UPDATED AGENDA
Full Commission Meeting Agenda

Thursday, February 8, 2024
701 N. 7th Street, Kansas City, KS 66101
7:00 PM

Location: Hybrid
We invite you to view the meeting in person in the Commissioner Chambers, Lobby Level of the 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/89408418426
Or One tap mobile:
+12532050468,89408418426# US
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Or Telephone:
Dial (for higher quality, dial a number based on your current location):
+1 253 205 0468 US, +1 253 215 8782 US (Tacoma), +1 346 248 7799 US (Houston), +1 669 444 9171 US, +1 669 900 9128 US (San Jose), +1 719 359 4580 US, +1 312 626 6799 US (Chicago), +1 360 209 5623 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
877 853 5257 US (Toll Free) 888 475 4499 US (Toll Free)
Webinar ID: 894 0841 8426
International numbers available: https://us02web.zoom.us/u/keCZp63XTF

Name	Absent
Mayor Tyrone Garner	☐
Commissioner At-Large Dist. 1 – Melissa Bynum	☐
Commissioner At-Large Dist. 2 – Tom Burroughs	☐
Commissioner Gayle E. Townsend	☐
Commissioner Bill Burns	☐
Commissioner Christian Ramirez	☐
Commissioner Dr. Evelyn Hill	☐
Commissioner Mike Kane	☐
Commissioner Phil Lopez	☐
Commissioner Chuck Stites	☐
Commissioner Andrew Davis	☐

I. CALL TO ORDER

II. ROLL CALL

III. INVOCATION GIVEN BY KEN NETTING, GRACE LUTHERAN CHURCH

IV. PLEDGE OF ALLEGIANCE

V. REVISIONS TO FEBRUARY 8, 2024 AGENDA

AGENDA UPDATE: ADDING ITEM NO. 7 TO CONSENT AGENDA

VI. MAYOR'S AGENDA

Item No. 1 - PROCLAMATION: PASTOR DELANO J. SHEFFIELD DAY

Synopsis: Proclamation proclaiming January 28, 2024, as Pastor DeLano J. Sheffield Day, submitted by Tyrone A. Garner, Mayor/CEO.

Tracking #: 212962

VII. CONSENT AGENDA

Item No. 1 - RESOLUTION: ARMOURDALE PROCTER & GAMBLE TRAILHEAD

Synopsis: Approval of a resolution declaring the necessity and authorizing a survey and descriptions of lands to be acquired by the right and power of eminent domain for the location, laying-out, reconstruction, expansion, repair, maintenance, operation, and use of the Levee Trail Armourdale Procter & Gamble Trailhead Project (KDOT Project No. 105 N-0779-01) in Kansas City, Wyandotte County, Kansas, submitted by Jeff Fisher, Executive Director of Public Works.

*On January 22, 2024, the **Public Works and Safety Standing Committee**, chaired by Commissioner Burroughs, voted unanimously to approve and forward to full commission. approval of resolution*

Tracking #: 212959

Item No. 2 - RESOLUTION: JAMES STREET TRAILHEAD

Synopsis: Approval of a resolution declaring the necessity and authorizing a survey and descriptions of lands to be acquired by the right and power of eminent domain for the location, laying-out, reconstruction, expansion, repair, maintenance, operation, and use of the Levee Trail Central Industrial District N. James Street Trailhead Project (KDOT Project No. 105 N-0781-01) in Kansas City, Wyandotte County, Kansas, submitted by Jeff Fisher, Executive Director of Public Works.

*On January 22, 2024, the **Public Works and Safety Standing Committee**, chaired by Commissioner Burroughs, voted unanimously to approve and forward to full commission.*

Tracking #: 212960

Item No. 3 - UPDATE: HUMAN RESOURCES GUIDE
Synopsis: Approval of Human Resources Guide policy as follows: Section 4.1 Health Care Benefits, submitted by Shakeva Christian, Manager, and Renee Ramirez, Director, Human Resources.

*On January 22, 2024, the **Administration and Human Services Standing Committee**, chaired by Commissioner Bynum, voted unanimously to approve and forward to full commission.*
Tracking #: 212936

Item No. 4 - NOMINATIONS: BOARDS AND COMMISSIONS
Synopsis: Nominations for Boards and Commissions:

Law Enforcement Advisory Board:
Appointment Elaine Moore-Term 2/8/24 to 12/15/27, submitted by Commissioner Bynum.

Community Benefit Advisory Board:
Appointment of LaRon Thompson-Term 2/8/24 to 2/8/27, submitted by Commissioner Bynum.

Economic Redevelopment Advisory Board:
Appointment of Aaron Moore-Term 2/28/24 to 12/15/25, submitted by Commissioner Davis
Appointment of Mindy Rocha-Term 2/8/24 to 12/15/27, submitted by Commissioner Bynum.

Landmarks Commission:
Appointment of Rusty Roberts-Term 2/8/24 to 12/15/25, submitted by Commissioner Stites.

Area Wide Advisory Council on Aging Wyandotte/Leavenworth:
Appointment of Sharon Davis-Term 2/8/24 to 12/15/25, submitted by Commissioner Townsend

Golf Advisory Board:
Reappointment of J.D. Downs-Term 2/8/24 to 12/15/25, submitted by Commissioner Townsend.

Planning Commission and Board of Zoning Appeals:
Reappointment of Karen Jones-Term 2/8/24 to 12/15/25, submitted by Commissioner Townsend

WyCo Library Board:
Reappointment of Korri Hall-Term 2/28/24 to 12/15/25, submitted by Commissioner Townsend
Tracking #: 212961

Item No. 5 - MINUTES
Synopsis: Minutes from the Special Session meeting on January 25th, 2024.
Tracking #: MINUTES

Item No. 6 - WEEKLY BUSINESS
Synopsis: Weekly business materials dated December 14, 2023, and January 4, 2024.
Tracking #: WEEKLY BUSINESS

Item No. 7 - REPORT: 2023 COMMISSION TRAVEL (ADDED PER AGENDA UPDATE)
Synopsis: A report on 2023 Commission travel, submitted by Reed Partridge, Legislative Auditor.

For information only.
Tracking #: 212963

VIII. PUBLIC HEARING AGENDA

IX. STANDING COMMITTEES' AGENDA

X. ADMINISTRATOR'S AGENDA

XI. COMMISSIONERS' AGENDA

XII. LAND BANK BOARD OF TRUSTEES' CONSENT AGENDA

XIII. PUBLIC ANNOUNCEMENT

XIV. ADJOURN

AGENDA UPDATE
UNIFIED GOVERNMENT COMMISSION MEETING
THURSDAY, FEBRUARY 8, 2024

ADDING ITEMS

VII. CONSENT AGENDA

Item No. 7 – REPORT: 2023 COMMISSION TRAVEL
Synopsis: A report on 2023 Commission travel, submitted by Reed Partridge, Legislative Auditor.

For Information Only
Tracking #: 212963

Unified Government of Wyandotte County/Kansas City, Kansas

PROCLAMATION

WHEREAS, Pastor DeLando J. Sheffield was born in Topeka, Kansas. The third child of Harold and Frankie Sheffield. Rev. Sheffield attended the University of Kansas, receiving his Bachelor of Science in Architectural Engineering. He worked for BlueScope Construction, formerly Butler Manufacturing/Butler Construction for 17 years as a Structural Designer; and

WHEREAS, he accepted his call to the Ministry in 2002 at Macedonia Baptist Church KCMO and obtained his Master of Divinity from Midwestern Baptist Theological Seminary in Kansas City, MO in 2007. He worked full-time as the Discipleship Pastor at Macedonia Baptist Church, Kansas City, MO for 7 years; and

WHEREAS, Metropolitan Baptist Church was founded in 1890 in Kansas City, Kansas. Pastor DeLando J. Sheffield accepted a call to Pastorship and Ministry at Metropolitan Baptist Church; and

WHEREAS, Pastor DeLando J. Sheffield was installed as the new Pastor of Metropolitan Baptist Church on January 28, 2024. We celebrate the special occasion with Metropolitan Baptist Church, acknowledging the installation to be a momentous experience of memories for all to treasurer; and

WHEREAS, we recognize faith to be of significant value in Wyandotte County, as such, on behalf of all those who love and call Wyandotte County home, we welcome Pastor DeLano J. Sheffield to the Metropolitan Baptist Church and the awesome community of Kansas City, Kansas.

NOW, THEREFORE, I, Tyrone Garner, Mayor/CEO of the Unified Government of Wyandotte County/Kansas City, Kansas, do hereby proclaim Sunday, January 28, 2024, as:

“Pastor DeLano J. Sheffield Day”

in Wyandotte County/Kansas City, Kansas. In witness whereof, I have hereunto set my hand and the seal of the Unified Government of Wyandotte County/Kansas City, Kansas.

_____

TYRONE GARNER, MAYOR/CEO

Report to
Public Works & Safety

#212959

MEETING DATE	PRESENTER	DEPARTMENT
January 22, 2024	Jeff Fisher, Exec. Dir. of Public Works	Public Works

AGENDA ITEM #IV.1.

RESOLUTION: ARMOURDALE PROCTER & GAMBLE TRAILHEAD

BACKGROUND

- This agenda item is the standard, procedural request for the Board of Commissioners to direct and authorize its Chief Counsel to cause a survey and description of such parcels to be undertaken and filed with the Clerk of Wyandotte County/Kansas City, Kansas; to thereafter prepare and submit to the Board of Commissioners an ordinance authorizing the exercise of eminent domain with respect to such parcels; and upon approval of the same by the Board of Commissioners to initiate eminent domain proceedings in the District Court of Wyandotte County, and to undertake all other necessary actions to complete acquisition of such parcels as may be necessary for the delivery of the project described below.
- The project includes a trail head at Kansas Avenue near the Procter & Gamble Plant and bicycle/pedestrian amenities. This project is a component of the larger 17-mile UG Levee Trails network that is being implemented on the Kansas River levees. A location map is attached for reference.
- Eighty percent of the construction and inspection costs for the project up to a maximum amount of $800,000 will be paid by KDOT from federal funds issued through the Congestion Mitigation and Air Quality Improvement (CMAQ) Program, which was awarded to the UG by the Mid-America Regional Council.
- Although design of the project will be administered by the UG as well as any necessary easement and/or right of way acquisition, construction of this project will be administered by KDOT due to the requirements of the CMAQ grant. It will therefore be bid and constructed as a separate project and not together with any of the other levee trails improvements. Upon completion of construction, however, it will be an integral component of the larger 17-mile UG Levee Trails network.
- Also as a requirement of the CMAQ grant, this project must be bid in Federal Fiscal Year 2024. Prompt consideration of this resolution, therefore, is vital to the project schedule.

RECOMMENDATION

Approve

A resolution declaring the necessity and authorizing a survey and descriptions of lands to be acquired by the right and power of eminent domain for the location, laying-out, reconstruction, expansion, repair, maintenance, operation and use of the Levee Trail Armourdale Procter & Gamble Trailhead Project (KDOT Project No. 105 N-0779-01) in Kansas City, Wyandotte County, Kansas.

BUDGET IMPACTS / FINANCIAL CONSIDERATIONS

No impact. No additional funding is being requested.

IT/POLICY CONSIDERATIONS

N/A
PROCUREMENT CONSIDERATIONS
N/A
LEGAL CONSIDERATIONS
• Legal will be reviewing and approving the resolution to be considered by the Standing Committee and taken to Full Commission for authorization.
ATTACHMENTS
P&G Trailhead-Eminent Domain Resolution, P&G - UGMaps Aerial

Approved by Mayor and Administrator to add to agenda: 1-12-24

David Johnston, County Administrator Dated: 1/12/2024

(Published _____)

RESOLUTION NO._____

A RESOLUTION declaring the necessity and authorizing a survey and descriptions of lands to be acquired by the right and power of eminent domain for the location, laying-out, reconstruction, expansion, repair, maintenance, operation and use of the UG Levee Trail Armourdale Procter & Gamble Trailhead Project (KDOT Project No. 105 N-0779-01) in Kansas City, Wyandotte County, Kansas.

BE IT RESOLVED BY THE COMMISSIONERS OF THE UNIFIED GOVERNMENT OF WYANDOTTE COUNTY/KANSAS CITY, KANSAS

SECTION 1. It is hereby found and determined necessary that certain lands or interests in lands be acquired by all lawful means, including by exercise of the right and power of eminent domain, for public use for location, laying-out, reconstruction, expansion, repair, maintenance, operation and use of the UG Levee Trail Armourdale Procter & Gamble Trailhead Project (KDOT Project No. 105 N-0779-01).

SECTION 2. The Board of Commissioners hereby directs and authorizes its Chief Counsel to cause a survey and description of such parcels to be undertaken and filed with the Clerk of Wyandotte County/Kansas City, Kansas; to thereafter prepare and submit to the Board of Commissioners an ordinance authorizing the exercise of eminent domain with respect to such parcels; and upon approval of the same by the Board of Commissioners to initiate eminent domain proceedings in the District Court of Wyandotte County, and to undertake all other necessary actions to complete acquisition of such parcels.

SECTION 3. This resolution shall be published once in the official County newspaper, The Wyandotte Echo.

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

_____
Tyrone Garner
Mayor/CEO

Attest:

_____
Monica L. Sparks
Interim Unified Government Clerk

Approved as to form:

_____
Angela Lawson
Interim Chief Counsel

PROCTER & GAMBLE
KANSAS AVE.
Kansas Ave
KCS Railway
KCS Railway
18TH ST. EXPY
Kansas Ave
Bayard Ave
Approximate project location
Kansas River

Report to
Public Works & Safety

#212960

MEETING DATE	PRESENTER	DEPARTMENT
January 22, 2024	Jeff Fisher, Exec. Dir. of Public Works	Public Works

AGENDA ITEM #IV.2.

RESOLUTION: JAMES STREET TRAILHEAD

BACKGROUND

- This agenda item is the standard, procedural request for the Board of Commissioners to direct and authorize its Chief Counsel to cause a survey and description of such parcels to be undertaken and filed with the Clerk of Wyandotte County/Kansas City, Kansas; to thereafter prepare and submit to the Board of Commissioners an ordinance authorizing the exercise of eminent domain with respect to such parcels; and upon approval of the same by the Board of Commissioners to initiate eminent domain proceedings in the District Court of Wyandotte County, and to undertake all other necessary actions to complete acquisition of such parcels as may be necessary for the delivery of the project described below.
- The project includes a trailhead at the south end of the N. James St. bridge at the KC levee access point and bicycle/pedestrian amenities. This project is a component of the larger 17-mile UG Levee Trails network that is being implemented on the Kansas River levees. A location map is attached for reference.
- Eighty percent of the construction and inspection costs for the project up to a maximum amount of $500,000 will be paid by KDOT from federal funds issued through the Transportation Alternatives Set-Aside (TA) Program, which was awarded to the UG by the Mid-America Regional Council.
- Although design of the project will be administered by the UG as well as any necessary easement and/or right of way acquisition, construction of this project will be administered by KDOT due to the requirements of the TA grant. It will therefore be bid and constructed as a separate project and not together with any of the other levee trails improvements. Upon completion of construction, however, it will be an integral component of the larger 17-mile UG Levee Trails network.
- Also as a requirement of the TA grant, this project must be bid in Federal Fiscal Year 2024. Prompt consideration of this resolution, therefore, is vital to the project schedule.

RECOMMENDATION

Approve

A resolution declaring the necessity and authorizing a survey and descriptions of lands to be acquired by the right and power of eminent domain for the location, laying-out, reconstruction, expansion, repair, maintenance, operation and use of the Levee Trail Central Industrial District N. James Street Trailhead Project (KDOT Project No. 105 N-0781-01) in Kansas City, Wyandotte County, Kansas.

BUDGET IMPACTS / FINANCIAL CONSIDERATIONS

- No impact. No additional funding is being requested.

IT/POLICY CONSIDERATIONS
N/A
PROCUREMENT CONSIDERATIONS
N/A
LEGAL CONSIDERATIONS
• Legal will be reviewing and approving the resolution to be considered by the Standing Committee and taken to Full Commission for authorization.
ATTACHMENTS
James Street Trailhead-Eminent Domain Resolution, James St. Trailhead - Project Location Map

Approved by Mayor and Administrator to add to agenda: 1-12-24

David Johnston, County Administrator Dated: 1/12/2024

(Published _____)

RESOLUTION NO._____

A RESOLUTION declaring the necessity and authorizing a survey and descriptions of lands to be acquired by the right and power of eminent domain for the location, laying-out, reconstruction, expansion, repair, maintenance, operation and use of the Levee Trail Central Industrial District N. James Street Trailhead Project (KDOT Project No. 105 N-0781-01) in Kansas City, Wyandotte County, Kansas.

BE IT RESOLVED BY THE COMMISSIONERS OF THE UNIFIED GOVERNMENT OF WYANDOTTE COUNTY/KANSAS CITY, KANSAS

SECTION 1. It is hereby found and determined necessary that certain lands or interests in lands be acquired by all lawful means, including by exercise of the right and power of eminent domain, for public use for location, laying-out, reconstruction, expansion, repair, maintenance, operation and use of the Levee Trail Central Industrial District N. James Street Trailhead Project (Project No. 105 N-0781-01).

SECTION 2. The Board of Commissioners hereby directs and authorizes its Chief Counsel to cause a survey and description of such parcels to be undertaken and filed with the Clerk of Wyandotte County/Kansas City, Kansas; to thereafter prepare and submit to the Board of Commissioners an ordinance authorizing the exercise of eminent domain with respect to such parcels; and upon approval of the same by the Board of Commissioners to initiate eminent domain proceedings in the District Court of Wyandotte County, and to undertake all other necessary actions to complete acquisition of such parcels.

SECTION 3. This resolution shall be published once in the official County newspaper, The Wyandotte Echo.

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

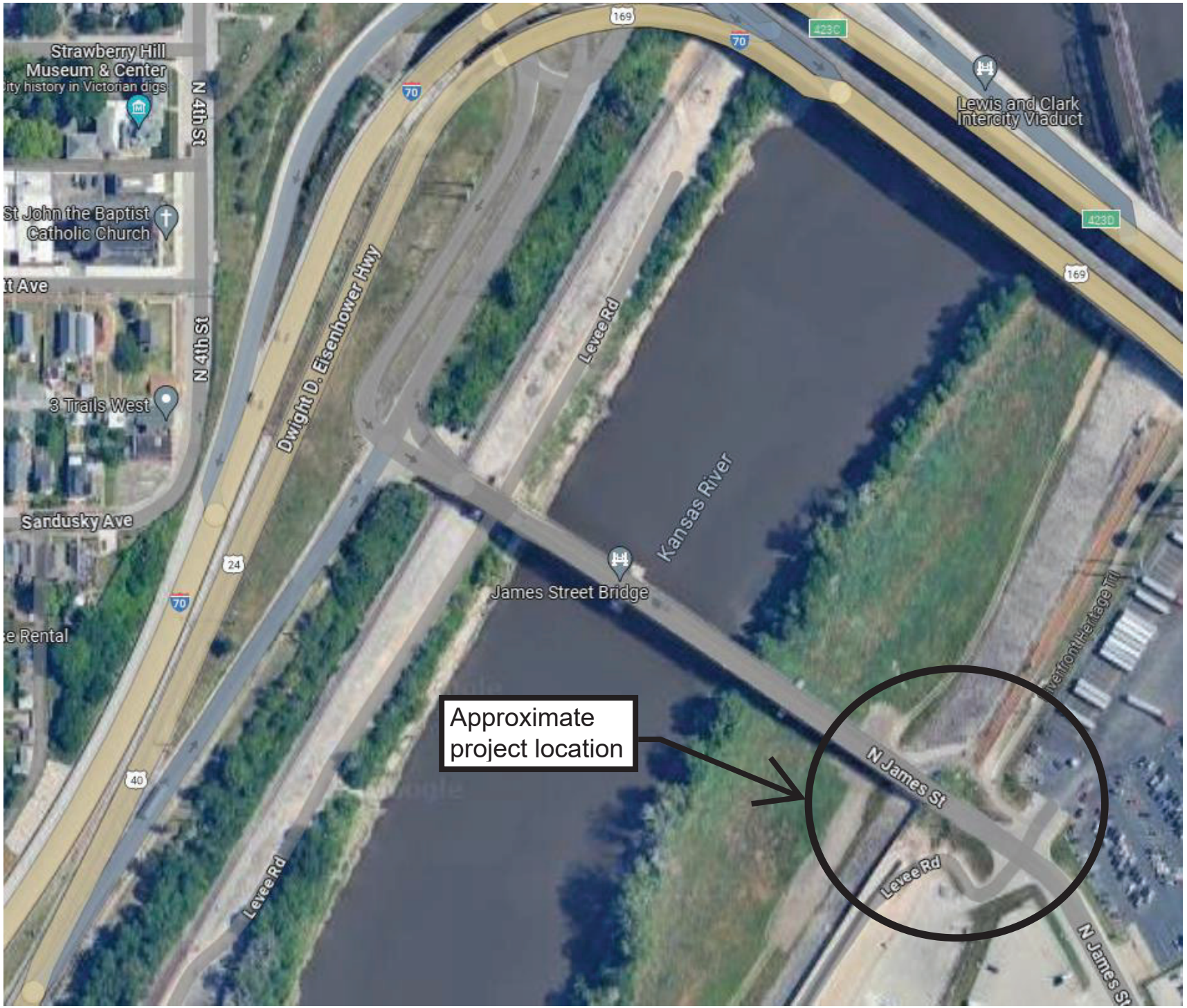
_____
Tyrone Garner
Mayor/CEO

Attest:

_____
Monica L. Sparks
Interim Unified Government Clerk

Approved as to form:

_____
Angela Lawson
Interim Chief Counsel


Strawberry Hill Museum & Center
St John the Baptist Catholic Church
3 Trails West
Sandusky Ave
N 4th St
Dwight D. Eisenhower Hwy
Levee Rd
Kansas River
James Street Bridge
Lewis and Clark Intercity Viaduct
N James St
Approximate project location
169
70
423C
423D
24
40

Report to
Administration & Human Services

#212936

MEETING DATE	PRESENTER	DEPARTMENT
January 22, 2024	Shakeva Christian, Manager J. Renee Ramirez, Director	Human Resources

AGENDA ITEM #IV.1.

UPDATE: HUMAN RESOURCES GUIDE

BACKGROUND

The Human Resources Department requests approval of two Human Resources Guide policies as follows:

Human Resources Guide: Section 4.1 Health Care Benefits:
Human Resources requests approval of revisions to the Health Care Benefits policy. Revisions are necessary to reflect new process changes as a result of the implementation of the Workday ERP. It is also requested that the policy be revised to clarify that retired Unified Government employee who participate in UG retiree health insurance plans can be re-employed and enroll in the employee benefits plans. The re-employed retired UG employee would be allowed to re-enroll in the UG retiree benefits plan within 60 days of separating from their most recent employment with UG.

RECOMMENDATION

Approve

Approval of new and revised policies

BUDGET IMPACTS / FINANCIAL CONSIDERATIONS

n/a

IT/POLICY CONSIDERATIONS

n/a

PROCUREMENT CONSIDERATIONS

n/a

LEGAL CONSIDERATIONS

n/a

ATTACHMENTS

Health Care Benefits_ final redline_01-12-24, HR Guide presentation_01-22-24-FINAL

Approved by Mayor and Administrator to add to agenda: Tyrone Garner 1-12-24

David Johnston, County Administrator Dated: 1/12/2024

Unified Government Human Resources Guide

Effective:Draft

HEALTH CARE BENEFITS

I. General: It is the policy of the Unified Government to provide employees with various health care benefits. Information and summaries intended to explain these benefit plans will be furnished during new employee orientation and annually during the designated open enrollment period. Human Resources will administer the benefits program for the Unified Government. Health care benefits covered by this policy are subject to change.

II. Policy

A. The Unified Government provides group health care coverage to full-time regular and part-time A employees. Health care coverage may include dental and vision benefits.

B. Group Health Care Coverage

1. Each eligible employee may choose annually among plans being offered by the Unified Government.

2. When group health care coverage begins

a. For regular employees

(1) For new employees, rehired employees, and employees transferred to an eligible class: after 30 calendar days of employment.

(2) For recalled employees and employees returning from unpaid leave for active military service: the date the employee returns to work. An employee may enroll in the plan of his or her choice.

b. Change in status and late enrollments—See II.B.10 below for initial enrollment circumstances.

c. For all sworn Fire employees and all sworn police officers~~,~~ the date of employment.

3 Employees who participate in a personally obtained group health program or are covered under a spouse's plan may waive participation in the Unified Government group health plan.

a. Employees waiving participation in the Unified Government's group health plan will be required to sign an enrollment form in Workdayannually during fall open enrollment. If an employee fails to completethe annual enrollment process, the employee will have to wait until the next fall open enrollment to waive participation again.

b. Employees who waive participation will receive a monthly taxable stipend of $150.00 to be included in the second paycheck of the month, provided that the employee makes an appropriate election within the Unified Government Section 125 Flexible Spending Account Plan as of the earlier of the date the employee first became eligible or the next open enrollment period. A new election must be completed each year during the open

enrollment period to continue receiving the monthly cash stipend in lieu of health insurance, regardless of whether an election was made during the current or any previous year. Otherwise, the cash stipend will end at the end of the current plan year.

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

4. For information about employee contributions, contact Human Resources.

5. Termination of group health care coverage

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

6. Coverage during leaves:

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

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

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

(2) If the employee exhausts unpaid FMLA leave and is unable to return to work, the employee will continue health coverage at the same level of contributions and benefits as if the employee was working for 30 additional days, at which time benefits will be terminated at the end of that month. The employee may continue health coverage under COBRA and will receive a COBRA notice, as described in II.C. below, as well as any other notifications that may also be required under the HIPAA or any other applicable state or federal law.

~~7.~~ Open Enrollment period

a. Open enrollment is held annually as determined by Human Resources.

b. During open enrollment, an employee may enroll in the available plans and add or remove eligible dependents as allowed under the Plan document or applicable law. A new enrollment automatically terminates the old coverage.

~~8.~~ Family coverage

a. Family coverage is available to any employee, as long as the employee has qualifying dependents. The amount the employee is required to contribute varies. Specific information may be obtained from Human Resources.

b. Coverage for an employee's spouse and dependent children may be canceled when:

(1) they are no longer eligible under the plan;

(2) they have experienced a change of status —See II.B.11; or

(3) the employee chooses not to enroll or re-enroll them during open enrollment.

c. For more information on canceling coverage, contact Human Resources. The employee is advised to read the information about COBRA, at II.C. below, since the reason for canceling must be given. The employee must properly notify Human Resources within 31 days from the date on which coverage should be canceled under the Plan, as set forth in II.B.8.b. above. The notification process will take place in Workday. Failure to provide timely and accurate notification of any loss in coverage or other change in eligibility status may result in immediate termination of benefits that otherwise would be available. The employee also must notify Human Resources through Workday of the current or last-known address of the person whose coverage is being canceled.

d. Adding family coverage because of loss of other coverage

(1) An employee who had elected single coverage because his or her spouse or other qualified dependents were covered through an insurance plan other than the Unified Government's may change to family coverage under his or her health care plan if the spouse or child loses the other coverage.

"Loss of coverage" does not include a voluntary open enrollment change made by the employee's spouse for coverage under another group health plan obtained through the spouse's employment, unless unusual circumstancesapply.

(2) The employee must enroll the family members within 31 days of the loss of the other coverage. Otherwise, the employee must wait until the next annual open enrollment to enroll family members.

(3) If more than one option for health coverage is available, the employee may not change insurance plans mid-year, even if there is an allowable "change in status" event. The only option that is available under these circumstances is to change from single to family coverage or from family to single coverage within the insurance plan previously elected by the employee.

e. Adding or removing coverage for a spouse due to marriage or divorce

(1) Once a divorce is final, the ex-spouse does not meet the definition of a dependent and, therefore, is not eligible to remain on the employee's family plan. The ex-spouse may be eligible to continue to be enrolled in coverage under the plan under COBRA. See section C.1.b. An employee who fails to notify Human Resources of a divorce may be responsible for health insurance claims paid for services rendered to the employee's ex-spouse after the divorce is finalized.

(2) A divorce must be obtained to remove a common–law spouse except during open enrollment.

(3) Following a divorce, a new spouse cannot be added to coverage for 31days from the effective date of the divorce.

~~9.~~ Definition of "dependent"

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

b. Children up to age 26, including a natural child, stepchild, foster child, any child who has been placed with the employee for adoption, or any other child ~~that~~ who lives with the employee in a parent-child relationship and for whom the employee has a court-ordered custody agreement.

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

(a) is mentally or physically incapable of self-sustaining employment, and proof of incapacity is submitted to Human Resources within 31 days of the date his or her coverage would have terminated due to age;

(b) is dependent on the employee for a majority of his or her financial support; and

(c) is covered by a Unified Government plan on the date immediately preceding the day his or her coverage would have terminated due to age.

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

c. Definition of "foster child"

(1) A foster child is a child:

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

(b) who lives in the employee's home;

(c) who is chiefly dependent on the employee for support; *and*

(d) for whom the employee has taken full parental responsibility and control.

(2) A foster child is not:

(a) a child temporarily living in the employee's home;

(b) a child placed with the employee in the employee's home by a social service agency that retains control of the child; or

(c) a child whose natural parent is in a position to exercise or share parental responsibility and control.

The employee will be required to provide legal proof of dependent eligibility.

~~10.~~ Change in Status

a. If an employee waived coverage under the insurance plans during the initial eligibility or prior open enrollment period, and stated in writing at that time that coverage was being declined because the employee was enrolled under his or her spouse's health plan, the employee and his or her dependents may enroll under the Unified Government's available plans before the next open enrollment period if one of the following changes in status occurs:

(1) Birth of a child;

(2) Death of the spouse;

(3) Adoption or placement for adoption of a child;

(4) Marriage, divorce, legal separation, or annulment;

(5) Termination or commencement of spouse's employment;

(6) Termination or commencement of employment of his or her dependents;

(7) Changes in work, such as reduction or increase in the employee's, spouse's, or dependent's work hours, including return from unpaid leave of absence, as well as the occurrence of a strike or lockout;

(8) Significant change in health insurance coverage of employee's or spouse's employer's health plan;

(9) The child ceases to satisfy requirements of the spouse's plan for a dependent due to age;

(10) Changes consistent with a change in status authorized under the 1996 Health Insurance Portability and Accountability Act (HIPAA), such as:

(a) Exhaustion of COBRA coverage under prior employer's plan; or

(b) Enrolling a child subsequent to a birth or adoption (coverage for birth or adoption events are retroactive to birth as required under HIPAA).

(11) Changes consistent with court orders to provide health coverage for dependent children, regardless of whether the court order constitutes a "Qualified Medical Child Support Order." (Dropping and adding coverage is allowed consistent with the order.)

(12) Changes consistent with the employee or employee's dependents becoming entitled to Medicare or Medicaid.

(13) Any other change in status condition specified under Internal Revenue Code Section 125 or any accompanying regulations.

When coverage is elected under this provision, change in status enrollment must be completed within 31 days following the date coverage terminates under the spouse's plan, and the employee may enroll only those eligible persons who were covered under the spouse's plan. Consistent with the terms and conditions on dependent status discussed above, the Unified Government reserves the right to require proof of any of the above changes in family status. Failure to provide accurate evidence, or any attempt to file an enrollment form in Workday based on false information, may result in immediate termination of benefits that would otherwise be available.

b. Changes in Coverage

Changes in coverage will only become effective if notice of the change in status is received by the Human Resources Department via Workday on or before the date the employee is eligible for the change in coverage or within 31 days of that date. Once timely notice is provided via Workday, changes in

coverage become effective on the date the employee becomes eligible for the change.

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

c. Late enrollment, re-employment, or reinstatement

(1) An employee who did not elect coverage for himself or herself or his or her dependents during any initial enrollment or other open enrollment period (or who subsequently fails to make any required payments for coverage within 31 days of becoming eligible for or continuing to receive coverage) and wishes to reelect such coverage will be considered as a late enrollee and will only be allowed to re-enroll in the Plan before the next open enrollment if he or she has experienced a change in status. (See II.C.10.)

(2) Coverage will be immediate for this employee, as well as eligible dependents, upon valid proof that:

(a) his or her spouse has been employed, and the spouse and any eligible dependents have been covered under the spouse's group health plan.

(b) this information was given as the reason for "Waiver of Group Health Coverage" on the original enrollment form; and

(c) the spouse's coverage was terminated because the spouse is no longer employed, or the spouse's coverage is involuntarily terminated.

(3) Re-entry into the Plan will be immediate for any employee or his or her dependents who discontinued coverage during a leave of absence taken under the FMLA, so long as the employee returns to active employment status before or immediately after the FMLA leave expires.

(4) Re-entry into the Plan will be immediate for any former active employee and his or her dependents who have continuously been covered under the continuation coverage provisions of the Plan if the employee regains eligibility for coverage under the Plan on the basis of full-time employment while the continuation coverage is in effect.

(5) Re-entry into the Plan will be immediate for any former active employee and his or her dependents who discontinued coverage during

(1) a leave taken as part of an authorized military leave;

(2) a leave taken based on an approved leave of absence, as long as the employee is later reinstated and returns to active employment immediately following reinstatement. Employees who are in layoff status also will be entitled to re-enter the Plan if they return to active service within one year of the date coverage was terminated.

~~11.~~ When husband and wife are both Unified Government employees:

a. Their dependents, if any, may be considered dependents of either the husband or the wife for the purposes of health care coverage. The two employees, not the Unified Government, decide who covers the dependents. However, both employees will not have family coverage for the same dependents.

b. In the event the spouse who is electing family coverage leaves Unified Government employment, the remaining spouse who has not previously elected family coverage may immediately elect family coverage. If the membership had been in the spouse's name, the membership will be changed over to the employee who is remaining with the Unified Government.

~~12.~~ The Unified Government provides the same benefits to employees and their dependents regardless of age, sex, or disability.

a. Medicare is secondary to the Unified Government plan for employees and spouses who are 65 or older or otherwise eligible for Medicare and the Medicare-eligible individual is still actively employed. See below for individuals diagnosed with end-stage renal disease.

b. When the Medicare-eligible employee retires or is no longer considered an active employee (other than cases of end-stage renal disease, see below), Medicare becomes primary and the Unified Government plan, if continued, becomes secondary.

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

C. Continuation programs

1. COBRA Group Continuation. See also Retiree group coverage continuation program, below.

a. An employee who leaves Unified Government employment has the option to maintain group coverages (i.e., "COBRA" coverage) for up to 18 months by making a timely COBRA election and all monthly payments (or up to 29 months if a Medicare disability determination was made within 60 days from the date of the employee's initial COBRA eligibility and the employee notifies the Unified Government within the original 18-month COBRA eligibility period). The employee also has the option to continue group coverage for dependents. Rates charged are 102% of premium.

b. An employee whose spouse or child has lost eligibility as a dependent, as stated above, must notify the Unified Government within 60 days after the "triggering event," so that Human Resources may notify the former dependent of his or her COBRA rights.

(1) A spouse who loses coverage because of divorce has the right to continue group coverage for up to 36 months, by making a timely COBRA election and all monthly payments.

(2) A dependent child who loses group coverage because of age, has the right to continue group coverages for up to 36 months, by making a timely COBRA election and all monthly payments.

c. COBRA coverage may be extended beyond the periods stated above if a subsequent COBRA qualifying event occurs during the initial period of COBRA eligibility or as otherwise determined by the Unified Government's plan.

d. Human Resources will notify the employee or dependent of his or her rights and clearly state all applicable deadlines and payment schedules.

e. At the end of the maximum COBRA qualifying period, the person is allowed to "convert" to an individual medical plan or policy; acceptance is guaranteed, even if the person has serious health problems. There is no conversion plan available for prescriptions, vision, or dental.

2. Retiree group coverage continuation program

a. Retired employees not covered by paragraph C.3. below may elect to continue group medical coverage (and other related coverages) for themselves and any other qualifying dependent at the retired employee's own expense, provided they qualify for a full KPERS or KP&F retirement.

b. To maintain retiree coverage under this program, any retired employee or other qualifying dependent who becomes eligible for Medicare will not be eligible to continue coverage under the Plan unless he or she also is enrolled in Parts A and B (including making necessary Part B premium payments) of Medicare.

c. If a retired employee who is Medicare-eligible and enrolled in Medicare Parts A and B terminates his or her retiree supplemental medical coverage under the Unified Government plan so he or she can enroll with a Unified Government-endorsed supplemental plan, the employee will be allowed to reinstate his or her medical benefits under the Unified Government plan at a future open enrollment as long as he or she has maintained medical and prescription coverage under the endorsed supplemental plan the entire time he or she was not on the Unified Government plan. Proof of coverage will be required.

d. If a retired employee fails to make any required premium payments, coverage under that group medical or other related programs will terminate. Once medical coverage is terminated due to failure to pay premiums the coverage will not be reinstated for any reason, regardless of whether any other coverage alternatives have continued during that same period (e.g., continuation of dental coverage only, without continuation of medical coverage, will not enable the retired employee to purchase medical coverage later even though the employee had dental coverage continuously during such period).

e. Upon the employee's retirement, the Unified Government will provide all necessary COBRA and HIPAA notices in compliance with Section II.C. above; however, the premium rates will be based on the applicable retiree rate structure, which is equal to 100 percent of the total premium cost of similar coverage made available to other Unified Government employees.

f. A retired employee who returns to work for Unified Government as an eligible employee with benefits may cancel their retiree health insurance due to re-enrolling in employee health insurance. This retired employee will be permitted to re-enroll in the Unified Government retiree health insurance provided the retired employee re-elects retiree benefits within 60 days of their most recent separation of employment. The retired employee can only enroll or re-enroll in retiree benefits if he or she qualified for full KPERS or KP&F retirement. Rehired Unified Government retirees who separate employment or otherwise cease coverage before qualifying for full KPERS or KP&F retirement are only eligible to continue health insurance coverage as a COBRA participant.

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

h. An individual who separates from employment before receiving approval of disability retirement benefits will be treated under this policy as eligible for COBRA group continuation coverage based on a reduction in hours

worked until the approval has been received. If the disability retirement is denied, he or she will continue on the COBRA group continuation plan unless or until he or she ceases making required COBRA premium payments.

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

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

3. Health Care Coverage for surviving family members

a. Active Employees

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

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

III. HIPAA Privacy

A. In accordance with HIPAA, the Unified Government has adopted Privacy Policies and Procedures that limit the use and disclosure of "protected health information" (PHI). The Unified Government's Employee Benefit Plan will only use and disclose PHI in accordance with these policies and in compliance with HIPAA. Please contact the Plan's privacy official, in care of the Human Resources Department, to receive a copy of the Plan's privacy policies and to request additional information about employees' and dependents' HIPAA privacy rights.

Effective 12-06-18

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

Human Resources Guide Updates

Presented: HR Staff

Administration and Human Services Standing Committee
January 22, 2024

Health Care Benefits Policy Revisions

Rationale for policy revisions

- Workday started with Benefit in October 2022
- Human Resources is purposing updates to our current healthcare benefits policy that allow our organization streamline the overall benefits process for our active and retired employees.
- Implementation of Workday ERP system has changed the method of processing and administering benefits program.

Benefit Elections & Changes

Current policy addresses employees paper notification process for new hires, open enrollment and qualifying event changes.

Introducing Workday in 2022 allows the notification process to be the responsibility of the employee.

- New hires can elect for benefits in Workday,
- Open Enrollment process is completed in Workday.
- Qualifying events and processes are completed in Workday.

Retirees

Previous Policy Guidelines

- Employees Eligible For A Full Retirement
  - Were not eligible to obtain retiree health benefits if they regained UG employment and were eligible for UG sponsored benefits.
  - All billing was manually inputted.

Proposed Policy Changes

- Employees eligible For a Full Retirement
  - Will be eligible to obtain UG sponsored benefits if they return to our organization in a position that they are eligible for benefits.
  - Will be eligible to re-enroll in UG retiree health insurance if they meet the qualifying criteria.
  - Workday Payroll does not have the capability to categorize the active employee paying retiree rates.

County Administrator's Office
David W. Johnston, County Administrator

701 North 7th St., Suite 945
Kansas City, Kansas 66101-3064

Phone: (913) 573-5030
Fax: (913) 573-5540

NOTICE OF PENDING APPOINTMENT

DATE: February 2, 2024

BOARD POSITION: Law Enforcement Advisory Board

INCUMBENT REPLACED: LaRon Thompson

TERM EXPIRATION DATE: 12/31/2023

APPOINTING COMMISSIONER: Commissioner Bynum

REQUEST FOR APPOINTMENT

NAME OF NEW APPOINTMENT: Elaine Moore

ADDRESS:

CELL NUMBER AND EMAIL ADDRESS:

TERM OF OFFICE: 2/8/2024 - 12/15/2027

Melaine Bynum

SIGNATURE OF APPOINTING COMMISSION MEMBER

* NOTICE: IF THERE ARE NO CONCERNS RAISED IN THE INITIAL 7 BUSINESS DAYS REVIEW PROCESS DATE, THEN THE NOMINATION WILL BE AUTOMATICALLY PROCESSED AS AN ITEM FOR THE NEXT AGENDA REVIEW PROVIDED NO OTHER APPLICATIONS WERE SUBMITTED.

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NOTICE OF PENDING APPOINTMENT

DATE: 2/2/24

BOARD POSITION: Community Benefit Advisory Board

INCUMBENT REPLACED: N/A - Newly created.

ADDRESS: _____

TERM EXPIRATION DATE: _____

APPOINTING COMMISSIONER: Melissa Bynum

REQUEST FOR APPOINTMENT

NAME OF NEW APPOINTMENT: LaRon Thompson

TERM OF OFFICE: 2/8/24 – 12/15/27

Melissa Bynum

SIGNATURE OF APPOINTING COMMISSION MEMBER

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NOTICE OF PENDING APPOINTMENT

DATE: 2/2/24

BOARD POSITION: Economic Redevelopment Advisory Committee

INCUMBENT REPLACED: N/A - Newly created.

ADDRESS: _____

TERM EXPIRATION DATE: _____

APPOINTING COMMISSIONER: Andrew Davis

REQUEST FOR APPOINTMENT

NAME OF NEW APPOINTMENT: Aaron Moore

TERM OF OFFICE: 2/8/24 – 12/15/25

Andrew Davis

SIGNATURE OF APPOINTING COMMISSION MEMBER

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NOTICE OF PENDING APPOINTMENT

DATE: 2/2/24

BOARD POSITION: Economic Redevelopment Advisory Committee

INCUMBENT REPLACED: N/A - Newly created.

ADDRESS: _____

TERM EXPIRATION DATE: _____

APPOINTING COMMISSIONER: Melissa Bynum

REQUEST FOR APPOINTMENT

NAME OF NEW APPOINTMENT: Mindy Rocha

TERM OF OFFICE: 2/8/24 – 12/15/27

Melissa Bynum

SIGNATURE OF APPOINTING COMMISSION MEMBER

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NOTICE OF PENDING APPOINTMENT

Date: 2/2/24

BOARD POSITION: Landmarks Commission

INCUMBENT REPLACED: VACANT

APPOINTING COMMISSIONER: Chuck Stites

REQUEST FOR REAPPOINTMENT

NAME OF NEW APPOINTMENT: Rusty Roberts

TERM OF OFFICE: 2/8/2024 - 12/15/2025

SIGNATURE OF APPOINTING COMMISSION MEMBER

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NOTICE OF PENDING APPOINTMENT

February 2, 2024

BOARD POSITION: Area Wide Advisory Council on Aging Wyandotte/Leavenworth

INCUMBENT REPLACED: VACANT

APPOINTING COMMISSIONER: Gayle E. Townsend

REQUEST FOR APPOINTMENT

NAME OF NEW APPOINTMENT: Sharon Davis

TERM OF OFFICE: 2/8/2024 - 12/15/2025

SIGNATURE OF APPOINTING COMMISSION MEMBER

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NOTICE OF PENDING APPOINTMENT

February 2, 2024

BOARD POSITION: Golf Advisory Board

INCUMBENT REPLACED: _____

APPOINTING COMMISSIONER: Gayle E. Townsend

REQUEST FOR REAPPOINTMENT

NAME OF REAPPOINTMENT: J.D. Downs

TERM OF OFFICE: 2/8/2024 - 12/15/2025

SIGNATURE OF APPOINTING COMMISSION MEMBER

* NOTICE: IF THERE ARE NO CONCERNS RAISED IN THE INITIAL 7 BUSINESS DAYS REVIEW PROCESS DATE, THEN THE NOMINATION WILL BE AUTOMATICALLY PROCESSED AS AN ITEM FOR THE NEXT AGENDA REVIEW PROVIDED NO OTHER APPLICATIONS WERE SUBMITTED.

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Fax: (913) 573-5540

NOTICE OF PENDING APPOINTMENT

February 2, 2024

BOARD POSITION: Planning Commission and Board of Zoning Appeals

INCUMBENT REPLACED: _____

APPOINTING COMMISSIONER: Gayle E. Townsend

REQUEST FOR REAPPOINTMENT

NAME OF REAPPOINTMENT: Karen Jones

TERM OF OFFICE: 2/8/2024 - 12/15/2025

SIGNATURE OF APPOINTING COMMISSION MEMBER

* NOTICE: IF THERE ARE NO CONCERNS RAISED IN THE INITIAL 7 BUSINESS DAYS REVIEW PROCESS DATE, THEN THE NOMINATION WILL BE AUTOMATICALLY PROCESSED AS AN ITEM FOR THE NEXT AGENDA REVIEW PROVIDED NO OTHER APPLICATIONS WERE SUBMITTED.

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NOTICE OF PENDING APPOINTMENT

February 2, 2024

BOARD POSITION: Wyandotte County Library Board

INCUMBENT REPLACED: _____

APPOINTING COMMISSIONER: Gayle E. Townsend

REQUEST FOR REAPPOINTMENT

NAME OF REAPPOINTMENT: Korri Hall

TERM OF OFFICE: 2/8/2024 - 12/15/2025

SIGNATURE OF APPOINTING COMMISSION MEMBER

* NOTICE: IF THERE ARE NO CONCERNS RAISED IN THE INITIAL 7 BUSINESS DAYS REVIEW PROCESS DATE, THEN THE NOMINATION WILL BE AUTOMATICALLY PROCESSED AS AN ITEM FOR THE NEXT AGENDA REVIEW PROVIDED NO OTHER APPLICATIONS WERE SUBMITTED.

STATE OF KANSAS)
WYANDOTTE COUNTY)) SS SPECIAL MEETING, THURSDAY, JANUARY 25, 2024
CITY OF KANSAS CITY, KS)

The Unified Government Commission of Wyandotte County/Kansas City, Kansas, met in Special Meeting, Thursday, January 25, 2024, with ten members present: Bynum, Commissioner At-Large First District; Burroughs, Commissioner At-Large Second District; Burns, Commissioner Second District; Ramirez, Commissioner Third District (arrived at 5:07 p.m.); Hill, Commissioner Fourth District; Kane, Commissioner Fifth District; Lopez, Commissioner Sixth District; Stites, Commissioner Seventh District; Davis, Commissioner Eighth District; and Garner, Mayor/CEO, presiding. Townsend, Commissioner First District; was absent. The following officials were also in attendance: David Johnston, County Administrator; Angela Lawson, Interim Chief Counsel; Daniel Kuhn, Senior Attorney; Renee Ramirez, Director of Human Resources; Shakeva Christian, Manager in Human Resources; and Monica Sparks, Interim Unified Government Clerk.

Mayor Garner called the meeting to order at 5:05 p.m.

ROLL CALL: Burns, Ramirez, Hill, Kane, Lopez, Stites, Davis, Bynum, Burroughs, Garner.

NOTICE OF SPECIAL MEETING of the Unified Government of Wyandotte County/Kansas City, Kansas, to be conducted in person on Thursday, January 25, 2024, at 5:00 p.m. in the fifth floor conference room of the Municipal Office Building for an Executive Session for consultation with legal counsel regarding Labor Negotiations followed by an Executive Session regarding Personnel.

CONSENT TO MEETING of the governing body of Wyandotte County/Kansas City, Kansas, accepting service of the foregoing notice, waiving all and any irregularities in such service and in such notice, and consent and agree that we, the governing body, shall meet at the time and place therein specified and for the purpose therein stated.

Employer-Employee Negotiations:

Commissioner Burroughs made a motion, seconded by Commissioner Bynum, to go into Executive Session until no later than 5:27 p.m. to consult with our attorneys and to discuss confidential matters regarding the status and future direction of labor negotiations, as permitted under the Kansas Open Meetings Act; and that staff and outside counsel designated by the County Administrator be present to participate in the discussion, and that if there is no further business that we return in open session at 5:27 p.m. Roll call was taken and there were nine "Ayes," Burns, Ramirez, Hill, Kane, Lopez, Stites, Davis, Bynum, Burroughs.

Present for the Executive Session: Bynum, Commissioner At-Large First District; Burroughs, Commissioner At-Large Second District; Burns, Commissioner Second District; Ramirez, Commissioner Third District; Hill, Commissioner Fourth District; Kane, Commissioner Fifth District (left meeting from 5:10 p.m. to 5:28 p.m.); Lopez, Commissioner Sixth District; Stites, Commissioner Seventh District; Davis, Commissioner Eighth District; and Garner, Mayor/CEO presiding. **Staff present:** David Johnston, County Administrator; Angela Lawson, Interim Chief Counsel; Daniel Kuhn, Senior Attorney; Renee Ramirez, Director of Human Resources; and Shakeva Christian, Manager in Human Resources. **Others present:** Ryan Denk, Outside Counsel for labor negotiations.

Mayor Garner convened back into Special Meeting at 5:27 p.m.

Executive Session to discuss Personnel Matters:

Commissioner Burroughs made a motion, seconded by Commissioner Bynum, to reconvene into Executive Session beginning at 5:39 p.m. until 6:00 p.m. to allow the Commission to further discuss the job performance of the County Administrator, which is a private personnel matter related to a specific non-elected employee, as permitted under the Kansas Open Meetings Act; and staff as designated by the Commission, and that if there is no further business that we return in open session at 6:00 p.m. Roll call was taken and there were nine "Ayes," Burns, Ramirez, Hill, Kane, Lopez, Stites, Davis, Bynum, Burroughs.

Present for the Executive Session: Bynum, Commissioner At-Large First District; Burroughs, Commissioner At-Large Second District; Burns, Commissioner Second District; Ramirez, Commissioner Third District; Hill, Commissioner Fourth District; Kane, Commissioner Fifth District; Lopez, Commissioner Sixth District; Stites, Commissioner Seventh District; Davis, Commissioner Eighth District; and Garner, Mayor/CEO presiding. **Staff present:** Angela Lawson, Interim Chief Counsel; (left at 5:40 p.m.)

Commissioner Burns made a motion, seconded by Commissioner Ramirez, to adjourn. Roll call was taken and there were nine "Ayes," Burns, Ramirez, Hill, Kane, Lopez, Stites, Davis, Bynum, Burroughs.

MAYOR GARNER AJOURNED
THE MEETING AT 6:02 p.m.

_____
Monica L. Sparks
Interim Unified Government Clerk

dt

Unified Government Clerk's Office

Monica L. Sparks
Interim Unified Government Clerk

701 North 7th Street, Suite 323
Kansas City, Kansas 66101-3070

Phone: 913-573-5260
Fax: 913-573-5299
http://www.wycokck.org

Memorandum

To: David Johnston
County Administrator

From: Monica L. Sparks
Interim UG Clerk

Date: December 14, 2023

Re: Weekly Business Material

Attached is a listing of weekly business items presented to the Unified Government of Wyandotte County/Kansas City, Kansas, for informational purposes.

In addition to the listing of the items, we have indicated the action taken by the Unified Government Clerk.

Attachments

tk

Weekly Business Material for December 8, 2023 – December 14, 2023

1. **PUBLIC NOTICE:**

   Alandon Tow Service, 6224 Kansas Ave., KCK 66111, held a public auction on December 5, 2023.

   Action: Received and filed.

2. **COMMUNICATION:**

   Monica L. Sparks, Interim UG Clerk, listing bids received on December 13, 2023, for Fairfax Trafficway Rehabilitation Project, Sand and Gravel, and Fairfax Tower Signage Landscaping & Maintenance.

   Action: Received and filed.

3. **PERSONNEL ACTION COMMUNICATION DATE DATED: December 12, 2023:**

Section I – Appointments

Name	Department/Division	Eff. Date	Job Title
Ariadne Acuna	Parks/Rec	12/7/23	Rec Specialist
Harley Grady Jr	Parks/Rec	12/7/23	Groundskeeper I
Rose Morris	Clerk	12/7/23	Admin Supt Specialist
Samuel P Sybrant	Sheriff	12/7/23	Correctional Specialist

Section II – Transfers

Name	Department/Division	Eff. Date	Former Job Title	New Job Title
Ariston Butler	PW/WPC	11/23/23	Utility Maint Mechanic I	Instrument Tech/Electrician Helper
Jennifer L Eakright	Police/Animal Control	12/21/23	Program Tech I	Program Tech I
Alexander W Taylor	PW/WPC	8/17/23	Construction Worker I	Construction Worker II

Section III – Separations

Name	Department/Division	Eff. Date	Job Title
Max H Anaya	NRC	12/12/23	Building Inspector I
Darren J Bennett	Fire	12/13/23	Battalion Chief
Nancy W Burns	Register of Deeds	12/13/23	Register of Deeds
Roger Guess	Parks/Rec	10/26/23	Groundskeeper III
Harold L Johnson	Commission	12/11/23	Commissioner
Angela R Markley	Commission	12/11/23	Commissioner
Brian McKiernan	Commission	12/11/23	Commissioner
Jennifer Rogers	Del Revenue	12/1/23	Admin Supt Specialist
Ashton D Weaver	311	12/10/23	Office Assistant III
Paul A York	Legislative Auditor	12/20/23	Program Coordinator

Section IV – Reclassifications

Name	Department/Division	Eff. Date	Former Job Title	New Job Title
Alpha R Thomas	Health	11/16/23	Admin Supt Asst	Admin Supt Spec

Section V – Other Requests

Name	Department/Division	Action Requested and Explanation
Susie Nelson	Register of Deeds	Out of grade from 12/1/23 to 12/11/23

Action: Received and filed. Copy previously forwarded to Payroll.

4. PERSONNEL ACTION COMMUNICATION DATE DATED: December 14, 2023:

Section I – Appointments

Name	Department/Division	Eff. Date	Job Title
Kay Sharp	Comm Development	12/14/23	Manager
Evelyn Hill	Commission	12/11/23	Commissioner
William J Burns Jr	Commission	12/11/23	Commissioner
Phillip J Lopez	Commission	12/11/23	Commissioner
Nathan D Sims	Police	12/21/23	Auxiliary Officer

Section II – Transfers

Name	Department/Division	Eff. Date	Former Job Title	New Job Title
Thaina Gonzalez-Hernandez	NRC	12/7/23	Fiscal Supt Asst	Fiscal Supt Specialist
Joseph Crowley	PW/Street	11/23/23	General Laborer	Equipment Operator I

Section III – Separations

Name	Department/Division	Eff. Date	Job Title
Christopher T Bergman	Fire	12/15/23	Battalion Chief
Scott L Craig	PW/WPC	12/20/23	Manager
Dale Gooch	Comm Corr	12/20/23	ISO Supervisor
Marco Leal- Herrera	Parks/Rec	12/15/23	Groundskeeper II
Joseph D Monslow	Comm Development	12/20/23	Program Supervisor
Thomas L Wiss	Legislative Auditor	12/20/23	Legislative Auditor

Section IV – Interruptions in Pay

Name	Department/Division	Eff. Date Begins	Eff. Date Ends
Daniel Anderson	Sheriff	4/22/23	5/10/23

Action: Received and filed. Copy previously forwarded to Payroll.

5. MECHANICS LIEN STATEMENT:

IRG Fairfax, LLC, 1601 Fairfax Trafficway, KCKS, 66115.

Action: Received and filed. Copy previously forwarded to Legal.

6. CLAIM FOR DAMAGES:

Carlos Garay, 1308 S. 28th St., KCKS, 66106, alleging damage to the roof from the tree falling on the house on July 30, 2023.

Silvia Jackson, 2241 Franklin, KCKS, 66104, alleging damage to vehicle from fire at 349 N. 10th St., on December 1, 2023.

Action: Received and filed. Copy previously forwarded to Legal.

7. MOTION TO SET-ASIDE:

Dennis L. Funderburke vs. Wendy Green, 2023CV00247.

Action: Received and filed. Copy previously forwarded to Legal.

8. TRAVEL REQUESTS:

Kent Anderson and Raymod Nunez, KCK Police Department, travel to New Orleans, LA, March 5 – 9, 2024, to attend the Collective Bargaining for Public Safety, Employee Training/Travel.

Joe Anthony, Parks and Recreation, travel to Manhattan, KS, February 18 – 23, 2024, to obtain Noxious Weeds License, paid by County Weed Directors Association of KS.

Joni Cole, Sheriff's Department, travel to New Orleans, LA, March 5 – 9, 2024, to attend the Collective Bargaining for Public Safety, Employee Training/Travel.

Angelina Maxville, Michele Terrazas, Adrienne Gilchrist, Ernesto Terrazas, Paul Panjada, and Daniel Everhart, Sheriff's Department, travel to Fort Lauderdale, FL, May 17 - 22, 2024, to attend American Jail Assn Conference, Employee Training/Travel.

Karl A. Oakman, KCK Police Department, travel to Atlanta, GA, May 1 – 5, 2024, to attend Professionalizing Community Engagement Training, Employee Training/Travel.

Chad Shore, KCK Police Department, travel to Camp Dodge, IA, September 25 – 29, 2023, to attend Advanced SWAT training, Employee Training/Travel.

Action: Approved by Administrator's Office and received and filed.

9. APPLICATION FOR CMB LICENSE (PKG):

AZH, LLC, Danny Richardson d/b/a Greenlight 838, 838 S. 7th St., KCK, 66105.
Central Fuel LLC, Maria Whitfield d/b/a QuikShop, 7808 Splitlog, KCK, 66112.
Fill N Shop, Mohammad Cheema d/b/a Fill N Shop, 756 County Line Rd, KCK, 66103.
JK & Sons LLC, Rick Rehorn d/b/a Stop-n-Shop, 1710 Minnesota Ave., KCK, 66102.
KCK Food Mart LLC, Rick Rehorn d/b/a KCK Food Mart, 51 N. 7th St., KCK, 66102.
Kansas CVS Pharmacy LLC, Irene Welch d/b/a CVS Pharmacy #8919, 4300 Rainbow, KCK, 66103.
Kansas CVS Pharmacy LLC, Aleighnna Gamblin d/b/a CVS Pharmacy #8608, 4645 Shawnee Dr., KCK, 66106.
Kansas CVS Pharmacy LLC, Aleighnna Gamblin d/b/a CVS Pharmacy #8603, 3750 State, KCK, 66102.

Leavenworth Petroleum LLC, Rick Rehorn d/b/a Shop n Go, 5531 Leavenworth Rd, KCK, 66104.
United Food Mart LLC, Rich Rehorn d/b/a United Food Mart, 164 S. 18th St, KCK, 66102.
Wyandot Barbeque Inc, Ronald E Williams II d/b/a Wyandot Barbeque, 8441 State Ave, KCK, 66112.

Action: Referred to License.

10. APPLICATION FOR CMB LICENSE (OP):

Commodore Collective LLC, William Hutton d/b/a Imo's Pizza, 4200 Rainbow Blvd., KCK, 66103.
Holy Family Social Club, Matthew Palcher d/b/a Holy Family Social Club, 513 Ohio, KCK, 66101.
Soccer Nation KC, LLC, Raul Villegas-Rodriguez d/b/a Soccer Nation, 520 S. 55th St., KCK, 66106.
Tacos El Matador LLC, Maura De-Anda d/b/a Tacos El Matador LLC, 1230 Merriam Lane, KCK, 66103.

Action: Referred to License.

11. APPLICATION FOR DRINKING ESTABLISHMENT/PUBLIC VENUE:

Michael Damron d/b/a Coach Lite Club, 2103 S. 34th St., KCK, 66106.

Action: Referred to License.

Unified Government Clerk's Office

Monica L. Sparks
Interim Unified Government Clerk

701 North 7th Street, Suite 323
Kansas City, Kansas 66101-3070

Phone: 913-573-5260
Fax: 913-573-5299
http://www.wycokck.org

Memorandum

To: David Johnston
County Administrator

From: Monica L. Sparks
Interim UG Clerk

Date: January 4, 2024

Re: Weekly Business Material

Attached is a listing of weekly business items presented to the Unified Government of Wyandotte County/Kansas City, Kansas, for informational purposes.

In addition to the listing of the items, we have indicated the action taken by the Unified Government Clerk.

Attachments

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1. COMMUNICATION:

Tomi Francis-Ramirez, Executive Director, Downtown Shareholders, submitting the financial report for the Self-Supporting Municipal District/Downtown Improvement District (SSMID) for the month of November 2023.

Action: Received and filed.

2. CLAIM FOR DAMAGES:

Frances Iverson, 9445 West Longview Parkway, KCMO, 64138, alleging damage to her car on November 15, 2023.

Action: Received and filed. Copy previously forwarded to Legal.

3. NOTICE OF CLAIM:

Lowell Clark by and through attorney Connor D McAteer, for injuries sustained in an accident near 6100 Leavenworth Road on December 7, 2023.

Action: Received and filed. Copy previously forwarded to Legal.

Tracking ID: 212963

Report to
Full Commission

CONSENT AGENDA ITEM NO. 7

MEETING DATE	PRESENTER	DEPARTMENT
	Reed Partridge, Senior Audit Manager RPartridge@wycokck.org x8043	Legislative Auditor

AGENDA ITEM #V.1.

REPORT: 2023 COMMISSION TRAVEL

SYNOPSIS

A report on 2023 Commission travel, submitted by Thomas Wiss, Legislative Auditor.

For information only.

BACKGROUND

A report on 2023 Commission travel, submitted by Reed Partridge, Legislative Auditor.

For information only.

RECOMMENDATION

For information only

BUDGET IMPACTS / FINANCIAL CONSIDERATIONS

none

IT/POLICY CONSIDERATIONS

PROCUREMENT CONSIDERATIONS

LEGAL CONSIDERATIONS

ATTACHMENTS

Approved by Mayor and Administrator to add to agenda:

David Johnston, County Administrator Dated:

Report: 2023 Commission Travel and Community Event Expenditures

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Office of the Legislative Auditor

Reed Partridge
Legislative Auditor

913-573-2932
lauditor@wycokck.org
www.wycokck.org
710 N 7th Street, Suite 140
Kansas City, KS 66101

February 2024

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Legislative Auditor's Office: 2023 Report of Commission Travel & Community Event Expenditures

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Introduction

BACKGROUND

Article VIII, Travel Policy, Section 801 of the Unified Government Commission Rules directs the Legislative Auditor to publish and present a detailed annual report of each Commissioner's travel expenditures. Resolution #R-13-13, published February 14, 2013, established the current Commission Rules pertaining to Commission travel. The Commission Rules are codified in Appendix C of the Unified Government Code of Ordinances.

2023 Commission travel and community event expenditures totaled $32,907.39. A detailed report of 2023 Commission travel and community event expenditures is presented on pages 2-3 of this report.

2023 travel expenditures for Mayor Garner totaled $6,865.36. A detailed report of Mayor Garner's 2023 travel expenditures is presented on page 4.

Additionally, the current Commission Rules pertaining to Commission travel are presented as an appendix to this report beginning on page 5.

MISCELLANEOUS NOTES AND ISSUES

Donations – Beginning in 2023, funds set aside for donations by Unified Government Commissioners are budgeted and posted to the same accounts as those established specifically for travel and community event costs. Because the donation costs are blended with travel and community event costs, they are included in this report.

Supporting Documentation of Costs and Reconciliation – Some travel related costs made on a Unified Government procurement card did not contain adequate supporting documentation or the documentation was not available for review. The lack of adequate supporting documentation limits the reliability and accuracy of data reported by the Unified Government financial system. Additionally, many of those same procurement card transactions have yet to be posted to the financial system. As a result, this report does not reconcile to the financial system. The transition to a new financial management system is the cause of some of these issues.

The report is not an audit and the data provided was not tested in accordance with generally accepted government auditing standards.

Commission Travel & Community Event Expenditures

District 1 - Commissioner Townsend

Date	Location	Description		Amount
2/9/2023	Kansas City, KS	Fairfax Association Luncheon	$	35.00
5/9/2023	Kansas City, KS	Leavenworth Road Association Clean Up Day Donation	$	500.00
5/9/2023	Kansas City, KS	Village Initiative Juneteenth Event 2023 Donation	$	500.00
6/17/2023	Kansas City, KS	Juneteenth in the Dotte Parade Donation	$	500.00
6/23/2023	Kansas City, KS	Full Throttle Organization's Youth Program Donation	$	1,000.00
7/2/2023	Kansas City, KS	Organization for Community Preservation Youth Camp Donation	$	3,960.00
		Total:	**$**	**6,495.00**

District 2 - Commissioner McKiernan

Date	Location	Description		Amount
2/18/2023	Kansas City, KS	Black History Celebration Banquet	$	80.00
10/8/2023	Kansas City, KS	Downtown Shareholders Sponsorship	$	1,503.20
		Total:	**$**	**1,583.20**

District 3 - Commissioner Ramirez

Date	Location	Description		Amount
2/11-14/23	Washington DC	National Association of Counties Legislative Conference	$	2,643.09
7/5/2023	Kansas City, KS	Rosedale Development Association's Kids Carnival Donation	$	2,000.00
7/18-21/2023	Seattle, WA	National League of Cities Summer Board and Leadership Meeting	$	2,092.28
10/3/2023	Kansas City, KS	Argentine Betterment Corp Silver City Days Donation	$	500.00
		Total:	**$**	**7,235.37**

District 4 - Commissioner Johnson, Jr.

Date	Location	Description		Amount
2/18/2023	Kansas City, KS	Black History Celebration Banquet	$	160.00
		Total:	**$**	**160.00**

District 5 - Commissioner Kane

Date	Location	Description		Amount
2/9/2023	Kansas City, KS	Fairfax Association Luncheon	$	35.00
6/21/2023	Kansas City, KS	KCK United Youth Competitive Soccer Donation	$	1,000.00
10/24/2023	Kansas City, KS	KCK United Benefit Dinner	$	40.00
11/17/2023	Kansas City, KS	Clippin' 2 Please Turkey Tuesday Donation	$	500.00
		Total:	**$**	**1,575.00**

District 6 - Commissioner Markley

Date	Location	Description		Amount
4/13/2023	Kansas City, KS	Argentine Betterment Corp Serve Day 2023 Donation	$	500.00
10/3/2023	Kansas City, KS	Argentine Betterment Corp Silver City Days Donation	$	500.00
		Total:	**$**	**1,000.00**

District 7 - Commissioner Stites

Date	Location	Description		Amount
2/9/2023	Kansas City, KS	Fairfax Association Luncheon	$	35.00
8/24-26/23	Bonner Springs, KS	Bonner Springs Edwardsville Chamber of Commerce Donation	$	1,000.00
		Total:	**$**	**1,035.00**

District 8 - Commissioner Davis

Date	Location	Description		Amount
2/18/2023	Kansas City, KS	Black History Celebration Banquet	$	160.00
4/19/2023	Kansas City, KS	Young Women on the Move Donation	$	1,000.00
4/29/2023	Kansas City, KS	Wyandotte Forever Alumni Gala	$	109.34
5/4/2023	Kansas City, KS	KaleidoScoops Hot Summer Night Donation	$	299.55
5/9/2023	Kansas City, KS	Leavenworth Road Association Clean Up Day Donation	$	500.00
5/9/2023	Kansas City, KS	Village Initiative Juneteenth Event 2023 Donation	$	1,000.00
5/9/2023	Kansas City, KS	Livable Neighborhoods Task Force Donation	$	500.00
5/11/2023	Kansas City, KS	Supplies for Football Camp Event	$	133.52
7/19/2023	Kansas City, KS	Supplies for Town Hall Meeting	$	172.38
7/21-24/23	Austin, TX	National Association of Counties Annual Conference	$	2,234.45
10/3/2023	Kansas City, KS	Supplies for Town Hall Meeting	$	100.20
10/31/2023	Kansas City, KS	Alcott Arts Center Halloween Event Donation	$	350.00
11/9/2023	Kansas City, KS	Friends of KCK Animal Services Event Donation	$	4,000.00
11/8/2023	Kansas City, KS	Supplies for Town Hall Meeting	$	227.07
		Total:	**$**	**10,786.51**

District 1 at Large - Commissioner Bynum

Date	Location	Description		Amount
2/18/2023	Kansas City, KS	Black History Celebration Banquet	$	80.00
2/28/2023	Wichita, KS	Center for Economic Development and Business Research Registration	$	25.00
4/18/2023	Kansas City, KS	KCK Chamber Commerce Women's Panel	$	20.00
5/9/2023	Kansas City, KS	Leavenworth Road Association Clean Up Day Donation	$	500.00
5/9/2023	Kansas City, KS	Livable Neighborhoods Task Force Donation	$	500.00
5/12/2023	Kansas City, KS	Organization for Community Preservation Youth Camp Donation	$	500.00
6/20/2023	Kansas City, KS	American Legion Post 213 Ballfield Renovation Project Donation	$	500.00
8/10/2023	Kansas City, KS	Fairfax Association Luncheon	$	35.00
8/22/2023	Kansas City, KS	Re.Use.Full Un-Dumpster Day in KCK Donation	$	500.00
10/3/2023	Kansas City, KS	Making it in the Dotte Registration	$	23.18
10/12/2023	Kansas City, KS	Fairfax Association Luncheon	$	35.00
10/26/2023	Kansas City, KS	PILOT Working Lunch	$	39.94
10/26/2023	Kansas City, KS	Fairfax Association Luncheon	$	35.00
12/11/2023	Kansas City, KS	State of the Government Address Ticket	$	39.19
12/26/2023	Not Applicable	Shawnee Mission Post Subscription	$	90.00
		Total:	**$**	**2,922.31**

District 2 at Large - Commissioner Burroughs

Date	Location	Description		Amount
2/9/2023	Kansas City, KS	Fairfax Association Luncheon	$	35.00
2/18/2023	Kansas City, KS	Black History Celebration Banquet	$	80.00
		Total:	**$**	**115.00**

2023 Total Commission Travel and Community Event Expenditures: $ 32,907.39

Mayor / CEO Garner Travel Expenditures

Dates	Location	Description	Amount
1/17-20/2023	Washington DC	US Conference of Mayors	$ 1,223.01
9/20-24/2023	Washington DC	Congressional Black Caucus Annual Legislative Conference	$ 1,983.68
10/4-6/2023	San Antonio, TX	Greater KC Chamber 2023 Leadership Exchange Conference	$ 2,500.00
10/8-9/2023	Wichita, KS	League of Kansas Municipalities Conference	$ 192.43
12/11-13/2023	Washington DC	Kansas Delegation Trip	$ 966.24
		2023 Total Mayor Travel Expenditures:	**$ 6,865.36**

Appendix

Unified Government Commission Rules, Article VIII – Travel Policy

(Published 2-14-13)

RESOLUTION NO. R13-13

A Resolution **relating to the travel policy of the Unified Government Board of Commissioners, amending the Unified Government Commission Rules of Procedure as codified in Appendix C of the Unified Government Code, Sections 801 through 804; and repealing original Sections 801, 802, 803, and 804 of Appendix C of the Unified Government Code.**

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

Section 1. That Sections 801 through 804 of the Unified Government Commission Rules of Procedure, codified in Appendix C of the Unified Government Code, be and the same are hereby amended to read as follows:

ARTICLE VIII. TRAVEL POLICY

Sec. 801. Travel on Unified Government Business.

a. During their terms of office, Commissioners are expected to travel as authorized by this policy. Commission travel authorized by this policy will be paid by the Unified Government subject to the rules set out in this policy.

b. The Commission shall budget annually for the following:

(1) A membership budget for the entire Unified Government, providing for:

(a) Dues to the following organizations:
(i) National League of Cities (NLC);
(ii) National Association of Counties (NACO);
(iii) League of Kansas Municipalities (LKM);
(iv) Kansas Association of Counties (KACo); and
(v) Mid-America Regional Council (MARC).

(b) Travel expenses for elected officials and staff serving as Unified Government delegates to attend the annual conferences of the above-referenced organizations.

(c) Travel expenses for up to one meeting per year per Commissioner of a caucus affiliated with one of the above-referenced organizations.

(d) Contingency funds to permit additional Commissioners, other than authorized delegates, to attend the annual meetings of the above-referenced organizations.

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(2) A training and travel and community event budget for each individual Commissioner, which will include:

(a) Travel expenses of up to $1,500 in 2013 and $2,000 in 2014 and thereafter for attendance at one additional meeting per year of a caucus affiliated with one of the above-referenced organizations.

(b) Funds for eligible community event participation of up to $500.

c. Within thirty days after return from attendance at an authorized conference or meeting, a Commissioner will share, curing a Full Commission meeting, a verbal or written report summarizing what was learned from the conference or what duties were performed at the meeting.

d. At the first Commission meeting in February, the Legislative Auditor will publish and present a detailed report of each Commissioner's travel expenditures for the preceding year.

Sec. 802. Approval by Commission.

a. The following require Commission approval:

(1) Designation as a Unified Government delegate to the organizations listed in Section 801.

(2) Travel to attend meetings of the organizations listed in Section 801, if the Commissioner is not an approved delegate to such organization.

(3) Travel to caucus events as permitted in Section 801.

b. The following do not require Commission approval:

(1) Travel to the annual meetings of the organizations listed in Section 801 if the Commissioner is an approved delegate to such organization.

(2) Participation in community events and expenditure of the Commissioner's individual budget for such community events.

Sec. 803. Reimbursement.

a. Prior to travel, a Commissioner must choose whether to receive a per diem allowance or to receive reimbursement for actual expenditures.

b. The per diem allowance will substitute for reimbursement for meals and incidental expenses. Since the Commissioner will not be reimbursed for meals and incidental expenses, receipts are not required. The amount of the per diem allowance is based on the city where the conference or meeting occurs and is the

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amount published by the U.S. General Services Administration. See www.gsa.gov/perdiem.

c. Unless a Commissioner has elected to receive a per diem allowance, prior to travel he or she may request a UG procurement card for the purpose of paying for travel-related expenses.

d. The administrative staff assigned to the Commission shall be responsible for making necessary travel arrangements for Commissioners, including reservations for air transportation, hotel, and rental cars.

e. ***Authorized Expenses.***

(1) Authorized expenses include conference fees, transportation, lodging, meals, related gratuities (cannot exceed 15%), parking, airport parking, airline baggage fee, taxi fare, and business-related telephone calls.

(2) *Transportation*.

(a) For travel by air, allowable expense is the amount equal to the cost of the lowest available round trip airfare for the date and time the Commissioner is able to travel. An airline baggage fee of one bag per Commissioner is allowable.

(b) Travel by privately-owned vehicle is reimbursable at the current Unified Government reimbursement rate plus tolls.

(c) Reimbursement for travel out-of-state by privately-owned vehicle shall not exceed the amount of the lowest available direct airfare; shall be limited to business-related mileage; and shall not include lodging, meals, and other expenses en route that would not be necessary if commercial transportation were used.

(d) Commissioners will be reimbursed for the actual cost, including tips, of ground transportation to and from meeting facilities. Limousine service is authorized when the expense is equal to or less expensive than a taxi or other shuttle service.

(e) Rental cars are authorized only when taxi, limousine, or shuttle service is unavailable or is more expensive.

(3) *Lodging*.

(a) Lodging costs are reimbursable only for commercial lodging establishments.

(b) Reimbursement will be allowed for the reasonable cost of a double room. If the Commissioner is attending a conference or scheduled meeting where lodging is designated, the cost of such lodging at

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that facility or another facility of equal cost will be presumed reasonable.

(4) *Meals.*

(a) Unless a per diem allowance is elected, reimbursement will be made for meal expenses incurred while on Unified Government business, unless meals are provided as part of the conference or meeting.

f. ***Non-Authorized Expenses.***

(1) The following expenses are not authorized: expenses for family members or companions, personal entertainment, fees for athletic or exercise facilities, golf or tennis fees, fees for in-room movies, personal telephone calls, and alcoholic beverages.

g. ***Reimbursement Procedures.***

(1) Unified Government procurement cards may be used in lieu of reimbursement.

(2) Itemized receipts for all reimbursable expenses must be submitted unless the Commissioner has elected the per diem allowance.

(3) If a Commissioner has elected the per diem allowance, no meals may be charged on the Unified Government procurement card.

(4) Gratuities shall not exceed 15%.

Sec. 804. Limitations on Travel and Expenditures.

a. To minimize travel costs, Commissioners will endeavor to:

(1) Decide whether to travel three months in advance of the meeting.
(2) Register within the early-bird deadline.
(3) Reserve airfare well in advance to obtain the best price.

b. Expenditure of funds is limited to the purposes authorized by this policy.

e. Funds may not be transferred between Commissioners.

f. Funds authorized under this policy must be used within the year allocated; unexpended funds from the budgets identified in Section 801 will be returned to the General Fund and will not be carried over to a subsequent year.

g. Additional expenses due to a change in a reservation, unless the change was necessitated by an emergency, will be the responsibility of the Commissioner.

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h. Without good cause for failure to attend an event for which a Commissioner has registered submitted in writing to the Legislative Auditor, cancellation fees or forfeited fees will be charged against the Commissioner's individual training and travel budget.

i. If a Commissioner is unable to travel due to unforeseen circumstances, another Commissioner may travel to the conference in his or her place.

j. Each Commissioner is limited to the purchase of two tickets to any one community event.

k. Any unused funds in a Commissioner's community event budget may be used for the Commissioner's training and travel, but the training and travel portion of the budget may not be used for community events.

l. Eligible community events include but are not limited to the following:

(1) United Way Luncheon
(2) Chamber of Commerce Luncheon
(3) Mayor's Prayer Breakfast
(4) Black History Month events
(5) Hispanic History Month events
(6) Golf tournaments which are charity fundraisers
(7) Threads and Treads charity fundraiser
(8) Wine Fest charity fundraiser
(9) Sunflower House charity fundraiser
(10) CASA (Court Appointed Special Advocate) charity fundraiser
(11) Tri-County Labor events
(12) WYEDC monthly events
(13) School auction fundraisers (admission and dinner only)
(14) Award banquets
(15) Rotary or Kiwanis events
(16) Park Foundation charity fundraiser
(17) Local hospital events
(18) MOCSA (Metropolitan Organization to Combat Sexual Abuse) events
(19) Liveable Neighborhood Task Force/Neighborhood Group events
(20) Other similar activities

m. The following activities or events are not eligible expenditures for the community events budgets:

(1) Political fundraisers
(2) Campaign rallies or parties
(3) Raffles, gaming, bidding, or wagering
(4) Religious or non-Unified Government related ceremonial events
(5) Other similar activities or events

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

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PASSED BY THE BOARD OF COMMISSIONERS OF THE UNIFIED GOVERNMENT OF WYANDOTTE COUNTY/KANSAS CITY, KANSAS, THIS 7TH DAY OF FEBRUARY 2013.

Joseph F. Reardon, Mayor/CEO

Attest:

Unified Government Clerk

Unified Government Counsel