



**Board of Riley County
Commissioners
Regular Meeting
Agenda
June 01, 2023**

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

Cindy Kabriel
785-565-6200

Commission Chambers

8:30 AM

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

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

[District 1 – John Ford, Vice Chair](#)

8:30 AM

Call to Order

Pledge of Allegiance

Public Comment

1. Public Comments

Commission Comments

2. Commission Comments

Business Meeting

3. Sign Tax Roll Corrections
4. Highway Use Permit, Evergy
5. Approve payroll/accounts payables (when completed)

Review Minutes

6. Board of Riley County Commissioners - Regular Meeting - May 25, 2023 8:30 AM

Review Tentative Agenda

7. Tentative Agenda

Press Conference Topics

8. Discuss Press Conference

9:00 AM

Laurie Harrison, Emergency Management Coordinator

9. Local Emergency Operation Plan Concurrence

9:15 AM

Michael Boller, Noxious Weed Director

10. Riley County Noxious Weed Staff Update

9:30 AM

Anna Burson, Appraiser

11. Appraiser's Office June 1st Staff Update

9:45 AM

Jim Genandt, MATC

12. 2024 MATC FUNDS REQUEST

- 10:00 AM Amanda Webb, Planning/Special Projects Director**
13. Planning & Development - Staff Update
- 10:15 AM Clancy Holeman, Counselor/Director of Administrative Services**
14. Administrative Work Session
15. Small City Sales Tax Loss Reimbursement Agreement—City of Ogden
16. Executive session to discuss confidential legal advice regarding potential litigation issues
- 10:35 AM Carson Kober, Sunflower Children's Collective**
17. SUNFLOWER CHILDRENS COLLECTIVE FORMERLY CASA
- 10:45 AM John Ellermann, Public Works Director/County Engineer**
18. Tuttle Cove Rd - Vacation of Right-of-Way
19. Ogden Scenic Overlook Park - Carl Treece
- 11:05 AM Darell Edie, Budget and Finance Officer**
20. GEN-GEN, CIP, BOND & INT, ECO DEVO, RCPD, FUND 53 OPIOID
- 11:20 AM Julie Gibbs, Health Department Director**
21. RCHD Out of State Travel Request
- 11:25 AM Elizabeth Ward, Human Resource Director**
22. Update to Pandemic-related leave policy
- 11:35 AM Elizabeth Ward, Human Resource Director**
23. NACo High Performance Leadership Academy and Flint Hills Regional Leadership Program Nominees
- 11:45 AM Clancy Holeman, Counselor/Director of Administrative Services**
24. Request to refill position – County Counselor

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
Tax Roll Correction

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

COMMISSION AGENDA REPORT

FROM: Lori Muir, Real Estate Specialist

MEETING: June 1, 2023

SUBJECT: Sign Tax Roll Corrections

PRESENTER: Rich Vargo, County Clerk

POSSIBLE MOTION(S)

Move to approve the Tax Roll Corrections.

Move to deny

Move to modify

Move to table

No action required.

The Board agreed by consensus to

Enclosures:

- image29873 (PDF)

TAX ROLL CORRECTION
REAL ESTATE

Printed by LMUIR

2023/05/30

Taxpayer ID SUBE0004
Owner ID SUBE0004

Control # 2023000223

Tax Year 2022
Tract # 108029

SUBER, ANDREW M

CAMA # 203-06-2-70-03-006-00-0-01

NORTHVIEW ACRES #2
LOT 29

15364 254TH

TU 2 Manhattan City
Parcel 47990

LAWRENCE, KS 66044-7122

USD 383

Property Address 820 CHURCH AVE

APPRAISER SECTION (Value)

2023/05/30 LMUIR

APPROVED

Appraised Prior to Correction:

CL	Land	Imp	Total
RU	18810	26530	45340

Total	18810	26530	45340
-------	-------	-------	-------

Assessed Prior to Correction:

RU	2163	3051	5214
----	------	------	------

Total	2163	3051	5214
SB41	4600		

Appraised After Correction:

CL	Land	Imp	Total
RU	18810	2670	21480

Total	18810	2670	21480
-------	-------	------	-------

Assessed After Correction:

RU	2163	307	2470
----	------	-----	------

Total	2163	307	2470
SB41	2470		

Net Change	23860-
------------	--------

Net Change	2744-
------------	-------

Total	2744-
SB41	2130-

CLERK SECTION (Tax)

2023/05/30 LMUIR

ORDER PRINTED

Tax Prior to Correction:

Levy 156.46900	Gen Tax	815.84
	SB41 \$	92.00
SB41 Tax Dollars		723.84

Tax After Correction:

Levy 156.46900	Gen Tax	386.48
	SB41 \$	49.40
SB41 Tax Dollars		337.08

Net Change

Net Change	429.36-
	42.60-
	386.76-

TREASURER SECTION (Summary)

Net Change in Assessed Value
(no SB41 influence)

Applicable Mill Levy	156.46900
Net Change in Levied Tax Dollars	429.36-

Net Change in SB41 Exemption

42.60-

Type of Correction DECREASE

Correction Code TP TAX PROTEST

Rate 2.00%

Tax Statement # 28752

Comments PUP adjustment per Appraiser

Net Change in Total Tax Dollars

386.76-

Owner SUBE0004

SUBER, ANDREW M

By order of the Board of County Commissioners of RILEY COUNTY, Kansas.

(Per K.S.A. 1475, 1701, 1701a, and 1702)

(Date)

Approved by Commission:

Attest by County Clerk:

Attachment: image29873 (13464 : Tax Roll Corrections)

TAX ROLL CORRECTION
REAL ESTATE

Printed by LMUIR

2023/05/30

Taxpayer ID SUBE0004
Owner ID SUBE0004Control # 2023000224Tax Year 2022
Tract # MA35033

SUBER, ANDREW M

CAMA # 176-23-0-40-02-014-00-0-01MOBILE GARDENS
LOT 33

15364 254TH

TU 130 Manhattan Township
Parcel 10040

LAWRENCE, KS 66044-7122

USD 383Property Address 4621 FREEMAN RD

APPRAISER SECTION (Value)

2023/05/30 LMUIR

APPROVED

Appraised Prior to Correction:

CL	Land	Imp	Total
RR	9190	69150	78340

Total	9190	69150	78340
-------	------	-------	-------

Assessed Prior to Correction:

RR	1057	7952	9009
----	------	------	------

Total	1057	7952	9009
SB41	4600		

Appraised After Correction:

CL	Land	Imp	Total
RR	9190	15980	25170

Total	9190	15980	25170
-------	------	-------	-------

Assessed After Correction:

RR	1057	1838	2895
----	------	------	------

Total	1057	1838	2895
SB41	2895		

Net Change	53170-
------------	--------

53170-

Net Change

6114-

Total	6114-
SB41	1705-

CLERK SECTION (Tax)

2023/05/30 LMUIR

ORDER PRINTED

Tax Prior to Correction:

Levy 119.50800	Gen Tax	1076.66
	SB41 \$	92.00

SB41 Tax Dollars	984.66
------------------	--------

Tax After Correction:

Levy 119.50800	Gen Tax	345.98
	SB41 \$	57.90

SB41 Tax Dollars	288.08
------------------	--------

Net Change

730.68-

34.10-

696.58-

TREASURER SECTION (Summary)

Net Change in Assessed Value

(no SB41 influence)	6114-
---------------------	-------

Applicable Mill Levy	119.50800
----------------------	-----------

Net Change in Levied Tax Dollars	730.68-
----------------------------------	---------

Net Change in SB41 Exemption	34.10-
------------------------------	--------

Net Change in Total Tax Dollars	696.58-
---------------------------------	---------

Type of Correction DECREASE

Correction Code TP TAX PROTEST Rate 2.00%Tax Statement # 28753Comments PUP adjustment per AppraiserOwner SUBE0004SUBER, ANDREW MBy order of the Board of County Commissioners of RILEY COUNTY, Kansas.
(Per K.S.A. 1475, 1701, 1701a, and 1702)

(Date)

Approved by Commission:

Attest by County Clerk:

TAX ROLL CORRECTION
REAL ESTATE

Printed by LMUIR

2023/05/30

Taxpayer ID BANK0015
Owner ID ORNL0001Control # 2023000225Tax Year 2022
Tract # 061010ORN LLC
% BRIAN NELSON
12603 DELMAR STCAMA # 216-13-0-10-06-002-00-0-01HARRIS ADDN
LOT 10

LEAWOOD, KS 66209-2292

TU 2 Manhattan City
Parcel 37410
USD 383Property Address 2015 HUNTING AVE

APPRAISER SECTION (Value)

2023/05/30 LMUIR

APPROVED

Appraised Prior to Correction:

CL	Land	Imp	Total
RU	37560	147870	185430

Total	37560	147870	185430
-------	-------	--------	--------

Assessed Prior to Correction:

RU	4319	17005	21324
----	------	-------	-------

Total	4319	17005	21324
SB41	4600		

Appraised After Correction:

CL	Land	Imp	Total
RU	37560	22180	59740

Total	37560	22180	59740
-------	-------	-------	-------

Assessed After Correction:

RU	4319	2551	6870
----	------	------	------

Total	4319	2551	6870
SB41	4600		

Net Change	125690-
------------	---------

Net Change	125690-
------------	---------

Net Change	14454-
------------	--------

Total	14454-
SB41	

CLERK SECTION (Tax)

2023/05/30 LMUIR

ORDER PRINTED

Tax Prior to Correction:

Levy 156.46900	Gen Tax	3336.54
	SB41 \$	92.00

SB41 Tax Dollars	3244.54
------------------	---------

Tax After Correction:

Levy 156.46900	Gen Tax	1074.94
	SB41 \$	92.00

SB41 Tax Dollars	982.94
------------------	--------

Net Change	2261.60-
------------	----------

Net Change	2261.60-
------------	----------

TREASURER SECTION (Summary)

Net Change in Assessed Value

(no SB41 influence)	14454-
Applicable Mill Levy	156.46900

Net Change in Levied Tax Dollars	2261.60-
----------------------------------	----------

Net Change in SB41 Exemption

Type of Correction DECREASECorrection Code TP TAX PROTEST Rate 2.00%Tax Statement # 1987Comments PUP adjustment per AppraiserOwner ORNL0001
ORN LLC

Net Change in Total Tax Dollars	2261.60-
---------------------------------	----------

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

(Date)

Approved by Commission: _____

Attest by County Clerk: _____

Attachment: image29873 (13464 : Tax Roll Corrections)

TAX ROLL CORRECTION
REAL ESTATE

Printed by LMUIR

2023/05/30

Taxpayer ID BEDR0003
Owner ID BEDR0003

Control # 2023000226

Tax Year 2022
Tract # 094018

BEDROS, IMAD V

CAMA # 203-06-2-70-05-021-00-0-01

NORTHVIEW ACRES
LOT 18

2011 PLYMOUTH RD

TU 2 Manhattan City
Parcel 43830

MANHATTAN, KS 66503-7542

USD 383

Property Address 806 SMITH ST

APPRAISER SECTION (Value)

2023/05/30 LMUIR

APPROVED

Appraised Prior to Correction:

CL	Land	Imp	Total
RU	18870	138330	157200
—	—	—	—
—	—	—	—
—	—	—	—
Total	18870	138330	157200

Assessed Prior to Correction:

RU	2170	15908	18078
—	—	—	—
—	—	—	—
—	—	—	—
Total	2170	15908	18078
SB41	4600	—	—

Appraised After Correction:

CL	Land	Imp	Total
RU	18870	86790	105660
—	—	—	—
—	—	—	—
—	—	—	—
Total	18870	86790	105660

Assessed After Correction:

RU	2170	9981	12151
—	—	—	—
—	—	—	—
—	—	—	—
Total	2170	9981	12151
SB41	4600	—	—

Net Change
51540-
—
—
—
51540-

Net Change
5927-
—
—
—
5927-

Total
5927-
SB41

CLERK SECTION (Tax)

2023/05/30 LMUIR

ORDER PRINTED

Tax Prior to Correction:		
Levy 156.46900	Gen Tax	2828.66
	SB41 \$	92.00
SB41 Tax Dollars		2736.66

Tax After Correction:		
Levy 156.46900	Gen Tax	1901.26
	SB41 \$	92.00
SB41 Tax Dollars		1809.26

Net Change
927.40-
—
927.40-

TREASURER SECTION (Summary)

Net Change in Assessed Value
(no SB41 influence)

5927-

Applicable Mill Levy

156.46900

Net Change in Levied Tax Dollars

927.40-

Net Change in SB41 Exemption

Type of Correction DECREASE

Correction Code TP TAX PROTEST

Rate 2.00%

Tax Statement # 9609

Comments PUP adjustment per Appraiser

Net Change in Total Tax Dollars

927.40-

Owner BEDR0003

BEDROS, IMAD V

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

(Date)

Approved by Commission:

Attest by County Clerk:

TAX ROLL CORRECTION
REAL ESTATE

Printed by LMUIR

2023/05/30 8:37:36

Taxpayer ID BEDR0003
Owner ID BEDR0003

Control # 2023000227

Tax Year 2022
Tract # 274009

BEDROS, IMAD V

CAMA # 216-24-0-30-05-024-00-0-01

WOODLAND RIDGE ADD
LOT 9

2011 PLYMOUTH RD

TU 2 Manhattan City
Parcel 73670

MANHATTAN, KS 66503-7542

USD 383

Property Address 733 CANYON DR

APPRAISER SECTION (Value)

2023/05/30 LMUIR

APPROVED

Appraised Prior to Correction:

CL	Land	Imp	Total
RU	29660	188740	218400
—	—	—	—
—	—	—	—
—	—	—	—
Total	29660	188740	218400

Assessed Prior to Correction:

RU	3411	21705	25116
—	—	—	—
—	—	—	—
—	—	—	—
Total	3411	21705	25116
SB41	4600	—	—

Appraised After Correction:

CL	Land	Imp	Total
RU	29660	140340	170000
—	—	—	—
—	—	—	—
—	—	—	—
Total	29660	140340	170000

Assessed After Correction:

RU	3411	16139	19550
—	—	—	—
—	—	—	—
—	—	—	—
Total	3411	16139	19550
SB41	4600	—	—

Net Change
48400-
—
—
—
48400-

Net Change

Net Change
5566-
—
—
—
5566-

Total
5566-
—
—
—
—

CLERK SECTION (Tax)

2023/05/30 LMUIR

ORDER PRINTED

Tax Prior to Correction:

Levy	156.46900	Gen Tax	3929.88
SB41 \$	—	92.00	—
SB41 Tax Dollars	—	3837.88	—

Tax After Correction:

Levy	156.46900	Gen Tax	3058.98
SB41 \$	—	92.00	—
SB41 Tax Dollars	—	2966.98	—

Net Change

Net Change
870.90-
—
—
870.90-

TREASURER SECTION (Summary)

Net Change in Assessed Value

(no SB41 influence)	5566-
Applicable Mill Levy	156.46900
Net Change in Levied Tax Dollars	870.90-

Net Change in SB41 Exemption

Type of Correction DECREASE

Correction Code TP TAX PROTEST Rate 2.00%

Tax Statement # 9611

Comments PUP adjustment per Appraiser

Net Change in Total Tax Dollars

870.90-

Owner BEDR0003
BEDROS, IMAD VBy order of the Board of County Commissioners of RILEY COUNTY, Kansas.
(Per K.S.A. 1475, 1701, 1701a, and 1702)

(Date)

Approved by Commission:

Attest by County Clerk:

Attachment: image29873 (13464 : Tax Roll Corrections)



PUBLIC WORKS
Permit

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

COMMISSION AGENDA REPORT

FROM: Shannon Sterling, Administrative Assistant II

MEETING: June 1, 2023

SUBJECT: Highway Use Permit, Evergy

PRESENTER: John Ellermann, PE, Director of Public Works

BACKGROUND

Evergy is requesting permission to work in the right of way installing a new overhead electric line to serve a new house on W. 59th Avenue.

RECOMMENDATION(S)

Staff recommends approval of the Highway Use Permit as presented

POSSIBLE MOTION(S)

Move to approve the Highway Use Permit granting Evergy permission to complete the work as outlined on the Permit.

The Board agreed by consensus to

Enclosures:

- 05.17.23_Evergy_W 59th Ave (PDF)

**Riley County Public Works Department
Highway Use Permit - Document Management Form**

Project Number: M102990355

Requesting Party: Evergy, 225 S Seth Child Rd, Manhattan, KS 66502

Processing Procedure: Date and initial completed steps.

1. The public works department sends a copy of the document management form and permit to Operations Manager (OM) & Assistant County Engineer for recommendation.

Comments: Ensure all areas are backfilled, re-establish elevations and repair the existing right of way profiles within the work area. Maintain proper traffic control procedures during construction. **PROPERLY REPAIR ANY DAMAGE TO ROCK OR ASPHALT SURFACES.**

Signature:  5/18/2023

2. The public works department sends a copy of Highway Use Permit to Township for recommendation. Township will call Public Works with any recommendations, if applicable.
Comments: Wildcat ~~No Comment~~

The public works department attaches document management form to permit and gets recommendation signature from County Engineer. If recommended proceed by submitting scanned .pdf file (to include: Doc. Management Form and Original Highway Use Permit, with County Engineer signature and any additional maps or pages) to Minute Traq for scheduling of Commission meeting agenda. Place "Sign Here" post-it on original and deliver original to County Clerk's designated employee. Keep one copy here for our files.

Date _____ by _____

3. County Clerk via Minute Traq schedules permit to be signed by Chairman during next BOCC business meeting.
4. BOCC Chairman signs and dates permit. County Clerk produces 2 copies of permit including attached maps and sends to Administrative Clerk Public Works **the next business day**. County Clerk keeps original.
5. The public works department distributes copies of permit received from County Clerk.

CC: Petitioner	☐
Operations Manager	☐
Township Trustee: _____	(if on Township Road) ☐
Highway Use Permit filed with Document Management Form attached	☐

Date _____ by _____

Submitted by: Shannon Sterling Date Submitted: 05/18/2023
~~02/10/2023~~

Attachment: 05.17.23_Evergy_W 59th Ave (13468 : Highway Use Permit)

Permit No. _____

APPLICATION FOR HIGHWAY USE PERMIT

Riley County, Kansas

<u>Evergy</u>	<u>Overhead Electric</u>		
Applicant Name	Type of Construction		
<u>225 S Seth Child Road</u>	<u>Manhattan</u>	<u>Kansas</u>	<u>66502</u>
Applicant Mailing Address	City	State	Zip

Applicant hereby requests permission to install new overhead electric line to serve new house on W 59th Ave.
 along and/or across the public roads of Riley County, Kansas, according to the details and route shown on the attached plans and standards
 for said construction.

A \$100 Application Fee and a detailed map of location (include an aerial when possible) are required.

In support of its application, the Applicant states it is in the best interest of the residents of Riley County to allow construction of said facility. In addition, Applicant agrees as follows:

- A. Facility shall be installed in conformance with all items on approved plans, pertinent national codes/standards and the Riley County Highway Use Permit Requirements and Procedures. Any request for variance shall be an addendum to this application. Any utility sharing facilities with another entity is required to obtain a separate Highway Use Permit for their installation.
- B. A refundable deposit as specified in the Riley County Highway Use Permit Requirements and Procedures, made payable to Riley County, Kansas, shall accompany this application to guarantee satisfactory performance of the conditions of this permit.
- C. The County Engineer and/or the Township Trustee shall have the authority to require any needed repairs resulting from such construction in the road right-of-way for a period of one year from date of completed construction.
- D. In the event of road improvement or maintenance within the right-of-way, the applicant or its assigns will be responsible for the relocation of the facility at no cost to Riley County or the Township.
- E. Applicant shall notify the County Engineer at least 2 business days prior to the beginning of construction and upon completion of construction at 785-537-6330.
- F. It is understood, the work shall commence within three (3) months of the permit approval and be completed within thirty (30) days of the estimated duration of construction otherwise, the permit becomes null and void, unless an extension of time is approved.
- G. Applicant further represents it shall comply with and abide by any rule, regulation or condition of the permit made by the County Engineer and/or the Township Trustee.

Submitted by: _____

Submitter's signature5/12/2023_____
DateJared Hawkins TD Designer_____
Printed Name & Title785-508-2788_____
Submitter's Telephone Numberjared.hawkins@evergy.com_____
Submitter's Email Address5/29/2023_____
Proposed Date of Construction_____
Contractor Name_____
Contractor Telephone Number15 working days_____
Estimated Duration of Construction

RECOMMENDED BY: _____

Riley County Engineer

Permit granted this ____ day of _____, 20____.

BOARD OF COUNTY COMMISSIONERS
 RILEY COUNTY, KANSAS

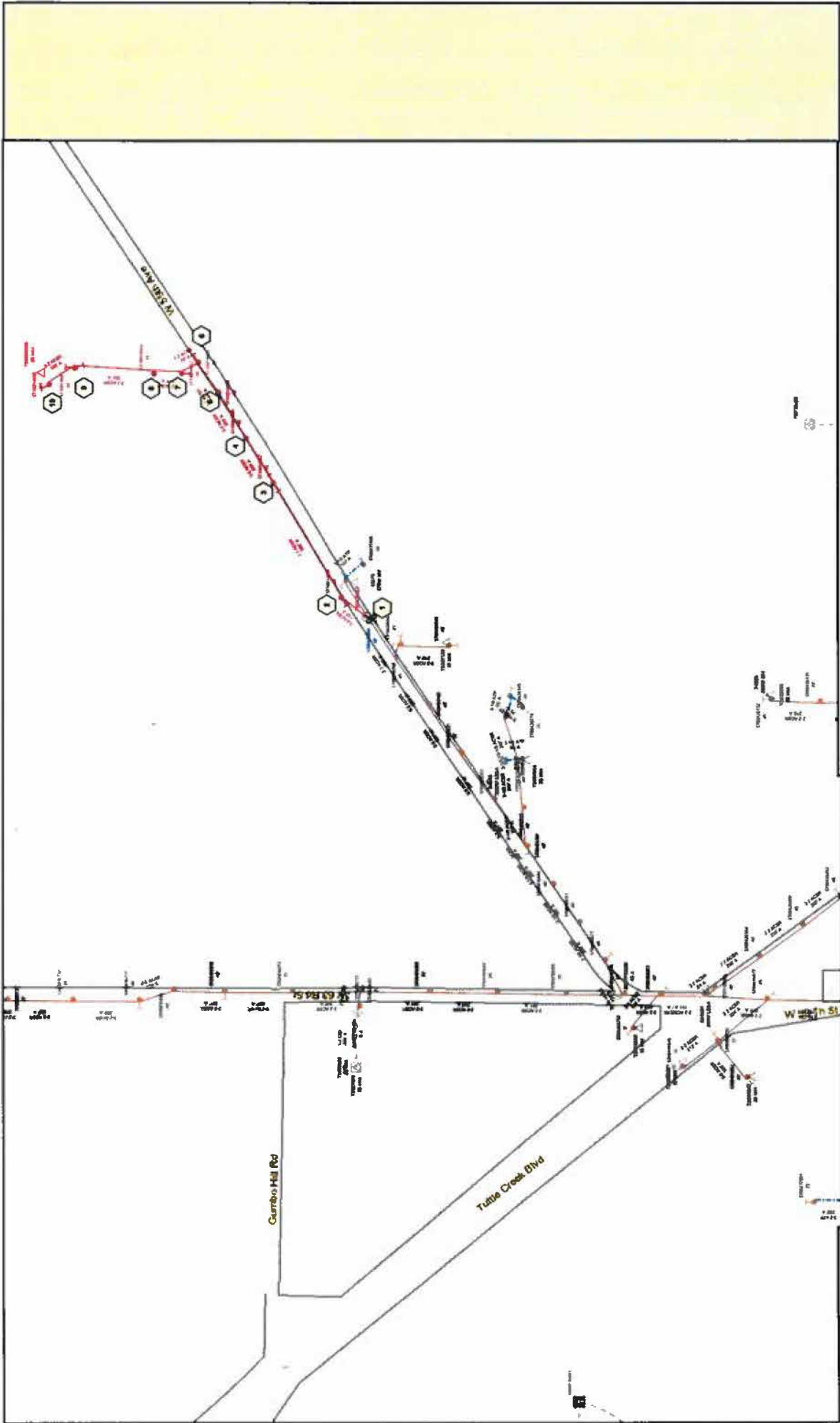
Chairperson

OFFICE USE ONLY:

Application Fee: \$100.00

\$1,000 Deposit ____ Bond ____ Letter ____

Receipt No. 013087 Date: 5-18-23Signature: SS





**Board of Riley County
Commissioners
Regular Meeting
TENTATIVE Agenda
June 05, 2023**

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

Cindy Kabriel
785-565-6200

Commission Chambers

8:30 AM

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

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

[District 1 – John Ford, Vice Chair](#)

8:30 AM

Call to Order

Pledge of Allegiance

Public Comment

Commission Comments

Business Meeting

1. Mental Health Month 2023 Proclamation for Pawnee Mental Health Services

Review Minutes

Review Tentative Agenda

Press Conference Topics

9:00 AM

Clancy Holeman, Counselor/Director of Administrative Services

2. Administrative Work Session

9:20 AM

Evan McMillan, Assistant County Engineer

3. Bid opening for Flat Rock Road culvert replacement

9:30 AM

Press Conference

4. RCPD Update - Sgt Pat Tiede (3-5 minutes)
5. Downtown Manhattan Update - Gina Snyder (3-5 minutes)
6. Mental Health Month 2023 Proclamation - Kathryn Focke (3-5 minutes)

9:50 AM

Evan McMillan, Assistant County Engineer

7. Bid opening for Union Road culvert replacement

10:00 AM

Russel Stuke, Emergency Management Director

8. Staff update

Attachment: 06-05-23 tentative agenda (12842 : Tentative Agenda)

10:15 AM Amanda Webb, Planning/Special Projects Director

9. Discuss RHID Program

11:00 AM Rich Vargo, County Clerk

10. Elections Systems & Software (ES&S) Equipment Upgrade

11:20 AM Rich Vargo, County Clerk

11. Extended hours of operation

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: 06-05-23 tentative agenda (12842 : Tentative Agenda)



**Board of Riley County
Commissioners
Regular Meeting
TENTATIVE Agenda
June 08, 2023**

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

Cindy Kabriel
785-565-6200

Commission Chambers

8:30 AM

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

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

[District 1 – John Ford, Vice Chair](#)

8:30 AM

Call to Order

Pledge of Allegiance

Public Comment

Commission Comments

Business Meeting

1. Discuss Joint City/County/County Meeting

Review Minutes

Review Tentative Agenda

Press Conference Topics

9:00 AM

Clancy Holeman, Counselor/Director of Administrative Services

2. Administrative Work Session

9:20 AM

Break

9:45 AM

Jason Smith, Manhattan Area Chamber of Commerce

3. Economic development update

10:00 AM

Julie Gibbs, Health Department Director

4. Staff update

10:30 AM

Budget and Planning Committee - Darell Edie, Budget and Finance Officer

5. Monthly Cash Flow Reports

10:50 AM

Darell Edie, Budget and Finance Officer

6. Budget Work Session

Adjournment

Attachment: 06-08-23 tentative agenda (12842 : 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.



**EMERGENCY
MANAGEMENT/FIRE**
Letter of Support

Russel Stukey
Emergency Management
Director
115 North 4th Street
Manhattan, KS 66502
Phone: 785-537-6333

COMMISSION AGENDA REPORT

FROM: Laurie Harrison, Emergency Management Assistant Director

MEETING: June 1, 2023

SUBJECT: Local Emergency Operation Plan Concurrence

PRESENTER: Russel Stukey, Emergency Management Director

BACKGROUND

The current Emergency Operation Plan (LEOP) has an expiration date of July 2023. Riley County Emergency Management staff and stakeholders have been reviewing and updating the LEOP for the past several years using the latest Kansas Planning Standards guidelines.

DISCUSSION

Kansas Division of Emergency Management (KDEM) considers our LEOP approved pending the signing of the LEOP concurrence sheet. The new version of the LEOP will expire in 5 years.

FISCAL IMPACT

An approved updated plan is necessary to receive any federal/state grants.

RECOMMENDATION(S)

Emergency Management staff recommend signing the concurrence sheet.

POSSIBLE MOTION(S)

Move to approve the Riley County Board of County Commission Chair signing the LEOP concurrence sheet

Move to deny

Move to modify

Move to table

No action required.

The Board agreed by consensus to

Enclosures:

- EOP 2023 Signature Doc (PDF)
- Riley_County_MAIN_20230509 (2) (DOCX)

Local Emergency Operation Plan Concurrence

Signatures of representatives for the agencies or organizations below assert compliance with K.S.A. 48-929(e). This includes the preparation and distribution to all appropriate officials in written form of a clear and complete statement of emergency responsibilities of all local agencies and officials and of the disaster chain of command, and those respective roles and responsibilities included in this jurisdiction's LEOP can reasonably be believed to be operationally fulfilled.

[illegible]

RILEY COUNTY

EMERGENCY OPERATIONS PLAN (EOP)

DRAFT

NOTICE: This document may contains information pertaining to the deployment, mobilization, and tactical operations of Riley County in response to and recovery from emergencies and disasters.

Attachment: Riley_County_MAIN_20230509 (2) (13414 : LEOP Concurrence)

Table of Contents

Highlight the words 'INSERT TABLE HERE' under this paragraph. Then in the "References" menu of Word, select "Insert Table of Contents" from the Table of Contents icon. Make any formatting changes in that screen, or click OK for the default format. Then select "Update Table" to update page numbers. Lastly, highlight and delete these instructions.

INSERT TABLE HERE

I. INTRODUCTION

A. GENERAL

Presidential Homeland Security Directives 5 and 8, enacted in 2004, require the State and Local governments to adopt the fundamental principles, language and operational concepts embedded in the National Incident Management System (NIMS) and the National Response Plan (NRP) as a condition for receiving certain categories of federal support for Emergency Management. To meet these requirements, Riley County created this Emergency Operations Plan (EOP) and the Riley County Board of County Commissioners officially adopted it on Plan Not Yet Active.

The revised Riley County EOP is the product of a detailed and focused planning process that 1) fully incorporates the NIMS concepts, principles, practice and language 2) capitalizes on the lessons learned from recent disasters, 3) incorporates plans, programs and policies that have emerged since the last revision of the EOP. The EOP establishes a framework through which the County may prepare for; respond to; recover from; and mitigate to prevent the impacts of a wide variety of disasters that could adversely affect the health, safety and or general welfare of the residents and emergency workers of Riley County. The EOP provides guidance to Riley County officials or procedures, organization and responsibilities, which will prevent, minimize and/or relieve personnel hardship and property damage associated with disasters or the imminent threat thereof. This plan also provides for an integrated and coordinated county, municipal, state and federal response.

The EOP is operation oriented and addresses communication and warning systems; rapid deployment and pre-deployment resources; evacuation and shelter operations; post disaster response and recovery activities and clearly defines responsibilities of county, municipal, volunteer and other organizations through an Incident Management System/Emergency Support Function approach to planning and operations.

The EOP describes the basic strategies, assumptions and mechanics through which the County will mobilize resources and conduct activities to guide and support County Emergency Management efforts through prevention, preparedness, response, recovery and mitigation. To facilitate inter-government operations, the EOP adopts a functional approach that groups the type of assistance to be provided under each Emergency Support Function (ESF). Each ESF is headed by a primary agency, which has been selected based on its authorities, resources and capabilities in the functional area. In addition, other agencies with similar capabilities have been given support assignments to appropriate ESF(s). The ESF(s) serve as the primary operational mechanism through which County assistance is managed. Command staff and other General staff have been assigned to support the ESF(s). County assistance will be provided to impacted communities within the County under the overall authority of the Riley County Emergency Management Department, on behalf of the Riley County Board of County Commissioners.

In an effort to ensure that the revised EOP was strictly aligned with the State and National preparedness guidance, the Kansas Division of Emergency Management and National Department of Homeland Security publications listed below were consulted and closely followed:

- The National Preparedness Guidelines (September, 2007), {superseding the March, 2005 Interim National Preparedness Goal}

- Draft National Response Framework (July, 2007)
- FEMA NIMCAST User's Guide
- National Planning Scenarios (15)
- Targeted Capabilities List (Draft Version 2.0)
- Universal Task List (Draft Version 2.1)

The following information is an excerpt from the National Preparedness Guidelines (September, 2007)

B. PURPOSE

The purpose of the Riley County Emergency Operations Plan is to establish a framework for government, non-profit organizations and residents to address prevention, preparation, response, recovery and mitigation of the effects of emergencies and disasters.



C. Scope

This plan identifies when and under what conditions the application or activation of this plan is necessary.

The plan establishes fundamental policies strategies and assumptions for a County-wide program that is guided by the principles of the National Incident Management System. This EOP provides the following benefits to Riley County:

- Creating a plan which addresses all hazards, all phases of emergency management, all impacts, and extending an opportunity to partner with all stakeholders.
- The EOP establishes a Concept of Operations spanning the direction and control of an emergency from initial monitoring through post disaster response, recovery and mitigation.
- The EOP defines inter-agency and inter-government coordination mechanisms to facilitate delivery of immediate response and recovery assistance.

- The EOP assigns specific functions to appropriate County and municipal agencies and organizations as well as outlines methods to coordinate with the private sector, volunteer organizations, citizens and state and federal counterparts.
- The EOP identifies actions that County response and recovery organizations will take in coordination with municipal, state and federal counterparts as appropriate, regardless of the magnitude of the disaster.

D. Methodology

The Riley County EOP was developed as a team effort consisting of the following agencies and organizations:

Federal

Department of Homeland Security
Federal Emergency Management Agency
U.S. Environmental Protection Agency
USDA Food and Nutrition Service

State

Adjutant Adjutant General's Office, Kansas National Guard
Adjutant General's Office, Kansas Civil Air Patrol
Adjutant General's Office, Kansas Civil Support Team
Adjutant General's Office, Kansas Division of Emergency Management
Adjutant General's Office, Office of Emergency Communications
Adjutant General's Office, Office of Public Affairs
Governor's Office
Kansas Association of Local Health Departments
Kansas Attorney General's Office
Kansas Board of Emergency Medical Services
Kansas Bureau of Investigation
Kansas Commission on Disability Concerns
Kansas Corporation Commission
Kansas Department of Agriculture
Kansas Department of Agriculture, Division of Water Resources
Kansas Department of Commerce
Kansas Department of Corrections
Kansas Department of Education
Kansas Department of Health and Environment
Kansas Department of Health and Environment, Division of Environment
Kansas Department of Insurance
Kansas Department of Labor
Kansas Department of Social and Rehabilitation Services
Kansas Department of Transportation
Kansas Department of Veterans Affairs
Kansas Department of Wildlife and Parks
Kansas Department on Aging
Kansas Division of Emergency Management
Kansas Forestry Service
Kansas Geological Society
Kansas Highway Patrol

Kansas Housing Resources Corporation
 Kansas Human Rights Commission
 Kansas Medical Society
 Kansas State Fire Marshal's Office
 Kansas State University Facilities
 Kansas State University Lafene Health Center
 Kansas State University Police Department
 Kansas State University Public Safety
 Kansas Water Office

County

Riley County Animal Control
 Riley County Appraiser
 Riley County Attorney
 Riley County Board of County Commissioners
 Riley County Clerk
 Riley County Coroner
 Riley County Counselor
 Riley County Emergency Management Department
 Riley County Emergency Medical Service
 Riley County Extension Agent
 Riley County Fire District # 1
 Riley County Health Department
 Riley County Historical Museum
 Riley County IT/GIS
 Riley County Noxious Weed Dept
 Riley County Planning & Development
 Riley County Planning & Development (Environmental Health)
 Riley County Police Department
 Riley County Public Information Officer
 Riley County Public Works
 Riley County Resource Support
 Riley County Treasurer

City

City of Manhattan
 Manhattan Fire Department
 Riley City Volunteer Fire Dept

Private Sector

Ascension Via Christi- Manhattan
 AT and T
 Bluestem Electric
 Evergy
 Ferrellgas (Propane)
 Flint Hills Area Transportation Assoc
 Flint Hills Bread Basket
 Propane Central

Non-Profit

Amateur Radio Operators (ARES)/(RACES)

American Red Cross
 Kansas Emergency Management Association
 Kansas Fire Chiefs Association
 Kansas Funeral Directors Association
 Kansas Gas Service
 Kansas Pipeline Association
 Kansas Rural Electric Cooperative Association
 SAR Working Group
 State Animal Response Team (SART)
 The Salvation Army

Other

Blue Valley USD 384
 Community Relations Team
 Fort Riley Fire Department
 Human Needs Assessment Team
 Kansas Assessment Team
 Local Emergency Planning Committee
 Manhattan-Ogden USD 383
 Riley County USD 378
 Unmet Needs Team

Each agency was consulted with to determine their particular emergency roles and responsibilities. Each agency has agreed with the responsibilities assigned to them in the Riley County EOP. Agency concurrence signatures are maintained with the Riley County Emergency Management Department. The EOP's concepts were developed by the Riley County Emergency Management Department, in coordination with the agencies and organizations involved in emergency management activities. Each agency and organization involved is expected to have its own procedures to implement the concept of operations.

Each of the above listed agencies will receive "Viewer Access" to the Riley County EOP via the Bold Planning Solutions Planning System, www.KansasPlanner.com.

In addition:

- The Riley County EOP is adopted by the Riley County Board of County Commissioners by resolution, which serves as the promulgation letter for the EOP. A copy of the signed promulgation can be found in the file archive of this plan.
- A Record of Changes Log is used to record all published changes as those holding copies of the EOP receive them. The holder of the copy is responsible for making the appropriate changes and updating the Log.
- A master copy of the EOP, with a master Record of Changes Log, is maintained in the Riley County Emergency Management Department.

1. Planning Process

The process used by Riley County has been designed to ensure that all stakeholders have an opportunity to participate in the development of the EOP and the EOP is based on the best information available. To this end, the planning process is based on the following planning principles:

- Planning should be community-based, representing the whole community and their needs
- Planning should include participation from all stakeholders in the community
- Planning uses a logical and analytical problem-solving process to help address the complexity and uncertainty inherent in potential hazards
- Planning considers all hazards and threats
- Planning should be flexible enough to address both traditional and catastrophic incidents
- Time, uncertainty, risk and experience influence planning
- Effective plans tell those with operational responsibilities what to do and why to do it
- Planning is fundamentally a process to manage risk
- Planning is one of the key components of the preparedness cycle of planning, organizing, training, equipping, exercising, evaluating, and taking corrective actions

2. Implementation of NIMS

The Riley County EOP implements NIMS by:

- Using ICS and the multi-agency coordination system to manage and support all incidents
- Integrating all response agencies and entities into a single, seamless system
- Establishing a public information plan (ESF-15)
- Identifying and characterizing resources according to established standards and types
- Requiring the need for all personnel to be trained properly for the job they perform
- Ensuring interoperability, accessibility and redundancy of communications

II. SITUATION

This section of the plan summarizes the hazards that could potentially affect Riley County. The hazards and risk analysis addresses the major hazards to which the County is vulnerable; provides a summary of the County's vulnerable population; outlines the assumptions that were considered in the planning process; and defines disaster magnitude classifications that will

trigger county response under the NIMS.

A comprehensive hazard and risk assessment is contained in the Riley County mitigation plan. The plan is kept under separate cover and can be accessed by contacting Riley County Emergency Management Department.

A map of the flood plain in Riley County is located in the archive file section under jurisdiction profile. Riley County (unincorporated), and the cities of Manhattan, Ogden, and Riley have adopted Floodplain Management Ordinances, and currently participate in the National Flood Insurance Program.

A review of the Flood Insurance Study dated February 4, 2005 indicated that the communities of Leonardville and Randolph reside within non-floodprone areas of the county and do not participate in the NFIP.

Riley County adopted a floodplain management as part of their zoning regulations on July 15, 1974, and updated through July 2008. The purpose of the permitting system is to promote the public health, safety, and general welfare, to minimize loss in special flood hazard areas (SFHAs), and maintain the county's eligibility for participation in the National Flood Insurance Program (NFIP).

The city of Riley passed Ordinance No. 1262 on February 19, 2004 to implement a permitting system based on FEMA FIRM maps dated November 19, 2003, for all lands within the city of Riley identified as numbered and unnumbered A Zones, AE, AO, and AH Zones.

The city of Manhattan adopted the Manhattan Zoning Regulations, as amended and reestablished on February 16, 2010, by Ordinance No. 6811 which includes floodplain management (Article X). The ordinance applies to all lands identified in the FEMA FIRM Dated February 4, 2005, and any future revisions.

The city of Ogden - Ordinance No. 543, dated January 12, 2005, adopts the Floodplain Management Ordinance 60.3 (d) Regulatory Floodway Identified For the Code of the city of Ogden, Kansas. The ordinance applies to all lands within the jurisdiction identified as numbered and unnumbered A Zones, AE, AO, and AH Zones, on the Index Map dated February 2, 2005 (FIRM and FBFM maps).

A review of the Flood Insurance Study dated February 4, 2005, indicated that the communities of Leonardville and Randolph reside within non-floodprone areas of the county.

Kansas State University, and Unified School Districts 378 and 384 reported that they have no facilities identified within floodplain areas.

