



**Board of Riley County
Commissioners
Regular Meeting
Agenda
May 19, 2022**

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

Cindy Kabriel
785-565-6200

Commission Chambers

8:30 AM

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

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

[District 1 – John Ford, Member](#)

8:30 AM

Call to Order

Pledge of Allegiance

Public Comment

1. Public Comments

Commission Comments

2. Commission Comments

Business Meeting

3. Action on Portable Communication Device Allowance Form(s)
4. Sign Riley County Personnel Action Form(s)
5. Approve payroll/accounts payables (when completed)

Review Minutes

6. Board of Riley County Commissioners - Regular Meeting - May 16, 2022 8:30 AM

Review Tentative Agenda

7. Tentative Agenda

Press Conference Topics

8. Discuss Press Conference

9:00 AM

Amanda Webb, Planning/Special Projects Director

9. Authorize Temporary Environmental Health Assistance Contract

9:15 AM

Amy Manges, Register of Deeds

10. Year-To-Date-Revenue

9:30 AM

Clancy Holeman, Counselor/Director of Administrative Services

11. Administrative Work Session

9:50 AM

Shilo Heger, Treasurer

12. April 2022 Revenue Reporting - Riley County Treasurer

- 10:00 AM Brandy Bruna, 4-H Program Assistant**
13. School Enrichment Programs in Riley County Schools
- 10:15 AM Kurt Moldrup, Interim RCPD Director**
14. RCPD update
- 10:30 AM Julie Gibbs, Health Department Director**
15. RCHD Update
16. Out of State Travel Request for Family Planning Conference
- 11:00 AM Teresa Garcia, Clinic Coordinator**
17. RCHD Public Health Clinic Update
- 11:30 AM John Ellermann, Public Works Director/County Engineer**
18. Request to fill an open Equipment Operator II Position
19. Fill an open Traffic Control Supervisor Position
- 11:40 AM Shelly Williams, Community Corrections Director**
20. MOA With KSU Department of Sociology, Anthropology & Social Work
21. FY23 Reinvestment Grant
- 4:00 PM Joint City/County/County Meeting (at City Offices)**
22. City/County/County Meeting Agenda
- 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.



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 Resource Manager

MEETING: May 19, 2022

SUBJECT: Action on Portable Communication Device Allowance Form(s)

PRESENTER: Elizabeth Ward, Human Resource Manager

POSSIBLE MOTION(S)

Move to approve the Portable Communication Device Allowance Form(s).

Move to deny the Portable Communication Device Allowance Form(s).

Move to table the Portable Communication Device Allowance Form(s).

Enclosures:

- A Burson Portable Comm Device Allowance 2022-05 (PDF)

PORTABLE COMMUNICATION DEVICE ALLOWANCE FORM

EMPLOYEE CERTIFICATION: I have read and understand the requirements stated above and agree to adhere to them. I will fully cooperate with the County in making its response to any open record request directed to my personal portable communication device. I will immediately advise the County Counselor of any electronic or written open record request I receive which is directed to my personal portable communication device.

Please indicate if you wish to continue with existing phone number as currently issued by the county.

YES ☐ NO ☒ If, yes, please list the phone number: _____

Portable Communication Device Allowance Plan: ☐ \$25 ☐ \$40 ☒ \$65 Data Enabled

☐ Authorized to use personal portable communication device for business use reimbursed at a rate of \$.25/minute.

Name of Authorized User: Anna Burson (Please print)

 Signature of Authorized User Date 5/16/22

Phone # 316-847-3004

Department Head Approval: 

Board of County Commission Approved Data Enabled Portable Communication Device

Signature of Chairman Date

Note: Please keep a copy of this certificate for your records and send the original to the County Human Resource Manager.



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 Resource Manager

MEETING: May 19, 2022

SUBJECT: Sign Riley County Personnel Action Form(s)

PRESENTER: Elizabeth Ward, Human Resource Manager

Enclosures:

- 2022-05 PW B Henderson(green) (PDF)
- 2022-05 Appraiser B Woborny(green) (PDF)
- 2022-05 Appraiser J Poe(green) (PDF)

RILEY COUNTY PERSONNEL ACTION FORM

☐ Add	Supervisor: Jason Rodgers	Fill Request Date: 05/19/2022
☒ Change	Dept Head: John Ellermann	Employee #

☐ New Hire	☐ Rehire	☐ Transfer	☐ Promotion	☒ Separation from
☐ Step Change	☐ Status Change	☐ Demotion	☐ Other	County Service

☒ Full Time	☐ Regular	☐ As-Needed	☐ Seasonal
☐ Part Time	☐ Grant Funded	☐ Intern	☐ Temporary

Henderson	Brady		
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Name: Last First Middle Home Phone

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Address: Street City State Zip

Public Works Operator II	Public Works/Operations & Fleet	001-040
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Position Title Department Fund

05/26/2022	☐	☒		☒ Yes	☐ No
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Effective Date Exempt Non-Exempt Ending Date For Temporary Is this a budgeted position?

I	3	\$18.77	☒ Hour	\$	☐ Bi-weekly	☒ 40	☐
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Grade/Step

Pay Rate

Hours Per Workweek

Approvals:

Department:

Date:

Personnel:

BOCC

Chairman:

Member:

Member:

RILEY COUNTY PERSONNEL ACTION FORM

☒ Add ☐ Change	Supervisor: Danny Williams Dept Head: Anna Burson	Fill Request Date: 5/16/2022 Employee #
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☒ New Hire ☐ Step Change	☐ Rehire ☐ Status Change	☐ Transfer ☐ Demotion	☐ Promotion ☐ Other	☐ Separation from County Service
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☒ Full Time ☐ Part Time	☐ Regular ☐ Grant Funded	☐ As-Needed ☐ Intern	☐ Seasonal ☐ Temporary
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Woborny	Braedyn		
Name: Last	First	Middle	Home Phone

R				
Address: Street	City	State	Zip	

Residential Appraiser II	Appraiser	001-00022
Position Title	Department	Fund

5/17/2022	☐ Exempt ☒ Non-Exempt		☒ Yes ☐ No
Effective Date	Ending Date For Temporary	Is this a budgeted position?	

H	02	\$17.27	☒ Hour ☐ Bi-weekly	40	☐
Grade/Step	Pay Rate	Hours Per Workweek			

Approvals:

Department: Danny Williams Date: 5/16/2022

Personnel: Edy Alvar 5/16/22

BOCC

Chairman: _____

Member: _____

Member: _____

RILEY COUNTY PERSONNEL ACTION FORM

☒ Add	Supervisor: Danny Williams	Fill Request Date: 5/16/2022
☐ Change	Dept Head: Anna Burson	Employee #

☒ New Hire	☐ Rehire	☐ Transfer	☐ Promotion	☐ Separation from
☐ Step Change	☐ Status Change	☐ Demotion	☐ Other	County Service

☒ Full Time	☐ Regular	☐ As-Needed	☐ Seasonal
☐ Part Time	☐ Grant Funded	☐ Intern	☐ Temporary

Poe	Junlianna		
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Name: Last First Middle Home Phone

--	--	--	--

Address: Street City State Zip

As-Needed Clerical	Appraiser	001-00022
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Position Title Department Fund

5/19/2022	☐	☒		☒ Yes	☐ No
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Effective Date Exempt Non-Exempt Ending Date For Temporary Is this a budgeted position?

D	01	\$13.73	☒ Hour	\$	☐ Bi-weekly	☒ 40	☐
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Grade/Step Pay Rate Hours Per Workweek

Approvals:

Department: Danny Williams Date: 5/16/2022

Personnel: Emily Weaver 5/16/22

BOCC

Chairman: _____

Member: _____

Member: _____



**Board of Riley County
Commissioners
Regular Meeting
TENTATIVE Agenda
May 23, 2022**

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

Cindy Kabriel
785-565-6200

Commission Chambers

8:30 AM

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

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

[District 1 – John Ford, Member](#)

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

Lori Feldkamp, Big Lakes Developmental Center Director

2. Big Lakes Developmental Center update

9:30 AM

Press Conference

10:10 AM

Clancy Holeman, Counselor/Director of Administrative Services

3. Administrative Work Session

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: 05-23-22 tentative agenda (11661 : Tentative Agenda)



**Board of Riley County
Commissioners
Regular Meeting
TENTATIVE Agenda
May 26, 2022**

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

Cindy Kabriel
785-565-6200

Commission Chambers

8:30 AM

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

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

[District 1 – John Ford, Member](#)

8:30 AM

Call to Order

Pledge of Allegiance

Public Comment

Commission Comments

Business Meeting

Review Minutes

Review Tentative Agenda

Press Conference Topics

9:00 AM

Barry Wilkerson, County Attorney

1. Staff update

9:15 AM

Clancy Holeman, Counselor/Director of Administrative Services

2. Administrative Work Session

9:35 AM

Cory Meyer, IT/GIS Director

3. Staff update

10:05 AM

Vivienne Uccello, PIO

4. PIO update

Adjournment

Announcements

Riley County Offices will be closed Monday, May 30th due to the observance of the Memorial Day Holiday.

The Board of County Commissioners will not be in session Monday, May 30th.

Attachment: 05-26-22 tentative agenda (11661 : 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.



PLANNING & DEVELOPMENT
Contract

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: May 19, 2022

SUBJECT: Authorize Temporary Environmental Health Assistance Contract

PRESENTER: Amanda Webb, Planning Director

BACKGROUND

Perry Piper, Riley County Environmental Health Specialist, is out on extended authorized leave. As he is the only one in the department qualified to perform several functions of his job description, we are unable to move forward with many environmental health functions while he is out. In order to keep things proceeding, including assuring proper permitted repair of failing wastewater systems, we need temporary assistance while Perry is unable to be in the field.

DISCUSSION

Staff proposes a temporary contract with Lisa Davies, a retired Sanitarian. Under this contract, she will work up to 16 hours per week performing field work to include soil profile evaluations, inspections pertaining to private wells and private wastewater systems (everything from new systems to repairs/failures), and Environmental Systems Evaluations (home loan inspections). The reports she provides from these field visits will be processed and reviewed by department staff, including Perry when he returns.

This contract is the only way to keep environmental health functions moving forward. There are many applications in for review and issuance, including many related to wastewater system failures. It is prudent that we work quickly to have a temporary in place to help ensure things can proceed in a timely manner. As some development is also reliant on environmental health functions, some building and other land use permits may not be able to proceed either.

FISCAL IMPACT

The contract is for \$50 per hour for up to 16 hours per week for an initial 12 weeks. This equates to \$9,600 which can be covered by the 2022 Planning & Development Department budget.

This contract may likely be extended which would cause an additional fiscal impact. Staff will return for BOCC direction should that occur.

RECOMMENDATION(S)

Staff recommends approving the contract with Lisa Davies for temporary environmental health assistance.

POSSIBLE MOTION(S)

Move to approve the contract with Lisa Davies for temporary environmental health assistance.

Move to deny

Move to modify

Move to table

Enclosures:



REGISTER OF DEEDS
Staff Update

Amy Manges
Register of Deeds
110 Courthouse Plaza
Manhattan, KS 66502
Phone: 785-537-6340

STAFF REPORT

FROM: Amy Manges, Register of Deeds

MEETING: May 19, 2022

SUBJECT: Year-To-Date-Revenue

PRESENTER: Amy Manges

Enclosures:

- BOCC Report - May 2022 (DOC)

TO: Board of County Commissioners
FROM: Amy Manges, Register of Deeds
DATE: May 19, 2022
SUBJECT: 2022 Year-To-Date Revenue

The following is a brief summary of revenue figures through 3:00 p.m., May 13, 2022 with comparable year-to-date information for 2021:

	<u>2021</u>	<u>2022</u>
Total Mortgage Amount (Indebtedness)	\$248,599,370	\$212,802,416
Recording Fees	\$255,198	\$188,803
Heritage Trust Fund	\$18,951	\$13,977
Register of Deeds Tech Fund	\$37,902	\$27,954
Treasurer Tech Fund	\$9,476	\$6,989
Clerk Tech Fund	\$9,476	\$6,989
Copy Fees	\$25,892	\$23,629
 Total Year-To-Date Revenue	 \$356,894	 \$268,340

Note: There is a \$30,000 per year limit on what is transferred to the state for the Heritage Trust Fund. Any amount over \$30,000 will be transferred to County General at the end of the year.

<u>Plats</u>	<u>2021</u>	<u>2022</u>
Total Plats Filed	17	4
Total Platted Lots	30	5

Estimated 2022 Revenue

Recording Fees = \$275,000

Heritage Trust Fund = \$25,000

Copy Fees = \$20,000

Total = \$320,000

Register of Deeds Tech Fund = \$45,000

Attachment: BOCC Report - May 2022 (12141 : Year To Date Revenue)

Staff Update:

- Recorded 3,952 documents in 2022 vs. 4,478 in 2021
- Continue to work on back-file indexing
- Rescanning books 239 – 332 from years 1953 thru 1969
- Continue to cross train employees
- Attending Register of Deeds Seminar June 14 thru 17 in Salina
- Tracking daily revenue loss due to changes in filing fees and mortgage registration tax. Total revenue lost in 2022 due to fee changes totaled \$362,396



COUNTY TREASURER'S OFFICE
Staff Update

Shilo Heger
Treasurer
110 Courthouse Plaza
Manhattan, KS 66502
Phone: 785-537-6320

STAFF REPORT

FROM: Shilo Heger
MEETING: May 19, 2022
SUBJECT: April 2022 Revenue Reporting - Riley County Treasurer
PRESENTER: Shilo Heger

Enclosures:

- April 2022 Financials (PDF)

Riley County Balance Sheet
April 30, 2022

12.a

Assets		Liabilities/Fund Balances		
KS State Bank-Checking	66,586,614.53	County General		21,626,376.23
KS State Bank-ARP	7,118,429.17	Disaster Fund (ARPA Funds)		7,118,429.17
Riley State Bank	57,273.22	Health Department		2,298,726.45
Leonardville State Bank	5,000.00	Capital Improvements Fund		10,216,768.61
Sunflower Bank	0.00	Economic Development		213,148.41
Cash on Hand	36,781.57	RCPD Levy/Inmate Medical		587,249.11
CD/CDARS	5,992,059.58	Bond & Interest		527,422.06
		Road & Bridge Capital Projects		6,349,642.99
		Landfill Closure		66,250.83
		County Building		259,210.19
		County Auction		167,435.52
		Solid Waste		675,068.49
		Emergency Management		735,178.44
		Fire District #1		791,292.88
		Register of Deeds Tech Fund		212,621.33
		Clerk Tech Fund		134,757.48
		Treasurer Tech Fund		82,533.26
		Motor Vehicle Operations		86,067.67
		RCPD Ops/IT Reserve/Seizure		3,423,901.26
		District Court-Technology		175,193.43
		Court Services		3,246.21
		EMS Grants		5,870.50
		Museum Bequest		6,582.25
		War Memorial Fund		10,745.07
		Miscellaneous		39,338.74
		Community Corrections		230,483.84
		JJA Prevention	Teen Court	Adult Services
		Juvenile Intake Case Manager	Juvenile Service	Special Alcohol
		County Attorney		5,260.05
		Special Prosecutor Trust	PATF	
		Benefit Districts		975,690.09
		University Park	Moehlman Bottoms	Deep Creek
		Carson Sewer	Valleywood	Lakeside Heights
		Hunters Island	Terra Heights	Konza
		Mertz/McGehee Drainage		
		Funds to be Distributed		1,777,137.00
		City Funds	Wildlife & Parks	School Funds
		Township Funds	Special Assessments	State Funds
		Cemetery Funds		
		Tax Holding Funds		20,994,530.51
		Commercial Vehicle Fees	16/20M Truck Taxes	Advance Tax
		Recreational Vehicle Tax	Current Ad Valorem Tax	Sales Tax Coll
		Motor Vehicle Tax	Delinquent PP Tax	Driver's License
		Motor Vehicle Registrations	Delinquent RL Tax	Veh Rental Excise
TOTAL ASSETS	\$ 79,796,158.07	TOTAL LIABILITIES & FUND BAL		79,796,158.07

Attachment: April 2022 Financials (12111 : April Treasurer's Report-2022)

Investments and Interest
April 30, 2022
Investments & Year to Date Interest

Bank	CDs	Checking Savings	Year to Date Interest	2021 Interest
KS State Bank	\$0.00	\$73,705,043.70	\$43,325.40	
Riley State Bank	\$0.00	\$57,273.22	\$629.42	
Peoples State Bank	\$0.00	\$5,000.00	\$2.77	
Sunflower	\$0.00	\$0.00	\$0.00	
UMB	\$1,900,000.00	\$0.00	\$0.00	
Landmark National Bank	\$0.00	\$0.00	\$0.00	
Intrust	\$0.00	\$0.00	\$600.17	
Capitol Federal	\$0.00	\$0.00	\$0.00	
Community 1st National Bank	\$0.00	\$0.00	\$0.00	
United Bank	\$0.00	\$0.00	\$0.00	
Municipal Investment Pool	\$0.00	\$0.00	\$0.00	
Commerce Bank	\$4,092,059.58	\$0.00	\$2,500.00	
Central National Bank	\$0.00	\$0.00	\$0.00	
Total	\$5,992,059.58	\$73,767,316.92	\$47,057.76	\$107,389.02
Cash & Transfer items	\$36,781.57			
Total on Deposit	\$79,796,158.07			

	2022	2021
Interest Transfers		
Capital Improvements #145	\$8,814.96	\$4,539.98
Emergency 911 #148	\$629.15	\$433.22
Reg of Deeds Technology #106	\$183.84	\$91.16
Clerk Technology #107	\$115.77	\$58.95
Treasurer Technology #108	\$69.46	\$30.58
RCPD Seizure Funds	\$242.96	\$156.09
Total Transfers	\$10,056.14	\$5,309.98
Net Interest to County General	\$37,001.62	\$99,574.73
Less Interest Paid for Treasury Bond	-\$2,348.07	
Net Interest Earned	\$34,653.55	
Budget	\$ 25,000.00	\$200,000.00
% Collected	148.01%	49.79%
% Over(Under Budget)	114.67%	
Interest to CIP - Radio Project	\$0.00	\$2,504.31
Interest - ARPA Fund	\$5,692.64	\$888.53

Interest rate on active checking account 0.78%
Interest rate on one year investments 0.00%

**General Fund Revenue Detail
Through April 30, 2022**

	April		Year To Date		
	Actual	Budget	Actual	Budget	% of Budget Collected
Motor Vehicle					
Motor Vehicle	0.00	0.00	591,581.65	2,025,421.00	29.21%
Vehicle Rental Excise	0.00	0.00	12,939.42	23,275.00	55.59%
Recreational Vehicle	0.00	0.00	4,943.47	18,876.00	26.19%
Commercial Vehicles	0.00	0.00	17,917.31	80,995.00	22.12%
Ad Valorem					
RL/Oil/PP	0.00	0.00	13,752,540.70	23,798,682.00	57.79%
Intangible	0.00	0.00	226,797.95	243,862.00	93.00%
16/20 M Trucks	0.00	0.00	13,839.90	18,250.00	75.84%
Watercraft	0.00	0.00	9,398.62	12,028.00	78.14%
Delinquent Tax	0.11	0.00	231,203.32	0.00	0.00%
Sales Tax	153,999.52	141,666.67	698,975.56	1,700,000.00	41.12%
Payment In Lieu of Tax	0.00	0.00	0.00	37,000.00	0.00%
City/County Highway	244,992.81	236,788.00	506,440.81	947,152.00	53.47%
Interest/Penalties	24,542.68	20,833.33	138,387.62	250,000.00	55.36%
Investment Interest	9,393.83	2,083.33	37,001.62	25,000.00	148.01%
Recording Fees	44,802.00	22,916.67	165,498.00	275,000.00	60.18%
Hertiage Trust Fund	3,298.00	2,083.33	12,258.00	25,000.00	0.00%
Juvenile Supervision Fees	111.60	25.00	196.91	300.00	65.64%
Diversion Fees	4,429.83	4,583.33	18,914.68	55,000.00	34.39%
Franchise Fees	7,355.50	9,500.00	14,785.91	38,000.00	38.91%
Miscellaneous	0.00	0.00	389.06	0.00	0.00%
Departments					
Clerk	3,484.63	250.00	3,540.07	3,000.00	118.00%
Register of Deeds	2,153.80	1,666.67	8,213.75	20,000.00	41.07%
Treasurer	190.00	625.00	1,569.66	7,500.00	20.93%
Clerk of the District Court	3,762.43	3,750.00	12,053.91	45,000.00	26.79%
Emergency Management	33,490.00	0.00	33,490.00	0.00	0.00%
Coroner	0.00	0.00	2,272.13	0.00	0.00%
Fair	5,877.00	1,666.67	9,085.00	20,000.00	45.43%
Museum	0.00	0.00	20,658.74	0.00	0.00%
Election	543.79	416.67	544.79	5,000.00	10.90%
Ambulance/EMS	131,769.92	100,307.33	453,276.36	1,203,688.00	37.66%
Appraiser	84.66	1,300.00	5,788.27	15,600.00	37.10%
Planning & Development	3,719.00	2,916.67	13,961.00	35,000.00	39.89%
Information Systems	0.00	0.00	15,000.00	0.00	0.00%
General-General	10,766.57	0.00	39,683.30	0.00	0.00%
Public Works	34,468.49	40,000.00	125,001.60	480,000.00	26.04%
Noxious Weed	5,344.61	8,333.33	21,871.90	100,000.00	21.87%
Total Before Transfers	728,580.78	601,712.00	17,220,020.99	31,508,629.00	54.65%
Transfers In	0.00	0.00	0.00	0.00	0.00%
Total After Transfers	728,580.78	601,712.00	17,220,020.99	31,508,629.00	54.65%
Over/Under Budget Before Transfers	21.08%				
Over/Under Budget After Transfers	21.08%				

Attachment: April 2022 Financials (12111 : April Treasurer's Report-2022)

2022 General Fund Revenue

12.a

Year To Date

	April		Year To Date		
	Actual	Budget	Actual	Budget	Variance
Motor Vehicle					
Motor Vehicle	0.00	0.00	591,581.65	607,626.30	-16,044.65
Vehicle Rental Excise	0.00	0.00	12,939.42	11,637.50	1,301.92
Recreational Vehicle	0.00	0.00	4,943.47	5,662.80	-719.33
Commercial Vehicles	0.00	0.00	17,917.31	20,248.75	-2,331.44
Ad Valorem					
RL/Oil/PP	0.00	0.00	13,752,540.70	13,565,248.74	187,291.96
Intangible	0.00	0.00	226,797.95	139,001.34	87,796.61
16/20 M Trucks	0.00	0.00	13,839.90	10,402.50	3,437.40
Watercraft	0.00	0.00	9,398.62	6,855.96	2,542.66
Delinquent Tax	0.11	0.00	231,203.32	0.00	231,203.32
Sales Tax	153,999.52	141,666.67	698,975.56	566,666.67	132,308.89
Payment In Lieu of Tax	0.00	0.00	0.00	0.00	0.00
City/County Highway	244,992.81	236,788.00	506,440.81	473,576.00	32,864.81
Interest/Penalties	24,542.68	20,833.33	138,387.62	83,333.33	55,054.29
Investment Interest	9,393.83	2,083.33	37,001.62	8,333.33	28,668.29
Recording Fees	44,802.00	22,916.67	165,498.00	91,666.67	73,831.33
Hertiage Trust Fund	3,298.00	2,083.33	12,258.00	8,333.33	3,924.67
Juvenile Supervision Fees	111.60	25.00	196.91	100.00	96.91
Diversion Fees	4,429.83	4,583.33	18,914.68	18,333.33	581.35
Franchise Fees	7,355.50	9,500.00	14,785.91	19,000.00	-4,214.09
Miscellaneous	0.00	0.00	389.06	0.00	389.06
Departments					
Clerk	3,484.63	250.00	3,540.07	1,000.00	2,540.07
Register of Deeds	2,153.80	1,666.67	8,213.75	6,666.67	1,547.08
Treasurer	190.00	625.00	1,569.66	2,500.00	-930.34
Clerk of the District Court	3,762.43	3,750.00	12,053.91	15,000.00	-2,946.09
Emergency Management	33,490.00	0.00	33,490.00	0.00	33,490.00
Coroner	0.00	0.00	2,272.13	0.00	2,272.13
Fair	5,877.00	1,666.67	9,085.00	6,666.67	2,418.33
Museum	0.00	0.00	20,658.74	0.00	20,658.74
Election	543.79	416.67	544.79	1,666.67	-1,121.88
Ambulance/EMS	131,769.92	100,307.33	453,276.36	401,229.33	52,047.03
Appraiser	84.66	1,300.00	5,788.27	5,200.00	588.27
Planning & Development	3,719.00	2,916.67	13,961.00	11,666.67	2,294.33
Information Systems	0.00	0.00	15,000.00	0.00	15,000.00
General-General	10,766.57	0.00	39,683.30	0.00	39,683.30
Public Works	34,468.49	40,000.00	125,001.60	160,000.00	-34,998.40
Noxious Weed	5,344.61	8,333.33	21,871.90	33,333.33	-11,461.43
Total Before Transfers	728,580.78	601,712.00	17,220,020.99	16,280,955.89	939,065.10
Transfers In	0.00	0.00	0.00	0.00	0.00
Total After Transfers	728,580.78	601,712.00	17,220,020.99	16,280,955.89	939,065.10
Over/Under Budget Before Transfers	21.08%		5.77%		
Over/Under Budget After Transfers	21.08%		5.77%		

Attachment: April 2022 Financials (12111 : April Treasurer's Report-2022)

**Sales Tax Received
April 30, 2022**

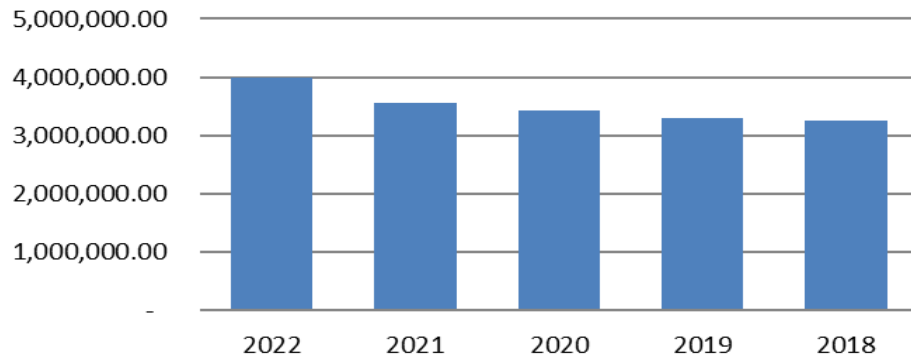
12.a

	County General		Road & Bridge Cap Fund		Prior Year Variance	Total Collected	2022 Budget	% Ove Budge
	2021	2022	2021	2022				
January (Nov Sales)	158,605.23	176,613.72	158,605.22	176,613.72	11.35%	353,227.44	283,333.33	24.67
February (Dec sales)	166,103.83	203,380.11	166,103.82	203,380.11	22.44%	406,760.22	283,333.33	43.56
March (Jan sales)	166,534.18	164,982.21	166,534.17	164,982.20	-0.93%	329,964.41	283,333.33	16.46
April (Feb sales)	152,296.10	153,999.52	152,296.09	153,999.52	1.12%	307,999.04	283,333.33	8.71
May (Mar sales)	176,602.73		176,602.72		-100.00%	0.00	283,333.33	-100.00
June (Apr sales)	176,260.61		176,260.61		-100.00%	0.00	283,333.33	-100.00
July (May sales)	176,957.79		176,957.78		-100.00%	0.00	283,333.33	-100.00
August (June sales)	166,514.97		166,514.96		-100.00%	0.00	283,333.33	-100.00
September (July sales)	172,562.19		172,562.18		-100.00%	0.00	283,333.33	-100.00
October (Aug sales)	184,747.23		184,747.23		-100.00%	0.00	283,333.33	-100.00
November (Sept sales)	152,750.23		152,750.23		-100.00%	0.00	283,333.33	-100.00
December (Oct sales)	213,312.75		213,312.74		-100.00%	0.00	283,333.33	-100.00
Year to Date	\$2,063,247.82	\$698,975.56	\$2,063,247.75	\$698,975.55	-66.12%	\$1,397,951.11	\$3,400,000.00	-58.88

	2021	2022
Sales Tax Collected	\$4,126,495.57	\$1,397,951.11
Budget	\$3,000,000.00	\$3,400,000.00
 % of Budget Collected	 137.55%	 41.12%
% Over Budget	37.55%	7.78%

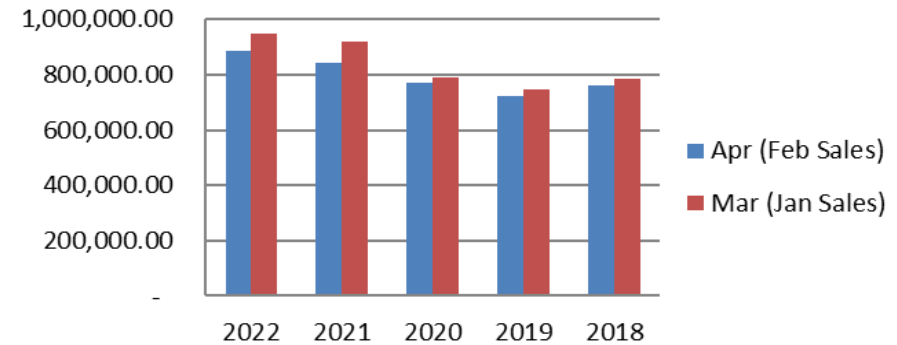
Attachment: April 2022 Financials (12111 : April Treasurer's Report-2022)

Sales Tax History Year to Date Apr (Feb Sales)



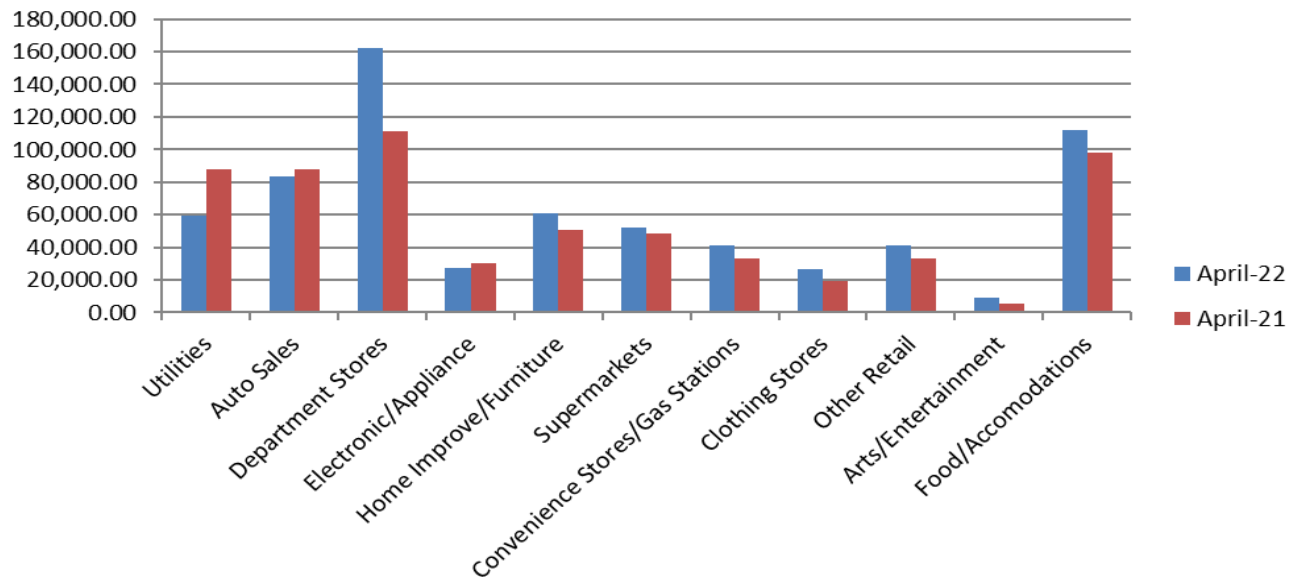
Year to Date Sales Tax is up 12.46% compared to April 2021

Sales Tax History Prior month comparison



April 2022 Sales Tax is down 6.66% compared to March 2022

Prior Year Comparison April 2021 - April 2022



April 2022 Sales Tax is up 4.95% compared to April 2021

Auto/RV/MC Dealers	-5.0
Department Stores/Specialty Stores	45.5
Electronic/Appliance	-8.3
Home Improve/Furniture	20.5
Supermarkets	8.0
Convenience Stores/Gas Stations	24.5
Clothing Stores	34.7
Other Retail	24.1
Utilities	-32.1
Arts/Entertainment/ Recreation	78.5
Accommodation/Food Services	14.2

Attachment: April 2022 Financials (12111 : April Treasurer's Report-2022)

**Sales Tax/Use Tax Comparison
2021/2022**

	2021	2022		2021	2022		2021	2022	
	Use Tax		% Change	Sales Tax		% Change	Total		% Change
Janaury (Nov Sales)	140,065.96	190,402.94	35.94%	731,676.02	807,598.12	10.38%	871,741.98	998,001.06	14.48%
February (Dec Sales)	140,908.95	227,253.05	61.28%	777,357.41	939,684.71	20.88%	918,266.36	1,166,937.76	27.08%
March (Jan Sales)	161,815.02	191,402.32	18.28%	758,830.43	755,219.05	-0.48%	920,645.45	946,621.37	2.82%
April (Feb Sales)	174,167.99	173,047.61	-0.64%	667,765.52	710,558.25	6.41%	841,933.51	883,605.86	4.95%
May (Mar Sales)	112,712.06	0.00	-100.00%	863,595.03	0.00	-100.00%	976,307.09	0.00	-100.00%
June (Apr Sales)	148,631.96	0.00	-100.00%	825,783.79	0.00	-100.00%	974,415.75	0.00	-100.00%
July (May Sales)	152,751.87	0.00	-100.00%	825,518.10	0.00	-100.00%	978,269.97	0.00	-100.00%
August (Jun Sales)	171,338.18	0.00	-100.00%	769,597.25	0.00	-100.00%	940,935.43	0.00	-100.00%
September (Jul Sales)	159,656.02	0.00	-100.00%	815,450.80	0.00	-100.00%	975,106.82	0.00	-100.00%
October (Aug Sales)	192,104.36	0.00	-100.00%	851,857.11	0.00	-100.00%	1,043,961.47	0.00	-100.00%
November (Sep Sales)	149,523.03	0.00	-100.00%	713,631.18	0.00	-100.00%	863,154.21	0.00	-100.00%
December (Oct Sales)	212,705.58	0.00	-100.00%	992,672.62	0.00	-100.00%	1,205,378.20	0.00	-100.00%



EXTENSION
Staff Update

Gary Fike
County Extension
Director
110 Courthouse Plaza
Manhattan, KS 66502
Phone: 785-537-6350

STAFF REPORT

FROM: Gary Fike - County Extension Director

MEETING: May 19, 2022

SUBJECT: School Enrichment Programs in Riley County Schools

PRESENTER: Brandy Bruna, 4-H Program Assistant

Brandy Bruna will be presenting information on the many school enrichment programs that she gives throughout Riley County, including Chick Embryology, Wheat Science, and STEM project information. Brandy was recently the focus of a front page story by the Manhattan Mercury on her contribution to the education in elementary schools in these areas.

Enclosures:



HEALTH DEPARTMENT
Update

Julie Gibbs
Health Department
Director
2030 Tecumseh Rd
Manhattan, KS 66502
Phone: 785-776-4779

COMMISSION AGENDA REPORT

FROM: Julie Gibbs
MEETING: May 19, 2022
SUBJECT: RCHD Update
PRESENTER: Julie Gibbs

Budget, staff, program updates and county health rankings 2022.

Enclosures:

- 2022_budget_to_actual_Apr22 (PDF)
- BOHmonthlypreMay2022 (PDF)

RILEY COUNTY HEALTH DEPARTMENT
2022 Budget to Actual Comparison of Revenues and Expenses
January 1, 2022- April 30, 2022
33.3 % of year

ACTUAL REG. CASH BAL. \$1,121,163.65

	Total Budget	Total Actuals	General		Emergency Preparedness		WIC		Kansas Health Foundation		CDRR		KCCFP		Child Care Licensing		Family Planning		Immunization Action Plan		MCH		OPEI		Smart Start/ECBG		State Formula		March of Dimes		Wildcat Region PHEP		
	Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual	
Revenues																																	
Grants	2,623,955.00	1,258,605.01	-	164,356.00	49,578.00	18,591.00	847,560.00	341,323.00	-	-	46,500.00	22,087.00	99,766.00	51,330.90	209,073.00	78,402.00	152,978.00	74,871.00	9,060.00	27,439.00	125,056.00	50,584.00	222,800.00	55,000.00	758,262.00	324,036.15	65,735.00	47,432.00	7,500.00	-	30,087.00	3,152.96	
Client Fees	95,150.00	19,635.92	-	-	-	-	-	-	-	-	-	-	-	-	20,000.00	6,930.00	32,000.00	5,390.92	35,000.00	5,338.00	150.00	-	-	-	-	8,000.00	1,957.00	-	-	-	-		
Medicaid	46,500.00	20,762.47	-	-	-	-	-	-	-	-	-	-	-	-	-	-	14,000.00	5,247.81	28,000.00	14,780.17	8,500.00	595.00	-	-	-	-	1,000.00	139.49	-	-	-		
Insurance	277,500.00	84,836.98	-	-	-	-	-	-	-	-	-	-	-	-	-	-	40,000.00	8,190.38	25,000.00	75,465.29	1,500.00	72.57	-	-	-	-	11,000.00	1,108.74	-	-	-		
Transfer from General	1,154,526.00	1,154,526.00	1,154,526.00	1,154,526.00	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
Transfer in CARES	-	18,987.63	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
Miscellaneous	25,296.00	64,117.20	25,296.00	63,157.15	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	900.00	-	-	-	-	-	-	-	-	-	-	-	
TOTALS	4,222,927.00	2,621,471.21	1,179,822.00	1,481,626.78	49,578.00	18,591.00	847,560.00	341,323.00	-	-	46,500.00	22,087.00	99,766.00	51,330.90	229,073.00	85,332.00	238,978.00	93,760.16	297,040.00	123,042.46	130,206.00	52,151.57	222,800.00	55,000.00	758,262.00	324,036.15	85,735.00	50,637.23	7,500.00	-	30,087.00	3,152.96	
% of Budget Received		62.08%		118.75%		37.50%		40.27%				47.50%		51.45%		37.25%		39.23%		41.42%		40.05%		24.69%		42.73%		59.06%		0.00%		10.48%	
Expenses																																	
Total Personnel	3,533,027.00	3,125,693.30	380,292.00	268,633.18	75,544.10	20,580.16	807,093.00	324,208.00	-	-	31,486.00	8,687.88	69,965.00	46,453.76	275,514.00	80,699.13	398,090.00	96,137.88	182,940.00	66,653.34	270,431.00	66,054.00	392,105.00	127,474.80	307,118.00	127,893.57	385,540.00	69,339.38	-	3,475.00	1,547.16		
Total Contract	755,609.00	255,313.37	355,336.00	69,698.87	386.00	845.11	24,260.00	9,575.88	-	-	540.00	15,150.00	2,362.14	23,146.00	5,362.43	10,512.00	3,370.10	33,400.00	6,313.13	6,925.00	2,551.72	7,585.00	2,888.28	59,388.00	17,986.02	350,260.00	133,680.55	27,300.00	5,510.68	-	14,055.00	4,728.46	
Total Commodities	331,779.00	58,133.57	6,300.00	14,845.31	-	-	16,250.00	3,525.64	-	-	1,489.00	-	12,655.00	1,045.52	2,275.00	93.33	45,196.00	14,056.27	152,289.00	13,860.26	2,122.00	47.52	5,050.00	964.68	57,518.00	5,393.14	10,572.00	3,309.65	7,500.00	992.25	12,557.00	-	
Capital	-	4,768.17	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
Transfer Out	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
TOTALS	4,610,403.00	3,443,908.41	541,888.00	292,177.36	72,527.00	23,425.27	847,560.00	237,399.61	-	-	540.00	48,045.00	11,050.12	99,766.00	22,861.71	288,301.00	84,162.95	427,586.00	116,507.28	342,154.00	82,965.32	280,139.00	88,989.80	456,443.00	136,425.59	844,896.00	256,877.26	323,512.00	83,727.88	7,500.00	992.25	30,087.00	5,896.01
% of Budget Spent		31.32%		53.92%		32.30%		28.00%				23.00%		22.92%		29.19%		27.25%		24.25%		31.77%		29.89%		30.40%		25.88%		13.23%		19.60%	
BALANCE:																																	
EXCESS/(DEF.) BUDGET			637,934.00		(22,949.00)	-	-	-	(1,545.00)	-	-	-	-	-	(50,228.00)	(188,608.00)	(45,094.00)	(149,932.00)	(233,643.00)	(86,634.00)	(237,777.00)	-	-	-	-	(33,090.65)	(992.25)	-	-	(2,743.05)			
EXCESS/(DEF.) ACTUAL			1,108,849.42		(4,834.27)	-	104,013.39	(540.00)	11,036.88	-	28,469.19	1,169.05	(22,747.12)	40,077.14	(16,838.23)	(81,425.59)	67,158.89																
ENDING CASH BAL.		\$2,298,726.45																															

Attachment: 2022_budget_to_actual_Apr22 (12134 : RCHD Monthly Update)



BOH Monthly Report May 2022

Julie Gibbs, MPH
Riley County Health Department
2030 Tecumseh Rd.
Manhattan, Kansas 66502

Attachment: BOHmonthlypreMay2022 (12134 : RCHD Monthly Update)



Budget to Actual April 2022

Explanations

15.b

Revenues:

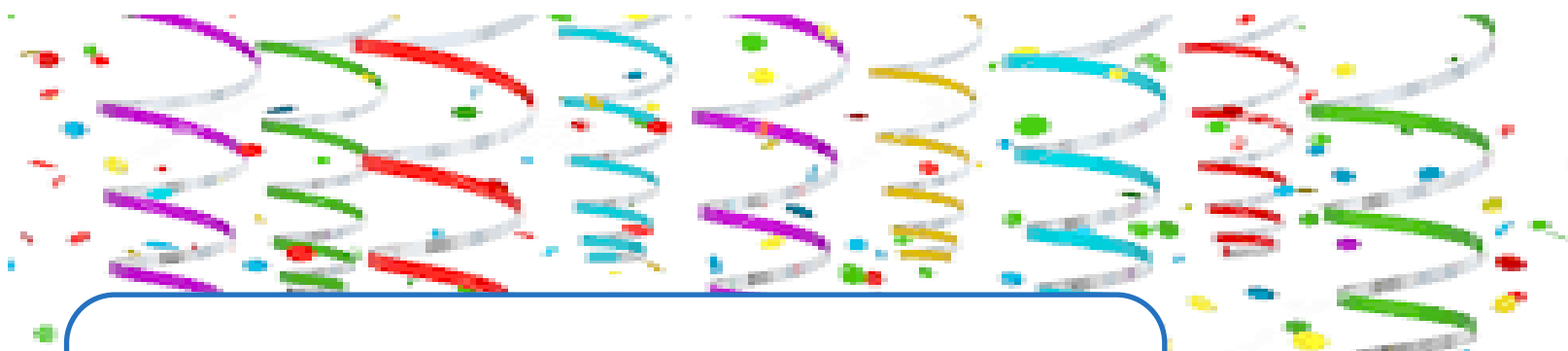
- CDRR-timing of payments
- KCCTF-timing-reimbursement grant
- Family Planning-timing of payments, fees currently less than anticipated
- MCH-timing of payments, fees currently less than anticipated
- OPEI-timing of payments
- State Formula-timing of grant payments, fees currently less than anticipated
- BaM-timing of payments
- Wildcat PHEP-timing of payments (reimbursement based grant)

Expenses:

- General: Contact tracers were not budgeted for 2022-thought that would be done when we did the budget
- RADX not budgeted (original contract ended in 2021)
- ELC staff not budgeted
- Emergency Preparedness-timing of expenses
- MCH – timing of expenses

Attachment: BOHmonthlypreMay2022 (12134 : RCHD Monthly Update)

Staff Updates



Clinic Supervisor

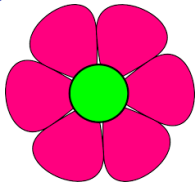
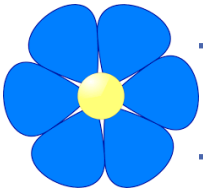
- Jacob Clarke – May 16th

Raising Riley Updates

Hosted 2nd in person monthly provider support group

Story Time - Laundry Love @ Suds Y'r Duds

May Flowers – Engagement event



Maternal and Child Health Updates

Baby Shower – June 4 9AM – 11AM @ FCRC

24 Newly Enrolled Clients

Aid to Local Award for FY23

WIC Updates

WIC Income Guidelines Updated

- Promoting this now!

Outreach!

- Head Start Events
- Ft. Riley Family Fair
- Power of Produce
- Baby Showers

New Student Dietetic Intern

- Summer 2022
- Assist with projects

CCL April Facility Numbers

Facilities	May	Riley	Geary	Clay	Dickins on	Pott	Total
School Age Program		7				1	8
Child Care Center		14	7	2	4	7	34
R & R Agency		1					1
School Age Drop In Program		9				3	12
Group Day Care Home		27	9	13	7	15	71
Head Start Child Care							
Licensed Day Care Home		45	18	12	17	37	129
Preschool			1	2	3		6
Totals		103	35	29	31	63	261
		1	1				2

Attachment: BOHmonthlypreMay2022 (12134 : RCHD Monthly Update)

Health Education

CHIP Process

Community
Meetings =14

Final CHIP done by
August

County Health Rankings

WHAT ARE THEY?

- Provide a way to think about influence of various factors on health outcomes.

WHERE DO THEY COME FROM?

- Literature Review
- America's Health Rankings
- Review of nation-wide and county-level data
- Panel of experts and advisors

County Health Rankings

Why rank counties?

- Understand health problems in our community
- Encourage others to get involved in improving health
- Recognize the factors outside of medical care that influence health

County Health Rankings

What is new?

- Covid 19 age adjusted mortality
- Living wage
- Childcare cost burden
- Childcare centers
- Gender pay gap
- School funding adequacy
- School segregation

County Health Rankings

Significant negative changes

- % driving deaths with alcohol involvement is up to 27%, from 24% in 2021 and up by 8% from 2018 (vs. 19%, Kansas)
- STI (per 100,000) is up to 737, DOWN from 785 in 2021, up by 121 from 2018 (vs. 525, Kansas)
- % children in poverty is up to 18%, from 13% in 2021 and up by 6% from 2018. (vs. 13%, KS)
- % households with severe housing problems, while trending down, still above KS (20 vs. 13)
- % food insecure families is at 14%, while KS is 12%
- % families who have limited access to healthy foods is at 25%, while Kansas is at 8%
- % childcare costs are higher than KS as a whole (30% vs. 22%)

County Health Rankings

Positive changes

- % of babies born at low birth weight, while up from 2018, still below KS (6.4% vs. 7.2%)
- Premature death, while trending up, still below KS (5013 vs. 7458)
- Teen birth rate is trending down and well below KS (10 vs 22)
- Mental health providers (per 100,000) has been increasing every year and is above KS (268 vs. 214)

Thank You!!



HEALTH DEPARTMENT
Travel Request

Julie Gibbs
Health Department
Director
2030 Tecumseh Rd
Manhattan, KS 66502
Phone: 785-776-4779

COMMISSION AGENDA REPORT

FROM: **Thereasa Stewart**

MEETING: **May 19, 2022**

SUBJECT: **Out of State Travel Request for Family Planning Conference**

PRESENTER: **Julie Gibbs**

FISCAL IMPACT

The total travel costs for our Nurse Practitioner to attend the annual National Reproductive Health Conference is about \$3,000. This will include everything from the registration costs to meals, airfare and hotel. This will be coming out of the Family Planning grant, as we have planned for travel to conferences.

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:

- outofstate (PDF)

RILEY COUNTY OUT OF STATE TRAVEL REQUEST/AUTHORIZATION

NAME: Thereasa Stewart DEPARTMENT: HD Clinic

POSITION TITLE: Family Planning Nurse Practitioner DATE REQUESTED 05-12-2022

FUND: FP - HD

Travel From: MHK Date: 08-08-2022

Travel To: SFO (San Francisco) Date: 08-13-2022

Purpose of Travel:

Mode of Travel: Common Carrier ☒ Riley County Vehicle ☐ Privately Owned Vehicle ☐

☐ Administratively determined to be to the advantage of Riley County

☐ Not to exceed the cost of common carrier including food and lodging
Mileage rate of

ESTIMATED COST:

Type of Expense	Description	Amount
Transportation	Airflight to SFO for conference. Return trip - ground transportation to and from hotel	\$850
Lodging	Four nights @ approx. \$350 per night	\$1500
Meals	\$63 per day x 5 days	\$315
Registration/Fees	Early bird and preconference	\$330
Other		\$2995

Total Estimated Travel Costs: \$2995

Requested by: Thereasa Stewart Date: 5-12-22

Approved by:

Department Head: [Signature] Date: 5-12-22

Chairman: _____ Date: _____

Board of County Commissioners

Attest: _____ Date: _____

Riley County Clerk

cc: Department Head
Department Assistant



HEALTH DEPARTMENT
Update

Julie Gibbs
Health Department
Director
2030 Tecumseh Rd
Manhattan, KS 66502
Phone: 785-776-4779

COMMISSION AGENDA REPORT

FROM: Teresa Garcia
MEETING: May 19, 2022
SUBJECT: RCHD Public Health Clinic Update
PRESENTER: Teresa Garcia

Update on clinic walk-in numbers, remote clinics and other activities.

Enclosures:

- BOCC presentation Clinic Update May 2022 (PDF)



Public Health Clinic Update

Teresa Garcia
Clinic Coordinator



Walk In Clinic Numbers

Type of Service	March	April
Family Planning	72	147 = 219
Covid Vaccine	79	424 = 503
Immunizations	31	32 = 63
TB Skin test/reads	28	17 = 45
Misc visits	7	6 = 13
TOTAL	217	626 = 843

Remote Vaccination Clinics

Location	Type	Number
Meadowlark	Covid	146
Manhattan HS	Meningitis	37
TOTAL		183

Update on Clerk's Activities

- WeblZ updates
- Outreach Clinic Information
- Scanning charts to go completely paperless!

Thank You!





PUBLIC WORKS
Personnel

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

COMMISSION AGENDA REPORT

FROM: John Ellermann, Public Works Director

MEETING: May 19, 2022

SUBJECT: Request to fill an open Equipment Operator II Position

PRESENTER: John Ellermann

BACKGROUND

Today I am requesting approval to fill an Equipment Operator II position in the Public Works Department/Operations Division. The position in the Asphalt Crew is open due to a resignation. This position is supervised by the Operations Manager or Crew Supervisor.

The Equipment Operator II is responsible for operating construction equipment, maintenance equipment, other tools and equipment and performs manual tasks as needed to maintain roads, bridges, culverts, drainage structures and road right-of-way in conformance with plans, specifications and procedures as directed, to assure high quality safe public works facilities and infrastructures are properly maintained for the use by the public.

This employee works under the direction of the supervisor in charge of the activity and is expected to carry out and complete work details as directed. Supervision is provided by the Supervisor through consultations and review of the work performed.

DISCUSSION

Discuss filling the Equipment Operator II position within the Public Works Department/Operations Division.

FISCAL IMPACT

This is a current budgeted position within the Public Works Department.

RECOMMENDATION(S)

Summer is the busiest time of year for the asphalt crew. Having a full crew is essential to be efficient in their summer activities. Therefore, staff recommends filling this position.

POSSIBLE MOTION(S)

Move to approve the Public Works Department advertise to hire the open Equipment Operator II position.

Move to deny

Move to modify

Move to table

No action required.

The Board agreed by consensus to

Enclosures:

- Public Works Operator II position description (PDF)
- 2022-05 PW Operator II(gold) (PDF)

RILEY COUNTY, KANSAS JOB DESCRIPTION

Job Title:	PUBLIC WORKS OPERATOR II	
Department:	Public Works	Division: Road & Bridge
Reports To:	Appropriate Crew Supervisor or the Operations Manager	
Pay Grade:	I	Status: Full time
FLSA Status:	Non-Exempt	

Position Summary:

An employee in this position operates construction equipment, maintenance equipment, other tools and equipment, and performs manual tasks needed to maintain roads, bridges, culverts, drainage structures and road rights-of-way in conformance with plans, specifications and procedures as directed, to assure that high quality safe public works facilities and infrastructures are properly maintained for use by the general public.

This employee works under the direction of the supervisor in charge of the activity and is expected to carry out and complete work details as directed. Supervision is provided by the Supervisor through consultations and review of the work performed.

Essential Functions:

- Ensures duties are carried out in accordance with County and Departmental policies and guidelines.
- Ensures time management on projects is sufficient.
- Provides for regular and punctual attendance and fosters a cooperative work environment.
- Operates road and bridge equipment necessary to carry out their daily activities.
- Transfers equipment to and from the job site.
- Constructs and maintains surfaced and unsurfaced roads such as asphalt roads, gravel roads, dirt roads, road entrances and intersections. Paves, patches, crackfills, and seals asphalt roads.
- Assists with construction and maintenance of surfaced and unsurfaced roads.
- Assists with the construction and maintenance metal culverts, concrete culverts, bridges, and erosion control structures.
- Assists with the demolition of bridges and other structures.
- Constructs and maintains stream channels, ditches, waterways, and other drainage structures.
- Loads, hauls, and stockpiles aggregates and other materials.
- Maintains equipment assigned and clears a snow removal route as assigned.
- Helps maintain traffic control devices and performs traffic control in work zones in conformance with the Manual on Uniform Traffic Control Devices.
- Maintains daily labor, equipment, and material use records to report time worked and equipment used.

Secondary Functions:

- Maintains signs and other traffic control devices such as regulatory, warning, guide, service, school, pedestrian, road name, hazard, and work zone signs in conformance with the Manual On Uniform Traffic Control Devices. Places temporary striping and centerline tabs on new asphalt paving and sealing projects.
- Performs daily operator maintenance to fuel, lubricate, and clean equipment.
- Maintains facilities and storage yards, picks up trash, cleans facilities, and performs general maintenance.

- Periodically inspects equipment assigned to ensure units are clean and maintenance is being performed adequately.
- Performs light surveying and other work associated with the lay out of road surfaces, shoulders, ditches, back-slopes, and structures.
- Assists with dispatching, telephone and 2-way radio communications.
- Operates computers and other electronic equipment such as laser levels, distance measuring equipment, underground utility locators and GPS locators.,
- Inspects paved and gravel surfaced roads for condition, road hazards, traction, and other safety considerations and initiates corrective actions.
- Performs carpentry work constructing small office projects, setting concrete forms, and making wood deck repairs.
- Participates in staff meetings, safety meetings and other related activities.
- Position may require occasional overtime that will be outside normal work hours which may include weekends.
- May be required to perform related work as required during and after hours, any day of the week, including holidays.
- Perform other duties as assigned.

Position Requirements:

Any satisfactory equivalent combination of experience, education and training which provides the required knowledge, skills and abilities listed below will be accepted.

- This position requires the employee to provide and carry a personal cell phone and will be reimbursed as per the County's Cell Phone Policy. The cell phone is to be utilized to carry out county related functions in accordance with Departmental Policies and Procedures.

Education:

- This position requires a high school education or equivalent.
- Vo-Tech training preferred.
- A Class A Commercial License and tanker endorsement shall be obtained within the first 90 days of employment in this position.

Experience:

- This position requires five years experience operating equipment performing general construction work.
- Experience in carpentry, concrete work setting forms, placing steel, and finishing preferred.
- Two years of concrete construction, asphalt maintenance, or earth grading experience.
- Two years of operating basic computer software (ie. microsoft office) is required.
- Knowledge of the materials, equipment, methods, and practices essential to the maintenance and construction of county roads.
- Knowledge of the general practices, laws and regulations applied to the care and safe operation of heavy duty construction and maintenance equipment.
- Knowledge of the applicable work safety rules and procedures.
- Knowledge of asphalt properties, application rates, and production timing.
- Knowledge of concrete properties, quantity calculations, finishing techniques, curing rates, and production timing.

Skills:

- Good organizational, interpersonal and communication skills are required.
- Ability to follow oral and written instruction.

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- Ability to follow oral and written instruction
- Ability to express oneself clearly and concisely, orally and written
- Ability to work independently with little or no supervision.
- Ability to deal tactfully with people
- Ability to analyze and solve problems
- Ability to establish and maintain effective working relations with employees, supervisors, other government agency officials, and the general public
- Ability to work independently with little or no supervision.
- Ability to analyze and solve problems.
- Ability to make mathematical computations.
- Ability to use hand tools, power tools, small portable and self-propelled power tools.
- Ability to make minor repairs and adjustments to maintain assigned equipment.
- Ability to read basic engineering plans and drawings.
- Ability to maintain daily labor and equipment records.
- Ability to learn and train in the safe operation of heavy equipment.
- Ability to work under the direction of supervisory staff.
- Ability to operate required equipment and vehicles in a safe and responsible manner.
- Ability to make mathematical computations.
- Ability to use hand tools, power tools, small portable and self-propelled power tools.
- Ability to operate heavy equipment and train others in safe and efficient equipment operation.
- Ability to operate dump trucks and truck/trailers in the hauling of materials and equipment to job sites / snow removal activities and train others in safe and efficient truck operation.

Supervisory Control: The employee is generally assigned recurring and routine tasks, but refers deviations, problems, and unfamiliar situations to the supervisor. Work is checked for appropriateness and completeness through inspections by their Supervisor or the Operations Manager.

Supervisory Responsibility: This position may supervise seasonal employees during summer months and occasionally other times of the year. Occasionally supervises crew work in the absence of the supervisor.

Complexity: The work involves routine related tasks that require special knowledge regarding proper road and bridge maintenance techniques. This person must have the ability to identify and correct road surface deficiencies to provide safe driving conditions for the general public. The decision regarding what needs to be done is routine, in strict accordance with written policies and regulations, but sometimes involves difficult situations dealing with the public.

Scope & Effect of Work: The main purpose of the work is to operate the equipment needed to maintain and construct asphalt and gravel roads, ditches, drainage structures, waste disposal areas, and other public works facilities. Remove snow and ice from roadways.

A person in this position is required to respond to road and bridge emergencies when they become apparent, and to initiate corrective actions to protect the traveling public.

Personal Contacts: Supervisors, employees, other departments, other government agencies, vendors, suppliers, and the general public.

Purpose of Contacts: To gather or to disseminate information, to persuade or be persuaded, to build rapport and cooperation, to provide a service, to represent Riley County and make decisions on behalf

of Riley County. Receive instructions and work scheduling, receives complaints from the general public and reports complaints received to their supervisor or the operations manager.

Physical Demands/Effort: The physical demands described here are representative of those which must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The work encompasses primarily field work. This work requires occasional to moderate physical exertion. While performing the duties of this job, the employee is required to stand; walk; sit; use hands to finger; handle; feel; reach with hands and arms; climb or balance; stoop; kneel; crouch; crawl; talk to hear. The employee may occasionally be required to lift and/or move up to 70 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision and peripheral vision. The work requires sufficient body flexibility and strength to access construction projects. Exposure to machinery, heights, excessive noise, corrosive solvents, hot materials, flammable liquids and work in extremes of heat, humidity, wind and cold are expected.

Work Environment/Conditions: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

A portion of the work involves everyday risks or discomforts which require normal safety precautions typical of such places as offices, meeting or training rooms. The work performed in the field exposes an employee to a variety of different conditions. Work is mostly performed in the field where conditions can be very hot or cold, rainy, cold, or snowy. A person in this position is exposed to many safety hazards while working in and around work zones immediately adjacent to high volume traffic, at heights 10 feet or more above the ground, near power tools, large moving equipment, near heavy bridge and culvert materials lifted overhead, near asphalt materials with temperatures in excess of 300 degrees F, gases, corrosive solvents, petroleum fluids and other flammable liquids. An employee in this position is often required to work in deep trenches or excavations which require shoring or other special precautions. This employee may be required to use protective clothing such as a hard hat, safety vest, boots, goggles, gloves, safety glasses, Nomex coveralls, face mask or shield.

Recruiting requirements:

Riley County is accepting applications for a Public Works Operator II who is responsible for operating construction equipment, maintenance equipment, other tools and equipment, and performs manual tasks needed to maintain roads, bridges, culverts, drainage structures and road rights-of-way in conformance with plans, specifications and procedures as directed, to assure that high quality safe public works facilities and infrastructures are properly maintained for use by the general public.

Applicant shall be a high school graduate or equivalent, requires five years-experience operating equipment performing general construction work, experience in carpentry, concrete work setting forms, placing steel, and finishing preferred, Two years of concrete construction, asphalt maintenance, or earth grading experience, Two years of operating basic computer software (ie. microsoft office) is required and poses a valid Class A Commercial Driver's License with a tanker endorsement.

Approved: _____ Date: _____
(Supervisor)

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if work is similar, related or a

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logical assignment of the position.

The job description does not constitute an employment agreement between the employer and the employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Department Public Works / Operations Div Date 05/13/2022 Job Title Public Works Operator II

☒ Full Time	☒ Regular	☐ Seasonal	☐ Grant Funded	Pay Grade <u>I</u>	Hours per ☒ Week ☐ Month	Start Date <u>05/19/2022</u>	☒ Non-Exempt
☐ Part Time	☐ As Needed	☐ Intern	☐ Temporary	40		End Date <u>N/A</u>	☐ Exempt

TYPE OF REQUEST

(Check one box and follow instructions in box – attach new job description if applicable)

Budgeted Position Request		Non-Budgeted Position Request	
☒ Request to hire replacement- same duties	☐ Request to change budgeted hours	☐ Request to create a new position for current fiscal year only	☐ Request to create a new position which will be included in future annual budgets
☐ Request to hire replacement- new duties	☐ Request to change position status	☐ Request for current non-budgeted position to be included in future annual budgets	
1. Name of former incumbent or current employee: <u>Brady Henderson</u>	2. Effective date of promotion, transfer, termination, or change: <u>05/26/2022</u>	1. Are there current budgeted funds available to pay for this position? ☐ Yes ☐ No ☐ Grant Funded	2. Requested hours per year:
3. If requesting a change in budgeted hours, estimated change in cost per year:	4. Would the position require re-evaluation for classification and pay grade purposes? ☐ Yes ☒ No	3. Estimated cost per year (financial impact):	4. Would the position require evaluation for classification and pay grade purposes? ☐ Yes ☐ No
5. Has this position been "On Hold"? ☐ Yes ☒ No If yes, date placed "On Hold":	6. Any special conditions regarding this position: No	5. If applicable, what is the ending date for the position?:	6. Any special conditions regarding this position:

1. Why is it necessary to fill this position or change its status? Maintain normal operations

2. Is it possible to fill this position internally? If no, why not? No, there is currently no interest

For hiring purposes, briefly state necessary and/or desirable education, training, and/or certification required as well as desirable experience and/or skills:

High School Graduate or equivalent. Class A Commercial License and tanker endorsement within first 90 days of employment. Five years of experience operating equipment.

Additional comments:

Approval by:

Department Head:

Personnel:

BOCC Chairman:

BOCC Member:

BOCC Member:

Date:

5-13-20225/16/22



PUBLIC WORKS
Personnel

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

COMMISSION AGENDA REPORT

FROM: John Ellermann, Public Works Director

MEETING: May 19, 2022

SUBJECT: Fill an open Traffic Control Supervisor Position

PRESENTER: John Ellermann

BACKGROUND

Today I am requesting to fill the soon to be vacant Traffic Control Supervisor position. Our current Traffic Control Supervisor will retire June 26th after 34 years with Riley County. This is a budgeted full-time position in the Public Works Department/Operations Division and is supervised by the Operations/Fleet Manager.

A Traffic Control Supervisor is maintenance and construction of traffic control structures on roads and bridges to provide a safe and functional county-wide highway system. A person in this position is required to schedule and prioritize work, select and produce materials, train and instruct staff, and supervise the traffic control technicians performing diverse construction and maintenance activities throughout the county road and bridge system.

DISCUSSION

Discuss advertising the Traffic Control Supervisor position internally for two weeks before opening it up to the public.

FISCAL IMPACT

This is a current budgeted full-time position within the Public Works Department.

RECOMMENDATION(S)

This position plays an important role in our leadership team of Public Works and assures all traffic control devices are maintained and constructed in conformance with the Manual on

Uniform Traffic Control Devices. Therefore, staff recommends filling this position.

POSSIBLE MOTION(S)

Move to approve the Public Works Department advertise to hire the open Traffic Control Supervisor position.

Move to deny

Move to modify

Move to table

No action required.

The Board agreed by consensus to

Enclosures:

- 2022-05 PW Traffic Control Supervisor(gold) (PDF)
- Traffic Control Supervisor Position Description (DOCX)

19.a

Department Public Works/Operations Date 05/05/2022 Job Title Traffic Control Supervisor

☒ Full Time	☐ Regular	☐ Seasonal	☐ Grant Funded	Pay Grade <u>O</u>	Hours per ☒ Week ☐ Month	Start Date <u>05/09/2022</u>	☒ Non-Exempt
☐ Part Time	☐ As Needed	☐ Intern	☐ Temporary	<u>40</u>		End Date <u>N/A</u>	☐ Exempt

TYPE OF REQUEST

(Check one box and follow instructions in box – attach new job description if applicable)

Budgeted Position Request		Non-Budgeted Position Request	
☒ Request to hire replacement-same duties	☐ Request to change budgeted hours	☐ Request to create a new position for current fiscal year only	☐ Request to create a new position which will be included in future annual budgets
☐ Request to hire replacement-new duties	☐ Request to change position status	☐ Request for current non-budgeted position to be included in future annual budgets	
1. Name of former incumbent or current employee: <u>Douglas Byarlay</u>	2. Effective date of promotion, transfer, termination, or change: <u>06/13/2022</u>	1. Are there current budgeted funds available to pay for this position? ☐ Yes ☐ No ☐ Grant Funded	2. Requested hours per year:
3. If requesting a change in budgeted hours, estimated change in cost per year:	4. Would the position require re-evaluation for classification and pay grade purposes? ☐ Yes ☒ No	3. Estimated cost per year (financial impact):	4. Would the position require evaluation for classification and pay grade purposes? ☐ Yes ☐ No
5. Has this position been "On Hold"? ☐ Yes ☒ No If yes, date placed "On Hold":	6. Any special conditions regarding this position:	5. If applicable, what is the ending date for the position?:	6. Any special conditions regarding this position:

1. Why is it necessary to fill this position or change its status? Supervisory Position

2. Is it possible to fill this position internally? If no, why not? Yes

For hiring purposes, briefly state necessary and/or desirable education, training, and/or certification required as well as desirable experience and/or skills: High School Graduate or equivalent required. One year of vocational level course work in bookkeeping, purchasing or construction curriculum is preferred. Considerable knowledge of the "Manual on Uniform Traffic Control Devices for Streets and Highways" and other technical manuals on traffic control. Class A Commercial License with tanker endorsement shall be obtained within the first 90 days of employment. Two years of operating basic computer software required.

Additional comments: Douglas Byarlay is retiring June 13, 2022

Approval by: _____ Date: 5-5-2022

Department Head:

Personnel:

BOCC Chairman:

BOCC Member:

BOCC Member:

If the approved request affects current and future budget figures, a copy will go to Payroll and Budget & Finance

RILEY COUNTY, KANSAS JOB DESCRIPTION

Job Title:	TRAFFIC CONTROL SUPERVISOR	
Department:	Public Works	Division: Road and Bridge
Reports To:	Operations Manager	
Pay Grade:	O	Status: Full time
FLSA Status:	Non-Exempt	

Position Summary: The Traffic Control Supervisor is responsible for maintenance and construction of traffic control structures on roads and bridges to provide a safe and functional county-wide highway system. This position is responsible for interpreting design plans, planning and implementing a wide range of assignments, and executing the planned work. A person in this position is required to schedule and prioritize work, select and procure materials, train and instruct staff, and supervise a group of subordinates performing diverse construction and maintenance activities throughout the county road and bridge system.

Essential Functions:

- Issues daily activity schedules to the crew assigned and gets crews started in a timely manner.
- Ensures duties are carried out within their crew in accordance with County and Departmental policies and guidelines.
- Provides for regular and punctual attendance and fosters a cooperative work environment.
- Ensures time management on projects is sufficient.
- Organizes, supervises and evaluates employees engaged in the maintenance and construction of traffic control devices.
- Assures all traffic control devices are maintained and constructed in conformance with the "Manual on Uniform Traffic Control Devices",
- Plans and schedules short- and long-term projects, assigns work to crews and allocates materials and equipment.
- Maintains project lists to organize work by priority and location for economy, and efficiency.
- Responds to emergencies and complaints and requests from the public and other officials to control traffic or repair traffic control devices and initiate other road and bridge repairs.
- Reviews and analyzes accident locations for improvement to traffic control systems.
- Provides for regular and punctual attendance and fosters a cooperative work environment.
- Responds to requests for assistance by other authorities such as police departments, fire departments and other emergency services.
- Responsible for the planning, layout, and monthly inspection of all county traffic control devices and pavement marking systems
- Reviews and approves employees' timecards, equipment usage reports, and material charges.
- Plans, inspects, initiates, and supervises snow and ice removal operations.
- Monitors weather conditions, inspects roads, contacts employees to initiate snow removal plan, coordinates communications, and maintains emergency dispatch systems.
- Solicits quotes and purchases, materials and equipment under \$500.00 in value.
- Maintains an inventory of traffic control materials such as: signs, signals, posts, pavement marking material, sign making material, traffic barricades, traffic cones, traffic control equipment, salt/sand material, facility maintenance services and materials, construction tools, equipment rental, and other commodity inventories.
- Research suppliers, prepare cost estimates, and determine availability of products and services.

Attachment: Traffic Control Supervisor Position Description (12129 : Request to refill Traffic Control Supervisor Position)

Secondary Functions:

- Operates and teaches others to operate computerized sign making equipment.
- Designs and lays out signs, finishes and installs signs in accordance with the Manual on Uniform Traffic Control Devices (MUTCD) and the Standard Highway Signs Manual for use on county and township roads, other departments and government agencies.
- Installs and maintains barricades and work zone signs for hazardous road conditions and construction sites.
- Removes weeds, trees, and brush from signs and delineation to insure visibility.
- Supervises and instructs safe and proper operation and maintenance of equipment.
- Surveys sign inventories by size, type, design, location, dimension, etc.
- Supervises the annual traffic count.
- Inspects bridges, culverts, erosion control structures, for proper signage, and other safety considerations.
- Reviews vehicle accident reports and other complaints to identify traffic hazards and initiate safety improvements.
- Prepares and conducts employee performance appraisals.
- Coordinates equipment maintenance and repair with the Shop Supervisor in conjunction with project planning and work schedules.
- Occasionally inspects contractor's work to check for proper traffic control, conformance with plans and specifications, and quality of construction and workmanship.
- Assists with bid specifications, developing bidder lists, and with approval, solicits bids from vendors and contractors for commodity purchases and service contracts under \$2000 in value.
- Assists with cost estimates for proposed road and bridge maintenance and construction projects.
- Makes recommendations regarding the purchase of new equipment and replacement or modification of existing equipment
- Maintains a clean work area.
- Periodically inspects equipment assigned to the crew to ensure units are clean and maintenance is being performed adequately.
- Occasionally operates equipment including GPS units, calculators, FAX machines, distance measuring equipment, printers, plotters, computers, sign inventory, scheduling, word processing and other software applications.
- Participates in staff meetings, safety meetings and other related activities.
- Perform other duties as assigned.

Position Requirements: Combination of experience, education and training which provides the required knowledge, skills and abilities listed below will be accepted.

- Requires use of personal cell phone.

Education: High school diploma or equivalent required. One year of vocational course work in bookkeeping, purchasing or construction curriculum preferred. Class A Commercial driver's license and tanker endorsement shall be obtained within the first 90 days of employment in this position.

Experience:

- Considerable knowledge of the materials, equipment, methods, and practices essential to the recommendation, maintenance and installation of county traffic control devices.
- Considerable knowledge of the "Manual on Uniform Traffic Control Devices for Streets and Highways", and other technical manuals on traffic control.
- Two years of operating basic computer software (i.e., Microsoft office) is required.

- Knowledge of basic engineering practices and the principles of inspection and testing related to the construction and maintenance of roads and bridges.
- Knowledge of the applicable work safety rules and procedures.

Skills:

- Good organizational, interpersonal and communication skills are required.
- Ability to follow oral and written instruction
- Ability to express oneself clearly and concisely, orally and written
- Ability to work independently with little or no supervision.
- Ability to deal tactfully with people
- Ability to analyze and solve problems
- Ability to establish and maintain effective working relations with employees, supervisors, other government agency officials, and the general public
- Ability to recognize and identify unsafe road and bridge conditions and initiate corrective action to protect the general public from unsuspected hazards.
- Ability to read and explain engineering plans and drawings and to assist with the design of basic road and bridge construction and maintenance projects.
- Ability to maintain records, prepare basic reports, and record data and inventories accurately.
- Ability to evaluate the work of subordinates and independent contractors for quality, appropriateness, and completeness.
- Ability to design, layout and construct signs utilizing computer software and digital plotter-cutters on a personal computer in a local area network environment.
- Ability to make mathematical computations with efficiency and accuracy.

Supervisory Control: Work is performed independently and on own initiative in accordance with established procedures and policies. A supervisor is consulted only occasionally. Work is periodically checked by the Operations Manager for appropriateness and completeness.

Supervisory Responsibility: This position is required to provide general supervision for the traffic control crew. This position is responsible for independently organizing, training, motivating, evaluating, and disciplining a group of employees. Assists with hiring new employees.

Guidelines: Several guides are available for this position, but the use of these guides requires extensive training, previous experience and good judgment to interpret and adapt to a variety of specific situations. For some work guidelines are scarce or non-existent which requires this person to be resourceful in developing new methods, designs or practices.

Some of the guides available include the "Manual On Uniform Traffic Control Devices", USDOT Standard Highway Signs, Work Zone Traffic Control Manual, ATSSA Worksite Manual, KDOT Low Volume Roads Manual, FHWA Culvert Inspection Manual, Timber Bridge Maintenance and Construction Manual, Blading Aggregate Surfaced Roads, KDOT Standard Specifications for State Road and Bridge Construction, KDOT Construction Manuals, Asphalt Institute Manuals, AASHTO Manuals, NACE Manuals, APWA Highway Maintenance Manual, USDOT Bridge Inspection Manual, USDOT Guardrail Installation Manual, ASTM Standards, Handbook of Steel Drainage and Highway Construction Products, Design and Control of Concrete Mixtures, Equipment Operator Manuals, Computer Software Manuals, and many others. Other guidance is provided by the county personnel regulations, department policies, and instruction from training seminars and supervisors.

Complexity: An employee in this class is required to research a wide range of related problems of a technical nature. The work involves a wide variety of related tasks in a professional field that require

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resolution of intensive scheduling conflicts, critical selection of safe and economical construction and maintenance alternatives, and supervision of a diverse group of employees with a variety of skill levels.

This person must have the ability to determine the most cost-effective method of resolving road and bridge problems within certain re-occurring time restraints imposed by resource availability, the emergency nature of the problem, and the importance of public need.

Daily planning of work requires considerable judgment to utilize labor, equipment, and materials efficiently in order to independently make decisions to successfully complete a task or project.

Scope & Effect of Work: This is supervisory work responsible for maintenance and construction activities on county roads and bridges. An employee in this class is responsible for interpreting design plans, and execution of the planned work. A person in this position is required to schedule, train, instruct, a group of subordinates performing diverse construction and maintenance activities throughout the county road and bridge system.

This position affects the work performed by the Road and Bridge Division and the economical use of department funds, efficient utilization of department resources, and the ability of the Public Works Department to provide a safe and functional county highway network system. A person in this position is required to respond to road and bridge emergencies when they become apparent, and to initiate corrective actions to protect the traveling public. Improper action or lack of response could cause major property loss, serious injury, incapacitation, death, or legal action imposed against the county.

Personal Contacts: Personal contacts are made with individuals or groups in the county organization and with persons and agencies outside the organization in moderately unstructured settings erecting and maintaining traffic control devices. Typical contacts include subordinates, other departmental employees, supervisors, vendors, contractors, other government agencies, and the general public.

Purpose of Contacts: Supervises, instructs, influences, motivates trains, coordinates and plans the work of subordinates engaged in road and bridge maintenance activities who are working toward mutual goals and who have basically cooperative attitudes. Obtains, clarifies, or gives facts to other departmental employees, salespersons, vendors, contractors, and other government agencies. Receives complaints from the general public which are detailed, complex and sometimes of an emergency nature - often from irate or hostile persons. Consults with supervisors to set overall objectives, determine available resource limits, set schedules and deadlines, define the scope of projects, and to determine the type of work to be done.

Physical Demands: The physical demands described here are representative of those which must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The work encompasses both field and office work. Typically, the office work is sedentary, and the employee may sit comfortably in a controlled environment to perform tasks. This part of the position has a dimension which may lead to mental and physical fatigue. The field work requires some physical exertion. While performing the duties of this job, the employee is required to stand; walk, sit, use hands to finger, handle, or feel, reach with hands and arms, climb or balance, stoop, kneel, crouch, crawl, talk or hear. The employee may occasionally be required to lift and/or move up to 70 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision and peripheral vision. The work requires sufficient body flexibility and strength to access construction projects. Exposure to machinery, heights, excessive noise, corrosive solvents, hot materials, flammable liquids and work in extremes of heat, humidity, wind and cold are expected.

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Work Environment: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Involves everyday risks or discomforts which require normal safety precautions typical of such places as offices or construction sites. Work in an office setting can result in visual attention and dexterity in computer operation. The remainder of the time, the work is performed in the field where conditions will vary greatly. While performing the duties of this job, the employee is exposed to wet and/or humid conditions, moving mechanical parts, asphalt materials with temperatures in excess of 300 degrees, petroleum products, fumes or airborne particles, toxic or caustic chemicals, outside weather conditions, extreme cold, extreme heat, and vibration. The noise level in the work environment can vary from normal to very loud. On some occasions, this employee may be required to use protective clothing such as a hard hat, safety vest, ear protection, boots, gloves, safety glasses or face shield.

Approved: _____ Date: _____
(Supervisor)

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if work is similar, related or a logical assignment of the position.

The job description does not constitute an employment agreement between the employer and the employee and is subject to change by the employer as the needs of the employer and requirements of the job change.



COMMUNITY CORRECTIONS
Contract

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

COMMISSION AGENDA REPORT

FROM: Shelly Williams, Director Riley County Community Corrections

MEETING: May 19, 2022

SUBJECT: MOA With KSU Department of Sociology, Anthropology & Social Work

PRESENTER: Shelly Williams, Director Riley County Community Corrections

BACKGROUND

We were awarded a federal US Department of Justice, Office of Justice Programs, Bureau of Justice Assistance, Adult Drug Court and Veterans Treatment Court Discretionary Grant Program on December 9, 2021, for a period of four years. Part of the grant requirement was to have an evaluation plan that included strategies to collect data, review data and use data to improve program performance.

We had to demonstrate research/evaluation independence and integrity to include appropriate safeguards.

DISCUSSION

We are collecting data throughout the program and will utilize the data and any evaluation findings supporting Drug Court's impact with regard to participant recidivism, outcomes and community outcomes to further the work. This evaluation will help us leverage resources moving forward. Jessie Hubbard in our office developed an excel spreadsheet that is helping us in collecting and tracking the data, and interfacing with K-State in the sharing of our data.

Mr. Clancy Holeman has been the key in our organization in getting this MOA and Contractual Provisions executed. His expertise and wordsmithing abilities were invaluable.

FISCAL IMPACT

\$60,000 of the \$550,000 being infused into the local economy will go to K-State to help us with the evaluation and impact of Drug Court.

RECOMMENDATION(S)

Execute the attached MOA and Contractual Provisions with K-State so the Drug Court program evaluation can commence.

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:

- ADC KSU Research & Evaluation MOA (PDF)
- ADC KSU Research & Evaluation Contractual Provisions (PDF)

MEMORANDUM OF AGREEMENT

This AGREEMENT is entered into this 1st day, of March 2022, by and between Riley County Community Corrections, 115 North 4th Street, Manhattan, Kansas 66502 (hereinafter referred to as "Sponsor") and Kansas State University, 2 Fairchild Hall, 1601 Vattier St., Manhattan, KS, 66506-1103 (hereinafter referred to as the "University"). Work will be performed at Kansas State University in the Department of Sociology, Anthropology, and Social Work.

WHEREAS, the project contemplated by this Agreement is of mutual interest and benefit to University and to Sponsor and will further instructional and research project objectives of University in a manner consistent with its status as a non-profit, tax-exempt educational institution. Funding for this project originates with the to implement an Adult Drug Court, under Grant Award #15PBJA-21-GG-04156-DGCT, Contract No. 21-04156 awarded to Riley County Community Corrections (the "Prime Agreement") and included as Attachment 1.

WHEREAS, the project contemplated by this Agreement is of mutual interest and benefit to University and to Sponsor and will further instructional and research project objectives of University in a manner consistent with its status as a non-profit, tax-exempt educational institution.

NOW, THEREFORE, the parties hereto agree as follows:

1. STATEMENT OF WORK. The University agrees to use its best efforts to perform the project as described in Appendix A hereof.
2. PRINCIPAL INVESTIGATOR/PROJECT DIRECTOR. The project will be directed by Kristen Kremer, Ph.D, LMSW. If, for any reason, (s)he is unable to continue to serve as principal investigator/project director and a mutually acceptable successor is not available, University and/or Sponsor shall have the option to terminate said program in accordance with Clause 16 - TERMINATION.
3. PERIOD OF PERFORMANCE. The project shall be conducted during the period of March 1, 2022 through September 30, 2025 and will be subject to renewal only by mutual agreement of the parties.
4. PROJECT COSTS AND PAYMENT. In consideration of the foregoing, Sponsor will reimburse University for costs incurred in the performance of the project, with an itemized accounting from University. Total reimbursement for the project shall not exceed the total estimated cost of \$60,000 over the period of Performance.

For clarification, this agreement will be incrementally funded. Current funding available and obligated for University is \$20,000 for the period of March 1, 2022 through February 28, 2023. Sponsor shall make quarterly reimbursements of \$5,000 within thirty (30) days of the receipt of an invoice from University. University will email invoices in PDF format to RCCC Administrative Assistant II, Jessie Hubbard jhubbard@rileycountyks.gov no more frequently than monthly.

Sponsor intends to continue support of the Agreement through September 30, 2025 at the following levels: March 1, 2023 to February 29, 2024 - \$20,000; and March 1, 2024 to September 30, 2025 - \$20,000.

5. **REPORTS/DELIVERABLES.** Brief progress reports of the project will be made every January 15th, April 15th, July 15th, and October 15th by University to Sponsor and a final report will be rendered within 90 calendar days after completion of the project. "Deliverables" mean the report(s) submitted to Sponsor by University which contain a summary of the results generated from the project evaluation. The parties agree that Sponsor owns any such Deliverables provided in accordance with this Agreement and Appendix A and thus may use such for any purpose without any further remuneration to University. Notwithstanding the foregoing, the parties understand and agree that University retains the right to (a) utilize the Deliverables for its academic, educational and research purposes, subject to the confidentiality provisions outlined herein, and (b) publish project results as permitted per Clause 12 – CONFIDENTIALITY/PUBLICATIONS. During the term of this Agreement, Principal Investigator/Project Director and/or s representatives of University will consult and/or meet with Director and administrative assistant of Sponsor at least quarterly to discuss progress and results, as well as on going plans of the project and University will provide project information to Sponsor as reasonably requested.
6. **FACILITIES.** The University will provide the utilities and office, laboratory and field space needed for the project.
7. [RESERVED]
8. **PUBLICITY.** Sponsor will not use the name of University, nor of any member of University's project staff, in any publicity, advertising, or news release without the prior written approval of an authorized representative of University. University will not use the name of Sponsor, nor any employee of Sponsor, in any publicity, advertising, or news release without the prior written approval of Sponsor. Sponsor will contact Cindy Hollingsworth, Executive Director, News and Communications at cholling@k-state.edu to inquire about receiving such prior written approval. University will contact Shelly L. Williams, Director, Riley County Community Corrections, swilliams@rileycountyks.gov to obtain such prior written approval.
9. **LIABILITY.** The Kansas Tort Claims Act (K.S.A. 75-6101 et seq.) sets forth the liability limits of University as an agency of the State of Kansas for the negligent or wrongful acts or omissions of its employees while acting within the scope of their employment by University.
10. **BACKGROUND INTELLECTUAL PROPERTY.** "Background Intellectual Property" means property and the legal right therein of either or both parties developed before or independent of this Agreement including inventions, patent applications, patents, copyrights, trademarks, mask works, trade secrets and any information embodying proprietary data such as technical data and computer software.

Both parties agree to provide the Background Intellectual Property necessary to complete the objectives of the project. Both parties shall retain all rights to their respective Background Intellectual Property provided for this purpose. Neither party shall assume any rights in the other party's Background Intellectual Property provided for this project other than the right to use said Background Intellectual Property to achieve the objectives of this project.
11. **PROJECT INTELLECTUAL PROPERTY.** "Project Intellectual Property" means the legal rights

relating to inventions (including Subject Inventions as defined in 37 CFR 401), patent applications, patents, copyrights, trademarks, mask works, trade secrets and any other legally protectable information, including computer software, first made or generated during the performance of this Agreement.

Ownership of Project Intellectual Property shall vest in the party whose personnel conceived the subject matter and diligently pursued reducing the subject matter to practice, and such party may perfect legal protection therein in its own name and at its own expense. Jointly made or generated Project Intellectual Property shall be jointly owned by the parties unless otherwise agreed in writing.

The parties agree to disclose to each other, in writing, each and every invention which may be patentable or otherwise protectable under the United States Patent laws in Title 35, United States Code. The parties acknowledge that they will disclose inventions to each other and the awarding agency within two (2) months after their respective inventor(s) first disclose the invention in writing to the person(s) responsible for patent matters of the disclosing party. All written disclosures of such inventions shall contain sufficient detail of the invention, identification of any statutory bars, and shall be marked confidential, in accordance with 35 U.S.C. 205.

Sponsor shall receive the first option to negotiate for a license to commercialize the Project Intellectual Property of University, subject to any rights of the Government therein. Sponsor is hereby granted an exclusive option to negotiate the terms for a license to Project Intellectual Property of University, for an initial option period of three (3) months after such invention has been reported to Sponsor.

The terms of subsequent licensing agreements for University owned and/or jointly owned Intellectual Property will be negotiated in good faith and by mutual agreement by the Parties to this Agreement.

12. **CONFIDENTIALITY/PUBLICATIONS.** During the term of this Agreement, and for a period of five (5) years thereafter, each party will maintain in confidence all confidential Background Intellectual Property and Project Intellectual Property of a party, as well as all other Confidential Information of a party disclosed by that party to the other in connection with this Project. Neither party will use, disclose or grant use of such Confidential Information except as required to perform under this Agreement. Each party will use at least the same standard of care as it uses to protect its own Confidential Information to insure that students, interns, employees, agents and consultants do not disclose or make any unauthorized use of such Confidential Information. Any student, intern, employee, agent or consultant of the receiving party must be notified of the restrictions on the use of the disclosing party's Confidential Information and must agree with those restrictions before being allowed access to the Confidential Information. Each party will promptly notify the other upon discovery of any unauthorized use or disclosure of the Confidential Information.

Either party may publish its results from this project. However, the publishing party will provide the other party a thirty (30) day period in which to review proposed publications, identify proprietary or confidential information, and submit comments. The publishing party will not publish or otherwise disclose proprietary or confidential information in accordance with the procedures described in this article and the publishing party will give full consideration to all comments before publication. Furthermore, upon request of the reviewing party, publication will be deferred for up to sixty (60) additional days for preparation and filing of a Patent application which the reviewing party has the right to file or to have filed at its request by the publishing party.

13. **EXPORT CONTROLS.** Each party acknowledges that the transfer of materials, software, technology, and/or technical information may be subject to the import, export control, and economic sanctions laws and regulations of the United States and/or other countries. The disclosing party shall notify the receiving party prior to transfer if the Materials are export controlled. The parties agree that any export controlled materials, software, technology, and/or technical information which is shared with the other party will be clearly marked as export controlled and if disclosed initially in oral form, to identify same as export controlled at the time of disclosure and to reduce to writing promptly the export controlled materials, software, technology, and/or technical information orally disclosed. The United States maintains robust trade embargos or economic sanctions against several countries and regions, including but not limited to Cuba, Iran, North Korea, Syria, and the Crimea Region of Ukraine. Therefore, it is important that the parties do not export, re-export, or transfer, any materials, software, technology, or technical information, which either party shares with the other in contravention of any applicable import, export control, or economic sanctions laws and regulations. The parties agree to obtain any and all such registrations, licenses, agreements, approvals and/or certifications, as may be required by U.S. regulations for the export of the products, services, and/or technical data being provided or developed under this Agreement before initiating any such transfer or disclosure.
14. **MODIFICATION.** Any agreement to change the terms of this Agreement in any way shall be valid when the change is made in writing and approved by authorized representatives of the parties hereto.
15. The Provisions found in Sponsor's Contractual Provisions Attachment, which is attached hereto, are hereby incorporated in this contract and made a part thereof.
16. **REPRESENTATIVES.** Designated representatives for the parties are:

	Sponsor:	University:
If Technical	Jessie Hubbard 115 N. 4 th Street Manhattan, KS 66502 785-565-6818 jhubbard@rileycountyks.gov	Kristen Kremer, Principal Investigator Kansas State University Department of Sociology, Anthropology & Social Work Manhattan, KS 66506 (785) 532-6895 Email: kpkremer@ksu.edu
If Contractual	Shelly Williams Director, Riley County Community Corrections 115 N. 4 th Street Manhattan, KS 66502 785-565-6810 swilliams@rileycountyks.gov	Paul R. Lowe Associate Vice President for Research Kansas State University 2 Fairchild Hall, 1601 Vattier St. Manhattan, KS 66506-1103 (785) 532-6804 Email: research@ksu.edu

If Financial

Jessie Hubbard
 115 N. 4th Street
 Manhattan, KS 66502
 785-565-6818
jhubbard@rileycountyks.gov

Shannon Fisher
 Director, Sponsored Programs Accounting
 Kansas State University
 Division of Financial Services
 Unger Complex
 2323 Anderson Avenue, Suite 600
 Manhattan, KS 66502
 (785) 532-6207
 Email: spaacct@ksu.edu

17. TERMINATION. Performance under this Agreement may be terminated by Sponsor upon a thirty day advance, written notice. In the event of early termination of this Agreement by Sponsor, Sponsor shall pay all costs accrued by University as of the date of the notice of termination. Reimbursement for incurred costs and obligations will not exceed the total estimated project cost as shown in Clause 4.

Performance may be terminated by University upon a thirty day advance, written notice if circumstances beyond its control preclude continuation of the project. In the event of termination on this basis, University will reimburse Sponsor for any unexpended advance payments.

IN WITNESS WHEREOF, the parties have caused these presents to be executed in duplicate as of the day and year first written above.

SPONSOR:

By:
 Title

Date: _____
 FEIN: _____



KANSAS STATE UNIVERSITY:

By: Paul R. Lowe
 Title Associate Vice President for Research

Date: 5/10/2022



APPENDIX A

PI Kremer and Co-PI Kurtz will serve as evaluators for the 21st Judicial District Court's Drug Court. As evaluator, PIs will clean, code, and maintain evaluation data collected by 21st Judicial District Court staff. Appropriate data analyses will allow evaluation of program efficacy and measure participant responses to treatment, incentives, sanctions, and allow for objective adaption the court programming. This data collection, management, and evaluation methods will allow for long-term program assessment and ensure the court's treatment is effective and adaptive to community and client needs.

Attachment to "Contract" Between Riley County (hereinafter "County"), and Kansas State University (hereinafter "Contractor").

CONTRACTUAL PROVISIONS ATTACHMENT

The undersigned parties agree that the following provisions are hereby incorporated into the contract to which it is attached and made a part thereof, said contract being dated the 19th day of May, 2022.

1. **TERMS HEREIN CONTROLLING PROVISIONS.** It is expressly agreed that the terms of each and every provision in this attachment shall prevail and control over the terms of any other conflicting provision in the contract and any other document relating to and a part of the contract in which this attachment is incorporated. All terms hereof survive termination of the contract.
2. **AGREEMENT WITH KANSAS LAW.** It is agreed by and between the undersigned that all disputes and matters whatsoever arising under, in connection with or incident to the contract shall be litigated, if at all, in and before a state Court located in the State of Kansas, County of Riley, or if in Federal Court, at a Federal Court located in Topeka, Kansas, to the exclusion of the Courts of any other states or country. All contractual promises shall be subject to, governed by, and construed according to the laws of the State of Kansas, without reference to its conflict of laws principles. Both parties submit to venue and jurisdiction in these courts. In the event an action or claim arises outside of the exclusive jurisdiction specified herein which names County as a party, Contractor agrees to initiate, consent to and/or cooperate with any and all efforts to remove the matter to the exclusive jurisdiction named herein and otherwise to take any and all reasonable actions to achieve County's objectives of this provision.
3. **COMPLIANCE WITH APPLICABLE LAWS, SERVICE STANDARDS AND REQUIRED PROCEDURES.**
 - 3.1. **Service Standards and Procedures.** Contractor shall perform the services set forth in the Contract in compliance with applicable standards and procedures specified in the Contract.
 - 3.2. **Compliance With Law.** Contractor shall comply with all applicable local, state and federal laws and regulations, in carrying out the Contract, regardless of whether those legal requirements are specifically referenced in the Contract.
4. **CASH BASIS AND BUDGET LAWS.** The right of the County to enter into the Contract is subject to the provisions of the Cash Basis Law (K.S.A. 10-1112 and 10-1113), the Budget Law (K.S.A. 79-2935), and other laws of the State of Kansas. The Contract shall be construed and interpreted so as to ensure that the County shall at all times stay in conformity with such laws. Any contract for the term of more than one year shall be interpreted by the parties to provide County the sole option to renew that Contract before the end of each one year term.
5. **TERMINATION DUE TO LACK OF FUNDING APPROPRIATION.** If, in the judgment of the Riley County Commissioners, after consultation with their Budget and Finance Officer or other county officials, sufficient funds are not appropriated to continue the function performed in the contract and for the payment of the charges hereunder,

County may terminate the contract at the end of its current fiscal year. Termination shall be effective 30 days after County mails written notice to Contractor. In the event of such termination, County agrees to give written notice of termination to contractor. The termination of the contract pursuant to this paragraph shall not cause any penalty to be charged to the County or the Contractor.

6. ANTI-DISCRIMINATION CLAUSE.

- 6.1. In carrying out the Contract, Contractor shall comply with K.S.A. 44-1001 *et seq.*
- 6.2. Contractor shall observe the provisions of the Kansas act against discrimination and the Kansas age discrimination in employment act, and shall not discriminate against any person in the performance of work under the Contract because of race, religion, color, sex, disability, national origin, ancestry, or age.
- 6.3. In all solicitations or advertisements for employees, Contractor shall include the phrase "equal opportunity employer" or a similar phrase to be approved by the Kansas Human Rights Commission.
- 6.4. If Contractor fails to comply with the provisions of K.S.A. 44-1031, requiring reports to be submitted to the Kansas Human Rights Commission when requested by that Commission, Contractor shall be deemed to have breached the Contract and it may be canceled, terminated or suspended, in whole or in part, by County.
- 6.5. If Contractor is found guilty of a violation of the Kansas act against discrimination under a decision or order of the Kansas Human Rights Commission which has become final, Contractor shall be deemed to have breached the Contract and it may be canceled, terminated or suspended, in whole or in part by County.
- 6.6. Contractor shall include the provisions of paragraphs 6.1 through 6.4 inclusively of this section in every authorized subcontract or purchase order so that such provisions will be binding upon such subcontractor of Contractor.
- 6.7. Parties to the contract understand that this paragraph number 6 is not applicable if Contractor employs fewer than four employees or if Contractor's contracts with the County cumulatively total \$5,000 or less during the County's fiscal year.

7. ACCEPTANCE OF CONTRACT. The contract shall not be considered accepted, approved or otherwise effective until the required approvals and certifications have been given and this Contractual Provisions Attachment is signed by the Board of County Commissioners of Riley County, Kansas, and the authorized signatory for Kansas State University.

8. ARBITRATION, DAMAGES, WARRANTIES. Notwithstanding any language to the contrary, no interpretation shall be allowed to find that either party has agreed to binding arbitration, or the payment of damages or penalties upon the occurrence of a contingency. Further, neither party agrees to pay attorney fees and late payment charges; and no provisions will be given effect that attempts to exclude, modify, disclaim or otherwise attempt to limit implied warranties of merchantability and fitness for a particular purpose.

9. **REPRESENTATIVE'S AUTHORITY TO CONTRACT/REQUIRED DOCUMENTATION.** By signing the Contract, the representative of Contractor thereby represents that such person is duly authorized by Contractor to execute the document on behalf of Contractor and Contractor agrees to be bound by the provisions thereof.
10. **RESPONSIBILITY FOR TAXES.** Neither party shall not be responsible for, nor indemnify the other for, any federal, state or local taxes that may be imposed or levied upon the subject matter of the contract.
11. **NO INSURANCE PROVIDED BY COUNTY.** The County shall not be required to purchase, any insurance against loss or damage to any personal property to which the contract relates, nor shall the contract require the County to establish a "self-insurance" fund to protect against any such loss or damage. Subject to any applicable provisions of the Kansas Tort Claims Act (K.S.A. 75-6101 *et seq.*), Contractor shall bear the risk of any loss or damage to any personal property to which Contractor holds title.
12. **TERM AND TERMINATION.**
- 12.1. **Term.** This Contractual Provisions Attachment shall be effective as of its date of execution by the parties and shall remain in effect during the term of the Contract, or until terminated either for convenience, breach or default, as set out herein. Thirty (30) days written notice to the breaching party is required.
- 12.2. **Termination for Cause.** If Contractor shall fail to fulfill in a timely and proper manner its obligations under the Contract, or if Contractor shall violate any of the terms, covenants, conditions, or stipulations of the Contract, County shall thereupon have the right to terminate the Contract by promptly giving written notice to Contractor of such termination and specifying the reasons for the termination and the effective date thereof, and after allowing 30 days to cure. A breach shall include, but not be limited to, failure to comply with any or all items contained in the Contract and any appendices, exhibits or amendments thereto, if any. All disputes arising out of or relating to this Agreement, or the breach or default of this Agreement, will be determined solely by a court having competent jurisdiction, and the parties involved in such dispute hereby consent to the jurisdiction of such courts.
- 12.3. Notwithstanding the above, Contractor shall not be relieved of liability to County by virtue of any breach of the Contract by Contractor.
- 12.4. **Termination for Convenience.** County may terminate the Contract in whole or in part, upon thirty (30) days written notice to Contractor, stating the effective date of the termination for convenience.
- 12.5. **Payment Calculation Upon Termination.** In the event of termination under the Contract by either party, any amount owed Contractor will be calculated based solely upon payment for fair value of acceptable services provided by Contractor to the point of termination, which fair value is not the subject of a good faith dispute. That determination of fair value of acceptable services shall be agreed upon by the parties.

13. **INDEPENDENT CONTRACTOR RELATIONSHIP.** It is agreed that the legal relationship between Contractor and County is of a contractual nature. Both parties assert and believe that Contractor is acting as an independent contractor in providing the services and performing the duties required by County hereunder. Contractor is at all times acting as an independent contractor and not as an officer, agent, or employee of County. As an independent contractor, Contractor, and employees of Contractor, will not be within the protection or coverage of County's worker's compensation insurance, nor shall Contractor, and employees of Contractor, be entitled to any current or future benefits provided to employees of County. Further, County shall not be responsible for withholding of social security, federal, and/or state income tax, or unemployment compensation from payments made by County to Contractor. Contractor shall supply all labor, equipment, supplies and materials necessary to complete the required services, at Contractor's sole expense.

14. **PERSONNEL.**

14.1. **Qualified Personnel.** Contractor represents that it has, or shall secure at its own expense, all personnel required in performing the services under the Contract. Such personnel shall not be employees of or have any other contractual relationship with County. All personnel engaged in the work shall be fully qualified according to the laws of the State of Kansas and the provisions of this Contract.

14.2. **Minimum Wages.** Contractor will comply with the minimum wage and maximum hours provisions of the Federal Fair Labor Standards Act.

14.3. **Employee Conflict of Interest.** Contractor shall establish safeguards to prohibit employees from using their positions for a purpose that is or gives the appearance of being motivated by a desire for private gain for themselves or others, particularly those with whom they have family, business, or other ties.

15. **PROHIBITION OF CONFLICTS OF INTEREST.**

15.1. **Interest of Public Officials and Others.** No officer or employee of Riley County, no member of its governing body, and no other public official who exercises any functions or responsibilities in the review or approval of the undertaking or carrying out of the Contract shall participate in any decision relating to the Contract which affects such person's personal interest or the interest of any corporation, partnership, or association in which such person is directly or indirectly interested; nor shall any officer or employee of Riley County or any member of its governing body or other public official have any interest, direct or indirect, in the Contract or the proceeds thereof.

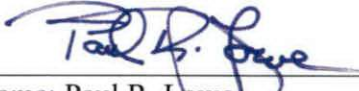
15.2. **Interest of Contractor.** Contractor covenants that it presently has no interest and shall not acquire any interest, direct or indirect, which would conflict in any manner or degree with the performance of services required to be performed under the Contract.

- 15.3. **Notice to Bidders.** Requests for proposal or invitations for bid issued by Contractor to implement the Contract will provide notice to prospective bidders that Riley County's conflict of interest provision is applicable and that prospective bidders who develop or draft specifications, requirements, statements of work and/or RFPs for a proposed procurement shall be excluded from bidding or submitting a proposal to compete for the award of such procurement.
16. **ASSIGNMENT.** Neither the Contract nor any rights or obligations hereunder shall be assigned or otherwise transferred by either party without the prior written consent of the other.
17. **SUBCONTRACTING.** None of the work or services covered by the Contract shall be subcontracted without the prior written approval of County. All approved subcontracts must conform to all terms set forth in the Contract and the Contractual Provisions Attachment.
18. **RECORDS, REPORTS AND INSPECTION.**
- 18.1. **Documentation of Costs.** All costs incurred by Contractor for which Contractor purports to be entitled to reimbursement under the express terms of the Contract shall be supported by properly executed payrolls, time records, invoices, contracts or vouchers, or other official documentation evidencing in proper detail the nature and propriety of charges. All checks, payrolls, invoices, contracts, vouchers, orders or other accounting documents pertaining in whole or in part to the Contract shall be clearly identified and readily accessible to both parties to the Contract.
- 18.2. **Maintenance of Records.** Except as otherwise authorized by County, Contractor shall retain such documentation for a period of three (3) years after receipt of any applicable final expenditure report under the Contract, unless action, including but not limited to litigation or audit resolution proceedings, necessitate maintenance of records beyond this three (3) year period.
- 18.3. **Contractor's Purchasing Procedure.** Contractor certifies that it does not practice any form of discrimination based on race, ethnic origin, gender or religion or disability in its purchasing procedures. Contractor agrees to make available a written description of its purchasing procedures if requested by County.
19. **METHOD OF BILLING AND PAYMENT.**
- 19.1. **Billing Procedures.** Contractor agrees that billings and payments under the Contract shall be processed in accordance with established budgeting, purchasing and accounting procedures of Riley County, Kansas. Subject to the maximum amount of compensation prescribed herein, payment shall be made after receipt of billing, and the amount of payment shall not exceed the maximum amount allowed by the Contract.

- 19.2. **Support Documentation.** Billing shall be supported with documentation required by County including, but not necessarily limited to, that documentation described in paragraph 18.1, above.
- 19.3. **Reimbursement Restrictions.** Payments shall be made to Contractor only for items and services provided to support the Contract purpose when such items and services are specifically authorized by the Contract. County reserves the right to disallow reimbursement for any item or service billed by Contractor if County believes that such item or service was not provided to support the Contract purpose, or was not authorized by the Contract.
- 19.4. **Pre-disbursement Requirements.** Contractor must provide to County the documentation required pursuant to the Contract prior to any disbursements being made by County to Contractor.
20. **LICENSES AND PERMITS.** Contractor shall maintain all licenses, permits, certifications, bonds, and insurance required by federal, state or local authority for carrying out the Contract. Contractor shall notify County immediately if any required license, permit, bond or insurance is canceled, suspended or is otherwise ineffective. Such cancellation, suspension, or other ineffectiveness may form the basis for immediate revocation or cancellation of the Contract by County, in County's sole discretion.
21. **PUBLIC DOCUMENTS.** It is agreed that the Contract, and all subsequent agreed amendments or addenda thereto are public documents which will be filed with the Riley County Clerk, and will be open to public inspection.
22. **LIMITATION OF LIABILITY.** It is agreed that notwithstanding any language in the Contract to the contrary, County waives no defense, immunity or limitation of liability otherwise available to County under the terms of the Kansas Tort Claims Act or other applicable law.
23. **SURVIVABILITY.** All terms of this Contractual Provisions Attachment shall survive termination of the Contract.

Contractor

KANSAS STATE UNIVERSITY

By: 
 Name: Paul R. Lowe
 Associate Vice President for Research

5/10/2022
 Date

CountyBOARD OF COUNTY COMMISSIONERS
OF RILEY COUNTY, KANSAS

By: _____
 _____, Chairman

 Date

ATTEST: (seal)

 Rich Vargo, County Clerk

Approved as to Form

By: _____
 Clancy Holeman
 Riley County Counselor

Date: _____



COMMUNITY CORRECTIONS
Grant

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

COMMISSION AGENDA REPORT

FROM: Shelly Williams, Director, Riley County Community Corrections

MEETING: May 19, 2022

SUBJECT: FY23 Reinvestment Grant

PRESENTER: Shelly Williams, Director, Riley County Community Corrections

BACKGROUND

KDOC Juvenile Services first released a Request For Proposal in FY18 called "Reinvestment Grants and Regional Collaboration Grants". 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.

The 21st Judicial District was eligible to receive a maximum award amount of \$67,230.00 each year.

All grantees were eligible for two additional one-year renewals after the initial grant year. While submission of a new application is not required for continued funding, grantees who demonstrated program operation and implementation were invited to complete a revised budget for the upcoming fiscal years; a brief narrative of needed changes, including budgetary and programmatic; and a description of any quality assurance mechanisms implemented by grantee to ensure program is adhering to evidence-based practices.

DISCUSSION

We have completed the required documentation in hopes of receiving funding for the third of three years of the Reinvestment Grant. Upon your approval the documentation will be submitted for consideration. The award period is July 1, 2022 through June 30, 2023.

As you know, the \$67,230.00 that we are eligible to apply for does not pay for the entire position of the Youth Court Coordinator, only 75.5% for this next fiscal year.

FISCAL IMPACT

The infusion of \$67,230.00 in 2017 that supplanted County funds and reduced County-funded personnel costs, remains constant at \$67,230 in state general funds coming into Riley County.

RECOMMENDATION(S)

Approve for submission to the KDOC the FY23 Reinvestment Grant Renewal to pay for 75.5% of the Youth Court Immediate Intervention Program Coordinator position.

POSSIBLE MOTION(S)

Move to approve for submission to the KDOC the FY23 Reinvestment Grant Renewal to pay for 75.5% of the Youth Court Immediate Intervention Program Coordinator position.

Move to deny

Move to modify

Move to table

No action required.

The Board agreed by consensus to

Enclosures:

- FY2021 2023 Reinvestment Grant Application (DOCX)
- Auto Color0029 (PDF)

Reinvestment Grant & Regional Collaboration Grant Renewal FY 2021 thru FY2023

Application Submission

Please submit completed applications to: KDOC_JS_Grants@ks.gov

Applications must be submitted no later than 5:00pm on Friday, May 27, 2022.

Appendix A

Application for Reinvestment Grant & Regional Collaboration Grant FY 2021 thru FY2023

Contact Information

In this section, please provide contact information for follow-up questions and quarterly reports submissions.

Riley County Community Corrections Juvenile Services

Shelly Williams, Director

115 N. 4th Street

Manhattan, KS 66502

swilliams@rileycountyks.gov

785-565-6810

785-565-6819 Fax

Description of Proposed Program or Service

Please describe your goal and purpose that you desire to achieve with the proposed services in this application. Please include what behavior or criminogenic needs the services seek to target.

The purpose of our Youth Court IIP Program is to provide an opportunity for an immediate intervention process by which youth may avoid prosecution. The goal is to offer a program wherein not only does the juvenile avoids prosecution, thus avoiding having a criminal record, they are held accountable for their actions while gaining cognitive behavior skills.

The criminogenic needs that 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. We utilize the YLS/CMI SV or short version to assess youths' risks and needs.

Target Population

Please describe who the proposal seeks to serve and the projected number of youth per year.

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 to 17 years of age who are considered lower risk. Additionally, the Riley County Attorney's Office reviews law enforcement reports on juvenile offenders who have fewer than two prior adjudications for possible participation. We anticipate serving 35 juveniles per year.

Data

For renewals please provide a summary of data tracked previously in your district.

Data that we have tracked over the years includes: gender, age, race, ethnicity, YLS/CMI score & risk level, level of supervision, offense information, restitution owed/paid, fees assessed/paid, community service hours, referrals made, education & employment status, residence, MDT information, length of supervision, new arrest information, completion status, reason for unsuccessful completion. We also track drug/alcohol service referrals for those participants assigned for a drug/alcohol offense. In addition, we track jury or juror information.

Data that we began tracking upon this grant award includes the below:

Outcome	Target
Percent of youth living at home at completion of program	100%
Percent of youth living at home 1 year after completion of program	90%
Percent of youth in school and/or working at completion of program	90%
Percent of youth in school and/or working 1 year after completion of program	90%
Percent of youth with no new arrests at completion of program	80%
Percent of youth with no new arrests 1 year after completion of program	80%
Percent of youth successfully completing program	80%

Evidence-base for Proposed Program or Service

Please include credentials or documentation supporting the proposal as a promising or evidence-based program or practice.

Youth Court is recognized as a Promising Program within the Office of Juvenile Justice and Delinquency Prevention Model Programs Guide. <http://www.crimesolutions.gov/ProgramDetails.aspx?ID=328>

Award Amount Funds Requested

FY23 Reinvestment Grant Allocations

District	Admin County	Reinvestment Grant Allocation
21st JD	Riley	\$67,230.00

Outcomes

Please define what outcome measures will be used to determine if program or service is working as proposed.

Outcome	Target
Percent of youth living at home at completion of program 11 out of 13 were living at home at completion of program (2 were in DCF OOH placement on program start date)	85%
Percent of youth living at home 1 year after completion of program 5 out of 8 youth living at home 1 year after completion of program (2 remained in DCF OOH placement 1 year after completion of program)	63%

FY21 thru FY23 Reinvestment Grant | KDOC-Juvenile Services

Revised 2-6-2020

Percent of youth in school and/or working at completion of program	92%
12 out of 13 youth in school and/or working @ completion of program	✓
Percent of youth in school and/or working 1 year after completion of program	88%
7 out of 8 youth in school and/or working 1 year after completion of program	
Percent of youth with no new arrests at completion of program	92%
12 out of 13 youth w/ no new arrest @ completion of program	✓
Percent of youth with no new arrests 1 year after completion of program	88%
7 out of 8 youth w/ no new arrests 1 year after completion of program	✓
Percent of youth successfully completing program	85%
11 out of 13 youth successfully completed the program	✓

Attachment: FY2021 2023 Reinvestment Grant Application (12140 : Reinvestment Grant)

Appendix C

AGREEMENT CONDITIONS OF GRANT Juvenile Justice Reinvestment and Regional Collaboration Grants

A grant is hereby awarded, commencing on the ____ day of _____, 2022, from the Kansas Department of Corrections, Juvenile Services, hereinafter referred to as “KDOC-JS,” to the **RILEY County Board of County Commissioners**, hereinafter referred to as “GRANTEE.” This grant and conditions, to which both parties agree, and which are enumerated below, remain effective until June 30, 2023. Acceptance of reinvestment grant funds indicates GRANTEE’S acknowledgement of, and intent to comply with, all the conditions outlined below.

I. GRANTEE AGREES TO:

- A. Utilize grants funds for the development, implementation, operation and improvement of juvenile community correctional services pursuant to K.S.A. 75-7038 through 75-7053 and amendments thereto, as submitted in the GRANTEE’S reinvestment grant application.
- B. Allocate expenditures only for activities, events, or conferences that occur within the grant award period.
- C. Assume the authority and responsibility for funds received through KDOC-JS in accordance with the provisions of the KDOC-JS Financial Rules, Guidelines and Reporting Instructions, <http://www.doc.ks.gov/publications/juvenile/financial-rules>
- D. Provide administrative oversight to enhance the operational and evaluation procedures by assessing program efficiency and effectiveness of juvenile justice programs funded by the reinvestment grant funds.
- E. Adhere to all applicable Federal and State laws and regulations, the Interstate Compact for Juveniles, K.S.A. 38-1008 *et seq.*, as well as KDOC-JS standards, policies and procedures. GRANTEE shall be responsible for any and all costs associated with non-compliance under this section.
- F. Expend KDOC-JS funds in accordance with GRANTEE’S Reinvestment Grant or Regional Collaboration Grant. Obtain advance approval in writing by the Deputy Secretary of KDOC-JS 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.
- G. 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-JS within thirty (30) days.
- H. 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-JS may reduce the amount of the grant award.
- I. Follow all applicable state and federal laws related to confidentiality of information regarding 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.
- J. Neither assume nor accept any liability for the actions or failures to act, either professionally or otherwise, of KDOC-JS, its employees and/or its contractual agents.
- K. Not consider employees or agents of the GRANTEE as agents or employees of KDOC-JS. 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 engaged in work authorized by this Grant.
- L. Not hold KDOC-JS 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.

- M. Submit problems or issues regarding the terms of this grant in writing to the Deputy Secretary of Juvenile Services for final review and resolution.
- N. 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.
- O. 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.
- P. Provide services to applicable juvenile offenders residing or adjudicated in GRANTEE's Judicial District. GRANTEE may serve juvenile offenders residing or adjudicated outside of their Judicial District if it is part of the Regional Collaboration Grant.
- Q. Maintain books, records, documents, and other evidence in a manner that accurately reflects receipts and expenditures of all programs funded by this grant.
- R. Not use state funds allocated through this grant to supplant GRANTEE'S present Federal, State or local funding of services or programs.
- S. Maintain records and submit reports containing such information and at such times as required by KDOC-JS.
- T. Attend all applicable training sponsored by KDOC-JS.
- U. Enter into agreements with member counties and/or private, public or not-for-profit entities for the delivery of services in order to maximize the effective and efficient use of state resources. All agreements between GRANTEE and member counties or subcontractors shall be in writing and shall require compliance with these award conditions. GRANTEE shall be responsible for ensuring member county and/or subcontractor compliance with these grant conditions, KDOC-JS Juvenile Intake and Assessment Standards, KDOC-JS Community Agency Supervision Standards, the Financial Rules and Guidelines for Graduated Sanctions and Prevention Block Grants, and state and federal law. If requested by KDOC-JS, the GRANTEE shall forward a copy of all such agreements to KDOC-JS indicating compliance with this condition.

II. JUVENILE SERVICES AGREES TO:

- A. Provide oversight necessary to support the Juvenile Justice Reform Act and the Reinvestment and Regional Collaboration Grants.
- B. Delegate authority to Grantee to sign consents necessary in the administration of programs for juvenile offenders in the custody of the Kansas Department of Corrections, Juvenile Services, to GRANTEE or its designees.
- C. 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-JS within thirty (30) days.
- D. Conduct audits and reviews of GRANTEE to determine their level of compliance with the KDOC-JS Financial Rules and Guidelines and all applicable laws, regulations, and policies. In the event of a finding of unsatisfactory compliance with its obligations under this Agreement, or a finding based upon other evidence of a serious violation and/or lack of compliance with Agreement, all applicable Federal and State laws and regulations, as well as KDOC-JS field standards, policies and procedures, KDOC-JS may withhold part or all of any grant due or to become due to GRANTEE as payment for services rendered hereunder.
- E. Neither assume nor accept any liability for the actions or failure to act, either professionally or otherwise, of GRANTEE, its employees and/or its contractual agents.

SIGNATORY APPROVAL

FY 2023 Kansas Department of Corrections
Reinvestment Grant Funds
Budget Summary and Budget Narrative

Agency Name: Riley County Community Corrections

Director/Administrative Contact

I hereby certify by my signature that I have developed my agency's FY 2023 Budget Summary and Budget Narrative attached hereto, and that I have reviewed the Budget Summary and Narrative for accuracy. I further certify that I find the Budget Summary and Narrative complies with applicable Kansas Statutes, regulations, and Kansas Department of Corrections Standards.

Shelly Williams

Name (typed or printed)

Signature

Date

Advisory Board Chairperson

I hereby certify by my signature below that the Corrections Advisory Board has approved the attached FY2023 Budget Summary and Narrative

Linda Teener

Name (typed or printed)

Signature

Date

COUNTY COMMISSION CHAIRPERSON (Sponsoring County)

I hereby certify by my signature below that the Board of County Commissioners has approved the attached FY 2023 Budget Summary and Narrative

Riley County

County

Greg McKinley

Name of Chairperson (Typed or Printed)

Signature

Date

COUNTY FISCAL OFFICER (Sponsoring County)

I hereby certify by my signature below that the County Fiscal Officer has approved the attached FY 2023 Budget Summary and Narrative

Darell Edie

Name of Fiscal Officer (Typed or Printed)

Signature

Date

FY 2023
PERSONNEL BUDGET FY23 Reinvestment Grants
RILEY COUNTY COMMUNITY CORRECTIONS

\$ 67,230.00
Total
Personnel

PERSONNEL SECTION (non-Admin)

				Change percentage below if needed				Enter Dollar amounts below										Total Benefits	Total Personnel
Name	JUV FTI Position Title	Salary	Longevity or bonus	Total Salary	FICA SS & Medicare	KPERS	State Unemp	State Workers Comp	Health Ins	Life Ins	Other benefit	other benefit	other benefit	FICA SS & Medicare	KPERS	State Unemployment	State Workers Comp		
1	Sara Darnell	Youth Court Coordinator	60,312.52	\$ 60,312.52	7.65%	9.90%	0.10%	0.00%	\$ 16,425.60		\$ 1,597.56			\$ 4,613.91	\$ 5,970.94	\$ 60.31	\$ -	\$ 28,668.32	\$ 88,980.84
2		TBP by Core Funding	(15,078.13)	\$ (15,078.13)	7.65%	9.90%	0.10%	0.00%	\$ (3,612.03)		\$ (399.39)			\$ (1,153.48)	\$ (1,492.73)	\$ (15.08)	\$ -	\$ (6,672.71)	\$ (21,750.84)
3				\$ -	7.65%	9.90%	1.00%	1.00%						\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
4				\$ -	7.65%	9.90%	1.00%	1.00%						\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
5				\$ -	7.65%	9.90%	1.00%	1.00%						\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total non-admin				\$ 45,234.39					\$ 12,813.57	\$ -	\$ 1,198.17	\$ -	\$ -	\$ 3,460.43	\$ 4,478.20	\$ 45.23	\$ -	\$ 21,995.61	\$ 67,230.00
Total Personnel				\$ 45,234.39					\$ 12,813.57	\$ -	#####	\$ -	\$ -	\$ 3,460.43	\$ 4,478.20	\$ 45.23	\$ -	\$ 21,995.61	\$ 67,230.00

Narrative Comments: Please describe what each position will do and how you determined the splits used for each grant in the box below:

This position will coordinate Youth Court IIP from A to Z. This grant only pays for 75.5% of an FTE.

Attachment: Auto Color0029 (12140 : Reinvestment Grant)

FY 2023
BUDGET SUMMARY FY23 Reinvestment Grants
RILEY COUNTY COMMUNITY CORRECTIONS

Total Reinvestment Grant:
\$ 67,230.00

		Reinvestment Grant		Total	
1 PERSONNEL					
Non-Admin PERSONNEL					
Salary	\$	45,234.39	\$	45,234.39	
Benefits	\$	21,995.61	\$	21,995.61	
TOTAL PERSONNEL:	\$	67,230.00	\$	67,230.00	
2 AGENCY OPERATIONS					
2A Travel	\$	-	\$	-	
2B Training	\$	-	\$	-	
2C Communications	\$	-	\$	-	
2E Supplies	\$	-	\$	-	
2F Facility	\$	-	\$	-	
2G Contractual	\$	-	\$	-	
TOTAL AGENCY OPERATIONS:	\$	-	\$	-	
3 CLIENT SERVICES					
Drug Testing Supplies	\$	-	\$	-	
Drug Testing Services	\$	-	\$	-	
Substance Abuse Evaluations	\$	-	\$	-	
Substance Abuse Treatment	\$	-	\$	-	
Mental Health Evaluations	\$	-	\$	-	
Mental Health Treatment	\$	-	\$	-	
Sex Offender Evaluations	\$	-	\$	-	
Sex Offender Treatment	\$	-	\$	-	
Academic Education Services	\$	-	\$	-	
Vocational Education Services	\$	-	\$	-	
Transportation Assistance (client transportation and/or bus tickets, etc.)	\$	-	\$	-	
Housing Assistance	\$	-	\$	-	
Subsistence	\$	-	\$	-	
Cognitive Skills	\$	-	\$	-	
Client Incentives	\$	-	\$	-	
Electronic Monitoring Services	\$	-	\$	-	
Surveillance Services	\$	-	\$	-	
Clothing, Food and General Needs Assistance	\$	-	\$	-	
Counseling (Group or Individual, ie social skills, anger management, etc.)	\$	-	\$	-	
	0 \$	-	\$	-	
	0 \$	-	\$	-	
	0 \$	-	\$	-	
	0 \$	-	\$	-	
Total Client Services		0.00		0.00	
			\$	-	
Total Non-Personnel:	\$	-	\$	-	
			\$	-	
Total Budget per grant:	\$	67,230.00	\$	67,230.00	

Attachment: Auto Color0029 (12140 : Reinvestment Grant)



AGENDA
JOINT CITY/COUNTY/COUNTY MEETING
CITY COMMISSION ROOM
THURSDAY, MAY 19, 2022
4:00 P.M.

1. [Master Food Plan Overview](#) (Eileen Horn, Project Manager, and Caroline Myran, Project Manager, New Venture Advisors; and Vickie James, Coordinator, Food and Farm Council)

[PowerPoint Presentation](#)



This meeting is being held in the City Commission Room at City Hall, 1101 Poyntz Avenue. In accordance with provisions of the ADA, every attempt will be made to accommodate the needs of persons with disabilities. Please contact the Human Resources Department (587-2443) for assistance.