



**Board of Riley County
Commissioners
Regular Meeting
Agenda
July 22, 2024**

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

Commission Comments

2. Commission Comments

Business Meeting

3. Strategic Planning consulting contract with Shockey Consultants
4. Highway Use Permit, Schultz-18570 School Branch Road
5. CIP Project Activations
6. Sign Riley County Employee Action Form(s)

Review Minutes

7. Board of Riley County Commissioners - Regular Meeting - Jul 18, 2024 9:00 AM

Press Conference Topics

8. Discuss Press Conference

Review Tentative Agenda

9. Tentative Agenda

9:00 AM

Bob Isaac, Planner

10. Replat Lots 59A and 59B of Sam N. Rogers Subdivision together into a single lot.

9:15 AM

Elizabeth Ward, Human Resources Director

11. 2024 United Way Campaign

9:30 AM

Press Conference

12. Public Notice - Evan McMillan (1-2 minutes)
13. Annual maintenance questionnaires going in the mail this week - Anna Burson (3-5 minutes)

- 14. Riley County Office Building Hours - Vivienne Leyva (2 minutes)
- 15. Primary Election Tuesday, August 6, 2024 - Rich Vargo (2 minutes)

9:40 AM Anna Burson, Appraiser

- 16. Request to refill the Appraiser I or II Residential Position

9:50 AM John Ellermann, Public Works Director/County Engineer

- 17. Kansas Ave. Speed Study

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

- 18. Administrative Work Session
- 19. Pending County Projects County Counselor

10:30 AM Megan Lewis, Interim Community Corrections Director

- 20. Out of State Travel Request
- 21. FY24 4th Quarter Line-Item Adjustments
- 22. Revised FY25 Adult Services Budget
- 23. KDOC FY24 Adult Services Year-End Outcome Report
- 24. KDOC FY24 Juvenile Services Year-End Outcome Report

12:00 PM Intergovernmental Luncheon

- 25. Intergovernmental Luncheon Agenda

Adjournment

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



PLANNING & DEVELOPMENT
Contract > \$10K

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

COMMISSION AGENDA REPORT

FROM: Amanda Webb, Planning Director

MEETING: July 22, 2024

SUBJECT: Strategic Planning consulting contract with Shockey Consultants

PRESENTER: Amanda Webb, Planning Director

DISCUSSION

The BOCC approved the selection of Shockey Consultants for Riley County's strategic planning process. Attached is Shockey's signed contract as well as the signed Riley County Contractual Provisions Agreement. It now needs to be signed by the chairman.

FISCAL IMPACT

The cost for services as outlined in the contract/scope of work is \$22,200. This amount will come from CIP.

RECOMMENDATION

Staff recommends the chairman sign both the Shockey Consulting contract and Riley County's Contractual Provisions Agreement.

POSSIBLE MOTION(S)

Move to approve the chairman signing both the Shockey Consulting contract and Riley County's Contractual Provisions Agreement.

Enclosures:

- 2024_RileyCounty_StrategicPlanning_Agreement(PDF)
- Contractual Provisions Attachment (Standard Version) Signed (PDF)

CLIENT: Riley County, Kansas CONSULTANT SERVICES AGREEMENT

THIS AGREEMENT is made on July 10, 2024 by and between Riley County, Kansas [hereinafter "Client"], and Shockey Consulting Services, LLC, [hereinafter "Consultant"]. Client intends to contract with consultant to Planning Facilitator [hereinafter "Project"].

Client hereby contracts with consultant for the furnishing of professional services in connection with said Project, for the furnishing of such consulting services more particularly described herein in consideration of these premises and of the mutual covenants herein set forth. By executing this Agreement, Consultant represents to Client that Consultant is professionally qualified to do this Project.

SECTION I - DEFINITIONS

As used in this Agreement, the following terms shall have the meanings ascribed herein unless otherwise stated or reasonably required by this Agreement, and other forms of any defined words shall have a meaning parallel thereto.

"Client" means Riley County, Kansas

"Consultant" means Shockey Consulting Services, LLC.

"Consulting Documents" means all documents required or reasonably implied by the nature of the Project, including, but not limited to, plans, presentation materials, written materials.

"Consulting Services" means the professional services, labor, materials, supplies, and other acts or duties required of Consultant under this Agreement together with such other services as Client may require pursuant to the terms of this Agreement.

"Project" is as above described.

"Project Representative" means the person designated to represent Client in coordinating this Project with Consultant with authority to transmit instructions and define policies and decisions of Client.

SECTION II - PAYMENT

A. COMPENSATION.

1 Maximum Total Fee and Expense: Client agrees to pay Consultant a fee-based pricing for tasks outlined in Exhibit B, Scope of Work. This fee is based on the scope of services outlined in this Agreement and is projected to be completed on or before October 31st, 2025.

2. Hourly Fee: Any additional services which are not set forth in this Agreement will be charged based on the hourly rate schedule attached hereto as Exhibit "A". No additional service fees shall be incurred without prior written consent of Client.
3. Reimbursable Expenses: **Reimbursable expenses shall be considered as included in the total maximum fee.** The Client agrees to pay reimbursable expenses including expense of transportation in connection with the Project; expenses in connection with authorized travel; long-distance communications; expenses of printing and reproductions, postage; expenses of maps, renderings and models requested by Client and other costs as authorized by Client. Reimbursable expenses do not include overhead costs or additional insurance premiums. Expenses will be billed at cost and not marked up.
4. Billing: Consultant shall bill Client monthly for all services and reimbursable expenses. The bill submitted by the consultant shall itemize the services and reimbursable expenses for which payment is requested. Client agrees to pay Consultant within thirty (30) days of approval. Consultant agrees to submit herewith such financial information as shall be required by Client.
5. Client's Right to Withhold Payment: In the event Client becomes credibly informed that any representations of consultant provided in its monthly billing, are wholly or partially inaccurate, Client may withhold payment of sums then or in the future otherwise due to consultant until the inaccuracy and the cause thereof, is corrected to Client's reasonable satisfaction. In the event Client questions some element of an invoice, that fact shall be made known to the Consultant immediately. Consultant will help effect resolution and transmit a revised invoice if necessary. Amounts not questioned by Client shall be paid to consultant in accordance with the contract payment procedures. Failure of Client to make non-disputed payments to consultant in accordance with this Agreement shall be considered substantial nonperformance and cause for termination.
6. Time is of the Essence: Consultant will perform the services in a timely manner; however, if during their performance, for reasons beyond the control of consultant, protracted delays occur, the parties agree that they will renegotiate the schedule.
7. Change in Scope: For substantial modifications in authorized project scope, and/or substantial modifications of drawings and/or specifications previously accepted by Client, when requested by Client and through no fault of Consultant, Consultant shall be compensated for time and expense required to incorporate such modifications at Consultant's standard hourly rates per Exhibit "A". Provided, however, that any increase in Contract Price or Contract Time must be approved through a written Change Order. Consultant shall correct or revise any errors or deficiencies in the Project without additional compensation when due to Consultant's negligence.
8. Additional Services: Consultant shall provide Client's concurrence services in addition to those listed in Section III when such services are requested or authorized in writing by Client. Prior to entering into any additional services, the Consultant must

submit a proposal outlining the additional services to be provided, estimation of total hours and a maximum fee based upon the hourly fee schedule attached hereto as Exhibit "A". Reimbursable expenses incurred in conjunction with additional services shall be paid separately and those reimbursable expenses shall be paid at actual cost. Records of reimbursable expenses and expenses pertaining to additional services and services performed on an hourly basis shall be made available to Client if so requested in writing. Production of these records shall be made at the Consultant's office during normal business hours within a reasonable time at a date and time mutually convenient to both parties.

9. Change Orders: This Agreement may be amended to provide for additions, deletions, and revisions in the work or to modify the terms and conditions thereof by either written amendment or by change order. The Contract Price and Contract Time may only be changed by a written change order approved by Client unless it is the result of an emergency in which case the Project Representative may give written approval to be followed by a written and approved change order. If notice of any change affecting the general scope of the work or provisions of this Agreement, including but not limited to, Contract Price or Contract Time, is a requirement of any insurance policy held by consultant as a requirement of this Agreement, the giving of such notice shall be Consultant's responsibility.

SECTION III - RESPONSIBILITIES OF CONSULTANT

Consultant shall furnish and perform the various professional duties and services in all phases of the Project to which this Agreement applies as herein provided and which are required for the completion of the Project which services shall include:

A. SERVICES

The services to be provided are set out in Exhibit "B" attached hereto and incorporated by reference.

B. GENERAL DUTIES AND RESPONSIBILITIES

1. Personnel: Consultant shall assign only qualified personnel to perform any service concerning the Project. At the time of execution of the Agreement, the parties anticipate that the Sheila Shockey will perform as the principal on this project. As principal on this project, this person shall have authority to bind Consultant. The project manager for the project is: Molly Saunders. They will have primary communication with client project representative. All billing and contracting issues should be discussed with the consultant principal.
2. Independent Contractor: Consultant is an independent contractor and as such is not an agent or employee of Client.
3. Special Services: Consultant may be called on to serve as a consultant or witness in any litigation, arbitration, legal or administrative proceeding arising out of

this Project. Consultant shall not be paid extra by Client if its appearance is to defend its professional services. If Consultant is requested in writing by Client to appear as a general witness, it will be paid its hourly fee as reflected on the hourly rate schedule attached hereto as Exhibit "A".

4. Subcontracting of Service: Consultant shall not subcontract or assign any of the consulting services to be performed under this Agreement without first obtaining the written approval of Client regarding the work to be subcontracted or assigned and the consulting firm or person proposed to accomplish the subcontracted/assigned portion of the project. Such approval shall not unreasonably be withheld by Client. Neither Client nor Consultant shall assign any rights or duties under this Agreement without the prior written consent of the other party. Unless otherwise stated in the written consent to an assignment, no assignment will release or discharge the assignor from any obligation under this Agreement.

5. Professional Responsibility: Consultant will exercise reasonable skill, care and diligence in the performance of its services as is ordinarily possessed and exercised by a professional consultant in the same community under similar circumstances. If Consultant fails to meet the foregoing standard, Consultant will perform at its own cost, and without reimbursement from Client the professional services necessary to correct errors and omissions which are caused by Consultant's failure to comply with the above standard.

SECTION IV. CLIENT RESPONSIBILITIES

A. GENERAL DUTIES AND RESPONSIBILITIES

1. Communication: Client shall provide to consultant information and criteria regarding Client's requirements for the project; examine and timely respond to questions and submissions; and give written notice to consultant if the Client observes or otherwise becomes aware of any defect in the work.

2. Program and Budget: Client shall provide full information, including a program which shall set forth Client's objectives, schedule, constraints, budget with reasonable contingencies, and other necessary information.

3. Access: If necessary, Client will provide access for consultant to enter public and private property provided adequate notice of such need is provided to Client.

4. Duties: Client shall furnish and perform the various duties and services in all phases of the Project which are outlined and designated in Exhibit "B" as Client's responsibility.

5. Project Representative: Client shall designate Amanda Webb as the project representative to represent Client in coordinating this project with consultant, with authority to transmit instructions and define policies and decisions of Client. Written consent shall be required to approve any increase in Project cost.

SECTION V - GENERAL PROVISIONS

A. TERMINATION

1. Notice: Client reserves the right to terminate this Agreement for either cause or for its convenience and without cause or default on the part of consultant, by providing ten (10) days written notice of such termination to consultant. Upon receipt of such notice from Client, Consultant shall, at Client's option as contained in the notice: (1) immediately cease all work; or (2) meet with Client and, subject to Client's approval, determine what work shall be required of consultant to bring the Project to a reasonable termination in accordance with the request of Client. Consultant shall also provide to Client copies of all documents completed or partially completed at the date of termination.

If Client defaults on its obligation under this Agreement, Consultant is entitled to terminate this contract by providing ten (10) days written notice.

2. Compensation for Convenience Termination: If Client shall terminate for its convenience as herein provided, Client shall compensate Consultant for all work completed to date of its receipt of the termination notice. Compensation shall not include anticipatory profit or consequential damages, neither of which will be allowed.

3. Compensation for Default Termination: If Client shall terminate for cause or default on the part of Consultant, Client shall compensate Consultant for the reasonable cost of work completed to date of its receipt of the termination notice. Compensation shall not include anticipatory profit or consequential damages, neither of which will be allowed. The client also retains all its rights and remedies against consultant including but not limited to its rights to sue for damages, interest and attorney fees.

4. Incomplete Documents: Neither the Consultant nor its subcontractors shall be responsible for errors or omissions in documents which are incomplete because of an early termination under this Section, Consultant having been deprived of the opportunity to complete such documents and certify them.

B. DISPUTE RESOLUTION

Client and Consultant agree that from time to time, there may be conflicts, disputes and/or disagreements between them, arising out of or relating to the services of Consultant, the Project or this Agreement (hereinafter collectively referred to as "Disputes"). Therefore, Client and Consultant agree that all Disputes arising out of this Agreement or related to the services provided under this Agreement shall be resolved by mediation.

1. Any mediation shall take place in Johnson County, Kansas.
2. The prevailing party in any mediation relating to any Dispute shall be entitled to recover from the other party those reasonable attorney fees, costs and expenses incurred by the prevailing party in connection with the Dispute.

C. OWNERSHIP OF DOCUMENTS

All documents prepared in connection with this Project shall be the property of consultant, whether the project for which they are made is executed or not, however, Consultant will provide Client a copy of all final documents, including but not limited to prints and reproductions. Reports, plans, written materials, and related documents are Consultant's instruments. Provided that the Consultant is paid in full for its services, then Client may subsequently reuse these final documents without any additional compensation or agreement of consultant. The consultant may use the materials delivered for the purpose of marketing their services to other clients.

D. INSURANCE

The CONSULTANT shall maintain the following minimum insurance at CONSULTANTS sole cost to protect against claims arising out of the services performed under this AGREEMENT.

<u>Type of Coverage</u>	<u>Limits of Liability</u>
Workers' Compensation Employers' Liability	Statutory \$1,000,000 per Accident
Commercial General Liability Bodily Injury (including death) and Property Damage	\$2,000,000 Combined Single Limit \$4,000,000 annual aggregate

This policy shall be endorsed to include contractual liability coverage.

Commercial Automobile Liability Bodily Injury (including death) and Property Damage	\$1,000,000 Combined Single Limit
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This policy shall include all vehicles used in connection with the AGREEMENT whether owned, unowned, or hired.

Professional Liability	\$1,000,000 per claim and annual aggregate
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This insurance shall be maintained for a period of five (5) years after completion of all services by CONSULTANT.

Policies providing the insurance specified under subsection D shall be endorsed to include CLIENT as additional insured, and all policies shall include a provision restricting the right of the insurer to cancel or change such coverage except upon thirty (30) days' written notice to CLIENT. Certificates evidencing the coverage above shall

be delivered to the CLIENT prior to performing any services under this AGREEMENT and CLIENT's receipt of proper certificates of insurance shall be a condition precedent to CONSULTANT'S right to receive payment hereunder.

Consultant shall purchase and maintain in a company or companies authorized to do business in the State of Kansas such insurance as described in the agreement. Consultant agrees to maintain policies of insurance as required herein for as long as this Agreement is in force and effect, and as to the professional liability policy, if any, for a period of five (5) year(s) following the Date of Substantial Completion of the Project. Consultant's obligation to maintain the professional liability policy for five (5) years following the Date of Substantial Completion is subject to the general availability of such professional liability insurance policy in the marketplace, with no commercially unreasonable increase in premium, therefore. With respect to all of the insurance required by this Agreement, Consultant shall deliver to Client certificates of insurance, in a form and substance reasonably acceptable to Client within ten (10) days after execution of this Agreement.

With respect to the insurance coverages which are required to remain in force after the Date of Substantial Completion, a certificate of insurance evidencing continuation of such coverage shall be submitted along with the Consultant's invoice for its last payment under the terms of this Agreement, and at least annually thereafter where applicable. The certificates of insurance, as well as insurance policies required by this Agreement, shall contain a provision that coverage will not be materially changed, materially altered, cancelled, or allowed to expire until at least 30 days' prior written notice has been given to Client.

E. INDEMNIFICATION

For purposes of this Agreement, Consultant hereby agrees to indemnify and hold harmless Client, its employees, and agents from any and all loss where loss is caused or incurred in whole or in part as a result of the negligence or other actionable fault of consultant, its affiliates, subsidiaries, employees, agents and subcontractors/assignees and their respective servants, agents and employees. Consultant's obligation hereunder shall not include amounts attributable to the fault or negligence of Client or any third party for whom Consultant is not responsible.

F. ENTIRE AGREEMENT

This Agreement constitutes the entire agreement between the parties and supersedes all prior agreements, whether oral or written, covering the same subject matter. This Agreement may not be modified or amended except in writing mutually agreed to and accepted by both parties to this Agreement.

G. NO THIRD-PARTY BENEFICIARIES

Nothing contained herein shall create a contractual relationship with, or any rights in favor of, any third party.

H. COMPLIANCE WITH LAWS

Consultant shall abide by all applicable federal, state, and local laws, ordinances and regulations applicable to the work. Consultant shall secure all occupational and professional licenses, permits, etc., from public and private sources necessary for the fulfillment of his obligations under this Agreement.

I. TITLES, SUBHEADS AND CAPITALIZATION

Title and subheadings as used herein are provided only as a matter of convenience and shall have no legal bearing on the interpretation of any provision of the Agreement. Some terms are capitalized throughout the Contract but the use of or failure to use capitals shall have no legal bearing on the interpretation of such terms.

J. SEVERABILITY CLAUSE

Should any provision of this Contract be determined to be void, invalid, unenforceable, or illegal for whatever reason, such provision(s) shall be null and void; provided, however, that the remaining provisions of this Contract shall be unaffected thereby and shall continue to be valid and enforceable.

K. EXECUTION OF CONTRACT

The parties hereto have caused the Agreement to be executed this _____ day of _____, 20xx.

CLIENT NAME

By: _____

APPROVED AS TO FORM

By: _____

CONSULTANT

Shockey Consulting Services, LLC

By:  _____
Sheila Shockey, President

Attachment: 2024_RileyCounty_StrategicPlanning_Agreement (14926 : Shockey Consulting Contract - strategic planning)

EXHIBIT A HOURLY RATES FOR ADDITIONAL SERVICES

Additional work outside of the tasks defined in Exhibit B, Scope of Work will be billed on an hourly basis by consultant classification as follows:

Hourly Rate Schedule

Principal	\$230/hour
Consultant V	\$210/hour
Consultant IV	\$175/hour
Consultant III	\$150/hour
Consultant II	\$125/hour
Consultant I	\$90/hour
Administrative	\$75/hour

REIMBURSABLE EXPENSES

Reimbursable expenses shall be considered as included in the total maximum fee.
Reimbursable will be reimbursed per Section II, Sub-section A, Part 3 of this agreement.

EXHIBIT B

SCOPE OF SERVICES & FEES BY TASK

Shockey Consulting Services shall provide the following services.

SCOPE AND FEE PROPOSAL

Consulting Services Fee:

Project Kickoff and Management	\$815
Stakeholder Engagement: Pre-retreat interviews and surveys to gather input.	\$2,200
Facilitation of Strategic Planning Retreat: Full-day retreat with key county stakeholders.	\$6,735
Implementation Support: Guidance on the implementation of strategic goals.	\$1,950
Plan/Report/Document: Final deliverable: To include public facility impact analysis.	\$3,750
Annual Review Participation: Support for the first annual review and adjustment process.	\$4,250
Reimbursable Expenses and Travel	\$2,500
TOTAL	\$22,200

Attachment to “Contract” Between Riley County (hereinafter “County”), and
Shockey Consulting (hereinafter “Contractor”).

CONTRACTUAL PROVISIONS ATTACHMENT

The undersigned parties agree that the following provisions are hereby incorporated into the contract to which it is attached and made a part thereof, said contract being dated the 16th day of July, 2024.

1. **TERMS HEREIN CONTROLLING PROVISIONS.** It is expressly agreed that the terms of each and every provision in this attachment shall prevail and control over the terms of any other conflicting provision in the contract and any other document relating to and a part of the contract in which this attachment is incorporated. All terms hereof survive termination of the contract.
2. **AGREEMENT WITH KANSAS LAW.** It is agreed by and between the undersigned that all disputes and matters whatsoever arising under, in connection with or incident to the contract shall be litigated, if at all, in and before a state Court located in the State of Kansas, County of Riley, or if in Federal Court, at a Federal Court located in Topeka, Kansas, to the exclusion of the Courts of any other states or country. All contractual promises shall be subject to, governed by, and construed according to the laws of the State of Kansas, without reference to its conflict of laws principles. Both parties submit to venue and jurisdiction in these courts. In the event an action or claim arises outside of the exclusive jurisdiction specified herein which names County as a party, Contractor agrees to initiate, consent to and/or cooperate with any and all efforts to remove the matter to the exclusive jurisdiction named herein and otherwise to take any and all reasonable actions to achieve County’s objectives of this provision.
3. **COMPLIANCE WITH APPLICABLE LAWS, SERVICE STANDARDS AND REQUIRED PROCEDURES.**
 - 3.1 **Service Standards and Procedures.** Contractor shall perform the services set forth in the Contract in compliance with applicable standards and procedures specified in the Contract.
 - 3.2 **Compliance with Law.** Contractor shall comply with all applicable local, state and federal laws and regulations, in carrying out the Contract, regardless of whether those legal requirements are specifically referenced in the Contract.
4. **CASH BASIS AND BUDGET LAWS.** The right of the County to enter into the Contract is subject to the provisions of the Cash Basis Law (K.S.A. 10-1112 and 10-1113), the Budget Law (K.S.A. 79-2935), and other laws of the State of Kansas. The Contract shall be construed and interpreted so as to ensure that the County shall at all times stay in conformity with such laws, and as a condition of the Contract the County

reserves the right to unilaterally terminate the Contract at any time if, in the opinion of its legal counsel, the Contract may be deemed to violate the terms of such laws. Any contract for a term of more than one year shall be interpreted by the parties to provide the County the sole right to terminate the Contract before the end of each one-year term.

5. **TERMINATION DUE TO LACK OF FUNDING APPROPRIATION.** If, in the judgment of the Riley County Commissioners, after consultation with its Budget and Finance Officer or other county officials, sufficient funds are not appropriated to continue the function performed in the contract and for the payment of the charges hereunder, County may terminate the contract at the end of its current fiscal year. Termination shall be effective 30 days after County mails written notice to Contractor. In the event of such termination, County agrees to give written notice of termination to contractor. With regard to equipment, leased or otherwise, provided to County under the contract, if lawful, County will pay to the contractor all regular contractual payments incurred through the end of such fiscal year, plus contractual charges incidental to the return of any such equipment. Upon termination of the contract by County, title to and possession of any equipment purchased by the County under contract, but not fully paid for, shall revert to Contractor at the end of County's current fiscal year. The termination of the contract pursuant to this paragraph shall not cause any penalty to be charged to the County or the Contractor.

6. **LEASE/PURCHASE AGREEMENTS, LEASES WITH AN OPTION TO BUY, AND INSTALLMENT PURCHASE AGREEMENTS.** If the Contract to which this is attached is a lease-purchase agreement, a lease with an option to buy or an installment purchase agreement, pursuant to K.S.A. 10-1116b, County is obligated only to pay periodic payments or monthly installments under the contract as may be lawfully made from (a) funds budgeted and appropriated for that purpose during the County's current budget year or (b) funds made available from any lawfully operated revenue producing source.

Pursuant to K.S.A. 10-1116c, if the foregoing Contract is for a term exceeding the current fiscal year of the County, the Contract must specify: (1) the amount or capital cost required to purchase the item if paid for by cash, (2) the annual average effective interest cost, and (3) the amount included in the payments for service, maintenance, insurance or other charges exclusive of the capital cost and interest cost.

7. **ANTI-DISCRIMINATION CLAUSE.** In carrying out the Contract, Contractor shall comply with K.S.A. 44-1001 *et seq.*

7.1 Contractor shall observe the provisions of the Kansas act against discrimination and the Kansas age discrimination in employment act, and shall not discriminate against any person in the performance of work under the Contract because of race, religion, color, sex, disability, national origin, ancestry, or age.

7.2 In all solicitations or advertisements for employees, Contractor shall include the phrase "equal opportunity employer" or a similar phrase to be approved by the Kansas Human Rights Commission.

7.3 If Contractor fails to comply with the provisions of K.S.A. 44-1031, requiring reports to be submitted to the Kansas Human Rights Commission when requested by that Commission, Contractor shall be deemed to have breached the Contract and it may be canceled, terminated or suspended, in whole or in part, by County.

7.4 If Contractor is found guilty of a violation of the Kansas act against discrimination under a decision or order of the Kansas Human Rights Commission which has become final, Contractor shall be deemed to have breached the Contract and it may be canceled, terminated or suspended, in whole or in part by County.

7.5 Contractor shall include the provisions of paragraphs 7.1 through 7.4 inclusively of this section in every subcontract or purchase order so that such provisions will be binding upon such subcontractor of Contractor.

7.6 Parties to the contract understand that this paragraph number 7 is not applicable if Contractor employs fewer than four employees or if Contractor's contracts with the County cumulatively total \$5,000 or less during the County's fiscal year.

8. **ACCEPTANCE OF CONTRACT.** The contract shall not be considered accepted, approved or otherwise effective until the required approvals and certifications have been given and this Contractual Provisions Attachment is signed by the Board of County Commissioners of Riley County, Kansas.
9. **ARBITRATION, DAMAGES, WARRANTIES.** Notwithstanding any language to the contrary, no interpretation shall be allowed to find the County has agreed to binding arbitration, or the payment of damages or penalties upon the occurrence of a contingency. Further, the County does not agree to pay attorney fees and late payment charges; and no provisions will be given effect that attempts to exclude, modify, disclaim or otherwise attempt to limit implied warranties of merchantability and fitness for a particular purpose.
10. **REPRESENTATIVE'S AUTHORITY TO CONTRACT/REQUIRED DOCUMENTATION.** By signing the Contract, the representative of Contractor hereby represents that such person is duly authorized by Contractor to execute the document on behalf of Contractor and Contractor agrees to be bound by the provisions thereof. Contractor shall furnish evidence of authority to transact business in Kansas, in the form of a certificate signed by the Kansas Secretary of State.
11. **RESPONSIBILITY FOR TAXES.** The County shall not be responsible for, nor indemnify Contractor for, any federal, state or local taxes that may be imposed or levied upon the subject matter of the contract.
12. **NO INSURANCE PROVIDED BY COUNTY.** The County shall not be required to purchase, any insurance against loss or damage to any personal property to which the contract relates, nor shall the contract require the County to establish a "self-insurance" fund to protect against any such loss or damage. Subject to any applicable provisions of the Kansas Tort Claims Act (K.S.A. 75-6101 *et seq.*), Contractor shall bear the risk of any loss or damage to any personal property to which Contractor holds title.

13. **INSURANCE PROVIDED BY CONTRACTOR.** Contractor shall maintain in full force and effect during the term of the Contract the insurance policies and coverages listed in the Contract, which policies shall be issued by a responsible carrier selected by Contractor. Contractor shall deliver to County, upon reasonable request, Certificates of Insurance evidencing such coverages. Minimum limits for coverage are as follows:

- | | |
|-------------------------------------|--|
| • General Liability Insurance | \$500,000 per occurrence |
| • Workers Compensation | Per State Statutes |
| • Employers Liability | \$100,000 Bodily Injury By Accident |
| • | \$500,000 Bodily Injury By Disease |
| • | \$100,000 Bodily Injury by Disease – each employee |
| • Business Auto (Owned & Non-Owned) | \$500,000 Combined single limit per occurrence |
| • Property/Contents | Contractor agrees to maintain fire and extended coverage on all property, real or personal, belonging to Contractor. |

The Riley County Board of County Commissioners and Riley County, Kansas shall be named as an additional insured with respect to the General Liability and Business Auto insurance coverages. All of the foregoing coverages shall be issued by a company or companies licensed to do business in the state of Kansas.

14. **TERM AND TERMINATION.**

14.1 Term. This Contractual Provisions Attachment shall be effective as of its date of execution by the parties and shall remain in effect during the term of the Contract, or until terminated either for convenience, breach or default, as set out herein. Thirty (30) days written notice to the breaching party is required.

14.2 Termination for Cause. If Contractor shall fail to fulfill in a timely and proper manner its obligations under the Contract, or if Contractor shall violate any of the terms, covenants, conditions, or stipulations of the Contract, County shall thereupon have the right to terminate the Contract by promptly giving written notice to Contractor of such termination and specifying the reasons for the termination and the effective date thereof. A breach shall include, but not be limited to, failure to comply with any or all items contained in the Contract and any appendices, exhibits or amendments thereto, if any.

Notwithstanding the above, Contractor shall not be relieved of liability to County by virtue of any breach of the Contract by Contractor.

14.3 Termination for Convenience. County may terminate the Contract in whole or in part, upon thirty (30) days written notice to Contractor, stating the effective date of the termination for convenience.

14.4 Payment Calculation Upon Termination. In the event of termination under the Contract by either party, any amount owed Contractor will be calculated based solely upon payment for fair value of acceptable services provided by Contractor to the point of termination, which fair value is not the subject of a good faith dispute.

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

16. **PERSONNEL.**

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

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

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

17. **PROHIBITION OF CONFLICTS OF INTEREST.**

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

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

B. Notice to Bidders. Requests for proposal or invitations for bid issued by Contractor to implement the Contract will provide notice to prospective bidders that Riley County's conflict of interest provision is applicable and that prospective bidders who develop or draft specifications, requirements, statements of work and/or RFPs for a proposed procurement shall be excluded from bidding or submitting a proposal to compete for the award of such procurement.

18. **ASSIGNMENT.** Neither the Contract nor any rights or obligations hereunder shall be assigned or otherwise transferred by either party without the prior written consent of the other.

19. **SUBCONTRACTING.** None of the work or services covered by the Contract shall be subcontracted without the prior written approval of County. All approved subcontracts must conform to all terms set forth in the Contract and the Contractual Provisions Attachment.

20. **RECORDS, REPORTS AND INSPECTION.**

20.1 Documentation of Costs. All costs incurred by Contractor for which Contractor purports to be entitled to reimbursement under the express terms of the Contract shall be supported by properly executed payrolls, time records, invoices, contracts or vouchers, or other official documentation evidencing in proper detail the nature and propriety of charges. All checks, payrolls, invoices, contracts, vouchers, orders or other accounting documents pertaining in whole or in part to the Contract shall be clearly identified and readily accessible to both parties to the Contract.

A. Maintenance of Records. Except as otherwise authorized by County, Contractor shall retain such documentation for a period of three (3) years after receipt of any applicable final expenditure report under the Contract, unless action, including but not limited to litigation or audit resolution proceedings, necessitate maintenance of records beyond this three (3) year period.

B. Contractor's Purchasing Procedure. Contractor certifies that it does not practice any form of discrimination based on race, ethnic origin, gender or religion or disability in its purchasing procedures. Contractor agrees to make available a written description of its purchasing procedures if requested by County.

21. **METHOD OF BILLING AND PAYMENT.**

21.1 Billing Procedures. Contractor agrees that billings and payments under the Contract shall be processed in accordance with established budgeting, purchasing and accounting procedures of Riley County, Kansas. Subject to the maximum amount of compensation prescribed herein, payment shall be made after receipt of billing, and the amount of payment shall not exceed the maximum amount allowed by the Contract.

A. Support Documentation. Billing shall be supported with documentation required by County including, but not necessarily limited to, that documentation described in paragraph 20.1, above.

B. Reimbursement Restrictions. Payments shall be made to Contractor only for items and services provided to support the Contract purpose when such items and services are specifically authorized by the Contract. County reserves the right to disallow reimbursement for any item or service billed by Contractor if County believes that such item or service was not provided to support the Contract purpose, or was not authorized by the Contract.

C. Pre-disbursement Requirements. Contractor must provide to County the documentation required pursuant to the Contract prior to any disbursements being made by County to Contractor.

D. Mailing Address. Payments shall be mailed to Contractor's address as set forth herein.

22. **LICENSES AND PERMITS.** Contractor shall maintain all licenses, permits, certifications, bonds, and insurance required by federal, state or local authority for carrying out the Contract. Contractor shall notify County immediately if any required license, permit, bond or insurance is canceled, suspended or is otherwise ineffective. Such cancellation, suspension, or other ineffectiveness may form the basis for immediate revocation or cancellation of the Contract by County, in County's sole discretion.
23. **PUBLIC DOCUMENTS.** It is agreed that the Contract, and all subsequent agreed amendments or addenda thereto are public documents which will be filed with the Riley County Clerk, and will be open to public inspection.
24. **MERGER/SALE/TRANSFER OF CONTRACTOR ASSETS.** Contractor will notify County in writing at least thirty (30) calendar days in advance of Contractor's merger with any other business entity, or of any sale or other transfer of Contractor's assets to any other business entity. In the event of any such merger, sale or other transfer of Contractor assets, Contractor will reasonably cooperate with County in assuring that provision of all products and services under this Contract are not disrupted before, during and after such merger, sale or other transfer of Contractor assets. After such merger, sale or other transfer of Contractor assets, Contractor will reasonably cooperate with County in providing any documents or information necessary to establish any prior payments made by County to Contractor under this Contract.
25. **TITLE AND COPYRIGHT ASSIGNMENT**
 - (a) Contractor and County intend this to be a contract for services and each considers the products and results of the services to be rendered by Contractor hereunder (the "Work") to be a work made for hire within the meaning of Section 101 of the 1976 Copyright Act. Contractor acknowledges and agrees that the Work (and all rights therein, including,

without limitation, copyright) belongs to and shall be the sole and exclusive property of County.

(b) If for any reason the Work would not be considered a work made for hire under applicable law, Contractor does hereby sell, assign, and transfer to County, its successors and assigns, the entire right, title and interest in and to the copyright in the Work and any registrations and copyright applications relating thereto and any renewals and extensions thereof, and in and to all works based upon, derived from, or incorporating the Work, and in an to all income, royalties, damages, claims and payments now or hereafter due or payable with respect thereto, and in and to all causes of action, either in law or in equity for past, present, or future infringement based on the copyrights, and in and to all rights corresponding to the foregoing throughout the world.

(c) Following the creation of the Work, Contractor hereby agrees to execute all documents as requested, assigning to County its rights in any copyright or copyright application filed on the Work, to perform such other proper acts as County may deem necessary to secure for County or its designee the rights herein assigned, and to cooperate with County in the protection of the Work.

(d) If the Work is one to which the provisions of 17 U.S.C. 106A apply, Contractor hereby waives and appoints County to assert on Contractor's behalf the Contractor's moral rights or any equivalent rights regarding the form or extent of any alteration to the Work (including, without limitation, removal or destruction) or the making of any derivative works based on the Work, including, without limitation, photographs, drawings or other visual reproductions of the Work, in any medium, for County purposes.

(e) Contractor warrants that he/she/it is the sole owner of the Work (and its documentation) and has full power and authority to make this agreement; that the Work (and its documentation) does not infringe any copyright, violate any property rights, or contain any scandalous, libelous, or unlawful matter. Contractor will defend, indemnify, and hold harmless the County and/or its licensees against all claims, suits, costs, damages, and expenses, including attorney fees, that the County and/or its licensees may sustain by reason of any scandalous, libelous, or unlawful matter contained or alleged to be contained in the Work (and its documentation) or any infringement or violation by the Work (and its documentation) of any copyright or property right; and until such claim or suit has been settled or withdrawn, the County may withhold any sums due the Contractor under this agreement.

26. **LIMITATION OF LIABILITY.** It is agreed that notwithstanding any language in the Contract to the contrary, County and Riley County waive no defense, immunity or limitation of liability otherwise available to County and Riley County under the terms of the Kansas Tort Claims Act or other applicable law.

27. **SURVIVABILITY.** All numbered paragraphs and all subparts thereof shall survive termination of this Agreement.

Contractor**County**

BOARD OF COUNTY COMMISSIONERS
OF RILEY COUNTY, KANSAS

By: 
Name:

By: _____
John Ford, Chairman

07/16/2024
Date

Date

ATTEST:

Rich Vargo, County Clerk

Approved as to Form

By: _____
Clancy Holeman
Riley County Counselor

Date: _____



PUBLIC WORKS
Permit

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

COMMISSION AGENDA REPORT

FROM: Andrea Rose, Administrative Assistant II

MEETING: July 22, 2024

SUBJECT: Highway Use Permit, Schultz-18570 School Branch Road

PRESENTER: John Ellerman, Director of Public Works

BACKGROUND

Raymond Schultz has requested permission to install a residential sewer line under School Branch Road at 18750 School Branch Road, Randolph, according to the details shown on the attached map.

POSSIBLE MOTION(S)

Move to approve the Highway Use Permit granting Raymond Schultz permission to complete work as outlined in permit.

Enclosures:

- 2024-010 Schultz- School Branch Rd (PDF)

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

Project Number: 2024-010

Requesting Party: Raymond Schultz- 18750 School Branch Rd

Processing Procedure: Date and initial completed steps.

1. The public works department sends a copy of the document management form and permit to Operations Manager (OM) 7-15-2024 & Assistant County Engineer for recommendation. 7-15-2024

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

Signature: _____



7/15/2024

2. The public works department sends a copy of Highway Use Permit to Township for recommendation. Township will call Public Works with any recommendations, if applicable.
Comments: May Day= none

The public works department attaches document management form to Application for Highway Use Permit and gets recommendation signature from County Engineer (Place sign here sticker on HUP and put in CE mailbox). If recommended proceed by submitting scanned .pdf file (to include: Doc. Management Form and Original Highway Use Permit, with County Engineer signature and any additional maps or pages) to MinuteTraq for scheduling (schedule accordingly-*hard Copies also due to Clerk's Office by 3PM*) of Commission meeting agenda. Place "Sign Here" post-it on original and deliver original to County Clerk's designated employee. Keep one copy here for our files.

Date _____ by _____

3. County Clerk via Minute Traq schedules permit to be signed by Chairman during next BOCC business meeting.
4. BOCC Chairman signs and dates permit. County Clerk produces 2 copies of permit including attached maps and sends to Administrative Clerk Public Works **the next business day**. County Clerk keeps original.
5. The public works department distributes copies of permits received from County Clerk.
CC: Petitioner ☐
Operations Manager ☐
Township Trustee: May Day- Richter (if on Township Road) ☐
Highway Use Permit filed with Document Management Form attached ☐

Date _____ by _____

Submitted by: AR

Date Submitted: 06/04/2024

Attachment: 2024-010 Schultz- School Branch Rd (14913 : Highway Use Permit-Schultz 2024-010 School Branch Road)

Permit No. 2024-010

APPLICATION FOR HIGHWAY USE PERMIT
Riley County, Kansas

Raymond S. SchultzSewer Line

Applicant Name

Type of Construction

18790 N Otter BranchRandolphKS66554

Applicant Mailing Address

City

State

Zip

Applicant hereby requests permission to do certain work along and/or across the public roads of Riley County, Kansas. The type of work and location of work to be done is described as follows: Residential sewer line under School Branch Rd @18750

School Branch Rd, Randolph, KS 66554

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

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

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

Submitted by: X

Submitter's signature

X

Date

Raymond S. Schultz, Owner

Printed Name & Title

785-562-6171

Submitter's Telephone Number

rays@valleyvet.com

Submitter's Email Address

X August 1, 2024

Proposed Date of Construction

X Brenner Excavating LLC

Contractor Name

X 785-313-0983

Contractor Telephone Number

X 1 day

Estimated Duration of Construction

RECOMMENDED BY:

John Ellemann
Riley County Engineer

Permit granted this _____ day of _____, 20____.

BOARD OF COUNTY COMMISSIONERS
RILEY COUNTY, KANSAS

Chairperson

Page 1 of 2

OFFICE USE ONLY:

Application Fee: \$100

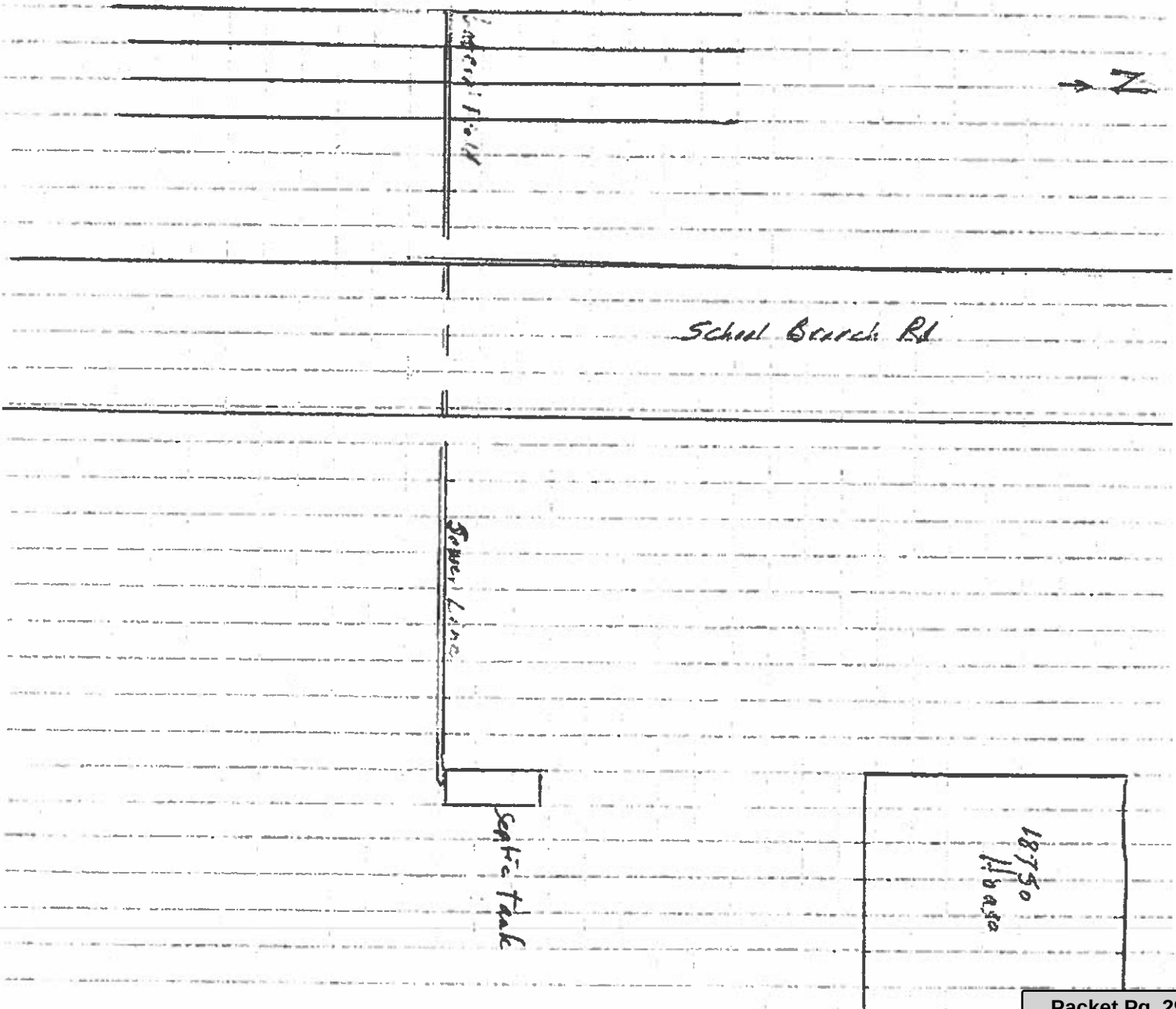
\$1,000 Deposit _____ Bond _____ Letter _____

Receipt No. 013057 Date: 04/17/2023Signature: AR

Attachment: 2024-010 Schultz- School Branch Rd (14913 : Highway Use Permit-Schultz 2024-010 School Branch Road)

Process for Highway Use Permit

- A permit is required for all utilities installed, relocated, removed or repaired in the County's right-of-way
- Submit Application for Permit
 - Attach construction plan and traffic control plan
 - Submit \$100.00 Application Fee
 - Submit applicable deposit, performance bond, cashier's check or letter of credit
 - Contractor's Certificate of Liability Insurance
- Stake the proposed location of above ground utilities
- Permit must be approved prior to starting any work
- **Once approved, notify County Engineer a minimum of two business days prior to starting work**
- Copy of Highway Use Permit and copy of Requirements and Procedures must be on site with the Contractor
- Begin project
- County will perform routine inspections during project
- **Notify County 24 hours prior to any backfilling**
- Restore work area to a condition equal to the existing before construction
- Request final inspection a minimum of two business days before de-mobilization
- Create punch list of items remaining to be completed
- Complete punch list items as necessary
- Receive written final Notice of Acceptance
- Warranty work for a period of one year
- Fees, bonds, cashier's check or letter of credit returned





COUNTY CLERK & ELECTIONS
Work Session

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

COMMISSION AGENDA REPORT

FROM: Brittany Phillips, Budget & Finance Officer

MEETING: July 22, 2024

SUBJECT: CIP Project Activations

PRESENTER: Brittany Phillips, Budget & Finance Officer

BACKGROUND

On July 11th, 2024, BOCC approved window replacement for the CPE building.
On January 8th, 2024, BOCC approved three projects to move parks funds into CIP for future projects.

DISCUSSION

The BOCC has approved the items listed below:

<u>DEPARTMENT:</u>	<u>TOTAL:</u>	<u># OF PROJECTS:</u>
Parks(PK)	\$ 33,000	3
Public Works (PW)	\$ 500,000	1
TOTAL	\$533,000	

The estimated 2024 cash balance after these approved projects is \$8,511,235.09.
The estimated remaining **budget authority** after these approved projects is \$1,872,014.

RECOMMENDATION(S)

Recommend approval of the CIP project activations.

POSSIBLE MOTION(S)

Move to approve CIP project activations listed above totaling \$533,000.

Enclosures:

- 2024 Project Activations (PDF)

**RILEY COUNTY CAPITAL IMPROVEMENT PROGRAM
CIP PROJECT FUNDING AUTHORIZATION FORM**

5.a

GENERAL INFORMATION (Completed by Budget & Finance Officer)

Project # 24-24PK002 Fund(s) Name: CIP

PROJECT INFORMATION (Completed by Department Head)

Department: Public Works - Parks Date: 07/12/2024

Category(circle): **FACILITIES** INFRASTRUCTURE EQUIPMENT TECHNOLOGY

Project Name: _____ Total Cost \$: 11,000

Brief Description:

Build new Basketball/Pickleball courts in University Park Community Park

Project Justification:

Build up funds from yearly community park allocations to be able to construct a new Basketball/Pickleball court in University Park Community in the future.

Operating Cost Implications:

If this is not done then we will be not be able to build up the allocated community park funds to build the new basketball/pickleball court.

Department Head Name (PRINT): John Ellermann Department Head (SIGNATURE): John Ellermann

TECHNOLOGY PROJECTS (Completed by IT/GIS Director)

For computer related projects, the Department Head must provide the following information and submit to the IT Director for approval.

Y N

☐ Will this project be used exclusively by your department?

☐ Will this project require support from Information Technology?

Information Technology Director's Signature: _____

To be completed by IT:

Y N

☐ Will the project require the implementation of new technologies/costs? If so, what & costs? _____

☐ Is the project duplicated in other CIP requests? _____

☐ Is the project compatible with the technology development plans of Riley County? _____

CERTIFICATION OF PROJECT AUTHORITY

CASH:

Cash Available: _____

☐ This project is funded for start-up as cash is available.

☐ This project is not funded for start-up as cash is not available.

Shilo Heger 7/15/24
Shilo Heger, Riley County Treasurer Date

BUDGET:

Budget Available: \$11,000

☒ This project is funded for start-up as budget authority is available.

☐ This project is not funded for start-up as budget authority is not available.

Rich Vargo 7-16-24
Rich Vargo, Riley County Clerk Date

APPROVAL:

Approved Amount: _____

☐ This project is funded.

☐ This project is not funded.

Chair Board of County Commissioners Date

Attachment: 2024 Project Activations (14924 : CIP Project Activations)

**RILEY COUNTY CAPITAL IMPROVEMENT PROGRAM
CIP PROJECT FUNDING AUTHORIZATION FORM**

5.a

GENERAL INFORMATION (Completed by Budget & Finance Officer)

Project # 24-24PK003 Fund(s) Name: CIP

PROJECT INFORMATION (Completed by Department Head)

Department: Public Works - Parks Date: 07/12/2024

Category(circle): **FACILITIES** INFRASTRUCTURE EQUIPMENT TECHNOLOGY

Project Name: _____ Total Cost \$: 11,000

Brief Description:

Build new restroom in Ogden Community Park

Project Justification:

Build up funds from yearly community park allocations to be able to construct a new restroom in Ogden Park in the future.

Operating Cost Implications:

If this is not done then we will be not be able to build up the allocated community park funds to build a new restroom.

Department Head Name (PRINT): John Ellermann Department Head (SIGNATURE): 

TECHNOLOGY PROJECTS (Completed by IT/GIS Director)

For computer related projects, the Department Head must provide the following information and submit to the IT Director for approval.

Y N

☐ Will this project be used exclusively by your department?

☐ Will this project require support from Information Technology?

Information Technology Director's Signature: _____

To be completed by IT:

Y N

☐ Will the project require the implementation of new technologies/costs? If so, what & costs? _____

☐ Is the project duplicated in other CIP requests? _____

☐ Is the project compatible with the technology development plans of Riley County? _____

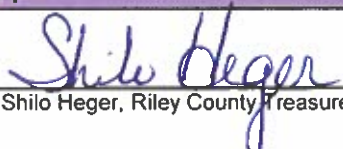
CERTIFICATION OF PROJECT AUTHORITY

CASH:

Cash Available: _____

☐ This project is funded for start-up as cash is available.

☐ This project is not funded for start-up as cash is not available.

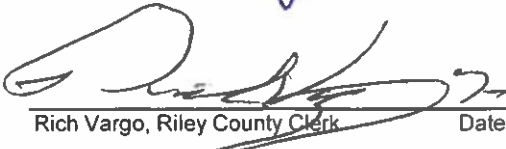
 7/15/24
Shilo Heger, Riley County Treasurer Date

BUDGET:

Budget Available: \$11,000

☒ This project is funded for start-up as budget authority is available.

☐ This project is not funded for start-up as budget authority is not available.

 7/15/24
Rich Vargo, Riley County Clerk Date

APPROVAL:

Approved Amount: _____

☐ This project is funded.

☐ This project is not funded.

Chair Board of County Commissioners Date

Attachment: 2024 Project Activations (14924 : CIP Project Activations)

ALL FIELDS MUST BE COMPLETED

07/15/2024 8:21 AM

Prepared by _____
Budget and _____
Packet Pg. 33

**RILEY COUNTY CAPITAL IMPROVEMENT PROGRAM
CIP PROJECT FUNDING AUTHORIZATION FORM**

5.a

GENERAL INFORMATION (Completed by Budget & Finance Officer)

Project # 24-24PK 004 Fund(s) Name: CIP

PROJECT INFORMATION (Completed by Department Head)

Department: Public Works - Parks Date: 07/12/2024

Category(circle): **FACILITIES** INFRASTRUCTURE EQUIPMENT TECHNOLOGY

Project Name: _____ Total Cost \$: 11,000

Brief Description:

Build new restroom in Leonardville Park

Project Justification:

Build up funds from yearly community park allocations to be able to construct a new restroom in Leonardville Park in the future.

Operating Cost Implications:

If this is not done then we will be not be able to build up the allocated community park funds to build a new restroom.

Department Head Name (PRINT): John Ellermann Department Head (SIGNATURE): [Signature]

TECHNOLOGY PROJECTS (Completed by IT/GIS Director)

For computer related projects, the Department Head must provide the following information and submit to the IT Director for approval.

Y N

☐ Will this project be used exclusively by your department?

☐ Will this project require support from Information Technology?

Information Technology Director's Signature: _____

To be completed by IT:

Y N

☐ Will the project require the implementation of new technologies/costs? If so, what & costs? _____

☐ Is the project duplicated in other CIP requests? _____

☐ Is the project compatible with the technology development plans of Riley County? _____

CERTIFICATION OF PROJECT AUTHORITY

CASH:

Cash Available: _____

☐ This project is funded for start-up as cash is available.

☐ This project is not funded for start-up as cash is not available.

[Signature] 7/15/24
Shilo Heger, Riley County Treasurer Date

BUDGET:

Budget Available: \$11,000

☒ This project is funded for start-up as budget authority is available.

☐ This project is not funded for start-up as budget authority is not available.

[Signature] 7-16
Rich Vargo, Riley County Clerk Date

APPROVAL:

Approved Amount: _____

☐ This project is funded.

☐ This project is not funded.

Chair Board of County Commissioners Date

Attachment: 2024 Project Activations (14924 : CIP Project Activations)

RILEY COUNTY CAPITAL IMPROVEMENT PROGRAM CIP PROJECT FUNDING AUTHORIZATION FORM

GENERAL INFORMATION (Completed by Budget & Finance Officer)

Project # 24-24PU0008 Fund(s) Name: CIP

PROJECT INFORMATION (Completed by Department Head)

Department: Public Works- Date: _____

Category(circle): FACILITIES INFRASTRUCTURE EQUIPMENT TECHNOLOGY

Project Name Window Replacement-Court House Plaza East Total Cost \$: \$ 500,000.00

Brief Description:

Replace windows and 2nd floor fire escape door in the Court House Plaza East Building

Project Justification:

Window are old and deteriorating and not very efficient.

Operating Cost Implications:

Deferring replacement will result in increased costs later on. New window should have a noticeable improvement in utility costs and comfort.

Department Head Name (PRINT): John Ellermann

Department Head (SIGNATURE): *John Ellermann*

TECHNOLOGY PROJECTS (Completed by IT/GIS Director)

For computer related projects, the Department Head must provide the following information and submit to the IT Director for approval.

Y N

☐

Will this project be used exclusively by your department?

☐

Will this project require support from Information Technology?

Information Technology Director's Signature: _____

To be completed by IT:

Y N

☐

Will the project require the implementation of new technologies/costs?

If so, what & costs? _____

☐

Is the project duplicated in other CIP requests?

☐

Is the project compatible with the technology development plans of Riley County?

CERTIFICATION OF PROJECT AUTHORITY

CASH:

Cash Available: _____

☐

This project is funded for start-up as cash is available.

☐

This project is not funded for start-up as cash is not available.

Shilo Heger 7/15/24
Shilo Heger, Riley County Treasurer Date

BUDGET:

Budget Available: _____

☒

This project is funded for start-up as budget authority is available.

☐

This project is not funded for start-up as budget authority is not available.

Rich Vargo 7-16-24
Rich Vargo, Riley County Clerk Date

APPROVAL:

Approved Amount: _____

☐

This project is funded.

☐

This project is not funded.

Chairman Board of County Commissioners Date

Attachment: 2024 Project Activations (14924 : CIP Project Activations)



COUNTY CLERK & ELECTIONS
Personnel

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

COMMISSION AGENDA REPORT

FROM: Elizabeth Ward, Human Resources Director

MEETING: July 22, 2024

SUBJECT: Sign Riley County Employee Action Form(s)

PRESENTER: Elizabeth Ward, Human Resources Director

Enclosures:

- 2024-07 Elect DStuckenschmidt EAF (DOCX)
- 2024-07 Elect DAlexander EAF (DOCX)
- 2024-07 Elect CJones EAF (DOCX)
- 2024-7 Elect RAlexander EAF (DOCX)
- 2024-07 Elect KJohnson EAF (DOCX)
- 2024-07 Elect JPhinisey EAF (DOCX)
- 2024-07 Elect RStanfield EAF (DOCX)

RILEY COUNTY EMPLOYEE ACTION FORM

Company Code: 166733

Full Legal Name: Dave Stuckenschmidt**Status Change Date:** 07/12/2024**Status Change:** New Hire**Date of Hire:** 07/12/2024**Seniority:** 0 Year(s), 0 Month(s)**Position:** Temp Election Day Worker**Position Type:** Volunteer**Pay Range:** 0.00**Pay Type:** Hourly**Base Rate:** \$0.00**Annualized Pay:** \$0.00**Funds Codes:** 1-General/19- Election**Supervisor:** Susan Boller**Department Head:** Richard Vargo

BoCC Chair _____

Date: _____

BoCC Member _____

Date: _____

BoCC Member _____

Date: _____

Attachment: 2024-07 Elect DStuckenschmidt EAF (14925 : Employee Action Form (Green Sheet))

RILEY COUNTY EMPLOYEE ACTION FORM

Company Code: 166733

Full Legal Name: David Alexander**Status Change Date:** 07/15/2024**Status Change:** New Hire**Date of Hire:** 07/15/2024**Seniority:** 0 Year(s), 0 Month(s)**Position:** Temp Election Day Worker**Position Type:** Volunteer**Pay Range:** 0.00**Pay Type:** Hourly**Base Rate:** \$0.00**Annualized Pay:** \$0.00**Funds Codes:** 1- General/19- Election**Supervisor:** Susan Boller**Department Head:** Rich Vargo

BoCC Chair _____

Date: _____

BoCC Member _____

Date: _____

BoCC Member _____

Date: _____

Attachment: 2024-07 Elect DAlexander EAF (14925 : Employee Action Form (Green Sheet))

RILEY COUNTY EMPLOYEE ACTION FORM

Company Code: 166733

Full Legal Name: Cheryl Jones**Status Change Date:** 07/12/2024**Status Change:** New Hire**Date of Hire:** 07/12/2024**Seniority:** 0 Year(s), 0 Month(s)**Position:** Temp Election Day Worker**Position Type:** Volunteer**Pay Range:** 0.00**Pay Type:** Hourly**Base Rate:** \$0.00**Annualized Pay:** \$0.00**Funds Codes:** 1-General/19-Election**Supervisor:** Susan Boller**Department Head:** Richard Vargo

BoCC Chair _____

Date: _____

BoCC Member _____

Date: _____

BoCC Member _____

Date: _____

Attachment: 2024-07 Elect CJones EAF (14925 : Employee Action Form (Green Sheet))

RILEY COUNTY EMPLOYEE ACTION FORM

Company Code: 166733

Full Legal Name: Rosemarie Alexander**Status Change Date:** 07/11/2024**Status Change:** New Hire**Date of Hire:** 07/11/2024**Seniority:** 0 Year(s), 0 Month(s)**Position:** Temp Election Day Worker**Position Type:** Volunteer**Pay Range:** 0.00**Pay Type:** Hourly**Base Rate:** \$0.00**Annualized Pay:** \$0.00**Funds Codes:** 1-General/19-Election**Supervisor:** Susan Boller**Department Head:** Richard Vargo

BoCC Chair _____

Date: _____

BoCC Member _____

Date: _____

BoCC Member _____

Date: _____

Attachment: 2024-7 Elect RAlexander EAF (14925 : Employee Action Form (Green Sheet))

RILEY COUNTY EMPLOYEE ACTION FORM

Company Code: 166733

Full Legal Name: Kyle Johnson**Status Change Date:** 07/11/2024**Status Change:** New Hire**Date of Hire:** 07/11/2024**Seniority:** 0 Year(s), 0 Month(s)**Position:** Temp Election Day Worker**Position Type:** Volunteer**Pay Range:** 0.00**Pay Type:** Hourly**Base Rate:** \$0.00**Annualized Pay:** \$0.00**Funds Codes:** 1-General/19-Election**Supervisor:** Susan Boller**Department Head:** Richard Vargo

BoCC Chair _____

Date: _____

BoCC Member _____

Date: _____

BoCC Member _____

Date: _____

Attachment: 2024-07 Elect KJohnson EAF (14925 : Employee Action Form (Green Sheet))

RILEY COUNTY EMPLOYEE ACTION FORM

Company Code: 166733

Full Legal Name: Joan Phinisey**Status Change Date:** 07/11/2024**Status Change:** New Hire**Date of Hire:** 07/11/2024**Seniority:** 0 Year(s), 0 Month(s)**Position:** Temp Election Day Worker**Position Type:** As Needed**Pay Range:** Election**Pay Type:** Stipend**Base Rate:** By Position**Annualized Pay:** \$0.00**Funds Codes:** 1-General/19-Election**Supervisor:** Susan Boller**Department Head:** Richard Vargo

BoCC Chair _____

Date: _____

BoCC Member _____

Date: _____

BoCC Member _____

Date: _____

Attachment: 2024-07 Elect JPhinisey EAF (14925 : Employee Action Form (Green Sheet))

RILEY COUNTY EMPLOYEE ACTION FORM

Company Code: 166733

Full Legal Name: Rodney Stanfield**Status Change Date:** 07/17/2024**Status Change:** New Hire**Date of Hire:** 07/17/2024**Seniority:** 0 Year(s), 0 Month(s)**Position:** Temp Election Day Worker**Position Type:** As Needed**Pay Range:** Election**Pay Type:** Stipend**Base Rate:** By Position**Annualized Pay:** \$0.00**Funds Codes:** 1- General/19- Election**Supervisor:** Susan Boller**Department Head:** Richard Vargo

BoCC Chair _____

Date: _____

BoCC Member _____

Date: _____

BoCC Member _____

Date: _____

Attachment: 2024-07 Elect RStanfield EAF (14925 : Employee Action Form (Green Sheet))



**Board of Riley County
Commissioners
Regular Meeting
TENTATIVE Agenda
July 25, 2024**

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. Presentation of the 4-H Cookie Jar by the Riley County 4-H Fair Royalty

Commission Comments

Business Meeting

2. Approve payroll/accounts payables (when completed)

Review Minutes

Review Tentative Agenda

Press Conference Topics

9:00 AM

Barry Wilkerson, County Attorney

3. Staff update

9:15 AM

Clancy Holeman, Counselor/Director of Administrative Services

4. Administrative Work Session
5. Executive session to discuss confidential legal advice regarding potential litigation issues

9:50 AM

Bob Isaac, Planner

6. Special Use Authorization to construct and operate 300,000 gallon rural water district water tower

10:05 AM

Vivienne Leyva, PIO

7. PIO update

10:20 AM

Lori Feldkamp, Big Lakes Developmental Center Director

8. Big Lakes Developmental Center update

- 10:35 AM** **Clancy Holeman, Counselor/Director of Administrative Services**
9. Executive session to discuss a performance matter involving non-elected personnel
- 11:35 AM** **Cory Meyer, IT/GIS Director**
10. Staff update

Adjournment

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

Attachment: 07-25-24 tentative agenda (14220 : Tentative Agenda)



**Board of Riley County
Commissioners
Regular Meeting
TENTATIVE Agenda
July 29, 2024**

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. Riley County Trash Services Extension of Contract with Howie's Enterprises, Inc.

Review Minutes

Review Tentative Agenda

Press Conference Topics

9:00 AM

Clancy Holeman, Counselor/Director of Administrative Services

2. Administrative Work Session

9:30 AM

Press Conference

9:40 AM

Amanda Webb, Planning/Special Projects Director

3. LEPP Grant

9:55 AM

Elizabeth Ward, Human Resources Director

4. Human Resources update

10:10 AM

John Ellermann, Public Works Director/County Engineer

5. CiCo Dog Park
6. CPE Windows Architect Quote

10:45 AM

Board of County Commissioners

7. Executive session for preliminary discussions relating to the acquisition of real property

Attachment: 07-29-24 tentative agenda (14220 : Tentative Agenda)

Adjournment

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



PLANNING & DEVELOPMENT
Public Hearing

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

RESOLUTION

FROM: Bob Isaac, Planner

MEETING: July 22, 2024

SUBJECT: Replat Lots 59A and 59B of Sam N. Rogers Subdivision together into a single lot.

PRESENTER: Bob Isaac, Planner

BACKGROUND

See staff report.

DISCUSSION

See staff report.

FISCAL IMPACT

None is anticipated

ALTERNATIVES

- . Approve the measure
- . Deny the measure
- . Modify or develop alternatives if other concerns or factors arise
- . Schedule work session to discuss issue further

RECOMMENDATION(S)

On July 11, 2024, the Manhattan Urban Area Planning Board heard the request and approved the Final Plat of PK Richards Addition, along with deviation requests for Sec. 26-5B-3-C and Sec. 26-5C-4 of the Manhattan Development Code, as it was determined that it met the minimum

requirements of Articles 26-5, 26-8 and 26-9 of the Manhattan Development Code and the Riley County Sanitary Code.

STAFF RECOMMENDATIONS:

Staff recommends that the Board of County Commissioners acknowledge the approved Final Plat of PK Richards Addition, as it was determined that it meets the minimum requirements of Articles 26-5, 26-8 and 26-9 of the Manhattan Development Code and the Riley County Sanitary Code.

POSSIBLE MOTION(S)**ACTION NEEDED FOR PLAT:**

A. Motion to approve Resolution 072224-___ acknowledging the approved Final Plat of PK Richards Addition and accept any easements, rights-of-way or licenses, as shown to be dedicated on the Final Plat, as it was determined that it meets the requirements of Articles 26-5, 26-8 and 26-9 of the Manhattan Development Code and the Riley County Sanitary Code.

Or

B. Motion to sign Resolution 072224-___ denying acceptance of any rights-of-way, easements, licenses as shown to be dedicated on the Final Plat of PK Richards Addition, as it has been determined that it does not meet the requirements of Articles 26-5, 26-8 and 26-9 of the Manhattan Development Code and the Riley County Sanitary Code.

ATTACHMENT(S):

- Staff report
- Maps
- Excerpt of Planning Board minutes

Enclosures:

- Staff_Report (PDF)
- MUAPB Minutes (PDF)
- Resolution (PDF)



PLANNING & DEVELOPMENT

STAFF REPORT

Replat

PETITION: #24-029

APPLICANT: Phillip and Kim K. Richards
2621 Marion Ave.
Manhattan, KS 66502

PROPERTY OWNERS: Phillip and Kim K. Richards
2621 Marion Ave.
Manhattan, KS 66502

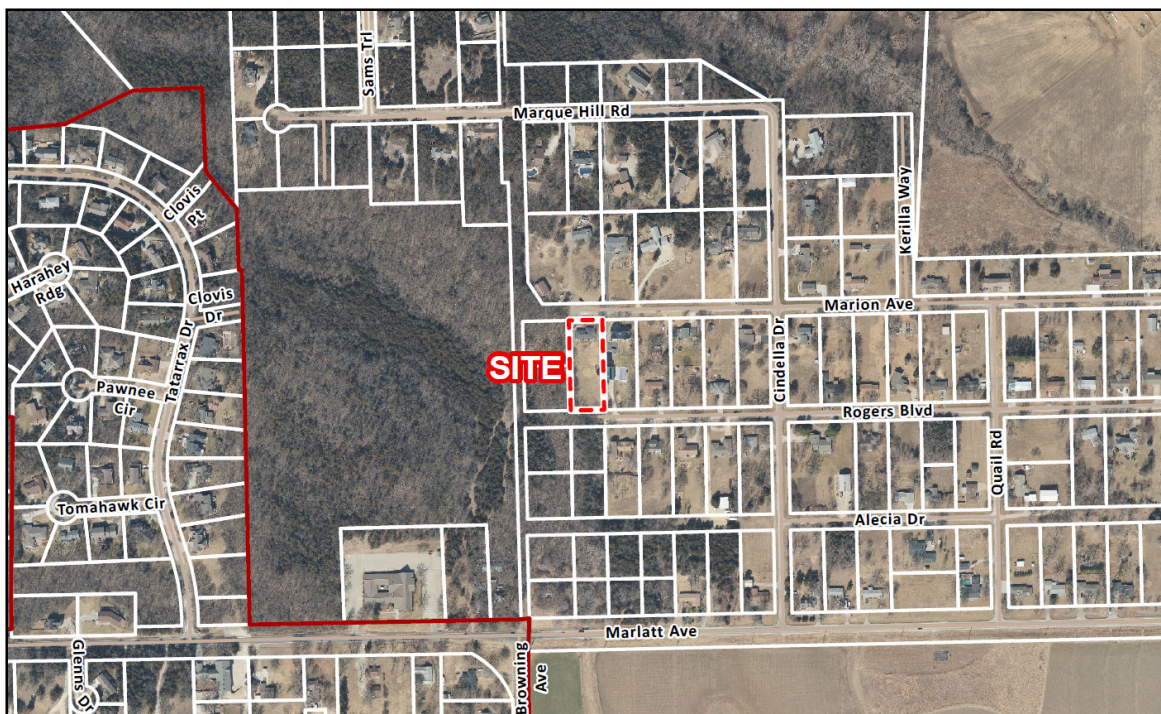
REPRESENTATIVE: Brian BJ Westberg - BG Consultants
4806 Vue Du Lac
Manhattan, KS 66503

REQUEST: Replat Lots 59A and 59B of Sam N. Rogers Subdivision together into a single lot.

SIZE OF TRACT: The subject site is approximately .917 acres.

LOCATION: Generally located approximately 680 feet west of Cindella Drive, on the south side of Marion Avenue; Section 36, Township 9 South, Range 7 East; Manhattan Township.

JURISDICTION: This application is subject to the requirements of the Riley County Land Development Regulations and Articles 26-5, 26-8 and 26-9 of the Manhattan Development Code.



BACKGROUND: The subject property was platted as Lot 59A and 59B of Sam N. Rogers Subdivision in December 1957, and is assessed, in its entirety, as a single parcel. The site is developed with a single-family dwelling built circa 1968. The applicant wishes to construct an accessory structure (garage) in a location on existing Lot 59A; however, the Riley County Land Development Regulations require that accessory structures be built on the lot or tract occupied by the principal structure (house). Essentially, the replat only involves eliminating the common lot line between the two lots.

DESCRIPTION:

Physical site characteristics: (see background)

General character of the area: The general character of the area is a mix of developed and undeveloped urban-sized residential lots.

SUITABILITY OF ZONING:

Zoning History: The property has been zoned was zoned A-1 (Single Family Residential) during the 1974 zoning conversion process (Pet. #21). The name of the zoning district was changed to SF-1 (Single Family Residential) in May 2012. The name of the zoning district was again changed to SF-2 (Single Family Residential) in January 2022 with the adoption of the Riley County Land Development Regulations.

Current Zoning: The subject property is currently zoned SF-2 (Single Family Residential). There are no variances, special uses or conditional uses associated with the site.

SURROUNDING ZONING/LAND USE		
	ADJACENT ZONING	LAND USE
NORTH	SF-2 (Single Family Residential)	residential
SOUTH	SF-2 (Single Family Residential)	residential
EAST	SF-2 (Single Family Residential)	residential
WEST	SF-2 (Single Family Residential)	vacant

POTENTIAL IMPACT:

Public Facilities and Services:

Streets and bridges: Proposed Lot 1 will become a double frontage lot, with access to Marion Avenue to the north and Rogers Boulevard to the south. Marion Avenue and Rogers Boulevard are paved two-lane, local roads, maintained by the Township. No new entrances are being proposed at this time.

Water and sewer: Proposed Lot 1 is served by a private water well and an



Figure 1. Lots 59A and 59B

on-

site septic system. Although an existing situation, the home is located on Lot 59B while the septic/lateral system is located on Lot 59A (see Figure 1- Lots 59A and 59B). Although both lots are under the same ownership, the Sanitary Code prohibits the installation of a system across a property line.

Fire: Riley County Fire District #1 will serve the site. The nearest County fire station is the Tuttle Creek Fire Station, located at 4120 Highway 13. The subject site is located within five (5) road miles of a fire station with an ISO rating of 6 (within 5 road miles of a fire station).

Effect on public facilities and services: It is not anticipated that replatting the subject property will have a detrimental impact on public facilities or services. The request is for existing development, with no new development being proposed.

CONFORMANCE TO THE LAND USE PLAN:

The request was reviewed with the 2015 Manhattan Urban Area Comprehensive Plan. The subject site is located within the Southeast planning area (see Figure 2 - Land Use Map (northwest quadrant)).

Goal GM-2.1A: Future Land Use Plan advises to use the Future Land Use Map as a tool to guide the general location of residential and other land uses within the Manhattan Urban Area over the next ten to twenty years. It also advises to apply the

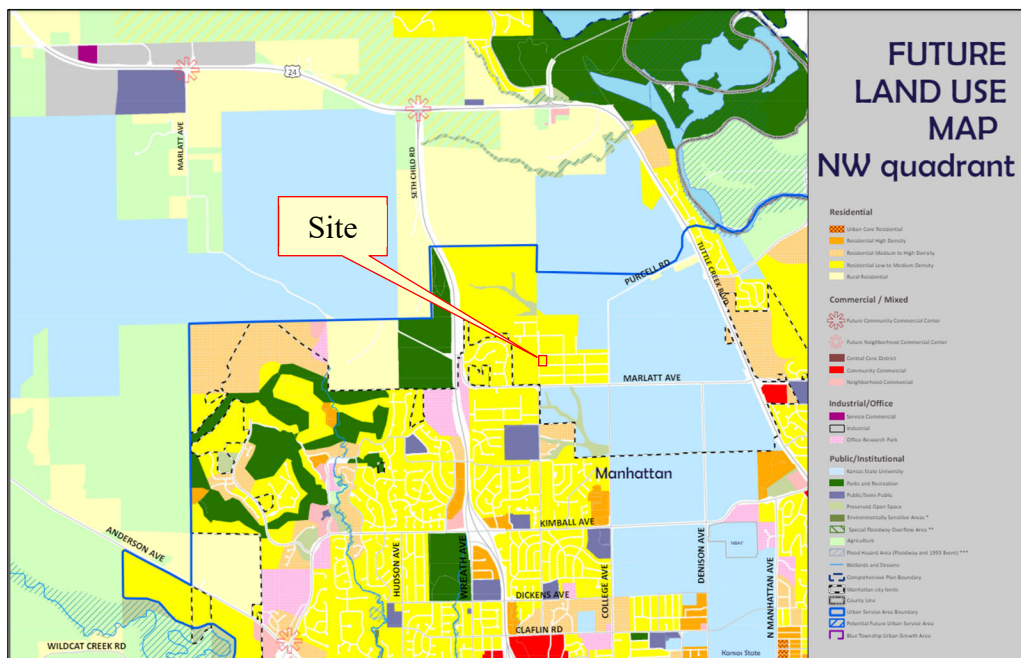


Figure 2. Land Use Map

Future Land Use map in conjunction with other guiding principles, goals, and policies contained in the Plan and area-specific plans and policies where applicable, when considering individual development proposals regardless of size or location.

The Future Land Use map indicates that the subject site is projected for low to medium density residential use. The request to replat the property reflects the current use of the subject site and surrounding property. The land use of the property will remain single-family residential.

Staff analysis: The request is in conformance with the Future Land Use Map and allows the existing use of the property to continue.

RILEY COUNTY ZONING REGULATIONS:

Agricultural Buffer: N/A

Riparian Buffer: N/A

MANHATTAN DEVELOPMENT CODE:

Sec. 26-5B-3 of the Manhattan Development Code states:

“Avoid creating double-frontage lots to the maximum extent practicable. Where found to be essential to separate residential development from street right-of-way or to overcome topographic constraints.”

The applicant has submitted a deviation request from the requirements of the above standards for the following reasons:

1. **Public Interest:** The subject property is located in an area consisting historically of commercial and industrial uses. The property has not had any sidewalk construction in the past. The property is located in an area that has no pedestrian connectivity and there is currently no immediate proposed improvements planned to provide the ability to connect. The property also fronts a highway network system with heavy traffic that is typically not desirable for pedestrian traffic.
2. **Unique Characteristics:** The Riley County Sanitary Code requires sanitary sewer systems be located on the same lot as the principal building (home). The home and septic/lateral system are located on separate lots. Also, the Riley County Land Development Regulations require accessory structures to be located on the same lot as the principal structure (home). The applicant wishes to construct a garage/shop; however, the home takes up most of Lot 59B which makes it infeasible to construct the garage/shop on Lot 59B. Thus, by replatting the lots together, the applicant will be able to construct the garage/shop on Lot 59A, which will be directly served by Rogers Boulevard.
3. **Unnecessary Hardship:** If the deviation is not approved, the applicant will be unable to replat the two lots into one; the homesite will continue to be out of compliance with the Riley County Sanitary Code’s setback requirements; and the applicant will be unable to build the proposed accessory structure to serve the home.

Section 26-5C-4 of the Manhattan Development Code states:

“Sidewalks are required with street improvements in all subdivisions and on all building sites within the Manhattan Urban Service Area.”

The applicant has submitted a deviation request from the requirements of the sidewalk standards for the following reasons:

1. **Public Interest:** The subject property is located in a subdivision platted in 1959. The property, including all of the neighborhood, has not had any sidewalk construction in the past. The property is located in an area that has no pedestrian connectivity and there is currently no immediate proposed improvements planned to provide the ability to connect.
2. **Unique Characteristics:** A sidewalk in this location will not provide any public benefit as the *Continuity and Connectivity* does not exist in this area of the community.

Stormwater Drainage Analysis: The County Engineer has waived the requirement for a Stormwater Drainage Analysis for this request.

Traffic Impact Analysis: The County Engineer has waived the requirement for a Traffic Impact Analysis for this request.

COMMENTS AND CONCERNS:

ENVIRONMENTAL HEALTH: The Riley County Environmental Health Technician has reviewed the request and reported that the site is in compliance with the Riley County Sanitary Code. The septic tank was last pumped 7/23/19; the Riley County Sanitary Code requires septic tanks be pumped every five years; thus, a new pumping report will be required soon.

COUNTY ENGINEER: The County Engineer reviewed the request and reported that Public Works has no issues with the replat.

EMERGENCY MANAGEMENT: Deputy Fire Chief Doug Russell reviewed the request and reported that RCFD#1 sees no issue with this replat.

TOWNSHIP TRUSTEE: A Development Review Memo was sent to the Manhattan Township Trustee; there was no response.

MANHATTAN URBAN AREA PLANNING BOARD

On July 11, 2024, the Manhattan Urban Area Planning Board heard the request and approved the Final Plat of PK Richards Addition, along with deviation requests for Sec. 26-5B-3-C and Sec. 26-5C-4 of the Manhattan Development Code, as it was determined that it met the minimum requirements of Articles 26-5, 26-8 and 26-9 of the Manhattan Development Code and the Riley County Sanitary Code.

STAFF RECOMMENDATIONS:

Staff recommends that the Board of County Commissioners acknowledge the approved Final Plat of PK Richards Addition, as it was determined that it meets the minimum requirements of Articles 26-5, 26-8 and 26-9 of the Manhattan Development Code and the Riley County Sanitary Code.

ACTION NEEDED FOR PLAT:

A. Motion to approve Resolution 072224-___ acknowledging the approved Final Plat of PK Richards Addition and accept any easements, rights-of-way or licenses, as shown to be dedicated on the Final Plat, as it was determined that it meets the requirements of Articles 26-5, 26-8 and 26-9 of the Manhattan Development Code and the Riley County Sanitary Code.

Or

B. Motion to sign Resolution 072224-___ denying acceptance of any rights-of-way, easements, licenses as shown to be dedicated on the Final Plat of PK Richards Addition, as it has been determined that it does not meet the requirements of Articles 26-5, 26-8 and 26-9 of the Manhattan Development Code and the Riley County Sanitary Code.

ATTACHMENTS:

- Vicinity/site map
- Surrounding zoning map
- Fire station map
- Final Plat map

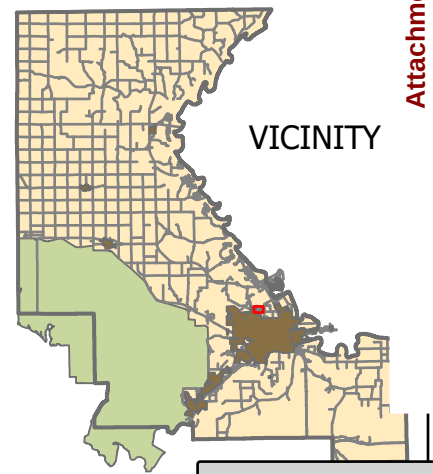
Prepared by: Bob Isaac, Planner
July 15, 2024



VICINITY AND SITE

Richards
#24-029
Replat
PK Richards Addition
36-9-7

 1000' Buffer
 Site



VICINITY

Attachment: Staff_Report (14918 : PK Richards Addition)



SURROUNDING ZONING

Richards

#24-029
Replat

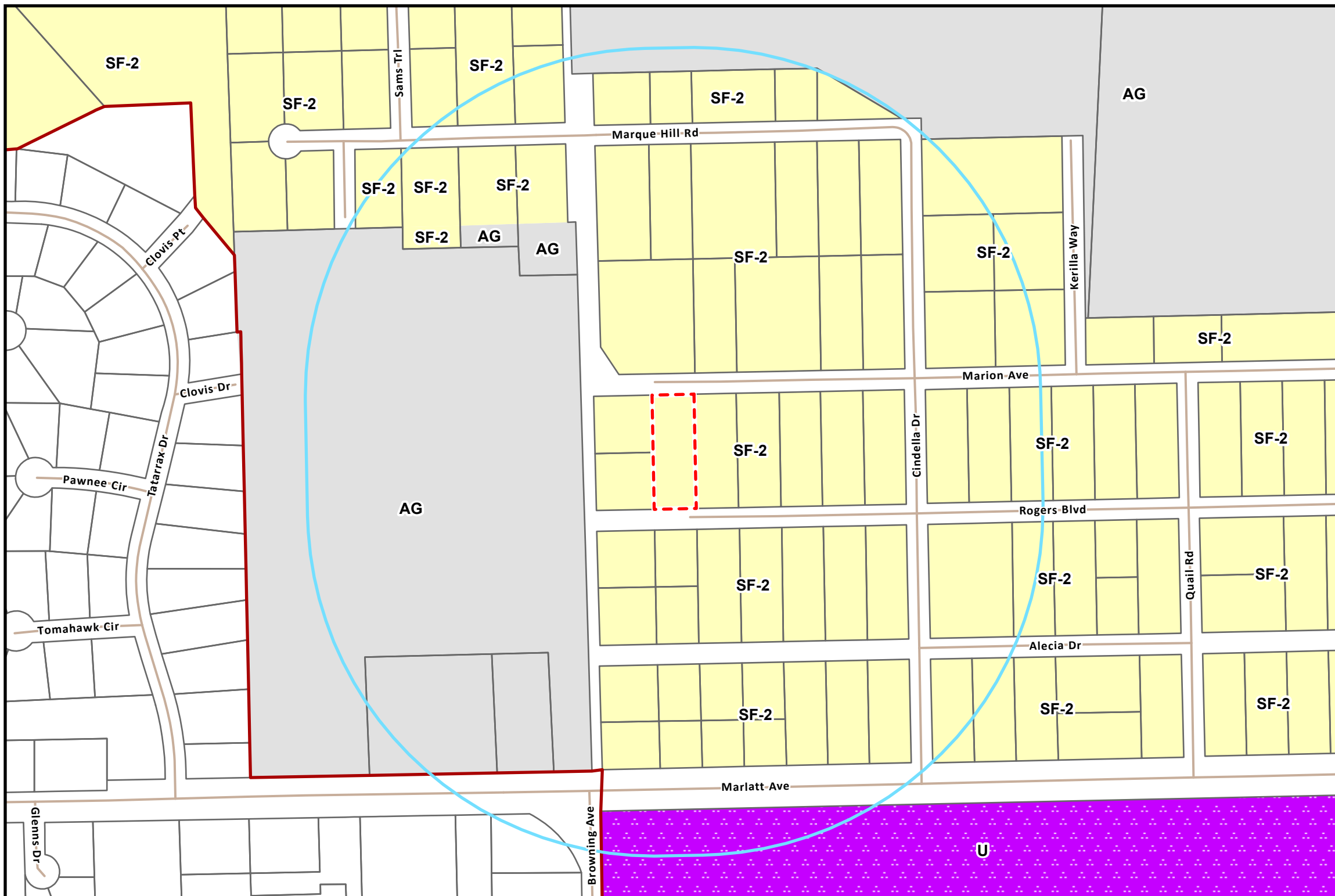
PK Richards Addition

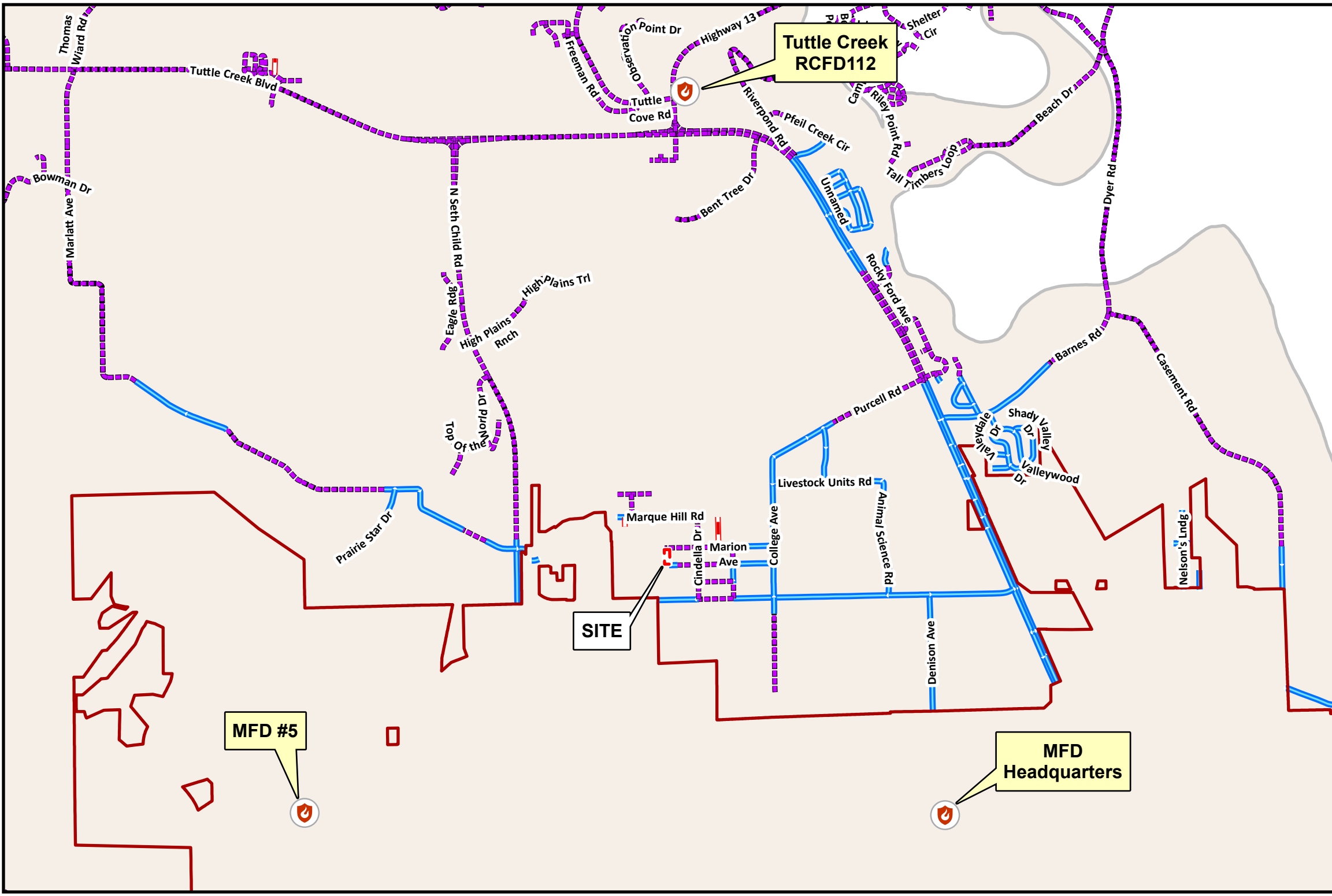
36-9-7

 1000' Buffer

 Site

-  AG Agricultural
-  AG-R AG/Residential
-  C-1 General Business
-  C-2 Highway Business
-  Fort Riley
-  I-1 Light Industrial
-  I-2 Heavy Industrial
-  MF Multi-Family
-  MHP Manufactured Home Park
-  PUD Planned Unit Development
-  SF-1 Single Family
-  SF-2 Single Family
-  SF-3 Single Family
-  TF Two-Family
-  U University
-  Special Zoning





FIRE STATIONS

Richards
#24-029
Replat
PK Richards Addition
36-9-7

-  Fire Stations
- ISO Rating
-  5 (within 1000' of a hydrant)
 -  6 (within 5 road miles of 6 fire station)
 - 10 (outside 5 road miles
 -  OR road is not paved/gravel)

Attachment: Staff_Report (14918 : PK Richards Addition)

Key Map

PROJECT
LOCATION

Not to Scale

OWNER'S CERTIFICATE

STATE OF KANSAS)
COUNTY OF RILEY) SS:

This is to certify that the undersigned is/are the owner(s) of record hereon described on this plat, and that said owner(s) has/have caused the same to be surveyed and subdivided as indicated thereon, for the uses and purposes herein set forth, and does hereby acknowledge and adopt the same under style and title indicated.

All street rights-of-way, if any, as shown on this plat are hereby dedicated to the public. Any easements or licenses shown on this plat are to locate, construct, and maintain or authorize the location, construction, and maintenance of poles, wires, conduits, water, gas and sewer pipes, and required drainage channels or structures upon the area marked for easements on this plat, are hereby dedicated to the public and all private improvements by the lot owner are the responsibility of the lot owner and subject to damage by those authorized to use said easement.

Given under my hand at _____, Kansas this _____ day of _____ A.D., 2024

Phillip C. Richards

Kim K. Richards

ACKNOWLEDGEMENT

STATE OF KANSAS)
COUNTY OF RILEY) SS:

BE IT REMEMBERED, that on this _____ day of _____, 2024, before me, the undersigned, a Notary Public in and for the County and State aforesaid, came Phillip C. Richards and Kim K. Richards, who are personally known to me to be the same person(s) who executed the foregoing Owner's Certificate, and duly acknowledged the execution of the same.

IN TESTIMONY WHEREOF, I have hereunto set my hand and affixed my notarial seal on the day and year last above written.

My appointment expires: _____ **NOTARY PUBLIC** _____

SURVEYOR REVIEW CERTIFICATE

This Plat has been reviewed and approved for filing pursuant to and in compliance with K.S.A. 58-2005, and with the requirements of Riley County Resolution No. 082913-58. No other warranties are extended or implied.

Reviewer: _____ License No. _____

Signature: _____ Date: _____

SURVEYORS CERTIFICATE

I, the undersigned, do hereby certify that I am a Registered Professional Land Surveyor in the State of Kansas with experience and proficiency in Land Surveying; and that the heretofore described property was surveyed and subdivided by me, or under my supervision; and that Land Development Regulations of Riley County, Kansas, have been complied with in the preparation of this plat.

Given under my hand and seal at Manhattan, Kansas

this _____ day of _____ A.D., 2024

BG Consultants, Inc.
4806 Vue Du Lac Place
Manhattan, Kansas 66503
785-537-7448

Brian J. Westberg, PS 1708

LEGAL DESCRIPTION

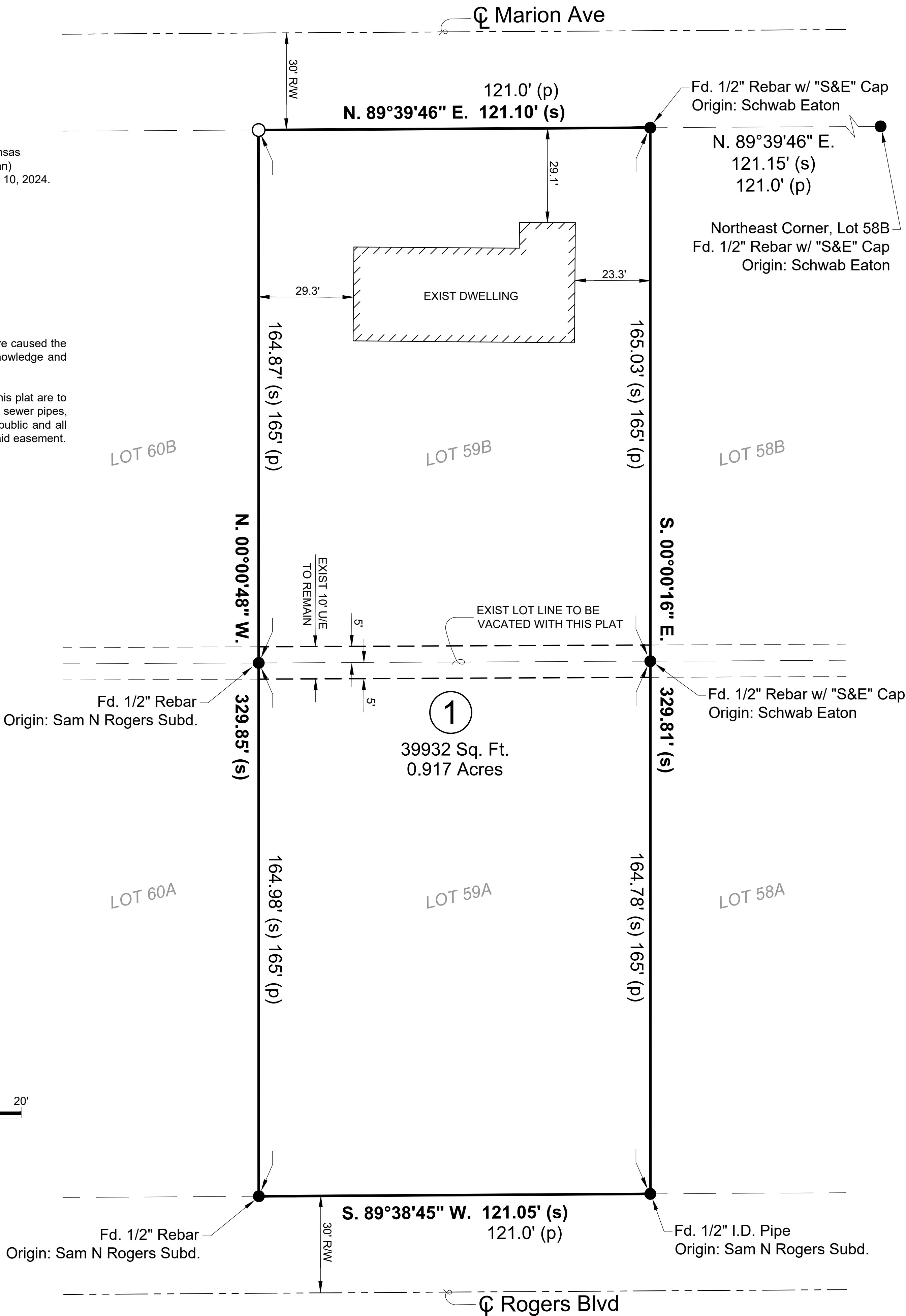
LOT 59A AND LOT 59B, SAM N ROGERS
SUBDIVISION, RILEY COUNTY, KANSAS

CURRENT ZONING

SF-2 (SINGLE FAMILY RESIDENTIAL)

SURVEY NOTES

- Bearings used on this survey are based on Kansas Regional Coordinate System Zone 8 (Manhattan)
- Fieldwork on this survey took place during May 10, 2024.



UTILITY NOTE

Any utility company that locates facilities in any easement shall have the right to prune, remove, eradicate, cut and clear away any trees, limbs, vines and brush on the utility easement now or at any future time and prune and clear away any tree limbs, vines, and brush on utility easement whenever, in the utility companies judgment, such may interfere with or endanger the construction, operation, or maintenance of its facilities, together with the right of ingress to and egress from the utility easement subject to this plat for the purpose of surveying, erecting, constructing, maintaining, inspecting, rebuilding, replacing, and with or endangering the construction, operation or maintenance of said facilities.

PUBLICLY GRANTED AND DEDICATED EASEMENTS

Property owner(s) is/are required to maintain all publicly granted drainage easements. Natural or non-natural structures or vegetative barriers (including but not limited to trees, shrubbery, berms, fences, and walls) are prohibited within publicly granted or publicly dedicated drainage easements.

ENTRANCE PIPE

If an entrance pipe is required, the minimum size shall be calculated in accordance with the Riley County Standards for Roadway Design in Platted Subdivisions. In no case, shall the diameter of the pipe be less than 15 inches.

FLOODPLAIN NOTE

This plat lies within FEMA Flood Zone X as shown on FIRM Map Number 20161C0351G, effective 3/16/2015.

BUILDING SETBACK REQUIREMENTS

All building setback requirements shall be determined by the zoning district, unless otherwise noted.

SANITARY CODE

All Lots shall be in compliance with Riley County Sanitary Code.

PARENT TRACT INFORMATION

Parent Tract(s) is/are recorded in Book 799 Page 6483 in the Register of Deeds Office, Riley County, Kansas

MANHATTAN URBAN AREA PLANNING BOARD

STATE OF KANSAS)
COUNTY OF RILEY) SS:

Approved this _____ day of _____, 2024

Chairperson

Member

Member

Member

Member

APPROVAL OF COUNTY OFFICERS

STATE OF KANSAS)
COUNTY OF RILEY) SS:

County Engineer

County Counselor

Planning and Development Director

CERTIFICATE OF THE COUNTY COMMISSION

STATE OF KANSAS)
COUNTY OF RILEY) SS:

Approved this _____ day of _____, 2024

Chairperson

Commissioner

Commissioner

Attest: County Clerk

CERTIFICATE OF THE REGISTER OF DEEDS

STATE OF KANSAS)
COUNTY OF RILEY) SS:

This instrument was filed for record on the _____ day of _____ A.D., 2024, at _____ o'clock _____ M., and duly recorded in Book _____ on Page _____.

Register of Deeds: _____

Deputy: _____

LEGEND

- Found Monument, as noted
- Set 1/2" x 24" Iron Bar w/ "BG CONS PS 1708" Cap, unless noted otherwise
- (p) Plat Dimension from Sam N Rogers Subd.
- (s) Surveyed Dimension
- ① Proposed Lot Number
- LOT 60B Existing Lot Number or adjacent landowner
- ℄ Centerline
- R/W Right of Way
- B/S Building Setback

FINAL PLAT

**PK
RICHARDS
ADDITION**

A REPLAT OF LOT 59A AND LOT 59B
SAM N ROGERS SUBDIVISION
RILEY COUNTY, KANSAS

Prepared By:

BG CONSULTANTS
ENGINEERS · ARCHITECTS · SURVEYORS

4806 Vue du Lac Place, Manhattan, KS 66503
T: 1.785.537.7448 | Web: www.bgons.com
Manhattan | Lawrence | Emporia

May 30, 2024

24-1202

EXCERPT OF MINUTES

MANHATTAN URBAN AREA PLANNING BOARD

July 11, 2024

Page 1

- 2.2. Approve the FINAL PLAT of PK Richards Addition, a replat of Lots 59A and 59B of Sam N. Rogers Subdivision together into a single lot, generally located on the south side of Marion Avenue, approximately 680 feet west of Cindella Drive. (applicant: Richards; file no. RCF-24-083)

Action needed: Consider the request based on the Riley County Land Development Regulations and the review factors in Subsec. 26-9C-3D of the Manhattan Development Code, and approve, approve with conditions, or deny the plat.

Ebert moved to approve the consent agenda.

Fenton seconded. Motion carried 6-0.

Mr. Isaac announced that the Board of County Commissioners would hear the request on July 22, 2024 at 9:00 am, in the County Commission Chambers. Due to the meeting being held via Zoom, he asked the board members to stop by Planning and Development at 110 Courthouse Plaza to sign the plat.

Attachment: MUAPB Minutes (14918 : PK Richards Addition)

RESOLUTION NO. 072224-**A RESOLUTION APPROVING THE PK RICHARDS ADDITION PLAT AND
ACCEPTING THE STREET RIGHTS OF WAY, EASEMENTS AND LICENSES AS
SHOWN TO BE DEDICATED ON SAID PLAT**

WHEREAS, the Board of Commissioners of Riley County, Kansas, has been presented for approval of the PK Richards Addition; and

WHEREAS, the Board finds that all legal requirements have been met for approval of said plat; and

WHEREAS, the Riley County Planning & Development Department has reviewed said plat and found it to be in compliance with the Riley County Sanitary Code; and

WHEREAS, the Manhattan Urban Area Planning Board, after appropriate notice, conducted a public hearing on July 11, 2024; and

WHEREAS, the Manhattan Urban Area Planning Board, after making a determination that said plat meets the minimum requirements of Articles 26-5, 26-8 and 26-9 of the Manhattan Development Code, approved said plat; and

WHEREAS, all required signatures have been obtained.

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

That the PK Richards Addition plat is hereby approved, and the Board of Commissioners of Riley County, Kansas hereby accepts all street rights of way, easements and licenses, as dedicated thereon.

ADOPTED this 22nd day of July, 2024

BOARD OF COMMISSIONERS
OF RILEY COUNTY, KANSAS

John Ford, Chair

Greg McKinley, Vice Chair

Kathryn Focke, Member

ATTEST:

Rich Vargo, Riley County Clerk

Attachment: Resolution (14918 : PK Richards Addition)



COUNTY CLERK & ELECTIONS
Personnel

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

COMMISSION AGENDA REPORT

FROM: Elizabeth Ward, Human Resources Director
MEETING: July 22, 2024
SUBJECT: 2024 United Way Campaign
PRESENTER: Amy Manges, Register of Deeds

BACKGROUND

For several decades, Riley County has partnered with Konza United Way to support the mission of creating long-lasting changes by addressing the underlying causes of community problems.

As such, we have offered a payroll deduction option for employees who would like to donate to Konza United Way directly through their pay roll. In the past, we have also held county-wide campaign programs and had the Director of Konza United Way participate in activities and educational programs at the county. At some point, prior to COVID-19, those efforts dwindled.

In 2022 we began to refocus our employer-based support of the United Way with a 2-week campaign program with a successful campaign year where we raised \$4700 in pledges to United Way!

In 2023, Riley County hosted a month-long campaign in February, including a presentation by the UW Director, a Commission proclamation, UW t-shirts and jeans days during the month, a raffle for a day of PTO, employee recognition and a matching donation sponsor. In 2023, Riley County raised \$7,636 in UW pledge donations!

DISCUSSION

For 2024, we have formed a United Way campaign workgroup consisting of Amy Manges, chair, Betsy Hughes, Public Works, Lindsay Flores, County Attorney and Shari Morrand, Treasurer.

This group, working with the Executive Director of United Way, Tara Claussen, would like to propose the following for United Way Campaign 2024.

The annual UW campaign kicks off on September 17, 2024, and Riley County has the opportunity to be part of the Pace Setter, which consists of organizations who start the campaign prior to the official kickoff and help create excitement and energy for the upcoming campaign year.

This year, our proposed campaign dates would be the month of August, with a weekly activity highlighting participation.

Week 1: Pledge Participation- What is United Way?

Tara Claussen will speak about how United Way is working to address struggles in our community. Employees who participate by attending her informational talk and completing a pledge form - either donating or not - would be registered for a raffle ticket.

Week 2: Bake Sale (CHP) Breakfast Bar (PW & HD)

The UW workgroup will hold a bake sale in the office building complex and breakfast bar in Public Works and Health Departments as a fundraiser with UW information available. By participating and completing a pledge form, employees receive another raffle ticket.

Week 3: Baby Picture Guessing Game

In the format of a B.I.N.G.O like card- employees would guess who of the Department Head /Commissioners each picture is. Employees would donate to UW to participate and would receive raffle tickets for correct answers

Week 4: Workspace Flocking

The UW workgroup will sponsor Flamingo cut outs to be placed at employee workstations; employees donate to flock someone else's workspace and to move them from one workspace to another.

Finally, there would be two activities lasting the entire month:

- 1) employees can donate to wear jeans/and a UW/Riley County T-shirt and tennis shoes.

Suggested pledges are:

\$5.00 to wear for a day

\$25.00 to wear jeans and UW T-shirt during the week and an extra \$5.00 per week for Tennis shoes

- 2) The department with the highest participation rate would be recognized by a tea and lunch celebration sponsored by Commissioner Ford

We are also asking for support on the following incentives:

- Employees who purchase the United Way campaign t-shirts would be allowed to where the shirts and jeans while at work during the month
- Employees who participate in any of the above will get in the raffle for an additional 8 hours of PTO
- Employee recognition at the BoCC for top pledges

As an extra amazing incentive both Commissioner Ford and Amy Manges have agreed to match all pledges up to \$1000 each, effectively **TRIPLING** the value of everyone's pledge

FISCAL IMPACT

The fiscal impact would be associated with the 8 hours of PTO

RECOMMENDATION(S)

Recommendation is for the Commissioners to approve the Konza United Way Campaign proposal and incentives.

POSSIBLE MOTION(S)

Move to approve the Konza United Way Campaign proposal as presented.

Move to deny

Move to modify

Move to table

No action required.

The Board agreed by consensus to

Enclosures:



COUNTY APPRAISER'S OFFICE
Personnel

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

COMMISSION AGENDA REPORT

FROM: The Appraiser's Office

MEETING: July 22, 2024

SUBJECT: Request to refill the Appraiser I or II Residential Position

PRESENTER: Anna Burson

BACKGROUND

The Appraiser II Residential position became vacant 7/11/24. This position is crucial to the work of the Riley County Appraiser's Office.

DISCUSSION

I am requesting permission to post and refill this position as soon as possible. This role is vital to Riley County. Given the sales volume and ongoing growth, maintaining full staffing is crucial.

We are seeking a candidate with two years of appraisal experience to refill the Appraiser II position. If we do not receive applicants with the necessary knowledge, skills, and abilities, I would request to fill the position as an Appraiser I. The position descriptions are attached for your review.

FISCAL IMPACT

This position has been in place and is in the Appraiser's Office budget.

RECOMMENDATION(S)

My recommendation is to post and refill the position at the earliest opportunity.

POSSIBLE MOTION(S)

Move to approve posting and refilling the Appraiser II-Residential position as an Appraiser II or I.

Move to deny

Move to modify

Move to table

No action required.

The Board agreed by consensus to

Enclosures:

- Appraiser II Residential Position Description (PDF)
- Appraiser I Residential position description (PDF)
- 2024-07 Appraiser II or Appraiser I (D.O.E) PAF (DOCX)

RILEY COUNTY, KANSAS JOB DESCRIPTION

Job Title:	APPRAISER II-RESIDENTIAL	
Department:	Appraiser	Division: Real Estate
Reports To:	Assistant County Appraiser	
Pay Range:	8	Status: Full Time
FLSA Status:	Non-Exempt	

Position Summary: The Appraiser II-Residential discovers, lists, and values real property throughout Riley County utilizing recognized mass appraisal methods and techniques and following specifications and guidelines as set forth by the Property Valuation Division and the Riley County Appraiser's Office.

ESSENTIAL FUNCTIONS:

- Discovers, inventories, lists, and values structures and other improvements associated with residential and agricultural property within Riley County.
- Ensures new construction is listed and appraised, and existing data is accurate.
- Identifies objective and subjective data characteristics, photo catalogs, measures, and sketches.
- Conducts interviews of property owners, contractors, or tenants to gain further clarification.
- Reviews sales of residential and agricultural properties throughout the county to determine validity and ensure data is accurately reflective of time of sale conditions.
- Reviews maps for accuracy and discrepancies.
- Performs quality control on all data entry.
- Assists the County Appraiser to develop a final opinion of market value for assigned properties.
- Conducts informal hearings and payment under protest hearings with property owners or representatives to discuss valuation estimate or obtain an explanation of the value estimate.
- Monitors workload throughout the appraisal calendar year to ensure statutory deadlines are met for all process including annual review, building permits, sales, final review, and hearings.
- Continuously furthering education to advance knowledge, skills and abilities in appraisal.

SECONDARY FUNCTIONS:

- Provides information to customers by phone, email, or in person, including appraised values, cost sheets, comparable sales sheets, aerial maps, and legal descriptions.
- Performs other duties as assigned.

POSITION REQUIREMENTS:

Education: High school diploma or equivalent required. ORION Residential & Agricultural Data Collection, Orion Introduction and Overview of Basic Functionality, Kansas Property Tax Law, IAAO 101 IAAO 102, and USPAP, IAAO 201-Appraisal of Land preferred.

Within 3 years in position must successfully complete:

- Orion Sales File Development, Orion Market Modeling Analysis and Automated Sales Comparison
- IAAO 300-Fundamental of Mass Appraisal, IAAO 311-Real Property Modeling Concepts,

**Course work of equal utility in some cases may be substituted or time allowance for successful completion may be made on a case-by-case basis at the Department Head's discretion.*

License(s)/Certification(s): Valid driver's license required.

Experience: 2 years of appraisal experience required. Established proficiency in all Appraiser I duties

Updated October 2022

Attachment: Appraiser II Residential Position Description (14923 : Request to Refill-Appraiser I or II)

and responsibilities. Use of ORION CAMA system and APEX software preferred.

Skills: Ability to exercise both subject and object reasoning. Ability to read and navigate various mapping systems. Ability to measure structures accurately. Ability to multitask. Ability to render identification of and judgements concerning building structural features, quality of construction, cdu rating, and physical condition. Knowledge and ability to interview. Knowledge and ability in Microsoft Office programs. Ability to record descriptive data into a variety of systems accurately and completely. Ability to communicate tactfully and courteously with the public.

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 occasionally 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 or hear. The employee must regularly lift and/or move up to 10 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.

While performing the duties of this job, the employee is occasionally exposed to wet and/or humid conditions; outside weather conditions. The noise level in the work environment is usually normally.

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, KANSAS JOB DESCRIPTION

Job Title:	APPRAISER I-RESIDENTIAL	
Department:	Appraiser	Division: Real Estate
Reports To:	Assistant County Appraiser	
Pay Range:	6	Status: Full Time
FLSA Status:	Non-Exempt	

Position Summary: The Appraiser I-Residential discovers and lists property characteristic data of real property throughout Riley County for the purpose of ad valorem taxation with the specifications and guidelines as set forth by the Property Valuation Division and the Riley County Appraiser's Office.

ESSENTIAL FUNCTIONS:

- Discover, inventory, and list structures and other improvements associated with residential and agricultural property within Riley County.
- Assist in Ensuring new construction is listed and existing data is accurate.
- Assist in Identifying, photo cataloging, measuring, and sketching pertinent objective data working with an Appraiser III on subjective data i.e. (Quality, CDU, physical condition).
- Conduct interviews of property owners, contractors, or tenants to gain further clarification.
- Reviews maps for accuracy and discrepancies.
- Perform quality control on data entry.
- Communicate workload with supervisor to ensure statutory deadlines are met for all process including annual review and building permits.
- Assist Appraiser III's with sales review and final review prior to finalization of the appraisal estimates and printing of change of value notices.
- Observe informal and payment under protest hearings.

SECONDARY FUNCTIONS:

- Provide information to customers by phone, email, or in person. Information includes appraised values, cost sheets, comparable sales sheets, aerial maps, and legal descriptions.
- Perform other duties as assigned.

POSITION REQUIREMENTS:

Education: High school diploma or equivalent required.

Within 2 years in position must successfully complete:

- ORION Residential & Agricultural Data Collection, Orion Introduction and Overview of Basic Functionality
- Kansas Property Tax Law
- IAAO 101, IAAO 102, and USPAP

**Course work of equal utility in some cases may substituted or time allowance for successful completion may be made on a case-by-case basis at the Department Head's discretion.*

License(s)/Certification(s): Valid driver's license required.

Experience: 2 years office experience preferred.

Skills: Ability to exercise both subject and object reasoning. Ability to read maps. Ability to multitask. Knowledge and ability to utilize Microsoft Office programs. Ability to enter data into a variety of systems

accurately and completely. Ability to communicate tactfully and courteously with the public. Ability to use basic math skills and take measurements accurately.

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 occasionally 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 or hear. The employee must regularly lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

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While performing the duties of this job, the employee is occasionally exposed to wet and/or humid conditions; outside weather conditions. The noise level in the work environment is usually normally.

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

Requisition Approval Process

- Submitted by Anna Burson on 07/17/2024 at 02:46 AM
- Elizabeth Ward, Final Approval

Internal Position Details (not displayed on job posting)		
Company Riley County, KS	Position Template Appraiser II-Residential [App II Res]	Work Location Office Building
Job ID 2589829	Salary \$20.74-\$23.54 (D.O.E)	Supervisor Position No
Pay Grade RANGE 8 [RANGE 8]	EEO Class Paraprofessionals [5]	Workers Compensation 9410 [9410]
Cost Center 1 --	Cost Center 2 Appraiser [22]	Cost Center 3 --
1 Job Slot RESIDEN-1		

Supervisor: Danny Williams

Department Head: Anna Burson

☒No changes to Position or Budget

☒Budgeted

☐New request for budget (details attached)

☒Position Description attached

☐New or updated position description

Total annual hours: 2080

Salary: \$48,963.20

Budget for Benefits: \$19,340.46

Total proposed annual budget: \$68,303.66

Additional Position Comments: _____

BoCC Chair

BoCC Member

BoCC Member

Date: _____

Date: _____

Date: _____

Attachment: 2024-07 Appraiser II or Appraiser I (D.O.E) PAF (14923 : Request to Refill-Appraiser I or II)



PUBLIC WORKS
Request

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

COMMISSION AGENDA REPORT

FROM: John Ellermann, PE, Public Works Director

MEETING: July 22, 2024

SUBJECT: Kansas Ave. Speed Study

PRESENTER: John Ellermann

BACKGROUND

A request to lower the speed limit from 45 mph to 30 mph was made for Kansas Ave. from the East City limit East to the US-24 highway. Since the portion of Kansas Ave. is under the jurisdiction of KDOT this study will focus on the ½ mile section between the East city limits and Union Rd.

This section of Kansas Ave. is a relatively straight and flat two-lane paved road with narrow shoulders <2' wide. There is a narrow culvert about 33' wide (the end of the culvert is approximately 3' from edge of road) just East of the City limits. Two residential subdivisions enter on to Kansas Ave within the study area along with 3 additional residences along Kansas Ave. totaling 19 homes and another 13 platted lots available. Riley County Grade School and Riley City East Park are within walking distance (approximately 1500') from the area. A neighbor has reported occasionally pedestrians walking along Kansas Ave. to and from school and the park.

DISCUSSION

Attached is the referenced study and proposed resolution.

Discussion study and lowering the speed limit in Kansas Ave. from the East City limits to Union Rd.

FISCAL IMPACT

Solar powered flashing lights have an estimated cost of \$2,500 each, including installation. Two are needed.

Installation of the 30mph signs and relocation of the 30mph ahead signs are less than \$500.

RECOMMENDATION(S)

It is recommended the Board approve the installation of the solar powered flashing lights. It is also recommended that the Board approve the resolution lowering the speed limit of Kansas Ave. to 30 mph based on the engineering and speed study.

POSSIBLE MOTION(S)

Move to approve the resolution to lower the speed limit on Kansas Ave. to 30mph from the East Riley City limits to 500' East of the Pheasant Ridge Rd. intersection.

Move to approve the installation of flashing yellow light on the speed limit sign entering the City of Riley on Kansas Ave.

Move to deny the resolution to lower the speed limit on Kansas Ave. to 30mph from the East Riley City limits to 500' East of the Pheasant Ridge Rd. intersection.

Move to deny the installation of flashing yellow light on the speed limit sign entering the City of Riley on Kansas Ave.

Move to modify

Move to table

No action required.

The Board agreed by consensus to

Enclosures:

- Speed Study (PDF)
- Kansas Ave Speed Limit Resolution 4.2024 (BEP Edits 07162024) (002) (PDF)
- Screenshot 2024-07-18 082148 (PDF)

Speed Study

Kansas Ave., Riley, Kansas

July, 2024

A request to lower the speed limit from 45 mph to 30 mph was made for Kansas Ave. from the East City limit East to the US-24 highway. Since the portion of Kansas Ave. is under the jurisdiction of KDOT this study will focus on the ½ mile section between the East city limits and Union Rd.

This section of Kansas Ave. is a relatively straight and flat two-lane paved road with narrow shoulders <2' wide. There is a narrow culvert about 33' wide (the end of the culvert is approximately 3' from edge of road) just East of the City limits. Two residential subdivisions enter on to Kansas Ave within the study area along with 3 additional residences along Kansas Ave. totaling 19 homes and another 13 platted lots available. Riley County Grade School and Riley City East Park are within walking distance (approximately 1500') from the area. A neighbor has reported occasionally pedestrians walking along Kansas Ave. to and from school and the park.

The speed study consisted of counters set up at the East city limits, 200' West of Pheasant Ridge Rd. and 180' West of Union Rd. Speed data and traffic volumes were collected at each location.

Speeds at the East end is generally higher than at the West end of the study area. A summary of the speed data collected is shown below.

	City Limit	Pheasant Ridge	Union Rd.
ADT (vpd)	1495	1415	610
Avg. (mph)	34	37	42
85 th (mph)	39	43	48
Pace (mph)	28 – 38 (65%)	34 – 44 (66%)	38 – 48 (68%)

Commonly the 85th percentile speed is used for recommending speed limit. The 85th percentile speed is the speed at or below which 85% of all vehicles are observed to travel under free-flowing conditions. The study confirms the 85th percentile speeds traveled in the study are consistent with posted speed limit. However, speed shouldn't be the only consideration in setting speed limits. Consideration should be given to the growing residential development along the corridor. Residential areas increase the number of vehicles entering and exiting from Kansas Ave. They also increase in pedestrian and bike activity.

There were no reported accidents within the study area from 2018 - 2023.

State statutes establish maximum speed limits for a particular class of road. The statutes also allow for local authorities to determine and declare a reasonable and safe maximum speed limit based on an engineering and traffic study.

The request stated concerns of speed coming into town and safety of pedestrians walking on Kansas Ave. To help make the traveling public aware of the change in speed limits it is

recommended to install a flashing light on the 30-mph speed limit sign at the city limits, similar to what is installed on Anderson Rd at Keats. The flashing lights can be installed independent of the Boards decision to approve the resolution.

With the building out of the existing residential development and future development along Kansas Ave. It is recommended that the speed limit be lowered to 30 mph from the East City limits to 500' East of Pheasant Ridge Rd. It is also recommended to establish a maximum speed limit of 45 mph from 500' East of Pheasant Ridge Rd. to Union Rd.

Estimated cost of the solar powered flashing lights is \$2,500 each for the light and installation. Installation of the 30mph signs and relocation of the 30mph ahead signs are less than \$500.

John Ellermann, P.E.
Public Works Director/County Engineer
Riley County

RESOLUTION NUMBER 072224-____**A RESOLUTION DECLARING A REASONABLE AND SAFE MAXIMUM SPEED
LIMIT ON KANSAS AVENUE, IN RILEY COUNTY, KANSAS**

WHEREAS, K.S.A. 19-101a authorizes the Board of County Commissioners of Riley County, Kansas (the “Board”) to transact all county business and perform all powers of local legislation and administration it deems appropriate, including establishment of speed limits on county roads; and

WHEREAS, unless altered by the Board pursuant to K.S.A. 8-1560, K.S.A. 8-1558(a)(1) establishes a maximum speed limit of 30 miles per hour in any urban district; and

WHEREAS, in order to assure the efficient and ongoing administration of business entrusted to the Board by law, and to provide maximum safety and security to the public, the Board deems it advisable and desirable to enact certain regulations regarding maximum speed limits and to authorize posting of appropriate speed limit signs on county roads in Riley County, Kansas; and

WHEREAS, pursuant to K.S.A. 8-1560(a)(1), the Board has been informed by the Riley County Engineer that, based upon a county engineering and traffic study, the current maximum speed permitted on Kansas Avenue is inappropriate. Based on the traffic, geometric aspects associated with Kansas Avenue, pedestrian traffic, and to provide for a more reasonable and safe speed, the maximum speed should be permanently established by the Board as follows:

From the east city limits of Riley to 500 feet east of the intersection of Kansas Avenue and Pheasant Ridge Road, the maximum speed on Kansas Avenue shall be established at 30 miles per hour; and

From a point 500 feet east of the intersection of Kansas Avenue and Pheasant Ridge Road to the intersection of Kansas Avenue and Union Road, the maximum speed on Kansas Avenue shall be established at 45 miles per hour.

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

Section 1. That the maximum speed limit of 30 miles per hour is hereby permanently established for the following county road in Riley County, which shall be posted accordingly:

Kansas Avenue from the east city limits of Riley to 500 feet east of the intersection of Kansas Avenue and Pheasant Ridge Road.

Section 2. That the maximum speed limit of 45 miles per hour is hereby permanently established for the following county road in Riley County, which shall be posted accordingly:

Kansas Avenue from a point 500 feet east of the intersection of Kansas Avenue and Pheasant Ridge Road to the intersection of Kansas Avenue and Union Road.

Section 3. That the foregoing shall be the maximum lawful speed limits and no person shall drive a vehicle on said road at a speed in excess of such maximum limits.

Section 4. Every person convicted of violating any provision of this resolution shall be guilty of a traffic infraction and shall be penalized pursuant to the Uniform Fine Schedule contained in K.S.A. 8-2118, as amended.

Section 5. Any resolution in conflict herewith is hereby repealed.

Section 6. This resolution shall be in effect upon its publication in the official county newspaper.

ADOPTED AND APPROVED this 22 day of July, 2024

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

John Ford, Chair

Greg McKinley, Vice-Chair

Kathryn Focke, Member

ATTEST:

(SEAL)

Rich Vargo, County Clerk





**COUNTY
COUNSELOR/ADMINISTRATIVE
SERVICES**
Staff Update

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

STAFF REPORT

FROM: Clancy Holeman, Riley County Counselor

MEETING: July 22, 2024

SUBJECT: Pending County Projects County Counselor

PRESENTER: Clancy Holeman, Riley County Counselor

Enclosures:

- FINAL_Commission List 07.22.2024 (DOCX)

PENDING COUNTY PROJECTS ▪ January 2024 through July 18, 2024, Submitted by Clancy Holeman, Riley County Counselor

NOTE: The below lists are not intended to be a comprehensive list of all “pending” Commission or other County Department/Division projects underway. Instead, the below lists represent an ongoing “snapshot” of the current status of selected pending projects which have either consumed significant staff time or involve county issues of widespread significance. Additional entries show selected project work for individual county departments. The sequence of entries below is not intended to reflect the priority assigned to any work described. All entries more than 6 months old have been removed (with the exception of some entries when historical information may be useful). ***Bold type entries are the most recent.***

COMMISSION LIST

I. Projects By Category:

American Rescue Plan: Discussion with staff about possibly engaging consultant to assist County with federal/state requirements in future use of County’s \$14M allocation of ARPA funds. Similar concept to staff’s use of consultant with prior CARES funding. Unlike CARES funding, a primary focus of ARPA funding is infrastructure. (8-31-21)

Board of Riley County Commissioners: Prepare letter of support for City of Ogden grant application. (9-13-23) Attend and participate in BOCC meetings. (9-7-23; 9-11-23) Assist in finalization of annual County financial audit. (9-14-23) Attend and participate in BOCC meeting. (10-12-23.) Work on pending litigation “I”. (10-13-23) Attend and participate in BOCC meeting (10-16-23.) Attend and participate in BOCC meetings. (10-19-23;10-23-23) Work on communication project. (10-24-23; 10-25-23.) Review contractual provisions for subsequent use. (10-25-23.) Attend and participate in BOCC meeting. (10-26-23.) Attend and participate in County/City/USD 383 meeting. (10-26-23.) Attend and participate in BOCC public meeting in City of Ogden. (10-30-23.) Attend and participate in BOCC meeting. (11-2-23.) Prepare for late arrival to BOCC meeting on November 6, 2023. (11-5-23.) Work on Fire District project. (11-7-23) Attend and participate in BOCC meetings. (11-9-23; 11-13-23) Attend and participate in BOCC meeting. (12-28-23) (Work on fence view issue. (1-2-24) Review agenda and prepare for 1-4-24 BOCC meeting. (1-3-24) Attend and participate in BOCC meeting. (1-4-24) Prepare for 1-8-24 BOCC meeting. (1-5-24) Work on fence view issue. (1-5-24) Attend and participate in BOCC public meetings. (1-8-24; 1-11-24) Review project contract. (1-11-24) Work on fence view. (1-14-24; 1-15-24; 1-16-24; 1-17-24) Work on Fence view. (1-18-24; 1-19-24; 1-20-24;1-21-24;1-22-24) Work on letter of support for WTC. (1-19-24; 1-20-24) Attend and participate in BOCC meeting. (1-18-24; 1-22-24) Obtain BOCC approval of letter of support for WTC. Attend and participate in BOCC meetings. (1-25-24; 1-29-24) Draft and place on BOCC agenda support letter for City of Ogden’s grant application. (1-25-24) Work on fence view. (1-25-24; 1-26-24;1-28-24; 1-29-24; 1-30-24; 1-31-24) Attend and participate in BOCC meetings. (2-1-24;2-5-24) Obtain BOCC signature on fence view order; file with ROD; email copies of signed order to both parties (or their counsel). (2-1-24) Regular mail and email to both parties of file-stamped originals of fence view order. (2-2-24) Attend and participate in BOCC meetings. (2-12-24; 2-15-24;2-19-24) Meet with counsel for party in pending matter. (2-16-24) Attend and participate in public BOCC meetings. (2-22-24; 2-26-24) Attend and participate in BOCC meeting. (2-29-24) Attend and participate in BOCC meeting (3-7-24) Attend and participate in BOCC meetings. (3-11-24;3-14-24; 3-18-24) Attend and participate in BOCC public meetings. (3-21-24;3-25-24) Work to schedule executive session. (3-21-24) Attend and participate in BOCC Meetings. (4-4-24; 4-8-24) Attend and participate in BOCC meetings. (4-11-24; 4-15-24) Enter appearance as counsel of record in multiple pending mortgage foreclosure and probate cases to process claims for unpaid real and/or personal property taxes. (4-9-24; 4-10-24; 4-11-24; 4-12-24) Review mtg. foreclosure file and answer filed. 4-16-24) Attend and participate in BOCC public meetings. (4-22-24; 4-25-24,4-29-24) Attend and participate in BOCC public

meetings. (5-2-24; 5-6-24) Attend budget presentations to BOCC of various outside agencies. (5-6-24) Work on file documentation presented today by Jason Hilgers of City's draft plan on City's proposed CICO Park Improvements. (5-2-24) Review information for BOCC agenda item scheduled for 5-6-24. (5-3-24) Work on appropriation request analysis. (5-3-24) Attend and participate in BOCC public meetings. (5-9-24; 5-13-24. Work on analysis of appropriation issues. (5-9-24;5-12-24) Work on appropriation issue question. (5-14-24) Attend and participate in BOCC public meetings: (5-30-24; 6-3-24) Attend and participate in BOCC public meetings. (6-6-24; 6-10-24) Watch BOCC public meeting online during remote work. (6-13-24) Attend and participate in BOCC public meeting. (6-17-24) Attend and participate in BOCC public meetings. (6-20-24;6-24-24) Attend City/County/County meeting. (6-20-24) Communication on pending contractual issue. (6-21-24) Schedule executive session for Monday, July 1, 2024. (6-26-24) Attend and participate in BOCC meetings (6-27-24; 7-1-24) Attend and participate in BOCC meetings. (July 8, 2024; July 11, 2024) Attend and participate in staff working group on planned retreat. (7-9-24) Prepare for upcoming executive session. (7-8-24;7-9-24;7-10-24) Work on potential authorization for beer sales at Kaw Valley Rodeo during Riley County Fair. (7-8-24) ***Attend and participate in BOCC public meetings. (7-15-24;7-18-24) Confirm vendor has complied with terms of beer sales at Kaw valley Rodeo. during Riley County Fair. (7-12-24) Place indemnification agreement on BOCC agenda for review and approval by BOCC at 7-18-24 public meeting. (7-16-24)***

“Constitutional Protection of County Home Rule”:

County Jail Inmate Medical Care: Schedule staff discussion of contract development. (5-21-23) Meeting with Mark French on contract. Communication with staff working group to schedule teams meeting May 7, 2024. (5-1-24) Review material in preparation for Teams meeting. Participate in Teams meeting. Carry out assigned task. (5-7-24) Communication from team members regarding assigned task. (5-8-24)

Countywide Emergency Radio Communications System Upgrade: The upgrade is complete. But now the “program” phase has been completed, additional work from this department will be provided, as necessary, during the “maintenance” and “warranty” periods now underway. Discussion with contract administrator for vendor (L3Harris) scheduled for August 27, 2021. Discussion held with vendor contract administrator. Discussion with EM Director (8-30-21). Working toward final documents of “program” phase. Conversation with EM Director. (9-24-21) Conversation with L3Harris contract administrator, moving this matter toward likely resolution by the BOCC on 9-30-21. (9-24-21) Review appropriately continues among EM, KSU and Emergency Dispatch personnel regarding close out of this phase of the project. (9-24-21) Draw Commission Agenda Report and place on 9-30-21 agenda for BOCC review and approval of contract documents. (9-28-21) Discuss final contract documents for agenda separately with EM Director and L3Harris Contract Administrator. (9-29-21) Obtain BOCC approval of Amendment 1 to Master Service Agreement. (9-30-21)

Delinquent Real Property Tax Sale: Legal research. Prepare documents for the next stage in the process. (4-12-24) Work to review final contract signed. (May 1, 2024) Contact IT with information on underlying purchase. (5-3-24) Attend and assist in Delinquent Real Property Tax Sale. (6-28-24)

“Dark Store”:

District Court:

Federal Rules on Vaccination Mandate:

First Christian Church: Now this property is “listed” as a “historic site,” there are state law restrictions applicable whenever a “project” is undertaken involving potential repair, damage or destruction of the site or its structure (9-11-23;9-12-23;9-13-23) Work on Appeal. (9-14-23;9-15-23;9-16-23;9-17-23;9-18-23;9-19-23; 9-20-23; 10-4-23;10-5-23-10-6-23;10-7-23;10-8-23;10-10-23; 10-11-23.) Work on appeal. (10-12-23; 10-17-23; 10-18-23.) Conversation with opposing counsel and agree to extend her time to file brief. (11-3-23)

Receive emailed brief from opposing counsel on appeal; following two extensions of time which opposing counsel had requested—which extensions were granted by the Court of Appeals. (1-19-24) Timely filed our brief in February 2024. Checked with Clerk of Court of Appeals—There have been no orders from Court of Appeals since, setting or denying both sides' request for oral argument, etc. (5-2-24)

Indigent Legal Services: Attorney contracts for 2022 were created and emailed to current attorneys under contract. (11-3-21) Notice to Riley County Bar Association of at least one attorney vacancy effective January 1, 2022. (11-4-21) Proposed 2022 contracts have been provided to all current lawyers under contracts. None returned as of 11-23-21. No indigent legal service contracts are in place for the calendar year 2022. Work on various issues related to this service. (2-10-23; 2-13-23; 2-14-23; 2-15-23; 2-16-23; 2-19-23; 2-20-23; 2-21-23; 2-22-23; 2-24-23; 2-26-23; 2-27-23; 2-28-23; 3-1-23; 3-2-23; 3-3-23; 3-4-23; 3-6-23; 3-7-23; 3-8-23) Work on various issues related to this service. (3-19-23) Work at staff level on compensation for this service. (3-28-23) schedule next staff level discussion of compensation for this service. Discuss with Deputy Counselor compensation for this service. (3-29-23) Work on project. (6-1-23) Work on project. (6-8-23) Draw up final version of CAR; RFP; and Contract. (6-19-23; 6-20-23) Obtain BOCC approval of form RFP and Contract. (6-22-23) Finalize RFP and contract and distribute to local Bar Association membership with encouragement to apply well before August 4, 2023, deadline for proposals because they will be considered as they are submitted. (6-29-23; 6-30-23) Create documents for publication in newspaper and placement on county website for this service. (7-7-23; 7-10-23; 7-11-23; 7-12-23) Deadline for proposals to arrive in Clerk's office 5 p.m. August 4. Work on issues related to service. (10-25-23.) Work on scheduling discussion. (6-5-24)

Legislation: Discuss with BOCC potential annual legislative conference dates in December 2023. (10-16-23) Notify delegation members conference scheduled on the following date which worked for a majority of responding legislators: December 14, 2023, noon to 2 pm. (10-26-23) Work on agenda for legislative conference (10-27-23; 10-30-23) Work on agenda for legislative conference. (11-13-23; 11-14-23; 11-15-23) Work on letter of BOCC support for SB 196. Obtain BOCC signatures and email to Senate Assessment and Taxation Committee. (1-4-24; 1-5-24; 1-7-24; 1-8-24) Prepare and submit timely lobbyist compensation report for 2023 legislative session. (1-10-24) Prepare BOCC opposition letter for HB 2036. (1-10-24) Present draft of HB 2036 opposition testimony. Re-draft to insert BOCC changes. Obtain BOCC final approval of letter. Timely submit to senate committee secretary final version of HB 2036 BOCC opposition testimony. (1-11-24) Communicate with House delegation on BOCC testimony submitted previously to Senate Tax on SB 196 and HB 2036. (1-15-24) Communicate with contract lobbyist on HB 2468 (a bill of concern to Emergency management) (1-16-24) Communicate with member of state delegation on SB 196; HB 2036. Work on HB 2026 opposition testimony. (1-16-24) Work on HB 2036. (1-17-24) Work on SB 162. Communicate with lobbyist. (1-18-24) Work on SB 162 (1-19-24) Appear before Senate Committee on Local Government on SB 162. (1-22-24) Review SB346(upzoning/downzoning—removal of county authority). (1-25-24) Work on SB 162. (1-25-24; 1-31-24) Discuss various bills with lobbyist. (2-2-24) Discussion with another county counselor on a bill Riley County is interested in. (2-2-24) Work on SB 162. (2-2-24) Discuss SB 162 with lobbyist. (2-21-24) Communicate with contract lobbyist on HB 2599 (KORA request fees) (2-27-24) Review legislative issues remaining in session of interest to Riley County. (2-28-24) Work on SB 162 set for hearing in House Local Government committee on Monday, March 11, 2024. (3-5-24; 3-6-24) Work with Deputy Counselor on contract issue. (3-6-24) Work on SB 162 hearing scheduled for March 11, 2024. (3-7-24; 3-8-24) Attend and participate with Commissioner McKinley in hearing before the House Committee on Local Government in support of SB 162. (3-11-24) Communicate with contract lobbyist on SB 162. (3-12-24) Communicate with delegation member on SB 311; Discuss with County Appraiser. (3-12-24) Review House calendar status of SB 162. It is on General Orders. (3-20-24) Communication from contract lobbyist. Communicate with BOCC members regarding immediately foregoing.

Leonardville North County EMS Station: Follow up call to City of Leonardville attorney. (4-11-23) Set up phone appointment with City of Leonardville Attorney—to discuss having city begin process of opening the easement as an alley for access to the site. (5-3-23) Phone discussion with City of Leonardville attorney and arrange for teams meeting next Tuesday (5-9-23) with him, Craig and me to discuss details of City legally

“opening” alley to site of ambulance and performing tree trimming along that alley. (5-3-23)

National Opioid Litigation Settlement: Notice of Deadline to “opt in” to latest round of national opioid class action litigation settlements is April 18, 2023. (3-27-23) Prepare and submit CAR for BOCC 4-10-23 public meeting; with my recommendation to BOCC regarding “opt in” to latest round of national opioid class action litigation settlements—5 new defendants settling. Discuss with Assistant Attorney General managing this matter state-wide. (4-6-23) Submit electronically our “opt in” to latest round of national opioid class action settlements, as previously authorized by BOCC. Confirmation from settlement administrator that “opt in” accomplished. (4-14-23)

NG-911 Committee (Road naming): Attend and participate in committee meeting. (2-14-23)

Proposed Construction of EMS/EM/RCFD Emergency Services Headquarters: Schedule work session for discussion of design issue related to facility. (1-27-23)

Riley County Annual Legislative Conference: Discussion with County Register of Deeds to schedule meeting week of December 5th to review documentation of long-term revenue loss to Riley County caused by legislature’s past elimination of the mortgage registration fee. (12-1-22) Work preparing for 12-12-22 legislative conference. (12-8-22; 12-11-22) Discuss legislative conference information with County Appraiser. (12-8-22) Discuss legislative conference information in meeting with County Register of Deeds. (12-9-22) Work with members of delegation; 2023 Annual Legislative Conference scheduled for Thursday, December 14th, from noon to 2 p.m., BOCC chambers. (10-23-23) Conversation with member of delegation—confirming member will attend. (10-24-23.)

Riley County District Court: Discussion regarding BOCC consideration of funding potential “resolution docket” to assist with case backlog. (4-27-23) Work on project. (5-2-24)

Rural Economic Development Advisory Board:

Staff Budget and Planning Committee:

White Canyon Benefit District: White Canyon benefit district’s residents’ request, made during this date’s public commission meeting, asking whether Riley County willing to supplement the cost of the benefit district’s proposed private road improvement project. No dollar figure provided by benefit district residents. County staff instructed to provide BOCC at upcoming meeting most recent Riley County Public Works’ “estimate” of “northern route” as an option to current benefit district project proposed. (8-30-21)

II. Projects by Department or Division:

Administrative Services/County Counselor: Work on matters related to departmental transition. (1-25-2023; 1-26-2023; 1-27-2023) Interviews of applicants for Deputy County Counselor position in transition scheduled to take place 9-29-23.-23. (3-2-23; 3-3-23) Work on Departmental transition matters. (4-28-24) Work on Departmental transition matters. (5-2-24; 5-3-24)

Riley County Appraiser’s Office: Communicate with department Head on costs associated with BOTA appeal. (12-29-23) Communicate with staff on immediately preceding issue. (1-1-24) Communicate with Appraiser on exemption application. (1-11-24) Advise Department Head on legal issues. (1-24-24) Advise Department Head on process issue. (2-29-24; 3-1-24) Communicate with department head. And Deputy Counselor. (3-4-24; 3-8-24) Advise Appraiser on KORA request. (5-1-24) Communication on legal matters. (5-1-24) Communication on different legal matters. (5-1-24; 5-2-24) Assist Department Head on pending matter. (5-6-24) Communicate on legal matter. (5-14-24) Meet with and advise Department Head on BOTA

decision and separate appraisal matter. (5-29-24) Communicate with staff on upcoming meeting dates for discussion. (7-5-24)

Riley County Attorney: *Discuss legal issue. (2-1-24)*

Riley County Clerk: Advise and assist on open record act issue. (9-12-23;9-13-23) Schedule meeting with staff of two departments to plan means of addressing particular type of KORA request in most fair and efficient manner to reduce, potentially, two departmental workloads. (9-13-23;9-14-23) Reschedule forgoing meeting to 10-27-23. (10-19-23) Work on contract law issue. (10-24-23) Assist with legal issue. (11-3-23;11-5-23; 11-6-23.) Approve on minute track as to form revised parking lot resolution developed by Deputy Counselor. (1-2-24) Work on autopsy record storage issue. (2-2-24) *Prepare* resolution regarding Plaza reservations; present to BOCC and obtain approval. (2-27-24; 2-28-24;2-29-24) Communicate with staff on a request for a mailing address change. Communicate with counsel on client name change. Communicate with staff on records name change issue. (3-4-24;3-5-24) Work on notice of upcoming special meeting of BOCC. (3-12-24) Work with Clerk staff member on preparing for RNR compliance during 2025 budget. (3-20-24) Work with Department Head and his staff on election procedural matters raised by vacancy in a City of Manhattan elected office. (5-10-24) Work on contract issue for department. (6-14-24) Attend and participate in staff working group regarding ongoing project. Communicate with contractor afterward. (6-17-24) Review return of contract accepting our contractual attachment. Communicate with Department staff on next steps for BOCC approval. (6-21-24) Prepare Commission Agenda report on foregoing project. Staff uploads for Thursday, June 27th BOCC public meeting. (6-24-24) Work on Finance Officer question on behalf of BOCC. (6-25-24) Legal analysis of RNR statute. (6-27-24; 6-28-24;7-2-24;7-3-24) Assist with staff questions regarding legal interpretation. (7-5-24)

Riley County Community Corrections: Discuss with PIO and department Head proposed correction of recently published newspaper article on grant award to Department. (1-2-24) Further conversation with Department Head and PIO about immediately preceding newspaper article. (1-2-24) Communicate with Director on potential policy. (2-27-24) Contact Department at request. (5-14-24) Work with Department on project involving funding. (5-15-24)

Riley County Emergency Management: Work on project issue. (11-7-23; 11-8-23) Conversation with stakeholders on a radio tower lease amendment. (1-2-24) Communicate with Director on state winter weather disaster declaration just released. (1-24-24) **Assist** with written response to vendor. (4-22-24) Advise on KORA request. (5-2-24) Advise other staff on same KORA request. (5-2-24) Contact County PIO about foregoing, relevant to any photos or video. (5-2-24; 5-3-24) Check in with Helpdesk. (5-7-24) Work with State project manager regarding scheduling matter on roundabout project at k-13/US24, easement purchase from county of County ROW at Fire Station. Work with Cindy K. on agenda time. (5-7-24) Work with department on personnel law matter. (5-14-24; 5-15-24)

Riley County Emergency Medical Services: Prepare for staff discussion of proposed ride along program and its necessary requirements. Participate in staff discussion. (5-7-24)

Riley County Extension: Work on legal question raised by Director. (5-29-24)

Riley County Fire District No. 1: Work on contract law issue. (11-7-23; 11-8-23.) Work on separate contract law issue. (11-7-23) Prepare for January 9, 2024, training presentation to District leadership. (12-27-23; 12-28-23; 12-29-23; 12-30-23; 12-31-23; 1-1-24) Conversation with HR Director regarding upcoming training to District leadership. (1-2-24) Conversation with Department Head on pending litigation. (1-2-24) Additional conversation with HR Director regarding upcoming training in District leadership. (1-2-24) Preparation for January 9, 2024, training presentation to District Leadership. (1-3-24) Check out technology at Public Works for tonight's training presentation to District Leadership. (1-16-24) Present training, along with HR Director,

to District Leadership. (1-16-24) Work on Fire District/University Park fire station project. (2-23-24) Communicate with lobbyist on HB of concern to department. (2-28-24) Communicate with department on KORA issue. Communicate with outside counsel. And Deputy County Counselor. (3-4-24) Communicate with Fire Chief. (3-21-24) Work on contract issue. (3-26-24) Prepare and obtain Chairman's signature on Local Disaster Emergency Declaration regarding cybersecurity incident. Attend and participate in special BOCC public meeting. (4-1-24) Draft extension of Local Disaster Emergency Declaration on cybersecurity incident. Then obtain BOCC approval of extension of local disaster emergency declaration. (4-2-24; 4-3-24; 4-4-24) Draft local emergency declaration on Axelton Hill Road wildfire and obtain BOCC chairman signature. (4-6-24) Prepare extensions of both local disaster emergency declarations. (4-10-24) Present and obtain BOCC approval of both immediately preceding local disaster emergency declarations. (4-11-24)

Riley County GIS: Assist with provision of "shapefile" requested by company. Communicate with company representatives and GIS staff. (6-5-23; 6-6-23)

Riley County Health Department: Work on contract law issue. (10-12-23;10-13-23.) Work on contract law issue. (10-19-23;10-23-23; 10-24-23.) Advise Department on personnel policy manual upcoming revision. (3-19-24) Communicate with county staff on parking issue. (3-26-24) Schedule staff discussion with this Department and another on legislative issue. (6-26-24) Advise Department Head on legislative matter. (7-3-24) Advise Department Head on state funding matter. (7-3-24)

Riley County Historical Museum:

Riley County Human Resources. Finalize Green Dot Contract. (9-12-23) Conversation with HR. (10-12-23.) Review example of proposed Performance Review new form to be completed by 10-16-23. (10-12-23) Work with a department on HR issue "IV." (10-13-23.) Work with Department on unrelated HR issue("V"). (10-16-23.) Work with Department on unrelated HR issue "VI". (10-16-23.) Work with department on Personnel issue I. (10-19-23;10-23-23; 10-25-23.) Work with division on personnel law issue II. (10-24-23.) Work with Division and Department Head on personnel law issue II. (10-25-23;10-26-23;10-27-23;10-28-23-10-29-23;10-30-23) Work with Division and Department Head on personnel law issue. (11-1-23.) Work with Division and Department on personnel law issues. (11-2-23;11-3-23; 11-5-23;11-6-23.) Work on personnel law issue for Division and Department. (11-10-23). Work with Division and Department on personnel law issues. (11-9-23;11-13-23; 11-14-23). Prepare for disciplinary action appeal scheduled for January 4, 2024. (12-28-23) Communicate with team members on working group considering revision of personnel manual. Working group to reconvene 1-9-24. (1-2-24) Work on personnel issues. (1-4-24; 1-5-24) Communicate with Department head and Division head on upcoming potential meeting regarding process. (1-12-24) Communication from Division head on upcoming work group work for discussions on personnel policies. (1-12-24) Working group discussion of personnel policy issues. (1-12-23) Working group discussion of personnel policy manual. (1-18-24) Working group discussion of personnel policy practice. (1-22-24) Analyze and comment upon potential policy. (1-24-24) Analyze potential changes to personnel policy. (1-29-24; 1-30-24; 1-31-24) Advise on legal issue. (2-1-24) Work on personnel policy manual issues. (2-22-23;2-23-24) Communicate with Division director given federal law changes in identified policies. (2-27-24) Review material provided. (2-27-24) Work with Division Director on scheduling upcoming presentations to BOCC in public meetings. (3-12-24) Work on Personnel Policy issue. (3-13-24) Work on upcoming executive session. (3-12-24;3-13-24) Work on personnel policy issue. (3-14-24;3-15-24;3-17-24;3-18-24) Work on different personnel policy issues than immediately preceding entry. (3-18-24) Work on both of the immediately preceding entry matters. (3-19-24) Work on dress code issues. (4-9-24) Review KORA request. (4-9-24) Discuss personnel law issue. (5-8-24) Work with Division and Department Head on two distinct personnel law issues. (5-10-12) Work with Division and Department Head on distinct personnel law issue. (5-14-24) Review and continue working on proposed policy. (5-28-24; 5-29-24) Work with HR, and a Dept. Head on personnel law issue. (5-31-24; 6-3-24) Work with staff group on proposed policy. (6-3-24) Work with HR and Department Head on personnel issue. (6-3-24) Work with HR. on personnel issue. (6-4-24; 6-5-24)) Work

with HR on personnel matter. (6-7-24) Work with HR on personnel policy approval. (6-7-24) Work with HR on 2 distinct and unrelated personnel law issues. (6-17-24) Work with HR on personnel law issues. (6-18-24) Work with Division head on personnel legal issue. (7-2-24) **Assist with upcoming personnel issue. (7-5-24)**

Riley County Information Technology/GIS Work with department on contract law issue. (10-24-23.) Conversation with GIS staff member regarding City GIS “layer” issue. (1-2-24) Discuss legal issues involving federal act(s) and communication technology. (2-1-24) Communication from IT about on-going efforts to protect network. (5-7-24)

Riley County Museum: Advise Director on question raised on behalf of Historical Society. (5-3-23)

Riley County Noxious Weeds/Hazardous Household Waste: Discuss with department head upcoming potential property leases of county ground. (5-3-23) Request Department Head provide copy of deed on one of leased properties—to review restrictions on all the leased properties. (5-4-23) Schedule discussion with Department Head on real property issue. (5-22-23) Review and approve as to form weed control contract proposed by KDOT. Inform Department head I’ve done so. (1-2-24) Conversation with Department Head on immediately preceding contract. (1-2-24)

RILEY COUNTY PLANNING AND DEVELOPMENT. *Work on Comprehensive Plan update matter. (7-17-24) Work on County Retreat matter. (7-17-24)*

RILEY COUNTY POLICE DEPARTMENT—Administered by Law Enforcement Agency (“Law Board”): Communication from City Manager, County Clerk and County Attorney regarding RCPD question about potential ordinance or resolution. I contact Barry Wilkerson for discussion. (1-12-24) Work on project. (4-15-24; 4-16-24; 4-17-24) Communication from third party on budget matter. (5-2-24) Work on inmate medical project. (5-29-24) Participate in staff working group on inmate medical project. (5-31-24) Communicate with vendor of inmate medical services. (5-31-24)

Riley County Planning & Development: Represent County in District Court hearing on Prairiewood appeal. (8-29-23) Conversation with landowner. (10-12-23.) Review and approve Comprehensive Plan resolution “as to form” for 10-16-23 BOCC meeting. (10-12-23.) Work on pending litigation. (10-13-23) Work on pending litigation “III”. (10-13-23.) Work on pending project “I”. (10-13-23.) Conversation with opposing counsel in pending appeal “II.” (10-13-23) Work on benefit district project. (11-6-23; 11-7-23.) Work to schedule meetings with business and staff on different pending legal issues. (11-7-23; 11-8-23) Work on benefit district contract for environmental assessment. (1-26-24; 1-31-24) Complete work on benefit district contract for environmental assessment; route vendor—approved contract to this department’s Office Manager for placement on next Monday’s business meeting agenda, following conversation with Department Head. (2-1-24) Work with Department Head on contractual issue. (2-14-24) Work with Department Planner and Deputy on upcoming agenda item. (3-19-24) Work on immediately preceding entry again. (3-20-24) Work on benefit district issue. Discuss with Deputy County Counselor. (3-20-24) Review and approve as to form plat. (3-21-24) Discuss upcoming public hearing with staff member. (3-21-24) Work on upcoming land use issue. (3-26-24) Discuss with staff special use hearing before Planning Board evening of 4-8-24. (4-9-24) Conversation with opposing counsel in pending appeal. Draft motion to extend time to file our brief. I will file such agreed motion this week. Motion filed. (4-15-24) Review sanitary code issue. (4-18-24) Schedule meeting with department staff member on separate code violation enforcement matter. (4-18-24) Review correspondence on separate possible code violation matter. (4-18-24) Status report back on separate code enforcement matter. (4-18-24) Status report back on separate code enforcement matter. (4-18-24) Work on SB 384. (SB 162) as signed by Governo as part of SB 384. Meeting with staff of Planning and Development and RCHD. (4-26-24). Work solo on immediately preceding project list entry. (4-28-24) Review and approve as to form contract for project. Discuss with Department Head. (5-2-24) Communication with Department Staff on pending code enforcement matter. (5-2-24) Communicate with Department head on immediately preceding code

enforcement matter. (5-3-24) Correspondence with outside professional based on citizen question regarding pending project. (5-3-24) Assist staff of this department on pending matter. (5-6-24) Communication from Department staff on different matter for calendaring. Respond. (5-6-24. Contact representative of citizen in pending matter. Relay information to staff member working on the matter. Relay information to another Department Head assisting in matter. (5-6-24) Respond to communication from Department Head on ongoing project of her department. Respond to communication from Department Head on different project of her department. (5-7-24) Communication from staff of Department on different project of her department. (5-7-24) Discuss with Department Head different project of her department; in response to communication from her of procedural question. (5-7-24) Answer question from Department Head on procedural question. Communicate with Department Head and Cindy K. (5-7-24) Review litigation material served on a co-defendant in pending code enforcement case. (5-7-24) Discuss pending enforcement matter with Code Enforcement officer. (5-7-28; 5-8-24) Work on pending Court of Appeals matter. (5-15-24) Work on comp plan consultant project. (5-29-24) Calendar Evergy application regarding Ashland Bottoms special use application. (5-29-24) Review and sign plat presented by Department staff. (5-29-24) Prepare for executive sessions. (6-5-24) Advise Department Head on project legal issue. (6-12-24) Work on pending appeal matter. (6-25-24) Work on pending sewer project. (7-3-24) (Advise Department Head on legislative matter. (7-3-24)

Riley County Public Information Officer: (5-8-23) Further communication with PIO and working group about same informational program. (5-8-23) Communication from PIO requesting legal advice. (7-24-23)

Riley County Public Information Officer: Conversation on lawful options for final version of BOCC minutes. (10-24-23.) Schedule upcoming meeting on possible documentary. (3-12-24) Communicate with regarding Facebook change of services offered. (3-12-24) Discussion with PIO regarding request for release of information. (5-31-24)

Riley County Public Works: Discuss land use issue with Department Head. (10-12-23.) Communicate with potential vendor on project. (10-13-23.) Communicate with county insurer on project. (10-13-23.) Contract law issue. (11-6-23.) Work on bid packet issue. (1-2-24) Contacted by KDHE requesting permission for project. Relay request to Public Works Director and invite conversation. (1-3-24) Discuss with Director Township Officers' March 6, 2024, meeting agenda. Contact outside party as possible participant to assist with program. (2-2-24) Attend and participate in Township Officials annual meeting. (3-6-24) Review and approve contract "as to form." (3-8-24) Review contract proposed. (3-11-24) Discuss staff contract proposed. (3-12-24) Work with Assistant County Engineer on assembly of contract for agenda. (3-19-24) Review and approve as to form immediately preceding contract. Conversation with Cindy K on delivery of contract to County Clerk's office for this Thursday's agenda. Place contract in delivery bin from Public Works to County Clerk's office. (3-20-24) Work on elevator contracts and discuss with Department Head. (4-5-24; 4-6-24; 4-8-24) Conversation with Dept. Head regarding KDHE request to do well test on county site. (4-15-24) Conversation with Dept. Head regarding drainage easement. (4-16-24) Review update on pending resolution. (4-18-24). Review and approve as to form covenant and easement documents for EMS HQ project. (4-23-24) Respond to email from KDHE on agency's planned sampling in Fairmont Park, after discussion with Department Head. (4-23-24) Conversation with Assistant County Engineer. Approve as to form transfer station truck scale Contract. (4-23-24) Work on KDOT roundabout project as it affects Riley County. (4-26-24; 4-28-24; 4-29-24; 4-30-24) Work on preceding KDOT project as it affects Riley County. 5-8-24. Work on policy issue involving CDL training. (5-30-24; 5-31-24) Review and approve as to form project document. (5-31-24) Review and approve as to form unrelated project document. (5-31-24) Approve as to form contract for project. (6-3-24) Work on project documents. (6-4-24) Conversation with consulting engineer on state highway project. (6-14-24) Communication from KDOT counsel on state "roundabout" project at US 24 and K-13. Contact Public Works Directo. Contact KTOT counsel. (6-26-24) Communicate with Department Head on immediately preceding project. (7-2-24) Advise Department Head on separate and distinct legal matter. (7-3-24)

Riley County Register of Deeds: Communicate with three offices, their staff and department heads on common legal issues. (11-7-23) Communicate with department head on same issue. (11-8-23) Work on legal issue regarding filing. (2-29-24; 3-1-24;3-4-24) Work with department head and staff of County Clerk and County Appraiser to resolve filing issue. (3-4-24)

Riley County Treasurer: Discuss with Department Head process for Opioid Settlement Fund payments routed from Attorney General's Office. Discuss with Assistant Attorney General supervising such distributions. (12-21-22) *Work* on Delinquent Real Property Tax Foreclosure case for 2024. (4-12-24) Review claim for delinquent real property taxes in mtg foreclosure case. (4-16-24) Review claim for delinquent real property taxes in mtg foreclosure case. (4-16-24) Review probate case order directing payment of real property tax. (4-16-24) Review mtg foreclosure case and demand for payment of real property tax. (4-16-24) Review of probate case and real property tax. (4-16-24) **Review** delinquent real property tax efilings. (4-19-24) Work with legal staff on upcoming delinquent real property tax sale. (4-23-24) Process with staff response to citizen inquiry to county website about tax sale properties. (4-29-24) Process with staff response to another citizen inquiry to county website about tax sale. (4-29-24) Discuss tax sale property issue involving request from executor of titled owner. Call the executor and leave voicemail. Resolve with executor. (5-7-24) Sign order dismissing individual parcel from tax sale. (5-8-24) Work with department staff on preparation of Motion for Default Judgement in 2024 delinquent real property tax sale. (5-10-24) Obtain judgment in favor of Riley County on motion for default judgment in Riley County District Court for upcoming delinquent real property tax sale. (5-28-24) Delinquent property tax sale meeting with office staff. (5-29-24) Approve withdrawal pleadings from pending probate cases wherein our filed claims for property taxes resulted in payment. (6-14-24) Assist Department Head with citizen communication. (6-17-24;6-18-24) Work on property tax foreclosure case. (6-26-24)

III. Projects by Professional Association, Internal and External Committees/working groups, CLE, & Other Administrative Matters:

Ad Hoc Staff Committees/Work Groups on Multiple Subjects: Staff committee discussion of issue in recent tax sale. Clerk and staff, Treasurer, Appraiser and staff. (3-6-23)

Administrative Matters: Discuss with HR CAR I'll prepare for transition of Counselor position based upon my scheduled 2025 retirement. (5-19-23) Work on transition of Deputy position given incumbent's scheduled retirement. (5-22-23;5-23-23) Discuss and decide with staff on renewal of "Hawver" subscription. (5-30-23) Register for June 20 webinar on Title VI requirements under ARPA; to be conducted by Officer of Recovery. (6-5-23) Information to Office Manager on invoice for Westlaw. (7-5-23) Partners' Meeting. (7-21-23) Review and approve proposed CAR drafted by H.R. for upcoming position vacancy due to retirement. (7-27-23) Work with HR and staff working group preparing for candidate interviews for 2 positions. (7-27-23;7-28-23) Staff meeting to discuss departmental input, as requested by PIO, on survey regarding retention and recruitment and retention. Provide info to PIO. (8-2-23) Review, approve Department timecards. (8-6-23) Work on transition of department for upcoming vacancy in Office Manager position. Review all internal applications. Communicate with both Riley County Deputy County Counselors and H.R. Director. (8-6-23) Work on transition of department to fill vacancy in Legal Assistant position. (8-10-23;8-11-23; 8-13-23) Review City/County/County agenda for 8-17-23 meeting. (8-13-23) Work on upcoming retirement receptions for department. (8-11-23; 8-14-23; 8-15-23;8-16-23;8-17-23) Continued work on transition of department to fill vacancy in Legal Assistant position. (8-15-23) Participate in panel interview of candidate for Legal Assistant I position.9 (8-18-23) Attend retirement reception in BOCC chambers for Jill Seaton. (8-31-23) Relay eflex latest to staff—No access to court of appeals or supreme court yet as of noon today. (1-26-24) Participate as donor in County/Red Cross blood donation drive. (2-14-24) Work on closing issue involving sale of a portion of a larger parcel—the sale of which does not involve a pending code enforcement proceeding. (2-15-24) Work at PW successfully confirming, with IT assistance, our desktops there appropriately "sync" with our desktops in our CPE office. (2-26-24) Work with Public Works on key card/key fob access to that

portion of Public Works building where our office will temporarily relocate. (2-27-24) Work on temporary relocation of office during 4th floor renovation project. (2-28-24) Work with I.T. to synchronize desktops at departmental CPE office and temporary space at Public Works. (3-1-24) Catch up on emails. Respond when appropriate. (4-9-24) Work on transition of Deputy County Counselor caseload to County Counselor. (4-10-24; 4-11-24; 4-12-24) Work on applicant interview scheduling for Deputy County Counselor position. (4-15-24) Work with our Office Manager on 2025 departmental budget request. (4-16-24) Work on departmental transition matters. (5-2-24; 5-2-24; 5-3-24) Brief staff meeting—my meetings schedule today. (5-7-24) Review and delete emails. (5-7-24) Work on transition: Introduce Deputy County Counselor to BOCC members; and 3 department heads (5-13-24) Introduce Deputy County Counselor to 3 more department heads. (5-14-24) Review and approve as to form payroll and accounts payable. (5-28-24) Work on transition matters in office. (5-30-24; 5-31-24) Contact IT about recent communications to organization about a system update. (6-3-24) Brief Bryant on relevant discussions during today's public BOCC meeting. (6-3-24) Weekly office staff meeting. (6-14-24) Work with staff working group on scheduled shut off of electricity to CPE. (6-17-24; 6-18-24) Work on organization of office filing. (7-5-24) ***Participate in CAR promoting Deputy County Counselor to County Counselor, effective January 1, 2024. (7-18-24)***

Continuing Legal Education: Attend online CLE program. (6-11-23) Attend CCAK CLE program. (6-16-23) Discuss department budget preparation for 2025. (4-18-24) Attend an open.gov zoom on “roll out” of budget creation. (4-18-24) Work on department budget request. (4-22-24; 4-23-24; 4-24-24; 4-25-24) Confirm electronically with CLE commission whether compliant for 2023 through June 30, 2024, for CLE requirements. Register for the remaining one-hour CLE to be presented online. (5-2-24; 5-3-24)

County Counselor Association of Kansas: Attend and participate virtually in Board of Governors meeting of CCAK. Summer CLE planning. (2-21-24) Contact KAC about presenter's assigned time during June 21, 2024, CCAK CLE program. Relay to presenter. Recontact KAC. Recontact presenter. (5-2-24) Contact from presenter. Relay information to Jay Hall. Confirm to presenter all in place for CLE. (5-6-24) Communicate with Deputy Director and Presenter scheduled for CCAK CLE to take place 6-21-24. (6-18-24) Attend online program of association for required CLE. (6-21-24)

Department Head Committee: Attend and participate in committee meeting. (7-5-23) Attend and participate in meeting. (7-19-23) Attend and participate in committee meeting. (8-2-23) Attend and participate in Committee Meeting. (10-18-23) Attend and participate in committee meeting. (11-1-23.) Prepare for meeting scheduled for 1-3-24 (1-2-24) Attend and participate in Committee meeting. (1-3-24) Prepare for, attend and participate in committee meeting. (3-20-24) Prepare for 4-17-24 committee meeting. (4-16-24) Attend and participate in committee meeting. (5-1-24) Attend and participate in committee meeting. (6-5-24) Attend and participate in meeting. (7-3-24)

Intergovernmental Luncheon: Attend and participate in 2 pm. meeting of committee. (3-11-24)

Joint Task Force on Possible Fair and Rodeo Relocation: Attend 2nd meeting of group at Chamber offices. (7-14-23) Attend first ½ hour of task force meeting at KSU foundation. (8-16-23)

Kansas Association of Counties: Review communication on Kansas Supreme Court case considering self-insured entities. (3-8-24)

Staff Budget and Planning Committee: Work with B & P on development of contracts for transfers to small cities for loss of funds as countywide ½ cent sales tax sunsets 12/31/22. (11-15-22) Review material for BOCC presentation to be made by Budget and Planning during the next BOCC public meeting. (11-28-22) Attend and participate in Committee meeting. (11-29-22) Ask Shilo for her opinion on draft of agreement. (2-7-23) Prepare for scheduled 1-3-24 committee meeting. (1-2-24) Attend and participate in Committee meeting. (1-3-24) Review upcoming agenda for scheduled 1-30-24 committee meeting. Communicate with

committee. (1-26-24) Attend and participate in committee meeting. (2-20-24) Work with IT/GIS staff on temporary move of department to Public Works during 4th floor CPE construction project. (2-21-24) Attend and participate in meeting of committee. (3-11-24; 3-12-24; 3-13-24) Conversation with Budget and Finance Officer. Available date of return from vacation. Accept B & P Meeting scheduled for 3 pm May 28, 2024. (5-7-24) Attend and participate in committee meeting. (5-28-24) Work on potential remote work policy. (5-28-24; 5-29-24) Attend and participate in committee meeting. (6-4-24)

Staff Riley County Employee Recognition Day Planning Committee: Attend and participate in committee work planning Employee Recognition Day. (6-20-23) Analyze proposed venue contract. Conversation with County's insurer. Voicemail left with PIO. (7-5-23) Attend and participate in Committee meeting (7-18-23) Communicate with sales representative for AMC Theatre. (8-2-23; 8-3-23) Communicate with AMC representative and our insurer regarding event. (8-13-23) Attend and participate in committee meeting. (8-15-23) Communicate with our insurer and attorney for venue regarding Recognition Day. (8-15-23) Communicate with attorney for venue regarding Recognition Day. (8-16-23; 8-17-23) Attend and participate in Employee Day. (10-9-23.) Work on future Employee Recognition Day issue. (10-18-23) Contact insurer to evaluate coverage for potential site for 2024 Employee Recognition Day. (1-2-24) Attend and participate in committee meeting. (2-20-24) Communicate in response to questions about recognition for years of service by employees in attendance. (3-15-24) Attend and participate in committee meeting. (3-19-24) Check on potential keynote or breakout session speaker. Contact agent for venue to confirm paperwork necessary to finally reserve venue, obtain copy of complete contract required and obtain liability insurance coverage requirements. Contact county's insurer to confirm the required liability coverage will be in place for county on October 14th. Attend and participate in committee meeting. (4-16-24) Work on venue documentation. (4-30-24; 5-1-24) Check with C & W on status of certificate of insurance. (5-3-24; 5-7-24) Work on venue reservation and insurance coverage required. (5-28-24; 5-29-24) Work on venue reservation. (6-7-24) Attend and participate in committee meeting. (6-18-24) Work with group on input for CAR to describe event for BOCC. (6-24-24) ***Attend and participate in committee meeting. (7-16-24)***

Staff Road Renaming Committee:



COMMUNITY CORRECTIONS
Travel Request

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

COMMISSION AGENDA REPORT

FROM: Jessie Hubbard, Administrative Assistant II, Riley County Community Corrections

MEETING: July 22, 2024

SUBJECT: Out of State Travel Request

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

BACKGROUND

The Department of Justice and Office of Justice Programs hosts a seminar designed for people responsible for the financial administration of formula and/or discretionary grants and cooperative agreements awarded from Federal grant-in-aid programs. As an OJP award recipient, our organization has been invited to attend the Financial Management Training Seminars.

DISCUSSION

We were awarded the Adult Drug Court Discretionary Grant in 2022. We are currently in year three of this four-year grant.

The Basic Financial Management Training Seminar takes place in Washington D.C. Topics covered include the following:

- * Federal Budget Process
- * Financial Management Systems
- * Common Rules
- * SF-425 Federal Financial Report (FFR-425)
- * Matching Requirements
- * Grant Award Modifications
- * JustGrants
- * Monitoring

- * Fraud
- * Close-outs
- * Indirect cost methods
- * Monitoring responsibility

In addition, the seminar includes review of Federal regulations and requirements governing the recording and expenditure of program income, procurement, lobbying, compliance with drug-free workplace requirements, supplanting, and audits.

As we near the end of our final grant year, it would be highly beneficial to receive hands on training to ensure we have been as thorough and accurate as possible with our tracking and reporting procedures. Additionally, it is highly encouraged to have a firm understanding of the close-out process. All aforementioned areas of concentration would be extremely relevant to our current grant.

Due to limited capacity, approval to attend a seminar is highly competitive. After previously being denied, I was accepted to attend the August 6-7th seminar. A breakdown of the estimated cost of training is below:

Hotel:	\$440.00
Airfare:	\$700.00
Local Travel:	\$100.00
Meals:	\$267.00
	\$1,507.00

There is no cost for the seminar.

FISCAL IMPACT

There will be no fiscal impact to the county, as all expenses will be paid with Bureau of Justice Administration Grant funds.

POSSIBLE MOTION(S)

Move to approve the Out of State travel request for the Basic Financial Training Seminar for the Riley County Community Corrections Administrative Assistant II.

Move to deny

Move to modify

Move to table

No action required.

The Board agreed by consensus to

Enclosures:

- Financial Training Acceptance Letter (DOCX)
- OUT OF STATE Travel Request Jessie (DOC)

The U.S. Department of Justice (DOJ) Office of Justice Programs (OJP), Office of Chief Financial Officer (OCFO), has reviewed your registration information for the **2024 Basic Financial Management Training Seminar** to be held in Washington, D.C. on August 6-7, 2024, and has **approved your attendance**.

You will need to bring a laptop or tablet and download the electronic course materials (prior to arrival), to fully participate in class activities and to complete the evaluation. If you cannot bring a laptop, please print all materials that will be emailed the week prior to the seminar.

Please note that when a registrant does not attend a seminar, we lose a seat and valuable training resources that could have been provided to another person who would have benefited from this financial management training.

If you cannot attend this seminar, please cancel your registration by notifying OCFO at DOJFinancialTraining@ojp.usdoj.gov

Seminar Location:
DOJ/Office of Justice Programs
810 7th Street, NW
Washington, D.C. 20531

Please arrive by 7:45 a.m. so you can clear through security before the seminar begins. **Seminar participants must provide a government issued photo identification to access each training.** The 2-day seminar begins at 8:30 a.m. and ends at 5:00 p.m.

While making travel arrangements, please ensure that you will be attending until 5pm. Certificates are provided only to participants who fully complete the 2-day training.

Please visit the [logistics and hotel information section](#) of the 2024 Financial Management Training Seminars website for detailed directions and a list of nearby hotels.

Refreshments will not be provided at the seminar. However, you are permitted to bring your own food and beverages to the training.

If you have any questions, please contact the DOJFinancialTraining@ojp.usdoj.gov

Crystal Wilkerson
Staff Accountant
Grants Financial Management Division, Evaluation and Oversight Branch
Office of the Chief Financial Officer
Department of Justice, Office of Justice Programs
Direct: 202-616-2928

RILEY COUNTY OUT OF STATE TRAVEL REQUEST/AUTHORIZATION

NAME: Jessie Hubbard **DEPARTMENT:** Community Corrections

POSITION TITLE: Administrative Assistant II **DATE REQUESTED** 7/18/2024

FUND: 2003-523

Travel From: Manhattan, Kansas **Date:** 8/5/2024

Travel To: Washington D.C. **Date:** 8/5/2024

Purpose of Travel: We were awarded the Adult Drug Court Discretionary Grant in 2022. We are currently in the third year of this four-year grant. As we near the end of our final grant year, I feel it would be highly beneficial to receive hands on training to ensure we have been as thorough and accurate as possible with our tracking and reporting procedures. Additionally, it is highly encouraged to have a firm understanding of the close-out process.

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 (\$350 one-way flight) + Uber to/from airport (\$100)	\$800.00
Lodging	4 days, 3 nights	\$440.00
Meals	Food per Diem Total Riley County Rate \$63/day (breakfast \$15; lunch \$18; dinner \$30)	\$267.00
Registration/Fees	Basic Financial Training Seminar	0
Other	Parking and mileage reimbursement	0

Total Estimated Travel Costs: 1,507.00

Requested by: _____ **Date:** _____

Approved by:

Department Head: _____ **Date:** _____

Chairman: _____ **Date:** _____

Board of County Commissioners

Attest: _____ **Date:** _____

Riley County Clerk

cc: Department Head
Department Assistant



COMMUNITY CORRECTIONS
Budget

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

COMMISSION AGENDA REPORT

FROM: Jessie Hubbard

MEETING: July 22, 2024

SUBJECT: FY24 4th Quarter Line-Item Adjustments

PRESENTER: Jessie Hubbard, Administrative Assistant II

BACKGROUND

The KDOC Financial Rules, Guidelines and Reporting Instructions for both Adult and Juvenile Community Corrections Services states that any budget adjustment of \$5,000 or more requires the grantee to print the Quarterly Budget Adjustment Report, obtain appropriate signatures and submit a signed copy of the adjustment to KDOC.

DISCUSSION

As anticipated, our personnel expenses in Adult Services were over budget, requiring us to move any remaining money in agency operations line-items to cover expenses. Additionally, almost \$7,000.00 in personnel expenses were covered utilizing funds from our Carryover Budget.

FISCAL IMPACT

Adult Services required adjustments totaling \$16,171.01

RECOMMENDATION(S)

Approve the enclosed line-item adjustments to be submitted to the KDOC.

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:

- 4th Qtr Line-Item Adjustments - Adult Page 1 (PDF)
- 4th Qtr Line-Item Adjustments - Adult Page 2 (PDF)



Quarterly Grant Budget Amendment Report and Signatory Approval

Agency:

Fiscal Year:

Grant Type:

Reporting Period:

Total Amendment:

FROM			TO		
<u>Category</u>	<u>Line Item/Purpose Area</u>	<u>Amount</u>	<u>Category</u>	<u>Line Item/Purpose Area</u>	<u>Amount</u>

Justification:

Agency Director

My signature below certifies that I have reviewed and approved the budget amendment listed above.

_____ Printed Name	_____ Signature	_____ Date
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Advisory/Governing Board Chair

My signature below certifies that the budget amendment listed above has been reviewed and approved by the Corrections Advisory Board.

_____ Printed Name	_____ Signature	_____ Date
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Board of County Commission Chair (Host/Administrative County)

My signature below certifies that the budget amendment listed above has been reviewed and approved by the Board of County Commission.

_____ Printed Name	_____ Signature	_____ Date
-----------------------	--------------------	---------------



Quarterly Grant Budget Amendment Report and Signatory Approval

Agency:

Fiscal Year:

Grant Type:

Reporting Period:

Total Amendment:

FROM			TO		
<u>Category</u>	<u>Line Item/Purpose Area</u>	<u>Amount</u>	<u>Category</u>	<u>Line Item/Purpose Area</u>	<u>Amount</u>

Justification:

Agency Director

My signature below certifies that I have reviewed and approved the budget amendment listed above.

_____ Printed Name	_____ Signature	_____ Date
-----------------------	--------------------	---------------

Advisory/Governing Board Chair

My signature below certifies that the budget amendment listed above has been reviewed and approved by the Corrections Advisory Board.

_____ Printed Name	_____ Signature	_____ Date
-----------------------	--------------------	---------------

Board of County Commission Chair (Host/Administrative County)

My signature below certifies that the budget amendment listed above has been reviewed and approved by the Board of County Commission.

_____ Printed Name	_____ Signature	_____ Date
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COMMUNITY CORRECTIONS
Grant

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

COMMISSION AGENDA REPORT

FROM: Jessie Hubbard, Administrative Assistant II, Riley County Community Corrections

MEETING: July 22, 2024

SUBJECT: Revised FY25 Adult Services Budget

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

BACKGROUND

Our previously approved FY25 Adult Services Comp Plan was adjusted due to additional funds at the State and Local level. Approval for the modified budget is required by KDOC.

DISCUSSION

Following our May 20th Adult Services Comp Plan approval, we received notification that we were being awarded an additional \$84,808.55 from KDOC, to be allocated as follows:

Personnel: \$22,131.15

Operations: \$62,677.40

Also on May 20th, the Clay County Board of County Commissioner's approved \$37,791.85 in funding to assist with the Clay County ISO position and Juvenile Intake and Assessment personnel costs.

Due to the additional allocations, our agency is required by KDOC to resubmit our FY25 Adult Services Budget. The changes made to the budget include an increase of \$22,131.15 in personnel costs and \$62,677.40 in agency operations. In regards to agency operations, client services were increased across the board, as well as a potential vehicle replacement. The \$37,791.85 allocation from Clay County was tied in with the contribution from Riley County, offsetting the amount of our request to Riley County.

Attached is our Adult Services revised final budget.

FISCAL IMPACT

The additional funds received from KDOC and Clay County lower our need for assistance from Riley County by \$59,923.00, taking the request from \$156,744.00 to \$96,821.02.

RECOMMENDATION(S)

Approve and sign revised final budget enclosed.

POSSIBLE MOTION(S)

Move to approve the FY25 revised Adult Services budget

Move to deny

Move to modify

Move to table

No action required.

The Board agreed by consensus to

Enclosures:

- Riley County Community Corrections - Application (PDF)



21st Judicial District Community Corrections

Prepared by Riley County Community Corrections
for Kansas Department of Corrections FY2025 Adult Comprehensive Plan Grant - Updated

Submitted by Megan Lewis

Submitted on 06/05/2024 10:05 AM Central Standard Time



21st Judicial District Community Corrections Riley County Community Corrections

Opportunity Details

Opportunity Information

Title

FY2025 Adult Comprehensive Plan Grant - Updated

Description

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

Awarding Agency Name

Kansas Department of Corrections

Opportunity Posted Date

1/29/2024

Public Link

<https://www.gotomygrants.com/Public/Opportunities/Details/a62b5220-f93f-4820-a186-090a87b73423>

Funding Information

Funding Sources

State

Funding Source Description

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

Funding Restrictions

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

Award Information

Award Period

Ends 06/30/2025

Submission Information

Submission Window

01/29/2024 11:30 AM - 06/07/2024 5:00 PM

Submission Timeline Type

One Time

Submission Timeline Additional Information

No applications will be accepted after the Submission Close Date.

Other Submission Requirements

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

Question Submission Information

Question Submission Additional Information

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

Attachments

Eligibility Information

Eligible Applicants

- County Governments

Additional Eligibility Information

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

Award Administration Information

State Award Notices

Award notifications will be made on or before July 1, 2024.

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

Reporting

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

- Q1 (Jul-Aug-Sep) Due on/before: 10/30/2024
- Q2 (Oct-Nov-Dec) Due on/before: 01/30/2025
- Q3 (Jan-Feb-Mar) Due on/before: 04/30/2025
- Q4 (Apr-May-Jun) Due on/before: 07/30/2025



Project Information

Application Information

Application Name
21st Judicial District Community Corrections

Award Requested
\$573,665.29

Total Award Budget
\$573,665.29

Primary Contact Information

Name
Megan Lewis

Email Address
mlewis@rileycountyks.gov

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

Phone Number
(785) 565-6810

Attachment: Riley County Community Corrections - Application (14934 : Revised FY25 Adult Services Budget)



Project Description

Agency Profile - Adult

Agency Leadership

Director Name

Megan Lewis

Director Address Line 1

115 N. 4th Street

Director Address Line 2

2nd Floor

Director City

Manhattan

Director State

Kansas

Director Zip Code

66502

Director Phone Number

785-565-6818

Director Email Address

mlewis@rileycountyks.gov

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

☐ Yes

☒ No

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

☒ Board of County Commissioners (BOCC)

☐ Governing Board

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

BOCC Chairperson Name

John Ford

BOCC Chairperson Address Line 1

110 Courthouse Plaza

BOCC Chairperson Address Line 2

BOCC Chairperson City

Manhattan

BOCC Chairperson State

Kansas

BOCC Chairperson Zip Code

66502

BOCC Chairperson Phone Number

785-565-6214

BOCC Chairperson Email Address

jford@rileycountyks.gov

Agency Locations

Main Office

Main Office Address Line 1

115 N. 4th Street

Main Office Address Line 2

2nd Floor

Main Office City

Manhattan

Main Office State

Kansas

Main Office Zip Code

66502

Does your agency operate any satellite offices?

☒ Yes

☐ No

Satellite Office Information

	Satellite Office 1	Satellite Office 2	Satellite Office 3
Satellite Office Address Line 1	539 Lincoln Avenue		
Satellite Office Address Line 2			



21st Judicial District Community Corrections Riley County Community Corrections

	Satellite Office 1	Satellite Office 2	Satellite Office 3
Satellite Office City/State/Zip	Clay Center, Kansas 67432		
Satellite Office Phone Number	785-632-3560		
Number of Staff Assigned to Office	1		

Does your agency operate a residential center?

- ☐ Yes
☒ No

Agency Personnel

Does your agency have more than 25 employees?

- ☐ Yes
☒ No

Utilize FY25 Personnel Less than 25 employees to provide employee specific information. This form should include all employees (adult and juvenile) whose wages are paid, (solely or in part) from state grant funds.

FY25 Personnel Less than 25 employees-updated.xlsx

Attach a completed copy of FY25 Personnel Less than 25 employees here.

FY25 Personnel 4-17-2024 Final.xlsx

Organizational Chart

Attach a copy of your agency's organizational chart. The chart should contain staff names, titles and if duties are split, the % of time spent on each set of duties.

FY25 Organization Chart.docx

Example Organizational Chart

FY25 Example Organizational Chart.pdf

Governing/Corrections Advisory Board

Governing/Corrections Advisory Board Chairperson Name

Linda Teener

Governing/Corrections Advisory Board Chairperson Title

JCAB Chairperson

Governing/Corrections Advisory Board Chairperson Address Line 1

1900 Judson Street

Governing/Corrections Advisory Board Chairperson Address Line 2

Governing/Corrections Advisory Board Chairperson City

Manhattan

Governing/Corrections Advisory Board Chairperson State

Kansas

Governing/Corrections Advisory Board Chairperson Zip Code

66502

Governing/Corrections Advisory Board Chairperson Email Address

linda@tryum.org

Governing/Corrections Advisory Board Chairperson Phone Number

785-320-1230

Utilize FY25 CAB Members to provide a current list of your agency's Governing/Corrections Advisory Board members.

FY25 CAB Members.xlsx

Attach a completed copy of FY25 CAB Members here.

FY25 JCAB Members.xlsx

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

- ☒ Yes
☐ No

Host/Administrative County

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

- ☐ Single
☒ Multi-County

Name of the Host/Administrative County

Riley County

Host/Administrative County Financial Officer Contact Information

Host/Administrative County Financial Officer Name

Brittany Phillips

Host/Administrative County Financial Officer Address Line 1

110 Courthouse Plaza

Host/Administrative County Financial Officer Address Line 2

B118

Host/Administrative County Financial Officer City

Manhattan

Host/Administrative County Financial Officer State

Kansas



21st Judicial District Community Corrections
Riley County Community Corrections

Host/Administrative County Financial Officer Zip Code
 66502

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

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

Non-KDOC Funding Information

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

- ☒ Yes
☐ No

Instructions for documenting county assistance.

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

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

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

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

Document the county assistance your agency receives.

Riley County
 In-Kind & Allocation Confirmed
 In-kind, 2.5% of an IT position
 In-kind, 2.5% of a Janitorial position
 In-kind, \$7,493 rent per year
 In-kind, \$1,119 water/sewage per year
 In-kind, \$9,496 internet per year
 In-kind, \$8,400 electricity per year
 In-kind, \$861 trash per year
 In-kind, \$8,400 gas per year
 Allocation, \$27,070 for increase in personnel costs

Has or will your agency request funding from other sources (e.g., federal grants, private foundations grants, etc.) for FY24?

- ☒ Yes
☐ No

Describe your agency's projected funding requests. Response should include the source and amount of each request.

BJA=\$549,999
 Kansas Fights Addiction=\$200,000
 Caroline Peine Foundation=\$2,978
 City Alcohol=\$23,500
 Greater Manhattan Community Foundation=\$4,640
 Riley County Alcohol Funds=\$5,616



Programmatic Changes

Has the agency experienced significant changes, either positive or negative, which have directly impacted your program for FY24 (e.g., new, or discontinued program services, staff turnover, policy, or procedure changes, new or discontinued community services, etc.)?

- ☐ Yes
- ☒ No



21st Judicial District Community Corrections Riley County Community Corrections

Agency Outcomes

Data and Definitions

Utilize the attached FY23 Adult CC Case Closure Data to answer case closure questions below.

FY23 Adult CC Case Closure Data.xlsx

Definitions

- **Overall successful completion rate includes those cases closed with a termination reason of Successful, Unsuccessful, Death and Not Sentenced to Community Corrections.**
 - This equals the Overall Success Rate column on the attached FY23 case closure document.
- **Successful case closures includes only those cases closed with a Successful termination reason.**
 - This equals the Success Rate column on the attached FY23 case closure document.
- **Unsuccessful case closures includes only those cases closed with an Unsuccessful termination reason.**
 - This equals the Unsuccessful Rate column on the attached FY23 case closure document.
- **Overall Revocation Rate includes those cases closed with a termination reason of Revoked-New Felony, Revoked-New Misdemeanor and Revoked-Condition Violator.**
 - This equals the Revocation Rate column on the attached FY23 case closure document.
- **Contracted cognitive behavioral programming is defined as programming delivered to probationers by a community-based provider through formal agreement (contract or MOU) with the community supervision agency.**

What was your agency's overall successful completion rate in FY23? Response should be expressed as a percentage. The rate must be entered in decimal format (e.g., 75% is entered as .75).
75.00%

Describe your overall successful completion rate for FY23.

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

What was your agency's successful case closures rate in FY23? Response should be expressed as a percentage. The rate must be entered in decimal format (e.g., 75% is entered as .75).
47.60%

What was your agency's unsuccessful case closures rate in FY23? Response should be expressed as a percentage. The rate must be entered in decimal format (e.g., 75% is entered as .75).
27.40%

Which case closure rate was higher, successful or unsuccessful?

- ☒ Successful Case Closure Rate
☐ Unsuccessful Case Closure Rate

What were the most prominent drivers of unsuccessful case closures in FY23?

Absconding was a prominent driver of unsuccessful case closures, as well as another case taking precedence over the unsuccessful case, while a few were the result of being interstate compacted.

Will you seek to reduce the number of unsuccessful closures in FY25 and if so, describe how. Response should consider the prominent drivers you identified in the previous question.

No, we would rather have unsuccessful closures than revocation closures.

What was your agency's overall revocation rate for FY23? Response should be expressed as a percentage. The rate must be entered in decimal format (e.g., 75% is entered as .75).
25.00%

Did the agency offer in-house or contracted GROUP cognitive behavioral programming in FY23? This question does not address INDIVIDUAL CBI programming.

- ☒ Yes
☐ No

Utilize FY25 CBI Group Programming Outcomes to report cognitive behavioral GROUP program outcomes for FY23.

FY25 CBI Group Programming Outcomes.xlsx

Attach a completed of FY25 CBI Group Programming Outcomes here.

FY25 CBI Group Programming Outcomes.xlsx

To date, how many of the individuals who successfully completed cognitive behavioral GROUP programming remain on supervision?

3

To date, how many of the individuals who successfully completed cognitive behavioral GROUP programming successfully terminated probation?

2

To date, how many of the individuals who successfully completed cognitive behavioral GROUP programming have had their probation revoked?

5



21st Judicial District Community Corrections Riley County Community Corrections

Agency Plan

Organizational Needs

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

Does your agency have any organizational needs, excluding staffing levels or wages, that need to be addressed in FY25?

- ☐ Yes
☒ No

Supervision

Utilize this section to describe how the agency will address its target population and any gaps or barriers that have been identified for FY25.

Describe your agency's target population for FY25. The response must include why the target population was selected.

The population that will be targeted for risk reduction will include those offenders who score moderate to high risk overall. This target population was selected because we are unable to aggregate risk domain data, therefore we are unable to analyze the driving risk factors within the agency.

Does your plan include referrals to community-based services?

- ☒ Yes
☐ No

Which of the following risk/need areas can be addressed through referrals to community-based services? (Check all that apply)

- ☒ Education
☒ Employment
☒ Family/Marital
☐ Companions
☒ Alcohol/Drug Problems
☐ Procriminal Attitude/Orientation
☐ Antisocial Pattern

For each risk/need area that can be addressed through community-based referrals, describe the target population including risk level.

Those scoring moderate to high in Education, Employment, Family/Marital and Alcohol/Drug Domains will be targeted for community-based referrals.

Does your plan include referrals to programs facilitated in-house or by contracted providers? If a contracted provider is utilized, a formal agreement (MOU or Contract) must exist between the entities.

- ☒ Yes
☐ No

Utilize FY25 Programming to provide program details.

FY25 Programming.xlsx

Attach a completed copy of FY25 Programming here.

FY25 Programming.xlsx

Are you proposing any new programs for FY25?

- ☐ Yes
☒ No

Does your plan include individual CBI programming (e.g., EPICS tools, Carey Guides, etc.)? (Work done one-on-one during office contacts)

- ☒ Yes
☐ No

Does your plan include utilization of a behavior response grid?

- ☐ Yes
☒ No

If your agency does not utilize a behavior response grid, discuss what behavior responses your agency plans to utilize (e.g. EPICS tools, Carey Guides, Sanctions, Rewards, Gang Intervention strategies, etc.).

The responses range from supervision, to therapeutic, to sanction responses. Day reporting, daily ua's, adjusted curfews, verbal house arrest, EMD, behavior contract, skill development worksheets (Cost/Benefit Analysis, Behavioral Analysis, Problem Solving Worksheet, Thinking Report, Readiness to Change, Values Check, Action Check, etc.), level of care treatment plan review, wrap around meeting, and jail sanctions.

Does your plan include staff trainings, excluding those required by KDOC?

- ☐ Yes
☒ No

Does your agency plan to utilize any assessments or screeners beyond those required by KDOC?

- ☒ Yes
☐ No

What assessments or screeners will your agency utilize beyond those required by KDOC? Response should include the name, purpose, target population and how utilizing the assessment/screener will assist the agency in meetings in its FY25 success rate goal.

PICTS (Psychological Inventory of Criminal Thinking Styles) will be given to clients participating in cognitive behavioral courses both pre and post programming. Utilizing this assessment will help us determine if an offenders' prevalence of criminal thinking has been impacted and whether there is a need for further programming.

ACES (Adverse Childhood Experiences) will be given to every new client assigned to the program. Given that elevated scores are linked to an increased risk of substance abuse, depression, suicide, domestic violence and many chronic health conditions, this assessment will provide important background information to connect clients to appropriate treatment services.

Does the agency plan to utilize any methods/strategies that have not already been identified?

- ☐ Yes
☒ No



Behavioral Health Services

Behavioral Health Services Funding - Purpose and Allowable Use of Funds

The Kansas Department of Corrections anticipates the state legislature will allocate \$3,000,000.00 to develop or enhance behavioral health services statewide in Fiscal Year 2025. Any community corrections agency is eligible to apply for this funding however, utilization of these funds is limited to the attached list of eligible positions and services.

Review BH Eligible Positions and Services for a list of positions and services which may be applied for under behavioral health services funding.

[BH Eligible Positions and Services.pdf](#)

Did your agency receive behavioral health funding in FY24?

- ☒ Yes
☐ No

Enter the amount of funding received in FY24.

\$95,070.00

Is your agency applying for behavioral health services funding in FY25?

- ☒ Yes
☐ No

What is the total amount of funding being requested for behavioral health services in FY25?

\$100,902.28

Is your agency applying for program provider FTE's?

- ☐ Yes
☒ No

Is your agency applying for peer support specialist FTE's?

- ☐ Yes
☒ No

Is your agency applying for recovery coach/peer mentor FTE's?

- ☐ Yes
☒ No

Is your agency applying for recovery specialist FTE's ?

- ☐ Yes
☒ No

Is the agency applying for care coordinator FTE's?

- ☒ Yes
☐ No

How many care coordinator FTE's are being applied for?

1.00

How will these care coordinator FTE's help the agency in achieving its FY25 overall success rate goal?

The Care Coordinator initially meets with offenders assigned to the program to coordinate intervention and treatment services. In addition, the Care Coordinator provides weekly Offender Workforce Development Specialist (OWDS) services and serves as the facilitator for the The Courage to Change curriculum. These services along with coordinating the delivery of all behavioral health services, medication assistance, and short-term case management services, will further our client's success by breaking down barriers in accessing services.

Is your agency applying for client assistance (voucher) funds?

- ☐ Yes
☒ No



Monitoring and Evaluation

Who will be responsible for monitoring and evaluating the implementation, operation, and effectiveness of the agency's FY25 plan?
The Director and ISO II will be responsible for monitoring and evaluating the implementation, operation and effectiveness of the agency's FY25 plan.

How often will evaluations of the implementation, operation, and effectiveness of the agency's FY25 plan occur?
The evaluation of the implementation, operation and effectiveness of the agency's FY25 plan will take place minimally on a quarterly basis.

How will the outcome of these evaluations be documented and distributed to stakeholders?
The outcome of the evaluation of the agency's plan will be documented and distributed on the quarterly report forms and the Director's Report to the JCAB.

If corrective action is required as a result of those evaluations, please describe the process for ensuring that is it addressed/responded to.
The Director will be responsible for ensuring the corrective action is addressed and responded to, and will report out to the JCAB once corrected.



Goals and Objectives

Utilize FY25 Adult Agency Case Plan to create the goals, objectives and action steps necessary to implement and evaluate the agency's FY25 plan.
FY25 Adult Agency Case Plan.xlsx

Attach a completed copy of FY25 Adult Agency Case Plan here.
FY25 Adult Agency Case Plan.xlsx



Funding Considerations

Complete FY25 Adult Funding Considerations to provide the statutorily required funding considerations for your agency.
FY25 Adult Funding Considerations.xlsx

Attach a copy of the completed FY25 Adult Funding Considerations here.
FY25 Adult Funding Considerations.xlsx

Agency Fees

Current Fiscal Year Fees

Does your agency currently assess client fees?

- ☒ Yes
☐ No

Does your agency assess a supervision fee?

- ☒ Yes
☐ No

What is the amount of the supervision fee?

\$100.00

How often is the supervision fee assessed?

- ☒ One Time
☐ Weekly
☐ Monthly
☐ Per Court Case
☐ Other

Does your agency assess a courtesy transfer fee?

- ☒ Yes
☐ No

What is the amount of the courtesy transfer fee?

\$100.00

How often is the courtesy transfer fee assessed?

- ☒ One Time (any number of cases transferred)
☐ Per Court Case Transferred
☐ Other

Does your agency assess a fee for drug screenings?

- ☐ Yes
☒ No

Does your agency assess a fee for drug screening confirmations?

- ☒ Yes
☐ No

What is the amount of the fee for drug screening confirmations?

\$11.42

How often is the fee assessed for drug screening confirmations?

- ☐ One Time
☐ Weekly
☐ Monthly
☐ Per Confirmation
☒ Only if Confirmation Result is Positive
☐ Other

Does your agency assess a fee for electronic monitoring devices?

- ☒ Yes
☐ No

What is the amount of the fee assessed for electronic monitoring devices?

\$10.00

How often is the fee for electronic monitoring devices assessed?

- ☐ One Time
☐ Weekly
☐ Monthly
☒ Other

Since Other was selected as the electronic monitoring device fee frequency, please describe.

Daily

Does your agency assess a fee for alcohol monitoring devices?

- ☐ Yes
☒ No

Does your agency assess any fees not already identified?

- ☐ Yes
☒ No

Fiscal Year 2025 Fees

Did your agency assess fees in FY24?

- ☒ Yes
☐ No

Will your agency assess the same fees in FY25?

- ☒ Yes
☐ No



21st Judicial District Community Corrections Riley County Community Corrections

Budget Instructions

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

General Information

FY25 Planning Allocations-Adult Spreadsheet
FY25 Adult Planning Allocations.xlsx

Agencies may only budget for FY25 expenditures that a/re state funded.

Budgeting for pre-paid future year expenditures is not allowed.

If budgeting for equipment or vehicles, the following figures outline the maximum amount KDOC will grant for the purchase of the specified item. If purchase price exceeds these cost caps, the difference between the cost cap and the purchase price must be paid from a non-KDOC funding source.

- Desktop Computer (CPU Replacement): \$1200.00 (costs for programs (e.g. MS365) and/or accessories (mouse, keyboard, etc.) are not included in this cost cap)
- Laptop Computer: \$1,500.00
- Monitor (22" flat panel): \$250.00
- Minivan or SUV: \$50,081.00
- Vehicle (mid-size car): \$29,640.00
- Vehicle (compact car): \$26,350.00

NEED TO UPDATE THE COST CAPS

Budget Categories and Line Items

Budget Categories:

- Categories are pre-defined in Amplifund.
- No additional categories may be created by the applicant.

Budget Line Items:

- Applicants will enter line items, including the line item descriptor into the budget template in Amplifund.
- Applicants are required to utilize the pre-defined line item descriptors provided in the document attached below (FY25 Adult Budget Category and Line Item Descriptors).
- If additional line item descriptors are needed, agencies may create those when entering their budget. These will be reviewed upon receipt of the application and if questions arise, the applicant will be contacted for clarification.
- Applicant must provide comments regarding how cost was determined in the "Narrative" box for each line item entered.

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

FY25 Adult Budget Category and Line Item Descriptors.xlsx

Unallowable Costs

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

- Entertainment Costs: Costs of entertainment including amusement, diversion, and social activities and any costs directly associated with such costs (i.e. tickets to shows or sporting events, meals, lodging, rentals, transportation, and gratuities).
- Independent Audit Costs: KDOC will not pay for the cost of independent audit work. These costs are the responsibility of the local entity.
- Lobbying: Grantee may not use KDOC funds for any activities aimed at influencing decisions regarding grants, contracts, cooperative agreements, etc.
- Late Fees/Interest Charges: Grantee cannot use KDOC funds to pay late fees, interest charges, or finance charges.
- Food Purchases: Food purchases are unallowable for employees unless approved by county policy.
- Salary and Wage Costs: Grantee may not fund bonuses or other financial incentives outside of a position's normal salary costs with KDOC grant funds. Grantees must demonstrate salaries for all positions are consistent with similar county-funded positions.
- State general funds shall not be used in the purchasing of firearms/weapons, accessories or related trainings for employees or contract staff.

Payout Funds

Payout Funds Line Item(s):

Costs should only be budgeted for these line items if local policy allows for existence of such a fund. If you wish to budget this as a line item in FY25, you must submit documentation of local policy, approval of the BOCC or Governing Authority and rationale for determining the amount budgeted.

Is your agency budgeting for payout funds?

- ☒ Yes
☐ No

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

Riley County Personnel Policies and Guidelines.pdf

Supplanting

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

Sign Here

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

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

Megan A. Lewis



Signatory Approval

Utilize FY25 Adult Signature Page to obtain the required grant application signatory approvals.
FY25 Adult Signature Page.pdf

Attach the signed copy of FY25 Adult Signature Page here. Be sure to attach all pages of the form, including the additional signature BOCC signature pages if they are applicable for your agency.
FY25 Adult Services Comp Plan Signature Page - Signed.pdf

Attachment: Riley County Community Corrections - Application (14934 : Revised FY25 Adult Services Budget)



Budget

Proposed Budget Summary

Expense Budget

	Grant Funded	Total Budgeted
Travel		
Fuel	\$500.00	\$500.00
K-TAG/Tolls	\$15.00	\$15.00
Meals	\$210.00	\$210.00
Mileage	\$250.00	\$250.00
Subtotal	\$975.00	\$975.00
Equipment		
Anti-Virus/Software	\$290.00	\$290.00
Office Furniture	\$17,000.00	\$17,000.00
Vehicles	\$40,000.00	\$40,000.00
Subtotal	\$57,290.00	\$57,290.00
Supplies		
Drug Testing Supplies	\$1,400.00	\$1,400.00
Office Supplies	\$2,289.76	\$2,289.76
Postage	\$86.00	\$86.00
Printing	\$1,750.00	\$1,750.00
Subtotal	\$5,525.76	\$5,525.76
Agency Operations		
Copier Maintenance	\$2,310.00	\$2,310.00
Shredding	\$120.00	\$120.00
Vehicle Insurance	\$1,000.00	\$1,000.00
Vehicle Maintenance	\$500.00	\$500.00
Subtotal	\$3,930.00	\$3,930.00
Client Services		
BIP Evaluations	\$1,575.00	\$1,575.00
Client Incentives	\$3,000.00	\$3,000.00
Cognitive Behavioral Skill Tools	\$200.00	\$200.00
Drug Testing Services	\$6,000.00	\$6,000.00
Electronic Monitoring Services	\$500.00	\$500.00
Sex Offender Evaluations	\$2,100.00	\$2,100.00
Subsistence Assistance	\$200.00	\$200.00
Translator	\$440.00	\$440.00
Transportation Assistance	\$1,500.00	\$1,500.00
Subtotal	\$15,515.00	\$15,515.00
Communications		
Cell Phone	\$1,015.00	\$1,015.00
Landline	\$1,775.00	\$1,775.00
Subtotal	\$2,790.00	\$2,790.00
Contractual		
Care Coordinator Salary	\$5,832.28	\$5,832.28
Care Coordinator Salary	\$95,070.00	\$95,070.00
Membership Dues	\$550.00	\$550.00
Subtotal	\$101,452.28	\$101,452.28
Salary & Benefits		
AISP Admin Benefits	\$37,689.40	\$37,689.40
AISP Admin Salary	\$91,508.12	\$91,508.12
AISP Non-Admin Salar	\$182,424.89	\$182,424.89
Non-Admin Benefits	\$74,014.84	\$74,014.84
Subtotal	\$385,637.25	\$385,637.25
Training		



21st Judicial District Community Corrections Riley County Community Corrections

	Grant Funded	Total Budgeted
Meals	\$250.00	\$250.00
Registration	\$300.00	\$300.00
Subtotal	\$550.00	\$550.00
Total Proposed Cost	\$573,665.29	\$573,665.29

Revenue Budget

	Grant Funded	Total Budgeted
Grant Funding		
Award Requested	\$573,665.29	\$573,665.29
Subtotal	\$573,665.29	\$573,665.29
Total Proposed Revenue	\$573,665.29	\$573,665.29

Proposed Budget Detail

See attached spreadsheet.

Proposed Budget Narrative

Travel

Fuel

Adult FY24 monthly average (YTD) = \$38.93. \$38.93 x12 = \$467.16. Increased for inflation

K-TAG/Tolls

Adult FY24 monthly average (YTD) = \$1.23. \$1.23 x12 = \$14.76

Meals

Average meal = \$21.00. \$21.00 x 10 meals = \$210.00

Mileage

Adult FY24 monthly average (YTD) = \$19.98. \$19.98 x12 = \$239.76. Rounded up for inflation

Equipment

Anti-Virus/Software

Norton Anti-Virus for Clay County averages \$180.00; Acrobat Adobe Pro for 2 users averages = \$400.00; both split 50/50 with Juvenile Services

Vehicles

Trade in a vehicle and purchase a small SUV

Office Furniture

Office desks x4, interview room desks x5

Supplies

Drug Testing Supplies

Drug testing supplies for Clay County clients. Adult FY24 monthly average (YTD) = \$108.71. \$108.71 x 12 = \$1,304.52. Rounded up for inflation.

Postage

Adult FY24 monthly average (YTD) = \$7.13. \$7.13 x12 = \$85.56

Printing

Ink cartridges for two desktop printers = \$2,000/year. Paper average use is 20 cartons per year @ \$65 each = \$1,300.00. Labels and business cards average \$200.00. All split with Juvenile Services

Office Supplies

Misc office supplies and equipment

Agency Operations

Copier Maintenance

Split 50/50 with Juvenile Services. Adult FY24 monthly average (YTD) = \$192.29 \$192.29 x12 = \$2,307.44

Shredding



21st Judicial District Community Corrections Riley County Community Corrections

\$10 every 8 weeks = \$80.00 4 additional pickups for purging = \$40

Vehicle Insurance

Adult Services average = \$1000

Vehicle Maintenance

Vehicle maintenance

Client Services

Translator

FY23 total translator expenses = \$880.00 Adult FY24 monthly average (YTD) = \$0 Average between FY23/FY24 = \$440.00

BIP Evaluations

Adult FY24 monthly average (YTD) = \$131.25. $\$131.25 \times 12 = \$1,575.00$

Subsistence Assistance

Adult FY24 monthly average (YTD) = \$11.43. $\$11.43 \times 12 = \137.16

Cognitive Behavioral Skill Tools

Adult FY24 monthly average (YTD) = \$9.38. $\$9.38 \times 12 = \112.56 . Increased for inflation.

Drug Testing Services

Adult FY24 monthly average (YTD) = \$463.15/ $\$463.15 \times 12 = \$5,557.80$. Rounded up for inflation

Electronic Monitoring Services

Shelf fee = \$43.00/month. $\$43.00 \times 12 = \516.00 , split 50/50 with Juvenile Services. Monitoring fee = \$79.80/month. $\$79.80/\text{month} \times 3 \text{ months monitoring} = \239.40

Sex Offender Evaluations

\$700.00 per/evaluation x 3 evals = \$2100.0

Transportation Assistance

Estimated average for ATA bus passes, Uber assistance and bicycles

Client Incentives

Client incentives

Communications

Cell Phone

SW/ML cell phone allowance = \$26.00 each; BC cell phone allowance = \$32.00. $\$84.00 \text{ total cell phone allowance per month} \times 12 = \$1008.00/\text{yr}$. Increased for inflation

Landline

Split 50/50 with Juvenile Services. Adult FY24 monthly average (YTD) = \$147.40. $\$147.40 \times 12 = \$1,768.80$

Contractual

Membership Dues

KCCA Annual Dues (June) = \$600.00 and Zoom renewal (June) = \$150.00. Both split 50/50 with Juvenile Services. Amazon Prime (August) = \$499.00, split with Juvenile Services and Daniel Keating (\$166.33 to AS)

Care Coordinator Salary

Pawnee Mental Health Care Coordinator salary and benefits

Training

Meals

Average training meal = \$21.00 x 1 training meal/month = \$252.00

Registration

Average registration = \$50.00 x 6 registrations = \$300.00



COMMUNITY CORRECTIONS
Grant

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

COMMISSION AGENDA REPORT

FROM: Megan Lewis Interim Director, Riley County Community Corrections

MEETING: July 22, 2024

SUBJECT: KDOC FY24 Adult Services Year-End Outcome Report

PRESENTER: Megan Lewis, Interim Director, Riley County Community Corrections

BACKGROUND

Quarterly & year-end outcome reports provide updates on the progress of the agency toward our stated goals and objectives for the fiscal year. KDOC requires that the BOCC review and approve year-end outcome reports.

DISCUSSION

On a quarterly basis, we submit a report outlining the progress of our stated goals and outcomes to the Joint Corrections Advisory Board and the Kansas Department of Corrections. We discuss progress toward meeting our objectives by providing data to indicate the degree to which the objective is being met. We also discuss any challenges that have been encountered in working toward meeting the stated objectives. We note any modifications that the agency will be making as a result of the information presented.

Following the submission of each quarterly report, KDOC provides feedback on the progress toward meeting our objectives.

Our state fiscal year ended June 30th. On July 18th the Joint Corrections Advisory Board met, reviewed and approved the FY24 year end outcome report. Attached is our year-end outcome report for your review and approval. The review and approval of these outcome reports are due to KDOC on October 1st.

FISCAL IMPACT

N/A

RECOMMENDATION(S)

Approve our year-end outcome report.

POSSIBLE MOTION(S)

Move to approve the KDOC FY24 Adult Services Year-End Outcome Report

Move to deny

Move to modify

Move to table

No action required.

The Board agreed by consensus to

Enclosures:

- FY24 Adult Services Year End Outcomes (PDF)

Agency	Riley County Community Corrections			Year-End Report		
Goal #1	Achieve or maintain a success rate of 75% or higher; or improve last fiscal year's success rate by at least 3%.					
Objective #1	Increase probation success by 1%, or to an 77% success rate by June 30, 2024.					
Target Date	6/30/2024					
	Action Steps	Person Responsible	Timeline/Due Date	(July 1, 2023 - June 30, 2024)		
	Run Athena Case Closure Report monthly to track termination date & reasons.	ISO II	5th of every month	Progress	Challenges	Modifications
	Report out supervision success rate from Athena Reports to staff monthly & JCAB quarterly.	Director	Monthly & Quarterly	58 out of 103 (56%) of cases closed in FY24 were closed successfully.	Drug Court Cases that have successfully closed and been expunged are not reflected in the reports that we are able to pull from Athena, as those cases have been completely removed.	We will continue to ask for guidance on how to effectively track and compile data to include our closed Drug Court cases that have been expunged.
				Through a very time consuming process we were able to compare each of our closed cases on our Case Case closure spreadsheet with the data pulled from Athena and were able to identify the cause of the differences. This includes Drug Court cases that were opened and then venue was changed, as well as Drug Court cases that have been expunged.	We continue to receive clients at the time of sentencing that are border box offenders or presumptive prison based on their criminal history. One example is a client that was presumptive prison, granted a Downward Dispositional Departure and has since been convicted of 1st degree murder. Our clients that were revoked and remanded included both border box and presumptive prison cases, in addition to clients that absconded and were arrested for a variety of other felony offenses.	We have set goals/objectives in our case plan to continue to work to enhance and improve on staff skills when using Cognitive Behavior Therapy with the intention of changing behavior and having a positive impact on our clients, increasing positive success.

nt Services Year-End Outcome Report)

Objective #2	Reduce the agency revocation rate by 1% or to a 21% or less revocation rate.					
Target Date	6/30/2024			(July 1, 2023 - June 30, 2024)		
	Action Steps	Person Responsible	Timeline/Due Date	Progress	Challenges	Modifications
	Run Athena Case Closure Report monthly to track termination date & reasons.	ISO II	5th of every month	31 out of 103 or 30% were revoked and remanded	18 out of the 31 clients that were revoked and remanded, we arrested new felony offenses, 1 was arrested for a new misdemeanor. We continue to receive clients at the time of sentencing that are border box offenders or presumptive prison based on their criminal history. One example is a client that was presumptive prison, granted a Downward Dispositional Departure and has since been convicted of 1st degree murder. Our clients that were revoked and remanded included both border box and presumptive prison cases, in addition to clients that absconded and were arrested for a variety of other felony offenses.	We have set goals/objectives in case plan to continue to work to enhance and improve on staff skills when using Cognitive Behavior Therapy with the intention of changing behavior and having a positive impact on clients, increasing positive success.
	Report out revocation rates from Athena Reports to staff monthly & JCAB quarterly.	Director	Monthly & Quarterly	18 out of the 31 revoked and remanded, picked up new felony offenses and 1 picked up a new misdemeanor.	18 out of the 31 clients that were revoked and remanded, we arrested new felony offenses, 1 was arrested for a new misdemeanor.	We will continue to work to apply and administer skills and strategies to engage clients in positive, pro-social behavior, with the goal of client behavior change.

Objective #3	Increase staff motivational interviewing performance by .1 or to 4.7 out of 5 (Global Spirit Rating) on the MITI quality assurance tool.					
Target Date	6/30/2024	(July 1, 2023 - June 30, 2024)				
	Action Steps	Person Responsible	Timeline/Due Date	Progress	Challenges	Modifications
	Randomly assess staff's usage of motivational interviewing.	ISO II	1 staff member/month	3 interviews were assessed this quarter with staff maintaining an average of 4.9 on their global spirit rating, showing continued proficiency. We conducted QA on 12 interviews in FY24 with an average of 4.82 on their global spirit rating.	We have been short staffed since April 1st, 2024 and as a result our ISO II has been carrying a caseload. It has proved to be difficult for her to have enough time to complete as much Quality Assurance as originally planned.	We anticipate that Riley County will moving forward with hiring a perm Director which will then have a don effect on the current duties that the II is responsible for, allowing her more time to focus on supervisory duties she would ideally, not have a caselc
	Implement an MI QA calendar.	Director/ISO II	Jul-23	The QA caldendar has been implemented, however we have had to modify the calendar due to time constraints as ISO II is currently carrying a caseload.	As a result of being short staffed, ISO II has carried a caseload since April 1st, preventing her from being able to complete as much QA as originally planned. With the current ISO II, not only conducting QA but also carrying a caseload, there is no QA conducted on the interviews that she is conducting.	We have had to reduce the number interviews assessed as a result of our current staffing shortage.
	Provide oral and written coaching feedback on MI performance to staff.	ISO II	As assessed	Staff did an awesome job explaining both tools and making sure clients understood how to use them/what they completed their tools and encouraging them to think about how they would use these tools in the future.	There are no challenges to providing feedback, only finding time within 7 days of completing the QA, to review the feedback with staff.	None at this time as staff are respo to the feedback that is received regarding the QA that has been conducted.

Goal #2	Increase probationer success.					
Objective #1	At least 75% of clients starting a Courage to Change class will successfully complete the course.					
Target Date	6/30/2024			Year-End Report (July 1, 2023 - June 30, 2024)		
	Action Steps	Person Responsible	Timeline/Due Date	Progress	Challenges	Modifications
	Review internal Caseload Report weekly to ascertain new clients.	Care Coordinator	Weekly End of Current Class	FY24: 5 female clients started Cog class in the 4th quarter, 3 successfully completing (60%). The other 2 clients continuing to engage, an attendance and engagement rate of 100%. 7 male clients started the Cog Ed class this quarter, 4 have successfully completed, with 2 continuing to engage in the class and 1 absconder. This is currently at a rate of 86% successful attendance and engagement. The success rate for both classes combined in the 4th quarter of FY24 is 90% (9/10). Over the course of FY24, 16 total clients participated in Cog Ed Class, with an 81% successful completion rate. Of the 3 did not complete the class - 1 - new arrest went to jail, 1 absconded from supervision, 1 transitioned to different services as a result of Drug Court.	Our class sizes are small and as a result having even one or two participants abscond or transition to a different path of services can have a large impact on our overall numbers.	During the 3rd quarter we made adjustments to the class schedule, modifying when the class is offered better support the local classes offer through Pawnee Mental Health. This has proved to be an effective change both clients. In addition to the schedule change, classes are revolving and there are no longer wait times for clients start.
	Hand pull client files and make copy of risk/need assessment.	Care Coordinator	Weekly End of Current Class	The new open enrollment approach has been effective in allowing clients to get started in class with little to no wait time.	Creating a more streamlined referral process for AISO's to refer clients to the class so that all Level I and Level II clients are referred.	The Care Coordinator has developed a new referral form for AISO's to complete with the client, with a signature line acknowledging the referral and requirement to attend and complete class.
	Analyze individual moderate to high risk scores and aggregate for Attitude/Orientation, Emotional/Personal & Companions Domain.	Care Coordinator & ISO II	Prior to end of current class.	We have moved to an open enrollment system. Clients are referred as we complete their intake and orientation. As a result they are able to start the class within the first month of their assignment to supervision.	Breaking it out was not effective in having enough participants for a group.	We have eliminated the process of breaking it out in the different domains and we now focus on their overall needs assessment score.
	Based on highest aggregate moderate to high risk domain, determine next journal class.	Care Coordinator & ISO II	Prior to end of current class.	We continue to utilize the Social Values Courage to Change Journal for all Level 1 and Level 2 participants. This journal best addresses the attitude/orientation domain.	It is an ongoing challenge to schedule make up classes for those that have to miss a class.	We attempted to have clients make the lesson the next time it is offered the class rotation. We learned that not effective. We are not making it up within a week of missing the class that they are caught up for the next week's class.

Objective #2	Measure staff's use of Effective Practices in Community Supervision (EPICS) at least two times per staff member.					
	Target Date			(July 1, 2023 - June 30, 2024)		
	Action Steps	Person Responsible	Timeline/Due Date	Progress	Challenges	Modifications
	Randomly assess staff's usage of EPICS.	ISO II	Randomly throughout the fiscal year.	The use and administration of 1 EPICS tool and 1 Carey guide were assessed in the 4th quarter.	Staff are spread thin right now. We are operating with an Interim Director, ISO II is carrying a full case load as well as trying to fulfill a number of her normal duties as we do not have a full time ISO in our Clay County office. He time to conduct QA has been reduced in order to provide direct services to clients.	We plan to continue a reduced schedule/calendar until Riley Co hires a permanent Director and ISO I position in Clay County is occupied.
	Implement an EPICS QA calendar.	Director/ISO II	Jul-23	A QA calendar was developed at the beginning of FY24 and implemented. We continued to conduct QA throughout the year, however were not able to maintain the calendar as a result of staffing issues.	As a result of staffing issues we were not able to maintain our QA calendar as planned. Early in FY24 our ISO II was responsible for a number of Drug Court responsibilities. In January 2024 we hired a new Drug Court ISO. Then in April 2024 our Director retired. The Clay County ISO was appointed as the Interim Director, leaving a vacancy in the Clay County Office. Due to budget constraints we were unable to fill this position, resulting in the ISO II carrying a caseload and covering the Clay County ISO duties as well as her own.	We plan to continue a reduced schedule/calendar until Riley Co hires a permanent Director and ISO I position in Clay County is occupied.
	Provide oral and written coaching feedback on the use of EPICS to staff.	ISO II	As assessed	Tools assessed in the 4th quarter of FY24 continued to show staff proficiency. Throughout FY24, staff did an awesome job of explaining the tools used and making sure clients understood how to use them and what was expected. Officers practice both reviewing the tools and sending them with the clients, and also completing the tools during an office visit. ISO's effectively identify and express what they liked about how the tools were completed and help clients connect how the tools can be helpful in future situations.	Staff navigate to tools that they are comfortable with utilizing and tend to stray away from those that are more difficult or appear to be daunting.	We have started reviewing different Cognitive Behavioral tools at each staff meeting and practicing administering them. Staff will be taking turns in FY25 in selecting tool that they either like or dislike and going over it with staff in order to give and receive feedback, with the intent of expanding staff's understanding of different Cog Tools.

	Accept client referrals for journal class.	Care Coordinator	At least quarterly.	All clients that are Level 1 and Level 2 according to their Risk Needs assessment, are referred to Cog Ed class and provided a description and directing them to attend the class on Monday evenings.	We have struggled with both ISO's remembering to tell clients about the class and clients following through with attending the class.	Moving forward to FY25 the Care Coordinator has developed and implemented a referral form for the client to sign, describing the purpose of the class and explaining that the class is a requirement and condition of supervision.
	Track successful versus unsuccessful class completion.	Care Coordinator	At least quarterly.	5 female clients started Cog class in the 4th quarter, 3 successfully completing (60%). The other 2 clients continuing to engage, an attendance and engagement rate of 100%. 7 male clients started the Cog Ed class this quarter, 4 have successfully completed, with 2 continuing to engage in the class and 1 absconder. This is currently at a rate of 86% successful attendance and engagement. The success rate for both classes combined in the 4th quarter of FY24 is 90% (9/10). Over the course of FY24, 16 total clients participated in Cog Ed Class, with an 81% successful completion rate. Of the 3 did not complete the class - 1 - new arrest went to jail, 1 absconded from supervision, 1 transitioned to different services as a result of Drug Court.	We have not had a specific spreadsheet or tool designed for tracking data in the Courage to Change classes. Care Coordinator spends large amounts of time at the end of each quarter aggregating data.	We are developing a spreadsheet to better track our data as the classes are occurring, rather than at the end of quarter.

Objective #3	Reduce "current criminal thinking" by an average of 3 points on the PICTS of those completing a journal class.					
	Target Date	6/30/2024	(July 1, 2023 - June 30, 2024)			
	Action Steps	Person Responsible	Timeline/Due Date	Progress	Challenges	Modifications
	Administer the PICTS during the first journal class.	Care Coordinator	First journal class.	In FY24 - 4th quarter, 5 clients completed the PICTS assessment in both the first and last journal class. Those successfully completing the Responsible Thinking journal class averaged 33.4 on Current Criminal Thinking during the first class. Overall in FY24 the average Current Criminal Thinking Scores improved by 11 points. To better explain, the average Current Criminal Thinking score on the first PICTS was 30.8 and 19.8 on the second PICTS. The average Historical Criminal Thinking Scores improved by 10.8 points overall in FY24. The average Historical Criminal Thinking score on the first PICTS was 24.2 and 13.4 on the second PICTS.	Care coordinator has found that some clients struggle to read the PICTS.	Care Coordinator gives each participant the option of reading and completing the PICTS themselves or having Care Coordinator read it out loud to them.
	Administer the PICTS during the last journal class.	Care Coordinator	Last journal class.	In the 4th quarter, 5 clients completed the PICTS assessment in both the first and last journal class. Those successfully completing the Responsible Thinking journal class averaged 21.2 on Current Criminal Thinking during the last class.	Care coordinator has found that some clients struggle to read the PICTS.	Care Coordinator gives each participant the option of reading and completing the PICTS themselves or having Care Coordinator read it out loud to them.
	Aggregate and average the current criminal thinking scores.	Care Coordinator	At least quarterly.	In the 4th quarter, the average Current Criminal Thinking scores improved by 12.2 points, from the first class to the last class. The average Historical Criminal Thinking scores improved by 13.2 points, from the first class to the last class. When looking at gender specific data, the women's average current criminal thinking scores improved by 15.3 points and the average historical criminal thinking scores improved by 16 points. The men's scores showed a smaller improvement with the average current criminal thinking scores improved by 7.5 points and average historical criminal thinking scores improved by 9 points.	Tracking and pulling data in Athena continues to be a struggle. We do not have a spreadsheet or data tracker in place to easily track this data. As a result this has been time consuming for Care Coordinator to aggregate data quarterly and at the end of the Fiscal Year.	We will be developing a spreadsheet/data tracker to streamline the process of tracking this data for FY2025.

FY24 Community Corrections Year-End Outcome Report Signatory Approval Form

Judicial District: 21st
Agency Director: Megan Lewis
Report Period: July 1, 2023 - June 30, 2024

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

 Signature

 Date

My signature certifies that the Community Corrections Advisory Board/Governing Board reviewed the Year-End Report of Outcomes for Fiscal Year 2024 and agreed with the findings and discussion therein.

 Advisory/Governing Board Chairperson

 Date

Address: 1900 Judson Street Manhattan, Kansas 66502

Phone: 785-320-1230

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 2024 and agreed with the findings and discussion therein.

 Board of County Commissioners Chairperson (Host County only)

 Date

Address: 115 N 4th Street, 1st Floor, BOCC Chambers Manhattan, Kansas 66502

Phone: 785-565-6202

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COMMUNITY CORRECTIONS
Grant

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

COMMISSION AGENDA REPORT

FROM: Megan Lewis, Interim Director, Riley County Community Corrections

MEETING: July 22, 2024

SUBJECT: KDOC FY24 Juvenile Services Year-End Outcome Report

PRESENTER: Megan Lewis, Interim Director, Riley County Community Corrections

BACKGROUND

Quarterly & year-end outcome reports provide updates on the progress of the agency toward our stated goals and objectives for the fiscal year. KDOC requires that the BOCC review and approve year-end outcome reports. As part of our Comprehensive Plan Grant Application we agreed to submit complete data regarding our initiatives.

DISCUSSION

On a quarterly basis, we submit a report outlining the progress of our stated goals and outcomes to the Joint Corrections Advisory Board and the Kansas Department of Corrections. We discuss progress toward meeting our objectives by providing data to indicate the degree to which the objective is being met. We also discuss any challenges that have been encountered in working toward meeting the stated objectives. We note any modifications that the agency will be making as a result of the information presented.

Following the submission of each quarterly report, KDOC provides feedback on the progress toward meeting our objectives.

Our state fiscal year ended June 30th. On July 18th the Joint Corrections Advisory Board met, reviewed and approved the FY24 Juvenile Services 4th quarter and year end outcome report. We have attached these reports for your review and approval.

The review and approval of these outcome reports are due to KDOC on October 1st.

FISCAL IMPACT

N/A

RECOMMENDATION(S)

Approve our year-end outcome report.

POSSIBLE MOTION(S)

Move to approve the KDOC FY23 Juvenile Services Year-End Outcome Report

Move to deny

Move to modify

Move to table

No action required.

The Board agreed by consensus to

Enclosures:

- FY24 Juvenile Services 4th Quarter and Year End outcomes (PDF)

Instructions:
If you need to enter more than five (5) goals, please contact your KDOC Regional Contact for assistance.

Agency	Riley County Community Corrections Juvenile Intake & Assessment			
Goal #1	Reduce juvenile offender arrests			
Objective #1	JIAS will decrease the number of juvenile offenders processed through JIAS for a new arrest by .2% or to a 4% or less new arrest rate.			
Target Date	6/30/2024			
Year-End Report (July 1, 2023 - June 30, 2024)				
	Action Steps	Progress	Challenges	Modifications
	Run Intake data that minimally includes intake #, intake classification and intake date.	6.8 % or 11 out of 162 Intakes (FY24) were for a new or subsequent arrest	Although we have addressed the importance of moving youth cases through the Youth Court referral process, there continues to be a back log with the C.A.'s office that is being addressed.	Referrals from the C.A.'s office are not being received in a timely manner since addressing the issue. It will take some time for the C.A.'s office to work through the backlog.
	Provide best practice intake & assessments, including providing appropriate referrals.	Director continues to look through intakes before approval to identify any referrals that have been made during the intake process.	Printing continued to be a problem throughout FY24. Having access to the network at RCPD and having a printer connected proved to be an ongoing issue. After hours staff continued to learn and need updated information in order to gain knowledge of the resources available.	After moving to completing the MAYSI-2 online, we found that there was no need to print the assessment as day time staff had access to print it. In FY25 we will go over at least one communication resource during each monthly staff meeting.

24 Juvenile Services Year-End Outcome Report)

Objective #2	JIAS will increase the number of referrals for services made. (No baseline exists.)			
	(July 1, 2023 - June 30, 2024)			
Target Date	6/30/2024			
	Action Steps	Progress	Challenges	Modifications
	Update referral resource Excel document.	During FY24 we continued to update our referral resource Excel document used by On-call staff to make referrals	Current Interim Director is still learning and working to add all of the tasks to a checklist so that it does not get overlooked in the future	Each month, we will review community resource with On staff during the monthly staff meeting. Prior to the meeting Director will review the Referral Resource to make changes needed.
	Communicate importance of referrals to team.	We have continued to discuss the importance of referrals in regards to the results of the MAYSI-2 with staff.	Our current on-call staff is still fairly new and we are hiring 3 additional on-call workers. Training staff on the available resources can be challenging, to ensure that they have a knowledge base, outside of just the referral resource document.	In FY25 we plan to review or highlight at least one resource during every staff meeting to better inform and educate staff what appropriate resources are available.
	Train staff on how to track referrals in Athena.	We were able to get our current Part-time on-call staff added to Athena during this quarter!!!	Due to staffing issues, we have not had time to provide any Athena training to our current Part-time on-call staff and as a result they are not yet using it to document referrals.	We plan to add 3 new on-call members in 1st quarter of FY25. We will schedule an Athena training and include all Part-time on-call staff to be training.
	Review MAYSI II results and how to connect resources based on the results.	We met w/ JIAS On-Call Officers February 13th and reviewed MAYSI-2 secondary questionnaires & emphasized the importance of referrals.	We continue to work with our IT department in order to develop a secure method to access either the RCPD network or the Riley County wide network. Part-time employees with Riley County are not provided a county issued email or allowed access to the network, this has proven to be a barrier.	We continue to work with IT developing a solution to this. Currently IT is working to see if a specific drive could be created for the County Juvenile Intake on the County Network, where JIAS staff would only have access to that specific drive. We will continue to meet and work with IT on this issue.

Instructions:
If you need to enter more than five (5) goals, please contact your KDOC Regional Contact for assistance.

Agency	Riley County Community Corrections Juvenile Intensive Supervision			Year-End Report (July 1, 2023 - June 30, 2024)		
Goal #1	Increase probationer success					
Objective #1	Increase probationer success by 5% or to a 55% or higher success rate.					
Target Date	6/30/2024					
	Action Steps	Person Responsible	Timeline/Due Date	Progress	Challenges	Modifications
	Run Athena Case Closure Report quarterly to track termination date & reasons.	ISO II	Quarterly	11/13 or 84% of juveniles offenders exiting the program, exited successfully	There were no real challenges to achieve this goal this year as we are at a 84% success rate! We continue to find running reports in Athena to be a challenge.	N/A
	Report out supervision success rate from Athena Reports to staff & JCAB quarterly.	Director	Quarterly	JISO has developed a spreadsheet that helps to sort data and report out to JCAB.	It would be a welcomed improvement if reports in Athena were user friendly to run.	A suggested modification for Athena would be to develop a method to export active and inactive cases in a spreadsheet.
	Provide best practice supervision.	ISOs	On-Going	JISO has worked to improve on implementing more verbal praise, positive reinforcement and incentives, working towards the 4:1 ratio or higher.	Tracking 4:1 ratio of positive reinforcements, incentives and verbal praise has been difficult as there is no place in Athena to do so where we can pull that data.	We have set up a goal for completing a KUDOS card a marking different areas in which positive praise and reinforcement were expressed during each visit and we have started using this method.

24 Juvenile Services Year-End Outcome Report)

Objective #2	Increase the number of completed program hours in accordance w/ the number of hours required per quarter, per their YLS risk level by 2% or to an 48% completion rate.					
Target Date	6/30/2024			(July 1, 2023 - June 30, 2024)		
	Action Steps	Person Responsible	Timeline/Due Date	Progress	Challenges	Modifications
	Track individual program hours in case files.	JISO	Real Time	During 1st quarter FY24, JISO moved to a master spreadsheet to track these hours and was able to maintain the spreadsheet, to the best of his ability.	JISO has found that remembering to update the masterlist after each visit and each collateal contact has proven to be a challenge.	JISO plans to set aside time monthly to track program hours/update the master spreadsheet.
	Aggregate individual program hours on Excel spreadsheet.	JISO	Monthly	JISO continues to improve in this area to the best of his ability.	Collecting data continues to be an issue with the limited options available through Athena to run reports.	JISO has found the importa scheduling a time at the en month or beginning of the following month to track th program hours and ensure hours have been placed on spreadsheet.
	Report out program completion hours to JCAB quarterly.	Director	Quarterly	661 out of 983 or 67% of potential program hours were completed and documented.	Collecting data continues to be an issue with the limited options available through Athena to run reports.	We will continue to work to improve on our spreadshee entering and documenting program hours in order to accurately report out to JCAB

24 Juvenile Services Year-End Outcome Report)

Instructions:

If you need to enter more than five (5) goals, please contact your KDOC Regional Contact for assistance.

Agency		Riley County Community Corrections Youth Court Immediate Intervention Program				
Goal #1		Increase YCIIP participant success				
Objective #1		Increase YCIIP participant success by 1% or to an 94% or higher success rate by June 30, 2024.				
Target Date		6/30/2024				
Baseline: FY22, 93% Success Rate		Year-End Report (July 1, 2023 - June 30, 2024)				
Action Steps		Person Responsible	Timeline/Due Date	Progress	Challenges	Modifications
Review YCIIP database to track termination date and reasons.		Director	Quarterly	JISO continues to maintain the spreadsheet/data tracker that was developed earlier in FY24.	Initially in FY24 we did not know what information we needed to track.	During FY24 we developed a tracker for staff to collect the needed data. This has prove be a huge benefit and helped eliminate staff spending large amounts of time at the end of each quarter.
Report out YCIIP participant success rate from YCIIP Database to staff & JCAB quarterly.		Director	Quarterly	In the 4th quarter of FY24, 18 out of 18 participants successfully completed the program. In FY24 there was a total of 71 participants in the YCIIP Program. Although 2 had new arrests, they were both able to complete the program successfully!	Nothing to report.	None at this time.

Objective #2	Increase the percent of youth with no new arrests at completion of program by 1% or to 93% by June 30, 2024.					
Target Date	6/30/2024 Baseline: FY22, 92% No New Arrest Rate (at completion of program)			(July 1, 2023 - June 30, 2024)		
	Action Steps	Person Responsible	Timeline/Due Date	Progress	Challenges	Modifications
	Conduct the YLS/CMI SV on all new IIP referrals	JISO	Upon Assignment	Staff administered 67 YLS/CMI SV assessments in FY24. The difference is a result of the carryover participants from FY23.	None to report	None to report
	Match risk/needs with appropriate services	JISO	Throughout Supervision	69 of the 71 participants, 97% exited the program with no new arrests. Although 2 had a new arrests, they both completed the program successfully. Multidisciplinary Team Meetings were held for each participant that received a new arrest. In addition both were extended on supervision for one month.	None to report	None to report.

Measurable Outcomes (Goals) Youth Court Immediate Intervention Program		FY24 1st Quarter	FY24 2nd Quarter	FY24 3rd Quarter	FY24 4th Quarter	Cumulative
1	100% of youth who are on IIP for a drug or alcohol related offense will be referred for a drug and alcohol program.					
1a.	How many youth were referred to IIP for a drug or alcohol offense?	10	1	2	5	18
1b.	How many youth were referred to a drug and alcohol program?	10	1	2	5	18
		100%	100%	100%	100%	
2	90% of youth referred for a drug and alcohol program will successfully complete the program.					
2a.	How many youth were referred to a drug and alcohol program?	5	1	2	2	10
2b.	How many youth successfully completed a drug and alcohol program?	3		2	2	7
		60%	0%	100%	100%	
3	Reduce VLR's by 2% (12% VLR rate).					
3a.	How many youth are on IIP?	51	39	23	45	158
3b.	How many youth received a VLR?	0	0	1	2	3
		0%	0%	4%	4%	
4	90% of youth will complete the Multidisciplinary Team (MDT) recommendations successfully.					
4a.	How many youth were referred to a MDT?	2	0	2	1	5
4b.	How many youth successfully completed MDT?	2	0	2		4
		100%	#DIV/0!	100%	0%	
5	80% of youth will complete community service hours before completing IIP.					
5a.	How many youth on IIP are required to complete community service?	24	20	13	13	70
5b.	How many youth successfully completed community service hours before discharge?	7	19	10	12	48
		29%	95%	77%	92%	
FY23 Data 1 year completion						
1						
1a.	How many youth completed the program?					62
1b.	How many youth are living at home at completion of the program?					60
	Percent of youth living at home at completion of the program	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	
2	90% of youth living at home 1-year after completion of program					
2a.	How many youth completed the program?					41
2b.	How many youth are living at home 1-year after completion of the program?					41
	Percent of youth living at home 1-year after completing the program	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	
3	90% of youth in school and/or working at completion of program					
3a.	How many youth completed the program?					62
3b.	How many youth are in school and/or work at completion of the program?					62
	Percent of youth in school and/or working at completion of the program	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	
4	90% of youth in school and/or working 1-year after completion of program					
4a.	How many youth completed the program?					41
4b.	How many youth are in school and/or work 1-year after completion of the program?					41
	Percent of youth in school and/or working 1-year after completion of the program	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	
5	80% of youth with no new arrests at completion of program					
5a.	How many youth completed the program?					62
5b.	How many youth with no new arrest at completion of the program?					59
	Percent of youth with no new arrest at completion of the program	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	
6	80% of youth with no new arrests 1-year after completion of program					
6a.	How many youth completed the program?					62
6b.	How many youth with no new arrest 1-year after completion of the program?					57
	Percent of youth with no new arrest 1-year after completion of the program	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	
7	80% of youth successfully completed program					
7a.	How many youth completed the program?					65
7b.	How many youth successfully completed the program?					62
	Percent of youth successfully completing the program	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	

This number is based on successful completion of the program

This number is based on the individuals I was able to contact

This number is based on successful completion of the program

This number is based on the individuals I was able to contact

This number is based on successful completion of the program

This number is based on successful completion of the program

This number accounts for the unsuccessful terms

FY24 Community Corrections Year-End Outcome Report Signatory Approval Form

Judicial District: 21st

Agency Director: Megan Lewis, Interim

Report Period: July 1, 2023 - June 30, 2024

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

Signature

Date

My signature certifies that the Community Corrections Advisory Board/Governing Board reviewed the Year-End Report of Outcomes for Fiscal Year 2024 and agreed with the findings and discussion therein.

Advisory/Governing Board Chairperson

Date

Address: 1900 Judson Street, Manhattan, Kansas 66502

Phone: 785-320-1230

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 2024 and agreed with the findings and discussion therein.

Board of County Commissioners Chairperson (Host County only)

Date

Address: c/o 115 N 4th Street, 1st Floor, BOCC Chambers Manhattan, Kansas 66502

Phone: 785-565-6202

Fax: 785-537-6394

E-mail: jford@rileycountyks.gov

Intergovernmental Luncheon

Monday, July 22, 2024
12:00-1:00 p.m.
Bluemont Room, K-State Student Union
918 North Martin Luther King Jr. Drive
Manhattan, KS 66506

Agenda

1. Gather and luncheon (11:30 a.m.-12:00 p.m.)
2. Convene and Introductions
3. Agenda Topic
 - a. Riley County Comprehensive Plan Update
 - i. Amanda Webb, Director of Planning and Development, Riley County
4. Miscellaneous Discussion Items and Announcements
5. Discussion about Potential Agenda Topics for Next Meeting
6. Next Meeting Date: **Monday, August 26, 2024**
7. Adjournment

IGL June Parking Garage Code: **PGTGOVL72224**

For those who have RSVP'd for lunch, food will be served starting at 11:30AM.
Payments can be collected on site by Union Station by JPs by cash, check, or credit card. If individuals need to be invoiced, address of entity to be billed is required with contact information.