we're doing that is through priority-based budgeting.

One of the objectives in priority-based budgeting was of the $15M that we identified we wanted to find through PBB was, we were to find $1.5M over that four-year period in additional fee revenue, right? So, adjusting our fees for inflation, and to make other adjustments so that the fees collected comes closer to the cost of service, we're hoping that we can achieve that $1.5M. This PowerPoint will show that we're going to be achieving that.

PAST REVENUE PERFORMANCE

Fee revenues took a hit in 2020 due to COVID-19 pandemic

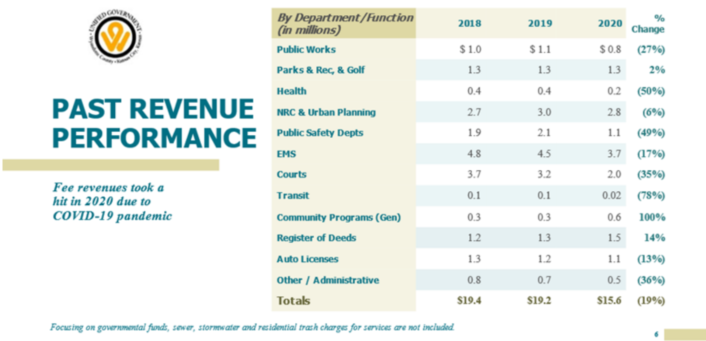
By Revenue Category (in millions)	2018	2019	2020	% Change
Charges for Services	$10.9	$11.2	$ 9.3	(17%)
Fines and Fees	5.8	5.4	4.0	(26%)
Permits and Licenses	2.4	2.4	2.1	(13%)
Misc. Revenues	0.3	0.2	0.2	0%
Totals	$19.4	$19.2	$15.6	(19%)

Focusing on governmental funds, sewer, stormwater and residential trash charges for services are not included.

5

So, just to give you a little context, I put together some history of how much revenue we've collected in these various fees and its charges for services, its fines, its fees, it's permits and licenses, you know, it's a variety of different fees. So, I'm just calling them fees in general.

Now the fee revenue in 2020 really dropped quite a bit due to COVID. You can see in '18, it totaled $19.4M, and in 2019, it was $19.2M, so it's pretty constant, but in '20, it dropped 19% to $15.6M. So, we expect that those fees will jump back up to the prior levels in the future and, of course, I'm going to talk about the future here in a second. Now, so these are by categories so you can see most of the fees come from charges for services. Fines and fees were, of the total, $19M in 2019. $5M were in fines as opposed to charges for services, $11M. Just so you know, when we're talking about this, we're not talking about sewer, storm, or residential trash charges; those fees are actually approved by the governing body as part of the budget process and is outside of the realm of this conversation here.



By Department/Function (in millions)	2018	2019	2020	% Change
Public Works	$ 1.0	$ 1.1	$ 0.8	(27%)
Parks & Rec, & Golf	1.3	1.3	1.3	2%
Health	0.4	0.4	0.2	(50%)
NRC & Urban Planning	2.7	3.0	2.8	(6%)
Public Safety Depts	1.9	2.1	1.1	(49%)
EMS	4.8	4.5	3.7	(17%)
Courts	3.7	3.2	2.0	(35%)
Transit	0.1	0.1	0.02	(78%)
Community Programs (Gen)	0.3	0.3	0.6	100%
Register of Deeds	1.2	1.3	1.5	14%
Auto Licenses	1.3	1.2	1.1	(13%)
Other / Administrative	0.8	0.7	0.5	(36%)
Totals	$19.4	$19.2	$15.6	(19%)

So, this is the same information only it's broken up by the various departments that charge the fees. So, the largest one, as you can see, is the EMS, which in 2019, and I keep talking about 2019 because I think 2020 was an anomaly due to the COVID, but of the total, EMS is the largest with $4.5M. Those are charges which are billed to those that—it has to do with billing, with medical billing and the ambulances, so that's the largest one. The second one is court fees, which is $3.2M, and the third largest is building permits and urban planning, those sorts of fees, okay.

So, what we're proposing here is a fee adjustment in 2021 and there's kind of two sections, there's three sections. There's a section where we're just maintaining the current fees, there's no change and that's due to the impact that COVID has had on residents so many of these fees are the same as they were in 2020. Then there's the second, you know, category of fees that I'll talk about here in a minute, where we've provided a cost-of-living adjustment. Some of these fees were increased between 1.4% to 4%, just in order to keep up with the annual increase in the cost of providing the services. Now, some of them are at 4% because those fees had not been increased by years and years and years. Some of the fees haven't been adjusted for 10 years. Then the third category is to just continue with the plan that Parks and Recreation and Golf, by the way, had previously presented to you, which was approved by the Parks Board too, which is to incrementally increase a variety of those fees in order to bring those costs, those fees up to some level, higher level of recovering the cost of providing the service. So, we're just continuing with that same plan that had been previously discussed.

So now, so, just so you know, the next step here in this presentation, I mean, we're going to incorporate the feedback from your committee but we're also then we're going to reach out to departments for them to have a final review of what we're presenting. Then, once it's approved and everyone agrees, then we'll publish the fee schedule to the website. So, this fee schedule isn't the final version.

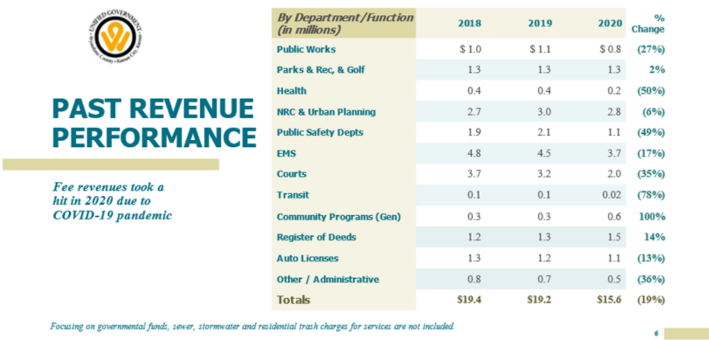
I mentioned there's three categories. So, the current fees that are not being—the fees that are not being changed and they are continuing at the 2020 level, those include fees assessed by the following departments: Building & Logistics; Economic Development; the Finance Department's motor vehicle fees, which are largely set by state statute; the Health Department; Historical Museum; the NRC's building permits/licenses as well as the amusement fee; those are all staying the same and transit fees.

The ones that are being adjusted for cost of living, that we're proposing, include the Appraiser; Aging, which is actually just the suggested donation, it's not really a fee; Community Corrections; the County UG Clerk; Delinquent Real Estate attorney's fees, which reimburses the costs of attorney’s fees; the District Attorney; Elections; Fire/EMS; the Municipal Court; occupational fees, which many people think of as business licenses, which is administered by NRC; the Police Department; Public Works; Register of Deeds; Sheriff's Office; and Urban Planning. So, remember this cost of living, it's just, most of them are just between 1.4% and 4% increases, so very minor. Then just in order to help with the administrative ease, we rounded up to the nearest dollar. Okay?

Then the next category is just the continuing with the Parks & Recreation/Golf plan for where the adjustments by the Parks & Recreation Sunflower Golf Course are consistent with the fee adjustments that were accepted in the previous year. They're based on the need to defray a greater portion of the cost of providing the service and they were also we were also; we also compared those fees with neighboring communities as well.

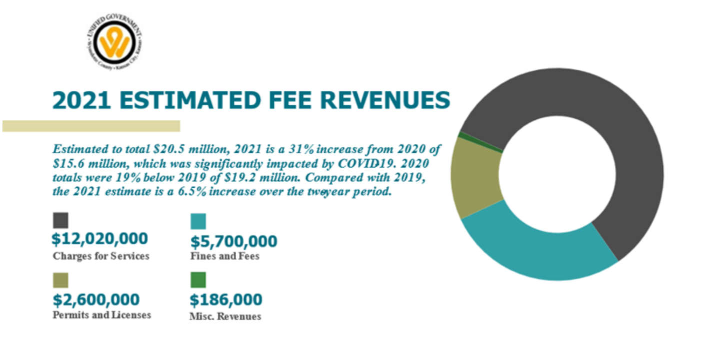
So, given the three categories, I just want to provide here a breakout of how much money we collected in each of these categories. So, the first category where there was no change, we’re collecting $860,000 more than what we anticipate—more than in ‘19. I'm comparing with ‘19 because ‘19 is more—a better baseline than 2020. The 2020 number was far below. We've collected far below what is normal because of COVID. So, what I'm showing here is kind of relative, the incremental increase in revenues we expect from these fees in 2021. Some of the reason for these increases, for example, in this no change, we're expecting $850,000 more because of increased utilization of services. So, we're anticipating that there will be more, you know, classes or what have you, or more permits. So that's why there's an additional revenue amount.

In the second category, which is adjusting just for COLA, we're anticipating an additional revenue of $259,000. I guess the point here is that the—even though we're increasing by cost of living or that percentage, it's not, it doesn't result in a great deal of additional revenue. Then the last one we're anticipating Parks & Rec/Golf will be realizing additional revenue of $126,000. Honestly, that is probably mostly golf because the golf fee revenue really outperformed itself.



By Department/Function (in millions)	2018	2019	2020	% Change
Public Works	$ 1.0	$ 1.1	$ 0.8	(27%)
Parks & Rec, & Golf	1.3	1.3	1.3	2%
Health	0.4	0.4	0.2	(50%)
NRC & Urban Planning	2.7	3.0	2.8	(6%)
Public Safety Depts	1.9	2.1	1.1	(49%)
EMS	4.8	4.5	3.7	(17%)
Courts	3.7	3.2	2.0	(35%)
Transit	0.1	0.1	0.02	(78%)
Community Programs (Gen)	0.3	0.3	0.6	100%
Register of Deeds	1.2	1.3	1.5	14%
Auto Licenses	1.3	1.2	1.1	(13%)
Other / Administrative	0.8	0.7	0.5	(36%)
Totals	$19.4	$19.2	$15.6	(19%)

So, if you look here, Parks & Recreation, see Parks & Recreation stayed level in 2020 and part of that is because even though recreation classes were suspended during 2020, the utilization and green fees in the Golf Fund really improved in 2020 and it made up for the difference. We anticipate that continuing into '21 and '22.



So, just to look at it a little differently, the same total amount of revenue we expect to collect in 2020 is broken up by the different categories. The largest one is charges for services at $12M, fines and fees at $5.7M, permits by $2.6M, and miscellaneous at $186,000.

Not included in here, just for some perspective, is occupational fees which total about $2M. So, we didn't include that because it's a fee but it's a little bit different.

2021 ESTIMATED FEE REVENUES

Total fee revenues for 2021 by department or function.

By Department/Function (in millions)	2021
Public Works	$ 1.2
Parks & Rec, & Golf	1.4
Health	0.5
NRC & Urban Planning	3.5
Public Safety Depts	1.8
EMS	4.7
Courts	3.3
Transit	0.1
Community Programs (Gen)	0.3
Register of Deeds	1.4
Auto Licenses	1.2
Other / Administrative	1.0
Totals	$20.5

Focusing on governmental funds, sewer, stormwater and residential trash charges for services are not included

11

The same amount, the $20.5M, we're anticipating in 2021 is broken out by department here and you can see those changes. They're pretty consistent with the 2019 collection only they've all been increased. The estimate is higher than what we collected in 2019, just to reflect two years' worth of kind of growth.

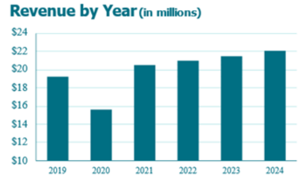
FUTURE STRATEGY

Increases of 2.5% to fees in 20222024 will achieve the PBB 4yr revenue objective of $1.5 million and keep up with the annual cost increases of providing the services.

Key Metrics (in millions)

	% Change	Gross Revenue	Additional Revenue
2019	--	$19.2	--
2020	(18.8%)	$15.6	($3.6)
2021	31.1%	$20.5	$4.9
2022	2.5%	$21.0	$0.5
2023	2.5%	$21.5	$0.5
2024	2.5%	$22.1	$0.5
5-Yr Total			$2.8

Revenue by Year (in millions)



12

So, overall, here, the future strategy is that, you know, here we've got the amount of revenue collected from these fees in 2019. Here's the drop in 2020. We're hoping that we can rebound and bring them back up in 2021. Then we'd like to see in the future, a modest 2.5% increase in this fee revenue over time in order to collect enough money, not only to make up for the cost of living, but also to kind of recover more of our costs. This isn't set in stone, this 2.5% at the beginning of 2022, it's just to give you an idea of how we can reach our revenue objectives with modest adjustments to all the fees. Little by little, we can recover more of the costs of providing our public services.

So, in summary, we just want to provide better transparency to our residents by having a comprehensive fee schedule. The objective is also that we want to recover more of our services costs. We want to generate more resources so that we're not having to have property taxpayers contribute more in property tax to pay for the services provided that could be charged for. Then lastly, we want to achieve our PBB objective of generating at least $1.5M in additional fee revenue by 2024. So, I'm happy to answer any questions because I'm sure there are many.

Chairman Markley said, Kathleen, one thing that I thought you might be able to shed some light on for us is, you know, when we're looking at these really big numbers, it might be difficult for some of the commissioners to think about what are the amounts of these fees that we're talking about. I mean I'm guessing, just based on the types of services that are mentioned, some of them maybe are in the hundreds of dollars, but some of them may be like $20. So, if we're increasing them by 1.4%, that's what like $0.25 in addition. So, I think if you can kind of give us an idea of the range of what our residents, what types of fees are out there that our residents might be paying and what this increase might look like to them and not in millions of dollars like we're seeing them in mass here. I think that would be helpful for some perspective. **Ms.**

VonAchen said, yeah, so that's the other item that's attached to the agenda item. It's the actual fee schedule and I could show you—so I didn't download the—well maybe I got it right here. Yeah, so, I got it right here. Good.

UNIFIED GOVERNMENT
Wyandotte County • Kansas City, Kansas

COMPREHENSIVE FEE SCHEDULE

January 1, 2021 through December 31, 2021

Okay, so this is the proposed fee schedule that's attached to your agenda item and it's about, I don't know, 100 pages. It has a table of contents at the beginning so here's all the departments. So, for example, the first one is the Appraiser, and maybe I can make this bigger. Yes, so I don't know if the Appraiser's is that good of one, because frankly, the Appraiser—some of these departments have fees in place, but often don't use them because they're basically a fee for providing information or, you know, reports. Reports aren't often provided and so the revenue, you know, is pretty small. So, some of them I could—that Area Agency on Aging, this is actually not a fee, it's a suggested donation and so the—and this one wasn't changed by the way.

Buildings & Logistics

	DESCRIPTION OF SERVICES	UNIT	FEE
	LOT 4, 4th & State Ave		
	Public Parking		Free
	LOT 5, 6th & Nebraska		
	Public Parking		Free
	LOT 6, 5th & Armstrong		
	UG employees		Free
	Public Parking		Free

[1] *This Fee Schedule is based on past assessments conducted by the Dept. of Buildings & Logistics, as requested by specific groups looking for Rental Relief. These determinations have been and are currently made on an individual basis which considers provisions and or amenities provided by the Department (Lessor) to facilitate the Lessees' Event. This Fee Schedule is a representation of the majority of the Contracted Events at Memorial Hall and is subject to change, based on future conditions and/or circumstances. Any fees that are waived must be approved by the City Administrator and/or their Staff.*

[2] *This Fee Schedule is based on past assessments conducted by the Dept. of Buildings & Logistics, as requested by specific groups looking for Rental Relief. These determinations have been and are currently made on an individual basis which considers provisions and or amenities provided by the Department (Lessor) to facilitate the Lessees' Event. This Fee Schedule is a representation of the majority of the Contracted Events at Memorial Hall and is subject to change, based on future conditions and/or circumstances. Any fees that are waived must be approved by the City Administrator and/or their Staff.*

This is Building & Logistics. So some of them, like to rent Memorial Hall, this one was not changed, either. If you wanted to rent Memorial Hall, these are the amounts for the time period in which you can rent it. Here's the parking lot receipts there, you know, depending on how many hours. Here's the dollar amount, not a lot, but these fees were not changed. We have

Community House Arrest. That was increased from $10 per day to $11. The UG Clerk, actually these are set by statute that some of them, some of the staff time—

Ms. Cobbins said, Kathleen, if you want, I can give what the current rate is and then show what the increase is so they can have context, if that would help. For administrative, right now is $24.83 and the proposed is $37. Then for professional, currently is $35.04 and the proposed is $51, just so you can have context. **Ms. VonAchen** said, yeah, so very good point. I did want to point out that these fees that quote staff time, what was an adjustment that was made was to not only include the hourly rate for a person, a clerical person, but also the cost of benefits so, an additional 30% was added so that's why there is a difference. As I mentioned, we still need to talk with the departments to ensure that this is all in keeping with the state statutes and that everyone's in agreement so, these are proposed.

Chairman Markley asked, are there any other questions that are specific to any of these departments as she's going through the rates? Is there anything in particular that any of the commissioners want to look at? **Ms. Cobbins** said it looks like Commissioner Philbrook has a question, Commissioner.

Commissioner Philbrook said, okay, so I jumped ahead to a specific item because I've been contacted for a year and a half now from several business owners that actually have games in their—you know, like pinball and stuff like that. You mentioned that we wanted to come into compliance with surrounding communities. I understand that we are charging per game in these locations where the surrounding communities are only charging for the fact that they do have pinball or whatever and they're not per game. So, I'm just going to ask you that and then I'm going to drop it because I know you're going to have to find out about that because you probably don't have that in your back pocket. So, I just want answers back on that because you did say you wanted to know about issues for surrounding and us, and especially in 2020 for these companies, for these places that have those kind of games, but they still had to pay, you know, for that, but they couldn't even, you know, they weren't even open. So, it's kind of tough. It was tough on a lot of them, so I just wanted to share that with you, Kathleen, and ask that you can maybe find out about that for me, okay.

Ms. VonAchen said yeah, so, I was given a heads up by our County Administrator about there was some question about it. **Commissioner Philbrook** said I warned you about it. **Ms.**

VonAchen said it's the coin-operated amusement machines. **Commissioner Philbrook** said okay. **Ms. VonAchen** said so this fee of $75, I believe it's per machine, is the same as it was last year, so it's not—we're not proposing that it be changed. I talked to someone at NRC, the lady who administers this fee, and she told me of the six or seven other cities in the area that offered this fee—and she was going to look into what those other cities are also charging, so we're looking at it.

Commissioner Philbrook said thank you, Kathleen. Yeah, I know, I tried to give you guys a heads-up on that because I knew I would be asking. So, no, if you can find out about that and just because we charged that last year doesn't mean we necessarily have to continue because of what you're saying about wanting to be in comparison to other communities around us, so thank you. So, when you find out that, let me know. **Ms. VonAchen** said, okay, we will.

So, just to talk about the NRC, so the NRC, as you can see, have a lot of different fees. One of the things they did do last year was they did evaluate the building permit fees, which are rather complex depending if they—depend on the size of the structure and so forth. These revenues actually cover the cost of various departments, not just Building Inspections, but also inspections done by the Fire Department and Planning and so lots of different inspections. So, these fees, the NRC took a look at them and they found that our residential level was, the residential fees were perhaps slightly below what other communities charge, but the commercial was consistent.

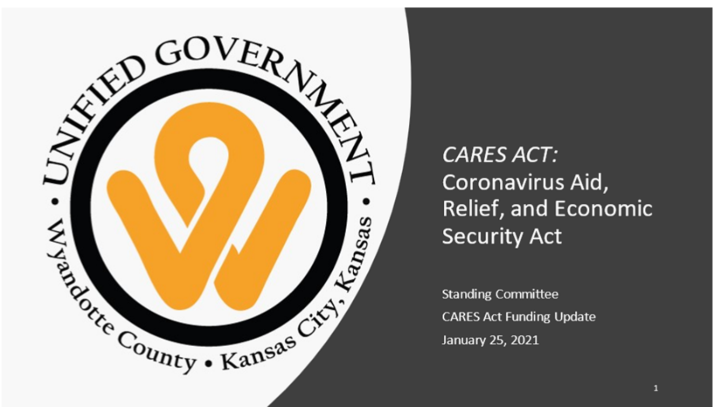
At this time, what we're going to do is continue to study and evaluate that and probably discuss it over the course of this year. But, because of that, we basically just kept all of NRC the same except for in NRC, we did increase the business licensing or the occupational tax. Those, by ordinance, are required to be increased by the CPI, which is 1.4%. So, we're going to be making—all these fees were, unfortunately—but when I prepared this draft, I wasn't aware that had been put in place, so these are all the same as last year. In the upcoming draft, they'll be adjusted upwards by $1 or $5, depending on how big the increase is. Any questions?

Chairman Markley asked does anyone else have questions for Kathleen? If not, I will entertain a motion. **Ms. VonAchen** said there's no— **Chairman Markley** said that’s right. I see. **Ms. VonAchen** said (inaudible). **Chairman Markley** said it is for information only because as she said, it is not a final version. All right, any other questions or feedback? There were none.

Clerk, did we receive any comments from the public? **Ms. Portley Lott** said, Chair, we did not receive anything. **Chairman Markley** said all right. Thanks so much and thank you, Kathleen, for your presentation.

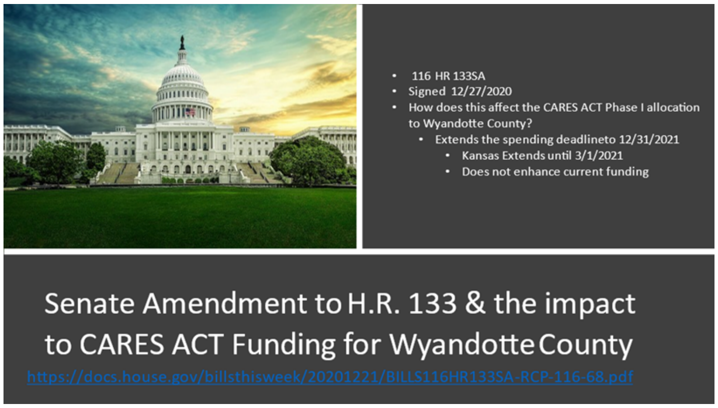
Action: For information only.

Item No. 3 – 201…UPDATE: CARES ACT FUNDING
Synopsis: Update on the CARES Act funding, submitted by Crystal Sprague, CARES Act Team Leader.



Crystal Sprague, CARES Act Team Leader, said well, thank you, Chair Markley, and commissioners for having us back today. I appreciate you giving us the time to give you an update on the CARES Act and how our sub-recipients and local jurisdictions have been responding. This is for information only, and as Commissioner said, my name is Crystal Sprague. I'm the CARES Act Team Manager.

This is our sixth update. Can you believe it? It's our sixth update on the progress for CARES funding, and the allocation process as that money was distributed by the Governor's SPARK Committee.



The first and foremost item that I want to share with you today is some information that came out of Washington on House Resolution 133. We expected that this would be our next to last presentation to this group, however, in late December, the Senate Amendment to House Resolution 33 was signed by the President in the late evening of Sunday the 27th, but who's keeping track of the exact day. Most of this bill, if not 95% of this bill, was focused on new stimulus dollars, however, it did have an impact on our current CARES Act funding.

It extended the deadline for spending. Now remember that our CARES Act funding deadline was December the 30th. This bill was signed Sunday night, the 27th, giving us about 48 hours' notice that our spending deadline would be extended. That was extended by the United States Bill until December the 31st of 2021, however, we immediately received notification from the state of Kansas and the Recovery Office that the CARES Act 1 funding would be more reasonably extended to March the 1st. So, as of right now, even though the House Resolution Bill 133 says December 31st, our guidance from the State Recovery Office is spend down to zero by March the 1st. We do expect this week, however, from the Recovery Office to receive some more information about how we are going to comply through March the 1st or beyond so, in February, we'll be able to give you some additional information.

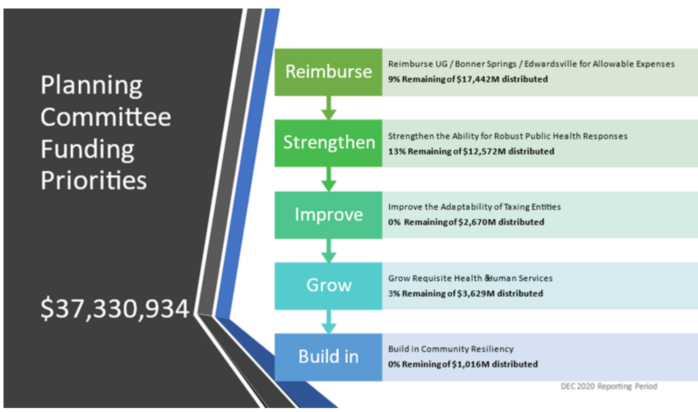
So, this had its pros and cons with the spend deadline being extended. Even with the more conservative date from the state, it didn't affect us a ton, and it didn't affect us a ton because it only occurred a couple of days before the spend down deadline. Had it occurred 30 days prior, we would have anticipated some changes maybe from our sub-recipients, but with 48 hours' notice, most of our sub-recipients were completed in their spending. This speaks to both the amazing sub-recipients that we had in our community, both for medical response and community response, but it also speaks to the overwhelming need that those dollars were expended so quickly after allotment. This does allow for better reconciliation purposes, meaning that we do have a window now that's expanded for some reconciliation of bills as they come in January from 2020.

It also allows us to deal better with supply chain disruptions and some embargoes that we're experiencing at an emergency management standpoint on certain items. It allows us to continue some staffing contracts for the Health Department and the flexibility to address some of those Health Department needs without stressing other funding sources.

So, a little bit more information about that House Resolution 133, it did provide $900B as a relief package. While it extended the CARES Act I or Phase I funding deadline, it did not provide any additional dollars for our local jurisdictions. The focus of the funding bill was to provide that additional support and assistance. That first COVID relief bill that came out was enacted early on in the pandemic in March and April, with the landscape being different and the timeframe being extended now into the the first year. This house bill provides some additional, more targeted relief efforts, including additional stimulus checks and additional PPP.

Most recently, and I will speak to some specific interest that I have received about this particular House Bill, and what we know will impact our community, right now, and for the next two years. That $25B in rental assistance is going to be important for us as the CARES Act Team to keep our eye on. The $25B in rental assistance has been very well spelled out as far as who qualifies and when they qualify for that rental assistance; meaning what citizen, what owner of property or rental agreement holder can apply for, if they're eligible. However, what the bill does not do in its 5,593 pages, is explain how citizens are going to access those dollars. So, as recently as January the 19th there was a new FAQ that was published by the Treasury Office that, again, reiterated some of those requirements, to be able to access that rental assistance, but did not give the way in which citizens are to do that.

So, we are keeping a close eye on that. We do not know if it will come to the state and the state will then use existing structure from CARES Act I, meaning to send that out into sub-recipients' hands for help, or if that's going to come to application processes in a different way. What we know will not happen, we do not believe those dollars are going to be allocated to the county or to the local cities to be able to provide those rental assistance. So, I'd love to have a little bit more information for you, but it looks like the Treasury just updated some information on January the 19th. Again, I will reiterate this bill does not include any additional funds for local or county governments.



So, let's get to the update on exactly what we've been doing with our CARES Act I dollars. We had product arriving as late as December the 27th, 28th, and 29th and I know our sub-recipients had product coming in the door on those days as well. So, we are still in the reconciliation process, working through those bills and making sure that everything gets paid and adjusted for that December 30th reporting deadline. So, this information I'm going to give you was through December 30th reporting deadline and some early reconciliation that has occurred.

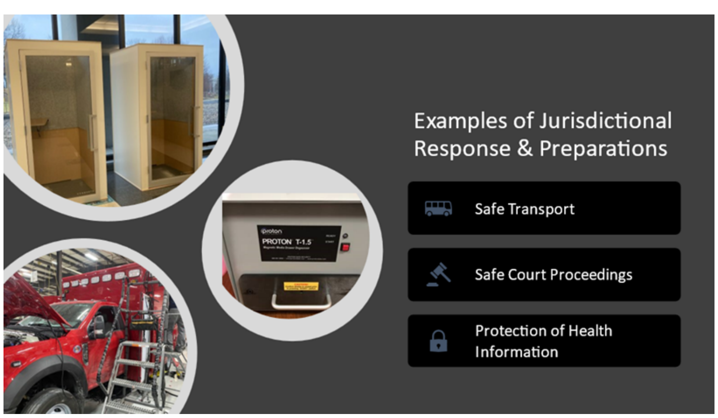
I've broke in our remaining balance down into the five areas that the sub-committee, appointed by the Mayor, stressed as order of importance for allocation of funding; the first being reimbursement to local city jurisdictions, as well as preparedness through what we thought was going to be December 30th. We have approximately 9% remaining of $17M that was distributed. Of that 9% remaining, again, we're waiting for some encumbered dollars to be reconciled, but the majority of those dollars will land within our Emergency Management Department who has had some issues with embargoed items as well as some issues with supply chain. So, we are going to carry those dollars for Emergency Management over. But, like I said, a good portion of these remaining dollars after the Emergency Management dollars will be reconciled throughout the next week or so.

The second area was to strengthen the response by public health. We have approximately 13% remaining of those $12M distributed. So, if everybody's doing the math along with me, that's about $1.5M. That $1.5M, with the extended spending deadline, allows us to roll that over into 2021 until March 1st, but also understand that there are several invoices still out for the Health Department as they have worked tirelessly to get us prepared for vaccinations. So, these dollars are already committed to a lot of the product that they needed for vaccination; it just gives us a little bit more room to reconcile.

In the third, which is to improve the adaptability of our schooling resources, we have 0% remaining of the $2.67M that was distributed.

In the fourth growing Health & Human Services, we have 3% remaining of the $3.6M. That's roughly about $137,000. Those dollars were not expended by December 30th, but will be distributed to the one sub-recipient who is pending that payment. They needed some time to reconcile and have proven to the CARES Act Team that they've met the requirements. So those dollars, when you see us report again, will be down to 0% remaining.

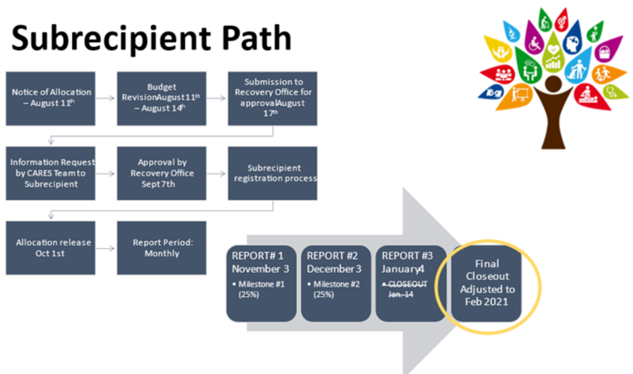
And the last was that small business piece that we felt like was important to be able to fund with the existing structure through Economic Development. We have 0% remaining, so all those dollars are out in the community to those small businesses with the structure that Economic Development has been able to provide.



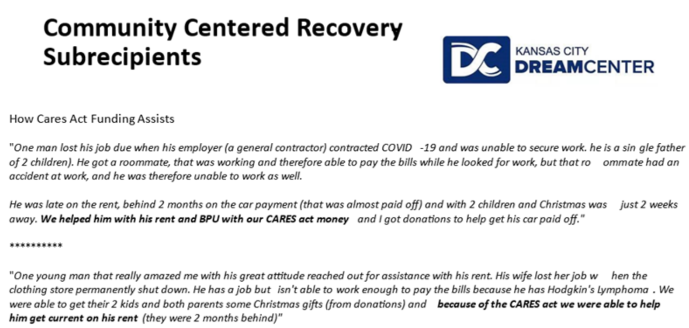
So, with that information, even though we're tying up those loose ends and we're drawing to a close on our CARES Act Phase I, we don't want to forget what has been completed to be able to respond and recover to COVID-19 by our sub-recipients, our health response, as well as our jurisdictional response. So, I always like to give you a little bit of information about what the jurisdictions have been doing and spending dollars on. We try to highlight different pieces and parts.

So, this presentation, I'd like to highlight three, one being safe transport. So, COVID-19 CARES Act dollars gave us some space to be able to provide secured and safe transport for COVID-19 patients for the EMS department, and that's the picture that you see there on your bottom left. The picture on the top is some materials that were purchased for safe court proceedings. These booths, they're sound booths, allow citizens to engage in remote hearings while avoiding any kind of issues with connectivity or technology. So, if we have a citizen who cannot get good connectivity for a Zoom hearing but wants to participate remotely and does not want to be in a courtroom with other people for whatever reason and their case is eligible for remote hearing, these sound booths have been installed to allow the citizen to go into that sound booth and have their court hearing in a private way, but also be separated off from other folks so the protection that allows the court to continue to run.

And, you know, there have been lots and lots of small purchases that we might not think about when we think about responding to a pandemic, but in reality, everybody has to flex in different ways, including our Clerk's Office. So, as you can imagine the Health Department has just been working night and day, and that produces a lot of public health or protected health information. Those documents have to be shredded and be able to be disposed in a safe way for our citizens' information. So, the Clerk's Office was actually able to purchase some upgraded shredders that allowed them to handle the increased use that would not have been able to be processed with the current equipment they had, and these are protecting our citizens' personal health information.



So, a quick highlight on our sub-recipient path. We try to bring you this every time so you know exactly what our community agencies are facing. We had previously believed that January 14th was going to be their final closeout report. After the House Resolution 133 was signed, we received notification from the Recovery Office that that report for us would be cancelled so we also cancelled that extra work for our sub-recipients. So, we believe now our final closeout will be adjusted to the beginning of February. Again, we'll know more after we meet with the state. This will be our last report for our sub-recipients as all of them will have completed their spend down.



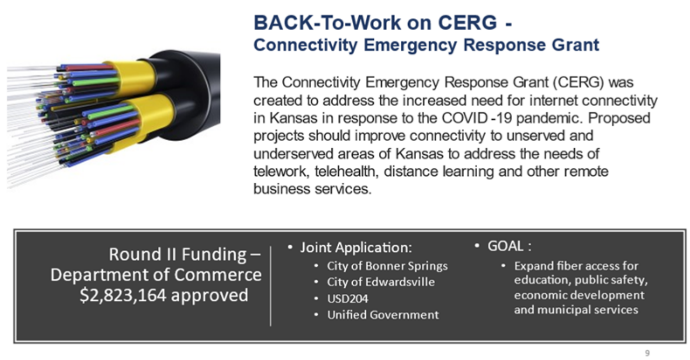
And spotlight on one of our sub-recipients. Last month we reported to you about a change in allocation in which the Health Department saw a need for safe, healthy, cold weather shelter. They were able to work with primarily the Dream Center, along with several others in the community, and I'm not doing it justice by not giving you all the people that worked toward setting up, quickly setting up that cold weather shelter. But today, I want to bring two reflections to you that have been provided to us from the Dream Center in reference to the dollars that they received, allocated through their initial application that reflect how rental assistance and utility assistance have been put to use in their agency.

So, the first story is about a man who lost his job when his employer had contracted COVID-19 and had to close down. He had two children, as reported by the Dream Center, and was behind on his rent, had issues with providing the children with what he needed to, as well as utility payments. So, because he was late on his rent and his car payment, the Dream Center was able to utilize donations to get his car paid off but use their Cares Act dollars to be able to catch his BPU and his rental assistance up.

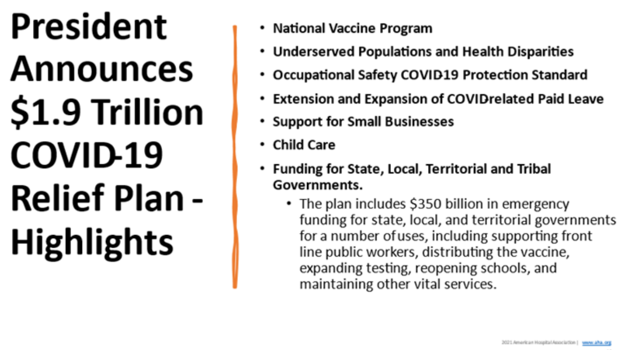
And the last story is a young man who is dealing with some health crisis of his own, but his wife lost her job at a clothing store when it was permanently shut down when the COVID-19 pandemic hit. They were also able to utilize donations for one piece of assistance and then utilize their Cares Act dollars to get them current on their rent.

And, of course, we cannot go on speaking about the response to the health crisis without talking about our Wyandotte County Health Department. The bulk of the activity in the last month has been, as it should be expected to be, at the Health Department. In December, they've been focused on setup, gear up for vaccinations, while maintaining the current testing practices. These pictures that you see here on your screen are from the facility at 78th & State.

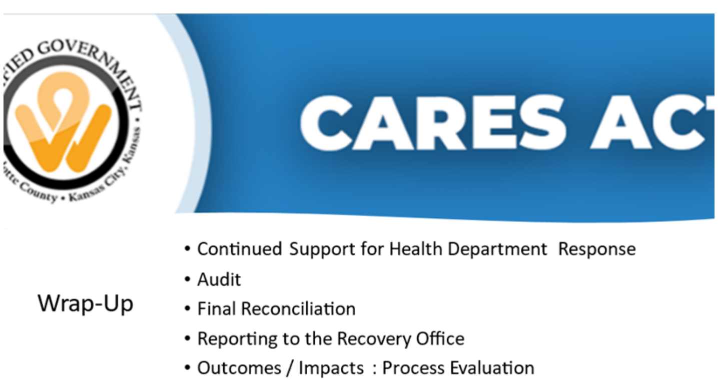
I will tell you; I've spent some time looking at other jurisdictionals allocations and what they allocated to their public health crisis and what they allocated to their public Health department. Comparing those other jurisdictions in the state of Kansas to our jurisdiction, and the percent of funding and priority that this Commission placed on the response to the health crisis, along with the focus on community partnerships that our Health Department has engaged in, and the amazing hustle from our Health Department, has made our Health Department nimble and very proficient in responding to this health crisis. I continually see reason to believe that we should be just incredibly proud of our Health Department. I hope that the CARES Act dollars helped them in some way be able to respond the way they've been responding and protect us all as Wyandotte Countians.



So, with the extension of the CARES Act spend, it also affected the CARES Act Phase II for the state of Kansas. As you know, we had initially put in and received for funding to extend our fiber connectivity to those underserved populations in our county, and that included Bonner and Edwardsville students, public service, public safety agencies, and remote workers in that area. In early December, we knew that if the spending deadline was going to stay at December 30th that this project was not going to be able to successfully be completed and try, as we might, to try to get an extension on CARES Act Phase II. We were not successful, however, that signature on 12/27 definitely changed the perspective that we had on the ability for us to continue with this project, and we've been able to restart this project. So, we'll bring you more to come there, but that's really exciting. Yes, thank you Commissioner. It is very exciting to see that this process is back on the table. It's a lot of work and it's a lot of fast work, but being able to get that connectivity to those students, at public service, and public safety agencies, as well as to allow our citizens to work remotely when they need to is going to, be a great improvement; not only for now in response to the COVID pandemic now, but moving forward.



So, two more things to talk about, very quickly; and I know this is a little longer than what I normally do, but right before inauguration of President Elect Biden, now President Biden, announced a $1.9T COVID relief plan. We understand that it is a plan at this point, but it is worth paying attention to. I've listed some of the areas that have been noted in that plan, with some price tags to go along with them, but I want to make sure that you guys see that there is a piece to that plan that provides funding for state, local, territorial and tribal governments. Right now it sets at a plan of $350B in emergency funding, but we don't, obviously don't count on that money coming, but we wanted to at least highlight that what the first stimulus package did, the second stimulus package did not. It looks like if a third stimulus package starts to be undertaken for discussion, that there could be some additional dollars not only for our underserved populations that have health disparities, but also for state and local governments and, of course, supporting those small businesses. So, we'll just keep an eye on that.



We are, like I said, in our wrap-up phases, although we're prepared for whatever happens next. When it comes to this pandemic and any dollars that would be allotted to our either jurisdiction or through our jurisdiction to sub-recipients, we'll continue to support the Health Department response.

We are preparing for an audit. It is $37M in about 4 ½ months so we want to make sure that we have all of our paperwork in order and we're prepared when auditors come calling, as they should. We're finishing up that final reconciliation and getting through those bills and getting through those purchase orders, as well as pending our reporting to the Recovery Office, whatever that's going to look like. We'll have more information about that when it's provided to us.

With this extended period of time here at the end, it does allow us to start thinking about outcomes and impacts of these dollars, particularly important to my team to be able to say, "Did we do this?" "Did we do it in the right way?" "Was there something we could have improved upon?" So, that we are leaving a record of best practices, for lack of a better term, as we move forward, so that another group or maybe even our group, knows how to start this process and make it open and fair and an application process but do it super, super fast. So, we're hoping to maybe undertake that a little bit. So, with that, if anybody has any questions, I'd be happy to answer them.

Chairman Markley said thank you. Questions, commissioners? I do not see anyone with questions. **Commissioner Bynum** said thank you. I just can't let the presentation pass without one more go around of thank yous to Crystal and frankly all the departments because the money was certainly helpful and did a lot of good, but the reporting requirements around it, just added more work to already full desks. Everyone just deserves so much gratitude from us for everything that was done to keep pulling together and see our way through this. So, Crystal and everyone, thank you so much one more time. **Ms. Sprague** said thank you, Commissioner. **Chairman Markley** said agreed. Anyone else?

Commissioner Philbrook said yes, thank you. So, Crystal, you know I'm in your fan club and I can't believe the amount of work that your team has pulled off and I can't let this go without thanking our community to stepping forward and working so well with the Unified Government. I mean, talk about a partnership; this is something that we're always asking for and it happened, and it happened quickly. So, thank you community, all you people out there that helped make this happen, all the businesses and everybody that stepped forward to make this complete. Our work is not done though folks. So, you know, we still have to take care of a lot of folks and although Crystal's not directly involved with any future actions, yet, you know, if I can drag her kicking and screaming into helping, I will. So, there you go, Crystal, forewarned is forearmed. Thank you so much for your hard work, Crystal, and your team. **Ms. Sprague** said yes and thank you Commissioner for saying that. I know I'm not a voting member of this group, but I would second that all day long. Our sub-recipients, you know, some of them are large agencies who could respond to this and have staff to respond, but the majority of them were smaller agencies that had never faced this type of reporting requirement or application requirement or spend down requirement and certainly not at this speed. The fact that they've been able to do that thing that was kind of our chant for a while, which is ethical and efficient spend down to zero, and they were doing it so quickly and for the right reasons. Again, speaks to them, and also speaks to the, the high need in our community, because if we didn't have the high need, they wouldn't had been able to spend those dollars so I agree, the work's not over and you know the real testament will be six, seven, eight months from now.

Chairman Markley said alright, last call, any other comments. There were none.

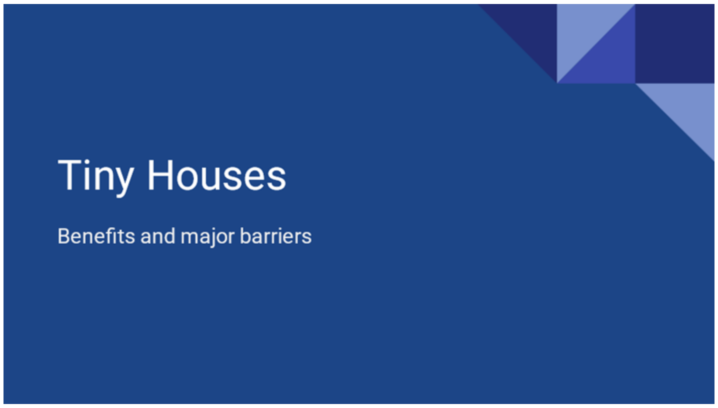
Action: For information only.

Public Agenda:

Item No. 1 – 217…APPEARANCE: KAT HOOLEY-LICKTEIG

Synopsis: Appearance of Kat Hooley-Lickteig, President for Johnson County Community College's Phi Theta Kappa International Honor Society Chapter, regarding their project on tiny houses as a possible means to solve homelessness in the KC metro area.

Ms. Cobbins said, actually, Madam Chair, we do have Kate Boyer and she is a panelist and ready to speak. **Chairman Markley** said okay, Kate Boyer, welcome, and you have five minutes to make your comments to this committee. Welcome.



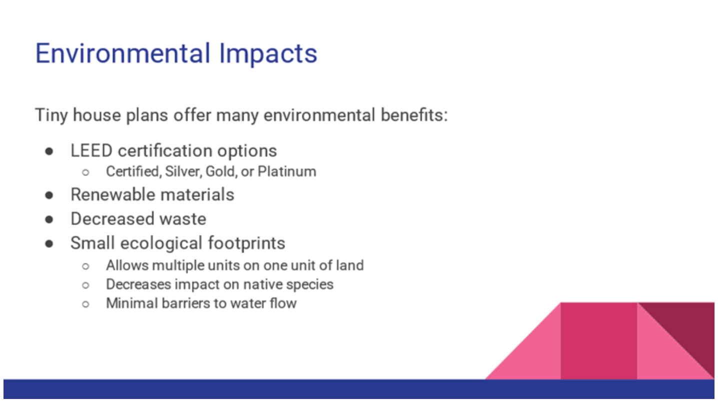
Kat Boyer, Phi Theta Kappa International Honor Society Chapter, said hello, thank you. I have a presentation ready if that's alright. **Chairman Markley** said sure. **Ms. Boyer** said alright, so today I would like to talk about tiny houses. This pertains to our research that my local Phi Theta Kappa Chapter has done. We're an honor society and this is our project. So, today I'm going to explain to you the benefits and biggest barrier to Tiny Houses in Kansas City.

So, Tiny Houses are officially a dwelling that is a 400 square feet or less in floor area, excluding lofts.

It's not a park model. It's not a manufactured home and it's not an RV either. It's in its own category.

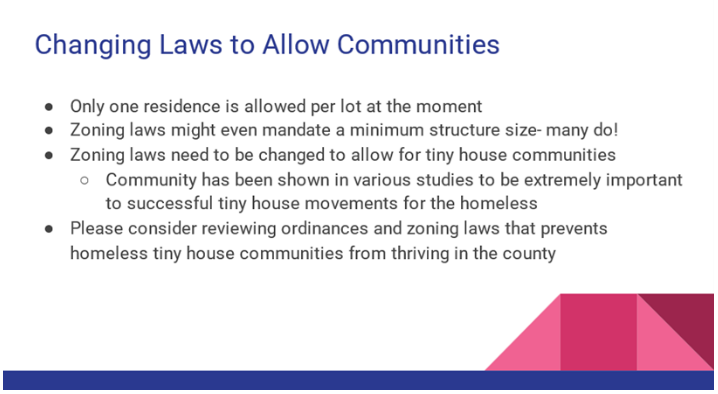
So, the first benefit to Tiny Houses is its affordability. Tiny Houses are extremely beneficial, not only to any population, but also to the city as well. The stable housing that Tiny Houses gives, aids the homeless population and job hunting, which lowers unemployment. It is also incredibly much cheaper than regular housing to build as it costs only under $50,000 to build and provide all the amenities needed.

The homeless population, it helps them to thrive and make and spend more money, which will cycle money back into our local economy. Our research that we have done has shown that Tiny Houses can save municipalities millions in health and legal costs.

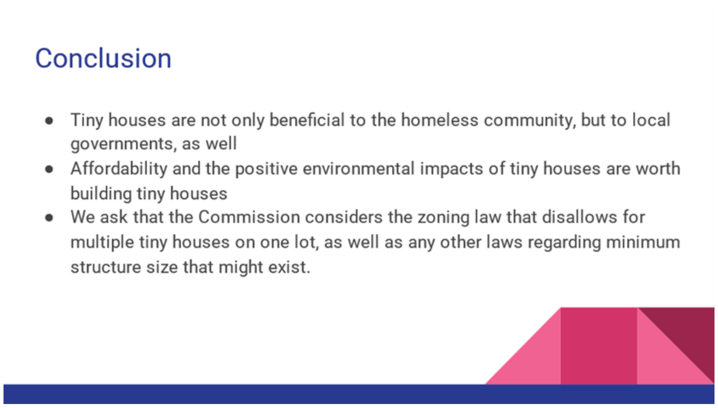


There are also a lot of good environmental impacts as well. The Tiny House LEED certification options, recently, a Tiny House has been certified. LEED is, of course, an ecologically friendly certification for such architecture.

Renewable materials can also be used in making Tiny Houses reliably and with Tiny Houses there is a decreased weight of waste. It also leaves very small ecological footprints since there can be multiple houses on one piece of land. It decreases the impact on the native species and there are minimal barriers to waterflow when it comes down to it.



So, the major problem here is that only one residence is allowed per lot at the moment, which is an issue when it comes to Tiny Houses, as tiny houses are technically residents. Zone laws also mandate minimum structure size. These zoning laws need to be considered and possibly changed to allow for Tiny House communities to fully benefit homeless populations. Community has also been shown in research to be extremely important to the success of Tiny House communities. So, having more houses on one lot would be beneficial. So, me and my chapter asks that you please consider reviewing the ordinances and zoning laws that prevents these Tiny Houses from thriving in our county.



In conclusion, Tiny Houses are not only beneficial to the homeless community, but our governments as well. It's affordable and the environmental impacts of Tiny Houses (**Ms. Portley Lott** said you have one-minute remaining.) **Ms. Boyer** said make it a beneficial project to consider. We ask that the Commission considers zoning laws that just allows multiple Tiny Houses on one lot as well as any other laws regarding structure size.

Thank you. I yield my time to questions.

Chairman Markley said thank you very much. Our government is making changes to our zoning code. In fact, introducing a whole new zoning code so this is well-timed for consideration and these sorts of issues are—they're more modern considerations that we are hoping our new code can help us to tackle. Are there any questions from the Commission?

Commissioner Philbrook said so, thank you, Angela Markley, and thank you Kate for bringing this forward. So, I don't think—I believe that homelessness is not the only thing that Tiny Homes can help. I believe there's a lot of people out there that would like to have their own home, and maybe being part of a small community because they don't want to take care of a big house because they want to spend more money on travel and going around and showing their kids that sort of thing. Not everybody wants to have a big house and so allowing us to have little, tiny house communities, you know, could really open us up to a whole new bunch of folks that are very responsible and forward thinking and I really appreciate you coming forward with this and it is very opportune because we are getting ready, and we're going through a lot of our coding. So, thanks Kate, I appreciate that. **Ms. Boyer** said of course, all our research of course centered on homeless people, but I absolutely agree with you, that there are benefits to other people outside of the homeless population. **Commissioner Philbrook** said yeah, well I know in Kansas City, Missouri, we have some tiny house areas that they created for homeless, for homeless to come in and to us and veterans and that sort of thing. So, I agree with you Kate. I think it has a lot of possibilities. Thank you so much. **Ms. Boyer** said of course.

Chairman Markley asked other questions.

Commissioner Bynum said I just had a question for Kate. During your research on the presentation, did you happen to draw a conclusion one way or the other as to whether it's more appropriate for the tiny house to be located within a district or a specific community rather than just spaced intermittently throughout the community at large?

Ms. Boyer said yes, if they were—our research has concluded that if they were all spaced together, it would lay a foundation of community, which is good for the homeless population as it promotes equity, as well as shared responsibility within the community. **Commissioner Bynum** said thank you so much.

Chairman Markley asked anyone else. If not, Kate was our grand finale for tonight. This is the end of our meeting. Thank you everyone for attending and thank you, Kate in particular for your comments tonight and we are adjourned.

Action: For information only.

Adjourn
Chairman Markley adjourned the meeting at 6:50 p.m.
tpl