



**Board of Riley County
Commissioners
Regular Meeting
Agenda
April 08, 2021**

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

Cindy Kabriel
785-565-6200

Commission Chambers

8:30 AM

[District 1 – John Ford, Chair](#)

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

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

8:30 AM

Call to Order

Pledge of Allegiance

Public Comment

1. Public Comments

Commission Comments

2. Commission Comments

Business Meeting

3. Highway Use Permit, Evergy
4. Highway Use Permit, Evergy
5. Highway Use Permit, AT&T
6. RCPD Firing Range Control Building- change Order #1 (Final)
7. Bid Recommendation - 2021 Asphalt Seal Oil
8. Bid Recommendation - 2021 Crushed Limestone Chips
9. Sign Riley County Personnel Action Form(s)
10. Discuss Joint City/County/County Meeting Agenda
11. Approve payroll/accounts payables (when completed)

Review Minutes

12. Board of Riley County Commissioners - Regular Meeting - Apr 5, 2021 8:30 AM

Review Tentative Agenda

13. Tentative Agenda

Press Conference Topics

14. Discuss Press Conference

9:00 AM

Clancy Holeman, Counselor/Director of Administrative Services

15. Administrative Work Session

9:20 AM

Amy Manges, Register of Deeds

16. Upgrade to iDoc Market

- 9:30 AM Shilo Heger, Treasurer**
17. March 2021 Revenue Reporting - Riley County Treasurer
- 9:45 AM Jason Smith, Manhattan Area Chamber of Commerce**
18. Economic development update
- 10:00 AM Budget and Planning Committee - Tami Robison, Budget and Finance Officer**
19. Monthly Cash Flow Reports for EOY 2020 and March 2021
20. CIP Work Session - April 8, 2021
- 10:35 AM Julie Gibbs, Health Department Director**
21. Riley County Health Department April Report
- 11:05 AM Julie Gibbs, Health Department Director**
22. Update on mask mandate
- 11:25 AM Breva Spencer, Maternal and Child Health Supervisor**
23. Request to proceed with new position through the OPEI grant
- 11:35 AM Shelly Williams, Community Corrections Director**
24. 21st Judicial District to Implement New Specialty Court
- 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.



PUBLIC WORKS
Permit

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

COMMISSION AGENDA REPORT

FROM: Shannon Sterling, Administrative Assistant
MEETING: April 8, 2021
SUBJECT: Highway Use Permit, Evergy
PRESENTER: John Ellermann, PE, Director of Public Works

BACKGROUND

Evergy is requesting permission to work in the right of way to rebuild an existing overhead Primary Line on the south side of road by removing and installing poles between 1083 Wildcat Creek Road and 1443 Wildcat Creek Road, roughly 2100 ft. stretch of road.

RECOMMENDATION(S)

Staff recommends approval of the Highway Use Permit as presented.

POSSIBLE MOTION(S)

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

Enclosures:

- 03.31.21-Evergy_Wildcat Creek Rd (PDF)

APPLICATION FOR HIGHWAY USE PERMIT

Riley County, Kansas

<u>Evergy</u>	<u>Rebuild Existing Overhead Primary</u>		
Applicant Name	Type of Construction		
<u>225 S Seth Child</u>	<u>Manhattan</u>	<u>KS</u>	<u>66502</u>
Applicant Mailing Address	City	State	Zip

Applicant hereby requests permission to Rebuild Existing Overhead Primary Line On South Side Of Road Between 1083 Wildcat Creek & 1443 Wildcat Creek Roughly 2100' Stretch Of Road Removing & Installing Poles.

along and/or across the public roads of Riley County, Kansas, according to the details and route shown on the attached plans and standards for said construction.

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

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

- A. Facility shall be installed in conformance with all items on approved plans, pertinent national codes/standards and the Riley County Highway Use Permit Requirements and Procedures. Any request for variance shall be an addendum to this application. Any utility sharing facilities with another entity is required to obtain a separate Highway Use Permit for their installation.
- B. A refundable deposit as specified in the Riley County Highway Use Permit Requirements and Procedures, made payable to Riley County, Kansas, shall accompany this application to guarantee satisfactory performance of the conditions of this permit.
- C. The County Engineer and/or the Township Trustee shall have the authority to require any needed repairs resulting from such construction in the road right-of-way for a period of one year from date of completed construction.
- D. In the event of road improvement or maintenance within the right-of-way, the applicant or its assigns will be responsible for the relocation of the facility at no cost to Riley County or the Township.
- E. **Applicant shall notify the County Engineer at least 2 business days prior to the beginning of construction and upon completion of construction at 785-637-6330.**
- F. It is understood, the work shall commence within three (3) months of the permit approval and be completed within thirty (30) days of the estimated duration of construction otherwise, the permit becomes null and void, unless an extension of time is approved.
- G. Applicant further represents it shall comply with and abide by any rule, regulation or condition of the permit made by the County Engineer and/or the Township Trustee.

Submitted by: <u>Jamie Smith</u>	<u>03/31/21</u>
Submitter's signature	Date
<u>Jamie Smith/Design Tech</u>	
Printed Name & Title	
<u>785-587-2326</u>	
Submitter's Telephone Number	Contractor Name
<u>Jamie.Smith@evergy.com</u>	
Submitter's Email Address	Contractor Telephone Number
<u>04/20/21</u>	<u>05/20/21</u>
Proposed Date of Construction	Estimated Duration of Construction

RECOMMENDED BY: [Signature]
Riley County Engineer

Permit granted this _____ day of _____, 20____.

BOARD OF COUNTY COMMISSIONERS
RILEY COUNTY, KANSAS

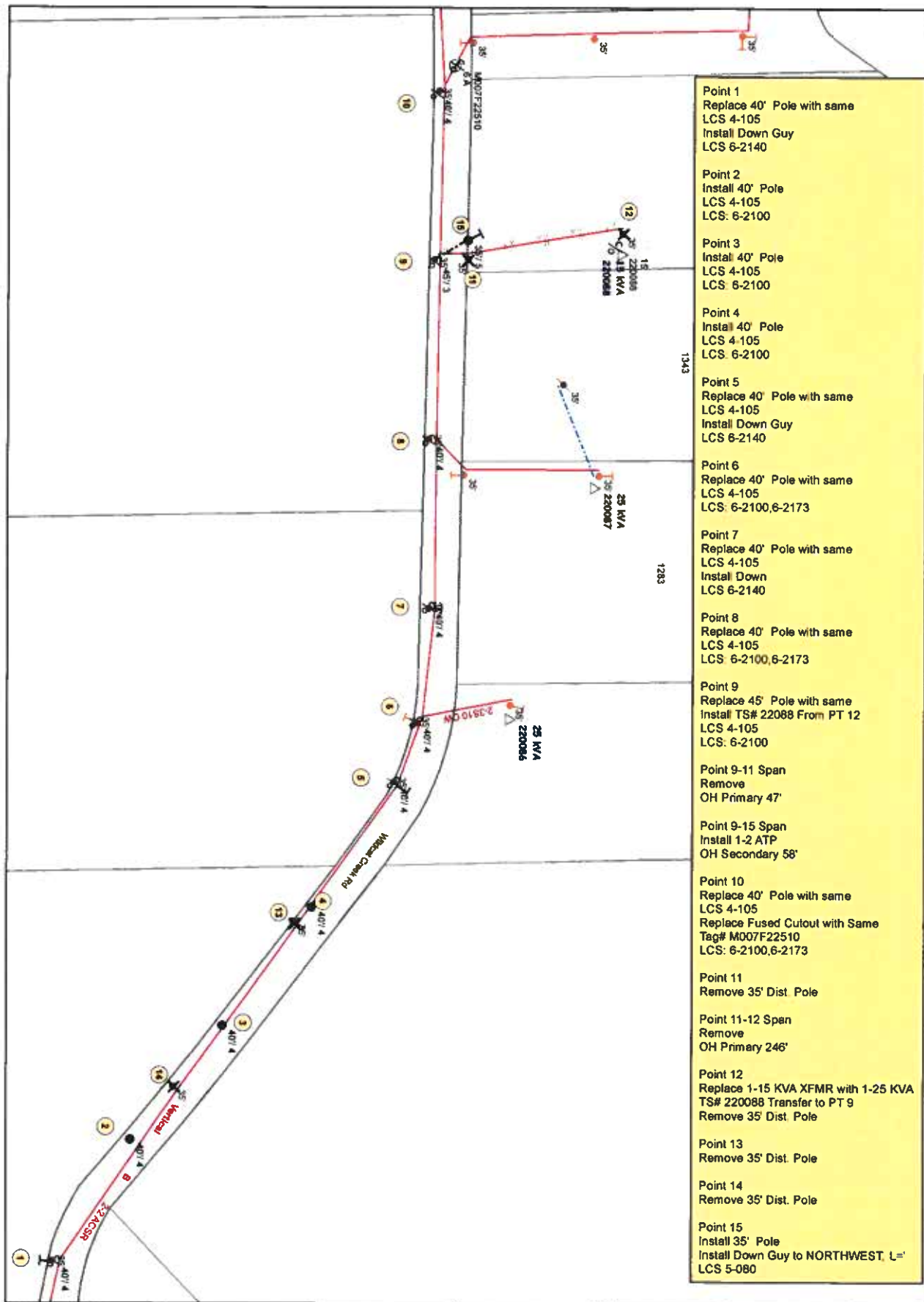
Chairperson

Page 1 of 2

OFFICE USE ONLY:

Application Fee: 100.00
\$1,000 Deposit ☒ Bond ☒ Letter ☐
Receipt No. 12534 Date: 4-1-21
Signature: [Signature]

Attachment: 03.31.21-Evergy_Wildcat Creek Rd (10674 : Highway Use Permit)



DISCLAIMER AND COPYRIGHT NOTICE

The information contained on this drawing is used to locate, identify and inventory Evergy Inc. electrical facilities located on parcels of land in the Evergy Inc. service area. It is intended for reference purposes only and is NOT to be construed or used as a "legal description." Map information is believed to be accurate but accuracy is not guaranteed. This information should not be relied upon as a substitute for an actual field survey. This drawing is not to be used as a substitute for using the ONE-CALL system for purposes of digging and excavation. You must call ONE-CALL (811) to notify operators of underground facilities of any proposed excavation or digging to require that meter companies mark their underground facilities before they dig to no event will Evergy Inc. be liable for any damages, including loss of data, lost profits, business interruption, loss of business information or other pecuniary loss that might arise from the inaccuracy, use or misuse of the map or the information it contains. You are prohibited from reproducing or distributing this drawing or any portion of it without written permission of Evergy Inc. © Evergy Inc. All rights reserved.



Think Safety!

SINGLE PHASE LINE REBUILD

By Jamie Smith

Date 3/26/2021

M101543675

Crew HQ 3201

Sub/Cld WILD 12-009

Scale 1 inch = 140 feet

Upstream Device M007F22511

Sheet Page 1



PUBLIC WORKS
Permit

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

COMMISSION AGENDA REPORT

FROM: Shannon Sterling, Administrative Assistant
MEETING: April 8, 2021
SUBJECT: Highway Use Permit, Evergy
PRESENTER: John Ellermann, PE, Director of Public Works

BACKGROUND

Evergy is requesting permission to work in the right of way to replace broken pole along Tuttle Cove Road.

RECOMMENDATION(S)

Staff recommends approval of the Highway Use Permit as presented.

POSSIBLE MOTION(S)

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

Enclosures:

- 04.01.21-Evergy-Emergency Pole Replacement (PDF)

Permit No. _____

APPLICATION FOR HIGHWAY USE PERMIT

Riley County, Kansas

EvergyOverhead Electric

Applicant Name

Type of Construction

225 S Seth Child RoadManhattanKansas66502

Applicant Mailing Address

City

State

Zip

Applicant hereby requests permission to replace broken pole along Tuttle Cove Road.

along and/or across the public roads of Riley County, Kansas, according to the details and route shown on the attached plans and standards for said construction.

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

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

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

Submitted by: Jared Hawkins
Digitally signed by Jared Hawkins
DN: cn=US, E=jared.hawkins@evergy.com,
c=US, o=Evergy
Date: 2021.04.01 08:31:03-0500
4/1/21

Submitter's signature

Date

Jared Hawkins TD Designer III
Printed Name & Title785-587-2304

Submitter's Telephone Number

Contractor Name

jared.hawkins@evergy.com

Submitter's Email Address

Contractor Telephone Number

3/31/21

Proposed Date of Construction

1 working day

Estimated Duration of Construction

RECOMMENDED BY:

[Signature]
Riley County Engineer

Permit granted this ____ day of _____, 20____.

BOARD OF COUNTY COMMISSIONERS
RILEY COUNTY, KANSAS_____
Chairperson

OFFICE USE ONLY:

Application Fee: 100.00\$1,000 Deposit Bond LetterReceipt No. 12535 Date: 4-1-21Signature: [Signature]



PUBLIC WORKS
Permit

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

COMMISSION AGENDA REPORT

FROM: Shannon Sterling, Administrative Assistant
MEETING: April 8, 2021
SUBJECT: Highway Use Permit, AT&T
PRESENTER: John Ellermann, PE, Director of Public Works

BACKGROUND

AT&T is requesting permission to work in the right of way to bore new copper cable under McDowell Creek Road around W. 32nd Avenue.

RECOMMENDATION(S)

Staff recommends approval of the Highway Use Permit as presented.

POSSIBLE MOTION(S)

Move to approve the Highway Use Permit granting AT&T permission to complete the work as outlined in the Permit.

Enclosures:

- 04.02.21-AT&T_McDowell Creek Rd (PDF)

Permit No. _____

APPLICATION FOR HIGHWAY USE PERMIT

Riley County, Kansas

AT&T

Applicant Name

Copper Cable Replacement

Type of Construction

220 SE 6th Ave, Rm 236

Torraca

KS

66603

Applicant Mailing Address

City

State

Zip

Applicant hereby requests permission to BURIE NEW COPPER CABLE UNDER McDOWELL CREEK BRIDGE W 32ND
 along and/or across the public roads of Riley County, Kansas, according to the details and route shown on the attached plans and standards
 for said construction.

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

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

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

Submitted by:

Submitter's signature

Date

Sharon Eason OSP-Engineer

Printed Name & Title

(785) 438-0988

Submitter's Telephone Number

se1256@att.com

Submitter's Email Address

4/15/21

Proposed Date of Construction

4/2/21

Larson Const.

Contractor Name

(785) 537-0160

Contractor Telephone Number

1 week

Estimated Duration of Construction

RECOMMENDED BY:

Riley County Engineer

Permit granted this _____ day of _____, 20____.

 BOARD OF COUNTY COMMISSIONERS
 RILEY COUNTY, KANSAS

Chairperson

Page 1 of 2

OFFICE USE ONLY:

Application Fee: \$100.00

\$1,000 Deposit ☒ Bond ☒ Letter ☒

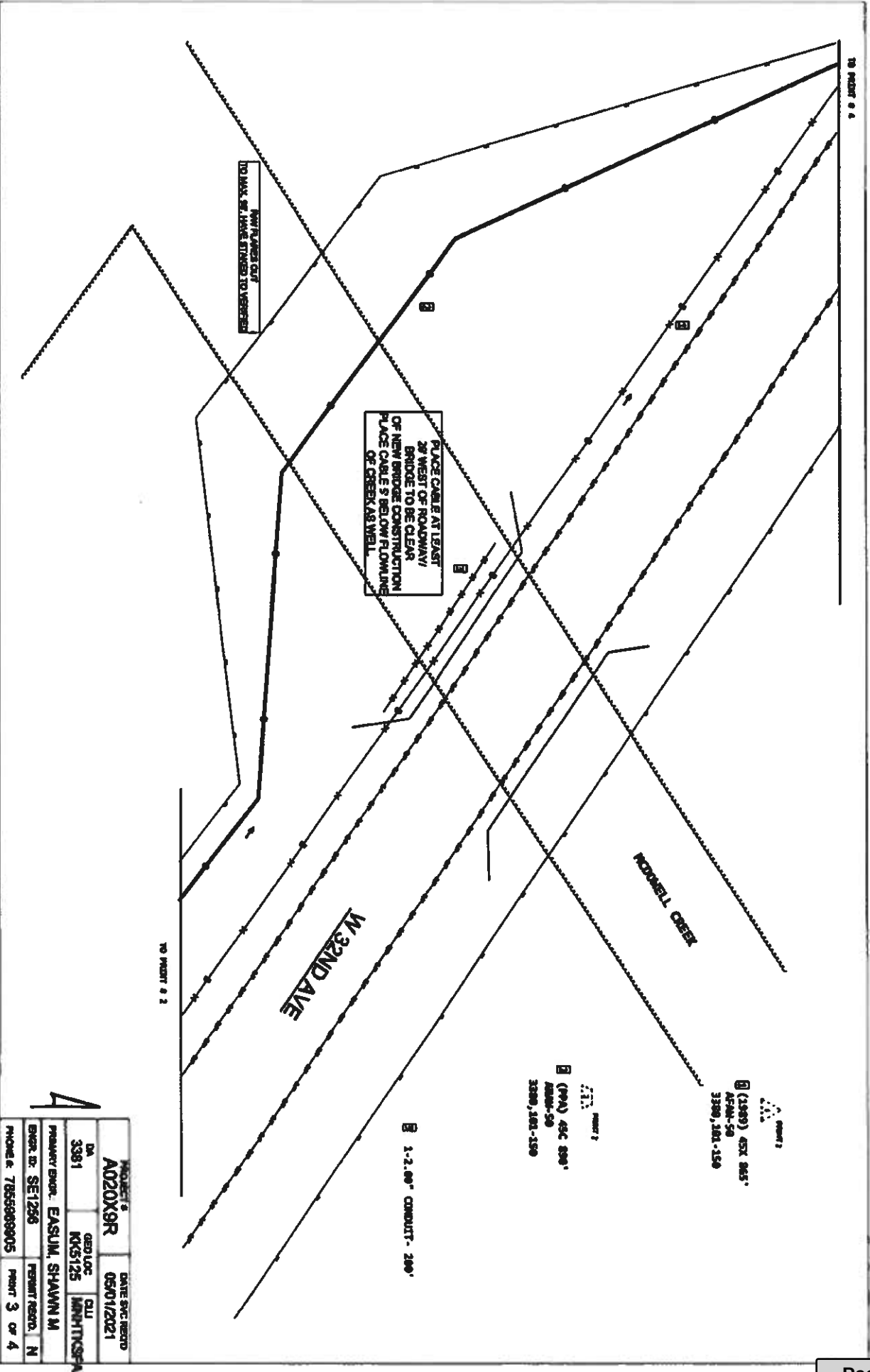
Receipt No. _____ Date: 4-2-21

Signature: Sharon Eason

Attachment: 04.02.21-AT&T_McDowell Creek Rd (10683 : Highway Use Permit)



AT&T Proprietary (Internal Use Only.) Not for use or disclosure outside of AT&T companies except under written agreement.



PROJECT #	DATE SVC. REQ'D
A020X9R	05/01/2021
DA	3361
QED LOC	K05125
CU	MINHTKSEA
PRIORITY ENGR.	EASUM, SHAWN M
ENGR. ID:	SE1256
PERMIT REQ'D.	N
PHONE #	7855608905
PRINT	3 OF 4



Packet Pg. 13



PUBLIC WORKS
Change Order

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

COMMISSION AGENDA REPORT

FROM: Gary Rosewicz, Assistant Public Works Director

MEETING: April 8, 2021

SUBJECT: RCPD Firing Range Control Building- change Order #1 (Final)

PRESENTER: Gary Rosewicz, Assistant Public Works Director

Attached for your approval is Change Order #1 for the above referenced project. The bid items for "Testing and Inspection" and "Contingencies" were under run in the amount of \$5,540.13. This will reduce the final contract cost to \$409,459.87.

Staff recommends approval.

POSSIBLE MOTION(S)

Move to approve Change Order #1 for the RCPD Firing Range Control Building.

Enclosures:

- Change Order No. 1_ Firing Range Contract (PDF)

AIA® Document G701™ – 2001

Change Order

PROJECT: (Name and address)

Riley County Range Control Building
Tabor Valley Road
Zeandale, Kansas 66502

CHANGE ORDER NUMBER: 01
DATE: March 29, 2021

 OWNER ☐

 ARCHITECT ☐

 CONTRACTOR ☐

 FIELD ☐

 OTHER ☐
TO CONTRACTOR: (Name and address)

Schultz Construction
4345 Rory Circle
Manhattan, Kansas 66502

ARCHITECT'S PROJECT NUMBER: 20.01
CONTRACT DATE: August 20, 2020

CONTRACT FOR: Construction

The Contract is changed as follows:

(Include, where applicable, any undisputed amount attributable to previously executed Construction Change Directives.)

The remaining Testing and Inspection Allowance (\$3,292.50), and the remaining Contingency Allowance (\$2,247.63) shall be credited back to the owner. The contract balance shall be reduced in the amount of \$5,540.13.

The original (Contract Sum) (Guaranteed Maximum Price) was	\$	415,000.00
The net change by previously authorized Change Orders	\$	0.00
The (Contract Sum) (Guaranteed Maximum Price) prior to this Change Order was	\$	415,000.00
The (Contract Sum) (Guaranteed Maximum Price) will be (increased) (decreased) (unchanged) by this Change Order in the amount of	\$	(5,540.13)
The new (Contract Sum) (Guaranteed Maximum Price), including this Change Order, will be	\$	409,459.87
The Contract Time will be (increased) (decreased) (unchanged) by	zero days	(0) days.
The date of Substantial Completion as of the date of this Change Order, therefore, is March 30, 2021		

NOTE: This Change Order does not include changes in the Contract Sum, Contract Time or Guaranteed Maximum Price that have been authorized by Construction Change Directive until the cost and time have been agreed upon by both the Owner and Contractor, in which case a Change Order is executed to supersede the Construction Change Directive.

NOT VALID UNTIL SIGNED BY THE ARCHITECT, CONTRACTOR AND OWNER.

Bruce McMillan AIA Architects, P.A.

ARCHITECT (Firm name)

555 Poyntz Avenue, Ste. 295, Manhattan

ADDRESS

BY (Signature)

Bruce McMillan

(Typed name)

DATE

29 MARCH, 2021

Schultz Construction

CONTRACTOR (Firm name)

4345 Rory Circle, Manhattan

ADDRESS

BY (Signature)

Brett Ballou

(Typed name)

DATE

3/29/21

Riley County, Kansas

OWNER (Firm name)

6215 Tuttle Creek Boulevard, Manhattan

ADDRESS

BY (Signature)

John Ford

(Typed name)

DATE

CAUTION: You should sign an original AIA Contract Document, on which this text appears in RED. An original assures that changes will not be obscured.

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Attachment: Change Order No. 1 - Firing Range Contract (10691 : RCPD Firing Range Control Building - change Order #1 (Final))



Document G701™ – 2001 Instructions

Change Order

GENERAL INFORMATION

Purpose. AIA Document G701™-2001 is for implementing changes in the Work agreed to by the Owner, Contractor and Architect. Execution of a completed G701 indicates agreement upon all the terms of the change, including any changes in the Contract Sum (or Guaranteed Maximum Price) and Contract Time.

Use of Current Documents. Prior to using any AIA Contract Document, users should consult www.aia.org or a local AIA component to verify the most recent edition.

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COMPLETING G701-2001

Description of Change in the Contract. Insert a detailed description of the change or reference specific exhibits describing, in detail, the change to be made in the Contract by this Change Order. Include any drawings, specifications, documents or other supporting data to clarify the scope of the change.

Determination of Costs. Insert in the blanks provided, or strike out the terms in parentheses that do not apply, the original Contract Sum or Guaranteed Maximum Price; the net change by previously authorized Change Order (note that this does not include changes authorized by Construction Change Directive unless such changes were subsequently agreed to by the Contractor and recorded as a Change Order); the Contract Sum or Guaranteed Maximum Price prior to this Change Order; the amount of increase or decrease, if any, in the Contract Sum or Guaranteed Maximum Price; and the new Contract Sum or Guaranteed Maximum Price as adjusted by this Change Order.

Change in Contract Time. Insert in the blanks provided, and strike out the unused terms in parentheses, the amount (in days) of the increase or decrease, if any in the Contract Time. Also insert the date of Substantial Completion, including any adjustment effected by this Change Order.

EXECUTING THE DOCUMENT

When the Owner and Contractor, in occurrence with the Architect, have reached agreement on the change to be made in the Contract, including any adjustments in the Contract Sum (or Guaranteed Maximum Price) and Contract Time, AIA Document G701 should be executed in triplicate by the two parties and the Architect, each retaining an original.



PUBLIC WORKS
Bid

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

COMMISSION AGENDA REPORT

FROM: Shannon Sterling, Administrative Assistant II

MEETING: April 8, 2021

SUBJECT: Bid Recommendation - 2021 Asphalt Seal Oil

PRESENTER: John Ellermann, PE, Director of Public Works

Attached for your approval is the staff recommendation and Cost Comparisons for the Asphalt Seal Oil Bids.

POSSIBLE MOTION(S)

Move to approve the staff recommendation for the bid submitted by Ergon Asphalt & Emulsions, Inc. of Overland Park, KS to supply CHFRS-2P asphalt seal oil for the low bid amount of \$ 2.15 per gallon and CQS-1F for the low bid amount of \$ 1.79 per gallon.

Move to deny.

Move to table.

Enclosures:

- Asphalt Seal Oil-Bid Recommendation(PDF)

MEMORANDUM

DATE: April 8, 2021

TO: Riley County Board of Commissioners

FROM: John Ellermann

SUBJECT: BID AWARD – Asphalt Seal Oil & Fog Seal Oil

In consideration of the information below, staff recommends the Riley County Board of Commissioners accept the bid submitted by Ergon Asphalt & Emulsions, Inc. of Overland Park, KS to supply CHFRS-2P asphalt seal oil for the low bid amount of \$ 2.15 per gallon and CQS-1F for the low bid amount of \$ 1.79 per gallon.

<u>COMPANY</u>	<u>CHFRS-2P</u>	<u>Total Cost Comparison</u>	
Ergon Asphalt & Emulsions	\$ 2.15 Per gallon	80,000 gal	\$ 172,000
10416 Caeuen Drive	\$ 88.00 Demurrage 2 hr.	10 x \$88	\$ 880
Overland Park, KS 66215	\$ 80.00 Pump Charge	4 x \$80	\$ 320
	\$945.00 Return Charge	2 x \$945	\$ 1,890
			\$ 175,090
Coastal Energy Corp.	\$ 2.31 Per gallon	80,000 gal	\$ 184,800
P O Box 218	\$ 75.00 Demurrage 2 hr.	10 x \$75	\$ 750
Willow Springs, MO	\$ 75.00 Pump Charge	4 x \$75	\$ 300
	\$975.00 Return Charge	2 x \$975	\$ 1,950
			\$ 187,800
Vance Brothers Inc.	\$ 2.40 Per gallon	80,000 gal	\$ 192,000
P O Box 300107	\$ 70.00 Demurrage 1.5 hr.	10 x \$70	\$ 700
Kansas City, MO 64130	\$ 65.00 Pump Charge	4 x \$65	\$ 260
	\$550.00 Return Charge	2 x \$550	\$ 1,100
			\$ 194,060
<u>COMPANY</u>	<u>CQS-1F</u>	<u>Total Cost Comparison</u>	
Ergon Asphalt & Emulsions	\$ 1.79 Per gallon	23,000 gal	\$ 41,170
10416 Caeuen Drive	\$ 88.00 Demurrage 2 hr.	10 x \$88	\$ 880
Overland Park, KS 66215	\$ 80.00 Pump Charge	4 x \$80	\$ 320
	\$945.00 Return Charge	2 x \$945	\$ 1,890
			\$ 44,260

Attachment: Asphalt Seal Oil-Bid Recommendation (10686 : Bid Recommendation - Asphalt Seal Oil)

Coastal Energy Corp.	\$ 1.95 Per gallon	23,000 gal	\$ 44,850
P O Box 218	\$ 75.00 Demurrage 2 hr.	10 x \$75	\$ 750
Willow Springs, MO	\$ 75.00 Pump Charge	4 x \$75	\$ 300
	\$975.00 Return Charge	2 x \$975	<u>\$ 1,950</u>
			\$ 47,850

Vance Brothers Inc.	\$ 2.20 Per gallon	23,000 gal	\$ 50,600
P O Box 300107	\$ 70.00 Demurrage 1.5 hr.	10 x \$70	\$ 700
Kansas City, MO 64130	\$ 65.00 Pump Charge	4 x \$65	\$ 260
	\$550.00 Return Charge	2 x \$550	<u>\$ 1,100</u>
			\$ 52,660

Ergon Asphalt & Emulsions – 2020 Bid \$ 2.15 Per gallon CHFRS-2P

Ergon Asphalt & Emulsions – 2020 Bid \$ 1.80 Per gallon CQS-1F



PUBLIC WORKS
Bid

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

COMMISSION AGENDA REPORT

FROM: Shannon Sterling, Administrative Assistant II

MEETING: April 8, 2021

SUBJECT: Bid Recommendation - 2021 Crushed Limestone Chips

PRESENTER: John Ellermann, PE, Director of Public Works

Attached for your approval is the staff recommendation for the Crushed Limestone Chips Bid.

POSSIBLE MOTION(S)

Move to approve the staff recommendation for the Crushed Limestone Chips to Bayer Construction Co. to supply crushed limestone chips for the bid amount of \$25.40 per ton.

Move to deny.

Move to table.

Enclosures:

- Crushed Limestone Chips-Bid Recommendation (PDF)

MEMORANDUM

DATE: April 8, 2021

TO: Riley County Board of Commissioners

FROM: John Ellermann

SUBJECT: BID AWARD – Crushed Limestone Chips

In consideration of the information below, staff recommends the Riley County Board of Commissioners accept the bid submitted by Bayer Construction Co. to supply crushed limestone chips for the bid amount of \$25.40 per ton. Chips meet the specified aggregate gradation of 3/8”.

<u>COMPANY</u>	<u>Price Per Ton</u>	
Bayer Construction Co., Inc. PO Box 889 Manhattan, KS 66505	25.40/ton	3/8” Chip
Hamm, Inc. 609 Perry Place Perry, KS 66073	27.45/ton	3/8” Chip
Bayer Construction Co., Inc. – 2020 Bid	20.60/ton	3/8” Chip

Attachment: Crushed Limestone Chips-Bid Recommendation (10685 : Bid Recommendation - Crushed Limestone Chips)



COUNTY CLERK & ELECTIONS
Personnel

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

COMMISSION AGENDA REPORT

FROM: Elizabeth Ward, Human Resource Manager

MEETING: April 8, 2021

SUBJECT: Sign Riley County Personnel Action Form(s)

PRESENTER: Elizabeth Ward, Human Resource Manager

Enclosures:

- 2021-04 M Moretti-Admin Clerk II - Utilities (green) (PDF)
- 2021-04 D Scholler- IT Tech (green) (PDF)
- 2021-04 K Cragg-Admin Asst-Election (green) (PDF)
- 2021-03 Comm Corr Joshua Spencer (green) (PDF)
- 2021-03 Comm Corr Lindsey Curtis-Baker (green) (PDF)
- 2021-03 Comm Corr H Heigert (green)(PDF)

RILEY COUNTY PERSONNEL ACTION FORM

☒ Add		Fill Request Date	03/30/2021
☐ Change		Employee #	

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

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

Moretti	Malanie	R	
Name: Last	First	Middle	Home Phone

Address: Street	City	State	Zip

Administrative Clerk II - Utilities	Public Works	Public Works 001-040
Position Title	Department	Fund

04/12/2021	☐ Exempt	☒ Non-Exempt		☒ Yes	☐ No
Effective Date			Ending Date For Temporary	Is this a budgeted position?	

J	3	\$19.14	☒ Hour	\$	☐ Month	☒ 40	☐
Grade/Step		Pay Rate				Hours Per Workweek	

Comments:

Approvals:

Department:

Date:

Personnel:

BOCC:

Chairman:

Member:

Member:

RILEY COUNTY PERSONNEL ACTION FORM

☐ Add ☒ Change		Fill Request Date Employee #
--	--	---------------------------------

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

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

Schroller	Derick		
Name: Last	First	Middle	Home Phone

Address: Street	City	State	Zip

Info Tech Technician	IT	001-00029-000
Position Title	Department	Fund

04/19/2021	☐	☒		☒ Yes	☐ No
Effective Date	Exempt	Non-Exempt	Ending Date For Temporary	Is this a budgeted position?	

K	1	\$18.75	☒ Hour	\$	☐ Bi-weekly	☒ 40	☒
Grade/Step		Pay Rate		Hours Per Workweek			

Comments:

Approvals:
Department:

Date:

Personnel:

BOCC:

Chairman:

Member:

Member:

RILEY COUNTY PERSONNEL ACTION FORM

☐ Add		Fill Request Date
☒ Change		Employee #

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

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

Cragg	Keirsten		
Name: Last	First	Middle	Home Phone

Address: Street	City	State	Zip

Administrative Assistant I	Elections	001-00019-000
Position Title	Department	Fund

04/14/2021	☐ Exempt	☒ Non-Exempt		☒ Yes	☐ No
Effective Date			Ending Date For Temporary	Is this a budgeted position?	

H	10	\$21.39	☒ Hour	\$	☐ Bi-weekly	☒ 40	☒
Grade/Step		Pay Rate				Hours Per Workweek	

Comments:

 Approvals:
 Department:

Date:

Personnel:

BOCC:

Chairman:

Member:

Member:

RILEY COUNTY PERSONNEL ACTION FORM

☐ Add		Fill Request Date	03/29/2021
☒ Change		Employee #	

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

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

Spencer	Joshua		
Name: Last	First	Middle	Home Phone

Address: Street	City	State	Zip

UA Technician	Comm Corrections	0144-000500
Position Title	Department	Fund

03/31/2021	☐ Exempt	☒ Non-Exempt		☒ Yes	☐ No
Effective Date			Ending Date For Temporary	Is this a budgeted position?	

B	4	\$13.36	☒ Hour	\$	☐ Month	☐ 40	☐
Grade/Step		Pay Rate				Hours Per Workweek	

Comments:

position elimanated

Approvals:

Department:

Date:

Personnel:

BOCC:

Chairman:

Member:

Member:

RILEY COUNTY PERSONNEL ACTION FORM

☐ Add		Fill Request Date	03/29/2021
☒ Change		Employee #	

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

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

Curtis-Baker	Lindsey		
Name: Last	First	Middle	Home Phone

Address: Street	City	State	Zip

Juvenile Intake On-Call	Comm Corrections	0144-000501
Position Title	Department	Fund

03/31/2021	☐ Exempt	☒ Non-Exempt	Ending Date For Temporary	☒ Yes	☐ No
Effective Date	Exempt	Non-Exempt	Ending Date For Temporary	Is this a budgeted position?	

B	9	\$15.49	☒ Hour	\$	☐ Month	☐ 40	☐
Grade/Step		Pay Rate				Hours Per Workweek	

Comments:

Resignation

Approvals:

Department:

Shelly Wilkins

Date:

4.1.21

Personnel:

Curtis Baker

4/2/21

BOCC:

Chairman:

Member:

Member:

RILEY COUNTY PERSONNEL ACTION FORM

☐ Add		Fill Request Date	03/29/2021
☒ Change		Employee #	

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

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

Heigert	Heather		
Name: Last	First	Middle	Home Phone

Address: Street	City	State	Zip

Juvenile Intake On-Call	Comm Corrections	0144-000501
Position Title	Department	Fund

01/08/2021	☐ Exempt	☒ Non-Exempt		☒ Yes	☐ No
Effective Date			Ending Date For Temporary	Is this a budgeted position?	

B	9	\$15.49	☒ Hour	\$	☐ Month	☐ 40	☐
Grade/Step		Pay Rate				Hours Per Workweek	

Comments:

Resignation

Approvals:

Department:

Shelly Williams

Date:

4.1.21

Personnel:

Eric Alward

4/2/21

BOCC:

Chairman:

Member:

Member:

Joint City/County/County Meeting: (at county offices April 15th)

Topics for Agenda:

Attachment: topic form (9907 : Joint City/County/County Agenda Meeting Information)



**Board of Riley County
Commissioners
Regular Meeting
TENTATIVE Agenda
April 12, 2021**

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

Cindy Kabriel
785-565-6200

Commission Chambers

8:30 AM

[District 1 – John Ford, Chair](#)

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

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

8:30 AM

Call to Order

Pledge of Allegiance

Public Comment

Commission Comments

Business Meeting

Review Minutes

Review Tentative Agenda

Press Conference Topics

9:00 AM

Rich Vargo, County Clerk

1. Year to date budget and expenditure reports

9:15 AM

Gary Rosewicz, Assistant County Engineer

2. Bid opening for Senn Road bridge replacement

9:30 AM

Press Conference

9:45 AM

David Adams, EMS/Ambulance Director

3. EMS/Ambulance Facility

10:00 AM

John Ellermann, Public Works Director/County Engineer

4. Project update
5. Harbour Hills Neighborhood Request to improve County Road 402 (W. 59th Ave)

10:25 AM

Shelly Williams, Community Corrections Director

6. BJA Federal Grant

10:40 AM

Clancy Holeman, Counselor/Director of Administrative Services

Attachment: 04-12-21 tentative agenda (10438 : Tentative Agenda)

7. Administrative Work Session

11:00 AM Cheryl Collins, Museum Director

8. Staff update

11:15 AM Craig Cox, Deputy County Counselor

9. Certification for USDA Application

12:00 PM County Officials Luncheon

Adjournment

Announcements

A commissioner will be on In Focus live at 9:05 a.m. Tuesday, April 13, 2021 (JF).

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.



**Board of Riley County
Commissioners
Regular Meeting
TENTATIVE Agenda
April 15, 2021**

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

Cindy Kabriel
785-565-6200

Commission Chambers

8:30 AM

[District 1 – John Ford, Chair](#)

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

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

8:30 AM

Call to Order

Pledge of Allegiance

Public Comment

Commission Comments

Business Meeting

1. Discuss Intergovernmental Luncheon

Review Minutes

Review Tentative Agenda

Press Conference Topics

9:15 AM

Amy Manges, Register of Deeds

2. Staff update

9:30 AM

Clancy Holeman, Counselor/Director of Administrative Services

3. Administrative Work Session

9:50 AM

Break

10:00 AM

Gary Fike, County Extension Director

4. Staff update

10:15 AM

Dennis Butler, RCPD Director

5. RCPD update

10:30 AM

Russel Stukey, Emergency Management Director

6. Staff update

4:00 PM

Joint City/County/County Meeting (at County Offices)

Attachment: 04-15-21 tentative agenda (10438 : Tentative Agenda)

Adjournment

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

Attachment: 04-15-21 tentative agenda (10438 : Tentative Agenda)



REGISTER OF DEEDS
Agreement

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

COMMISSION AGENDA REPORT

FROM: Amy Manges, Register of Deeds
MEETING: April 8, 2021
SUBJECT: Upgrade to iDoc Market
PRESENTER: Amy Manges, Register of Deeds

BACKGROUND

December 10, 2020 I presented my 2021 goals to the BOCC. One of them was to upgrade our current online subscription service as several software components were nearing end of life. The conversion process began the first of the year and is complete pending the amendment to our existing contract with Tyler Technologies.

DISCUSSION

Once the amendment to our contract is signed by the chairman I will be able to go live with the new site.

FISCAL IMPACT

None. The cost to migrate to the new site and the annual hosting/licensing fee have already been recouped thru subscriptions.

RECOMMENDATION(S)

Approve and sign the amendment to the existing contract.

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:

- Riley County KS Amend (PDF)



AMENDMENT

This amendment ("Amendment") is effective as of the date of signature of the last party to sign as indicated below ("Amendment Effective Date"), by and between Tyler Technologies, Inc. with offices at One Tyler Drive, Yarmouth, Maine 04096 ("Tyler") and Riley County, Kansas, with offices at 110 Courthouse Plaza #B202, Manhattan, KS 66502 ("Client").

WHEREAS, Tyler (as successor in interest to Computer Software Associates, Inc.) and Client are parties to a Software and Service Agreement dated August 12, 2009 ("Agreement"); and

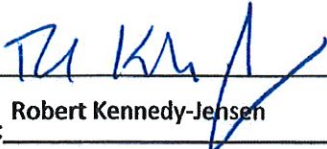
WHEREAS, Tyler and Client desire to amend the terms of the Agreement as provided herein.

NOW THEREFORE, in consideration of the mutual promises hereinafter contained, Tyler and the Client agree as follows:

1. The items set forth in the sales quotation attached as Exhibit 1 to this Amendment are hereby added to the Agreement as of the Amendment Effective Date. Payment of fees and costs for such items shall conform to the following terms:
 - a. Hosting Fees - iDoc Market: Hosting fees for the iDoc Market software are invoiced annually in advance, beginning on the Amendment Effective Date. Year 1 fees are at the rates set forth in the Investment Summary. Subsequent annual fees will be at our then-current rates.
 - b. Maintenance Fees. Year 1 annual maintenance and support fees, prorated for a time period commencing when Tyler makes the software added to the Agreement pursuant to this Amendment available for download (for the purpose of this Amendment, the "Available Download Date") and ending at the same time as the end of the then-current annual maintenance term for the Tyler software already licensed under the Agreement, are due on the Available Download Date. Subsequent annual maintenance fees will be invoiced in accord with the Agreement.
 - c. Services Fees & Expenses. Services added to the Agreement pursuant to this Amendment, along with applicable expenses, shall be invoiced as provided and/or incurred.
2. Tyler and Client agree that the additional terms and conditions for the iDoc Market software attached hereto as Exhibit 2 are hereby added to the Agreement and incorporated by reference and shall apply to Client's use of the iDoc Market software.
3. This Amendment shall be governed by and construed in accordance with the terms and conditions of the Agreement, including all terms of Client's "Contractual Provisions Attachment," signed by the Board of County Commissioners of Riley County, Kansas on October 15, 2009 and included as an attachment to the Agreement.
4. Except as expressly indicated in this Amendment, all other terms and conditions of the Agreement shall remain in full force and effect.

IN WITNESS WHEREOF, the parties hereto have executed this Amendment as of the dates set forth below.

Tyler Technologies, Inc.

By: 

Name: Robert Kennedy-Jensen

Title: Director of Contracts

Date: March 26, 2021

Board of Riley County Commissioners

By: _____

Name: John Ford

Title: Chairman

Date: _____

ATTEST:

Rich Vargo, County Clerk

Attachment: Riley County KS Amend (10687 : Upgrade to iDoc Market)

Exhibit 1



Exhibit 1
Amendment Investment Summary

The following Amendment Investment Summary details the software and services to be delivered by us to you under this Amendment. This Amendment Investment Summary is effective as of the Amendment Effective Date. Capitalized terms not otherwise defined will have the meaning assigned to such terms in the Agreement.

In the event a comment in the following sales quotation conflicts with a provision of this Amendment, the provision in this Amendment shall control.

REMAINDER OF PAGE INTENTIONALLY LEFT BLANK

Attachment: Riley County KS Amend (10687 : Upgrade to iDoc Market)



Proposal

Local Government Division

***Upgrade to iDoc 5 Market
from iDoc 4.5***

Presented to:

Amy Manges
Deputy Register of Deeds
Riley County
110 Courthouse Plaza #B202
Manhattan, KS 66502
(785) 537-6340
amanges@rileycountyks.gov

Proposal date:

December 28, 2020

Submitted by:

Erin Walker
800-554-4434
Erin.Walker@tylertech.com

Tyler Technologies
Local Government Division
5519 53rd Street
Lubbock, Texas 79414

Attachment: Riley County KS Amend (10687 : Upgrade to iDoc Market)

Investment Summary

Amy Manges
 Riley County
 December 28, 2020

**Cost Breakdown**

Proposal Valid for 120 days

Software	Cost	Annual Fees
Upgrade to iDoc 5 (Current iDoc 4.5 application support applies) <i>No additional license fee required for upgrade</i>	-	1,857
Annual Hosting Fee		1,200
	-	3,057
Professional Services		
	Cost	
Implementation	2,100	
	2,100	
Project Total	2,100	3,057

Remote Services Only

Please see page 4 for payment terms

Unless otherwise indicated in the contract or amendment thereto, pricing for optional items will be held for six (6) months from the Quote date or the Effective Date of the contract, whichever is later.

Client Approval: Amy M. Manges

Date: 12-29-20

Print Name: Amy M. Manges

PO#: _____

Attachment: Riley County KS Amend (10687 : Upgrade to iDoc Market)

Software Licenses

Amy Manges
Riley County
December 28, 2020



Application Software	QTY	Estimated Hours	Estimated Services	Annual Fees
Document Pro Suite				
Upgrade to iDoc 5 (Market)				
On-line access - Includes configuration, installation and training. Upgrading from iDoc 4.5 requires no additional license fee. Current annual software support will transfer to this upgrade.	1	12	1,800	1,857
Project Management		2	300	
Hosting Services at Tyler Secure Data Center				
Required for iDoc 5 / Market - Upgrade to iDoc 5 requires hosting services from Tyler Technologies.	1			1,200
**Please Note for iDoc Market- A hosting fee is required, and will be added to current contract via contract addendum. Revenue Share Agreement required for iDoc Market, and will be furnished by Tyler Technologies contract administration, upon approval of this quote to Riley County for review.				
Document Pro Application Subtotal		14	2,100	3,057
Application and System Software Total		14	2,100	3,057

Attachment: Riley County KS Amend (10687 : Upgrade to iDoc Market)

Existing Client Terms

Amy Manges
Riley County
December 28, 2020



Existing Client Terms

Client agrees that items in this sales quotation are, upon Client's signature or approval of same, hereby added to the existing agreement ("Agreement") between the parties and subject to its terms. Additionally, payment for said items, as applicable but subject to any listed assumptions herein, shall conform to the following terms:

License fees for Tyler and third party software are invoiced upon the earlier of (i) delivery of the license key or (ii) when Tyler makes such software available for download by the Client;

Fees for hardware are invoiced upon delivery;

Fees for year one of hardware maintenance are invoiced upon delivery of the hardware;

Annual Maintenance and Support fees, SaaS fees, Hosting fees, and Subscription fees are first payable when Tyler makes the software available for download by the Client (for Maintenance) or on the first day of the month following the date this quotation was signed (for SaaS, Hosting, and Subscription), and any such fees are prorated to align with the applicable term under the Agreement, with renewals invoiced annually thereafter in accord with the Agreement.

Fees for services included in this sales quotation shall be invoiced as indicated below.

Implementation and other professional services fees shall be invoiced as delivered.

Fixed-fee Business Process Consulting services shall be invoiced 50% upon delivery of the Best Practice Recommendations, by module, and 50% upon delivery of custom desktop procedures, by module.

Fixed-fee conversions are invoiced 50% upon initial delivery of the converted data, by conversion option, and 50% upon Client acceptance to load the converted data into Live/Production environment, by conversion option. Where conversions are quoted as estimated, Tyler will invoice Client the actual services delivered on a time and materials basis.

Except as otherwise provided, other fixed price services are invoiced upon complete delivery of the service. For the avoidance of doubt, where "Project Planning Services" are provided, payment shall be invoiced upon delivery of the Implementation Planning document. Dedicated Project Management services, if any, will be invoiced monthly in arrears, beginning on the first day of the month immediately following initiation of project planning.

If Client has purchased any change management services, those services will be invoiced in accordance with the Agreement.

Expenses associated with onsite services are invoiced as incurred.

Exhibit 2



Exhibit 2

Hosting Terms for iDoc Market

1. Hosting Services for the iDoc Market software (hereafter referred to as the "Hosted Software") shall consist of the services set forth in this Exhibit 2 and the right to receive Downtime resolution under the terms of the Service Level Agreement ("SLA") attached hereto as Schedule 2 to Exhibit 2.
2. Tyler and Client agree that the Additional Terms for the Hosted Software, attached hereto as Schedule 1 to Exhibit 2, shall apply to Client's use of such Hosted Software.
3. You will be hosted on shared hardware in a Tyler data center, but in a database dedicated to you, which is inaccessible to our other customers.
4. We have fully-redundant telecommunications access, electrical power, and the required hardware to provide access to the Hosted Software in the event of a disaster or component failure. In the event any of your Data has been lost or damaged due to an act or omission of Tyler or its subcontractors or due to a defect in the Hosted Software, we will use best commercial efforts to restore all the Data on servers in accordance with the architectural design's capabilities and with the goal of minimizing any Data loss as greatly as possible. In no case shall the recovery point objective ("RPO") exceed a maximum of twenty-four (24) hours from declaration of disaster. For purposes of this subsection, RPO represents the maximum tolerable period during which your Data may be lost, measured in relation to a disaster we declare, said declaration will not be unreasonably withheld. "Data" means your data necessary to utilize the Hosted Software.
5. In the event we declare a disaster, our Recovery Time Objective ("RTO") is twenty-four (24) hours. For purposes of this subsection, RTO represents the amount of time, after we declare a disaster, within which your access to the Hosted Software must be restored.
6. We conduct annual penetration testing of either the production network and/or web application to be performed. We will maintain industry standard intrusion detection and prevention systems to monitor malicious activity in the network and to log and block any such activity. We will provide you with a written or electronic record of the actions taken by us in the event that any unauthorized access to your database(s) is detected as a result of our security protocols. We will undertake an additional security audit, on terms and timing to be mutually agreed to by the parties, at your written request. You may not attempt to bypass or subvert security restrictions in the Tyler hosting services or environments related to the Hosted Software. Unauthorized attempts to access files, passwords or other confidential information, and unauthorized vulnerability and penetration test scanning of our network and systems (hosted or otherwise) is prohibited without the prior written approval of our IT Security Officer.
7. We test our disaster recovery plan on an annual basis. Our standard test is not client-specific. Should you request a client-specific disaster recovery test, we will work with you to schedule and execute such a test



Exhibit 2

on a mutually agreeable schedule. At your written request, we will provide test results to you within a commercially reasonable timeframe after receipt of the request.

8. We will be responsible for importing back-up and verifying that you can log-in. You will be responsible for running reports and testing critical processes to verify the returned Data.
9. We provide secure data transmission paths from each of your workstations to our servers.
10. Where applicable with respect to our applications that take or process card payment data, we are responsible for the security of cardholder data that we possess, including functions relating to storing, processing, and transmitting of the cardholder data and affirm that, as of the Effective Date, we comply with applicable requirements to be considered PCI DSS compliant and have performed the necessary steps to validate compliance with the PCI DSS. We agree to supply the current status of our PCI DSS compliance program in the form of an official Attestation of Compliance, which can be found at <https://www.tylertech.com/about-us/compliance>, and in the event of any change in our status, will comply with applicable notice requirements.

Attachment: Riley County KS Amend (10687 : Upgrade to iDoc Market)



Exhibit 2
Schedule 1
Additional Terms for iDoc Market

The following additional terms apply only to the use of iDoc Market software (herein referred to as "Hosted Software"). Capitalized terms not otherwise defined will have the meaning assigned to such terms in your Agreement. All terms contained in your Agreement not superseded herein shall govern your use of the Hosted Software.

The terms "you" or "your" shall mean and refer to Riley County, Kansas.

The terms "we" or "us" shall mean and refer to Tyler Technologies, Inc.

1. **License Term.** Your license to use the Hosted Software shall be for a one (1) year term, commencing upon the availability of the Hosted Software for use in a live production environment, and shall renew for succeeding one (1) year periods, subject to the right of either party to terminate on at least sixty (60) days' prior written notice.
2. **Hosted Software Services.** We will host the Hosted Software on a website accessible over the internet in exchange for the fees described in Section 1 of this Amendment. The website will contain both static information pages, non-static interactive pages, and payment function pages equipped to accept credit/debit card payment of fees and other amounts from users via Secured Socket Layer (SSL) encryption (together, "Hosted Software Services"). You will refer users to Hosted Software.
3. **Source Data.** You will source your land and tax records that Tyler will make available on the Hosted Software. All data to be displayed on Hosted Software is public and you authorize us to display such data on Hosted Software. We will:
 - a. host your data at a secure data center;
 - b. upload your data to the Hosted Software website up to four (4) times per day; and
 - c. assume responsibility for affecting all data transfers, but you are responsible for the accuracy of the data.
4. **Connectivity and Site Requirements.** You will:
 - a. maintain a high-speed internet connection capable of efficiently uploading data to our data center (at least 1.5 mbps download and 512 kbps upload) with a static IP address; and
 - b. provide us with an IP connection to your network through Bomgar.
5. **VPN.** We are not responsible for purchase of a VPN client software license or configuration of your firewall settings.
6. **Transaction Costs.** We will pay all transaction costs, including credit card processing, associated with the Hosted Software Services. As long as you have a current support and maintenance agreement in effect, we will also provide unlimited telephone support, support via internet, and all software upgrades,



enhancements and new releases at no additional costs to you.

7. User Fees.

- a. An iDoc Market user will be assessed a fee based on the length of time the user accesses records and/or on the quantity of records accessed. The fee shall depend upon whether the user purchases a subscription to iDoc Market ("Subscription User") or not ("Non-Subscription User.")
 - i. Subscription Users will be assessed a monthly fee, allowing unlimited access to records available on iDoc Market. Subscription Users may also be charged a subscription transaction fee for documents viewed and/or images printed.
 - ii. Non-Subscription Users will be charged non-subscription transaction fees, which include fees for both general system access and for document viewing and image printing.
- b. Revenue generated from user fees will be divided as follows:
 - i. For Subscription Users, you will receive eighty percent (80%) of the monthly subscription fee and every subscription transaction fee, if any.
 - ii. For Non-Subscription Users, you will receive sixty percent (60%) of every non-subscription transaction fee.
- c. We will calculate your share of revenue from user fees on a monthly basis. We will pay you that amount.

8. Payment Modifications. We may modify user fees and sharing percentages on an annual basis.



Exhibit 2
Schedule 2
Service Level Agreement

I. Agreement Overview

This SLA operates in conjunction with, and does not supersede or replace any part of, the Agreement. It outlines the information technology service levels that we will provide to you to ensure the availability of the application services that you have requested us to provide. All other support services are documented in our Support Call Process. A copy of our current Support Call Process is attached as Schedule 3 to Exhibit 2.

II. Definitions. Except as defined below, all defined terms have the meaning set forth in the Agreement.

Attainment: The percentage of time the Hosted Software is available during a calendar quarter, with percentages rounded to the nearest whole number.

Client Error Incident: Any service unavailability resulting from your applications, content or equipment, or the acts or omissions of any of your service users or third-party providers over whom we exercise no control.

Defect: A failure of the Hosted Software to substantially conform to the functional descriptions set forth in our written proposal to you, or their functional equivalent. Future functionality may be updated, modified, or otherwise enhanced through our maintenance and support services, and the governing functional descriptions for such future functionality will be set forth in our then-current Documentation.

Documentation: Any online or written documentation related to the use or functionality of the Hosted Software that we provide or otherwise make available to you, including instructions, user guides, manuals and other training or self-help documentation.

Downtime: Those minutes during which the Hosted Software is not available for your use. Downtime does not include those instances in which only a Defect is present.

Force Majeure: An event beyond the reasonable control of you or us, including, without limitation, governmental action, war, riot or civil commotion, fire, natural disaster, or any other cause that could not with reasonable diligence be foreseen or prevented by you or us.

Service Availability: The total number of minutes in a calendar quarter that the Hosted Software is capable of receiving, processing, and responding to requests, excluding maintenance windows, Client Error Incidents and Force Majeure.

III. Service Availability

The Service Availability of the Hosted Software is intended to be 24/7/365. We set Service Availability goals and measure whether we have met those goals by tracking Attainment.



a. Your Responsibilities

Whenever you experience Downtime, you must make a support call according to the procedures outlined in the Support Call Process. You will receive a support incident number.

You must document, in writing, all Downtime that you have experienced during a calendar quarter. You must deliver such documentation to us within 30 days of a quarter's end.

The documentation you provide must evidence the Downtime clearly and convincingly. It must include, for example, the support incident number(s) and the date, time and duration of the Downtime(s).

b. Our Responsibilities

When our support team receives a call from you that Downtime has occurred or is occurring, we will work with you to identify the cause of the Downtime (including whether it may be the result of a Client Error Incident or Force Majeure). We will also work with you to resume normal operations.

Upon timely receipt of your Downtime report, we will compare that report to our own outage logs and support tickets to confirm that Downtime for which we were responsible indeed occurred.

We will respond to your Downtime report within 30 day(s) of receipt. To the extent we have confirmed Downtime for which we are responsible, we will provide you with the relief set forth below.

c. Client Relief

When a Service Availability goal is not met due to confirmed Downtime, we will provide you with relief that corresponds to the percentage amount by which that goal was not achieved, as set forth in the Client Relief Schedule below.

Notwithstanding the above, the total amount of all relief that would be due under this SLA per quarter will not exceed 5% of one quarter of the then-current Hosting Fees. The total credits confirmed by us in one or more quarters of a billing cycle will be applied to the Hosting Fees for the next billing cycle. Issuing of such credit does not relieve us of our obligations under the Agreement to correct the problem which created the service interruption.

Every quarter, we will compare confirmed Downtime to Service Availability. In the event actual Attainment does not meet the targeted Attainment, the following Client relief will apply, on a quarterly basis:

Targeted Attainment	Actual Attainment	Client Relief
100%	98-99%	Remedial action will be taken.
100%	95-97%	4% credit of fee for affected calendar quarter will be posted to next billing cycle
100%	<95%	5% credit of fee for affected calendar quarter will be posted to next billing cycle

You may request a report from us that documents the preceding quarter's Service Availability, Downtime, any remedial actions that have been/will be taken, and any credits that may be issued.

IV. Applicability

The commitments set forth in this SLA do not apply during maintenance windows, Client Error Incidents, and Force Majeure. We perform maintenance during limited windows that are historically known to be reliably low-traffic times. If and when maintenance is predicted to occur during periods of higher traffic, we will provide advance notice of those windows and will coordinate to the greatest extent possible with you.

V. Force Majeure

You will not hold us responsible for not meeting service levels outlined in this SLA to the extent any failure to do so is caused by Force Majeure. In the event of Force Majeure, we will file with you a signed request that said failure be excused. That writing will at least include the essential details and circumstances supporting our request for relief pursuant to this Section. You will not unreasonably withhold its acceptance of such a request.



Exhibit 2 Schedule 3 Support Call Process

Support Channels

Tyler Technologies, Inc. provides the following channels of software support:

- (1) Tyler Community – an on-line resource, Tyler Community provides a venue for all Tyler clients with current maintenance agreements to collaborate with one another, share best practices and resources, and access documentation.
- (2) On-line submission (portal) – for less urgent and functionality-based questions, users may create unlimited support incidents through the customer relationship management portal available at the Tyler Technologies website.
- (3) Email – for less urgent situations, users may submit unlimited emails directly to the software support group.
- (4) Telephone – for urgent or complex questions, users receive toll-free, unlimited telephone software support.

Support Resources

A number of additional resources are available to provide a comprehensive and complete support experience:

- (1) Tyler Website – www.tylertech.com – for accessing client tools and other information including support contact information.
- (2) Tyler Community – available through login, Tyler Community provides a venue for clients to support one another and share best practices and resources.
- (3) Knowledgebase – A fully searchable depository of thousands of documents related to procedures, best practices, release information, and job aides.
- (4) Program Updates – where development activity is made available for client consumption

Support Availability

Tyler Technologies support is available during the local business hours of 8 AM to 5 PM (Monday – Friday) across four US time zones (Pacific, Mountain, Central and Eastern). Clients may receive coverage across these time zones. Tyler's holiday schedule is outlined below. There will be no support coverage on these days.

New Year's Day	Thanksgiving Day
Memorial Day	Day after Thanksgiving
Independence Day	Christmas Day
Labor Day	

Issue Handling***Incident Tracking***

Every support incident is logged into Tyler's Customer Relationship Management System and given a unique incident number. This system tracks the history of each incident. The incident tracking number is used to track and reference open issues when clients contact support. Clients may track incidents, using the incident number, through the portal at Tyler's website or by calling software support directly.

Incident Priority

Each incident is assigned a priority number, which corresponds to the client's needs and deadlines. The client is responsible for reasonably setting the priority of the incident per the chart below. This chart is not intended to address every type of support incident, and certain "characteristics" may or may not apply depending on whether the Tyler software has been deployed on customer infrastructure or the Tyler cloud. The goal is to help guide the client towards clearly understanding and communicating the importance of the issue and to describe generally expected responses and resolutions.

Priority Level	Characteristics of Support Incident	Resolution Targets
1 Critical	Support incident that causes (a) complete application failure or application unavailability; (b) application failure or unavailability in one or more of the client's remote location; or (c) systemic loss of multiple essential system functions.	Tyler shall provide an initial response to Priority Level 1 incidents within one (1) business hour of receipt of the support incident. Tyler shall use commercially reasonable efforts to resolve such support incidents or provide a circumvention procedure within one (1) business day. For non-hosted customers, Tyler's responsibility for lost or corrupted Data is limited to assisting the client in restoring its last available database.
2 High	Support incident that causes (a) repeated, consistent failure of essential functionality affecting more than one user or (b) loss or corruption of Data.	Tyler shall provide an initial response to Priority Level 2 incidents within four (4) business hours of receipt of the support incident. Tyler shall use commercially reasonable efforts to resolve such support incidents or provide a circumvention procedure within ten (10) business days. For non-hosted customers, Tyler's responsibility for loss or corrupted Data is limited to assisting the client in restoring its last available database.
3 Medium	Priority Level 1 incident with an existing circumvention procedure, or a Priority Level 2 incident that affects only one user or for which there is an existing circumvention procedure.	Tyler shall provide an initial response to Priority Level 3 incidents within one (1) business day of receipt of the support incident. Tyler shall use commercially reasonable efforts to resolve such support incidents without the need for a circumvention procedure with the next published maintenance update or service pack. For non-hosted customers, Tyler's responsibility for lost or corrupted Data is limited to assisting the client in restoring its last available database.

Exhibit 2
Schedule 3

Priority Level	Characteristics of Support Incident	Resolution Targets
4 Non-critical	Support incident that causes failure of non-essential functionality or a cosmetic or other issue that does not qualify as any other Priority Level.	Tyler shall provide an initial response to Priority Level 4 incidents within two (2) business days. Tyler shall use commercially reasonable efforts to resolve such support incidents, as well as cosmetic issues, with a future version release.

Incident Escalation

Tyler Technology's software support consists of four levels of personnel:

- (1) Level 1: front-line representatives
- (2) Level 2: more senior in their support role, they assist front-line representatives and take on escalated issues
- (3) Level 3: assist in incident escalations and specialized client issues
- (4) Level 4: responsible for the management of support teams for either a single product or a product group

If a client feels they are not receiving the service needed, they may contact the appropriate Software Support Manager. After receiving the incident tracking number, the manager will follow up on the open issue and determine the necessary action to meet the client's needs.

On occasion, the priority or immediacy of a software support incident may change after initiation. Tyler encourages clients to communicate the level of urgency or priority of software support issues so that we can respond appropriately. A software support incident can be escalated by any of the following methods:

- (1) Telephone – for immediate response, call toll-free to either escalate an incident's priority or to escalate an issue through management channels as described above.
- (2) Email – clients can send an email to software support in order to escalate the priority of an issue
- (3) On-line Support Incident Portal – clients can also escalate the priority of an issue by logging into the client incident portal and referencing the appropriate incident tracking number.

Remote Support Tool

Some support calls require further analysis of the client's database, process or setup to diagnose a problem or to assist with a question. Tyler will, at its discretion, use an industry-standard remote support tool. Support is able to quickly connect to the client's desktop and view the site's setup, diagnose problems, or assist with screen navigation. More information about the remote support tool Tyler uses is available upon request.



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: April 8, 2021

SUBJECT: March 2021 Revenue Reporting - Riley County Treasurer

PRESENTER: Shilo Heger

Enclosures:

- March Financials (PDF)

Riley County Balance Sheet
March 31, 2021

17.a

Assets		Liabilities/Fund Balances		
KS State Bank-Checking	36,151,417.27	County General		18,083,090.61
KS State Bank-Cares Act	0.00	Disaster Fund (Cares Act)		0.00
Riley State Bank	332,183.73	Health Department		1,932,854.52
Leonardville State Bank	5,000.00	Capital Improvements Fund		9,676,113.59
Sunflower Bank	189,221.05	Economic Development		196,805.17
Cash on Hand	65,569.42	RCPD Levy/Inmate Medical		1,699,028.83
CD/CDARS	10,300,000.00	Radio Infrastructure Project		83,504.27
		Bond & Interest		566,534.03
		Road & Bridge Capital Projects		5,254,950.40
		Landfill Closure		70,540.90
		County Building		203,757.09
		County Auction		15,311.24
		Solid Waste		601,694.31
		Emergency Management		746,740.71
		Fire District #1		695,412.45
		Register of Deeds Tech Fund		165,363.88
		Clerk Tech Fund		110,776.71
		Treasurer Tech Fund		58,615.34
		Motor Vehicle Operations		95,679.52
		RCPD Ops/IT Reserve/Seizure		2,451,365.69
		District Court-Technology		179,731.02
		Court Services		1,575.00
		EMS Grants		6,067.64
		Museum Bequest		6,582.25
		War Memorial Fund		10,700.07
		Miscellaneous		38,014.65
		Community Corrections		191,379.64
		JJA Prevention	Teen Court	Adult Services
		Juvenile Intake Case Manager	Juvenile Service	Special Alcohol
		County Attorney		3,749.84
		Special Prosecutor Trust	PATF	
		Benefit Districts		974,271.04
		University Park	Moehlman Bottoms	Deep Creek
		Carson Sewer	Valleywood	Lakeside Heights
		Hunters Island	Terra Heights	Konza
		Mertz/McGehee Drainage		
		Funds to be Distributed		55,268.05
		City Funds	Wildlife & Parks	School Funds
		Township Funds	Special Assessments	State Funds
		Cemetery Funds		
		Tax Holding Funds		2,867,913.01
		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	\$ 47,043,391.47	TOTAL LIABILITIES & FUND BAL		47,043,391.47

Attachment: March Financials (10678 : March Treasurer's Report-2021)

Investments and Interest
March 31, 2021
Investments & Year to Date Interest

Bank	CDs	Checking Savings	Year to Date Interest	2020 Interest
KS State Bank	\$2,600,000.00	\$36,151,417.27	\$13,831.00	
Riley State Bank	\$500,000.00	\$332,183.73	\$7,562.32	
Leonardville State Bank	\$0.00	\$5,000.00	\$2.77	
Sunflower	\$0.00	\$189,221.05	\$1,301.90	
UMB	\$0.00	\$0.00	\$0.00	
Landmark National Bank	\$0.00	\$0.00	\$0.00	
Intrust	\$2,700,000.00	\$0.00	\$0.00	
Capitol Federal	\$800,000.00	\$0.00	\$0.00	
Community 1st National Bank	\$700,000.00	\$0.00	\$37,386.91	
United Bank	\$0.00	\$0.00	\$0.00	
Municipal Investment Pool	\$0.00	\$0.00	\$0.00	
Commerce Bank	\$1,200,000.00	\$0.00	\$0.00	
Central National Bank	\$1,800,000.00	\$0.00	\$8,132.05	
US Bancorp	\$0.00	\$0.00	\$0.00	
Total	\$10,300,000.00	\$36,677,822.05	\$68,216.95	\$575,159.53
Cash & Transfer items	\$65,569.42			
Total on Deposit	\$47,043,391.47			
			2021	2020
Interest Transfers				
Capital Improvements #145			\$1,668.15	\$66,724.57
Emergency 911 #148			\$183.42	\$5,550.50
Reg of Deeds Technology #106			\$35.08	\$939.02
Clerk Technology #107			\$22.95	\$630.69
Treasurer Technology #108			\$11.12	\$307.27
RCPD Seizure Funds			\$67.42	\$184.89
Total Transfers			\$1,988.14	\$74,336.94
Net Interest to County General			\$64,926.91	\$479,949.50
Budget			\$ 200,000.00	\$450,000.00
% Collected			32.46%	106.66%
% Over(Under Budget)			7.46%	
Interest to CIP - Radio Project			\$1,301.90	\$20,873.09
Interest rate on active checking account		0.03%		
Interest rate on one year investments		0.10%		

Attachment: March Financials (10678 : March Treasurer's Report-2021)

**General Fund Revenue Detail
Through March 31, 2021**

	March		Year To Date		
	Actual	Budget	Actual	Budget	Variance
Motor Vehicle					
Motor Vehicle	160,877.19	167,848.44	569,257.77	629,430.66	-60,172.89
Vehicle Rental Excise	0.00	0.00	6,065.52	17,802.50	-11,736.98
Recreational Vehicle	1,357.25	1,503.36	5,603.72	5,637.16	-33.44
Commercial Vehicles	12,744.48	21,754.00	13,354.68	21,754.00	-8,399.32
Ad Valorem					
RL/Oil/PP	921,006.69	473,621.84	13,458,717.72	13,498,229.04	-39,511.32
Intangible	5,577.67	3,983.82	246,475.26	113,528.97	132,946.29
16/20 M Trucks	1,028.38	337.64	12,596.33	9,625.49	2,970.84
Watercraft	1,814.80	228.54	9,465.49	6,508.99	2,956.50
Delinquent Tax	64,035.29	0.00	160,767.15	0.00	160,767.15
Sales Tax	166,534.18	125,000.00	491,243.24	375,000.00	116,243.24
Payment In Lieu of Tax	0.00	0.00	0.00	0.00	0.00
City/County Highway	0.00	0.00	251,179.24	276,250.00	-25,070.76
Interest/Penalties	38,556.44	16,666.67	128,540.06	50,000.00	78,540.06
Investment Interest	25,078.76	16,666.67	64,926.91	50,000.00	14,926.91
Recording Fees	70,518.00	22,916.67	172,974.00	68,750.00	104,224.00
Hertiage Trust Fund	5,254.00	0.00	12,888.00	0.00	12,888.00
Juvenile Supervision Fees	51.01	41.67	51.01	125.00	-73.99
Diversion Fees	4,144.25	4,333.33	12,819.12	13,000.00	-180.88
Franchise Fees	0.00	0.00	9,316.16	10,000.00	-683.84
Miscellaneous	56.75	0.00	253.89	0.00	253.89
Departments					
Clerk	148.85	291.67	309.35	875.00	-565.65
Register of Deeds	3,029.50	3,750.00	8,896.00	11,250.00	-2,354.00
Treasurer	430.78	625.00	1,235.81	1,875.00	-639.19
Clerk of the District Court	3,487.54	3,750.00	8,186.97	11,250.00	-3,063.03
Emergency Management	0.00	2,500.00	0.00	7,500.00	-7,500.00
Coroner	0.00	0.00	2,127.41	0.00	2,127.41
Fair	0.00	2,500.00	887.50	7,500.00	-6,612.50
Museum	0.00	0.00	19,015.00	0.00	19,015.00
Election	80.00	166.67	80.00	500.00	-420.00
Ambulance/EMS	105,368.95	92,535.17	284,950.87	277,605.50	7,345.37
Appraiser	60.00	1,166.67	8,462.50	3,500.00	4,962.50
Planning & Development	4,430.75	2,916.67	10,604.75	8,750.00	1,854.75
Information Systems	0.00	0.00	15,012.00	0.00	15,012.00
General-General	10,957.49	0.00	24,474.10	0.00	24,474.10
Public Works	49,069.64	40,000.00	118,194.39	120,000.00	-1,805.61
Noxious Weed	5,788.72	10,000.00	15,098.54	30,000.00	-14,901.46
Total Before Transfers	1,661,487.36	1,015,104.47	16,144,030.46	15,626,247.31	517,783.15
Transfers In	0.00	0.00	2,779,226.74	0.00	0.00
Total After Transfers	1,661,487.36	1,015,104.47	18,923,257.20	15,626,247.31	3,297,009.89
Over/Under Budget Before Transfers	63.68%		3.31%		
Over/Under Budget After Transfers	63.68%		21.10%		

Attachment: March Financials (10678 : March Treasurer's Report-2021)

2021 General Fund Revenue
Year To Date

17.a

	March		Year To Date		
	Actual	Budget	Actual	Budget	% of Budget Collected
Motor Vehicle					
Motor Vehicle	160,877.19	167,848.08	569,257.77	2,098,101.00	27.13%
Vehicle Rental Excise	0.00	0.00	6,065.52	35,605.00	17.04%
Recreational Vehicle	1,357.25	1,503.20	5,603.72	18,790.00	29.82%
Commercial Vehicles	12,744.48	21,754.00	13,354.68	87,016.00	15.35%
Ad Valorem					
RL/Oil/PP	921,006.69	473,622.08	13,458,717.72	23,681,104.00	56.83%
Intangible	5,577.67	3,983.46	246,475.26	199,173.00	123.75%
16/20 M Trucks	1,028.38	337.74	12,596.33	16,887.00	74.59%
Watercraft	1,814.80	228.38	9,465.49	11,419.00	82.89%
Delinquent Tax	64,035.29	0.00	160,767.15	0.00	0.00%
Sales Tax	166,534.18	125,000.00	491,243.24	1,500,000.00	32.75%
Payment In Lieu of Tax	0.00	0.00	0.00	37,000.00	0.00%
City/County Highway	0.00	0.00	251,179.24	1,105,010.00	22.73%
Interest/Penalties	38,556.44	16,666.67	128,540.06	200,000.00	64.27%
Investment Interest	25,078.76	16,666.67	64,926.91	200,000.00	32.46%
Recording Fees	70,518.00	22,916.67	172,974.00	275,000.00	62.90%
Hertiage Trust Fund	5,254.00	0.00	12,888.00	0.00	0.00%
Juvenile Supervision Fees	51.01	41.67	51.01	500.00	10.20%
Diversion Fees	4,144.25	4,333.33	12,819.12	52,000.00	24.65%
Franchise Fees	0.00	0.00	9,316.16	40,000.00	23.29%
Miscellaneous	56.75	0.00	253.89	0.00	0.00%
Departments					
Clerk	148.85	291.67	309.35	3,500.00	8.84%
Register of Deeds	3,029.50	3,750.00	8,896.00	45,000.00	19.77%
Treasurer	430.78	625.00	1,235.81	7,500.00	16.48%
Clerk of the District Court	3,487.54	3,750.00	8,186.97	45,000.00	18.19%
Emergency Management	0.00	2,500.00	0.00	30,000.00	0.00%
Coroner	0.00	0.00	2,127.41	0.00	0.00%
Fair	0.00	2,500.00	887.50	30,000.00	2.96%
Museum	0.00	0.00	19,015.00	0.00	0.00%
Election	80.00	166.67	80.00	2,000.00	4.00%
Ambulance/EMS	105,368.95	92,535.17	284,950.87	1,110,422.00	25.66%
Appraiser	60.00	1,166.67	8,462.50	14,000.00	60.45%
Planning & Development	4,430.75	2,916.67	10,604.75	35,000.00	30.30%
Information Systems	0.00	0.00	15,012.00	0.00	0.00%
General-General	10,957.49	0.00	24,474.10	0.00	0.00%
Public Works	49,069.64	40,000.00	118,194.39	480,000.00	24.62%
Noxious Weed	5,788.72	10,000.00	15,098.54	120,000.00	12.58%
Total Before Transfers	1,661,487.36	1,015,103.77	16,144,030.46	31,480,027.00	51.28%
Transfers In	0.00	0.00	2,779,226.74	0.00	0.00%
Total After Transfers	1,661,487.36	1,015,103.77	18,923,257.20	31,480,027.00	60.11%
Over/Under Budget Before Transfers	63.68%				
Over/Under Budget After Transfers	63.68%				
Mar = 25.00% of the budget					

Attachment: March Financials (10678 : March Treasurer's Report-2021)

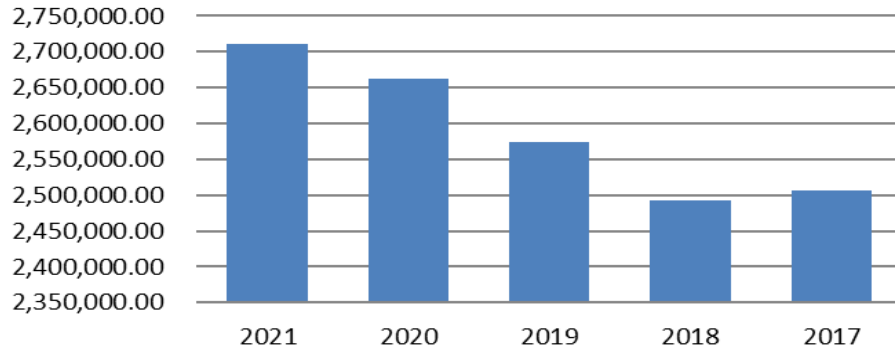
Sales Tax Received
March 31, 2021

	County General		Road & Bridge Cap Fund		Prior Year Variance	Total Collected	2021 Budget	% Over Budget
	2020	2021	2020	2021				
January (Nov Sales)	157,610.46	158,605.23	157,610.46	158,605.22	0.63%	317,210.45	250,000.00	26.88%
February (Dec sales)	175,524.77	166,103.83	175,524.76	166,103.82	-5.37%	332,207.65	250,000.00	32.88%
March (Jan sales)	141,647.43	166,534.18	141,647.42	166,534.17	17.57%	333,068.35	250,000.00	33.23%
April (Feb sales)	138,252.67		138,252.66		-100.00%	0.00	250,000.00	-100.00%
May (Mar sales)	133,567.21		133,567.21		-100.00%	0.00	250,000.00	-100.00%
June (Apr sales)	126,023.04		126,023.03		-100.00%	0.00	250,000.00	-100.00%
July (May sales)	144,801.12		144,801.12		-100.00%	0.00	250,000.00	-100.00%
August (June sales)	170,498.20		170,498.20		-100.00%	0.00	250,000.00	-100.00%
September (July sales)	131,862.24		131,862.23		-100.00%	0.00	250,000.00	-100.00%
October (Aug sales)	167,930.55		167,930.54		-100.00%	0.00	250,000.00	-100.00%
November (Sept sales)	154,998.26		154,998.25		-100.00%	0.00	250,000.00	-100.00%
December (Oct sales)	164,742.15		164,742.15		-100.00%	0.00	250,000.00	-100.00%
Year to Date	\$1,807,458.10	\$491,243.24	\$1,807,458.03	\$491,243.21	-72.82%	\$982,486.45	\$3,000,000.00	-67.21%

	2020	2021
Sales Tax Collected	\$3,614,916.13	\$982,486.45
Budget	\$3,000,000.00	\$3,000,000.00
% of Budget Collected	120.50%	32.75%
% Over Budget	20.50%	7.75%

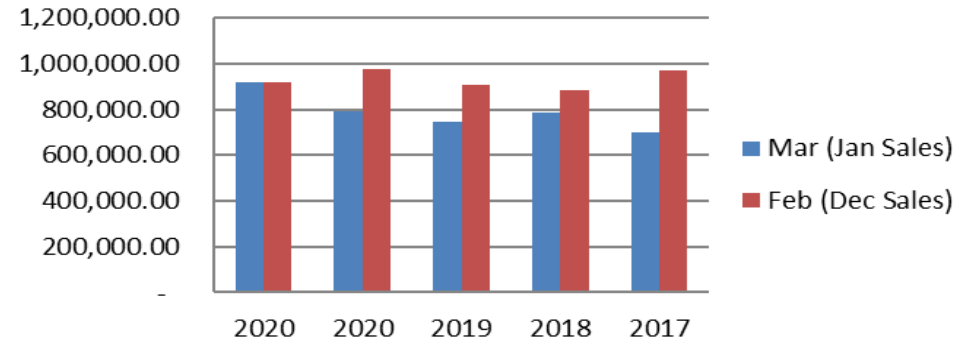
Attachment: March Financials (10678 : March Treasurer's Report-2021)

Sales Tax History Year to Date Mar (Jan Sales)



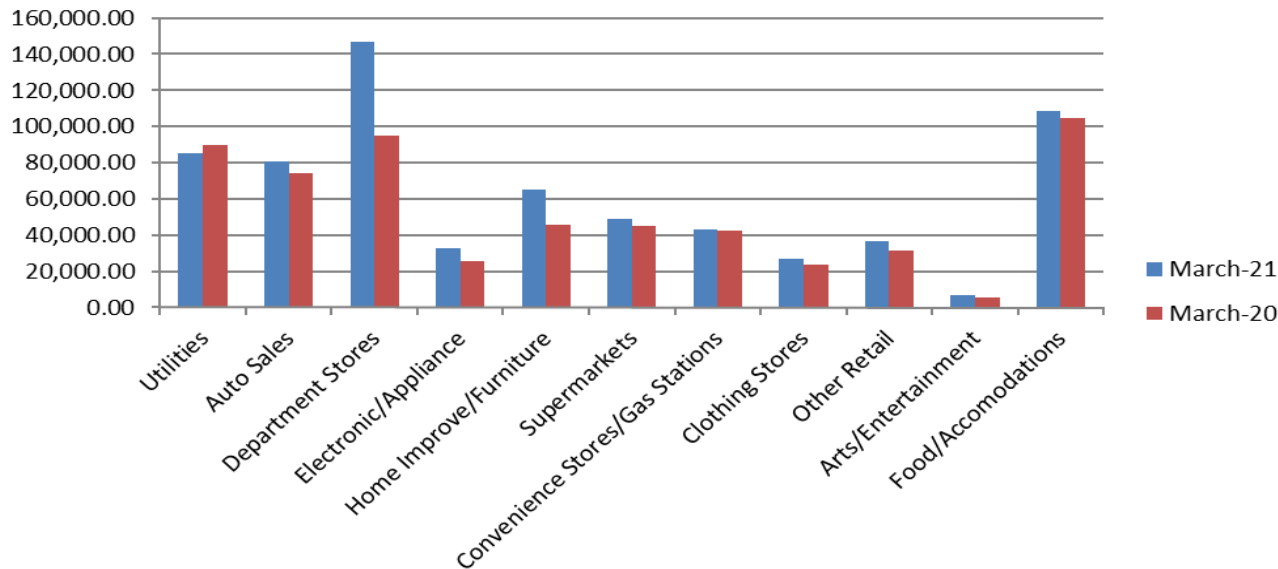
Year to Date Sales Tax is up 1.78% compared to March 2020

Sales Tax History Prior month comparison



March 2021 Sales Tax is up .26% compared to February 2021

Prior Year Comparison Mar 2020-Mar 2021



March 2021 Sales Tax is up 16.49% compared to March 2020

Auto/RV/MC Dealers	8.5
Department Stores/Specialty Stores	54.4
Electronic/Appliance	25.5
Home Improve/Furniture	41.5
Supermarkets	9.1
Convenience Stores/Gas Stations	1.8
Clothing Stores	13.6
Other Retail	18.2
Utilities	-4.9
Arts/Entertainment/ Recreation	26.5
Accommodation/Food Services	3.4

Attachment: March Financials (10678 : March Treasurer's Report-2021)



COUNTY CLERK & ELECTIONS
Budget

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

MEMORANDUM

FROM: Tami Robison, Budget & Finance Officer

MEETING: April 8, 2021

SUBJECT: Monthly Cash Flow Reports for EOY 2020 and March 2021

PRESENTER: Tami Robison, Budget & Finance Officer

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

Enclosures:

- cash flow reports2 2020 (PDF)
- cash flow reports2 2021 (PDF)

2020 Riley County CIP Cash Flow Analysis

% of Year:100%

Month	Revenue	Transfers In	Reimbursements	Total Revenue	Expenditures	Encumbrances	Jan/Feb/Mar A/P	Total Expenditures
Jan	35,879	2,763,186		2,799,065	240,873			240,873
Feb	3,522			3,522	65,939			65,939
Mar	2,201			2,201	501,824			501,824
Apr	31,338			31,338	110,342			110,342
May	1,977	20,000		21,977	1,548,818			1,548,818
Jun	1,471			1,471	99,467			99,467
Jul	4,072			4,072	161,809			161,809
Aug	1,080	1,000,000		1,001,080	237,247			237,247
Sep	1,008		243,641	244,649	479,494			479,494
Oct	3,089			3,089	263,124			263,124
Nov	997			997	30,008			30,008
Dec	964		3,750	4,714	683,552	963,788	20,678	1,668,018
Totals	\$87,598	\$3,783,186	\$247,391	\$4,118,175	\$4,422,497	\$963,788	\$20,678	\$5,406,963

Cash Reconciliation	
2020 Beginning Unencumbered Cash	\$6,921,902
2020 Revenue	\$4,118,175
Less 2020 Expenditures/Encumbrances	\$5,406,963
2020 Ending Unencumbered Cash	\$5,633,113
Less Remaining Approved Projects	\$1,796,174
Less Reserves	\$1,570,503
2020 Unreserved Cash	\$2,266,436

Reserved Funds:	
CIP Reserve	\$500,000
Fair Reserve	\$83,843
Radio Int Reserve	\$104,415
FFE Reserve	\$438,911
Hardware Refresh	\$443,334
Total Reserves	\$1,570,503

Riley County 2020 Amended Budget Authority Summary		
2020 Budgeted Expenditures	\$11,030,365	% Budget Expended
Expenditures to Date	\$5,406,963	
2020 Remaining Budget Authority	\$5,623,402	

Riley County 2020 Amended Budgeted Revenue		
2020 Budgeted Revenue	\$4,112,463	% Budgeted Revenue
Revenue to Date	\$4,118,175	

Attachment: cash flow reports2 2020 (10688 : Monthly Cash Flow Reports)

2020 CIP Detailed Expenditures per Project and per Dept

Project #	Project Code	Projects	Approved Project Estimate	Prior Year Expenditures	2020 Expenditures/ Encumbrances	Remaining Project Estimate	Completed Projects (Over) Under Approved Estimate
PUBLIC WORKS:							
05-05PW011	64	Repair Courthouse Plaza Pavers	9,000	5,094		0	3,907
13-13PW005		Design cost for 2 culverts	35,000	0	16,100	18,900	
14-14PW004		Design cost for 1 culvert-Tabor Valley	35,000	0	35,000	0	-
14-14PW006	71	Replace CICO exercise trail	20,000	17,530		0	2,470
16-16PK003	71	Parking lot for CICO Playground	18,000	7,078		10,922	
17-17PK001	320	Equipment Storage Facility-Parks Bldg A (partial encumbrance)	80,000	73,836	0	0	6,164
17-17PW013	320	Equipment Storage Shed-PW Bldg C (partial encumbrance)	85,800	78,258	7,530	0	12
18-18PW005		Window Trim on Courthouse	61,940	0	61,940	0	-
18-18PK003		Playground Equipment at CICO Park + (2019 PK trx-\$75,000)	225,000	0		225,000	
18-18PW011		Tahoe Replacement	42,000	36,342	0	0	5,658
18-18PW012	27	Fairgrounds ADA Walkway	170,000	104,648		65,352	
19-19PW001		Exterior Façade Repairs-Office Bldg	19,704	0	19,704	0	-
19-19PW002		Clean/Repair Courthouse Exterior	97,721	0	97,721	0	-
19-19PW003		Clean/Coat East Elevation of Office Bldg	31,647	0	31,647	0	-
19-19PW005	320	Build Lab-End of Bldg	65,000	22,983	41,869	0	148
19-19PW006		Tandem Axle Truck w/Plow & Spreader	195,000	161,877	0	0	33,123
19-19PW008		1 1/2T Truck w/Utility Bed	100,000	46,725		53,275	
19-19PW009		1/2T 4x4 Crew Cab Pickup	28,000	22,967	0	0	5,033
19-19PW011		Used Belly Dump Trailer	40,000	31,397	0	0	8,603
19-19PW012		Small used Steel Wheeled Roller	50,000	38,247	0	0	11,753
19-19PW013		Tandem Axle Truck w/Plow & Spreader	195,000	187,511	0	0	7,489
19-19PW014		Winkler Bridge Deck-FFE	250,000	0		250,000	
19-19PK002		1 Ton Truck w/Dump Bed	55,000	54,842	0	0	158
19-19PK003	499	Keats Park Shelter/Playground Equip (2019 PK trx-\$46,231.62)	46,232	0	46,232	0	0
19-19LEC002	85	Fire Alarm System to New Garage	20,000	17,605	0	0	2,395
19-19LEC003	85	Mill & Fill South Parking Lot/Stripe	90,000	56,940	0	0	33,060
19-19LEC004	98	RCPD Firing Range	2,150,000	444,723	1,702,547	2,730	
19-19LEC005		Andover Control Replacement	297,000	2,295	294,681	24	24
20-20-PW001		Radio Equipment Upgrade	\$79,015.80	0	74,314	0	4,702
20-20PW002		Exterior Façade Repairs-Courthouse Plaza East	\$8,737.00	0	8,737	0	0
20-20PW003		Tandem Axle Truck w/Plow & Spreader	\$200,000.00	0		200,000	
20-20PW004		1 Ton Truck w/Utility Bed	\$55,000.00	0		55,000	
20-20PW005		Equipment Storage Shed Leonardville	\$35,000.00	0		35,000	
20-20PW006		AWS Telehandler w/Attachments	\$120,000.00	0		120,000	
20-20PW007		Forklift	\$60,000.00	0		60,000	
20-20PW008		3/4T 4x4 Ext. Cab Pickup	\$33,000.00	0		33,000	
20-20PW009		Power Broom	\$45,000.00	0		45,000	
20-20PW010	509	Welsh Road Asphalt Overlay	\$243,640.58	0	233,509	10,131	
20-20LEC001		Replace 1 Roof Top HVAC Unit	\$15,000.00	0	14,500	500	
20-20LEC002		Replace Air Regulators on 1/2 Jail Doors	\$30,000.00	0		30,000	
20-20LEC003		Rewire Elevator Safety Systems	\$40,000.00	0		40,000	
20-20PK001		Mower Accessories-Cab, Broom & Plow	\$8,438.17	0	8,438	0	0
20-20PK002		Walker Mower w/cab, broom, plow & bagger	\$25,777.00	0	25,777	0	0
20-20PK003		Tractor Mounted Aerator	\$12,462.70	0	12,463	0	0
20-20PK004		CICO Parking Lot Engineering	\$10,000.00	0		10,000	
20-20PK005		Wildcat Park Bridge Replacement	\$100,000.00	0		100,000	
20-20PK006		Ogden Park Restroom Phase Two (trx from PW 2020)	\$3,750.28	0		3,750	
PUBLIC WORKS TOTAL			\$5,636,865	\$1,410,898	\$2,732,708	\$1,368,585	\$124,698
EMERGENCY MEDICAL SERVICE							
13-13AM001	302	Design of the EMS Facility Enhancement	100,000	25,770		74,230	
19-19AM001	302	Construct EMS Substation	140,000	91,304	200	0	48,496
19-19AM002	302	Replacement Ambulance	265,000	55,000	206,865	0	3,135
19-19AM003	302	Ambulance Replacement	180,000	58,399	120,402	0	1,199
20-20AM001	302	Stretcher & Stair Chair	23,360	0	23,360	0	0
20-20AM002	302	800 Mhz Radios	195,226	0	176,100	19,126	
20-20AM003	302	EMS Facility Engineering Design Cost	50,000	0		50,000	
20-20AM004	302	Zoll "X" Series Cardiac Monitor	40,000	0		40,000	
EMS TOTAL			\$993,586	\$230,473	\$526,928	\$183,356	\$52,830
BOCC							
20-20BOCC001		First Christian Church	851,685	0	851,685	0	0
BOCC TOTAL			\$851,685	\$0	\$851,685	\$0	\$0
ATTORNEY							
19-19AT001	760	Odyssey Computer Software	280,000	88,026	99,386	92,588	
ATTORNEY TOTAL			\$280,000	\$88,026	\$99,386	\$92,588	\$0

Attachment: cash flow reports2 2020 (10688 : Monthly Cash Flow Reports)

APPRAISER							
19-19AP001	613	Remove/Construct Office Wall	77,091	3,951	79,622	0	-6,482
APPRAISER TOTAL			\$77,091	\$3,951	\$79,622	\$0	-\$6,482

PLANNING & DEVELOPMENT						
18-18PD001	MOU-Flood Modeling/Training/Research/Software	62,500	0	39,857	22,643	
PLANNING & DEVELOPMENT TOTAL		\$62,500	\$0	\$39,857	\$22,643	\$0

DISTRICT COURT							
19-19DC001	42	Remodel Jury Room-Judge W.	46,130	4,638	53,101	0	-11,609
DISTRICT COURT TOTAL			\$46,130	\$4,638	\$53,101	\$0	-\$11,609

NOXIOUS WEED						
17-17NW002	Equipment Storage Shed Bldg B	75,000	59,469	0	0	15,531
19-19NW001	Roadside Mower	100,000	0	79,950	0	20,050
20-20NW001	1 1/2T 4x4 Spray Truck	40,000	0		40,000	
NOXIOUS WEED TOTAL		\$215,000	\$59,469	\$79,950	\$40,000	\$35,581

Project #	Project Code	Projects	Approved Project Estimate	Prior Year Expenditures	2019 Expenditures/ Encumbrances	Remaining Project Estimate	Completed Projects (Over) Under Approved Estimate
EMERGENCY MANAGEMENT							
16-16EM002		Standby/Backup Generator Pottorf Hall	40,000	0		40,000	
18-18EM001	147	2 Radio Towers	219,600	176,240	43,360	0	0
18-18EM002	147	Deep Creek Tower	124,000	20,469	103,531	0	0
19-19EM001	147	Add on for Towers with Radio Project	293,470	276,292	17,178	0	0
20-20EM001	147	Lyons Ranch Electrical Power	17,832	0	17,832	0	0
20-20EM002	21	Radios	37,436	0	37,436	0	0
20-20EM003		River Gauges	\$2,985.00	0		2,985	
20-20EM004		1/2 SUV 4x4	\$20,000.00	0		20,000	
20-20EM005		Bi-directional amplifiers (radio project)	\$35,000.00	0	8,982	26,018	
EMERGENCY MANAGEMENT TOTAL			\$790,322	\$473,001	\$228,319	\$89,003	\$0

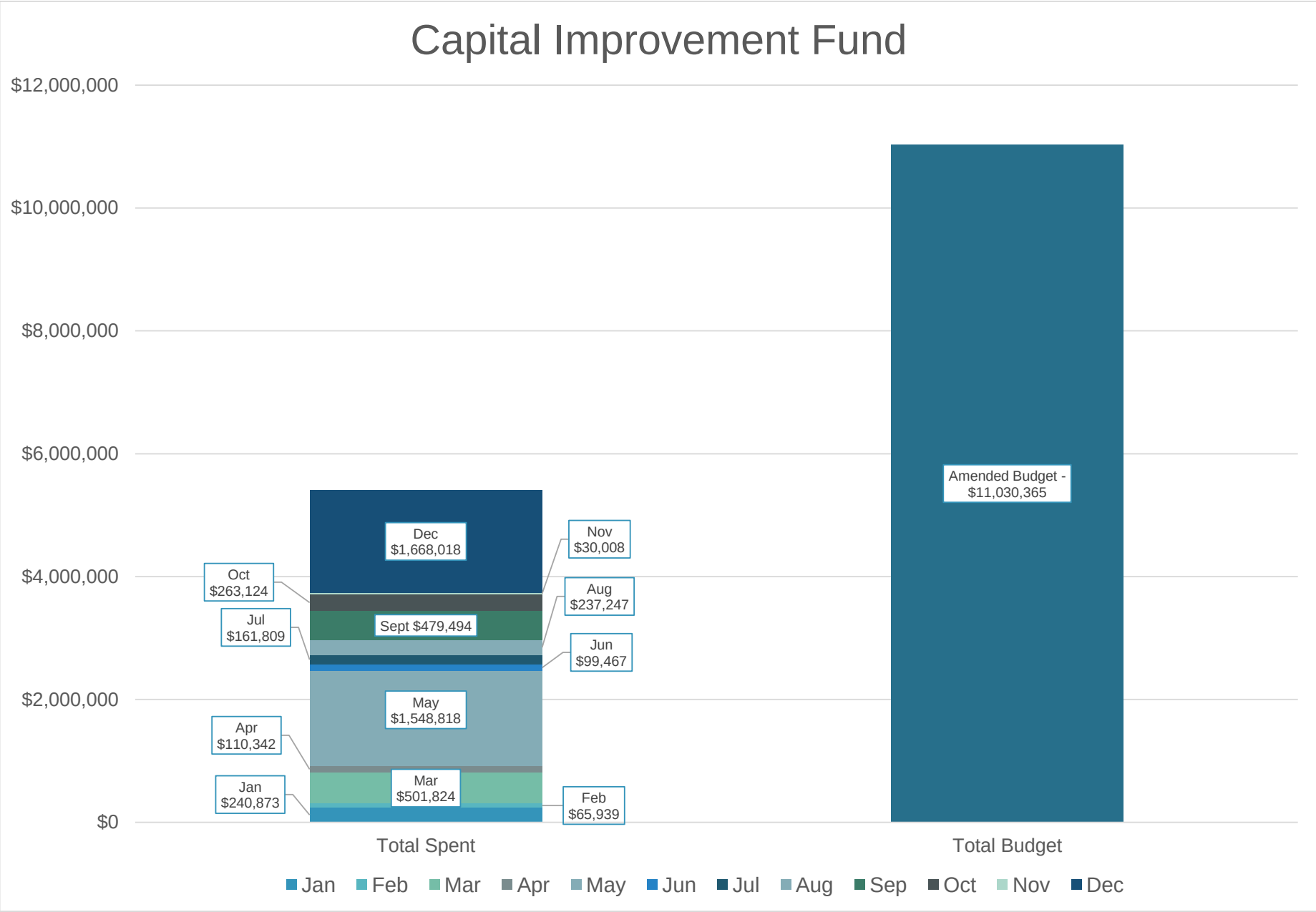
Project #	Project Code	Projects	Approved Project Estimate	Prior Year Expenditures	2019 Expenditures/ Encumbrances	Remaining Project Estimate	Completed Projects (Over) Under Approved Estimate
OTHER							
13-13PW009		Motor Grader Lease Payment (2013 10yrs)	1,000,605	385,423	55,060	560,121	
15-15AM001	302	Ambulance (2) (2017 Lease Purchase)	507,610	456,003	51,606	0	0
18-18EM003	21	Hardware Refresh Reserve through 2025	1,182,221	443,334		738,887	
Lease pmt to 2033	21	Radio Infrastructure Project Lease (15 yr term)	6,401,938	426,796	426,796	5,548,346	
B&I Trx to 2025		2010-B G.O. Bond payment (15 yr term)	2,849,815	1,740,009	181,945	927,861	
OTHER TOTAL			\$11,942,189	\$3,451,565	\$715,408	\$7,775,216	\$0

TOTAL			\$20,895,367	\$5,722,020	\$5,406,964	\$9,571,390	\$195,017
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Remaining Approved Projects less lease/debt payments/hardware refresh
(not included as these payments are subject to approval with annual budget)

Completed Projects

Attachment: cash flow reports2 2020 (10688 : Monthly Cash Flow Reports)



Attachment: cash flow reports2 2020 (10688 : Monthly Cash Flow Reports)

2020 Riley County Building Cash Flow Analysis

% of Year:100%

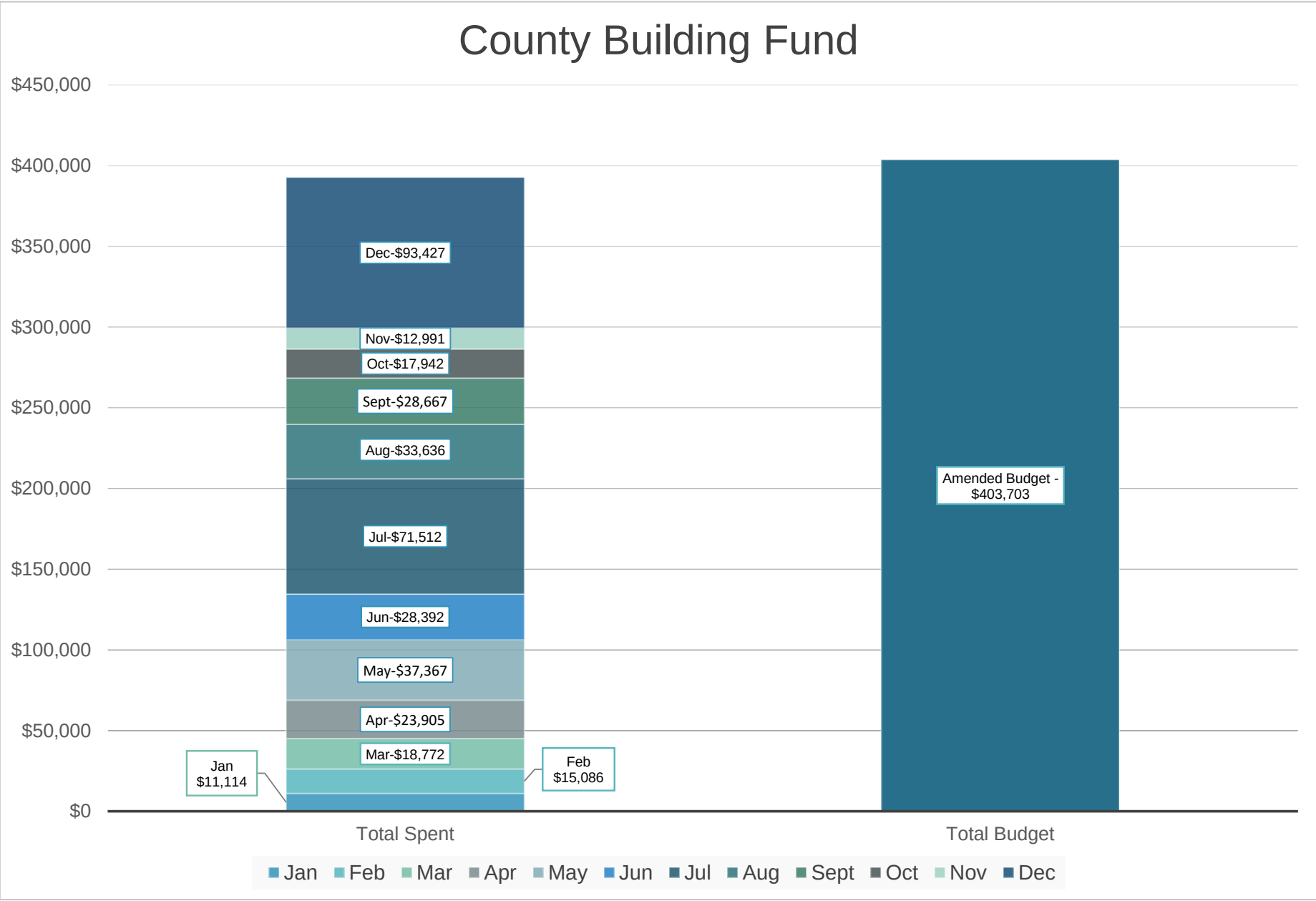
Month	Revenue	Reimbursements	Other	Total Revenue	Expenditures	Encumbrances	Jan/Feb/Mar A/P	Total Expenditures
Jan	184,114	163		184,277	11,114			11,114
Feb	9,893	250		10,143	15,086			15,086
Mar					18,772			18,772
Apr					23,905			23,905
May	126,610			126,610	37,367			37,367
Jun		10	42	52	28,392			28,392
Jul			34	34	71,512			71,512
Aug	154	58		212	33,636			33,636
Sep	27,371	10,593	34	37,997	28,667			28,667
Oct	4,271	30	34	4,334	17,942			17,942
Nov		3,732	34	3,765	12,991			12,991
Dec			44	44	55,126	23,328	14,974	93,427
Totals	\$352,413	\$14,835	\$220	\$367,468	\$354,513	\$23,328	\$14,974	\$392,814

Cash Reconciliation	
2020 Beginning Unencumbered Cash	\$49,553
2020 Revenue	\$367,468
Less 2020 Expenditures/Encumbrances	\$392,814
2020 Ending Unencumbered Cash	\$24,207

Riley County 2020 Amended Budget Authority Summary		
2020 Budgeted Expenditures	\$403,703	% Budget Expended
Expenditures to Date	\$392,814	
2020 Remaining Budget Authority	\$10,889	

Riley County 2020 Amended Budgeted Revenue		
2020 Budgeted Revenue	\$354,152	% Budgeted Revenue
Revenue to Date	\$367,468	

Attachment: cash flow reports2 2020 (10688 : Monthly Cash Flow Reports)



Attachment: cash flow reports2 2020 (10688 : Monthly Cash Flow Reports)

2020 Riley County Economic Development Cash Flow Analysis

% of Year:100%

Month	Revenue	Reimbursements	Other	Total Revenue	Expenditures	Encumbrances	Jan/Feb/Mar A/P	Total Expenditures
Jan	300,000			300,000	98,753			98,753
Feb	-			-	156,153			156,153
Mar	-			-	25			25
Apr	-			-	4,081			4,081
May	-			-	-			-
Jun	-			-	50			50
Jul	-			-	36,554			36,554
Aug	-			-	-			-
Sep	-			-	-			-
Oct	-			-	11,150			11,150
Nov	-			-	50			50
Dec	-			-	-			-
Totals	\$300,000	\$0	\$0	\$300,000	306,815.95	\$0	\$0	\$306,816

Cash Reconciliation	
2020 Beginning Unencumbered Cash	\$156,150
2020 Revenue	\$300,000
Less 2020 Expenditures/Encumbrances	\$306,816
2020 Ending Unencumbered Cash	\$149,334
Less Est. Project Balance for CY	\$0
2020 Projected Unencumbered Cash	\$149,334

Riley County 2020 Budget Authority Summary	
2020 Budgeted Expenditures	\$385,961
Expenditures to Date	\$306,816
2020 Remaining Budget Authority	\$79,145

% Budget Expended
79.49%

Riley County 2020 Budgeted Revenue	
2020 Budgeted Revenue	\$300,000
Revenue to Date	\$300,000

% Budgeted Revenue
100.00%

Attachment: cash flow reports2 2020 (10688 : Monthly Cash Flow Reports)

2020 Eco Devo Detailed Expenditures per Project and per Dept

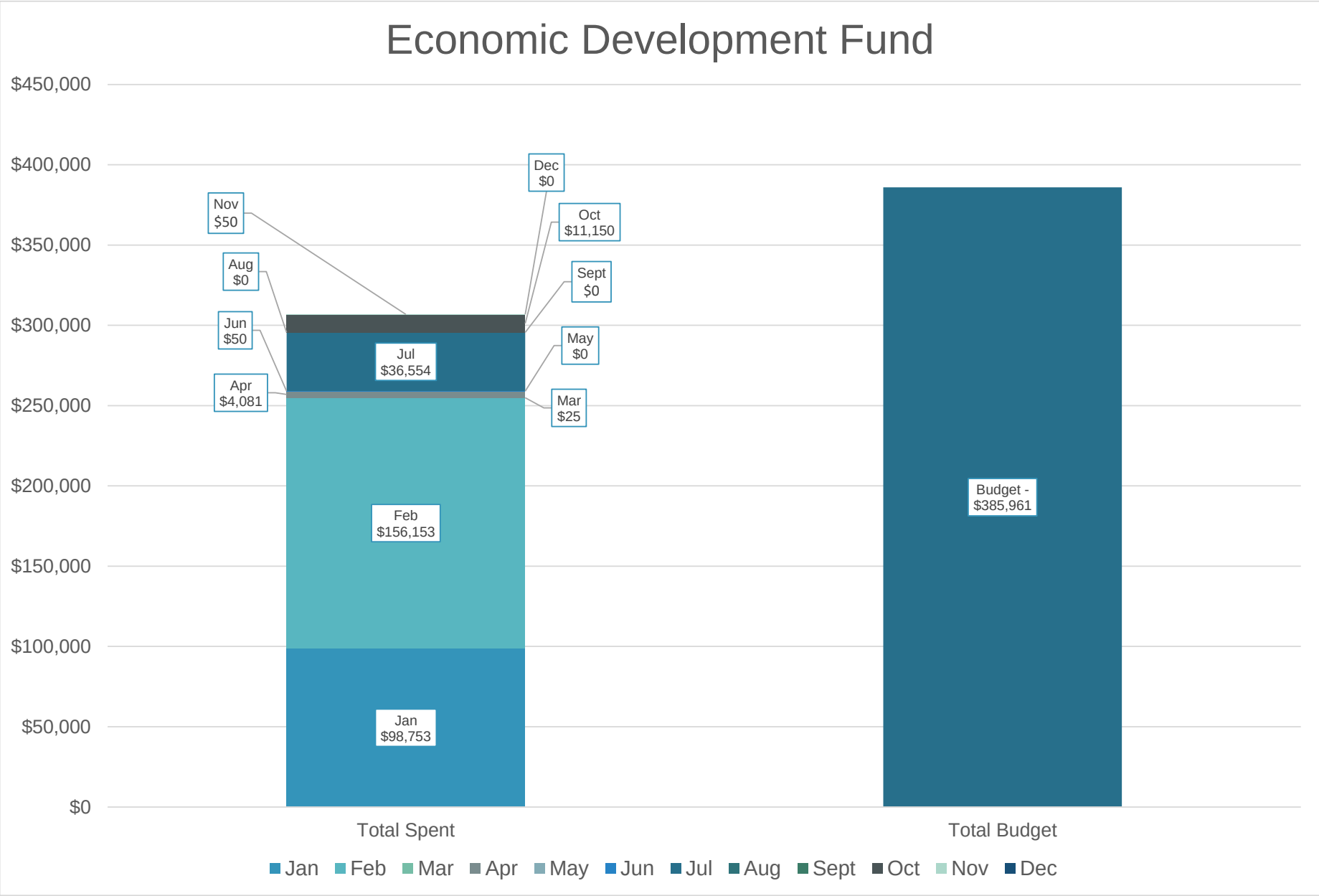
Projects	Approved Project Estimate	Prior Year Expenditures	2020 Expenditures/ Encumbrances	Remaining Project Estimate	Completed Projects (Over) Under Approved Estimate
APPROPRIATIONS					
Chamber of Commerce	55,000	0	55,000	0	0
Flint Hills Veterans Coalition	1,000	0	1,000	0	0
Governor's Military Council	5,000	0	5,000	0	0
Downtown Manhattan	5,000	0	5,000	0	0
Riley Co. General Eco Devo	49,879	0		49,879	
APPROPRIATION TOTALS	\$115,879	\$0	\$66,000	\$49,879	\$0
MEMBERSHIPS					
FHMPO Contribution	8,000	0	7,108	892	892
FHRC Contribution	10,000	0	9,118	882	882
MEMBERSHIP TOTALS	\$18,000	\$0	\$16,225	\$1,775	\$1,775
CONTRACTS					
Auto Lane Development (2024)	121,140	90,855	6,057	24,228	
K18 Ramp Contribution (10 pmts)	1,500,000	1,200,000	150,000	150,000	
CONTRACT TOTALS	\$1,621,140	\$1,290,855	\$156,057	\$174,228	\$0
DEBT OBLIGATION TRANSFER					
Konza Water Debt Payment Transfer	658,502	216,352	46,025	396,125	
DEBT OBLIGATION TRANSFER TOTALS	\$658,502	\$216,352	\$46,025	\$396,125	\$0
PROJECTS					
Project Study/Design/Engineer	50,000	0		50,000	
2020 Census Funding	15,000	0	11,359	3,641	3,641
Re-write Zoning/Subdivision Regs	150,000	96,253	11,150	42,597	
PROJECT TOTALS	\$215,000	\$96,253	\$22,509	\$96,238	\$3,641
TOTALS	\$2,628,520	\$1,603,459	\$306,816	\$718,245	\$5,416

Remaining Approved Projects less lease/debt payments/reserve
(not included as these payments are subject to approval with annual budget)

\$147,892

Completed Projects

Attachment: cash flow reports2 2020 (10688 : Monthly Cash Flow Reports)



Attachment: cash flow reports2 2020 (10688 : Monthly Cash Flow Reports)

2020 Riley County Sales Tax Cash Flow Analysis

% of Year:100%

Month	Sales Tax Revenue	Reimbursements	KDOT	Total Revenue	Expenditures	Encumbrances	Jan/Feb/Mar A/P	Total Expenditures
Jan	157,610			157,610	1,333			1,333
Feb	175,525			175,525	11,960			11,960
Mar	141,647			141,647	28,824			28,824
Apr	138,253			138,253	25,243			25,243
May	133,567			133,567	69,943			69,943
Jun	126,023			126,023	51,956			51,956
Jul	144,801			144,801	78,263			78,263
Aug	170,498			170,498	117,548			117,548
Sep	131,862			131,862	32,448			32,448
Oct	167,931			167,931	107,976			107,976
Nov	154,998			154,998	38,600			38,600
Dec	164,742			164,742	49,047	502,292	3,590	554,929
Totals	\$1,807,458	\$0	\$0	\$1,807,458	\$613,140	\$502,292	\$3,590	\$1,119,023

Cash Reconciliation	
2020 Beginning Unencumbered Cash	\$3,783,460
2020 Revenue	\$1,807,458
Less 2020 Expenditures/Encumbrances	\$1,119,023
2020 Ending Unencumbered Cash	\$4,471,895
Remaining 2020 Projected Revenue	\$0
Less Est. Project Balance for CY	\$ -
2020 Projected Unencumbered Cash	\$4,471,895

Riley County 2020 Budget Authority Summary		
2020 Budgeted Expenditures	\$4,405,317	% Budget Expended
Expenditures to Date	\$1,119,023	
2020 Remaining Budget Authority	\$3,286,294	
25.40%		
Riley County 2020 Budgeted Revenue		
2020 Budgeted Revenue	\$1,500,000	% Budgeted Revenue
Revenue to Date	\$1,807,458	
120.50%		

Attachment: cash flow reports2 2020 (10688 : Monthly Cash Flow Reports)

2020 Sales Tax Detailed Expenditures per Project and per Dept

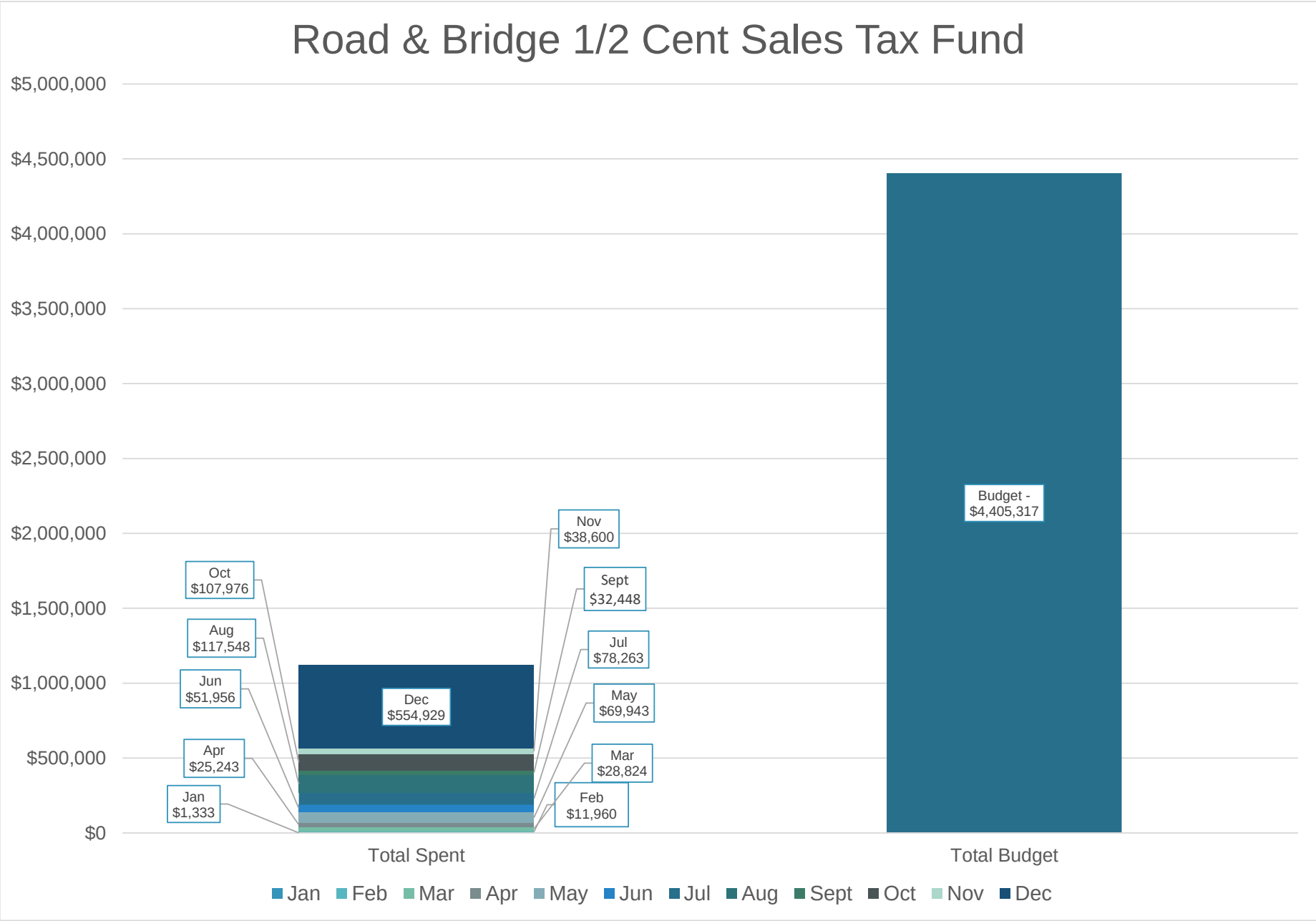
Project Code	Projects	Approved Project Estimate	Prior Year Expenditures	2020 Expenditures/ Encumbrances	Remaining Project Estimate	Completed Projects (Over) Under Approved Estimate
CULVERTS						
437	Casement Drainage Outlet Structure	298,852	298,852		0	0
442	West 54th Avenue	124,000	168,131		0	-44,131
310	Frog Holler	160,218	160,218		0	0
440	Green Randolph Road	260,819	260,819		0	0
441	N 52nd Street	139,894	139,894		0	0
451	Sherman Road	83,000	7,598	0	0	75,402
457	Flat Rock Road	113,500	0	52,707	60,793	
402	Vinton School Road	182,000	183,596		0	-1,596
458	Parallel Road	117,000	0	51,270	65,730	
403	Kitten Creek Road	148,000	37,254	86	110,659	
404	Peach Grove Road	104,000	54,575	174,540	-125,115	
452	Fancy Creek Road I.2/6.3	93,000	0	0	0	93,000
459	Union Road	125,000	0	56,605	68,395	
CULVERT TOTALS		\$1,949,282	\$1,310,937	\$335,209	\$180,462	\$122,675
BRIDGES						
435	West 40th Bridge	349,501	349,501		0	0
439	Daniels Drive	252,631	252,631		0	0
425	Green Randolph	1,089,402	1,092,613		0	-3,211
401	Fancy Creek F.5/5.9	1,231,800	1,062,346	99,851	0	69,603
461	Fancy Creek K.0/6.2	653,800	0	53,632	600,168	
443	S. 32nd Street	160,743	160,743		0	0
444	Parallel	208,990	208,990		0	0
455	Rose Hill	654,200	0	63,000	591,200	
447	Fancy Creek E.2/5.6	929,211	1,222,128		0	-292,917
412	Anderson Avenue	1,050,000	801,370	73,029	175,601	
449	Stockdale Park	927,400	924,119	0	0	3,281
456	Senn	454,500	0	59,650	394,850	
454	West 32nd Avenue	1,000,000	0	108,056	891,944	
460	Winkler Mills Bridge	1,200,000	0	102,516	1,097,484	
462	South Otter Bridge	75,000	0	49,080.00	25,920	
BRIDGE TOTALS		\$10,237,178	\$6,074,440	\$608,814	\$3,777,167	-\$223,244
RECONSTRUCTION						
448	Denison (Marlatt to City Limits)	3,951,470	3,857,457		0	94,013
431	McDowell Creek Road (north end)	3,000,000	515,848		0	2,484,152
RECONSTRUCTION TOTALS		\$6,951,470	\$4,373,305	\$0	\$0	\$2,578,165
OVERLAY						
412	Anderson Avenue	470,000	470,000	0	0	0
509	Welsh Road	175,000	175,466	0	0	-466
414	Mill Cove/W. 59th	200,000	200,000	0	0	0
	Tabor Valley Road	410,928	0	0	0	175,000
453	Kansas Ave/Crooked Creek	425,617	0	0	0	175,000
	Barton Road	509,418	0	0	0	175,000
438	Fancy Creek Road	450,000	450,000	0	0	0
450	University Park Road	259,910	175,000	0	0	0
	Tuttle Cove Road	512,622	0	0	175,000	
	Barnes/Casement Road	386,690	0	0	175,000	
	Scenic Drive	151,324	151,324	0	0	0
	4 Unidentified Overlays	800,000	0	175,000	625,000	
OVERLAY TOTALS		\$4,751,509	\$1,621,790	\$175,000	\$975,000	\$524,534
TOTALS		\$23,889,440	\$13,380,473	\$1,119,023	\$4,932,629	\$3,002,130

Completed Projects

Project Estimates for 2020

	Total	Updated
Culverts-Vinton School/Kitten Creek Rd/Peach Grove	\$ 300,000	\$ 300,000
Anderson Avenue Bridge	\$ 413,000	\$ 413,000
Fancy Creek Bridge F.5/5.9	\$ 650,000	\$ 650,000
Overlay TBD and approved by BOCC	\$ 175,000	\$ 175,000
TOTAL	\$ 1,538,000	\$ 1,538,000

Attachment: cash flow reports2 2020 (10688 : Monthly Cash Flow Reports)



Attachment: cash flow reports2 2020 (10688 : Monthly Cash Flow Reports)

2021 Riley County CIP Cash Flow Analysis

% of Year: 25%

Month	Revenue	Transfers In	Reimbursements	Total Revenue	Expenditures	Encumbrances	Jan/Feb/Mar A/P	Total Expenditures
Jan	2,588	3,716,027		3,718,615	186,717			186,717
Feb	200			200	198,094			198,094
Mar	181			181	42,008			42,008
Apr				-				-
May				-				-
Jun				-				-
Jul				-				-
Aug				-				-
Sep				-				-
Oct				-				-
Nov				-				-
Dec				-				-
Totals	\$2,970	\$3,716,027	\$0	\$3,718,997	\$426,818	\$0	\$0	\$426,818

Cash Reconciliation	
2021 Beginning Unencumbered Cash	\$5,633,113
2021 Revenue	\$3,718,997
Less 2021 Expenditures/Encumbrances	\$426,818
2021 Ending Unencumbered Cash	\$8,925,292
Less Remaining Approved Projects	\$2,067,641
Less Reserves	\$1,719,583
2021 Unreserved Cash	\$5,138,068

Reserved Funds:	
CIP Reserve	\$500,000
Fair Reserve	\$83,843
Radio Int Reserve	\$105,717
FFE Reserve	\$438,911
Hardware Refresh	\$591,112
Total Reserves	\$1,719,583

Riley County 2021 Amended Budget Authority Summary			
2021 Budgeted Expenditures	\$9,070,167		% Budget Expended
Expenditures to Date	\$426,818		
2021 Remaining Budget Authority	\$8,643,349		
			4.71%

Riley County 2021 Amended Budgeted Revenue			
2021 Budgeted Revenue	\$3,857,265		% Budgeted Revenue
Revenue to Date	\$3,718,997		
			96.42%

Attachment: cash flow reports2 2021 (10688 : Monthly Cash Flow Reports)

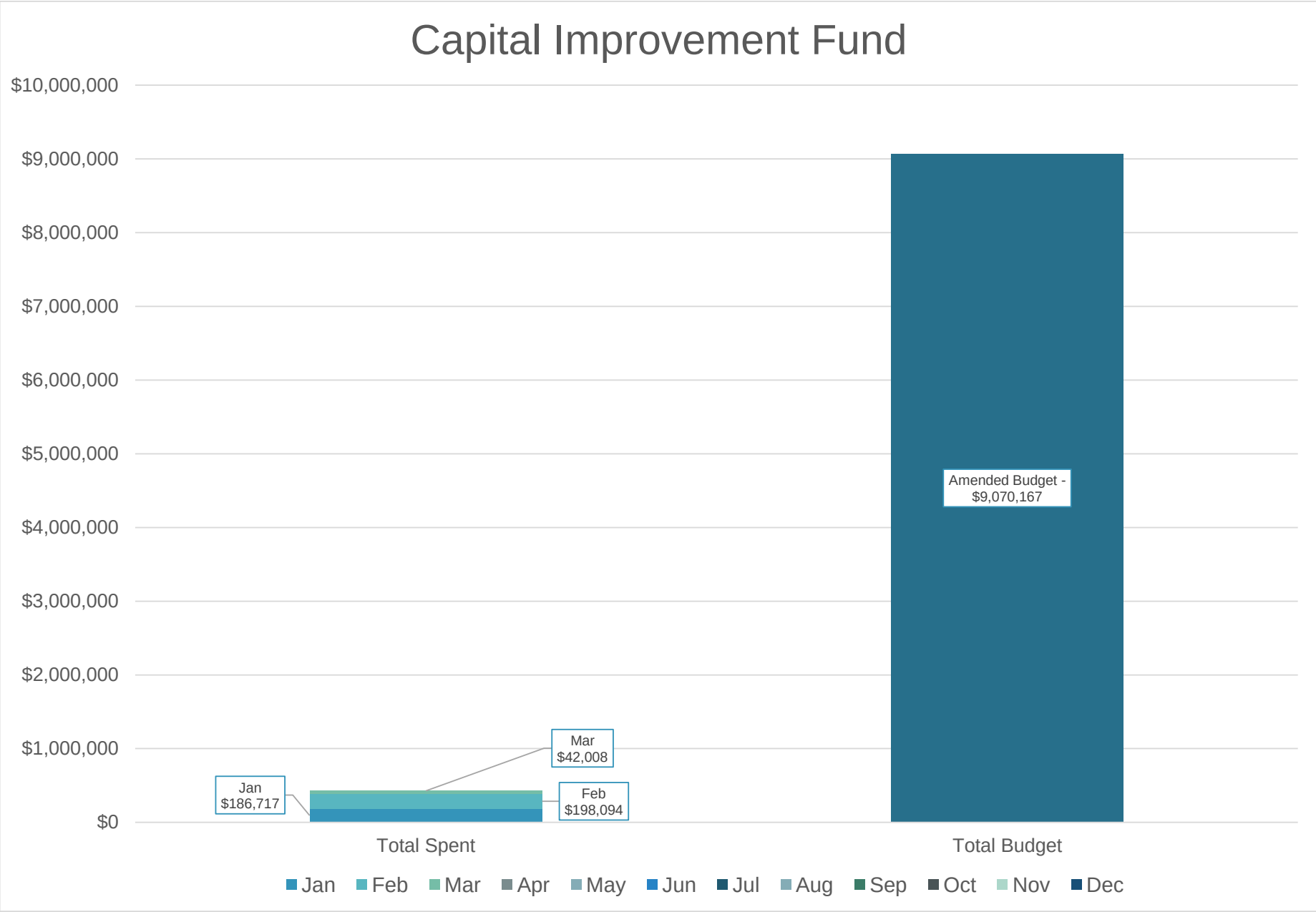
2021 CIP Detailed Expenditures per Project and per Dept

Project #	Project Code	Projects	Approved Project Estimate	Prior Year Expenditures	2021 Actual Expenditures/ Encumbrances/ Reserve	Remaining Project Estimate	Completed Projects (Over) Under Approved Estimate
PUBLIC WORKS:							
13-13PW005		Design cost for 2 culverts	35,000.00	16,100.00		18,900.00	
16-16PK003	71	Parking lot for CICO Playground	18,000.00	7,078.29		10,921.71	
18-18PK003		Playground Equipment at CICO Park + (PK trx-\$75,000)	225,000.00	0.00		225,000.00	
18-18PW012	27	Fairgrounds ADA Walkway	170,000.00	104,648.05		65,351.95	
19-19PW008		1 1/2T Truck w/Utility Bed	100,000.00	46,725.00		53,275.00	
19-19PW014		Winkler Bridge Deck-FFE	\$250,000.00	\$0.00		250,000.00	
19-19LEC004	98	RCPD Firing Range	2,150,000.00	2,147,269.63	830	1,900.12	
20-20PW003		Tandem Axle Truck w/Plow & Spreader	\$200,000.00	0		200,000	
20-20PW004		1 Ton Truck w/Utility Bed	\$55,000.00	0		55,000	
20-20PW005		Equipment Storage Shed Leonardville	\$35,000.00	0	31,631	3,369	
20-20PW006		AWS Telehandler w/Attachments	\$120,000.00	0	119,000	1,000	
20-20PW007		Forklift	\$60,000.00	0		60,000	
20-20PW008		3/4T 4x4 Ext. Cab Pickup	\$33,000.00	0		33,000	
20-20PW009		Power Broom	\$45,000.00	0	40,000	5,000	
20-20PW010	509	Welsh Road Asphalt Overlay	\$243,640.58	233,509		10,131	
20-20LEC001		Replace 1 Roof Top HVAC Unit	\$15,000.00	14,500		500	
20-20LEC002		Replace Air Regulators on 1/2 Jail Doors	\$30,000.00			30,000	
20-20LEC003		Rewire Elevator Safety Systems	\$40,000.00			40,000	
20-20PK004		CICO Parking Lot Engineering	\$10,000.00	0		10,000	
20-20PK005		Wildcat Park Bridge Replacement	\$100,000.00	0		100,000	
20-20PK006		Ogden Park Restroom Phase Two (trx from PW 2021)	\$3,750.28	0		3,750	
PUBLIC WORKS TOTAL			3,938,390.86	2,569,830.09	191,461.68	1,177,099.09	-
EMERGENCY MEDICAL SERVICE							
13-13AM001	302	Design of the EMS Facility Enhancement	100,000.00	25,770.00		74,230.00	
20-20AM002	302	800 MHz Radios	195,226.00	176,100.09		19,125.91	
20-20AM003	302	EMS Facility Engineering Design Cost	50,000	0		50,000	
20-20AM004	302	Zoll "X" Series Cardiac Monitor	40,000	0	35,941	4,059	
EMS TOTAL			385,226.00	201,870.09	35,941.45	147,414.46	-
ATTORNEY							
19-19AT001	760	Odyssey Software System	280,000.00	187,412.00		92,588.00	
ATTORNEY TOTAL			280,000.00	187,412.00	0.00	92,588.00	-
PLANNING & DEVELOPMENT							
18-18PD001		MOU-Flood Modeling/Training/Research/Software	62,500.00	39,856.60		22,643.40	
21-21PD001		Truck Replacement	30,000.00	0.00		30,000.00	
PLANNING & DEVELOPMENT TOTAL			92,500.00	39,856.60	0.00	52,643.40	0.00
NOXIOUS WEED							
20-20NW001		1 1/2T 4x4 Spray Truck	40,000	0		40,000	
NOXIOUS WEED TOTAL			40,000.00	0.00	0.00	40,000.00	-
EMERGENCY MANAGEMENT							
16-16EM002		Standby/Backup Generator Pottorf Hall	40,000.00	0.00		40,000.00	
20-20EM003		River Gauges	\$2,985.00	0.00	3,045	0.00	-60
20-20EM004		1/2 SUV 4x4	\$20,000.00	0.00		20,000.00	
20-20EM005		Bi-directional amplifiers (radio project)	\$35,000.00	8,982.43	9,978	16,039.29	
EMERGENCY MANAGEMENT TOTAL			97,985.00	8,982.43	13,023.28	76,039.29	-
OTHER							
13-13PW009		Motor Grader (Lease Purchase through 2023)	1,000,604.70	440,483.76		560,120.94	
18-18EM003	21	Hardware Refresh Reserve (through 2025)	1,182,221.00	591,112.00		591,109.00	
Lease pmt to 2033	21	Radio Infrastructure Project Lease (15 yr term through 2033)	6,401,938.00	853,591.78		5,548,346.22	
B&I Trx to 2025		2010-B G.O. Bond payment (15 yr term through 2025)	2,849,815.47	1,921,954.03	186,392.00	741,469.44	
OTHER TOTAL			11,434,579.17	3,807,141.57	186,392.00	7,441,045.60	-
TOTAL			16,268,681.03	6,815,092.78	426,818.41	9,026,829.84	-

Remaining Approved Projects less lease/debt payments/hardware refresh
(not included as these payments are subject to approval with annual budget)

Completed Projects

Attachment: cash flow reports2 2021 (10688 : Monthly Cash Flow Reports)



Attachment: cash flow reports2 2021 (10688 : Monthly Cash Flow Reports)

2021 Riley County Building Cash Flow Analysis

% of Year: 25%

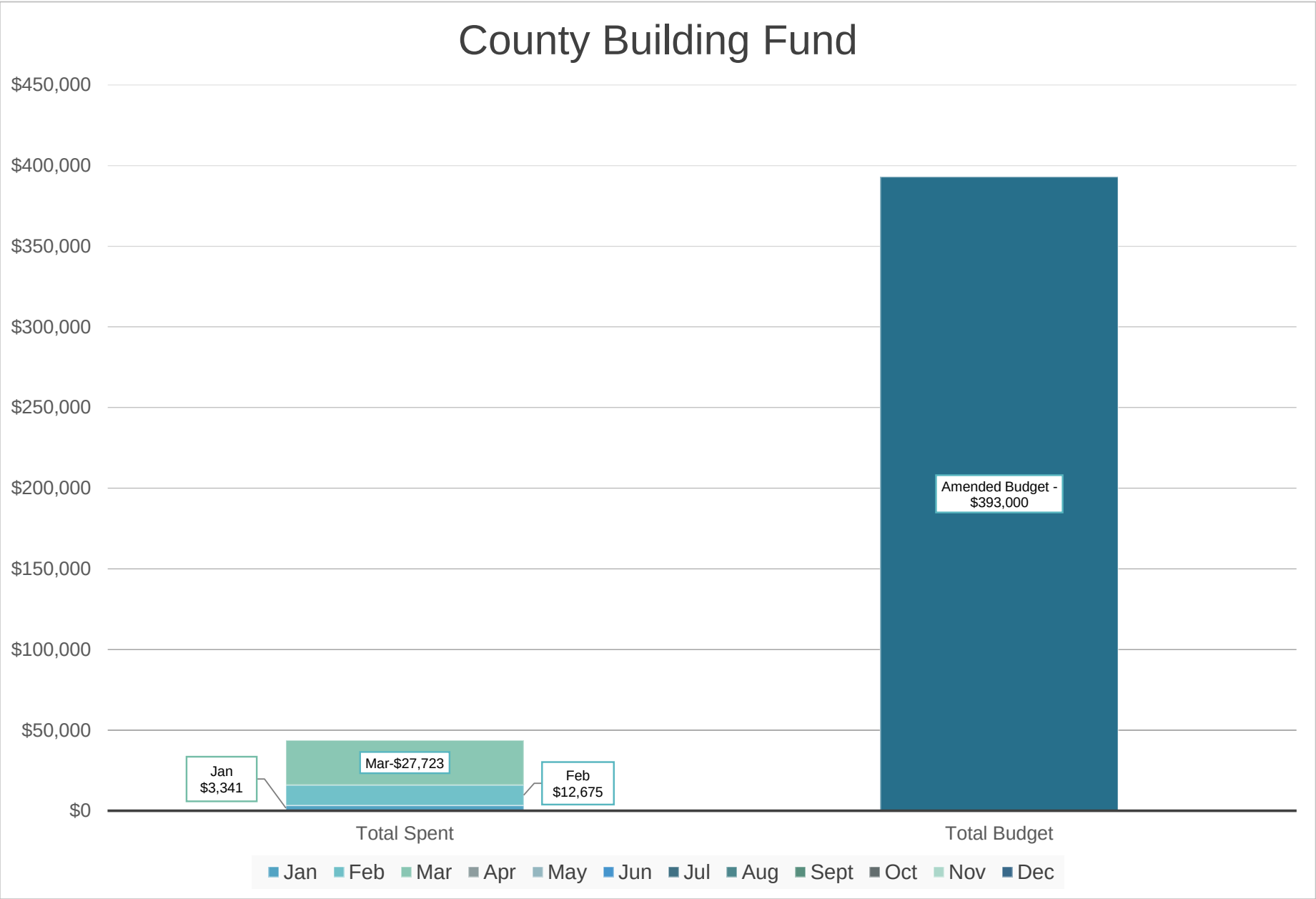
Month	Revenue	Reimbursements	Other	Total Revenue	Expenditures	Encumbrances	Jan/Feb/Mar A/P	Total Expenditures
Jan	189,844			189,844	3,341			3,341
Feb		110	34	144	12,675			12,675
Mar	16,662	20	1,467	18,149	27,723			27,723
Apr				-				-
May				-				-
Jun				-				-
Jul				-				-
Aug				-				-
Sep				-				-
Oct				-				-
Nov				-				-
Dec				-				-
Totals	\$206,506	\$130	\$1,501	\$208,137	\$43,739	\$0	\$0	\$43,739

Cash Reconciliation	
2021 Beginning Unencumbered Cash	\$24,207
2021 Revenue	\$208,137
Less 2021 Expenditures/Encumbrances	\$43,739
2021 Ending Unencumbered Cash	\$188,604

Riley County 2021 Amended Budget Authority Summary		
2021 Budgeted Expenditures	\$393,000	% Budget Expended
Expenditures to Date	\$43,739	
2021 Remaining Budget Authority	\$349,261	

Riley County 2021 Amended Budgeted Revenue		
2021 Budgeted Revenue	\$374,044	% Budgeted Revenue
Revenue to Date	\$208,137	

Attachment: cash flow reports2 2021 (10688 : Monthly Cash Flow Reports)



Attachment: cash flow reports2 2021 (10688 : Monthly Cash Flow Reports)

2021 Riley County Economic Development Cash Flow Analysis

% of Year: 25%

Month	Revenue	Reimbursements	Other	Total Revenue	Expenditures	Encumbrances	Jan/Feb/Mar A/P	Total Expenditures
Jan	300,000			300,000	93,020			93,020
Feb	-			-	150,675			150,675
Mar	-			-	8,834			8,834
Apr	-			-				-
May	-			-				-
Jun	-			-				-
Jul	-			-				-
Aug	-			-				-
Sep	-			-				-
Oct	-			-				-
Nov	-			-				-
Dec	-			-				-
Totals	\$300,000	\$0	\$0	\$300,000	252,528.72	\$0	\$0	\$252,529

Cash Reconciliation	
2021 Beginning Unencumbered Cash	\$149,334
2021 Revenue	\$300,000
Less 2021 Expenditures/Encumbrances	\$252,529
2021 Ending Unencumbered Cash	\$196,805
Less Est. Project Balance for CY	\$191,390
2021 Projected Unencumbered Cash	\$5,415

Riley County 2021 Budget Authority Summary		
2021 Budgeted Expenditures	\$401,322	% Budget Expended
Expenditures to Date	\$252,529	
2021 Remaining Budget Authority	\$148,793	
62.92%		
Riley County 2021 Budgeted Revenue		
2021 Budgeted Revenue	\$300,000	% Budgeted Revenue
Revenue to Date	\$300,000	
100.00%		

Attachment: cash flow reports2 2021 (10688 : Monthly Cash Flow Reports)

2021 Eco Devo Detailed Expenditures per Project and per Dept

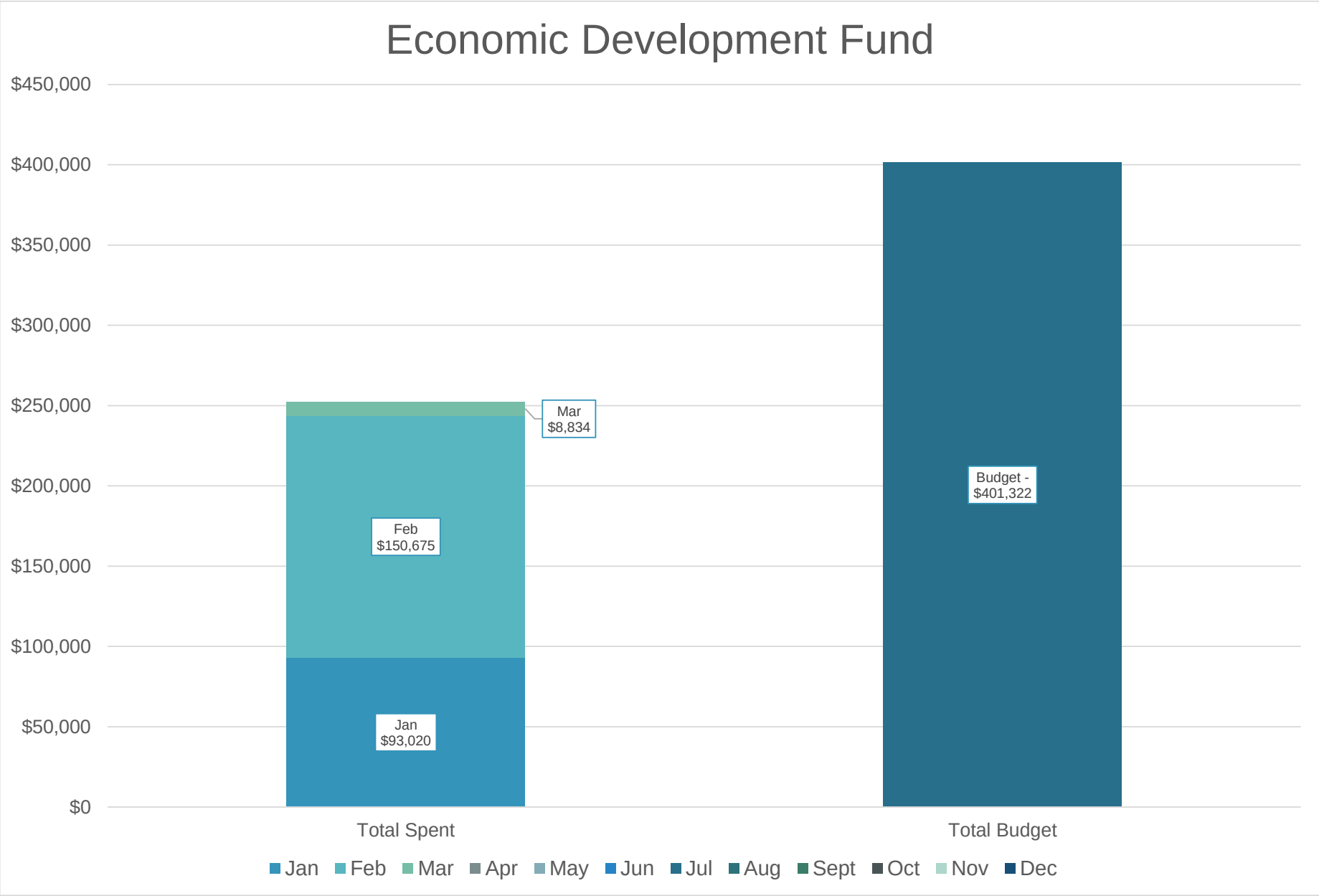
Projects	Approved Project Estimate	Prior Year Expenditures	2021 Expenditures/ Encumbrances	Remaining Project Estimate	Completed Projects (Over) Under Approved Estimate
APPROPRIATIONS					
Chamber of Commerce	55,000	0	27,500	27,500	
Flint Hills Veterans Coalition	1,100	0	550	550	
Downtown Manhattan	5,000	0	2,500	2,500	
Riley Co. General Eco Devo	74,190	0		74,190	
APPROPRIATION TOTALS	\$135,290	\$0	\$30,550	\$104,740	\$0
MEMBERSHIPS					
FHMPO Contribution	5,000	0	2,830	2,170	
FHRC Contribution	10,000	0	9,118	882	
MEMBERSHIP TOTALS	\$15,000	\$0	\$11,947	\$3,053	\$0
CONTRACTS					
Auto Lane Development (2024)	121,140	96,912		24,228	
K18 Ramp Contribution (10 pmts)	1,500,000	1,350,000	150,000	0	
CONTRACT TOTALS	\$1,621,140	\$1,446,912	\$150,000	\$24,228	\$0
DEBT OBLIGATION TRANSFER					
Konza Water Debt Payment Transfer	658,502	262,377	44,975	351,150	
DEBT OBLIGATION TRANSFER TOTALS	\$658,502	\$262,377	\$44,975	\$351,150	\$0
PROJECTS					
Project Study/Design/Engineer	50,000	0		50,000	
Re-write Zoning/Subdivision Regs	150,000	107,403	15,056	27,541	
PROJECT TOTALS	\$200,000	\$107,403	\$15,056	\$77,541	\$0
TOTALS	\$2,629,931	\$1,816,691	\$252,529	\$560,711	\$0

Remaining Approved Projects less lease/debt payments/reserve
(not included as these payments are subject to approval with annual budget)

\$191,390

Completed Projects

Attachment: cash flow reports2 2021 (10688 : Monthly Cash Flow Reports)



Attachment: cash flow reports2 2021 (10688 : Monthly Cash Flow Reports)

2021 Riley County Sales Tax Cash Flow Analysis

% of Year: 25%

Month	Sales Tax Revenue	Reimbursements	KDOT	Total Revenue	Expenditures	Encumbrances	Jan/Feb/Mar A/P	Total Expenditures
Jan	158,605			158,605	-			-
Feb	166,104			166,104	4,299			4,299
Mar	166,534			166,534	11,617			11,617
Apr				-				-
May				-				-
Jun				-				-
Jul				-				-
Aug				-				-
Sep				-				-
Oct				-				-
Nov				-				-
Dec				-				-
Totals	\$491,243	\$0	\$0	\$491,243	\$15,916	\$0	\$0	\$15,916

Cash Reconciliation	
2021 Beginning Unencumbered Cash	\$4,471,895
2021 Revenue	\$491,243
Less 2021 Expenditures/Encumbrances	\$15,916
2021 Ending Unencumbered Cash	\$4,947,223
Remaining 2021 Projected Revenue	1,008,757
Less Est. Project Balance for CY	\$ 643,700
2021 Projected Unencumbered Cash	\$5,312,279

Riley County 2021 Budget Authority Summary		
2021 Budgeted Expenditures	\$4,320,367	% Budget Expended
Expenditures to Date	\$15,916	
2021 Remaining Budget Authority	\$4,304,451	
Riley County 2021 Budgeted Revenue		
2021 Budgeted Revenue	\$1,500,000	% Budgeted Revenue
Revenue to Date	\$491,243	

Attachment: cash flow reports2 2021 (10688 : Monthly Cash Flow Reports)

2021 Sales Tax Detailed Expenditures per Project and per Dept

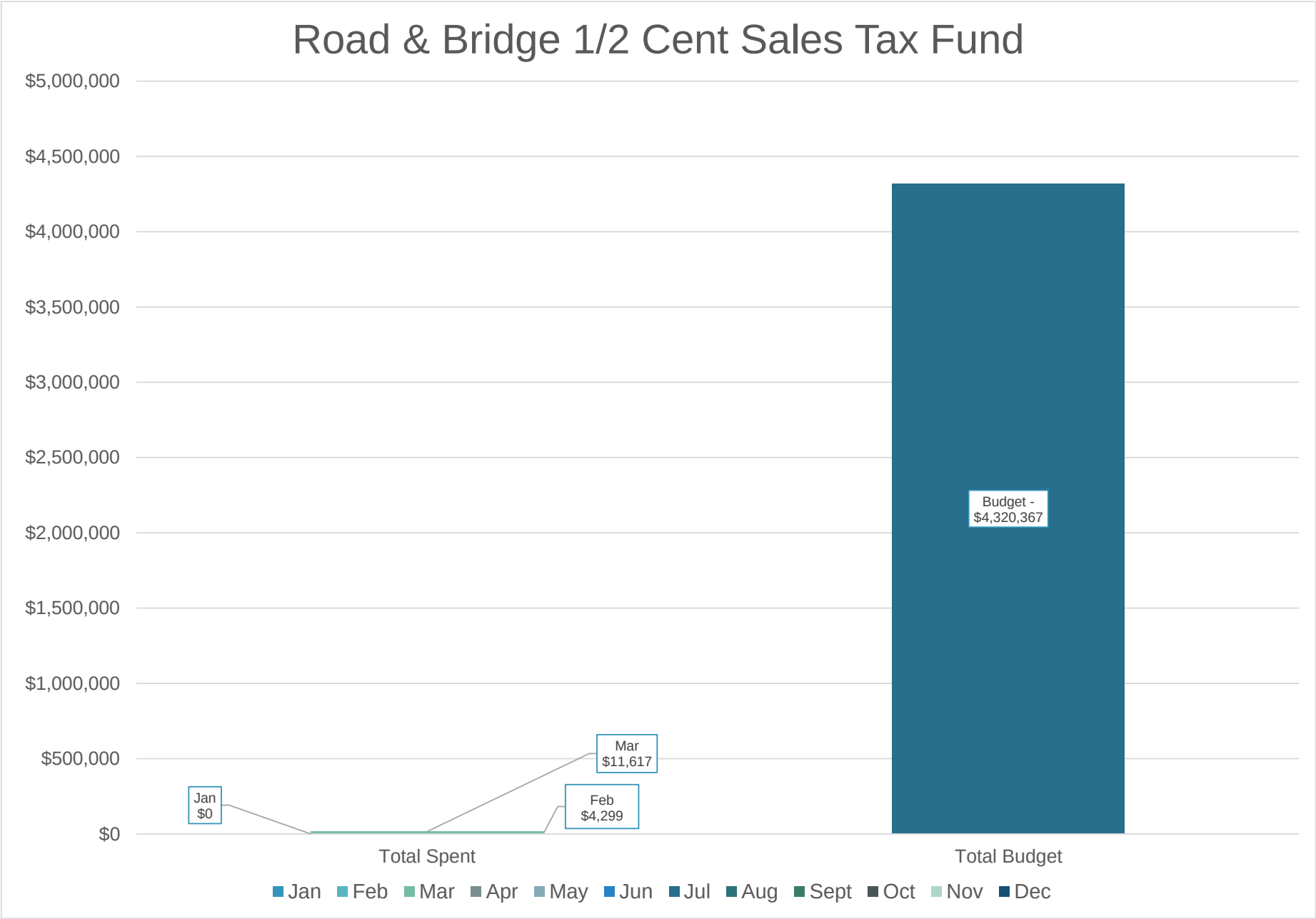
Project Code	Projects	Approved Project Estimate	Prior Year Expenditures	2021 Expenditures/ Encumbrances	Remaining Project Estimate	Completed Projects (Over) Under Approved Estimate
CULVERTS						
437	Casement Drainage Outlet Structure	298,852	298,852		0	0
442	West 54th Avenue	124,000	168,131		0	-44,131
310	Frog Holler	160,218	160,218		0	0
440	Green Randolph Road	260,819	260,819		0	0
441	N 52nd Street	139,894	139,894		0	0
451	Sherman Road	83,000	7,598		0	75,402
457	Flat Rock Road	113,500	52,345		61,155	
402	Vinton School Road	182,000	183,596		0	-1,596
458	Parallel Road	117,000	51,270		65,730	
403	Kitten Creek Road	148,000	37,341		110,659	
404	Peach Grove Road	104,000	229,115	5,474	-130,590	
452	Fancy Creek Road I.2/6.3	93,000	0		0	93,000
459	Union Road	125,000	56,605		68,395	
CULVERT TOTALS		\$1,949,282	\$1,645,783	\$5,474	\$175,350	\$122,675
BRIDGES						
435	West 40th Bridge	349,501	349,501		0	0
439	Daniels Drive	252,631	252,631		0	0
425	Green Randolph	1,089,402	1,092,613		0	-3,211
401	Fancy Creek F.5/5.9	1,231,800	1,162,197		0	69,603
461	Fancy Creek K.0/6.2	653,800	53,632	98	600,070	
443	S. 32nd Street	160,743	160,743		0	0
444	Parallel	208,990	208,990		0	0
455	Rose Hill	654,200	63,000	2,220	588,980	
447	Fancy Creek E.2/5.6	929,211	1,222,128		0	-292,917
412	Anderson Avenue	1,050,000	874,399		175,601	
449	Stockdale Park	927,400	924,119		0	3,281
456	Senn Rd	454,500	59,650	7,313	387,537	
454	West 32nd Avenue	1,000,000	107,997	707	891,296	
460	Winkler Mills Bridge	1,200,000	102,516	104	1,097,380	
462	South Otter Bridge	75,000	49,080		25,920	
BRIDGE TOTALS		\$10,237,178	\$6,683,195	\$10,442	\$3,766,785	-\$223,244
RECONSTRUCTION						
448	Denison (Marlatt to City Limits)	3,951,470	3,857,457		0	94,013
431	McDowell Creek Road (north end)	3,000,000	515,848		0	2,484,152
RECONSTRUCTION TOTALS		\$6,951,470	\$4,373,305	\$0	\$0	\$2,578,165
OVERLAY						
412	Anderson Avenue	470,000	470,000		0	0
509	Welsh Road	175,000	175,466		0	-466
414	Mill Cove/W. 59th	200,000	200,000		0	0
	Tabor Valley Road	410,928	0		0	0
453	Kansas Ave/Crooked Creek	425,617	0		0	0
	Barton Road	509,418	0		0	0
438	Fancy Creek Road	450,000	450,000		0	0
450	University Park Road	259,910	175,000		0	0
	Tuttle Cove Road	512,622	0		175,000	
	Barnes/Casement Road	386,690	0		175,000	
	Scenic Drive	151,324	151,324		0	0
	4 Unidentified Overlays	800,000	175,000		625,000	
OVERLAY TOTALS		\$4,751,509	\$1,796,790	\$0	\$975,000	-\$466
TOTALS		\$23,889,440	\$14,499,074	\$15,916	\$4,917,135	\$2,477,130

Completed Projects

Project Estimates for 2021

	Total	Updated
Culverts-Fancy Creek/Sherman	\$ 60,000	
Rosehill Road B ridge	\$ 254,200	
Senn Road Bridge	\$ 154,500	
Overlay TBD and approved by BOCC	\$ 175,000	
TOTAL	\$ 643,700	\$ -

Attachment: cash flow reports2 2021 (10688 : Monthly Cash Flow Reports)



Attachment: cash flow reports2 2021 (10688 : Monthly Cash Flow Reports)



COUNTY CLERK & ELECTIONS
Work Session

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

COMMISSION AGENDA REPORT

FROM: Tami Robison, Budget & Finance Officer

MEETING: April 8, 2021

SUBJECT: CIP Work Session - April 8, 2021

PRESENTER: Tami Robison, Budget & Finance Officer

BACKGROUND

This is the first CIP work session for 2021 which will include the CIP cash position updated with estimated project costs as of March 31, the 2021 Non-Funded CIP Project List (attached) and Funding Authorization Forms (attached) for consideration in activating additional CIP projects.

The estimated 2021 CIP cash position is as follows:

2021 Beginning Cash Balance	\$ 5,633,113
PLUS	
Interest	\$ 2,970
Fair Booth Rental Income	\$ 0
State Reimbursement (Fed Fund Exchange Program)	\$ 0
General Fund Transfers	\$ 3,716,027
Total Resources Available	\$ 9,352,110
LESS	
Project Expenditures-actual & estimated	\$ 1,678,433
Debt and Lease Payments	\$ 816,026
Estimated 2021 Cash	\$ 6,857,651

The Estimated Cash includes the \$500,000 CIP reserve, \$83,843 fair reserve, \$438,911 FFE reserve, \$591,112 Hardware refresh reserve and escrow interest of \$105,717 reserved for the radio infrastructure project. With consideration of reserves the Estimated Uncommitted Cash for projects is \$5,138,069.

The beginning of year transfer from the General fund was completed. The transfer from CIP to Bond and Interest for Facilities & Bridge Project bonds of \$186,392 was also completed.

DISCUSSION

The Department Heads reviewed and updated their 2021 CIP requests. I have attached copies of their 2021 Funding Authorization Form requests. Currently the 2021 Non-Funded CIP Project List totals \$1,649,000. The breakdown by department is as follows:

<u>DEPARTMENT:</u>	<u>TOTAL:</u>	<u># OF PROJECTS:</u>
EM	\$ 295,000	3
EMS	\$ 284,000	2
Clerk	\$ 90,000	1
Parks(PK)	\$ 306,000	7
BOCC	\$ 40,000	1
Public Works(PW)	\$ 642,000	6
<u>LEC(RCPD)</u>	<u>\$ 62,000</u>	2
TOTAL	\$1,719,000	

In addition, several large project considerations are outlined on the second page of the attached 2021 requests.

FISCAL IMPACT

The Remaining **Budget Authority** for 2021 as of March 31, after subtracting remaining project balances, is \$6,575,708.

RECOMMENDATION(S)

Recommend consideration of the above projects based on priority by department.

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:

- NON-Funded CIP Project List 2021 (PDF)
- 1st qtr CIP (PDF)

Riley County Capital Improvement Program

Annualized Non-funded Projects

2021 Non-fund CIP Projects					
Dept.	Project Category	Project	2021 EST.	Department Ranking	Department Sub-totals
EM	EQUIP	3/4T SUV	\$ 45,000	1	
EM	EQUIP	Mobile Command Post upgrade/equipment refresh	\$ 125,000	2	
EM	FACILITY	Storage Building	\$ 125,000	3	\$ 295,000
EMS	EQUIP	Ambulance Replacement	\$ 270,000	1	
EMS	EQUIP	LUCAS CPR Device	\$ 14,000	2	\$ 284,000
CLERK	EQUIP	Open.Gov or equivalent software	\$ 90,000	1	\$ 90,000
PK	EQUIP	3/4 Ton 4X4 Ext. Cab Pickup	\$ 40,000	1	
PK	EQUIP	Zero turn mower w/ 72" deck	\$ 20,000	2	
PK	EQUIP	1/2 Ton Pickup	\$ 30,000	3	
PK	EQUIP	72" Grasshopper mower w/cab, broom, plow	\$ 31,000	4	
PK	INFRA	Construct parking area drive - CICO	\$ 100,000	5	
PK	INFRA	Well House Improvements at Fairmont	\$ 10,000	6	
PK	FACILITY	Playground Equipment to CICO Park	\$ 75,000	7	\$ 306,000
LEC	FACILITY	Replace 2 roof top HVAC Units	\$ 32,000	1	
LEC	FACILITY	Replace 1/2 of the air regulators on jail doors	\$ 30,000	2	\$ 62,000
BOCC	FACILITY	Repair to CPE Boiler	\$ 40,000	1	\$ 40,000
PW	EQUIP	Tandem Axle Truck w/ Plow & Spreader	\$ 205,000	1	
PW	EQUIP	SUV	\$ 42,000	2	
PW	EQUIP	Semi with Automatic Transmission	\$ 85,000	3	
PW	EQUIP	Pneumatic Roller	\$ 125,000	4	
PW	EQUIP	Low Boy Trailer - hydraulic detach	\$ 150,000	5	
PW	EQUIP	3/4 Ton 4X4 Ext, Cab Pickup	\$ 35,000	6	\$ 642,000
2021 Totals			\$ 1,719,000		\$ 1,719,000

Attachment: NON-Funded CIP Project List 2021 (10665 : First Quarter 2021 CIP Work Session)

Riley County Capital Improvement Program
Annualized Non-funded Projects

Large Projects:

BOCC	Pottawatomie County-Junieta Bridge		??
BOCC	Business Park Land-Riley County		??
EMS	EMS Facility Enhancement	\$	4,000,000
EMS	Emergency Op Center office/dispatch center	\$	1,500,000
LEC	RCPD Training Facility	\$	2,500,000
PK	CICO Playground Improvement to Masterplan	\$	1,000,000
LEC	Expansion of Admin Building	\$	4,000,000
EMS	Substation (Joint or Stand alone project)	\$	750,000
EX	Education Center	\$	850,000

Riley County Capital Improvement Program

Annualized Non-funded Projects

2022 Non-fund CIP Projects					
Dept.	Project Category	Project	2022 EST.	Department Ranking	Department Sub-totals
NW	EQUIP	Roadside Mower Tractor	\$ 100,000	1	
NW	EQUIP	PTO Driven Mower	\$ 18,000	2	\$ 118,000
AP	EQUIP	Replacement Vehicle	\$ 20,000	1	\$ 20,000
EMS	EQUIP	Training Manikin	\$ 19,000	1	
EMS	EQUIP	Cardiac Monitor Replacement (2)	\$ 75,000	2	\$ 94,000
AP	EQUIP	Replacement Vehicle	\$ 20,000	1	\$ 20,000
CK/TR	TECH	Tax/Accounting Software	\$ 600,000	1	\$ 600,000
PK	EQUIP	Large Area Mower	\$ 65,000	1	
PW	EQUIP	3/4 Ton 4X4 Ext, Cab Pickup	\$ 34,000	2	
PK	INFRA	Asphalt Messenger & Dog Park Parking Lot	\$ 60,000	3	
PK	FACILITY	Playground Equipment to CICO Park	\$ 75,000	4	\$ 234,000
LEC	FACILITY	Replace 2 roof top HVAC Units	\$ 32,000	1	\$ 32,000
PW	TECH	Imaging Software & Conversion	\$ 75,000	1	
PW	EQUIP	Tandem Axle Truck w/ Plow & Spreader	\$ 210,000	2	
PW	EQUIP	3/4 Ton 4X4 Ext, Cab Pickup	\$ 34,000	3	
PW	EQUIP	Belly Dump Trailer	\$ 45,000	4	
PW	EQUIP	3 Motor Graders	\$ 225,000	5	
PW	EQUIP	Salt Conveyor	\$ 50,000	6	
PW	EQUIP	Hydraulic Trailer	\$ 55,000	7	
PW	EQUIP	3/4 Ton 4X4 Ext, Cab Pickup	\$ 34,000	8	
PW	EQUIP	Lazy Liner Paint Striper	\$ 18,000	9	\$ 746,000
2022 Totals			\$ 1,864,000		\$ 1,864,000

2023 Non-fund CIP Projects					
Dept.	Project Category	Project	2023 EST.	Department Ranking	Department Sub-totals
NW	EQUIP	3/4T crew cab 4x4 truck	\$ 30,000	1	\$ 30,000
PK	EQUIP	Zero turn mower w/ 72" deck	\$ 19,000	1	
PK	INFRA	Move Parking Lot at Wildcat Park	\$ 35,000	2	
PK	INFRA	Asphalt Roads/Parking at Fairmont Park	\$ 75,000	3	
PK	INFRA	Robinson Sidewalks	\$ 80,000	4	\$ 209,000
LEC	FACILITY	Replace 1 Roof Top HVAC Unit	\$ 18,000	1	\$ 18,000
PW	EQUIP	Tandem Axle Truck w/ Plow & Spreader	\$ 210,000	1	
PW	EQUIP	Semi Tractor	\$ 80,000	2	
PW	EQUIP	Sign Truck	\$ 200,000	3	
PW	EQUIP	Oil Distributor	\$ 200,000	4	
PW	EQUIP	3/4 Ton 4X4 Ext, Cab Pickup	\$ 34,000	5	\$ 724,000
2023 Totals			\$ 981,000		\$ 981,000

2024 Non-fund CIP Projects					
Dept.	Project Category	Project	2024 EST.	Department Ranking	Department Sub-totals
NW	EQUIP	1 1/2T 4x4 spray truck	\$ 45,000	1	\$ 45,000
2024 Totals			\$ 45,000		\$ 45,000

2025 Non-fund CIP Projects					
Dept.	Project Category	Project	2025 EST.	Department Ranking	Department Sub-totals
NW	EQUIP	Roadside Mower Tractor	\$ 100,000	1	\$ 100,000
2025 Totals			\$ 100,000		\$ 100,000

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

20.b

GENERAL INFORMATION (Completed by Budget & Finance Officer)

Project # _____ Fund(s) Name: CIP _____

PROJECT INFORMATION (Completed by Department Head)

Department: Emergency Mangement Date: 22-Mar-21

Category(circle): FACILITIES INFRASTRUCTURE EQUIPMENT TECHNOLOGY
XXXXXXXXXXXXXXXXXXXX

Project Name: EM SUV for Coordinator Total Cost \$: \$45,000

Brief Description:

Full sized SUV or pickup truck, with towing package for Emergency Management Coordinator

Project Justification:

The EM Coordinator needs to be able to travel in adverse weather conditions and have the ability too tow EM equipment such and mobile message boards, Light towers, generators etc. At times the EM Coordinator may also need to transport people to assist with various emergency situations.

Operating Cost Implications:

A new vehilce will have lower operating costs than the current vehicle due to being more fuel efficient and have fewer mechanical breakdowns/repairs.

Department Head Name (PRINT): Russel Stukey Department Head (SIGNATURE): 

TECHNOLOGY PROJECTS (Completed by IT/GIS Director)

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

Y N

☐

Will this project be used exclusively by your department?

☐

Will this project require support from Information Technology?

Information Technology Director's Signature: _____

To be completed by IT:

Y N

☐

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

If so, what & costs? _____

☐

Is the project duplicated in other CIP requests?

☐

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

CERTIFICATION OF PROJECT AUTHORITY

CASH:

Cash Available: _____

☐

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

☐

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

Shilo Heger, Riley County Treasurer Date

BUDGET:

Budget Available: _____

☐

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

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

Rich Vargo, Riley County Clerk Date

APPROVAL:

Approved Amount: _____

☐

This project is funded.

☐

This project is not funded.

Chairman Date
Board of County Commissioners

RILEY COUNTY CAPITAL IMPROVEMENT PROGRAM

CIP PROJECT FUNDING AUTHORIZATION FORM

20.b

GENERAL INFORMATION (Completed by Budget & Finance Officer)

Project # _____ Fund(s) Name: CIP _____

PROJECT INFORMATION (Completed by Department Head)

Department: Emergency Mangement Date: 22-Mar-21

Category(circle): FACILITIES INFRASTRUCTURE EQUIPMENT TECHNOLOGY
 XXXXXXXXXXXXXXXXXX

Project Name: Mobile Command Post Upgrade/Equipment Refresh Total Cost \$: \$125,000

Brief Description:

Mobile Command post is utilized for many different types of events to include planned such as KSU football games, covid vaccine clinics etc. and unplanned such as tornadoes, searches for lost persons large fires, etc.

Project Justification:

A large amount of technology equipment in the command post is out dated and needs to be upgraded to work properly and efficiently with the new radio system and modern technology in general.

Operating Cost Implications:

Updated equipment should take fewer maintenance calls from the radio service shop KA-Comm and will make emergency scenes operating more efficiently and safer for the public and our Emergency Responders.

Department Head Name (PRINT): Russel Stukey Department Head (SIGNATURE): 

TECHNOLOGY PROJECTS (Completed by IT/GIS Director)

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

- Y N
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Information Technology Director's Signature: _____

To be completed by IT:

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Shilo Heger, Riley County Treasurer Date

BUDGET:

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Rich Vargo, Riley County Clerk Date

APPROVAL:

Approved Amount: _____
☐ This project is funded.
☐ This project is not funded.

Chairman
 Board of County Commissioners Date

ALL FIELDS MUST BE COMPLETED

03/23/2021 2:24 PM

Prepared by Tami Robison
 Budget and Finance

Packet Pg. 90

Attachment: 1st qtr CIP (10665 : First Quarter 2021 CIP Work Session)

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

20.b

GENERAL INFORMATION (Completed by Budget & Finance Officer)

Project # _____ Fund(s) Name: CIP

PROJECT INFORMATION (Completed by Department Head)

Department: Emergency Mangement Date: 22-Mar-21

Category(circle): FACILITIES INFRASTRUCTURE EQUIPMENT TECHNOLOGY
xxxxxxxxxx

Project Name: EM Storage buidling Total Cost \$: \$125,000

Brief Description:

Building to house emergency management equipment.

Project Justification:

This equipment is currently sitting outside subject to the elements. This exposure shortens the life of this equipment. This equipment needs to be ready at a momnets notice and can be covered buy snow and or ice which could reneder the equipment unusable during a time of need. An example would be the recent extreme cold we experienced. During the rolling electrical blackouts it was discussed if the wast water treatment plant would need the large industrial generator to run the plant. It was so cold we don't know if it would have started or not. We asked public works if we could put it inside but they said this building was full of emergency equipment.

Operating Cost Implications:

Slight increase of electricity use.

Department Head Name (PRINT): Russel Stukey

Department Head (SIGNATURE):

Russel Stukey

TECHNOLOGY PROJECTS (Completed by IT/GIS Director)

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

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Information Technology Director's Signature: _____

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If so, what & costs? _____

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Shilo Heger, Riley County Treasurer

Date

BUDGET:

Budget Available: _____

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Rich Vargo, Riley County Clerk

Date

APPROVAL:

Approved Amount: _____

☐ This project is funded.

☐ This project is not funded.

Chairman

Board of County Commissioners

Date

RILEY COUNTY CAPITAL IMPROVEMENT PROGRAM CIP PROJECT FUNDING AUTHORIZATION FORM

GENERAL INFORMATION (Completed by Budget & Finance Officer)

Project # 1 Fund(s) Name: CIP

PROJECT INFORMATION (Completed by Department Head)

Department: EMS/Ambulance Date: 3/20/2021

Category(circle): FACILITIES INFRASTRUCTURE EQUIPMENT TECHNOLOGY

Project Name: Ambulance Replacement Total Cost \$: \$ 270,000.00

Brief Description:

We are needing to replace an ambulance that is currently in 'out of service, back up status'. This new ambulance will be a primary responding unit which will allow us to move an older ambulance to a less busy status but will become the primary ambulance when a first out truck is out of service or for the

Project Justification:

The unit that we are looking to replace has been in service for 11 years and has 208,500 road miles and 11,086 hours on the motor which when combined using the National EMS formula equates to the engine having over 330,000 miles on the engine. The county has spent \$82,000 dollars on parts and labor to keep this unit operational over its' life and it is no longer used except for emergencies and then in only a back up status, in town only. In the past we have been able to 'remount' an ambulance, meaning that they remove the box, refurbish it, and place the box on a new chassis. We are unable to do a remount on this ambulance as it is a medium duty Fire/ambulance and the boxes on these trucks will only fit on another fire/ambulance. The county

Operating Cost Implications:

There are no special costs associated with this purchase.

Department Head Name (PRINT): David Adams Department Head (SIGNATURE): DAVID ADAMS

TECHNOLOGY PROJECTS (Completed by IT/GIS Director)

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

Y N

☐ Will this project be used exclusively by your department?

☐ Will this project require support from Information Technology?

Information Technology Director's Signature: _____

To be completed by IT:

Y N

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CERTIFICATION OF PROJECT AUTHORITY

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Shilo Heger, Riley County Treasurer Date _____

BUDGET:

Budget Available: _____

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Rich Vargo, Riley County Clerk Date _____

APPROVAL:

Approved Amount: _____

☐ This project is funded.

☐ This project is not funded.

Chairman Board of County Commissioners Date _____

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ALL FIELDS MUST BE COMPLETED

Prepared by Tami Robison
Budget and Finance Officer

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

20.b

GENERAL INFORMATION (Completed by Budget & Finance Officer)

Project # _____ Fund(s) Name: CIP _____

PROJECT INFORMATION (Completed by Department Head)

Department: EMS/Ambulance Date: 03/15/2021

Category(circle): FACILITIES INFRASTRUCTURE EQUIPMENT TECHNOLOGY

Project Name: LUCAS CPR Device Total Cost \$: \$ 14,000.00

Brief Description:

Hands Free' automated CPR device.

Project Justification:

Over the last year we have been enhancing our CPR devices and placing one in each staffed ambulance that is outside of the city. This device will replace the machine that is in the supervisors vehicle as it is past it's useful life and is of a different brand which is of old technology. These devices allow our staff to concentrate on patient care and are safer when transporting a patient while doing CPR as they don't require a staff member to do CPR in a moving ambulance. They are also more consistent in rate and depth of CPR than a human which studies have shown to have a more positive outcome in cardiac arrest patients who are receiving CPR.

Operating Cost Implications:

The cost is already budgeted and is less as we won't have to keep 2 different styles of equipment in stock.

Department Head Name (PRINT): _____ Department Head (SIGNATURE): _____

TECHNOLOGY PROJECTS (Completed by IT/GIS Director)

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

Y N

☐ Will this project be used exclusively by your department?

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Information Technology Director's Signature: _____

To be completed by IT:

Y N

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CERTIFICATION OF PROJECT AUTHORITY

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Cash Available: _____

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Shilo Heger, Riley County Treasurer Date _____

BUDGET:

Budget Available: _____

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Rich Vargo, Riley County Clerk Date _____

APPROVAL:

Approved Amount: _____

☐ This project is funded.

☐ This project is not funded.

Chairman Date _____

Board of County Commissioners

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

20.b

GENERAL INFORMATION (Completed by Budget & Finance Officer)

Project # _____ Fund(s) Name: _____

PROJECT INFORMATION (Completed by Department Head)

Department: Public Works - Parks Date: 03/25/2021

Category(circle): ☐ FACILITIES ☐ INFRASTRUCTURE ☒ EQUIPMENT ☐ TECHNOLOGY

Project Name: 3/4 ton 4x4 Extended Cab pickup Total Cost \$: 40,000

Brief Description:

Purchase a new 3/4 ton 4x4 Extended cab pickup with a dump bed.

Project Justification:

This vehicle will replace a 2006 Ford F-250 (Unit 1206) with a dump bed that has over 60,500 hard used miles. This vehicle is in poor condition with rust and low dependability.

Operating Cost Implications:

Original cost was \$17,680 and to date labor and parts spent on the pickup is approximately \$17,964.

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

TECHNOLOGY PROJECTS (Completed by IT/GIS Director)

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

Y N

☐

Will this project be used exclusively by your department?

☐

Will this project require support from Information Technology?

Information Technology Director's Signature: _____

To be completed by IT:

Y N

☐

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

If so, what & costs? _____

☐

Is the project duplicated in other CIP requests?

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

CERTIFICATION OF PROJECT AUTHORITY

CASH:

Cash Available: _____

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

Shilo Heger, Riley County Treasurer Date _____

BUDGET:

Budget Available: _____

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

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

Rich Vargo, Riley County Clerk Date _____

APPROVAL:

Approved Amount: _____

☐

This project is funded.

☐

This project is not funded.

Chairman Date _____
Board of County Commissioners

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

20.b

GENERAL INFORMATION (Completed by Budget & Finance Officer)

Project # _____ Fund(s) Name: _____

PROJECT INFORMATION (Completed by Department Head)

Department: Public Works - Parks Date: 03/25/2021

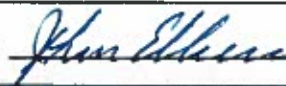
Category(circle): FACILITIES INFRASTRUCTURE EQUIPMENT TECHNOLOGY

Project Name: 72" Zero Turn Mower Total Cost \$: \$ 20,000.00

Brief Description:
Purchase a new Zero Turn Mower to replace an aging mower in the fleet.

Project Justification:
This mower will replace a 2007 (Unit 1204) Toro 60" mower. This mower has 650 hours. However, it will overheat, die and not start. More time is spent working on it than running it.

Operating Cost Implications:
A new mower will increase production saving time and money that was wasted working on the old mower.

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

TECHNOLOGY PROJECTS (Completed by IT/GIS Director)

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

- Y N
☐ Will this project be used exclusively by your department?
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Information Technology Director's Signature: _____

- To be completed by IT:
- Y N
☐ Will the project require the implementation of new technologies/costs? If so, what & costs? _____
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CERTIFICATION OF PROJECT AUTHORITY

CASH:
Cash Available: _____
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Shilo Heger, Riley County Treasurer Date

BUDGET:
Budget Available: _____
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Rich Vargo, Riley County Clerk Date

APPROVAL:
Approved Amount: _____
☐ This project is funded.
☐ This project is not funded.

Chairman
Board of County Commissioners Date

Attachment: 1st qtr CIP (10665 : First Quarter 2021 CIP Work Session)

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

20.b

GENERAL INFORMATION (Completed by Budget & Finance Officer)

Project # _____ Fund(s) Name: CIP

PROJECT INFORMATION (Completed by Department Head)

Department: Public Works - Parks Date: 03/25/2021

Category(circle): FACILITIES INFRASTRUCTURE EQUIPMENT TECHNOLOGY

Project Name: 1/2 ton pickup Total Cost \$: \$ 30,000.00

Brief Description:
Purchase a new 1/2 ton pickup to replace an aging pickup in the fleet.

Project Justification:
This vehicle will replace a 2007 (Unit 1260) Ford F-150 pickup with over 86,700 miles. This vehicle is in poor condition and low dependability.

Operating Cost Implications:
Original cost was \$14,880 and to date labor and parts spent on the pickup is approximately \$11,040.

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

TECHNOLOGY PROJECTS (Completed by IT/GIS Director)

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

- Y N
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Information Technology Director's Signature: _____

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CERTIFICATION OF PROJECT AUTHORITY

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

Shilo Heger, Riley County Treasurer Date _____

BUDGET:

Budget Available: _____

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Rich Vargo, Riley County Clerk Date _____

APPROVAL:

Approved Amount: _____

- ☐ This project is **funded**.
☐ This project is **not funded**.

Chairman
Board of County Commissioners Date _____

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

20.b

GENERAL INFORMATION (Completed by Budget & Finance Officer)

Project # _____ Fund(s) Name: _____

PROJECT INFORMATION (Completed by Department Head)

Department: Public Works - Parks Date: 03/25/2021

Category(circle): FACILITIES INFRASTRUCTURE EQUIPMENT TECHNOLOGY

Project Name: 72" Mower w/ Accessories Total Cost \$: \$ 31,000.00

Brief Description:
Purchase a new 72" mower with cab, broom and plow.

Project Justification:
This mower will replace a 2009 John Deere 72" mower. This mower has over 2,100 hours. This mower is worn out and burns oil.

Operating Cost Implications:
Will give us a dependable mower in the summer and the ability to plow snow in the winter.

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

TECHNOLOGY PROJECTS (Completed by IT/GIS Director)

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

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Shilo Heger, Riley County Treasurer Date

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Rich Vargo, Riley County Clerk Date

APPROVAL:

Approved Amount: _____

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☐ This project is not funded.

Chairman
Board of County Commissioners Date

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

20.b

GENERAL INFORMATION (Completed by Budget & Finance Officer)

Project # _____ Fund(s) Name: _____

PROJECT INFORMATION (Completed by Department Head)

Department: Public Works - Parks Date: 03/25/2021

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

Project Name: Parking Lot Construction for Playground at Cico Total Cost \$: \$ 100,000.00

Brief Description:
Construct circle drive and parking as part of the Master Playground Plan for CICO park.

Project Justification:
The current drive and parking has deteriorated and needs some major work. In lieu of spending funds on repairing the old it makes sense to channel these funds toward the Master Plan for this area.

Operating Cost Implications:
NA

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

TECHNOLOGY PROJECTS (Completed by IT/GIS Director)

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

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Information Technology Director's Signature: _____

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Shilo Heger, Riley County Treasurer Date

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Rich Vargo, Riley County Clerk Date

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Chairman
Board of County Commissioners Date

Attachment: 1st qtr CIP (10665 : First Quarter 2021 CIP Work Session)

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

20.b

GENERAL INFORMATION (Completed by Budget & Finance Officer)

Project # _____ Fund(s) Name: _____

PROJECT INFORMATION (Completed by Department Head)

Department: Public Works - Parks Date: 03/25/2021

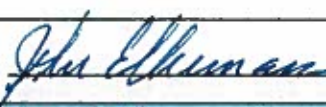
Category(circle): ☐ FACILITIES ☒ **INFRASTRUCTURE** ☐ EQUIPMENT ☐ TECHNOLOGY

Project Name: Fairmont Park Well House Repairs Total Cost \$: \$ 10,000.00

Brief Description:
Repairs to the Well House at Fairmont Park.

Project Justification:
The roof of the well house has holes in it. It need to be patched and new shingles put on. The old well equipment needs to be removed.

Operating Cost Implications:
None at this time. In the future it is planned to use redo the well to irrigate the park.

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

TECHNOLOGY PROJECTS (Completed by IT/GIS Director)

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

- Y N
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Information Technology Director's Signature: _____

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CERTIFICATION OF PROJECT AUTHORITY

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Shilo Heger, Riley County Treasurer Date

BUDGET:

Budget Available: _____

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Rich Vargo, Riley County Clerk Date

APPROVAL:

Approved Amount: _____

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☐ This project is not funded.

Chairman
Board of County Commissioners Date

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

20.b

GENERAL INFORMATION (Completed by Budget & Finance Officer)

Project # _____ Fund(s) Name: _____

PROJECT INFORMATION (Completed by Department Head)

Department: Public Works - Parks Date: 03/25/2021

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

Project Name: Playground Equipment at CICO Park Total Cost \$: \$ 75,000.00

Brief Description:
To install playground equipment in phases in accordance with the Master Plan.

Project Justification:
A lot of the playground equipment has been removed from the playground as it was old and determined to be unsafe. Some small pieces have been added but the playground lacks a lot of equipment. The requested funds will be utilized to purchase several smaller pieces along with the appropriate surface material or one larger piece of equipment with the appropriate surface material. Several years ago a master plan was developed but to date limited funding has been provided.

Operating Cost Implications:
None.

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

TECHNOLOGY PROJECTS (Completed by IT/GIS Director)

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

- Y N
☐ Will this project be used exclusively by your department?
☐ Will this project require support from Information Technology?

Information Technology Director's Signature: _____

To be completed by IT:
Y N
☐ Will the project require the implementation of new technologies/costs? If so, what & costs? _____
☐ Is the project duplicated in other CIP requests? _____
☐ Is the project compatible with the technology development plans of Riley County? _____

CERTIFICATION OF PROJECT AUTHORITY

CASH:
Cash Available: _____
☐ This project is funded for start-up as cash is available.
☐ This project is not funded for start-up as cash is not available.

Shilo Heger, Riley County Treasurer Date

BUDGET:
Budget Available: _____
☐ This project is funded for start-up as budget authority is available.
☐ This project is not funded for start-up as budget authority is not available.

Rich Vargo, Riley County Clerk Date

APPROVAL:
Approved Amount: _____
☐ This project is funded.
☐ This project is not funded.

Chairman
Board of County Commissioners Date

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

20.b

GENERAL INFORMATION (Completed by Budget & Finance Officer)

Project # _____ Fund(s) Name: _____

PROJECT INFORMATION (Completed by Department Head)

Department: LEC Date: 03/25/2021

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

Project Name: Replace 2 Roof Top HVAC Units Total Cost \$: \$ 32,000.00

Brief Description:
Replace 2 aging roof top HVAC units on the jail.

Project Justification:
There are 9 existing roof top HVAC units which are original to the construction of the building 19 years ago. Three have been recently replaced, 1 scheduled to be replaced in 2020, we are proposing to replace 2 of the units in 2021, 2 more in 2022 and 1 in 2023.

Operating Cost Implications:
The repair costs for these units is steadily increasing each year, with the heat exchangers being the key repair item.

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

TECHNOLOGY PROJECTS (Completed by IT/GIS Director)

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- Y N
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CASH:

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Shilo Heger, Riley County Treasurer Date

BUDGET:

Budget Available: _____

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

Rich Vargo, Riley County Clerk Date

APPROVAL:

Approved Amount: _____

- ☐ This project is funded.
☐ This project is not funded.

Chairman
Board of County Commissioners Date

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

20.b

GENERAL INFORMATION (Completed by Budget & Finance Officer)

Project # _____ Fund(s) Name: _____

PROJECT INFORMATION (Completed by Department Head)

Department: _____ LEC _____ Date: _____ 03/25/2021

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

Project Name: Replace the air regulators on 1/2 of the jail doors Total Cost \$: \$ 30,000.00

Brief Description:
Replace air regulators on 1/2 of the jail doors.

Project Justification:
The current air regulators are original which need constant attention and the parts are no longer being manufactured. The regulators need replaced before an emergency is created. 1/2 of the regulators were planned to be replaced in 2020.

Operating Cost Implications:
The repair costs for these units is steadily increasing each year and parts are unavailable.

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

TECHNOLOGY PROJECTS (Completed by IT/GIS Director)

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Shilo Heger, Riley County Treasurer Date

BUDGET:

Budget Available: _____
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Rich Vargo, Riley County Clerk Date

APPROVAL:

Approved Amount: _____
☐ This project is funded.
☐ This project is not funded.

Chairman Date
Board of County Commissioners

Attachment: 1st qtr CIP (10665 : First Quarter 2021 CIP Work Session)

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

20.b

GENERAL INFORMATION (Completed by Budget & Finance Officer)

Project # _____ Fund(s) Name: _____

PROJECT INFORMATION (Completed by Department Head)

Department: BOCC Date: 03/25/2021

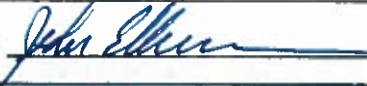
Category(circle): **FACILITIES** INFRASTRUCTURE EQUIPMENT TECHNOLOGY

Project Name: Repair boiler in Courthouse Plaza East Total Cost \$: \$ 40,000.00

Brief Description:
Repairs to the CPE boiler

Project Justification:
Boiler is 15 years old and in pretty decent shape. However, a leak has developed in an interior section. In order to replace the leaking parts the entire unit must be dismantled.

Operating Cost Implications:
The steam leak has required the boiler to be taken out of service until repairs can be made. Building will rely on forced air heat only.

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

TECHNOLOGY PROJECTS (Completed by IT/GIS Director)

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

- Y N
☐ Will this project be used exclusively by your department?
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Information Technology Director's Signature: _____

- To be completed by IT:
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☐ Will the project require the implementation of new technologies/costs? If so, what & costs? _____
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Cash Available: _____
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Shilo Heger, Riley County Treasurer Date

BUDGET:
Budget Available: _____
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Rich Vargo, Riley County Clerk Date

APPROVAL:
Approved Amount: _____
☐ This project is funded.
☐ This project is not funded.

Chairman Date
Board of County Commissioners

Attachment: 1st qtr CIP (10665 : First Quarter 2021 CIP Work Session)

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

20.b

GENERAL INFORMATION (Completed by Budget & Finance Officer)

Project # _____ Fund(s) Name: _____

PROJECT INFORMATION (Completed by Department Head)

Department: Public Works Date: 03/25/2021

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

Project Name: Tandem Axle Truck w/ Plow and Spreader Total Cost \$: \$ 205,000.00

Brief Description:

Purchase a new tandem axle truck complete with snow plow and salt spreader to replace an older truck in the fleet.

Project Justification:

This new truck will replace unit #90 which is a 2010 Kenworth, 12 yard dump truck with 175,500 miles. The Kenworth has heavy rust on the engine and body parts. The bed needs to be replaced now. It has become undependable but has been needed for snow and ice removal activities.

Operating Cost Implications:

Unit #90 originally cost \$145,590 and approximately \$146,800 has been spent to date with \$91,000 being for parts. The newer model with emissions has proven to have better fuel economy.

Department Head Name (PRINT): John Ellermann

Department Head (SIGNATURE): 

TECHNOLOGY PROJECTS (Completed by IT/GIS Director)

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

Y N

☐

Will this project be used exclusively by your department?

☐

Will this project require support from Information Technology?

Information Technology Director's Signature: _____

To be completed by IT:

Y N

☐

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

If so, what & costs? _____

☐

Is the project duplicated in other CIP requests?

☐

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

CERTIFICATION OF PROJECT AUTHORITY

CASH:

Cash Available: _____

☐

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

☐

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

Shilo Heger, Riley County Treasurer

Date

BUDGET:

Budget Available: _____

☐

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

☐

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

Rich Vargo, Riley County Clerk

Date

APPROVAL:

Approved Amount: _____

☐

This project is funded.

☐

This project is not funded.

Chairman

Board of County Commissioners

Date

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

20.b

GENERAL INFORMATION (Completed by Budget & Finance Officer)

Project # _____ Fund(s) Name: CIP

PROJECT INFORMATION (Completed by Department Head)

Department: Public Works Date: 03/25/2021

Category(circle): FACILITIES INFRASTRUCTURE EQUIPMENT TECHNOLOGY

Project Name: SUV Total Cost \$: \$ 42,000.00

Brief Description:

Purchase a new SUV to replace an older vehicle in the fleet.

Project Justification:

This vehicle will replace unit # 33, a 2005 Chevy 1/2 ton 2 wheel drive. It has over \$73,000 with transmission problems and rusted.

Operating Cost Implications:

Was purchased for \$15,400 and to date labor and parts spent on the pickup is approximately \$11,000.

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

TECHNOLOGY PROJECTS (Completed by IT/GIS Director)

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

Y N

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Will this project be used exclusively by your department?

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Will this project require support from Information Technology?

Information Technology Director's Signature: _____

To be completed by IT:

Y N

☐

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

If so, what & costs? _____

☐

Is the project duplicated in other CIP requests?

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

CERTIFICATION OF PROJECT AUTHORITY

CASH:

Cash Available: _____

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

☐

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

Shilo Heger, Riley County Treasurer Date _____

BUDGET:

Budget Available: _____

☐

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

☐

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

Rich Vargo, Riley County Clerk Date _____

APPROVAL:

Approved Amount: _____

☐

This project is **funded**.

☐

This project is **not funded**.

Chairman Date _____
Board of County Commissioners

ALL FIELDS MUST BE COMPLETED

03/26/2021 3:39 PM

Prepared by T _____ Packet Pg. 105
Budget and Finance Officer

Attachment: 1st qtr CIP (10665 : First Quarter 2021 CIP Work Session)

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

20.b

GENERAL INFORMATION (Completed by Budget & Finance Officer)

Project # _____ Fund(s) Name: _____

PROJECT INFORMATION (Completed by Department Head)

Department: _____ Public Works _____ Date: _____ 03/25/2021

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

Project Name: _____ Semi Truck _____ Total Cost \$: \$ _____ 85,000.00

Brief Description:
Purchase a used semi truck with automatic transmission

Project Justification:
This newer unit will replace unit # 41, a 2008 Volvo with over 100,500 miles. This unit hard to shift and has transmission problems.

Operating Cost Implications:
Unit #41 was purchased used for \$75,340. To date we have spent \$76,000 in parts and labor, \$55,000 on parts alone. It is needed a new transmission at a cost of \$15,000.

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

TECHNOLOGY PROJECTS (Completed by IT/GIS Director)

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Y N

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Information Technology Director's Signature: _____

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CASH:

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Shilo Heger, Riley County Treasurer _____ Date _____

BUDGET:

Budget Available: _____

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Rich Vargo, Riley County Clerk _____ Date _____

APPROVAL:

Approved Amount: _____

- ☐ This project is funded.
☐ This project is not funded.

Chairman _____ Date _____
Board of County Commissioners

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

20.b

GENERAL INFORMATION (Completed by Budget & Finance Officer)

Project # _____ Fund(s) Name: _____

PROJECT INFORMATION (Completed by Department Head)

Department: Public Works Date: 03/25/2021

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

Project Name: Pneumatic Roller Total Cost \$: \$ 125,000.00

Brief Description:

Purchase a used pneumatic roller to replace an older HyPac roller.

Project Justification:

This pneumatic roller will replace unit #302, a 1996 C520 HyPac roller. The hydrostatic motors on unit #302 are weak making the roller unreliable and not very efficient at its job.

Operating Cost Implications:

Purchased for \$48,750, used, it has since cost us \$13,300 in parts to date. It is needing 2 hydrostat pumps at a cost of \$8,000 each and numerous hours to replace.

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

TECHNOLOGY PROJECTS (Completed by IT/GIS Director)

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Y N

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Information Technology Director's Signature: _____

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Shilo Heger, Riley County Treasurer Date _____

BUDGET:

Budget Available: _____

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

Rich Vargo, Riley County Clerk Date _____

APPROVAL:

Approved Amount: _____

☐ This project is funded.

☐ This project is not funded.

Chairman Date _____
Board of County Commissioners

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

20.b

GENERAL INFORMATION (Completed by Budget & Finance Officer)

Project # _____ Fund(s) Name: _____

PROJECT INFORMATION (Completed by Department Head)

Department: Public Works Date: 03/25/2021

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

Project Name: Low Boy Trailer Total Cost \$: \$ 150,000.00

Brief Description:
Purchase a new low boy trailer with hydraulic detach to replace an older Trail King.

Project Justification:
This new Trailer will replace unit #536, a 2008 Trail King low boy trailer. The pins in unit #536 are worn out at the detach area, causing the employees to put themselves in a dangerous position under the trailer. The pony motors are bad and in need replaced.

Operating Cost Implications:
Original cost of unit #536 was \$69,000. Repairs to date have cost \$30,000. Pony motors will need to be replaced at a cost of \$800 each.

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

TECHNOLOGY PROJECTS (Completed by IT/GIS Director)

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Information Technology Director's Signature: _____

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CERTIFICATION OF PROJECT AUTHORITY

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Shilo Heger, Riley County Treasurer Date _____

BUDGET:

Budget Available: _____

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

Rich Vargo, Riley County Clerk Date _____

APPROVAL:

Approved Amount: _____

- ☐ This project is **funded**.
☐ This project is **not funded**.

Chairman Date _____
Board of County Commissioners

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

20.b

GENERAL INFORMATION (Completed by Budget & Finance Officer)

Project # _____ Fund(s) Name: _____

PROJECT INFORMATION (Completed by Department Head)

Department: Public Works Date: 03/25/2021

Category(circle): FACILITIES INFRASTRUCTURE EQUIPMENT TECHNOLOGY

Project Name: 3/4 Ton 4x4 Extended Cab Pickup Total Cost \$: \$ 35,000.00

Brief Description:
Purchase a new 3/4 Ton 4x4 extended cab pickup to replace an older pickup in the fleet.

Project Justification:
This new pickup will replace a Unit 13, a 1997 Chevy 3/4 ton 4x4 pickup that has over 117,000 miles. It has heavy rust and is not very dependable.

Operating Cost Implications:
Original cost was \$22,000 and to date we have spent \$15,300 on repairs and has seen the end of its useful life.

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

TECHNOLOGY PROJECTS (Completed by IT/GIS Director)

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Information Technology Director's Signature: _____

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Shilo Heger, Riley County Treasurer Date _____

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Rich Vargo, Riley County Clerk Date _____

APPROVAL:

Approved Amount: _____

☐ This project is funded.

☐ This project is not funded.

Chairman
Board of County Commissioners Date _____

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

20.b

GENERAL INFORMATION (Completed by Budget & Finance Officer)

Project # _____ Fund(s) Name: CIP _____

PROJECT INFORMATION (Completed by Department Head)

Department: Emergency Mangement Date: 22-Mar-21

Category(circle): FACILITIES INFRASTRUCTURE EQUIPMENT TECHNOLOGY
xxxxxxxxxx

Project Name: Emergency Operations/911 Dispatch Center Total Cost \$: \$1,500,000

Brief Description:

Building to house Emergency Operations (EOC) / 911 Disptach Center, This could be added on to the EMS buidling currently proposed in CIP

Project Justification:

Riley county, the 7th most populated county in KS, does not currently have a dedicated / functioning Emergency Operations Center. Currently when the EOC needs to be activated the most recent location utilized has been the city of Manhattan Fire Station at 2000 Denison Ave. activity room. There needs to be a dedicated space that can allow EOC staff to train between emergencies and stand up the EOC operations in a moments notice and not have to set up tables, computers, phone lines, phones etc.

Operating Cost Implications:

Normal operating costs for a building. It will be more effcent than what we are currently in.

Department Head Name (PRINT): Russel Stukey Department Head (SIGNATURE): 

TECHNOLOGY PROJECTS (Completed by IT/GIS Director)

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

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Shilo Heger, Riley County Treasurer Date

BUDGET:

Budget Available: _____

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

Rich Vargo, Riley County Clerk Date

APPROVAL:

Approved Amount: _____

- ☐ This project is funded.
☐ This project is not funded.

Chairman
Board of County Commissioners Date

ALL FIELDS MUST BE COMPLETED

03/23/2021 3:05 PM

Prepared by Tami Robison
Budget and Finance

Packet Pg. 110

Attachment: 1st qtr CIP (10665 : First Quarter 2021 CIP Work Session)



HEALTH DEPARTMENT
Report

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

COMMISSION AGENDA REPORT

FROM: Julie Gibbs

MEETING: April 8, 2021

SUBJECT: Riley County Health Department April Report

PRESENTER: Julie Gibbs

Budget, Covid Update, Staff Update, Program Update

Enclosures:

- 2021 budget to actual_March21 (PDF)
- monthlyupdateapril (PPTX)

RILEY COUNTY HEALTH DEPARTMENT
2021 Budget to Actual Comparison of Revenues and Expenses
January 1, 2021-March 31, 2021
25.0% of year

ACTUAL REG. CASH BAL. 5782,854.33

	Total Budget	Total Actuals	General		Emergency Preparedness		WIC		Kansas Health Foundation		CDRR		KCCCF		Child Care Licensing		Family Planning		Immunization Action Plan		MCH		OPEI		Smart Start/ECBG		State Formula		March of Dimes		Wildcat Region PHEP	
	Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual
Revenues																																
Grants	2,642,296.00	992,747.72	-	49,696.44	49,578.00	27,187.63	901,636.00	410,760.00	75,000.00	-	45,000.00	11,626.00	-	4,247.50	209,113.00	78,402.00	154,712.00	71,581.00	9,060.00	3,399.00	131,556.00	70,874.00	220,000.00	-	756,386.00	253,195.44	50,148.00	9,753.00	10,000.00	-	30,087.00	2,025.71
Client Fees	94,750.00	11,426.35	-	-	-	-	-	-	-	-	-	-	-	-	18,000.00	7,100.00	32,000.00	2,752.35	35,000.00	1,050.00	500.00	-	-	-	-	9,250.00	434.00	-	-	-	-	-
Medicaid	46,500.00	7,552.90	-	-	-	-	-	-	-	-	-	-	-	-	-	-	14,000.00	1,773.88	28,000.00	5,080.79	3,500.00	437.65	-	-	-	-	1,000.00	260.58	-	-	-	-
Insurance	276,500.00	49,040.73	-	-	-	-	-	-	-	-	-	-	-	-	-	-	40,000.00	4,588.53	225,000.00	40,201.28	1,500.00	70.14	-	-	-	-	10,000.00	4,180.78	-	-	-	-
Transfer from General	1,154,526.00	1,154,526.00	1,154,526.00	1,154,526.00	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Transfer in CARES	-	122,219.17	-	122,219.17	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Miscellaneous	25,296.00	23,300.37	25,296.00	22,820.54	-	-	-	479.83	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
TOTALS	4,239,848.00	2,360,813.24	1,179,822.00	1,349,262.15	49,578.00	27,187.63	901,636.00	411,239.83	75,000.00	-	45,000.00	11,626.00	-	4,247.50	227,133.00	85,592.00	240,712.00	80,695.76	297,040.00	49,731.07	137,056.00	71,381.79	220,000.00	-	756,386.00	253,195.44	70,398.00	14,628.36	10,000.00	-	30,087.00	2,025.71
% of Budget Received		55.68%		114.36%		54.84%		45.61%		0.00%		25.84%			37.68%		33.52%		16.74%		52.08%		0.00%		33.47%		20.78%		0.00%		6.73%	
Expenses																																
Total Personnel	3,445,810.00	862,408.38	372,314.00	233,931.83	70,111.00	46,280.54	949,263.00	160,470.34	67,697.00	7,540.01	8,350.00	1,905.84	-	2,209.00	7,313.35	21,820.00	58,159.23	348,803.00	67,505.20	109,410.00	33,598.81	262,060.00	58,318.82	309,836.00	82,914.59	324,662.00	81,204.36	278,513.00	67,978.83	1,385.00	791.89	
Total Contract	807,445.00	244,950.99	359,190.00	64,390.51	1,025.00	2,830.45	23,304.00	7,356.68	2,930.00	7,540.01	-	-	-	-	8,150.00	2,800.00	2,778.59	2,978.53	6,800.00	1,392.17	8,560.00	6,071.72	66,270.00	11,145.42	384,746.00	97,555.15	58,500.00	34,633.98	14,665.00	-	4.64	
Total Commodities	453,497.00	83,588.78	11,500.00	66,033.60	-	1,979.35	17,100.00	496.27	2,351.00	-	1,100.00	141.58	-	2,466.60	2,825.00	292.97	58,750.00	3,680.57	254,850.00	587.84	5,400.00	70.57	3,400.00	513.84	60,325.00	5,312.92	13,950.00	2,012.67	10,000.00	-	11,946.00	-
Capital	189,433.00	19,846.90	185,933.00	12,903.42	-	-	-	-	-	-	-	-	-	-	5,539.50	-	1,393.98	-	-	-	-	-	-	-	-	-	3,500.00	-	-	-	-	-
Transfer Out	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
TOTALS	4,506,190.00	1,210,823.05	762,937.00	357,259.34	71,136.00	21,092.74	880,667.00	168,323.29	72,978.00	7,540.01	46,391.00	5,497.13	-	17,528.45	277,860.00	62,824.77	433,353.00	76,158.60	431,060.00	35,568.82	276,020.00	64,461.11	439,506.00	94,577.85	819,733.00	194,572.43	354,463.00	104,620.48	10,000.00	-	29,986.00	798.63
% of Budget Spent		24.68%		46.83%		29.65%		19.11%		10.33%		11.85%			22.60%		17.57%		8.25%		23.35%		21.52%		23.74%		29.52%		0.00%		2.66%	
BALANCE:																																
EXCESS/(DEF.) BUDGET			416,885.00				(21,558.00)		20,969.00		2,022.00		(1,391.00)		(50,827.00)		(192,641.00)		(134,000.00)		(138,964.00)		(219,506.00)		(63,347.00)		(284,065.00)				101.00	
EXCESS/(DEF.) ACTUAL			992,002.81			6,094.89		242,916.54		(7,540.01)		6,128.87		(13,280.95)	22,767.23	4,537.16	14,162.25	6,920.68		(94,577.85)		58,623.01				(89,992.12)					1,227.68	
ENDING CASH BAL.	\$1,932,854.52																															

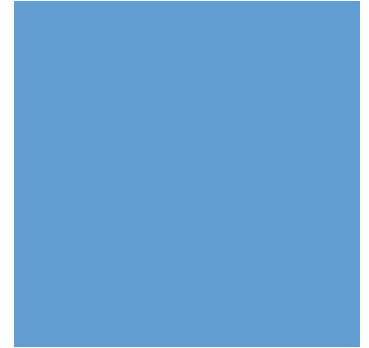


BOCC Monthly Report April 2021

Julie Gibbs, MPH
Riley County Health Department
2030 Tecumseh Rd.
Manhattan, Kansas 66502

Attachment: monthlyupdateapril (10684 : RCHD Monthly Report)

Budget To Actual – March 21



Revenues:

- i Kansas Health Foundation-grant funding was received in 2020 and did not renew-there will be expenses to expend the remaining funds but no more funding is expected at this time
- i Immunizations-Fees not realized (immunizations not taking place but don't have expense of purchasing vaccine either)
- i OPEI-timing of payments
- i State Formula-Fees-not as many services currently
- i March of Dimes-funding awarded/received at end of 2020.
- i Wildcat Region-reimbursement based, not yet spent to be reimbursed

Expenses:

- i General-COVID
- i Emergency Preparedness-COVID PHEP grant expenses
- i State Formula-COVID



Covid Update

Numbers countywide

Percent Positive Declining!

Critical numbers staying low!

Many ways to get vaccinated!

Testing Update

WellHealth – extended through May 21

RADX-UP Program – now offering vaccinations with testing (Ogden, Leonardville, south Manhattan) at least 2 times a week

Vaccine information

Started Phase 5 last week
Clinics Tues – Fri this week

Starting “schedule your own” next week for 1st doses

Continuing 2nd doses at Pottorf



FREE Testing

WellHealth

- Monday – Saturday 9:00 – 5:30
- Saliva Tests (2 day turnaround)

HD

- Monday – Friday
- Call 785-323-6400 (symptomatic only)
- Nasal swab (instant turnaround)

Outside of Manhattan

- Randolph, Leonardville, Ogden, south MHK, Northview
- Saliva test kits (24-48 hour turnaround)



Staff Updates

CDRRR Position

- Still open



Program Updates

WIC

- Phone appointments continue through this month
- Fruit and veggie increase allowance

MCH

- Offering more classes, seeing an increase in clients!

Clinic

- Back to regular appointments
- Covid vaccines at HD starting next week

CCL

- Business as usual
- Julia started this week!

RR

- Power of Produce Program at Farmers' Market
- Toy Blessing Box starting soon
- Camp Kindergarten June – first week of July



Thank You!!



HEALTH DEPARTMENT
Personnel

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

COMMISSION AGENDA REPORT

FROM: Breva Spencer, LBSW

MEETING: April 8, 2021

SUBJECT: Request to proceed with new position through the OPEI grant

PRESENTER: Breva Spencer, LBSW

BACKGROUND

The Riley County Health Department (RCHD) has received the Outreach, Prevention and Early Intervention (OPEI) services grant from the Kansas Department of Health and Environment (KDHE) since around 2000. The program was originally under the Social and Rehabilitation Services (SRS) umbrella (which is now the Department for Children and Families) and restructured under the Maternal and Child Health program at the RCHD. Renewed annually, the grant requires development, implementation and maintenance of program elements to promote best practices in providing prevention/early intervention services to new parents. The program targets low-income parents and children who are at-risk with an emphasis on adolescent and pregnant teen parents (ages 12-22). Per the grant agreement, the OPEI funds are matched at 50% by Riley County.

Currently through the OPEI funding there are two full time social workers, partial funding for the MCH Supervisor and funding of 8 hours per week for the Spanish interpreter. Over the course of the last two years and with a significant increase in the client case load, the program is seeking to hire a Bilingual Case Manager/Navigator. This position is crucial to the continuation of services, as specified by the grant and to ensure families are not on a wait list. The social workers meet with families on a weekly basis but also spend many hours providing case management outside of the one hour/week home visit. The social workers utilize an evidence-based curriculum, Promoting Maternal Mental Health and Promoting First Relationships for families prenatal through age 5. The Bilingual Case Manager/Navigator would provide case management services to families in a timely manner and assist in areas such as, assistance with KanCare and SOBRA applications, birth certificates, labor and delivery information and processes, transportation,

connecting clients to mental health and other services as needed. Other duties may include Safe Kids Coordinator for Riley County, Kansas Infant Death and SIDS Network safe sleep instructor, and provide other family focused trainings, such as Love and Logic classes.

The number of Spanish speaking clients has doubled since the MCH program received the MCH Opportunity Project/Equity grant in 2018. In the last 3 months, the program has enrolled 8 new Spanish speaking families. In 2018, there was a total of 16 families served. In 2019, there was a total of 35 families served and in 2020 the program served 62 families with a total of 497 visits for the year. Therefore, the MCH program is requesting additional (50%) match funds from Riley County to support a new position through the OPEI grant and is requesting approval to move forward with the process.

DISCUSSION

The RCHD MCH program is requesting approval to move forward with the process of writing a job description, McGrath placement evaluation and salary and benefits determination for the new position. The MCH Supervisor has received approval for the new position from the OPEI contract manager at KDHE to increase funding in FY2022. KDHE will require an updated letter of intent and update to the Amendment Three Agreement. The MCH Supervisor will seek final approval from the BOCC for the position once the process is complete. At that time, the updated letter of intent and update to the Amendment Three Agreement will need to be signed as required by KDHE. FY2022 begins July 1, 2021 and the intent is to have the new position effective no later than June 1, 2021. The updated contract will be signed and returned in time for FY 2022.

FISCAL IMPACT

Salary range will be finalized after completion of position description and classification, however a general estimate of the cost of the position at a Grade O is:

Salary Estimate	Benefits Estimate	County portion	Total estimated cost annually
\$52,416	\$20,704	50%	\$36,560

RECOMMENDATION(S)

Move for Commissioners to approve the process of writing a job description, McGrath placement evaluation and salary and benefits determination for the new position under the OPEI grant.

POSSIBLE MOTION(S)

Move to approve

Move to deny

Move to modify

Enclosures:



COMMUNITY CORRECTIONS
Presentation

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

MEMORANDUM

FROM: Shelly Williams, Riley County Community Corrections Director

MEETING: April 8, 2021

SUBJECT: 21st Judicial District to Implement New Specialty Court

PRESENTER: Shelly Williams, Riley County Community Corrections Director

The 21st Judicial District has been in the process of developing an Adult Drug Court. On April 8th we will present a PowerPoint over the following information:

- Adult Drug Court Team members
- Planning hours
- Training hours
- The problem
- Why have a drug court
- Keys to success
- The 10 key components of Drug Court
- The federal grant application

Enclosures: