



Administration and Human Services
Committee
Standing Committee Meeting Agenda
Monday, March 28, 2016
5:00 PM

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 March 28, 2016 Agenda**
- III. Approval of standing committee minutes from January 19, 2016**
- IV. Measurable Goals**

Item No. 1 - MEASURABLE GOALS: PUBLIC HEALTH DEPARTMENT

Synopsis: Presentation and discussion of goals for the Public Health Department, submitted by Terry Brecheisen, Director.

Tracking #: 16445

Item No. 2 - MEASURABLE GOALS: MUNICIPAL COURT

Synopsis: Presentation and discussion of goals for Municipal Court, submitted by Crystal Sprague, Program Director-PVC.

Tracking #: 16487

Item No. 3 - MEASURABLE GOALS: HUMAN RESOURCES DEPARTMENT

Synopsis: Presentation and discussion of 2016 goals for the Human Resources Department, submitted by Renee Ramirez, Director.

Tracking #: 16489

Item No. 4 - MEASURABLE GOALS: LEGAL DEPARTMENT

Synopsis: Presentation and discussion of 2016 goals for the Legal Department, submitted by Ken Moore, Chief Legal Counsel.

Tracking #: 16491

V. Committee Agenda

Item No. 1 - DIRECTION: CDBG 2017 GRANT APPLICATION PROCESS

Synopsis: Staff is seeking direction and approval to implement the 2017 CDBG Grant Application Process, submitted by Wilba Miller, Director of Community Development.

Tracking #: 16488

Item No. 2 - ORDINANCE: PROPOSED CHANGES TO ELECTION ORDINANCES

Synopsis: An ordinance changing election ordinances to comply with state law, changing primary elections to August and general elections to November, submitted by Ryan Carpenter, Legal Department.

Tracking #: 16490

VI. Public Agenda

VII. Adjourn

**ADMINISTRATION AND HUMAN SERVICES
STANDING COMMITTEE MINUTES
Tuesday, January 19, 2016**

The meeting of the Administration and Human Services Standing Committee was held on Tuesday, January 19, 2016, at 6:00 p.m., in the 5th Floor Conference Room of the Municipal Office Building. The following members were present: Commissioner Markley, Chairman; Commissioners Philbrook, Johnson, Kane, Bynum. The following officials were also in attendance: Joe Connor, Assistant County Administrator; Gordon Criswell, Assistant County Administrator; Melissa Mundt, Assistant County Administrator; Dennis (“Tib”) Laughlin, Director for General Services; Ken Moore, Chief Legal Counsel; Bridgette Cobbins, U.G. Clerk; Phyllis Wallace, Deputy Human Services Director; and Maurice Ryan, Municipal Court Administrative Judge.

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

Approval of standing committee minutes for October 26, 2015. **On motion of Commissioner Bynum, seconded by Commissioner Johnson, the minutes were approved.** Motion carried unanimously.

Measurable Goals:

Item No. 1 – 15200...MEASURABLE GOALS: UG CLERK’S OFFICE, MAILROOM & RECORDS CENTER

Synopsis: Presentation and discussion of goals for UG Clerk’s Office, Mailroom and Records Center, presented by Bridgette Cobbins, UG Clerk.

Melissa Mundt, Assistant County Administrator, said I’m going to go ahead and tee her up. We’re here, again, on the goals. Bridgette is going to work with you tonight on the goals for the Clerk’s Office, Mailroom and also our Records Center. She has worked really hard with me to distill these down to the more aspirational level.

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Bridgette Cobbins, UG Clerk, said I'll be sharing with you my Department's 2016 goals.



Before we get started on the 2016 goals, I would like to follow up with the goals that I presented with you in 2015 just to give you a recap of what those goals were.

We committed to providing promptness, courtesy, and sensitivity under the customer service arena as one of the pillars for customer service. To make those smart goals we had to identify two areas that we can drill down into to look at the areas of promptness, courtesy, and sensitivity.

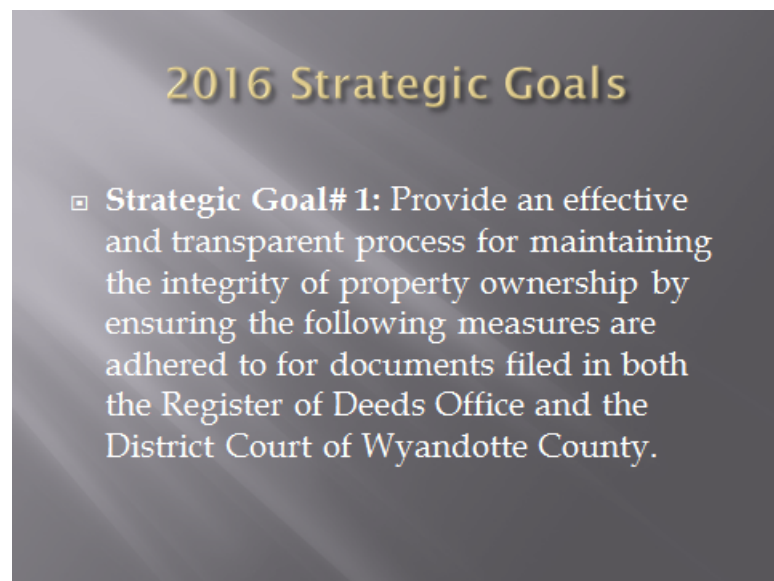
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The first was when we answer our phones in the Clerk's office. I mentioned to you last year that our goal would be to answer our phones by the third ring, by stating our name and department every time a staff person answered the phone in the Clerk's office.

A second category was responding to emails. We committed within our department that we would respond to any emails within a 24 hour time frame when emails are sent to our office. As a result of this goal, we did accomplish it. We've now incorporated it into our standard operating procedures. We didn't want to have a goal, accomplish it, and then kind of forget about it. In order for it to make meat to the goal we wanted to incorporate it into our standard operating procedures.

The second goal was under customer service. Under that it was for our survey. That has been completed. We accomplished that goal and I'll be sharing that with you in a moment.

The third was the Agenda Management System which a lot of you are familiar with. We use it on a weekly basis. We converted from our Legacy system to a new system. The name was SuiteOne and they've now changed their name to BoardSync. That did take place in September of 2015, so we completed that goal as well.



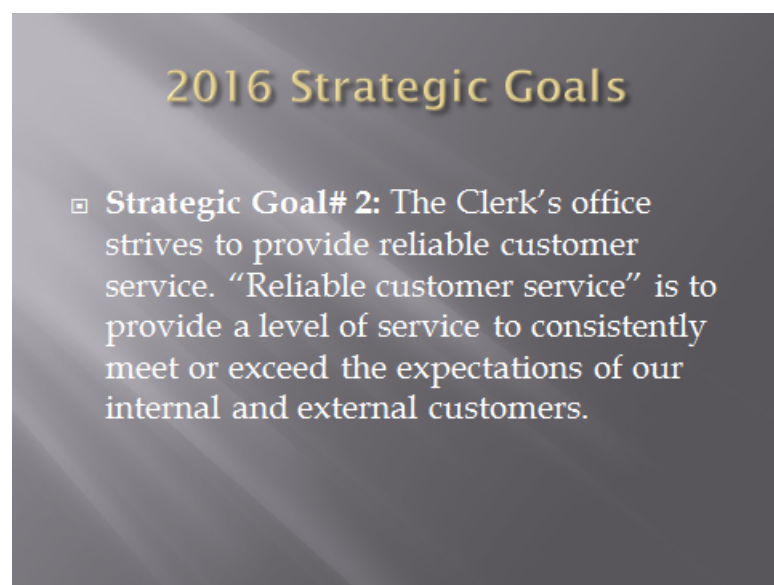
For 2016 the goals that I would like to share with you tonight, the first one is our strategic goal. It's to provide an effective and transparent process for maintaining the integrity of property ownership by ensuring the following measures are adhered to for documents filed in both the Register of Deeds Office and the District Court of Wyandotte County. This goal pertains to

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protecting the integrity of the tax rolls. What that means, this is a state statute driven process that we adhere to.

It ensures that any property that is sold or purchased in Wyandotte County, real estate property, that once those documents are filed with their respective departments in the Register of Deeds Office or District Court, maybe it's a Probate, Civil Court or Divorce, but once those documents are filed and they come to the Clerk's Office, within 48 hours we would have it transferred into the new owner's name. The reason why that is important is when it's time for individuals to pay their taxes, we need to make sure we have the proper name on those documents and that we have the address being mailed to the appropriate location.

The way that we're going to accomplish that goal and the objectives related to that goal is going to we'll make sure that those deeds are processed within that 48 hour time frame. Whenever they do send in their address change forms, we will send out an email to those recipients acknowledging that we did receive their request. Then we will make that change within a five day period.



Our second goal for our strategic goals, if you could pass those forms out Melissa. The Clerk's Office strives to provide reliable customer service. "Reliable customer service" is to provide a level of service to consistently meet or exceed the expectations of internal and external customers. What we're passing out will be the surveys that we'll be handing out internally to our constituents, that will be internal staff and external staff.

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UG Clerk's Office

When visiting the UG Clerk's office recently, were you pleased with the level of service you received?
 Yes_____ No_____

Please explain or suggest improvement_____

Was the demeanor of the employee courteous and professional?
 Yes_____ No_____

Please explain or suggest improvement_____

Did you find the employee to be well informed on the subject matter?
 Yes_____ No_____

Please explain or suggest improvement_____

Did you have to ring the bell for service?
 Yes_____ No_____

Was the wait time before being helped satisfactory?
 Please explain or suggest improvement_____

The first one is a manila card. That's for the UG Clerk's Office. If you look at that one, that's specifically for the Clerk's Office. Whenever someone comes into our office these will be the questions that we'll be asking on this survey:

When visiting the UG Clerk's office recently, were you pleased with the level of service you received?

Was the demeanor of the employee courteous and professional?

Did you find the employee to be well informed on the subject matter?

Did you have to ring the bell for service?

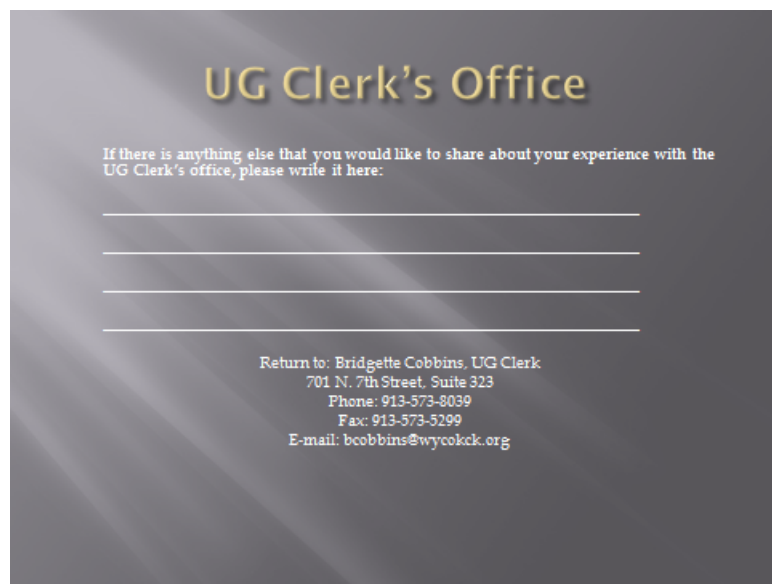
Was the time waiting for, how long did you have to wait, was it satisfactory?

This is important to me from a Department Head's perspective because a lot of times you think you're doing things well in your department, but you're not quite sure. Once we put these into the hands of external customers and internally for the departments that will give me a better sound on the things that we're doing right and the things that we need to improve upon. We wanted to get these out this time of the year because we can really use it as a tool for our Homestead and Utility Rebate applicants.

When they come into the office after we processed their rebates, we will be handing them those forms for them to fill out at their leisure. We will have a box in the Clerk's Office in

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which they can drop it in as they're leaving or they can fill it out while they're waiting. We're also going to have those available at our front counter so that if anyone is interested internally and they want to provide some feedback on how we're doing as a department, they will have that as an option.



UG Clerk's Office

If there is anything else that you would like to share about your experience with the UG Clerk's office, please write it here:

Return to: Bridgette Cobbins, UG Clerk
 701 N. 7th Street, Suite 323
 Phone: 913-573-8039
 Fax: 913-573-5299
 E-mail: bcobbins@wycokck.org

On the flip side of that you'll see that it gives individuals additional space if they want to share additional information about the services that they were rendered in our office.



Mailroom

When visiting the mailroom recently, were you pleased with the level of service you received?
 Yes _____ No _____ NA _____
 Please explain or suggest improvement: _____

If you required assistance, was the employee courteous and professional?
 Yes _____ No _____ NA _____
 Please explain or suggest improvement: _____

Did you find your department's mail to generally be sorted properly?
 Yes _____ No _____
 Please explain or suggest improvement: _____

When you contacted mailroom staff with questions or concerns, did you find the employees to be well-informed on the subject matter?
 Yes _____ No _____

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The second is a white survey card and that's specific to our Mailroom. The two questions at the top are going to be core for all of our departments, but the third one is more specific to that department. That survey question will be: Did you find your department's mail to generally be sorted properly? The last one will be:

When you contacted mailroom staff with questions or concerns, did you feel the employee to be well-informed on the subject matter?

How I plan to make sure that these are completed in a timely manner, we have rotary boxes in the Courthouse and in the City Hall building where we sort their mail. My drive will be to put one of these surveys in every single box between both buildings randomly until each department has received the forms. That way I'll see from a holistic standpoint how we're doing when we're sorting the mail and how we're engaging with internal departments.

Mailroom

If there is anything else that you would like to share about your experience with the Mailroom, please write it here:

Return to: Bridgette Cobbins, UG Clerk
 701 N. 7th Street, Suite 323
 Phone: 913-573-8039
 Fax: 913-573-5299
 E-mail: bcobbins@wycokck.org

On the back, again, that will give them additional space if there's information that they would like to provide to me with instructions where they can send the form to once it's been completed.

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Records Center

When interacting with staff in the Records Center, were you pleased with the level of service you received?
 Yes _____ No _____
 Please explain or suggest improvement _____

Was the demeanor of the employee courteous and professional?
 Yes _____ No _____
 Please explain or suggest improvement _____

When you contacted staff in this department with questions or concerns, did you find the employees to be well-informed on the subject matter?
 Yes _____ No _____
 Please explain or suggest improvement _____

When you contact the staff in this department with a request, do you find the response time to be satisfactory?
 Yes _____ No _____
 Please explain or suggest improvement _____

The third survey is a gray card. That card is specific to the Records Center. The first four questions are going to be standardized and then the very last will be specific to the Records Center. We will ask:

When you contacted the staff in this department with a request, did you feel the response time to be satisfactory?

In this department we get requests for documents that are old or have been archived, Sheriff's Department, Municipal Court, various departments use our system on a regular basis. I want to find out when we respond to their needs how fast do we get those documents to them and if they're correct when they send them back.

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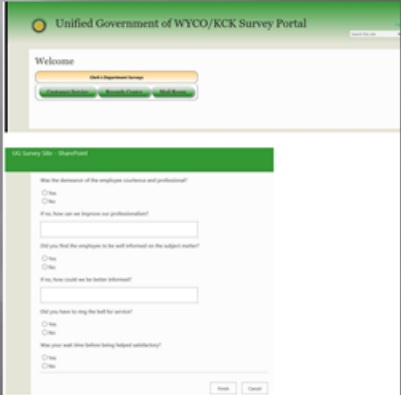
Records Center

If there is anything else that you would like to share about your experience with the Records Center, please write it here:

Return to: Bridgette Cobbins, UG Clerk
 701 N. 7th Street, Suite 323
 Phone: 913-573-8039
 Fax: 913-573-5299
 E-mail: bcobbins@wycokck.org

Like I said, all of these surveys will be available to the general public, internally as well as externally. We will have a box for them to fill it out.

Electronic Survey



Unified Government of WYCO/KCK Survey Portal

Welcome

[Start Survey](#)

Survey 101 (Standard)

Was the development of the employee courteous and professional?

☐ Yes ☐ No

How often do we improve our professionalism?

Did you find the employee to be well informed on the subject matter?

☐ Yes ☐ No

How often could we be better informed?

Did you have to stop the ball for service?

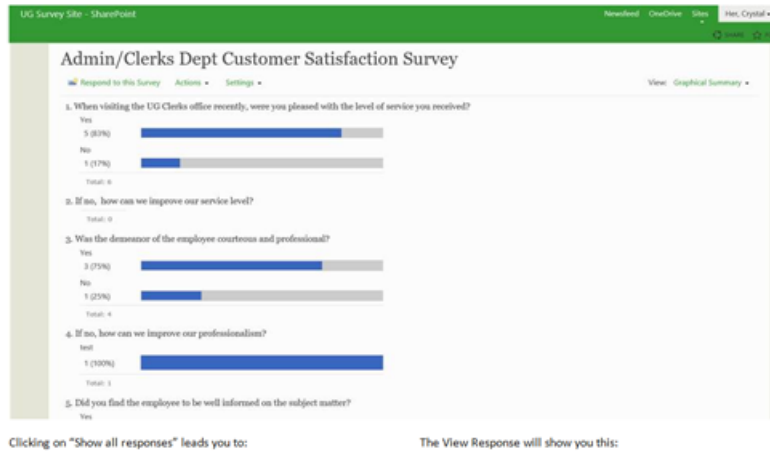
☐ Yes ☐ No

Was your wait time before being helped satisfactory?

☐ Yes ☐ No

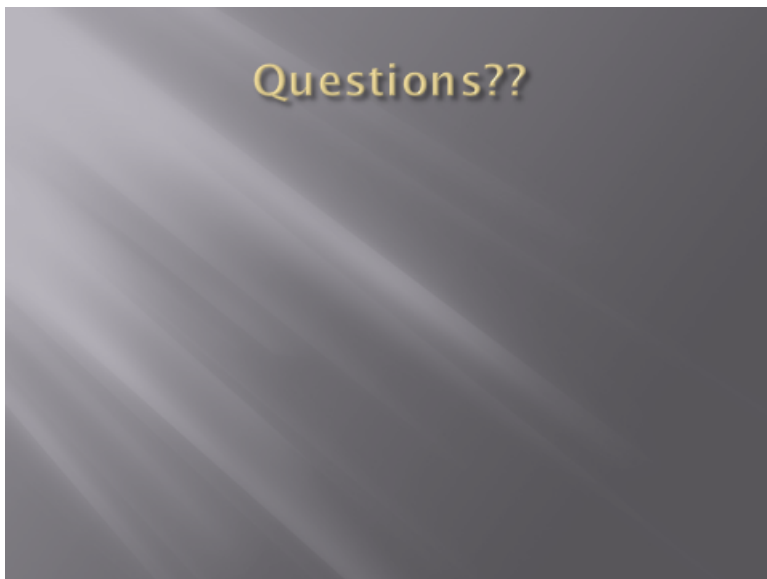
In addition to having a hard copy, I think it's important for electronic surveys to be available as well. My department's been working with IT diligently on trying to figure out an electronic survey. The hope is that in the beginning of February that anytime an email goes out from the Clerk's office, in the body of that email, there will be attached a survey that is similar to the ones that are in the hard copy form specific to each area of my department.

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Admin/Clerks Dept Customer Satisfaction Survey				Admin/Clerks Dept Customer Satisfaction Survey			
Respond to this Survey Actions Settings				Edit Response X Delete Response Manage Responses			
View Response	Created By	Modified	Completed	When visiting the UG Clerks office recently, were you pleased with the level of service you received?			
View Response #1	...	***	Wednesday at 9:48 AM Yes	If no, how can we improve our service level?			

In that survey, at the very bottom, it will give individuals an opportunity to survey our department. Once they fill it out and send it back in, it will default to this administrative queue where I will have access to see what type of responses we're getting from internal and external. In regard to the cards that are hard copy, I will have the ability to go in and input that data so that I can have a complete picture of what's going on within my department at all times.



With that, those are our goals for 2016. Are there any questions?

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Commissioner Philbrook said wow. This is going to be very interesting to see the response. I'm really excited that you've gone all out. Thank you very much for that because so often we have people come to us as commissioners complaining about City Hall. Well, now they get to put it in writing and they get to say that stuff. They don't even have to call us now, I hope. But even if they do, I'll remind them to fill it out and to tell you directly what's going on. Thank you very much for doing this.

Chairman Markley asked anyone else. Excellent work as always. Thank you very much. **Ms. Mundt** said you guys are all good with her goals, then. **Chairman Markley** said yes. **Commissioner Philbrook** said oh yeah. **Ms. Mundt** said alright, thank you.

Action: For information only.

Item No. 2 – 156...MEASURABLE GOALS: HUMAN SERVICES

Synopsis: Presentation and discussion of goals for Human Services, submitted by Gordon Criswell, Assistant County Administrator.

Gordon Criswell, Assistant County Administrator, said so this is our first shot with a high aspirational goal for our Human Services Department. Just by way of history, Human Services and this organization are really sort of made up of three divisions, the largest division being what I call Developmental Disabilities and Mental Retardation. We have a fairly large state grant that covers services for our citizens who have developmental disabilities or intellectual disabilities in our County.

We're starting with a fairly high aspirational statement which is:

The goal of the Human Services Department is to improve the quality of life of people in Wyandotte County through engagement of citizens and community based organizations.

As we come back to you with what that looks like, I would like you to focus in on engagement of citizens and community based organizations. Those are the folks that the department actually

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works with. We'll come back, if you don't have any additions or comments on this sort of high level goal, we'll come back with what does that look like in terms of how we'd actually deliver that service to the citizens of our community.

Commissioner Bynum said you are saying that you will come back another time with the tactics or the measurable items that you will do to reach that goal. **Mr. Criswell** said yes, if you don't have any changes to this goal. **Commissioner Bynum** said did I understand correctly that Human Services is primarily doing the work of CDDO or old WDDS. **Mr. Criswell** said that's correct. **Commissioner Bynum** said it's a state grant. Is there any local, is there a mill levy, so years ago Wyandotte Developmental Disability Services. **Mr. Criswell** said we get a combination of a mill levy appropriation for what used to be the old WCDD. **Commissioner Bynum** said WDDS. **Mr. Criswell** said WDDS. We also get a grant or an appropriation from the State. **Commissioner Bynum** said so it's still a combination. **Mr. Criswell** said yes. **Commissioner Bynum** said and you're going to bring us back the steps under that goal. **Mr. Criswell** said yes. **Commissioner Bynum** said I'm good with that goal. **Mr. Criswell** said if you don't have any changes here, the next time we meet we'll sort of do like what Bridgette did tonight was here's how we hope you allow us to measure getting this done.

Commissioner Philbrook asked will that break it down into the different entities that we interact with? **Mr. Criswell** said yes ma'am.

Mr. Criswell said I'd like to just introduce Phyllis Wallace. Phyllis is my Deputy Human Services Director. I'm trying to get her acclimated to the Standing Committee process and the work. The next time that we present, it will be you Phyllis. **Chairman Markley** said we're harmless really. **Mr. Criswell** said if you don't have questions. **Commissioner Johnson** said, Gordon, I will ask if you will provide an index or a glossary. **Mr. Criswell** said of terms, of acronyms. Yes sir.

Chairman Markley said no action is required for this item

Action: **For information only.**

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Committee Agenda:

Item No. 1 – 15336...GRANT: 2016 CHOICE NEIGHBORHOOD GRANT

Synopsis: Request authorization for staff to apply for the 2016 Choice Neighborhoods Grant through HUD, submitted by Melissa Mundt, Assistant County Administrator. The grant provides up to \$2M for planning and construction activities over a three-year period.

Melissa Mundt, Assistant County Administrator, said we have a very exciting and lovely PowerPoint presentation to use to go over with you. Give me a second while Tim pulls it up for us here.

I have Tib Laughlin with me here tonight acting as my wingman as we go through this new grant application process that we are endeavoring upon should you allow us to go ahead and submit for it.



I'm going to guess how this works because this is my first time using a PowerPoint in here.

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What is Choice Neighborhoods?

- Choice Neighborhoods builds on the successes and lessons learned from the HOPE VI program offered by HUD.

HOPE VI at a Glance	
Revitalized	260 communities
Created	53,950 replacement units
Built	39,960 affordable and market rate units
Leveraged	\$1.80 for every \$1 investment

Redevelopment of 1 large, distressed housing project	
Outcomes	Evidence and Estimates
↑ Property Values	Boosts home values, generating \$6.5 million in local revenue over 20 years
↓ Operating Costs	\$3.9 million less in federal subsidies over 20 years
↓ Crime Rates	\$170,000 per year in public sector savings Crime rates decreased up to 93% across communities
Jobs	1 job created for every \$110,000 invested in construction
Multiplier Effects	Return of private capital, business, and market forces Example: \$856+ million investments in Centennial Place (Atlanta)

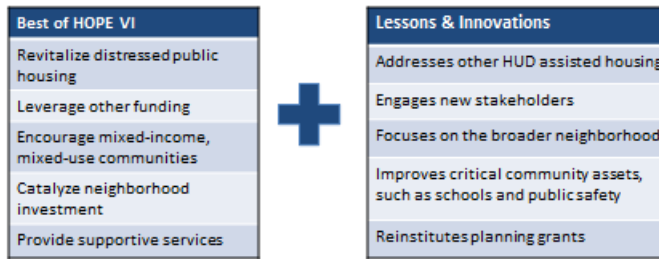
Our first slide here is kind of a description of what Choice Neighborhoods is built off of. It's a former grant program that I know nothing about called Hope VI. Some of you may have heard of it. It's a HUD program that was started in the 1990s, maybe around 1992-93, somewhere in there. Maybe I do know more than I thought.

It was utilized in various iterations throughout the 1990s and into the 2000s in about 260 different communities. The idea was replacing old public housing units that were not basically meeting needs of those who were living in them at the time, also using those dollars and plans to build market rate units as well as affordable units to help create more of a mixed-income area.

What you can see in the bottom chart is that it's basically a redevelopment area of a large part of blocks of a city. It's not just the housing development that was built by HUD in circa say 1970 something. What it's done over the 20 years, you can see there, is boost home values in the areas where the HOPE dollars were injected, reduced the amount of federal subsidies going to the projects where individuals were living that had affordable housing needs, and also helped reduce crime rates, and also created jobs for every \$110,000 invested.

A lot of multiplying effects as it's noting there. A pretty powerful setup. It did have some drawbacks. On the next page, it kind of talks about that.

What is Choice Neighborhoods?



- Choice Neighborhoods move beyond the HOPE VI model and focuses on three core goals:

Housing, People, and Neighborhood

Choice Neighborhoods is another iteration of HOPE VI. What they did is look at the parts that were working really successfully out of that and then tried to better them. You'll see in the left hand spot there that it says "Revitalize distressed public housing". That still continues to be it and also address other assisted housing needs where you may have individuals that aren't necessarily poverty stricken, but they've got maybe disability or other challenges that this kind of broadens for that under Choice Neighborhoods.

Leverages new funds - I think what we're seeing with this just in our short stint into this since early December is that it brings an immense amount of different stakeholders and also the public/private partnership side of this type of grant is huge.

Catalyzing neighborhood investment – that's the part that we found really fascinating about these as we went through these with HUD. We're going to show you a couple of these as we move through the presentation this evening.

The part down there "Housing, People and Neighborhood", that's HUD's goal. I think it's a little more exciting than that. The next slide kind of starts to break that down.

Choice Neighborhoods Transform

Housing - Transforming Distressed Public and Assisted

Housing

- Create mixed-income housing
- Create energy efficient and sustainable units
- Well-managed and financially viable
- One-for-one replacement on all public and assisted housing units

People - Supporting Positive Outcomes for All

- Promote effective education
- Provide employment opportunities
- Access quality health care
- Ensure original residents have the right to return

Neighborhood - Creating Neighborhoods of Opportunity

- Create mixed-income neighborhoods
- Bring private and public investments into neighborhoods
- Create a safer environment
- Ensure effective public schools
- Improve transit infrastructure and retail development
- Improve developmental, physical, commercial, social and recreational assets



In orange or white, whatever that is, not black writing, is the words that I'm going to focus on as we move through this.

The Housing side, the idea is to transform distressed public and assisted housing. The one that we're looking at tonight I'll go ahead and talk to you about in working with the Housing Authority is actually Wyandotte Towers. That's the one we're focusing on, it's the top priority for the Kansas City Area Housing Authority. Both Tom and Tony would have loved to have been here tonight; however, Tom is significantly under the weather I was told, and Tony had several other commitments that he couldn't rearrange when Tom wasn't able to be here. They send their regards and say yes, this is great. They love it.

The idea is it will create mixed-income housing when we go through the planning process. That's what we're applying for. We'll get into that in a little bit. These units, when they're done under the model that is set out through HUD and Choice Neighborhoods, are energy efficient and sustainable. You'll see them employing all of the best practices and creating a very sustainable housing environment for folks that are also cheaper to run when they're living in them.

It creates a financial model that's viable in which the private sector will seek to invest. Then, it's one-for-one replacement. The previous HOPE VI didn't actually do one-for-one replacement. The beauty of this Choice Neighborhoods is that it does take every unit that we have. That was why the area that we'll talk about tonight that we're looking at is a little bit more limited because if you bite off too much, it's very hard to get all the units replaced. We're looking at 301 units, is that correct or you don't remember. **Dennis Laughlin, Director for**

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General Services, said 300 is close enough. **Ms. Mundt** said he's supposed to be my numbers guru tonight. **Mr. Laughlin** said you're doing great, especially on that color orange comment.

Ms. Mundt said what we're seeing with this is that some of the former individuals that used HOPE VI in their communities, that was one thing that was a bit of a concern because you wouldn't have one-for-one replacement of the units. It allows one-for-one within the entire community, not just within the area where you're working. That's really valuable.

Mr. Laughlin said that's an important theme of the grant. This is Choice Neighborhoods. The experience of HUD is that only roughly 50% of the people who live in a given location chose to return to that location. The rest relocate throughout their community. That's a very successful part of breaking down the concentration of high needs individuals and replacing that tower, which is little more than a rabbit hutch, with an actual viable neighborhood. In the HOPE VI grant, while there's one-for-one replacement of the living space available for the people who live there now, they also built almost one extra unit for each one they replaced at subsidized or market rate. They doubled the number of units in the area. This grant perpetuates that model, replacing it with an actual neighborhood.

Ms. Mundt said the other ideal behind this Choice Neighborhoods process, which is an augmentation or slightly improved off of the HOPE VI, is that does provide employment opportunities. As they're going through and working on this, the eye on the prize is that if there individuals who are that are able learn a trade or skill, the developer that you ultimately choose to work with this on would actually work to employ those folks that are employable.

Ensure residents have the right to return - As Tib noted, there is a significant amount of out-migration when you do these types of projects, but that often is just an opportunity for individuals that have had to stay in one spot who actually get the opportunity to pick where they want to live. It's a win-win for us and for the residents in that mindset.

Creating neighborhoods that create opportunities – The private partnerships with the public is huge in the way this is done. Safer environment, more effective schools and improving your transit infrastructure, the idea is that really looks to hone around that.

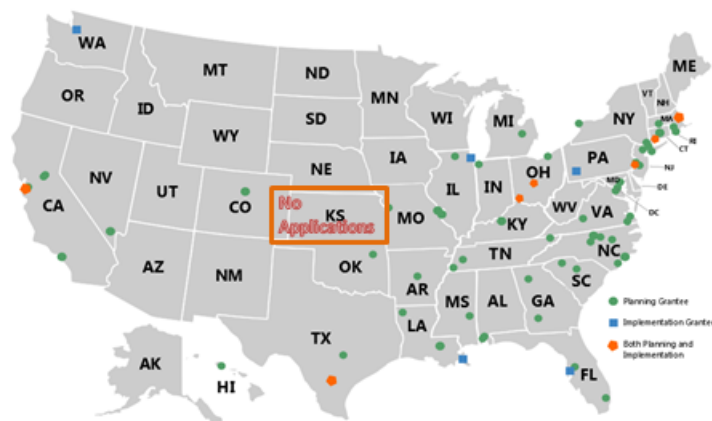
Choice Neighborhoods Awards: 2010 – 2014

- Choice Neighborhoods Planning Grants
 - 63 grants awarded, totaling \$20.166 million
- Choice Neighborhoods Implementation Grants
 - 18 grants awarded to 17 sites, totaling \$500 million
- Choice Neighborhoods in FY2015
 - Implementation Grant applications submitted by February 9, 2015
 - HUD received 33 applications, and selected 9 finalists. Each finalist received a site visit, and subsequently HUD chose 5 awardees.
 - HUD awarded 5 new implementation grants on September 28, 2015 to:
 - Kansas City, MO
 - Atlanta, GA
 - Memphis, TN
 - Milwaukee, WI
 - Sacramento, CA

The next highlighted areas up here, and also where I want you to focus since I was able to borrow this presentation from HUD. We're looking at a Planning Grant. So far there has been 63 of those awarded for about \$20M in HUD funding.

What we're looking at for the '15 cycle is a due date of February 9 for turning this grant application in. We have spent quite a few hours in the last few weeks. **Mr. Laughlin** said quite a few hours. **Ms. Mundt** said quite a few hours pouring over the requirements of this and working with the Housing Authority, the Mayor's Office and other consultants that have been working in the Healthy Campus area because this is where we can actually get this done. We have the data.

Where are Choice Neighborhoods?



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As you can also see, our neighbor, Kansas City, Missouri, has received one of these. What you will see is there are no applications in the State of Kansas. I augmented this from HUD. I had to stand out that we are actually considered a very desirable place to do one of these because there is a variety of other funding mechanisms that the State of Kansas municipalities, etc. have not actually tapped into. That makes us a much better grant applicant for them.

Planning Grants

- Choice Neighborhoods first awarded planning grants in 2010. The typical grant award for FY2014 Grantees was \$500,000.
- Planning Grants are about more than developing a "Transformation Plan."
 - Provide two years and the resources necessary to build partnerships needed to implement a comprehensive neighborhood revitalization plan
 - Local leaders, residents, and stakeholders such as public housing authorities, cities, schools, police, business owners, nonprofits, and private developers develop a shared vision for change – establishing community support necessary
 - Provide grantees and their partners with greater opportunity to build capacity and better understand the neighborhood context.
- The three-year Planning and Action Grant could range up to \$2M.

What we're looking at is actually the bottom bullet, a three-year Planning and Action Grant that can range up to \$2M. We're hoping for the full \$2M, nothing more, nothing less. That would basically allow us the time in the first two years to build the partnerships and develop a Comprehensive Neighborhood Revitalization Plan, which is the key behind getting this going. What you'll see in the upcoming slides is that there's a second phase to this, but we've got to get the first shoe on so we can do the second one.

What it will do is bring in local leaders, residents, stakeholders throughout the area to discuss what we're looking to do to establish community support. Should you approve this tonight we are looking to begin advertising early next week a public meeting on this on February 3 with our eye on the 9th of February for the grant submission.

FY2015/2016 Choice Neighborhoods Planning Grants Program

- HUD is introducing Planning and Action Grants, a new type of planning award, in addition to the two year planning grants. **Opening date November 23, 2015 and closing date is February 9, 2016.**
- 1. Planning Grants are two-year grants that assist communities with severely distressed public or HUD-assisted housing in developing a successful neighborhood transformation plan and building the support necessary for that plan to be successfully implemented.
- 2. Planning and Action Grants are three-year planning grants that demonstrate a commitment to "doing while planning." Experience shows that tangible, early actions help communities build momentum for further planning and the eventual transition from planning to implementation of that plan. These actions improve neighborhood confidence, which in turn sustains the community's energy, attracts more engagement and resources, and helps convince skeptical stakeholders that positive change is possible.
 - ✓ Action Activities are limited to: reclaiming and recycling vacant property; beautification, place-making, and community arts projects; homeowner and business façade improvement programs; neighborhood broadband/Wi-Fi; and gap financing for economic development projects.

Number two is what we'll be looking to go ahead and move forward with. It's the Planning and Action Grant. It's a three year time horizon where we do the actual planning for the area. Then it's also got this action component which is really different than the previous Choice Neighborhoods. It's allowing up to \$1.5M of the \$2M to be used toward an activity. As noted below, that can be reclaiming or recycling vacant properties; beautification, placemaking, community arts, business façade, homeowner façade improvements, then there's some Wi-Fi components and other gap financing for economic development projects.

Again, why the Healthy Neighborhood, gosh I can't even say it. **Mr. Laughlin** said you haven't actually mentioned that this would cover the same footprint as the Healthy Campus. **Ms. Mundt** said that's why I'm trying to say, Healthy Campus. I was like, Healthy Neighborhood, boy I'm saying Choice Neighborhood too. It would cover the Healthy Campus area.

We're actually looking at defining our area slightly larger than that, but right now we are talking to the individuals that have written these grants and asking is that footprint the footprint we should use or do we need to expand it. We have actually been using maps and layering all of our GIS data on to there to kind of see what makes sense. One of the options aside from the footprint of the Healthy Campus is actually 14th Street to the river and I think it's Lafayette on the north which is just north of Parallel south to Sandusky. That's our Option B that we're trying to determine which of those makes the most sense when we submit for this. It can expand and contract depending on how we move through this actual two year planning process. It's not firm. It's just what we have to submit to get the grant process started. **Mr. Laughlin** said \$2M is not

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our ultimate goal here. **Ms. Mundt** said is the tip of the iceberg. **Mr. Laughlin** said the \$2M is what funds are planning to build, bring in a project that involves a public/private partnership that leverages over a \$100M to revitalize a neighborhood.

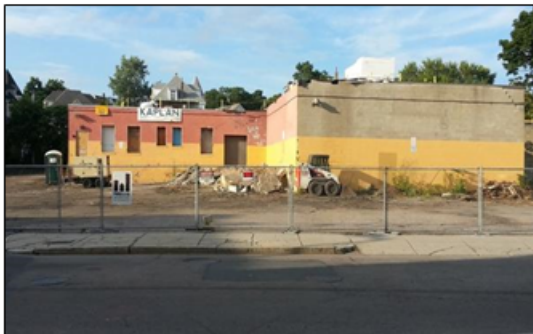
Examples of Critical Community Improvements: Boston

- The City of Boston established an advisory committee to identify CCI activities, led by former Mayor Menno. This committee included a variety of city and neighborhood organizations, as well as residents.
- The final CCI Plan included:
 - \$500,000 to revitalize the long vacant Bornstein and Pearl Meats Factory
 - \$300,000 to establish a neighborhood wi-fi system (*Wicked Wi-Fi* is now operational!)
 - \$300,000 for commercial façade improvement projects
 - \$200,000 for facilities improvements to local nonprofits
 - \$825,000 and \$450,000 for local playground improvements
 - \$500,000 for additional commercial redevelopment and infrastructure projects

Ms. Mundt said ultimately, here's an example of what happened during this two year planning that you can see that the City of Boston did. They revitalized a building that had a meats factory in it, did some public Wi-Fi, commercial façade improvements, some facility improvements for some local nonprofits. As you can just start reading down there you can just see how this fits in so well with the Healthy Campus and the surrounding area.

Pearl Meats: Before

- Immediately adjacent to the target housing site
- Long term vacancy and blight negatively impacted the surrounding neighborhood



That was before.

Pearl Meats: After



- Transformed a long abandoned meat factory across from the new housing into an economic engine for the neighborhood.
- Renovation is complete and the facility is now operating as a food production center for small and emerging food businesses.
- The \$500,000 in Choice Neighborhoods funds leveraged an additional \$13.5 million in public and private funds. The facility will support more than 50 food production businesses and create 150 jobs within its first five years of operation.



Here's your after, what they were able to do with the money there.

Example: Focus Area – KCMO

- The Choice Neighborhoods Implementation Grant centers around Chouteau Courts.
- The grantee will be responsible for the replacement of all 134 units of Chouteau Courts.
 - The grantee indicated at the time of application that 123 units were occupied, 11 were vacant.
- The planning area was referred to as the "Paseo Gateway" but encompasses three neighborhoods:
 - Paseo West
 - Independence Plaza
 - Historic Pendleton Heights

In KCMO, a similar type of thing, they are already into the process. They've also now received the \$30M award that then leverages the \$100M that Tib is talking about. Basically we go through this three year process. As we're going through it we're setting ourselves up to apply for the \$30M that actually does the changeover that helps with the Wyandotte Tower, that helps with the one-for-one replacement that sets up and redesigns a portion of our community to be mixed-income, mixed-housing types and help create a healthy sustainable neighborhood that wasn't previously there.

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The Paseo Gateway project as it's known in KCMO. Chouteau Courts is the housing area, Housing Authority project over there. There's a slightly smaller number of units, about half of what we're looking at.



This is kind of the boundaries that they showed in their application just to give you an idea. You look at schools. You want to have schools within the boundaries. We obviously need to meet that low mod requirement. We've done that through our look at the Healthy Campus area. We're meeting all of those.

Grantee Team

- **Lead Grantee:** Housing Authority of Kansas City
- **Co Grantee:** City of Kansas City
- The Lead and Co Grantee are jointly and severally liable for the milestones and successes of this grant.
- **Neighborhood Implementation Entity:** City of Kansas City
- **Housing Implementation Entity:** Brinshore Development, LLC
- **People Implementation Entity:** United Way of Greater Kansas City
- **Education Implementation Entity:** United Way of Greater Kansas City
- **Community Engagement Entity:** LISC (not a grant requirement)

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Now, the last thing that we have here for a slide on the grant that we're looking to apply is just what their grantee team looked like. Right now we have LISC at the table. We've already talked to a company that's going to help us write the grant. It's McCormack, Baron and Salazar. They've won eight of the fourteen Choice Neighborhood grants. We feel they are a very good partner to have at our table. The Housing Authority will not be the lead applicant. It will be the City of Kansas City, Kansas with them being the Co-Grantee. They have applied for several HOPE VI and not been successful. We believe our partnership is what's going to win the day here.



Commissioner Philbrook said the Housing Authority will be working with us on this. **Ms. Mundt** said yes, they are absolutely. In fact, just talked to them today again and we're working on setting a public meeting date together. We actually spent a day in December, Tib and I as well as some of the staff from the Mayor's Office and Wilba Miller, walking through what this grant looked like in talking with HUD staff and also the developer from McCormack, Baron and Salazar who actually was born in this area, Argentine. He's related to Irene with El Centro. It's actually a really kind of a neat connection back to a very large development company out of St. Louis. Hopefully, with their help in writing the grant, we'll be in a good spot to receive the dollars and move forward.

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Commissioner Johnson said I would say this is a great opportunity, fits in well with the Healthy Campus initiative, fits in well with the overall discussion about the Northeast Master Plan. Is the idea to replace the tower with overall housing? I think I'm hearing from you is that it will, that housing will expand into existing neighborhoods that we have right now to the north and to the south and to the east as well. **Ms. Mundt** said we'll actually go through a whole planning process to see what that looks like. We can't tell you visually what that's going to look like, but I certainly could get you some examples of what work has been done in other communities from Atlanta, Georgia to New Orleans to St. Louis. There's a variety of these types of projects.

The site area that we would be working with a private developer on would be within the blocks of that defined neighborhood that we end up landing on, starting with the Healthy Campus and whether or not we move out from there or not.

The one-for-one does not always have to be in that area. In fact, it could be somewhere else. The idea is if we have people with mental health needs that we get them closer to the facilities they need, that we look at individuals and try to meet their needs best as we do their new location that they can live in. Whether it's staying there or if it's moving somewhere else in the community that makes more sense. **Commissioner Johnson** said I like the idea of spreading out the concentrate where you have this concentrated enrollment there to spread it out. **Ms. Mundt** said the tower is likely to not be there when we're all said and done. **Commissioner Johnson** said having said that, would that mean that there would be some housing at that existing spot. **Mr. Laughlin** said yes, there would still be, that would be the core piece of their housing replacement, but because you're replacing with a still relatively high density mixed-use area, but a much shorter building. There's a limit to how many units you can fit on that same footprint.

Commissioner Johnson said could you define the components of the mixed-use component. **Mr. Laughlin** said for their terms in mixed-use, it's a combination of HUD bedrooms, subsidized bedrooms or as they call them affordable bedrooms, and market-rate housing. **Ms. Mundt** said it also means that it could be some buildings that are like apartments or condos that are either for sale or for rent. It could be townhouses, row homes that are for sale or rent, and then it could be single-family housing. You will be coming back with literally a mixture of housing types to meet the different needs of people, regardless of income or whatever.

Really trying to look at what can make a sustainable community. If you're 85 years old and you're looking for a place, there's going to be something in there for you, if you're 22 just graduating from college, and everything in between. It's really that cradle to grave neighborhood philosophy that creates a place that is exciting and inviting to be in.

Commissioner Philbrook said I'm sure you'll remember, what I'm hearing is that we may have 50-60% of the same number of units, so to speak, in that area. Then 40% which could be wherever you find that would work the best for the folks that need that type of housing, which is a mixed-housing so that could be almost anyplace, as long as we take in transportation and health considerations, that sort of thing. **Mr. Laughlin** said there are rigid criteria for what those satellite locations still have to provide, the same criteria that you have at your main facility. They still have to be close to services. They have to be close to transit. They have to meet the same criteria, but they don't have to be in the same place. **Ms. Mundt** said the interesting thing about this is, one of the concerns I had as we were talking about this with the Housing Authority is, is that going to be something that makes your jobs harder to do. Actually, they said no, it'll make it easier. That was surprising to me. I thought having everyone in one location, they said no we're actually looking forward to doing this.

Commissioner Johnson said I think I just want to make, something that you said I just want to reiterate just for those that are watching this will hear that there is an opportunity for the public to be a part of this discussion so that constituents, particularly in my district, will be able to have that opportunity. **Mr. Laughlin** said not just the opportunity, the requirement in the process. There is significant participation for the public in general and for the current HUD clientele, specifically. There's a lot of participation.

Ms. Mundt said just to even start into the process with the grant we have to have a public meeting before we even submit our application. Once we go into that three-year cycle, and I'm just affirmative that we're going to get this, then we will have, like Tib said, a multitude of requirements. We're just very thankful that HUD Region 7 staff reached out to us on this and said we think you belong doing this. That was very fortunate because I don't think it was on our radar.

Action: **Commissioner Johnson made a motion, seconded by Commissioner Kane, to approve and forward the matter to the full commission.**

Chairman Markley said I will just say I'm glad to see that we are partnering with our local office in this as we have not had the best communication, maybe, all the way around. It's good. It's a good partnership as well as a good idea. **Commissioner Philbrook** said a good beginning.

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

Item No. 2 – 151...ORDINANCE: JUDGES PRO TEMPORE

Synopsis: An ordinance amending Section 23-11 of the Code of Ordinances relating to judges pro tempore, submitted by Ken Moore, Chief Legal Counsel.

Maurice Ryan, Municipal Court Administrative Judge, said we are asking the County Commission to amend the ordinance of Pro-Tems to remove the restriction that the Pro-Tems be Wyandotte County residents. We've had this in effect for quite a long time. The number of Pro-Tems is limited. The number of attorneys that continue to live in Wyandotte County that are not already employed by our governmental unit is very small. I can tell you that we first approached the Legal Department about a month and half ago. We spend about \$10-\$11,000 a year on Pro-Tems.

In the past month we've lost two people that account for \$9,000 of that amount. Cheryl Stewart, who by far and away, I think she did about \$8,500 worth of Pro-Temming, she moved to Oakley, Kansas and is obviously not going to be coming back here to Pro-Tem. Ed Gillette who did probably about half a dozen sessions per year, if you don't know he passed away a couple of weeks ago.

We're asking that the ordinance be amended that would open it up to anyone authorized to practice in the State of Kansas. If that is approved, we would then send out requests for attorneys to make application. Then we would choose from that list.

I will tell you that we have checked to see what our rates are compared to other municipalities that use Pro-Tems. We're right at the norm. Most of them are between \$50 and

\$75 per hour. Our average session is about 2-2.5 hours so that puts us right at \$50-\$62 per hour. It ranges anywhere from across the street in District Court which only pays about \$30 per hour, but that's set by the State, up to Leawood who pays \$150 per hour.

I can tell you that in the past year because of the limited number of Pro-Tems available, both Judge Brajkovic and myself took fewer vacation days than what we were allotted simply because we couldn't find anybody to replace us. If this is not passed, then we'll be taking a lot fewer vacation days in the future.

Chairman Markley said just for anyone who is watching who doesn't know what a Pro-Tem is...**Judge Ryan** said a Pro-Tem judge is an attorney that fills in when we're on vacation, sick, at Judges' meetings or what have you. **Chairman Markley** said so it's like a substitute judge. **Judge Ryan** said that's right. Right now we have one, two, we have three that are available, one of whom is Mark Dupree. He's going to be limited because of his political campaign, so we won't be able to use him a lot. We have Renee Henry who only does it on Tuesdays. Bridgette Shell, she does it just every now and then, but very limited. **Chairman Markley** said it's sort of like having substitute teachers in that you have to have a big bank of them because you're not guaranteed that the day you need them, they're going to be available when you call. We can't just say well as long as we have one, right, then we should be fine. There has to be enough of them that if somebody gets sick, it's a last minute sort of call, that that person can be available. That's why it's important to have more than just one name on the list in case the person has other cases they're handling or isn't available.

Commissioner Philbrook said I do have some questions around this. We're so undesirable nobody wants to work for us, is that what I'm hearing. **Judge Ryan** said no. **Commissioner Philbrook** said I just need to hear what he's saying because we have a lot of attorneys in Wyandotte County. How many are, and I shouldn't say available, how about how many are not restricted by whatever type of work their doing or allegiances to the City or County. **Judge Ryan** said we probably have that live in Wyandotte County, probably ten. Of those, most of them are retired judges. I've asked every retired judge from the District Court, Judge Boeding, Judge Boal, Judge Johnson, we're going to talk to Judge Groneman. **Commissioner Philbrook** said the reason I ask this question is because I want other people to understand that just because

we have lawyers here it doesn't mean they live here. I appreciate the issue and the difficulty it can be in trying to get someone to fill in.

Chairman Markley said another comment, this just because I am an attorney, if an attorney can fill their time with a caseload where they're getting paid to be an attorney, this is sort of a second choice in what you would do with your time. In some ways it might be a good thing that our attorneys aren't necessarily raising their hand to say I want to do this because that means they're probably filling their time with more profitable work. We just have fewer attorneys in our Bar who do the type of work that would make them qualified to be a Pro-Tem so it makes it more complicated. **Judge Ryan** said we are the only City that currently has a residency restriction on Pro-Tems that we surveyed.

Commissioner Bynum said just to reiterate what Commissioner Markley was saying. When this first came forward, I had some questions and unhappiness about it, but given the explanation of the smallness of the pool, and the fact of the matter is attorneys can do other things with their time and make more money, it creates for you the need to widen the number of folks who you can offer this to. Am I stating that correctly? **Judge Ryan** said correct. To give you an idea, I haven't looked at any surveys recently, but I can tell you the last time I did, the average overhead per hour for attorneys is about \$85-90 per hour. When we're paying them \$62 per hour or thereabouts, that doesn't cover their overhead if they have an active practice. Ed Gillette made a lot more money than \$62 per hour, but he did it as a favor to me and to others. He felt a responsibility to Wyandotte County. Those are very few and far between.

Commissioner Kane said you know I'm uncomfortable with this. **Judge Ryan** said I understand sir. **Commissioner Kane** said because everybody that works here lives here, but I also understand that you two need time off. I would rather try this temporarily to see if we could reach out to the others after these elections are over. Start it now, get the elections over, see where we're at and then re-evaluate. You can come back and say, well we've got six from Johnson County, we've got whatever, this is working real well. This is a hard pill to swallow. I wouldn't mind trying it on a temporary basis until we can try to figure something out. When I

say temporary, maybe six months, and then come back and say nobody from Wyandotte County wanted to do it and we're in this boat.

Chairman Markley said I'm looking to somebody from staff to answer this, can we approve this and then ask for Judge Ryan to come back and speak with us in six months to see what the status of the situation is. **Ken Moore, Chief Legal Counsel**, said there's a couple of ways the Standing Committee can deal with that. One is of course you can ask to report back at any point in time to evaluate the success of the program. Right now it is an absolute requirement that you're a resident. As a practical matter, Judge Ryan's going to want to have attorneys who are familiar with the Municipal Court practice and procedures to do this. You don't want to have someone who's never been in our court come in and act as a Pro-Tem Judge. He can give some emphasis, I guess, to those that he finds that are residents and those who actively have a business here in Wyandotte County. They may not be residents of Wyandotte County but they do practice law and have an office here in Wyandotte County. He can give a priority to those people because this ordinance gives him the responsibility of promoting those procedures whereby he designates people eligible for that job. **Commissioner Kane** said I think I like the way Kenny just said that.

Chairman Markley asked would you like to make a motion based on his statement. **Judge Ryan** said well what I do is the ordinance does call on me to compile a list of Pro-Tems and then submit that list to either the Administrator or the Commission for approval. As always, I would prefer someone that lives in Wyandotte County. The second would be those that have an active practice in Wyandotte County. I think that when you broaden it to those that have an active practice in Wyandotte County that I hope that we can get enough to cover.

Commissioner Kane said I like where you're going. I like that a lot better because we can't have somebody over here that doesn't know our people, that doesn't know what it's like to work/live in Wyandotte County. I don't want some yuppie over here telling us farm boys how to do something. I would prefer that we try this on a trial basis, using those that if they don't necessarily live here, that they have an office here. Maybe do that for six months and see where that goes. Is that possible counsel? **Mr. Moore** said you want a test for six months? **Commissioner Kane** said yes. **Chairman Markley** said can we just have him come back and

report in six months and then if we don't like it, we change it from there. **Commissioner Kane** said that'll work. That's fine too. I just think he needs the flexibility, he knows what he needs. He knows a lot better than what we know. He knows the people, specifically, that he's got in mind already. So let's do that. **Judge Ryan** said I can tell you I think the primary's in August, I don't know who all's going to be running, but I do know, I'm hoping that maybe Bob Serra will want to do it once he finishes his time on the bench. I'm hoping Mary Ann Neath who has a practice here whose father was on the commission. She doesn't live here but she has an active practice here. She's expressed an interest in being a Pro-Tem. There are two or three other people that have come to talk to me about being a Pro-Tem that don't meet the current criteria.

Mr. Moore said I think the Standing Committee can approve this ordinance as its submitted and then just with a request that Judge Ryan return at some future date to give a report on if it's working or not.

Action: **Commissioner Kane made a motion, seconded by Commissioner Philbrook, to approve and forward the matter to the full commission, with the stipulation that Judge Ryan return at a future date to report on the status.** Roll call was taken and there were five "Ayes," Philbrook, Johnson, Kane, Bynum, Markley.

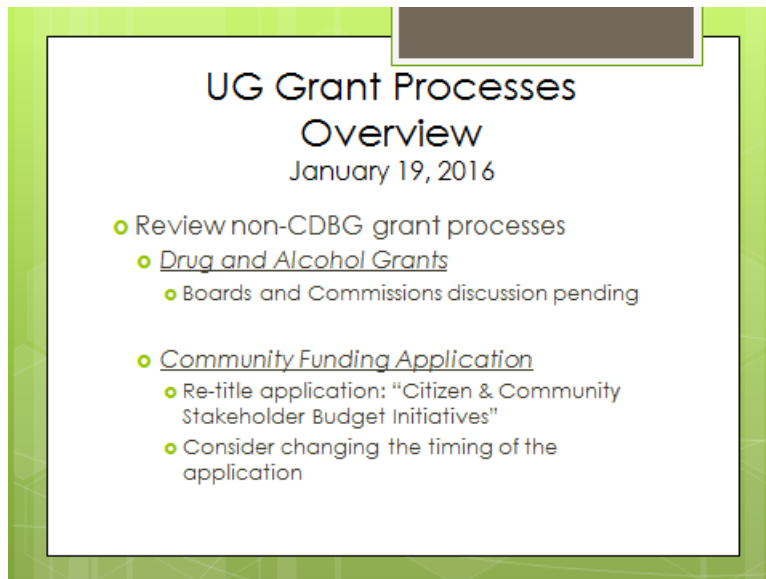
Item No. 3 – 155...DISCUSSION: NON-CDBG GRANT PROCESSES

Synopsis: Discussion about the non-CDBG grant processes, submitted by Joe Connor, Assistant County Administrator.

Joe Connor, Assistant County Administrator, said just kind of expanding or continuing our discussion that we had last month about the non-CDBG grant processes, first I just want to kind of review where we're at, make sure we're still kind of good to go.

We talked about the Drug and Alcohol grants. I think that overall the committee was fine with the grants the way they were. There is some boards and commissions discussion pending that may or may not affect this particular grant. As you recall, the way this is done is not required, although we have it by ordinance.

There was also some discussion at one of the other committees about board member attendance when they were approving the grants. That will be addressed in the boards and commissions discussion that's going on. I think we were good to go with this one unless there's some other discussion with the way this particular grant is going. **Chairman Markley** asked anyone. **Mr. Connor** said okay, great.



Mr. Connor said the second one was the Community Funding application. That's what we've used the last couple of budget cycles to gather up information at the beginning of the budget process from organizations and citizens about individual requests for funding from the Unified Government.

One of the things you asked us was can we just kind of re-title that application and make it more applicable to what we're actually trying to get to now that CDBG is separate from the budget process. I worked with Reginald Lindsey a little bit on this and we came up with "Citizen and Community Stakeholder Budget Initiatives". Again, this was just another way of providing folks with input, not only if you're an individual but also if you're a community member, not-for-profit or whatever. We kind of covered the gamut. If you like it, it's my idea. If you don't like it, it's Reggie's idea.

Commissioner Bynum said I want to understand this piece that you're proposing is the application that we could find online prior to now included the CDBG that we've now separated.

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Mr. Connor said correct. We would have to redo the application because everything that was CDBG that was in there.

The instructions that I think I was given was to maintain this application, but let's call it something different to make sure it's completely separate and also give people at the beginning of the budget process the opportunity to submit what they would like to see the commissioners consider. If you look at the second bullet, we've got considered changing the timing of the application. Previously we had it due on the day of the public hearing for the budget, very first day. We'd like to get away from that date and give people the opportunity to come to the public hearing and ask for things in general, but maybe give them another week to complete this application and not have those two come together.

Chairman Markley said I think the idea is now that this application doesn't include CDBG, what we're really doing is supplying people who maybe can't attend the public hearing or for whatever reason would rather submit in writing their public hearing item, they would submit this form instead of coming to the public hearing and speaking to us or maybe in addition to it. Each year as we've done this generalized application we've gotten our CDBG applications through it. We've also had a number of additional requests that were things like I think you should fund a horse patrol for the Police Department, or I think you should put more money into XYZ. This is to deal with those sorts of budget initiatives, the I want you to spend more money here and please put money toward that sort of thing.

Commissioner Bynum I guess I'm still advocating for if a citizen or a community stakeholder is asking the Unified Government Commission to allocate tax dollars to their project, that strikes me as an application. If that stakeholder is asking the Commission to allocate tax dollars to something we already do, and they just want us to spend more doing that, that's not an application. That's where I just keep getting stuck. I won't continue to push that. I think they are two different things. **Chairman Markley** said I guess that's the naming issue. We're not calling it application anymore. **Commissioner Bynum** said okay. **Chairman Markley** said we're calling it a budget initiative, unless you have a better idea. **Commissioner Bynum** said okay. As long as we don't use that word. **Chairman Markley** said the old name, just to be clear, the old name was Community Funding Application. New name is Citizen and Community

Stakeholder Budget Initiatives, which is a mouthful, but it does not say application. **Commissioner Bynum** said I can live with that. **Ms. Mundt** said you could also go to “Budgetary Request” or “Budget Request”. **Commissioner Bynum** said I’m trying to get away from the what I think might be false notion that we’re inviting them to apply for money. **Mr. Connor** said correct. **Chairman Markley** said I’m afraid request might get that same false notion. Recommendation is okay. I’m okay with initiative, too, because that doesn’t suggest any sort of gifting of money. **Mr. Connor** said okay. We’re good to go with that one. When we do the budget calendar, we’ll put a separate date in there for this particular piece to be due. It just won’t be due on the same day as the budget kickoff or our public hearing because there was confusion there.

Commissioner Philbrook said all I have to say is if I didn’t know what we’re already talking about, I wouldn’t know what we’re talking about by your title. Can we simple it down just a little bit. Don’t ask me to make it simple. **Commissioner Bynum** said I understand what you’re saying. I think with a brief paragraph it could be explained. **Commissioner Philbrook** said okay. **Commissioner Bynum** said as long as we communicate. **Mr. Connor** said I think that what we’ll do as a part of, when we give you the budget calendar at the kickoff, we’ll have that in there. We’ll know exactly what that is and provide an explanation. **Commissioner Philbrook** said I just want those folks out there that want to put their two cents worth in to understand that they actually have that opportunity and we don’t scare the heck out of them just by the name. **Mr. Connor** said sure, absolutely. Anything else? **Chairman Markley** said no.

UG-Hollywood Casino Grant Additional Information					
Year	Total Amount Requested	# of Apps Received	Annual Amount Awarded	# of Grant Awards	Grant Average
2013	1,674,433	43	493,082	13	37,929
2014	1,891,959	39	492,919	17	28,995
2015	1,649,227	54	493,082	32	15,465

Mr. Connor said that thing you asked for last time was information on the UG Hollywood Casino grant. This is part of the additional information. This table shows you the three years that we've had the grant, the total amount requested, the number of applications that got us to those numbers, how much we had to award, the total number of awards and I gave you the grant average. I think that was just a piece of information that you wanted to have. I handed that out to you prior to the meeting starting. **Chairman Markley** asked any questions on that. Moving along.

UG-Hollywood Casino Grant Additional GKCCF Services	
- o Grant Development - o Assist applicants in developing and refining their grant request - o Conduct due diligence to identify those organizations or programs that meet the guidelines identified by the Unified Government. Due diligence may include: - o Review of the application, including budget and sustainability plan - o Analysis of the organization's capacity to complete the proposed program or project - o Site visits to interview key staff, board members and key partners - o Review of programmatic outcomes and measurements - o Prepare written recommendations to assist in the grant review and approval process - o Attend and participate in Commission and committee meetings	

The other thing you wanted to talk about was what additional services are available from the Community Foundation and how can that help us with setting up a structure or a process for next year. These are things that they've sent to me, things they do for other clients, things that they offer to grantees in general. There's kind of two sections worth.

One is grant development. You can kind of see that they'll assist applicants in developing and refining their grant request. They'll conduct due diligence to identify programs and organizations that meet guidelines of what we set forward as guidelines. They'll prepare recommendations to assist in the grant review and approval process. Then, participate in commission meetings if we'd like to have them do that, provide some technical assistance for us.



On the grant monitoring side, during the grant cycle, I mean they obviously collect reports and things like that now, but they would go a little bit further, do a lot more monitoring of the grantees, and make site visits if we require, or if they feel it's necessary, provide reports on deviations or use and if grantees are having a hard time spending their money or whatever, they would be of assistance there. Technical assistance and troubleshooting, and then provide an annual report summarizing grantee progress.

Depending on that menu of things that they've provided, that's a cost of about \$12,500 - \$17,500 in addition to what we're paying now. We're paying \$5,100 now for the services that they're offering. It would put us into the \$17,500 - \$21,500 range annually depending on what

we chose. Again, it's just pre-labor intensive depending on how we pick is what would drive the cost.

Commissioner Bynum said could you go back a slide. For the \$5,100 what pieces of this page are they doing now? **Mr. Connor** said none. I didn't list what they're doing for us now. That was separate. **Commissioner Bynum** said I know that they are sort of acting as the online portal and receiving. **Mr. Connor** said they are the online portal. **Commissioner Bynum** asked is that about it. **Mr. Connor** said they're holding the money for us. They do provide technical assistance if people have trouble getting their grant application submitted. They can call and say, hey, I was uploading it. It crashed on me. They provide that kind of support. They do check the 501(c)(3) Registry for us. They provide just the bare minimum kind of back office support to do that.

Commissioner Philbrook said what were they doing when we had the other committee that we dissolved. Were they doing the same level of work at that point in time? **Mr. Connor** said they were doing quite of bit of what was in the grant development and the grant monitoring sections. I don't know if they were doing all of that, but they were doing quite a bit of it. **Commissioner Philbrook** said they were doing a lot of this work that you have up here to assist the last committee three years ago, the first two years.

Chairman Markley said one possibility that's sort of crossed my mind is that we could, maybe, strike a medium between the two different programs by perhaps having the foundation do additional due diligence, but then the commissioners still award the funds. What would come to us would be a more detailed list of the grants and more information about what meets our guidelines and what doesn't and why. The idea being, I think there's some concern here about whether money was being awarded to groups that had the capacity to perform. If the foundation were able to provide us additional details, that would give some of that information. It would provide some additional accountability for the commissioners as well because if one of us is going to award money to an organization that the foundation has said does not have the capacity to perform, when all the commissioners look at that list to approve it, presumably we're going to say wait a minute, foundation says this one can't handle it. That might be a way to add some

accountability, and still take elements of that other program, and really have sort of a compromised position where commissioners still have some control but we know that the money is going to someone who has capacity.

Commissioner Philbrook said having said that, if they were already doing this kind of grant development work in the past, how much of that can they drop out, not really too much, other than just picking the grants, is that correct? I'm trying to understand what kind of, I don't think that we're going to get a big break in monies from what we're asking if we want them to go ahead and do everything except hand us the information and then we pick it. Am I wrong?

Chairman Markley said I think the compromise is really a matter of who's doing the picking. The original system, there was a committee assigned. There was, as you have all heard in the past, a number of problems with how that happened just because. Well, the committee, themselves, just told us there were a number of problems with how that worked and the level of time that our volunteers had to put into that process. I think the compromise is that we would still have the foundation doing that level of detailed work that they were doing to support the committee, but the committee now becomes the commissioners instead of this group of volunteers who ended up spending a whole lot more time than I think we anticipated trying to go through the information.

Commissioner Philbrook said I just want people to understand the compromise isn't about how much money we're going to save by doing this. The compromise is the political aspects of whether we're going to individually pick things or if we're going to have a remote committee to do it, somebody other than the Commission. Is that what I'm understanding? **Chairman Markley** said I would only take issue with the word political because actually it's partially practical. **Commissioner Philbrook** said well, okay. We're all elected, that's why I say political. **Chairman Markley** said it is. Really, I mean, the committee themselves came to us and told us this is not working. We can assign it out to some other different kind of committee, but we've got to figure out, the problem has been we can't find a way to make that work. We haven't, so far, at least.

Commissioner Johnson said under this grant development, the foundation would not make the final decision, they're just making recommendations. That's what I'm seeing at this particular

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time, right. **Mr. Connor** said yes. Everything on this list, if you did that, they would give you here's what we think is top to bottom, here's what we think, you guys can choose. To Commissioner Markley's point, I think if you're looking at just that second bullet, I don't think that gets you to that point. It would just get you, the applications would be vetted a little further, but they wouldn't be scored or ranked. The applications would just be gone over a little bit more. **Chairman Markley** said like I said, I guess my hope would be that information would allow us to sort of force each other into accountability. Not to say that any of the grants that received awards last time would have come up as a problem, but there were concerns that maybe those weren't vetted as well as they should have been. If someone else vetted them, we could look to each other and say you're trying to give money to this organization that the foundation is saying can't handle the funds. That would allow us to sort of use the evidence to support or reject applications as needed.

Commissioner Bynum said the issue I take with the current method is very, very simple, and that is that I don't believe elected officials handing out charitable grant dollars is good policy. It's as simple as that. I've stated that in the past.

That being said, if the community foundation and we, as this group, can land on a dollar amount we find acceptable, which is apparently going to be around \$20,000 from what you've given us here. **Mr. Connor** said that would be the top end. **Commissioner Bynum** said we would spend around \$20,000 of this money to get from the community foundation this array of services, which includes written recommendations for which of the grant applications should be put forward to commissioners for approval. I could probably live with that as a form of compromise. I struggle, again, with elected officials making charitable grant dollar recommendations. It's as simple as that for me. In the spirit of working together and trying to fund good things in our community, which I think is what we're trying to do, and we have their help with recommendations, that helps me feel better. So, I'll leave it at that. **Chairman Markley** said I will say, just for everyone's benefit, I am trying to get us to a compromise because I don't feel confident after last year's sessions that we're all going to agree in the spirit of things to exactly what we'd each like to see. I'm trying to get us to a compromise where everybody feels comfortable, if not all the way happy.

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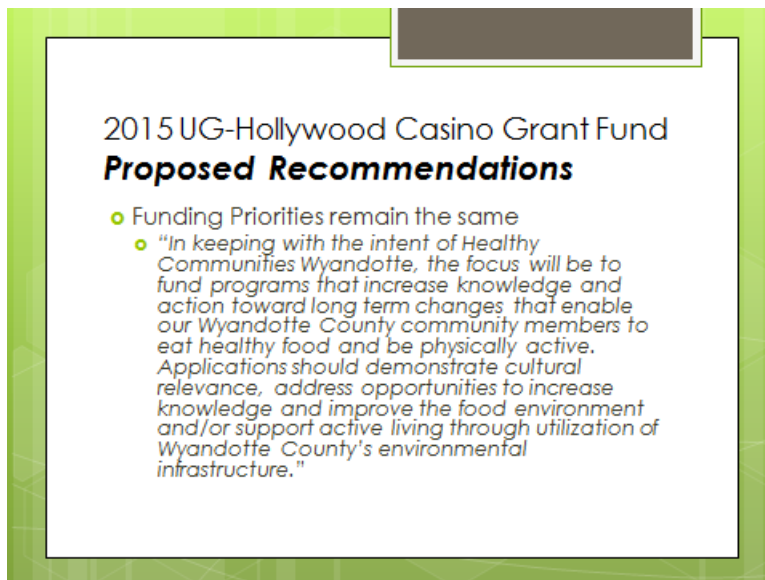
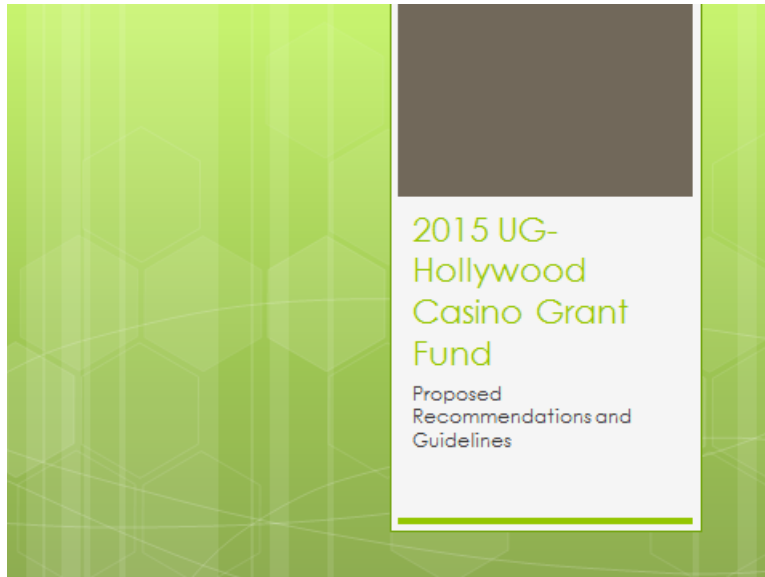
Commissioner Philbrook said I agree with Commissioner Bynum. I'm willing to compromise with the knowledge that I'm going to have a professional team looking over all of these knowing that they've been vetted thoroughly, and that they're giving us their recommendations, so then we can look at them and make our decisions among ourselves. I trust that we all have the best in mind for our community. I don't have a problem with that. The concern for me was last year, as you said, I felt that we didn't know enough to make a very well educated decision on all of these different groups. I can go along with that.

Commissioner Johnson said based off of this proposal, or what we're seeing in terms of the dollar amount, does that mean that we all would have to take, I'm trying to think of a better word to say this, a \$2,000 cut off of the total amount that we would be distributing per district. **Mr. Connor** said that's about right. If you go back to this chart, if you look at the 2015 number that's about where we were at. **Commissioner Johnson** said just short of \$2,000. **Mr. Connor** said so then you would have to lower it.

Commissioner Bynum said I don't really want to complicate the issue, another way to think about this would be that teams of commissioners chose the grants and that they aren't individual choices, that would be another option that we could look at, that teams of commissioners come together to award X number of dollars. I have a couple more questions.

I know that you've given us this Schlitterbahn Vacation Village memo. Do we need to also deal with that. That's an additional dollar amount. Is that part of this discussion before we finish up tonight. **Mr. Connor** said that's up to you. I bring it up as a separate item because it's separate. **Commissioner Philbrook** said I was going to say that's a separate situation.

Commissioner Bynum said the only other question I had was that I know that you've also given us the 2015 guidelines. I'm just curious if we're all satisfied with the guidelines that were in place last year.



2015 UG-Hollywood Casino Grant Fund ***Proposed Recommendations***

- Size of Grant/Term
 - Change to no restriction on maximum size of grant that can be requested.
 - 2014 maximum limit was \$50,000

2015 UG-Hollywood Casino Grant Fund ***Proposed Recommendations***

- Size and Membership of Selection Committee
 - Individual Commissioners will serve as the selection committee.
 - The Board of Commissioners will approve the list of grants at a regular board meeting.
- There are two options listed as possible methodologies to distribute the grants for review
 - Utilize the already established Commission Grant Fund Committee
 - Provide each commissioner with the list of all grants received

2015 UG-Hollywood Casino Grant Fund ***Proposed Recommendations***

- Eligible Organizations
 - Only 501 (c)(3) organizations in good standing are eligible.
 - Previously ineligible organizations would now be eligible
 - Units of local government (UG, Public Schools, KCKCC)
 - KUMC Departments
 - Foundations connected to either local government or the University of Kansas Medical Center

2015 UG-Hollywood Casino Grant Fund ***Proposed Recommendations***

- Grant Qualification and Evaluation Criteria
 - Individual Commissioners will be responsible for grant evaluations and recommendations
 - To be developed is the recommendation form for each grant

2015 UG-Hollywood Casino Grant Fund **Proposed Recommendations**

- o Other Requirements and Restrictions
 - o Leverage additional funding, both private and public.
 - o Demonstrate alignment with the Board of Commissioner's Strategic plan (i.e. Social Service and Healthy Community/Recreation goals and Healthy Communities Wyandotte improvement plan).
 - o Collaborative efforts among programs or providers.
 - o Demonstrate an effort to minimize duplication.
 - o Have clearly established measurable outcomes and the ability to monitor and report them.
 - o Demonstrate programs that reach at-risk or underserved populations.
 - o Requests for general operating support will only be considered if the funding will be used to significantly expand the services of organizations.

2015 UG-Hollywood Casino Grant Fund **Proposed Recommendations**

- o A total of \$494,900 will be available for grants this year.
 - o ***Assumes a continued partnership with the Greater Kansas City Community Foundation to provide application assistance***
- o Based on committee recommendation the Mayor and each current commissioner will have \$49,490 to distribute
- o Based on the proposed timeline, funds will not be distributed until May, 2015.
 - o If At-Large District One is considered the total changes to \$44,990

Mr. Connor said that was a request from the last meeting was to bring those back to you as well. **Commissioner Bynum** said which I'm fine with them. They do include that the applying entity be a 501(c)(3), so I'm good with that. **Mr. Connor** said absolutely. Okay.

Chairman Markley said first of all, just to jump to that, are there any other questions on the 2015 guidelines or on any of the follow up materials provided from last meeting. We are going to discuss this, I believe, at a full commission special session. What I think Joe needs from us is direction. If this is our compromise idea, he can go back and sort of verify the details with the

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foundation, maybe a little closer dollar figure, and have that prepared for that special session. Do we feel good enough about this idea of a compromise to sort of let him lead us in that direction. That doesn't mean the rest of the Commission will agree, but at least it will get us something to present to them as our concept of how this might look.

Mr. Connor said just so I'm clear, you're talking about the grant development and the grant monitoring. **Chairman Markley** said correct. **Commissioner Bynum** said which I did want to make one quick comment about the grant-monitoring piece.

I spoke with Joe last week, or I had sent him a note late last week, asking per the 2015 grant applications, those six-month reports were due before the New Year started. My question for Joe at that time was would we be able to see those. Would it help us at all with this discussion? I think it's important that at some point we get an opportunity to see the reports. I appreciate the Community Foundation being responsible for receiving them, and like it says, monitoring and the things that it outlines here.

I think sometimes you can be really, really good at a program, and not really good at doing the required reports. I think adhering to the guidelines we set forward should be a big piece of what we explain to these groups. It's my understanding that some of the grantees from last year owe us a report yet. **Mr. Connor** said yes. I don't have that just ready for you, but we'll have it ready for you. **Commissioner Bynum** said I would like to see the six-month reports of the 2015 grantees when we get a chance. **Mr. Connor** said sure. If you'd like them before February 4, I can certainly have those available. **Commissioner Bynum** said if possible.

Chairman Markley said I would just say in terms of how that special session moves along, to any extent we can get these numbers broken down to what it would look like maybe with the monitoring and without the monitoring, with page one and page two and both of them together. Any level of breakdown will, I think, assist us in sort of coming to a compromise as well. **Mr. Connor** said the way you're seeing it is a price for this page and a price for that page, give or take. **Chairman Markley** said yes. The more options, the easier I think it will be. **Mr. Connor** said that's not a problem.

Commissioner Johnson said I would add to Commissioner Bynum's point, if organizations don't comply, and you all will have to inform me on this, if they don't comply with the reporting and whatnot, it should restrict them from future opportunities to apply. **Commissioner Kane**

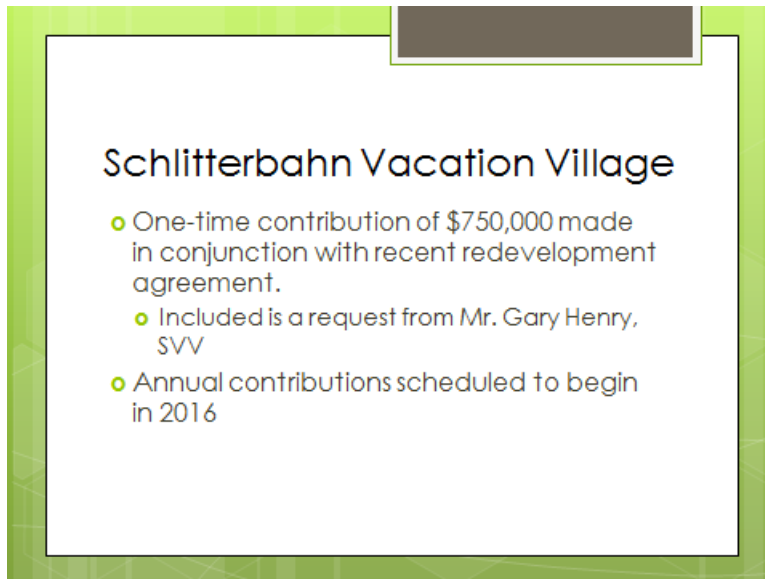
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said I believe that's what we talked about last year. If they don't come back and give us a report, that automatically makes them ineligible for asking for money because why would you give money if they didn't give you the report. **Commissioner Johnson** said exactly.

Mr. Connor said what I can do before the next meeting is I can get you a list of those that have not turned in a report. I'll just e-mail that out. Then I'll have the reports ready before the February 4 meeting if you'd like to look at them before the meeting.

Chairman Markley said that's maybe a question for the committee. With the additional money coming in from Schlitterbahn Vacation Village, we have a letter about that in our packet and we very briefly talked about it last committee meeting. Last committee meeting we said well let's just see how hard it is to come to a compromise on the process that we have and that may play into whether we want to come up with a separate process for these other dollars or not. I think the question tonight for us to decide is do we want to have this discussion tonight amongst just us, or do we think it would be more beneficial to wait until we're in a full commission setting to have that discussion since the rest of the Commission may not even be aware that these funds are coming.

Commissioner Kane said I know that most of them don't know. Since that's different monies that we've never had before, I think that's something for the full commission to decide on one of the 5:00 p.m. nights. I think we know where we want our money to go. We don't know where they want their money to go, and if they don't want to spend it, we will.



Mr. Connor said I just want to be clear this was a one-time distribution. We'll be getting annual appropriations after that. **Commissioner Kane** said but it will be a lot less than that. **Mr. Connor** said yes. You won't see this again. It's unique. We have two annual appropriations coming in now from two corporations.

Commissioner Philbrook said the only thing I would tell you is that eventually we need to publish the letter. We haven't specifically talked about what their recommendations are, but I think we need to say those, eventually, in our meeting. We don't need to talk about that right now. Let's save that for our meeting. **Commissioner Kane** said I agree. We always put out the bad. We need to put out some good. This is a unique situation. Once all the Commission has had an opportunity to talk about it, I think we need to put that on our web page. **Commissioner Philbrook** said right. I agree.

Mr. Connor said do you want that letter, Commissioner, are you saying to put that letter out early to the commissioners. **Commissioner Kane** said no. Once all the Commission has had a chance to look at it, talk about it, because that's a positive thing coming from Schlitterbahn. Like you said, it's a one-time thing. I think the rest of the Commission should know what's going on before we, as a sub-committee, say hey we know about this and you don't, and we put it out. **Commissioner Philbrook** said we don't want to publish the letter before everybody's looked at it. Then we can talk to it. **Commissioner Bynum** said I agree exactly with Commissioner Kane. I think this showed up once in our packet at our last standing committee

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meeting; however, it should be distributed to the full commission prior to the February 4 special session so everyone can see the letter itself and the dollar amounts involved. I think it needs to be a part of that special session discussion because it could end up being \$750,000 or \$150,000, depending on the recommendations they've made, I guess, in terms of what gets added to the Casino Grant Fund is where I'm headed. **Commissioner Philbrook** said thank you for that guys, appreciate it.

Chairman Markley said additional comments on this process. I do appreciate this committee's patience. We don't usually send things to the special session setting, but I just feel like it would be a waste of our time to duke it out here and come up with an exact recommendation when we know that there are significant differing opinions for the other five commissioners as well. I think we've done some good discussion here. I think we're putting forward at least an idea that we can have discussion on as a full commission. I think at this point that's probably the best we can do without putting forth wasted time and effort. Appreciate everyone's work on that.

Any other questions? You have at least a concept of where we're headed. **Mr. Connor** said I think I'm good to go.

Action: Matter to be forwarded to special session for further discussion.

Chairman Markley adjourned the meeting at 7:22 p.m.

mls

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Staff Request for Commission Action

Tracking No. 16445

Full Commission Meeting Date: NA

Committee: Administration & Human Services

Date of Standing Committee Action: 3/28/16

(If none, please explain):

Publication Required: No

<u>Date:</u> 02/17/2016	<u>Contact Name:</u> Terry Brecheisen, Director	<u>Contact Phone:</u> x6707	<u>Contact Email:</u> tbrecheisen@wycokc.org	<u>Department/Division:</u> Health Department
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Item Description:

Presentation and discussion of goals for the Public Health Department.

Action Requested:

Budget Impact: (if applicable)

Amount:

Source:

Included In Budget:

Other (explain):

Attachments List:



Staff Request for Commission Action

Tracking No. 16487

Full Commission Meeting Date: NA

Committee: Administration & Human Services

Date of Standing Committee Action: 3/28/16

(If none, please explain):

Publication Required: No

<u>Date:</u> 03/11/2016	<u>Contact Name:</u> Crystal Sprague, Program Director - PVC	<u>Contact Phone:</u> x2787	<u>Contact Email:</u> csprague@wycokck.org	<u>Department/Division:</u> Municipal Court
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Item Description:

Presentation and discussion of goals for Municipal Court.

Action Requested:

Budget Impact: (if applicable)

Amount:

Source:

Included In Budget:

Other (explain):

Attachments List:



Staff Request for Commission Action

Tracking No. 16489

Full Commission Meeting Date: NA

Committee: Administration & Human Services

Date of Standing Committee Action: 3/28/16

(If none, please explain):

Publication Required: No

<u>Date:</u> 03/16/2016	<u>Contact Name:</u> Renee Ramirez, Director	<u>Contact Phone:</u> x5665	<u>Contact Email:</u> rramirez@wycokck.org	<u>Department/Division:</u> Human Resources
<u>Item Description:</u> Presentation and discussion of 2016 goals for the Human Resources Department				
<u>Action Requested:</u>				
<u>Budget Impact: (if applicable)</u> Amount: Source: Included In Budget: Other (explain):				
<u>Attachments List:</u>				



Staff Request for Commission Action

Tracking No. 16491

Full Commission Meeting Date:

Committee: Administration & Human Services

Date of Standing Committee Action: 3/28/16

(If none, please explain):

Publication Required: No

<u>Date:</u> 03/17/2016	<u>Contact Name:</u> Ken Moore, Chief Counsel	<u>Contact Phone:</u> x5070	<u>Contact Email:</u> kjmoore@wycokck.org	<u>Department/Division:</u> Legal
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Item Description:

Presentation and discussion of 2016 goals for the Legal Department, submitted by Ken Moore, Chief Legal Counsel.

Action Requested:

Budget Impact: (if applicable)

Amount:

Source:

Included In Budget:

Other (explain):

Attachments List:



Staff Request for Commission Action

Tracking No. 16488

Full Commission Meeting Date: NA

Committee: Administration & Human Services

Date of Standing Committee Action: 3/28/16

(If none, please explain):

Publication Required: No

Date:	Contact Name:	Contact Phone:	Contact Email:	Department/Division:
03/15/2016	Wilba Miller, Director	x5112	wmiller@wycokck.org	Community Development

Item Description:

The UG Commission adopted a 2015-2019 Five Year Consolidated Plan for the Community Development Block Grant Program. The Community Development is beginning the annual action plan which includes the 2016-2017 grant application process. The grant application process may include the following CDBG eligible activities: Public Services, Public Facilities and Improvement, Rehabilitation/Acquisition of Existing Housing, and Economic Development Activities. The total amount available for projects and public services is approximately \$580K. The maximum amount of this allowable for public services would be approximately \$300K. The funds would not be available until the 1st quarter 2017.

Staff needs direction on Public Service Activities level of funding for the upcoming grant cycle and whether or not to include it in the upcoming grant process.

Current public service activities funding is for the Willa Gill Multi-Purpose Center, Liveable Neighborhoods, Wyandotte Homeless Services Corporation (WHSC) and Doing Real Work, Inc. If Public Service funding were reduced there will be a direct impact on homeless programming in Kansas City, KS, since currently it is approximately two thirds of the dollars allocated for public services as part of the Unified Government's CDBG funding for 2015-2016. Public Service funding was not included in the first round of the new grant application process, but is being recommended for inclusion in the 2016/2017 process by staff.

Staff also needs direction on Public Facilities and Improvement Activities for the next application process as to whether or not it will include non profits in addition to the Unified Government.

Will the grant application process only include Unified Government projects that would include everything from sidewalks to buildings (except maintenance). Or would non-profit agencies be allowed to apply. The following questions/concerns would be applicable to both and would be used to determine a recommendation by staff for funding:

- Would Davis Bacon be triggered and impact overall costs of the project? Was that considered by the applicant?
- Would Section 3 be triggered? Was that considered by the applicant?
- Is other funding already in place to ensure timely completion of the project?
- No advances/start-up funds would be available and was understood by the applicant.
- Environmental reviews must be completed prior to application to ensure timely completion of the project.
- Ability to start the project timely upon release of funds in the 1st quarter 2017 will be assessed and to ensure completion within one year from agreement date.

Renovation/Acquisition of Existing Housing and Economic Development activities would be included in the 2017 CDBG Grant application process unless otherwise determined by the Administration and Human Services Standing Committee.

The above questions and concerns would also be applicable to this activity and used for determination by staff for recommendation of funding of the project. For Economic Development activities and additional metric would also be considered related to job creation for every \$35K of CDBG funds expended.

Lastly staff is recommending the following timeline for the 2017 Grant application process:

April 4 - community forum on the 2017 Grant application process

April 5 - April 19 Agencies would apply for grants until Tuesday, April 19 at noon

Attachments List:



Staff Request for Commission Action

Tracking No. 16490

Full Commission Meeting Date: 4/14/16

Committee: Administration & Human Services

Date of Standing Committee Action: 3/28/16

(If none, please explain):

Publication Required: No

<u>Date:</u> 03/16/2016	<u>Contact Name:</u> Ryan Carpenter, Attorney	<u>Contact Phone:</u> x5076	<u>Contact Email:</u> rcarpenter@wycokck.org	<u>Department/Division:</u> Legal
<u>Item Description:</u> An ordinance changing election ordinances to comply with state law, changing primary elections to August and general elections to November.				
<u>Action Requested:</u> Approve the ordinance.				
<u>Budget Impact: (if applicable)</u> Amount: Source: Included In Budget: Other (explain):				
<u>Attachments List:</u> Cover Memo, Proposed Ordinance Redline, Proposed Ordinance Clean				



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

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Kansas City, Kansas 66101
Phone (913) 573-5060
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**Chief Counsel
Kenneth J. Moore**

**Assistant Counsel
Henry E. Couchman Jr.
Patrick Waters
Misty S. Brown
Ryan Carpenter
Ryan Haga
Angela J. Lawson
Jennifer L. Myers
Jane Wilson**

SUMMARY

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

FROM: Ryan Carpenter, Assistant Counsel

DATE: March 16, 2016

RE: Proposed Changes to Election Ordinance

The Kansas Legislature passed legislation which changed the dates for elections of members of the governing body and other elected officials to the first Tuesday in November of the respective election year. Along with the change to November elections, primary elections for members of the governing body and other local elected officials were moved to the first Tuesday in August. Terms of office now expire on the second Monday in January following an election, when newly elected members of the governing body and other newly elected officials shall take office. Finally, the new law requires the governing body of the municipality to establish by ordinance or resolution terms of office of elected officials to comply with the act.

Submitted for your consideration is a joint resolution and ordinance which amends the current ordinance to comply with state law.

Summary of Proposed Changes:

- The proposed joint ordinance and resolution changes the date of primary election for local officials to the first Tuesday in August of the respective elected year, and the general election to the first Tuesday in November.
- The proposed joint ordinance and resolution changes the date for the expiration of terms to the second Monday in January following an election.
- The section governing appointments to boards and commissions has been changed to reflect the expiration of terms for members of the governing body.

Published: _____

ORDINANCE NO. _____

RESOLUTION NO. _____

AN ORDINANCE

& RESOLUTION relating to Chapter 2, Administration, amending Sections 2-52, 2-57, 2-141, and 2-382 of the Unified Government Code, and repealing original Sections 2-52, 2-57, 2-141, and 2-382.

WHEREAS, the Kansas Legislature passed legislation changing the dates of local elections from April to November; and

WHEREAS, the legislation requires the Governing Body of the municipality to establish by ordinance or resolution terms of office of elected officials to comply with this act; and

WHEREAS, K.S.A. 25-21a01 establishes new terms for members of governing bodies and other elected officials of any municipality; and

WHEREAS, this ordinance and resolution will bring the Code of the Unified Government of Wyandotte County/Kansas City, Kansas into compliance with current election and term of office provisions.

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

Section 1. That Section 2-51 of the Code of the Unified Government of Wyandotte County/Kansas City, Kansas, be and is hereby amended to read as follows:

Sec. 2-51. - Composition and eligibility.

- (a) The unified board of commissioners shall be an 11-member governing body hereinafter referred to as the "commission" composed of a chief executive/mayor (hereinafter "mayor") nominated and elected at large, and ten commission members. Eight of the commission members shall be nominated and elected from districts. Two at-large commission members shall be nominated from districts and elected at-large. The mayor and each district and at-large commission member shall be at the time of filing for the office a citizen of the United States, a qualified elector of Wyandotte County and, except for the mayor, must reside in either the district or the at-large district for which the person has filed to be elected and thereafter for the duration of their term continuously maintain said qualifications. The mayor must at all times reside within Wyandotte County.

- (b) From and after ~~October~~ January 1, ~~1997~~ 2017, any person desiring to become a candidate for the office of mayor or for a position as a commission member shall file before the filing deadline with the election commissioner of the unified government (hereinafter "election commissioner") a statement of candidacy on a form furnished by the election commissioner. Each filing for mayor shall be accompanied by a filing fee equal to one percent of the annual salary for such position, or in lieu of such filing fee, a petition signed by 1,400 qualified electors of the unified government. Each filing for the position of at-large commission member shall be accompanied by a filing fee equal to one percent of the annual salary for the position, or, in lieu of such filing fee, a petition signed by 700 qualified electors. Each filing for the position of district commission member shall be accompanied by a filing fee equal to one percent of the annual salary for the position, or, in lieu of such filing fee, a petition signed by 175 qualified electors.

Section 2. That Section 2-52 of the Code of the Unified Government of Wyandotte County/Kansas City, Kansas, be and is hereby amended to read as follows:

Sec. 2-52. - Elections and terms.

- (a) After January 1 ~~September 9, 1997~~ 2017, the primary election for mayor and commission members shall be held on the first Tuesday ~~preceding by five weeks the first Tuesday in August~~ April of every odd number year commencing in ~~2017~~ 1999. The general election shall be held on the first Tuesday in ~~November~~ April of odd numbered years, both elections to be conducted in the manner prescribed in this division and Kansas law applicable to elections of first class cities to the extent such law does not conflict with unified government ordinances or resolutions. In ~~1999~~ 2017, and in each subsequent year in which the term of the mayor or commission member expires, and if there are more than two candidates who have filed for any position, a primary election shall be held for the nomination of two candidates for that position. Each qualified elector of Wyandotte County in the primary election for mayor and each qualified elector of the expiring commission member's at-large district or district commission member shall be entitled to vote for one candidate from among the candidates seeking election to the position. The two candidates receiving the greatest number of votes shall be placed on the general election ballot as the candidates nominated for election as mayor, district member or at-large commission member.
- (b) In the general election all qualified electors of the county shall be entitled to vote in the election of the mayor. Between the two candidates nominated for the office of mayor, the candidate receiving the highest number of votes in the general election shall be elected as mayor. ~~The first term of mayor shall expire upon the election and qualification of the successor after the election held on the first Tuesday of April, 2001. As of January 1, 2017, the election for the office of mayor shall be held every four years thereafter on the first Tuesday of April~~ November. The term of the mayor shall expire on the second Monday of January following an election, when the newly elected mayor shall take office.
- (c) In the general unified government election all qualified electors of each district shall be entitled to vote in the election of the district commission member from the district where said elector resides. Between the two candidates nominated from each district, the candidate receiving the highest number of votes in the general election shall be elected as the

commission member from the district. The term of the district commission members subject to election shall expire on the second Monday of January following a November election, when the newly elected commission members shall take office.

- (d) All qualified electors of the county shall be entitled to vote in the general election of both at-large members. Between the two candidates nominated from each at-large district, the candidate receiving the highest number of votes in the general election shall be elected as the at-large commission member from the at-large district. The term of the at large commission member shall expire on the second Monday in January following a November election, when the newly elected at large commission member shall take office.
- (e) In the election held on the first Tuesday of ~~April November 1999~~ 2017, the following four positions of district commissioner shall be subject to election: At-Large District 2; District 1; District 5; District 7; and District 8. ~~that received the lowest total number of votes in winning the election of September 9, 1997, shall be open for election in accordance with this division and the Charter. At the general election held on the first Tuesday of April, 1999, the position of at-large commissioner receiving the lowest number of votes in winning the September 9, 1997, election shall be subject to election. In the election held on the first Tuesday of November 2019, the following districts shall be subject to election: At-Large District 1; District 2; District 3; District 4; and District 6.~~
- (f) Except as otherwise provided by law, the election commissioner shall cause notice of the time of the holding of any general election to be published once at least 15 days before such election, except in the case of special elections, when ten days' notice shall be given. Such notice shall be published in the official unified government newspaper. Such notice shall state the date and times of such election, the name of each person nominated for any public office to be voted upon, and any propositions to be voted upon. If such election is not held in conjunction with another election for which notice of voting areas and polling places has been published, the notice required by this section shall also include such information.

(Code 1988, § 2-542; Res. No. R-1-97, § 3.02, 10-2-1997; Res. No. R-141-98, §§ 2, 3, 11-5-1998)

Section 3. That Section 2-57 of the Code of the Unified Government of Wyandotte County/Kansas City, Kansas, be and is hereby amended to read as follows:

Sec. 2-57. - Schedule of meetings.

At ~~its first regular meeting in October 1997, and~~ at its first meeting in April January in each ~~odd-numbered~~ year after a biennial unified government election, the commission shall establish by resolution a regular schedule of meeting times and dates for the next two years. The schedules shall provide for no fewer than two commission meetings each month.

Section 4. That Section 2-141 of the Code of the Unified Government of Wyandotte County/Kansas City, Kansas, be and is hereby amended to read as follows:

Sec. 2-141. - Nomination of candidates for the offices of sheriff and register of deeds.

| In order for their names to appear on the ballot for the ~~spring~~ fall local nonpartisan elections, candidates for the offices of sheriff and register of deeds must qualify to become candidates by one of the following methods:

- (1) A nomination petition signed by 1,400 qualified electors of the unified government; or
- (2) A declaration of intention to become a candidate accompanied by a filing fee equal to one percent of the annual salary for such position. Either the nomination petition or the declaration and filing fee must be filed by the filing deadline for other local offices.

(Code 1988, § 2-601; Res. No. R-92-00, § 1, 8-17-2000)

Section 5. That Section 2-382 of the Code of the Unified Government of Wyandotte County/Kansas City, Kansas, be and is hereby amended to read as follows:

Sec. 2-382. - Term of office.

(a) Unless provided otherwise by federal, state or local law, the terms of office of all members to any agency, board, commission, committee, or other entity created by or under the authority of the unified government shall be four years, subject to the provisions in this section. The positions indicated in the following table shall be filled by the person nominated by the commission member set out adjacent to each respective position after approval by the full commission:

Position No. Nominated By Commission Member

- | | |
|----|--------------------------|
| 1 | Mayor |
| 2 | First District At-Large |
| 3 | Second District At-Large |
| 4 | First District |
| 5 | Second District |
| 6 | Third District |
| 7 | Fourth District |
| 8 | Fifth District |
| 9 | Sixth District |
| 10 | Seventh District |

11 Eighth District

(b) Except as otherwise provided herein, the terms of each member of an agency, board, committee, commission, or other entity created by or under the authority of the unified government shall coincide with the term of the appointing mayor or commissioner.

(c) Beginning on the effective date of this ordinance/resolution, each term of the incumbent members of an agency, board, committee, commission, or other entity created by or under the authority of the unified government shall terminate on ~~May~~ March 31 of the odd-numbered year next following the original expiration of the position's term. Thereafter all terms shall begin on ~~June~~ April 1 of an odd-numbered year.

(d) Notwithstanding any other provision in this section, unless he or she resigns his or her position or forfeits such position under section 2-384, an incumbent member of an agency, board, committee, commission, or other entity created by or under the authority of the unified government shall continue in the position to which he or she has been appointed until a successor is appointed.

(Code 1988, § 2-1002; Res. No. R-53-98, § 2, 6-4-1998; Ord No. O-53-14, § 1, 11-6-2014)

Section 6. That said original Sections 2-51, 2-52, 2-57, 2-141, and 2-382 of the Code of the Unified Government of Wyandotte County/Kansas City, Kansas, be and are hereby repealed.

Section 7. This ordinance and resolution shall take effect and be in full force from and after its passage, approval, and publication in the official Unified Government newspaper.

**PASSED BY THE BOARD OF COMMISSIONERS OF THE UNIFIED GOVERNMENT
OF WYANDOTTE COUNTY/KANSAS CITY, KANSAS
THIS 7TH DAY OF APRIL 2017**

Mark Holland, Mayor/CEO

Attest:

Unified Government Clerk

Approved as to Form:

UG Counsel

Published: _____

ORDINANCE NO. _____

RESOLUTION NO. _____

AN ORDINANCE

& RESOLUTION relating to Chapter 2, Administration, amending Sections 2-52, 2-57, 2-141, and 2-382 of the Unified Government Code, and repealing original Sections 2-52, 2-57, 2-141, and 2-382.

WHEREAS, the Kansas Legislature passed legislation changing the dates of local elections from April to November; and

WHEREAS, the legislation requires the Governing Body of the municipality to establish by ordinance or resolution terms of office of elected officials to comply with this act; and

WHEREAS, K.S.A. 25-21a01 establishes new terms for members of governing bodies and other elected officials of any municipality; and

WHEREAS, this ordinance and resolution will bring the Code of the Unified Government of Wyandotte County/Kansas City, Kansas into compliance with current election and term of office provisions.

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

Section 1. That Section 2-51 of the Code of the Unified Government of Wyandotte County/Kansas City, Kansas, be and is hereby amended to read as follows:

Sec. 2-51. - Composition and eligibility.

- (a) The unified board of commissioners shall be an 11-member governing body hereinafter referred to as the "commission" composed of a chief executive/mayor (hereinafter "mayor") nominated and elected at large, and ten commission members. Eight of the commission members shall be nominated and elected from districts. Two at-large commission members shall be nominated from districts and elected at-large. The mayor and each district and at-large commission member shall be at the time of filing for the office a citizen of the United States, a qualified elector of Wyandotte County and, except for the mayor, must reside in either the district or the at-large district for which the person has filed to be elected and thereafter for the duration of their term continuously maintain said qualifications. The mayor must at all times reside within Wyandotte County.

- (b) From and after January 1, 2017, any person desiring to become a candidate for the office of mayor or for a position as a commission member shall file before the filing deadline with the election commissioner of the unified government (hereinafter "election commissioner") a statement of candidacy on a form furnished by the election commissioner. Each filing for mayor shall be accompanied by a filing fee equal to one percent of the annual salary for such position, or in lieu of such filing fee, a petition signed by 1,400 qualified electors of the unified government. Each filing for the position of at-large commission member shall be accompanied by a filing fee equal to one percent of the annual salary for the position, or, in lieu of such filing fee, a petition signed by 700 qualified electors. Each filing for the position of district commission member shall be accompanied by a filing fee equal to one percent of the annual salary for the position, or, in lieu of such filing fee, a petition signed by 175 qualified electors.

Section 2. That Section 2-52 of the Code of the Unified Government of Wyandotte County/Kansas City, Kansas, be and is hereby amended to read as follows:

Sec. 2-52. - Elections and terms.

- (a) After January 1, 2017, the primary election for mayor and commission members shall be held on the first Tuesday in August of every odd number year commencing in 2017. The general election shall be held on the first Tuesday in November of odd numbered years, both elections to be conducted in the manner prescribed in this division and Kansas law applicable to elections of first class cities to the extent such law does not conflict with unified government ordinances or resolutions. In 2017, and in each subsequent year in which the term of the mayor or commission member expires, and if there are more than two candidates who have filed for any position, a primary election shall be held for the nomination of two candidates for that position. Each qualified elector of Wyandotte County in the primary election for mayor and each qualified elector of the expiring commission member's at-large district or district commission member shall be entitled to vote for one candidate from among the candidates seeking election to the position. The two candidates receiving the greatest number of votes shall be placed on the general election ballot as the candidates nominated for election as mayor, district member or at-large commission member.
- (b) In the general election all qualified electors of the county shall be entitled to vote in the election of the mayor. Between the two candidates nominated for the office of mayor, the candidate receiving the highest number of votes in the general election shall be elected as mayor. As of January 1, 2017, the election for the office of mayor shall be held every four years on the first Tuesday of November. The term of the mayor shall expire on the second Monday of January following an election, when the newly elected mayor shall take office.
- (c) In the general unified government election all qualified electors of each district shall be entitled to vote in the election of the district commission member from the district where said elector resides. Between the two candidates nominated from each district, the candidate receiving the highest number of votes in the general election shall be elected as the commission member from the district. The term of the district commission members subject

to election shall expire on the second Monday of January following a November election, when the newly elected commission members shall take office.

- (d) All qualified electors of the county shall be entitled to vote in the general election of both at-large members. Between the two candidates nominated from each at-large district, the candidate receiving the highest number of votes in the general election shall be elected as the at-large commission member from the at-large district. The term of the at large commission member shall expire on the second Monday in January following a November election, when the newly elected at large commission member shall take office.
- (e) In the election held on the first Tuesday of November 2017, the following positions of district commissioner shall be subject to election: At-Large District 2; District 1; District 5; District 7; and District 8. In the election held on the first Tuesday of November 2019, the following districts shall be subject to election: At-Large District 1; District 2; District 3; District 4; and District 6.
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| 6 | Third District |
| 7 | Fourth District |
| 8 | Fifth District |
| 9 | Sixth District |
| 10 | Seventh District |
| 11 | Eighth District |

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**PASSED BY THE BOARD OF COMMISSIONERS OF THE UNIFIED GOVERNMENT
OF WYANDOTTE COUNTY/KANSAS CITY, KANSAS
THIS 7TH DAY OF APRIL 2017**

Mark Holland, Mayor/CEO

Attest:

Unified Government Clerk

Approved as to Form:

UG Counsel