



Administration and Human Services

Standing Committee Meeting

UPDATED Agenda

Monday, June 26, 2023

**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 515, Municipal Office Building, 701 N. 7th Street, Kansas City, Kansas, or virtually via a Zoom webinar.

Please click the link below to join the webinar:

<https://us02web.zoom.us/j/85883431508>

Or One tap mobile:

+16699009128,85883431508# US (San Jose), +17193594580,85883431508# US

Or Telephone:

Dial (for higher quality, dial a number based on your current location):

+1 669 900 9128 US (San Jose), +1 719 359 4580 US, +1 253 205 0468 US, +1 253 215 8782 US (Tacoma), +1 346 248 7799 US (Houston), +1 669 444 9171 US, +1 386 347 5053 US, +1 507 473 4847 US, +1 564 217 2000 US, +1 646 558 8656 US (New York), +1 646 931 3860 US, +1 689 278 1000 US, +1 301 715 8592 US (Washington DC), +1 305 224 1968 US, +1 309 205 3325 US, +1 312 626 6799 US (Chicago), +1 360 209 5623 US, 877 853 5257 US (Toll-Free), 888 475 4499 US (Toll-Free)

Webinar ID: 858 8343 1508

<u>Name</u>	<u>Absent</u>
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 June 26, 2023 Agenda

Item No. 1 - AGENDA UPDATE

Synopsis: Agenda update to Committee Agenda:

Adding proposed resolution to Item No. 1 - Policy Update: Human Resource Guide

Removing Item No. 3 - Ordinance/Resolution: Primary Election Conformance

III. Approval of standing committee minutes from September 26, 2023.

IV. Committee Agenda

Item No. 1 - POLICY UPDATE: HUMAN RESOURCES GUIDE (UPDATED TO ADD PROPOSED RESOLUTION)

Synopsis: Update the existing Human Resources Guide, Section 2.19, "Break Time for Nursing Mothers" policy and Add new HR Guide Policy, Section 2.17A, "Pregnant Worker Fairness Act" policy due to recent new federal regulations by the Department of Labor, submitted by Renee Ramirez, Director of Human Resources.

It is requested that this item be fast-tracked to the June 29, 2023, full commission meeting.

Tracking #: 212529

Item No. 2 - ORDINANCE: AMENDING SECTION 23-13 OF THE UNIFIED GOVERNMENT CODE OF ORDINANCES

Synopsis:

An ordinance amending Section 23-13 of the Unified Government Code of Ordinances to eliminate some of the court fees and formalize the ability to pay process in order to reduce the impact fines and fees have on our citizens, submitted by Meaghan Shultz, Municipal Court Administrative Judge.

Tracking #: 212525

Item No. 3 - ORDINANCE/RESOLUTION: PRIMARY ELECTION CONFORMANCE (REMOVED PER UPDATED AGENDA)

Synopsis: Adoption of an ordinance and resolution to align the Code provisions with state law, submitted by Jeff Conway, Legal Department.

It is requested that this item be fast-tracked to the June 29, 2023, full commission meeting.

Tracking #: 212530

Item No. 4 - RESOLUTION: COMMUNITY DEVELOPMENT 2023 ANNUAL ACTION PLAN

Synopsis: Resolution approving of the 2023 Annual Action Plan for U.S. Department of Housing and Urban Development block grants, submitted by Stephanie Stauffer, Program Coordinator, Department of Community Development.

Tracking #: 212519

Item No. 5 - REPORT: ERP WORKDAY PROJECT STATUS

Synopsis: A brief overview of the Unified Government's implementation of Workday as four waves of implementation have occurred, submitted by Crystal Sprague, Director in County Administrator's Office.

Tracking #: 212509

V. Public Agenda

VI. Adjourn

**AGENDA UPDATE
ADMINISTRATION AND HUMAN SERVICES
STANDING COMMITTEE MEETING
MONDAY, JUNE 26, 2023**

IV. COMMITTEE AGENDA

CHANGING ITEM

Item No. 1 – POLICY UPDATE: HUMAN RESOURCES GUIDE

Synopsis: Update the existing Human Resources Guide, Section 2.19, "Break Time for Nursing Mothers" policy and add new HR Guide Policy, Section 2.17A, "Pregnant Worker Fairness Act" policy due to recent new federal regulations by the Department of Labor, submitted by Renee Ramirez, Director of Human Resources.

It is requested that this item be fast-tracked to the June 29, 2023, full commission meeting

Adding proposed resolution

Tracking #: 212529

REMOVING ITEM

**Item No. 3 - ORDINANCE/RESOLUTION: PRIMARY ELECTION
CONFORMANCE**

Synopsis: Adoption of an ordinance and resolution to align the Code provisions with state law, submitted by Jeff Conway, Legal Department.

It is requested that this item be fast-tracked to the June 29, 2023, full commission meeting.

Tracking #: 212530

RESOLUTION NO. _____

**A RESOLUTION ADOPTING A NEW POLICIES UNDER SECTIONS
2.17A and 2.19 OF THE HUMAN RESOURCES GUIDE OF THE UNIFIED
GOVERNMENT, ENSURING UNIFIED GOVERNMENT COMPLIANCE
WITH THE FEDERAL GOVERNMENT'S PROTECTION FOR
PREGNANT WORKERS AND P.U.M.P. ACTS.**

WHEREAS, Pursuant to Section 2-103(12) of the Code of the Unified Government of Wyandotte County/Kansas City, Kansas, the county administrator has the authority to prepare for adoption those policies relating to the selection, discipline, dismissal and all other personnel related matters applicable to all employees of the Unified Government.

WHEREAS, the Unified Government has adopted those personnel policies and made them available to Unified Government employees in a document known as the Human Resources Guide (HRG).

WHEREAS, additions or amendments to the Human Resources Guide may be proposed from time to time, subject to adoption by the Unified Government Board of Commissioners.

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

Section 1. That new Policies 2.17A and 2.19 of the Unified Government Human Resources Guide are adopted as attached.

Section 2. The Mayor, the County Administrator and the Unified Government's other officers, agents, and employees are hereby authorized and directed to take such further action, and execute such other documents, certificates, and instruments as may be necessary or desirable to carry out and comply with the intent of this Resolution.

Section 3. This policy shall take effect and be in full force on _____, 2023.

**ADOPTED BY THE BOARD OF COMMISSIONERS OF THE
UNIFIED GOVERNMENT OF WYANDOTTE
COUNTY/KANSAS CITY, KANSAS, THIS _____ DAY
OF _____, 2023.**

Approved:

Tyrone Garner, Mayor/CEO

Attest:

Unified Government Clerk

**ADMINISTRATION AND HUMAN SERVICES
STANDING COMMITTEE MINUTES
Monday, September 26, 2022**

The meeting of the Administration and Human Services Standing Committee was held on Monday, September 26, 2022, at 8:03 p.m., remotely via Zoom as well as on-site. The following members were present: Commissioner Markley, Chairman; Commissioners Ramirez, Bynum, Johnson, and Kane. The following officials were also in attendance: Bridgette Cobbins, Assistant County Administrator; Suzanne Bishop and James Bain, Assistant Counsels; Jennifer Stewart, Environmental Health Manager; Jeff Fisher, Executive Director of Public Works; Gunnar Hand, Director of Planning & Urban Design; Monica L. Sparks, Acting UG Clerk; and Brittanie MacDonald, Clerk's Office.

Chairman Markley said before I call this meeting to order, I want to announce that 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 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 public comment by contacting the Clerk's Office by 5:00 p.m. the Thursday before the meeting. The public will also have an opportunity to provide brief comments either by telephone or via Zoom or from the 5th Floor Conference Room of the Municipal Office Building.

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

Chairman Markley said there are no revisions to tonight's meeting.

Approval of standing committee minutes from May 23, 2022. **On motion of Commissioner Kane, 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 – 211960...ORDINANCE: AMENDING SECTION 3-22 RELATING TO EMISSION OF ODORS

Synopsis: An Ordinance amending Section 3-22 of the Code of Ordinances relating to emission of odors, submitted by Jennifer Stewart, Environmental Health Manager.

James Bain, Assistant Counsel, said when this ordinance came up a few weeks back, there was an opportunity to enforce the ordinance. Ms. Stewart found that our ordinance was maybe a little out of date. Maybe she can talk about that experience and the changes in the ordinance.

Jennifer Stewart, Environmental Health Manager, said Section 3-22, the restriction of emissions odors, Air Quality is tasked with inspecting or, I guess, going out to check on odors. So, how it's currently written, it would require me to respond within two hours no matter what time of the day it is. It could be Christmas at 3:00 in the morning and I would have to go within two hours. I've asked if we can change that to one business day just to give me time to get out there and get it checked out. Currently, it does say, by observations of the director. I'm asking if we can change it to include, or their designee.

In the current ordinance, there is a scentometer no. 2 that is referenced. That particular piece of equipment is no longer manufactured, so we just added an olfactometer. That is a little vague, I guess. Then the other change would be to include the Nasal Ranger Field Olfactometer instead of the scentometer that's manufactured by Barnebey Cheney Company. They are no longer in business. This particular device is used by Kansas City, Missouri, right now. I think it would be appropriate to use that one. It would be the same technique as the scentometer no. 2 was. That is it on our changes.

Chairman Markley said all those pieces of equipment sound like something off of a kid sci-fi movie, so that's fun also. Are there any questions on the changes?

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

Chairman Markley asked, Clerk, did we have any comments from the public or otherwise? **Ms. Sparks** said no comments received; no hands raised.

Chairman Markley said I have a motion and a second. Roll call, please.

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

**Item No. 2 – 211961...ORDINANCE: AMENDING SECTIONS 16-31, 16-32, AND 16-34
FOOD ESTABLISHMENT REGULATION AND LICENSING**

Synopsis: An ordinance amending Sections 16-31, 16-32 & 16-34 of the Code of Ordinances relating to food establishment regulation and licensing, submitted by Jennifer Stewart, Environmental Health Manager.

Chairman Markley recognized Jennifer Stewart.

Jennifer Stewart, Environmental Health Manager, said just a few more quick changes and then we will be out of here. What I discovered, once I went over to the Health Department working with Environmental Inspections, they are charged with inspecting pools, schools, and septic tanks. In addition to that, they had retail food establishments. They are responsible for checking packaged food only. What I have found, speaking to the Kansas Department of AG, is the state also inspects at our local level. So, these companies, I guess like convenience stores, they are paying the UG a license fee, a permit fee, every year on top of their fee that they pay to the state. So, we're duplicating efforts.

Currently, we inspect 205 convenience stores every year. We have two staff that are responsible for inspecting the pools, schools, septic, and then adding this revenue, I believe, was \$16K is what we've collected. So, pretty minimal compared to—we couldn't justify having another staff member, I guess, paying that much, but it was a bit too much work for two people.

Again, just talking to the Kansas Department of AG, they were not really sure why we were duplicating their efforts. So, basically we're trying to get this one removed since all food establishments do follow the 2012 Food Code. In our ordinance, the 1999 Food Code is currently what's listed. We would like to adopt the 2012 Food Code.

We would also, instead of the—I guess they used to report to the Kansas Department of Environment. We would like to change that to the Department of AG since they are responsible for that right now. And then, basically, just striking that a permit is required by Chapter 8 of the 1999 Food Code and pay an initial application fee. That fee is set by the County Administrator. There was, I think it was, I want to say \$125. So, we wanted to, basically, remove all the language requiring our permit since that same permit is covered by the state.

Mr. Bain said one thing I'll point out, even though we're removing all reference to the County Administrator or any local license, it is still the ordinance that the food establishments must be licensed by the Department of Agriculture. So, if there is a complaint, if there is an inspection and someone is found to be not licensed or out of license, it is still against our ordinance. We still do have some enforcement if we find someone to be out of out of compliance.

Commissioner Bynum said I'm willing to make a motion.

Chairman Markley asked, do we have any comments, Clerk, from anyone, from anywhere, received? **Ms. Sparks** said no comments received; no hands raised.

Chairman Markley said all right. Let's have a motion.

Action: **Commissioner Bynum made a motion, seconded by Commissioner Ramirez, to approve amending the pertinent ordinance sections to change the regulations.**

Chairman Markley said I have a motion and a second. Roll call, please.

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

Item No. 3 – 211958...PROPOSAL: KANSAS CITY REGIONAL ELECTRICAL VEHICLE (EV) STRATEGIC PLAN

Synopsis: MARC is looking to leverage a portion of annual allocation to fund a regional electrical vehicle (EV) strategic plan. The Unified Government has been asked to support this effort with a \$5,000 contribution, submitted by Gunnar H. Hand, Director of Planning & Urban Design.

Chairman Markley recognized Gunnar Hand. Thanks for your patience, Gunnar.

Gunnar Hand, Director of Planning & Urban Design, said thanks for your time this evening. I have two agenda items. The first one is related to a grant request by the Mid-America Regional Council. Every year the Mid-America Regional Council receives a grant amount from the federal government to do planning work as they see fit. They approached the Unified Government to pursue a project to develop a regional electric car sharing plan, an electric car sharing plan and charging station plan for the region, very similar to what is currently happening through the Kansas Department of Transportation on the Kansas-wide efforts.

They've approached multiple municipalities to participate in this grant, and they've asked for a contribution of \$5K. Technically, this is a grant request. This would be our in-kind contribution, and it requires the Board of Commission approval. This money, if approved, would come out of the long-range planning budget for the Unified Government.

We also believe it's directly in line with the goDotte Countywide Mobility strategy that was just adopted by the Board of Commissioners. It is, in fact, in the implementation action of that plan.

Commissioner Bynum asked, did you say it comes out of your budget? **Mr. Hand** said it would come out of the Planning & Urban Design budget, yes. **Commissioner Bynum** asked, and budget impact to you is minimal or, I mean, you have a fund for these things? **Mr. Hand** said they've asked for \$5K. They're still working out the scope of work. There's a high probability this will most likely come out of the 2023 Budget because they probably won't get started until January. If it were to happen in 2022, we would be able to move around some money and find that \$5K if we had to do it this year.

Commissioner Kane said this is a good investment. I mean, if it's only \$5K, that's pretty good.
Commissioner Bynum said agree.

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

Chairman Markley said I have a motion and a second. Clerk, any comments from anyone?
Ms. Sparks said no comments; no hands.

Chairman Markley said roll call, please.

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

Item No. 4 – 211928...GRANT: REGIONAL ELECTRIC VEHICLES AND INFRASTRUCTURE EXPANSION

Synopsis: Authority to participate in Mid-America Regional Council (MARC) grant to encourage the use of electric vehicles (EV) in underserved communities across the region. This grant requires matching funds of \$15,000. This is a retroactive grant request that was submitted by MARC in August 2022, submitted by Gunnar H. Hand, Director of Planning & Urban Design.

Chairman Markley recognized Gunnar Hand.

Gunnar Hand, Director of Planning & Urban Design, said this is very similar in nature but it's a different grant request. This one is retroactive. This came to us at the very tail end of the goDotte County Web Mobility Strategy Plan. MARC had been putting together a pilot project grant. They are seeking \$750K from the federal government specifically to do demonstration projects of EV charging and EV car share usage.

They approached us in August when we were wrapping up goDotte and moving through the approval process. Work on these types of issues, again, are in the goDotte County Web Mobility strategy. Specifically, we have an action item that speaks to a demonstration project

to kind of get the ball rolling on EV charging in Wyandotte County. Very often these technologies have to happen in the public sector first before they spread out into the private sector. We're seeing that sort of globally. We also just don't have that much charging capability within the UG. There's a couple of private businesses that have installed them. The Walgreens on State Avenue is probably the most well-known, but it's just not proliferating to the extent that, I think, the federal government, the local government, state government wants.

So, this is, again, specifically an action item in the goDotte Countywide Mobility strategy. What they are asking for is for our participation, but they're not tying any in-kind funds to it unless we seek to move forward with that demonstration project. So, it's an 80/20 grant if we want to buy into it. This allows us the opportunity to buy into it. This money would definitely not come out of Planning & Urban Design because it is an infrastructure project, essentially. So, this would be a Public Works' project if we wanted to continue and pursue it.

That \$15K in the synopsis is an estimate. It's about \$75K total for an average EV car. An average tier 2 charging station is about \$15K for a charging station. It could be anywhere from \$40 to \$120K for a car. It depends on what car you buy, what model, and all that kind of stuff. But MARC gave us those general estimates.

Again, we could get—it could include multiple charging stations at a single location. It could include no EV cars if we wanted to just have a public charging station demonstration project. It leaves us the flexibility to determine what it is moving forward, but the estimate is, if we wanted to get a car and a charger and put it, say in the lot downstairs, it'd be about \$75K total, of which we would only pay \$15K. So, it's a great 80/20 match.

Commissioner Bynum said my question is—I'm in support of this, but are we, collectively the Unified Government and maybe the region, are we a little bit behind? **Mr. Hand** said oh, we're decades behind EV charging. **Commissioner Bynum** said it just feels like we're moving way slow on this, but here we are trying to catch up.

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

Commissioner Kane said well, to say we're behind would be an understatement. We need to start putting these in now, and remember they're going to have to go down I-70 every x amount of miles. If we could show the public these things work, then you'd get more input and plus, that's what that infrastructure money is about in the first place. So, that's a great idea.

Chairman Markley said I believe I had a motion from Commissioner Bynum and a second from Commissioner Johnson, correct? Any comments from anyone, anywhere? **Ms. Sparks** said no comments received; no hands raised.

Chairman Markley said roll call, please.

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

Public Agenda

No items

Adjourn

Chairman Markley said this does conclude our meeting for the evening. I need a motion to adjourn.

Action: **Commissioner Ramirez made a motion, seconded by Commission Bynum, to adjourn.**

Chairman Markley said I have a motion and a second. Roll call, please.

Roll call was taken and five “Ayes,” Kane, Johnson, Ramirez, Bynum, Markley.

Meeting was adjourned at 8:19 p.m.

cg



Staff Request for Commission Action

Tracking No. 212529

Full Commission Meeting Date:

Committee: Administration & Human Services

Date of Standing Committee Action:

(If none, please explain):

Publication Required: No

<u>Date:</u>	<u>Contact Name:</u>	<u>Contact Phone:</u>	<u>Contact Email:</u>	<u>Department/Division:</u>
06/14/2023	J. Renee Ramirez	x5665	rramirez@wycokck.org	Human Resources

Item Description:

Update existing Human Resources Guide, Section 2.19, "Break Time for Nursing Mothers" policy and Add new HR Guide Policy, Section 2.17A, "Pregnant Worker Fairness Act" policy due to recent new federal regulations by the Department of Labor, submitted by Renee Ramirez, Director of Human Resources.

Action Requested:

Fast-track item to Full Commission on June 29, 2023.

Budget Impact: (if applicable)

Amount:

Source:

Included In Budget:

Other (explain):

Attachments List:

PWFA and PUMP Act HR Guide updates Resolution

RESOLUTION NO. _____

**A RESOLUTION ADOPTING A NEW POLICIES UNDER SECTIONS
2.17A and 2.19 OF THE HUMAN RESOURCES GUIDE OF THE UNIFIED
GOVERNMENT, ENSURING UNIFIED GOVERNMENT COMPLIANCE
WITH THE FEDERAL GOVERNMENT'S PROTECTION FOR
PREGNANT WORKERS AND P.U.M.P. ACTS.**

WHEREAS, Pursuant to Section 2-103(12) of the Code of the Unified Government of Wyandotte County/Kansas City, Kansas, the county administrator has the authority to prepare for adoption those policies relating to the selection, discipline, dismissal and all other personnel related matters applicable to all employees of the Unified Government.

WHEREAS, the Unified Government has adopted those personnel policies and made them available to Unified Government employees in a document known as the Human Resources Guide (HRG).

WHEREAS, additions or amendments to the Human Resources Guide may be proposed from time to time, subject to adoption by the Unified Government Board of Commissioners.

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

Section 1. That new Policies 2.17A and 2.19 of the Unified Government Human Resources Guide are adopted as attached.

Section 2. The Mayor, the County Administrator and the Unified Government's other officers, agents, and employees are hereby authorized and directed to take such further action, and execute such other documents, certificates, and instruments as may be necessary or desirable to carry out and comply with the intent of this Resolution.

Section 3. This policy shall take effect and be in full force on _____, 2023.

**ADOPTED BY THE BOARD OF COMMISSIONERS OF THE
UNIFIED GOVERNMENT OF WYANDOTTE
COUNTY/KANSAS CITY, KANSAS, THIS _____ DAY
OF _____, 2023.**

Approved:

Tyrone Garner, Mayor/CEO

Attest:

Unified Government Clerk



Staff Request for Commission Action

Tracking No. 212525

Full Commission Meeting Date: 7/13/23

Committee: Administration & Human Services

Date of Standing Committee Action: 6/26/23

(If none, please explain):

Publication Required: No

<u>Date:</u>	<u>Contact Name:</u>	<u>Contact Phone:</u>	<u>Contact Email:</u>	<u>Department/Division:</u>
06/13/2023	Meaghan Shultz	x5094	mshultz@wycokck.org	Legal

Item Description:

An ordinance amending Section 23-13 of the Unified Government Cod of Ordinances to eliminate some of the court fees and formalize the ability to pay process in order to reduce the impact fines and fees have on our citizens, submitted by Meaghan Shultz, Municipal Court Administrative Judge.

Action Requested:

Budget Impact: (if applicable)

Amount:

Source:

Included In Budget:

Other (explain):

Attachments List:

CCFFJ ordinance_clean, CCFFJ ordinance_redlined

(Published _____)

ORDINANCE NO. _____

AN ORDINANCE relating to the amendment of Section 23-13 of the Code of Ordinances of the Unified Government of Wyandotte County/Kansas, City, Kansas relating to court costs and the requirement of an Ability to Pay hearing.

WHEREAS, in 2022, representatives of the Unified Government attended the Cities & Counties for Fine and Fee Justice (“CCFFJ”) Bootcamp with the goal of learning strategies to eliminate fees in the justice system;

WHEREAS, CCFFJ awarded the Unified Government a grant of \$50,000 to hire a Risk Engagement Assessment Liaison who helps probationers navigate government assistance programs and rehabilitation services; and

WHEREAS, twenty-three states have enacted statewide reforms to reduce the burden of fees in the criminal justice system; and

WHEREAS, since 2016 the Kansas City, Kansas Municipal Court has not revoked probation based on the inability to pay fines or fees; and

WHEREAS, the since 2017, the Municipal Court has held hearings if a citizen petitions the court to waive fines and fees in order to assess ability to pay; and

WHEREAS, it is necessary for the Unified Government to create a formal avenue for citizens to request waiver of fines and fees with an Ability to Pay Docket.

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

Section 1. That Chapter 23, Municipal Court, is hereby amended to read as follows:

Sec. 23-13. Court costs.

(a) There is established the following schedule of court costs in the municipal court:

- (1) In a case where a person is charged with a violation of an ordinance or regulation concerning parking, the following costs shall be assessed against each accused person who enters a plea of guilty or no contest, whether by mail or in person, without causing the case to be placed on the trial court docket:
 - a. Five dollars for each violation which remains unpaid or undisposed of ten days after the citation is received by municipal court; and
 - b. In addition to the amount assessed pursuant to subsection (a)(1)a of this section, an additional \$5.00 for each violation that remains unpaid or undisposed of 30 days after the citation is received by municipal court.
- (2) If an accused person fails to appear at a scheduled court appearance:
 - a. A mandatory fee of \$5.00 shall be assessed for a failure to appear at a scheduled court date.
 - b. A mandatory fee of \$50.00 shall be assessed when a person is arrested or issued a citation pursuant to a warrant for failure to appear or any other order of the court or condition of release.

- (3) Additional court costs may be assessed by the municipal court judge and may include but are not limited to fees for service of process, witness fees, fees for transcripts and depositions, fees for examination and evaluation, probation fees, community service fees, expungement fees, and fees for expenses incurred in serving a warrant.
- (4) In addition to all other amounts assessed as costs or fines, in each case filed in municipal court charging a crime other than a nonmoving traffic violation, where there is a finding of guilty or a plea of guilty, a plea of no contest, forfeiture of bond or a diversion, a sum shall be assessed in the amount required to be remitted to the State of Kansas pursuant to K.S.A. 12-4117 and amendments thereto. For the purpose of determining the amount to be assessed according to this subsection, if more than one complaint is filed in the municipal court against one individual arising out of the same incident, all such complaints shall be considered as one case.
- (b) Such costs shall be assessed as part of the judgment and shall be collected by the administrator of the municipal court.
- (c) In no case shall the unified government be liable for any costs assessed in the municipal court.
- (d) The costs assessed pursuant to this section shall be in addition to the fine itself.
- (e) On a date and time set by the Administrative Judge, an Ability to Pay Docket shall be held once each month where the Administrative Judge or her designee shall evaluate the financial condition of each individual requesting a modification of outstanding fines and fees. In the discretion of the judge presiding over the Docket, fines and fees may be modified or waived.

Section 2. This ordinance shall take effect and be in full force from and after its passage, approval, and publication in the official Unified Government newspaper.

PASSED BY THE BOARD OF COMMISSIONERS OF THE UNIFIED GOVERNMENT OF
WYANDOTTE COUNTY/KANSAS CITY, KANSAS
THIS ____ DAY OF _____, 2023.

APPROVED:

Tyrone A. Garner
Mayor/CEO

Attest:

Unified Government Clerk

Approved as to form:

Chief Counsel

(Published _____)

ORDINANCE NO. _____

AN ORDINANCE relating to the amendment of Section 23-13 of the Code of Ordinances of the Unified Government of Wyandotte County/Kansas, City, Kansas relating to court costs and the requirement of an Ability to Pay hearing.

WHEREAS, in 2022, representatives of the Unified Government attended the Cities & Counties for Fine and Fee Justice (“CCFFJ”) Bootcamp with the goal of learning strategies to eliminate fees in the justice system;

WHEREAS, CCFFJ awarded the Unified Government a grant of \$50,000 to hire a Risk Engagement Assessment Liaison who helps probationers navigate government assistance programs and rehabilitation services; and

WHEREAS, twenty-three states have enacted statewide reforms to reduce the burden of fees in the criminal justice system; and

WHEREAS, since 2016 the Kansas City, Kansas Municipal Court has not revoked probation based on the inability to pay fines or fees; and

WHEREAS, the since 2017, the Municipal Court has held hearings if a citizen petitions the court to waive fines and fees in order to assess ability to pay; and

WHEREAS, it is necessary for the Unified Government to create a formal avenue for citizens to request waiver of fines and fees with an Ability to Pay Docket.

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

Section 1. That Chapter 23, Municipal Court, is hereby amended to read as follows:

Sec. 23-13. Court costs.

(a) There is established the following schedule of court costs in the municipal court:

~~(1) Except as provided in subsection (a)(3) of this section, a cost of \$30.00 shall be assessed against each accused person who enters a plea of guilty or no contest in court to any violation of any ordinance without causing a case to be placed on the court trial docket, except where the accused person enters a plea of guilty or no contest to an offense, listed on a schedule of fines adopted by the municipal court and pays the fine without a court appearance.~~

~~(2) A cost of \$340.00 shall be assessed against each accused person whose case is docketed for trial and who thereafter is found guilty.~~

~~(1)(3)~~ In a case where a person is charged with a violation of an ordinance or regulation concerning parking, the following costs shall be assessed against each accused person who enters a plea of guilty or no contest, whether by mail or in person, without causing the case to be placed on the trial court docket:

- a. Five dollars for each violation which remains unpaid or undisposed of ten days after the citation is received by municipal court date of the violation; and
- b. In addition to the amount assessed pursuant to subsection (a)(~~31~~)a of this section, an additional

\$5.00 for each violation that remains unpaid or undisposed of 30 days after the citation is received by municipal court date of the violation.

(24) If an accused person fails to appear at a scheduled court appearance:

- a. A mandatory fee of \$5.00 shall be assessed for a each separate failure to appear at a scheduled court date. ~~If multiple charges are included on one citation, each charge will be assessed a \$5.00 fee.~~
- b. A mandatory fee of \$50.00 shall be assessed when a person is arrested or issued a citation pursuant to a warrant for failure to appear or any other order of the court or condition of release.

(35) Additional court costs may be assessed by the municipal court judge and may include but are not limited to fees for service of process, witness fees, fees for transcripts and depositions, fees for examination and evaluation, probation fees, ~~incarceration costs,~~ community service fees, ~~costs of court appointed counsel,~~ expungement fees, and fees for expenses incurred in serving a warrant.

(46) In addition to all other amounts assessed as costs or fines, in each case filed in municipal court charging a crime other than a nonmoving traffic violation, where there is a finding of guilty or a plea of guilty, a plea of no contest, forfeiture of bond or a diversion, a sum shall be assessed in the amount required to be remitted to the State of Kansas pursuant to K.S.A. 12-4117 and amendments thereto. For the purpose of determining the amount to be assessed according to this subsection, if more than one complaint is filed in the municipal court against one individual arising out of the same incident, all such complaints shall be considered as one case.

- (b) Such costs shall be assessed as part of the judgment and shall be collected by the administrator of the municipal court.
- (c) In no case shall the unified government be liable for any costs assessed in the municipal court.
- (d) The costs assessed pursuant to this section shall be in addition to the fine itself.
- (e) On a date and time set by the Administrative Judge, -an Ability to Pay Docket shall be held once each month where the Administrative Judge or her designee shall evaluate the financial condition of each individual requesting a modification of outstanding fines and fees. In the discretion of the judge presiding over the Docket, fines and fees may be modified or waived.

Section 2. This ordinance shall take effect and be in full force from and after its passage, approval, and publication in the official Unified Government newspaper.

PASSED BY THE BOARD OF COMMISSIONERS OF THE UNIFIED GOVERNMENT OF
WYANDOTTE COUNTY/KANSAS CITY, KANSAS
THIS ____ DAY OF _____, 2023.

APPROVED:

Tyrone A. Garner
Mayor/CEO

Attest:

Unified Government Clerk

Approved as to form:

Chief Counsel

(Published _____)

RESOLUTION NO. _____

ORDINANCE NO. _____

A RESOLUTION AND ORDINANCE AMENDING THE CODE OF THE UNIFIED GOVERNMENT OF WYANDOTTE COUNTY/KANSAS CITY, KANSAS TO CONFORM TO THE STATUTORY REQUIREMENT ON THE NUMBER OF CANDIDATES IN A MUNICIPAL ELECTION THAT TRIGGERS A PRIMARY.

WHEREAS, The Kansas Legislature adopted K.S.A. 25-21a01 in 2015, moving municipal primary elections to the first Tuesday in August in odd-numbered years;

WHEREAS, K.S.A. 25-21a01(g) defines any municipality to include, among others, any consolidated city-county created under K.S.A. 12-340 et seq., which refers directly to the Unified Government of Wyandotte County/Kansas City, Kansas;

WHEREAS, K.S.A. 25-21a01(d) provides that a primary election shall only be required as provided in K.S.A. 25-2021 and 25-2108a;

WHEREAS, K.S.A. 25-2108a(b) includes a provision with respect to cities with a district method of election that “If there are three or fewer qualified candidates for any member district there shall not be a primary election and the names of the candidates shall be placed on the ballots in the general election.”;

WHEREAS, K.S.A. 25-2108a(c) includes a provision with respect to cities with an at large method of election that “If there are not more than three times the number of candidates as there are members to be elected there shall not be a primary election and the names of the candidates shall be placed on the ballots in the general election.”;

WHEREAS, Section 2-52 of the Code of the Unified Government of Wyandotte County/Kansas City, Kansas provides for a primary wherein as few as three candidates have filed, such section being in direct conflict with K.S.A. 25-2108a; and

WHEREAS, The Unified Government of Wyandotte County/Kansas City, Kansas has not adopted a charter ordinance or charter resolution to exempt its municipal elections from the Kansas statutory provisions regarding primary election, thus the statutory provisions control.

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

Section 1. That Section 2-52 of the Code of the Unified Government of Wyandotte County/Kansas City, Kansas is hereby amended to read as follows:

Sec. 2-52. - Elections and terms.

(a) After January 1, 2017, the nonpartisan 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 Tuesday succeeding the first Monday in November of odd numbered years, both elections to be conducted in the manner prescribed in this division and applicable 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 pursuant to Kansas law~~. 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~~ Except as otherwise provided by Kansas law, 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 nonpartisan 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 Tuesday succeeding the first Monday of November. The term of the mayor shall expire on the Monday before the second commission meeting in December after a biennial unified government 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 nonpartisan 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 Monday before the second commission meeting in December after a biennial unified government election, when the newly elected commission members shall take office.

(d) All qualified electors of the county shall be entitled to vote in the nonpartisan 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 Monday before the second commission meeting in December after a biennial unified government election, when the newly elected at-large commission member shall take office.

(e) In the election held on the Tuesday succeeding the first Monday 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 Tuesday succeeding the first Monday 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.

Section 2. Effective Date. This resolution and ordinance shall take effect and be in full force from and after its passage, approval, and publication in the official Unified Government newspaper.

**APPROVED AND ADOPTED BY THE BOARD OF COMMISSIONERS OF THE
UNIFIED GOVERNMENT OF WYANDOTTE COUNTY/KANSAS CITY,
KANSAS, THIS ____ DAY OF _____, 2023.**

Approved:

Tyrone A. Garner, Mayor/CEO

Attest:

Unified Government Clerk

Approved as to Form:

Assistant Counsel



Staff Request for Commission Action

Tracking No. 212519

Full Commission Meeting Date:

Committee: Administration & Human Services

Date of Standing Committee Action:

(If none, please explain):

Publication Required: No

<u>Date:</u>	<u>Contact Name:</u>	<u>Contact Phone:</u>	<u>Contact Email:</u>	<u>Department/Division:</u>
06/12/2023	Stephanie Stauffer	x5123	sstauffer@wycokck.org	Community Development

Item Description:

Every year, the UG must submit an Annual Action Plan to the U.S. Department of Housing and Urban Development (HUD) in order to receive three grants: Community Development Block Grant (CDBG), HOME Investment Partnership Program (HOME), and Emergency Solutions Grant (ESG). Grants will total \$3,433,157 for the 2023 program year. See the attached summary or view the entire plan at <https://www.wycokck.org/files/assets/public/community-development/documents/draft-2023-annual-action-plan.pdf>.

Action Requested:

Approve Resolution

Budget Impact: (if applicable)

Amount:

Source:

Included In Budget:

Other (explain):

Attachments List:

RESOLUTION FOR 2023 ANNUAL ACTION PLAN, 2023 AAP Summary

RESOLUTION NO. _____

**A RESOLUTION AUTHORIZING THE SUBMISSION OF AN ANNUAL ACTION
PLAN TO THE U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT
AND AUTHORIZING THE IMPLEMENTATION OF SUCH PLAN**

WHEREAS, The City of Kansas City, Kansas is a “metropolitan city” as described in The Housing and Community Development Act of 1974, and as such is entitled to direct block grant allocations from the Community Development Block Grant Program, the HOME Investment Partnership Program, and the Emergency Solutions Grant Program from the U.S. Department of Housing and Urban Development (“HUD”); and

WHEREAS, The Housing and Community Development Act of 1974 requires the Unified Government to develop and submit an annual action plan to HUD as a condition for receipt of direct block grant allocations through the Community Development Block Grant Program, the HOME Investment Partnership Program, and the Emergency Solutions Grant Program, and in which plan the Unified Government is required to set forth its priorities and goals for each of the three said block grant programs; and

WHEREAS, An authorized representative of the Unified Government is required to execute certain certifications for entitlement grantees as part of the submission process to HUD in accordance with 24 CFR Part 91.

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

Section 1. The Unified Government Department of Community Development is hereby authorized to complete and submit the *2023 Annual Action Plan* to HUD.

Section 2. 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 *2023 Annual Action Plan* and any related certifications and agreements on behalf of the City of Kansas City, KS.

Section 3. All other employees and agents of the Unified Government are hereby authorized to implement the *2023 Annual Action Plan* upon approval.

Section 4. This resolution shall take effect and be in full force from and after its passage and approval.

**ADOPTED BY THE BOARD OF COMMISSIONERS OF WYANDOTTE
COUNTY/KANSAS CITY, KANSAS THIS 13th DAY OF JULY 2023.**

Mayor/CEO
Tyrone Garner

Attest:

Unified Government Clerk

Approved as to Form:

Unified Government Assistant Counsel



WYANDOTTE COUNTY & KANSAS CITY, KS ANNUAL ACTION PLAN

Executive Summary

BACKGROUND

Every five years, the Unified Government of Wyandotte County and Kansas City, KS must prepare a strategic plan (known as the **Consolidated Plan**) which governs the use of federal housing and community development grant funds that it receives from the United States Department of Housing and Urban Development (HUD). When preparing a Consolidated Plan, grantees must assess the needs and issues in their jurisdiction as a part of their preparation of these documents. The most recent Consolidated Plan was developed in 2022.

The grant funds received from HUD by the Unified Government that are covered in the Consolidated Plan include:

- Community Development Block Grant (CDBG) Program
- Home Investment Partnerships (HOME) Program
- Emergency Solutions Grant (ESG) Program

The Unified Government must also submit to HUD a separate **Annual Action Plan** for each of the five years during the Consolidated Plan period. The Annual Action Plans serve as the Unified Government's annual applications to HUD that are required for it to receive the annual allocations from the three grant programs. The 2023 Annual Action Plan represents the second year of the 2022-2026 Consolidated Plan cycle. When preparing a Consolidated Plan, grantees must assess the needs in their jurisdiction as a key part of the process. To inform priorities and goals over the next five years, the Consolidated Plan's Needs Assessment discusses housing, community development, and economic development needs in Kansas City, KS.

2023 ANNUAL ACTION PLAN

ANNUAL GOALS

During the development of the Consolidated Plan, seven priority needs were identified. Priority needs include housing affordability and condition, homeless needs, infrastructure and public facility improvements, public services, economic development, fair housing, and program administration. In 2023, HUD funds will be allocated to address the five goals below.

Goal	Description
Improve Housing Access and Quality	Rehabilitation of rental and homeowner housing that benefit extremely low-, low-, and moderate-income households. Direct financial assistance to homebuyers to make homeownership affordable; tenant-based rental assistance, housing counseling, and CHDO funds to support development of new housing for homeownership.
Provide Housing and Services for People Experiencing or At-risk of Homelessness	Provide housing and services for residents experiencing or at-risk of homelessness, including homelessness prevention, case management, wrap-around services, emergency shelter, transitional housing, and permanent supportive housing.
Infrastructure and Public Facility Improvements	Promote quality of life and neighborhood revitalization through improvements to current public infrastructure and facilities.
Provide Public Services	Services provided by nonprofit organizations that benefit low-income residents such as homeless, youth, disabled, elderly, and other populations with special needs.
Program Administration	Plan and administer funding for community development and housing activities with transparency, community involvement, and full compliance with federal regulations. Provide services to residents and housing providers to advance fair housing.



2023 ANNUAL ACTION PLAN

EXPECTED RESOURCES

The table below shows the Unified Government's CDBG, HOME, and ESG allocations for the 2022- 2023 program year, along with an estimate of anticipated grant funding for the remaining three years covered by this Consolidated Plan. This conservative estimate assumes that funding (annual allocations and program income) over those three years will be 90% of the 2022 allocation.

Program	Expected Amount Available for 2023	Expected amount available for remainder of Consolidated Plan
CDBG	\$2,272,222	\$6,134,999
HOME	\$968,472	\$2,614,874
ESG	\$192,463	\$519,650

PROJECTS

The projects listed below represent the activities the Unified Government plans to undertake during the 2023 program year to address the priorities and goals identified in the Consolidated Plan.

Project	Funding	Goal Outcome Indicator
2023 CDBG Housing Rehabilitation	CDBG: \$1,149,778	Homeowner Housing Rehabilitated (80 Households)
2023 Livable Neighborhoods	CDBG: \$20,000	Public service activities other than Low/ Moderate Income Housing Benefit (500 Individuals)
2023 Willa Gill Multi-Service Center	CDBG: \$148,000	Public service activities other than Low/ Moderate Income Housing Benefit (1000 individuals)
2023 Public Services for Households Experiencing Homelessness	CDBG: \$170,000	Public service activities other than Low/ Moderate Income Housing Benefit (175 Individuals)
2023 Infrastructure and Public Facility Improvements	CDBG: \$330,000	Public Facility or Infrastructure Activities other than Low/Moderate Income Housing Benefit (500 individuals)
2023 Community Development Administration	CDBG: \$454,444	Outcomes are associated with the accomplishments across the program
2023 HOME CHDO Set-Aside Rehab/New Construction	HOME: \$435,812	Homeowner Housing Added (3 units)
2023 HOME Rehab/New Construction	HOME: \$435,813	Homeowner Housing Added (3 units)
2023 HOME Administration	HOME: \$96,847	Outcomes are associated with accomplishments across the program
2023 Emergency Solutions Grant Activities	ESC: \$192,463	Homelessness Prevention (100) Homeless Person overnight shelter (75) Tenant-based rental assistance/ Rapid Rehousing (75)



Staff Request for Commission Action

Tracking No. 212509

Full Commission Meeting Date:

Committee: Administration & Human Services

Date of Standing Committee Action:

(If none, please explain):

Publication Required: No

<u>Date:</u>	<u>Contact Name:</u>	<u>Contact Phone:</u>	<u>Contact Email:</u>	<u>Department/Division:</u>
06/07/2023				Technology

Item Description:

The Unified Government's implementation of Workday as the single ERP system was undertaken in October of 2020. Four waves of implementation have occurred, moving the UG forward by streamlining business processes, increasing efficiencies, advancing the use of data available for strategic decision-making, and improving operations.

We will provide a brief overview of:

1. The implementation process and timeline.
2. Lessons learned.
3. Early successes.
4. Deployment Roadmap and future enhancements.

Action Requested:

Budget Impact: (if applicable)

Amount:

Source:

Included In Budget:

Other (explain):

Attachments List: