Board of Riley County Commissioners
Regular Meeting
Agenda
July 22, 2021

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

Cindy Kabriel
785-565-6200

Commission Chambers **8:30 AM**

District 1 – John Ford, Chair | District 2 – Greg McKinley, Vice Chair | District 3 – Kathryn Focke, Member

8:30 AM **Call to Order**

Pledge of Allegiance

Public Comment

1. Public Comments
2. Presentation of Riley County Commissioners 4-H cookie jar by Riley County 4-H Queens

Commission Comments

3. Commission Comments

Business Meeting

4. South Otter Rd. Bridge Replacement Project- Bid Recommendation
5. Sign Riley County Personnel Action Form(s)

Review Minutes

6. Board of Riley County Commissioners - Regular Meeting - Jul 19, 2021 8:30 AM

Review Tentative Agenda

7. Tentative Agenda

Press Conference Topics

8. Discuss Press Conference

9:00 AM **Barry Wilkerson, County Attorney**

9. Staff update

9:15 AM **Craig Cox, Deputy County Counselor**

10. Administrative Work Session
11. Revised Objection Letter to Listing of First Christian Church on National and State Historic Registers

9:35 AM **Amanda Smeller, Planning/Special Projects Director**

12. Permission to hire Planning Compliance Specialist at Grade P Step 9

9:50 AM **Jessie Hubbard, Administrative Assistant II**

13. FY21 Line-Item Adjustments/FY22 Revised Budget/Year-End Outcome Report/Out-of-State Travel Request

10:05 AM **Alice Massimi, PIO**

14. PIO Monthly Update

10:20 AM **Julie Gibbs, Health Department Director**

15. Riley County Health Department request to fill a full time nurse position in the clinic.

10:35 AM **Jennifer Reifschneider and Director Dennis Butler - RCPD**

16. Edward Bryne Memorial Justice Assistance Grant (JAG) Program FY 2021 - Local Solicitation for the Riley County Police Department

10:45 AM **Amy Manges, Register of Deeds**

17. Year-To-Date Revenue

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.

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

PUBLIC WORKS
Bid

COMMISSION AGENDA REPORT

FROM: **Gary Rosewicz, Assistant Public Works Director**

MEETING: **July 22, 2021**

SUBJECT: **South Otter Rd. Bridge Replacement Project- Bid Recommendation**

PRESENTER: **Gary Rosewicz, Assistant Public Works Director**

Staff has reviewed the bids for the above referenced project and found them to be in order. It is our recommendation to award the contract to the low bidder, Ebert Construction Co., Inc. of Wamego, KS, in the amount of $319,332.63.

The contractor intends to begin work on or about March 7, 2022 and anticipates 100 working days to complete the project. This is a Sales Tax and Kansas Local Bridge Program funded project.

POSSIBLE MOTION(S)

Move to approve the bid from Ebert Construction Co., Inc. in the amount of $319,332.63.

Move to deny the bid from Ebert Construction Co., Inc. in the amount of $319,332.63.

Move to table for further discussion.

Enclosures:

- Bid Tab. S. Otter Rd Bridge Replacement (PDF)

Riley County Public Works

BID TABILATION SHEET

S. Otter Road Bridge Replacement
Project No. D.5-9.1

Monday, July 19, 2021

				ENGINEER'S ESTIMATE Schwab-Eaton, P.A.		Ebert Construction Co., Inc 103 W. Valley St., P O Box 198 Wamego, KS 66547		King Construction Co.,Inc. 301 N. Lancaster Ave Hesston, KS 67062		Reece Construction Co., Inc. 1240 W. North Salina, KS 67401	
#	ITEM DESCRIPTION	QTY	UNIT	UNIT PRICE	TOTAL	UNIT PRICE	TOTAL	UNIT PRICE	TOTAL	UNIT PRICE	TOTAL
1	Steel Pile (HP10x42)	440	LF	$50.00	$ 22,000.00	$ 57.92	$ 25,484.80	$ 40.00	$ 17,600.00	$ 84.00	$ 36,960.00
2	Structural Steel (ASTM A709)(Gr. 36)	4490	LBS	$8.00	$ 35,920.00	$ 2.16	$ 9,698.40	$ 3.65	$ 16,388.50	$ 2.89	$ 12,976.10
3	Structural Steel (ASTM A709)(Gr. 50W)	6640	LBS	$2.50	$ 16,600.00	$ 2.38	$ 15,803.20	$ 3.65	$ 24,236.00	$ 3.14	$ 20,849.60
4	Structural Steel (AASHTO M270)(Gr. 50WT3)	37800	LBS	$2.50	$ 94,500.00	$ 2.83	$ 106,974.00	$ 3.65	$ 137,970.00	$ 3.40	$ 128,520.00
5	Reinforcing Steel (Gr. 60)	8040	LBS	$1.30	$ 10,452.00	$ 1.87	$ 15,034.80	$ 1.50	$ 12,060.00	$ 2.00	$ 16,080.00
6	Bridge Handrail (Metal)	98	LF	$160.00	$ 15,680.00	$ 97.37	$ 9,542.26	$ 95.00	$ 9,310.00	$ 102.00	$ 9,996.00
7	Concrete Grade (4.0)(AE)(SW)	31.1	CY	$700.00	$ 21,770.00	$ 1,019.54	$ 31,707.69	$ 1,000.00	$ 31,100.00	$ 1,614.00	$ 50,195.40
8	Steel Sheet Pile (Non-Galvanized)	1120	SF	$30.00	$ 33,600.00	$ 16.71	$ 18,715.20	$ 17.00	$ 19,040.00	$ 23.00	$ 25,760.00
9	Cast Steel Pile Points	22	Each	$200.00	$ 4,400.00	$ 286.10	$ 6,294.20	$ 150.00	$ 3,300.00	$ 125.00	$ 2,750.00
10	Slope Protection (Riprap)(24”)	40	CY	$80.00	$ 3,200.00	$ 95.84	$ 3,833.60	$ 65.00	$ 2,600.00	$ 65.00	$ 2,600.00
11	Contractor Construction Staking	LSUM	LS	$5,000.00	$5,000.00	$ 3,200.00	$ 3,200.00	$ 3,200.00	$ 3,200.00	$ 3,200.00	$ 3,200.00
12	Mobilization	LSUM	LS	$20,000.00	$20,000.00	$ 44,901.72	$ 44,901.72	$ 27,500.00	$ 27,500.00	$ 24,231.00	$ 24,231.00
13	Removal of Existing Structures	LSUM	LS	$15,000.00	$15,000.00	$ 9,536.64	$ 9,536.64	$ 8,500.00	$ 8,500.00	$ 8,500.00	$ 8,500.00
14	Clearing and Grubbing	LSUM	LS	$10,000.00	$10,000.00	$ 3,141.48	$ 3,141.48	$ 2,800.00	$ 2,800.00	$ 2,800.00	$ 2,800.00
15	Common Excavation	252	CY	$6.00	$ 1,512.00	$ 11.22	$ 2,827.44	$ 10.00	$ 2,520.00	$ 10.00	$ 2,520.00
16	Compaction of Earthwork (Type B)(MR-90)	174	CY	$3.00	$ 522.00	$ 2.80	$ 487.20	$ 2.50	$ 435.00	$ 2.50	$ 435.00
17	Water (Grading)(Set Price)	1	M Gal	$35.00	$ 35.00	$ 35.00	$ 35.00	$ 35.00	$ 35.00	$ 35.00	$ 35.00
18	Temporary Surfacing Material (Aggregate)(Set Price)	1	CY	$35.00	$ 35.00	$ 35.00	$ 35.00	$ 35.00	$ 35.00	$ 35.00	$ 35.00
19	Object Marker (Type III)	4	Each	$150.00	$ 600.00	$ 154.00	$ 616.00	$ 160.00	$ 640.00	$ 155.00	$ 620.00
20	Foundation Stabilization (Set Price)	1	CY	$40.00	$ 40.00	$ 40.00	$ 40.00	$ 40.00	$ 40.00	$ 40.00	$ 40.00
21	Traffic Control	LSUM	LS	$5,000.00	$5,000.00	$ 4,504.66	$ 4,504.66	$ 3,500.00	$ 3,500.00	$ 4,014.95	$ 4,014.95
22	Temporary Seeding	LSUM	LS	$8,000.00	$8,000.00	$ 3,459.67	$ 3,459.67	$ 1,650.00	$ 1,650.00	$ 4,900.00	$ 4,900.00
23	Seeding	LSUM	LS	$3,000.00	$3,000.00	$ 3,459.67	$ 3,459.67	$ 1,972.00	$ 1,972.00	$ 3,600.00	$ 3,600.00
					$ 326,866.00		**$ 319,332.63**		**$ 326,431.50**		**$ 361,618.05**
Proposed Starting Date:							03/07/2022		03/01/2022		01/03/2022
Proposed Number of Working Days:							100		90		80

Attachment: Bid Tab. S. Otter Rd Bridge Replacement (10998 : South Otter Rd. Bridge Replacement)

RILEY COUNTY

COUNTY CLERK & ELECTIONS
Personnel

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

COMMISSION AGENDA REPORT

FROM: **Elizabeth Ward, Human Resource Manager**

MEETING: **July 22, 2021**

SUBJECT: **Sign Riley County Personnel Action Form(s)**

PRESENTER: **Elizabeth Ward, Human Resource Manager**

Enclosures:

- 2021-07 B Scoville As-Needed Museum (green) (PDF)
- 2021-07 C Burenheide - FT Paramedic (green) (PDF)
- 2021-07 R Robison - Temp Election Worker (green) (PDF)

RILEY COUNTY PERSONNEL ACTION FORM

☐ Add ☒ Change		Fill Request Date 07/08/2021 Employee #

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

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

Name: Last	First	Middle	Home Phone
Scoville	Barbara		

Address: Street	City	State	Zip

Position Title	Department	Fund
As Needed Museum Asst	Museum	0001-000017

Effective Date	Exempt	Non-Exempt	Ending Date For Temporary	Is this a budgeted position?
6/23/2021	☐	☒		☒ Yes ☐ No

Grade/Step		Pay Rate		Hours Per Workweek
Temp	Elec	$ ☐ Hour	$ ☐ Bi-weekly	☐ 40 ☐

Comments:

Approvals:
Department: D Chery Collins Date: 7/14/2021

Personnel: E Stavood 7/15/2021

BOCC:
Chairman:

Member:

Member:

Original to Division of Human Resources; copy to Payroll, hiring department; revised 03/30/2021

RILEY COUNTY PERSONNEL ACTION FORM

☐ Add ☒ Change		Fill Request Date 07/19/2021 Employee #

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

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

Burenheide	Caitlin		
Name: Last	First	Middle	Home Phone

Address: Street	City	State	Zip

Paramedic	EMS-Ambulance	0001-000020
Position Title	Department	Fund

7/24/21	☐	☒		☒ Yes ☐ No
Effective Date	Exempt	Non-Exempt	Ending Date For Temporary	Is this a budgeted position?

Paramed | 3	$17.76 ☒ Hour | $ ☐ Bi-weekly	☐ 40 | ☐
Grade/Step	Pay Rate	Hours Per Workweek

Comments: transfer from FT position to As-Needed position

Approvals:
Department: DAVID AARDS Date: 7-19-21

Personnel: Eric Allard 7/19/21

BOCC:
Chairman: ______________________ ______________

Member: ______________________ ______________

Member: ______________________ ______________

Original to Division of Human Resources; copy to Payroll, hiring department; revised 03/30/2021

Attachment: 2021-07 C Burenheide - FT Paramedic (green) (10997 : Personnel Action Form (Green Sheet))

RILEY COUNTY PERSONNEL ACTION FORM

☒ Add ☐ Change		Fill Request Date 07/19/2021 Employee #

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

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

Name: Last	First	Middle	Home Phone
Robison	Rodney		

Address: Street	City	State	Zip

Position Title	Department	Fund
Temp Election Worker	Election	001-0019

Effective Date	Exempt	Non-Exempt	Ending Date For Temporary	Is this a budgeted position?
7/26/2021	☐	☒		☒ Yes ☐ No

Grade/Step	Pay Rate	Hours Per Workweek
Temp / Elec	$Stipe ☐ Hour / $ ☐ Bi-weekly	☐ 40 ☐

Comments:

Approvals:
Department: [signature] Date: 7-19-21

Personnel: [signature] 7/20/21

BOCC:
Chairman: ______________________ ____________

Member: ______________________ ____________

Member: ______________________ ____________

2021 Election Stipends per event	
Supervising Judge	$135.00
Provisonal Clerk	$110.00
Election Worker	$110.00
Student Worker	$110.00
Field Judge	$300.00
Opener/Closer	$140.00
Processor	$160.00
Epquipment Delivery	$160.00
Training per Training	$22.00
Write-In Board	$40.00
Supervisor Write In Board	$70.00
Advance Board	$65.00
Supervisor Advance Board	$95.00
Provisional Board	$30.00
Supervisor Provisional Board	$60.00
Audit Board	$40.00
Supervisors Audit Board	$80.00
PPE Deployment/Pickup	$80.00
E- Night Equipment Check-In	$30.00

***Not subject to benefits - not subject to Fed, State, FICA/Medicare is earning less than $1800/year*

Board of Riley County Commissioners
Regular Meeting
TENTATIVE Agenda
July 26, 2021

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

Cindy Kabriel
785-565-6200

Commission Chambers **8:30 AM**

District 1 – John Ford, Chair | District 2 – Greg McKinley, Vice Chair | District 3 – Kathryn Focke, Member

8:30 AM **Call to Order**

Pledge of Allegiance

Public Comment

Commission Comments

Business Meeting

1. 2020 Management Representation Letter
2. Approve payroll/accounts payables (when completed)

Review Minutes

Review Tentative Agenda

Press Conference Topics

9:00 AM **Craig Cox, Deputy County Counselor**

3. Public hearing for Fairmont Heights Assessment Resolution

9:15 AM **Lori Feldkamp, Big Lakes Developmental Center Director**

4. Big Lakes Developmental Center update

9:30 AM **Press Conference**

5. USD 383 Primary Election - Rich Vargo (1-2 minutes)

9:55 AM **Robbin Cole, Pawnee Mental Health Director**

6. Pawnee Mental Health Services update

10:10 AM **Clancy Holeman, Counselor/Director of Administrative Services**

7. Administrative Work Session

10:30 AM **Jacob Kujath, James Gordon & Associates**

8. 2020 Audit Presentation

12:00 PM **Intergovernmental Luncheon**

Adjournment

Announcement

The Flint Hills Regional Leaders Retreat 2021 will be held Thursday, July 29th and Friday, July 30th at the Manhattan Hilton Garden Inn Conference Center.

The Board of County Commissioners will not be in session on Thursday, July 29th.

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.

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

Cindy Kabriel
785-565-6200

Board of Riley County Commissioners
Regular Meeting
TENTATIVE Agenda
August 02, 2021

Commission Chambers **8:30 AM**

District 1 – John Ford, Chair | District 2 – Greg McKinley, Vice Chair | District 3 – Kathryn Focke, Member

8:30 AM **Call to Order**

Pledge of Allegiance

Public Comment

Commission Comments

Business Meeting

Review Minutes

Review Tentative Agenda

Press Conference Topics

9:00 AM **Clancy Holeman, Counselor/Director of Administrative Services**

1. Administrative Work Session

9:20 AM **Bob Isaac, Planner**

2. Public Hearing for a Special Use Authorization - to allow for the construction and operation of a 750-Kw commercial solar farm

9:30 AM **Press Conference**

3. RCPD update - Captain Greg Steere (3-5 minutes)
4. Presentation of Riley County Fire District Volunteer Retirement Plaque to Don Nelson - John Ford (3-5 minutes)
5. USD 383 Primary Election - Rich Vargo (1-2 minutes)

10:00 AM **Russel Stukey, Emergency Management Director**

6. Staff update

10:15 AM **Tami Robison, Budget and Finance Officer**

7. Budget Work Session

Adjournment

Attachment: 08-02-21 tentative agenda (10480 : Tentative Agenda)

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

COUNTY COUNSELOR/ADMINISTRATIVE SERVICES
Letter

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: **July 22, 2021**

SUBJECT: **Revised Objection Letter to Listing of First Christian Church on National and State Historic Registers**

PRESENTER: **Craig Cox, Deputy County Counselor**

BACKGROUND
During its July 15, 2021 public meeting, a majority of the Board asked for revisions to my draft "objection letter" to the nomination of the First Christian Church on the national and state historic registers.

DISCUSSION
Showing as tracked changes, the attached is intended to capture the Board's request for revisions.

FISCAL IMPACT
N/A

RECOMMENDATION(S)
Please advise if this revised version of the Board's objection described above is acceptable.

POSSIBLE MOTION(S)
A. " I move the Board approve the objection letter as presented."

B. "I move the Board approve the objection letter only after the following changes or additions are made… ."

C. "I move the Board not approve the objection letter."

Enclosures:

- First Christian Objection (DOC)
- Attachment A Strategic Plan 2007-2010 (PDF)
- Master Plan Attachment B (PDF)
- Attachment C (PDF)

RILEY COUNTY
BOARD OF COMMISSIONERS

115 N. 4th Street, 1st Floor
Manhattan, Kansas 66502
Phone: 785-565-6844
Fax: 785-565-6847
Email: bocc@rileycountyks.gov

July 22~~15~~, 2021

Cultural Resources Division
State Historic Preservation Office
6425 SW 6th Avenue
Topeka, KS 66615-1099
ATTN: State Historic Preservation Officer

Re: The First Christian Church (115 Courthouse Plaza, Manhattan, Riley County—Objection to Nomination and Listing)

Dear State Historic Preservation Officer:

The Board of Riley County Commissioners is the owner in fee simple title of the above real property. This Board owns this public property on behalf of all citizens of Riley County. We respectfully provide our notarized objection to the nomination of this publicly-owned property to the National Register of Historic Places and the Register of Historic Kansas Places.

As early as March, 2007, a predecessor Board of Riley County Commissioners convened a Riley County "retreat," participated in by all Riley County government departments. The 2007 retreat focused upon the need for expanded Riley County facilities, and generated a written "Retreat Report". (Attachment A) Part of that open public discussion included, under the heading "Location of County Facilities": "Acquire church and adjoining parcels"; and "Demolish existing structures and rebuild" (Attachment A, p. 3) Further, under the heading "Next Steps for Facilities," one of the publicly- voiced "action steps" was to "Determine what to do about church." (Attachment A, p. 4) These open, public discussions about the "church" referred to The First Christian Church. So even 14 years ago, the First Christian Church was a key part in the plans of Riley County government to provide necessary facilities expansion for the benefit of the public. And the potential future demolition of this property was never a secret.

By 2012 Riley County government's space needs had continued to grow. A formal "Riley County Offices Downtown Manhattan, KS Master Plan" (Attachment B) was completed May 22, 2012. This Master Plan presented a detailed analysis of the facility needs of Riley County government. That Plan had begun in 2007 and had been "revised in 2008." (Attachment B, p. 6) In 2011 the Plan's authors had been "commissioned" by Riley County to do the groundwork for further study of facility expansion, focusing on a separate county building still in use today, "Courthouse Plaza East." (Attachment B, p. 7; pp. 50-57) According to this 2012 public document, "The Christian Church should be acquired and razed to provide site area for the new building" -- an administrative building which would consolidate the location of most departments. (Attachment B, p.8) This conclusion by the architect was reached based his logical and independent assessment of the First Christian Church (Attachment B, pp. 33-48) and the costs associated with that structure's "limited adaptability." (Attachment B, p. 33) Key to the architect's decision to abandon the idea of renovating the Church for County use was the fact that, even with that done, Riley County's operational needs required an additional 40, 171 square feet of space. (Attachment B, p. 49)

The 2012 Master Plan, beginning on page 74, set out a "Vision for the Future" for Riley County government facilities. (Attachment B, pp. 74-94) Early in that portion of the Plan, 5 "Project Phases" are described. (Attachment B, p. 77) "Phase 1" is "Purchase and demolish First Christian Church and parking lot." *Ibid*.

Riley County's logical and long-standing plans to expand its footprint in downtown Manhattan Kansas depend largely upon our ability to make the highest and best use of the First Christian Church property. As shown by the foregoing history and our formal planning documents, this organization has been transparent about our plans from the outset. And we have done so for at least the past 14 years. Most recently, a key final step in those plans was our negotiated purchase of the First Christian Church. And that property is today no more suited to be a part of those plans by renovation than it was in 2007. (See Attachment B, pp. 96-101)

A boundary map which was submitted years ago as part of the nomination the listing of the "Downtown Manhattan Historic District "is included with this objection. (Attachment C) The First Christian Church was conspicuously absent from the boundaries of that Historic District, as that District's nomination was submitted. And yet the First Christian Church nearly abutted the proposed District's boundary. This raises a legitimate question why the District's comprehensive nomination form did not include the First Christian Church, if it were truly a property of significant historical value.

The public good is best served by not listing the First Christian Church on the National Register of Historic Places and the Register of Historic Kansas Places.

Sincerely,

____
John Ford, Chairman

____
Greg McKinley, Vice-Chairman

State of Kansas)
County of Riley)

Signed or attested before me on____________ (date) by ________________________________

________________________________[Name(s) of person(s)].

(Seal)

____
Notary Public

My appointment expires: ___________________

RILEY COUNTY

Strategic Plan 2007-2010

RETREAT REPORT

DATE: **March 30, 2007**
PLACE: **Union Pacific Depot, Manhattan, KS**
TIME: **9:00 a.m. to 4:00 p.m.**
PRESENT: **Commissioners** – Alvan Johnson, Mike Kearns, Bob Newsome
Department Heads/Staff – Cheryl Collins, Pat Collins, Larry Couchman, John Cowan, Howard Haile, Leon Hobson, Clancy Holeman, Eileen King, Frank McCoy, Greg McHenry, Rod Meredith, Dennis Peterson, Melissa Rundus, Charlotte Shawver, Becky Topliff, Rich Vargo, Mike Watson, Monty Wedel, Jennifer Wilson.
Facilitators: Ailleen Cray and Ron Wilson

OPENING: Ron Wilson opened the retreat by asking Commission Chair Mike Kearns to provide the Welcome and Call to Order. Ron and co-facilitator Ailleen Cray introduced themselves and then asked the group to participate in an exercise to introduce themselves and their respective department to the group.

WHERE ARE WE NOW? – CHANGES NEEDED?: Ron emphasized the Fort Riley growth impacts. We have now had about a year of experience with the growth. The expected numbers have not changed much from last year.

By 2011 expected increases are:

- Troops from 9,950 to 18,300
- Accompanying family members from 12,150 to 25,650
- On-post civilians from 4,800 to 6,800

Total population increase for the region could be 30,000 to 35,000. Approximately 30% of that increase could be expected to live in Manhattan and Riley County.

Monty Wedel displayed a graph illustrating the 3.5% annual growth rate that we are now experiencing and projecting that rate to 2012 and then leveling back out to 1.3% annual growth rate thereafter. Monty also discussed some growth trends in the rural areas of the County.

Ron and Ailleen then asked the group to describe some of the impacts of the growth on their respective departments. Several issues were identified. Participants were asked to keep these issues in mind as last year's strategic action steps were reviewed to determine what steps need to be changed or what new steps need to be added.

REVIEW CURRENT 2006-2009 PLAN: The group then reviewed the plan developed last year line by line and determined what needed to be updated. It was also decided what small groups should be assigned certain sections of the existing plan for updating and revising. Based on that discussion, the following assignments were made with a target date of April 30 for completion of draft language:

Goal 1: Add an action step regarding building codes and road access for fire (Pat Collins, Monty Wedel)

Goal 3: Add an action step regarding jail expansion (Leon Hobson, Mike Watson)

Goal 5: Add an action step regarding preparation for renewal of the sales tax for roads and economic development (Clancy Holeman, Rich Vargo)

Goal 7: Revise User Fees to provide more detail (Rich Vargo, Budget & Planning Committee)

Goal 9: Add an action step regarding disaster recovery/continuity of operations (Howard Haile and acting committee)

Add an action step regarding improved radio communications (Pat Collins, Rod Meredith, Mike Watson)

FACILITIES NEEDS FOR THE FUTURE: Brent Bowman presented a preliminary report on the future space needs for County offices. After a question and answer session, the facilitators lead a discussion regarding the attributes that County facilities should have. The group identified the following attributes as important:

- On-line capability and access
- One-stop shopping
- Designed for the purpose
- Efficient
- Easily accessible
- Energy efficiency
- Consolidate services
- Convenient
- Dignified
- Identifiable
- Durable
- Design for ease of maintenance & expansion
- Room for growth
- Consolidated city/county services
- Adequate parking
- Security
- Welcoming
- Sound control & lighting

- "Green" – "Environmentally friendly"
- Incorporate public input from the beginning
- Improved large gathering/open space
- Technology
- Conference/training space
- Bright & cheerful work space
- Healthy
- Storm shelters
- Fitness access
- Day care
- Financially efficient
- Back-up power
- Renewable energy

LOCATION OF COUNTY FACILITIES: The group was then asked to consider different locations or options for future County facilities. Following is a summary of the various responses:

- Stay downtown
- Use municipal parking lot
- Acquire church and adjoining parcels
- Demolish existing structures and rebuild
- Finance 128,000 sq ft building over 40 years
- Important for downtown redevelopment
- Consider building for Extension @ CICO fairgrounds
- Consolidated judicial system
- Jail becomes jail only

The general consensus seemed to be that remaining downtown was the best option for location. To test this concept further, groups were asked to consider the pro's and con's of staying downtown. The following is a general listing of the pro's and con's identified:

- People expect it to be downtown
- Contributes to redevelopment
- Cost always an issue
- Maintaining services
- Increased traffic issues
- Increased energy conservation & efficiency
- Public/private partnership
- Assumption that government is increasing in size
- How to maintain our historic buildings
- Proximity
- Front-end funding

NEXT STEPS FOR FACILITIES: Groups considered logical next steps in the building process. Following is a list of the ideas generated for actions steps:

- Public Building Commission
- Secure adequate funding
- Involve and educate the public and future commissioners
- Develop a design team – include public
- Research public/private partnerships
- ID property for purchase
- RFP for architect
- Combine ideas from architect, design team and Department Heads
- BOCC approved proposal
- Secure leases – interim
- Moving day
- Work-session w/ BOCC
- Conversations w/ City
- Determine what to do about church
- Conversation w/ McCullough Development
- Form committee(s)
- Must have public buy-in
- Who could be our partners
- Leasing possibilities
- Timing

CONSENSUS ON NEXT STEPS: From this list of options, the following four next steps were selected as the most significant:

- Demonstrate the need
- Produce a design/concept
- Determine preliminary cost
- Get public buy-in

WRAP-UP: Monty Wedel will produce a summary report and will coordinate the completion of a draft 2007 – 2010 Strategic Plan Action Program for consideration by the Department Heads and eventual adoption by the BOCC.

RILEY COUNTY OFFICES
DOWNTOWN MANHATTAN, KS
MASTER PLAN

MAY 22, 2012

Prepared by:

INTEGRATING NATURE AND ARCHITECTURE
BBN ARCHITECTS INC
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ATTACHMENT B

ACKNOWLEDGEMENTS

This Riley County Offices Downtown Manhattan, KS Master Plan would not have been possible without the feedback, input and expertise provided by Riley County's leadership, staff, volunteers, and citizens.

COMMISSIONERS (CURRENT):
District 1 – David Lewis (Guthals), Vice Chair (2011 - present)
District 2 – Alvan Johnson, Chair (2001 - present)
District 3 – Karen McCulloh, Member (2009 – present)

COMMISSIONERS (2007):
Michael B. Kearns (2003 – 2011)
Bob Newsome (1997 – 2009)

STEERING COMMITTEE:
Leon Hobson, Director of Public Works
Rich Vargo, County Clerk
Monty Wedel, Planning & Development

DEPARTMENT HEADS (CURRENT):
Appraiser – Greg McHenry
Attorney – Barry Wilkerson
Community Corrections – Shelly Williams
County Clerk – Rich Vargo
County Counselor – Clancy Holeman
County Extension – Jennifer Wilson
District Court – DeLanna (Lanna) Nichols
Emergency Management – Pat Collins
Geographic Information Systems – Robert Nall
Information Technology – Robert Nall
Planning and Development – Monty Wedel
Public Works-Engineering & Construction – Leon Hobson
Register of Deeds – Debbie Regester
Treasurer – Eileen King

DEPARTMENT HEADS (FORMER):
Community Corrections – Frank McCoy
District Court – Becky Topliff
Geographic Information Systems – John Cowan
Information Technology – Howard Haile
Register of Deeds – Charlotte Shawver

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74 VISION FOR THE FUTURE

ABSTRACT

ABSTRACT

In 2007, and revised in 2008, we began an inventory of the Riley County Offices and Courts in each of the four buildings at the downtown Manhattan location.

The need for this study was precipitated by the lack of adequate space for many of the county departments and for the courts. At the heart of this initial effort was evaluating the highest and best use of the existing building resources. This effort was based on interviewing each department head to evaluate present needs. Potential shortfalls of space and technology for accommodating projected needs for 20 years into the future was also assessed.

Brent Bowman, AIA and principal of BBN Architects Inc. led a project team which included Dan Crouch, AIA and Aaron Dyck, AIA Associate.

Each of the existing facilities was documented in plan and the positions of all departments were identified. The total number of staff for each department was documented and anticipated staffing for twenty years hence was projected. Special spatial needs were identified including conference rooms, storage and filing, etc. as well as requirements for technology, heating, ventilating and air conditioning, lighting and electrical power. Any critical adjacencies regarding other departments and the importance of convenient public access were also reviewed.

A subjective evaluation of the quality of space for each department was also made. Many spaces lacked day lighting, adequate ventilation, adequate security and convenient public access. Confidentiality was a common problem within many departments.

This evaluation resulted in a summary of space needs and outlined the areas of deficiency. The gross area shortfall was identified to be 63,171 SF (RE: pg. 30 and 31).

In 2007 Riley County requested that our team evaluate the feasibility of acquiring the adjacent First Christian Church property and adapting it to County Office use.

Our comprehensive evaluation of this building and the feasibility of adapting to county uses begins on page 33.

Ultimately our findings were that this building would only be marginally adaptable to the needs identified and then only at significant expense. There would also remain a shortfall of over 40,000 SF (RE: pg 49).

In 2011 our team was commissioned to assess a number of items for the County. First, beginning on page 50, we examined the issues related to renovating and readapting Plaza East. Second, beginning on page 59, we documented comparable case study facilities. Third we were asked to prepare a comprehensive vision for the future that would address the existing and future needs of Riley County. This study begins on page 73.

RECOMMENDATIONS

COURTHOUSE

The historic Courthouse Building is a flagship building for Riley County and downtown Manhattan. It should remain a courts building but should be freed of court support uses in order to accommodate technology updates and to provide mandated security facilities and protocol. An additional large courtroom and court services should be provided in a new building immediately adjacent with shared security features.

CARNEGIE LIBRARY

The historic Carnegie Library is also an iconic building for Riley County and downtown Manhattan. It should be preserved as an ancillary office space, possibly for County Extension or the County Commission.

COUNTY OFFICE BUILDING

The County Office Building should remain in operation until such time as a new County office building is completed to the west. It then should be razed.

PLAZA EAST

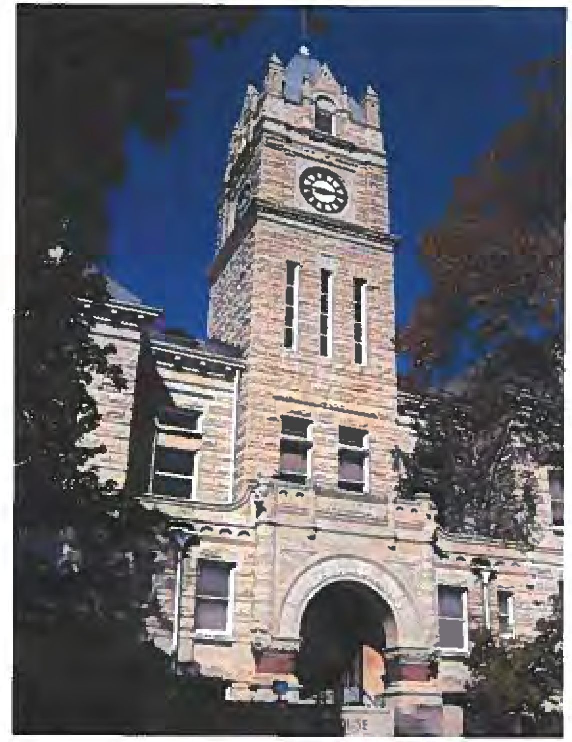
The Plaza East Building should be sold for adaptive re-use to the private sector at such time as the new office building is complete.

FIRST CHRISTIAN CHURCH

The Christian Church should be acquired and razed to provide site area for the new building.

NEW COUNTY OFFICE BUILDING

The new Riley County Office Building should be sited and configured as documented in the report beginning on page 74. Case studies of comparable facilities begin on page 59.



NEEDS ASSESSMENT

Space Planning Report

April 1, 2008

NEEDS ASSESSMENT

In 2007 Riley County commissioned a Space Planning Report to fully evaluate the space needs for their downtown facilities. BBN Architects completed the report and updated the findings in 2008.

The report examined four buildings and sixteen + departments.
Buildings: Courthouse, Carnegie Building, County Office Building, and Plaza East Building
Departments: County Commission, County Clerk, County Elections, Community Corrections, Emergency Management, G.I.S., County Counselor, County Treasurer, Public Works, Planning and Development, Register of Deeds, County Extension, County Appraiser, Information Systems, County Attorney, District and Magistrate Courts, Clerk of the Courts, Court Services, and supplemental studies on training room and storage needs.

The report documents the current size and quality of each department's space and goes on to predict how much space each department will need in approximately 20 years.

As the executive summary states on the following page, it was determined that Riley County's downtown facilities do not have enough space currently and will be further underserved in 20 years. In addition to needing more space, many departments were also found to be operating in low quality space.

Executive Summary:

BBN Architects Inc. has been engaged by the Riley County Commission to assess present and future office space needs and consider the utilization of the existing county buildings on the Riley County Plaza.

We began this task by interviewing all department heads regarding their present space allocation and their immediate and future needs. On March 30, 2007, we presented a draft of our findings at a planning retreat attended by the Riley County Commissioners and the leaders of the various county departments. Their follow-up has been used in amending this report. This information is documented in the pages that follow.

This effort has led to the following summary of space needs as a first step in comprehensive planning for the future of Riley County Offices.

Summary of Building Area Requirements:

Total net area at present: 61,750 S.F.

Total gross area at present: 95,100 S.F. (1.54 grossing factor)

Total gross area needed at present: 73,457 S.F. X 1.25= 91,821 S.F.

Total gross area required in 20 years: 105,972 S.F. X 1.25= 132,465 S.F.

Department: County Commissioners

Interview with: Commissioner Kearns

Total Staff at Present: Not Applicable

Anticipated Growth in Staff Over:
5 Years-
10 Years-
20 Years-


PLAZA EAST
FIRST FLOOR

Critical Adjacencies: Public entrance and lobby.

Technology Requirements: Full complement.

Data Management Issues:

Existing Space Deficiencies: Columns in Commission Room limit flexibility of arrangement and reduces seating capacity.

Remarks: A discussion of future staffing and Commission Room requirements is pending.

Quality of Space: 2
Least Quality: 1
Highest Quality: 5

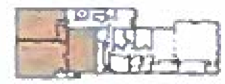
Area assigned at present: 2872 s.f.
Additional area required at present: 0 s.f.
Total area required at present: 2872 s.f.

Additional area required in future: 0 s.f.
Total area required in 20 years: 2872 s.f.

Department: County Clerk
(Elections Department)

Interview with: Rich Vargo

Total Staff at Present: 4 (need 4 full-time, 2-8 temporaries at election time)



Anticipated Growth in Staff Over:
5 Years- 8
10 Years- 10
20 Years- 14

Quality of Space: 1
Least Quality: 1
Highest Quality: 5

Critical Adjacencies: County Clerk

Technology Requirements: Voting Machines require secure storage and convenient location for shipping.

Area assigned at present: 3363 s.f. (including 600 s.f. in County Clerk's Office)
Additional area required at present: 350 s.f.
Total area required at present: 3750 s.f.

Data Management Issues:

Additional area required in future: 600 s.f.
Total area required in 20 years: 4350 s.f.

Existing Space Deficiencies:

Remarks: Larger area needed for advance voting

Department: Community Corrections

Interview with: Frank McCoy

Total Staff at Present:
Adult Services: 5 officers + 1 Part-time= 6 Total
Juvenile Services: 6 officers (including administrative assistant).
Plus 5 to 10 additional part time.
Total Staff= 22 Maximum

PLAZA EAST
SECOND FLOOR

Anticipated Growth in Staff Over:
5 Years- 27
10 Years- 32
20 Years- 40

Quality of Space: 1
Least Quality: 1
Highest Quality: 5

Area assigned at present: 3418 s.f.
Additional area required at present: 1500 s.f.
Total area required at present: 5000 s.f.

Critical Adjacencies: Training Room
Additional Restroom for drug testing.

Technology Requirements:
Data Management Issues:

Additional area required in future: 5000 s.f.
Total area required in 20 years: 10,000 s.f.

Existing Space Deficiencies: Need private offices for probation officers.
An additional conference room is required.

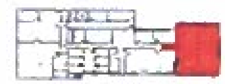
Remarks:
They do lots of drug testing.
They need to have waiting areas to separate adult/juvenile.
Corrections must respond to juvenile case 24/7 and serve 300 kids per year.

Department: Emergency Management

Interview with: Pat Collins, Director

Total Staff at Present: 4

Anticipated Growth in Staff Over:
5 Years- 5
10 Years- 6
20 Years- 7


PLAZA EAST
SECOND FLOOR

Critical Adjacencies: Need access to a training room.

Technology Requirements: High Speed Internet

Data Management Issues:

Existing Space Deficiencies: Need a display area for pamphlets and information items. HVAC control problems.

Remarks:
Need conference room.
Need storage room for fireman's gear.
Need access to break room.
Need shipping and receiving space/workroom/copy/file room.

Quality of Space: 1
Least Quality: 1
Highest Quality: 5

Area assigned at present: 1385 s.f.
Additional area required at present: 650 s.f.
Total area required at present: 2000 s.f.

Additional area required in future: 900 s.f.
Total area required in 20 years: 3000 s.f.

Department: G.I.S.

Interview with: John Cowan, GIS Coordinator and Department Head

Total Staff at Present: 5 Positions; 2 Inters
Dept. Head, 1 Analyst, 1 Technician, 2 Interns
(Prefers open office space for all)

Anticipated Growth in Staff Over:
5 Years- 3 Full-time, 2 Part-time
10 Years- 5 Full-time
20 Years- 5 Full-time

Critical Adjacencies: Training Room Desired, Meeting Room

Technology Requirements: Infrastructure needed to facilitate new and future technologies.

Data Management Issues:

Existing Space Deficiencies: Need more electrical power, There is very little control of HVAC.

Remarks:

PLAZA EAST
SECOND FLOOR

Quality of Space: 3
Least Quality: 1
Highest Quality: 5

Area assigned at present: 728 s.f.
Additional area required at present: 100 s.f.
Total area required at present: 830 s.f.

Additional area required in future: 600 s.f.
Total area required in 20 years: 1400 s.f.

Department: County Counselor

Interview with: Clancy Holeman

Total Staff at Present: 2 Attorneys + 2 Staff= 4 Total

PLAZA EAST
THIRD FLOOR

Anticipated Growth in Staff Over:
5 Years-
10 Years-
20 Years- 4 Attorneys + 4 Support= 8 Total

Quality of Space: 3
Least Quality: 1
Highest Quality: 5

Critical Adjacencies: Commissioners would appreciate more convenient access. Wish to be away from busy public areas. Public Works could be more convenient.

Area assigned at present: 2080 s.f.
Additional area required at present: 0 s.f.
Total area required at present: 2080 s.f.

Technology Requirements: Need to remain integrated with county database.

Additional area required in future: 1000 s.f.
Total area required in 20 years: 3000 s.f.

Data Management Issues: On-Line Research capability will always be required.

Existing Space Deficiencies: Additional conference room needed.

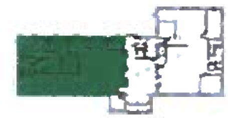
Remarks: Requires staff restrooms within the office suite.

Department: County Treasurer

Interview with: Eileen King

Total Staff at Present: 15

Anticipated Growth in Staff Over:
5 Years- 17
10 Years- 20
20 Years- 25



Critical Adjacencies: Needs to be on the first floor, near County Clerk's office.

Technology Requirements:
Data Management Issues:
Existing Space Deficiencies:

Remarks:
Things are good for now, but with military growth she will need to add a work station.
There is an extra desk vacant now in work area.
Computer room could be an office if computers could go elsewhere.
Discussed alternative ideas for future growth.
She would like a drive-up window as a future consideration.
Need to be on the first floor.
County Clerk should be close by as it is.
It would be nice to have appraiser's office nearby.
Conference room could be a bit bigger.
Remodel was done in '99.
Configuration of customer service area is successful.
Vehicle inspection here with a work station.
Workstations better now with flat screen monitors.

Quality of Space: 4
Least Quality: 1
Highest Quality: 5

Area assigned at present: 3564 s.f.
Additional area required at present: 100 s.f.
Total area required at present: 3660 s.f.

Additional area required in future: 1000 s.f.
Total area required in 20 years: 4700 s.f.

Department: County Clerk (not including Elections Department)

Interview with: Rich Vargo

Total Staff at Present: 8 Full-Time
(If separation of offices occur-2 additional full-time)

Anticipated Growth in Staff Over:
- **5 Years-** 10
- **10 Years-** 12
- **20 Years-** 14

Note: This anticipates that election group will be designated as their own department.

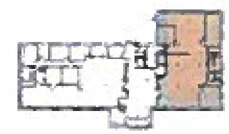
Critical Adjacencies: Need access to training room.

Technology Requirements:

Data Management Issues:

Existing Space Deficiencies: HVAC control is a problem. Conference room is too small.

Remarks:
Existing office space is full.
H.R. and finance/budget person need more privacy.
Need separate election department, 4 people full-time.



PLAZA WEST
FIRST FLOOR

Quality of Space: 4
Least Quality: 1
Highest Quality: 5

Area assigned at present: 3215 s.f.
Additional area required at present: Remove Elections Department (600 s.f.)
Total area required at present: 3215 s.f.

Additional area required in future: 1800 s.f.
Total area required in 20 years: 5000 s.f.

Department: Public Works

Interview with: Leon Hobson, Director of Public Works and County Engineer

Total Staff at Present:
On Site:
- 2 support staff in open office
- 1 office manager with office
- 2 engineering technicians who share an office
- 1 director
- 1 assistant engineer
- 1 intern

Custodian Staff: 4 Full-time, 1 Part-time

Anticipated Growth in Staff Over:
5 Years- 10
10 Years- 12
20 Years- 14

Critical Adjacencies: Vault is required. Needs to be 3 times larger than existing.

Technology Requirements:
Data Management Issues:

Existing Space Deficiencies: Bigger vault needed. More filing space required. A plan room is needed. Other needs include:
- A Work room w/ copier.
- A supply storage room.
- Custodian spaces for equipment storage.
- Storage in lockers.
- An additional conference room.
- Custodial Office
- Conference Room

Quality of Space: 2
Least Quality: 1
Highest Quality: 5

Area assigned at present: 862 s.f.
Additional area required at present: 800 s.f.
Total area required at present: 1700 s.f.

Additional area required in future: 1500 s.f.
Total area required in 20 years: 3200 s.f.

Department: Planning and Development

Interview with: Monty Wedel

Total Staff at Present: 1 Director, 4 Staff = 5 total
1-2 Interns on occasion
6-7 total @ times

Anticipated Growth in Staff Over:
5 Years- 7
10 Years- 9
20 Years- 12

Critical Adjacencies: Public Works, G.I.S., Work Room/ Map Room, Training Room

Technology Requirements:

Data Management Issues:

Existing Space Deficiencies: Storage Space (200 s.f.), waiting area needed, work room/map room needed. Conference room needed.

Remarks:

Quality of Space: 2
Least Quality: 1
Highest Quality: 5

Area assigned at present: 864 s.f.
Additional area required at present: 800 s.f.
Total area required at present: 1700 s.f.

Additional area required in future: 700 s.f.
Total area required in 20 years: 2400 s.f.

Department: Register of Deeds

Interview with: Charlotte Shawver

Total Staff at Present: Director, Deputy Director, Records Technology Specialist, Records Assistants (3). 6 Total

Anticipated Growth in Staff Over:
5 Years- 8
10 Years- 10
20 Years- 14


PLAZA WEST
SECOND FLOOR

Quality of Space: 1
Least Quality: 1
Highest Quality: 5

Critical Adjacencies: Vault of adequate size is needed, County Appraisers Office, GIS.

Area assigned at present: 1217 s.f.
Additional area required at present: 1000 s.f.
Total area required at present: 2200 s.f.

Technology Requirements:

Data Management Issues:

Additional area required in future: 1400 s.f.
Total area required in 20 years: 3600 s.f.

Existing Space Deficiencies: Vault is too small, large work room is needed. A secure space is needed for the public to access digital records.

Remarks: HVAC Control is a big problem.

Department: County Extension

Interview with: Jennifer Wilson

Total Staff at Present: 10 Presently
(5 Extension Agents, 2 Program Assistants, 3 Administrative Assistants)

Anticipated Growth in Staff Over:
- **5 Years-** 10
- **10 Years-** 12
- **20 Years-** 14

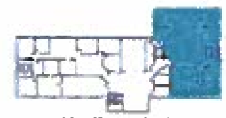
Critical Adjacencies: Access to storage at grade for moving resources in and out.

Technology Requirements:

Data Management Issues:

Existing Space Deficiencies: HVAC Control is a problem.

Remarks:



PLAZA WEST
SECOND FLOOR

Quality of Space: 3.5
Least Quality: 1
Highest Quality: 5

Area assigned at present: 2920 s.f.
Additional area required at present: 100 s.f.
Total area required at present: 3000 s.f.

Additional area required in future: 1300 s.f.
Total area required in 20 years: 4300 s.f.

Department: County Appraiser

Interview with: Greg McHenry

Total Staff at Present: 17 Full-Time + 1 Intern= 18 Total

Anticipated Growth in Staff Over:
5 Years- 21
10 Years- 23
20 Years- 26

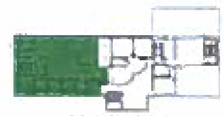
Critical Adjacencies: GIS would be a convenient adjacency.

Technology Requirements:

Data Management Issues: More emphasis on digital records.
More storage definitely needed.

Existing Space Deficiencies: HVAC control is very bad.

Remarks: Need access to a training room for classes of 25-30.
They need more private offices due to confidentiality issues.



PLAZA WEST
THIRD FLOOR

Quality of Space: 3
Least Quality: 1
Highest Quality: 5

Area assigned at present: 2879 s.f.
Additional area required at present: 600 s.f.
Total area required at present: 3500 s.f.

Additional area required in future: 1700 s.f.
Total area required in 20 years: 5200 s.f.

Department: Information Systems

Interview with: Howard Haile

Total Staff at Present: 5 + 2 needed now= 7

Anticipated Growth in Staff Over:
5 Years- 9
10 Years- 12
20 Years- 14

Critical Adjacencies:

Quality of Space: 1
Least Quality: 1
Highest Quality: 5

Technology Requirements: Communications equipment room needs dedicated HVAC. Dedicated wiring closets needed throughout county offices. Dedicated server room with dedicated HVAC, electrical, generator and fire suppression.

Area assigned at present: 1263 s.f.
Additional area required at present: 1300 s.f.
Total area required at present: 2600 s.f.

Data Management Issues:

Additional area required in future: 1000 s.f.
Total area required in 20 years: 3600 s.f.

Existing Space Deficiencies:
A storage room is needed.
Access to a training room is needed.
A shipping and receiving room and a shop space are needed.

Remarks:

Department: District and Magistrate Courts, Clerk of the Court and Court Services and related facilities

Interview with: Becky Topliff, Court Administrator

Total Staff at Present: 13 Clerks, 6 Probation Officers, Judges + Staff =26 + 1 Clay County Judge= 27 Total

Anticipated Growth in Staff Over:

5 Years- 33
10 Years- 36
20 Years- 46

For immediate future, a new district judge, two new clerks, 1 probation officer with a part time clerk.

Critical Adjacencies: A Large Courtroom is needed with a media room and security.

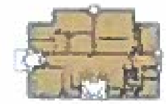
Technology Requirements: All the courtrooms lack adequate infrastructure for technology.

Data Management Issues: Building infrastructures is a problem as all conduits are at maximum capacity.

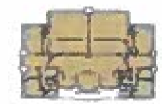
Existing Space Deficiencies: Court Services office's work spaces are very crowded.

Remarks:
New Magistrate judge will be in space that is presently the law library. The law library must be relocated.
Additional District Judge is likely in near future.
A Jury assembly room is needed.
A Media Room with a TV/Audio link is needed.
Existing building does not have adequate infrastructure for technology.
A new courtroom, approximately double the size of an existing courtroom is needed.
Attorney/Client conference rooms are needed.

COURTHOUSE LOWER FLOOR



COURTHOUSE FIRST FLOOR



COURTHOUSE SECOND FLOOR

Quality of Space: 4
Least Quality: 1

Area assigned at present: 17,635 s.f.
Additional area required at present: 7000 s.f.
Total area required at present: 25,000 s.f.

Additional area required in future: 5,000 s.f.
Total area required in 20 years: 30,000 s.f.

Department: County Attorney

Interview with: Barry Wilkerson

Total Staff at Present: 16
(5 Attorneys, 10 Support Staff, 1 Intern)
Adding 3 more staff in June or July= 19 Total

Anticipated Growth in Staff Over:
5 Years- 19
10 Years- 19-25
20 Years- 30

Critical Adjacencies: Courthouse

Technology Requirements: Courthouse is limited with regard to infrastructure.

Data Management Issues:

Existing Space Deficiencies: It would be best if staff is all on one level.

Remarks:
Present courthouse is adequate for smaller trials but not for larger ones.
May add another district judge in 3-4 years.

CARNEGIE
FIRST FLOOR

CARNEGIE
SECOND FLOOR

Quality of Space: 4
Least Quality: 1
Highest Quality: 5

Area assigned at present: 4832 s.f.
Additional area required at present: 500 s.f.
Total area required at present: 5300 s.f.

Additional area required in future: 2500 s.f.
Total area required in 20 years: 7800 s.f.

Department: Training Room

Area assigned at present: 650 s.f.
Additional area required at present: 1050 s.f.
Total area required at present: 1700 s.f.

Additional area required in future: 1500 s.f.
Total area required in 20 years: 3200 s.f.

Quality of Space: 1
Least Quality: 1
Highest Quality: 5

Department: Storage

Area assigned at present: 8000 s.f.
Additional area required at present: 4000 s.f.
Total area required at present: 12,000 s.f.

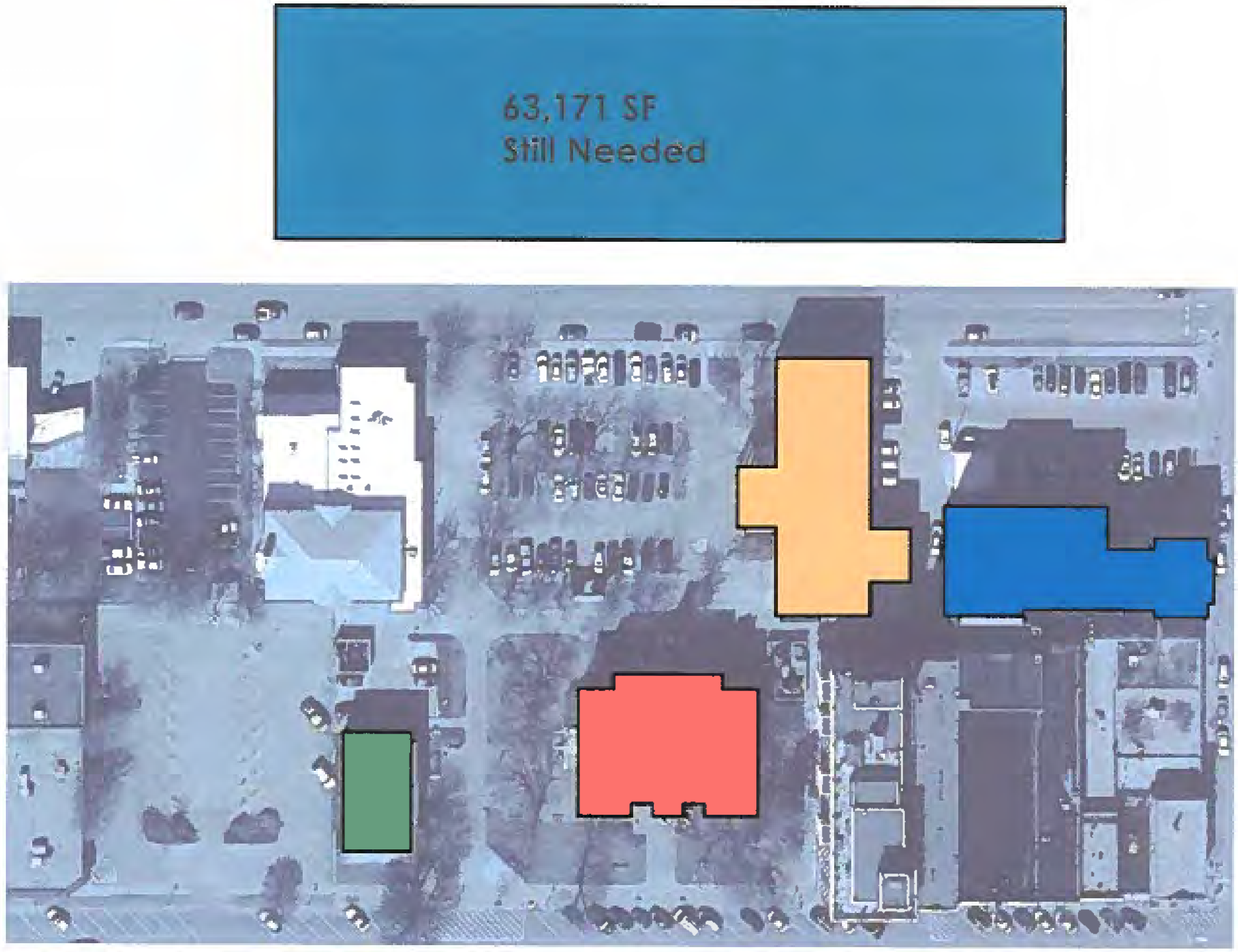
Additional area required in future: 5000 s.f.
Total area required in 20 years: 17,000 s.f.

Quality of Space: 1
Least Quality: 1
Highest Quality: 5

Summary of all Space Needs:

	Existing	Needed in 20 years	Deficit
Plaza East Space Needs After Renovation:			
Offices:	**13,846**	**24,622**	**10,776**
County Office Building Space Needs: (Without Public Works)			
County Offices:	**15,922**	**28,800**	**12,878**
Courthouse Space Needs:			
Courts & Support:	**17,635**	**30,000**	**12,365**
Carnegie Building Space Needs:			
County Attorney:	**4,832**	**7,800**	**2,968**
Misc. Needs:			
Training Room:	**650**	**3,200**	**2,550**
Storage:	**8,000**	**17,000**	**9,000**
Totals:	**60,885**	**111,422**	**50,537 SF**

Total Deficit with grossing factor: **50,537 x 1.25 =** $\boxed{\textbf{63,171 SF}}$



This diagram illustrates graphically how much space Riley County needs in the downtown location. To meet the current and projected growth needs, Riley County needs the equivalent of a one story building that covers half of one city block.

ASSESS ALTERNATIVES

First Christian Church Evaluation

January 19, 2007

ASSESS ALTERNATIVES

Part 1: First Christian Church

In 2007 Riley County commissioned a study to determine the cost and issues associated with adapting First Christian Church for County use. The building's location makes it a prime candidate to alleviate Riley County's space needs, but as the study concludes it does not solve long term space needs, nor is it easily adaptable into desirable office space.

Originally constructed in 1874, the first sanctuary was replaced by a stone one in 1909 for $23,000. Classrooms were added in 1938 and in 1962 the front façade was added in addition to more classrooms. These additions helped the church, but lessen the building's adaptability.

- Each addition put limits on the size and configuration of the floor plan making it minimally flexible.
- Each addition also introduced a different construction method to the building making long term maintenance a concern.
- The classroom additions introduced a split level concept to the building. There are levels at four different elevations within the building, five different stairways and no elevator.
- The sanctuary has a sloped floor making it difficult to divide into offices. This space would likely have to be a new County Commission room.
- Because of the building's limited adaptability, the resulting quality of space could be compromised.

The following pages outline how the building could be adapted and what the costs associated with that adaptation would be.

LOWER LEVEL PLAN

LEGEND:

- ASSEMBLY SPACE
- OFFICE SPACE- 10,276 S.F.
- MECHANICAL SPACE
- STORAGE SPACE
- KITCHEN SPACE
- CORRIDORS AND PUBLIC FACITIES SPACE

BBN ARCHITECTS

Attachment: Master Plan Attachment B (11003 : Objection Letter)

CASE STUDIES

Part 3: Seattle City Hall

Location: Downtown Seattle, WA
Client: City of Seattle
Architect: Bohlin Cywinski Jackson and Bassetti Architects
Cost: Building: $72 million
Plaza: $14 million
Size: 198,000 SF
Completed: 2007
Type: 7 story office building and City Council chamber connected by a transparent atrium
LEED: Gold

Seattle's new City Hall is a useful case study on successful downtown civic projects – most importantly from an urban design standpoint.

Functionally it meets the City's space needs and symbolically it reflects Seattle's values by accomplishing the following:

- Fits into Seattle's downtown urban fabric
- High level of accessibility
- Increases the "walkability" of downtown Seattle
- Provides plaza space for civil public interaction
- Fountains provide animation and white noise for the plaza
- Maintains high level of urban density
- Sensitively designed contemporary architecture that responds to the site and building occupants
- Incorporated sustainable design strategies to reduce maintenance and operating costs wile diminishing negative impacts to the environment

Site

- Part of a 3 block civic complex
- Public plaza space on south side
- High level of transparency
- Green roof on lower part of building

Water

- Rainwater collected in 225,000 gallon tank
- Rainwater provides100% of irrigation needs
- 27% reduction of storm water runoff
- 30% reduction of potable water use
- Low-flow faucets and fixtures

Materials

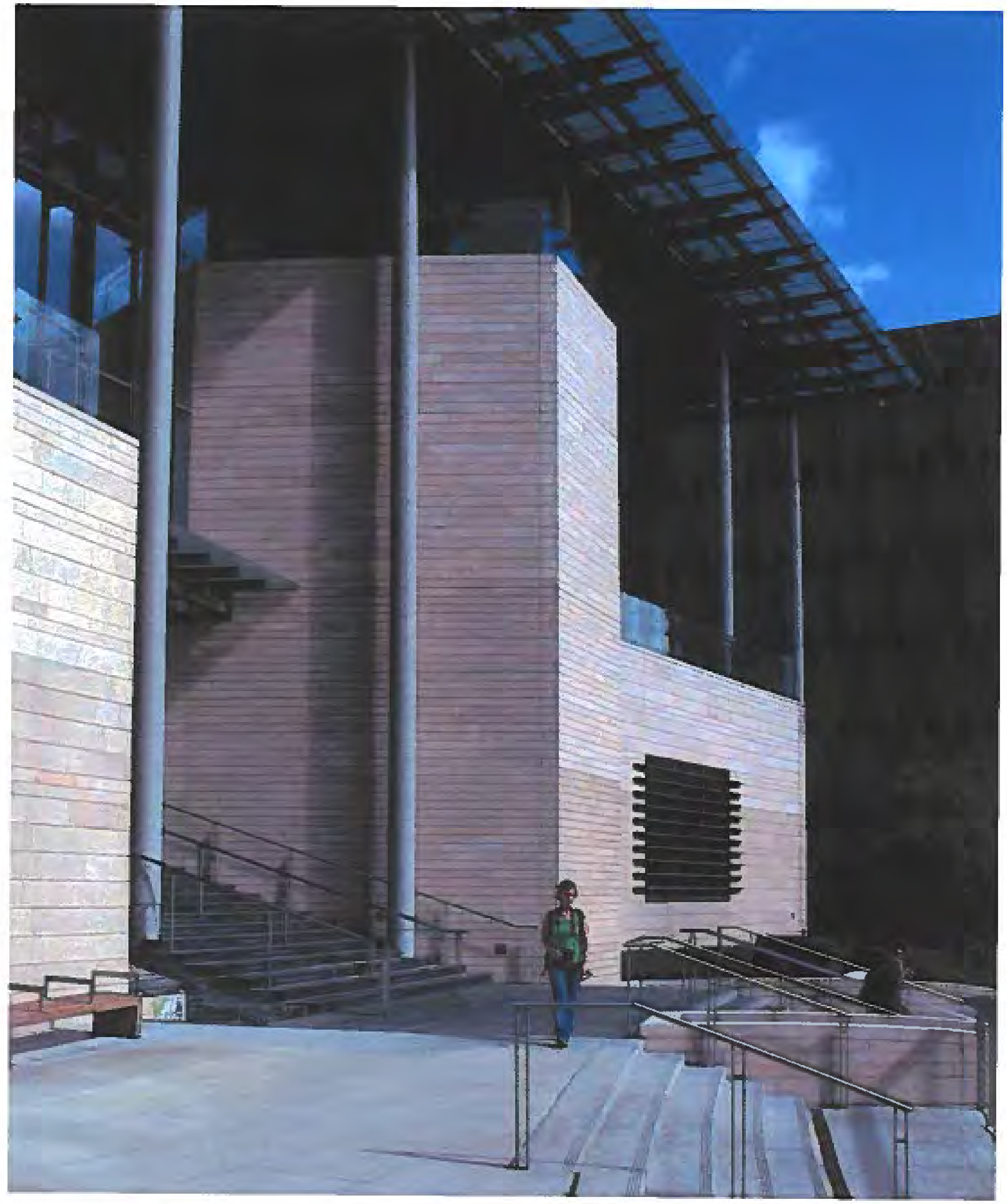
- Construction waste management
    - 75% construction waste was recycled
- Local/Regional materials used throughout
- Recycled material used throughout

Indoor Environment Quality

- Use of low-emitting materials
- CO2 monitoring

Energy

- Highly efficient mechanical systems
- Floor plenum displacement ventilation
- Significant day lighting
- Highly efficient lighting



THE TAKEAWAY

Seattle City Hall's greatest lesson is in urban design. It fits into the downtown urban fabric, is highly accessible, increases Seattle's walkability, maintains high level of urban density, and provides outdoor interactive public plaza space. In addition to these accomplishments it provides comfortable contemporary space that is sustainably designed.

VISION FOR THE FUTURE

VISION FOR THE FUTURE

The final piece of this Riley County Offices Downtown Masterplan is a vision for the future. This vision is to comprehensively address the needs of the County's downtown facilities and provide a working vision for the future of Riley County. It outlines the broad strokes needed to construct a new, comprehensive downtown facility and goes on to show how that new facility could function. Floor plans and conceptual diagrams provide examples of how the new space could be laid out and after this a cost sheet is provided comparing comprehensive and piecemeal approaches. As supplemental information, a sustainability study shows how a new facility would likely perform.

In thinking about a comprehensive new County facility, it is important to think about the desired outcomes.

The following were identified as critical outcomes through previous space planning reports and through case studies.

LONG TERM GROWTH

As the downtown Riley County departments grow it is important that the vision for the future meets not only current space needs but also allows for future expansion.

FUTURE FLEXIBILITY

Any new facility considered should be flexible and adaptable. More flexibility increases the life span of a building and makes future change possible.

HIGH QUALITY SPACE

Providing high quality space sends a positive message to public users and creates a positive work environment for County employees.

Attachment: Master Plan Attachment B (11003 : Objection Letter)

OPERATIONAL EFFICIENCY and BETTER PUBLIC SERVICE

Consolidating dispersed departments into a facility that encourages interaction and ease of public use will increase operational efficiency. This new facility should also better serve the public by being highly accessible, logical to navigate, and provide services in close proximity to one another. High quality space will contribute to operational efficiency and better public service.

URBAN PLANNING

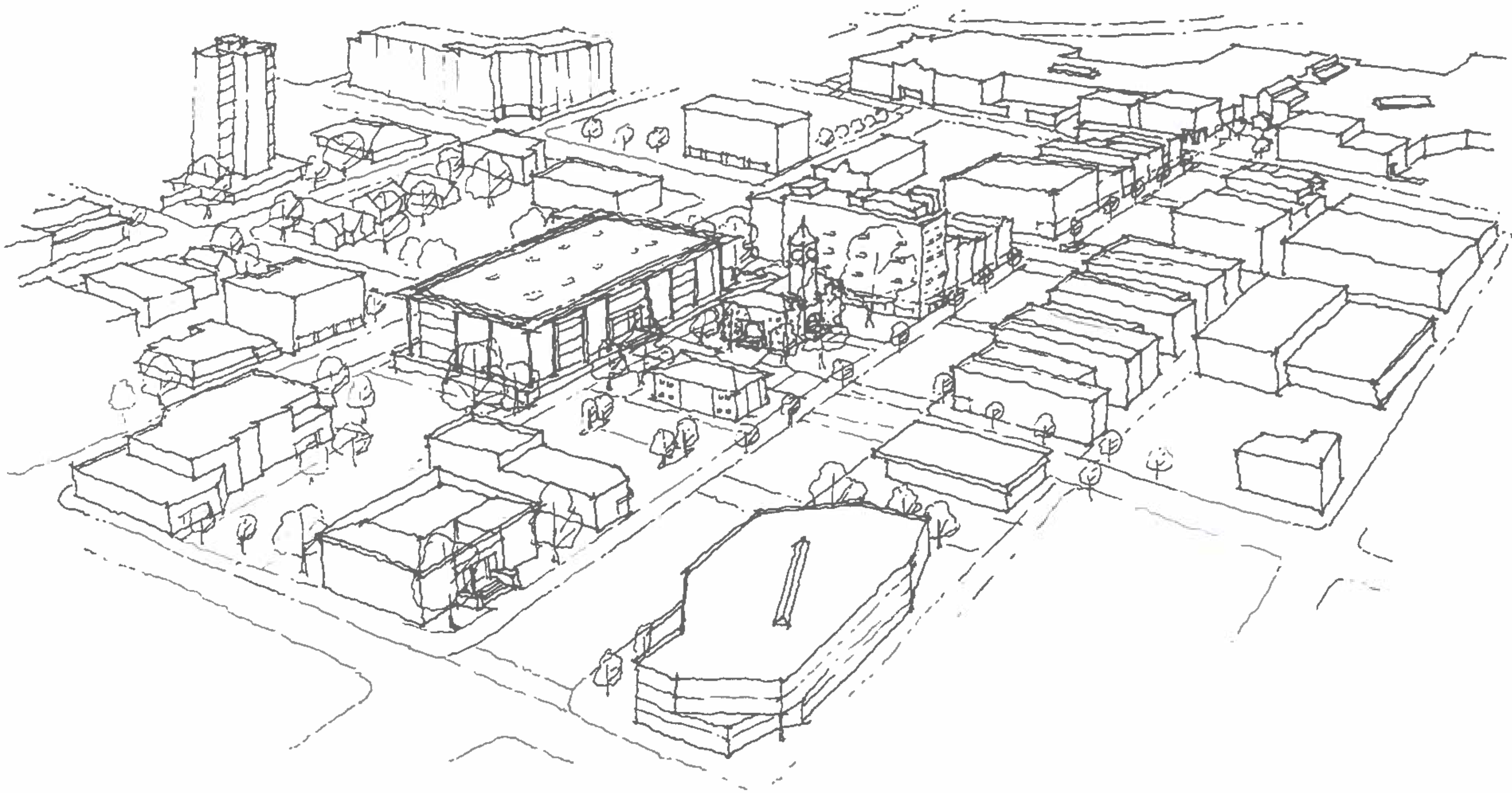
Given the site location in the heart of downtown Manhattan, there is a responsibility to respond to the urban environment. Consideration should be given to appropriate density, accessibility, wayfinding, function, character, order and incident, and continuity and change.

CONTEXTUAL TO SITE

The Courthouse and Carnegie buildings have served as landmark pieces of architecture in Manhattan's downtown urban environment. It is important that a new facility respond accordingly to these and other adjacencies.

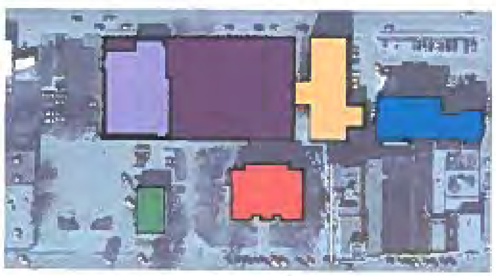
SUSTAINABLE

Given the visibility and public nature of the site, any new facility should be constructed to the highest level of sustainability possible. Building sustainably increases a building's life span, lowers operational costs, and respects the environmentally conscious mindset of Riley County.



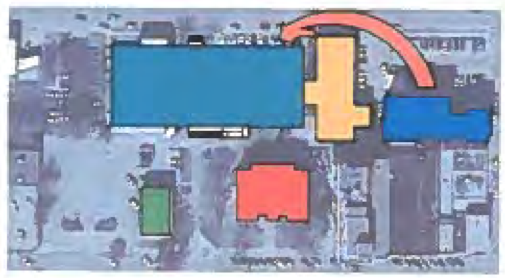
PROJECT PHASES

Constructing a comprehensive new downtown facility will involve many people and multiple phases. Outlined here are the logistical broad strokes to achieve a new facility.



Phase 1
Purchase and demolish First Christian Church and parking lot.

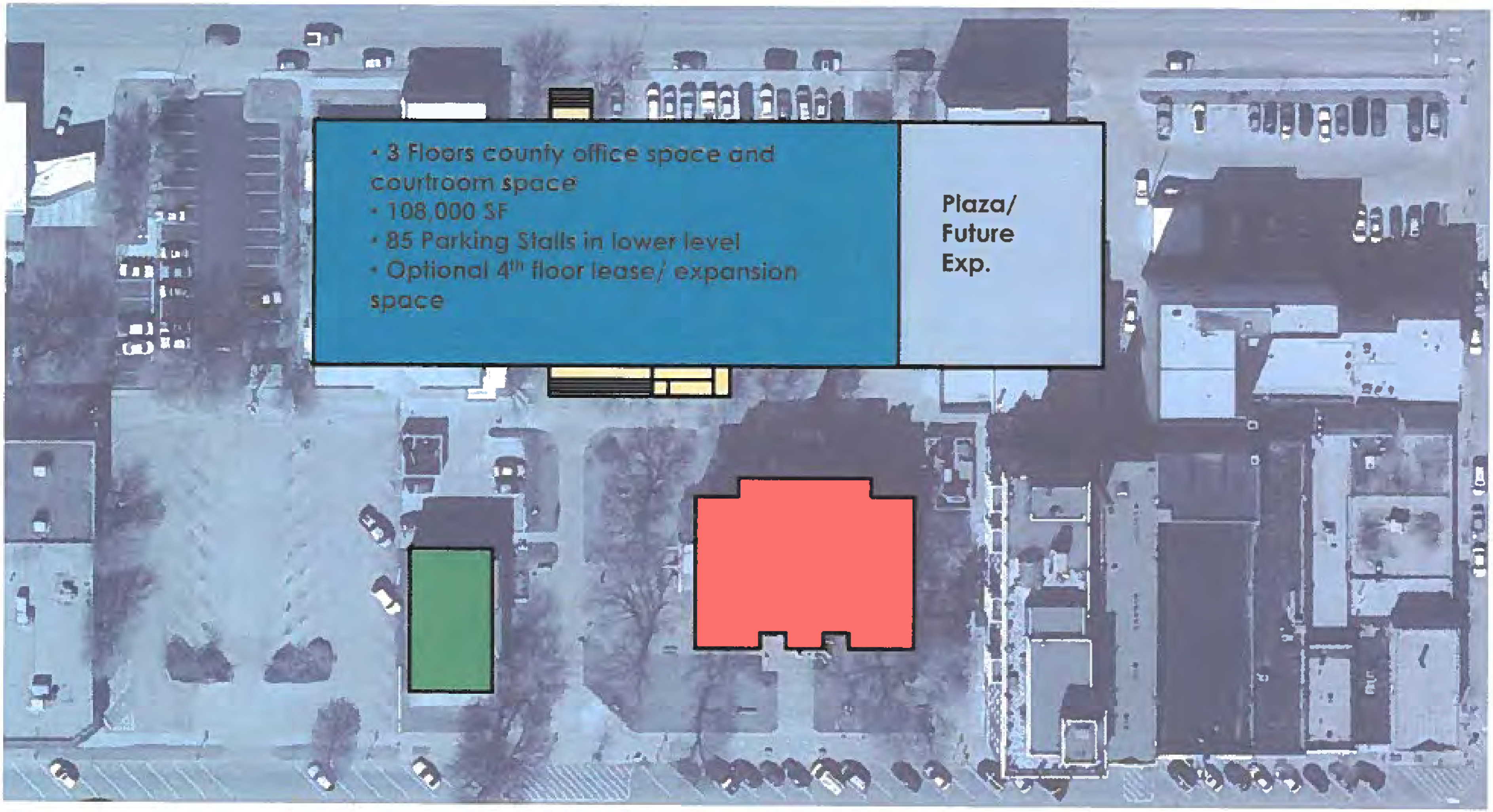
Phase 2
Construct new comprehensive county facility.



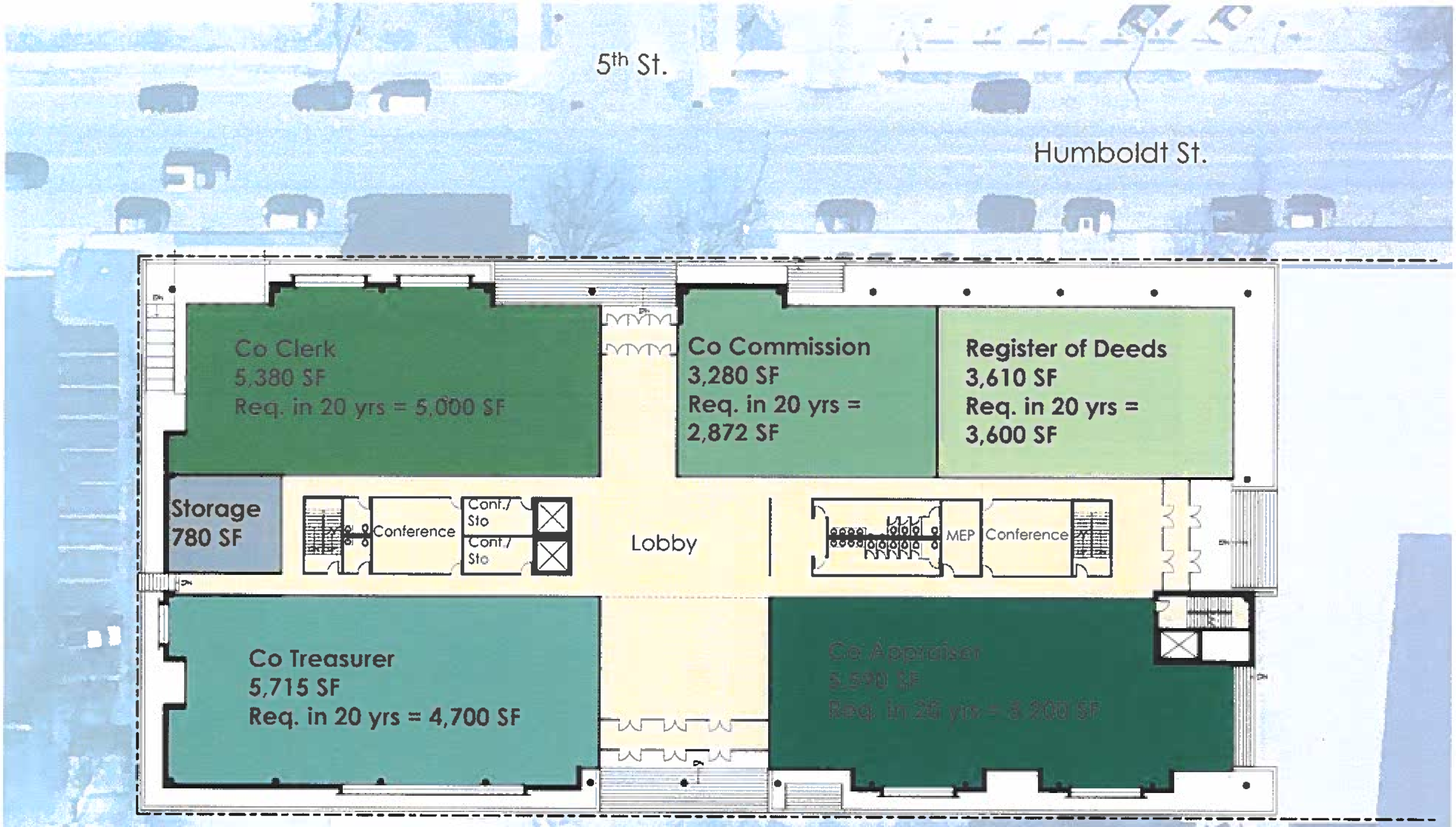
Phase 3
Move offices from the County Office Building and Plaza East into the new facility.

Phase 4
Demolish the County Office Building for construction of additional parking or a public plaza. This space can then be used for future expansion.

Phase 5
Sell Plaza East.

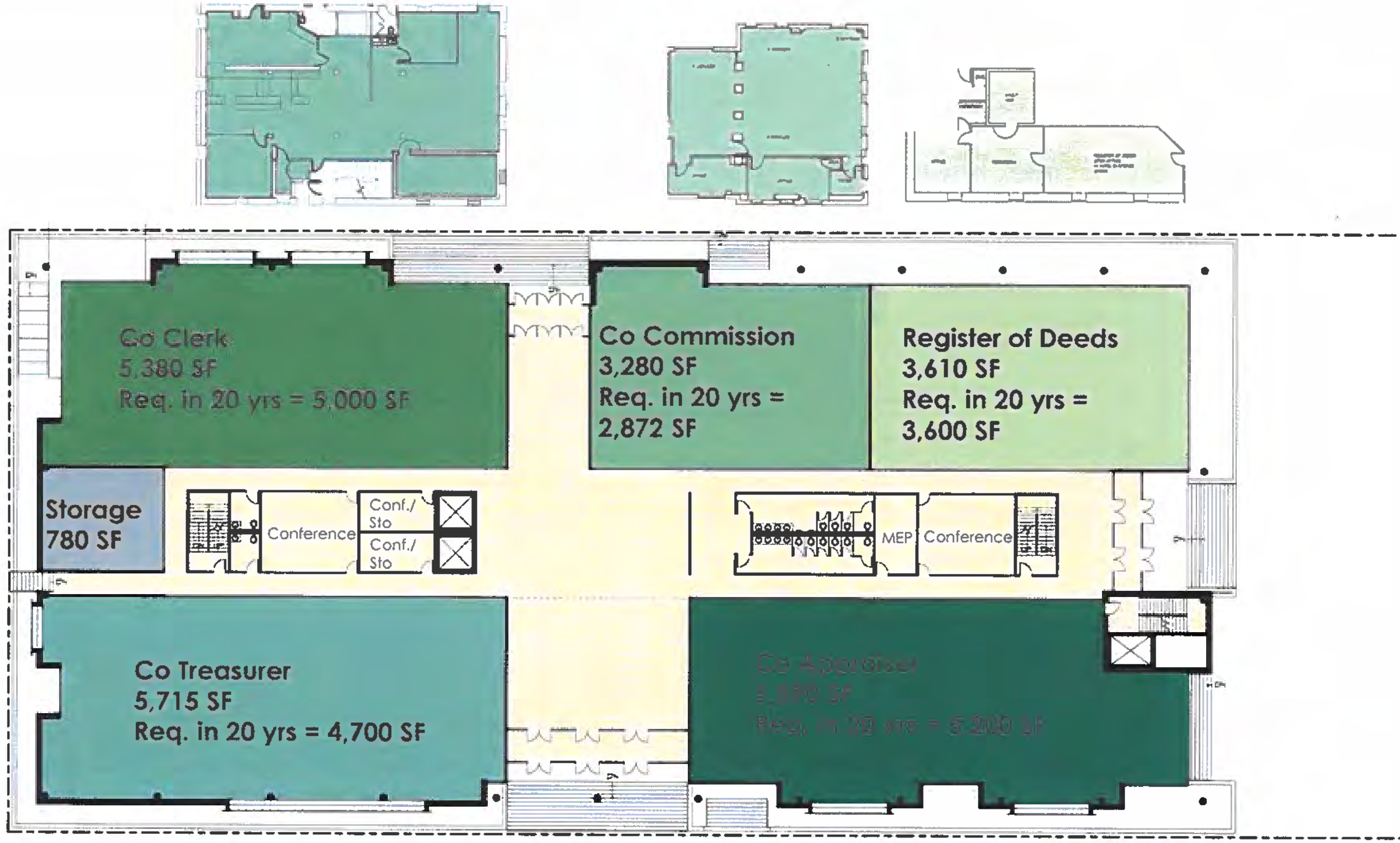


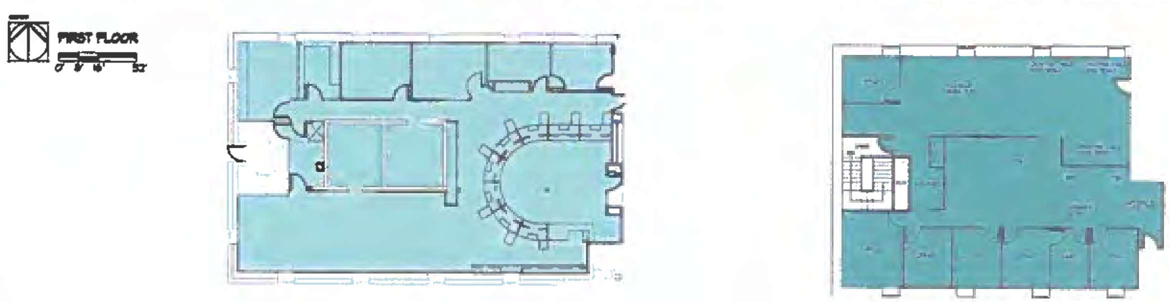
New Downtown Facilities Plan



1st Floor Plan

The first floor houses those County departments that receive heavy day to day foot traffic. The large public lobby serves as a way finding area inside the building and to the exterior connecting the intersection of 5th and Humboldt to the County Plaza leading to Poyntz.

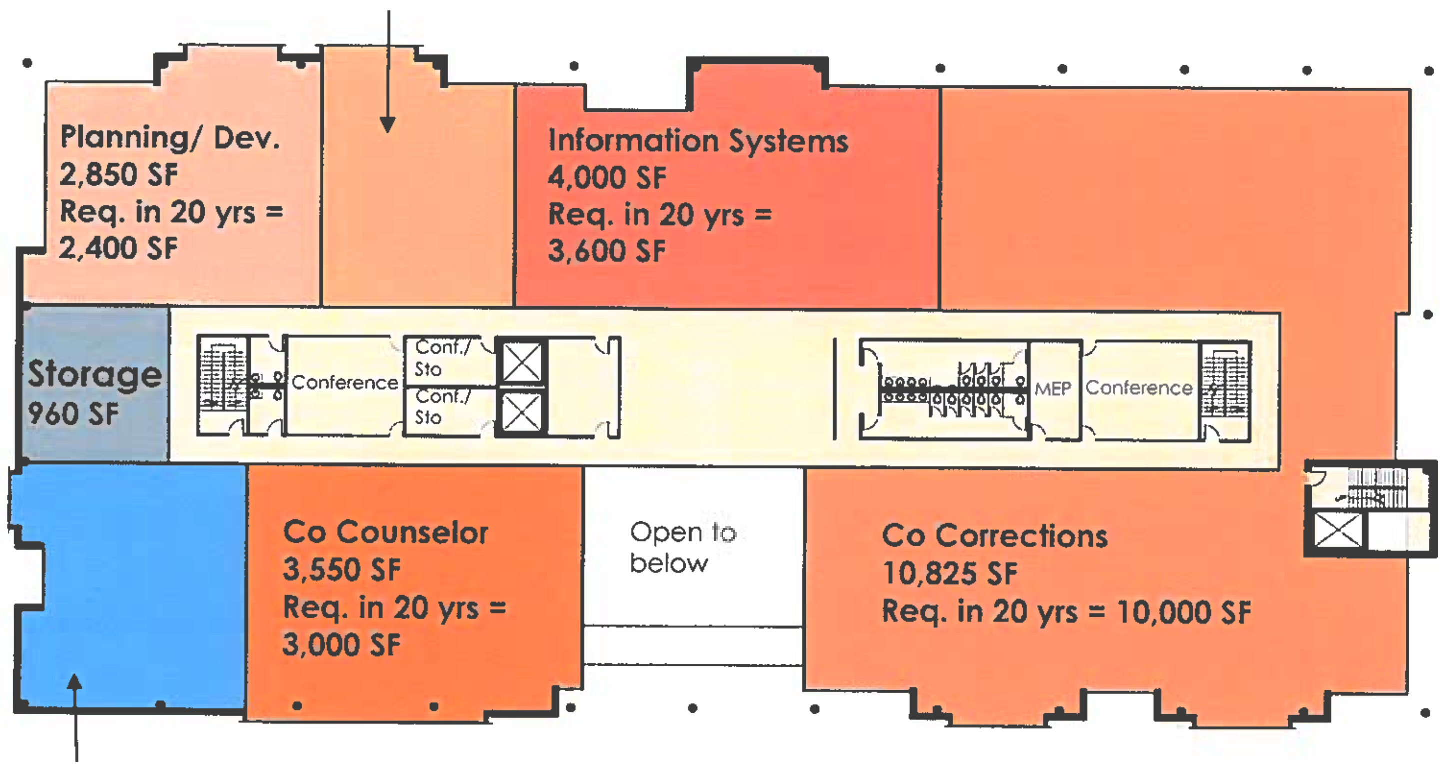




Comparison

The shaded plans surrounding the new facility plan represent the area each department has currently. The County Appraiser, for example, will have approximately 2x the space they currently occupy.

80



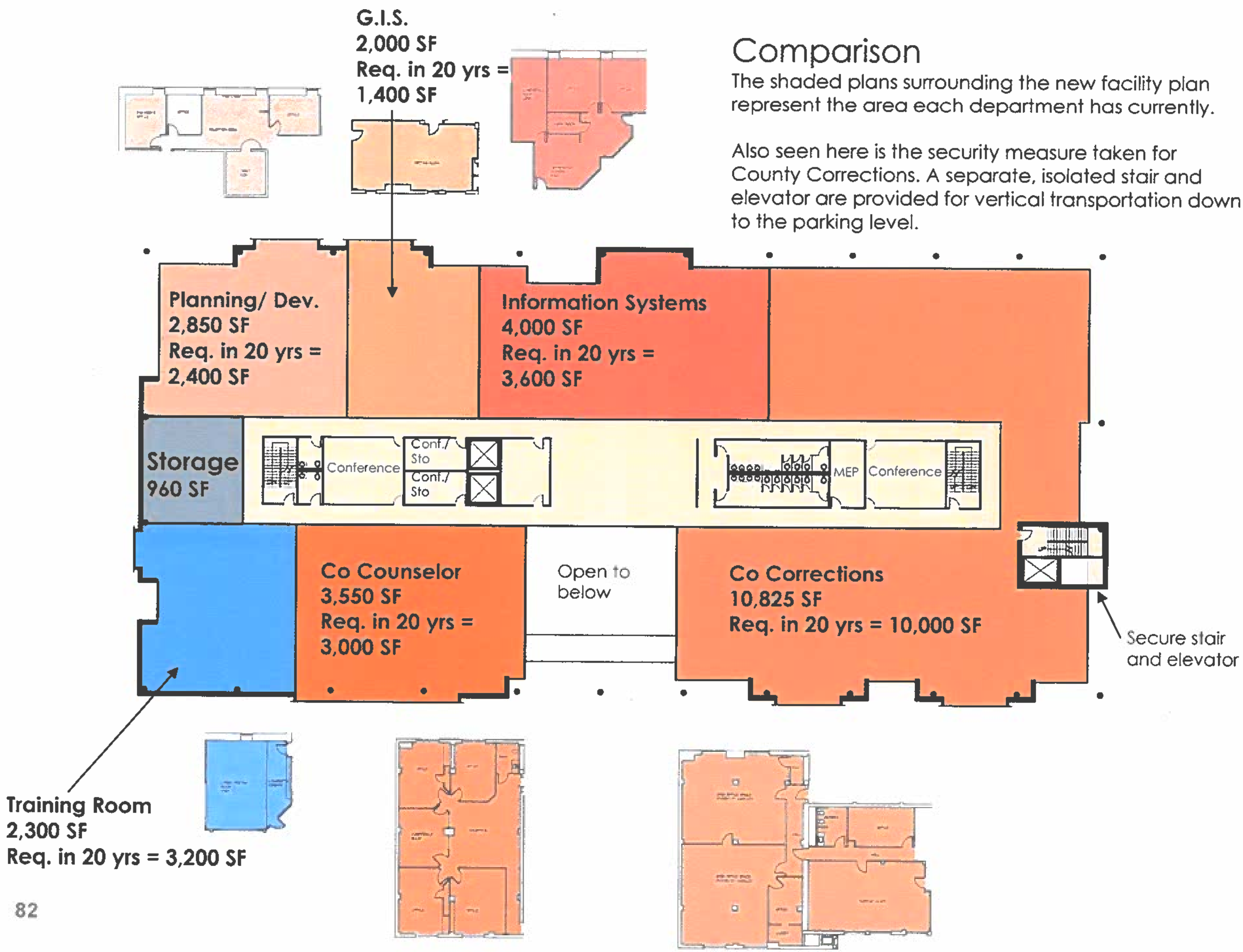
2nd Floor Plan

The second floor plan illustrates how each department here and throughout the building meets and exceeds the 20 year projected space needs. This means that not only is there a storage room on each floor, but each department has its own storage and growth built into their plan.

Comparison

The shaded plans surrounding the new facility plan represent the area each department has currently.

Also seen here is the security measure taken for County Corrections. A separate, isolated stair and elevator are provided for vertical transportation down to the parking level.



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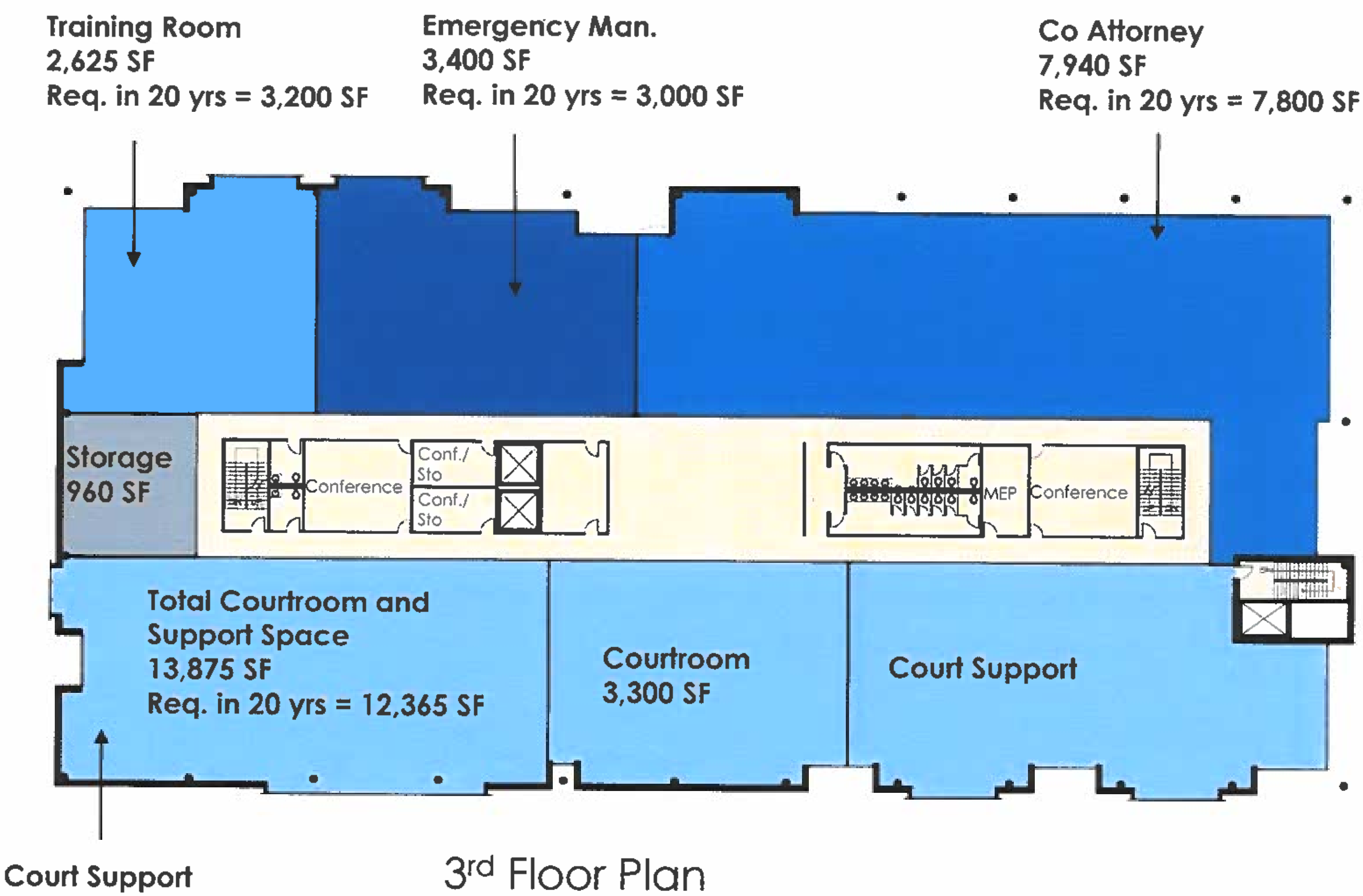
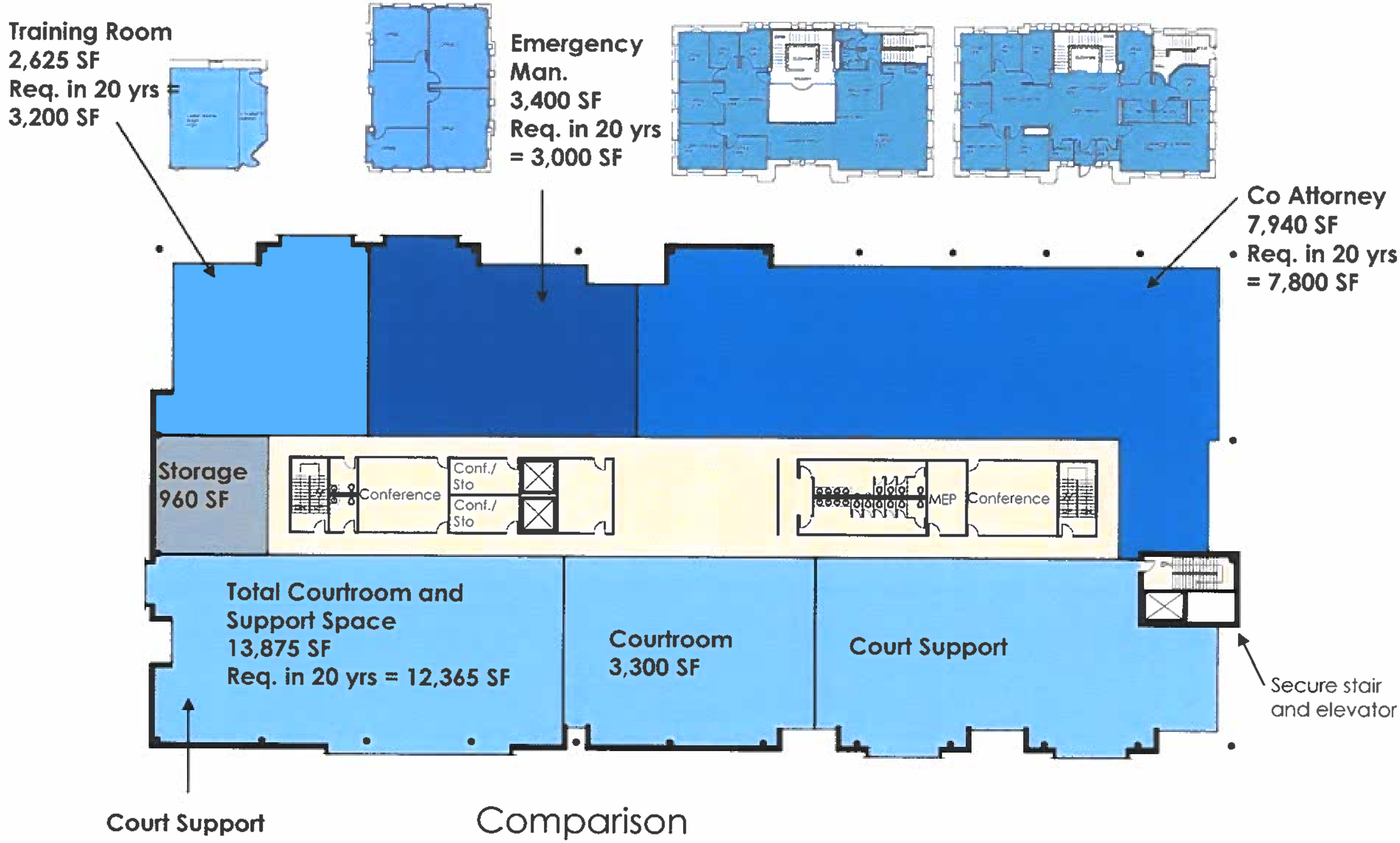


3rd Floor Plan

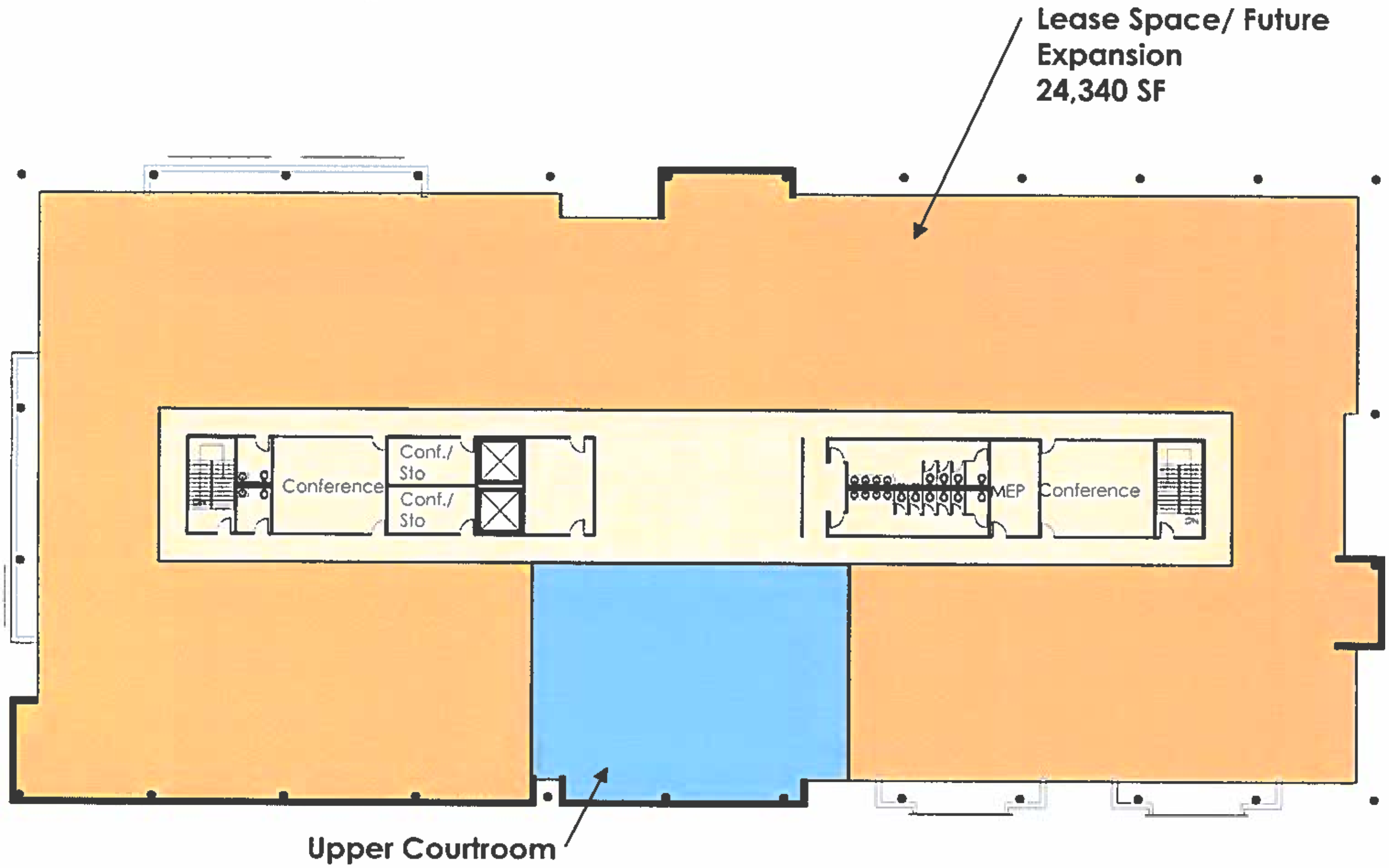
The third floor plan houses a large, 2 story volume courtroom approximately double the size of the existing courtrooms in the Courthouse. It also has court support space, county attorney offices, emergency management, an additional training room and more storage.



Comparison

The shaded plans surrounding the new facility plan represent the area each department has currently.

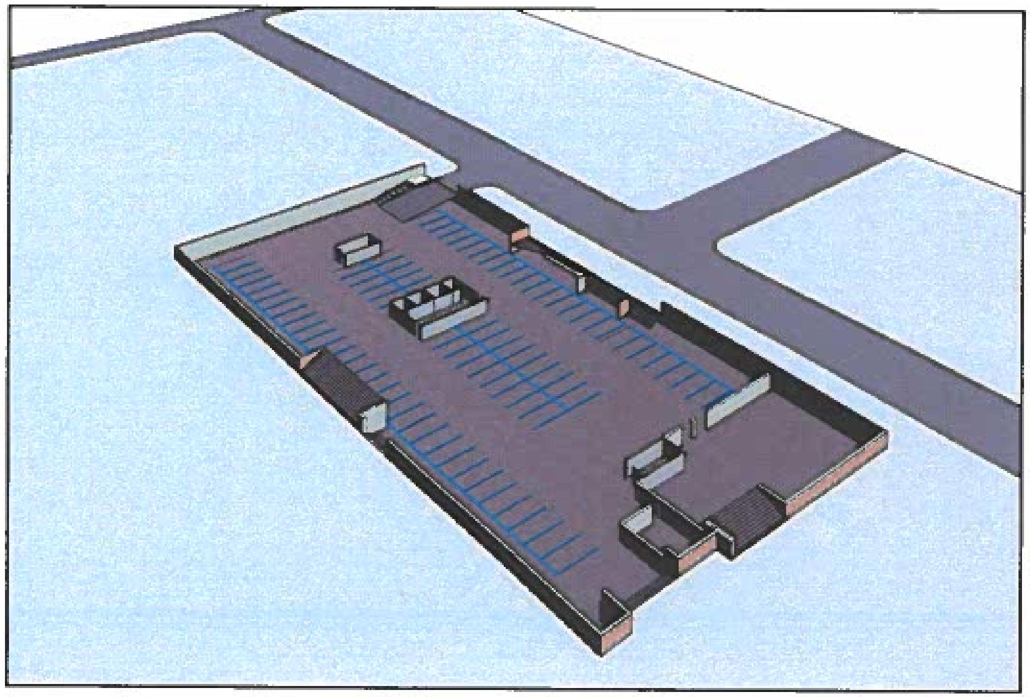
The isolated stair and elevator that connected to the second floor also connects to the third floor for secure transport.



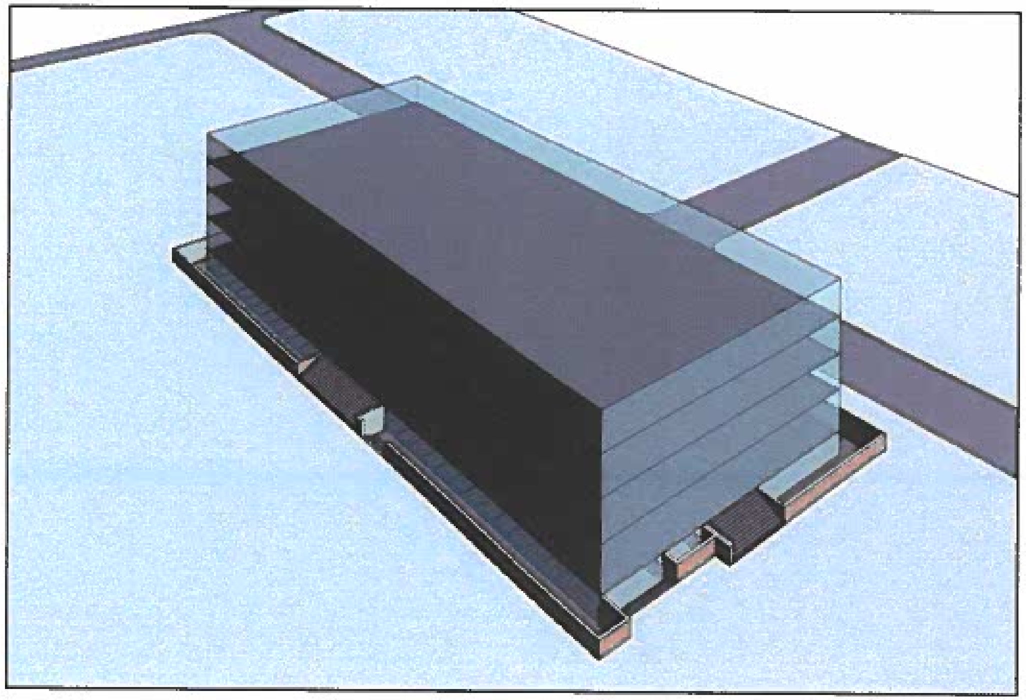
4th Floor Plan

The optional 4th floor is for lease space and future expansion. It also has the upper volume of the large courtroom below. Since the floor plan is so open and flexible, all floors of the building can be easily rearranged as departments grow or as different tenants move in and out of the 4th floor. The lease space would provide income to the County in the short term and provide over 24,000 SF of space to expand in the future.

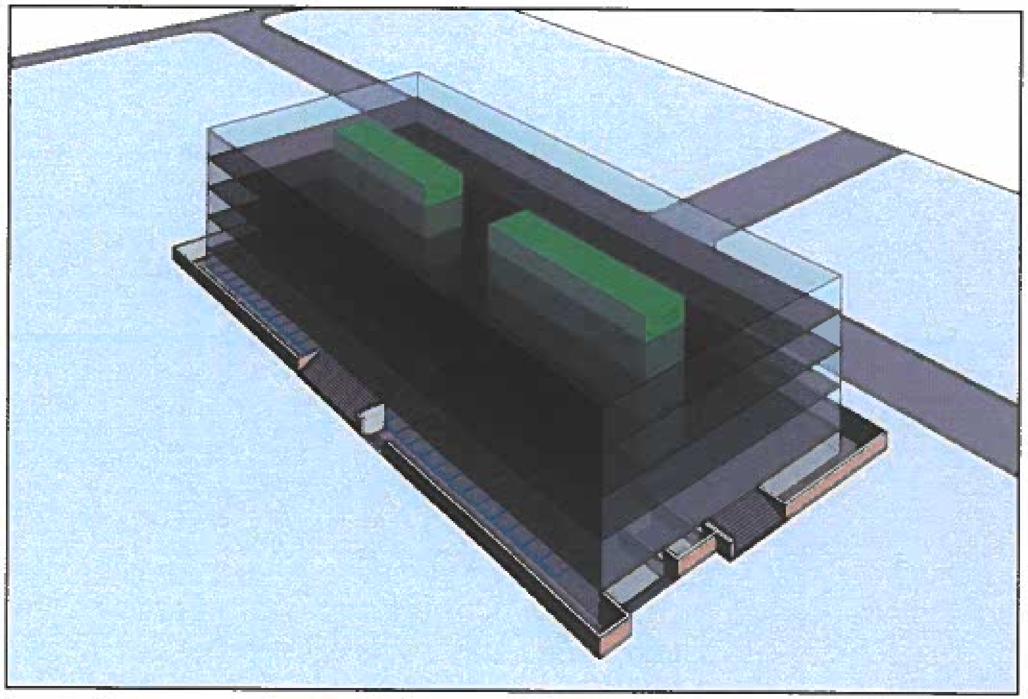
The parking level is 4 feet below grade. It has 85 parking stalls, space for voting machine storage, and access to stairs and elevators. The First floor is 6 feet above grade.



A 3 story building accounts for all projected 20 year space needs. The optional 4th floor is an opportunity for lease space and future expansion.

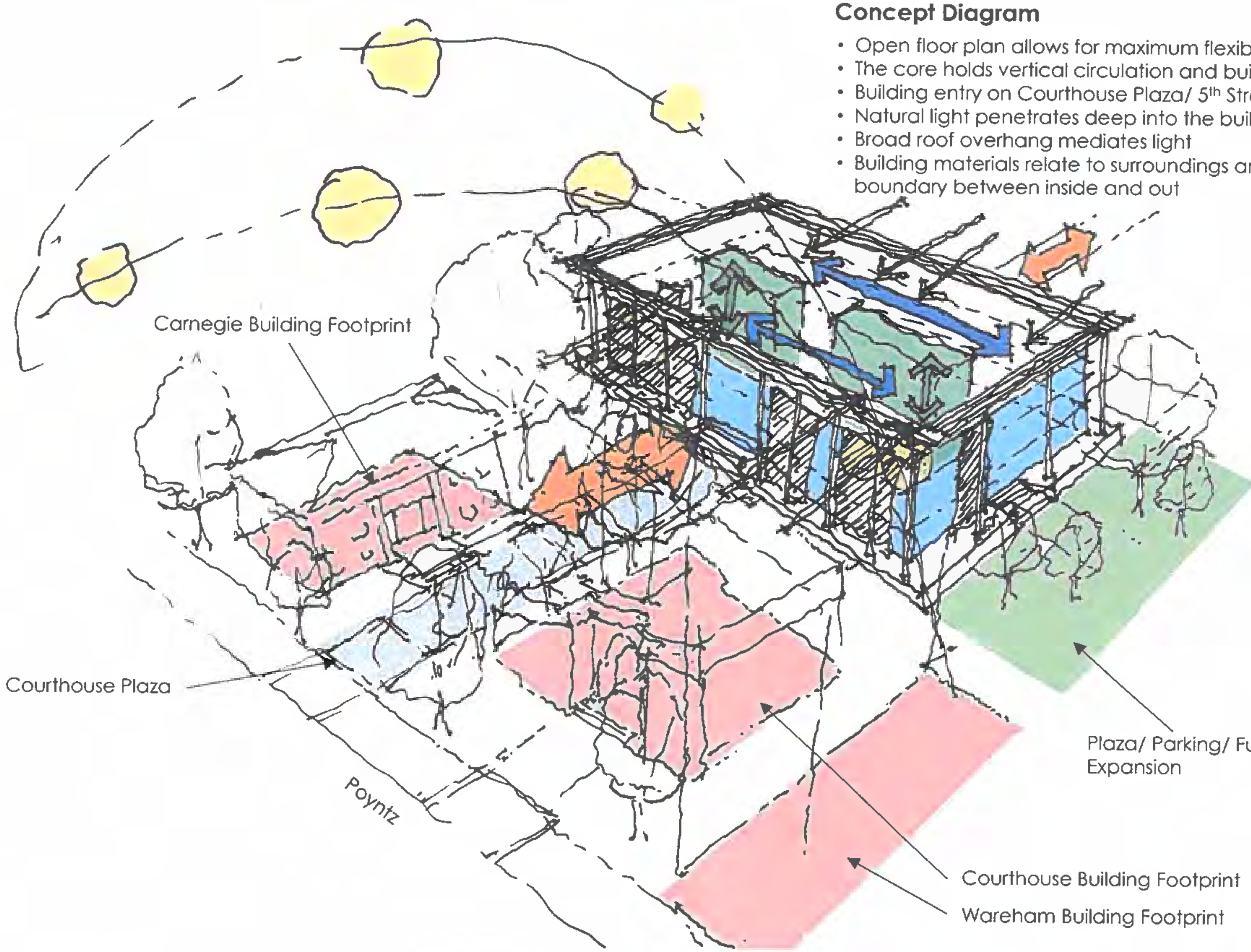


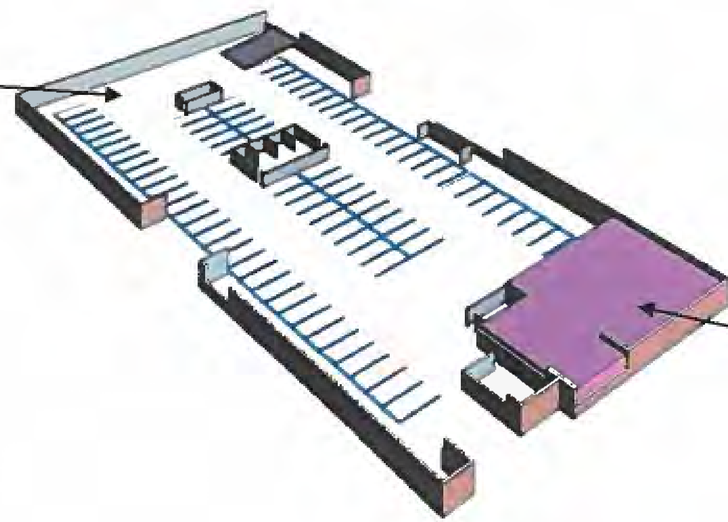
The core of the building houses utilitarian needs like stairs, elevators, restrooms, mechanical rooms, etc. and allows the floor plan to be open and flexible.



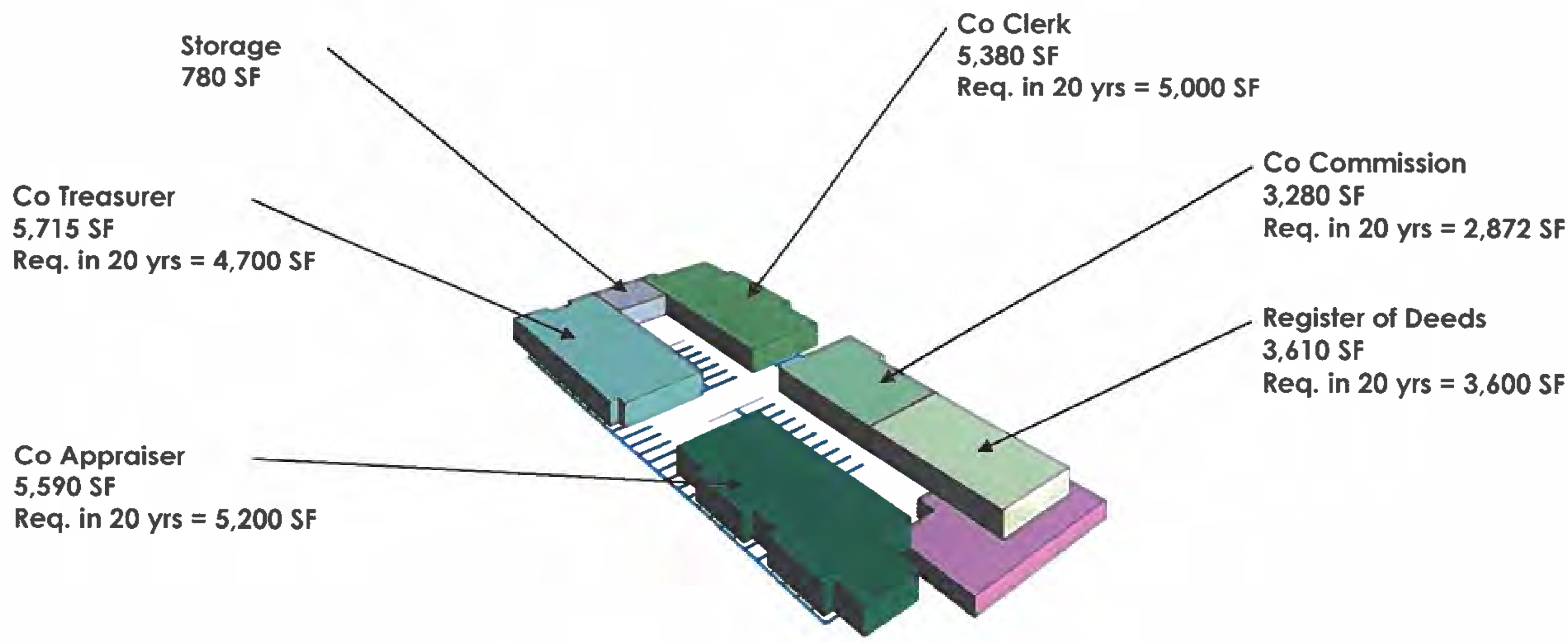
Concept Diagram

- Open floor plan allows for maximum flexibility
- The core holds vertical circulation and building utilities
- Building entry on Courthouse Plaza/ 5th Street axis
- Natural light penetrates deep into the building
- Broad roof overhang mediates light
- Building materials relate to surroundings and define boundary between inside and out

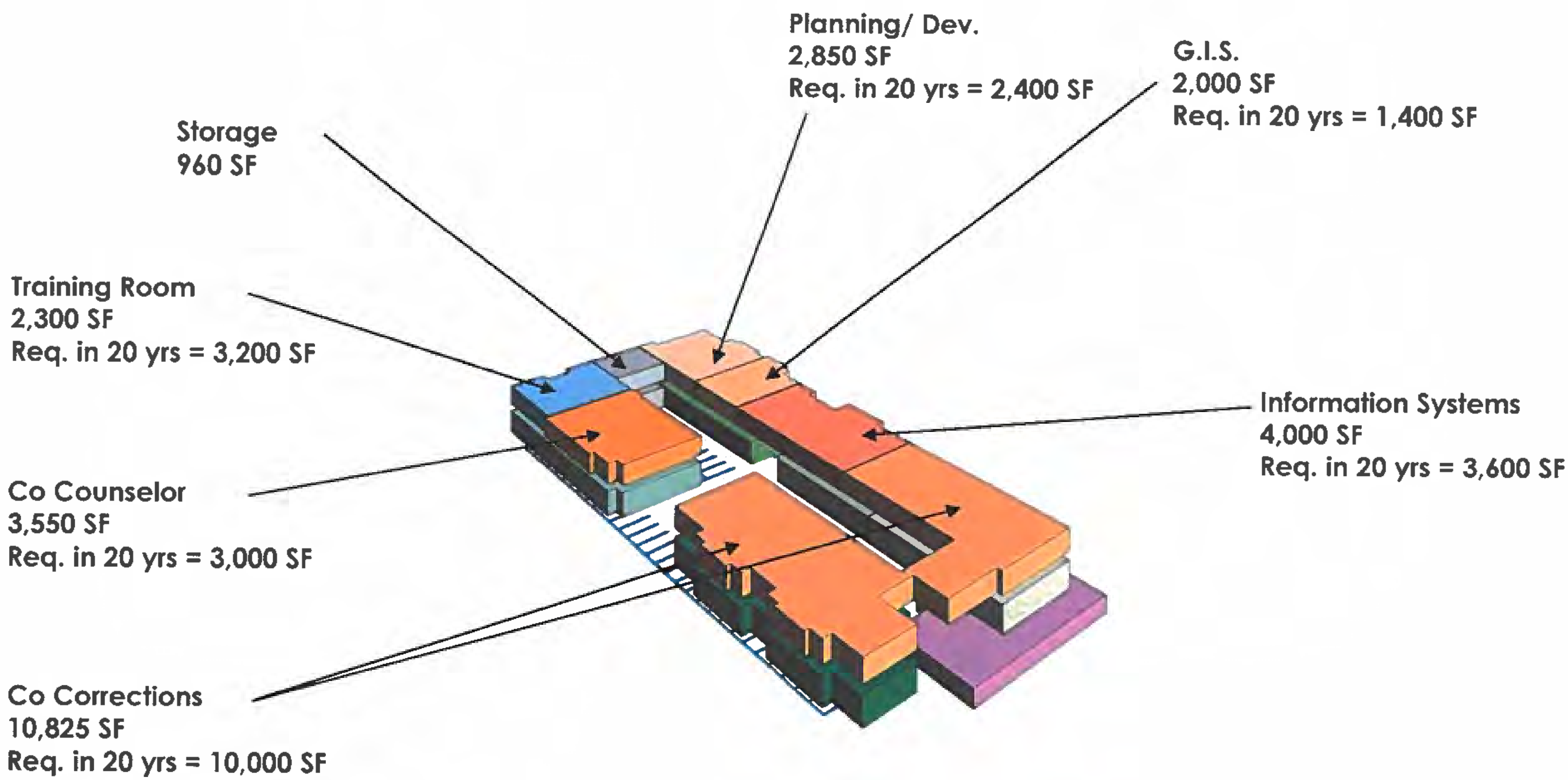




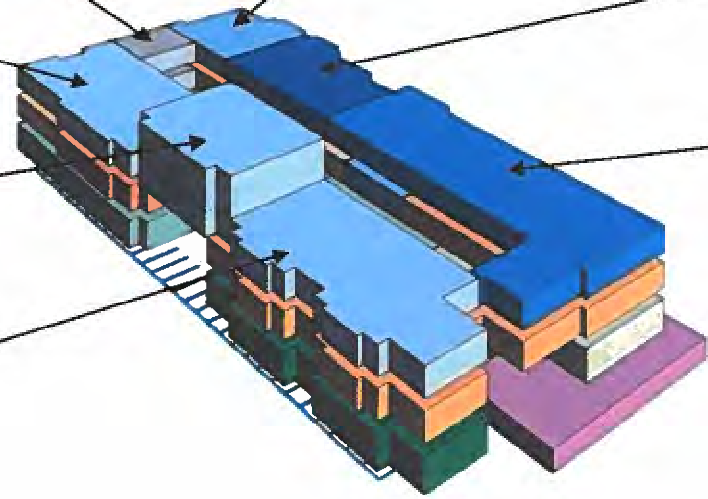
Program : Parking Level



Program : First Floor

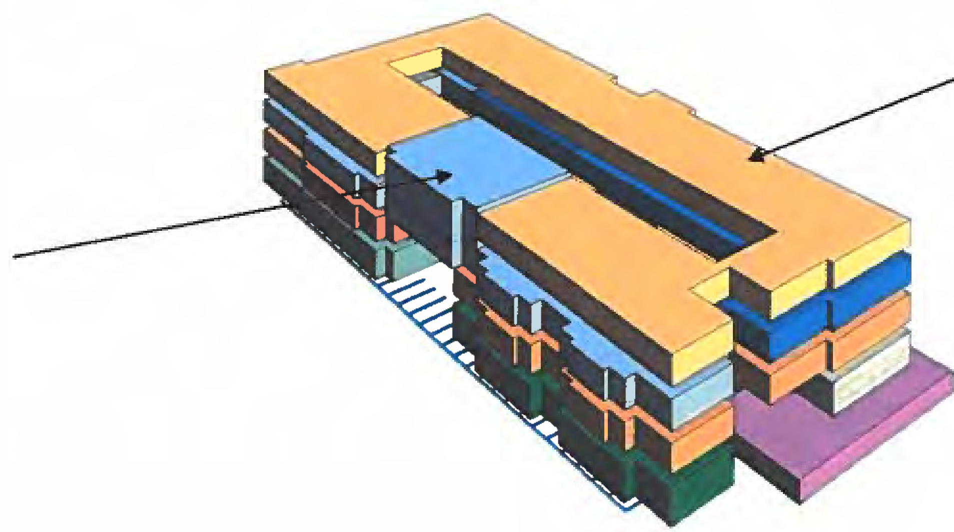


Program : Second Floor

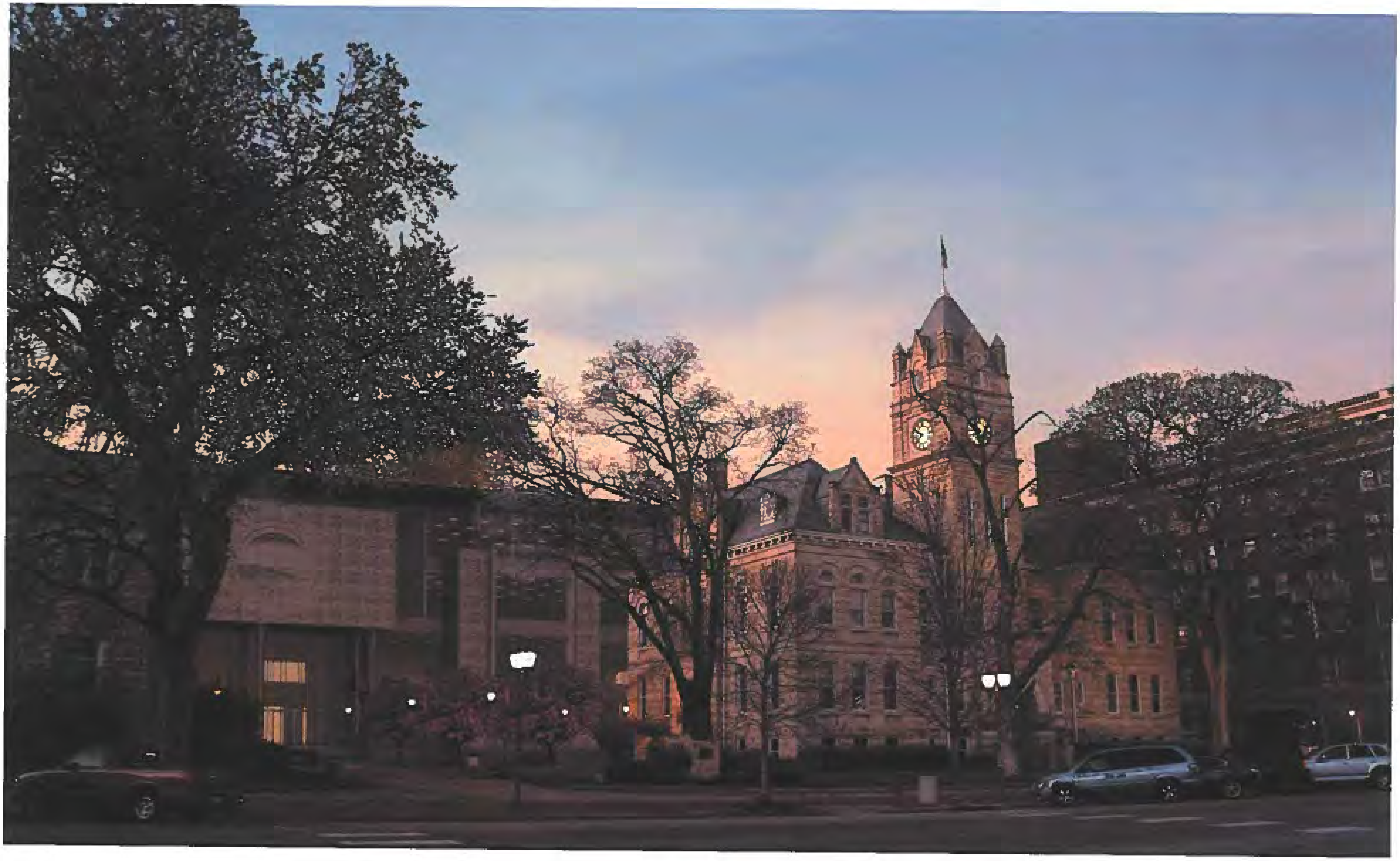


Total Courtroom and Support Space
13,875 SF
Req. in 20 yrs = 12,365 SF

Program : Third Floor



Program : Fourth Floor



Comprehensive County Office Facility:

Office Space:	56,000 SF
Courtroom + Support:	13,900 SF
Corrections:	10,800 SF
Circulation/ Service Core:	27,100 SF
Total:	**108,000 SF**
Total Gross Area Required in 20 Years:	**129,265 SF** (April 2008 Study w/o Public Works)
Comprehensive County Office Facility:	**108,000 SF gross**
Carnegie Building:	**7,140 SF gross**
Courthouse Building:	**20,175 SF gross**
Total Gross Area:	**135,315 SF**
Plus fourth floor lease space/ future exp:	**24,340 SF**

Comprehensive Approach:

Acquisition of Church:	$1,000,000
Demolition of Church:	$100,000
3 floors @ $200/SF =	$20,400,000
1 floor parking @ $100/SF =	$3,400,000
Demolition of County Office Building:	$125,000
Total:	**$25,025,000**
Less sale of Plaza East:	???
4th Floor Option (32,500 SF x100$/SF)	$3,250,000

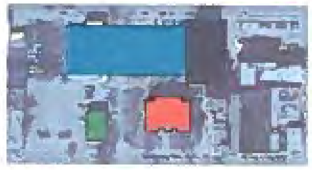
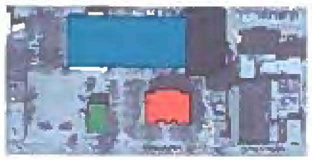
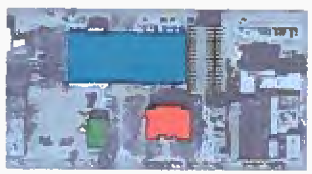
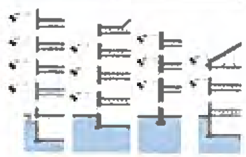
Piecemeal Approach:

Modernization of Plaza East:	$3,852,500
Modernization of County Offices:	$1,900,000
Renovation of Church:	$3,160,000
Additional Space Required*	$8,424,000
Total:	**$17,336,500**

* Does not include cost of land acquisition

RILEY COUNTY OFFICES SUSTAINABILITY MATRIX

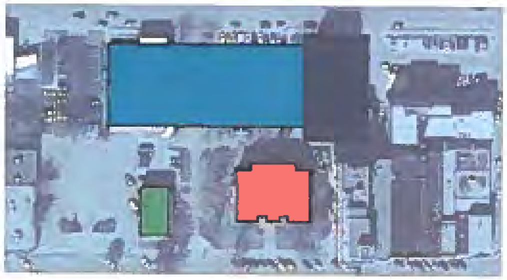
Building for the future

	PLAN	WALL SECTION		ENERGY TO OPERATE	ENERGY USE PER SF	
1 LEED Gold Comprehensive • Sustainable strategies			• Overhanging roof • Sun shades • Floor plenum air distribution • Operable windows • Natural daylight • Lower level parking	47 Houses	135,315 SF @ 39,240 BTU/SF	• Similar benefits as LEED Silver • More sustainable strategies • Energy costs below Piecemeal Approach
2 LEED Silver Comprehensive • Sustainable strategies			• Overhanging roof • Sun shades • Floor plenum air distribution • Operable windows • Natural daylight • Lower level parking	52 Houses	135,315 SF @ 43,232 BTU/SF	• 20 year space needs met • Optional 4th floor for future expansion • More parking spaces • Energy efficiency • Operational efficiency
3 "Off the Shelf" • Standard construction			• Flat roof w/ parapet • Slab on grade - no lower level • Typical windows • Standard HVAC air systems • Typical insulation	54 Houses	135,315 SF @ 44,828 BTU/SF	• 20 year space needs met • Higher energy needs • Lesser quality of space • Shorter building life span • Fewer parking spaces
4 Piecemeal Approach			• Different wall section for each building • Varying insulation, wall, and window qualities • Church wall section is 3 fold after 2 additions over the years	60 Houses	65,812 BTU/SF	• 40,171 SF Needed • "Old Building" problems • Maintenance costs • Operational inefficiencies • Marginal adaptability of church
5 Status Quo "Do nothing"				37 Houses	51,460 BTU/SF	• 63,171 SF Needed • "Old Building" problems • Maintenance costs • Operational inefficiencies

RILEY COUNTY

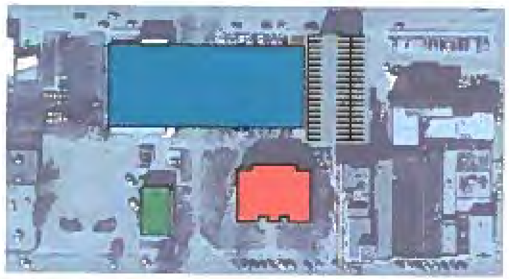
BBN ARCHITECTS

Attachment: Master Plan Attachment B (11003 : Objection Letter)



1 2 LEED Gold and Silver

- **Backdrop** to historic buildings
- **Quality** construction and appearance
- Meets/ exceeds **20 year space needs**
- East West building axis – maximize **daylight**
- 85 lower level parking spaces
- New **public plaza** space on east side of building

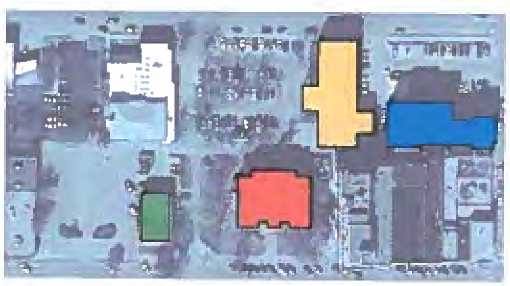


3 "Off the Shelf"

- **Typical** construction, typical appearance
- Meets **20 year space needs**
- Slab on grade construction – no basement
- 54 exterior parking spaces on east side of building

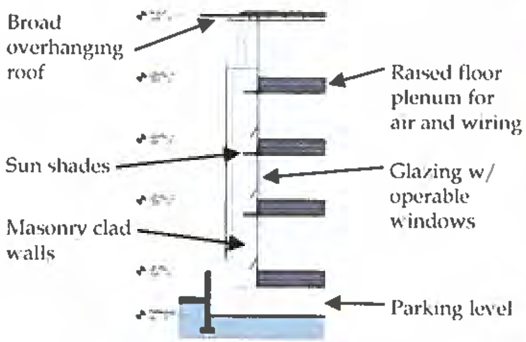
4 Piecemeal Approach

- Purchase and **renovate First Christian Church**
- Departments **spread among 5 downtown buildings**
- **38,920 SF** short of 20 year needs
- Marginal adaptability of Church
- **Long term maintenance concerns** for 5 old buildings



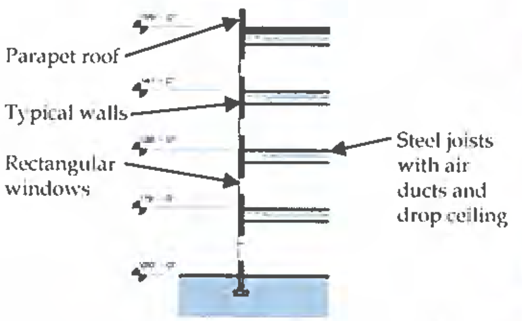
5 Do Nothing

- Departments **out of space**
- **61,630 SF** short of 20 year needs
- Departments **spread among 4 downtown buildings**
- **Long term maintenance concerns** for 4 old buildings



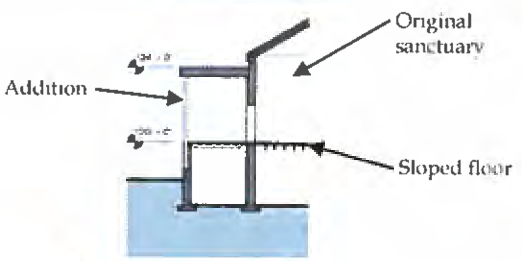
1 2 LEED Gold and Silver

- **Quality** construction and appearance
- High level of glazing **for natural light** and transparency
- Masonry clad **high insulation** walls
- Sun shades, operable windows, broad overhanging roof
- Floor plenum air distribution
- Implement strategies used in case study projects



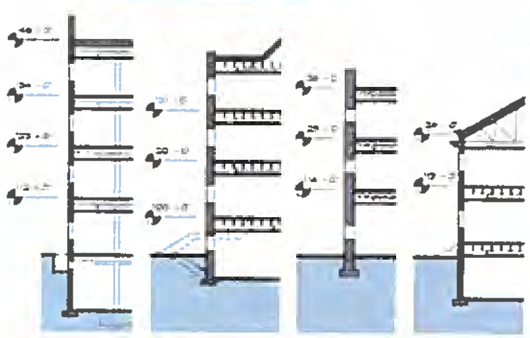
3 "Off the Shelf"

- **Typical** construction, typical appearance
- Stone/ brick clad exterior walls
- Typical rectangular windows
- Metal decking on steel floor joists with drop ceiling



4 Piecemeal Approach

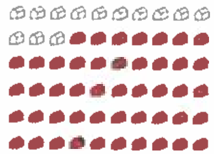
- Purchase and **renovate First Christian Church**
- Original stone building constructed in 1909. Two major additions were added first in 1938 and then in 1962
- Each addition used construction techniques common to the time of construction
- The additions and floor plan layout make the **First Christian Church marginally adaptable**



5 Do Nothing

- 4 different wall sections
- Carnegie and Courthouse traditional limestone mass walls
- Plaza East and County Office building brick/ limestone faced walls
- Wood or steel floor decking with central air

47 Households

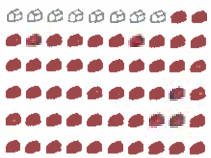


1 LEED Gold

LEED Gold:	3,780M BTU/ year
Carnegie + Courthouse:	1,530 M BTU/year
Total:	5,310 M BTU/ year

5,310 MBTU/SF x 135,315 SF = **39,241 BTU/ SF**

52 Households

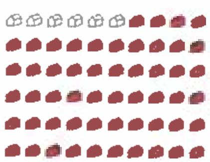


2 LEED Silver

LEED Silver:	4,320 M BTU/ year
Carnegie + Courthouse:	1,530 M BTU/year
Total:	5,850 M BTU/ year

5,850 MBTU/SF x 135,315 SF = **43,232 BTU/ SF**

54 Households

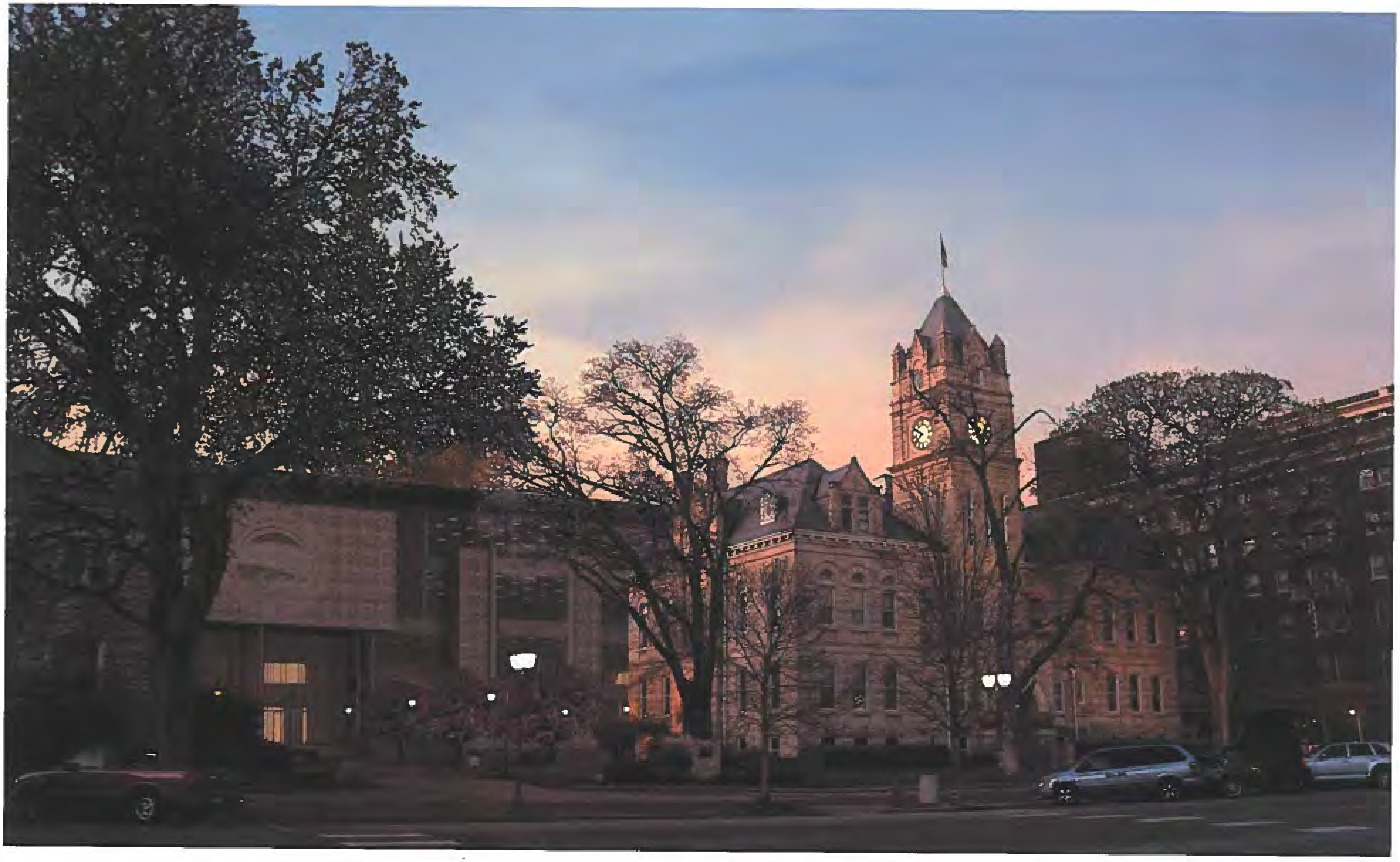


3 "Off the Shelf"

"Off the Shelf Office":	4,536 M BTU/ year
Carnegie + Courthouse:	1,530 M BTU/year
Total:	6,066 M BTU/ year

6,066 MBTU/SF x 135,315 SF = **44,828 BTU/ SF**

Energy Consumption



NPS Form 10-900-a
(8-86)

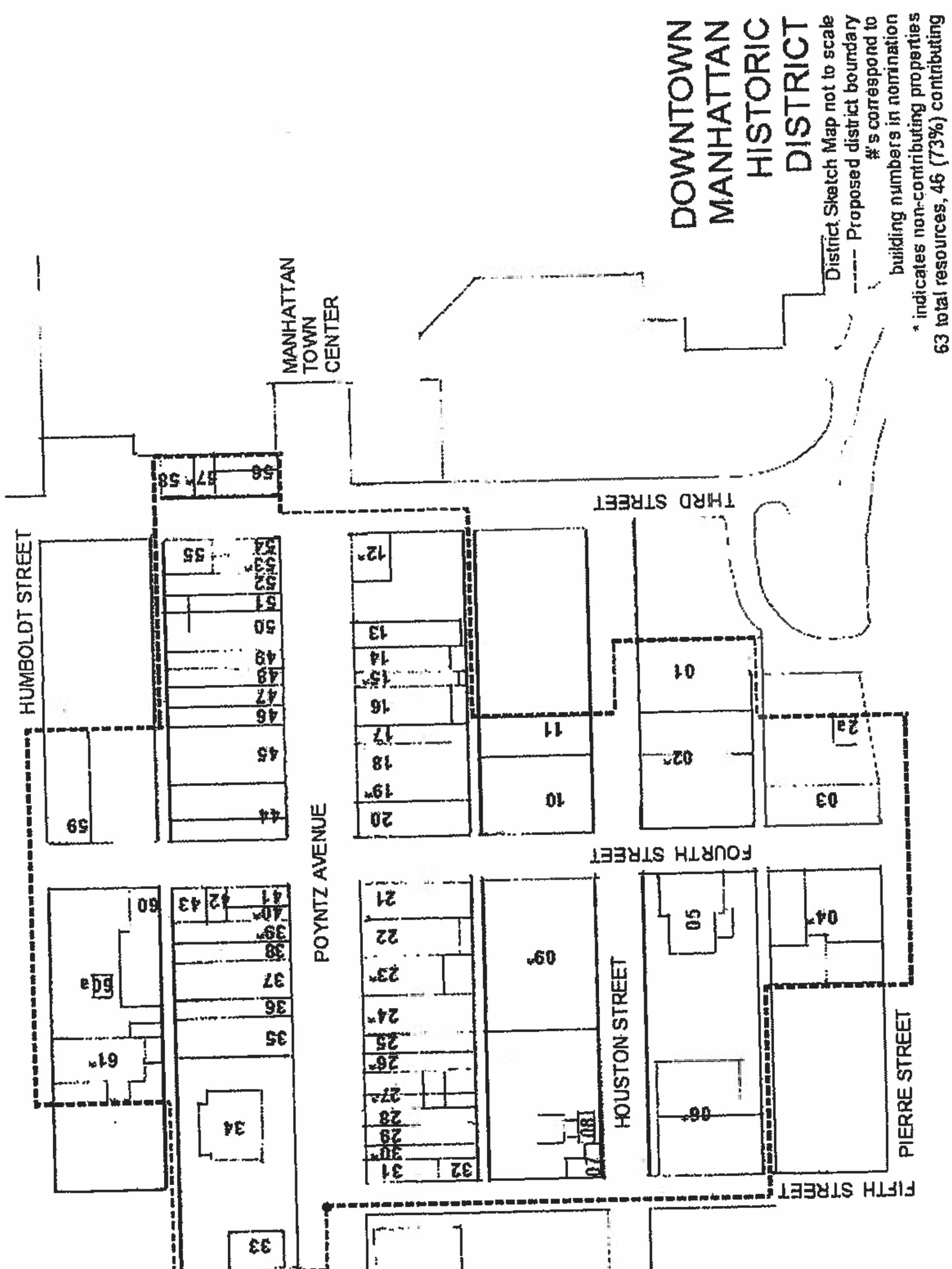
OMB Approval No. 1024-0018

United States Department of the Interior
National Park Service

National Register of Historic Places
Continuation Sheet

Downtown Manhattan Historic District
Riley County, Kansas

Section 9-10 Page 69



ATTACHMENT C

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

PLANNING & DEVELOPMENT
Personnel

COMMISSION AGENDA REPORT

FROM: **Amanda Smeller, Planning Director**

MEETING: **July 22, 2021**

SUBJECT: **Permission to hire Planning Compliance Specialist at Grade P Step 9**

PRESENTER: **Amanda Smeller, Planning Director**

DISCUSSION

Steve Higgins, Zoning Enforcement Officer, is retiring on October 1, 2021. His position was re-titled to Planning Compliance Specialist, and opened for recruitment in June 2021. We advertised on several sources, including the Association of State Floodplain Managers (national organization), Kansas Association of Floodplain Managers, Kansas Association of County Planning and Zoning Officials, and Kansas Association of Counties, as well as Indeed, LinkedIn, and the County website. We received and reviewed 10 applications and ultimately interviewed six candidates.

Steve has filled this position for the last 23 years. In that time, the position responsibilities have expanded to include serving as the County's Certified Floodplain Manager and performing more technical duties, in addition to code enforcement and building permit review. Even after advertising on the associations listed above, it has proven difficult to find a candidate with the specific skill-set as outlined in the position description, particularly at the proposed salary placement of Grade P, Step 2.

Among those interviewed was internal candidate Darrin Hobbs, currently with the Appraiser's Office. Mr. Hobbs has been with the County since 2006 as a Residential Appraiser and has extensive knowledge of and experience with Riley County. With your permission, staff would like to make a formal offer to Mr. Hobbs, who is our top candidate. Given his experience and background, we propose a salary of Grade P, Step 9. Though we would bring him in at a higher pay grade than previously anticipated, there will be much less training necessary and less need for overlap between him and Steve. He already has a good rapport with employees and the public and has the background to do the job well. It is a benefit to the County to hire from within, especially of an employee that has been with the County for an extended period of time.

I request that the Commissioners approve the proposed salary offer of $2,500.80 per pay period ($65,020.80 annualized).

FISCAL IMPACT

The position is classified as Grade P. Darrin is currently a Grade L, Step 14, which is $29.83 per hour and $62,046.40 annualized.

In order to meet the required 3% increase in pay for internal promotions, he would need to be transferred at a Grade P, Step 9 which is $2,500.80 per pay period, and $65,020.80 anualized. Per policy, a Department Head may offer a candidate up to a Step 4, without express approval from the Commissioners. Grade P, Step 4 is $2,158.40 per pay period, or $56,118.40 annualized. This is a difference of $8,901.60 annually.

The Department's current 2021 budget can cover this increase in pay. Again, there will also be less overlap required so less expenditure for that period. The proposed 2022 budget includes Grade P, Step 2, but has funds to cover this increased amount, which would be approximately $14,000 in both salary and benefits.

RECOMMENDATION

Staff recommends the BOCC approve the proposed salary offer to Darrin Hobbs at a Grade P, Step 9 placement.

POSSIBLE MOTION(S)

Move to approve the proposed salary placement of Grade P, Step 9 for the Planning Compliance Specialist position.

Enclosures:

RILEY COUNTY

COMMUNITY CORRECTIONS
Grant

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

COMMISSION AGENDA REPORT

FROM: **Shelly Williams, Director, Riley County Community Corrections**

MEETING: **July 22, 2021**

SUBJECT: **FY21 Line-Item Adjustments/FY22 Revised Budget/Year-End Outcome Report/Out-of-State Travel Request**

PRESENTER: **Jessie Hubbard, Administrative Assistant II, Riley County Community Corrections**

BACKGROUND

Line-item adjustments of more than $5,000 or 1% of the current budget award require approval by both the Joint Corrections Advisory Board and the BOCC.

We received notification of our FY22 Adult Services allocation on June 22nd and our Juvenile Services allocation on June 29th.

KDOC requires that the BOCC review and approve year-end outcome reports.

The BOCC approved training dollars for the National Association of Drug Court Professionals for CY21.

DISCUSSION

Line-item adjustments were reviewed and approved by the JCAB during their July meeting. We request review and approval by the BOCC for us to submit with our 4th Quarter Reports. We wrote in a 1.5% COLA and a 3.13% merit increase for FY21, however given the County did not approve either of these increases, we believed we were going to have a greater amount of remaining funds. We used those funds to purchase items that we have not been able to afford previously. For example, new laptops and office furniture. It was later discovered after we made these purchases that there was an error in our KDOC workbook and we did not in-fact have as much money remaining as anticipated. Therefore we had to shift some of the expenses to our

Carryover Budget. $2,200.75 out of $9,332.29 of our FY21 line-item adjustments will be shifted to come out of our Carryover Budget.

We had $11,983.18 in line-item adjustments in our FY21 Juvenile Services budget.

Attached is our Adult Services revised final budget which includes Adult Services Intensive Supervision and Behavioral Health Interventions. The Behavioral Health Interventions grant was cut in the amount of $920.00 from what was submitted. We reduced the amount available in direct client services by $920.00, most of that coming out of transitional housing.

Our state fiscal year ended June 30th. Attached is our year-end outcome report for your review and approval.

We received $7,081.00 from Riley County Appropriations for CY21 for three team members to attend the NADCP training in Maryland.

FISCAL IMPACT

Riley County Community Corrections is bringing $860,084.74 of state dollars into the Riley County economy for FY22.

RECOMMENDATION(S)

Approve our line-items budgets as submitted. Approve our revised budget as submitted. Approve our year-end outcome report as submitted. Approve our out-of-state travel requests.

POSSIBLE MOTION(S)

Move to approve the FY21 Adult Services Line-Item Adjustments.

Move to approve the FY21 Juvenile Services Line-Item Adjustments.

Move to approve the FY22 Revised Adult Services & Behavioral Health Budget.

Move to approve the FY21 Year-End Outcome Report.

Move to approve the out-of-state travel requests for Shelly Williams, Brett Clark and Megan Lewis.

Move to deny

Move to modify

Move to table

No action required.

The Board agreed by consensus to

Enclosures:

- CAR attachments (PDF)
- FY22 BOCC Final Budget Version (DOCX)
- FY21 4th Year End Quarter Report (DOC)
- FY 21 Year End Outcome Report Signatory Approval Form (DOC)
- Out Of State Travel Requests (PDF)

KANSAS COMMUNITY CORRECTIONS ACT
FY21 QUARTERLY BUDGET ADJUSTMENT REPORT

Agency: RL 21
Period:

*BUDGET ADJUSTMENTS

From Line # and Budget Category Title	To Line # and Budget Category Title	Amount	Grant Budget, CarryoverReimb, or Behavioral Health Award Worksheet?
#18 Travel: Fuel	#42 Equipment: Computer Equipment	952.92	Grant Budget
#28 Training: Registration	#42 Equipment: Computer Equipment	264.86	Grant Budget
#35 Communications: Landline	#42 Equipment: Computer Equipment	150.60	Grant Budget
#47 Supplies: Office Supplies	#42 Equipment: Computer Equipment	377.17	Grant Budget
#47 Supplies: Office Supplies	#68 Contractual: Subscriptions	11.87	Grant Budget
#47 Supplies: Office Supplies	#88 Contract/Client: Client Incentives	1,247.94	Grant Budget
#6 Personnel: Salary	#88 Contract/Client: Client Incentives	4,126.18	Grant Budget
#83 Contrac/Client: Transportation	#46 Supplies: Office Supplies	2,194.34	Carryover
#83 Contrac/Client: Transportation	#19 Travel: Per Diem	6.41	Carryover
	TOTAL:	$ 9,332.29	

IF BUDGET ADJUSTMENTS TOTAL IS $5,000 OR GREATOR OR ONE PERCENT OF THE CURRENT YEAR GRANT AWARD, WHICHEVER IS HIGHER, THE FOLLOWING SIGNATURES ARE REQUIRED:

I certify that any budget adjustment listed above, has been approved by the Community Corrections Advisory Board.

Community Corrections Advisory Board Chair — Date

I certify that any budget adjustment listed above, has been approved by the County Commission.

County Commission Chair (Sponsoring County) — Date

Agency Comments: *Explanation for adjustments is required

We try to follow our county regarding COLA and merit increases, therefore we wrote in a 1.5% COLA and a 3.13% merit increase. Our county did not approve either increase for FY21, therefore we believed we were going to have a greater amount of remaining funds. We used those funds to purchase items that we have not been able to afford prevoiusly. For example, new laptops and office furniture. It was discovered after we made these purchases that there was an error in our workbook and we did not in fact have as much money remaining as anticipated. Therefore we had to shift some of the expenses to our Carryover Budget.

Y:\Admin Assistant Files\Current Budgets\Old Budgets\FY21 Budgets & Documentation\[FY21 144-500 Adult Services.xlsx]Budget Adj

KANSAS DEPARTMENT OF CORRECTIONS-DIVISION OF JUVENILE SERVICES
FY21 QUARTERLY BUDGET ADJUSTMENT REPORT

Agency: 21JD21
Period: 4th Quarter

*BUDGET ADJUSTMENTS			
From Line # and Budget Category Title	To Line # and Budget Category Title	Amount	JIAS, JISP,IIP, CS, CM, PREV, or CarryoverReimb Award Worksheet?
#6 Personnel: Salary	#18 Travel: Fuel	4.21	JIA
#6 Personnel: Salary	#32 Communications: Cell Phone	1,146.20	JIA
#6 Personnel: Salary	#43 Equipment: Surveillance/Protective	1,310.78	JIA
#11 Personnel: Salary	#43 Equipment: Surveillance/Protective	6,141.40	JIA
#11 Personnel: Salary	#46 Supplies: Office Supplies	415.62	JIA
#11 Personnel: Salary	#59 Facility: Furniture	102.32	JIA
#87 Contract/Client: Client Incentives	#66 Contractual: Membership Dues	289.99	JIA
#25 Training: Fuel	#59 Facility: Furniture	102.33	JISP
#6 Personnel: Salary	#32 Communications: Cell Phone	97.82	JISP
#6 Personnel: Salary	#41 Equipment: Computer Equipment	481.10	JISP
#6 Personnel: Salary	#46 Supplies: Office Supplies	807.29	JISP
#7 Personnel: Benefits	#88 Contract/Client: EMD	120.00	JISP
#11 Personnel: Salary	#88 Contract/Client: EMD	235.00	JISP
#18 Travel: Fuel	#88 Contract/Client: EMD	248.00	JISP
#6 Personnel: Salary	#41 Supplies: Office Supplies	481.12	JCM
#6 Personnel: Salary	#46 Supplies: Office Supplies	725.38	JCM
#6 Personnel: Salary	#59 Facility: Furniture	102.34	JCM
#6 Personnel: Salary	#88 Contract/Client: EMD	300.00	JCM
#11 Personnel: Salary	#88 Contract/Client: EMD	200.00	JCM
#21 Travel: Vehicle Insurance	#88 Contract/Client: EMD	300.00	JCM
#32 Communications: Cell Phone	#88 Contract/Client: EMD	150.00	JCM
#32 Communications: Cell Phone	#46 Supplies: Office Supplies	4.19	JCM
	TOTAL:	$ 11,983.18	

IF BUDGET ADJUSTMENTS TOTAL $5,000 OR ONE PERCENT OF THE CURRENT YEAR GRANT AWARD, WHICHEVER IS HIGHER, THE FOLLOWING SIGNATURES ARE REQUIRED:

I certify that any budget adjustment listed above, has been approved by the Corrections Advisory Board.

Corrections Advisory Board Chair   Date

I certify that any budget adjustment listed above, has been approved by the County Commission.

County Commission Chair (Sponsoring County)   Date

Agency Comments: *Explanation for adjustments is required

We try to follow our county regarding COLA and merit increases, therefore we wrote in a 1.5% COLA and a 3.13% merit increase. Our county did not approve either increase for FY21, therefore we had an excess of funds remaining. We used those funds to purchase items that we have not been able to afford prevoiusly, but were in need of. We paid special attention to office safety by obtaining camera equipement for our vehicles, and updated radio equipment to communicate with our local law enforcement agency who recently upgraded their radio system. We also purchased electronic monitoring devices and laptops to replace olds ones that were in need of replacement.

Y:\Admin Assistant Files\Current Budgets\Old Budgets\FY21 Budgets & Documentation\[FY21 144-501 Juvenile Services.xlsx]Budget Adj

Attachment: CAR attachments (10995 : Staff Update)

FY 2022 Community Corrections Grant Funds
Revised Budget Summary and Narrative
Signatory Approval

Agency Name: Riley County Community Corrections

Agency Director:

I hereby certify by my signature that I have developed my agency's Revised FY 2022 Budget Summary and Narrative attached hereto, that it equals the amount of my FY 2022 Grant Award and that I have reviewed the Budget Summary and Narrative for accuracy. I further certify that I find the Budget Summary and Narrative complies with applicable Kansas statutes, regulations, and Kansas Department of Corrections' standards.

Signature: ______________________________ Date: ____________

Shelly Williams

Advisory Board Chairperson:

I hereby certify by my signature below that the Corrections Advisory Board has approved the attached Revised FY 2022 Budget Summary and Narrative.

Signature: ______________________________ Date: ____________

Linda Teener

County Commission Chairperson (Sponsoring County):

I hereby certify by my signature below that the Board of County Commissioners has approved the attached Revised FY 2022 Budget Summary and Narrative.

Signature: ______________________________ Date: ____________

John Ford

ADULT SERVICES

FY2022

PERSONNEL BUDGET NARRATIVE

Riley County Community Corrections

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

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

ADULT PERSONNEL SECTION

1A PERSONNEL

Name	CC Admin FTE	CC Non-Admin FTE	BH FTE	JUV FTE	Other FTE	Position Description	Total Salary	CC Admin Funds	CC Non-Admin Funds	BH Funds	Reimbursement Funds	Juvenile Funds	County Funds	Other Funds	Subtotal
Jessie Hubbard	0.4			0.6		Administrative Assistant (2021K3	$ 45,514.00	$ 18,206.00				$ 27,308.00			$ 45,51
Shelly Williams	0.4			0.6		Director (2021 x 1% x 3.12%)	$ 101,814.00	$ 40,726.00				$ 61,088.00			$ 101,81
Sandi Harper	0.6			0.4		Adult/Juvenile Services ISO II (20	$ 77,768.00	$ 46,660.80				$ 31,107.20			$ 77,76
Brett Clark		0.8		0.2		AISO (2021 M11 x 1% x 3.12%)	$ 62,502.00	$ 50,002.00				$ 12,500.00			$ 62,50
Joanna Lee		0.6		0.4		AISO (2021 M11 x 1% x 3.12%)	$ 62,502.00	$ 37,501.00				$ 25,001.00			$ 62,50
Dan Clark		0.8		0.2		AISO (2021 M10 x 1% x 3.12%)	$ 60,856.00	$ 48,685.00				$ 12,171.00			$ 60,85
Megan Lewis		0.45		0.55		AISO (2021 M7 x 1% x 3.12%)	$ 55,162.00	$ 24,823.00				$ 30,339.00			$ 55,16
Total Salary							**$ 466,118.00**	**$ 266,603.80**	**$ -**	**$ -**	**$ -**	**$ 199,514.20**	**$ -**	**$ -**	**$ 466,11**

Name	CC Admin FTE	CC Non-Admin FTE	BH FTE	JUV FTE	Other FTE	Position Description	Total Salary	CC Admin Funds	CC Non-Admin Funds	BH Funds	Reimbursement Funds	Juvenile Funds	County Funds	Other Funds	Subtotal
Jessie Hubbard	0.4	0	0	0.6	0	Salary	$ 45,514.00	40.00%	0.00%	0.00%	0.00%	60.00%	0.00%	0.00%	100.0
Administrative Assistant (2021K3 x 1% x 3.12%)						FICA Social Security	6.20%	$ 1,128.77	$ -	$ -	$ -	$ 1,693.10	$ -	$ -	$ 2,821.
						FICA Medicare	1.45%	$ 263.99	$ -	$ -	$ -	$ 395.97	$ -	$ -	$ 659.
						KPERS (Retirement Benefits)	9.90%	$ 1,802.39	$ -	$ -	$ -	$ 2,703.49	$ -	$ -	$ 4,505.
						State Unemployment	0.10%	$ 18.21	$ -	$ -	$ -	$ 27.31	$ -	$ -	$ 45.
						State Workman's Comp	0.00%	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
						Health Insurance	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
						Life Insurance	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
						Longevity (e.g. $50 per yr x 10 yrs)	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
						Workman's Comp	$ 396.69	$ 158.68	$ -	$ -	$ -	$ 238.01	$ -	$ -	$ 396.
						Total Benefits		$ 3,372.04	$ -	$ -	$ -	$ 5,057.87	$ -	$ -	$ 8,429.
Shelly Williams	0.4	0	0	0.6	0	Salary	$ 101,814.00	40.00%	0.00%	0.00%	0.00%	60.00%	0.00%	0.00%	100.0
Director (2021 x 1% x 3.12%)						FICA Social Security	6.20%	$ 2,525.01	$ -	$ -	$ -	$ 3,787.46	$ -	$ -	$ 6,312.
						FICA Medicare	1.45%	$ 590.53	$ -	$ -	$ -	$ 885.78	$ -	$ -	$ 1,476.
						KPERS (Retirement Benefits)	9.90%	$ 4,031.87	$ -	$ -	$ -	$ 6,047.71	$ -	$ -	$ 10,079.
						State Unemployment	0.10%	$ 40.73	$ -	$ -	$ -	$ 61.09	$ -	$ -	$ 101.
						State Workman's Comp	0.00%	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
						Health Insurance	$ 17,351.38	$ 6,940.62	$ -	$ -	$ -	$ 10,410.76	$ -	$ -	$ 17,351.
						Life Insurance	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
						Longevity (e.g. $50 per yr x 10 yrs)	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
						Workman's Comp	$ 2,270.00	$ 908.01	$ -	$ -	$ -	$ 1,361.99	$ -	$ -	$ 2,270.
						Total Benefits		$ 15,036.77	$ -	$ -	$ -	$ 22,554.78	$ -	$ -	$ 37,591.
Sandi Harper	0.6	0	0	0.4	0	Salary	$ 77,768.00	60.00%	0.00%	0.00%	0.00%	40.00%	0.00%	0.00%	100.0
Adult/Juvenile Services ISO II (2012Q12 x 1% x 3.12%)						FICA Social Security	6.20%	$ 2,892.97	$ -	$ -	$ -	$ 1,928.65	$ -	$ -	$ 4,821.
						FICA Medicare	1.45%	$ 676.58	$ -	$ -	$ -	$ 451.05	$ -	$ -	$ 1,127.
						KPERS (Retirement Benefits)	9.90%	$ 4,619.42	$ -	$ -	$ -	$ 3,079.61	$ -	$ -	$ 7,699.
						State Unemployment	0.10%	$ 46.66	$ -	$ -	$ -	$ 31.11	$ -	$ -	$ 77.
						State Workman's Comp	0.00%	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
						Health Insurance	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
						Life Insurance	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
						Longevity (e.g. $50 per yr x 10 yrs)	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
						Workman's Comp	$ 1,734.00	$ 1,040.40	$ -	$ -	$ -	$ 693.60	$ -	$ -	$ 1,734.
						Total Benefits		$ 9,276.03	$ -	$ -	$ -	$ 6,184.02	$ -	$ -	$ 15,460.

Brett Clark	0	0.8	0	0.2	0	Salary	$ 62,502.00	80.00%	0.00%	0.00%	0.00%	20.00%	0.00%	0.00%	100.00%
AISO (2021 M11 x 1% x 3.12%)						FICA Social Security	6.20%	$ 3,100.12	$ -	$ -	$ -	$ 775.00	$ -	$ -	$ 3,875.12
						FICA Medicare	1.45%	$ 725.03	$ -	$ -	$ -	$ 181.25	$ -	$ -	$ 906.28
						KPERS (Retirement Benefits)	9.90%	$ 4,950.20	$ -	$ -	$ -	$ 1,237.50	$ -	$ -	$ 6,187.70
						State Unemployment	0.10%	$ 50.00	$ -	$ -	$ -	$ 12.50	$ -	$ -	$ 62.50
						State Workman's Comp	0.00%	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
						Health Insurance	$ 17,351.38	$ 13,881.22	$ -	$ -	$ -	$ 3,470.16	$ -	$ -	$ 17,351.38
						Life Insurance	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
						Longevity (e.g. $50 per yr x 10 yrs)	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
						Workman's Comp	$ 1,385.00	$ 1,108.01	$ -	$ -	$ -	$ 276.99	$ -	$ -	$ 1,385.00
						Total Benefits		$ 23,814.58	$ -	$ -	$ -	$ 5,953.41	$ -	$ -	$ 29,767.98
Joanna Lee	0	0.6	0	0.4	0	Salary	$ 62,502.00	60.00%	0.00%	0.00%	0.00%	40.00%	0.00%	0.00%	100.00%
AISO (2021 M11 x 1% x 3.12%)						FICA Social Security	6.20%	$ 2,325.06	$ -	$ -	$ -	$ 1,550.06	$ -	$ -	$ 3,875.12
						FICA Medicare	1.45%	$ 543.76	$ -	$ -	$ -	$ 362.51	$ -	$ -	$ 906.28
						KPERS (Retirement Benefits)	9.90%	$ 3,712.60	$ -	$ -	$ -	$ 2,475.10	$ -	$ -	$ 6,187.70
						State Unemployment	0.10%	$ 37.50	$ -	$ -	$ -	$ 25.00	$ -	$ -	$ 62.50
						State Workman's Comp	0.00%	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
						Health Insurance	$ 9,720.11	$ 5,832.03	$ -	$ -	$ -	$ 3,888.08	$ -	$ -	$ 9,720.11
						Life Insurance	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
						Longevity (e.g. $50 per yr x 10 yrs)	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
						Workman's Comp	$ 1,385.00	$ 831.00	$ -	$ -	$ -	$ 554.00	$ -	$ -	$ 1,385.00
						Total Benefits		$ 13,281.96	$ -	$ -	$ -	$ 8,854.76	$ -	$ -	$ 22,136.71
Dan Clark	0	0.8	0	0.2	0	Salary	$ 60,856.00	80.00%	0.00%	0.00%	0.00%	20.00%	0.00%	0.00%	100.00%
AISO (2021 M10 x 1% x 3.12%)						FICA Social Security	6.20%	$ 3,018.47	$ -	$ -	$ -	$ 754.60	$ -	$ -	$ 3,773.07
						FICA Medicare	1.45%	$ 705.93	$ -	$ -	$ -	$ 176.48	$ -	$ -	$ 882.41
						KPERS (Retirement Benefits)	9.90%	$ 4,819.82	$ -	$ -	$ -	$ 1,204.93	$ -	$ -	$ 6,024.74
						State Unemployment	0.10%	$ 48.69	$ -	$ -	$ -	$ 12.17	$ -	$ -	$ 60.86
						State Workman's Comp	0.00%	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
						Health Insurance	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
						Life Insurance	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
						Longevity (e.g. $50 per yr x 10 yrs)	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
						Workman's Comp	$ 1,114.00	$ 891.20	$ -	$ -	$ -	$ 222.80	$ -	$ -	$ 1,114.00
						Total Benefits		$ 9,484.11	$ -	$ -	$ -	$ 2,370.98	$ -	$ -	$ 11,855.08
Megan Lewis	0	0.45	0	0.55	0	Salary	$ 55,162.00	45.00%	0.00%	0.00%	0.00%	55.00%	0.00%	0.00%	100.00%
AISO (2021 M7 x 1% x 3.12%)						FICA Social Security	6.20%	$ 1,539.03	$ -	$ -	$ -	$ 1,881.02	$ -	$ -	$ 3,420.04
						FICA Medicare	1.45%	$ 359.93	$ -	$ -	$ -	$ 439.92	$ -	$ -	$ 799.85
						KPERS (Retirement Benefits)	9.90%	$ 2,457.48	$ -	$ -	$ -	$ 3,003.56	$ -	$ -	$ 5,461.04
						State Unemployment	0.10%	$ 24.82	$ -	$ -	$ -	$ 30.34	$ -	$ -	$ 55.16
						State Workman's Comp	0.00%	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
						Health Insurance	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
						Life Insurance	$ 16,916.98	$ 7,612.67	$ -	$ -	$ -	$ 9,304.31	$ -	$ -	$ 16,916.98
						Longevity (e.g. $50 per yr x 10 yrs)	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
						Workman's Comp	$ 1,230.00	$ 553.50	$ -	$ -	$ -	$ 676.50	$ -	$ -	$ 1,230.00
						Total Benefits		$ 12,547.43	$ -	$ -	$ -	$ 15,335.64	$ -	$ -	$ 27,883.07

Total Adult Personnel Section	CC Admin Funds	CC Non-Admin Funds	BH Funds	Reimbursement Funds	Juvenile Funds	County Funds	Other Funds	TOTAL
Total Salaries	$ 266,603.80	$ -	$ -	$ -	$ 199,514.20	$ -	$ -	$ 466,118.00
Total Benefits	$ 86,812.91	$ -	$ -	$ -	$ 66,311.46	$ -	$ -	$ 153,124.37
TOTAL ADULT PERSONNEL	$ 353,416.71	$ -	$ -	$ -	$ 265,825.66	$ -	$ -	$ 619,242.37

Attachment: FY22 BOCC Final Budget Version (10995 : Staff Update)

FY2022

NON-PERSONNEL BUDGET NARRATIVE

Riley County Community Corrections

ADULT OPERATIONS SECTION

TRAVEL CATEGORY	Details	Total Amount	CC Funds	BH Funds	Reimbursement Funds	Juvenile Funds	County Funds	Other Funds	Sub-Total
Fuel									$ -
Per Diem									$ -
Vehicle Maintenance									$ -
Vehicle Insurance	$1440 for 3 vehicles w/ $720 coming from Juv Reimb.	1,440.00			$ 720.00	$ 720.00			$ 1,440.00
Mileage									$ -
K-Tag/Tolls									$ -
									$ -
									$ -
TRAVEL CATEGORY %	Details		CC Funds %	BH Funds %	Reimb Funds %	Juvenile Funds %	County Funds %	Other Funds %	Sub-Total %
Fuel									0.00%
Per Diem									0.00%
Vehicle Maintenance									0.00%
Vehicle Insurance					50.00%	50.00%			100.00%
Mileage									0.00%
K-Tag/Tolls									0.00%
									0.00%
									0.00%
TOTAL TRAVEL CATEGORY		**$ 1,440.00**	**$ -**	**$ -**	**$ 720.00**	**$ 720.00**	**$ -**	**$ -**	**$ 1,440.00**

COMMUNICATION CATEGORY	Details	Total Amount	CC Funds	BH Funds	Reimbursement Funds	Juvenile Funds	County Funds	Other Funds	Sub-Total
Cell Phone	$65 + $65 X 12	$ 1,560.00			$ 702.00	$ 858.00			$ 1,560.00
Internet Services									$ -
Land Line	$318 X 12	$ 3,816.00			$ 1,908.00	$ 1,908.00			$ 3,816.00
Cell Phones JIAS	$37.5 + $37.5 X 12	$ 900.00				$ 900.00			$ 900.00
									$ -
									$ -
									$ -
COMMUNICATION CATEGORY %	Details		CC Funds %	BH Funds %	Reimb Funds %	Juvenile Funds %	County Funds %	Other Funds %	Sub-Total %
Cell Phone					45.00%	55.00%			100.00%
Internet Services									0.00%
Land Line					50.00%	50.00%			100.00%
Cell Phones JIAS						100.00%			100.00%
									0.00%
									0.00%
									0.00%
TOTAL COMMUNICATION CATEGORY		**$ 6,276.00**	**$ -**	**$ -**	**$ 2,610.00**	**$ 3,666.00**	**$ -**	**$ -**	**$ 6,276.00**

SUPPLIES/COMMODITIES	Details	Total Amount	CC Funds	BH Funds	Reimbursement Funds	Juvenile Funds	County Funds	Other Funds	Sub-Total
Office Supplies									$ -
Postage	Misc. postage	$ 126.72	$ 6.72		$ 120.00				$ 126.72
Printing									$ -
									$ -
									$ -
									$ -
									$ -
SUPPLIES CATEGORY %	Details		CC Funds %	BH Funds %	Reimb Funds %	Juvenile Funds %	County Funds %	Other Funds %	Sub-Total %
Office Supplies									0.00%
Postage			5.00%		95.00%				100.00%
Printing									0.00%
									0.00%
									0.00%
									0.00%
									0.00%
TOTAL SUPPLIES/COMMODITIES CATEGORY		**$ 126.72**	**$ 6.72**	**$ -**	**$ 120.00**	**$ -**	**$ -**	**$ -**	**$ 126.72**

CONTRACTUAL CATEGORY	Details	Total Amount	CC Funds	BH Funds	Reimbursement Funds	Juvenile Funds	County Funds	Other Funds	Sub-Total
Copier Maintenance	$402 X 12	$ 4,824.00	$ 2,412.00			$ 2,412.00			$ 4,824.00
Computer Maintenance									$ -
Shredding									$ -
Postage Meter Rental									$ -
									$ -
									$ -
									$ -
									$ -
									$ -
BH - Care Coordinator	$62,437.55 salary + $27,633 benefits	$ 90,070.00		$ 90,070.00					$ 90,070.00
BH - Peer Support Specialist									$ -
BH - Recovery Coach/Peer Mentor									$ -
BH - Recovery Specialist									$ -
									$ -
									$ -

CONTRACTUAL CATEGORY %	Details		CC Funds %	BH Funds %	Reimb Funds %	Juvenile Funds %	County Funds %	Other Funds %	Sub-Total %
Copier Maintenance			50.00%			50.00%			100.00%
Computer Maintenance									0.00%
Shredding									0.00%
Postage Meter Rental									0.00%
									0.00%
									0.00%
									0.00%
									0.00%
									0.00%
BH - Care Coordinator				100.00%					100.00%
BH - Peer Support Specialist									0.00%
BH - Recovery Coach/Peer Mentor									0.00%
BH - Recovery Specialist									0.00%
									0.00%
									0.00%
TOTAL CONTRACTUAL CATEGORY		**$ 94,894.00**	**$ 2,412.00**	**$ 90,070.00**	**$ -**	**$ 2,412.00**	**$ -**	**$ -**	**$ 94,894.00**

CONTRACTS/CLIENT SERVICES SECTION

CONTRACTS/CLIENT SERVICES	Details	Total Amount	CC Funds	BH Funds	Reimbursement Funds	Juvenile Funds	County Funds	Other Funds	Sub-Total
Drug Testing Supplies									$ -
Drug Testing Services									$ -
Academic Education Services									$ -
Vocational Education Services									$ -
Transportation Assistance									$ -
Subsistence									$ -
Cognitive Skills									$ -
Client Incentives									$ -
Electronic Monitoring Services									$ -
Surveillance Services									$ -
Housing Assistance									$ -
BH-Transitional Housing Assistance	1st Month Rent + Deposit Avg $255 x 9 clients	$ 2,295.00		$ 2,295.00					$ 2,295.00
Substance Abuse Evaluations	A&D Evaluation $150/evaulation x 3	$ 450.00		$ 450.00					$ 450.00
Substance Abuse Treatment/Groups	Group Session $40/Session x 15	$ 400.00		$ 400.00					$ 400.00
BH - Substance Abuse Medication									$ -
Mental Health Evaluations	Evaluation $150/evaluation x 3	$ 450.00		$ 450.00					$ 450.00
Mental Health Treatment/Groups	Group Session $15/Sessoin x 22	$ 330.00		$ 330.00					$ 330.00
BH - Mental Health Medication	Medication $15/medication x 22	$ 330.00		$ 330.00					$ 330.00
BH - Mental Health Medication Follow-Up									$ -
Sex Offender Evaluations	Sex Offender Evaluation $170/evaluation x 1	$ 170.00		$ 170.00					$ 170.00
Sex Offender Treatment/Groups									$ -
BH - Sex Offender Medication									$ -
BIP Evaluations	BIP Evaluation $150/evaluation x2	$ 300.00		$ 300.00					$ 300.00
BIP Treatment/Groups	BIP Treatment/Group $25/Group x 11	$ 275.00		$ 275.00					$ 275.00

TOTAL CONTRACTS/CLIENT SERVICES SECTION	$ 5,000.00	$ -	$ 5,000.00	$ -	$ -	$ -	$ -	$ 5,000.00
TOTAL CC OPERATIONS & CONTRACTS/CLIENT SERVICES		$ 2,418.72	$ 95,070.00	$ 3,450.00	$ 6,798.00	$ -	$ -	$ 107,736.72

FY2022

BUDGET SUMMARY

Riley County Community Corrections

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

ADULT - TOTAL BUDGET SUMMARY

ADULT PERSONNEL BUDGET

PERSONNEL CATEGORY	CC Admin Funds	CC Non-Admin Funds	BH Funds	Reimbursement Funds	Juvenile Funds	County Funds	Other Funds
Salary	$ 266,603.80	$ -	$ -	$ -	$ 199,514.20	$ -	$ -
Benefits	$ 86,812.91	$ -	$ -	$ -	$ 66,311.46	$ -	$ -
TOTAL PERSONNEL SECTION	$ 353,416.71	$ -	$ -	$ -	$ 265,825.66	$ -	$ -

ADULT OPERATIONS SECTION	CC Funds	CC Non-Admin Funds	BH Funds	Reimbursement Funds	Juvenile Funds	County Funds	Other Funds
TRAVEL CATEGORY	$ -		$ -	$ 720.00	$ 720.00	$ -	$ -
TRAINING CATEGORY	$ -		$ -	$ -	$ -	$ -	$ -
COMMUNICATIONS CATEGORY	$ -		$ -	$ 2,610.00	$ 3,666.00	$ -	$ -
EQUIPMENT CATEGORY	$ -		$ -	$ -	$ -	$ -	$ -
SUPPLIES/COMMODITIES CATEGORY	$ 6.72		$ -	$ 120.00	$ -	$ -	$ -
FACILITY CATEGORY	$ -		$ -	$ -	$ -	$ -	$ -
CONTRACTUAL CATEGORY	$ 2,412.00		$ 90,070.00	$ -	$ 2,412.00	$ -	$ -
TOTAL OPERATIONS SECTION	$ 2,418.72		$ 90,070.00	$ 3,450.00	$ 6,798.00	$ -	$ -
TOTAL CONTRACTS/CLIENT SERVICES SECTION	$ -		$ 5,000.00	$ -	$ -	$ -	$ -
TOTAL ADULT BUDGET SUMMARY	**$ 355,835.43**	**$ -**	**$ 95,070.00**	**$ 3,450.00**	**$ 272,623.66**	**$ -**	**$ -**

	All CC Funds	BH Funds	Reimbursement Funds	Juvenile Funds	County Funds	Other Funds
TOTAL FY2022 ADULT BUDGET SUMMARY	**$ 355,835.43**	**$ 95,070.00**	**$ 3,450.00**	**$ 272,623.66**	**$ -**	**$ -**

JUVENILE SERVICES

FY 2022

PERSONNEL BUDGET NARRATIVE

Riley County Community Corrections Juvenile

						CC Funds (adult)	BH Funds (adult)	JIAS	JISP	CM	TOTAL PERSONNEL 315,279.31 Current Juvenile Allocation

ADMIN PERSONNEL

Name	CC FTE	JUV FTE	New Staff	Position Description	Total Annual Salary	CC Funds (adult)	BH Funds (adult)	JIAS	JISP	CM	Subtotal
Jessie Hubbard	0.4000	0.6000		Administrative Assistant (2021K3 X 1% x 3.12%)	$ 45,514.00	$ 18,206.00		$ 9,102.00	$ 9,103.00	$ 9,103.00	$ 45,514.00
Shelly Williams	0.4000	0.6000		Director (2021 X 1% X 3.12%)	$ 101,814.00	$ 40,726.00		$ 20,363.00	$ 20,363.00	$ 20,362.00	$ 101,814.00
Sandi Harper	0.6000	0.4000		Adult/Juvenile Services ISO II (2021Q12 X 1% X 3.12%)	$ 77,768.00	$ 46,660.80		$ 10,369.06	$ 10,369.07	$ 10,369.07	$ 77,768.00
Total Admin Salary			**0**		**225,096.00**	**105,592.80**	**0.00**	**39,834.06**	**39,835.07**	**39,834.07**	**225,096.00**

Name	CC FTE	JUV FTE	New Staff			CC Funds (adult)	BH Funds (adult)	JIAS	JISP	CM	Subtotal
1 Jessie Hubbard	0.4000	0.6000	0	Salary	45,514.00	40.00%	0.00%	20.00%	20.00%	20.00%	100.00%
				FICA Social Security	6.20%	$ 1,128.77	$ -	$ 564.32	$ 564.39	$ 564.39	$ 2,821.87
				FICA Medicare	1.45%	$ 263.99	$ -	$ 131.98	$ 131.99	$ 131.99	$ 659.95
				KPERS (Retirement Benefits)	9.90%	$ 1,802.39	$ -	$ 901.10	$ 901.20	$ 901.20	$ 4,505.89
				State Unemployment	0.10%	$ 18.21	$ -	$ 9.10	$ 9.10	$ 9.10	$ 45.51
				State Workman's Comp		$ -	$ -	$ -	$ -	$ -	$ -
				Health Insurance		$ -	$ -	$ -	$ -	$ -	$ -
				Life Insurance		$ -	$ -	$ -	$ -	$ -	$ -
				Longevity		$ -	$ -	$ -	$ -	$ -	$ -
				Workman's Comp	396.69	$ 158.68	$ -	$ 79.33	$ 79.34	$ 79.34	$ 396.69
2 Shelly Williams	0.4000	0.6000	0	Salary	101,814.00	40.00%	0.00%	20.00%	20.00%	20.00%	100.00%
				FICA Social Security	6.20%	$ 2,525.01	$ -	$ 1,262.51	$ 1,262.51	$ 1,262.44	$ 6,312.47
				FICA Medicare	1.45%	$ 590.53	$ -	$ 295.26	$ 295.26	$ 295.25	$ 1,476.30
				KPERS (Retirement Benefits)	9.90%	$ 4,031.87	$ -	$ 2,015.94	$ 2,015.94	$ 2,015.84	$ 10,079.59
				State Unemployment	0.10%	$ 40.73	$ -	$ 20.36	$ 20.36	$ 20.36	$ 101.81
				State Workman's Comp		$ -	$ -	$ -	$ -	$ -	$ -
				Health Insurance	17,267.20	$ 6,906.95	$ -	$ 3,453.47	$ 3,453.47	$ 3,453.30	$ 17,267.20
				Life Insurance		$ -	$ -	$ -	$ -	$ -	$ -
				Longevity		$ -	$ -	$ -	$ -	$ -	$ -
				Workman's Comp	2,270.00	$ 908.01	$ -	$ 454.00	$ 454.00	$ 453.98	$ 2,270.00
Sandi Harper	0.6000	0.4000	0	Salary	77,768.00	60.00%	0.00%	13.33%	13.33%	13.33%	100.00%
				FICA Social Security	6.20%	$ 2,892.97	$ -	$ 642.88	$ 642.88	$ 642.88	$ 4,821.62
				FICA Medicare	1.45%	$ 676.58	$ -	$ 150.35	$ 150.35	$ 150.35	$ 1,127.64
				KPERS (Retirement Benefits)	9.90%	$ 4,619.42	$ -	$ 1,026.54	$ 1,026.54	$ 1,026.54	$ 7,699.03
				State Unemployment	0.10%	$ 46.66	$ -	$ 10.37	$ 10.37	$ 10.37	$ 77.77
				State Workman's Comp		$ -	$ -	$ -	$ -	$ -	$ -
				Health Insurance		$ -	$ -	$ -	$ -	$ -	$ -
				Life Insurance		$ -	$ -	$ -	$ -	$ -	$ -
				Longevity		$ -	$ -	$ -	$ -	$ -	$ -
				Workman's Comp	1,734.00	$ 1,040.40	$ -	$ 231.20	$ 231.20	$ 231.20	$ 1,734.00
TOTAL ADMIN SALARIES						**$ 105,592.80**	**$ -**	**$ 39,834.06**	**$ 39,835.07**	**$ 39,834.07**	**$ 225,096.00**
TOTAL ADMIN BENEFITS						**$ 27,651.17**	**$ -**	**$ 11,248.72**	**$ 11,248.91**	**$ 11,248.54**	**$ 61,397.33**
TOTAL ADMIN PERSONNEL						**$ 133,243.97**	**$ -**	**$ 51,082.78**	**$ 51,083.98**	**$ 51,082.61**	**$ 286,493.33**

NON-ADMIN PERSONNEL

Name	CC FTE	JUV FTE	New Staff	Position Description	Total Annual Salary	CC Funds (adult)	BH Funds (adult)	JIAS	JISP	CM	Other Funds	Subtotal
Brett Clark	0.8000	0.2000		AISO (2021M11 X 1% X 3.12%)	$ 62,502.00	$ 50,002.00		$ 12,500.00				$ 62,502.00
Joanna Lee	0.6000	0.4000		AISO (2021M11 X 1% X 3.12%)	$ 62,502.00	$ 37,501.00		$ 12,501.00	$ 12,500.00			$ 62,502.00
Dan Clark	0.8000	0.2000		AISO (2021M10 X 1% X 3.12%)	$ 60,856.00	$ 48,685.00		$ 12,171.00				$ 60,856.00
Megan Lewis	0.4500	0.5500		AISO (2021M7 X 1% X 3.12%)	$ 55,162.00	$ 24,823.00		$ 10,113.00	$ 10,113.00	$ 10,113.00		$ 55,162.00
Sara Darnell	-	0.2200		AISO (2021M8 X 1.5% X3.13%)	$ 57,386.00	$ -		$ 4,208.30	$ 4,208.31	$ 4,208.31	$ 44,761.08	$ 57,386.00
On-Call	-	1.0000		JIAS On-Call Officers ($15.49 X 850 hrs = $13,167 + $15,084 stipend)	$ 28,251.00	$ -		$ 28,251.00				$ 28,251.00
Total Non-Admin Salary			**0**		**326,659.00**	**161,011.00**	**0.00**	**79,744.30**	**26,821.31**	**14,321.31**	**44,761.08**	**326,659.00**

Attachment: FY22 BOCC Final Budget Version (10995 : Staff Update)

Name	CC FTE	JUV FTE	New Staff			CC Funds (adult)	BH Funds (adult)	JIAS	JISP	Subtotal
Brett Clark	0.8000	0.2000	0	Salary	62,502.00	80.00%	0.00%	20.00%	0.00%	100.00%
				FICA Social Security	6.20%	$ 3,100.12	$ -	$ 775.00	$ -	$ 3,875.12
				FICA Medicare	1.45%	$ 725.03	$ -	$ 181.25	$ -	$ 906.28
				KPERS (Retirement Benefits)	9.90%	$ 4,950.20	$ -	$ 1,237.50	$ -	$ 6,187.70
				State Unemployment	0.10%	$ 50.00	$ -	$ 12.50	$ -	$ 62.50
				State Workman's Comp		$ -	$ -	$ -	$ -	$ -
				Health Insurance	17,351.38	$ 13,881.22	$ -	$ 3,470.16	$ -	$ 17,351.38
				Life Insurance		$ -	$ -	$ -	$ -	$ -
				Longevity		$ -	$ -	$ -	$ -	$ -
				Workman's Comp	1,385.00	$ 1,108.01	$ -	$ 276.99	$ -	$ 1,385.00
Joanna Lee	0.6000	0.4000	0	Salary	62,502.00	60.00%	0.00%	20.00%	20.00%	100.00%
				FICA Social Security	6.20%	$ 2,325.06	$ -	$ 775.06	$ 775.00	$ 3,875.12
				FICA Medicare	1.45%	$ 543.76	$ -	$ 181.26	$ 181.25	$ 906.28
				KPERS (Retirement Benefits)	9.90%	$ 3,712.60	$ -	$ 1,237.60	$ 1,237.50	$ 6,187.70
				State Unemployment	0.10%	$ 37.50	$ -	$ 12.50	$ 12.50	$ 62.50
				State Workman's Comp		$ -	$ -	$ -	$ -	$ -
				Health Insurance	9,720.11	$ 5,832.03	$ -	$ 1,944.12	$ 1,943.96	$ 9,720.11
				Life Insurance		$ -	$ -	$ -	$ -	$ -
				Longevity		$ -	$ -	$ -	$ -	$ -
				Workman's Comp	1,385.00	$ 831.00	$ -	$ 277.01	$ 276.99	$ 1,385.00
Dan Clark	0.8000	0.2000	0	Salary	60,856.00	80.00%	0.00%	20.00%	0.00%	100.00%
				FICA Social Security	6.20%	$ 3,018.47	$ -	$ 754.60	$ -	$ 3,773.07
				FICA Medicare	1.45%	$ 705.93	$ -	$ 176.48	$ -	$ 882.41
				KPERS (Retirement Benefits)	9.90%	$ 4,819.82	$ -	$ 1,204.93	$ -	$ 6,024.74
				State Unemployment	0.10%	$ 48.69	$ -	$ 12.17	$ -	$ 60.86
				State Workman's Comp		$ -	$ -	$ -	$ -	$ -
				Health Insurance		$ -	$ -	$ -	$ -	$ -
				Life Insurance		$ -	$ -	$ -	$ -	$ -
				Longevity		$ -	$ -	$ -	$ -	$ -
				Workman's Comp	1,444.00	$ 1,155.20	$ -	$ 288.80	$ -	$ 1,444.00

Megan Lewis	0.4500	0.5500	0	Salary	55,162.00	45.00%	0.00%	18.33%	18.33%	18.33%	0.00%	100.00%
				FICA Social Security	6.20%	$ 1,539.03	$ -	$ 627.01	$ 627.01	$ 627.01	$ -	$ 3,420.04
				FICA Medicare	1.45%	$ 359.93	$ -	$ 146.64	$ 146.64	$ 146.64	$ -	$ 799.85
				KPERS (Retirement Benefits)	9.90%	$ 2,457.48	$ -	$ 1,001.19	$ 1,001.19	$ 1,001.19	$ -	$ 5,461.04
				State Unemployment	0.10%	$ 24.82	$ -	$ 10.11	$ 10.11	$ 10.11	$ -	$ 55.16
				State Workman's Comp		$ -	$ -	$ -	$ -	$ -	$ -	$ -
				Health Insurance	16,916.98	$ 7,612.67	$ -	$ 3,101.44	$ 3,101.44	$ 3,101.44	$ -	$ 16,916.98
				Life Insurance		$ -	$ -	$ -	$ -	$ -	$ -	$ -
				Longevity		$ -	$ -	$ -	$ -	$ -	$ -	$ -
				Workman's Comp	1,230.00	$ 553.50	$ -	$ 225.50	$ 225.50	$ 225.50	$ -	$ 1,230.00
Sara Darnell	-	0.2200	0	Salary	57,386.00	0.00%	0.00%	7.33%	7.33%	7.33%	78.00%	100.00%
				FICA Social Security	6.20%	$ -	$ -	$ 260.91	$ 260.92	$ 260.92	$ 2,775.19	$ 3,557.93
				FICA Medicare	1.45%	$ -	$ -	$ 61.02	$ 61.02	$ 61.02	$ 649.04	$ 832.10
				KPERS (Retirement Benefits)	9.90%	$ -	$ -	$ 416.62	$ 416.62	$ 416.62	$ 4,431.35	$ 5,681.21
				State Unemployment	0.10%	$ -	$ -	$ 4.21	$ 4.21	$ 4.21	$ 44.76	$ 57.39
				State Workman's Comp		$ -	$ -	$ -	$ -	$ -	$ -	$ -
				Health Insurance	17,410.68	$ -	$ -	$ 1,276.78	$ 1,276.78	$ 1,276.78	$ 13,580.33	$ 17,410.68
				Life Insurance		$ -	$ -	$ -	$ -	$ -	$ -	$ -
				Longevity		$ -	$ -	$ -	$ -	$ -	$ -	$ -
				Workman's Comp	1,267.00	$ -	$ -	$ 92.91	$ 92.91	$ 92.91	$ 988.26	$ 1,267.00
On-Call	-	1.0000	0	Salary	28,251.00	0.00%	0.00%	100.00%	0.00%	0.00%	0.00%	100.00%
				FICA Social Security	6.20%	$ -	$ -	$ 1,751.56	$ -	$ -	$ -	$ 1,751.56
				FICA Medicare	1.45%	$ -	$ -	$ 409.64	$ -	$ -	$ -	$ 409.64
				KPERS (Retirement Benefits)		$ -	$ -	$ -	$ -	$ -	$ -	$ -
				State Unemployment	0.10%	$ -	$ -	$ 28.25	$ -	$ -	$ -	$ 28.25
				State Workman's Comp		$ -	$ -	$ -	$ -	$ -	$ -	$ -
				Health Insurance		$ -	$ -	$ -	$ -	$ -	$ -	$ -
				Life Insurance		$ -	$ -	$ -	$ -	$ -	$ -	$ -
				Longevity		$ -	$ -	$ -	$ -	$ -	$ -	$ -
				Workman's Comp	35.40	$ -	$ -	$ 35.40	$ -	$ -	$ -	$ 35.40
											$ 44,761.08	$ 326,659.00
TOTAL NON-ADMIN SALARIES						$ 161,011.00	$ -	$ 79,744.30	$ 26,821.31	$ 14,321.31	$ 44,761.08	$ 326,659.00
TOTAL NON-ADMIN BENEFITS						$ 59,392.07	$ -	$ 22,267.13	$ 11,651.55	$ 7,224.34	$ 22,468.92	$ 123,004.01
TOTAL NON-ADMIN PERSONNEL						$ 220,403.07	$ -	$ 102,011.43	$ 38,472.86	$ 21,545.65	$ 67,230.00	$ 449,663.01
TOTAL PERSONNEL SECTION						$ 353,647.04	$ -	$ 153,094.21	$ 89,556.83	$ 72,628.26	$ 67,230.00	$ 736,156.35

FY 2022

NON-PERSONNEL BUDGET NARRATIVE

Riley County Community Corrections Juvenile Services

TOTAL NON-PERSONNEL
26,670.00
Current Grant Allocation

			CC Funds (adult)	BH Funds (adult)	JIAS	JISP	CM	IIP	CS	JCAB	Juvenile Reimbursements (estimate)	Other Funds	TOTAL
AGENCY OPERATIONS SECTION													
TRAVEL CATEGORY	Details	Total Amount	CC Funds (adult)	BH Funds (adult)	JIAS	JISP	CM	IIP	CS	JCAB			
Fuel													-
Per Diem (lodging and meals)													-
Vehicle Mainenance													-
Vehicle Insurance	$1400 (3 vehicles X $466.66)	1,440.00	720.00								720.00		1,440.00
Mileage													-
K-Tag/Tolls													-
													-
Fuel for Parent Project	Trips to Clay Center + supplies for each session	1,230.00								1,230.00			1,230.00
TRAVEL CATEGORY	Details		CC Funds (adult)	BH Funds (adult)	JIAS	JISP	CM	IIP	CS	JCAB	Juvenile Reimbursements (estimate)	Other Funds	TOTAL
Fuel													0.0000%
Per Diem (lodging and meals)													0.0000%
Vehicle Mainenance													0.0000%
Vehicle Insurance			50.0000%								50.0000%		100.0000%
Mileage													0.0000%
K-Tag/Tolls													0.0000%
													0.0000%
Fuel for Parent Project										100.0000%			100.0000%
TOTAL TRAVEL CATEGORY		$ 2,670.00	$ 720.00	$ -	$ -	$ -	$ -	$ -	$ -	$ 1,230.00	$ 720.00	$ -	$ 2,670.00

COMMUNICATION	Details	Total Amount	CC Funds (adult)	Juvenile Reimbursements (estimate)	Other Funds	TOTAL
Cell Phone	$65 + $65 X 12	1,560.00	702.00	858.00		1,560.00
Internet Services						-
Land Line	$318 x 12	3,816.00	1,908.00	1,908.00		3,816.00
Cell Phones JIAS	$37.50 + $37.50 X 12	900.00		900.00		900.00
						-
						-
						-
						-

COMMUNICATION	Details		CC Funds (adult)	Juvenile Reimbursements (estimate)	Other Funds	TOTAL
Cell Phone			45.00%	55.00%		100.00%
Internet Services						
Land Line			50.00%	50.00%		100.00%
Cell Phones JIAS				100.00%		100.00%
TOTAL COMMUNICATION CATEGORY		$ 6,276.00	$ 2,610.00	$ 3,666.00	$ -	$ 6,276.00

Communication Category Comments:
ll phone allowarnaces @ $65/month each (Director & Clay ISO)
y County landline approx $240/month + Clay County landline approx $110/month
ll phones @ $37.50/month each for JIAS

2E	SUPPLIES/COMMODITIES	Details	Total Amount	CC Funds (adult)	BH Funds (adult)	JIAS	JISP	CM	IIP	CS	JCAB	TOTAL
	Office Supplies											-
	Postage		166.72	126.72							40.00	166.72
	Supplies for Parent Project		3,900.00								3,900.00	3,900.00
												-
												-
												-
												-

2E	SUPPLIES/COMMODITIES	Details		CC Funds (adult)	BH Funds (adult)	JIAS	JISP	CM	IIP	CS	JCAB	TOTAL
	Office Supplies											
	Postage			76.01%							23.99%	100.00%
	Supplies for Parent Project										100.00%	100.00%
2E	TOTAL SUPPLIES/COMMODITIES CATEGORY		$ 4,066.72	$ 126.72	$ -	$ -	$ -	$ -	$ -	$ -	$ 3,940.00	$ 4,066.72

2E Supplies/Commodities Category Comments:
Expenses specific to the Evidence Based Practice Grant, as indicated in the JCAB column L, in more detail:
15 workbooks per class = $435/class x 4 classes = $1740;
2 teachers guides $100/each = $200;
General supplies for ISO's and attendees = $500/class x 4 classes = $2,000

CONTRACTUAL	Details	Total Amount	CC Funds (adult)	Juvenile Reimbursements (estimate)	Other Funds	TOTAL
Copier Maintenance	$201 x 12 X 2	4,824.00	2,412.00	2,412.00		4,824.00

CONTRACTUAL	Details		CC Funds (adult)	Juvenile Reimbursements (estimate)	Other Funds	TOTAL
Copier Maintenance			50.00%	50.00%		100.00%
TOTAL CONTRACTUAL CATEGORY		$ 4,824.00	$ 2,412.00	$ 2,412.00	$ -	$ 4,824.00
TOTAL AGENCY OPERATIONS SECTION		**$ 17,836.72**	**$ 5,868.72**	**$ 6,798.00**	**$ -**	**$ 17,836.72**

Attachment: FY22 BOCC Final Budget Version (10995 : Staff Update)

CONTRACTS/CLIENT SERVICES	Details	Total Amount	CC Funds (adult)	BH Funds (adult)	JIAS	JISP	CM	IIP	CS	JCAB	Juvenile Reimbursements (estimate)	Other Funds	TOTAL
Drug Testing Supplies													
Drug Testing Services													
Substance Abuse Evaluations													
Substance Abuse Treatment													
Mental Health Evaluations													
Mental Health Treatment													
Sex Offender Evaluations													
Sex Offender Treatment													
Academic Education Services													
Vocational Education Services													
Transportation Assistance													
Housing Assistance													
Subsistence													
Cognitive Skills													
Client Incentives													
Electronic Monitoring Services													
Surveillance Services													
Clothing													100.00%
Court Services -client incentives	$125 x 4	500.00							500.00				100.00%
Parent Project class meals/snacks	$10/meal x 26ppl x 20 meals; $2.5/snack x 26ppl	6,500.00								6,500.00			100.00%
Parent Project incentives	$250/week x 40 weeks	10,000.00								10,000.00			100.00%
Parent Project childcare	3 @ $15/hr for 3 hrs x 20	2,700.00								2,700.00			100.00%
Parent Project graduation	$30/participant x 60 participants	1,800.00								1,800.00			
											$ -	$ -	$ 21,500.00
TOTAL CONTRACTS/CLIENT SERVICES		$ 21,500.00	$ -	$ -	$ -	$ -	$ -	$ -	$ 500.00	$ 21,000.00	-	-	21,500.00
TOTAL AGENCY OPERATIONS & CONTRACTS/CLIENT SERVICES SECTIONS			$ 5,868.72	$ -	$ -	$ -	$ -	$ -	$ 500.00	$ 26,170.00	$ 6,798.00	$ -	$ 39,336.72

FY 2022
BUDGET SUMMARY
Riley County Community Corrections Juvenile Services

FY2022 JUVENILE BUDGET SUMMARY

	JIAS	JISP	CM	IIP	CS	JCAB	enter program # here	enter program # here	enter program # here	enter program # here	Juvenile Reimbursements (estimate)	Other Funds
PERSONNEL SECTION	Cells auto fill-Verify amounts against Narrative											
ADMIN PERSONNEL CATEGORY												
Salary	39,834.06	39,835.07	39,834.07	-	-	-	-	-	-	-	-	-
Benefits	11,248.72	11,248.91	11,248.54	-	-	-	-	-	-	-	-	-
NON-ADMIN PERSONNEL CATEGORY												
Salary	79,744.30	26,821.31	14,321.31	-	-	-	-	-	-	-	-	44,761.08
Benefits	22,267.13	11,651.55	7,224.34	-	-	-	-	-	-	-	-	22,468.92
TOTAL PERSONNEL SECTION	$ 153,094.21	$ 89,556.83	$ 72,628.26	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ 67,230.00
AGENCY OPERATIONS SECTION	Cells auto fill-Verify amounts against Narrative											
TRAVEL CATEGORY	-	-	-	-	-	1,230.00	-	-	-	-	720.00	-
TRAINING CATEGORY	-	-	-	-	-	-	-	-	-	-	-	-
COMMUNICATIONS CATEGORY	-	-	-	-	-	-	-	-	-	-	3,666.00	-
EQUIPMENT CATEGORY	-	-	-	-	-	-	-	-	-	-	-	-
SUPPLIES/COMMODITIES CATEGORY	-	-	-	-	-	3,940.00	-	-	-	-	-	-
FACILITY CATEGORY	-	-	-	-	-	-	-	-	-	-	-	-
CONTRACTUAL CATEGORY	-	-	-	-	-	-	-	-	-	-	2,412.00	-
TOTAL AGENCY OPERATIONS SECTION	$ -	$ -	$ -	$ -	$ -	$ 5,170.00	$ -	$ -	$ -	$ -	$ 6,798.00	$ -
CONTRACTS/CLIENT SERVICES SECTION	Cells auto fill-Verify amounts against Narrative											
CONTRACTS/CLIENT SERVICES CATEGORY	0.00	0.00	0.00	0.00	500.00	21,000.00	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL CONTRACTS/CLIENT SERVICES SECTION	$ -	$ -	$ -	$ -	$ 500.00	$ 21,000.00	$ -	$ -	$ -	$ -	$ -	$ -
TOTAL FY22 BUDGET SUMMARY	$ 153,094.21	$ 89,556.83	$ 72,628.26	$ -	$ 500.00	$ 26,170.00	$ -	$ -	$ -	$ -	$ 6,798.00	$ 67,230.00

Attachment: FY22 BOCC Final Budget Version (10995 : Staff Update)

ADULT CC BUDGET	PERSONNEL	TRAVEL	TRAINING	COMMUNICATIONS	EQUIPMENT	SUPPLIES/ COMMODITIES	FACILITY	CONTRACTUAL	CONTRACTS/ CLIENT SERVICES	TOTAL
ADULT - Admin Personnel	$ 353,416.71									$ 353,416.71
ADULT - Non-Admin Personnel	$ -									$ -
ADULT - CC Funds		$ -	$ -	$ -	$ -	$ 6.72	$ -	$ 2,412.00	$ -	$ 2,418.72
ADULT - Behavioral Health	$ -	$ -	$ -	$ -	$ -	$ -		$ 90,070.00	$ 5,000.00	$ 95,070.00
ADULT - Reimbursement	$ -	$ 720.00	$ -	$ 2,610.00	$ -	$ 120.00	$ -	$ -	$ -	$ 3,450.00
ADULT - County	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
ADULT - Other	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
TOTAL	$ 353,416.71	$ 720.00	$ -	$ 2,610.00	$ -	$ 126.72	$ -	$ 92,482.00	$ 5,000.00	$ 454,355.43
ADULT RESIDENTIAL BUDGET	**PERSONNEL**	**TRAVEL**	**TRAINING**	**COMMUNICATIONS**	**EQUIPMENT**	**SUPPLIES/ COMMODITIES**	**FACILITY**	**CONTRACTUAL**	**CONTRACTS/ CLIENT SERVICES**	**TOTAL**
RESIDENTIAL - Admin Personnel	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
RESIDENTIAL - Non-Admin Personnel	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
RESIDENTIAL - Reimbursement	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
RESIDENTIAL - County	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
RESIDENTIAL - Other	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
TOTAL	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
JUVENILE BUDGET	**PERSONNEL**	**TRAVEL**	**TRAINING**	**COMMUNICATIONS**	**EQUIPMENT**	**SUPPLIES/ COMMODITIES**	**FACILITY**	**CONTRACTUAL**	**CONTRACTS/ CLIENT SERVICES**	**TOTAL**
JUVENILE - JIAS	$ 153,094.21	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ 153,094.21
JUVENILE - JISP	$ 89,556.83	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ 89,556.83
JUVENILE - CM	$ 72,628.26	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ 72,628.26
JUVENILE - IIP	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
JUVENILE - CS	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ 500.00	$ 500.00
JCAB	$ -	$ 1,230.00	$ -	$ -	$ -	$ 3,940.00	$ -	$ -	$ 21,000.00	$ 26,170.00
PREVENTION 1	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
PREVENTION 2	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
PREVENTION 3	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
PREVENTION 4	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
JUVENILE - Reimbursement	$ -	$ 720.00	$ -	$ 3,666.00	$ -	$ -	$ -	$ 2,412.00	$ -	$ 6,798.00
JUVENILE - Other	$ 67,230.00	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ 67,230.00
TOTAL	$ 382,509.31	$ 1,950.00	$ -	$ 3,666.00	$ -	$ 3,940.00	$ -	$ 2,412.00	$ 21,500.00	$ 415,977.31
TOTAL AGENCY	**$ 735,926.02**	**$ 2,670.00**	**$ -**	**$ 6,276.00**	**$ -**	**$ 4,066.72**	**$ -**	**$ 94,894.00**	**$ 26,500.00**	**$ 870,332.74**

Attachment: FY22 BOCC Final Budget Version (10995 : Staff Update)

Kansas Department of Corrections
Community Corrections Services

Kansas Department of Corrections
Community Corrections Comprehensive Plan
Quarterly Outcome Report Format

Community Corrections Agency: Riley County Community Corrections

Fiscal Year 2021
Report Period

	1st Quarter	July 1st - September 30th
	2nd Quarter	October 1st - December 31st
	3rd Quarter	January 1st - March 31st
XXX	Year End	July 1st - June 30th

Process Goal: Sustain a risk reduction initiative founded on evidence-based principles

Objective: Provide two LSI-R inter-rater reliability (IRR) sessions by June 30, 2021.

Baseline: No baseline data exists, as this is not something that we have completed or tracked previously.

Progress: No progress was made in regard to this objective.

Discussion / Current Activities: KDOC and Community Corrections agencies began transitioning from using the LSI-R (Level of Service Inventory-Revised) for all offenders, to using the LS/CMI (Level of Service-Case Management Inventory) for male offenders, and the WRNA (Women's Risk Needs Assessment) for female offenders beginning July 1, 2021. Starting in October, 2020 Adult Intensive Supervision Officers were required to complete online trainings in Gender-Responsive Principles and Practices, and Trauma-Informed Approaches for Criminal Justice Agencies; followed by WRNA training and certification. Starting in June, 2021 Adult ISO's were required to complete online LS/CMI training and obtain their certification by July 2, 2021. The LS/CMI is a newer risk assessment, which includes many of the scored items from the LSI-R and uses additional, unscored items to identify responsivity issues and help with case management. KDOC is planning a transition period that will allow previously completed LSIR's to be used until the next scheduled reassessment, then complete either LS/CMI's or WRNA's for all new offenders.

Challenges: KDOC continues to struggle with a multitude of technical difficulties surrounding the rollout of the new Athena system; causing implementation of the LS/CMI and the WRNA to put on hold for an undetermined period of time until these issues can be resolved.

Modifications: N/A

Objective: Measure staff's use of Effective Practices in Community Supervision (EPICS) at least two times per staff member by June 30, 2021.

Baseline: No baseline data exists, as this is not something that we have completed or tracked previously.

Progress: The ISO II pulled tapes to provide quality assurance on 3 Problem Solving Worksheets and 1 R.A.C.E. form from 4 officers during this quarter, which have yet to be scored due to other duties taking precedence.

Discussion / Current Activities: Staff continue the frequent use of EPICS tools to help clients replace risky thoughts and behaviors with pro-social alternatives.

Challenges:

Modifications: None at this time.

Outcome Goal: Increase probationer success

Objective: Maintain the agency revocation rate of 10.5% or less revocation rate by June 30, 2021.

Baseline: In FY19, 11% or 10 out of 91 closed offender cases were revoked and sentenced to KDOC to serve their underlying sentence. [Court Case Sentencing Activity Report]

Target	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter	Year End
10.5%	5.9%	8.3%	38.1%	26.3%	**21.7%**

Agency Revocation Rate	FY15	FY16	FY17	FY18	FY19	FY20
	20%	10.7%	18.2%	19.75%	11.7%	10.5%

Progress: Unfortunately we experienced a *15% increase* in the number of offenders revoked during this quarter as compared to the baseline. During this quarter, 26.3% or 5 out of 19 offenders were revoked and remanded to the Kansas Department of Corrections to serve their underlying sentence. Although these numbers are disappointing as compared to our goal, it's a significant improvement over last quarter!

Discussion / Current Activities: Of the 5 offenders revoked and remanded:

0 were Presumptive Prison at Sentencing
4 were unemployed at the time of the Revocation Hearing
5 had served prior jail sanctions
4 had absconded while on supervision

Challenges: The average LSI-R risk score of those revoked was 40 compared to 25 for those who successfully completed probation, a much higher risk score.

Modifications: None at this time.

Objective: Maintain a supervision success rate of at least 75% successful completion rate by June 30, 2021.

Baseline: In FY19, 87.73% of closed offender files were successful. (Successful combines successful, unsuccessful, death and not sentenced to Community Corrections.)

Target	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter	Year End
75%	94.1%	91.7%	61.9%	73.7%	**78.3%**

Supervision Success Rate	FY15	FY16	FY17	FY18	FY19
	80%	89.3%	81.8%	80.15%	87.73%

Progress: Unfortunately we experienced a *14% decrease* in the number of probationers successfully completing supervision this quarter as compared to the baseline. Regarding true success, which does not include those that were unsuccessfully terminated from supervision, (as the statute allows), we experienced a 73.7% true successful rate; a significant improvement over last quarter!

Discussion / Current Activities: Nothing to report at this time.

Challenges: Nothing to report at this time.

Modifications: None at this time.

Objective: Maintain the number exiting the program who have decreased their overall risk from the initial or re-assessment to the discharge LSI-R© assessment to 67% (decreased overall risk rate) by June 30, 2021.

Baseline: In FY19, 67% of those exiting the program decreased their overall risk from the initial or reassessment to the discharge assessment. [LSI Performance Report]

Target	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter	Year End
67%	75%	50%	36%	?	**?**

Progress: Unknown due to inability to run reports in new case management database.

Discussion / Current Activities: Staff continue to meet monthly to discuss risk reduction strategies, including referrals to the Care Coordinator for individual appointments and Cog Ed classes.

Challenges: Some of the most frustrating challenges with the rollout of Athena has been our loss of ability to run reports; from simple Case Face Sheets for files, to Court Case Sentencing Activity Reports and LSIR Performance Reports necessary to tabulate performance data for Quarterly Reports. Until Microsoft resolves these issues in Athena, accurate data cannot be provided.

Modification: None at this time.

Objective: **At least 75% of those clients starting a *The Courage to Change Journal Social Values Journal* class will successfully complete the class, by June 20, 2021.**

Baseline:

Target	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter	Year End
75%	80%	-	67%	100%	**82%**

Progress: The Care Coordinator began a new round of Getting Started (cog ed orientation) with 4 clients completing the initial orientation class, however 1 dropped out after the first session to start a new job, agreeing to re-start the class at a later date. The 3 remaining clients completed the class successfully.

Discussion / Current Activities: The Care Coordinator was excited to resume in-person classes in June with a Companions journal class, which is on track to finish in late July. Data from that class will be included in the FY22 1st Quarter Report.

Challenges: Due to cog ed classes being conducted by Zoom until mid-June, PICTS assessments were not completed, but will resume in FY22.

Modification: N/A

FY 2021 Community Corrections Year End Outcome Report Signatory Approval Form

Agency Name: Riley County Community Corrections

Agency Director: Shelly Williams

Report Period: July 1, 2020 - June 30, 2021

My signature certifies that I did author this report and assist in the compilation and analysis of the data cited therein.

____ ____________

Director Date

. . . .

My signature certifies that the Community Corrections Advisory/Governing Board reviewed the Year End Report of Outcomes for Fiscal Year 2021 and agreed with the findings and discussion therein.

____ ____________

Advisory/Governing Board Chairperson Date

Address: 1221 Thurston Street, MHK, 66502

Phone: 785-539-8763 Fax: E-Mail: linda@tryufm.org

. . . .

My signature certifies that the Board of County Commissioners reviewed the Year End Report of Outcomes for Fiscal Year 2021 and agreed with the findings and discussion therein.

____ ____________

Board Of County Commissioners Chairperson (Host County only) Date

Address: 100 Courthouse Plaza, MHK, 66502

Phone: 785-537-6300 Fax: E-Mail: jford@rileycountyks.gov

RILEY COUNTY OUT OF STATE TRAVEL REQUEST/AUTHORIZATION

NAME: Megan Lewis **DEPARTMENT:** Community Corrections

POSITION TITLE: ISO **DATE REQUESTED** 7/20/2021

FUND: 144-500-133

Travel From: Omaha, Nebraska **Date:** 8/15/2021

Travel To: National Harbor, Maryland **Date:** 8/18/2021

Purpose of Travel: To attend the NADCP All Rise National Conference, which will provide our team access to the largest group of experts in the fields of treatment, evaluation, supervision, courts, law and other issues impacting a treatment court program. We will be exposed to Adult Drug Court Best Practice Standards, strategies on implementing a treatment court, the 10 key components of a treatment court, and the roles and responsibilities of each discipline attending.

The All Rise National Conference is held annually, with the 2021 conference currently scheduled for August in National Harbor, Maryland. Below are the estimates we anticipate for the 2022 All Rise National Conference:

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	Airfare ($325 one-way flight) + Uber to/from airport ($20)	$670.00
Lodging	5 days, 4 nights	$1,087.19
Meals	Food per Diem Total Riley County Rate $63/day (breakfast $15; lunch $18; dinner $30)	$270.00
Registration/Fees	Rise21 Regisration	$745.00
Other		

Total Estimated Travel Costs: $2,772.19

Requested by: Megan Lewis **Date:** 7/20/21

Approved by:

Department Head: Shelly Williams **Date:** 7/20/2021

Chairman: ____________ **Date:** ____________
Board of County Commissioners

Out of State Travel request/adopted 10-12-98

Attest: ______________________________ **Date:** ______________

Riley County Clerk

cc: Department Head
Department Assistant

Out of State Travel request/adopted 10-12-98

RILEY COUNTY OUT OF STATE TRAVEL REQUEST/AUTHORIZATION

NAME: Shelly Williams **DEPARTMENT:** Community Corrections

POSITION TITLE: Director **DATE REQUESTED** 7/20/2021

FUND: 144-500-133

Travel From: Manhattan, Kansas **Date:** 8/14/2021

Travel To: National Harbor, Maryland **Date:** 8/18/2021

Purpose of Travel: To attend the NADCP All Rise National Conference, which will provide our team access to the largest group of experts in the fields of treatment, evaluation, supervision, courts, law and other issues impacting a treatment court program. We will be exposed to Adult Drug Court Best Practice Standards, strategies on implementing a treatment court, the 10 key components of a treatment court, and the roles and responsibilities of each discipline attending.

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ESTIMATED COST:

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Meals	Food per Diem Total Riley County Rate $63/day (breakfast $15; lunch $18; dinner $30)	$270.00
Registration/Fees	Rise21 Regisration	$745.00
Other		

Total Estimated Travel Costs: $2,772.19

Requested by: Shelly Williams **Date:** 7/20/2021

Approved by:

Department Head: Shelly Williams **Date:** 7/20/2021

Chairman: ____________ **Date:** ____________

Board of County Commissioners

Out of State Travel request/adopted 10-12-98

Attest: ______________________________ **Date:** ______________

Riley County Clerk

cc: Department Head
Department Assistant

RILEY COUNTY OUT OF STATE TRAVEL REQUEST/AUTHORIZATION

NAME: Brett Clark **DEPARTMENT:** Community Corrections

POSITION TITLE: ISO **DATE REQUESTED** 7/20/2021

FUND: 144-500-133

Travel From: Manhattan, Kansas **Date:** 8/14/2021

Travel To: National Harbor, Maryland **Date:** 8/18/2021

Purpose of Travel: To attend the NADCP All Rise National Conference, which will provide our team access to the largest group of experts in the fields of treatment, evaluation, supervision, courts, law and other issues impacting a treatment court program. We will be exposed to Adult Drug Court Best Practice Standards, strategies on implementing a treatment court, the 10 key components of a treatment court, and the roles and responsibilities of each discipline attending.

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Mileage rate of

ESTIMATED COST:

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Lodging	5 days, 4 nights	$1,087.19
Meals	Food per Diem Total Riley County Rate $63/day (breakfast $15; lunch $18; dinner $30)	$270.00
Registration/Fees	Rise21 Regisration	$745.00
Other		

Total Estimated Travel Costs: $2,772.19

Requested by: B Clark **Date:** 7/20/21

Approved by:

Department Head: Shelly Williams **Date:** 7/20/2021

Chairman: **Date:**

Board of County Commissioners

Out of State Travel request/adopted 10-12-98

Attest: ______________________________ **Date:** ______________
Riley County Clerk

cc: **Department Head**
Department Assistant

RILEY COUNTY

COUNTY CLERK & ELECTIONS
Presentation

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

MEMORANDUM

FROM: **Alice Massimi**

MEETING: **July 22, 2021**

SUBJECT: **PIO Monthly Update**

PRESENTER: **Alice Massimi**

Throughout the past month, I have worked on a variety of projects.

HEALTH DEPARTMENT:

Unfortunately, the number of COVID cases and hospitalizations has dramatically increased, so I have had to shift my focus back to COVID- related content. In addition to continuing to draft and release the weekly COVID press release, we held a press conference with Julie Gibbs and Aryn Price to discuss a variety of COVID issues on Wednesday. I have also met with representatives from RCHD to discuss different messaging and ways to encourage the roughly 60% of the population in Riley County that is not currently vaccinated.

As you know, Riley County Health Department began offering saliva-based testing at the Manhattan Regional Airport on Wednesday. I have worked closely on promoting the new service.

This Friday, the health department will host a clinic at Red Bud Estates. In addition to promoting this event in English, we have also targeted the Spanish-speaking population that lives there. We will be providing translators and grocery gift cards, and backpacks with school supplies.

I assisted the RADxUp team in videotaping an interview with Pastor Lewis about the importance of getting vaccinating. I hope to edit that this week, which I am working on editing.

I'm also working with Aryn Price, the clinical director, on messaging surrounding STIs and the testing services offered by the Health Department. With the pandemic, many individuals stopped being tested, so we have seen an increase nationwide and locally. This campaign is in the early stages, but I will be providing updates as it progresses.

I've also met with members of the Health Department to review their Public information and Crisis Risk Communications SOPin order to ensure it is up to date and reflects the addition of a PIO.

WEBSITE:

I met with Riley County Historical Museum to discuss the website and some significant changes to the content and how it is presented on the website. We hope this will make this section of the website more user-friendly while also highlighting Riley County's rich history.

Edits on other pages continue. I have recently been working with the Fire Department to make their presence on the website more robust, to include profiles of our new deputy chiefs, a map detailing where our fire stations are and additional fire safety advice.

Kevin and I met with CivicPlus for a design discovery meeting. We have received the mood board and proposed layout and will be presenting it to department heads and county commissioners in the coming weeks.

I completed three sessions of CivicPlus training. Representatives from the larger departments throughout the county were invited to participate. Going forward, they can make more simple updates to the website so that we do not have a repeat of what I encountered when I began.

OTHER:
I also facilitated interviews between local news media and Riley County personnel, including a profile piece on Health Department Clinic Director Aryn Price, written for the Manhattan Mercury.

I attended a Budget and Planning meeting to discuss the proposed change to the sales tax rate, specifically how we can educate the community on what the proposed change is and how the money will be spent.

I've also attended meetings regarding OpenGov and how we will be including the information provided by this platform on our website.

Last week I was introduced to the flooding-prone areas of Riley County. In response to the high amount of rain that we received in a short amount of time, Emergency Management was closely monitoring several areas. I went on a driving tour of the county, which we extremely helpful to give me a perspective of the problem areas in Riley County and how extensive flooding can be in those areas.

Yesterday, I participated in Fort Riley's active violence training exercise in the morning and then spent the afternoon at Riley County's exercise. These exercises are critical from a PIO perspective so that we know, to a certain extent, what to expect should we find ourselves facing a similar situation.

Finally, I presented a social media process and media request policy to the department heads, which was approved yesterday. These processes, which will eventually be part of a communications manual for Riley County, will help ensure all communication and public relations efforts are cohesive, consistent and effective.

Enclosures:

- PUBLIC INFORMATION OFFICER UPDATE (1) (PDF)

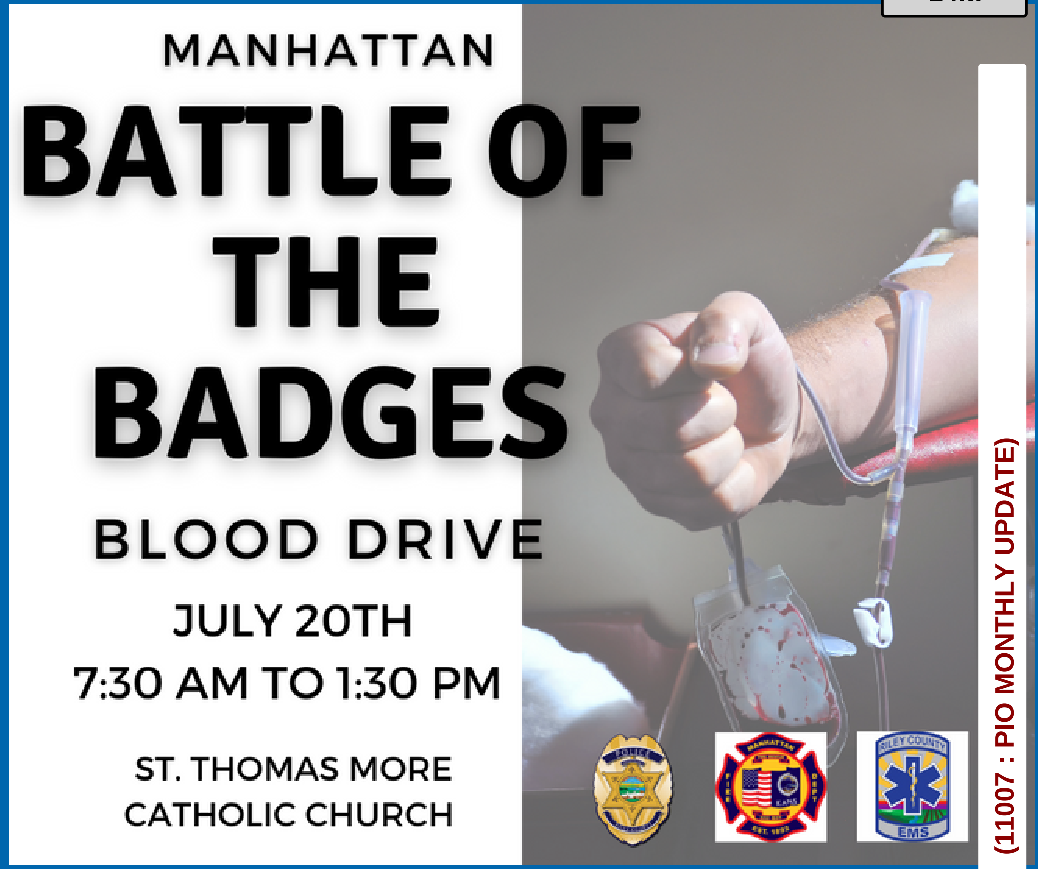
PUBLIC INFORMATION OFFICER UPDATE

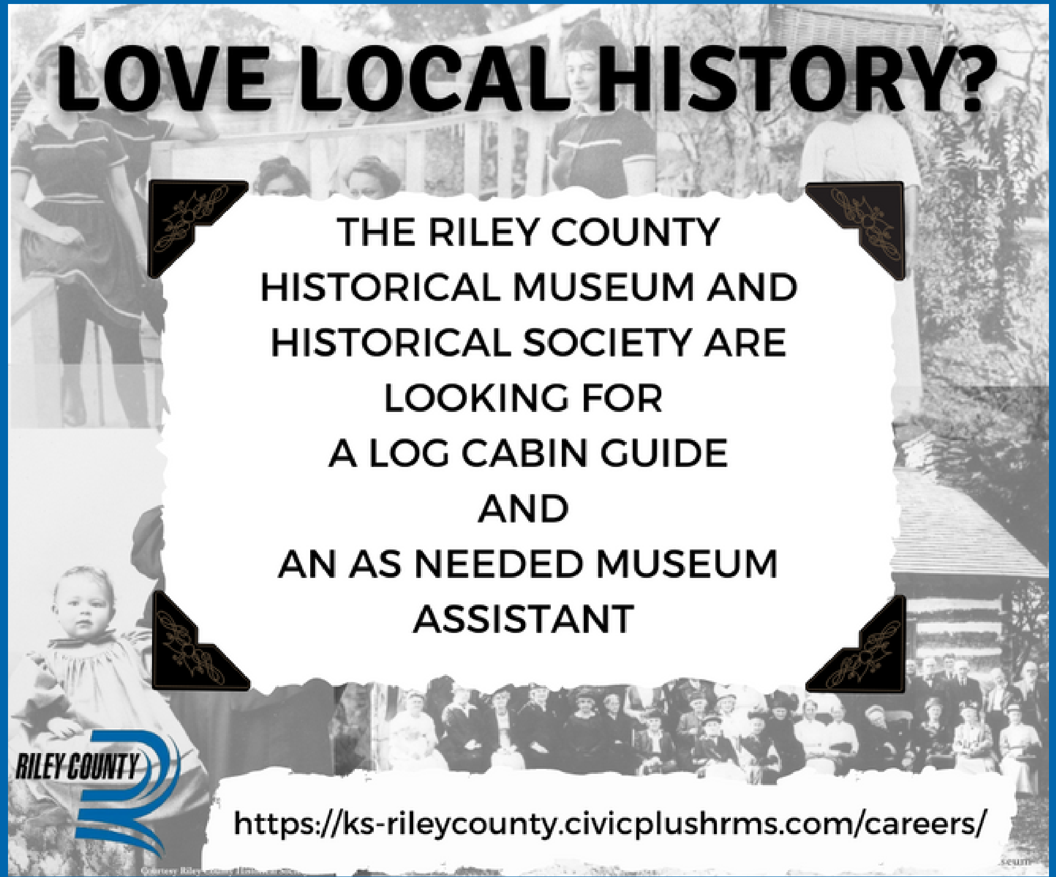
RILEY COUNTY
HEALTH DEPARTMENT

COVID-19 RESPONSE

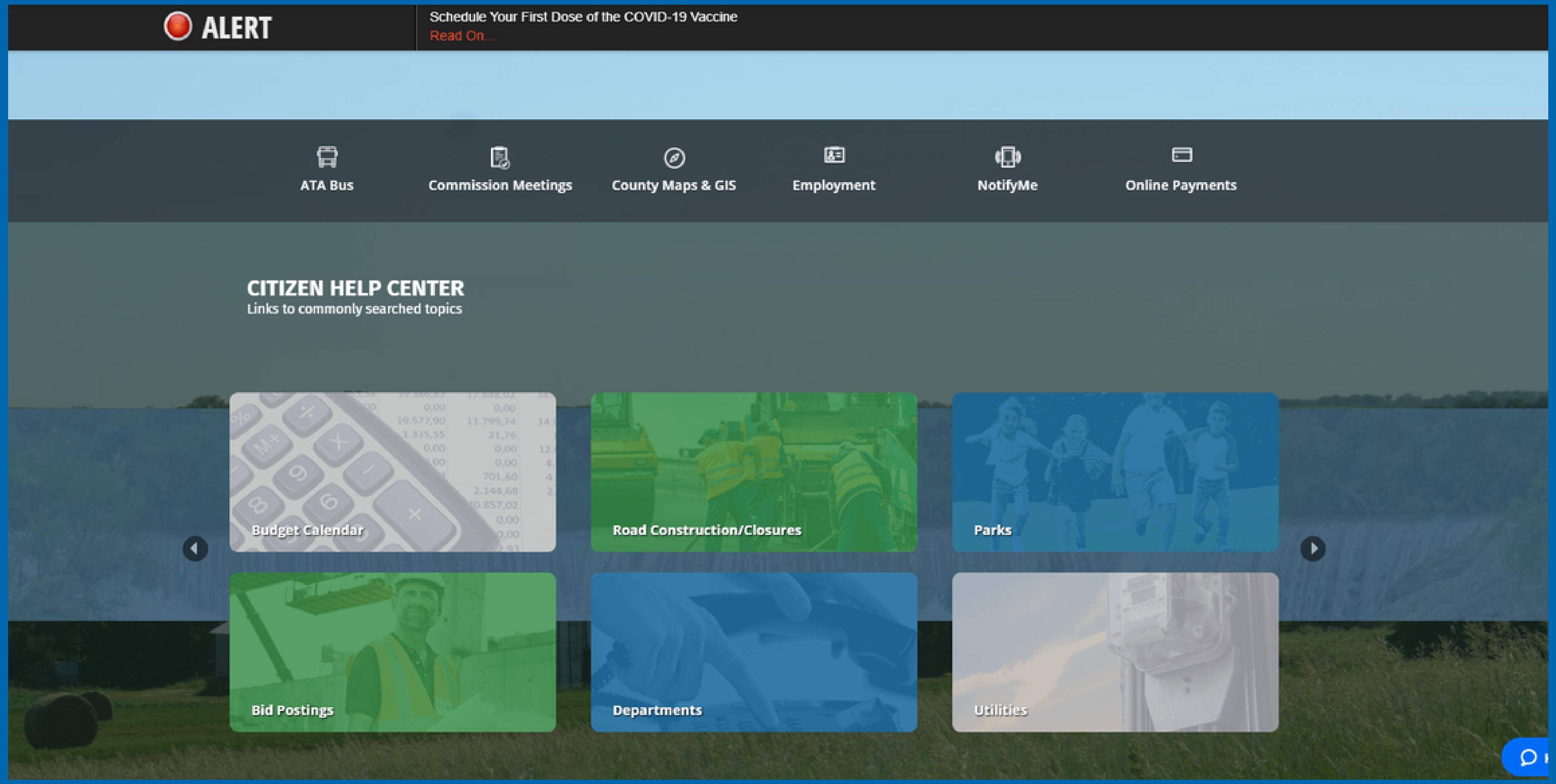
- WEEKLY PRESS RELEASE
- PRESS CONFERENCE
- MESSAGING ON VACCINE

SOCIAL MEDIA





WEBSITE REDESIGN / UPDATE



- RILEY COUNTY HISTORICAL MUSEUM
- FIRE DISTRICT #1
- CIVICPLUS MOOD BOARD AND PROPOSED LAYOUT
- CIVICPLUS TRAINING

RILEY COUNTY

OTHER

- FACILITATED INTERVIEWS WITH MEMBERS OF THE MEDIA AND RILEY COUNTY EMPLOYEES
- ASSIST HR IN RECRUITING EFFORTS
- BUDGET AND PLANNING MEETING
- OPENGOV IMPLEMENTATION
- FLOOD WARNING
- ACTIVE VIOLENCE TRAINING
- SOCIAL MEDIA AND MEDIA REQUEST PROCESS

ANY QUESTIONS OR CONCERNS?

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

HEALTH DEPARTMENT
Personnel

COMMISSION AGENDA REPORT

FROM:	**Julie Gibbs**
MEETING:	**July 22, 2021**
SUBJECT:	**Riley County Health Department request to fill a full time nurse position in the clinic.**
PRESENTER:	**Julie Gibbs**

BACKGROUND
The clinic is vital to the health department as they provide family planning and immunizations for residents in Riley County. This would not be possible without a great nursing staff.

DISCUSSION

The public health nurse performs direct nursing services for patients in General Clinic and satellite clinics with duties to include immunizations, family planning, STD, child health assessments and adult health. Additional assignments may apply, including communicable disease and TB control.

FISCAL IMPACT
This is already budgeted for in the clinic budget.

RECOMMENDATION(S)
I recommend the Board of Health approves this request to hire a full time Public Health Nurse to fill a position in the clinic.

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:

- Public Health Nurse-Clinic (PDF)
- 2021-07 HD Public Health Nurse (gold) (PDF)

RILEY COUNTY, KANSAS JOB DESCRIPTION

Job Title:	**PUBLIC HEALTH NURSE-CLINIC**		
Department:	Health Department	**Division:**	Nursing
Reports To:	Nursing Supervisor		
Pay Grade:	**S**	**Status:**	Full Time
FLSA Status:	Exempt		

POSITION SUMMARY: The staff nurse performs direct nursing services for patients in General Clinic and satellite clinics with duties to include immunizations, family planning, STD, child health assessments and adult health. Additional assignments may apply, including communicable disease and TB control.

ESSENTIAL FUNCTIONS:

- Perform a variety of nursing duties Providing confidential, medically sound, timely and respectful care and assistance to all patients
- Provides health education/counseling either one on one and in a group on communicable diseases, foreign travel, immunizations, reproductive health, pregnancy, sexually transmitted diseases, tuberculosis testing and control, community resources, etc.
- Documents assessments, referrals and follow-ups within 48 hours in paper and or electronic medical record.
- Participates in emergency response health department efforts and provides support for Preparedness Coordinator response activities.
- Evaluates immunization status and completes proper administration of childhood and adult vaccinations per protocol and American Academy of Immunization Practice.
- Conducts child physical assessments, hemoglobin, lead screening, hearing, vision, fluoride varnish and developmental screening as trained and assigned
- Administers travel immunizations per protocol and Center for Disease Control Guidelines.
- Obtain laboratory specimens for screening and diagnostic purposes.
- Distribute and administer approved contraceptive methods within standing orders guidelines and in consultation with APRN.
- Counsels clients on STD and HIV transmission and testing procedures. Treats STD clients per Standing Orders and CDC guidance.
- Keeps current and accurate lab records reviewing daily lab work, signing daily lab sheets and keeping lab logs in an orderly manner ensuring lab controls are completed as per protocol as assigned.
- Collects program data for using in Health Promotion and Prevention Planning for the community.

Communicable Disease Nurse:

- Conducts communicable disease investigation and provides follow-up recommendations to individuals, physicians, and family members regarding the spread and control of diseases using state reporting requirements as assigned.

- Enters all Communicable Disease information in the Kansas Disease Reporting system within the timeframes set by the state as assigned
- Maintains and updates Communicable Disease Protocols provided by Kansas Department of Health and Environment
- Develops local protocol to enhance disease investigation process and control spread of disease along with the Preparedness Coordinator
- Identify clients needing Tuberculosis medication, arrange for medications, monitor and manage medications in collaboration with the state and local medical consultant
  - Required to be on-call 24/7 for response to disease notification
  - Organizes and is Responsible for Vaccine for Children's Program requirements along with maintaining current knowledge of vaccine schedules, recommendations, Inventory and orders assuring the agency complies with state Guidelines as assigned.

SECONDARY FUNCTIONS:

- Assists with ordering and managing inventories as requested by supervisor
- Coordinates and implements community/off-site flu clinics as requested by supervisor
- Assists with quarterly and annual reports
- Reviews materials for program use at least annually
- Will keep current CPR certification
- Participates with off-site clinic as needed
- Participates in staff meetings and nursing meetings
- Other duties as assigned

POSITION REQUIREMENTS:
Education: Graduate of accredited education program with an associate, diploma or Licensed Bachelor's in nursing.

License(s)/Certification(s): Currently a registered nurse in the State of Kansas. Valid driver's license and good driving record.

Experience: One or more years' experience in Public Health nursing is preferred.

Skills: Demonstrates excellent written communication skills – detailed, succinct, organized written work. Must have ability to understand complex oral and written instruction, ability to speak and write effectively, and ability to give clear, concise instruction orally and in writing, including written reports to local, state and federal offices. Establish and maintain an image of the Health Department to the community that represents service, vitality, and professionalism.

Conforms to HIPAA privacy regulations specific to position held. The public health nurse creates and records PHI. Has authority use the following categories of PHI for treatment purposes: demographics, scheduling, treatment or procedures, reports and medical notes. Disclosures are only allowed as necessary for treatment to providers and/or Business Associates or as required by law. Does not have authority to access PHI for payment or health care (non-treatment) operations. May need to interact with the following departments for allowable access to PHI: WIC, Family Connections.

Updated 2017

Supervisory Controls: The employee and the Nursing Supervisor work together to set the overall objectives for this position.

Supervisory Responsibility: None

Guidelines: The employee uses judgment in interpreting and adapting guidelines such as agency policies, regulations, precedents, and work directions for application to specific cases or problems. Contributes to an environment that promotes positive interactions and problem solving.

Complexity: The work requires self motivated advanced planning and intelligent, rapid emergency decisions. The work also requires many daily decisions concerning such things as planning of the work, or refining the methods and techniques to be used to fulfill work requirements. Meeting and dealing with many individuals of varying interests and levels of responsibility. Dependable in carrying out responsibilities.

Scope and Effect of Work: The work involves establishing criteria; formulating projects; assessing program effectiveness; or investigating or analyzing a variety of unusual conditions, problems, or questions during and after critical situations.

Personal Contacts: The personal contacts are with individuals or groups from inside and outside the County in a moderately unstructured setting (e.g., the contacts are not established on a routine basis); the purpose and extent of each contact is different and the role and authority of each party is identified and developed during the course of the contact.

Purpose of Contacts: The purpose is to plan, coordinate, advise and educate on work efforts or to resolve operating problems by influencing or motivating individuals or groups who are working toward mutual goals and who have basically cooperative attitudes.

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

While performing the duties of this job, the employee is required to stand; walk; sit; use hands to finger, handle, or feel; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; talk and hear from both ears; smell. The employee must regularly lift and/or move up to 40 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

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

The noise level in the work environment is usually normal.

Updated 2017

Use of personal vehicle may be required.
Must be fluent in English. Bilingual English/Spanish helpful.
Public Health facility requires a non-smoker.

Approved: _______________ Date:
(Supervisor)

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

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

RILEY COUNTY POSITION ACTION FORM

Department: Health Department Date: 07/16/2021 Job Title: Public Health Nurse

☒ Full Time ☐ Part Time	☒ Regular ☐ As Needed	☐ Seasonal ☐ Intern	☐ Grant Funded ☐ Temporary	Pay Grade S Hours per ☐ Week ☐ Month	Start Date ASAP End Date	☐ Non-Exempt ☒ Exempt

TYPE OF REQUEST

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

Budgeted Position Request		Non-Budgeted Position Request	
☒ Request to hire replacement-same duties ☐ Request to hire replacement-new duties	☐ Request to change budgeted hours ☐ Request to change position status	☐ Request to create a new position for current fiscal year only ☐ Request for current non-budgeted position to be included in future annual budgets	☐ Request to create a new position which will be included in future annual budgets
1. Name of former incumbent or current employee: Julie Miller	2. Effective date of promotion, transfer, termination, or change: 07/30/2021	1. Are there current budgeted funds available to pay for this position? ☐ Yes ☐ No ☐ Grant Funded	2. Requested hours per year:
3. If requesting a change in budgeted hours, estimated change in cost per year:	4 Would the position require re-evaluation for classification and pay grade purposes? ☐ Yes ☒ No	3. Estimated cost per year (financial impact): $	4 Would the position require evaluation for classification and pay grade purposes? ☐ Yes ☐ No
5. Has this position been "On Hold?" ☐ Yes ☒ No If yes, date placed "On Hold":	6. Any special conditions regarding this position:	5. If applicable, what is the ending date for the position?:	6. Any special conditions regarding this position:

1. Why is it necessary to fill this position or change its status? Resignation of incumbent

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

For hiring purposes, briefly state necessary and/or desirable education, training, and/or certification required as well as desirable experience and/or skills: Graduate of accredited education program w/associate, diploma, or Licensed BA in Nursing.

Additional comments: Currently registered nurse in KS, valid driver's license & good driving record

Approval by:		Date:
Department Head:	[signature]	7-15-21
Personnel:	[signature]	7/19/21
BOCC Chairman:		
BOCC Member:		
BOCC Member:		

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

3/19/03

OUTSIDE AGENCY
Grant

Outside Agency
110 Courthouse Plaza
Manhattan, KS 66502
Phone: 785-565-6200

COMMISSION AGENDA REPORT

FROM: **Cindy Kabriel, Administrative Assistant II**

MEETING: **July 22, 2021**

SUBJECT: **Edward Bryne Memorial Justice Assistance Grant (JAG) Program FY 2021 - Local Solicitation for the Riley County Police Department**

PRESENTER: **Director Butler and Jennifer Reifschneider, Riley County Police Department**

Move to approve the Edward Bryne Memorial Justice Assistance Grant (JAG) Program FY 2021 Local Solicitation Application for the Riley County Police Department.

Enclosures:
- JAG documents (PDF)

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WORKSPACE FORM

SUPPORT@GRANTS.GOV

This Workspace form is one of the forms you need to complete prior to submitting your Application Package. This form can be completed in its entirety offline us Adobe Reader. You can save your form by clicking the "Save" button and see any errors by clicking the "Check For Errors" button. In-progress and completed f can be uploaded at any time to Grants.gov using the Workspace feature.

When you open a form, required fields are highlighted in yellow with a red border. Optional fields and completed fields are displayed in white. If you enter invalic incomplete information in a field, you will receive an error message. Additional instructions and FAQs about the Application Package can be found in the Grants Applicants tab.

OPPORTUNITY & PACKAGE DETAILS:

Opportunity Number:	O-BJA-2021-35004
Opportunity Title:	BJA FY 21 Edward Byrne Memorial Justice Assistance Grant (JAG) Program - Local Solicitation
Opportunity Package ID:	PKG00267630
CFDA Number:	16.738
CFDA Description:	Edward Byrne Memorial Justice Assistance Grant Program
Competition ID:	C-BJA-2021-00149-PROD
Competition Title:	Category 1 - Applicants with eligible allocation amounts of less than $25,000
Opening Date:	06/08/2021
Closing Date:	07/26/2021
Agency:	Bureau of Justice Assistance
Contact Information:	National Criminal Justice Reference Service Response Center

APPLICANT & WORKSPACE DETAILS:

Workspace ID:	WS00746099
Application Filing Name:	Riley County Law Enforcement Agency Application
DUNS:	6197429760000
Organization:	RILEY, COUNTY OF
Form Name:	Application for Federal Assistance (SF-424)
Form Version:	3.0
Requirement:	Mandatory
Download Date/Time:	Jul 15, 2021 09:35:46 AM EDT
Form State:	No Errors

FORM ACTIONS:

OMB Number: 4040-0004

Expiration Date: 12/31/2022

Application for Federal Assistance SF-424

* 1. Type of Submission:
- [ ] Preapplication
- [x] Application
- [ ] Changed/Corrected Application

* 2. Type of Application:
- [x] New
- [ ] Continuation
- [ ] Revision

* If Revision, select appropriate letter(s):

* Other (Specify):

* 3. Date Received: Completed by Grants.gov upon submission.

4. Applicant Identifier:

5a. Federal Entity Identifier:

5b. Federal Award Identifier:

State Use Only:

6. Date Received by State:

7. State Application Identifier:

8. APPLICANT INFORMATION:

* a. Legal Name: Riley County

* b. Employer/Taxpayer Identification Number (EIN/TIN): 48-6023850

* c. Organizational DUNS: 6197429760000

d. Address:

* Street1: 110 Courthouse Plaza

Street2:

* City: Manhattan

County/Parish:

* State: KS: Kansas

Province:

* Country: USA: UNITED STATES

* Zip / Postal Code: 66502-0109

e. Organizational Unit:

Department Name: Riley County Police Department

Division Name:

f. Name and contact information of person to be contacted on matters involving this application:

Prefix:

* First Name: Jennifer

Middle Name:

* Last Name: Reifschneider

Suffix:

Title: RCPD Accountant

Organizational Affiliation:

* Telephone Number: 785-473-2307

Fax Number: 785-565-6559

* Email: finance@rileycountypolice.org

Attachment: JAG documents (11004 : Edward Bryne Memorial Justice Assistance Grant (JAG) Application)

Application for Federal Assistance SF-424

*** 9. Type of Applicant 1: Select Applicant Type:**

B: County Government

Type of Applicant 2: Select Applicant Type:

Type of Applicant 3: Select Applicant Type:

* Other (specify):

*** 10. Name of Federal Agency:**

Bureau of Justice Assistance

11. Catalog of Federal Domestic Assistance Number:

16.738

CFDA Title:

Edward Byrne Memorial Justice Assistance Grant Program

*** 12. Funding Opportunity Number:**

O-BJA-2021-35004

* Title:

BJA FY 21 Edward Byrne Memorial Justice Assistance Grant (JAG) Program - Local Solicitation

13. Competition Identification Number:

C-BJA-2021-00149-PROD

Title:

Category 1 - Applicants with eligible allocation amounts of less than $25,000

14. Areas Affected by Project (Cities, Counties, States, etc.):

Add Attachment | Delete Attachment | View Attachment

*** 15. Descriptive Title of Applicant's Project:**

County-wide law enforcement services for Riley County, KS.

Attach supporting documents as specified in agency instructions.

Add Attachments | Delete Attachments | View Attachments

Application for Federal Assistance SF-424

16. Congressional Districts Of:

* a. Applicant: KS-001

* b. Program/Project: KS-001

Attach an additional list of Program/Project Congressional Districts if needed.

Add Attachment | Delete Attachment | View Attachment

17. Proposed Project:

* a. Start Date: 08/01/2021

* b. End Date: 08/01/2022

18. Estimated Funding ($):

* a. Federal	24,567.00
* b. Applicant	0.00
* c. State	0.00
* d. Local	0.00
* e. Other	0.00
* f. Program Income	0.00
* g. TOTAL	24,567.00

*** 19. Is Application Subject to Review By State Under Executive Order 12372 Process?**

☐ a. This application was made available to the State under the Executive Order 12372 Process for review on ________.

☐ b. Program is subject to E.O. 12372 but has not been selected by the State for review.

☒ c. Program is not covered by E.O. 12372.

*** 20. Is the Applicant Delinquent On Any Federal Debt? (If "Yes," provide explanation in attachment.)**

☐ Yes ☒ No

If "Yes", provide explanation and attach

Add Attachment | Delete Attachment | View Attachment

21. *By signing this application, I certify (1) to the statements contained in the list of certifications and (2) that the statements herein are true, complete and accurate to the best of my knowledge. I also provide the required assurances** and agree to comply with any resulting terms if I accept an award. I am aware that any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil, or administrative penalties. (U.S. Code, Title 218, Section 1001)**

☒ ** I AGREE

** The list of certifications and assurances, or an internet site where you may obtain this list, is contained in the announcement or agency specific instructions.

Authorized Representative:

Prefix:

* First Name: John

Middle Name:

* Last Name: Ford

Suffix:

* Title: Chair of Riley County Commission

* Telephone Number: 785-565-6214

Fax Number:

* Email: jford@rileycountyks.gov

* Signature of Authorized Representative: Completed by Grants.gov upon submission.

* Date Signed: Completed by Grants.gov upon submission.

Attachment: JAG documents (11004 : Edward Bryne Memorial Justice Assistance Grant (JAG) Application)

14. Areas Affected by Project:

County-wide law enforcement services for Riley County, KS. Tactical Weapon Lights and Accompanying Holsters for Duty Handguns. The U.S. Department of Justice indicates that about ninety percent of police shootings occur in low light conditions. Accurate threat identification along with accurate shooting under stress are critically important qualities that law enforcement agencies wish to instill into their personnel. This is especially true in view of national concerns over police use of lethal force. Weapon mounted flashlights will allow RCPD personnel to quickly assess potential threats and keep their hands on their guns during lethal confrontations, rather than continuing the awkward practice of attempting to operate a gun and separate flashlight simultaneously. An evaluation of our needs has revealed an approximate cost of $30,380 for weapon mounted lights and the holsters that can accommodate them. These JAG funds will go a long way to purchase these critical items without the need to identify an alternate funding source or making budgetary sacrifices in other areas of the agency.

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WORKSPACE FORM

SUPPORT@GRANTS.GOV

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OPPORTUNITY & PACKAGE DETAILS:

Opportunity Number:	O-BJA-2021-35004
Opportunity Title:	BJA FY 21 Edward Byrne Memorial Justice Assistance Grant (JAG) Program - Local Solicitation
Opportunity Package ID:	PKG00267630
CFDA Number:	16.738
CFDA Description:	Edward Byrne Memorial Justice Assistance Grant Program
Competition ID:	C-BJA-2021-00149-PROD
Competition Title:	Category 1 - Applicants with eligible allocation amounts of less than $25,000
Opening Date:	06/08/2021
Closing Date:	07/26/2021
Agency:	Bureau of Justice Assistance
Contact Information:	National Criminal Justice Reference Service Response Center

APPLICANT & WORKSPACE DETAILS:

Workspace ID:	WS00746099
Application Filing Name:	Riley County Law Enforcement Agency Application
DUNS:	6197429760000
Organization:	RILEY, COUNTY OF
Form Name:	Disclosure of Lobbying Activities (SF-LLL)
Form Version:	2.0
Requirement:	Mandatory
Download Date/Time:	Jul 15, 2021 09:36:16 AM EDT
Form State:	No Errors

FORM ACTIONS:

DISCLOSURE OF LOBBYING ACTIVITIES

Complete this form to disclose lobbying activities pursuant to 31 U.S.C.1352

OMB Number: 4040-0013
Expiration Date: 02/28/2022

1. * Type of Federal Action:
- [ ] a. contract
- [x] b. grant
- [ ] c. cooperative agreement
- [ ] d. loan
- [ ] e. loan guarantee
- [ ] f. loan insurance

2. * Status of Federal Action:
- [x] a. bid/offer/application
- [ ] b. initial award
- [ ] c. post-award

3. * Report Type:
- [x] a. initial filing
- [ ] b. material change

4. Name and Address of Reporting Entity:

[x] Prime [ ] SubAwardee

*Name: Riley County

*Street 1: 110 Courthouse Plaza Street 2:

*City: Manhattan State: KS: Kansas Zip: 66502

Congressional District, if known:

5. If Reporting Entity in No.4 is Subawardee, Enter Name and Address of Prime:

6. * Federal Department/Agency: Department of Justice Programs

7. * Federal Program Name/Description: Edward Byrne Memorial Justice Assistance Grant Program

CFDA Number, *if applicable:* 16.738

8. Federal Action Number, *if known:*

9. Award Amount, *if known:* $ 24,567.00

10. a. Name and Address of Lobbying Registrant:

Prefix: *First Name: na Middle Name:

*Last Name: na Suffix:

*Street 1: Street 2:

*City: State: Zip:

b. Individual Performing Services (including address if different from No. 10a)

Prefix: *First Name: na Middle Name:

*Last Name: na Suffix:

*Street 1: Street 2:

*City: State: Zip:

11. Information requested through this form is authorized by title 31 U.S.C. section 1352. This disclosure of lobbying activities is a material representation of fact upon which reliance was placed by the tier above when the transaction was made or entered into. This disclosure is required pursuant to 31 U.S.C. 1352. This information will be reported to the Congress semi-annually and will be available for public inspection. Any person who fails to file the required disclosure shall be subject to a civil penalty of not less than $10,000 and not more than $100,000 for each such failure.

*** Signature:** Completed on submission to Grants.gov

***Name:** Prefix: *First Name: John Middle Name:

*Last Name: Ford Suffix:

Title: Chair of Riley County Commission **Telephone No.:** 7855656214 **Date:** Completed on submission to Grants.gov

Federal Use Only:

Authorized for Local Reproduction
Standard Form - LLL (Rev. 7-97)

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

REGISTER OF DEEDS
Staff Update

STAFF REPORT

FROM: **Amy Manges, Register of Deeds**

MEETING: **July 22, 2021**

SUBJECT: **Year-To-Date Revenue**

PRESENTER: **Amy Manges**

Enclosures:

- BOCC Report - July 2021 (DOC)

TO: **Board of County Commissioners**

FROM: **Amy Manges, Register of Deeds**

DATE: **July 22, 2021**

SUBJECT: **2021 Year-To-Date Revenue**

The following is a brief summary of revenue figures through 3:00 p.m., July 19, 2021 with comparable year-to-date information for 2020:

	2020	2021
Total Mortgage Amount (Indebtedness)	**$375,506,766**	**$400,828,879**
Recording Fees	**$283,321**	**$387,695**
Heritage Trust Fund	**$21,169**	**$28,773**
Register of Deeds Tech Fund	**$42,338**	**$57,546**
Treasurer Tech Fund	**$10,585**	**$14,387**
Clerk Tech Fund	**$10,585**	**$14,387**
Copy Fees	**$20,086**	**$31,029**
Total Year-To-Date Revenue	**$388,084**	**$533,817**

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

Plats	2020	2021
Total Plats Filed	11	25
Total Platted Lots	153	47

Estimated 2021 Revenue

Recording Fees = $275,000
Heritage Trust Fund = $25,000
Copy Fees = $20,000
Total = $320,000

Register of Deeds Tech Fund = $45,000

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Staff Update:

- Recorded 5,681 documents in 2021 vs. 4,188 in 2020
- Continue to work on back-file indexing
- Increased copy revenue with the implementation of iDoc Market
- Hired 1 new employee and in the process of training her on the various office procedures and functions
- Continue to cross train employees
- Tracking daily revenue loss due to changes in filing fees and mortgage registration tax. Total revenue lost in 2021 due to fee changes totaled $625,481