



REGULAR SESSION

County Commission

Courthouse
206 W. 1st Avenue
Hutchinson, KS 67501

A G E N D A

**Reno County Courthouse Veterans Room
206 W. 1st Avenue
Hutchinson, KS 67501
Wednesday, July 26, 2023, 9:00 AM**

1. **Call to Order**
2. **Pledge of Allegiance to the American Flag and Prayer**
3. **Welcome and Announcements by Commission Chair**
 - 3.A Retirement Recognition - Pam Adrian
4. **Public Comment on Items not on the Agenda**

Please come forward to the podium, state your name and address and limit your remarks to not more than 5 minutes per item.
5. **Determine Additions or Revisions to the Agenda**
6. **Consent Agenda**
 - 6.A Vouchers (bills or payments owed by the county or related taxing units).
 - 6.B Approval of BOCC minutes for June 13th and June 27th, 2023 final drafted minutes
 - 6.C Appointment of Daniel King as Assistant Fire Chief of Reno County Fire District 8
 - 6.D Kansas Department of Transportation Agreement No. 444-23
This Agreement is between the Secretary of Transportation, Kansas Department of Transportation (KDOT) (the “Secretary”) and Reno County, Kansas (“County”), collectively, the “Parties.” This Agreement is for the replacement of Bridge No. 000780775005600 located on N Victory Road, 0.5 mile east and 2.0 miles south of Buhler, Kansas, over the Little Arkansas River in Reno County, Kansas
 - 6.E Community Corrections FY'23 Year-End Adult Grant Budget Adjustments
 - 6.F FY'24 Adult and Juvenile Carryover Reimbursement Budgets Approval
 - 6.G Community Corrections Adult and Juvenile FY'23 Year-End Reports
 - 6.H Community Corrections and Intake and Assessment FY'23 Year-End Juvenile Budget Adjustments
 - 6.I Community Corrections Juvenile Policy Updates
 - 6.J Approve purchasing a small truck for the Maintenance Department for an amount not to exceed \$28,000 to replace a 1997 Ford E350 van with 100,290 miles
 - 6.K Approve obtaining quotes and purchasing a 2023 or 2024 Ford F150 Responder for Emergency Management not to exceed \$48,000 to replace a 2008 Chevrolet Silverado with 91,744 miles
 - 6.L Approve obtaining quotes and purchasing a 2023 or 2024 Ford F150 Responder not to exceed \$48,000 for the Sheriff's Department to replace a 2019 Responder with

Randy Parks
District 1

Ron Hirst
District 2

Daniel P. Friesen
District 3

John Whitesel
District 4

Don Bogner
District 5

109,943 miles

7. Business Items

- 7.A Shooting Range cost and moving forward with Phase 1
- 7.B Approval of Workforce Development Grant
- 7.C Newspaper RFP Responses - Official County Newspaper
- 7.D Courthouse 1st Floor Furniture Quote
- 7.E Resolution 2023-18 pertaining to the proposed vacation of a certain road

8. County Administrator Report

- 8.A Monthly Department Reports
- 8.B Financial Report

9. County Commission Report/Comments

10. Executive Session

- 10.A Executive Session for non-elected personnel for 30 minutes
- 10.B Executive Session for non-elected personnel for 15 minutes

11. Adjournment



AGENDA ITEM

AGENDA ITEM #3.A

AGENDA DATE: July 26, 2023

PRESENTED BY: Karla Nichols, Director of Public Health and the Board of County Commissioner's

AGENDA TOPIC:
Retirement Recognition - Pam Adrian

SUMMARY & BACKGROUND OF TOPIC:

We want to express our sincere thanks and appreciation for your 25 years of outstanding service to Reno County's Health Department.

Your attention to detail and genuine concern for serving the health needs of Reno County citizens has been remarkable.

We wish you good health, happiness, and safe travels in your retirement.

ALL OPTIONS:

N/A

RECOMMENDATION / REQUEST:

N/A

POLICY / FISCAL IMPACT:

N/A



AGENDA ITEM

AGENDA ITEM #6.B

AGENDA DATE: July 26, 2023

PRESENTED BY: Cindy Martin

AGENDA TOPIC:

Approval of BOCC minutes for June 13th and June 27th, 2023 final drafted minutes

ALL OPTIONS:

Approve

Make changes

Deny

RECOMMENDATION / REQUEST:

Approve minutes

June 13, 2023
Reno County Courthouse
Hutchinson, Kansas

The Board of Reno County Commissioners held an agenda session with Chairman Daniel Friesen, Commissioner Ron Hirst, Commissioner Randy Parks, Commissioner Don Bogner, and Commissioner John Whitesel, County Counselor Patrick Hoffman, County Administrator Randy Partington, and Minutes Clerk Cindy Martin, present.

The meeting began with the Pledge of Allegiance followed by a short sectarian prayer led by Shepherd Bryson Wiens, Grace Bible Church.

Chairman Friesen read the token plaque presented to Mr. Eberly with the Department of Aging/Transportation and thanked him for his service. Aging/Reno County Public Transportation Director Barbara Lilyhorn thanked Mr. Eberly for his 11 years of service and wished him good luck with his new adventure. Mr. Eberly thanked the Board and Ms. Lilyhorn.

There were no public comments.

Mr. Friesen requested an addition to the business agenda, #7B scheduling a general information budget meeting.

Mr. Hirst moved, seconded by Mr. Bogner, to approve the Consent Agenda as amended, consisting of items 6A through 6E which includes the: **(6A)** Accounts Payable Ledger for claims payable on June 9th, 2023, totaling \$518,543.63; Accounts Payable Ledger for claims payable on June 16th, 2023, totaling \$932,764.96; **(6B)** approval of the Annual Update for the South Central Solid Waste Management Plan (Reno, Rice, and Kingman Counties) **(6C)** approval to renew application for a Cereal Malt Beverage License for O'Brien's Marina LLC for Off-premises sales in the amount of \$75.00; **(6D)** approval to renew application for a Cereal Malt Beverage License for O'Brien's Marina LLC for On-premises sales in the amount of \$125.00 **(6E)** approve K-14 re-alignment project, as provided by staff. The motion was approved by a roll call vote of 5-0.

7A. Public Works Director Don Brittain gave his annual update to the Board asking if they had any questions. The Board had questions about the Yoder Water District's best option, which was to connect to the City of Hutchinson. They discussed at length the Yoder #201 and H.A.B.I.T. sewer #202 districts rehabilitation speaking about the purchase of property for \$350,000.00 within the H.A.B.I.T. area to create a joint sewer system. The bid came in twice as much as the original bid in 2018 for the sewer system upgrade and is now \$6 million plus so Mr. Brittain would be applying for grants and loans to bring that substantially down. Mr. Partington was to put on the next agenda meeting, June 27th, 2023, his recommendation for where funding would come from to purchase the land mentioned above. The options were an internal loan, (which may not be feasible), using ARPA funds allocated for Health/Emergency Management, or a temporary note with interest.

Mr. Hirst stated after the discussion the following points:

1. Finalize city water for Yoder Water District
2. Approve where the funds would come from in the next agenda session for the Yoder/H.A.B.I.T. sewer district
3. Final applications for loans and grants regarding the sewer district
4. Mr. Brittain to question the state on flexibility of timeline pertaining to grants
5. The Board said to pursue applying for grants regardless

Mr. Friesen and Mr. Partington were to meet with the City of Hutchinson and the Chamber to discuss water rates for Yoder Water District on July 25th, 2023.

7B. Mr. Partington requested the Board check their calendars for a date to discuss the annual budget. He will have an overview of the 140-page proposed document at the next agenda meeting. He would like the Board's feedback by next Tuesday, June 20th, on outside agencies' funding and departments' Capital Outlay requests to be able to make informed cuts. The Board decided to make a full day on June 27th, 2023, to discuss the budget and make a motion if the county thought they may exceed the RNR (Revenue Neutral Rate). Mr. Partington explained the RNR and asked if the Board would motion for intent to exceed RNR rate in the next meeting. The last day to have amounts to the County Clerk was by July 20th, 2023.

Mr. Friesen reviewed the plan for the next agenda meeting; have an all-day meeting on June 27th, 2023, bringing in lunch, drafted a RNR resolution, deciding on funding for outside agencies, and Capital budget possible cuts. The Board agreed to this plan. Mr. Friesen asked the Board to give Mr. Partington direction with their options regarding RNR, budgets, and outside agency feedback.

8A. At 9:20 a.m. County Administrator Randy Partington asked the Board if they had questions on the monthly department reports.

Commissioner comments:

Mr. Whitesel invited the public to bring their children to Lift Up Jesus this weekend.

Mr. Hirst spoke about the Quad County upcoming meeting on Thursday for SCKEED, looking at reserve funds being safe at four months in reserve, and he mentioned three items' governments do regarding taxes.

Mr. Parks mentioned the ribbon cutting ceremony for plans to Stringer Fine Arts and changing the fireworks regulation restriction along with the City of Hutchinson attorney Paul Brown by doing away with the six-foot restrictions leaving the times and dates the same. The Board by consensus made a request of Mr. Hoffman to draft a resolution with changes to match the cities for the next agenda meeting.

Mr. Parks inquired about St. Elizabeth's ownership of the building for broken windows. Mr. Hoffman replied the ownership was with the county as they made an agreement with Interfaith Housing. Interfaith wanted to acquire a grant that did not get approved so the ownership was to return from the county to Interfaith, however they will be trying for that grant again this next year. Interfaith was responsible for upkeep on the St. Elizabeth property since their intention was to demo the building. Mr. Friesen requested the discussion be put on the agenda in four weeks after staff speaks with Interfaith about security and intention for the building.

Mr. Bogner spoke about the new burn application stating the public needs to cooperate with filling out the application. He said the liability would be on the person if they did not comply. He suggested getting assistance from the extension office or the conservation office or emergency management.

Mr. Friesen said tomorrow was the ribbon cutting for K-14 and he would be speaking at 10:30 a.m. at the Nickerson Interchange along with other dignitaries. He mentioned a NextEra update after the staff spoke with county planning regarding a moratorium.

At 11:40 a.m. Mr. Friesen adjourned the meeting until Tuesday, June 27th, 2023, at 9:00 a.m.

Approved:

Chair, Board of Reno County Commissioners

(ATTEST)

Reno County Clerk
cm

Date

June 27, 2023
Reno County Courthouse
Hutchinson, Kansas

The Board of Reno County Commissioners held an agenda session with Chairman Daniel Friesen, Commissioner Ron Hirst, Commissioner Randy Parks, Commissioner Don Bogner, and Commissioner John Whitesel, County Counselor Patrick Hoffman, County Administrator Randy Partington, and Minutes Clerk Cindy Martin, present.

The meeting began with the Pledge of Allegiance followed by a short sectarian prayer led by Pastor Tim Adrian Westside Baptist Church.

Information Technology Director Mike Mathews updated the Board on the new microphones installed to enhance the sound in the Veteran's Room during the agenda sessions.

There were no public comments.

Mr. Whitesel motioned, Mr. Parks seconded, to revise consent agenda items #6C declare surplus equipment to be sold on Purple Wave and #6F approve resolution to cancel county warrants to the business section of the agenda for discussion 7E and 7F. The motion passed unanimously.

Mr. Whitesel moved, seconded by Mr. Bogner, to approve the Consent Agenda as modified, consisting of items 6A through 6G except for 6C and 6F which includes the: **(6A)** Accounts Payable Ledger for claims payable on June 23rd, 2023, totaling \$590,181.32; Accounts Payable Ledger for claims payable on June 30th, 2023, totaling \$236,428.50; **(6B)** approval of BOCC minutes for May 23rd, May 23rd Canvass, May 23rd Joint Meeting, and May 30, 2023; **(6D)** approval of Planning Case #2023-03 a request by Lawrence Street Properties, LLC (Mark & Kendra Horst) for a conditional use permit to establish a warehouse/office land use on a residentially zoned property. The parcel is located at the southwest corner of East Switzer Road and South Halstead Street; **(6E)** approval to set a date and time for County Canvass following the August 1st, 2023, Primary City/School Election on Wednesday, August 9th at 8:00 a.m.; **(6G)** approval to destroy 2020 Primary Election material; as provided by staff. The motion was approved by a roll call vote of 5-0.

7F. Mr. Whitesel addressed consent agenda item **(6F)** to approve a resolution to cancel certain county warrants. He requested the cancelled warrants be sent to the unclaimed property at the state for citizens to collect.

County Clerk Donna Patton and Treasurer Brenda Kowitz both gave explanation of the unclaimed warrant procedure. Ms. Kowitz reviewed the current method for people with unclaimed funds. **Mr. Hirst moved, seconded by Mr. Bogner**, to approve the resolution **#2023-13; A RESOLUTION TO CANCEL CERTAIN COUNTY WARRANTS** as described by staff. The motion was approved by a roll call vote of 4-1 with Mr. Whitesel opposed.

7A. County Attorney Patrick Hoffman recommended approval for a revised fireworks resolution **#2023-12; A RESOLUTION REGULATING THE SALE, HANDLING, USE, OR STORAGE OF FIREWORKS WITHIN RENO COUNTY, KANSAS, AND REPEALING RENO COUNTY RESOLUTION 2012-30**. He stated at a joint meeting with the City of Hutchinson the suggestion was made for both agencies to review the current policies. Mr. Hoffman said the city removed restrictions and now allowed residents to fire off consumer fireworks from June 30th to July 4th until 11:00 p.m. The resolution would adopt the same policy for the unincorporated areas of Reno County and keep in place other county fireworks policies. Mr. Whitesel requested a change in verbiage to strike two items on page 2 in section 2 and 3, to remove "possess/possession of these items".

Mr. Parks commented that it was unlawful to discharge bottle rockets or lanterns by regulations in the State of Kansas. He quoted Chief Beer who said they would not be issuing warnings this year, if residents did not follow the 11:00 p.m. firing cut off they would receive a citation. He asked how they would be prosecuted. Mr. Hoffman explained the process.

Mr. Whitesel moved, seconded by Mr. Parks, to amend the fireworks resolution by striking possess/possession portion on page 2 section 2 and 3 and approve the adoption of the new resolution mirroring the City of Hutchinson fireworks policy. The motion was approved by a roll call vote of 5-0.

7B. Solid Waste Director Megan Davidson stated through social media and a press release from Reno County Communication Sandra Milburn they would instruct the proper way to dispose of fireworks to prevent a possible fire at the landfill.

Ms. Davidson discussed installation/construction of a gas collection control system improvement project at the Solid Waste facility performed by SCS Engineers Inc. She explained there were 119 methane wells at the landfill that were contracted to SCS for monitoring. Well #63 and #78 were reported to have three exceedances in one quarter so a notification went to the EPA and KDHE making them out of compliance. She noted to correct the problem the proposal was to redrill six new wells to pass the regulations taking six weeks to complete at a cost not to exceed \$532,077.

SCS Engineering Project Manager Christina Holt explained redrilling and installing new pumps. There was a question of lifespan for wells and Ms. Holt replied there was not a measurement since trash varied. There were a select few wells with water issues that would be corrected with lateral lines. **Mr. Parks moved, seconded by Mr. Hirst**, selected option #1 to approve the construction of the 2023 GCCS Improvement Project as presented as recommended by staff in the amount of not to exceed at \$532,077. The motion was approved by a roll call vote of 5-0.

7C. Automotive Director Kyle Berg gave his departments annual report. He stated no new RCAT buses have been delivered and no parts can be found which could create problems. He spoke about vehicles for the Sheriff's Office and did not recommend the hybrid vehicles because of battery issues when hot and then shutting down the vehicle. He spoke about flex fuel and ethanol prices.

7E. Mr. Berg addressed item **(6C)** from the consent agenda to declare a Grasshopper mower and three magnetometers as surplus equipment to be sold on Purple Wave or donated to the Kansas State Fair. He stated the Grasshopper mower needed an engine cost was \$2,600.

Patrol Captain Steve Lutz spoke about donating the magnetometers to assist security at the Kansas State Fair Grandstand before performances. He said the value of brand-new equipment would be \$5,000 to \$6,000 with warranty and Mr. Berg researched used at \$400 each. **Mr. Parks moved, seconded by Mr. Hirst**, to approve selling the mower on Purple Wave and donating the magnetometers to the Kansas State Fair as described by staff. The motion was approved by a roll call vote of 5-0.

7D. County Administrator Randy Partington briefly discussed the two payment options for H.A.B.I.T./Yoder Sewer District land

purchase for the \$350,000. Option one was to use a temporary note for the most recent estimate of the project of \$6,133,000 that included the \$350,000 purchase of land. Option two was to begin the process needed to change ARPA programs that allowed for the use of these funds. He said by using temporary notes an additional cost would be added to the overall project through interest fees collected by Reno County. The use of ARPA funds would reduce the overall cost of the project by \$350,000 that would not be repaid. If ARPA funds were used, there would be \$350,000 less that could go toward building needs of Emergency Management and Health Department.

Mr. Parks moved, seconded by Mr. Hirst, to adopt option 2 to direct staff to begin the process needed to change ARPA programs that allows for the use of these funds that will not be repaid. The motion was denied by roll call vote of 2 to 3 with Mr. Bogner, Mr. Whitesel, and Mr. Friesen opposed.

Mr. Hirst moved, seconded by Mr. Bogner, to adopt option #1 to direct staff to begin the temporary note process as discussed. The motion was approved by a roll call vote of 4-1 with Mr. Parks opposed.

Mr. Partington stated there would be multiple publications and resolutions in the future agenda sessions with the funds for the land purchase being completed by August or September 2023.

Public Works Director Don Brittain was instructed to get preliminary cost estimates to connect with the City of Hutchinson waste plant. The cost to get this information would be \$1,000. Mr. Friesen requested Mr. Brittain to see if there were alternative options available to spending \$6 million dollars on the H.A.B.I.T./Yoder project. He estimated it could cost \$4 million to run lines, equipment, and including the purchase of the land, to Hutchinson. He stated we would have to pay Hutchinson to take the sewage from now on. Mr. Brittain stated he had been turned down by the City of Hutchinson twice so far on his request to hook up a line from residents. The Board by consensus approved the \$1,000 cost and had him proceed.

9A. County Administrator Randy Partington asked the Board if they had questions on the monthly department reports or the financial report. He stated the next meeting in July would be on Wednesday's. Information Technology furniture purchase was estimated at \$58,000 (wall panels, cubicles, and desks for moving to mezzanine) from the state contract for Hahn Furniture

that would be received in a month or so. The Board approved the cost for furniture by consensus.

Commissioner comments:

Mr. Bogner stated citizens commented to him about problems with inflation and waste of funds. He attended the Quad County Meeting and came away with good ideas for appropriating funds to non-government agencies. He mentioned four counties working on budgets and solar regulations.

Mr. Parks spoke about the new state-of-the-art fire station on north main street. He spoke to Mr. Partington about recruiting for Sheriff Office. He said Chief Beer will be promoting from high school a two-year fire program. The new fire station makes runs in Fire District #2 which is Reno County's.

Mr. Whitesel went to a presentation of the new fire station and found they could go within Reno County in four minutes for a fire. He wanted the residents to have a safe 4th and enjoy the parade.

Mr. Hirst and Mr. Friesen no comments.

Mr. Partington stated the budget work session is a different meeting that would not be recorded, directions were given but no decisions made. When we return to this meeting #8A needs a decision today for the RNR rate.

At 10:30 a.m. the meeting recessed for fifteen minutes.

At 10:45 a.m. the meeting reconvened with all Commissioners, County Administrator Randy Partington, County Counselor Patrick Hoffman, and Minutes Clerk Cindy Martin, present.

Mr. Partington mentioned Mr. Bogner questioned the memorial expense of \$500. Administrative Associate Ms. Shonda Arpin found it in the District Attorney's accounts payable batch. This was not using a property tax levied fund for the memorial but a special prosecutor's trust fund.

8A. Mr. Partington mentioned to the commission that the direction needed today was whether the county was going to exceed the RNR. If not, the schedule of public hearings and notices will change. It was suggested after the study session, the commission would need to reconvene to make the decision on RNR for both the county and special districts budget. Mr.

Friesen suggested #8A be voted on after the budget study session. Mr. Friesen moved to table until after the study session it was not seconded.

At 11:05 a.m. Mr. Friesen recessed the meeting for the study session.

The Board needed to cut the budget by \$1.3 million to keep at the RNR rate.

The Health Department was the first to discuss their budget. Health Department Director Karla Nichols spoke about their grants and services provided along with top priorities for her department. She was asked to cut \$60,000 from budget.

After a lengthy discussion, the Board decided to change the proposed 5 percent COLA and 3 percent P4P. The commission moved the pay increase to 4.5 percent with direction given to staff to determine the portion of COLA and Pay-4-Performance.

At 12:35 p.m. the meeting recessed for ten minutes.

At 12:45 p.m. the study session reconvened with all Commissioners, County Administrator Randy Partington, County Counselor Patrick Hoffman, and Minutes Clerk Cindy Martin, present.

Human Resources Director Helen Foster explained her request for an additional person in her department. The Board requested she cut her budget by \$22,500.

Maintenance Director Harlen Depew stated he would not be filling an open position saving between \$28,000 to \$33,000 from his budget.

Information Services Director Mike Mathews had no new hires planned. He spoke about software maintenance and eliminating Granicus saving \$19,000 from Special Equipment Funds budget, doing what they could in house, and also using You Tube for agenda meetings. He mentioned Eagle view software.

Appraiser Michael Plank gave a presentation on Eagle View software for the Appraisers Office stating we currently use an arial service from the state that shows overhead oblique photography on properties. There were other departments that could use the Eagle View giving advantages and savings. He stated the City of Hutchinson was using the software and we could share information that was updated every five years. A \$45,000 cut was tied to whether we kept the oblique photography in the budget.

Sheriff Darrian Campbell had an increase in his budget to maintain economy and operating expenses. Jail expenses remain the most expensive of his budget. A large discussion ensued regarding food costs for a high number of inmates incarcerated. Mr. Friesen spoke about the possibility of releasing non-violent inmates to eliminate costs. Mr. Parks stressed that the Sheriff needs to be fully staffed, he said it was not safe for so much overtime, and they need recruitments. The Board did not ask for any reductions in his budget.

District Attorney Tom Stanton sent an email to all people involved with inmate incarceration to meet discussing how to reduce costs arranging to release inmates earlier. He cut \$6,000 from contractual services to save money and would be destroying old cases stored in Underground Vault & Storage to save money on storage costs. He spoke about coroner Dr. Scott Kipper in Sedgwick County.

Public Works Director Don Brittain volunteered to cut his budget \$200,000 from asphalt material. He said they are two more years (38 miles) away from their 15-year overlay schedule.

County Administrator Randy Partington requested to hire two full time people one at \$85,000 the other \$55,000 both plus benefits. The Board requested he cut \$55,000 from his budget.

Register of Deeds Michelle Updegrave requested to move a part-time no benefit to a part-time with benefits that would increase her full-time equivalent count. The Board denied the request.

Emergency Management Director Adam Weishaar spoke about Fire Districts equipment needs and Capital Funds accounts. The Board did not request any cuts from his budget.

The Board reviewed outside agencies indicating the amount changed to as follows from their requested amount:

Chaplain	\$4,000 stayed the same
Conservation District	\$25,000 changed amount
Economic Development	\$50,000 changed amount
Emergency Medical Service	\$1,892,451 stayed the same
Horizons Mental Health	\$400,000 changed amount
Hutchinson Rec Special Parks	\$0 build back up
Reno County 4H	\$20,000 changed amount
Reno County Drug	\$10,000 stayed the same
Reno County Extension	\$375,000 changed amount
Reno County Farmers Market	\$4,000 stayed the same
Reno County Museum	\$185,000 changed amount
Start Up Hutch	\$75,000 changed amount
TECH	\$400,000 changed amount

The Board assigned a commissioner and the administrator to notify each outside agency of their changes.

Mr. Partington stated the RNR was a 5.4 percent mill levy reduction. Lengthy budget discussions kept the RNR under by cutting \$1.3 million from the budget therefore no publications or resolutions were required to be adopted.

Special Districts are as one budget. Mr. Partington was directed by the commission to bring back all the Special Districts budgets to be at RNR, plus remove the property tax portion for all water and sewer districts. They wanted the RNR budget as an alternative to the one presented today in the agenda meeting by Mr. Partington. The meeting next week will have both options.

At 4:35 p.m. Mr. Friesen adjourned the meeting until Wednesday, July 12th, 2023, at 9:00 a.m.

Approved:

Chair, Board of Reno County Commissioners

(ATTEST)

Reno County Clerk
cm

Date



AGENDA ITEM

AGENDA ITEM #6.C

AGENDA DATE: July 26, 2023

PRESENTED BY: Travis Vogt, Fire Administrator

AGENDA TOPIC:

Appointment of Daniel King as Assistant Fire Chief of Reno County Fire District 8

SUMMARY & BACKGROUND OF TOPIC:

The current Assistant Fire Chief for District 8, Todd Strain, has given notice that he will be stepping down from this position at the end of July. With that opening, Fire Chief Dave Yoder would like to promote firefighter Daniel King to the position of Assistant Fire Chief. Daniel is a local farmer and joined District 8 at the age of 19 years old and has been on the department for 21 years.

ALL OPTIONS:

Approve the appointment.

Deny the appointment.

RECOMMENDATION / REQUEST:

Appoint Daniel King as an Assistant Fire Chief of Reno County Fire District 8 effective August 1, 2023.

POLICY / FISCAL IMPACT:

This appointment will not have any fiscal impact on the fire district.



AGENDA ITEM

AGENDA ITEM #6.D

AGENDA DATE: July 26, 2023

PRESENTED BY: Public Works Director, Don Brittain

AGENDA TOPIC:

Kansas Department of Transportation Agreement No. 444-23

This Agreement is between the Secretary of Transportation, Kansas Department of Transportation (KDOT) (the “Secretary”) and Reno County, Kansas (“County”), collectively, the “Parties.” This Agreement is for the replacement of Bridge No. 000780775005600 located on N Victory Road, 0.5 mile east and 2.0 miles south of Buhler, Kansas, over the Little Arkansas River in Reno County, Kansas

SUMMARY & BACKGROUND OF TOPIC:

The Kansas Department of Transportation awarded Reno County Victory Road Bridge 27.01 to be part of the Off-System Bridge Program for FFY2024 in December of 2022, for the replacement of a structurally deficient, and functionally obsolete bridge with a new Reinforced Concrete Haunched Slab Bridge meeting current design standards. Federal funds have been obligated in the amount of \$820,000.00 (maximum) for 100 percent of all Construction and Construction Engineering Costs for this Project. The Design Agreement with Schwab Eaton was signed by the BOCC in January of 2023 for the sum of \$58,900.00.

Kansas Departments responsibility, 100% of Participating Costs of Construction Engineering (CE) and Construction, not to exceed \$820,000.00(maximum).

Reno County's responsibility, 0% of Participating Costs of CE and Construction until Secretary’s funding limit is reached. 100% of Participating Costs of CE and Construction after Secretary’s funding limit is reached. 100% of Costs of Preliminary Engineering (PE), Right of Way (ROW), Utility Adjustments, and Non-Participating Costs.

ALL OPTIONS:

1. Approve and sign.
2. Deny Agreement and lose this funding opportunity.
3. Return to Staff for revision.

RECOMMENDATION / REQUEST:

Sign and approve as recommended by the Public Works Director.

POLICY / FISCAL IMPACT:

Funding will come from 006 Special Bridge Fund.

PROJECT NO. 78 C-5229-01
STP-C522(901)
OFF SYSTEM BRIDGE PROGRAM
RENO COUNTY, KANSAS

AGREEMENT

This Agreement is between the **Secretary of Transportation**, Kansas Department of Transportation (KDOT) (the “Secretary”) and **Reno County, Kansas** (“County”), **collectively**, the “Parties.”

RECITALS:

- A. The Secretary has authorized an off-system bridge replacement or rehabilitation project as a part of the Federal-aid Off System Bridge Program, as further described in this Agreement.
- B. The Secretary and the County are empowered by the laws of Kansas to enter into agreements for the construction and maintenance of city and county bridges in the State of Kansas through the use of federal, state, and/or local funds, or a combination thereof.
- C. Under the terms of the Federal-Aid Highway Act and the rules and regulations of the Federal Highway Administration (FHWA), states and local governments are, under certain circumstances, entitled to receive assistance through Section 104 funds in the financing of the replacement or rehabilitation of Off-System Bridges, provided such work is required to be done in accordance with the laws of the State of Kansas and any applicable federal requirements.

NOW THEREFORE, the Parties agree to the following terms and provisions.

ARTICLE I

DEFINITIONS: The following terms as used in this Agreement have the designated meanings:

1. “**Agreement**” means this written document, including all attachments and exhibits, evidencing the legally binding terms and conditions of the agreement between the Parties.
2. “**Construction**” means the work done on the Project after Letting, consisting of building, altering, repairing, improving, or demolishing any structure, building or highway; any drainage, dredging, excavation, grading or similar work upon real property.
3. “**Construction Contingency Items**” mean unforeseeable elements of cost within the defined project scope identified after the Construction phase commences.
4. “**Construction Engineering**” means inspection services, material testing, engineering consultation and other reengineering activities required during Construction of the Project.

5. **“Consultant”** means any engineering firm or other entity retained to perform services for the Project.
6. **“Contractor”** means the entity awarded the Construction contract for the Project and any subcontractors working for the Contractor with respect to the Project.
7. **“County”** means Reno County, Kansas, with its place of business at 206 W 1st Ave., Hutchinson, KS 67501.
8. **“Design Plans”** means design plans, specifications, estimates, surveys, and any necessary studies or investigations, including, but not limited to, environmental, hydraulic, and geological investigations or studies necessary for the Project under this Agreement.
9. **“Effective Date”** means the date this Agreement is signed by the Secretary or the Secretary’s designee.
10. **“Encroachment”** means any building, structure, vehicle, parking area, or other object or thing, including but not limited to signs, posters, billboards, roadside stands, fences, or other private installations, not authorized to be located within the Right of Way which may or may not require removal during Construction pursuant to the Design Plans.
11. **“FHWA”** means the Federal Highway Administration, a federal agency of the United States.
12. **“KDOT”** means the Kansas Department of Transportation, an agency of the State of Kansas, with its principal place of business located at 700 SW Harrison Street, Topeka, KS, 66603-3745.
13. **“Letting” or “Let”** means the process of receiving bids prior to any award of a Construction contract for any portion of the Project.
14. **“NBI”** means the National Bridge Inventory, under the jurisdiction of the U.S. Department of Transportation, Federal Highway Administration.
15. **“Non-Participating Costs”** means the costs of any items or services which the Secretary reasonably determines are not Participating Costs.
16. **“Off System Bridge”** means a highway bridge located on a public road, other than a bridge on a Federal-aid highway, or as otherwise defined by 23 U.S.C.A. § 133.
17. **“Participating Costs”** means expenditures for items or services which are an integral part of highway, bridge, and road construction projects, as reasonably determined by the Secretary.
18. **“Parties”** means the Secretary of Transportation and KDOT, individually and collectively, and the County.

19. **“Preliminary Engineering”** means pre-construction activities, including but not limited to design work, generally performed by a consulting engineering firm that takes place before Letting.
20. **“Project”** means all phases and aspects of the endeavor to be undertaken by the Secretary, being: **Replacement of Bridge No. 000780775005600 located on N Victory Road, 0.5 mile east and 2.0 miles south of Buhler, Kansas, over the Little Arkansas River in Reno County, Kansas,** and is the subject of this Agreement.
21. **“Responsible Bidder”** means one who makes an offer to construct the Project in response to a request for bid with the technical capability, financial capacity, human resources, equipment, and performance record required to perform the contractual services.
22. **“Right of Way”** means the real property and interests therein necessary for Construction of the Project, including fee simple title, dedications, permanent and temporary easements, and access rights, as shown on the Design Plans.
23. **“Secretary”** means the Secretary of Transportation of the State of Kansas, and the Secretary’s successors and assigns.
24. **“Utilities” or “Utility”** means all privately, publicly or cooperatively-owned lines, facilities and systems for producing, transmitting or distributing communications, power, electricity, light, heat, gas, oil, crude products, water, steam, waste, storm water, and other similar commodities, including fire and police signal systems which directly or indirectly serve the public.

ARTICLE II

FUNDING

1. **Funding.** The table below reflects the funding commitments of each Party. The Participating Costs of Construction include all Construction Contingency Items. The Parties agree costs and contributions are estimates to be used for encumbrance purposes and may be subject to change. The County must notify the Secretary if costs increase by 10% or more above the estimate.

Party	Responsibility
Secretary	100% of Participating Costs of Construction Engineering (CE) and Construction, not to exceed \$820,000.00.
County	0% of Participating Costs of CE and Construction until Secretary’s funding limit is reached. 100% of Participating Costs of CE and Construction after Secretary’s funding limit is reached. 100% of Costs of Preliminary Engineering (PE), Right of Way (ROW), Utility Adjustments, and Non-Participating Costs.

ARTICLE III

SECRETARY RESPONSIBILITIES:

1. **Letting and Administration by KDOT.** The Secretary shall Let the contract for the Project and shall award the contract to the lowest Responsible Bidder upon concurrence in the award by the County. The Secretary further agrees, as agent for the County, to administer the Construction of the Project in accordance with the final Design Plans, as required by FHWA, to negotiate with and report to the FHWA and administer the payments due the Contractor, including any portion of the cost borne by the County.
2. **Indemnification by Contractors.** The Secretary will require the Contractor to indemnify, hold harmless, and save the Secretary and the County from personal injury and property damage claims arising out of the act or omission of the Contractor, the contractor's agent, subcontractors, or suppliers. If the Secretary or the County defends a third party's claim, the Contractor shall indemnify the Secretary and the County for damages paid to the third party and all related expenses either the Secretary or the County or both incur in defending the claim.

ARTICLE IV

COUNTY RESPONSIBILITIES:

1. **Legal Authority.** By his or her signature on this Agreement, the signatory certifies that he or she has legal and actual authority as representative and agent for the County to enter into this Agreement on its behalf. The County agrees to take any administrative and/or legal steps as may be required to give full effect to the terms of this Agreement.
2. **General Indemnification.** To the extent permitted by law and subject to the Kansas Tort Claims Act (K.S.A. § 75-6101, *et seq.*) as applicable, including but not limited to the exceptions and maximum liability provisions, the County shall defend, indemnify, hold harmless, and save the Secretary and its authorized representatives from any and all costs, liabilities, expenses, suits, judgments, damages to persons or property or claims of any nature whatsoever arising out of or in connection with the provisions or performance of this Agreement by the Secretary, the Secretary's employees, or subcontractors. The County shall not be required to defend, indemnify, hold harmless, and save the Secretary for negligent acts or omissions of the Secretary or its authorized representatives or employees.
3. **Design and Specifications.** The County shall be responsible to design the Project, or contract to have the Project designed, in conformity with the state and federal design criteria appropriate for the Project in accordance with the current Local Projects LPA Project Development Manual, Bureau of Local Project's (BLP's) project memorandums, memos, the KDOT Design Manual, Geotechnical Bridge Foundation Investigation Guidelines, Bureau of Road Design's road memorandums, and the current version of the KDOT Standard Specifications for State Road and Bridge Construction with Special Provisions, and any necessary Project Special Provisions required by the Secretary or by the

County with the Secretary's concurrence, and with the rules and regulations of the FHWA pertaining to the Project.

4. **Submission of Design Plans to Secretary.** Upon their completion, the County shall have the Design Plans submitted to the Secretary by a licensed professional engineer attesting to the conformity of the Design Plans with the items in Article IV, Paragraph 3 above. The Design Plans must be signed and sealed by the licensed professional engineer responsible for preparation of the Design Plans. In addition, geological investigations or studies must be signed and sealed by either a licensed geologist or licensed professional engineer, who is responsible for the preparation of the geological investigations or studies. All technical professionals involved in the Project are required to meet the applicable licensing and/or certification requirements as stated in K.S.A. § 74-7001, *et seq.*

5. **Consultant Contract Language.** The County shall include language requiring conformity with Article IV, Paragraph 3 above, in all contracts between the County and any Consultant with whom the County has contracted to perform services for the Project. In addition, any contract between the County and any Consultant retained by them to perform any of the services described or referenced in this paragraph for the Project covered by this Agreement must contain language requiring conformity with Article IV, Paragraph 3 above. In addition, any contract between the County and any Consultant with whom the County has contracted to prepare and certify Design Plans for the Project covered by this Agreement must also contain the following provisions:

(a) **Completion of Design.** Language requiring completion of all plan development stages no later than the current Project schedule's due dates as issued by KDOT, exclusive of delays beyond the Consultant's control.

(b) **Progress Reports.** Language requiring the Consultant to submit to the County (and to the Secretary upon request) progress reports at monthly or at mutually agreed intervals in conformity with the official Project schedule.

(c) **Third-Party Beneficiary.** Language making the Secretary a third-party beneficiary in the agreement between the County and the Consultant. Such language shall read:

“Because of the Secretary of Transportation of the State of Kansas’ (Secretary’s) obligation to administer state funds, federal funds, or both, the Secretary shall be a third-party beneficiary to this agreement between the County and the Consultant. This third-party beneficiary status is for the limited purpose of seeking payment or reimbursement for damages and costs the Secretary or the County or both incurred or will incur because the Consultant failed to comply with its contract obligations under this Agreement or because of the Consultant’s negligent acts, errors, or omissions. Nothing in this provision precludes the County from seeking recovery or settling any dispute with the Consultant as long as such settlement does not restrict the Secretary’s right to payment or reimbursement.”

6. **Responsibility for Adequacy of Design.** The County shall be responsible for and require any Consultant retained by it to be responsible for the adequacy and accuracy of the Design Plans for the Project. Any review of these items performed by the Secretary or the Secretary's representatives is not intended to and shall not be construed to be an undertaking of the County's and its Consultant's duty to provide adequate and accurate Design Plans for the Project. Reviews by the Secretary are not done for the benefit of the Consultant, the construction Contractor, the County, any other political subdivision, or the traveling public. The Secretary makes no representation, express or implied warranty to any person or entity concerning the adequacy or accuracy of the Design Plans for the Project, or any other work performed by the Consultant or the County.

7. **Removal of Encroachments.** The County shall initiate and proceed with diligence to remove or require the removal of all Encroachments either on or above the limits of the Right of Way within its jurisdiction as shown on the final Design Plans for this Project. It is further agreed all such Encroachments will be removed before the Project is advertised for Letting; except the Secretary may permit the Project to be advertised for Letting before such Encroachment is fully removed if the Secretary determines the County and the owner thereof have fully provided for the physical removal of the Encroachment and such removal will be accomplished within a time sufficiently short to present no hindrance or delay to the Construction of the Project.

8. **Future Encroachments.** Except as provided by state and federal laws, the County agrees it will not in the future permit Encroachments upon the Right of Way of the Project.

9. **Use of Right of Way.** The Secretary shall have the right to utilize County right of way and any land owned or controlled by the County as shown on the final Design Plans, for the purpose of constructing and maintaining the Project. All right of way provided for the Project shall be used solely for public highway purposes.

10. **Accounting.** Upon request by the Secretary and in order to enable the Secretary to report all costs of the Project to the legislature, the County shall provide the Secretary an accounting of all actual Non-Participating Costs which are paid directly by the County to any party outside of the Secretary and all costs incurred by the County not to be reimbursed by the Secretary for preliminary engineering, right of way, utility adjustments, construction, and construction engineering work phases, or any other major expense associated with the Project.

11. **Utilities.**

(a) **Utility Relocation.** The County will move or adjust, or cause to be moved or adjusted, and will be responsible for such removal or adjustment of all existing Utilities necessary to construct the Project in accordance with the final Design Plans. New or existing utilities that have to be installed, moved, or adjusted will be located or relocated in accordance with the current version of the KDOT Utility Accommodation Policy (UAP), as amended or supplemented.

(b) **Cost of Relocation.** Except as provided by state and federal laws, the expense of the removal or adjustment of the Utilities located on public Right of Way shall be borne by the owners. The expense of the removal or adjustment of privately owned Utilities located on private

Right of Way or easement shall be borne by the County except as provided by state and federal laws.

12. **Maintenance.** When the Project is completed and final acceptance is issued the County will, at its own cost and expense, maintain the Project and will make ample provision each year for such maintenance. If notified by the State Transportation Engineer of any unsatisfactory maintenance condition, the County will begin the necessary repairs within thirty (30) days and will prosecute the work continuously until it is satisfactorily completed.

13. **Cancellation by County.** If the County cancels the Project, it will reimburse the Secretary for any costs incurred by the Secretary prior to the cancellation of the Project. The County agrees to reimburse the Secretary within thirty (30) days after receipt by the County of the Secretary's statement of the cost incurred by the Secretary prior to the cancellation of the Project.

ARTICLE V

FEDERAL REQUIREMENTS:

1. **System for Award Management.** The Recipient has registered with the System for Award Management (<http://www.sam.gov>), which provides a Unique Entity Identifier (SAM). The Recipient shall maintain such registration at all times during which it has active federal awards.

2. **Debarment & Suspension.** This Agreement is a covered transaction for purposes of 2 C.F.R. Parts 180 and/or 1200. By signature on this Agreement, the County verifies that neither it, nor its agents or employees, are presently debarred, suspended, proposed for debarment, declared ineligible, disqualified, or voluntarily excluded from participation in this transaction by any federal department or agency as reflected in the System for Award Management (SAM). Exec. Orders No. 12549 and 12689; 2 C.F.R. § 200.213.

3. **Buy America Compliance.** The Parties agree to comply with the Buy America requirements of 23 CFR § 635.410, as applicable, when purchasing items using Federal funds under this Agreement. Buy America requires the Parties to purchase only steel and iron produced in the United States, unless a waiver has been granted by FHWA or the product is subject to a general waiver. Costs for applicable materials which are not certified either compliant or under waiver will not be reimbursed. Buy America requirements apply to all contractors/subcontractors and should be incorporated through appropriate contract provisions as needed.

4. **Prohibition on Certain Technologies.** All Parties agree that they will comply with 2 CFR § 200.216 and 2 CFR § 200.471 regulations. Such regulations provide that recipients and sub-recipients of federal funds are prohibited from obligating or expending loan or grant funds to 1) procure or obtain; 2) extend or renew a contract to procure or obtain, or; 3) or enter into a contract to procure or obtain telecommunication or video surveillance equipment, services, or systems produced by: Huawei Technologies Company or ZTE Corporation (or any subsidiary or affiliate of such entities); and Hytera Communications Corporation, Hangzhou Hikvision Digital Technology Company, or Dahua Technology Company (or any subsidiary or affiliate of such entities). Any expenditures for such

telecommunication or video surveillance equipment, services or systems are unallowable costs and will not be reimbursed.

5. **Anti-Lobbying.** If the total value of this agreement exceeds \$100,000.00, a **Certification for Federal Aid Contracts and Accompanying Disclosure of Lobbying Activities Attachment** will be attached to and made part of this Agreement. Such certification must state the recipient of the federal grant will not and has not used Federal appropriated funds to pay any person or organization for influencing or attempting to influence an officer or employee of any agency, a member of Congress, officer or employee of Congress, or an employee of a member of Congress in connection with obtaining any Federal contract, grant or any other award covered by 31 U.S.C. § 1352. Each tier must also disclose any lobbying with non-Federal funds that takes place in connection with obtaining any Federal award. 2 C.F.R. § Pt. 200, App. II.

6. **Audit.**

(a) **Federal Audit Requirements.** All local governmental units, state agencies or instrumentalities, non-profit Organizations, institutions of higher education and Indian Tribal governments shall comply with Federal-Aid Transportation Act and the requirements of 2 C.F.R. Part 200, “Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards” (commonly known as the “Supercircular”). The Audit Standards set forth in 2 C.F.R. Part 200, “Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards,” and specifically the requirements in Subpart F, 2 C.F.R. § 200.500, *et seq.* require either a single or program specific audit be performed by an independent certified public accountant in accordance with these standards. All information audited and audit standards and procedures shall comply with 2 C.F.R. § 200.500, *et seq.*

(b) **Agency Audit.** The Secretary and/or the FHWA may request, in their sole discretion, to conduct an audit of the Project. Upon the request of the Secretary and/or the FHWA for an audit, the County will participate and cooperate in the audit and shall make its records and books available to representatives of the requesting agency for a period of five (5) years after date of final payment under this Agreement. If the audit reveals payments have been made with federal funds by the County for items considered Non-Participating Costs, the County shall promptly reimburse the Secretary for such items upon notification by the Secretary.

ARTICLE VI

GENERAL PROVISIONS:

1. **Incorporation of Design Plans.** The final Design Plans for the Project are by this reference made a part of this Agreement.

2. **Traffic Control.** The Parties agree to the following with regard to traffic control for the Project:

(a) **Temporary Traffic Control.** The Secretary shall determine in consultation with the County the manner in which traffic is to be handled during Construction. Before the final Design

Plans have been completed, detour routes and street closings, if necessary, shall be agreed upon by authorized representatives of the County and the Secretary, and noted on the final Design Plans. If revisions to the traffic handling plan are proposed during the progress of Construction, the County and the Secretary shall approve such revisions before they become effective.

(b) Permanent Traffic Control. The location, form, and character of informational, regulatory and warning signs, of traffic signals and of curb and pavement or other markings installed or placed by any public authority, or other agency as authorized by K.S.A. § 8-2005, must conform to the latest version of the Manual on Uniform Traffic Control Devices (MUTCD) as adopted by the Secretary.

3. Local Ordinances. The Secretary is not required to follow any local zoning ordinances in the Construction of the Project.

4. Civil Rights Act. The Civil Rights Attachment (Rev. 01.24.2023) pertaining to the implementation of the Civil Rights Act of 1964, is attached and made a part of this Agreement.

5. Contractual Provisions. The provisions found in the current version of Contractual Provisions Attachment (Form DA-146a, Rev. 07-19), which is attached, are hereby incorporated into and made a part of this Agreement.

6. Termination. If, in the judgment of the Secretary, sufficient funds are not appropriated to continue the function performed in this Agreement and for the payment of the charges hereunder, the Secretary may terminate this Agreement. The Secretary will participate in all costs approved by the Secretary incurred prior to the termination of the Agreement.

7. Headings. All headings in this Agreement have been included for convenience of reference only and are not to be deemed to control or affect the meaning or construction or the provisions herein.

8. Binding Agreement. This Agreement and all contracts entered into under the provisions of this Agreement shall be binding upon the Secretary and the County and their successors in office.

9. No Third-Party Beneficiaries. No third-party beneficiaries are intended to be created by this Agreement and nothing in this Agreement authorizes third parties to maintain a suit for damages pursuant to the terms or provisions of this Agreement.

10. Counterparts. This Agreement may be executed in several counterparts, each of which shall be an original and all of which shall constitute but one and the same agreement.

11. Severability. If any provision of this Agreement is held invalid, the invalidity does not affect other provisions which can be given effect without the invalid provision, and to this end the provisions of this Agreement are severable.

The signature pages immediately follow this paragraph.

IN WITNESS WHEREOF the Parties have caused this Agreement to be signed by their duly authorized officers as of the Effective Date.

Recommended for Approval:



Director Public Works

ATTEST:

RENO COUNTY, KANSAS

COUNTY CLERK (Date)

CHAIRPERSON

(SEAL)

Kansas Department of Transportation
Secretary of Transportation

By: _____
Greg M. Schieber, P.E. (Date)
Acting Secretary of Transportation and
State Transportation Engineer

Approved as to form:

INDEX OF ATTACHMENTS

- Certification – Federal Aid – Lobbying Activities Attachment
- Civil Rights Attachment (Rev. 01.24.2023)
- Contractual Provisions Attachment (Form DA-146a, Rev. 07-19)

*Note – If left unchecked, then inapplicable.



AGENDA ITEM

AGENDA ITEM #6.E

AGENDA DATE: July 26, 2023

PRESENTED BY: Randy Regehr

AGENDA TOPIC:
Community Corrections FY'23 Year-End Adult Grant Budget Adjustments

SUMMARY & BACKGROUND OF TOPIC:
The Kansas Department of Corrections requires grant budget line adjustments so no category is negative.

ALL OPTIONS:
Approval of adjustments

RECOMMENDATION / REQUEST:
Approval of budget adjustments for submission to the Kansas Department of Corrections

POLICY / FISCAL IMPACT:
None



Quarterly Grant Budget Amendment Report and Signatory Approval

Agency:

Grant Type:

Fiscal Year:

Reporting Period:

Total Amendment:

	<u>FROM</u>			<u>TO</u>	
<u>Category</u>	<u>Line Item</u>	<u>Amount</u>	<u>Category</u>	<u>Line Item</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
--------------	-----------	------

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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AGENDA ITEM

AGENDA ITEM #6.F

AGENDA DATE: July 26, 2023

PRESENTED BY: Randy Regehr

AGENDA TOPIC:
FY'24 Adult and Juvenile Carryover Reimbursement Budgets Approval

SUMMARY & BACKGROUND OF TOPIC:
Client reimbursements are required to be budgeted by the Kansas Department of Corrections.

ALL OPTIONS:
Approval or approval with adjustments

RECOMMENDATION / REQUEST:
Approval of budgets

POLICY / FISCAL IMPACT:
None

FY24
ADULT CARRYOVER REIMBURSEMENT BUDGET SUMMARY
Reno County Community Corrections

Please attach a Budget Narrative to this document

PERSONNEL SECTION		
1A ADMIN PERSONNEL CATEGORY		
Salary		0.00
Benefits		0.00
1B NON-ADMIN PERSONNEL CATEGORY		
Salary		116,611.04
Benefits		49,289.58
TOTAL PERSONNEL		165,900.62
AGENCY OPERATIONS SECTION		
2A TRAVEL CATEGORY		1,000.00
2B TRAINING CATEGORY		1,000.00
2C COMMUNICATIONS CATEGORY		2,000.00
2D EQUIPMENT CATEGORY		2,000.00
2E SUPPLIES/COMMODITIES CATEGORY		1,000.00
2F FACILITY CATEGORY		500.00
2G CONTRACTUAL CATEGORY		1,000.00
TOTAL AGENCY OPERATIONS		8,500.00
3A CONTRACTS/CLIENT SERVICES CATEGORY		
TOTAL CONTRACTS/CLIENT SERVICES		7,051.60
TOTAL CARRYOVER REIMBURSEMENT BUDGET		181,452.22

FY24

JUVENILE CARRYOVER REIMBURSEMENT BUDGET SUMMARY

Reno County Community Corrections

Please attach a Budget Narrative to this document

	PERSONNEL SECTION	Cells auto fill-Verify amounts against Narrative
1A	ADMIN PERSONNEL CATEGORY	
	Salary	0.00
	Benefits	0.00
1B	AISP PERSONNEL CATEGORY	
	Salary	20,142.72
	Benefits	2,749.49
	TOTAL PERSONNEL SECTION	22,892.21
	AGENCY OPERATIONS SECTION	Cells auto fill-Verify amounts against Narrative
2A	TRAVEL CATEGORY	2,000.00
2B	TRAINING CATEGORY	2,000.00
2C	COMMUNICATIONS CATEGORY	2,000.00
2D	EQUIPMENT CATEGORY	4,000.00
2E	SUPPLIES/COMMODITIES CATEGORY	2,000.00
2F	FACILITY CATEGORY	2,000.00
2G	CONTRACTUAL CATEGORY	2,000.00
	TOTAL AGENCY OPERATIONS SECTION	16,000.00
	CONTRACTS/CLIENT SERVICES SECTION	Cells auto fill-Verify amounts against Narrative
3A	CONTRACTS/CLIENT SERVICES CATEGORY	
	TOTAL CONTRACTS/CLIENT SERVICES CATEGORY	2,031.26
	TOTAL CONTRACTS/CLIENT SERVICES SECTION	2,031.26
1A	IIP PERSONNEL CATEGORY	
	Salary	0.00
	Benefits	0.00
	TOTAL PERSONNEL SECTION	0.00
	AGENCY OPERATIONS SECTION (IIP)	Cells auto fill-Verify amounts against Narrative
2A	TRAVEL CATEGORY	0.00
2B	TRAINING CATEGORY	0.00
2C	COMMUNICATIONS CATEGORY	0.00
2D	EQUIPMENT CATEGORY	0.00
2E	SUPPLIES/COMMODITIES CATEGORY	0.00
2F	FACILITY CATEGORY	0.00
2G	CONTRACTUAL CATEGORY	0.00
	TOTAL AGENCY OPERATIONS SECTION (IIP)	0.00
		Cells auto fill-Verify amounts against Narrative
3A	CONTRACTS/CLIENT SERVICES CATEGORY (IIP)	
	TOTAL CONTRACTS/CLIENT SERVICES SECTION (IIP)	0.00
	TOTAL JUVENILE CARRYOVER BUDGET	40,923.47



AGENDA ITEM

AGENDA ITEM #6.G

AGENDA DATE: July 26, 2023

PRESENTED BY: Randy Regehr

AGENDA TOPIC:
Community Corrections Adult and Juvenile FY'23 Year-End Reports

SUMMARY & BACKGROUND OF TOPIC:

The Kansas Department of Corrections requires Advisory Board and County Commission approval of the year-end report for submissions.

ALL OPTIONS:

Approval for submission

RECOMMENDATION / REQUEST:

Approval to submit the reports to the Kansas Department of Corrections

POLICY / FISCAL IMPACT:

None

FY23 Community Corrections Year-End Outcome Report Signatory Approval Form

Judicial District: 27th

Agency Director: Randy Regehr

Report Period: July 1, 2022 - June 30, 2023

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 2023 and agreed with the findings and discussion therein.

Advisory/Governing Board Chairperson: Thomas Stanton

Date

Address: 206 W. 1st, Hutchinson

Phone: 620-694-2715

Fax: 620-694-2711

E-mail: thomas.stanton@renogov.org

My signature certifies that the Board of County Commissioners reviewed the Year-End Report of Outcomes for Fiscal Year 2023 and agreed with the findings and discussion therein.

Board of County Commissioners Chairperson: Daniel Friesen

Date

Address: 206 W. 1st, Hutchinson

Phone: 620-694-2929

Fax: 620-694-2928

E-mail: daniel.friesen@renogov.org

Adult Comprehensive Plan Grant Program Goals

Goal 1: Achieve or maintain a success rate of 75% or higher; or improve last fiscal year's rate by at least 3%.

Objective 1: At least 75% of terminated clients will not be sentenced to prison.

The year-end success rate was 78.7% with 177 successful completions and 48 people revoked to prison.

Objective 2: Implement an electronic appointment reminder system for clients.

We began work on this project late in FY'22 and completed most of its implementation early in FY'23. We are using Uptrust, a system originally designed for public defenders to be able to keep defendants advised of court dates and reduce failure to appear warrants. Uptrust is being used by all officers and proving to be very helpful. A primary benefit is the increased communication between officers and people on supervision. We believe the appointment reminders are also reducing missed appointments. We are currently not able to put data to this assumption due to problems with the KDOC data management system, Athena. Prior to Athena, the previous system was able to produce reports on the number of missed and attended appointments, but we are currently unable to collect this data.

Goal 2: Improve Agency Culture

Objective 1: Develop values and a vision statement for the agency.

Our plan included working with all officers and supervisors to develop the values and vision statement. Some discussion of this took place in the first quarter among the supervisory staff. There was a focus on the High-Performance Organization training several of us had completed and how this impacted the development of the statements. During the second quarter our focus turned towards training refreshers for staff and preparation for a KDOC program review. The program review consumed much of the time for staff meetings in the second and third quarters of the year. Overall, training staff on other topics to improve their skills took priority over this goal and the goal was not accomplished this fiscal year.



COMMUNITY CORRECTIONS

115 West 1st
Hutchinson, Ks. 67501
Phone 620-665-7042
Fax 620-662-8613

Goal 3: Improve Agency Efficiency

Objective 1: Move towards going paperless.

We really started working on this goal in the second half of FY'22 which gave us a head start. While technical aspects of the goal were a focus, so was the overall way officers do business. The traditional way paper files were used was likely the largest hurdle to be overcome. This idea and the vision of moving to being fully paperless and using laptop computers to testify in court was shared with staff. Staff who are less skilled in the use of technology found this quite daunting. We had a couple officers pilot the use of signature pads and by the end of the second quarter all officers were using them. A great deal of progress was made in transitioning from printing or copying documents to saving them electronically. The courts have started allowing our officers to file documents electronically which has been very beneficial. We have also fully moved to saving closed files electronically rather than in paper form. There was much progress made in this objective and work will continue as we improve and become more efficient in this area.

FY23 Community Corrections Year-End Outcome Report Signatory Approval Form

Judicial District: 27th Judicial District
Agency Director: Jessica Susee / Randy Regehr
Report Period: July 1, 2022 - June 30, 2023

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 2023 and agreed with the findings and discussion therein.

Advisory/Governing Board Chairperson

Date

Address: 219 W. 2nd, Hutchinson 67501

Phone: 620-694-2500

Fax: 620-694-2504

E-mail: kathleen.carter@renogov.org

My signature certifies that the Board of County Commissioners reviewed the Year-End Report of Outcomes for Fiscal Year 2023 and agreed with the findings and discussion therein.

Board of County Commissioners Chairperson (Host County only)

Date

Address: 206 W. 1st, Hutchinson 67501

Phone: 620-694-2929

Fax: 620-694-2928

E-mail: daniel.friesen@renogov.org

Agency	Reno County Youth Services			Year-End Report (July 1, 2022 - June 30, 2023)		
Goal #1	Improve family mediation services.					
Objective #1	All staff will learn evidence-based family intervention strategies					
Target Date	6/30/2023					
	Action Steps	Person Responsible	Timeline/Due Date	Progress	Challenges	Modifications
	Supervisor will identify training needed for each staff and available training resources.	Supervisor	9/30/2022	During Q1, three of four staff were identified as being able to benefit from additional training regarding family mediation/problem solving. One staff already possessed advanced mediation and conflict resolution training and experience but was identified as being able to benefit from a refresher training. Multiple training options were explored during Q1.	n/a	n/a
	Staff will complete training.	All staff	3/31/2023	During Q2, a training facilitator was selected, and communication began regarding training format and needs. During Q3, training was scheduled with the Mediation Center of Wichita for 4/21/23. Staff completed training during Q4 on 4/21/23 with Wichita Mediation Center.	There were some delays getting responses from the training agency. Once scheduled, staff altered their work schedules to all be able to attend the training together, and Supervisor remained in-office to ensure Intake & Assessment Services remained available.	n/a
	Staff will develop family agreements during intakes as appropriate based on training and knowledge.	All staff	6/3/2023	Throughout the year, staff utilized their existing knowledge and experience to create conditions of release, safety plans, and make community referrals to assist youth and their families as needed. Only 2 of 5 staff were in their positions throughout the entire grant year. They both attended the mediation training and have been trained and know how to develop family agreements during intakes. They do so as needed. One other full-time staff quit one month after the mediation training and did not have the opportunity to utilize the family agreement process before leaving. A new staff began 6/26/23 and has prior family engagement and conflict resolution experience. She will receive additional training on the development of family agreements during FY24.	Staff turnover as described in the progress notes.	n/a

Goal #2	Transition to using Athena-based JIAC reports.			Year-End Report		
Objective #1	Produce an accurate and complete Athena-based JIAC report.			(July 1, 2022 - June 30, 2023)		
Target Date	9/30/2022			Progress	Challenges	Modifications
	Action Steps	Person Responsible	Timeline/Due Date			
	Supervisor will communicate technical problems and report technical errors to KDOC-JS.	Supervisor	on-going	Throughout the year, problems were communicated to KDOC via the online helpdesk as needed, and tickets were resolved quickly and adequately. During Q1, Supervisor attended Athena Champions training which provided some additional guidance and then continued to attend monthly virtual Athena Champions meetings for ongoing guidance regarding program use. Problems with the formatting of the Juvenile Intake and Assessment report were reported to KDOC at the quarterly Directors/Administrative Contact meeting, as well as via online helpdesk. Most issues have been resolved, and Athena functionality is generally consistent and performs as expected. There is a usable report functioning currently, though it still has some minor functionality issues remaining.	At the beginning of this fiscal year, the Juvenile Intake & Assessment Report Athena produced was formatted poorly and required multiple formatting modifications once a report was exported to be prepared for distribution to external stakeholders in a user-friendly format. Multiple stakeholders have expressed frustration that the reports are difficult to read, make it difficult to find information, and do not contain as much information as they previously did. Additionally, staff and supervisor have to wait for data to "sync" in Athena before it will populate accurately into the report, sometimes taking up to two hours, which delays the disbursement of the reports and adds to the total time it takes to complete intakes. Athena Champions calls ceased providing assistance for Juvenile Intake program staff and focused solely on Community Corrections program use of Athena, so this ended up not being a helpful resource.	None
	Supervisor will train all staff how to produce a complete and accurate Athena-based JIAC report.	Supervisor & all staff	9/30/2022	Action step completed in Q1. JIAC Supervisor continues to review each intake entry in Athena individually for accuracy and consistency. Feedback is provided to staff as necessary.	Standby (on-call) staff have had the hardest time adjusting to the use of Athena because their work is infrequent and in the middle of the night or on weekends, when less help is available. Often standby staff have not been able to get into Athena because their password has needed to be reset, which requires the assistance of the helpdesk, which is not available after hours. Permission restrictions in Athena necessitate helpdesk tickets for corrections to inaccuracies entered by staff, even prior to supervisor approval for several components of the intake, which could be corrected locally if supervisor or staff had authority to make those changes.	When staff are not able to access Athena, they continue to create a local report and full-time JIAC staff then enter the records in Athena.
Objective #2	Implement use of Athena-based JIAC report, replacing agency-designed report.			(July 1, 2022 - June 30, 2023)		
Target Date	12/31/2022			Progress	Challenges	Modifications
	Action Steps	Person Responsible	Timeline/Due Date			
	Supervisor will introduce Athena-based JIAC report format to collateral partners who will be receiving it.	Supervisor	9/30/2022	Action step complete as of 8/1/22. Objective has been met. JIAC supervisor notified collateral partners via email on 7/28/22 that the JIAC reports would begin being sent using the Athena-based reports starting 8/1/22, and a sample was provided. Since 8/1/22, JIAC has been using the Athena-based JIAC report for distribution to collateral partners.	n/a	n/a
	JIAC staff will enter intake data into Athena at the time of intake and print an Athena JIAC report for review. Following report approval, report will be forwarded to collateral partners as appropriate.	All staff	12/31/2022	Action step and objective complete. Since 8/1/22, JIAC staff are entering intake data directly into Athena at the time of intake unless the system is inaccessible. Supervisor reviews the reports electronically and returns those corrections to staff electronically. Staff make the necessary corrections in Athena then print and distribute the report once the corrections have synced within Athena. The goal was modified to eliminate the intake officers printing a preliminary copy of the report for supervisor approval, as supervisor is able to review and approve the reports electronically.	Waiting on the data to sync in Athena so reports generate with the most updated information is time-consuming and delays report distribution. Formatting issues with the JIAC report create additional work for staff to clean up once the report is exported prior to distribution.	Printing the report for review was determined unnecessary in Q1 since the data can all be viewed and approved within Athena. To save paper and printing costs, we have eliminated printing draft reports and only print one report once the intake has been finalized and approved.

Goal #3	Implement an evidence-based, intervention program for youth & parents.			Year-End Report (July 1, 2022 - June 30, 2023)		
Objective #1	Plan for program implementation.					
Target Date	10/1/2022			Progress	Challenges	Modifications
	Review data and discuss intervention goals and determine target population.	All JIAC staff	7/1/22-7/15/22	Action step completed in Q2. Local calendar year 2022 intake data was reviewed and compared to data from prior years. Intervention goals and target population discussions were held with staff. JIAC would like to target youth and families who are experiencing family discord and/or have had multiple intake referrals due to status offenses or juvenile offenses but are not yet receiving IIP or assigned to a court-ordered supervision program. The primary intervention goal would be the reduction of repeat referrals to juvenile intake for the target population and improved family relationships as reported by the youth and parent/guardian(s).	During Q1, other JIAC matters took priority over this objective. Additionally, supervisor has some concern whether this goal is in conflict or compliance with JIAS Standard 01-114. Additional clarification was requested from KDOC.	More time was needed than originally planned to meet this action step, but it is now complete.
	Review and discuss available evidence-based interventions programs that could be adopted.	All JIAC staff	7/15/22-7/31/22	Action step completed in Q2. During Q1, Supervisor reviewed several program descriptions, assessing training and delivery costs, whether programs are evidence-based, and considerations such as target population, program design, and program requirements. During Q2, Programs such as Parent Project, Botvin Life Skills, additional direct follow-up services and referral coordination, and family mediation were reviewed and discussed.	During Q1, other JIAC matters took priority over this objective. Voluntary family engagement and service delivery while maintaining availability for intake response were identified as anticipated challenges. The proposed plan would be to have standby intake personnel on-call during the time of service delivery in case law enforcement should need to access JIAC services; however, staffing levels do not support these extra duties for staff, as JIAC has been understaffed all year, at times at a critical level.	More time was needed than originally planned to meet this action step, but it is now complete.
	Select a program to implement and determine outcomes to be tracked.	JIAC Staff & RCYS Administration	7/31/2022	This goal is no longer being pursued this fiscal year. During Q1, programs under consideration were narrowed down to a short list. In Q2, this action step was placed on hold pending final determination from KDOC regarding this goal's alignment with JIAC standards. During Q3, JIAC recommended elimination of this goal and associated objectives and action steps due to the challenges encountered.	During Q1, other JIAC matters took priority over this objective, and Supervisor sought clarification from KDOC regarding this goal's alignment with JIAC standards. At the end of Q2, Supervisor was still awaiting final determination from KDOC regarding whether intake funds can be used for such a program in accordance with JIAC standards. During Q3, JIAC continued to be understaffed and lost an additional standby staff at the end of April. Workload and staffing levels did not support additional services by JIAC at this time. Alternatively, JIAC worked with a local school administrator to submit a JCAB grant proposal for FY24-25 to implement a community-based program that would provide necessary intervention and support to juvenile offenders referred by JIAC between the time of intake and court action. It was then determined that this goal and associated objectives and action steps would no longer be pursued this fiscal year. During Q4, JIAC continued to be understaffed and had over 50% of positions vacant during this period including one of two full-time staff and two of three standby staff. Alternatively, the JCAB Grant Proposal was submitted.	This goal and associated objectives and action steps were abandoned by JIAC in Q3, and an alternative plan was pursued by submitting a grant proposal for a program by an outside agency.
	Register staff for program training and complete training required.	All full-time JIAC staff and supervisor	8/1/22-9/30/22	This goal and associated action steps was placed on hold in Q2 and abandoned in Q3 due to the challenges encountered and an alternative plan created for delivery of services by an outside agency.	See above.	See above.
	Determine group & facilitator schedule, develop referral requirements, and train staff on making referrals.	JIAC Supervisor & full-time JIAC staff.	9/15/2022	This goal and associated action steps was placed on hold in Q2 and abandoned in Q3 due to the challenges encountered and an alternative plan created for delivery of services by an outside agency.	See above.	See above.

Objective #2 Begin program operation and data tracking.				(July 1, 2022 - June 30, 2023)		
Target Date	11/1/2022			Progress	Challenges	Modifications
Action Steps	Person Responsible	Timeline/Due Date				
Create or print informational program flyers or brochures.	Full-time JIAC Staff	9/30/2022	This goal and associated action steps was placed on hold in Q2 and abandoned in Q3 due to the challenges encountered and an alternative plan created for delivery of services by an outside agency.	See above.		See above.
Obtain all necessary group supplies and materials.	JIAC Supervisor	10/21/2022	This goal and associated action steps was placed on hold in Q2 and abandoned in Q3 due to the challenges encountered and an alternative plan created for delivery of services by an outside agency.	See above.		See above.
Begin making program referrals for first round of groups.	All JIAC staff	10/1/2022	This goal and associated action steps was placed on hold in Q2 and abandoned in Q3 due to the challenges encountered and an alternative plan created for delivery of services by an outside agency.	See above.		See above.
Create spreadsheet(s) to track referrals, attendance, demographics, completion, outcomes.	JIAC Supervisor	10/28/2022	This goal and associated action steps was placed on hold in Q2 and abandoned in Q3 due to the challenges encountered and an alternative plan created for delivery of services by an outside agency.	See above.		See above.
Facilitate groups with youth & parents.	Group Facilitator(s)	11/1/22-6/30/23	This goal and associated action steps was placed on hold in Q2 and abandoned in Q3 due to the challenges encountered and an alternative plan created for delivery of services by an outside agency.	See above.		See above.



AGENDA ITEM

AGENDA ITEM #6.H

AGENDA DATE: July 26, 2023

PRESENTED BY: Randy Regehr

AGENDA TOPIC:

Community Corrections and Intake and Assessment FY'23 Year-End Juvenile Budget Adjustments

SUMMARY & BACKGROUND OF TOPIC:

The Kansas Department of Corrections requires grant budget categories to be balanced at year-end so adjustments have been made to finish the grant year.

ALL OPTIONS:

Approval of grant budget adjustments.

RECOMMENDATION / REQUEST:

Approval of year-end budget adjustments.

POLICY / FISCAL IMPACT:

None



AGENDA ITEM

AGENDA ITEM #6.I

AGENDA DATE: July 26, 2023

PRESENTED BY: Randy Regehr

AGENDA TOPIC:
Community Corrections Juvenile Policy Updates

SUMMARY & BACKGROUND OF TOPIC:
Community Corrections policies have been updated to meet Kansas Department of Corrections Standards.

ALL OPTIONS:
Approval of policy updates or recommendations for further changes.

RECOMMENDATION / REQUEST:
Approval of the policy updates

POLICY / FISCAL IMPACT:
No change in agency procedure is included in these updates. The policies and a summary of changes is attached.

POLICY & PROCEDURES

IMPLEMENTATION DATE: 6/22/10

LAST REVIEWED DATE: 7/18/23

LAST REVISION DATE: 7/18/23

CHAPTER: Administration, Organization, & Management

PAGES: 2

REFERENCE: ACA 2-3004, 2-3028, 2-3029, 2-3030, 2-3031, CSS-02-100

SUBJECT: Director of Community Corrections Program - Selection

I. AUTHORITY:

Community Corrections Advisory Board, Reno County Board of County Commissioners

II. PURPOSE:

To designate the Director of the Community Corrections Program as the manager of the Program and to establish criteria for the selection and retention of the Director of Community Corrections.

III. APPLICABILITY:

To all Program employees, persons or organizations conducting business with or providing service to the Community Corrections Program and to all offenders under the jurisdiction of the Community Corrections Program.

IV. POLICY:

A. Authority of the Director of Community Corrections. The Director of Reno County Community Corrections shall hold authority to manage and direct agency operations. This authority extends to all employees, volunteers, offender programs, and activities connected with the Program. This allows the incumbent a wide range of authority to operate the Program in accordance with state and federal law, Reno County policy, agency policy, executive orders, and judicial decision.

B. Appointment of the Director of Community Corrections.

1. Shall be recommended to the Reno County Commission by the Community Corrections Advisory Board.
2. Shall be appointed by the Reno County Board of County Commissioners as a Reno County Department Head and shall be continuous unless removed for cause by the appointing authority.
3. Shall be made from the best-qualified group of applicants with the following

minimum qualifications (an exception to these may be requested to the Deputy Secretary of Corrections):

- a. A bachelor's degree in an appropriate discipline.
- b. Three years of staff supervision and related administrative experience and two years of experience working with youth and families.
- c. Demonstrated administrative ability and leadership.
- d. Be 21 years of age or older.
- e. Be qualified to access any Kansas Criminal Justice Information System Data.
- F. Not be registered on the Kansas adult or child abuse registry.
- G. Possess a valid driver's license.

C. Removal of the Director of Community Corrections. This action shall be accomplished by the Board of Reno County Commissioners for good cause and, if so requested, following procedures outlined in the Reno County Personnel Rules and Regulations.

D. Term of Employment of the Director of Community Corrections. The Board of County Commissioners (BOCC) shall appoint the Director of Community Corrections to continuous service. Because the State of Kansas is an "at will" state, termination of a continuous appointment can be made by the BOCC.

V. PROCEDURES:

The Director, with advice and counsel from the Community Corrections Advisory Board, shall review all existing documents, personnel rules, and procedures to assure compliance with these policies at least on an annual basis.

To request an exception to the minimum qualifications a letter from the local director or designee stating the reason for the request shall be submitted to the Deputy Secretary of Corrections or the designated Community Based Services staff member. The letter shall include the prospective Director's educational and employment experience.

VI. REPORTS REQUIRED:

None.

Note: The policy and procedures set forth herein are intended to establish directives and guidelines for staff, probationers, parolees and entities who are contractually bound to adhere to them. They are not intended to establish state and/or county created liberty interest for employees, probationers, parolees, or an independent duty owed by Reno County Community Corrections to either employees, parolees, or third parties. This policy and procedure is not intended to create or establish new constitutional rights, nor to enlarge or expand upon existing constitutional rights or duties.

Randy Regehr, Director

POLICY & PROCEDURES

IMPLEMENTATION DATE: 3/20/23

LAST REVIEWED DATE: 3/20/23

LAST REVISION DATE: 3/20/23

CHAPTER: Administration, Organization, & Management

PAGES: 2

REFERENCE: KDOC 1A-ADM-102, 1C-ADM-300, CSS-01-100, CSS-01-101, CSS-01-102, CSS-01-103, CSS-02-106

SUBJECT: Position Descriptions

I. AUTHORITY:

Kansas Department of Corrections, Community Corrections Advisory Board, Reno County Commission

II. PURPOSE:

To set forth the organizational structure and position descriptions for the Reno County Community Corrections Program

III. DEFINITIONS:

- A. Director of Community Corrections: The chief executive officer of the Community Corrections Program.
- B. Office Manager: Individual responsible for budgeting and accounting as well as assisting the Director in administrative functions.
- C. Intensive Supervision Officer II: Intensive Supervision Officer (see below) who also is responsible for supervising line staff and planning tasks as assigned.
- D. Intensive Supervision Officer I: Intensive Supervision Officer who is responsible for direct supervision of assigned adult or juvenile clients in the Community Corrections Program.
- E. Surveillance Officer: Individual responsible for providing evening and weekend surveillance of offenders.
- F. Secretary/Receptionist/Administrative Assistant: Individual responsible for performing clerical and support duties for all staff.
- G. Transporter: Stand-by status individual responsible for transporting clients to treatment or other interventions as directed by an ISO.

IV. POLICY:

- A. Reno County Community Corrections staff shall have a clear administrative picture of the current organizational structure. The organizational chart is designed to designate staff to related units in order to promote efficiency, identify staffing patterns, span of control, and

lines of authority.

- B. Reno County Community Corrections will have job descriptions and qualifications, including salary determinations, for all positions within the agency.
- C. KDOC shall be notified in writing of any organizational changes. The chart shall be reviewed annually and revised as needed.
- D. Reno County Community Corrections will review and determine the number of employees a supervisor can effectively supervise.

V. PROCEDURES:

- A. Maintenance of the Organizational Chart: The Director and Office Manager shall be responsible for the maintenance of the organizational chart. Organizational charts shall include all positions within the Program.
- B. Organizational Chart Review: The Director and Office Manager shall review the total organizational chart annually. This review shall be completed at the time of submission of the Annual Comprehensive Plan to Department of Corrections.
- C. Notification of Changes: The Kansas Department of Corrections shall be notified in writing of any organizational changes as described below:
 - Within 3 but no more than 5 business days for changes in administrative personnel (i.e. director and/or fiscal-related personnel)
 - Within 10 but no more than 15 business days for all other agency staff, advisory board members, and/or county commission chairpersons.
- D. Job descriptions will be provided to interviewees prior to their interview.
- E. The job description for an employee's position will be provided to them on their first day of employment. A copy of the signed job description will be maintained in their personnel file.
- F. Job descriptions will be available to all staff upon request.
- G. Salary determination will be in accordance with the Judicial Branch Pay Plan and Reno County policy.
- H. Supervisor to Staff Ratio: The Director will review and determine the number of full-time supervisors are needed to effectively supervise staff. Determining factors can include, but are not limited to, experience of staff, other duties and responsibilities of the supervisor(s), and the overall effectiveness and efficiency of staff.

VI. POSITION QUALIFICATIONS:

- A. All positions must be 21 years of age or older; qualified to access any Kansas Criminal Justice Information data; and possess a valid driver's license.
- B. All juvenile funded/supervision positions must not be registered on the Kansas adult or child abuse registry.
- C. Position qualifications will be listed in the Reno County Job Descriptions.
- D. Director: See policy 1.02
- E. Supervisor: Minimum of a bachelor's degree in a human services or related field with two years of experience working with youth and families.

- F. Officer: A bachelor's degree in a human services or related field.
- G. Support Staff including all support positions: Qualifications will be listed in the job description and be based on the needs of the position.
- H. An exception to these qualifications may be requested to the Deputy Secretary of Corrections. To request an exception to the minimum qualifications a letter from the local director or designee stating the reason for the request shall be submitted to the Deputy Secretary of Corrections or the designated Community Based Services staff member. The letter shall include the prospective Director's educational and employment experience.

VII. REPORTS REQUIRED:

Organizational Chart

Job descriptions for: Director, ISO II, ISO I, Surveillance Officer, Office Manager, Secretary, and Transporter

Note: The policy and procedures set forth herein are intended to establish directives and guidelines for staff, probationers, parolees, and entities contractually bound to adhere to them. They are not intended to establish state and/or county created liberty interest for employees, parolees, or an independent duty owed by Reno County Community Corrections. This policy and procedure is not intended to establish or create new constitutional rights, or to expand upon existing constitutional rights or duties.

Randy Regehr, Director

Date

POLICY & PROCEDURES

IMPLEMENTATION DATE: July 5, 2022

LAST REVIEWED DATE: July 18, 2023

LAST REVISION DATE: June 28, 2022

CHAPTER: Personnel

PAGES: 4

REFERENCE: KDOC 1C-ADM-303, CSS-02-100, CSS-02-101, CSS-02-102, CSS-02-103, KCJIS Policy 5.12.1

SUBJECT: Criminal Record Check

I. AUTHORITY:

Reno County Commission, Reno County Community Corrections Advisory Board

II. PURPOSE:

To set forth agency policy and the procedures to be followed concerning criminal background checks and security training for all employees or contractor employees with access to Criminal Justice Information, CJI.

III. APPLICABILITY:

To all employees, potential employees, interns, contractors, and vendors of the Community Corrections Program

IV. POLICY:

- A. As part of the hiring process outlined in the Personnel Handbook, the Director of Reno County Community Corrections is responsible to see that a reference check is conducted on all finalists for a vacant position within the agency.
- B. Once an applicant has been selected for a vacant position and has accepted the conditional offer, but prior to their start date or access to CJI, the Director is responsible to have an individual name-based state of residency and national fingerprint-based criminal records check completed on the applicant. This will be done through Hutchinson/Reno County Emergency Dispatch prior to granting access to CJI.
- C. For employees working with the KDOC case management system or juvenile offenders the Director, or designee, shall also forward a request to Kansas Department of Children and Family Services, DCF, in order to confirm the finalist has not been entered into the Child Abuse Registry or the Adult Abuse Registry.

- D. For contractor employees or vendors the state of residency and national fingerprint-based records check shall be completed prior to granting them access to CJI.
- E. Individual name-based criminal records re-checks on employees, and contractor employees shall be conducted at least annually or whenever there is reasonable suspicion that an individual's criminal history status has changed. Annual DCF Child Abuse Registry and Adult Abuse Registry checks will be done on staff using the KDOC case management system or working with juvenile offenders.
- F. Individual name-based records checks shall be in accordance with KCJIS Security Policy requirements and include at a minimum: NCIC Person files, III, NLEts Identity Query for persons' state of residence, Kansas wanted person, and Kansas CCH.
- G. Any individual with access to CJI shall report any arrest, new indictment, charge, conviction, or diversion of a criminal violation to the Director by the end of the business day following the reportable event.
- H. Criminal Justice Information System Security Awareness Training is required within six months of an employee or contractor employee's start date and every year after that.
- I. Support personnel, contractors, custodial workers, or vendors with access to physically secure locations or controlled areas (during CJI processing) shall be subject to a state and national fingerprint-based record check unless these individuals are escorted by authorized personnel at all times. Record check responsibilities and record keeping coordination for shared County personnel or contractor employees may be shared between County agencies.
- J. Reno County Community Corrections will abide by and adopt as policy the current Kansas Criminal Justice Information Systems (KCJIS) Policies and Procedures manual. The KCJIS policy will supersede any outdated information in this policy.
- K. Individual name-based criminal records shall be completed on all interns and volunteers and a Security Awareness Statement shall be signed prior to access to any CJI. If the individual is going to be with the agency longer than two months or eighty hours, whichever is shorter, a state of residency and national fingerprint-based records check shall be conducted. General CJI security awareness shall be part of the orientation process.
- L. No individual will be allowed to view their own criminal history for any reason. Individuals needing to have a copy of their criminal history will be instructed to contact the KBI for Kansas Criminal History Record Information and/or the FBI or other state that holds the record for III information.
- M. Driver's license validity shall be verified prior to initial employment; annually for the duration of employment; and whenever there is reasonable belief that an employee's

driver's license status has changed.

V. PROCEDURES:

- A. A reference check is completed on all interview finalists according to Reno County policy.
- B. Once a candidate has been selected and accepted the conditional employment offer, but prior to their start date or access to any CJI, a name-based criminal record check on the applicant will be completed and reviewed. This request shall be made in writing, with all identifying information included and will be done through the Hutchinson/Reno County Emergency Dispatch. Rechecks will be done at least annually on all staff.
 - i. If a felony conviction of any kind exists the Director shall deny access to CJI. However, the Director may ask for a review by the Criminal Justice Information Services Systems Officer, CSO, in extenuating circumstances where the severity of the offense and the time that has passed would support a possible variance.
 - ii. If a record of any other kind exists, access to CJI shall not be granted until the CSO or his/her designee reviews the matter to determine if access is appropriate.
 - iii. If the person appears to be a fugitive or has an arrest history without conviction, the CSO or his/her designee shall review the matter to determine if access to CJI is appropriate.
 - iv. If the person already has access to CJI and is subsequently arrested and or convicted, continued access to CJI shall be determined by the CSO.
 - v. For screening purposes all available criminal history record information including diversions and expunged records shall be considered.
- C. If the candidate will be using the KDOC case management system, the Director, or designee, shall forward a request to Kansas Department of Children and Family Services in order to confirm the finalist has not been entered into the Child Abuse and Neglect Registry. Rechecks will be done annually.
- D. A name-based state of residency and national fingerprint-based records check shall be conducted prior to the start date for all employees. This will be done using the approved Kansas Bureau of Investigation form. The Hutchinson Police Department or the Reno County Sheriff's Department will assist in the record checks and collection of the fingerprints.
- E. A contractor employee or vendor found to have a criminal record consisting of a felony conviction(s) shall be disqualified. Contractor employees or vendors shall also be disqualified on the basis of confirmations that arrest warrants are outstanding for such applicants. Applicants with a record of misdemeanor offense(s) may be granted access if the CSO determines the nature or severity of the misdemeanor offense(s) not to warrant disqualification.

- F. All records obtained shall be treated as confidential. The initial records check and the most recent recheck will be maintained in a secured file cabinet or safe. Other records checks will be destroyed onsite by shredding.
- G. All pre-employment testing and drug testing is conducted through the Reno County Personnel Department.
- H. Any required action in reference to the results of the background check will take place as outlined in Reno County policy and procedure. Progressive sanctions may be used, depending on the severity of the violation, up to and including termination of employment.
- I. Criminal Justice Information System Security Awareness Training is required within six months of an employee or contractor employee's start date and annually thereafter. The training will be available through the Kansas Department of Corrections, or another approved source. A Security Awareness Statement shall be signed by employees and contractor employees and retained by the agency in their personnel file.
- J. No one will be allowed to review their own criminal history. Individuals will be instructed to contact the KBI for Kansas Criminal History Record Information and/or the FBI or other state that holds the record for III information. This does not prevent clients from being able to review public information allowed by the courts.

VII. REPORTS REQUIRED:

- Child Abuse Registry Record Check Form
- Adult Abuse Registry Record Check Form
- Reno County Applicant Reference Check Form
- Law Enforcement Background Check Form
- Employee Awareness Statement Form

Note: The policy and procedures set forth herein are intended to establish directives and guidelines for staff, probationers, parolees, and entities contractually bound to adhere to them. They are not intended to establish state and/or county created liberty interest for employees, parolees, or an independent duty owed by Reno County Community Corrections. This policy and procedure is not intended to establish or create new constitutional rights, or to expand upon existing constitutional rights or duties.

Randy Regehr, Director

Date

POLICY & PROCEDURES

IMPLEMENTATION DATE: 3/20/23

LAST REVIEWED DATE: 7/18/23

LAST REVISION DATE: 7/18/23

CHAPTER: Training and Staff Development

PAGES: 5

REFERENCE: KDOC 1D-ADM-402, 403, 404, and 406, CSS-02-104, CSS-02-105

SUBJECT: Annual Training Requirements

I. AUTHORITY:

Reno County Commission, Reno County Community Corrections Advisory Board, Kansas
Department of Corrections

II. PURPOSE:

To describe the minimum training requirements for agency employees

III. DEFINITIONS:

- A. Non-clerical: Positions that support case management services but do not directly supervise client, i.e. program providers, surveillance officers, care coordinators, resource officers, training officers, ect.
- B. Administrative staff: Management positions such as directors and supervisors who perform primarily administrative duties.
- C. Supervision staff: Positions whose primary function is providing case management services to clients, i.e. ISOs.
- D. Support staff: Positions whose primary function is clerical or to support supervision staff in a non-technical aspect, i.e. secretaries, receptionists, transporters.
- E. Employees: For the purpose of this policy, employee includes volunteers, interns, contract personnel, or anyone else working for the agency, whether full-time, part-time, or temporary.

IV. POLICY:

- A. All full-time non-clerical, administrative, and supervision staff shall complete 40 development hours annually.
- B. All full-time support staff shall complete 8 development hours annually. Part-time

support staff shall complete development hours in accordance with their duties as determined by the Director. Part-time juvenile staff shall complete 20 hours of training annually.

C. Development hours shall be relevant to employees' assignment. This shall be determined by their supervisor.

D. All part time employees, interns, and volunteers shall receive orientation and training appropriate to their assignment.

E. KDOC IT Security Awareness and Acceptable Use Training is required within 6 months of initial assignment and annually thereafter. This training is required for all agency employees who may in the course of their work have access to confidential KDOC controlled information or hear others discussing confidential KDOC controlled information, have access to a network, or use computer equipment on a network with the capacity to access confidential KDOC controlled information. A Security Awareness Statement shall be signed and retained in their personnel file.

F. The program shall maintain written documentation of all orientation and annual training hours for all employees, interns, and volunteers in their personnel file.

G. Prior to any independent job assignments, a minimum of forty hours of job shadowing shall be required.

V. PROCEDURES:

A. New Full Time Employees. The Director and ISO II shall provide a majority of the training for new full time ISOs. Training for other agency employees shall be provided by the Director or designee, depending upon the subject matter necessary to the position. This training shall be given within the first 30 days of employment. If the employee has had training in these areas prior to employment, and can provide written documentation, he/she may receive credit and not be required to repeat this training. The program objectives shall be as follows:

- To familiarize the new employee with the program
- To inform the new employees of the program mission and goals
- To instruct new employees in policies, procedures, programs, and code of ethics
- To provide employees with improved skills in their area of specialty

B. Suggested training for non-clerical, administrative and supervisory staff is as follows: Management and leadership practices, labor law, employee-management relations, laws pertaining to the justice system, coordinating resources, sexual harassment, Federal and State law pertaining to clients, and workplace diversity.

C. Recommended training for all staff is as follows: Human relations and communication skills, crisis intervention, managing clients with special needs, office management, counseling resistive clients, strategies for effective case management, sanction and incentives, cultural diversity, gang intervention strategies, developing community resources, report writing, legislative process, and rights and responsibilities of clients.

D. Recommended training for part-time staff, interns, volunteers, and others having minimal client contact is as follows: Agency policy and procedure orientation, organization of the agency, programs for clients, regulations of the agency, office safety, universal precautions, sexual harassment, communication and human relations, and special training directed toward the employee's department and/or task-oriented assignments (computer software, statistical gathering and reporting, etc.).

E. Training Records. The Director or designee in each employee's personnel file shall maintain staff training records. Employees are responsible for documenting their training hours for submission to the Director or designee for inclusion in the personnel file. The training documentation shall include the following:

- Employee name
- Date of training
- Number of hours received
- Brief description of material presented/relevance to position

F. Participation: The Director shall distribute any relevant training information received by the agency for staff to review. Material particularly relevant to the performance of job duties will be emphasized. Any staff member interested in attending training should forward a request to their immediate supervisor, who will then relay the request to the Director for approval. If funding allows, the Director will attempt to budget an appropriate amount annually to pay for staff members to attend training class outside the agency. Staff may be selected by seniority, specialized case loads, number of hours per officer. The ultimate decision is at the discretion of the Director.

H. Reimbursement: The agency shall per county policy reimburse staff training expenses when staff attends job related training outside the agency.

I. All staff carrying a juvenile caseload, this includes supervisors carrying a juvenile caseload and/or supervising staff who carry a caseload, shall have training annually on the following topics:

- Mental Health or Trauma Informed Care
- Family Engagement
- Crisis Intervention/De-escalation Techniques
- Corrections Fatigue/Stress Management
- Cognitive Behavioral Intervention Techniques

J. Juvenile Staff Orientation: Orientation for all staff and volunteers shall be completed prior to any independent job assignment(s). Prior to any independent job assignments, a minimum of forty hours of job shadowing shall be required.

Orientation for employees shall be documented on form JS-0121, or a locally approved equivalent form. The new employee and supervisor completing each item shall initial and date the orientation checklist to signify completion. The form JS-0121 shall be filed in the employee's personnel file upon completion. Initial training topics to be delivered by the Kansas Department of Corrections (KDOC) shall include, but not be limited to:

- Juvenile Justice Basics
- Effective Practices in Correctional Settings-II (EPICS-II)
- Youthful Level of Service/Case Management Inventory (YLS/CMI)
- Graduated Responses as an Evidence Based Practice
- Youth Mental Health First Aid
- Case Planning
- All staff that will have access to KDOC IT Networking Services must complete the IT Security Awareness Training and sign the two (2) Acceptable Use Forms. These forms must be sent to the designated IT staff member in KDOC Central Office and kept in the staff's personnel file for a minimum of 3 years in such a manner as they may be retrieved and reviewed during the course of a KCJIS audit

Additional training topics to be delivered by the Judicial District shall include, but not be limited to:

- Overview of Child Welfare and Juvenile Justice systems and processes
- The statutes and regulations pertaining to Juvenile Offender and Child In Need of Care (CINC) Code
- ATHENA (Kansas Department of Corrections database)
- Review of personnel and Community Supervision Agency policies and procedures
- Community Supervision Agency Facility Onsite Youth Contact Guidelines
- Courtroom protocol (providing testimony, appearance, addressing the court, ect.)
- Confidentiality of juvenile records
- Staff workplace and field safety and security issues
- Recognition, signs, and symptoms of child abuse and suicide
- Conflict resolutions and de-escalation techniques
- Universal precautions (hazardous materials, exposure to bodily fluids and contaminants, urine analysis procedures, ect.)
- Mandated reporting
- Sexual harassment
- Community resources
- Evidence-based approaches

If the employee has had training in the above orientation or initial training areas prior to employment, the agency shall determine if the previous training and time frame of the previous trainings will still meet the needs of the Judicial District's training requirements. If the previous training is determined to meet the agency requirements the staff should receive credit and not be required to repeat those orientation items. All previous training shall be documented in the employee's personnel file.

The intent of the additional Judicial District training topics is to incorporate local policies and expectations into the orientation training. This will allow for the Judicial District to tailor each training to meet the needs of their agency.

The following resources may assist the Judicial District in meeting the orientation training requirements:

- The Kansas Department of Corrections Learning Management System
- National Institute of Corrections Learn Center
- The Kansas Children's Alliance Training Center
- National Criminal Justice Training Center
- Justice Clearinghouse

VI. REPORTS REQUIRED:

Training Log

Security Awareness Statement

Note: The policy and procedures set forth herein are intended to establish directives and guidelines for staff, probationers, parolees, and entities contractually bound to adhere to them. They are not intended to establish state and/or county created liberty interest for employees, parolees, or an independent duty owed by Reno County Community Corrections. This policy and procedure is not intended to establish or create new constitutional rights, or to expand upon existing constitutional rights or duties.

Randy Regehr, Director

Date

POLICY & PROCEDURES

IMPLEMENTATION DATE: 09/11/12

LAST REVIEWED DATE: 12/2/22

LAST REVISION DATE: 06/12

CHAPTER: Supervision

PAGES: 5

REFERENCE: 1A-ADM-130, CSS-01-112, CSS-02-110

SUBJECT: Staff Safety

I. AUTHORITY:

Reno County Commission, Reno County Community Corrections Advisory Board

II. POLICY:

Reno County Community Corrections staff shall engage in practices that enhance their safety and the safety of others. The safety of Community Corrections staff is the highest priority.

III. PROCEDURES:

A. Office

1. Precautions:
 - a. Coverage: There shall be at least two staff members in the office when there is a client in the secured areas.
 - b. Office Arrangement: Offices should be arranged so the ISO is the closest to an exit. Office furniture shall not impede an escape route. Officers should take care to not have items on their desks that the offender can access and use as a weapon against them.
 - c. Offender Movement: Offenders, or their associates, shall not be left unattended or allowed to wanders the hallways unescorted. Staff shall follow or walk beside the offender, and not walk in front of them.
2. Hostile Offender: If an ISO has concerns that an offender may become unruly prior to the contact the ISO should notify other staff of the situation. If an offender becomes unruly during a visit the ISO should contact another officer for assistance and ask the offender to go to the lobby. Efforts shall be made to de-escalate the situation. The ISO II and or Director shall be notified of the incident.
3. Hostage: In the event of a hostage situation the building shall be evacuated and emergency dispatch contacted as soon as possible.
4. Weather: Staff will be responsible for monitoring severe weather through television, internet, or other electronic media. In the event of a tornado warning staff will increase their monitoring of severe weather through the use

of dispatch radios as well. If tornado sirens are sounded or there is a tornado warning in the close vicinity staff will escort people within the building to the designated tornado shelter area in Court Services. The Director, or designee, will page the building to go to the shelter area. Once the area is cleared from the danger everyone will be allowed to leave the shelter area.

5. Fire: If a fire alarm is sounded all staff, offenders, and public in the building will leave the building and meet in the West parking lot. If this area is unsafe they will meet in the parking lot across the street. A count of employees will be taken. Once the building has been cleared staff will be allowed to return to the building.

B. Field

1. Purpose: Meeting with an offender in the field, scheduled or unscheduled, is useful in gathering information, verifying compliance with supervision conditions, and verifying the offender's reported residence. Additionally, this is an opportunity for alcohol testing. Intensive Supervision Officers should never make home contacts alone.
 - a. Drive By: Simply driving by an offender's residence is an initial step in checking for offender compliance or violations. This should be done prior to making contact at the location.
 - b. Residence Verification: Contact with someone at the offender's reported residence to confirm the offender does reside there can meet this requirement. Entrance into the dwelling is not required. It is recommended that verification include confirming the offender does have personal items within the residence.
 - c. Walk Through: Assessing the layout of the residence includes seeing where different rooms and exits are located. This serves as a brief check for violations and an opportunity to assess client's living conditions.
 - d. Search: If a field contact is initiated for the purpose of searching for supervision violations or illegal items reasonable suspicion must exist, and officers shall take Law Enforcement. Law Enforcement may take control of the contact once illegal items are found and at their request. A search may also be initiated upon the establishment of reasonable suspicion during a contact.
2. Equipment :
 - a. Officers going out in the field with the purpose of contacting an offender shall take their badge and identification, a cell phone, and a Law Enforcement Radio.
 - b. Other recommended equipment would include: Flashlight, rubber gloves, and a field intoxilizer.
3. Notification: Officers shall sign out on the white board in the front office prior to making field contacts.
4. Duress Codes: Prearranged code words should be discussed prior to

initiating contact. Officers should utilize prearranged duress codes in the event a threat is identified. This shall signal the other officer that the contact should end immediately.

5. Violation Discovery: If an officer finds the offender to be in violation while at an offender's residence, based on the officer's discretion they have two options.
 - a. The officer may end the contact and request law enforcement assistance. The officer shall then wait at a safe distance until law enforcement arrives, then determine the next steps.
 - b. If the officer determines the situation to be safe and the client is compliant, they may remain in the residence and request law enforcement assistance.
6. Chase: Staff shall never chase an offender, either on foot or by automobile. If an offender runs from an officer the officer shall contact law enforcement for assistance if the offender needs to be arrested. An officer may follow the offender at a safe distance for the purpose of relaying information to law enforcement officials, but shall not have contact with the offender. While this is allowed it is discouraged as the risk of danger increases when an offender is attempting to escape. Best practice would be to request a warrant from the courts rather than pursue an offender. Traffic laws should be followed at all times.
7. Emergency Procedures:
 - a. Anytime an officer anticipates a potential problem during a home or field contact law enforcement should be present. If the potential for physical harm develops the officer shall immediately disengage from the situation and contact law enforcement.
 - b. If during a home contact an offender refuses to admit the officer into the offender's residence or submit to drug or alcohol testing the officer shall contact the ISO II as soon as possible to determine further action.
 - c. Only approved methods of self-defense and agency issued equipment shall be used by staff.
8. Transporting Offenders:
 - a. The person transporting must be the same sex as the offender being transported. If this is not possible then two officers shall transport the offender.
 - b. A pat down may be done prior to the transport. At minimum it is recommended that a search be done to ensure the offender is not in possession of any weapons.
 - c. All of an offender's possessions should be placed in the trunk or rear of the vehicle where the offender doesn't have access to them. This includes all bags, large coats, backpacks, purses, and cell phones.
 - d. If one officer is transporting one offender then the offender shall sit in the front passenger seat. If there are two officers transporting one offender the offender may sit in the front passenger seat or the back

passenger seat, but not behind the driver. The second officer should sit in the back with the offender if there are safety concerns.

9. Evidence Collection:
 - a. Condition Violation Evidence: Items found in the possession of an offender which constitute a violation of the court ordered conditions.
 - b. This could include, but is not limited to: Alcohol, pornography, electronic devices, weapons, or replicated weapons.
 - c. In determining if an item should be confiscated or destroyed consider whether the item will be needed in a revocation hearing or if the item can be requested back by the offender. Alcohol would be an example of an item that could be destroyed on site by dumping rather than confiscating.
 - d. Upon the initial discovery of items that would constitute a minor violation the officer has the discretion to give the offender a verbal warning and require removal of the item.
 - e. When an item is seized the officer will complete a Property Receipt. A copy of the Property Receipt will be given to the offender as well as to the evidence custodian along with the item confiscated. The evidence custodian will package, label, and log the item.
10. Law Violation Evidence: Items found in the possession of an offender which constitute a violation of Federal or State law or municipal or county ordinance. Officer shall request Law Enforcement confiscate illegal items.
 - a. Upon discovery of illegal items the officer may request law enforcement immediately, or send the cover officer outside to contact law enforcement if there is no imminent danger or threat of danger. The officer shall retreat and contact law enforcement out of contact with the offender if a threat or imminent danger does exist.
 - b. The law enforcement agency will become the primary agent upon arrival and the ISO the secondary agent.
 - c. If law enforcement does not wish to confiscate illegal items the officer may confiscate the item as noted above.
11. Evidence Destruction: Items confiscated will be destroyed thirty (30) days after termination of supervision if not claimed by the offender or designee, or if the item is illegal.
12. Surveillance Officers
 - a. Technical Violations: Violations of a technical nature shall be documented and reported to the supervising officer the following day. If the SO is unsure if the violation should be reported sooner, he/she should contact the supervising officer or supervisor at the time of discovery.
 - b. Significant/Major Violation: Significant violations should be reported to the supervising officer as soon as possible. If the supervising officer is not available, the ISO II or director should be contacted.

Any other ISO in descending order of seniority may be contacted if others aren't available. If the decision is made to detain the offender an Arrest and Detain Order shall be completed. A copy will be placed in the offender's file and a copy given to the detaining agency. Supervisory approval is preferred.

- c. Emergency Situations: If the SO believes an offender may harm himself or others the SO shall contact law enforcement immediately. The supervising officer, ISO II, or director should be contacted as soon as possible. An incident report shall be completed.

13. Law enforcement will conduct all searches of adult or juvenile clients and/or visitors. Searches of persons will not be conducted by staff unless directed to do so by, and in the presence of, a law enforcement officer.

14. All searches, contraband, and related activities will be documented in the KDOC case management database.

VII. REPORTS REQUIRED:

Property Receipt
Incident Report
Arrest and Detain Order

Note: The policy and procedures set forth herein are intended to establish directives and guidelines for staff, probationers, parolees, and entities contractually bound to adhere to them. They are not intended to establish state and/or county created liberty interest for employees, parolees, or an independent duty owed by Reno County Community Corrections. This policy and procedure is not intended to establish or create new constitutional rights, or to expand upon existing constitutional rights or duties.

Randy Regehr, Director

POLICY & PROCEDURES

IMPLEMENTATION DATE: 3/20/23

LAST REVIEWED DATE: 7/18/23

LAST REVISION DATE: 3/20/23

CHAPTER: Juvenile Supervision

PAGES: 2

REFERENCE: CSS-04-125

SUBJECT: Title IV-E Medicaid and Child Support Enforcement Eligibility

POLICY:

It is the policy of RCCC to require Intensive Supervision Officers to complete the following Title IV-E and Medicaid eligibility forms.

These forms shall be completed for all juveniles in the Court ordered custody of the Department of Corrections-Juvenile Services (KDOC-JS), this includes direct commitments to a juvenile correctional facility (JCF). Completed forms shall be forwarded to the local Division for Children and Families (DCF) Prevention and Protection Services (PPS) office within five (5) business days of assignment to the Community Supervision Agency or upon receipt of said documents.

PROCEDURE:

1. The following documents shall also be forwarded to the DCF PPS office upon the juvenile's initial admission into Division of Juvenile Services custody:
 - Prevention and Protection Services (PPS) 5410A
 - Prevention and Protection Services (PPS) 5460
 - Journal entry of Court ordered custody
 - Journal entry approving the removal of the juvenile from the home
 - Juvenile complaint
 - Copies of documents proving citizenship and identity (documents allowed to satisfy citizenship and identity requirements are on page two (2) of this standard)
2. The PPS 5460 shall be completed to report any changes in placement, parental deprivation, SSA/SSI benefits, income, age/school status or termination of Court ordered custody. The PPS 5460 shall be forwarded to the DCF PPS office within 5 days.
3. The PPS 5425A shall only be completed twelve (12) months after a juvenile is determined be Title IV-E eligible and every twelve (12) months thereafter while the juvenile remains in court ordered custody.
4. The following documents satisfy requirements for citizenship:
 - Birth certificate
 - Vital Statistics Document if born in Kansas
 - Public birth record (United States or Territories)
 - American Indian Card (I-872)
 - Final adoption decree

- Official United States Record of Military Service (i.e. DD-214)
 - United States Department of State Cards (i.e. DS-1350, FS-240, FS-545)
 - SSI recipient with proven United States citizenship. Requires screen print from DCF or federal Social Security Staff.
5. The following documents satisfy requirements for identity:
- Driver's license
 - Federal, state or local government ID. Includes employee or prison ID. (If there is no photo, the ID must include identifying data)
 - Military ID card, including Dependent ID cards
 - Native American Tribal document
 - School ID or records including childcare. These documents must include the juvenile's date of birth and the parent's name. (i.e. grade cards, admission forms) A photo is required for the use of a yearbook or directory
 - Doctor, clinic or hospital records on official letterhead, created at birth or at least five (5) years before Medicaid application
6. The following documents satisfy requirements for both citizenship and identity:
- Passport
 - Certification of Naturalization
 - Certificate of Citizenship
7. State purchase of service dollars shall only be authorized for those providers listed in the JJA Payment System Handbook.

POLICY & PROCEDURES

IMPLEMENTATION DATE: 3/20/23

LAST REVIEWED DATE: 3/20/23

LAST REVISION DATE: 3/20/23

CHAPTER: Juvenile Supervision

PAGES: 3

REFERENCE: CSS-04-139

SUBJECT: Graduated Responses

POLICY:

It is the policy of RCCC to utilize the Violation Levels Report, Response Grid and Incentives Grid for the administration of graduated responses as directed by KAR 123.17.101.

PROCEDURE:

1. VIOLATIONS LEVELS REPORT

- A. The sanction of a client shall be determined by the completion of the Violation Levels Report form.
- B. The Violation Levels Report form shall be completed for all violations to determine the appropriate level for application to the Response Grid.
- C. Parental notification shall be required any time the response grid is utilized.
- D. All Violation Level Reports shall be maintained in the youth's case file.
- E. Before requesting a revocation by the Court the following shall be required:
 - It is the youth's third or subsequent violation
 - Prior failed responses are documented on the Violation Levels Report
 - It has been determined and documented that graduated responses to the violations will not suffice
- F. Supervisory approval shall be required prior to the initiation of the revocation process with the court. All youth in the process of revocation shall continue to be supervised.

2. RESPONSE GRID

- A. The following shall be definitions used for the application of the Response Grid:
 - **Cognitive Based Intervention:** A cognitive based intervention is problem focused and action oriented. These interventions provide an opportunity for the youth to "think" about his/her behavior and the consequences received for a specific behavior (positive vs. negative). This is typically done using a cognitive tool (e.g., Thinking Report, RACE, Cost/Benefit Analysis etc.). In addition, these interventions must include action, i.e., the opportunity for the youth to observe the new appropriate behavior (modeling). The opportunity for the youth to practice the new behavior with feedback from an adult (role-playing). The opportunity for the youth to "try out" the new behavior with others (practice).

- **Apology Letter:** A written document demonstrating remorse that is reviewed and approved by the youth's supervision officer.

- **Adjusted Curfew:** The youth's curfew should be adjusted according to the infraction severity level.
- **Formal Meeting with Youth/Officer/School/Family:** The meeting shall include a review of youth's behavior and proposed alternatives to address the behavior. The meeting shall include all appropriate parties.
- **Increased UA's (Urine Analysis):** The increasing of UA's shall be done proportionately based on substance abuse patterns.
- **Loss of Privileges:** May include but not be limited to: driving (should not affect travel to/from treatment, school, work), electronic devices, attending events, etc.
- **Verbal Apology:** A verbal conversation taking responsibility to the act.
- **Verbal Warning:** A verbal conversation with the youth that redirects the negative behavior and replaces it with a positive alternative. The verbal warning shall include the next possible response if the behavior is repeated.
- **Youth Proposed Response:** A youth's proposed response that is proportionate to the unwanted behavior.
- **Community Service Work (CSW):** When assigning CSW the following shall be considered: skill development, positive behavior change, restorative to the victim or community.
- **House Restriction:** House restrictions shall not apply to treatment, programming, school, work or other pro-social approved activities. The intention of house restriction is to limit the youth's available time to engage in negative activities.
- **Increased Reporting:** This shall include increased face to face contact with the officer focusing on behavioral change, skill building and cognitive restructuring focused on the unwanted behavior(s).
- **Day/Evening Reporting Center:** (If available) The intention of DRC/ERC is to limit the youth's time available to engage in negative activities. The DRC/ERC shall focus on behavioral change, skill building and cognitive restructuring focused on the unwanted behavior(s).
- **EMD:** (Electronic Monitoring Device) Is a device used to increase the effectiveness of supervising youth who are required to abide by curfew or remain in their home. When this is selected as a response only one additional response can be chosen.

3. INCENTIVES GRID

A. The following shall be definitions used for the application of the Incentives Grid:

- **Minor Achievement:** Positive action or progress achieved not directly affecting a change to the youth's overall risk. i.e. supervision condition compliance, initial steps completed for behavioral health treatment, program participation, supervision plan compliance and participation, etc.
- **Modest Achievement:** Positive action or progress achieved affecting change to the youth's overall risk. i.e. regular school attendance and grade improvement, documented behavioral health treatment progress, actively utilizing skills learned in programming, supervision plan objective completion, etc.

- **Major Achievement:** Consistent maintenance of positive action or progress reducing the youth's overall risk. i.e. program hour completion, behavioral health treatment completion, program completion, completion of multiple supervision plan objectives or overall goals, etc
- **Verbal Praise:** Verbal acknowledgement of offender's positive behavior.
- **Certificate of Achievement:** Written document acknowledging offender's specific behavior and/or accomplishment.
- **Community Activity Pass:** Providing the offender with a pre-paid pass to a community activity; activities may include but not be limited to: zoo, swimming pool, gym, school sports pass, museum, etc.
- **Community Leader Acknowledgement:** Written or verbal acknowledgement from a community leader including but not limited to judge, pastor, elected official, school personnel, etc.
- **CSW Modification:** Reduction of required CSW hours which may include subtracting required CSW hours, granting double credit for CSW hours completed, etc.
- **Extended Curfew:** Extension of time offender is allowed to be in the community (i.e. away from their residence).
- **Gift Card:** Providing the offender with a pre-paid gift card which is geared toward the offender's interests or needs (examples include: barber/beauty/gas card/shopping/school/etc.). The value of the gift card shall be proportionate to the positive behavior and duration of time.
- **Grab Bag:** A variety of items from which offender may select - food/candy/treat, hygiene items, school supplies, books/magazines, toys, etc.
- **Invitation for Offender to Serve in Leadership Role:** Leadership roles may include: mentoring an offender, help facilitate a group, give feedback to community representatives.
- **Petition for Termination of Case:** Seek case termination from the court.
- **Positive Letter to Parents from Involved Adult:** Letter sent to parent/guardian acknowledging offender's positive achievement(s)
- **Publicly Display Work:** Displaying offender's achievements in a public setting (certificates of completion, grade cards, art work, etc.).
- **Raffle Ticket:** Offender is awarded a ticket which can be redeemed for items, for example, community activity passes, grab bag, agency sponsored items.
- **Recognition at Ceremony:** Public acknowledgement of offender's positive achievement.
- **Reduced Level of Supervision:** Reducing the amount of face-to-face contacts required for the offender (i.e. level drop).
- **Removal from EMD:** Removal of an electronic monitoring device.
- **Removal of Supervision Condition:** Petition to the court for removal of an assigned supervision condition.
- **Special Outing:** Pre-paid passes/tickets provided to the offender based on his/her interests (this could also include passes for family/friend) such as: tour of college, meal with CSO (Community Supervision Officer), movie,

meal/meal coupon, sporting event, job shadow, etc.

- **UA Modification:** Reduction of required number of UA's.
- **Offender/Parent Proposed Incentive:** An incentive proposed by offender/parent which is approved by the community supervision agency

Juvenile Policy Updates

Policy 1.02

The following job description requirements were added:

- A. Three years of staff supervision and related administrative experience and two years of experience working with youth and families.
- B. Demonstrated administrative ability and leadership.
- C. Be 21 years of age or older.
- D. Be qualified to access any Kansas Criminal Justice Information System Data.
- E. Not be registered on the Kansas adult or child abuse registry.
- F. Possess a valid driver's license.

Policy 1.03

Job description qualifications were added to the policy. These were already included in the County job descriptions but were added to policy.

Policy 2.03

The requirement of a valid driver's license was added to policy.

Policy 3.01

The following topics were added to the list of orientation topics:

- Courtroom protocol (providing testimony, appearance, addressing the court, ect.)
- Confidentiality of juvenile records
- Staff workplace and field safety and security issues
- Recognition, signs, and symptoms of child abuse and suicide
- Conflict resolutions and de-escalation techniques
- Universal precautions (hazardous materials, exposure to bodily fluids and contaminants, urine analysis procedures, ect.)
- Mandated reporting
- Sexual harassment
- Community resources
- Evidence-based approaches



COMMUNITY CORRECTIONS

115 West 1st
Hutchinson, Ks. 67501
Phone 620-665-7042
Fax 620-662-8613

Policy 6.22

Documentation of searches and contraband was added. The requirement of physical searches being done by law enforcement was added to the policy. Staff will only do physical searches if directed and observed by law enforcement.

Policy 4.125

The timeline requirement of form 5460 for DCF being submitted within five days of a change was included.

Policy 4.139

Added that supervisory approval is required for revocation proceedings.



AGENDA ITEM

AGENDA ITEM #6.J

AGENDA DATE: July 26, 2023

PRESENTED BY: Kyle Berg

AGENDA TOPIC:

Approve purchasing a small truck for the Maintenance Department for an amount not to exceed \$28,000 to replace a 1997 Ford E350 van with 100,290 miles

SUMMARY & BACKGROUND OF TOPIC:

The Maintenance Department currently has a 1997 Ford E350 van with 100,290 miles that was originally purchased for the Youth Shelter and transferred to maintenance several years ago. They would like to replace this vehicle with a small truck that would be more efficient to be used for purchasing deliveries and/or hauling the mower trailer. We would then sell the 1997 Ford on Purple Wave with the proceeds going back to the general fund. If approved we will send out requests for quotes for the truck.

ALL OPTIONS:

Approve the purchase.

Deny the purchase.


RECOMMENDATION / REQUEST:

Approve the purchase.

POLICY / FISCAL IMPACT:

The special equipment fund has \$28,000 budgeted for Maintenance for 2023.

RENO COUNTY PURCHASING POLICIES & PROCEDURES

	SUBJECT: PURCHASING POLICY
	ENABLING RESOLUTION: PAGES: 9
	RESOLUTION DATE:
RELATED POLICIES:	REVISED RESOLUTION & DATE:
	OFFICE PRIMARILY RESPONSIBLE: PURCHASING
APPROVED BY THE BOARD OF COMMISSIONERS OF RENO COUNTY, KANSAS:	
BOARD CHAIRMAN: _____	(DATE)
BOARD MEMBER: _____	(DATE)
BOARD MEMBER: _____	(DATE)

SECTION 1. INTRODUCTION

1.1 PURPOSE OF MANUAL

This Purchasing Policy is intended to be a complete source of purchasing information and detailed procedures for purchasing commodities, contractual services, and equipment. All county employees should familiarize themselves with the regulations set forth herein and shall adhere to the procedures and practices established herein under normal circumstances. The Board of County Commissioners is aware that exceptions to purchasing procedures will occur as needs and responsibilities change. The Board of County Commissioners, therefore, reserves the right to waive regulations established in this policy.

This policy will serve as an informative guide for those employees granted purchasing privileges in the name of Reno County. Detailed explanations of county departments' responsibility and role in the procurement function are included in this policy, as well as

an overall summary of the entire purchasing process.

It is the goal of Reno County's Purchasing Department to assist departments in acquiring the materials, supplies or services that are required at a fair and competitive price. The Purchasing Department is prepared to offer assistance whenever need arises. Proper planning by departments, with assistance from the Purchasing Department, will eliminate duplication of effort and increase County purchasing power by consolidating purchases and encouraging competition among vendors.

SECTION 2. EXCEPTIONS

2.1 PUBLIC IMPROVEMENT PROJECTS/THIRD PARTY SERVICES

Provisions set forth in this Policy shall not be applicable to public improvement projects which involve contractual services of a third party with bidding and/or purchasing responsibilities. In addition, projects funded by State and Federal moneys may be exempt from local purchasing policies or require procedures specific to the agency providing funds not contained herein.

2.2 PROFESSIONAL SERVICES

Services that may be considered complex or technical in nature that are required by the County must be approved by the Board of County Commissioners, except as hereinafter provided. The Board of County Commissioners shall have the responsibility of determining selection criteria, evaluation factors, and method of awarding contracts. Evaluation criteria shall include, but not be limited to, price, ability to perform, experience, technical expertise, and availability.

Competitive Bids/Quotations/Proposals may not be required for Professional Services. Professional Services shall generally be defined as services provided and performed by individuals or firms where a certification mandated by local, state or federal government is required. Examples include, but are not limited to: architect-engineer and land surveying services, specialty consultants, accounting, medical, legal and insurance services.

The Director of the Reno County Health Department shall have the sole responsibility for selecting healthcare professionals, including veterinarians and pharmacists, who provide healthcare and consultation services to the department. The Sheriff shall have the sole responsibility for selecting healthcare professionals who provide healthcare services to inmates. The Director of Youth Services shall have the sole responsibility for selecting healthcare services for youths placed in the custody and control of the Youth Services facility.

2.3 EMERGENCY SITUATIONS

It is recognized that emergency situations occasionally arise in County operations. In emergency situations it is up to the judgment of the highest authority personnel on hand to make a responsible decision regarding obtaining required goods and /or services. It is recognized that a responsible immediate decision may preclude excessive costs at a later date and in some situations even save individual lives. All appointed Department Heads and Elected Officials of the County are charged with the responsibility to determine if an emergency situation exists and to make necessary decisions if higher authority is unavailable. In such emergency situations, spending authority limits specified herein shall be suspended, however, Department Heads have the responsibility for not exceeding budgetary authority without approval of the Board of County Commissioners.

Any purchases made outside of normal purchasing procedure must be reported in written form, as soon as it is reasonably possible to the Board of County Commissioners.

Lack of adequate planning is not a justification for emergency purchases. County departments should plan ahead for all situations that may occur in the normal course of daily or seasonal work patterns.

2.4 OFFICE SUPPLY STOCK

The Director of Purchasing shall maintain and adequately stock a central office supply inventory. If a department is in need of office supplies, the Director of Purchasing shall be notified of the items required. The Director of Purchasing shall be responsible for arranging the delivery of the requested supplies and billing of supplies to specific departments. If requested commodities are specialty items not normally stocked, the Director of the requesting department shall approve the purchase prior to its acquisition by the Purchasing Department.

2.5 APPLIANCES

All appliance needs, including but not in limitation of the following: televisions, air conditioning equipment, washing machines, dryers, adding machines and calculators, microwaves, coffeemakers, and refrigerators, and most consumer goods and equipment purchases, shall be made through the Purchasing Department. If the Director of the Purchasing Department is unable to procure the appliance or declines to do so for any reason, Department Heads are authorized to make such purchases independently from the Purchasing Department.

2.6 CONTRACTUAL PRINTING

All printing requirements shall be requested through the Purchasing Department. The Director of Purchasing will be responsible for obtaining bids or quotations.

2.7 BUILDING MODIFICATION/FIXTURE PURCHASES

All building modifications, including the purchase and installation of fixtures in all County buildings, shall be coordinated with and subject to the approval of the Director of Purchasing. Fixture improvements shall include all items permanently attached to a building or which modify an existing fixture, such as, but not limited to, lock replacements, cabinets and ceiling fans. Fixtures do not include routine maintenance items, such as replacement of light bulbs. In some cases, the Director of Purchasing may provide written authorization to other Department Heads for the ongoing purchase and/or installation of certain types of items without additional consultation with the Director.

2.8 COMPUTER PURCHASES

All purchases of computer hardware and software equipment shall be requested through the Information Services Department which has been directed by the Board of County Commissioners to evaluate/coordinate computer equipment. If deemed necessary and advisable by the Director, bids or quotations for computer equipment may be made through the Purchasing Department.

2.9 TELEPHONE EQUIPMENT/INSTALLATIONS AND COPIERS

All telephone equipment/ installations, and copiers shall be requested through the staff assigned by the Board of County Commissioners to evaluate/coordinate the purchasing or leasing of telephone equipment and copiers. If deemed necessary and advisable by the Director, bids or quotations for telephone equipment/installations and copiers may be made through the Purchasing Department.

SECTION 3. GENERAL

3.1 THE PURCHASING DEPARTMENT

Central purchasing provides an opportunity for Reno County to maximize its financial resources through sound procurement practices. The County's Purchasing Department shall embody the following principals:

1. Enhancement of managerial capabilities through centralized authority over purchases.
2. Purchasing goods and services at the appropriate time, in the proper quantity, of acceptable quality, at the best price.

3. The stimulation of competition for County purchases through a variety of methods; including minimizing the number of emergency purchases, proper planning, and the gathering of price quotations or bids.
4. The establishment and maintenance of cordial relationships with vendors.
5. Centralized control over materials/supplies.
6. A reduction in the amount of paperwork and clerical effort required from the departments.
7. The elimination of potential abuse in public purchasing.
8. The efficient and effective use of the County's financial resources.

3.2 LOCAL ACQUISITION OF GOODS AND SERVICES

A. Joint Governmental Purchases

The County may join with and cooperate with other cities, school districts, counties, state, and/or federal agencies for the purchase of supplies, goods and/or services when deemed to be in the best interest of the County.

B. Purchases of less than \$5,000.00:

Except for purchases or contracts specifically provided for otherwise herein, purchases of less than \$5,000.00, may be made by Departments. When considering cost, departments shall include in the purchase price the total cost to the county which includes shipping charges and sales tax (if applicable). At all times, County employees shall take into account such factors as product cost, suitability, reliability, quality and availability when deciding to purchase from vendors of goods and services.

County Staff shall make a reasonable effort to purchase goods and services from suppliers located within Reno County if the goods or services needed by the County are available from such suppliers at a competitive price, and if the goods and services are of the level of quality expected by the County. If purchases are not available, or if quality is not acceptable, or if purchases are available at more than 5% savings outside Reno County, it is permissible to obtain the goods or services from vendors located outside of Reno County.

C. Purchases of \$5,000.00 and over:

Except for purchases or contracts specifically provided for otherwise herein, purchases of \$5,000.00 or more are authorized to be made by Department Heads. When considering cost, departments shall include in the purchase price the total cost to the county which includes shipping charges and sales tax (if applicable). When practical, departments shall document three quotes prior to making purchases of \$5,000.00 or more.

Whenever Reno County solicits quotations for goods or services, and the low quotation is submitted by a vendor domiciled outside of Reno County, a vendor domiciled inside Reno County may be deemed the preferred vendor and awarded the quotation if all of the following conditions are met (Domicile shall be physically located in or being local - a Post Office Box shall not qualify):

1. The quality, suitability, and usability of the goods or services are equal or exceed and fully comply with the minimum quotation specifications, and the vendor has the capability to adequately service the product.
2. The amount of the quotation of the vendor domiciled within Reno County is not more than 5% greater than the amount of the low quotation if the low quotation is under \$10,000, or not more than 3% greater than the amount of the low quotation if the low quotation is greater than \$10,000.
3. The quotation does not pertain to a.) new construction; b.) involve State or Federal Funding; or c.) joint governmental purchases.
4. The vendor domiciled within Reno County is willing to match the quotation price offered by the low vendor domiciled outside of Reno County within 24 hours of official notification.

D. Purchases requiring Board of County Commissioners approval:

Purchases of the following goods and services must be approved by the Board of County Commissioners:

1. All purchases of \$25,000.00 or more except for road building material and salt and sand material for which budget authority has been provided.
2. All new construction or major remodeling projects and the purchase of all new motor vehicles, including automobiles, trucks, road and bridge and landfill equipment.
3. All used motor vehicles.
4. Insurance.
5. Professional services (See Section 2.2)
6. Other items consistent with policy or practice of the Board of County Commissioners.

7. Expenditures exceeding annual department budget authority.

Purchases estimated to exceed \$25,000.00 shall be made by sealed bid, except for sole source purchases, used equipment and under other circumstances deemed appropriate by the Board of County Commissioners. Sealed bids are required to be submitted to the Reno County Clerk on a date and time certain. All bids will be opened and reviewed by the Board of County Commissioners in public session. The Board may direct that certain purchases for less than \$25,000.00 also be made subject to the bidding process; and the Board may waive this bidding requirement when deemed necessary or appropriate. Purchases shall be awarded to the lowest qualified bidder as determined by the Board of County Commissioners or the Board may reject any and all bids.

SECTION 4. PURCHASING AUTHORITY

4.1 BOARD OF COUNTY COMMISSIONERS

The ultimate responsibility for all purchases for Reno County is held by the Board of County Commissioners. The Board of County Commissioners shall establish the rules for the purchases of all goods and services. These rules will be followed by all county employees. The Board of County Commissioners possesses the sole authority for any deviation from said rules. If improper purchases practices or discrepancies should occur, the Board of County Commissioners may invoke such disciplinary action as it deems appropriate.

4.2 DIRECTOR OF THE PURCHASING DEPARTMENT

The Director of the Purchasing Department is appointed by the Board of County Commissioners and shall work under the direction of the Board of County Commissioners. The Director shall be responsible for the daily operations of the Purchasing Department. The Director shall:

1. Assist departments in planning purchases for submission of annual budget.
2. Coordinate the purchasing process with the user department and the ultimate vendor, when applicable.
3. Act as the central Purchasing Department for the County where so designated in this Policy.
4. Recommend purchasing regulations to the Board of County Commission.

5. When requested by Department Heads, provide assistance in the preparation and solicitation of bids, quotes and proposals.
6. Coordinate purchases of items and/or services that may be utilized by more than one department.
7. Coordinate joint governmental purchases and auctions when it is in the best interest of Reno County to participate.

The Director shall have such purchase approval authority as may be delegated by the Board of County Commissioners.

4.3 DEPARTMENT HEADS

Department Heads are given the responsibility of ensuring that all personnel in their departments/divisions are knowledgeable of and fully understand purchasing procedures established by the Board of County Commissioners. By following the requirements established within this Policy, department heads may make better use of budgeted funds for their departments and divisions.

Department Heads may approve budgeted purchases authorized at Article 3.2, paragraphs B. and C. provided such purchases fall within regulations and procedures established by the County and are of a routine nature.

Department Heads may authorize selected personnel to make purchases up to the amounts specified in this Policy.

The Automotive Department Director, the Public Works Director and the Landfill Director are authorized to make budgeted purchases pertaining to the direct repair and maintenance of County vehicles and equipment.

Other Department Heads shall be authorized with the approval of the Board of County Commissioners to make budgeted purchases relating directly to the normal/routine operational needs of said departments. This is particularly applicable to functions specific to certain departments such as the Sheriff, Youth Services, Health Department, Weed Department and Public Works Department.

SECTION 5. ETHICS IN PURCHASING

5.1 GENERAL STATEMENT

Any attempt to realize personal gain through public employment is a breach of public trust and ground for disciplinary action including termination.

5.2 GRATUITIES

Policy language applicable to gratuities may be found in the Reno County Employee Handbook. (See Attached language)

5.3 CONFIDENTIAL INFORMATION

It shall be a breach of ethical standards for any employee or public official to knowingly use confidential information for personal gain, or the personal gain of others.

5.4 PURCHASES FROM EMPLOYEES

A small number of employees have employment other than with Reno County. If an employee has the ability to furnish the County with goods or services outside of normal job description duties, the employee may qualify as a vendor from whom County purchases may be made. No employee may provide goods or services to the department in which he or she is assigned, unless approval is specifically granted by the Board of County Commissioners. All purchases from employees must be awarded on a competitive quotation, proposal or bid basis.



AGENDA ITEM

AGENDA ITEM #6.K

AGENDA DATE: July 26, 2023

PRESENTED BY: Kyle Berg

AGENDA TOPIC:

Approve obtaining quotes and purchasing a 2023 or 2024 Ford F150 Responder for Emergency Management not to exceed \$48,000 to replace a 2008 Chevrolet Silverado with 91,744 miles

SUMMARY & BACKGROUND OF TOPIC:

Emergency Management has a 2008 Chevrolet Silverado with 91,744 miles that has been budgeted to replace with a F150 Responder truck. The Silverado would then be transferred to District 4 fire to be used as a command vehicle. The decision was made to go with the F150 Responder as this is a purpose built vehicle for emergency services and it would be identical to the fire administrators vehicle and would be up fitted to the same standards. Ford opened up the order bank (for a limited time) for this vehicle on July 17, 2023. If approved, we would place the order for the 2023 Responder. If the order is not accepted we would then wait until fall when the order bank for the 2024 model year is opened.

ALL OPTIONS:

Approve the purchase.

Deny the purchase.


RECOMMENDATION / REQUEST:

Approve the purchase.

POLICY / FISCAL IMPACT:

Emergency Management has \$40,000 budgeted for 2023 in the special equipment fund for a vehicle. Any overage from this amount would be taken from the department's Homeland Security funds.

RENO COUNTY PURCHASING POLICIES & PROCEDURES

	SUBJECT: PURCHASING POLICY
	ENABLING RESOLUTION: PAGES: 9
	RESOLUTION DATE:
RELATED POLICIES:	REVISED RESOLUTION & DATE:
	OFFICE PRIMARILY RESPONSIBLE: PURCHASING
APPROVED BY THE BOARD OF COMMISSIONERS OF RENO COUNTY, KANSAS:	
BOARD CHAIRMAN: _____	(DATE)
BOARD MEMBER: _____	(DATE)
BOARD MEMBER: _____	(DATE)

SECTION 1. INTRODUCTION

1.1 PURPOSE OF MANUAL

This Purchasing Policy is intended to be a complete source of purchasing information and detailed procedures for purchasing commodities, contractual services, and equipment. All county employees should familiarize themselves with the regulations set forth herein and shall adhere to the procedures and practices established herein under normal circumstances. The Board of County Commissioners is aware that exceptions to purchasing procedures will occur as needs and responsibilities change. The Board of County Commissioners, therefore, reserves the right to waive regulations established in this policy.

This policy will serve as an informative guide for those employees granted purchasing privileges in the name of Reno County. Detailed explanations of county departments' responsibility and role in the procurement function are included in this policy, as well as

an overall summary of the entire purchasing process.

It is the goal of Reno County's Purchasing Department to assist departments in acquiring the materials, supplies or services that are required at a fair and competitive price. The Purchasing Department is prepared to offer assistance whenever need arises. Proper planning by departments, with assistance from the Purchasing Department, will eliminate duplication of effort and increase County purchasing power by consolidating purchases and encouraging competition among vendors.

SECTION 2. EXCEPTIONS

2.1 PUBLIC IMPROVEMENT PROJECTS/THIRD PARTY SERVICES

Provisions set forth in this Policy shall not be applicable to public improvement projects which involve contractual services of a third party with bidding and/or purchasing responsibilities. In addition, projects funded by State and Federal moneys may be exempt from local purchasing policies or require procedures specific to the agency providing funds not contained herein.

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Central purchasing provides an opportunity for Reno County to maximize its financial resources through sound procurement practices. The County's Purchasing Department shall embody the following principals:

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2. Purchasing goods and services at the appropriate time, in the proper quantity, of acceptable quality, at the best price.

3. The stimulation of competition for County purchases through a variety of methods; including minimizing the number of emergency purchases, proper planning, and the gathering of price quotations or bids.
4. The establishment and maintenance of cordial relationships with vendors.
5. Centralized control over materials/supplies.
6. A reduction in the amount of paperwork and clerical effort required from the departments.
7. The elimination of potential abuse in public purchasing.
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3.2 LOCAL ACQUISITION OF GOODS AND SERVICES

A. Joint Governmental Purchases

The County may join with and cooperate with other cities, school districts, counties, state, and/or federal agencies for the purchase of supplies, goods and/or services when deemed to be in the best interest of the County.

B. Purchases of less than \$5,000.00:

Except for purchases or contracts specifically provided for otherwise herein, purchases of less than \$5,000.00, may be made by Departments. When considering cost, departments shall include in the purchase price the total cost to the county which includes shipping charges and sales tax (if applicable). At all times, County employees shall take into account such factors as product cost, suitability, reliability, quality and availability when deciding to purchase from vendors of goods and services.

County Staff shall make a reasonable effort to purchase goods and services from suppliers located within Reno County if the goods or services needed by the County are available from such suppliers at a competitive price, and if the goods and services are of the level of quality expected by the County. If purchases are not available, or if quality is not acceptable, or if purchases are available at more than 5% savings outside Reno County, it is permissible to obtain the goods or services from vendors located outside of Reno County.

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2. The amount of the quotation of the vendor domiciled within Reno County is not more than 5% greater than the amount of the low quotation if the low quotation is under \$10,000, or not more than 3% greater than the amount of the low quotation if the low quotation is greater than \$10,000.
3. The quotation does not pertain to a.) new construction; b.) involve State or Federal Funding; or c.) joint governmental purchases.
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D. Purchases requiring Board of County Commissioners approval:

Purchases of the following goods and services must be approved by the Board of County Commissioners:

1. All purchases of \$25,000.00 or more except for road building material and salt and sand material for which budget authority has been provided.
2. All new construction or major remodeling projects and the purchase of all new motor vehicles, including automobiles, trucks, road and bridge and landfill equipment.
3. All used motor vehicles.
4. Insurance.
5. Professional services (See Section 2.2)
6. Other items consistent with policy or practice of the Board of County Commissioners.

7. Expenditures exceeding annual department budget authority.

Purchases estimated to exceed \$25,000.00 shall be made by sealed bid, except for sole source purchases, used equipment and under other circumstances deemed appropriate by the Board of County Commissioners. Sealed bids are required to be submitted to the Reno County Clerk on a date and time certain. All bids will be opened and reviewed by the Board of County Commissioners in public session. The Board may direct that certain purchases for less than \$25,000.00 also be made subject to the bidding process; and the Board may waive this bidding requirement when deemed necessary or appropriate. Purchases shall be awarded to the lowest qualified bidder as determined by the Board of County Commissioners or the Board may reject any and all bids.

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4.1 BOARD OF COUNTY COMMISSIONERS

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2. Coordinate the purchasing process with the user department and the ultimate vendor, when applicable.
3. Act as the central Purchasing Department for the County where so designated in this Policy.
4. Recommend purchasing regulations to the Board of County Commission.

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Department Heads may approve budgeted purchases authorized at Article 3.2, paragraphs B. and C. provided such purchases fall within regulations and procedures established by the County and are of a routine nature.

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The Automotive Department Director, the Public Works Director and the Landfill Director are authorized to make budgeted purchases pertaining to the direct repair and maintenance of County vehicles and equipment.

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AGENDA ITEM

AGENDA ITEM #6.L

AGENDA DATE: July 26, 2023

PRESENTED BY: Kyle Berg

AGENDA TOPIC:

Approve obtaining quotes and purchasing a 2023 or 2024 Ford F150 Responder not to exceed \$48,000 for the Sheriff's Department to replace a 2019 Responder with 109,943 miles

SUMMARY & BACKGROUND OF TOPIC:

The Sheriff's Department has budgeted to replace a 2019 F150 Police Responder with 109,943 miles with a new unit as part of their vehicle replacement schedule. The 2019 Ford would then be sold on Purple Wave Auction. By going with the same model vehicle, we will be able to transfer the equipment instead of having to purchase new equipment. Ford opened up the order bank for the 2023 models on July 17,2023. If approved but the order is not accepted, we would then send out price requests for the 2024 model year when the order banks open up this fall.

ALL OPTIONS:

Approve the purchase.

Deny the purchase.


RECOMMENDATION / REQUEST:

Approve the purchase.

POLICY / FISCAL IMPACT:

This item has been budgeted in the special equipment fund for 2023.

RENO COUNTY PURCHASING POLICIES & PROCEDURES

	SUBJECT: PURCHASING POLICY
	ENABLING RESOLUTION: PAGES: 9
	RESOLUTION DATE:
RELATED POLICIES:	REVISED RESOLUTION & DATE:
	OFFICE PRIMARILY RESPONSIBLE: PURCHASING
APPROVED BY THE BOARD OF COMMISSIONERS OF RENO COUNTY, KANSAS:	
BOARD CHAIRMAN: _____	(DATE)
BOARD MEMBER: _____	(DATE)
BOARD MEMBER: _____	(DATE)

SECTION 1. INTRODUCTION

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The Director of the Reno County Health Department shall have the sole responsibility for selecting healthcare professionals, including veterinarians and pharmacists, who provide healthcare and consultation services to the department. The Sheriff shall have the sole responsibility for selecting healthcare professionals who provide healthcare services to inmates. The Director of Youth Services shall have the sole responsibility for selecting healthcare services for youths placed in the custody and control of the Youth Services facility.

2.3 EMERGENCY SITUATIONS

It is recognized that emergency situations occasionally arise in County operations. In emergency situations it is up to the judgment of the highest authority personnel on hand to make a responsible decision regarding obtaining required goods and /or services. It is recognized that a responsible immediate decision may preclude excessive costs at a later date and in some situations even save individual lives. All appointed Department Heads and Elected Officials of the County are charged with the responsibility to determine if an emergency situation exists and to make necessary decisions if higher authority is unavailable. In such emergency situations, spending authority limits specified herein shall be suspended, however, Department Heads have the responsibility for not exceeding budgetary authority without approval of the Board of County Commissioners.

Any purchases made outside of normal purchasing procedure must be reported in written form, as soon as it is reasonably possible to the Board of County Commissioners.

Lack of adequate planning is not a justification for emergency purchases. County departments should plan ahead for all situations that may occur in the normal course of daily or seasonal work patterns.

2.4 OFFICE SUPPLY STOCK

The Director of Purchasing shall maintain and adequately stock a central office supply inventory. If a department is in need of office supplies, the Director of Purchasing shall be notified of the items required. The Director of Purchasing shall be responsible for arranging the delivery of the requested supplies and billing of supplies to specific departments. If requested commodities are specialty items not normally stocked, the Director of the requesting department shall approve the purchase prior to its acquisition by the Purchasing Department.

2.5 APPLIANCES

All appliance needs, including but not in limitation of the following: televisions, air conditioning equipment, washing machines, dryers, adding machines and calculators, microwaves, coffeemakers, and refrigerators, and most consumer goods and equipment purchases, shall be made through the Purchasing Department. If the Director of the Purchasing Department is unable to procure the appliance or declines to do so for any reason, Department Heads are authorized to make such purchases independently from the Purchasing Department.

2.6 CONTRACTUAL PRINTING

All printing requirements shall be requested through the Purchasing Department. The Director of Purchasing will be responsible for obtaining bids or quotations.

2.7 BUILDING MODIFICATION/FIXTURE PURCHASES

All building modifications, including the purchase and installation of fixtures in all County buildings, shall be coordinated with and subject to the approval of the Director of Purchasing. Fixture improvements shall include all items permanently attached to a building or which modify an existing fixture, such as, but not limited to, lock replacements, cabinets and ceiling fans. Fixtures do not include routine maintenance items, such as replacement of light bulbs. In some cases, the Director of Purchasing may provide written authorization to other Department Heads for the ongoing purchase and/or installation of certain types of items without additional consultation with the Director.

2.8 COMPUTER PURCHASES

All purchases of computer hardware and software equipment shall be requested through the Information Services Department which has been directed by the Board of County Commissioners to evaluate/coordinate computer equipment. If deemed necessary and advisable by the Director, bids or quotations for computer equipment may be made through the Purchasing Department.

2.9 TELEPHONE EQUIPMENT/INSTALLATIONS AND COPIERS

All telephone equipment/ installations, and copiers shall be requested through the staff assigned by the Board of County Commissioners to evaluate/coordinate the purchasing or leasing of telephone equipment and copiers. If deemed necessary and advisable by the Director, bids or quotations for telephone equipment/installations and copiers may be made through the Purchasing Department.

SECTION 3. GENERAL

3.1 THE PURCHASING DEPARTMENT

Central purchasing provides an opportunity for Reno County to maximize its financial resources through sound procurement practices. The County's Purchasing Department shall embody the following principals:

1. Enhancement of managerial capabilities through centralized authority over purchases.
2. Purchasing goods and services at the appropriate time, in the proper quantity, of acceptable quality, at the best price.

3. The stimulation of competition for County purchases through a variety of methods; including minimizing the number of emergency purchases, proper planning, and the gathering of price quotations or bids.
4. The establishment and maintenance of cordial relationships with vendors.
5. Centralized control over materials/supplies.
6. A reduction in the amount of paperwork and clerical effort required from the departments.
7. The elimination of potential abuse in public purchasing.
8. The efficient and effective use of the County's financial resources.

3.2 LOCAL ACQUISITION OF GOODS AND SERVICES

A. Joint Governmental Purchases

The County may join with and cooperate with other cities, school districts, counties, state, and/or federal agencies for the purchase of supplies, goods and/or services when deemed to be in the best interest of the County.

B. Purchases of less than \$5,000.00:

Except for purchases or contracts specifically provided for otherwise herein, purchases of less than \$5,000.00, may be made by Departments. When considering cost, departments shall include in the purchase price the total cost to the county which includes shipping charges and sales tax (if applicable). At all times, County employees shall take into account such factors as product cost, suitability, reliability, quality and availability when deciding to purchase from vendors of goods and services.

County Staff shall make a reasonable effort to purchase goods and services from suppliers located within Reno County if the goods or services needed by the County are available from such suppliers at a competitive price, and if the goods and services are of the level of quality expected by the County. If purchases are not available, or if quality is not acceptable, or if purchases are available at more than 5% savings outside Reno County, it is permissible to obtain the goods or services from vendors located outside of Reno County.

C. Purchases of \$5,000.00 and over:

Except for purchases or contracts specifically provided for otherwise herein, purchases of \$5,000.00 or more are authorized to be made by Department Heads. When considering cost, departments shall include in the purchase price the total cost to the county which includes shipping charges and sales tax (if applicable). When practical, departments shall document three quotes prior to making purchases of \$5,000.00 or more.

Whenever Reno County solicits quotations for goods or services, and the low quotation is submitted by a vendor domiciled outside of Reno County, a vendor domiciled inside Reno County may be deemed the preferred vendor and awarded the quotation if all of the following conditions are met (Domicile shall be physically located in or being local - a Post Office Box shall not qualify):

1. The quality, suitability, and usability of the goods or services are equal or exceed and fully comply with the minimum quotation specifications, and the vendor has the capability to adequately service the product.
2. The amount of the quotation of the vendor domiciled within Reno County is not more than 5% greater than the amount of the low quotation if the low quotation is under \$10,000, or not more than 3% greater than the amount of the low quotation if the low quotation is greater than \$10,000.
3. The quotation does not pertain to a.) new construction; b.) involve State or Federal Funding; or c.) joint governmental purchases.
4. The vendor domiciled within Reno County is willing to match the quotation price offered by the low vendor domiciled outside of Reno County within 24 hours of official notification.

D. Purchases requiring Board of County Commissioners approval:

Purchases of the following goods and services must be approved by the Board of County Commissioners:

1. All purchases of \$25,000.00 or more except for road building material and salt and sand material for which budget authority has been provided.
2. All new construction or major remodeling projects and the purchase of all new motor vehicles, including automobiles, trucks, road and bridge and landfill equipment.
3. All used motor vehicles.
4. Insurance.
5. Professional services (See Section 2.2)
6. Other items consistent with policy or practice of the Board of County Commissioners.

7. Expenditures exceeding annual department budget authority.

Purchases estimated to exceed \$25,000.00 shall be made by sealed bid, except for sole source purchases, used equipment and under other circumstances deemed appropriate by the Board of County Commissioners. Sealed bids are required to be submitted to the Reno County Clerk on a date and time certain. All bids will be opened and reviewed by the Board of County Commissioners in public session. The Board may direct that certain purchases for less than \$25,000.00 also be made subject to the bidding process; and the Board may waive this bidding requirement when deemed necessary or appropriate. Purchases shall be awarded to the lowest qualified bidder as determined by the Board of County Commissioners or the Board may reject any and all bids.

SECTION 4. PURCHASING AUTHORITY

4.1 BOARD OF COUNTY COMMISSIONERS

The ultimate responsibility for all purchases for Reno County is held by the Board of County Commissioners. The Board of County Commissioners shall establish the rules for the purchases of all goods and services. These rules will be followed by all county employees. The Board of County Commissioners possesses the sole authority for any deviation from said rules. If improper purchases practices or discrepancies should occur, the Board of County Commissioners may invoke such disciplinary action as it deems appropriate.

4.2 DIRECTOR OF THE PURCHASING DEPARTMENT

The Director of the Purchasing Department is appointed by the Board of County Commissioners and shall work under the direction of the Board of County Commissioners. The Director shall be responsible for the daily operations of the Purchasing Department. The Director shall:

1. Assist departments in planning purchases for submission of annual budget.
2. Coordinate the purchasing process with the user department and the ultimate vendor, when applicable.
3. Act as the central Purchasing Department for the County where so designated in this Policy.
4. Recommend purchasing regulations to the Board of County Commission.

5. When requested by Department Heads, provide assistance in the preparation and solicitation of bids, quotes and proposals.
6. Coordinate purchases of items and/or services that may be utilized by more than one department.
7. Coordinate joint governmental purchases and auctions when it is in the best interest of Reno County to participate.

The Director shall have such purchase approval authority as may be delegated by the Board of County Commissioners.

4.3 DEPARTMENT HEADS

Department Heads are given the responsibility of ensuring that all personnel in their departments/divisions are knowledgeable of and fully understand purchasing procedures established by the Board of County Commissioners. By following the requirements established within this Policy, department heads may make better use of budgeted funds for their departments and divisions.

Department Heads may approve budgeted purchases authorized at Article 3.2, paragraphs B. and C. provided such purchases fall within regulations and procedures established by the County and are of a routine nature.

Department Heads may authorize selected personnel to make purchases up to the amounts specified in this Policy.

The Automotive Department Director, the Public Works Director and the Landfill Director are authorized to make budgeted purchases pertaining to the direct repair and maintenance of County vehicles and equipment.

Other Department Heads shall be authorized with the approval of the Board of County Commissioners to make budgeted purchases relating directly to the normal/routine operational needs of said departments. This is particularly applicable to functions specific to certain departments such as the Sheriff, Youth Services, Health Department, Weed Department and Public Works Department.

SECTION 5. ETHICS IN PURCHASING

5.1 GENERAL STATEMENT

Any attempt to realize personal gain through public employment is a breach of public trust and ground for disciplinary action including termination.

5.2 GRATUITIES

Policy language applicable to gratuities may be found in the Reno County Employee Handbook. (See Attached language)

5.3 CONFIDENTIAL INFORMATION

It shall be a breach of ethical standards for any employee or public official to knowingly use confidential information for personal gain, or the personal gain of others.

5.4 PURCHASES FROM EMPLOYEES

A small number of employees have employment other than with Reno County. If an employee has the ability to furnish the County with goods or services outside of normal job description duties, the employee may qualify as a vendor from whom County purchases may be made. No employee may provide goods or services to the department in which he or she is assigned, unless approval is specifically granted by the Board of County Commissioners. All purchases from employees must be awarded on a competitive quotation, proposal or bid basis.



AGENDA ITEM

AGENDA ITEM #7.A

AGENDA DATE: July 26, 2023

PRESENTED BY: Sheriff Darrian L. Campbell

AGENDA TOPIC:
Shooting Range cost and moving forward with Phase 1

SUMMARY & BACKGROUND OF TOPIC:

The Reno County Sheriff's Office shooting range has been in the process for over two years. The berms and dirt work has begun and soon the construction of the shooting platform will need to begin. Discussion and decisions on the way forward with the construction of Phase 1 of the Range; and discussion of the Training Building.

ALL OPTIONS:

1. Approve the construction of Phase 1 and designate the proper funding source and give staff a maximum budget for Phase 2.
2. Approve only the construction of Phase 1.
3. Deny the request for the shooting range.

RECOMMENDATION / REQUEST:

Determine and approve the construction of the Phase 1 of the shooting range and set a budget for Phase 2.

POLICY / FISCAL IMPACT:

Funding for Phase 1 is recommended to come from the Capital Improvement Reserve Fund. Funding for Phase 2 is dependent on the maximum budget and may include a loan/bond to spread the costs over multiple years. The Public Building Commission is an opportunity for financing.



Reno County Gun Range Funding Budget

April 18, 2023

Firing Range- Phase One

- Earth work for paving and building
- 5' walks to range.
- 4" concrete range pad
- Foundation and 4" slab for building
- Pre-engineered metal structure and roof.
- Stairs and center perch for observation.
- Gutter and downspouts
- Painting
- Electrical lighting and power.

Budget for the above is \$450,000 to \$500,00

Fencing Budget - \$50,000 to \$60,000

Exclusions

Utilities
Parking and Roads
Landscaping and Irrigation
Sales Tax
Performance and Payment Bond
Builders Risk Insurance
Design

LEAD. INSPIRE. RESPECT. CONSTRUCT.

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Reno County Training Building Funding Budget

April 18, 2023

Training Building -3,800sf

- Earth work for paving and building.
- Site walks at front and rear of building.
- Footings and floor slab.
- Pre-engineered metal structure, canopies, roof and wall panels.
- 6" roof insulation and 4" wall insulation.
- 4" split faced block south wall. (front)
- Aluminum windows and front door.
- 1,952 learning space.
- Divider wall in center of room. \$40,000 allowed for wall.
- Vault with hollow metal door.
- Kitchen and kitchen cabinets with residential hood.
- 2 restrooms and Utility room.
- Large office.
- Garage and large storage room. (unfinished)
- Painting.
- Flooring to be sealed concrete except for office. (carpet)
- Restrooms to have tile floors and 4'
- Gas/DX type furnace/ AC units.
- Plumbing for restroom and kitchen
- Electrical lighting and power.

Budget for the above is \$1,100,000 to \$1,200,000

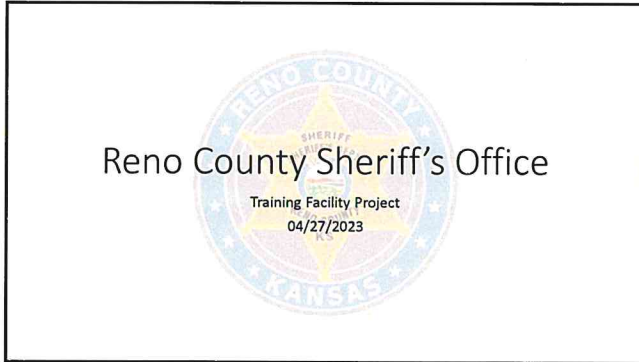
Budget for Tower concrete - \$25,000 to \$30,000

Exclusions

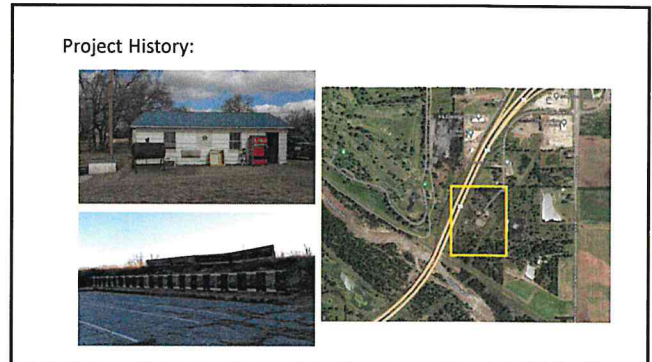
Utilities
Parking and roads
Sales Tax
Performance and Payment Bond
Builders Risk Insurance

Fire Sprinkler System
Landscaping and Irrigation
Appliances
Furniture and window treatments
Design

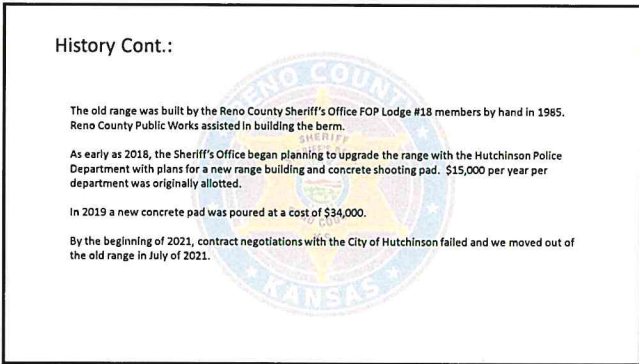
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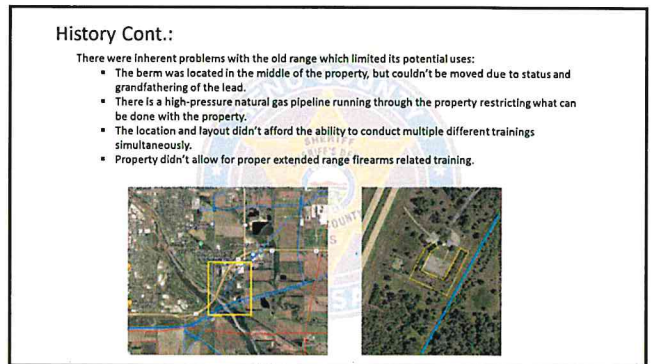
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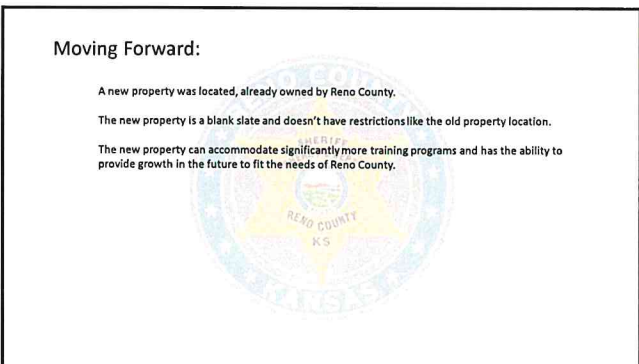
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Project progress to date:

- Land located adjacent to the Landfill on County Property
- Planning and Zoning process completed for a conditional use permit to allow the property to be used as a firearms range
- Worked with SCS Engineers who are currently contracted with the Landfill for the training facility dirt work engineering.
 - To date, \$24,771.78
- Soil inspections for wastewater permit completed
- Ordered 2000 tons of crushed concrete with the landfill for training facility road and parking areas
 - Total cost of \$19,600.00, mostly paid for with donation money for this project

7

- Culvert and driveway are in place
- Reno County conducted interviews of Design Build companies and ultimately contracted with Hutton Construction
 - Initial design meetings have taken place
- Reno County Landfill is building the berms and completing the dirt work for the training facility
 - Saving the County at least \$870,440.00

8

Current County Investment
 ≈ \$545,059.00

County Investment with completed dirt work
 ≈ \$914,811.00

9

Training Facility Cost, Site Plan, and Uses

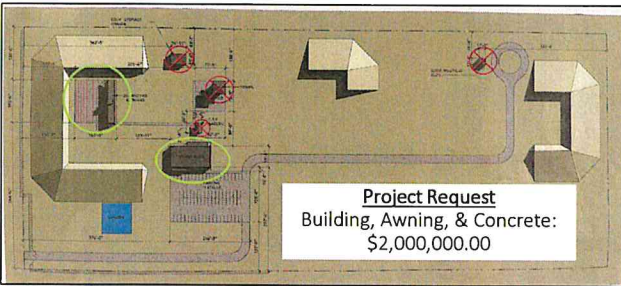
Use Examples:
 Previously recorded training videos and information. Please click each video to view.







10



Project Request
 Building, Awning, & Concrete:
 \$2,000,000.00

Whole project: \$4,100,220.00

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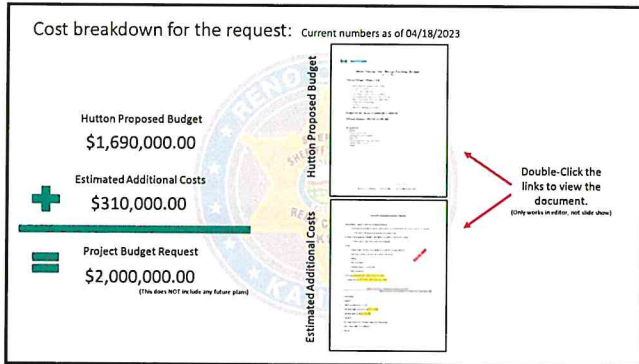
Note on the whole cost:

- The whole cost does not reflect any investments already made for materials, engineering, or work performed by County Departments.
- Had the dirt work been contracted out, the estimated cost would have been \$1,000,000.00 or more.
- Current rates are \$375-\$450/hr for a scraper and \$250-\$300/hr for a motor grader
 - This is a substantial savings and investment by the County.
- This number does include future plans for the facility.

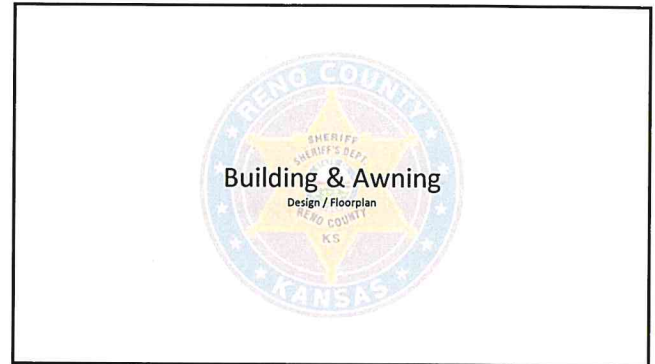
Note on the reduced cost:

- The building size and amenities were reduced.
- The 25-yard awning was redesigned, and features were removed.
- Work the County can complete was pulled from Hutton's scope.

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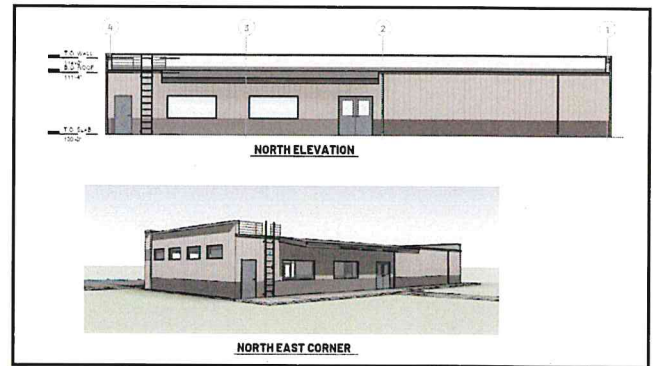
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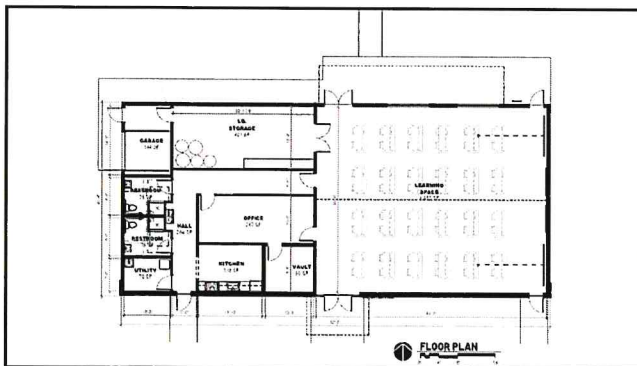
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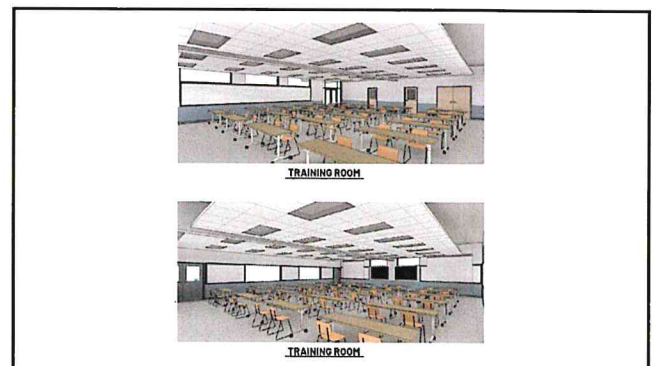
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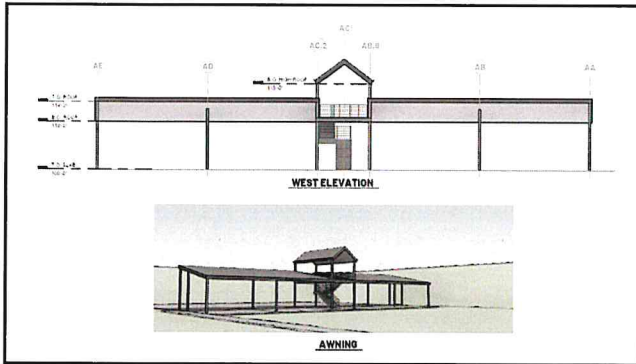
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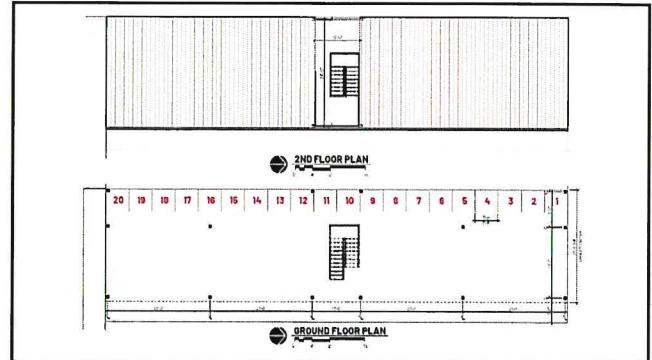
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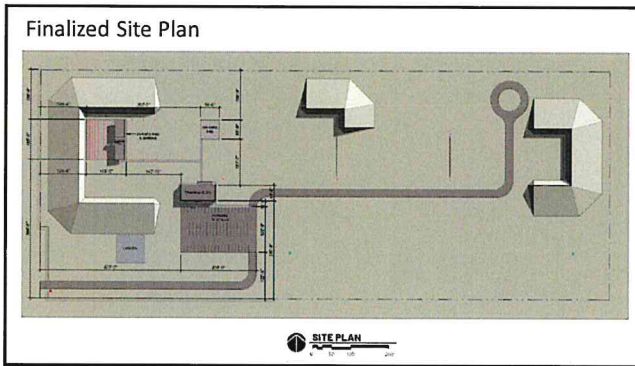
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Training Building and Facility Features

The building itself is a training environment allowing for room clearing, hallway work, and building clearing exercises.

The inside of the building is designed to be durable and easy to clean. For example, the floors are only sealed concrete. There are no "high end" finishes.

The roof of the building is designed to allow for specialized SWAT related training providing elevation changes, and for staff during training working in a safety officer roll.

Similarly, the awning has an elevated platform for SWAT trainings as well as an elevated area for a safety officer during trainings.

The awning will also allow light bars and flood lights to be mounted which are used night and low light operations to simulate different environments.

The facility will be able to support multiple different trainings simultaneously.

The range portion of the facility supports longer distance shooting, up to 400 yards.

Areas are provided for training with the bearcat (armored rescue vehicle).

The southeast corner of the property is available to build a shipping container (conex) training environment in the future.

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Training Facility Capabilities

- Statutory firearms qualifications
- Spring and fall Annual firearms training
- Night / low light firearms training
- Basic handgun and rifle courses
- Basic SWAT schools
- Basic Sniper Courses
- Department Open Range Days
- Department SRT training days
- Law Enforcement Sniper trainings
- Armored Vehicle Training
- Taser classes
- Chemical Munitions Training
- Defensive Tactics classes
- Drone Trainings
- Police K-9 Training
- Force on Force classes
- Building searches
- Car stop training / practical's
- Physical agility training and assessments
- Active Shooter Training
- Negotiator Training
- Interview and interrogation classes
- Medical and first aid
- CIT / Mental Health classes
- Jail Operations
- Crime Scenes
- Evidence collection
- Homicide / Death Investigations
- Report Writing
- Crime Stoppers classes
- DUI Investigation Training

• + many other trainings not listed

The training building will be able to accommodate classroom-based training and provide meeting space for all Reno County departments.

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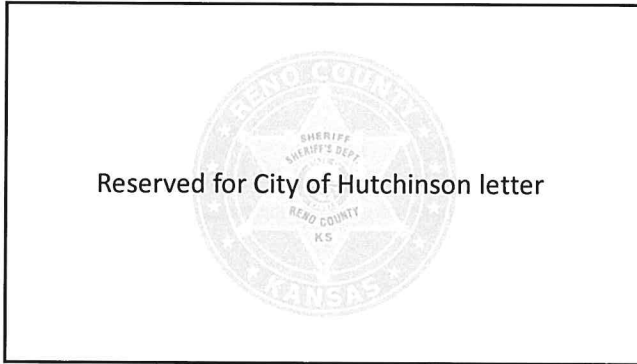
What Law Enforcement Agencies will be able to utilize this facility?

All Law Enforcement within Reno County

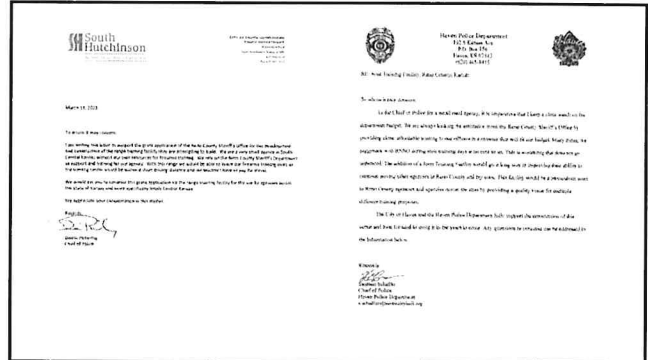
- Reno County Sheriff's Office
- Hutchinson Police Department
- South Hutchinson Police Department
- Haven PD
- Buhler PD
- KS Highway Patrol
- Wildlife and Parks
- Kansas Department of Corrections
- Reno County District Attorney's Office
- Judges from Reno County
- Hutchinson Fire Department

South Central Kansas Region: (Regional LEAs)

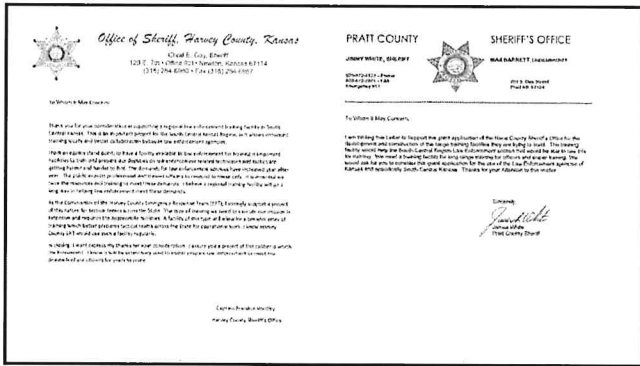
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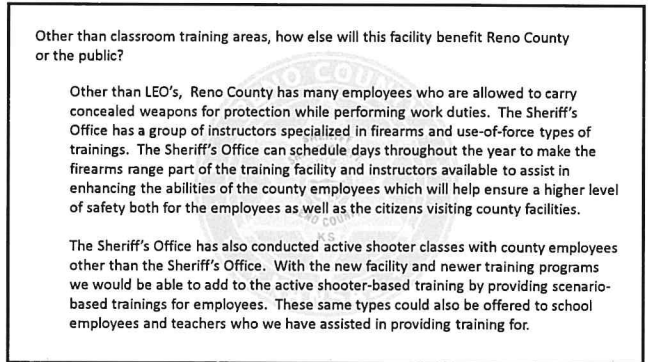
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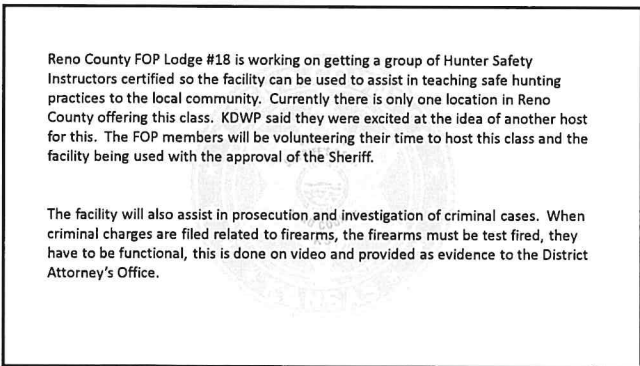
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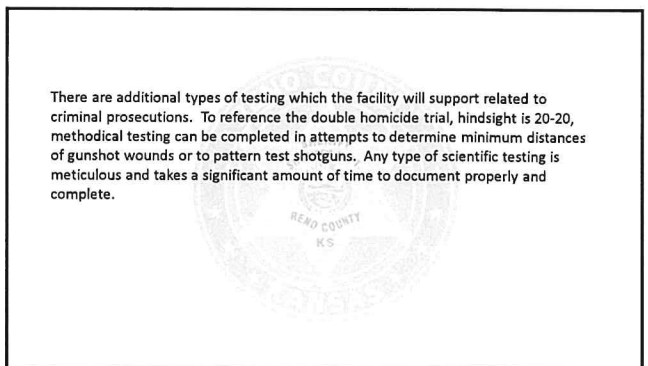
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Other Agency Training Facility Cost Comparison

Reno County Sheriff's Office Budget Request: \$2,000,000.00

- Saline County 2019: \$4,998,000.00 (\$5,900,770.87 today's money)
- Garden City Police Department 2017: \$1,850,000.00 (\$2,278,054.01 today's money)
- Shawnee County 2010: \$1,400,000.00 (\$1,969,685.42 today's money)
- Brunswick County, NC, 2017: \$2,120,000.00 (\$2,610,526.76 today's money)

None of the above listed ranges have the capabilities of the facility we are currently working towards. Saline and Garden City are indoor ranges, limited to 25 yards, and Shawnee is outdoor limited to 100 yards.

The above range is similar to our project in terms of capability and types of training.



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Current Status



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Progress as of 01/18/2023

33



Progress as of 04/11/2023


34

Progress as of 04/20/2023 (Video)



35

Reno County Sheriff's Office
206 W. 1st Ave.
Hutchinson, KS. 67501
620-694-2735



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AGENDA ITEM

AGENDA ITEM #7.B

AGENDA DATE: July 26, 2023

PRESENTED BY: Karla Nichols, Director of Public Health; Karen Hammersmith, Assistant Director of Clinical Services; Megan Gottschalk, Assistant Director of Populations Services;

AGENDA TOPIC:
Approval of Workforce Development Grant

SUMMARY & BACKGROUND OF TOPIC:

The Kansas Department of Health and Environment (KDHE) has opened a Workforce Development Grant. The purpose of the grant is to transform the Kansas public health system through infrastructure improvements that include public health workforce and foundational capabilities.

The Health Department will focus our application efforts to fulfill the Key Performance Areas and Strategic Priorities from our Strategic Plan, regarding Employee Support (noted below).

Employee Support:

Build and maintain a strong organizational infrastructure for public health.

- Goal 1: Recruit and retain quality employees, adjusting to the changing needs of the workforce while maintaining a high level of service to the public.
- Goal 2: Establish a professional development plan.

Specifically, this grant will not be used to add staff. This grant will be used for enhancing the narrative about public health, training for staff, reaccreditation costs, and improving organizational systems and processes.

This grant has received endorsement from the Kansas Association of Counties and the Kansas Association of Local Health Departments (letter attached).

This is a non-competitive grant. Reno County is eligible to receive \$158,799.70.

ALL OPTIONS:

1. Approval for us to move forward and submit an application.
2. Deny the application.

RECOMMENDATION / REQUEST:

Approval by the Board of County Commissioners for us to apply for this grant.

POLICY / FISCAL IMPACT:

Utilize Grant funds to fund a portion of the Reno County Health Department.



KANSAS
ASSOCIATION OF
COUNTIES

715 SW 10th Avenue • Topeka, KS 66612
785-272-2585 • www.kansascounties.org

May 24, 2023

Dear County Commissioners/Supervisors,

The Kansas Association of Counties (KAC) and Kansas Association of Local Health Departments (KALHD) are writing this letter to encourage you to approve the *Strengthening U.S. Public Health Infrastructure, Workforce, and Data Systems* grant (commonly called the Workforce Development grant) application.

Funding for this grant comes from the Center for Disease Control, but the application process goes through KDHE and is a non-competitive award – meaning everyone who applies will receive a predetermined amount. The application period starts July 1, 2023, with a deadline of August 15, 2023. The grant's award is estimated to be December 1, 2023, and the project end date is November 30, 2027.

Your local health department knows how to apply for the funding and likely already has ideas about how to utilize these resources. Likewise, they will handle any reporting - which is supposed to be minimal per CDC requirements.

The reason this funding exists is because over the last few years it has become obvious that public health has some serious workforce challenges. As such, federal resources were designated to help governments (state and local) address gaps in recruitment, retention, support, training, and strengthening of public health professionals.

This multi-year grant can be used for a variety of workforce-related expenditures at your local health department, such as:

- Covering additional costs of hiring key positions
- Retention activities such as bonuses, licensure, and incentives
- Recruitment activities such as sign-on bonuses
- Developing strategic plans (e.g., strategic plan initiatives), sustainability plans, and succession planning
- Tuition assistance for local health department staff to obtain advanced degrees
- Paid internships to help cultivate the next generation of public health professionals
- Addressing foundational capability needs like accreditation efforts or performance management

This funding is an incredible opportunity for county governments in Kansas to help the local public health workforce. We believe this is a good opportunity for your local health departments and hope that you will be receptive to their plans on how to take advantage of this investment in public health.

Sincerely,

Bruce Chladny
Executive Director, KAC

Dennis Kriesel
Executive Director, KALHD



Kansas Association of Local Health Departments
715 SW 10th Avenue
Topeka, KS 66612
Phone: 785-271-8391
www.kalhd.org



AGENDA ITEM

AGENDA ITEM #7.C

AGENDA DATE: July 26, 2023

PRESENTED BY: Randy Partington, County Administrator

AGENDA TOPIC:

Newspaper RFP Responses - Official County Newspaper

SUMMARY & BACKGROUND OF TOPIC:

On April 25, 2023, the county commission directed administration to send out a Request for Proposals (RFP) to newspapers in Reno County for consideration to be the county's official newspaper. Kansas Statute Annotated (KSA) 64-101 specifies the requirements to be designated as the official county newspaper. There are three (3) newspapers in Reno County that meet the requirements, including the following papers.

- Ninnescah Valley News (based in Pretty Prairie)
- Rural Messenger (based in Haven)
- The Hutchinson News (based in Hutchinson)

Attached are the proposals from each of the county newspapers. Staff has reviewed the proposals and converted the amounts stated into comparable numbers. Ninnescah Valley News is the cheapest at \$3.70 per column inch but only has a circulation of 360 of which 64% are in Reno County. The Rural Messenger would cost \$8.50 per column inch and they have a circulation of 10,300. This publication is printed in Hutchinson and will soon mail out of Hutchinson, though in the past they mailed out of Wichita. The Hutchinson News cost would be \$18.70 per column inch (they quoted a price per line which staff converted). The Hutchinson News did not provide circulation numbers, but is printed and mailed out of Hutchinson.

Based on the information provided, all three newspapers meet the eligibility requirements to be the county's official newspaper. There is not requirement to select the least expensive or the greatest circulation, and the commissioners may take all factors into account when deciding which newspaper to select.

ALL OPTIONS:

1. Select the Ninnescah Valley News as the official county newspaper as of August 1, 2023.
2. Select the Rural Messenger as the official county newspaper as of August 1, 2023.
3. Select the Hutchinson News as the official county newspaper as of August 1, 2023.

RECOMMENDATION / REQUEST:

Choose one of the three (3) publications to designate as the official county newspaper and adopt Resolution 2023-17 designating it as the official county newspaper effective August 1, 2023.

POLICY / FISCAL IMPACT:

Selecting any of the newspapers based on their proposals is a reduction in cost. Choosing a newspaper with less circulation will save money for the county, but may limit who sees the publications.

Reno County is requesting qualifications and pricing for a newspaper to serve as the official county newspaper. Once designated the official county newspaper shall serve until such time as the governing body designates a different newspaper.

The requirements to be designated as official county newspaper are set out in K.S.A. 64-101 and are as follows:

1. The newspaper must be published at least 50 times each year and has been so published for at least one year prior to the publication of any official county publication.
2. The newspaper must be entered at the post office in the Reno County as periodical class mail matter.
3. The newspaper must have general paid circulation in Reno County on a daily, weekly, or yearly basis and is not a trade, religious, or fraternal publication.
4. The newspaper must be published in Reno County.

Newspapers shall respond with documentation that they meet the requirements and pricing by the Reno County Commissioners on or before May 24, 2023 to be considered as a candidate to be the Reno County Official newspaper.

In response to Reno County RFQ for a newspaper to serve as the official county newspaper.

The Ninnescah Valley News is published every Friday, 52 weeks a year, under the current publisher since 1978.

The Ninnescah Valley News is mailed at the Pretty Prairie Post Office and charged as second class postage.

The Ninnescah Valley News has paid circulation of 360 with 63% of subscribers residing in Reno County.

The Ninnescah Valley News is published in Pretty Prairie, Reno County, Kansas

Rate sheet is attached. *(Please note, we have been notified that there will be another USPS rate increase in July, 2023. The Ninnescah Valley News absorbed the last two USPS rate increases, however if the increase in July affects second class postage an increase in advertising will be necessary. The potential increase is noted in () on the rate sheet.)*

Nancy Stucky, editor
Ninnescah Valley News
201 S Maple St
PO Box 327
Pretty Prairie, KS 67570-0327
Phone: (316) 737-8342

Reno County is requesting qualifications and pricing for a newspaper to serve as the official county newspaper. Once designated the official county newspaper shall serve until such time as the governing body designates a different newspaper. The requirements to be designated as official county newspaper are set out in K.S.A. 64-101 and are as follows:

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3. The newspaper must have general paid circulation in Reno County on a daily, weekly, or yearly basis and is not a trade, religious, or fraternal publication.
4. The newspaper must be published in Reno County.

Newspapers shall respond with documentation that they meet the requirements and pricing by the Reno County Commissioners on or before May 24, 2023 to be considered as a candidate to be the Reno County Official newspaper

5 col x 15" or Full Page
@ \$3.70 pci
\$277.50
(\$300.00)

5 col x 7.5" or 1/2 page
@ \$3.70 pci
\$138.75
(\$150.00)

1 col x 6"
@ \$3.70 pci
\$22.20
(\$24.00)

3 col x 6" or 1/4 page
@ \$3.70 pci
\$66.60
(\$72.00)

Randy Partington

From: Anita Stuckey <anita@ruralmessenger.com>
Sent: Wednesday, May 3, 2023 1:50 PM
To: Randy Partington; Valorie Garcia
Subject: [EXT_SENDER] Rural Messenger Legal publications
Attachments: Rural Messenger Legal Rates.pdf; Commercial Rate Card 2023.pdf

Follow Up Flag: Follow up
Flag Status: Flagged

Randy, thank you for the opportunity to provide legal publications for you in our newspaper. We have a very loyal following and we have a great circulation distribution of 10,300. I worked at The Hutchinson News for 40 years and am very familiar with the affidavits and what you will need. I do know that The Hutchinson News is now printing 4,900 papers daily. We have a very loyal staff which includes a designer so we can get you proofs back in a very timely manner. I would be happy to answer any other questions you might have. You will find our rate is considerably less than The Hutchinson News legal rate. We will change to the Hutchinson Post Office per statute requirements.

- Number of annual publications, along with what days or weeks the publication comes out. **Our publication date is Wednesday, 50 weeks a year. We print on Monday nights and papers go to drop points and the post office early Tuesday morning.**
- Circulation numbers **We print 10,300 weekly. With any print ad you also get our digital audience which we send out every Tuesday morning the digital edition to 8,200 emails that have requested we email them. First class is mailed out of Haven PO , 3rd class is mailed out of Wichita PO. FYI - our weekly returns are less than 50 papers.**
- A summary of how your newspaper meets the requirements of the Statute, shown on the link below. **I believe we cover all areas except possibly the Post Office. We currently have a USPS Marketing Mail Permit no 441. We have inquired about obtaining the periodical class mail permit. We have the forms and are working on that with the Post Office (if this is what is needed for us to be designated to use for your legal publications). The basic change is that we would need to provide to the Post Office weekly the percentage of advertising versus editorial and unpaid space in each edition. This is something I am familiar with as I did that at The Hutchinson News.**
- Explanation of the general region your newspaper reaches. **We cover Central Kansas from Oklahoma to Concordia. Our core area is Reno County and the 6 surrounding counties - see rate card for a list of major cities.**
- Costs you would charge the county for various advertisements, show differences between sizes. **Rate card is attached. The legal rate is the lowest published rate which would be \$8.50 per column inch for**

ads. If you had a line classified ad for employment or something - then that could be billed by the word (55 cents per word) or by the inch. See examples attached.

1. The newspaper must be published at least 50 times each year and has been so published for at least one year prior to the publication of any official county publication. **We do publish 50 weeks a year so 50 times, we are in our 19th year in business. Established March 10, 2004.**

2. The newspaper must be entered at the post office in Reno County as periodical class mail matter. **We have inquired about obtaining the periodical class mail permit. We have the forms and are working on that with the Post Office (if this is what is needed for us to be designated to use for your legal publications).**

3. The newspaper must have general paid circulation in Reno County on a daily, weekly, or yearly basis and is not a trade, religious, or fraternal publication. **We do have paid circulation and also free distribution - distributed weekly. We are not a trade, religious or fraternal publication.**

- . 4. The newspaper must be published in Reno County. **We are printed in Hutchinson, KS.**

--

**Anita Stuckey
Marketing Manager
The Rural Messenger
Haven, KS
620-727-4045 cell**

Randy Partington

From: Anita <anita@ruralmessenger.com>
Sent: Wednesday, May 17, 2023 3:26 PM
To: Randy Partington; Valorie Garcia
Subject: [EXT_SENDER] Reno County Legal Publications
Attachments: Periodicals Application.pdf

Follow Up Flag: Follow up
Flag Status: Flagged

Good afternoon Randy – I wanted to send a copy of the application for Periodicals that I am taking to the Post Office. We have visited with the Kansas Press Association and they agree that the only thing we need to do is get this permit and move to the Hutchinson Post Office. We look forward to working with the City of Hutchinson. If you need anything else from me, please let me know. Thank you.

Anita Stuckey
Marketing Director
Rural Messenger
620-727-4045

Sent from [Mail](#) for Windows

Filing Status	Type of Publication—See DMM® 207.6 (Check only one):	<input type="checkbox"/> Foreign Publication—Complete Parts A and B
	<input type="checkbox"/> General Publication—Complete Parts A and B <input type="checkbox"/> Requester Publication—Complete Parts A and C <input type="checkbox"/> Publication of State Department of Agriculture—Complete Parts A and D <input type="checkbox"/> News Agents—Complete Part A and attach a separate sheet listing the publications you handle and where they are published.	<input type="checkbox"/> Publication of Institutions and Societies With Publisher's Advertising Only—Complete Parts A and D <input type="checkbox"/> Publication of Institutions and Societies With General Advertising—Complete Parts A, D, and E <input type="checkbox"/> Request for Permission to Mail at Special Periodicals Rates—Complete Part F and all other applicable parts

Part A

Publication Information	1. Title of Publication as Shown on Publication <u>Rural Messenger</u>	2. Name of Publisher (Agent for Foreign Publication) <u>Anita Stuckey</u>	3. ISSN (If already assigned)
	4. Frequency of Issue (Be specific. For example, "weekly," "monthly except June") <u>Weekly except 4th of July week? Week after Christmas</u>	5. Number of Issues Published Annually <u>50</u>	6. Basic Annual Subscription Price <u>\$162.95</u>
	7. Full Name of Owner (Individual, partnership, or corporation) <u>Jennifer Long, Tammie Hoeme, Anita Stuckey</u>	8. Complete address of Known Office of Publication, including County. For foreign publications, agent's address (not a Post Office™ box address) <u>Rural Messenger 115 South Kansas Haven, KS 67543</u>	
	9. If owned by a corporation, list the names of all stockholders owning or holding 1 percent or more of the total stock. (Attach a separate sheet if necessary) <u>Jennifer Long, Tammie Hoeme, Anita Stuckey</u>	10. Are any of the owners or stockholders interested financially in any business or trade represented by the publication? (Check one) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
	11. Do any of the persons or concerns that advertise in the publication have any interest therein? (Check one) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	12. Is more than one copy of each issue furnished to any one advertiser therein? (Check one) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
	13. Date of issue on which application is based. (Usually issue published closest to date of filing) <u>5/17/2023</u>	14. Total Number of Copies Printed (For foreign publications, number of copies imported into United States) <u>10,201</u>	
	15. Contact's Name <u>Anita Stuckey</u>	16. Contact's Address <u>5 Pawnee Dr. Hutchinson, KS 67502</u>	17. Contact's Telephone Number <u>620-727-4045</u>
	I hereby certify that all information furnished on this form is in support of this application, including the Business Plan supporting an application under the New Launch procedure (if applicable), and other supporting documentation, is accurate, truthful, and complete. I understand that anyone who furnishes false or misleading information or who omits material information requested on this form may be subject to criminal sanctions (including fines and imprisonment) and/or civil actions (including multiple damages and civil penalties).		18. Signature of Publisher (or Agent for Foreign Publication) <u>Anita Stuckey</u>
			19. Date Signed <u>5/17/2023</u>
	Postmaster	20. Date of First Mailing Under Deposits After Application Was Filed	21. Amount of Application Fee Paid
23. Name of Postal Employee to Contact With Any Questions About This Application (Print)		24. Signature of Postmaster	25. Date Signed
26. Post Office Address <input type="checkbox"/> Check if Centralized Acceptance Post Office		27. Area Code/Telephone Number	

Part B

Check if Applicable: Application under New Launch procedure (Attach publisher's signed business plan) Initial Audit of circulation by Authorized Audit Bureau Requested Electronic Copies — Initial Audit of circulation by Authorized Audit Bureau Required

Paid Distribution	1. Basic Annual Subscription Price	\$	5. Copies Purchased by Others (Attach a separate sheet showing who purchased, for what price, and for what purposes)
	2. Subscriptions Received by the Publisher at the Basic Annual Subscription Price From Persons to Whom Publication is Sent		6. All Single Copies Sold (Newsstand, vendor, street sales)
	3. Subscriptions Received Under Offer of a Premium or Other Reduction Arrangement (Attach a separate sheet if necessary)		7. Copies Furnished to Actual Advertisers in This Issue to Prove Insertion of Ads (One copy per advertiser)
	Description of Premium or Reduction Arrangement		8. Copies Exchanged With Other Publications (One copy for another)
Publisher's Cost Per Item	Retail Value	Value Represented	9. Other Paid Circulation (Describe)
4. Subscriptions Paid for With Dues or Contributions (Attach printed copies of forms used for taking these subscriptions)	10. Total Paid Distribution (Add items 2 through 9)		
Nonsub.	11. Single or Bulk Copies for Free Distribution (Samples/comps)	13. Nominal Rate Subscriptions (DMM 207.6.1.2)	
	12. Expired Subscriptions	14. Total Nonsubscriber Distribution (Add items 11 through 13)	
Percentage	15. Total Copies Distributed (Add items 10 and 14)		
	16. Unsold Newsstand and Vending Copies on Hand, Inventory for Future Orders, Copies Destroyed, etc. (Attach documentation)	17. Total Copies Printed (Add items 15 and 16. Should match total on press run/order or number imported. Attach press run or print order)	
	18. Percentage of Qualified Subscribers (Divide item 10 by item 15)		

Application for Periodicals Mailing Privileges (Continued)

Part C

Check if Applicable: Application under New Launch procedure (Attach publisher's signed business plan) Initial Audit of circulation by Authorized Audit Bureau Requested Electronic Copies — Initial Audit of circulation by Authorized Audit Bureau Required

Requester Copies	1. Requests Received by the Publisher From the Persons to Whom the Publication Is Sent (Not paid subscription copies)	9350	6. All Single Copies Sold (Newsstand, vendor, street sales)		
	2. Subscription Copies Paid for or Promised to be Paid for Including Those Below Nominal Rate	123	7. Copies Sent in Fulfillment of Requests in a Manner Not Covered in Items 1 through 6 (Explain)		
	3. Copies Furnished to Actual Advertisers in This Issue to Prove Insertion of Ads (One copy per advertiser)	700			
	4. Copies Exchanged With Other Publications (One copy for another)	0			
	5. Copies Requested by Employers for Employees by Name or Position (Attach samples of these requests)	0			
8. Total Requested Distribution (Add items 1 through 7)			10,183		
Percentage Nonreq.	9. Requests More Than 3 Years Old	0	11. Total Sample Copies Distributed (In the mails or otherwise)	0	
	10. Requests Induced by a Premium Offer or Material Consideration	0	12. Total Nonrequester Distribution (Add items 9 through 11)	0	
	13. Total Copies Distributed (Add items 8 and 12)			10,183	
	14. Unsold Newsstand and Vending Copies on Hand, Inventory for Future Orders, Copies Destroyed, etc. (Attach documentation)	18	15. Total Copies Printed (Add items 13 and 14. Should match total on order or number imported. Attach press run or print order)	10,201	
16. Percentage of Qualified Requesters (Divide item 8 by item 13)			1		

Part D

Type of Organization (Complete one row)				Attach to Application
1. Benevolent or Fraternal	No. of Members	Publication is Published:	<input type="checkbox"/> By society or order <input type="checkbox"/> Under auspices of society or order	Certified copy of the constitution and bylaws and the resolution or order showing the date publication was adopted by the organization
2. Society	Type:	<input type="checkbox"/> Literary <input type="checkbox"/> Professional <input type="checkbox"/> Historical <input type="checkbox"/> Scientific		
3. Trade Union	Publication is Published:	<input type="checkbox"/> By trade union <input type="checkbox"/> Under auspices of trade union		
4. Church or Church Organization	Publication is Issued By:	<input type="checkbox"/> Church <input type="checkbox"/> Church organization		Evidence that the publication is actually issued by a church or church organization
5. Institution of Learning	Is publication issued by a regularly incorporated institution of learning? <input type="checkbox"/> Yes <input type="checkbox"/> No	Is publication issued by a regularly established state institution of learning supported in whole or in part by public taxation? <input type="checkbox"/> Yes <input type="checkbox"/> No	Is publication issued by a public or nonprofit private elementary school or secondary institution of learning or its administrative or governing body? <input type="checkbox"/> Yes <input type="checkbox"/> No	Certified copy of the charter, articles of incorporation, legislative act creating the institution and amendments thereto, and, when necessary, evidence to substantiate nonprofit status or support by public taxation
6. State Agency of Health, Public Charities, Corrections, Agriculture, Conservation, Fish and Game, or Industrial Development			Agency Issuing Publication	Evidence that authorized agency issues the publication
7. Educational Radio or Television Agency of a State or Political Subdivision of a State, or a Nonprofit Educational Radio or Television Station			Category Under Which Applying	Evidence that authorized station issues the publication

Part E

Institutions/Societies w/Adv.	1. Subscriptions From Members Who Received the Publication Paid for by Dues or Assessments, Contributions, or Otherwise (Attach a certified copy of the resolution or arrangement used for taking these subscriptions)		7. Total Sample Copies Distributed (In the mails or otherwise)	
	2. Copies Sent to Other Subscribers		8. Disposition and Number of Remaining Copies (Explain)	
	3. Copies Exchanged With Other Publications (One copy for another)			
	4. Subscriptions Obtained in a Manner Not Covered Above (Explain in block 9)		9. Explanation From Item 4	
	5. Copies Furnished to Actual Advertisers in This Issue to Prove Insertion of Ads (One copy per advertiser)			
6. Total Subscriptions (Add items 1 through 5)				

Part F

Special Rates	1. If this application includes a request for special Periodicals privileges, submit documentation that shows your organization meets the requirements in DMM 207.10. (Check one box in either A or B)	A. Nonprofit Category (Check one box only) <input type="checkbox"/> Religious <input type="checkbox"/> Philanthropic <input type="checkbox"/> Veterans <input type="checkbox"/> Educational <input type="checkbox"/> Agricultural <input type="checkbox"/> Fraternal <input type="checkbox"/> Scientific <input type="checkbox"/> Labor <input type="checkbox"/> Other Qualified Organizations	B. Price (Check one box only) <input type="checkbox"/> Science-of-Agriculture (DMM 207.11.2) <input type="checkbox"/> Classroom (DMM 207.10.4)
	2. Was organization formed for profit or does any net income inure to the benefit of any private stockholder or individual? <input type="checkbox"/> Yes <input type="checkbox"/> No		

M Rural Messenger

Jennifer Long
jennifer@ruralmessenger.com
620-801-3133

Anita Stuckey
anita@ruralmessenger.com
620-727-4045

2 Columns by 5 inches
10 Column inches @
\$8.50 per inch

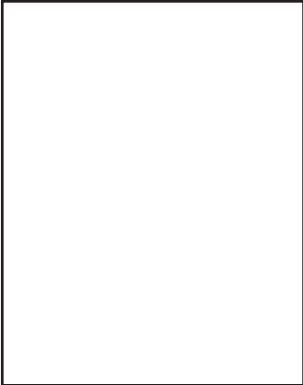
\$85

2 Columns by 4 inches
8 Column inches @
\$8.50 per inch

\$68

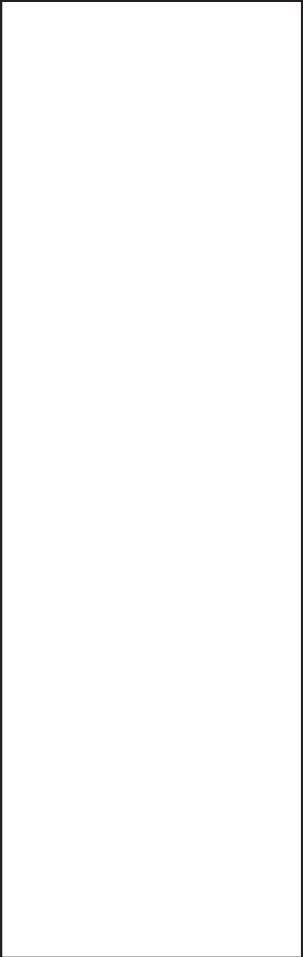
1 Columns
by 2 inches
2 Column inches @
\$8.50 per inch

\$17



1 Columns
by 5 inches
5 Column inches @
\$8.50 per inch

\$42.50



1 Columns by 10 inches
10 Column inches @
\$8.50 per inch

\$85



3 Columns by 5 inches
15 Column inches @
\$8.50 per inch

\$127.50

3 Columns by 10 inches
30 Column inches @ \$8.50 per inch

\$255

M^{Rural} **Messenger**

More Readership. More Geography. More Results.

115 S. Kansas, PO Box 485, Haven, KS 67543-0485
advertising@ruralmessenger.com
620-465-4636, 800-395-5010

Our customers are our friends and it is a great responsibility and a privilege to share with them weekly. The Rural Messenger is enjoyed by over 35,490 readers weekly. The Rural Messenger is a rural interest publication distributed weekly through Central Kansas from Oklahoma to Nebraska.

Retail/Display Advertising Rates

Number of weeks (within a year)	Rate per column inch
1	\$14.50
4	\$11.50
13	\$10.50
26	\$9.50
52	\$8.50

Retail & Display ads are discounted for weekly placement, per the chart above.

Color can be added to your ad for the lesser of \$60, or 50% of the space charge for the ad.

Placement, by specific page, is available for a premium.

The deadline for ads is NOON Monday prior to the Wednesday publication date.

Retail/Display Ad Dimensions

Columns	Physical Inches	Columns	Physical Inches
1	1.6	4	6.8
2	3.3	5	8.52
3	5.0	6	10.25

Classified Ad Advertising Rate

Number of weeks	Rate per word
1	\$1.05
4	.85
13	.75
26	.65
52	.55

- Classified ads are discounted for weekly placement, per the chart above. Minimum billed classified ad size is 10 words. For the readers convenience, town names will be added at the end of the ad at no charge.
- Classified ads are nonrefundable.
- Classified ads are all text, one column wide placed in the classifieds section, within a specific category.
- Classified ads are additionally placed on-line on the Rural Messenger website.
- Advanced payment by credit card, cash, ACH, or check is expected for classified line ads. Payment by credit or debit card can be made by giving the information when the ads are placed, or by paying through the Rural Messenger website.
- Display classified ads are bordered one column wide ads that can have a graphic or picture, placed within a category, in the classifieds section of the paper. They are charged at the retail / display ad rates per inch.

The deadline for ads is NOON Monday prior to the Wednesday publication date.

Insert Rates

Quantity	Rate per 1,000 inserts
10,000	\$55
Anything less than 10,000	\$80

Our Business Directory page is ideal for placing your business card ad. Priced economically, it affects branding, keeping you and your company at the top of your customers minds. Business card sized ads, 2 columns x 2 inches, (actual size 3.3" x 2") are priced at \$31.50 per week, for a sixteen week commitment.

Color available at regular color rates.

State-Wide Buy available in 140 papers is available for display and classified ads. Ask your sales representative for details.

Digital Display Advertising is available to place your ad on our website ruralmessenger.com. This website hosts a variety of content including classified ads, auctions and stories not necessarily printed in the weekly print edition. Top Banner 782x90 pixels \$26 per week; Right Rail Tile 300x250 pixels \$21 per week. Contact your sales representative, or call the office with any additional questions.

E-Mail Marketing is available to distribute your ad or announcement by e-mail to over 6,800 recipients. \$30 per e-mail blast.

Social Media Advertising - Facebook. Over 20,000 followers. Place your ad on our Facebook page for \$47 per post. <https://www.facebook.com/rural.messenger> and group Kansas Farm Classifieds & Auctions.

On-line Auction Posting available at \$10.00 per auction by subscribing to our on-line posting service. The \$10.00 is per auction, not per week, irrespective of how long it is posted. With this service, we visit your website weekly and post all auctions. If you want an auction posted without subscribing to this service, the charge is \$26 per auction.

Subscriptions by postal mail are available by first class and third class mail. Third class, \$62.95 per year and first class, \$136.50 per year. This includes tax and is nonrefundable. Given the Postal Service's delivery reliability, we can not guarantee that you will actually receive your paper. Alternatively, we encourage you to read the weekly paper on-line at www.ruralmessenger.com Select "Digital Edition."

Our Digital Edition is the weekly edition of the paper in a on-screen / digital format. It can be viewed by clicking on 'Digital Edition' on the home page of our website ruralmessenger.com. Free subscriptions are also available to have the digital edition e-mailed to you weekly, <http://www.ruralmessenger.com/digital-edition/>

Questions Contact us
620-465-4636, 800-395-5010

We reserve the right to refuse any advertisement.
Classified ads and subscriptions are nonrefundable.
Ads printed with an error caused by us will be corrected and reprinted.

(Updated 01.11.23)

WHO ARE OUR READERS?

Our print readers are predominantly 5+ year subscribers that own farm and ranch acreage. Online readership is constantly growing and reaches a younger demographic of ranchers that are running family owned operations.

The Rural Messenger is an effective, economical and proven vehicle for advertising.

Email: advertising@ruralmessenger.com

620-465-4636



MRural
essenger

***More Readership.
More Geography.
More Results.***

Serving Central Kansas



***Concordia
Abilene
Salina
McPherson
Hutchinson
El Dorado
Newton
Wichita
Pratt
Larned
Yates Center
Caldwell
& More***

www.ruralmessenger.com

620-465-4636

Randy Partington

From: Hamm, Tara <thamm@gannett.com>
Sent: Tuesday, May 9, 2023 7:34 PM
To: Randy Partington
Subject: [EXT_SENDER] RFI Submission
Attachments: Reno County 2023.pdf

Follow Up Flag: Follow up
Flag Status: Flagged

Good evening

Attached is the Hutchinson News official submission for the RFI you had sent in to Alice Mannette. I didn't see that there was an address or other notation to submit this, if I should UPS this to an address please let me know and I can have this sent out hard copy as well.

Thank you for the opportunity.

Tara Hamm

Director – Public Notices | Obituaries
Gannett Classified Business Solutions



thamm@gannett.com

Office: 866-431-8665

Seize your potential at [LocaliQ.com](https://www.localiq.com)

THE HUTCHINSON NEWS

May 9, 2023

Reno County Commissioners

Official County Newspaper Bid

The Hutchinson News continues to serve the citizens of Reno County. Our job is delivering useful and valuable information to their homes every day. Feeling informed about local issues that impact our lives increases our level of trust to those whom we have elected to make decisions on our behalf. No other method of delivering your information is as complete or as broad as Hutchinson News.

The Hutchinson News meets all requirements set out in K.S.A 64-101

I respectfully submit our bid to serve as the Official County paper

- \$1.70 per column line per day
- Display ads (classified) \$10.78
- Display ad (main news) \$13.03
- Affidavits are \$2.00

We appreciate your consideration and look forward to hearing from you.

Sincerely,
Tara Hamm
Director- Public Notices
Hutchinson News | USA Today
thamm@gannett.com
866-431-8665

RESOLUTION 2023-_____

A RESOLUTION DESIGNATING _____
AS THE OFFICIAL COUNTY NEWSPAPER

WHEREAS, K.S.A. 64-101 requires the board of county commissioners of each county to designate by resolution a newspaper to be the official county newspaper; and

WHEREAS, the Board of County Commissioners of Reno County has determined that _____ satisfies the statutory requirements found at K.S.A. 64-101(b)(1) through (4) for designation as the official county newspaper for Reno County.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COUNTY COMMISSIONERS OF RENO COUNTY, KANSAS, that _____ is hereby designated as the official county newspaper for Reno County, Kansas.

BE IT FURTHER RESOLVED that this Resolution supersedes any prior Resolution on the same subject and shall be effective on August 1, 2023.

ADOPTED in regular session this **26th** day of July 2023.

BOARD OF COUNTY COMMISSIONERS
OF RENO COUNTY, KANSAS

Daniel Friesen, Chairperson

Randy Parks, Member

Ron Hirst, Member

Don Bogner, Member

ATTEST:

Donna Patton, County Clerk

John Whitesel, Member



AGENDA ITEM

AGENDA ITEM #7.D

AGENDA DATE: July 26, 2023

PRESENTED BY: Randy Partington, County Administrator

AGENDA TOPIC:
Courthouse 1st Floor Furniture Quote

SUMMARY & BACKGROUND OF TOPIC:

Reno County is working with Midwest Single Source as the local retailer for Hon furniture that has the current contract with the State of Kansas and its respective agencies, such as Reno County.

At the beginning of 2023, the county commission approved renovations to the courthouse that includes the following departments/agencies.

- Human Resources
- County Administration
- Information Technology
- Legal Services
- District Court
- District Attorney

County staff has been working with Ron Valentine with Midwest Single Source to plan what furniture is needed and a layout of the new areas. Last month, the county administrator received consensus on authorizing the purchase of furniture needed to equip the mezzanine for the information technology department. Today, it is being recommended for the commission to authorize the furniture order to equip human resources, county administration and some areas of the main floor for IT. Later this year, there will be another recommendation for furniture with Midwest Single Source to equip the departments/agencies on floors 3-5.

At the time of awarding the construction bid to Ward Davis Builders, the commission was told the bid did not include furniture and that the furniture would be bought by the county with money set aside in the general fund for courthouse improvements.

ALL OPTIONS:

1. Authorize the county administrator to complete the order with Midwest Single Source (formerly Roberts Hutch-Line) in the amount of \$48,615.33 for furniture required for the renovated portions of the Courthouse's 1st Floor.
2. Deny the request for furniture to properly equip the 1st floor.
3. Table the item to a future meeting.

RECOMMENDATION / REQUEST:

Authorize the county administrator to complete the order with Midwest Single Source (formerly Roberts Hutch-Line) in the amount of \$48,615.33 for furniture required for the renovated portions of the Courthouse's 1st Floor. The listed retail price of this furniture is \$122,149.

POLICY / FISCAL IMPACT:

Adequate money for office furniture and courthouse improvements were budgeted in the county's 2023 budget.

MIDWEST SINGLE SOURCE
 (formerly Roberts Hutch-Line)
 PO Box 1363 / Hutchinson, KS 67504-1363
 TF (800) 759-0507 / PH (620) 662-3356
 ron@midwestsinglesource.com /
 www.midwestsinglesource.com








QUOTATION

Prepared by:
 Ron Valentine






QUOTED PER:
 State of Kansas
 Furniture Contract
 # 43966


PROJECT LOCATION:



**PLEASE MAKE PO
 PAYABLE TO:**
 Midwest Single Source
 1501 East 1st St. N
 Wichita, KS 67214








Part Number	Qty	Sell	Ext Sell
 HMVR-3060G-NS Motivate Table Rect 30Dx60W 2mm Edge Nesting Base	7	\$581.08	\$4,067.56
.G 3" Round Grommet			
\$(L1STD) Grd L1 Standard Laminates			
.PINC Pinnacle			
.PINC Pinnacle			
.C Caster			
\$(P1) P1 Paint Opts			
.LOFT Loft			
 HMTUMOD50 Universal Mod Panel for 60" Motivate tables	7	\$104.67	\$732.69
\$(P1) P1 Paint Opts			
.LOFT Loft			
 HQH5-3 Interlink IQ Power Harness 5ft 3" Round Power Grommet	7	\$82.78	\$579.46
 HQH1-3 Interlink IQ Power Harness 1ft 3" Round Power Grommet	7	\$74.03	\$518.21
 HQB Interlink IQ Power Base In-Feed	4	\$225.27	\$901.08
 HMAGANG Interlink IQ Elect Ganging Hardware	4	\$40.60	\$162.40
HCTROUGH3610 Cable Mngmt Trough 36W ten pk	2	\$446.16	\$892.32
 HMN2 Motivate Nest/Stack Chair-Flex Bck-Uph Seat	13	\$302.88	\$3,937.44
.F Fixed Arm			
.H Hard			




Part Number		Qty	Sell	Ext Sell
.IM	4-Way Black			
.ON	Onyx			
\$(3)	III Uph			
.SX	Moxie			
23	Basalt			
.P7L	Textured Loft			
 HETP5042FP		1	\$182.68	\$182.68
	Tackable Panel w/o TC 50H x 42W			
\$(A)	Gr A Fabric			
.ECH	Etch			
14	Blend			
\$(P1)	P1 Paint Opts			
.LOFT	Loft			
 HETP5036FP		1	\$163.18	\$163.18
	Tackable Panel w/o TC 50H x 36W			
\$(A)	Gr A Fabric			
.ECH	Etch			
14	Blend			
\$(P1)	P1 Paint Opts			
.LOFT	Loft			
 HETP5048FP		2	\$193.83	\$387.66
	Tackable Panel w/o TC 50H x 48W			
\$(A)	Gr A Fabric			
.ECH	Etch			
14	Blend			
\$(P1)	P1 Paint Opts			
.LOFT	Loft			
 HETP6530FP		1	\$171.94	\$171.94
	Tackable Panel w/o TC 65H x 30W			
\$(A)	Gr A Fabric			
.ECH	Etch			
14	Blend			
\$(P1)	P1 Paint Opts			
.LOFT	Loft			
 HETP6548FP		1	\$209.35	\$209.35
	Tackable Panel w/o TC 65H x 48W			
\$(A)	Gr A Fabric			











Part Number		Qty	Sell	Ext Sell
.ECH	Etch			
14	Blend			
\$(P1)	P1 Paint Opts			
.LOFT	Loft			
 HETP4248FP		2	\$170.34	\$340.68
	Tackable Panel w/o TC42.5H x 48W			
\$(A)	Gr A Fabric			
.ECH	Etch			
14	Blend			
\$(P1)	P1 Paint Opts			
.LOFT	Loft			
 HWR3048PN		2	\$191.44	\$382.88
	Systems Rect Wksfc Edgeband 30D x 48W No Grom			
\$(L1STD)	Grd L1 Standard Laminates			
.PINC	Pinnacle			
.PINC	Pinnacle			
 HWR2448PN		2	\$177.51	\$355.02
	Systems Rectangular Wksfc Edgeband 24D x 48W N			
\$(L1STD)	Grd L1 Standard Laminates			
.PINC	Pinnacle			
.PINC	Pinnacle			
 HETP3548FP		1	\$152.83	\$152.83
	Tackable Panel w/o TC 35H x 48W			
\$(A)	Gr A Fabric			
.ECH	Etch			
14	Blend			
\$(P1)	P1 Paint Opts			
.LOFT	Loft			
 HETP3524FP		1	\$126.96	\$126.96
	Tackable Panel w/o TC 35H x 24W			
\$(A)	Gr A Fabric			
.ECH	Etch			
14	Blend			
\$(P1)	P1 Paint Opts			
.LOFT	Loft			








Part Number		Qty	Sell	Ext Sell
 HRVOH1548RM		1	\$364.17	\$364.17
	About Receding Door Overhead 48"W			
	\$(P1) P1 Paint Opts			
	.LOFT Loft			
	.X Omit Lock			
 HWR2448P		2	\$177.51	\$355.02
	Systems Rectangular Worksurface Edgeband 24D x 48W			
	\$(L1STD) Grd L1 Standard Laminates			
	.PINC Pinnacle			
	.PINC Pinnacle			
	.P Black			
 HES3048G		2	\$398.00	\$796.00
	Clear Glass Stacker 30H x 48W			
	\$(P1) P1 Paint Opts			
	.LOFT Loft			
	.R Frosted			
 HES3042G		1	\$370.54	\$370.54
	Clear Glass Stacker 30H x 42W			
	\$(P1) P1 Paint Opts			
	.LOFT Loft			
	.R Frosted			
 HES3036G		1	\$336.31	\$336.31
	Clear Glass Stacker 30H x 36W			
	\$(P1) P1 Paint Opts			
	.LOFT Loft			
	.R Frosted			
 HEWS80P		1	\$52.93	\$52.93
	Wall Starter Kit for Panels 80H			
	\$(P1) P1 Paint Opts			
	.LOFT Loft			
 HBCSR1548P		2	\$130.94	\$261.88
	Systems Raised Straight Countertops 48Wx15D Edgeband			
	\$(L1STD) Grd L1 Standard Laminates			
	.PINC Pinnacle			
	.PINC Pinnacle			







	Part Number		Qty	Sell	Ext Sell
	HECB42		2	\$23.88	\$47.76
	Counter Top Bracket for 42.5H Panels				
	\$(P1)	P1 Paint Opts			
	.LOFT	Loft			
	HECB01		2	\$23.88	\$47.76
	Counter Top Bracket				
	\$(P1)	P1 Paint Opts			
	.LOFT	Loft			
	HWSB2		2	\$20.70	\$41.40
	Worksurface Bracket Kit				
	\$(P1)	P1 Paint Opts			
	.LOFT	Loft			
	HCTL242		4	\$37.01	\$148.04
	24D Cantilever One Pair				
	\$(P1)	P1 Paint Opts			
	.LOFT	Loft			
	HWSB2		2	\$20.70	\$41.40
	Worksurface Bracket Kit				
	\$(P1)	P1 Paint Opts			
	.LOFT	Loft			
	HETC78		2	\$47.36	\$94.72
	Panel Top Cap 78"W				
	\$(P1)	P1 Paint Opts			
	.LOFT	Loft			
	HETC96		1	\$56.91	\$56.91
	Panel Top Cap 96"W				
	\$(P1)	P1 Paint Opts			
	.LOFT	Loft			
	HEVHF07P		1	\$23.88	\$23.88
	In-Line Variable Height Finishing Kit 7.5H				
	\$(P1)	P1 Paint Opts			
	.LOFT	Loft			
	HEVHF22P		1	\$29.85	\$29.85
	In-Line Variable Height Finishing Kit 22.5H				
	\$(P1)	P1 Paint Opts			
	.LOFT	Loft			









Part Number		Qty	Sell	Ext Sell
 HEVHF15P		1	\$25.47	\$25.47
	In-Line Variable Height Finishing Kit 15H			
	\$(P1) P1 Paint Opts			
	.LOFT Loft			
 HESHRTA30		1	\$96.32	\$96.32
	5 5/8"H x 13"D x 30W Shelf			
	\$(P1) P1 Paint Opts			
	.LOFT Loft			
 HWCS4824P		1	\$264.27	\$264.27
	Systems Corner Worksurface 48Wx24D Edgeband Straight			
	\$(L1STD) Grd L1 Standard Laminates			
	.PINC Pinnacle			
	.PINC Pinnacle			
	.P Black			
 H19830N		1	\$350.24	\$350.24
	Flagship Series Pedestal "N" Pull Freestanding F/F			
	.X Omt Core to Order Key Alike			
	\$(P1) P1 Paint Opts			
	.LOFT Loft			
 H19730N		1	\$350.24	\$350.24
	Flagship Pedestal "N" Pull Freestanding B/B/F			
	.X Omt Core to Order Key Alike			
	\$(P1) P1 Paint Opts			
	.LOFT Loft			
 HETP5030FP		1	\$158.40	\$158.40
	Tackable Panel w/o TC 50H x 30W			
	\$(A) Gr A Fabric			
	.ECH Etch			
	14 Blend			
	\$(P1) P1 Paint Opts			
	.LOFT Loft			
 HES3030G		1	\$325.56	\$325.56
	Clear Glass Stacker 30H x 30W			
	\$(P1) P1 Paint Opts			
	.LOFT Loft			
	.R Frosted			








Part Number	Qty	Sell	Ext Sell
 HEFEC80P Panel Finished End Covers 80H	3	\$32.24	\$96.72
\$(P1) P1 Paint Opts			
.LOFT Loft			
 HH871248 Electrical Power Harness 48W 3-1 & 2-2 Systems	6	\$95.12	\$570.72
 HH871230 Electrical Power Harness 30W 3-1 & 2-2 Systems	1	\$90.35	\$90.35
 HH871501 Duplex Receptacle Circuit 1 3-1 & 2-2 Systems	10	\$18.71	\$187.10
.LOFT Loft			
HH871918 Ceiling In-Feed Cable Base 216" long Separate	1	\$136.12	\$136.12
 HRVEP2429L Around 29"H x 24"D Left End Panel	1	\$97.91	\$97.91
\$(P1) P1 Paint Opts			
.LOFT Loft			
 HRVEP2429R Around 29"H x 24"D Right End Panel	1	\$97.91	\$97.91
\$(P1) P1 Paint Opts			
.LOFT Loft			
 HETC48 Panel Top Cap 48"W	2	\$30.25	\$60.50
\$(P1) P1 Paint Opts			
.LOFT Loft			
 HETC24 Panel Top Cap 24"W	1	\$16.72	\$16.72
\$(P1) P1 Paint Opts			
.LOFT Loft			
 HETC30 Panel Top Cap 30"W	2	\$20.30	\$40.60
\$(P1) P1 Paint Opts			
.LOFT Loft			
 HEC42PLN 42.5H "L" Connector Post	1	\$49.75	\$49.75









Part Number		Qty	Sell	Ext Sell
	\$(P1) P1 Paint Opt			
	.LOFT Loft			
 HECSL		2	\$6.77	\$13.54
	"L" Connector Strap			
 HEC35PLN		1	\$41.39	\$41.39
	35H "L" Connector Post			
	\$(P1) P1 Paint Opt			
	.LOFT Loft			
 HEFEC35P		1	\$22.69	\$22.69
	Panel Finished End Covers 35H			
	\$(P1) P1 Paint Opt			
	.LOFT Loft			
 HCKTTPS		3	\$8.76	\$26.28
	Straight Connector Kit			
	.X No Option			
 HEC80PTN		1	\$68.06	\$68.06
	80H "T" Connector Post			
	\$(P1) P1 Paint Opt			
	.LOFT Loft			
 HECST		1	\$9.55	\$9.55
	"T" Connector Strap			
 HEC80PLN		1	\$70.84	\$70.84
	80H "L" Connector Post			
	\$(P1) P1 Paint Opt			
	.LOFT Loft			
 HF23C		3	\$19.50	\$58.50
	Lock Core Replacement Kit Brushed Chrome			
	.X120E 120E			
 H105904L		1	\$510.63	\$510.63
	10500 Series 72Wx24Dx29-1/2H Single Ped Cred LH F/F Ped			
	\$(L1STD) Grd L1 Standard Laminates			
	.PINC Pinnacle			
	PINC Pinnacle			
 H10534K		1	\$462.08	\$462.08
	10500 Series 72x37 1/8 Stack-On Storage 4-Dr Locking ETA			
	\$(L1STD) Grd L1 Standard Laminates			






	Part Number		Qty	Sell	Ext Sell
	.PINC	Pinnacle			
	PINC	Pinnacle			
	H105856		1	\$100.30	\$100.30
		10500 Series Back enclosure for 72"W Stack on Storage			
	\$(L1STD)	Grd L1 Standard Laminates			
	.PINC	Pinnacle			
	HLSLZ5SC54		1	\$40.20	\$40.20
		42"W External Stiffener			
	.P	Black			
	H105893R		1	\$645.56	\$645.56
		10500 Series 72Wx36Dx29-1/2H SglPedDsk RH B/B/F BowTop			
	\$(L1STD)	Grd L1 Standard Laminates			
	.PINC	Pinnacle			
	PINC	Pinnacle			
	HTLD42		1	\$202.58	\$202.58
		Preside 42"Round Shaped Laminate Top			
	.G	2MM/Flat			
	PINC	Pinnacle			
	.N	No Grommets			
	\$(L1STD)	Grd L1 Standard Laminates			
	.PINC	Pinnacle			
	HTLXP42		1	\$190.24	\$190.24
		Preside Laminate Panel X Base for 42" Tops			
	\$(L1STD)	Grd L1 Standard Laminates			
	.PINC	Pinnacle			
	HCG6		4	\$281.78	\$1,127.12
		Ceres Guest/Multi purpose Four Leg Stacking			
	.F	Fixed Arm			
	.H	Hard			
	.IM	4-Way Black			
	\$(3)	III UPHOLSTERY			
	.SX	Moxie			
	23	Basalt			
	.CBK	Charblack			
	HNLRC2448		1	\$120.20	\$120.20
		48W x 24D Rectangle Worksurface			






	Part Number		Qty	Sell	Ext Sell
	.G	Smooth, Flat			
	PINC	Pinnacle			
	.X	No Grommet			
	\$(L1STD)	Grd L1 Standard Laminates			
	.PINC	Pinnacle			
	HHATB3S2LC		1	\$416.71	\$416.71
		3 Stage 2 Leg Rectangle C Foot			
	\$(P1)	P1 Paint Opt			
	.LOFT	Loft			
	.X	Standard Glide			
	.MEM	Memory Preset			
	HF27B		2	\$13.93	\$27.86
		Black Removable Lock Core Kit			
	.X101E	101E			
	HF23B		2	\$13.93	\$27.86
		Black Removable Lock Core Kit			
	.X101E	101E			
	H1522		1	\$79.20	\$79.20
		Wood Center Drawer 22W x 15-3/8D			
	\$(L1STD)	Grd L1 Standard Laminates			
	.PINC	Pinnacle			
	H105896L		1	\$574.31	\$574.31
		10500 Series 72Wx36Dx29-1/2H SglPedDskLH B/B/F RectTop			
	\$(L1STD)	Grd L1 Standard Laminates			
	.PINC	Pinnacle			
	PINC	Pinnacle			
	HCG6		2	\$281.78	\$563.56
		Ceres Guest/Multi purpose Four Leg Stacking			
	.F	Fixed Arm			
	.H	Hard			
	.IM	4-Way Black			
	\$(3)	III UPHOLSTERY			
	.SX	Moxie			
	23	Basalt			
	.CBK	Charblack			








	Part Number	Qty	Sell	Ext Sell
	H105907R 10500 Series 42Wx24Dx29-1/2H Return Rt File/File Ped	1	\$397.20	\$397.20
	\$(L1STD) Grd L1 Standard Laminates			
	.PINC Pinnacle			
	PINC Pinnacle			
	H10530 10500 Series Personal Wardrobe/Strg Cab 36W 24D 66-5/8H	1	\$961.17	\$961.17
	\$(L1STD) Grd L1 Standard Laminates			
	.PINC Pinnacle			
	PINC Pinnacle			
	HF23B Black Removable Lock Core Kit	3	\$13.93	\$41.79
	.X102E 102E			
	H1522 Wood Center Drawer 22W x 15-3/8D	1	\$79.20	\$79.20
	\$(L1STD) Grd L1 Standard Laminates			
	.PINC Pinnacle			
	H10547R 10500 Series Cred Lateral File Right 72W 24D	1	\$590.63	\$590.63
	\$(L1STD) Grd L1 Standard Laminates			
	.PINC Pinnacle			
	PINC Pinnacle			
	H105690 10500 Series 36Wx24Dx29-1/2H Lateral File Two-Drawer	1	\$431.83	\$431.83
	\$(L1STD) Grd L1 Standard Laminates			
	.PINC Pinnacle			
	PINC Pinnacle			
	H105896L 10500 Series 72Wx36Dx29-1/2H SglPedDskLH B/B/F RectTop	1	\$574.31	\$574.31
	\$(L1STD) Grd L1 Standard Laminates			
	.PINC Pinnacle			
	PINC Pinnacle			
	HNLRC2454 54W x 24D Rectangle Worksurface	1	\$130.54	\$130.54
	.G Smooth, Flat			
	PINC Pinnacle			






	Part Number		Qty	Sell	Ext Sell
	.X	No Grommet			
	\$(L1STD)	Grd L1 Standard Laminates			
	.PINC	Pinnacle			
	HLSLZ5SC54		1	\$40.20	\$40.20
		42"W External Stiffener			
	.P	Black			
	HHATB3S2LC		1	\$416.71	\$416.71
		3 Stage 2 Leg Rectangle C Foot			
	\$(P1)	P1 Paint Opt			
	.LOFT	Loft			
	.X	Standard Glide			
	.MEM	Memory Preset			
	HCG6		2	\$281.78	\$563.56
		Ceres Guest/Multi purpose Four Leg Stacking			
	.F	Fixed Arm			
	.H	Hard			
	.IM	4-Way Black			
	\$(3)	III UPHOLSTERY			
	.SX	Moxie			
	23	Basalt			
	.CBK	Charblack			
	HF23B		3	\$13.93	\$41.79
		Black Removable Lock Core Kit			
	.X103E	103E			
	HF27B		2	\$13.93	\$27.86
		Black Removable Lock Core Kit			
	.X103E	103E			
	H10534K		1	\$462.08	\$462.08
		10500 Series 72x37 1/8 Stack-On Storage 4-Dr Locking ETA			
	\$(L1STD)	Grd L1 Standard Laminates			
	.PINC	Pinnacle			
	PINC	Pinnacle			
	H105856		1	\$100.30	\$100.30
		10500 Series Back enclosure for 72"W Stack on Storage			
	\$(L1STD)	Grd L1 Standard Laminates			
	.PINC	Pinnacle			

	Part Number	Qty	Sell	Ext Sell
	H1522 Wood Center Drawer 22W x 15-3/8D	1	\$79.20	\$79.20
	\$(L1STD) Grd L1 Standard Laminates			
	.PINC Pinnacle			
	HL24280 24"D x 28"H O-Leg Support for Wksf (single leg)	1	\$142.09	\$142.09
	\$(P1) P1 Paint Opts			
	.LOFT Loft			
	H105895R 10500 Series 72Wx36Dx29-1/2H Sgl edDskRH B/B/F RectTop	1	\$574.31	\$574.31
	\$(L1STD) Grd L1 Standard Laminates			
	.PINC Pinnacle			
	PINC Pinnacle			
	H105906L 10500 Series 48Wx24Dx29-1/2H Return Lt File/File Ped	1	\$405.96	\$405.96
	\$(L1STD) Grd L1 Standard Laminates			
	.PINC Pinnacle			
	PINC Pinnacle			
	HCG6 Ceres Guest/Multi purpose Four Leg Stacking	2	\$281.78	\$563.56
	.F Fixed Arm			
	.H Hard			
	.IM 4-Way Black			
	\$(3) III UPHOLSTERY			
	.SX Moxie			
	23 Basalt			
	.CBK Charblack			
	HF23B Black Removable Lock Core Kit	2	\$13.93	\$27.86
	.X104E 104E			
	H1522 Wood Center Drawer 22W x 15-3/8D	1	\$79.20	\$79.20
	\$(L1STD) Grd L1 Standard Laminates			
	.PINC Pinnacle			
	H105534 10500 Series Bookcase 4-shelf 36Wx13-1/8Dx57-1/8H	1	\$299.69	\$299.69





Part Number		Qty	Sell	Ext Sell
\$(L1STD)	Grd L1 Standard Laminates			
.N	Mahogany			
N	Mahogany			
	HTLD36 Preside 36" Round Shaped Laminate Top	1	\$185.87	\$185.87
.G	2MM/Flat			
N	Mahogany			
.N	No Grommets			
\$(L1STD)	Grd L1 Standard Laminates			
.N	Mahogany			
	HTLXP36 Preside Laminate Panel X Base for 36" Tops	1	\$177.11	\$177.11
\$(L1STD)	Grd L1 Standard Laminates			
.N	Mahogany			
	HMN2 Motivate Nest/Stack Chair-Flex Bck-Uph Seat	4	\$282.98	\$1,131.92
.N	No Arm			
.H	Hard			
.IM	4-Way Black			
.ON	Onyx			
\$(3)	III Uph			
.SX	Moxie			
23	Basalt			
.CBK	Charblack			
	HMN2 Motivate Nest/Stack Chair-Flex Bck-Uph Seat	12	\$282.98	\$3,395.76
.N	No Arm			
.H	Hard			
.IM	4-Way Black			
.ON	Onyx			
\$(3)	III Uph			
.SX	Moxie			
23	Basalt			
.CBK	Charblack			
	HIWMU Ign 2.0 Mid-back Upholstered (non lumbar)	8	\$371.33	\$2,970.64
.W2	Weight Activated w/Seat Slider			







Part Number		Qty	Sell	Ext Sell
.P	Fixed Polished Aluminum			
.H	Hard Caster			
\$(1)	Gr 1 UPH			
.UR	Contourett			
93	Nimbus			
.NL	No Lumbar			
.PA	Polished Aluminum			
.T	Black			
	HTLB4896 Preside 96W x 48D Boat Shaped Laminate Top	1	\$376.11	\$376.11
.G	2MM/Flat			
PINC	Pinnacle			
.N	No Grommets			
\$(L1STD)	Grd L1 Standard Laminates			
.PINC	Pinnacle			
	HTLP96 Preside Laminate Panel BaseFor 96" W Table Tops	1	\$257.51	\$257.51
\$(L1STD)	Grd L1 Standard Laminates			
.PINC	Pinnacle			
	HHATB3S3LT 3 Stage 3 Leg Rectangle T Foot	1	\$688.14	\$688.14
\$(P1)	P1 Paint Opts			
.LOFT	Loft			
.X	Standard Glide			
.MEM	Memory Preset			
	HNLRC2436V 36W x 24D Rect Worksurface / Ped Top vert grain	1	\$100.69	\$100.69
.G	Smooth, Flat			
PINC	Pinnacle			
.X	No Grommet			
\$(L1STD)	Grd L1 Standard Laminates			
.PINC	Pinnacle			
	HWV95AALPN Systems 72x48x24x24 Lft Corner Cove Wrksrf Edg	1	\$365.36	\$365.36
\$(L1STD)	Grd L1 Standard Laminates			
.PINC	Pinnacle			
.PINC	Pinnacle			

	Part Number		Qty	Sell	Ext Sell
	HLSLZ5SC54		2	\$40.20	\$80.40
	42"W External Stiffener				
	.P	Black			
	HULSLMO1360		1	\$305.27	\$305.27
	60"W x 13"H Laminate Floating Modesty Panel				
	\$(L1STD)	Grd L1 Standard Laminates			
	.PINC	Pinnacle			
	.P	Black			
	H105102		1	\$360.59	\$360.59
	10500 Series Mobile Full Ht Ped B/B/F 15-5/8W x 22-3/4D				
	\$(L1STD)	Grd L1 Standard Laminates			
	.PINC	Pinnacle			
	PINC	Pinnacle			
	HWH1SP		2	\$911.82	\$1,823.64
	West Hill Single Seat Lounge-Pillow Cushion				
	.B	Both Arms			
	\$(1)	Grade 1 Uph			
	.UR	Contourett			
	93	Nimbus			
	.CW	Cone Wood			
	PINC	Pinnacle			
	HHATB3S2LT		1	\$416.71	\$416.71
	3 Stage 2 Leg Rectangle T Foot				
	\$(P1)	P1 Paint Opts			
	.LOFT	Loft			
	.X	Standard Glide			
	.MEM	Memory Preset			
	H105R3060		1	\$147.26	\$147.26
	60Wx30D Rectangle Worksurface				
	\$(L1STD)	Grd L1 Standard Laminates			
	.PINC	Pinnacle			
	PINC	Pinnacle			
	HLSLZ5SC54		1	\$40.20	\$40.20
	42"W External Stiffener				
	.P	Black			










Part Number		Qty	Sell	Ext Sell
 HSCER24LM	Laminate End Table Round 24Dx22H	1	\$488.35	\$488.35
\$(L1STD)	Grd L1 Standard Laminates			
.PINC	Pinnacle			
PINC	Pinnacle			
.PINC	Pinnacle			
\$(P1)	P1 Paint Opts			
.P7A	Textured Charcoal			
 H105109	10500 Series 15 3/4Wx18 7/8Dx28H Mobile Ped Open B/F	1	\$331.93	\$331.93
\$(L1STD)	Grd L1 Standard Laminates			
.PINC	Pinnacle			
PINC	Pinnacle			
 HTLD42	Preside 42"Round Shaped Laminate Top	2	\$202.58	\$405.16
.G	2MM/Flat			
Q	Light Gray			
.N	No Grommets			
\$(L1STD)	Grd L1 Standard Laminates			
.LAHD	Handspun Dove			
 HTFXM29	Preside 29.5H X-Base for 36 & 42 Tops	2	\$247.16	\$494.32
\$(P2)	P2 Paint Opts			
.T1	Platinum Metallic			
 HMG2	Motivate 4-Leg Stack Chair-Uph Seat-Set/2	4	\$323.57	\$1,294.28
.N	No Arm			
.F	Felt Glide			
.PT	Platinum			
\$(1)	Gr 1 UPH			
.UR	Contourett			
93	Nimbus			
.PLAT	Platinum Metallic			

Total: \$48,615.33

Item	Color	✓	🔒	🔗	🔗	Previe	Mfg	Cat	Part Numbe	Part Description	Category	Alias 1	Qty	List	Sell	Ext List	Ext Sell
1		✓					HON	HTL	HMVR-3060 G-NS .G \$(L1STD) .PINC .PINC .C \$(P1) .LOFT	Motivate Table Rect 30Dx60W 2mm Edge Nesting Base 3" Round Grommet Grd L1 Standard Laminates Pinnacle Pinnacle Caster P1 Paint Opt Loft	TABLE	IT TRAINING TABLES & CHAIRS	7	\$ 1,460.00	\$ 581.08	\$ 10,220.00	\$ 4,067.56
2		✓					HON	HTL	HMTUMOD 50 \$(P1) .LOFT	Universal Mod Panel for 60" Motivate tables P1 Paint Opt Loft	TABLE	IT TRAINING TABLES & CHAIRS	7	\$ 263.00	\$ 104.67	\$ 1,841.00	\$ 732.69
3		✓					HON	HTL	HQH5-3	Interlink IQ Power Harness 5ft 3" Round Power Grommet	ELECTRICAL - POWER	IT TRAINING TABLES & CHAIRS	7	\$ 208.00	\$ 82.78	\$ 1,456.00	\$ 579.46
4		✓					HON	HTL	HQH1-3	Interlink IQ Power Harness 1ft 3" Round Power Grommet	ELECTRICAL - POWER	IT TRAINING TABLES & CHAIRS	7	\$ 186.00	\$ 74.03	\$ 1,302.00	\$ 518.21
5		✓					HON	HTL	HQB	Interlink IQ Power Base In-Feed	ELECTRICAL - POWER	IT TRAINING TABLES & CHAIRS	4	\$ 566.00	\$ 225.27	\$ 2,264.00	\$ 901.08
6		✓					HON	HTL	HMAGANG	Interlink IQ Elect Ganging Hardware	TABLE	IT TRAINING TABLES & CHAIRS	4	\$ 102.00	\$ 40.60	\$ 408.00	\$ 162.40
7		✓					HON	HND	HCTROUG H3610	Cable Mngmt Trough 36W ten pk	ACCESSOR Y	IT TRAINING TABLES & ...	2	\$ 1,121.00	\$ 446.16	\$ 2,242.00	\$ 892.32
8		✓					HON	HSN	HMN2 .F .H .IM .ON \$(3) .SX 23 .P7L	Motivate Nest/Stack Chair-Flex Bck-Uph Seat Fixed Arm Hard 4-Way Black Onyx Ill Uph Moxie Basalt Textured Loft	SEATING	IT TRAINING TABLES & CHAIRS	13	\$ 761.00	\$ 302.88	\$ 9,893.00	\$ 3,937.44
sub										Subtotal						\$ 29,626.00	\$ 11,791.16

Item	Color	✓	🔒	🔗	🔗	Previe	Mfg	Cat	Part Numbe	Part Description	Category	Alias 1	Qty	List	Sell	Ext List	Ext Sell
9		✓					HON	HCL	HETP5042F P	Tackable Panel w/o TC 50H x 42W	PANEL	H R PANEL SYSTEM	1	\$ 459.00	\$ 182.68	\$ 459.00	\$ 182.68
									\$(A) .ECH 14 \$(P1) .LOFT	Gr A Fabric Etch Blend P1 Paint Opt Loft							
10		✓					HON	HCL	HETP5036F P	Tackable Panel w/o TC 50H x 36W	PANEL	H R PANEL SYSTEM	1	\$ 410.00	\$ 163.18	\$ 410.00	\$ 163.18
									\$(A) .ECH 14 \$(P1) .LOFT	Gr A Fabric Etch Blend P1 Paint Opt Loft							
11		✓					HON	HCL	HETP5048F P	Tackable Panel w/o TC 50H x 48W	PANEL	H R PANEL SYSTEM	2	\$ 487.00	\$ 193.83	\$ 974.00	\$ 387.66
									\$(A) .ECH 14 \$(P1) .LOFT	Gr A Fabric Etch Blend P1 Paint Opt Loft							
12		✓					HON	HCL	HETP6530F P	Tackable Panel w/o TC 65H x 30W	PANEL	H R PANEL SYSTEM	1	\$ 432.00	\$ 171.94	\$ 432.00	\$ 171.94
									\$(A) .ECH 14 \$(P1) .LOFT	Gr A Fabric Etch Blend P1 Paint Opt Loft							
13		✓					HON	HCL	HETP6548F P	Tackable Panel w/o TC 65H x 48W	PANEL	H R PANEL SYSTEM	1	\$ 526.00	\$ 209.35	\$ 526.00	\$ 209.35
									\$(A) .ECH 14 \$(P1) .LOFT	Gr A Fabric Etch Blend P1 Paint Opt Loft							
14		✓					HON	HCL	HETP4248F P	Tackable Panel w/o TC42.5H x 48W	PANEL	H R PANEL SYSTEM	2	\$ 428.00	\$ 170.34	\$ 856.00	\$ 340.68
									\$(A) .ECH 14 \$(P1) .LOFT	Gr A Fabric Etch Blend P1 Paint Opt Loft							









Item	Color	✓	🔒	🔗	🔗	Previe	Mfg	Cat	Part Numbe	Part Description	Category	Alias 1	Qty	List	Sell	Ext List	Ext Sell
15		✓					HON	HCL	HWR3048P N \$(L1STD) .PINC .PINC	Systems Rect Wksfc Edgeband 30D x 48W No Grom Grd L1 Standard Laminates Pinnacle Pinnacle	WORKSURF ACE	H R PANEL SYSTEM	2	\$ 481.00	\$ 191.44	\$ 962.00	\$ 382.88
16		✓					HON	HCL	HWR2448P N \$(L1STD) .PINC .PINC	Systems Rectangular Wksfc Edgeband 24D x 48W N Grd L1 Standard Laminates Pinnacle Pinnacle	WORKSURF ACE	H R PANEL SYSTEM	2	\$ 446.00	\$ 177.51	\$ 892.00	\$ 355.02
17		✓					HON	HCL	HETP3548F P \$(A) .ECH 14 \$(P1) .LOFT	Tackable Panel w/o TC 35H x 48W Gr A Fabric Etch Blend P1 Paint Opt Loft	PANEL	H R PANEL SYSTEM	1	\$ 384.00	\$ 152.83	\$ 384.00	\$ 152.83
18		✓					HON	HCL	HETP3524F P \$(A) .ECH 14 \$(P1) .LOFT	Tackable Panel w/o TC 35H x 24W Gr A Fabric Etch Blend P1 Paint Opt Loft	PANEL	H R PANEL SYSTEM	1	\$ 319.00	\$ 126.96	\$ 319.00	\$ 126.96
19		✓					HON	HCL	HRVOH154 8RM \$(P1) .LOFT .X	Abound Receding Door Overhead 48"W P1 Paint Opt Loft Omit Lock	UPPER STORAGE	H R PANEL SYSTEM	1	\$ 915.00	\$ 364.17	\$ 915.00	\$ 364.17
20		✓					HON	HCL	HWR2448P P \$(L1STD) .PINC .PINC P	Systems Rectangular Worksurface Edgeband 24D x 48W Grd L1 Standard Laminates Pinnacle Pinnacle Black	WORKSURF ACE	H R PANEL SYSTEM	2	\$ 446.00	\$ 177.51	\$ 892.00	\$ 355.02
21		✓					HON	HCL	HES3048G P \$(P1) .LOFT .R	Clear Glass Stacker 30H x 48W P1 Paint Opt Loft Frosted	PANEL	H R PANEL SYSTEM	2	\$ 1,000.00	\$ 398.00	\$ 2,000.00	\$ 796.00






Item	Color	✓	🔒	🔗	🔗	Previe	Mfg	Cat	Part Numbe	Part Description	Category	Alias 1	Qty	List	Sell	Ext List	Ext Sell
22		✓					HON	HCL	HES3042G	Clear Glass Stacker 30H x 42W	PANEL	H R PANEL SYSTEM	1	\$ 931.00	\$ 370.54	\$ 931.00	\$ 370.54
									\$(P1) .LOFT .R	P1 Paint Opts Loft Frosted							
23		✓					HON	HCL	HES3036G	Clear Glass Stacker 30H x 36W	PANEL	H R PANEL SYSTEM	1	\$ 845.00	\$ 336.31	\$ 845.00	\$ 336.31
									\$(P1) .LOFT .R	P1 Paint Opts Loft Frosted							
24		✓					HON	HCL	HEWS80P	Wall Starter Kit for Panels 80H	PANEL	H R PANEL SYSTEM	1	\$ 133.00	\$ 52.93	\$ 133.00	\$ 52.93
									\$(P1) .LOFT	P1 Paint Opts Loft							
25		✓					HON	HCL	HBCSR1548P	Systems Raised Straight Countertops 48Wx15D Edgeband	WORKSURF ACE	H R PANEL SYSTEM	2	\$ 329.00	\$ 130.94	\$ 658.00	\$ 261.88
									\$(L1STD) .PINC .PINC	Grd L1 Standard Laminates Pinnacle Pinnacle							
26		✓					HON	HCL	HECB42	Counter Top Bracket for 42.5H Panels	WORKSURF ACE SUPPORT	H R PANEL SYSTEM	2	\$ 60.00	\$ 23.88	\$ 120.00	\$ 47.76
									\$(P1) .LOFT	P1 Paint Opts Loft							
27		✓					HON	HCL	HECB01	Counter Top Bracket	WORKSURF ACE SUPPORT	H R PANEL SYSTEM	2	\$ 60.00	\$ 23.88	\$ 120.00	\$ 47.76
									\$(P1) .LOFT	P1 Paint Opts Loft							
28		✓					HON	HCL	HWSB2	Worksurface Bracket Kit	WORKSURF ACE SUPPORT	H R PANEL SYSTEM	2	\$ 52.00	\$ 20.70	\$ 104.00	\$ 41.40
									\$(P1) .LOFT	P1 Paint Opts Loft							
29		✓					HON	HCL	HCTL242	24D Cantilever One Pair	WORKSURF ACE SUPPORT	H R PANEL SYSTEM	4	\$ 93.00	\$ 37.01	\$ 372.00	\$ 148.04
									\$(P1) .LOFT	P1 Paint Opts Loft							
30		✓					HON	HCL	HWSB2	Worksurface Bracket Kit	WORKSURF ACE SUPPORT	H R PANEL SYSTEM	2	\$ 52.00	\$ 20.70	\$ 104.00	\$ 41.40
									\$(P1) .LOFT	P1 Paint Opts Loft							



Item	Color	✓	🔒	🔗	🔗	Preview	Mfg	Cat	Part Numbe	Part Description	Category	Alias 1	Qty	List	Sell	Ext List	Ext Sell
31		✓					HON	HCL	HETC78	Panel Top Cap 78"W	PANEL COMPONENTS	H R PANEL SYSTEM	2	\$ 119.00	\$ 47.36	\$ 238.00	\$ 94.72
									\$(P1) .LOFT	P1 Paint Opts Loft							
32		✓					HON	HCL	HETC96	Panel Top Cap 96"W	PANEL COMPONENTS	H R PANEL SYSTEM	1	\$ 143.00	\$ 56.91	\$ 143.00	\$ 56.91
									\$(P1) .LOFT	P1 Paint Opts Loft							
33		✓					HON	HCL	HEVHF07P	In-Line Variable Height Finishing Kit 7.5H	PANEL	H R PANEL SYSTEM	1	\$ 60.00	\$ 23.88	\$ 60.00	\$ 23.88
									\$(P1) .LOFT	P1 Paint Opts Loft							
34		✓					HON	HCL	HEVHF22P	In-Line Variable Height Finishing Kit 22.5H	PANEL	H R PANEL SYSTEM	1	\$ 75.00	\$ 29.85	\$ 75.00	\$ 29.85
									\$(P1) .LOFT	P1 Paint Opts Loft							
35		✓					HON	HCL	HEVHF15P	In-Line Variable Height Finishing Kit 15H	PANEL	H R PANEL SYSTEM	1	\$ 64.00	\$ 25.47	\$ 64.00	\$ 25.47
									\$(P1) .LOFT	P1 Paint Opts Loft							
36		✓					HON	HCL	HESHRTA30	5 5/8"H x 13"D x 30W Shelf	UPPER STORAGE	H R PANEL SYSTEM	1	\$ 242.00	\$ 96.32	\$ 242.00	\$ 96.32
									\$(P1) .LOFT	P1 Paint Opts Loft							
37		✓					HON	HCL	HWCS4824P	Systems Corner Worksurface 48Wx24D Edgeband Straight	WORKSURFACE	H R PANEL SYSTEM	1	\$ 664.00	\$ 264.27	\$ 664.00	\$ 264.27
									\$(L1STD) .PINC .PINC .P	Grd L1 Standard Laminates Pinnacle Pinnacle Black							
38		✓					HON	HCL	H19830N	Flagship Series Pedestal "N" Pull Freestanding F/F	PEDESTALS	H R PANEL SYSTEM	1	\$ 880.00	\$ 350.24	\$ 880.00	\$ 350.24
									.X \$(P1) .LOFT	Omt Core to Order Key Alike P1 Paint Opts Loft							








Item	Color	✓	🔒	🔗	🔗	Preview	Mfg	Cat	Part Number	Part Description	Category	Alias 1	Qty	List	Sell	Ext List	Ext Sell
39		✓					HON	HCL	H19730N . X \$(P1) .LOFT	Flagship Pedestal "N" Pull Freestanding B/B/F Omt Core to Order Key Alike P1 Paint Opt Loft	PEDESTALS	H R PANEL SYSTEM	1	\$ 880.00	\$ 350.24	\$ 880.00	\$ 350.24
40		✓					HON	HCL	HETP5030P P	Tackable Panel w/o TC 50H x 30W Gr A Fabric Etch Blend P1 Paint Opt Loft	PANEL	H R PANEL SYSTEM	1	\$ 398.00	\$ 158.40	\$ 398.00	\$ 158.40
41		✓					HON	HCL	HES3030G . \$(P1) .LOFT .R	Clear Glass Stacker 30H x 30W P1 Paint Opt Loft Frosted	PANEL	H R PANEL SYSTEM	1	\$ 818.00	\$ 325.56	\$ 818.00	\$ 325.56
42		✓					HON	HCL	HEFEC80P . \$(P1) .LOFT	Panel Finished End Covers 80H P1 Paint Opt Loft	PANEL	H R PANEL SYSTEM	3	\$ 81.00	\$ 32.24	\$ 243.00	\$ 96.72
43		✓					HON	HCL	HH871248	Electrical Power Harness 48W 3-1 & 2-2 Systems	ELECTRICAL - POWER	H R PANEL SYSTEM	6	\$ 239.00	\$ 95.12	\$ 1,434.00	\$ 570.72
44		✓					HON	HCL	HH871230	Electrical Power Harness 30W 3-1 & 2-2 Systems	ELECTRICAL - POWER	H R PANEL SYSTEM	1	\$ 227.00	\$ 90.35	\$ 227.00	\$ 90.35
45		✓					HON	HCL	HH871501 . LOFT	Duplex Receptacle Circuit 1 3-1 & 2-2 Systems Loft	ELECTRICAL - POWER	H R PANEL SYSTEM	10	\$ 47.00	\$ 18.71	\$ 470.00	\$ 187.10
46		✓					HON	HCL	HH871918	Ceiling In-Feed Cable Base 216" long Separate	ELECTRICAL - POWER	H R PANEL SYSTEM	1	\$ 342.00	\$ 136.12	\$ 342.00	\$ 136.12
47		✓					HON	HCL	HRVEP2429L . \$(P1) .LOFT	Abound 29"H x 24"D Left End Panel P1 Paint Opt Loft	WORKSURFACE SUPPORT	H R PANEL SYSTEM	1	\$ 246.00	\$ 97.91	\$ 246.00	\$ 97.91
48		✓					HON	HCL	HRVEP2429R . \$(P1) .LOFT	Abound 29"H x 24"D Right End Panel P1 Paint Opt Loft	WORKSURFACE SUPPORT	H R PANEL SYSTEM	1	\$ 246.00	\$ 97.91	\$ 246.00	\$ 97.91








Item	Color					Previe	Mfg	Cat	Part Numbe	Part Description	Category	Alias 1	Qty	List	Sell	Ext List	Ext Sell
49							HON	HCL	HETC48	Panel Top Cap 48"W	PANEL COMPONEN TS	H R PANEL SYSTEM	2	\$ 76.00	\$ 30.25	\$ 152.00	\$ 60.50
									\$(P1) .LOFT	P1 Paint Opts Loft							
50							HON	HCL	HETC24	Panel Top Cap 24"W	PANEL COMPONEN TS	H R PANEL SYSTEM	1	\$ 42.00	\$ 16.72	\$ 42.00	\$ 16.72
									\$(P1) .LOFT	P1 Paint Opts Loft							
51							HON	HCL	HETC30	Panel Top Cap 30"W	PANEL COMPONEN TS	H R PANEL SYSTEM	2	\$ 51.00	\$ 20.30	\$ 102.00	\$ 40.60
									\$(P1) .LOFT	P1 Paint Opts Loft							
52							HON	HCL	HEC42PLN	42.5H "L" Connector Post	PANEL CONNECTO R	H R PANEL SYSTEM	1	\$ 125.00	\$ 49.75	\$ 125.00	\$ 49.75
									\$(P1) .LOFT	P1 Paint Opts Loft							
53							HON	HCL	HECSL	"L" Connector Strap	PANEL	H R PANEL SYSTEM	2	\$ 17.00	\$ 6.77	\$ 34.00	\$ 13.54
54							HON	HCL	HEC35PLN	35H "L" Connector Post	PANEL CONNECTO R	H R PANEL SYSTEM	1	\$ 104.00	\$ 41.39	\$ 104.00	\$ 41.39
									\$(P1) .LOFT	P1 Paint Opts Loft							
55							HON	HCL	HEFEC35P	Panel Finished End Covers 35H	PANEL	H R PANEL SYSTEM	1	\$ 57.00	\$ 22.69	\$ 57.00	\$ 22.69
									\$(P1) .LOFT	P1 Paint Opts Loft							
56							HON	HCL	HCKTSP	Straight Connector Kit	PANEL CONNECTO R	H R PANEL SYSTEM	3	\$ 22.00	\$ 8.76	\$ 66.00	\$ 26.28
									.X	No Option							
57							HON	HCL	HEC80PTN	80H "T" Connector Post	PANEL CONNECTO R	H R PANEL SYSTEM	1	\$ 171.00	\$ 68.06	\$ 171.00	\$ 68.06
									\$(P1) .LOFT	P1 Paint Opts Loft							
58							HON	HCL	HECST	"T" Connector Strap	PANEL	H R PANEL SYSTEM	1	\$ 24.00	\$ 9.55	\$ 24.00	\$ 9.55







Item	Color	✓	🔒	🔗	🔗	Preview	Mfg	Cat	Part Numbe	Part Description	Category	Alias 1	Qty	List	Sell	Ext List	Ext Sell
59		✓					HON	HCL	HEC80PLN	80H "L" Connector Post	PANEL CONNECTOR	H R PANEL SYSTEM	1	\$ 178.00	\$ 70.84	\$ 178.00	\$ 70.84
		✓							\$(P1) .LOFT	P1 Paint Opts Loft							
60		✓					HON	HCL	HF23C	Lock Core Replacement Kit Brushed Chrome	MISCELLANEOUS	H R PANEL SYSTEM	3	\$ 49.00	\$ 19.50	\$ 147.00	\$ 58.50
									.X120E	120E							
sub										Subtotal						\$ 22,280.00	\$ 8,867.50
61		✓					HON	HCG	H105904L	10500 Series 72Wx24Dx29-1/2H Single Ped Cred LH F/F Ped	FREESTANDING CASEGOO...	RANDY	1	\$ 1,283.00	\$ 510.63	\$ 1,283.00	\$ 510.63
									\$(L1STD) .PINC PINC	Grd L1 Standard Laminates Pinnacle Pinnacle							
62		✓					HON	HCG	H10534K	10500 Series 72x37 1/8 Stack-On Storage 4-Dr Locking ETA	UPPER STORAGE	RANDY	1	\$ 1,161.00	\$ 462.08	\$ 1,161.00	\$ 462.08
									\$(L1STD) .PINC PINC	Grd L1 Standard Laminates Pinnacle Pinnacle							
63		✓					HON	HCG	H105856	10500 Series Back enclosure for 72"W Stack on Storage	UPPER STORAGE	RANDY	1	\$ 252.00	\$ 100.30	\$ 252.00	\$ 100.30
									\$(L1STD) .PINC	Grd L1 Standard Laminates Pinnacle							
64		✓					HON	HCL	HLZ5SC54	42"W External Stiffener	WORKSURFACE SUPPORT	RANDY	1	\$ 101.00	\$ 40.20	\$ 101.00	\$ 40.20
									.P	Black							
65		✓					HON	HCG	H105893R	10500 Series 72Wx36Dx29-1/2H SglPedDsk RH B/B/F Bow...	FREESTANDING CASEGOO...	RANDY	1	\$ 1,622.00	\$ 645.56	\$ 1,622.00	\$ 645.56
									\$(L1STD) .PINC PINC	Grd L1 Standard Laminates Pinnacle Pinnacle							
66		✓					HON	HTL	HTLD42	Preside 42"Round Shaped Laminate Top	TABLE	RANDY	1	\$ 509.00	\$ 202.58	\$ 509.00	\$ 202.58
									.G PINC .N \$(L1STD) .PINC	2MM/Flat Pinnacle No Grommets Grd L1 Standard Laminates Pinnacle							






Item	Color	✓	🔒	🔗	🔗	Preview	Mfg	Cat	Part Numbe	Part Description	Category	Alias 1	Qty	List	Sell	Ext List	Ext Sell
67		✓					HON	HTL	HTLXP42	Preside Laminate Panel X Base for 42" Tops	TABLE	RANDY	1	\$ 478.00	\$ 190.24	\$ 478.00	\$ 190.24
		✓							\$(L1STD) .PINC	Grd L1 Standard Laminates Pinnacle							
68		✓					HON	HSN	HCG6	Ceres Guest/Multi purpose Four Leg Stacking	SEATING	RANDY	4	\$ 708.00	\$ 281.78	\$ 2,832.00	\$ 1,127.12
									.F .H .IM \$(3) .SX 23 .CBK	Fixed Arm Hard 4-Way Black III UPHOLSTERY Moxie Basalt Charblack							
69		✓					HON	HCG	HNLRC2448	48W x 24D Rectangle Worksurface	WORKSURF ACE	RANDY	1	\$ 302.00	\$ 120.20	\$ 302.00	\$ 120.20
									.G PINC .X \$(L1STD) .PINC	Smooth, Flat Pinnacle No Grommet Grd L1 Standard Laminates Pinnacle							
70		✓					HON	HTL	HHATB3S2 LC	3 Stage 2 Leg Rectangle C Foot		RANDY	1	\$ 1,047.00	\$ 416.71	\$ 1,047.00	\$ 416.71
									\$(P1) .LOFT .X .MEM	P1 Paint Opts Loft Standard Glide Memory Preset							
71		✓					HON	HCG	HF27B	Black Removable Lock Core Kit	MISCELLAN EOUS	RANDY	2	\$ 35.00	\$ 13.93	\$ 70.00	\$ 27.86
									.X101E	101E							
72		✓					HON	HCG	HF23B	Black Removable Lock Core Kit	MISCELLAN EOUS	RANDY	2	\$ 35.00	\$ 13.93	\$ 70.00	\$ 27.86
									.X101E	101E							
73		✓					HON	HCG	H1522	Wood Center Drawer 22W x 15-3/8D	ACCESSOR Y	RANDY	1	\$ 199.00	\$ 79.20	\$ 199.00	\$ 79.20
									\$(L1STD) .PINC	Grd L1 Standard Laminates Pinnacle							
sub										Subtotal						\$ 9,926.00	\$ 3,950.54








Item	Color	✓	🔒	🔗	🔗	Preview	Mfg	Cat	Part Numbe	Part Description	Category	Alias 1	Qty	List	Sell	Ext List	Ext Sell
74		✓					HON	HCG	H105896L	10500 Series 72Wx36Dx29-1/2H SglPedDskLH B/B/F Rect... Grd L1 Standard Laminates Pinnacle Pinnacle	FREESTAND ING CASEGOO...	SANDRA	1	\$ 1,443.00	\$ 574.31	\$ 1,443.00	\$ 574.31
									\$(L1STD) .PINC PINC								
75		✓					HON	HSN	HCG6	Ceres Guest/Multi purpose Four Leg Stacking	SEATING	SANDRA	2	\$ 708.00	\$ 281.78	\$ 1,416.00	\$ 563.56
									.F .H .IM \$(3) .SX 23 CBK	Fixed Arm Hard 4-Way Black III UPHOLSTERY Moxie Basalt Charblack							
76		✓					HON	HCG	H105907R	10500 Series 42Wx24Dx29-1/2H Return Rt File/File Ped Grd L1 Standard Laminates Pinnacle Pinnacle	FREESTAND ING CASEGOO...	SANDRA	1	\$ 998.00	\$ 397.20	\$ 998.00	\$ 397.20
									\$(L1STD) .PINC PINC								
77		✓					HON	HCG	H10530	10500 Series Personal Wardrobe/Strg Cab 36W 24D 66-5/8H Grd L1 Standard Laminates Pinnacle Pinnacle	FREESTAND ING CASEGOO...	SANDRA	1	\$ 2,415.00	\$ 961.17	\$ 2,415.00	\$ 961.17
									\$(L1STD) .PINC PINC								
78		✓					HON	HCG	HF23B	Black Removable Lock Core Kit	MISCELLAN EOUS	SANDRA	3	\$ 35.00	\$ 13.93	\$ 105.00	\$ 41.79
									.X102E	102E							
79		✓					HON	HCG	H1522	Wood Center Drawer 22W x 15-3/8D Grd L1 Standard Laminates Pinnacle	ACCESSOR Y	SANDRA	1	\$ 199.00	\$ 79.20	\$ 199.00	\$ 79.20
									\$(L1STD) .PINC								
sub									Subtotal							\$ 6,576.00	\$ 2,617.23
80		✓					HON	HCG	H10547R	10500 Series Cred Lateral File Right 72W 24D Grd L1 Standard Laminates Pinnacle Pinnacle	FREESTAND ING CASEGOO...	LESLIE	1	\$ 1,484.00	\$ 590.63	\$ 1,484.00	\$ 590.63
									\$(L1STD) .PINC PINC								






Item	Color	✓	🔒	🔗	🔗	Preview	Mfg	Cat	Part Number	Part Description	Category	Alias 1	Qty	List	Sell	Ext List	Ext Sell
81		✓					HON	HCG	H105690	10500 Series 36Wx24Dx29-1/2H Lateral File Two-Drawer Grd L1 Standard Laminates Pinnacle Pinnacle	FREESTAND ING CASEGOO...	LESLIE	1	\$ 1,085.00	\$ 431.83	\$ 1,085.00	\$ 431.83
									\$(L1STD) .PINC PINC								
82		✓					HON	HCG	H105896L	10500 Series 72Wx36Dx29-1/2H SglPedDskLH B/B/F Rect... Grd L1 Standard Laminates Pinnacle Pinnacle	FREESTAND ING CASEGOO...	LESLIE	1	\$ 1,443.00	\$ 574.31	\$ 1,443.00	\$ 574.31
									\$(L1STD) .PINC PINC								
83		✓					HON	HCG	HNLRC2454	54W x 24D Rectangle Worksurface Smooth, Flat Pinnacle No Grommet Grd L1 Standard Laminates Pinnacle	WORKSURF ACE	LESLIE	1	\$ 328.00	\$ 130.54	\$ 328.00	\$ 130.54
									.G PINC .X \$(L1STD) .PINC								
84		✓					HON	HCL	HLSLZ5SC54	42"W External Stiffener Black	WORKSURF ACE SUPPORT	LESLIE	1	\$ 101.00	\$ 40.20	\$ 101.00	\$ 40.20
									P								
85		✓					HON	HTL	HHATB3S2LC	3 Stage 2 Leg Rectangle C Foot P1 Paint Opt Loft Standard Glide Memory Preset		LESLIE	1	\$ 1,047.00	\$ 416.71	\$ 1,047.00	\$ 416.71
									\$(P1) .LOFT .X .MEM								
86		✓					HON	HSN	HCG6	Ceres Guest/Multi purpose Four Leg Stacking Fixed Arm Hard 4-Way Black III UPHOLSTERY Moxie Basalt Charblack	SEATING	LESLIE	2	\$ 708.00	\$ 281.78	\$ 1,416.00	\$ 563.56
									.F .H .IM \$(3) .SX 23 .CBK								
87		✓					HON	HCG	HF23B	Black Removable Lock Core Kit 103E	MISCELLAN EOUS		3	\$ 35.00	\$ 13.93	\$ 105.00	\$ 41.79
									.X103E								


Item	Color	✓	🔒	🔗	🔗	Preview	Mfg	Cat	Part Numbe	Part Description	Category	Alias 1	Qty	List	Sell	Ext List	Ext Sell	
88		✓					HON	HCG	HF27B	Black Removable Lock Core Kit	MISCELLANEOUS		2	\$ 35.00	\$ 13.93	\$ 70.00	\$ 27.86	
									.X103E	103E								
89		✓					HON	HCG	H10534K	10500 Series 72x37 1/8 Stack-On Storage 4-Dr Locking ETA	UPPER STORAGE	LESLIE	1	\$ 1,161.00	\$ 462.08	\$ 1,161.00	\$ 462.08	
									\$(L1STD) .PINC PINC	Grd L1 Standard Laminates Pinnacle Pinnacle								
90		✓					HON	HCG	H105856	10500 Series Back enclosure for 72"W Stack on Storage	UPPER STORAGE	LESLIE	1	\$ 252.00	\$ 100.30	\$ 252.00	\$ 100.30	
									\$(L1STD) .PINC PINC	Grd L1 Standard Laminates Pinnacle Pinnacle								
91		✓					HON	HCG	H1522	Wood Center Drawer 22W x 15-3/8D	ACCESSORY	LESLIE	1	\$ 199.00	\$ 79.20	\$ 199.00	\$ 79.20	
									\$(L1STD) .PINC PINC	Grd L1 Standard Laminates Pinnacle Pinnacle								
sub										Subtotal						\$ 8,691.00	\$ 3,459.01	
92		✓					HON	HVO	HL2428O	24"D x 28"H O-Leg Support for Wksf (single leg)	WORKSURFACE SUPPORT	CODY'S OLD DESK LEG	1	\$ 357.00	\$ 142.09	\$ 357.00	\$ 142.09	
									\$(P1) .LOFT	P1 Paint Opts Loft								
sub										Subtotal						\$ 357.00	\$ 142.09	
93		✓					HON	HCG	H105895R	10500 Series 72Wx36Dx29-1/2H Sgl edDskRH B/B/F RectTop	FREESTANDING	H/W OFFICE	1	\$ 1,443.00	\$ 574.31	\$ 1,443.00	\$ 574.31	
									\$(L1STD) .PINC PINC	Grd L1 Standard Laminates Pinnacle Pinnacle	CASEGOO...							
94		✓					HON	HCG	H105906L	10500 Series 48Wx24Dx29-1/2H Return Lt File/File Ped	FREESTANDING	H/W OFFICE	1	\$ 1,020.00	\$ 405.96	\$ 1,020.00	\$ 405.96	
									\$(L1STD) .PINC PINC	Grd L1 Standard Laminates Pinnacle Pinnacle	CASEGOO...							

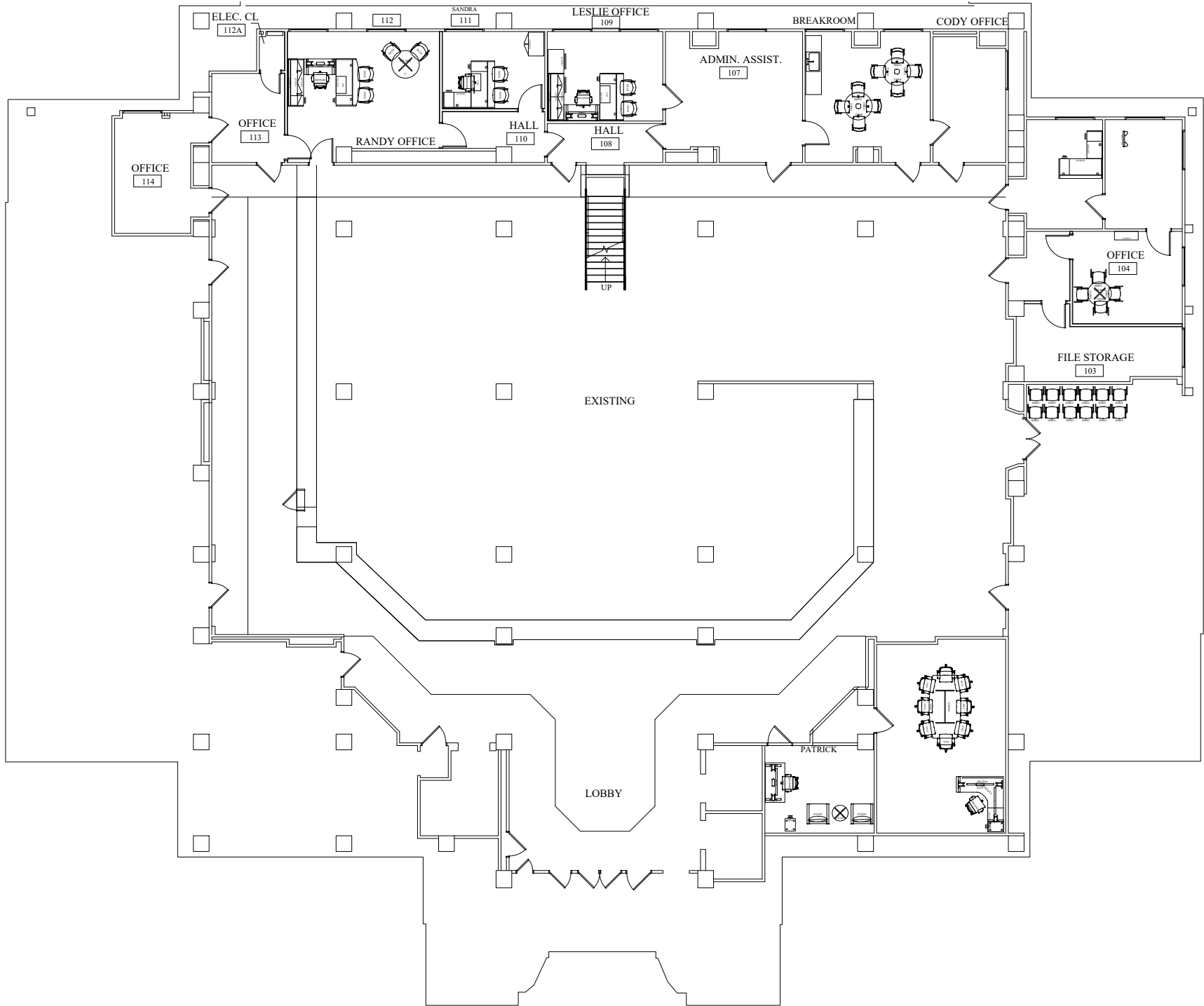
Item	Color	✓	🔒	🔗	🔗	Preview	Mfg	Cat	Part Numbe	Part Description	Category	Alias 1	Qty	List	Sell	Ext List	Ext Sell
95		✓					HON	HSN	HCG6	Ceres Guest/Multi purpose Four Leg Stacking	SEATING	H/W OFFICE	2	\$ 708.00	\$ 281.78	\$ 1,416.00	\$ 563.50
		✓							.F	Fixed Arm							
									.H	Hard							
									.IM	4-Way Black							
									\$(3)	III UPHOLSTERY							
									.SX	Moxie							
									23	Basalt							
									CBK	Charblack							
96		✓					HON	HCG	HF23B	Black Removable Lock Core Kit	MISCELLAN EOUS	H/W OFFICE	2	\$ 35.00	\$ 13.93	\$ 70.00	\$ 27.86
									X104E	104E							
97		✓					HON	HCG	H1522	Wood Center Drawer 22W x 15-3/8D	ACCESSOR Y	H/W OFFICE	1	\$ 199.00	\$ 79.20	\$ 199.00	\$ 79.20
									\$(L1STD)	Grd L1 Standard Laminates							
									_PINC	Pinnacle							
sub										Subtotal						\$ 4,148.00	\$ 1,650.89
98		✓					HON	HCG	H105534	10500 Series Bookcase 4-shelf 36Wx13-1/8Dx57-1/8H	FREESTAND ING CASEGOO...	HELEN	1	\$ 753.00	\$ 299.69	\$ 753.00	\$ 299.69
									\$(L1STD)	Grd L1 Standard Laminates							
									.N	Mahogany							
									.N	Mahogany							
99		✓					HON	HTL	HTLD36	Preside 36" Round Shaped Laminate Top	TABLE	HELEN	1	\$ 467.00	\$ 185.87	\$ 467.00	\$ 185.87
									.G	2MM/Flat							
									.N	Mahogany							
									.N	No Grommets							
									\$(L1STD)	Grd L1 Standard Laminates							
									.N	Mahogany							
100		✓					HON	HTL	HTLXP36	Preside Laminate Panel X Base for 36" Tops	TABLE	HELEN	1	\$ 445.00	\$ 177.11	\$ 445.00	\$ 177.11
									\$(L1STD)	Grd L1 Standard Laminates							
									.N	Mahogany							

Item	Color	✓	🔒	🔗	🔗	Previe	Mfg	Cat	Part Numbe	Part Description	Category	Alias 1	Qty	List	Sell	Ext List	Ext Sell
101		✓					HON	HSN	HMN2	Motivate Nest/Stack Chair-Flex Bck-Uph Seat	SEATING	HELEN	4	\$ 711.00	\$ 282.98	\$ 2,844.00	\$ 1,131.92
		✓							.N	No Arm							
									.H	Hard							
									.IM	4-Way Black							
									.ON	Onyx							
									\$(3)	Ill Uph							
									.SX	Moxie							
									23	Basalt							
									.CBK	Charblack							
sub										Subtotal						\$ 4,509.00	\$ 1,794.59
102		✓					HON	HSN	HMN2	Motivate Nest/Stack Chair-Flex Bck-Uph Seat	SEATING	CONF. ROOM SEATING	12	\$ 711.00	\$ 282.98	\$ 8,532.00	\$ 3,395.76
									.N	No Arm							
									.H	Hard							
									.IM	4-Way Black							
									.ON	Onyx							
									\$(3)	Ill Uph							
									.SX	Moxie							
									23	Basalt							
									.CBK	Charblack							
103		✓					HON	HSN	HIWMU	Ign 2.0 Mid-back Upholstered (non lumbar)	SEATING	COUNSELO R CONF.	8	\$ 933.00	\$ 371.33	\$ 7,464.00	\$ 2,970.64
									.W2	Weight Activated w/Seat S...							
									.P	Fixed Polished Aluminum							
									.H	Hard Caster							
									\$(1)	Gr 1 UPH							
									.UR	Contourett							
									93	Nimbus							
									.NL	No Lumbar							
									.PA	Polished Aluminum							
									.T	Black							
104		✓					HON	HTL	HTLB4896	Preside 96W x 48D Boat Shaped Laminate Top	TABLE	COUNSELO R CONF.	1	\$ 945.00	\$ 376.11	\$ 945.00	\$ 376.11
									.G	2MM/Flat							
									.PINC	Pinnacle							
									.N	No Grommets							
									\$(L1STD)	Grd L1 Standard Laminates							
									.PINC	Pinnacle							
105		✓					HON	HTL	HTLP96	Preside Laminate Panel BaseFor 96" W Table Tops	TABLE	COUNSELO R CONF.	1	\$ 647.00	\$ 257.51	\$ 647.00	\$ 257.51
									\$(L1STD)	Grd L1 Standard Laminates							
									.PINC	Pinnacle							

Item	Color	✓	🔒	🔗	🔗	Preview	Mfg	Cat	Part Numbe	Part Description	Category	Alias 1	Qty	List	Sell	Ext List	Ext Sell
sub										Subtotal						\$ 17,588.00	\$ 7,000.02
106		✓					HON	HTL	HHATB3S3 LT	3 Stage 3 Leg Rectangle T Foot		JUBILEE	1	\$ 1,729.00	\$ 688.14	\$ 1,729.00	\$ 688.14
									\$(P1) .LOFT .X .MEM	P1 Paint Opts Loft Standard Glide Memory Preset							
107		✓					HON	HCG	HNLRC2436 V	36W x 24D Rect Worksurface / Ped Top vert grain	WORKSURF ACE	JUBILEE	1	\$ 253.00	\$ 100.69	\$ 253.00	\$ 100.69
									.G PINC .X \$(L1STD) PINC	Smooth, Flat Pinnacle No Grommet Grd L1 Standard Laminates Pinnacle							
108		✓					HON	HCL	HWV95AAL PN	Systems 72x48x24x24 Lft Corner Cove Wrksrf Edg	WORKSURF ACE	JUBILEE	1	\$ 918.00	\$ 365.36	\$ 918.00	\$ 365.36
									\$(L1STD) .PINC PINC	Grd L1 Standard Laminates Pinnacle Pinnacle							
109		✓					HON	HCL	HLSLZ5SC5 4	42"W External Stiffener	WORKSURF ACE SUPPORT	JUBILEE	2	\$ 101.00	\$ 40.20	\$ 202.00	\$ 80.40
									.P	Black							
110		🔗		🔗			HON	HVO	HULSLMO1 360	60"W x 13"H Laminate Floating Modesty Panel	WORKSURF ACE SUPPORT	JUBILEE	1	\$ 767.00	\$ 305.27	\$ 767.00	\$ 305.27
									\$(L1STD) .PINC P	Grd L1 Standard Laminates Pinnacle Black							
111		✓					HON	HCG	H105102	10500 Series Mobile Full Ht Ped B/B/F 15-5/8W x 22-3/4D	PEDESTALS	JUBILEE	1	\$ 906.00	\$ 360.59	\$ 906.00	\$ 360.59
									\$(L1STD) .PINC PINC	Grd L1 Standard Laminates Pinnacle Pinnacle							
sub										Subtotal						\$ 4,775.00	\$ 1,900.45
112		✓					HON	HSN	HWH1SP	West Hill Single Seat Lounge-Pillow Cushion	SEATING	PATRICK	2	\$ 2,291.00	\$ 911.82	\$ 4,582.00	\$ 1,823.64
									.B \$(1) .UR 93 .CW PINC	Both Arms Grade 1 Uph Contourett Nimbus Cone Wood Pinnacle							

Item	Color	✓	🔒	🔗	🔗	Previe	Mfg	Cat	Part Numbe	Part Description	Category	Alias 1	Qty	List	Sell	Ext List	Ext Sell
113		✓					HON	HTL	HHATB3S2 LT	3 Stage 2 Leg Rectangle T Foot		PATRICK	1	\$ 1,047.00	\$ 416.71	\$ 1,047.00	\$ 416.71
									\$(P1) .LOFT .X .MEM	P1 Paint Opt Loft Standard Glide Memory Preset							
114		✓					HON	HCG	H105R3060	60Wx30D Rectangle Worksurface	FREESTAND ING CASEGOO...	PATRICK	1	\$ 370.00	\$ 147.26	\$ 370.00	\$ 147.26
									\$(L1STD) .PINC PINC	Grd L1 Standard Laminates Pinnacle Pinnacle							
115		✓					HON	HCL	HLSLZ5SC5 4	42"W External Stiffener	WORKSURF ACE SUPPORT	PATRICK	1	\$ 101.00	\$ 40.20	\$ 101.00	\$ 40.20
									.P	Black							
116		✓					HON	HTL	HSCER24L M	Laminate End Table Round 24Dx22H	TABLE	PATRICK	1	\$ 1,227.00	\$ 488.35	\$ 1,227.00	\$ 488.35
									\$(L1STD) .PINC PINC .PINC \$(P1) .P7A	Grd L1 Standard Laminates Pinnacle Pinnacle Pinnacle P1 Paint Opt Textured Charcoal							
117		✓					HON	HCG	H105109	10500 Series 15 3/4Wx18 7/8Dx28H Mobile Ped Open B/F	PEDESTALS	PATRICK	1	\$ 834.00	\$ 331.93	\$ 834.00	\$ 331.93
									\$(L1STD) .PINC PINC	Grd L1 Standard Laminates Pinnacle Pinnacle							
sub										Subtotal							
118		✓					HON	HTL	HTLD42	Preside 42"Round Shaped Laminate Top	TABLE	BREAKROO M	2	\$ 509.00	\$ 202.58	\$ 1,018.00	\$ 405.16
									.G Q .N \$(L1STD) .LAHD	2MM/Flat Light Gray No Grommets Grd L1 Standard Laminates Handspun Dove							
119		✓					HON	HTL	HTFXM29	Preside 29.5H X-Base for 36 & 42 Tops	TABLE	BREAKROO M	2	\$ 621.00	\$ 247.16	\$ 1,242.00	\$ 494.32
									\$(P2) .T1	P2 Paint Opt Platinum Metallic							

Item	Color	✓	🔒	🔗	🔗	Preview	Mfg	Cat	Part Number	Part Description	Category	Alias 1	Qty	List	Sell	Ext List	Ext Sell
120		✓					HON	HSN	HMG2	Motivate 4-Leg Stack Chair-Uph Seat-Set/2	SEATING	BREAKROO M	4	\$ 813.00	\$ 323.57	\$ 3,252.00	\$ 1,294.28
									.N	No Arm							
									.F	Felt Glide							
									.PT	Platinum							
									\$(1)	Gr 1 UPH							
									.UR	Contourett							
									93	Nimbus							
									PLAT	Platinum Metallic							
sub										Subtotal						\$ 5,512.00	\$ 2,193.76
										Grand Total						\$ 122,149.00	\$ 48,615.33





AGENDA ITEM

AGENDA ITEM #7.E

AGENDA DATE: July 26, 2023

PRESENTED BY: Patrick Hoffman, County Counselor

AGENDA TOPIC:

Resolution 2023-18 pertaining to the proposed vacation of a certain road

SUMMARY & BACKGROUND OF TOPIC:

The Board of County Commissioners of Reno County has received a Petition signed by John M Harrison, requesting the vacation of a certain portion of 95th Avenue to which he owns adjacent land, said portion being legally described as follows:

A 66.00 feet wide portion of West 95th Avenue, running between Sections 2 and 11, Township 22 South, Range 7 West of the 6th Principal Meridian, Reno County, Kansas and lying between the East right-of-way of Riverton Road and the West right-of-way line of Kansas Highway K14/K96.

Per Kansas Statute Annotated (KSA) 68-102 and 68-102a must be followed.

68-102. Laying out, altering or vacating roads. (a) Upon petition of any adjacent landowner, the board of county commissioners may lay out, alter or vacate a road. The board of county commissioners also may layout or alter any road when deemed necessary by the board.

(b) The board of county commissioners may vacate any road in the county whenever the board determines such road is not a public utility by reason of neglect, nonuse, or inconvenience or from other cause or causes such road has become practically impassable and the necessity for such road as a public utility does not justify the expenditure of the necessary funds to repair such road or put the same in condition for public travel.

(c) Notice of the laying out, alteration or vacation of any road shall be given in the manner provided by K.S.A. [68-102a](#), and amendments thereto.

68-102a. Same; notice. Before any road is laid out, altered or vacated without the presentation of a petition, the county clerk shall give notice of the proposed action by publication once in the official county newspaper and by sending notice by certified mail to each owner of property adjoining the road, at the address where the owner's tax statement is sent. The notice shall set forth a description of the road proposed to be laid out, altered or vacated. Proceedings for the award of damages, if any, to the property owners affected by such action, and any appeal therefrom, shall be made in the same manner as provided in K.S.A. [68-107](#), and amendments thereto. Any person or persons may make written application to the county commissioners for payment for damage to property caused by such action. The

county commissioners shall not award damages unless there has been filed with the county clerk, within 12 months after the entering of the order laying out, altering or vacating such road, a written application giving a description of the premises for which damages or compensation are claimed. The county commissioners shall determine the amount of damage sustained, if any, by such claimant. All applications for damages shall be forever barred unless they are presented as provided by this act.

RECOMMENDATION / REQUEST:

Set a road viewing date/time and appoint three individuals to be road viewers; and set a public hearing date which is to take place following the road viewing.

RENO COUNTY
ROAD VACATION / OPENING APPLICATION

Please call Public Works to schedule an appointment to review this application and process prior to completion. Phone: 620-694-2976.

Applicant / Property Owner Information:

Individual Partnership Corporation Trust Limited Liability Co. (LLC)

Name / Title: Harrison Family Trust

Phone No _____ Cell No. 620-921-5145

Mailing Address: 11014 W 95 Nickerson 67561

Email Address: harrison 5845 @ gmail.com

Additional Property Owners: Yes – If yes, please list additional owners on back of this page. No

We the undersigned hereby apply for vacation of a certain road or easement for the reason that:

After HWY 96 expansion will leave 95th as a dead end road.
Harrison Trust owns land on both sides. No body needs the road

Required Supporting Documents:

The following documents must be submitted with this application in order for the application and proposed vacation petition to be processed:

- \$500.00 Non-Refundable Application Fee. Please make check payable to Reno County Public Works. *waived*
- Legal description by licensed surveyor of the proposed vacation request.
- Document proving applicant is an adjacent property owner; i.e., copy of property tax statement, deed, district court order or other such document.
- Property owners list with mailing addresses of the adjacent property owners. This list may be obtained from the Reno County Appraiser's Department or a title company. Property owner list printed off the internet, handwritten, or from a source not identified above will not be accepted.

Utility Verifications:

- Are there utilities currently located in the right-of-way? Yes No
- Identify all underground utilities; i.e., copy of a Dig Safe location ticket showing the existence or non-existence of underground utilities. AT&T
- Identify all overhead utilities by providing pictures showing existing or non-existing overhead utilities.
- ? For retention of all None utilities currently located in the proposed vacated right-of-way provide a copy of an executed utility easement.
- No If utilities exist and are to be relocated provide certification of relocation and/or agreement allowing for removal after right-of-way is vacated.



We the undersigned do hereby authorize the submittal of this application and associated documents and do hereby certify that all the information contained therein is true and correct.

Applicant / Owner Signature / Title: John M. Harrison President Date: 6-23-23

Additional Owner Signature: _____ Date: _____

Additional Owner Signature: _____ Date: _____

=====

Additional Property Owners If Applicable:

Name: None

Phone No: _____ Cell No. _____

Mailing Address: _____

Email Address: _____

Name: _____

Phone No: _____ Cell No. _____

Mailing Address: _____

Email Address: _____

OFFICE USE ONLY

- Date Application & Fee Received: _____ Fee Received: \$ _____
- All supporting documents received and accepted as accurate.
- Publications to Hutchinson News Announcing Proposed Vacation and Giving a Viewing Date and Time.
 - Date of 1st Publication (Tuesday) : _____
 - Date of 2nd Publication (Tuesday) : _____
- Viewing Date and Time: _____
- Public Hearing Date and Time: _____
- Prepare Resolutions - These are prepared by the Public Works Department under the guidance of the County Counselor using the re-write resolution form located in L:admin\Road Petition Forms. Leave all dates and times blank to be filled in by the County Clerk's Office.
- First Resolution: has legal and 1) finds the petition valid; 2) appoints the viewers (BOCC); and 3) sets viewing and public hearing dates.
- Second Resolution: has legal and 1) states date the first resolution was approved; 2) states date the road notice for the viewing was published and held; and 3) sets the effective date of the resolution.



WEST 95th AVENUE ROAD VACATION DESCRIPTION

That portion of West 95th Avenue lying between Sections 2 and 11, Township 22 South, Range 7 West of the 6th Principal Meridian, Reno County, Kansas and lying between the East right-of-way line of Riverton Road and the West right-of-way line of Kansas Highway 96.

Dated: January 21, 2016


Lloyd P. Dorzweiler, LS # 835

S:\Documents\Descriptions\2015\150204D.doc

RECEIVED
JUN 27 2023
RENO COUNTY
PUBLIC WORKS DEPT



Kansas One Call

Ticket No: 23342625
Original Call Date: 06/25/23 11:41 am
Work to Begin Date: 06/29/23 12:01 am

Op: DESIGN
Op: wicheske
Op: wicheske

Caller Information

Company Name: HARRISON FAMILY TRUST
Contact Name: MIKE HARRISON
Alt. Contact: SAME
Caller Address: 11014 W 95TH AVE NICKERSON, KS 67561
Contact Email: harrison5845@gmail.com
Fax Phone:
Phone: 620-921-5145
Alt. Phone:

DIG SITE INFORMATION

Type of Work: SURVEY FOR POSSIBLE ROAD CLOSER
Explosives: N **Duration:** 1 DAY **Trenchless Excav:** N
Work Being Done For: MIKE HARRISON

DIG SITE LOCATION

County: RENO **Place:** NICKERSON
Address:
Street: W 95TH AVE
Intersecting Street: N RIVERTON RD
Location of Work: FROM THE INTERSECTION OF N RIVERTON RD AND W 95TH AVE MARK BOTH ROAD RIGHT OF WAYS ON W 95TH AVE GOING E FOR 1/2 MILE.
Remarks: CALLER STATES STAKES AND PINS WILL NOT BE USED. CALLER WOULD LIKE AN EMAIL COPY OF THE STATUS OF EACH UTILITY.
Map Twp: 22S **Rng:** 7W **Sect-Qtr:** 11-NW-NE,10-NE,3-SE,2-SW-SE
Map Coord NW Lat: 38.1598350
Lon: -98.0691627
SE Lat: 38.1587335
Lon: -98.0596417

MEMBERS NOTIFIED

District	Company Name	Business Hrs	Web	Status
ATT301	ATT DISTRIBUTION	800-778-9140		Clear/No conflict



EASEMENT

The undersigned, **HARRISON FARMS, LTD**, a Kansas corporation, hereinafter referred to as grantor, hereby grants to **AT&T**, hereinafter referred to as grantee, an easement for ingress and egress by grantee over and across the following described real property in Reno County, Kansas:

That portion of vacated West 95th Avenue lying between Sections Two (2) and Eleven (11), Township Twenty-two (22) South, Range Seven (7) West of 6th P.M.

for the purposes of ingress and egress to maintain the existing telephone line located in said property.

Dated: March 29, 2016.

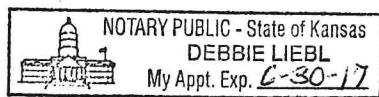
HARRISON FARMS, LTC

By John M Harrison Pres.
John M. Harrison, President

STATE OF KANSAS, RENO COUNTY, ss.

On March 29, 2016, the foregoing instrument was acknowledged before me by John M. Harrison as president of Harrison Farms, LTD, a Kansas corporation, for and on behalf of said corporation.

Debbie Liebl
_____, Notary Public



My appt. exp.:

RESOLUTION 2023-18

**A RESOLUTION PERTAINING TO THE PROPOSED VACATION OF A
PORTION OF WEST 95th AVENUE IN
RENO COUNTY, KANSAS**

WHEREAS, pursuant to K.S.A. 68-102, upon petition of any adjacent landowner, the Board of County Commissioners may lay out, alter or vacate a road; and

WHEREAS, the Board of County Commissioners of Reno County has received a Petition signed by John M Harrison, requesting the vacation of a certain portion of 95th Avenue to which he owns adjacent land, said portion being legally described as follows:

A 66.00 feet wide portion of West 95th Avenue, running between Sections 2 and 11, Township 22 South, Range 7 West of the 6th Principal Meridian, Reno County, Kansas and lying between the East right-of-way of Riverton Road and the West right-of-way line of Kansas Highway K14/K96.

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

1. The above referenced Petition is legally sufficient, and the Petitioner owns real estate adjacent to that portion of the road proposed to be vacated.
2. _____, _____, and _____, are appointed pursuant to K.S.A. 68-104 as viewers of said road.
3. The viewers will proceed to view said road on _____, at _____, and a public hearing will be conducted by this Board on the proposed road vacation in County Commission Chambers, Reno County Courthouse, 206 West 1st Avenue, Hutchinson, Kansas, commencing at _____ on _____.
4. The County Clerk shall satisfy the notice requirements of K.S.A. 68-104.

ADOPTED in regular session this 26th day of July, 2023.

BOARD OF COUNTY COMMISSIONERS OF
RENO COUNTY, KANSAS

Daniel Friesen, Chairman

Randy Parks, Vice-Chairman

Ron Hirst, Member

John Whitesel, Member

Don Bogner, Member

ATTEST:

Reno County Clerk

This resolution signature page corresponds with Resolution No. 2023-18



AGENDA ITEM

AGENDA ITEM #8.A

AGENDA DATE: July 26, 2023

PRESENTED BY: Randy Partington, County Administrator

AGENDA TOPIC:
Monthly Department Reports

SUMMARY & BACKGROUND OF TOPIC:

Every month, departments have been asked to provide an update on the previous month's major activities. The reports are intended to keep the county commission informed about the appointed and elected departments. Attached are reports for Emergency Management, Health, Human Resources, Information Technology, Public Works, Solid Waste, Treasurer, and Youth Services



Emergency Management

Reno County
206 W 1st Ave
Hutchinson, KS 67501
620-694-2974

6/29/2023

Staffing changes or issues (if any)

There are no staffing changes to report.

Budget YTD summary

Emergency Management has used 47% of its year-to-date budget.

Projects/Issues/Challenges/Concerns

Activities:

- Worked with Kansas Forrest Service and NRCS to present a pile burning workshop. Approximately 20 individuals attended.
- The county's Emergency Operations Plan (EOP) has been sent to the state for review; we met with the state in May to discuss the EOP. We now have their first required list of edits that we will be working through in July.
- Provided weather safety and notification training at 1 private organization.
- Computer Aided Dispatch and reporting set up for the fire districts. We attended 4 days of training with IT and Tyler Technologies; this will go live for the fire districts in July. (ARPA expenditure)
- Attended KS State Fair planning meetings
- Attended an FAA safety class
- We deployed our Mutual Aid Support Tower to assist out HAM radio volunteers over one weekend.
- Worked with dispatch updating call for service types
- Attended weekly meetings on Lexipol policies for fire districts.

Dear Randy Partington, County Administrator:

RE: Monthly report ending June 30, 2023

Staffing Vacancies:

Current vacancies include an Environmental Health Specialist.

Program Updates:

Admin/Finance/Health Information Management (HIM). We conducted a departmental review of our Confidentiality/HIPAA agreement.

Child Care Licensing (CCL). Staff attended 2 City of Hutchinson Ordinance meetings, attended Head Start Training, and conducted a monthly orientation class (5 attended), 1 center orientation, 3 home initial surveys, 11 home annual surveys, 1 school age program annual survey, 2 center annual surveys, 1 compliance home survey, 1 compliance school age program survey, 1 home complaint, 1 center complaint, and 1 illegal care survey.

Clinical – Basic Health Services (BHS), Maternal Child Health (MCH), Family Planning (FP), Older Adult Services (OAS), and Epidemiology. The week of June 12th, staff attended the Kansas Immunization Conference. Topics discussed during the Conference included identifying strategies to reduce pain and anxiety during vaccination, describing methods for improving vaccination rates, discussing vaccine preventable diseases and how to investigate them, identifying key methods for a successful vaccine program, identifying strategies to work together to vaccinate in your community, the Vaccines For Children (VFC) program and its benefits, and identifying resources available to promote vaccine confidence in your community.

Epidemiology and COVID-19 Update. For the month, staff conducted 10 infectious disease investigations and 6 animal bit investigations. An article was also published in the Kansas Health Statistics Report regarding the impact nonpharmaceutical interventions had on respiratory viruses during the pandemic in the county (attached). COVID-19 tracking has changed due to the end of the Public Health Emergency. We are using syndromic surveillance to monitor the spread of COVID-19. The percentage of COVID-19 Emergency Department visits have stayed under 1% of all visits. There were no COVID-19 admissions the week of 6/17. As of June 28th, there were 0 patient hospitalized with COVID-19.

Environmental Health (EH). Staff continue to work on the building of the GovBuilt software; EH staff consulted with Planning & Zoning (PZ) staff on efficiency of Environmental Assessments with GovBuilt and shared access to reports. Staff investigated 2 complaints of surfacing sewage, and 1 nuisance case. Both Planning and Zoning, and Environmental Health staff continue to offer joint meetings for new homeowners; this month, they met with 1 property owner and 1 potential buyer regarding parcel development. Permits issued for well and



wastewater to date: 51. Staff have participated in multiple work sessions with Health Department Administration, County Administration, and County Counselor to work on code revisions.

Health Education – Chronic Disease and Risk Reduction (CDRR), National Association of County & City Health Officials (NACCHO) Reducing Overdose through Community Approaches (ROCA) Mentorship, Opioid Overdose to Action (OD2A), Pathways to a Healthy Kansas, Food Policy Advisory Committee, and Community Education. CDRR-Staff assisted USD 310 Fairfield School District in having a 100% tobacco/vape free policy, gave a vaping presentation to Youth Services, and provided tobacco prevention to licensed childcare facilities. NACCHO-Staff visited Monroe County Wisconsin for a site visit. They had amazing success with the public safety sector and introduced them to ODMAP. They are following our model and structure moving forward with Public Safety, Public Health, and Harm Reduction and Recover. OD2A-Staff presented at CDC's OD2A Partnerships in Public Health and Safety convening in Atlanta. Staff are preparing billboards for a campaign on Recovery is Possible and planning a chamber event on August 16th on Substance Use in the Workplace. Pathways-Staff held their last Upstream Book Club meeting, are continuing to work with New Beginnings to start communal meals with Nutrition as Recovery, assisted Buhler in receiving a \$100,000 multi-modal grant, and working with HAT on the CHIP report. Community education-Xylazine presentations to hospital, Breakthru, SACK staff, and Public Safety sector (HPD, Sheriffs, EMS, Fire Dept).

Preparedness (PHEP). Staff presented to the Reno County Childcare Coalition, distributed mosquito dunks to municipalities, trained health department staff on responding to emergencies within the health department, hosted the South-Central Metro Region quarterly preparedness meeting, and is completing requirements for an active Local Emergency Planning Committee (LEPC).

WIC – Women, Infant & Children. We have 1128 active clients (have used at least 1 item on food benefits) out of 1299 participating (received benefits). There are 40 more participants in Reno WIC than in April 2023. Breastfeeding Peer Counselors held 2 events with 10 participants.

Becoming a High(er) Performing Organization. This month, staff participated in the County's 3-day HPO training with KU.

Sincerely,

Karla Nichols,
Director of Public Health



Inside

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Impact of Nonpharmaceutical Interventions on Respiratory Viruses in Reno County, KS

Megan Pierce, MPH, CPH

Reno County Health Department

Introduction

Many nonpharmaceutical interventions (NPIs) were used to prevent and reduce the spread of COVID-19 throughout the pandemic. NPIs include any disease preventing strategy that does not involve medicine, such as social distancing, wearing a mask, and washing hands often. These interventions have been enforced and encouraged throughout different points of the pandemic to reduce cases, along with pharmaceutical interventions.¹ There were other benefits to NPIs according to medical experts than just a reduction in COVID-19, namely a reduction in other common viruses that spread via respiratory droplets.² This report discusses the impact that NPIs had on the spread of Respiratory Syncytial Virus (RSV) and Influenza in Reno County, KS throughout the pandemic.

Methodology

Data was gathered from the Electronic Surveillance System for the Early Notification of Community-Based Epidemics (ESSENCE). ESSENCE is a syndromic surveillance system for capturing and analyzing public health indicators in near real-time. The Kansas Syndromic Surveillance Program (KSSP) monitors this data and is currently capturing ~98% of total ED visits in Kansas. Counts should be considered preliminary estimates due to variable data quality. Data was accessed from ESSENCE on 3/8/2023.

RSV cases were determined by using discharge diagnosis codes B974, J121, J205, J210, 46611, 0796, 55735004, 408684006, and 19588. Influenza cases were determined by using discharge diagnosis codes J09, J10, J11, 487.018, 488.018, 488.19, 442696006, 442438000, 6142004, and 195878008. Covid-19 cases were determined by using discharge diagnosis codes U071, J1282, 840539006, 840544004, and 840533007.

Demographics

Reno County is a semi-urban county in south central Kansas³ with a population of about 62,000 individuals.⁴ It includes a total of 1,255.³ square miles, which equates to about 49.4 people per square mile.⁴ The median age is 40.7 and 83% of the population is non-Hispanic Whites.⁴ Hispanics make up about 10% of the population, and the medium household income is \$53,359.⁴

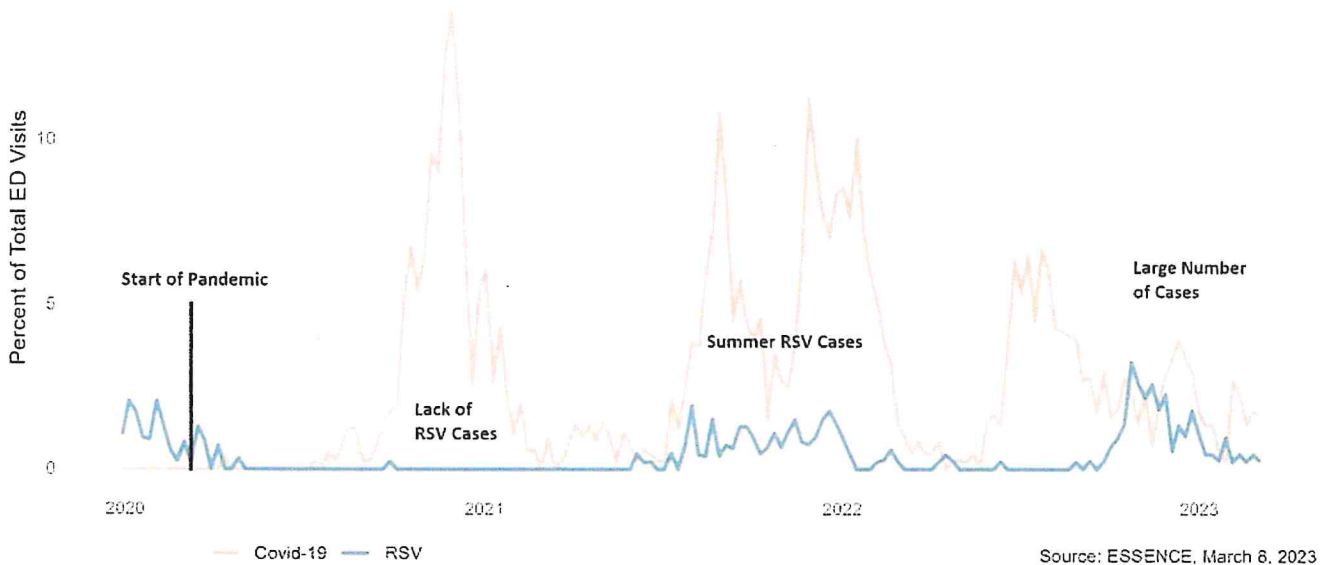
RSV

RSV is a common virus that spreads through respiratory droplets and generally causes cold-like symptoms.^{5,6} It is mostly mild but results in about 57,000 hospitalizations and 500,000 ED visits each year in the United States among children under the age of 5.^{5,7} RSV season begins in the fall and cases peak in the winter before declining in early spring.⁷

Reno County experienced varying amounts of RSV throughout the pandemic, as shown in Figure 1. The weekly percentage of ED visits dropped quickly after the start of the pandemic and there were little to no RSV cases during the usual 2020-2021 season as Covid-19 cases increased and restrictions were put in place.⁸ Then during the summer there was an abnormally high number of cases as Covid-19 vaccines were widely available and restrictions were eased.⁸ The 2022-2023 season had more RSV cases than the typical season, which was likely due to the limited use of NPIs and restrictions in effect.

Figure 1

Weekly Percentage of Reno County ED Visits for RSV Among All Visits



Parts of this pattern were seen in other places around the world, such as Western Australia and a hospital in New York City. Western Australia observed an increase in RSV cases starting in late September 2020 (their spring season) after there were little to no physical distancing measures.⁹ The schools were open and there were no mask mandates, restrictions on gathering sizes, or strict quarantines for overseas arrivals.⁹ Also, at Maimonides Children’s Hospital in NYC, there were no RSV cases during the 2020-2021 season until February 2021 and continued to increase through the spring and summer months.⁶ Physicians stated that closures of day care centers may have resulted in less disease spread, which caused the increase in cases during the summer when NPIs were relaxed.⁶

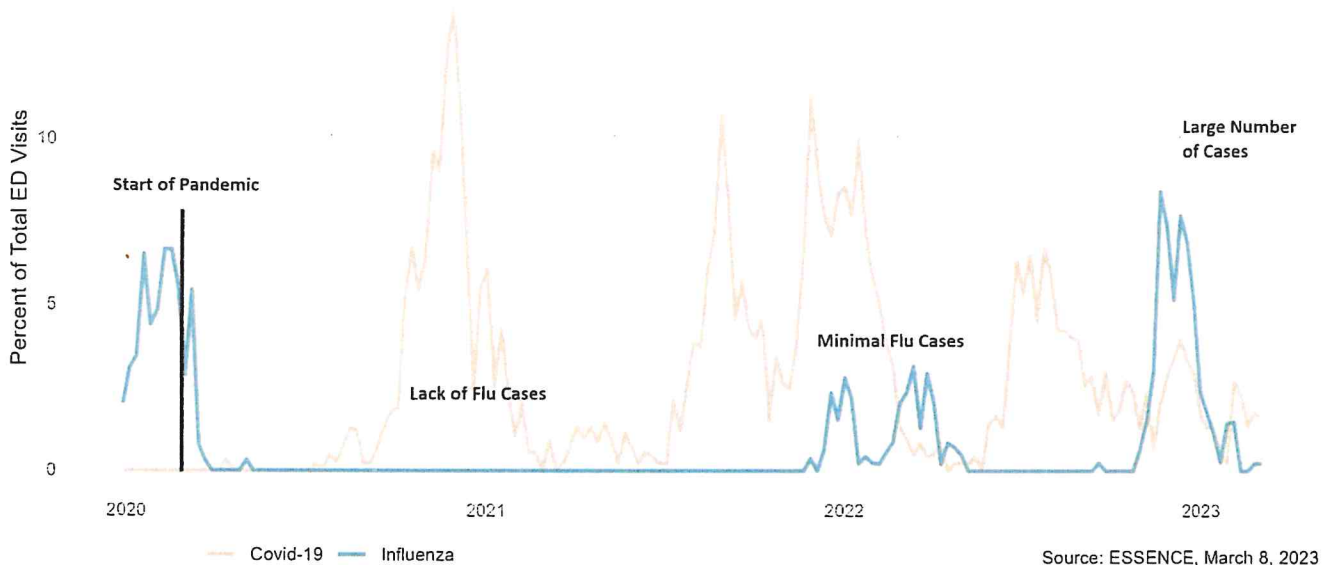
Influenza

Influenza is another respiratory illness that infects about 8% of the United States population each season.¹⁰ Reno County has had atypical influenza seasons since the beginning of the pandemic as shown in Figure 2. The percentage of influenza cases dropped drastically at the start of the pandemic, which may be due to restrictions and NPIs being enforced.⁸ Then there was a lack of influenza cases during the 2020-2021 season, with practically

no ED visits among residents when Covid-19 cases increased. The 2021-2022 season was less intense, which could be due to high levels of Covid-19 still circulating, and the 2022-2023 season had a high percentage of ED visits, which was likely due to the lack of NPI utilization.⁸

Figure 2

Weekly Percentage of Reno County ED Visits for Influenza Among All Visits



Source: ESSENCE, March 8, 2023

Researchers estimated the effect of NPIs during the pandemic and the effects it had on rates of influenza A/H1 and B and found that nationally, influenza A/H1 incidence was reduced by about 61.8% (95% CI: 53.9%-67.9%) 4 weeks after NPIs were instigated and 70.8% (95% CI: 66.7%-74.3%) after 10 weeks.² Influenza B incidence was reduced by about 58.0% (95% CI: 49.4%-64.6%) 4 weeks after NPIs were instigated and 67.4% (95% CI: 65.0%-72.9%) after 10 weeks. In region 7 (includes KS, NE, MO, & IA), influenza incidence was reduced by 84.7% (95% CI: 80.8%-87.6%) for influenza A/H1 and 91.3% (95% CI: 88.5%-93.2%) for influenza B 10 weeks after March 15, 2020.² These numbers show that NPIs are effective at reducing disease incidence when they are largely being used by the population.

Multiple NPIs

During the pandemic, the use of several NPIs being used together was shown to have a greater impact on reducing disease spread than using fewer or no interventions. One study compared implementing three NPIs (mask mandates, bar closures, and gathering bans) at the county level and the odds of having anti-N antibodies, an estimator of prior COVID-19 infection. They found that when no NPIs were used, the odds of having anti-N antibodies were 2.2 (95% CI: 2.0-2.3) times higher than counties where all three were used. When only one or two NPIs were used, odds of anti-N antibodies were 1.4 (95% CI: 1.3-1.5) and 1.6 (95% CI: 1.5-1.7) times higher, respectively, than when all three were implemented.¹¹ A meta-analysis also found that the risk of developing influenza was 42% (95% CI: 30%-55%) with no NPIs, 29% (95% CI: 23%-36%) with one NPI, and 22% (95% CI: 16%-29%) with multiple NPIs.¹² Implementing multiple NPIs have a stronger effect in reducing disease transmission than using only one.

Conclusion

In conclusion, Reno County experienced a reduction in both RSV and influenza when NPIs were heavily enforced and utilized at the beginning of the pandemic. Once these NPIs were relaxed, disease rates eventually increased back to their usual seasonal pattern and burden of disease. NPIs are important and effective at reducing incidence, transmission, and mortality of disease and can be even more powerful when interventions are used together in a multifaceted approach.

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RENO COUNTY
206 West First Ave.
Hutchinson, Kansas 67501-5245
PHONE: (620) 694-2982
FAX: (620) 694-2508

Board of Commissioners - Department Update
Human Resources – June 2023
Helen Foster – Human Resources Director

Employment Activity for May and June

May Stats:

During the month of May, we had 10 (ten) new hires and 14 (fourteen) separations from employment. Most all of the separations were reporting leaving for more compensation and less overtime hours due to short staffing in some of these areas. For the month of May, we received a total of 58 applications and the average career portal views was 339 with the highest day being 480 views.

June Stats:

During the month of June, we had 10 (ten) new hires and 9 (nine) separations from employment. Many of the separations gave the reason for leaving as another employer with better pay and benefits. For the month of May, we received a total of 98 applications and the average career portal views was 313 with the highest day being 448 views. The volume of applications has picked up for this month. We will hope to see this continue!

Job Description Reviews

Job description corrections have been received and we are working on completing any edits. Some departments have already been completed in this process and employees have signed off on the new job description formats. This project has been delayed due to staffing issues. Human Resources will have this on track for completion by the end of July including all job descriptions being loaded on the website for public access.

Applicant Tracking Software (ATS)

This project was delayed due to getting all the moving pieces to work properly together. We are on target to be utilizing the Paycor software by the end of July. Human Resources is working with IT for the complete integration into our website and will be hosting training this month for hiring managers and department heads.

Department Budget

Human Resources has used 44% of its overall 2023 department budget as of June 30th.

June 30, 2023
Monthly Report Information Services

Michael Mathews

Staffing changes or issues

We have no staffing changes currently.

Budget YTD summary

We have paid most of our software support contract at this time of the year. Our expenditure will be greatly reduced from this point on.

Projects/Issues/Challenges/Concerns

We are currently in the process of completing the questionnaires from Tyler Eagle recording software. Once those are complete Tyler will begin to configure the software. Data Conversion will then begin. Tyler said the timeline to go live is about 12 months.

GovBuilt for EH continues to be a priority we are currently working on all EH forms. WE are hoping to be completed by mid-summer. We are at about 60% complete.

We have started the process of installation and configuration of the Karpel Prosecutor system for the DA's office, and it is going well. We anticipate going live with it in October.

Cyber Training

There are 2 elements to our cyber security training. One is our ongoing phishing campaign; we send test emails to every user monthly. We then can track whether users opened them, clicked a link or responded to the email. If a user does any of those things, they get a popup message that they failed a phishing test. By analyzing that data, it helps us determine the best monthly training to send to all users. We currently run about a 1% failure rate, that is great, our industry standard is 7%, I think.

The training plan is next we are trying to send on course 15minutes or less to all employees to complete, for the month of May we had a near 100% completion rate. That took a lot of prodding by reminding employees of the policy that is in place requiring completion, but we were very happy about that.

We have also added a spam button to all email clients. If a user has a email they are suspicious of they can submit it to us and it goes to Knobe4 for analysis and we can then tell if it malicious or not.

Application Development

The new project here is a self service kiosk station at Community Corrections. This will allow the clients to come in and select why they are here and then notify the correct officer. We are also now exploring in-house programing replacements for many of our current commerical provided application in an effort to reduce the current amont of annual software support that the county pay's. Part of that review is also to meet with most

departments to review each users level of Microsoft Office 365. WE are trying to move a large amount of users to a lower cost licence. This will require training all users that will move to the cloud version. We also are going to discontinue the use of Zoom as our primary remote meeting tool and moving to MS Teams. This will happen in the next 30 to 45 days.

Networking

We have received all of the hardware and software for the core network refresh of the Law Enforcement network. It is configured and tested and will be moved to production in the next 30 days.

Issues that we dealt with in the past month include. We had very few challenges this month.



Public Works
600 Scott Boulevard
South Hutchinson, Kansas 67505
620-694-2976
Don Brittain, Director

May 2023 Monthly Report

Asphalt Crew is overlaying on 95th Avenue.

Mowing/Sign has finished mowing the first round of the county Right-of-Way and has started mowing the second round.

Dirt Crew has finished replacing culverts under 95th Avenue and next will start replacing culverts under Hodge Road and install entrance culverts as needed.

Bridge Crew will finish building the bridge on Maple Grove Road, 4.5 miles east of K11, within a couple weeks and will then be making bridge repairs to the Pennington Road bridge and Castleton Road bridge so these bridges can be reopened.

Planning & Zoning Planning & Zoning Commission is working on creating solar regulations and working on many zoning violations throughout the county.

Utilities Land has been purchased for the joint 201 & 202 Sewer Districts. The process has started to bring the Sewer Districts back into KDHE compliance.

Contracted Project

Construction on the Sylvia Road Bridge over the North Fork of the Ninnescah River is under construction and the deck has been poured.

Woody Seat Bridge deck rehab will start the first week after the State Fair has been completed.

Construction of the 69th Road bridge located .7 miles East of Yaggy Road has begun.

The County will not take over the old K14 turn back miles until the summer or fall of 2024.

Challenges

Moving forward in solving the water and sewer district violations.



Reno County Solid Waste
703 S. Mohawk
Hutchinson, KS 67501
(620) 694-2586
Fax (620) 694-669-8126

Solid Waste Monthly Update June 2023
Prepared by Megan Davidson, Director

Staffing: We currently have a (2) General Laborer positions open.

Projects/Issues/Challenges/Concerns: Employees are still working when we have time on the dirt work construction at the Gun Range as well as starting the Phase III of our C&D site plan.

Landfill staff has been busy maintaining the sites, hauling cover dirt, mowing, weed eating, etc. We also have been cross training employees on different pieces of equipment.

Parts continue to be an issue on equipment when parts needs to be replaced which makes for more downtime on equipment when they break.

Budget: We received the 816 compactor back from being rebuilt from Foley Equipment beginning of June! We have spent approximately 22% of the entire budget.



RENO COUNTY TREASURER
125 West First Ave.
Hutchinson, Kansas 67501-5245
620-694-2938
Fax: 620-694-2776

TDD: Kansas Relay Center 1-800-766-3777

June 23, 2023

MONTHLY REPORT

STAFFING CHANGES OR ISSUES:

We have managed to hire two (2) new tag clerks and are in the process of training them now. We might also have another team member leaving for more money. I am crossing my fingers and will be trying to keep her.

BUDGET YTD SUMMARY:

As of this day, we are running around 42 % of my year-to-date budget with most of it coming from payroll, contractual services and gas. Again, some of the larger expenses will be late in the year (Lockbox which has gone to \$10,000 and the printing/processing and mailing of the tax statements \$ 23,500.00 unless we can get some of them to use email. I will continue to watch expenses and do my part in keeping our costs down.

PROJECTS/ISSUES/CHALLENGES/CONCERNS:

My department's major projects for the month of June is sending out the 14 day notices on the 2nd half delinquent personal property taxes and then sending 2nd half warrants to the sheriff's office. We are always issuing tags and processing title work. The sales tax figures were \$405,043.30 for May 2022 and \$533,334.44 for May 2023. My biggest concern is still hiring and retaining good help. All counties around us are \$2-\$3 more per hour than we are for the same positions.



RENO COUNTY YOUTH SERVICES

219 West Second Ave.
Hutchinson, Kansas 67501
(620) 694-2500
Fax: (620) 694-2504

JUVENILE DETENTION CENTER
JUVENILE INTAKE & ASSESSMENT
BOB JOHNSON YOUTH SHELTER

TDD: Kansas Relay Center 1-800-766-3777

Youth Services Monthly Report

June 2023

Staffing changes or issues (if any)

We're currently seeking to fill the stand-by Youth Care Specialist/Juvenile Detention Officers, one 40-hour male Juvenile Detention Officer, one 40-hour Youth Care Specialists, a 40 hour cook, Maintenance Technician and a 30 hour female only Juvenile Detention Officer, and on-call Juvenile Intake and Assessment Officers. All positions, except standby and on-call positions, offer insurance benefits and KPERs. Those interested in the open positions can apply online at Renogov.org.

The employee of the month for May was Dick Wegner. Dick has worked for us many years ago and returned March 2018. Dick has been our 20-hour Youth Care Specialist since Oct. 2021. He was recognized for his easy-going attitude and his flexibility to change his hours to best cover gaps. He is quick to assist his co-workers and is always pleasant to work with. Congratulations Dick for being Employee of the month of May.

The June employee of the month is Cheri Dixon. Cheri has been working for Youth Services since Oct. 2007, she is our part time nurse. Cheri is amazing at keeping up with all the health care needs of our youth, including initial assessments, medication monitoring and setting up and taking youth to their routine health appointments. Congratulations Cheri.

Budget YTD Summary

As of 6/30/2023, we have spent 33% of our Shelter budget (Dept.90). The total shelter budget is \$933,553. We have spent 45% of our detention budget (Dept.91). The total detention budget is \$1,109,483. Due to the number of staff we're down and the ratio requirements were under, our overtime budget has taken a horrible hit.

Projects/Issues/Challenges/Concerns

We have had some success in hiring this current month. We have three male and two female candidates in the hiring process. We continue to run the advertisement of our open positions on Eagle Radio stations KHMV-FM My 93.1 and KHUT-FM Country 102.9. The ads will run to the end of June. We also have a banner on Hutch Post website which will run for 30 days.

Our shelter youth are busy participating with local community service activities Monday through Thursday mornings. Detention youth participate in in-house school activities Monday through Friday mornings. Afternoon hours are structured activities.



AGENDA ITEM

AGENDA ITEM #8.B

AGENDA DATE: July 26, 2023

PRESENTED BY: Randy Partington, County Administrator

AGENDA TOPIC:
Financial Report

SUMMARY & BACKGROUND OF TOPIC:

Attached is the financial report to keep the commission informed of the county's financial status.

2023 YTD BUDGET REPORT

As of 6/30/2023

	Amended Budget	Amt Received / Expended	% Recd / Used
001 General Fund			
00 Unclassified			
Revenue			
Interest	306,000.00	1,861,363.23	608%
Taxes	17,351,225.00	14,837,504.05	86%
Licenses, Permits, and Fees	229,450.00	160,433.64	70%
Reimbursements	707,500.00	589,087.93	83%
Transfers In from Other Funds	25,000.00	76,386.00	306%
Other Revenue	0.00	14,107.22	
Revenue Total	18,619,175.00	17,538,882.07	94%
Expenses			
Other Expense & Reimbursements	0.00	(4,288.17)	
Expenses Total	0.00	(4,288.17)	
01 County Commission			
Expenses			
Personnel Services	54,000.00	26,681.18	49%
Contractual Services	4,350.00	3,459.26	80%
Commodities	2,500.00	324.72	13%
Expenses Total	60,850.00	30,465.16	50%
02 County Clerk			
Revenue			
Reimbursements	20,000.00	566.05	3%
Revenue Total	20,000.00	566.05	3%
Expenses			
Personnel Services	284,207.00	140,618.98	49%
Contractual Services	27,170.00	4,188.75	15%
Commodities	4,600.00	908.14	20%
Expenses Total	315,977.00	145,715.87	46%
03 County Treasurer			
Revenue			
Reimbursements	0.00	107.00	
Revenue Total	0.00	107.00	
Expenses			
Personnel Services	208,938.00	102,724.06	49%
Contractual Services	40,275.00	8,568.61	21%
Commodities	31,450.00	3,140.33	10%
Expenses Total	280,663.00	114,433.00	41%

2023 YTD BUDGET REPORT

	Amended Budget	Amt Received / Expended	% Recd / Used
04 District Attorney			
Revenue			
Licenses, Permits, and Fees	80,000.00	70,973.13	89%
Reimbursements	0.00	6,521.47	
Revenue Total	80,000.00	77,494.60	97%
Expenses			
Personnel Services	1,190,954.00	575,655.86	48%
Contractual Services	356,400.00	98,446.12	28%
Commodities	49,000.00	19,051.06	39%
Expenses Total	1,596,354.00	693,153.04	43%
05 Register of Deeds			
Revenue			
Licenses, Permits, and Fees	375,000.00	202,013.00	54%
Revenue Total	375,000.00	202,013.00	54%
Expenses			
Personnel Services	160,663.00	79,707.40	50%
Contractual Services	9,455.00	3,500.05	37%
Commodities	5,750.00	1,542.71	27%
Expenses Total	175,868.00	84,750.16	48%
06 Sheriff			
Revenue			
Licenses, Permits, and Fees	32,300.00	17,155.00	53%
Reimbursements	10,500.00	10,291.28	98%
Grant Revenues	12,000.00	7,551.27	63%
Revenue Total	54,800.00	34,997.55	64%
Expenses			
Personnel Services	3,298,628.00	1,542,356.51	47%
Contractual Services	382,938.00	227,669.57	59%
Commodities	455,123.00	161,110.51	35%
Capital Improvement & Outlay	85,682.00	11,900.16	14%
Other Expense & Reimbursements	2,000.00	678.08	34%
Expenses Total	4,224,371.00	1,943,714.83	46%
07 County Administration			
Expenses			
Personnel Services	501,934.00	255,960.21	51%
Contractual Services	55,550.00	5,291.83	10%
Commodities	3,000.00	853.71	28%
Expenses Total	560,484.00	262,105.75	47%

2023 YTD BUDGET REPORT

	Amended Budget	Amt Received / Expended	% Recd / Used
08 District Court			
Revenue			
Reimbursements	10,000.00	1,110.18	11%
Grant Revenues	0.00	4,300.00	
Revenue Total	10,000.00	5,410.18	54%
Expenses			
Contractual Services	561,040.00	252,050.76	45%
Commodities	55,100.00	19,925.79	36%
Expenses Total	616,140.00	271,976.55	44%
09 Courthouse General			
Revenue			
Reimbursements	11,000.00	5,879.40	53%
Revenue Total	11,000.00	5,879.40	53%
Expenses			
Personnel Services	87,749.00	42,204.93	48%
Contractual Services	351,000.00	145,270.39	41%
Commodities	2,000.00	0.00	0%
Capital Improvement & Outlay	900,000.00	20,104.76	2%
Other Expense & Reimbursements	0.00	0.00	
Expenses Total	1,340,749.00	207,580.08	15%
10 County General			
Expenses			
Contractual Services	893,500.00	698,161.09	78%
Commodities	1,000.00	6,326.09	633%
Other Expense & Reimbursements	15,000.00	654.80	4%
Outside Agencies Appropriation	604,000.00	310,500.00	51%
Ambulance Services	1,816,889.00	590,279.32	32%
Emergency Communications	850,000.00	374,740.34	44%
Economic Development Projects	400,000.00	0.00	0%
Transfers Out to Other Funds	912,340.00	0.00	0%
Commission Discretionary	20,000.00	707.17	4%
Expenses Total	5,512,729.00	1,981,368.81	36%
11 Maintenance			
Revenue			
Reimbursements	30,000.00	20,834.11	69%
Revenue Total	30,000.00	20,834.11	69%
Expenses			
Personnel Services	887,421.00	360,822.70	41%
Contractual Services	86,110.00	36,806.28	43%
Commodities	77,951.00	24,710.44	32%
Expenses Total	1,051,482.00	422,339.42	40%

2023 YTD BUDGET REPORT

	Amended Budget	Amt Received / Expended	% Recd / Used
12 Planning & Zoning			
Revenue			
Reimbursements	0.00	1,880.00	
Revenue Total	0.00	1,880.00	
Expenses			
Personnel Services	88,964.00	43,675.24	49%
Contractual Services	17,700.00	1,529.27	9%
Commodities	700.00	315.83	45%
Expenses Total	107,364.00	45,520.34	42%
13 Emergency Management			
Revenue			
Reimbursements	100,000.00	126.81	0%
Revenue Total	100,000.00	126.81	0%
Expenses			
Personnel Services	305,391.00	151,424.98	50%
Contractual Services	47,575.00	17,635.84	37%
Commodities	35,200.00	11,131.88	32%
Other Expense & Reimbursements	0.00	593.42	
Expenses Total	388,166.00	180,786.12	47%
14 Sheriff - Jail			
Revenue			
Reimbursements	40,000.00	45,132.36	113%
Other Revenue	5,000.00	0.00	0%
Revenue Total	45,000.00	45,132.36	100%
Expenses			
Personnel Services	2,502,889.00	1,231,945.83	49%
Contractual Services	920,320.00	442,532.81	48%
Commodities	215,000.00	118,153.12	55%
Expenses Total	3,638,209.00	1,792,631.76	49%
15 Human Resources			
Revenue			
Reimbursements	0.00	238.08	
Revenue Total	0.00	238.08	
Expenses			
Personnel Services	190,733.00	90,739.32	48%
Contractual Services	52,950.00	22,002.40	42%
Commodities	16,000.00	2,530.19	16%
Expenses Total	259,683.00	115,271.91	44%

2023 YTD BUDGET REPORT

	Amended Budget	Amt Received / Expended	% Recd / Used
16 Appraiser			
Revenue			
Reimbursements	3,000.00	4,639.50	155%
Revenue Total	3,000.00	4,639.50	155%
Expenses			
Personnel Services	676,347.00	322,894.07	48%
Contractual Services	71,300.00	30,546.35	43%
Commodities	24,500.00	7,534.93	31%
Expenses Total	772,147.00	360,975.35	47%
17 County Clerk - Election			
Revenue			
Reimbursements	500.00	496.32	99%
Revenue Total	500.00	496.32	99%
Expenses			
Personnel Services	130,107.00	60,969.72	47%
Contractual Services	181,810.00	105,435.79	58%
Commodities	18,800.00	2,563.26	14%
Other Expense & Reimbursements	0.00	250.00	
Transfers Out to Other Funds	58,161.00	9,366.00	16%
Expenses Total	388,878.00	178,584.77	46%
18 Information Technology			
Revenue			
Reimbursements	28,000.00	19,970.17	71%
Revenue Total	28,000.00	19,970.17	71%
Expenses			
Personnel Services	548,285.00	278,463.10	51%
Contractual Services	418,075.00	412,926.71	99%
Commodities	9,500.00	3,426.10	36%
Expenses Total	975,860.00	694,815.91	71%

2023 YTD BUDGET REPORT

	Amended Budget	Amt Received / Expended	% Recd / Used
24 Auto Center			
Revenue			
Reimbursements	20,000.00	11,985.50	60%
Revenue Total	20,000.00	11,985.50	60%
Expenses			
Personnel Services	170,223.00	84,585.19	50%
Contractual Services	14,880.00	8,249.87	55%
Commodities	15,380.00	2,670.46	17%
Expenses Total	200,483.00	95,505.52	48%
REVENUE TOTALS	19,396,475.00	17,970,414.62	93%
EXPENSE TOTALS	22,466,457.00	9,617,406.18	43%
Fund 001 General Fund	(3,069,982.00)	8,353,008.44	
	Beginning Fund Balance:	13,483,335.22	
	Ending Fund Balance:	21,836,343.66	
	Cash Balance Forward (Budgeted Resource):	8,974,125.00	
	Reserve for Cash Carryover & Contingencies:	5,550,000.00	

Fund	Amended Budget	Amt Received / Expended	% Rec'd / Used	
002 Aging & Transit Fund				
Revenue				
Taxes	205,999.00	181,341.43	88%	
Licenses, Permits, and Fees	100.00	0.00	0%	
Reimbursements	6,125.00	5,648.72	92%	
Grant Revenues	1,171,923.00	444,860.83	38%	
Transfers In from Other Funds	437,340.00	0.00	0%	
Other Revenue	257,076.00	25,185.00	10%	
Revenue Total	2,078,563.00	657,035.98	32%	
Expenses				
Personnel Services	1,355,740.00	569,730.87	42%	
Contractual Services	594,451.00	220,508.56	37%	
Commodities	286,150.00	62,643.80	22%	
Capital Improvement & Outlay	266,292.00	0.00	0%	
Other Expense & Reimbursements	425.00	0.00	0%	
Expenses Total	2,503,058.00	852,883.23	34%	
	REVENUE TOTALS	2,078,563.00	657,035.98	32%
	EXPENSE TOTALS	2,503,058.00	852,883.23	34%
Fund 002-Aging & Transit Totals	(424,495.00)	(195,847.25)		
	Beginning Fund Balance:	933,802.29		
	Ending Fund Balance:	737,955.04		
	Cash Balance Forward (Budgeted Resource):	489,751.00		
	Reserve for Cash Carryover & Contingencies:	60,000.00		

Fund	Amended Budget	Amt Received / Expended	% Rec'd / Used	
003 Public Health Fund				
Revenue				
Taxes	673,691.00	595,991.79	88%	
Licenses, Permits, and Fees	10,500.00	17,484.52	167%	
Reimbursements	566,000.00	225,723.65	40%	
Grant Revenues	1,240,500.00	956,803.75	77%	
Other Revenue	500.00	3,677.64	736%	
Revenue Total	2,491,191.00	1,799,681.35	72%	
Expenses				
Personnel Services	2,625,375.00	1,085,054.98	41%	
Contractual Services	648,870.00	308,338.15	48%	
Commodities	249,150.00	81,415.43	33%	
Expenses Total	3,523,395.00	1,474,808.56	42%	
	REVENUE TOTALS	2,491,191.00	1,799,681.35	72%
	EXPENSE TOTALS	3,523,395.00	1,474,808.56	42%
Fund 003-Public Health Totals	(1,032,204.00)	324,872.79		
	Beginning Fund Balance:	2,429,407.11		
	Ending Fund Balance:	2,754,279.90		
	Cash Balance Forward (Budgeted Resource):	1,401,406.00		
	Reserve for Cash Carryover & Contingencies:	352,000.00		

Fund	Amended Budget	Amt Received / Expended	% Rec'd / Used	
004 Noxious Weed Fund				
Revenue				
Taxes	128,076.00	114,451.86	89%	
Other Revenue	12,000.00	13,953.19	116%	
Revenue Total	140,076.00	128,405.05	92%	
Expenses				
Personnel Services	85,221.00	41,469.67	49%	
Contractual Services	4,650.00	1,118.02	24%	
Commodities	51,150.00	36,013.67	70%	
Transfers Out to Other Funds	10,000.00	0.00	0%	
Expenses Total	151,021.00	78,601.36	52%	
	REVENUE TOTALS	140,076.00	128,405.05	92%
	EXPENSE TOTALS	151,021.00	78,601.36	52%
Fund 004-Noxious Weed Totals	(10,945.00)	49,803.69		
	Beginning Fund Balance:	24,004.42		
	Ending Fund Balance:	73,808.11		
	Cash Balance Forward (Budgeted Resource):	14,375.00		

Fund	Amended Budget	Amt Received / Expended	% Rec'd / Used	
006 Special Bridge Fund				
Revenue				
Taxes	276,294.00	210,948.90	76%	
Reimbursements	300,000.00	308,473.28	103%	
Revenue Total	576,294.00	519,422.18	90%	
Expenses				
Contractual Services	2,400,000.00	451,699.17	19%	
Commodities	350,000.00	0.00	0%	
Other Expense & Reimbursements	0.00	(106,912.69)		
Expenses Total	2,750,000.00	344,786.48	13%	
	REVENUE TOTALS	576,294.00	519,422.18	90%
	EXPENSE TOTALS	2,750,000.00	344,786.48	13%
Fund 006-Special Bridge Totals	(2,173,706.00)	174,635.70		
	Beginning Fund Balance:	4,148,444.61		
	Ending Fund Balance:	4,323,080.31		
	Cash Balance Forward (Budgeted Resource):	2,178,454.00		

Fund	Amended Budget	Amt Received / Expended	% Rec'd / Used	
007 Road & Bridge Fund				
Revenue				
Taxes	5,262,162.00	4,758,691.56	90%	
Reimbursements	0.00	64,859.35		
Other Revenue	1,536,438.00	979,050.78	64%	
Revenue Total	6,798,600.00	5,802,601.69	85%	
Expenses				
Personnel Services	2,327,125.00	971,222.85	42%	
Contractual Services	299,600.00	129,222.83	43%	
Commodities	3,682,000.00	1,145,607.09	31%	
Capital Improvement & Outlay	466,500.00	81,210.00	17%	
Transfers Out to Other Funds	400,000.00	0.00	0%	
Expenses Total	7,175,225.00	2,327,262.77	32%	
	REVENUE TOTALS	6,798,600.00	5,802,601.69	85%
	EXPENSE TOTALS	7,175,225.00	2,327,262.77	32%
Fund 007-Road & Bridge Totals	(376,625.00)	3,475,338.92		
	Beginning Fund Balance:	1,346,089.12		
	Ending Fund Balance:	4,821,428.04		
	Cash Balance Forward (Budgeted Resource):	519,367.00		

Fund	Amended Budget	Amt Received / Expended	% Rec'd / Used	
008 Solid Waste Fund				
Revenue				
Licenses, Permits, and Fees	5,090,000.00	4,806,666.20	94%	
Reimbursements	55,000.00	59,076.24	107%	
Other Revenue	5,000.00	35,465.20	709%	
Revenue Total	5,150,000.00	4,901,207.64	95%	
Expenses				
Personnel Services	1,683,838.00	680,607.63	40%	
Contractual Services	1,216,950.00	359,572.87	30%	
Commodities	609,500.00	170,671.28	28%	
Capital Improvement & Outlay	2,050,000.00	1,001,703.68	49%	
Transfers Out to Other Funds	650,950.00	47,975.00	7%	
Expenses Total	6,211,238.00	2,260,530.46	36%	
	REVENUE TOTALS	5,150,000.00	4,901,207.64	95%
	EXPENSE TOTALS	6,211,238.00	2,260,530.46	36%
Fund 008-Solid Waste Totals	(1,061,238.00)	2,640,677.18		
	Beginning Fund Balance:	6,422,083.53		
	Ending Fund Balance:	9,062,760.71		
	Cash Balance Forward (Budgeted Resource):	5,095,008.00		
	Reserve for Cash Carryover & Contingencies:	4,033,770.00		

Fund	Amended Budget	Amt Received / Expended	% Rec'd / Used	
009 Youth Services Fund				
Revenue				
Reimbursements	1,329,595.00	627,957.47	47%	
Grant Revenues	0.00	15,742.47		
Transfers In from Other Funds	400,000.00	0.00	0%	
Revenue Total	1,729,595.00	643,699.94	37%	
Expenses				
Personnel Services	1,753,909.00	858,752.60	49%	
Contractual Services	113,745.00	46,644.89	41%	
Commodities	56,300.00	15,487.83	28%	
Other Expense & Reimbursements	126,082.00	31,987.76	25%	
Expenses Total	2,050,036.00	952,873.08	46%	
	REVENUE TOTALS	1,729,595.00	643,699.94	37%
	EXPENSE TOTALS	2,050,036.00	952,873.08	46%
Fund 009-Youth Services Totals	(320,441.00)	(309,173.14)		
	Beginning Fund Balance:	896,861.45		
	Ending Fund Balance:	587,688.31		
	Cash Balance Forward (Budgeted Resource):	752,619.00		
	Reserve for Cash Carryover & Contingencies:	432,178.00		

Fund	Amended Budget	Amt Received / Expended	% Rec'd / Used	
013 Solid Waste Post-Closure Fund				
Revenue				
Transfers In from Other Funds	400,000.00	0.00	0%	
Revenue Total	400,000.00	0.00	0%	
Expenses				
Contractual Services	330,000.00	70,552.96	21%	
Capital Improvement & Outlay	6,132,913.00	0.00	0%	
Expenses Total	6,462,913.00	70,552.96	1%	
	REVENUE TOTALS	400,000.00	0.00	0%
	EXPENSE TOTALS	6,462,913.00	70,552.96	1%
Fund 013-Solid Waste Post-Closure Totals	(6,062,913.00)	(70,552.96)		
	Beginning Fund Balance:	6,942,945.86		
	Ending Fund Balance:	6,872,392.90		
	Cash Balance Forward (Budgeted Resource):	6,062,913.00		

Fund	Amended Budget	Amt Received / Expended	% Rec'd / Used	
015 Employee Benefits Fund				
Revenue				
Taxes	5,454,357.00	4,841,761.69	89%	
Reimbursements	1,314,000.00	645,813.69	49%	
Revenue Total	6,768,357.00	5,487,575.38	81%	
Expenses				
Personnel Services	4,400,321.00	2,254,904.44	51%	
Contractual Services	5,000.00	3,984.50	80%	
Other Expense & Reimbursements	4,000.00	0.00	0%	
Transfers Out to Other Funds	4,800,000.00	1,970,613.00	41%	
Expenses Total	9,209,321.00	4,229,501.94	46%	
	REVENUE TOTALS	6,768,357.00	5,487,575.38	81%
	EXPENSE TOTALS	9,209,321.00	4,229,501.94	46%
Fund 015-Employee Benefits Totals	(2,440,964.00)	1,258,073.44		
	Beginning Fund Balance:	4,967,541.03		
	Ending Fund Balance:	6,225,614.47		
	Cash Balance Forward (Budgeted Resource):	4,082,534.00		
	Reserve for Cash Carryover & Contingencies:	1,500,000.00		

Fund	Amended Budget	Amt Received / Expended	% Rec'd / Used	
017 TECH Center Fund				
Revenue				
Taxes	500,400.00	449,290.80	90%	
Revenue Total	500,400.00	449,290.80	90%	
Expenses				
Contractual Services	510,000.00	314,000.00	62%	
Expenses Total	510,000.00	314,000.00	62%	
	REVENUE TOTALS	500,400.00	449,290.80	90%
	EXPENSE TOTALS	510,000.00	314,000.00	62%
Fund 017-TECH Center Totals	(9,600.00)	135,290.80		
	Beginning Fund Balance:	24,975.17		
	Ending Fund Balance:	160,265.97		
	Cash Balance Forward (Budgeted Resource):	22,937.00		

Fund	Amended Budget	Amt Received / Expended	% Rec'd / Used	
018 Mental Health Fund				
Revenue				
Taxes	444,884.00	398,905.40	90%	
Revenue Total	444,884.00	398,905.40	90%	
Expenses				
Contractual Services	452,025.00	277,025.00	61%	
Expenses Total	452,025.00	277,025.00	61%	
	REVENUE TOTALS	444,884.00	398,905.40	90%
	EXPENSE TOTALS	452,025.00	277,025.00	61%
Fund 018-Mental Health Totals	(7,141.00)	121,880.40		
	Beginning Fund Balance:	20,584.21		
	Ending Fund Balance:	142,464.61		
	Cash Balance Forward (Budgeted Resource):	18,999.00		

Fund	Amended Budget	Amt Received / Expended	% Rec'd / Used	
029 Special Parks & Recreation Fund				
Revenue				
Taxes	18,965.00	8,549.84	45%	
Revenue Total	18,965.00	8,549.84	45%	
Expenses				
Contractual Services	10,000.00	10,000.00	100%	
Expenses Total	10,000.00	10,000.00	100%	
	REVENUE TOTALS	18,965.00	8,549.84	45%
	EXPENSE TOTALS	10,000.00	10,000.00	100%
Fund 029 Special Parks & Recreation Totals	8,965.00	(1,450.16)		
	Beginning Fund Balance:	13,571.88		
	Ending Fund Balance:	12,121.72		
	Cash Balance Forward (Budgeted Resource):	8,291.00		
	Reserve for Cash Carryover & Contingencies:	17,256.00		

Fund	Amended Budget	Amt Received / Expended	% Rec'd / Used	
030 Special Alcohol & Drug Fund				
Revenue				
Taxes	18,965.00	9,930.60	52%	
Revenue Total	18,965.00	9,930.60	52%	
Expenses				
Contractual Services	10,000.00	10,000.00	100%	
Expenses Total	10,000.00	10,000.00	100%	
	REVENUE TOTALS	18,965.00	9,930.60	52%
	EXPENSE TOTALS	10,000.00	10,000.00	100%
Fund 030 Special Alcohol & Drug Totals	8,965.00	(69.40)		
	Beginning Fund Balance:	38,524.51		
	Ending Fund Balance:	38,455.11		
	Cash Balance Forward (Budgeted Resource):	30,271.00		
	Reserve for Cash Carryover & Contingencies:	39,236.00		

Fund	Amended Budget	Amt Received / Expended	% Rec'd / Used	
083 Bond & Interest Fund				
Revenue				
Taxes	948,964.00	838,052.97	88%	
Transfers In from Other Funds	250,950.00	199,168.76	79%	
Other Revenue	52,314.00	51,287.73	98%	
Revenue Total	1,252,228.00	1,088,509.46	87%	
Expenses				
Contractual Services	1,749,701.00	216,800.00	12%	
Expenses Total	1,749,701.00	216,800.00	12%	
	REVENUE TOTALS	1,252,228.00	1,088,509.46	87%
	EXPENSE TOTALS	1,749,701.00	216,800.00	12%
Fund 083 Bond & Interest Totals	(497,473.00)	871,709.46		
	Beginning Fund Balance:	550,701.51		
	Ending Fund Balance:	1,422,410.97		
	Cash Balance Forward (Budgeted Resource):	672,256.00		
	Reserve for Cash Carryover & Contingencies:	150,000.00		

Fund	Amended Budget	Amt Received / Expended	% Rec'd / Used
085 Noxious Weed Capital Outlay Fund			
Revenue			
Transfers In from Other Funds	10,000.00	0.00	0%
Revenue Total	10,000.00	0.00	0%
REVENUE TOTALS	10,000.00	0.00	0%
EXPENSE TOTALS	0.00	0.00	
Fund 085 Noxious Weed Capital Outlay Totals	10,000.00	0.00	
Beginning Fund Balance:		104,276.58	
Ending Fund Balance:		104,276.58	
Cash Balance Forward (Budgeted Resource):		89,776.00	
Reserve for Cash Carryover & Contingencies:		99,776.00	

Fund	Amended Budget	Amt Received / Expended	% Rec'd / Used
086 Public Health Capital Outlay Fd			
Expenses			
Capital Improvement & Outlay	25,000.00	0.00	0%
Expenses Total	25,000.00	0.00	0%
REVENUE TOTALS	0.00	0.00	
EXPENSE TOTALS	25,000.00	0.00	0%
Fund 086 Public Health Capital Outlay Totals	(25,000.00)	0.00	
Beginning Fund Balance:		413,200.50	
Ending Fund Balance:		413,200.50	
Cash Balance Forward (Budgeted Resource):		433,480.00	
Reserve for Cash Carryover & Contingencies:		408,480.00	

Fund	Amended Budget	Amt Received / Expended	% Rec'd / Used
087 Historical Museum Fund			
Revenue			
Taxes	181,654.00	163,053.28	90%
Revenue Total	181,654.00	163,053.28	90%
Expenses			
Contractual Services	185,000.00	113,000.00	61%
Expenses Total	185,000.00	113,000.00	61%
REVENUE TOTALS	181,654.00	163,053.28	90%
EXPENSE TOTALS	185,000.00	113,000.00	61%
Fund 087 Historical Museum Totals	(3,346.00)	50,053.28	
Beginning Fund Balance:		8,629.79	
Ending Fund Balance:		58,683.07	
Cash Balance Forward (Budgeted Resource):		8,184.00	

Fund	Amended Budget	Amt Received / Expended	% Rec'd / Used
093 Special Equipment Fund			
Revenue			
Taxes	523,537.00	473,320.41	90%
Reimbursements	130,288.00	0.00	0%
Revenue Total	653,825.00	473,320.41	72%
Expenses			
Contractual Services	319,800.00	51,300.00	16%
Capital Improvement & Outlay	398,209.00	238,760.97	60%
Expenses Total	718,009.00	290,060.97	40%
	REVENUE TOTALS	473,320.41	72%
	EXPENSE TOTALS	290,060.97	40%
Fund 093 Special Equipment Fund Totals	(64,184.00)	183,259.44	
	Beginning Fund Balance:	332,387.02	
	Ending Fund Balance:	515,646.46	
	Cash Balance Forward (Budgeted Resource):	228,517.00	
	Reserve for Cash Carryover & Contingencies:	150,000.00	

Fund	Amended Budget	Amt Received / Expended	% Rec'd / Used
094 Special Road Fund			
Revenue			
Taxes	8,976.00	9,421.14	105%
Grant Revenues	0.00	17,240.24	
Revenue Total	8,976.00	26,661.38	297%
Expenses			
Contractual Services	0.00	42,475.98	
Capital Improvement & Outlay	755,000.00	0.00	0%
Expenses Total	755,000.00	42,475.98	6%
	REVENUE TOTALS	26,661.38	297%
	EXPENSE TOTALS	42,475.98	6%
Fund 094 Special Road Fund Totals	(746,024.00)	(15,814.60)	
	Beginning Fund Balance:	1,214,745.57	
	Ending Fund Balance:	1,198,930.97	
	Cash Balance Forward (Budgeted Resource):	782,489.00	
	Reserve for Cash Carryover & Contingencies:	36,465.00	

Fund	Amended Budget	Amt Received / Expended	% Rec'd / Used
098 CIP Fund			
Revenue			
Taxes	255,476.00	217,742.53	85%
Revenue Total	255,476.00	217,742.53	85%
Expenses			
Capital Improvement & Outlay	457,000.00	13,285.00	3%
Expenses Total	457,000.00	13,285.00	3%
REVENUE TOTALS	255,476.00	217,742.53	85%
EXPENSE TOTALS	457,000.00	13,285.00	3%
Fund 098 CIP Totals	(201,524.00)	204,457.53	
Beginning Fund Balance:		367,679.89	
Ending Fund Balance:		572,137.42	
Cash Balance Forward (Budgeted Resource):		307,429.00	
Reserve for Cash Carryover & Contingencies:		100,000.00	

Fund	Amended Budget	Amt Received / Expended	% Rec'd / Used
180 Internal Services Fund			
Revenue			
Reimbursements	515,000.00	252,477.55	49%
Revenue Total	515,000.00	252,477.55	49%
Expenses			
Commodities	590,846.00	218,815.50	37%
Expenses Total	590,846.00	218,815.50	37%
REVENUE TOTALS	515,000.00	252,477.55	49%
EXPENSE TOTALS	590,846.00	218,815.50	37%
Fund 180 Internal Services Totals	(75,846.00)	33,662.05	
Beginning Fund Balance:		117,012.87	
Ending Fund Balance:		150,674.92	
Cash Balance Forward (Budgeted Resource):		75,846.00	