



**MEETING OF THE CITY COMMISSION - AGENDA
WEDNESDAY, MAY 3, 2023 AT 11:00 AM
CITY COMMISSION CHAMBER**

ORDER OF BUSINESS

CALL MEETING TO ORDER Mayor Susan Brinkman

MEMBERS PRESENT

Vice Mayor Becky Smith
Commissioner Danny Giefer
Commissioner Erren Harter
Commissioner Jamie Sauder

PROCLAMATIONS

Proclamation Naming May as Community Action Month.
To Accept Colleen Smith, Lyon/Morris County Human Resources Coordinator

Proclamation for Small Business Week.
To Accept Jessica Buchholtz, Emporia Main Street

Proclamation Recognizing National Public Works Week as May 21-27, 2023.
To Accept Jeff Meek, City Public Works Street Supervisor

Proclamation Recognizing May 14-20, 2023 as National Police Week.
To Accept Lisa Hayes, Investigations Captain, City of Emporia Police Department

PUBLIC FORUM

The public is invited to make comments at this time. Please limit comments to two (2) minutes each. Hate speech, profanity, and defamation are not allowed. Please state your name and address prior to making comments.

NEW BUSINESS

- 1) **Appointment of Members to the Golf Advisory Board.**
Presented by: Commissioner Erren Harter, and Commissioner Jamie Sauder
Recommended Action: Approve Appointment of Members to the Golf Advisory Board.
- 2) **Appointment of Members to the Emporia Metropolitan Planning Commission/Board of Zoning Appeals.**
Presented by: Commissioner Erren Harter, and Commissioner Jamie Sauder

Recommended Action: Approve the Appointment of Members to the Emporia Metropolitan Planning Commission/Board of Zoning Appeals.

3) **Selection of Architect Services for Fire Station Improvement Projects.**

Presented by: Brandon Beck, Fire Chief

Recommended Action: Approve Selection of Architect Services for Fire Station Improvement Projects.

4) **Resolution No. 3695 to Adopt 2023 Compensation Plan Salary Scales.**

Presented by: Trey Cocking, City Manager

Recommended Action: Approve Resolution No. 3695 to Adopt 2023 Compensation Plan Salary Scales effective July 9, 2023.

5) **Application to the Kansas Housing Resources Corporation for Emergency Solutions Grant on the Behalf of Local Agencies.**

Presented by: Jeff Lynch, Community Development Coordinator

Recommended Action: Approve Application to the Kansas Housing Resources Corporation for Emergency Solutions Grant on the Behalf of Local Agencies.

6) **Memorandum of Understanding Between Healthier Lyon County and City of Emporia for Assisting with KDOT TA Funding.**

Presented by: Jim Ubert, City Engineer

Recommended Action: Authorize the Mayor to sign the Memorandum of Understanding Between Healthier Lyon County and City of Emporia for Assisting with KDOT TA Funding.

COMMUNICATIONS

Presented by Trey Cocking, City Manager.

CONSENT AGENDA

Presented by Trey Cocking, City Manager.

- 1) Approve Minutes for the Commission Meeting on April 19, 2023.
- 2) Approve Ordinance 23-11 Extending Prohibition of Camping on Public Property Without a Permit.
- 3) Ordinance 23-12 Authorizing Beer Garden for All Things Gravel Expo June 1, 2023.
- 4) Ordinance 23-13 Authorizing Beer Garden for All Things Gravel Expo June 2, 2023.
- 5) Authorize the use of ARPA Money.

INFORMATIONAL ITEMS

Presented by Trey Cocking, City Manager.

- 1) Informational Items

GOVERNING BODY COMMENTS

Mayor Susan Brinkman
Vice Mayor Becky Smith
Commissioner Danny Giefer
Commissioner Erren Harter
Commissioner Jamie Sauder

EXECUTIVE SESSION

- 1) AN EXECUTIVE SESSION FOR DISCUSSIONS REGARDING DATA RELATED TO FINANCIAL AFFAIRS OR TRADE SECRETS OF CORPORATIONS, PARTNERSHIPS,

TRUSTS, AND INDIVIDUALS FOR ECONOMIC DEVELOPMENT PROJECTS. K.S.A. 75-4319(B)(4) IS THE AUTHORITY FOR THIS RECESS INTO EXECUTIVE SESSION.

Recess into Executive Session to discuss confidential matters of a third party regarding economic development projects for 45 minutes, inviting Jim Witt, Special Projects Coordinator, and Jim Ubert, City Engineer, and stating at which time the open meeting will resume.

RECESS

Recess to Conference Room 1AB for Study Session

STUDY SESSION AGENDA ITEMS

- 1) Review of Salary Compression Solution Options.

ADJOURNMENT



PROCLAMATION

WHEREAS, Community Action Agencies were created when the Economic Opportunity Act of 1964 was signed into law; and

WHEREAS, the East Central Kansas Economic Opportunity Corporation (ECKAN) was established in 1966; and

WHEREAS, ECKAN has a 58-year history of promoting self-sufficiency for limited income; and

WHEREAS, ECKAN has made essential contributions to individuals and families in the City of Emporia by providing them with innovative and cost-effective programs such as emergency rent and utility assistance, transportation assistance, food voucher, food pantry, Senior Farmer's Market Checks, laundry services, and

WHEREAS, Community Action Agencies are needed as major participants in the reform of the welfare system as we know it; and

WHEREAS, individuals and families on limited income continue to need opportunities to improve their lives and their living conditions, thus ensuring that all citizens are able to live with dignity; and

WHEREAS, the poverty rate in the City of Emporia is 20.51%; and

WHEREAS, Kansas and the entire United States must continue to wage war on poverty by providing support and opportunities for all citizens in need of assistance; and

WHEREAS, the City of Emporia and ECKAN have worked together to meet the needs of our most vulnerable citizens;

NOW, THEREFORE, I, Susan Brinkman, Mayor of the City of Emporia, do hereby proclaim May 2023 as

COMMUNITY ACTION MONTH

in Emporia, Kansas in recognition of the hard work and dedication of Kansas Community Action Agencies.

On this 3rd Day of May

ATTEST:

Susan Brinkman, Mayor

Kerry Sull, City Clerk



PROCLAMATION

WHEREAS, America's progress has been driven by pioneers who think big, take risks and work hard; and

WHEREAS, from the storefront shops that anchor Main Street to the high-tech startups that keep America on the cutting edge, small businesses are the backbone of our economy and the cornerstones of our nation's promise; and

WHEREAS, small business owners and Main Street businesses have energy and a passion for what they do; and

WHEREAS, when we support small businesses, jobs are created, local communities preserve their unique culture; and

WHEREAS, because this country's 30 million small businesses create nearly two out of three net new jobs in our economy, we cannot resolve ourselves to create jobs and spur economic growth in America without discussing ways to support our entrepreneurs; and

WHEREAS, the President of the United States has proclaimed National Small Business Week every year since 1963 to highlight the programs and services available to entrepreneurs through the U.S. Small Business Administration and other government agencies; and

WHEREAS, The City of Emporia supports and joins in this national effort to help America's small businesses do what they do best – grow their business, create jobs, and ensure that our communities remain as vibrant tomorrow as they are today.

NOW, THEREFORE, I, Susan Brinkman Mayor for the City of Emporia do hereby proclaim May 5 through May 11, 2023 as

NATIONAL SMALL BUSINESS WEEK

On this 3rd Day of May 2023

ATTEST:

Susan Brinkman, Mayor

Kerry Sull, City Clerk



PROCLAMATION

WHEREAS, public works professionals focus on infrastructure, facilities, and services that are of vital importance to sustainable and resilient communities and to the public health, high quality of life, and well-being of the people of the City of Emporia; and,

WHEREAS, these infrastructure, facilities, and services could not be provided without the dedicated efforts of public works professionals, who are engineers, managers, and employees at all levels of government and the private sector, who are responsible for rebuilding, improving, and protecting our nation's transportation, water supply, water treatment, and solid waste systems, public buildings, and other structures and facilities essential for our citizens; and,

WHEREAS, it is in the public interest for the citizens, civic leaders, and children in the City of Emporia to gain knowledge of and to maintain an ongoing interest and understanding of the importance of public works and public works programs in their respective communities; and,

WHEREAS, the year 2023 marks the 63rd annual National Public Works Week sponsored by the American Public Works Association/Canadian Public Works Association be it now,

THEREFORE, BE IT RESOLVED, I, Susan Brinkman, Mayor, for the City of Emporia do hereby designate the week of May 21–27, 2023 as

National Public Works Week

I urge all citizens to join with representatives of the American Public Works Association and government agencies in activities, events, and ceremonies designed to pay tribute to our public works professionals, engineers, managers, and employees and to recognize the substantial contributions they make to protecting our national health, safety, and quality of life.

On this 3rd Day of May 2023

ATTEST:

Susan Brinkman, Mayor

Kerry Sull, City Clerk



PROCLAMATION

WHEREAS, as we observe Peace Officers Memorial Day and Police Week, we pay tribute to the courageous men and women who wear the badge and keep the peace; and

WHEREAS, law enforcement officers of today carry on the long and proud tradition of service built by their predecessors. With valor and distinction, these citizens stand watch over us all and work hard to fight crime and violence; and

WHEREAS, law enforcement officers deserve our appreciation for the work they do, and citizens fulfill an important civic responsibility by supporting their work to protect our communities. By working together, we can achieve a better and more secure future for our children and grandchildren; and

WHEREAS, on Peace Officers Memorial Day and during Police Week, we honor the heroism of all our law enforcement officers, especially those who have given their lives so that others might live. They performed their jobs with extraordinary distinction, and we will always remember their service and sacrifice; and

WHEREAS, by a joint resolution of the US Congress in 1962, it asked the President of the United States to designate May 15th of each year as "Peace Officers Memorial Day" and the week in which it falls as "Police Week" and also directed the flag be flown at half-staff on Peace Officers Memorial Day on May 15th of each year.

NOW, THEREFORE, BE IT RESOLVED, I, Susan Brinkman, Mayor of the City of Emporia, Kansas, do hereby proclaim May 14 - 20, 2023 as

National Police Week

and remember those throughout our Nation who lost their lives while protecting others

On this 3rd Day of May 2023

ATTEST:

Susan Brinkman, Mayor

Kerry Sull, City Clerk



Commission Action Report

Appoint Members to the Golf Advisory Board

Title: Appointment Members to the Golf Advisory Board

Agenda Date: May 3, 2023

Presented By: Commissioners Harter & Sauder

Background:

The Golf Advisory Board has five(5) openings, one(1) due to a member needing to relocate to a different city, and four(4) current vacancies. The GAB is required to have seven members, two can be from within Lyon County.

Discussion:

On April 21, 2023, Commissioners Harter and Sauder interviewed Larry Benton, Brian Lawson, Rick Clark, and Sarah Tidwell for the GAB vacancies.

There were no other applicants for these board positions. At the staff's request, Commissioner Harter and Commissioner Sauder agreed to approve the appointments of the applicants to the Golf Advisory Board.

- Larry Benton will complete Dan Colsen's term which is scheduled to expire on 12/31/24. He then will be eligible to apply for his own first term if he wishes to do so.
- Brian Lawson, Rick Clark, and Sara Tidwell will all be appointed to their first terms which are scheduled to expire on 12/31/25, but they are all eligible to apply for a second term if they wish to do so.

Financial considerations:

No city funds are required.

Recommended action:

Approve the Appointment of Members to the Golf Advisory Board.

Attachments:

The Golf Advisory Board applications of Larry Benton, Brian Lawson, Rick Clark, and Sara Tidwell.

Sue Bryson

From: noreply@civicplus.com
Sent: Monday, March 13, 2023 2:24 PM
To: Sue Bryson; Emporia Info
Subject: Online Form Submittal: Board Application Form



Board Application Form

Select the Board,
Commission, or Committee
applying for

Golf Advisory Board

Personal Information

First Name Larry

Last Name Benton

Sex: Male

Address1 1111 Congress

Address2 *Field not completed.*

City Emporia

State Kansas

Zip 66801

Home Phone Number 6202086699

Business Address 1111 Congress

Business Phone Number 5865194189

Occupation Retired, UAW Chrysler

Email Address coachlarry13@aol.com

Residency Information

Length of Residency in
Emporia Nearly 2 years

Are you a registered voter Yes

Education and Hobbies

High School Mackenzie High School

College Wayne State University

Trade or Business School Teaching for Lifelong Change

Hobbies Sports of all kinds, fishing, etc.

Organization Membership Information

Are you currently serving on other Boards, Commissions, or Committees? No

If yes, which *Field not completed.*

Have you served on a Board, Commission, or Committee before? Yes

If yes, which Police Athletic Youth League, Inkster Police Athletic League, etc.

Please list organization memberships and positions held
President, Inkster Police Athletic League.
Minister/Teacher, Word of Life Christian Church.
Vice President, The A'Kena Long Book Scholarship.
Counselor/Fundraiser, Turning Point/ Havenwyck.
General Member, Wayne State University Greek and Latin Club.
Board Member, Interfaith Roundtable.
Vice Chairman, Lasky Recreational Center Council.
Football Coach, St. Martin de Porres.
Founder/President/Coach, North Detroit Jets. Suburban League.
Vice President/Athletic Director/Coach, Eastside Cowboys.
Police Athletic League.

Please List Areas of Special Interest Music, songwriting, and supporting youth/ people

Please Enter Basic Resume Information Below
LARRY GEORGE BENTON
1111 Congress
Emporia, KS 66801
586.519.4189 cellular
coachlarry13@aol.com

EDUCATION
Pending Masters of Arts in Teaching
Major: Social Studies

Minor: History
Wayne State University—Detroit, MI

1981 Bachelor of Arts
Major: History
Wayne State University—Detroit, MI

EXPERIENCE

Substitute Teacher/Security/Golf Coach
Sept 2017-present Warren Woods Towers High School,
Warren, MI.
Substitute taught various subject areas to high school students.
Led boys' golf team to regional championship for three
consecutive years.

Long-term Substitute Teacher
March 2017 – June 2017 Michigan Collegiate High School,
Warren, MI.
Taught high school co-ed gym class.

Substitute Teacher/Girls Track Coach/Boys Assistant Football
Coach
October 2009 -2012 Michigan Collegiate High School
Led girls track team to league championship for three
consecutive years.
Led boys' football team to league championship twice.
Advanced to state playoff each year since 2009.

Retiree Chrysler Corp. and the U.A.W.
April 30, 2007 Mound Road Engine Plant, Detroit, MI.

Quality Control Trainer
2001-2007 International Chrysler UAW Department
Trained hourly UAW workers to adapt to the international
quality control standards worldwide of ISO 2002. Taught basic
math skills and parts inspection to match quality control
standards.

Employee Assistance Representative (E.A.P.) at UAW Local
51
1996-2000 National appointment to assist union dues paying
members find solutions to problems that impacted their work
performance by interacting with them and families via medical,
professional, and religious counseling organizations with the
highest level of confidentiality.

Elected Vice President of UAW Local 51
1990 -1993 Negotiated local contract agreement between

Chrysler Mound Road Engine Plant and Chrysler UAW Local 51. In lieu of the president being ill, I led the Local 51 Union bargaining team as an executive board member. Successfully came to a contract agreement with Mound Road Engine management and the contract was ratified by our hourly UAW membership without a work stoppage!

Elected Trustee

1987- 1990 United Auto Workers (UAW) Union, LOCAL 51
Detroit, MI.

Checked all expenditures of the local that derived from union dues.

Lubrication Engineer

1987- 1996 Supplied lubrication to various machining departments.

Assembler

1966 – 1968 Assembled timing indicator to engine block.

Sanitation Engineer

1968-1987 Cleaned and sanitized various parts of the plant.

AWARDS/ CERTIFICATES

2007 Instructor Certification, Macomb Community College.

2003 Threat Assessment Group Certification, UAW – Chrysler Corp.

1987 Spirit of Detroit Award. Detroit Yacht Club, Detroit, MI.

COURSES TAUGHT

Algebra Alternative Education Biology Elementary—All Subjects

English Forensics Geometry Government

History Physical Education Spanish Special Education

Trigonometry

COMMUNITY SERVICE

2016- 2018 President, Inkster Police Athletic League. Inkster, MI.

2006-2020 Minister/Teacher, Word of Life Christian Church, Pontiac, MI.

2005-present Vice President, The A'Kena Long Book Scholarship, Pontiac, MI.

1996-2001 Counselor/Fundraiser, Turning Point/ Havenwyck. Pontiac, MI.

1987-1999 Board Member, Interfaith Roundtable.

1987-1991 Vice Chairman, Lasky Recreational Center Council, Detroit, MI

1994-1996 Football Coach, St. Martin de Porres, Detroit, MI.

1987-1998 Founder/President/Coach, North Detroit Jets.
Suburban League, Detroit, MI.
1981-1986 Vice President/Athletic Director/Coach, Eastside
Cowboys. Police Athletic League, Detroit, MI.

TEACHING PHILOSOPHY

Every child can be taught. However, educators must find the means to properly guide students. I have a firm belief of, "Work with me, and I'll work with you."

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Sue Bryson

From: noreply@civicplus.com
Sent: Monday, March 13, 2023 3:52 PM
To: Sue Bryson; Emporia Info
Subject: Online Form Submittal: Board Application Form

RECEIVED
MAR 13 2023
BY:

Board Application Form

Select the Board,
Commission, or Committee
applying for

Golf Advisory Board

Personal Information

First Name Brian
Last Name Lawson
Sex: Male
Address1 902 Sunrise Dr
Address2 *Field not completed.*
City Emporia
State KS
Zip 66801
Home Phone Number 6207943694
Business Address 902 Sunrise Dr
Business Phone Number 6207943694
Occupation Paint Contractor
Email Address blawson66801@gmail.com

Residency Information

Length of Residency in
Emporia 38
Are you a registered voter Yes

Education and Hobbies

High School	Emporia High School, 2003
College	Emporia State University, BS Earth Science 2013
Trade or Business School	<i>Field not completed.</i>
Hobbies	Golf, slowpitch softball, fishing, family.

Organization Membership Information

Are you currently serving on other Boards, Commissions, or Committees?	No
--	----

If yes, which	<i>Field not completed.</i>
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Have you served on a Board, Commission, or Committee before?	No
--	----

If yes, which	<i>Field not completed.</i>
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Please list organization memberships and positions held	<i>Field not completed.</i>
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Please List Areas of Special Interest	<i>Field not completed.</i>
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Please Enter Basic Resume Information Below	<i>Field not completed.</i>
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Sue Bryson

From: noreply@civicplus.com
Sent: Wednesday, April 5, 2023 8:14 AM
To: Sue Bryson; Emporia Info
Subject: Online Form Submittal: Board Application Form

RECEIVED
APR 14 2023

BY:

Board Application Form

Select the Board,
Commission, or Committee
applying for

Golf Advisory Board

Personal Information

First Name Rick

Last Name Clark

Sex: Male

Address1 1809 Maplecrest

Address2 *Field not completed.*

City Emporia

State Ks

Zip 66801

Home Phone Number 6203443693

Business Address Na

Business Phone Number Na

Occupation Retired Firefighter

Email Address tikiclark555@gmail.com

Residency Information

Length of Residency in
Emporia 54 years

Are you a registered voter Yes

Education and Hobbies

High School	Emporia High School
College	Esu
Trade or Business School	<i>Field not completed.</i>
Hobbies	Golf Fishing Hunting
Organization Membership Information	
Are you currently serving on other Boards, Commissions, or Committees?	No
If yes, which	<i>Field not completed.</i>
Have you served on a Board, Commission, or Committee before?	Yes
If yes, which	Golf advisory
Please list organization memberships and positions held	<i>Field not completed.</i>
Please List Areas of Special Interest	<i>Field not completed.</i>
Please Enter Basic Resume Information Below	<i>Field not completed.</i>

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Sue Bryson

From: noreply@civicplus.com
Sent: Monday, March 27, 2023 4:20 PM
To: Sue Bryson; Emporia Info
Subject: Online Form Submittal: Board Application Form

RECEIVED
APR 14 2023
BY:

Board Application Form

Select the Board,
Commission, or Committee
applying for

Golf Advisory Board

Personal Information

First Name Sarah

Last Name Tidwell

Sex: Female

Address1 1861 N Highway 99

Address2 *Field not completed.*

City Emporia

State KS

Zip 66801-7964

Home Phone Number 6203407464

Business Address 1861 N Highway 99

Business Phone Number 6203407464

Occupation Retired Registered Nurse

Email Address tidwellsj@gmail.com

Residency Information

Length of Residency in
Emporia 46 years

Are you a registered voter Yes

Education and Hobbies

High School	Chapman High School
College	Marymount College of Salina Kansas - Bachelor's degree / University of Kansas - Master's degree
Trade or Business School	<i>Field not completed.</i>
Hobbies	golf
Organization Membership Information	
Are you currently serving on other Boards, Commissions, or Committees?	Yes
If yes, which	Lyon County History Center Board / Clint Bowyer 79 Fund Board
Have you served on a Board, Commission, or Committee before?	Yes
If yes, which	Newman Hospital Board of Trustees
Please list organization memberships and positions held	Kansas Nurses Association - board member, vice-president, lobbyist Kansas State Board of Nursing - four year term, 2 years as President Altrusa Club - vice president
Please List Areas of Special Interest	health, legislative matters
Please Enter Basic Resume Information Below	Employed as registered nurse at Newman Hospital from 1977 to 1987, Nurse Educator at Emporia State University for over 20 years, USD 253 as school nurse for four years.

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Commission Action Report

Appointment of Members to the
Emporia Metropolitan Planning Commission/Board of Zoning Appeals

Title: Appointment of Members to the Emporia Metropolitan Planning Commission/Board of Zoning Appeals

Agenda Date: May 3, 2023

Presented By: Commissioners Harter & Sauder

Background:

The Emporia Metropolitan Planning Commission / Board of Zoning Appeals currently has two openings and one board member in need of reappointment. Commissioners on the joint board are limited to serving two consecutive 3-year terms. Two members have stepped down leaving unfulfilled terms. One vacancy will expire in 2024 and the other in 2025.

Discussion:

Commissioners Sauder and Harter as well as the Planning & Zoning Administrator meet with several potential appointees (applications attached) and have nominated the following candidates for appointment and reappointment;

- Larry Bucklinger (reappointment) – 3-year term to expire 12/31/2025
- Raymond Rogers– 3-year term to expire 12/31/2025
- Tami Ogle – 2-year term to expire 12/31/2024

Financial considerations:

No city funds are required.

Recommended action:

Approve the Appointment of Members to the Emporia Metropolitan Planning Commission/Board of Zoning Appeals.

Attachments: Applications of all the applicants to the Emporia Metropolitan Planning Commission/ Board of Zoning Appeals.

APPLICATION FOR ADVISORY BOARD MEMBERSHIP

RECEIVED
NOV 03 2022

DATE: 11/03/2022

BY:

NAME: Larry A Bucklinger
First Name MI Last Name

ADDRESS: [REDACTED]
Street
Emporia ☐ KS 66801
City State ZIP

Email: [REDACTED]

PHONE: [REDACTED]

PLACE OF EMPLOYMENT: retired

HOW LONG HAVE YOU BEEN A RESIDENT OF EMPORIA? 46 years

ADVISORY BOARD(S) YOU ARE INTERESTED IN:
EMPORIA-LYON COUNTY METROPOLITAN AREA PLANNING COMMISSION

BRIEFLY DESCRIBE WHY YOU WOULD LIKE TO PARTICIPATE ON THE
ADVISORY BOARD(S) MENTIONED ABOVE:

I am presently serving on the joint Planning Commission/
Board of Zoning appeals. I request appointment for another
term on these joint boards.

OTHER ACTIVITIES AND INTERESTS:
I also serve on the Newman Regional Health Board of Trustees.

In Lieu of Signature, ☒ Click Here

Comments / Notes

Board Application Form

Select the Board,
Commission, or Committee
applying for

Emporia-Lyon County Joint Board of Zoning Appeals, Emporia-
Lyon County Metropolitan Area Planning Commissions

Personal Information

First Name	Raymond
------------	---------

Last Name	Rogers
-----------	--------

Sex:	Male
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Address1	
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Address2	Field not completed.
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City	Emporia
------	---------

State	Kansas
-------	--------

Zip	66801
-----	-------

Home Phone Number	
-------------------	--

Business Address	1704 Berkeley rd
------------------	------------------

Business Phone Number	
-----------------------	--

Occupation	Retired
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Email Address	
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Residency Information

Length of Residency in Emporia	32 yrs
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Are you a registered voter	Yes
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Education and Hobbies

High School	Bishop Carroll HS
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College	Allen County
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Trade or Business School	Wolf Creek apprentice and continuing education
Hobbies	<i>Field not completed.</i>
Organization Membership Information	
Are you currently serving on other Boards, Commissions, or Committees?	Yes
If yes, which	Homeless task force
Have you served on a Board, Commission, or Committee before?	Yes
If yes, which	Planning Commission 10 + years
Please list organization memberships and positions held	Corner House board of Directors, President.
Please List Areas of Special Interest	I enjoy problem solving in a variety of areas.
Please Enter Basic Resume Information Below	Retired from Wolf Creek after 34 years of employment. I rose through the ranks from laborer, through apprenticeship achieving Journeyman status, eventually becoming a Planner specializing in refueling equipment. I was also the Facilitator for a site wide Safety program, reducing accident rates and injuries sitewide.

Sue Bryson

From: noreply@civicplus.com
Sent: Sunday, January 22, 2023 4:26 PM
To: Sue Bryson; Emporia Info
Subject: Online Form Submittal: Board Application Form

RECEIVED
JAN 23 2023

BY:

Board Application Form

Select the Board,
Commission, or Committee
applying for

Emporia-Lyon County Joint Board of Zoning Appeals

Personal Information

First Name Tamara

Last Name Ogle

Sex: Female

Address1

Address2 *Field not completed.*

City Emporia

State KS

Zip 66801

Home Phone Number

Business Address 2037 W 15th Avenue Emporia, KS 66801

Business Phone Number

Occupation RN, landlord

Email Address

Residency Information

Length of Residency in
Emporia 15 years

Are you a registered voter Yes

Education and Hobbies

High School	Chase County High School
College	KSU, ESU
Trade or Business School	<i>Field not completed.</i>
Hobbies	<i>Field not completed.</i>
Organization Membership Information	
Are you currently serving on other Boards, Commissions, or Committees?	No
If yes, which	<i>Field not completed.</i>
Have you served on a Board, Commission, or Committee before?	No
If yes, which	<i>Field not completed.</i>
Please list organization memberships and positions held	North Lyon County Youth Association-secretary Lyon County Farm Bureau Association- Women's Chair, Safety Chair NHHS Booster Club; NLC PTO-Secretary; ESU Nursing Alumni Board of Directors-Secretary, President
Please List Areas of Special Interest	progress in the city of Emporia
Please Enter Basic Resume Information Below	Current work place Gainwell Technologies-Medical Management Leverage Center/Outpatient Medical/Surgical Division Prior Authorization 2017-ongoing Previous Workplace: Newman Regional Health 2006-2017 Surgical RN, Quality Assurance Review Co-Owner TKO Properties, LLC 2014-ongoing

Email not displaying correctly? [View it in your browser.](#)

Board Application Form

Select the Board,
Commission, or Committee
applying for

Emporia-Lyon County Metropolitan Area Planning
Commissions, Multi-Use-Path Planning Board

Personal Information

First Name	Pauline
------------	---------

Last Name	Stacchini
-----------	-----------

Sex:	Female
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Address1	
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Address2	<i>Field not completed.</i>
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City	Emporia
------	---------

State	KS
-------	----

Zip	66801
-----	-------

Home Phone Number	
-------------------	--

Business Address	110 E 6th Ave
------------------	---------------

Business Phone Number	620-340-6464
-----------------------	--------------

Occupation	Executive Director
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Email Address	director@emporialibrary.org
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Residency Information

Length of Residency in Emporia	6 months
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Are you a registered voter	Yes
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Education and Hobbies

High School	Lycée International de Saint-Germain
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College	Saint John's College, University of Iowa
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Trade or Business School	<i>Field not completed.</i>
Hobbies	Reading, sewing, exploring City parks, touring Flint Hills area
Organization Membership Information	
Are you currently serving on other Boards, Commissions, or Committees?	Yes
If yes, which	Library Board - but as an employee
Have you served on a Board, Commission, or Committee before?	Yes
If yes, which	American Library Association - various committees
Please list organization memberships and positions held	American Library Association (NMRT Orientation committee member, Councilor-at-Large, Emerging Leaders program facilitator), Texas Library Association (NMRT Chair), Nebraska Library Commission
Please List Areas of Special Interest	Civic engagement, quality of life
Please Enter Basic Resume Information Below	https://www.linkedin.com/in/pauline-stacchini/

Sue Bryson

From: noreply@civicplus.com
Sent: Wednesday, March 8, 2023 3:24 PM
To: Sue Bryson; Emporia Info
Subject: Online Form Submittal: Board Application Form

RECEIVED
MAR 08 2023
BY:

Board Application Form

Select the Board,
Commission, or Committee
applying for Emporia-Lyon County Joint Board of Zoning Appeals

Personal Information

First Name Tyler

Last Name Pettigrew

Sex: Male

Address1

Address2 Field not completed.

City Emporia

State KS

Zip 66801

Home Phone Number

Business Address 220 S. Beech St., Suite B, Ottawa, KS 66067

Business Phone Number (785) 229-8970

Occupation Assistant Franklin County Attorney

Email Address

Residency Information

Length of Residency in Emporia Have lived in or around Emporia most of my life - Lived in Americus and Olpe for short periods of time - Moved back to Emporia 5 years ago

Are you a registered voter Yes

Education and Hobbies

High School	Emporia High School
College	Emporia State University
Trade or Business School	Washburn University School of Law
Hobbies	<i>Field not completed.</i>

Organization Membership Information

Are you currently serving on other Boards, Commissions, or Committees?	No
If yes, which	<i>Field not completed.</i>
Have you served on a Board, Commission, or Committee before?	No
If yes, which	<i>Field not completed.</i>
Please list organization memberships and positions held	<i>Field not completed.</i>
Please List Areas of Special Interest	<i>Field not completed.</i>
Please Enter Basic Resume Information Below	<i>Field not completed.</i>

Email not displaying correctly? [View it in your browser.](#)

Board Application Form

Select the Board,
Commission, or Committee
applying for

Emporia Community Foundation, Emporia-Lyon County
Convention and Tourism Committee, Emporia-Lyon County
Metropolitan Area Planning Commissions, Emporia Main Street

Personal Information

First Name	Whitney
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Last Name	Johnson
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Sex:	Female
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Address1	
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Address2	<i>Field not completed.</i>
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City	Emporia
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State	Kansas
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Zip	66801
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Home Phone Number	
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Business Address	N/A
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Business Phone Number	N/A
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Occupation	Student/Visual traffic control
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Email Address	
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Residency Information

Length of Residency in Emporia	7.5 years
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Are you a registered voter	Yes
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Education and Hobbies

High School	Gardner Edgerton High School
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College	Emporia State University
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Trade or Business School	Field not completed.
Hobbies	Field not completed.
Organization Membership Information	
Are you currently serving on other Boards, Commissions, or Committees?	No
If yes, which	Field not completed.
Have you served on a Board, Commission, or Committee before?	No
If yes, which	Field not completed.
Please list organization memberships and positions held	Field not completed.
Please List Areas of Special Interest	Business development, tourism
Please Enter Basic Resume Information Below	PROFILE SUMMARY Business management professional with 7+ years of experience in project development, fundraising and team leadership. Strong written and verbal communication skills with a diverse background in business administration and entrepreneurship. PROFESSIONAL SKILL Entrepreneurial Mindset Bilingual (Spanish/English) Basic Accounting Marketing Project Management Interpersonal Communications Office Management Customer Service EDUCATION Bachelor's Degree, Interdisciplinary Studies Emporia State University 2021 - 2023 Emphasis in Entrepreneurship and Marketing Business Minor Spanish Minor

WORK EXPERIENCE

Creative Engineer Imaginarium, Emporia KS

Develop STEM based activities for children ranging in age and desire Design and create toy store displays

Visual Traffic Placement

KVOE Radio Station, Emporia KS

Manage visual traffic and advertisement placement Process accounts receivable payments

Peer Counselor

Lyon County WIC, Emporia KS

Assess clientele needs and qualifications for WIC services Mentor community members through personal support and education Lead team in organization and hosting of community outreach events Interface and recruit local and national sponsors for educational events

Owner/Operator

The Sorting Hat Daycare, Emporia KS August 2016 - November 2020

Fulfill state licensure and education requirements for in-home daycare operations

Collaborate with local business and non-profit programs to create educational experiences for local home daycares

Develop and maintain daily schedules and food menus in accordance with state guidelines Program development to assess and enhance educational goals



Commission Action Report

Selection of Architect Services for the Fire Station Projects

Title: Selection of Architect Services for the Fire Station Projects

Agenda Date: May 3, 2023

Presented By: Brandon Beck, Fire Chief

Background:

On Monday, April 24, 2023, proposals for Architectural Services for the Fire Station Projects were presented to the Selection Committee by the firms of Archimages, GLMV Architecture and SFS Architecture. The Selection Committee consisting of Trey Cocking, Brandon Beck, Jesse Taylor, Becky Smith, Jim Ubert, Kevin Hanlin, Kerry Sull, Christine Torrens, and Dan Williams were present for each interview. After presentations and questions with each firm, the Selection Committee rated each firm. A point system of one to three was used and the outcome of the scoring was: Archimages scored 21.5; GLMV Architecture scored 15.5; and SFS Architecture scored 11. The Committee recommends the selection of Archimages for Architectural Services for the Fire Station Projects.

Discussion:

The next step is for City Staff to enter into negotiations to develop a contract for services and scope of work with Archimages.

Financial considerations:

This project will be paid utilizing the current bonding capacity available in the City' Bond and Interest Fund based on the current mill levy.

Recommended action:

Authorize City Staff to enter negotiations with Archimages for a contract for services and scope of work for the Fire Station Projects.

Attachments:

[ArchImages Emporia Fire RFQ \(PDF\)](#)

[GLMV Submission for Emporia Fire Station Projects \(PDF\)](#)

[SFS Architecture SOQ for Emporia Fire Stations Project \(PDF\)](#)



Commission Action Report

Resolution No. 3695 to Adopt 2023 Compensation Plan Salary Scales

Title: Resolution No. 3695 to Adopt 2023 Compensation Plan Salary Scales

Agenda Date: May 3, 2023

Presented By: Trey Cocking, City Manager

Background:

The City of Emporia contracted with The Arnold Group to conduct a salary study which was completed and presented to Commission during the April 19, 2023 study session.

Discussion:

As people are the most important piece of making any organization work, a classification and compensation system—which defines the types of jobs in an organization and how much those types of jobs will pay—is the framework in which organizations manage their job classifications and distribute pay to employees in a manner that is fair, strategic, and competitive within a given market. Based on the current market findings and with a commitment to remain competitive for labor and talent in the region, the City should make adjustments to our compensation plan salary scales.

Financial considerations:

The annual impact to adopt the 2023 compensation plan salary scales and bring all employees into scale at the minimum is \$772,497.92.

Recommended action:

Approve Resolution No. 3695 to Adopt 2023 Compensation Plan Salary Scales effective July 9, 2023.

Attachments:

2023 Compensation Plan Salary Scales
Resolution No. 3695

RESOLUTION NO. 3695

**A RESOLUTION OF THE GOVERNING BODY OF EMPORIA, KANSAS
ADOPTING A REVISED COMPENSATION PLAN**

WHEREAS, the City Commission of the City of Emporia authorized the Arnold Group to complete a compensation study; and

WHEREAS, the City of Emporia has 298 full-time positions and part-time positions. The compensation study indicates that 236 employees meet criteria for wage adjustment; and

WHEREAS, the study found that 160 employees were below the minimum recommended starting position salary. In addition, 183 employees would be in line for a market adjustment to address and unpack wage compression; and

WHEREAS, it has become increasingly difficult for the City of Emporia to recruit labor in competition with other local and regional employers; and

WHEREAS, the City Commission has determined that it is necessary and appropriate to increase the compensation scales to attract and retain a skilled and motivated work force; and

NOW, THEREFORE, BE IT RESOLVED BY THE GOVERNING BODY OF THE CITY OF EMPORIA, KANSAS that the Compensation Plan is hereby revised to include the Compensation Scales attached hereto, effective July 9, 2023.

BE IT FURTHER RESOLVED that the Compensation Scales will be reviewed annually to address changes in market conditions.

APPROVED AND ADOPTED BY THE GOVERNING BODY OF THE CITY OF EMPORIA, KANSAS this 3rd day of May, 2023

Susan Brinkman, Mayor

ATTEST:

Kerry Sull, City Clerk

Pay Scales



Kansas - Base Position				
		Min	Mid	Max
Annually	10	\$28,704	\$36,296	\$43,992
	Bi Weekly	\$1,104	\$1,396	\$1,692
	Hourly	\$13.80	\$17.45	\$21.15
Annually	11	\$31,200	\$39,416	\$47,736
	Bi Weekly	\$1,200	\$1,516	\$1,836
	Hourly	\$15.00	\$18.95	\$22.95
Annually	12	\$33,800	\$42,744	\$51,792
	Bi Weekly	\$1,300	\$1,644	\$1,992
	Hourly	\$16.25	\$20.55	\$24.90
Annually	13	\$36,712	\$46,384	\$56,160
	Bi Weekly	\$1,412	\$1,784	\$2,160
	Hourly	\$17.65	\$22.30	\$27.00
Annually	14	\$39,624	\$50,128	\$60,736
	Bi Weekly	\$1,524	\$1,928	\$2,336
	Hourly	\$19.05	\$24.10	\$29.20
Annually	15	\$42,848	\$54,184	\$65,624
	Bi Weekly	\$1,648	\$2,084	\$2,524
	Hourly	\$20.60	\$26.05	\$31.55

2080	Schedule		
<i>Fire / EMS - First Responders</i>			
	Min	Mid	Max

<i>Police - Sworn (Non-Salaried)</i>		
Min	Mid	Max

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	2944.8	Schedule	
	<i>Fire / EMS - First Responders</i>		
	Min	Mid	Max
15F2	\$42,848	\$54,184	\$65,624
	\$1,648	\$2,084	\$2,524
	\$14.55	\$18.40	\$22.28

3238.3	Schedule
Paramedic	
Min	Mid
Max	

Kansas - Base Position				
Annually	30	\$39,075	\$50,415	\$61,760
<i>Bi Weekly</i>		\$1,503	\$1,939	\$2,375
<i>Hourly</i>		\$18.79	\$24.24	\$29.69
Annually	31	\$46,890	\$60,500	\$74,115
<i>Bi Weekly</i>		\$1,803	\$2,327	\$2,851
<i>Hourly</i>		\$22.54	\$29.09	\$35.63
Annually	32	\$52,985	\$68,365	\$83,750
<i>Bi Weekly</i>		\$2,038	\$2,629	\$3,221
<i>Hourly</i>		\$25.47	\$32.87	\$40.26
Annually	33	\$59,875	\$77,255	\$94,640
<i>Bi Weekly</i>		\$2,303	\$2,971	\$3,640
<i>Hourly</i>		\$28.79	\$37.14	\$45.50
Annually	34	\$67,660	\$87,300	\$106,945
<i>Bi Weekly</i>		\$2,602	\$3,358	\$4,113
<i>Hourly</i>		\$32.53	\$41.97	\$51.42
Annually	35	\$76,455	\$98,650	\$120,850
<i>Bi Weekly</i>		\$2,941	\$3,794	\$4,648
<i>Hourly</i>		\$36.76	\$47.43	\$58.10

Fire / EMS - First Responders			
30F	\$44,546	\$57,473	\$70,406
	\$1,713	\$2,211	\$2,708
	\$21.42	\$27.63	\$33.85
31F	\$53,455	\$68,970	\$84,491
	\$2,056	\$2,653	\$3,250
	\$25.70	\$33.16	\$40.62
32F	\$60,403	\$77,936	\$95,475
	\$2,323	\$2,998	\$3,672
	\$29.04	\$37.47	\$45.90
33F	\$68,258	\$88,071	\$107,890
	\$2,625	\$3,387	\$4,150
	\$32.82	\$42.34	\$51.87
34F	\$77,132	\$99,522	\$121,917
	\$2,967	\$3,828	\$4,689
	\$37.08	\$47.85	\$58.61
35F	\$87,159	\$112,461	\$137,769
	\$3,352	\$4,325	\$5,299
	\$41.90	\$54.07	\$66.24

Police - Sworn (Non-Salaried)			
30P	\$44,546	\$57,473	\$70,406
	\$1,713	\$2,211	\$2,708
	\$21.42	\$27.63	\$33.85
31P	\$53,455	\$68,970	\$84,491
	\$2,056	\$2,653	\$3,250
	\$25.70	\$33.16	\$40.62
32P	\$60,403	\$77,936	\$95,475
	\$2,323	\$2,998	\$3,672
	\$29.04	\$37.47	\$45.90
33P	\$68,258	\$88,071	\$107,890
	\$2,625	\$3,387	\$4,150
	\$32.82	\$42.34	\$51.87
34P	\$77,132	\$99,522	\$121,917
	\$2,967	\$3,828	\$4,689
	\$37.08	\$47.85	\$58.61
35P	\$87,159	\$112,461	\$137,769
	\$3,352	\$4,325	\$5,299
	\$41.90	\$54.07	\$66.24

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Fire / EMS - First Responders			
30F2	\$44,546	\$57,473	\$70,406
	\$1,713	\$2,211	\$2,708
	\$15.13	\$19.52	\$23.91
31F2	\$53,455	\$68,970	\$84,491
	\$2,056	\$2,653	\$3,250
	\$18.15	\$23.42	\$28.69
32F2	\$60,403	\$77,936	\$95,475
	\$2,323	\$2,998	\$3,672
	\$20.51	\$26.47	\$32.42
33F2	\$68,258	\$88,071	\$107,899
	\$2,625	\$3,387	\$4,150
	\$23.18	\$29.91	\$36.64
34F2	\$77,132	\$99,522	\$121,911
	\$2,967	\$3,828	\$4,689
	\$26.19	\$33.80	\$41.40
35F2	\$87,159	\$112,461	\$137,761
	\$3,352	\$4,325	\$5,299
	\$29.60	\$38.19	\$46.78

Fire / EMS - First Responders			
31F3	\$53,455	\$68,970	\$84,491
	\$2,056	\$2,653	\$3,250
	\$16.51	\$21.30	\$26.09

Kansas - Base Position			
Annually 40	\$94,705	\$118,380	\$142,060
<i>Bi Weekly</i>	<i>\$3,643</i>	<i>\$4,553</i>	<i>\$5,464</i>
<i>Hourly</i>	<i>\$45.53</i>	<i>\$56.91</i>	<i>\$68.30</i>
Annually 41	\$108,915	\$136,140	\$163,370
<i>Bi Weekly</i>	<i>\$4,189</i>	<i>\$5,236</i>	<i>\$6,283</i>
<i>Hourly</i>	<i>\$52.36</i>	<i>\$65.45</i>	<i>\$78.54</i>
Annually 42	\$125,255	\$156,565	\$187,880
<i>Bi Weekly</i>	<i>\$4,818</i>	<i>\$6,022</i>	<i>\$7,226</i>
<i>Hourly</i>	<i>\$60.22</i>	<i>\$75.27</i>	<i>\$90.33</i>

Approved by:

Print Name

Title

Signature

Date _____



Commission Action Report

Application to the Kansas Housing Resources Corporation for
Emergency Solutions Grant on Behalf of Local Agencies

Title: Application to the Kansas Housing Resources Corporation for Emergency
Solutions Grant on Behalf of Local Agencies

Agenda Date: May 3, 2023

Presented By: Jeff Lynch, Community Development Coordinator

Background:

Two local non-profit agencies, SOS, Inc. and Bloom House Youth Services, Inc., provide assistance to our local unhoused population, and this grant would assist them in their efforts. This funding would provide emergency shelter, food and needed essential services such as case management, life skills training, counseling, and assistance in obtaining housing.

Discussion:

The city has administered this type of grant for many years, which provides financial assistance to our local homeless service agencies. The City fulfills the role of a pass-thru grant recipient, and qualifies for some administrative funding to offset costs of staff and materials. The funding is allocated by the Kansas Housing Resources Corporation.

Financial considerations:

No city funds are required. The grant funding request amounts are \$30,000 from SOS, Inc. and \$37,875, totaling \$67,875. Additionally, approximately 7% would be allocated to the City for administration.

Recommended action:

Approve Application to the Kansas Housing Resources Corporation for Emergency Solutions Grant on Behalf of Local Agencies.

Attachments:

ESG Application
Cover letter



521 Market Street
Emporia, Kansas 66801
Phone: (620) 343-4285

May 3, 2023

Doug Wallace, ESG Program Manager
Kansas Housing Resources Corporation
611 S. Kansas Avenue, Suite 300
Topeka, Kansas 66603-3803

Dear Mr. Wallace,

On behalf of the City of Emporia I am pleased to submit the official application for the 2023 Emergency Solutions Grant Program. The City of Emporia will be the sponsoring agency for the grant application submitted on behalf of SOS, Inc. and Bloom House Youth Services, Inc.

Like many cities, Emporia experiences serious problems that are encountered by homeless individuals in our community, and we believe that the award of this grant will help alleviate the most serious of these problems. The grant will provide funds to support the operation and staffing of the shelter facilities, and also serve as a valuable resource to secure permanent housing.

The City of Emporia and SOS have worked together for many years to provide a very important service to victims of domestic violence. Bloom House Youth Services is relatively new to our community, and the City of Emporia supports their desire to help provide services to homeless youth. Bloom House is a resource to gain safe housing as well as services to support their work towards self-sufficiency. The City of Emporia has also established an excellent partnership with the Kansas Housing Resource Corporation in providing emergency housing services in our community. We believe that our partnership has made a positive difference in the lives of many of our residents and urge your support of the grant application so that we may continue to combat these challenges we continue to face.

If you have any questions or require any additional information, please feel free to contact any of the following:

Connie Cahoone	SOS	(620) 343-8799
Clara Corn	Bloom House Youth Services	(620) 208-1199
Jeff Lynch	City of Emporia	(620) 343-4285

Thank you in advance for your consideration of the 2023 Emergency Solutions Grant Application. We look forward to your response.

Respectfully,

Susan Brinkman, Mayor



2023-2024 Kansas ESG

March 15, 2023

Dear Emergency Solutions Grant (ESG) Applicant,

Attached you will find the ESG Application for program year 2023.

The projected amount of funding for the 2023 ESG will be at 2022 level of \$1.6 million. This amount is subject to change based on HUD's final allocation of 2023 ESG funds. Please note the ESG funds will not be available to reimburse agencies until KHRC receives the 2023 allotment of ESG funds.

This application requires that you certify that if awarded a 2023 ESG grant, your agency and your ESG funded recipient agencies are in compliance with the Uniform Administrative Requirements, Cost Principles and Audit Requirements for Federal Awards at 2 CFR part 200.

All agencies must use a Homeless Management Information System (HMIS) or HUD compliant, comparable database and be able to meet all ESG and Continuum of Care reporting requirements.

The ESG application has been revised this year. Be sure to use the current version of the application. Older versions created prior to March 2023 will not be reviewed.

One (1) electronic copy of the application must be received by close of business on May 15, 2023, by email or uploaded into SharePoint. Hard copies of the applications that are mailed or dropped off at KHRC will not be reviewed. Contact Doug Wallace if you are not able to submit the application electronically.

For the 2023 ESG grant award, the program year has been extended to fifteen (15) months. The program year is July 01, 2023 through September 30, 2024. The combined total for street outreach and emergency shelter funds will be capped at 60% of the subrecipient's award. HMIS funds will be capped at 1.5% of the subrecipient's award.

All shelters must complete the ESG Shelter Habitability Checklist.

If you have questions or need additional information, please contact Doug Wallace at: (785) 217-2019 or dwallace@kshousingcorp.org.

Sincerely,

Doug Wallace
Program Manager - ESG

Enclosure

SECTION I: ESG PROGRAM DESCRIPTION**EMERGENCY SOLUTIONS GRANTS (ESG)**

CFDA Number: 14.231

Agency: Department of Housing and Urban Development

Office: Office of Community Planning and Development

(24 CFR Part 576 – Emergency Solutions Grants Program)

Regulations, Guidelines, and Literature:

The program regulations can be found at 24 CFR Part 576. Guidance on the program can be found at www.hudexchange.info/esg.

The Emergency Solutions Grants (ESG) program is authorized by subtitle B of title IV of the McKinney-Vento Homeless Assistance Act ([42 U.S.C. 11371-11378](#)). The program authorizes the Department of Housing and Urban Development (HUD) to make grants to States, units of general purpose local government, and territories for the rehabilitation or conversion of buildings for use as emergency shelter for the homeless, for the payment of certain expenses related to operating emergency shelters, for essential services related to emergency shelters and street outreach for the homeless, and for homelessness prevention and rapid re-housing assistance

Objectives:

The Emergency Solutions Grants Program (ESG) program provides funding to:

- (1) engage homeless individuals and families living on the street;
- (2) improve the number and quality of emergency shelters for homeless individuals and families;
- (3) help operate these shelters;
- (4) provide essential services to shelter residents,
- (5) rapidly re-house homeless individuals and families, and
- (6) prevent families and individuals from becoming homeless.

Definitions:

- A. Recipient* means any State, territory, metropolitan city, or urban county, or in the case of reallocation, any unit of general-purpose local government that is approved by HUD to assume fiscal responsibility and enters into a grant agreement with HUD to administer assistance under this part. Kansas Housing Resources Corporation is the recipient of the Kansas non-entitlement ESG funds.
- B. Subrecipient* means a unit of general purpose local government or private nonprofit organization to which a recipient makes available ESG funds. Kansas Housing Resources Corporation (KHRC) as a State Recipient subgrants ESG funds (except for funds for administrative costs and HMIS costs) to subrecipient organizations.
- C. ESG funded agencies* are private nonprofit organizations that receive ESG funds through a subrecipient passthrough agency.

Section II: Eligibility Requirements:**Applicant Eligibility:**

Kansas Housing Resources Corporation (KHRC) as a State Recipient must sub grant all of their ESG funds (except for funds for administrative costs and, under certain conditions, HMIS costs) to units of general-purpose local government and/or private nonprofit organizations. KHRC as recipient must consult with the Continuum(s) of Care operating within the jurisdiction in determining how to allocate ESG funds. ESG Subrecipient agencies / ESG funded agencies must participate in the Continuum of Care operating within their jurisdiction.

Community agencies must coordinate the submission of the ESG funding application through a unit of local government (City or County). The municipalities will submit one joint application that includes the proposals from each agency on behalf of their jurisdiction.

Credentials/Documentation:

Applicants must certify they will meet program requirements and applicable federal requirements. Government recipients and sub recipients must comply with ESG regulations listed in 24 CFR 576, KHRC ESG Policy Manual and Uniform Administrative Requirements Cost Principles and Audit Requirements for Federal Awards at 2 CFR part 200.

ESG Program Year:

ESG funds will be awarded to subrecipient agencies for fifteen (15) months. The program year will be 7/1/23 – 9/30/24.

All subrecipient agencies and ESG funded agencies will be expected to fully expend their awards within the 15-month grant period.

**** KHRC reserves the right to recapture ESG funds from an agency if the agency is not able to fully expend the funds within the 15 month timeframe.**

Expenditure limits:

Pursuant to 24 CFR 576.100, the combined total of funds for emergency shelter and street outreach is capped at 60% of the subrecipient's total awarded amount. HMIS funds will be capped at 1.5% of the subrecipient's award.

Match:

ESG requires a 100% match. The subrecipient and/or ESG funded agencies must make matching contributions to supplement the ESG program in an amount that equals the amount of the ESG award.

The match contribution may be cash or noncash. The match contribution may be obtained from any source, including federal, state, local and private sources. Review 24 CFR 576.201 for additional information about the match requirement.

SECTION III: ESG PROGRAM COMPONENTS AND ELIGIBLE ACTIVITIES

Emergency Solution Grant Funding can be used for five program activities: street outreach, emergency shelter, homelessness prevention, rapid re-housing assistance, and HMIS; as well as administrative activities.

Eligible Activities:

- A) **Street Outreach** – Funds may be used for costs of providing essential services necessary to reach out to unsheltered homeless people; connect them with emergency shelter, housing, or critical services; and provide urgent non-facility-based care to unsheltered homeless people who are unwilling or unable to access emergency shelter, housing or an appropriate health facility.
- B) **Emergency Shelter** – Funds may be used for costs of operating and the provision of essential services to families and individuals in emergency shelters.
- C) **Homeless Prevention** – Funds may be used to provide housing relocation and stabilization services and short- or medium-term rental assistance necessary to prevent an individual or family from moving into an emergency shelter and prevent incidences of homelessness.
- D) **Rapid Re-Housing** – ESG funds may be used to provide housing relocation and stabilization services and short- or medium-term rental assistance necessary to help a homeless individual or family move as quickly as possible into permanent housing and achieve stability in that housing.
- E) **HMIS** – ESG funds may be used to pay the costs of contributing to the HMIS designated by the Continuum of Care for the area including the costs of purchasing hardware, software licenses or equipment, obtaining technical support, completing data entry and analysis, monitoring and reviewing data quality, training, reporting, and coordinating and integrating the system. The HMIS funds will be limited to 1.5% of the total funds awarded.
- F) **ADMINISTRATION** - KHRC as the recipient may use up to 7.5 percent of its ESG grant for the payment of administrative costs related to the planning and execution of ESG activities. This does not include staff and overhead costs directly related to carrying out activities eligible under ESG, because those costs are eligible as part of those activities. As such KHRC will provide approximately 2.5% of ESG awarded funds as administrative costs to all ESG Subrecipients. (576.108. (4) (B))

Assistance to Eligible Persons/Households funded through the Emergency Solutions Grant cannot exceed 24 months of rental assistance, 24 months of utility payment assistance or 6 months of arrears (utility/rent) during any three-year period.

Evaluation and documentation of client eligibility for financial assistance shall be reassessed at least every three months for program participants receiving homelessness prevention assistance and not less than once annually for program participants receiving rapid re-housing assistance (576.401 (b)) to ensure they meet the eligibility criteria, review program and appropriateness standards and to re-evaluate the continuation of services.

The minimum eligibility criteria for ESG beneficiaries are as follows:

1. For essential services related to street outreach, beneficiaries must meet the criteria under paragraph (1)(i) of the “homeless” definition under § 576.2): An individual or family with a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings, including a car, park, abandoned building, bus or train station, airport, or camping ground
2. For emergency shelter, beneficiaries must meet the “homeless” definition in 24 CFR 576.2. For essential services related to emergency shelter, beneficiaries must be “homeless” and staying in an emergency shelter (which could include a day shelter).
3. For homelessness prevention assistance, beneficiaries must meet the requirements described in 24 CFR 576.103.
4. For rapid re-housing assistance, beneficiaries must meet requirements described in 24 CFR 576.104. Further eligibility criteria may be established at the local level in accordance with 24 CFR 576.400(e).

ESG Eligibility Criteria by Component

ELIGIBILITY BY COMPONENT (Emergency Solutions Grants Program)	Street Outreach	Individuals defined as Homeless under the following categories are eligible for assistance in SO: - Category 1 – Literally Homeless - Category 4 – Fleeing/Attempting to Flee DV (where the individual or family also meets the criteria for Category 1) SO projects have the following additional limitations on eligibility within Category 1: - Individuals and families must be living on the streets (or other places not meant for human habitation) and be unwilling or unable to access services in emergency shelter
	Emergency Shelter	Individuals and Families defined as Homeless under the following categories are eligible for assistance in ES projects: - Category 1 – Literally Homeless - Category 2 – Imminent Risk of Homeless - Category 4 – Fleeing/Attempting to Flee DV
	Rapid Re-housing	Individuals defined as Homeless under the following categories are eligible for assistance in RRH projects: - Category 1 – Literally Homeless - Category 4 – Fleeing/Attempting to Flee DV (where the individual or family also meets the criteria for Category 1)
	Homelessness Prevention	Individuals and Families defined as Homeless under the following categories are eligible for assistance in HP projects: - Category 2 – Imminent Risk of Homeless - Category 4 – Fleeing/Attempting to Flee DV Individuals and Families who are defined as At Risk of Homelessness are eligible for assistance in HP projects. HP projects have the following additional limitations on eligibility with homeless and at risk of homeless: - Must only serve individuals and families that have an annual income <u>below</u> 30% of AMI

Section IV: Required Attachments

- ☐ ESG Subrecipient Application
- ☐ ESG Funded Agency Application(s)
- ☐ Attach 501 (C) 3 status letter (must be IRS letter) for each ESG funded agency
- ☐ Attach Certificate of Good Standing (must be copy of current certificate from Kansas Secretary of State) for each ESG funded agency
- ☐ Attach Certification of Local Unit of Government Approval Statement and Signature Form.
- ☐ Environmental Review Certification for each ESG funded agency
- ☐ Attach an Organization Chart of sub recipient agency
- ☐ Attach the following sections of the agency's most recent audit:
 - Schedule of Findings and Questioned Costs
 - Summary Schedule of Prior Audit Findings.
- ☐ Attach a completed W-9 Form for Sub recipient.
- ☐ Attach a copy of all program rules and policies.
- ☐ Certification of Written Standards
- ☐ Attached a copy of ESG Written Standards
- ☐ Attach agency termination / grievance policy and procedures - Per 576.402 Terminating assistance.
- ☐ Attach documentation of membership to organizations (letter signed by organization chair)
- ☐ Program Partnerships
- ☐ Match Certification form
- ☐ Organization Chart of Sub recipient
- ☐ Performance Outcomes certification
- ☐ ESG Shelter Habitability Checklist (shelters only)
- ☐ HMIS Project setup form



2023
KANSAS EMERGENCY SOLUTIONS GRANT APPLICATION

SECTION V: SUBRECIPIENT APPLICATION

Subrecipient is responsible for the administration of the ESG funds and coordination of the ESG programs in the geographical jurisdiction. An ESG Agency application will also need to be submitted if the subrecipient agency plans to provide ESG funded services.

Subrecipient Agency Information

Sub Recipient City of Emporia

Authorized Representative Susan Brinkman Title Mayor

Address: 104 E. 5th Ave. Emporia
Street Address City

KS 66801 Federal I.D. Number: 48-6026579
State Zip Code

Unique Entity ID # EBG1VMGJFDJ3

Contact to whom questions about this application should be directed: Jeff Lynch

Telephone 620-343-4285 Fax 620-341-4337

E-mail Address jlynch@emporiaks.gov

1. Date of last single audit? 6/24/2022

Were there any findings? no

2. Please list other federal grants you receive:

(CDBG) Community Development Block Grant
Department of Justice
EPA
FEMA

3. Have there been recent changes in key staff positions in the last two years?
no

4. Have there been any significant changes to your financial system in the last two years?

no

5. Statement of Need for ESG funds in the service area

We have a population of young adults who are employed, but are either homeless or in danger of soon becoming homeless. These young adults are also in need of skills to transition to a more stable adulthood.

Another population needing served are victims of domestic violence.

6. Please provide an overview of how ESG funds will be used in your service area/ jurisdiction to address the need.

see addendum #1

7. If the subrecipient plans to pass through the ESG funds to community agencies, describe your outreach efforts and process to identify the agencies to include in the application.

A list of agencies who inquired throughout the year, along with other known agencies who work with assisting the homeless population were sent notices of funding, application instructions, etc. via email and USPS. The list was also enhanced from search engine searches, phone directories and local resource guides..

Addendum #1- Response to Question #6 on Page 9

To enable the employed young adult population to avoid homelessness, Bloom House Youth Services would like to utilize ESG Rapid Re-Housing funds assist in securing permanent housing by paying for critical portions of rent, and deposits. BHYS would also like to use Emergency Shelter funding to help pay for shelter operations and provide hotel/motel vouchers for shelter overflow situations.

To provide life-changing assistance for victims of domestic abuse, S.O.S., Inc. is proposing to use ESG Emergency Shelter funding to help pay for shelter operations such as salaries of staff to operate the 24-hour SOS Helpline.

8. Describe how you, as the pass through agency, will ensure the ESG funded agencies adhere to ESG regulations, Uniform Guidance and the KHRC ESG Policy Manual.

An experienced staff is in place to administer the program. Additionally, sub-recipient agencies will be required to have financial reviews performed by professional accountants, financial policies and procedures in place, and to certify all expenses are allowable by ESG prior to each request for reimbursement. A Memo of Understanding will include these financial requirements.

9. Complete the table below listing all agencies included in this application.

Total ESG REQUEST (all applying agencies)

ESG Funded Agency	Street Outreach	Shelter	Homeless Prevention	Rapid Re-Housing	HMIS	Match	Totals
SOS, Inc.		\$ 30,000.00					\$ 30,000.00
Bloom House Youth Services, Inc.		\$ 9,000.00		\$ 28,875.00			\$ 37,875.00
							\$ 0.00
							\$ 0.00
							\$ 0.00
							\$ 0.00
Sub Totals	\$ 0.00	\$ 39,000.00	\$ 0.00	\$ 28,875.00	\$ 0.00	\$ 0.00	\$ 67,875.00

Counties Served with ESG funds

10. List the counties that will be served with ESG funds:

SOS, Inc. serves Lyon, Chase, Coffey, Morris and Osage counties.
 Bloom House Youth Services, Inc. serves Lyon, Coffey, Chase Greenwood, Osage, Morris and Wabunsee counties; however, they will take runaway, homeless youth statewide.

Section VI: PERFORMANCE OUTCOME MEASURES

The U. S. Department of Housing and Urban Development (HUD) is instituting performance measures to gather information to determine the effectiveness of programs funded with CDBG, ESG, HOME and HOPWA. Information obtained on the local level will be reported to HUD which will enable HUD to describe performance results at the National Level. HUD's outcome performance measurement system has three objectives and three outcomes which are listed below.

1. Select one of the following that best fits your project objective:

- ☒ Suitable living environment
- ☐ Decent affordable housing
- ☐ Creating economic opportunity

2. Select at least one of the following that describes the outcome your project will achieve:

(NOTE: Outcomes show how programs benefit a community or people served.)

- ☒ **Availability/Accessibility**
(Applies to activities that make services, infrastructure, housing, shelter, or employment opportunities available or accessible to low-income persons by improving or providing new services, etc.)
- ☐ **Affordability**
(This applies to making an activity more affordable for low-income persons.)
- ☐ **Sustainability**
(Using ESG resources in a targeted area to help make that area more viable/livable.)

3. Please describe the process to establish and select the above objectives and outcomes.

Housing units will comply with all local codes, and meet requirements of the habitability checklist.

Availability and accessibility will be ensured through the existence and utilization of agency policies and procedures.

ANTICIPATED PROJECT OUTCOMES

The chart below describes two significant outcome(s) for each activity funded by ESG. These outcomes will apply to all projects funded for the 2023 ESG period.

ESG ACTIVITY	EXPECTED OUTCOME	PROPOSED OUTCOMES FOR THE ESG PROJECT	PERFORMANCE MEASUREMENT
Shelter	75% of clients with more than 90 days in shelter exit to permanent destinations.	same as expected outcome	data quality report (submitted annually)
Shelter	75% of clients with less than 90 days in shelter exit to destination other than the streets.	same as expected outcome	data quality report (submitted annually)
Street Outreach	50% of clients will access housing (ES, TH, SH, PH or PSH)	not applicable	data quality report (submitted annually)
Street Outreach	75% of clients will access Essential Services	not applicable	data quality report (submitted annually)
Homeless Prevention	75% of clients will maintain Permanent Housing for six (6) months.	not applicable	data quality report (submitted annually)
Homeless Prevention	75% of clients will access permanent housing	not applicable	data quality report (submitted annually)
Rapid Re Housing	75% of clients will maintain Permanent Housing for six (6) months.	same as expected outcome	data quality report (submitted annually)
Rapid Re Housing	75% of clients will access permanent housing	same as expected outcome	data quality report (submitted annually)

Certification: To the best of my knowledge and belief, the data in this application are true and correct. This document has been duly authorized by the governing body of the applicant. The applicant will ensure compliance with the ESG regulations of 24 CFR Part 576, the Uniform Administrative Requirements Cost Principles and Audit Requirements for Federal Awards at 2 CFR part 200, the ESG grant agreement and federal and state regulations if assistance is approved.

Signature of Authorized Official of Governing Body

Mayor

Title

5/3/2023

Date



Commission Action Report

Memorandum of Understanding Between Healthier Lyon County and The City of Emporia for Assisting with KDOT TA Funding

Title: Memorandum of Understanding Between Healthier Lyon County and the City of Emporia for Assisting with KDOT TA Funding

Agenda Date: May 3rd, 2023

Presented By: James Ubert, City Engineer

Background:

Healthier Lyon County Coalition (HLC) and Multi Use Pathway Planning Board (MUPP) have worked diligently to secure funding from Kansas Department of Transportation (KDOT) Transportation Alternatives (TA) project. This project will be improving and installing sidewalks near 12th Ave and Burlingame Road and bordering Jones Park on 24th Ave between Lincoln and Prairie Streets. These two project sites will align with a Blue Cross and Blue Shield of Kansas (BCBSKS) Pathways to a Healthy Kansas initiative. This Memorandum of Understanding (MOU) seeks to identify and define the roles and responsibilities of the City of Emporia in conjunction with HLC, MUPP, and BCBSKS initiative.

Discussion:

The City of Emporia with this MOU will recognize the funding contribution for these two sidewalk projects along with other responsibilities to include management of construction, maintenance period, and promotion of the Pathways to a Healthy Kansas program.

Financial considerations:

The City of Emporia will be responsible for 20% matching funds as part of the KDOT TA funding. Any costs exceeding the KDOT TA funding (\$483,744) and MUPP contributions (\$100,000) will be the responsibility of the City, the estimated City share will be \$125,000.

Recommended action:

Authorize the Mayor to sign the Memorandum of Understanding Between Healthier Lyon County and the City of Emporia for Assisting with KDOT TA Funding.

Attachments:

Memorandum of Understanding Between Healthier Lyon County and the City of Emporia for Assisting with KDOT TA Funding

Memorandum of Understanding (MOU)
Between Healthier Lyon County and The City of Emporia

This is an agreement between the Healthier Lyon County Coalition and the City of Emporia, Kansas.

I. Purpose and Scope

The purpose of this MOU is to clearly identify and define the roles and responsibilities of each party as they relate to partnering for an alignment of plans described in the *Pathways to a Healthy Kansas (Pathways)*, a Blue Cross and Blue Shield of Kansas (BCBSKS) initiative.

In particular, this MOU is intended to outline the implementation of the Emporia KDOT Transportation Alternatives (2022) project located near 12th and Burlingame and bordering Jones Park on 24th Avenue between Lincoln and Prairie Streets. This project is in alignment with the Multimodal Transportation and Recreational Trails package of the Neighborhood and Physical Environment Pathway of the *Pathways to a Healthy Kansas (Pathways)*, a Blue Cross and Blue Shield of Kansas (BCBSKS) initiative.

Partners to this MOU recognize financial contributions provided by Blue Cross and Blue Shield of Kansas and commit to acknowledging this financial contribution in any signage, written documents, or other forms of communication regarding the activities outlined in this MOU.

II. Background

The *Pathways* initiative is structured in terms of "community pathways" that are designed to help the Healthier Lyon County coalition take a holistic, community-wide approach to improving health outcomes by addressing the social determinants of health. This MOU addresses shared alignment with multimodal transportation efforts in Emporia and the multimodal transportation package of the neighborhood and physical environment pathway.

The *Pathways* initiative defines multimodal transportation projects as those that connect people to destinations by providing facilities that support using alternatives to an individual car for transportation.

Since 2014, Healthier Lyon County (HLC) has worked to improve outcomes related to the social determinants of health in Lyon County. As a part of this work the HLC coalition has conducted an annual community perception survey (CPS) to identify and examine community perceptions related to healthy eating, active living, and tobacco cessation. This survey is done in collaboration with multiple community organizations and stakeholders throughout the county.

In the most recent (2022) CPS survey, nearly a quarter of survey respondents rated their community 'unhealthy' or 'very unhealthy', while the vast majority (66%) rated it only "somewhat healthy." Community members further agreed that community conditions such as transportation, housing, and access to services impact health.

In Emporia the long-held perceptions are confirmed by the persistence of disparities along geographic boundaries. The quality of neighborhoods and schools significantly shapes the life trajectory and the health of the adults and children. A common perception among residents in Emporia is that the east and south sides of town lack the resources available in central and northwest Emporia.

Access to clean, safe, resource-rich neighborhoods are important factors in access to health equity and opportunities to thrive--with research indicating that one's zip code is more important to health than one's genetic code. The East 12th and Burlingame Road area of Emporia lacks complete sidewalk infrastructure making active transportation a barrier for residents. This area of town includes many single family and multi-unit housing complexes, including Section 8 qualified housing, retirement complexes, a homeless shelter, a soup kitchen and food pantry. Populations of focus identified in this area are older adults, persons with housing instability or who are homeless, immigrant populations, displaced persons, persons with limited English proficiency, persons with disabilities, persons with low income, and persons with low literacy.

The City of Emporia is seeking a *Pathways* implementation grant to provide matching funds for the KDOT Transportations Alternatives grant awarded to the City in fall 2022. The KDOT TA grant includes projects in two parts of Emporia; East 12th Avenue and W. 24th Avenue. (See attached Emporia Engineering Department KDOT Transportation Application)

Previous work between the City of Emporia and Healthier Lyon County resulted in a Safe Routes to Food ordinance that provided sidewalks

connecting to the Dillons grocery store on East 12th Avenue, however there is more work that needs to be done to continue the improvement initiated with that project. The funding provided by the KDOT TA grant and Blue Cross and Blue Shield of Kansas will provide sidewalks that connect to the existing Safe Routes to Food project, and continue the progress of prior work completed. The planned sidewalks are wide enough to accommodate residents with mobility issues, families with children, and the ability to walk side by side on the sidewalk. Wider sidewalks also allow residents to avoid being right next to traffic or in the “splash zone” for vehicles increasing safety and comfort of pedestrians. One additional LCAT (Lyon County Area Transportation) covered stop with covered seating is also included in the KDOT TA grant at the newly built Dollar General that connects to this project. This additional stop is a huge step in improving access for residents in our populations of focus listed above as it will aid them in accessing services in other areas of town. This new LCAT stop will include signage indicating the space is commercial tobacco free.

The project located on W. 24th Avenue between Prairie and Lincoln streets will provide a dedicated sidewalk along Jones Park, next to the I35 interstate where no sidewalk currently exists. Analysis by the Multi Use Pathway Planning board indicated that a large number of residents use this area to walk or run, including many families with young children. Because Jones Park is one of the most utilized parks in Emporia, adding sidewalk infrastructure here will increase the safety of residents and visitors who are active here.

Community Partners:

- Healthier Lyon County Coalition
- Multi Use Pathway Planning Board, a joint City of Emporia and Lyon County board.

III. Responsibilities of Healthier Lyon County Under This MOU

The HLC Coalition shall undertake the following activities:

- Commit \$100,000 of *Pathways* implementation funds for this effort;
- Education on what is deemed healthy and assistance with overall implementation;
- Publicity including, but not limited to, social media posts, press releases and recognition on the BCBSKS *Pathways* website

(bcbsks.com/Pathways) and the HLC's social media pages highlighting changes made related to this initiative;

- Provide commercial tobacco-free/vaping signage for use in the project;
- Use the hashtag #BCBSKSPathways in social media promotion relating to this effort;
- Recognize financial contributions provided by Blue Cross and Blue Shield of Kansas through *Pathways to a Healthy Kansas* initiative in any signage, social media, written documentation, or other forms of communication regarding the activities outlined in this MOU; and
- Provide opportunities for shared expertise and interaction with peers.

IV. Responsibilities of the City of Emporia Under this MOU

The City of Emporia shall undertake the following activities:

- Manage all aspects of the construction of the multimodal infrastructure initiative included in this MOU and the attached KDOT TA Application, including hiring and supervision of both in-kind and contract labor, purchase of materials, provision of needed traffic control, fiscal management of effort, and other project oversight;
- Promote the Emporia multimodal transportation project efforts to promote active living;
- Review and formally approve any proposed updates or changes to public property and the multimodal transportation project;
- Keep the HLC Coalition informed on progress toward the infrastructure development outlined in this agreement.
- Allow public access to the space;
- Provide a public written justification if any portion of the proposed pedestrian route is not possible due to cost, environmental consideration, or other reason;
- Activate the project within two (2) years or less of passing the policy;
- Maintain infrastructure put in place through *Pathways* funding for at least ten (10) years after construction;
- Explore comprehensive commercial tobacco and vape free policy for the multimodal infrastructure, including any covered pavilions, transit stops, or other facilities;
- Recognize financial contributions provided by Blue Cross and Blue Shield of Kansas through *Pathways to a Healthy Kansas* initiative in

any signage, social media, written documentation or other forms of communication regarding the activities outlined in this MOU;

- Share all policies with the coalition and BCBSKS to build a portfolio of best practices;
- Use the hashtag #BCBSKSPathways in social media promotion relating to this effort; and
- Complete an Impact Report one year after grant funding is approved to share your impact, successes, challenges and other lessons learned so that BCBSKS continues to improve its work with and support of communities throughout the state. The report request will be sent via email and can be completed by logging in to the BCBS portal.

V. Funding

The total anticipated cost for the development of the multimodal transportation infrastructure included in this effort is \$639,875.00 (see attached budget included in KDOT TA grant application). The City of Emporia received a KDOT TA grant in the amount of \$483,744 and is required to provide 20% in matching funds as part of the KDOT TA funding.

Healthier Lyon County is committed to funding a **maximum** of \$100,000 towards these projects through Blue Cross and Blue Shield of Kansas *Pathways to a Healthy Kansas*.

If the cost of the project exceeds the funds provided by the KDOT TA grant, and the \$100,000 *Pathways* grant, the City of Emporia is committed to using existing funds to bridge the gap.

Partners to this MOU recognize that *Pathways* must be acknowledged as it relates to the activities outlined in this MOU, with specific attribution to any financial contributions provided by Blue Cross and Blue Shield of Kansas through *Pathways to a Healthy Kansas* initiative. This includes any signage, social media, written documentation, or other forms of communication regarding the activities outlined in this MOU.

VI. Risk Management

The partners to this agreement are each responsible for any liability risks for their respective operations, including activities covered in this MOU.

VII. Non-Discrimination

Specifically relating to the creative placemaking projects and the collaboration outlined in this MOU, partners agree to not discriminate against persons by reason of their actual or perceived age, color, disability, familial status, gender identity, genetic information, national origin or ancestry, race, religion, sex, sexual orientation, veteran status, or any other factor protected by law.

VIII. Duration

Partners agree to abide by timelines outlined in the KDOT Transportation grant requirements. The City of Emporia agrees to maintain the multimodal transportation projects outlined in this agreement for at least 10 years.

IX. Effective Date and Signature

This MOU shall be effective upon the signature of both parties' authorized officials. The HLC Coalition and the City of Emporia indicate agreement by their signatures.

Signatures and dates

Signature
City of Emporia Representative

Healthier Lyon County Representative

Date

Date

Print Name, City of Emporia

Daphne Reed Mertens, Grant Manager
Healthier Lyon County Coalition

The Governing Body of the City of Emporia, Kansas, met in Regular Session, Wednesday, April 19, 2023, with Mayor Brinkman presiding and Commissioners, Giefer, Harter, and Smith present. Also present were City Manager Cocking, City Clerk Sull and City Attorney Montgomery. Commissioner Sauder arrived at 11:01 a.m.

**CITY COMMISSION
(Public Comment)**

This is the time for the public to make comments.

The public is invited to make comments at this time. Please limit comments to two (2) minutes each. Hate speech, profanity, and defamation are not allowed. Please stated your name and address prior to making comments.

Steve Hollar, 909 West St. He stated he was interested in the mowing contract for the City. He also stated he would be recognizing National Police Week in May with the police department and sheriff's department.

Daphne Mertens, National Resources Advisory Board Chair, was in attendance to accept a proclamation declaring April 22, 2023 as "Earth Day" in Emporia. Earth Day originated on April 22, 1970 and was declared an international event on April 22, 1990. Environmental awareness and education is celebrated worldwide in some 180 countries, with participation of over 4,000 separate organizations. Individuals and institutions have a mutual responsibility to seek ecological, economical and ethical choices that enable the world, as well as our individual communities, to establish and maintain sustainable societies. Citizens are urged to celebrate Earth Day and to remind each person of their right and responsibility to the wise use of the global home, to heal, preserve and improve the Earth and the quality of life and future generations, and to approach every day as an Earth Day.

Mayor Brinkman then presented the proclamation.

Josh Nelson, City Horticulturist, was in attendance to accept a proclamation declaring April 20, 2022, as "Arbor Day" in Emporia.

Arbor Day was first observed with the planting of more than a million trees in Nebraska and Arbor Day is observed throughout the nation and the world. Trees can reduce the erosion of our precious topsoil by wind and water, cut heating and cooling costs, moderate the temperature, clean the air, produce life-giving oxygen, and provide habitat for wildlife. Trees in our city increase property values, enhance the economic vitality of business areas and beautify our community. He urged all citizens to celebrate Arbor Day and to support efforts to protect our trees and woodland and to plant trees to promote the well-being of this and future generations.

Mayor Brinkman then presented the proclamation.

Pauline Stacchini, Executive Director of the Emporia Public Library, was in attendance to accept a proclamation recognizing April 23 through 29 as "National Library Week" in Emporia. Libraries provide the opportunity for everyone to pursue their passions and engage in lifelong learning, allowing them to live their best life. Libraries have long served as trusted institutions for all members of the community regardless of race, ethnicity, creed, ability, sexual orientation, gender identity, or socio-economic status. Libraries play a critical role in the economic vitality of communities by providing internet and technology access, literacy skills, and support for job seekers, small businesses, and entrepreneurs. Libraries are cornerstones of democracy, promoting the free exchange of information and ideas for all. She encouraged all residents to visit the Emporia Public Library to explore the wealth of resources available.

Mayor Brinkman then presented the proclamation.

**CITY COMMISSION
(Board Appointments)**

Community Housing/Land Bank Board:

It was moved by Mayor Brinkman seconded by Commissioner Sauder that Eric Porter be appointed to the Community Housing/Land Bank Board

for a term that expires on May 31, 2026. The vote follows: Mayor Brinkman, aye; Commissioner Sauder, aye; Commissioner Giefer, aye; Commissioner Harter, aye; and Commissioner Smith, aye.

Natural Resources Advisory Board:

It was moved by Commissioner Smith seconded by Commissioner Harter that Daphne Mertens be reappointed to the Natural Resources Advisory Board for a term that expires on December 31, 2025. The vote follows: Commissioner Smith, aye; Commissioner Harter, aye; Commissioner Giefer, aye; Commissioner Sauder, aye; and Mayor Brinkman, aye.

**CITY COMMISSION
(Amendment to 2016 Development Agreement Regarding CID Sales Tax)
(Emporia Land Development, LLC)**

Jim Witt, Special Projects Coordinator, was recognized and addressed the Governing Body. He stated the City of Emporia previously approved a Development Agreement in 2016, which covered both the initial 1% Community Improvement District and the establishment of a Tax Increment Redevelopment District. On September 28, 2022, the Development filed a petition with the City for and additional 1% CID tax, and the Commission approved the tax November 2, 2022. He stated the original Development Agreement must be amended to recognize the additional 1% CID tax. The proposed amendments cover all necessary amendments in the 2016 adopted version that expands the CID tax over the district to 2%. He stated the 2016 tax will remain in place until the 3rd quarter of the year 2039 and the 2022 tax will remain in place until April 2045. There is a 2% administrative fee assessed for the disbursement of said fund collected under the CID tax. He stated staff is recommending the approval of the amendment to the 2016 Development Agreement between Emporia Land Development, LLC and the City of Emporia regarding CID sales tax.

Commissioner Harter made a motion to approve the amendment to the

2016 Development Agreement between Emporia Land Development, LLC and the City of Emporia regarding CID sales tax. Commissioner Giefer seconded the motion. The vote follows: Commissioner Harter, aye; Commissioner Giefer, aye; Commissioner Sauder, aye; Commissioner Smith, aye; and Mayor Brinkman, aye.

**PAVING
(2023 Street Preservation Project)
(Bids)**

Dean Grant, Director of Public Works, was recognized and addressed the Governing Body. He stated only one bid was received for the 2023 Street Preservation Project as follows:

BID TABULATION FOR 2023 STREET PRESERVATION PROJECT

Contractor	Crack Seal
APAC-Kansas Inc. Shears Division	\$93,600.00

He stated this item was budgeted for \$200,000 in the Multi-Year Fund. There are various streets that will benefit from the program to help extend the life of the road surfaces and staff was recommending awarding the 2023 Street Preservation Project to APAC-Kansas, Inc. Shears Division in the amount of \$93,600.00.

Following further discussion, Commissioner Harter made a motion to award the 2023 Street Preservation Project to APAC-Kansas, Inc. Shears Division in the amount of \$93,600.00. Commissioner Sauder seconded the motion. The vote follows: Commissioner Harter, aye; Commissioner Sauder, aye; Commissioner Giefer, aye; Commissioner Smith, aye; and Mayor Brinkman, aye.

**PAVING
(2023 Street Rehabilitation Project No. PV2302)
(Various Locations Within City Limits)
(David Traylor Zoo Bus Parking Lot)
(Bids)**

Jim Ubert, City Engineer, was recognized and addressed the Governing Body. He stated bids were received for the 2023 Street Rehabilitation Project PV2302 for various locations around the city and

the David Traylor Zoo bus parking lot. He stated the City had two (2) bids for this project as follows:

BID TABULATION FOR 2023 STREET REHABILITATION PROJECT

Contractor	Base Bid	Zoo Bus Parking	Base + Zoo Parking	Add Alternate	Total Base/Bid/Zoo
APAC-Kansas Shears Div.	\$972,939.82	\$74,104.16	\$1,047,043.93	\$124,231.47	\$1,171,275.45
Killough Constr.	\$1,269,882.53	\$73,801.00	\$1,343,683.53	\$141,869.70	\$1,485,553.23
Engineer's Estimate	\$864,808.25	\$67,280.00	\$ 933,088.25	\$112,623.00	\$1,045,711.25

He stated this project will consist of milling and pavement overlay operations, replacement of failed curb and gutter sections, construction of the David Traylor Zoo bus parking lot, and select sidewalk/ADA ramp improvements along various streets. This project is funded out of the Multi-Year Fund and with Federal Fund Exchange dollars. Staff recommends awarding the 2023 Street Rehabilitation Project PV2302 to APAC-Kansas, Inc., Shears Division for Base Bid + Zoo Bus Parking Lot Bid in the amount of \$1,047,043.93.

Commissioner Sauder made a motion to award the 2023 Street Rehabilitation Project PV2302 to APAC-Kansas, Inc. Shears Division for the Base Bid and Zoo Bus Parking Lot Bid in the amount of \$1,047,043.93. Commissioner Smith seconded the motion. The vote follows: Commissioner Sauder, aye; Commissioner Smith, aye; Commissioner Giefer, aye; Commissioner Harter, aye; and Mayor Brinkman, aye.

**CITY COMMISSION
(U S Army Reserve Center at 1412 E. 6th Avenue)
(Land Lease Agreement)**

City Attorney Montgomery was recognized and addressed the Governing Body. She stated the United States Government has leased the Army Reserve Center property located at 1412 E. 6th Avenue from the City of Emporia for many years. The existing lease has reached the end of its term and the U.S. Government has requested a new lease. The proposed lease is for a fifty-year (50) term ending December 31, 2073.

The U.S. government will exercise exclusive control of the property during the lease term. She stated staff recommends approval of the land lease between the City of Emporia, Kansas, and the United States of America.

Commissioner Sauder made a motion to approve the Land Lease between the City of Emporia, Kansas, and the United States of America. Commissioner Smith seconded the motion. The vote follows: Commissioner Sauder, aye; Commissioner Smith, aye; Commissioner Giefer, aye; Commissioner Harter, aye; and Mayor Brinkman, aye.

CITY MANAGER'S REPORTS (Financials & Building Permits)

This is the time for the City Manager to make comments and reports to the public. **The following is general information for the month of March 2023 for the community:**

1. Monthly Local Retail Sales Tax Receipts Update

	2022	2023	
	\$458,149.13	\$542,877.36	Increase of \$84,728.23 for the month, and
			Overall increase of 13.35% from year 2022.
YTD	\$1,461,762.19	\$1,656,865.28	

2. City Share from County Tax

	2022	2023	
	\$ 236,477.70	\$ 276,038.36	Increase of \$39,560.66 for the month, and
			Overall increase of 15.09% from year 2022.
YTD	\$ 754,057.95	\$ 867,838.02	

3. **Building Permits issued from 3/1/2023 to 3/31/2023 for new construction, remodeling, repairs and demolition.**

Total number of building permits issued through Code Services:	72
Total of valuations associated with those building permits:	\$ 5,561,655.00
Total number of dollars collected for Building Permit Fees:	\$ 25,013.00
Construct - single family dwellings	4
Demo - single family dwellings	1
Flint Hills Mall CID for March 2023	\$ 14,976.79
Year to Date Total	\$ 59,702.08
Pavilions CID for March 2023	\$ 4,976.79
Year to Date Total	\$ 22,671.01

Consent Agenda

It was moved by Commissioner Sauder, seconded by Commissioner Smith that the Consent Agenda listed below be ratified as a whole:

- a. Minutes of the Regular Meeting held on April 5, 2023.
- b. Ordinance 23-10 Authorizing a Beer Garden for the Cinco de Mayo Special Event.

AN ORDINANCE EXEMPTING AN AREA INCLUDING THE 600 BLOCK THROUGH THE 700 BLOCK OF COMMERCIAL STREET AND WEST 7TH AVENUE BETWEEN MERCHANT STREET AND COMMERCIAL STREET IN THE EAST HALF OF THAT BLOCK IN THE CITY OF EMPORIA FROM THE PROHIBITION ON THE SALE AND CONSUMPTION OF ALCOHOLIC BEVERAGES FOR THE CINCO DE MAYO CELEBRATION EVENT MAY 6, 2023, to which the City Clerk assigned Ordinance Number 23-10, was presented to the Governing Body for their consideration.

- c. Ordinance 23-09 Establishing Visit Emporia Common Consumption Area.

AN ORDINANCE ESTABLISHING A COMMON CONSUMPTION AREA AND AUTHORIZING THE POSSESSION AND CONSUMPTION OF ALCOHOLIC LIQUOR AND CEREAL MALT BEVERAGE WITHIN THE COMMON CONSUMPTION AREA BOUNDARIES, to which the City Clerk assigned Ordinance Number 23-09, was presented to the Governing Body for their consideration.

- d. Ordinance 23-08 Establishing Radius Production, LLC Common Consumption Area.

AN ORDINANCE ESTABLISHING A COMMON CONSUMPTION AREA AND AUTHORIZING THE POSSESSION AND CONSUMPTION OF ALCOHOLIC LIQUOR AND CEREAL MALT BEVERAGE WITHIN THE COMMON CONSUMPTION AREA BOUNDARIES, to which the City Clerk assigned Ordinance Number 23-08, was presented to the Governing Body for their consideration.

- e. Resolution Number 3694 for Amendment to Housing Development and RHID Policy.
- f. Set Bid Time and Date for Sanitary Sewer and Water line Improvements to serve Mahtropolis Addition.
- g. Change Order No. 1 for the Zoo Education Parking Lot Project No. 202102.
- h. KDOT CCLIP FY2024 SP Mill and Overlay on US-50 From Graphic Arts Road to Prairie Street Agreement.

The vote follows: Commissioner Sauder, aye; Commissioner Smith, aye; Commissioner Giefer, aye; Commissioner Harter, aye; and Mayor Brinkman, aye.

CITY COMMISSION

(City Manager's Report)

This is an opportunity for the City Manager to present information to the public that may not be reported in other news accounts or City activities or to highlight accomplishments of the organization.

At the time this Agenda was prepared, the following items were in the works:

TENTATIVE AGENDAS FOR THE MAY 3, 2023 MEETINGS:

- Proclamation for Small Business Week.
- Proclamation for PWC Week.
- Proclamation Recognizing National Police Week.
- Proclamation Naming May as Community Action Month.
- Emergency Solutions Grant Applications.
- Public Hearing for Smoots/Fanestil Tax Abatement.
- Ordinance for Smoots/Fanestil Tax Abatement.
- Review Ordinance No. 22-49 Prohibition Camping on Public Property.
- Set Bid Date and Time for Peyton Street Watermain Improvements.
- Mechanic Street Parking Lot Improvements.
- Selection of Architect for Fire Station Improvements Project.

Study Session:

CITY COMMISSION **(Public Comment)**

This is the time for the Mayor and City Commissioners to make comments and reports to the public.

Commissioner Smith and Harter thanked Facilities for their hard work for the recent events held in the Civic Auditorium.

EXECUTIVE SESSION

Commissioner Harter made a motion to recess into Executive Session for preliminary discussion of the acquisition of real property and resuming the open meeting in the City Commission Meeting Room this same date, at 11:52 a.m., and to invite City Engineer Jim Ubert. Commissioner Sauder seconded the motion. The vote follows: Commissioner Harter, aye; Commissioner Sauder, aye; Commissioner Giefer, aye; Commissioner Smith, aye; and Mayor Brinkman, aye.

Upon reconvening the meeting in Regular Session, at 11:52 a.m., this same date in the City Commission Meeting Room, Mayor Brinkman they had preliminary discussion of the acquisition of real property and no action was taken.

Commissioner Sauder then made a motion to recess the meeting until 12:10 p.m. to Conference Room 1AB. Commissioner Harter seconded the motion. The vote follows: Commissioner Sauder, aye; Commissioner Harter, aye; Commissioner Giefer, aye; Commissioner Smith, aye; and Mayor Brinkman, aye.

The following items were discussed at Study Session:

1. Review the Interim Report of the Task Force of Homelessness.
2. Compensation Study Review.

Commissioner Sauder then made a motion to adjourn. Commissioner Giefer seconded the motion. The vote follows: Commissioner Sauder, aye; Commissioner Giefer, aye; Commissioner Harter, aye; Commissioner Smith, aye; and Mayor Brinkman, aye.

Susan Brinkman, Mayor

ATTEST:

Kerry Sull, City Clerk



Commission Action Report

Ordinance 23-11 Extending Prohibition of Camping on Public Property Without a Permit

Title: Ordinance 23-11 Extending Prohibition of Camping on Public Property Without a Permit

Agenda Date: April 21, 2023

Presented By: Christina Montgomery, City Attorney

Background:

In November 2022, the City Commission adopted Ordinance 22-49 Prohibiting Camping on Public Property. In December 2022, the Commission adopted Resolution 3686 establishing the Taskforce on Homelessness tasked with developing recommendations to address homelessness in the City of Emporia.

Discussion:

The Taskforce on Homelessness has provided an interim report recommending extension of the ordinance prohibiting camping on public property until July 8, 2023. The proposed ordinance extends the relevant code provisions to that date.

Financial considerations:

The City will pay the ordinance publication cost in the designated local newspaper.

Recommended action:

Approve Ordinance 23-11 Extending Prohibition of Camping on Public Property Without a Permit

Attachments:

Ordinance 23-11 Extending Prohibition of Camping on Public Property Without a Permit

ORDINANCE NO. 23-11

AN ORDINANCE EXTENDING THE PROVISIONS OF EMPORIA CITY CODE CHAPTER 17 PERTAINING TO THE PROHIBITION OF CAMPING ON PUBLIC PROPERTY WITHOUT A PERMIT.

WHEREAS, the City of Emporia has an important governmental interest in ensuring the streets and public areas within the city are readily accessible and available to residents and the public at large; and

WHEREAS, after receiving recommendations from the Taskforce on Homelessness, the Governing Body desires to extend the provisions of Emporia City Code Chapter 17 pertaining to the prohibition of camping on public property without a permit.

NOW THEREFORE, BE IT ORDAINED by the Governing Body of the City of Emporia, Kansas:

SECTION 1. Sections 17-69, 17-70, 17-71, and 17-72 of the Code of the City of Emporia, Kansas shall remain in effect until 11:59 p.m. on July 8, 2023.

SECTION 6. Effective Date. This ordinance shall take effect upon its publication in the official City newspaper.

PASSED AND APPROVED by the Governing Body of the City of Emporia, Kansas, this 3rd day of May 2023.

Susan Brinkman, Mayor

ATTEST:

Kerry Sull, City Clerk



Commission Action Report

Ordinance 23-12 Authorizing Beer Garden for All Things Gravel Expo June 1, 2023

Title: Ordinance 23-12 Authorizing Beer Garden for All Things Gravel Expo June 1, 2023

Agenda Date: May 3, 2023

Presented By: Christina Montgomery, City Attorney

Background:

A two-day gravel biking expo has traditionally been held prior to the Unbound Gravel bike race. Life Time and Mulready's have requested permission to host a beer garden on Thursday, June 1, 2023, from 2:00 p.m. to 8:00 p.m. in the location is depicted on the attached map.

Discussion:

Ordinance 23-12 will temporarily exempt city streets, alleys, and sidewalks in the approved location from the standard prohibition on the sale and consumption of alcoholic beverages. Mulready's will be required to meet city and state requirements for alcohol sales. No one under the age of 21 may possess or consume alcohol within the beer garden, and no alcohol may be consumed in vehicles while on the street at the event.

Financial considerations:

The City will pay the cost of ordinance publication in the designated official local newspaper. Life Time will rent city fencing adequate to secure the beer garden location. City staff will deliver fencing and provide standard special event services.

Recommended action:

Approve Ordinance 23-12 Authorizing Beer Garden for All Things Gravel Expo June 1, 2023

Attachments:

Ordinance 23-12 Authorizing Beer Garden for All Things Gravel Expo June 1, 2023
Map

ORDINANCE NO. 23-12

AN ORDINANCE EXEMPTING AN AREA INCLUDING 7TH AVENUE BETWEEN COMMERCIAL STREET AND MARKET STREET AND THE 600 AND 700 BLOCKS OF MECHANIC STREET IN THE CITY OF EMPORIA FROM THE PROHIBITION ON THE SALE AND CONSUMPTION OF ALCOHOLIC BEVERAGES FOR THE UNBOUND EXPO BLOCK PARTY JUNE 1, 2022.

WHEREAS, Life Time, UNBOUND Gravel has hired Mulready's to cater the All Things Gravel Expo block party event; and has requested an exemption from the prohibition of sale and consumption of enhanced cereal malt beverages (CMB) and/or alcoholic liquor on 7TH Avenue between Commercial Street and Market Street, and the 600 and 700 Blocks of Mechanic Street in connection with the Unbound Expo Block Party special event on Thursday, June 1, 2023;

NOW, THEREFORE BE IT ORDAINED BY THE GOVERNING BODY OF THE CITY OF EMPORIA, KANSAS:

SECTION 1. Pursuant to K.S.A. 2011 SUPP. 41-719, as amended, the Governing Body temporarily exempts 7TH Avenue between Commercial Street and Mechanic Street, with the exact location to be approved by the Chief of Police, from the prohibition on the sale and consumption of enhanced cereal malt beverage (CMB) and alcoholic liquor when it is being sold or consumed in conjunction with the All Things Gravel Expo event on June 1, 2022, between the hours of 2:00 p.m. to 8:00 p.m., as authorized by the city manager and subject to any other laws or ordinances regulating the possession, sale and/or consumption of CMB and alcoholic liquor.

SECTION 2. Sale and consumption shall be allowed within an area delineated in a manner approved by the Chief of Police or designee which clearly distinguishes the area where alcoholic beverages are permitted. No one under the age of 21 shall possess or consume alcoholic beverages and event sponsors shall be held strictly accountable for any violations. No alcoholic beverages shall be consumed in vehicles while on the street at any special event.

SECTION 3. No person shall remove any alcoholic liquor or CMB from inside the boundaries of the special event as delineated by signs, posted map or other means which reasonably identify the boundaries of the special event.

SECTION 4. Licensees must meet all City and State requirements for obtaining a caterer's license for sale of alcoholic beverages by the city and the state.

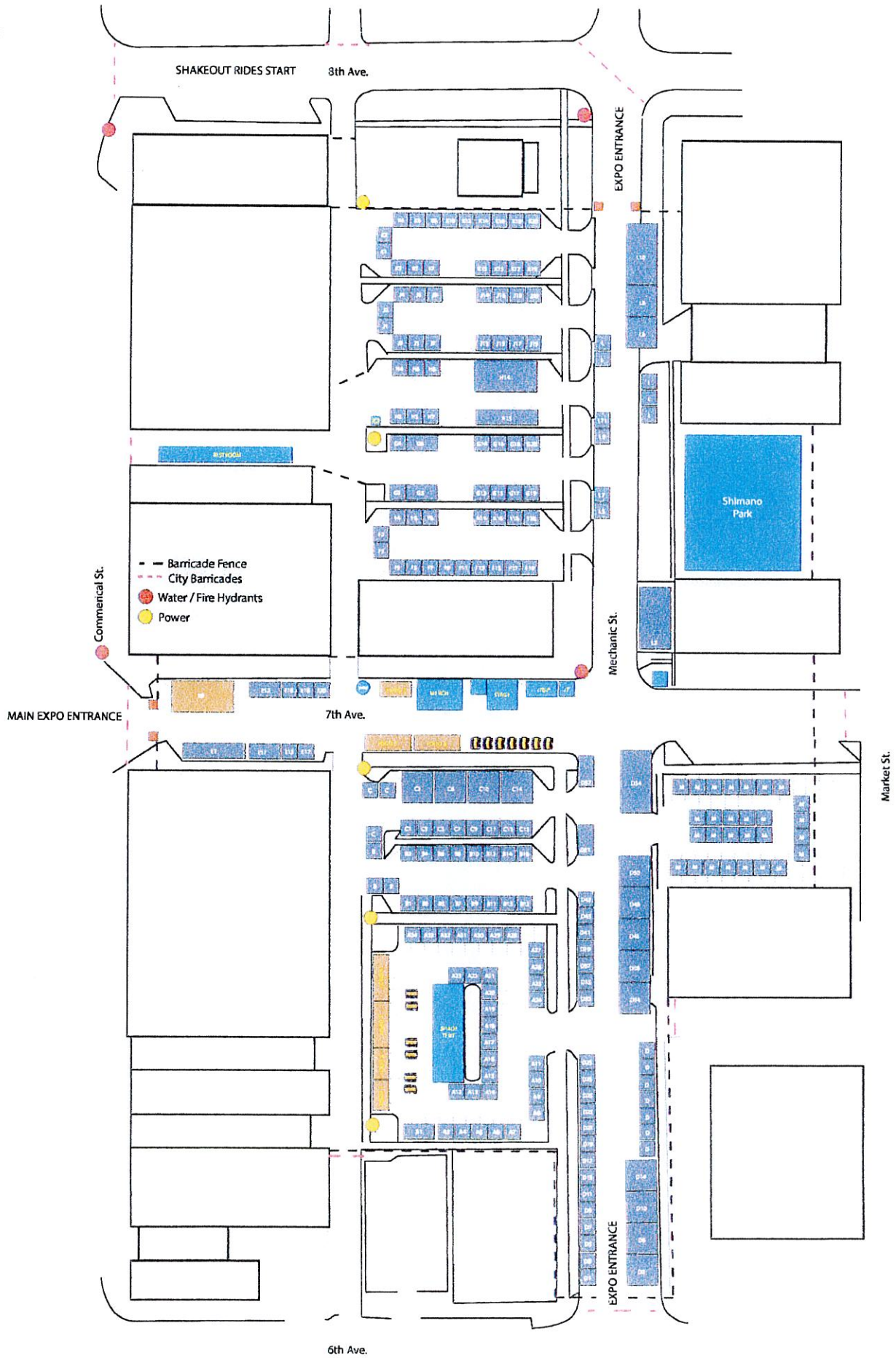
SECTION 5. This ordinance shall become effective upon publication in the official city newspaper.

PASSED AND APPROVED this 3rd day of May 2023.

Susan Brinkman, Mayor

ATTEST:

Kerry Sull, City Clerk





Commission Action Report

Ordinance 23-13 Authorizing Beer Garden for All Things Gravel Expo June 2, 2023

Title: Ordinance 23-13 Authorizing Beer Garden for All Things Gravel Expo June 2, 2023

Agenda Date: May 3, 2023

Presented By: Christina Montgomery, City Attorney

Background:

A two-day gravel biking expo has traditionally been held prior to the Unbound Gravel bike race. Life Time and Mulready's have requested permission to host a beer garden on Thursday, June 2, 2023, from 10:00 a.m. to 6:00 p.m. in the location is depicted on the attached map.

Discussion:

Ordinance 23-13 will temporarily exempt city streets, alleys, and sidewalks in the approved location from the standard prohibition on the sale and consumption of alcoholic beverages. Mulready's will be required to meet city and state requirements for alcohol sales. No one under the age of 21 may possess or consume alcohol within the beer garden, and no alcohol may be consumed in vehicles while on the street at the event.

Financial considerations:

The City will pay the cost of ordinance publication in the designated official local newspaper. Life Time will rent city fencing adequate to secure the beer garden location. City staff will deliver fencing and provide standard special event services.

Recommended action:

Approve Ordinance 23-12 Authorizing Beer Garden for All Things Gravel Expo June 2, 2023

Attachments:

Ordinance 23-12 Authorizing Beer Garden for All Things Gravel Expo June 2, 2023
Map

ORDINANCE NO. 23-13

AN ORDINANCE EXEMPTING AN AREA INCLUDING 7TH AVENUE BETWEEN COMMERCIAL STREET AND MARKET STREET AND THE 600 AND 700 BLOCKS OF MECHANIC STREET IN THE CITY OF EMPORIA FROM THE PROHIBITION ON THE SALE AND CONSUMPTION OF ALCOHOLIC BEVERAGES FOR THE UNBOUND EXPO BLOCK PARTY JUNE 2, 2022.

WHEREAS, Life Time, UNBOUND Gravel has hired Mulready's to cater the All Things Gravel Expo block party event; and has requested an exemption from the prohibition of sale and consumption of enhanced cereal malt beverages (CMB) and/or alcoholic liquor on 7TH Avenue between Commercial Street and Market Street, and the 600 and 700 Blocks of Mechanic Street in connection with the Unbound Expo Block Party special event on Friday, June 2, 2023;

NOW, THEREFORE BE IT ORDAINED BY THE GOVERNING BODY OF THE CITY OF EMPORIA, KANSAS:

SECTION 1. Pursuant to K.S.A. 2011 SUPP. 41-719, as amended, the Governing Body temporarily exempts 7TH Avenue between Commercial Street and Mechanic Street, with the exact location to be approved by the Chief of Police, from the prohibition on the sale and consumption of enhanced cereal malt beverage (CMB) and alcoholic liquor when it is being sold or consumed in conjunction with the All Things Gravel Expo event on June 2, 2022, between the hours of 10:00 a.m. to 6:00 p.m., as authorized by the city manager and subject to any other laws or ordinances regulating the possession, sale and/or consumption of CMB and alcoholic liquor.

SECTION 2. Sale and consumption shall be allowed within an area delineated in a manner approved by the Chief of Police or designee which clearly distinguishes the area where alcoholic beverages are permitted. No one under the age of 21 shall possess or consume alcoholic beverages and event sponsors shall be held strictly accountable for any violations. No alcoholic beverages shall be consumed in vehicles while on the street at any special event.

SECTION 3. No person shall remove any alcoholic liquor or CMB from inside the boundaries of the special event as delineated by signs, posted map or other means which reasonably identify the boundaries of the special event.

SECTION 4. Licensees must meet all City and State requirements for obtaining a caterer's license for sale of alcoholic beverages by the city and the state.

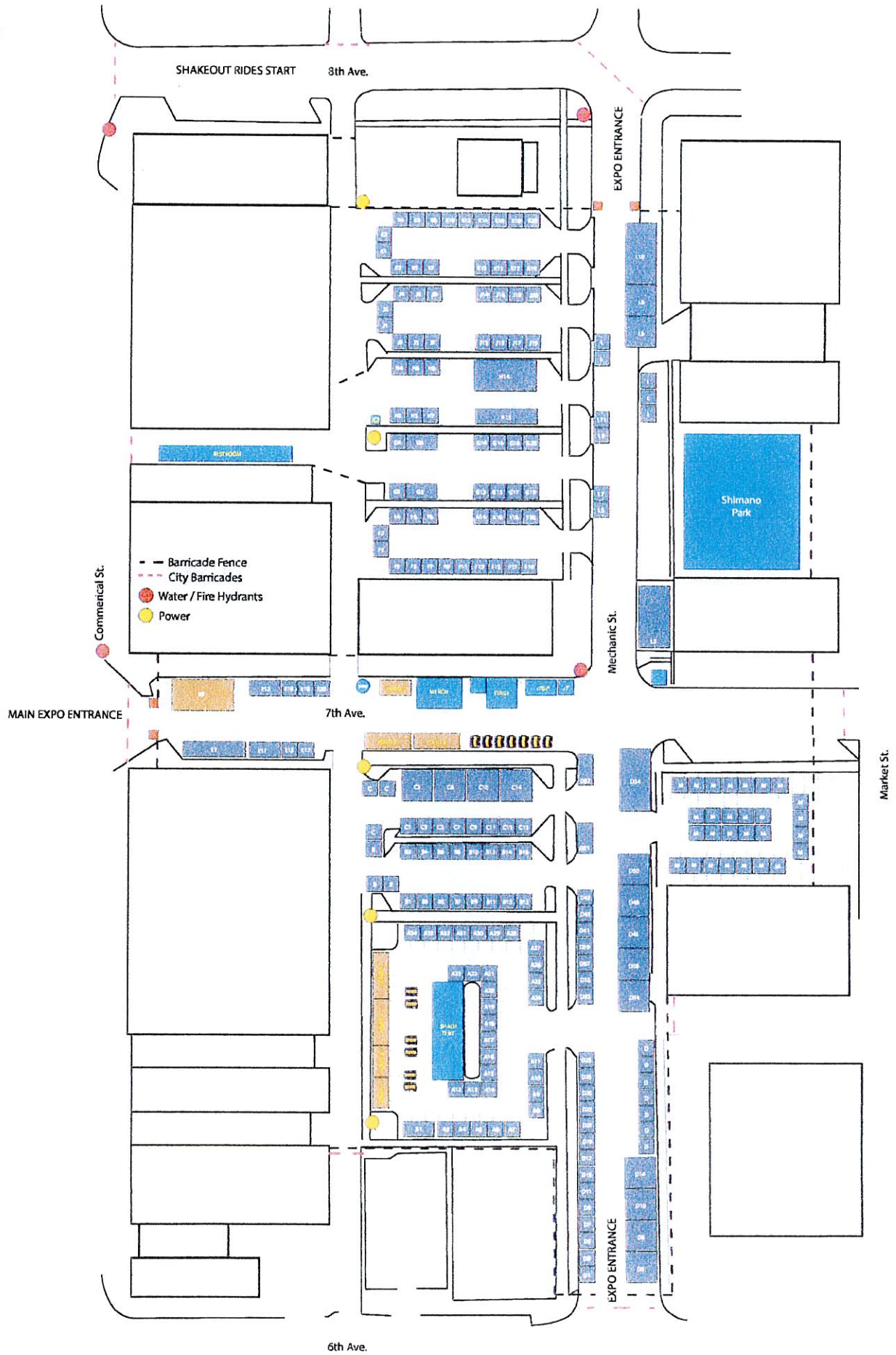
SECTION 5. This ordinance shall become effective upon publication in the official city newspaper.

PASSED AND APPROVED this 3rd day of May 2023.

Susan Brinkman, Mayor

ATTEST:

Kerry Sull, City Clerk





Commission Action Report

Authorize the Use of ARPA Money

Title: Authorize the Use of ARPA Money

Agenda Date: May 3, 2023

Presented By: Janet Harrouff, Director of Finance

Background:

The City of Emporia has received \$3,753,879.92 through the State of Kansas from the Federal Government as part of the American Rescue Plan. The City of Emporia is a NEU based on our population. Some of the money has already been approved by the City Commission on the following items: \$750,000 to non-profit groups in Emporia for Economic Development purposes, the City of Emporia employees have received two bonuses and \$200,000 has been designated for the Vacant Property program.

Discussion:

The spending guidelines allow a NEU that has received less than \$10 million dollars to utilize the dollars for revenue loss. Staff is recommending the remaining amount of \$2,118,649.51 be used for revenue loss.

Financial considerations:

\$2,118,649.51 will be used for revenue loss.

Recommended action:

Approve Authorization using the remaining \$2,118,649.51 of ARPA funds for revenue loss.

Attachments:

Summary of Revenue and Expense

City of Emporia
American Rescue Plan - ARPA

Revenue

Money received	1,865,839.55
Money received	11,100.41
Money received	1,876,939.96
	3,753,879.92

Expenses

Employee Bonus	664,927.62
Economic Grants	750,000.00
Holiday decorations	20,302.79
Vacant Property Program	200,000.00
	1,635,230.41

Remaining balance 2,118,649.51



Commission Action Report

Informational Items

Title: Informational Items

Agenda Date: March 1, 2023

Presented By: Trey Cocking, City Manager

Background:

This is an opportunity for the City Manager to present information to the public that may not be reported in other news accounts or City activities or to highlight the accomplishments of the organization.

Discussion:

At the time this Agenda was prepared, the following items were in the works for the tentative Agendas of the Up Coming meetings on May 24, 2023.

Commission Meeting :

- Proclamation Recognizing May as MUPP "Walk, Run & Bike Days" in Emporia.
- Public Hearing for Smoots/Fanestil Tax Abatement.
- Ordinance for Smoots/Fanestil Tax Abatement.
- Amend Ordinance for Fire Lien.
- Award Biosolid Disposal.
- Purchase of Actuators for Water Treatment Plant.
- Purchase of Sewer Camera for Public Works Dept.
- Set Bid Date and Time for the 24-inch Waterline.
- Set Bid Date and Time for Mechanic Street Parking Lot Improvement Projects.
- Award the Mahtopolis Sanitary Sewer & Watermain Improvements Project.
- Set Bid Date and Time for Peyton Street Watermain Improvements.

Study Session :

- Discuss Revenue Sources, Fund Balances, Personnel, and Capital Projects.
- Discuss the Design of the Elevated Storage Tank.



Commission Action Report

Executive Session

Title: Executive Session

Agenda Date: May 3, 2023

Presented By: Christina Montgomery, City Attorney

Background:

AN EXECUTIVE SESSION FOR DISCUSSIONS REGARDING DATA RELATED TO FINANCIAL AFFAIRS OR TRADE SECRETS OF CORPORATIONS, PARTNERSHIPS, TRUSTS, AND INDIVIDUALS FOR ECONOMIC DEVELOPMENT PROJECTS. K.S.A. 75-4319(B)(4) IS THE AUTHORITY FOR THIS RECESS INTO EXECUTIVE SESSION.

Discussion:

N/A

Financial considerations:

No city funds are required.

Recommended action:

Recess into Executive Session to discuss confidential matters of a third party regarding economic development projects for 45 minutes, inviting Jim Witt, Special Projects Coordinator, and Jim Ubert, City Engineer, and stating at which time the open meeting will resume.

Attachments:

None

Title: Review of Salary Compression Solution Options
Agenda Date: May 3, 2023
Presented By: Trey Cocking, City Manager

Background

The City of Emporia contracted with The Arnold Group to conduct a salary study that was completed and presented to Commission during the April 19, 2023 study session.

Discussion

Based on the study, 236 City of Emporia employees have been identified as eligible for a wage adjustment.

Out of these, 160 employees are in line for a market adjustment to get them into the proposed pay scale minimums. Additionally, 183 employees are experiencing wage compression and are in line for a market adjustment to address this issue. Lastly, 123 employees are in line for both a market adjustment to address wage compression and an adjustment to move to minimum pay scale.

Wage compression occurs when there is a small difference in pay between employees who have different skill levels, experience, or seniority levels.

Financial Considerations

The Financial Considerations are attached in the Salary Compensation Summary.

Attachments

Compression Compensation Summary

COE-2023 Compensation Study Findings-Final Report 041923

2023 Pay Scales

City of Emporia

Salary Compensation Summary

4/19/2023

Option 1 (7)

100% Compression

Increase in Payroll costs	2023	2024	2025	2026	2027	2028
General	803,946	1,663,981	1,730,540	1,799,762	1,871,752	1,946,622
Special Street	23,336	48,460	50,398	52,414	54,511	56,691
Water	46,686	96,947	100,825	104,858	109,052	113,414
Wastewater	40,092	83,255	86,585	90,048	93,650	97,396
Solid Waste	84,861	176,222	183,271	190,601	198,225	206,155
	<u>\$998,921</u>	<u>\$2,068,865</u>	<u>\$2,151,619</u>	<u>\$2,237,683</u>	<u>\$2,327,190</u>	<u>\$2,420,278</u>
Unencumbered Cash Balance						
General	5,815,225	4,694,484	3,393,088	1,779,785	(190,581)	(1,598,271)
Special Street	53,052	(378,385)	(692,411)	(1,115,160)	(1,522,630)	(1,959,481)
Water	2,091,161	2,085,282	2,428,865	1,240,285	352,336	(940,689)
Wastewater	1,575,496	1,377,901	431,551	(843,535)	(1,732,356)	(1,351,068)
Solid Waste	2,768,189	2,093,230	1,067,783	356,628	(619,103)	(1,699,434)

Option 2 (7)

50% Compression

Increase in Payroll costs	2023	2024	2025	2026	2027	2028
General	607,803	1,257,786	1,308,098	1,360,421	1,414,838	1,471,432
Special Street	12,984	26,962	28,041	29,162	30,329	31,542
Water	32,989	68,506	71,246	74,096	77,060	80,142
Wastewater	26,925	55,913	58,150	60,476	62,895	65,411
Solid Waste	53,132	110,334	114,747	119,337	124,111	129,075
	<u>\$ 733,833</u>	<u>\$ 1,519,501</u>	<u>\$ 1,580,282</u>	<u>\$ 1,643,492</u>	<u>\$ 1,709,233</u>	<u>\$ 1,777,602</u>
Unencumbered Cash Balance						
General	6,011,368	5,296,822	4,417,869	3,243,906	1,730,454	797,955
Special Street	63,404	(346,535)	(638,233)	(1,037,701)	(1,420,989)	(1,832,691)
Water	2,104,857	2,085,282	2,428,865	1,240,285	352,336	(940,689)
Wastewater	1,588,663	1,377,901	431,551	(843,535)	(1,732,356)	(1,351,068)
Solid Waste	2,799,917	2,190,846	1,233,923	594,032	(307,584)	(1,310,835)

City of Emporia

Salary Compensation Summary

4/21/2023

Increase in Payroll costs	2023	2024	2025	2026	2027	2028
General 100% compression	803,946	1,663,981	1,730,540	1,799,762	1,871,752	1,946,622
General 75% compression	705,916	1,460,914	1,519,351	1,580,125	1,643,330	1,709,063
General 50% compression	607,803	1,257,786	1,308,098	1,360,421	1,414,838	1,471,432

Option 1 0% valuation all years

Unencumbered Cash Balance

General 100% compression	5,815,225	4,525,485	2,880,912	744,636	(1,933,575)	(4,239,323)
General 75% compression	5,913,255	4,826,581	3,393,198	1,476,559	(973,230)	(3,041,419)
General 50% compression	6,011,368	5,127,822	3,905,692	2,208,757	(12,540)	(1,843,097)

Option 2 0% Valuation 2024 3% thereafter

Unencumbered Cash Balance

General 100% compression	5,815,225	4,525,484	3,049,843	1,256,340	(900,206)	(2,500,196)
General 75% compression	5,913,255	4,826,581	3,562,130	1,988,264	60,141	(1,302,289)
General 50% compression	6,011,368	5,127,822	4,074,624	2,720,461	1,020,830	(103,970)

Option 3 Valuation 5% each year

Unencumbered Cash Balance

General 100% compression	5,815,225	4,807,041	3,739,389	2,489,855	1,023,491	270,550
General 75% compression	5,913,255	5,108,138	4,251,676	3,221,809	1,983,838	1,468,456
General 50% compression	6,011,368	5,409,379	4,764,170	3,954,006	2,944,527	2,666,776

Option 4 Valuation 10% 2024 3% each year thereafter

Unencumbered Cash Balance

General 100% compression	5,815,225	5,088,597	4,192,441	2,995,269	1,452,393	483,913
General 75% compression	5,913,255	5,389,694	4,704,728	3,727,193	2,412,739	1,681,819
General 50% compression	6,011,368	5,690,935	5,217,222	4,459,391	3,373,428	2,880,139



City of Emporia Employee Classification and Compensation Study

April 19, 2023

The Arnold Group is pleased to provide City of Emporia (COE) with its completed Employee Classification and Compensation Study. The study provides an overview of the COE's current classification and compensation system and our final report including the methodology used to develop the classification and compensation system, related findings, and recommendations.

As you begin to review this document, please know careful thought and consideration was given throughout your project in relation to our work with other governmental entities as well as with traditional employers. Two things stand true across the board: people are the most important asset in any organization and compensation is the most personal aspect of an employment relationship. This study represents a comprehensive review of the COE's classification and compensation system. The recommendations offered, we believe, will provide for internal equity among COE positions and yield valuable information as COE considers how best to ensure external competitiveness now and in the future.

As people are the most important piece of making any organization work, a classification and compensation system—which defines the types of jobs in an organization and how much those types of jobs will pay—is the framework in which organizations manage their job classifications and distribute pay to employees in a manner that is fair, strategic, and competitive within a given market. The opening pages of this document provides a brief background outlining many of the considerations in our approach, methodology and conclusions. This information will prove useful in dissecting the specific findings and recommendations pertaining to COE's Classification and Compensation Study.

The Arnold Group expresses our sincerest thanks to COE staff who assisted throughout the process. The Arnold Group appreciates the privilege of serving the City of Emporia and hope we may be of assistance to you in the future.

Respectfully submitted,

Phillip M. Hayes
Vice President

Heather Poorman
HR Business Partner

Project Background and Methodology

Market Research and Salary Surveys

It's never been a good idea to allow your organization's compensation strategy to go stale, but today's economic upheaval has made this subject a focal point in a historically competitive job market. If your organization hasn't already felt the effects of the current labor shortage and talent war, you've certainly heard about it. Resignations are currently at the highest rate ever recorded, up 13% compared to pre-pandemic levels. According to the Labor Department, most industries across the nation currently have more job openings than there are people with prior experience in that sector.

Employees often weigh their level of compensation above any other factor in their employment decisions. An organization can have an incredible culture, mission, and benefits package, and still hemorrhage talent if pay isn't keeping pace with the market. Accordingly, 73% of employers think their employees are fairly compensated; conversely, 64% of employees report they're being paid below average market value. It isn't enough to trust your gut on this.

Aside from staying competitive through this economic turmoil, there are a myriad reasons for organizations to clear off that dust, reasons that have been with us for a while. Poorly maintained compensation strategies can leave even the most well-meaning of organizations susceptible to fines and/or lawsuits if they're found to be discriminating in pay on the basis of gender, age, race or any other protected class (intentionally or not). Productivity can suffer from poorly devised or outdated programs impacting employee recruiting, engagement, retention, and ultimately your bottom line.

Organizations are often reluctant to dive into these potential issues because they're overwhelmed by the number and complexity of things that need to be taken into consideration. This report and our findings offer clarity and guidance to better understand COE's overall situation and position as it relates to the compensation landscape.

As you are likely aware, there is a greater emphasis on compensation now more than ever. There are several reasons; Pay Equity Laws, Paycheck Fairness Act, recent Fair Labor Standards Act salary increase changes (effective 01/01/2020), national discussion for \$15.00 hourly minimum wage, increased wage pressures post COVID, large employers upping their entry-level/starting wage, maintaining a competitive edge and informed decision-making. Additionally, the U.S. just experienced its longest economic expansion in American history (pre-COVID) with unemployment rates at historic lows not seen since the 1960's, was the perfect combination for added compensation pressures. As the economy re-emerged from the COVID shutdowns, the pressures continued to mount and accelerate. Using market data supports proactive, fact-based decisions across the entire organization, rather than reacting in haste or making siloed decisions.

Conducting market research is one of the most crucial parts of the compensation planning process. This research ensures that wages you pay your employees are comparable to similar positions in the marketplace. Keep in mind, not all market data is as accurate and instructive for employers, so it is critical employers know what data is most reliable. Following are a mix of tips and items for consideration from our experience with providing compensation design and implementation for a variety of organizations.

1. Remember that the definition of "market" is who you hire from and to whom you lose employees to. It is likely that you compete in more than one "market" and understand they are all carefully linked:
 - a) First, there is the geographic market for your entry- and mid-level employees. Applicants for these positions are not likely to travel far for employment, so they will seek a position that is relatively close to where they live.
 - b) The second market employers should consider is industry specific or similar professional related positions.

- c) The third market needing careful consideration is likely more regional or national for your management and/or executive positions.
- 2. When an organization begins the process of market research, it needs to think about it as a long-term process. Find good data (sourced from employers, not employees) and use those sources each time you refresh your data to maintain consistency. Seek out data sources that offer reliable survey information for your benchmark positions and include organizations similar to yours.
- 3. The cost of labor is typically the highest expense in organizations. The sooner the expense is managed through credible salary surveys and external market data, the more likely the organization will develop successful total rewards programs and practices to support its short- and long-term growth.
- 4. Without external market data, new hire and existing employee compensation decisions will commonly be based on subjective decisions. These decisions will reflect legal pay equity compliance and framework for future compensation practices. It is critical that organizations have reliable data to assist them in setting appropriate pay at the time of hiring.

Formal Compensation Policy/Administration

Not every organization has a formal name for it, but every organization that hires employees must have an idea of what they're willing and able to pay those employees. Pay and benefits may be determined ad hoc in many organizations, but there are many benefits to creating a more formal structure around how pay and benefits are determined and distributed. Even for organizations that already have some structure in place, there may be aspects that can be fine-tuned. Following are some examples of the benefits a formal compensation administration program can offer employers:

- 1. Ensure fairness and consistency in salary levels, which can help with retention and morale, and thus help with productivity.
- 2. Help to ensure the organization is competitive in the talent marketplace by comparing to external benchmarks and making adjustments when necessary.
- 3. Allow greater control over budgeting if salary levels are mostly predetermined (within a range) for each role.
- 4. Allow the organization a straightforward means to differentiate wages for different roles requiring different expertise, experience, or education.
- 5. Encourage employees to stay because they do not feel the need to leave the organization to simply get a pay raise, as a formal compensation system should include a policy of how raises are doled out.
- 6. Help to shield against claims of discrimination if every similarly-situated employee is paid an amount commensurate with their skills, experience level and level within the organization.
- 7. Allow the organization a formal means to ensure all aspects of payroll are meeting local and federal legal obligations, including fair pay standards and all legal aspects related to benefit program implementation.

Compensation Administration Considerations

When making a formal compensation administration policy or program for your organization, there are many things to consider:

- 1. Does your organization need a system that incorporates some form of pay grades or tiers?
- 2. Where do you want to be in terms of market competitiveness for talent?
 - a) Is it in line with the organization's goals to pay the average of the market rate?
 - b) Or does it make more sense to pay at the top of the market rate?
 - c) Or is it most aligned with the organization's goals to minimize the amount spent on wages?
- 3. If you already have a pay grade structure in place, are all of your employees properly classified within it?

- a) Have any employees experienced pay compression? If so, what is the organization's risk and liability as it relates to protected classes?
4. Are all workers properly classified in terms of exempt versus nonexempt status?
 - a) Have you audited to ensure this, and to ensure there are no inappropriate exceptions?
5. Are your workers properly classified as employees versus independent contractors?
6. Do you have a formal plan in place to give cost-of-living pay raises? What about merit pay or pay for performance increases? Do your employees know about and understand the plan/policy?
7. Do you conduct formal performance appraisals, and are these directly tied to salary?
 - a) Merit-based pay increases
 - b) Pay for Performance pay increases
8. Do you have a policy of providing longevity increases to ensure that long-term employee salaries keep up with market levels?
9. Are the benefits being offered by the organization the ones that employees' value? Are they benefits that will help to attract the types of applicants the organization is looking for?
10. Are there policies in place regarding non-cash forms of compensation?

Compensation Concepts and Definitions

1. **Benchmark** for lowest paid non-exempt position (use average of salaries for that pay grade only) and benchmark for lowest paid exempt position (use average of salaries for that pay grade only) – the reason a benchmark isn't established for executive positions is it wouldn't be in balance with the rest of the pay scale.
2. **Broad Banding** – Broad banding refers to the use of fewer and wider salary ranges than is traditional in salary administration. It involves the collapsing of several salary grades into a few broad "bands" with significantly larger pay ranges. Each band may have a minimum and maximum pay rate but usually does not have a traditional midpoint. It may not be feasible to use a traditional pay range midpoint for control and analysis because the pay range is so broad and encompasses such a wide level of skills. Organizations using broad banding practices typically have only one-third as many salary grades as do firms using traditional pay practices.
3. **Equity in Compensation** – Appropriate and defensible pay differences
 - **Individual Equity** – Comparison between employees doing the same job within the same organization.
 - **Internal Equity** – Comparison of different jobs within the same organization.
 - **External Equity** – Comparison of the same job throughout different organizations.

Market Position	Advantages	Disadvantages
LAG the Market	1. Lowers costs – more competitive 2. Money can be used for benefits	1. Hard to attract/retain EEs 2. Training EEs for competitors 3. Dissatisfied EEs
MATCH the Market	1. Pay & cost matches competition 2. During good times, can easily share bonuses and short-term incentives	1. May not be able to keep stars 2. May not attract starts in tight market
LEAD the Market	1. Able to attract/retain stars 2. Helps w/ long-term retention 3. Helps w/ perception of ER of choice	1. Increases costs 2. Must have profits/finances to afford 3. During hard times, not able to change financial commitment quickly
MIXED Market Position	1. One size doesn't fit all a. Geographical challenges b. Market shortages c. Difficult vs. easier-to-fill positions	1. Administration – but having the right tools to administer this significantly lessens the burden

4. **Green Circle Employees** – Employees below the minimum of the salary range.
5. **Job Analysis** – Process of analyzing jobs from which job descriptions are developed. Job analysis techniques include the use of interviews, questionnaires, and observation. A systematic process of determining the tasks that constitute a particular job and the skills and knowledge required to perform it. The result of job analysis is a job description.
6. **Job Classification** – Properly matching each employee to the appropriate job description and grade level (as a result of job analysis, job evaluation and salary structure).
7. **Job Description** – A factual description of the job's essential and nonessential functions, responsibilities, requirements, functions, duties, location, environment, conditions, the qualifications necessary to perform the job, and other aspect of the job.
8. **Job Evaluation** – System for comparing jobs for the purpose of determining appropriate compensation levels for individual jobs or job elements. Four main techniques: Ranking, Classification, Factor Comparison, and Point Method.
9. **Job Grade / Pay Grade** – Groupings of a variety of positions of similar internal job ranking.
10. **Maximum Rate** – Highest rate the company usually would pay an employee assigned to that pay grade. Normally this would be paid only to a person who performs duties well beyond those called for in the job description, at the highest possible efficiency under little supervision.
11. **Mean** – A mean wage is an average wage. An occupational mean wage estimate is calculated by summing the wages of all the employees in a given occupation and then dividing the total wages by the number of employees. The mean is the most sensitive measure of the central tendency of data because any variation in the data, especially any unusually high or low numbers, tends to be reflected in the resulting mean.
12. **Median** – That number which, when the data are arrayed from high to low, splits the data in half; in other words, that number that is larger than half the data and smaller than half the data. The median is a good measure of central tendency that is not greatly influenced by a few high or low numbers. A median wage is a boundary. An occupational median wage estimate is the boundary between the highest paid 50% and the lowest paid 50% of workers in that occupation.
13. **Merit Increases** – In-grade adjustments in salary granted for increased proficiency and/or changes in position content which are not sufficient to warrant reclassification.
14. **Midpoint** – The going rate in the salary survey sample and the rate that will be established for the employee performing 100 percent of the job duties at 100 percent efficiency under normal supervision. It should be halfway between the minimum and the maximum. The midpoint of the range is the approximate average salary at which most of the experienced, seasoned, professional staff members in a title will cluster; usually after being in the position for several years intended for employees who are fully experienced and consistently meet expectations in their positions usually represents the control point for administration of pay and the series of midpoints represent the policy line of the company.
15. **Minimum Rate** – Lowest amount the company would pay an employee assigned to that grade. The level of pay to which an employee who meets the minimum qualifications for the job is entitled (depending on company policy, this may mean the ability to perform 75 percent of the job duties at 75 percent efficiency, under normal supervision).
16. **Pay Structures** – Useful for standardizing compensation practices. Most pay structures include several grades with each grade containing a minimum salary/wage and either step increments or grade range. Step increments are common with union positions where the pay for each job is pre-determined through collective bargaining.
17. **Point Factor Analysis (PFA)** – consists of 9 compensable factors
 - Knowledge
 - Supervisory Control (supervision received)

- Guidelines
 - Complexity
 - Scope and Effect
 - Personal Contacts
 - Purpose of Contacts
 - Physical Demands
 - Work Environment
18. **Progression** – Is established to reflect the significant changes in duties and responsibilities when moving from one pay grade to another. Progression effects everything with exception of benchmark. Everything on pay scale is based on midpoint of benchmark job.
 19. **Promotion** – Advancement from a position in one pay grade to another in a higher pay grade.
 20. **Reclassification** – May be made when a major change in the position content occurs, or when the incumbent in the position relinquishes or assumes substantial responsibilities. When a position warrants reclassification, it shall be re-described and reevaluated and assigned to the proper position classification.
 21. **Red Circle Employees** – Above the maximum of the salary range (possibly due to demoted without decrease in pay, transfer, etc.)
 22. **Salary Structure** – System of pay grades and ranges.
 23. **Salary Surveys** – Collections of salary and market data. May include average salaries, inflation indicators, cost of living indicators, salary budget averages.
 24. **Spread** – (Horizontal) in pay ranges. The percentage from midpoint to maximum plus percentage of minimum to midpoint. Increase spread to create more job growth in pay grades. The distance between the minimum rate and the maximum rate, expressed as a percentage of the midpoint.
 25. **Wage Compression** – Occurs when new employees are hired at a rate of pay greater than that earned by incumbents for similar skills, education and experience.

Basic Compensation Program Goals & Policy Overview

A well-constructed and managed compensation program achieves the following objectives that are an important part in attracting and retaining qualified talent:

1. Establishes fairness in pay among job positions
2. Ensures competitive pay rates
3. Helps direct work activity toward company objectives
4. Helps to control payroll cost
5. Complies with federal, state and local labor laws such as the Fair Labor Standards Act (FLSA), Americans with Disability Act (ADA) and other pay discrimination laws
6. Is effective and efficient

City of Emporia Compensation Study Findings:

COE Employee Data set as of March 6, 2023: Includes 277 employees, 21 open positions and 166 positions/Job Descriptions

The classification and compensation system should be simple and strategic, include clear job descriptions and career paths, provide for internal pay fairness across similar types of jobs and experience levels, and be competitive within relevant markets. If it's working, it contributes to your ability to attract and retain talented, dedicated employees who can deliver the level of service COE constituents deserve. Based on the data analysis, the COE's approach to this challenge was formal in nature and applied organization wide. Unfortunately, the current compensations system is outdated, stale and negatively impacting the organization's employee recruiting and retention efforts.

Today we are sharing the COE Compensation study findings, which uses comparative data to tell us exactly where COE stands internally and externally, and gives you the tools needed to address fairness, bringing employees in line with market value for their positions, and establish a long-term strategy to ensure consistency and equity organization wide.

The resulting compensation plan from this study offers a best-practice management approach to compensation and takes a realistic, honest, and transparent look at how COE operates. This information should assist COE in making organizational-wide, appropriate, fair, and consistent pay decisions.

Background

Existing job descriptions were used to evaluate positions outlined in the original Statement of Work to include knowledge, skills, abilities and essential functions reflected for each position. A point factor analysis was completed for each position using nine unique compensable factors allowing us to objectively assign each unique position to a job grade. Lastly, several salary surveys from the U.S., Kansas, surrounding counties and the local market competition were conducted to inform pay structures.

Organizational & Departmental Summaries:

Employee Gender:

	Male		Female	
ALL EMPLOYEES / ALL DEPARTMENTS	215	72.15%	83	27.85%
Administration			4	100.00%
Building & Neighborhood Dev	6	75.00%	2	25.00%
Engineering	6	75.00%	2	25.00%
Finance & Water Service	2	25.00%	6	75.00%
Fire & EMS	45	88.24%	6	11.76%
Human Resources			3	100.00%
Information Services	2	100.00%		
Municipal Court	1	16.67%	5	83.33%
Police Department	44	81.48%	10	18.52%
Public Lands and Facilities	38	55.07%	31	44.93%
Public Works	70	83.33%	14	16.67%
Contract	1	100.00%		

Employee Tenure:

U.S. Averages - BLS.gov		22.20%		30.50%		19.30%		10.60%		6.60%		10.80%			
		<1 yr		1-4 yrs		5-9 yrs		10-14 yrs		15-19 yrs		20-24 yrs		25+ yrs	
ALL EMPLOYEES / ALL DEPARTMENTS	70	23.49%	68	22.82%	46	15.44%	49	16.44%	19	6.38%	18	6.04%	28	9.40%	
	2	50.00%					1	25.00%					1	25.00%	
	1	12.50%	2	25.00%	3	37.50%					1	12.50%	1	12.50%	
			3	37.50%	2	25.00%							3	37.50%	
	1	12.50%	3	37.50%	1	12.50%			1	12.50%	1	12.50%	1	12.50%	
	7	13.73%	6	11.76%	10	19.61%	12	23.53%	8	15.69%	4	7.84%	4	7.84%	
			1	33.33%			2	66.67%							
					1	50.00%					1	50.00%			
	2	33.33%	2	33.33%	2	33.33%									
	14	25.93%	11	20.37%	7	12.96%	10	18.52%	3	5.56%	4	7.41%	5	9.26%	
24	34.78%	12	17.39%	10	14.49%	14	20.29%	3	4.35%	2	2.90%	4	5.80%		
19	22.62%	27	32.14%	10	11.90%	10	11.90%	4	4.76%	5	5.95%	9	10.71%		
Contract		1	100.00%												
U.S. Averages - BLS.gov		52.70%		72.00%		82.60%		89.20%		100.00%					
Employees: <4 Years of Tenure		138		46.31%											
Employees: <9 Years of Tenure		184		61.74%											
Employees: <14 Years of Tenure		233		78.19%											
Employees: <19 Years of Tenure		252		84.56%											
Employees: <24 Years of Tenure		270		90.60%											
Employees: ALL		298		100.00%											

Employee Age:

U.S. Averages - BLS.gov		12.00%		22.70%		21.30%		19.00%		16.00%		6.60%	
		<26		26-35		36-45		46-55		56-65		65+	
ALL EMPLOYEES / ALL DEPARTMENTS		39	13.09%	58	19.46%	86	28.86%	53	17.79%	48	16.11%	14	4.70%
Administration				1	12.50%	2	50.00%	1	25.00%	1	25.00%		
Building & Neighborhood Dev				2	25.00%	1	12.50%	2	25.00%	4	50.00%		
Engineering						3	37.50%	3	37.50%				
Finance & Water Service		1	12.50%			4	50.00%	1	12.50%	2	25.00%		
Fire & EMS		3	5.88%	21	41.18%	18	35.29%	7	13.73%	2	3.92%		
Human Resources						1	33.33%	2	66.67%				
Information Services				1	50.00%			1	50.00%				
Municipal Court				1	16.67%	3	50.00%	2	33.33%				
Police Department		10	18.52%	15	27.78%	16	29.63%	7	12.96%	5	9.26%	1	1.85%
Public Lands and Facilities		16	23.19%	4	5.80%	17	24.64%	8	11.59%	14	20.29%	10	14.49%
Public Works		9	10.71%	13	15.48%	20	23.81%	19	22.62%	20	23.81%	3	3.57%
Contract						1	100.00%						
U.S. Averages - BLS.gov		35.00%		56.80%		76.60%		93.40%		100.00%			
Employees: <35		97		32.55%									
Employees: <45		183		61.41%									
Employees: <55		236		79.19%									
Employees: <65		284		95.30%									
Employees: ALL		298		100.00%									

Key Findings

1. COE currently had a lower than average number of job titles than expected, based on the current employee workforce.
 - a) Classifications matter because they drive compensation, help ensure pay fairness, and create simple, clear career paths.
 - i. COE has grouped similar jobs together, in an effort to ensure new employees were paid fairly for similar work that requires similar backgrounds, education, and expertise.
 - ii. However, there were noticeable differences based on various employment journeys as some employees have experienced differing levels of pay compression compared to their counterparts.
 1. Considerations affecting such differences:
 - a. Market conditions have changed considerably over the past decade and dramatically since 2020.
 - b. There are numerous differences between the current system versus The Arnold Group's proposed compensation plan and methodology.
 - b) The Arnold Group recommends expanding the number of unique positions/descriptions and classifications as well as expanding a few others for career advancement opportunities/tracks.
2. Jobs requiring comparable qualifications with equivalent responsibilities are not always compensated at similar levels.
 - a) This study reorganized the job classifications based on the results of the compensable factor analysis and methodology. This is a major step forward to rationalize, professionalize, and streamline your approach to objectively managing job classifications.
3. COE pay is a mixed bag. Much of the support staff positions are uncompetitive *overall* with the market as a whole, although some positions/employees have higher earnings, comparatively.
4. The COE Compensation Study revealed some challenges the COE faces in maintaining its workforce and remaining competitive with pay. Salary surveys consider pay rates based on an individual's years of experience, while a market study compares pay ranges for each kind of job with similar positions in other geographic areas.
5. Based on our methodology and findings, there are several COE employees below the proposed, prescribed grade minimums and no employees above the proposed, prescribed grade maximum.

6. Following is a brief summary of our *initial* findings with the full employee demographic review and the limited PFA review:

a) 160 employees would be in line for a market adjustment simply to get them into the proposed pay scale minimums. Following are the department breakout:

Department	Diff from Current to Min. Proposed
ALL EMPLOYEES / ALL DEPARTMENTS	\$772,497.92
	160
<u>Administration</u>	\$0.00
	0
<u>Building & Neighborhood Dev</u>	\$12,624.52
	2
<u>Engineering</u>	\$6,999.63
	3
<u>Finance & Water Service</u>	\$6,677.23
	4
<u>Fire & EMS</u>	\$46,611.09
	10
<u>Human Resources</u>	\$5,548.00
	2
<u>Information Services</u>	\$17,457.40
	1
<u>Municipal Court</u>	\$24,142.78
	4
<u>Police Department</u>	\$407,941.81
	45
<u>Public Lands and Facilities</u>	\$150,471.96
	56
<u>Public Works</u>	\$94,023.49
	33

b) 183 employees with an average *total* tenure of 10.35 years and *positional* tenure of 6.61 years would be in line for a market adjustment to address and unpack wage compression. Following are the department breakout:

Department	100.00%
ALL EMPLOYEES / ALL DEPARTMENTS	\$885,789.13
	184
<u>Administration</u>	\$7,037.70
	1
<u>Building & Neighborhood Dev</u>	\$36,978.70
	5
<u>Engineering</u>	\$20,314.20
	3
<u>Finance & Water Service</u>	\$51,089.72
	4
<u>Fire & EMS</u>	\$127,822.80
	35
<u>Human Resources</u>	\$27,577.05
	2
<u>Information Services</u>	\$12,166.47
	1
<u>Municipal Court</u>	\$26,125.61
	2
<u>Police Department</u>	\$245,033.09
	41
<u>Public Lands and Facilities</u>	\$105,432.02
	51
<u>Public Works</u>	\$226,211.77
	39

- c) Based on the current study results, the full financial commitment totals \$1,653,781.
- d) Following is a summary of COE's workforce as it pertains to wage compression and the cost associated with correcting and addressing the known pay compression posture:
- By completing next phase on the compensation plan, and if adopted, COE will have a more competitive pay scale and compensation structure to help with recruiting and retention.
 - By addressing pay compression, internal equity and fairness across similar classifications and positional tenure across the entire organization, COE can clearly communicate and demonstrate the value you place on your workforce.

7. The Arnold Group recommends the following 216 position descriptions and classifications:

Job Number	Department	Common Name	Job Grade
0101-00106	ADM	NEW-INTERN	10
0201-00405	PD	SCHOOL CROSSING GUARD	10
0301-00106	FIRE/EMS	DNU-INTERN	10
0304-00106	ADM - BLDG &	DNU-INTERN	10
0500-00106	ENG	DNU-INTERN	10
0701-00112	PUB LANDS & FAC	GOLF COURSE GROUNDS KEEPER	10
0702-00102	PUB LANDS & FAC	GOLF SHOP ATTENDANT	10
0801-00104	PUB LANDS & FAC	PARKS GROUNDSKEEPER	10
0801-00116	PUB LANDS & FAC	HORTICULTURE GROUNDSKEEPER	10
0901-00113	PUB LANDS & FAC	GENERAL LABORER	10
0904-00108	PUB LANDS & FAC	CONCESSION WORKER	10
4003-00001	Pw-Sw COLL	NEW-CONTAINER MAINTENANCE TECHNICIAN	11
4003-09991	Pw-Sw COLL	LABORER-SANITATION-SANITATION COLLECTOR (No CDL)	11
4006-09993	Pw-RECY	LABORER-RECYCLING-RECYCLING HANDLER (No CDL)	11
0201-40108	PD	POLICE RECORDS TECH	12
0701-10002	PUB LANDS & FAC	MAINTENANCE TECH I	12
0801-10002	PUB LANDS & FAC	MAINTENANCE TECH I	12
0806-10002	PUB LANDS & FAC	MAINTENANCE TECH I	12
0901-10002	PUB LANDS & FAC	MAINTENANCE TECH I	12
0902-10002	PUB LANDS & FAC	MAINTENANCE TECH I	12
0903-10002	PUB LANDS & FAC	MAINTENANCE TECH I	12
2303-10002	Pw-UU	MAINTENANCE TECH I	12
2501-10002	Pw-STR	MAINTENANCE TECH I	12
4003-10002	Pw-Sw COLL	SANITATION MAINTENANCE TECH I	12
4004-09992	Pw-Sw TRF	LABORER-TRANSFER STATION-TRANSFER STATION EQUIPMENT OPERATOR (No CDL)	12
4006-00100	Pw-RECY	SCALEHOUSE ATTENDANT	12
0103-00002	IT	NEW-IT TECHNICIAN I	13
0206-20005	PD	ANIMAL CONTROL OFFICER	13
0400-40112	MC	COURT CLERK	13
0701-30019	PUB LANDS & FAC	EQUIPMENT TECHNICIAN-GOLF	13
0801-20006	PUB LANDS & FAC	MAINTENANCE TECH II	13
0806-20003	PUB LANDS & FAC	ANIMAL CARE SPECIALIST	13
0901-20006	PUB LANDS & FAC	MAINTENANCE TECH II	13
1401-10003	Pw-AIR	AIRPORT ATTENDANT I	13
2302-20007	FIN & WATER	WATER SERVICE TECH	13
2303-20006	Pw-UU	UTILITY TECH I	13
2501-20006	Pw-STR	STREET EQUIPMENT OPERATOR I	13
2503-20006	Pw-SIGN MRK	TRAFFIC SAFETY TECH	13
4003-00003	Pw-Sw COLL	NEW-EQUIPMENT OPERATOR I (CDL)	13
4003-20006	Pw-Sw COLL	SANITATION OPERATOR I	13
4004-20006	Pw-Sw TRF	SANITATION EQUIPMENT OPERATOR I	13
5004-00002	Pw-WWT	NEW-PLANT OPERATOR TRAINEE	13

0102-14204	FIN & WATER	ACCOUNTING CLERK-AR	14
0102-40110	FIN & WATER	ACCOUNTING CLERK-AP	14
0103-40107	IT	LEAD IT TECHNICIAN - IT TECHNICIAN II	14
0301-30004	FIRE/EMS	ADMINISTRATIVE ASSISTANT	14
0303-30004	BLDG & NHBD DEV	ADMINISTRATIVE ASSISTANT	14
0400-00001	MC	SR. COURT CLERK	14
0500-59204	ENG	ADMINISTRATIVE ASSISTANT	14
0801-20011	PUB LANDS & FAC	MAINTENANCE TECH III	14
0801-30004	PUB LANDS & FAC	ADMINISTRATIVE ASSISTANT	14
0806-00110	PUB LANDS & FAC	EDUCATION COORDINATOR	14
0806-20011	PUB LANDS & FAC	MAINTENANCE TECH III	14
1101-30014	Pw-SHOP	AUTO MECHANIC I	14
2302-00001	FIN & WATER	UTILITY SERVICE REPRESENTATIVE	14
2303-20011	Pw-UU	EQUIPMENT OPERATOR II	14
2304-20001	Pw-WP	PLANT OPERATOR	14
2501-20011	Pw-STR	EQUIPMENT OPERATOR II	14
4003-20011	Pw-SW COLL	SANITATION OPERATOR II	14
4003-30004	Pw-SW COLL	ADMINISTRATIVE ASSISTANT	14
4004-20011	Pw-SW TRF	EQUIPMENT OPERATOR II	14
4006-20011	Pw-RECY	EQUIPMENT OPERATOR II	14
5004-20001	Pw-WWT	PLANT OPERATOR	14
0101-40015	ADM	DEPUTY CITY CLERK	15
0102-70012	HR	HR COORDINATOR OWC	15
0102-70016	HR	HR COORDINATOR PRB	15
0103-00003	IT	NEW- SENIOR IT TECHNICIAN	15
0201-30028	PD	SENIOR IT TECHNICIAN	15
0201-40116	PD	EXECUTIVE SECRETARY-POLICE DEPT	15
0201-60001	PD	PROPERTY & EVIDENCE CUSTODIAN	15
0301-50010	FIRE/EMS	FIREFIGHTER TRAINEE-EMT CANDIDATE	15F2
0302-50025	FIRE/EMS	AMBULANCE BILLING CLERK	15
0303-30006	BLDG & NHBD DEV	BUILDING INSPECTOR I	15
0303-70013	BLDG & NHBD DEV	COMMUNITY HOUSING COORDINATOR	15
0303-70025	BLDG & NHBD DEV	PROPERTY MAINTENANCE OFFICER	15
0500-30002	ENG	GIS TECHNICIAN	15
0500-30005	ENG	ENGINEERING TECH I	15
0701-30023	PUB LANDS & FAC	ASSISTANT GOLF COURSE SUPERINTENDENT	15
0801-20010	PUB LANDS & FAC	FOREMAN I	15
0801-30024	PUB LANDS & FAC	OFFICE MANAGER-PARK/ZOO	15
0806-30029	PUB LANDS & FAC	ANIMAL CARE MANAGER	15
0901-20010	PUB LANDS & FAC	FOREMAN I	15
1101-00001	Pw-SHOP	NEW-AUTO MECHANIC II	15
2303-20010	Pw-UU	FOREMAN I	15
2304-30020	Pw-WP	PLANT OPERATOR II	15
2501-20010	Pw-STR	FOREMAN I	15
2503-20610	Pw-SIGN MRK	LEAD TRAFFIC SAFETY TECH	15
5004-30020	Pw-WWT	PLANT OPERATOR II	15

Job Number	Department	Common Name	Job Grade
0201-00002	PD	NEW-POLICE OFFICER RECRUIT	30P
0301-50002	FIRE/EMS	FIREFIGHTER-EMT	30F2
0103-00001	IT	NEW-NETWORK TECHNICIAN/ADMINISTRATOR	31
0201-60000	PD	POLICE OFFICER	31P
0301-50005	FIRE/EMS	FIREFIGHTER-ADV EMT	31F2
0301-50006	FIRE/EMS	PARAMEDIC-NO FIRE	31F3
0303-70018	BLDG & NHBD DEV	COMMUNITY DEVELOPMENT COORDINATOR	31
0500-00002	ENG	NEW-ENGINEERING TECH II	31
0500-70020	ENG	GIS COORDINATOR	31
0801-30007	PUB LANDS & FAC	HORTICULTURIST	31
1401-30009	Pw-AIR	AIRPORT ASSISTANT MANAGER	31
2302-40120	FIN & WATER	UTILITY SERVICES SUPERVISOR	31
2303-30011	Pw-UU	FOREMAN II	31
4003-20012	Pw-Sw COLL	SOLID WASTE ASSISTANT	31
4003-30011	Pw-Sw COLL	FOREMAN II-SOLID WASTE SUPERVISOR	31
4004-30011	Pw-Sw TRF	FOREMAN II	31
5004-30013	Pw-WWT	WASTEWATER LAB TECH	31
5004-30022	Pw-WWT	PLANT OPERATOR III	31
0301-50003	FIRE/EMS	FIREFIGHTER-PARAMEDIC	32F2
0303-70023	BLDG & NHBD DEV	PLANNING & ZONING ADMINISTRATOR	32
0500-30000	ENG	LEAD ENGINEERING TECHNICIAN	32
0701-70002	PUB LANDS & FAC	GOLF COURSE SUPERINTENDENT	32
0702-70006	PUB LANDS & FAC	GOLF SHOP MANAGER	32
0801-30021	PUB LANDS & FAC	PARK SUPERVISOR - PARK MANAGER	32
1101-70015	Pw-SHOP	WAREHOUSE SHOP MANAGER	32
1401-70005	Pw-AIR	AIRPORT MANAGER	32
2303-70019	Pw-UU	UNDERGROUND UTILITY MANAGER	32
2304-30010	Pw-WP	PLANT MAINTENANCE TECH	32
2304-30025	Pw-WP	PLANT OPERATOR IV	32
2501-30008	Pw-STR	FOREMAN III- FOREMAN II	32
2501-70010	Pw-STR	STREET DIVISION MANAGER	32
4004-30008	Pw-Sw TRF	FOREMAN III- FOREMAN II	32
5004-30010	Pw-WWT	PLANT MECHANIC	32
0201-00001	PD	NEW-MASTER PATROL OFFICER	33P
0201-60002	PD	POLICE DETECTIVE	33P
0301-00001	FIRE/EMS	NEW-FIRE LIEUTENANT	33F2
0303-00001	BLDG & NHBD DEV	NEW-BUILDING INSPECTOR II	33
0500-00003	ENG	NEW-INTERN ENGINEER (FE LEVEL CERT)	33
0806-80016	PUB LANDS & FAC	EXECUTIVE ZOO DIRECTOR	33
2304-30015	Pw-WP	ASSISTANT WATER PLANT MANAGER	33
5004-30111	Pw-WWT	NEW-LEAD WASTEWATER PLANT OPERATOR	33

0101-80004	ADM - ADM	CITY CLERK	34
0101-80030	ADM - ADM	COMMUNICATIONS MANAGER	34
0201-60003	PD	POLICE SERGEANT	34P
0201-60013	PD	POLICE LIEUTENANT	34P
0301-50004	FIRE/EMS	FIRE CAPTAIN	34F2
0301-50104	FIRE/EMS	FIRE CAPTAIN-TRAINING OFFICER	34
0303-00002	BLDG & NHBD DEV	NEW-CHIEF BUILDING INSPECTOR	34
0400-80006	MC	MANAGER OF COURT SERVICES	34
0400-80018	MC	MUNICIPAL PROSECUTOR	34
0500-33001	ENG	ENGINEERING PROJECT MANAGER	34
2304-30012	Pw-WP	CHIEF WATER PLANT OPERATOR	34
4003-70008	Pw-Sw COLL	SOLID WASTE MANAGER	34
5004-30313	Pw-WWT	LABATORY MANAGER	34
0102-00001	HR	NEW-DEPUTY HR DIRECTOR	35
0102-00002	FIN & WATER	NEW-CITY TREASURER	35
0201-60004	PD	POLICE CAPTAIN	35P
0301-50000	FIRE/EMS	FIRE MARSHAL	35
0301-70001	FIRE/EMS	FIRE BATTALION CHIEF	35F2
0500-00001	ENG	NEW-ASST CITY ENGINEER (PE LEVEL CERT)	35
2304-70004	Pw-WP	WATER PLANT MANAGER	35
5004-70003	Pw-WWT	WASTEWATER PLANT MANAGER	35
0101-80005	ADM	NEW-DIRECTOR OF SPECIAL PROJECTS	40
0103-70030	ADM - IT	DIRECTOR OF IT	40
0201-80014	PD	DEPUTY POLICE CHIEF	40
0301-80013	FIRE/EMS	DEPUTY FIRE CHIEF	40
0303-70071	ADM - BLDG &	DIRECTOR OF NEIGHBORHOOD DEVELOPMENT	40
0400-80017	MC	MUNICIPAL COURT JUDGE	40
0901-77007	ADM - PUB LANDS	DIRECTOR OF PUBLIC LANDS AND FACILITIES	40
0102-80007	ADM - FIN &	DIRECTOR OF FINANCE	41
0102-80020	ADM - HR	DIRECTOR OF HR	41
0201-80008	ADM - PD	POLICE CHIEF	41
0301-80005	ADM - FIRE/EMS	FIRE CHIEF	41
2501-80003	ADM - Pw-STR	DIRECTOR OF PUBLIC WORKS	41
0101-80000	ADM	CITY MANAGER	42
0101-80001	ADM	ASSISTANT CITY MANAGER	42
0101-80002	ADM-MC	CITY ATTORNEY	42
0500-80015	ENG - ADM	CITY ENGINEER	42

Recommended Pay Scale for City of Emporia

- The Arnold Group recommends COE adopt the following pay scale:



Pay Scales

				2080	Schedule							
Base Position				Fire / EMS - First Responders			Police - Sworn (Non-Salaried)					
		Min	Mid	Max	Min	Mid	Max	Min	Mid	Max		
Annually	10	\$28,704	\$36,296	\$43,992	10F	\$30,139	\$38,111	\$46,192	10P	\$30,139	\$38,111	\$46,192
Bi Weekly		\$1,104	\$1,396	\$1,692		\$1,159	\$1,466	\$1,777		\$1,159	\$1,466	\$1,777
Hourly		\$13.80	\$17.45	\$21.15		\$14.49	\$18.32	\$22.21		\$14.49	\$18.32	\$22.21
Annually	11	\$31,200	\$39,416	\$47,736	11F	\$32,760	\$41,387	\$50,123	11P	\$32,760	\$41,387	\$50,123
Bi Weekly		\$1,200	\$1,516	\$1,836		\$1,260	\$1,592	\$1,928		\$1,260	\$1,592	\$1,928
Hourly		\$15.00	\$18.95	\$22.95		\$15.75	\$19.90	\$24.10		\$15.75	\$19.90	\$24.10
Annually	12	\$33,800	\$42,744	\$51,792	12F	\$35,490	\$44,881	\$54,382	12P	\$35,490	\$44,881	\$54,382
Bi Weekly		\$1,300	\$1,644	\$1,992		\$1,365	\$1,726	\$2,092		\$1,365	\$1,726	\$2,092
Hourly		\$16.25	\$20.55	\$24.90		\$17.06	\$21.58	\$26.15		\$17.06	\$21.58	\$26.15
Annually	13	\$36,712	\$46,384	\$56,160	13F	\$38,548	\$48,703	\$58,968	13P	\$38,548	\$48,703	\$58,968
Bi Weekly		\$1,412	\$1,784	\$2,160		\$1,483	\$1,873	\$2,268		\$1,483	\$1,873	\$2,268
Hourly		\$17.65	\$22.30	\$27.00		\$18.53	\$23.42	\$28.35		\$18.53	\$23.42	\$28.35
Annually	14	\$39,624	\$50,128	\$60,736	14F	\$41,605	\$52,634	\$63,773	14P	\$41,605	\$52,634	\$63,773
Bi Weekly		\$1,524	\$1,928	\$2,336		\$1,600	\$2,024	\$2,453		\$1,600	\$2,024	\$2,453
Hourly		\$19.05	\$24.10	\$29.20		\$20.00	\$25.31	\$30.66		\$20.00	\$25.31	\$30.66
Annually	15	\$42,848	\$54,184	\$65,624	15F	\$44,990	\$56,893	\$68,905	15P	\$44,990	\$56,893	\$68,905
Bi Weekly		\$1,648	\$2,084	\$2,524		\$1,730	\$2,188	\$2,650		\$1,730	\$2,188	\$2,650
Hourly		\$20.60	\$26.05	\$31.55		\$21.63	\$27.35	\$33.13		\$21.63	\$27.35	\$33.13

Base Position				Fire / EMS - First Responders			Police - Sworn (Non-Salaried)					
Annually	30	\$39,075	\$50,415	\$61,760	30F	\$44,546	\$57,473	\$70,406	30P	\$44,546	\$57,473	\$70,406
Bi Weekly		\$1,503	\$1,939	\$2,375		\$1,713	\$2,211	\$2,708		\$1,713	\$2,211	\$2,708
Hourly		\$18.79	\$24.24	\$29.69		\$21.42	\$27.63	\$33.85		\$21.42	\$27.63	\$33.85
Annually	31	\$46,890	\$60,500	\$74,115	31F	\$53,455	\$68,970	\$84,491	31P	\$53,455	\$68,970	\$84,491
Bi Weekly		\$1,803	\$2,327	\$2,851		\$2,056	\$2,653	\$3,250		\$2,056	\$2,653	\$3,250
Hourly		\$22.54	\$29.09	\$35.63		\$25.70	\$33.16	\$40.62		\$25.70	\$33.16	\$40.62
Annually	32	\$52,985	\$68,365	\$83,750	32F	\$60,403	\$77,936	\$95,475	32P	\$60,403	\$77,936	\$95,475
Bi Weekly		\$2,038	\$2,629	\$3,221		\$2,323	\$2,998	\$3,672		\$2,323	\$2,998	\$3,672
Hourly		\$25.47	\$32.87	\$40.26		\$29.04	\$37.47	\$45.90		\$29.04	\$37.47	\$45.90
Annually	33	\$59,875	\$77,255	\$94,640	33F	\$68,258	\$88,071	\$107,890	33P	\$68,258	\$88,071	\$107,890
Bi Weekly		\$2,303	\$2,971	\$3,640		\$2,625	\$3,387	\$4,150		\$2,625	\$3,387	\$4,150
Hourly		\$28.79	\$37.14	\$45.50		\$32.82	\$42.34	\$51.87		\$32.82	\$42.34	\$51.87
Annually	34	\$67,660	\$87,300	\$106,945	34F	\$77,132	\$99,522	\$121,917	34P	\$77,132	\$99,522	\$121,917
Bi Weekly		\$2,602	\$3,358	\$4,113		\$2,967	\$3,828	\$4,689		\$2,967	\$3,828	\$4,689
Hourly		\$32.53	\$41.97	\$51.42		\$37.08	\$47.85	\$58.61		\$37.08	\$47.85	\$58.61
Annually	35	\$76,455	\$98,650	\$120,850	35F	\$87,159	\$112,461	\$137,769	35P	\$87,159	\$112,461	\$137,769
Bi Weekly		\$2,941	\$3,794	\$4,648		\$3,352	\$4,325	\$5,299		\$3,352	\$4,325	\$5,299
Hourly		\$36.76	\$47.43	\$58.10		\$41.90	\$54.07	\$66.24		\$41.90	\$54.07	\$66.24

Base Position				Fire / EMS - First Responders			Police - Sworn (Non-Salaried)					
Annually	40	\$96,435	\$113,450	\$130,470	40F	\$109,936	\$129,333	\$148,736	40P	\$109,936	\$129,333	\$148,736
Bi Weekly		\$3,709	\$4,363	\$5,018		\$4,228	\$4,974	\$5,721		\$4,228	\$4,974	\$5,721
Hourly		\$46.36	\$54.54	\$62.73		\$52.85	\$62.18	\$71.51		\$52.85	\$62.18	\$71.51
Annually	41	\$110,900	\$130,470	\$150,045	41F	\$126,426	\$148,736	\$171,051	41P	\$126,426	\$148,736	\$171,051
Bi Weekly		\$4,265	\$5,018	\$5,771		\$4,863	\$5,721	\$6,579		\$4,863	\$5,721	\$6,579
Hourly		\$53.32	\$62.73	\$72.14		\$60.78	\$71.51	\$82.24		\$60.78	\$71.51	\$82.24
Annually	42	\$127,540	\$150,045	\$172,555	42F	\$145,396	\$171,051	\$196,713	42P	\$145,396	\$171,051	\$196,713
Bi Weekly		\$4,905	\$5,771	\$6,637		\$5,592	\$6,579	\$7,566		\$5,592	\$6,579	\$7,566
Hourly		\$61.32	\$72.14	\$82.96		\$69.90	\$82.24	\$94.57		\$69.90	\$82.24	\$94.57

- Salaries never remain unchanged. As stated previously, it's never a good idea to allow your organization's compensation strategy to go stale, but today's economic upheaval has made this subject a focal point in a historically competitive job market. The rate of pay is constantly changing with external market and economic activity. As COE has just undergone a massive amount of work to analyze and implement an updated, formal compensation plan, it is imperative COE conduct periodic maintenance so the system and plan evolves with the changes encountered as time passes.
 - The Arnold Group recommends going to market at least every 2-3 years to ensure competitive pay and equity is maintained and unintended employee pay compression is avoided.
 - By going to market on a regular and scheduled basis, COE will benefit from the following:
 - overall financial impact is minimized,

- ii. employee value proposition strengthens,
 - iii. succession planning process is improved, and
 - iv. COE is better situated to lessen the impact of avoidable turnover and related costs.
- 3. U.S. DOL and Kansas DOL wage/salary surveys were utilized in this project. All salary surveys included wage data from private and public entities from the following geographies:
 - a) United States
 - b) State of Kansas
 - c) Lyon County, KS
 - d) Topeka, KS Metro

Overall Project Next Steps, Recommendations and Conclusions

The Arnold Group proposes COE consider, approve and adopt the following salary and compensation recommendations to strengthen the overall employee value proposition to impact employee recruitment and talent retention.

1. Based on which recommendations of the plan are adopted, if any, COE will need to update sections in the COE Employee Handbook and/or personnel policies to reflect the updated parameters.
2. Formalize and adopt a compensation policy, pay practices and formal plan through a resolution or official protocol to include COE's commitment to maintain a current market/pay scale.
 - a. Compensation Policy enhancements
 - i. Define parameters for promotions (vertical, not horizontal), transfers, demotions, etc.
 - b. Pass a resolution to commit to annual pay increases to include COLA, and pay for performance on a consistent and scheduled basis.
 - i. Helps ensure internal and external equity remains balanced and a primary consideration.
 - c. Eliminate numerous pay differentials by incorporating requirements into specific job descriptions as the recommended pay scales and job grading account for such. Maintain global differentials such as shift diff and bi-lingual that can be applied across the organization consistently.
 - d. Centralize the creation and/or modification of job descriptions (to include a point factor analysis) for objective and consistent adoption into the formal compensation/classification system to ensure compensation is administered in a consistent manner across the entire organization, lessening the likelihood of departments creating future liabilities/risk for COE.
 - i. The deliverables from this project will provide COE with the tools, knowledge and resources to manage and maintain this formal compensation plan in-house, minimizing the need to contract with consultants on a regular/irregular basis.
3. Address all green-circled employees, those under the defined salary grade minimum by elevating their current pay to the defined grade minimum.
4. Move to address positional wage penetration disparities, related pay compression, and overall equity/fairness across similar job grades as this effectively and consistently recognizes and rewards employee positional tenure/longevity.

- a. 100% of Employees impacted by Wage Compression & Owning 100% vs. 50% of Compression Amounts:

Owning the FULL Compression: 100% of Compressed Employees & 100% of ALL Associated Compression Threshold Amounts			
Total \$ Difference to Current Base	\$772,497.92		\$1,658,287.05
Total # of Employees Impacted	160		184
Percentage of Current Base Pay	5.65%		6.13%
Compression Threshold Cost	N/A		\$885,789.13
Min. Payscale + Compression Threshold Cost	N/A		\$1,658,287.05
Total Base Pay & Compression Pay	N/A		\$16,100,489.23
Owning 50% of Compression: 100% of Compressed Employees & 50% of Associated Compression Threshold Amounts			
Total \$ Difference to Current Base	\$772,497.92		\$1,215,392.49
Total # of Employees Impacted	160		184
Percentage of Current Base Pay	5.65%		3.07%
Compression Threshold Cost	N/A		\$442,894.57
Min. Payscale + Compression Threshold Cost	N/A		\$1,215,392.49
Total Base Pay & Compression Pay	N/A		\$15,657,594.66

5. Maintain a competitive salary structure by re-examining the overall salary structure at every few years.
 - a. Remaining competitive in the market is key for any organization to attract and retain top talent.

- b. Catch issues before they become large enough to affect employee engagement and the organization's ability to attract and retain talent.
- c. Salary-structure issues are less expensive to address early on without the compounding impact of time. Once things have gotten to the point where the organization must make significant upward adjustments, the cost of doing so can be considerable if not maintained.
 - i. Determine if structure is still aligned with the organization's needs and the labor market.
 - 1. Complete an organization wide turnover analysis to address emerging concerns and challenges.
 - 2. Adopt thoughtful and consistent strategies to address findings to include defined mixed-market positions for specific departments and/or job positions.
 - a. Define and document specific mixed-market position parameters in response to current known turnover pain points and market pressures.

By adopting all of the above recommendations, COE is communicating a two-fold message; one to your tenured employees as well as an equally strong and clear message to newer employees that their employment journey/commitment with COE (regardless of assigned department) will be rewarded with a commitment to a formal compensation plan and actions that will evolve with COE and keep wages on pace with the passage of time.

In closing, by using data from competitive markets and an independent review of COE's structure, this compensation study project provides COE the information and tools needed to address pay competitiveness, pay equity, and pay fairness by adopting a formal classification and compensation system that helps attract and retain talent organization wide. It also shows that through centralization, budgeting and negotiation, reclassification, and active management and periodic evaluation of the classification and compensation system moving forward, COE goals are within reach.

Thank you for the opportunity to partner with COE on this important project. Please let us know if we may be of assistance in the future.

Respectfully submitted,

Phillip M. Hayes
Vice President

Heather Poorman
HR Business Partner



Pay Scales



Kansas - Base Position

		Min	Mid	Max
Annually	10	\$28,704	\$36,296	\$43,992
Bi Weekly		\$1,104	\$1,396	\$1,692
Hourly		\$13.80	\$17.45	\$21.15
Annually	11	\$31,200	\$39,416	\$47,736
Bi Weekly		\$1,200	\$1,516	\$1,836
Hourly		\$15.00	\$18.95	\$22.95
Annually	12	\$33,800	\$42,744	\$51,792
Bi Weekly		\$1,300	\$1,644	\$1,992
Hourly		\$16.25	\$20.55	\$24.90
Annually	13	\$36,712	\$46,384	\$56,160
Bi Weekly		\$1,412	\$1,784	\$2,160
Hourly		\$17.65	\$22.30	\$27.00
Annually	14	\$39,624	\$50,128	\$60,736
Bi Weekly		\$1,524	\$1,928	\$2,336
Hourly		\$19.05	\$24.10	\$29.20
Annually	15	\$42,848	\$54,184	\$65,624
Bi Weekly		\$1,648	\$2,084	\$2,524
Hourly		\$20.60	\$26.05	\$31.55

2080 Schedule

Fire / EMS - First Responders

	Min	Mid	Max
Annually			
Bi Weekly			
Hourly			
Annually			
Bi Weekly			
Hourly			
Annually			
Bi Weekly			
Hourly			
Annually			
Bi Weekly			
Hourly			
Annually			
Bi Weekly			
Hourly			

Police - Sworn (Non-Salaried)

	Min	Mid	Max
Annually			
Bi Weekly			
Hourly			
Annually			
Bi Weekly			
Hourly			
Annually			
Bi Weekly			
Hourly			
Annually			
Bi Weekly			
Hourly			
Annually			
Bi Weekly			
Hourly			

2944.8 Schedule

Fire / EMS - First Responders

	Min	Mid	Max
Annually			
Bi Weekly			
Hourly			
Annually			
Bi Weekly			
Hourly			
Annually			
Bi Weekly			
Hourly			
Annually			
Bi Weekly			
Hourly			
Annually			
Bi Weekly			
Hourly			
15F2	\$42,848	\$54,184	\$65,624
BW	\$1,648	\$2,084	\$2,524
H	\$14.55	\$18.40	\$22.28

3238.3 Schedule

Paramedic

	Min	Mid	Max
Annually			
Bi Weekly			
Hourly			
Annually			
Bi Weekly			
Hourly			
Annually			
Bi Weekly			
Hourly			
Annually			
Bi Weekly			
Hourly			
Annually			
Bi Weekly			
Hourly			

Kansas - Base Position

Annually	30	\$39,075	\$50,415	\$61,760
Bi Weekly		\$1,503	\$1,939	\$2,375
Hourly		\$18.79	\$24.24	\$29.69
Annually	31	\$46,890	\$60,500	\$74,115
Bi Weekly		\$1,803	\$2,327	\$2,851
Hourly		\$22.54	\$29.09	\$35.63
Annually	32	\$52,985	\$68,365	\$83,750
Bi Weekly		\$2,038	\$2,629	\$3,221
Hourly		\$25.47	\$32.87	\$40.26
Annually	33	\$59,875	\$77,255	\$94,640
Bi Weekly		\$2,303	\$2,911	\$3,640
Hourly		\$28.79	\$37.14	\$45.50
Annually	34	\$67,660	\$87,300	\$106,945
Bi Weekly		\$2,602	\$3,358	\$4,113
Hourly		\$32.53	\$41.97	\$51.42
Annually	35	\$76,455	\$98,650	\$120,850
Bi Weekly		\$2,941	\$3,794	\$4,648
Hourly		\$36.76	\$47.43	\$58.10

Fire / EMS - First Responders

30F	\$44,546	\$57,473	\$70,406
	\$1,713	\$2,211	\$2,708
	\$21.42	\$27.63	\$33.85
31F	\$53,455	\$68,970	\$84,491
	\$2,056	\$2,653	\$3,250
	\$25.70	\$33.16	\$40.62
32F	\$60,403	\$77,936	\$95,475
	\$2,323	\$2,998	\$3,672
	\$29.04	\$37.47	\$45.90
33F	\$68,258	\$88,071	\$107,890
	\$2,625	\$3,387	\$4,150
	\$32.82	\$42.34	\$51.87
34F	\$77,132	\$99,522	\$121,917
	\$2,967	\$3,828	\$4,689
	\$37.08	\$47.85	\$58.61
35F	\$87,159	\$112,461	\$137,769
	\$3,352	\$4,325	\$5,299
	\$41.90	\$54.07	\$66.24

Police - Sworn (Non-Salaried)

30P	\$44,546	\$57,473	\$70,406
	\$1,713	\$2,211	\$2,708
	\$21.42	\$27.63	\$33.85
31P	\$53,455	\$68,970	\$84,491
	\$2,056	\$2,653	\$3,250
	\$25.70	\$33.16	\$40.62
32P	\$60,403	\$77,936	\$95,475
	\$2,323	\$2,998	\$3,672
	\$29.04	\$37.47	\$45.90
33P	\$68,258	\$88,071	\$107,890
	\$2,625	\$3,387	\$4,150
	\$32.82	\$42.34	\$51.87
34P	\$77,132	\$99,522	\$121,917
	\$2,967	\$3,828	\$4,689
	\$37.08	\$47.85	\$58.61
35P	\$87,159	\$112,461	\$137,769
	\$3,352	\$4,325	\$5,299
	\$41.90	\$54.07	\$66.24

Fire / EMS - First Responders

A	30F2	\$44,546	\$57,473	\$70,406
BW		\$1,713	\$2,211	\$2,708
H		\$15.13	\$19.52	\$23.91
A	31F2	\$53,455	\$68,970	\$84,491
BW		\$2,056	\$2,653	\$3,250
H		\$18.15	\$23.42	\$28.69
A	32F2	\$60,403	\$77,936	\$95,475
BW		\$2,323	\$2,998	\$3,672
H		\$20.51	\$26.47	\$32.42
A	33F2	\$68,258	\$88,071	\$107,890
BW		\$2,625	\$3,387	\$4,150
H		\$23.18	\$29.91	\$36.64
A	34F2	\$77,132	\$99,522	\$121,917
BW		\$2,967	\$3,828	\$4,689
H		\$26.19	\$33.80	\$41.40
A	35F2	\$87,159	\$112,461	\$137,769
BW		\$3,352	\$4,325	\$5,299
H		\$29.60	\$38.19	\$46.78

Fire / EMS - First Responders

31F3	\$53,455	\$68,970	\$84,491
	\$2,056	\$2,653	\$3,250
	\$16.51	\$21.30	\$26.09

Kansas - Base Position

Annually	40	\$94,705	\$118,380	\$142,060
Bi Weekly		\$3,643	\$4,553	\$5,464
Hourly		\$45.53	\$56.91	\$68.30
Annually	41	\$108,915	\$136,140	\$163,370
Bi Weekly		\$4,189	\$5,236	\$6,283
Hourly		\$52.36	\$65.45	\$78.54
Annually	42	\$125,255	\$156,565	\$187,880
Bi Weekly		\$4,818	\$6,022	\$7,226
Hourly		\$60.22	\$75.27	\$90.33

Approved by:

Print Name

Title

Signature

Date