Administration and Human Services
Standing Committee Meeting Agenda
Monday, August 22, 2022
Immediately upon adjournment of the earlier committee, or 5:00 p.m.

Location: HYBRID
We invite you to view the meeting in person in the 5th-floor conference room, Suite 512, Municipal Office Building, 701 N. 7th Street, Kansas City, Kansas, or virtually via Zoom webinar.

You are invited to a Zoom webinar:
When: Aug 22, 2022, 05:00 PM Central Time (US and Canada)
Topic: Standing Committee

Please click the link below to join the webinar:
https://us02web.zoom.us/j/85414800973?pwd=SitVRzNvWGVnVk96Wlo1MnQ5VWc0Zz09

Passcode: 916665
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Webinar ID: 854 1480 0973
International numbers available: https://us02web.zoom.us/u/kcurAeH7YE

Name	Absent
Commissioner Angela Markley, Chair	☐
Commissioner Melissa Bynum	☐
Commissioner Christian Ramirez	☐
Commissioner Harold Johnson	☐
Commissioner Mike Kane	☐

I. Call to Order/Roll Call

II. Revisions to August 22, 2022 Agenda

III. Approval of standing committee minutes from March 28, 2022.

IV. Committee Agenda

Item No. 1 - RESOLUTION: CLOSING OUT NEIGHBORHOOD STABILIZATION PROGRAM (NSP3)

Synopsis: Request to conduct a public hearing on August 25, 2022, to complete the close-out of the Neighborhood Stabilization Program (NSP3), submitted by Wilba Miller, Director of Community Development. A public hearing is required by the State of Kansas Department of Commerce.

It is requested that this item be fast-tracked to the August 25, 2022, full commission meeting.

Tracking #: 211866

V. Public Agenda

VI. Adjourn

ADMINISTRATION AND HUMAN SERVICES
STANDING COMMITTEE MINUTES
Monday, March 28, 2022

The meeting of the Administrative and Human Services Standing Committee was held on Monday, March 28, 2022, at 7:11 p.m., remotely via Zoom. The following members were present: Commissioner Markley, Chairman; Commissioners Bynum, Ramirez, Johnson, and Kane. The following officials were also in attendance: Melissa Sieben and Alan Howze, Assistant County Administrators; Renee Ramirez, Director of Human Resources; Shakeva Christian, Human Resources Manager; Misty Brown, Chief Counsel; James Bain, Assistant Counsel; Kathleen VonAchen, Chief Financial Officer; Jon Khalil, Assistant Counsel; Matt Willard, County Appraiser; Janae Robbins, Deputy County Appraiser; Monica Sparks, Deputy UG Clerk; and Allie Facio, UG Clerk's Office.

Chairman Markley said before I call the meeting to order, I want to announce that due to COVID-19, some committee members, staff, and the public are attending remotely via Zoom as well as on-site.

All participants joining by phone should mute their phones when they're not speaking to avoid background noise. During the meeting, please make sure you announce yourself by name and title every time you speak so the public that is observing knows who is speaking. This is critical given the number of remote participants and is current guidance from the Kansas Attorney General.

The public is allowed to participate by Zoom or submit comments by email prior to the meeting, and those comments will be included in the record of the meeting. The public may also indicate their intent to provide remote comment by contacting the Clerk's Office by 5:00 p.m. on the Thursday prior to the meeting. The public also will have an opportunity to provide brief comments either by telephone or via Zoom from the lobby of the Municipal Office building.

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

Chairman Markley said there were no revisions to tonight's agenda.

Approval of standing committee minutes from December 6, 2021. **On motion of Commissioner Ramirez, seconded by Commissioner Johnson, the minutes were approved**. Roll call was taken and there were five "Ayes," Kane, Johnson, Ramirez, Bynum, Markley.

Committee Agenda:

Item No. 1 – 211426…PROPOSAL: DRAFT REMOTE WORKER POLICY

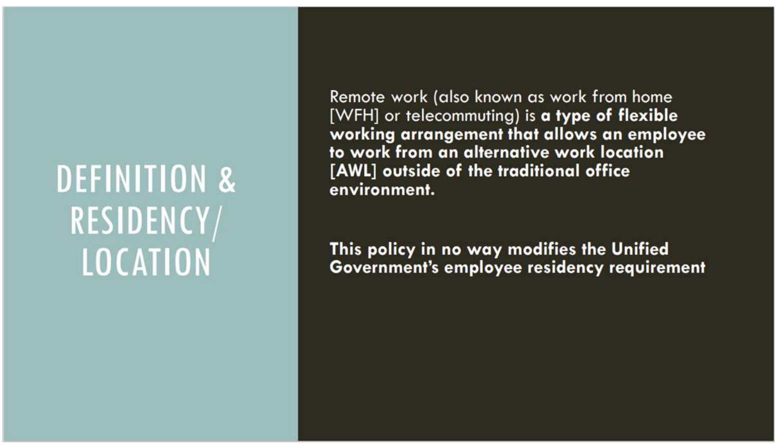
Synopsis: Proposal for Remote Worker Policy for non-essential personnel, submitted by J. Renee Ramirez, Director of Human Resources. This policy will be included in the Human Resources Guide.

Alan Howze, Assistant County Administrator, said I'll kick this one off and then turn it over to Human Resources for the first one, the Remote Worker Policy.

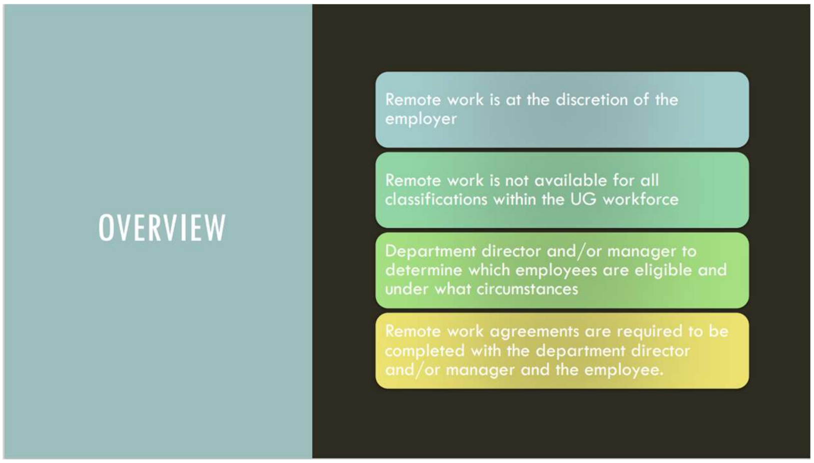
As we emerge—knock on wood—hopefully from COVID, we are seeking to kind of update our policies and workplace practices that became commonplace and part of how we learned how to do business over the course of COVID. One of those that was really critical to the ability to continue to provide services and to do work was remote work. We quickly transitioned at the beginning of the pandemic to provide opportunities and access for those who could work remotely to do so. We recognized, as we're now two years into it, that we don't have a section in own Human Resources policy that specifically speaks to remote work. So, as this becomes something that is both commonplace across organizations and something that new employees can also come to expect in workplaces that now is the time to take stock of what we've learned from that and to put a policy in place in our own Human Resources guide around remote work. So that is the draft proposal to the Human Resources guide that you see here this evening.

I will turn it over to Renee Ramirez, Director of Human Resources, to provide an update. She has been supported in this by SueZanne Bishop, from UG Legal Department.

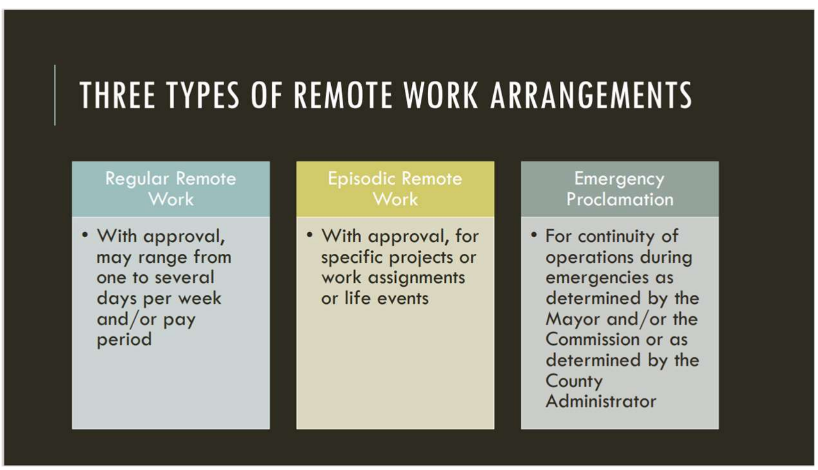
Renee Ramirez, Director of Human Resources, said as Alan mentioned, the policy draft that we bring forward to you is to address some of the things that we've been doing for the last two years—remote working. This also is going to allow us to bring some type of standardization across the organization for this type of work.



We'll start off with definition of the remote work. Many organizations or many companies use remote work. It's also known as work from home or telecommuting. Basically, it's a type of flexible working arrangement that allows employees to have an alternative work location outside of the traditional office environment. I do want to stress though that having this alternative work location in no way modifies the Unified Government's employees' residency requirement.



An overview of the policy is that remote work is going to be at the discretion of the employer. Remote work is not available for all classifications within the Unified Government workforce, and department directors and/or managers would be the ones to determine which employees are eligible and under what circumstances if they can remote work. We will also be requiring remote work agreements from departments to have their employees complete once a determination has been made that a department is going to allow remote work.



In this policy, we're going to offer three types of remote work arrangements. The first is going to be regular remote work where, with approval, it may range from one to several days per week and/or in a certain pay period that an employee would have an alternative work location. There's also episodic remote work. With approval, there may be specific projects or work assignments or life events that a director may want a specific worker to do, and this would give opportunity to really provide focus for that episodic, that specific work assignment. The last one is the emergency proclamation. This is for the continuity of operations during emergencies as determined by our

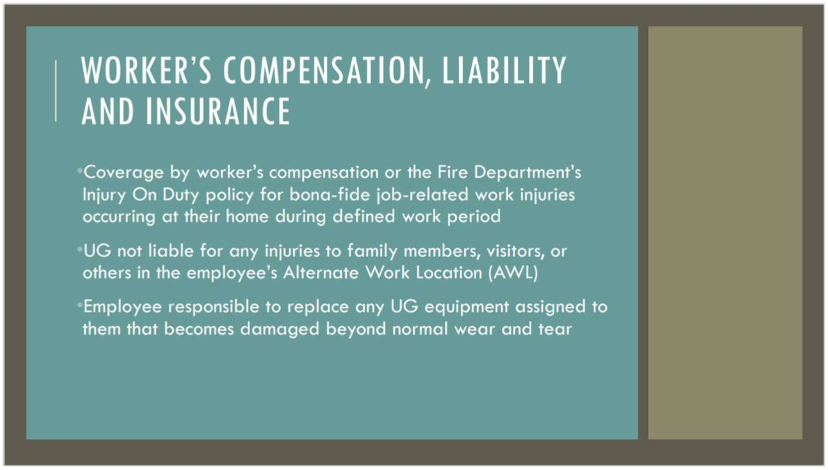
Mayor and/or our commissioners, or as determined by the County Administrator. These past couple of years we have been—especially during the heightened timeframe of COVID—we've kind of been working under that proclamation.

We are going to outline some expectations and responsibilities for our employees as we engage in this new work idea for remote work. Once department directors and/or managers have received the approval from an Assistant County Administrator or, in some instances, the Interim County Administrator, depending on who they directly report to, departments will then start collecting the remote work agreements with their employees. But, again, we want for department directors to actually submit an action plan to their ACAS or, again, the Interim County Administrator, so that way, our administration knows the type of remote work that a specific department is going to have their employees work.

Employees will be required to comply with all Unified Government policies, standard operating procedures, and any directives just as though they were working in the office. We are going to only allow virtual meetings to occur if an employee is working remotely. No in-person meetings at the employees' or managers' homes. It is also expected that the employee will maintain a satisfactory level of performance and be productive throughout their regular scheduled workday. Employees are also going to be prohibited from engaging in any other gainful employment during the employees' regular Unified Government work schedule.

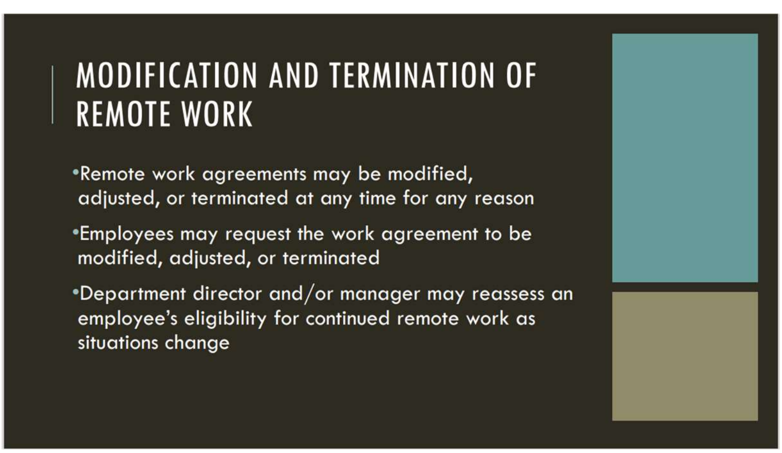
This next slide represents expenses, hardware/software, and supplies that may come about with working remotely. If an employee has some minimal expenses, they will need to present those minimal expenses to their department director and/or manager. At that time, the department manager or director could approve those minimal expenses to come out of their respective department's budget. The Department of Technology may also provide some type of piece of equipment for the employees to use such as a regular keyboard, a mouse, or earbuds so that way they can participate in meetings and those types of things in order to complete their work assignments. Employees must have functioning internet service. The Unified Government is not going to reimburse remote workers for having the internet service.

Most importantly, we want to ensure that any employee, those that are eligible, who is going to be able to remote work, that they adhere to the responsible use of Information Technology Policy. I envision that when an employee or department has determined that an employee is going to be eligible for this type of work assignment, that the department would check with Human Resources to see if the employee is in compliance with the reasonable use of Information Technology Policy. This is a mandatory training for all Unified Government employees, and they have to be retrained on this policy every five years.



We do have to address workers' compensation liability and insurance regarding this as well. Coverage by workers' compensation or in the Fire Department situation, injury On Duty Policy, or a bona-fide job-related work injury occurring at their home during defined work period could be a compensable injury that we would have to address. Remote workers would be required to prove a casual connection between work and the injury itself. Any employee claiming a work-related injury while remote working will need to go through an investigation to determine the compensability of the claim that they are issuing with Unified Government. The UG is not liable for any injuries to family members, visitors, or others in the employees' alternative work location.

Employees would be responsible to replace any UG equipment assigned to them that becomes damaged beyond normal wear and tear. We also would be recommending that department directors have some kind of check off list on what they are assigning out to employees to use for remote work; and also having some kind of clause in there that if they should break or lose the equipment, that they would have to work with the Unified Government in replacing that.



Modifications and termination of remote work. Again, remote work agreements may be modified or adjusted or even terminated for any reason by a Unified Government director and/or manager. Employees, likewise, may request that the work agreement be modified, adjusted, or terminated. Department directors will always have the authority to reassess any employees' eligibility to continue to remote work as situations change.

What are the benefits of remote work? Well, there are several benefits that we see that come from remote work. It's important to implement measures that retain top talent that we have in our workforce. Having the option for an alternative work location for eligible employees also allows us to be competitive in the market. It recognizes the work/life balance that many of our employees value today. Adapting to new work expectations is a change for local governments as it breaks the traditional mold that we're accustomed to that we're so used to just working in the office. It also allows us to embrace our differences, our values, and our cultures of our employees.

I like to think of this as if we continue to limit ourselves to what we are comfortable with, which is the traditional work styles of office work, then we lose the perspective of what is possible. We don't know what other opportunities will open up for us, as a municipality, to provide another level of service to our community. I think having that openness to embrace the change of this nature is very healthy for our organization. It recognizes and accepts that the organization recognizes people do have different work styles. It's a way for us to brand the Unified Government as a premier employer in Wyandotte County.

What we will continue to do. Adopting this type of a policy in our Human Resources guide will continue to show how we value the work styles of our employees. It will always show our commitment to always striving for the excellence in services that we provide to our community. It shows respect for each other no matter where we office; in office or have a hybrid work plan. And most importantly, we will continue to be one team, one UG WyCo/KCK. Thank you for consideration of this policy, and I'll take any questions at this time.

Chairman Markley said I think definitely the job market right now is a pretty crazy place. The reality is that, I would say, that craziness is driven in part by people's demands for a more flexible work environment. So, it is really critical for us to retain top talent even if it might not be what we prefer or the work method that we would adopt for ourselves or would want to adopt if there were no other issues at play. The reality is that there are other issues at play, and we really need to do what we can to support and retain our talent here at the Unified Government. I'm certainly in favor of this, and I appreciate your presentation.

Commissioner Ramirez said I second everything that Commissioner Markley said. You know with COVID, our workforce has changed and what our workforce looks like and what work looks like. I think we, as an organization, we have to be responsive and flexible in that manner to bring in top talent to keep us as a premier employer within our community, and also to keep our employees happy. Some days it might not be the best possible way for an employee to come in to work. They might want to stay at home. They might need a day to just be with themselves while they do their work. It opens our ability to—when I was working in our Parks and Rec, we always put mental health first with our employees. Mental health is important and this policy allows that ability.

So, thank you, Renee, and your staff for bringing this forward and really looking at our workforce and saying what we need to adapt to what is being changed. I honestly think, even without COVID, I think we would have still gotten to the point where we are now with remote work and just how workforce is changing overall. I want us, as an organization, to be adaptive to that. I definitely do support this.

One question I have, and it might be hard to answer, but is there an estimation of how many employees might be eligible for a work from home agreement?

Ms. Ramirez said well, I think that's still to be determined. We are going to have to look at probably the non-essential personnel to start off with. At this time, we don't know which departments are still working remotely or have those situations in place still. So, I think, again, this brings us to the point of really standardizing this new way of doing business. I think we'll be able to determine that once we figure out kind of where our departments are sitting at today.

Commissioner Ramirez said okay. I figured that you all were still evaluating, but overall, thank you for being responsive and adaptive to the outside and what's happening. I look forward to seeing how well this keeps our community and it keeps our employees engaged.

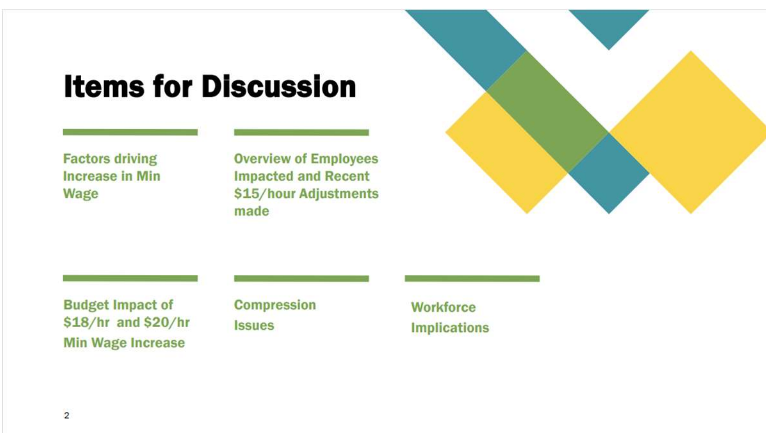
Chairman Markley asked, Clerk, were there any comments from the public or any questions from the lobby? **Ms. Facio** said no comments were received.

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

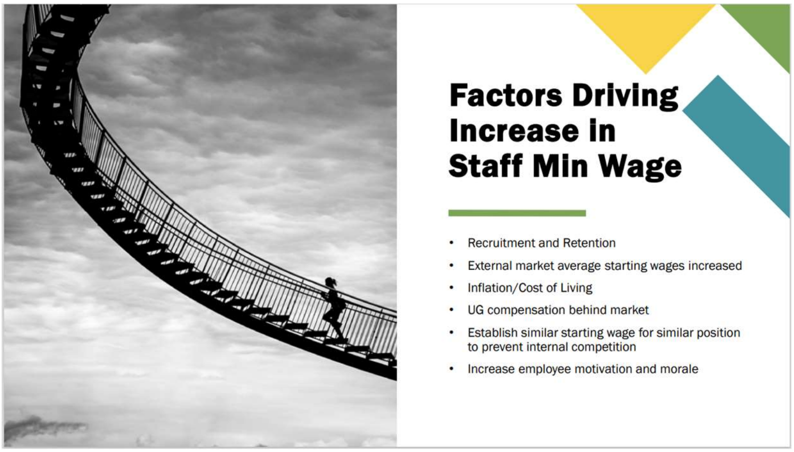
Item No. 2 – 211427…UPDATE: FISCAL IMPACT OF MINIMUM WAGE AT $18 PER HOUR

Synopsis: Discussion on the impact of raising the minimum wage to $18.00 per hour for staff and potential compression issues and union implications, submitted by J. Renee Ramirez, Director of Human Resources.

Alan Howze, Assistant County Administrator, said this is a follow-up informational only item from the Commission discussion on $15.00 an hour. As you'll hear in the presentation, we've successfully executed that policy. The Commission had asked for additional information on the fiscal impacts of $18.00 and $20.00 an hour. So, coming back to you this evening with additional information on that per your request. So, with that, I'll turn it over to Ms. Christian.



Shakeva Christian, Human Resources, said the items that we'll discuss are the factors driving an increase in minimum wage. An overview of the employees impacted in the recent $15.00 an hour adjustment made. We also will discuss the budget impact of $18.00 to $20.00 per hour minimum wage for Unified Government employees. Talk a little bit about compression and then other workforce implications.



The factors driving the increase in staff minimum wage, of course, is recruitment and retention as one of those. As you all are familiar with, the labor market is a tough place to be right now for employers and so we're looking at methods to help us to recruit and retain top talent. The external market average salaries have increased over time. If you look at areas even such as fast food, Walmart, they're paying some competitive wages that even rival some of the wages that we have here at Unified Government. Inflation and cost of living has gone up. The last CPI numbers I found from October of 2020 to 2021 is at about 6.4%, which is higher than what we've seen in previous years. It usually increases around 2% to 4% is what we've seen prior to this. The UG compensation is currently behind market as well. We have been for some time, but these issues are compounding that even more.

We also want to establish similar starting wages for similar positions within the Unified Government. As you all are aware, we do have 13 bargaining units which comprises 13 different pay plans and our non-union staff as well. So, trying to have those different pay plans compete in terms of union negotiations and so forth. It does cause some internal competition and so if we establish a similar starting wage, if could help with that. It could increase employee motivation and morale. All studies show that money isn't the number one motivator for employee performance, but we can't ignore that it does contribute to it.

of Classifications and Employees Impacted

Employees earning:	# of Classifications	Employee Groups Impacted	# of Employees
Less than $15/hr*	9	Temp, Non-union, AFSCME	82
$15/hr but less than $18/hr	14	Temp, Non-union, AFSCME, Teamsters	70
$18/hr but less than $20/hr	32	Non-union, AFSCME, Teamsters, LiUNA	150

Data as of 1/5/22 - Recent union contracts resolve some items above. Increases to $15 for several groups have taken place after 1/5/22

Cumulative total of 302 employees under $20/hour

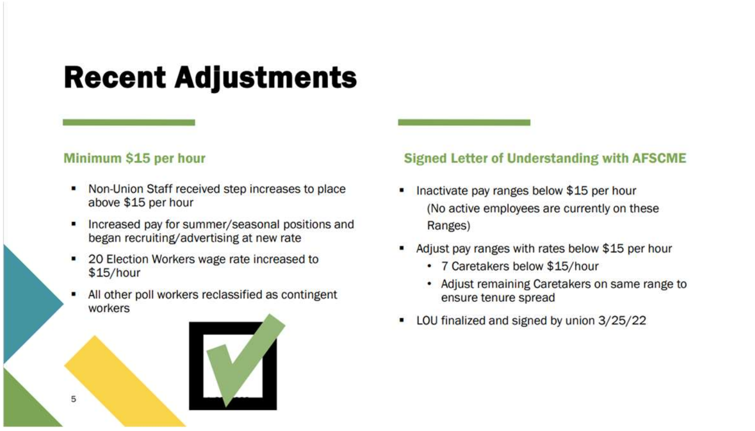
4

I do want to go over an overview of all the classifications and employees impacted by potentially increasing the minimum wage to $18.00 or $20.00 per hour. This overview is based on data from our payroll as of January 5th of this year. I kind of wanted to go over the entire year and then kind of talk about what we've done and some of the areas that we would potentially need to change and then other implications as well.

If we look at the employees earning less than $15.00 per hour, that was 9 classifications that comprised of approximately 82 employees. There were temporary/seasonal employees in that group; several non-union groups. Going back to the temporary and seasonal, it included jobs such as the election workers, school crossing guards, the summer/seasonal lifeguards, positions of that nature. We had a lot of employees in that group.

The non-union classifications included administrative support assistants, program aids, and so forth. Then AFSCME, we had caretakers in that role. Like I said, the $15.00 per hour, we have made some adjustments to get those individuals situated and adjusted to that minimum rate. Individuals that fall between $15.00 per hour and $18.00 per hour comprised of 14 classifications and approximately 70 employees, same similar temporary employees in that group.

We added some more non-union classifications that fall in that. Additional AFSCME classifications would be added and then Teamsters' employees, as of the payroll of January 5th, were in that group as well. Looking at the group of employees that are between $18.00 and $20.00 per hour, there's 32 classifications. Again, most of them, a lot of them are non-union and AFSCME, Teamsters as the payroll of January 5th. There were some LiUNA employees in there, but we'll talk about some adjustments that are potentially being made to those groups. They have approximately 150 in that category earning those wages.



The recent adjustments that we made, again, the minimum wage for non-union staff—they received step increases to place them at $15.00 per hour. We did not make, at this time, any adjustments to the salary ranges; we just adjusted those rates across the grid to get them to their minimum rate of $15.00 per hour. We did increase the pay for summer and seasonal positions, and we have begun recruiting and advertising that rate.

There were 20 election workers whose rate we would increase to $20 per hour. I'm sorry, $15.00 per hour for those 20 election workers. We had several employees that work in the Election Office as maybe one off, election here and there that we're reclassifying their poll workers, putting them into contingent employee roles that will be paid on a green check through Accounting. The Election Office is working on finalizing those rates for those employees at this time.

We have a signed letter of understanding with AFSCME regarding the caretakers that are currently paid below $15.00 per hour. So, there were seven caretakers that fell below that rate. We would get them to the $15.00 per hour. We also want to adjust the caretakers on that same range to ensure that there's a tenure spread between—to recognize the tenure spread that they previously had. Just so you know, there were also some pay ranges that were old and inactive that were well below the $15.00 per hour rate in the AFSCME contract that we did agree to inactivate through this LOU. The LOU has been signed by the union, and we are going to be working to get those individuals compensated to $15.00 per hour through payroll processing as soon as we can.

Budget Impact - Wages

TABLE 1
Estimated Wage Impact of Increasing Minimum Base Pay Hourly Rates (Union & Non-Union)
Impact of Increasing Hourly Rates to: A) $15 B) $18 C) $20

	Group A - Employess with Base Pay Less Than $15.00 per hour	Difference Over Base Annual Pay	Group B - Employess with Base Pay Between $15.00 and $17.99 per hour	Difference Over Base Annual Pay	Group C - Employess with Base Pay Between $18.00 and $19.99 per hour	Difference Over Base Annual Pay	Total Base Pay Rate Annual Budget Impact
Annual Pay, Base Rate	$844,800	---	$2,279,304	---	$5,866,890	---	---
If Raise Minimum Wage To.....							
$15 / Hour	$979,373	$134,573	---	---	---	---	$134,573
$18 / Hour	$1,176,314	$331,514	$2,495,782	$216,478	---	---	$547,992
$20 / Hour	$1,308,202	$463,402	$2,772,328	$493,024	$6,133,566	$266,677	$1,223,103

6

As far as the budget impact, this table shows three different groups of employees based on their rates of pay and their budget impact for increasing at the different levels. So, Group A is the employees that as of January 5th earn less that $15.00 per hour. If we bump those individuals, it would cost approximately $134K. Those same group of employees, if we take them to $18.00 per hour, it would cost $331K on an annualized basis. Then those in that same group going to $20.00 per hour would cost us $463K.

Group B are the employees that earn between $15.00 per hour but less than $18.00 per hour. This group, if we adjust them to the minimum of $18.00 per hour, would cost approximately $216K. If we take them to $20.00 per hour, that would cost $493K.

Then, finally, the group of employees, Group C, that is paid at least $18.00 per hour but less that $20.00. Their annualized salary cost would be $266K.

If you look at the very last column, it's the cumulative total for each group. So, $134K to raise it to $15.00 per hour, $547K cumulative cost for $18.00 per hour, and $1.2M accumulative cost to raise it to $20.00 per hour.

Budget Impact – Non-wage Costs

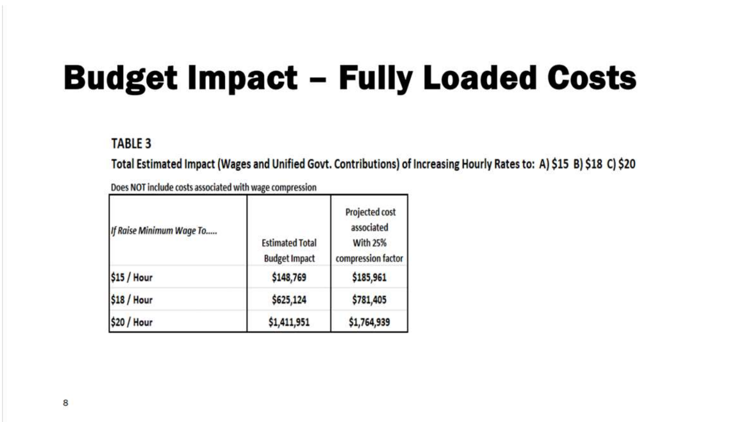
TABLE 2
Estimated Unified Govt. Contribution* Impact of Increasing Minimum Base Pay Hourly Rates (Union & Non-Union)
Impact of Increasing Hourly Rates to: A) $15 B) $18 C) $20

	Group A - Employess with Base Pay Less Than $15.00 per hour	Difference Over Base U.G. Contributions	Group B - Employess with Base Pay Between $15.00 and $17.99 per hour	Difference Over Base U.G. Contributions	Group C - Employess with Base Pay Between $18.00 and $19.99 per hour	Difference Over Base U.G. Contributions	Total U.G Contribution Annual Budget Impact
Annual U.G. Contributions, Base Rate	$112,729	---	$392,024	---	$1,033,509	---	---
If Raise Minimum Wage To.....							
$15 / Hour	$126,925	$14,197	---	---	---	---	$14,197
$18 / Hour	$152,499	$39,770	$429,386	$37,362	---	---	$77,132
$20 / Hour	$169,652	$56,924	$476,961	$84,937	$1,080,497	$46,988	$188,849

*Unified Govt. contribution (2022) include: KPERS civilian, 9.9%; FICA (Social Security), 6.2%; FICA (Medicare), 1.45% and unemployment, 0.1%. Full and part-time A employees pay all contribution rates (17.65%) and all other employees pay all except KPERS (7.75%).

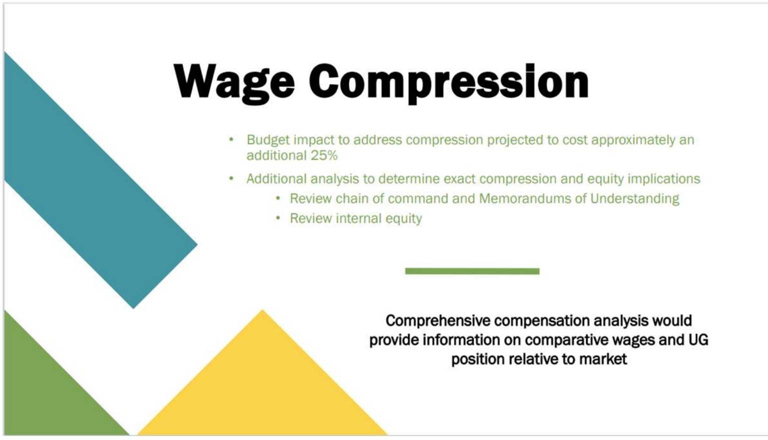
7

Outside of wages, it would also impact—we would also have extra costs associated with Unified Government contributions such as KPERS, social security, FICA, and unemployment. For those very same groups, if you look at their cumulative totals, we would have to add an additional $14K for the $15.00 per our minimum wage, an additional $77K for the $18.00 per hour minimum wage, and an additional $188K for the $20.00 per hour minimum wage.

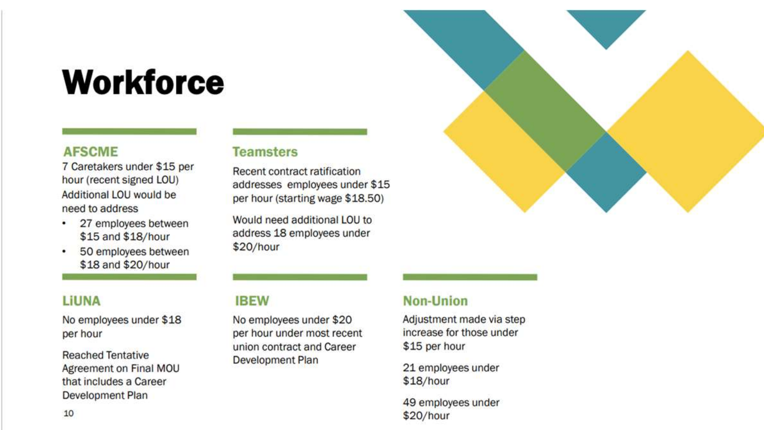


If Raise Minimum Wage To.....	Estimated Total Budget Impact	Projected cost associated With 25% compression factor
$15 / Hour	$148,769	$185,961
$18 / Hour	$625,124	$781,405
$20 / Hour	$1,411,951	$1,764,939

This last slide is basically the budget impact with the combined base salary plus the UG contributions, $148K for $15.00 per hour, $625K for $18.00 per hour, and $1.4M for $20.00 per hour. Other things that we have to consider is that there would be potentially ripple effects of employees that supervise certain groups whose—the employees that they supervise would now potentially earn more than they do or that they will be really compressed. Sometimes even in similar positions across the Unified Government, it would cause some pay disparity. We'd have to do a lot more research in looking into how that would impact at all these various levels, but we do project that it would cost at least an additional 25% on top of what this budget impact for additional costs associated with compression.



So, again, the budget impact to address comparison is approximately 25%. We would review the chain of command, memorandums of understanding, as well as internal equity to fix any compression issues that happen as a result of those varying levels of minimum wage being impacted. We would need to do a compressive compensation analysis to provide us with where we are comparatively relative to the market. Right now, just fixing the minimum wage, it's basically piecemealing, so we need to look at the overall compensation structure as well.



Workforce implications. Had a look at the unions that potentially could be impacted based on adjusting those minimum wages. As I mentioned, there's seven caretakers that earn less than $15.00 an hour that have been taken care of via LOU that we will address and finalize. But should we increase the rate to $18.00 per hour, AFSCME has 27 employees. If we increase the rate to $20.00 per hour—there's 50 employees in that category.

Teamsters contract. There was a recent ratification and signing of the union contract that took their starting rate to $18.50 an hour, so there's no employees currently under $15.00 per hour in that union. However, if we went with $20.00 per hour, there will be 18 employees that we would need to address via LOU.

LiUNA has no employees under $18.00 per hour. We have reached a tentative agreement regarding a final LOU that includes a career development plan that pretty much addresses most of those rates of pay to around $20.00 per hour. The career development plan essentially is a plan whereby employees could gain certain certifications or training and be reclassified to a higher rate of pay and higher classification once they obtain those. We have finalized a red line of their contract that includes that, and we'll be looking forward to getting that finalized and approved soon.

IBEW has been, their contract has been ratified and agreed upon and their rates. There are no employees under $20.00 at this point for IBEW. They also have a similar career development plan as LiUNA. I will say that there's actually one employee in IBEW that's at $19.50 per hour, but under the career development plan and COLA next year, they'll certainly be above $20.00 per hour.

For non-union, again, we made those adjustments for the $15.00 per hour. If we go with $18.00 per hour minimum for non-union, that would impact 21 employees. If we go with $20.00 per hour, that would impact 49.

That's all the information that I had to share. I'm open for discussion.

Chairman Markley said I will say, not because I want to be a killjoy, but just because I think it's always a confusing way to think of things. All of these numbers are there on a going forward basis. So, what Shakeva has shown us is not a one year cost, it's an every year cost. Then, assuming we are giving our employees raises annually, as I think we should be, then you're giving raises on top of this ongoing annual cost. So, I think a lot of times we see the number and we think that's a one-time payment, but we would have to be paying that annually.

Commissioner Johnson said I have a couple of thoughts on this. One, obviously, has to do with the cost, obviously. Then the other is that we're dealing with a person's life here that, hopefully, this could potentially make a big difference in. It's hard for me to talk about increases across the board and then on a consecutive basis without considering the conversations that we've had in recent times about lowering mill levies and the impact that could have on the budget. While I'm a fan of both lowering mill levies etc., taxes, and then also giving our employees raises that will make them competitive in the market, it's very perplexing to say the least.

I guess the question that I would have is, there is an intrinsic cost of losing someone and then having to hire and replace persons that we are losing in a situation we know has to do with the rate of compensation. If a person is getting paid a certain amount of money, it's not enough for them to live. They go to a competing organization. We then have to rehire for those positions and go through the cost of replacing them. Shakeva, have you and/or Renee been able to categorize this in terms of the actual dollars it costs to replace persons when people leave for higher wages?

Ms. Ramirez said we are in the process of trying to determine what the cost per hire is for our organization. That cost per hire is going to actually change, depending on the classification, because the cost per hire for a police officer is going to be much greater than replacing administrative support and that's because of the training, equipment, things of that nature. We are trying to come up with that number.

Commissioner Johnson said that would really help to, I guess, nuance the conversation and at least help this commissioner to be able to make a more tangible decision with regard to this perplexing issue. It's not going away. We're going to have to continue to deal with this. We may be at a point in time when we don't have a choice but to increase wages.

Chairman Markley said thanks, Commissioner. A very good point about the budget implications of these discussions.

Commissioner Ramirez said I'm going to come out and say it, we can't have our cake and eat it too. We all know what's been proposed to us on the table. It's a drastic and unnecessary change to our budget. That unnecessary and drastic change would put this in jeopardy in some way, shape, or form. Our employees are in City Hall or in home, wherever you work, every day, working for this community. We need to do whatever we can to have their back. We need more employees. The only way we're going to do that is to pay them what they're worth. Give them what they're worth. Like I said in the beginning, we can't have our cake and eat it too. Our employees need some TLC. I'm willing and prepared to work with the Commission to give them the TLC that they deserve. But what's been proposed on the table won't—it will leave them behind, and we can't do that.

Thank you for bringing this forward. I want to continue having this conversation with the Commission. I want to find the solution that does well for our community, does well for our employees, and is sustainable for us in the future budget wise. Those are the three things I want when we look at this, looking at a minimum wage: best for the community, best for our employees, and sustainable for us as an organization.

Commissioner Kane said I said this a hundred times. We need to be a better employer to our employees. I did not know that we had so many employees working for under $15.00 an hour. I think in order to retain them, to keep them, there's always a cost for training regardless of what level that they come in. And then after training is, can you retain them? Some of these McDonald's out there on I-70 going in towards Lawrence, they're paying those people $20.00 to $21.00 an hour. I want to hire good people. I want to keep the people that we have. I want to pay them a better wage so they could have a better living themselves. As the other two commissioners said, we're going to have to bite the bullet and do what's right for our employees.

Ms. Ramirez said I just wanted to point out. I appreciate the comments, and you are correct, Commissioner. When we hire our employees, we have to look at this as an investment. We are making an investment into the individuals that we're employing here at the Unified Government. It's not just on the onset of hiring them. We have to continue that commitment to these employees so that way we get them the proper training throughout their careers here. We want to provide them with a career, not just a job here at the Unified Government.

Commissioner Bynum said I'm curious. I see Kathleen VonAchen is on the call. I'm concurring with the remarks of all my fellow commissioners here as this relates to wanting to adequately compensate our employees while being mindful of the hope for mill levy reductions that we propose for the coming budget year. So, I'm just curious, from Kathleen's standpoint. Did I understand correctly, as we make our way through continuing the study that Renee and Shakeva have undertaken, this would come into play with our budget cycle that we're working in right now? Would we be able to be shown this within a proposed 2023 budget so that we can see the total implication of the cost while we do work or trying to find some equitable way to bring some mill levy relief? Does that question make sense? I'd like to hear from Kathleen, I guess.

Kathleen VonAchen, Chief Financial Officer, said well, sure. We can incorporate this work into our budget analysis. I think the key point here with regards to the Revenue Act policies that are being proposed or contemplated, is that it has to be done in conjunction with reviewing our head count and our organizational—well, the Interim County Administrator is undertaking an organizational review to determine whether there's efficiencies that can be gained by reorganizing our departments. And, of course, it kind of plays into PBB where we're identifying services that are of low priority that may need to be reduced or eliminated in order to reallocate resources.

It's a complex question that you have to balance the revenue policy with the expenditure policy. But then on the other hand, you want to continue to compensate the existing workforce to the level that keeps them engaged in their work and where they're making enough money to make a living. So, it's just a balancing act that we're certainly going to be an interesting and challenging level of discussions in the coming months.

Chairman Bynum said well, I really appreciate that. I guess what I'm saying is, when we are brought at a starting point budget document; when a budget draft is brought, could we please see the implications of this in addition to any other changes? And, Kathleen, what I'm possibly alluding to specifically is, in the past years when you've worked with us on budget retreats, you had a spreadsheet that would change as we manipulated it. I just wonder if that kind of tool is something that we could maybe have access to as we look at that first draft of a budget. This is a cost that, I think, we want to support, but we've got to understand it's implications.

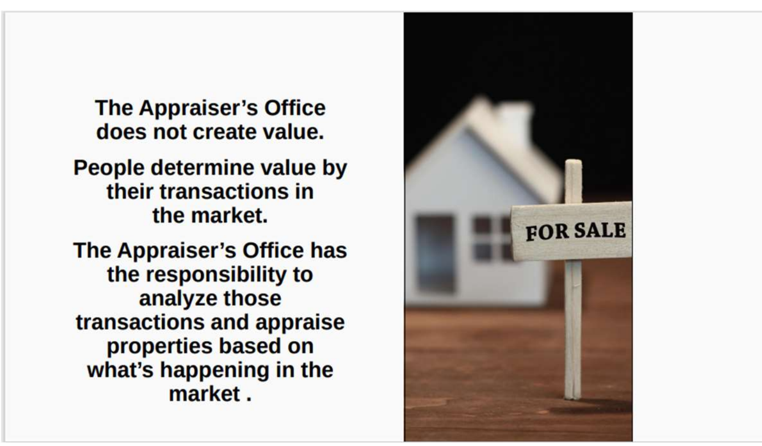
Chairman Markley said this item is for information only. Clerk, did we have any comments from the public or in the lobby? **Ms. Facio** said no comments were received, but we do have a hand up in the attendees.

Chairman Markley said the hand went down. I think definitely the next step for this discussion, because here it is for information only, is for that discussion to occur during the budget. So, I think this committee is appreciative of the information and looks forward to having budget discussions that incorporate the information that has been presented here tonight so we can see what those impacts might look like. Any final questions? Thank you, team, for your presentation.

Action: **For information only.**

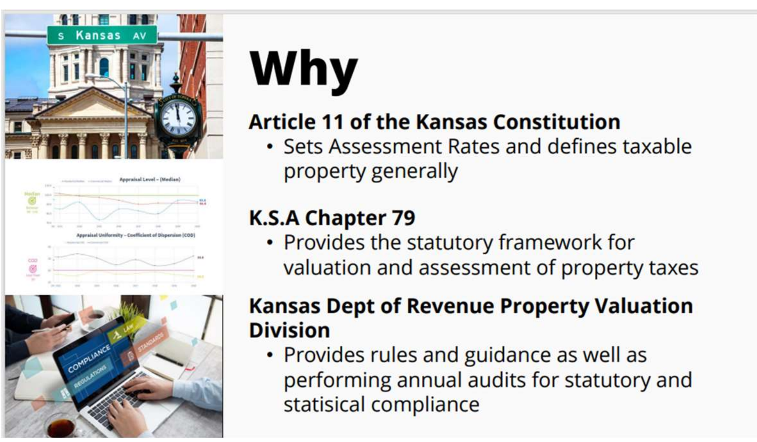
Item No. 3 – 211246…UPDATE: APPRAISER'S OFFICE

Synopsis: Departmental update from the Appraiser's Office, submitted by Matt Willard, County Appraiser.

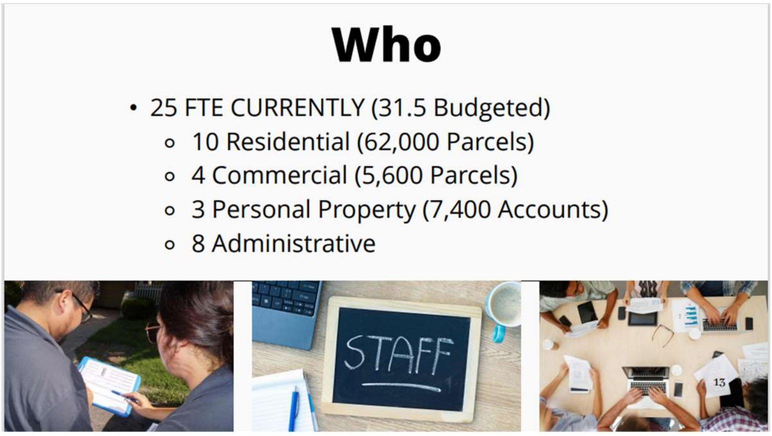


Matt Willard, County Appraiser, said I'm here with Janae Robbins, Deputy County Appraiser, to update this committee on our office operations and just give the general overview of what we do. Anytime I'm talking with any group, I think it's important to state that the Appraiser's Office doesn't create value, we're not creating demand, we're not creating supply. Market participants determine value by their transactions in the market. We've got the responsibility to analyze those transactions and appraise properties based on what's happening in the market.

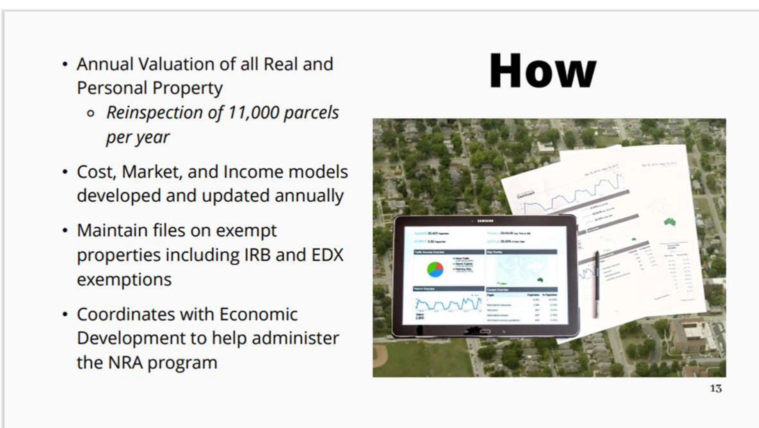
The 10,000 foot view of what we do is, as of January 1st, discover, list, and value all real and personal property in Wyandotte County. Part of that process is the hearing process anywhere from Informal's up to the Court of Appeals. The end result of that process is our certification of values to the County Clerk. This occurs on or by June 1st, and it allows for a calculation of mill levies and an equitable distribution of the tax burden.



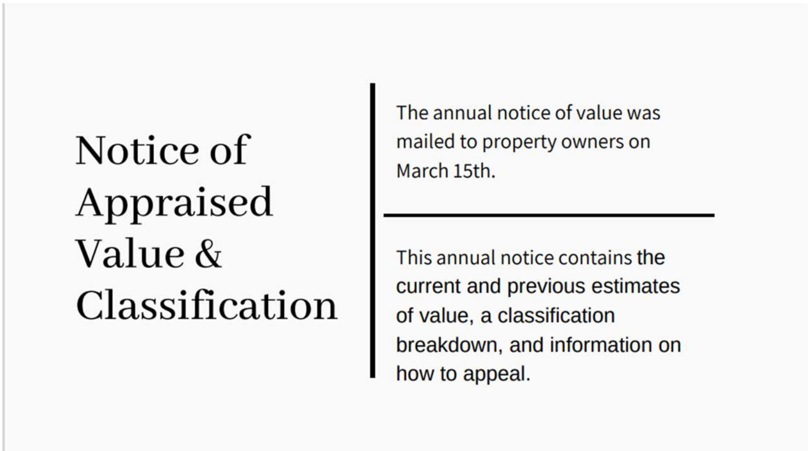
The statutory framework for this is contained in Article 11 of the Kansas Constitution. It generally sets assessment rates and defines what taxable property is. The Kansas Statutes, Chapter 79, covers more of the details on well, basically everything we do. We are overseen by the Kansas Department of Revenue Property Evaluation Division. That is the organization that provides rules, guidance, as well as performing annual audits for statutory and statistical compliance.



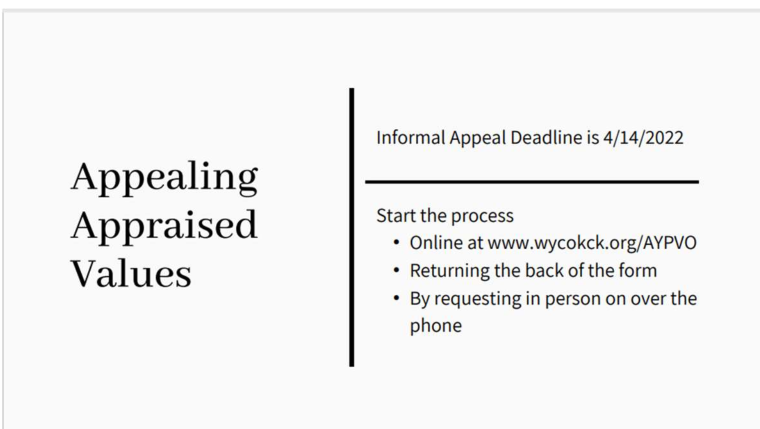
The who. We currently have 25 staff members. Ten residential responsible for about 62,000 parcels. We have four staff members in commercial responsible for approximately 5,600 parcels. We do have a Personal Property Division with 7,400 accounts. This is everything from commercial machinery equipment to golf carts, to manufactured homes. We do have eight administrative personnel who help with data entry and just making sure that everything keeps running.



So, the how. The general overview, again, is we do annual value of all real and personal property. That includes annual inspections of approximately 11,000 parcels a year; annual development of cost market income models for commercial and residential property. We also maintain exemption files including IRB and EDX properties. We coordinate with Economic Development to help administer the NRA Program. There is a lot of coordination that happens between the Appraiser's Office and the Clerk, Treasury, any number of offices related to property tax administration. There's a lot of communication, a lot of working data that happens there.

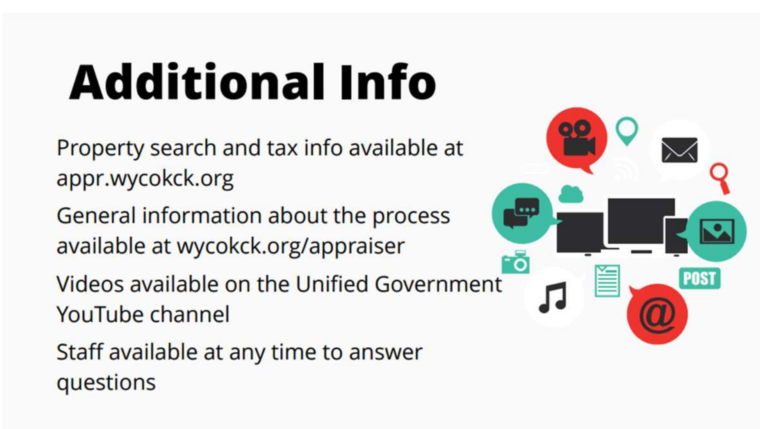


I know that everybody's aware, notices of appraised value and classification were mailed on March 15th. It's the annual notice that contains current and previous estimates of value by classification. On the back of that form, there's information on how to file an appeal.



Just generally concerning appeals. The informal deadline is April 14th this year. There's another opportunity if the taxpayers don't make the informal deadline or just want to appeal later. There's a payment under protest process that's available once the tax bills go out. But concerning the informal appeal process, several ways to request an appeal: online at the wycokck.org/AYPVO; returning the back of the form, that can be in-person, that can be—we've got a fax number; and then simply by calling in and saying, I'd like to have a hearing. We'll start that process and get it set up. We also accept walk-in appeals.

Some initiatives that we've undertaken, apologized recently. This year there's been a solid focus on public outreach. Part of that is an upcoming event at Memorial Hall, April 9th, from 10:00 to 2:00. Just open format for folks that have questions about their parcel value, about the process. Basically, I think property value related. We'll have folks there available to answer those questions. We've also deployed a new parcel search website at appr.wycokck.org. This website contains property value information to include property record cards, property comp sheets on residential properties, and it also includes mill levy information and tax information going back on all properties. This summer, there is a project that's underway to start using mobile data collection devices. Two years ago, we started a system to allow for online filing of personal property renditions. That's been very well received. Also, this summer there's a change detection process, analysis process. We contracted a vendor to take our ortho photography and compare two years, look for changes, and highlight those for us just in case there are items that we missed. The analysis on that is going to pick up this summer as well.



We do have a lot of additional information out there. Already discussed the property search and tax info. We're pretty proud of that here. It was years in the making. I've been real happy with how that turned out. We've also got a great deal of general information about the process available at our UG website, wycokck.org/appraiser. Lots of FAQs, lots of flyers, lots of questions that can be answered there. We've been producing a series of videos that's available on the Unified Government YouTube channel as well as being posted to various other social media sites. As always, we've got staff available to answer questions that anybody has during business hours and plus a little bit.

That's all we have prepared, and love to stand for questions.

Commissioner Bynum said I was curious at your public outreach event at Memorial Hall on, I believe, you said April 9th. If someone brought their appeal form to that event, are you prepared to accept those at that event?

Mr. Willard said prepared to accept them and actually prepared to hold hearings, assuming the demand isn't too great. So, the plan is to have it set up if somebody wants to do a walk-in appeal at that event, have the equipment and people available to allow for that.

Commissioner Bynum said thank you, that's great.

Chairman Markley said that is great. Any additional questions? All right. That was obviously for information only. Matt, is there some on your website or somewhere that they can get information if they missed that moment where you just told about your in-person event? Will it be in our newsletters also? **Mr. Willard** said I believe it will be going out to the newsletters and on the UG Facebook page. It's been published there. I think that happens today. That outreach is just now getting started, but I believe it will be posted on the UG main page coming up. I don't think that's happened yet.

Chairman Markley said okay, perfect. Any last-minute questions from the commissioners? If not, we will thank Matt and that was our final item for the evening, and we are adjourned. Thanks so much for your attendance and patience.

Action: **For information only.**

Public Agenda:
No items.

Adjourn:
Chairman Markley adjourned the meeting at 8:02 p.m.

am

Staff Request for Commission Action

Tracking No. 211866

Full Commission Meeting Date: 8/25/22
Committee: Administration & Human Services

Date of Standing Committee Action: 8/22/2022
(If none, please explain):

Publication Required: No

Date:	Contact Name:	Contact Phone:	Contact Email:	Department/Division:
08/03/2022	Wilba Miller	x5112	wmiller@wycokck.org	Community Development

Item Description:
The UG was awarded Neighborhood Stabilization Program funds in the amount of $5,068,475 from the State of Kansas Department of Commerce on April 1, 2011. The program was funded under Title III of the Housing & Economic Recovery Act (HERA) of 2008. The primary purpose was to arrest housing decline and to stabilize neighborhoods by focusing on specific target areas to make a visual impact and revitalize the neighborhood. The target neighborhood area was identified by HUD mandated use of its Mapping Tool. The funds were spent in census tracts with an identified foreclosure risk factor. Assistance was given to at least 20% of eligible bank owned properties in order to have a visible and lasting impact. The State of Kansas NSP3 funds were used for 16 new construction units and rehabilitation of 5 units. In addition, the UG received NSP3 Federal Entitlment funds for an additional 5 new construction units for a total of 26 units.

In order to complete the program's closeout procedures set out by the state of Kansas, UG is required to hold a final public hearing to be held at the Full Commission meeting on August 25, 2022.

A resolution approving the Mayor's signature on the Grant Close-Out Transmittal Form and associated documents will also be presented to the full commission on August 25th.

A public hearing notice will be published in the Echo on August 11, 2022 and included in UG ENews and other publications.

Action Requested:
Fast forward to 8/25/22 to hold a public hearing and approval of the program closeout for the mayor's signature and submission to the State of Kansas.

Budget Impact: (if applicable)
Amount:
Source:
Included In Budget:
Other (explain):

Attachments List:
NSP3 Presentation for 08 22 22 AHS, Resolution for Close-out of NSP3 2022

NSP3

NEIGHBORHOOD STABILIZATION PROGRAM

NSP3 : GRANT DISTRIBUTION

Federal

$1 Billion

State of KS

$5 Million

Kansas City, KS

Original Award:

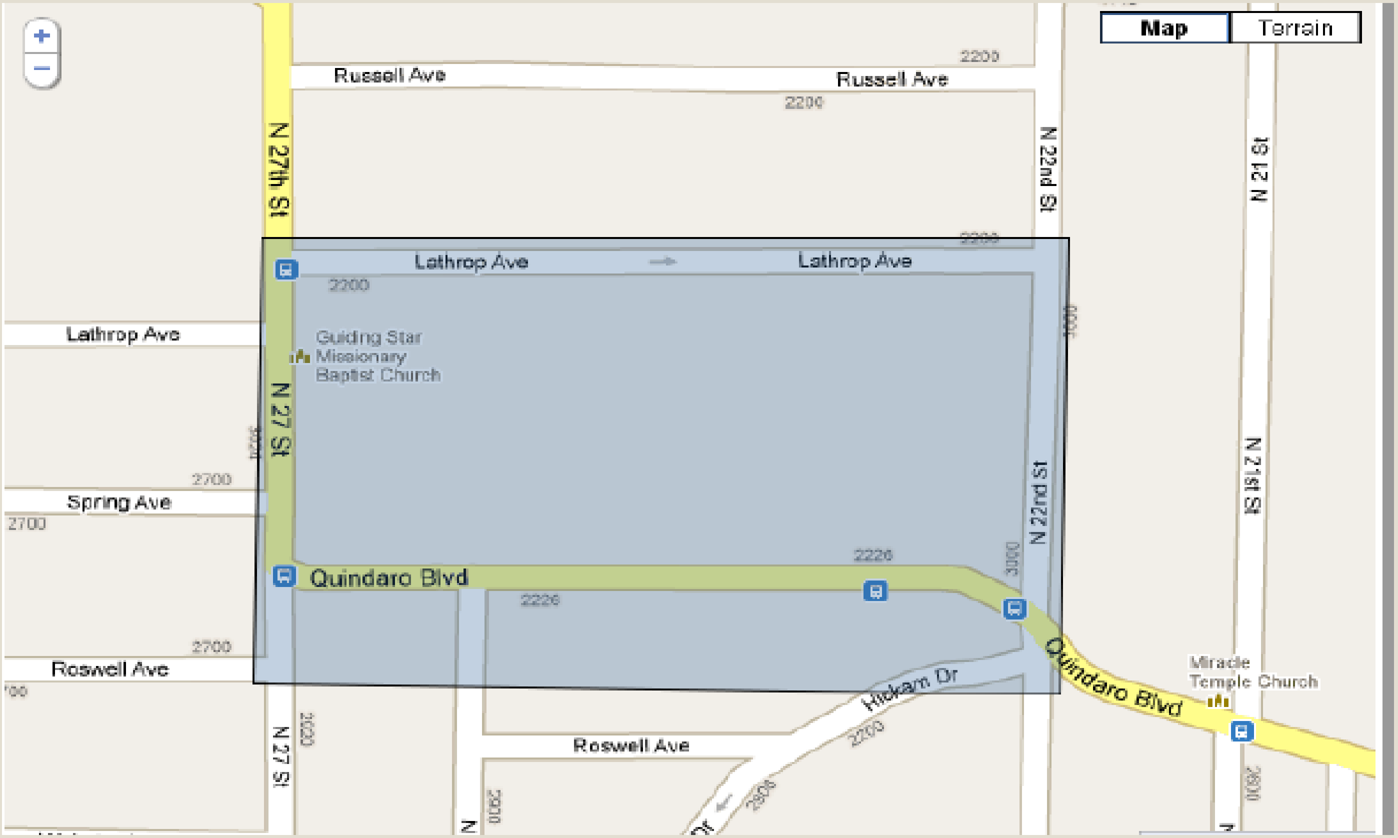
$4,850,000

Final Award*:

$5,068,474.26

NSP3 TARGET AREA

Area on Quindaro Blvd, 22nd Street to 27th Street



Goals and Accomplishments

- Goals:
  - Acquire 29 properties
  - Demolish 9 properties
  - Redevelop 20 properties

- Accomplishments:
  - 16 new construction units added
  - 5 Units rehabilitated
  - 5 new construction units added with assistance of other federal funding
  - **26 total units of housing**
  - Energy Efficiency Standards
  - Local Hiring Priority

NSP3: UNIT SUMMARY

Type of Unit	Expended	Percentage
Households <50%	$1,430,401.96	28%
Households >120%	$3,306,808.32	65%
Administration (7% cap)	$331,263.98	7%
Total	$5,068,474.26	100%

RESOLUTION NO. ____________

A RESOLUTION AUTHORIZING THE CLOSE-OUT OF THE NEIGHBORHOOD STABILIZATION PROGRAM (NSP3) AND SUBMISSION OF THE GRANT CLOSE-OUT TRANSMITTAL FORM AND OTHER ASSOCIATED DOCUMENTS.

WHEREAS, the Unified Government of Wyandotte County/ Kansas City, Kansas was awarded Neighborhood Stabilization Program (NSP3) funds in the amount of $5,068,475 from the State of Kansas Department of Commerce on April 1, 2011;

WHEREAS, the Neighborhood Stabilization Program (NSP3) program was funded under Title III of the Housing & Economic Recovery Act (HERA) of 2008;

WHEREAS, the primary purpose for the NSP3 program was to arrest housing decline and to stabilize neighborhoods by focusing on specific target areas to make a visual impact and revitalize the neighborhood;

WHEREAS, the target neighborhood area was identified by HUD mandated use of its Mapping Tool, to be spent in census tracts with an identified foreclosure risk factor, and the area selected was Quindaro Boulevard from North 10th Street on the east to North 27th Street on the west in order to have a visible and lasting impact;

WHEREAS, the State of Kansas NSP3 funds were used for 16 new construction units and the rehabilitation of 5 units in the target area.

WHEREAS, A public hearing was held on August 25, 2022, in compliance with the close-out procedures for the Neighborhood Stabilization Program.

WHEREAS, An authorized representative of the Unified Government is required to execute the Grant Close-out Transmittal Form and associated documents so that they may be transmitted to the Kansas Department of Commerce.

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

Section 1. The Mayor/Chief Executive Officer of the Unified Government of Wyandotte County/Kansas City, Kansas is hereby authorized and directed to execute in the name of the Unified Government the Grant Close-out Transmittal Form and associated documents.

Section 2. All other employees and agents of the Unified Government are hereby authorized to implement the close-out procedures for the Neighborhood Stabilization Program (NSP3).

ADOPTED BY THE BOARD OF COMMISSIONERS OF WYANDOTTE COUNTY/KANSAS CITY, KANSAS THIS 25th DAY OF AUGUST 2022.

____

Mayor/CEO
Tyrone A. Garner

Attest:

____

Unified Government Clerk

Approved as to Form:

____

Unified Government Assistant Counsel