



**Board of Riley County
Commissioners
Regular Meeting
Agenda
April 11, 2024**

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

Cindy Kabriel
785-565-6200

Commission Chambers

8:30 AM

[District 1 – John Ford, Chair](#)

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

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

8:30 AM

Call to Order

Pledge of Allegiance

Public Comment

1. Public Comments

Commission Comments

2. Commission Comments

Business Meeting

3. Proclamation for 2024 National County Government Month
4. Discuss Good Morning Manhattan April 18th
5. Intergovernmental Luncheon Agenda attendees and topics

Review Minutes

6. Board of Riley County Commissioners - Regular Meeting - Apr 8, 2024 8:30 AM

Review Tentative Agenda

7. Tentative Agenda

Press Conference Topics

8. Discuss Press Conference

9:00 AM

Clancy Holeman, Counselor/Director of Administrative Services

9. Administrative Work Session

9:20 AM

Julie Gibbs, Health Department Director

10. RCHD Monthly Update

9:30 AM

Shilo Heger, Treasurer

11. March 2024 Revenue Reporting - Riley County Treasurer

9:45 AM

Jason Smith, Manhattan Area Chamber of Commerce

12. Economic development update

- 10:00 AM Elizabeth Ward, Human Resources Director**
13. Working session - Employee Policy Manual proposal
- 10:30 AM Budget and Planning Committee - Brittany Phillips, Budget and Finance Officer**
14. Monthly Cash Flow Report for March 2024
- 10:40 AM Shelley Woodard, Deputy County Counselor**
15. Valleywood
- 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.



COUNTY CLERK & ELECTIONS
Proclamation

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

COMMISSION AGENDA REPORT

FROM: Vivienne Leyva, Public Information Officer

MEETING: April 11, 2024

SUBJECT: Proclamation for 2024 National County Government Month

PRESENTER: Vivienne Leyva, Public Informaiton Officer

A minor typographical error was found on the proclamation signed. The corrected copy is attached for signature.

POSSIBLE MOTION(S)

Move to sign the corrected proclamation for April 2024 National County Government Month.

Move to deny

Move to modify

Move to table

No action required.

The Board agreed by consensus to

Enclosures:

- 2024 Proclamation National County Government Month (DOCX)

NATIONAL COUNTY GOVERNMENT MONTH PROCLAMATION - APRIL 2024

"FORWARD TOGETHER"

WHEREAS, the nation's 3,069 counties serving more than 330 million Americans provide essential services to create healthy, safe and vibrant communities; and

WHEREAS, counties fulfill a vast range of responsibilities and deliver services that touch nearly every aspect of our residents' lives; and

WHEREAS, *Riley County* and all counties take pride in our responsibility to protect and enhance the health, wellbeing and safety of our residents in efficient and cost-effective ways; and

WHEREAS, under the leadership of National Association of Counties President Mary Jo McGuire, NACo is highlighting county leadership through the lens Forward Together, celebrating the role of county governments in connecting, inspiring and leading as intergovernmental partners; and

WHEREAS, each year since 1991 the National Association of Counties has encouraged counties across the country to elevate awareness of county responsibilities, programs and services; and

WHEREAS, Riley County Employees and elected officials provide essential services to residents, performing their duties in a manner that demonstrates a commitment to strong ethics, integrity, fiscal responsibility, and equality;

NOW, THEREFORE, BE IT RESOLVED THAT, we the Board of County Commissioners, do hereby proclaim April 2024 as National County Government Month and encourage all county officials, employees, schools, and residents to learn more about the important role local government plays in our lives.

BOARD OF COUNTY COMMISSIONERS
OF RILEY COUNTY KANSAS

Chairman

Member

Member

ATTEST:

Rich Vargo, Riley County Clerk



**Board of Riley County
Commissioners
Regular Meeting
TENTATIVE Agenda
April 15, 2024**

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

Cindy Kabriel
785-565-6200

Commission Chambers

8:30 AM

[District 1 – John Ford, Chair](#)

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

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

8:30 AM

Call to Order

Pledge of Allegiance

Public Comment

Commission Comments

Business Meeting

1. Proclamation for Americorps Seniors RSVP Program Flint Hills Volunteer Center 50th Anniversary
2. Approve payroll/accounts payables (when completed)

Review Minutes

Review Tentative Agenda

Press Conference Topics

9:00 AM

Shelley Woodard, Deputy County Counselor

3. Animal Control Resolution

9:15 AM

David Adams, EMS/Ambulance Director

4. Staff update

9:30 AM

Press Conference

5. Presentation of the Proclamation for Americorps Seniors RSVP Flint Hills Volunteer Center 50th Anniversary - John Ford and Lori Bishop (3-5 minutes)

9:40 AM

Elizabeth Ward, Human Resources Director

6. Employee Procedures Manual

10:10 AM

Clancy Holeman, Counselor/Director of Administrative Services

7. Administrative Work Session

Attachment: 04-15-24 tentative agenda (14193 : Tentative Agenda)

12:00 PM Law Enforcement Agency Meeting**Adjournment****Announcements**

The 2024 Kansas County Commissioners Association (KCCA) Annual Conference will be held April 16-18, 2024 at the Kansas Crossing Casino, Pittsburg, Kansas.

The Board of County Commissioners will not be in session on Thursday, April 18, 2024.

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 22, 2024**

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

Cindy Kabriel
785-565-6200

Commission Chambers

8:30 AM

[District 1 – John Ford, Chair](#)

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

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

8:30 AM

Call to Order

Pledge of Allegiance

Public Comment

Commission Comments

Business Meeting

1. Proclamation for National Drug Endangered Awareness Day

Review Minutes

Press Conference Topics

Review Tentative Agenda

9:00 AM

Robbin Cole, Pawnee Mental Health Services Director

2. Pawnee Mental Health Services update

9:15 AM

Bob Isaac, Planner

3. Public hearing for Lakewood Addition Unit Five Plat

9:30 AM

Press Conference

4. Presentation of National Drug Endangered Awareness Day - John Ford and Julie Gibbs (3-5 minutes)

9:50 AM

Amanda Webb, Planning/Special Projects Director

5. Comprehensive Plan update

10:10 AM

Clancy Holeman, Counselor/Director of Administrative Services

6. Administrative Work Session

10:30 AM

Amanda Webb, Planning/Special Projects Director

7. Public hearing to review and approve the Solid Waste Management Plan 5-year update

Attachment: 04-22-24 tentative agenda (14193 : Tentative Agenda)

12:00 PM Intergovernmental Luncheon

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: 04-22-24 tentative agenda (14193 : Tentative Agenda)



HEALTH DEPARTMENT
Update

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

COMMISSION AGENDA REPORT

FROM: Julie Gibbs
MEETING: April 11, 2024
SUBJECT: RCHD Monthly Update
PRESENTER: Julie Gibbs

See attached

Enclosures:

- BOCCmonthlympresapril24 (PDF)



BOCC Monthly Report April 2024

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

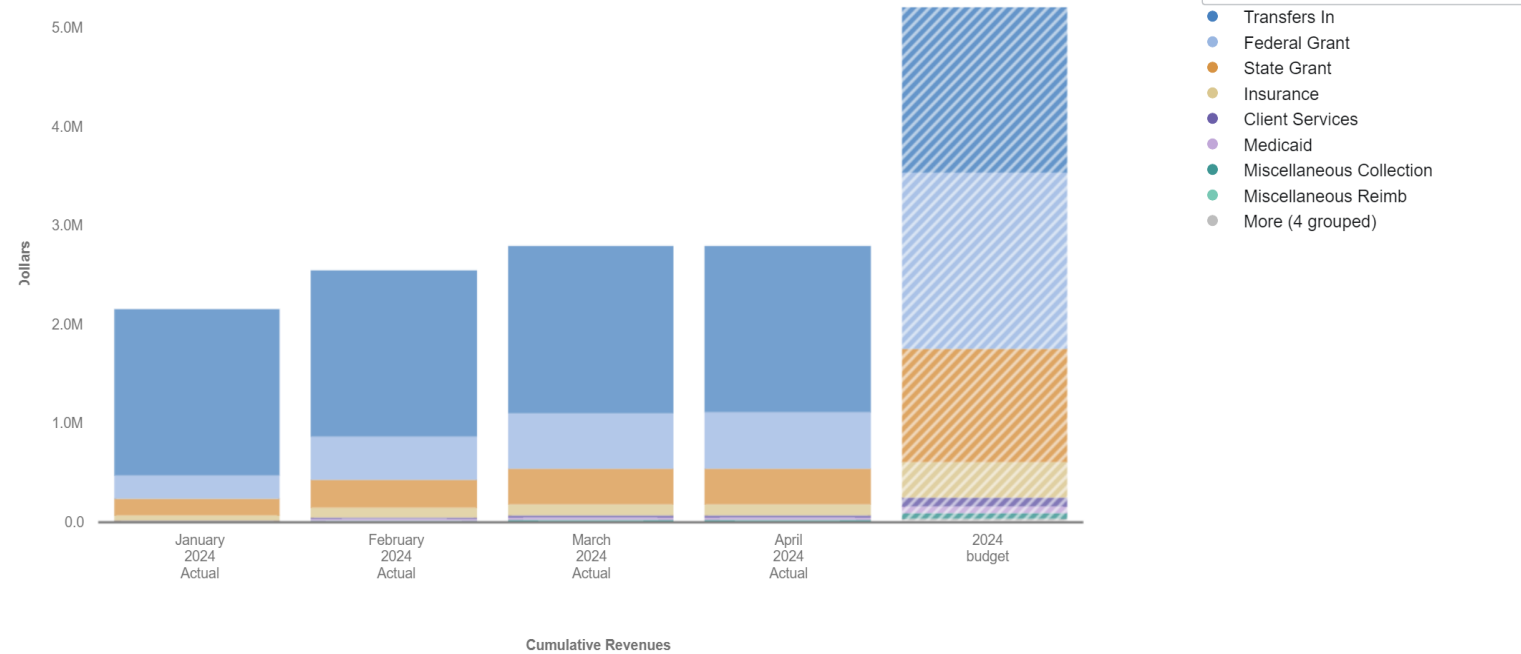
Attachment: BOCCmonthlypresapril24 (14662 : RCHD Update)

Cumulative Revenues by Department

10.a

General Fund Cumulative Revenues by Department.

Visualization



	January 2024 Actual	February 2024 Actual	March 2024 Actual	April 2024 Actual	2024 budget	2024 Variance	2024 Variance
Transfers In	\$ 1,688,442	\$ 1,688,442	\$ 1,688,442	\$ 1,688,442	\$ 1,665,647	22,795	1.37%
Federal Grant	231,205	438,822	567,955	567,955	1,784,014	-1,216,059	-68.16%
State Grant	171,952	275,386	357,209	357,209	1,146,043	-788,834	-68.83%
Insurance	56,943	96,703	117,718	118,669	364,000	-245,331	-67.40%
Client Services	6,718	14,364	23,265	23,692	88,150	-64,458	-73.12%
Medicaid	11,999	19,046	21,706	22,777	72,000	-49,223	-68.37%
Miscellaneous Collection	2,108	4,316	6,424	6,424	50,000	-43,576	-87.15%
Miscellaneous Reimb	0	22,795	22,795	22,795	0	22,795	--
Grants-Other	0	0	0	0	46,300	-46,300	-100.00%
Expense Reimbursement	70	345	346	346	0	346	--
Prior Year Voids	0	0	0	0	0	0	0.00%
Special Collections	0	0	0	0	0	0	0.00%
Total	\$ 2,169,438	\$ 2,560,220	\$ 2,805,860	\$ 2,808,308	\$ 5,216,154	-2,407,846	-46.16%

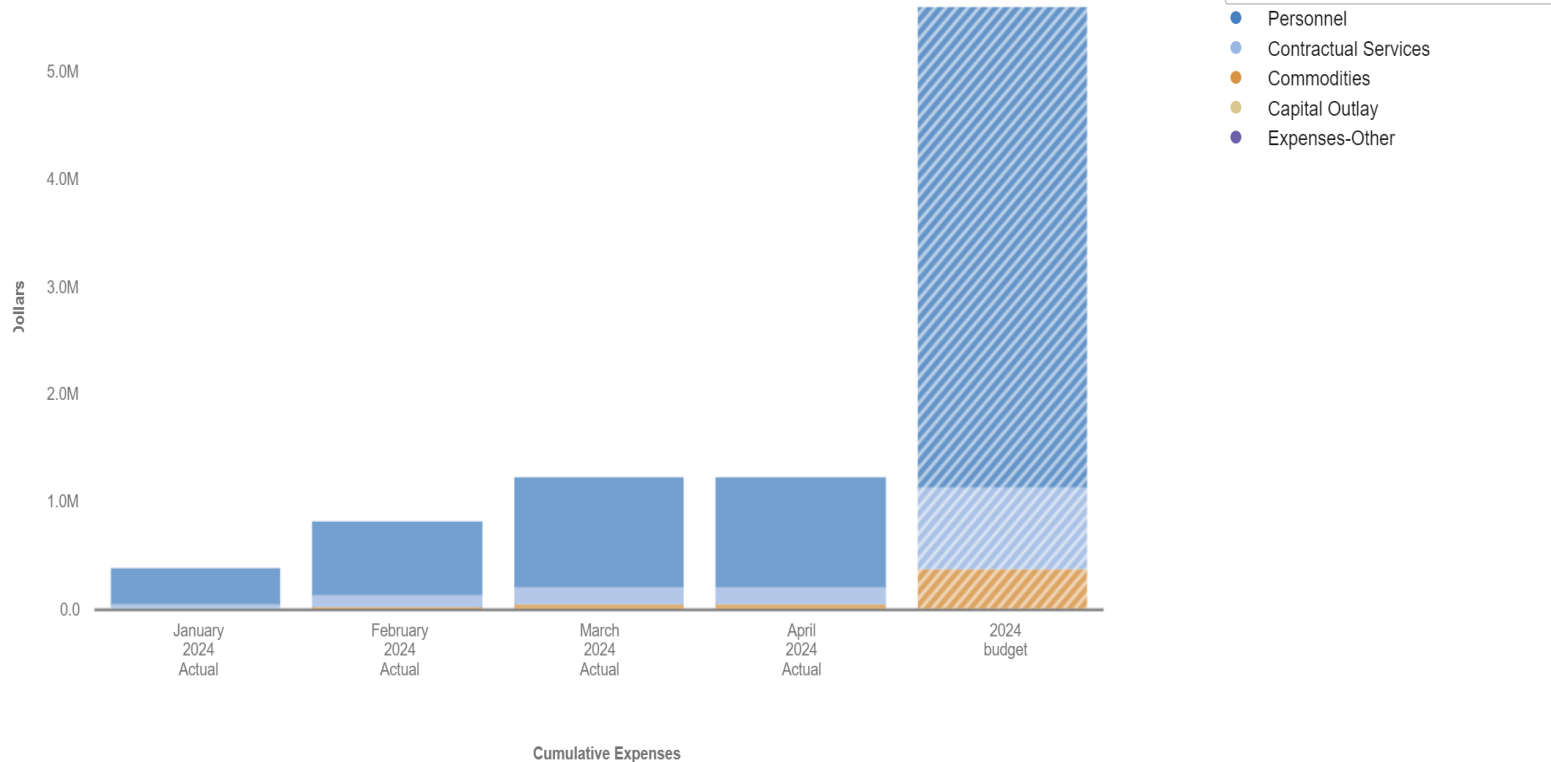
Data filtered by Revenues, Health Department and exported on April 3, 2024. Created with OpenGov

Attachment: BOCC monthly presaprii24 (14662 : RCHD Update)

Cumulative Expenses by Department

General Fund Cumulative Revenues by Department.

Visualization



Expand All	January 2024 Actual	February 2024 Actual	March 2024 Actual	April 2024 Actual	2024 budget	2024 Variance	2024 Variance
▶ Personnel	\$ 340,237	\$ 683,167	\$ 1,024,234	\$ 1,024,234	\$ 4,457,115	-3,432,881	-77.02%
▶ Contractual Services	56,414	106,763	165,822	165,822	752,900	-587,078	-77.98%
▶ Commodities	5,665	38,093	53,400	53,400	391,741	-338,341	-86.37%
▶ Capital Outlay	0	2,350	2,350	2,350	0	2,350	-
▶ Expenses-Other	0	0	15	15	0	15	-
Total	\$ 402,316	\$ 830,372	\$ 1,245,821	\$ 1,245,821	\$ 5,601,756	-4,355,935	-77.76%

Data filtered by Expenses, Health Department and exported on April 3, 2024. Created with OpenGov

Attachment: BOCCmonthlypresaprii24 (14662 : RCHD Update)

Clinic Updates

435 total appointments in March

138 family planning visits

261 total immunizations across 149 pts.

Outreach Events – MHS Vaccination Clinic, USD383 Lead Testing

Upcoming Events – Little Apple Pride Day on April 20 (3:00 – 6:00 PM)

Attachment: BOCC monthly pres April 24 (14662 : RCHD Update)

CCL Update

March	Riley	Geary	Clay	Dickinson	Pottawatomie	Total
Initial Inspections	1				1	2
Initial Compliance		1			1	2
Annual Inspections	4	1	2	2	7	16
Annual Compliance			2		3	5
KDHE compliance Inspections		4		2	2	8
Complaint First Visit	2	1				3
Complaint Second Visit						
Illegal Care Complaints						
	7	7	4	4	14	36
Amendments						
Exceptions						
Consults						
Home Orientation	2	3				5
Center Orientation					2	2
School Age Orientation						

Attachment: BOCC monthly presentation April 24 (14662 : RCHD Update)

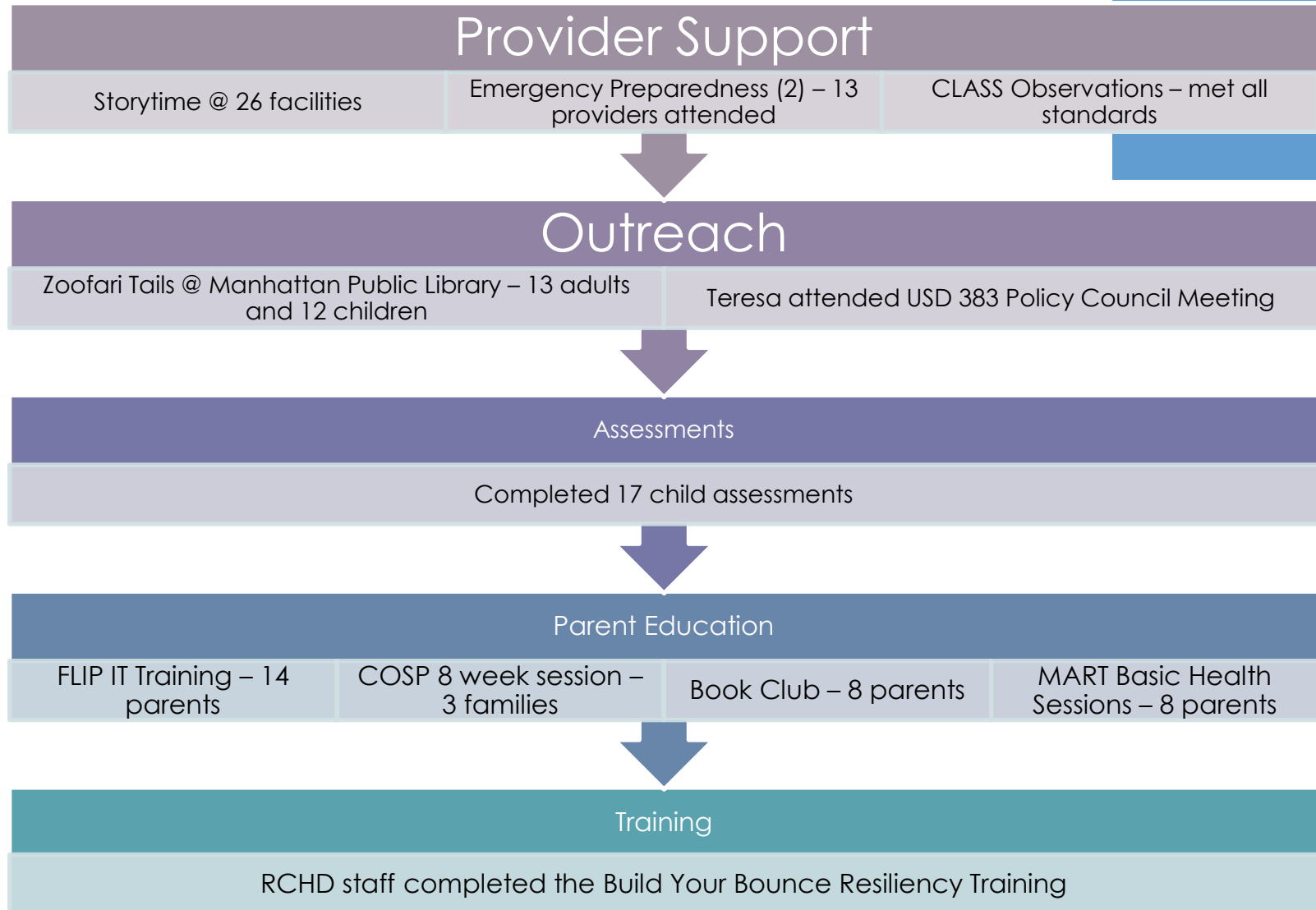
CCL Update

	April	Riley	Geary	Clay	Dickinson	Pott
School Age Program		7				1
Child Care Center		15	7	1	7	6
R & R Agency		1				
School Age Drop In Program		10				3
Group Day Care Home		29	16	11	11	13
Head Start Child Care						1
Licensed Day Care Home		39	12	14	14	33
Preschool			1	2	3	
Outdoor Summer Age Program		1				
	Totals	102	36	28	35	57
		1		1	-1	-2

Attachment: BOCC monthly preschool (14662 : RCHD Update)

Raising Riley Update

10.a



Attachment: BOCC monthly preschool (14662 : RGHD Update)

WIC Update

WIC certified 255 new clients in March!

MHK Entertainment Company's Baby Shower – RCHD's Easter Egg Hunt

Quarterly WIC clinics with Afghan families

Attachment: BOCCmonthlypresapril24 (14662 : RCHD Update)



2024 Easter Egg Hunt

MCH Update

BAM Classes = 84 moms

Spanish BAM = 11 moms

New Client Enrollments = 19 clients

Yoga Classes = 24 participants

PHEP Update

Skylar attended the Preparedness Summit in March

PHEP facilitated 2nd Open House and Easter Egg Hunt – about 100 people attended

Bug-A-Palooza on April 20

Opioid Prevention

10.a

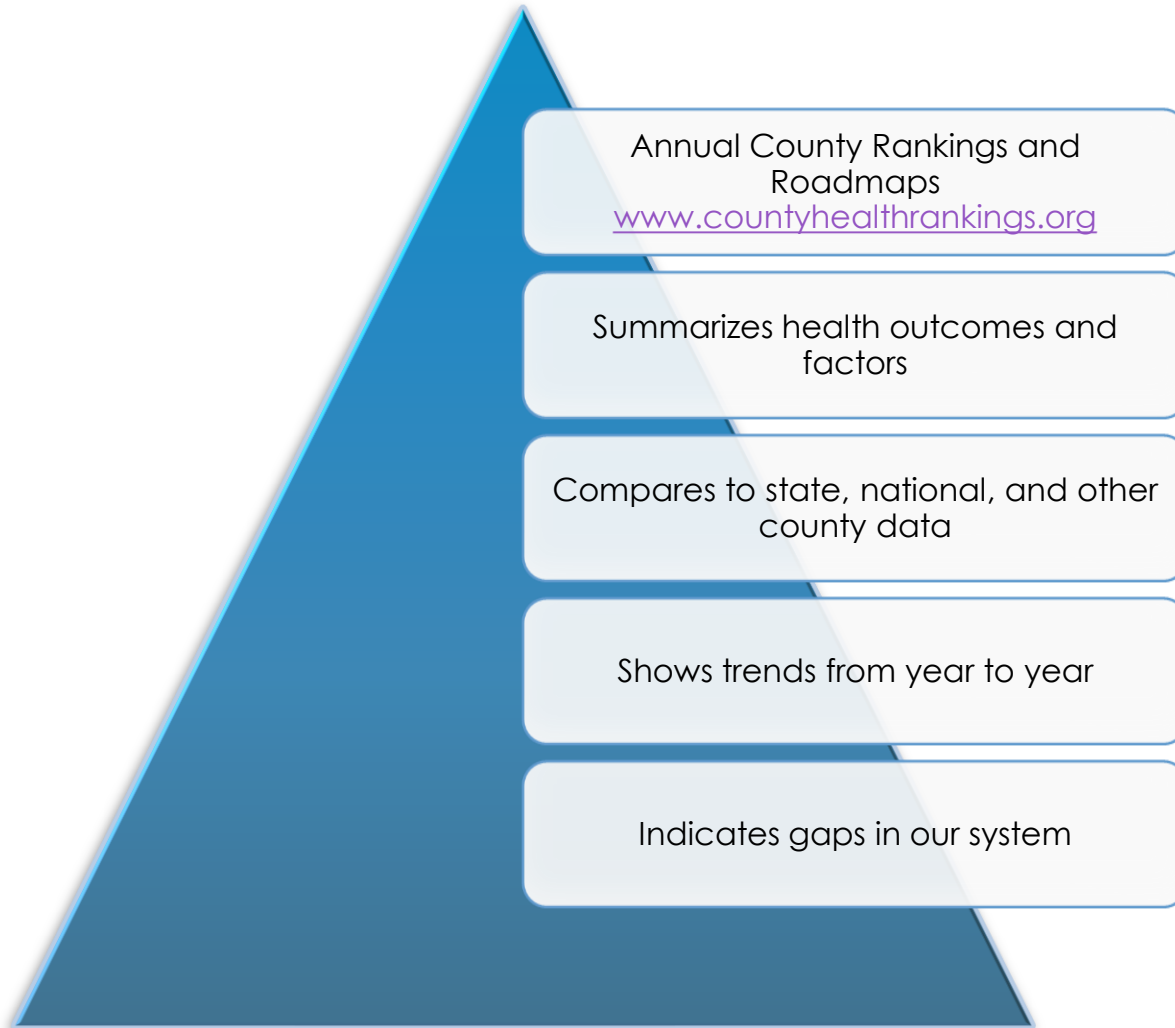
12 Presentations
in March

18 pending
events for April

Met with 12
community
partners in March

Attachment: BOCCmonthlypresapril24 (14662 : RCHD Update)

County Health Rankings





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 11, 2024

SUBJECT: March 2024 Revenue Reporting - Riley County Treasurer

PRESENTER: Shilo Heger

Enclosures:

- March 2024 Financials (PDF)

Riley County Balance Sheet
March 31, 2024

11.a

Assets		Liabilities/Fund Balances		
KS State Bank-Checking	55,034,371.34	County General		22,751,299.03
KS State Bank-ARP	13,258,838.12	Disaster Fund (ARPA Funds)		13,258,838.12
Riley State Bank	309,209.84	Health Department		2,295,583.69
Outdoor Bank	5,000.00	Capital Improvements Fund		18,857,799.82
		Economic Development		360,748.45
Cash on Hand	34,315.12	RCPD Levy/Inmate Medical		1,852,032.81
CD/CDARS	12,077,189.33	Bond & Interest		532,036.82
		Road & Bridge Capital Projects		6,419,561.44
		Road & Bridge .20 Sales Tax		2,808,919.33
		Landfill Closure		58,950.22
		County Building		243,133.38
		County Auction		301,566.57
		Solid Waste		675,399.66
		Emergency Management		644,214.24
		Fire District #1		1,324,127.78
		Register of Deeds Tech Fund		175,707.93
		Clerk Tech Fund		172,188.93
		Treasurer Tech Fund		106,212.71
		Motor Vehicle Operations		156,262.11
		RCPD Ops/IT Reserve/Seizure		2,538,554.50
		District Court-Technology		151,577.38
		Court Services		3,625.00
		EMS Grants		6,370.99
		Museum Bequest		6,582.25
		War Memorial Fund		10,725.07
		KS Opioid Settlement		126,087.51
		LATCF Funds		100,000.00
		Miscellaneous		43,071.79
		Community Corrections		456,764.42
		JJA Prevention	Teen Court	Adult Services
		Juvenile Intake Case Manager	Juvenile Service	Special Alcohol
		County Attorney		3,993.49
		Special Prosecutor Trust	PATF	
		Benefit Districts		1,284,190.41
		University Park	Moehlman Bottoms	Deep Creek
		Carson Sewer	Valleywood	Lakeside Heights
		Hunters Island	Terra Heights	Konza
		Mertz/McGehee Drainage		
		Funds to be Distributed		5,781.58
		City Funds	Wildlife & Parks	School Funds
		Township Funds	Special Assessments	State Funds
		Cemetery Funds		
		Tax Holding Funds		2,987,016.32
		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	\$ 80,718,923.75	TOTAL LIABILITIES & FUND BAL		80,718,923.75

Attachment: March 2024 Financials (14641 : March Treasurer's Report-2024)

Investments and Interest
March 31, 2024
Investments & Year to Date Interest

Bank	CDs	Checking Savings	Year to Date Interest	2023 Interest
KS State Bank	\$0.00	\$68,293,209.46	\$1,047,036.28	
Riley State Bank	\$5,400,000.00	\$309,209.84	\$104.32	
Peoples State Bank	\$0.00	\$5,000.00	\$24.95	
Sunflower	\$0.00	\$0.00	\$0.00	
UMB	\$0.00	\$0.00	\$0.00	
Landmark National Bank	\$0.00	\$0.00	\$0.00	
Intrust	\$4,800,000.00	\$0.00	\$95,248.74	
Capitol Federal	\$1,000,000.00	\$0.00	\$0.00	
Community 1st National Bank	\$0.00	\$0.00	\$0.00	
United Bank	\$400,000.00	\$0.00	\$0.00	
Municipal Investment Pool	\$0.00	\$0.00	\$0.00	
Commerce Bank	\$477,189.33	\$0.00	\$40,399.63	
Central National Bank	\$0.00	\$0.00	\$0.00	
Total	\$12,077,189.33	\$68,607,419.30	\$1,182,813.92	\$3,212,456.84
Cash & Transfer items	\$34,315.12			
Total on Deposit	\$80,718,923.75			

	2024	2023
Interest Transfers		
Capital Improvements #145	\$194,820.52	\$545,253.65
Emergency 911 #148	\$9,595.28	\$34,542.01
Reg of Deeds Technology #106	\$2,295.79	\$7,849.63
Clerk Technology #107	\$2,307.85	\$7,391.06
Treasurer Technology #108	\$1,538.72	\$4,796.87
RCPD Seizure Funds	\$4,109.64	\$15,305.20
Total Transfers	\$214,667.80	\$615,138.42
Net Interest to County General	\$968,146.12	\$2,597,318.42

Budget	\$ 2,000,000.00	\$100,000.00
% Collected	48.41%	2597.32%

Interest - ARPA Fund **\$179,711.17** **\$695,016.71**

Interest rate on active checking account 5.46%
Interest rate on one year investments 5.45%

Attachment: March 2024 Financials (14641 : March Treasurer's Report-2024)

**General Fund Revenue Detail
Through March 31, 2024**

	March		Year To Date		
	Actual	Budget	Actual	Budget	Variance
Motor Vehicle					
Motor Vehicle	166,848	159,863	566,371	599,485	-33,114
Vehicle Rental Excise	0	0	16,482	22,530	-6,048
Recreational Vehicle	831	1,568	4,733	5,881	-1,148
Commercial Vehicles	19,721	21,112	21,202	21,112	90
Ad Valorem					
RL/Oil/PP	501,904	523,119	15,031,406	14,908,878	122,528
Intangible	7,050	3,992	240,852	113,777	127,075
16/20 M Trucks	892	300	11,918	8,560	3,358
Watercraft	2,873	313	13,224	8,931	4,293
Delinquent Tax	59,243	0	167,830	0	167,830
Sales Tax	170,860	166,667	562,347	500,001	62,346
Payment In Lieu of Tax	0	0	0	0	0
City/County Highway	0	0	251,617	276,253	-24,636
Interest/Penalties	20,836	25,000	80,669	75,000	5,669
Investment Interest	296,032	166,667	968,146	500,001	468,145
Recording Fees	28,932	25,000	72,682	75,000	-2,318
Hertiage Trust Fund	2,156	0	5,352	0	5,352
Juvenile Supervision Fees		42	25	126	-101
Diversion Fees	5,294	5,000	11,412	15,000	-3,588
Franchise Fees		0	5,849	8,750	-2,901
Miscellaneous		0	147	0	147
Departments					
Clerk	34	250	247	750	-503
Register of Deeds	1,870	2,083	5,810	6,249	-439
Treasurer	380	667	1,166	2,001	-835
Clerk of the District Court	3,886	3,333	5,585	9,999	-4,414
Emergency Management	0	0	80,781	85,907	-5,126
Coroner	0	0	0	0	0
Fair	1,075	1,667	2,529	5,001	-2,472
Museum	0	0	0	0	0
Election	2,844	1,000	2,919	3,000	-81
Ambulance/EMS	149,530	135,413	460,813	406,239	54,574
Appraiser	226	1,500	5,899	4,500	1,399
Planning & Development	2,750	3,167	7,227	9,501	-2,274
Information Systems	55	0	65	0	65
General-General	3,320	0	15,493	0	15,493
Public Works	48,554	40,000	128,570	120,000	8,570
Noxious Weed	3,394	9,167	16,648	27,501	-10,853
Total Before Transfers	1,501,388.84	1,296,890	18,766,015	17,819,933	946,082
Transfers In	0.00	0	0.00	0	0.00
Total After Transfers	1,501,388.84	1,296,890	18,766,015	17,819,933	946,082
Over/Under Budget Before Transfers	15.77%		5.31%		
Over/Under Budget After Transfers	15.77%		5.31%		

Attachment: March 2024 Financials (14641 : March Treasurer's Report-2024)

2024 General Fund Revenue
Year To Date

11.a

	March		Year To Date		
	Actual	Budget	Actual	Budget	% of Budget Collected
Motor Vehicle					
Motor Vehicle	166,848	159,863	566,371	1,998,282	28.34%
Vehicle Rental Excise	0	0	16,482	45,059	36.58%
Recreational Vehicle	831	1,568	4,733	19,606	24.14%
Commercial Vehicles	19,721	21,112	21,202	84,447	25.11%
Ad Valorem					
RL/Oil/PP	501,904	523,119	15,031,406	26,155,925	57.47%
Intangible	7,050	3,992	240,852	199,608	120.66%
16/20 M Trucks	892	300	11,918	15,017	79.36%
Watercraft	2,873	313	13,224	15,667	84.41%
Delinquent Tax	59,243	0	167,830	0	0.00%
Sales Tax	170,860	166,667	562,347	2,000,000	28.12%
Payment In Lieu of Tax	0	0	0	40,000	0.00%
City/County Highway	0	0	251,617	1,105,011	22.77%
Interest/Penalties	20,836	25,000	80,669	300,000	26.89%
Investment Interest	296,032	166,667	968,146	2,000,000	48.41%
Recording Fees	28,932	25,000	72,682	300,000	24.23%
Hertiage Trust Fund	2,156	0	5,352	0	0.00%
Juvenile Supervision Fees		42	25	500	5.00%
Diversion Fees	5,294	5,000	11,412	60,000	19.02%
Franchise Fees		0	5,849	35,000	16.71%
Miscellaneous		0	147	0	0.00%
Departments					
Clerk	34	250	247	3,000	8.23%
Register of Deeds	1,870	2,083	5,810	25,000	23.24%
Treasurer	380	667	1,166	8,000	14.58%
Clerk of the District Court	3,886	3,333	5,585	40,000	13.96%
Emergency Management	0	0	80,781	85,907	0.00%
Coroner	0	0	0	0	0.00%
Fair	1,075	1,667	2,529	20,000	12.65%
Museum	0	0	0	0	0.00%
Election	2,844	1,000	2,919	12,000	24.33%
Ambulance/EMS	149,530	135,413	460,813	1,624,951	28.36%
Appraiser	226	1,500	5,899	18,000	32.77%
Planning & Development	2,750	3,167	7,227	38,000	19.02%
Information Systems	55	0	65	0	0.00%
General-General	3,320	0	15,493	0	0.00%
Public Works	48,554	40,000	128,570	480,000	26.79%
Noxious Weed	3,394	9,167	16,648	110,000	15.13%
Total Before Transfers	1,501,389	1,296,890	18,766,015	36,838,980	50.94%
Transfers In	0	0	0	300,000	0.00%
Total After Transfers	1,501,389	1,296,890	18,766,015	37,138,980	50.53%
Over/Under Budget Before Transfers	15.77%				
Over/Under Budget After Transfers	15.77%				
March = 25.00% of the Budget					

Attachment: March 2024 Financials (14641 : March Treasurer's Report-2024)

Sales Tax Received
March 31, 2024

	County General			2024 Budget	% Over Budget
	2023	2024	Prior Year Variance		
January (Nov)	193,878.41	183,689.10	-5.26%	166,667	10.21%
February (Dec)	211,882.26	207,797.81	-1.93%	166,667	24.68%
March (Jan)	168,813.93	170,859.67	1.21%	166,667	2.52%
April (Feb)	170,747.53	0.00	-100.00%	166,667	-100.00%
May (Mar)	197,338.15	0.00	-100.00%	166,667	-100.00%
June (Apr)	176,160.38	0.00	-100.00%	166,667	-100.00%
July (May)	182,832.23	0.00	-100.00%	166,667	-100.00%
August (June)	201,283.34	0.00	-100.00%	166,667	-100.00%
September (July)	167,263.67	0.00	-100.00%	166,667	-100.00%
October (Aug)	193,329.61	0.00	-100.00%	166,667	-100.00%
November (Sept)	216,907.02	0.00	-100.00%	166,667	-100.00%
December (Oct)	193,516.34	0.00	-100.00%	166,667	-100.00%
Year to Date	\$2,273,952.87	\$562,346.58		\$ 2,000,000.00	-71.88%

	2023	2024
Sales Tax Collected	\$2,273,952.87	\$562,346.58
Budget	\$1,800,000.00	\$2,000,000.00
% of Budget Collected	126.33%	28.12%
% Over Budget	26.33%	3.12%

Attachment: March 2024 Financials (14641 : March Treasurer's Report-2024)

**Sales Tax Received
March 31, 2024**

11.a

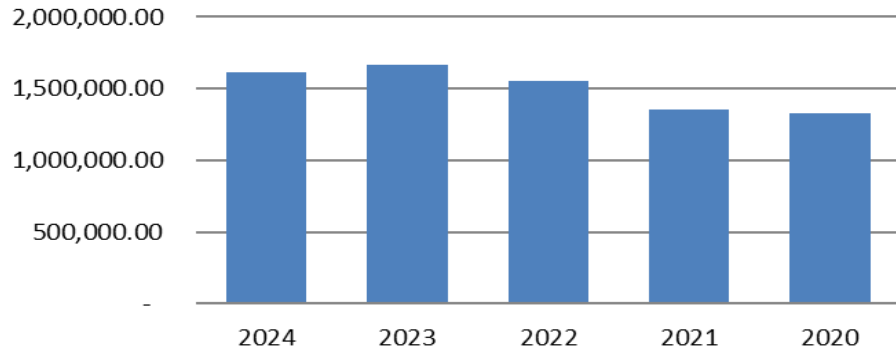
	Road & Bridge			2024 Budget	% Over Budget
	2023	2024	Prior Year Variance		
January (Nov)	193,878.40	212,079.24	9.39%	166,667	27.25%
February (Dec)	211,882.25	239,257.27	12.92%	166,667	43.55%
March (Jan)	195,644.52	196,726.95	0.55%	166,667	18.04%
April (Feb)	197,885.43	0.00	-100.00%	166,667	-100.00%
May (Mar)	228,702.28	0.00	-100.00%	166,667	-100.00%
June (Apr)	204,158.59	0.00	-100.00%	166,667	-100.00%
July (May)	211,890.83	0.00	-100.00%	166,667	-100.00%
August (June)	232,392.78	0.00	-100.00%	166,667	-100.00%
September (July)	193,115.20	0.00	-100.00%	166,667	-100.00%
October (Aug)	223,209.72	0.00	-100.00%	166,667	-100.00%
November (Sept)	250,431.18	0.00	-100.00%	166,667	-100.00%
December (Oct)	223,425.34	0.00	-100.00%	166,667	-100.00%
Year to Date	\$2,566,616.52	\$648,063.46		\$ 2,000,000.00	-67.60%

	2023	2024
Sales Tax Collected	\$2,566,616.52	\$648,063.46
Budget	\$1,800,000.00	\$2,000,000.00
% of Budget Collected	142.59%	32.40%
% Over Budget	42.59%	7.40%

Attachment: March 2024 Financials (14641 : March Treasurer's Report-2024)

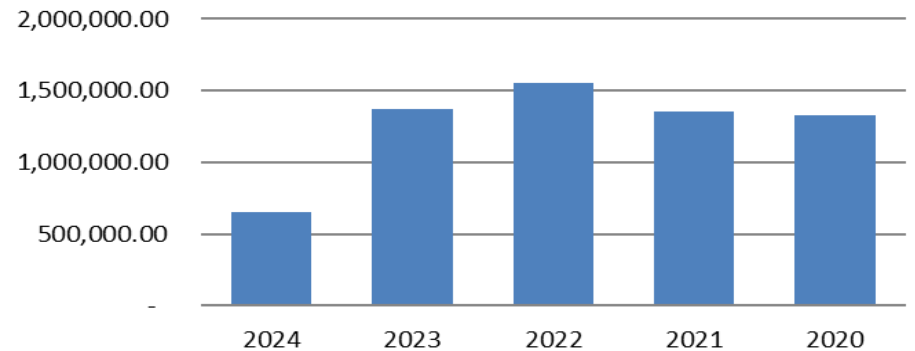
Sales Tax Data February 2024

.50% General Fund Sales Tax Year to Date Mar. (Jan. Sales)



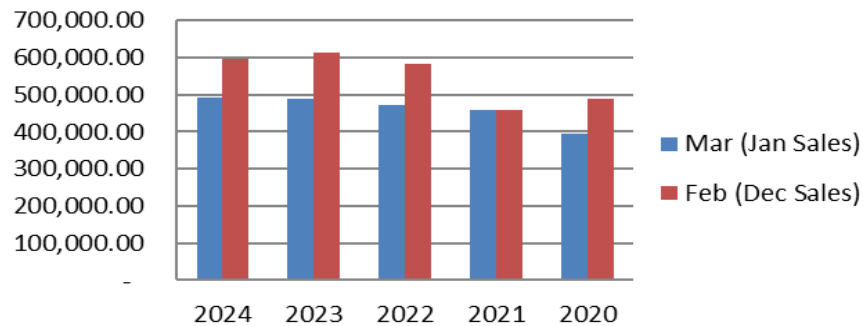
General Fund Sales Tax year to date is 2.67% lower than March 2023

Road & Bridge Sales Tax Year to Date Mar. (Jan. Sales)



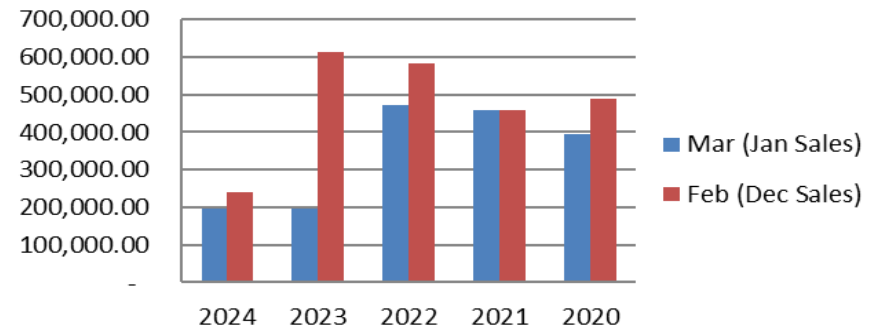
Road & Bridge Sales Tax year to date is 52.68 lower than March 2023

.50% General Fund Sales Tax Prior month comparison



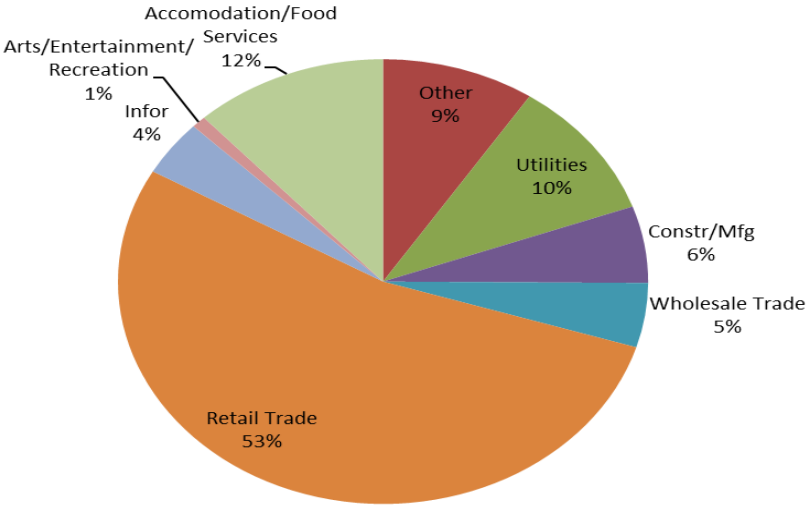
General Fund Sales Tax is 17.78% lower than February 2024.

.20 R&B Sales Tax History Prior month comparison



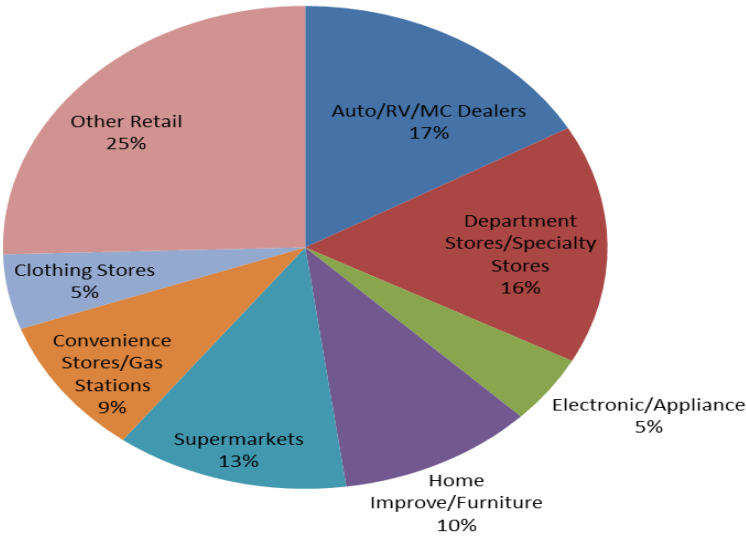
Road & Bridge Sales Tax is 17.78% lower than February 2024.

March Sales Tax Report
January Sales by Type



Other	9.33%	64,149.26
Utilities	10.20%	70,129.01
Constr/Mfg	5.58%	38,362.24
Wholesale Trade	4.68%	32,198.19
Retail Trade	53.47%	367,811.57
Infor	4.06%	27,892.99
Arts/Entertainment/ Recreation	0.89%	6,087.78
Accommodation/Food Services	11.81%	81,225.41
		687,856.45

March Sales Tax Report
January Retail Sales



Auto/RV/MC Dealers	16.78%	61,711.71
Department Stores/Specialty Stores	16.01%	58,892.26
Electronic/Appliance	4.56%	16,777.60
Home Improve/Furniture	10.48%	38,531.71
Supermarkets	12.48%	45,897.25
Convenience Stores/Gas Stations	9.21%	33,890.65
Clothing Stores	5.02%	18,472.60
Other Retail	25.46%	93,637.79
		367,811.57

March 2024 (Jan Sales)

			State
Sales Tax			Treasurer
Leonardville	391,698.71	0.003706	1,451.63
Ogden	391,698.71	0.015130	5,926.51
Randolph	391,698.71	0.001248	488.72
Riley	391,698.71	0.009679	3,791.06
Manhattan	391,698.71	0.622346	243,772.21
County	391,698.71	0.347891	136,268.58
		1.000000	391,698.71

Use Tax			
Leonardville	99,430.79	0.003706	368.48
Ogden	99,430.79	0.015130	1,504.42
Randolph	99,430.79	0.001248	124.06
Riley	99,430.79	0.009679	962.34
Manhattan	99,430.79	0.622346	61,880.39
County	99,430.79	0.347891	34,591.09
		1.000000	99,430.78

.50 Sales Tax	491,129.49
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.20 Sales Tax	196,726.95
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Total Sales Tax	687,856.44
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COUNTY CLERK & ELECTIONS
Personnel

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

COMMISSION AGENDA REPORT

FROM: Elizabeth Ward, Human Resources Director

MEETING: April 11, 2024

SUBJECT: Working session - Employee Policy Manual proposal

PRESENTER: Elizabeth Ward

BACKGROUND

The last formal update to the Riley County Employee Manual was approved in 2012. Since then, many laws and regulations have changed, as well as operational practices at Riley County. Many of these changes were documented through resolutions, or individual Department Policies.

Having an updated and accurate employee manual is a vital tool to communicate expectations to current and future employees, assist supervisors in managing their teams, and preventing legal liability.

Therefore, a workgroup has collaborated with Keystone risk management group to draft a new Employee Manual and Employee Procedures Manual for Riley County.

The result is a shorter, more concise, and more accurate policy manual. The process also gave us the opportunity to evaluate the policies and update them to the best standard practices for managing our responsibilities as an employer.

Enclosures:

- Employee Policy Changes Exec Summary 2024-04_5th session (002) (DOCX)



Executive Summary of Riley County Employee Manual update (4th session)

Policy changes

- 1) Page 35 - Dress code

2012 policy: PROFESSIONAL APPEARANCE POLICY

R-1 Mission Statement of Riley County

"To provide quality public services that preserve the past, protect the present, and enhance the health, safety, and general well-being of the citizens of Riley County."

R-2 Vision

Each employee is a representative of Riley County Government and as such is responsible for providing a professional appearance by being well groomed, being appropriately attired, and functioning in a safe manner within an orderly work environment.

R-3 Goal

The goal of this policy is to establish a minimum acceptable dress code for the employees of Riley County using the following as objectives:

- (a) The overall policy should recognize department-specific policies (ex. County Attorney office) by giving final discretion regarding appropriate dress to elected officials and department heads.
- (b) The policy should take into account the varied working conditions and environments that Riley County employees work in.
- (c) The policy should provide for consistency in its application by the different departments so that productivity and good morale is maintained.
- (d) The policy should allow for latitude for work environments where safety is a concern and should allow for flexibility for special situations as they arise.

R-4 Policy Statement

- (a) Riley County employees are the diplomats for county government. Each employee, at any time, may be the initial contact or the continued colleague for the customer doing county business. All employees should represent the mission, vision and values of Riley County. All employees should take pride in themselves by presenting a clean, well-groomed, and appropriately attired professional appearance as they perform the tasks involved in their employment.
- (b) Employees who perform work in areas where safety concerns or work duties dictate the attire, and those who wear a specific uniform, should dress according to departmental guidelines.
- (c) Employees who perform work in an office environment will dress in appropriate office attire. Examples of inappropriate office attire include but are not limited to the following: frayed, tattered, or torn clothing; jeans or denim (unless approved by the Department Head); overalls; painter's pants; military or camouflaged clothing; tee shirts with inappropriate writing or logo's; shorts or cutoffs; halter or midriff type tops; tank or spaghetti strap tops; leisure wear/jogging suits; sweat pants; **flip flops or athletic shoes (unless medically necessary)**; or a general appearance which is considered excessive by the Department Head.
- (d) The open display of tattoos, body piercing jewelry, and provocative or revealing clothing are unacceptable unless specifically approved by the department head/elected official. Appropriate undergarments should be worn and should not be visible.

- (e) An individual department may designate a casual dress day. Casual clothing such as jeans, athletic shoes, and clean tee shirts displaying acceptable messages may be appropriate if approved by department head/elected official. Casual dress days will not conflict with internal department dress policies and guidelines, and employees must still remember their appearance represents Riley County.
- (f) Alternative attire occasions may be announced by the Board of County Commissioners.
- (g) Education on professional appearance shall be made available to employees in the form of annual training by Riley County Extension, or by some other non-County entity approved by the Board of County Commissioners.

2024 Recommended policy:

Dress Code – Professional Appearance Policy

Employees representing Riley County are expected to project a clean, professional image in all business-related activities. Dressing in an unprofessional manner, presenting a safety risk, or negatively impacting Riley County's image is not acceptable. The Department Head has the final discretion regarding appropriate dress for each department considering the nature of the work and specific requirements.

Business-Casual Attire: Employees working in an office environment and not required to wear a department-specific uniform are expected to adhere to a business-casual dress code. Examples of prohibited clothing include, but are not limited to:

- Clothing that is oversized, extremely tight, or revealing.
- Frayed, tattered, or torn clothing.
- Leisure wear, jogging suits, sweatpants, yoga or stretch pants, shorts, or cutoffs.
- Overalls, painter's pants, military, or camouflaged clothing,
- Jeans or denim pants (unless approved by the Department Head),
- Graphic t-shirts.
- Flip flops, clogs/Crocs, or athletic shoes (unless medically necessary).
 - Flip-flops are defined as an open toed shoe, with a strap between the toes or across the bridge of the foot and no raised heel.
 - Athletic shoes are defined as sports shoes with enhanced stability features, cushioning and traction intended for use in sports.
- Hats worn indoors (Riley County-provided baseball caps are acceptable when approved by the Department Head and worn with the bill facing forward).

Additional Guidelines: During any working time, the following rules apply:

- Jeggings, leggings, or tights may only be worn with an appropriate length dress/skirt/tunic.
- Appropriate undergarments should be worn and should not be visible.
- Offensive body odor and poor personal hygiene are not acceptable.
- Dresses/skirts/tunics hemlines should not meet or exceed mid-thigh when sitting AND should be no more than 2 inches above the knee when standing.
- Jewelry (including piercings) and tattoos may be worn as long as they do not interfere with an employee's ability to perform their position effectively and safely, and as long as the jewelry or tattoos are not offensive or harassing toward co-workers, customers, or others with whom the County does business. If jewelry or tattoos present a conflict, the employee will be asked to remove excess jewelry, cover tattoos, or the employee and supervisor can identify other appropriate options. Jewelry or tattoos that are worn as an expression of a sincerely held religious belief (*defined in the federal code of regulations: §1605.1: Religious nature of a practice or belief*) are permitted.
 - Tattoos deemed offensive or distracting include tattoos that contain offensive words, messages, slogans, or pictures, including but not limited to those displaying nudity, sexual acts, gender,

race, religion, disability, or national origin, and/or may be perceived to be gang-related shall be covered and/or not visible while on duty.

- Jewelry may be restricted for safety-sensitive positions.
- Objects, articles, jewelry (including expanders), or ornamentation shall not be worn/ attached to or through the skin if visible on the tongue, any part of the mouth, or cheek.

An individual department may designate specific days as casual dress days. Casual clothing such as jeans, athletic shoes, and clean t-shirts displaying acceptable messages may be appropriate if approved by the department head/elected official.

If the department head finds an employee's appearance or personal hygiene is inappropriate, the employee will be asked to leave work and return properly dressed and groomed. If asked to leave, the time away from work will be unpaid. Speak with a supervisor prior about clothing standard questions.

2024 Alternate policy #1:

Dress Code – Professional Appearance Policy

Same as above until purple portion

- Reasonably-sized earrings may be worn in each ear. A single (1) stud or ring may be displayed in one (1) nose and/or one (1) eyebrow, if it does not exceed ½ inch in size.
- Open display of body piercing jewelry other than the above is unacceptable ~~unless specifically approved by the department head/elected official.~~
- Objects, articles, jewelry (including expanders), or ornamentation of any kind shall not be worn/ attached to or through the skin if visible on the tongue, any part of the mouth, or cheek.
- No visible tattoos are allowed above the shoulders (excluding tattoos for natural looking cosmetic enhancements, such as eyebrows, lips, and eye liners).
- Visible tattoos deemed offensive or distracting by the Department Head must be covered. This includes Tattoos that contain offensive words, messages, slogans, or pictures, including but not limited to those displaying nudity, sexual acts, gender, race, religion, disability, or national origin, and/or may be perceived to be gang-related shall be covered and/or not visible while on duty.

2024 Alternate policy #2:

Dress Code – Professional Appearance Policy (adapted from RCPD)

Markings of any kind or nature, with the exception of permanent makeup that does not detract from a professional image, are prohibited anywhere upon the face. Only tattoos that would not be considered Extremist, Indecent, Sexist, or Racist are allowed to be visible during work hours. Any markings that fall within any of these categories must be covered at all times.

Piercings are to be tasteful and professional. A single discreet stud style nose piercing is allowed to remain visible. Earrings are not to be in excess, gauges and plugs are not acceptable. Jewelry should be tasteful and moderate in style.



COUNTY CLERK & ELECTIONS
Budget

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

MEMORANDUM

FROM: Brittany Phillips, Budget & Finance Officer

MEETING: April 11, 2024

SUBJECT: Monthly Cash Flow Report for March 2024

PRESENTER: Brittany Phillips, Budget & Finance Officer

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

Enclosures:

- March 2024 cash flows (PDF)

2024 Riley County Economic Development Cash Flow Analysis

% of Year: 25

Month	Revenue	Reimbursements	Other	Total Revenue	Expenditures	Jan/Feb/Mar 2023 A/P	Total Expenditures
Jan	\$107,100.00			\$107,100.00	\$84,542.15		\$84,542.15
Feb				\$0.00			\$0.00
Mar				\$0.00	\$1,895.00		\$1,895.00
Apr				\$0.00			\$0.00
May				\$0.00			\$0.00
Jun				\$0.00			\$0.00
Jul				\$0.00			\$0.00
Aug				\$0.00			\$0.00
Sep				\$0.00			\$0.00
Oct				\$0.00			\$0.00
Nov				\$0.00			\$0.00
Dec				\$0.00			\$0.00
\$107,100.00		\$0.00	\$0.00	\$107,100.00	\$86,437.15	\$0.00	\$86,437.15

Cash Reconciliation	
2024 Beginning Unencumbered Cash	\$340,085.60
2024 Revenue	\$107,100.00
Less 2024 Expenditures/Encumbrances	\$86,437.15
2024 Ending Unencumbered Cash	\$360,748.45
Less Est. Project Balance for CY	\$166,675.85
2024 Projected Unencumbered Cash	\$194,072.60

Riley County 2024 Budget Authority Summary		
2024 Budgeted Expenditures	\$259,053	% Budget Expended
Expenditures to Date	\$86,437	
2024 Remaining Budget Authority	\$172,616	
33.37%		
Riley County 2024 Budgeted Revenue		
2024 Budgeted Revenue	\$107,100	% Budgeted Revenue
Revenue to Date	\$107,100	
100.00%		

Attachment: March 2024 cash flows (14659 : Monthly Cash Flow Reports for March 2024)

2024 Detailed Expenditures per Project and per Department

Projects	Project Estimate	Prior Year Expenditures	2024 Actual Expenditures	Jan/Feb/Mar 2023 A/P	Remaining Project Estimate Totals	Completed Projects (Over) Under Estimate
APPROPRIATIONS						
Chamber of Commerce	\$55,000.00	\$0.00	\$27,500.00		\$27,500.00	\$0.00
Flint Hills Veterans Coalition	\$1,015.00	\$0.00	\$508.00		\$507.00	\$0.00
Downtown Manhattan	\$5,000.00	\$0.00	\$2,500.00		\$2,500.00	\$0.00
Riley Co. General Eco Devo	\$132,850.00	\$0.00			\$132,850.00	
APPROPRIATION TOTALS	\$193,865.00	\$0.00	\$30,508.00	\$0.00	\$163,357.00	\$0.00
MEMBERSHIPS						
FHMPO Contribution	\$5,200.00	\$0.00	\$1,881.15		\$3,318.85	\$0.00
FHRLP Underwriters & Sponsors					\$0.00	\$0.00
MEMBERSHIP TOTALS	\$5,200.00	\$0.00	\$1,881.15	\$0.00	\$3,318.85	\$0.00
CONTRACTS						
Auto Lane Development (2024)	\$121,139.60	\$109,025.64			\$12,113.96	\$0.00
CONTRACT TOTALS	\$121,139.60	\$109,025.64	\$0.00	\$0.00	\$12,113.96	\$0.00
DEBT OBLIGATION TRANSFER						
Konza Water Debt	\$658,501.67	\$359,504.67	\$52,153.00		\$246,844.00	\$0.00
DEBT OBLIGATION TRANSFER TOTALS	\$658,501.67	\$359,504.67	\$52,153.00	\$0.00	\$246,844.00	\$0.00
PROJECTS						
Comprehensive Plan Update	\$150,000.00	\$325.75	\$1,895.00		\$147,779.25	\$0.00
PROJECT TOTALS	\$150,000.00	\$325.75	\$1,895.00	\$0.00	\$147,779.25	\$0.00
TOTALS	\$1,128,706.27	\$468,856.06	\$86,437.15	\$0.00	\$573,413.06	\$0.00

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

Completed Projects

Attachment: March 2024 cash flows (14659 : Monthly Cash Flow Reports for March 2024)

2024 Riley County Building Cash Flow Analysis FUND 152

% of Year: 25

Month	Revenue	Reimbursements	Other	Total Revenue	Expenditures	Encumbrances	Jan/Feb/Mar 2023 A/P	Total Expenditures
Jan	\$175,365.42			\$175,365.42	\$6,436.16		\$31,441.99	\$37,878.15
Feb		\$10.00		\$10.00	\$23,518.23			\$23,518.23
Mar	\$8,405.63	\$4,008.00		\$12,413.63	\$19,027.22			\$19,027.22
Apr				\$0.00				\$0.00
May				\$0.00				\$0.00
Jun				\$0.00				\$0.00
Jul				\$0.00				\$0.00
Aug				\$0.00				\$0.00
Sep				\$0.00				\$0.00
Oct				\$0.00				\$0.00
Nov				\$0.00				\$0.00
Dec				\$0.00				\$0.00
	\$183,771.05	\$4,018.00	\$0.00	\$187,789.05	\$48,981.61	\$0.00	\$31,441.99	\$80,423.60

Cash Reconciliation	
2024 Beginning Unencumbered Cash	\$104,325.94
2024 Revenue	\$187,789.05
Less 2024 Expenditures/Encumbrances	\$48,981.61
2024 Ending Unencumbered Cash	\$243,133.38

Riley County 2024 Budget Authority Summary	
2024 Budgeted Expenditures	\$430,000
Expenditures to Date	\$80,424
2022 Remaining Budget Authority	\$349,576

% Budget Expended
18.70%

Riley County 2024 Budgeted Revenue	
2024 Budgeted Revenue	\$323,370
Revenue to Date	\$187,789

% Budgeted Revenue
58.07%

Attachment: March 2024 cash flows (14659 : Monthly Cash Flow Reports for March 2024)

2024 Riley County CIP Cash Flow Analysis

% of Year: 25

FUND 145

Month	Revenue	Transfers In	Reimbursements	Total Revenue	Expenditures	Jan/Feb/Mar 2023 A/P	Total Expenditures
Jan	\$194,820.52	\$5,509,446.00		\$5,704,266.52	\$216,786.25	\$50,114.59	\$266,900.84
Feb				\$0.00	\$32,510.85		\$32,510.85
Mar				\$0.00	\$11,288.77		\$11,288.77
Apr				\$0.00			\$0.00
May				\$0.00			\$0.00
Jun				\$0.00			\$0.00
Jul				\$0.00			\$0.00
Aug				\$0.00			\$0.00
Sep				\$0.00			\$0.00
Oct				\$0.00			\$0.00
Nov				\$0.00			\$0.00
Dec				\$0.00			\$0.00
Totals	\$194,820.52	\$5,509,446.00	\$0.00	\$5,704,266.52	\$260,585.87	\$50,114.59	\$310,700.46

Cash Reconciliation	
2024 Beginning Unencumbered Cash	\$12,408,040.96
2024 Revenue	\$5,704,266.52
Less 2024 Expenditures/Encumbrances	\$260,585.87
2024 Ending Unencumbered Cash	\$17,851,721.61
Less Remaining Approved Projects	\$3,638,000.39
2024 Projected Unencumbered Cash	\$14,213,721.22
LESS RESERVED FUNDS	\$4,704,807.68
Projected 2024 Cash w/out Reserves	\$9,508,913.54

Riley County 2024 CIP Budget Authority Summary	
2024 CIP Budgeted Expenditures	\$7,990,119
Expenditures to Date	\$260,586
2024 Remaining Budget Authority	\$7,729,533

% Budget Expended

3.26%

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

% Budgeted Revenue

96.20%

Reserved Funds:	
CIP Reserve	500,000.00
Fair Reserve	107,954.55
FFE Reserve	1,172,274.17
Hardware Refresh	1,034,446.00
CARES Funds	1,890,133
TOTAL RESERVE	4,704,807.68

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

Attachment: March 2024 cash flows (14659 : Monthly Cash Flow Reports for March 2024)

2024 CIP Detailed Expenditures per Project and per Dept

Project #	Project Code	Projects	Approved Project Estimate	Prior Year Expenditures	Reserved for Approved Projects	2024 Actual Expenditures	Jan/Feb/Mar 2023 A/P	Remaining Project Estimate	Completed Projects (Over) Under Approved Estimate
PUBLIC WORKS:									
13-13PW005		Unassigned - design cost for culverts	\$35,000.00	\$16,100.00				\$18,900.00	
18-18PW012	27	Fairgrounds ADA Walkway	\$170,000.00	\$104,648.05				\$65,351.95	
20-20LEC003		Rewire Elevator Safety Systems	\$40,000.00	\$0.00				\$40,000.00	
20-20PK004		CICO Parking Lot Engineering	\$10,000.00	\$0.00				\$10,000.00	
21-21LEC002		Elevator Repair-LEC Lobby	\$45,000.00	\$0.00				\$45,000.00	
21-21PW002		Semi Truck	\$85,000.00	\$0.00				\$85,000.00	
21-21PW007		Imaging Software & Conversion	\$75,000.00	\$0.00				\$75,000.00	
23-23PW001		Carnegie Elevator Modernization	\$220,000.00	\$0.00				\$220,000.00	
23-23PW003		Carnegie Boiler	\$75,000.00	\$11,604.00				\$63,396.00	
23-23PW004		Dump Truck Bed (Unit 26)	\$70,000.00	\$0.00				\$70,000.00	
23-23PW005		Dump Truck Bed (Unit 27)	\$70,000.00	\$0.00				\$70,000.00	
23-23PW006		550 Diesel Truck w/ Snow Plow & Spreader	\$120,000.00	\$7,475.00		\$9,860.00		\$102,665.00	
23-23PW007		32' Hydraulic Gooseneck Trailer	\$45,000.00	\$0.00				\$45,000.00	
23-23LEC001	986	Replace Roof	\$404,000.00	\$0.00				\$404,000.00	
23-23PK001		Large Area Mower w/ Cab	\$72,000.00	\$0.00				\$72,000.00	
23-23PK002		Playground Equipment CICO Park (PK trx \$75000) & 18-18PK003, 21-21PK008	\$375,000.00	\$0.00				\$375,000.00	
24-24PW001		Courthouse & Health Department Elevator Modernization	\$385,000.00					\$385,000.00	
PUBLIC WORKS TOTAL			\$2,296,000.00	\$139,827.05	\$0.00	\$9,860.00	\$0.00	\$2,146,312.95	\$0.00
EMERGENCY MEDICAL SERVICE									
13-13AM001	302	Design of the EMS Facility Enhancement	\$100,000.00	\$25,770.00				\$74,230.00	
20-20AM003	302	EMS Facility Engineering Design Cost	\$50,000.00	\$0.00				\$50,000.00	
22-22AM001	302	EMS AMBULANCE	\$325,000.00	\$302,902.00		\$1,067.40	\$4,808.98	\$16,221.62	
23-23AM001		Overhead Alerting Systems	\$187,545.61	\$0.00				\$187,545.61	
23-23AM002		Patient Mover Replacement	\$69,265.00	\$0.00				\$69,265.00	
EMS TOTAL			\$731,810.61	\$328,672.00		\$1,067.40	\$4,808.98	\$397,262.23	\$0.00
CLERK									
21-21CK001		Open.Gov software	\$202,620.00	\$133,045.00		\$34,500.00		\$35,075.00	
CLERK TOTAL			\$202,620.00	\$133,045.00		\$34,500.00	\$0.00	\$35,075.00	\$0.00
Elections									
23-23EL002	985	CPE 4th Floor Renovations - Elections	\$720,000.00	\$8,595.00		\$25,685.77	\$10,161.61	\$675,557.62	
CLERK TOTAL			\$720,000.00	\$8,595.00	\$0.00	\$25,685.77	\$10,161.61	\$675,557.62	\$0.00
ATTORNEY									
ATTORNEY TOTAL			\$0.00	\$0.00			\$0.00	\$0.00	\$0.00

Attachment: March 2024 cash flows (14659 : Monthly Cash Flow Reports for March 2024)

Project #	Project Code	Projects	Approved Project Estimate	Prior Year Expenditures	Reserved for Approved Projects	2024 Actual Expenditures	Jan/Feb/Mar 2023 A/P	Remaining Project Estimate	Completed Projects (Over) Under Approved Estimate
APPRAISER									
21-21AP001		Replacement Vehicle	\$35,144.00	\$0.00			\$35,144.00	\$0.00	\$0.00
		APPRAISER TOTAL	\$35,144.00	\$0.00			\$35,144.00	\$0.00	\$0.00
BOCC									
		BOCC TOTAL	\$0.00	\$0.00			\$0.00	\$0.00	\$0.00
PLANNING & DEVELOPMENT									
		PLANNING & DEVELOPMENT TOTAL	\$0.00	\$0.00			\$0.00	\$0.00	\$0.00
NOXIOUS WEED									
		NOXIOUS WEED TOTAL	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
EMERGENCY MANAGEMENT									
16-16EM002		Standby/Backup Generator Pottorf Hall	\$40,126.00	\$0.00				\$40,126.00	
20-20EM005		Bi-directional amplifiers (radio project)	\$35,000.00	\$18,960.71				\$16,039.29	
21-21EM001		Mobile Command Post Upgrade/Equip Refresh	\$125,000.00	\$0.00		\$7,372.70		\$117,627.30	
21-21EM002		EM Storage Building	\$125,000.00	\$0.00				\$125,000.00	
23-23EM001		Outdoor Warning Siren Upgrade	\$85,000.00	\$0.00				\$85,000.00	
		EMERGENCY MANAGEMENT TOTAL	\$410,126.00	\$18,960.71			\$0.00	\$383,792.59	\$0.00
OTHER									
18-18EM003	21	Hardware Refresh Reserve (through 2025)	\$1,182,224.00		\$1,034,446.00			\$1,182,224.00	
Lease pmt to 2033	21	Radio Infrastructure Project Lease (15 yr term through 2033)	\$6,401,938.00	\$2,133,979.89				\$4,267,958.11	
B&I Trx to 2025		2010-B G.O. Bond payment (15 yr term through 2025)	\$2,849,815.47	\$2,484,115.63		\$182,100.00		\$183,599.84	
Fair Reserve	74	Fair		\$3,485.20	111,439.75			\$107,954.55	
CARES Funds	977/978	North Co. EMS Facility & Public Safety HQ Reserved			\$1,890,133			\$1,890,132.96	
		OTHER TOTAL	\$10,433,977.47	\$4,618,095.52	\$3,036,018.71	\$182,100.00	\$0.00	\$7,631,869.46	\$0.00
TOTAL			\$14,829,678.08	\$5,247,195.28	\$3,036,018.71	\$253,213.17	\$50,114.59	\$11,269,869.85	\$0.00

Remaining Approved Projects less lease/debt payments \$3,638,000.39
(not included as these payments are subject to approval with annual budget)

Completed Projects

Attachment: March 2024 cash flows (14659 : Monthly Cash Flow Reports for March 2024)

2024 Detailed Expenditures per Project by Month

												Completed Projects (Over) Under Approved Estimate
Project #	Project Code	Projects	Approved Project Estimate	Prior Year Expenditures	Reserved for Approved Projects	Jan	Feb	Mar	Jan/Feb/Mar 2023 A/P	Expenditures to Date	Remaining Project Estimate	
PUBLIC WORKS:												
13-13PW005		Unassigned - design cost for culverts	\$35,000.00	\$16,100.00						\$16,100.00	\$18,900.00	
18-18PW012	27	Fairgrounds ADA Walkway	\$170,000.00	\$104,648.05						\$104,648.05	\$65,351.95	
20-20LEC003		Rewire Elevator Safety Systems	\$40,000.00	\$0.00						\$0.00	\$40,000.00	
20-20PK004		CICO Parking Lot Engineering	\$10,000.00	\$0.00						\$0.00	\$10,000.00	
21-21LEC002		Elevator Repair-LEC Lobby	\$45,000.00	\$0.00						\$0.00	\$45,000.00	
21-21PW002		Semi Truck	\$85,000.00	\$0.00						\$0.00	\$85,000.00	
21-21PW007		Imaging Software & Conversion	\$75,000.00	\$0.00						\$0.00	\$75,000.00	
23-23PW001		Carnegie Elevator Modernization	\$220,000.00	\$0.00						\$0.00	\$220,000.00	
23-23PW003		Carnegie Boiler	\$75,000.00	\$11,604.00						\$11,604.00	\$63,396.00	
23-23PW004		Dump Truck Bed (Unit 26)	\$70,000.00	\$0.00						\$0.00	\$70,000.00	
23-23PW005		Dump Truck Bed (Unit 27)	\$70,000.00	\$0.00						\$0.00	\$70,000.00	
23-23PW006		550 Diesel Truck w/ Snow Plow & Spreader	\$120,000.00	\$7,475.00			\$9,860.00			\$17,335.00	\$102,665.00	
23-23PW007		32' Hydraulic Gooseneck Trailer	\$45,000.00	\$0.00						\$0.00	\$45,000.00	
23-23LEC001	986	Replace Roof	\$404,000.00	\$0.00						\$0.00	\$404,000.00	
23-23PK001		Large Area Mower w/ Cab	\$72,000.00	\$0.00						\$0.00	\$72,000.00	
		Playground Equipment CICO Park (PK trx \$75000) & 18-18PK003, 21-21PK008	\$375,000.00	\$0.00						\$0.00	\$375,000.00	
24-24PW001		Courthouse & Health Department Elevator Modernization	\$385,000.00								\$385,000.00	
EMERGENCY MEDICAL SERVICE												
13-13AM001	302	Design of the EMS Facility Enhancement	\$100,000.00	\$25,770.00						\$25,770.00	\$74,230.00	
20-20AM003	302	EMS Facility Engineering Design Cost	\$50,000.00	\$0.00						\$0.00	\$50,000.00	
22-22AM001		EMS AMBULANCE	\$325,000.00	\$302,902.00			\$1,067.40		\$4,808.98	\$308,778.38	\$16,221.62	
23-23AM001		Overhead Alerting Systems	\$187,545.61	\$0.00						\$0.00		
23-23AM002		Patient Mover Replacement	\$69,265.00	\$0.00						\$0.00		
CLERK												
21-21CK001		Open.Gov software	\$202,620.00	\$133,045.00			\$34,500.00			\$167,545.00	\$35,075.00	
Election												
23-23EL002	985	CPE 4th Floor Renovations - Elections	\$720,000.00	\$8,595.00			\$18,484.47	\$7,201.30	\$10,161.61	\$44,442.38	\$675,557.62	
ATTORNEY												
APPRAISER												
21-21AP001		Replacement Vehicle	\$35,144.00	\$0.00					\$35,144.00	\$35,144.00	\$0.00	\$0.00
BOCC												
										\$0.00	\$0.00	
PLANNING & DEVELOPMENT												
			\$0.00	\$0.00						\$0.00	\$0.00	
NOXIOUS WEED												
EMERGENCY MANAGEMENT												
16-16EM002		Standby/Backup Generator Pottorf Hall	\$40,126.00	\$0.00						\$0.00	\$40,126.00	
20-20EM005		Bi-directional amplifiers (radio project)	\$35,000.00	\$18,960.71						\$18,960.71	\$16,039.29	
21-21EM001		Mobile Command Post Upgrade/Equip Refresh	\$125,000.00	\$0.00			\$7,372.70			\$7,372.70	\$117,627.30	
21-21EM002		EM Storage Building	\$125,000.00	\$0.00						\$0.00	\$125,000.00	
23-23EM001		Outdoor Warning Siren Upgrade	\$85,000.00	\$0.00						\$0.00	\$85,000.00	
OTHER												
18-18EM003	21	Hardware Refresh Reserve (through 2025)	\$1,182,224.00	\$0.00	\$1,034,446.00					\$1,034,446.00	\$147,778.00	
Lease to 2033	21	Radio Project Lease (15 yr term through 2033)	\$6,401,938.00	\$2,133,979.89						\$2,133,979.89	\$4,267,958.11	
B&I Trx to 2025		2010-B G.O. Bond pmt (15 yr term through 2025)	\$2,849,815.47	\$2,484,115.63		\$182,100.00				\$2,666,215.63	\$183,599.84	
Fair Reserve	74	Fair		\$3,485.20	\$111,439.75					\$3,485.20	\$107,954.55	
CARES Money	977/978	North Co. EMS Facility & Public Safety HQ Reserved			\$1,890,133					\$0.00	\$1,890,132.96	
TOTALS			\$14,829,678.08	\$5,250,680.48	\$3,036,018.71	\$182,100.00	\$71,284.57	\$7,201.30	\$50,114.59	\$6,595,826.94	\$9,978,613.24	\$0.00

\$310,700.46

Completed Projects

			Received FFE		Approved Projects	Expenditures to	Remaining from
Project Number	Project Code	Projects	Monies		Amount	Date	Received Monies - Expenditures
16-16PW006	447	Fancy Creek Bridge E.2/5.6	\$	516,992.20		\$ 516,992.20	\$ -
17-17PW014	412	Anderson Avenue Bridge	\$	315,709.25		\$ 147,260.53	\$ 168,448.72
		Unassigned	\$	553,254.73			\$ 553,254.73
		Unassigned					\$ -
18-18PW013		Wieter Rd Project			\$ 27,260.00	\$ 27,260.00	\$ (27,260.00)
20-20PW010	509	Welsh Road Overlay	\$	243,640.58		\$ 233,509.12	\$ 10,131.46
		Unassigned	\$	234,041.53			\$ 234,041.53
22-22PW001	465	Tabor Bridge Project			\$ 255,000.00	\$ 211,708.44	\$ (211,708.44)
		Unassigned	\$	228,497.50			\$ 228,497.50
		Unassigned	\$	216,868.67			\$ 216,868.67
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2024 Riley County 1/2 Cent Sales Tax Cash Flow Analysis

% of Year: 25

Month	Sales Tax Revenue	Reimbursements	KDOT	Total Revenue	Expenditures	Jan/Feb/Mar 2023 AP	Total Expenditures
Jan				\$0.00	\$35,096.58	\$84,819.38	\$119,915.96
Feb				\$0.00	\$4,391.61		\$4,391.61
Mar				\$0.00	\$16,627.53		\$16,627.53
Apr				\$0.00			\$0.00
May				\$0.00			\$0.00
Jun				\$0.00			\$0.00
Jul				\$0.00			\$0.00
Aug				\$0.00			\$0.00
Sep				\$0.00			\$0.00
Oct				\$0.00			\$0.00
Nov				\$0.00			\$0.00
Dec				\$0.00			\$0.00
	\$0.00	\$0.00	\$0.00	\$0.00	\$56,115.72	\$84,819.38	\$140,935.10

Cash Reconciliation		
2024 Beginning Unencumbered Cash	\$6,475,677.16	
2024 Revenue	\$0.00	
Less 2024 Expenditures/Encumbrances	\$56,115.72	
2024 Ending Unencumbered Cash	\$6,419,561.44	
Remaining 2024 Projected Revenue	\$0.00	
Less Est. Project Balance for Projects	\$2,114,546.75	
Less Est. Project Balance for Overlay	\$350,000.00	
2024 Projected Unencumbered Cash	\$3,955,014.69	

Riley County 2024 Budget Authority Summary		
2024 Budgeted Expenditures	\$6,892,240	% Budget Expended
Expenditures to Date	\$140,935	
2024 Remaining Budget Authority	\$6,751,305	2.04%

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

Attachment: March 2024 cash flows (14659 : Monthly Cash Flow Reports for March 2024)

2024 Detailed Expenditures per Project and per Department

Project Code	Projects	Project Estimate	Prior Year Expenditures	2024 Actual Expenditures	Jan/Feb/Mar 2023 AP	Remaining Project Estimate Totals	Completed Projects (Over) Under Estimate
CULVERTS							
457	Flat Rock Road	\$113,500.00	\$261,433.71	\$467.50	\$35,925.17	-\$184,326.38	
458	Parallel Road	\$117,000.00	\$58,024.87	\$321.58		\$58,653.55	
403	Kitten Creek Road	\$148,000.00	\$53,881.60			\$94,118.40	
459	Union Road	\$125,000.00	\$226,570.41	\$273.75	\$48,894.21	-\$150,738.37	
CULVERT TOTALS		\$503,500.00	\$599,910.59	\$1,062.83	\$84,819.38	-\$182,292.80	\$0.00
BRIDGES							
461	Fancy Creek K.O/6.2	\$653,800.00	\$59,941.43	\$55,052.89		\$538,805.68	
454	West 32nd Avenue	\$1,004,750.00	\$1,464,031.69			-\$459,281.69	-\$459,281.69
455	Rose Hill	\$654,200.00	\$159,048.83			\$495,151.17	
460	Winkler Mills Bridge	\$1,200,000.00	\$102,835.61			\$1,097,164.39	\$1,097,164.39
BRIDGE TOTALS		\$3,512,750.00	\$1,785,857.56	\$55,052.89	\$0.00	\$1,671,839.55	\$637,882.70
RECONSTRUCTION							
431	McDowell Creek Road (north end)	\$515,848.38	\$515,848.38	\$0.00		\$0.00	\$0.00
RECONSTRUCTION TOTALS		\$515,848.38	\$515,848.38	\$0.00	\$0.00	\$0.00	\$0.00
OVERLAY							
4	Unidentified Overlays	\$800,000.00	\$175,000.00			\$625,000.00	
OVERLAY TOTALS		\$800,000.00	\$175,000.00	\$0.00	\$0.00	\$625,000.00	\$0.00
TOTALS		\$5,332,098.38	\$3,076,616.53	\$56,115.72	\$84,819.38	\$2,114,546.75	\$637,882.70

Completed Projects

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

2024 Detailed Expenditures per Project by Month

Project Code	Projects	Project Estimate	Prior Year Expenditures	Jan	Feb	Mar	Jan/Feb/Mar 2023 AP	Expenditures to Date	Remaining Project Estimate
CULVERTS									
457	Flat Rock Road	\$113,500.00	\$261,433.71			\$467.50	\$35,925.17	\$297,826.38	-\$184,326.38
458	Parallel Road	\$117,000.00	\$58,024.87			\$321.58		\$58,346.45	\$58,653.55
403	Kitten Creek Road	\$148,000.00	\$53,881.60					\$53,881.60	\$94,118.40
459	Union Road	\$125,000.00	\$226,570.41			\$273.75	\$48,894.21	\$275,738.37	-\$150,738.37
BRIDGES									
461	Fancy Creek K.O/6.2	\$653,800.00	\$59,941.43		\$39,488.19	\$15,564.70		\$114,994.32	\$538,805.68
454	West 32nd Avenue	\$1,004,750.00	\$1,464,031.69					\$1,464,031.69	-\$459,281.69
455	Rose Hill	\$654,200.00	\$159,048.83					\$159,048.83	\$495,151.17
460	Winkler Mills Bridge	\$1,200,000.00	\$102,835.61					\$102,835.61	\$1,097,164.39
RECONSTRUCTION									
431	McDowell Creek Road (north end)	\$515,848.38	\$515,848.38					\$515,848.38	\$0.00
OVERLAY									
	4 overlays unidentified	\$800,000.00	\$175,000.00					\$175,000.00	\$625,000.00
TOTALS		\$5,332,098.38	\$3,076,616.53	\$0.00	\$39,488.19	\$16,627.53	\$84,819.38	\$3,217,551.63	\$2,114,546.75
							\$3,217,552		
Completed Projects									

Attachment: March 2024 cash flows (14659 : Monthly Cash Flow Reports for March 2024)

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

% of Year: 25

Month	Sales Tax Revenue	Reimbursements	KDOT	Total Revenue	Expenditures	Jan/Feb/Mar	Total Expenditures
						2023 A/P	
Jan	\$212,079.24			\$212,079.24			\$0.00
Feb	\$239,257.27			\$239,257.27			\$0.00
Mar	\$196,726.95			\$196,726.95			\$0.00
Apr				\$0.00			\$0.00
May				\$0.00			\$0.00
Jun				\$0.00			\$0.00
Jul				\$0.00			\$0.00
Aug				\$0.00			\$0.00
Sep				\$0.00			\$0.00
Oct				\$0.00			\$0.00
Nov				\$0.00			\$0.00
Dec				\$0.00			\$0.00
	\$648,063.46	\$0.00	\$0.00	\$648,063.46	\$0.00	\$0.00	\$0.00

Cash Reconciliation		
2024 Beginning Unencumbered Cash	\$2,160,855.87	
2024 Revenue	\$648,063.46	
Less 2024 Expenditures/Encumbrances	\$0.00	
2024 Ending Unencumbered Cash	\$2,808,919.33	
Remaining 2024 Projected Revenue	\$0.00	
Less Est. Project Balance for CY	\$0.00	
2024 Projected Unencumbered Cash	\$2,808,919.33	

Riley County 2024 Budget Authority Summary			
2024 Budgeted Expenditures	\$3,967,650	% Budget Expended	0.00%
Expenditures to Date	\$0		
2024 Remaining Budget Authority	\$3,967,650		
Riley County 2024 Budgeted Revenue			
2024 Budgeted Revenue	\$2,000,000	% Budgeted Revenue	32.40%
Revenue to Date	\$648,063		

Attachment: March 2024 cash flows (14659 : Monthly Cash Flow Reports for March 2024)



PLANNING & DEVELOPMENT *Update*

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

COMMISSION AGENDA REPORT

FROM: Amanda Webb, Planning Director
MEETING: April 11, 2024
SUBJECT: Valleywood
PRESENTER: Amanda Webb, Planning Director

DISCUSSION

In 2023, Planning & Development issued five building permits for properties along Hill Valley Drive - 1612, 1614, 1616, 1618, and 1619. As lot preparation and construction recently began, there have been questions about the issuance of said permits (and future building permits).

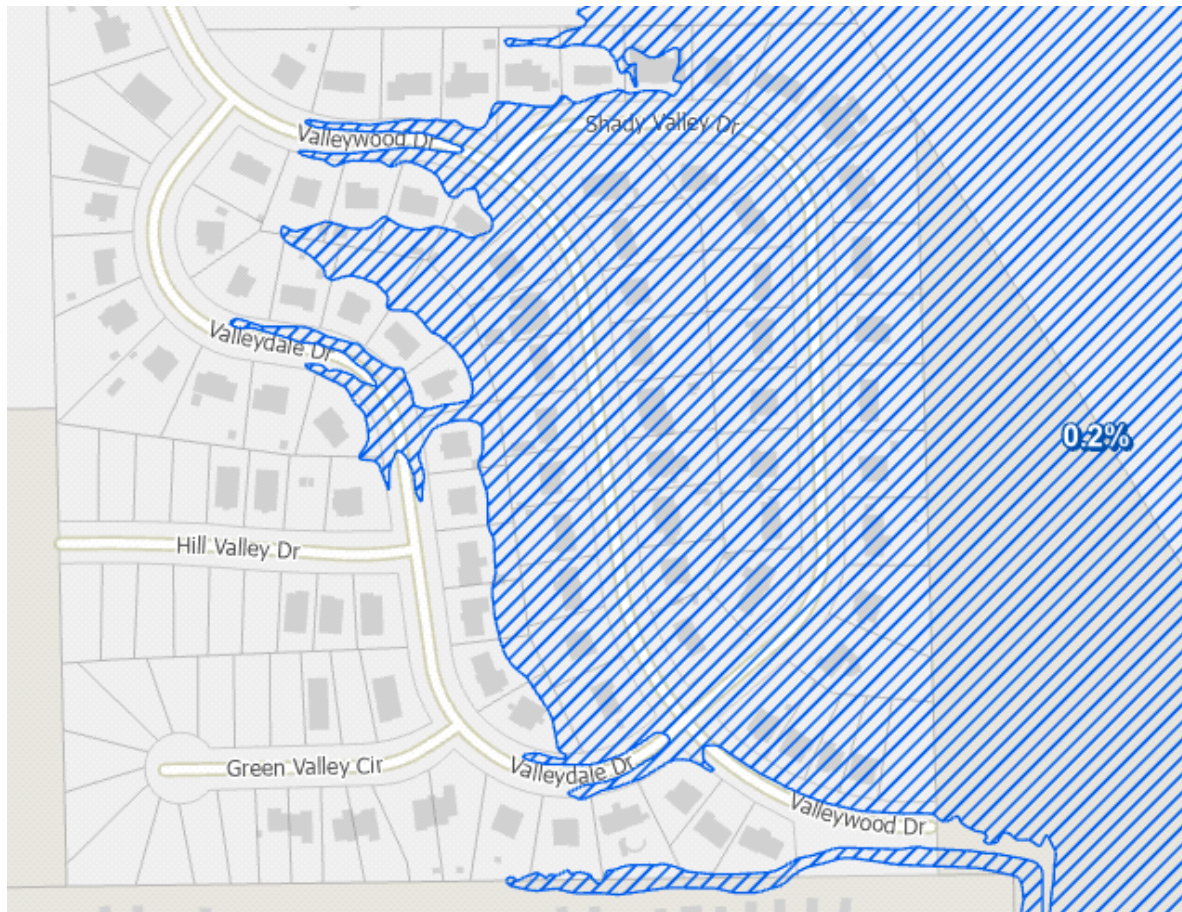
Planning & Development will not issue a building permit for any structure requiring water and/or wastewater service until we have confirmed said water and/or sewer source. If it is a private well and/or private wastewater system, the process and all permitting goes through Planning & Development. Additionally, for any properties within the regulatory floodplain, additional permitting is necessary that must be completed before the building permit can be issued.

For Valleywood, there is a public water source which is through the City of Manhattan. The City Commission approves the agreement for the connection outside of the city (which is processed through Risk Reduction where they collect fees and issue plumbing permits for this. Public sewer service is available through a county benefit district. With the sewer infrastructure already in place it was thought that the properties in question would be able to hook onto that sewer service. After-the-fact, additional research revealed that these and other remaining lots were never added to the benefit district.

The properties in question are not located within the regulatory floodplain - see map below. This means, no floodplain development permit, nor elevation of structures, is required for the building

permits to be issued, nor for any fill material brought in to elevate the properties for construction. The remaining portion of Valleywood is located within the 0.2% floodplain, which does not require a floodplain development permit either. Limitations, and permitting, only applies when a property is within the 1% annual chance floodplain and/or the 1% future conditions floodplain.

Under Planning & Development's regulations, there was no reason to deny the building permits for properties along Hill Valley Drive. Preliminary approval of a building permit is the final step after all other permitting (or confirmation of availability) has been completed. There is nothing regarding drainage or stormwater within Planning & Development's codes.



Staff from Public Works, County Counselor, and Planning & Development have researched the issues and bring before you the following timeline of events for Valleywood dating back to the 1970s when the initial plat was approved.

Year	Month	Event
1977	October	Valleywood Subdivision approved
1978	May	Hill's (developer) request to form district for water and sewer rejected by BOCC for prudent financial management.
1983	November	Richard Hill entered into original agreement with Manhattan to hook his sewer lines into the City's system.
1983	December	Valleywood Subdivision Replat of Lots 1-5, 12-33, and 36-39

1991	January	Benefit district petition certification
1993	Spring	Residents sued developer and accused him of defrauding them. It appears a jury sided with the residents.
1993		Resident removed manhole lid in attempts to help drain stormwater, flooded homes in the area.
1994	April	Kathleen McKelvy Murray requested lots 107-137 and 148 be added to the sewer and water district. It does not appear that ever happened.
1994	August	Petition filed for Storm Water Drainage Sewer District (Valleywood minus Replat)
1994	October	Resolution approving Storm Sewer Drainage District (Resolution #100694-66) minus lots 107-137 of replat (estimated costs of \$175,000)
1995	March	BG Consultants Drainage Study Dan Harden (PW Director) presented study to BOCC McKelvy Murray followed up on request to be added to water and sewer districts as well as voice her concern than Dan Harden was talking with the Corp about the lots potentially being in a wetland. She was informed she would need to get a permit from the Corps to use dirt-work to fill in that area and she was able to obtain the proper permit.
1995	May	BG developed additional options to study diverting storm water to Marlatt. Second mention of a Corps designated wetland between Green Valley Circle and Hill Valley Drive.
1996	August	BG changes direction of stormwater from going north to Barnes Road ditch, to pumping south to Marlatt Ditch and including Carson Ditch improvements.
1997	May	Resolution authorizing eminent domain to obtain easements for drainage improvements (Resolution #052997-16)
1997	December	Contract signed with Ebert Construction for stormwater drainage improvements
2000	December	Manhattan City Commission approves water connections to city water.
2004	December	Resolution #122004-76 authorizing Valleywood Sewer District and Valleywood Storm Sewer Drainage District to be combined. City takes over sewer billing with their water bill and county collects mill levy for storm sewer and sewer maintenance. Excludes lots 107-137 of replat area.
2007	June	BOCC approves replacing electrical and control panel for storm sewer pumps. This did not happen.
2010	May	BOCC agreed to hire consultant (SMH) to study potential improvement to the drainage district. BOCC approves funds to video sewer lines and clean drainage ditch
2011	April	SMH Drainage Study (Hydraulics and Hydrology analysis)
2011	July	Presented results of SMH study to BOCC
2011	October	Public meeting held to discuss drainage options from SMH study. Concern was residents willing to pay for the improvements as well as concerns neighbors would not participate in maintaining any projects as some residents had already done extensive work to remove measures, such as dips in the driveways, that were designed to help move water. Ultimately no project was authorized.

2011	November	Some residents had a meeting to discuss forming or reviving an HOA to enforce restrictive covenants. There was not enough support in the community for the HOA.
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Enclosures: