

ABILENE CITY COMMISSION - STUDY SESSION AGENDA
DWIGHT D. EISENHOWER MEMORIAL BUILDING - 419 N. BROADWAY AVENUE
October 18, 2016 - 4:00 pm

1. **PUBLIC COMMENTS.** Persons who wish to address the City Commission may do so when called upon by the Mayor. Comments on personnel matters and matters pending before court are not permitted. Speakers are limited to three minutes. Any presentation is for informational purposes only. No action will be taken.

2. **ITEMS FOR PRESENTATION AND DISCUSSION**
 - a. Cedar House Foundation Funding Request

 - b. Trails, Rails, and Tales Funding Request

 - c. Great Plains Theater Period Lights

3. **ITEMS PROPOSED FOR THE CONSENT AGENDA**
 - a. Meeting Minutes: October 11, 2016 regular meeting

4. **ITEMS TO BE PLACED ON THE REGULAR AGENDA**
 - a. Consideration of a motion approving a Letter of Support for the 2017 KDOT Public Transportation Grant and authorizing the Mayor to sign said letter on behalf of the City of Abilene, Kansas.

 - b. Consideration of a Resolution approving a Title VI Civil Rights Act Compliance Plan for Public Transportation Services provided by the City of Abilene, Kansas.

 - c. Consideration of a Resolution providing for a Cost-of-Living Adjustment to the Pay Plan of the City of Abilene, Kansas.

 - d. Consideration of a Resolution approving Longevity Pay per Chapter 12, Section 16 of the Personnel Policy of the City of Abilene, Kansas.

 - e. Consideration of a Resolution amending the Personnel Policy of the City of Abilene, Kansas.

5. **REPORTS**
 - a. City Manager's Report

6. **MEETINGS OF NOTE** (*Meetings at Abilene Public Library unless otherwise provided*)
 - City Commission Study Session, Oct 18 at 4 pm (City Hall)
 - Economic Development, Oct 19 at 4 pm
 - Heritage Commission, Oct 20 at 4 pm
 - City Commission Meeting, Oct 24 at 4 pm
 - Recreation Commission, Oct 24 at 5:30 PM (Community Center)
 - Convention & Visitor's Bureau Board, Oct 25 at 2 pm (Civic Center)
 - Airport Advisory Board, (as needed) Nov 7 at 5 pm
 - Library Board, Nov 7 at 4 pm
 - Planning Commission, Nov 8th at 4:30 pm
 - City Commission Study Session, Nov 8 at 4 pm (City Hall)
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MEMORANDUM

TO: City Commission
FROM: Marcus Rothchild, Finance Director
SUBJ: Neighbor to Neighbor Start Up Funding
DATE: October 13, 2016

ISSUE:

Neighbor to Neighbor is seeking funds to help open their new non-profit drop-in center in downtown Abilene.

BACKGROUND:

Neighbor to Neighbor Abilene is requesting a one-time appropriation of \$20,000 from the City's Alcohol and Drug Fund to help as part of their start up costs. Neighbor to Neighbor is an outreach of The Cedar House Foundation and would serve as a non-profit, drop-in center which would provide women from all walks of life an atmosphere of safety, mutual encouragement, support and caring.

Neighbor to Neighbor Abilene is poised to address key areas of substance abuse prevention, education, intervention, and recovery by diminishing the isolation and lifestyle stressors which often plague the life of women in our area. Neighbor to Neighbor Abilene would also provide a source of communal purpose and contact for all women, regardless of economic status or age. The future impact of such a support network for Abilene's future generations is clear, as women are empowered by other women to become better providers and mothers/grandmothers to their children.

RECOMMENDATION:

- A. Fully fund the request for the Neighbor to Neighbor start up costs.
- B. Partially fund the request at the commission's discretion.
- C. Have staff review community needs and discuss options for use of these funds moving forward.
- D. Combination of both B and C.

At this time staff recommends a combination of both B and C. Staff has expressed interest in creating future programs and identifying needs that would utilize the Alcohol & Drug Fund to help serve community.

FISCAL NOTE:

Staff estimates the Special Alcohol and Drug Fund will have a balance of \$75,500 at the end of 2016. Annual Fund revenue is estimated between \$12,500-\$14,000. 2016 expenditures totaled \$12,500 and 2017 budget requests currently total \$18,500.

Statute 79-41a04 states that money in the special alcohol and drug fund shall be expended only for the purchase, establishment, maintenance or expansion of services or programs whose principal purpose is alcoholism and drug abuse prevention and education, alcohol and drug detoxification, intervention in alcohol and drug abuse or treatment of persons who are alcoholics or drug abusers or are in danger of becoming alcoholics or drug users.

ATTACHMENTS:

- Neighbor to Neighbor 2017 List of Anticipated expenses
- Neighbor to Neighbor Overview/Proposal

Neighbor to Neighbor
An Outreach of the Cedar House Foundation
October 18, 2016

Neighbor-to Neighbor (N2N): Abilene is a non-profit, drop-in center which provides women from all walks of life with an atmosphere of safety, mutual encouragement, support, and caring.

Identifying the Need

From April through August of 2016, the Washington Post published a series of in-depth articles investigating the drastic rate of increase in deaths among rural white women in their 30s, 40s, and 50s (see articles included). The reported statistics include this startling piece of information: “Since [1990], death rates for rural white women in midlife have risen by *nearly 50 percent*.” Cited as prominent factors in this disturbing trend are depression, stress, drug overdoses (particularly opioids and heroin), heavy drinking, tobacco use, obesity, and a rise in suicides.

These findings, while of themselves concerning, become even more so when paired with numerous studies demonstrating the links between isolation, depression, and the potential for substance abuse (as cited in attached articles).

As an outreach of the Cedar House Foundation, N2N: Abilene is poised to address key areas of substance abuse prevention, education, intervention, and recovery by diminishing the isolation and lifestyle stressors which often plague the life of women in our area. N2N: Abilene provides a perpetual source of communal purpose and contact for all women, regardless of economic status or age. The future impact of such a support network for Abilene’s future generations is clear, as women are empowered by other women to become better providers for and mothers/grandmothers to their children.

Consider these key statistics from the 2015 Census data for Dickinson County—Abilene:

- Females comprise 49.9% of the population
- 18.7 % of the population is 65 or older
- 95.3% of the population is Caucasian
- 90.1 % of the population are high school graduates over the age of 25
- 19.8% age 25 and older hold a bachelor’s degree (10% lower than national average)
- 10.3% under the age of 65 have a disability
- 9.9% have no health insurance (3% below national average)
- The median household income is \$51,000; the average per capita income is \$25,000 (\$3000 below national average)
- 12.5% live at or below the poverty level (national average: 14 %)
- 2015 Population: 6558; a decrease of 4% since 2010

These demographics, paired with the needs identified by the Cedar House Foundation since its inception in 2013, illustrate a clear case for a women’s outreach such as N2N: Abilene.

Replicating Demonstrated Success

The model for N2N: Abilene, is an existing program by the same name in Concordia, KS. Developed in 2012, N2N in Concordia is a storefront drop-in center for women and children, sponsored by the Sisters of St. Joseph. In the course of each year since opening its doors, N2N has provided service and support for approximately 4000 women and children (see included).

Services have included:

- A free community lunch on weekdays
- Availability of free showers and laundry facilities
- Collaboration with and referrals to DVACK, Pawnee Mental Health, Catholic Charities, the Cloud County Resource Center, Manna House Helping Hands for food/financial assistance, and Hands Across for support with in-home life skills.
- Additional collaborations with city and county leadership , including law enforcement, school counselors, physicians, probation officers, churches and civic organizations.
- Peer-mentored activities and skill sharing, such as sewing, knitting, crocheting, painting, lace-making, card-making, baking/cooking, chair yoga, and more.
- A free, volunteer monitored play room for young children, which can be utilized by women while they are on site and engaging in their own activities. The indoor play area also encourages children to develop social skills, imagination, coordination and friends.
- Access to educational and support programs hosted at N2N, such as Kansans Optimizing Health--6 ½ day sessions, offered twice/year; a four-week parenting class provided by DVAK and the Extension office; and a four-week breastfeeding class for new moms provided by the Health Department.
- Opportunities for social interactions including an annual family picnic; a Christmas party for mothers and children; an annual day of retreat for mothers/guardians of children; entries into the open class at the county fair; and an annual craft sale in which the women sell the crafts of their hands, and retain the proceeds for themselves.
- Enrichment for Children through the “Reading with Friends” program, held once a month for nine months. Guest readers from the civic community read one-on-one with children in the day care center, ages 3 to 5. Each child receives a copy of the book to take home.
- Volunteer Opportunities provide additional ways to form community and friendships. N2N: Concordia is sustained with donations of monies, time, and talent. Volunteers cook meals, clean the facility, mentor other women, model parenting, provide childcare, and teach other women to sew, craft, and create. The possibilities are endless. N2N’s passionate volunteers contribute in all kinds of ways, and find their own empowerment and community in the process. Every woman who walks in the door benefits.

N2N: Abilene seeks to replicate the successes playing out in Concordia by offering women the same kinds of options to interact, help, socialize and support one another in a safe environment. Women of all walks of life can come to N2N: Abilene to find an outlet for their gifts, to receive services, and to connect with other women. Young and old; single, divorced, widowed, or married; with young children or empty nests; working, retired, or seeking employment; N2N: Abilene can provide any woman with the foundation and support she needs to create a better life.

Conclusion

The needs identified in Abilene are noted. The risks of women living in a rural locale are also noted. We know, both from published research and the locally observed successes at the Cedar House, that a sense of community and belonging is key to drug and alcohol abuse prevention, education, intervention, and recovery.

In N2N: Concordia, we have a successful template from which to begin, based on similar demographics. In collaboration with community leaders and caregivers here in Abilene, we can identify and target needs specific to this community and build them into N2N: Abilene. Together, we can help prevent the cycles of neglect, isolation, harm and illness from continuing into our next generation.

Proposal

We ask for \$20,000.00 from Abilene's 2017 AFT budget as part of our upstart.

The Cedar House Foundation has identified a potential site and is in conversation with the owners about establishing a rent-to-buy arrangement. The site has been completely refurbished with new electrical, plumbing, appliances, and finish. For the most part, it is turn-key; however, we do have additional needs to get the doors open (see attached proposal for funds).

The Cedar House Foundation is in conversation with the Brown Memorial Foundation to obtain a grant that would cover the first full year of rent and utilities.

Neighbor to Neighbor: Abilene
2017 ATF Grant Request \$20,000.00
List of Anticipated Expenses

Prevention – Meal Program and Hospitality: \$5,000.00

- Commercial-Grade Refrigerator
- Deep Freezer
- Industrial Cookware, Utensils, Coffee Service, Bakeware
- Serving Dishes: flatware, plates, glasses
- Industrial Dishwasher/Sanitizer
- Kitchen Miscellaneous (linens, cleaning supplies, consumables)
- Fire extinguishers
- Industrial washers/dryers (2 of each)
- Bath towels
- Toddler toilet
- Consumables (detergent, soap, shampoo, paper products, etc.)
- Shower chair

Education – Life Skills, Tutoring, and Employment Assistance: \$5,000.00

- Two desktop computers for guest use
- One computer for N2N administrative use
- Printer for guest use
- Multi-purpose printer/fax/copier for N2N use
- Shredder
- Furniture (desks, chairs, shelving, filing)
- Office supplies
- Software
- Books

Intervention – Child Care and Life Skills: \$5,000.00

Playroom

- Furniture (tables, chairs, rocking chairs)
- Baby care (changing table, high chairs, pack-n-plays, swings, bouncers)
- Storage
- Toys
- Children's books
- Art supplies
- Consumables (diapers, wipes, snacks, cleaning supplies)

Social Enterprise/Crafting/Life Skills

- Sewing machines (2)
- Crafting tables
- Fabric and notions
- Art supplies
- Crafting supplies
- Books

Aftercare – Fellowship, Community, Continuing Education: \$5,000.00

- Furniture (tables, chairs, high chairs, sofas, TV cabinet)
- 2 flat-screen TVs
- DVD player
- Music system
- Exterior furniture (porch/lawn chairs and tables)
- Childproofing equipment
- Accessibility modifications (wheelchair ramp, shower bars, etc.)
- Vacuum cleaners (2)
- Cleaning supplies
- Furnishings, paint, and fixtures
- Public safety installations (exit signage, smoke detectors, fire extinguishers)

October 13, 2016

TO: David Dillner and City Commissioners

FROM: Glenda Purkis
Michael Hook

RE: CT150 Budget

Attached is a revised budget for the 2017 150th Anniversary Celebration of the Chisholm Trail. After hearing the city commissioners' concerns, we went back to the drawing board and reduced the budget by \$74,250. The steering committee met this week to discuss specifically the entertainment and how we can attract more attendees to the 2017 event at a lower cost. It was a unanimous decision that we need to eliminate a \$50,000 headliner, but focus on offering more activities that tell the history of the Chisholm Trail and its impact on Abilene.

We think we can meet our goal of attracting younger people by adding activities that provide the experience millennials are wanting. Those activities include a paintball shootout, mechanical bulls, photo opportunities to dress in period clothing, fast draw competitions and others yet to be determined. We will also add more children's activities that attract families.

For music entertainment, we feel our demographics will draw the 50+ group with a return of Red Steagall and the Western Music Association. We will add a high-demand group, Sons of the Pioneers. Our cost of entertainment was reduced by \$30,000, however, we increased the cost of living history programming to put more focus on the historical aspect of this event.

The Chisholm Trail is recognized by historians as one of the most important trails in history, but outside of the Great Plains, it is one of the least known trails in American History. The reason for its obscurity is because the story hasn't been completely told. Trails, Rails and Tales will attempt to bring exposure to the story that is 150 years in the making. We have enlisted authors, historians, trail markers and modern day cowboys to bring the educational element to this momentous celebration.

Abilene had a brush with fate when Joseph McCoy selected us for his cow town capital. The geographic location along the Kansas Pacific Railroad was more than just fate, and it saved this great town. It is the duty of us all to recognize the town's existence today because of the brave men and women that risked their lives to make the Chisholm Trail an unparalleled success. True West Magazine is recognizing Abilene as one of the top ten old west towns in America. It is our time, during this sesquicentennial celebration, to rise up out of ashes of obscurity, and again make Abilene the best-advertised small-town in America.

The request for \$100,000 from the city is to ensure we are hosting the most significant, successful event in the most significant town along the thousand mile Chisholm Trail. The investment will shape the memories of all in attendance, perpetuating the story for another generation, and bringing energy and excitement for a trail that has been lost in the history books. We will bring 1867 back to life in glorious high quality color, and usher the trail into the iconic legend that it deserves.



Abilene City Commission Minutes
Abilene Public Library
October 11, 2016 @ 4:00 p.m.
Abilene, Kansas

1. Call to Order

2. Roll Call – City Commission Present: Mayor Marshall, Commissioners Dale, Payne, Weishaar and Shafer (present but missed roll call).

Staff Present: City Manager Dillner, Human Resources Director/City Clerk Soukup, City Attorney Martin, Finance Director Rothchild, Public Works Director Schrader, Parks & Recreation Director Foltz, Recreation Supervisor Timbrook and Fire Chief Sims.

Others Present: Mike Heronemus, Tyler Holloway, Mya Paulson, Madeline Murray, Zoey Debenham, Gabi Fouliard, Joel Leder, Jenny Wilkins, Dan Brown, Michelle Stephens, Crystal Picking, Jonah Leder, Eli DeWitt, Airean Kellex, Kaleb Worthen, Chase Swanson, Brennon, Cole, Thaden, Lily, Emil, Joclin and Bertina Barrett.

3. Pledge of Allegiance - Mayor Marshall led the Pledge of Allegiance.

Consent Agenda

4. Agenda Approval for the October 11, 2016 City Commission Meeting

5. Meeting Minutes: September 26, 2016 Regular Meeting

Motion by Commissioner Weishaar, seconded by Commissioner Payne to approve the Consent Agenda as presented. Motion carried unanimously 4-0.

Public Comments and Communications

6. Public Comments. Persons who wish to address the City Commission regarding items not on the agenda and that are under the jurisdiction of the City Commission may do so when called upon by the Mayor. Comments on personnel matters and matters pending before court are not permitted. Speakers are limited to three (3) minutes. Any presentation is for informational purposes only. No action will be taken.

Mayor Marshall asked for any comments or communications from the public that are not on the agenda.

There were no public comments or communications.

7. Declaration. At this time City Commissioners may declare any conflict or communication they have had that might influence their ability to impartially consider today's issues.

There were no declarations.

Proclamations and Recognition

8. Lights on Afterschool Proclamation

Commissioner Dale read the Lights on Afterschool Proclamation and presented it to representatives from the after school program.

Public Hearings

9. There were no public hearings.

Old Business

10. There was no old business.

New Business

11. Consideration of a motion to authorize the voting delegates for the 2016 League of Kansas Municipalities annual meeting to vote in support of the proposed changes to the League's bylaws.

This item was removed from the agenda as the meeting was passed and the proposed changes were voted in.

12. Consideration of an Ordinance amending Section 20-9 of the Zoning Regulations of the City of Abilene, Kansas concerning fences.

City Manager Dillner explained that this amendment to the zoning regulations is due to a request from Jeff Elliott, 106 NE 4th to allow for an eight foot fence to be built. The Planning Commission unanimously recommended approval of a text amendment to Section 20-901 to clarify the maximum heights for fences or walls projecting into required yards. In addition the text amendment also proposes several clarifications to Section 20-9, including a provision requiring security fences for permanent swimming pools.

Motion by Commissioner Payne, seconded by Commissioner Weishaar to adopt Ordinance No. **3310 AN ORDINANCE APPROVING A TEXT AMENDMENT TO ARTICLE 20, SECTION 20-9 OF THE ZONING REGULATIONS OF THE CITY OF ABILENE, KANSAS, CONCERNING FENCES.** Motion carried unanimously 5-0.

13. Consideration of a Resolution adopting a Community Improvement District Policy for the City of Abilene, Kansas.

City Manager Diller explained that the adoption of a Community Improvement District would give the Economic Development Council another tool to help promote economic development in the City of Abilene.

City Manager Dillner explained the background of Community Improvement District (also known as CIDs). The State of Kansas authorized municipalities to create a CID with the adoption of the Community Improvement District Act that was approved in 2005. The Act allows cities to levy an additional retailer's sales tax of up to 2% on retail sales occurring within a defined district. In addition, a municipality may levy special assessments on properties located within the district.

The proceeds from both the additional sales tax and special assessments must be invested in the district on eligible project expenses such as buildings and structures, transportation improvements (such as streets), public infrastructure, pools, parking garages, transit facilities, and lakes and dams.

CIDs may be formed upon receipt of a petition by all or a portion of property owners within the proposed district. Therefore, the property owners must consent to the additional sales tax and/or special assessments levied within the district. Cities may fund CIDs with special assessments, a CID sales tax, any other funds appropriated by the City, or any combination of these funding sources.

The maximum total sales tax that may be levied within a CID is 2%, and any incremental sales tax must increase in increments of 0.10% or 0.25%. The City's current sales tax rate is 9.1%; any additional sales tax authorized but a CID would be in addition to this rate. The proposed policy would limit the additional sales tax rate to 1%. The maximum term for a CID is twenty-two years.

The City may finance a CID three ways: 1) Pay-as-you-go. Funds are made available to pay for eligible project expenses or to reimburse the developer as funds are generated from the project. This is the most conservative financing method since it limits the risk to performance of the development. 2) Special Obligation Bonds. The City may issue special obligation bonds to finance a CID project. Special obligation bonds are not General Obligation Bonds (G.O.) Bonds, and do not count against the City's debt limit. They will require a premium interest rate because they are not backed by the full faith and credit of the municipality. 3) General Obligation Bonds. The City may also issue its G.O. Bonds, in which the City guarantees the repayment of the principal and interest for the bonds. In the event that sufficient revenue is not generated by the district in any given year, the City is obligated to appropriate funds to make up the difference which may require an increase in property taxes. If the amount of the G.O. bonds issued exceeds 3% of the City's assessed valuation the amount will count against the City's debt limit.

City Manager Dillner said City staff recommends approval of the resolution approving the CID policy.

Motion by Commissioner Dale, seconded by Commissioner Weishaar to approve Resolution No. 101116-1 **A RESOLUTION ADOPTING A COMMUNITY IMPROVEMENT DISTRICT POLICY FOR THE CITY OF ABILENE, KANSAS.** Motion carried unanimously 5-0.

14. Consideration of a Resolution approving Supplemental Agreement No. 1 to the Agreement for Preliminary Engineering Services with Kaw Valley Engineering, Inc. for construction inspection and materials testing for the 2016 Buckeye KLINK Project.

City Manager Dillner explained this resolution would approve an agreement with Kaw Valley Engineering, Inc. for construction inspection services for the 2016 KLINK Project. The 2016 KLINK Project is from 21st Street north to 2400 Ave. (the north City limits).

Motion by Commissioner Shafer, seconded by Commissioner Payne to approve Resolution No. 101116-2 **A RESOLUTION APPROVING SUPPLEMENTAL AGREEMENT NO. 1 TO AN AGREEMENT FOR PROFESSIONAL ENGINEERING SERVICES WITH KAW VALLEY ENGINEERING, INC. FOR CONSTRUCTION INSPECTION AND MATERIALS TESTING FOR THE 2016 BUCKEYE KLINK PROJECT.** Motion carried unanimously 5-0.

Reports

15. City Manager's Report

There was a meeting last week to discuss the Justice Center plans.

NW 11th Street may be open Monday for bus traffic but not general traffic.

There was a Cowboy Trail meeting last week. There was a lot of good feedback. They met with Eisenhower teachers to get feedback. We have not heard from the Corp of Engineers yet.

Adjournment

16. Consideration of a motion to adjourn the October 11, 2016 City Commission meeting.

Motion by Commissioner Weishaar seconded by Commissioner Payne to adjourn the October 11, 2016 City Commission meeting at 4:20 p.m. Motion carried unanimously 5-0.

(Seal)

Dee Marshall, Mayor

ATTEST:

Penny L. Soukup, CMC
City Clerk



419 N. Broadway Street, PO Box 519
Abilene, KS 67410
www.abilenecityhall.com
Phone: (785) 263-2550
Fax: (785) 263-2552

October 24, 2016

Kansas Department of Transportation
Dwight D. Eisenhower Office Building
Public Transportation Projects
700 SW Harrison Street
Topeka, KS 66612-3754

RE: FY 2017-18 KDOT Public Transportation Grant

KDOT Transportation Grant Review Committee:

The City of Abilene is applying for the Kansas Department of Transportation Public Transportation Grant for 2017-18. We are applying for operating capital which is proposed to fund 70% of the City's operating costs associated with the public transportation operation (i.e., salaries, fuel, maintenance, communications and advertising, etc.).

Operating capital for the City's public transportation services come from many sources such as:

- KDOT in the form of 5311 reimbursable funds (50%);
- State in the form of reimbursable funds (20%);
- User Fees (30%); and
- Outside Agency Contributions from:
 - Dickinson County Area United Way (\$3,000);
 - Dickinson County Department of Aging (\$5,678);
 - City of Abilene (\$10,882); and
 - Memorial Health Systems, Inc. (\$1,800)

Funds received from this grant provide necessary public transportation services that adds to the community's quality of life.

On behalf of the City of Abilene, I respectfully request your consideration and approval of the City of Abilene's grant application.

Sincerely,



Home of the Eisenhower Presidential Library, Museum and Boyhood Home

Date: October 10, 2016

To: David Dillner, City Manager and the Abilene City Commission

From: Jane Foltz, Director APRD and Public Transportation for the City of Abilene

Subject: Title VI for Public Transportation

The City has been asked to approve the Title VI for Public Transportation. This document has been approved in the past by the City Commission as part of participating in the State of Kansas Public Transportation program. This document is on a 3 year cycle and was approved last in 2013.

As the document states: The City of Abilene Kansas operates its programs and services without regard to race, color and national origin in accordance with Title VI of the Civil Rights Act. Any person who believes she or he has been aggrieved by any unlawful discriminatory practice under Title VI may file a complaint with the City of Abilene Kansas.

If there are any questions please contact me at 785-263-7266.

There is no additional funding needed for this.

Title VI Notice to Public

Please also include a list of locations where the notice is posted to inform the public of their rights under Title VI. At a minimum, recipients must post the notice on the agency's website and in public areas of the agency's office(s), including the reception desk, meeting rooms, etc.

Notifying the Public of Rights Under Title VI

The City of Abilene Kansas

- The City of Abilene Kansas operates its programs and services without regard to race, color, and national origin in accordance with Title VI of the Civil Rights Act. Any person who believes she or he has been aggrieved by any unlawful discriminatory practice under Title VI may file a complaint with the City of Abilene Kansas
- For more information on the City of Abilene Kansas civil rights program, and the procedures to file a complaint, contact 785-263-2550 email cityclerk@abilenecityhall.com or visit our administrative office at 419 N. Broadway, Abilene, Kansas 67410. For more information, visit www.abilenecityhall.com
- A complainant may file a complaint directly with the Federal Transit Administration by filing a complaint with the Office of Civil Rights, Attention: Title VI Program Coordinator, East Building, 5th Floor-TCR, 1200 New Jersey Ave., SE, Washington, DC 20590

City of Abilene Transit Public Participation Plan Outline

1. Brief description of provider's activities and services

The City of Abilene has been providing transportation to the general public for over 30 years. We provide transportation to all sites in and around Abilene.

2. Brief description of activities that would warrant public participation (i.e. fare changes, changes to service hours, route adjustments, service area changes).

The City of Abilene will notify the public of any fare changes, service hour changes or necessary adjustments in the schedules that need attention.

3. Brief description of the proactive public participation strategies would be used.

All public notices would be planned as follows:

- *Public hearings, meetings or workshops will be held at convenient times at accessible locations*
- *Numerous advertising platforms will be utilized, (Abilene Reflector-Chronicle, Eagle Communications, website, Facebook, and word of mouth)*
- *A database will include: interested members of the public, elected officials, local government staff, KDOT public transit staff, local media)*
- *Direct mailings to donor mailing list*

4. Brief description of outreach methods to engage minority and Limited English Proficiency (LEP) individuals (i.e. translation of public meeting materials, providing translation services if requested, targeted media messages in low income neighborhoods of service area, Work with existing neighborhood and advocacy organizations).

We will use the local library and school district to assist with engaging those with LEP

5. Brief description of the desired outcomes of the agency's public participation efforts.

- The agency desires to have actively engaged transit riders, stakeholders and members of the general public in the decision making process.
- The agency strives to have given adequate public notice of public participation activities and allowed proper time for public review and comment at key decision points.
- The agency desires to provide timely information about transportation issues and processes to transit riders, stakeholders and members of the general public
- The agency will provide responses to all public input as appropriate.
- The agency will have facilitated effective communication among a diverse group of stakeholders.

- The agency will have established a timetable for review of the Public Participation Process to ensure it provides full and open access to all.

6. Brief summary of recent outreach efforts over the past three years.

We will offer annual satisfaction surveys to our past and present ridership, and follow up and act on concerns shared in the surveys.

Menu of Public Participation Strategies:

- Public hearings/meetings/workshops where meetings are held at convenient times and at accessible locations
- Utilize different meeting sizes and formats
- Utilize a variety of advertising platforms (i.e. newspaper, notices on board vehicles, social media, website, local cable television)
- Maintaining a database of contacts to include at a minimum the following: members of the public, elected officials, local government staff, KDOT Public Transit staff, local media
- When feasible, electronically send and/or mail meeting announcements (invitations) to groups likely to be interested in the agency's activities as well as those included in the database
- Employ visualization techniques, when possible, to depict the agency's activities/materials to the public (i.e. charts, graphs, photo interpretation, maps, use of GIS, artist's renderings, physical models)
- Post relevant information on agency website including where public comments may be submitted, if necessary
- Display ads, brochures and fact sheets
- Neighborhood meetings and newsletters
- Direct mailings and/or emails are used to announce upcoming meetings, activities or to provide information to specifically targeted areas, groups of people, and advocacy groups
- Local newspaper articles, advertisements, and public notices
- Avoidance of technical jargon in presentations and information displayed
- Public opinion surveys to assess widespread public opinion

Additional Public Participation Resources

- Transit Cooperative Research Program, Public Participation Strategies for Transit
http://onlinepubs.trb.org/onlinepubs/tcrp/tcrp_syn_89.pdf
- Public Participation from National Resource Center for Human Service Human Service Transportation
<http://web1.ctaa.org/webmodules/webarticles/anmviewer.asp?a=2336>
- Public Involvement Process from FTA
http://www.fta.dot.gov/12347_226.html

A copy of FTA's Circular 4702.1B may be found at:

http://www.fta.dot.gov/documents/FTA_Title_VI_FINAL.pdf

Limited English Proficiency (LEP) Plan Template

Introduction

On August 11, 2000, President Bill Clinton issued Executive Order 13166 entitled "Improving Access to Services for Persons with Limited English Proficiency," (65 FR 50121). The intent of this Executive Order is to improve access to federally conducted and federally assisted programs and activities for persons who are limited in their English proficiency. The purpose of developing an LEP plan, as a recipient of federal funds, is to identify the extent of LEP individuals in the region and identify ways that the transit agency can reduce and/or eliminate the barriers to LEP individuals. The starting point for developing this plan is to perform a four factor analysis to determine the individualized needs of the region. After these needs are identified, the transit agency should develop a language assistance plan addressing the mix of services that will be provided.

LEP Four-Factor Analysis

The US Department of Transportation recommends four factors that should be analyzed to determine the level and extent of language assistance required to provide meaningful access to program, activities, and services within the FHATA planning area. The factors include:

1. The number or proportion of LEP persons served or likely to be encountered by the program;
2. The frequency of which LEP individuals come in contact with the program;
3. The nature and importance of programs and services to LEP persons; and
4. The resources available and overall costs of providing language services.

After conducting the four-factor analysis, the FHATA is in a better position to implement a cost effective mix of proactive language assistance measures, target resources appropriately, and to respond to requests for LEP assistance.

Factor 1: The number or proportion of LEP persons served or likely to be encountered by the program

To determine the number of LEP persons residing in CTD 4, 2010-2014 American Community Survey block group data was used. Limited English Proficiency (LEP) was identified as census category "Speak English less than very well". **Table 1**, below, shows the total number of people in CTD 4 area compared to the individuals that speak English less than well. The percentage of the total population that has a limited ability to speak English is 2.61%.

Jurisdiction	Total population: 5 years and over	Speak English less than "very well"	% of total population that speak English less than "very well"
Dickinson County	18,357	147	0.80%

Factor 2: The frequency of which LEP individuals come in contact with the program

The FHATA has not received any requests for translated materials or for interpretation services at public meetings. Although the proportion of people with a limited ability to speak English in the FHATA region is relatively low, the FHATA has developed an LEP Implementation Plan to outline the strategies identified to

engage LEP individuals in the process to be followed by the FHATA in providing transit services to the Manhattan Urbanized Area.

Factor 3: The nature and importance of programs and services to LEP persons

The City of Abilene has been providing public transportation services since 1976. The City of Abilene is a §5311 service provider. The City of Abilene does not provide any direct services that require vital, immediate, or emergency assistance, such as medical treatment or services for basic needs (like food or shelter). Citizens are encouraged to become involved in the City's planning activities and processes as the transportation goals and improvements resulting from its planning activities have an impact on all residents. The City recognizes the importance of involving all segments of the population and evaluates the impact of public transportation decisions on traditionally underserved or underrepresented groups, including LEP persons.

Factor 4: The resources available and overall costs of providing language services

The final step of the four-factor analysis is to assess the needs of LEP persons within the City's service area against the resources available and the cost of those services. As described previously, the LEP population in the City is a small segment of the total the population, and does not appear to warrant the translation of City documents. Further, given the conservative budget the City must work with, translating documents would be extremely cost prohibitive. However, as described in the LEP Implementation Plan below, the City is committed to engaging all residents in the public transportation planning process and will continue to monitor the methods used to engage LEP persons.

Safe Harbor Stipulation

Federal law provides a "safe harbor" stipulations o recipients of federal funds can ensure compliance with their obligation to provide written translations in languages other than English with greater certainty. A "safe harbor" means that as long as a recipient (the City) has created a plan for the provision of written translations under a specific set of circumstances, such action will be considered strong evidence of compliance with written translation obligations under Title VI.

Failure to provide written translations, however, does not necessarily mean that there is noncompliance. In certain situations where it may be too burdensome or cost prohibitive to translate a document, then written translation would not be required. In such cases, other ways of providing meaningful access, such as effective oral interpretation of certain documents, may suffice.

Evidence of compliance with the recipient's written translation obligations under "safe harbor" includes providing written translations of vital documents for each LEP language group that constitutes 5% or 1,000 persons, whichever is less. Oral translation of non-vital documents is deemed sufficient under the "safe harbor" provision to meet the requirements of Title VI.

The "safe harbor" provision applies to the translation of written documents only. It does not affect the requirement to provide meaningful access to LEP individuals through competent oral interpreters where oral language services are needed and reasonable to provide.

LEP Implementation Plan

Based on the four-factor analysis and the overall percentage of limited English proficiency (LEP) persons in the City of Abilene, translating documents to other languages is not warranted, nor cost effective. While the translation of documents is not feasible, the City is committed to engaging the region's diverse population in the transportation planning process and has identified implementation strategies for providing LEP persons with language assistance services. These strategies are further described in the paragraphs below.

Identifying LEP Individuals

The U.S. Census Bureau has created language identification cards that have translated "Mark this box if you read or speak [name of language]" into 38 different languages. The City will make those cards available in the office, on the City website, and at all public meetings. Once an individual's language has been identified, the FHATA will evaluate the feasibility of providing written translation service and/or oral interpretation assistance.

The Census Bureau's language identification cards can be downloaded for free at: www.lep.gov/ISpeakCards2004.pdf.

Language Assistance

The City of Abilene is a government organization and does not have the in-house expertise or capacity to provide translation services. If the translation of a document is requested, the City will utilize a free online written translator website, a local volunteer (if one is available). If the required language is not available in written form and formal interpretation is required, staff will use the telephone interpreter service, Language Line, at 1-800-752-6096.

The City of Abilene cannot accurately assess or guarantee the accuracy of translation services provided by others. Although working within the confines of a limited budget and capabilities, the City pledges that it will, to the best of its abilities, ensure that LEP persons have a meaningful opportunity to participate in the transportation planning and decision-making process.

Staff Training

Current City staff members and incoming staff members will be briefed on the City LEP Plan, how to assist LEP persons, and will be encouraged to attend any relevant training offered. New staff members will also be instructed to keep a record of language assistance requests so that needs may be accurately assessed in the future.

Monitoring and Updating the LEP Plan

This LEP Plan, along with other public involvement documents, will be reviewed and updated as needed on a schedule that coincides with the City of Abilene updates.

Each update will consider the following components:

- Current LEP population in the City of Abilene.
- Number of LEP persons engaged in the City of Abilene process and record of if their needs were met.
- Record of complaints received.

- Review any complaints received.
- Changes in resources, such as technology, staff, and financial resources changed.
- Review of any applicable federal and state regulations regarding LEP plans.

Dissemination

The City of Abilene will post this LEP Plan on its website under the Transportation tab. Copies of the LEP Plan will also be available at the City office. Any person or agency requesting a copy of the LEP Plan will be provided a copy.

Complaint Process

To file a complaint regarding LEP activities, please fill out the Title VI Complaint Form, available in PDF format by following this link: www.abilenecityhall.com. Should an LEP complaint be filed, the Title VI review process will be followed. Hard copies of the Title VI Complaint Form are available upon request.

The City maintains a list of complaints filed alleging discrimination on the basis of race, color, or national origin. This list includes the date the investigation, lawsuit, or complaint was filed; a summary of the allegation(s); the status of the investigation, lawsuit, or complaint; and actions taken in response to the investigation, lawsuit or complaint.

Providing Notice

The LEP plan will be posted on agencies website, www.abilenecityhall.com, the LEP plan will be provided to any person or agency requesting a copy. The person of contact in regards to the LEP plan is Penny Soukup and can be reached via telephone at 785-263-2550.

1. Submission of Complaint.

Any person who feels that he or she, individually or as a member of any class of persons, on the basis of race, color, or national origin has been excluded from or denied the benefits of, or subjected to discrimination caused by the City of Abilene may file a written complaint with the City of Abilene's City Clerk, a sample complaint form is available for downloaded at www.abilenecityhall.com and is available in hard copy at the offices of the City of Abilene. Upon request, the City of Abilene will mail the complaint form. **Such complaints must be filed within 180 calendar days after the date the discrimination occurred.**

Notes: Assistance in the preparation of any complaints will be provided to a person or persons upon request and as appropriate. If information is needed in another language, then contact City Clerk, 785-263-2550

Complaints should be mailed to or submitted by hand to:

**City of Abilene
Attn: City Clerk
419 N. Broadway
Abilene Kansas 67410**

2. Referral to Review Officer

Upon receipt of the complaint, the City Clerk shall appoint one or more staff review officers, as appropriate, to evaluate and investigate the complaint. If necessary, the Complainant shall meet with the staff review officer(s) to further explain his or her complaint. The staff review officer(s) shall complete their review no later than 45 calendar days after the date the agency received the complaint. If more time is required, the City of Abilene shall notify the Complainant of the estimated timeframe for completing the review. Upon completion of the review, the staff review officer(s) shall make a recommendation regarding the merit of the complaint and whether remedial actions are available to provide redress. Additionally, the staff review officer(s) may recommend improvements to the City of Abilene processes relative to Title VI, as appropriate. The staff review officer(s) shall forward their recommendations to the, City of Abilene, City Clerk for concurrence. If the City Clerk concurs, he or she shall issue the City of Abilene's written response to the Complainant. This final report should include a summary of the investigation, all findings with recommendations, corrective measures where appropriate.

Note: Upon receipt of a complaint, the City of Abilene shall forward a copy of this complaint and the resulting written response to the appropriate KDOT and FTA-Region 7 contacts.

3. Request for Reconsideration

If the Complainant disagrees with the City Clerk's response, he or she may request reconsideration by submitting the request, in writing, to the City Clerk within 10 calendar days after receipt of the City Clerk's response. The request for reconsideration shall be sufficiently detailed to contain any items the Complainant feels were not fully understood by the City Clerk. The City Clerk will notify the Complainant of his or her decision in writing either to accept or reject the request for reconsideration within 10 calendar days. In cases where the City of Abilene City Clerk agrees to reconsider, the matter shall be returned to the staff review officer(s) to re-evaluate in accordance with Paragraph 2 above.

4. Appeal

If the request for reconsideration is denied, the Complainant may appeal the City Clerk's response by submitting a written appeal to the City Manager no later than 10 calendar days after receipt of the City Clerk's written decision rejecting reconsideration. The City Manager will then make a determination to either request re-evaluation by the staff review officer(s) or forward the complaint to KDOT for further investigation.

5. Submission of Complaint to the State of Kansas Department of Transportation.

If the Complainant is dissatisfied with the City of Abilene's resolution of the complaint, he or she may also submit a written complaint within 180 days after the alleged date of discrimination to the State of Kansas Department of Transportation for further investigation.

KDOT Office of Contract Compliance
Eisenhower State Office Building
700 Southwest Harrison
3rd Floor West
Topeka, KS 66603

1 This note should be stated in English and in any other language(s) spoken by Limited English Proficiency (LEP) populations that meet the Safe Harbor threshold.

City of Abilene Title VI Complaint Form

The purpose of this form is to assist you in filing a complaint with the City of Abilene. You are not required to use this form; a letter containing the same information will be sufficient.

Section I:			
Name:			
Address:			
Telephone (Home):		Telephone (Work):	
Electronic Mail Address:			
Accessible Format Requirements?	Large Print		Audio Tape
	TDD		Other
Section II:			
Are you filing this complaint on your own behalf?		Yes*	No
*If you answered "yes" to this question, go to Section III.			
If not, please supply the name and relationship of the person for whom you are complaining:			
Please explain why you have filed for a third party:			
Please confirm that you have obtained the permission of the aggrieved party if you are filing on behalf of a third party.		Yes	No
Section III:			
I believe the discrimination I experienced was based on (check all that apply):			
<input type="checkbox"/> Race <input type="checkbox"/> Color <input type="checkbox"/> National Origin			
Date of Alleged Discrimination (Month, Day, Year): _____			
<p>Explain as clearly as possible what happened and why you believe you were discriminated against. Describe all persons who were involved. Include the name and contact information of the person(s) who discriminated against you (if known) as well as names and contact information of any witnesses. If more space is needed, please attach additional pages.</p>			
Section IV			
Have you previously filed a Title VI complaint with this agency?		Yes	No

Section V

Have you filed this complaint with any other Federal, State, or local agency, or with any Federal or State court?

Yes No

If yes, check all that apply:

Federal Agency: _____

Federal Court _____

State Agency _____

State Court _____

Local Agency _____

Please provide information about a contact person at the agency/court where the complaint was filed.

Name: _____

Title: _____

Agency: _____

Address: _____

Telephone: _____

Section VI

Name of agency complaint is against: _____

Contact person: _____

Title: _____

Telephone number: _____

You may attach any written materials or other information that you think is relevant to your complaint.

Signature and date required below:

Signature _____ Date _____

Please submit this form in person at the address below, or mail this form to:

City of Abilene Title VI Coordinator
419 N. Broadway
Abilene, Kansas 67410

List of Title VI Investigations, Lawsuits and Complaints

	Date Submitted/Filed (Month, Day Year)	Summary of allegation (include basis of complaint: race, color or national origin)	Status	Resolution/Action Taken
Investigations				
1				
2				
Lawsuits				
1				
2				
Complaints				
1				
2				

Table Depicting Membership of Committees, Councils, Broken Down by Race

Body	Caucasian	Latino	African American	Asian American	Native American	Other
Population within service area	100%	5%	1%	.2%	.5%	1.3%
Agency Board of Directors	100%	0%	0%	0%	0%	0%
Citizens Advisory Council	100%	2%	0%	0%	0%	0%
Finance Committee	100%	0%	0%	0%	0%	0%

Dickinson County, Kansas

Subject	Total		Percent of specified language speakers			
	Estimate	Margin of Err or	Speak English "very well"		Speak English less than "very well"	
			Estimate	Margin of Err or	Estimate	Margin of Err or
Population 5 years and over	18,357	+/-49	99.20%	+/-0.4	0.80%	+/-0.4
Speak only English	97.20%	+/-0.6	(X)	(X)	(X)	(X)
Speak a language other than English	2.80%	+/-0.6	72.50%	+/-11.4	27.50%	+/-11.4
Spanish or Spanish Creole	1.90%	+/-0.5	62.50%	+/-14.6	37.50%	+/-14.6
Other Indo-European languages	0.60%	+/-0.3	92.00%	+/-9.3	8.00%	+/-9.3
Asian and Pacific Island languages	0.30%	+/-0.1	100.00%	+/-37.9	0.00%	+/-37.9
Other languages	0.00%	+/-0.1	-	**	-	**
SPEAK A LANGUAGE OTHER THAN ENGLISH						
Spanish or Spanish Creole	349	+/-97	62.50%	+/-14.6	37.50%	+/-14.6
5-17 years	85	+/-62	64.70%	+/-22.0	35.30%	+/-22.0
18-64 years	233	+/-65	61.40%	+/-19.5	38.60%	+/-19.5
65 years and over	31	+/-29	64.50%	+/-23.4	35.50%	+/-23.4
Other Indo-European languages	113	+/-50	92.00%	+/-9.3	8.00%	+/-9.3
5-17 years	30	+/-26	83.30%	+/-28.6	16.70%	+/-28.6
18-64 years	62	+/-38	93.50%	+/-12.3	6.50%	+/-12.3
65 years and over	21	+/-27	100.00%	+/-56.8	0.00%	+/-56.8
Asian and Pacific Island languages	47	+/-23	100.00%	+/-37.9	0.00%	+/-37.9
5-17 years	10	+/-11	100.00%	+/-82.2	0.00%	+/-82.2
18-64 years	37	+/-17	100.00%	+/-42.8	0.00%	+/-42.8
65 years and over	0	+/-16	-	**	-	**
Other languages	0	+/-16	-	**	-	**
5-17 years	0	+/-16	-	**	-	**
18-64 years	0	+/-16	-	**	-	**
65 years and over	0	+/-16	-	**	-	**
CITIZENS 18 YEARS AND OVER						
All citizens 18 years and over	14,622	+/-64	99.40%	+/-0.4	0.60%	+/-0.4

RESOLUTION NO. 111313-4

A RESOLUTION APPROVING A TITLE VI CIVIL RIGHTS ACT COMPLIANCE PLAN FOR PUBLIC TRANSPORTATION SERVICES FOR THE CITY OF ABILENE, KANSAS

WHEREAS, the City of Abilene Kansas operates its programs and services without regard to race, color, and national origin in accordance with Title VI of the Civil Rights Act;

WHEREAS, the City Commission desires to establish a plan to ensure that patrons of the City of Abilene's public transportation system are protected from civil rights violations; and

WHEREAS, any person who believes she or he has been aggrieved by any unlawful discriminatory practice under Title VI may file a complaint with the City of Abilene, Kansas and provided in its Title VI Civil Rights Act Compliance Plan.

NOW, THEREFORE BE IT RESOLVED, by the City Commission of the City of Abilene, as follows:

Section 1. Civil Rights Act Compliance Plan. That a Title VI Civil Rights Act Compliance Plan for public transportation services for the City of Abilene, Kansas, is hereby adopted as attached hereto as **Exhibit A**.

Section 2. Implementation. The City Manager, or designee, shall be authorized to enforce the provisions as provided therein and in applicable resolutions, ordinances, and laws.

Section 3. Effective Date. That the effects of this Resolution shall be in full force after its approval by the City Commission.

PASSED AND APPROVED by the Governing Body of the City of Abilene, Kansas this 13th day of November, 2013.



CITY OF ABILENE, KANSAS

By: John F. Ray
John F. Ray, Mayor

ATTEST:

Penny Soukup, CMC
Penny Soukup, CMC
City Clerk



MEMORANDUM

TO: City Commission
FROM: David Dillner, City Manager
Penny Soukup, HR Director
SUBJ: 2017 Pay Plan Adjustments and Longevity Pay
DATE: October 24, 2016

ISSUE:

Adoption of the 2017 pay plan and approval of the 2016 longevity pay.

BACKGROUND:

The City's Pay Plan is periodically updated to reflect changes in the cost of living based on the Consumer Price Index for the Mountain Plains area. Updating the Pay Plan with cost of living adjustments (COLA) allows the City to ensure that its Pay Plan remains competitive and also helps ensure that employees' pay move up when inflationary forces would otherwise reduce the buying power of employee pay.

Staff is recommending an update to the Pay Plan of 1%. The proposed adjustment to the Pay Plan would become effective as of January 1, 2017 if approved by the City Commission. In addition to the COLA, employees will be eligible for a merit increase equal to one step on the Pay Plan based on the employees annual performance review. The 2017 Budget includes an overall increase of 3.5% for the employees pay and benefits package, which includes wages, KPERS & KP&F, participation in a 457 plan, Employee health plan and wellness plan, FICA, Medicare, workers compensation insurance and unemployment insurance.

Per the Personnel Policy, the City Commission may grant discretionary longevity pay permitting funds are available. If the City Commission elects to grant the longevity pay, classified full time employees will receive the pay provided they have completed at least five consecutive years of service with the City. Time of services shall considered as of October 30th of the year and longevity will be paid on November 18th. Employees must still be active employees. The schedule of the benefit is as follows:

Years of Service:

5 through 9:	\$200.00
10 through 14:	\$400.00
15 through 19:	\$600.00
20 through 24:	\$800.00
25 and over:	\$1,000.00

Longevity pay of \$16,700 was budgeted for the 2016 budget.

RECOMMENDATION:

Staff recommends approving the COLA, merit and longevity as they were all included in the 2016 and 2017 Budgets.

FISCAL NOTE:

Staff estimates that the maximum cost of implementing the COLA and merit along with the health insurance, KPERS, KP&F, FICA, Workers Compensation and unemployment insurance will be \$78,628.00. The cost for longevity will be \$16,700.00 from the 2016 Budget.

ATTACHMENTS:

- 2017 Pay Plan

RESOLUTION NO. 102416-1

A RESOLUTION PROVIDING FOR A COST-OF-LIVING ADJUSTMENT TO THE PAY PLAN OF THE CITY OF ABILENE, KANSAS

WHEREAS, the City Commission has approved a policy providing for the periodic adjustments to the Pay Plan;

WHEREAS, the City Commission's Governance and Ends Policies, adopted with Resolution 102411-1, provide that "the pay ranges and steps will remain consistent and uniform as provided in the Pay Plan as adopted and amended by the City Commission."

NOW, THEREFORE BE IT RESOLVED, by the City Commission of the City of Abilene, Kansas, as follows:

SECTION ONE. Adjustment to Pay Plan. A 1.0% adjustment will be applicable to all ranges in the Pay Plan for 2017 as shown in Exhibit A.

SECTION TWO. Implementation. The City Manager is hereby authorized to implement changes to the Pay Plan as provided in the approved Pay Plan document and this Resolution as provided in the applicable resolutions, ordinances and laws.

SECTION THREE. Repeal. Adoption of this Resolution superseded and repeals all previous Pay Plans adopted by the City of Abilene, Kansas.

SECTION FOUR. Effective Date. That the effects of the Resolution shall be in full force and effective as of January 1, 2017.

PASSED AND APPROVED by the Governing Body of the City of Abilene, Kansas this 24th day of October, 2016.

(Seal)

Dee Marshall, Mayor

ATTEST:

Penny Soukup, CMC
City Clerk

EXHIBIT A

2017 Pay Plan

for the

City of Abilene, Kansas

Adopted October 24, 2016

Effective January 1, 2017

2017 Pay Plan adopted by Resolution 102416-1

Position	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16
RANGE ONE	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16
Recreation Program Leader	\$12.93	\$13.22	\$13.51	\$13.80	\$14.09	\$14.38	\$14.67	\$14.96	\$15.26	\$15.55	\$15.84	\$16.13	\$16.42	\$16.71	\$17.00	\$17.29
Recreation Specialist I	\$12.93	\$13.22	\$13.51	\$13.80	\$14.09	\$14.38	\$14.67	\$14.96	\$15.26	\$15.55	\$15.84	\$16.13	\$16.42	\$16.71	\$17.00	\$17.29
Park Maint. Laborer I	\$12.93	\$13.22	\$13.51	\$13.80	\$14.09	\$14.38	\$14.67	\$14.96	\$15.26	\$15.55	\$15.84	\$16.13	\$16.42	\$16.71	\$17.00	\$17.29
Police Dept Clerk I	\$12.93	\$13.22	\$13.51	\$13.80	\$14.09	\$14.38	\$14.67	\$14.96	\$15.26	\$15.55	\$15.84	\$16.13	\$16.42	\$16.71	\$17.00	\$17.29
Recycling Center Laborer	\$12.93	\$13.22	\$13.51	\$13.80	\$14.09	\$14.38	\$14.67	\$14.96	\$15.26	\$15.55	\$15.84	\$16.13	\$16.42	\$16.71	\$17.00	\$17.29
Street Laborer I	\$12.93	\$13.22	\$13.51	\$13.80	\$14.09	\$14.38	\$14.67	\$14.96	\$15.26	\$15.55	\$15.84	\$16.13	\$16.42	\$16.71	\$17.00	\$17.29
Van Driver	\$12.93	\$13.22	\$13.51	\$13.80	\$14.09	\$14.38	\$14.67	\$14.96	\$15.26	\$15.55	\$15.84	\$16.13	\$16.42	\$16.71	\$17.00	\$17.29
Water Laborer I	\$12.93	\$13.22	\$13.51	\$13.80	\$14.09	\$14.38	\$14.67	\$14.96	\$15.26	\$15.55	\$15.84	\$16.13	\$16.42	\$16.71	\$17.00	\$17.29
Tourism Assistant	\$12.93	\$13.22	\$13.51	\$13.80	\$14.09	\$14.38	\$14.67	\$14.96	\$15.26	\$15.55	\$15.84	\$16.13	\$16.42	\$16.71	\$17.00	\$17.29
Clerk I	\$12.93	\$13.22	\$13.51	\$13.80	\$14.09	\$14.38	\$14.67	\$14.96	\$15.26	\$15.55	\$15.84	\$16.13	\$16.42	\$16.71	\$17.00	\$17.29
RANGE TWO	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16
Water Laborer II	\$14.29	\$14.63	\$14.96	\$15.30	\$15.63	\$15.97	\$16.31	\$16.64	\$16.98	\$17.31	\$17.65	\$17.99	\$18.32	\$18.66	\$18.99	\$19.33
Street Laborer II	\$14.29	\$14.63	\$14.96	\$15.30	\$15.63	\$15.97	\$16.31	\$16.64	\$16.98	\$17.31	\$17.65	\$17.99	\$18.32	\$18.66	\$18.99	\$19.33
Community Service Officer	\$14.29	\$14.63	\$14.96	\$15.30	\$15.63	\$15.97	\$16.31	\$16.64	\$16.98	\$17.31	\$17.65	\$17.99	\$18.32	\$18.66	\$18.99	\$19.33
Park Maint. Laborer II	\$14.29	\$14.63	\$14.96	\$15.30	\$15.63	\$15.97	\$16.31	\$16.64	\$16.98	\$17.31	\$17.65	\$17.99	\$18.32	\$18.66	\$18.99	\$19.33
Police Dept. Clerk II	\$14.29	\$14.63	\$14.96	\$15.30	\$15.63	\$15.97	\$16.31	\$16.64	\$16.98	\$17.31	\$17.65	\$17.99	\$18.32	\$18.66	\$18.99	\$19.33
Deputy City Clerk	\$14.29	\$14.63	\$14.96	\$15.30	\$15.63	\$15.97	\$16.31	\$16.64	\$16.98	\$17.31	\$17.65	\$17.99	\$18.32	\$18.66	\$18.99	\$19.33
Deputy Finance Director	\$14.29	\$14.63	\$14.96	\$15.30	\$15.63	\$15.97	\$16.31	\$16.64	\$16.98	\$17.31	\$17.65	\$17.99	\$18.32	\$18.66	\$18.99	\$19.33
Recreation Specialist II	\$14.29	\$14.63	\$14.96	\$15.30	\$15.63	\$15.97	\$16.31	\$16.64	\$16.98	\$17.31	\$17.65	\$17.99	\$18.32	\$18.66	\$18.99	\$19.33
WWTP Operator I	\$14.29	\$14.63	\$14.96	\$15.30	\$15.63	\$15.97	\$16.31	\$16.64	\$16.98	\$17.31	\$17.65	\$17.99	\$18.32	\$18.66	\$18.99	\$19.33
WTP Operator I	\$14.29	\$14.63	\$14.96	\$15.30	\$15.63	\$15.97	\$16.31	\$16.64	\$16.98	\$17.31	\$17.65	\$17.99	\$18.32	\$18.66	\$18.99	\$19.33
RANGE THREE	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16
Administrative Assistant	\$15.45	\$15.81	\$16.17	\$16.54	\$16.90	\$17.26	\$17.62	\$17.98	\$18.35	\$18.71	\$19.07	\$19.43	\$19.79	\$20.16	\$20.52	\$20.88
Electrical/GIS Technician	\$15.45	\$15.81	\$16.17	\$16.54	\$16.90	\$17.26	\$17.62	\$17.98	\$18.35	\$18.71	\$19.07	\$19.43	\$19.79	\$20.16	\$20.52	\$20.88
WWTP Operator II	\$15.45	\$15.81	\$16.17	\$16.54	\$16.90	\$17.26	\$17.62	\$17.98	\$18.35	\$18.71	\$19.07	\$19.43	\$19.79	\$20.16	\$20.52	\$20.88
Street Crew Leader	\$15.45	\$15.81	\$16.17	\$16.54	\$16.90	\$17.26	\$17.62	\$17.98	\$18.35	\$18.71	\$19.07	\$19.43	\$19.79	\$20.16	\$20.52	\$20.88
Police Officer I	\$15.45	\$15.81	\$16.17	\$16.54	\$16.90	\$17.26	\$17.62	\$17.98	\$18.35	\$18.71	\$19.07	\$19.43	\$19.79	\$20.16	\$20.52	\$20.88
Firefighter I	\$15.45	\$15.81	\$16.17	\$16.54	\$16.90	\$17.26	\$17.62	\$17.98	\$18.35	\$18.71	\$19.07	\$19.43	\$19.79	\$20.16	\$20.52	\$20.88
Mechanic/Equipment Operato	\$15.45	\$15.81	\$16.17	\$16.54	\$16.90	\$17.26	\$17.62	\$17.98	\$18.35	\$18.71	\$19.07	\$19.43	\$19.79	\$20.16	\$20.52	\$20.88
WWTP Operator II	\$15.45	\$15.81	\$16.17	\$16.54	\$16.90	\$17.26	\$17.62	\$17.98	\$18.35	\$18.71	\$19.07	\$19.43	\$19.79	\$20.16	\$20.52	\$20.88
WTP Operator II	\$15.45	\$15.81	\$16.17	\$16.54	\$16.90	\$17.26	\$17.62	\$17.98	\$18.35	\$18.71	\$19.07	\$19.43	\$19.79	\$20.16	\$20.52	\$20.88
Recreation Supervisor	\$15.45	\$15.81	\$16.17	\$16.54	\$16.90	\$17.26	\$17.62	\$17.98	\$18.35	\$18.71	\$19.07	\$19.43	\$19.79	\$20.16	\$20.52	\$20.88

Position	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16
RANGE FOUR																
Court Clerk/Office Manager	\$16.63	\$17.01	\$17.40	\$17.78	\$18.17	\$18.55	\$18.94	\$19.32	\$19.71	\$20.09	\$20.48	\$20.86	\$21.25	\$21.63	\$22.02	\$22.40
Police Officer II	\$16.63	\$17.01	\$17.40	\$17.78	\$18.17	\$18.55	\$18.94	\$19.32	\$19.71	\$20.09	\$20.48	\$20.86	\$21.25	\$21.63	\$22.02	\$22.40
Police Officer II/Detective	\$16.63	\$17.01	\$17.40	\$17.78	\$18.17	\$18.55	\$18.94	\$19.32	\$19.71	\$20.09	\$20.48	\$20.86	\$21.25	\$21.63	\$22.02	\$22.40
Firefighter II	\$16.63	\$17.01	\$17.40	\$17.78	\$18.17	\$18.55	\$18.94	\$19.32	\$19.71	\$20.09	\$20.48	\$20.86	\$21.25	\$21.63	\$22.02	\$22.40
RANGE FIVE																
Street Supervisor	\$17.87	\$18.29	\$18.71	\$19.13	\$19.55	\$19.97	\$20.39	\$20.81	\$21.24	\$21.66	\$22.08	\$22.50	\$22.92	\$23.34	\$23.76	\$24.18
Water/Wastewater Supervisor	\$17.87	\$18.29	\$18.71	\$19.13	\$19.55	\$19.97	\$20.39	\$20.81	\$21.24	\$21.66	\$22.08	\$22.50	\$22.92	\$23.34	\$23.76	\$24.18
Parks Maintenance Supervisor	\$17.87	\$18.29	\$18.71	\$19.13	\$19.55	\$19.97	\$20.39	\$20.81	\$21.24	\$21.66	\$22.08	\$22.50	\$22.92	\$23.34	\$23.76	\$24.18
RANGE SIX																
Admin. Asst./Network Admin.	\$20.02	\$20.49	\$20.96	\$21.43	\$21.91	\$22.38	\$22.85	\$23.32	\$23.79	\$24.26	\$24.73	\$25.20	\$25.68	\$26.15	\$26.62	\$27.09
Lieutenant (Police)	\$20.02	\$20.49	\$20.96	\$21.43	\$21.91	\$22.38	\$22.85	\$23.32	\$23.79	\$24.26	\$24.73	\$25.20	\$25.68	\$26.15	\$26.62	\$27.09
City Inspector	\$20.02	\$20.49	\$20.96	\$21.43	\$21.91	\$22.38	\$22.85	\$23.32	\$23.79	\$24.26	\$24.73	\$25.20	\$25.68	\$26.15	\$26.62	\$27.09
WTP Lead Operator	\$20.02	\$20.49	\$20.96	\$21.43	\$21.91	\$22.38	\$22.85	\$23.32	\$23.79	\$24.26	\$24.73	\$25.20	\$25.68	\$26.15	\$26.62	\$27.09
WWTP Lead Operator	\$20.02	\$20.49	\$20.96	\$21.43	\$21.91	\$22.38	\$22.85	\$23.32	\$23.79	\$24.26	\$24.73	\$25.20	\$25.68	\$26.15	\$26.62	\$27.09
RANGE SEVEN																
Assistant Fire Chief	\$22.13	\$22.65	\$23.17	\$23.69	\$24.21	\$24.73	\$25.25	\$25.77	\$26.28	\$26.80	\$27.32	\$27.84	\$28.36	\$28.88	\$29.40	\$29.92
Assistant Police Chief	\$22.13	\$22.65	\$23.17	\$23.69	\$24.21	\$24.73	\$25.25	\$25.77	\$26.28	\$26.80	\$27.32	\$27.84	\$28.36	\$28.88	\$29.40	\$29.92
RANGE EIGHT																
City Clerk/HR Manager	\$28.21	\$28.87	\$29.54	\$30.20	\$30.87	\$31.53	\$32.20	\$32.86	\$33.53	\$34.19	\$34.86	\$35.52	\$36.19	\$36.85	\$37.52	\$38.18
CVB Director	\$28.21	\$28.87	\$29.54	\$30.20	\$30.87	\$31.53	\$32.20	\$32.86	\$33.53	\$34.19	\$34.86	\$35.52	\$36.19	\$36.85	\$37.52	\$38.18
Comm. Dev. Director	\$28.21	\$28.87	\$29.54	\$30.20	\$30.87	\$31.53	\$32.20	\$32.86	\$33.53	\$34.19	\$34.86	\$35.52	\$36.19	\$36.85	\$37.52	\$38.18
Finance Director	\$28.21	\$28.87	\$29.54	\$30.20	\$30.87	\$31.53	\$32.20	\$32.86	\$33.53	\$34.19	\$34.86	\$35.52	\$36.19	\$36.85	\$37.52	\$38.18
Fire Chief	\$28.21	\$28.87	\$29.54	\$30.20	\$30.87	\$31.53	\$32.20	\$32.86	\$33.53	\$34.19	\$34.86	\$35.52	\$36.19	\$36.85	\$37.52	\$38.18
Parks and Recreation Director	\$28.21	\$28.87	\$29.54	\$30.20	\$30.87	\$31.53	\$32.20	\$32.86	\$33.53	\$34.19	\$34.86	\$35.52	\$36.19	\$36.85	\$37.52	\$38.18
Police Chief	\$28.21	\$28.87	\$29.54	\$30.20	\$30.87	\$31.53	\$32.20	\$32.86	\$33.53	\$34.19	\$34.86	\$35.52	\$36.19	\$36.85	\$37.52	\$38.18
Public Works Director	\$28.21	\$28.87	\$29.54	\$30.20	\$30.87	\$31.53	\$32.20	\$32.86	\$33.53	\$34.19	\$34.86	\$35.52	\$36.19	\$36.85	\$37.52	\$38.18

RESOLUTION NO. 102416-2

A RESOLUTION APPROVING LONGEVITY PAY PER SECTION 13.16 OF THE EMPLOYEES POLICIES AND GUIDELINES OF THE CITY OF ABILENE, KANSAS

WHEREAS, the governing body has previously adopted the Employees Policies and Guidelines of the City of Abilene, Kansas, and subsequent amendments thereto; and

WHEREAS, Section 13.16 of the Employees Policies and Guidelines provides that the governing body may grant discretionary longevity pay subject to the availability of funds for said purpose.

NOW, THEREFORE BE IT RESOLVED, by the City Commission of the City of Abilene, as follows:

SECTION ONE. Longevity Pay Approved. That Longevity Pay is hereby authorized to be paid to eligible employees of the City of Abilene, Kansas as provided in Section 13.16 of the Employees Policies and Guidelines.

SECTION TWO. Implementation. The City Manager is hereby authorized to implement the provisions of this Resolution as provided in applicable resolutions, ordinances and laws.

SECTION THREE. Effective Date. That the effects of this Resolution shall be in full force and effect after its adoption by the governing body.

PASSED AND APPROVED by the Governing Body of the City of Abilene, Kansas this 24th day of October, 2016.

(Seal)

Dee Marshall, Mayor

ATTEST:

Penny Soukup, CMC
City Clerk



Voice: 785.263.2550
Fax: 785.263.2552
www.abilenecityhall.com

Dwight D. Eisenhower Municipal Building
419 N. Broadway, PO Box 519
Abilene, Kansas 67410

TO: City Commission
FROM: David Dillner, City Manager
Penny Soukup, HR Director
SUBJ: Employee Policies and Guidelines Amendments
DATE: October 24, 2016

Staff would like to recommend amendments to the Employee Policies and Guidelines pertaining to Weapons, Residency and Insurance for Retirees.

Section 6.2 of the will be amended to follow the new State statute 75-7c10 stating no public employer shall restrict or otherwise prohibit by personnel policies any employee, who is legally qualified, from carrying any concealed handgun while engaged in the duties of such employee's employment outside of such employer's place of business, including while in means of conveyance. The language used in this amendment is from the League of Kansas Municipalities.

Section 8.17 will be amended to allow departments to develop departmental policies with regards to response time for call outs and emergencies based on their departments expectations. This was one of the subjects discussed with the City Commission and Department head retreat.

Section 15.8 will be amended as recommended by the Insurance Committee to change the age restriction from 62 to 65 when employees become Medicare eligible with regards to the City Contributing to their health premiums. Currently we pay 50% of the employees premiums until age 62 if they have retired with 10 years of service and full KPERS or KP&F benefits, this will extend that to age 65.

Home of the Eisenhower Presidential Library and Museum



RESOLUTION NO. 102416-3

A RESOLUTION AMENDING THE EMPLOYEES POLICIES AND GUIDELINES OF THE CITY OF ABILENE, KANSAS

WHEREAS, the City Commission desires to make certain amendments to the Employees Policies and Guidelines of the City of Abilene, Kansas.

NOW, THEREFORE BE IT RESOLVED, by the City Commission of the City of Abilene, Kansas, as follows:

SECTION ONE. Section 6.2 Weapons. Section 6.2 of the Employees Policies and Guidelines of the City of Abilene, Kansas will be amended as follows:

6.2. As of July 1, 2016 Section 5 amends K.S.A. 2015 Supp. 75-7c10. Subsection (e) reads; No public employer shall restrict or otherwise prohibit by personnel policies any employee, who is legally qualified, from carrying any concealed handgun while engaged in duties of such employee's employment outside of such employer's place of business, including while in a means of conveyance.

Employees have the right to conceal carry, however carrying of a concealed handgun is not within the course and scope of employment. Any injury while working on behalf of the City of Abilene, Kansas that is caused by the employee choosing to carry a concealed handgun will not be considered for workers' compensation. Any liability associated with the employee's decision to conceal carry will not be defended by the City and will be of a personal nature since carrying of a concealed handgun is not part of the employee's duties.

Employees are prohibited from leaving a handgun in plain view or unattended and must abide by all laws related to conceal carry, such as not entering any building, public or private that prohibits conceal carry.

Firearms shall not be stored in a city owned vehicle. The City will not be responsible for lost, damaged or stolen personal property of employees.

If an employee elects to conceal carry it will not interfere with the employee's ability to perform any duties and should not obstruct any required safety equipment.

SECTION TWO. Section 8.17 Residency. Section 8.17 of the Employees Policies and Guidelines of the City of Abilene, Kansas will be amended as follows:

8.17. While employees are not required to maintain residency within the City, employees subject to frequent call out for emergency services are expected to reside within a reasonable distance of their place of employment.

It will be the duty of each Department Director to develop a policy and monitor the response times of their employees. Failure of an employee to respond according to their department policy may result in disciplinary action.

SECTION THREE. Section 15.8 Insurance Continuation for Retirees. Section 15.8 of the Employees Policies and Guidelines of the City of Abilene, Kansas will be amended as follows:

15.8 K.S.A. 12-5040 is hereby amended to read as follows: 12-5040. (a) Each local government which provides an employer-sponsored group health care benefits plan for the employees of the local government shall

make coverage under such group health care benefits program available to retired employees and their dependents, upon written application filed with the clerk or secretary thereof within 30 days following retirement of the employee, as provided by this section. Coverage under the employee group health care benefits plan may cease to be made available upon (1) the retired employee attaining age 65, (2) the retired employee failing to make required premium payments on a timely basis, or (3) the retired employee becoming covered or becoming eligible to be covered under a plan of another employer.

No employee shall be entitled to a cash payment of any kind from the City in lieu of medical and hospital insurance coverage.

The City offers to all full time retiring employees the following retirement health insurance benefits if the following qualifications are met:

- The employee must retire with KPERS and/or KP&F benefits.
- The employee must have at least ten (10) years of service with the City and be employed by the City at retirement.
- The eligible employee must decide to participate in the group health plan upon retirement and membership must be continuous. (The retired employee cannot elect to terminate coverage and then reinstate.)
- The employer will provide 50% participation in the monthly group health coverage premium until the retiree becomes eligible for Medicare benefits for the employee only. If the employee keeps dependents on the coverage the employee must pay the full premium for the dependents.

SECTION FOUR. Effective Date. That this Resolution shall be in full force and effective after its adoption on October 24, 2016.

PASSED AND APPROVED by the Governing Body of the City of Abilene, Kansas this 24th day of October, 2016.

(Seal)

Dee Marshall, Mayor

ATTEST:

Penny Soukup, CMC
City Clerk