



**Board of Riley County
Commissioners
Regular Meeting
Agenda
March 10, 2025**

115 North 4th Street
Manhattan, KS 66502
www.rileycountyks.gov

Cindy Kabriel
785-565-6200

Commission Chambers

8:30 AM

[District 1 – John Ford, Member](#)

[District 2 – Greg McKinley, Chair](#)

[District 3 – Kathryn Focke, Vice Chair](#)

8:30 AM

Call to Order

Pledge of Allegiance

Public Comment

1. Public Comments

Commission Comments

2. Commission Comments

Business Meeting

3. Water Supply Contract
4. Sign a Tax Roll Corrections
5. Sign Riley County Employee Action Form(s)
6. Discuss Intergovernmental Luncheon

Review Minutes

7. Board of Riley County Commissioners - Regular Meeting - Mar 6, 2025 8:30 AM

Review Tentative Agenda

8. Tentative Agenda

Press Conference Topics

9. Discuss Press Conference

9:00 AM

Brittany Phillips, Budget and Finance Officer

10. Year to date budget and expenditure reports

9:15 AM

Megan Lewis, Community Corrections Director

11. FY26 Adult Services Comprehensive Plan
12. FY26 Juvenile Services Comprehensive Plan
13. FY26 and FY27 Juvenile Services Reinvestment Grant Application
14. 2026 Community Corrections Personnel Budget Request

9:30 AM

Press Conference

15. Presentation of retirement plaque to Danny Williams - Greg McKinley
(3-5 minutes)

9:40 AM Amanda Webb, Planning/Special Projects Director

16. Short Term Rental Regulations - work session

10:10 AM John Ellermann, Public Works Director/County Engineer

17. Public Works Project Update
18. Rural Water District Water Tower Agreement and Easement

10:40 AM Bryant Parker, Counselor/Director of Administrative Services

19. Administrative Work Session
20. Pending County Projects County Counselor

11:00 AM Katharine Hensler, Museum Director

21. Monthly Staff Report - February 2025

12:00 PM County Officials Luncheon

22. County Officials' Luncheon Agenda

Adjournment

Announcements

The 2025 Annual Township Officials Meeting will be held Wednesday, March 12th from 8:30 a.m. - 1:00 p.m. at Pottorf Hall, CiCo Park, 1710 Avery Avenue, Manhattan, Kansas.

In order to comply with provisions of the Americans with Disabilities Act (ADA), Riley County will make reasonable efforts to accommodate the needs of persons with disabilities. Please contact the Division of Human Resources at (785) 537-6303 (voice and TTY) for assistance.



PUBLIC WORKS
Contract

John Ellermann
Public Works Director/County
Engineer
6215 Tuttle Creek Blvd
Manhattan, KS 66503
Phone: 785-537-6330

COMMISSION AGENDA REPORT

FROM: Andrea Rose, Administrative Assistant II.

MEETING: March 10, 2025

SUBJECT: Water Supply Contract

PRESENTER: Evan McMillan, PW Assistant Director/ County Engineer

Attached for your approval is the Water Supply Contract between Rural Water District No1 and The Board of Commissioners of Riley County, KS acting as the governing body of the University Park Water Benefit District.

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POSSIBLE MOTION(S)

Move to sign and approve.

Enclosures:

- KRWA1 Signed RileyCoPW_UniversityPark_Contract conv (PDF)

WATER SUPPLY CONTRACT

THIS CONTRACT for the sale and purchase of water, is entered into as of the _____ day of _____, 2025, by and between **RURAL WATER DISTRICT NO. 1, RILEY COUNTY, KANSAS**, hereinafter referred to as the "District"; and, **THE BOARD OF COUNTY COMMISSIONERS OF RILEY COUNTY, KANSAS**, acting as the governing body of **THE UNIVERSITY PARK WATER BENEFIT DISTRICT**, hereinafter referred to as "UPWBD".

WHEREAS, the District has been organized and established under the provisions of the Rural Water Districts Act, K.S.A. 82(a)-812, *et seq.*, for the purpose of construction and operation of a water supply and distribution system serving water users within its territory; and,

WHEREAS, UPWBD owns and operates a water distribution system and intends to purchase water from the District for distribution by UPWBD to its customers; and,

WHEREAS, the Parties to this Contract previously entered into a Water Supply Contract in 2002 for water service to UPWBD, and the Parties wish to continue with a new agreement for water supply; and,

WHEREAS, on the ____ day of _____, 2025, by the Board of Commissioners of Riley County, Kansas, sitting as the governing body of UPWBD, passed a Resolution for the purchase of water from the District in accordance with the provisions this Contract, and the execution of this Contract by the Chairman of the Board of County Commissioners of Riley County, and attestation by the County Clerk was duly authorized; and,

WHEREAS, on the ____ day of _____, 2025, the Board of Directors of the District adopted a Resolution for the sale of water to UPWBD as provided in this Contract and the execution of this Contract by the District Chairman, and attestation by the District Secretary was duly authorized,

NOW, THEREFORE, in consideration of the foregoing and the mutual agreements hereinafter set forth, the parties agree as follows:

Attachment: KRWA1 Signed RileyCoPW_UniversityPark_Contract conv (15524 : Water Supply Contract)

I. THE DISTRICT AGREES:

- A. Quality and Quantity. To furnish UPWBD, at the point of delivery hereinafter specified, during the term of this contract or any renewal or extension thereof, potable, treated water meeting applicable purity standards of the Kansas State Department of Health and Environment in such quantity as may be required by UPWBD, in an amount not to exceed the maximum rate of 40 gallons per minute.
- B. Point of Delivery and Pressure. The Point of Delivery will be at the established location near the entrance to University Park. Water will be furnished at a reasonably constant, normal pressure gradient equal to the elevation of the overflow on the UPWBD's existing water storage tank. If UPWBD requires greater pressure than normally provided at the point of delivery any costs required to increase pressure shall be borne by UPWBD. Emergency failures of pressure or supply, due to main supply line breaks, power failure, flood, fire and use of water to fight fire, earthquake or other catastrophes, shall excuse the District from this provision for such reasonable period of time as may be necessary to restore service.
- C. Line Construction and Location. The District has constructed a pipeline, a meter, control valves and other facilities between the District's system and UPWBD's system in compliance with the 2002 Contract, and the Parties confirm the sufficiency of the same for delivery of service under this Contract.
- D. Metering Equipment. The District has furnished, at its own expense at the point of delivery, the necessary metering equipment for UPWBD, including a meter vault and required devices of standard type for properly measuring the quantity of water delivered to UPWBD. Except for the control valve equipment and other items specified in Section II.A. below, the District shall be responsible for maintaining and, if necessary, replacing all of said metering equipment. Specifically, such equipment shall be replaced whenever it is no longer capable of accurately measuring the amount of water delivered in accordance with the accuracy standards stated in this Section I.D. The District agrees to test such metering equipment whenever requested by UPWBD, but not more frequently than once every twelve (12) months. A meter registering not more than two percent (2%) above or below the test result shall be deemed to be accurate. The previous readings of any meter disclosed by test to be inaccurate shall be corrected for the three months before such test in accordance with the percentage of inaccuracy found by

such tests. If any meter fails to register for any period, the amount of water furnished during such period shall be deemed to be the amount of water delivered in the corresponding period immediately prior to the failure, unless UPWBD and District shall agree upon a different amount.

II. UPWBD AGREES:

A. Tower Control Equipment. There exists at the meter vault, the necessary control valve equipment and required appurtenances to complete the water service connection with the water system and to monitor and regulate water supply. UPWBD shall be responsible for the maintenance of the tower control equipment and for that portion of the system on UPWBD's side of the meter.

B. Rates and Modification: To pay the District, no later than the 20th day of each month, for water delivered in accordance with the following schedule of rates:

1. \$8.46 per 1,000 gallons of water delivered.

2. It is further agreed that the rates herein stated may be changed by the District, but that any future increase in rates affecting UPWBD shall bear the same proportionate ratio to all domestic retail consumer rates to other customers in the District at the time of such changes as the rate hereinbefore set forth now bears to the domestic retail consumer rate established for the District. Any water rate increase shall be based solely upon a reasonable increase in the cost of production and delivery of water and shall not include any cost for increased capitalization of the District's system.

C. Billing Procedure. The metering equipment shall be read on the last day of each month by the District, and the itemized statement sent to UPWBD the next business day.

III. IT IS FURTHER MUTUALLY AGREED:

A. Term of Contract. That this contract shall extend for a term of twenty (20) years from the date of this Contract, as stated above, and thereafter may be renewed or extended for such term or terms as may be agreed upon by the UPWBD and District.

B. Failure to Deliver. That the District will, at all times, operate and maintain its system in an efficient manner and will take such action as may be necessary to furnish UPWBD with quantities of water required by the terms of this Contract. Temporary or partial failures to deliver water shall be

remedied with all possible dispatch, but in the event of an extended shortage of water, or if the supply of water available to the District is otherwise diminished over an extended period of time, the supply of water to UPWBD consumers shall be curtailed, terminated or restricted on the same basis as to the residents of the District, and UPWBD hereby agrees to extend the same restrictions to its users as those imposed by the District upon its water users for the duration of the emergency.

C. Breach. In the event of the breach of any provision of this Contract by either party, the other party may, upon the expiration of thirty (30) days following the notice of said breach and failure to cure such breach, petition the District Court of Riley County, Kansas, for injunctive or mandatory relief to cure such breach. If the breach complained of is for payment of amounts due for water service, or for adjudication of the validity of an increase in rates, the party aggrieved may request that the court grant monetary relief for unpaid amounts due.

D. Access to Point of Delivery. Each party shall be responsible for the maintenance of their system on their respective sides of the point of delivery. Each party may take such action as they reasonably deem necessary to modify their system to participate in the provision of water pursuant to this Contract so long as such modifications do not materially adversely affect the performance of the duties and obligations imposed upon each party herein. All parties shall have access to the point of delivery facilities for inspection and other purposes except that neither party may alter or modify the facilities without the express written consent of the other party, which consent shall not be unreasonably denied or delayed. The parties agree that if any point of delivery is itself monitored electronically by a SCADA system by one party that the other party will be provided with a method to connect to this system to enabling monitoring of said system.

E. Regulatory Agencies. That this contract is subject to such rules, regulations or laws as may be applicable to similar agreements in the State of Kansas, and UPWBD and district will collaborate in obtaining such permits, certificates, or the like, as may be required to comply therewith.

F. Successor to UPWBD. That in the event of any occurrence rendering UPWBD incapable of performing under this contract, any successor of UPWBD, whether the result of legal process, assignment or otherwise, shall succeed to the rights of UPWBD hereunder.

G. Assignment by District. The interest of the District under this Contract may be assigned to any lender, including but not limited to the United States of America, Department of Agriculture, as collateral security for any loan made to finance construction, extensions, repairs or

maintenance of the District's water supply distribution systems.

H. Severability and Modification. In the event any provision of this Contract shall be held illegal, invalid or unenforceable by any court of competent jurisdiction, such holding shall not invalidate, render unenforceable or otherwise affect any other provision hereof. No provision of this Contract may be modified, altered or amended by individual action of either party to this Contract; all such modifications, alterations or amendments must be agreed to in writing by both parties.

IN WITNESS WHEREOF, the parties hereto, acting under the authority of their respective governing bodies, have caused this contract to be duly executed in three counterparts, each of which shall constitute an original.

**RURAL WATER DISTRICT NO. 1
RILEY COUNTY, KANSAS,**

By: Thomas C. Clayton
Chairman, RWD #1, Riley County

ATTEST:
Vickie Renfroe
Secretary, RWD #1, Riley County

**BOARD OF COMMISSIONERS
OF RILEY COUNTY, KANSAS**

By: _____
Chairman

ATTEST:

County Clerk



**COUNTY CLERK &
ELECTIONS**
Tax Roll Correction

Rich Vargo
County Clerk
110 Courthouse Plaza
Manhattan, KS 66502
Phone: 785-565-6200

COMMISSION AGENDA REPORT

FROM: Joe Godown
MEETING: March 10, 2025
SUBJECT: Sign a Tax Roll Corrections
PRESENTER: Rich Vargo, County Clerk

POSSIBLE MOTION(S)

Move to approve the Tax Roll Corrections.

Move to deny

Move to modify

Move to table

No action required.

The Board agreed by consensus to

Enclosures:

- 03-10-25 tax roll (PDF)

TAX ROLL CORRECTION
REAL ESTATE

Printed by JGODOWN 2025/03/05 1

4.a

Taxpayer ID CITY0006
Owner ID CITY0006

Control # 2025000102

Tax Year 2023
Tract # R310114

CITY OF MANHATTAN KANSAS

CAMA # 203-06-2-20-09-001-02-0-01

NORTHEAST MIDDLE
SCHOOL #4, LOT 2

1101 POYNTZ AVE

TU 2 Manhattan City

Parcel 104191

MANHATTAN, KS 66502-5460

USD 383

Property Address 2850 KIRKWOOD DR

APPRAISER SECTION (Value)

2025/03/05 JGODOWN APPROVED

Appraised Prior to Correction:

CL	Land	Imp	Total
CU	203730	8344280	8548010

Total	203730	8344280	8548010
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Assessed Prior to Correction:

CU	50933	2086070	2137003

Total	50933	2086070	2137003
SB41			

Appraised After Correction:

CL	Land	Imp	Total
EM	203730	8344280	8548010

Total	203730	8344280	8548010
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Assessed After Correction:

EM	203730	8344280	8548010

Total	203730	8344280	
SB41			

Net Change

Net Change

6411007

Total	2137003-
SB41	

CLERK SECTION (Tax)

2025/03/05 JGODOWN ORDER PRINTED

Tax Prior to Correction:

Levy	150.37500	Gen Tax	321351.84
SB41			

SB41 Tax Dollars			321351.84
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Tax After Correction:

Levy	150.37500	Gen Tax	
SB41			

SB41 Tax Dollars			
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Net Change

321351.84-

321351.84-

TREASURER SECTION (Summary)

Net Change in Assessed Value
(no SB41 influence)

2137003-

Applicable Mill Levy

150.37500

Net Change in Levied Tax Dollars

321351.84-

Net Change in SB41 Exemption

Type of Correction DECREASE

Correction Code CO C.O.T.A./OTHER Rate 7.00%

Tax Statement # 11947

Comments BOTA Order Docket No.

2024-7142-TX

Owner CITY0006

CITY OF MANHATTAN KANSAS

Net Change in Total Tax Dollars

321351.84-

By order of the Board of County Commissioners of RILEY COUNTY, Kansas.
(Per K.S.A. 1475, 1701, 1701a, and 1702)

(Date)

Approved by Commission:

Attest by County Clerk:

Attachment: 03-10-25 tax roll (15537 : Tax Roll Corrections)

TAX ROLL CORRECTION
REAL ESTATE

Printed by JGODOWN 2025/03/05

4.a

Taxpayer ID CITY0006
Owner ID CITY0006

Control # 2025000103

Tax Year 2024
Tract # R310114

CITY OF MANHATTAN KANSAS

CAMA # 203-06-2-20-09-001-02-0-01

NORTHEAST MIDDLE
SCHOOL #4, LOT 2

1101 POYNTZ AVE

TU 2 Manhattan City
Parcel 104191

MANHATTAN, KS 66502-5460

USD 383

Property Address 2850 KIRKWOOD DR

APPRAISER SECTION (Value)

2025/03/05 JGODOWN APPROVED

Appraised Prior to Correction:

CL	Land	Imp	Total
CU	203730	8770420	8974150

Total	203730	8770420	8974150
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Assessed Prior to Correction:

CU	50933	2192605	2243538
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Total SB41	50933	2192605	2243538
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Appraised After Correction:

CL	Land	Imp	Total
EM	203730	8770420	8974150

Total	203730	8770420	8974150
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Assessed After Correction:

EM	203730	8770420	8974150
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Total SB41	203730	8770420	
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Net Change

Net Change
6730612

Total SB41 2243538-

CLERK SECTION (Tax)

2025/03/05 JGODOWN ORDER PRINTED

Tax Prior to Correction:

Levy 152.66600	Gen Tax	342511.98
	SB41 \$	
SB41 Tax Dollars		342511.98

Tax After Correction:

Levy 152.66600	Gen Tax	
	SB41 \$	
SB41 Tax Dollars		

Net Change

Net Change
342511.98-
342511.98-

TREASURER SECTION (Summary)

Net Change in Assessed Value
(no SB41 influence)

2243538-

Applicable Mill Levy

152.66600

Net Change in Levied Tax Dollars

342511.98-

Net Change in SB41 Exemption

Type of Correction DECREASE

Correction Code CO C.O.T.A./OTHER Rate 7.00%

Tax Statement # 12355

Comments BOIA Order Docket No.

2024-7142-TX

Owner CITY0006

CITY OF MANHATTAN KANSAS

Net Change in Total Tax Dollars

342511.98-

By order of the Board of County Commissioners of RILEY COUNTY, Kansas.
(Per K.S.A. 1475, 1701, 1701a, and 1702)

(Date)

Approved by Commission:

Attest by County Clerk:

Attachment: 03-10-25 tax roll (15537 : Tax Roll Corrections)



**COUNTY CLERK &
ELECTIONS**
Personnel

Rich Vargo
County Clerk
110 Courthouse Plaza
Manhattan, KS 66502
Phone: 785-565-6200

COMMISSION AGENDA REPORT

FROM: Elizabeth Ward, Human Resources Director

MEETING: March 10, 2025

SUBJECT: Sign Riley County Employee Action Form(s)

PRESENTER: Elizabeth Ward, Human Resources Director

Enclosures:

- 2025-03 KDurbin EAF (DOCX)
- 2025-03 MDecklar EAF (DOCX)
- 2025-03 Fire RPerrine EAF (DOCX)

RILEY COUNTY EMPLOYEE ACTION FORM

Company Code: 166733

Full Legal Name: Kymberlee Durbin**Status Change Date:** 03/05/2025**Status Change:** New Hire**Date of Hire:** 03/17/2025**Seniority:** 0 Year(s), 0 Month(s)**Position:** Human Resources Clerical Assistant**Position Type:** TASND**Pay Range:** TASND**Pay Type:** Hourly**Base Rate:** \$15.00**Annualized Pay:** \$15,000.00**Funds Codes:** 1-General/2-Clerk**Supervisor:** Elizabeth Ward**Department Head:** Rich Vargo

BoCC Chair _____

Date: _____

BoCC Member _____

Date: _____

BoCC Member _____

Date: _____

Attachment: 2025-03 KDurbin EAF (15528 : Employee Action Form (Green Sheet))

RILEY COUNTY EMPLOYEE ACTION FORM

Company Code: 166733

Full Legal Name: MaKenzie Decklar**Status Change Date:** 03/03/2025**Status Change:** Separation**Date of Hire:** 08/17/2023**Seniority:** 1 Year(s), 6 Month(s)**Position:** Volunteer Firefighter**Position Type:** As Needed**Pay Range:** TASND**Pay Type:** Stipend**Base Rate:** \$0.00**Annualized Pay:** \$0.00**Funds Codes:** 183- Fire District #1/ 183- Fire District #1**Supervisor:** Jake Konrardy**Department Head:** Russel Stukey

BoCC Chair _____

Date: _____

BoCC Member _____

Date: _____

BoCC Member _____

Date: _____

Attachment: 2025-03 MDecklar EAF (15528 : Employee Action Form (Green Sheet))

RILEY COUNTY EMPLOYEE ACTION FORM

Company Code: 166733

Full Legal Name: Riley Perrine**Status Change Date:** 03/06/2025**Status Change:** New Hire**Date of Hire:** 03/19/2025**Seniority:** 0 Year(s), 0 Month(s)**Position:** Volunteer Firefighter**Position Type:** As Needed**Pay Range:** TASND**Pay Type:** Stipend**Base Rate:** \$0.00**Annualized Pay:** \$0.00**Funds Codes:** 183- Fire District #1/ 183- Fire District #1**Supervisor:** Jake Konrardy**Department Head:** Russel Stukey

BoCC Chair _____

Date: _____

BoCC Member _____

Date: _____

BoCC Member _____

Date: _____

Attachment: 2025-03 Fire RPerrine EAF (15528 : Employee Action Form (Green Sheet))



COUNTY CLERK & ELECTIONS
Meeting Agenda

Rich Vargo
County Clerk
110 Courthouse Plaza
Manhattan, KS 66502
Phone: 785-565-6200

MEMORANDUM

FROM: Cindy Kabriel
MEETING: March 10, 2025
SUBJECT: Discuss Intergovernmental Luncheon
PRESENTER: Rich Vargo, County Clerk

Enclosures:

- 03-24-25 INTERGOVERNMENTAL LUNCHEON AGENDA (DOCX)



INTERGOVERNMENTAL LUNCHEON

Monday, March 24, 2025
12:00-1:00 p.m.

Rockin K's
1880 Event Space
1880 Kimball Avenue
Manhattan, KS

AGENDA

- I. Gather and luncheon (11:30 a.m. – 12:00 p.m.)
- II. Convene and Introductions
- III. Agenda Topics
 - A. aTa Bus – Anne Smith, aTa Bus Director
 - B. Fake Patty's Day update – Major Scott Hajek, RCPD Chief of Patrol
- IV. Legislative Items of Interest
- V. Miscellaneous Discussion Items and Announcements
- VI. Discussion about Potential Agenda Topics for Next Meeting
- VII. Next Meeting Date: Monday, April 28, 2025
- VIII. Adjournment

For those who have RSVP'd for lunch, food will be served starting at 11:30 a.m.

Payments will be collected on site by Rockin K's.



**Board of Riley County
Commissioners
Regular Meeting
TENTATIVE Agenda
March 13, 2025**

115 North 4th Street
Manhattan, KS 66502
www.rileycountyks.gov

Cindy Kabriel
785-565-6200

Commission Chambers

8:30 AM

[District 1 – John Ford, Member](#)

[District 2 – Greg McKinley, Chair](#)

[District 3 – Kathryn Focke, Vice Chair](#)

8:30 AM

Call to Order

Pledge of Allegiance

Public Comment

Commission Comments

Business Meeting

1. Bid recommendation for corrugated metal pipe
2. Discuss Joint City/County/County Meeting

Review Minutes

Review Tentative Agenda

Press Conference Topics

9:00 AM

Bryant Parker, Counselor/Director of Administrative Services

3. Administrative Work Session

9:20 AM

Alvin Perez, Operations and Fleet Manager

4. Bid opening for a 2025 tandem axle dump truck

9:30 AM

Shilo Heger, Treasurer

5. Staff update

9:45 AM

Jason Smith, Manhattan Area Chamber of Commerce

6. Economic development update

10:00 AM

Diane Creek, Health Department Director and Kaylyn Speth, WIC Supervisor

7. Staff update
8. Request to fill PHEP Coordinator

10:45 AM

Budget and Planning Committee - Brittany Phillips, Budget and Finance

Officer

9. Cash Flow Reports

11:00 AM**Michael Boller, Noxious Weed/HHW Director**

10. Staff update

11:15 AM**Elizabeth Ward, Human Resources Director**

11. Executive session to discuss a performance matter involving non-elected personnel

Adjournment

In order to comply with provisions of the Americans with Disabilities Act (ADA), Riley County will make reasonable efforts to accommodate the needs of persons with disabilities. Please contact the Division of Human Resources at (785) 537-6303 (voice and TTY) for assistance.

Attachment: 03-13-25 tentative agenda (15459 : Tentative Agenda)



**Board of Riley County
Commissioners
Regular Meeting
TENTATIVE Agenda
March 17, 2025**

115 North 4th Street
Manhattan, KS 66502
www.rileycountyks.gov

Cindy Kabriel
785-565-6200

Commission Chambers

8:30 AM

[District 1 – John Ford, Member](#)

[District 2 – Greg McKinley, Chair](#)

[District 3 – Kathryn Focke, Vice Chair](#)

- 8:30 AM** **Call to Order**
- Pledge of Allegiance**
- Public Comment**
- Commission Comments**
- Business Meeting**
- Review Minutes**
- Review Tentative Agenda**
- Press Conference Topics**
- 9:15 AM** **David Adams, EMS/Ambulance Director**
1. Staff update
- 9:30 AM** **Press Conference**
- 10:00 AM** **Break**
- 10:10 AM** **Bryant Parker, Counselor/Director of Administrative Services**
2. Administrative Work Session
- 12:00 PM** **Law Enforcement Agency Meeting**
- Adjournment**

Attachment: 03-17-25 tentative agenda (15459 : Tentative Agenda)

In order to comply with provisions of the Americans with Disabilities Act (ADA), Riley County will make reasonable efforts to accommodate the needs of persons with disabilities. Please contact the Division of Human Resources at (785) 537-6303 (voice and TTY) for assistance.



**COUNTY CLERK &
ELECTIONS**
Budget

Rich Vargo
County Clerk
110 Courthouse Plaza
Manhattan, KS 66502
Phone: 785-565-6200

STAFF REPORT

FROM: Rich Vargo, County Clerk

MEETING: March 10, 2025

SUBJECT: Year to date budget and expenditure reports

PRESENTER: Rich Vargo, County Clerk

Enclosures:

- 2024 YTD Wage-Overtime Report Overview 2025-02 (PDF)
- 2024 YTD Wage-Overtime Report Detail Page 2025-02 (PDF)
- February Financial reports 2025 (PDF)

2025 YTD Wages/Overtime Compared to Budget						% of Year Used		16.67%
February	YTD Wages	Budgeted Wages	YTD OT	Budgeted Overtime	OT Spent - % of wages	Total YTD Wages & OT	2024 Total Budget	Budget Spent
Department								
1 Attorney	\$306,098.10	\$2,013,454.90	\$1,217.10	\$7,029.78	0.06%	\$307,315.20	\$2,020,484.68	15.21%
2 Clerk	\$144,301.86	\$1,008,345.00	\$0.00	\$6,870.44	0.00%	\$144,301.86	\$1,015,215.44	14.21%
3 Commissioners	\$27,936.12	\$181,585.00	\$0.00	\$0.00	0.00%	\$27,936.12	\$181,585.00	15.38%
4 Administrative Services	\$71,835.78	\$495,229.00	\$0.00	\$1,031.00	0.00%	\$71,835.78	\$496,260.00	14.48%
6 Register of Deeds	\$60,120.04	\$394,453.00	\$0.00	\$3,231.00	0.00%	\$60,120.04	\$397,684.00	15.12%
7 Treasurer	\$151,426.98	\$1,039,862.00	\$861.92	\$10,388.00	0.08%	\$152,288.90	\$1,050,250.00	14.50%
10 Emergency Mgt	\$26,690.18	\$230,470.00	\$0.00	\$851.00	0.00%	\$26,690.18	\$231,321.00	11.54%
17 Museum	\$53,435.26	\$359,669.00	\$0.00	\$0.00	0.00%	\$53,435.26	\$359,669.00	14.86%
19 Election	\$43,258.79	\$497,170.00	\$0.00	\$5,458.00	0.00%	\$43,258.79	\$502,628.00	8.61%
20 EMS/Ambulance	\$433,256.92	\$2,479,315.00	\$166,393.42	\$1,504,528.00	6.71%	\$599,650.34	\$3,983,843.00	15.05%
22 Appraiser	\$197,218.53	\$1,302,889.00	\$2,845.06	\$23,039.76	0.22%	\$200,063.59	\$1,325,928.76	15.09%
24 Planning & Development	\$82,979.58	\$545,336.00	\$0.00	\$2,614.00	0.00%	\$82,979.58	\$547,950.00	15.14%
29 Information Tech-GIS	\$114,522.76	\$746,347.00	\$0.00	\$9,469.00	0.00%	\$114,522.76	\$755,816.00	15.15%
30 General Serv.-Separation	\$3,704.69	\$120,000.00	\$0.00	\$0.00	0.00%	\$3,704.69	\$120,000.00	3.09%
40 Public Works	\$596,180.97	\$4,066,578.00	\$13,463.45	\$147,881.00	0.33%	\$609,644.42	\$4,214,459.00	14.47%
41 Noxious Weed	\$72,194.92	\$478,274.00	\$1,269.07	\$13,225.00	0.27%	\$73,463.99	\$491,499.00	14.95%
NON-GENERAL FUNDS								
Solid Waste payroll	\$33,999.13	\$196,536.00	\$1,086.54	\$16,601.00	0.55%	\$35,085.67	\$213,137.00	16.46%
Fire District #1	\$47,848.80	\$357,744.00	\$0.00	\$788.00	1.13%	\$47,848.80	\$358,532.00	13.35%
Subtotal-All County Funds	\$2,467,009.41	\$16,513,256.90	\$187,136.56	\$1,753,004.98	1.13%	\$2,654,145.97	\$18,266,261.88	
Health Dept.-General Fund	\$56,052.57	\$370,813.00	\$114.43	\$1,991.00	0.03%	\$56,167.00	\$372,804.00	15.07%
Health Dept.-Grant Funds	\$423,032.69	\$3,144,576.00	\$0.00	\$21,745.00	0.00%	\$423,032.69	\$3,166,321.00	13.36%
Community Corrections								
Adult Services	\$48,979.12	\$274,639.00	\$39.76	\$7,195.00	0.01%	\$49,018.88	\$281,834.00	17.39%
Juvenile Services	\$40,809.82	\$224,257.00	\$6.65	\$4,340.00	0.00%	\$40,816.47	\$228,597.00	17.86%
Juvenile reinvestment	\$6,926.91	\$37,625.00	\$0.00	\$1,250.00	0.00%	\$6,926.91	\$38,875.00	17.82%
BJA Grant	\$11,764.08	\$73,105.00	\$709.28	\$15,367.00	0.97%	\$12,473.36	\$88,472.00	14.10%
Subtotal Grant Funds	\$108,479.93	\$609,626.00	\$755.69	\$28,152.00	0.12%	\$109,235.62	\$637,778.00	
Totals	\$3,054,574.60	\$20,638,271.90	\$188,006.68	\$1,804,892.98	0.91%	\$3,242,581.28	\$22,443,164.88	

Attachment: 2024 YTD Wage-Overtime Report Overview 2025-02 (15530 : Year to date budget and expenditure reports)

Dept				January	February	March	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter	YTD 2024	2025 Budget
	Department											
1	Attorney	Regular Salaries	1001	\$153,996.00	\$152,102.10		\$306,098.10	\$0.00	\$0.00	\$0.00	\$306,098.10	\$1,986,364.90
		Seasonal/ASND	1003	\$0.00	\$0.00			\$0.00	\$0.00	\$0.00	\$0.00	\$27,090.00
		Overtime	1005	\$121.20	\$1,095.90		\$1,217.10	\$0.00	\$0.00	\$0.00	\$1,217.10	\$7,029.78
				\$154,117.20	\$153,198.00	\$0.00	\$307,315.20	\$0.00	\$0.00	\$0.00	\$307,315.20	\$2,020,484.68
2	Clerk	Regular Salaries	1001	\$72,353.55	\$70,358.31		\$142,711.86	\$0.00	\$0.00	\$0.00	\$142,711.86	\$993,345.00
		Seasonal/ASND	1003	\$731.25	\$858.75		\$1,590.00	\$0.00	\$0.00	\$0.00	\$1,590.00	\$15,000.00
		Overtime	1005	\$0.00	\$0.00		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$6,870.44
				\$73,084.80	\$71,217.06	\$0.00	\$144,301.86	\$0.00	\$0.00	\$0.00	\$144,301.86	\$1,015,215.44
3	Commissioners	Regular Salaries	1001	\$13,968.06	\$13,968.06		\$27,936.12	\$0.00	\$0.00	\$0.00	\$27,936.12	\$181,585.00
				\$0.00			\$0.00			\$0.00		
4	Administrative Svcs	Regular Salaries	1001	\$35,917.89	\$35,917.89		\$71,835.78	\$0.00	\$0.00	\$0.00	\$71,835.78	\$495,229.00
		Overtime	1005	\$0.00	\$0.00		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,031.00
				\$35,917.89	\$35,917.89	\$0.00	\$71,835.78	\$0.00	\$0.00	\$0.00	\$71,835.78	\$496,260.00
6	Register of Deeds	Regular Salaries	1001	\$30,060.02	\$30,060.02		\$60,120.04	\$0.00	\$0.00	\$0.00	\$60,120.04	\$394,453.00
		Seasonal/ASND	1003	\$0.00	\$0.00		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
		Overtime	1005	\$0.00	\$0.00		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$3,231.00
				\$30,060.02	\$30,060.02	\$0.00	\$60,120.04	\$0.00	\$0.00	\$0.00	\$60,120.04	\$397,684.00
7	Treasurer	Regular Salaries	1001	\$75,366.09	\$76,060.89		\$151,426.98	\$0.00	\$0.00	\$0.00	\$151,426.98	\$1,039,862.00
		Seasonal/ASND	1003	\$0.00	\$0.00		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
		Overtime	1005	\$845.00	\$16.92		\$861.92	\$0.00	\$0.00	\$0.00	\$861.92	\$10,388.00
				\$76,211.09	\$76,077.81	\$0.00	\$152,288.90	\$0.00	\$0.00	\$0.00	\$152,288.90	\$1,050,250.00
10	Emergency Mgt	Regular Salaries	1001	\$13,345.09	\$13,345.09		\$26,690.18	\$0.00	\$0.00	\$0.00	\$26,690.18	\$230,470.00
		Seasonal/ASND	1003	\$0.00	\$0.00		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
		Overtime	1005	\$0.00	\$0.00		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$851.00
				\$13,345.09	\$13,345.09	\$0.00	\$26,690.18	\$0.00	\$0.00	\$0.00	\$26,690.18	\$231,321.00
17	Museum	Regular Salaries	1001	\$22,656.59	\$25,446.17		\$48,102.76	\$0.00	\$0.00	\$0.00	\$48,102.76	\$338,219.00
		Seasonal/ASND	1003	\$1,856.25	\$3,476.25		\$5,332.50	\$0.00	\$0.00	\$0.00	\$5,332.50	\$21,450.00
		Overtime	1005	\$0.00	\$0.00		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
				\$24,512.84	\$28,922.42	\$0.00	\$53,435.26	\$0.00	\$0.00	\$0.00	\$53,435.26	\$359,669.00
19	Election	Regular Salaries	1001	\$19,912.38	\$21,902.66		\$41,815.04	\$0.00	\$0.00	\$0.00	\$41,815.04	\$307,684.00
		Seasonal/ASND	1003	\$731.25	\$712.50		\$1,443.75	\$0.00	\$0.00	\$0.00	\$1,443.75	\$189,486.00
		Overtime	1005	\$0.00	\$0.00		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$5,458.00
				\$20,643.63	\$22,615.16	\$0.00	\$43,258.79	\$0.00	\$0.00	\$0.00	\$43,258.79	\$502,628.00
20	EMS/Ambulance	Regular Salaries	1001	\$224,102.12	\$197,870.15		\$421,972.27	\$0.00	\$0.00	\$0.00	\$421,972.27	\$2,417,786.00
		Seasonal/ASND	1003	\$5,775.90	\$5,508.75		\$11,284.65	\$0.00	\$0.00	\$0.00	\$11,284.65	\$61,529.00
		Overtime	1005	\$82,691.96	\$83,701.46		\$166,393.42	\$0.00	\$0.00	\$0.00	\$166,393.42	\$1,504,528.00
				\$312,569.98	\$287,080.36	\$0.00	\$599,650.34	\$0.00	\$0.00	\$0.00	\$599,650.34	\$3,983,843.00

Dept				January	February	March	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter	YTD 2024	2025 Budget
	Department											
22	Appraiser	Regular Salaries	1001	\$98,977.89	\$98,240.64		\$197,218.53	\$0.00	\$0.00	\$0.00	\$197,218.53	\$1,287,889.96
		Seasonal/ASND	1003	\$0.00	\$0.00		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$15,000.00
		Overtime	1005	\$571.70	\$2,273.36		\$2,845.06	\$0.00	\$0.00	\$0.00	\$2,845.06	\$23,039.76
				\$99,549.59	\$100,514.00	\$0.00	\$200,063.59	\$0.00	\$0.00	\$0.00	\$200,063.59	\$1,325,929.72
24	Planning & Development	Regular Salaries	1001	\$41,158.50	\$41,821.08		\$82,979.58	\$0.00	\$0.00	\$0.00	\$82,979.58	\$545,336.00
		Seasonal/ASND	1003	\$0.00	\$0.00		\$0.00	\$ -	\$0.00	\$0.00	\$0.00	\$0.00
		Overtime	1005	\$0.00	\$0.00		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$2,614.00
				\$41,158.50	\$41,821.08	\$0.00	\$82,979.58	\$0.00	\$0.00	\$0.00	\$82,979.58	\$547,950.00
29	Information Tech-GIS	Regular Salaries	1001	\$57,261.38	\$57,261.38		\$114,522.76	\$0.00	\$0.00	\$0.00	\$114,522.76	\$746,347.00
		Seasonal/ASND	1003	\$0.00	\$0.00		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
		Overtime	1005	\$0.00	\$0.00		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$9,469.00
				\$57,261.38	\$57,261.38	\$0.00	\$114,522.76	\$0.00	\$0.00	\$0.00	\$114,522.76	\$755,816.00
30	General-General	Regular Salaries	1001	\$0.00	\$0.00		\$0.00	\$0.00	\$0.00		\$0.00	
		Separation Payout	1005	\$0.00	\$3,704.69		\$3,704.69	\$0.00	\$0.00	\$0.00	\$3,704.69	\$120,000.00
				\$0.00	\$3,704.69	\$0.00	\$3,704.69	\$0.00	\$0.00	\$0.00	\$3,704.69	\$120,000.00
40	Public Works	Regular Salaries	1001	\$307,988.68	\$288,018.13		\$596,006.81	\$0.00	\$0.00	\$0.00	\$596,006.81	\$3,931,502.00
		Seasonal/ASND	1003	\$42.22	\$131.94		\$174.16	\$0.00	\$0.00	\$0.00	\$174.16	\$135,076.00
		Overtime	1005	\$11,247.78	\$2,215.67		\$13,463.45	\$0.00	\$0.00	\$0.00	\$13,463.45	\$147,881.00
				\$319,278.68	\$290,365.74	\$0.00	\$609,644.42	\$0.00	\$0.00	\$0.00	\$609,644.42	\$4,214,459.00
41	Noxious Weed	Regular Salaries	1001	\$37,080.18	\$35,114.74		\$72,194.92	\$0.00	\$0.00	\$0.00	\$72,194.92	\$478,274.00
		Seasonal/ASND	1003	0	0		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
		Overtime	1005	\$1,031.74	\$237.33		\$1,269.07	\$0.00	\$0.00	\$0.00	\$1,269.07	\$13,225.00
				\$38,111.92	\$35,352.07	\$0.00	\$73,463.99	\$0.00	\$0.00	\$0.00	\$73,463.99	\$491,499.00
150	Solid Waste Payroll	Regular Salaries	1001	\$18,063.32	\$15,935.81		\$33,999.13	\$0.00	\$0.00	\$0.00	\$33,999.13	\$196,536.00
		Seasonal/ASND	1003	\$0.00	\$0.00		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
		Overtime	1005	\$1,086.54	\$0.00		\$1,086.54	\$0.00	\$0.00	\$0.00	\$1,086.54	\$16,601.00
				\$19,149.86	\$15,935.81	\$0.00	\$35,085.67	\$0.00	\$0.00	\$0.00	\$35,085.67	\$213,137.00
183	Fire District #1	Regular Salaries	1001	\$21,266.61	\$21,298.19		\$42,564.80	\$0.00	\$0.00	\$0.00	\$42,564.80	\$282,419.00
		Stipends	1003	\$2,045.00	\$3,239.00		\$5,284.00	\$0.00	\$0.00	\$0.00	\$5,284.00	\$75,325.00
		Overtime	1005	\$0.00	\$0.00		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$788.00
				\$23,311.61	\$24,537.19	\$0.00	\$47,848.80	\$0.00	\$0.00	\$0.00	\$47,848.80	\$358,532.00
400	Health Dept.-General	Regular Salaries	1001	\$27,600.84	\$28,451.73		\$56,052.57	\$0.00	\$0.00	\$0.00	\$56,052.57	\$370,813.00
		Seasonal/ASND	1003	\$ -	\$ -		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
		Overtime	1005	\$104.96	\$9.47		\$114.43	\$0.00	\$0.00	\$0.00	\$114.43	\$1,991.00
				\$27,705.80	\$28,461.20	\$0.00	\$56,167.00	\$0.00	\$0.00	\$0.00	\$56,167.00	\$372,804.00
410 - 445	Health Dept.-Grants	Regular Salaries	1001	\$206,745.88	\$216,286.81	\$0.00	\$423,032.69	\$0.00	\$0.00	\$0.00	\$423,032.69	\$3,144,576.00
		Seasonal/ASND	1003	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

Dept				January	February	March	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter	YTD 2024	2025 Budget
	Department											
		Overtime	1005	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$21,745.00
				\$206,745.88	\$216,286.81	\$0.00	\$423,032.69	\$0.00	\$0.00	\$0.00	\$423,032.69	\$3,166,321.00
520	Community Corrections	Regular Salaries	1001	\$23,831.95	\$25,147.17		\$48,979.12	\$0.00	\$0.00	\$0.00	\$48,979.12	\$274,639.00
	-Adult	Seasonal/ASND	1003	\$0.00	\$0.00		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
		Overtime	1005	\$35.32	\$4.44		\$39.76	\$0.00	\$0.00	\$0.00	\$39.76	\$7,195.00
				\$23,867.27	\$25,151.61	\$0.00	\$49,018.88	\$0.00	\$0.00	\$0.00	\$49,018.88	\$281,834.00
521	Community Corrections	Regular Salaries	1001	\$19,508.87	\$17,666.52		\$37,175.39	\$0.00	\$0.00	\$0.00	\$37,175.39	\$200,009.00
	-Juvenile	Seasonal/ASND	1003	\$ 2,001.69	1632.74		\$3,634.43	\$0.00	\$0.00	\$0.00	\$3,634.43	\$24,248.00
		Overtime	1005	\$0.00	\$6.65		\$6.65	\$0.00	\$0.00	\$0.00	\$6.65	\$4,340.00
				\$21,510.56	\$19,305.91	\$0.00	\$40,816.47	\$0.00	\$0.00	\$0.00	\$40,816.47	\$228,597.00
523	Community Corrections	Regular Salaries	1001	\$3,482.18	\$3,444.73		\$6,926.91	\$0.00	\$0.00	\$0.00	\$6,926.91	\$37,625.00
	-Juvenile reinvestment	Seasonal/ASND	1003	\$ -	0		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
		Overtime	1005	\$0.00	\$0.00		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,250.00
				\$3,482.18	\$3,444.73	\$0.00	\$6,926.91	\$0.00	\$0.00	\$0.00	\$6,926.91	\$38,875.00
2003	Community Corrections	Regular Salaries	1001	\$5,840.80	\$5,923.28		\$11,764.08	\$0.00	\$0.00	\$0.00	\$11,764.08	\$73,105.00
	-BJA Grant	Seasonal/ASND	1003	\$0.00	\$0.00		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
		Overtime	1005	\$176.58	\$532.70		\$709.28	\$0.00	\$0.00	\$0.00	\$709.28	\$15,367.33
				\$6,017.38	\$6,455.98	\$0.00	\$12,473.36	\$0.00	\$0.00	\$0.00	\$12,473.36	\$88,472.33
	Totals:			\$1,638,099.03	\$1,597,555.34	\$0.00	\$3,235,654.37	\$0.00	\$0.00	\$0.00	\$3,235,654.37	\$22,443,166.17
											\$3,235,654.37	\$22,443,164.88

2025 YTD BUDGET ACTIVITY

% of Year 16.7

10.c

	DEPARTMENT	BUDGET	JAN EXPENSES	FEB EXPENSES	MAR EXPENSES	1st QTR EXPENSES	2nd QTR EXPENSES	3rd QTR EXPENSES	4TH QTR EXPENSES	TOTAL EXPENSES	AVAILABLE BUDGET	% USED
	Attorney	\$3,048,087	\$210,468	\$224,672		\$435,140	\$0	\$0	\$0	\$435,140	\$2,612,947	14.28%
	Clerk	\$1,529,504	\$100,477	\$98,241		\$198,718	\$0	\$0	\$0	\$198,718	\$1,330,786	12.99%
	County Commissioners	\$301,748	\$18,281	\$17,908		\$36,189	\$0	\$0	\$0	\$36,189	\$265,559	11.99%
	Admin. Svcs/Counselor	\$746,491	\$47,912	\$49,280		\$97,192	\$0	\$0	\$0	\$97,192	\$649,299	13.02%
	Register of Deeds	\$609,413	\$47,334	\$41,483		\$88,817	\$0	\$0	\$0	\$88,817	\$520,596	14.57%
	Treasurer	\$1,528,779	\$108,097	\$108,988		\$217,085	\$0	\$0	\$0	\$217,085	\$1,311,694	14.20%
	District Court	\$189,380	\$1,531	\$15,214		\$16,745	\$0	\$0	\$0	\$16,745	\$172,635	8.84%
1.00	Emergency Management	\$390,858	\$19,902	\$20,139		\$40,041	\$0	\$0	\$0	\$40,041	\$350,817	10.24%
	Coroner	\$156,500	\$4,167	\$6,421		\$10,587	\$0	\$0	\$0	\$10,587	\$145,913	6.77%
	Juvenile Detention	\$120,000	\$0	\$0		\$0	\$0	\$0	\$0	\$0	\$120,000	0.00%
	Fair	\$110,500	\$0	\$280		\$280	\$0	\$0	\$0	\$280	\$110,220	0.25%
1.00	Museum	\$509,201	\$32,571	\$40,195		\$72,766	\$0	\$0	\$0	\$72,766	\$436,435	14.29%
	Election	\$855,025	\$31,126	\$32,656		\$63,781	\$0	\$0	\$0	\$63,781	\$791,244	7.46%
	Ambulance	\$6,501,135	\$460,948	\$444,284		\$905,232	\$0	\$0	\$0	\$905,232	\$5,595,903	13.92%
	Appraiser	\$2,020,830	\$170,285	\$162,334		\$332,619	\$0	\$0	\$0	\$332,619	\$1,688,211	16.46%
	Planning & Development	\$826,873	\$86,276	\$57,892		\$144,168	\$0	\$0	\$0	\$144,168	\$682,705	17.44%
	Budget Appropriations	\$2,062,682	\$981,284	\$5,000		\$986,284	\$0	\$0	\$0	\$986,284	\$1,076,398	47.82%
	Insurance	\$1,170,000	-\$4,475	\$4,090		-\$386	\$0	\$0	\$0	-\$386	\$1,170,386	-0.03%
	Information Systems	\$1,922,993	\$111,092	\$111,812		\$222,904	\$0	\$0	\$0	\$222,904	\$1,700,089	11.59%
	County General-General	\$5,983,550	\$19,039	\$474,056		\$493,095	\$0	\$0	\$0	\$493,095	\$5,490,455	8.24%
	Public Works	\$10,412,803	\$472,457	\$578,625		\$1,051,082	\$0	\$0	\$0	\$1,051,082	\$9,361,721	10.09%
	Noxious Weed	\$941,971	\$52,378	\$90,761		\$143,139	\$0	\$0	\$0	\$143,139	\$798,832	15.20%
	Juvenile Supervision	\$1,000	\$0	\$0		\$0	\$0	\$0	\$0	\$0	\$1,000	0.00%
	Payroll Clearing	\$0	\$0	\$0		\$0	\$0	\$0	\$0	\$0	\$0	0.00%
	General Fund Transfers	\$5,590,838	\$5,590,838	\$0		\$5,590,838	\$0	\$0	\$0	\$5,590,838	\$0	100.00%
	County General subtotal	\$47,530,161	\$8,561,987	\$2,584,329	\$0	\$11,146,316	\$0	\$0	\$0	\$11,146,316	\$36,383,845	23.45%
	Less Budget Stabilization	\$4,000,000										
	General Fund w/out Budget Stabilization	\$43,530,161										

Attachment: February Financial reports 2025 (15530 : Year to date budget and expenditure reports)

2025 YTD BUDGET ACTIVITY

% of Year 16.7

10.c

	DEPARTMENT	BUDGET	JAN EXPENSES	FEB EXPENSES	MAR EXPENSES	1st QTR EXPENSES	2nd QTR EXPENSES	3rd QTR EXPENSES	4TH QTR EXPENSES	TOTAL EXPENSES	AVAILABLE BUDGET	% USED
2.00	Riley County Health Dept #30	\$6,205,009	\$428,931	\$432,147		\$861,079	\$0	\$0	\$0	\$861,079	\$5,343,930	13.88%
	Disaster Fund #3	\$6,803,333	\$30,712	\$764,223		\$794,935	\$0	\$0	\$0	\$794,935	\$6,008,398	11.68%
	21st District Adult Drug Court #40	\$0	\$0	\$0		\$0	\$0	\$0	\$0	\$0	\$0	#DIV/0!
	Court Tech Fund #50	\$0	\$0	\$0		\$0	\$0	\$0	\$0	\$0	\$0	#DIV/0!
	Court Services #51	\$0	\$0	\$0		\$0	\$0	\$0	\$0	\$0	\$0	#DIV/0!
	EMS Grants #52	\$6,371	\$0	\$0		\$0	\$0	\$0	\$0	\$0	\$6,371	0.00%
	KS Opioid Settlement #53	\$319,430	\$54,000	\$0		\$54,000	\$0	\$0	\$0	\$54,000	\$265,430	16.91%
	LATCF Funds #54	\$200,000	\$0	\$0		\$0	\$0	\$0	\$0	\$0	\$200,000	0.00%
	Register of Deeds Tech Fund #106	\$207,160	\$1,398	\$294		\$1,692	\$0	\$0	\$0	\$1,692	\$205,468	0.82%
	Clerk's Tech Fund #107	\$199,205	\$0	\$0		\$0	\$0	\$0	\$0	\$0	\$199,205	0.00%
	Treasurer's Tech Fund #108	\$117,999	\$0	\$0		\$0	\$0	\$0	\$0	\$0	\$117,999	0.00%
	War Memorial #112	\$11,500	\$0	\$75		\$75	\$0	\$0	\$0	\$75	\$11,425	0.65%
	County Auction #118	\$281,094	\$0	\$305		\$305	\$0	\$0	\$0	\$305	\$280,789	0.11%
	P.A.T.F #128	\$0	\$0	\$0		\$0	\$0	\$0	\$0	\$0	\$0	0.00%
	Motor Vehicle Operations #130	\$433,220	\$505	\$1,155		\$1,661	\$0	\$0	\$0	\$1,661	\$431,559	0.38%
	Special Alcohol Programs #132	\$6,000	\$0	\$0		\$0	\$0	\$0	\$0	\$0	\$6,000	0.00%
2.00	Community Corrections #144	\$227,961	\$0	\$0		\$0	\$0	\$0	\$0	\$0	\$227,961	0.00%
	KDOC Adult Services - 2000	\$529,565	\$40,471	\$28,298		\$68,769	\$0	\$0	\$0	\$68,769	\$460,796	12.99%
	KDOC Juvenile Services - 2001	\$356,757	\$28,906	\$17,745		\$46,651	\$0	\$0	\$0	\$46,651	\$310,106	13.08%
	KDOC Juv Reinvestment - 2002	\$61,595	\$5,307	\$5,303		\$10,610	\$0	\$0	\$0	\$10,610	\$50,985	17.23%
	BJA Grant - 2003	\$181,620	\$8,122	\$15,120		\$23,241	\$0	\$0	\$0	\$23,241	\$158,379	12.80%
	21st Jud Dist DC ADSAP - 2004	\$25,938	\$0	\$1,717		\$1,717	\$0	\$0	\$0	\$1,717	\$24,221	6.62%
	Kansas Fights Addiction - 2005	\$70,000	\$0	\$0		\$0	\$0	\$0	\$0	\$0	\$70,000	0.00%
	City Alcohol Funds - 2006	\$23,500	\$0	\$80		\$80	\$0	\$0	\$0	\$80	\$23,420	0.34%
	RL County Alcohol Funds - 2007	\$5,616	\$0	\$0		\$0	\$0	\$0	\$0	\$0	\$5,616	0.00%
	RL Salary Appropriations - 2008	\$187,636	\$0	\$28,130		\$28,130	\$0	\$0	\$0	\$28,130	\$159,506	14.99%
	Caroline Peine Grant - 2009	\$7,450	\$0	\$3,486		\$3,486	\$0	\$0	\$0	\$3,486	\$3,964	46.79%
	GMCF Grant - 2010	\$3,750	\$0	\$0		\$0	\$0	\$0	\$0	\$0	\$3,750	0.00%
	Daniel Keating Foundation - 2011	\$4,865	\$0	\$175		\$175	\$0	\$0	\$0	\$175	\$4,690	3.60%
	Adult Services Carry-Over	\$0	\$0	\$90		\$90	\$0	\$0	\$0	\$90	-\$90	#DIV/0!
	Juvenile Services Carry-Over	\$0	\$0	\$90		\$90	\$0	\$0	\$0	\$90	-\$90	#DIV/0!
	Economic Development #146	\$324,361	\$84,309	\$0		\$84,309	\$0	\$0	\$0	\$84,309	\$240,052	25.99%
	Radio Infrastructure Project #147					\$0	\$0	\$0	\$0	\$0	\$0	#DIV/0!
	Emergency 911 #148	\$996,497	\$178,988	\$3,466		\$182,454	\$0	\$0	\$0	\$182,454	\$814,043	18.31%
	Solid Waste #150	\$3,346,640	\$30,785	\$237,308		\$268,093	\$0	\$0	\$0	\$268,093	\$3,078,547	8.01%
	County Building #152	\$433,000	\$2,577	\$11,995		\$14,572	\$0	\$0	\$0	\$14,572	\$418,428	3.37%
	Road & Bridge Capital Projects #157	\$5,745,678	\$0	\$6,848		\$6,848	\$0	\$0	\$0	\$6,848	\$5,738,830	0.12%
	Road & Bridge Capital Projects #188	\$6,160,333	\$0	\$0		\$0	\$0	\$0	\$0	\$0	\$6,160,333	0.00%
	RCPD Operations #173	\$6,180,206	\$1,480,255	\$52,659		\$1,532,914	\$0	\$0	\$0	\$1,532,914	\$4,647,292	24.80%
	Landfill Closure #180	\$52,622	\$0	\$2,949		\$2,949	\$0	\$0	\$0	\$2,949	\$49,673	5.60%
	Bond & Interest # 181	\$470,467	\$11,349	\$27,369		\$38,718	\$0	\$0	\$0	\$38,718	\$431,749	8.23%
	Riley Co Fire Dist #1 #183	\$1,526,222	\$57,772	\$58,365		\$116,137	\$0	\$0	\$0	\$116,137	\$1,410,085	7.61%

Attachment: February Financial reports 2025 (15530 : Year to date budget and expenditure reports)

2025 YTD BUDGET ACTIVITY

% of Year 16.7

10.c

		JAN	FEB	MAR	1st QTR	2nd QTR	3rd QTR	4TH QTR	TOTAL	AVAILABLE	
	DEPARTMENT	BUDGET	EXPENSES	EXPENSES	EXPENSES	EXPENSES	EXPENSES	EXPENSES	EXPENSES	BUDGET	% USED
	Fairmont Heights Cap Proj #231				\$0	\$0	\$0	\$0	\$0	\$0	#DIV/0!
	Keats Capital Project #236	\$2,597,306	\$15,800	\$27,600	\$43,400	\$0	\$0	\$0	\$43,400	\$2,553,906	0.00%
	Exp of Univ Park/Lakeside Heights #235				\$0	\$0	\$0	\$0	\$0	\$0	0.00%
	University Park W&S #230	\$195,476	\$48	\$5,360	\$5,409	\$0	\$0	\$0	\$5,409	\$190,067	2.77%
	Univ Park W/S Reserve #284	\$186,493	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$186,493	0.00%
	Hunters Island Water #238	\$45,363	\$1,407	\$2,371	\$3,778	\$0	\$0	\$0	\$3,778	\$41,585	8.33%
	Hunters Island Reserve #241	\$14,801	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$14,801	0.00%
	Carson Sewer Operations #239	\$98,757	\$0	\$915	\$915	\$0	\$0	\$0	\$915	\$97,842	0.93%
	Carson Sewer Reserve #237	\$110,139	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$110,139	0.00%
	Deep Creek Sewer #242	\$14,018	\$6	\$486	\$492	\$0	\$0	\$0	\$492	\$13,526	3.51%
	Deep Creek Reserve #243	\$29,998	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$29,998	0.00%
	Moehlman Bottoms #244	\$27,556	\$0	\$370	\$370	\$0	\$0	\$0	\$370	\$27,186	1.34%
	Moehlman Bottoms Reserve #245	\$18,631	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$18,631	0.00%
	Terra Hts Sewer #252	\$56,600	\$15	\$748	\$762	\$0	\$0	\$0	\$762	\$55,838	1.35%
	Terra Hts Sinking #254	\$153,321	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$153,321	0.00%
	Konza Water Operations #256	\$121,350	\$61	\$2,298	\$2,359	\$0	\$0	\$0	\$2,359	\$118,991	1.94%
	Konza Water Reserve #257	\$242,245	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$242,245	0.00%
	Valleywood Cap Reserve #282	\$198,546	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$198,546	0.00%
	Valleywood Operations #248	\$71,339	\$0	\$373	\$373	\$0	\$0	\$0	\$373	\$70,966	0.52%
	Mertz/McGehee Drainage #322	\$6,183	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$6,183	0.00%
	Lakeside Heights Sewer #285	\$2,677	\$1	\$127	\$128	\$0	\$0	\$0	\$128	\$2,549	4.78%
	Lakeside Heights Sewer Capital #286	\$5,434	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$5,434	0.00%

Attachment: February Financial reports 2025 (15530 : Year to date budget and expenditure reports)

2024 to 2025 Comparison

% of Year 16.7

DEPARTMENT	FEBRUARY		FEBRUARY	YEAR-TO-DATE THRU FEBRUARY		Y-T-D	2025
	2024	2025	DIFFERENCE	2024	2025	DIFFERENCE	BUDGET
Attorney	\$197,907	\$224,672	\$26,765	\$183,800	\$435,140	\$251,340	\$3,048,087
Clerk	\$103,281	\$98,241	-\$5,040	\$95,649	\$198,718	\$103,069	\$1,529,504
County Commissioners	\$16,857	\$17,908	\$32,423	\$16,761	\$36,189	\$80,431	\$301,748
Admin. Svcs/Counselor	\$53,524	\$49,280	-\$12,041	\$50,964	\$97,192	\$37,853	\$746,491
Register of Deeds	\$37,712	\$41,483	\$71,276	\$44,215	\$88,817	\$172,870	\$609,413
Treasurer	\$97,876	\$108,988	-\$82,663	\$124,077	\$217,085	-\$107,332	\$1,528,779
District Court	\$11,593	\$15,214	\$8,546	\$5,520	\$16,745	\$34,521	\$189,380
Emergency Management	\$23,407	\$20,139	-\$16,986	\$23,742	\$40,041	-\$13,155	\$390,858
Coroner	\$12,083	\$6,421	-\$5,662	\$4,167	\$10,587	\$6,421	\$156,500
Juvenile Detention	\$0	\$0	\$0	\$16,424	\$0	-\$16,424	\$120,000
Fair	\$3,412	\$280	-\$3,132	\$3,376	\$280	-\$3,096	\$110,500
Museum	\$38,077	\$40,195	\$2,117	\$36,268	\$72,766	\$36,497	\$509,201
Election	\$63,049	\$32,656	-\$30,394	\$32,401	\$63,781	\$31,381	\$855,025
Ambulance	\$399,399	\$444,284	\$44,885	\$411,338	\$905,232	\$493,894	\$6,501,135
Appraiser	\$149,332	\$162,334	\$13,002	\$136,628	\$332,619	\$195,991	\$2,020,830
Planning & Development	\$50,619	\$57,892	\$7,272	\$49,205	\$144,168	\$94,963	\$826,873
Budget Appropriations	\$0	\$5,000	\$5,000	\$866,232	\$986,284	\$120,052	\$2,062,682
Insurance	\$337,997	\$4,090	-\$333,907	\$3,538	-\$386	-\$3,923	\$1,170,000
Information Systems/GIS	\$124,952	\$111,812	-\$13,140	\$66,139	\$222,904	\$156,765	\$1,922,993
County General-General	\$117,401	\$474,056	\$356,655	\$50,104	\$493,095	\$442,991	\$5,983,550
Public Works	\$640,746	\$578,625	-\$62,121	\$462,942	\$1,051,082	\$588,139	\$10,412,803
Noxious Weed	\$86,968	\$90,761	\$3,793	\$51,608	\$143,139	\$91,531	\$941,971
General Fund	\$2,566,193	\$2,584,329	\$6,648	\$2,735,097	\$5,555,478	\$2,794,779	\$41,938,323

Attachment: February Financial reports 2025 (15530 : Year to date budget and expenditure reports)

2024 to 2025 Comparison

% of Year 16.7

DEPARTMENT	FEBRUARY		FEBRUARY	YEAR-TO-DATE THRU FEBRUARY		Y-T-D	2025
	2024	2025	DIFFERENCE	2024	2025	DIFFERENCE	BUDGET
Health Department - 30	\$428,056	\$432,147.46	\$4,091	\$830,372	\$861,079	\$30,706	\$6,205,009
Disaster Fund - 3	\$296,434	\$764,223.20	\$467,789	\$296,434	\$794,935	\$498,501	\$6,803,333
EMS Grants Fund - 52	\$0	\$0.00	\$0	\$0	\$0	\$0	\$6,371
KS Opioid Settlement - 53	\$0	\$0.00	\$0	\$22,795	\$54,000	\$31,205	\$319,430
LATCF Funds - 54	\$0	\$0.00	\$0	\$0	\$0	\$0	\$200,000
Register of Deeds Tech Fund - 106	\$3,708	\$294.44	-\$3,414	\$3,708	\$1,692	-\$2,016	\$207,160
Clerk's Tech Fund - 107	\$0	\$0.00	\$0	\$0	\$0	\$0	\$199,205
Treasurer's Tech Fund - 108	\$0	\$0.00	\$0	\$0	\$0	\$0	\$117,999
War Memorial - 112	\$0	\$75.00	\$75	\$0	\$75	\$75	\$11,500
County Auction - 118	\$361	\$305.24	-\$55	\$361	\$305	-\$55	\$281,094
P.A.T.F - 128	\$0	\$0.00	\$0	\$0	\$0	\$0	\$0
Motor Vehicle Operations - 130	\$2,494	\$1,155.45	-\$1,339	\$2,851	\$1,661	-\$1,191	\$433,220
Special Alcohol Programs - 132	\$0	\$0.00	\$0	\$0	\$0	\$0	\$6,000
Community Corrections - 144	\$0	\$0.00	\$0	\$308,508	\$0	-\$308,508	\$227,961
KDOC Adult Services - 2000	\$50,149	\$28,297.78	-\$21,851	\$94,582	\$68,769	-\$25,813	\$529,565
KDOC Juvenile Services - 2001	\$34,262	\$17,745.34	-\$16,516	\$66,668	\$46,651	-\$20,017	\$356,757
KDOC Juv Reinvestment - 2002	\$5,051	\$5,302.72	\$251	\$10,101	\$10,610	\$509	\$61,595
BJA Grant - 2003	\$24,174	\$15,119.59	-\$9,055	\$36,526	\$23,241	-\$13,284	\$181,620
21st Jud Dist DC ADSAP - 2004	\$56	\$1,716.55	\$1,660	\$847	\$1,717	\$870	\$25,938
Kansas Fights Addiction - 2005	\$6,926	\$0.00	-\$6,926	\$18,027	\$0	-\$18,027	\$70,000
City Alcohol Funds - 2006	\$17,438	\$80.00	-\$17,358	\$17,454	\$80	-\$17,374	\$23,500
RL County Alcohol Funds - 2007	\$244	\$0.00	-\$244	\$4	\$0	-\$4	\$5,616
RL Salary Appropriations - 2008	\$0	\$28,130.03	\$28,130	\$0	\$28,130	\$28,130	\$187,636
Caroline Peine Grant - 2009	\$710	\$3,485.57	\$2,776	\$1,190	\$3,486	\$2,296	\$7,450
GMCF Grant - 2010	\$338	\$0.00	-\$338	\$1,887	\$0	-\$1,887	\$3,750
Daniel Keating Foundation - 2011	\$375	\$175.00	-\$200	\$375	\$175	-\$200	\$4,865
Adult Services Carry-Over	\$0	\$90.34	\$90	\$0	\$90	\$90	\$0

Attachment: February Financial reports 2025 (15530 : Year to date budget and expenditure reports)

2024 to 2025 Comparison

% of Year 16.7

DEPARTMENT	FEBRUARY		FEBRUARY	YEAR-TO-DATE THRU FEBRUARY		Y-T-D	2025
	2024	2025	DIFFERENCE	2024	2025	DIFFERENCE	BUDGET
Juvenile Services Carry-Over	\$0	\$90.35	\$90	\$0	\$90	\$90	\$0
Economic Development - 146	\$0	\$0.00	\$0	\$84,542	\$84,309	-\$233	\$324,361
Radio Infrastructure Project - 147	\$0		\$0	\$0		\$0	
Emergency 911 - 148	\$3,106	\$3,465.89	\$360	\$172,443	\$182,454	\$10,011	\$996,497
Solid Waste -150	\$225,060	\$237,308.26	\$12,249	\$251,784	\$268,093	\$16,309	\$3,346,640
County Building - 152	\$23,518	\$11,995.23	-\$11,523	\$29,954	\$14,572	-\$15,382	\$433,000
Road & Bridge Capital Projects 1/2 - 157	\$39,488	\$6,848.32	-\$32,640	\$39,488	\$6,848	-\$32,640	\$5,745,678
Road & Bridge Capital Projects 0.2 - 188	\$0	\$0.00	\$0	\$0	\$0	\$0	\$6,160,333
RCPD Operations - 173	\$29,630	\$52,659.42	\$23,029	\$1,383,643	\$1,532,914	\$149,271	\$6,180,206
Landfill Closure - 180	\$941	\$2,948.55	\$2,008	\$941	\$2,949	\$2,008	\$52,622
Bond & Interest - 181	\$30,469	\$27,368.75	-\$3,100	\$30,469	\$38,718	\$8,249	\$470,467
Riley Co Fire Dist #1 - 183	\$52,355	\$58,364.87	\$6,010	\$140,493	\$116,137	-\$24,356	\$1,526,222
Riley Co Fire Dist Cap Ou - 184	\$0	\$0.00	\$0	\$0	\$85,000	\$85,000	\$660,334
Fire Station Projects - 185	\$0	\$0.00	\$0	\$6,846	\$0	-\$6,846	\$500,672
University Park W&S - 230	\$3,160	\$5,360.34	\$2,200	\$3,345	\$5,409	\$2,063	\$195,476
Keats Capital Project - 236	\$0	\$27,600.00	\$27,600	\$0	\$43,400	\$43,400	\$2,597,306
Univ Park W/S Reserve - 284	\$0	\$0.00	\$0	\$0	\$0	\$0	\$186,493
Hunters Island Water - 238	\$834	\$2,371.19	\$1,537	\$834	\$3,778	\$2,944	\$45,363
Hunters Island Reserve -241	\$0	\$0.00	\$0	\$0	\$0	\$0	\$14,801
Carson Sewer Operations - 239	\$1,064	\$915.39	-\$149	\$1,064	\$915	-\$149	\$98,757
Carson Sewer Reserve -237	\$0	\$0.00	\$0	\$0	\$0	\$0	\$110,139
Deep Creek Sewer - 242	\$175	\$485.88	\$311	\$175	\$492	\$317	\$14,018
Deep Creek Reserve - 243	\$0	\$0.00	\$0	\$0	\$0	\$0	\$29,998
Moehlman Bottoms - 244	\$195	\$370.19	\$175	\$195	\$370	\$175	\$27,556
Moehlman Botoms Reserve - 245	\$0	\$0.00	\$0	\$0	\$0	\$0	\$18,631
Terra Hts Sewer 252	\$990	\$747.86	-\$242	\$990	\$762	-\$228	\$56,600
Terra Hts Sinking - 254	\$0	\$0.00	\$0	\$0	\$0	\$0	\$153,321
Konza Water Operations -256	\$2,676	\$2,297.82	-\$378	\$2,676	\$2,359	-\$317	\$121,350
Konza Water Reserve - 257	\$0	\$0.00	\$0	\$0	\$0	\$0	\$242,245
Valleywood Cap Reserve - 282	\$0	\$0.00	\$0	\$0	\$0	\$0	\$198,546
Valleywood Operations - 248	\$806	\$373.14	-\$433	\$806	\$373	-\$433	\$71,339
Mertz/McGehee Drainage - 322	\$0	\$0.00	\$0	\$0	\$0	\$0	\$6,183
Lakeside Heights Sewer - 285	\$218	\$126.57	-\$91	\$230	\$128	-\$102	\$2,377
Lakeside Heights Sewer Cap - 286	\$0	\$0.00	\$0	\$0	\$0	\$0	\$5,434
Total Including General Fund	\$3,918,853	\$4,429,347	\$499,007	\$6,848,003	\$10,168,052	\$3,294,447	\$104,556,702

2025 YTD BUDGET ACTIVITY

% of Year 16.7

COUNTY GENERAL-GENERAL		BUDGET	JAN EXP.	FEB EXP.	MAR EXP.	1st QTR EXP.	2nd QTR EXP.	3rd QTR EXP.	4th QTR EXP.	TOTAL EXP.	AVAILABLE BUDGET	% USED
Personnel	1000	\$120,000	\$8	\$3,794		\$3,802	\$0	\$0	\$0	\$3,802	\$116,198	3.17%
Contractual	2000	\$1,586,030	\$19,030	\$188,966		\$207,997	\$0	\$0	\$0	\$207,997	\$1,378,033	13.11%
Commodities	3000	\$5,500	\$0	\$795		\$795	\$0	\$0	\$0	\$795	\$4,705	14.46%
Misc-Budget Stabilization		\$4,250,000	\$0	\$0		\$0	\$0	\$0	\$0	\$0	\$4,250,000	0.00%
Capital Outlay	4000	\$0	\$0	\$0		\$0	\$0	\$0	\$0	\$0	\$0	#DIV/0!
Transfers Out	604	\$0	\$0	\$280,500		\$280,500	\$0	\$0	\$0	\$280,500	-\$280,500	#DIV/0!
Grand Total		\$5,961,530	\$19,039	\$474,056	\$0	\$493,095	\$0	\$0	\$0	\$493,095	\$5,468,435	8.27%
Other Expense Totals		Year-To- Date	Budget									
Indigent Attorney		\$122,277	\$520,000									
Incidentals:												
Postage		\$61										
Computer Software												
Mileage		\$177										
Copies		\$2,402										
Misc Fees		\$0										
Meals		\$0										
		\$2,641										
Base Panel fees		\$0										
Off Panel		\$119,636										

Attachment: February Financial reports 2025 (15530 : Year to date budget and expenditure reports)

2025 YTD BUDGET ACTIVITY

% of Year 16.7

[illegible]

Attachment: February Financial reports 2025 (15530 : Year to date budget and expenditure reports)

2025 YTD BUDGET ACTIVITY % of Year 16.7

	2021	2022	2023	2024	2025	Total
Dental	\$0	\$0	\$0	\$0	\$0	\$0
Physician	\$191,373	\$206,854	\$228,812	\$78,160	\$78,160	\$783,360
Laboratory	\$0	\$0	\$0	\$0	\$0	\$0
Hospital	\$0	\$0	\$0	\$0	\$0	\$0
Advertising/Legal	\$0	\$0	\$0	\$0	\$0	\$0
Prescriptions	\$0	\$0	\$0	\$0	\$0	\$0
Bldg Maintenance	\$71,043	\$60,486	\$109,933	\$26,690	\$26,690	\$294,841
Land Rental/Lease	\$0	\$0	\$0	\$0	\$0	\$0
Office Supplies	\$0	\$0	\$0	\$0	\$0	\$0
Office Space Rental	\$10,500	\$10,500	\$10,800	\$1,950	\$1,950	\$35,700
Juvenile Transport	\$152	\$237	\$0	\$0	\$0	\$389
Water, Electric	\$444	\$352	\$169	\$0	\$0	\$965
Storm Drainage	\$0	\$0	\$0	\$0	\$0	\$0
Other Commodities/Contractual	\$91,239	\$21,447	\$0	\$0	\$0	\$112,686
Budget Appropriation	#####	\$4,597,175	\$5,000,016	\$1,426,114	\$1,426,114	\$16,841,165
Total	#####	\$4,897,050	\$5,349,730	\$1,532,914	\$1,532,914	\$18,069,106

Attachment: February Financial reports 2025 (15530 : Year to date budget and expenditure reports)

2025 YTD BUDGET ACTIVITY

% of Year 16.7

RCPD								
OFF-SITE INMATE MEDICAL EXPENSES PAID BY ADVANCED CORRECTIONAL HEALTHCARE								
INCLUDED IN 2025 \$31,000 POOL								
	JAN	FEB	MAR	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter	TOTAL EXPENSES
Dental	\$0	\$0		\$0	\$0	\$0	\$0	\$0
Physician	-\$526	\$82		-\$443	\$0	\$0	\$0	-\$443
Laboratory	\$0	\$0		\$0	\$0	\$0	\$0	\$0
Hospital	\$0	\$0		\$0	\$0	\$0	\$0	\$0
Prescriptions	\$0	\$15,275		\$15,275	\$0	\$0	\$0	\$15,275
Supplies	\$309	\$143		\$452	\$0	\$0	\$0	\$452
TOTAL	-\$216	\$15,501	\$0	\$15,284	\$0	\$0	\$0	\$15,284
Savings from Medicaid Rate				\$0	\$0	\$0	\$0	\$0
\$31,000 Pool Balance	\$31,216	\$15,716	\$15,716					\$15,716
Quarterly ADP: (Contract)								
County Inmate (72 base census)	121.4	125.5		247	0	0	0	
Non-County Inmate (0 base census)	0	0	0	0				
Billing Adjustments for prior years	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0

Attachment: February Financial reports 2025 (15530 : Year to date budget and expenditure reports)



**COMMUNITY
CORRECTIONS**
Grant

Megan Lewis
Community Corrections Director
115 North 4th Street
Manhattan, KS 66502
Phone: 785-537-6380

COMMISSION AGENDA REPORT

FROM: Megan Lewis - Community Corrections Director

MEETING: March 10, 2025

SUBJECT: FY26 Adult Services Comprehensive Plan

PRESENTER: Megan Lewis - Community Corrections Director; Jessie Hubbard - Administrative Assistant II

BACKGROUND

Community Corrections planning allocations are based upon the Governor's budget request to the Kansas Legislature and are subject to change up until a final budget is passed by the legislature.

Our total SFY26 planning allocation for Adult Services is \$478,595.29 and \$96,493.00 for Behavioral Health.

As you are aware, we have applied for and been awarded Behavioral Health grant funds annually since FY14.

The purpose of these funds is to enhance and/or develop behavioral health programs/interventions in the community & reduce revocations as a result.

DISCUSSION

On March 5th, 2025, the Joint Corrections Advisory Board met and reviewed the Adult Services Comprehensive Plan, as well as the Behavioral Health Grant application. This group voted to support the funding request as presented here.

FISCAL IMPACT

The attached budget includes anticipated personnel and operational costs for Riley County

Community Corrections for the calendar year 2026 and is broken down into the fiscal year 2025-2026 as required by the state.

RECOMMENDATION(S)

Approve the FY26 Adult Services Comprehensive Plan

POSSIBLE MOTION(S)

Move to approve the FY26 Adult Services Comprehensive Plan

Move to deny

Move to modify

Move to table

No action required.

The Board agreed by consensus to

Enclosures:

- FY26 Adult Comprehensive Grant - CAR (PDF)



FY2026 Adult Comprehensive Grant

Prepared by Riley County Community Corrections
for Kansas Department of Corrections FY 2026 Adult Comprehensive Plan Grant

Primary Contact: Megan Lewis



FY2026 Adult Comprehensive Grant
Riley County Community Corrections

Opportunity Details

Opportunity Information

Title

FY 2026 Adult Comprehensive Plan Grant

Description

Pursuant to KSA 75-5291 and KSA 75-52,112, the Kansas Department of Corrections (KDOC) is seeking applications for funding the development, implementation, operation, and improvement of community correctional services that address the criminogenic and behavioral health needs of adult felony offenders. Funding obtained under this award will serve to support local community corrections agencies in increasing public safety, reducing the risk of probationers on community corrections supervision, and increasing the percentage of probationers successfully completing community corrections supervision.

Awarding Agency Name

Kansas Department of Corrections

Manager

Tara Newell

Opportunity Posted Date

12/1/2024

Public Link

<https://www.gotomylgrants.com/Public/Opportunities/Details/c05550f5-03e7-4735-b31a-6abb0e898b77>

Funding Information

Funding Sources

State

Funding Source Description

Funds for this opportunity are appropriated by the Kansas State Legislature and distributed by the Kansas Department of Corrections.

Funding Restrictions

These funds may not be co-mingled with funds from other state or federal agencies or local funds. Refer to the KDOC Financial Rules, Guidelines and Reporting Instructions for other funding restrictions.

Award Information

Award Period

07/01/2025 - 06/30/2026

Indirect Costs Allowed

Yes

Indirect Cost Description

Indirect costs include supplies, utilities, office equipment rental, desktop computers, and cell phones.

Restrictions on Indirect Costs

Yes

Citation Governing Indirect Cost Restriction

KDOC Financial Rules and Guidelines

Submission Information

Submission Window

12/01/2024 1:00 AM - 03/15/2025 11:59 PM

Submission Timeline Type

One Time

Submission Timeline Additional Information

No applications will be accepted after the Submission Close Date.

Other Submission Requirements

To facilitate the review process, it is imperative that all funding requests submitted are complete, accurate, and include the required signatory approvals. The Board of County Commissioners or Governing Authority for the applicant/administrative county must review and approve the application prior to submission to KDOC. Incomplete applications will not be considered for funding unless or until all deficiencies have been corrected to KDOC's satisfaction.

Question Submission Information

Question Submission Additional Information

For questions or assistance with the requirements of this funding opportunity, the Community Corrections Program Director should contact KDOC Director of Grants or their assigned KDOC Regional Contact.

Attachments

Technical Assistance Session

Technical Assistance Session

Yes

Session Date and Time

12/13/2024 3:35 PM

Conference Info / Registration Link

AC/Directors Meeting: <https://kdoc.zoom.us/j/88035964503?pwd=hQI7oY7fCNKL0tUODRznEOwwz1zQO.1>

Eligibility Information

Eligible Applicants

Attachment: FY26 Adult Comprehensive Grant - CAR (15532 : FY26 Adult Services Comprehensive Plan)



FY2026 Adult Comprehensive Grant
Riley County Community Corrections

- County Governments

Additional Eligibility Information

Any county or group of cooperating counties operating a community correctional services program is eligible to apply for Community Corrections Act funding. However, pursuant to KSA 75-5296, no county or group of cooperating counties shall be qualified to receive grant funding unless and until the comprehensive plan for such county or group of cooperating counties is approved by the Secretary of Corrections. Additionally, in order to remain eligible for Community Corrections Act funding, a county or group of cooperating counties shall substantially comply with the operating standards established by the Secretary of Corrections.

Award Administration Information

State Award Notices

Award notifications will be made on or before July 1, 2025.

Awards will be based on the criteria specified in KSA 75-52,111 and 75-52,112 and will be awarded to the Board of County Commissioners or Governing Authority for the applicant county. If the applicant is a group of cooperating counties, then funding will be awarded to the administrative county identified in the group of cooperating counties' Inter-Local Agreement.

Reporting

Award recipients will be required to complete and submit quarterly financial and outcome reports and signatures in accordance with the following timelines:

Q1 (Jul-Aug-Sep) Due on/before: 10/30/2025

Q2 (Oct-Nov-Dec) Due on/before: 01/30/2026

Q3 (Jan-Feb-Mar) Due on/before: 04/30/2026

Q4 (Apr-May-Jun) Due on/before: 07/30/2026

****New to the FY 2026 Adult Comprehensive Plan Grant, all quarterly financial and outcome reports and signatures will be submitted through SharePoint.****



FY2026 Adult Comprehensive Grant
Riley County Community Corrections

Project Information

Application Information

Application Name
FY2026 Adult Comprehensive Grant

Award Requested
\$575,088.29

Total Award Budget
\$575,088.29

Primary Contact Information

Name
Megan Lewis

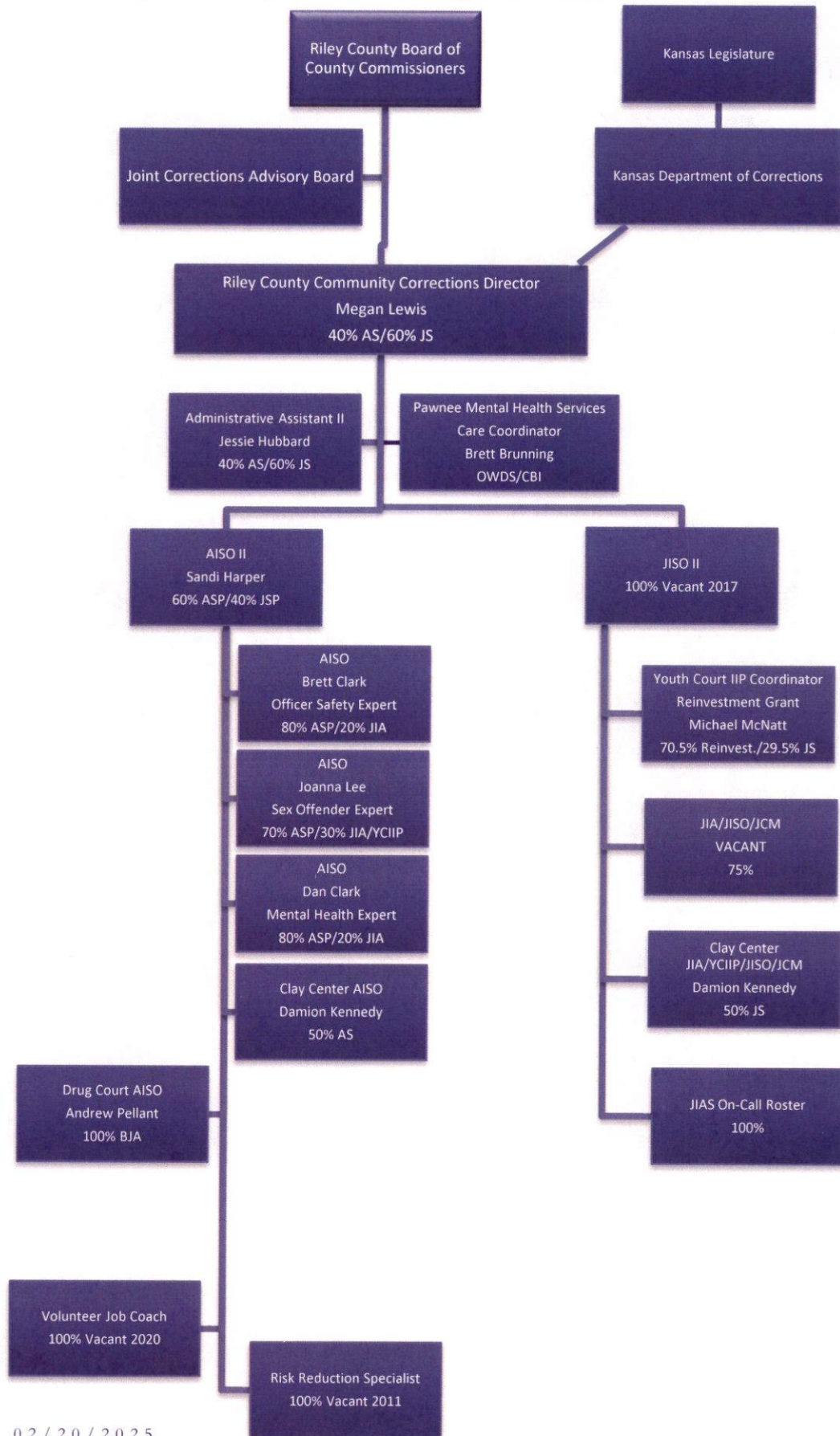
Email Address
mlewis@rileycountyks.gov

Address
115 N 4th Street
Manhattan, KS 66502

Phone Number
(785) 565-6810

Attachment: FY26 Adult Comprehensive Grant - CAR (15532 : FY26 Adult Services Comprehensive Plan)

Riley County Community Corrections



Revised 02/20/2025



FY2026 Adult Comprehensive Grant
Riley County Community Corrections

Project Description

Agency Profile - Adult

Agency Leadership

Does agency leadership include an Executive/Administrative Director? This question is not intended to capture information regarding the County Administrator but rather a secondary level of leadership within the agency.

- ☒ Yes
☐ No

Executive/Administrative Director Name

Megan Lewis

Executive/Administrative Director Address Line 1

115 N. 4th St.

Executive/Administrative Director Address Line 2

2nd Floor

Executive/Administrative Director City

Manhattan

Executive/Administrative Director State

Kansas

Executive/Administrative Director Zip Code

66502

Executive/Administrative Director Phone Number

785-565-6810

Executive/Administrative Director Email Address

mlewis@rileycountys.gov

Which governing authority has direct oversight of the community corrections agency, to include hiring/firing of staff?

- ☒ Board of County Commissioners (BOCC)
☐ Governing Board

BOCC Chairperson Name

Greg McKinley

BOCC Chairperson Address Line 1

110 Courthouse Plaza

BOCC Chairperson Address Line 2

BOCC Chairperson City

Manhattan

BOCC Chairperson State

Kansas

BOCC Chairperson Zip Code

66502

BOCC Chairperson Phone Number

785-565-6214

BOCC Chairperson Email Address

gmckinley@rileycountys.gov

Agency Locations

Main Office

Main Office Address Line 1

115 N 4th Street

Main Office Address Line 2

Main Office City

Manhattan

Main Office State

Kansas

Main Office Zip Code

66502

Does your agency operate any satellite offices?

- ☒ Yes
☐ No

Satellite Office Information

	Satellite Office 1	Satellite Office 2	Satellite Office 3
Satellite Office Address Line 1	539 Lincoln Ave		
Satellite Office Address Line 2			
Satellite Office City/State/Zip	Clay Center, Kansas 67432		
Satellite Office Phone Number	785-632-3560		



FY2026 Adult Comprehensive Grant
Riley County Community Corrections

	Satellite Office 1	Satellite Office 2	Satellite Office 3
Number of Staff Assigned to Office	1		

Does your agency operate a residential center?

- ☐ Yes
☒ No

Organizational Chart

Attach a copy of your agency's organizational chart. The chart should contain staff names and titles.

Organization Chart.docx

Governing/Corrections Advisory Board

Is your agency's CAB Chairperson different from the Chairperson of your Governing Board? *

- ☒ Yes
☐ No

Corrections Advisory Board Chairperson Name

Linda Teener

Corrections Advisory Board Chairperson Address Line 1

1900 Judson Street

Corrections Advisory Board Chairperson Address Line 2

Corrections Advisory Board Chairperson City

Manhattan

Corrections Advisory Board Chairperson State

Kansas

Corrections Advisory Board Chairperson Zip Code

66502

Corrections Advisory Board Chairperson Email Address

linda@tryum.org

Corrections Advisory Board Chairperson Phone Number

785-320-1230

Corrections Advisory Board, FY26 Members - Instructions: Provide all of the requested information for each advisory/governing board member who will serve during the fiscal year(s). KSA 75-5297 governs advisory board membership, qualifications, and appointment provisions. Below, each representation entity has been established to include 4 Other options. Each member should be identified by completing their Name, Appointing Entity, Job Title, Gender, and Ethnic Minority. In the Ethnicity Minority column, enter the most accurate options listed for the member.

	Name	Appointed By	Job Title	Gender	Ethnicity Minority: (American Indian or Alaska Native , Asian, Black or African American, Hispanic or Latino, Other (must identify) , Two or more races, or White)
Law Enforcement Representing Member:	Mark French	Riley County Police Department	Major, Jail Division	Male	White
Prosecution Representing Member:	David Lowden	Riley County Attorney's Office	Deputy County Attorney	Male	White
Judiciary Representing Member:	Jeremy Larchick	Riley County District Court	District Magistrate Judge	Male	White
Education Representing Member:	Jim Armendariz	Riley County BOCC	Retired Principal	Male	Hispanic
Court Services Representing Member:	Alexis Robinson	Riley County District Court	Court Services Officer	Female	Black
Community Mental Health Representing Member:	Eric Martin	Pawnee Mental Health Services	Recovery Services Manager	Male	White
Board of County Commissioners Representing Member:	Dana Martinez	Riley County BOCC	Discovery House Supervisor	Female	White
Board of County Commissioners Representing Member:	Matt Weller	Clay County BOCC	Communications Coordinator for USD #379	Male	White
Board of County Commissioners Representing Member:	Lisa Last	Clay County BOCC	School, Family & Community Counselor, USD #379	Female	White
Board of County Commissioners Representing Member:					
Board of County Commissioners Representing Member:					
Board of County Commissioners Representing Member:					
City/County Representing Member:	Carrie Andrade	Manhattan City Commissioners	Teacher, USD #383	Female	Hispanic
City/County Representing Member:	Marcus Kidd	Manhattan City Commissioners	Assistant Dir. of Enrollment Mgt/Inst. Partnerships	Male	Black



FY2026 Adult Comprehensive Grant
Riley County Community Corrections

	Name	Appointed By	Job Title	Gender	Ethnicity Minority: (American Indian or Alaska Native , Asian, Black or African American, Hispanic or Latino, Other (must identify) , Two or more races, or White)
City/County Representing Member:	Linda Teener	Manhattan City Commissioners	Retired Director, UFM Community Learning Center	Female	White
Other Representing Member:	Seth Brackman	Riley County District Court	Associate Attorney	Male	White
Other Representing Member:	Mark Werbin	Clay County Sheriff's Department	Undersheriff	Male	White
Other Representing Member:					
Other Representing Member:					
Other Representing Member:					

Is this a joint board with the Juvenile Corrections Advisory Board?

- ☒ Yes
☐ No



FY2026 Adult Comprehensive Grant
Riley County Community Corrections

Fiscal Year 2024 Outcomes

Data and Definitions

The intent of this section is to identify the completion rates represented in the last full fiscal year's data. Review the FY 2024 Adult CC Case Closure Chart along with the definitions. Use this information to answer the questions below regarding your agency's FY 2024 Outcomes.

The information entered below must reflect the KDOC data provided.

Review the attached FY 2024 Adult CC Case Closure Chart to answer the following information
FY24 Adult CC Case Closure Chart.png

Definitions

- **Overall successful completion rate** includes those cases closed with a termination reason of Successful, Unsuccessful, Death, and Not Sentenced to Community Corrections.
 - This equals the Overall Success Rate column on the attached FY 2024 case closure document.
- **Successful case closures** includes only those cases closed with a Successful termination reason.
 - This equals the Success Rate column on the attached FY 2024 case closure document.
- **Unsuccessful case closures** includes only those cases closed with an Unsuccessful termination reason.
 - This equals the Unsuccessful Rate column on the attached FY 2024 case closure document.
- **Overall Revocation Rate** includes those cases closed with a termination reason of Revoked-New Felony, Revoked-New Misdemeanor and Revoked-Condition Violator.
 - This equals the Revocation Rate column on the attached FY 2024 case closure document.

What was your agency's overall successful completion rate in FY 2024? Response should be expressed as a percentage. The rate must be entered in decimal format (e.g., 75% is entered as .75).
63.20%

Select your overall successful completion rate for FY 2024.

- ☐ Achieved 75% or higher
- ☐ Did not meet 75% but achieved a 3% or higher increase from the previous year's overall success rate
- ☒ Did not meet 75% or achieve a 3% increase from the previous year's overall success rate

Briefly explain what factors contributed to the agency not meeting at least a 3% increase from the previous year's overall success rate.

Factors that contributed to a lower success rate include:

Clients received a downward dispositional departure at the time of sentencing and were placed on Community Corrections supervision.
 Clients who absconded from supervision at various points in time during supervision, whether immediately, soon after sentencing or at any time during their supervision period.
 Clients who absconded in the first 30-60 days do not access the resources we have available to them in order to assist in addressing addiction or to begin the process of guiding behavior change.
 Clients picked up new charges and as a result the probation violations process was initiated. At the time of the probation violations hearing the County Attorney advocated to revoke and remand the client to KDOC, rather than sanction and reinstate supervision.
 Some clients had multiple cases and when revoked and remanded all cases were closed as such, increasing the impact on the overall success rate of the agency.
 Some clients had a number of opportunities to change behaviors after the court placed clients back on supervision after up to 4 probation violation hearings however clients still failed to comply with supervision or picked up new charges.
 Clients who picked up new charges while on supervision, County Attorney was not willing to terminate the current probation case as part of the plea agreement for new conviction.
 County Attorney and/or Judge does not follow the recommendations provided by the ISO at the time of a probation violations hearing.
 Clients that self-revoke, meaning they refuse to comply with supervision and request a probation violation hearing at which time they demand to serve their underlying sentence as they do not want to comply with supervision.
 Clients have indicated that on-line virtual treatment is not as effective as in person treatment. Providers of both mental health and substance abuse treatment have largely moved to virtual treatment meetings and groups. As a result, clients are not receiving the high quality/level of service that they are needing to be successful and assist in implementing change.

What was your agency's successful case closures rate in FY 2024? Response should be expressed as a percentage. The rate must be entered in decimal format (e.g., 75% is entered as .75).
48.50%

What was your agency's unsuccessful case closures rate in FY 2024? Response should be expressed as a percentage. The rate must be entered in decimal format (e.g., 75% is entered as .75).
13.20%

What were the most prominent drivers of unsuccessful case closures in FY 2024?

The most prominent drivers of the unsuccessful case closures for our agency in FY2024 were the following:
 Cases were closed unsuccessfully by court when clients were sentenced to KDOC on other cases.
 County Attorney failed to file paperwork to extend/modify the termination date of the case.
 Clients served the maximum time allowed on the case while awaiting the court process in addition to serving jail sanctions, etc.
 Clients were ordered to KDOC in other non-related matters, whether in county or out of county, making them unavailable for supervision.
 Clients were completely successful on supervision except for owing a balance of court costs, attorney fees, etc., case was terminated unsuccessfully as a result.

What was your agency's revoked case closures rate in FY 2024? Response should be expressed as a percentage. The rate must be entered in decimal format (e.g., 75% is entered as .75).
36.80%



FY2026 Adult Comprehensive Grant
Riley County Community Corrections

Programmatic Changes

The intent of this section is to discuss any significant changes that have occurred in the agency and/or community that positively or negatively impacted your successful implementation of the FY 2025 comprehensive plan.

Has the agency experienced significant changes, either positive or negative, which have directly impacted your program for FY25 (e.g., new, or discontinued program services, staff turnover, policy, or procedure changes, new or discontinued community services)?

- ☒ Yes
☐ No

Describe how the changes impacted your agency in FY25.

We have experienced a number of changes over the past year. In April 2024, our long time Director retired. An interim Director was appointed and then later hired as the Director of Community Corrections. This process left a full-time position vacant, leaving other staff to cover the roles and responsibilities of that position on a day-to-day basis. Additionally, the vacant position was housed in our satellite office, located 45 minutes away from the main office location.

In FY24 and now in FY25 our small agency of 10 full-time positions suffered a number of personnel challenges. During this time 5/10 or 50% of our full-time staff either established or utilized FMLA for long term leave due to long term personal medical emergencies that occurred within their nuclear family unit. In addition to staffing issues, we recently underwent a change in the County Attorney in Clay County.

Describe the steps taken to address the changes in FY25.

We are addressing these issues in the following manner: In September 2024, a new Director was hired and is currently serving in the position, however the learning curve is not a small one. In January 2025, a full-time ISO I was hired to be housed in the Clay County Satellite Office and is currently completing in-house training while waiting for KDOC required training opportunities to become available. We are actively working with the new Clay County Attorney to provide information and encourage open communication between offices. Our staff continue to support each other and operate as a team as we work through and overcome the personal challenges that we are faced with and have no control over that has led to staff shortages.

If changes were not addressed in FY25, are there plans do you plan to address them in FY26?

- ☒ Yes
☐ No



FY2026 Adult Comprehensive Grant
Riley County Community Corrections

Fiscal Year 2026 Plan

In this section agencies should use this form to identify critical needs that impact the entire agency. The needs may be considered gap for the agency. A plan should start to materialize for what the agency must do to address the needs or prepare for a shift. This information should be later found in the Agency Case Plan.

Organizational Needs

This section is available to applicants who desire to address critical needs that impact the entire agency. Examples might include plans to relocate office space, a need for additional space to deliver more on-site services, or an agency-wide training initiative that would provide a means for staff/caseload specialization.

Does your agency have any organizational needs, excluding staffing levels or wages, that will be addressed.

- ☒ Yes
☐ No

Explain why the organizational needs will or will not be addressed.

We are not clear on the timeline however our office space has been a consistent topic of conversation with Riley County. The Board of County Commissioners are developing a plan to update and improve our current space in order to make other departmental changes. This would result in our agency being required to move to a new space and having to address the expense of furnishing that space if the current office equipment is not conducive to the space. We may be forced to address this situation if the county determines that the space will be used for other purposes. This is out of our control, as Riley County provides the space as an in-kind contribution.

Behavioral Health Services

The state legislature has allocated funds to develop or enhance behavioral health services statewide again in FY 2026. This funding is not a standalone opportunity as in years past. Instead, the funding has been distributed throughout the state.

The below questions should be answered by all agencies to best understand how money is being spent to address your agencies behavior health needs.

Describe how your agency will prioritize behavioral health services for the supervised population.

All of our behavioral health funds are utilized for our Care Coordinator Position. This position has been in place since 2013 and has proven to be extremely effective within our Judicial District. Our Care Coordinator initially meets with clients who are assigned to Community Corrections to coordinate intervention and treatment services. In addition, the Care Coordinator provides weekly Offender Workforce Development Specialist (OWDS) services to our unemployed clients. This Care Coordinator position also serves as the facilitator for the Cognitive Behavioral Class, providing the Courage to Change curriculum to clients. Separate classes are held for our male and female clients. These services, along with coordinating the delivery of all behavioral health services, medication assistance, and short-term case management services, will continue to further our client's success by breaking down barriers to access services.

How does your budget support Behavioral Health Services.

We currently receive \$96,493.00 in Behavioral Health Funds to support the position of Care Coordinator. This amount does not cover the position in full. In FY26 this position is budgeted to cost \$112,686.17. In order to cover the difference, we are accessing core funds as we have done for the past 3 years. Additionally, Pawnee Mental Health Services will contribute the remaining balance.

Agency Case Plan

For FY 2026, the Agency Case Plan will be created outside of the Comprehensive Plan. It will still be important that the Agency Case Plan utilize the data identified from the Fiscal Year 2024 Outcomes, recent Agency Program Review feedback, as well as the closing status of the Agency FY 2025 goals to help identify gaps. Once identified, the gaps should be prioritized to help agencies determine the plan. When completing the required plan, a minimum of three principles will need to be identified for the upcoming fiscal year. Agencies may choose from any of the eight principles to develop their goals. Additional goals that are separate from the eight principles can be used if desired once the minimum requirement of three principles has been met.

Agencies will utilize the attached Agency Case Plan to state their goals and objectives. The plan is due August 15, 2025. No additional signatures are needed for this document. An accompanying signatory approval page is only required for the Year-End report.

Additionally, the submitting of Quarterly and Year-End Outcome Reports will be done through SharePoint. A link to your agency SharePoint folder will be provided after submission of the grant application.

Agency Case Plan

Agency Case Plan.docx



FY2026 Adult Comprehensive Grant
Riley County Community Corrections

Fiscal and Budget Considerations and Instructions

In this section the applicant must complete all needed information on this form. Below is the agencies allocation, it should be noted this is subject to the Governor's approved budget. Also, attached below a Budget Documentation with overall general budget information. Agencies should read and understand the KDOC Financial Rules and Guidelines, attached below. Failure to adhere to all budget instructions will result in applications being returned for corrective action. This may delay final award decisions, notifications, and payments. Budget and the management of fiscal records will not be completed in Amplifund for FY 2026. Below is an attached workbook for agencies to submit their budgets for approvals. The submitted budget must match the allocation.

Host/Administrative County

Does your agency operate as a single or multi-county entity?

- ☐ Single
☒ Multi-County

Host/Administrative County Financial Officer Name

Brittany Phillips

Host/Administrative County Financial Officer Address Line 1

110 Courthouse Plaza, B118

Host/Administrative County Financial Officer Address Line 2

Host/Administrative County Financial Officer City

Manhattan

Host/Administrative County Financial Officer State

Kansas

Host/Administrative County Financial Officer Zip Code

66502

Host/Administrative County Financial Officer Phone Number

785-537-6359

Host/Administrative County Financial Officer Email Address

bphillips@rileycountyks.gov

Budget Information and Document

Budget Documentation, attached is general budget information.

Budget Instructions.pdf

Budget Workbook, attached is the master budget workbook. In this workbook, there are sheets for both Adult and Juvenile information, only use the sheets that are applicable. It is also important to note the budget amount must match the allocation.

FY26 ADULT & JUVENILE Budget Workbook.xlsx

Upload the complete Budget here.

Agency Fees Chart

Use the below chart to identify FY 2026 agency/client fees. If the Agency does not assess fees, indicate N/A.

	Fee Amount	Frequency (how often assesses)	Additional information if needed.
Supervision Fee	\$100	Per client, per supervision episode	
Courtesy Transfer Fee	N/A		
Drug Screening	N/A		
Drug Screening Confirmation	\$25.00	When drug test is positive	
Electronic Monitoring Devices	N/A		
Alcohol Monitoring Device	N/A		

Payout Funds

Payout Funds Line Item(s):

Costs should only be budgeted for these line items if local policy allows for existence of such a fund. If you wish to budget this as a line item in FY26, you must submit documentation of local policy, approval of the BOCC or Governing Authority, and rationale for determining the amount budgeted.

Is your agency budgeting for payout funds?

- ☒ Yes
☐ No

Upload required documentation of payout fund policy, approval and rationale here.

Riley County Employee Policy Manual - Leave Payout.pdf

Non-KDOC Funding Information

Pursuant to KSA 75-52,103, does your agency receive assistance from the county or counties within your judicial district?

- ☒ Yes
☐ No

Instructions for documenting county assistance.

Single county agencies: Include the following items when detailing what assistance is provided to the agency:

- Type of Assistance (Allocation or In-Kind)



EMPLOYEE POLICY MANUAL

MISSION & PURPOSE OF RILEY COUNTY

"To provide quality public services that preserve the past, protect the present, and enhance the health, safety, and general well-being of the citizens of Riley County, KS."

Riley County, KS Human Resources
110 Courthouse Plaza
Manhattan, KS 66502
Phone: 785-537-6303
Fax: 785-537-6394

the 1st year of employment. At the discretion of the department head, any combination of approved leave may be used and combined with PTO to reach the 40 hours required.

Amounts of Leave: Only regular full-time and part-time employees are eligible for PTO and Critical Leave. The first day of work, eligible employees begin to accrue both. Regular full-time employees accrue at the rates in the charts below; regular part-time employees accrue prorated based on scheduled hours.

Length of Service	PAID TIME OFF (PTO)		CRITICAL LEAVE	
	Accrued per Pay Period	Maximum Accrued	Accrued per Pay Period	Max Accrued Annually*
First Year	4 hours	104 hours (13 days)	1.85 hours	48 hours
2 nd to 4 th year	5.85 hours	152 hours (19 days)		
5 th -10 th years	6.77 hours	176 hours (22 days)		
11+ years	7.69 hours	200 hours (25 days)		

RCEMS LEAVE ACCRUALS				
Length of Service	PAID TIME OFF (PTO)		CRITICAL LEAVE	
	Accrued per Pay Period	Maximum Accrued	Accrued per Pay Period	Max Accrued Annually*
First Year	5.54 hours	144 hours (6 days)	2.77 hours	72 hours
2 nd to 4 th year	7.38 hours	192 hours (8 days)		
5 th -10 th years	9.23 hours	240 hours (10 days)		
11+ years	11.08 hours	288 hours (12 days)		

**The numbers on these charts reflect only what is accrued through the course of the calendar year. For information about accumulating additional Critical Leave time, see the "Unused PTO" description below.*

Leave will continue to accrue while on paid leave. During an unpaid leave of absence, accruals will be prorated to reflect the number of hours actually paid in the pay period.

The increase in PTO is effective the first day of the pay period after the employee's anniversary date.

Personal Day: Full-time, regular employees receive 1 personal day per year in addition to PTO. This personal day may be used for any approved day during which Riley County remains open. Personal days are available at the beginning of each calendar year for current employees. A new employee hired before June 30 will receive 1 personal day upon hire; a new employee hired after June 30 will **not** receive a personal day until the beginning of the next full year of employment. Employees must specify the day for which they are requesting to use a personal day. The request must be scheduled and approved no less than 2 weeks prior by the employee's immediate supervisor. Personal days may be used in conjunction with any other type of approved leave. Personal days will not be carried over to the next calendar year, nor will they be cashed out if not taken or paid at separation.

Service Awards: As recognition for valued service, after 15 consecutive years in a regular position, and on the anniversary of each 5th year thereafter, the employee's PTO account will be credited with 40 additional hours that must be used within one calendar year or is forfeited. If the additional hours cause the employee to exceed the maximum yearly limit of PTO, the hours will not be converted to Critical Leave hours. The anniversaries represent accrued time from the date of hire as a regular employee.

Unused PTO: Accrued PTO unused at the end of the calendar year, over the maximum allowed hours, will be converted to Critical leave on a one-to-one basis the first pay period of the new calendar year.

PTO at the End of Employment: Accrued PTO unused at the end of employment will be paid to employees who have been employed at least six (6) months and have resigned with proper notice (a minimum of 2 weeks for non-department head employees and minimum of 1 month for department heads). Employees employed less than six (6) months and those terminated for disciplinary reasons forfeit payout of unused PTO. Payout will be limited to the maximum yearly limit in which employment ends.

CRITICAL LEAVE: Critical Leave shall be granted only for the following situations which last more than 24 consecutive working hours:

- Illness or disability of the employee, including temporary disability related to pregnancy and childbirth for either the employee or the spouse, in accordance with Federal and State statutes.
- Legal quarantine of the employee.
- Illness of or disability to an immediate family member (as defined in this handbook).
- Upon the placement of a child with the employee for adoption or foster care.

During the 24-hour period before Critical Leave is available, PTO/Personal Day must be used. If 24 hours of PTO and/or Personal Day is not available, leave without pay must be taken up to a total of 24 hours. No other leave, or time worked, may be used to satisfy the 24-hour period prior to Critical Leave. The 24-hour waiting period for using Critical Leave starts at the time leave for the illness or disability begins.

If an employee returns to work and needs additional time off for the same medical condition, an additional 24 hours of PTO must be used to access Critical Leave, unless FMLA has been approved. Equally so if a new, separate illness or disability begins, or any other additional qualifying event occurs.

Employees using Critical Leave for multiple conditions must document which illness leave is required for on the Request for Time-Off form.

Intermittent Critical Leave: Critical Leave may only be used intermittently for an FMLA covered reason.

When an employee is injured on the job, Workers' Compensation processes are followed. Critical Leave can be used immediately to supplement Workers' Compensation payments.

Accumulation of Critical Leave: There is no accumulation limit on Critical Leave. Upon separation from employment with proper notice (minimum of 2 weeks for non-department head employees and minimum of 1 month for department heads), and for non-disciplinary termination, employees receive payout for prorated Critical Leave following the Critical Leave payout table below. To qualify for Critical Leave payout, an employee must have accrued at least 384 hours. These hours will not be prorated for part-time employees. The maximum number of paid hours is 376 regardless of total accumulation.

Accumulation	Prorated hours paid	Accumulation (cont.)	Prorated hours paid (cont.)
384	120	600	264
396	128	612	272
408	136	624	280
420	144	636	288
444	160	648	296
456	168	660	304
480	184	672	312
492	192	684	320
504	200	696	328
516	208	708	336
528	216	720	344
540	224	732	352
552	232	744	360
564	240	756	368
576	248	768	376
588	256		

Contagious or Infectious Disease Exception: During a declared epidemic or pandemic involving a contagious or infectious disease, the following rules apply regarding Critical Leave. In the event of any conflict with previous paragraphs concerning Critical Leave, the rules outlined herein take precedence:

- (1) Employees are granted immediate access to their accrued Critical Leave, bypassing the usual waiting period and without the prior use of other accrued leave, provided:
 - The employee requests immediate access to their accrued Critical Leave, **and**
 - The employee advises the Department Head that they (or their immediate family member) are displaying recognized medical symptoms of the contagious or infectious disease which has generated the epidemic or pandemic; or if the employee (or their immediate family member) has been diagnosed with the disease by a medical provider, or the employee has been lawfully ordered to be quarantined by the Local Health Officer.
- (2) Employees are encouraged to stay home and use either Annual or Critical Leave when experiencing recognized symptoms of a contagious/infectious disease. It is recommended employees adhere to recognized medical guidelines to determine the appropriate duration of absence. Employees should make every effort to avoid returning to work prematurely, thereby minimizing the risk of exposing other County employees to potential infection.
- (3) Abuse of this exception will result in disciplinary actions. Abuse includes, but is not limited to:
 - False reporting of symptoms of contagious or infectious disease.
 - Use of PTO or Critical Leave beyond the medically necessary recovery period from contagious or infectious disease.
 - Violation of the terms of a lawful quarantine order issued by the Local Health Officer.

3.3 Flex Time

Non-exempt employees who arrive late or request to leave early may request permission from their Department Head to use "flex time" to make up a brief absence. Flex time may be approved when paid time off is not used



FY2026 Adult Comprehensive Grant
Riley County Community Corrections

- Assistance amount, expressed in whole dollars
- Description/purpose of assistance
- If contribution has been confirmed by the county or it is a pending request.

Multi-county agencies: In addition to the four bullet points above, include the name of the county.

Example of documenting county assistance: Allocation - \$20,000 - Rent - Confirmed

Document the county assistance your agency receives.*

In-Kind & Allocation Confirmed
 In-Kind, 5% of an IT position: \$2,464.16
 In-kind, 5% of a Janitorial position: \$1,539.59
 In-kind, \$21,408.00 rent per year
 In-Kind, \$9,496.00 internet per year
 In-Kind, \$2,574.00 electricity per year
 In-Kind, \$308.00 trash per year
 In-kind, \$1335.00 gas per year
 Riley County Allocation, \$149,884.00, for increase in personnel costs
 Clay County Allocation, \$37,791.85, for increase in personnel costs

Has or will your agency request funding from other sources (e.g., federal grants, private foundations grants, etc.) for FY26?

- ☒ Yes
☐ No

Describe your agency's projected funding requests. This should include the services these funds will be used for. Response should include the source and amount of each request.

BJA = \$128,604.12 - Recovery Court
 Caroline Peine Foundation = \$7500 - Direct Client services
 City Alcohol = \$22,780.00 Adult Services - Drug Testing, A&D tx and staff A/D Training
 City Alcohol = \$5,750 Juvenile Services - Drug Testing, A&D tx and staff A/D Training
 Greater Manhattan Community Foundation = \$3,750 Direct Client Mental Health Services and housing
 Riley County Alcohol Funds = \$5,000.00 - Staff training
 Daniel Keating - \$1,257.00 - Protective Homes and Juvenile Intake
 ADSAP - \$19,844.00 - Recovery Court client incentives

Sign Here

The individual responsible for creating the budget is the individual who should enter their name below.

By entering my name below, I declare that I have reviewed the budget instructions provided by KDOC and have adhered to these instructions as I developed my budget as part of the application process.

**FY2026
PERSONNEL BUDGET NARRATIVE
Riley County Community Corrections**

11.a

FTE totals are to be reported as a percent (i.e. 0.50 for 50%, 0.75 for 75%, 1.00 for 100%, etc.). For example, if 50% of an ISO's work time is spent on Adult Supervision duties and 50% is spent on Juvenile Supervision duties you would report .5 in the CC FTE column and .5 in the JUV FTE column. If you have **part-time employee(s)**, the FTE is calculated by taking the average hours worked per week divided by 40. So if an ISO averages 15 hours per work week, you would calculate the FTE by dividing 15 by 40 (15/40) which is .375 FTE.

Reminder: Review all percentages/amounts listed in the payroll benefits section for each employee and update as needed.

Attachment: FY26 Adult Comprehensive Grant - CAR (15532 : FY26 Adult Services Comprehensive Plan)

**ADULT PERSONNEL SECTION
IA PERSONNEL**



Name	CC Admin FTE	CC Non-Admin FTE	BH FTE	JUV FTE	Other FTE	Position Description	Total Salary	CC Admin Funds	CC Non-Admin Funds	BH Funds	Reinvestment Funds	Juvenile Funds	County Funds	Other Funds	Subtotal
CY25 Riley County Payscale															
Levis, Megan	0.4			0.6		Director	\$ 58,372.03	23,348.81				25,781.86	14,667.10	(5,425.74)	\$ 58,372.03
Harper, Sandi	0.6			0.4		ISO II	\$ 51,838.55	31,103.13				15,264.10	12,698.99	(7,227.67)	\$ 51,838.55
Hubbard, Jessie	0.4			0.6		Administrative Assistant II	\$ 31,678.19	12,671.28				13,991.68	7,953.75	(2,944.52)	\$ 31,678.19
Clark, Brett		0.8		0.2		ISO	\$ 42,041.15		33,632.92			6,189.60	10,034.17	(7,815.54)	\$ 42,041.15
Clark, Dan		0.8		0.2		ISO	\$ 40,818.06		32,654.44			6,009.54	9,742.24	(7,588.16)	\$ 40,818.06
Lee, Joanna		0.7		0.3		ISO	\$ 42,041.16		29,428.81			9,284.41	10,166.53	(6,838.59)	\$ 42,041.16
Kennedy, Damion		0.5		0.5		ISO	\$ 29,072.36		14,536.17			1,252.65	26,103.38	(12,825.84)	\$ 29,072.36
McNatt, Michael				0.295	0.705	ISO	\$ 31,600.36				22,278.25	6,862.34	2,453.77		\$ 31,600.36
On-Call Juvenile Intake Officers					1	On-Call	\$ 13,917.67					13,917.67			\$ 13,917.67
CY26 Riley County Payscale															
Levis, Megan	0.4			0.6		Director	\$ 61,746.52	24,698.61				28,521.61	13,862.46	(5,336.16)	\$ 61,746.52
Harper, Sandi	0.6			0.4		ISO II	\$ 54,870.40	32,922.24				16,896.95	12,164.09	(7,112.88)	\$ 54,870.40
Hubbard, Jessie	0.4			0.6		Administrative Assistant II	\$ 33,496.42	13,398.57				15,472.48	7,520.14	(2,894.77)	\$ 33,496.42
Clark, Brett		0.8		0.2		ISO	\$ 44,433.38		35,546.70			6,841.48	9,725.10	(7,679.90)	\$ 44,433.38
Clark, Dan		0.8		0.2		ISO	\$ 43,137.22		34,509.78			6,641.90	9,441.41	(7,455.87)	\$ 43,137.22
Lee, Joanna		0.7		0.3		ISO	\$ 44,433.37		31,103.36			10,262.21	9,787.71	(6,719.91)	\$ 44,433.37
Kennedy, Damion		0.5		0.5		ISO	\$ 31,193.34		15,596.67			2,553.25	25,855.06	(12,817.64)	\$ 31,193.34
McNatt, Michael				0.295	0.705	ISO	\$ 33,732.08				23,781.12	7,660.82	2,290.14		\$ 33,732.08
On-Call Juvenile Intake Officers					1	On-Call	\$ 14,070.00					14,070.00			\$ 14,070.00
Payout Fund	0.6			0.4		ISO II	\$ 17,145.00	10,287.00				6,858.00			\$ 17,145.00
Total Salary							\$ 719,637.26	\$ 148,429.64	\$ 227,008.85	\$ -	\$ 46,059.37	\$ 214,338.55	\$ 184,484.04	\$ (100,683.19)	\$ 719,637.26

Name	CC Admin FTE	CC Non-Admin FTE	BH FTE	JUV FTE	Other FTE	Position Description	Total Salary	CC Admin Funds	CC Non-Admin Funds	BH Funds	Reinvestment Funds	Juvenile Funds	County Funds	Other Funds	Subtotal
CY25 Riley County Payscale															
Levis, Megan	0.4	0	0	0.6	0	Salary	\$ 58,372.03	40.00%	0.00%	0.00%	0.00%	60.00%	0.00%	0.00%	\$ 58,372.03
Director						FICA Social Security	\$ 6,20%	\$ 1,447.63	\$ -	\$ -	\$ -	\$ 2,171.44	\$ -	\$ -	\$ 3,619.07
						FICA Medicare	\$ 1.45%	\$ 338.56	\$ -	\$ -	\$ -	\$ 507.84	\$ -	\$ -	\$ 846.40
						KPERS (Retirement Benefits)	\$ 10.71%	\$ 2,500.66	\$ -	\$ -	\$ -	\$ 3,750.99	\$ -	\$ -	\$ 6,251.65
						State Unemployment	\$ 0.13%	\$ 30.35	\$ -	\$ -	\$ -	\$ 45.53	\$ -	\$ -	\$ 75.88
						State Workman's Comp	\$ 0.00%	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
						Health Insurance	\$ 12,263.97	\$ 4,905.59	\$ -	\$ -	\$ -	\$ 7,358.38	\$ -	\$ -	\$ 12,263.97
						Life Insurance	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
						Longevity (e.g. \$50 per yr x 10 yrs)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
						Workman's Comp	\$ 2.75%	\$ 642.09	\$ -	\$ -	\$ -	\$ 963.14	\$ -	\$ -	\$ 1,605.23
						Total Benefits	\$ 9,864.88	\$ -	\$ -	\$ -	\$ -	\$ 14,797.31	\$ -	\$ -	\$ 24,662.19
CY26 Riley County Payscale															
Harper, Sandi	0.6	0	0	0.4	0	Salary	\$ 51,838.55	60.00%	0.00%	0.00%	0.00%	40.00%	0.00%	0.00%	\$ 51,838.55
ISO II						FICA Social Security	\$ 6,20%	\$ 1,928.39	\$ -	\$ -	\$ -	\$ 1,285.60	\$ -	\$ -	\$ 3,214.00
						FICA Medicare	\$ 1.45%	\$ 451.00	\$ -	\$ -	\$ -	\$ 300.66	\$ -	\$ -	\$ 751.66
						KPERS (Retirement Benefits)	\$ 10.71%	\$ 3,331.15	\$ -	\$ -	\$ -	\$ 2,220.76	\$ -	\$ -	\$ 5,551.91
						State Unemployment	\$ 0.13%	\$ 40.43	\$ -	\$ -	\$ -	\$ 26.96	\$ -	\$ -	\$ 67.39
						State Workman's Comp	\$ 0.00%	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
						Health Insurance	\$ 10,891.28	\$ 6,534.77	\$ -	\$ -	\$ -	\$ 4,356.51	\$ -	\$ -	\$ 10,891.28
						Life Insurance	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
						Longevity (e.g. \$50 per yr x 10 yrs)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
						Workman's Comp	\$ 2.75%	\$ 855.34	\$ -	\$ -	\$ -	\$ 570.22	\$ -	\$ -	\$ 1,425.56
						Total Benefits	\$ 13,141.07	\$ -	\$ -	\$ -	\$ -	\$ 8,760.72	\$ -	\$ -	\$ 21,882.13

Hubbard, Jessie Administrative Assistant II	0.4	0	0	0.6	0	Salary	\$	31,678.19	40.00%	0.00%	0.00%	0.00%	60.00%	0.00%	100.00%	
						FICA Social Security	\$	6.20%	\$	785.62	\$	-	\$	1,178.43	\$	-
						FICA Medicare	\$	1.45%	\$	183.73	\$	-	\$	275.60	\$	-
						KPERS (Retirement Benefits)	\$	10.71%	\$	1,357.09	\$	-	\$	2,035.64	\$	-
						State Unemployment	\$	0.13%	\$	16.47	\$	-	\$	24.71	\$	41.18
						State Workman's Comp	\$	0.00%	\$	-	\$	-	\$	-	\$	-
						Health Insurance	\$	6,655.59	\$	2,662.24	\$	-	\$	3,993.35	\$	6,655.59
						Life Insurance	\$	-	\$	-	\$	-	\$	-	\$	-
						Longevity (e.g. \$50 per yr x 10 yrs)	\$	-	\$	-	\$	-	\$	-	\$	-
						Workman's Comp	\$	-	\$	-	\$	-	\$	522.69	\$	-
						Total Benefits	\$		\$	5,005.15	\$	-	\$	8,030.42	\$	13,035.57
Clark, Brett ISO	0	0.8	0	0.2	0	Salary	\$	42,041.15	0.00%	80.00%	0.00%	0.00%	20.00%	0.00%	0.00%	10
						FICA Social Security	\$	6.20%	\$	-	\$	2,085.24	\$	521.31	\$	2.6
						FICA Medicare	\$	1.45%	\$	-	\$	487.68	\$	121.92	\$	6
						KPERS (Retirement Benefits)	\$	10.71%	\$	-	\$	3,602.09	\$	900.52	\$	4.5
						State Unemployment	\$	0.13%	\$	-	\$	43.72	\$	10.93	\$	-
						State Workman's Comp	\$	0.00%	\$	-	\$	-	\$	-	\$	-
						Health Insurance	\$	8,832.85	\$	-	\$	7,066.28	\$	1,766.57	\$	8.8
						Life Insurance	\$	-	\$	-	\$	-	\$	-	\$	-
						Longevity (e.g. \$50 per yr x 10 yrs)	\$	-	\$	-	\$	-	\$	-	\$	-
						Workman's Comp	\$	2.75%	\$	-	\$	324.91	\$	231.23	\$	1.1
						Total Benefits	\$		\$	14,209.91	\$	-	\$	3,552.48	\$	17,762.30
Clark, Dan ISO	0	0.8	0	0.2	0	Salary	\$	40,818.06	0.00%	80.00%	0.00%	0.00%	20.00%	0.00%	0.00%	10
						FICA Social Security	\$	6.20%	\$	-	\$	2,024.58	\$	506.14	\$	2.5
						FICA Medicare	\$	1.45%	\$	-	\$	473.49	\$	118.37	\$	6
						KPERS (Retirement Benefits)	\$	10.71%	\$	-	\$	3,497.29	\$	874.32	\$	4.5
						State Unemployment	\$	0.13%	\$	-	\$	42.45	\$	10.61	\$	-
						State Workman's Comp	\$	0.00%	\$	-	\$	-	\$	-	\$	-
						Health Insurance	\$	8,575.87	\$	-	\$	6,860.70	\$	1,715.17	\$	8.5
						Life Insurance	\$	-	\$	-	\$	-	\$	-	\$	-
						Longevity (e.g. \$50 per yr x 10 yrs)	\$	-	\$	-	\$	-	\$	-	\$	-
						Workman's Comp	\$	2.75%	\$	-	\$	898.00	\$	224.50	\$	1.1
						Total Benefits	\$		\$	13,796.50	\$	-	\$	3,449.13	\$	17,245.63
Lee, Joanna ISO	0	0.7	0	0.3	0	Salary	\$	42,041.16	0.00%	70.00%	0.00%	0.00%	30.00%	0.00%	0.00%	10
						FICA Social Security	\$	6.20%	\$	-	\$	1,824.59	\$	781.97	\$	2.6
						FICA Medicare	\$	1.45%	\$	-	\$	426.72	\$	182.88	\$	6
						KPERS (Retirement Benefits)	\$	10.71%	\$	-	\$	3,151.83	\$	1,350.78	\$	4.5
						State Unemployment	\$	0.13%	\$	-	\$	38.26	\$	16.40	\$	-
						State Workman's Comp	\$	0.00%	\$	-	\$	-	\$	-	\$	-
						Health Insurance	\$	8,832.84	\$	-	\$	6,182.99	\$	2,649.85	\$	8.8
						Life Insurance	\$	-	\$	-	\$	-	\$	-	\$	-
						Longevity (e.g. \$50 per yr x 10 yrs)	\$	-	\$	-	\$	-	\$	-	\$	-
						Workman's Comp	\$	2.75%	\$	-	\$	809.29	\$	346.84	\$	1.1
						Total Benefits	\$		\$	12,433.67	\$	-	\$	5,328.71	\$	17,762.38
Kennedy, Damion ISO	0	0.5	0	0.5	0	Salary	\$	29,072.36	0.00%	50.00%	0.00%	0.00%	50.00%	0.00%	0.00%	10
						FICA Social Security	\$	6.20%	\$	-	\$	901.24	\$	901.24	\$	1.8
						FICA Medicare	\$	1.45%	\$	-	\$	210.77	\$	210.77	\$	4
						KPERS (Retirement Benefits)	\$	10.71%	\$	-	\$	1,556.82	\$	1,556.82	\$	3.1
						State Unemployment	\$	0.13%	\$	-	\$	18.90	\$	18.90	\$	-
						State Workman's Comp	\$	0.00%	\$	-	\$	-	\$	-	\$	-
						Health Insurance	\$	6,108.10	\$	-	\$	3,054.05	\$	3,054.05	\$	6.1
						Life Insurance	\$	-	\$	-	\$	-	\$	-	\$	-
						Longevity (e.g. \$50 per yr x 10 yrs)	\$	-	\$	-	\$	-	\$	-	\$	-
						Workman's Comp	\$	2.75%	\$	-	\$	399.74	\$	399.74	\$	7
						Total Benefits	\$		\$	6,141.53	\$	-	\$	6,141.53	\$	12,283.06
McNatt, Michael ISO	0	0	0	0.295	0.705	Salary	\$	31,600.36	0.00%	0.00%	0.00%	70.50%	29.50%	0.00%	0.00%	10
						FICA Social Security	\$	6.20%	\$	-	\$	1,381.25	\$	577.97	\$	1.9
						FICA Medicare	\$	1.45%	\$	-	\$	323.03	\$	135.17	\$	4
						KPERS (Retirement Benefits)	\$	10.71%	\$	-	\$	2,386.00	\$	998.40	\$	3.3
						State Unemployment	\$	0.13%	\$	-	\$	28.96	\$	12.12	\$	-
						State Workman's Comp	\$	0.00%	\$	-	\$	-	\$	-	\$	-
						Health Insurance	\$	6,639.23	\$	-	\$	4,680.66	\$	1,958.57	\$	6.6
						Life Insurance	\$	-	\$	-	\$	-	\$	-	\$	-
						Longevity (e.g. \$50 per yr x 10 yrs)	\$	-	\$	-	\$	-	\$	-	\$	-
						Workman's Comp	\$	2.75%	\$	-	\$	612.65	\$	256.36	\$	8
						Total Benefits	\$		\$	-	\$	9,412.56	\$	3,938.59	\$	13,351.15
On-Call Juvenile Intake Officers On-Call	0	0	0	1	0	Salary	\$	13,917.67	0.00%	0.00%	0.00%	0.00%	100.00%	0.00%	0.00%	10
						FICA Social Security	\$	6.20%	\$	-	\$	-	\$	862.90	\$	8
						FICA Medicare	\$	1.45%	\$	-	\$	-	\$	201.81	\$	2
						KPERS (Retirement Benefits)	\$	-	\$	-	\$	-	\$	-	\$	-
						State Unemployment	\$	0.13%	\$	-	\$	-	\$	18.09	\$	-
						State Workman's Comp	\$	0.00%	\$	-	\$	-	\$	-	\$	-
						Health Insurance	\$	-	\$	-	\$	-	\$	-	\$	-
						Life Insurance	\$	-	\$	-	\$	-	\$	-	\$	-
						Longevity (e.g. \$50 per yr x 10 yrs)	\$	-	\$	-	\$	-	\$	-	\$	-
						Workman's Comp	\$	2.75%	\$	-	\$	-	\$	382.74	\$	382.74
						Total Benefits	\$		\$	-	\$	-	\$	1,465.53	\$	1,465.53

11.a

Attachment: FY26 Adult Comprehensive Grant - CAR (15532 : FY26 Adult Services Comprehensive Plan)

11.a

Attachment: FY26 Adult Comprehensive Grant - CAR (15532 : FY26 Adult Services Comprehensive Plan)

City of Ramsey County Payroll																			
	0.4	0	0	0.6	0	Salary		0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	
Levis, Megan Director	0.4	0	0	0.6	0	Salary	\$ 61,746.52	40.00%	0.00%	0.00%	0.00%	60.00%	0.00%	0.00%				11.a	
						FICA Social Security	6.20% \$ 1,531.31	\$ -	\$ -	\$ -	\$ -	2,296.97	\$ -	\$ -	\$ -	\$ -	\$ -	895.32	
						FICA Medicare	1.45% \$ 358.13	\$ -	\$ -	\$ -	\$ -	537.19	\$ -	\$ -	\$ -	\$ -	\$ -	6,538.96	
						KPERS (Retirement Benefits)	10.53% \$ 2,615.58	\$ -	\$ -	\$ -	\$ -	3,923.37	\$ -	\$ -	\$ -	\$ -	\$ -	80.27	
						State Unemployment	0.13% \$ 32.11	\$ -	\$ -	\$ -	\$ -	48.16	\$ -	\$ -	\$ -	\$ -	\$ -		
						State Workman's Comp	0.00% \$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		
						Health Insurance	\$ 13,047.04	\$ 5,218.82	\$ -	\$ -	\$ -	7,828.22	\$ -	\$ -	\$ -	\$ -	\$ -	13.04	
						Life Insurance	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		
						Longevity (e.g. \$50 per yr x 10 yrs)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		
						Workman's Comp	2.75% \$ 679.21	\$ -	\$ -	\$ -	\$ -	1,018.82	\$ -	\$ -	\$ -	\$ -	\$ -	1.69	
						Total Benefits	\$ 10,435.16	\$ -	\$ -	\$ -	\$ -	15,652.74	\$ -	\$ -	\$ -	\$ -	\$ -	26.08	
Harper, Sandi ISO II	0.6	0	0	0.4	0	Salary	\$ 54,870.40	60.00%	0.00%	0.00%	0.00%	40.00%	0.00%	0.00%				100	
						FICA Social Security	6.20% \$ 2,041.18	\$ -	\$ -	\$ -	\$ -	1,360.79	\$ -	\$ -	\$ -	\$ -	\$ -	3.40	
						FICA Medicare	1.45% \$ 477.37	\$ -	\$ -	\$ -	\$ -	318.25	\$ -	\$ -	\$ -	\$ -	\$ -	79	
						KPERS (Retirement Benefits)	10.53% \$ 3,486.47	\$ -	\$ -	\$ -	\$ -	2,324.31	\$ -	\$ -	\$ -	\$ -	\$ -	5.81	
						State Unemployment	0.13% \$ 42.80	\$ -	\$ -	\$ -	\$ -	28.53	\$ -	\$ -	\$ -	\$ -	\$ -	1	
						State Workman's Comp	0.00% \$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		
						Health Insurance	\$ 11,594.12	\$ 6,956.47	\$ -	\$ -	\$ -	4,637.65	\$ -	\$ -	\$ -	\$ -	\$ -	11.59	
						Life Insurance	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		
						Longevity (e.g. \$50 per yr x 10 yrs)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		
						Workman's Comp	2.75% \$ 905.36	\$ -	\$ -	\$ -	\$ -	603.57	\$ -	\$ -	\$ -	\$ -	\$ -	1.50	
						Total Benefits	\$ 13,909.65	\$ -	\$ -	\$ -	\$ -	9,273.10	\$ -	\$ -	\$ -	\$ -	\$ -	23.18	
Hubbard, Jessie Administrative Assistant II	0.4	0	0	0.6	0	Salary	\$ 33,496.42	40.00%	0.00%	0.00%	0.00%	60.00%	0.00%	0.00%				100	
						FICA Social Security	6.20% \$ 830.71	\$ -	\$ -	\$ -	\$ -	1,246.07	\$ -	\$ -	\$ -	\$ -	\$ -	2.07	
						FICA Medicare	1.45% \$ 194.28	\$ -	\$ -	\$ -	\$ -	291.42	\$ -	\$ -	\$ -	\$ -	\$ -	48	
						KPERS (Retirement Benefits)	10.53% \$ 1,418.91	\$ -	\$ -	\$ -	\$ -	2,128.36	\$ -	\$ -	\$ -	\$ -	\$ -	3.54	
						State Unemployment	0.13% \$ 17.42	\$ -	\$ -	\$ -	\$ -	26.13	\$ -	\$ -	\$ -	\$ -	\$ -	4	
						State Workman's Comp	0.00% \$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		
						Health Insurance	\$ 7,077.80	\$ 2,831.12	\$ -	\$ -	\$ -	4,246.68	\$ -	\$ -	\$ -	\$ -	\$ -	7.07	
						Life Insurance	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		
						Longevity (e.g. \$50 per yr x 10 yrs)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		
						Workman's Comp	2.75% \$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		
						Total Benefits	\$ 5,292.44	\$ -	\$ -	\$ -	\$ -	7,938.66	\$ -	\$ -	\$ -	\$ -	\$ -	13.22	
Clark, Brett ISO	0	0.8	0	0.2	0	Salary	\$ 44,433.38	0.00%	80.00%	0.00%	0.00%	20.00%	0.00%	0.00%				100	
						FICA Social Security	6.20% \$ -	\$ 2,203.90	\$ -	\$ -	\$ -	550.97	\$ -	\$ -	\$ -	\$ -	\$ -	2.75	
						FICA Medicare	1.45% \$ -	\$ 515.43	\$ -	\$ -	\$ -	128.86	\$ -	\$ -	\$ -	\$ -	\$ -	64	
						KPERS (Retirement Benefits)	10.53% \$ -	\$ 3,764.40	\$ -	\$ -	\$ -	941.10	\$ -	\$ -	\$ -	\$ -	\$ -	4.70	
						State Unemployment	0.13% \$ -	\$ 46.21	\$ -	\$ -	\$ -	11.55	\$ -	\$ -	\$ -	\$ -	\$ -	5	
						State Workman's Comp	0.00% \$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		
						Health Insurance	\$ 9,388.77	\$ 7,511.02	\$ -	\$ -	\$ -	1,877.75	\$ -	\$ -	\$ -	\$ -	\$ -	9.38	
						Life Insurance	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		
						Longevity (e.g. \$50 per yr x 10 yrs)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		
						Workman's Comp	2.75% \$ -	\$ 977.53	\$ -	\$ -	\$ -	244.38	\$ -	\$ -	\$ -	\$ -	\$ -	1.22	
						Total Benefits	\$ -	\$ 15,018.48	\$ -	\$ -	\$ -	3,754.62	\$ -	\$ -	\$ -	\$ -	\$ -	18.77	
Clark, Dan ISO	0	0.8	0	0.2	0	Salary	\$ 43,137.22	0.00%	80.00%	0.00%	0.00%	20.00%	0.00%	0.00%				100	
						FICA Social Security	6.20% \$ -	\$ 2,139.61	\$ -	\$ -	\$ -	534.90	\$ -	\$ -	\$ -	\$ -	\$ -	2.67	
						FICA Medicare	1.45% \$ -	\$ 500.39	\$ -	\$ -	\$ -	125.10	\$ -	\$ -	\$ -	\$ -	\$ -	62	
						KPERS (Retirement Benefits)	10.53% \$ -	\$ 3,654.59	\$ -	\$ -	\$ -	913.65	\$ -	\$ -	\$ -	\$ -	\$ -	4.56	
						State Unemployment	0.13% \$ -	\$ 44.86	\$ -	\$ -	\$ -	11.22	\$ -	\$ -	\$ -	\$ -	\$ -	5	
						State Workman's Comp	0.00% \$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		
						Health Insurance	\$ 9,114.90	\$ 7,291.92	\$ -	\$ -	\$ -	1,822.98	\$ -	\$ -	\$ -	\$ -	\$ -	9.11	
						Life Insurance	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		
						Longevity (e.g. \$50 per yr x 10 yrs)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		
						Workman's Comp	2.75% \$ -	\$ 949.02	\$ -	\$ -	\$ -	237.25	\$ -	\$ -	\$ -	\$ -	\$ -	1.16	
						Total Benefits	\$ -	\$ 14,580.39	\$ -	\$ -	\$ -	3,645.10	\$ -	\$ -	\$ -	\$ -	\$ -	18.22	
Lee, Joanna ISO	0	0.7	0	0.3	0	Salary	\$ 44,433.37	0.00%	70.00%	0.00%	0.00%	30.00%	0.00%	0.00%				100	
						FICA Social Security	6.20% \$ -	\$ 1,928.41	\$ -	\$ -	\$ -	826.46	\$ -	\$ -	\$ -	\$ -	\$ -	2.75	
						FICA Medicare	1.45% \$ -	\$ 451.00	\$ -	\$ -	\$ -	193.29	\$ -	\$ -	\$ -	\$ -	\$ -	64	
						KPERS (Retirement Benefits)	10.53% \$ -	\$ 3,293.85	\$ -	\$ -	\$ -	1,411.65	\$ -	\$ -	\$ -	\$ -	\$ -	4.70	
						State Unemployment	0.13% \$ -	\$ 40.43	\$ -	\$ -	\$ -	17.33	\$ -	\$ -	\$ -	\$ -	\$ -	5	
						State Workman's Comp	0.00% \$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		
						Health Insurance	\$ 9,388.77	\$ 6,572.14	\$ -	\$ -	\$ -	2,816.63	\$ -	\$ -	\$ -	\$ -	\$ -	9.38	
						Life Insurance	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		
						Longevity (e.g. \$50 per yr x 10 yrs)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		
						Workman's Comp	2.75% \$ -	\$ 855.34	\$ -	\$ -	\$ -	366.58	\$ -	\$ -	\$ -	\$ -	\$ -	1.27	
						Total Benefits	\$ -	\$ 13,141.17	\$ -	\$ -	\$ -	5,631.93	\$ -	\$ -	\$ -	\$ -	\$ -	18.77	
Kennedy, Damion ISO	0	0.5	0	0.5	0	Salary	\$ 31,193.34	0.00%	50.00%	0.00%	0.00%	50.00%	0.00%	0.00%				100	
						FICA Social Security	6.20% \$ -	\$ 966.99	\$ -	\$ -	\$ -	966.99	\$ -	\$ -	\$ -	\$ -	\$ -	1.93	
						FICA Medicare	1.45% \$ -	\$ 226.15	\$ -	\$ -	\$ -	226.15	\$ -	\$ -	\$ -	\$ -	\$ -	45	
						KPERS (Retirement Benefits)	10.53% \$ -	\$ 1,651.69	\$ -	\$ -	\$ -	1,651.69	\$ -	\$ -	\$ -	\$ -	\$ -	3.30	
						State Unemployment	0.13% \$ -	\$ 20.28	\$ -	\$ -	\$ -	20.28	\$ -	\$ -	\$ -	\$ -	\$ -	4	
						State Workman's Comp	0.00% \$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		
						Health Insurance	\$ 6,591.16	\$ 3,295.58	\$ -	\$ -	\$ -	3,295.58	\$ -	\$ -	\$ -	\$ -	\$ -	6,591.16	
						Life Insurance	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		
						Longevity (e.g. \$50 per yr x 10 yrs)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		
						Workman's Comp	2.75% \$ -	\$ 428.91	\$ -	\$ -	\$ -	428.91	\$ -	\$ -	\$ -	\$ -	\$ -		
						Total Benefits	\$ -	\$ 6,589.60	\$ -	\$ -	\$ -	6,589.60	\$ -	\$ -	\$ -	\$ -	\$ -		

Attachment: FY26 Adult Comprehensive Grant - CAR (15532 : FY26 Adult Services Comprehensive Plan)

Packet Pg. 58

McNatt, Michael ISO	0	0	0	0.235	0.705	Salary	\$	33,732.08		0.00%		0.00%		0.00%		70.50%	29.50%	0.00%	0.00%	100.00%
						FICA Social Security	\$	6.20%	\$	-	\$	-	\$	-	\$	1,474.43	\$	616.96	\$	-
						FICA Medicare	\$	1.45%	\$	-	\$	-	\$	-	\$	344.83	\$	144.29	\$	-
						KPERS (Retirement Benefits)	\$	10.53%	\$	-	\$	-	\$	-	\$	2,518.42	\$	1,053.81	\$	-
						State Unemployment	\$	0.13%	\$	-	\$	-	\$	-	\$	30.92	\$	12.94	\$	-
						State Workman's Comp	\$	0.00%	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-
						Health Insurance	\$		\$	7,127.59	\$	-	\$	-	\$	5,024.95	\$	2,102.64	\$	-
						Life Insurance	\$		\$	-	\$	-	\$	-	\$	-	\$	-	\$	-
						Longevity (e.g. \$50 per yr x 10 yrs)	\$		\$	-	\$	-	\$	-	\$	-	\$	-	\$	-
						Workman's Comp	\$	2.75%	\$	-	\$	-	\$	-	\$	653.98	\$	273.65	\$	-
						Total Benefits	\$		\$	-	\$	-	\$	-	\$	10,047.52	\$	4,204.28	\$	-
On-Call Juvenile Intake Officers	0	0	0	1	0	Salary	\$	14,070.00		0.00%		0.00%		0.00%		0.00%	100.00%	0.00%	0.00%	1
On-Call						FICA Social Security	\$	6.20%	\$	-	\$	-	\$	-	\$	-	\$	872.34	\$	-
						FICA Medicare	\$	1.45%	\$	-	\$	-	\$	-	\$	-	\$	204.02	\$	-
						KPERS (Retirement Benefits)	\$		\$	-	\$	-	\$	-	\$	-	\$	-	\$	-
						State Unemployment	\$	0.13%	\$	-	\$	-	\$	-	\$	-	\$	18.29	\$	-
						State Workman's Comp	\$	0.00%	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-
						Health Insurance	\$		\$	-	\$	-	\$	-	\$	-	\$	-	\$	-
						Life Insurance	\$		\$	-	\$	-	\$	-	\$	-	\$	-	\$	-
						Longevity (e.g. \$50 per yr x 10 yrs)	\$		\$	-	\$	-	\$	-	\$	-	\$	-	\$	-
						Workman's Comp	\$	2.75%	\$	-	\$	-	\$	-	\$	-	\$	386.93	\$	-
						Total Benefits	\$		\$	-	\$	-	\$	-	\$	-	\$	1,481.57	\$	-
Payout Fund	0.6	0	0	0.4	0	Salary	\$	17,145.00		60.00%		0.00%		0.00%		0.00%	40.00%	0.00%	0.00%	1
ISO II						FICA Social Security	\$	6.20%	\$	637.79	\$	-	\$	-	\$	-	\$	425.20	\$	-
						FICA Medicare	\$	1.45%	\$	149.16	\$	-	\$	-	\$	-	\$	99.44	\$	-
						KPERS (Retirement Benefits)	\$	10.53%	\$	1,083.39	\$	-	\$	-	\$	-	\$	726.26	\$	-
						State Unemployment	\$	0.13%	\$	13.37	\$	-	\$	-	\$	-	\$	8.92	\$	-
						State Workman's Comp	\$		\$	-	\$	-	\$	-	\$	-	\$	-	\$	-
						Health Insurance	\$		\$	-	\$	-	\$	-	\$	-	\$	-	\$	-
						Life Insurance	\$		\$	-	\$	-	\$	-	\$	-	\$	-	\$	-
						Longevity (e.g. \$50 per yr x 10 yrs)	\$		\$	-	\$	-	\$	-	\$	-	\$	-	\$	-
						(Other: Please Specify)	\$		\$	-	\$	-	\$	-	\$	-	\$	-	\$	-
						Total Benefits	\$		\$	1,883.72	\$	-	\$	-	\$	-	\$	1,253.81	\$	-

Personnel Category Comments:

Total Adult Personnel Section	CC Admin Funds	CC Non-Admin Funds	BH Funds	Reinvestment Funds	Juvenile Funds	County Funds	Other Funds	TOTAL
Total Salaries	\$ 148,429.64	\$ 227,008.85	\$ -	\$ 46,059.37	\$ 214,338.55	\$ 184,484.04	\$ (100,683.19)	\$ 719,609.26
Total Benefits	\$ 59,538.07	\$ 95,911.25	\$ -	\$ 19,460.08	\$ 114,895.83	\$ -	\$ -	\$ 289,805.23
TOTAL ADULT PERSONNEL	\$ 207,967.71	\$ 322,920.10	\$ -	\$ 65,519.45	\$ 329,234.38	\$ 184,484.04	\$ (100,683.19)	\$ 1,009,444.49

**FY2026
NON-PERSONNEL BUDGET NARRATIVE
Riley County Community Corrections**

11.a

ADULT OPERATIONS SECTION

2A TRAVEL CATEGORY	Details	Total Amount	CC Funds	BH Funds	Reimbursement Funds	Juvenile Funds	County Funds	Other Funds	Sub-Total
Fuel or Mileage	Est. monthly exp. = \$40.00/mo. for AS & \$30.00/mo. for JS	\$ 840.00	\$ 480.00			\$ 360.00			\$ 840.00
Per Diem (includes Lodging)	Est. lunch meal = \$18.00/mo. x 12 mos. (each) for AS & JS	\$ 432.00	\$ 216.00			\$ 216.00			\$ 432.00
Vehicle Maintenance/Registration/Tags	Est. monthly exp. = \$60.00/mo. x 12 mos. (each) for AS & JS	\$ 1,440.00	\$ 720.00			\$ 720.00			\$ 1,440.00
Vehicle Insurance	Est. yearly exp. = \$1800.00/year, split 50/50	\$ 1,800.00	\$ 900.00			\$ 900.00			\$ 1,800.00
K-Tag/Tolls/Parking	Est. monthly exp. = \$50.00/mo. x 12 mos. (each) for AS & JS	\$ 12.00	\$ 6.00			\$ 6.00			\$ 12.00
Other #1									
TRAVEL CATEGORY %	Details		CC Funds %	BH Funds %	Reimb Funds %	Juvenile Funds %	County Funds %	Other Funds %	Sub-Total %
Fuel or Mileage			57.00%			43.00%			100.00%
Per Diem (includes Lodging)			50.00%			50.00%			100.00%
Vehicle Maintenance/Registration/Tags			50.00%			50.00%			100.00%
Vehicle Insurance			50.00%			50.00%			100.00%
K-Tag/Tolls/Parking			50.00%			50.00%			100.00%
Other #1									
TOTAL TRAVEL CATEGORY		\$ 4,524.00	\$ 2,322.00	\$ -	\$ -	\$ 2,202.00	\$ -	\$ -	\$ 4,524.00

Travel Category Comments:

*If applicable, estimates are based on FY24 monthly average (YTD as of 12/31/2024), then multiplied by 12:

Fuel or Mileage: Adult: \$32.26 x 12 = \$387.16, increased to \$40/mo. for inflation. Juvenile: \$25.98 x 12 = \$311.76, increased to \$30/mo. for inflation * Per Diem: Adult: Average meal (lunch) = \$18.00 x 1 meal/mo. = \$216.00. Juvenile: Average meal (lunch) = \$18.00 x 1 meal/mo. = \$216.00 * Vehicle Maintenance/Registration/Tags: Adult: \$57.77 x 12 = \$693.24, Juvenile: \$57.77 x 12 = \$693.24 * Vehicle Insurance: FY24 policy = \$1700.00; increased \$100.00 for inflation and split 50/50 between AS and JS * K-Tag/Tolls/Parking: Estimate \$50 mo., split 50/50 between AS and JS

2B TRAINING CATEGORY	Details	Total Amount	CC Funds	BH Funds	Reimbursement Fund	Juvenile Funds	County Funds	Other Funds	Sub-Total
Fuel or Mileage	Est. monthly exp. = \$9.00/mo. for AS & \$12.00/mo for JS	\$ 252.00	\$ 108.00			\$ 144.00			\$ 252.00
Per Diem (includes Lodging)	Est. lunch meal = \$18.00/mo. x 12 mos. (each) for AS & JS	\$ 432.00	\$ 216.00			\$ 216.00			\$ 432.00
Registration	Est. monthly exp = \$50.00/mo. x 6 mos. (each) for AS & JS	\$ 300.00	\$ 150.00			\$ 150.00			\$ 300.00
K-Tag/Tolls/Parking	Est. monthly exp. = \$1.00/mo. x 12 mos. (each) for AS & JS	\$ 24.00	\$ 12.00			\$ 12.00			\$ 24.00
Other #1									
TRAINING CATEGORY %	Details		CC Funds %	BH Funds %	Reimb Funds %	Juvenile Funds %	County Funds %	Other Funds %	Sub-Total %
Fuel or Mileage			43.00%			57.00%			100.00%
Per Diem (includes Lodging)			50.00%			50.00%			100.00%
Registration			50.00%			50.00%			100.00%
K-Tag/Tolls/Parking			50.00%			50.00%			100.00%
Other #1									
TOTAL TRAINING CATEGORY		\$ 1,008.00	\$ 486.00	\$ -	\$ -	\$ 522.00	\$ -	\$ -	\$ 1,008.00

Training Category Comments:

*If applicable, estimates are based on FY24 monthly average (YTD as of 12/31/2024), then multiplied by 12:

Fuel or Mileage: Adult: \$7.33 x 12 = \$87.94, increased for inflation. Juvenile: \$10.43 x 12 = \$125.16, increased for inflation. * Per Diem: Adult: Average meal (lunch) = \$18.00 x 1 meal per month = \$216.00. Juvenile: Average meal (lunch) = \$18.00 x 1 meal per month = \$216.00 * Registration: Adult: Estimate \$50.00/training registration x 6/year = \$150.00. Juvenile: Estimate \$50.00/training registration x 6/year = \$150.00. * K-Tag/Tolls/Parking: Estimate \$1.00/month x 12 = \$24.00, split 50/50 between AS and JS

2C COMMUNICATION CATEGORY	Details	Total Amount	CC Funds	BH Funds	Reimbursement Funds	Juvenile Funds	County Funds	Other Funds	Sub-Total
Cell Phone	MLBC stipend = \$105.00/mo., Cell phones \$45.00 x 3	\$ 2,880.00	\$ 696.00			\$ 2,184.00			\$ 2,880.00
Internet Services									
Land Line	Landline = \$247.00/mo x 12 mos., split 50/50 AS/JS	\$ 2,964.00	\$ 1,482.00			\$ 1,482.00			\$ 2,964.00
Advertising	\$1,000.00/per open position, x 3	\$ 3,000.00	\$ 990.00			\$ 2,010.00			\$ 3,000.00
Other #2									
COMMUNICATION CATEGORY %	Details		CC Funds %	BH Funds %	Reimb Funds %	Juvenile Funds %	County Funds %	Other Funds %	Sub-Total %
Cell Phone			24.00%			76.00%			100.00%
Internet Services									
Land Line			50.00%			50.00%			100.00%
Advertising			33.00%			67.00%			100.00%
Other #2									
TOTAL COMMUNICATION CATEGORY		\$ 8,844.00	\$ 3,168.00	\$ -	\$ -	\$ 5,676.00	\$ -	\$ -	\$ 8,844.00

Communication Category Comments:

ML cell phone allowance = \$65.00, split 40/60 \$26.00 AS / \$39.00 JS; BC cell phone allowance = \$40.00, split 80/20 \$32.00 AS / \$8.00 JS

On-call cell phones = \$41.51 each x 3 (day, night, JISP), 100% JS, increased for inflation

Riley County Landline = \$157.00/mo. x 12mo., split 50/50 \$78.50 AS / \$78.50 JS * Clay County Landline = \$90.00/mo. x 12mo., split 50/50 \$45.00 AS / \$45.00 JS

Advertising on Indeed.com for new hires = \$166.67/wk x 6 wks, x 3 hiring processes, split 33% AS / 67% JS

Attachment: FY26 Adult Comprehensive Grant - CAR (15532 : FY26 Adult Services Comprehensive Plan)

2D	EQUIPMENT CATEGORY	Details	Total Amount	CC Funds	BH Funds	Reimbursement Funds	Juvenile Funds	County Funds	Other Funds	
	Computer									\$ -
	Printer									\$ -
	Scanners	Fujitsu Scanner x 2	\$ 2,640.00	\$ 1,320.00			\$ 1,320.00			\$ 2,640.00
	Furniture	Misc. furniture upgrades	\$ 16,679.82	\$ 10,170.48			\$ 6,509.34			\$ 16,679.82
	Other #3									\$ -
	Vehicle Purchase									\$ -
	EQUIPMENT CATEGORY %	Details		CC Funds %	BH Funds %	Reimb Funds %	Juvenile Funds %	County Funds %	Other Funds %	Sub-Total
	Computer									
	Printer									
	Scanners			50.00%			50.00%			1
	Furniture			61.00%			39.00%			1
	Other #3									
	Vehicle Purchase									
	TOTAL EQUIPMENT CATEGORY		\$ 19,319.82	\$ 11,490.48	\$ -	\$ -	\$ 7,829.34	\$ -	\$ -	\$ 19,319.82
	Equipment Category Comments:									
	Two new desktop scanners = \$1,320.00 each x 2, split 50/50 with JS. Estimate provided by IT Department.									
	Desk, filing cabinet and office chair for potential new office space x 10									

2E	SUPPLIES/COMMODITIES	Details	Total Amount	CC Funds	BH Funds	Reimbursement Funds	Juvenile Funds	County Funds	Other Funds	Sub-Total
	Office Supplies	Est. monthly exp. = \$115.00/mo for AS & \$145.00/mo for JS	\$ 3,120.00	\$ 1,380.00			\$ 1,740.00			\$ 3,120.00
	Postage	Est. monthly exp. = \$70.00/mo for AS & \$5.00/mo for JS	\$ 900.00	\$ 840.00			\$ 60.00			\$ 900.00
	Printing	Est. \$3,500.00/yr., split 50/50 AS/JS	\$ 3,500.00	\$ 1,750.00			\$ 1,750.00			\$ 3,500.00
	Software / Anti-Virus	Est. \$550.00/yr., split 50/50 AS/JS	\$ 550.00	\$ 275.00			\$ 275.00			\$ 550.00
	Subscriptions	Est. \$600.00/yr., split 50/50 AS/JS	\$ 600.00	\$ 300.00			\$ 300.00			\$ 600.00
	Membership Dues	Est. \$700.00/yr., split 50/50 AS/JS	\$ 700.00	\$ 350.00			\$ 350.00			\$ 700.00
	SUPPLIES CATEGORY %	Details		CC Funds %	BH Funds %	Reimb Funds %	Juvenile Funds %	County Funds %	Other Funds %	Sub-Total
	Office Supplies			44.00%			56.00%			1
	Postage			93.00%			7.00%			1
	Printing			50.00%			50.00%			1
	Software / Anti-Virus			50.00%			50.00%			1
	Subscriptions			50.00%			50.00%			1
	Membership Dues			50.00%			50.00%			1
	TOTAL SUPPLIES/COMMODITIES CATEGORY		\$ 9,370.00	\$ 4,895.00	\$ -	\$ -	\$ 4,475.00	\$ -	\$ -	\$ 9,370.00
	Supplies/Commodities Comments:									
	*If applicable, estimates are based on FY24 monthly average (YTD as of 12/31/2024), then multiplied by 12:									
	Office Supplies: Adult \$96.89/mo. x 12 = \$1,162.00, increased for inflation. Juvenile \$128.43/mo. x 12 = \$1,541.18, increased for inflation. * Postage: Adult \$70.00/mo. x 12 = \$840.00. Juvenile: \$3.67/mo. x 12 = \$44.04, increased for inflation. * Printing: Est. \$2,000.00 for ink, \$1,500.00 for paper = \$3,500.00, split 50/50 AS \$1,750.00 / JS \$1,750.00 * Notary renewal x1, 2nd Notary start-up fee/application = \$100.00, split 50/50 AS/JS * Adobe Acrobat Pro x 2 users = \$400 average/year split 50/50 \$200 AS / \$200.00 JS * Zoom annual subscription = \$150.00/year, split 50/50 \$75.00 AS / \$75.00 JS * Amazon Prime business subscription = \$250.00/year, split 50/50 \$250.00 AS / \$250.00 JS * KCCA Annual Membership = \$700.00/year, split 50/50 \$350 AS / \$350.00 JS									

2F	FACILITY CATEGORY	Details	Total Amount	CC Funds	BH Funds	Reimbursement Funds	Juvenile Funds	County Funds	Other Funds	Sub-Total
	Rent									\$ -
	Utilities									\$ -
	Insurance									\$ -
	Trash Service									\$ -
	Building Maintenance									\$ -
	Other #1									\$ -
	FACILITY CATEGORY %	Details		CC Funds %		Reimb Funds %	Juvenile Funds %	County Funds %	Other Funds %	Sub-Total
	Rent									
	Utilities									
	Insurance									
	Trash Service									
	Building Maintenance									
	Other #1									
	TOTAL FACILITY CATEGORY		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	Facility Category Comments:									

G	CONTRACTUAL CATEGORY	Details	Total Amount	CC Funds	BH Funds	Reimbursement Funds	Juvenile Funds	County Funds	Other Funds	Sub-Total
	Copier Maintenance	Est. \$5,160.00, split between 50/50 AS/JS	\$ 5,160.00	\$ 2,580.00			\$ 2,580.00			\$ 5,160.00
	Computer Maintenance									\$ 0.00
	Shredding	\$10.00/mo. x 12	\$ 120.00	\$ 120.00						\$ 120.00
	Postage Meter Rental									\$ 0.00
	Other #1									\$ 0.00
	Other #2									\$ 0.00
	Other #3									\$ 0.00
	Other #4									\$ 0.00
	Other #5									\$ 0.00
	Other #6									\$ 0.00
	BH - Care Coordinator	BH Care Coordinator - Salary	\$ 100,902.19	\$ 4,409.19	\$ 96,493.00					\$ 100,902.19
	BH - Peer Support Specialist									\$ 0.00
	BH - Recovery Coach/Peer Mentor									\$ 0.00
	BH - Recovery Specialist									\$ 0.00
	Other #1									\$ 0.00
	Other #2									\$ 0.00
	CONTRACTUAL CATEGORY %	Details		CC Funds %	BH Funds %	Reimb Funds %	Juvenile Funds %	County Funds %	Other Funds %	Sub-Total %
	Copier Maintenance			50.00%			50.00%			100.00%
	Computer Maintenance									0.00%
	Shredding			100.00%						100.00%
	Postage Meter Rental									0.00%
	Other #1									0.00%
	Other #2									0.00%
	Other #3									0.00%
	Other #4									0.00%
	Other #5									0.00%
	Other #6									0.00%
	BH - Care Coordinator			4.00%	96.00%					100.00%
	BH - Peer Support Specialist									0.00%
	BH - Recovery Coach/Peer Mentor									0.00%
	BH - Recovery Specialist									0.00%
	Other #1									0.00%
	Other #2									0.00%
	TOTAL CONTRACTUAL CATEGORY		\$ 106,182.19	\$ 7,109.19	\$ 96,493.00	\$ -	\$ 2,580.00	\$ -	\$ -	\$ 106,182.19
	Contractual Category Comments:									
	*If applicable, estimates are based on FY24 monthly average (YTD as of 12/31/2024), then multiplied by 12:									
	Copier Maintenance: Xerox averages \$346/mo. x 12 = \$4,152.00/yr, split 50/50 AS/JS; ImageQuest averages \$84.00/mo. x 12 = \$1,008.00, split 50/50 AS/JS.									
	Shredding: \$10.00/mo. x 12 = 120.00									
	BH - Care Coordinator: 32% of the \$13,537.00 gap between Care Coordinator Salary and FY26 BH allocation									

11.a

TOTAL OPERATIONS SECTION	\$ 149,248.01	\$ 29,470.67	\$ 96,493.00	\$ -	\$ 23,284.34	\$ -	\$ -	\$ 149,248.01
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CONTRACTS/CLIENT SERVICES SECTION

IA	CONTRACTS/CLIENT SERVICES	Details	Total Amount	CC Funds	BH Funds	Reimbursement Funds	Juvenile Funds	County Funds	Other Funds	Sub-Total
	Drug Testing Supplies	Est. \$90/mo. x 12mo. = \$1,080. AS = \$1,020 / JS = \$60	\$ 1,080.00	\$ 1,020.00			\$ 60.00			\$ 1,080.00
	Drug Testing Services	Est. \$810/mo. x 12mo. = \$9,720. AS = \$9,600 / JS = \$120	\$ 9,720.00	\$ 9,600.00			\$ 120.00			\$ 9,720.00
	Academic Education Services	Est. \$176.00 per GED x 3 = \$528.00	\$ 528.00				\$ 528.00			\$ 528.00
	Vocational Education Services									\$ 0.00
	Transportation Assistance	Est. \$112.50/mo. x 12mo. = \$1,350. AS = \$750 / JS = \$600	\$ 1,350.00	\$ 750.00			\$ 600.00			\$ 1,350.00
	Subsistence	Est. \$100/mo. x 12mo. = \$1,200.00. AS = \$600 / JS = \$600	\$ 1,200.00	\$ 600.00			\$ 600.00			\$ 1,200.00
	Cognitive Skills	Est. \$40/class x 50 = \$2,000. AS = \$400 / JS = \$1,600	\$ 2,000.00	\$ 400.00			\$ 1,600.00			\$ 2,000.00
	Client Incentives	Est. \$175/mo. x 12mo. = \$2,100. AS = \$1,200 / JS = \$900	\$ 2,100.00	\$ 1,200.00			\$ 900.00			\$ 2,100.00
	Electronic Monitoring Services									\$ 0.00
	Surveillance Services									\$ 0.00
	Housing Assistance									\$ 0.00
	MH - Evaluations									\$ 0.00
	MH - Medication									\$ 0.00
	MH - Medication Check/Follow-Up									\$ 0.00
	MH - Treatment/Groups (includes Co-Pays)									\$ 0.00
	SB - Evaluations									\$ 0.00
	SB - Medications									\$ 0.00
	SB - Medication Check/Follow-Up									\$ 0.00
	SB - Treatment/Groups/Detox (includes Co-Pays)									\$ 0.00
	SO - Evaluations	Est. \$800 each x 4 = \$3,200. AS = \$1,600 / JS = \$1,600	\$ 3,200.00	\$ 1,600.00			\$ 1,600.00			\$ 3,200.00
	SO - Treatment/Groups (includes Co-Pays)									\$ 0.00
	BIP Evaluations	Est. \$150.00 each x 10 = \$1,500.00	\$ 1,500.00	\$ 1,500.00						\$ 1,500.00
	BIP Treatment/Groups (includes Co-Pays)									\$ 0.00
	DV & Anger Mgmt Treatment/Groups (includes Co-Pays)	Est. \$25.00 each x 10 = \$250.00	\$ 250.00	\$ 250.00						\$ 250.00
	Other #1	Est. \$150.00 each x 10 = \$1,500.00	\$ 1,500.00	\$ 1,500.00						\$ 1,500.00
	Other #2	Est. \$50/hr x 20 = \$1,000. AS = \$500 / JS = \$500	\$ 1,000.00	\$ 500.00			\$ 500.00			\$ 1,000.00
	Other #3									\$ 0.00
	Other #4									\$ 0.00
	Other #5									\$ 0.00
	Other #6									\$ 0.00
	Other #7									\$ 0.00
	Other #8									\$ 0.00

Contracts/Client Services	CC Funds %	BI Funds %	Keimo Funds %	Juvenile Funds %	County Funds %	Other Funds %	Sub-Total %
Drug Testing Supplies	94.00%			6.00%			0.00%
Drug Testing Services	99.00%			1.00%			100.00%
Academic Education Services				100.00%			
Vocational Education Services							
Transportation Assistance	56.00%			44.00%			
Subsistence	50.00%			50.00%			
Cognitive Skills	20.00%			80.00%			
Client Incentives	57.00%			43.00%			
Electronic Monitoring Services							
Surveillance Services							
Housing Assistance							
MH - Evaluations							
MH - Medication							
MH - Medication Check/Follow-Up							
MH - Treatment/Groups (includes Co-Pays)							
SB - Evaluations							
SB - Medications							
SB - Medication Check/Follow-Up							
SB - Treatment/Groups/Detox (includes Co-Pays)							
SO - Evaluations	50.00%			50.00%			
SO - Treatment/Groups (includes Co-Pays)							
BIP Evaluations	100.00%						
BIP Treatment/Groups (includes Co-Pays)							
DV & Anger Mgmt Treatment/Groups (includes Co-Pays)	100.00%						
Other #1	100.00%						
Other #2	50.00%			50.00%			
Other #3							
Other #4							
Other #5							
Other #6							
Other #7							
Other #8							
TOTAL CONTRACTS/CLIENT SERVICES	\$ 25,428.00	\$ 18,920.00	\$ -	\$ 6,508.00	\$ -	\$ -	\$ 25,428.00
Contracts/Client Services Category Comments:							
*If applicable, estimates are based on FY24 monthly average (YTD as of 12/31/2024), then multiplied by 12: Drug Testing Supplies: Estimate \$90.00/mo. x 12mo. = \$1,080.00/yr. * Drug Testing Services: Estimate \$810.00/mo. x 12 = \$9,720.00/yr. * Academic Education Services: Estimate \$176.00/per GED x 3 = \$528.00/yr. * Sex Offender Evaluations: Estimate \$800.00/ea. x 4 = \$3,200.00/yr. * Transportation: Bus tickets/Uber's/bicycles, etc.) Estimate \$112.50/mo x 12 = \$1,350.00/yr. * Subsistence: (Clothes, food, DL's, etc.) Estimate \$100.00/mo. x 12 = \$1,200.00/yr. * Cognitive Skills: (online classes) Estimate \$40.00/ea. x 50 = \$2,000.00/yr. * Client Incentives: Estimate \$175.00/mo. x 12 = \$2,110.00/yr. * Translator = Estimate \$100.00/hr. x 10hrs = \$1,000.00/yr. * BIP Evaluations: Estimate \$150.00/ea. x 10 = \$1,500.00/yr. * DV & Anger Mgmt Treatment: Estimate \$25.00/ea. x 10 = \$250.00/yr. * Anger Management Evaluations: Estimate \$150.00/ea. x 10 = \$1,500.00/yr.							
TOTAL CONTRACTS/CLIENT SERVICES SECTION	\$ 25,428.00	\$ 18,920.00	\$ -	\$ 6,508.00	\$ -	\$ -	\$ 25,428.00
TOTAL CC OPERATIONS & CONTRACTS/CLIENT SERVICES	\$ 48,390.67	\$ 96,493.00	\$ -	\$ 29,792.34	\$ -	\$ -	\$ 174,676.01

11.a

Attachment: FY26 Adult Comprehensive Grant - CAR (15532 : FY26 Adult Services Comprehensive Plan)

FY2026

BUDGET SUMMARY

Riley County Community Corrections

All cells on this tab auto-fill. Verify amounts against Narrative tabs.

ADULT - TOTAL BUDGET SUMMARY

ADULT PERSONNEL BUDGET

PERSONNEL CATEGORY	CC Admin Funds	CC Non-Admin Funds	BH Funds	Reimbursement Funds	Juvenile Funds	County Funds	Other Funds
1A Salary	\$ 148,429.64	\$ 227,008.85	\$ -	\$ 46,059.37	\$ 214,338.55	\$ 184,484.04	\$ (100,683.00)
1B Benefits	\$ 59,538.07	\$ 95,911.25	\$ -	\$ 19,460.08	\$ 114,895.83	\$ -	\$ -
TOTAL PERSONNEL SECTION	\$ 207,967.71	\$ 322,920.10	\$ -	\$ 65,519.45	\$ 329,234.38	\$ 184,484.04	\$ (100,683.00)

ADULT OPERATIONS SECTION	CC Funds	CC Non-Admin Funds	BH Funds	Reimbursement Funds	Juvenile Funds	County Funds	Other Funds
2A TRAVEL CATEGORY	\$ 2,322.00		\$ -	\$ -	\$ 2,202.00	\$ -	\$ -
2B TRAINING CATEGORY	\$ 486.00		\$ -	\$ -	\$ 522.00	\$ -	\$ -
2C COMMUNICATIONS CATEGORY	\$ 3,168.00		\$ -	\$ -	\$ 5,676.00	\$ -	\$ -
2D EQUIPMENT CATEGORY	\$ 11,490.48		\$ -	\$ -	\$ 7,829.34	\$ -	\$ -
2E SUPPLIES/COMMODITIES CATEGORY	\$ 4,895.00		\$ -	\$ -	\$ 4,475.00	\$ -	\$ -
2F FACILITY CATEGORY	\$ -		\$ -	\$ -	\$ -	\$ -	\$ -
2G CONTRACTUAL CATEGORY	\$ 7,109.19		\$ 96,493.00	\$ -	\$ 2,580.00	\$ -	\$ -
TOTAL OPERATIONS SECTION	\$ 29,470.67		\$ 96,493.00	\$ -	\$ 23,284.34	\$ -	\$ -

3A TOTAL CONTRACTS/CLIENT SERVICES SECTION	\$ 18,920.00		\$ -	\$ -	\$ 6,508.00	\$ -	\$ -
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TOTAL ADULT BUDGET SUMMARY	\$ 256,358.38	\$ 322,920.10	\$ 96,493.00	\$ 65,519.45	\$ 359,026.72	\$ 184,484.04	\$ (100,683.00)
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	All CC Funds	BH Funds	Reimbursement Funds	Juvenile Funds	County Funds	Other Funds
TOTAL FY2026 ADULT BUDGET SUMMARY	\$ 579,278.48	\$ 96,493.00	\$ 65,519.45	\$ 359,026.72	\$ 184,484.04	\$ (100,683.00)

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ADULT CC BUDGET	PERSONNEL	TRAVEL	TRAINING	COMMUNICATIONS	EQUIPMENT	SUPPLIES/ COMMODITIES	FACILITY	CONTRACTUAL	CONTRACTS/ CLIENT SERVICES	
ULT - Admin Personnel	\$ 207,967.71									\$
ULT - Non-Admin Personnel	\$ 322,920.10									\$ 322,920.10
ULT - CC Funds		\$ 2,322.00	\$ 486.00	\$ 3,168.00	\$ 11,490.48	\$ 4,895.00	\$	\$ 7,109.19	\$ 18,920.00	\$ 48,390.67
ULT - Behavioral Health	\$	\$	\$	\$	\$	\$		\$ 96,493.00	\$	\$ 96,493.00
ULT - Reinvestment	\$ 65,519.45	\$	\$	\$	\$	\$	\$	\$	\$	\$ 65,519.45
ULT - County	\$ 184,484.04	\$	\$	\$	\$	\$	\$	\$	\$	\$ 184,484.04
ULT - Other	\$ (100,683.19)	\$	\$	\$	\$	\$	\$	\$	\$	\$ (100,683.19)
TOTAL	\$ 680,208.11	\$ 2,322.00	\$ 486.00	\$ 3,168.00	\$ 11,490.48	\$ 4,895.00	\$	\$ 103,602.19	\$ 18,920.00	\$ 825,091.18

ADULT RESIDENTIAL BUDGET	PERSONNEL	TRAVEL	TRAINING	COMMUNICATIONS	EQUIPMENT	SUPPLIES/ COMMODITIES	FACILITY	CONTRACTUAL	CONTRACTS/ CLIENT SERVICES	TOTAL
SIDENTIAL - Admin Personnel	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
SIDENTIAL - Non-Admin Personnel	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
SIDENTIAL - Reimbursement	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
SIDENTIAL - County	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
SIDENTIAL - Other	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
TOTAL	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$

JUVENILE BUDGET	PERSONNEL	TRAVEL	TRAINING	COMMUNICATIONS	EQUIPMENT	SUPPLIES/ COMMODITIES	FACILITY	CONTRACTUAL	CONTRACTS/ CLIENT SERVICES	TOTAL
VENILE - JIAS	\$ 212,309.51	\$ 726.66	\$ 172.26	\$ 2,796.36	\$ 2,148.08	\$ 1,476.75	\$	\$ 851.40	\$ 510.00	\$ 220,991.00
VENILE - JISP	\$ 74,682.66	\$ 726.66	\$ 172.26	\$ 1,692.36	\$ 2,148.08	\$ 1,476.75	\$	\$ 851.40	\$ 2,816.00	\$ 84,566.00
VENILE - CM	\$ 14,229.41	\$ 22.02	\$ 5.22	\$ 34.92	\$ 65.09	\$ 44.75	\$	\$ 25.80	\$ 400.00	\$ 14,827.20
VENILE - IIP	\$ 111,299.21	\$ 726.66	\$ 172.26	\$ 1,152.36	\$ 2,148.08	\$ 1,476.75	\$	\$ 851.40	\$ 3,282.00	\$ 121,108.00
VENILE - CS	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
REVENTION 1	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
REVENTION 2	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
REVENTION 3	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
REVENTION 4	\$ 65,519.45	\$	\$	\$	\$	\$	\$	\$	\$	\$ 65,519.45
VENILE - Reimbursement	\$ 184,484.03	\$	\$	\$	\$	\$	\$	\$	\$	\$ 184,484.03
VENILE - Other	\$ (83,800.84)	\$	\$	\$	\$	\$	\$	\$	\$	\$ (83,800.84)
TOTAL	\$ 578,723.43	\$ 2,202.00	\$ 522.00	\$ 5,676.00	\$ 6,509.34	\$ 4,475.00	\$	\$ 2,580.00	\$ 7,008.00	\$ 607,695.77

ULT - Reinvestment	\$ (65,519.45)									\$ (65,519.45)
ult - County	\$ (184,484.04)									\$ (184,484.04)
TOTAL AGENCY	\$ 1,003,928.05	\$ 4,524.00	\$ 1,008.00	\$ 8,844.00	\$ 17,999.82	\$ 9,370.00	\$	\$ 106,182.19	\$ 25,928.00	\$ 1,132,784.06



FY2026 Adult Comprehensive Grant
Riley County Community Corrections

Signatory Approval

Utilize FY 2026 Adult Signature Page to obtain the required grant application signatory approvals.
FY 2026 Signature Page, Adult Comprehensive Page.pdf

Attach the signed copy of FY 2026 Adult Signature Page here. Be sure to attach all pages of the form, including the additional signature BOCC signature pages if they are applicable for your agency.

FY 2026 Adult Comprehensive Plan Grant Signatory Approval Form

Community Corrections Agency: Choose an item.

My signature below certifies that I did assist in the development, completion, and review of the agency's Comprehensive Plan grant application (Plan). I further certify that:

1. The Plan, including all forms and attachments, complies with the written directions provided by the Kansas Department of Corrections (KDOC).
2. The Plan, including all forms and attachments, complies with applicable Kansas Statutes Annotated (KSA), Kansas Administrative Regulations (KAR), KDOC Adult Intensive Supervision Program (AISP) and Residential Center Operating Standards and the KDOC Financial Rules, Guidelines and Reporting Instructions manual.
3. The Agency is willing to actively plan for implementing the consistent set of statewide policies to help guide the supervision and revocation process of probationers on adult community corrections supervision.
4. The Agency will provide timely, complete, and accurate data to the KDOC regarding agency operations and outcomes to include any reports required per Kansas Statutes Annotated (KSA), Kansas Administrative Regulations (KAR), KDOC Adult Intensive Supervision Program (AISP) and Residential Center Operating Standards, the KDOC Financial Rules, Guidelines and Reporting Instructions manual or special requests from the KDOC.
5. The Agency will submit the required completed quarterly financial and quarterly outcome reports for review in accordance with KDOC requirements.

Furthermore, my signature below certifies that acceptance of state grant funds awarded by the KDOC for the grant period July 1, 2025, through June 30, 2026 indicates that as the "Grantee" I acknowledge and agree to comply with all the conditions outlined below:

1. Expend grant funds for the development, implementation, operation, and improvement of community correctional services pursuant to K.S.A. 75-5291, et. al and amendments thereto, as submitted in the Plan and approved by the Secretary of Corrections.
2. Assume the authority and responsibility of funds received through the KDOC and ensure compliance with all applicable Federal and State laws, Regulations, KDOC Adult Intensive Supervision Program (AISP) and Residential Center Standards, policies and procedures, and the KDOC Financial Rules, Guidelines and Reporting Instructions. **Any and all costs associated with non-compliance under this section shall be the responsibility of the Grantee (i.e., Host/Administrative County.)**
3. Obtain advance approval in writing by the Deputy Secretary of KDOC Juvenile and Adult Community Based Services for all out of state travel and training. All requests for approval of out of state travel and training will be submitted at least two weeks prior to scheduling or obligation of grant funds. **All costs associated with non-compliance under this section shall be the responsibility of the Grantee (i.e., Host/Administrative County.)**
4. Acknowledge this grant may be terminated by either party upon a minimum of ninety (90) days written notice to the other party. Upon termination, the unexpended balance of funding distributed to Grantee shall be returned to KDOC within thirty (30) days.
5. Acknowledge that if, in the judgment of the Secretary of the Department of Corrections, sufficient funds are not appropriated by the Kansas Legislature to fully continue the terms of this agreement, KDOC may reduce the amount of the grant award.

**FY 2026 Adult Comprehensive Plan
Grant Signatory Approval Form**

6. Follow all applicable state and federal laws related to confidentiality of client information. This provision is not intended to hinder the sharing of information where necessary to effect delivery of services when undertaken in compliance with applicable laws.
7. Neither assume nor accept any liability for the actions or failures to act, either professionally or otherwise, of KDOC, its employees and/or its contractual agents.
8. Not consider employees or agents of the Grantee as employees or agents of KDOC. Grantee accepts full responsibility for payment of unemployment insurance, worker's compensation, and social security, as well as all income tax deductions and any other taxes or payroll deductions required by law for its employees or agents in work authorized by the comprehensive plan.
9. Not hold KDOC and the State of Kansas, and their employees, officials, or agents, liable for any damages or costs arising from the cancellation, voiding, denial or withholding of funds to Grantee.
10. Submit problems or issues regarding the terms of this grant in writing to the KDOC Deputy Secretary of Juvenile and Adult Community Based Services for final review and resolution.
11. If any provision of this grant violates any statute or rule of law of the State of Kansas, it is considered modified to conform to that statute or rule of law.

Agency Director

Printed Name:	Megan Lewis
Title:	Director
Signature:	
Date:	

Governing Board or Corrections Advisory Board Chairperson

Printed Name:	Linda Teener
Title:	JCAB Chairperson
Signature:	
Date:	

Board of County Commission Chairperson (Host/Administrative County) *

Printed Name:	Greg McKinley
Title:	Riley County BOCC Chairperson
Signature:	
Date:	

FY 2026 Adult Comprehensive Plan
Grant Signatory Approval Form

Host/Administrative County Financial Officer

Printed Name:	Brittany Phillips
Title:	Budget & Finance Officer
Signature:	
Date:	

***Multi-county agencies** shall obtain the signature of the County Commission Chairperson of EACH county, unless either of the following is true:

- ✓ The counties have entered into an Inter-Local Agreement that specifically states that the host/administrative County Commission Chairperson can sign for all counties. If so, only the signature of the host County Commission Chairperson is necessary.
- ✓ The counties have entered into an Inter-Local Agreement that bestows the counties' governing authority onto the Community Corrections Advisory Board. If so, no County Commission Chairperson signature is required.

Please use the following page if additional County Commission Chairperson signatures are required for your agency.

Board of County Commission Chairperson

Printed Name:	
Title:	
Signature:	
Date:	

Board of County Commission Chairperson

Printed Name:	
Title:	
Signature:	
Date:	

Board of County Commission Chairperson

Printed Name:	
Title:	
Signature:	
Date:	



**COMMUNITY
CORRECTIONS**
Grant

Megan Lewis
Community Corrections Director
115 North 4th Street
Manhattan, KS 66502
Phone: 785-537-6380

COMMISSION AGENDA REPORT

FROM: Megan Lewis Community Corrections Director

MEETING: March 10, 2025

SUBJECT: FY26 Juvenile Services Comprehensive Plan

PRESENTER: Megan Lewis Community Corrections Director, Jessie Hubbard
Community Corrections Administrative Assistant II

BACKGROUND

Community Corrections planning allocations are based upon the Governor's budget request to the Kansas Legislature and are subject to change up until a final budget is passed by the legislature.

Our total SFY26 planning allocation for Juvenile Services is \$357,692.29.

DISCUSSION

On March 5th, 2025, the Joint Corrections Advisory Board met and reviewed the Juvenile Services Comprehensive Plan. This group voted to support the funding request as presented here.

FISCAL IMPACT

The attached budget includes anticipated personnel and operational costs for Riley County Community Corrections for the calendar year 2026 and is broken down into the fiscal year 2025-2026 as required by the state.

RECOMMENDATION(S)

Approve the FY26 Juvenile Services Comprehensive Plan

POSSIBLE MOTION(S)

Move to approve

Move to deny

Move to modify

Move to table

No action required.

The Board agreed by consensus to

Enclosures:

- FY26 Juvenile Comprehensive Grant - CAR (PDF)



FY2026 Juvenile Comprehensive Grant

Prepared by Riley County Community Corrections
for Kansas Department of Corrections FY 2026 Juvenile Comprehensive Plan Grant

Primary Contact: Megan Lewis



Opportunity Details

Opportunity Information

Title

FY 2026 Juvenile Comprehensive Plan Grant

Description

Pursuant to KSA 75-7038, the Kansas Department of Corrections (KDOC) is seeking applications for funding the development, implementation, operation, and improvement of juvenile community correctional services. Funding under this award will serve to support local community corrections agencies and service providers in promoting public safety, holding juveniles accountable for their behavior, and improving their ability to live more productively and responsibly in their community.

Awarding Agency Name

Kansas Department of Corrections

Agency Contact Name

Tara Newell

Agency Contact Phone

(785) 211-3611

Agency Contact Email

tara.newell@ks.gov

Manager

Tara Newell

Opportunity Posted Date

12/1/2024

Funding Opportunity Number

J-FY2026-CP

Public Link

<https://www.gotomygrants.com/Public/Opportunities/Details/2669d520-20d8-45fe-8e6e-440eb41478d0>

Is Published

Yes

Funding Information

Funding Sources

State

Funding Source Description

Funds for this opportunity are appropriated by the Kansas State Legislature and distributed by the Kansas Department of Corrections.

Planning Allocations can be found below in the the Additional Information section.

Funding Restrictions

These funds may not be co-mingled with funds from other state or federal agencies or local funds. Refer to the KDOC Financial Rules, Guidelines, and Reporting Instructions for other funding restrictions.

Award Information



FY2026 Juvenile Comprehensive Grant
Riley County Community Corrections

Award Period

07/01/2025 - 06/30/2026

Indirect Cost Description

Indirect costs include supplies, utilities, office equipment rental, desktop computers, and cell phones.

Restrictions on Indirect Costs

Yes

Citation Governing Indirect Cost Restriction

KDOC Financial Rules and Guidelines

Submission Information

Submission Window

12/01/2024 1:00 AM - 03/15/2025 5:00 PM

Submission Timeline Additional Information

No applications will be accepted after the Submission Close Date.

Other Submission Requirements

To facilitate the review process, it is imperative that all funding requests submitted are complete, accurate, and include the required signatory approvals. The Board of County Commissioners or Governing Authority for the applicant/administrative county must review and approve the application prior to submission to KDOC. Incomplete applications will not be considered for funding unless or until all deficiencies have been corrected to KDOC's satisfaction.

Question Submission Information

Question Submission Additional Information

For questions or assistance with the requirements of this funding opportunity, the Community Corrections Program Director should contact their KDOC Regional Contact.

Technical Assistance Session

Technical Assistance Session

Yes

Session Date and Time

12/13/2024 3:35 PM

Conference Info / Registration Link

AC/Directors Meeting: <https://kdoc.zoom.us/j/88035964503?pwd=hQI7oY7fCNKLotUODRsZnEOwwz1zQO.1>

Eligibility Information

Eligible Applicants

- County Governments

Additional Eligibility Information

Any county or group of cooperating counties operating a community correctional services program is eligible to apply for Community Corrections Act funding. However, pursuant to KSA 75-7043, no county or group of cooperating counties shall be qualified to receive grant funding unless and until the comprehensive plan for such county or group of cooperating counties is approved by the Secretary of Corrections. Additionally, in order to remain eligible for Juvenile Justice Act funding, a county or group of cooperating counties shall substantially comply with the operating standards established by the Secretary of Corrections.



FY2026 Juvenile Comprehensive Grant
Riley County Community Corrections

Additional Information

Additional Information URL

<https://sokansas.sharepoint.com/:b:/s/KDOC-CommunityCorrections/Ed2kX0ldpAVKmedYtyQ0vokB9fKoBgi3FsMJm7D7e8SOOQ?e=fSHFms>

Additional Information URL Description

FY 2026 Planning Allocations-Juvenile. Agency's should prepare a budget based on their anticipated expenditures.

Award Administration Information

State Award Notices

Award notifications will be made to the Board of County Commissioners of the applicant/administrative county or the Governing Authority Chairperson on or before July 1, 2025.

Awards will be based on the criteria specified in KSA 75-7053 and will be awarded to the Board of County Commissioners or Governing Authority for the applicant county. If the applicant is a group of cooperating counties, then funding will be awarded to the administrative county identified in the group of cooperating counties' Inter-Local Agreement.

Reporting

Award recipients will be required to complete and submit quarterly financial and outcome reports in accordance with the following timelines:

- Q1 (Jul-Aug-Sep) Due on/before: 10/31/2025
- Q2 (Oct-Nov-Dec) Due on/before: 01/31/2026
- Q3 (Jan-Feb-Mar) Due on/before: 04/30/2026
- Q4 (Apr-May-Jun) Due on/before: 07/31/2026

New to the FY 2026 Juvenile Comprehensive Plan Grant, all quarterly financial and outcome reports and signatures will be submitted through SharePoint.



FY2026 Juvenile Comprehensive Grant
Riley County Community Corrections

Project Information

Application Information

Application Name

FY2026 Juvenile Comprehensive Grant

Award Requested

\$357,692.29

Total Award Budget

\$357,692.29

Primary Contact Information

Name

Megan Lewis

Email Address

mlewis@rileycountyks.gov

Address

115 N 4th Street
Manhattan, KS 66502

Phone Number

(785) 565-6810



Project Description

Agency Profile - Juvenile

Agency Leadership

Does agency leadership include an Executive/Administrative Director? This question is not intended to capture information regarding the County Administrator but rather a secondary level of leadership within the agency.

- ☒ Yes
☐ No

Executive/Administrative Director Name

Megan Lewis

Executive/Administrative Director Address Line 1

115 N. 4th St.

Executive/Administrative Director Address Line 2

2nd Floor

Executive/Administrative Director City

Manhattan

Executive/Administrative Director State

Kansas

Executive/Administrative Director Zip Code

66502

Executive/Administrative Director Phone Number

785-565-6810

Executive/Administrative Director Email Address

mlewis@rileycountyks.gov

Which governing authority has direct oversight of the community corrections agency, to include hiring/firing of staff?

- ☒ Board of County Commissioners (BOCC)
☐ Governing Board

For multi-county agencies, please provide contact information for the host/administrative county BOCC Chairperson.

BOCC Chairperson Name

Greg McKinley

BOCC Chairperson Address Line 1

110 Courthouse Plaza

BOCC Chairperson Address Line 2

BOCC Chairperson City

Manhattan

BOCC Chairperson State

Kansas

BOCC Chairperson Zip Code

66502

BOCC Chairperson Phone Number



FY2026 Juvenile Comprehensive Grant
Riley County Community Corrections

785-565-6214

BOCC Chairperson Email Address
gmckinley@rileycountyks.gov

Agency Locations

Main Office

Main Office Address Line 1
115 N 4th St

Main Office Address Line 2
Second Floor

Main Office City
Manhattan

Main Office State
Kansas

Main Office Zip Code
66502

Does your agency operate any satellite offices?

- ☒ Yes
☐ No

Satellite Office Information

	Satellite Office 1	Satellite Office 2	Satellite Office 3
Address Line 1	539 Lincoln Ave		
Address Line 2			
City/State/Zip	Clay Center, KS 67432		
Phone Number	785-632-3560		
Number of Staff Assigned to the Office	1		

Organizational Chart

Attach a copy of your agency's organizational chart. The chart should contain staff names and titles.

Organization Chart.docx

Governing/Corrections Advisory Board

Is this a joint board with the Adult Corrections Advisory Board?

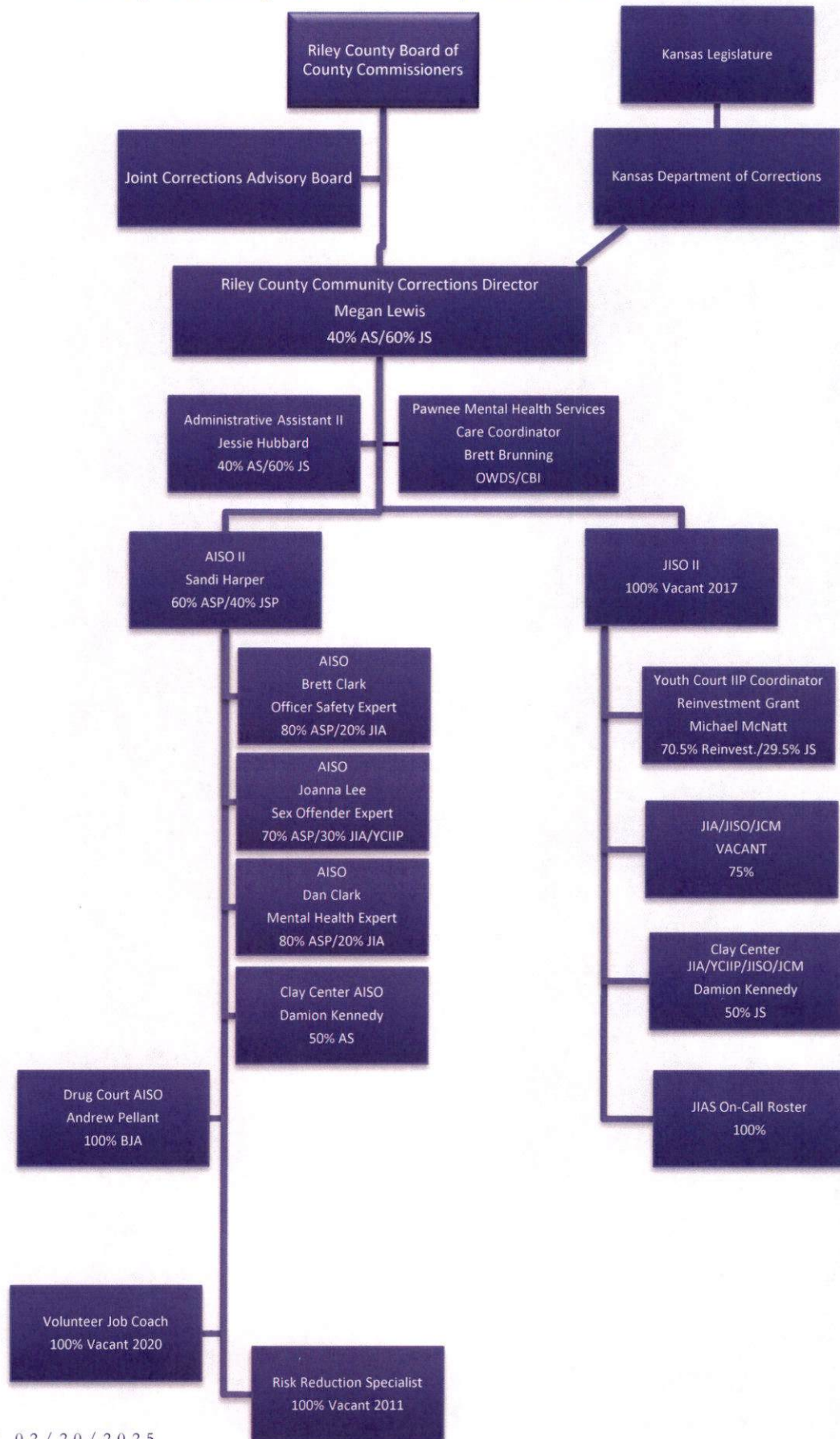
- ☒ Yes
☐ No

Governing/Corrections Advisory Board Chairperson Name
Linda Teener

Governing/Corrections Advisory Board Chairperson Address Line 1
1900 Judson St.

Governing/Corrections Advisory Board Chairperson Address Line 2

Riley County Community Corrections



Revised 02/20/2025



FY2026 Juvenile Comprehensive Grant
Riley County Community Corrections

Governing/Corrections Advisory Board Chairperson City
Manhattan

Governing/Corrections Advisory Board Chairperson State
Kansas

Governing/Corrections Advisory Board Chairperson Zip Code
66502

Governing/Corrections Advisory Board Chairperson Email Address
linda@tryufm.org

Governing/Corrections Advisory Board Chairperson Phone Number
785-320-1230

Governing/Corrections Advisory Board, FY 2026 Members - Instructions: Provide all the requested information for each advisory/governing board member who will serve during the current fiscal year. KSA 75-7044 governs advisory board membership, qualifications, and appointment provisions. Below, each representation entity has been established to include the four other options. Each member should be identified by completing their Name, Appointing Entity, Job Title, Gender, and Ethnic Minority. In the Ethnicity Minority column, enter the most accurate options listed for the member.

	Name	Appointed By	Job Title	Gender	Ethnicity Minority: (American Indian or Alaska Native , Asian, Black or African American, Hispanic or Latino, Other (must identify) , Two or more races, or White)
Law Enforcement Representing Member:	Mark French	Riley County Police Department	Major, Jail Division	Male	White
Prosecution Representing Member:	David Lowden	Riley County Attorney's Office	Deputy County Attorney	Male	White
Judiciary Representing Member:	Jeremy Larchick	Riley County District Court	District Magistrate Judge	Male	White
Education Representing Member:	Jim Armendariz	Riley County BOCC	Retired Principal	Male	Hispanic
Court Services Representing Member:	Alexis Robinson	Riley County District Court	Court Services Officer	Female	Black
Community Mental Health Representing Member:	Eric Martin	Pawnee Mental Health Services	Recovery Services Manager	Male	White
Board of County Commissioners Representing Member:	Dana Martinez	Riley County BOCC	Discovery House Supervisor	Female	White



FY2026 Juvenile Comprehensive Grant
Riley County Community Corrections

	Name	Appointed By	Job Title	Gender	Ethnicity Minority: (American Indian or Alaska Native , Asian, Black or African American, Hispanic or Latino, Other (must identify) , Two or more races, or White)
Board of County Commissioners Representing Member:	Matt Weller	Clay County BOCC	Communications Director, USD #379	Male	White
Board of County Commissioners Representing Member:	Lisa Last	Clay County BOCC	School Family and Community Counselor, USD #379	Femle	White
Board of County Commissioners Representing Member:					
Board of County Commissioners Representing Member:					
Board of County Commissioners Representing Member:					
City/County Representing Member:	Carrie Andrade	Manhattan City Commissioners	Teacher, USD #383	Female	Hispanic
City/County Representing Member:	Marcus Kidd	Manhattan City Commission	Assistant Director of Enrollment, Kansas State University	Male	Black
City/County Representing Member:	Linda Teener	Manhattan City Commision	Retired Director, UFM Community Learning Center	Female	White
Juvenile Defense Representing Member:	Seth Brackman	Riley County District Court	Associate Attorney	Male	White
Other Representing Member:	Mark Werbin	Clay County Sheriff's Department	Undersheriff	Male	White
Other Representing Member:					
Other Representing Member:					



FY2026 Juvenile Comprehensive Grant
 Riley County Community Corrections

	Name	Appointed By	Job Title	Gender	Ethnicity Minority: (American Indian or Alaska Native , Asian, Black or African American, Hispanic or Latino, Other (must identify) , Two or more races, or White)
Other Representing Member:					



Delinquency Prevention Programs

This section focuses on Delinquency Prevention services. Agencies that utilize prevention funding should state the need and goal of the program(s) in FY 2026.

Did your agency receive a Delinquency Prevention allocation?

- ☐ Yes
☒ No

Juvenile Intake and Assessment System (JIAS)

The intent of this section is to identify if the agency operates an intake and assessment program and describe community partners. The last full fiscal year's data should be used to identify the program participation rate.

FY 2024 Outcomes

What entity is responsible for operating JIAS in the applicant's judicial district? For this question, Sub-Contracted Agency is defined as a private entity that is paid, through a contractual agreement, to provide Intake Services.

- ☒ Community Supervision Agency
- ☐ Sub-Contracted Agency
- ☐ Both

How many intakes were conducted in FY 2024?

162

How many youth who completed an intake in FY 2024 were referred for services?

77

JIAS Current Practice and Programming

Do you have law enforcement agencies in your judicial district that do not utilize JIAS? (i.e., municipal police departments or county sheriffs)

- ☐ Yes
- ☒ No

JIAS Notice to Appear (NTA) Process

Is law enforcement in the agency's judicial district utilizing the Notice to Appear (NTA) process pursuant to KSA 38-2330?

- ☒ Yes
- ☐ No

Does your agency serve a multi-county district?

- ☒ Yes
- ☐ No

Are all counties utilizing the NTA process?

- ☒ Yes
- ☐ No

List the names of counties not utilizing the NTA process?

N/A

Are all the law enforcement agencies utilizing the NTA process?

- ☒ Yes
- ☐ No

List the names of law enforcement agencies not utilizing the NTA process.

N/A

What barriers or challenges are preventing law enforcement from utilizing the NTA process?

All law enforcement agencies in our Judicial District are utilizing the NTA process. We recognize that there is a learning curve for new officers when joining any of the Law Enforcement Agencies in our District. Officers have reported that they do not have a clear understanding of Juvenile Intake and Assessment overall, upon completion of KLETC training. This could be something that could be improved upon while completing the initial training as well as a

required booster training every 2 years.

JIAS Programming

Does your juvenile intake provide an expanded operation or service?

- ☐ Yes
☒ No

Racial/Ethnic Disparities (R/ED) (formerly Disproportionate Minority Contact)

Describe any efforts made to identify and reduce racial, ethnic, geographic, and other biases that may exist within the following programs.

In the past year, three additional JIAS On-Call Officers were trained in the KDAI risk assessment instrument, in addition to one new full-time Intensive Supervision Officer. This is a DMC system reduction intervention (objective decision-making instrument). In addition, the 21st Judicial District rarely makes over-ride determinations/decisions.

Describe how the agency will measure reduction in racial and ethnic disparities particularly for this population.

Our agency continues to improve our in-house data tracking measures to track race, ethnicity, NTA's and referrals for services.



Juvenile Intensive Supervised Probation (JISP) and Case Management (CM)

The intent of this section is to identify the completion rates represented in the last full fiscal year's data. Review the FY 2024 Juveniles ISP Case Closure along with the definitions. Use this information to answer the questions below regarding your agencies FY 2024 Outcomes.

FY 2024 Outcomes

Juveniles ISP Case Closure

Closure definitions used to determine successful versus unsuccessful discharges from probation.

Successful – at the time of discharge, the youth has no pending offenses, or no pending revocation, and is engaging with programming, treatment, and requirements set forth in the supervision plan.

Unsuccessful – at the time of discharge, the youth have pending offenses, or pending revocation, or has not engaged with programming, treatment, and requirements set forth in the supervision plan.

Utilize the FY 2024 Juveniles ISP Case Closure Chart to answer the following information.

Juvenile-Number of CC Files Closed by Agency and Termination Reason (FY2024).pdf

What was your agency's rate for successful probation completions in FY 2024? Response should be expressed as a percentage. The rate must be entered in decimal format (e.g., 75% is entered as .75).

90.90%

What is your agency's target rate for successful probation completions in FY 2026? The rate must be entered in decimal format (e.g., 75% is entered as .75)

91.00%

What factors attributed to the percent of success?

We have a high rate of success among our JISP clients as a result of family engagement efforts and consistent collaboration with community partners, including frequent communication with area schools and community providers, such as mental health and substance abuse services. In addition, we continue to utilize a variety of cognitive behavioral tools including EPICS and the resource TherapistAid.com.

What was a common driver causing the unsuccessful percentage?

Not all families engage in assisting youth in being successful on supervision. We have had youth that are on supervision at the same time as parents. Situations where parents abscond or pick up new charges. These situations have an overall negative impact on the youth and send the message that complying with terms and conditions of supervision are not important or a priority. Parents or family members with active warrants do not want to risk getting picked up on their warrant and as a result do not accompany youth clients to their appointments or assist in holding them accountable for the terms and conditions of their supervision. In addition, some juvenile clients have parents that do not hold their child accountable or enforce the rules of supervision at home, allowing the youth to continue to engage in illegal or risky behaviors.

Of the successful probation completions in FY 2024, how many discharged early due to earned discharge credit?

8

How many youth completing probation during FY 2024 met program hours in accordance with their YLS risk level per Standard CSS-04-103?

7

Group and Individual Programming

Utilize the Agency Programming table below to identify programs information for both existing and new groups. Only programs offered through the JISP budgeted fund should be listed below.

[illegible]

Racial/Ethnic Disparities (R/ED) (formerly Disproportionate Minority Contact)

Describe any efforts made to identify and reduce racial, ethnic, geographic, and other biases that may exist within the following programs.

We administer the YLS risk needs assessment on all JISP clients and make referrals to appropriate services. Juvenile Services staff recently attended the Gender Responsivity training and Family Engagement Training.

Describe how you will measure reduction in racial and ethnic disparities particularly for this population.

We will continue to track racial and ethnic disparities of the JISP population on our agency excel tracking spreadsheet.

Intermediate Intervention Program (IIP)

The intent of this section is to identify the entity responsible for operating IIP. Then, using the last full fiscal year's data, identify the program participation rate.

FY 2024 Outcomes

Pursuant to KSA 38-2346, what entity is responsible for operating IIP in the agency's judicial district?

- ☐ Juvenile Intake and Assessment (JIAS)
- ☒ Community Supervision Agency
- ☐ Court Services
- ☐ Judicial District does not meet the statutory requirements of KSA 38-2346

If your agency serves a multi-county district, are all counties participating in the IIP program?

- ☒ Yes
- ☐ No

Review the attached FY 2024 Completion Data for Districts Accepting Grad. Sanctions Funds for IIP to answer the following information.

FY24 IIP Completion Rates.pdf

What does the FY 2024 Completion Data state the agency's rate for successful IIP completions is in FY 2024? Response should be expressed as a percentage. The rate must be entered in decimal format (e.g., 75% is entered as .75).

100.00%

Describe the successes/accomplishments of the IIP program to date.

The immediate intervention program in Riley County has maintained a 90% or higher success rate for several years now. The program has been a successful intervention in the lives of youth who are at risk by targeting criminogenic areas. For example, recently a youth was using cocaine, opioids, and marijuana. Through IIP, this youth was referred to obtain a D/A Eval, attended services, and was able to submit a negative UA within approx. 45 days after engaging in Outpatient Alcohol and Drug Treatment and starting random drug and alcohol testing. Additionally, this youth was able to get back on track with school through the use of incentives such as verbal praise and early termination from the program. This program also accepts volunteers for Youth Court Jury Duty. It provides youth an opportunity to earn hours towards community service work and some insight on the juvenile justice system. We found that our overall numbers of successful completions did not match that of the FY24 IIP Completion Rates that were reported from the KDOC IIP Database. Our in-house Database tracker indicates that we had a total of 72/72 successful completions in FY24. With a total of 104 active cases from July 1, 2023 - June 30th, 2024.

Did the rate for successful IIP completions meet the agency's target goal for FY 2024 by increasing success by 2%?

- ☒ Yes
- ☐ No

Identify the number of youth whose IIP was extended.

1

Of those youth whose IIP was extended, how many were extended for evidence-based program completion?

1

Of those youth whose IIP was extended, how many were extended due to non-substantial compliance?

0

Racial/Ethnic Disparities (R/ED) (formerly Disproportionate Minority Contact)

Utilize FY 2024 Juvenile IIP Completion Rates to provide a breakdown of IIP cases by gender, race, and ethnicity, if data is available.

FY24 Juvenile IIP Data.xlsx

Upload the completed FY 24 Juvenile IIP Data

FY24 Juvenile IIP Data Completed.xlsx

Considering the data provided and other ILP collected locally, does your data support the statement, "Diversion are offered to minority youth at the same rate as non-minority youth". If so, describe.

Yes, Riley County follows all KDOC and local policies and procedures in regard to eligibility for the program for all youth referred. Riley County ensures that employees attend trainings such as family engagement, diversity, and gender responsivity.

Instructions:

Please complete the PRE-file and/or POST-file data fields below based upon which types of cases are supervised by your IIP program. The Total Number of Cases fields will auto-populate.

Number of PRE-File Cases	Number of PRE-File Cases by Gender		Number of PRE-File Cases by Ethnicity		Number of PRE-File Cases by Race			
	Male	Female	Hispanic	Non-Hispanic	American Indian/Alaskan Native	Asian/Pacific Islander	Black	White
20	12	8	3	17	0	1	3	16
Number of POST-File Cases	Number of POST-File Cases by Gender		Number of POST-File Cases by Ethnicity		Number of POST-File Cases by Race			
	Male	Female	Hispanic	Non-Hispanic	American Indian/Alaskan Native	Asian/Pacific Islander	Black	White
52	31	21	5	47	0	0	19	33
Total Number of ALL Cases	Total Number of ALL Cases by Gender		Total Number of ALL Cases by Ethnicity		Total Number of ALL Cases by Race			
	Male	Female	Hispanic	Non-Hispanic	American Indian/Alaskan Native	Asian/Pacific Islander	Black	White
72	43	29	8	64	0	1	22	49



Programmatic Changes

The intent of this is to discuss any significant changes that have occurred in the agency and/or community that positively or negatively impacted your successful implementation of the FY 2025 comprehensive plan.

Has the agency experienced significant changes, either positive or negative, which have directly impacted your program for FY 2025 (e.g., new, or discontinued program services, staff turnover, policy or procedure changes, new or discontinued community services)?*

- ☒ Yes
☐ No

Describe the needs and the agency's plan to address these in FY 2025.

We have experienced a number of changes over the past year. In April 2024, our long time Director retired. An interim Director was appointed and then later hired as the Director of Community Corrections. This process left a full-time position vacant, leaving other staff to cover the roles and responsibilities of that position on a day-to-day basis. Additionally, the vacant position was housed in our satellite office, located 45 minutes away from the main office location.

In FY24 and now in FY25 our small agency of 10 full-time positions suffered a number of personnel challenges. During this time 5/10 or 50% of our full-time staff either established or utilized FMLA for long term leave due to long term personal medical emergencies that occurred within their nuclear family unit.

In addition to staffing issues, we recently underwent a change in the County Attorney in Clay County. In addition, we have experienced inconsistency from the Riley County Attorney's office in regard to the referral process. As a result of a staff shortage in their office we have received large numbers of referrals in a short period of time, with some offenses occurring over a year ago. After several months we have finally obtained the approval and signature from the Riley County Attorney and Chief Judge on an updated MOU for the IIP program. We have identified additional necessary changes and will continue to address these on a yearly basis when we update the MOU.

Describe the steps taken to address the changes in FY 2025.

We are addressing these issues in the following manner: In September 2024, a new Director was hired and is currently serving in the position, however the learning curve is not a small one. In January 2025, a full-time ISO I was hired to be housed in the Clay County Satellite Office and is currently completing in-house training while waiting for KDOC required training opportunities to become available. We are actively working with the new Clay County Attorney to provide information and encourage open communication between offices. Our staff continue to support each other and operate as a team as we work through and overcome the personal challenges that we are faced with and have no control over that has led to staff shortages. After several months we have finally obtained the approval and signature from the Riley County Attorney and Chief Judge on an updated MOU for the IIP program. We have identified additional necessary changes and will continue to address these on a yearly basis when we update the MOU.

If changes were not addressed in FY 2025, will the agency address them in FY 2026?

- ☒ Yes
☐ No



Fiscal Year 2026 Plan

In this section agencies should use this form to identify critical needs that impact the entire agency as well understand what information will need to be collected and reported during the year.

Organizational Needs

This section is available to applicants who desire to address critical needs that impact the entire agency. Examples might include plans to relocate office space, a need for additional space to deliver more on-site services or an agency-wide training initiative that would provide a means for staff/caseload specialization.

Does your agency have any organizational needs, excluding staffing levels or wages, that will be addressed.

- ☒ Yes
☐ No

Explain why the organizational needs will or will not be addressed.

We are not clear on the timeline however our office space has been a consistent topic of conversation with Riley County. The Board of County Commissioners are developing a plan to update and improve our current space in order to make other departmental changes. This would result in our agency being required to move a new space and having to address the expense of furnishing that space if the current office equipment is not conducive to the space. We may be forced to address this situation if the county determines that the space will be used for other purposes. This is out of our control, as Riley County provides the space as an in-kind contribution.

Data Monitoring- Delinquency Prevention Programs

On a quarterly basis agency's offering Delinquency Prevention programing will be responsible for monitoring the following information during the year.

For each funded population (Primary, Secondary, Tertiary) the agencies will identify the following information:

- Percentage of new referrals vs. new youth accepted into the program.
 - Percentage of new youth accepted into the program vs. new referrals that match the target population.
 - Percentage of youth that successfully completed the program vs. all youth that exited the program.
 - Percentage of youth that successfully completed the program vs. the total number of youths who participated in the program.
 - Percentage of youth/families that are satisfied with the program vs. those that filled out surveys.
- Regarding all populations the agencies will need to identify:
- Number of program participants who have exited the program, both successfully and unsuccessfully.
 - Number of program participants who have successfully exited the program completing the program requirements.
 - Percentage of youth that successfully completed the program vs. all youth that exited the program in FY24.
 - Percentage of youth, from FY26, who maintained the behavioral change 6 months after successful completion vs. youth that successfully completed the program.
 - Percentage of youth, from FY25, who maintained the behavioral change 12 months after successful completion vs. all youth that exited the program.
 - Percentage of youth, from FY25, who maintained the behavioral change 12 months after successful completion vs. youth that successfully completed the program:
 - Describe progress made per quarter toward meeting the projected number of youths to be served for the year.
 - Describe progress made on this projection for this period attributed to.
 - Identify if the program is on target to successfully meet the projected number of youths to be served for the year.
 - Note any modifications made to the program during this quarter that may impact the projected number of youths to be served for the year.
 - Explain any significant changes the program has experienced in referrals or referral agencies.



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Riley County Community Corrections

- How many participants were served this quarter that reside outside the program geographic area.
- Note any challenges and successes the program experienced during the quarter.
- Identify the age, race, and ethnicity of each youth.

A document to collect this information will be provided in the agency SharePoint folder. A link to your agency SharePoint folder will be provided after submission of the grant application.

Data Monitoring- Juvenile Intake and Assessment System

On a quarterly basis agency's offering an JIAS will be responsible for monitoring the following information during the year.

- Total number of NTA's served by law enforcement to youth that were not complied with.
- Total number of intake events entered in Athena this past quarter.
- Total number of intake events entered in Athena that included criminal offense.
- Total number of intake events entered in Athena that included either JO criteria or CINC criteria.
- Total number of intake events entered in Athena that included referrals for services?
- Total number of intake events with youth ages 12 to 17 during the last quarter.
- Total number of youth ages 12 to 17 that had a MAYSI-2 completed during the last quarter.
- Total number of intake events entered in Athena that included a completed KDAI.
- Total number of KDAI's completed where the placement decision was not followed as recommended (i.e., resulting in an Override).
- Total number of intake events entered in Athena involving a Juvenile Individual (i.e., where youth had criminal charges, but could also include both CINC and Juvenile Individual category)
- Total number of intake events entered in Athena involving a Status Offender (i.e., where youth had a Status Offence but could also include CINC criteria)?
- Total number of intake events entered in Athena involving a Child in Need of Care (CINC)? (i.e., would not include criminal charges or status offences)?

A document to collect this information will be provided in the agency SharePoint folder. A link to your agency SharePoint folder will be provided after submission of the grant application.

Agency Case Plan-Juvenile Intensive Supervised Probation and Case Management

For FY 2026, the Agency Case Plan will be created outside of the Comprehensive Plan. It will still be important that the Agency Case Plan utilize the data identified from the FY 2024 Outcomes, recent Agency Program Review feedback, as well as the closing status of the Agency FY 2025 goals to help identify gaps. Once identified, the gaps should be prioritized to help agencies determine the plan. When completing the required plan, a minimum of three principles will need to be identified for the JISP population in the upcoming fiscal year. Agencies may choose from any of the eight principles to develop their goals. Additional goals that are separate from the eight principles can be used for the JISP or other population programming if desired, once the minimum requirement of three principles has been met.

Agencies will utilize the attached Agency Case Plan to state their goals and objectives. The plan is due August 15, 2025. No additional signatures are needed for this document. An accompanying signatory approval page is only required for the Year-End report.

Additionally, the submitting of Quarterly and Year-End Outcome Reports will be done through SharePoint. A link to your agency SharePoint folder will be provided after submission of the grant application.

Agency Case Plan

Agency Case Plan for JISP.docx

Data Monitoring- Intermediate Intervention Program



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Riley County Community Corrections

On a quarterly basis agency's offering an IIP will be responsible for monitoring the following information during the year.

- Number of new participants referrals
- Number of new participants accepted
- Number of participants carrying over from prior quarter
- Total number of participants for quarter
- Number of participants who exited successfully
- Number of participants of exited unsuccessfully
- Number of MDT referrals
- Number of participants who had any LEO contact, new charges, etc. 6 months after completion
- Number of participants who had any LEO contact, new charges, etc. 12 months after completion
- Number of participants referred to cognitive behavioral programming
- Number of participants receiving cognitive behavioral programming carried over from prior quarter
- Total number of participants receiving cognitive behavioral programming
- For those judicial districts not in compliance with K.S.A. 38-2346 a plan of action will be required, identifying the plan to come into compliance with during FY2026.

A document to collect this information will be provided in the agency SharePoint folder. A link to your agency SharePoint folder will be provided after submission of the grant application.



Fiscal and Budget Considerations and Instructions

In this section the applicant must complete all needed information on this form. Below is the agencies allocation, it should be noted this is subject to the Governor's approved budget. Also, attached below a Budget Documentation with overall general budget information. Agencies should read and understand the KDOC Financial Rules and Guidelines, attached below. Failure to adhere to all budget instructions will result in applications being returned for corrective action. This may delay final award decisions, notifications, and payments. Budget and the management of fiscal records will not be completed in Amplifund for FY 2026. Below is an attached workbook for agencies to submit their budgets for approvals. The submitted budget must match the allocation.

Host/Administrative County

Does your agency operate as a single or multi-county entity?

- ☐ Single
☒ Multi-County

Host/Administrative County Financial Officer Name

Brittany Phillips

Host/Administrative County Financial Officer Address Line 1

110 Courthouse Plaza, B118

Host/Administrative County Financial Officer Address Line 2

Kansas

Host/Administrative County Financial Officer City

Manhattan

Host/Administrative County Financial Officer State

Kansas

Host/Administrative County Financial Officer Zip Code

66502

Host/Administrative County Financial Officer Phone Number

785-537-6359

Host/Administrative County Financial Officer Email Address

bphillips@rileycountyks.gov

Planning Allocation

FY 2026 Planning Allocations-Juvenile Spreadsheet

FY26 Juvenile Planning Allocation.pdf

Using the above allocation, agency's should prepare a budget based on their anticipated expenditures. Use the below attached file titled: FY26 ADULT & JUVENILE Budget Workbook.

Budget Information and Document

Budget Documentation, attached is the general budget information.

Budget Instructions.pdf

Budget Workbook, attached is the master budget workbook. In this workbook, there are sheets for both Adult and



FY2026 Juvenile Comprehensive Grant
Riley County Community Corrections

Juvenile Information. Only use the sheets that are applicable. It is also important to note the budget amount must match the allocation.

FY26 ADULT & JUVENILE Budget Workbook.xlsx

Upload the completed budget here.

Agency Fees Chart

Use the below chart to identify FY 2026 agency/client fees. If the agency does not assess fees, indicate N/A.

	Fee Amount	Frequency (how often assesses)	Additional information if needed.
Supervision Fee	50.00	1x	
Courtesy Transfer Fee	N/A		
Drug Screenings Fee	N/A		
Drug Screening Confirmation	N/A		
Electronic Monitoring Device Fee	N/A		
Alcohol Monitoring Device	N/A		
Other			
Other			
Other			

Required Minimum Budget Allocation

A minimum budget amount of \$500.00 is required of each Administrative County to assist Court Services in the implementation of client incentives, which is one element of Graduated Responses enacted by Senate Bill 367. This is current practice in some JISP and CM programs and is encouraged of all programs.

This item should be budgeted under Category: Client Incentives using the Line-Item Descriptor: Client Incentives - Court Services

Payout Funds

Payout Funds Line Item(s):

Costs should only be budgeted for these line items if local policy allows for existence of such a fund. If the agency wishes to budget this as a line item in FY 2026, documentation of local policy must be submitted, approval of the BOCC or Governing Authority, and rationale for determining the amount budgeted.

Is your agency budgeting for payout funds?

- ☒ Yes
☐ No

Upload required documentation of payout fund policy, approval, and rationale here.

Riley County Employee Policy Manual - Leave Payout.pdf

Non-KDOC Funding Information

Does your agency receive assistance from the county or counties within your judicial district?

- ☒ Yes
☐ No



EMPLOYEE POLICY MANUAL

MISSION & PURPOSE OF RILEY COUNTY

"To provide quality public services that preserve the past, protect the present, and enhance the health, safety, and general well-being of the citizens of Riley County, KS."

Riley County, KS Human Resources
110 Courthouse Plaza
Manhattan, KS 66502
Phone: 785-537-6303
Fax: 785-537-6394

the 1st year of employment. At the discretion of the department head, any combination of approved leave may be used and combined with PTO to reach the 40 hours required.

Amounts of Leave: Only regular full-time and part-time employees are eligible for PTO and Critical Leave. The first day of work, eligible employees begin to accrue both. Regular full-time employees accrue at the rates in the charts below; regular part-time employees accrue prorated based on scheduled hours.

Length of Service	PAID TIME OFF (PTO)		CRITICAL LEAVE	
	Accrued per Pay Period	Maximum Accrued	Accrued per Pay Period	Max Accrued Annually*
First Year	4 hours	104 hours (13 days)	1.85 hours	48 hours
2 nd to 4 th year	5.85 hours	152 hours (19 days)		
5 th -10 th years	6.77 hours	176 hours (22 days)		
11+ years	7.69 hours	200 hours (25 days)		

RCEMS LEAVE ACCRUALS				
Length of Service	PAID TIME OFF (PTO)		CRITICAL LEAVE	
	Accrued per Pay Period	Maximum Accrued	Accrued per Pay Period	Max Accrued Annually*
First Year	5.54 hours	144 hours (6 days)	2.77 hours	72 hours
2 nd to 4 th year	7.38 hours	192 hours (8 days)		
5 th -10 th years	9.23 hours	240hours (10 days)		
11+ years	11.08 hours	288 hours (12 days)		

*The numbers on these charts reflect only what is accrued through the course of the calendar year. For information about accumulating additional Critical Leave time, see the "Unused PTO" description below.

Leave will continue to accrue while on paid leave. During an unpaid leave of absence, accruals will be prorated to reflect the number of hours actually paid in the pay period.

The increase in PTO is effective the first day of the pay period after the employee's anniversary date.

Personal Day: Full-time, regular employees receive 1 personal day per year in addition to PTO. This personal day may be used for any approved day during which Riley County remains open. Personal days are available at the beginning of each calendar year for current employees. A new employee hired before June 30 will receive 1 personal day upon hire; a new employee hired after June 30 will **not** receive a personal day until the beginning of the next full year of employment. Employees must specify the day for which they are requesting to use a personal day. The request must be scheduled and approved no less than 2 weeks prior by the employee's immediate supervisor. Personal days may be used in conjunction with any other type of approved leave. Personal days will not be carried over to the next calendar year, nor will they be cashed out if not taken or paid at separation.

Service Awards: As recognition for valued service, after 15 consecutive years in a regular position, and on the anniversary of each 5th year thereafter, the employee's PTO account will be credited with 40 additional hours that must be used within one calendar year or is forfeited. If the additional hours cause the employee to exceed the maximum yearly limit of PTO, the hours will not be converted to Critical Leave hours. The anniversaries represent accrued time from the date of hire as a regular employee.

Unused PTO: Accrued PTO unused at the end of the calendar year, over the maximum allowed hours, will be converted to Critical leave on a one-to-one basis the first pay period of the new calendar year.

PTO at the End of Employment: Accrued PTO unused at the end of employment will be paid to employees who have been employed at least six (6) months and have resigned with proper notice (a minimum of 2 weeks for non-department head employees and minimum of 1 month for department heads). Employees employed less than six (6) months and those terminated for disciplinary reasons forfeit payout of unused PTO. Payout will be limited to the maximum yearly limit in which employment ends.

CRITICAL LEAVE: Critical Leave shall be granted only for the following situations which last more than 24 consecutive working hours:

- Illness or disability of the employee, including temporary disability related to pregnancy and childbirth for either the employee or the spouse, in accordance with Federal and State statutes.
- Legal quarantine of the employee.
- Illness of or disability to an immediate family member (as defined in this handbook).
- Upon the placement of a child with the employee for adoption or foster care.

During the 24-hour period before Critical Leave is available, PTO/Personal Day must be used. If 24 hours of PTO and/or Personal Day is not available, leave without pay must be taken up to a total of 24 hours. No other leave, or time worked, may be used to satisfy the 24-hour period prior to Critical Leave. The 24-hour waiting period for using Critical Leave starts at the time leave for the illness or disability begins.

If an employee returns to work and needs additional time off for the same medical condition, an additional 24 hours of PTO must be used to access Critical Leave, unless FMLA has been approved. Equally so if a new, separate illness or disability begins, or any other additional qualifying event occurs.

Employees using Critical Leave for multiple conditions must document which illness leave is required for on the Request for Time-Off form.

Intermittent Critical Leave: Critical Leave may only be used intermittently for an FMLA covered reason.

When an employee is injured on the job, Workers' Compensation processes are followed. Critical Leave can be used immediately to supplement Workers' Compensation payments.

Accumulation of Critical Leave: There is no accumulation limit on Critical Leave. Upon separation from employment with proper notice (minimum of 2 weeks for non-department head employees and minimum of 1 month for department heads), and for non-disciplinary termination, employees receive payout for prorated Critical Leave following the Critical Leave payout table below. To qualify for Critical Leave payout, an employee must have accrued at least 384 hours. These hours will not be prorated for part-time employees. The maximum number of paid hours is 376 regardless of total accumulation.

Riley County Employee Handbook

Accumulation	Prorated hours paid	Accumulation (cont.)	Prorated hours paid (cont.)
384	120	600	264
396	128	612	272
408	136	624	280
420	144	636	288
444	160	648	296
456	168	660	304
480	184	672	312
492	192	684	320
504	200	696	328
516	208	708	336
528	216	720	344
540	224	732	352
552	232	744	360
564	240	756	368
576	248	768	376
588	256		

Contagious or Infectious Disease Exception: During a declared epidemic or pandemic involving a contagious or infectious disease, the following rules apply regarding Critical Leave. In the event of any conflict with previous paragraphs concerning Critical Leave, the rules outlined herein take precedence:

- (1) Employees are granted immediate access to their accrued Critical Leave, bypassing the usual waiting period and without the prior use of other accrued leave, provided:
 - The employee requests immediate access to their accrued Critical Leave, **and**
 - The employee advises the Department Head that they (or their immediate family member) are displaying recognized medical symptoms of the contagious or infectious disease which has generated the epidemic or pandemic; or if the employee (or their immediate family member) has been diagnosed with the disease by a medical provider, or the employee has been lawfully ordered to be quarantined by the Local Health Officer.
- (2) Employees are encouraged to stay home and use either Annual or Critical Leave when experiencing recognized symptoms of a contagious/infectious disease. It is recommended employees adhere to recognized medical guidelines to determine the appropriate duration of absence. Employees should make every effort to avoid returning to work prematurely, thereby minimizing the risk of exposing other County employees to potential infection.
- (3) Abuse of this exception will result in disciplinary actions. Abuse includes, but is not limited to:
 - False reporting of symptoms of contagious or infectious disease.
 - Use of PTO or Critical Leave beyond the medically necessary recovery period from contagious or infectious disease.
 - Violation of the terms of a lawful quarantine order issued by the Local Health Officer.

3.3 Flex Time

Non-exempt employees who arrive late or request to leave early may request permission from their Department Head to use "flex time" to make up a brief absence. Flex time may be approved when paid time off is not used



Instructions for documenting county assistance.

Single county agencies: Include the following items when detailing what assistance is provided to the agency.

- **Type of Assistance (Allocation or In-Kind)**
- **Assistance amount, expressed in whole dollars**
- **Description/purpose of assistance**
- **If contribution has been confirmed by the county or it is a pending request.**

Multi-county agencies: In addition to the four bullet points above, include the name of the county.

Example of documenting county assistance: Allocation - \$20,000 - Rent - Confirmed

Document the county assistance your agency receives.

In-Kind & Allocation Confirmed
 In-Kind, 5% of an IT position: \$2,464.16.00
 In-kind, 5% of a Janitorial position: \$1,539.59
 In-kind, \$21,408.00 rent per year
 In-Kind, \$9,496.00 internet per year
 In-Kind, \$2,574.00 electricity per year
 In-Kind, \$308.00 trash per year
 In-kind, \$1,335.00 gas per year
 Riley County Allocation, \$149,884.00, for increase in personnel costs
 Clay County Allocation, \$37,791.85, for increase in personnel costs

Has or will your agency request funding from other sources (e.g., federal grants, private foundations grants, etc.) for FY 2026?

- ☒ Yes
☐ No

Describe your agency's projected funding requests. This should include the services the requested funding will be used for. Response should also include the source and amount of request.

BJA = \$128,604.12 - Recovery Court
 Caroline Peine Foundation = \$7,500.00 - Direct Client services
 City Alcohol = \$22,780 Adult Services - Drug Testing, A&D tx and staff A/D Training
 City Alcohol = \$5,750 Juvenile Services - Drug Testing, A&D tx and staff A/D Training
 Greater Manhattan Community Foundation = \$3,750.00 Direct Client Mental Health Services and housing
 Riley County Alcohol Funds = \$5,000.00 - Staff training
 Daniel Keating - \$1,257.00 - Protective Homes and Juvenile Intake
 ADSAP - \$19,844.00 - Recovery Court client incentives

Sign Here

The individual responsible for creating the budget is the individual who should enter their name below.

By entering my name below, I declare that I have reviewed the budget instructions provided by KDOC and have adhered to these instructions as I developed my budget as part of the application process.

PERSONNEL BUDGET NARRATIVE

Riley County Community Corrections

JIAS	JISP	CM	IIP	Juvenile Services Evidence Based Practice - Reinvestment	County Funds	Other Funds	TOTAL PERSONNEL
							478,040.24
							Current
							Juvenile Alloc

1A ADMIN PERSONNEL

Name	CC FTE	JUV FTE	New Staff	Position Description	Total Annual Salary	JIAS	JISP	CM	IIP	Juvenile Services Evidence Based Practice - Reinvestment	County Funds	Other Funds	Subtotal
1 CY25 Riley County Payscale													\$
2 Lewis, Megan	0.4000	0.6000		Director	\$ 58,372.03	\$ 12,258.13	\$ 10,506.97	\$ 1,751.16	\$ 10,506.97		\$ 14,667.10	\$ (9,241.36)	\$ 58,372.03
3 Harper, Sandi	0.6000	0.4000		ISO II	\$ 54,838.55	\$ 10,367.71	\$ 4,147.08		\$ 6,220.63		\$ 12,698.99	\$ (5,471.32)	\$ 54,838.55
4 Hubbard, Jessie	0.4000	0.6000		Administrative Assistant II	\$ 31,678.19	\$ 5,702.07	\$ 5,702.07	\$ 1,900.69	\$ 5,702.07		\$ 7,959.75	\$ (5,015.23)	\$ 31,678.19
5													\$
6 CY26 Riley County Payscale													\$
7 Lewis, Megan	0.4000	0.6000		Director	\$ 61,746.52	\$ 12,966.77	\$ 11,114.37	\$ 1,852.40	\$ 11,114.37		\$ 13,862.46	\$ (8,526.30)	\$ 61,746.52
8 Harper, Sandi	0.6000	0.4000		ISO II	\$ 54,870.40	\$ 10,974.08	\$ 4,389.63		\$ 6,584.45		\$ 12,164.09	\$ (5,051.21)	\$ 54,870.40
9 Hubbard, Jessie	0.4000	0.6000		Administrative Assistant II	\$ 33,496.42	\$ 6,029.36	\$ 6,029.36	\$ 2,009.79	\$ 6,029.36		\$ 7,520.14	\$ (4,625.37)	\$ 33,496.42
													\$
Total Admin Salary			0		292,002.11	58,298.12	41,889.48	7,514.03	46,157.84	0.00	68,872.53	(37,930.79)	292,002.11

Name	CC FTE	JUV FTE	New Staff			JIAS	JISP	CM	IIP	0.00%	County Funds	Other Funds	Subtotal
1 CY25 Riley County Payscale	-	-	0	Salary	0.00	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
2 Lewis, Megan	0.4000	0.6000	0	Salary	58,372.03	21.00%	18.00%	3.00%	18.00%	0.00%	0.00%	0.00%	10,506.97
				FICA Social Security	760.00	\$ 6.20%	\$ 651.43	\$ 108.57	\$ 651.43	\$ -	\$ -	\$ -	\$ 3,600.00
				FICA Medicare	1,455.00	\$ 1.45%	\$ 152.35	\$ 25.39	\$ 152.35	\$ -	\$ -	\$ -	\$ 4,000.00
				KPERS (Retirement Benefits)	10,711.00	\$ 10.71%	\$ 1,125.30	\$ 187.55	\$ 1,125.30	\$ -	\$ -	\$ -	\$ 6,000.00
				State Unemployment	13,660.00	\$ 0.13%	\$ 13.66	\$ 2.28	\$ 13.66	\$ -	\$ -	\$ -	\$ 5,000.00
				State Workman's Comp	-	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
				Health Insurance	12,263.97	\$ 2.57%	\$ 2,207.51	\$ 367.92	\$ 2,207.51	\$ -	\$ -	\$ -	\$ 12,263.97
				Life Insurance	-	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
				Longevity	-	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
				Workman's Comp	2,750.00	\$ 2.75%	\$ 288.94	\$ 48.16	\$ 288.94	\$ -	\$ -	\$ -	\$ 1,000.00
				TOTAL BENEFITS	\$ 5,179.06	\$ 4,439.19	\$ 739.90	\$ 4,439.19	\$ -	\$ -	\$ -	\$ -	\$ 24,000.00
3 Harper, Sandi	0.6000	0.4000	0	Salary	54,838.55	20.00%	8.00%	0.00%	12.00%	0.00%	0.00%	0.00%	10,367.71
				FICA Social Security	642.80	\$ 6.20%	\$ 257.12	\$ -	\$ 385.68	\$ -	\$ -	\$ -	\$ 3,600.00
				FICA Medicare	150.33	\$ 1.45%	\$ 60.13	\$ -	\$ 90.20	\$ -	\$ -	\$ -	\$ 4,000.00
				KPERS (Retirement Benefits)	1,110.38	\$ 10.71%	\$ 444.15	\$ -	\$ 666.23	\$ -	\$ -	\$ -	\$ 5,000.00
				State Unemployment	13.48	\$ 0.13%	\$ 5.39	\$ -	\$ 8.09	\$ -	\$ -	\$ -	\$ -
				State Workman's Comp	-	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
				Health Insurance	10,891.28	\$ 2.57%	\$ 871.30	\$ -	\$ 1,306.95	\$ -	\$ -	\$ -	\$ 10,891.28
				Life Insurance	-	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
				Longevity	-	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
				Workman's Comp	285.11	\$ 2.75%	\$ 114.04	\$ -	\$ 171.07	\$ -	\$ -	\$ -	\$ 1,400.00
				TOTAL BENEFITS	\$ 4,380.36	\$ 1,752.14	\$ -	\$ 2,628.21	\$ -	\$ -	\$ -	\$ -	\$ 21,000.00
4 Hubbard, Jessie	0.4000	0.6000	0	Salary	31,678.19	18.00%	18.00%	6.00%	18.00%	0.00%	0.00%	0.00%	10,506.97
				FICA Social Security	353.53	\$ 6.20%	\$ 353.53	\$ 117.84	\$ 353.53	\$ -	\$ -	\$ -	\$ 1,000.00
				FICA Medicare	82.68	\$ 1.45%	\$ 82.68	\$ 27.56	\$ 82.68	\$ -	\$ -	\$ -	\$ 4,000.00
				KPERS (Retirement Benefits)	610.69	\$ 10.71%	\$ 610.69	\$ 203.56	\$ 610.69	\$ -	\$ -	\$ -	\$ 3,000.00
				State Unemployment	7.41	\$ 0.13%	\$ 7.41	\$ 2.47	\$ 7.41	\$ -	\$ -	\$ -	\$ -
				State Workman's Comp	-	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
				Health Insurance	6,655.59	\$ 2.57%	\$ 1,198.01	\$ 399.34	\$ 1,198.01	\$ -	\$ -	\$ -	\$ 6,655.59
				Life Insurance	-	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
				Longevity	-	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
				Workman's Comp	-	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
				TOTAL BENEFITS	\$ 2,252.32	\$ 2,252.32	\$ 750.77	\$ 2,252.32	\$ -	\$ -	\$ -	\$ -	\$ 12,000.00

6	CY26 Riley County Payscale	-	-	0	Salary	0.00	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
7	Lewis, Megan	0.4000	0.6000	0	Salary	61,746.52	21.00%	18.00%	3.00%	18.00%	0.00%	0.00%	0.00%	0.00%	0.00%
					FICA Social Security	6.20%	\$ 803.94	\$ 689.09	\$ 114.85	\$ 689.09	\$ -	\$ -	\$ -	\$ -	\$ -
					FICA Medicare	1.45%	\$ 188.02	\$ 161.16	\$ 26.86	\$ 161.16	\$ -	\$ -	\$ -	\$ -	\$ -
					KPERS (Retirement Benefits)	10.59%	\$ 1,373.18	\$ 1,177.01	\$ 196.17	\$ 1,177.01	\$ -	\$ -	\$ -	\$ -	\$ -
					State Unemployment	0.13%	\$ 16.86	\$ 14.45	\$ 2.41	\$ 14.45	\$ -	\$ -	\$ -	\$ -	\$ -
					State Workman's Comp		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
					Health Insurance	13,047.04	\$ 2,739.88	\$ 2,348.47	\$ 391.41	\$ 2,348.47	\$ -	\$ -	\$ -	\$ -	\$ -
					Life Insurance		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
					Longevity		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
					Workman's Comp	2.75%	\$ 356.59	\$ 305.65	\$ 50.94	\$ 305.65	\$ -	\$ -	\$ -	\$ -	\$ -
					TOTAL BENEFITS		\$ 5,478.46	\$ 4,695.82	\$ 782.64	\$ 4,695.82	\$ -	\$ -	\$ -	\$ -	\$ -
8	Harper, Sandi	0.6000	0.4000	0	Salary	54,870.40	20.00%	8.00%	0.00%	12.00%	0.00%	0.00%	0.00%	0.00%	0.00%
					FICA Social Security	6.20%	\$ 680.39	\$ 272.16	\$ -	\$ 408.24	\$ -	\$ -	\$ -	\$ -	\$ -
					FICA Medicare	1.45%	\$ 159.12	\$ 63.65	\$ -	\$ 95.47	\$ -	\$ -	\$ -	\$ -	\$ -
					KPERS (Retirement Benefits)	10.59%	\$ 1,162.16	\$ 464.86	\$ -	\$ 697.29	\$ -	\$ -	\$ -	\$ -	\$ -
					State Unemployment	0.13%	\$ 14.27	\$ 5.71	\$ -	\$ 8.56	\$ -	\$ -	\$ -	\$ -	\$ -
					State Workman's Comp		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
					Health Insurance	11,594.12	\$ 2,318.82	\$ 927.53	\$ -	\$ 1,391.29	\$ -	\$ -	\$ -	\$ -	\$ -
					Life Insurance		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
					Longevity		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
					Workman's Comp	2.75%	\$ 301.79	\$ 120.71	\$ -	\$ 181.07	\$ -	\$ -	\$ -	\$ -	\$ -
					TOTAL BENEFITS		\$ 4,636.55	\$ 1,854.62	\$ -	\$ 2,781.93	\$ -	\$ -	\$ -	\$ -	\$ -
9	Hubbard, Jessie	0.4000	0.6000	0	Salary	33,496.42	18.00%	18.00%	6.00%	18.00%	0.00%	0.00%	0.00%	0.00%	0.00%
					FICA Social Security	6.20%	\$ 373.82	\$ 373.82	\$ 124.61	\$ 373.82	\$ -	\$ -	\$ -	\$ -	\$ -
					FICA Medicare	1.45%	\$ 87.43	\$ 87.43	\$ 29.14	\$ 87.43	\$ -	\$ -	\$ -	\$ -	\$ -
					KPERS (Retirement Benefits)	10.59%	\$ 638.51	\$ 638.51	\$ 212.84	\$ 638.51	\$ -	\$ -	\$ -	\$ -	\$ -
					State Unemployment	0.13%	\$ 7.84	\$ 7.84	\$ 2.61	\$ 7.84	\$ -	\$ -	\$ -	\$ -	\$ -
					State Workman's Comp		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
					Health Insurance	7,077.80	\$ 1,274.00	\$ 1,274.00	\$ 424.67	\$ 1,274.00	\$ -	\$ -	\$ -	\$ -	\$ -
					Life Insurance		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
					Longevity		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
					Workman's Comp		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
					TOTAL BENEFITS		\$ 2,381.60	\$ 2,381.60	\$ 793.87	\$ 2,381.60	\$ -	\$ -	\$ -	\$ -	\$ -
	TOTAL ADMIN SALARIES						\$ 58,298.12	\$ 41,889.48	\$ 7,514.03	\$ 46,157.84	\$ -	\$ 68,872.53	\$ (37,930.79)	\$ 292	\$ 292
	TOTAL ADMIN BENEFITS						\$ 24,308.34	\$ 17,375.70	\$ 3,067.17	\$ 19,179.08	\$ -	\$ -	\$ -	\$ -	\$ 121
1A	TOTAL ADMIN PERSONNEL						\$ 82,606.46	\$ 59,265.18	\$ 10,581.20	\$ 65,336.92	\$ -	\$ 68,872.53	\$ (37,930.79)	\$ 413	\$ 413

12.a

Attachment: FY26 Juvenile Comprehensive Grant - CAR (15533 : FY26 Juvenile Services Comprehensive

IB NON-ADMIN PERSONNEL

Name	CC FTE	JUV FTE	New Staff	Position Description	Total Annual Salary	JIAS	JISP	CM	IIP	Evidence Based Practice - Reinvestment	County Funds	Other Funds	12.a	
CY25 Riley County Payscale														
Clark, Brett	0.8000	0.2000		ISO	\$ 42,041.15	\$ 8,408.23					\$ 10,034.17	\$ (2,218.63)	\$ 42.0	
Clark, Dan	0.8000	0.2000		ISO	\$ 40,818.06	\$ 8,163.61					\$ 9,742.24	\$ (2,154.08)	\$ 40.8	
Lee, Joanna	0.7000	0.3000		ISO	\$ 42,041.16	\$ 8,828.64			\$ 3,783.70		\$ 10,166.53	\$ (3,327.94)	\$ 42.0	
Kennedy, Damion	0.5000	0.5000	X	ISO	\$ 29,072.36	\$ 5,087.66	\$ 1,453.62	\$ 726.81	\$ 7,268.09		\$ 26,109.37	\$ (13,283.53)	\$ 29.0	
McNatt, Michael	-	0.2950		ISO	\$ 31,600.36	\$ 1,864.42	\$ 3,262.74	\$ 466.11	\$ 3,728.84	\$ 22,278.25	\$ 2,459.77	\$ (2,459.77)	\$ 31.6	
On-Call Juvenile Intake Officers	-	1.0000		On-Call Juvenile Intake Officers	\$ 13,917.67	\$ 13,917.67							\$ 13.9	
CY26 Riley County Payscale														
Clark, Brett	0.8000	0.2000		ISO	\$ 44,433.38	\$ 8,886.68					\$ 9,725.10	\$ (2,045.20)	\$ 44.4	
Clark, Dan	0.8000	0.2000		ISO	\$ 43,137.22	\$ 8,627.44					\$ 9,441.41	\$ (1,985.54)	\$ 43.1	
Lee, Joanna	0.7000	0.3000		ISO	\$ 44,433.37	\$ 9,331.01			\$ 3,999.00		\$ 9,787.71	\$ (3,067.80)	\$ 44.4	
Kennedy, Damion	0.5000	0.5000	X	ISO	\$ 31,193.34	\$ 5,458.83	\$ 1,559.67	\$ 779.83	\$ 7,798.34		\$ 25,855.06	\$ (13,037.42)	\$ 31.1	
McNatt, Michael	-	0.2950		ISO	\$ 33,732.08	\$ 1,990.19	\$ 3,482.84	\$ 497.55	\$ 3,980.39	\$ 23,781.12	\$ 2,290.14	\$ (2,290.14)	\$ 33.7	
On-Call Juvenile Intake Officers	-	1.0000		On-Call Juvenile Intake Officers	\$ 14,070.00	\$ 14,070.00							\$ 14.0	
Payout Fund	0.6000	0.4000		ISO II	\$ 17,145.00	\$ 3,429.00	\$ 1,371.60		\$ 2,057.40				\$ 17.1	
Total Non-Admin Salary					2	427,635.15	98,063.39	11,130.46	2,470.30	32,615.76	46,059.37	115,611.50	(45,870.05)	427.6
Name	CC FTE	JUV FTE	New Staff			JIAS	JISP	CM	IIP	Evidence Based Practice - Reinvestment	County Funds	Other Funds	Subtotal	
0 CY25 Riley County Payscale	-	-	0	Salary	0.00	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	
0 Clark, Brett	0.8000	0.2000	0	Salary	42,041.15	20.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	10
				FICA Social Security	6.20%	\$ 521.31	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	2.6
				FICA Medicare	1.45%	\$ 121.92	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	6
				KPERS (Retirement Benefits)	10.71%	\$ 900.52	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	4.5
				State Unemployment	0.13%	\$ 10.93	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
				State Workman's Comp		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
				Health Insurance	8,832.85	\$ 1,766.57	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	8.8
				Life Insurance		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
				Longevity		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
				Workman's Comp	2.75%	\$ 231.23	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	1.1
0 Clark, Dan	0.8000	0.2000	0	Salary	40,818.06	20.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	10
				FICA Social Security	6.20%	\$ 506.14	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	2.5
				FICA Medicare	1.45%	\$ 118.37	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	5
				KPERS (Retirement Benefits)	10.71%	\$ 874.32	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	4.3
				State Unemployment	0.13%	\$ 10.61	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
				State Workman's Comp		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
				Health Insurance	8,575.87	\$ 1,715.17	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	8.5
				Life Insurance		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
				Longevity		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
				Workman's Comp	2.75%	\$ 224.50	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	1.1
0 Lee, Joanna	0.7000	0.3000	0	Salary	42,041.16	21.00%	0.00%	0.00%	9.00%	0.00%	0.00%	0.00%	0.00%	10
				FICA Social Security	6.20%	\$ 547.38	\$ -	\$ -	\$ 234.59	\$ -	\$ -	\$ -	\$ -	2.6
				FICA Medicare	1.45%	\$ 128.02	\$ -	\$ -	\$ 54.86	\$ -	\$ -	\$ -	\$ -	6
				KPERS (Retirement Benefits)	10.71%	\$ 945.55	\$ -	\$ -	\$ 405.23	\$ -	\$ -	\$ -	\$ -	4.5
				State Unemployment	0.13%	\$ 11.48	\$ -	\$ -	\$ 4.92	\$ -	\$ -	\$ -	\$ -	
				State Workman's Comp		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
				Health Insurance	8,832.84	\$ 1,854.90	\$ -	\$ -	\$ 794.96	\$ -	\$ -	\$ -	\$ -	8.8
				Life Insurance		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
				Longevity		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
				Workman's Comp	2.75%	\$ 242.79	\$ -	\$ -	\$ 104.05	\$ -	\$ -	\$ -	\$ -	1.1
0 Kennedy, Damion	0.5000	0.5000	X	Salary	29,072.36	17.00%	5.00%	3.00%	25.00%	0.00%	0.00%	0.00%	0.00%	10
				FICA Social Security	6.20%	\$ 306.42	\$ 90.12	\$ 54.07	\$ 450.62	\$ -	\$ -	\$ -	\$ -	1.8
				FICA Medicare	1.45%	\$ 71.66	\$ 21.08	\$ 12.65	\$ 105.39	\$ -	\$ -	\$ -	\$ -	4
				KPERS (Retirement Benefits)	10.71%	\$ 529.32	\$ 155.68	\$ 93.41	\$ 778.41	\$ -	\$ -	\$ -	\$ -	3.1
				State Unemployment	0.13%	\$ 6.42	\$ 1.89	\$ 1.13	\$ 9.45	\$ -	\$ -	\$ -	\$ -	
				State Workman's Comp		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
				Health Insurance	6,108.10	\$ 1,038.38	\$ 305.41	\$ 183.24	\$ 1,527.03	\$ -	\$ -	\$ -	\$ -	6.1
				Life Insurance		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
				Longevity		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
				Workman's Comp	2.75%	\$ 135.91	\$ 39.97	\$ 23.98	\$ 199.87	\$ -	\$ -	\$ -	\$ -	7

Attachment: FY26 Juvenile Comprehensive Grant - CAR (15533 : FY26 Juvenile Services Comprehensive

Attachment: FY26 Juvenile Comprehensive Grant - CAR (15533 : FY26 Juvenile Services Comprehensive

0 McNatt, Michael	-	0.2950	0	Salary	31,800.36	6.00%	10.00%	1.50%	12.00%	70.50%	0.00%	0.00%	12.a
				FICA Social Security	6.20%	\$ 117.55	\$ 195.92	\$ 29.39	\$ 235.11	\$ 1,381.25	\$ -	\$ -	
				FICA Medicare	1.45%	\$ 27.49	\$ 45.82	\$ 6.87	\$ 54.98	\$ 323.03	\$ -	\$ -	458.21
				KPERS (Retirement Benefits)	10.71%	\$ 203.08	\$ 338.44	\$ 50.77	\$ 406.13	\$ 2,388.00	\$ -	\$ -	3,384.40
				State Unemployment	0.13%	\$ 2.46	\$ 4.11	\$ 0.62	\$ 4.93	\$ 28.95	\$ -	\$ -	44.49
				State Workman's Comp		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
				Health Insurance	6,639.23	\$ 398.35	\$ 663.92	\$ 99.59	\$ 796.71	\$ 4,660.66	\$ -	\$ -	6
				Life Insurance		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
				Longevity		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
				Workman's Comp	2.75%	\$ 52.14	\$ 86.90	\$ 13.04	\$ 104.28	\$ 612.65	\$ -	\$ -	
0 On-Call Juvenile Intake Officers	-	1.0000	0	Salary	13,917.67	100.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	
				FICA Social Security	6.20%	\$ 862.90	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
				FICA Medicare	1.45%	\$ 201.81	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
				KPERS (Retirement Benefits)		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
				State Unemployment	0.13%	\$ 18.09	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
				State Workman's Comp		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
				Health Insurance		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
				Life Insurance		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
				Longevity		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
				Workman's Comp	2.75%	\$ 382.74	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
0 CY26 Riley County Payscale	-	-	0	Salary	0.00	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	
0 Clark, Brett	0.8000	0.2000	0	Salary	44,433.38	20.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	1
				FICA Social Security	6.20%	\$ 550.97	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	2
				FICA Medicare	1.45%	\$ 128.86	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	4
				KPERS (Retirement Benefits)	10.59%	\$ 941.10	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	9
				State Unemployment	0.13%	\$ 11.55	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	1
				State Workman's Comp		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
				Health Insurance	9,388.77	\$ 1,877.75	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
				Life Insurance		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
				Longevity		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
				Workman's Comp	2.75%	\$ 244.38	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
0 Clark, Dan	0.8000	0.2000	0	Salary	43,137.22	20.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	1
				FICA Social Security	6.20%	\$ 534.90	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	2
				FICA Medicare	1.45%	\$ 125.10	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	4
				KPERS (Retirement Benefits)	10.59%	\$ 913.65	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	9
				State Unemployment	0.13%	\$ 11.22	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	1
				State Workman's Comp		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
				Health Insurance	9,114.90	\$ 1,822.98	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
				Life Insurance		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
				Longevity		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
				Workman's Comp	2.75%	\$ 237.25	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
0 Lee, Joanna	0.7000	0.3000	0	Salary	44,433.37	21.00%	0.00%	0.00%	9.00%	0.00%	0.00%	0.00%	1
				FICA Social Security	6.20%	\$ 578.52	\$ -	\$ -	\$ 247.94	\$ -	\$ -	\$ -	2
				FICA Medicare	1.45%	\$ 135.30	\$ -	\$ -	\$ 57.99	\$ -	\$ -	\$ -	4
				KPERS (Retirement Benefits)	10.59%	\$ 988.15	\$ -	\$ -	\$ 423.49	\$ -	\$ -	\$ -	9
				State Unemployment	0.13%	\$ 12.13	\$ -	\$ -	\$ 5.20	\$ -	\$ -	\$ -	1
				State Workman's Comp		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
				Health Insurance	9,388.77	\$ 1,971.64	\$ -	\$ -	\$ 844.99	\$ -	\$ -	\$ -	
				Life Insurance		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
				Longevity		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
				Workman's Comp	2.75%	\$ 256.60	\$ -	\$ -	\$ 109.97	\$ -	\$ -	\$ -	

0 Kennedy, Damion	0.5000	0.5000	X	Salary	31,193.34	17.00%	5.00%	3.00%	25.00%	0.00%	0.00%	0.00%	100
				FICA Social Security	6.20%	\$ 328.78	\$ 96.70	\$ 58.02	\$ 483.50	\$ -	\$ -	\$ -	
				FICA Medicare	1.45%	\$ 76.89	\$ 22.62	\$ 13.57	\$ 113.08	\$ -	\$ -	\$ -	
				KPERS (Retirement Benefits)	10.59%	\$ 561.57	\$ 165.17	\$ 99.10	\$ 825.84	\$ -	\$ -	\$ -	
				State Unemployment	0.13%	\$ 6.89	\$ 2.03	\$ 1.22	\$ 10.14	\$ -	\$ -	\$ -	4
				State Workman's Comp		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
				Health Insurance	6,591.16	\$ 1,120.50	\$ 329.56	\$ 197.73	\$ 1,647.79	\$ -	\$ -	\$ -	6,59
				Life Insurance		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
				Longevity		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
				Workman's Comp	2.75%	\$ 145.83	\$ 42.89	\$ 25.73	\$ 214.45	\$ -	\$ -	\$ -	85
0 McNatt, Michael	-	0.2950	0	Salary	33,732.08	6.00%	10.00%	1.50%	12.00%	70.50%	0.00%	0.00%	100
				FICA Social Security	6.20%	\$ 125.48	\$ 209.14	\$ 31.37	\$ 250.97	\$ 1,474.43	\$ -	\$ -	2,09
				FICA Medicare	1.45%	\$ 29.35	\$ 48.91	\$ 7.34	\$ 58.69	\$ 344.83	\$ -	\$ -	48
				KPERS (Retirement Benefits)	10.59%	\$ 214.33	\$ 357.22	\$ 53.58	\$ 428.67	\$ 2,518.42	\$ -	\$ -	3,57
				State Unemployment	0.13%	\$ 2.63	\$ 4.39	\$ 0.66	\$ 5.26	\$ 30.92	\$ -	\$ -	4
				State Workman's Comp		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
				Health Insurance	7,127.59	\$ 427.66	\$ 712.76	\$ 106.91	\$ 855.31	\$ 5,024.95	\$ -	\$ -	7,12
				Life Insurance		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
				Longevity		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
				Workman's Comp	2.75%	\$ 55.66	\$ 92.76	\$ 13.91	\$ 111.32	\$ 653.98	\$ -	\$ -	92
0 On-Call Juvenile Intake Officers	-	1.0000	0	Salary	14,070.00	100.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	100
				FICA Social Security	6.20%	\$ 872.34	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	87
				FICA Medicare	1.45%	\$ 204.02	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	20
				KPERS (Retirement Benefits)		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
				State Unemployment	0.13%	\$ 18.29	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	1
				State Workman's Comp		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
				Health Insurance		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
				Life Insurance		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
				Longevity		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
				Workman's Comp	2.75%	\$ 386.93	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	38
0 Payout Fund	0.6000	0.4000	0	Salary	17,145.00	20.00%	8.00%	0.00%	12.00%	0.00%	0.00%	0.00%	100
				FICA Social Security	6.20%	\$ 212.60	\$ 85.04	\$ -	\$ 127.56	\$ -	\$ -	\$ -	1,06
				FICA Medicare	1.45%	\$ 49.72	\$ 19.89	\$ -	\$ 29.83	\$ -	\$ -	\$ -	24
				KPERS (Retirement Benefits)	10.71%	\$ 367.25	\$ 146.90	\$ -	\$ 220.35	\$ -	\$ -	\$ -	1,83
				State Unemployment	0.13%	\$ 4.46	\$ 1.78	\$ -	\$ 2.67	\$ -	\$ -	\$ -	2
				State Workman's Comp		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
				Health Insurance		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
				Life Insurance		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
				Longevity		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
				(Please Specify)		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
TOTAL NON-ADMIN SALARIES					\$ 98,063.39	\$ 11,130.46	\$ 2,470.30	\$ 32,615.76	\$ 46,059.37	\$ 115,611.50	\$ (45,870.05)	\$ 427.63	
TOTAL NON-ADMIN BENEFITS					\$ 31,639.66	\$ 4,287.02	\$ 1,177.91	\$ 13,346.53	\$ 19,460.08	\$ -	\$ -	\$ 167.72	
1B TOTAL NON-ADMIN PERSONNEL					\$ 129,703.05	\$ 15,417.48	\$ 3,648.21	\$ 45,962.29	\$ 65,519.45	\$ 115,611.50	\$ (45,870.05)	\$ 595,356	
1B Non-Admin Personnel Comments:													
TOTAL PERSONNEL SECTION					\$ 212,309.51	\$ 74,682.66	\$ 14,229.41	\$ 111,299.21	\$ 65,519.45	\$ 184,484.03	\$ (83,800.84)	\$ 1,008,946	

NON-PERSONNEL BUDGET NARRATIVE
Riley County Community Corrections

										TOTAL NON-PERSONNEL
										28,972.34
										Current
										Grant Allocation
2 AGENCY OPERATIONS SECTION										
2A	TRAVEL CATEGORY	Details	Total Amount	CC Funds (adult)	BH Funds (adult)	JIAS	JISP	CM	IIP	TOTAL
	Fuel or Mileage	Est = \$40.00/mo. for AS & \$30.00/mo. for JS	840.00	480.00		118.80	118.80	3.60	118.80	840.00
	Per Diem (includes Lodging)	Est = \$18.00/mo. x 12 mos. (each) for AS & JS	432.00	216.00		71.28	71.28	2.16	71.28	432.00
	Vehicle Maintenance/Registration/Tags	Est = \$60.00/mo. x 12 mos. (each) for AS & JS	1,440.00	720.00		237.60	237.60	7.20	237.60	1,440.00
	Vehicle Insurance	Est = \$1800.00/year, split 50/50	1,800.00	900.00		297.00	297.00	9.00	297.00	1,800.00
	K-Tag/Tolls/Parking	Est = \$50/mo. x 12 mos. (each) for AS & JS	12.00	6.00		1.98	1.98	0.06	1.98	12.00
	Other #1									-
2A	TRAVEL CATEGORY	Details		CC Funds (adult)	BH Funds (adult)	JIAS	JISP	CM	IIP	TOTAL
	Fuel or Mileage			57.1400%		14.1400%	14.1400%	0.4300%	14.1400%	99.9900%
	Per Diem (includes Lodging)			50.0000%		16.5000%	16.5000%	0.5000%	16.5000%	100.0000%
	Vehicle Maintenance/Registration/Tags			50.0000%		16.5000%	16.5000%	0.5000%	16.5000%	100.0000%
	Vehicle Insurance			50.0000%		16.5000%	16.5000%	0.5000%	16.5000%	100.0000%
	K-Tag/Tolls/Parking			50.0000%		16.5000%	16.5000%	0.5000%	16.5000%	100.0000%
	Other #1									0.0000%
2A	TOTAL TRAVEL CATEGORY		\$ 4,524.00	\$ 2,322.00	\$ -	\$ 726.66	\$ 726.66	\$ 22.02	\$ 726.66	\$ 4,524.00

2A Travel Category Comments:

*If applicable, estimates are based on FY24 monthly average (YTD as of 12/31/2024), then multiplied by 12. Juvenile Services bills are split as follows: JIA = 33% / JISP = 33% / JCM = 1% / IIP = 33%.

Fuel or Mileage: Adult: \$32.26 x 12 = \$387.16, increased to \$40/month for inflation. Juvenile: \$25.98 x 12 = \$311.76, increased to \$30/month for inflation. * Per Diem: Adult: Average meal (lunch) = \$18.00 x 1 meal per month = \$216.00.

Juvenile: Average meal (lunch) = \$18.00 x 1 meal per month = \$216 * Vehicle Maintenance/Registration/Tags: Adult: \$57.77 x 12 = \$693.24, Juvenile: \$57.77 x 12 = \$693.24 *

Vehicle Insurance: FY24 policy = \$1700.00; increased \$100.00 for inflation and split 50/50 between AS and JS * K-Tag/Tolls/Parking: Estimate \$50 month, split 50/50 between AS and JS

2B	TRAINING	Details	Total Amount	CC Funds (adult)	BH Funds (adult)	JIAS	JISP	CM	IIP	TOTAL
	Fuel or Mileage	Est = \$9.00/mo. for AS & \$12.00/mo for JS	252.00	108.00		47.52	47.52	1.44	47.52	252.00
	Per Diem (includes Lodging)	Est = \$18.00/mo. x 12 mos. (each) for AS & JS	432.00	216.00		71.28	71.28	2.16	71.28	432.00
	Registration	Est = \$50.00/mo. x 6 mos. (each) for AS & JS	300.00	150.00		49.50	49.50	1.50	49.50	300.00
	K-Tag/Tolls/Parking	Est = \$1.00/mo. x 12 mos. (each) for AS & JS	24.00	12.00		3.96	3.96	0.12	3.96	24.00
	Other #1									-
2B	TRAINING	Details		CC Funds (adult)	BH Funds (adult)	JIAS	JISP	CM	IIP	TOTAL
	Fuel or Mileage			42.86%		18.86%	18.86%	0.57%	18.86%	100.01%
	Per Diem (includes Lodging)			50.00%		16.50%	16.50%	0.50%	16.50%	100.00%
	Registration			50.00%		16.50%	16.50%	0.50%	16.50%	100.00%
	K-Tag/Tolls/Parking			50.00%		16.50%	16.50%	0.50%	16.50%	100.00%
	Other #1									0.00%
2B	TOTAL TRAINING CATEGORY		\$ 1,008.00	\$ 486.00	\$ -	\$ 172.26	\$ 172.26	\$ 5.22	\$ 172.26	\$ 1,008.00

2B Training Category Comments:

*If applicable, estimates are based on FY24 monthly average (YTD as of 12/31/2024), then multiplied by 12. Juvenile Services bills are split as follows: JIA = 33% / JISP = 33% / JCM = 1% / IIP = 33%.

Fuel or Mileage: Adult: \$7.33 x 12 = \$87.94, increased for inflation. Juvenile: \$10.43 x 12 = \$125.16, increased for inflation. * Per Diem: Adult: Average meal (lunch) = \$18.00 x 1 meal per month = \$216.00.

Juvenile: Average meal (lunch) = \$18.00 x 1 meal per month = \$216.00 * Registration: Adult: Estimate \$50.00/training registration x 6/year = \$150.00. Juvenile: Estimate \$50.00/training registration x 6/year = \$150.00. *

K-Tag/Tolls/Parking: Estimate \$1.00/month x 12 = \$24.00, split 50/50 between AS and JS

2C	COMMUNICATION	Details	Total Amount	CC Funds (adult)	BH Funds (adult)	JIAS	JISP	CM	IIP	TOTAL
	Cell Phone	ML/BC stipend = \$105/mo., Cell = \$135/mo.	2,880.00	696.00		1,644.00	540.00			2,880.00
	Internet Services									-
	Land Line	Landline = \$247/mo x 12 mos., split 50/50 AS/JS	2,964.00	1,482.00		489.06	489.06	14.82	489.06	2,964.00
	Advertising	\$1,000.00/per open position, x 3	3,000.00	990.00		663.30	663.30	20.10	663.30	3,000.00
	Other #2									-
2C	COMMUNICATION	Details		CC Funds (adult)	BH Funds (adult)	JIAS	JISP	CM	RP	TOTAL
	Cell Phone			24.17%		57.08%	18.75%			100.00%
	Internet Services									
	Land Line			50.00%		16.50%	16.50%	0.50%	16.50%	100.00%
	Advertising			33.00%		22.11%	22.11%	0.67%	22.11%	100.00%
	Other #2									
2C	TOTAL COMMUNICATION CATEGORY		\$ 8,844.00	\$ 3,168.00	\$ -	\$ 2,796.36	\$ 1,692.36	\$ 34.92	\$ 1,152.36	\$ 8,844.00

2C Communication Category Comments:

*If applicable, estimates are based on FY24 monthly average (YTD as of 12/31/2024), then multiplied by 12. Juvenile Services bills are split as follows: JIA = 33% / JISP = 33% / JCM = 1% / IIP = 33%.

ML cell phone allowance = \$65.00, split 40/60 \$26.00 AS / \$39.00 JS; BC cell phone allowance = \$40.00, split 80/20 \$32.00 AS / \$8.00 JS

On-call cell phones = \$41.51 each x 3 (day, night, JISP), 100% JS, increased for inflation

Riley County Landline = \$157.00/mo. x 12mo., split 50/50 \$78.50 AS / \$78.50 JS • Clay County Landline = \$90.00/mo. x 12mo., split 50/50 \$45.00 AS / \$45.00 JS

Advertising on Indeed.com for new hires = \$166.67/wk x 6 wks, x 3 hiring processes, split 33% AS / 67% JS

2D	EQUIPMENT	Details	Total Amount	CC Funds (adult)	BH Funds (adult)	JIAS	JISP	CM	RP	TOTAL
	Computer									-
	Printer									-
	Scanners	Fujitsu Scanner x 2	2,640.00	2,640.00						2,640.00
	Furniture	Misc. furniture upgrades	16,679.82	10,170.48		2,148.08	2,148.08	65.09	2,148.08	16,679.82
	Other #3									-
	Vehicle Purchase									-
2D	EQUIPMENT	Details		CC Funds (adult)	BH Funds (adult)	JIAS	JISP	CM	IIP	TOTAL
	Computer									
	Printer									
	Scanners			100.00%						100.00%
	Furniture			60.97%		12.88%	12.88%	0.39%	12.88%	100.00%
	Other #3									
	Vehicle Purchase									
2D	TOTAL EQUIPMENT CATEGORY		\$ 19,319.82	\$ 12,810.48	\$ -	\$ 2,148.08	\$ 2,148.08	\$ 65.09	\$ 2,148.08	\$ 19,319.82

2D Equipment Category Comments:

Two new desktop scanners = \$1,320.00 each x 2. Estimate provided by IT Department.

Desk, filing cabinet and office chair for potential new office space x 10

2E	SUPPLIES/COMMODITIES	Details	Total Amount	CC Funds (adult)	BH Funds (adult)	JIAS	JISP	CM	IIP	TOTAL
	Office Supplies	Est = \$115.00/mo for AS & \$145.00/mo for JS	3,120.00	1,380.00		574.20	574.20	17.40	574.20	3,120.00
	Postage	Est = \$70.00/mo for AS & \$5.00/mo for JS	900.00	840.00		19.80	19.80	0.60	19.80	900.00
	Printing	Est \$3,500.00/yr., split 50/50 AS/JS	3,500.00	1,750.00		577.50	577.50	17.50	577.50	3,500.00
	Software / Anti-Virus	Est \$550.00/yr., split 50/50 AS/JS	550.00	275.00		90.75	90.75	2.75	90.75	550.00
	Subscriptions	Est \$600.00/yr., split 50/50 AS/JS	600.00	300.00		99.00	99.00	3.00	99.00	600.00
	Membership Dues	Est \$700.00/yr., split 50/50 AS/JS	700.00	350.00		115.50	115.50	3.50	115.50	700.00
2E	SUPPLIES/COMMODITIES	Details		CC Funds (adult)	BH Funds (adult)	JIAS	JISP	CM	IIP	TOTAL
	Office Supplies			44.23%		18.40%	18.40%	0.56%	18.40%	99.99%
	Postage			93.33%		2.20%	2.20%	0.07%	2.20%	100.00%
	Printing			50.00%		16.50%	16.50%	0.50%	16.50%	100.00%
	Software / Anti-Virus			50.00%		16.50%	16.50%	0.50%	16.50%	100.00%
	Subscriptions			50.00%		16.50%	16.50%	0.50%	16.50%	100.00%
	Membership Dues			50.00%		16.50%	16.50%	0.50%	16.50%	100.00%
2E	TOTAL SUPPLIES/COMMODITIES CATEGORY		\$ 9,370.00	\$ 4,895.00	\$ -	\$ 1,476.75	\$ 1,476.75	\$ 44.75	\$ 1,476.75	\$ 9,370.00

2E Supplies/Commodities Category Comments:

*If applicable, estimates are based on FY24 monthly average (YTD as of 12/31/2024), then multiplied by 12. Juvenile Services bills are split as follows: JIA = 33% / JISP = 33% / JCM = 1% / IIP = 33%.

Office Supplies: Adult \$96.89/mo. x 12 = \$1,162.00, increased for inflation. Juvenile \$128.43/mo. x 12 = \$1,541.18, increased for inflation. * Postage: Adult \$70.00/mo. x 12 = \$840.00, increased for inflation.

Juvenile: \$3.67/mo. x 12 = \$44.04, increased for inflation. * Printing: Est. \$2,000.00 for ink, \$1,500.00 for paper = \$3,500.00, split 50/50 AS / JS \$1,750.00 * Adobe Acrobat Pro x 2 users = \$400 average/year split 50/50 \$200 AS / \$200.00 JS * Zoom annual subscription = \$150.00/year, split 50/50 \$75.00 AS / \$75.00 JS *

Notary renewal x1, 2nd Notary start-up fee/application = \$100.00, split 50/50 AS/JS * Amazon Prime business suscription = \$499.00/year, split 50/50 \$250.00 AS / \$250.00 JS * KCCA Annual Membership = \$700.00/year, split 50/50 \$350 AS / \$350.00 JS

2F	FACILITY	Details	Total Amount	CC Funds (adult)	BH Funds (adult)	JIAS	JISP	CM	IIP	TOTAL
	Rent									-
	Utilities									-
	Insurance									-
	Trash Service									-
	Building Maintenance									-
	Other #1									-
2F	FACILITY	Details		CC Funds (adult)	BH Funds (adult)	JIAS	JISP	CM	IIP	TOTAL
	Rent									
	Utilities									
	Insurance									
	Trash Service									
	Building Maintenance									
	Other #1									
2F	TOTAL FACILITY CATEGORY		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

2F Facility Category Comments:

2G	CONTRACTUAL	Details	Total Amount	CC Funds (adult)	BH Funds (adult)	JIAS	JISP	CM	IIP	TOTAL
	Copier Maintenance	Est. \$5,160.00, split between 50/50 AS/JS	5,160.00	2,580.00		851.40	851.40	25.80	851.40	5,160.00
	Computer Maintenance									-
	Shredding	\$10.00/mo. x 12	120.00	120.00						120.00
	BH Care Coordinator	BH Care Coordinator - Salary	100,902.19	4,409.19	96,493.00					100,902.19
	Other #1									-
	Other #2									-
	Other #3									-
	Other #4									-
	Other #5									-
	Other #6									-
2G	CONTRACTUAL	Details		CC Funds (adult)	BH Funds (adult)	JIAS	JISP	CM	IIP	TOTAL
	Copier Maintenance			50.00%		16.50%	16.50%	0.50%	16.50%	100.00%
	Computer Maintenance									
	Shredding			100.00%						100.00%
	BH Care Coordinator			4.37%	95.63%					100.00%
	Other #1									
	Other #2									
	Other #3									
	Other #4									
	Other #5									
	Other #6									
2G	TOTAL CONTRACTUAL CATEGORY		\$ 106,182.19	\$ 7,109.19	\$ 96,493.00	\$ 851.40	\$ 851.40	\$ 25.80	\$ 851.40	\$ 106,182.19
2G Contractual Category Comments:										
*If applicable, estimates are based on FY24 monthly average (YTD as of 12/31/2024), then multiplied by 12: Copier Maintenance:Xerox averages \$346/mo. x 12 = \$4,152.00/yr, split 50/50 AS/JS; ImageQuest averages \$84.00/mo. x 12 = \$1,008.00, split 50/50 AS/JS. Shredding: \$10.00/mo. x 12 = 120.00 BH - Care Coordinator: 32% of the \$13,537.00 gap between Care Coordinator Salary and FY26 BH allocation										
TOTAL AGENCY OPERATIONS SECTION			\$149,248.01	\$ 30,790.67	\$ 96,493.00	\$ 8,171.51	\$ 7,067.51	\$ 197.80	\$ 6,527.51	\$ 149,248.01

CONTRACTS/CLIENT SERVICES SECTION

3A	CONTRACTS/CLIENT SERVICES	Details	Total Amount	CC Funds (adult)	BH Funds (adult)	JIAS	JISP	CM	IIP	TOTAL
	Drug Testing Supplies	Est \$90/mo. x 12mo. = \$1,080. AS = \$1,020 / JS	1,080.00	1,020.00			60.00			1,080.00
	Drug Testing Services	Est \$810/mo.x12=\$9,720. AS=\$9,600 / JS=\$120	9,720.00	9,600.00			120.00			9,720.00
	Substance Abuse Evaluations									-
	Substance Abuse Treatment									-
	Mental Health Evaluations									-
	Mental Health Treatment									-
	Sex Offender Evaluations	Est \$800 ea x4=\$3,200 AS=\$1,600/JS=\$1,600	3,200.00	1,600.00			800.00		800.00	3,200.00
	Sex Offender Treatment									-
	Academic Education Services	Est \$176.00 per GED x 3 = \$528.00	528.00				176.00		352.00	528.00
	Vocational Education Services									-
	Transportation Assistance	Est \$112.50/mo x12=\$1,350. AS=\$750/JS=\$600	1,350.00	750.00		100.00	250.00		250.00	1,350.00
	Housing Assistance									-
	Subsistence	Est \$100/mo.x 12=\$1,200. AS=\$600 / JS=\$600	1,200.00	600.00		50.00	400.00	150.00		1,200.00
	Cognitive Skills	Est \$40/class x 50=\$2,000 AS=\$400/JS=\$1,600	2,000.00	400.00		160.00	160.00		1,280.00	2,000.00
	Client Incentives	Est \$175/mo x 12=\$2,100. AS=\$1,200/JS=\$900	2,100.00	1,200.00		100.00	400.00		400.00	2,100.00
	Electronic Monitoring Services									-
	Surveillance Services									-
	Other #1	Translator: Est \$50/hr x 20, AS=\$500 / JS=\$500	1,000.00	500.00		100.00	200.00		200.00	1,000.00
	Other #2	BIP Evaluations: Est \$150.00 ea x 10	1,500.00	1,500.00						1,500.00
	Other #3	DV/Anger Mgmt Txt: Est. \$25.00 ea. X 10	250.00	250.00						250.00
	Other #4	Anger Mgmt Evals: Est. \$150.00 ea x 10	1,500.00	1,500.00						1,500.00
	Other #5	Court Services Client Incentives	500.00				250.00	250.00		500.00
	Other #6									-
	Other #7									-
	Other #8									-

3A	CONTRACTS/CLIENT SERVICES	Details	CC Funds (adult)	BH Funds (adult)	JIAS	JISP	CM	IIP	TOTAL
	Drug Testing Supplies		94.44%			5.56%			100.00%
	Drug Testing Services		98.77%			1.23%			100.00%
	Substance Abuse Evaluations								
	Substance Abuse Treatment								
	Mental Health Evaluations								
	Mental Health Treatment								
	Sex Offender Evaluations		50.00%			25.00%		25.00%	100.00%
	Sex Offender Treatment								
	Academic Education Services					33.33%		66.67%	100.00%
	Vocational Education Services								
	Transportation Assistance		55.56%		7.41%	18.52%		18.52%	100.01%
	Housing Assistance								
	Subsistence		50.00%		4.17%	33.33%	12.50%		100.00%
	Cognitive Skills		20.00%		8.00%	8.00%		64.00%	100.00%
	Client Incentives		57.14%		4.76%	19.05%		19.05%	100.00%
	Electronic Monitoring Services								
	Surveillance Services								
	Other #1		50.00%		10.00%	20.00%		20.00%	
	Other #2		100.00%						100.00%
	Other #3		100.00%						100.00%
	Other #4		100.00%						100.00%
	Other #5					50.00%	50.00%		100.00%
	Other #7								100.00%
	Other #8								
3A	TOTAL CONTRACTS/CLIENT SERVICES	\$ 25,928.00	\$ 18,920.00	\$ -	\$ 510.00	\$ 2,816.00	\$ 400.00	\$ 3,282.00	\$ 25,928.00

3A Contracts/Client Services Category Comments:

*If applicable, estimates are based on FY24 monthly average (YTD as of 12/31/2024), then multiplied by 12:

Drug Testing Supplies: Estimate \$90.00/mo. x 12mo. = \$1,080.00/yr. * Drug Testing Services: Estimate \$810.00/mo. x 12 = \$9,720.00/yr. * Academic Education Services: Estimate \$176.00/per GED x 3 = \$528.00/yr. *

Sex Offender Evaluations: Estimate \$800.00/ea. x 4 = \$3,200.00/yr. * Transportation: (ATA Bus tickets/Uber's/bicycles, etc.) Estimate \$112.50/mo x 12 = \$1,350.00/yr. * Subsistence: (Clothes, food, DL's, etc.) Estimate \$100.00/mo. x 12 = \$1,200.00/yr. *

Cognitive Skills: (online classes) Estimate \$40.00/ea. x 50 = \$2,000.00/yr. * Client Incentives: Estimate \$175.00/mo. x 12 = \$2,100.00/yr. * Translator = Estimate \$100.00/hr. x 10hrs = \$1,000.00/yr. *

BIP Evaluations: Estimate \$150.00/ea. x 10 = \$1,500.00/yr. * DV & Anger Mgmt Treatment: Estimate \$25.00/ea. x 10 = \$250.00/yr. * Anger Management Evaluations: Estimate \$150.00/ea. x 10 = \$1,500.00/yr. *

Per SB367, \$500.00 is being allocated the Court Services for the implementation of client incentives. \$250.00 in JISP and \$250.00 in JCM.

TOTAL CONTRACTS/CLIENT SERVICES SECTION	18,920.00	-	510.00	2,816.00	400.00	3,282.00	25,928.00
TOTAL AGENCY OPERATIONS & CONTRACTS/CLIENT SERVICES SECTIONS	\$ 49,710.67	\$ 96,493.00	\$ 8,681.51	\$ 9,883.51	\$ 597.80	\$ 9,809.51	\$ 175,176.04

FY2026
BUDGET SUMMARY

Riley County Community Corrections

12.a

FY2026 JUVENILE BUDGET SUMMARY

	JIAS	JISP	CM	IIP	CS	enter program # here	enter program # here	enter program # here	enter program # here	Juvenile Reimbursements (estimate)	Other Funds
PERSONNEL SECTION	Cells auto fill-Verify amounts against Narrative										
1A ADMIN PERSONNEL CATEGORY											
Salary	58,298.12	41,889.48	7,514.03	46,157.84	-	-	-	-	-	68,872.53	(37,93
Benefits	24,308.34	17,375.70	3,067.17	19,179.08	-	-	-	-	-	-	
1B NON-ADMIN PERSONNEL CATEGORY											
Salary	98,063.39	11,130.46	2,470.30	32,615.76	-	-	-	-	46,059.37	115,611.50	(45,87
Benefits	31,639.66	4,287.02	1,177.91	13,346.53	-	-	-	-	19,460.08	-	
TOTAL PERSONNEL SECTION	\$ 212,309.51	\$ 74,682.66	\$ 14,229.41	\$ 111,299.21	\$ -	\$ -	\$ -	\$ -	\$ 65,519.45	\$ 184,484.03	\$ (83,80
AGENCY OPERATIONS SECTION	Cells auto fill-Verify amounts against Narrative										
2A TRAVEL CATEGORY	726.66	726.66	22.02	726.66	-	-	-	-	-	-	
2B TRAINING CATEGORY	172.26	172.26	5.22	172.26	-	-	-	-	-	-	
2C COMMUNICATIONS CATEGORY	2,796.36	1,692.36	34.92	1,152.36	-	-	-	-	-	-	
2D EQUIPMENT CATEGORY	2,148.08	2,148.08	65.09	2,148.08	-	-	-	-	-	-	
2E SUPPLIES/COMMODITIES CATEGORY	1,476.75	1,476.75	44.75	1,476.75	-	-	-	-	-	-	
2F FACILITY CATEGORY	-	-	-	-	-	-	-	-	-	-	
2G CONTRACTUAL CATEGORY	851.40	851.40	25.80	851.40	-	-	-	-	-	-	
TOTAL AGENCY OPERATIONS SECTION	\$ 8,171.51	\$ 7,067.51	\$ 197.80	\$ 6,527.51	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
CONTRACTS/CLIENT SERVICES SECTION	Cells auto fill-Verify amounts against Narrative										
3A CONTRACTS/CLIENT SERVICES CATEGORY	510.00	2,816.00	400.00	3,282.00	0.00	0.00	0.00	0.00	0.00	0.00	
TOTAL CONTRACTS/CLIENT SERVICES SECTION	\$ 510.00	\$ 2,816.00	\$ 400.00	\$ 3,282.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL FY26 BUDGET SUMMARY	\$ 220,991.02	\$ 84,566.17	\$ 14,827.22	\$ 121,108.72	\$ -	\$ -	\$ -	\$ -	\$ 65,519.45	\$ 184,484.03	\$ (83,800

Attachment: FY26 Juvenile Comprehensive Grant - CAR (15533 : FY26 Juvenile Services Comprehensive

ADULT CC BUDGET	PERSONNEL	TRAVEL	TRAINING	COMMUNICATIONS	EQUIPMENT	SUPPLIES/ COMMODITIES	FACILITY	CONTRACTUAL	CONTRACTS/ CLIENT SERVICES	
ADULT - Admin Personnel	\$ 207,967.71									\$ 207,967.71
ADULT - Non-Admin Personnel	\$ 322,920.10									\$ 322,920.10
ADULT - CC Funds		\$ 2,322.00	\$ 486.00	\$ 3,168.00	\$ 11,490.48	\$ 4,895.00	\$ -	\$ 7,109.19	\$ 18,920.00	\$ 48,390.
ADULT - Behavioral Health	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		\$ 96,493.00	\$ -	\$ 96,493.
ADULT - Reinvestment	\$ 65,519.45	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 65,519.
ADULT - County	\$ 184,484.04	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 184,484.
ADULT - Other	\$ (100,683.19)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ (100,683.)
TOTAL	\$ 680,208.11	\$ 2,322.00	\$ 486.00	\$ 3,168.00	\$ 11,490.48	\$ 4,895.00	\$ -	\$ 103,602.19	\$ 18,920.00	\$ 825,091

ADULT RESIDENTIAL BUDGET	PERSONNEL	TRAVEL	TRAINING	COMMUNICATIONS	EQUIPMENT	SUPPLIES/ COMMODITIES	FACILITY	CONTRACTUAL	CONTRACTS/ CLIENT SERVICES	TOTAL
RESIDENTIAL - Admin Personnel	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
RESIDENTIAL - Non-Admin Personnel	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
RESIDENTIAL - Reimbursement	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
RESIDENTIAL - County	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
RESIDENTIAL - Other	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

JUVENILE BUDGET	PERSONNEL	TRAVEL	TRAINING	COMMUNICATIONS	EQUIPMENT	SUPPLIES/ COMMODITIES	FACILITY	CONTRACTUAL	CONTRACTS/ CLIENT SERVICES	TOTAL
JUVENILE - JIAS	\$ 212,309.51	\$ 726.66	\$ 172.26	\$ 2,796.36	\$ 2,148.08	\$ 1,476.75	\$ -	\$ 851.40	\$ 510.00	\$ 220,991.
JUVENILE - JISP	\$ 74,682.66	\$ 726.66	\$ 172.26	\$ 1,692.36	\$ 2,148.08	\$ 1,476.75	\$ -	\$ 851.40	\$ 2,816.00	\$ 84,566.
JUVENILE - CM	\$ 14,229.41	\$ 22.02	\$ 5.22	\$ 34.92	\$ 65.09	\$ 44.75	\$ -	\$ 25.80	\$ 400.00	\$ 14,827.
JUVENILE - IIP	\$ 111,299.21	\$ 726.66	\$ 172.26	\$ 1,152.36	\$ 2,148.08	\$ 1,476.75	\$ -	\$ 851.40	\$ 3,282.00	\$ 121,108.
JUVENILE - CS	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
PREVENTION 1	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
PREVENTION 2	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
PREVENTION 3	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
PREVENTION 4	\$ 65,519.45	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 65,519.
JUVENILE - Reimbursement	\$ 184,484.03	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 184,484.
JUVENILE - Other	\$ (83,800.84)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ (83,800.)
TOTAL	\$ 578,723.43	\$ 2,202.00	\$ 522.00	\$ 5,676.00	\$ 6,509.34	\$ 4,475.00	\$ -	\$ 2,580.00	\$ 7,008.00	\$ 607,695

ADULT - Reinvestment	\$ (65,519.45)									\$ (65,519.)
Adult - County	\$ (184,484.04)									\$ (184,484.)
TOTAL AGENCY	\$ 1,008,928.05	\$ 4,524.00	\$ 1,008.00	\$ 8,844.00	\$ 17,999.82	\$ 9,370.00	\$ -	\$ 106,182.19	\$ 25,928.00	\$ 1,182,784.



Signatory Approval

Utilize FY 2026 Juvenile Signature Page to obtain the required grant application signatory approvals.

FY 2026 Signature Page, Juvenile Comprehensive Plan.docx

Attach the signed copy of FY 2026 Juvenile Signature Page here. Be sure to attach all pages of the form, including the additional signature BOCC signature pages, if they are applicable for your agency.

FY 2026 Juvenile Comprehensive Plan Grant Signatory Approval Form

Community Corrections Agency: Choose an item.

My signature below certifies that I did assist in the development, completion, and review of the agency's Comprehensive Plan grant application (Plan). I further certify that:

1. The Plan, including all forms and attachments, complies with the directions provided by the Kansas Department of Corrections (KDOC).
2. The Plan, including all forms and attachments, complies with applicable Kansas Statutes Annotated (KSA), Kansas Administrative Regulations (KAR), KDOC Juvenile Services Operating Standards and the KDOC Financial Rules, Guidelines and Reporting Instructions manual.
3. The Agency is willing to actively plan for implementing the consistent set of statewide policies to help guide the supervision and revocation process of probationers on juvenile community corrections supervision.
4. The Agency will provide timely, complete, and accurate data to the KDOC regarding agency operations. and outcomes to include any reports required per Kansas Statutes Annotated (KSA), Kansas Administrative Regulations (KAR), KDOC Juvenile Services Operating Standards, the KDOC Financial Rules, Guidelines and Reporting Instructions manual or special requests from the KDOC.
5. The Agency will submit the required completed quarterly financial and quarterly outcome reports for review in accordance with KDOC requirements.

Furthermore, my signature below certifies that acceptance of state grant funds awarded by the KDOC for the grant period July 1, 2025 through June 30, 2026 indicates that as the "Grantee" I acknowledge and agree to comply with all the conditions outlined below:

1. Expend grant funds for the development, implementation, operation, and improvement of juvenile community correctional services pursuant to K.S.A. 75-7022, et seq., and amendments thereto, KSA 38-2302, et seq., and amendments thereto, KSA 38-1008 et seq., and amendments thereto, as submitted in the Plan and approved by the Secretary of Corrections.
2. Assume the authority and responsibility of funds received through the KDOC and ensure compliance with all applicable Federal and State laws, Regulations, KDOC Juvenile Services Operating Standards, policies and procedures, and the KDOC Financial Rules, Guidelines and Reporting Instructions manual. Any and all costs associated with non-compliance under this section shall be the responsibility of the Grantee (i.e., Host/Administrative County).
3. Obtain advance approval in writing by the Deputy Secretary of KDOC Juvenile and Adult Community Based Services for all out of state travel and training. All requests for approval of out of state travel and training will be submitted at least two weeks prior to scheduling or obligation of grant funds. Any and all costs associated with non-compliance under this section shall be the responsibility of the Grantee (i.e., Host/Administrative County.)
4. Acknowledge this grant may be terminated by either party upon a minimum of ninety (90) days written notice to the other party. Upon termination, the unexpended balance of funding distributed to Grantee shall be returned to KDOC within thirty (30) days.
5. Acknowledge that if, in the judgment of the Secretary of the Department of Corrections, sufficient funds are not appropriated to fully continue the terms of this agreement, KDOC may reduce the amount of the grant award.

FY 2026 Juvenile Comprehensive Plan
Grant Signatory Approval Form

6. Follow all applicable state and federal laws related to confidentiality of information in regard to juvenile offenders. This provision is not intended to hinder the sharing of information where necessary to effect delivery of services when undertaken in compliance with applicable laws.
7. Neither assume nor accept any liability for the actions or failures to act, either professionally or otherwise, of KDOC, its employees and/or its contractual agents.
8. Not consider employees or agents of the Grantee as agents or employees of KDOC. Grantee accepts full responsibility for payment of unemployment insurance, workers compensation and social security, as well as all income tax deductions and any other taxes or payroll deductions required by law for its employees engaged in work authorized by this Grant.
9. Not hold KDOC and the State of Kansas, and their employees, officials, or agents, liable for any damages or costs arising from the cancellation, voiding, denial or withholding of funds to Grantee.
10. Submit problems or issues regarding the terms of this grant in writing to the Deputy Secretary of Juvenile and Adult Community Based Services for final review and resolution.
11. If any provision of this grant violates any statute or rule of law of the State of Kansas, it is considered modified to conform to that statute or rule of law.
12. Provide each child under its responsibility for placement and care with the protections found in Section 471 of Title IV-E of the Social Security Act and Kansas' Title IV-E Plan and perform candidate for foster care determinations in accordance with Section 471(a)(15) of the Social Security Act. In connection with the performance of services under this Agreement, GRANTEE also agrees to comply with the provisions of the Civil Rights Act of 1964, as amended (78 Stat. 252), Section 504 of the Rehabilitation Act of 1973, Public Law 93-112, as amended, the Regulations of the U. S. Department of Health and Human Services issued pursuant to these Acts, the provisions of Executive Order 11246, Equal Employment Opportunity, dated September 24, 1965, the provisions of the Americans with Disabilities Act of 1990, Public Law 101-336 and the Health Insurance Portability & Accountability Act of 1996; in that compliance shall include, but is not limited to, disclosing only that information that is authorized by law, authorized by the juvenile offender or his parent or legal guardian, setting a time limit on the authorization and disclosure, taking safeguards to prevent use or disclosure of the records, keeping an accounting of all requests for records and documenting its efforts to either protect or release relevant records; there shall be no discrimination against any employee who is employed in the performance of this Agreement, or against any applicant for such employment, because of age, color, national origin, ancestry, race, religion, creed, disability, sex or marital status. This provision shall include, but not be limited to the following: employment, promotion, demotion, or transfer; recruitment or advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training including apprenticeship. Grantee agrees that no qualified handicapped person shall, on the basis of handicap, be excluded from participation in, be denied the benefits of, or otherwise be subjected to discrimination under any program or activity of the Grantee. Grantee further agrees to insert similar provisions in all sub-contracts for services allowed and authorized under this Agreement under any program or activity.

FY 2026 Juvenile Comprehensive Plan Grant Signatory Approval Form

Agency Director

Printed Name:	Megan Lewis
Title:	Director
Signature:	
Date:	

Governing Board or Corrections Advisory Board Chairperson

Printed Name:	Linda Teener
Title:	JCAB Chairperson
Signature:	
Date:	

Board of County Commission Chairperson (Host/Administrative County) *

Printed Name:	Greg McKinley
Title:	Riley County BOCC Chairperson
Signature:	
Date:	

Host/Administrative County Financial Officer

Printed Name:	Brittany Phillips
Title:	Budget & Finance Officer
Signature:	
Date:	

***Multi-county agencies** shall obtain the signature of the County Commission Chairperson of EACH county, unless either of the following is true:

- ✓ The counties have entered into an Inter-Local Agreement that specifically states that the host/administrative County Commission Chairperson can sign for all counties. If so, only the signature of the host County Commission Chairperson is necessary.
- ✓ The counties have entered into an Inter-Local Agreement that bestows the counties' governing authority onto the Community Corrections advisory board. If so, no County Commission Chairperson signature is required.

Please use the following page if additional County Commission Chairperson signatures are required for your agency.

FY 2026 Juvenile Comprehensive Plan
Grant Signatory Approval Form

Board of County Commission Chairperson

Printed Name:	
Title:	
Signature:	
Date:	

Board of County Commission Chairperson

Printed Name:	
Title:	
Signature:	
Date:	

Board of County Commission Chairperson

Printed Name:	
Title:	
Signature:	
Date:	

Board of County Commission Chairperson

Printed Name:	
Title:	
Signature:	
Date:	

Board of County Commission Chairperson

Printed Name:	
Title:	
Signature:	
Date:	



**COMMUNITY
CORRECTIONS**
Grant

Megan Lewis
Community Corrections Director
115 North 4th Street
Manhattan, KS 66502
Phone: 785-537-6380

COMMISSION AGENDA REPORT

FROM: Megan Lewis - Community Corrections Director

MEETING: March 10, 2025

SUBJECT: FY26 and FY27 Juvenile Services Reinvestment Grant Application

PRESENTER: Megan Lewis -Community Corrections Director, Jessie Hubbard -
Administrative Assistant II

BACKGROUND

FY2024 - 2025 Juvenile Reinvestment Grant

This opportunity is funded through the Evidence-based programs fund established by K.S.A. 75,52-164. In accordance with K.S.A. 75,52-164, all expenditures from the evidence-based programs account of the state general fund shall be for the development and implementation of evidence-based community programs and practices for juvenile offenders, juveniles experiencing mental health crisis and their families by community supervision offices, including, but not limited to, juvenile intake and assessment, court services, community corrections and juvenile crisis intervention centers.

DISCUSSION

Boards of County Commissioners (BOCCs) are eligible to apply for the Juvenile Reinvestment Grant for juvenile offenders who are served by community supervision offices, including, but not limited to, Juvenile Intake and Assessment, Court Services, Immediate Intervention Programs, and Community Corrections. The funds provided by this grant must be used for development and implementation of evidence-based community programs and practices for juvenile offenders and their families.

FISCAL IMPACT

These funds were made available through the Evidence-Based Programs Fund, established by the Kansas Legislature through the Juvenile Justice Reform Bill (2016 SB367), to Boards of County Commissioners in each judicial district to implement evidence-based programs and practices for juvenile offenders and families.

RECOMMENDATION(S)

Approve grant application

POSSIBLE MOTION(S)

Move to approve FY24 and FY25 Juvenile Reinvestment Grant Application.

Move to deny

Move to modify

Move to table

No action required.

The Board agreed by consensus to

Enclosures:

- FY26 Juvenile Evidence-Based Programs Grant - CAR (PDF)



FY2026 Juvenile Evidence-Based Programs Grant

Prepared by Riley County Community Corrections
for Kansas Department of Corrections FY2026 - 2027 Juvenile Evidence-Based Programs Grants

Primary Contact: Megan Lewis



Opportunity Details

Opportunity Information

Title

FY2026 - 2027 Juvenile Evidence-Based Programs Grants

Description

In 2016, Kansas passed the Juvenile Justice Reform Bill, a bill intended to improve the way in which the state works with and assists the youth served by the juvenile justice system. As part of this reform, the Evidence-Based Programs Fund was developed to provide for reinvestment in community programs and practices.

This grant creates opportunities for communities in Kansas to apply for funds from the Evidence-Based Programs Fund through the Kansas Department of Corrections (KDOC) in order to provide support for justice involved youth and their families.

In the past, the agencies have utilized funds titled Juvenile Corrections Advisory Board and Reinvestment for this grant. For the next two fiscal years, there will be one grant with several opportunities allowed.

Awarding Agency Name

Kansas Department of Corrections

Agency Contact Name

Sandra Booker

Agency Contact Phone

(785) 746-7510

Agency Contact Email

sandra.booker1@ks.gov

Subjects

Juvenile Offenders

Manager

Sandra Booker

Announcement Type

Initial Announcement

Public Link

<https://www.gotomygrants.com/Public/Opportunities/Details/582c8039-50f6-416a-ac3c-3f9e14a4d2da>

Is Published

Yes

Funding Information

Opportunity Funding

\$18,000,000.00

Funding Sources

State

Funding Source Description

Of the \$18,000,000.00 funds dedicated to Juvenile Evidence-Based Programs, \$10,000,000.00 will be allocated to the Juvenile Corrections Advisory Board Grant and \$8,000,000.00 will be allocated to Juvenile Reinvestment Grant.

Allocations by each Judicial District is provided with each grant opportunity.



FY2026 Juvenile Evidence-Based Programs Grant
Riley County Community Corrections

In accordance with K.S.A. 75-52,161(c)(7), funding through this opportunity may be used for evidence-based practices and programs in the community pursuant to K.S.A. 2016 Supp. 38-2302, and amendments thereto, for use by intake and assessment services, immediate intervention, probation and conditional release; and training on evidence-based practices for juvenile justice system staff, including, but not limited to, training in cognitive behavioral therapies, family-centered therapies, substance abuse, sex offender therapy and other services that address a juvenile's risks and needs.

Funding Restrictions

Funding may only be used to serve justice involved youth and their families in Kansas.

Award Information

Award Period

07/01/2025 - 06/30/2027

Award Announcement Date

6/15/2025

Award Type

Non Competitive

Indirect Costs Allowed

Yes

Restrictions on Indirect Costs

Yes

Matching Requirement

No

Submission Information

Submission Window

12/31/2024 2:00 PM - 04/01/2025 11:59 PM

Submission Timeline Type

One Time

Submission Timeline Additional Information

No applications will be accepted after the Submission Close Date.

Other Submission Requirements

Disqualification Factors

The KDOC may not consider funding any applicant that fails to comply with all application requirements, including the following:

- Failure to submit complete application, including signatory approval pages and budget.
- Failure of applicant to comply with the KDOC Financial Rules and Guidelines.

Question Submission Information

Question Submission Open Date

01/01/2025 9:00 AM

Question Submission Close Date

04/01/2025 4:00 PM

Question Submission Email Address

sandra.booker1@ks.gov



Question Submission Additional Information

Attachments

Technical Assistance Session

Technical Assistance Session

Yes

Session Date and Time

12/30/2024 4:00 PM

Conference Info / Registration Link

Below in Award Administration Information, Other Information for the Zoom Link and codes.

Eligibility Information

Eligibility Type

Private

Eligible Applicants

- State Governments
- County Governments
- City or township governments
- Special District Governments

Additional Eligibility Information

Additional Information

Additional Information URL

[https://kdoc.zoom.us/rec/share/IsoDtCHfkxY16nhY_ygQab95D8SxJpbzIWodYYL3cj-T-qBB0fnOpuhLmtUEAktr-pGtZ3KfsQiyIBT2?Passcode:g5bzbp^6*](https://kdoc.zoom.us/rec/share/IsoDtCHfkxY16nhY_ygQab95D8SxJpbzIWodYYL3cj-T-qBB0fnOpuhLmtUEAktr-pGtZ3KfsQiyIBT2?Passcode=g5bzbp^6*)

Additional Information URL Description

FY2026-2027 Juvenile Evidence-Based Grants Application Recorded Informational Session.

The URL above is a video that will provide additional guidance when completing the application.

Passcode: g5bzbp^6*

Award Administration Information

State Award Notices

Award notifications will be made to the applicant/administrative county or the Governing Authority Chairperson on or before July 1, 2025.

Reporting

Program Quarterly Reporting

Award recipients will be required to complete and submit quarterly outcome reports in accordance with the following timelines:

FY2026

Q1 (Jul-Aug-Sep) Due on/before: 10/15/2025

Q2 (Oct-Nov-Dec) Due on/before: 01/15/2026

Q3 (Jan-Feb-Mar) Due on/before: 04/15/2026

Q4 (Apr-May-Jun) Due on/before: 07/15/2026



FY2026 Juvenile Evidence-Based Programs Grant
Riley County Community Corrections

FY2027

Q1 (Jul-Aug-Sep) Due on/before: 10/15/2026
Q2 (Oct-Nov-Dec) Due on/before: 01/15/2027
Q3 (Jan-Feb-Mar) Due on/before: 04/15/2027
Q4 (Apr-May-Jun) Due on/before: 07/15/2027

Fiscal Quarterly Reporting

Award recipients will be required to complete and submit a quarterly financial reporting tool that will be provided by the Fiscal Department. The financial reporting tool will be due in accordance with the following timelines:

FY2026

Q1 (Jul-Aug-Sep) Due on/before: 10/30/2025
Q2 (Oct-Nov-Dec) Due on/before: 01/30/2026
Q3 (Jan-Feb-Mar) Due on/before: 04/30/2026
Q4 (Apr-May-Jun) Due on/before: 07/30/2026

FY2027

Q1 (Jul-Aug-Sep) Due on/before: 10/30/2026
Q2 (Oct-Nov-Dec) Due on/before: 01/30/2027
Q3 (Jan-Feb-Mar) Due on/before: 04/30/2027
Q4 (Apr-May-Jun) Due on/before: 07/30/2027



Project Information

Application Information

Application Name

FY2026 Juvenile Evidence-Based Programs Grant

Award Requested

\$134,460.00

Total Award Budget

\$134,460.00

Primary Contact Information

Name

Megan Lewis

Email Address

mlewis@rileycountyks.gov

Address

115 N. 4th Street, 2nd Floor
Manhattan, Kansas 66502

Phone Number

1 (785) 565-6810



Project Description

Applicant Agency Profile

Juvenile Corrections Advisory Board Information (JCAB)

JCAB Chairperson Name

Linda Teener

JCAB Chairperson Address Line 1

1900 Judson St.

JCAB Chairperson Address Line 2

JCAB Chairperson City

Manhattan

JCAB Chairperson State

Kansas

JCAB Chairperson Zip Code

66502

JCAB Chairperson Phone Number

7855398763

JCAB Chairperson Email Address

linda@tryufm.org

Admin/Host County Board of County Commission Information

BOCC Chairperson Name

Greg McKinley

BOCC Chairperson Address Line 1

110 Courthouse Plaza

BOCC Chairperson Address Line 2

BOCC Chairperson City

Manhattan

BOCC Chairperson State

Kansas

BOCC Chairperson Zip Code

66502

BOCC Chairperson Phone Number

785-565-6214

BOCC Chairperson Email Address

gmckinley@rileycountyks.gov

Admin/Host County Financial Officer Information

Host/Administrative County Financial Officer Name

Brittany Phillips



FY2026 Juvenile Evidence-Based Programs Grant
Riley County Community Corrections

Host/Administrative County Financial Officer Address Line 1
110 Courthouse Plaza, B118

Host/Administrative County Financial Officer Address Line 2

Host/Administrative County Financial Officer City
Manhattan

Host/Administrative County Financial Officer State
Kansas

Host/Administrative County Financial Officer Zip Code
66502

Host/Administrative County Financial Officer Phone Number
785-537-6359

Host/Administrative County Financial Officer Email Address
bphillips@rileycountyks.gov



Juvenile Corrections Advisory Board Grant

Eligibility Information for the Juvenile Corrections Advisory Board Grant

Eligibility Information Is As Follows:

The Juvenile Corrections Advisory Board Grant is a non-competitive opportunity for use by intake and assessment services, immediate intervention, probation and conditional release, and training on evidence-based practices for juvenile justice system staff, including, but not limited to, training in cognitive behavioral therapies, family-centered therapies, substance abuse, sex offender therapy, and other services that address a juvenile's risks and needs.

The grant is designed to fund the development and implementation of evidence-based programs and practices that aim to improve outcomes for youth, families, and communities in Kansas by supporting community-based programs.

The Juvenile Corrections Advisory Board grant allows for regional or county Juvenile Corrections Advisory Boards to collaborate with community agencies and submit an application that is inclusive of the community partners the board has agreed to fund.

Throughout the community partner selection process, priority considerations for these funds should be given to communities with high levels of out-of-home justice-involved youth per capita and where community-based alternatives are lacking.

Boards of County Commissioners (BOCCs) are eligible to apply for Juvenile Corrections Advisory Board (JCAB) and/or Juvenile Reinvestment grants for justice-involved youth who are served by community supervision offices, including, but not limited to, Juvenile Intake and Assessment, Court Services, Immediate Intervention Programs, and Community Corrections.

Funding is provided in accordance with K.S.A. 75-52,161(c)(7) and pursuant to K.S.A. 2016 Supp. 38-2302.

Are you choosing to apply for this opportunity?

- ☐ Yes
☒ No

Judicial District Description

Evaluation

Community Partnerships Considerations and Instructions

Funds Request Form: A funds request form is an additional document that provides specific details for each program requesting funds from KDOC. Documentation shall include program information, what needs the program is seeking to address, description of proposed service/program, completion criteria, target population, what evidence-based curriculum or best practices will be utilized, evaluation process, the data that will be measured and how it will be measured to reach program goals and the amount of funds being requested to support the program. If a Funds Request Form is not received for each community partnership, the application will not be considered for funding.

Funds Request Form

FY2026-2027 JCAB Funds Request Form.xlsx

Referral Form: Each community partner must provide the referral form that will be utilized for youth to be enrolled in the program/service.

Memorandum of Understanding/Agreement (MOU)/MOA)

KDOC standards state that "Agency policy, procedures, and practice shall require a written Memorandum of Understanding (MOU) / Memorandum of Agreement (MOA) whenever the agency and another public or private entity enter into partnership. At a minimum the MOU/MOA shall outline the services, the cost of services (if applicable), and the entity responsible for the delivery of services".



FY2026 Juvenile Evidence-Based Programs Grant
Riley County Community Corrections

Please acknowledge that a signed copy of all agreements (MOU/MOA) will be provided to KDOC within 90 days if awarded funds?

- ☐ Yes
☐ No

Juvenile Justice Basics for Community Partners required On-Line Training

If awarded funds from this opportunity, each community partner will be required to complete the Juvenile Justice Basics for Community Partners, on-line training after the award letter is received and before funds will be released.

The on-line training is an overview of several areas: the Juvenile Justice system in Kansas, Evidence Based Practices, Principles of Effective Intervention, Cognitive and Social Learning theories, and the Stages of Change.

Juvenile Justice Basics for Community Partners on-Line Training Requirement Acknowledgement

- ☒ I Understand and agree that each member and community partner will be required to complete the training prior to receiving funds, if awarded.

Community Partnership 01

Community Partner Name 01

How much is being requested to allocate towards funding community partner 01?

Program Fund Request: Please upload the completed Funds Request Form for community partner 01

Program Referral Form: Please upload the referral form that will be utilized for youth enrollment by community partner 01

MOU/MOA: Please upload the MOU/MOA from the proposed community partner. If a signed MOU/MOA is not available, an unsigned MOU/MOA will be accepted at the time of the application submission.

Community Partnership 02

Community Partnership 03

Community Partnership 04

Community Partner 05

Community Partner 06

Fiscal and Budget Considerations and Instructions

Planning Allocations

FY26-27 JCAB Allocations Spreadsheet

FY26-27 JCAB Grant Allocations.pdf

Fiscal and Budget Justification

General Information

Agencies may only budget for allocated amount provided by KDOC.

Agencies may only budget for expenditures for the two-year time period in which the agency has been approved.



Budgeting for expenditures, including pre-paid costs beyond the two-year award period is not allowed.

Budget Categories and line items

Budget Categories

- Categories are pre-defined; no additional categories may be created by the applicant.

Budget Line Items

Applicants will enter budget amounts per line items:

- Applicants are required to utilize the pre-defined line-item descriptors provided.
- Applicant must provide comments regarding how cost was determined in the "Narrative" box for each line item entered.
- Line Items listed as "other" can be utilized to enter budget items not already predefined. Please provide a narrative under "Details" on the "Non-Personnel Narrative" Tab.

Unallowable Cost

Applicants may not budget for the following costs with state grant funds.

- Entertainment Costs: Costs of entertainment including amusement, diversion, social activities, and any costs directly associated with such costs (i.e. tickets to shows or sporting events, meals, lodging, rentals, transportation, and gratuities).
- Independent Audit Costs: KDOC funds cannot be used to pay for the cost of independent audit work. These costs are the responsibility of the Grantee.
- Lobbying: Grantee may not use KDOC funds for any activities aimed at influencing decisions regarding grants, contracts, cooperative agreements, etc.
- Late Fees/Interest Charges: Grantee cannot use KDOC funds to pay late fees, interest charges, or finance charges.
- Food Purchases: Food purchases for employees are unallowable. This does not include per diem reimbursements to staff in travel status.
- Salary and Wage Costs: Grantee may not fund bonuses or other financial incentives outside of a position's normal salary costs with KDOC grant funds. Grantee must demonstrate salaries for all positions are reasonable and consistent with market rates.
- State general funds shall not be used in the purchasing of firearms/weapons, accessories, or related trainings for employees or contract staff with the exception of less than lethal for adult community corrections agencies.
- Costs which are used to meet cost sharing or matching requirements of any other grant in either the current or the prior period, except as specifically authorized by KDOC.

The document provided in the link below provides the Budget Categories, Line-Item Descriptors, and a Glossary. Please review it prior to creating your budget.

Budget Instructions

A BUDGET MUST BE COMPLETED FOR EACH APPLICATION AS A WHOLE AND HOW MUCH WILL BE ALLOCATED TO EACH PROGRAM/SERVICE INCLUDED IN THE APPLICATION UTILIZING THE WORKBOOK BELOW.

FAILURE TO ADHERE TO ALL BUDGET INSTRUCTIONS WILL RESULT IN APPLICATIONS BEING RETURNED FOR CORRECTIVE ACTION. THIS MAY DELAY FINAL AWARD DECISIONS, NOTIFICATIONS, AND PAYMENTS.

Supplanting

- The use of KDOC funds to replace non-KDOC funds appropriated for the same purpose is prohibited
- The use of KDOC funds to offset a reduction in non-KDOC funding is acceptable, however, the Grantee will be required to supply documentation demonstrating the reduction in non-KDOC funds occurred for reasons other than the receipt, or expected receipt, of KDOC funds.
- Potential supplanting will be the subject of application review, as well as pre-award review, post-award monitoring and audit.



Comingling of Funds

COMINGLING: Combining funds from local, state, and/or federal agencies in one general ledger account or fund.

The accounting systems of all grantees must ensure KDOC funds are not comingled with funds from other local, state, and federal agencies. Each grant award (adult and/or juvenile) must be accounted for in separate general ledger accounts.

A copy of KDOC Financial Rules and Guidelines is provided in the link below.

Budget Information and Documentation

KDOC Financial Rules and Guidelines: Click on the link to access the most recent KDOC Financial Rules and Guidelines.

[FY26-27 KDOC Financial Rules and Guidelines rev 12.2024.pdf](#)

Budget Documentation: Click on the link to access the general budget information.

[Budget Instructions.pdf](#)

Budget Workbook: Click on the link to access the master budget workbook. In this workbook, there are sheets for both Adult and Juvenile Information. Only use the sheets that are applicable. It is also important to note the budget amount must match the allocation.

[FY26 Budget Workbook.xlsx](#)

Signatory Approval

Utilize Form FY26-27 Form SIG_APPRVL_Juvenile Evidence-Based Programs Grant to obtain the required grant application signatory approvals.

[FY26-27 Form-SIG_APPRVL_Juvenile Evidence-Based Programs Grants .pdf](#)

Upload the signed copy of Form-SIG_APPRVL_Juvenile Evidence-Based Programs Grant here. Be sure to attach all pages of the form, including the additional signature BOCC signature pages if they are applicable for your agency.

Additional Documentation Upload

This area allows for any additional documentation to be uploaded, and can include, but is not limited to, curriculum, lesson plans, event schedules, calendars, program position descriptions, evidence-based or best-practices support document, etc.

Additional Upload

Additional Upload

Additional Upload



Juvenile Reinvestment Grant

Eligibility Information for the Juvenile Reinvestment Grant

Eligibility Information Is As Follows:

In 2016, Kansas passed the Juvenile Justice Reform Bill, a bill intended to improve the way in which the state works with and assists the youth served by the juvenile justice system. As part of the reform, the Evidence-Based Programs Fund was developed to provide for reinvestment in the community programs and practices. Research that led to the creation of the bill found that communities lack evidenced-based programs, that services were costly and that, often, lengthy waitlist existed.

The Juvenile Reinvestment Grant is designed to improve outcomes for youth, families, and communities in Kansas by supporting community-based programs through implementation of evidence-based programs and practices.

This grant is available for justice-involved youth who are served by community supervision offices, including, but not limited to, Juvenile Intake and Assessment, Court Services, Immediate Intervention Programs, and Community Corrections.

Throughout the community partner selection process, priority considerations for these funds should be given to communities with high levels of out-of-home justice-involved youth per capita and where community-based alternatives are lacking.

If several districts or agencies are applying together, only one proposal narrative needs to be completed on behalf of all involved in the proposal.

Funding is provided in accordance with K.S.A. 75-52,161(c)(7) and pursuant to K.S.A. 2016 Supp. 38-2302.

Are you choosing to apply for this opportunity?

- ☒ Yes
☐ No

Judicial District Description

The intent of the following questions is to identify the gaps in service that the Judicial District has observed.

Identify the needs in your Judicial District. Provide thorough and complete information regarding these gaps.

The proposed program needing continued funding in the 21st Judicial District is the Youth Court Immediate Intervention Program. Pursuant to K.S.A 38-2346, each Judicial District shall have an Immediate Intervention Program. While our Judicial District has been administering Youth Court for first time offenders since 1998, we have modified the program to meet the required statute and standards.

The criminogenic needs that YCIIP will continue to target will be dynamic in nature and include education/employment, peer relations, substance abuse, leisure/recreation, personality/behavior and attitudes/orientation. We utilize the YLS/CMI SV or short version to assess youth's risks and needs. The number of referrals that have been received and served by the YCIIP continues to increase each year. From July 1st, 2023 - June 30th, 2024 our YCIIP had a total of 104 individuals that participated in the RCCC YCIIP program.

Describe the problem(s) and issue(s) to be addressed. This information should include an analysis of current activities addressing the problem(s), what is working, what is not, and identifying existing gaps. Response should be no less than five sentences

Youth Court Immediate Intervention Program is a diversion program administered by Riley County Community Corrections. The purpose of our Youth Court Immediate Intervention Program is to provide an opportunity for an immediate intervention process by which youth may avoid prosecution.

Youth Court hearings are held two times a month in the evenings. Youth volunteers and returning defendants serve as members of the jury. An adult judge is present to keep the proceedings on track and ensure that each case follows the same format. The defendant is allowed to vie his/her version of the events followed by the "clerk" reading a summary of the defendant, the jury deliberates and returns with recommended sanctions. The defendant has up to 4 months (Pre-File) and 6 months (Post-File) to complete his/her sanctions. Once youth are processed through Youth Court supervision begins.

The jury is comprised of volunteers from local schools and returning defendants. Each member must sign a



FY2026 Juvenile Evidence-Based Programs Grant
Riley County Community Corrections

Confidentiality Oath which prohibits the youth from sharing the information concerning the defendants and their cases outside of the courtroom. Each member must ask the defendant a minimum of one question. The jury will select a foreperson for each case to announce the sanctions decided.

Sanction guidelines include mandatory sanctions of community service hours and Youth Court juror assignments. Optional Sanctions include, apology to victim, counseling, random drug & alcohol testing (offense-driven), Alcohol and Drug Information School (offense-driven), curfew and restitution.

Some benefits of Youth Court in addition to providing an immediate intervention, volunteer jurors gain exposure to the legal system, jurors help victims with preparation, the community benefits from service hours, both defendants and volunteer jurors see how negative behavior impacts others, and victims know the defendant is being held accountable for their actions.

In FY24 the YCIIP had a successful completion rate of 100%, with 72 participants successfully completing the Youth Court Immediate Intervention Program! This shows that the program is not just working, but successful! Since K.S.A 38-2346 has been in place, the YCIIP has grown, serving more participants each year. Our agency continues to work through barriers and issues to improve the program and service that we are providing. We communicate regularly with both our Clay County and Riley County Attorney offices to address issues that arise during the referral process and also concerns that staff have during the supervision period. Each year we continue to improve this program in an effort to make it effective for the population that we serve. This includes our plan to address the turnaround time from the time the County Attorney's office receives the case to the time we receive the referral. We plan to address this in an updated MOA with the Clay County and Riley County Attorney's offices.

Evaluation

Projected Change: Please specify, what changes may be expected in knowledge, behaviors, skills, etc. of youth who participate in funded programs and how the change will be identified.

The YLS-SV will be administered on all YCIIP participants. The criminogenic needs that the YCIIP will attempt to target will be dynamic in nature and include, education/employment, peer relations, substance abuse, leisure/recreation, personality/behavior and attitudes/orientation. These needs identified in the assessment will be addressed by referring the youth to appropriate community resources such as mental health services, substance abuse services, as well as Cognitive Behavioral skills. Youth that participate in the YCIIP program will receive Cognitive Behavioral Interventions in order to increase their skills to address and cope with a variety of difficult situations. Youth can improve emotional regulation, interpersonal effectiveness, distress tolerance, problem-solving skills, cognitive thinking and attention span when engaging in and completing and Cognitive Behavioral Interventions. When youth address their mental health needs, they can expect to see an impact on self-esteem and self-worth, interactions with others, overall physical well-being and their ability to problem solve. Youth that struggle from Substance Abuse and Misuse can learn how to address their addiction by participating and engaging Substance Abuse Treatment and services. We will target the following outcomes: 80% of youth will successfully complete the program, 80% of youth will complete the program with no new arrests at the time of completion, 80% of youth referred to complete a Cognitive Behavioral Tool or online Intervention Program will successfully complete a Cognitive Behavioral Tool or online Intervention program.

Monitor and Evaluation Process: Describe the process the Judicial District will utilize for monitoring and evaluating each program/service(s). Include specific details/timelines of when and how the program will be evaluated, along with what steps will be taken to complete the evaluation process.

The Director and the ISO II will be responsible for annual staff evaluations. The process for monitoring and evaluating our services includes the assessment of random officer/client interviews for the use of motivational interviewing. Staff performances in the use of motivational interviewing is tied to individual performance appraisals, including establishing annual goals in motivational interviewing. Staff is assessed quarterly. In addition, we have both audio and video equipment recording 24/7 in all interview rooms, with supervisors having the capability to watch client interviews live at any time.

Monitoring and Evaluation Contact: Provide who will be responsible for monitoring and evaluating the program/service at the provider level for each program/service and Judicial District level. Please include their name, title, work address, phone number, and email address.

Megan Lewis - Director Riley County Community Corrections
115 N. 4th St. Suite 200
Manhattan, KS 66502
785-565-6810

Program Safeguards: Describe what safeguards the Judicial District has put in place if a community partners program is not achieving the goals identified on the Funds Request Form.

Quarterly reports will be completed and presented to the JCAB for review, input and approval.

Implementation Timeline: To allow for the successful integration of evidence-based programs/services, Kansas Department of Corrections (KDOC) will allow programs a planning period of 90 days, starting on the date of award



FY2026 Juvenile Evidence-Based Programs Grant
Riley County Community Corrections

approval. Additional information has been provided on the Funds Request form. As the applicant, what steps will be put in place to make sure the timeline is adhered to?

This request is to continue to fund the YCIIIP in both Riley and Clay County that is currently in place and actively serving the 21st Judicial District. As a result, there will be continuity for participants that are already engaged in this program and new referrals will not see a delay in the process. In addition, there is an MOA in place between Riley County Community Corrections and the Riley County Attorney's Office and the Clay County Attorney's Office.

Community Partnerships

Each of the following documents must be completed by the program/service provider and uploaded with the application.

Funds Request Form: A funds request form is an additional document that provides specific details for each program requesting funds from KDOC. Documentation shall include program information, what needs the program is seeking to address, description of proposed service/program, completion criteria, target population, what evidence-based curriculum or best practices will be utilized, evaluation process, the data that will be measured and how it will be measured to reach program goals and the amount of funds being requested to support the program. If a Funds Request Form is not received for each community partnership, the application will not be considered for funding.

Funds Request Form

FY2026-2027 Reinvestment Funds Request Form.xlsx

Referral Form: Each community partner must provide the referral form that will be utilized for youth to be enrolled in the program/service.

Memorandum of Understanding/Agreement (MOU/MOA)

KDOC standards state that "Agency policy, procedures, and practice shall require a written Memorandum of Understanding (MOU) / Memorandum of Agreement (MOA) whenever the agency and another public or private entity enter into partnership. At a minimum the MOU/MOA shall outline the services, the cost of services (if applicable), and the entity responsible for the delivery of services".

Please acknowledge that a signed copy of all agreements (MOU/MOA) will be provided to KDOC within 90 days if awarded funds.

- ☒ Yes
☐ No

Juvenile Justice Basics for Community Partners Required On-Line Training

If awarded funds from this opportunity, each community partner will be required to complete the Juvenile Justice Basics for Community Partners, on-line training after the award letter is received and before funds will be released.

The on-line training is an overview of several areas: the Juvenile Justice system in Kansas, Evidence Based Practices, Principles of Effective Intervention, Cognitive and Social Learning theories, and the Stages of Change.

Juvenile Justice Basics for Community Partners On-Line Training Requirement Acknowledgement

- ☒ I understand and agree that each member and community partner will be required to complete the Juvenile Justice Basics for Community Partners training prior to receiving funds, if awarded.

Program Quarterly Reporting

Each Judicial District will be responsible for submitting program quarterly reports as defined in the grant funding announcement.

Community Partnership 01



Community Partner Name 01

How much is being requested to allocate towards funding community partner 01?

Program Fund Request Form: Please upload the completed Fund Request Form for community partner 01.

Program Referral Form: Please upload the referral form that will be utilized for youth enrollment by community partner 01.

MOU/MOA: Please upload the MOU/MOA from the proposed community partner. If a signed MOU/MOA is not available, an unsigned MOU/MOA will be accepted at the time of the application submission.

Community Partnership 02

Will the proposed program/service be provided by a second community partnership?

- ☐ Yes
☒ No

Community Partnership 03

Will the proposed program/service be provided by a third community partnership?

- ☐ Yes
☒ No

Community Partnership 04

Will the proposed program/service be provided by a fourth community partnership?

- ☐ Yes
☒ No

Community Partner 05

Will the proposed program/service be provided by a fifth community partnership?

- ☐ Yes
☒ No

Community Partner 06

Will the proposed program/service be provided by a sixth community partnership?

- ☐ Yes
☒ No

Fiscal and Budget Considerations and Instructions

Planning Allocations

FY26-27 Juvenile Reinvestment Allocations Spreadsheet
FY26-27 Reinvestment Grant Allocations.pdf

Fiscal and Budget Justification

General Information

Agencies may only budget for allocated amount provided by KDOC.

Agencies may only budget for expenditures for the two-year time period in which the agency has been approved.

Budgeting for expenditures, including pre-paid costs beyond the two-year award period is not allowed.



BUDGET CATEGORIES AND LINE ITEMS

Budget Categories

- Categories are pre-defined; no additional categories may be created by the applicant.

Budget Line Items

Applicants will enter budget amounts per line items:

- Applicants are required to utilize the pre-defined line-item descriptors provided.
- Applicant must provide comments regarding how cost was determined in the "Narrative" box for each line item entered.
- Line Items listed as "other" can be utilized to enter budget items not already predefined. Please provide a narrative under "Details" on the "Non-Personnel Narrative" Tab.

Unallowable Cost

Applicants may not budget for the following costs with state grant funds.

- Entertainment Costs: Costs of entertainment including amusement, diversion, social activities, and any costs directly associated with such costs (i.e. tickets to shows or sporting events, meals, lodging, rentals, transportation, and gratuities).
- Independent Audit Costs: KDOC funds cannot be used to pay for the cost of independent audit work. These costs are the responsibility of the Grantee.
- Lobbying: Grantee may not use KDOC funds for any activities aimed at influencing decisions regarding grants, contracts, cooperative agreements, etc.
- Late Fees/Interest Charges: Grantee cannot use KDOC funds to pay late fees, interest charges, or finance charges.
- Food Purchases: Food purchases for employees are unallowable. This does not include per diem reimbursements to staff in travel status.
- Salary and Wage Costs: Grantee may not fund bonuses or other financial incentives outside of a position's normal salary costs with KDOC grant funds. Grantee must demonstrate salaries for all positions are reasonable and consistent with market rates.
- State general funds shall not be used in the purchasing of firearms/weapons, accessories, or related trainings for employees or contract staff with the exception of less than lethal for adult community corrections agencies.
- Costs which are used to meet cost sharing or matching requirements of any other grant in either the current or the prior period, except as specifically authorized by KDOC.

The document attached below provides the Budget Categories, Line-Item Descriptors, and a Glossary. Please review it prior to creating your budget.

Budget Instructions

A BUDGET MUST BE COMPLETED FOR EACH APPLICATION AS A WHOLE AND HOW MUCH WILL BE ALLOCATED TO EACH PROGRAM/SERVICE INCLUDED IN THE APPLICATION UTILIZING THE WORKBOOK BELOW.

FAILURE TO ADHERE TO ALL BUDGET INSTRUCTIONS WILL RESULT IN APPLICATIONS BEING RETURNED FOR CORRECTIVE ACTION. THIS MAY DELAY FINAL AWARD DECISIONS, NOTIFICATIONS, AND PAYMENTS.

Supplanting

- The use of KDOC funds to replace non-KDOC funds appropriated for the same purpose is prohibited.
- The use of KDOC funds to offset a reduction in non-KDOC funding is acceptable, however, the Grantee will be required to supply documentation demonstrating the reduction in non-KDOC funds occurred for reasons other than the receipt, or expected receipt, of KDOC funds.
- Potential supplanting will be the subject of application review, as well as pre-award review, post-award monitoring and audit.



Comingling of Funds

COMINGLING: Combining funds from local, state, and/or federal agencies in one general ledger account or fund.

The accounting systems of all grantees must ensure KDOC funds are not comingled with funds from other local, state, and federal agencies. Each grant award (adult and/or juvenile) must be accounted for in separate general ledger accounts.

A copy of KDOC Financial Rules and Guidelines is provided in the link below.

Budget Information and Documentation

KDOC Financial Rules and Guidelines: Click on the link to access the most recent KDOC Financial Rules and Guidelines.

[FY26-27 KDOC Financial Rules and Guidelines rev 12.2024.pdf](#)

Budget Documentation: Click on the link to access the general budget information.

[Budget Instructions.pdf](#)

Budget Workbook: Click on the link to access the master budget workbook. In this workbook, there are sheets for both Adult and Juvenile Information. Only use the sheets that are applicable. It is also important to note the budget amount must match the allocation.

[FY26 Budget Workbook.xlsx](#)

Signatory Approval

Utilize Form FY26-27 Form SIG_APPRVL_Juvenile Evidence-Based Programs Grant to obtain the required grant application signatory approvals.

[FY26-27 Form-SIG_APPRVL_Juvenile Evidence-Based Programs Grants .pdf](#)

Attach the signed copy of Form-SIG_APPRVL_Juvenile Evidence-Based Programs Grant here. Be sure to attach all pages of the form, including the additional signature BOCC signature pages if they are applicable for your agency.

Additional Documentation Upload

This area allows for any additional documentation to be uploaded, and include, but is not limited to, curriculum, lesson plans, event schedules, calendars, program position descriptions, evidence-based or best-practices support document, etc.

Additional Upload

Additional Upload

Additional Upload

FY2026

PERSONNEL BUDGET NARRATIVE

Enter Agency Name On Personnel Narrative Tab

PERSONNEL SECTION

1A PERSONNEL

Staff Name	Position Description	Annual Grant Wages
McNatt, Michael - FY26 1st half	ISO - CY25 Riley County pay scale - 1/2 half of FY26	\$ 22,278.25
McNatt, Michael - FY26 2nd half	ISO - CY26 Riley County pay scale, based on a 2.7% COLA increase	\$ 23,781.12
McNatt, Michael - FY27 1st half	ISO - CY26 Riley County pay scale, same as above	\$ 22,263.18
McNatt, Michael - FY27 2nd half	ISO - CY27 Riley County pay scale, based on a 5% COLA increase	\$ 24,193.27
Total Salary		\$ 92,515.82

Staff Name	Position Description	Annual Grant Wages
McNatt, Michael - FY26 1st half	Salary	\$ 22,278.25
ISO - CY25 Riley County pay scale - 1/2 half of FY26	FICA Social Security	6.20% \$ 1,381.25
	FICA Medicare	1.45% \$ 323.03
	KPERS (Retirement Benefits)	10.71% \$ 2,386.00
	State Unemployment	0.13% \$ 28.96
	State Workman's Comp	0.00% \$ -
	Health Insurance	\$ 4,680.66 \$ 4,680.66
	Life Insurance	\$ - \$ -
	Longevity (e.g. \$50 per yr x 10 yrs)	\$ - \$ -
	(Other: Please Specify)	\$ 612.65 \$ 612.65
	Total Benefits	\$ 9,412.56
McNatt, Michael - FY26 2nd half	Salary	\$ 23,781.12
ISO - CY26 Riley County pay scale, based on a 2.7%	FICA Social Security	6.20% \$ 1,474.43
	FICA Medicare	1.45% \$ 344.83
	KPERS (Retirement Benefits)	10.59% \$ 2,518.42
	State Unemployment	0.00% \$ -
	State Workman's Comp	0.13% \$ 30.92
	Health Insurance	\$ 5,024.95 \$ 5,024.95
	Life Insurance	\$ - \$ -
	Longevity (e.g. \$50 per yr x 10 yrs)	\$ - \$ -
	(Other: Please Specify)	\$ 653.98 \$ 653.98
	Total Benefits	\$ 10,047.52

McNatt, Michael - FY27 1st half	Salary	\$	22,263.18	
ISO - CY26 Riley County pay scale, same as above	FICA Social Security		6.20%	\$ 1,380.32
	FICA Medicare		1.45%	\$ 32
	KPERS (Retirement Benefits)		10.59%	\$ 2,35
	State Unemployment		0.13%	\$ 2
	State Workman's Comp		0.00%	\$
	Health Insurance	\$	5,024.95	\$ 5,02
	Life Insurance	\$	-	\$
	Longevity (e.g. \$50 per yr x 10 yrs)	\$	-	\$
	(Other: Please Specify)	\$	612.24	\$ 61
	Total Benefits			\$ 9,72
McNatt, Michael - FY27 2nd half	Salary	\$	24,193.27	
ISO - CY27 Riley County pay scale, based on a 5%	FICA Social Security		6.20%	\$ 1,49
	FICA Medicare		1.45%	\$ 35
	KPERS (Retirement Benefits)		10.59%	\$ 2,56
	State Unemployment		0.00%	\$
	State Workman's Comp		0.13%	\$ 3
	Health Insurance	\$	5,189.49	\$ 5,18
	Life Insurance			\$
	Longevity (e.g. \$50 per yr x 10 yrs)	\$	-	\$
	(Other: Please Specify)	\$	665.31	\$ 66
	Total Benefits			\$ 10,29
	TOTAL BENEFITS	\$		39,48

All of FY26 and the 1st half of FY27 would have splits at 29.5% JS, 70.5% Reinvestment. The 2nd half of FY27 would adjust splits 34% JS, 66% Reinvestment.

Total Personnel Section			TOTAL
Total Salaries	\$	92,51	
Total Benefits	\$	39,48	
TOTAL PERSONNEL	\$	132,001	

NON-PERSONNEL BUDGET NARRATIVE

Enter Agency Name On Personnel Narrative Tab

Attachment: FY26 Juvenile Evidence-Based Programs Grant - CAR (15534 : FY26 and FY27 Juvenile Services Reinvestment Grant Application)

OPERATIONS SECTION

2A	TRAVEL CATEGORY	Details	Annual Budget Amount
	Fuel or Mileage		
	Per Diem		
	Vehicle Maintenance/Registration/Tags		
	Vehicle Insurance		
	K-Tag/Tolls/Parking		
	Other #1		
	TOTAL TRAVEL CATEGORY		\$
	Travel Category Comments:		

2B	TRAINING CATEGORY	Details	Annual Budget Amount
	Fuel or Mileage		
	Per Diem		
	Registration	\$50.00 x 4 x 2	\$ 400
	K-Tag/Tolls/Parking		
	Other #1		
	TOTAL TRAINING CATEGORY		\$ 400
	Training Category Comments:		
	Estimate \$50.00/training registration x 4/yr x 2yr		

2C	COMMUNICATION CATEGORY	Details	Annual Budget Amount
	Cell Phone		
	Internet Services		
	Land Line		
	Other #1		
	Other #2		
	TOTAL COMMUNICATION CATEGORY		\$
	Communication Category Comments:		

2D	EQUIPMENT CATEGORY	Details	Annual Budget Amount
	Computer		
	Printer		
	Other #1		
	Other #2		
	Other #3		
	TOTAL EQUIPMENT CATEGORY		\$
	Equipment Category Comments:		

2E

SUPPLIES/COMMODITIES**Details****Annual Bud****13.a**

Office Supplies	\$50/mo x 24 months	\$	1,200.00
Postage			
Printing			
Other #1			
Other #2			
Other #3			

TOTAL SUPPLIES/COMMODITIES CATEGORY**\$ 1,200.00****Supplies/Commodities Comments:**

Misc office supplies, i.e. pens, paper, folders, etc.

2F

FACILITY CATEGORY**Details****Annual Budget Amount**

Rent			
Utilities			
Property Insurance			
Trash Service			
Building Maintenance			
Other #1			

TOTAL FACILITY CATEGORY**\$****Facility Category Comments:**

2G

CONTRACTUAL CATEGORY**Details****Annual Budget Amount**

Copier Maintenance			
Computer Maintenance			
Shredding			
Postage Meter Rental			
Other #1			
Other #2			
Other #3			
Other #4			
Other #5			
Other #6			

TOTAL CONTRACTUAL CATEGORY**\$****Contractual Category Comments:****TOTAL OPERATIONS SECTION****\$ 1,600.00**

Attachment: FY26 Juvenile Evidence-Based Programs Grant - CAR (15534 : FY26 and FY27 Juvenile Services Reinvestment Grant Application)

CONTRACTS/CLIENT SERVICES SECTION

3A

CONTRACTS/CLIENT SERVICES

Details

Annual Budget Amount

Drug Testing Supplies		
Drug Testing Services		
Academic Education Services		
Vocational Education Services		
Transportation Assistance		
Subsistence		
Cognitive Skills		
Client Incentives	Est.43 incentives @ \$20/each	\$ 854
Electronic Monitoring Services		
Surveillance Services		
Housing Assistance		
Other #1		
Other #2		
Other #3		
Other #4		
Other #5		
Other #6		
Other #7		
Other #8		

TOTAL CONTRACTS/CLIENT SERVICES

\$ 854

Contracts/Client Services Category Comments:

TOTAL CONTRACTS/CLIENT SERVICES SECTION

\$ 858

TOTAL OPERATIONS & CONTRACTS/CLIENT SERVICES

\$ 2,458

Attachment: FY26 Juvenile Evidence-Based Programs Grant - CAR (15534 : FY26 and FY27 Juvenile Services Reinvestment Grant Application)

FY2026

BUDGET SUMMARY

Enter Agency Name On Personnel Narrative Tab

All cells on this tab auto-fill. Verify amounts against Narrative tabs.

TOTAL BUDGET SUMMARY

PERSONNEL		TOTAL	
1A	Salary	\$	92,515.8
1B	Benefits	\$	39,486.1
TOTAL PERSONNEL SECTION		\$	132,001.9
OPERATIONS		TOTAL	
2A	TRAVEL CATEGORY	\$	-
2B	TRAINING CATEGORY	\$	400.0
2C	COMMUNICATIONS CATEGORY	\$	-
2D	EQUIPMENT CATEGORY	\$	-
2E	SUPPLIES/COMMODITIES CATEGORY	\$	1,200.0
2F	FACILITY CATEGORY	\$	-
2G	CONTRACTUAL CATEGORY	\$	-
TOTAL OPERATIONS SECTION		\$	1,600.0
3A	TOTAL CONTRACTS/CLIENT SERVICES SECTION	\$	858.0
TOTAL FY2026 BUDGET SUMMARY		\$	134,460.0

Judicial District: 21st

Community Partner Name: Riley County Community Corrections

Address 1:	115 N. 4th St.
Address 2:	Suite 200
City/State/Zip	Manhattan, KS 66502
Name of Contact Person:	Megan Lewis
Contact Person Phone:	785-565-6810
Contact Person Email:	mlewis@rileycountyks.gov

Program Overview

Provide a description of the community partners mission and history.

"The Mission of Riley County Community Corrections is dedicated individuals working collaboratively to provide evidence-based practices and promote probationer success". Riley County Community Corrections is a state-funded, county-owned and operated agency that supervises both juvenile and adult felony offenders in the community. We deliver a cost-effective means of providing public safety through balancing offender accountability, intensive supervision and work to improve client's ability to live and work productively and lawfully in their community.

Our mission is to reduce an offender's risk of reoffending, thus reducing the number of crime victims, and generating significant cost savings to taxpayers. We employ strategies that are most effective in equipping offenders with skills to make pro-social, lawful decisions. We utilize evidence based practices to target risk reduction, which requires working with the whole person and addressing offender needs along with risk, which can only occur with strong community collaboration.

What experience does the community partner have with the justice-involved youth population to be served?

Youth Court has been administered in the 21st Judicial District for first-time offenders since 1998. Pursuant to K.S.A. 38-2346, Riley County Community Corrections modified the program to meet the required statute and standards in addition to the Youth Court Immediate Intervention Program, Riley County Community Corrections staff provides juvenile services and supervision through Juvenile Intake and Assessment, Juvenile Intensive Supervision and Case Management.

Describe experience with current or past grant management that the community partner has.

Our agency is 100% grant funded. We successfully manage several different grants each year in order to provide services to the population that we serve. In addition to the KDOC Adult Services Grant and Juvenile Services Grant, we have successfully managed the Reinvestment Grant for a number of years as well as grants received through Caroline Peine, Daniel Keating Foundation, Kansas Fights Addiction, Greater Manhattan Foundation and a Bureau of Justice Assistance Grant. Our agency works closely with our Budget and Finance Department to ensure that each grant is administered appropriately. In addition, Riley County Community Corrections provides quarterly and annual grant reports to our Joint Corrections Advisory Board (JCAB).

Provide what plans are in place to sustain the program/service after this grant period?

Our agency will continue to seek local and state funding opportunities. Majority of our funding comes from KDOC, however each year we seek other opportunities in order to continue to provide and enhance the quality of services offered to the populations that we serve. YCIIP is designed to meet the requirements of K.S.A. 38-2346.

Planning Process

Describe the problem(s) and issue(s) the community partner proposes to be addressed that is negatively impacting youth in the community. This information should include an analysis of current data, addressing the problem, what is working, what is not, and identify existing gaps.

13.a

The proposed program needing continued funding in the 21st Judicial District is the Youth Court Immediate Intervention Program. Pursuant to K.S.A 38-2346, each Judicial District shall have an Immediate Intervention Program. YCIIP has proven to be a successful program in the 21st Judicial District. YCIIP continues to provide both pre and post -file immediate interventions to qualifying youth. Post-file cases include but are not limited to, any misdemeanor crime with a victim, any person misdemeanor and non-person felonies. In addition, a second IIP opportunity may be provided. Cases in which restitution assessed, in addition to battery LEO, Battery of a School Employee or battery of a Corrections Officer. Pre-file cases may include but are not limited to non-person misdemeanors, MIP and MIC cases. When youth is processed through Juvenile Intake and Assessment and is believed to meet IIP eligibility requirements, Juvenile Intake and Assessment staff notifies the County Attorney of the said youth. This program provides early intervention to youth in the community and new opportunities for juveniles. In addition to being a less intensive method of supervision, it provides a form of accountability to the participant.

The number of referrals that have been received and served by YCIIP continues to increase each year, while maintaining high success rates. In FY2024, 100% or 72/72 participants successfully completed the program. We continue to find areas in which we can improve the program. This includes our plan to address the turnaround time from the time the County Attorney's office receives the case to the time we receive the referral. We plan to address this in an updated MOA with the Clay County and Riley County Attorney's offices.

Implementation Timeline: Provide a detailed description of each program's implementation timeline. Include the activities, tasks, responsibilities, and dates each will be completed by, to fully implement the program. Activities include staff recruitment, staff training, secure office, furniture and equipment, and any other additional details. To allow for the successful integration of evidence-based programs/services, Kansas Department of Corrections (KDOC) will allow programs a planning period of 90 days, starting on the date of award approval. This will allow time for staff to be hired, trained, and contracts with service providers to be established. The planning period is optional. If a program needs an extension of the planning period, a request may be submitted to KDOC, outlining the reason for the needed extension with an amended timeline for startup.

This funding request is for continued funding for an existing fully operating program. Staff is in place and currently facilitates the Youth Court Immediate Intervention Program. These funds will allow staff to seamlessly continue to provide this highly effective evidence-based intervention program to the youth in our community and assist in keeping those youth out of further legal involvement with the Criminal Justice System. The program intends to remove youth from the juvenile justice process and system.

Program Description

Why is the proposed program/service needed in the judicial district? Please identify the specific risk/needs the program/service is seeking to address (i.e. criminogenic needs, responsivity, employment, etc.) and include current and relevant data that demonstrates a need for this program/service.

Pursuant to K.S.A 38-2346, each Judicial District shall have an Immediate Intervention Program. The 21st Judicial District YCIIP meets this requirement. In FY24 YCIIP served 104 total participants. The criminogenic needs that YCIIP will continue to target will be dynamic in nature and include education/employment, peer relations, substance abuse, leisure/recreation, personality/behavior and attitudes/orientation. We utilize the YLS/CMI SV or short version to assess youth's risks and needs. Staff assist youth in addressing and removing barriers to address the risks and needs identified in the YLS/CMI SV assessment. In FY24 our agency data identified a total number of 72 out of 72 program participants that successfully completed the program.

Proposed Service/Program: Provide a clear description of the program, including the specific day-to-day activities that will be used to achieve the goals of the program, where activity will be held, frequency of activities, who will be responsible for carrying out the activities, and a timeline of the program (i.e. length of the program, school year, number of sessions, number of weeks, etc.)

Youth Court Immediate Intervention Program is a diversion program administered by Riley County Community Corrections. The purpose of our Youth Court Immediate Intervention Program is to provide an opportunity for an immediate intervention process by which youth may avoid prosecution. Youth Court hearings are held two times a month in the evenings. Youth volunteers and returning defendants serve as members of the jury. An adult judge is present to keep the proceedings on track and ensure that each case follows the same format. The defendant is allowed to give his/her version of the events followed by the "clerk" reading a summary of the police report. The jury members and adult judge follow with questions for the defendant. Following questions posed to the defendant, the jury deliberates and returns with recommended sanctions. The defendant has up to 4 months (pre-file) and 6 months (post-file) to complete his/her sanctions. Once youth are processed through Youth Court, supervision begins. The jury is comprised of volunteers from local schools and returning defendants. Each member must sign a Confidentiality Oath which prohibits the youth from sharing information concerning the defendant and their cases outside of the courtroom. Each member must ask the defendant a minimum of one question. The jury will select a foreperson for each case to announce the sanctions decided. Sanction guidelines include mandatory sanctions of community service hours and 1-5 Youth Court juror assignments. Optional Sanctions include an apology to the victim, counseling, random drug and alcohol testing (offense-driven), Alcohol and Drug Information School (offense-driven), curfew and restitution. Benefits of Youth Court: In addition to providing an immediate intervention, volunteer jurors gain exposure to the legal system, jurors help victims with reparation, the community benefits from service hours, both defendants and volunteer jurors see how negative behavior impacts others, and victims know the defendant is being held accountable. A YLS/CMI SV will be conducted with the youth at the time of the referral. Upon completion of the YLS/CMI-SV, staff will target criminogenic needs that are dynamic in nature and include, education/employment, peer relations, substance abuse, leisure/recreation, personality/behavior and attitude/orientation. We utilize the YLS/CMI SRV to assess youth's risks and needs and supervise accordingly. Level I supervision: Initial YLS/CMI SRV score of Low. Level I participants will not exceed monthly contact. Level II supervision: Initial YLS/CMI SRV score of Moderate, pre-file cases will not exceed monthly agency supervision contact and Level II post-file cases will not exceed twice monthly supervision contact. Level III supervision: Initial YLS/CMI SRV score of High, including both pre and post file cases will not exceed twice monthly agency supervision contact.

Participant Program Cost

Will youth and/or families be charged a fee for participating in the program?	☒ Yes ☐ No
If yes, provide details regarding how much the fee will be and/or if the fee can be waived.	
Youth will be charged a \$50 supervision fee. This fee can be waived. A juvenile who is eligible for an IIP shall not be denied participation or terminated unsuccessfully due to an inability to pay fees or other associated costs. Fees assessed from YCIIP shall be retained by the program and shall not be used for any purpose, except development and operation of the program.	

Referral Process

Provide the detailed process of how youth are referred to access the program, including what agency/organization can refer youth.
Referrals will come from the County Attorney's office in the county in which the offense took place, either Riley or Clay County. The County Attorney can refer all juveniles that have fewer than two prior adjudications to the YCIIP. Riley County Community Corrections YCIIP shall administer the IIP in accordance with the Kansas Department of Corrections IIP Standards. RCCC will oversee the IIP and provide both pre-and post-file IIP supervision. Post-file cases shall include but are not limited to; any misdemeanor crime with a victim, any person misdemeanor, non-person felonies, 2nd IIP opportunities, cases with restitutions, battery of LEO, Battery of a School employee or Battery of a Corrections Officer. Pre-file referrals may include but not limited to non-person misdemeanors and or MIP or MIC.
List the criteria of an effective referral and the method in which the agency/organization will provide the referral to the community partner (i.e. paper form, email, online).
Referral forms will be sent from the County Attorney's office in the county in which the offense took place, either Riley or Clay County, via email. The referral will include the following information: Law Enforcement Case number, date of offense, youth's information (Name, address, DOB, Gender, Race), Charges, whether the case is pre-file or post file and parent/guardian contact information.

Attachment: FY26 Juvenile Evidence-Based Programs Grant - CAR (15534 : FY26 and FY27 Juvenile

Each community partner must provide the referral form that will be utilized, to ensure the youth meets criteria outlined in the application to participate in the program. Referral form must include the following criteria. Provide the acceptable response that would allow youth to access the program.

13.a

- A. **Demographics:** The basic demographics of the program's target population(s). Include but not limited to: age and generation groups, sex, gender, or sexual orientation, nationality, race, educational level.
- B. **Geographic Area to be Served:** This might be an entire judicial district or one county in a multi-county district or one school in a school district, etc.
- C. **Eligibility Criteria:** Identify the requirements that a youth/youth's family must meet to participate in the program.
- D. **Risk Level:** Identification of youth risk level.
- E. **Program Identifiers:** Contact information, Program name, address where services will be provided, ways to provide referral (email, fax, online, etc.)

A. The target population includes first time misdemeanor juvenile offenders (excluding offenses in K.S.A. Chapter 55 of Article 21, and amendments thereto, or a violation of K.S.A 2016 Supp. 21-5507), 10-17 years of age who are considered lower risk. Additionally, the County Attorney's Office reviews law enforcement reports on juvenile offenders who have fewer than two prior adjudications for possible participation. We anticipate serving 60 juveniles per year.

B. This program will serve both Clay and Riley Counties

C. Youth must be charged with a misdemeanor that is not a sex offense, have fewer than two prior adjudications and be recommended for the program by the County Attorney, and complete the Juvenile Intake and Assessment process or be referred directly by the County Attorney or court.

D. A YLS/CMI SV assessment will be completed upon referral to the program and the risk/needs identified will be addressed with referrals to appropriate services that provide evidence-based practices.

E. Referrals will include Youth Contact Information (name, address, date of birth, gender, race, ethnicity), Program Name, law enforcement agency and case number, charge, assigned prosecutor, parent guardian name and contact information.

Identification of Youth Risk Level

Agency referral forms (if not utilizing an assessment form) should have questions to help establish youth risk levels.

These questions should identify if the youth is exhibiting deviant behavior and establish factors that will help identify youth risk levels. The best measure of risky behavior accesses these four areas: Attitudes and behaviors, History of Behavioral/Mental Health issues, Nature of Peer Group, and Family Life Stability. Below are examples the community partner can use to determine youth risk.

Examples such as:

- A. Number or prior law enforcement contact, truancy issues at school, history of disruptive behavior, current and/or history of any substance use (drug/alcohol), etc.
- B. Identifying behavioral health: coping/self-control skills, history of suicidal ideation/attempts, history of struggle controlling thoughts, history of impulsive behavior, etc.
- C. Peer Group: Identify a way of establishing how youth classify their friend(s) group.
- D. Family Circumstances/Relationships: Identify if single parent household, history of incarceration of any parent, etc.

Identify the scores the program will use, per assessment type (YLS/CAFAS/MAYSI, etc) to be accepted into the program. Identify the process the program will utilize to determine the youths risk level. If your agency does not have access to these assessment tools/scores (i.e.: MAYSI-2, CAFAS, YLS/CMI, etc.), then your agency must have an established way to identify the risk level of each youth referred into the program.

A YLS/CMI-SV will be conducted with the youth at the time of the referral. Upon completion of the YLS/CMI-SV, staff will target criminogenic needs that are dynamic in nature and include, education/employment, peer relations, substance abuse, leisure/recreation, personality/behavior and attitude/orientation. We utilize the YLS/CMI-SRV to assess youth's risks and needs and supervise accordingly. Level I supervision: Initial YLS/CMI SRV score of Low. Level I participants will not exceed monthly contact. Level II supervision: Initial YLS/CMI-SRV score of Moderate, pre-file cases will not exceed monthly agency supervision contact and Level II post-file cases will not exceed twice monthly supervision contact. Level III supervision: Initial YLS/CMI-SRV score of High, including both pre-file and post file cases will not exceed twice monthly agency supervision contact.

Please provide details of how the evidence-based program will identify and address racial, ethnic, geographics, and other biases that may exist for the youth and/or the families, staff members, and community.

13.a

We will follow the statute and MOA with the County Attorney's Office regarding eligibility to mitigate any inherent bias with referrals to the program.

Completion Criteria

Specify the requirements and obligations that the youth and/or family must meet in order to successfully complete the program. Include how long the youth and/or family is expected to remain in the program to meet the completion criteria. Identify the expectations of completing assigned work such as workbooks/worksheets.

K.S.A. 38-2346(b)(4) defines the criteria and duration for the program completion as, "The Immediate Intervention plan shall last no longer than six months from the date of referral, unless the plan requires the juvenile to complete an evidence-based mental health or substance abuse program that extends beyond the six-month period. In such case, the plan may be extended up to two additional months. "

Specify the attendance expectations and identify the reasons the youth would be excused / removed from the program.

Participants will not automatically be removed from the program as a result of attendance issues. The Staff will utilize the IIP Violations Levels Report (VLR) to include Cognitive Behavioral Tools to address attendance issues.

Evidence-Based Supporting Documentation

Evidence-Based for Proposed Program/Service: Please include credentials or documentation supporting the proposal as promising, evidence-based program or practice, and data that supports the evidence-based and/or best practice is successful.

Youth Court is recognized as a Promising Program within the Office of Juvenile Justice and Delinquency Prevention Model Programs Guide. <https://crimesolutions.ojp.gov/ratedprograms/independence-youth-court>

Provide which website was utilized to determine that the curriculum being utilized by the program is evidence-based and/or best practices. (i.e. crimesolutions.gov; OJJDP model programs guide; NREPP/SAMHSA; national reentry resource center, etc.)

13.a

<https://crimesolutions.ojp.gov/ratedprograms/independence-youth-court>

Monitoring and Evaluation

Who will be responsible for annual evaluations of the program/service at a the provider level? Include name, title, phone number and email address.

Megan Lewis - Director
(785)-565-6810
mlewis@rileycountyks.gov

Describe the process for monitoring and evaluating the program/service at the provider level. Include specific details/timelines of when and how the program will be evaluated along with what steps will be taken to complete the evaluation process.

The process for monitoring and evaluating our services includes the assessment of random officer/client interviews for the use of motivational interviewing. Staff performance in the use of motivational interviewing is tied to individual performance appraisals, including establishing annual goals in motivational interviewing. Staff is assessed through a minimum of 4 quality assurance reviews per year. In addition, we have both audio and video recording equipment 24/7 in all interview rooms, with supervisors having the ability to watch client interviews live at any time.

Measurable Outcomes

Mandatory Outcome Tracking

The following outcomes must be tracked and reported to KDOC quarterly. KDOC will provide a worksheet and instructions for tracking these outcomes at the time of award notification.

Target: 80% of youth successfully completed program/service requirements.

Target: 80% of youth with no new arrests at completion of program/service.

Target: 10% increased enrollment quarterly to assist in reaching desired enrollment.

Additional Outcomes

Please describe additional outcome measures that will be utilized to determine effectiveness of the program/service. Include what data will be measured, when it will be measured, and how it will be measured.

We will track Cognitive Behavioral Tools/Cognitive Behavioral Courses completed by the participants of YCIIP. Target - 80% of youth who are referred to complete a Cognitive Behavioral Tool or online Intervention Course will successfully complete a Cognitive Behavioral Tool or online Intervention Course by the time of their completion in the program. Target - 80% of youth that score a risk in Alcohol and Drug Problems on the YLS/CMI SV will successfully complete an Alcohol and Drug related intervention.

Past Program Outcomes

13.a

Is the proposed program a continued operation of a program that was assisting youth in the previous year? If yes, how many youth were served for each previous year?

In FY24 we had a total of 104 participants engage in the program from July 1st, 2023 - June 30th, 2024. This number includes an overlap of participants that were engaged in the program as of July 1st, 2023, the

Projected Outcomes

What is the projected number of youth to be served in FY26-27 to reach the program/service designed capacity?

We anticipate that we will serve a minimum of 120 participants from July 1st, 2025 - June 30th, 2027.

How was the number of projected youth to be served in FY26-27 determined? What steps will be taken by the program/agency if projected enrollment is not being achieved?

Youth Court x 2/month, with 5 participants going through the Youth Court process each month x 12 months = 60 participants each year, x 2 years = 120 participants.

Memorandum of Understanding (MOU)

KDOC Supervision Standard: CSS-01-103 standards state that "Agency policy, procedures, and practice shall require a written Memorandum of Understanding (MOU) whenever the agency and another public or private entity enter into partnership. At a minimum the MOU shall outline the services, the cost of services (if applicable), and the entity responsible for the delivery of services". Please acknowledge that a signed copy of all agreements (MOU/MOA) will be provided to KDOC within 90 days if awarded funds?



I acknowledge an MOU/MOA will be provided to KDOC within 90 days if awarded funds.

Required On-Line Training

If awarded funds from this opportunity, each community partner will be required to complete the on-line training after the award letter is received and before funds will be released. The on-line training is an overview of several areas: the Juvenile Justice system in Kansas, Evidence Based Practices, Principles of Effective Intervention, Cognitive and Social Learning theories, and the Stages of Change. Please acknowledge that the on-line training will be completed within 90 days.



I acknowledge the online training will be completed within 90 days if awarded funds.

Instructions:

Please enter information for **Amount Requested** and **Justification** columns. Columns are unlocked so you can copy and paste into the appropriate field in the workbook provided by fiscal.

For any item budgeted, a defined justification for line item **MUST** be provided.

Example: For shredding, Jayhawk will pick up shredding containers four times a month at a rate of \$100 per pick up = \$400 per month x 12 months = \$4,800 per year. Justify the use of the line item budgeted for.

Only enter a dollar amount for the line items listed below if budgeting funds for that particular budget category and line item.

Budget Category	Line Item Descriptors	Amount Requested	Justification
Personnel: Enter each position title, position salary, and if position is full-time / part-time.			
	Salary	\$92,515.82	The first 18 mo. of the grant, 70.5% of the JISO salary will be paid w/ Rein funds, w/29.5% coming from Juvenile Core. The final 6 mo. will 66%/34%.
	Benefits	\$39,486.13	
Personnel Total		\$132,001.95	
Agency/Facility Operations			
	Building Insurance	\$0.00	
	Building Maintenance & Trash Services	\$0.00	
	Computer Maintenance	\$0.00	
	Copier Maintenance	\$0.00	
	Postage Meter Rental	\$0.00	
	Rent	\$0.00	
	Shredding	\$0.00	
	Utilities	\$0.00	
	Vehicle Costs (tags, taxes, registration)	\$0.00	
	Vehicle Insurance	\$0.00	
	Vehicle Maintenance	\$0.00	
	Other (Provide Specific service and detailed budget information requesting funding for in the Justification column)	\$0.00	
	Other (Provide Specific service and detailed budget information requesting funding for in the Justification column)	\$0.00	
Agency Operations Total		\$0.00	
Client Services			
	Academic Education Services	\$0.00	
	BIP Evaluations	\$0.00	
	BIP Treatment/Groups	\$0.00	
	Client Incentives	\$858.05	Estimate 43 incentives @ approximately \$20.00 each
	Cognitive Behavioral Skill Tools	\$0.00	
	Drug Testing Services	\$0.00	
	Electronic Monitoring Services	\$0.00	
	Housing Assistance	\$0.00	
	MH Evaluations	\$0.00	
	MH Treatment/Groups	\$0.00	
	Sex Offender Evaluations	\$0.00	
	Sex Offender Treatment/Groups	\$0.00	
	Subsistence Assistance	\$0.00	
	SUD Evaluations	\$0.00	
	SUD Treatment/Groups	\$0.00	
	Surveillance Services	\$0.00	
	Transportation Assistance	\$0.00	
	Vocational Education Services	\$0.00	
	Other (Provide Specific service and detailed budget information requesting funding for in the Justification column)	\$0.00	
	Other (Provide Specific service and detailed budget information requesting funding for in the Justification column)	\$0.00	
	Other (Provide Specific service and detailed budget information requesting funding for in the Justification column)	\$0.00	
Client Services Total		\$858.05	

Communications			
	Cell Phone	\$0.00	
	Internet Services	\$0.00	
	Land Line	\$0.00	
	Other (Provide Specific service and detailed budget information requesting funding for in the Justification column)	\$0.00	
	Other (Provide Specific service and detailed budget information requesting funding for in the Justification column)	\$0.00	
Total Communications Category		\$0.00	
Contractual: If grantee contracts with another entity to provide services, there must be a contract between the two parties. The contract must include a description of the services to be provided and the cost to provide those services.			
	Contractual Intake Workers	\$0.00	
	Membership Dues	\$0.00	
	Outsourced (Subcontract) Expenses	\$0.00	
	Outsourced (Subcontract) Personnel	\$0.00	
Contractuals Total		\$0.00	
Equipment			
	Computer		
	Printer		
	Other (Provide Specific service and detailed budget information requesting funding for in the Justification column)		
	Other (Provide Specific service and detailed budget information requesting funding for in the Justification column)		
	Other (Provide Specific service and detailed budget information requesting funding for in the Justification column)		
Total Equipment Category		\$0.00	
Supplies			
	Drug Testing Supplies	\$0.00	
	Group Supplies	\$0.00	
	Office Supplies	\$1,200.00	Misc. supplies to include pens, paper, folders, ink, printing, etc.
	Postage	\$0.00	
	Printing	\$0.00	
	Other (Provide Specific service and detailed budget information requesting funding for in Justification column)	\$0.00	
	Other (Provide Specific service and detailed budget information requesting funding for in Justification column)	\$0.00	
	Other (Provide Specific service and detailed budget information requesting funding for in Justification column)	\$0.00	
Total Supplies Category		\$1,200.00	
Training: Training allowed for Evidence-Based Training only. Provide specific details including: proposed training, number of staff to attend, cost of training, etc.			
	Fuel or Mileage	\$0.00	
	Per Diem	\$0.00	
	Registration	\$0.00	
	K-Tag/Tolls/Parking	\$0.00	
	Other (Provide Specific service and detailed budget information requesting funding for in Justification column)	\$0.00	
Training Total		\$0.00	
Travel: Explain need for all travel requests for this program/service. Local travel policies prevail. Mileage rates apply.			
	Fuel or Mileage	\$0.00	
	Per Diem	\$0.00	
	Vehicle Maintenance/Registration/Tags	\$400.00	Est. 4 trainings per year @ \$50.00 each, x2 years
	Vehicle Insurance	\$0.00	
	K-Tag/Tolls/Parking	\$0.00	
	Other (Provide Specific service and detailed budget information requesting funding for in Justification column)	\$0.00	The 'Grand Total' below is \$134,460.00. The excel document is adding 'Salaries and Benefits' in twice.
Travel Total		\$400.00	
Total		\$134,460.00	

FY2026-27 Juvenile Evidence-Based Programs Grant Signatory Approval Form

Community Corrections Agency

My signature below certifies that I did assist in the development, completion, and review of the agency's grant application (Application). I further certify that:

1. The Application, including all forms and attachments, complies with the directions provided by the Kansas Department of Corrections (KDOC).
2. The Application, including all forms and attachments, complies with applicable Kansas Statutes (KSA), Kansas Administrative Regulations (KAR), KDOC Juvenile Services Operating Standards and the KDOC Financial Rules, Guidelines and Reporting Instructions manual.
3. The Agency will provide timely, complete, and accurate data to the KDOC regarding agency operations and outcomes to include any reports required per Kansas Statutes (KSA), Kansas Administrative Regulations (KAR), KDOC Juvenile Services Operating Standards, the KDOC Financial Rules, Guidelines and Reporting Instructions manual or special requests from the KDOC.

Furthermore, my signature below certifies that acceptance of state grant funds awarded by the KDOC for the grant period July 1, 2026, through June 30, 2028, indicates that as the "Grantee" I acknowledge and agree to comply with all the conditions outlined below:

1. Expend grant funds for the development, and implementation of evidence-based community programs and practices for juvenile offenders, juveniles experiencing mental health crisis and their families by community supervision offices, including, but not limited to, juvenile intake and assessment, court services, community corrections and juvenile crisis intervention centers pursuant to KSA 75, 52-164 and as submitted in the Application and approved by the Secretary of Corrections.
2. Assume the authority and responsibility of funds received through the KDOC and ensure compliance with all applicable Federal and State laws, Regulations, KDOC Juvenile Services Operating Standards, policies and procedures, and the KDOC Financial Rules, Guidelines and Reporting Instructions manual. **Any and all costs associated with noncompliance under this section shall be the responsibility of the Grantee (i.e., Host/Administrative County).**
3. Obtain advance approval in writing by the Deputy Secretary of KDOC Juvenile and Adult Community Based Services for all out of state travel and training. All requests for approval of out of state travel and training will be submitted at least two weeks prior to scheduling or obligation of grant funds. **Any and all costs associated with non-compliance under this section shall be the responsibility of the Grantee (i.e., Host/Administrative County).**
4. Acknowledge this grant may be terminated by either party upon a minimum of ninety (90) days written notice to the other party. Upon termination, the unexpended balance of funding distributed to Grantee shall be returned to KDOC within thirty (30) days.
5. Acknowledge that if, in the judgment of the Secretary of the Department of Corrections, sufficient funds are not appropriated to fully continue the terms of this agreement, KDOC may reduce the amount of the grant award.
6. Follow all applicable state and federal laws related to confidentiality of information in regard to juvenile offenders. This provision is not intended to hinder the sharing of information where necessary to effect delivery of services when undertaken in compliance with applicable laws.
7. Neither assume nor accept any liability for the actions or failures to act, either professionally or otherwise, of KDOC, its employees and/or its contractual agents.
8. Not consider employees or agents of the Grantee as agents or employees of KDOC. Grantee accepts full responsibility for payment of unemployment insurance, workers compensation and social security, as well as all income tax deductions and any other taxes or payroll deductions required by law for its employees engaged in work authorized by this Grant.
9. Not hold KDOC and the State of Kansas, and their employees, officials, or agents, liable for any damages or costs arising from the cancellation, voiding, denial or withholding of funds to Grantee.

**FY2026-27 Juvenile Evidence-Based Programs Grant
Signatory Approval Form**

10. Submit problems or issues regarding the terms of this grant in writing to the Deputy Secretary of Juvenile and Adult Community Based Services for final review and resolution.
11. If any provision of this grant violates any statute or rule of law of the State of Kansas, it is considered modified to conform to that statute or rule of law.
12. Provide each child under its responsibility for placement and care with the protections found in Section 471 of Title IV-E of the Social Security Act and Kansas' Title IV-E Plan and perform candidate for foster care determinations in accordance with Section 471(a)(15) of the Social Security Act. In connection with the performance of services under this Agreement, GRANTEE also agrees to comply with the provisions of the Civil Rights Act of 1964, as amended (78 Stat. 252), Section 504 of the Rehabilitation Act of 1973, Public Law 93-112, as amended, the Regulations of the U. S. Department of Health and Human Services issued pursuant to these Acts, the provisions of Executive Order 11246, Equal Employment Opportunity, dated September 24, 1965, the provisions of the Americans with Disabilities Act of 1990, Public Law 101-336 and the Health Insurance Portability & Accountability Act of 1996; in that compliance shall include, but is not limited to, disclosing only that information that is authorized by law, authorized by the juvenile offender or his parent or legal guardian, setting a time limit on the authorization and disclosure, taking safeguards to prevent use or disclosure of the records, keeping an accounting of all requests for records and documenting its efforts to either protect or release relevant records; there shall be no discrimination against any employee who is employed in the performance of this Agreement, or against any applicant for such employment, because of age, color, national origin, ancestry, race, religion, creed, disability, sex or marital status. This provision shall include, but not be limited to the following: employment, promotion, demotion, or transfer; recruitment or advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training including apprenticeship. Grantee agrees that no qualified handicapped person shall, on the basis of handicap, be excluded from participation in, be denied the benefits of, or otherwise be subjected to discrimination under any program or activity of the Grantee. grantee further agrees to insert similar provisions in all sub-contracts for services allowed and authorized under this Agreement under any program or activity.
13. Provide administrative oversight to enhance the operational and evaluation procedures by assessing program efficiency and effectiveness of juvenile justice programs funded by the JCAB grant funds.

FY2026-27 Juvenile Evidence-Based Programs Grant
Signatory Approval Form

Agency Director

Printed Name:	Megan Lewis
Title:	Director
Signature:	
Date:	

Governing/Corrections Advisory Board Chairperson

Printed Name:	Linda Teener
Title:	JCAB Chairperson
Signature:	
Date:	

Board of County Commission Chairperson (Host/Administrative County) *

Printed Name:	Greg McKinley
Title:	Riley County BOCC Chairperson
Signature:	
Date:	

Host/Administrative County Financial Officer

Printed Name:	Brittany Phillips
Title:	Budget & Finance Officer
Signature:	
Date:	

FY2026-27 Juvenile Evidence-Based Programs Grant
Signatory Approval Form

***Multi-county agencies** _____ shall obtain the signature of the County Commission Chairperson of EACH county, unless either of the following is true:

- ✓ The counties have entered into an **Inter-local Agreement** that specifically states that the host/administrative county commission chairperson can sign for all counties. If so, only the signature of the host county commission chairperson is necessary.
- ✓ The counties have entered into an Inter-local Agreement that bestows the counties' governing authority onto the

community corrections advisory board. If so, no county commission chairperson signature is required.

Please use the following page if additional County Commission Chairperson signatures are required for your agency.

FY2026-27 Juvenile Evidence-Based Programs Grant
Signatory Approval Form

Board of County Commission Chairperson

Printed Name:	
Title:	
Signature:	
Date:	
County:	

Board of County Commission Chairperson

Printed Name:	
Title:	
Signature:	
Date:	
County:	

Board of County Commission Chairperson

Printed Name:	
Title:	
Signature:	
Date:	
County:	

Board of County Commission Chairperson

Printed Name:	
Title:	
Signature:	
Date:	
County:	

FY2026-27 Juvenile Evidence-Based Programs Grant
Signatory Approval Form

Board of County Commission Chairperson

Printed Name:	
Title:	
Signature:	
Date:	
County:	



**COMMUNITY
CORRECTIONS**
Budget

Megan Lewis
Community Corrections Director
115 North 4th Street
Manhattan, KS 66502
Phone: 785-537-6380

COMMISSION AGENDA REPORT

FROM: Megan Lewis - Community Corrections Director

MEETING: March 10, 2025

SUBJECT: 2026 Community Corrections Personnel Budget Request

PRESENTER: Megan Lewis - Community Corrections Director

BACKGROUND

Community Corrections has a complicated funding structure and has received minimal increases over the past 12 years. Yet, with the county's responsibility for administering the program and services to our communities, we have been left with the burden of staffing and maintaining quality services in order promote public safety and prevent offender recidivism.

DISCUSSION

In 2022, the Board of County Commissioners made the decision to fund the 2023 budgeted portion of personnel expenses not covered by the state in order to ensure staff was paid equitably as Riley County employees, and to prevent layoffs or downsizing of the department.

In 2024, the Clay County Board of County Commissioners made the decision to fund a portion of personnel expenses not covered by the state. We will again be asking Clay County for appropriations in the amount \$37,791.85.

FISCAL IMPACT

For the 2026 Budget, Human Resources estimated a 2.7% COLA, which brings the Community Corrections appropriation request for Riley County to \$143,500.37.

RECOMMENDATION(S)

Recommend approval of the 2026 appropriation request contingent on COLA being approved at 2.7%.

POSSIBLE MOTION(S)

Move to approve

Move to deny

Move to modify

Move to table

No action required.

The Board agreed by consensus to

Enclosures:



**PLANNING &
DEVELOPMENT**
Work Session

Amanda Webb
Planning/Special Projects Director
110 Courthouse Plaza
Manhattan, KS 66502
Phone: 785-537-6332

COMMISSION AGENDA REPORT

FROM: Amanda Webb, Planning Director
MEETING: March 10, 2025
SUBJECT: Short Term Rental Regulations - work session
PRESENTER: Amanda Webb, Planning Director

DISCUSSION

Riley County adopted Short Term Rental (STR) criteria when the Land Development Regulations went into effect on January 1, 2022. Those regulations were updated in May 2022, and have been reviewed and discussed several times since to determine if additional changes need to be made. The current adopted STR regulations are included in your packet.

Enforcement of STR regulations has been a topic amongst the board and with local legislators recently, as it has been shown that there is little that can be done should someone operate an STR without a license (whether that license be expired or never obtained). This isn't an issue that is unique to Riley County, nor the state of Kansas. But authority and assistance from the state could be of use.

There was further discussion during the county session at the December KAC conference regarding STRs. Entities have varying criteria, some more restrictive, within their regulations. The City of Independence, Missouri's code was brought up, and we were later sent their ordinance for review. We discussed their code during a February 10, 2025 work session.

Independence's code sums up the "purpose" well: "The regulations are intended to balance the economic opportunity created by short-term rentals with the need to maintain the city's housing supply and protect the rights and safety of owners, guests, and neighbors..." That is the goal.

There are several criteria the City of Independence included in their code, that are worth

discussion here. First, they limit the number of STRs in an area by allowing no more than one per eight residences within a block face. They also require a 500' distance from the property line of any existing or proposed STR. This helps maintain the character of the neighborhood and avoids an area being "overrun" with STRs. They also have a limitation - no more than five - to the number of STRs that can be owned by one person or entity. What both limitations do is help keep housing stock available for residents/owners, rather than all be rentals. While this isn't necessarily a problem in Riley County as most of our housing isn't overly dense (though we do have pockets of higher density in our jurisdiction), it may be worth exploring in response to those who have expressed concern over multiple STRs on their streets/in their neighborhoods.

On the other hand, what this also does is add criteria that must be enforced. Because we do not have a solid enforcement mechanism, this could just increase the overall problem with violations.

At the February 10 work session, after discussing Independence's codes, the BOCC asked for several county examples of:

1. Distance/space between STRs and properties containing STRs
2. Limiting the number of STRs in a certain geographical radius/area
3. Enforcement mechanisms
4. Limiting single ownership

I've included examples of the above from several counties in Washington state (Chelan County, Grays Harbor County, Jefferson County), and a few in Kansas (Wabaunsee County, Wyandotte County, Douglas County). Not many counties in Kansas have zoning regulations, let alone STR regulations, and the rural counties are more limited. Many use the Conditional Use Process as the procedure to review STRs (with some having specific STR language and others using their overall CUP process). Others use their BNB or lodging room regulations. Riley County has separate regulations for BNBs versus STRs.

The code language included in the attached document is verbatim to what is written in each jurisdiction's regulations. I only included examples of the items listed above; this does not indicate that no other jurisdictions have STR regulations.

Two additional items have come up for discussion today:

Public Works has asked about adding criteria requiring sewer fees to be current prior to issuing a new or renewal license. I've not found specific language to paying these types of fees within the codes I've researched, but I have found requirements for paying property taxes, and "other related fees", in full. Adding this criterion could be useful for the county. It is easy enough for Planning & Development to verify if fees are paid in full.

Consideration for concurrent rental of a partial space by different parties. Would we like to address multiple unrelated parties to rent bedrooms or spaces separately at the same time? Wyandotte County has an example of this in the attached document, but I'm not finding anything much in any of the other codes I've so far researched. Douglas County, Kansas, only allows one STR per single family residence, which could be construed to mean only one party per space.

Enclosures:

- ShortTermRentalsLDR (PDF)
- STR (PDF)

AC. Short-Term Rental

1. Purpose

The short-term rental licensing program is designed to facilitate the permitting of short-term rentals, subject to appropriate restrictions and standards, to allow for varied accommodations and experiences for visitors while retaining the character of residential neighborhoods.

2. General Requirements

- a. Nothing in this section shall limit the ability of a property owner, homeowners association or similar association from prohibiting or further limiting the short-term rental of property where the authority to do so exists.
- b. Nothing in this section shall prohibit the operation of a hotel where such use is permitted.
- c. The short-term rental licensee shall be held responsible for any violations of these regulations committed by persons at the property during a period when the property is rented on a short term basis.

3. Licensing Requirements

- a. As of the effective date of these regulations, as amended May 5, 2022, it shall be unlawful for any person to operate any short-term rental without a valid short-term rental license, as approved pursuant to the application procedure herein. Each short-term rental location shall require a separate license. Evidence of operation includes advertising, on-line calendar showing availability, guest testimony, on-line reviews, rental agreements or receipts.
- b. The owner of the short-term rental shall renew the license annually. All requirements for issuance of the original license shall be met in order for the license to be renewed.
- c. A short-term rental license shall only be issued to the owner(s) of the property.
- d. The short-term rental license is issued to the specific owner(s) of the property and does not run with the property. The license shall not be transferred or assigned to another individual, person, entity, or address, but may be managed by a third party on behalf of the owner.
- e. Only one short-term rental license shall be issued per principal dwelling unit. If a property contains both a principal dwelling unit and an accessory or secondary dwelling unit, only one unit may be licensed as a short-term rental.

4. Standards

All short-term rentals shall meet the following standards.

- a. Sleeping quarters for short-term rental tenants shall only be located within a habitable structure and shall not be located in:

- 1) Non-residential areas within buildings or accessory structures (e.g., shed, garage) that do not contain finished living space;
 - 2) Commercial or industrial spaces; or
 - 3) A temporary outdoor structure (e.g., tent) or recreational vehicle.
- b. The short-term rental shall remain compliant with all requirements of these regulations, the Riley County Sanitary Code, state and/or local fire codes, and any other applicable state or federal regulations.
 - c. Use of the short-term rental for any special events, such as weddings, shall be subject to the requirements of [Section 5.7 Special Events](#).
 - d. Use of the short-term rental shall be limited to activities customary to a residential dwelling unit.
 - e. The short-term rental shall be equipped with an operational smoke detector in each bedroom, a fire extinguisher in the kitchen and in the furnace room, and a carbon monoxide detector.
 - f. One off-street parking space for each bedroom within the short-term rental shall be designated and marked on the property. Parking shall be limited to designated areas as shown on the submitted property boundaries map, with overflow parking on the street where permitted. Parking on-site in non-designated areas shall be prohibited.
 - g. The owner shall maintain weekly residential trash collection service and provide a sufficient number of covered trash containers. Trash containers shall not be left out at the collection point for more than 24 hours after collection. The property shall be kept free of trash and debris.
 - h. Quiet hours shall be between the hours of 10:00 PM and 7:00 AM and noise generated during those hours shall not exceed 65 dBA at the property line.
 - i. All outdoor lighting shall comply with the requirements set forth in [Section 6.11 – Outdoor Lighting](#).
 - j. If pets are allowed, they shall be contained within the property boundaries or be on a leash when on a public street. Pet waste shall not be allowed to accumulate on the property and shall be properly disposed of.
 - k. No more than two (2) overnight guests per bedroom plus an additional three (3) overnight guests shall be accommodated at any one time. A guest is a person over two (2) years of age. The number of bedrooms is determined by the approved building permit for the structure. A room shall not be used as a bedroom unless it has at least two (2) independent points of ingress/egress, one of which may be an egress window. For residential structures built prior to the effective date of these regulations, an egress window shall have a minimum clear opening width and height of 18 inches, a minimum total clear openable area of four (4) square feet, and a maximum sill height above floor level of 48 inches. Permanently installed step(s) may be used to attain maximum sill height. Such step(s) must have a minimum tread of 12 inches and a maximum riser heights of 16 inches. For residential structures built after the effective date of these regulations shall have a minimum net clear opening height dimension of 24 inches, a minimum net clear opening width dimension of 20 inches and a minimum net clear opening of 5.7 square feet. The net clear opening dimensions shall be the result of normal operation of the opening.

The minimum horizontal area of a window well shall be 9 square feet, with a minimum horizontal projection and width of 36 inches. The area of the window well shall allow the emergency escape and rescue opening to be fully opened. Guards or covers shall be provided to safeguard against falls into the window well.

- l. The short-term rental shall display the address number of the residence so that it is clearly visible from the nearest named public or private road. The complete address of the property shall also be prominently posted within the short-term rental for emergency purposes.
- m. Signs in accordance with the sign regulations.
- n. The short-term rental shall be utilized in accordance with Rules of Conduct to ensure guests are being good neighbors and to minimize disturbances to area residences. The Rules of Conduct shall be prominently posted in the short-term rental and shall include, at a minimum, the following:
 - 1) The license number of the short-term rental;
 - 2) Maximum number of overnight guests;
 - 3) Parking requirements;
 - 4) Trash disposal requirements;
 - 5) Quiet hours and noise restrictions;
 - 6) Trespass warnings;
 - 7) Pet restrictions;
 - 8) Outdoor burning restrictions;
- o. The boundaries of the property shall be clearly identified on a map prominently posted within the short-term rental with the Rules of Conduct and shall be clearly identifiable in the field by a barrier or signage, warning guests not to trespass.

5. Responsible Agent Required

- a. Each owner of a short-term rental shall designate a person or company to serve as the responsible agent. An owner of a short-term rental may designate himself/herself as the agent.
- b. The responsible agent shall have access and authority to assume management of the short-term rental and take remedial measures. The agent shall be available 24 hours a day, 7 days a week to respond to complaints regarding the condition or operation of the short-term rental, the conduct of guests, or violations related to these regulations. The responsible agent must be able to affirmatively respond to complaints within an hour of notification of such complaint.
- c. The name and current contact information (e.g., email, phone number, etc.) of the responsible agent shall be prominently posted within the short-term rental.
- d. In the event of a fire ban within Riley County, the agent is required to notify guests of the current fire restrictions.
- e. The owner shall notify the Department, in writing, of any change to the responsible agent or the responsible agent's contact information within three business days.

6. Application

An application for a short-term rental license shall be completed by the owner of the property and accompanied by a fee established by the Board of Riley County Commissioners (BOCC). The application shall include the following information on forms provided by the Department:

- a. Contact information for the owner of the property.
- b. Contact information for the responsible agent and the notice of such to be posted.
- c. Attestation and agreement to comply with the requirements of this section.
- d. The address of the short-term rental and the notice of such to be posted.
- e. The URL (i.e., the website address) for any and all advertisements of the short-term rental.
- f. Attestation that the short-term rental is not prohibited by covenants, conditions and restrictions of a homeowners association or similar association, and the applicant has notified such association that the property owner is applying for a short-term rental license.
- g. Trash collection and disposal plan.
- h. Map of property boundaries, including designated parking areas (to be posted).
- i. Rules of Conduct (to be posted).

7. Review

The Department shall review the application for a short-term rental license and conduct an inspection of the property for compliance with these regulations. The Department may deny an application for a short-term rental license (or license renewal), if any of the following findings are made:

- a. The property has an outstanding violation of the Riley County Sanitary Code, state and/or local fire codes, and any other applicable state or federal regulations.
- b. The property does not comply with provisions of Riley County Sanitary Code, state and/or local fire codes, and any other applicable state or federal regulations.
- c. The applicant has knowingly made any false, misleading, or fraudulent statement of material fact in the application, or in any report or statement required to be filed that is related to the application.
- d. It is determined that the short-term rental property is not in a condition where it may be immediately rented on a short-term basis consistent with the requirements of these regulations.
- e. The property has been cited with two or more violations of these regulations within the previous 12 months.

8. Notice of Approval

When a short-term rental license is approved, the Department shall notify all adjacent property owners of the issuance of the license and the contact information for the responsible agent.

9. Application Renewal

- a. An application to renew a short-term rental license shall be accompanied by an annual renewal fee and shall be received by the Department not less than thirty days prior to the expiration of the license.
- b. Applications for renewal shall be completed by the owner on a form provided by the Department and shall include any updates of all required information.

10. Revocation of License

- a. Failure to remain in compliance with any of the standards listed herein may result in the immediate revocation of the short-term rental license.
- b. If a short-term rental license is revoked, the short-term rental of the property must cease immediately.
- c. No fee refunds shall be issued to any licensee whose short-term rental license is revoked.

Examples from various counties:

Density/number of STRs allowed in an area

Jefferson County, WA: In each of the county's zip codes, rentals for less than 30 days shall not exceed the number established by the Board of County Commissioners. In the event the Board has not established maximum numbers of rentals (cap) in each zip code, the cap in each zone shall not exceed 3% of the total number of housing units.

Chelan County, WA:

Maximum Share of Short-Term Rentals

Area	Name of Area	Maximum Share of Short-Term Rentals*
Zip Code 98826	Leavenworth	6%
Subarea 1	Lake Wenatchee	6%
Subarea 2	Plain	6%
Subarea 3	Leavenworth	6%
Other Zip Codes	Each individually	6%
Urban Growth Area	Manson	9%
Urban Growth Area	Peshastin	0%
City Assigned Unincorporated Urban Growth Areas	Each individually	6%

Wabaunsee County, KS: To preserve the single family zoning and nature of Lake Wabaunsee, there will be a limit of 10 Short Term Rentals within the area governed by LWID.

Enforcement mechanisms/violations

Grays Harbor County, WA:

1. Any violation of this section and the correlating provisions in this section may subject a violator to any remedy, legal or equitable, available to the county.
2. Permit violations include but are not limited to:

- a. Advertisement or rental of a short-term rental without a valid short-term rental permit;
 - b. Failure to include the permit number of a short-term rental in any advertisement;
 - c. Advertising a short-term rental outside the permitted scope of a short-term rental permit; and
 - d. Failure to remit all applicable taxes.
3. Operation violations include but are not limited to:
- a. Failure to maintain required records; and
 - b. Failure of local contact person to satisfactorily respond to or resolve complaints.
4. The following penalties shall apply to notices of violation:
- a. For permit violations:
 - i. First notice of violation: written warning;
 - ii. Second notice of violation: penalty of one thousand dollars, and immediate revocation of the short-term rental permit.
 - b. For operation violations:
 - i. First notice of violation: written warning;
 - ii. Second notice of violation: penalty of five hundred dollars, or revocation of permit;
 - iii. Third notice of violation: penalty of one thousand dollars, or revocation of permit;
 - iv. Fourth notice of violation: revocation of permit.

Chelan County, WA:

(F) Trespass.

(i) Owners or operators must provide rules in rental contracts restricting occupants from trespassing on neighboring private property and identify proper routes to public places such as easements to shorelines. Such trespass rules must be included in the property management plan in subsection (3)(K) of this section and good neighbor guidelines per subsection (3)(M) of this section.

(ii) Trespass by Short-Term Rental Tenants and Guests, Owner or Operator Joint Liability. Qualified persons or owner or operators of short-term rental properties notified of trespassing complaints related to their short-term rental tenants, or their guests are responsible to promptly abate trespass complaints emanating from their property. If the owner or operator fails to cause the trespass to be abated within sixty minutes of notification of the complaint, he is subject to the enforcement penalties jointly and severally with the renter, or guests creating the trespass under Section [7.32.030](#) and Title [16](#).

(iii) Repeat Violations. Two verified trespass violations unabated within sixty minutes as provided in subsection (3)(F)(ii) of this section within six months of on or adjacent to the same property may also be subject to additional penalties under Chapter [16.20](#), up to and including revocation of the short-term rental land use permits under Section [16.20.040](#).

Wyandotte County, KS: Responsiveness to neighbor complaints. The degree of responsiveness by the applicant shall be determined by the following metrics: a. Number and frequency of visits to the property by the Kansas City, Kansas police department regarding disturbances of the peace by short-term tenants of the property; b. Number of complaints regarding parties at the property, including calls or complaints made to Kansas City, Kansas police department, any unified government department, and/or online third parties in contract with the unified government; and, c. The number of filed property maintenance compliance complaints and the length of time violation cases on the property remain open

Wabaunsee County, KS:

31-113 AMENDMENT, SUSPENSION AND REVOCATION OF CONDITIONAL USE PERMITS

1. Authority to Amend, Suspend or Revoke. The County Commission shall have the authority to amend, suspend or revoke any permit previously issued by it. In doing so, it shall follow the procedures set forth in this section.
2. Compliance Review. The Zoning Administrator shall conduct an annual review of all CUP's to ensure compliance with the terms of the permit and all applicable laws and regulations. This review shall be performed on the anniversary of the granting of the permit. or at any time there is a reasonable cause to review the permit. Any violations or failures to comply shall be reported to the County Commission.
3. Coordination of Enforcement. The Zoning Administrator shall have primary responsibility for the coordination of enforcement of the requirements of CUP's. He shall investigate complaints and make recommendations concerning corrective action. He shall coordinate with the County Counselor regarding enforcement actions and options. A complaint may be filed by any county officer, employee, resident or other person having knowledge of a violation of these regulations.
4. Notice of Alleged Violations. Upon receiving a complaint or determining a violation may exist, the Zoning Administrator shall make an onsite inspection. If a violation is confirmed, the Zoning Administrator shall send a letter to the permit holder informing him/her of the violation and specifying the corrective action required and a deadline for performance. The letter shall be sent by registered mail or personally delivered.
5. Warning Letter. If corrective action specified in the first letter is not taken, a second letter shall be sent informing the alleged violator of the intent to amend, suspend or revoke the permit. It will inform him/her of additional requirements and any extension of deadlines that are deemed appropriate.
6. Pre-enforcement Conference. Prior to initiating any enforcement action the Zoning Administrator shall confer with the County Counselor and the County Commission to consider the enforcement options and decide on a course of action.
7. Procedure for Amending, Suspending or Revoking a Permit. If the decision is to amend, suspend or revoke a permit, the procedure shall be the same as that used to grant the permit. This shall include publication notice and hearing before the Planning Commission and all other requirements of K.S.A. 12-757.
8. Notice of Hearing to Amend, Suspend or Revoke a Conditional Use. The Board of County Commissioners may establish a public hearing date to consider any proposed amendment, suspension or revocation of an approved conditional use permit. Notice of the public hearing shall be made to the property owner of record and the tenant of the property via registered mail no less then 20 days before the public hearing date. In addition, notice of the hearing shall be published in the official county newspaper no less than 20 days before the hearing specifying the time and place.
9. Conduct of Hearing. The Planning Commission shall receive and consider all relevant information and evidence concerning the conditional use during the public hearing. The commission shall keep an accurate written summary of the proceedings. It may continue the hearing to a specified date if necessary.
10. Recommendations by the Planning Commission. The Planning Commission shall report its findings and recommendations to the Board of County Commissioner and shall state the grounds for its recommendations.
11. Action by the County Commission Upon receipt of the recommendations of the Planning Commission, the Board of County Commissioners shall amend, suspend or revoke the permit, as appropriate, if it finds that the recommendations are based on a preponderance of evidence

and information. The governing body may also override the Planning Commission or return the matter to them stating the reasons for the governing body's failure to act on their recommendations.

31-114 GROUNDS FOR AMENDMENT, SUSPENSION OR REVOCATION OF CUP

1. Failure to comply with conditions established for the permit.
2. The permittee has substantially expanded or deviated from its original intent and use.
3. That the conditional use has become a violation of the law or a nuisance.
4. There has been a violation of these zoning regulations

39-103 PENALTY

Any person or corporation who shall violate any of the provisions of these Regulations or fail to comply herewith, or with any of the requirements thereof; or who shall build or alter any building in violation of any detailed statement or plan submitted and approved hereunder shall be guilty of a misdemeanor and, upon conviction thereof, shall be liable to a fine of not more than five hundred dollars (\$500.00) and/or imprisonment for not more than six (6) months for each offense and each day such violation shall be permitted to exist shall constitute a separate offense. The owner of any building or premises or part thereof, where anything in violation of these Regulations shall be placed, or shall exist, and any architect, builder, contractor, agent, person, or corporation employed in connection therewith, and who assisted in the commission of any such violation, shall be guilty of a separate offense and upon conviction thereof shall be subject to the same fine as hereinbefore provided.

Distances/setbacks between STRS and properties containing STRS

Chelan County, WA: New conforming Tier 2 short-term rentals in all residential zones cited in this subsection (2)(D) and within the Manson UGA shall be located a minimum of two hundred feet apart as measured from all points of the existing short-term rental dwelling structures to proposed short-term rental dwelling structures. This distance shall not be subject to reduction pursuant to Chapter [11.95](#), Variances, Chapter [11.97](#), Nonconforming Lots, Structures, and Uses, Chapter [11.98](#), Reasonable Use Regulations, nor subject to administrative modification.

Ownership limitations

Wabaunsee County, KS: There is a limit of two STR CUP's for each CUP holder and their associated parties. The applicant and/or their associated parties must own the second property for two years prior to applying for an STR CUP.

Douglas County, KS: No individual person, married couple, or entity shall, either directly or indirectly, own, own-in-part, operate, or register more than 3 Vacation Rentals in the unincorporated territory of Douglas County at any one time.

Taxes/fees

Grays Harbor County, WA: The permit-holder shall timely remit all applicable local, state and federal taxes and county fees owed in connection with the short-term rental.

Multiple party concurrent use

Wyandotte County, KS: An actively owner-occupied property may follow the administrative review process, if the following standards are met and continuously maintained: a. Single-family residences. A one-unit residence may be used as a short-term rental under one of the following sets of rental options:

1. Option 1: Each distinct area may be used concurrently as a short-term rental(s) by separate tenant parties: i. Partial dwelling unit; and ii. Full accessory dwelling unit.
2. Option 2: A full primary residence of an actively owner-occupied residence may be used as a short-term rental if the property owner is either residing in the accessory dwelling unit or temporarily occupying

Douglas County, KS: No more than one Vacation Rental may be registered in a single dwelling.



PUBLIC WORKS
Project Update

John Ellermann
Public Works
Director/County Engineer
6215 Tuttle Creek Blvd
Manhattan, KS 66503
Phone: 785-537-6330

MEMORANDUM

FROM: John Ellermann, Public Works Director

MEETING: March 10, 2025

SUBJECT: Public Works Project Update

PRESENTER: John Ellermann

Update on the projects and activities by the Public Works staff and crew.

Enclosures:

- 031025 Project Update (PDF)

Project Update

Public Works Department

3/10/2025

Kitten Creek Culvert Replacement (N.5-22.5)

- Approximately 1.5 mi N. of Anderson Ave.
- Olsson and Associates
- [Reece Construction – January 2 start – 45 working days](#)
- [Box Complete, backfilling and grading of road.](#)

Winkler Mills Bridge (H.0-5.9)

- Approximately 0.1 mi. N. of Fancy Creek Rd.
- Bartlett & West
- Permits & R/W

Marlatt Rd Improvement

- Benesch proposal review
- Dennison to Seth Child
- Cost share with City – trail and Browning Intersection.
- [Design contract and agreement with City signed.](#)

CPE Window Replacement Project

- [BHS Construction – August start – 135 Working days](#)
- [Contract](#)

Elevator Modification Project

- Courthouse, Carnegie and Health Department
- [TK Elevator](#)
- [Contract](#)

Parks:

- [Landscape Beds clean-up @ Overlook, CHP, PW](#)
- [Shop and equipment clean-up.](#)
- [Certification training/studying/testing.](#)
- [General Park clean-up and CHP.](#)
- [Trimming trees, grinding stumps etc. @ various parks](#)
- [Calibrating Equipment](#)

Operations:

- [4 -10 hours days](#)
- [Trimming trees on McDowell Creek Rd.](#)
- [Small structure inspections and clean-up of trees and brush.](#)
- [Repaired Main Rd.](#)
- [Grading of roads and hauling rock where needed.](#)

- Asphalt patching as needed.
- Build fence on Bala property.
- Upcoming Bid Openings
 - Culverts – March 3
 - Tandem Axle Dump Truck – March 13
 - Hydraulic Dovetail Trailer – March 20

Miscellaneous

- Open Positions: Purchasing Agent, Building Maintenance Tech, Traffic Control Supervisor (crew Chief, Asst. Operation Manager)
- Potential restructuring operations division. Working on position descriptions for Assistant Operations Manager, TC Crew Chief.
- University Park Lagoon Project-Lagoon size determined. Continue to work on grant and funding applications. Approved for the Small-Town Water & Sewer Infrastructure Assistance Grant. Awarded an additional \$462,210 in grant money for the project. Preparing to relocate RWD water line. [90% plans and easements.](#)
- EMS Headquarters Station – BHS GMP \$9,587,108. [Approximately 75% complete.](#)
- EM Remodel of old EMS – Archimages Design. [Schematic Design process.](#)
- Reviewing RFQ's for bridge and culvert design for sales tax project
- Working on RFQ's for space needs study's for HD/FCRC and CH/Co. Atty/Comm Corr.
- **Annual Township Meeting** – March 12 @ Pottorf Hall
- **HPS Retirement** April 1st – Operator for UP water & wastewater and Terra Hts wastewater
 - Utility Tech
- New hours started today – M-Th 7:30-5, F 7:30-12:00



PUBLIC WORKS
Easement

John Ellermann
Public Works Director/County
Engineer
6215 Tuttle Creek Blvd
Manhattan, KS 66503
Phone: 785-537-6330

COMMISSION AGENDA REPORT

FROM: John Ellermann, PE, Public Works Director

MEETING: March 10, 2025

SUBJECT: Rural Water District Water Tower Agreement and Easement

PRESENTER: John Ellermann

BACKGROUND

Last year the Rural Water District No. 1 (RWD) approached the Board for an easement to build a new 300,000 gallon water tower on County property at Public Works near the Parks Division shops. At that time the Board approve the water tower at location No 2 on the attached location map. Since that time the RWD has received the special use needed and accepted bids for the project. However, an agreement and easement for the property was never officially signed by the Commission.

DISCUSSION

The agreement includes the RWD to install valves at 2 locations for the County to install fire hydrants on the property of the County. It also allows space on the tower for the installation of an antennae for police, fire, first response public utility service or other public service.

FISCAL IMPACT

The fiscal impact will be the benefit of fire hydrants and the antennae. There isn't any costs to the county except for the loss of use of the land the water tower sets on.

RECOMMENDATION(S)

Staff recommends the approval of the agreement and easement to the RWD.

POSSIBLE MOTION(S)

Move to approve the agreement and easement for the Rural Water District No. 1 to install a water tower on County property at the Public Works location.

Move to deny the agreement and easement for the Rural Water District No. 1 to install a water tower on County property at the Public Works location.

Move to modify

Move to table

No action required.

The Board agreed by consensus to

Enclosures:

- Tower Site-Fig 2 (PDF)
- 24-04-26 RWD1 Riley Tower Easement Agree (rev JWB 3-3-25) (PDF)
- 24-04-26 RWD1 Riley Water Tower Ease (PDF)

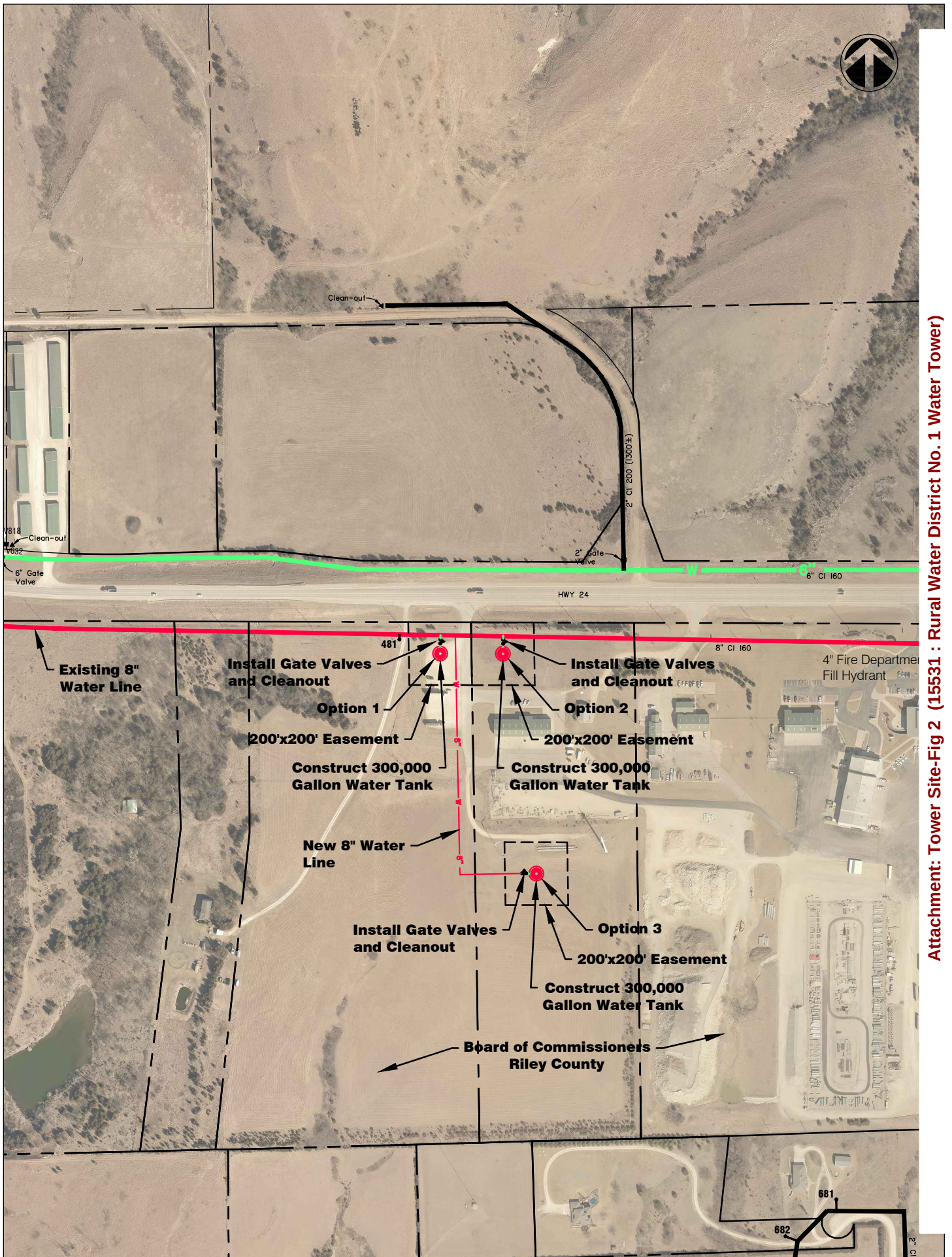


Figure 2 - Water Storage Improvements (North System) Options 1, 2, and 3

AGREEMENT FOR WATER TOWER EASEMENT

THIS AGREEMENT FOR WATER TOWER EASEMENT (hereinafter "Agreement") is entered into this ____ day of _____, 2025, by and between The Board of County Commissioners of Riley County, Kansas (hereinafter the "County"), and Rural Water District No. 1, Riley County, Kansas (hereinafter the "District").

WHEREAS, the District wishes to construct a water tower on land that is owned by the County along Highway 24 in Riley County, Kansas, to better serve patrons of the District;

WHEREAS, the County wishes to grant an easement to the District to allow the District to construct a water tower on the land, in an area shown on the attached Easement Map as Exhibit "A";

WHEREAS, the Board of County Commissioners and the Board of the District have met, reviewed and approved of this Agreement and an easement document, and the same are ready for execution by the parties; and

WHEREAS, the parties wish to set forth in writing, their agreement regarding the above-named matters.

NOW, THEREFORE, in consideration of the covenants and agreements set forth herein and other good and valuable consideration, the sufficiency of which is hereby acknowledged, the parties hereto agree as follows:

1. Pursuant to the terms set forth herein, the County will execute and deliver to the District, a Water Tower Easement as attached hereto and incorporated herein as Exhibit "B" to this agreement.

2. The property subject to this easement is described as follows:

A permanent and perpetual utility easement located in the Southwest One-Quarter (SW 1/4) of Section 21, Township 9 South, Range 7 East of the Sixth Principal Meridian, Riley County, Kansas, as written by Harlan G. Ross, Kansas P.S. No. 1290, dated February 27, 2024, more particularly described as follows:

Commencing at the Northwest Corner of said SW 1/4; Thence South 0°08'12" West (assumed bearing), 1042.05 feet along the West line of said SW 1/4; Thence South 89°51'48" East, 800.88 feet along a line perpendicular to the West line of said SW 1/4 to a point on the South line of the 100 feet wide electrical utility easement as described in RIGHT OF WAY EASEMENT recorded in Book 402, Page 272 in the Riley County Register of Deeds Office and the TRUE POINT OF BEGINNING; Thence South 88°45'54" East, 150.00 feet along the South line of said 100 feet wide electrical utility easement; Thence South 1°14'06" West, 150.00 feet; Thence North 88°45'54" West, 150.00 feet; Thence North 1°14'06" East, 150.00 feet to the POINT AND PLACE OF

BEGINNING. Said tract contains 0.52 acres, more or less. Subject to all public roads, easements, reservation restrictions, covenants and conditions, if any, now of record.

3. For the District to be able to construct a water tower on the Land, the District will be required to obtain a special use permit from Riley County. The County agrees to that said application will be treated as any other application for a special use permit, and no conditions outside of the County Zoning Code shall be imposed so as to add terms to this Agreement. If and when the District is successful in obtaining the above-named special use permit, the parties will close this transaction by the County fully executing the form easement attached as Exhibit "B" and supplying the original to the District for filing.

4. In the event the District ever ceases to use the Land for the purpose of operating a water tower and such cessation of use continues for a period of five years, the easement granted to the District shall cease and full rights to use of the Land shall revert to the County. Further, in the event of such a five-year cessation of use, the District shall either leave its water tower in place, or disassemble and remove such water tower, if so directed by a Resolution passed by the Board of County Commissioners at a lawful meeting of the Board, with notice given to the District in advance of the meeting approving the same.

5. The District will pay all real estate taxes on its portion of the Easement property, so long as the above-named easement remains in place, and shall be allowed to apply for any ad valorem tax exemption that may be lawfully allowed. The County agrees that it shall not contest any such application unless the basis of the exemption is deemed to be unlawful. The District will also maintain adequate property damage insurance to cover the value of its facilities and the District will maintain liability insurance to adequately cover any personal injuries or property damage caused by the District or its representatives on the Land. The District will indemnify the County for any personal injuries or property damage caused by the District or its representatives on the Land. In addition, the District may construct a fence or similar barriers for protection of its facilities and tower, at its own expense.

6. The District may, within the area of the easement, take such reasonable measures as it deems necessary to protect its system from outside access and to protect its system from sources of pollution or other activities that could be deemed to threaten the integrity of the water supply of the District's system, or as may be imposed by any State or Federal regulatory authority.

7. The specific easements granted by County hereunder, are as follows:

A. Water Tower Easements – Perpetual easements for District on and over the land described in paragraph 2, above. The District shall have the right to do the following, on the land described: Erect, construct, install, use, operate, recoat, paint, sandblast, modify, rebuild, inspect, repair, maintain, replace and remove

a 300,000-gallon elevated water storage tank (the “Water Tower”), together with all connections, fixtures and equipment related thereto. In addition, the District, its successors and assigns, shall have the right to perpetually survey and test soil conditions and to excavate, fill and re-grade the easement property. Further, the District, its successors and assigns, shall have the right to construct, erect, build, install, operate, maintain, modify, repair, replace, inspect, rebuild, remove, and relocate within said easement, facilities related to the Water Tower, which include, but are not limited to, the Water Tank structure, pavement, curb and guttering, electrical conduits, wiring, waterlines, telemetry, electrical and controls equipment, fencing, and all related appurtenances. The District shall have the right to remove, trim and clear away any interfering trees, rocks, shrubs, roots, limbs, or surfacing materials that may interfere with the District’s intended use of the property.

- B. Access Easement** – A perpetual easement allowing District, its employees, agents, successors, assigns and contractors to access the Water Tower by vehicle and by foot, on the lands of the County adjoining said easement, if direct access from Highway 24 shall be disallowed or otherwise limited. Such easement shall include the right to move materials and equipment to and from the Water Tower easement area. The rights granted herein shall not be construed to interfere with or restrict the County, its successors or assigns and any claiming under County from the use of the premises with respect to the construction and maintenance of improvements adjacent to or over the property herein described so long as the same are so constructed as not to impair or interfere with the intended use of the Water Tower Easement.
- C. Permanent Water Line Easement** – A perpetual easement Thirty (30) feet in width, centered on the line as laid, for right-of-way for water lines (including water line extensions) and appurtenances thereto, over, across, and under the land owned by County that is deemed necessary to connect the Water Tower to the District’s system. Such easement shall allow District to erect, construct, install, use, operate, inspect, repair, maintain, replace and remove water lines to and from the Water Tower and appurtenances thereto. In addition, the District shall have the right to install perpendicular water utility facilities between the permanent easement and the road right-of-way, for the purposes for which the above-mentioned rights are granted. The District shall have the right to remove, trim and clear away any interfering trees, rocks, shrubs, roots, limbs, or surfacing materials, but within a reasonable time after completion of any such activity by Grantee it shall completely fill and provide sufficient compaction to prevent settling, with any fence or improved surface restored to its former condition, grass areas re-seeded, all surplus soil, rock, and debris completely removed from the premises.

D. General Provisions Applicable to All Above-Named Easements: The County, on all easement areas but for the Water Tower Easement area itself, may cultivate and fully use and enjoy the land within the easements, provided that such use shall not interfere with or jeopardize the construction, installation, maintenance, repair, operation, or other activities of the District granted or authorized by terms of this grant, and further provided that no permanent above-ground or subterranean structures, materials, stockpiling, or building shall be erected, constructed, or stored on the easement, except for perpendicular roads and drives, whether paved or otherwise surfaced, curbs, walks, overhead utility wires, drainage facilities, non-conflicting underground utility conduit, pipes, parking lots and fence crossing at approximately right angles may be constructed, maintained and utilized by the County. County agrees to maintain appropriate and legally required distances of sewer installation from the District lines. County further agrees that the area of the Water Tower Easement described in paragraph 2, and the District's use thereof, shall be exclusive to the District so as to not interfere with the use as a part of the District's water supply system, and no other subterranean or surface use shall be allowed by the County. Further, that the District may, at its discretion, and without the approval or permission of the County, contract with third parties for the installation of antennas and other communication devices on the Water Tower itself, allowing for the use of the same by lease, or similar, agreement. Any compensation obtained from said agreements shall be the sole property of the District. In return, the District agrees to the allowance of the County to install, at a single location on the railing at the top of the tower, its own antenna or communication equipment for a communication device, owned, operated and used by the County for police, fire, first response, public utility service or other public purposes without cost or charge to the County for said use, as long as the same shall be maintained without damage to the water tower, and appropriately moved on a temporary basis as maintenance of the tower may require. If separate use for these purposes is required, the County shall either obtain separate power service for this use, or shall compensate the District based upon the energy requirements for said use.

8. After completion of the construction of its water transmission lines, the District, in exercising any right whatsoever herein acquired, may temporarily excavate or cut through any road, drive, surface, fence, curb, walk, or other structure permitted herein, but shall as soon as reasonably possible replace, and repair such fence or improved surface or other permitted structure to its former condition without the obligation of further maintenance, and re-seed grass areas or restore such other unimproved areas to their approximate original condition.

9. The District shall also install, at an appropriate location as determined by the District, partial facilities for installation of not more than Two (2) fire hydrants on the property of the County. The District will install a tee, a gate valve and a pipe to the surface with a temporary

plug, and the County is required to install the remaining hydrant equipment and any associated piping and appurtenances. The County warrants and agrees that the water used from these locations will be for the purpose of fire control and suppression, and that the hydrants will not be used for any other bulk water use, nor will the County allow any third party to use the same for any purpose but fire control and suppression. The District does not guarantee or warrant any flow rate or pressure to the hydrants for purposes of any insurance requirements for fire flow, and the County shall not represent to any third party or insurer that certain pressure or flow is available at these hydrants. The County also agrees to compensate and indemnify the District in full for any damage to its water system, or to any third parties, that may result from the negligent use, or misuse, of these hydrants by officers, employees and agents of the County.

10. This Agreement constitutes the entire agreement between the parties hereto with respect to the matters contained in this Agreement. Any and all previous agreements written or oral, express or implied between the parties hereto or on their behalf relating to such matters are hereby terminated and cancelled and each of the parties hereto hereby releases and forever discharges the other of and from all manner of actions, causes of action, claims and demands whatsoever under or in respect of any such agreement. Both parties acknowledge and agree that this Agreement is governed by the laws of the State of Kansas.

IN WITNESS WHEREOF, the parties have executed this Agreement on the date first written above.

The Board of County Commissioners of Riley County, Kansas

By: _____

Rural Water District No. 1, Riley County Kansas

By: _____

, Chairman

Attest:

 , Secretary

EXHIBIT "B"

WATER TOWER EASEMENT

KNOW ALL MEN BY THESE PRESENTS, that the **Board of County Commissioners of Riley County, Kansas**, hereinafter called Grantor, in consideration of Ten (\$10.00) dollars, and other good and valuable consideration, the sufficiency of which is hereby acknowledged, paid by **Rural Water District No. 1, Riley County, Kansas**, hereinafter called the Grantee, does hereby grant, bargain, sell, transfer and convey to said Grantee, its successors and assigns, a perpetual easement with the right to erect, construct, install, use, operate, inspect, repair, maintain, replace and remove a water tower, together with all connections, fixtures and equipment related thereto on the following land owned by Grantor in Riley County, State of Kansas:

A permanent and perpetual utility easement located in the Southwest One-Quarter (SW 1/4) of Section 21, Township 9 South, Range 7 East of the Sixth Principal Meridian, Riley County, Kansas, as written by Harlan G. Ross, Kansas P.S. No. 1290, dated February 27, 2024, more particularly described as follows:

Commencing at the Northwest Corner of said SW 1/4; Thence South 0°08'12" West (assumed bearing), 1042.05 feet along the West line of said SW 1/4; Thence South 89°51'48" East, 800.88 feet along a line perpendicular to the West line of said SW 1/4 to a point on the South line of the 100 feet wide electrical utility easement as described in RIGHT OF WAY EASEMENT recorded in Book 402, Page 272 in the Riley County Register of Deeds Office and the TRUE POINT OF BEGINNING; Thence South 88°45'54" East, 150.00 feet along the South line of said 100 feet wide electrical utility easement; Thence South 1°14'06" West, 150.00 feet; Thence North 88°45'54" West, 150.00 feet; Thence North 1°14'06" East, 150.00 feet to the POINT AND PLACE OF BEGINNING. Said tract contains 0.52 acres, more or less.

together with the rights granted as follows:

Elevated Tower Site and Elevated Tower Easement Rights:

The Grantee shall have the right to do the following, on the land described: Erect, construct, install, use, operate, recoat, pant, sandblast, modify, rebuild, inspect, repair, maintain, replace and remove a 300,000-gallon elevated water storage tank (the "Water Tower"), together with all connections, fixtures and equipment related thereto. In addition, the Grantee, its successors and assigns, shall have the right to perpetually survey

and test soil conditions and to excavate, fill and re-grade the easement property. Further, the Grantee, its successors and assigns, shall have the right to construct, erect, build, install, operate, maintain, modify, repair, replace, inspect, rebuild, remove, and relocate within said easement, facilities related to the Water Tower, which include, but are not limited to, the Water Tank structure, pavement, curb and guttering, electrical conduits, wiring, waterlines, telemetry, electrical and controls equipment, fencing, and all related appurtenances. The Grantee shall have the right to remove, trim and clear away any interfering trees, rocks, shrubs, roots, limbs, or surfacing materials that may interfere with the Grantee's intended use of the property.

Access Easement Rights:

A perpetual easement allowing Grantee, its employees, agents, successors, assigns and contractors to access the Water Tower by vehicle and by foot, on the lands of the Grantor adjoining said easement, if direct access from Highway 24 shall be disallowed or otherwise limited. Such easement shall include the right to move materials and equipment to and from the Water Tower easement area. The rights granted herein shall not be construed to interfere with or restrict the Grantor, its successors or assigns and any claiming under Grantor from the use of the premises with respect to the construction and maintenance of improvements adjacent to or over the property herein described so long as the same are so constructed as not to impair or interfere with the intended use of the Water Tower Easement.

Permanent Waterline Easement:

A perpetual easement Thirty (30) feet in width, centered on the line as laid for right-of-way for water lines (including water line extensions) and appurtenances thereto, over, across, and under the land owned by Grantor in Section 21, Township 9 South, Range 7 East, that is deemed necessary to connect the Water Tower to the Grantee's system. Such easement shall allow Grantee to erect, construct, install, use, operate, inspect, repair, maintain, replace and remove water lines to and from the Water Tower and appurtenances thereto. In addition, the Grantee shall have the right to install perpendicular water utility facilities between the permanent easement and the road right-of-way, for the purposes for which the above-mentioned rights are granted. The Grantee shall have the right to remove, trim and clear away any interfering trees, rocks, shrubs, roots, limbs, or surfacing materials, but within a reasonable time after completion of any such activity by Grantee it shall completely fill and provide sufficient compaction to prevent settling, with any fence or improved surface restored to its former condition, grass areas re-seeded, all surplus soil, rock, and debris completely removed from the premises.

Provisions Applicable to All Easements

The Grantor, on all easement areas but for the Water Tower Easement area itself, may cultivate and fully use and enjoy the land within the easements, provided that such use

shall not interfere with or jeopardize the construction, installation, maintenance, repair, operation, or other activities of the Grantee granted or authorized by terms of this grant, and further provided that no permanent above-ground or subterranean structures, materials, stockpiling, or building shall be erected, constructed, or stored on the easement, except for perpendicular roads and drives, whether paved or otherwise surfaced, curbs, walks, overhead utility wires, drainage facilities, non-conflicting underground utility conduit, pipes, parking lots and fence crossing at approximately right angles may be constructed, maintained and utilized by the Grantor. Grantor agrees to maintain appropriate and legally required distances of sewer installation from the Grantee lines. Grantor further agrees that the area of the Water Tower Easement described in paragraph 2, and the Grantee's use thereof, shall be exclusive to the Grantee so as to not interfere with the use as a part of the Grantee's water supply system, and no other subterranean or surface use shall be allowed by the Grantor. Further, that the Grantee may, at its discretion, and without the approval or permission of the Grantor, contract with third parties for the installation of antennas and other communication devices on the Water Tower itself, allowing for the use of the same by lease, or similar, agreement. Any compensation obtained from said agreements shall be the sole property of the Grantee. In return, the District agrees to the allowance of the County to install, at a single location on the railing at the top of the tower, its own antenna or communication equipment for a communication device, owned, operated and used by the County for police, fire, first response, public utility service or other public emergency purposes without cost or charge to the County for said use, as long as the same shall be maintained without damage to the water tower, and appropriately moved on a temporary basis as maintenance of the tower may require. If separate use for these purposes is required, the Grantor shall either obtain separate power service for this use, or shall compensate the Grantee based upon the energy requirements for said use.

This Easement, together with other provisions of this grant, shall constitute a covenant running with the land for the benefit of the Grantee, its successors, and assigns. The consideration recited herein shall constitute payment in full for all damages sustained by Grantor by reason of the installation of the structures referred to herein and the Grantee will maintain the above-described easement in a state of good repair and efficiency so that no unreasonable damages will result from its use of Grantor's premises. Grantor will not make or allow use of the above-named land that impairs Grantee's use of the easement granted above.

IN WITNESS WHEREOF, the said Grantor has executed this instrument this _____ day of _____, 2024.

By: _____
**CHAIRMAN, RILEY COUNTY BOARD
 OF COUNTY COMMISSIONERS**

STATE OF KANSAS)

) SS:

COUNTY OF _____)

BE IT REMEMBERED, that on this _____ day of _____, 2024 before me, the undersigned, a notary public in and for the county and state aforesaid, came _____, who is personally known to me to be the same person who executed the within instrument of writing and such person duly acknowledged the execution of the same.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed my notarial seal the day and year last above written.

NOTARY PUBLIC

Attachment: 24-04-26 RWD1 Riley Water Tower Ease (15531 : Rural Water District No. 1 Water Tower)



**COUNTY
COUNSELOR/ADMINISTRATIVE SERVICES**
Staff Update

Bryant Parker
Counselor/Director of Administrative Services
115 North 4th Street
Manhattan, KS 66502
Phone: 785-565-6844

STAFF REPORT

FROM: Bryant Parker, Riley County Counselor

MEETING: March 10, 2025

SUBJECT: Pending County Projects County Counselor

PRESENTER: Bryant Parker, Riley County Counselor

The County Counselor's Office plays a unique and active role in many of Riley County's ongoing projects and activities. We work closely with the staff of the various County departments to implement the goals and priorities of the County Commission.

Our activities frequently include negotiating contracts and other documents on behalf of the County, coordinating with state and federal regulators, working with private businesses and our local government partners on matters involving the County, and assessing and responding to potential and ongoing litigation.

We are also responsible for preparing draft resolutions for consideration by the County Commission and frequently work with other County Departments in the assembly of information requested by the Commission.

ONGOING TASKS

Our office participates in several ongoing tasks, which include the following:

- Assist County departments with responses to Kansas Open Records Act requests
- Advise upon interpretation of County policies and procedures
- Assist with human resources matters
- Advise department heads and the County Commission on the interpretation of Kansas law as it applies to the County

- Conduct and supervise the County's tax foreclosure sale
- Assist with delinquent tax collection activities, including obtaining and maintaining enforceable judgments against non-paying taxpayers

CURRENT PROJECTS

In addition to our ongoing duties, the County Counselor's Office actively participates with County staff to address any and all legal issues surrounding county projects. These may include, but are not limited to, negotiation of project contracts, resolution of disputes between parties, advice concerning compliance, and other matters. A partial list of projects recently completed or currently being worked upon follows.

- Legislative Platform - Preparation of Model Short Term Rental Statute
- Nuisance Abatement Cases in District Court
- Advise Upon Removal of Multiple Trailers Illegally Parked on County Property and/or Right-of-Way
- Fire Department Benevolent Organization Bylaws Update
- Mid-Year Property Casualty Tax Abatement Procedure Review
- Parks and Recreation Easements/Rights of Way Request Review
- Prepare for Kansas Court of Appeals Oral Arguments in *Prairiewood Holdings, LLC v. Board of County Commissioners of Riley County, KS, et al.*, Kansas Court of Appeals Case No. 24-127166
- Coordination with City of Manhattan RE Stormwater and Sidewalk Improvements
- Employee Training Forgivable Repayment
- University Park Fire Station Utilities Services
- Keats Sewer Project
- University Park Fire Station Replacement
- EMS Headquarters Construction
- Benefit District Formation at Request of Property Owners
- Multiple Benefit District Expansions at Request of Property Owners
- Comprehensive Plan Update
- Remediation of Former Firing Range
- Boundary Line Adjustment & Replatting Educational Materials Project
- University Park Sewer Improvements
- Marlatt Improvements
- Elevator Refurbishment
- Adjustment of Speed Limits
- Public Declaration of Riley County Mental Health Task Force as Professional Voice for Mental Health
- Transfer of Rural Economic Advisory Board to Planning and Development Department

Enclosures:



MUSEUM
Staff Update

Katharine Hensler
Museum Director
2309 Claflin Rd
Manhattan, KS 66502
Phone: 785-565-6490

STAFF REPORT

FROM: Katharine Hensler, Museum Director

MEETING: March 10, 2025

SUBJECT: Monthly Staff Report - February 2025

PRESENTER: Katharine Hensler, Museum Director

Riley County Historical Museum - Director's Report

March 10, 2025

1. Visitation and Tours:

Site Name	DEC 2024	JAN 2025	FEB 2024	FEB 2025
Museum	173	73	192	286
Goodnow House	46	8	52	39
Wolf House	19	5	22	10
Pioneer Log Cabin	0	0	0	0
Programs & Outreach	47	12	105	118
TOTAL	285	98	371	453

Volunteer Hours	DEC 2024	JAN 2025	FEB 2024	FEB 2025
General	44.5	36.5	53	62.5
RCHS Board of Directors	35	46.5	74.5	76.5
Community Service	35.5	0	6.5	8
TOTAL	115	83	134	151.5

2. Education and Outreach

February 4 - UFM Class presented by Curator Highsmith, The Exoduster Movement in Riley County (23 attended)

February 7 - 9 - New Exhibits grand reopening (135 attended)

February 25 - Director Hensler and Curators hosted the class of Anthony Warwick (Cultural and Environmental Engagement) for a tour of the museum and archives, focus on the 1951 flood (18 attended)

February 26 - Director Hensler provided a presentation about the new exhibits to the Manhattan Optimist Club (28 attended).

February 26 - Hosted the Biennial Historic Preservation Summit in collaboration with the Manhattan/Riley County Preservation Alliance, City of Manhattan Historic Resources Board, and Union Hall; topic Preserving Historic Cemeteries (49 attended)

3. Collections:

Collections Numbers	DEC 2024	JAN 2025	FEB 2024	FEB 2025
Number of Collections Donated	0	1	10	2
Individual Objects Donated	0	4	63	2
Backlogged Collections Processed	12	5	3	0
Backlogged Objects Processed	79	16	83	0
Objects Deaccessioned	0	12	0	0

4. **Archives and Library** - Curator Farrens has been focusing on cleaning up and organizing the library and archival spaces. She is currently going through the many card catalogs to ensure that all records are kept digitally so we can eliminate the need for the physical card catalogs. Additionally, she and the collections committee are going through all of the “old” books in the collection to determine what needs to stay and what can be transferred elsewhere. She has also significantly cleaned up the workspace by sending surplus furniture from that space to County surplus storage. The research team of four (two staff, two volunteers) continue to process the research requests, while one of those members has also taken on the task of helping us begin the process of updating our use agreements for the museum’s research and archival holdings. These forms were last updated 1998.

Library and Archives Requests	DEC 2024	JAN 2025	FEB 2024	FEB 2025
Research (external)	5	4	4	4
Research (internal)	0	0	0	1
In-Person Appointments	0	0	0	0
Walk-In Appointments	0	0	0	0
TOTAL	5	4	4	5

5. **Building and Grounds** - Economy Electric conducted a walk through with Museum and Public Works staff to evaluate the lighting situation in the permanent/temporary storage and the library. At this time, we are waiting on the estimate from them. We are also still waiting on the exhibit lighting in the West Gallery to be refitted. The East Gallery has been completed and the improvement is considerable.
6. **Staffing** - Nothing to report
7. **Riley County Historical Society** - The RCHS is finishing up the process of hiring their own administrative manager who will handle their society responsibilities. The position was open for

applications until March 1, 2025. The search committee is currently in the interview process. The goal is to have someone hired by April 1, 2025.

The Board of Directors has changed the time of their monthly meetings from 3:30pm to 5pm on the second Tuesday of each month. These meetings are currently being held at the Douglass Center Annex, 900 Yuma Street in Manhattan.

8. Upcoming Events

March 11 - ***Fireside Chat - The Lost Lyric Poems of Amelia Earhart*** by Dr. Traci Brimhall, Kansas Poet Laureate; 5:30-7pm, Flight Crew Coffee, free and open to the public

March 12 - RCHS Board Meeting, 5-6:30pm, Douglass Center Annex, 900 Yuma St.

April 8 - ***Fireside Chat - An Evening with the Museum Curators***; 5:30-7pm, Flight Crew Coffee, free and open to the public

April 9 - RCHS Board Meeting, 5-6:30pm, Douglass Center Annex, 900 Yuma St.

April 13 - Last day to view the temporary exhibit, ***Waging War: The Cost and Currency of the Civil War***, Riley County Historical Museum, regular open hours, free admission

April 14 - Opening of the new temporary exhibit, ***Walking Through History on the Linear Trail by the Riley County Genealogical Society***, Riley County Historical Museum, regular open hours, free admission

April 15-May 1 - 4th Grade Field Trips at the Wolf House Museum, still recruiting volunteers. Classes must pre-register, no cost for students/chaperones and the RCHS will cover transportation costs through grant funding to the school districts

Enclosures:

- 3 - Directors Report_March 10 2025 (PDF)

Riley County Historical Museum – Director’s Report

March 10, 2025

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County Officials' Meeting Agenda

Monday, March 10, 2025

12:00 pm - 1:00 pm
BOCC CHAMBERS

- The topics will be
 - 2026 Budget
 - Building Strategic Plan – Consultant Selection for Remodels and Space Needs Study.
- Lunch will be catered by McAlister's.
- Please RSVP to Cindy Kabriel so she can estimate appropriately for the lunch order. (ckabriel@rileycountyks.gov)