



**Board of Riley County
Commissioners
Regular Meeting
Agenda
May 06, 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. Bid Recommendation - 2024 Asphalt Seal Oil
4. Proclamation for National Historic Preservation Month
5. Sign Riley County Employee Action Form
6. Discuss Good Morning Manhattan

Review Minutes

7. Board of Riley County Commissioners - Regular Meeting - May 2, 2024 8:30 AM

Review Tentative Agenda

8. Tentative Agenda

Press Conference Topics

9. Discuss Press Conference

9:00 AM

Clancy Holeman, Counselor/Director of Administrative Services

10. Administrative Work Session
11. Pending County Projects County Counselor

9:20 AM

Rich Vargo, County Clerk

12. Preservation of Ballots and Election Records

9:30 AM

Press Conference

13. Presentation of retirement plaque to David Hughes - John Ford (3-5 minutes)
14. Presentation of a National Historic Preservation Month Proclamation -

- John Ford and Katharine Hensler (3-5 minutes)
15. RCPD Update - Sgt. Pat Tiede (3-5 minutes)
16. 2023 Second Half Real Estate/Personal Property Taxes Due - Shilo Heger (2 minutes)

10:00 AM Russel Stukey, Emergency Management Director

17. EM / Fire Staff Update for the month of March

10:15 AM Elizabeth Ward, Human Resources Director

18. Working session - Employee Procedures Manual proposal

10:45 AM Katharine Hensler, Museum Director

19. 2025 Museum Budget Request

11:00 AM Gina Snyder, Downtown Manhattan Director

20. 2025 Downtown Manhattan Appropriation Request

11:15 AM Jared Tremblay, Flint Hills MPO Planning Manager

21. 2025 Flint Hills Metropolitan Planning Organization Appropriation Request

1:15 PM Anna Burson, Appraiser

22. 2025 Riley County Appraiser Budget Request

1:30 PM Ginny Petersen, Riley County Genealogical Society

23. 2025 Riley County Genealogical Society Appropriation Request

1:45 PM Shilo Heger, Treasurer

24. 2025 Treasurer, Motor Vehicle & Tech Fund Budget Requests

2:00 PM Michael Rezkalla, Pawnee Mental Health Services Director

25. 2025 Pawnee Mental Health Appropriation Request

2:15 PM Barry Wilkerson, County Attorney

26. 2025 Riley County Attorney Budget Request

2:30 PM Jason Smith, Manhattan Area Chamber of Commerce Director

27. 2025 Manhattan Area Chamber of Commerce Appropriation Request

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
Recommendations

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

COMMISSION AGENDA REPORT

FROM: Andrea Rose, Administrative Assistant II

MEETING: May 6, 2024

SUBJECT: Bid Recommendation - 2024 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 Vance Brothers Inc., of Kansas City, MO, to supply CRS-1HP asphalt seal oil for the low bid amount of \$2.67/gallon.

Move to deny.

Move to table.

Enclosures:

- Asphalt Seal Oil_Bid tab and Recommendation 2024 (PDF)

MEMORANDUM

DATE: May 1, 2024

TO: Riley County Board of Commissioners

FROM: John Ellermann/ Alvin Perez

SUBJECT: BID AWARD – Asphalt Seal Oil 2024

In consideration of the information below, staff recommends the Riley County Board of Commissioners accept the bid submitted by Vance Brothers Inc., of Kansas City MO, to supply CRS-1HP asphalt seal oil for the low bid amount of \$2.67 per gallon.

<u>COMPANY</u>	<u>CRS-1HP</u>	<u>Total Cost Comparison</u>	
Vance Brothers Inc.	\$ 2.67 Per gallon	55,000 gal	\$ 146,850
P O Box 300107	\$ 70.00 Demurrage 2 hr.	10 x \$70	\$ 700
Kansas City, MO 64130	\$ 75.00 Pump Charge	4 x \$75	\$ 300
	\$ 605.00 Return Charge	2 x \$605	\$ 1,210
			<u>\$ 149,060</u>
Ergon Asphalt & Emulsions	\$ 2.75 Per gallon	55,000 gal	\$ 151,250
630 S. Donmyer Rd	\$ 100.00 Demurrage 2 hr.	10 x \$100	\$ 1,000
Solomon, KS 67480	\$ 80.00 Pump Charge	4 x \$100	\$ 400
	\$ 550.00 Return Charge	2 x \$550	\$ 1,100
			<u>\$ 153,750</u>
Coastal Energy Corp.	\$ 2.80 Per gallon	55,000 gal	\$ 154,000
P O Box 218	\$ 100.00 Demurrage 2 hr.	10 x \$100	\$ 1,000
Willow Springs, MO	\$ 125.00 Pump Charge	4 x \$125	\$ 500
	\$1,550.00 Return Charge	2 x \$1550	\$ 3,100
			<u>\$ 158,600</u>

Riley County Public Works

Date: 04.25.2024 10:20am
Project: CRS-1HP Asphalt Seal Oil

Company	CRS-1HP (per gallon in tanker load lots including shipping)	Demurrage Charge/hr after 2 hrs	Pump Charge/ Load	Returned Load Charge/Load	Delivery	
Coastal Energy Corporation P.O. Box 218 Willow Springs, MO 65793	\$2.80/gal	\$100/hr	\$125/load	\$1550/ load	not specified	
Vance Brothers, Inc. 5201 Brighton Kansas City, MO 64160-0107	\$2.67/gal	\$70/hr	\$75/load	\$605/load	24hrs ARO	RC PW Recommends
Ergon Asphalt & Emulsion 630 S. Donmyer Rd Solomon, KS 67480	\$2.75/gal	\$100/hr	\$100/load	\$550/load	As requested	

Company	CRS-1HP (55,000 gal)	Demurrage Charge/hr after 2 hrs	Pump Charge/ Load	Returned Load Charge/Load	Delivery	
Coastal Energy Corporation	\$ 154,000.00	\$100/hr*10=1000	\$125/load*4=500	\$1550/ load*2=3100	not specified	158600
Vance Brothers, Inc.	\$ 146,850.00	\$70/hr*10=700	75/load*4=300	\$605/load*2=1210.00	24hrs ARO	149060
Ergon Asphalt & Emulsion	\$ 151,250.00	\$100/hr*10=1000	\$100/load*4=400	\$550/load*2=1100	As requested	153750



COUNTY CLERK & ELECTIONS
Proclamation

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

COMMISSION AGENDA REPORT

FROM: Katharine Hensler, Museum Director

MEETING: May 6, 2024

SUBJECT: Proclamation for National Historic Preservation Month

PRESENTER: Katharine Hensler, Museum Director

Move to sign the National Historic Preservation Month Proclamation for the Riley County Historical Museum.

Enclosures:

- 2024 Proclamation National Historic Preservation Month (PDF)

NATIONAL HISTORIC PRESERVATION MONTH PROCLAMATION - MAY 2024

WHEREAS, the rich history and cultural heritage of Riley County, Kansas, serve as a vital link to our past, shaping the character and identity of our community; and

WHEREAS, the preservation of our historic sites, structures, and landscapes fosters a deeper understanding and appreciation of our shared heritage, enhancing the quality of life for present and future generations; and

WHEREAS, National Historic Preservation Month provides an opportunity to celebrate the efforts of individuals, organizations, and communities dedicated to safeguarding and revitalizing our historic treasures; and

WHEREAS, through collaborative efforts and community engagement, we can ensure that the stories of Riley County's past continue to inspire and educate, promoting a sense of pride and connection among residents and visitors alike; and

NOW, THEREFORE, BE IT RESOLVED THAT WE, Board of County Commission, do hereby proclaim the month of May 2024 as National Historic Preservation Month.

I call upon all residents to join in celebrating our rich heritage, to engage in activities that promote historic preservation, and to explore the diverse array of historic sites and landmarks that enrich our community.

Let us come together with enthusiasm and dedication to preserve, protect, and promote the historic resources that make Riley County a special place to live, work, and visit.

BOARD OF COUNTY COMMISSIONERS
OF RILEY COUNTY KANSAS

Chairman

Member

Member

ATTEST:

Rich Vargo, Riley County Clerk



COUNTY CLERK & ELECTIONS
Personnel

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

COMMISSION AGENDA REPORT

FROM: Elizabeth Ward, Human Resources Director

MEETING: May 6, 2024

SUBJECT: Sign Riley County Employee Action Form

PRESENTER: Elizabeth Ward, Human Resources Director

Enclosures:

- Decker (green sheet) (PDF)

RILEY COUNTY EMPLOYEE ACTION FORM

Company Code: 166733

Full Legal Name: Nickolas Decker**Status Change Date:** 05/06/2024**Status Change:** New Hire**Date of Hire:** 05/06/2024**Seniority:** 0 Year(s), 0 Month(s)**Position:** Seasonal - Parks**Position Type:** Full Time - Seasonal**Pay Range:** Seasonal**Pay Type:** Hourly**Base Rate:** \$14.00**Annualized Pay:** \$14,000**Funds Codes:** 1 – County General, 40 – Public Works, 81 – Parks**Supervisor:** David Willis**Department Head:** John Ellermann

BoCC Chair _____

Date: _____

BoCC Member _____

Date: _____

BoCC Member _____

Date: _____

Attachment: Decker (green sheet) (14748 : Employee Action Form (Green Sheet))



**Board of Riley County
Commissioners
Regular Meeting
TENTATIVE Agenda
May 09, 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. Discuss Joint City/County/County Meeting

Review Minutes

Review Tentative Agenda

Press Conference Topics

9:00 AM

Clancy Holeman, Counselor/Director of Administrative Services

2. Administrative Work Session

9:20 AM

Break

9:30 AM

Shilo Heger, Treasurer

3. Monthly Revenue Reports

9:45 AM

Jason Smith, Manhattan Area Chamber of Commerce

4. Economic development update

10:00 AM

Julie Gibbs, Health Department Director

5. Staff update

10:30 AM

Budget and Planning Committee - Brittany Phillips, Budget and Finance Officer

6. Monthly Cash Flow Reports

10:40 AM

Elizabeth Ward, Human Resource Director

Attachment: 05-09-24 tentative agenda (14200 : Tentative Agenda)

7. Human Resources update

10:55 AM Michael Boller, Noxious Weed/HHW Director

8. Staff update

11:15 AM Amanda Webb, Planning/Special Projects Director

9. 2025 Planning and Development Budget Request

11:30 AM Judge Bannister, District Court

10. 2025 District Court Budget Request

11:45 AM David Adams, EMS/Ambulance Director

11. 2025 EMS/Ambulance Budget Request

2:05 PM Megan Lewis, Community Corrections Interim Director

12. 2025 Community Corrections Budget Request

2:20 PM Julie Gibbs, Health Department Director

13. 2025 Health Department Budget Request

2:35 PM John Ellermann, Public Works Director/County Engineer

14. 2025 Public Works, County Building, Auction Budget Requests

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: 05-09-24 tentative agenda (14200 : Tentative Agenda)



**Board of Riley County
Commissioners
Regular Meeting
TENTATIVE Agenda
May 13, 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 - National Public Works Week - May 19-25, 2024.

Review Minutes

Review Tentative Agenda

Press Conference Topics

9:00 AM

Rich Vargo, County Clerk

2. Year to date budget and expenditure reports

9:30 AM

Press Conference

3. Presentation of Proclamation for National Public Works Week May 19-25 - John Ford and John Ellermann (3-5 minutes)

10:00 AM

Break

10:10 AM

John Ellermann, Public Works Director/County Engineer

4. Project update

10:40 AM

Clancy Holeman, Counselor/Director of Administrative Services

5. Administrative Work Session

11:00 AM

Katharine Hensler, Museum Director

6. Staff update

11:15 AM

Clancy Holeman, Counselor/Director of Administrative Services

Attachment: 05-13-24 tentative agenda (14200 : Tentative Agenda)

7. 2025 Counselor/Administrative Services Budget Request

11:30 AM

Amy Manges, Register of Deeds

8. 2025 Register of Deeds and Register of Deeds Tech Fund Budget Requests

1:15 PM

Evan McMillan, Assistant County Engineer

9. 2025 Benefit Districts and Solid Waste Budget Requests

1:30 PM

Emily Wagner, Manhattan Emergency Shelter Director

10. 2025 Manhattan Emergency Shelter Appropriation Request

1:45 PM

Russel Stukey, Emergency Management Director

11. 2025 EM, Fire, 911, Capital Outlay Budget Requests

2:00 PM

Christine Benne, Flint Hills Veterans Coalition

12. 2025 Flint Hills Veterans Coalition Appropriation Request

2:15 PM

Anne Smith, aTa Bus

13. 2025 aTa Bus Appropriation Request

Adjournment

Announcements

Riley County Planning Board/Board of Zoning Appeals meeting will be held tonight at 7:30 p.m. in the Commission Chambers, Courthouse Plaza East Building, 115 N. 4th Street.

A commissioner will be on In Focus live at 9:05 a.m. Tuesday, May 14, 2024 (GM).

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: 05-13-24 tentative agenda (14200 : Tentative Agenda)



**COUNTY
COUNSELOR/ADMINISTRATIVE
SERVICES**
Staff Update

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

STAFF REPORT

FROM: Clancy Holeman, Riley County Counselor

MEETING: May 6, 2024

SUBJECT: Pending County Projects County Counselor

PRESENTER: Clancy Holeman, Riley County Counselor

Enclosures:

- FINAL_Commission List 05.02.2024 (DOCX)

PENDING COUNTY PROJECTS ▪ November 2023 and through May 1, 2024 Submitted by Clancy Holeman, Riley County Counselor

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

COMMISSION LIST

I. Projects By Category:

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

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

“Constitutional Protection of County Home Rule”:

County Counselors Association of Kansas:

County Jail Inmate Medical Care: Schedule staff discussion of contract development. (5-21-23)

Countywide Emergency Radio Communications System Upgrade: The upgrade is complete. But now the “program” phase has been completed, additional work from this department will be provided, as necessary, during the “maintenance” and “warranty” periods now underway. Discussion with contract administrator for vendor (L3Harris) scheduled for August 27, 2021. Discussion held with vendor contract administrator. Discussion with EM Director (8-30-21). Working toward final documents of “program” phase. Conversation with EM Director. (9-24-21) Conversation with L3Harris contract administrator, moving this matter toward likely resolution by the BOCC on 9-30-21. (9-24-21) Review appropriately continues among EM, KSU and Emergency Dispatch personnel regarding close out of this phase of the project. (9-24-21) Draw Commission Agenda Report and place on 9-30-21 agenda for BOCC review and approval of contract documents. (9-28-21) Discuss final contract documents for agenda separately with EM Director and L3Harris Contract Administrator. (9-29-21) Obtain BOCC approval of Amendment 1 to Master Service Agreement. (9-30-21) **Delinquent Real Property Tax Sale:** Legal research. Prepare documents for next stage in process. (4-12-24) *Work to review final contract signed. (May 1, 2024)*

“Dark Store”:

District Court:

Federal Rules on Vaccination Mandate:

First Christian Church: Now this property is “listed” as a “historic site,” there are state law restrictions applicable whenever a “project” is undertaken involving potential repair, damage or destruction of the site or its structure (9-11-23;9-12-23;9-13-23) Work on Appeal. (9-14-23;9-15-23;9-16-23;9-17-23;9-18-23;9-19-23; 9-20-23; 10-4-23;10-5-23-10-6-23;10-7-23;10-8-23;10-10-23; 10-11-23.) Work on appeal. (10-12-23; 10-17-23; 10-18-23.) Conversation with opposing counsel and agree to extend her time to file brief. (11-3-23) Receive emailed brief from opposing counsel on appeal; following two extensions of time which opposing counsel had requested—which extensions were granted by the Court of Appeals . (1-19-24)

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

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

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

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

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

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

Riley County Annual Legislative Conference: Discussion with County Register of Deeds to schedule meeting week of December 5th to review documentation of long-term revenue loss to Riley County caused by legislature’s past elimination of the mortgage registration fee. (12-1-22) Work preparing for 12-12-22 legislative conference. (12-8-22; 12-11-22) Discuss legislative conference information with County Appraiser. (12-8-22) Discuss legislative conference information in meeting with County Register of Deeds. (12-9-22) Work with members of delegation; 2023 Annual Legislative Conference scheduled for Thursday, December

14th, from noon to 2 p.m., BOCC chambers. (10-23-23) Conversation with member of delegation—confirming member will attend. (10-24-23.)

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

Rural Economic Development Advisory Board:

Staff Budget and Planning Committee:

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

II. Projects by Department or Division:

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

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

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

Riley County Clerk: Advise and assist on open record act issue. (9-12-23;9-13-23) Schedule meeting with staff of two departments to plan means of addressing particular type of KORA request in most fair and efficient manner to reduce, potentially, two departmental workloads. (9-13-23;9-14-23) Reschedule forgoing meeting to 10-27-23. (10-19-23) Work on contract law issue. (10-24-23) Assist with legal issue. (11-3-23;11-5-23; 11-6-23.) Approve on minute track as to form revised parking lot resolution developed by Deputy Counselor. (1-2-24) Work on autopsy record storage issue. (2-2-24) Prepare resolution regarding Plaza reservations; present to BOCC and obtain approval. (2-27-24; 2-28-24;2-29-24) Communicate with staff on a request for a mailing address change. Communicate with counsel on client name change. Communicate with staff on records name change issue. (3-4-24;3-5-24) Work on notice of upcoming special meeting of BOCC. (3-12-24) Work with Clerk staff member on preparing for RNR compliance during 2025 budget. (3-20-24)

Riley County Community Corrections: Discuss with PIO and department Head proposed correction of recent published newspaper article on grant award to Department. (1-2-24) Further conversation with Department Head and PIO about immediately preceding newspaper article. (1-2-24) Communicate with Director on potential policy. (2-27-24)

Riley County Emergency Management: Work on project issue. (11-7-23; 11-8-23) Conversation with stakeholders on a radio tower lease amendment. (1-2-24) Communicate with Director on state winter weather disaster declaration just released. (1-24-24) ***Assist with written response to vendor. (4-22-24)***

Riley County Emergency Medical Services

Riley County Extension:

Riley County Fire District No. 1: Work on contract law issue. (11-7-23; 11-8-23.) Work on separate contract law issue. (11-7-23) Prepare for January 9, 2024 training presentation to District leadership. (12-27-23; 12-28-23; 12-29-23; 12-30-23; 12-31-23; 1-1-24) Conversation with HR Director regarding upcoming training to District leadership. (1-2-24) Conversation with Department Head on pending litigation. (1-2-24) Additional conversation with HR Director regarding upcoming training to District leadership. (1-2-24) Preparation for January 9, 2024 training presentation to District Leadership. (1-3-24) Check out technology at Public Works for tonight's training presentation to District Leadership. (1-16-24) Present training, along with HR Director, to District Leadership. (1-16-24) Work on Fire District/University Park fire station project. (2-23-24) Communicate with lobbyist on HB of concern to department. (2-28-24) Communicate with department on KORA issue. Communicate with outside counsel. And Deputy County Counselor. (3-4-24) Communicate with Fire Chief. (3-21-24) Work on contract issue. (3-26-24) Prepare and obtain Chairman's signature on Local Disaster Emergency Declaration regarding cybersecurity incident. Attend and participate in special BOCC public meeting. (4-1-24) Draft extension of Local Disaster Emergency Declaration on cybersecurity incident. Then obtain BOCC approval of extension of local disaster emergency declaration. (4-2-24; 4-3-24; 4-4-24) Draft local emergency declaration on Axelton Hill Road wildfire and obtain BOCC chairman signature. (4-6-24) Prepare extensions of both local disaster emergency declarations. (4-10-24) Present and obtain BOCC approval of both immediately preceding local disaster emergency declarations. (4-11-24)

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

Riley County Health Department: Work on contract law issue. (10-12-23; 10-13-23.) Work on contract law issue. (10-19-23; 10-23-23; 10-24-23.) Advise Department on personnel policy manual upcoming revision. (3-19-24) Communicate with county staff on parking issue. (3-26-24)

Riley County Historical Museum:

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

personnel policy issue than immediately preceding entry.(3-18-24) Work on both of immediately preceding entry matters. (3-19-24) Work on dress code issues. (4-9-24) Review KORA request. (4-9-24)

Riley County Information Technology/GIS *Work with department on contract law issue. (10-24-23.)* Conversation with GIS staff member regarding City GIS “layer” issue. (1-2-24) Discuss legal issues involving federal act(s) and communication technology. (2-1-24)

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

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

RILEY COUNTY POLICE DEPARTMENT—Administered by Law Enforcement Agency (“Law Board”): Communication from City Manager, County Clerk and County Attorney regarding RCPD question about potential ordinance or resolution. I contact Barry Wilkerson for discussion. (1-12-24) Work on project. (4-15-24; 4-16-24;4-17-24)

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

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

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

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

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

Riley County Treasurer: Discuss with Department Head process for Opioid Settlement Fund payments routed from Attorney General's Office. Discuss with Assistant Attorney General supervising such distributions. (12-21-22) Work on Delinquent Real Property Tax Foreclosure case for 2024. (4-12-24) Review claim for delinquent real property taxes in mtg foreclosure case. (4-16-24) Review claim for delinquent real property taxes in mtg foreclosure case. (4-16-24) Review probate case order directing payment of real property tax. (4-16-24) Review mtg foreclosure case and demand for payment of real property tax. (4-16-24) Review of probate case and real property tax. (4-16-24) ***Review delinquent real property tax efiling. (4-19-24) Work with legal staff on upcoming delinquent real property tax sale. (4-23-24) Process with staff response to citizen inquiry to county website about tax sale properties. (4-29-24) Process with staff response to another citizen inquiry to county website about tax sale. (4-29-24)***

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

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

Administrative Matters: Discuss with HR CAR I'll prepare for transition of Counselor position based upon my scheduled 2025 retirement. (5-19-23) Work on transition of Deputy position given incumbent's scheduled retirement. (5-22-23; 5-23-23) Discuss and decide with staff on renewal of "Hawver" subscription. (5-30-23) Register for June 20 webinar on Title VI requirements under ARPA; to be conducted by Officer of Recovery. (6-5-23) Information to Office Manager on invoice for Westlaw. (7-5-23) Partners' Meeting. (7-21-23) Review and approve proposed CAR drafted by H.R. for upcoming position vacancy due to retirement. (7-27-23) Work with HR and staff working group preparing for candidate interviews for 2 positions. (7-27-23; 7-28-23) Staff meeting to discuss departmental input, as requested by PIO, on survey regarding retention and recruitment and retention. Provide info to PIO. (8-2-23) Review, approve Department timecards. (8-6-23) Work on transition of department for upcoming vacancy in Office Manager position. Review all internal

applications. Communicate with both Riley County Deputy County Counselors and H.R. Director. (8-6-23) Work on transition of department to fill vacancy in Legal Assistant position. (8-10-23;8-11-23; 8-13-23) Review City/County/County agenda for 8-17-23 meeting. (8-13-23) Work on upcoming retirement receptions for department. (8-11-23; 8-14-23; 8-15-23;8-16-23;8-17-23) Continued work on transition of department to fill vacancy in Legal Assistant position. (8-15-23) Participate in panel interview of candidate for Legal Assistant I position.9 (8-18-23) Attend retirement reception in BOCC chambers for Jill Seaton. (8-31-23) Relay eflex latest to staff—No access to court of appeals or supreme court yet as of noon today. (1-26-24) Participate as donor in County/Red Cross blood donation drive. (2-14-24) Work on closing issue involving sale of a portion of a larger parcel—the sale of which does not involve a pending code enforcement proceeding. (2-15-24) Work at PW successfully confirming, with IT assistance, our desktops there appropriately “sync” with our desktops in our CPE office. (2-26-24) Work with Public Works on key card/key fob access to that portion of Public Works building where our office will temporarily relocate. (2-27-24) Work on temporary relocation of office during 4th floor renovation project. (2-28-24) Work with I.T. to synchronize desktops at departmental CPE office and temporary space at Public Works. (3-1-24) Catch up on emails. Respond when appropriate. (4-9-24) Work on transition of Deputy County Counselor caseload to County Counselor. (4-10-24; 4-11-24; 4-12-24) Work on applicant interview scheduling for Deputy County Counselor position. (4-15-24) Work with our Office Manager on 2025 departmental budget request. (4-16-24)

Continuing Legal Education: Attend online CLE program. (6-11-23) Attend CCAK CLE program. (6-16-23) *Discuss department budget preparation for 2025. (4-18-24) Attend an open.gov zoom on “roll out” of budget creation. (4-18-24) Work on department budget request. (4-22-24; 4-23-24; 4-24-24; 4-25-24)*

County Counselor Association of Kansas: Attend and participate virtually in Board of Governors meeting of CCAK. Summer CLE planning.(2-21-24)

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

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

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

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

Staff Budget and Planning Committee: Work with B & P on development of contracts for transfers to small cities for loss of funds as countywide ½ cent sales tax sunsets 12/31/22. (11-15-22) Review material for BOCC presentation to be made by Budget and Planning during the next BOCC public meeting. (11-28-22) Attend and participate in Committee meeting. (11-29-22) Ask Shilo for her opinion on draft of agreement. (2-7-23) Prepare for scheduled 1-3-24 committee meeting. (1-2-24) Attend and participate in Committee meeting. (1-3-24) Review upcoming agenda for scheduled 1-30-24 committee meeting. Communicate with committee. (1-26-24) Attend and participate in committee meeting. (2-20-24) Work with IT/GIS staff on temporary move of department to Public Works during 4th floor CPE construction project. (2-21-24) Attend and participate in meeting of committee. (3-11-24; 3-12-24;3-13-24)

Staff Riley County Employee Recognition Day Planning Committee: Attend and participate in committee work planning Employee Recognition Day. (6-20-23) Analyze proposed venue contract. Conversation with

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

Staff Road Renaming Committee:



COUNTY CLERK & ELECTIONS
Election

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

MEMORANDUM

FROM: Rich Vargo, County Clerk

MEETING: May 6, 2024

SUBJECT: Preservation of Ballots and Election Records

PRESENTER: Rich Vargo, County Clerk

Per K.S.A. 25-2708, the County Election Officer shall preserve all county, city, school district and township ballots for 6 months. For the 2023 November City/School Elections, the 6-month date was May 7, 2024.

Per K.S.A. 25-2708 (b) At the expiration of such time, the county election officer **shall** destroy them without previously opening any of the envelopes, in the presence of two electors of approved integrity and good repute, members of the two leading political parties. Such electors **shall** be designated by the board of county commissioners.

Our office has contacted the chairs of the Democratic and Republican parties and asked for them to select recommendations for the Board to consider. Democratic Party Chair Carl Reed nominated himself and the Republican Party Chair John Ball nominated Marvin Rodriguez.

Once the Board approves the selected electors the County Clerk & Election Officer will coordinate the destruction of ballots for the November 2023 Election with the approved representatives from the Democratic and Republican Parties.

Paper ballots will be destroyed by shredding and the electronic votes will be deleted from the software files.

25-2708. Preservation of ballots and election records; distribution of abstracts of voting. (a) The county election officer shall preserve all ballots, books and records delivered to such officer by election boards and make the same available to any canvassing board or election court who it is provided by law shall have access to the same.

(b) The county election officer shall preserve all county, city, school district and township ballots for six months and all state and national ballots for 22 months. **At the expiration of such time, the county election officer shall destroy them without previously opening any of the envelopes, in the presence of two electors of approved integrity and good repute, members of the two leading political parties. Such electors shall be designated by the board of county commissioners. If the election of any officer or any question submitted at such time is being contested, the ballots shall not be destroyed until such contest is finally decided.** In all cases of contested elections, either of the parties contesting shall have the right to have such ballots opened and to have all errors of the judges in counting the ballots corrected by the court or body trying such contest. Such ballots shall be opened in open court or in an open session of such body and the presence of the officer having the custody thereof.

(c) The three copies of the certified abstract of each voting place and the three copies of all certified abstracts of the county board of canvassers shall be distributed as follows:

(1) One copy shall be retained as a permanent record in the office of the county election officer.

(2) One copy shall be delivered to the chairperson of the county committee of the political party of the candidate for governor who received the greatest number of votes in the last state general election.

(3) One copy shall be delivered to the chairperson of the county committee of the political party of the candidate for governor who received the second greatest number of votes in the last state general election.

(d) Other election supplies, books, records, lists and papers shall be destroyed as provided by law.

History: L. 1968, ch. 406, § 40; L. 1974, ch. 106, § 5; L. 1988, ch. 122, § 1; L. 1989, ch. 108, § 4; July 1.

Enclosures:



COUNTY TREASURER'S OFFICE
Press Release

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

MEMORANDUM

FROM: Shilo Heger

MEETING: May 6, 2024

SUBJECT: 2023 Second Half Real Estate/Personal Property Taxes Due - Shilo Heger
 (2 minutes)

PRESENTER: Shilo Heger

2023 Real Estate and Personal Property Tax 2nd Half Payments

- ❖ Due Date: May 10, 2024
 - **Tax payments must be postmarked by this date**
 - Interest will start accruing on May 11th
- ❖ No motor vehicle transactions may be processed if personal property taxes, intangible taxes, watercraft taxes, 16/20m truck taxes, or oil/gas taxes are delinquent after May 10th
- ❖ We offer several ways to pay:
 - In person at 110 Courthouse Plaza 8:00 am to 5:00 pm
 - Drop box on the front of the building
 - Online - credit/debit card or E-Check: <https://rileycountytreasurer.us>
 - Credit/Debit card payments will incur 2.5% fee with a minimum charge of \$2.95
 - E-Check will incur a \$1.50 fee
 - Pay by telephone - 785-377-5385 - convenience fee will be added
 - By mail if postmarked by May 10th, 2024

- ❖ Call our office at 785-537-6321 if you have any questions or if you need any additional information

Enclosures:



**EMERGENCY
MANAGEMENT/FIRE**
Staff Update

Russel Stukey
Emergency Management
Director
115 North 4th Street
Manhattan, KS 66502
Phone: 785-537-6333

STAFF REPORT

FROM: Russel Stukey
MEETING: May 6, 2024
SUBJECT: EM / Fire Staff Update for the month of March
PRESENTER: Russel Stukey

EM / Fire March Staff Update

Enclosures:

- EM_FIRE April Staff Time (PDF)



Riley County Emergency Management
 Riley County Fire District #1
 115 N. 4th Street
 Manhattan, Kansas 665
 Phone: 785-537-63
 Fax: 785-537-63
 www.rileycountyks.gov

Monthly staff time report to BOCC, for the month of April 2024

911 - Russel

- Constantly working on radio system management, analyzing opportunities to lower the annual operating costs of the 911 system.
- Working with Ka-Com and the counselor's office to negotiate an agreement with a potential tower space tenant.
- Working with KA-Comm, TFM and NE KS Homeland security council to upgrade radios distributed by the Homeland Security region
- Dealing with cyber security incident that affect radio system operations, have radio system back up and running, still working with vendor and IT staff to fully restore system functionality etc.

Emergency Management-Russel

- Attended department head meetings
- Attended several commission meetings
- Working with IT and dispatch staff on the MCP CIP upgrade project
- Participated in monthly Riley Co. Emergency Services Director meeting
- Participated in KEMA conference committee meeting
- Chaired department head meetings
- Met with HR about personnel matters
- Activated the EOC numerous times, sounded the outdoor warning sirens in Keats, Randolph, Riley, Leonardville and UP several times April 27th
- Responded to Westmoreland tornado April 30th with two light towers and CART trailer, Laurie and Baldwin assisted with responder accountability and staging areas

Items awaiting legal review:

Drake tower lease addendum (this one is potentially costing the CIP fund lost income)

Assistant Director Laurie Harrison activity EM/911

Kansas Emergency Management Association (KEMA):

Serve as Treasurer

Attend NE regional KEMA meeting

Provided information to Audit committee to review financial documents

Public Notification, Everbridge, Integrated Public Alert and Warning System (IPAWS):

Conduct monthly siren test, Everbridge test, IPAWS test

Facilitate Everbridge NE regional working group meeting

Update contacts

Serve as NE regional account administrator

Comprehensive Resource Management and Credentialing System (CRMCS):

Update resource list

Serve as account administrator

Northeast Regional Homeland Security Council (NERHSC):

Attachment: EM_FIRE April Staff Time (14746 : EM/FIRE Staff Update March)



Riley County Emergency Management
Riley County Fire District #1
 115 N. 4th Str
 Manhattan, Kansas 665
 Phone: 785-537-63
 Fax: 785-537-63
 www.rileycountyks.g

Serve as a project manager for Everbridge and CRMCS

Serve as KEMA representative

Emergency Management fund:

Oversee invoice payment process

Assist with 2025 budget request

911 fund:

Pay invoices

Track expenses and income

Provide 911 budget overview for 911 working group

Assist with 2025 budget request

Plans:

Exercises:

Facilitate Health Care Coalition MRSE tabletop exercise

Volunteer Management:

Facilitate CERT meeting

Teach CERT basic training

Community Outreach:

Training:

Provide Everbridge information to Reg of Deeds Office

Provide CRMCS training to RCFD#1 administration staff

Misc:

Attend 911 working group meeting

Attend Community Wildfire Defense Grant meeting

Facilitate bi-weekly staff meeting

Coordinate LEPC meeting

Attend After Action Review meeting for fire event

Staff Emergency Operations Center for cybersecurity event 4/1/2024

Staff Emergency Operations Center for fire event 4/6/2024 and 4/7/2024

Staff Emergency Operations Center for severe weather 4/16/2024

Staff Emergency Operations Center for severe weather 4/27/2024

EM Planner Baldwin Fisher

Planning:

Work on County Disaster Recovery Plan

Begin developing objectives for the Executive Leadership TTX

Begin developing Staging Area Manager position objectives

Exercises:

MRSE TTX

Training:

Conduct Full CERT Basic Course w/ EM Asst Director

Attend monthly CERT training in Riley Co

Attachment: EM_FIRE April Staff Time (14746 : EM/FIRE Staff Update March)



Riley County Emergency Management
 Riley County Fire District #1
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Misc:

Attend Reach
 Learn about Planning and Development, Extension, Appraiser Depts.
 Attend NEKEMA
 Staff Emergency Operations Center for severe weather 4/16/2024
 Staff Emergency Operations Center for severe weather 4/27/2024

Fire-Russel

- Attended county fire trainings
- Attended department head meetings
- Continue to accept and process applications for volunteer firefighters
- Covered emergency calls
- Attended south county Fire training
- Attended several BOCC meetings
- Reviewing RCFD #1 Policy Manual for updates
- Working with John Ellerman and KDOT staff regarding easement for US-24 Hwy near Station 112
- RCFD#1 Station 102 in Ashland coming along nicely, ribbon cutting ???
- Working with my staff and KS Forest Service staff to write a Community Wildfire Protection Plan (CWPP) which is a prerequisite for applying for a Community Wildfire Defense Grant (CWDG)

Items awaiting legal review:

- a. University Park proposed fire station property legal description and agreement with UP board to swap property when new fire station
- b. First responder agreement with the City of Randolph, Mercy Hospital Ambulance service (now Riley County EMS) and RCFD #1

Admin. Asst. M. Horstmeier

Continued to enter and complete all Volunteer Firefighter Payroll Stipends in Paylocity.
 Continued to record and code all invoices in order to complete the AP process, as well as Purchase Cards.

Maintained the burn permit process and continued to send Dispatch an updated burn permit list for their records. Assisted in the maintenance of the Burn Map for our records. Created and sent off the Riley County Prescribe Burn Report for the Kansas Forest Service.

Assisted in completing incident reports as needed. Contacted VFF to help complete their portions of the report.

Helped to send wildfire reports to the necessary people for their records or investigations.



Riley County Emergency Management
 Riley County Fire District #1
 115 N. 4th Street
 Manhattan, Kansas 66501
 Phone: 785-537-6300
 Fax: 785-537-6300
 www.rileycountyks.gov

Continued to maintain the VFF Hiring process by contacting candidates, sending them pre-hiring courses, helping them with Onboarding and providing them with gear once hired.

Brought food for our VFF who helped with Hose Testing.

Submitted the April LSSE Financial Status Report to the Kansas Governors Grant Program to maintain our LSSE grant funding.

Started to work on the completion of the "Community Wildfire Protection Plan" along with the Kansas Forest Service.

Delivered treats to RC Dispatch for Telecommunications Week to thank our wonderful Dispatchers!

Created and distributed the newest issue of the *Extinguisher* Newsletter.

Set up a demonstration with First Due, a possibly NFIRS software company to replace our current software.

Printed ID cards for various organizations/volunteers as needed.

Attended the wellness webinar on "Change Your Thoughts, Change Your Life."

Attended FEMA's "When Minutes Matter: Alert and Warning for Wildfires" three-day webinar workshop.

See below for Firefighter statistics for the month of February.

April FF Stats	Total Number
New Applications	5
Rejected/Withdrawn Candidates	3
Hired Candidates	4
Probationary Firefighters	20
Trained Firefighters	104
Total Active Members	131
Terminations	0
Resignations	1
Retirements	0

Deputy Chief Doug Russell

- Responding to multiple incidents.
- Dealing with personnel issues.
- Working through new applications for FFs.
- Working on and prioritizing truck repairs.



Riley County Emergency Management
Riley County Fire District #1
 115 N. 4th Str
 Manhattan, Kansas 665
 Phone: 785-537-63
 Fax: 785-537-63
 www.rileycountyks.g

- Station 102 progress. Buildings is up waiting for doors to be installed.
- Working on County trainings for May
- Responded and was IC at the Burkland/Axelton Fire
- Repairing trucks and equipment from spring fires.
- Hose testing was completed.
- Waiting for the County Counciler on University Park.
- Working with Chief Stukey on DCA position Training
- Working with Admin Assistant to outfit new FFs.
- Held April's Advisory board meeting
- FRA insurance was voted at advisory board to switch venders.
- Purchased new fridges from donations for 6 stations.
- Hosting Fire Fighter appreciation meals for May County Training

Deputy Chief Antonio Castillo

- In processing
- Attaining computer accounts, security badges for county shops, offices and PD
- Responding to multiple incidents
- Preformed life safety inspections
- Reviewed code footprints on multiple occasions
- Updating Standard Operating Guidelines (SOG)
- Updating Probationary Fire Fighter Manual
- Issuing gear and PPE to new Volunteer Firefighters
- Assisting in routine maintenance of station equipment
- Learning the status of station 102 and future plans
- Introductions to advisory and training counsels
- Communicating with State fire marshal's office regarding code discrepancies

Submitted by:

Russel Stukey
 EM Director/ Fire Chief
 Riley County

Attachment: EM_FIRE April Staff Time (14746 : EM/FIRE Staff Update March)

Riley County Fire District #1

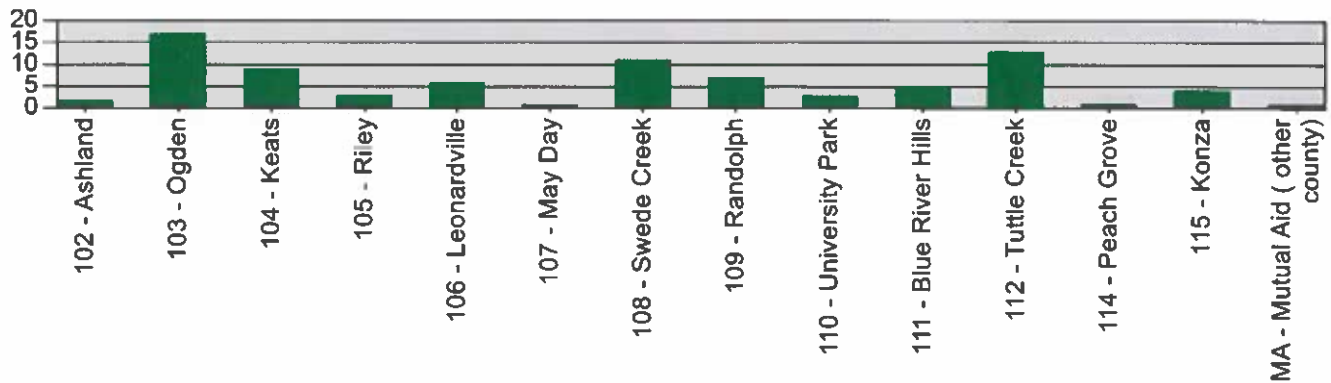
Manhattan, KS

This report was generated on 5/1/2024 3:05:56 PM



Incidents per Station for Date Time Range for Station

Start Time: 00:00 | End Time: 23:00 | Incident Type(s): All Incident Types | Station: All Stations | Start Date: 04/01/2024 | End Date: 04/30/2024



STATION	COUNT
102 - Ashland	2
103 - Ogden	17
104 - Keats	9
105 - Riley	3
106 - Leonardville	6
107 - May Day	1
108 - Swede Creek	11
109 - Randolph	7
110 - University Park	3
111 - Blue River Hills	5
112 - Tuttle Creek	13
114 - Peach Grove	1
115 - Konza	4
MA - Mutual Aid (other county)	1
TOTAL:	83

Only Reviewed Incidents included. This report totals the Incidents and groups by the Station specified in Basic 1. End Time menu returns all matches inside the chosen hour (ex: 23:00 returns all matching results from 23:00 - 23:59).

Riley County Fire District #1

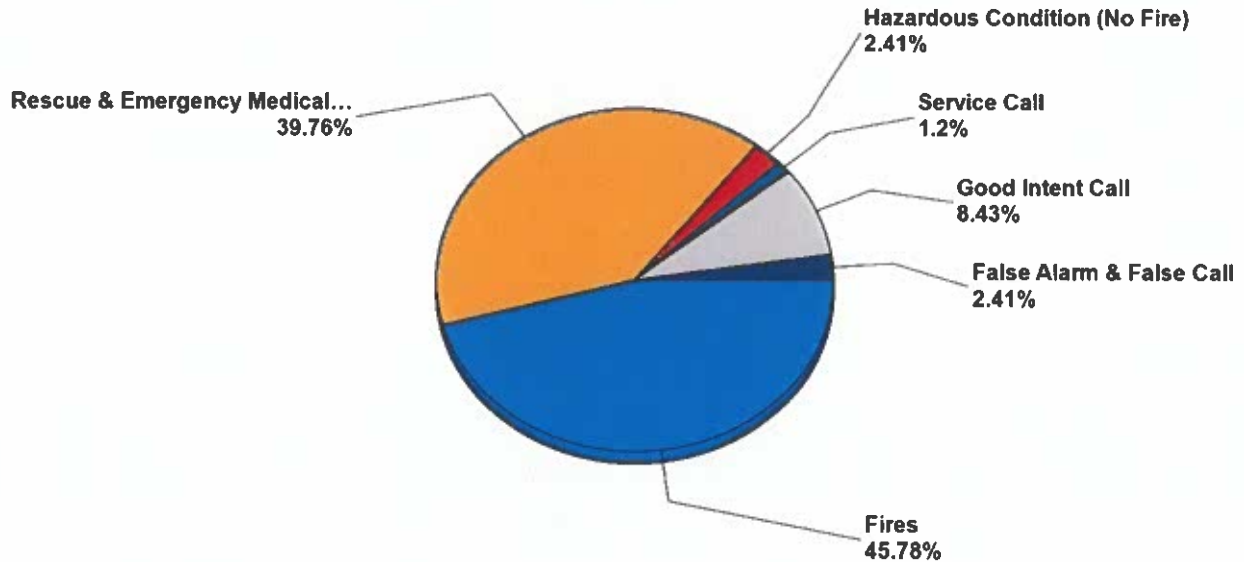
Manhattan, KS

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Breakdown by Major Incident Types for Date Range

Zone(s): All Zones | Start Date: 04/01/2024 | End Date: 04/30/2024



MAJOR INCIDENT TYPE	# INCIDENTS	% of TOTAL
Fires	38	45.78%
Rescue & Emergency Medical Service	33	39.76%
Hazardous Condition (No Fire)	2	2.41%
Service Call	1	1.2%
Good Intent Call	7	8.43%
False Alarm & False Call	2	2.41%
TOTAL	83	100%

Only REVIEWED and/or LOCKED IMPORTED incidents are included. Summary results for a major incident type are not displayed if the count is zero.



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Attachment: EM_FIRE April Staff Time (14746 : EM/FIRE Staff Update March)

Detailed Breakdown by Incident Type		
INCIDENT TYPE	# INCIDENTS	% of TOTAL
111 - Building fire	1	1.2%
131 - Passenger vehicle fire	2	2.41%
132 - Road freight or transport vehicle fire	1	1.2%
140 - Natural vegetation fire, other	1	1.2%
141 - Forest, woods or wildland fire	9	10.84%
142 - Brush or brush-and-grass mixture fire	13	15.66%
143 - Grass fire	9	10.84%
151 - Outside rubbish, trash or waste fire	1	1.2%
171 - Cultivated grain or crop fire	1	1.2%
311 - Medical assist, assist EMS crew	11	13.25%
320 - Emergency medical service, other	15	18.07%
321 - EMS call, excluding vehicle accident with injury	2	2.41%
322 - Motor vehicle accident with injuries	3	3.61%
324 - Motor vehicle accident with no injuries.	2	2.41%
412 - Gas leak (natural gas or LPG)	1	1.2%
413 - Oil or other combustible liquid spill	1	1.2%
531 - Smoke or odor removal	1	1.2%
600 - Good intent call, other	1	1.2%
611 - Dispatched & cancelled en route	3	3.61%
631 - Authorized controlled burning	2	2.41%
651 - Smoke scare, odor of smoke	1	1.2%
745 - Alarm system activation, no fire - unintentional	2	2.41%
TOTAL INCIDENTS:	83	100%

Attachment: EM_FIRE April Staff Time (14746 : EM/FIRE Staff Update March)

Only REVIEWED and/or LOCKED IMPORTED incidents are included. Summary results for a major incident type are not displayed if the count is zero.



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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: May 6, 2024

SUBJECT: Working session - Employee Procedures Manual proposal

PRESENTER: Elizabeth Ward

BACKGROUND

On April 15, the Riley County Procedures Manual was presented to the Commissioners for review.

Three areas of discussion were identified:

- 1) Adding visitor information for the newest EMS Station
 - a) This has been corrected and approved by EMS.
- 2) Process for determining elected official pay
 - a) Commissioners asked for information on the processes at other counties. This will be discussed today
- 3) Commissioner Ford requested additional process information regarding New and Expanded positions.
 - a) The current process, as approved in 2022 follows, we can discuss how to adapt this policy during today's meeting.

New and Expanded Position Requests

To fill a budgeted position the Department Head must:

- Complete the CAR and submit it to the Clerk's office, explaining the purpose of the position, the reason to fill the position and any budgetary impacts or recruiting implications.

- Request the position in Paylocity, generating a Position Action Form for HR approval.
- Submit both the CAR and the PAF electronically, for HR approval.
- HR will review the CAR, attach the appropriate position description and the PAF to the BOCC

*Note: this procedure includes volunteer fire and temporary election workers as well as regular positions.

To fill a new position, or expand a budgeted position, the Department Head must:

- New positions must be requested through the annual budget process.
- Work with Human Resources to justify the need for an additional position.
- Develop a personnel budget with Human Resources and the Budget & Finance Officer
- HR will present the request, combined with all additional position requests, to the BoCC.

Enclosures:



COUNTY CLERK & ELECTIONS
Budget

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

MEMORANDUM

FROM: Brittany Phillips, Budget & Finance Officer

MEETING: May 6, 2024

SUBJECT: 2025 Museum Budget Request

PRESENTER: Katharine Hensler, Museum

Enclosures:

- Museum Budget Narrative 2025 (DOC)
- 2025 Museum DRAFT (XLSX)

RILEY COUNTY HISTORICAL MUSEUM

BUDGET NARRATIVE 2025

PERSONNEL

Full Time Staff (exempt, benefits eligible): Director, Curator of Archives/Library, Curator of Collections, Curator of Education/Design.

Part Time/As Needed Staff (non-exempt, not benefits eligible): (1) Weekend Museum Assistant (up to 1,000 hours per year, offset by RCHS grant income), (5) As Needed Museum Assistants (a pool of staff, average of 286 hours each per year/total 1,430 hours.)

CONTRACTURAL SERVICES

- 2010 Postage/Freight/Shipping – **\$700.00**. 10 rolls forever stamps, 100 count/roll (.68) @ \$68 = \$680; \$20 for metered mail or shipping costs through UPS, FedEx, etc.
- 2030 Cellular Phone Service- **\$780.00**. Estimate will fund the annual reimbursement for one supervisory staff member, 12 months at \$65 to total \$780.
- 2060 Moving Office Equipment- **\$200.00**. Estimate for moving for items.
- 2080 Printing/Duplication Services- **\$100.00**. Educational items, exhibit printing, marketing material, other printing.
- 2110 Advertising and Legal Publications- **\$700.00**. Cost for running planned ads in Kansas Travel Guide, Visit Manhattan Guide, and other relevant advertisement and marketing platforms.
- 2260 Fire/Security Services- **\$0.00**.
- 2410 Repair and Maintain Office Equipment- **\$1,908.00**. Lease of new copy machine which includes device, maintenance, parts, toner (\$134/month x 12 = \$1,608). An additional \$300 has been included in the total request to cover the cost of printing b/w and color copies (\$ 0.015 b/w and \$0.09 color) at \$25/month (\$25 x 12 = \$300).
- 2420 Repair and Maintain Other Equipment-**\$250.00**. Fire extinguisher maintenance cost in 2024 was \$232.50.
- 2430 Computer Software Main/Support- **\$855.00**. This amount covers the annual subscription rate for PastPerfect (\$432) and Adobe Creative Cloud Suite (419.88).

2480 Repair and Maintain Buildings and Grounds- **\$600.00**. Includes accommodations for minor repairs and dumpster rental for cleaning out Museum's break room, storage space, and exhibit fabrication workroom.

2510 Mileage/Tolls/Parking/Rental- **\$500.00**.

In-State – estimate mileage to Kansas Museums Association annual conference and one to two trips to Topeka for Kansas Historical Society (Historic Sites) Summit.

2520 Lodging **\$1,600.00**.

In State – Kansas Museums Association annual conference estimate 4 rooms x 2 nights @\$200 = \$1,600.

2550 Dues and Memberships **\$1,080.00**. Proposed: AASLH= \$155; AAM= \$575, MPMA = \$200, KMA = \$150 = Total \$1,080.00.

2560 Training and Registrations **\$1,460.00**.

In State- Estimate based on 4 registrations/workshop (KMA) @\$265.00 = \$1,060.00; Additional training (in/out of state or virtual) \$100.00 x 4 = \$400.00; Total = \$1,460.00.

2025 CONTRACTUAL SERVICES is a decrease of \$78 from the 2024 budget.

COMMODITIES

3010 Office Supplies **\$400.00**. General office supplies.

3032 Supplies- Printer **\$140.00**. The new printer lease noted under expense line item 2410 (Repair/Maintain Office Equipment) includes the cost of printer cartridges and ink. The only individual printer that will need cartridges is in the Collections department with an estimated annual cost of \$140.

3990 Other Supplies and Materials **\$3,000.00**. Conservation supplies, education and exhibit material. The 2025 proposal includes the cost to update the permanent exhibits in the east and west galleries = \$1,000; metal storage shelves to assist in organization and storage of the permanent collection = \$400; archival/conservation supplies = \$1,300; education supplies = \$300.

The 2025 COMMODITIES request has decreased by \$910 from the 2024 budget.

CAPITAL OUTLAY

4010 Office Equipment **\$0.00**.

4050 Technology Hardware **\$0.00**.

4051 Technology Hardware - Notebook **\$0.00**.

4060 Computer Software **\$0.00.**

The 2025 CAPITAL OUTLAY request has not changed from the 2024 budget.

The 2025 budget request for Contractual Services, Commodities, and Capital Outlay is a decrease of \$988 from the 2024 budget.

Riley County, Kansas
2025 Budget
Museum Department
001-017

PERSONNEL	2023	2024	2025
Position Title - Full Time	<u>ACTUAL</u>	<u>BUDGET</u>	<u>BUDGET</u>
Director	1.00	1.00	1.00
Curator Archivist & Librarian	1.00	1.00	1.00
Curator of Design	1.00	1.00	1.00
Curator of Registrar	1.00	1.00	1.00
Sub-Total	4.00	4.00	4.00
Part-Time/Seasonal/Temporary			
Weekend Museum Assistant	1.00	1.00	1.00
As-Needed Museum Assistant	5.00	5.00	5.00
Sub-Total	6.00	6.00	6.00
TOTAL NUMBER OF EMPLOYEES	10.00	10.00	10.00
EXPENDITURES			
PERSONNEL SERVICES			
1001 Salaries (Full Time)	\$ 315,728	323,579	325,837
1003 Seasonal/Temporary/Part Time	39,255	21,450	21,450
1005 Overtime	-	-	-
1504 FICA	26,910	27,925	26,567
1506 Health Insurance	42,150	73,835	68,915
1508 KPERS Retirement	29,773	35,251	34,539
1510 State Unemployment Tax	356	365	347
TOTAL PERSONNEL SERVICES	\$ 454,172	\$ 482,405	\$ 477,655
CONTRACTUAL SERVICES			
2010 Postage/Freight/Shipping	\$ 645	\$ 700	\$ 700
2030 Cellular Phone Services		800	780
2060 Moving Office Equipment		200	200
2080 Printing/Duplication Services	21	300	100
2110 Advertising & Legal Publications	690	1,200	700
2260 Fire/Security Services		-	-
2410 Repair/Maintain Office Equipment	711	1,020	1,908
2420 Repair/Maintain Other Equipment	39	100	250
2430 Computer Software Maintenance/Support	420	1,031	855
2480 Repair/Maintain Buildings & Grounds		600	600

Attachment: 2025 Museum DRAFT (14712 : 2025 Museum Budget Request)

2510 Mileage/Tolls/Parking/Rental	430	500	500
2520 Lodging	1,502	960	1,600
2530 Mileage/Tolls/Parking/Rental		-	-
2550 Dues & Memberships	838	1,500	1,080
2560 Training & Registrations	1,688	1,900	1,460
TOTAL CONTRACTUAL SERVICES	\$ 6,984	\$ 10,811	\$ 10,733
COMMODITIES			
3010 Office Supplies	\$ 131	\$ 650	\$ 400
3032 Supplies-Printers	254	800	140
3990 Other Supplies/Materials	1,796	3,000	3,000
TOTAL COMMODITIES	\$ 2,182	\$ 4,450	\$ 3,540
CAPITAL OUTLAY			
4010 Office Equipment		\$ -	\$ -
4050 Technology Hardware		\$ -	\$ -
4051 Technology Hardware-Notebook		-	-
4060 Computer Software	432	-	-
TOTAL CAPITAL OUTLAY	\$ 432	\$ -	\$ -
TOTAL OPERATING EXPENDITURES	\$ 463,338	\$ 497,666	\$ 491,928
TOTAL EXPENDITURES LESS PERSONNEL	\$ 9,598	\$ 15,261	\$ 14,273
TOTAL EXPENDITURES	\$ 463,770	\$ 497,666	\$ 491,928

Attachment: 2025 Museum DRAFT (14712 : 2025 Museum Budget Request)



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: May 6, 2024

SUBJECT: 2025 Downtown Manhattan Appropriation Request

PRESENTER: Gina Snyder, Director

Enclosures:

- FY2025 County Funding (PDF)



**County Funding Request FY2025
May 6th, 2024**

Downtown Manhattan, Inc is requesting that Riley County allocate \$5,000 to support our continued work in economic development in the downtown district. We are facing rising costs in all areas of our operations including labor, street decor and event programming. In order to maintain our reputation as a clean, safe and economically vibrant downtown, we need to meet both our stakeholders and patrons expectations.

You may have noticed that Houston Street from 3rd to 5th streets is undergoing infrastructure improvements. Once completed, the gateway area to Downtown will have new lighting, flowers, trees and Christmas décor, creating a seamless transition from the core downtown to all other areas of our community! We are excited to add 20 new flower baskets to our already existing *one hundred and eighty four baskets!*

As DMI and both public and private entities gear up to support the Museum of Art + Light opening this fall, Downtown is fast becoming the front porch to arts and entertainment in the region. We are actively supporting 3 new art spaces, the fundraising efforts of Wareham Hall and bringing a completely new look to our 2024 Third Thursday event series.

Downtown Manhattan, Inc cannot maintain this pace without the support of our public partners. I look forward to sharing our initiatives and reporting on the state of downtown.

On behalf of the DMI Board of Directors,

Gina Snyder
Gina Snyder, Executive Director

Downtown Manhattan, Inc.
2025 Pro-Forma Budget
January through December 2025

Ordinary Income/Expense		
Income		
City of Manhattan Contributions	\$ 93,000.00	
BID Fees	\$ 106,600.00	
Riley County Contributions	\$ 5,000.00	
Friends of the Neighborhood Memberships	\$ 20,000.00	
Downtown Partner Sponsorships	\$ 20,000.00	
Sponsorships / Donations / Events	\$ 51,000.00	
Total Income		\$ 295,600.00
Expense		
Payroll Expenses	\$ 165,000.00	
Total Expense		\$ 165,000.00
Net Ordinary Income		\$ 130,600.00
Other Income/Expense		
Other Expense		
Design & Streetscape Programs	\$ 50,000.00	
Promotion, Events, Economic Development	\$ 50,000.00	
Operating Expenses	\$ 32,000.00	
Total Other Expenses		\$ 132,000.00
Net Other Income / Expense		\$ (132,000.00)
Total Income		\$ (1,4000.00)
Net Income		\$ (1,4000.00)

Attachment: FY2025 County Funding (14711 : 2025 Downtown Manhattan Appropriation Request)



Goals and Objectives 2024

- **Organizational and Administrative Processes and Efficiencies**
 - Grow Friends of the Neighborhood Associate membership program to 10K
 - Secure Partners for 2024 Downtown Partners Corporate Sponsorship Program
 - Create 501c3 for the purpose of writing/receiving grants and accepting tax deductible donations
 - Identify funding source for Houston and 3rd streets
 - Conduct a comprehensive evaluation of five Kansas downtown districts for economic comparisons to be used for our annual presentation and organizational growth
 - Create and support economic opportunities by promoting and advocating for the downtown district through any and all viable options
 - Advocate for both public and private venues and spaces that are unique and available to all in an aesthetically appealing and walkable district.
 - Increase revenue by 100K
- **Partnerships, Sponsorships and Collaborative Efforts**
 - Expand the Nourish Downtown partnership with the Flint Hills Breadbasket
 - Create new partnerships/programming to support our mission of growing our patronage
 - Work alongside Museum of Art & Light to bring patrons to the district
- **Events, Programming and Management**
 - Create new event for main fundraiser. Possibly replace Plates & Pours
 - Enhance event processes/procedures under new Event Manager
 - Ordinance for CCA
 - Create arts and economic development relationships with K-State and the Kansas Department of Commerce for the purpose of growing our art events and bringing patrons to the district.

Initiatives Within Five Years

- New Website
- Work with Public Works to develop a process for use of public rights-of-way during construction
- Work with Public Works to ensure maintenance on infrastructure is done in a timely manner

Ongoing/In Progress Completed



Mission Statement/Agency Description

Downtown Manhattan, Inc is a not-for profit community volunteer organization working in the areas of economic development, street design, retail and business recruitment and marketing and promotion. It is our mission to increase consumer awareness; to strengthen retail and professional business institutions; to increase the economic vitality of the City's center and to promote and attract new businesses to the downtown.



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: May 6, 2024

SUBJECT: 2025 Flint Hills Metropolitan Planning Organization Appropriation Request

PRESENTER: Jared Tremblay, Flint Hills Metropolitan Planning Organization

Enclosures:

- RL County 2025 Budget Request (PDF)



Flint Hills Metropolitan Planning Organization

206 Southwind Place, Suite 2B | Manhattan, KS | 66503
Phone: 785.620.3070
FHMPO@FlintHillsMPO.org

21.a

January 17, 2024

Brittany Phillips
Budget & Finance Officer
110 Courthouse Plaza
Manhattan, KS 66502

SUBJECT: 2025 RL County Budget Request

Ms. Phillips,

This document outlines the Flint Hills MPO's 2025 budget request, as well as the other items identified in your Appropriations Request letter.

Mission Statement: Provide a regional forum to coordinate, encourage, and promote a safe, efficient, affordable, and integrated transportation system for all users; in support of livable communities and economic competitiveness.

Agency Description: The Flint Hills Metropolitan Planning Organization (MPO) is the designated entity to provide regional transportation planning and programming services across portions of Geary, Pottawatomie, and Riley Counties.

At both the local and regional scale, the MPO places special emphasis on providing equal access to a variety of transportation modes; including, transit, bicycling, walking, vehicles, and freight.

The Flint Hills MPO (designated February 2013 by the Designation Agreement) was the first MPO designated by the State of Kansas in over three decades. Federal law requires any Urbanized Area population exceeding 50,000 persons to create a Metropolitan Planning Organization to carry out the multi-modal transportation planning for the metropolitan area. The Manhattan Urbanized Area exceeded this population threshold in the 2010 Census.

In 2017, the Policy Board voted to expand the MPO boundary to include the City of Wamego and more of Pottawatomie County along the US-24 corridor. The boundary expansion took effect January 1, 2018.

Attachment: RL County 2025 Budget Request (14720 : 2025 Flint Hills Metropolitan Planning Organization Appropriation Request)

The MPO is governed by a Policy Board made up of local elected officials from the jurisdictions in the metropolitan area and a representative from the Kansas Department of Transportation (KDOT). The Policy Board is supported by a Technical Advisory Committee (TAC), consisting of staff level representatives from various local, state, and federal agencies.

Funding Sources: The Flint Hills MPO's budget is created and documented through our Unified Planning Work Program (UPWP), which is approved by our Policy Board, KDOT, FHWA, and FTA. The sources of funding for carrying out the planning activities within the UPWP come from the Consolidated Planning Grant (CPG), which is comprised of Planning (PL) funds from the Federal Highway Administration (FHWA) and Federal Transit Administration (FTA) Section 5303 funds, FTA Section 5307 funds, and local contributions. The CPG is administered by the Kansas Department of Transportation (KDOT) and allocated to the MPO each year based on a formula. The CPG funds (80% of budget) require a non-federal match (20%) which is provided by the Cities of Manhattan, Junction City, and Wamego and the Counties of Riley, Geary, and Pottawatomie. This local share is split based upon the percentage of population for each entity within the FHPMO.

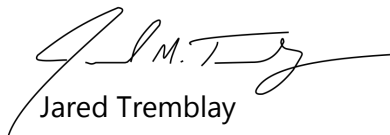
Line-Item Budget: The table on the following page is the current draft budget for the 2025 UPWP. This document will be approved during the May Policy Board meeting.

2025 Goals:

- Complete Connect 2040 Amendments
- Complete and adopt Connect 2050 plan
- Complete the Transportation Demand Model process
- Complete the Electric Vehicle Readiness Plan
- Lead local efforts for the US-24 Corridor Management Plan update
- Adopt 2024-2027 Transportation Improvement Program Amendments

If you or the Commisison have any questions or comments, please reach out to me directly at Tremblay@FlintHillsMPO.org

Thank you



Jared Tremblay
Planning Manager

2025 Budget		
UPWP Task	Activities	May Estimate
1.0	MPO Support and Administration	\$ 104,199.69
1.1	General Program Administration	\$ 80,894.12
	Salaries and Benefits	\$ 37,494.12
	Total Operating Expenses	\$ 43,400
	Administration	\$ 12,790
	Advertising	\$ 600
	Annual Audit	\$ 4,500
	Communications	\$ 1,650
	Demo/Counter Supplies	\$ 450
	Office Expenses/Supplies	\$ 9,410
	Office Rent	\$ 5,000
	Printing and Copying Services	\$ 1,000
	Mileage Reimbursement	\$ 3,000
	Professional Development	\$ 5,000
1.2	Unified Planning Work Program	\$ 7,094.27
1.3	MPO Committee Support	\$ 6,160.88
1.4	Professional Development and Training	\$ 10,050.43
2.0	Involvement & Outreach	\$ 23,725.99
2.1	Outside Agency Committees/Presentations	\$ 19,572.02
2.2	Internal Documents & Outreach Efforts	\$ 4,153.97
3.0	Regional Planning Initiatives	\$ 213,235.17
3.1	Long-Range Transportation Plan	\$ 49,508.39
	Salaries and Benefits	\$ 34,508.39
	Consultant Services: Travel Demand Model	\$ 15,000.00
3.2	Transportation Improvement Program	\$ 4,241.97
3.3	Community Initiatives & projects	\$ 77,683.35
3.4	Regional Datasets & Analytics	\$ 19,109.90
3.6	EV Readiness Plan	\$ 62,691.57
	Salaries and Benefits	\$ 27,256.01
	Consultant Services: Electric Vehicle Readiness Plan	\$ 35,435.56
	TOTAL	\$ 341,160.85

2025 MPO Funding Breakout	Total Budget	CPG: Complete Streets (100%)	Non-Complete Streets Total	CPG	Local Funds
Budget Breakout	\$341,160.85	\$5,330.88	\$335,829.97	\$268,663.98	\$67,165.99
Percentage of Budget	100%	1.6%	98.4%	80.0%	20.0%

2025 Local Match Breakout		
Jurisdiction	% of population	Match Amount
Manhattan	54.1%	\$36,336.80
Junction City	22.9%	\$15,381.01
Pottawatomie County	9.9%	\$6,649.43
Riley County	5.0%	\$3,358.30
Wamego	4.8%	\$3,223.97
Geary County	3.3%	\$2,216.48
T Aotal	100.0%	\$67,165.99



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: May 6, 2024

SUBJECT: 2025 Riley County Appraiser Budget Request

PRESENTER: Anna Burson, County Appraiser

Enclosures:

- Appraiser's Office 2025 Budget Presentation Reworded (DOCX)
- Copy of 2025 Appraiser (XLSX)

Appraiser's Office 2025 Budget Overview

In the Appraiser's Office, our core responsibility lies in the meticulous process of discovering, listing, and valuing properties for ad valorem taxation. This task is anything but simple and often faces intense scrutiny. It demands rigorous training to ensure the accuracy of data collection and the reliability of valuation. Understanding the significance of this task is pivotal in grasping the composition of our budget, as it constitutes a substantial portion thereof. Training is an ongoing endeavor spanning years, with continuous education being imperative for all staff members. Certain courses necessitate updates every two years, while those with state and/or IAAO designations must fulfill mandatory continuing education hours on a four-year cycle.

The ongoing expansion of our community translates to a heightened workload for our team. By statute, all real properties must undergo reinspection every six years, with each valid sale mandating an inspection. Moreover, all permits require thorough review and physical inspection to ensure the most up-to-date data. Recognizing the limitations imposed by budget constraints, we have refrained from seeking additional staff and instead turned to technological advancements to bolster efficiency wherever possible. Furthermore, we have reallocated resources, redefined roles and responsibilities, and updated policies and procedures to optimize our adherence to statutory deadlines in the most cost-effective manner.

Budget Adjustments:

1. Postage/Freight/Shipping (2010) and Printing/Duplication Services (2080): Initially divided in the 2024 budget with the anticipation of clearer cost breakdowns, we have found after a year of processing mailings and postage that this expectation was not met. Consequently, we have adjusted (2010) and reduced (2080), resulting in a combined increase of \$2,000 over the prior year while allocating expenses more accurately. All mailings are statutorily mandated, with no state-funded expenses.

2. Cellular Phone Service (2030) and Internet Services (2040): Cellular phone service has been reduced by \$500 based on 2023 expenditures, while an additional \$1,000 has been allocated for internet access costs, specifically for two appraiser MIFI devices intended for storm damage assessment, BOTA proceedings, fieldwork, and offsite presentations.

3. Appraisal Services (2140): Slightly reduced for 2025 as some historical BOTA cases have been resolved. However, appraisal services remain essential and can vary annually. The apparent expenditure of \$30,355 in 2023 does not encompass encumbered funds for outstanding BOTA cases or potential fee appraisals for back tax years. This category covers expert witness testimony, fee appraisals, and various appraisal studies utilized annually.

4. Office Equipment Rental (2200) and Repair/Maintenance of Office Equipment (2410): Adjusted to reflect historical leasing expenses under (2200), with \$7,000 allocated, and \$6,000 removed from (2410) accordingly.

5. Dues & Memberships (2550), Training & Registrations (2560), and Subscriptions (2570): Redistribution of costs from these three areas for the 2024 budget has been reassessed for 2025. Training & Registrations have been increased, while Dues & Memberships and Subscriptions have been reduced, resulting in a combined budget reduction of \$1,500.

In summary, the Appraiser's Office's 2025 budget, encompassing both personnel and other expenditures, has been reduced compared to 2024.

**Riley County, Kansas
2025 Budget
Appraiser Department
001-022**

PERSONNEL	2023	2024	2025
Position Title - Full Time	<u>ACTUAL</u>	<u>BUDGET</u>	<u>BUDGET</u>
Appraiser	1.00	1.00	1.00
Assistant Appraiser	1.00	1.00	1.00
Appraisal Analyst	1.00	1.00	1.00
Appraiser I	1.00	1.00	1.00
Appraiser II	4.00	4.00	4.00
Appraiser III	6.00	6.00	6.00
Appraiser IV	1.00	1.00	1.00
Administrative Assistant II	1.00	1.00	1.00
Commercial Real Estate Analyst	1.00	1.00	1.00
Sub-Total	17.00	17.00	17.00
Seasonal/Temporary			
As-Needed Clerical	1.00	1.00	1.00
As-Needed Real Estate Analyst	0.00	0.00	0.00
Sub-Total	1.00	1.00	1.00
TOTAL NUMBER OF EMPLOYEES	18.00	18.00	18.00
EXPENDITURES			
PERSONNEL SERVICES			
1001 Salaries (Full Time)	\$ 1,108,773	\$ 1,257,929	\$ 1,240,742
1003 Seasonal/Temporary/Part Time	7,941	15,000	15,000
1005 Overtime	2,381	17,139	22,196
1504 FICA	81,951	98,690	97,762
1506 Health Insurance	213,278	274,012	267,111
1508 KPERS Retirement	104,766	130,822	133,871
1510 State Unemployment Tax	1,073	1,290	1,278
TOTAL PERSONNEL SERVICES	\$ 1,520,162	\$ 1,794,882	\$ 1,777,961
CONTRACTUAL SERVICES			
2010 Postage/Freight/Shipping	\$ 32,953	\$ 15,000	\$ 27,000
2030 Cellular Phone Services	3,610	4,500	4,000
2040 Internet Access	603		1,000
2060 Moving Office Equipment	-		
2080 Printing/Duplication Services	864	15,900	5,000
2110 Advertising & Legal Publications	3,830	800	2,000
2122 Vehicle/Fleet Insurance	3,444	3,200	5,000
2140 Appraisal Services	30,355	55,000	50,000
2200 Office Equipment Rental	525		7,000
2240 Storage Rental	-	-	
2245 Other Rental Services	-	-	

Attachment: Copy of 2025 Appraiser (14713 : 2025 Riley County Appraiser Budget Request)

2260 Security Services	205	-	
2400 Repair/Maintain County Vehicles	16	1,000	500
2410 Repair/Maintain Office Equipment	6,499	6,000	
2430 Computer Software Maintenance/Support	11,479	12,500	12,000
2480 Repair/Maintain Buildings & Grounds	-	-	
2510 Mileage/Tolls/Parking/Rental	1,328	800	800
2520 Lodging	4,228	6,500	7,000
2530 Airfare	1,238	2,000	2,000
2540 Meals	1,521	1,320	1,500
2550 Dues & Memberships	5,127	7,500	6,000
2560 Training & Registrations	26,612	11,000	17,500
2570 Subscriptions	3,651	11,500	5,000
2585 Misc Refunds/Reimbursements	-	-	
2657 Miscellaneous Fees	-	-	
2700 Bonding Services	407	294	200
2850 Waste Disposal	150	120	120
TOTAL CONTRACTUAL SERVICES	\$ 138,645	\$ 154,934	\$ 153,620
COMMODITIES			
3010 Office Supplies	\$ 9,983	\$ 13,000.00	\$ 12,000.00
3020 Books & Publications	2,495	1,200	2,000
3030 Computer Supplies	120	300	300
3032 Supplies-Printers	410	300	400
3040 Clothing	638	600	600
3305 Web Development		-	
3990 Other Supplies/Materials		-	
TOTAL COMMODITIES	\$ 13,646	\$ 15,400	\$ 15,300
CAPITAL OUTLAY			
4010 Office Equipment		\$ 1,000	\$ 1,000
4030 Telecommunications Equipment	\$ 737		
4040 Furniture > \$100	\$ 743	\$ 5,000	\$ 5,000
4050 Technology Hardware		-	
4054 Tech Hardware - Printers	123		
4055 Tech Hardware - Imaging	3,547		1,000
4057 Tech Hardware - Wireless	32		
4058 Tech hardware - Security	96		
TOTAL CAPITAL OUTLAY	\$ 5,278	\$ 6,000	\$ 7,000
TOTAL OPERATING EXPENDITURES	\$ 1,672,452	\$ 1,965,216	\$ 1,946,881
TOTAL EXPENDITURES LESS PERSONNEL	\$ 220,823	\$ 176,334	\$ 175,920
Encumbrances	\$ 63,254		
TOTAL EXPENDITURES PLUS ENCUMBRANCES	\$ 1,740,985	\$ 1,971,216	\$ 1,953,881

Attachment: Copy of 2025 Appraiser (14713 : 2025 Riley County Appraiser Budget Request)



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: May 6, 2024

SUBJECT: 2025 Riley County Genealogical Society Appropriation Request

PRESENTER: Ginny Peterson - Riley County Genealogical Society

Enclosures:

- Request for Financial Support for the Riley County Genealogical Society Library (PDF)

Request for Financial Support for the Riley County Genealogical Society Library Located in the County-Owned Platt House at 2005 Claflin Rd.

Mission Statement:

- Provide educational and research opportunities for genealogy and family history researchers
- Maintain a genealogical research library
- Collect, preserve and publish genealogical and historical records for Riley County and surrounding area.

Agency Description: The RCGS Library is the center of genealogical and family history research for a 60-mile radius of Manhattan. It contains over 6000 volumes of reference materials and publications from almost all states. These resources provide census information, information on wills and probates, family history files and other historical references. We provide a Surname Search with over 1,284,000 local area surnames for people looking for information about their ancestors. The Library offers on-line genealogical research through the use of its computers, subscription-based genealogy websites, and the RCGS website, www.rileycgs.com. Volunteers assist patrons with their personal research, which can also be requested online. The Library is staffed entirely by volunteers as librarians, computer assistants, and board members. Our volunteers maintain the landscaping and provide maintenance on the house itself. Volunteers procure and schedule exceptional programs for the public on topics related to family history. Volunteers publish a semi-annual journal in color, and an online monthly newsletter.

Sources of Funding and Expenditures:

The following chart shows the RCGS Income and Expenditures for 2023.

Income		Expenditures	
Riley County Commission	\$3,500	Utilities for Platt House	\$4,912
Dues	\$3,860	RCGS Website Fee	\$475
Donations	\$1,294	Computer Contract & Software	\$2,694
Research	\$181	Subscriptions/Dues	\$340
Sales & Publications	\$411	Insurance	\$990
Miscellaneous Income	\$85	<i>Kansas Kin</i> Publication	\$1,719
	\$9,331.00	Building and Grounds	\$174
*Budget balanced using reserves		Publicity/Postage/Miscellaneous	\$1,019
			\$12,323.00

Line-Item Budget for Use of Funds Requested:

The Riley County Genealogical Society is asking for \$5,000 to support payment of utilities for the historic Platt House. As the cost of utilities has increased nationwide, so have those for this 1871 home which houses our collections, and provides work space for volunteers, and patrons. The additional \$1,500 from the County would help close the gap between our revenues and expenditures.

Riley County Genealogical Society Goals for 2025:

- Serve people with roots in Riley and surrounding counties with resources and assistance with family history research, both in person and through the rileycgs.com website.
- Maintain the historic Platt House which serves as a family research library.
- Continue to digitize local resources, working in close contact with the Manhattan Public Library and **Riley County archives**.
- Continue to provide educational programs and classes on family history topics for the public, such as our frequent monthly programs at the Manhattan Public Library.
- **Complete the installation of ten historical markers along the hiking trails in Manhattan.**

Submitted to: Riley County Commissioners April 15, 2024



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: May 6, 2024

SUBJECT: 2025 Treasurer, Motor Vehicle & Tech Fund Budget Requests

PRESENTER: Shilo Heger, County Treasurer

Enclosures:

- Fund 130 Treas Tech Fund Budget Memo (DOC)
- Dept 007 BOCC Budget Memo (DOC)
- 2025 Treasurer (PDF)
- MOTOR VEHICLE 2025 (XLS)
- TREASURER TECH 2025_ (PDF)



TREASURER'S OFFICE

Shilo Heger
County Treasurer

110 Courthouse Plaza
Manhattan, Kansas 66502-0100
Phone: 785-537-6321
Fax: 785-537-6322
E-mail: sheger@rileycountyks.gov
Website: www.rileycountyks.gov

May 06, 2024

To: Riley County Commissioners
From: Shilo Heger, Riley County Treasurer

RE: 2025 Budget Presentation

Treasurer – Motor Vehicle Fund – Fund 130

The Motor Vehicle Fund is used to support the motor vehicle, commercial vehicle and driver's license responsibilities of the Treasurer's office. It is funded by the fees allowed by statute associated with vehicle registration, renewals, commercial vehicle registrations, and driver's license transactions.

Driver's License:

My office provides driver's license services as a courtesy to citizens in Riley County and the surrounding area. There is not a full-service office in Riley County, but, there is one on the Pottawatomie County side of Manhattan. We averaged 300 customers a month in 2023 and generated \$17,500 in revenue. We have one station that is covered by one of my front counter employees on a daily basis.

Commercial/Interstate Truck Registration:

In 2013 trucks engaged in commerce were required to register as a commercial vehicle. County treasurers across the state were asked to begin processing these transactions. These vehicles no longer paid property taxes either at registration or on the tax roll and began paying a commercial vehicle fee. Because there is not a property tax component to these transactions customers were not limited to doing these transactions in their home county and not all 105 counties took on this function. Because Riley County strives to offer the best customer service, we agreed to take on commercial vehicle transactions. We not only saw Riley County customers, but customers in some of the surrounding area such as Pottawatomie, Geary, Marshall, and Dickinson.

In 2014 we were asked to also start registering Interstate vehicles. Riley County is 1 of 9 counties that perform this function. In 2023 CMV revenue was \$47,180 and in 2024 CMV revenue has already exceeded \$50,000.

Motor Vehicle Transactions:

In 2023 the motor vehicle revenues were \$341,030. This revenue has remained very flat over the years because it is based on the number of transactions we perform, and that number has also remained flat from year to year.

All personnel costs are paid from the general fund. In 2023 I transferred \$300,000 to reimburse the general fund. However, there was still a deficit that was covered by Ad Valorem tax dollars. In 2025 I estimate the total costs for the motor vehicle operations to be approximately \$828,000 (without a COLA adjustment). Estimated revenues for 2025 are \$402,000. This leaves a deficit of \$426,000 that will need to be covered by Ad Valorem tax dollars.

It is important to note that my current staff level is able to handle all this work with very little overtime and with limited wait times to the customers. We have been commended by customers and by the Department of



TREASURER'S OFFICE

Shilo Heger
County Treasurer

110 Courthouse Plaza
Manhattan, Kansas 66502-0100
Phone: 785-537-6321
Fax: 785-537-6321
E-mail: sheger@rileycountyks.gov
Website: www.rileycountyks.gov

Revenue on our excellent customer service. The staff performs at a very high level with few errors as reflected in our quality assurance reports.

The Kansas County Treasurer's Association continues to look at ways legislatively to adjust the motor vehicle fee structure to cover the costs associated with operating the motor vehicle department. If we stopped doing some of the optional functions it would cause a loss of revenue and the only way to offset that loss of revenue would be to cut staff.

Because we have seen an increase in commercial vehicle revenue, I increased the transfer to the general fund by \$25,000 to \$325,000 to reimburse a portion of the personnel costs associated with the motor vehicle operations. The remaining balance of the revenues is budgeted to be spent on the 3 Cs. Any unused budget at the end of the year will be transferred to the general fund per statute. The 2023-year end transfer was \$37,218.

Treasurer – Technology Fund – Fund 108

The Treasurer Technology Fund is used to provide technology to the Treasurer's office. My office is required to cover all the computer equipment costs associated with providing motor vehicle services. This includes the computers, printers, and scanners. In the past we have used this money to improve our queuing system, purchased printers, and scanners. I am always looking for technology that could help improve efficiency in the office. The money in this fund could be put towards any of that technology.



TREASURER'S OFFICE

Shilo Heger
County Treasurer

110 Courthouse Plaza
Manhattan, Kansas 66502-0100
Phone: 785-537-6321
Fax: 785-537-6321
E-mail: sheger@rileycountyks.gov
Website: www.rileycountyks.gov

May 6, 2024

To: Riley County Commissioners
From: Shilo Heger, Riley County Treasurer
RE: 2025 Budget Presentation

Treasurer – Department 07 Budget

After labor expenses, the rest of my budget is comprised of expenses required to fulfill my statutory requirements. These include the following:

- Legal Publications
- Tax Statement preparation and mailing
- Delinquent notice preparation and mailing

I have kept the expenses associated with these line items flat with the exception of postage. With the postage rate increase I needed to increase that line item to cover the mailings we have.

Other expenses that are necessary in the operation of the office have been kept consistent based on actual expenses. These include:

- Armor car service
- Photocopier lease
- General office supplies
- Printer supplies

In 2023 I reduced the armor car service from weekly to bi-weekly, which reduced our costs for a short time. In 2024 we received a rate increase which is reflected in my 2025 budget. The rest of my 3cs are kept flat compared to 2024.

Attachment: Dept 007 BOCC Budget Memo (14715 : 2025 Treasurer, Motor Vehicle & Tech Fund Budget Requests)

**Riley County, Kansas
2025 Budget
Treasurer Department
001-007**

PERSONNEL	2023	2024	2025
Position Title - Full Time	<u>ACTUAL</u>	<u>BUDGET</u>	<u>BUDGET</u>
Treasurer	1.00	1.00	1.00
Tax Supervisor	1.00	1.00	1.00
Motor Vehicle Supervisor-Deputy	0.00	1.00	1.00
Assistant Motor Vehicle Supervisor	0.00	1.00	1.00
Building Receptionist	0.00	1.00	1.00
Clerk Analyst II-MV/Tax/DL	1.00	2.00	2.00
Clerk Analyst I-AP	1.00	1.00	1.00
Customer Service Rep I	2.00	3.00	2.00
Customer Service Rep II	4.00	5.00	6.00
TOTAL NUMBER OF EMPLOYEES	10.00	16.00	16.00
EXPENDITURES			
PERSONNEL SERVICES			
1001 Salaries (Full Time)	\$ 935,418	1,006,658	1,039,862
1005 Overtime	878	10,130	10,388
1504 FICA	68,144	77,784	80,344
1506 Health Insurance	205,680	218,508	222,128
1508 KPERS Retirement	88,293	104,322	111,327
1510 State Unemployment Tax	746	1,017	1,050
TOTAL PERSONNEL SERVICES	\$ 1,299,159	\$ 1,418,419	\$ 1,465,099
CONTRACTUAL SERVICES			
2010 Postage/Freight/Shipping	\$ 26,676	\$ 30,000	\$ 33,000
2030 Cellular Phone Services	780	780	780
2080 Printing/Duplication Services	743	1,500	1,500
2110 Advertising & Legal Publications	11,583	13,000	13,000
2124 Other Insurance	-	-	-
2200 Office Equipment Rental	2,013	2,400	2,500
2250 Armor Car Service	6,615	6,600	8,500
2490 Other Repairs/Maintenance	1,189	1,100	1,200
2550 Dues & Memberships	-	500	-
2560 Training & Registrations	560	-	-
2990 Other Contract Services	1,200	1,200	1,200
TOTAL CONTRACTUAL SERVICES	\$ 51,359	\$ 57,080	\$ 61,680
COMMODITIES			
3010 Office Supplies	\$ -	\$ 1,000	\$ 1,000
3020 Books & Publications	-	-	-
3032 Supplies-Printers	-	1,000	1,000
TOTAL COMMODITIES	\$ -	\$ 2,000	\$ 2,000
4130 Building Improvements	\$ -	\$ -	\$ -
TOTAL CAPITAL OUTLAY	\$ -	\$ -	\$ -
TOTAL OPERATING EXPENDITURES	\$ 1,350,518	\$ 1,477,499	\$ 1,528,779
TOTAL EXPENDITURES LESS PERSONNEL	\$ 51,359	\$ 59,080	\$ 63,680
TOTAL EXPENDITURES	\$ 1,350,518	\$ 1,477,499	\$ 1,528,779

Attachment: 2025 Treasurer (14715 : 2025 Treasurer, Motor Vehicle & Tech Fund Budget Requests)

5/2/2024 4:03 PM

Fund #130
Riley County Motor Vehicle Fund

PERSONNEL	2022	2023	2024	2025
Position Title - Full-Time	<u>ACTUAL</u>	<u>ACTUAL</u>	<u>BUDGET</u>	<u>BUDGET</u>
Vehicle Supervisor	1	0	0	0
Asst. Vehicle Supervisor	1	0	0	0
Clerk Analyst II-Dr Lic	1	0	0	0
Customer Service Rep. II	1	0	0	0
Customer Service Rep. I	0	0	0	0
TOTAL NUMBER OF EMPLOYEES	4	0	0	0
BEGINNING CASH BALANCE				
Fund Balance	\$ 45,161	\$ 6,197	\$ 6,198	\$ -
TOTAL BEGINNING CASH BALANCE	\$ 45,161	\$ 6,197	\$ 6,198	\$ -
REVENUE				
300 Daily Receipts	\$ 353,346	\$ 358,535	\$ 350,000	\$ 350,000
310 Comm Veh Daily Receipts	38,970	47,180	35,000	50,000
451 Full Privilege Tag	1,925	2,100	1,900	2,000
503 Non-Collection Revenue	-	-	-	-
600 Misc. Reimb	-	-	-	-
602 Misc. Collection	79	91	200	200
603 Transfer In	-	571	-	-
TOTAL REVENUE	\$ 394,320	\$ 408,476	\$ 387,100	\$ 402,200
TOTAL RESOURCES AVAILABLE	\$ 439,481	\$ 414,673	\$ 393,298	\$ 402,200
PERSONNEL SERVICES				
1001 Salaries (Full-Time)	\$ 245,995	\$ 11,179	\$ 12,000	\$ 12,000
1005 Overtime	141	-	-	-
1504 FICA	17,987	855	920	920
1506 Health Insurance	54,233	-	-	-
1508 KPERS	23,334	1,054	1,250	1,250
1510 State Unemployment Tax	193	-	-	-
TOTAL PERSONNEL SERVICES	\$ 341,883	\$ 13,088	\$ 14,170	\$ 14,170
CONTRACTUAL SERVICES				
2010 Postage / Freight / Shipping	\$ 8,059	\$ 8,694	\$ 10,000	\$ 10,000
2080 Printing/Duplication Services	1,590	1,839	5,000	5,000
2110 Advertising&Legal Publication	150	-	-	-
2200 Office Equipment Rent	-	1,982	2,400	2,500
2260 Security Services	-	-	-	-
2410 Repair & Maint Office Equip	-	504	-	-
2450 Hardware Maint/Support	-	-	-	-
2510 Mileage / Tolls / Parking / Rental	944	647	2,000	1,500
2520 Lodging	1,218	2,196	3,000	3,000
2530 Air Fare	1,196	793	1,500	1,500
2540 Meals	176	322	1,500	1,500
2550 Dues, Memberships, Registrations	425	200	1,500	1,000
2560 Training	1,098	1,538	2,000	2,000
2570 Subscriptions	1,105	727	1,000	1,000
2850 Waste Disposal	260	220	300	300
2990 Other Contract Services	248	62	230	230
TOTAL CONTRACTUAL SERVICES	\$ 16,470	\$ 19,724	\$ 30,430	\$ 29,530

Attachment: MOTOR VEHICLE 2025 (14715 : 2025 Treasurer, Motor Vehicle & Tech Fund Budget Requests)

5/2/2024 11:03 AM

COMMODITIES				
3010 Office Supplies	\$ 3,711	\$ 8,034	\$ 5,000	\$ 10,000
3020 Books&Publications	35	32	-	
3030 Computer Supplies	-	-	-	
3032 Supplies - Printer	2,792	2,914	6,500	6,500
3990 Other Supplies & Materials	694	-	-	
TOTAL COMMODITIES	\$ 7,231	\$ 10,980	\$ 11,500	\$ 16,500
CAPITAL OUTLAY				
4010 Office Equipment	\$ 616	\$ 2,561	\$ 7,198	\$ 6,500
4040 Furniture >\$100	12,832	8,424	15,000	
4050 Tech Hardware	390	-	1,000	
4051 Tech Hardware-Notebook	-	-	-	
4054 Tech Hardware-Printers	-	10,000	5,000	3,000
4060 Computer Software	8,700	6,480	9,000	7,500
TOTAL CAPITAL OUTLAY	\$ 22,538	\$ 27,465	\$ 37,198	\$ 17,000
TRANSFERS				
604 Transfer to General Fund	\$ 45,162	\$ 306,198	\$ 300,000	\$ 325,000
TOTAL TRANSFERS	\$ 45,162	\$ 306,198	\$ 300,000	\$ 325,000
TOTAL EXPENDITURES	\$ 433,284	\$ 377,455	\$ 393,298	\$ 402,200
TOTAL ENDING FUND BALANCE	\$ 6,197	\$ 37,218	\$ -	\$ -

Fund # 108
Riley County Treasurer Technology

	<u>2023</u> <u>ACTUAL</u>	<u>2024</u> <u>BUDGET</u>	<u>2024</u> <u>est</u>	<u>2025</u> <u>BUDGET</u>
BEGINNING CASH BALANCE				
Fund Balance	\$ 93,958	\$ 101,998	\$ 101,998	\$ 101,498
TOTAL BEGINNING CASH BALANCE	\$ 93,958	\$ 101,998	\$ 101,998	\$ 101,498
REVENUE				
402 Investment Interest	\$ 4,797	\$ 2,000	\$ 2,000	\$ 2,000
602 Misc. Collection	13,144	12,500	12,500	12,500
TOTAL REVENUE	\$ 17,940	\$ 14,500	\$ 14,500	\$ 14,500
TOTAL RESOURCES AVAILABLE	\$ 111,898	\$ 116,498	\$ 116,498	\$ 115,998
CONTRACTUAL SERVICES				
2990 Other Contract Services	\$ -	\$ -		
TOTAL CONTRACTUAL SERVICES	\$ -	\$ -		\$ -
COMMODITIES				
3990 Other Supplies & Materials	\$ -	\$ -		
TOTAL COMMODITIES	\$ -	\$ -		\$ -
CAPITAL OUTLAY				
4050 Computer Hardware	\$ -	\$ 97,183	\$ 15,000	\$ 115,998
4060 Computer Software	-	-		-
4990 Other Capital	9,900			
TOTAL CAPITAL OUTLAY	\$ 9,900	\$ 97,183	\$ 15,000	\$ 115,998
TOTAL EXPENDITURES	\$ 9,900	\$ 97,183	\$ 15,000	\$ 115,998
TOTAL ENDING FUND BALANCE	\$ 101,998	\$ 19,315	\$ 101,498	\$ 0

Attachment: TREASURER TECH 2025_ (14715 : 2025 Treasurer, Motor Vehicle & Tech Fund Budget Requests)



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: May 6, 2024

SUBJECT: 2025 Pawnee Mental Health Appropriation Request

PRESENTER: Michael Rezkalla, Pawnee Mental Health

Enclosures:

- Riley Budget 2025 (DOC)
- PMHS Budget FY 25 - (Riley) (PDF)

Letter to Riley County Commissioners
April 18, 2024

Brittany Phillips
Budget and Finance Officer
Riley County
110 Courthouse Plaza
Manhattan, KS 66502

Dear Commissioners:

Thank you for the opportunity to present Pawnee Mental Health Services' (Pawnee's) 2025 Appropriation Request.

Mission Statement:

At Pawnee Mental Health we are committed to enhancing the wellbeing of individuals and families in our community through a holistic approach to behavioral health and recovery services. Our mission is to provide compassionate, person-centered care that fosters healing, empowerment, and resilience.

Agency/Entity Description:

Pawnee is a **private, not-for-profit** licensed community mental health center and substance use treatment facility serving ten counties (7,324 square miles) in north central Kansas. Each county provides budgetary support for mental health resources in its own county. Pawnee was provisionally certified as a Certified Community Behavioral Health Clinic (CCBHC) on July 1, 2023, and is currently seeking full certification.

Pawnee was incorporated in Manhattan sixty-seven years ago this past November as the Riley County Mental Health Center. In 1977, Riley, Pottawatomie, Clay, Marshall, and Geary counties (then known as the North Central Kansas Guidance Center) merged with Cloud, Republic, Mitchell, Jewell, and Washington counties (then known as Sunflower Guidance Center) to form the Pawnee Comprehensive Mental Health Center, now known as Pawnee Mental Health Services.

While there may be other mental health providers in the community, Pawnee is the *only* mental health resource:

- With statutory authority to perform Mental Health Reform Screens for admission to the state psychiatric hospital.
- 24/7/365 Emergency Mental Health Services
- Crisis Stabilization Unit (CSU)
- Community Services for:
 - Children with serious emotional disturbances (SED)
 - Adults with severe and persistent mental illnesses (SPMI)
- Services regardless of ability to pay
- Services regardless of status as a client
- We are the only CCBHC in the service area

CCBHC (Certified Community Behavioral Health Clinic)

Letter to Riley County Commissioners April 18, 2024

In 2021, the Kansas Legislature passed HB2208, making Kansas the first state in the nation to identify the CCBHC model as a solution to the mental health and substance use crisis facing our nation. The law requires the transition of the entire Kansas community mental health system to the CCBHC model by July 1, 2024.

Medicaid services provided under the CCBHC model are paid based on the cost of providing and expanding services to meet the needs of the community. This represents a major change in the Medicaid funding model for Kansas community mental health centers and for the first time provides the opportunity to pay wages and salaries competitive to recruit and retain staff to meet community needs.

Governance

Pawnee is governed by a board of directors appointed by each county served. Each county appoints two regular and one alternate board member. Six of the ten counties have appointed a county commissioner to serve on the board. Under state licensing requirements, an adult with a severe and persistent mental illness (SPMI) and the parent of a child with a serious emotional disturbance (SED) must also serve on the board. Anne Browne and Dantia MacDonald currently represent Riley County. Commissioner John Ford serves as alternate. Stan Wilson, also of Riley County, serves as a representative of persons with a severe and persistent mental illness.

Under CCBHC the agency will add an advisory board made up of no less than 51% members with a mental illness.

Board Strategic Plan/Goals for 2023-25:

1. Engage in activity that promotes access to mental health and recovery services
2. Engage in activity that promotes recovery
3. Expand and strengthen relationships with community members
4. Expand and strengthen community support
5. Create cohesive understanding of mission and organizational direction
6. Identify, develop, and deliver skill-building training in a manner that is responsive to staff expressed needs
7. Integrate continuous quality improvement into organizational operations
8. Consistent upward trending in cash reserve

FY2023 Annual Update:

- For the second consecutive year since the pandemic, Pawnee has seen an overall increase in the number of people receiving services.
 - The increased demand has come at a time that Kansas faces significant workforce challenges. Pawnee has augmented its boots-on-the ground staffing with tele-health providers.
- Pawnee provided mental health and substance abuse treatment services to 6,893 unduplicated individuals throughout the ten-county service area in FY23 compared to 6,640 in FY22.
 - ***Pawnee provided mental health and substance abuse treatment services to 2,701 unduplicated Riley County residents. This is an***

Letter to Riley County Commissioners
April 18, 2024

increase of 281 clients over FY22.

- ***364 of these were served through the Riley County Co-responder program.***
- ***In fiscal year 2023, 1158 Riley County residents were served by Crisis Services.***
 - ***398 were served in the ER***
 - ***742 came directly to the CSU***
 - ***18 were screened in the jail***
- ***288 of these were admitted to the CSU***
- Pawnee provided nearly \$12 million in services throughout the ten-county service area in FY23. The amount of uncompensated care was a little over \$4.1 million.
 - ***Pawnee provided over \$5 million in services to Riley County residents.***
 - ***Over \$1.8 million was uncompensated due to reasons such as no insurance or underinsurance.***
 - ***FY23 audited financial statements show a loss of \$861,783. This was the last full year prior to CCBHC.***

Comparative Values

- Riley County's CY24 budget for Pawnee Mental Health is **\$300,000**. This has been unchanged since CY20.
- Riley County is ranked 91 out of 105 counties in the state in per capita funding and 52 in the state in percentage of county budget according to the Association of Community Mental Health Centers of Kansas.
- Riley County currently spends approximately **\$4.22 annually per capita** (utilizing the 2022 Kansas Division of Budget report which shows a Riley County population of 71,108.) The average per capita spending for the counties in Pawnee's service area is \$8.41. **If Riley County met the per capita average for the counties in Pawnee's service area, Riley County's mental health budget would be \$598,184.**
- Riley County currently spends approximately **\$111.07 annually per resident served**. The average per resident served spending for the counties in Pawnee's service area is \$241.60. **If Riley County met the per resident served average for the counties in Pawnee's service area, Riley County's mental health budget would be \$584,675.**

Comprehensive Breakdown of Sources of Funding:

Attached is a budget document which includes a comprehensive breakdown of all the agency's sources of funding. This is a preliminary budget document which will be reviewed by the Pawnee Board of Directors on June 25, 2024. This budget document, which is subject to change, will be approved by the Pawnee board on July 23, 2024.

Line-item budget for use of Funds Requested:

All funds requested are used to help cover the costs of uncompensated care (over \$1.8 million) to Riley County residents.

Attachment: Riley Budget 2025 (14716 : 2025 Pawnee Mental Health Appropriation Request)

Letter to Riley County Commissioners
April 18, 2024

Appropriation Request

Pawnee respectfully requests that Riley County increase its budget for mental health by 100% or by \$300,000 from \$300,000 annually to \$600,000 annually. Riley County accounts for 39.18% of all clients served but only 27% of all county funding.

This increase in funding will better equip Pawnee to expand services to meet the needs of the citizens of Riley County. We appreciate the partnership we have with Riley County and look forward to your continued support.

Respectfully yours,

Mike Rezkalla, MPA, MA
Chief Executive Officer

Attachment: Riley Budget 2025 (14716 : 2025 Pawnee Mental Health Appropriation Request)

**PAWNEE MENTAL HEALTH SERVICES
BUDGET
FY '25'**

Patient Fees	PMHS Budget FY 24	PMHS Budget FY 25
Private Pay	\$ 2,400,000	\$ 2,524,562
Medicaid	\$ 550,000	\$ 966,773
Blue Cross	\$ 677,000	\$ 653,015
Commercial	\$ 717,803	\$ 830,124
Tri-Care	\$ 320,513	\$ 281,850
Medicare	\$ 350,005	\$ 239,675
EAP	\$ 15,753	\$ 35,054
Special Billing	\$ 267,319	\$ 262,601
Subtotal Patient Fees	\$ 5,298,393	\$ 5,793,651
Allowances	\$ (3,009,438)	\$ (3,520,157)
Net Patient Fees	\$ 2,288,955	\$ 2,273,495
CCBHC PPS	\$ 20,933,094	\$ 21,001,380
Total Net Patient Fees & CCBHC PPS	\$ 23,222,049	\$ 23,274,875
Total County	\$ 1,110,434	\$ 1,143,747
Federal MH Block Grant	\$ 99,233	\$ 99,233
Federal - AAPS Grant (Recovery)	\$ 50,000	\$ 50,000
Federal - DLT I & II Grants	\$ 460,500	\$ 291,003
Federal - SAMHSA CMHC	\$ 540,000	\$ -
State Aid	\$ 601,057	\$ 601,057
KDADs Funding - CSU	\$ 900,000	\$ 1,000,000
Mental Health Reform	\$ 1,574,868	\$ 1,574,868
Governor's MH Initiative (GMHI)	\$ 299,972	\$ 299,972
Regional Recovery Support Center (RRSC)	\$ 301,415	\$ 301,415
State Grants	\$ 498,355	\$ 860,400
County Grants	\$ 361,805	\$ 316,200
City Grants	\$ 91,500	\$ 123,600
Private Grants	\$ 168,300	\$ 130,200
Total Grant Income	\$ 5,947,005	\$ 5,647,948
Interest Income	\$ 1,000	\$ 5,475
Medical Records	\$ 10,000	\$ 11,100
Gain/Loss on Sale of Asset	\$ 500	\$ 500
Gifts & Donations	\$ 200,000	\$ 346,050
Foundation Compensation	\$ 86,350	\$ 73,500
MH First Aid Training	\$ 17,500	\$ 23,550
Management Fee Income	\$ 12,000	\$ 12,000
Deferred Compensation	\$ 16,000	\$ 16,000
Miscellaneous Income	\$ 50,000	\$ 22,500
Total Interest & Misc Income	\$ 393,350	\$ 510,675
Total Revenue	\$ 30,672,838	\$ 30,577,245

Attachment: PMHS Budget FY 25 - (Riley) (14716 : 2025 Pawnee Mental Health Appropriation Request)



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: May 6, 2024

SUBJECT: 2025 Riley County Attorney Budget Request

PRESENTER: Barry Wilkerson, County Attorney

Enclosures:

- 2025 Budget Memorandum DRAFT (DOCX)
- 2025 Attorney (PDF)

MEMORANDUM

TO: BOARD OF RILEY COUNTY COMMISSIONERS

FROM: BARRY R. WILKERSON – RILEY COUNTY ATTORNEY

SUBJECT: 2025 BUDGET

DATE: April 29, 2024

This memorandum provides a detailed explanation of the Riley County Attorney's Office projected needs for 2025.

- **Overtime** – Approved overtime is minimal in a calendar year. In 2023 overtime paid by the County Attorney's Office to staff equaled \$7814.59. Based upon current numbers, we believe we will spend roughly \$8000.00 in overtime in 2024. We are seeking to keep this level in 2025. **Request \$8,000.00**
- **2010 – Postage** – In 2023, the Riley County Attorney's office paid \$2,990.83 in postage. Postal rates continue to increase. Electronic communication is primary means of communication; however traditional mail is still necessary in a number of circumstances, with the majority being directed towards victim services. Postage is set to increase on July 1, 2024. Currently the postage rate for standard sized envelopes is \$0.66 per stamp. The scheduled increase to postage is set at \$0.68 per stamp. **Request \$3,200.00**
- **2030 – Pagers/Cell Phones/ iPad Service** - The County Attorney's Office Spent \$480.00 in 2023 for the Attorney Duty iPad line. The same amount will be spent in 2024 and 2025. **Request \$480.00**
- **2040 – Internet Access** – Internet access is a necessity, both for 8-5 responsibilities, as well as after-hours communications with both the court and law enforcement. The new prosecutor software program relies heavily on having internet access. **Request \$1,000.00**
- **2080 – Printing/Duplication Services** – Letterhead, legal paper, envelopes, and business cards are necessary for the operation of the County Attorney's Office. Additionally, in some circumstances, it is necessary to print court exhibits for trial purposes. The County Attorney's Office spent \$810.00 in 2023 with anticipated increases in 2025. **Request \$1,600.00**

- **2110 – Advertising & Legal Publications** – Statutorily, the Riley County Attorney’s Office has the responsibility to notify parties involved in Child In Need of Care Cases. This requires notification in the newspaper within the County in which a person or guardian is known to reside. With the transient nature of our population, this is a necessary method of notification. The County Attorney’s Office spent \$1,801.85 in 2023. This cost will likely increase slightly. Additionally, the cost to advertise open positions may require the use of this budget item.
Request \$2,000.00

2123 – Liability Insurance – Liability Insurance is necessary to defend lawsuits filed against the Riley County Attorney’s Office and the assistants and to protect Riley County from exposure to liability. Liability insurance increased this year and is expected to increase in 2025, largely due to Cyber Liability Coverage and an additional prosecutor being added to the staff. We obtain insurance through the NDAA, National District Attorney’s Association. The County Attorney’s Office spent \$15,426.60 in 2023.

Request \$ 17,000.00

- **2240 – Storage Rental -** \$1,000.00 had been placed in this line item for off-site storage of files at Underground Vault & Storage (UV&S) and recovery of files when applicable – as requested by BOCC in 2023. UV&S currently maintains 340 boxes in off-site storage which results in a monthly fee of \$88.40. The cost is .26¢ per box per month. The cost to retrieve files from UV&S is \$1.50 per item with a \$15 delivery fee (includes fuel fee). We retrieve an average of 5-10 files per month. Certain files require destruction. The cost of destroying a box of files remains at \$3.50 per box. The average amount of boxes that are destroyed within a year is approximately 65 boxes. Additionally, a fee of \$10.00 is assessed once a month for shredding purposes. The County Attorney’s Office spent \$1,129.50 in 2023. Additionally, this office is in the process of restructuring the storage of files. Ultimately, approximately 55 additional boxes will be stored off-site. This will result in an off-site storage fee of \$120.70 per month. UV&S has made it known that there is a possibility that these fees will increase when the State of Kansas’ contract expires October of 2024. At this time, there is no certainty that UV&S’s contract will be renewed.

Request \$1,500.00

- **2410 – Repair & Maintain Office Equipment** – We are currently paying .0353 per black and white copy based on 225,000 copies per year and .0757 per color copy to Century Business Systems for two color copiers/fax machines. Additionally, this line item is assessed for cleaning and repairing all printers within the office. The County Attorney’s Office spent \$10,314.64 in 2023. In the current year, 2024, the County Attorney’s Office has spent \$8,878.37. Due to the amount of usage and age of the current desktop scanners, there is a strong need to replace the desktop scanners. If the current scanners are replaced this number may be reduced, however if the scanners are not replaced the cost in 2025 will likely equal or exceed \$20,000. (CBS Contract is \$9463.73 to go up to about \$10,000.00).

Request \$20,000.00

• **2430 – Computer Software** –

- We currently have 17 Full Case user licenses at 888.00 per user for a total of \$15,096.00. We are reducing the number of licenses to 2 x \$888.00 for a total of \$1,776.00. **Request \$1,776.00**

- In October 2023, the County Attorney's Office went live with its new prosecutor software program, Prosecutor by Karpel, (known as PbK). The Riley County Attorney's Office will be required to pay annual support services and user licenses in the amount of \$23,175.00. This amount includes all licensing and fees associated with adding a new user to the program. **Request \$23,175.00**

- Additional storage may be needed due to the number of police reports and information that will be downloaded into PbK. Additional storage after included 2TB (per tera byte, per year) is \$1,000.00 **Request \$1,000.00**

- In order for Phase 2 (the requested interface systems) to conform to the appropriate PbK information exchange, there could be additional costs from the vendors. There could also be additional costs associated with Microsoft Licenses or networking services that may be necessary to properly and legally operate PbK **Request \$4,000.00**

Total request allows for some of the unknowns: **Request \$30,000.00**

- **2450 – Computer Hardware** – Purchase of additional external hard drives to maintain large files on specific cases. Since Law Enforcement adopted Body worn Cameras there is a need for increased electronic storage capacity. Additionally, a majority of the law enforcement reports received are sent via electronic means. Currently there are only 2 external hard drives in this office. Cost associated with all prosecutors having an external hard drive is \$650.00. **Request \$650.00**
- **2510 – Mileage/Tolls/Parking/Rental** – The attorneys travel for oral arguments before the Appellate Courts. On occasion, the County Attorney is requested to testify before the Legislature on behalf of the Kansas County and District Attorneys Association. In addition, there are meetings in Wichita, Kansas City, and other locations the attorneys are required to attend. In some instances, the County Attorney may need to travel in order to interview witnesses and/or victims of crime. Additionally, support staff might have to travel in order to maintain certain privileges that are held in this office. For example: TAC Training, through KCJISI, in order to be able to run criminal histories within this office and learn new guidelines regarding running criminal histories. **Request \$400.00**
- **2520 – Lodging** – If the attorneys are required to stay overnight to meet with witnesses, prepare for trial. This would be for expenses not covered by the PATF fund. **Request \$1500.00**

2530 Air Fare – Airfare for prosecutors to travel to meet with witnesses out of state.

Request \$1500.00

- **2540 – Meals** – This line item is used for payment for meals for the County Attorney’s lunch or staff if they are required to attend meetings where lunch is served, and payment required. **Request \$1,200.00**
- **2550 – Dues and Memberships** – The attorneys are required to pay dues to several different entities:

RL CO Law Library	Jan - Jan	\$10.00 per attorney (8)	\$80.00
RL CO Bar Association	Jan - Jan	\$25.00 per attorney (8)	\$200.00
Kansas CLE Commission	June - June	\$50.00 per attorney (8)	\$400.00
KS Supreme Court	June - June	\$250.00 per attorney (8)	\$2,000.00
Clerk US District Court	July - July	\$201 per attorney (8)	\$1608.00
Nat’l District Attorney Association	Aug - Aug	\$250 - County Attorney \$150 – Assistants (8)	\$1300.00
KS Bar Association	Dec - Dec	\$170 per attorney (8)	\$1360.00
Ks Co. District Attorney Assoc.	Jan – Jan	4-8 Attorneys	\$1,050.00
TOTAL			\$7,998.00
*Dues are expected to increase in 2025			<u>Request \$8,000.00</u>

- **2560 – Training** – This is for training support staff, on the Sanctions Program, Kansas Sentencing Commission Guidelines and other necessary training program. **Request \$1 ,000.00**

• **2570 – Subscriptions –**

Thomos Reuters/Westlaw x 8 subscriptions	\$24,250.00 \$289.75/month for print legal solutions \$2607.75 \$200/months per user is \$1800.00 = \$21,600.00
KSA Statute updates and Session Laws (KS. Sec. of State)	\$4,330.00 (\$541 x 8)
Sentencing Guidelines	\$824.00 \$95/book & \$8/Laminate Copy for Court
PIK Instructions	\$1,200.00 (\$150/person – 8)
CR and TR Handbooks for Attorneys	\$400.00
Legal Directory	\$1,505.00 (2 Books)
Manhattan Mercury	\$225.00
West Group Subscriptions	\$2,580.00
Lexus Nexus Subscription	\$2,916.00
TOTAL	\$38,230.00

- **2605 – Administration and Clerical Fees** – When an involuntary commitment is filed, venue is transferred to Miami County where Osawatomie State Hospital is located, or Pawnee County where Larned State Hospital is located. The Miami County Attorney's Office and The Pawnee County Attorney's Office charge our office when hearings are required for on cases where a criminal defendant has been remanded to Larned State Hospital for further evaluation and treatment on a competency determination for in cases of Involuntary Commitments.
Request \$1,000.00
- **2620 Court Costs** In 2023 the County Attorney's Office paid \$381.12 for expenses incurred for Certified Copies of Court Documents, Certified Driving Records, and Business Records.
Request \$40000

- **2710 – Transcripts** – Transcripts are the fees paid to court reporters. The cost for preparing the original transcript is \$3.50 per page and a copy of the transcript is .50¢ per page. Transcripts are necessary for the attorneys to prepare for trial, motions hearings, or in the preparation of appellate briefs. In 2023 the County Attorney spent \$12,052.29 out of a \$9,000.00 Budget. Due to the Court resuming all docket activity, this number is expected to increase.
Request \$13,000.00
- **2720 – Witness fees** – By statute, the Riley County Attorney’s Office must pay witness expenses. This includes mileage to and from court at the statutory rate of \$10 per day. If a witness is required to testify on multiple days, there are additional costs including hotel and meals. Additional expenses associated with witness testimony can include airfare. Expert Witnesses are required in some cases requiring expenses above \$10 per day. Expert witnesses have on two occasions exceeded \$16,000. This line item is one the most unpredictable expenses in the County Attorney budget. It is dependent upon the number of hearings and the number of out-of-county or out-of-state witnesses needed for any case. Manhattan/Riley County is a transient population given its home to Kansas State University and Ft. Riley. This requires, not infrequently, the County Attorney’s Office to subpoena witnesses who have moved to another state. We are trying to anticipate trials and preliminary hearing that will occur between January 1, 2025, and December 31, 2025, however this expense is uncertain and fluid. We monitor historical trends, but we cannot predict homicides or sexual assaults that will occur and proceed to trial with any certainty. Witness expenses are expected to increase due to the cost of fuel, airlines, hotel, expenses and mileage. Mileage increased to 58 ½ cents per mile.
Request \$38,000.00
- **2725 – Interpreter/Translator** – Currently the number of cases which require the use of interpreters for either the victim, or witness, has increased.
Request \$ 1,000.00
- **2730 – Court Reporter Fees** – In certain instances, the Riley County Attorney’s Office must conduct out-of-court depositions for investigative and/or discovery purposes. To have a written transcript of the oral testimony, the services of a contracted court reporter maybe required.
Request \$750.00
- **2765 – Contract Fees** - This includes the hiring of a special prosecutor in circumstances where there is a conflict of interest, or a need to hire outside counsel. (This is a rare occurrence) .
Request \$5,000.00
- **2990 – Other Contractual Services** – The Riley County Attorney’s Office, at times, must obtain the services of a contractor to successfully complete special projects for this office and other departments.
Request \$5,000.00

- **3010 – Office Supplies**-We estimate \$17,500.00 in costs for 2024. Office supplies encompass file folders, copy paper, pens, markers, staples, staplers, 2-hole punchers, 3-hole punchers, legal pads, multiple types of labels, multi-colored paper, etc. Records Retrieval Systems prepares our current case files and file divider tabs. This office ordered 1,500 files and tabs in 2023 with a total cost of \$9,999.00 not including the delivery expense of \$596.66. This office will need to order file folders again. The next order for file folders will be between 1500 – 2,000 folders. The Office supply expenses are expected to increase due to the cost of delivery and manufacturing costs increasing.

Request \$19,000.00

- **3020 – Books & Publications** – \$1,500.00 budgeted allows the attorneys the opportunity to purchase professional reference books, guides, and manuals.

Request \$1,650.00

- **3030- Computer Supplies** - The County Attorney's was given a budget of \$200.00 in 2024. This office will need to replace computer mice, keyboards, surge protectors, and or monitors.

Request \$400.00

- **3031 – Supplies Media** - The County Attorney's Office is responsible for providing defense attorneys with certain discoverable items that are delivered in the form of a thumb drive, CD, or DVD. The costs of these devices vary due to the size of the holding capacity per device. Due to the number of Court Trials that are being heard, this year, this amount will increase.

Request \$2,000.00

3032 – Supplies – Printer -- We have 19 printers in our office. In the past, we purchased toner at a reduced rate based upon purchasing remanufactured toner cartridges. However, IT informed our office that the warranty on the printers is not applicable when using remanufactured cartridges. Therefore, the cost for toner has increased and will continue to increase due to shipping expenses

Request \$7000.00

- **4010 – Office Equipment** – Due to the wear and tear on office equipment, there are a few printers, chairs, and floor mats in need of replacement. Additionally, due to the policies regarding criminal histories reports, paper copies may not leave the Riley County Attorney's office. The County Attorney's office will need 2 industrial cross-cut shredders to shred the criminal history records on both floors. The cost of a heavy duty crosscut shredder is around \$1,000.00 each.

Request \$3,000.00

- **4030 - Telecommunications Equipment**- There are certain positions in this office that require frequent use of the telephone. To make these positions more user friendly, staff members use telephone headsets. By using headsets, the staff members can move about more freely without being tethered to the telephone. Additionally, using a headset is more ergonomically friendly.

Request \$300.00

- **4040 - Office Furniture -** Working safely and efficiently requires the use of durable office furniture. At times, this furniture wears out and must be replaced. **Request \$1,500.00**
- **4051 - Tech Hardware-Laptop(s) -** The Riley County Attorney's Office currently has 12 staff members that frequently use laptops in order to work from remote locations such as the Courthouse and from home. There are times in which a laptop will need to be replaced. **Request \$ -0-**
- **4054 Technology Hardware** – This office currently has 2 stand-alone color copiers that have the capabilities to copy in black and white, copy in color, print pictures, scan documents, fax documents, and sort multiple copies. These copiers will need to be replaced. We will work with IT to identify the most cost-effective long-term approach to replacing both color copiers. A workhorse copier costs approximately \$7,000.00. **Request \$14,000.00**
- **4060 Computer Software -** Packaged Software Programs - The Riley County Attorney's Office uses "Sanctions" court presentation software, for evidence presentation in criminal trials. In 2025, the annual fee for license will increase times 5% per person per month. **Total for 3 people per year is \$1,260.00.**
- Adobe Acrobat Pro \$350 per user x 18 = **\$6,300.00**
(this price might go up in 2025, no available current estimate) **Request \$7,560.00**

**Riley County, Kansas
2025 Budget
Attorney Department
001-001**

PERSONNEL	2023	2024	2025
Position Title - Full Time	<u>ACTUAL</u>	<u>BUDGET</u>	<u>BUDGET</u>
Attorney	1.00	2.00	2.00
Assistant Attorney	6.00	6.00	6.00
Office Manager	1.00	1.00	1.00
Victim/Witness Coordinator	2.00	2.00	2.00
Legal Secretary	6.00	6.00	6.00
Administrative Trial Assistant	1.00	1.00	1.00
Legal Receptionist	1.00	1.00	1.00
Sub-Total	18.00	19.00	19.00
Seasonal/Temporary			
Legal Intern	1.00	1.00	1.00
As-Needed Legal Clerk	1.00	1.00	1.00
Sub-Total	2.00	2.00	2.00
TOTAL NUMBER OF EMPLOYEES	20.00	21.00	21.00
EXPENDITURES			
PERSONNEL SERVICES			
1001 Salaries (Full Time)	\$ 1,632,132	\$ 1,862,409	\$ 1,942,101
1003 Seasonal/Temporary/Part Time	-	27,695	27,090
1005 Overtime	7,815	6,916	8,000
1504 FICA	118,775	145,121	151,186
1506 Health Insurance	261,938	401,718	412,254
1508 KPERS Retirement	154,647	191,793	206,614
1510 State Unemployment Tax	1,394	1,897	1,976
TOTAL PERSONNEL SERVICES	\$ 2,176,701	\$ 2,637,549	\$ 2,749,222
CONTRACTUAL SERVICES			
2010 Postage/Freight/Shipping	\$ 2,991	\$ 2,000	\$ 3,200
2030 Pagers/Dellular Phone Svc	\$ 480	\$ 480	\$ 480
2040 Internet Access	480	1,000	1,000
2080 Printing/Duplication Services	1,570	1,500	1,600
2110 Advertising & Legal Publications	1,802	350	2,000
2123 Liability Insurance	15,427	15,000	17,000
2240 Storage Rental	1,130	1,500	1,500
2410 Repair/Maintain Office Equipment	10,315	20,000	20,000
2430 Computer Software Maintenance/Support	39,534	25,000	30,000
2450 Computer Hardware Maintenance/Support		500	650
2510 Mileage/Tolls/Parking/Rental	2	500	400
2520 Lodging	1,388	1,500	1,500
2530 Airfare	-	1,500	1,500
2540 Meals	1,028	300	1,200

Attachment: 2025 Attorney (14722 : 2025 Riley County Attorney Budget Request)

2550 Dues & Memberships	3,230	7,000	8,000
2560 Training & Registrations	300	1,000	1,000
2570 Subscriptions	22,636	31,773	38,230
2585 Misc Refunds/Reimb	-	-	-
2605 Administration/Clerical Fees	494	1,500	1,000
2620 Court Costs	381	400	400
2640 Legal Services	-	-	-
2710 Transcripts	12,159	11,000	13,000
2720 Witness Fees	27,232	40,000	38,000
2725 Interpreter/Translator	-	1,000	1,000
2730 Court Reports Fees	-	1,000	750
2765 Contract Fees	52,628	-	5,000
2990 Other Contract Services	780	3,500	\$5,000
TOTAL CONTRACTUAL SERVICES	\$ 195,987	\$ 169,303	\$ 193,410
COMMODITIES			
3010 Office Supplies	\$ 19,319	\$ 17,500	\$ 19,000
3020 Books & Publications	1,338	1,500	1,650
3030 Computer Supplies	336	200	400
3031 Supplies-Media	436	1,000	2,000
3032 Supplies-Printers	5,731	7,000	7,000
3080 Fuel & Lubricants	-	30	-
3990 Other Supplies & Materials	-	30	-
TOTAL COMMODITIES	\$ 27,160	\$ 27,260	\$ 30,050
CAPITAL OUTLAY			
4010 Office Equipment	\$ 408	\$ 1,500	\$ 3,000
4030 Telecommunications Equipment	-	300	300
4040 Furniture > \$100	1,654	1,500	1,500
4050 Technology Hardware	-	-	-
4051 Tech Hardware-Notebook	-	-	-
4054 Technology Hardware-Printers	-	13,892	13,892
4060 Computer Software	-	5,582	7,560
TOTAL CAPITAL OUTLAY	\$ 2,062	\$ 22,774	\$ 26,252
TOTAL OPERATING EXPENDITURES	\$ 2,399,848	\$ 2,834,113	\$ 2,972,682
TOTAL EXPENDITURES LESS PERSONNEL	\$ 225,209	\$ 219,337	\$ 249,712
TOTAL EXPENDITURES	\$ 2,401,910	\$ 2,856,887	\$ 2,998,934



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: May 6, 2024

SUBJECT: 2025 Manhattan Area Chamber of Commerce Appropriation Request

PRESENTER: Jason Smith, Manhattan Area Chamber of Commerce

Enclosures:

- Manhattan Chamber Request (PDF)



April 22, 2024

John Ford, Chair
Riley County Board of Commissioners
110 Courthouse Plaza
Manhattan, KS 66502

RE: Economic Development Budget Request -- 2025

Dear Chairman Ford:

Enclosed is the Manhattan Area Chamber of Commerce economic development budget request for 2025. The total amount requested from Riley County is \$55,000, unchanged from last year.

We have made tremendous strides since the release of our Region Reimagined economic development strategy in our general economic development programming with a renewed emphasis on local business, entrepreneurship, talent retention and attraction and professional marketing for new business.

The results have been clear. In the past 3 years, the Manhattan region had 11 corporate projects announced. These projects are projected to create over 900 new jobs and \$700 million in private investment.

These include significant projects in Riley County including Bev-Hub, Kansas Gas, Prime Companies and Canopy. These projects will generate over 100 jobs at wages significantly higher than the average Riley County salary. Additional projects in Manhattan on the Pottawatomie County side will generate up to 650 new jobs.

Additionally, the community had three major construction projects announced with the 1960 Kimball office building at the Kansas State Office Park, Midtown at Aggieville and the Museum of Art and Light in downtown Manhattan. These construction projects have brought or are estimated to bring over \$150 million in new construction to Riley County.

Finally, we expect over 100 scientists to be moving to the region over the next year as the NBAF facility becomes operational and the science mission is transitioned from Plum Island to Manhattan.

It's also worth noting that projects assisted by the Chamber in the past have resulted in the following current return to Riley County:

- Roughly \$265,000 in property tax is paid annually to Riley County (\$975,000 total). This includes the Manhattan Business Park, the Foundation Business Park and other local projects.
- Projects that have created over 2,400 jobs at an average salary of \$45,000 including the National Bio and Agro-Defense Facility. These jobs have generated over 1,100 new homes, \$36 million in retail sales and over \$6.6 million in annual property taxes according to economic impact estimates.

However, we also recognize the need to make appropriate changes and adjust priorities based upon the changing global economic landscape. As such, we are currently engaged in a strategic plan update focused on community growth. We believe that as a community, county and region, we must prioritize growth in population, jobs and wages in order to maintain the quality of life and community services we have come to expect.

One area we continue to focus is the lack of sites in Riley County. We have a strategy for a potential private development that, along with public partners, would lead to the expansion of the west site industrial park in Riley County.

Additionally, we continue to support entrepreneurial programs such as the Small Business Development Center and Network Kansas which offer programs throughout Riley County. We were able to facilitate \$400,000 in Network Kansas E-Community loan and GrowKS Women & Minority Growth loans to Riley County businesses over the past three years. SBDC has assisted thousands of Riley County businesses since our contract was initiated several years ago.

The Chamber has revamped our entrepreneurship program, Spark MHK, to include an expanded board and new director, Stephanie Pierce. Additionally, a new loan program was established for business start-ups (Elevate Micro-Loan Fund) and Network Kansas expanded its minority-based loan program (Empower Fund) into the Manhattan metropolitan counties. The Chamber and Spark will administer both of these programs.

In addition, County funds are essential to Chamber functions such as the military relations program. We are thrilled to have added Christian Bishop to our team as the Military Relations Manager in 2023 and expect the program to build.

The monthly Military Relations Committee luncheon draws over 100. This is one of many programs that allow us to spread the message about the importance and vitality of Fort Riley. County funding also helps with promotion of the Kaw Valley Rodeo and Veterans Day Parade among other activities for military personnel and families.

As mentioned earlier, we are requesting the same amount in 2025 that we were awarded in 2024. For the economic development budget, the Chamber is requesting funding in three key areas:

- Greater Manhattan Economic Partnership – GMEP is the Manhattan region’s brand and how the region is marketed for outside investment and job creation. GMEP has been the lead on most job projects completed in the last three years. GMEP also maintains the region’s building and site database as well as the regional data page. The data page breaks down over 100 datapoints specifically for Riley County while the building and site database is uploaded automatically to the state’s database and is available for any property owner throughout the county. The total budget for GMEP is estimated to be \$150,000. There will be \$75,000 pledged from city and private investor funds, \$55,000 from Pottawatomie County through the EDC and we are requesting \$15,000 from Riley County. This is a \$10 match for every \$1 invested by Riley County.
- Entrepreneurship Activities – The Chamber is requesting \$5,000 to support both the SBDC office in Manhattan and the facilitation of small business loans, including e-community, GrowKS, and Empower through Network Kansas, and the local Elevate Micro-loan program. The Chamber is the designated administrator for e-community loans in Riley County and the program is open to any business outside of Manhattan as well as certain census tracts within the community. For SBDC, the Chamber is contributing \$12,000 plus free rent in the Chamber offices. Pottawatomie County also contributes to this effort. With the commitment to Spark from city and chamber sources, there is a \$40 to \$1 match for county investment.

- Riley County Business Park Development – The Manhattan Chamber spent a significant amount in direct expenses over the past two years on research for business parks in Riley County. The Chamber is requesting \$5,000 from the County for continued work on the development of a Riley County business park.
- For Military Relations, we are requesting \$30,000. We are requesting \$50,000 from the City of Manhattan, and our private sector fund will continue at an annual \$50,000 allocation. The total budget with other fund-raising activities for military relations will be \$200,000 meaning Riley County's funding will be leveraged \$6.50 for every \$1 of county investment.

These are in addition to other county-wide programs funded by city and private sources including:

- Spark MHK Entrepreneurial Program - \$200,000
- Made for Manhattan Talent Strategy - \$100,000
- Business Retention & Expansion Program - \$125,000

The total budget for economic development would be \$1.373 million. The proposed funding partners breakdown would be:

- Advantage Manhattan (Pledged Private Sector) - \$725,000
- City of Manhattan (Requested) - \$543,000
- Riley County (Requested) - \$55,000
- Pottawatomie County (GMEP) - \$50,000

Overall, that means Riley County is a key participant in an economic development program leveraging over \$20 in other funds for every \$1 invested by the county. This, plus the economic impact of new jobs and capital investment on the Riley County budget, creates a tremendous ROI for Riley County taxpayers.

Thank you for your consideration. We look forward to working with Riley County again in 2025.

Sincerely,



Jason Smith
President/CEO
Manhattan Area Chamber of Commerce



Manhattan Area Chamber of Commerce

Mission: "To foster an environment for business success that enhances the quality of life in our region.

We, the Manhattan Area Chamber of Commerce:

- Market the region
- Advocate for diverse business
- Provide value to our members and clients

Vision: The MACC is the leader in advocating for a growing diverse business community and economic opportunities for Manhattan and the region resulting in a highly desired location in which to work, visit and live.

Goals for 2025
From Region Reimagined Economic Development Strategy

Jobs

- Support & Facilitate the Retention and Expansion of Existing Regional Businesses
- Build External Awareness of the Manhattan Region's Assets among Prospect Employers, Investors & Corporate Relocation Professionals
- Attract Investment and Provide Sufficient Supply of Economic Growth Enabling Infrastructure

Talent

- Enhance the Capacity of Pre-K to 20 Educational Institutions
- Increase the Number of Recent Graduates and Fort Riley Soldiers Choosing to Remain in Manhattan
- Partner on Efforts to Improve Health Outcomes and Develop Medical Education Capacity
- Improve the Attraction of Talent
- Construct and Rehabilitate Diverse, High-Quality and Suitable Housing
- Provide Quality of Place Environments and Amenities that Enhance Community, Attract Talent across All Economic Sectors and Enhance Tourism

Entrepreneurship

- Create and Expand Entrepreneurial Support Systems
- Formalize Pipeline from K-20
- Optimize Kansas State University's Entrepreneurship Programs
- Create a K-State-Affiliated and Community "Center of Gravity" Offering Support Mechanisms to Assess, Coach and Fund Entrepreneurial Growth
- Create and Support Community-Based Coworking, Incubator and Event Spaces
- Create Minority and Black-Owned Business Fund and Assistance Programs
- Advance Economic Gardening Strategies to Help Businesses Generate New Revenues from Outside the Region

Innovation

- Align with and Integrate K-State's Global Food and Biosecurity Science Economic Prosperity Strategies to Grow and Diversify the Innovation Ecosystem throughout the Region
- Leverage Research and Talent Assets to Attract Outside Investment, Including Company Attraction
- Evolve Real Estate Strategies Adjacent to the K-State Campus
- Continue to Expand the Capacity and Impact of Existing K-State and Affiliated Research and Commercialization

Recovery

- Accelerate the Flow of Grant and Other Funding into the Community
- Grants to Small Locally Owned Businesses Facing Financial Exigencies Related to the Pandemic
- Seed Capital Grants to Licensed Day-Care Operators for Reopening and Start-up Staffing
- Provide Matching Grants to Certain Existing Businesses to Improve Website Presence and to Execute Concepts to Increase Market Impact



Riley County Request

Ft. Riley Military Affairs	\$30,000
Economic Development	\$25,000

Total Request	\$55,000
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EXPENSES

Sites and Buildings Strategies	\$5,000
Business Attraction Marketing (GMEP)	\$15,000
Entrepreneurship/Small Business Support	\$5,000
Fort Riley Military Affairs	
Program Support	\$25,000
Kaw Valley Rodeo	\$ 5,000

Total Operating Expenses	\$55,000
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