



**Board of Riley County
Commissioners
Regular Meeting
Agenda
March 14, 2024**

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

Cindy Kabriel
785-565-6200

Commission Chambers

8:30 AM

[District 1 – John Ford, Chair](#)

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

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

8:30 AM

Call to Order

Pledge of Allegiance

Public Comment

1. Public Comments

Commission Comments

2. Commission Comments

Business Meeting

3. County Special Alcohol Fund Allocations
4. Notice to Township Board - Cereal Malt Beverage License for Britt's Farm
5. Sign a Tax Roll Correction
6. Sign Riley County Employee Action Form(s)
7. Intergovernmental Luncheon Agenda attendees and topics
8. Discuss Joint City/County/County Meeting Agenda

Review Minutes

9. Board of Riley County Commissioners - Regular Meeting - Mar 11, 2024 8:30 AM

Review Tentative Agenda

10. Tentative Agenda

Press Conference Topics

11. Discuss Press Conference

9:00 AM

Clancy Holeman, Counselor/Director of Administrative Services

12. Administrative Work Session

9:20 AM

Evan McMillan, Assistant County Engineer

13. Bid opening for Transfer Station truck scales

9:30 AM

Shilo Heger, Treasurer

14. February 2024 Revenue Reporting - Riley County Treasurer

- 9:45 AM** **Jason Smith, Manhattan Area Chamber of Commerce**
15. Economic development update
- 10:00 AM** **Alvin Perez, Public Works Operations and Fleet Manager**
16. Bid opening for corrugated metal pipe and bands
- 10:10 AM** **Alvin Perez, Public Works Operations and Fleet Manager**
17. Bid opening for crushed/washed limestone
- 10:20 AM** **Elizabeth Ward, Human Resources Director and Vivienne Leyva, PIO**
18. NACo and Flint Hills Leadership programs for 2024
- 10:30 AM** **Budget and Planning Committee - Brittany Phillips, Budget and Finance Officer**
19. Monthly Cash Flow Report for February 2024
20. 2025 Budget Calendar and Baseline
- 10:50 AM** **Elizabeth Ward, Human Resources Director**
21. Executive session to discuss confidential legal advice regarding potential litigation issues
- 11:10 AM** **Josh Brewer, Executive Director Manhattan Area Habitat for Humanity**
22. Community Land Trust Program
- 11:45 AM** **Elizabeth Ward, Human Resources Director**
23. Consumer Price Index presentation for 2025 Budget Preparation

Adjournment**Announcement**

A Special Meeting for Executive Sessions will be held Friday, March 15, 2024 at 12:30 p.m. in the Riley County Counselor's Office, 3rd floor of the Courthouse Plaza East Building, 115 N. 4th Street.

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



COMMUNITY CORRECTIONS
Funding

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

COMMISSION AGENDA REPORT

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

MEETING: March 14, 2024

SUBJECT: County Special Alcohol Fund Allocations

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

BACKGROUND

County Alcohol Tax Funds are dollars collected from establishments within the county. Moneys in the special alcohol and drug programs fund shall be expended only for the purchase, establishment, maintenance or expansion of services or programs whose principal purpose is alcoholism and drug abuse prevention and education, alcohol and drug detoxification, intervention in alcohol and drug abuse or treatment of persons who are alcoholics or drug abusers or are in danger of becoming alcoholics or drug abusers. The Riley County Board of County Commissioners empowered the Joint Corrections Advisory Board to request proposals for County Alcohol Tax funds, review the proposals and make recommendations to the Commission for funding. County Alcohol Tax funds are administered per K.S.A.79-41a04.

We have included previous years' funding allocations, income, disbursements, and the year-end balance for the County Alcohol Tax fund. (See attached.)

DISCUSSION

The Joint Corrections Advisory Board met on February 22nd and reviewed the below applications for the Commission:

The 21st Judicial District Drug Court requests \$5,616.00 to send up to 2 attendees to the National Association of Drug Court Professionals Conference.

USD #378 requests \$1,500.00 to bring in guest speakers each quarter for 7th-12th grade students.

USD #384 requests \$1,000.00 to bring Habitudes Leadership Curriculum to all middle and high school students for the 2024-2025 school year.

The Board felt that the applications received by USD #378 and USD #384 were missing adequate information that would ensure any funds disbursed would be used in accordance with the statute guidelines. Both applications were returned, requesting additional information. They will be reviewed at the April JCAB meeting for consideration.

There is a total of \$27,037.24 in the County Alcohol Fund, with the grant requests totaling \$8,116.00. If the 21st Judicial District Drug Court receives their full request, that would leave an estimated \$21,421.24 available for the two remaining requests. Funds not utilized will be carried over for 2025 funding considerations.

FISCAL IMPACT

A final motion was made to award the requested amount of \$5,616.00 to the 21st Judicial District Drug Court. Additionally, the motion tabled the applications from USD #378 and USD #384, pending their resubmission with sufficient information. The motion was approved unanimously.

RECOMMENDATION(S)

The Joint Corrections Advisory Board made the following recommendations for funding to the BOCC:

21st Judicial District Drug Court: \$5,616.00

POSSIBLE MOTION(S)

Move to approve.

Move to deny.

Move to modify.

Move to table.

No action required.

The Board agreed by consensus to

Enclosures:

- Special County Alcohol Award Histroy (PDF)
- 21st Judicial Dist Drug Court (PDF)

Special County Alcohol Award History

	Blue Valley Booster Club		Friends of Riley County High School		Ogden Community Center	Riley County Community Corrections	21st Judicial District Drug Court	Sunflower CASA	USD #378	USD #384	Starting Balance	Disbursements	Income	Ending Balan
FY11 Requested	\$675.00													
CY11 Approved	\$750.00		\$1,125.00		\$1,500.00						\$9,377.70	\$4,125.00	\$4,475.34	\$9,728.04
FY12 Requested	\$750.00		\$3,000.00		\$2,000.00									
CY12 Approved	\$600.00		\$1,125.00		\$2,000.00						\$9,728.04	\$3,725.00	\$4,397.09	\$10,400.13
FY13 Requested	\$600.00													
CY13 Approved	\$595.00		\$1,595.00		\$2,500.00						\$10,400.13	\$4,690.00	\$3,996.80	\$9,706.93
FY14 Requested	\$750.00		\$3,000.00		\$2,800.00									
CY14 Approved	\$560.00	\$7/student	\$1,365.00	\$7/student	\$1,950.00						\$9,706.93	\$3,875.00	\$3,753.87	\$9,585.80
FY15 Requested														
CY15 Approved	\$0.00		\$2,020.00	\$8/student	\$2,400.00						\$9,585.80	\$4,420.00	\$2,763.71	\$7,929.51
FY16 Requested	\$750.00				\$2,925.00									
CY16 Approved	\$400.00	\$8/student	\$1,600.00	\$8/student	\$2,925.00						\$7,929.51	\$4,925.00	\$5,382.26	\$8,386.77
FY17 Requested	\$750.00		\$5,000.00		\$2,050.00									
CY17 Approved	\$700.00	\$10/student	\$2,000.00	\$10/student	\$2,050.00						\$8,386.77	\$4,750.00	\$5,056.87	\$8,693.64
CY18 Requested	\$750.00	\$10/student	\$5,000.00	\$25/student	\$2,600.00						\$0.00			
CY18 Approved	\$750.00		\$2,000.00		\$2,600.00						\$8,693.64	\$5,350.00	\$4,036.46	\$7,380.10
CY19 Requested	\$750.00	\$10/student	\$5,000.00	\$25/student	\$2,600.00			\$500.00						
CY19 Approved	\$750.00		\$2,000.00		\$2,550.00			\$500.00			\$7,380.10	\$5,800.00	\$3,880.55	\$5,460.65
CY20 Requested	\$900.00	\$11/student	\$5,000.00	\$25/student	\$2,500.00	\$2,400.00								
CY20 Approved	\$250.00		\$500.00		\$2,000.00	\$1,900.00					\$5,460.65	\$4,650.00	\$2,952.08	\$3,762.73
CY21 Requested					\$2,500.00									
CY21 Approved					\$2,500.00						\$3,762.73	\$2,500.00	\$3,232.42	\$4,495.15
CY22 Requested						2700-2900								
CY22 Approved						\$2,975.00								\$0.00
CY22 Expended						\$1,832.76					\$4,495.15	\$1,832.76	\$12,920.78	\$15,583.17
CY23 Requested					\$2,500.00		\$3,225.00		\$1,200.00	\$900.00				
# of people served:					300		N/A		170	90				
CY23 Approved							\$3,225.00		\$1,200.00	\$900.00	\$15,583.17	\$5,325.00	\$16,779.07	\$27,037.24
CY24 Requested							\$5,616.00		\$1,500.00	\$1,000.00				
# of people served:							N/A							
CY24 Approved											\$27,037.24			

Attachment: Special County Alcohol Award Histroy (14582 : County Special Alcohol Fund Allocations)

21st Judicial District Joint Corrections Advisory Board
2024 Riley County Alcohol Tax Application
K.S.A. 79-41a04

Agency 21st Judicial District Drug Court

Address 115 N. 4th Street, MHK 66502

Contact Person Sandi Harper Email: sharper@rileycountyks.gov Phone 785-565-6803

Total Program Cost \$18,404.00 for 7 ADC Team Members Grant Funds Requested \$ 5616.00 for 2 people to attend.

Estimated Number of Participants/Clients to be served: Up to 2 attendees to the National Association of Drug Court Professionals Conference

Proposed Starting Date May 22, 2024 Ending Date May 25, 2024

1. Please identify how your program will reduce the use and/or abuse of alcohol and/or other substances, and provide education on risks of substance abuse and/or provide programming/treatment of substances (i.e. Fatal Vision Programs).

"Treatment courts are the single most successful intervention in our nation's history for leading people living with substance use and mental health disorders out of the justice system and into lives of recovery and stability. Instead of viewing addiction as a moral failing, they view it as a disease. Instead of punishment, they offer treatment. Instead of indifference, they show compassion."
[\(https://www.nadcp.org/treatment-courts-work/\)](https://www.nadcp.org/treatment-courts-work/)

Treatment courts refer more people to treatment than any other intervention across the United States, and the average national completion rate for treatment courts is nearly 60%.
[\(https://www.nadcp.org/treatment-courts-work/\)](https://www.nadcp.org/treatment-courts-work/)

By attending this training and to continue implementing best practices in our Drug Court, we will be able to reduce substance use and abuse with our SB123 offenders. The long-term plan is to serve every drug-addicted person under supervision within the 21st Judicial District. There are currently 23 participants on Drug Court.

2. Please provide a detailed explanation of how the County Alcohol funds you are seeking will enhance your program.

The National Association of Drug Court Professionals (NADCP) RISE24! National Conference will provide our team access to the largest group of experts in the fields of treatment, evaluation, supervision, courts, law, and other issues impacting a treatment court program. We will be exposed to Adult Drug Court Best Practice Standards, strategies on enhancing a treatment court, the 10 key components of a treatment court, and the roles and responsibilities of each discipline attending. We will return with a detailed plan on enhancing our local treatment court!

Attachment: 21st Judicial Dist Drug Court (14582 : County Special Alcohol Fund Allocations)

3. Please specify how you measure performance or effectiveness of the programming being offered with County Alcohol Funds.

We will track attendance at scheduled appointments, drug and alcohol test results, graduation rates, lengths of stay, reduced risk, in-program technical violations, and new arrests in order to measure the performance and the effectiveness of our drug court.

If at all possible, we will track new arrests, new convictions, and new incarcerations for at least three years following each participant's entry into the Drug Court. Offenses will be categorized according to the level (felony, misdemeanor, or summary offense) and nature (e.g., person, property, drug, or traffic offense) of the crime involved.

4. Please list other funding sources and amounts that assist with the program that you are requesting County Alcohol Funds.

City of Manhattan Alcohol Funds, OJP BJA Grant, Riley County Appropriations and other disciplines' training budgets

The Joint Corrections Advisory Board will evaluate all proposals to ensure conformance with K.S.A. 79-41a04 (d)(2) along with the community needs, programs and services to best address abuse of alcohol and/or drugs.

Submit this application via email to swilliams@rileycountyks.gov or jhubbard@rileycountyks.gov
Applications are due by 5pm on Friday, February 16th, 2024.

***Proposed expenses assume worst case expenses with 1 room per person, 1 vehicle transport per person, all 3 meals on travel days, and a higher priced flight.



COUNTY CLERK & ELECTIONS
License

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

COMMISSION AGENDA REPORT

FROM: Annaliese Trout, Account Clerk/License

MEETING: March 14, 2024

SUBJECT: Notice to Township Board - Cereal Malt Beverage License for Britt's Farm

PRESENTER: Rich Vargo, County Clerk

POSSIBLE MOTION(S)

Move to sign the Notice to Township Board - Cereal Malt Beverage License for Britt's Farm (1000 S. Scenic Drive).

Move to deny

Enclosures:

- 03-14-24 Notice to Ogden Township for Britt's Farm (PDF)

The board of county commissioners in any county shall not issue a license without giving the clerk of the township board in the township where the applicant desires to locate, written notice by registered mail, of the filing of such application.

State of Kansas, Riley County, ss.

This is to notify the members of you Township Board that an application has been filed with the County Commissioners by Britt's Farm for a license to sell cereal malt beverages at retail in said Township, at 1000 S Scenic Dr Manhattan, KS 66503

The Township Board may within ten (10) days file advisory recommendations as to the granting of such license and such advisory recommendations shall be considered by said Board of County Commissioners before such license is Issued—K.S.A 41-2702.

Attest:

(Seal) County Clerk

Packet Pg. 9



COUNTY CLERK & ELECTIONS
Tax Roll Correction

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

COMMISSION AGENDA REPORT

FROM: Lori Muir, Real Estate Specialist

MEETING: March 14, 2024

SUBJECT: Sign a Tax Roll Correction

PRESENTER: Rich Vargo, County Clerk

POSSIBLE MOTION(S)

Move to approve the Tax Roll Correction.

Move to deny

Move to modify

Move to table

No action required.

The Board agreed by consensus to

Enclosures:

- image32349 (PDF)

TAX ROLL CORRECTION
REAL ESTATE

Printed by LMUIR

2024/03/11

5.a

Taxpayer ID WOLF0068
Owner ID WOLF0068

Control # 2024000131

Tax Year 2023
Tract # 103003

WOLFE, SANDRA WALTERS

CAMA # 203-07-2-10-04-006-00-0-01

TERRACE GARDENS ADDN
LOT 3

2028 STRONG AVE

TU 2 Manhattan City
Parcel 46720

MANHATTAN, KS 66502-4928

USD 383

Property Address 2028 STRONG AVE

APPRAISER SECTION (Value)

2024/03/11 LMUIR

APPROVED

Appraised Prior to Correction:

CL	Land	Imp	Total
RU	18740	149260	168000

Total	18740	149260	168000
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Assessed Prior to Correction:

RU	2155	17165	19320
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Total	2155	17165	19320
SB41	4836		

Appraised After Correction:

CL	Land	Imp	Total
RU	18740	125460	144200

Total	18740	125460	144200
-------	-------	--------	--------

Assessed After Correction:

RU	2155	14428	16583
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Total	2155	14428	16583
SB41	4836		

Net Change	23800-
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23800-

Net Change

2737-

Total	2737-
SB41	

CLERK SECTION (Tax)

2024/03/11 LMUIR

ORDER PRINTED

Tax Prior to Correction:

Levy 150.37500	Gen Tax	2905.26
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	SB41 \$	96.72
--	---------	-------

SB41 Tax Dollars		2808.54
------------------	-------	---------

Tax After Correction:

Levy 150.37500	Gen Tax	2493.68
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	SB41 \$	96.72
--	---------	-------

SB41 Tax Dollars		2396.96
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Net Change

411.58-

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411.58-

TREASURER SECTION (Summary)

Net Change in Assessed Value

(no SB41 influence)

Applicable Mill Levy

Net Change in Levied Tax Dollars

2737-

150.37500

411.58-

Type of Correction DECREASE

Correction Code TP TAX PROTEST

Tax Statement # 31477

Comments PUP adjustment per Appraiser

Rate 4.00%

Net Change in SB41 Exemption

Net Change in Total Tax Dollars

411.58-

Owner WOLF0068

WOLFE, SANDRA WALTERS

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

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

(Date)

Approved by Commission:

Attest by County Clerk:



COUNTY CLERK & ELECTIONS
Personnel

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

COMMISSION AGENDA REPORT

FROM: Elizabeth Ward, Human Resources Director

MEETING: March 14, 2024

SUBJECT: Sign Riley County Employee Action Form(s)

PRESENTER: Elizabeth Ward, Human Resources Director

Enclosures:

- 2024-03 HR LBorella EAF (DOCX)
- 2024-03 Fire ABauer EAF (DOCX)

RILEY COUNTY EMPLOYEE ACTION FORM

Company Code: 166733

Full Legal Name: Loren Borella**Status Change Date:** 03/18/2024**Status Change:** New Hire**Date of Hire:** 03/18/2024**Seniority:** 0 Month(s)**Position:** HR Clerical Assistant**Position Type:** Part-Time**Pay Range:** TASND**Pay Type:** Hourly**Base Rate:** \$15.00**Annualized Pay:** \$15,000.00**Funds Codes:** 1-County General, 2-Clerk**Supervisor:** Elizabeth Ward**Department Head:** Rich Vargo

BoCC Chairman _____

Date: _____

BoCC Member _____

Date: _____

BoCC Member _____

Date: _____

Attachment: 2024-03 HR L Borella EAF (14581 : Employee Action Form (Green Sheet))

RILEY COUNTY EMPLOYEE ACTION FORM

Company Code: 166733

Full Legal Name: Alex Bauer**Status Change Date:** 03/12/2024**Status Change:** Separation**Date of Hire:** 08/11/2023**Seniority:** 0 Year(s), 7 Month(s)**Position:** Volunteer Firefighter Stipend**Position Type:** As-Needed**Pay Range:** TASND**Pay Type:** STIPEND**Base Rate:** \$0.00**Annualized Pay:** \$0.00**Funds Codes:** 183-Riley Co Fire District #1, 183-Fire District #1**Supervisor:** Douglas Russell**Department Head:** Russel Stukey

BoCC Chair _____

Date: _____

BoCC Member _____

Date: _____

BoCC Member _____

Date: _____

Attachment: 2024-03 Fire ABauer EAF (14581 : Employee Action Form (Green Sheet))



AGENDA

JOINT CITY/COUNTY/COUNTY MEETING

City Commission Room
City Hall
1101 Poyntz Avenue
Manhattan, KS 66502

Thursday, March 21, 2024
4:00 P.M.

1. Food and Farm Council Update (Vickie James)
- 2.
- 3.



This meeting is being held in the City Commission Room at City Hall, 1101 Poyntz Avenue, Manhattan, KS 66502. Public participation is solicited without regard to race, sex, familial status, military status, disability, religion, age, color, national origin, ancestry, sexual orientation, or gender identify. In accordance with the Americans with Disabilities Act, persons with disabilities needing special accommodation to participate in this meeting, or those requiring language assistance (free of charge) should contact the City of Manhattan ADA Coordinator, Robyn Dreher, no later than forty-eight (48) hours prior to the meeting, at (785) 587-2443 or 7-1-1 (Relay).



**Board of Riley County
Commissioners
Special Meeting
TENTATIVE Agenda
March 15, 2024**

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

Cindy Kabriel
785-565-6200

**RC Counselor's Office, CPE Building, 3rd
floor**

12:30 PM

[District 1 – John Ford, Chair](#)

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

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

12:30 PM

Call to Order

12:30 PM

Elizabeth Ward, Human Resources Manager

1. Executive session to discuss a personnel matter involving non-elected personnel

1:30 PM

Elizabeth Ward, Human Resources Manager

2. Executive session to discuss a personnel matter involving non-elected personnel

Adjournment

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

Attachment: 03-15-24 special tentative agenda (14185 : Tentative Agenda)



**Board of Riley County
Commissioners
Regular Meeting
TENTATIVE Agenda
March 18, 2024**

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

Cindy Kabriel
785-565-6200

Commission Chambers

8:30 AM

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

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

[District 1 – John Ford, Chair](#)

8:30 AM

Call to Order

Pledge of Allegiance

Public Comment

Commission Comments

Business Meeting

Review Minutes

Review Tentative Agenda

Press Conference Topics

9:00 AM

Dani Hallgren, Konza Prairie Community Health and Dental Center

1. Konza Prairie Community Health and Dental Center update

9:15 AM

David Adams, EMS/Ambulance Director

2. Staff update

9:30 AM

Press Conference

9:35 AM

Julie Gibbs, Health Department Director

3. Aid to local grants

9:50 AM

John Ellermann, Public Works Director/County Engineer

4. Elevator contracts

12:00 PM

Law Enforcement Agency Meeting

Adjournment

Attachment: 03-18-24 tentative agenda (14185 : Tentative Agenda)

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

Attachment: 03-18-24 tentative agenda (14185 : Tentative Agenda)



**Board of Riley County
Commissioners
Regular Meeting
TENTATIVE Agenda
March 21, 2024**

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

Cindy Kabriel
785-565-6200

Commission Chambers

9:00 AM

[District 1 – John Ford, Chair](#)

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

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

9:00 AM

Call to Order

Pledge of Allegiance

Public Comment

Commission Comments

Business Meeting

1. Parallel Road Contract with Ebert Construction
2. Approve payroll/accounts payables (when completed)

Review Minutes

Review Tentative Agenda

Press Conference Topics

9:15 AM

James Slaymaker, University Park

3. Riley County Land Development Regulations impact on University Park community

9:30 AM

Clancy Holeman, Counselor/Director of Administrative Services

4. Administrative Work Session

9:50 AM

David Willis, Parks Manager

5. Bid opening for Parks Department mower/tractor

10:00 AM

Gary Fike, County Extension Director

6. Staff update

10:15 AM

Shelly Williams, Community Corrections Director

7. Juvenile Intake and Assessment Service as needed on call needs

10:30 AM

Bob Isaac, Planner

8. Public hearing for Maple Heights Addition plat

Attachment: 03-21-24 tentative agenda (14185 : Tentative Agenda)

- 10:45 AM** **Clancy Holeman, Counselor/Director of Administrative Services**
 9. Executive session to discuss confidential legal advice regarding potential litigation issues
- 11:15 AM** **Julie Gibbs, Health Department Director**
 10. New position for WIC
 11. Request to continue a temporary position
 12. Out of State Travel Request
- 11:40 AM** **John Ellermann, Public Works Director/County Engineer**
 13. Request to fill Administrative Services Manager
- 11:50 AM** **Katharine Hensler, Museum Director**
 14. Staff update
- 4:00 PM** **Joint City/County/County Meeting (at City Offices)**

Adjournment

Announcements

Good Morning Manhattan will be held today 7:15 a.m. - 8:30 a.m. at the Four Points by Sheraton, 530 Richards Drive.

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



COUNTY TREASURER'S OFFICE
Staff Update

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

STAFF REPORT

FROM: Shilo Heger

MEETING: March 14, 2024

SUBJECT: February 2024 Revenue Reporting - Riley County Treasurer

PRESENTER: Shilo Heger

Enclosures:

- February 2024 Financials (PDF)

Riley County Balance Sheet
February 29, 2024

14.a

Assets		Liabilities/Fund Balances		
KS State Bank-Checking	57,622,482.27	County General		23,448,063.03
KS State Bank-ARP	13,202,872.23	Disaster Fund (ARPA Funds)		13,202,872.23
Riley State Bank	307,854.52	Health Department		2,465,392.33
Outdoor Bank	5,000.00	Capital Improvements Fund		18,869,088.59
		Economic Development		362,643.45
Cash on Hand	264,048.43	RCPD Levy/Inmate Medical		1,743,269.93
CD/CDARS	12,077,189.33	Bond & Interest		524,223.65
		Road & Bridge Capital Projects		6,436,188.97
		Road & Bridge .20 Sales Tax		2,612,192.38
		Landfill Closure		60,232.01
		County Building		249,746.97
		County Auction		303,713.27
		Solid Waste		653,413.89
		Emergency Management		620,818.22
		Fire District #1		1,380,303.97
		Register of Deeds Tech Fund		173,439.71
		Clerk Tech Fund		171,110.93
		Treasurer Tech Fund		105,134.71
		Motor Vehicle Operations		122,184.53
		RCPD Ops/IT Reserve/Seizure		3,391,635.90
		District Court-Technology		151,577.38
		Court Services		2,875.00
		EMS Grants		6,370.99
		Museum Bequest		6,582.25
		War Memorial Fund		10,650.07
		KS Opioid Settlement		110,573.61
		LATCF Funds		100,000.00
		Miscellaneous		47,885.49
		Community Corrections		530,257.56
		JJA Prevention	Teen Court	Adult Services
		Juvenile Intake Case Manager	Juvenile Service	Special Alcohol
		County Attorney		3,576.11
		Special Prosecutor Trust	PATF	
		Benefit Districts		1,281,374.07
		University Park	Moehlman Bottoms	Deep Creek
		Carson Sewer	Valleywood	Lakeside Heights
		Hunters Island	Terra Heights	Konza
		Mertz/McGehee Drainage		
		Funds to be Distributed		136,765.96
		City Funds	Wildlife & Parks	School Funds
		Township Funds	Special Assessments	State Funds
		Cemetery Funds		
		Tax Holding Funds		4,195,289.62
		Commercial Vehicle Fees	16/20M Truck Taxes	Advance Tax
		Recreational Vehicle Tax	Current Ad Valorem Tax	Sales Tax Coll
		Motor Vehicle Tax	Delinquent PP Tax	Driver's License
		Motor Vehicle Registrations	Delinquent RL Tax	Veh Rental Excise
TOTAL ASSETS	\$ 83,479,446.78	TOTAL LIABILITIES & FUND BAL		83,479,446.78

Investments and Interest
February 29, 2024
Investments & Year to Date Interest

Bank	CDs	Checking Savings	Year to Date Interest	2023 Interest
KS State Bank	\$0.00	\$70,825,354.50	\$799,651.49	
Riley State Bank	\$4,400,000.00	\$307,854.52	\$104.32	
Peoples State Bank	\$0.00	\$5,000.00	\$24.95	
Sunflower	\$0.00	\$0.00	\$0.00	
UMB	\$0.00	\$0.00	\$0.00	
Landmark National Bank	\$0.00	\$0.00	\$0.00	
Intrust	\$5,800,000.00	\$0.00	\$46,601.99	
Capitol Federal	\$1,000,000.00	\$0.00	\$0.00	
Community 1st National Bank	\$0.00	\$0.00	\$0.00	
United Bank	\$400,000.00	\$0.00	\$0.00	
Municipal Investment Pool	\$0.00	\$0.00	\$0.00	
Commerce Bank	\$477,189.33	\$0.00	\$40,399.63	
Central National Bank	\$0.00	\$0.00	\$0.00	
Total	\$12,077,189.33	\$71,138,209.02	\$886,782.38	\$3,212,456.84
Cash & Transfer items	\$264,048.43			
Total on Deposit	\$83,479,446.78			

	2024	2023
Interest Transfers		
Capital Improvements #145	\$194,820.52	\$545,253.65
Emergency 911 #148	\$9,595.28	\$34,542.01
Reg of Deeds Technology #106	\$2,295.79	\$7,849.63
Clerk Technology #107	\$2,307.85	\$7,391.06
Treasurer Technology #108	\$1,538.72	\$4,796.87
RCPD Seizure Funds	\$4,109.64	\$15,305.20
Total Transfers	\$214,667.80	\$615,138.42
Net Interest to County General	\$672,114.58	\$2,597,318.42

Budget	\$ 2,000,000.00	\$100,000.00
% Collected	33.61%	2597.32%

Interest - ARPA Fund **\$122,590.75** **\$695,016.71**

Interest rate on active checking account 5.46%
Interest rate on one year investments 0.00%

Attachment: February 2024 Financials (14553 : February Treasurer's Report-2024)

**General Fund Revenue Detail
Through February 29, 2024**

	February		Year To Date		
	Actual	Budget	Actual	Budget	Variance
Motor Vehicle					
Motor Vehicle	0	0	399,523	439,622	-40,099
Vehicle Rental Excise	0	0	16,482	22,530	-6,048
Recreational Vehicle	0	0	3,901	4,313	-412
Commercial Vehicles	0	0	1,481	0	1,481
Ad Valorem					
RL/Oil/PP	4,420	0	14,529,502	14,385,759	143,743
Intangible	0	0	233,802	109,785	124,017
16/20 M Trucks	0	0	11,025	8,260	2,765
Watercraft	0	0	10,351	8,618	1,733
Delinquent Tax	0	0	108,587	0	108,587
Sales Tax	207,798	166,667	391,487	333,334	58,153
Payment In Lieu of Tax	0	0	0	0	0
City/County Highway	0	0	251,617	276,253	-24,636
Interest/Penalties	24,805	25,000	59,833	50,000	9,833
Investment Interest	443,939	166,667	672,115	333,334	338,781
Recording Fees	20,125	25,000	43,750	50,000	-6,250
Hertiage Trust Fund	1,453	0	3,196	0	3,196
Juvenile Supervision Fees	0	42	25	84	-59
Diversion Fees	0	5,000	6,118	10,000	-3,882
Franchise Fees	191	0	5,849	8,750	-2,901
Miscellaneous	147	0	147	0	147
Departments					
Clerk	159	250	213	500	-287
Register of Deeds	2,328	2,083	3,940	4,166	-226
Treasurer	324	667	786	1,334	-548
Clerk of the District Court	367	3,333	1,698	6,666	-4,968
Emergency Management	0	0	80,781	85,907	-5,126
Coroner	0	0	0	0	0
Fair	1,454	1,667	1,454	3,334	-1,880
Museum	0	0	0	0	0
Election	76	1,000	75	2,000	-1,925
Ambulance/EMS	148,673	135,413	311,284	270,826	40,458
Appraiser	651	1,500	5,673	3,000	2,673
Planning & Development	2,725	3,167	4,477	6,334	-1,857
Information Systems	0	0	10	0	10
General-General	3,582	0	12,173	0	12,173
Public Works	46,243	40,000	80,016	80,000	16
Noxious Weed	7,703	9,167	13,254	18,334	-5,080
Total Before Transfers	917,162	586,623	17,264,626	16,523,043	741,583
Transfers In	0	0	0.00	0	0.00
Total After Transfers	917,162	586,623	17,264,626	16,523,043	741,583
Over/Under Budget Before Transfers	56.35%				
Over/Under Budget After Transfers	56.35%				

Attachment: February 2024 Financials (14553 : February Treasurer's Report-2024)

2024 General Fund Revenue
Year To Date

14.a

	February		Year To Date		
	Actual	Budget	Actual	Budget	% of Budget Collected
Motor Vehicle					
Motor Vehicle	0	0	399,523	1,998,282	19.99%
Vehicle Rental Excise	0	0	16,482	45,059	36.58%
Recreational Vehicle	0	0	3,901	19,606	19.90%
Commercial Vehicles	0	0	1,481	84,447	1.75%
Ad Valorem					
RL/Oil/PP	4,420	0	14,529,502	26,155,925	55.55%
Intangible	0	0	233,802	199,608	117.13%
16/20 M Trucks	0	0	11,025	15,017	73.42%
Watercraft	0	0	10,351	15,667	66.07%
Delinquent Tax	0	0	108,587	0	0.00%
Sales Tax	207,798	166,667	391,487	2,000,000	19.57%
Payment In Lieu of Tax	0	0	0	40,000	0.00%
City/County Highway	0	0	251,617	1,105,011	22.77%
Interest/Penalties	24,805	25,000	59,833	300,000	19.94%
Investment Interest	443,939	166,667	672,115	2,000,000	33.61%
Recording Fees	20,125	25,000	43,750	300,000	14.58%
Hertiage Trust Fund	1,453	0	3,196	0	0.00%
Juvenile Supervision Fees	0	42	25	500	5.00%
Diversion Fees	0	5,000	6,118	60,000	10.20%
Franchise Fees	191	0	5,849	35,000	16.71%
Miscellaneous	147	0	147	0	0.00%
Departments					
Clerk	159	250	213	3,000	7.10%
Register of Deeds	2,328	2,083	3,940	25,000	15.76%
Treasurer	324	667	786	8,000	9.83%
Clerk of the District Court	367	3,333	1,698	40,000	4.25%
Emergency Management	0	0	80,781	85,907	0.00%
Coroner	0	0	0	0	0.00%
Fair	1,454	1,667	1,454	20,000	7.27%
Museum	0	0	0	0	0.00%
Election	76	1,000	75	12,000	0.63%
Ambulance/EMS	148,673	135,413	311,284	1,624,951	19.16%
Appraiser	651	1,500	5,673	18,000	31.52%
Planning & Development	2,725	3,167	4,477	38,000	11.78%
Information Systems	0	0	10	0	0.00%
General-General	3,582	0	12,173	0	0.00%
Public Works	46,243	40,000	80,016	480,000	16.67%
Noxious Weed	7,703	9,167	13,254	110,000	12.05%
Total Before Transfers	917,162	586,623	17,264,626	36,838,980	46.87%
Transfers In	0	0	0	300,000	0.00%
Total After Transfers	917,162	586,623	17,264,626	37,138,980	46.49%
Over/Under Budget Before Transfers	56.35%				
Over/Under Budget After Transfers	56.35%				
February = 16.67% of the Budget					

Attachment: February 2024 Financials (14553 : February Treasurer's Report-2024)

**Sales Tax Received
February 29, 2024**

14.a

	County General			2024 Budget	% Over Budget
	2023	2024	Prior Year Variance		
January (Nov)	193,878.41	183,689.10	-5.26%	166,667	10.21%
February (Dec)	211,882.26	207,797.81	-1.93%	166,667	24.68%
March (Jan)	168,813.93	0.00	-100.00%	166,667	-100.00%
April (Feb)	170,747.53	0.00	-100.00%	166,667	-100.00%
May (Mar)	197,338.15	0.00	-100.00%	166,667	-100.00%
June (Apr)	176,160.38	0.00	-100.00%	166,667	-100.00%
July (May)	182,832.23	0.00	-100.00%	166,667	-100.00%
August (June)	201,283.34	0.00	-100.00%	166,667	-100.00%
September (July)	167,263.67	0.00	-100.00%	166,667	-100.00%
October (Aug)	193,329.61	0.00	-100.00%	166,667	-100.00%
November (Sept)	216,907.02	0.00	-100.00%	166,667	-100.00%
December (Oct)	193,516.34	0.00	-100.00%	166,667	-100.00%
Year to Date	\$2,273,952.87	\$391,486.91		\$ 2,000,000.00	-80.43%

	2023	2024
Sales Tax Collected	\$2,273,952.87	\$391,486.91
Budget	\$1,800,000.00	\$2,000,000.00
% of Budget Collected	126.33%	19.57%
% Over Budget	26.33%	2.91%

Attachment: February 2024 Financials (14553 : February Treasurer's Report-2024)

**Sales Tax Received
February 29, 2024**

14.a

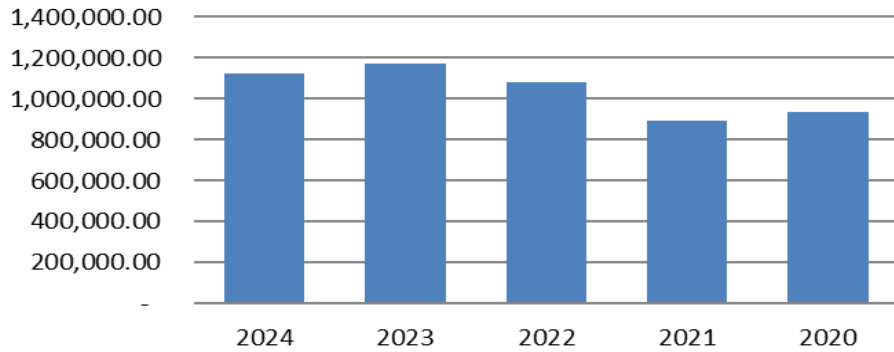
	Road & Bridge			2024 Budget	% Over Budget
	2023	2024	Prior Year Variance		
January (Nov)	193,878.40	212,079.24	9.39%	166,667	27.25%
February (Dec)	211,882.25	239,257.27	12.92%	166,667	43.55%
March (Jan)	195,644.52	0.00	-100.00%	166,667	-100.00%
April (Feb)	197,885.43	0.00	-100.00%	166,667	-100.00%
May (Mar)	228,702.28	0.00	-100.00%	166,667	-100.00%
June (Apr)	204,158.59	0.00	-100.00%	166,667	-100.00%
July (May)	211,890.83	0.00	-100.00%	166,667	-100.00%
August (June)	232,392.78	0.00	-100.00%	166,667	-100.00%
September (July)	193,115.20	0.00	-100.00%	166,667	-100.00%
October (Aug)	223,209.72	0.00	-100.00%	166,667	-100.00%
November (Sept)	250,431.18	0.00	-100.00%	166,667	-100.00%
December (Oct)	223,425.34	0.00	-100.00%	166,667	-100.00%
Year to Date	\$2,566,616.52	\$451,336.51		\$ 2,000,000.00	-77.43%

	2023	2024
Sales Tax Collected	\$2,566,616.52	\$451,336.51
Budget	\$1,800,000.00	\$2,000,000.00
% of Budget Collected	142.59%	22.57%
% Over Budget	42.59%	5.90%

Attachment: February 2024 Financials (14553 : February Treasurer's Report-2024)

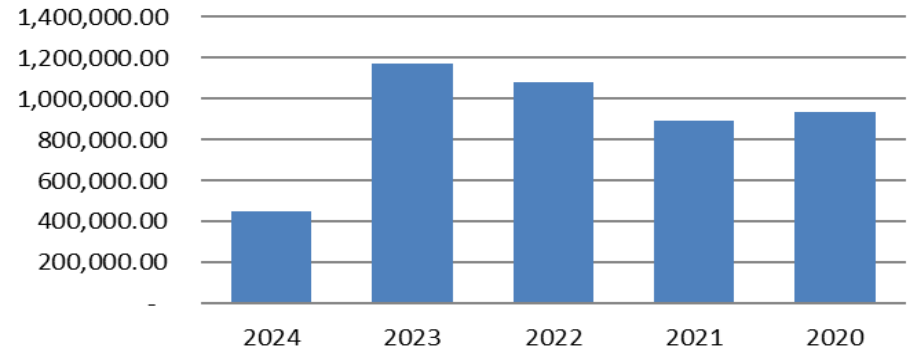
Sales Tax Data February 2024

.50% General Fund Sales Tax Year to Date Feb. (Dec. Sales)



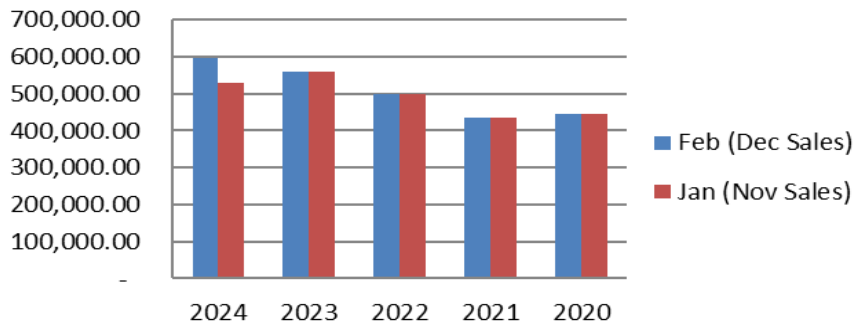
General Fund Sales Tax year to date is 4.02% lower than February 2023

Road & Bridge Sales Tax Year to Date Feb. (Dec. Sales)



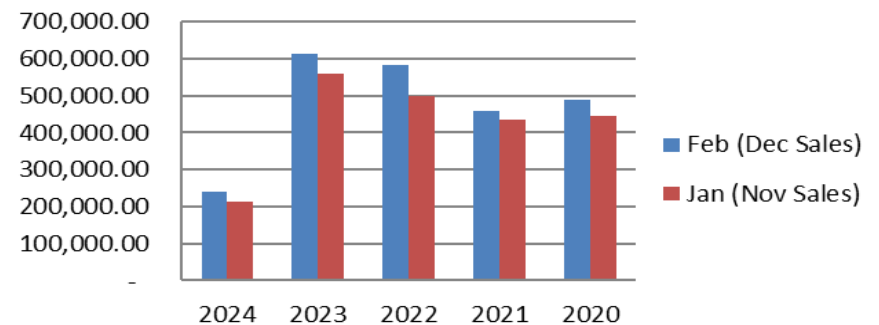
Road & Bridge Sales Tax year to date is 61.55% lower than February 2023

.50% General Fund Sales Tax Prior month comparison

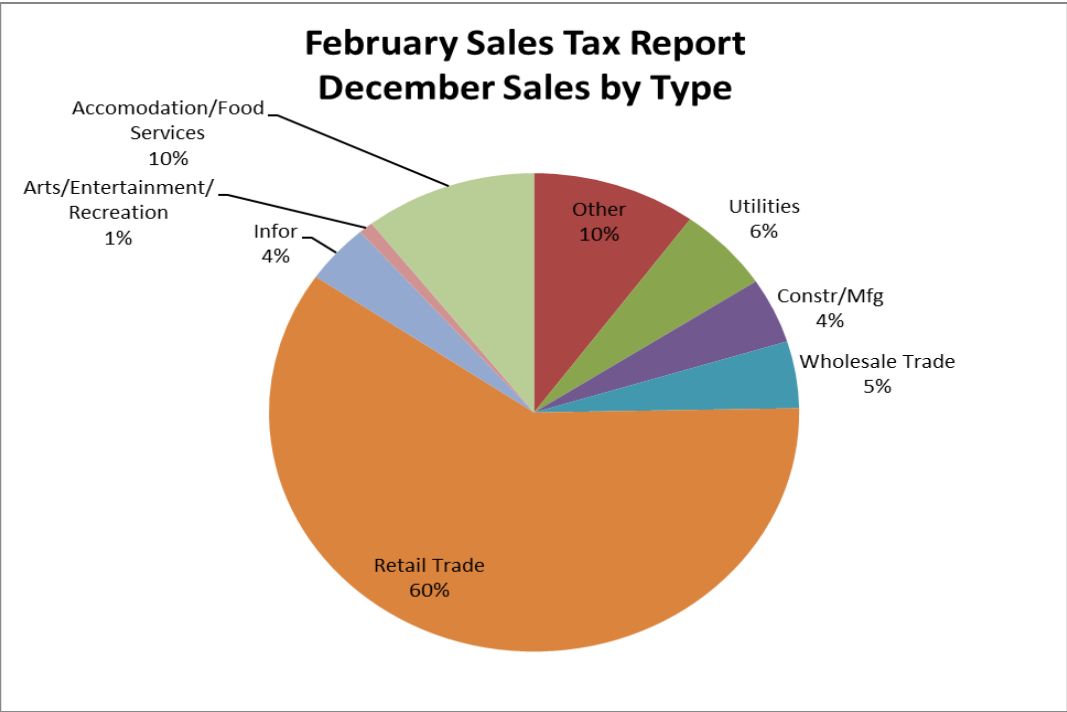


General Fund Sales Tax is 12.82% higher than January 2024.

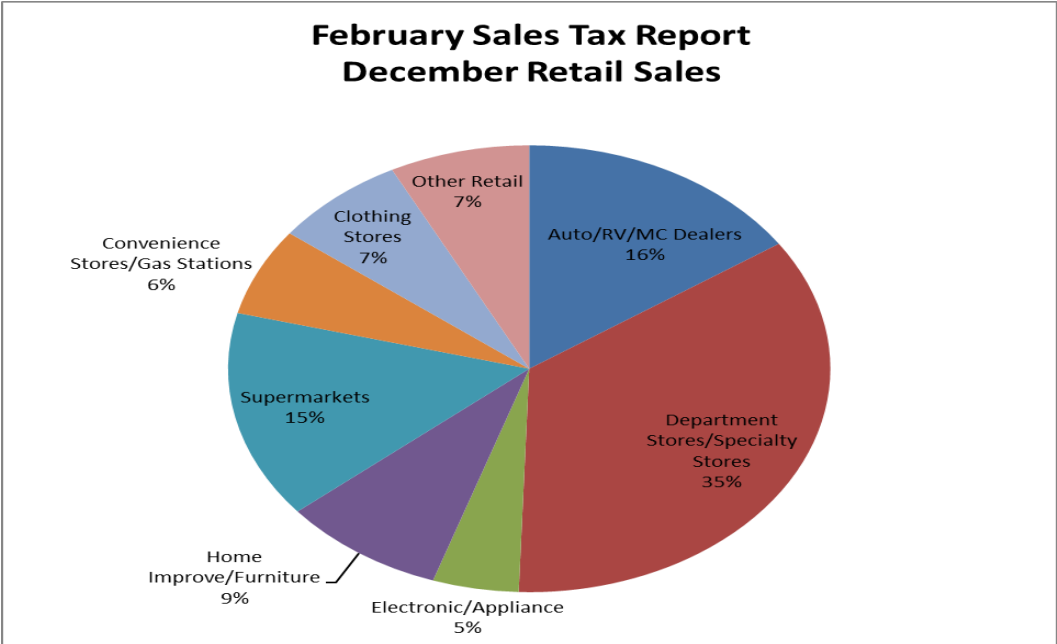
.20 R&B Sales Tax History Prior month comparison



Road & Bridge Sales Tax is 12.82% higher than January 2024.



Other	10.03%	83,900.63
Utilities	5.75%	48,072.83
Constr/Mfg	4.43%	37,019.74
Wholesale Trade	4.52%	37,811.88
Retail Trade	59.88%	500,956.23
Infor	4.01%	33,558.28
Arts/Entertainment/ Recreation	0.88%	7,329.33
Accommodation/Food Services	10.51%	87,914.97
		836,563.89



Auto/RV/MC Dealers	15.55%	77,923.28
Department Stores/Specialty Stores	35.00%	175,347.01
Electronic/Appliance	4.62%	23,140.04
Home Improve/Furniture	8.79%	44,032.85
Supermarkets	15.05%	75,380.07
Convenience Stores/Gas Stations	6.35%	31,797.33
Clothing Stores	7.12%	35,644.22
Other Retail	7.52%	37,691.43
		500,956.23

February 2024 (Dec 2023 Sales)

			State
Sales Tax			Treasurer
Leonardville	483,611.84	0.003706	1,792.26
Ogden	483,611.84	0.015130	7,317.18
Randolph	483,611.84	0.001248	603.40
Riley	483,611.84	0.009679	4,680.65
Manhattan	483,611.84	0.622346	300,974.01
County	483,611.84	0.347891	168,244.37
		1.000000	483,611.87

Use Tax			
Leonardville	113,694.78	0.003706	421.35
Ogden	113,694.78	0.015130	1,720.23
Randolph	113,694.78	0.001248	141.85
Riley	113,694.78	0.009679	1,100.39
Manhattan	113,694.78	0.622346	70,757.52
County	113,694.78	0.347891	39,553.44
		1.000000	113,694.78

.50 Sales Tax	597,306.62
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.20 Sales Tax	239,257.27
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Total Sales Tax	836,563.89
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COUNTY CLERK & ELECTIONS
Personnel

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

COMMISSION AGENDA REPORT

FROM: Vivienne Leyva, PIO
MEETING: March 14, 2024
SUBJECT: NACo and Flint Hills Leadership programs for 2024
PRESENTER: Elizabeth Ward, Human Resources Director

BACKGROUND

Riley County has made a commitment to retain and develop employees as part of our staffing model. One of the crucial components of retaining employees who are ready to take on the next leadership role, is making professional development a center piece of our culture. Not only does this strategy help us retain great employees, but also prepares us to fill future positions as needed by the organization,

Over the last several years, Riley County has created several initiatives to meet our professional development needs including reorganizing Employee Day, implementing onboarding for all new employees, and developing opportunities for current and future supervisors to learn and grow.

Several training options are available to help current, new, and upcoming leaders develop leadership skills. The Commissioners have historically approved enrolling two employees each year to the NACo High Performance Leadership Academy (HPLA) and one to the Flint Hills Regional Leadership Program (FHRLP).

The NACo HPLA is a 12-week, online program specifically designed for county government professionals.

There are 4 dates per year; the next sessions start in April, August, and September for 2023.

The NACO program focuses on 5 practical skills: (April's timeline is attached as an example)

- **LEAD:** Engage teams to create positive climates and exceed expectations.
- **ORGANIZE:** Plan, lead and execute organizational change effectively and consistently
- **COLLABORATE:** Establish alignment and partnerships through stronger relationships
- **COMMUNICATE:** Create clarity, confidence, and community
- **DELIVER:** Measure projects and processes to deliver results aligned with priorities

HPLA shares regular reports with Riley County with details about each participant's progress and ways we can add the content to their responsibilities at Riley County.

Internally, several of our current and past leaders have participated in the NACo program and found it to be very rewarding.

FHRLP is a 10-session program for community leaders working to tackle the challenges facing our region. This program teaches modern leadership skills through dialogue and hands-on experience. FHRLP accepts nominations from May through July and the program sessions take place September 2024 through February 2025.

Previous participants include prominent leaders in the community such as Ron Fehr (1994-95), Bruce McMillan and Debie Nuss (1993-94), Katherine Hensler (2018-19), Marcia Rozell (2016-17), and Vern Henricks (1999-2000), as well as several Riley County incumbents.

DISCUSSION

Commissioners, Department Heads, and Human Resources consistently focus efforts on the retention and growth of our current employees to maximize workforce effectiveness and save money by reducing turnover. Recognizing and providing training for leaders has been an important part of that process.

Leadership and management training creates higher retention for all employees, creates an atmosphere of problem solving when difficult challenges arise, boosts our whole team's productivity, and increases all employees' confidence in their jobs and their employer.

Human resources staff would like to work with the department heads to identify the most suitable candidates for these programs for 2024. There are several department heads and assistants who would currently be considered, but timing and availability would be discussed as part of the process.

FISCAL IMPACT

Each department would pay tuition fees for their participating employees as part of their existing 2024 budget appropriations.

The NACo program cost is \$1995 per participant

The FHRLP program cost is \$600 per participant

RECOMMENDATION(S)

Human resources staff recommend sending two employees to the NACo program and two employees to the FHRLP program in 2024 for a total commitment of \$5,190.

POSSIBLE MOTION(S)

Approve human resources staff to move forward with the nomination and selection of two candidates for the 2024 NACo High Performance Leadership Academy and two candidates for the 2024 Flint Hills Regional Leadership Program in collaboration with department heads.

Move to deny

Move to modify

Move to table

No action required.

The Board agreed by consensus to

Enclosures:



COUNTY CLERK & ELECTIONS
Budget

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

MEMORANDUM

FROM: Brittany Phillips, Budget & Finance Officer

MEETING: March 14, 2024

SUBJECT: Monthly Cash Flow Report for February 2024

PRESENTER: Brittany Phillips, Budget & Finance Officer

Cash Flow Reports for the Economic Development Fund, County Building Fund, Capital Improvement Fund, Road & Bridge 1/2 Cent Sales Tax Fund and Road & Bridge 0.2 Cents Sales Tax Fund.

Enclosures:

- February 2024 Cash Flows (PDF)

2024 Riley County Economic Development Cash Flow Analysis

% of Year: 16.7

Month	Revenue	Reimbursements	Other	Total Revenue	Expenditures	Jan/Feb/Mar 2023 A/P	Total Expenditures
Jan	\$107,100.00			\$107,100.00	\$84,542.15		\$84,542.15
Feb				\$0.00			\$0.00
Mar				\$0.00			\$0.00
Apr				\$0.00			\$0.00
May				\$0.00			\$0.00
Jun				\$0.00			\$0.00
Jul				\$0.00			\$0.00
Aug				\$0.00			\$0.00
Sep				\$0.00			\$0.00
Oct				\$0.00			\$0.00
Nov				\$0.00			\$0.00
Dec				\$0.00			\$0.00
	\$107,100.00	\$0.00	\$0.00	\$107,100.00	\$84,542.15	\$0.00	\$84,542.15

Cash Reconciliation	
2024 Beginning Unencumbered Cash	\$340,085.60
2024 Revenue	\$107,100.00
Less 2024 Expenditures/Encumbrances	\$84,542.15
2024 Ending Unencumbered Cash	\$362,643.45
Less Est. Project Balance for CY	\$166,675.85
2024 Projected Unencumbered Cash	\$195,967.60

Riley County 2024 Budget Authority Summary		
2024 Budgeted Expenditures	\$259,053	% Budget Expended
Expenditures to Date	\$84,542	
2024 Remaining Budget Authority	\$174,511	
Riley County 2024 Budgeted Revenue		
2024 Budgeted Revenue	\$107,100	% Budgeted Revenue
Revenue to Date	\$107,100	

2024 Detailed Expenditures per Project and per Department

Projects	Project Estimate	Prior Year Expenditures	2024 Actual Expenditures	Jan/Feb/Mar 2023 A/P	Remaining Project Estimate Totals	Completed Projects (Over) Under Estimate
APPROPRIATIONS						
Chamber of Commerce	\$55,000.00	\$0.00	\$27,500.00		\$27,500.00	\$0.00
Flint Hills Veterans Coalition	\$1,015.00	\$0.00	\$508.00		\$507.00	\$0.00
Downtown Manhattan	\$5,000.00	\$0.00	\$2,500.00		\$2,500.00	\$0.00
Riley Co. General Eco Devo	\$132,850.00	\$0.00			\$132,850.00	
APPROPRIATION TOTALS	\$193,865.00	\$0.00	\$30,508.00	\$0.00	\$163,357.00	\$0.00
MEMBERSHIPS						
FHMPO Contribution	\$5,200.00	\$0.00	\$1,881.15		\$3,318.85	\$0.00
FHRLP Underwriters & Sponsors					\$0.00	\$0.00
MEMBERSHIP TOTALS	\$5,200.00	\$0.00	\$1,881.15	\$0.00	\$3,318.85	\$0.00
CONTRACTS						
Auto Lane Development (2024)	\$121,139.60	\$109,025.64			\$12,113.96	\$0.00
CONTRACT TOTALS	\$121,139.60	\$109,025.64	\$0.00	\$0.00	\$12,113.96	\$0.00
DEBT OBLIGATION TRANSFER						
Konza Water Debt	\$658,501.67	\$359,504.67	\$52,153.00		\$246,844.00	\$0.00
DEBT OBLIGATION TRANSFER TOTALS	\$658,501.67	\$359,504.67	\$52,153.00	\$0.00	\$246,844.00	\$0.00
PROJECTS						
Comprehensive Plan Update	\$25,000.00	\$325.75			\$24,674.25	\$0.00
PROJECT TOTALS	\$25,000.00	\$325.75	\$0.00	\$0.00	\$24,674.25	\$0.00
TOTALS	\$1,003,706.27	\$468,856.06	\$84,542.15	\$0.00	\$450,308.06	\$0.00

Remaining Approved Projects less lease/debt payments/reserve payments/reserve \$166,675.85
(not included as these payments are subject to approval with annual budget) al with annual budget)

Completed Projects

2024 Riley County Building Cash Flow Analysis FUND 152

% of Year: 16.7

Month	Revenue	Reimbursements	Other	Total Revenue	Expenditures	Encumbrances	Jan/Feb/Mar 2023 A/P	Total Expenditures
Jan	\$175,365.42			\$175,365.42	\$6,436.16		\$31,441.99	\$37,878.15
Feb		\$10.00		\$10.00	\$23,518.23			\$23,518.23
Mar				\$0.00				\$0.00
Apr				\$0.00				\$0.00
May				\$0.00				\$0.00
Jun				\$0.00				\$0.00
Jul				\$0.00				\$0.00
Aug				\$0.00				\$0.00
Sep				\$0.00				\$0.00
Oct				\$0.00				\$0.00
Nov				\$0.00				\$0.00
Dec				\$0.00				\$0.00
	\$175,365.42	\$10.00	\$0.00	\$175,375.42	\$29,954.39	\$0.00	\$31,441.99	\$61,396.38

Cash Reconciliation	
2024 Beginning Unencumbered Cash	\$104,325.94
2024 Revenue	\$175,375.42
Less 2024 Expenditures/Encumbrances	\$29,954.39
2024 Ending Unencumbered Cash	\$249,746.97

Riley County 2024 Budget Authority Summary	
2024 Budgeted Expenditures	\$430,000
Expenditures to Date	\$61,396
2022 Remaining Budget Authority	\$368,604
% Budget Expended	
14.28%	

Riley County 2024 Budgeted Revenue	
2024 Budgeted Revenue	\$323,370
Revenue to Date	\$175,375
% Budgeted Revenue	
54.23%	

Attachment: February 2024 Cash Flows (14552 : Monthly Cash Flow Reports for February 2024)

2024 Riley County CIP Cash Flow Analysis

% of Year: 16.7

FUND 145

Month	Revenue	Transfers In	Reimbursements	Total Revenue	Expenditures	Jan/Feb/Mar 2023 A/P	Total Expenditures
Jan	\$194,820.52	\$5,509,446.00		\$5,704,266.52	\$216,786.25	\$50,114.59	\$266,900.84
Feb				\$0.00	\$32,510.85		\$32,510.85
Mar				\$0.00			\$0.00
Apr				\$0.00			\$0.00
May				\$0.00			\$0.00
Jun				\$0.00			\$0.00
Jul				\$0.00			\$0.00
Aug				\$0.00			\$0.00
Sep				\$0.00			\$0.00
Oct				\$0.00			\$0.00
Nov				\$0.00			\$0.00
Dec				\$0.00			\$0.00
Totals	\$194,820.52	\$5,509,446.00	\$0.00	\$5,704,266.52	\$249,297.10	\$50,114.59	\$299,411.69

Cash Reconciliation	
2024 Beginning Unencumbered Cash	\$12,507,575.96
2024 Revenue	\$5,704,266.52
Less 2024 Expenditures/Encumbrances	\$249,297.10
2024 Ending Unencumbered Cash	\$17,962,545.38
Less Remaining Approved Projects	\$3,649,289.16
2024 Projected Unencumbered Cash	\$14,313,256.22
LESS RESERVED FUNDS	\$4,693,660.68
Projected 2024 Cash w/out Reserves	\$9,619,595.54

Riley County 2024 CIP Budget Authority Summary	
2024 CIP Budgeted Expenditures	\$7,990,119
Expenditures to Date	\$249,297
2024 Remaining Budget Authority	\$7,740,822

% Budget Expended

3.12%

Riley County 2024 CIP Budgeted Revenue	
2024 CIP Budgeted Revenue	\$5,929,446
Revenue to Date	\$5,704,267

% Budgeted Revenue

96.20%

Reserved Funds:	
CIP Reserve	500,000.00
Fair Reserve	96,807.55
FFE Reserve	1,172,274.17
Hardware Refresh	1,034,446.00
CARES Funds	1,890,133
TOTAL RESERVE	4,693,660.68

Radio Tower Hardware/Software update 2025
To be spent on North Co. EMS Facility & Public Safety HQ after ARPA funds are used

2024 CIP Detailed Expenditures per Project and per Dept

Project #	Project Code	Projects	Approved Project Estimate	Prior Year Expenditures	Reserved for Approved Projects	2024 Actual Expenditures	Jan/Feb/Mar 2023 A/P	Remaining Project Estimate	Completed Projects (Over) Under Approved Estimate
PUBLIC WORKS:									
13-13PW005		Unassigned - design cost for culverts	\$35,000.00	\$16,100.00				\$18,900.00	
18-18PW012	27	Fairgrounds ADA Walkway	\$170,000.00	\$104,648.05				\$65,351.95	
20-20LEC003		Rewire Elevator Safety Systems	\$40,000.00	\$0.00				\$40,000.00	
20-20PK004		CICO Parking Lot Engineering	\$10,000.00	\$0.00				\$10,000.00	
21-21LEC002		Elevator Repair-LEC Lobby	\$45,000.00	\$0.00				\$45,000.00	
21-21PW002		Semi Truck	\$85,000.00	\$0.00				\$85,000.00	
21-21PW007		Imaging Software & Conversion	\$75,000.00	\$0.00				\$75,000.00	
23-23PW001		Carnegie Elevator Modernization	\$220,000.00	\$0.00				\$220,000.00	
23-23PW003		Carnegie Boiler	\$75,000.00	\$11,604.00				\$63,396.00	
23-23PW004		Dump Truck Bed (Unit 26)	\$70,000.00	\$0.00				\$70,000.00	
23-23PW005		Dump Truck Bed (Unit 27)	\$70,000.00	\$0.00				\$70,000.00	
23-23PW006		550 Diesel Truck w/ Snow Plow & Spreader	\$120,000.00	\$7,475.00		\$9,860.00		\$102,665.00	
23-23PW007		32' Hydraulic Gooseneck Trailer	\$45,000.00	\$0.00				\$45,000.00	
23-23LEC001	986	Replace Roof	\$404,000.00	\$0.00				\$404,000.00	
23-23PK001		Large Area Mower w/ Cab	\$72,000.00	\$0.00				\$72,000.00	
23-23PK002		Playground Equipment CICO Park (PK trx \$75000) & 18-18PK003, 21-21PK008	\$375,000.00	\$0.00				\$375,000.00	
24-24PW001		Courthouse & Health Department Elevator Modernization	\$385,000.00					\$385,000.00	
PUBLIC WORKS TOTAL			\$2,296,000.00	\$139,827.05	\$0.00	\$9,860.00	\$0.00	\$2,146,312.95	\$0.00
EMERGENCY MEDICAL SERVICE									
13-13AM001	302	Design of the EMS Facility Enhancement	\$100,000.00	\$25,770.00				\$74,230.00	
20-20AM003	302	EMS Facility Engineering Design Cost	\$50,000.00	\$0.00				\$50,000.00	
22-22AM001	302	EMS AMBULANCE	\$325,000.00	\$302,902.00		\$1,067.40	\$4,808.98	\$16,221.62	
23-23AM001		Overhead Alerting Systems	\$187,545.61	\$0.00				\$187,545.61	
23-23AM002		Patient Mover Replacement	\$69,265.00	\$0.00				\$69,265.00	
EMS TOTAL			\$731,810.61	\$328,672.00		\$1,067.40	\$4,808.98	\$397,262.23	\$0.00
CLERK									
21-21CK001		Open.Gov software	\$202,620.00	\$133,045.00		\$34,500.00		\$35,075.00	
CLERK TOTAL			\$202,620.00	\$133,045.00		\$34,500.00	\$0.00	\$35,075.00	\$0.00
Elections									
23-23EL002	985	CPE 4th Floor Renovations - Elections	\$720,000.00	\$8,595.00		\$14,397.00	\$10,161.61	\$686,846.39	
CLERK TOTAL			\$720,000.00	\$8,595.00	\$0.00	\$14,397.00	\$10,161.61	\$686,846.39	\$0.00
ATTORNEY									
ATTORNEY TOTAL			\$0.00	\$0.00			\$0.00	\$0.00	\$0.00

Project #	Project Code	Projects	Approved Project Estimate	Prior Year Expenditures	Reserved for Approved Projects	2024 Actual Expenditures	Jan/Feb/Mar 2023 A/P	Remaining Project Estimate	Completed Projects (Over) Under Approved Estimate
APPRAISER									
21-21AP001		Replacement Vehicle	\$35,144.00	\$0.00			\$35,144.00	\$0.00	\$0.00
APPRAISER TOTAL			\$35,144.00	\$0.00			\$35,144.00	\$0.00	\$0.00
BOCC									
BOCC TOTAL			\$0.00	\$0.00			\$0.00	\$0.00	\$0.00
PLANNING & DEVELOPMENT									
PLANNING & DEVELOPMENT TOTAL			\$0.00	\$0.00			\$0.00	\$0.00	\$0.00
NOXIOUS WEED									
NOXIOUS WEED TOTAL			\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
EMERGENCY MANAGEMENT									
16-16EM002		Standby/Backup Generator Pottorf Hall	\$40,126.00	\$0.00				\$40,126.00	
20-20EM005		Bi-directional amplifiers (radio project)	\$35,000.00	\$18,960.71				\$16,039.29	
21-21EM001		Mobile Command Post Upgrade/Equip Refresh	\$125,000.00	\$0.00		\$7,372.70		\$117,627.30	
21-21EM002		EM Storage Building	\$125,000.00	\$0.00				\$125,000.00	
23-23EM001		Outdoor Warning Siren Upgrade	\$85,000.00	\$0.00				\$85,000.00	
EMERGENCY MANAGEMENT TOTAL			\$410,126.00	\$18,960.71			\$0.00	\$383,792.59	\$0.00
OTHER									
18-18EM003	21	Hardware Refresh Reserve (through 2025)	\$1,182,224.00		\$1,034,446.00			\$1,182,224.00	
Lease pmt to 2033	21	Radio Infrastructure Project Lease (15 yr term through 2033)	\$6,401,938.00	\$2,133,979.89				\$4,267,958.11	
B&I Trx to 2025		2010-B G.O. Bond payment (15 yr term through 2025)	\$2,849,815.47	\$2,484,115.63		\$182,100.00		\$183,599.84	
CARES Funds	977/978	North Co. EMS Facility & Public Safety HQ Reserved			\$1,890,133			\$0.00	
OTHER TOTAL			\$10,433,977.47	\$4,618,095.52	\$2,924,578.96	\$182,100.00	\$0.00	\$5,633,781.95	\$0.00
TOTAL			\$14,829,678.08	\$5,247,195.28	\$2,924,578.96	\$241,924.40	\$50,114.59	\$9,283,071.11	\$0.00

Remaining Approved Projects less lease/debt payments \$3,649,289.16
(not included as these payments are subject to approval with annual budget)

Completed Projects

2024 Detailed Expenditures per Project by Month

											Completed Projects (Over) Under Approved Estimate
Project #	Project Code	Projects	Approved Project Estimate	Prior Year Expenditures	Reserved for Approved Projects	Jan	Feb	Jan/Feb/Mar 2023 A/P	Expenditures to Date	Remaining Project Estimate	
PUBLIC WORKS:											
13-13PW005		Unassigned - design cost for culverts	\$35,000.00	\$16,100.00					\$16,100.00	\$18,900.00	
18-18PW012	27	Fairgrounds ADA Walkway	\$170,000.00	\$104,648.05					\$104,648.05	\$65,351.95	
20-20LEC003		Rewire Elevator Safety Systems	\$40,000.00	\$0.00					\$0.00	\$40,000.00	
20-20PK004		CICO Parking Lot Engineering	\$10,000.00	\$0.00					\$0.00	\$10,000.00	
21-21LEC002		Elevator Repair-LEC Lobby	\$45,000.00	\$0.00					\$0.00	\$45,000.00	
21-21PW002		Semi Truck	\$85,000.00	\$0.00					\$0.00	\$85,000.00	
21-21PW007		Imaging Software & Conversion	\$75,000.00	\$0.00					\$0.00	\$75,000.00	
23-23PW001		Carnegie Elevator Modernization	\$220,000.00	\$0.00					\$0.00	\$220,000.00	
23-23PW003		Carnegie Boiler	\$75,000.00	\$11,604.00					\$11,604.00	\$63,396.00	
23-23PW004		Dump Truck Bed (Unit 26)	\$70,000.00	\$0.00					\$0.00	\$70,000.00	
23-23PW005		Dump Truck Bed (Unit 27)	\$70,000.00	\$0.00					\$0.00	\$70,000.00	
23-23PW006		550 Diesel Truck w/ Snow Plow & Spreader	\$120,000.00	\$7,475.00			\$9,860.00		\$17,335.00	\$102,665.00	
23-23PW007		32' Hydraulic Gooseneck Trailer	\$45,000.00	\$0.00					\$0.00	\$45,000.00	
23-23LEC001	986	Replace Roof	\$404,000.00	\$0.00					\$0.00	\$404,000.00	
23-23PK001		Large Area Mower w/ Cab	\$72,000.00	\$0.00					\$0.00	\$72,000.00	
		Playground Equipment CICO Park (PK trx \$75000) & 18-18PK003, 21-21PK008	\$375,000.00	\$0.00					\$0.00	\$375,000.00	
23-23PK002									\$0.00	\$375,000.00	
24-24PW001		Courthouse & Health Department Elevator Modernization	\$385,000.00							\$385,000.00	
EMERGENCY MEDICAL SERVICE											
13-13AM001	302	Design of the EMS Facility Enhancement	\$100,000.00	\$25,770.00					\$25,770.00	\$74,230.00	
20-20AM003	302	EMS Facility Engineering Design Cost	\$50,000.00	\$0.00					\$0.00	\$50,000.00	
22-22AM001		EMS AMBULANCE	\$325,000.00	\$302,902.00			\$1,067.40	\$4,808.98	\$308,778.38	\$16,221.62	
23-23AM001		Overhead Alerting Systems	\$187,545.61	\$0.00					\$0.00		
23-23AM002		Patient Mover Replacement	\$69,265.00	\$0.00					\$0.00		
CLERK											
21-21CK001		Open.Gov software	\$202,620.00	\$133,045.00			\$34,500.00		\$167,545.00	\$35,075.00	
Election											
23-23EL002	985	CPE 4th Floor Renovations - Elections	\$720,000.00	\$8,595.00			\$14,397.00	\$10,161.61	\$33,153.61	\$686,846.39	
ATTORNEY											
APPRAISER											
21-21AP001		Replacement Vehicle	\$35,144.00	\$0.00				\$35,144.00	\$35,144.00	\$0.00	\$0.00
BOCC											
PLANNING & DEVELOPMENT											
			\$0.00	\$0.00					\$0.00	\$0.00	
NOXIOUS WEED											
EMERGENCY MANAGEMENT											
16-16EM002		Standby/Backup Generator Pottorf Hall	\$40,126.00	\$0.00					\$0.00	\$40,126.00	
20-20EM005		Bi-directional amplifiers (radio project)	\$35,000.00	\$18,960.71					\$18,960.71	\$16,039.29	
21-21EM001		Mobile Command Post Upgrade/Equip Refresh	\$125,000.00	\$0.00			\$7,372.70		\$7,372.70	\$117,627.30	
21-21EM002		EM Storage Building	\$125,000.00	\$0.00					\$0.00	\$125,000.00	
23-23EM001		Outdoor Warning Siren Upgrade	\$85,000.00	\$0.00					\$0.00	\$85,000.00	
OTHER											
18-18EM003	21	Hardware Refresh Reserve (through 2025)	\$1,182,224.00	\$0.00	\$1,034,446.00				\$1,034,446.00	\$147,778.00	
Lease to 2033	21	Radio Project Lease (15 yr term through 2033)	\$6,401,938.00	\$2,133,979.89					\$2,133,979.89	\$4,267,958.11	
B&I Trx to 2025		2010-B G.O. Bond pmt (15 yr term through 2025)	\$2,849,815.47	\$2,484,115.63		\$182,100.00			\$2,666,215.63	\$183,599.84	
CARES Money	977/978	North Co. EMS Facility & Public Safety HQ Reserved			\$1,890,133				\$0.00		
TOTALS			\$14,829,678.08	\$5,247,195.28	\$2,924,578.96	\$182,100.00	\$67,197.10	\$50,114.59	\$6,581,052.97	\$7,991,814.50	\$0.00

\$299,411.69

Completed Projects

Attachment: February 2024 Cash Flows (14552 : Monthly Cash Flow Reports for February 2024)

			Received FFE	Approved Projects	Expenditures to	Remaining from
Project Number	Project Code	Projects	Monies	Amount	Date	Received Monies - Expenditures
16-16PW006	447	Fancy Creek Bridge E.2/5.6	\$	516,992.20	\$	516,992.20 \$ -
17-17PW014	412	Anderson Avenue Bridge	\$	315,709.25	\$	147,260.53 \$ 168,448.72
		Unassigned	\$	553,254.73		\$ 553,254.73
		Unassigned				\$ -
18-18PW013		Wieter Rd Project		\$ 27,260.00	\$ 27,260.00	\$ (27,260.00)
20-20PW010	509	Welsh Road Overlay	\$	243,640.58	\$ 233,509.12	\$ 10,131.46
		Unassigned	\$	234,041.53		\$ 234,041.53
22-22PW001	465	Tabor Bridge Project		\$ 255,000.00	\$ 211,708.44	\$ (211,708.44)
		Unassigned	\$	228,497.50		\$ 228,497.50
		Unassigned	\$	216,868.67		\$ 216,868.67
						\$ -
						\$ -
						\$ -
						\$ -
						\$ -
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						\$ -
						\$ -
						\$ -
						\$ -
						\$ -
						\$ -
						\$ -
						\$ -
						\$ -
						\$ -
						\$ -
Total			\$	2,309,004.46	\$ 282,260.00	\$ 1,136,730.29 \$ 1,172,274.17

2024 Riley County 1/2 Cent Sales Tax Cash Flow Analysis

% of Year: 16.7

Month	Sales Tax Revenue	Reimbursements	KDOT	Total Revenue	Expenditures	Jan/Feb/Mar 2023 AP	Total Expenditures
Jan				\$0.00	\$35,096.58	\$84,819.38	\$119,915.96
Feb				\$0.00	\$4,391.61		\$4,391.61
Mar				\$0.00			\$0.00
Apr				\$0.00			\$0.00
May				\$0.00			\$0.00
Jun				\$0.00			\$0.00
Jul				\$0.00			\$0.00
Aug				\$0.00			\$0.00
Sep				\$0.00			\$0.00
Oct				\$0.00			\$0.00
Nov				\$0.00			\$0.00
Dec				\$0.00			\$0.00
	\$0.00	\$0.00	\$0.00	\$0.00	\$39,488.19	\$84,819.38	\$124,307.57

Cash Reconciliation		
2024 Beginning Unencumbered Cash	\$6,475,677.16	
2024 Revenue	\$0.00	
Less 2024 Expenditures/Encumbrances	\$39,488.19	
2024 Ending Unencumbered Cash	\$6,436,188.97	
Remaining 2024 Projected Revenue	\$0.00	
Less Est. Project Balance for Projects	\$2,131,174.28	
Less Est. Project Balance for Overlay	\$350,000.00	
2024 Projected Unencumbered Cash	\$3,955,014.69	

Riley County 2024 Budget Authority Summary		
2024 Budgeted Expenditures	\$6,892,240	% Budget Expended
Expenditures to Date	\$124,308	
2024 Remaining Budget Authority	\$6,767,932	1.80%

Riley County 2024 Budgeted Revenue		
2024 Budgeted Revenue	\$0	% Budgeted Revenue
Revenue to Date	\$0	
		#DIV/0!

Attachment: February 2024 Cash Flows (14552 : Monthly Cash Flow Reports for February 2024)

2024 Detailed Expenditures per Project and per Department

Project Code	Projects	Project Estimate	Prior Year Expenditures	2024 Actual Expenditures	Jan/Feb/Mar 2023 AP	Remaining Project Estimate Totals	Completed Projects (Over) Under Estimate
CULVERTS							
457	Flat Rock Road	\$113,500.00	\$261,433.71		\$35,925.17	-\$183,858.88	
458	Parallel Road	\$117,000.00	\$58,024.87			\$58,975.13	
403	Kitten Creek Road	\$148,000.00	\$53,881.60			\$94,118.40	
459	Union Road	\$125,000.00	\$226,570.41		\$48,894.21	-\$150,464.62	
CULVERT TOTALS		\$503,500.00	\$599,910.59	\$0.00	\$84,819.38	-\$181,229.97	\$0.00
BRIDGES							
461	Fancy Creek K.O/6.2	\$653,800.00	\$59,941.43	\$39,488.19		\$554,370.38	
454	West 32nd Avenue	\$1,004,750.00	\$1,464,031.69			-\$459,281.69	-\$459,281.69
455	Rose Hill	\$654,200.00	\$159,048.83			\$495,151.17	
460	Winkler Mills Bridge	\$1,200,000.00	\$102,835.61			\$1,097,164.39	\$1,097,164.39
BRIDGE TOTALS		\$3,512,750.00	\$1,785,857.56	\$39,488.19	\$0.00	\$1,687,404.25	\$637,882.70
RECONSTRUCTION							
431	McDowell Creek Road (north end)	\$515,848.38	\$515,848.38	\$0.00		\$0.00	\$0.00
RECONSTRUCTION TOTALS		\$515,848.38	\$515,848.38	\$0.00	\$0.00	\$0.00	\$0.00
OVERLAY							
4	Unidentified Overlays	\$800,000.00	\$175,000.00			\$625,000.00	
OVERLAY TOTALS		\$800,000.00	\$175,000.00	\$0.00	\$0.00	\$625,000.00	\$0.00
TOTALS		\$5,332,098.38	\$3,076,616.53	\$39,488.19	\$84,819.38	\$2,131,174.28	\$637,882.70

Completed Projects

Project Estimates for 2024	Total	Updated
Culverts-Fancy Creek/Sherman	\$ -	\$ -
Rosehill Road Bridge	\$ -	\$ -
Senn Road Bridge	\$ -	\$ -
Overlay TBD and approved by BOCC	\$ 350,000	\$ 350,000
TOTAL	\$ 350,000	\$ 350,000

2024 Detailed Expenditures per Project by Month

Project Code	Projects	Project Estimate	Prior Year Expenditures	Jan	Feb	Jan/Feb/Mar 2023 AP	Expenditures to Date	Remaining Project Estimate
CULVERTS								
457	Flat Rock Road	\$113,500.00	\$261,433.71			\$35,925.17	\$297,358.88	-\$183,858.88
458	Parallel Road	\$117,000.00	\$58,024.87				\$58,024.87	\$58,975.13
403	Kitten Creek Road	\$148,000.00	\$53,881.60				\$53,881.60	\$94,118.40
459	Union Road	\$125,000.00	\$226,570.41			\$48,894.21	\$275,464.62	-\$150,464.62
BRIDGES								
461	Fancy Creek K.O/6.2	\$653,800.00	\$59,941.43		\$39,488.19		\$99,429.62	\$554,370.38
454	West 32nd Avenue	\$1,004,750.00	\$1,464,031.69				\$1,464,031.69	-\$459,281.69
455	Rose Hill	\$654,200.00	\$159,048.83				\$159,048.83	\$495,151.17
460	Winkler Mills Bridge	\$1,200,000.00	\$102,835.61				\$102,835.61	\$1,097,164.39
RECONSTRUCTION								
431	McDowell Creek Road (north end)	\$515,848.38	\$515,848.38				\$515,848.38	\$0.00
OVERLAY								
	4 overlays unidentified	\$800,000.00	\$175,000.00				\$175,000.00	\$625,000.00
TOTALS		\$5,332,098.38	\$3,076,616.53	\$0.00	\$39,488.19	\$84,819.38	\$3,200,924.10	\$2,131,174.28
						\$3,200,924		

Completed Projects

2024 Riley County .2% Cent Sales Tax Cash Flow Analysis

% of Year: 16.7

Month	Sales Tax Revenue	Reimbursements	KDOT	Total Revenue	Expenditures	Jan/Feb/Mar	Total Expenditures
						2023 A/P	
Jan	\$212,079.24			\$212,079.24			\$0.00
Feb	\$239,257.27			\$239,257.27			\$0.00
Mar				\$0.00			\$0.00
Apr				\$0.00			\$0.00
May				\$0.00			\$0.00
Jun				\$0.00			\$0.00
Jul				\$0.00			\$0.00
Aug				\$0.00			\$0.00
Sep				\$0.00			\$0.00
Oct				\$0.00			\$0.00
Nov				\$0.00			\$0.00
Dec				\$0.00			\$0.00
	\$451,336.51	\$0.00	\$0.00	\$451,336.51	\$0.00	\$0.00	\$0.00

Cash Reconciliation		
2024 Beginning Unencumbered Cash	\$2,160,855.87	
2024 Revenue	\$451,336.51	
Less 2024 Expenditures/Encumbrances	\$0.00	
2024 Ending Unencumbered Cash	\$2,612,192.38	
Remaining 2024 Projected Revenue	\$0.00	
Less Est. Project Balance for CY	\$0.00	
2024 Projected Unencumbered Cash	\$2,612,192.38	

Riley County 2024 Budget Authority Summary			
2024 Budgeted Expenditures	\$3,967,650	% Budget Expended	0.00%
Expenditures to Date	\$0		
2024 Remaining Budget Authority	\$3,967,650		
Riley County 2024 Budgeted Revenue			
2024 Budgeted Revenue	\$2,000,000	% Budgeted Revenue	22.57%
Revenue to Date	\$451,337		

2024 Detailed Expenditures per Project and per Department

Project Code	Projects	Project Estimate	Prior Year Expenditures	2024 Actual Expenditures	Jan/Feb/Mar 2023 AP	Remaining Project Estimate Totals	Completed Projects (Over) Under Estimate
CULVERTS							
CULVERT TOTALS		\$0	-	-		-	-
BRIDGES							
BRIDGE TOTALS		0.00	-	-		-	-
RECONSTRUCTION							

RECONSTRUCTION TOTALS	\$0	-	-	-	-
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OVERLAY

OVERLAY TOTALS	\$0	-	-	-	-
TOTALS	\$0	-	-	-	-

Completed Projects

<u>Project Estimates for 2021</u>	Total	Updated
Culverts-Fancy Creek/Sherman	\$ -	\$ -
Rosehill Road Bridge	\$ -	\$ -
Senn Road Bridge	\$ -	\$ -
Overlay TBD and approved by BOCC		
TOTAL	\$ -	\$ -

2024 Detailed Expenditures per Project by Month

Project Code	Projects	Project Estimate	Prior Year Expenditures	Jan	Jan/Feb/Mar 2023 AP	Expenditures to Date	Remaining Project Estimate
	CULVERTS						
	BRIDGES						
	RECONSTRUCTION						
	TOTALS	\$0	\$0	\$0	\$0.00	-	\$0
					\$0.00		
	Completed Projects						



COUNTY CLERK & ELECTIONS
Budget

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

COMMISSION AGENDA REPORT

FROM: Brittany Phillips, Budget and Finance Officer

MEETING: March 14, 2024

SUBJECT: 2025 Budget Calendar and Baseline

PRESENTER: Brittany Phillips, Budget and Finance Officer

BACKGROUND

A draft of the 2025 Budget Calendar is attached for input, discussion and approval. In addition, I have listed the Budget Baselines from the past 10 budget cycles for your review to determine the 2025 Budget Baseline.

2023

All budgets were requested to only be for need and that departments need to be aware of current economic conditions and tax sentiment of the public.

2022

All budgets were requested to only be for needs and that departments need to be aware of the current economic conditions and tax sentiment of the public.

2021

All budgets were requested to be frozen or reduced. Non-essential purchases were not to be included. Only critical, essential, and emergency purchase should be part of the budget. Do not include requests for new personnel positions. Do not include strategic planning requests. Further adjustments may be requested as deemed necessary.

2015-2020

Present budgets reflecting statutory requirements and business needs as well as the costs to implement each department's five-year strategic plan.

2014

Present budgets reflecting their statutory requirements and 2014 business needs.

RECOMMENDATION(S)

It is my recommendation to approve the 2025 budget calendar and establish a 2025 budget baseline.

POSSIBLE MOTION(S)

Move to approve

Move to deny

Move to modify

Move to table

No action required.

The Board agreed by consensus to

Enclosures:

- 2025 Budget Calendar (PDF)



Riley County 2025 Internal Budget Calendar

Date	Activity
March 7th	Present 2025 Budget Calendar to Commission and Board establish 2025 budget baseline.
March 8th	Distribute 2025 budget calendar to department heads for review at the Department Head meeting.
March 11th	Budget and Finance Officer to formulate 2025 budget baseline estimates as applicable.
March 14	HR Manager to forward preliminary personnel reports to departments for verification. CPI-U for December annual from Bureau of Labor Statistics included in reports as guideline.
On or before March 20	Budget & Finance Officer sends letters to outside entities/agencies for appropriation requests.
March 22	Departments submit preliminary personnel reports to HR Manager & Budget & Finance Officer.
April 4	2024 Rev/Exp Budget Request Forms distributed to depts/funds w/personnel numbers & budget baseline estimates.
On or before April 22	Outside agency appropriation requests due to Budget and Finance Officer
On or before April 29	Departmental revenue and expenditure budget requests due to Budget and Finance Officer. Benefit district and special fund budgets due to Budget & Finance Officer. Revenue estimates received from the County Treasurer.
May 6, 9, 13 & 16	Meetings between Commissioners and agencies/entities requesting appropriations. Meetings between Commissioners and Department Heads to discuss budget requests.
May 21, 28	Budget & Planning Committee to discuss compiled budget information.
June 1 (Statute)	Real Estate, Personal Property, Utilities, 16/20 M Vehicles, and Oil & Gas valuations certified.
June 12	Value of 1 Mill and Revenue Neutral Rate established for all taxing subdivisions and distributed by County Clerk.
June 13	Preliminary budgets are distributed to BOCC. 2025 COLA presentation included for consideration by BOCC.
June 14 - July 3	Budget & Planning Committee & Commission budget work sessions. Department Heads review final proposed budgets with Commission as necessary.
July 11	Commissioners approve auditor review of county budgets
July 15	Budget documents are finalized and sent to auditor for review
July 18	Final day to notify County Clerk of intent to levy above RNR Present Final Proposed Budget & Notice of Budget Hearing and Intent to Exceed RNR to Commissioners
on or before Aug 10	Clerk sends information to taxpayers of intent to exceed RNR
Aug 12	Send Notice of Hearing to the Manhattan Mercury
Sept 5	2025 Budget - Public Hearing and RNR Hearing
October 1	Adopted budget due to County clerk (intent to exceed RNR)--Resolution passed between Aug. 20-Sept. 20

Attachment: 2025 Budget Calendar (14575 : 2025 Budget Calendar and Baseline)



OUTSIDE AGENCY
Presentation

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

MEMORANDUM

FROM: Josh Brewer

MEETING: March 14, 2024

SUBJECT: Community Land Trust Program

PRESENTER: Josh Brewer, Executive Director Manhattan Area Habitat for Humanity

Enclosures:

- Riley County Commission CLT Presentation (PDF)



Community Land Trusts (CLTs)

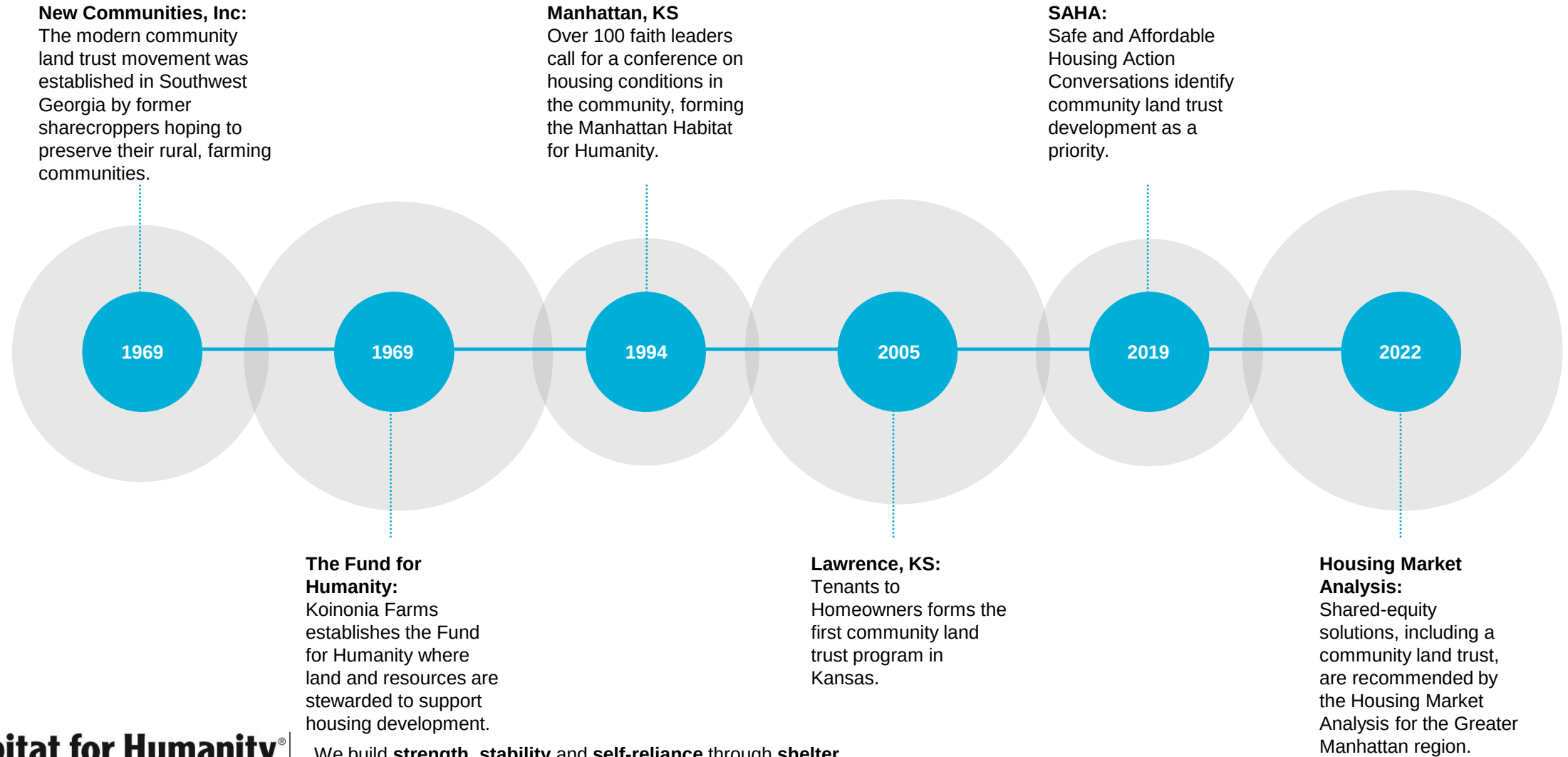
A Stewardship Solution for Public Subsidies

Riley County Board of Commissioners

March 14, 2024

We build strength, stability and self-reliance through shelter.

A Well-Developed Concept



We build **strength**, **stability** and **self-reliance** through **shelter**.



The Good Steward

- We began a feasibility study of shared equity solutions in 2022 as a part of the City of Manhattan's Housing Market Analysis.
- In 2023, our Board of Directors voted to pilot a shared-equity program in our cottage cluster development in Ogden.
- In 2024, we announced the formation of a shared equity program.
- This land trust can be operated as a subsidiary of our local organization or spun off as a separate nonprofit.



The Community Land Trust Model



Homeowner: Buys and Owns the Home

The home is more affordable because the homeowner is only buying the house, not the land.

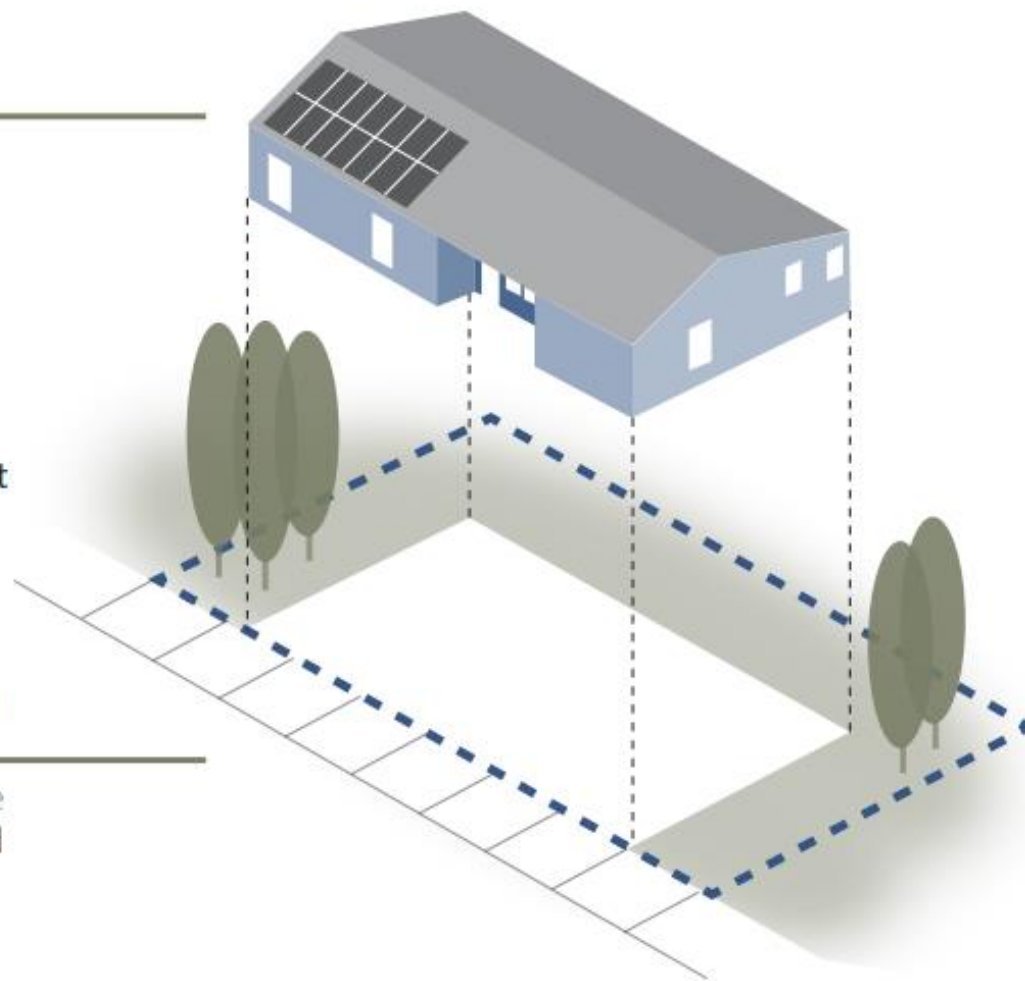


Homeowner signs a lease with Land Trust



Community Land Trust: Owns the Land

The community land trust balances the interest of residents, the community, and the environment.

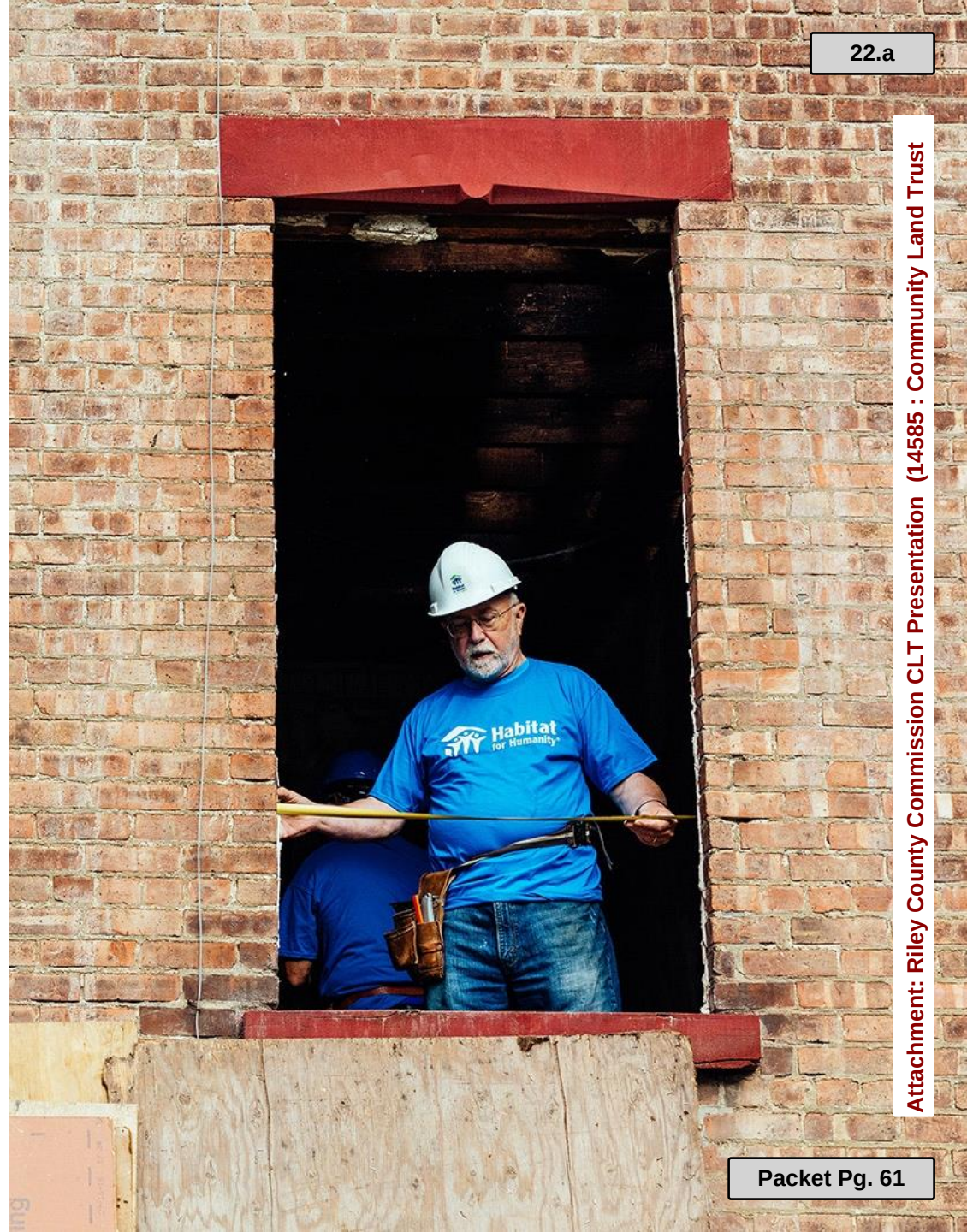


Market-based Assessment Model

- CLT homes should be taxed.
- Homeowners pay property taxes.
- Property tax values are tied to the market.
- Property tax values can easily be calculated based on the Purchase Option Price, i.e. the maximum price for which the home can be resold.

Public Stewardship

- CLTs ensure good stewardship of housing, including upkeep and repair
- CLTs protect public subsidies
- CLTs reduce homeowner incentive to flip housing for a windfall profit
- CLTs reduce profiteering by developers
- CLTs protect affordability in perpetuity



Recent discussions of Reinvestment Housing Incentive Districts (RHID) demonstrate the immediate need for a stewardship requirement for public subsidies.



River Trails Development City of Ogden

- 18 lots owned by the City of Ogden
- Utilities in place for over 10 years
- Low likelihood of private development
- \$15,000 burden on the City until 2028
- Close to \$300,000 in public subsidies at risk without vertical construction
- More than \$1M in public subsidy at risk overall



Community Driven Development

Manhattan Area Habitat for Humanity &
K-State's Net Positive Studio present

Sustainable Neighborhood Concepts for Ogden's River Trail Subdivision



Weds Nov 8, 2023 | 2:30 to 5:00p | Ogden Community Center

Subsidy Requirements

RHID Pays off Specials: \$4,781/unit (\$76,494 total)

RHID Reimburses Specials: \$13,969/unit (\$223,506 total)

MIH Award (Kansas Housing): \$40,625/unit (\$650,000 total)

KHITC Equity (Tax Credits): \$27,300/unit (\$436,800 total)

Gap Financing: \$128,000/unit (\$2.05M total)

*Estimated construction cost of \$150/sq. ft. of 1200 sq. ft. townhomes. Development cost of \$201,000/unit.

RHID Payback Periods

A: \$10k/unit (\$160k total); 5 years

B: \$20k/unit (320k total); 9 years

C: \$50k/unit (800k total); 16 years

D: \$75k/unit (\$1.2MM total); 21 years

*Payback period assumes:

\$1,000 base value and \$195,000 final value

\$3,553.30 annual Ad Valorem

Example RHID Funding Allocation

C: \$50k/unit (800k total); 16 years

\$4,781/unit to pay off existing special liabilities held by the City of Ogden.

\$6,000/unit to partially refund City of Ogden for past special assessments.

\$39,219/unit to subsidize vertical construction.

Questions?

Josh Brewer
Executive Director
Josh.Brewer@HabitatFlintHills.org



COUNTY CLERK & ELECTIONS
Personnel

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

MEMORANDUM

FROM: Elizabeth Ward, Human Resources Director

MEETING: March 14, 2024

SUBJECT: Consumer Price Index presentation for 2025 Budget Preparation

PRESENTER: Elizabeth Ward

BACKGROUND

Each year, as part of the annual budget cycle, the Human Resource Director and Budget and Finance Officer research the changes to cost of living over the previous year, for Riley County, including the city of Manhattan, and surrounding areas. Annualized average increase for similar urban areas is presented to the Board of County Commissioners as a request for an adjustment to the Riley County pay scales base rates in the form of a Cost-of-Living Adjustment (COLA).

The new pay process, implemented in 2023, is based on verifiable years of experience- refer to attached pay policy.

Extensive work was done in 2023 to ensure the compensation plan for Riley County is competitive in the labor market. It is extremely important for our pay scales to align with the current Cost of Living to remain competitive and not lose the footing gained in 2023.

DISCUSSION

The CPI-U for the year ending December 2023 shows an increase in the cost of living for our region of 3.8%.

Riley County's pay policy directs the use of this index as a guideline for setting COLA consideration for the annual adjustment. This index has also been followed by the City of Manhattan and Riley Co Police Department during their respective budget processes.

Year	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Annual	HALF1	HALF2
2014	1.4	0.9	1.5	1.9	1.6	1.7	1.8	1.6	1.6	1.6	1.2	0.7	1.5	1.5	1.4
2015	-0.3	-0.5	-0.9	-1.1	-0.8	-0.7	-0.5	-0.3	-0.8	-0.3	-0.2	0.0	-0.5	-0.7	-0.4
2016	0.8	0.4	0.5	0.8	0.8	0.8	0.4	0.6	1.1	1.0	1.2	1.8	0.8	0.7	1.0
2017	2.2	2.4	1.9	1.8	1.4	0.9	1.3	1.5	1.5	1.5	1.9	1.7	1.7	1.8	1.6
2018	1.6	1.7	1.8	1.8	2.3	2.5	2.4	2.1	1.9	2.2	1.4	1.3	1.9	2.0	1.9
2019	0.8	1.3	1.7	1.5	1.3	1.2	1.5	1.5	1.4	1.5	1.9	2.3	1.5	1.3	1.7
2020	2.5	2.1	1.0	-0.4	-0.4	0.4	0.7	1.1	1.3	1.0	1.0	1.1	1.0	0.9	1.0
2021	1.2	1.7	3.0	4.9	5.6	5.8	5.9	5.7	5.7	6.6	7.3	7.5	5.1	3.7	6.5
2022	7.9	8.0	8.6	8.2	8.8	9.5	8.6	8.1	8.1	7.4	6.8	6.0	8.0	8.5	7.5
2023	6.0	5.6	4.9	4.9	3.7	2.4	2.9	3.4	3.2	2.9	2.9	3.2	3.8	4.5	3.1
2024	2.7	2.8													

FISCAL IMPACT

The exact fiscal impact of the merit and COLA increases will be presented in the budget presentations, but for reference, the CPI-U index would suggest a COLA of 3.8% and the average merit increase in the approved pay scales is 3.4%.

Enclosures:

2024 pay scale

Riley County Pay policy

Enclosures:

- #2024 Riley County Internal Exempt Payscale Rates (PDF)
- Riley County Pay Process (PDF)

2024 INTERNAL Exempt Pay rates																		
Range	0 years	1 year	2 years	3 years	4 years	5 years	6 years	7 years	Mid	9 years	10 years	11 years	12 years	13 years	14 years	15 years	Max	Range
Election Seasonal TASND																		Election Seasonal TASND
1																		1
2																		2
3																		3
4																		4
5																		5
6																		6
7	\$ 1,722.40	\$ 1,800.00	\$ 1,872.00	\$ 1,947.20	\$ 2,015.20	\$ 2,085.60	\$ 2,148.00	\$ 2,212.80	\$ 2,279.20	\$ 2,347.20	\$ 2,417.60	\$ 2,490.40	\$ 2,564.80	\$ 2,641.60	\$ 2,720.80	\$ 2,802.40	\$ 2,882.40	7
8	\$ 1,776.80	\$ 1,856.80	\$ 1,931.20	\$ 2,008.80	\$ 2,079.20	\$ 2,152.00	\$ 2,216.80	\$ 2,283.20	\$ 2,352.00	\$ 2,422.40	\$ 2,495.20	\$ 2,570.40	\$ 2,647.20	\$ 2,726.40	\$ 2,808.00	\$ 2,892.00	\$ 2,971.20	8
9	\$ 1,859.20	\$ 1,943.20	\$ 2,020.80	\$ 2,101.60	\$ 2,175.20	\$ 2,251.20	\$ 2,318.40	\$ 2,388.00	\$ 2,460.00	\$ 2,533.60	\$ 2,609.60	\$ 2,688.00	\$ 2,768.80	\$ 2,852.00	\$ 2,937.60	\$ 3,025.60	\$ 3,113.60	9
10	\$ 2,010.40	\$ 2,100.80	\$ 2,184.80	\$ 2,272.00	\$ 2,351.20	\$ 2,433.60	\$ 2,506.40	\$ 2,581.60	\$ 2,659.20	\$ 2,739.20	\$ 2,821.60	\$ 2,906.40	\$ 2,993.60	\$ 3,083.20	\$ 3,176.00	\$ 3,271.20	\$ 3,362.40	10
11	\$ 2,092.00	\$ 2,186.40	\$ 2,273.60	\$ 2,364.80	\$ 2,447.20	\$ 2,532.80	\$ 2,608.80	\$ 2,687.20	\$ 2,768.00	\$ 2,851.20	\$ 2,936.80	\$ 3,024.80	\$ 3,115.20	\$ 3,208.80	\$ 3,304.80	\$ 3,404.00	\$ 3,498.40	11
12	\$ 2,177.60	\$ 2,275.20	\$ 2,366.40	\$ 2,460.80	\$ 2,547.20	\$ 2,636.00	\$ 2,715.20	\$ 2,796.80	\$ 2,880.80	\$ 2,967.20	\$ 3,056.00	\$ 3,148.00	\$ 3,242.40	\$ 3,340.00	\$ 3,440.00	\$ 3,543.20	\$ 3,642.40	12
13	\$ 2,266.40	\$ 2,368.00	\$ 2,462.40	\$ 2,560.80	\$ 2,650.40	\$ 2,743.20	\$ 2,825.60	\$ 2,910.40	\$ 2,997.60	\$ 3,087.20	\$ 3,180.00	\$ 3,275.20	\$ 3,373.60	\$ 3,475.20	\$ 3,579.20	\$ 3,686.40	\$ 3,791.20	13
14	\$ 2,360.80	\$ 2,467.20	\$ 2,565.60	\$ 2,668.00	\$ 2,761.60	\$ 2,858.40	\$ 2,944.00	\$ 3,032.00	\$ 3,123.20	\$ 3,216.80	\$ 3,313.60	\$ 3,412.80	\$ 3,515.20	\$ 3,620.80	\$ 3,729.60	\$ 3,841.60	\$ 3,948.80	14
15	\$ 2,459.20	\$ 2,569.60	\$ 2,672.00	\$ 2,779.20	\$ 2,876.80	\$ 2,977.60	\$ 3,067.20	\$ 3,159.20	\$ 3,253.60	\$ 3,351.20	\$ 3,452.00	\$ 3,555.20	\$ 3,661.60	\$ 3,771.20	\$ 3,884.00	\$ 4,000.80	\$ 4,114.40	15
16	\$ 2,563.20	\$ 2,678.40	\$ 2,785.60	\$ 2,896.80	\$ 2,998.40	\$ 3,103.20	\$ 3,196.00	\$ 3,292.00	\$ 3,390.40	\$ 3,492.00	\$ 3,596.80	\$ 3,704.80	\$ 3,816.00	\$ 3,930.40	\$ 4,048.00	\$ 4,169.60	\$ 4,287.20	16
17	\$ 2,671.20	\$ 2,791.20	\$ 2,903.20	\$ 3,019.20	\$ 3,124.80	\$ 3,234.40	\$ 3,331.20	\$ 3,431.20	\$ 3,534.40	\$ 3,640.80	\$ 3,750.40	\$ 3,863.20	\$ 3,979.20	\$ 4,098.40	\$ 4,221.60	\$ 4,348.00	\$ 4,469.60	17
18	\$ 2,786.40	\$ 2,912.00	\$ 3,028.80	\$ 3,149.60	\$ 3,260.00	\$ 3,374.40	\$ 3,476.00	\$ 3,580.00	\$ 3,687.20	\$ 3,797.60	\$ 3,911.20	\$ 4,028.80	\$ 4,149.60	\$ 4,274.40	\$ 4,402.40	\$ 4,534.40	\$ 4,660.00	18
19	\$ 2,906.40	\$ 3,036.80	\$ 3,158.40	\$ 3,284.80	\$ 3,400.00	\$ 3,519.20	\$ 3,624.80	\$ 3,733.60	\$ 3,845.60	\$ 3,960.80	\$ 4,080.00	\$ 4,202.40	\$ 4,328.80	\$ 4,458.40	\$ 4,592.00	\$ 4,729.60	\$ 4,860.80	19
20	\$ 3,031.20	\$ 3,168.00	\$ 3,294.40	\$ 3,426.40	\$ 3,546.40	\$ 3,670.40	\$ 3,780.80	\$ 3,894.40	\$ 4,011.20	\$ 4,131.20	\$ 4,255.20	\$ 4,383.20	\$ 4,514.40	\$ 4,649.60	\$ 4,788.80	\$ 4,932.80	\$ 5,072.00	20
21	\$ 3,164.00	\$ 3,306.40	\$ 3,438.40	\$ 3,576.00	\$ 3,700.80	\$ 3,830.40	\$ 3,945.60	\$ 4,064.00	\$ 4,185.60	\$ 4,311.20	\$ 4,440.80	\$ 4,574.40	\$ 4,712.00	\$ 4,853.60	\$ 4,999.20	\$ 5,148.80	\$ 5,293.60	21
22	\$ 3,303.20	\$ 3,452.00	\$ 3,590.40	\$ 3,734.40	\$ 3,864.80	\$ 4,000.00	\$ 4,120.00	\$ 4,244.00	\$ 4,371.20	\$ 4,502.40	\$ 4,637.60	\$ 4,776.80	\$ 4,920.00	\$ 5,068.00	\$ 5,220.00	\$ 5,376.80	\$ 5,525.60	22
23	\$ 3,448.00	\$ 3,603.20	\$ 3,747.20	\$ 3,896.80	\$ 4,032.80	\$ 4,173.60	\$ 4,299.20	\$ 4,428.00	\$ 4,560.80	\$ 4,697.60	\$ 4,838.40	\$ 4,983.20	\$ 5,132.80	\$ 5,286.40	\$ 5,444.80	\$ 5,608.00	\$ 5,768.80	23

Attachment: #2024 Riley County Internal Exempt Payscale Rates (14583 : CPI-U Presentation)

Riley County Pay Process

Riley County believes in fair and equitable salaries for employees to recruit, retain and reward productive individuals serving the citizens of Riley County through various services and programs. Salaries are determined based on related experience and market conditions.

Riley County follows the Fair Labor Standards Act (FLSA), a federal law outlining pay, overtime, and exemption requirements for employers.

Employees are paid on either an hourly or salary basis, depending on their assigned job classification. "Salary basis" pay means a predetermined amount of compensation each pay period.

Riley County Board of County Commissioners has adopted the proceeding pay plan and shall approve an associated pay scale each year as part of the annual budget process. The pay plan and pay scale will be periodically reviewed by the Board of County Commissioners.

All employees shall receive a rate of pay no less than the minimum of the assigned pay range, and no higher than the maximum rate of the same range.

Pay Increases

All pay increases are subject to the availability of funds and approval of the Board of County Commissioners.

Compensation increases will remain within the approved pay scale for the respective year and will be managed based on Riley County Human Resource's performance evaluation guidelines. Increases will be in the form of cost-of-living adjustments (COLA) and merit increases as defined in the approved pay scales.

- Annual economic adjustments (aka cost-of-living adjustment (COLA)) may be approved by the Board of County Commissioners and applied to the pay scale. In determining the amount of the adjustment, the Board of County Commissioners will use the Department of Labor's Bureau of Labor Statistics Consumer Price Index for All Urban Consumers, Midwest Region (CPI-U), annualized for the previous calendar year, ending in December. To remain competitive within the local job market, the Board of County Commissioners may adjust those figures after comparisons are made with other local public employers for fairness and consistency. Salary changes based on approved cost-of-living adjustments will go into effect in the first pay period of the budget year.
- Merit Increases: A department head will recommend a pay increase for employees based on an annual performance evaluation rating of satisfactory (Score of 3 out of 5) or better. The pay increase will be determined by the Riley County approved pay scale.
 - Merit increases are determined by the Riley County approved pay scale related to years of experience at Riley County, in the current position.
 - Riley County uses a weighted merit increase scale, with focus given to the first years of experience gained in a profession.
 - Once an employee is placed in the pay scale based on verifiable, related experience above the requirements for the position, annual merit increases will follow the below percentage:
 - 1 -2 years of experience post-hire placement receives a 4.5% increase.
 - 2-5 years' experience post-hire placement receives 4% increase.
 - 5-6 years' experience post-hire placement receives 3.5% increase
 - 6 years to max pay scale experience post-hire placement receives 3% increase
 - Merit increases are approved for employees hired on or before June 30 of the current year.
 - Merit increases are effective the first day of the new budgetary year.

Updated October 2023

A regular employee who receives an annual evaluation less than satisfactory, and is retained in the position, shall receive a cost-of-living adjustment only.

Promotions, transfers, and reassignments

Riley County believes strongly in training and equipping our employees to continue professional growth. In such, internal promotions and transfers are strongly encouraged and supported, when an opening exists that matches a current employee's skill set, aptitude, and interest.

When an employee transfers from one position to another, whether within the same department or to another department, the following guidelines will apply:

- Riley County Human Resource Performance Evaluation guidelines will be followed to assess performance for each employee, including promotions, transfers, and reassignments.
- Job transfers/changes within the same range shall merit no increase in pay.
- Job transfers to a lower range will move to the assigned pay range and rate will be assigned based on the criteria outlined above.
- Promotions to a higher range will move to the assigned pay range and rate will be assigned based on the criteria outlined above.
- Promotions which include a new assignment of staff supervision, will merit an average of 7% increase in pay, moving the employee to the rate nearest to the 7% increase within the assigned range.

Temporary Assignments

When an employee is unable to perform the duties of their position, either through separation or extended leave, for more than a 1-month period, another employee may be designated to fill the duties of the position. This is particularly meant for supervisor/Director/Department Head positions but may be considered for other critical positions at the discretion of the Department Head.

Additional compensation is only available for positions in a higher pay grade. No additional compensation is paid if the additional assigned duties are within the same pay grade. (becomes "additional duties as assigned")

Temporary compensation requests shall be presented and approved after 30 calendar days in the temporary assignment. Compensation will begin with the pay period nearest the completion of the 30th day.

Compensation will be the minimum pay rate of the pay grade of the higher classified position, or 6% over the current rate of pay, whichever is higher.

The temporary compensation will not be retroactive.

At the conclusion of the temporary assignment, the temporary compensation will end with the completion of the pay period in which the absent employee returns, or the position is otherwise filled.

Fair Labor Standards Act (FLSA) rules must be followed when a temporary placement/assignment is being made. Every employee must be placed in the appropriate pay grade for their assignment.

As-needed, intern, temporary and seasonal employee pay increase:

As-needed, temporary, seasonal employees and interns are eligible to receive a merit-based increase for each 2000 hours worked at Riley County. This increase will be effective on the first day of the new budgetary year.

As-needed employees who maintain employment at Riley County for 5 years of continuous service are eligible to receive a merit-based increase. This increase will be effective on the first day of the new budgetary year.

Stipends

Updated October 2023

Both Riley County Fire District #1 and Riley County Temporary Elections teams are paid by stipend. The stipend rate for each will be recommended by the Department Head and Human Resource Director and approved, during regular budget process, by the Riley County Commissioners.

Each elected official will have a designated Deputy, as defined in the personnel manual. The elected official may choose this deputy, from the current staff within the department, however he/she determines to do so. Human Resources must be notified of the choice. Each Deputy will receive a stipend for the additional duties at a rate of \$3000/annual, paid bi-weekly.

New Hire Placement:

Exempt, Non-exempt, EMS and Professional Position New Hire Placement:

New hire placement is determined based on the position range, and the employee's verifiable job-related experience. New employees without experience above the requirement listed in the position description will be placed at the minimum rate of the appropriate pay range. External experience will merit ½ the value of internal experience at Riley County. Therefore, there are increases considered for experience at:

- 1 year
- 3 years
- 5 years
- 7 years
- 10 years
- 10+ years
- a. Employees cannot exceed the maximum pay scale range. Employees who reach the top of the range will be eligible for a COLA adjustment, if approved by the Board of County Commissioners.
- b. Employees hired between July 1st and December 31st are not eligible for a merit increase until the following year.
- c. An employee hired after June 30, shall receive a cost-of-living adjustment only.
- d. Other Pay Increases. Pay increases for interns, as-needed, temporary, and seasonal employees will consist of any approved cost-of-living adjustment only.
 - i. A seasonal, TASND or intern employee who has worked more than 2,000 hours is eligible to receive a merit increase and eligible for merit increase for each additional 2,000 hours of work.
 - ii. An as-needed employee who has maintained 5 years of continuous service is eligible to receive a merit pay increase. The pay increase will take place in the pay period following the completion of 5 years, and each subsequent fifth year thereafter.

All rate placements will be requested by the hiring manager and approved by the Department Head and Human Resource Director.

No new employee will start above the mid-rate without approval by the Board of County Commissioners.

The Department Head and Human Resource Director may recommend a new hire placement above the mid-rate only based on extenuating circumstances surrounding the applicant's verifiable experience and qualifications, or market conditions or internal equity.

Elected Officials

Incoming Elected Officials will be paid the same salary as the departing Elected Official. This includes:

- County Attorney
- County Clerk
- County Register of Deeds
- County Treasurer

Updated October 2023