

BOARD OF COUNTY COMMISSIONERS OF DOUGLAS COUNTY, KANSAS

WEDNESDAY, SEPTEMBER 16, 2015

4:00 p.m.

CONSENT AGENDA

- (1) (a) Consider approval of Commission Orders;
- (b) Consider approval of resolution establishing 5-Ton Commercial Weight Limit on portion of E 2300 Road in Eudora Township (Keith Browning);
- (c) Consider approval of source of payment for \$143,294.50 loan to Peaslee Center previously approved by the County Commission on August 12, 2015 (Craig Weinaug)

REGULAR AGENDA

- (2) Consider proposed changes to the Douglas County Personnel Policies (Sarah Plinsky)

- (3) (a) Consider approval of Accounts Payable (if necessary)
- (b) Appointments
 - Joint Economic Development Council (2) positions – 10/2015
 - Building Code of Appeals Board (1) position
- (c) Public Comment
- (d) Miscellaneous

- (4) Adjourn

WEDNESDAY, SEPTEMBER 23, 2015

-Proclamation for National 4-H Week (October 4-10, 2015) (Kaitlyn Peine)

WEDNESDAY, SEPTEMBER 30, 2015 -Cancelled

WEDNESDAY, OCTOBER 7, 2015 - Light agenda

FRIDAY, OCTOBER 9, 2015

12:00-1:30 p.m. – Planning Commission Orientation Lunch at City Hall, 6 East 6th Street. Two or more Commissioners may attend.

WEDNESDAY, OCTOBER 14, 2015

WEDNESDAY, OCTOBER 21, 2015

WEDNESDAY, OCTOBER 28 , 2015

WEDNESDAY, NOVEMBER 4, 2015

WEDNESDAY, NOVEMBER 11, 2015

WEDNESDAY, NOVEMBER 18, 2015

WEDNESDAY, NOVEMBER 25, 2015 - Cancelled

***Note:** The Douglas County Commission meets regularly on Wednesdays at 4:00 P.M. for administrative items and 6:00 P.M. for public items at the Douglas County Courthouse. Specific regular meeting dates that are not listed above have not been cancelled unless specifically noted on this schedule.*



DOUGLAS COUNTY PUBLIC WORKS

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Keith A. Browning, P.E.
Director of Public Works/County Engineer

MEMORANDUM

To : Board of County Commissioners

From : Keith A. Browning, P.E., Director of Public Works/County Engineer

Date : September 10, 2015

Re : Consent Agenda approval of resolution establishing
5-Ton Commercial Weight Limit on portion of E 2300 Road

During discussions of truck traffic associated with the Hamm Eudora Quarry during the September 9, 2015 meeting, the BoCC directed this department to implement a 5-ton commercial weight limit on E 2300 Road from N 1200 Road to N 1400 Road (Route 442). Approval of the attached resolution will establish this weight limit.

The 5-ton commercial weight limit will not apply to agricultural vehicles or vehicles operated by the State of Kansas, Douglas County or any other political subdivision. The weight limit will also not apply to commercial vehicles servicing properties located adjacent to E 2300 Road between N 1200 Road and N 1400 Road (Route 442).

Action Required: Consent Agenda approval of the attached resolution establishing a 5-ton commercial weight limit on E 2300 Road from N 1200 Road to N 1400 Road (Route 442).

RESOLUTION NO. _____

A RESOLUTION ESTABLISHING A 5 TON WEIGHT LIMIT FOR
COMMERCIAL VEHICLES ON A PORTION OF E 2300 ROAD IN
EUDORA TOWNSHIP

WHEREAS, pursuant to K.S.A. 8-1912(c), local authorities may impose limitations as to the weight or size of trucks or other commercial vehicles for roads under their jurisdiction: Provided, that adjacent premises to such restricted roads may be served; and

WHEREAS, The Board of County Commissioners of Douglas County, Kansas, has determined that in the interest of the public health, safety and welfare, commercial vehicles weighing in excess of five (5) tons should not be allowed over the following described township road, to-wit:

a portion of E 2300 Road, from the intersection with N 1200 Road, north and northeast to the intersection with N 1400 Road, otherwise known as Route 442, the centerline of which is more particularly described as follows:

beginning at the Southwest Corner of Section 15, Township 13 South, Range 21 East of the 6th P.M., thence north along section line a distance of approximately 5,302 feet to the Northwest Corner of said section, thence continuing north along the west line of Section 10, T 13 S, R 21 E approximately 3,723 feet, thence continuing northeasterly along the centerline of E 2300 Road a distance of approximately 1,216 feet to the intersection of E 2300 Road with N 1400 Road, otherwise known as Route 442, and terminating at said intersection.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COUNTY COMMISSIONERS OF DOUGLAS COUNTY, KANSAS:

Section 1. No commercial vehicles weighing in excess of five (5) tons shall be permitted on the above-described roads. This limitation shall not apply to agricultural vehicles or to commercial vehicles engaged in the delivery of goods or services at the request of owners or occupants of properties adjacent to the roads above described.

Section 2. Definitions. For the purpose of this resolution:

(a) "Commercial vehicles" shall include, but not be limited to, vehicles that are used for the transportation or delivery of freight and merchandise, including combination units of truck tractors or road tractors and trailers or semitrailers. "Commercial vehicles" shall not include any vehicle owned or operated by the State of Kansas, Douglas County, or any other political subdivision.

(b) "Agricultural vehicles" shall include vehicles that are used for agricultural operations, including farm tractors, combines, fertilizer dispensing equipment or other farm machinery used for work upon farms.

This resolution shall become effective when appropriate signs giving notice thereof are erected upon the roads above described.

ADOPTED this _____ day of _____, 2015.

BOARD OF COUNTY
COMMISSIONERS
OF DOUGLAS COUNTY, KANSAS

James E. Flory, Chairman

ATTEST:

Mike Gaughan, Member

County Clerk

Nancy Thellman, Member

AD - Crabtree, Robin

From: AD - Weinaug, Craig
Sent: Friday, September 11, 2015 2:54 PM
To: AD - Crabtree, Robin
Subject: FW: Peaslee loan funds

From: ADS - Owens, Cammy
Sent: Thursday, September 10, 2015 4:31 PM
To: ADS - Plinsky, Sarah; AD - Weinaug, Craig
Subject: Peaslee loan funds

Per my conversation with Sarah this afternoon this is my draft email for the Commissioners regarding the Peaslee loan.

Commissioners:

During the Commission Meeting of August 12th you acted on authorizing the execution of a loan to the Peaslee Center in the amount of \$143,294.50. Procedurally this needs to be taken out of the Equipment Reserves Economic Development Account since the loan amount was not included in the 2015 Economic Development General fund budget. The current balance in the Equipment Reserves account is \$553,686.48.

This will require additional Commission approval to pay out of the Equipment Reserves fund.
Repayment of the loan will be credited to the misc reimbursement revenues received in the General Fund.

Please let me know if there are additional questions or concerns I can assist with.

Thanks!
Cammy Owens
Douglas County Administrative Services-Budget
cowens@douglas-county.com
(785)832-5287



DOUGLAS COUNTY ADMINISTRATIVE SERVICES

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Sarah Plinsky
Assistant County Administrator

MEMO TO: Board of County Commissioners

FROM: Sarah Plinsky, Assistant County Administrator

SUBJECT: Personnel Policies Update – Wellness Leave, Vacation Leave, Excess Vacation Payout

DATE: September 11, 2015

As a part of the implementation of the new Financial and Human Resources Information Management System, a few personnel policies and procedures need to be modified to efficiently work with the new system. In addition, it is a good time to review existing practices to make sure they are still consistent with industry best practices for employee benefits.

One of the areas identified by SunGard was the Wellness Leave Policy and Procedure. The current policy is below.

9.4 WELL LEAVE

A. ACCRUAL. Employees who are eligible for sick leave will receive additional hours of pay or vacation leave for every six (6) consecutive pay periods in which no sick leave is used. Full time employees will receive five (5) hours, and part time employees will receive two and one-half (2.5) hours. The Department Head will have the discretion to determine whether well leave hours will be paid in cash or in vacation leave.

B. USE OF SICK LEAVE. Employees may use up to one (1) work week's worth of sick leave in a payroll year (defined as the payrolls falling within the calendar year) without interrupting the well leave accrual process. After the use of one (1) work week's use of sick leave, any further use of sick leave in that payroll year will cause the well leave credit to return to zero (0). For purposes of well leave, the value of a work week is considered to be 42.5 hours for full time employees, and the pro-rated value (based on the position's FTE) for part time employees.

This policy is confusing for employees and has not been effective in reducing chronic sick leave users from using sick leave. It penalizes employees with families. By turning the wellness leave into vacation time, it creates an unbudgeted annual cash liability with the vacation payout program and at separation. It also requires maintaining a separate benefit year which is cumbersome for payroll staff.

Some employees received this benefit as a cash payment and some employees received as time. For calendar year 2014, Douglas County awarded a total of 1168 instances of well leave. An employee is eligible for 4 instances of well leave in a year. Of these 1168, 635 were paid as a cash payment and 533 were awarded as vacation time on file.

In 2015, following a pilot program in the Sheriff's Office, the County began offering Health Risk Appraisals (HRA) and Biometric Assessments. For employees that participated in that program, the County offered eight hours of vacation in 2015. Once the results of that program are reviewed, Administration will consider expanding the leave benefit for that program.

Summary and Proposed Action: Modify the Wellness leave program away from a program that rewards not using sick leave and turn it into a program that supports positive activities and programs, such as participation in the HRA and Biometrics screenings. In 2015, employees were eligible for 8 hours of vacation time for participating in the screening program. The program can be expanded in 2016 once additional results are reviewed.

9.2 VACATION LEAVE, D. ACCRUAL RATES.

Because of the decrease in wellness leave, and a relatively low vacation accrual rate, staff is recommending an increase in vacation leave rates. Information on comparable regional organizations is attached. While accrual rates vary from organization to organization, Douglas County's accrual rates are somewhat low, especially if the well leave program is reduced. Therefore, staff is recommending an increase in vacation as proposed below.

	Current	Proposed
Years of Service	Accrued Hours Per Pay Period	
0-4 years	3.75	4.00
5-9 years	4.75	5.00
10-14 years	5.50	5.75
15+ years	6.50	6.75

This is a net increase in vacation leave of 6.5 hours each year. The increase in vacation leave and the reduction in well leave will impact maximum accumulations and the excess payment of vacation leave. That policy is below.

Proposed Action: Increase vacation accrual rates as outlined in the table above

9.2 VACATION LEAVE

C. MAXIMUM ACCUMULATIONS AND EXCESS PAYMENT. The maximum accumulation of vacation leave is 290 hours for full time employees and 145 hours for part time employees. However, employees are allowed to exceed that limit until the last day of the last full pay period ending in October. If, at that time, a full time employee has utilized at least one hundred twenty (120) hours and a part time employee has utilized at least sixty (60) hours of vacation during the past 26 pay periods, the employee will receive payment at his/her regular rate for all accumulated vacation hours over the maximum. The employee's accumulated vacation leave total will then be dropped to the maximum allowable hours. If an employee has not taken the stipulated number of hours of vacation during the past 26 pay periods, all hours in excess of the maximum will be lost. *Donated hours shall not count toward the 120 hours required for eligibility for excess vacation payment.*

While the leave hours that go towards the program will be modified by the actions above, it should not result in a net increase to the County. However, this policy needs to be modified for the new system as well. The policy states that employees can accrue through October. Staff is recommended that the

policy be changed to implement new procedures that the program will need to run on a regular payroll/benefit calendar year.

This program is unique when looking at comparable organizations. The organizations staff reviewed have moved to a policy that any leave is not accrued above the cap. A history of the financial impact of the excess vacation payout program is attached.

Proposed Action: Move the calendar for the Excess Vacation Payment to the regular Payroll/Benefit Calendar year as set by Payroll each year.

9.2 VACATION LEAVE AND 9.3 SICK LEAVE I. VACATION AND SICK LEAVE

DONATION. 2. Calculation. The Assistant County Administrator shall convert the number of vacation and sick hours using the regular rate of pay for each of the employees.

The current policy and practice converts the value of the sick leave donation into the regular rate of pay of each employee. Standard practice for most organizations and SunGard is to transfer donations hour for hour. It is our recommendations to modify the policy to that method.

Proposed Action: Modify the policy and procedure away from using the regular rate of pay for sick leave donations and moving to “hour for hour” donations.

All of the proposed actions would be take effect with the implementation of the new human resources system in 2016. Procedures for each policy will be drafted and distributed closer to implementation. When Administration met with Department Heads and Elected officials and solicited feedback. Some departments are concerned about the reduction in wellness leave and the impact on employees. Some departments are concerned about the impact of the excess vacation payout program on their budgets. Administrative Services recommended changes that were necessary to implement the new human resources system while trying to balance the impact on employees and the financial cost to the organization.

Vacation Hours Accrued and Maximum Accumulation By County

County	Vac 0-1 yrs	Vac 1-2 yrs	Vac 5-10 yrs	Vac 10-15 yrs	Vac 15-20 yrs	Vac 20-21 yrs	Vac 21-25 yrs	Vac 26 + yrs	Vacation Accumulation Max
Douglas	3.75		4.75	5.5	6.5				290 hrs, vacation is paid out if employee uses 120 hours vacation within specified timeframe
Johnson	4		5	(11)5.50 (12)5.75 (13)6.00 (14)6.50	6.75				**252 - 444 hrs, no additional accrual once maximum is reached.
Leavenworth	4		5	6	7	8			**144 - 272 hrs, any excess beyond maximum will be lost.
Riley	3.69	(2-10) 5.54		6.46					**96 - 168 hrs, any excess beyond max converted to sick leave.
Riley Co Police Dept	7.69		8.92	10.15	11.39	12.61			**320 - 488 hrs
Sedgwick	3.69		(6-10) 4.62	(11-15) 5.54	(16-20) 6.46		(21+)7 .38		160 hrs, any excess beyond maximum will be lost.
Shawnee	4		5	6	7	8			**144 - 240 hrs, no accrual cap
Saline	3.69			4.62	5.54	6.46			**144 - 192 hrs, any excess beyond maximum will be lost.
City of Lawrence	3.69		(6-10) 4.92	(11-15) 5.85	6.77		7.38	7.69	320 hrs, any excess beyond maximum will be lost.
Finney	3.69		4.62	5.54	6.46	7.38			192 hrs, any excess beyond maximum will be lost.
Barton	1.85	(1-5) 3.69	(6-10) 4.62	(11-15) 5.54	(16+) 6.46				200 Hrs
Reno	4.32		(6) 4.62 (7) 4.92 (8) 5.24 (9) 5.54 (10) 5.86	(11-14) 6.16	(15+) 6.78				**250 - 275 hrs
Franklin	(0-5) 3.69		(6-10) 4.62	(11+) 6.46					240 Hrs

*All hours accrued based on 40 hr work week.

**Varies based on years of service.

Year	Employees Lost	Hours Lost	Hours Paid	Employees Paid	Total Cash Paid	Average Payment	Largest # Hours	Smallest # Hours	Largest Amt \$	Smallest Amt \$
2014	4	149.75	3258.93	65	\$ 103,961.07	\$ 1,599.40	139.00	2.50	\$ 5,445.35	\$ 75.53
2013	5	184.25	3142.78	63	\$ 93,706.31	\$ 1,487.40	113.00	0.75	\$ 5,022.71	\$ 12.82
2012	5	130.6	2800.73	59	\$ 79,828.52	\$ 1,353.03	107.50	0.25	\$ 4,782.93	\$ 5.42
2011	2	36.5	3073.02	59	\$ 88,535.29	\$ 1,500.60	106.00	3.00	\$ 4,327.68	\$ 78.72
2010	2	18.28	3090.38	64	\$ 86,867.14	\$ 1,357.30	111.00	3.75	\$ 3,974.40	\$ 82.80