Unified School District 383 identified four schools and three support facilities located within designated (mapped) flood zones. The district carries \$10,000,000 in flood insurance to cover potential losses in the event of flood.

Impact from flooding affects farmland, businesses, residences, and transportation routes. The 1993 flood mainly affected the area south and east of Manhattan. In recent years, the Wildcat Creek has been a flood problem for the west side of Manhattan. Heavy rains from the northern section of the rainfall collection area of Wildcat Creek produced flooding along Wildcat Creek in the area of Keats and Manhattan. The city and county cooperatively established a Wildcat

Creek Flood Working Group to address some issues from the Wildcat Creek flooding. Several projects were established and completed to help with preparedness and mitigation to Wildcat Creek flooding.

There are no critical infrastructures located in the flood plain. Although several schools in USD 383 and Riley County's Transfer Station are located in the flood plain.

A. Hazard Analysis

Hazard and Vulnerability Assessment Summary

Riley County is vulnerable to a wide range of hazards that threaten its communities, businesses and environment. To determine the hazards that pose the greatest threat, Riley County has prepared a Hazard Identification and Vulnerability Assessment. The major findings are summarized below. The assessment was developed from historical data of events that have occurred, and specifically examines:

1. Probability (frequency) of event
2. Magnitude of event
3. Expected warning time before event
4. Expected duration of event

For emergency management planning purposes, the critical analysis that must be undertaken is an assessment of the consequences of each hazard, including potential area of impact, population exposed and impacted, duration of the hazard, and potential economic consequences.

Three levels of risk have been identified: High, Moderate and Low.

High - High probability of occurrence; at least 50 percent or more of population at risk from hazard; significant to catastrophic physical impacts to buildings and infrastructure; major loss or potential loss of functionality to all essential facilities (hospital, police, fire, EOC and shelters).

Moderate - Less than 50 percent of population at risk from hazard; moderate physical impacts to buildings and infrastructure; moderate potential for loss of functionality to essential facilities.

Low - Low probability of occurrence or low threat to population; minor physical impacts.

Hazard Profile Summary for Emergency Operations Plan						
Hazard	Probability	Magnitude Severity	Warning Time	Duration	CPRI	Planning Significance
Flood	4	3.2	3	3.9	3.6	High
Windstorm	4	3	2.4	1.4	3.2	High
Wildfire	4	2	3	2	3.05	High
Tornado	4	1.5	4	1	2.95	Moderate
HailStorm	4	2.1	2.8	1	2.95	Moderate
Winter Storm	3	3	2	3	2.85	Moderate

Drought	2.3	3	1.2	3.9	2.505	Moderate
Extreme Temperatures	3.1	1.8	1.1	3	2.4	Moderate
Utility/Infrastructure Failure	3	1	3	2	2.3	Moderate
Civil Disorder	2	2.1	2	3.7	2.2	Moderate
Dam and Levee Failure	1	3	2	4	2.05	Moderate
Agriculture Infestation	2	2	1	4	2.05	Moderate
Hazardous Materials	3	0.5	2.4	0.4	1.9	Low
Terrorism and Agri-terrorism	2	1	1.2	3.7	1.75	Low
Radiological	1	2.5	2	2.5	1.75	Low
Soil Erosion and Dust	1	2.5	2	2.5	1.75	Low
Major Disease Outbreak	1	2	1	4	1.6	Low
Lightning	1	1	4	1	1.45	Low
Land Subsidence	1	1.1	1.8	4	1.45	Low
Earthquake	1	1	4	1	1.45	Low
Landslide	1	1	4	1	1.45	Low
Expansive Soil	1.1	1	1	3.5	1.295	Low

B. Disaster Magnitude Class

This is an all-hazards EOP and addresses minor, major and catastrophic disasters. These levels of disaster are defined as:

Catastrophic Disaster: A disaster that will require massive State and Federal assistance, including immediate military involvement. Federal assistance will involve response as well as recovery assets.

Major Disaster: A disaster that will likely exceed local capability and require a broad range of State and Federal assistance. The Federal Emergency Management Agency (FEMA) will be notified and potential Federal assistance will be predominantly recovery oriented.

Minor Disaster: A disaster that will likely be within the response capability of local government and will result in only a minimal need for State or Federal assistance.

C. Capability Assessment

Currently capability assessments are performed regionally in Kansas. The capability assessment is performed through the Regional Homeland Security Council with wide input accepted from key stakeholders. The results of the capability assessment guide future investments in planning, training, exercising and resources. The regional capability assessment is available under separate cover and is attached to the file archive in the Bold Planning Solutions Super System.

D. Economic Profile

According to the 2020 U.S. Census Bureau, the primary occupation for the employed civilian worker in Riley County was identified as; Agriculture, Forestry, Fishing and Hunting, and Mining - 1.6%; Construction - 5.4%; Manufacturing - 4.6%; Wholesale Trade - 1.7%; Retail Trade - 11.7%; Transportation and warehousing, and utilities - 2.4%; Information - 1.6%; Finance and insurance, and real estate and rental and leasing - 4.9%; Professional, scientific, and management, and administrative and waste management services - 10.4%; Educational services, and health care and social assistance - 37.2%; Arts, entertainment, and recreation, and accommodation and food services - 10.4%; Other services, except public administration - 3.4%; Public administration - 4.7%.

Four federal highways traverse Riley County, including U.S. Highway 77, U.S. Highway 24, U.S. Interstate 70 and U.S. Highway 40. State highways in the county include Highway 16, Highway 82, Highway 18, Highway 113, Highway 13, and Highway 177. Transporters of hazardous chemicals/materials, agricultural goods, and petroleum industry products commonly use these routes.

The Union Pacific Railroad operates one route through Riley County. The railway enters the southwest portion of Riley County and runs to the northeast through the county, roughly paralleling Highway 18 into Manhattan, before continuing to the northeast and out of the county. Hazardous chemicals are commonly transported through Riley County along this route.

The Manhattan Regional Airport, a public airport with two runways, and the St. Mary's Heliport, owned by Mercy Regional Health Center, are both located approximately four miles southwest of Manhattan. Four small, private airports are also located in Riley County.

E. Spatial Profile

Riley County is located on the western edge of northeastern Kansas. There are five incorporated municipalities in Riley County (Manhattan, Ogden, Riley, Leonardville, Randolph). Manhattan serves as the county seat, and is also Riley County's largest city. In addition, there are five other incorporated jurisdictions in the county, and includes: Ashland, Bala, Keats, Rocky Ford, and Zeandale.

Riley County comprises an area of 610 square miles, spanning approximately 25 miles east to west and 36 miles north to south at its widest points. The lowest elevation point is the water surface of the Kansas River on the eastern border of Riley County, approximately 1,000 feet above sea level. The highest point, near the southeast corner of Riley County, has an altitude of approximately 1,450 feet. With a 2017 census population of 74,172, Riley County was the 7th most populated county in the State of Kansas. Riley County is bounded on the north by Marshall County and Washington County; on the west by Clay County; on the south and southwest by Geary County; on the southeast by Wabaunsee County; and on the east by the Big Blue River and Tuttle Creek Reservoir/Lake, which separates it from Pottawatomie County.

Riley County is located in an area of the United States rated for "moderate damage" (Zone 2) seismic activity. From a tectonic standpoint, the most important structural feature in Riley County is the Humboldt Fault (Nemaha Anticline). The fault system is a northeasterly trending feature that plunges to the southeast, extending across the entire state of Kansas. The fault is still slightly active today, and the Humboldt fault zone that forms the eastern boundary of the Nemaha Ridge passes near Wamego and east of Manhattan.

The Tuttle Creek Reservoir is the most significant lake in Riley County. Located approximately five miles north of Manhattan, the lake was formed by the impoundment of the Big Blue River (one of the largest contributors to floods on the Kansas River) by the Tuttle Creek Dam. The lake consists of approximately 12,500 acres of surface water, and at its multi-purpose pool level (1,076 feet above mean sea level); it is the second largest lake in Kansas. The primary purpose of the reservoir was to control downstream flooding and to improve water quality in the Kansas River Basin during periods of extreme drought. Historically, the Tuttle Creek Reservoir has also been utilized for recreation, fish and wildlife habitats, water supply, and supplemental releases for navigation on the Missouri River downstream of Kansas City. Additional lakes in the county include Eureka Lake and Fairman Lake, as well as a number of smaller impoundments scattered throughout the county.

For additional information, reference the Riley County Hazard Mitigation Plan.

F. Vulnerabilities

The following vulnerabilities have been identified for the Riley County Emergency Operations Plan.

1. Critical Facilities

The following vulnerability summary of Riley County is provided from the hazard analysis conducted in 2018. For additional information, reference Section 3.3 of this section, and the Riley County Hazard Analysis.

According to the Kansas Department of Agriculture and the United States Department of Agriculture (USDA), approximately 24,740 head of cattle were located in Riley County on January 1, 2012, ranking the county 89th in the state for livestock inventory.

Special populations and sites within Riley County include a hospital, schools, universities, disabled care facilities, senior care facilities; youth care facilities, Fort Riley military installation, commercial livestock operations, endangered species, wetlands, and historic sites.

Riley County maintains a list of fixed facilities subject to reporting requirements under the provisions of Title III of the Superfund Amendments and Reauthorization Act (SARA), including extremely hazardous substances (EHS) as defined by the U.S. EPA. EHS chemicals reported for 2004 in Riley County consisted of four storage locations of sulfuric acid utilized in communication equipment. The Fort Riley military installation and Kansas State University utilize significant amounts of chemicals in their operations

Name / Location (Physical Address)	Resources Located at Facility
Landing Zone	
Ascension Via Christi Hospital Helipad Manhattan, KS 66502	
Staging Area	
Cico Park	

Name / Location (Physical Address)	Resources Located at Facility
Kimball Ave Manhattan, KS 66503	
Alternate Facility	
KSU Football Stadium Manhattan, KS 66502	
Common Program Control Stations (CPCS)	
Manhattan Broadcasting Company 2414 Casement Rd Manhattan, KS 66502	
Landing Zone	
Manhattan Regional Airport Manhattan, KS 66502	
Staging Area	
Manhattan Town Center 100 Manhattan Town Center Manhattan, KS 66502	
Shelter Location	
Pottorf Hall 1970 Avery Ave Manhattan, KS 66502 Comments: contact Extension Office	
Points of Distributions (supplies, food, water, etc)	
Pottorf Hall 1970 Avery Ave Manhattan, KS 66502	
Warning Point	
Riley County Dispatch 1001 South Seth Child Rd Manhattan, KS 66502	
Emergency Operations Center	
Riley County EOC 1001 S Seth Child Rd Manhattan, KS 66502 Comments: Personnel will drive personal vehicles to facility and alternate facilities until their department's county vehicles are made available for use. Personnel will use personal cell phones for	

Name / Location (Physical Address)	Resources Located at Facility
communication purposes until county phones are made available for use.	
Points of Distributions (supplies, food, water, etc) Riley County Public Works 6215 Tuttle Creek Blvd Manhattan, KS 66502	
Alternate Facility Riley County Public Works 6215 Tuttle Creek Blvd Manhattan, KS 66502	
Staging Area Riley County Public Works 6215 Tuttle Creek Blvd Manhattan, KS 66503	
Emergency Operations Center State of Kansas EOC 2800 S.W. Topeka Boulevard Topeka, KS 66611	
Landing Zone University Park Helipad Manhattan, KS 66503	

2. Population Demographics

According to estimated population numbers provided by the U.S. Census Bureau, Riley County's population increased from 67,212 in 1990 to a county-record high of 68,664 in 1995. Subsequent to 1995, the estimated population of the county has steadily decreased, reaching an estimated population of 61,521 in 2001. The county has experienced a slow upswing in population since 2001, with population estimates indicating a slight overall rise expected for the next five years.

Riley County is a semi-urban county with no major metropolitan areas or industry. Kansas State University helps drive the economy, and the city is also sustained by the agricultural community. Riley County's retail trade pull factor of 1.31% for 2017 was ranked 4th in region III. The Riley County Economic Development Council is actively seeking ways to increase expansion of its existing businesses and industries in the county in an attempt to broaden the tax base while not destroying the agricultural base of the county. From a production basis, agricultural products (crops and livestock) comprise the majority of industry in the region. Riley County is one of the states mid-sized counties in terms of total land area. Riley County's population of 71,959 (2020 - United States Census Bureau.) ranks 7th out of 105 counties in the state. Most of these residents are dispersed throughout the county's five main population centers, with some smaller concentrations residing in rural parts of the county. The average population density for the entire

county is 102 people per square mile of land.

Unlike many western Kansas counties, Riley County is experiencing an overall population gain, which has been occurring since 1900. But, the recent 2020 U.S. Census estimated population for the county is 71,959, revealing a slight decrease in population over the past 2 years. An increased growth pattern is projected by the county and the Kansas Department of Agriculture over the next 32 years.

Riley County's Census population was 71,959, with 54,983 people living in Manhattan, the largest populated city on the county. The median age is 26.3 years. The majority of the population is in the 20-24-year range. 89.4% of the population is under the age of 65. Of the houses in the county, 47.2% were owner occupied.

3. Vulnerable Needs

Riley County recognizes considerations must be made to reasonably accommodate vulnerable populations during emergencies. Riley County is engaged in a number of activities which aim to improve response plans and operations to accommodate the needs of those most vulnerable during an emergency event. ESF Annexes within this plan outline or identify guidance to better assist supporting Access and Functional needs populations. Riley County at times the best support for such needs is to request assistance from regional and/or state partners. Specifically the following will be addressed in this EOP:

- Identification of Vulnerable populations: Basic Plan, Access and Functional Needs Planning System
- Notification: ESF 2
- Evacuation and Transportation: ESF 1
- Sheltering: ESF 6
- First aid and medical care: ESF 8
- Temporary lodging and housing: ESF 6
- Transition back to the community: ESF 14
- Recovery: ESF 14

G. Public Safety

The following is a list of public safety agencies within Riley County. They include law enforcement, medical services, fire districts, emergency management and communication and dispatching centers.

Name of Agency	Area Served	Description of Agency
Riley County EMS	County	Emergency Medical Services
Riley County Emergency Management	County	Emergency Management
Riley County Fire District #1	County	Fire Services

Riley County Police Dept	County	Law Enforcement
Manhattan Fire Dept	City	Fire Services
KSU Police Dept	University	Law Enforcement
Riley City Fire Dept	City	Fire Services

H. Education

The following is a list of educational agencies located within Riley County.

Name of Agency	Area Served	Description of Agency
USD 383	Manhattan/Ogden	Public School
USD 378	Riley/Leonardville/Riley County	Public School
USD 384	Randolph/Riley County	Public School
Manhattan Catholic School		Private School
Flint Hills Christian School		Private School
Manhattan Christian College		University
Kansas State University		University
Manhattan Area Technical College		Tech College

I. Culture, Arts and Humanities

The following is a list of culture, art and humanity agencies located within Riley County.

Name of Agency	Area Served	Description of Agency
Manhattan Public Library		Library
KSU Hale Library		Library
Riley County Historical Museum		Museum
KSU Beech Museum		Museum

J. Planning Assumptions

The preparation of the EOP was guided by several assumptions that address a range of issues that potentially impact response and recovery capabilities and the concept of operations. These assumptions include:

- Incidents are best managed at the lowest possible geographic, organizational and jurisdictional level.
- A disaster may occur with little or no warning, and may escalate more rapidly than the ability of local government to effectively respond.
- Achieving and maintaining effective citizen and community preparedness reduces the immediate demands on response organizations. This level of preparedness requires continued public awareness and education programs to ensure citizens will take appropriate advance actions to reduce their vulnerability, especially during the initial days (first 72 hours) after disaster impact.

- Disasters may involve multiple jurisdictions simultaneously impacting the County.
- Disasters will require significant information sharing across jurisdictions and between the public/private sector.
- Riley County will utilize available resources fully before requesting state and/or federal assistance.
- Mutual Aid Agreements will be implemented in those instances when locally available resources are depleted or need augmentation.
- The County will coordinate all public information activities during an emergency.
- Disasters may attract a sizeable influx of spontaneous volunteers and donations.
- Widespread damage to commercial telecommunications facilities may occur and the ability of governmental response and emergency response agencies to communicate may be impaired.
- Homes, public buildings, and other critical facilities and equipment may be destroyed or severely damaged.
- Debris may make streets and highways impassable, seriously impeding the movement of emergency supplies and resources.
- Public utilities may be damaged and may be either fully or partially inoperable.
- Many County emergency personnel may be victims of the emergency, preventing them from performing their assigned emergency duties.
- Numerous separate hazardous conditions and other emergencies could result from the major event, further complicating the response efforts.
- People may be forced from their homes and large numbers of people may be killed or injured.
- Many victims may be in life-threatening situations requiring immediate rescue and medical care.
- There may be shortages of a wide variety of supplies necessary for emergency survival.
- Hospitals, nursing homes, pharmacies and other health/medical facilities may be severely damaged or destroyed; and the number of victims requiring medical attention may overwhelm those that do remain in operation.
- Normal food processing and distribution capabilities may be severely damaged or destroyed.
- Damage to fixed facilities that generate, produce, use, store or dispose of hazardous materials could result in the release of hazardous materials into the environment.
- Near-total disruption of energy sources and prolonged electric power failures may occur.

- Initially, emergency response will focus on lifesaving activities. County officials will work toward restoring order and control in the disaster area.
- In major and catastrophic disasters the Riley County EOC will become the central point and control for County response and recovery activities.
- The Riley County EOC will be activated and staffed with agencies organized into specific ESFs. The coordinating agency for each support function is responsible for coordinating the planning and response activities for all the agencies of the function.
- The County will coordinate with State and Federal personnel to expedite recovery.
- Damage assessments will be conducted as soon as weather or the situation permits.
- The County will work to reduce its vulnerability and risk to hazards through proactive mitigation actions and activities.
- All levels of government share the responsibility for working together in mitigating, preparing for, responding to, and recovering from disasters. The emergency plans and procedures referred to in the Riley County EOP have been maintained by those organizations having responsibility, are in coordination with the EOP, and are exercised on a regular basis.
- Those individuals and organizations with responsibilities identified in the EOP (or in plans that support of the EOP) are sufficiently trained and prepared to perform their respective responsibilities.

K. Pets and Service Animals

This plan takes into consideration the needs of individuals with disabilities relying on service animals. The Americans with Disabilities Act (ADA) protects the rights of all individuals with disabilities and requires that State and local governments comply with Title II of the ADA in the emergency and disaster-related programs, services, and activities they provide.

The sheltering and protection of companion animals are the primary responsibility of their owners. When owners are unable to provide for the care and needs of their household pets and service animals, the local jurisdictions will provide assistance as outlined in the Pets Evacuation and Transportation Standards Act of 2006 (PETS) and FEMA DAP 9523.19. The Pets Evacuation and Transportation Standards Act of 2006 requires that local governments plan for sheltering and care of household pets and service animals during emergencies where shelters are established. Riley County has included pet sheltering as part of ESF 6: Mass Sheltering Annex. The following is specifically addressed in ESF 6:

- Pre-event planning
- Animal sheltering operations
- Animal registration and return
- Coordination with human shelters

FEMA Disaster Assistance Policy 9523.19

The Policy identifies the expenses related to state and local governments' emergency pet evacuation and sheltering activities that are eligible for reimbursement following a major disaster declaration under Category B, Emergency Protective Measures, and provisions of the Public Assistance Program. The terms household pet, service animal, and congregate household pet shelters are defined. The policy details eligible reimbursements related to shelter facilities, supplies and commodities, eligible labor, equipment, emergency veterinary services, transportation, shelter safety and security, cleaning and restoration, and the removal and disposal of animal carcasses.

III. ROLES AND RESPONSIBILITIES

A. Federal Government

The federal government is responsible for:

- Preventing terrorist attacks within the United States through the Department of Homeland Security; reducing the vulnerability of the nation to terrorism, natural disasters, and other emergencies; and minimizing the damage and assisting in the recovery from emergencies.
- Providing emergency response on federally owned or controlled property, such as military installations and federal prisons.
- Providing federal assistance as directed by the President of the United States under the coordination of the United States Department of Homeland Security, Federal Emergency Management Agency and in accordance with National Response plans.
- Identifying and coordinating provision of assistance under other federal statutory authorities.
- Providing assistance to the State and local governments for response to and recovery from a commercial radiological incident consistent with guidelines as established in the current Federal Radiological Emergency Response Plan and the National Response Plan.
- Managing and resolving all issues pertaining to a mass influx of illegal aliens.
- Providing repatriation assistance to U.S. citizens (including noncombatants of the U.S. Department of Defense) evacuated from overseas areas The U.S. Department of Health and Human Services (DHHS), in coordination with other designated federal departments and agencies, is responsible for providing such assistance.

B. State Government

As a State's Chief Executive, the Governor is responsible for the public safety and welfare of the people of Kansas. The Governor:

- Is responsible for coordinating State resources to address the full spectrum of actions to prevent, prepare for, respond to, and recover from incidents in an all-hazards context to include terrorism, natural disasters, accidents, and other contingencies.
- Has power to make, amend, and rescind orders and regulations under a Governor's emergency declaration.
- Provides leadership and plays a key role in communicating to the public and in helping people, businesses, and organizations cope with the consequences of any type of declared emergency within Kansas.
- Encourages participation in mutual aid and implements authorities for the State to enter into mutual aid agreements with other States, tribes, and territories to facilitate resource-sharing.
- Is the Commander-in-Chief of State military forces (National Guard when in State Active Duty or Title 32 Status and the authorized State militias).
- Requests Federal assistance when it becomes clear that State or tribal capabilities will be insufficient or have been exceeded or exhausted.

The Kansas Division of Emergency Management is responsible for implementing all policy decisions relating to emergency management. These decisions are then relayed to the tasked state agencies. Those emergencies relating to local matters will be coordinated with local emergency management coordinators.

C. County Government

County governments are responsible for:

- Maintaining an emergency management program at the county level involving all government, private and volunteer organizations which have responsibilities in the comprehensive emergency management system within the county.
- Coordinating the emergency management needs of all municipalities within the county and working to establish intra-county Mutual Aid Agreements to render emergency assistance.
- Implementing a broad-based public awareness, education and information program designed to reach all citizens of the county, including those needing special media formats, who are non-English speaking (including persons who do not use English as their first language), and those with hearing impairment or loss.
- Coordinating mutual aid activities within Riley County to ensure the provision of supplemental emergency aid and assistance.
- Maintaining an emergency management program that is designed to avoid, reduce and mitigate the effects of hazards through the enforcement of policies, standards and regulations.

- Maintaining cost and expenditure reports associated with disasters, including resources mobilized as a result of Mutual Aid Agreements.
- Coordinating public information activities during disasters.
- Developing and maintaining systems to coordinate the provision of shelters and mass care to those displaced by disasters.

Riley County departments have specific responsibilities during disasters and/or during EOC activations, the everyday organizational structure of Riley County government remains in effect during disaster situations. However, certain functions of various departments may be modified or suspended to meet the needs of the disaster situation.

D. Municipal Government

Cities are responsible for ensuring the safety and well being of their citizens, as well as providing initial response, within city capabilities, in the case of emergency/disaster events. At a minimum, cities should establish emergency response policies and procedures for their jurisdiction. Specific responsibilities of cities include:

- Appoint and support a qualified person to serve as the City Emergency Management Liaison. This position serves as the primary emergency management point of contact between the City and the County and actively participates in the emergency management system.
- Coordinate and integrate emergency management activities of the city with county emergency management through all phases of emergency management (mitigation, preparedness, response, & recovery).
- Provide Riley County Emergency Management Department with current copies of the city EOP (or EOGs/SOPs), emergency contact information, and lists of critical resources.
- Ensure incident management activities will be initiated and conducted using the concepts and principles identified by the National Incident Management System (NIMS).
- Ensure all responders have the appropriate level of NIMS and hazardous materials training.
- Train damage assessment teams (for cities desiring to field their own teams) and coordinate efforts with Riley County's overall damage assessment process.
- Ensure that Riley County Emergency Management Department is kept informed of situations that require (or may potentially require) countywide coordination and/or the activation of the Riley County EOC.
- Ensure that, during a disaster, response activities (including requests for assistance, and public information efforts) are coordinated with Riley County and that situation reports, damage assessments, and requests for County, State and/or Federal assistance are channeled through Riley County.

E. Special Districts

Special districts (such as Soil and Water Conservation, Water Management, Mosquito Control, Fire and Rescue, and School) are responsible for establishing liaisons with Riley County and its organizations to support emergency management capabilities within Kansas. Special districts that involve inter-jurisdictional authority can provide resources and services to support other functionally related systems in times of disaster.

F. Private Sector

It is encouraged that members of the Private Sector:

- Coordinate with government agencies to ensure a broad and comprehensive coverage of assistance during emergencies.
- Provide and coordinate relief not provided by government on a complimentary and supplementary basis.
- Certain organizations are required by existing law and regulation to bear the cost of planning and response to incidents, regardless of cause.
- Unless the response role is inherently governmental (e.g., law enforcement, etc.), private-sector organizations are encouraged to develop and maintain capabilities to respond to and manage a complete spectrum of incidents and emergencies.
- Develop Mutual Aid Agreements and Memorandums of Understanding for actions performed during emergencies.

G. Non-Government and Volunteer Organizations

- Coordinate with government agencies to ensure a broad and comprehensive coverage of assistance and relief during emergencies.
- Provide and coordinate relief not provided by government on a complementary and supplementary basis.
- Develop Mutual Aid Agreements and Memorandums of Understanding of duties and areas of responsibilities to be performed during an emergency.

H. Hospitals, Nursing Facilities and Assisted Living Facilities

These facilities are responsible for the safety and well being of visitors and tenants to their facilities. They have a state mandate to maintain an emergency operations plan.

I. School Districts

School districts are responsible for the safety and well being of students, staff & visitors to their facilities. Emergency plans should be developed taking into account those hazards to which schools might reasonably be exposed. The districts are encouraged to be proactive in developing and implementing these plans.

J. Legal Affairs Officer

The Riley County Board of County Commissioners Legal Affairs Officer is responsible for providing legal advice and guidance to emergency management and the Riley County Board of County Commissioners all emergency management issues and concerns. The staffing of this position is the responsibility of the Riley County Board of County Commissioners. Riley County Board of County Commissioners Legal Affairs Officers are responsible for supporting requests about actions that require a legal opinion regarding jurisdictional policy and authority by ordinances, statutes and under state and federal laws (e.g., evacuations, quarantines, etc.).

K. Emergency Support Functions (ESFs)

ESF Coordinating Agency

The ESF coordinator is the agency/organization with coordination responsibilities for the assigned ESF throughout the preparedness, response, and recovery phases of incident management. Responsibilities of the ESF coordinator include:

- Coordination before, during, and after an incident, including pre-incident planning and coordination.
- Maintaining ongoing contact with ESF primary and support agencies.
- Conducting periodic ESF meetings and conference calls.
- Coordinating efforts with corresponding private-sector organizations.
- Coordinating ESF activities relating to catastrophic incident planning and critical infrastructure preparedness, as appropriate.
- Managing mission assignments and coordinating with primary and support agencies, as well as appropriate State officials, operations centers, and agencies.
- Ensuring financial and property accountability for ESF activities.

ESF Primary Agencies

An agency designated as an ESF primary agency is chosen on the basis of its authorities, resources, and/or capabilities. When an ESF is activated in response to an incident, the primary agency is responsible for:

- Supporting the ESF coordinator and coordinating closely with the other primary and support agencies.
- Providing staff for the operations at fixed and field facilities.
- Notifying and requesting assistance from support agencies.
- Working with appropriate private-sector organizations to maximize use of all available resources.

- Support and keep other ESFs and organizational elements informed of ESF operational priorities and activities.
- Conducting situational and periodic readiness assessments.
- Executing contracts and procuring goods and services as needed.
- Participate in planning for short- and long-term incident management and recovery operations.
- Maintaining trained personnel to support interagency emergency response and support teams.
- Identifying new equipment or capabilities required to prevent or respond to new or emerging threats and hazards, or to improve the ability to address existing threats.

ESF Support Agencies

Support agencies are those entities with specific capabilities or resources that support the primary agency in executing the responsibilities of the ESF. When an ESF is activated, support agencies are responsible for:

- Conducting operations, when requested by the EOC consistent with their own authority and resources.
- Participate in planning for short- and long-term incident management and recovery operations and the development of supporting operational plans, SOPs, checklists, or other job aids, in concert with existing first-responder standards.
- Assisting in situational assessments.
- Furnishing available personnel, equipment, or other resource support as requested by the EOC.
- Providing input to periodic readiness assessments.
- Maintaining trained personnel to support interagency emergency response and support teams.
- Identifying new equipment or capabilities required to prevent or respond to new or emerging threats and hazards, or to improve the ability to address existing threats.

L. CITIZEN INVOLVEMENT

The public is responsible for preparing for disasters just as the various levels of government do. Specifically, individual, family, and/or business plans need to be developed and maintained to ensure the appropriate level of preparedness.

Strong partnerships with citizen groups and organizations provide support for incident management prevention, preparedness, response, recovery, and mitigation.

Access and Functional needs population citizens are encouraged to register their information with the Riley County Emergency Management Department for disaster planning and response purposes.

IV. METHOD OF OPERATIONS

A. General

Riley County uses the nearest appropriate responder concept (likely to be a county, municipal, state or nationally available resource) when responding to any threat, event, or disaster. In most situations, Riley County agencies will be the first and primary responders, and will be required to exceed their abilities or deplete their resources before requesting state assistance. Under some rare circumstances state or federal agencies may have the primary jurisdiction for the overall response effort. However Riley County resources will likely provide the first response for all incidents impacting the jurisdictions.

1. Non-Disaster Daily Operations

Day to day operations of Riley County, absent of a declaration of State or Local Disaster Emergency is under the authority of the local governing body.

A proactive day-to-day disaster planning process is in place using the following resources:

- Local Emergency Planning Committee (LEPC)
- The Local Emergency Planning Council prepares regional hazardous materials emergency plans that indicate the facilities that use, produce, or store hazardous substances that are present in the jurisdiction.

LEPC serves as the repository for regional reports filed under Title III of the Emergency Planning and Community Right-To-Know Act of 1986 (EPCRA). LEPC directs regional Title III implementation activities and performs associated outreach functions to increase awareness and understanding of and compliance with the EPCRA program.

It is the responsibility of governments of Riley County and its communities to protect life and property from the effects of hazardous events. This Plan is based on the concept that emergency functions of responding agencies will generally parallel their normal, day-to-day functions. To the extent possible, the same personnel and material resources will be employed in both cases. Day-to-day functions that do not contribute directly to the emergency operation may be suspended for the duration of any emergency. Efforts that would normally be required of those functions will be re-directed to accomplish the emergency task assigned.

This plan provides assistance in day-to-day operations by providing each agency their responsibilities during an emergency. This allows agencies to construct programs, strategies and methods which allow day-to-day responsibilities to compliment emergency operations.

2. Emergency Operations

In accordance with KSA 48-932, the Chairman of the Riley County Board of County Commissioners may declare a state of local disaster emergency within Riley County. Such declaration shall be based on the judgment that a state of local disaster emergency is necessary to deal with a current or imminent emergency/disaster situation.

Riley County Emergency Management Department will be responsible for preparing any disaster declarations. A declaration of a state of local disaster emergency shall implement the response and recovery elements of this plan and any applicable emergency operations plans. Subject to K.S.A. 48-932, the Chairman of the Riley County Board of County Commissioners may issue any order deemed necessary for the efficient and effective management for the protection of life or property or for the general public health and welfare.

The Riley County EOP may be activated by the following positions in order of succession:

1. The Chairman of the Riley County Board of County Commissioners
2. The Director of Riley County Emergency Management Department
3. The Mayor of the largest city affected.
4. Any of the designated Emergency Management Duty Officers

Response

The organized structure for response to an emergency/disaster is under the leadership of the Riley County Board of County Commissioners who appoints the County Emergency Management Director overall coordination authority for the incident. The agencies, through the ESF structure, operate from the Riley County EOC and support the Riley County Emergency Management Department. The management structure designated to respond to emergency/disasters is coordinated by the staff of the Riley County Emergency Management Department.

Initial and subsequent notification procedures have been provided to the 24 hour Riley County Warning Point for initial contacts based on the type of event. Additional notifications are made as requested by the Incident Commander or Emergency Management Director.

Disaster response and recovery agencies identify resources, training needs, or planning activities to the Riley County Emergency Management Department. The Riley County EOC will be activated for actual or potential events that threaten Riley County. The level of activation will be determined by the Emergency Management Director based on the emergency or disaster event.

The following are possible criteria for activation of the Riley County EOC:

1. A threat (or potential threat) increases the risk in Riley County
2. Coordination of response activities are needed
3. Resource coordination is needed to respond to an event

4. Conditions are uncertain or could possibly escalate
5. A County emergency/disaster declaration is made
6. At the discretion of any of the individuals authorized to activate the EOC

The Riley County EOC may be activated or deactivated by any of the following individuals:

- Emergency Services Director - Riley County Fire Dist #1
- Emergency Services Asst Director - Riley County Emergency Management
- Director - Riley County Police Dept
- Chief - Manhattan Fire Dept

The Riley County EOC utilizes 3 levels of activation:

- **Watch:** When conditions indicate an event/disaster is imminent. Notification will be made to those agencies that will need to take action as part of their normal responsibilities. The Riley County EOC will be staffed by emergency management personnel.
- **Partial-Activation:** When conditions indicate an event/disaster is very imminent or has occurred. Emergency management personnel and essential ESFs are represented in the Riley County EOC.
- **Full-Scale Activation:** Any disaster/emergency that will require large-scale mutual aid and possible State and Federal assistance in response and recovery. Emergency management personnel and essential ESFs are represented in the Riley County EOC.

The Riley County EOC is located at:

Riley County EOC
1001 S Seth Child Rd
Manhattan, KS 66502

The facility serves as the coordination, command and control center for Riley County, is staffed when the need arises, and serves as the 24 hour Riley County Warning Point for initial notification and warning of emergencies and disasters.

Riley County operates under the ESF concept. Each ESF contained in this plan identifies the coordinating, primary and support agencies required to carry out the responsibilities of the ESF. These agencies are responsible for preparing additional operating guides, checklists, staffing patterns or resource requirements needed to complete their assignments. Each agency is responsible for carrying out the tasks assigned by this EOP, with the coordinating agency having primary responsibility for coordinating that effort. A comprehensive list of ESFs and their responsibilities can be found in the file archive as an attachment to this plan.

During activation, the Riley County EOC provides the core emergency function coordination, communication, resource dispatch and tracking; information collection, analysis and dissemination; multi-agency coordination and joint information coordination. Field Operations will be managed through the Incident Command System (ICS) and is discussed below.

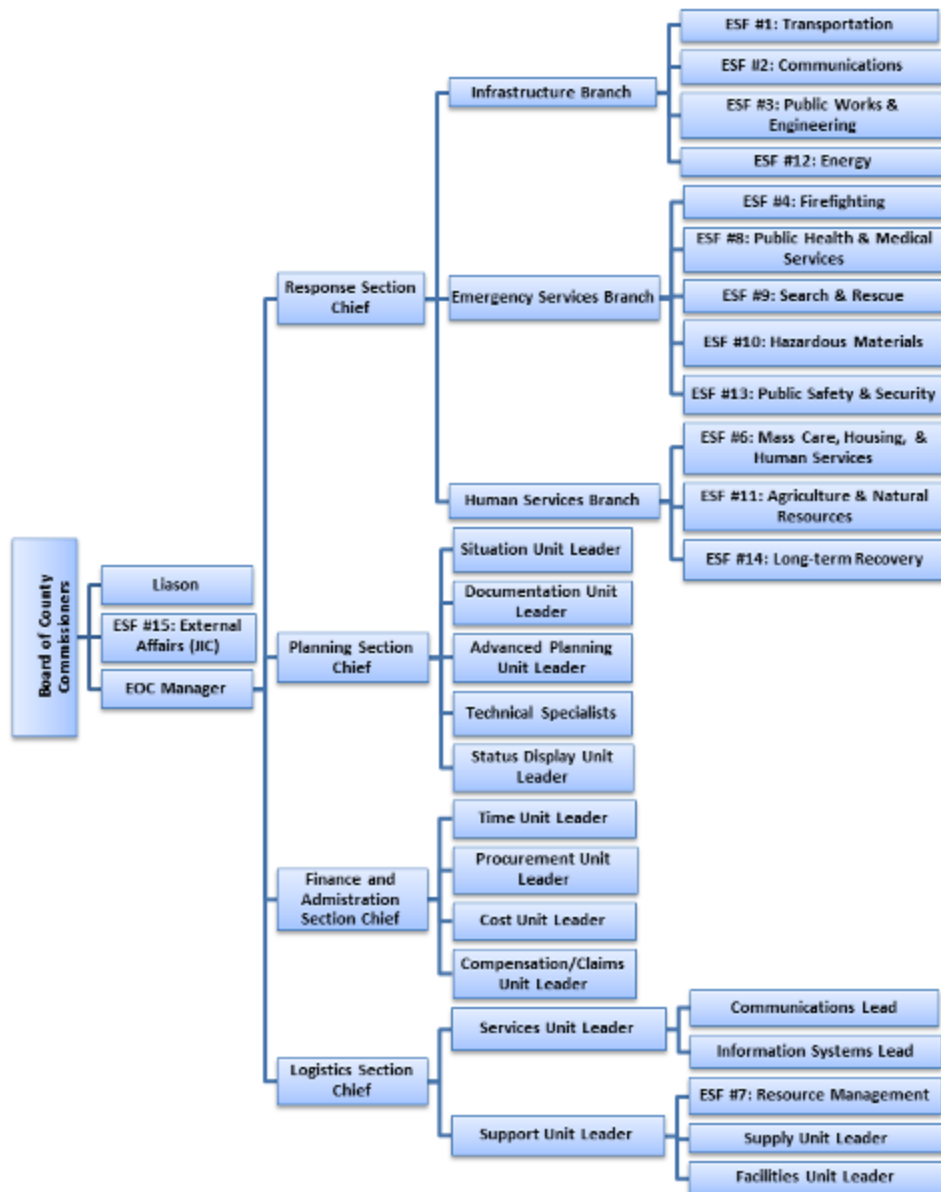
EOC Organizational Structure

The EOC staffing level and composition is contingent on the specific requirements of an incident. The organizational structure of the EOC is modular, extending to incorporate all elements necessary for the type, size, scope, and complexity of a given incident. While any configuration of functional units may be used in the EOC, the core organizational structure of the EOC is organized by Sections and ESF teams. While a organizational chart is provided below, the various functional elements are activated based on need. The organizational structure can be condensed, expanded, or reconfigured as needed.

While the structure is flexible, it is always organized around five core functions:

- **EOC Management**: This component is responsible for the overall disaster policy and coordination. Specific functions include oversight of the EOC and coordinates public information with ESF 15. EOC Management is led by the EOC Director. This position is staffed by a designated responsible agency.
- **Operations Section**: The purpose of this section is to support field operations and coordinate countywide response activities through the 15 ESF's as they implement the EOC Action Plan. This section is led by the Operations Section Coordinator which is staffed by a designated responsible agency.
- **Planning Section**: The purpose of this section is to collect, evaluate, process, and disseminate information for use in the EOC. This section is led by the Planning Section Coordinator which is staffed by a designated responsible agency.
- **Logistics Section**: This section supports operational activities through the provision of supplies, equipment, facilities, personnel, mutual aid, and other support and services necessary for disaster response and recovery. This section is led by the Logistic Sections Coordinator which is staffed by a designated responsible agency.
- **Finance/Admin/Legal Section**: The finance /admin/legal section is responsible for the coordination of the financial planning, legal opinions, procurement operations, and reporting services. This section is led by the Finance Section Coordinator which is staffed by Riley County Clerk.

Riley County EOC Organizational Chart



Each agency responding will report back to the Riley County EOC through their liaison who is the Point of Contact (POC) for each respective agency or organization in either a single or Unified Command Structure. These reports are later synchronized and information is provided to mutual aid partners, adjacent counties, and the Kansas Division of Emergency Management to provide visibility of emergency operations.

During the response phase and upon declaration of a local state of emergency, the Riley County Riley County Board of County Commissioners has ultimate authority. The Riley County Emergency Management Department reports directly to the Riley County Riley County Board of County Commissioners and then provides overall direction to the Riley County EOC.

All municipalities, City departments, constitutional officers, agencies and other organizations fall under the direction of the coordinating agency designated in the plan. The Director of Riley

County Emergency Management Department will coordinate with State, Federal and other outside agencies.

3. Field Operations

Field Operations will be managed through the Incident Command System (ICS). The ICS that has been implemented in Riley County and utilizes common terminology; is modular and scalable; incorporates measurable objectives; provides for a manageable span of control; and relies on the Incident Action Plan (IAP) as the principal tool for communicating and carrying out operational objectives in an incident. The incident may be controlled by local emergency responders or with other agencies through the mutual aid system. If the resources available at the field response level are not sufficient to mitigate the situation, the Incident Commander may request, through appropriate channels, that the Riley County EOC be activated to support the field operations.

Response to an incident by single discipline agencies (i.e., fire, law enforcement, EMS) will utilize a single Incident Commander within the ICS structure. As the incident progresses to include multiple jurisdictions and disciplines, a Unified Command will be used to the extent possible, and as deemed necessary.

During a single discipline response to an incident, the first on-scene emergency responder with management responsibilities will take the necessary steps to establish an Incident Command Post (ICP), report a scene size-up, activate the appropriate ICS organizational elements required for incident management, delegate authority within the ICS organizational structure, and develop incident objectives on which subsequent incident action planning will be based.

Each agency deploying to the field will report back to the Riley County EOC through their liaison who is the Point of Contact (POC) for each respective agency or organization in either a single or Unified Command Structure.

a. Area of Operations

An area of operations will be established by the Incident Commander. This will vary depending on the size and magnitude of the event. Once established, or changes made to an existing area of operations, it will be communicated to all responders.

b. Area Command

An Area Command (AC) will be activated if an incident is not site specific (i.e., pandemic outbreaks), the incident is extremely large and involves multiple ICS organizations, or there are multiple incidents that are being handled by separate ICS organizations. If the incidents are multi-jurisdictional, then a UC will be established within the AC. Therefore, the AC has the responsibility to:

- Set overall incident-related priorities
- Allocate critical resources according to priorities
- Ensure that incidents are properly managed

- Ensure that incident management objectives are met and do not conflict with each other or with agency policy
- Identify critical resource needs and report them to EOCs and/or multi-agency coordination entities
- Ensure that short-term emergency recovery is coordinated to assist in the transition to full recovery operations

c. Multi-Agency Coordination Center

A key component of NIMS is the development of a multi-agency coordination system that integrates the operations and functions of the Riley County EOC and field operations, guided by the principles embedded in the Incident Command System. In most cases, emergencies are handled by local fire departments, law enforcement agencies, medical service agencies, and communication/dispatch centers; but in larger emergencies or disasters, additional coordination support is required. In these situations, entities such as city EOCs and/or the Riley County EOC have critical roles in an emergency.

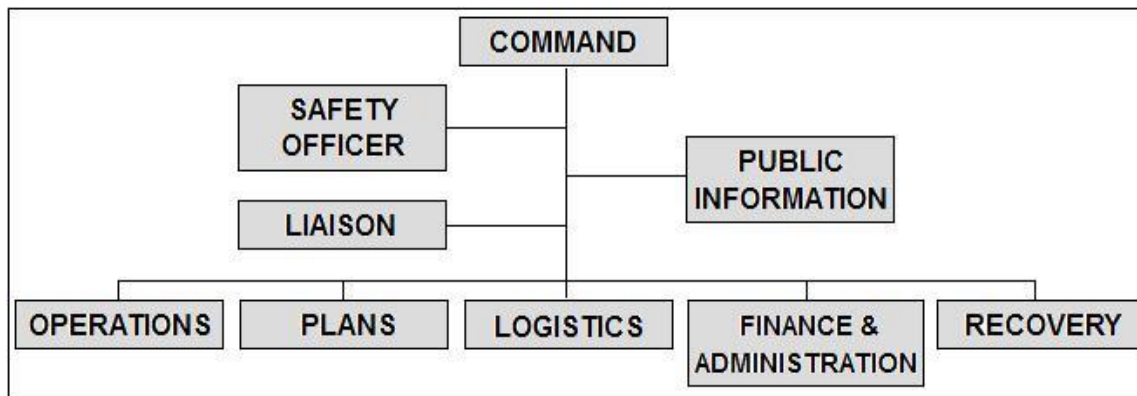
The County's incident management responsibility is directed and managed through the Riley County Emergency Management Department. As a multi-agency coordination entity, the Riley County Emergency Management Department will coordinate and manage disaster operations through the Riley County EOC to:

- Ensure that each agency involved in incident management activities is providing appropriate situational awareness and resource status information to Riley County EOC
- Establish priorities between incidents and/or Area Commands in concert with the Incident Command or Unified Command involved
- Acquire and allocate resources required by incident management personnel in coordination with the priorities established by the IC or UC
- Anticipate and identify future resource requirements
- Coordinate and resolve policy issues arising from the incident(s)
- Provide strategic coordination as required
- Coordinate briefings, message tracking, situational reports, and establish a common operating picture

Following an incident, plans, procedures, communications, staffing and other capabilities necessary for improved incident management are coordinated through the Riley County Emergency Management Department. These tasks are accomplished by the Riley County EOC by ensuring the ability to perform four core functions:

- Coordination
- Communications (that are reliable and contain built-in redundancies)

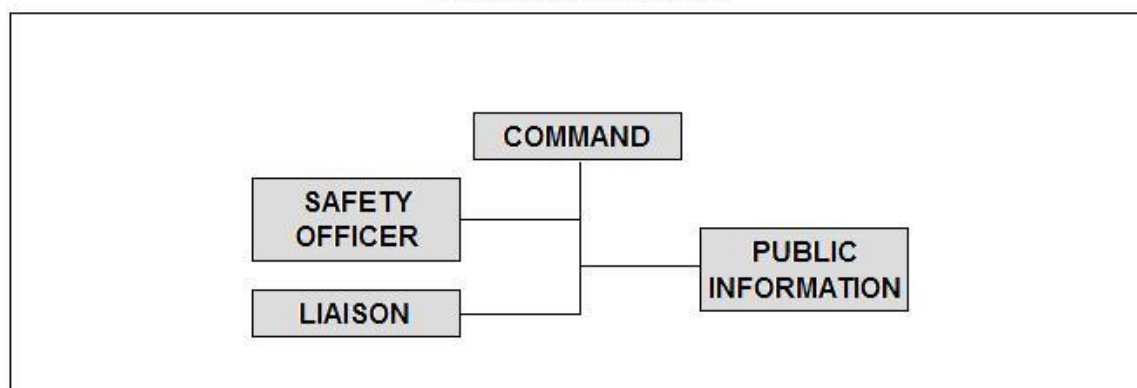
- Resource dispatch and tracking
- Information collection, analysis, and dissemination



Command Staff

The Command Staff function will be conducted in two ways: 1) as a Single Command (used when an incident occurs within single jurisdiction, and there is no jurisdictional or agency overlap, and a single IC can be designated); or 2) Unified Command (used when there are multiple agencies and multiple jurisdictions, and a single set of objectives need to be developed to guide incident management).

COMMAND STAFF



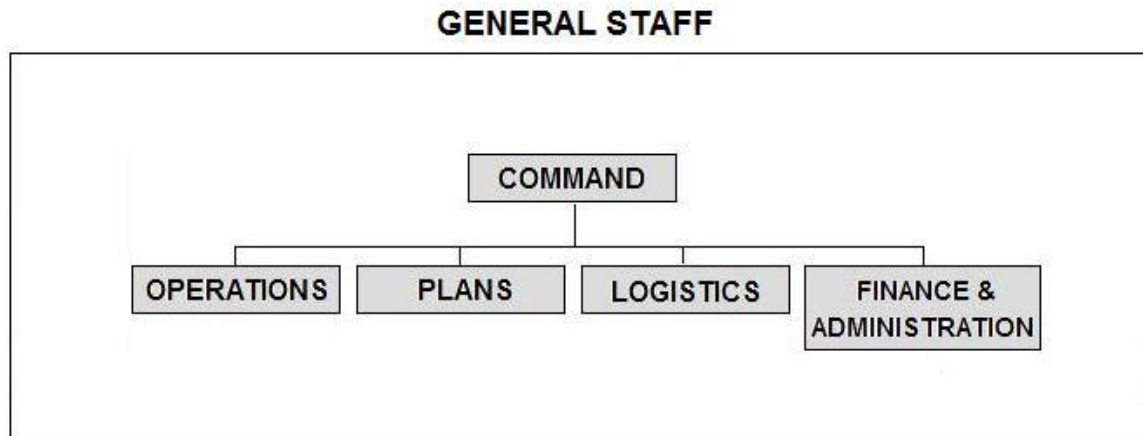
General Staff

The General Staff positions will include the following sections:

- Operations Section
- Planning Section

- Logistics Section
- Finance / Administration Section

The scope, direction, and control of these sections will follow established ICS procedures.



4. Joint Information Center

The Joint Information System (JIS) provides the mechanism for integrating public information activities among Joint Information Centers (JIC), across jurisdictions, and with private-sector and non-governmental organizations.

Riley County has implemented and institutionalized processes, procedures and plans for its JIC and can be referenced in the Annex for Emergency Support Function 15.

When the Riley County EOC is activated, the Director of Riley County Emergency Management Department or the Public Information Officer may activate the Joint Information Center (JIC). When the JIC is in operation, it serves as the central point of public information collection and dissemination. The JIC functions as part of the Command in the Riley County EOC and will coordinate the release of non-operational information.

Depending on the incident, representatives from each jurisdiction, agency, private sector organization, and non-governmental organization involved in incident management activities will be notified and asked to have their JIC representative respond to the Riley County EOC within a reasonable period of time. Communication will be accomplished via the Emergency Alert System, radio, cable override, television, fax, Internet, telephone or any other means available. When the JIC is activated, the Public Information Officer or his/her designee will notify media outlets that all media inquiries are to be directed to the JIC and that the JIC will be releasing media updates on a routine basis and when noteworthy events take place. Members of the media will not be allowed access to the Riley County EOC.

More information on public awareness and education can be found in ESF 15, External

Communications. More information on communication plans and protocols can be found in ESF 2, Communications.

B. Coordination, Direction and Control

1. County Level

Information Collection and Dissemination

Initial notification of incidents at the local level are accomplished in a variety of ways including public safety radio, television, radio, broadcast, fax, etc.

Responsibility for notification of most incidents is accomplished through the Riley County communication center. Other agencies with responsibilities for notification include the National Weather Service and Kansas Highway Patrol.

The Riley County communication center will be responsible for notifying response and Emergency management personnel when the threat of a disaster is imminent.

- **Internal:** Response agencies will be notified from the communication center as required by the nature of the disaster.
- **External:** It is the responsibility of Riley County Emergency Management Department to notify the appropriate agencies outside of the jurisdiction such as Kansas Division of Emergency Management, State Emergency Response Commission (SERC), and the United States Department of Agriculture (USDA).

The Riley County communication center provides communications essential for the city and county governments to communicate with all governmental entities. This information is then passed along to the public via siren, notification system, radio, NOAA radio, television, social media alerts, etc.

The media assume a vital role in dispersing information to the public. Riley County Emergency Management Department works closely with local media providers to ensure timely and accurate information is provided to the public.

Information collection needs and priorities will include:

1. Life safety
2. Incident security and stability
3. Property and environmental protection

Direction and Control

Impacted entities will coordinate the emergency response efforts within their political jurisdiction (county and municipalities).

The Incident Command System (ICS) and National Incident Management System (NIMS) will be used to coordinate emergency response and recovery operations at the disaster scene(s). The ICS/NIMS organization will maintain communications and coordination with the Riley County EOC at all times as detailed by this plan.

Riley County Emergency Management Department may activate Mutual Aid Agreements with neighboring jurisdictions. They may also recommend that the Riley County BOCC declare a local state of emergency and make a formal request for state assistance. The following positions are authorized to request resources by contacting Kansas Division of Emergency Management.

1. The Riley County Director of Emergency Management
2. Any designated personnel authorized by Riley County Director of Emergency Management

To request state assistance, Riley County must meet the following parameters:

1. Exhausted or will likely exhaust Riley County resources
2. Exhausted or will likely exhaust mutual aid resources
3. Exhausted or will likely exhaust contractual resources
4. The requested assistance is not available at the local level

The Director of Riley County Emergency Management Department or designee is delegated policy-making authority and can commit Riley County resources at the Riley County EOC as well as routine management and operation of the facility. The Director of Riley County Emergency Management Department may issue mission assignments to the ESFs to perform duties consistent with Riley County policy. Mission assignments and mutual aid assistance is tracked at the Riley County EOC.

Coordination of County-wide protective actions will occur among all affected risk and host areas and Riley County EOC under the direction and control of the Director of Riley County Emergency Management Department. Areas not impacted by these events may be requested to provide assistance. Prior to an evacuation and under the direction of the Director of Riley County Emergency Management Department, the Riley County EOC will implement coordination on issues which may include, but not limited to: lifting of tolls, deploying and pre-deploying personnel, identifying evacuation routes, ensuring the sufficiency of fuel, address emergency medical issues, and initiate procedures for notification to the public.

The Director of Riley County Emergency Management Department may authorize a field operations response in or near the impacted area. Field operations will be under the direction and control of the Incident Commander and may involve the deployment and staging of personnel and resources in the impacted area.

Initial planning for recovery begins before an emergency event impacts Riley County. While response actions necessary to protect public health and safety are being implemented, the recovery section within the Riley County EOC begins coordination and implementation of the recovery programs.

In the event state and federal assistance is required by Riley County, the State Coordinating Officer will interface directly with representatives of the federal government.

In the event a request for disaster assistance comes from the governor of another state, the

Governor of the State of Kansas may order the mobilization of State and local resources under the Emergency Management Assistance Compact to be deployed to the impacted state. The management and coordination of these resources will be administered through the Response and Recovery Section under the direction of the Response and Recovery Director located at Kansas Division of Emergency Management.

2. Coordinating Agencies

The Director of Riley County Emergency Management Department designates the coordinating agencies for each emergency support function to coordinate the activities of that support function.

Coordinating Agency Listing for Emergency Operations Plan	
FUNCTIONAL ANNEX	COORDINATING AGENCY
ESF 1 - Transportation	Riley County Emergency Management Department
ESF 2 - Communications	Riley County Emergency Management Department
ESF 3 - Public Works and Engineering	Riley County Public Works
ESF 4 - Firefighting	Riley County Fire District # 1
ESF 5 - Emergency Management	Riley County Emergency Management Department
ESF 6 - Mass Care, Emergency Assistance, Temporary Housing and Human Services	Riley County Emergency Management Department
ESF 7 - Logistics	Riley County Emergency Management Department Riley County Noxious Weed Dept
ESF 8 - Public Health and Medical Services	Riley County Health Department
ESF 9 - Search & Rescue	Manhattan Fire Department Riley County Fire District # 1
ESF 10 - Oil and Hazardous Materials	Riley County Emergency Management Department
ESF 11 - Agriculture and Natural Resources	Riley County Emergency Management Department
ESF 12 - Energy	Riley County Emergency Management Department
ESF 13 - Public Safety and Security	Riley County Police Department
ESF 14 - Long-Term Community Recovery	Riley County Emergency Management Department
ESF 15 - External Affairs	Riley County Emergency Management Department

Upon activation of the Riley County EOC, the primary agency for the emergency support functions will send representatives to the Riley County EOC to coordinate activities. The coordinating agency determines which primary and support agencies are required at the Riley County EOC.

The coordinating agency for the Emergency Support Functions will be responsible for collecting all information related to the disaster and providing it to Riley County Emergency Management Department.

3. Intergovernmental Mutual Aid

Mutual Aid Agreements and Memoranda of Understanding are essential components of emergency management planning, response, and recovery activities.

These agreements provide reciprocal emergency aid and assistance during an emergency or disaster. They can increase available resources and improve response and recovery efforts. A complete list of Mutual Aid Agreements in effect for Riley County related to emergency management can be found in Section VII-Authorities and References of this EOP. In addition, these agreements are available for review in their entirety at the Riley County EOC.

State-Wide Mutual Aid System

KSA 48-948 through 48-958 establishes the statewide Kansas mutual aid system which states:

"The system shall provide for mutual assistance among the participating political subdivisions in the prevention of, response to and recovery from any disaster that results in a formal state of emergency in a participating political subdivision, subject to such participating political subdivision's criterion for a declaration. The system shall provide for mutual cooperation among the participating subdivisions in conducting disaster-related exercises, testing or other training activities outside actual declared emergency periods."

The full act can be found in the file archive of this plan.

Interstate Civil Defense Compact

The purpose of the compact is to provide mutual aid among the states in meeting any emergency or disaster. The prompt, full, and effective utilization of the resources of the respective states include personnel, equipment, or supplies may be essential to the safety, care, and welfare of people therein. The Interstate Civil Defense and Disaster Compact may be entered in accordance with the provisions of KSA 48-3202. This action is accomplished by written agreement between the Governor of Kansas and Governor's of one or more states which have legally joined said compact, or which are authorized to join. Such written agreement may specify the period of time said compact is entered into with regard to each such state. The State of Kansas compact is non-active until initiated by the Governor, in agreement with one or more states.

Emergency Management Assistance Compact (EMAC)

The EMAC is a mutual aid agreement and partnership among states to allow for the exchange of resources when state and local resources are overwhelmed and federal assistance is inadequate or unavailable. Request for EMAC assistance are legally binding, contractual arrangements which requires soliciting state to be responsible for reimbursing all out-of-state costs and be liable for the actions and safety of out-of-state personnel. Providing assistance to other states through EMAC is not an obligation. Kansas became a signatory to the compact in 2000 (KSA 48-9a01).

Requesting Mutual Aid

All mutual aid requests should be coordinated through the Riley County Emergency Manager or the Riley County EOC if activated. To request mutual aid, Riley County uses the following process:

- The Party seeking mutual aid shall make the request directly to the party providing the aid in coordination with Riley County Emergency Management Department.
- Requests may be verbal or in writing. If verbal, the request shall be confirmed in writing no later than thirty (30) calendar days following the verbal request unless otherwise stated according to policies or resolutions.
- All communication shall be conducted directly between recipient and provider in coordination with Riley County Emergency Management Department.
- The Recipient shall be responsible for keeping all parties advised of the status of mutual aid activities.

If assistance is needed to coordinate mutual aid, Riley County can request coordination assistance to Kansas Division of Emergency Management.

4. Communication

ESF 2 (Communications) provides information and guidance concerning available communications systems and methods in Riley County, including:

- Dissemination of emergency information to response organizations and government
- Information flow and management to and from the Riley County EOC
- Communications interoperability among response units
- Primary and backup communications systems
- Telecommunications and information technology resources
- Emergency warning and notification

ESF 15 (External Communications) provides information on and the dissemination of information to the public for the purpose of protective action guidance and ongoing emergency information. This information is focused on the minimization of confusion, misinformation, and rumors during times of an emergency/disaster.

Riley County Warning Point

The Riley County Dispatch serves as the Riley County Warning Point. The Riley County Warning Point provides Riley County with a single point to disseminate information and warnings to government officials that a hazardous situation could threaten the general welfare, health and safety, and/or property of the population.

The Warning Point is equipped with multiple communication networks and auxiliary power.

The Riley County Dispatch has Standard Operating Guides (SOG) to notify and warn officials and general public of emergency and disaster events that occur in Riley County. In addition these guides also identify actions to be taken based off types of incidents. Notification lists for agencies and individuals are maintained by the Riley County Dispatch. Notification of the State Warning Point is included in these guides. The Director of Emergency Management or the on-call Emergency Management staff person will initiate any further notification.

Developing or existing emergency conditions which should be reported to the Riley County Dispatch include those that have or may result in multiple loss of life, environmental or property damage, or evacuation of a populated area whether or not State or Federal resources are needed to support local emergency response efforts.

ESF Coordinators and other Emergency Operation Center Representatives are kept informed of potential events by the Director of Riley County Emergency Management Department by fax, email, or telephone.

Warnings are accomplished in various ways depending on the persons that need to be warned and the time available. The Director of Riley County Emergency Management Department or the Incident Commander can initiate warnings and notification procedures. The following list identifies warning methods during an event. Any or all may be used.

- Activation of the Emergency Alert System (EAS)
- Information statements released to the local media
- Public address systems of public safety vehicles
- Door-to-door contacts
- Phone Messaging System
- Outdoor warning sirens

Specific warning zones are identified by the type of incident. Many have been pre-identified such as vulnerable areas around hazardous material locations and/or areas subject to storm surge and/or flooding.

Persons in the threatened areas with Access and Functional needs may be notified by all of the methods outlined above. Hotels, motels, Chambers of Commerce and the Tourist Information Center will assist in notification of tourists visiting the area. Most of the other warning systems previously listed would also reach some visitors to the County.

The Riley County Warning Point (Riley County Dispatch) is responsible for network control and conducts routine tests to ensure operational readiness.

Common Program Control Stations (CPCS) are radio stations utilized to provide the general public with information about events. The following stations have been identified as CPCS locations in and around Riley County:

Manhattan Broadcasting Company
2414 Casement Rd
Manhattan, KS 66502

5. State Level

When an emergency or disaster has occurred or is imminent, the Governor may issue an Executive Order proclaiming the existence of a State of Emergency or activate the emergency response, recovery and mitigation aspects of State, local and inter-jurisdictional disaster plans.

At the State level, the Kansas Adjutant General, or designee performs policy-making authority and commitment of State resources at the State of Kansas EOC. The State of Kansas EOC Manager is responsible for the provision of State assistance, as well as routine management and operation of the State of Kansas EOC. The State of Kansas EOC Manager may issue mission assignments to the State ESFs to perform duties consistent with State policy. Mission assignments, and mutual aid assistance brokered by the State, are tracked in the State of Kansas EOC.

Coordination of regional and multi-regional protective actions will occur among all affected risk and host counties, other states, and the State of Kansas EOC under the direction and control of the State of Kansas EOC Manager. Counties that are not impacted by an emergency/disaster situation may be directed by the Kansas Adjutant General to activate their EOCs to provide emergency assistance.

During activation of the State of Kansas EOC, the State of Kansas EOC Team provides up-to-date information on the situation and is also equipped to provide information on various grant programs and funding sources available to affected areas in the aftermath of disaster.

The Kansas Division of Emergency Management Regional Coordinator serves as the State of Kansas EOC liaison and shares information with local command, who then shares the information as per local protocol. The State of Kansas EOC will provide incident information to State agencies, State legislative, and United States Congressional officials. This is typically accomplished via situation reports and frequent State of Kansas EOC briefings.

In the event federal assistance is required, the State Coordinating Officer will interface directly with representatives of the federal government. If the State Coordinating Officer determines that the span-of-control needs to be broadened, he may designate a Deputy State Coordinating Officer to ensure coordination between federal and State agency representatives and to anticipate any needs or conflicts in the response or recovery phases as they progress.

In the event a request for disaster assistance comes from the governor of another state, the Governor of the State of Kansas may order the mobilization of State resources under the Emergency Management Assistance Compact (EMAC) to be deployed to the impacted state. The management and coordination of these resources will be administered through the Response Section under the direction of the Response Section Chief located in the State of Kansas EOC. In the event the State of Kansas EOC is not activated, EMAC will be managed and coordinated will be administered by Kansas Division of Emergency Management's Response and Recovery Branch under the direction of the Response and Recovery Branch Director.

6. Federal Level

Through the National Response Framework (NRF), the federal government provides assistance by establishing a single, comprehensive framework for the management of domestic incidents. The NRF provides the structure and mechanisms for the coordination of federal support. Through the NRF, federal ESFs may establish direct liaison with Kansas ESF representatives in the State of Kansas EOC.

If the disaster is major or catastrophic, the Kansas Division of Emergency Management will contact the Federal Emergency Management Agency, Region 7 and request a Federal Liaison and/or alert them that the Governor may submit a formal request for federal assistance.

If the President authorizes federal assistance, a Primary Federal Official (PFO) will represent the Secretary of the U.S. Department of Homeland Security and/or a Federal Coordinating Officer. The Federal Coordinating Officer is authorized to use the full authority of the Robert T. Stafford Disaster Relief and Emergency Assistance Act, as amended to reimburse response and recovery claims against the Disaster Relief Fund. Additionally, the Stafford Act provides funding to assist communities in mitigating the impact of future events.

7. Joint Field Office

The emergency recovery process is initiated when the President of the United States issues a Major Presidential Disaster Declaration. Such a declaration makes available a series of federal disaster assistance programs to aid the State in its recovery from a disaster situation. The basis for the declaration is the determination by the President that the disaster is of such severity and magnitude that response is beyond State and local capabilities. The field recovery operation will be conducted in accordance with the most current edition of the State of Kansas Emergency Response Plan as well as other recovery plans and procedures.

Once a field office has been established in Riley County, the Riley County Emergency Management Department will provide the proper liaisons to the appropriate field office operations.

The organizational structure for recovery is under the leadership of the State Coordinating Officer. Once a federal disaster declaration has been issued, the State Coordinating Officer consults with a Federal Coordinating Officer. In addition, a Governor's Authorized Representative (GAR) is designated in the Federal Emergency Management Agency-State Agreement and is responsible for compliance with that Agreement.

During a recovery operation, the State Coordinating Officer usually appoints a Deputy State Coordinating Officer who represents him/her at the Joint Field Office. The Deputy State Coordinating Officer is responsible for the establishment and management of State operations in the Joint Field Office and coordination between State and federal programs.

C. Prevention

Riley County's prevention goals are to avoid an incident, intervene, or stop an incident from occurring. To accomplish the goal the following strategy will be used:

- Expand Regional Collaboration

- Implement the National Incident Management System and National Response Framework (NRF)
- Strengthen Information Sharing and Collaboration capabilities
- Strengthen Interoperable and Operable Communications capabilities
- Strengthen Medical Surge and Mass Prophylaxis capabilities
- Strengthen Planning and Citizen Preparedness Capabilities
- Increase coordination with the Kansas Intelligence Fusion Center (KIFC)

1. Kansas Intelligence Fusion Center

The ability to share intelligence information quickly and accurately among state fusion centers and emergency operation centers is crucial in preventing potential criminal and terrorist acts. The primary components of a fusion center are situational awareness and warnings that are supported by law enforcement intelligence, derived from the application of the intelligence process, where requirements for actionable information are generated and information is collected, integrated, evaluated, analyzed, and disseminated. Important intelligence that may forewarn of a future attack may be derived from information collected by several diverse entities.

Riley County Police Department serves at the local liaison to the Kansas Intelligence Fusion Center. Given the nature of the information, the Riley County Police Department will distribute the information in accordance to local SOPs and be marked as Unclassified/For Official Use Only (U/FOUO). Additional information is provided in the file archive of this plan.

D. Preparedness

The goal of Riley County's preparedness operations is to help ensure a timely and effective response to, recover from and mitigation of the impacts and consequences associated with an emergency/disaster situation. To accomplish the goal the following strategy will be used:

- Administer grant programs for operational support and training activities
- Participate in capability assessments at the regional and county level
- Participate in the Comprehensive Resource Management and Credentialing (CRMCS) program to further develop resource management capabilities.
- Establish a inclusive planning process using the "Whole Community" concept.

1. Resource Management and Credentialing

Resource Management

Each agency tasked within this plan is responsible for developing and maintaining applicable resource lists. These lists should follow established county protocols for maintaining resource lists. At a minimum, full resource lists (including all county resources) will be provided to Riley County Emergency Management Department and the ESF 7 coordinating agency. The following

lists are created using the State of Kansas's Comprehensive Resource Management and Credentialing System (CRMCS). These inventories include a point of contact, geographic location, and operation area for:

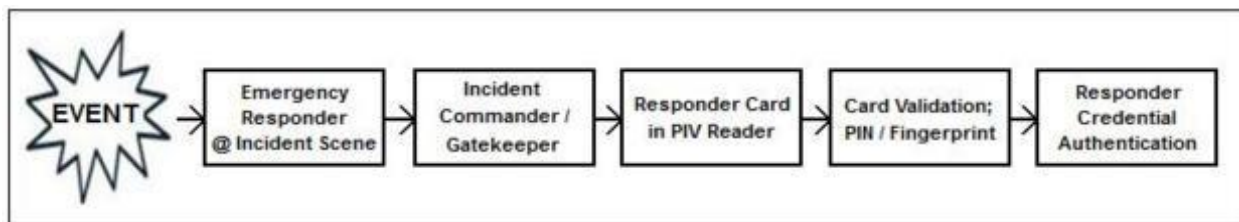
1. Vehicle inventories
2. Personnel
3. Equipment
4. Equipment operators
5. Suppliers/Contractors/vendors
6. Resources in adjacent jurisdictions that could be used during a disaster-if applicable

The following lists are currently created outside of the CRMCS and should also include point of contact, geographic location, and operation area:

1. Facilities
2. Staging areas for internal and external response
3. Services/Contracts/Mutual Aid Agreements
4. List of critical facilities having priority for restoration of utilities during emergencies

Credentialing

Riley County utilizes the CRMCS as the county credentialing system. Riley County follows their designated policy as a guide and policy to ensure that personnel resources requested to assist are adequately trained and skilled. The CRMCS is also used to verify identity and qualification to allow access to an incident site. This system can serve to prevent unauthorized (self-dispatched or unqualified personnel) access to an incident site.



2. Plan Development and Maintenance

Plan Development

The Riley County Emergency Operations Plan is developed with the assistance and input from the following groups serving in an advisory capacity.

- Riley County Mitigation Planning Committee
- Local Emergency Planning Committee (LEPC)
- ESF Coordinating, primary and support agencies
- Mutual aid partners and adjoining counties.

Listed below are planning events that have occurred or are scheduled to occur in the development of the Riley County Emergency Operations Plan:

- ESF 8
- ESF 15
- ESF 14
- ESF 13
- ESF 12 Update
- ESF 11 Review
- ESF 10
- ESF 9
- ESF 6
- ESF 4
- ESF 3
- ESF 2 Working Group
- ESF 7
- update contacts
- ESF 1 Flood info
- ESF 5 contact update
- ESF 2
- ESF 5
- general update
- staff update
- Milford Dam EAP

- KFB dam plan
- EOP & COOP Plan Access Updated
- Update ESF-14 Archive
- ESF 6 Update
- Add Flood Models
- Update ESF 6 & 13 Archive
- ESF-3 Archive Update
- ESF4 Archive Update
- Updating ESF- 6
- ESF 10 Archive Update
- ESF 11 Update
- ESF 13 Archive Update
- Mitigation Plan
- Update ESF 12 Archive
- ESF 15 Archive Update
- Update Debris Management Plan
- lepc membership update
- update file archive
- update esf1
- flint hills christian school
- 2018 Via Christi EOP
- ESF 11 Map Update
- Updated Special Needs Information
- Updated ESF 1
- Updated ESF 4
- Update ESF 1

- Updated ESF 7
- Updated ESF 5
- Updated ESF 7
- Added Updated Road Maps
- Mutual Aid Agreement between ATA Bus and RCEM
- Kansas State University Mutual Aid
- updated contacts
- updated contacts listing
- Update ESF 8 Information
- Added to ESF 8 Archive
- Update ESF 8
- Update ESF's
- Completed EOP Corrections 1
- Create ExPlan
- Maintenance of ESF 2 and Demographics
- Reviewing and Learning EOP
- Update Risk Assessments
- Eop workshop
- EOP training
- EOP training
- EOP training
- EOP training

The preparation and revision of the basic plan and ESF Annexes will be coordinated by Riley County Emergency Management Department with the assistance and involvement of all applicable entities. The preparation and revision of the ESF 8 appendices are the responsibility of the coordinating agency with the assistance of the Riley County Emergency Management Department and the designated support agencies. The Riley County Emergency Management Department will establish a format and content guidance that must be followed in the revision

process and coordinate and incorporate revisions to the annexes

This plan will be made available to all agencies tasked therein, mutual aid partners, and adjoining counties for comment. It is the responsibility of ALL parties to review and submit any comments to Riley County Emergency Management Department. The process of distributing the plan will be accomplished by either 1) granting "viewer" access via the Bold Planning Solutions Super System or 2) providing an electronic copy. Riley County Emergency Management Department will keep a hard copy on file.

The public will be provided the opportunity to view the Basic Plan portion of this document by contacting Riley County Emergency Management.

Plan Maintenance

The Riley County Emergency Management Department will maintain the Riley County EOP and provide an updated EOP to Kansas Division of Emergency Management every five years, with the exception of ESF 10 which must be updated annually as per federal law. However, the EOP may be updated as often as needed during any year. Examination and review should be conducted annually and will reflect changes in implementing procedures, improved emergency preparation capabilities, and deficiencies identified from corrective action planning. The Riley County Emergency Management Department will revise the plan by using a process best suited for the county. Whenever a change is made, the date and nature of the change will be recorded. Upon update, these changes will be incorporated into the overall plan and re-promulgated by the Riley County Board of County Commissioners.

The coordinating, primary and support agencies/organizations of each ESF will be responsible for preparing and maintaining operating procedures for all responsibilities assigned them in the EOP. These procedures will be prepared following guidance issued by local policies.

Other Plans

In addition to the Riley County EOP, additional plans have been developed and are maintained pursuant to state and federal requirements. These plans include: Riley County EMS' Disaster plan, Riley County Police Department's unusual occurrence manual, KSU emergency operations plan, Manhattan City energy plan, Manhattan City water plan, Riley County Health Department's mass vaccination plan, Riley County debris management plan, Riley County Mitigation plan, Wildcat Creek Flood plan, Riley County Family Reunification plan, Riley County's vision 2025 development plan.

3. Public Information

Before an emergency or disaster occurs, public information is critical for the public to make the necessary protective actions. The County's public information program focuses on how to better communicate emergency information to the public before, during, and after a disaster. Particular attention will be given to strategies that enhance awareness of the evacuation process, road conditions, shelter status and re-entry issues, and how to communicate information to people during evacuation.

- Vivienne Uccello or other designee will serve as the Public Information Officer (PIO). The PIO will work closely with the Director of Riley County Emergency Management Department or Coordinator, and will be the primary resource for providing disaster-

related information to the public. This includes information about all preparedness, response, recovery, and mitigation activities. Following a disaster, the public will be informed that they can contact the Riley County EOC to receive disaster-related preparedness, response, recovery, or mitigation information.

- Pre-scripted public service announcements are maintained by the Riley County Emergency Management Department.
- The PIO will be responsible for collecting information, preparing releases for the media, and responding to requests for information and interviews.
- The Riley County Emergency Management Department will prepare pre-scripted news releases that can easily be edited to include disaster specific information.
- The PIO will, at his/her discretion, send disaster updates to local media outlets, and to the Kansas Division of Emergency Management.
- Additional information is provided in ESF 15.

4. Training and Exercise

All training related to emergency management is coordinated and scheduled through the Riley County Emergency Management Department. The Riley County Emergency Management Department offers training to all inter-agencies (County, City and others) on preparedness, response, recovery, mitigation, hazardous materials, debris management, terrorism and other issues. The training offered is conducted through the Kansas Division of Emergency Management training section, American Red Cross, the Local Emergency Planning Committees, Fire Department, the and any other organization offering training. The Riley County Emergency Management Department provides the notice of training being offered to local response agencies.

Riley County continues to implement a training and exercise program, consistent with NIMS, for incident management organizations and personnel. Elements of the program include:

- Multi-disciplinary and multi-jurisdictional interaction, including involvement with private-sector and non-governmental organizations, during realistic exercises.
- Standard courses on incident command and management, incident management structure, and operational coordination processes and systems.
- Courses focus on discipline and agency-specific subject matter expertise.

Riley County further requires courses for all incident management organizations and personnel to ensure NIMS compliance at all levels of response. The following courses are required:

- IS 700 - National Incident Management System (NIMS), An Introduction
- IS 800 - National Response Plan (NRP), An Introduction
- ICS 100 Series - Incident Command Systems, An Introduction

- ICS 200 Series - Incident Command System, Basic
- ICS 300 Series - Intermediate Incident Command System
- ICS 400 Series - Advanced Incident Command System

Exercises are a key component in improving all-hazards incident management capabilities. The Riley County Emergency Management Department participates on an ongoing basis in a range of exercises, including multi-disciplinary and multi-jurisdictional exercises that are designed to improve integration and interoperability. These exercises are integrated in an annual Integrated Preparedness Planning Workshop (IPPW). Among the key exercises types that Riley County participates in or has participated in include:

Event Title: ESF 8
Event Date: 12/09/2022
Event Type: Plan Maintenance
Event Status: Completed

Description:
 ESF 8 reviewed and updated by responsible agencies.

Event Title: ESF 15
Event Date: 11/11/2022
Event Type: Plan Maintenance
Event Status: Completed

Description:
 ESF 15 reviewed and updated by responsible agencies.

Event Title: ESF 14
Event Date: 10/28/2022
Event Type: Plan Maintenance
Event Status: Completed

Description:
 ESF 14 reviewed and updated by responsible agencies.

Event Title: ESF 13
Event Date: 10/14/2022
Event Type: Plan Maintenance
Event Status: Completed

Description:

ESF 13 reviewed and updated by responsible agencies.

Event Title: ESF 12 Update
Event Date: 9/30/2022
Event Type: Plan Maintenance
Event Status: Completed

Description:

ESF 12 reviewed and updated by responsible agencies.

Event Title: ESF 11 Review
Event Date: 9/19/2022
Event Type: Plan Maintenance
Event Status: Completed

Description:

ESF 11 reviewed and updated by responsible agencies.

Event Title: ESF 10
Event Date: 9/02/2022
Event Type: Plan Maintenance
Event Status: Completed

Description:

ESF 10 reviewed and updated by responsible agencies.

Event Title: ESF 9
Event Date: 8/22/2022
Event Type: Plan Maintenance
Event Status: Completed

Description:

ESF 9 reviewed and updated by responsible agencies.

Event Title: ESF 6

Event Date: 7/25/2022

Event Type: Plan Maintenance

Event Status: Completed

Description:

ESF 6 reviewed and updated by responsible agencies

Event Title: ESF 4

Event Date: 7/18/2022

Event Type: Plan Maintenance

Event Status: Completed

Description:

ESF 4 reviewed and updated by responsible agencies

Event Title: ESF 3

Event Date: 7/08/2022

Event Type: Plan Maintenance

Event Status: Completed

Description:

ESF 3 reviewed and updated by responsible agencies

Event Title: ESF 2 Working Group

Event Date: 6/17/2022

Event Type: Plan Maintenance

Event Status: Completed

Description:

RLEMA and partner agencies reviewed and made necessary changes and updates to ESF 2 (Communications).

Event Title: ESF 7
Event Date: 5/31/2022
Event Type: Plan Maintenance
Event Status: Completed

Description:

ESF 7 reviewed and updated by responsible agencies.

Event Title: update contacts
Event Date: 9/21/2021
Event Type: Plan Maintenance
Event Status: Completed

Description:

Laurie updated contacts in file archive

Event Title: ESF 1 Flood info
Event Date: 8/09/2021
Event Type: Plan Maintenance
Event Status: Completed

Description:

updated flood action guide in esf1

Event Title: ESF 5 contact update
Event Date: 7/16/2021
Event Type: Plan Maintenance
Event Status: Completed

Description:

updated contacts
update esf 5 file archive

Event Title: ESF 2
Event Date: 7/15/2021
Event Type: Plan Maintenance
Event Status: Completed

Description:

ESF2 reviewed and updated by responsible agencies

Event Title: ESF 5

Event Date: 7/15/2021

Event Type: Plan Maintenance

Event Status: Completed

Description:

ESF5 reviewed and updated by responsible agencies

Event Title: general update

Event Date: 7/14/2021

Event Type: Plan Maintenance

Event Status: Completed

Description:

updated succession list and contacts.

worked in ESF2 file archive removing old outdated radio information.

Event Title: staff update

Event Date: 6/21/2021

Event Type: Plan Maintenance

Event Status: Completed

Description:

replaced Robert Cox with Baldwin Fisher

Event Title: Milford Dam EAP

Event Date: 6/15/2021

Event Type: Plan Maintenance

Event Status: Completed

Description:

Uploaded Milford Dam EAP 2018 and Inundation Map 2010.

Event Title: KFB dam plan
Event Date: 6/07/2021
Event Type: Plan Maintenance
Event Status: Completed

Description:

Uploaded Kansas Farm Bureau Dam EAP into file archive

Event Title: EOP & COOP Plan Access Updated
Event Date: 2/09/2021
Event Type: Plan Maintenance
Event Status: Scheduled

Description:

Robert Cox updated the list of people with Viewer and User access to the Riley County EOP, Public Works COOP, Planning and Development COOP, and Fire District 1 COOP.

Event Title: Update ESF-14 Archive
Event Date: 2/04/2021
Event Type: Plan Maintenance
Event Status: Completed

Description:

Robert Cox updated the Per Capita Impact for county and state for public assistance. Robert also deleted the previous one.

Event Title: ESF 6 Update
Event Date: 11/17/2020
Event Type: Plan Maintenance
Event Status: Scheduled

Description:

Robert Cox updated the Big Lakes Development Center List in the ESF 6 Archive and deleted the the old one.

Event Title: Add Flood Models
Event Date: 11/02/2020
Event Type: Plan Maintenance

Event Status: Scheduled

Description:

Robert Cox added the Wildcat Creek Flood Models Hydrolic report to the Wildcat Creek Folder.

Event Title: Update ESF 6 & 13 Archive

Event Date: 10/26/2020

Event Type: Plan Maintenance

Event Status: Scheduled

Description:

Robert Cox updated the ESF 6 & 13 Archives. The information updated is ESF 6 was the ARC contacts list. In the ESF 13 it was the 2020 Public Safety and Security attachment.

Event Title: ESF-3 Archive Update

Event Date: 10/21/2020

Event Type: Plan Maintenance

Event Status: Scheduled

Description:

Robert Cox updated the Public Works Resources and Contacts Sheet and added the Household Hazardous Waste Map as well as the Transfer Station Map.

Event Title: ESF4 Archive Update

Event Date: 10/21/2020

Event Type: Plan Maintenance

Event Status: Scheduled

Description:

Robert Cox updated the ESF-4 Archive. The Notification Procedures was updated, as well as the FireFighting Resources and Contacts.

Event Title: Updating ESF- 6

Event Date: 10/16/2020

Event Type: Plan Maintenance

Event Status: Scheduled

Description:

Robert Cox updated the archives of the ESF 6 by replacing the Red Cross Chapters paperwork, the Shelter Locations, and adding more current List of Veterinarians with in the county.

Event Title: ESF 10 Archive Update

Event Date: 10/13/2020

Event Type: Plan Maintenance

Event Status: Scheduled

Description:

Robert Cox updated the ESF 10 Archive. Removed old LEPC Membership List, Hazmat Inventory Spreadsheet, and Pipeline Map. These were replaced the 2020 LEPC Membership List, the 2020 Hazmat Inventory Spreadsheet, and the 2020 Pipelines Map.

Event Title: ESF 11 Update

Event Date: 10/13/2020

Event Type: Plan Maintenance

Event Status: Scheduled

Description:

Robert Cox updated the ESF 11 Archive by replacing the 2014 Waterways map with the 2019 Waterways map.

Event Title: ESF 13 Archive Update

Event Date: 10/12/2020

Event Type: Plan Maintenance

Event Status: Scheduled

Description:

Robert Cox has updated the ESF 13 Law Enforcement coverage map in the Archive.

Event Title: Mitigation Plan

Event Date: 10/09/2020

Event Type: Plan Maintenance

Event Status: Scheduled

Description:

Robert Cox created the Mitigation Plan Folder and uploaded the 2020 FEMA Mitigation Plan Approval Letter.

Event Title: Update ESF 12 Archive
Event Date: 10/06/2020
Event Type: Plan Maintenance
Event Status: Scheduled

Description:

Robert Cox and Laurie Harrison updated the Archive of ESF 12.

Event Title: ESF 15 Archive Update
Event Date: 10/05/2020
Event Type: Plan Maintenance
Event Status: Scheduled

Description:

Robert Cox updated the Media Contact List. Current form was received from PIO Vivienne Uccello from MHK.

Event Title: Update Debris Management Plan
Event Date: 3/10/2020
Event Type: Plan Maintenance
Event Status: Scheduled

Description:

Robert Cox and Laurie Harrison updated all the out dated forms in the Debris Management Plan Archive File.

Event Title: lepc membership update
Event Date: 12/04/2019
Event Type: Plan Maintenance
Event Status: Completed

Description:

Laurie updated lepc membership list in esf10

Attachment: Riley_County_MAIN_20230509 (2) (13414 : LEOP Concurrence)

Event Title: update file archive
Event Date: 11/27/2019
Event Type: Plan Maintenance
Event Status: Completed

Description:

Laurie created folders in file archive esf1 (snowroutes/flood action level guides/evac information).

Event Title: update esf1
Event Date: 11/26/2019
Event Type: Plan Maintenance
Event Status: Completed

Description:

Laurie created snow route folder under ESF1 transportation and placed city snow routes maps in the folder.

Event Title: flint hills christian school
Event Date: 10/21/2019
Event Type: Plan Maintenance
Event Status: Completed

Description:

the school is in PT county, deleted from schools in Riley County

Event Title: 2018 Via Christi EOP
Event Date: 9/24/2019
Event Type: Plan Maintenance
Event Status: Scheduled

Description:

Added the 2018 Via Christi EOP in the ESF 8 Archive. Received it from James Catt of Via Christ.

Event Title: ESF 11 Map Update
Event Date: 9/18/2019
Event Type: Plan Maintenance
Event Status: Scheduled

Description:

Updated all maps in ESF 11 Archive. New maps added and deleted old ones.

Event Title: Updated Special Needs Information
Event Date: 8/21/2019
Event Type: Plan Maintenance
Event Status: Completed

Description:

Updated the Special Needs Map and the Child facilities spreadsheet.

Event Title: Updated ESF 1
Event Date: 7/23/2019
Event Type: Plan Maintenance
Event Status: Scheduled

Description:

Deleted Access and Functional Needs spreadsheet and created 4 separate spreadsheets on the updated information.

Event Title: Updated ESF 4
Event Date: 7/17/2019
Event Type: Plan Maintenance
Event Status: Scheduled

Description:

Updated all maps and deleted all the old ones.

Event Title: Update ESF 1
Event Date: 7/16/2019
Event Type: Plan Maintenance
Event Status: Scheduled

Description:

Updated Airstrips Map and Removed the old one.

Event Title: Updated ESF 7

Event Date: 7/12/2019

Event Type: Plan Maintenance

Event Status: Scheduled

Description:

Updated Volunteer Sign in Sheet

Added Volunteer Liability Waiver

Event Title: Updated ESF 5

Event Date: 7/10/2019

Event Type: Plan Maintenance

Event Status: Scheduled

Description:

Updated COG contacts and deleted the old ones.

Updated EOC Activation

Event Title: Updated ESF 7

Event Date: 7/09/2019

Event Type: Plan Maintenance

Event Status: Scheduled

Description:

Robert Cox Updated all items in ESF 7 Archive with newest information and deleted the old information.

Event Title: Added Updated Road Maps

Event Date: 7/01/2019

Event Type: Plan Maintenance

Event Status: Scheduled

Description:

Robert Cox added four new road maps to the archive. The following maps were added:

2019 KDOT Traffic Map zoomed in on Riley County
 kdot riley county roads map Aug2017
 kdot road map Riley County Aug 2019
 kdot traffic map 2019_20_state map

Event Title: Mutual Aid Agreement between ATA Bus and RCEM
Event Date: 6/19/2019
Event Type: Plan Maintenance
Event Status: Completed

Description:

Added in the File Archive under Mutual Aid Tab. The Mutual Aid Agreement between ATA Bus and Riley County Emergency Management has been updated to 06/19/2019 and will be reviewed/updated in June 2021.

Event Title: Kansas State University Mutual Aid
Event Date: 6/06/2019
Event Type: Plan Maintenance
Event Status: Completed

Description:

Robert Cox added the Kansas State University and Riley County Emergency Management. The agreement if from 2010 and currently being revised.

Event Title: updated contacts
Event Date: 4/29/2019
Event Type: Plan Maintenance
Event Status: Completed

Description:

Event Title: updated contacts listing
Event Date: 4/03/2019
Event Type: Plan Maintenance
Event Status: Completed

Description:

Attachment: Riley_County_MAIN_20230509 (2) (13414 : LEOP Concurrence)

Event Title: Added Family Disaster Plan
Event Date: 11/26/2018
Event Type: Plan Maintenance
Event Status: Completed

Description:

Added Riley County Family Disaster Plan to the Riley County Master Plan.

Event Title: Added New Contacts
Event Date: 10/01/2018
Event Type: Plan Maintenance
Event Status: Scheduled

Description:

Added new division- Riley County Community Corrections.
Added new contacts to the Riley County Community Corrections Division.

Event Title: Created New Plan
Event Date: 10/01/2018
Event Type: Plan Maintenance
Event Status: Scheduled

Description:

Created New Coop Plan under Master Plan.
Created the Riley County Community Corrections COOP Plan.

Event Title: Added Facilities
Event Date: 10/01/2018
Event Type: Plan Maintenance
Event Status: Scheduled

Description:

Added new facilities to the master plan for Noxious Weed/HHW.

Event Title: Created new plan
Event Date: 9/27/2018
Event Type: Plan Maintenance
Event Status: Scheduled

Description:

Created new plan for the Riley County Register of Deeds.

Event Title: Added Contacts
Event Date: 9/27/2018
Event Type: Plan Maintenance
Event Status: Scheduled

Description:

Added the contacts from the Riley County Register of Deeds.

Event Title: Added New Facilities
Event Date: 9/27/2018
Event Type: Plan Maintenance
Event Status: Scheduled

Description:

Added two new facilities to Master Plan. They are the Manhattan Public Library and the Geary County Register of Deeds Office. Both are set as alternate locations.

Event Title: Added New Facilities
Event Date: 9/27/2018
Event Type: Plan Maintenance
Event Status: Scheduled

Description:

Added two new facilities for the Riley County Register of Deeds Plan. They are Wabaunsee and Clay County's Register of Deeds Facilities for alternate recovery locations.

Event Title: Created District Court Plan
Event Date: 9/14/2018
Event Type: Plan Maintenance

Event Status: Scheduled

Description:

Created Riley County District Court COOP Plan.
Created Riley County District Court Contact List.
Created Riley County District Court Building Location.

Event Title: Added Contacts

Event Date: 8/21/2018

Event Type: Plan Maintenance

Event Status: Scheduled

Description:

Added Planning and Development contacts, as well as County Office Building with address.

Event Title: Added Contacts

Event Date: 8/21/2018

Event Type: Plan Maintenance

Event Status: Scheduled

Description:

Added the Riley County Treasurers Contacts. Waiting for Shilo to update me on two people on contact list.

Event Title: Added Contact

Event Date: 8/20/2018

Event Type: Plan Maintenance

Event Status: Scheduled

Description:

Added Kevin from it to the contact list. Need to add all of his information still.

Event Title: Update ESF 8 Information

Event Date: 7/24/2018

Event Type: Plan Maintenance

Event Status: Scheduled

Description:

Added Mental Health Center Template to the archive. Health department has signed off on it as well.

Event Title: Annual Airport Exercise

Event Date: 7/24/2018

Event Type: Table Top Exercise

Event Status: Scheduled

Description:

Created the 2018 Airport Exercise Folder and added note sheets with the scenario handout.

Event Title: Added to ESF 8 Archive

Event Date: 7/23/2018

Event Type: Plan Maintenance

Event Status: Scheduled

Description:

Added MFM SOG and Mass Care Tool kit to ESF 8.
Emailed from Andrew Adams.

Event Title: Update ESF 8

Event Date: 7/13/2018

Event Type: Plan Maintenance

Event Status: Scheduled

Description:

Added Public Health and Medical Services attachment to ESF 8
Waiting on County Mass Fatality from Health Dept.

Event Title: Update ESF's

Event Date: 7/06/2018

Event Type: Plan Maintenance

Event Status: Completed

Description:

ESF 2 updated

ESF 5 updated
ESF 6 inprogress, working on Access and Functional Needs & Animal Sheltering.

Event Title: Completed EOP Corrections 1
Event Date: 7/06/2018
Event Type: Plan Maintenance
Event Status: Completed

Description:
Completed all ESF's corrections.
ESF's corrected 5,6,7,8,10,14, and15.

Event Title: Create ExPlan
Event Date: 7/06/2018
Event Type: Table Top Exercise
Event Status: Scheduled

Description:
Created ExPlan for Active Shooter Recovery Exercise.
Emailed to Laurie and Pat for review.

Event Title: Maintenance of ESF 2 and Demographics
Event Date: 7/02/2018
Event Type: Plan Maintenance
Event Status: Scheduled

Description:

Event Title: Reviewing and Learning EOP
Event Date: 6/04/2018
Event Type: Training
Event Status: Scheduled

Description:

Event Title: Update Risk Assessments
Event Date: 5/29/2018
Event Type: Plan Maintenance
Event Status: Completed

Description:

Event Title: Eop workshop
Event Date: 5/22/2018
Event Type: Training
Event Status: Completed

Description:

Event Title: Wildcat Region Infectious Disease
Event Date: 4/26/2018
Event Type: Table Top Exercise
Event Status: Scheduled

Description:

Created Wildcat Region Infectious Disease folder and added the scenario handout with notes.

Event Title: Severe Weather TTX
Event Date: 3/01/2018
Event Type: Table Top Exercise
Event Status: Scheduled

Description:

Created Severe Weather TTX folder and added the scenario handout with notes.

Event Title: ESF 3
Event Date: 6/16/2016
Event Type: Plan Maintenance
Event Status: Completed

Description:

ESF 3 was updated and completed.

Event Title: ESF 1 and 2
Event Date: 6/14/2016
Event Type: Plan Maintenance
Event Status: Completed

Description:
ESF's 1 and 2 were updated and completed.

Event Title: ESF 4, 5, and 6
Event Date: 6/07/2016
Event Type: Plan Maintenance
Event Status: Completed

Description:
ESF's 4, 5, and 6 were updated and completed.

Event Title: ESF 7 and 8
Event Date: 6/06/2016
Event Type: Plan Maintenance
Event Status: Completed

Description:
ESF 7 and 8 were updated and completed.

Event Title: ESF 9,10,11
Event Date: 5/23/2016
Event Type: Plan Maintenance
Event Status: Completed

Description:
ESF's 9, 10, and 11 were updated and completed.

Event Title: ESF 14 and 15
Event Date: 5/12/2016
Event Type: Plan Maintenance

Event Status: Completed

Description:

ESF 14 and 15 were updated.

Event Title: ESF 12 and 13

Event Date: 5/05/2016

Event Type: Plan Maintenance

Event Status: Completed

Description:

ESF 12 and 13 were updated.

Event Title: EOP training

Event Date: 10/17/2013

Event Type: Training

Event Status: Completed

Description:

Laurie attended workshop with Brandt Hahn in Abilene

Event Title: EOP training

Event Date: 10/16/2013

Event Type: Training

Event Status: Completed

Description:

Sam Dameron, MFD and Laurie attended workshop with Brandt Hahn in Abilene

Event Title: EOP training

Event Date: 10/15/2013

Event Type: Training

Event Status: Completed

Description:

Pat and Laurie attended a workshop with Brandt Hahn in Abilene

Event Title: EOP training
Event Date: 5/02/2012
Event Type: Training
Event Status: Completed

Description:
 Planning Workshop

The Homeland Security Exercise Evaluation Program (HSEEP) will be used for developing, delivering and evaluating Department of Homeland Security/Office of Domestic Preparedness funded exercises.

The following agencies and entities have exercise programs:

Name of Agency	Type of Exercise Program
Riley County Health Dept	Public Health
Manhattan Regional Airport	Aviation
KSU Nuclear Reactor	Radiological
Riley County Emergency Management	All Hazards
Mercy Regional Hospital	Medical

After Action Reviews and Corrective Action Plans

After each exercise, the lead agency performing the exercise will conduct an evaluation of the effectiveness of the exercise. This information will be incorporated into future plan revisions and updates by the Riley County Emergency Management Department. This will be accomplished by drafting a corrective action plan which may include, but not limited to assigning the following actions:

- Change to plans/procedures
- Acquire new or replace outdated equipment/resources
- Train/Re-Train Personnel

Following actual events the same procedure will be used and will be led by Riley County Emergency Management Department.

E. Response

Riley County must be prepared to respond quickly and effectively on a 24-hour basis to developing events. The primary goal of the County's response operation is to ensure a timely

and effective response to the many consequences that may be generated by an emergency/disaster situation. When an event or potential event is first detected, a series of actions will take place to ensure an effective and efficient response operation.

Riley County actively shares mutual aid resources with surrounding jurisdictions through the state mutual aid pact. Riley County has a written mutual aid agreement with Ft Riley Fire Dept for fire and haz mat resources. see ESF4 attachment.

1. Local Emergency Operations Center (EOC)

The Riley County EOC is the facility that is used to coordinate a County response to any major emergency or disaster situation. The Riley County EOC is located at 1001 S Seth Child Rd Manhattan, KS 66502. The facility serves as the coordination, command and control center for Riley County. The Riley County EOC is staffed as prescribed above. Security and maintenance of the Riley County EOC will be carried out in accordance with the provisions of the most current version of the Riley County EOP. In the event the Riley County EOC is threatened, an alternate EOC site may be activated as designated in the Riley County Emergency Management Department Continuity of Operations Plan.

The Riley County EOC will be activated for actual or potential events that threaten Riley County. The level of activation will be determined by the Director of Riley County Emergency Management Department based on the emergency or disaster event.

Additional information on Riley County EOC, communications, warning points, and field operations has been previously provided above.

2. Public Safety Enforcement Actions

In a large-scale incident law enforcement resources will quickly become overwhelmed, and law enforcement officials will have to balance their resources and efforts between new responsibilities and everyday service demands. The ESF 13 Coordinating Agency will activate mutual aid by contacting law enforcement agencies outside the affected area. Shifts will be assigned and responding law enforcement agents will report to the staging area for assignments. ESF 13 will provide security for the inner and outer sections of the established perimeter. Additional information is provided in ESF 13.

F. Recovery

In the aftermath of a disaster, County efforts turn to rebuilding the infrastructure and restoring the social and economic life of the community with the incorporation of mitigation measures as a major goal. To accomplish this goal the following strategy is provided:

- To deploy several specialized recovery teams (personnel) and facilities (centers) into a disaster area to help victims and support the Incident Commander
- To work closely with the Kansas Division of Emergency Management and to inform affected local governments, individuals and businesses that programs are available to assist them in recovery efforts.

1. Recovery Field Operations

In the aftermath of a disaster, with or without a Presidential Declaration, the State may deploy several specialized recovery teams (personnel) and establish centers (facilities) into a disaster area.

2. Recovery Personnel

- Assessment Team - Teams of qualified personnel, including building inspectors, structural engineers, and architects, who will gather information by performing an assessment of all structures and property in the disaster area; and teams of administrative personnel who will compile the gathered information to facilitate the application process for local, state, and federal disaster assistance programs.
- Community Relations Team - Team is deployed to disseminate information and collect data to assist disaster-affected communities and eligible individuals in receiving assistance. The primary function of this team is to identify and report unmet human needs and to inform disaster victims of the disaster assistance programs and registration process.
- Unmet Needs Committee - A committee that helps identify unmet needs and possible assistance. Such committees are comprised of volunteer agencies, private sector representatives, and governmental agencies.
- Human Needs Assessment Team - A team that is deployed immediately after a disaster and before the establishment of a JFO Office to help counties assess and report the immediate needs of disaster victims.
- Insurance Team - A team that is deployed to assist policy owners following a disaster.

3. Damage Assessment

Damage assessments include those actions that are undertaken to determine the nature and scope of damages to structures, facilities and infrastructure for the purpose of identifying and scaling the need for State and Federal disaster assistance in the recovery phase. Damage assessment will be closely coordinated with ESF 5, which has the lead for impact assessment and incident action planning during the response phase.

Operational assessment is the immediate, informal reporting of emergency conditions to size-up the damage that has occurred and to determine what personnel, equipment and facility resources the county has available for response. First indications of the scope and extent of damages will likely be provided by field personnel reporting to their dispatch centers or to the Riley County EOC. These initial reports include hazard conditions, critical emergency needs and condition of surface routes, and are extremely important in allocating emergency responders and determining incident situation status.

The Riley County EOC may also receive damage assessment information from additional sources: ambulance crews, utility crews, employees traveling to or from work, media sources in the field, citizens, businesses, etc. The Riley County EOC may establish a process where the public can submit damage reports.

The Riley County Emergency Management Department is the lead for the County's Damage Assessment Program. Responsibilities include: recruitment and training of team members and the overall management of damage assessment priorities in coordination with ESF 5.

The County Property Appraiser's Office will assist in providing estimates of loss and economic impact. The Chamber of Commerce and the insurance industry will provide information on losses to businesses.

The Emergency Manager will provide information to the Kansas Division of Emergency Management within 12-36 hours if possible.

Initial Safety and Damage Assessments

The County will conduct an initial damage assessment using resources to determine the overall extent of damages. The Riley County Emergency Management Department is responsible for the direction and control of the Impact Assessment process and has pre-identified County and municipal employees who will assist with damage assessment. Also, members of the fire department have been trained and will assist with damage assessment. The goal of this assessment is to determine the magnitude and severity of damage to structures and infrastructure; and, in the event of a severe rainfall event, determine the level of flooding damage. This information will be collected by the Riley County Emergency Management Department, and provided to the provided to Riley County Emergency Management Department, who will then provide the information to the Kansas Division of Emergency Management.

The impact assessment data provides a County wide general overview of the most significantly impacted areas and, therefore establishes a prioritization mechanism for damage assessment team deployment, resource allocation, and disaster assistance.

Team members will be contacted by telephone, pager, cellular phone, email or two-way radio. The Riley County Emergency Management Department maintains a current contact list of Damage Assessment Team members. Information collected through the initial damage assessment will be collected by the Riley County Emergency Management Department, and provided to the provided to Riley County Emergency Management Department, who will then provide the information to the Kansas Division of Emergency Management.

Preliminary Damage Assessment

If the situation warrants, a formal Preliminary Damage Assessment will be requested and performed by local, State, and Federal assessors. This will include assessments for both public and individual damages. Local representatives will accompany these teams during their assessments. These individuals will be familiar with damaged areas and will supply maps needed to complete the damage assessment process. The Kansas Division of Emergency Management will then coordinate with the Federal Emergency Management Agency to determine if the County qualifies for public and/or individual assistance.

Capturing all costs associated with the emergency is essential because accurate damage assessments (Initial Damage Assessments and Preliminary Damage Assessments) document the need for state and/or federal assistance and are required to obtain a federal disaster declaration.

Habitability Assessments

Habitability assessors will determine the structural safety of residential buildings. This will be conducted through the coordinated efforts of the Kansas Department of Health and Environment. When practical, this assessment will be coordinated with the American Red Cross, or other relief agencies.

The municipalities in Riley County are responsible for all corresponding inspections, damage assessments and other disaster response and recovery functions and activities for their jurisdictional area and the County would include the municipalities in its response and recovery activities due to their limited resources. The municipalities will still coordinate final reporting to the Riley County Emergency Management Department, who will then provide the information to the Kansas Division of Emergency Management.

The County is responsible for all corresponding inspections, damage assessments and other disaster response and recovery functions and activities for their jurisdictional area. The County will coordinate final damage estimates to the Riley County Emergency Management Department, who will then provide the information to the Kansas Division of Emergency Management.

Additional damage assessment functions are maintained in the appropriate Riley County SOPs and Annexes. This includes the identification of roles and responsibilities, training, assessment criteria, reporting formats and process for both initial and preliminary damage assessments.

Priorities of inspections include:

- Structures involved in response operations
- Critical transportation routes and infrastructure
- Essential county facilities

Cities and special districts within the County share responsibility for damage assessment and provide information regarding damages and costs within their jurisdictions and service areas to Riley County Emergency Management Department, who will then provide the information to the Kansas Division of Emergency Management.

4. Disaster Declaration

Following a major or catastrophic disaster in which an emergency or major disaster declaration is granted by the President, federal assistance to disaster victims becomes available under three program areas: Individual Assistance, Public Assistance, and Hazard Mitigation. The administration of these programs is coordinated through a joint Federal/State effort in a Joint Field Office, which is usually located in the impacted area

The Joint Field Office (JFO) is the primary field location for the coordination of federal and state recovery operations. The Federal Coordinating Officer (FCO) and the State Coordinating Officer (SCO) co-locate in the JFO, as well as other Federal and State personnel. Recovery and mitigation operations, logistics, information and planning, financial management and general administration are coordinated at the JFO.

5. Public Assistance (PA) and Individual Assistance (IA) Activities

Declared Disasters

Public Assistance (PA)

The Public Assistance (PA) program provides program support to eligible local governmental entities following a disaster to assist in the recovery and restoration of buildings, infrastructure and the removal of debris that is on public property. The categories of Public Assistance include:

- Category A: Debris Removal
- Category B: Emergency Protective actions
- Category C: Road Systems
- Category D: Water Control Facilities
- Category E: Buildings and Equipment
- Category F: Utilities
- Category G: Parks, Recreation, and Other

In the event of a declared disaster, Riley County Emergency Management Department will work closely with ESF-15 - External Communications to notify all eligible governments and private not-for-profit organizations of the availability of federal public assistance funds. They include all Riley County government agencies, and those quasi-governmental organizations that perform a governmental function. Such applicants are trained concerning the public assistance program through the various recovery training sessions offered. Notification may occur through written correspondence and telephone contacts, notices in local newspapers, and broadcasts on local radio station. The Riley County Emergency Management Department will notify local governments, non-profit agencies and other eligible applicants of scheduled briefings and Kick Off Meetings for the Public Assistance (PA) program and the Hazard Mitigation Grant Program (HMGP). The Public Assistance applicant briefings include procedures for all aspects of financial management, personnel and record keeping that will be required for the various Federal and State financial assistance programs. State and Federal recovery personnel must advise the Riley County Emergency Management Department of these briefings so that agencies can be notified. Key components of the Public Assistance program include:

- Project Worksheets are prepared for eligible emergency costs and eligible costs for restoration of damaged facilities.
- The federal share for reimbursement under most federal declarations is 75 percent. The 25 percent nonfederal share is normally provided from a combination of State and local sources in accordance with policies established by the Executive Office of the Governor and the Kansas Legislature.
- The State serves as the Grantee and eligible applicants are Sub-grantees under the federal disaster assistance program.

- Contractual agreements with Kansas Division of Emergency Management are executed with applicants with all reimbursements coming through Kansas Division of Emergency Management.
- Documentation, record keeping, inspections, and final closeouts are overseen and approved by the Kansas Division of Emergency Management.

Documentation is obtained by Riley County Emergency Management Department regarding damage sustained to:

- Roads
- Water control facilities
- Public building and related equipment
- Public utilities
- Facilities under construction
- Recreational and park facilities
- Educational institutions
- Certain private non-profit facilities

Individual Assistance (IA)

If the County is declared for Individual Assistance, eligible residents will be able to apply for the Individual Assistance Program. In some cases, FEMA will deploy habitability inspectors to verify the damages individual applicants are claiming. They will do this independent of the State or local assessors. Riley County will also perform inspections of damaged homes to determine safety. The Kansas Department of Health and Environment will be responsible for coordinating post-disaster habitability inspections. The Kansas Department of Health and Environment will also be responsible for coordinating post-disaster permitting of structures to ensure compliance with all state and local building codes and to maximize mitigation of damages in future disasters.

Non-Declared Disasters

During the recovery stage, a disaster may not be declared at the federal level. It will then fall upon the County to use local funds, available competitive grant funds, or any supplemental funding provided by the State of Kansas to recover from the event.

Similar to a declared disaster, costs for response and recovery are to be monitored by all participating agencies. Each responding agency is responsible for the overall management of documentation of the costs of a non-declared disaster with reports submitted ultimately to the Riley County Board of County Commissioners for budget and finance approval of local dollars.

6. Disaster Recovery Centers and Staging Areas

Centers that are set up in a disaster area to provide information on the complete range of disaster assistance that is available. The responsibility for managing these centers is jointly shared by the State, the Federal Emergency Management Agency, and the County where the center is located.

A Disaster Recovery Center (DRC) is a facility established in, or in close proximity to, the community affected by the disaster where persons can meet face-to-face with represented Federal, State, local and volunteer agencies to:

- Discuss their disaster-related needs
- Obtain information about disaster assistance programs
- Tele-register for assistance
- Learn about measures for rebuilding that can eliminate or reduce the risk
- Request the status of their application for Assistance to Individuals and Households

The Director of Riley County Emergency Management Department, the State of Kansas and potentially FEMA, will assess the need to open Disaster Recovery Centers and Field Offices, based upon initial damage assessment and human services needs estimates and reports. Riley County Emergency Management Department will request that the Kansas Division of Emergency Management open a Disaster Recovery Center in Riley County.

Once it has been determined that Disaster Recovery Centers and/or a Disaster Field Office will be opened in Riley County, the State of Kansas EOC will take the lead and should notify the Riley County EOC. The State of Kansas EOC will advise if there are resources the County may need to supply include staffing. The DRC will be staffed with representatives from appropriate federal, state, county, private relief organizations, and other organizations capable of providing disaster related information to individuals and businesses.

Fixed locations for Disaster Recovery Centers include:

The County Public Information Officer (Vivienne Uccello) will provide local media with detailed information on locations of recovery centers, distribution sites and other individual assistance programs. Pamphlets will be prepared to be distributed by personnel in damaged areas so citizens will know how to apply for assistance.

7. Unmet Needs

The Riley County Emergency Management Department will coordinate the unmet needs recovery function. The Disaster Services Director of the Riley County Emergency Management Department or designee will serve as the Unmet Needs Coordinator for Riley County following a disaster. The Disaster Services Director will be responsible for making contacts and establishing a relationship with community service providers, local churches, community outreach programs and volunteer organizations to be called upon in the event that a disaster creates unmet needs

in the community.

Once immediate life safety issues have been addressed in the end of the response phase and early in the recovery phase, the next task will be identifying any unmet needs. If the need arises for an Unmet Needs Committee, the Disaster Services Director will appoint a committee and a chairperson. The committee will be comprised of members from local religious organizations, the Riley County Emergency Management Department and the appropriate State and Federal agencies. The Unmet Needs Committee Chairperson will be responsible for the oversight of the committee, addressing immediate human needs (food, water, clothing, etc.), immediate housing needs, issues involving special needs population and coordination with Community Relations Teams. The unmet needs committee will be formed on an as-needed basis for a given event. The Disaster Services Director will select the appropriate individuals and organization when the committee is formed.

G. Mitigation

In the aftermath of a disaster, the County's mitigation goal is to ensure mitigation efforts are designed to ensure that residents, visitors, and businesses in Kansas are safe and secure from future disasters. The strategies to complete this goal include:

- Complete and maintain a hazards and risk assessment
- Comprehensive list of mitigation goals, objectives and tasks
- Planning process and organizational framework for carrying out the mitigation goals and objectives
- Implement Pre and Post Hazard Mitigation Actions to reduce overall risk/vulnerability
- Evaluation of existing agencies, organizations, plans, programs and guidelines that impact mitigation.

1. Coordination of Mitigation Activities

The Riley County Emergency Management Department has been delegated as the lead agency to facilitate and coordinate the activities of the Riley County Mitigation Planning Committee and subcommittees. The Riley County's Mitigation Plan identifies the hazards to which Riley County is vulnerable; assesses the facilities and structures that are most vulnerable to hazards; offers a prioritized list of mitigation projects to take advantage of available funding; and links mitigation projects to these sources of funding.

The Riley County's Mitigation Plan defines the mitigation goals, objectives and initiatives for Riley County. Annual revisions to the Riley County's Mitigation Plan are standard, although in the event of a disaster, or if needed, the plan can be updated more frequently.

2. Mitigation Programs

Pre-Disaster Activities

- ***The National Flood Insurance Program (NFIP)*** –The Department of Agriculture, Division of Water Resources (DWR), provides technical assistance to the public and

communities on the NFIP. The NFIP provides flood insurance to communities that agree to implement land use planning and construction requirements to reduce flood damage in their jurisdiction. These land use and construction requirements apply to all new construction and substantial improvements to existing structures in the community's Special Flood Hazard Areas (SFHAs).

- **Community Rating System (CRS)** - Additionally, DWR provides technical assistance to local communities on the Community Rating System (CRS). The CRS is an integral part of the NFIP. Through reduced flood insurance premiums, the CRS provides incentives to communities that go beyond the minimum flood plain management requirements established through the NFIP.
- **Flood Mitigation Assistance (FMA) Program** – Kansas Division of Emergency Management administers the FMA. This program makes federal funds available pre-disaster to fund mitigation projects in communities participating in the NFIP. These funds have a 25 percent non-federal match requirement. The overall goal of the FMA is to fund cost effective measures that reduce or eliminate the long-term risk of flood damage to NFIP insurable structures. This is accomplished through the reduction of the number of repetitively or substantially damaged structures.
- **Pre-Disaster Mitigation (PDM) Program** - Kansas Division of Emergency Management administers the PDM. The PDM is designed to assist States, Territories, Indian Tribal governments, and local communities to implement a sustained pre-disaster natural hazard mitigation program to reduce overall risk to the population and structures from future hazard events, while also reducing reliance on Federal funding from future major disaster declarations.
- **State Hazard Mitigation Planning** - The State Hazard Mitigation Plan is updated every three years or in the aftermath of a disaster at the direction of the State Hazard Mitigation Officer (SHMO) as necessary. Additionally, the mitigation staff continues to provide technical assistance to communities on the development, implementation, and maintenance of local mitigation strategies.

Post Disaster Activities

- **Hazard Mitigation Grant Program (HGMP)** - Kansas Division of Emergency Management administers the HGMP. HGMP is authorized by Section 404 of the Robert T. Stafford Disaster Relief and Emergency Assistance Act, as amended (the Stafford Act), Title 42, United States Code (U.S.C.) 5170c. The key purpose of HGMP is to ensure that the opportunity to take critical mitigation measures to reduce the risk of loss of life and property from future disasters is not lost during the reconstruction process following a disaster. HGMP is available when authorized under the Presidential major disaster declaration in the areas of the State requested by the Governor.
- **406 Mitigation** - Section 406 of the Stafford Act provides for direct federal assistance for repairs and improvements to eligible damaged public facilities. Mitigation measures (improvements) must be identified in the Project Worksheets (PW's). The award of Section 406 hazard mitigation projects is at the discretion of the FEMA Regional Director.

V. ADMINISTRATION, FINANCE AND LOGISTICS

A. Documentation

Responding agencies should keep documentation on the ICS Activity Log (ICS Form 214) or another suitable log. The Riley County EOC will document activities on a situation reports, common operating pictures, and/or WebEOC. Such documentation is crucial for the following reasons:

- Documentation is the key to recovering emergency response and recovery costs. Damage assessment documentation will be critical in establishing the basis for eligibility of disaster assistance programs.
- Documentation provides a legal account of the actions which took place before, during and after an emergency.
- Documentation provides for a historical record which could be used during after action reviews to improve response operations in the future.

Following a disaster, documentation is provided to Riley County Emergency Management Department to maintain an archive for the required time period, after such time archival documents are protected at a designated location.

During after action review the documentation will be used to identify:

- Actions taken (or not taken)
- Resources expended
- Economic and human impacts
- Lessons learned and possible improvements
- Possible mitigation measures that could be taken
- Key impacts and damages

B. Finance

Funding

- During local state of emergency, the monetary support for logistical and administrative support will be funded out of each agency's budget. However, agencies may request reimbursement or additional funds that may be provided through the county's general funds or other legal funding mechanisms available to the local jurisdiction (non-funded warrants, etc.) if an agency's outlay exceeds their budget.
- In the event of a federal declaration, some expenses and/or reimbursements are available to affected agencies through Public Assistance Grants.

Disaster Assistance

As previously mentioned, in a federal disaster declaration the county and its eligible jurisdictions/citizens may qualify for federal assistance. Such assistance has been described above and will be further described in ESF 14. In the event of a federal declaration authorizing public assistance, applicant briefings will be conducted to educate responders and local officials about the cost recovery process.

The Riley County Clerk will manage and oversee the financial aspects of the Public Assistance Programs. The Riley County Clerk will work closely with Riley County Emergency Management Department and the Riley County Board of County Commissioners to identify funds for the recovery effort, to include response, recovery and mitigation functions.

Tracking Local Disaster Costs

In the event of a federally declared disaster, Riley County Emergency Management Department may ask the County's Financial Officer to assign a special project number to track all county-related expenses. Incorporated areas of the county may also assign special project numbers per the recommendation of Riley County Emergency Management Department.

Insurance and Cost Recovery

The Riley County Clerk, in coordination with the Riley County Emergency Management Department or other designee, will coordinate all insurance actions pertaining to County property. The Riley County Clerk coordinates all financial activities relating to recovery operations.

Pet Sheltering Costs: Disaster Assistance Policy (DAP) 9523.19

FEMA Disaster Assistance Policy (DAP) 9523.19 details eligible reimbursements related to pet sheltering including: shelter facilities, supplies and commodities, eligible labor, equipment, emergency veterinary services, transportation, shelter safety and security, cleaning and restoration, and the removal and disposal of animal carcasses.

ESF 6 provides the concept of operations for pet sheltering and documentation of costs.

C. Logistics

Specialized Capabilities:

Each agency has specialized equipment, facilities, or personnel to assist other agencies to respond to an emergency or disaster. Each agency maintains a list of those resources in CRMCS and is visible on kansasmap. Some specialized equipment has been received through regional, state, or federal grants and may be available to other jurisdictions by request. Prioritization for the deployment of these resources will be determined by the owner. Out of county requests during a declared disaster should be coordinated through ESF 7. In the event that specialized equipments, facilities, personnel to support children, individuals with disabilities, and others with access and functional needs, the ESF7 coordinator will seek those resources from ESF6 & ESF8 prior to going to private vendors or seeking assistance from state or federal partners. ESF6 & ESF8 agencies should maintain a list of specialized equipment, facilities, and personnel.

Identifying Resource Gaps

The Local Emergency Planning Committee (LEPC) will determine the priorities for resource needs based on identified gaps.

The LEPC using input and data from the regional capability assessment (see file archive), Department of Homeland Security, local intelligence and threat assessments, will provide a high level determination of resource needs. These assessments will take into account specific threats as well as potential all-hazard threats and response capability.

Resource and logistic response will be prioritized and accomplished under the direction of the EOC Manager. Information from Field Incident Commanders and Incident Action Plan priorities will be used to prioritize multiple requests. Resource requests will be met dependent on incident type and the responding entities available or anticipated resource requirements. All resource requests should be captured using an ICS form. Any requests requiring rental, hire or costs to fill will be passed on to the Finance group with a copy of the ICS form.

Contracting

The following locations provide a list of contractors for Riley County:

- Attached to the file archive of this plan is a list of contractors that could be used to support emergency operations.
- The CRMCS has the functionality to enter contractor support and can be retrieved during an emergency.
- Riley County can access the state contracting website at <http://www.da.ks.gov/purch/Contracts> and query for available state contracts applicable to political subdivisions (i.e. counties, cities, etc.)
- County resource battle books with specific contracting lists.

Requesting State Assistance

Coordination of resource needs:

- When local municipal resources are committed, the Riley County Emergency Management Department will coordinate assistance to satisfy resource needs.
- If the County requires additional assistance, it will call mutual aid from adjacent counties and regional resources
- Only the Riley County Emergency Manager or his/her documented designee, is authorized to request resource support from the Kansas Division of Emergency Management

- Kansas Division of Emergency Management will turn to the Federal Emergency Management Agency (FEMA) for assistance in dealing with a major disaster that threatens to exceed the capabilities and resources of the state.

Each agency tasked within this plan, is responsible for developing and maintaining applicable resource lists. These lists should follow established county protocols for maintaining resource lists. At a minimum, a full resource list (including all county resources) will be provided to Riley County Emergency Management Department and the ESF 7 Coordinating and Primary Agency.

Key Logistics Facilities

Potential locations for Staging Areas and Points of Distribution sites (PODS) are identified annually by Riley County Emergency Management Department. Predetermined Staging Areas and PODS include:

Riley County Points of Distribution:

**Pottorf Hall
1970 Avery Ave
Manhattan, KS 66502**

**Riley County Public Works
6215 Tuttle Creek Blvd
Manhattan, KS 66502**

Riley County Staging Area:

**Cico Park
Kimball Ave
Manhattan, KS 66503**

**Manhattan Town Center
100 Manhattan Town Center
Manhattan, KS 66502**

**Riley County Public Works
6215 Tuttle Creek Blvd
Manhattan, KS 66503**

Riley County Landing Zones:

Ascension Via Christi Hospital Helipad

Manhattan, KS 66502

**Manhattan Regional Airport
Manhattan, KS 66502**

**University Park Helipad
Manhattan, KS 66503**

Pre-Staging

Certain situations will require pre-staging assets. Identifying these resources and triggers points to utilize such resources are based on the phases indicated in the Riley County Incident Action Plan (IAP). The IAP will be developed in preparation of or during an emergency or disaster situation. Riley County has numerous planned events. In anticipation of those events, an IAP is created that identifies potential action triggers, pre-staging of critical resources, additional security measures, and redundant communication plans. Known events could include Country Stampede, KSU sports events, and Fake Patty's Day. Critical triggers vary with each event and range from severe weather to overcrowding to near riot conditions. Pre-staging locations should be predetermined in the incident or event planning process.

Fuel

Fuel will be procured using local economy. Local incident command will provide the desired location of fuel purchasing if applicable for the incident. ESF 7 and ESF 12 provide further detail concerning procuring fuel.

Security

Security at each staging area will be accomplished by mission assigning ESF 13. ESF 13 provides further detail.

VI. CONTINUITY OF OPERATIONS / CONTINUITY OF GOVERNMENT

All Riley County government agencies are encouraged to develop and implement Continuity of Operations Plans (COOP) to ensure that a viable capability exists to continue their essential functions of government services. Planning and training efforts for COOP is closely coordinated with the EOP and actions. This serves to protect and preserve essential records/documents deemed essential for continuing government functions and conducting post-disaster operations.

Continuity of Government is also an essential function of Emergency Management and is vital during an emergency/disaster situation. Critical issues such as Lines of Succession, Delegation of Emergency Authority, Emergency Actions, safeguarding essential records, and protection of government resources are adhered within the State of Kansas constitution, statutes and administrative rules.

VII. REFERENCES AND AUTHORITIES

The following references and authorities may be consulted for further advice and guidance. Other than those references and authorities that have the inherent force and effect of law, this EOP is not intended to incorporate them by reference.

Relationship to Other Plans

In addition to the Riley County EOP, the following plans have been developed and are maintained pursuant to state and federal requirements. In addition they have been incorporated in the EOP annexes:

- Hazardous Materials
- Mitigation Plan / Local Mitigation Strategy
- Special Needs
- Continuity of Operations / Continuity of Government (COOP/COG)
- Terrorism
- Other

References:

- **Federal Bureau of Investigation's Concept of Opera** - Federal Bureau of Investigation's Concept of Operations for Weapons of Mass Destruction
- **Federal Radiological Emergency Response Plan**
- **National Incident Management System (NIMS)** - National Incident Management System (NIMS)
- **National Response Framework (NRF)** - National Response Framework (NRF)

Authorities:

- **44 CFR 350** - of the Code of Federal Regulations.
- **44 CFR Part 10** - Environmental Considerations.
- **44 CFR Part 13** - (The Common Rule) - Uniform Administrative Requirements for Grants and Cooperative Agreements.
- **44 CFR Part 14** - Audits of State and Local Governments.

- **44 CFR Part 206** - Federal Disaster Assistance for Disasters Declared after November 23, 1988.
- **44 CFR Parts 59-76** - National Flood Insurance Program and related programs.
- **50 CFR, Title 10** - 50 CFR - Title 10 of the Code of Federal Regulations.
- **National Flood Insurance Act of 1968, 42 U.S.C. 4101** - As amended by the National Flood Insurance Reform Act of 1994 (Title V of Public Law 103-325).
- **Public Law 101-549** - Clean Air Act Amendments of 1990, which provide for reductions in hazardous air pollutants and risk management planning requirements.
- **Public Law 101-615** - Hazardous Materials Transportation Uniform Safety Act (HMTUSA), which provides funding to improve capability to respond to hazardous materials incidents.
- **Public Law 106-390, Disaster Mitigation Act 2000** - Public Law 106-390, Disaster Mitigation Act of 2000, to amend the Robert T. Stafford Disaster Relief and Emergency Assistance Act to authorize a program for pre-disaster mitigation, to streamline the administration of disaster relief, to control the Federal costs of disaster assistance, and for other purposes.
- **Public Law 107-296, 116 Stat. 2135 (2002)** - Public Law 107-296, 116 Stat. 2135 (2002) (codified predominantly at 6 U.S.C. 101-557 and other sections of the U.S.C.), ESTABLISHED THE Department of Homeland Security with the mandate and legal authority to protect the American people from the continuing threat of terrorism.
- **Public Law 833-703** - amendment to the Atomic Energy Act of 1954.
- **Public Law 84-99, 33 U.S.C. 701n** - Flood Emergencies, authorizing an emergency fund for flood emergency preparation, flood fighting and rescue operations, and repair and restoration of flood control works threatened or destroyed by flood.
- **Public Law 85-256, Price-Anderson Act** - 42 U.S.C. 2210, which provides for a system of compensating the public for harm caused by a nuclear accident.
- **Public Law 89-665, 16 U.S.C. 470** - National Historic Preservation Act, relating to the preservation of historic resources damaged as a result of disasters.
- **Public Law 91-671, Food Stamp Act of 1964** - in conjunction with Section 412 of the Stafford Act, relating to food stamp distributions after a major disaster.
- **Public Law 93-234** - Flood Disaster Protection Act of 1973, as amended by the Flood Insurance Reform Act of 1994, 42 U.S.C. 4001, et seq, provides insurance coverage for all types of buildings.
- **Public Law 93-288, as amended, 42 U.S.C. 5121** - et seq, the Robert T. Stafford Disaster Relief and Emergency Assistance Act, which provides authority for response and recovery assistance under the Federal Response Plan, which empowers the

President to direct any federal agency to utilize its authorities and resources in support of State and local assistance efforts.

- **Public Law 95-510, 42 U.S.C. 9601** - et seq, the Comprehensive Environmental Response, Compensation, and Liability Act of 1980 (CERCLA), as amended, which requires facilities to notify authorities of accidental releases of hazardous materials.
- **Public Law 99-499** - Superfund Amendments and Re-authorization Act of 1986, Part III, the Emergency Planning and Community Right-to-Know Act of 1986, 42 U.S.C. 11001, et seq, which governs hazardous materials planning and community right-to-know.
- **Regulatory Improvement Act of 1994** - Regal Community Development and Regulatory Improvement Act of 1994.
- **Stewart B. McKinney Homeless Assistance Act** - 42 U.S.C. 11331-11352, Federal Emergency Management Food and Shelter Program.
- **Kansas Administrative Regulation 56-2-1 and 56-2** - These regulations define the requirements of local emergency management agencies. It establishes the minimum functions of such agencies, the minimum support counties must provide to such agencies and the minimum qualifications of county emergency management directors/coordinators.
- **Kansas Planning Standards** - The Kansas Planning Standards (KPS) is intended to be an all-encompassing guide to review or redevelop Local Emergency Operations Plans (LEOPs).
- **Kansas Response Plan** - The Kansas Response Plan (KRP) is designed to address natural and man-made hazards that could adversely affect the State of Kansas. The KRP applies to all State government departments and agencies that are tasked to provide assistance in a disaster or emergency situation. It describes the fundamental policies, strategies, and general concept of operations to be used in control of the emergency from its onset through the post disaster phase.
- **Kansas Statutes Annotated (KSA) 48-9a01** - This Emergency Management Assistance Compact (EMAC) is a mutual aid agreement and partnership that allows states to assist one another during emergencies. Emergency Management Assistance Compact establishes a firm legal foundation for States to send assistance to, and receive assistance from other States.
- **KSA 12-16, 117** - KSA 12-16, 117: This state statute empowers municipalities (counties and cities) to establish policies regarding the rendering of aid to other municipalities during times of declared emergencies/ disasters. It streamlines the process of mutual aid over the "interlocal agreement" mechanism contained in KSA 12-2901.
- **KSA 48-904 through 48-936** - KSA 48-904 through 48-936 : These state statutes establish the duties, roles and responsibilities for emergency management within the state, and establishes basic requirements for counties to establish and maintain emergency management programs. It outlines the organization, policies and procedures governing the Kansas Division of Emergency Management (KDEM), establishes the

powers and authorities of the Governor, state and local officials to deal with emergencies/disasters before, during and after their occurrence.

- **KSA 65-5701 through 65-5711** - KSA 65-5701 through 65-5711: These state statutes are the state level implementation of Superfund Amendments and Reauthorization Act (SARA), Title III. It defines the Hazardous Materials (HAZMAT) roles and responsibilities of state agencies, makes counties Hazardous Materials emergency planning districts and establishes a Local Emergency Planning Committee (LEPC) in each county.
- **State of Kansas Executive Order 05-03** - State of Kansas Executive Order 05-03: This Executive Order designates the National Incident Management System (NIMS) as the standard for incident management in the State of Kansas.
- - - Departments, organizations, and agencies within the Riley County Government have the authority, and are tasked, to provide assistance to the Riley County Emergency Management Director by utilization of personnel, equipment, supplies, facilities, and other resources as directed by Riley County Resolutions and State of Kansas statutes, laws, and regulations.
- - - The function of government will be the same with the responsibility of disaster related policy decisions given to the Riley County Emergency Management Department and other emergency operational groups defined in this Plan. Due to the unique requirements placed on Riley County during a crisis, additional guidance and resources need to be allocated. This is the responsibility and authority of the Riley County Emergency Management Department with supplemental assignments given to existing agencies and/or personnel.
- - - County Mutual Aid/Assistance Agreements are presently in effect. Riley County has adopted by resolution, KSA 12-16,117 which provides automatic mutual aid, as needed
- - - Regional Mutual Aid/Assistance Agreements between Riley County, Kansas and other communities and jurisdictions. Inter-Local Disaster Agency Agreement between Pottawatomie County, Kansas and Riley County, Kansas. City Mutual Aid/Assistance Agreements between Riley County, Kansas and other communities and jurisdictions
- **The County has an Emergency Management Agency that was established with Riley County Resolution #051696-11** - Riley County Resolution #051696-11 dated May 16, 1996. This resolution also identifies the responsibilities of elected officials, the Emergency Management Director, and the agency itself. The Riley County Emergency Management Agency is in compliance with KAR 56-2-2 and KSA 48-929 thru 930. The Director has an office located at the Riley County Emergency Management Agency located at 115 North 4th Street, Manhattan, Kansas. The county provides 24-hour notification of the Emergency Management Director through the use of a telephone paging system, radio, and cellular phone. The County Resolution is provided as Appendix 7 to this Plan

Memorandums of Understanding and Agreements:



NOXIOUS WEED/HHW
Staff Update

Michael Boller
Noxious Weed Director
6245 Tuttle Creek Blvd
Manhattan, KS 66503
Phone: 785-539-3202

STAFF REPORT

FROM: Michael Boller Riley County Noxious Weed Department

MEETING: June 1, 2023

SUBJECT: Riley County Noxious Weed Staff Update

PRESENTER: Michael Boller Riley County Noxious Weed Department

Enclosures:

- 6-1-2023 Staff Report (DOC)

Riley County Noxious Weed/HHW Department

Michael Boller, Director

June 1, 2023

Staff Report

Noxious Weed/Mowing:

- Spring spraying began in mid-April with bare ground applications on county roads. Spraying around all signs, bridges and guardrails is completed.
- Solid spraying on county roads began last month and Section 2 from last year and Section 3 this year have all been completed.
- Spot spraying for musk thistle and field bindweed will begin this week and will continue during month of June.
- Township contracts and the KDOT contract will begin this month and will continue during month of June. Currently, we have 6 township contracts Zeandale, Mayday, Manhattan, Ogden, Grant, Sherman. This is the same amount as last year with a few different ones switching out which is common.
- Spring seeding projects on county right-of-way began in late March. All seeding projects were completed. Weather has been very favorable, and most areas have a good grass growth. Rain has been light which has prevented washouts which has created favorable conditions.
- County roadside mowing began in late May. There are 3 cycles of mowing during the summer and the first round is really just about 10% complete. Vegetation is growing at a strong rate as conditions are favorable for growth. We stopped chemical mowing several years ago and we are starting to see a more dense level of native grass alongside the roadway.
- Musk Thistle, a noxious weed in Kansas, is at the stage of growth where it needs to be sprayed in order to get optimum control. Riley County has cost-share chemicals for sale to landowners for treatment of noxious weeds in the county and sprayers that can be rented. Contact our office at 785-539-3202 for assistance.

HHW:

- Next HHW collection at Howie's Recycling is Saturday, June 10, 2023 from 8:00am to 12:00 noon. No business waste or truck loads of material will be accepted at this event.
- The Riley County HHW Facility recycle room is now back open after a brief period of closer for construction. We currently have many recycled products free to the public. We have one gallon and five gallon containers of latex paint as well as many household cleaners, etc. Our office is open Monday – Friday from 7:30am to 4:00pm for assistance.
- Special thanks to Riley County Public Works and Alvin Perez and his crew. They did a great job pouring a new concrete pad directly in front of the recycle HHW center. This was badly needed as the concrete was very broken and deteriorated. Very pleased with the results and helps us maintain a functional and professional facility.

..



COUNTY APPRAISER'S OFFICE
Staff Update

Anna Burson
County Appraiser
110 Courthouse Plaza
Manhattan, KS 66502
Phone: 785-537-6310

STAFF REPORT

FROM: Appraiser's Office

MEETING: June 1, 2023

SUBJECT: Appraiser's Office June 1st Staff Update

PRESENTER: Anna Burson

Enclosures:

- 06-01-2023 Appraiser's Office Commission Meeting update (DOCX)
- BOTA UPDATE 5-29-23 (PDF)

Appraiser's Office Report

BOCC June 1st, 2023

- **Personal property**
 - Currently scanning and doing Quality Control of NOV's
 - Manufactured homes and KOMTEK
 - 2023 Personal Property valuation certified to the Clerk on May 22nd. Total personal property valuation for 2023 was reported as \$55,155,239 up 16% over 2022 value of \$47,464,175.
 - Watercraft and 16/20 truck values are up this year especially on those 10-20 years old.
 - The Small Claims appeal on the 72 manufactured homes was completed and we are waiting for BOTA's decision
- **Agricultural**
 - Working through sales validation and preparing for AG Use review.
- **Residential-**
 - Sales Validation started back up after we finalized all of the informal appeals.
 - We have a total of 8 second half 2022 PUP's currently.
 - Small claims have started coming in. Currently 2 residential small claims relating to 2023 valuation are docketed and scheduled. Residential dwellings require filing to the small claims Division with BOTA first. All other property types can choose small claims or regular division BOTA except for Commercial and industrial property valued at \$3,000,000 or more they are required to file to regular division of BOTA. We have 9 parcels with one owner including vacant lots and a residential parcel without a dwelling going to the full board, they are not yet docketed or scheduled.
 - The Digital review of property for 2023 has been completed and staff are working through physical inspections. Green cards will be sent out to all property owners due for annual reinspection this year. I will set up a press release prior to the mailing to ensure property owners are prepared.
 - There have been 325 sales recorded of which 285 are residential properties. The median sale price is up currently at \$225,000, last month was \$215,000. The average sale price is up currently at \$243,835, last month's report was \$241,637. Currently the sales ratio is at 98%.
- **Commercial-**
 - I have attached the Commercial BOTA list with several new BOTA cases relating to 2023 valuation.
 - Our analyst is working to prepare documentation for the Board of Tax Appeal hearings scheduled in Topeka.
 - Steve has taken the lead this month and is working with GIS and Emergency management to ensure we are prepared for the next weather event.
- **Additional Information-**
 - Real Property values were certified to the Clerk on May 22nd.
 - 2022 total appraised value = \$8,830,490,520 assessed value = \$686,972,597
 - 2023 total appraised value = \$9,669,523,500 assessed value = \$765,688,970
 - \$7,412,134 assessed attributable to new construction
 - \$93,687 assessed attributable to remodels and renovations
 - Appraised Difference = \$839,032,980 Assessed Difference = \$78,716,373
 - Appraised Value % Change 2023 over 2022 = 9.5%

**Outstanding exemptions appraised value = \$52,556,540 assessed value = \$10,106,102*

- June 5th-June 7th the KCAA conference is being held here in Manhattan Allen, Joetta, and I will be attending the full conference and all of the residential and Commercial Staff will be attending the education sessions on Tuesday and Wednesday. We are excited to watch the RMA Designation presentation this year as Joetta Glessner will be awarded her RMA Certificate on Wednesday morning at the conference.

BOTA - OPEN										
5/24/2023										
DOCKET	QR#	YEAR	APPLICANT	COUNTY VALUE	FINAL	TAXPAYER VALUE	APPRAISER	SCHEDULED	Value Difference	Potential Tax \$ Loss
2022-1383-EQ	R6092	2022	FLANAGAN/BILTON LLC	\$407,900	\$407,900	\$305,000	COMMERCIAL	DISMISSED BY APPELLANT FRIDAY, JUNE 2, 2023 @ 9:00	\$102,900	\$1,851.58
2022-1382-EQ	R6096	2022	FLANAGAN/BILTON LLC	\$7,941,430	\$7,941,430	\$6,000,000	COMMERCIAL	DISMISSED BY APPELLANT FRIDAY, JUNE 2, 2023 @ 9:00	\$1,941,430	\$34,933.97
2022-1384-EQ	R6104	2022	FLANAGAN/BILTON LLC	\$1,870	\$1,870	\$1,500	COMMERCIAL	DISMISSED BY APPELLANT FRIDAY, JUNE 2, 2023 @ 9:00	\$370	\$6.95
	R6092	2023	FLANAGAN/BILTON LLC	\$407,900		?	COMMERCIAL	TBA		
	R6096	2023	FLANAGAN/BILTON LLC	\$8,856,630		\$8,327,504	COMMERCIAL	TBA		
	R6104	2023	FLANAGAN/BILTON LLC	\$1,870		?	COMMERCIAL	TBA		
	R7912	2023	FLANAGAN/BILTON LLC	\$4,239,320		\$3,825,000	COMMERCIAL	TBA		
2020-6179-PR	R9273	2019	JOSEPH CASAD/TAX VALUE SPECIALISTS	\$1,974,000		\$1,000,000	COMMERCIAL	MONDAY, AUGUST 21, 2023 @ 9:00 FOR 3 HOURS IN TOF	\$974,000	\$38,110.19
2020-6180-EQ	R9273	2020	JOSEPH CASAD/TAX VALUE SPECIALISTS	\$1,974,000		\$1,482,207	COMMERCIAL	MONDAY, AUGUST 21, 2023 @ 9:00 FOR 3 HOURS IN TOF	\$491,793	\$19,090.42
2021-1105-EQ	R9273	2021	JOSEPH CASAD/TAX VALUE SPECIALISTS	\$1,974,000		\$1,300,000	COMMERCIAL	MONDAY, AUGUST 21, 2023 @ 9:00 FOR 3 HOURS IN TOF	\$674,000	\$26,532.18
2020-1714-EQ	R9845	2020	BREER LAW FIRM - KEVIN BREER	\$2,100,000		\$1,365,000	COMMERCIAL	CONTINUED MONDAY, AUGUST 7, 2023 @ 9:00 FOR 3 HC	\$735,000	\$28,531.23
2021-5574-EQ	R9845	2021	BREER LAW FIRM - KEVIN BREER	\$1,770,000		\$1,150,500	COMMERCIAL	CONTINUED MONDAY, AUGUST 7, 2023 @ 9:00 FOR 3 HC	\$619,500	\$24,386.77
2022-1386-EQ	R9845	2022	BREER LAW FIRM - KEVIN BREER	\$1,670,000		1463240	COMMERCIAL	CONTINUED MONDAY, AUGUST 7, 2023 @ 9:00 FOR 3 HC	\$206,760	\$8,087.88
2023-1154-EQ	R9845	2023	BREER LAW FIRM-TIM SCHENDT	\$1,570,000		?	COMMERCIAL	TBA		
2020-1099-EQ	R9846	2020	LINDA TERRILL - PROP TAX LAW GROUP	\$133,660		?	COMMERCIAL	CONTINUED FRIDAY, JUNE 2, 2023 @ 1:30 FOR 3.5 HOURS	#VALUE!	#VALUE!
2021-1437-EQ	R9846	2021	LINDA TERRILL - PROP TAX LAW GROUP	\$140,910		prior year value	COMMERCIAL	CONTINUED FRIDAY, JUNE 2, 2023 @ 1:30 FOR 3.5 HOURS	#VALUE!	#VALUE!
2022-2165-EQ	R9846	2022	PROPERTY TAX LAW GROUP-LINDA TERRILL	\$140,040		?	COMMERCIAL	CONTINUED FRIDAY, JUNE 2, 2023 @ 1:30 FOR 3.5 HOURS	#VALUE!	#VALUE!
2020-1097-EQ	R9847	2020	LINDA TERRILL - PROP TAX LAW GROUP	\$2,398,740		?	COMMERCIAL	CONTINUED FRIDAY, JUNE 2, 2023 @ 1:30 FOR 3.5 HOURS	#VALUE!	#VALUE!
2021-1435-EQ	R9847	2021	LINDA TERRILL - PROP TAX LAW GROUP	\$2,478,940		prior year value	COMMERCIAL	CONTINUED FRIDAY, JUNE 2, 2023 @ 1:30 FOR 3.5 HOURS	#VALUE!	#VALUE!
2022-2164-EQ	R9847	2022	PROPERTY TAX LAW GROUP-LINDA TERRILL	\$2,480,660		?	COMMERCIAL	CONTINUED FRIDAY, JUNE 2, 2023 @ 1:30 FOR 3.5 HOURS	#VALUE!	#VALUE!
2020-1098-EQ	R9848	2020	LINDA TERRILL - PROP TAX LAW GROUP	\$119,500		?	COMMERCIAL	CONTINUED FRIDAY, JUNE 2, 2023 @ 1:30 FOR 3.5 HOURS	#VALUE!	#VALUE!
2021-1436-EQ	R9848	2021	LINDA TERRILL - PROP TAX LAW GROUP	\$126,850		prior year value	COMMERCIAL	CONTINUED FRIDAY, JUNE 2, 2023 @ 1:30 FOR 3.5 HOURS	#VALUE!	#VALUE!
23022-2166-EQ	R9848	2022	PROPERTY TAX LAW GROUP-LINDA TERRILL	\$126,000		?	COMMERCIAL	CONTINUED FRIDAY, JUNE 2, 2023 @ 1:30 FOR 3.5 HOURS	#VALUE!	#VALUE!
2020-1509-EQ	R9850	2020	BLAKE NEWELL - J.W.W CHATAM & AASOC	\$6,750,000		\$6,699,500	COMMERCIAL	CONTINUED FRIDAY, MAY 19, 2023 @ 3:30 FOR 1 HOUR	\$50,500	\$1,960.31
2021-3394-EQ	R9850	2021	BLAKE NEWELL - J.W.W CHATAM & AASOC	\$6,750,000		\$6,280,700	COMMERCIAL	CONTINUED FRIDAY, MAY 19, 2023 @ 3:30 FOR 1 HOUR	\$469,300	\$18,474.11
2022-1279-EQ	R9850	2022	J. W. CHATAM & ASSOC	\$7,000,000		\$6,280,700	COMMERCIAL	CONTINUED FRIDAY, MAY 19, 2023 @ 3:30 FOR 1 HOUR	\$719,300	\$28,137.04
	R9850	2023	J. W. CHATAM & ASSOC	\$7,605,800		\$3,802,900	COMMERCIAL	TBA	\$3,802,900	
	R9863	2023	J. W. CHATAM & ASSOC	\$1,114,600		\$557,300	COMMERCIAL	TBA	\$557,300	
2021-285-PR	R9855	2020	BREER LAW FIRM - KEVIN BREER	\$1,375,000		\$1,114,370	COMMERCIAL	CONTINUED MONDAY, AUGUST 7, 2023 @ 9:00 FOR 3 HC	\$260,630	\$10,117.14
2021-5575-EQ	R9855	2021	BREER LAW FIRM - KEVIN BREER	\$1,160,000		\$1,114,370	COMMERCIAL	CONTINUED MONDAY, AUGUST 7, 2023 @ 9:00 FOR 3 HC	\$45,630	\$1,796.24
2022-1387-EQ	R9855	2022	BREER LAW FIRM - KEVIN BREER	\$1,090,000		?	COMMERCIAL	CONTINUED MONDAY, AUGUST 7, 2023 @ 9:00 FOR 3 HC	#VALUE!	#VALUE!
2023-1155-EQ	R9855	2023	BREER LAW FIRM-TIM SCHENDT	\$1,029,000		?	COMMERCIAL	TBA	#VALUE!	
2020-1713-EQ	R9857	2020	BREER LAW FIRM - KEVIN BREER	\$4,585,000		?	COMMERCIAL	CONTINUED MONDAY, AUGUST 7, 2023 @ 9:00 FOR 3 HC	#VALUE!	#VALUE!
2021-2046-EQ	R9857	2021	BREER LAW FIRM - KEVIN BREER	\$4,125,000		\$3,415,016	COMMERCIAL	CONTINUED MONDAY, AUGUST 7, 2023 @ 9:00 FOR 3 HC	\$709,984	\$27,948.70
2022-1385-EQ	R9857	2022	BREER LAW FIRM - KEVIN BREER	\$4,015,000		\$3,415,016	COMMERCIAL	CONTINUED MONDAY, AUGUST 7, 2023 @ 9:00 FOR 3 HC	\$599,984	\$23,469.72
2023-1153-EQ	R9857	2023	BREER LAW FIRM-TIM SCHENDT	\$3,785,000		?	COMMERCIAL	TBA		
2020-1715-EQ	R302812	2020	BREER LAW FIRM - KEVIN BREER	\$745,000		\$484,250	COMMERCIAL	CONTINUED MONDAY, AUGUST 7, 2023 @ 9:00 FOR 3 HC	\$260,750	\$10,121.79
2021-5576-EQ	R302812	2021	BREER LAW FIRM - KEVIN BREER	\$630,000		\$478,968	COMMERCIAL	CONTINUED MONDAY, AUGUST 7, 2023 @ 9:00 FOR 3 HC	\$151,032	\$5,945.41
2022-1388-EQ	R302812	2022	BREER LAW FIRM - KEVIN BREER	\$380,000		\$190,000	COMMERCIAL	CONTINUED MONDAY, AUGUST 7, 2023 @ 9:00 FOR 3 HC	\$190,000	\$7,432.28
2023-1156-EQ	R302812	2023	BREER LAW FIRM-TIM SCHENDT	\$255,000		?	COMMERCIAL	TBA		
2021-1615-EQ	R10250	2021	MHI-MANHATTAN 2 LLC	\$14,651,580		?	COMMERCIAL	TUESDAY, OCTOBER 31, 2023 @9:00 FOR 1 HOUR IN TOI	#VALUE!	#VALUE!
2022-2176-EQ	R10250	2022	MHI-MANHATTAN 2 LLC	\$17,330,300		?	COMMERCIAL	TUESDAY, OCTOBER 31, 2023 @9:00 FOR 1 HOUR IN TOI	#VALUE!	#VALUE!
2023-1237-EQ	R10250	2023	BREER LAW FIRM - KEVIN BREER	\$15,874,740		?	COMMERCIAL	TBA	#VALUE!	
2021-1662-EQ	R10629	2021	BREER LAW FIRM - KEVIN BREER	\$3,820,400		\$2,060,000	COMMERCIAL	CONTINUED MONDAY, AUGUST 7, 2023 @ 1:30 FOR 1 HC	\$1,760,400	\$69,298.59
2022-2163-EQ	R10629	2022	BREER LAW FIRM - KEVIN BREER	\$4,011,420		\$3,630,000	COMMERCIAL	CONTINUED MONDAY, AUGUST 7, 2023 @ 1:30 FOR 1 HC	\$381,420	\$14,920.10

DOCKET	QR#	YEAR	APPLICANT	COUNTY VALUE	FINAL	TAXPAYER VALUE	APPRAISER	SCHEDULED	Value Difference	Potential Tax \$ Loss
2021-383-PR	R11572	2020	LINDA TERRILL - PROP TAX LAW GROUP	\$1,550,000		\$700,000	COMMERCIAL	WEDNESDAY, OCTOBER 25, 2023 @ 1:30 FOR 1 HOUR IN	\$850,000	\$32,995.30
2021-1438-EQ	R11572	2021	LINDA TERRILL - PROP TAX LAW GROUP	\$1,215,790		<i>prior year value</i>	COMMERCIAL	WEDNESDAY, OCTOBER 25, 2023 @ 1:30 FOR 1 HOUR IN	#VALUE!	#VALUE!
2021-420-PR	R12120	2020	BLAKE NEWELL - J.W.W-CHATAM & AASOC	\$208,650	\$208,650	\$100,000	COMMERCIAL	DISMISSED BY APPELLANT FRIDAY, MAY 19, 2023 @ 9:0	\$108,650	\$4,217.58
2021-3485-EQ	R12120	2021	BLAKE NEWELL - J.W.W-CHATAM & AASOC	\$213,080	\$213,080	\$106,500	COMMERCIAL	DISMISSED BY APPELLANT FRIDAY, MAY 19, 2023 @ 9:0	\$106,580	\$4,195.55
2021-419-PR	R12121	2020	BLAKE NEWELL - J.W.W-CHATAM & AASOC	\$1,098,850	\$1,098,850	\$550,000	COMMERCIAL	DISMISSED BY APPELLANT FRIDAY, MAY 19, 2023 @ 9:0	\$548,850	\$21,305.26
2021-3486-EQ	R12121	2021	BLAKE NEWELL - J.W.W-CHATAM & AASOC	\$1,094,420	\$1,094,420	\$547,000	COMMERCIAL	DISMISSED BY APPELLANT FRIDAY, MAY 19, 2023 @ 9:0	\$547,420	\$21,549.33
2022-5112-EQ	R19739	2022	BLAKE NEWELL - J.W.W-CHATAM & AASOC	\$1,220,060		\$272,021	COMMERCIAL	CONTINUED FRIDAY, MAY 19, 2023 @ 9:00 FOR 3 HOURS	\$948,039	\$37,084.68
	R19739	2023	J. W. CHATAM & ASSOC	\$1,270,180		\$200,000	COMMERCIAL	TBA	\$1,070,180	
2021-336-PR	R12229	2020	BLAKE NEWELL - J.W.W-CHATAM & AASOC	\$11,301,990		\$8,753,893	COMMERCIAL	MONDAY, AUGUST 21, 2023 @ 1:30 FOR 1 HOUR IN TOPE	\$2,548,097	\$98,912.03
2021-1398-PR	R12229	2021	HCW-MANHATTAN, LLC	\$7,509,900		\$5,000,000	COMMERCIAL	MONDAY, AUGUST 21, 2023 @ 1:30 FOR 1 HOUR IN TOPE	\$2,509,900	\$98,802.84
2021-2065-EQ	R12236	2021	BREER LAW FIRM - KEVIN BREER	\$3,597,840		\$2,374,300	COMMERCIAL	MONDAY, AUGUST 21, 2023 @ 3:30 FOR 1 HOUR IN TOPE	\$1,223,540	\$48,164.96
2020-1749-EQ	R15610	2020	BREER LAW FIRM - KEVIN BREER	\$22,914,700		\$17,790,000	COMMERCIAL	CONTINUED MONDAY, AUGUST 7, 2023 @ 2:30 FOR 2 HC	\$5,124,700	\$198,930.60
2021-1660-EQ	R15610	2021	BREER LAW FIRM - KEVIN BREER	\$22,833,000		\$21,160,000	COMMERCIAL	CONTINUED MONDAY, AUGUST 7, 2023 @ 2:30 FOR 2 HC	\$1,673,000	\$65,858.06
2022-2172-EQ	R15610	2022	BREER LAW FIRM - KEVIN BREER	\$23,790,490		\$22,550,000	COMMERCIAL	CONTINUED MONDAY, AUGUST 7, 2023 @ 2:30 FOR 2 HC	\$1,240,490	\$48,524.56
2023-1157-EQ	R15610	2023	BREER LAW FIRM - KEVIN BREER	\$23,790,490		?	COMMERCIAL	TBA	#VALUE!	#VALUE!
2020-1523-EQ	R16065	2019	ROBERT MUNSON	\$1,067,700	\$1,028,100	\$839,900	COMMERCIAL	STIPULATED & DISMISSED FRIDAY, MAY 19, 2023 @ 1:30	\$188,200	\$7,363.80
2020-1523-EQ	R16065	2020	ROBERT MUNSON	\$1,038,100	\$1,028,100	\$937,600	COMMERCIAL	STIPULATED & DISMISSED FRIDAY, MAY 19, 2023 @ 1:30	\$90,500	\$3,513.03
2021-3483-EQ	R16065	2021	BLAKE NEWELL - J.W.W-CHATAM & AASOC	\$1,038,100	\$1,028,100	\$937,600	COMMERCIAL	STIPULATED & DISMISSED FRIDAY, MAY 19, 2023 @ 1:30	\$90,500	\$3,562.56
2022-1276-EQ	R16065	2022	J. W. CHATAM & ASSOC	\$1,049,900	\$1,028,100	\$908,300	COMMERCIAL	STIPULATED & DISMISSED FRIDAY, MAY 19, 2023 @ 1:30	\$119,800	\$4,686.25
2020-915-EQ	R16204	2020	LINDA TERRILL - PROP TAX LAW GROUP	\$2,715,200		?	COMMERCIAL	CONTINUED FRIDAY, JUNE 2, 2023 @ 1:30 FOR 3.5 HOURS	#VALUE!	#VALUE!
2021-1439-EQ	R16204	2021	LINDA TERRILL - PROP TAX LAW GROUP	\$2,812,400		<i>prior year value</i>	COMMERCIAL	CONTINUED FRIDAY, JUNE 2, 2023 @ 1:30 FOR 3.5 HOURS	#VALUE!	#VALUE!
2022-2155-EQ	R16204	2022	PROPERTY TAX LAW GROUP-LINDA TERRILL	\$2,812,400		?	COMMERCIAL	CONTINUED FRIDAY, JUNE 2, 2023 @ 1:30 FOR 3.5 HOURS	#VALUE!	#VALUE!
2021-3484-EQ	R20575	2021	BLAKE NEWELL - J.W.W-CHATAM & AASOC	\$7,674,200		\$3,873,100	COMMERCIAL	CONTINUED FRIDAY, MAY 19, 2023 @ 2:30 FOR 1 HOUR IN	\$3,801,100	\$149,631.25
2022-1277-EQ	R20575	2022	J. W. CHATAM & ASSOC	\$8,152,300		\$4,000,000	COMMERCIAL	CONTINUED FRIDAY, MAY 19, 2023 @ 2:30 FOR 1 HOUR IN	\$4,152,300	\$162,426.56
	R20575	2023	J. W. CHATAM & ASSOC	\$8,152,300		\$4,076,150	COMMERCIAL	TBA		
2020-1525-EQ	R21281	2020	LATHROP & GAGE LLP, R. SCOTT BEELER	\$7,200,000		\$4,070,000	COMMERCIAL	TUESDAY, JULY 11, 2023 @ 9:00 ONE FULL DAY IN TOPE	\$3,130,000	\$121,500.34
2021-2023-EQ	R21281	2021	LATHROP & GAGE LLP, R. SCOTT BEELER	\$7,200,000		\$4,070,000	COMMERCIAL	TUESDAY, JULY 11, 2023 @ 9:00 ONE FULL DAY IN TOPE	\$3,130,000	\$123,213.23
2022-1355-EQ	R21281	2022	LATHROP & GAGE LLP, R. SCOTT BEELER	\$7,200,000		\$4,070,000	COMMERCIAL	TUESDAY, JULY 11, 2023 @ 9:00 ONE FULL DAY IN TOPE	\$3,130,000	\$122,436.99
2020-914-EQ	R21288	2020	LINDA TERRILL - PROP TAX LAW GROUP	\$9,850,000		?	COMMERCIAL	WEDNESDAY, OCTOBER 25, 2023 @ 2:30 FOR 1 HOUR IN	#VALUE!	#VALUE!
2021-1440-EQ	R21288	2021	LINDA TERRILL - PROP TAX LAW GROUP	\$9,700,000		<i>prior year value</i>	COMMERCIAL	WEDNESDAY, OCTOBER 25, 2023 @ 2:30 FOR 1 HOUR IN	#VALUE!	#VALUE!
2022-2157-EQ	R21288	2022	PROPERTY TAX LAW GROUP-LINDA TERRILL	\$9,700,000		?	COMMERCIAL	WEDNESDAY, OCTOBER 25, 2023 @ 2:30 FOR 1 HOUR IN	#VALUE!	#VALUE!
	R16064	2023	CHARLES HYLAND-HYLAND LAW FIRM	\$15,086,080		\$13,500,000	COMMERCIAL	TBA		
	R16397	2023	CHARLES HYLAND-HYLAND LAW FIRM	\$12,473,850		\$11,400,000	COMMERCIAL	TBA		
	R8759	2023	J. W. CHATAM & ASSOC	\$4,626,910		\$2,313,455	COMMERCIAL	TBA		
	R10390	2023	J. W. CHATAM & ASSOC	\$343,300		\$171,650	COMMERCIAL	TBA		
	R10104	2023	J. W. CHATAM & ASSOC	\$1,113,740		\$556,870	COMMERCIAL	TBA		
	R10447	2023	J. W. CHATAM & ASSOC	\$1,441,800		\$720,900	COMMERCIAL	TBA		
	R309964	2023	J. W. CHATAM & ASSOC	\$1,736,300		\$868,150	COMMERCIAL	TBA		
	R19723	2023	J. W. CHATAM & ASSOC	\$79,590		\$39,795	ALLEN	TBA		
	R20030	2023	J. W. CHATAM & ASSOC	\$1,280		\$640	ALLEN	TBA		
	R20068	2023	J. W. CHATAM & ASSOC	\$8,480		\$4,240	ALLEN	TBA		
	R20142	2023	J. W. CHATAM & ASSOC	\$31,880		\$15,940	ALLEN	TBA		
	R20161	2023	J. W. CHATAM & ASSOC	\$16,940		\$8,470	ALLEN	TBA		
	R20162	2023	J. W. CHATAM & ASSOC	\$10,010		\$5,005	ALLEN	TBA		
	R20166	2023	J. W. CHATAM & ASSOC	\$85,320		\$42,660	ALLEN	TBA		
	R20167	2023	J. W. CHATAM & ASSOC	\$112,230		\$56,115	ALLEN	TBA		
	R20165	2023	J. W. CHATAM & ASSOC	\$138,520		\$64,260	ALLEN	TBA		
2022-1278-EQ	R15647	2022	J. W. CHATAM & ASSOC	\$6,149,400		?	COMMERCIAL	MONDAY, AUGUST 21, 2023 @ 2:30 FOR 1 HOUR IN TOPE	#VALUE!	#VALUE!

<u>DOCKET</u>	<u>QR#</u>	<u>YEAR</u>	<u>APPLICANT</u>	<u>COUNTY VALUE</u>	<u>FINAL</u>	<u>TAXPAYER VALUE</u>	<u>APPRAISER</u>	<u>SCHEDULED</u>	Value Difference	Potential Tax \$ Loss
R15647		2023	J. W. CHATAM & ASSOC	\$6,176,700		\$3,089,350	COMMERCIAL	TBA (CANCELLED 2023 INFORMAL)		
R15648		2023	J. W. CHATAM & ASSOC	\$8,644,170		\$43,220,854	COMMERCIAL	TBA		
R15620		2023	J. W. CHATAM & ASSOC	\$779,150		\$389,575	COMMERCIAL	TBA		



COUNTY CLERK & ELECTIONS
Budget

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

MEMORANDUM

FROM: Hannah Biesenthal

MEETING: June 1, 2023

SUBJECT: 2024 MATC FUNDS REQUEST

PRESENTER: James Genandt

Enclosures:

- MATC_Impact_Report_Final_03202023 (PDF)
- Riley County ATC Request for FY2024 - Reduced Size (PDF)



MANHATTAN AREA TECHNICAL COLLEGE

ECONOMIC IMPACT STUDY

MARCH 16, 2023

PREPARED BY

MUNICIPAL CONSULTING, LLC

R. STEVEN ROBB, SOLE OWNER

MANHATTAN AREA TECHNICAL COLLEGE ECONOMIC IMPACT STUDY

Executive Summary:

The purpose of this report is to lend support to a request from the Manhattan Area Technical College (MATC) for partial funding of a new technical education center on the MATC campus. The facility is projected to cost a total of \$16.3 million and the MATC is requesting that the City of Manhattan provide \$1.3 million of the cost based upon the projected sales tax and city utility revenues that the new MATC staff employees and graduates of the technical programs could produce for the city.

As documented below and in the Appendices of this report, the MATC plan could have the following economic impact on the City of Manhattan over the next ten years:

- Increase in local sales tax revenues of about \$1,556,000.
- Increased city utility revenues of about \$507,000.
- Increased franchise fees of about \$104,000.

The projected total direct revenues to the city would thus be about \$2,167,000, or about 1.7 times the amount requested from the city for inclusion in the building costs. The cash flow back to the city would equal the \$1.3 million grant during the 7th year (See Table 1 after the appendices), assuming that the first two years of the period would be for construction and the first graduates of technical programs would occur in the third year.

The detailed itemization of this information can be found in Appendix A, "Executive Summary" and in the other Appendices to this report.

Methodology and Assumptions

An economic impact study involves identifying the various aspects of a project that will have an impact on the community. This report follows the methodology of determining the impact of these components of the project that will create a public benefit:

- Impact of construction
 - Construction salary spending plus rollover.
 - Materials purchases plus rollover.
- Impact of new permanent staff jobs created plus salary rollover.
- Impact of utilities expenses and utility franchise fee collections

Rollover Impact:

The above components introduce a factor known as "rollover" spending that is an important component of economic impact. "Rollover" refers to the fact that when funds are spent within a community, they are then spent again by the receiver and the process is repeated until all the money finally leaves the community.

Other Calculations and Assumptions

Explanations of the methods used are contained in each section of the report. *The assumptions used can be found within each section.*

SECTION 2 - INTRODUCTION, PURPOSE, AND METHODOLOGY

Introduction

Governments are charged with the responsibility to wisely spend public monies, whether for governmental operations or incentives for public and private investments. In Kansas, municipal governments are required by statute to conduct a cost-benefit analysis before granting tax abatements to private developments. Many cities will do a detailed analysis of the economic impact of a proposed project, even if it does not involve a tax abatement or public incentives. Therefore, it is good practice for developers, public and private, to perform their own analysis before approaching a municipality for incentives, or even concurrence with the proposed project.

Purpose of this Report

The purpose of this report is to estimate the direct and indirect economic impact of the MATC building plan.

Methodology

Conducting an economic impact study involves identifying the various aspects of a proposed project that will have an impact on the community. There are a number of components of this project that will create a public benefit:

- Impact of construction
 - Construction salary spending plus rollover.
 - Materials purchases plus rollover.
- Impact of new permanent jobs created plus salary rollover.
- Impact of utilities expenses and utility franchise fee collections

Rollover Multiplier

These components introduce a factor known as "rollover" spending that is an important component of economic impact. "Rollover" refers to the fact that when funds are spent within a community, they are then spent again by the receiver and the process is repeated until all the money finally leaves the community. Economists frequently refer to a "rollover multiplier" or simply "rollover." Multipliers may range from a low of 2.5 to a high of 7.5.

In order to accurately apply a multiplier, it is necessary to examine an independent data set that is based upon actual spending within the community. This information is compiled and reported annually by the Kansas Department of Revenue¹ in what are known as "Pull-Factor" reports. The most recent Pull-Factor reports for Kansas for the year 2022 are posted on the Kansas Department of Revenue website. The following excerpt from the report explains the data:

"The City Trade Pull Factor report provides different measures of retail market data for the cities for fiscal year 2022, which represents the period July 1, 2021 through June 30, 2022. Retail market data is presented three ways.

- *The first measure is a location quotient of retail trade called the City Trade Pull*

¹ Kansas Department of Revenue, Office of Policy and Research, City/County Trade Pull Factors, Annual Report FY 2022, issued December 2022.

Factor (CiTPF). It is a measure of the relative strength of the retail business community. The City Trade Pull Factor is computed by dividing the per capita sales tax of a city by the statewide per capita sales tax. A CiTPF of 1.00 is a perfect balance of trade. The purchases of city residents who shop elsewhere are offset by the purchases of out-of-city customers. CiTPF values greater than 1.00 indicates that local businesses are pulling in trade from beyond their home city border. Thus, the balance of trade is favorable. A CiTPF value less than 1.00 indicates more trade is being lost than pulled in, that residents are shopping outside the city. This is an unfavorable balance of trade.

The *City Trade Pull Factor* for Manhattan is 1.56, which means that more people from other areas are spending more in Manhattan than residents of Manhattan are spending in other communities. Technically, a rollover factor of the highest measure (in the area of 6 or 7 times) could be used for Manhattan. However, we do not advocate using any factor higher than 4 times to remain conservative.

Other Calculations and Assumptions

The other calculations used in developing this report are explained at the beginning of each section. The worksheet appendices are constructed in a manner that allows different assumptions to be entered once in the respective worksheet and the changes will flow automatically to the affected worksheets and final results.

Report Structure

The report is organized in a manner that shows the economic impact in terms of direct revenue to the city and other economic indicators of importance to the community. These include:

Components of City Revenues:

- Sales taxes
- Net profits from city utilities
- Utility franchise fees

Annual Summary of All Components

The year-by-year summary of all the components listed above is shown in Appendix B, "Annual Impact Summary." Due to the fact that fundraising and construction timetables are flexible, we have not attempted to predict the actual calendar year the building would be completed, so we use a system of Years 1-10, with Year 1 beginning when construction begins.

SECTION 3 - CONSTRUCTION IMPACT

Total Construction Costs

The architectural estimate for the cost of the building is \$16.3 million, which we have divided into two years.

Construction Cash Flow

We estimated that the construction labor would be divided equally between the two years. We estimated that the purchasing of construction materials would take place mostly in the first year.

Construction Jobs Created

The estimate of construction jobs created is determined using an average wage of \$25.00 per hour for a 40-hour workweek (typically worked in four days of 10 hours each) and 4.2 work-weeks per month. This monthly salary of \$4200 is divided into the projected labor expenditure for the month to determine the number of jobs required. We estimated that a total of 130-250 workers would be needed each year, although not all of them would be on the job at the same time.

It is generally accepted within the methodology for cost-benefit studies that labor is 50% of the total construction cost and that 50% of the labor salaries will be disposable income subject to sales tax. The location and duration of each project will affect the amount of the disposable income that is spent in the local community.

This project will take 12-24 months for completion. It can be expected that for a project of this duration, the workers will spend several days per week in Manhattan (typically four 10-hour days) rather than commute daily from other communities. For this project, we are using the assumption that 90% of the disposable income will be spent in Kansas and 75% of that will be spent in Manhattan. Construction workers might also require hotel rooms, but we have not included any of those in this report.

Construction Materials Spending

After labor expenses, 50% of the total construction cost is left for materials. The key factor is determining the percentage of materials that will be purchased in the local area.

Our research among local contractors indicates that the materials for residential and small commercial "stick-built" projects are 100% available in the local community. By contrast, structural steel for larger commercial projects, and commercial metal building materials all have to be acquired from other areas. We have assumed that 75% of the construction materials will be purchased locally.

The impact of the construction activity is detailed in Appendix C, "Economic Impact of Construction."

Total Estimated Economic Impact of Construction

The combined totals for construction labor and materials economic impact are estimated to be:

- Increased initial local retail spending of \$7.7 million in Year 1 and \$4.0 million in Yr. 2.
- Additional rollover spending of \$15.8 million in Yr. 1 and \$8.2 million in Yr. 2.
- City sales taxes of \$342,000 in Year 1 and \$178,000 in Yr. 2.

SECTION 4 - IMPACT OF NEW PERMANENT JOBS

New Permanent Staff Jobs Created

MATC projects four new faculty positions and 3 support staff positions with an annual salary and benefit expense of \$500,000.

The listing of positions and salaries for these staff positions is shown in Appendix D, "Economic Impact of Existing and New Permanent Jobs."

Permanent Salary Rollover Calculation

The rollover impact of salary spending is very similar to the process used for construction labor in Section 3. We used the same rollover factor of 4. This is a conservative approach. It might be argued that a portion of the original spending not subject to sales tax should be included in subsequent rollovers. We have elected not to include any of that salary component in the rollover calculation. For jobs at this salary level, the first 50% of the salary would likely go to mortgage payments, auto financing and other payments that immediately leave the community.

Estimated Economic Impact of New Staff Jobs

Using the assumptions described above, the estimated economic impact of the 7 new jobs described above over the next 10 years could be:

- Total salaries paid of \$3.7 million.
- Increased local retail spending of \$4.3 million (Includes rollover spending).
- Increased city sales tax collections of \$63,000.

E. Impact of New Graduate Jobs in the Area:

MATC projects that 100 new annual graduates of the new and expanded technical programs. MATC has established that 86% of their program graduates remain in the local area. We have assumed that 70% will remain in the area at least three years. We further assumed that 50% of those would live in Manhattan and use city utilities. MATC estimates that the average beginning salary for their graduates is \$45,000, which is slightly below the county average wage of \$47,471. We usually use 50% of the salary as disposable income, but in this case, we used only 30% disposable income to remain conservative in the community retail spending. We also assumed that after three years, all of the new graduates would leave the area, so our calculations only include a 3-year graduate group. It is entirely possible that many of the graduates would permanently remain in the area, but again we are maintaining a conservative approach.

Using the assumptions described above, the estimated economic impact of the new graduate jobs over the next ten years could be: (See Appendix E)

- Total salaries paid of about \$73 million.
- Increased local retail spending of about \$67 million.
- City sales tax collections of about \$972,000.

SECTION 5 - IMPACT OF NEW UTILITY USAGE

Utility Profits and Franchise Fee Calculation (See Appendix F)

The Manhattan City Budget actual expenditures for 2020 indicated a profit margin of 45.1% in the water, wastewater and storm water funds, which we have used in this report. We assume that 70% of the utility profits are from residential use. We then divide the 70% by the latest available number of households in Manhattan (22,137) to get an average annual profit per household of \$402.86. This is the beginning amount we multiply by the number of new staff and graduates each year.

Public utilities in Kansas typically pay franchise fees to the municipalities where the services are delivered. The typical rate for these franchise fees is about 5%. We have used this rate in calculating the approximate franchise fees that would be generated by the staff members and new graduates that live in Manhattan. In similar fashion to the utility profits, we take 70% of the franchise tax total and divide by the number of households to get an average annual amount per household of \$93.73.

Estimated Total Impact of All Utility Purchases

Using the assumptions discussed above, the overall impact of new utility purchases by the staff and graduates over the next 10 years could be:

- Increased city utility profits of about \$507,000.
- Increased city franchise fees of about \$104,000
- Total new city net revenues from utilities of about \$611,000.

SECTION 6 - REPORT SUMMARY AND DISCLAIMER

Report Summary

We believe that this report presents a conservative indication of the potential economic impact of this project at MATC on the City of Manhattan. The methodology is based upon documentable data and assumptions that are conservative rather than liberal. The assumptions used have been determined independently by Municipal Consulting, LLC from its own analysis and experience in more than 300 cost-benefit analyses conducted throughout the State of Kansas.

Estimated Total Economic Impact of the Project

The estimated total economic impact of all sections of this report over the next 10 years could be:

- Increased local sales tax collections of about \$1,556,000.
- Increased utility profits and franchise fees of about \$611,000.
- Total direct revenues to the city of about \$2,167,000.

MATC reports that an independent analysis performed for all the technical colleges in Kansas indicates a total annual economic impact of MATC in the region is \$22 million. With an average enrollment of about 1,000 students, the average impact per student would be \$22,000. Our calculation based on an average of 210 students for the 8-year period is a total of \$10,319, or \$1,290 per student per year. Thus, we maintain that this is a very conservative approach to this analysis.

Disclaimer

The results of this report are estimates based on the various assumptions listed above and are not to be interpreted as an actual prediction of performance of the overall economic impact of this project. Many unknown financial and economic factors can occur over a 10-year period that could significantly alter these projections. Municipal Consulting, LLC has no control over any of these factors and therefore cannot and does not make any guarantees of the results indicated in this report. Projections out to 10 years may have an error margin of 25-50% or even greater, depending on many economic factors.

About Municipal Consulting, LLC

Municipal Consulting, LLC was formed in 2010 with R. Steven Robb as sole owner. However, Robb has been performing cost-benefit studies, economic impact studies, and financial feasibility reports for over 20 years. He has performed more than 300 cost-benefit studies for city development projects all over the state of Kansas.

Municipal Consulting, LLC
R. Steven Robb, Sole Owner
steverobb@ckt.net
620-704-6495

MANHATTAN AREA TECHNICAL COLLEGE

Economic Impact Study

Appendix A - Executive Summary

	Years 1-5	Years 6-10	10 Year TOTAL
City Revenues Generated:			
Sales tax from construction labor & materials	\$520,789	\$0	\$520,789
Sales tax from new staff jobs spending	\$29,546	\$33,467	\$63,013
Sales tax from new graduate spending	\$259,600	\$712,524	\$972,124
Total New City Sales Taxes Generated	\$809,935	\$745,991	\$1,555,926
Utility Net Profits	\$160,698	\$346,163	\$506,861
Franchise Fees	\$31,004	\$73,073	\$104,077
Total City Revenues	\$809,935	\$1,165,227	\$2,166,865
County Revenues Generated			
Sales tax from construction labor & materials	\$359,165	\$0	\$359,165
Sales tax from new staff jobs spending	\$20,377	\$23,081	\$43,457
Sales tax from new graduate spending	\$179,034	\$491,396	\$670,430
Total County Revenues	\$558,576	\$514,477	\$1,073,053

Attachment: MATC_Impact_Report_Final_03202023 (13454 : 2024 MATC FUNDS REQUEST)

MANHATTAN AREA TECHNICAL COLLEGE

Economic Impact Study

Appendix B - Annual Impact Summary

City Revenues Generated:											Decade
Description	Yr 1	Yr 2	Yr 3	Yr 4	Yr 5	Yr 6	Yr 7	Yr 8	Yr 9	Yr 10	Total
Sales tax from construction labor & materials	342,232	178,557	0	0	0	0	0	0	0	0	\$520,789
Sales tax from new staff jobs spending	5,611	5,757	5,907	6,060	6,212	6,367	6,526	6,689	6,857	7,028	\$63,013
Sales tax from new graduate spending	0	0	41,803	85,780	132,016	135,449	138,970	142,444	146,006	149,656	\$972,124
Total new city sales taxes	347,843	184,314	47,710	91,841	138,228	141,815	145,496	149,134	152,862	156,684	\$1,555,926
Utility Net Profits	4,511	13,195	31,349	47,393	64,250	65,856	67,503	69,190	70,920	72,693	\$506,861
Franchise Fees	0	1,788	5,978	9,676	13,563	13,902	14,249	14,606	14,971	15,345	\$104,077
Total New City Revenues	\$352,354	\$199,296	\$85,037	\$148,910	\$216,041	\$221,574	\$227,249	\$232,930	\$238,753	\$244,722	\$2,166,865
County Revenues Generated											\$0
	Yr 1	Yr 2	Yr 3	Yr 4	Yr 5	Yr 6	Yr 7	Yr 8	Yr 9	Yr 10	
Sales tax from construction labor & materials	236,022	123,143	0	0	0	0	0	0	0	0	\$359,165
Sales tax from new staff jobs spending	3,870	3,970	4,074	4,179	4,284	4,391	4,501	4,613	4,729	4,847	\$43,457
Sales tax from new graduate spending	0	0	28,830	59,159	91,046	93,413	95,841	98,238	100,693	103,211	\$670,430
Total new sales tax collections	239,891	127,113	32,903	63,338	95,329	97,804	100,342	102,851	105,422	108,058	\$1,073,053

Attachment: MATC_Impact_Report_Final_03202023 (13454 : 2024 MATC FUNDS REQUEST)

MANHATTAN AREA TECHNICAL COLLEGE

Economic Impact Study

Appendix C - Economic Impact of Construction

Assumptions:	Persentag of construction cost attributed to contractor profits	3%
	Percentage of construction cost attributed to labor:	47.00%
	Percentage of labor salaries as disposable income:	50.00%
	Percentage of disposable income spent in Kansas:	100.00%
	Percentage of disposable income spent in the county	75.00%
	Percentage of disposable income spent in the city	75.00%
	Percentage of construction cost attributed to materials:	50.00%
	Percentage of materials cost spent in Kansas:	100.00%
	Percentage of materials cost spent in the county	75.00%
	Percentage of materials cost spent in city:	75.00%
	Average construction worker monthly salary (\$25/hr x 40 hrs/wk x 4.2 weeks/mo.)	\$4,200
	Percent of rollover spending retained in the community	75.00%
	City sales tax rate	1.45%
	County sales tax rate	1.00%
	State Sales Tax Rate	6.50%

Project Schedule		BidStart	ding	Finish	Begin	Year 1	Year 2	Grand
Project	Amount	Construction	Construction	Operation	Amounts	Amounts	Totals	
Building Construction	16,300,000	Year 1	Year 2	Year 3				
FFE	750,000				187,500	562,500	750,000	
Labor	7,661,000				3,830,500	3,830,500	\$7,661,000	
Materials	8,150,000				6,112,500	2,037,500	\$8,150,000	
Annual Total					\$9,943,000	\$5,868,000	\$15,811,000	
Labor disposable income					1,915,250	1,915,250	\$3,830,500	
Amount spent in the city					1,436,438	1,436,438	\$2,872,875	
Materials & FFE cost spent in city					6,300,000	2,600,000	\$8,900,000	
Total Original city spending					7,736,438	4,036,438	\$11,772,875	
First rollover					5,802,328	3,027,328	\$8,829,656	
Second rollover					4,351,746	2,270,496	\$6,622,242	
Third rollover					3,263,810	1,702,872	\$4,966,682	
Fourth rollover					2,447,857	1,277,154	\$3,725,011	
Total all city spending					23,602,178	12,314,288	\$35,916,466	
City sales tax generated					\$342,232	\$178,557	\$520,789	
County sales tax generated					\$236,022	\$123,143	\$359,165	
Number of construction jobs					456	130		

Attachment: MATC_Impact_Report_Final_03202023 (13454 : 2024 MATC FUNDS REQUEST)

MANHATTAN AREA TECHNICAL COLLEGE

Economic Impact Study

Appendix D - Economic Impact of New Staff Jobs

Assumptions:

Annual Inflation Rate (Years 1 & 2)	2.60%		
Annual Inflation Rate (Years 3 and 4)	2.60%	City sales tax	1.45%
Annual Inflation Rate (Years 5 thru 10)	2.50%	County sales tax	1.00%
Percent of salaries as disposable income	50.00%		
Disposable income spent in Kansas	90.00%		
Disposable income spent in Manhattan	75.00%		
Rollover retainage rate	75.50%		

	Number	Yr 1	Yr 2	Yr 3	Yr 4	Yr 5	Yr 6	Yr 7	Yr 8	Yr 9	Yr 10	Total	
<u>New Position Description</u>													
Faculty	4.0	61,623	63,225	64,869	66,556	68,220	69,925	71,673	73,465	75,302	77,184	\$2,768,165	
Admin. Assistant	0.0	0	0	0	0	0	0	0	0	0	0	\$0	
Maintenance	1.0	36630	37,582	38,560	39,562	40,551	41,565	42,604	43,669	44,761	45,880	\$411,364	
Custodial	2.0	25940	26,614	27,306	28,016	28,717	29,435	30,171	30,925	31,698	32,490	\$582,625	
	0.0		0	0	0	0	0	0	0	0	0	\$0	
	0.0		0	0	0	0	0	0	0	0	0	\$0	
Total Jobs	7.0												
Total Salaries		335,002	343,712	352,649	361,817	370,863	380,134	389,638	399,379	409,363	419,597	\$3,762,154	\$3,762,154
Initial disposable spending		167,501	171,856	176,324	180,909	185,431	190,067	194,819	199,689	204,682	209,799		
Disposable spending in the City		125,626	128,892	132,243	135,682	139,074	142,550	146,114	149,767	153,511	157,349		
First rollover		94,847	97,313	99,844	102,440	105,001	107,626	110,316	113,074	115,901	118,798		
Second Rollover		71,610	73,472	75,382	77,342	79,275	81,257	83,289	85,371	87,505	89,693		
Third rollover		54,065	55,471	56,913	58,393	59,853	61,349	62,883	64,455	66,066	67,718		
Fourth rollover		40,819	41,881	42,970	44,087	45,189	46,319	47,477	48,664	49,880	51,127		
Total city spending		386,968	397,029	407,352	417,943	428,391	439,101	450,079	461,331	472,864	484,686	\$4,345,743	
City sales tax generated		\$5,611	\$5,757	\$5,907	\$6,060	\$6,212	\$6,367	\$6,526	\$6,689	\$6,857	\$7,028	\$63,013	
County sales tax generated		\$3,870	\$3,970	\$4,074	\$4,179	\$4,284	\$4,391	\$4,501	\$4,613	\$4,729	\$4,847	\$43,457	

Attachment: MATC_Impact_Report_Final_03202023 (13454 : 2024 MATC FUNDS REQUEST)

MANHATTAN AREA TECHNICAL COLLEGE

Economic Impact Study

Appendix E - Impact of New Graduate Jobs

Assumptions:	No of new graduates each year (Over and above the current graduates)	100
	New Graduate Average Beginning Salary	\$45,000
	Percentage of Average Salary as disposable income	30.00%
	Percent of New Graduates Remaining in the Immediate Area for at least 3 Years	70.00%
	City retainage rate for roll-over spending	75.00%
	City sales tax rate	1.45%
	Annual Inflation Rate (Years 1-3)	2.60%
	Annual Inflation Rate (Years 4-5)	2.60%
	Annual Inflation Rate (Years 6-10)	2.50%
	County Sales Tax Rate	1.00%

Avg. Annual Wage

New Graduates Per Year in the Area

	\$45,000		\$46,170		\$47,370		\$48,602		\$49,866		\$51,112		\$52,390		\$53,700		Totals
	Yr 1	Yr 2	Yr 3	Yr 4	Yr 5	Yr 6	Yr 7	Yr 8	Yr 9	Yr 10							
	0	0	70	70	70	70	70	70	70	70							560
New Annual Personal Income	\$0	\$0	\$3,150,000	\$6,463,800	\$9,947,788	\$10,206,431	\$10,471,798	\$10,733,593	\$11,001,933	\$11,276,981							\$73,252,323
Disposable income	\$0	\$0	\$945,000	\$1,939,140	\$2,984,336	\$3,061,929	\$3,141,539	\$3,220,078	\$3,300,580	\$3,383,094							\$21,975,697
New Retail Sales	\$0	\$0	\$945,000	\$1,939,140	\$2,984,336	\$3,061,929	\$3,141,539	\$3,220,078	\$3,300,580	\$3,383,094							\$21,975,697
First rollover	\$0	\$0	\$708,750	\$1,454,355	\$2,238,252	\$2,296,447	\$2,356,155	\$2,415,058	\$2,475,435	\$2,537,321							\$16,481,773
Second rollover	\$0	\$0	\$531,563	\$1,090,766	\$1,678,689	\$1,722,335	\$1,767,116	\$1,811,294	\$1,856,576	\$1,902,991							\$12,361,330
Third rollover	\$0	\$0	\$398,672	\$818,075	\$1,259,017	\$1,291,751	\$1,325,337	\$1,358,470	\$1,392,432	\$1,427,243							\$9,270,997
Fourth rollover	\$0	\$0	\$299,004	\$613,556	\$944,263	\$968,814	\$994,003	\$1,018,853	\$1,044,324	\$1,070,432							\$6,953,248
Total City Retail Sales	\$0	\$0	\$2,882,988	\$5,915,892	\$9,104,558	\$9,341,276	\$9,584,149	\$9,823,753	\$10,069,347	\$10,321,081							\$67,043,044
City Sales Tax Generated	\$0	\$0	\$41,803	\$85,780	\$132,016	\$135,449	\$138,970	\$142,444	\$146,006	\$149,656							\$972,124
County Sales Tax Generated	\$0	\$0	\$28,830	\$59,159	\$91,046	\$93,413	\$95,841	\$98,238	\$100,693	\$103,211							\$670,430

City Sales Tax Rate:	1.45%
County Sales Tax Rate	1.00%

MANHATTAN AREA TECHNICAL COLLEGE

Economic Impact Study

Appendix F - Impact of New Utility Usage

Supporting Facts:

Current city average utility profit margin	45.11% (Water/Sewer/Electricity/Trash)
Franchise fee rate	5% (Gas/Internet/Phone)

Assumptions: Percentage of new graduates that will use city utilities: 50.00%

Estimated annual cost for water/sewer/trash/stormwater	\$29,250
Estimated annual cost for electricity and gas	\$25,750
Estimated annual cost for internet and phone	\$10,000
Annual Inflation Rate (Years 1-3)	2.60%
Annual Inflation Rate (Years 4-5)	2.60%
Annual Inflation Rate (Years 6-10)	2.50%
Average annual utility profits per household	\$403
Average annual franchise fees per household	\$94

ANNUAL UTILITIES:

	Yr 1	Yr 2	Yr 3	Yr 4	Yr 5	Yr 6	Yr 7	Yr 8	Yr 9	Yr 10	Decade Total
All City-Provided Utilities	10,000	29,250	30,011	30,791	31,591	32,381	33,191	34,020	34,871	35,743	\$301,848
City Net Profit Margin	4,511	13,195	13,538	13,890	14,251	14,607	14,972	15,347	15,730	16,124	\$136,164
Gas/internet/phone	0	35,750	36,680	37,633	38,612	39,577	40,566	41,581	42,620	43,686	\$356,704
City Franchise Fees	0	1,788	1,834	1,882	1,931	1,979	2,028	2,079	2,131	2,184	\$17,835
Revenue from New Families	NOTE: New graduates assumed to remain in the area for 3 years.										
Utility Revenue per Family	\$403	\$413	\$424	\$435	\$446	\$458	\$469	\$481	\$493	\$505	
Franchise Fees/Family	\$94	\$96	\$99	\$101	\$104	\$106	\$109	\$112	\$115	\$118	
Number of new families:	0	0	42	35	35	35	35	35	35	35	287
Cumulative new families	0	0	42	77	112	112	112	112	112	112	112
Utility net profits	0	0	17,811	33,503	49,999	51,249	52,530	53,844	55,190	56,570	\$370,697
Franchise Fees	0	0	4,144	7,795	11,632	11,923	12,221	12,527	12,840	13,161	\$86,242
Total utility net profits	4,511	13,195	31,349	47,393	64,250	65,856	67,503	69,190	70,920	72,693	\$506,861
Total franchise fees	0	1,788	5,978	9,676	13,563	13,902	14,249	14,606	14,971	15,345	\$104,077
Total City Revenues - Utilities	4,511	14,982	37,327	57,069	77,813	79,758	81,752	83,796	85,891	88,038	\$610,938

MANHATTAN AREA TECHNICAL COLLEGE

Economic Impact Study

Table 1- Cumulative Benefits vs. Incentive

Year	City Sales Taxes	Utility Usage	Total Benefits	Incentive	Cumulative Benefits
1	\$347,843	\$4,511	\$352,354	\$1,300,000	\$947,646
2	\$184,314	\$14,982	\$199,296		\$748,350
3	\$47,710	\$37,327	\$85,037		\$663,313
4	\$91,841	\$57,069	\$148,910		\$514,403
5	\$138,228	\$77,813	\$216,041		\$298,362
6	\$141,815	\$79,758	\$221,574		\$76,789
7	\$145,496	\$81,752	\$227,249		\$150,460
8	\$149,134	\$83,796	\$232,930		\$383,390
9	\$152,862	\$85,891	\$238,753		\$622,143
10	\$156,684	\$88,038	\$244,722		\$866,865
Totals	\$1,555,926	\$610,938	\$2,166,865	\$1,300,000	\$866,865



To: Riley County Commissioners

May 10, 2023

Manhattan Area Technical College's mission provides high quality technical, general, and adult education to prepare individuals to pursue technologically advanced careers and lead productive lives in a dynamic and diverse global environment. We focus on providing high-demand/sustainable wage and/or critical need occupational training connected to our service area. The occupational areas require less than a bachelor's degree and the most recent analysis of Kansas Department of Labor data indicates there are 5,000 annual job openings in the MATC service area that meet that criteria.

Manhattan Area Technical College (MATC) is a public, two-year, accredited technical college. The College came into existence in 2004-2005 when state legislation separated it from US 383 to become a public technical college. The state legislation did not allow the new technical colleges to keep local taxing authority as it had previously as part of the school district as the vocational-agricultural school. MATC became part of the state's higher education system under the Kansas Board of Regents. While the Regents do not control MATC, programs they do approve to be part of the College enable the College to receive some funding via the Regents' budget. As of FY 23, 30% of the College revenues came from state funding, with student tuition and fees comprising the majority of revenues received.

Manhattan Area Technical College has had steady growth, even through the pandemic. Averaging 6% growth per year over the past five years, we now have over 500 high school students in our service area taking early college courses with us. The courses are both general education and technical education, with the general education courses either meeting our program requirements and/or transferable to any institution in the state (guaranteed by the state regents). In 2015-16 the number of high school students enrolled with MATC was 12. MATC ranks high nationally and in the state with performance for a two-year college:

- WalletHub, a national financial services company, does an annual ranking of around 700 two-year colleges in the nation (cost, student success, job success). In the 2022 ranking MATC ranked 1st in Kansas for the 4th year in a row, and 4th in the nation!
- MATC has the 25th best graduation rate among two-year colleges in the nation (The Chronicle of Higher Education Almanac).
- Georgetown University's Center for Education & Workforce evaluates every institution of higher education in the nation for net present value of education received versus career earnings (out to 40 years). In their 2022 update, MATC ranked #1 in KS among public

colleges and universities at 20 years out, and #2 in the state at 30- and 40-years out (only KU was higher than MATC)!

- 86% of our graduates remain in the area (KBOR)!

MATC is requesting support for the Advanced Technology Center facility. This structure will increase capacity in several existing programs of study and allow MATC to add two new programs. The programs in this facility target construction and related trades, and bioscience with a connection to facility operations of such enterprises (i.e., NBAF, BRI). This structure and enhanced capacity will allow MATC to provide more skilled entry-level workers in both residential and commercial construction in the area, as well as assist the economic development efforts in our region linked to bioscience.

We project significant enrollment growth in key trade areas due to capacity increases with the new facility:

Projected Impact of Phase One: ATC				
Program of Study	Average # graduates annually (current)	Projected # of graduates (by May 2026)	Current collective earnings	Projected collective earnings
Construction Trades	10	34	\$400,000	\$1,350,000
HVAC	15	30	\$600,000	\$1,150,000
Electric Power	18	24	\$1,080,000	\$1,500,000
Industrial Eng. Tech	4	12	\$180,000	\$525,000
Crit. Env. Tech	3	10	\$160,000	\$450,000
Plumbing	0	16	\$0	\$800,000
Biomanufacturing	0	24	\$0	\$1,200,000
Total	50	150	\$2,420,000	\$6,975,000
		200%		188%

The Economic Impact study MATC commissioned examined the impact of the construction for the project as well as the growth in students/graduates and employees at MATC. The analyst employed a conservative methodology for the impact. The chart below shows a summary of the projected impact to city and county revenue streams:

MANHATTAN AREA TECHNICAL COLLEGE

Economic Impact Study

Appendix A - Executive Summary

	Years 1-5	Years 6-10	10 Year TOTAL
City Revenues Generated:			
Sales tax from construction labor & materials	\$520,789	\$0	\$520,789
Sales tax from new staff jobs spending	\$29,546	\$33,467	\$63,013
Sales tax from new graduate spending	\$259,600	\$712,524	\$972,124
Total New City Sales Taxes Generated	\$809,935	\$745,991	\$1,555,926
Utility Net Profits	\$160,698	\$346,163	\$506,861
Franchise Fees	\$31,004	\$73,073	\$104,077
Total City Revenues	\$809,935	\$1,165,227	\$2,166,865
County Revenues Generated			
Sales tax from construction labor & materials	\$359,165	\$0	\$359,165
Sales tax from new staff jobs spending	\$20,377	\$23,081	\$43,457
Sales tax from new graduate spending	\$179,034	\$491,396	\$670,430
Total County Revenues	\$558,576	\$514,477	\$1,073,053

This analysis does not project increases in county or city property tax revenue, this report just examined impact of construction and employee/student spending impact for the first ten years. Informal surveys we have done with employees and students indicates that over 25% of them try to buy or build a home in the region within the first three years. So, the potential property tax revenue increase could also be significant. The following graph provides the ten-year overview. Please note the new personal and disposable income information:

MANHATTAN AREA TECHNICAL COLLEGE

Economic Impact Study

Appendix E - Impact of New Graduate Jobs

Assumptions:	No of new graduates each year (Over and above the current graduates)	100
	New Graduate Average Beginning Salary	\$45,000
	Percentage of Average Salary as disposable income	30.00%
	Percent of New Graduates Remaining in the Immediate Area for at least 3 Years	70.00%
	City retainage rate for roll-over spending	75.00%
	City sales tax rate	1.45%
	Annual Inflation Rate (Years 1-3)	2.60%
	Annual Inflation Rate (Years 4-5)	2.60%
	Annual Inflation Rate (Years 6-10)	2.50%
	County Sales Tax Rate	1.00%

Avg. Annual Wage			\$45,000	\$46,170	\$47,370	\$48,602	\$49,866	\$51,112	\$52,390	\$53,700	Totals
	Yr 1	Yr 2	Yr 3	Yr 4	Yr 5	Yr 6	Yr 7	Yr 8	Yr 9	Yr 10	
New Graduates Per Year in the Area	0	0	70	70	70	70	70	70	70	70	56
New Annual Personal Income	\$0	\$0	\$3,150,000	\$6,463,800	\$9,947,788	\$10,206,431	\$10,471,798	\$10,733,593	\$11,001,933	\$11,276,981	\$73,252,32
Disposable income	\$0	\$0	\$945,000	\$1,939,140	\$2,984,336	\$3,061,929	\$3,141,539	\$3,220,078	\$3,300,580	\$3,383,094	\$21,975,69
New Retail Sales	\$0	\$0	\$945,000	\$1,939,140	\$2,984,336	\$3,061,929	\$3,141,539	\$3,220,078	\$3,300,580	\$3,383,094	\$21,975,69
First rollover	\$0	\$0	\$708,750	\$1,454,355	\$2,238,252	\$2,296,447	\$2,356,155	\$2,415,058	\$2,475,435	\$2,537,321	\$16,481,77
Second rollover	\$0	\$0	\$531,563	\$1,090,766	\$1,678,689	\$1,722,335	\$1,767,116	\$1,811,294	\$1,856,576	\$1,902,991	\$12,361,33
Third rollover	\$0	\$0	\$398,672	\$818,075	\$1,259,017	\$1,291,751	\$1,325,337	\$1,358,470	\$1,392,432	\$1,427,243	\$9,270,99
Fourth rollover	\$0	\$0	\$299,004	\$613,556	\$944,263	\$968,814	\$994,003	\$1,018,853	\$1,044,324	\$1,070,432	\$6,953,24
Total City Retail Sales	\$0	\$0	\$2,882,988	\$5,915,892	\$9,104,558	\$9,341,276	\$9,584,149	\$9,823,753	\$10,069,347	\$10,321,081	\$67,043,04
City Sales Tax Generated	\$0	\$0	\$41,803	\$85,780	\$132,016	\$135,449	\$138,970	\$142,444	\$146,006	\$149,656	\$972,12
County Sales Tax Generated	\$0	\$0	\$28,830	\$59,159	\$91,046	\$93,413	\$95,841	\$98,238	\$100,693	\$103,211	\$670,43
City Sales Tax Rate:			1.45%								
County Sales Tax Rate			1.00%								

The total construction cost for the new building is just over \$15 million. MATC has generated \$5 million so far through grants, donations (with assistance from the Greater Manhattan Community Foundation), and state appropriations. We continue to seek more support, but have arranged financing so we can have the building constructed and finished by June 1, 2024 so we can get to work getting more skilled people into the region's workforce.

Project Breakdown:

Project Design and Construction	\$15,019,076
Payments made to date	\$ 2,277,750*
Guaranteed FY 24 Income to be applied	\$ 1,621,797
Total Remaining Through Construction Completion	\$11,119,529

Payments made to date:

Expenditure Description	Source Fund	Vendor	Cost
BHS Pay App #1 East Bldg	GMCF	BHS	\$169,703.29
BHE East Building- Pay App 2	ARPA Round 1	BHS	\$823,319.03
BHS Construction Pay App 3	Capital Outlay	BHS	\$170,944.48
BHS Construction Pay App 4	Capital Outlay	BHS	\$379,454.55
MATC- East Bld Prof Services (May 2022)	GMCF	BBN	\$16,504.00
BHE- East Building Aug Prof. Services	GMCF	BBN	\$120,758.01
East Building- Prof. Services	GMCF	BBN	\$11,844.00
East Building- Professional Services	GMCF	BBN	\$98,937.47

BBN October 2022	ARPA Round 1	BBN	\$98,477.97
BBN Design Fees	Capital Outlay	BBN	\$106,400.75
BBN Design Fees	GMCF	BBN	\$4,000.00
Phase 500 Project Meetings	GMCF	Olsson	\$1,750.00
Phase 300 Final Development Plan	GMCF	Olsson	\$5,000.00
Phase 400 Engineering Services	GMCF	Olsson	\$2,585.00
Phase 400 Engineering Services	GMCF	Olsson	\$4,340.00
Phase 500 Project Meetings	GMCF	Olsson	\$1,750.00
Phase 400- Engineering Services	GMCF	Olsson	\$3,070.00
Phase 500- Project Meetings	GMCF	Olsson	\$700.00
Phase 600- Traffic Study	GMCF	Olsson	\$1,525.00
Phase 400 Engineering Services	GMCF	Olsson	\$3,920.00
Phase 500 Project Meetings	GMCF	Olsson	\$700.00
Phase 600 Traffic Study	GMCF	Olsson	\$21,350.00
Phase 400 Engineering	GMCF	Olsson	\$1,085.00
Phase 500 Project Meetings	GMCF	Olsson	\$350.00
Phase 600 Traffic Study	GMCF	Olsson	\$4,575.00
Phase 300 Planning Services	GMCF	Olsson	\$2,125.00
Phase 400 Planning Services	GMCF	Olsson	\$7,595.00
AIA Document	GMCF	BBN	\$98.04
Olsson Phase 400, 500, 600	Capital Outlay	Olsson	\$25,970.00
BHS Construction January Pay App #3	Capital Outlay	BHS	\$170,944.48
Olsson Phase 400, 500, 600	Capital Outlay	Olsson	\$6,010.00
KS State Bank Aprasal Fee	GMCF	KSB	\$4,750.00
		Associated	
Associated Drilling	Foundation	Drilling	\$7,213.84
Total Expended			\$2,277,749.91

MATC is requesting Riley County to invest \$50,000 per year for five years to support the project, a total investment of \$250,000. This support helps the College with construction and payments for the facility. As noted earlier, there is significant return on the investment into both city and county revenue streams. More importantly, this is an investment in local residents and their future in the area as skilled employees, consumers, and taxpayers. Your support is both an investment in economic development and sustainability through a skilled workforce, as well as an investment in additional revenue to be created to support city and county operations that benefit everyone. MATC's economic impact on an annual basis is over \$20 million now. With the new facility, increased enrollment in high demand/high wage programs, and the "ripple" impact to employers in the region the College annual economic impact will exceed \$45 million. This represents an amazing ROI for the County's support.

The facility construction will be completed by June 1, 2024. Classes will begin in the fall 2024 semester in the program areas of construction trades, HVAC, Critical Environment Technology, Industrial Engineering Technology, and Electric Power & Distribution. Biomanufacturing should begin by January 2025, and Plumbing Technology by Fall 2025.

Thank you for considering this request. I am glad to provide additional information as needed. On behalf of our board of directors, faculty and staff, students and local advisory committees I thank you for considering this appeal for support.



James D Genandt, PhD
President/CEO
Manhattan Area Technical College



PLANNING & DEVELOPMENT
Staff Update

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

STAFF REPORT

FROM: Amanda Webb, Planning Director

MEETING: June 1, 2023

SUBJECT: Planning & Development - Staff Update

PRESENTER: Amanda Webb, Planning Director

Enclosures:

- May PD Update (PDF)
- 6 -June Staff Update (PDF)



PLANNING & DEVELOPMENT ENVIRONMENTAL HEALTH

Date: June 1, 2023

To: Riley County Board of County Commissioners

From: Amanda Webb, Planning & Special Projects Director

Re: Planning & Development May 2023 Staff Report

Keats sewer benefit district

- The search for property to evaluate lagoon feasibility continues. We've prepared a new letter to send to several adjacent property owners.
- We are also working with Witt O'Briens on a new state grant program for Small Town Water and Wastewater Infrastructure. Pre-applications are due by June 30, 2023. This is in addition to the USDA Revolving Loan fund program, BOCC allocated ARPA funding, and other potential funding options we might identify.
- Provided a monthly update to the community.

Short Term Rentals (STR):

- When updated STR regulations were adopted last May, the BOCC gave property owners a one-year grace period so they may have time to bring their properties into compliance with the new criteria. That grace period ended May 5, 2023.
- Three STR licenses were issued in May.
- There is one left from the original spreadsheet that has not applied. We have begun the enforcement process.

Solid Waste Management Committee

- The BOCC approved the required annual review of the Solid Waste Management Plan. The required materials were transmitted to the state, and KDHE has approved Riley County's 2023 annual review.
- The committee will kick off the five-year update later this year. It is due to the state by May 14, 2024.
- Additional committee members are always needed and welcome (up to 30 as per state statute; we currently sit at 17), including a representative from a third-class city.

Comprehensive Plan update:

- Comprehensive Plan update webpage: <https://www.rileycountyks.gov/2032/Comprehensive-Plan-Update>
- I've reached out to a variety of people with various agencies, organizations, and groups to request their participation on the Comprehensive Plan Committee (the TAC). So far, 23 people have agreed to serve on the committee. There is more time for people to indicate their interest. I anticipate the group to get started early July.

Attachment: May PD Update (13457 : Staff Update)

- I did not receive any responses to the RFQ for consultant assistance that was issued in April. I am discussing options and suggestions with KSU faculty. I am hoping at minimum to have help coordinating public outreach and involvement and facilitating TAC input.
- The first public input survey will be issued within the week. We will provide 6-8 weeks for completion in the hopes of getting as much public input as possible. The survey will be set up electronically and we will utilize a QR code for people to directly access the survey through email signature lines, signage in the lobby and other customer service areas, news releases, social media, county subscription groups, and a postcard mailing to a random sample of addresses. We will also have hard copies available should there be a request.
- My next monthly BOCC update is scheduled for June 26, but I will be out of the office that week. The next update has been moved to 10:50 AM on June 22.
- Staff will discuss the required Comprehensive Plan annual review with the planning board at their June or July meeting. Discussion and recommendation will be before the BOCC at a subsequent meeting.

Other planning topics:

- Stephanie Peterson, Community Development Director for the City of Manhattan, will present at the June 5 BOCC meeting on the Rural Housing Incentive District (RHID) program.
- At the May 8 Planning Board meeting, staff discussed potential code amendments. The board was supportive of moving forward with further review of each item. I will bring one or two sections to the planning board for review per meeting. Once we've compiled the language the board is comfortable with, we will bring the discussion before the BOCC.
 - Campgrounds/camping on one's own property: The code is silent on camping, be it in a recreational vehicle or a tent, on one's own property. Currently if one person camps for one night even on their own property, it is considered a campground. We receive many questions about a property owner's ability to camp on their own property; or being able to host a friend or family member on their property. It is not uncommon, especially in a more rural county such as Riley, that people may want to camp on their property.
 - Automobile repair and automobile service: Automobile Service (generally described as involving the sale, rental, or service of equipment and/or personal or commercial vehicles) is currently an allowable use within the C-2 zone, but Automobile Repair (generally more intensive than service, including the repairing of damaged motor vehicles or fixing mechanical/electrical parts on an automobile which becomes inoperative) is not. It is not uncommon for businesses to offer both service and repair (however limited the repair services may be) and many of the properties along Pillsbury perform both repair and service (and many times it is difficult to distinguish between the two both for staff and for the public/property owners). We propose to allow automobile repair in the C-2 zone as well.
 - Adding "Non-Transferable" language to all licenses: Licenses should only be valid to the applicant listed and should not be transferable. New property owners/operators should have to apply for their own specific license. These licenses include Short Term Rentals, Excavation, Mobile Home Parks, and Agritourism.
 - Tiny homes – consider adding language as an allowable use within the LDR.
 - Modify principal building/principal use language: There is a conflict between the definition and the regulation that should be addressed. We also need to determine if the restriction should lie with the principal *building* or principal *use*. A principal use can be spread to multiple buildings, so property owners would be limited if they could only have one principal building.
 - Modify Planned Unit Development (PUD) amendment language – As we've been through the PUD amendment process a few times since the new regulations were implemented, we've realized the language can be confusing to both staff and the public. We would like to rewrite for better clarity and to expand on the process itself for PUD amendment. We'd also

Attachment: May PD Update (13457 : Staff Update)

like to clarify how a Final PUD can be in substantial conformance with a Preliminary PUD, and when an amendment is required.

- Adding language to allow administrative authority to correct clerical errors without having to bring simple code amendments before the boards.
- Riparian Buffer Zones – Table 6-2 shows some uses that are allowed/prohibited within the first 25' and the second 25' of riparian buffer zones. While it doesn't cover everything, and we aren't proposing that it does, some clarification is necessary as to what is specifically prohibited within the buffer area.

Current Planning:

- At their May 1, 2023 meeting, the BOCC heard Everyg's request for a Special Use authorization to construct a new electrical switching station at a property on McDowell Creek Road in Ashland Township. The BOCC denied the request.
- At their May 8, 2023 meeting, the Riley County Planning Board:
 - Reviewed a request by Roger & Cindy West to replat lots 38-39 and Lot A of Random Woods into three (3) lots. RCPB forwarded a recommendation of approval to the BOCC who approved the request at their meeting on May 18, 2023.
 - Reviewed a request by Arlen & Wilma Loeckner and Kelly Mosier to replat Lot A and Lot B of Flintstone Addition Unit 2 into two lots. RCPB forwarded a recommendation of approval to the BOCC who approved the request at their meeting on May 18, 2023.
- Three pre application meetings held:
 - David Uphoff – RUD/Country Estate
 - Les Isom - Replat
 - Lori Roggi, Hilary Rombeck, Jenny Anderes – Plat/RUD-Extraneous Farmstead
- At their June 8, 2023 meeting, the Manhattan Urban Area Planning Board will review a request from Albert Wood and Walnut Grove Land LLC to replat Lot 1, Walnut Grove, together with a portion of a contiguous unplatted tract and amend the existing Residential Use Designator – Extraneous Farmstead. The MUAPB will forward a recommendation to the BOCC who will make the final decision at a subsequent meeting.
- At their June 12, 2023 meeting, the Riley County Planning Board will review a request by David Adkins and Summit Ridge LLC to replat Lots 15, 16, 17, and 18 of Block 3, Lakeside Heights into a single lot. RCPB will forward a recommendation to the BOCC who will make the final decision at a subsequent meeting.

Environmental Health transition:

- BOCC approved an Environmental Health Technician (EHT) position to use in place of the EHS position should we need to go that route.
- The Environmental Health Specialist (EHS) position has been advertised since February 24, (vacant as of March 10) and we've held several interviews at the technician level.
- We have made a contingent offer to one candidate and await background results before making a firm offer and finalizing details.
- I will attend the Colorado Professionals in Onsite Wastewater (CPOW) soils workshop in Golden, CO June 7 and 8. BOCC approved my out of state travel request in May.
- I have been on several soil profile evaluations with DeAnn and continue to go as my schedule permits.

Battery recycling educational program:

- There are many stickers and flyers still available for distribution. Anyone is welcome to pick up stickers and/or flyers. We are always looking for volunteers to help get stickers on trash totes.
- Website address: <https://www.rileycountyks.gov/2024/Battery-Recycling>

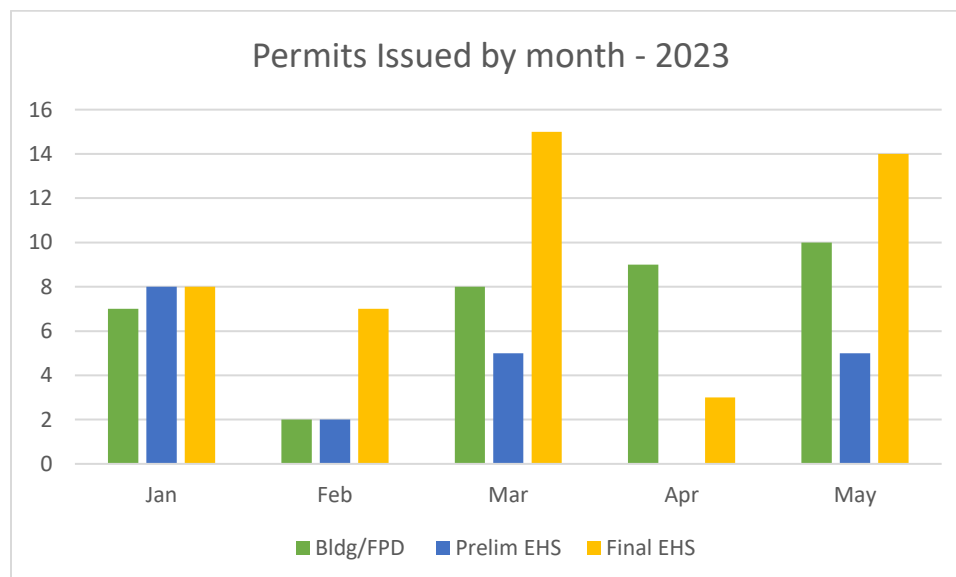
New permit software implementation:

- GovBuilt is Planning & Development's new permit software program. It is fully online and can be found here: <https://rileycountyks.govbuilt.com/>. All permitting can be done online, but people can still submit paper copies and pay over the counter here in our office.
- P&D staff continue to work with GovBuilt to tailor the system to our needs.

Also attended/participated in:

- Employee Training Day Committee
- Budget & Planning committee
- Riley County Rural Economic Development Advisory Board
- Joint City/County monthly meeting
- Downtown Manhattan, Inc.
- Flint Hills Wellness Coalition Housing Workgroup
- Flint Hills MPO – TAC meeting
- Kansas Office of Broadband Development - Broadband webinar
- USDA Grants webinar

May 2023 permits issued:	
Building/Sign permits:	9
Floodplain development permits:	1
Environmental Health Permits (Preliminary Approval)	5
Environmental Health Permits (Final/Use)	14
Short Term Rental Licenses	3



Projects	Staff	Status	Task	Start Date	Request to Prosecute	Deadline
Long Range Planning						
Comprehensive Plan Update	Amanda Webb & Bob Isaac	Vision 2025 adopted in October 2009 and is need of an update. Comprehensive plan update presentations where held before the Riley County Planning Board on May 9 and before the Manhattan Urban Area Planning Board on May 16. BOCC presentation was 6/27/22. Have created a dedicated website page for the plan update. Issued RFQ on 4/10/2023. No submittals received.	Monthly BOCC updates on going. Reaching out to organizations to assemble the TAC. Working a public survey.	11/1/2021		6/30/2025
Keats Sewer District	Amanda Webb & EHS staff	Sam Johnson working on final PER. Committee met with USDA. Cost have risen significantly since original estimates and there are concerns with higher property owner cost. BOCC committed \$800,000 in ARPA funding. Sent letters to prospective property owners to inquire about purchasing 10 acres for a lagoon. No interest. Provided BOCC update 4/21/2022. Held working group meeting on 5/24/2022. Sent neighbor letter on 7/12/22. Neighbor is not interested. Perry, Amanda and Commissioner Focke visited the Keats area and several surrounding sites looking for options. Held public meeting on March 9th.	Exploring additional funding options and lagoon sites.	11/1/2014		6/30/2023
NG911 - Private Road Naming	Amanda Webb & Lisa Daily	NG911 Committee meeting scheduled for 2/13/2023 to discuss property owners on Boller Road using wrong numbers for their address. Discussed a property owner who applied for a building permit in which there are two tracts of land involved. Driveway is one tract and there the proposed building will be on the other tract which will create a private road. Planning & Development is to contact the property to start the process for the private road name and will assess the \$100.00 road name fee. Property owner decided to look to build elsewhere.	NG911 meeting was held and the committee agreed for GIS to contact property owners to approve the use of the 12865 and 12869 Boller Rd. Working on a new address for the rural fire station off of McDowell Creek Rd.	8/1/2015		7/1/2023
Develop Riley County - historic land use changes in Wildcat Creek Watershed	Darrin Hobbs	Information gathering from NASA complete for report. Report has been finalized. Waiting for end product.	Present report to all participating entities.	6/1/2020		12/31/2023
Regulations						
Grants						
Keats Sewer District	Amanda Webb	Sam Johnson working on final PER. Committee met with USDA. Cost have risen significantly since original estimates and there are concerns with higher property owner cost. BOCC committed \$800,000 in ARPA funding. Sent letters to prospective property owners to inquire about purchasing 10 acres for a lagoon. No interest. Provided BOCC update 4/21/2022. Held working group meeting on 5/24/2022. Sent neighbor letter on 7/12/22. Neighbor is not interested. Perry, Amanda and Commissioner Focke visited the Keats area and several surrounding sites looking for options. Held public meeting on March 9th.	Exploring additional funding options and lagoon sites.	TBD		6/30/2023
Current Planning						
Evergy - Special Use for a substation	Bob Isaac	BOCC denied.	Project closed.	1/30/2023		5/1/203
McGraw - Plat & Rezone	Bob Isaac	BOCC approval, resolution published and plat filed.	Project closed.	2/24/2023		5/6/2023
Tegtmeier/LAWE LLC - PUD Amendment	Bob Isaac	Conducted the RCPB and BOCC hearings. Resolution published. Appeal received and under review by legal.	Waiting for legal response and need to go through appeal process. Plat needs to be filed depending outcome. Court date is schedule for August 29th.	3/28/2022		9/1/2023
West - Replat	Bob Isaac	BOCC approved.	Plat needs to be filed.	2/24/2023		5/31/2023
Loecker - Replat	Bob Isaac	BOCC approved.	Plat needs to be filed.	3/17/2023		5/31/2023
Wood - Replat & RUD Amendment	Bob Isaac	NOPH published.	Conduct MUAPB 6/8/2023 and BOCC 6/22/2023 hearings.	4/4/20203		6/22/2023
Adkins - Replat	Bob Isaac	NOPH published.	Conduct RCPB 6/12/2023 and BOCC 6/22/2023 hearings.	4/25/2023		6/22/2023
Uphoff - Residential Use Designator - Country Estate	Bob Isaac	Process application.	Conduct RCPB hearing.	5/2/2023		7/10/2023
Permits						
21-0146-MRWW Worrel	EHS staff, Craig Cox & Shelly Woodard	Application received and inspection completed. Spoke to property owner and mailed repair application with no response, additionally lateral field installed unlawfully. Repair application received. Met with Mrs. Worrel, she stated no Conservation money available. Told to contact USDA to see if they would qualify for low interest loan, they never. Sanitary Code Violation 21-0038.	Sent a letter on April 12, 2023 requesting they call to set up appointment. To date, no response from Worrell's.	7/8/2021		6/30/2023
21-0185-ADGR Myers & Maupin (shed)	Darrin Hobbs	Inspections completed, determined a variance is required. Bob and Darrin contacted property owner. Followed up with Mr. Maupin and advised him to visit the Planner, Bob Isaac. Property owner to date has not contacted the Planner.	Send violation notice.	8/23/2021		5/31/2023
22-003-ACC Pride	Darrin Hobbs & EHS staff	Application received and processed.	Property owner wants to build in the middle of the lot and needs to obtain survey to determine boundary lines.	9/22/2022		3/15/2023
22-010-ACC Meader	Darrin Hobbs & EHS staff	Application received and processed.	Property owner to provide construction plans to determine use of building.	11/4/2022		5/31/2023
22-002-COM No Stone Unturned	Darrin Hobbs	Application received and processed.	Waiting on Code Footprint.	12/8/2022		6/30/2023
23-008-ACC Klein (15120 Green Randolph Rd)	Darrin Hobbs	Application received and processed. Notified property owner that septic tank needs pumped.	Waiting on pumping report.	4/13/2023		6/15/2023
23-009-ACC Savener (1299 S Manhattan Ave)	Darrin Hobbs	Application received and processed.	Waiting on property owner to apply for floodplain development permit.	4/21/2023		6/15/2023
23-006-RES Monaco (5117 Thomas Wiard Rd)	Darrin Hobbs	Application received and processed. Notified builder that property owner needs to apply to alternative wastewater system.	Waiting on application.	4/24/2023		6/15/2023
Property Maintenance Code Violations						
21-0088 Tuttle Terr - Inoperable vehicles/Unregistered vehicles, Mobile Homes that could be harboring rodents and animals, appliances, etc.	Darrin Hobbs	Inspection conducted and notification letter sent. Notification letter sent. No response, sent notice of violation. Due to violations, unable to issue Mobile Home Park license. Water leak has been repaired. Trash issues have been taken care of. Sent another violation notice due to trash situation. Possible new property owner. Under new ownership and improvements have been made.	Violation closed.	12/9/2021		5/24/2023
Kilner - Unsafe structure	Darrin Hobbs, Craig Cox & Shelley Woodard	Judge Bosch found Kilner in contempt.	Starting August 1, he will be assessed a \$100/day fine until property is in compliance. Planning Compliance Specialist to take weekly photos of site. Mr. Kilner hired an attorney (Bernard Irvine) who filed a motion to docket appeal out-of-time asked for extension to 2/8/23. Mr. Irvine filed a 2nd extension of time, new date is March 10. Craig to file appellate brief by June 10, 2023.	8/18/2016		6/30/2023
21-0025 Harry Baxter - Dangerous Structure- 780 Tabor Valley Rd	Darrin Hobbs	Property owner is aware that the building needs to be torn down. Property owner stated he would temporarily repair the structure and then remove at later date. Property owner to make temporary repairs to use structure during remodeling of principal structure.	Follow up with property owner.	4/27/2021		5/31/2023
Hermesch - Unsafe structure	Clancy Holeman	Counselor met with P&D staff for Property Maintenance Code application. Photos of property taken.	Property in 2023 tax case. Auction scheduled for June 23, 2023.	11/24/2015		6/23/2023
Zoning Violations						
Doyle - Illegal mobile home storage (Mobile Gardens) Violation #10-0050	Craig Cox/Shelly Woodard	Staff met with Charlotte Doyle on 8.31.2021. Staff inspected septic on July 25, 2022. Septic surfacing. Met with property owner regarding Lot 17. Home is not occupied.	Replat property and comply with zoning regulations. Replace septic system. Home is unoccupied. Sent a letter on April 12, 2023 requesting they call to set up appointment. Meeting scheduled for May 11, 2023.	12/17/2010	4/17/2012	6/30/2023

Attachment: 6 -June Staff Update (13457 : Staff Update)

Projects	Staff	Status	Task	Start Date	Request to Prosecute	Deadline
Doyle - Illegal salvage at residence Violation #05-0007	Craig Cox/Shelly Woodard	Counsel and staff conducted site visits on 6/25/18 and 7/20/18. Mr. Doyle removed 600 tires and 3 mobile homes. March 19, 2021 conference with Mr. Doyle. He agreed to remove vehicles from the property. Set site visit for May 4, 2021. Mr. Doyle has moved about 90% of the tires and multiple vehicles to a staging area across from his residence for a salvage company to pick up, and will continue with this method. Next site visit 08/11/2021. Staff met with Charlotte Doyle on 08/31/2021.	Sent a letter on April 12, 2023 requesting they call to set up appointment. Meeting scheduled for May 11, 2023.	4/15/2013	5/1/2014	6/30/2023
Kilner - Unsafe structure	Darrin Hobbs, Craig Cox & Shelley Woodard	Judge Bosch found Kilner in contempt.	Starting August 1, he will be assessed a \$100/day fine until property is in compliance. Mr. Kilner hired an attorney (Bernard Irvine) who filed a motion to docket appeal out-of-time asked for extension to 2/8/23. Mr. Irvine filed for a 2nd extension of time, new date is March 10. Craig to file appellate brief June 10, 2023.	8/18/2016		6/30/2023
20-0063 - Satterlee: Inoperable vehicles and campers	Darrin Hobbs	Determined to be a violation. Notification letter sent. The Notification letter was resent by me for a fresh start to make contact with the property owner. Contacted property owner on what still needs to be removed and provided an aerial map. I sent another letter to the property owner on 6/15/2022, stating that this will be turned over to legal if no progress is made.	Monitor progress.	9/27/2021		6/15/2023
20-0077 - Scott - Illegal salvage operation in residential zoning	Darrin Hobbs	Inspection completed and sent notification letter to property owner. Met with property owner on site and will be removing some items by 3/1/2021. Property owner compiling information for registered vehicles.	Await for property owner to schedule site inspection.	12/8/2020		6/15/2023
21-0053 Myers - building without a permit	Darrin Hobbs	Inspection completed, Notification Letter and Violation Notice sent. Applications received and processed. Bob and Darrin visited with property owner on 10/27/21 to confirm a Certificate of Survey would need to be done to confirm if the "well house" is located in the building setback. Property owner indicated he wanted to seek legal counsel. 6/15/2022 I spoke with Wes Maupin today about where he was at on the variance process. I encouraged him to call and talk to Bob about the situation. He said that he has never talked to Bob. Send notice of violation for failing to apply for a variance.	Send violation notice.	7/14/2021		6/15/2023
20-0079 Miller - Illegal auto repair and salvage operation 1382 Pillsbury Dr	Darrin Hobbs	Inspection completed and sent notification letter to property owner. Property owner is making progress but no contact. Staff met with property owner and agreed to provide a plan to abate violations by 1/29/2021. Final notice of violation sent to property owner. Sent violation, final notice, property owner met with staff and agreed to provide a plan to abate the violation. No response or plan received. Per legal recommendations, starting process again with a new violation number. New notice of violation and final notice have been sent.	Awaiting response from property owner.	12/8/2020		6/15/2023
20-0087 Miller - Illegal auto repair and salvage operation 1420 Pillsbury Dr	Darrin Hobbs	Inspection completed and sent notification letter to property owner. Property owner is making progress but no contact. Staff met with property owner and agreed to provide a plan to abate violations by 1/29/2021. Final notice of violation sent to property owner. Sent violation, final notice, property owner met with staff and agreed to provide a plan to abate the violation. No response or plan received. Sent notification letter.	Send final notice of violation.	12/21/2020		6/15/2023
20-0090 Fishgill LLC - Illegal auto repair and salvage operation 1312 Pillsbury Dr	Darrin Hobbs	Inspection completed and sent notification letter to property owner. Property owner wants an extension to remove tenant. Vehicles being removed. Sent notice of violation. No response.	Send notification letter.	12/22/2020		6/15/2023
L21MHP-0004 TDJ Stables	Darrin Hobbs & Craig Cox	Renewal applications and fees received. License can't be issued until property is compliance sanitary code. EHS conducted site inspection, not in compliance with sanitary code.	Legal counsel to determine next course of action.	11/20/2020		6/30/2023
21-0019 Britt - non compliance in flood hazard area/floodway	Darrin Hobbs & Craig Cox	Temporary Agreed Injunction filed with the Court. Review dates: July 15-DWS, August 15-No Rise, September 15-Riley County permit, November 1-Remove trees.	Settlement agreement filed. Darrin Hobbs to monitor for compliance, Darrin to monitor compliance and set contract date. Riley County FPD Permit issued 5/24/2022	4/6/2021		6/1/2023
22-008-CE Fowler-641 Zeandale Rd	Darrin Hobbs, Craig Cox & Shelley Woodard	Building without a building permit.	Craig sent a letter and permit form requesting the completed permit application and check by April 28, 2023.	3/16/2023		6/30/2023
21-0091 Rogers - Inoperable/Unregistered vehicle, also outside storage.	Darrin Hobbs	Inspection conducted and notification letter sent. Sent notice of violation. Owner replied and working with me.	Monitoring progress.	12/21/2021		6/15/2023
23-007-CE Jones - 3981 Zeandale Rd	Darrin Hobbs, Craig Cox & Shelley Woodard	Inspection conducted on 3/9/23 and confirmed someone is living a camper. Sent notification letter. No response from property owner, sent notice of violation and final notice of violation. Conducted final site inspection on 4/24/23 and someone is still living in camper.	County Counselor requested to make contact with person living in camper.	3/16/2023		6/30/2023
Sanitary Code Violations						
23-CES-002 Lane - Failed alternative disposal system.	EHS staff	Friendly letter sent 12-19-22, no reply. Notice of Violation sent 1-20-23. Received repair permit. Repairs completed.	Violation closed.	12/14/2022		5/9/2023
TDJ Stables - illegal repair	EHS staff & Craig Cox	EHS conducted site inspection, not in compliance with sanitary code.	Legal counsel to determine next course of action.	4/7/2020		6/30/2023
21-0022 Moriarty/Young - undersized lagoon	EHS staff & Craig Cox	Violation cited, homeowner did not comply, referred to legal for enforcement.	Sent a letter on April 12, 2023 requesting they call to set up appointment. Ms. Moriarty has been in touch with Craig via email. Ms. Young emailed photos of the basement offices.	4/14/2021		6/30/2023
21-0038 Worrell - Sanitation Violation	EHS staff, Craig Cox & Shelly Woodard	Spoke to property owner and mailed repair application with no response, additionally lateral field installed unlawfully. Repair application received, no work done. Referred to legal for enforcement.	Met with Mrs. Worrel, she stated no Conservation money available. Told to contact USDA to see if they would qualify for low interest loan, they never. Legal sent compliance letter 08.05.2021. Staff to review compliance options. Counsel preparing a letter requesting a call to set up meeting (to include new staff). Sent a letter on April 12, 2023 requesting they call to set up appointment. To date, no response from Worrell's.	6/23/2021		4/28/2023
21-0048 Wurtz - lagoon fencing requirement not completed	EHS staff, Craig Cox & Shelly Woodard	Violation letter sent to property owner. Counsel sent a letter to property owner. Fencing deadline 8/31/2021 and seeding deadline 9/30/2021. No trespassing sign placed at entrance. Legal to to schedule meeting with staff.	Counsel preparing a letter requesting a call to set up meeting (to include new staff). Sent a letter on April 12, 2023 requesting they call to set up appointment. Mrs.Wurtz called. They are not living on the property. Will call once they are and lagoon is complete.	7/9/2021		6/30/2023
22-0016 Doyle - sewage on ground	EHS staff	Sent Emergency Order to property owner. Spoke with property owner and agreed to make repairs.	Home condemned until repairs are made. Home is vacant and waiting on property owner to replat so lateral field can be replaced.	7/22/2022		9/1/2023
23-CES-004 Innes - Alternative system pump and alarm float not working.	EHS staff	Friendly notification by phone 12-14-22, no reply. Notice of Violation sent 1-20-23. Received repair permit.	Wait for replacemnt of failed alarm and pump.	12/14/2022		7/1/2023
23-CES-005 Bean - Alternative system blower not working. Failed pump report on field.	EHS staff	Friendly letter sent 12-19-22, no reply. Notice of Violation sent 1-20-23. \$100.00 inspection fee final notice was due 1-19-23 and has not been paid yet.	Set up meeting with legal counsel.	12/14/2022		9/1/2023

Attachment: 6 -June Staff Update (13457 : Staff Update)



**COUNTY
COUNSELOR/ADMINISTRATIVE
SERVICES**
Agreement

Clancy Holeman
Counselor/Director of
Administrative Services
115 North 4th Street
Manhattan, KS 66502
Phone: 785-565-6844

COMMISSION AGENDA REPORT

FROM: Clancy Holeman, Riley County Counselor

MEETING: June 1, 2023

SUBJECT: Small City Sales Tax Loss Reimbursement Agreement—City of Ogden

PRESENTER: Clancy Holeman

BACKGROUND

Before you today for your review and signature is the “Interlocal Service Agreement” (small cities’ sales tax loss reimbursement agreement) between the City of Ogden and Riley County. It has been signed by the City of Ogden. This is the last one of the 4 agreements Riley County has provided to its small cities. (The agreements between the Cities of Leonardville, Randolph and Riley have already been approved by the parties.)

DISCUSSION

The purpose underlying all 4 agreements is to “make whole” each small city for their loss of the distributive “share” they had received during the 10-year life of the Riley County ½ cent “Road and Bridge” sales tax. That “old” countywide retailers’ sales tax ended on its required sunset date, December 31, 2022.

That “old” .50 sales tax was “replaced” by a .20 countywide retailers’ sales tax approved by a majority of countywide voters in November 2022. And that “replacement” sales tax became effective January 1, 2023. This “new” county sales tax will last only 5 years. Its sales tax receipts must be *dedicated exclusively* to county road and bridge repair and maintenance. By statute it does not include any distributions to the small cities.

The agreement I’ve provided for review and approval by each small city has identical terms for each city which signs. Paragraph 2 on page 2 of every agreement describes the formula used for the distribution payments which will be made to every small city which signs and returns their agreement. That formula calculates the amount distributed by Riley County to every small city

during the next 5 years to be “an amount the City received during the preceding calendar quarter as its share of the distribution made by the Kansas Department of Revenue (according to K.S.A. 12-192) from the levy of the long-term countywide .50% retailers’ sales tax *levied by the County for the County’s general fund.*” (Emphasis added.) See “Exhibit A” on each agreement for the schedule of payment dates for those distributions to the small cities who sign on. Distributions made to the small cities will have the general fund as their source.

Using the above formula, the statute will cause the dollar amounts distributed to every small city with an agreement to vary. That is because of their differences from one another in population and assessed value.

FISCAL IMPACT

See the above discussion.

RECOMMENDATION(S)

I recommend the Board authorize the Chairwoman to sign the three originals of this agreement.

POSSIBLE MOTION(S)

- A. “I move the Board authorize the Chairwoman to sign the agreement in its current form.”
- B. “I move the Board authorize the Chairwoman to sign the agreement, **with the following changes... .**”
- C. “I move the Board **not** authorize the Chairwoman to sign the agreement.”

Enclosures:

- Interlocal Service Agreement (PDF)

INTERLOCAL SERVICE AGREEMENT

AN INTERLOCAL SERVICE AGREEMENT BETWEEN RILEY COUNTY, KANSAS AND THE CITY OF OGDEN, KANSAS CONCERNING THE PAYMENT BY RILEY COUNTY TO THE CITY OF SUMS IN LIEU OF RETAILERS' SALES TAX DISTRIBUTIONS MADE TO THE CITY FROM PROCEEDS OF A COUNTWIDE RETAILERS' SALES TAX EXPIRING ON DECEMBER 31, 2022.

THIS AGREEMENT is made as of _____, 2023, by and between Riley County, Kansas (the "County") and the City of Ogden, Kansas (the "City").

WHEREAS, the County is a duly organized and existing political subdivision of the State of Kansas with the power and authority to enter into agreements with cities located in the County to provide for payment of certain sums to the cities as provided herein; and

WHEREAS, the City is a duly organized city of the third class existing under laws of the State of Kansas with power and authority to enter into agreements with the County; and

WHEREAS, the County levied a .50% countywide retailers' sales tax that began on January 1, 2012, and will expire on December 31, 2022 ("2012 Sales Tax"), and approximately 4% of the receipts of the 2012 Sales Tax were allocated to the cities of Riley, Ogden, Leonardville and Randolph in the County by the Kansas Department of Revenue as required by K.S.A. 12-192; and

WHEREAS, the County did not seek to renew the 2012 Sales Tax, and instead sought and received voter approval for the levy of a retailers' sales tax in the amount of .20% dedicated to road and bridge projects in the County under K.S.A. 12-187 (b)(20) (the "2022 Sales Tax"), and to be levied for a period of five (5) years beginning on January 1, 2023; and

WHEREAS, 100% of the 2022 Sales Tax revenues are paid to the County by the Kansas Department of Revenue and are required to be used for road and bridge purposes in the County; and

WHEREAS, the County seeks to compensate the City for the loss of its portion of the 2012 Sales Tax, by making quarterly payments to the City in lieu of the 2012 Sales Tax distributions, in the amounts determined by this Agreement; and

WHEREAS, the County and City agree that it will be to their mutual advantage to enter into this agreement (the "Agreement") for the purposes described here; and

WHEREAS, the governing body of the City authorized its Mayor to execute this Agreement on May 3, 2023; and

Attachment: Interlocal Service Agreement (13467 : Small City Agreement)

WHEREAS, the Board of County Commissioners of the County authorized its Chairman to execute this Agreement on _____, 2023.

NOW, THEREFORE, in consideration of the mutual covenants and agreements made in this agreement and for good and valuable consideration, the County and City enter into this Interlocal Service Agreement as provided and authorized by K.S.A. 12-2901 *et. seq.* and containing the following terms and provisions.

1. PURPOSE. The purpose of this Agreement is to provide for cooperation between the County and City to compensate the City for the loss of its portion of revenue distributed to it from the expiring 2012 Sales Tax.

2. AGREEMENT BETWEEN THE PARTIES. The County and City agree that in each year during the term of this Agreement, the County will pay the City, following the end of each calendar quarter, and in the month immediately following County's receipt of County's distribution made by the Kansas Department of Revenue from the levy of the long-term countywide .50% retailers' sales tax levied by the County for the County's general fund, an amount equal to the amount the City received during the preceding calendar quarter as its share of the distribution made by the Kansas Department of Revenue (according to K.S.A. 12-192) from the levy of the long-term countywide .50% retailers' sales tax levied by the County for the County's general fund. The parties agree the payments described herein will be the amounts the City would have received as distributions of the 2012 Sales Tax if the 2012 Sales Tax had not expired. Payments by the County under this Agreement shall be paid to the City in immediately available funds, according to the schedule set forth on Exhibit A, and applied by the City to authorized governmental purposes as determined by the City.

3. DURATION OF AND TERMINATION OF AGREEMENT. This Agreement shall be in effect from the date set forth above and terminates on the last day of the County's current Fiscal Year ("Original Term"). The term of this Agreement may be continued at County's option at the end of the Original Term or a Renewal Term (defined herein) for an additional one-year term ("Renewal Term"), provided the Renewal Term will not extend beyond the final payment date described on Exhibit A. The County will prepare a new Exhibit A for each renewal term, showing the payment dates for the Renewal Term. The County will be deemed to have exercised its option to enter into a Renewal Term unless it has terminated this Agreement pursuant to Section 4 or Section 5, or this Agreement is terminated by mutual agreement of the parties as described in this paragraph. The terms and conditions of any Renewal Term will be the same as terms and conditions stated herein for the Original Term, except for modifications of Exhibit A. This Agreement may be terminated with the mutual approval of the governing bodies of the County and City at any time after its execution.

4. CASH BASIS AND BUDGET LAWS. The right of the County to enter into this Agreement is subject to the Kansas Cash Basis Law (K.S.A. 10-1112 and 10-1113), the Budget Law (K.S.A. 79-2935), and all other applicable laws of the State of Kansas. This Agreement shall be construed and interpreted to ensure that at all times the County conforms with such laws, and as a

condition of this Agreement, the County retains the right to unilaterally sever, modify or terminate this Agreement at any time, if, in the opinion of legal counsel to the County, this Agreement may violate the terms of the Cash Basis and Budget Laws.

The County and the City agree to take any necessary steps in establishing their respective budgets to provide for the payments described by this Agreement, as governed by applicable Kansas law.

5. NON-APPROPRIATION. Notwithstanding anything in the Agreement to the contrary, the cost and expense of the performance by the County of its obligations under this Agreement and the incurrence of any liabilities of the County under this Agreement, including without limitation, the payment of all sums to the City shown on Exhibit A, shall be subject to and dependent upon annual appropriations being made by the governing body of the County for such purposes.

If the County does not make appropriation for the payments described in this Agreement, the County shall deliver written notice to the City within 10 calendar days following such date. Upon receipt by the City of such notice, the County's obligation to make payments under this Agreement shall terminate as of the end of the then current fiscal year; provided, however, such termination shall not become effective at the end of the then current fiscal year if, prior to the end of such fiscal year, the County shall deliver to the City a written statement to the effect that it reasonably expects sufficient funds for the next succeeding fiscal year to be appropriated, and in that event the current term of this Agreement shall continue into the next fiscal year as long as there is an appropriation available to make the payment due under this Agreement.

6. ADMINISTRATION. No separate legal entity is created by this Agreement. This Agreement shall be administered by the County. It shall not be necessary to submit this Agreement to the Attorney General for approval as an Interlocal Cooperation Agreement under K.S.A. 12-2901 *et seq.* because it is a service agreement not involving joint exercise of authority, and not subject to the Attorney General's review or approval.

7. ENTIRE AGREEMENT. This Agreement and the Exhibits incorporated herein contain all the terms and conditions agreed upon by both parties. No other understandings, oral or otherwise, regarding the subject matter of this Agreement shall be deemed to exist or to bind any of the parties hereto. Any agreement not contained herein shall not be binding on either party.

8. ASSIGNMENT. Neither this Agreement nor any rights or obligations created by it shall be assigned or otherwise transferred by either party without the prior written consent of the other. Any attempt to assign without such consent shall be null and void.

9. AMENDMENTS. Neither this Agreement nor any rights and obligations created by it shall be amended by either party without the prior written consent of the other.

10. COUNTERPARTS, SIGNATURES. This Agreement and any amendments, modifications, or waivers in respect of this Agreement may be executed in any number of counterparts,

each of which shall be deemed an original, but all of which shall constitute one and the same documents. Facsimile signatures or signatures emailed in portable document format (PDF) shall be acceptable and deemed binding on the parties here as if they were originals.

11. GOVERNING LAW. This agreement shall be interpreted under and governed by the laws of the State of Kansas. The parties agree that any dispute or cause of action arising in connection with this Agreement shall be brought before a court of competent jurisdiction in Riley County, Kansas.

[Remainder of Page Intentionally Left Blank]

IN WITNESS WHEREOF, the parties have executed this Agreement on the day and year written above.

RILEY COUNTY, KANSAS

Chairperson

ATTEST:

Rich Vargo, County Clerk

[Seal]

Attachment: Interlocal Service Agreement (13467 : Small City Agreement)

CITY OF Ogden, KANSAS

Robert R. Rame, Mayor

ATTEST:

[Signature], City Clerk



EXHIBIT A

[Payment Schedule]

<u>Sales Period</u>	<u>Receipt Date</u>	<u>Payment Date</u>
January-March	May 31 st	June 30 th
April-June	August 31 st	September 30 th
July-September	November 30 th	December 31 st
October-December	February 28 th	March 31 st



COUNTY CLERK & ELECTIONS
Budget

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

MEMORANDUM

FROM: CARSON KOBER

MEETING: June 1, 2023

SUBJECT: SUNFLOWER CHILDRENS COLLECTIVE FORMERLY CASA

PRESENTER: CARSON KOBER

Enclosures:

- BOCC 2024 request (PDF)
- Funding Allocations 2024 (PDF)



May 30, 2023

Dear Riley Co. Commissioners,

Thank you for allowing Sunflower Children's Collective (SCC) to present a budget request for 2024.

As you know, Sunflower Children's Collective, previously Sunflower CASA Project resided in the 4th floor of 115 N 4th St. for over 20 years. While SCC inhabited the space owned by Riley County, there was an agreement that the space would free to us and since our CASA agency works at the request of the Riley County Court System, numerous other expenses were paid for by either the County or the Courts.

In 2022, we presented, requested, and were graciously provided \$6,909 to offset the new expenses we would incur in our new space. Since then, we have found on-going expenses for which our agency would like to request funding.

In addition to the expenses the Commissioners were able to fund in 2023, we are requesting an additional \$10,543 to help our agency pay for the CASA agency percentage of rent, IT services, Internet, postage, copying services, and general office supplies. This amount of \$17,452 would greatly help our agency offset the new ongoing expenses our agency incurs annually that are unfunded by grants.

We humbly ask for your consideration in providing this funding. Of our 2024 annual budget of \$737,081, our request of \$17,452 is approximately 2.3%.

We strongly believe our agency contributes well over 2.3% of the time staff spend with child victims of abuse and neglect in this Riley County community. In actuality, our staff of 12, spend almost 100% of their working hours providing advocacy, support, case management, and court reports for the child victims of abuse and neglect and their families, at no cost.

Thank you for your consideration.

Sincerely,

Carson Kober, Executive Director



Expenses

Postage					
	\$	1,000	\$	1,000	
SUBTOTAL	\$	1,000	\$	1,000	\$ -

FACILITY COSTS

Rent	\$	34,020	\$	11,340	
IT Services	\$	5,418	\$	1,805	
Webex	\$	2,100			
Internet	\$	2,300	\$	767	
Electricity	\$	1,500			
Copy Machine	\$	540	\$	540	
Cleaning	\$	4,800			
General Office Supplies	\$	3,000	\$	1,000	
SUBTOTAL	\$	53,678	\$	16,452	\$ -

Total Requested			\$ 17,452		
------------------------	--	--	------------------	--	--



PUBLIC WORKS
Presentation

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

COMMISSION AGENDA REPORT

FROM: John Ellermann, PE - Public Works Director
MEETING: June 1, 2023
SUBJECT: Tuttle Cove Rd - Vacation of Right-of-Way
PRESENTER: John Ellermann

BACKGROUND

Tuttle Cove Road was originally laid out as a state highway and a bypass for K-13. After the construction of Tuttle Creek Reservoir Tuttle Cove Road was turned over to the county as the minor collector it is today.

Attached is a petition to vacate a portion of the right-of-way for Tuttle Cove Rd. Since the layout for a highway is much different than what is needed for a county road the right-of-way was extra wide due to the rock cliffs. Therefore, the odd layout to the road and the plat for Terra Heights subdivision.

Mr. Cox is requesting the vacation to square off the existing lot and plans to divide it into two lots and build another home.

DISCUSSION

Discussion is to accept the petition as a legal petition, signed by a landowner of Riley County and has the proper legal description for what is being asked to be vacated. Also, staff believes there is no adverse impact on future maintenance of Tuttle Cove Road by vacating the right-of-way.

FISCAL IMPACT

There is no fiscal impact of this vacation.

RECOMMENDATION(S)

Staff recommend accepting the petition to vacate the portion of the right-of-way of Tuttle Cove Road and setting the public hearing for June 26, 2023.

POSSIBLE MOTION(S)

Move to accept the petition and approve the Notice of Public Hearing as proposed.

I move to accept the petition and approve the Notice of Public Hearing with the following changes

Move to deny the petition.

Enclosures:

- 05-16-23 Road Petition for Ricky Cox (PDF)
- Terra Height 2 (PDF)
- Pics (PDF)
- Public Notice_Cox Vacation (PDF)



ROAD PETITION

TO THE HONORABLE BOARD OF COUNTY COMMISSIONERS OF RILEY COUNTY, KANSAS

The undersigned landowner of said county, being an owner of land adjacent to the road described below, respectfully petitions your honorable body to cause a view to be held for the **Vacation** of a road in said county, as follows:

A tract of land in the right of way of Tuttle Cove Road, adjoining Lot 4, Terra Heights Addition, No. 2, in the North Half of the Southwest Quarter of Section 14, Township 9 South, Range 7 East of the Sixth Principal Meridian, Riley County, Kansas described as follows:

Beginning at the Northeast Corner of the said Lot 4, Terra Heights Addition, No. 2, Riley County, Kansas; thence
Along the Southerly right of way line of Tuttle Cove Road the following 3 courses,

Course 1: On a curve to the left with a radius of 556.20 feet, an arc distance of 82.93 feet, chord being N 63°39'48" W 82.86 feet,

Course 2: N 71°24'23" W 193.80 feet,

Course 3: N 19°34'30" W 74.72 feet to a Northwesterly Corner of said Lot 4; thence
S 69°01'36" E 287.47 feet; thence

S 28°15'34" W 75.00 feet to the point of beginning, containing 19,839 square feet
Tim Sloan, PLS 783, May 9, 2023.

Subject to easements and restrictions of record.

I, THE UNDERSIGNED, Ricky L Cox and being of lawful age, do solemnly swear that he/she is a landowner of this county. I do hereby further solemnly swear that I own I and adjacent to the road proposed to be viewed, and that I have signed this petition. So help me God.

[Signature], Petitioner
Signature

For County use only:

THIS PETITION filed in my office the 16th day of May, 2023.



[Signature]
County Clerk

FILED

2023 MAY 16 AM 9:17
COUNTY CLERK
RILEY COUNTY, KANSAS

Attachment: 05-16-23 Road Petition for Ricky Cox (13447 : Tuttle Cove Rd - Vacation of Right-of-Way)

DESCRIPTION:

A tract of land in the right of way of Tuttle Cove Road, adjoining Lot 4, Terra Heights Addition, No. 2, in the North Half of the Southwest Quarter of Section 14, Township 9 South, Range 7 East of the Sixth Principal Meridian, Riley County, Kansas described as follows:

Beginning at the Northeast Corner of the said Lot 4, Terra Heights Addition, No. 2, Riley County, Kansas; thence

Along the Southerly right of way line of Tuttle Cove Road the following 3 courses,

Course 1: On a curve to the left with a radius of 556.20 feet, an arc distance of 82.93 feet, chord being N 63°39'48" W 82.86 feet,

Course 2: N 71°24'23" W 193.80 feet,

Course 3: N 19°34'30" W 74.72 feet to a Northwesterly Corner of said Lot 4; thence S 69°01'36" E 287.47 feet; thence

S 28°15'34" W 75.00 feet to the point of beginning, containing 19,839 square feet

Tim Sloan, PLS 783, May 9, 2023.

Subject to easements and restrictions of record.

ROAD PETITION

OF

_____ and others, of
_____ Township.

Filed _____, 20__

Riley County Clerk.

ORDER OF BOARD

Finding the within petition legal, it is ordered by the Board of County Commissioners, that the prayer of the petitioner or view be granted; that _____ be and are hereby appointed Viewers, and are directed to meet at the point of beginning of said road within described, on the _____ day of _____, 20__, make the view, and agree upon their report, which shall be made in writing and delivered to the County Clerk by one of said Viewers on or before the _____ day of _____, 20__.

The Viewers will also receive applications in writing for damages from the landowners claiming same, which original applications will be filed with their report of damages allowed.



Attachment: Pics (13447 : Tuttle Cove Rd - Vacation of Right-of-Way)

**NOTICE OF PUBLIC HEARING FOR ROAD VACATION
BALA CITY – SW1/4 OF SE1/4 OF SECTION 35, TOWNSHIP 8, RANGE 4**

TO WHOM IT MAY CONCERN:

Public notice is hereby given pursuant to K.S.A. 68-102a to consider whether the following described road right-of-way should be vacated, as it is not used and the necessity for the road right-of-way does not justify the expenditure of public funds, such road described as follows, to wit:

A tract of land in the right of way of Tuttle Cove Road, adjoining Lot 4, Terra Heights Addition, No. 2, in the North Half of the Southwest Quarter of Section 14, Township 9 South, Range 7 East of the Sixth Principal Meridian, Riley County, Kansas described as follows:

Beginning at the Northeast Corner of the said Lot 4, Terra Heights Addition, No. 2, Riley County, Kansas; thence
Along the Southerly right of way line of Tuttle Cove Road, the following 3 courses,

Course 1: On a curve to the left with a radius of 556.20 feet, an arc distance of 82.93 feet, chord being N 63°39'48" W 82.86 feet,

Course 2: N 71°24'23" W 193.80 feet,

Course 3: N 19°34'30" W 74.72 feet to a Northwesterly Corner of said Lot 4; thence

S 69°01'36" E 287.47 feet; thence

S 28°15'34" W 75.00 feet to the point of beginning, containing 19,839 square feet

Public notice is given that the Board of County Commissioners of Riley County will meet on the 26th day of June, 2023, at 9:15 o'clock a.m. to give all parties a hearing.

IN WITNESS WHEREOF, I have hereunto set my hand and official seal this ____ day of June 2023.

BOARD OF COUNTY COMMISSIONERS OF RILEY COUNTY, KANSAS

By: _____
Kathryn Focke, Chair

ATTEST:

Rich Vargo, County Clerk (seal)

Attachment: Public Notice_Cox Vacation (13447 : Tuttle Cove Rd - Vacation of Right-of-Way)



PUBLIC WORKS
Presentation

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

COMMISSION AGENDA REPORT

FROM: John Ellermann, PE - Public Works Director
MEETING: June 1, 2023
SUBJECT: Ogden Scenic Overlook Park - Carl Treece
PRESENTER: John Ellermann

BACKGROUND

Over the past year or so Mr. Carl Treece has been in front of the Board discussing the possibility of a scenic overlook park off of Skyway Dr. He has proposed an overlook park near the intersection of Skyway Dr. and W. 68th Ave near Ogden. His vision includes scenic view of the valley, a picnic area and possible walking trail. A map of the proposed location and a few pictures are attached for your review.

DISCUSSION

Mr Treece has a few organizations pledge support for the project and believes there will be many more once he starts fundraising efforts. He has been hesitant about doing any fundraising without the Boards approval of the park.

I think the Board should also discuss how much support they are willing to support the project. Whether in labor, equipment and/or funding if donations are not enough.

FISCAL IMPACT

Mr Treece believes he can get the park built with donations of money, materials and labor. He is not asking the county for any funds at this time. However, future upkeep and maintenance will have to be built into the parks division schedule and budget.

RECOMMENDATION(S)

Public Works staff is open to the idea of the park and can work the maintenance into its schedule if approved.

POSSIBLE MOTION(S)

Move to approve the use of county right-of-way for a possible scenic overlook park on Skyway Dr.

Move to deny the use of county right-of-way for a possible scenic overlook park on Skyway Dr.

Move to modify

Move to table

No action required.

The Board agreed by consensus to

Enclosures:

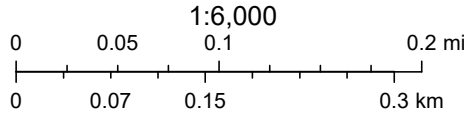
- Doc1(PDF)
- _ags_5fb1e52e-f8be-11ed-a246-005056858c1d (PDF)







5/22/2023





COUNTY CLERK & ELECTIONS
Budget

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

MEMORANDUM

FROM: Darell Edie

MEETING: June 1, 2023

SUBJECT: GEN-GEN, CIP, BOND & INT, ECO DEVO, RCPD, FUND 53 OPIOID

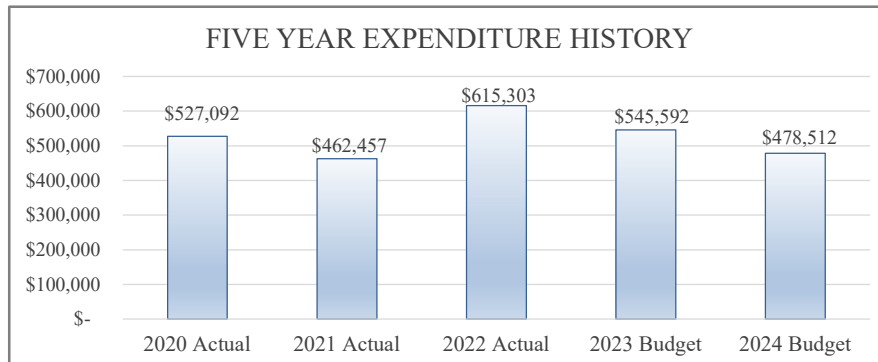
PRESENTER: Darell Edie

Enclosures:

- 2024 Bond and Interest (PDF)
- 2024 General General (PDF)
- 2024 Capital Improvement (PDF)
- 2024 Economic Development (PDF)
- 2024 RCPD (PDF)
- 2024 FUND 53 (PDF)

Riley County, Kansas
2024 Budget
Bond & Interest Fund
Fund 181

	2022	2023	2024
BEGINNING CASH BALANCE	ACTUAL	BUDGET	BUDGET
Fund Balance	\$ 216,341	\$ 211,315	\$ 86,651
TOTAL BEGINNING CASH BALANCE	\$ 216,341	\$ 211,315	\$ 86,651
REVENUE			
102 Motor Vehicle Tax	\$ 1,937	\$ -	-
103 Vehicle Rental Excise Tax	41	\$ 16	-
113 Recreational Vehicle Tax	18	\$ 57	-
130 Commercial Vehicle Fees	64	\$ -	-
178 Special Assessments	209,004	\$ 183,112	244,277
180 Ad Valorem Tax	(7)		-
181 Delinquent Tax	1,148	\$ -	-
182 Oil & Gas Curr	-		-
183 Oil & Gas Delinq	0		-
184 P & P Current	0		-
185 P & P Delinq	11		-
190 16/20 M Vehicle Tax	32	\$ -	-
191 TIF Adjustment	(1)		-
192 16/20M Trucks del	3		-
193 Watercraft Tax	8	\$ 8	-
194 Watercraft del	3		-
601 GO BOND	-		-
603 Transfer from CIP	-	\$ 185,600	182,100
603 Transfer from Economic Development	234,095	\$ 52,135	52,135
TOTAL REVENUE	\$ 446,357	\$ 420,928	\$ 478,512
TOTAL RESOURCES AVAILABLE	\$ 662,697	\$ 632,243	\$ 565,163
EXPENDITURES			
2010 Postate/Freight/Shipp	0	0	-
2080 Printing/Duplicationg	0	0	-
2290 Debt Service-principal	\$ 370,362	\$ 310,221	354,297
2305 Debt Service-interest	81,020	72,825	124,215
2500 Cash Basis Requirement	-	162,546	
2643 Bond Fees	-		
2700 Bonding Svices	-		
TOTAL EXPENDITURES	\$ 451,382	\$ 545,592	\$ 478,512
TOTAL ENDING FUND BALANCE	\$ 211,315	\$ 86,651	\$ 86,651



Attachment: 2024 Bond and Interest (13470 : GEN-GEN, CIP, BOND & INT, ECO DEVO, RCPD, FUND 53 OPOIOD)

Riley County, Kansas
2024 Budget
General Services Department
001-030

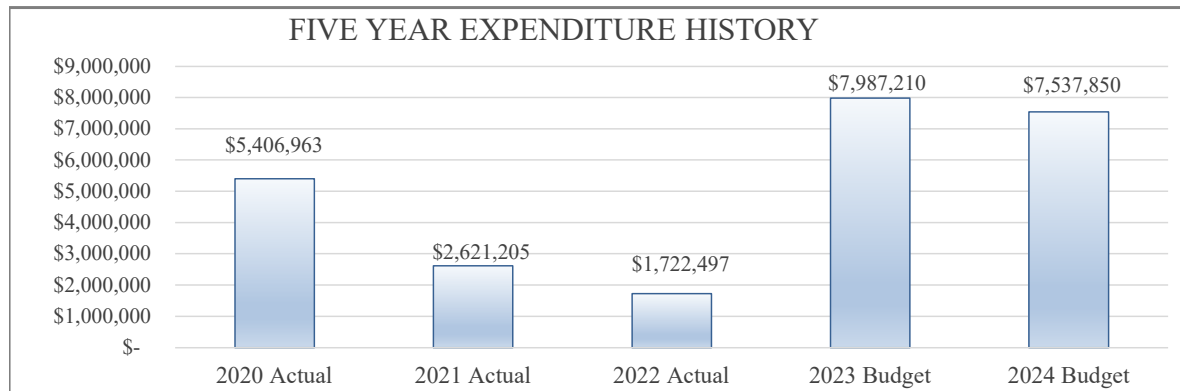
EXPENDITURES	2022	2023	2024
PERSONNEL SERVICES	<u>ACTUAL</u>	<u>BUDGET</u>	<u>BUDGET</u>
1005 Employee Separation/Comp Time Pay	\$ 113,763	\$ 75,000	\$ 195,000
1504 FICA	8,613	5,738	14,918
1508 KPERS/KPF Retirement	6,096	7,070	94,266
1510 State Unemployment Tax	(1,036)	75	195
TOTAL PERSONNEL SERVICES	\$ 127,437	\$ 87,883	\$ 304,379
CONTRACTUAL SERVICES			
2005 Cafeteria Section 125 Benefits	\$ 1,802	\$ 3,000	\$ 3,700
2010 Postage/Freight/Shipping	107	750	195
2020 Phone Services	72,220	80,000	70,000
2040 Internet Access	70,554	82,000	80,000
-57 Internet Access	12,353	14,000	16,000
2110 Advertising & Legal Publications	1,014	500	500
2140 Appraisal Services	-	5,000	5,000
2200 Office Equipment Rental	6,108	6,900	9,000
2220 Building Space Rental	8,200	15,000	16,000
2260 Security Services	660	1,000	1,200
2300 Tax Payment	1,371	3,000	3,000
2330 Transportation Services	-	1,000	1,000
2400 Re[ar/Maint Co Vehicles	63	-	-
2430 Computer Software Maintenance/Support	-	-	-
2510 Mileage/Tolls/Parking/Rental	867	-	1,500
2520 Lodging	-	-	-
2530 Airfare	-	-	-
2540 Meals	-	-	-
2550 Dues & Memberships	33,051	33,000	36,000
2560 Training & Registrations	4,350		4,600
2570 Subscriptions	1,836	2,000	3,400
2640 Legal Services	-	30,000	30,000
2644 Tax Sale Fees-Counselor	8,711	16,000	17,000
2650 Physician Fees	21,904	30,000	30,000
2657 Miscellaneous Fees	8,686	10,000	10,000
2670 Indigent Attorney Fees	278,847	425,000	520,000
2755 Accountant & Auditor Fees	51,125	60,000	65,000
2760 Consulting Fees	3,759	1,000	1,000
2765 Contract Fees	-	3,000	
2810 Electric/Gas Services	297,586	305,000	330,000
2830 Water	114,364	100,000	90,000
2850 Waste Disposal	18,314	35,000	20,000

Attachment: 2024 General General (13470 : GEN-GEN, CIP, BOND & INT, ECO DEVO, RCPD, FUND 53 OPOIOD)

2990 Other Contract Services	316,271	30,000	30,000
TOTAL CONTRACTUAL SERVICES	\$ 1,334,122	\$ 1,292,150	\$ 1,394,095
COMMODITIES	ACTUAL	BUDGET	BUDGET
3010 Office Supplies	\$ 70	\$ -	
3020 Books & Publications	\$ -	\$ 500	\$ 500
3032 Supplies-Printers	730	2,000	2,000
3080 Fuel & Lubricants	460	-	
TOTAL COMMODITIES	\$ 1,260	\$ 2,500	\$ 2,500
CAPITAL OUTLAY			
604 Transfer Out-Benefit Districts	\$ 23,444	\$ -	\$ -
4990 Other Capital Outlay	\$ 27,882	\$ 40,000	\$ 969,391
4990 Other Capital Outlay CARES	\$ -	\$ 2,139,505	\$ 1,890,785
4005 Budget Stabilization	-	3,050,000	\$ 3,100,000
TOTAL CAPITAL OUTLAY	\$ 51,326	\$ 5,229,505	\$ 5,960,176
TOTAL OPERATING EXPENDITURES	\$ 1,462,819	\$ 1,382,533	\$ 1,700,974
TOTAL EXPENDITURES LESS PERSONNEL	\$ 1,386,708	\$ 6,524,155	\$ 7,356,771
TOTAL EXPENDITURES	\$ 1,514,145	\$ 6,612,038	\$ 7,661,150

Riley County, Kansas
2024 Budget
Capital Improvement Fund
Fund 145

	2022	2023	2024
BEGINNING CASH BALANCE	ACTUAL	BUDGET	BUDGET
Fund Balance	\$ 7,742,498	\$ 8,949,242	\$ 3,731,183
TOTAL BEGINNING CASH BALANCE	\$ 7,742,498	\$ 8,949,242	\$ 3,731,183
REVENUE			
185 Delinquent Personal Property	\$ 4	\$ -	\$ -
334 Usage Fees	9,923		
402 Investment Interest	\$ 97,893	\$ 100,000	400,000
402-21 Investment Interest-radio project		-	
503 Non-Collection Revenue	423,859	-	
600 Miscellaneous Reimbursement	18,683		
602-74 Miscellaneous Collection-fair booth revenue	9,075	10,000	20,000
603-57 Transfer from PW-Fairmont Shelter			
Prior year canceled encumbrances	-	-	
603 Transfer from Auction Fund	-	-	
603 Transfer from General Fund (debt/hardware reserve)	2,369,805	786,668	886,668
603 Transfer from General Fund	-	1,872,483	2,500,000
TOTAL REVENUE	\$ 2,929,241	\$ 2,769,151	\$ 3,806,668
TOTAL RESOURCES AVAILABLE	\$ 10,671,739	\$ 11,718,393	\$ 7,537,851
EXPENDITURES			
604 Transfer to Bond & Interest Fund	\$ 190,170	\$ 185,600	\$ 182,100
2000 Contractual	525,933		
2286 Lease Payments	-	942,962	426,796
3000 Commodities	6,827		
4005 Future Capital Project Funding	-	500,000	500,000
4990 Other Capital Outlay	999,567	4,083,139	4,030,277
4990 Other Capital Outlay Reserves	-	2,275,509	2,398,677
TOTAL EXPENDITURES	\$ 1,722,497	\$ 7,987,210	\$ 7,537,850
TOTAL ENDING FUND BALANCE	\$ 8,949,242	\$ 3,731,183	\$ 0

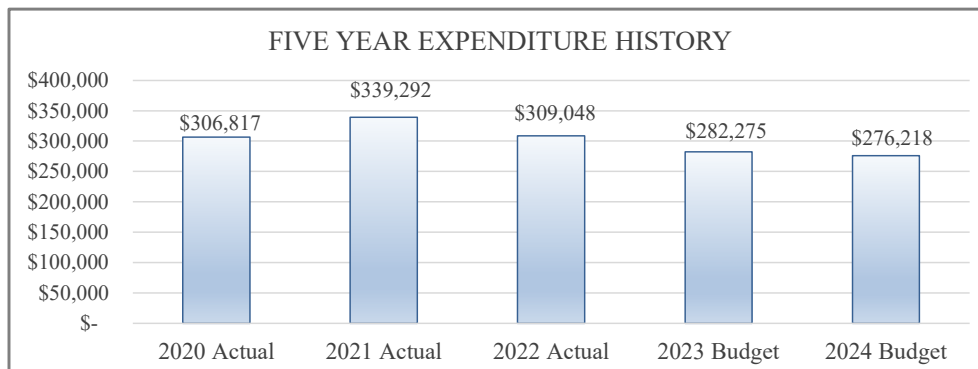


Attachment: 2024 Capital Improvement (13470 : GEN-GEN, CIP, BOND & INT, ECO DEVO, RCPD, FUND 53 OPOIOD)

Riley County, Kansas
2024 Budget
Economic Development Fund
Fund 146

	2022	2023	2024
BEGINNING CASH BALANCE	<u>ACTUAL</u>	<u>BUDGET</u>	<u>BUDGET</u>
Fund Balance	\$ 117,718	\$ 181,640	\$ 129,213
TOTAL BEGINNING CASH BALANCE	\$ 117,718	\$ 181,640	\$ 129,213
REVENUE			
600 Miscellaneous Reimbursement	\$ -	\$ -	\$ -
603 Transfer from General Fund	\$ 185,500	\$ 182,475	\$ 307,005
TOTAL REVENUE	\$ 185,500	\$ 182,475	\$ 307,005
TOTAL RESOURCES AVAILABLE	\$ 303,218	\$ 364,115	\$ 436,218
EXPENDITURES			
604 Transfer to Bond & Interest Fund	\$ 43,925	\$ 52,153	\$ 52,153
4990 Other Capital Outlay	77,653	311,962	384,065
TOTAL EXPENDITURES	\$ 121,578	\$ 364,115	\$ 436,218
TOTAL ENDING FUND BALANCE	\$ 181,640	\$ 0	\$ -

<u>PROJECT ESTIMATES:</u>	<u>2022</u>	<u>2023</u>	<u>2024</u>
Re-write of Riley County Zoning/Subdivision Regulation	\$ -	\$ -	
Flint Hills Veteran's Coalition	1,015	1,015	1,015
Governor's Military Council	-	-	-
Konza Water Project	43,925	52,153	52,153
Chamber of Commerce	55,000	55,000	55,000
Downtown Manhattan, Inc.	5,000	5,000	5,000
Riley Co General Eco Devo	132,850	132,850	132,850
Auto Lane Development	6,057	6,057	-
Flint Hills Regional Council (FHRC) Contribution	10,000	-	-
MPO Contribution	5,201	5,200	5,200
K18 Ramp Contribution (150,000-10 yrs)-KDOT agree	-	-	-
Comprehensive plan update		25,000	25,000
US 24 project studies, design, engineering	50,000	-	-
TOTAL	\$ 309,048	\$ 282,275	\$ 276,218

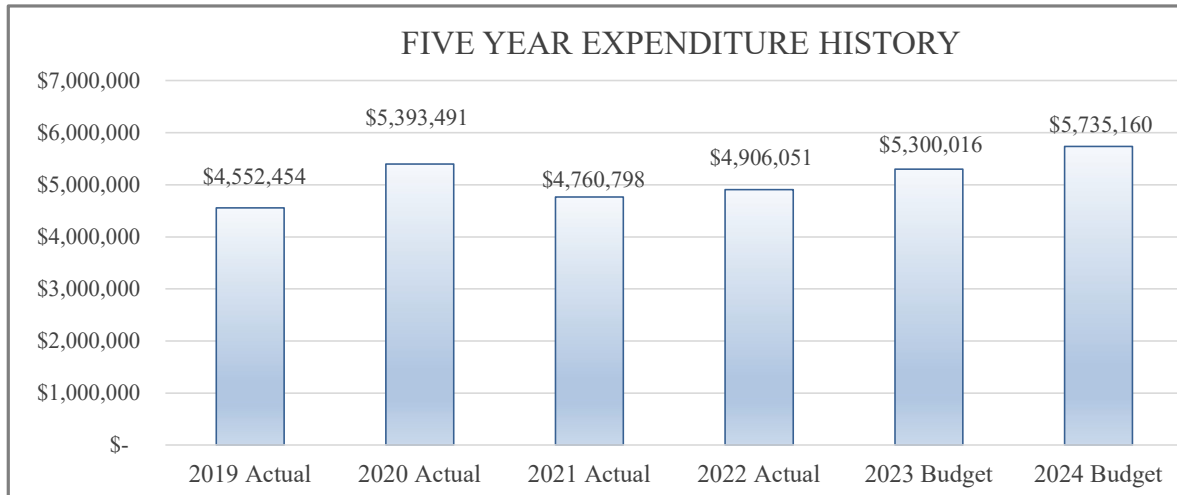


Riley County, Kansas
2024 Budget
Riley County Police Department (RCPD) Fund
Fund 173

		2022	2023	2024
BEGINNING CASH BALANCE		ACTUAL	BUDGET	BUDGET
Fund Balance		\$ 213,576	\$ 241,235	\$ 230,810
TOTAL BEGINNING CASH BALANCE		\$ 213,576	\$ 241,235	\$ 230,810
REVENUE				
102	Motor Vehicle Tax	\$ 367,693	\$ 383,909	\$ 385,377
103	Vehicle Rental Excise Tax	6,704	3,994	8,690
113	Recreational Vehicle Tax	3,481	3,562	3,781
130	Commercial Vehicle Fees	15,183	15,173	16,285
180	Ad Valorem Tax	4,490,724	4,878,478	5,084,362
181	Delinquent Tax	80,534	-	-
182	Oil & Gas	347	-	-
183	Oil & Gas Delinq	35	-	-
184	P.P Current	39,637	-	-
185	P.P Delq	4,179	-	-
190	16/20 M Vehicle Tax	3,050	3,025	2,833
191	TIF Adjustment	(84,735)	-	-
192	16/20 M Vehicle Tax Del	247	-	-
193	Watercraft Tax	1,914	1,450	3,022
194	Watercraft Tax Del	459	-	-
503	Non-Collection Revenue	-	-	-
600	Miscellaneous Reimbursement	4,260	-	-
Prior year canceled encumbrances		-	-	-
TOTAL REVENUE		\$ 4,933,711	\$ 5,289,591	\$ 5,504,350
TOTAL RESOURCES AVAILABLE		\$ 5,147,287	\$ 5,530,826	\$ 5,735,160
EXPENDITURES				
CONTRACTUAL SERVICES				
2220	Building Space Rental	\$ 10,500	\$ 10,500	\$ 10,500
2330	Transportation Services	237	6,000	6,000
2480	Repair/Maintain Buildings & Grounds	65,267	90,000	110,000
2650	Physician Fees	211,074	165,000	200,000
2655	Hospital Fees	-	10,000	10,000
2810	Electric/Gas Service	-	10,000	10,000
2830	Water	352	5,000	5,000
2840	Sewage Charges	-	2,000	2,000
2990	Other Contract Services	21,447	-	-
TOTAL CONTRACTUAL SERVICES		\$ 308,876	\$ 298,500	\$ 353,500
COMMODITIES				
3010	Office Supplies	\$ -	\$ 500	\$ 500
3060	Medical Supplies	-	500	500

Attachment: 2024 RCPD (13470 : GEN-GEN, CIP, BOND & INT, ECO DEVO, RCPD, FUND 53 OPOIOD)

3070 Prescriptions	-	500	\$ 500
3990 Other Supplies & Material	-	-	
TOTAL COMMODITIES	\$ -	\$ 1,500	\$ 1,500
CAPITAL OUTLAY	<u>ACTUAL</u>	<u>BUDGET</u>	<u>BUDGET</u>
4130 Building Improvements	\$ -	\$ -	\$ -
TOTAL CAPITAL OUTLAY	\$ -	\$ -	\$ -
TOTAL EXPENDITURES	\$ 308,876	\$ 300,000	\$ 355,000
	<u>ACTUAL</u>	<u>BUDGET</u>	<u>BUDGET</u>
2900 RCPD Operations Appropriation	\$ 4,597,175	\$ 5,000,016	\$ 5,380,160
181 1.4% Delinquency Tax	-	-	-
TOTAL RILEY COUNTY OBLIGATION to RCPD	\$ 4,906,051	\$ 5,300,016	\$ 5,735,160
TOTAL ENDING FUND BALANCE	\$ 241,235	\$ 230,810	\$ -



	2023	2024
	<u>BUDGET</u>	<u>BUDGET</u>
BEGINNING CASH BALANCE		
Fund Balance	\$ 13,690	\$ 118,118
TOTAL BEGINNING CASH BALANCE	\$ 13,690	\$ 118,118
REVENUE		
206 State Grant	\$ 104,428	\$ 104,428
209 Grant Other	\$ -	\$ -
600 Misc	-	-
	-	-
TOTAL REVENUE	\$ 104,428	\$ 104,428
TOTAL RESOURCES AVAILABLE	\$ 118,118	\$ 222,546
PERSONNEL		
Position Title - Full Time		0
TOTAL NUMBER OF EMPLOYEES	0	0
PERSONNEL SERVICES		
1001 Salaries (Full Time)	\$ -	\$ -
1003 Seasonal/Temporary/Part Time	-	-
1005 Overtime	-	-
1504 FICA	-	-
1506 Health Insurance	-	-
1508 KPERS Retirement	-	-
1510 State Unemployment Tax	-	-
TOTAL PERSONNEL SERVICES	\$ -	\$ -
CONTRACTUAL SERVICES		
2010 Postage/Freight/Shipping	0	-
2040 Internet Access	0	-
2080 Printing/Duplication Services	0	-
2200 Office Equipment Rental	0	-
2410 Repair/Maint Office Equip	0	-
2430 Computer Software Maintenance/Support	0	-
2510 Mileage/Tolls/Parking/Rental	0	-
2560 Training & Registrations	0	-
2570 Subscriptions	0	-
2746 Childcare Incentives	0	-
2760 Consultant Fees	0	-
2990 Other Contract Services	0	222,546
TOTAL CONTRACTUAL EXPENSES	\$ -	\$ 222,546
COMMODITIES		
3010 Office Supplies	\$ -	\$ -
3020 Books&Publications	-	-
3030 Computer Supplies	-	-
3990 Other Supplies/Materials	-	-
TOTAL COMMODITIES	\$ -	\$ -
CAPITAL OUTLAY		
4040 Furniture > \$100		
4050 Technology Hardware	-	-
4051 Tech Hardware Notebook	-	-
4054 Tech Hardware Printers	-	-
TOTAL CAPITAL OUTLAY	\$ -	\$ -
TOTAL OPERATING EXPENDITURES	\$ -	\$ 222,546
TOTAL EXPENDITURES LESS PERSONNEL		\$ 222,546
TOTAL EXPENDITURES		\$ 222,546
TOTAL ENDING FUND BALANCE		\$ 0



HEALTH DEPARTMENT
Travel Request

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

COMMISSION AGENDA REPORT

FROM: Paulina Gatica
MEETING: June 1, 2023
SUBJECT: RCHD Out of State Travel Request
PRESENTER: Julie Gibbs

FISCAL IMPACT

All costs covered through the NACCHO scholarship awarded to our MRC program.

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:

- PG Out of State Travel Request Indianapolis (002) (PDF)

RILEY COUNTY OUT OF STATE TRAVEL REQUEST/AUTHORIZATION

NAME: Paulina Gatica **DEPARTMENT:** PHEP

POSITION TITLE: Medical Reserve Corps Unit Leader **DATE REQUESTED** 5/23/2023

FUND: Outside Funding/NACCHO Scholarship

Travel From: Manhattan, KS **Date:** June 12, 2023

Travel To: Indianapolis, IN **Date:** June 14, 2023

Purpose of Travel: **MRC Regional Workshop #3**

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	Driving to MCI in Kansas City and Flying to Indianapolis	0.00
Lodging	Omni Severin Hotel for 2 nights	0.00
Meals	\$13 for breakfast, \$20 for lunch, \$32 for dinner and \$6 for incidentals per day	0.00
Registration/Fees		0.00
Other		0.00

Total Estimated Travel Costs: 0.00

Requested by: _____ **Date:** _____

Approved by:

Department Head: _____ **Date:** _____

Chairman: _____ **Date:** _____

Board of County Commissioners

Attest: _____ **Date:** _____

Riley County Clerk

cc: Department Head
Department Assistant



COUNTY CLERK & ELECTIONS
Personnel

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

COMMISSION AGENDA REPORT

FROM: Elizabeth Ward, Human Resources Director

MEETING: June 1, 2023

SUBJECT: Update to Pandemic-related leave policy

PRESENTER: Elizabeth Ward, Julie Gibbs, HD Administrator, David Adams, EMS Director

BACKGROUND

March 2020 Riley County Commissioners approved the use of ESL for any illness related to the pandemic, as outlined in our Riley County Personnel Policy.

The Personnel policy reads:

“When Riley County is operating during a declared epidemic or pandemic involving a contagious or infectious disease, the following applies...immediate access to accrued ESL, without the usual waiting period and without prior use of annual leave”.

Since that time, Riley County employees have had the choice to use annual leave, extended sick leave or leave without pay when away from work for a COVID-19 related reason.

DISCUSSION

On May 5, 2023, the WHO ended its declaration of the COVID-19 being a global health emergency, and the White House announced the end of the COVID-19 pandemic in the United States effective May 11, 2023.

With this announcement, Riley County is no longer operating during a declared pandemic, and we believe it is time to end the exception to our leave policy allowing immediate access to ESL as well as access to leave without pay due to COVID-19 related illness.

FISCAL IMPACT

There is no direct fiscal impact, but personnel policies can have an effect on employee recruitment and retention. Employees will continue to be affected by COVID-19, as well as long-COVID symptoms well into the future.

RECOMMENDATION(S)

We recommend the Board of County Commissioners approve discontinuing the “epidemic/pandemic exception” to Riley County leave policy. Moving forward, we recommend that COVID-19 exposure and illness be treated like other contagious or infectious diseases, as outlined by our personnel policy:

“Employees are encouraged to stay home and use either their Annual Leave or ESL when they have recognized symptoms of a contagious or infectious disease. Employees are encouraged to follow recognized medical guidelines for determining how long they should remain home and make every effort to not return to work prematurely, exposing other County employees to possible infection.”

POSSIBLE MOTION(S)

Motion to end expanded access to ESL and leave without pay due to the end of the pandemic.

Move to deny

Move to modify

Move to table

No action required.

The Board agreed by consensus to

Enclosures:



COUNTY CLERK & ELECTIONS
Personnel

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

COMMISSION AGENDA REPORT

FROM: Elizabeth Ward, Human Resources Director

MEETING: June 1, 2023

SUBJECT: NACo High Performance Leadership Academy and Flint Hills Regional Leadership Program Nominees

PRESENTER: Elizabeth Ward and Vivienne Leyva, Public Information Officer

BACKGROUND

On February 27, the Commissioners signed an agreement with NACo committing to send 2 of our leaders to the High Performance Leadership Academy (HPLA) at a discounted rate.

In 2022 the Commissioners also approved sponsorship for the Flint Hills Regional Leadership Program (FHRLP), continuing Riley County's commitment for at least one staff person to participate each year. Riley County employees have been participating in this local leadership program since 2012.

The Training workgroup reviewed the previous participants and examined the opportunity for the highest impact to Riley County, starting with Department Heads and Assistant Department Heads who have not participated previously and considering project scope for each leader.

The NACo HPLA is a 12-week, online program specifically designed for county government professionals, with 4 dates per year. The last two programs start in August, and September for 2023.

FHRLP is a 10-session program for community leaders working to tackle the challenges facing our region. This program teaches modern leadership skills through dialogue and hands-on experience. FHRLP is accepting nominations now through July 2023.

DISCUSSION

After working with several department heads and reviewing timelines and availability, we would like to nominate Julie Gibbs, Health Department Administrator and Cory Meyer, IT/GIS Director for the NACo HPLA and Amanda Webb, Planning and Development Department Director for the FHRLP for 2023.

FISCAL IMPACT

The discounted price for the NACo HPLA is \$1500 per participant.

The cost of the FHRLP is \$600 per participant.

These amounts would come from the training budget for each of the departments participating.

RECOMMENDATION(S)

Recommendation is to approve Julie Gibbs and Cory Meyer participation in the NACo High Performance Leadership Academy and Amanda Webb in the Flint Hills Leadership Program for 2023-2024.

POSSIBLE MOTION(S)

Move to approve the Julie Gibbs and Cory Meyer for the NACo High Performance Leadership Academy and Amanda Webb for the Flint Hills Regional Leadership Program.

Move to deny

Move to modify

Move to table

No action required.

The Board agreed by consensus to

Enclosures:

- NACo HPLA overview (PDF)
- 2023-24 FHRLP Course Agenda (PDF)

A 12-week, 4-course mentorship based program with content provided by industry leading executives. This program provides best practices in leadership, organizational development and change management, negotiation and collaboration, effective business communication, and delivering value within high performance management.

Course 1: Leadership Mindset & Positive Engagement

This course provides insights from members of the program's National Leadership Board on the ways leaders shift their mindset from being excellent individual contributors to becoming highly effective leaders. The course also focuses on increasing empowerment and engagement to achieve individual, team and enterprise success. The second half of this course demonstrates how leaders enable "positively deviant" performance and engender positive culture and communication.

Course 2: Leading Effective Change

The emphasis of this course is to prepare participants to engage in change initiated by others and to drive effective change as an active change agent. This course illustrates three facets of organizational change, including planning, executing and sustaining successful change. A balance of theoretical and pragmatic insights allows participants to understand the strategic, financial or market-based reasons for change and drive toward breakthrough results.

Course 3: Communication and Collaboration

Participants learn and practice the skills needed to improve the quality of interpersonal communication in a variety of contexts. Participants will learn how to effectively speak the language of business and convey information across diverse stakeholder groups, as well as break down silos between business divisions to drive better decision making. Each participant will understand effective communication as it relates to leading others, managing conflict, providing and receiving feedback, and negotiating with the Mutual Gains Approach.

Course 4: Leading High Performance Teams

This closing course focuses on measures, metrics, and practices used across the enterprise to achieve high performance. Participants learn that business results – values and benefits – may differ from one company to the next and even from department to department within a single company, but the consistent variable is It's All About People.

COURSE 1

Module 1: Your Leadership Mindset
Module 2: Your Potential as a Positive Leader
Module 3: Positive Leadership and Your Team:
Empowerment & Engagement
Module 4: Leadership Rules and Your Oath
Break Week

COURSE 2

Module 1: The Process of Change: Planning
Module 2: The Process of Change: Executing
Module 3: The Process of Change: Sustaining
Module 4: Leadership Rules and Your Oath
Break Week

COURSE 3

Module 1: Speaking the Language of Business
Module 2: Positive Communications
Module 3: Mutual Gains Approach

COURSE 4

Module 1: It's All About People
Graduation



"The Professional Development Academy is having a profound impact on the business communication skills and leadership capabilities of those participating – must for anyone looking to maximize their potential and effectiveness as a leader in their organization."

Dave Kotch, CIO, FMC



Flint Hills Regional Leadership Program

2023-24 BOARD/CLASS TIME-TABLE

Application Posted - **May 15**; Application Deadline - **July 20**;
 Board's Class Selection – **August 3**; Notification of Selection - **August 4**;
 Tuition Due - **August 23**; Public Announcement (**Manhattan**) - **August 24**

Orientation Retreat/Session Sept. 7 & 8

Rock Springs Ranch 4-H Center – Day 1

BUILDING THE TEAM - True Colors / SWOT

Junction City/Geary County Session – Day 2

*TEAM ENGAGEMENT - Introduction of
“FINDING YOUR PURPOSE”*

Pottawatomie County.... September 28

COMMUNITY COLLABORATION –

Adapting to Opportunities and Challenges

Wabaunsee County.... September 29

*ADVOCACY - Prairie Preservation, Agriculture and the
Importance of our Regions Rural Economies*

Kansas State University . . .October 19

*VISIONING – Creating our future with
Investment in Education/Research*

Fort Riley November 16 & 17

SERVANT LEADERSHIP -

*Community Engagement, Conflict Prevention/Management
Threat Assessment / Negotiation Skills*

Manhattan/Riley County.... December 14

ENTREPRENEURSHIP - Infrastructure Investment

Topeka January 11, 2024

POLITICAL LITERACY - Collaboration & Compromise

Celebration February 1

REFLECTION Host: **MANHATTAN**

*** Program Year Meeting Dates (p. 2)**



**COUNTY
COUNSELOR/ADMINISTRATIVE
SERVICES**
Personnel

Clancy Holeman
Counselor/Director of
Administrative Services
115 North 4th Street
Manhattan, KS 66502
Phone: 785-565-6844

COMMISSION AGENDA REPORT

FROM: Clancy Holeman, Riley County Counselor

MEETING: June 1, 2023

SUBJECT: Request to refill position – County Counselor

PRESENTER: Clancy Holeman

BACKGROUND

I have given a retirement date of December 31, 2024.

This position is integral to the County Counselor's office and the over all County as it is responsible for providing legal advice to the Board of County Commissioners and the elected and appointed officials of Riley County in a wide variety of legal subject areas. Those areas include but are not limited to: contracts; personnel issues, the Kansas Open Meetings Act; the Kansas Open Records Act; real property law; real property title issues; collection of county accounts in pending bankruptcies; public construction projects and their financing; benefit district formation and assessment; road opening; real property tax foreclosure and the supervision of a Deputy and two staff members in that effort; delinquent personal property tax collection; and enforcement of County zoning and sanitary codes. This advice must be communicated either verbally or in writing, as appropriate. And the Counselor must be willing and able to litigate county issues in the Kansas state or federal trial and appellate courts and administrative agencies, at the direction of the Board of Riley County Commissioners.

Further, the skills required to perform this job to standard include the ability to communicate the above legal advice in a manner which complies at all times with the highest ethical standards required by the Kansas Supreme Court's "Kansas Rules of Professional Conduct." Additionally, the successful candidate must respect and participate daily within a cooperative organizational culture operating between the County Commission and all the following separate and distinct departments in the Riley County governmental structure: the County Attorney; Register of Deeds; County Treasurer; County Clerk; Emergency Management/Volunteer Fire; Emergency

Medical Service/Ambulance; Riley County Health Department; County Appraiser; Public Works; Noxious Weed/Household Hazardous Waste; Planning and Development; Community Corrections; and Information Technology/GIS. While they are not Riley County departments, this “cooperative organizational culture” also includes the Riley County Police Department and K-State Extension.

For the reasons listed above, I and Human Resources believe this will be a unique position to fill and may take more time to find the right candidate.

It is important to also understand, when considering this request, that the current Deputy County Counselor will retire September 30, 2023, the on-boarding of his replacement is on-going, and there may be other departmental transitions over the next 2-3 years. With the timeline for this office, it is vital to get a high-quality candidate, who can learn the requirements of the Counselor position in a short period of time.

DISCUSSION

In the last several years, Riley County has filled several Assistant County Attorney positions, which, although not identical skills, have similar recruiting requirements. Each of these positions has taken several months to secure the right candidate.

Additionally, because of the vast number of projects and nuances to the work in this position, I strongly recommend the county afford a transition period of no less than 6 months of cross training of the incoming candidate by me.

The proposed timeline for filling this position includes:

March 1, 2024 - open position for advertising and begin focused recruiting efforts

March through April, 2024 - Candidate review

May, 2024 - Interviews and selection

June 30, 2024 expected start date for new candidate

June 30, 2024 to December 31, 2024 cross training and onboarding of new counselor

December 31, 2024 full transition to new County Counselor and my retirement.

FISCAL IMPACT

The County Counselor falls into the pay grade of with a pay range of:

Position	Grade	Minimum	Midpoint	Maximum
County Counselor	LL	\$151,852.71	\$197,392.09	\$242,931.47

Of course, the new candidate is expected to start lower in the salary range than the current Counselor as he has been with the county for 18 years.

The fiscal impact for the 2024 budget

	Budgeted Wage Annualized	Budgeted Benefits	Total Compensation
Current Budgeted Salary	\$209,236	\$82,648	\$291,884
New Counselor-prorated for 6 months	\$80,482	\$31,790	\$112,272
Total Request for County Counselor in 2024			\$404,156
Budgetary Snapshot	2023 Approved Budget	2024 Budget Request	Requested Increase
	\$755,078	\$680,606	(74,472)
New Counselor-prorated for 6 months	\$80,482	\$31,790	\$112,272
Total Increase requested for training period			<u>\$37,801</u>

RECOMMENDATION(S)

I recommend the Board of County Commissioners approve the requisition to open the County Counselor position on March 1, 2024, and follow the timeline outlined above.

POSSIBLE MOTION(S)

Move to approve I move to approve the above plan to replace and onboard the County Counselor position.

Move to deny.

Move to modify.

Move to table.

No action required.

The Board agreed by consensus to.

Enclosures: