



**Board of Riley County
Commissioners
Regular Meeting
Agenda
May 10, 2021**

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

Cindy Kabriel
785-565-6200

Commission Chambers

8:30 AM

[District 1 – John Ford, Chair](#)

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

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

8:30 AM

Call to Order

Pledge of Allegiance

Public Comment

1. Public Comments

Commission Comments

2. Commission Comments

Business Meeting

3. 2021 Asphalt Overlay Program Bid Recommendation
4. Rose Hill Rd. Bridge Replacement Project- Proposal for Engineering Services
5. Sign Riley County Personnel Action Form(s)

Review Minutes

6. Board of Riley County Commissioners - Regular Meeting - May 6, 2021 8:30 AM

Review Tentative Agenda

7. Tentative Agenda

Press Conference Topics

8. Discuss Press Conference

9:00 AM

Rich Vargo, County Clerk

9. Year to date budget and expenditure reports

9:15 AM

Amanda Smeller, Planning/Special Projects Director

10. Keats Sewer District update

9:30 AM

Press Conference

11. Riley County Treasurer's Office Appointment System - Shilo Heger (5-10 minutes)

- 9:50 AM** **John Ellermann, Public Works Director/County Engineer**
12. Request to fill vacant Facility & Grounds Technician II
- 10:00 AM** **Amanda Smeller, Planning/Special Projects Director**
13. NG911 Update
- 10:10 AM** **John Ellermann, Public Works Director/County Engineer**
14. Public Works Project Update
- 10:25 AM** **Elizabeth Ward, Human Resource Manager**
15. Mid-year salary adjustment
- 10:40 AM** **Clancy Holeman, Counselor/Director of Administrative Services**
16. Administrative Work Session
17. Pending County Projects County Counselor
- 11:00 AM** **Cheryl Collins, Museum Director**
18. 2022 Museum Budget Request
- 11:15 AM** **Brent Bowman, BBN Architects**
19. Space study presentation
- 1:15 PM** **Dalanna Nichols, Court Administrator**
20. 2022 District Court Budget Request
- 1:25 PM** **Patrick Gormely, Riley County Genealogical Society**
21. 2022 Riley County Genealogical Society Appropriation Request
- 1:35 PM** **Edward Eastes, Animal Shelter**
22. 2022 Russell T. Reitz Animal Shelter Appropriation Request
- 1:45 PM** **David Adams, EMS/Ambulance Director**
23. 2022 Ambulance (EMS) Budget Request
- 1:55 PM** **Julie Gibbs, Health Department Director**
24. Riley County Health Department FY 2022 Budget Request
- 2:10 PM** **Kevin Howser, IT/GIS Director**
25. 2022 IT/GIS Budget Request
- 2:15 PM** **Michael Boller, Noxious Weed Director**
26. 2022 Noxious Weed/HHW Budget Request
- 2:20 PM** **Brenda Jordan, Indigent Defense Panel**
27. 2022 Riley County Indigent Panel Request

2:30 PM**Erica Christie, Three Rivers, Inc.**

28. 2022 Three Rivers Inc. Appropriation Request

2:40 PM**Amanda Smeller, Planning/Special Projects Director**

29. 2022 Planning and Development Budget Request

2:45 PM**Tami Robison, Budget and Finance Officer**

30. 2022 Coroner, Juvenile Detention, War Memorial, Special Alcohol Budget Requests

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 11, 2021 (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.



PUBLIC WORKS
Bid

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

COMMISSION AGENDA REPORT

FROM: Gary Rosewicz, Assistant Public Works Director

MEETING: May 10, 2021

SUBJECT: 2021 Asphalt Overlay Program Bid Recommendation

PRESENTER: Gary Rosewicz, Assistant Public Works Director

Staff has reviewed the sole bid from Schilling Construction Co., Inc., Manhattan, KS for the above referenced project and found it to be in order

In the opinion of staff, installation of the overlays by the contractor, as provided for in Alternate 2 and Alternate 3, would be more cost effective than using County personnel to perform the work as provided for in Alternate 1.

Additionally, utilizing the Shuttle Buggy, as specified in Alternate 3, would provide a constant stream of asphalt to the paving machine and prevent segregation of the aggregates which occurs when the asphalt trucks deliver directly to the paver. This would result in a smoother ride and lower future maintenance costs for the roads.

Staff recommends awarding Alternate 3 of the bid to Schilling Construction Co., Inc. in the amount of \$1,440,925.70. The contractor proposes a June 1, 2021 start date and anticipates completion within 25 working days.

This project would be funded through the Public Works budget and the Sales Tax fund.

POSSIBLE MOTION(S)

Move to approve the bid for Alternate 3 from Schilling Construction Co., Inc. in the amount of 1,440,925.70.

Move to deny the bid for Alternate 3 from Schilling Construction Co., Inc. in the amount of 1,440,925.70.

Move to table for further discussion.

Enclosures:

- 2021 Bid Tab Asphalt Overlay (XLS)

BID TABULATION SHEET

Riley County Public Works

2021 Asphalt Overlay Project
Date: April 26, 2021

Shilling Construction Company
 PO Box 1568
 Manhattan, KS 66505

	Alternate No. 1		QUANTITY	UNIT	UNIT PRICE	TOTAL
		Barnes Road				
1	1 1/2" Asphalt Pavement Milling		14,950	SQYD	\$ 1.62	\$ 24,219.00
2	Class A HMA -Commercial Mix (delivered)		1,795	Ton	\$ 62.00	\$ 111,290.00
		Casement Road				
1	1 1/2" Asphalt Pavement Milling		25,700	SQYD	\$ 1.62	\$ 41,634.00
2	Class A HMA -Commercial Mix (delivered)		3,080	Ton	\$ 62.00	\$ 190,960.00
		Deep Creek Road				
1	1 1/2" Asphalt Pavement Milling		61,335	SQYD	\$ 1.62	\$ 99,362.70
2	Class A HMA -Commercial Mix (delivered)		7,375	Ton	\$ 62.00	\$ 457,250.00
		Tuttle Cove Road				
1	1 1/2" Asphalt Pavement Milling		37,350	SQYD	\$ 1.80	\$ 67,230.00
2	Class A HMA -Commercial Mix (delivered)		4,470	Ton	\$ 63.00	\$ 281,610.00
						\$ 1,273,555.70

Proposed Milling Start Date:

06/01/2021

Proposed Milling Working Days:

12

Proposed Delivery Start Day:

06/01/2021

	Alternate No. 2		QUANTITY	UNIT	UNIT PRICE	TOTAL
		Barnes Road				
1	1 1/2" Asphalt Pavement Milling		14,950	SQYD	\$ 1.62	\$ 24,219.00
2	*2" Class A HMA -Commercial Overlay		1,795	Ton	\$ 70.50	\$ 126,547.50
		Casement Road				
1	1 1/2" Asphalt Pavement Milling		25,700	SQYD	\$ 1.62	\$ 41,634.00
2	*2" Class A HMA -Commercial Overlay		3,080	Ton	\$ 70.50	\$ 217,140.00
		Deep Creek Road				
1	1 1/2" Asphalt Pavement Milling		61,335	SQYD	\$ 1.62	\$ 99,362.70
2	*2" Class A HMA -Commercial Overlay		7,375	Ton	\$ 70.50	\$ 519,937.50
		Tuttle Cove Road				
1	1 1/2" Asphalt Pavement Milling		37,350	SQYD	\$ 1.80	\$ 67,230.00
2	*2" Class A HMA -Commercial Overlay		4,470	Ton	\$ 71.50	\$ 319,605.00
						\$ -
		Class A HMA - Commercial Pavement Patching	1.0	Set	\$ 170.00	\$ 170.00
						\$ 1,415,845.70

Proposed Start Date:

06/01/2021

Proposed Working Days:

25

	Alternate No. 3		QUANTITY	UNIT	UNIT PRICE	TOTAL
		Barnes Road				
1	1 1/2" Asphalt Pavement Milling		14,950	SQYD	\$ 1.62	\$ 24,219.00
2	*2" Class A HMA -Commercial Overlay		1,795	Ton	\$ 72.00	\$ 129,240.00
		Casement Road				
1	1 1/2" Asphalt Pavement Milling		25,700	SQYD	\$ 1.62	\$ 41,634.00
2	*2" Class A HMA -Commercial Overlay		3,080	Ton	\$ 72.00	\$ 221,760.00
		Deep Creek Road				
1	1 1/2" Asphalt Pavement Milling		61,335	SQYD	\$ 1.62	\$ 99,362.70
2	*2" Class A HMA -Commercial Overlay		7,375	Ton	\$ 72.00	\$ 531,000.00
		Tuttle Cove Road				
1	1 1/2" Asphalt Pavement Milling		37,350	SQYD	\$ 1.80	\$ 67,230.00
2	*2" Class A HMA -Commercial Overlay		4,470	Ton	\$ 73.00	\$ 326,310.00
						\$ -
		Class A HMA - Commercial Pavement Patching	1.0	Set	\$ 170.00	\$ 170.00
						\$ 1,440,925.70



PUBLIC WORKS
Agreement

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

COMMISSION AGENDA REPORT

FROM: Gary Rosewicz, Assistant Public Works Director

MEETING: May 10, 2021

SUBJECT: Rose Hill Rd. Bridge Replacement Project- Proposal for Engineering Services

PRESENTER: Gary Rosewicz, Assistant Public Works Director

Attached for your approval is the Proposal for Construction Engineering Services on the Rose Hill Bridge Replacement Project. This will be a KDOT project. The construction inspection will be performed by Riley County Engineering Technicians. This agreement provides for KDOT to reimburse Riley County for the costs associated with the construction inspection including wages, payroll benefits, mileage, etc. Riley County agrees to perform the work according to KDOT requirements.

Staff recommends approval.

POSSIBLE MOTION(S)

Move to approve the Proposal for Construction Engineering Services on the Rose Hill Bridge Replacement Project.

Move to deny the Proposal for Construction Engineering Services on the Rose Hill Bridge Replacement Project.

Move to table for further discussion.

Enclosures:

- 81 C-4989-01 LPA with Federal-Aid (LPA-FA) Proposal for Construction Engineering Services (DOC)

Project No. 81 C-4989-01

City of

Riley County

PROPOSAL FOR CONSTRUCTION ENGINEERING SERVICES (Force Account)

The City/County of Riley, hereinafter referred to as the "LPA" (Local Public Authority) has reviewed the plans and specifications for the above noted project and based on this information, the LPA submits the following proposal to perform the construction engineering:

1. The LPA desires to perform the construction engineering work for the on-site inspection and testing, contract administration and may include surveying on the above noted project.
2. The LPA desires to perform the work in accordance with regulations prescribed by the Federal Highway Administration (FHWA) and the Secretary of Transportation of the State of Kansas, hereinafter referred to as the SECRETARY.
3. The LPA has stated that it X does or does not desire federal participation in the cost of the construction engineering services for this project.
4. The work performed by the LPA will be as per terms of an Agreement prepared by the SECRETARY and generally be described as follows:
 - A. The LPA agrees to:
 - (1) Attend all conferences designated by the Kansas Department of Transportation (KDOT), or required under the terms of the Agreement.
 - (2) Designate a Project Engineer/Project Manager who shall serve as the LPA's Field Supervisor. The Project Engineer/Project Manager will meet KDOT's certification policy and report and transmit Project activity documents to KDOT's Construction Office. The Project Engineer/Project Manager and other KDOT Certified Inspector(s) will inspect all work done and material furnished. Such inspection may extend to all or any part of the work and to the preparation of the materials to be used. The Project Engineer/Project Manager will not be authorized to alter or waive the provisions of the Specifications or the Construction Contract Proposal. The Project Engineer/Project Manager will not be authorized to issue instructions contrary to the Plans and Specifications, or to act as foreman for the Contractor, however, the Project Engineer/Project Manager shall have the authority to reject work or materials until any questions at issue can be referred to and be decided by the KDOT Field Engineer.
 - (3) Assign a sufficient number of KDOT Certified Inspector(s) of the appropriate classifications to the Project to perform the services required under the Agreement, in a timely manner to avoid delay to the Contractor.

- (4) Become familiar with the standard practices of the KDOT, the Contract Documents (Specifications, Construction Contract Proposal, Special Provisions and Plans), and the Contractor's proposed schedule of operations prior to beginning field services to be performed under the Agreement.
- (5) Perform all field operations in accordance with accepted safety practices.
- (6) Furnish all equipment required to accomplish the LPA's services, and to check or test it prior to use on the Project.
- (7) Provide for LPA personnel such transportation, supplies, materials and incidentals as are needed to accomplish the services required under the Agreement.
- (8) Undertake the following:

Transmit orders from KDOT to the Contractor and provide guidance in the proper interpretation of the Specifications and Plans.

Perform or provide construction surveys, staking, and measurements needed by the Contractor (unless provided for in contract where contractor construction staking is to be performed as a bid item by the Contractor) and perform measurements and surveys that are involved in the determination of final pay quantities.

Inspect all phases of construction operations to determine the Contractor's compliance with Contract Documents and to reject such work and materials which do not meet requirements of the Contract Documents until any questions at issue can be referred to and be decided by the Field Engineer.

Take field samples and/or test materials to be incorporated in the work, and reject those not meeting the provisions of the Contract Documents until any questions at issue can be referred to and be decided by the Field Engineer.

Make certain that test report records or certificates of compliance for materials tested off the Project site and required prior to the incorporation in the work have been received.

Keep such daily diaries; logs and records as are needed for a complete record of the Contractor's progress, including Project Engineer/Project Manager and Inspector's diaries.

Measure and compute all materials incorporated in the work and items of work completed, and maintain an item account record.

Provide measurement and computation of pay items.

Prepare and submit, or assist in preparing, such periodic, intermediate and final reports and records as may be required by the KDOT and as are applicable to the PROJECT, which may include:

- a. Progress Reports

- b. Weekly statement of working days
- c. Notice of change in construction status
- d. Report of field inspection of material
- e. Test report record
- f. Contractor pay estimates
- g. Pile driving data
- h. Piling record
- i. Final certification of materials
- j. Explanation of quantity variation
- k. Statement of contract time
- l. Other records and reports as required by the Project

Review, or assist in reviewing, all Contractor submittals of records and reports required by the KDOT, as applicable to the Project, which may include:

- a. Requests for partial and final payment
 - b. Other reports and records as required by the individual Project
- (9) Prepare and submit, if desired by the LPA, partial payment invoices for services rendered by the LPA, but not to exceed one submittal per month.
 - (10) Collect, properly label or identify, and deliver to the KDOT all original diaries, logs, notebooks, accounts, records, reports and other documents prepared by the LPA in the performance of the Agreement, upon completion or termination of the Agreement.
 - (11) Return, upon completion or termination of the Agreement, all Manuals, Contract Documents, guides, written instructions, unused forms and record keeping books, and other documents and materials furnished by the KDOT. The LPA shall be responsible for replacing lost documents or materials at the price determined by the KDOT.
 - (12) Prepare and submit a certification of Project completion.
 - (13) Prepare and submit a final payment voucher for services rendered by the LPA.
 - (14) Comply with OMB Circular No. A-128.
 - (15) Prepare and deliver (when Project is completed) one copy of major changes to the plans (by letter) to the KDOT. The letter should contain such items as the following:
 - a. Earthwork and Culverts
 - 1. A revised list of bench marks
 - 2. Location of government bench marks
 - 3. Major changes in alignment
 - 4. Major changes in grade line
 - 5. Established references on cornerstones
 - 6. Major changes in location of drainage structures
 - 7. Major changes in flow line of drainage structures
 - 8. Drainage structures added or deleted
 - 9. Any change of access control

b. Bridges

1. Changes in stationing
2. Changes in type, size or elevation of footings
3. Changes in grade line

5. The services performed by the SECRETARY will be as per terms of the Agreement prepared by the SECRETARY and generally be described as follows:

A. The KDOT agrees to:

- (1) Make available to the LPA sufficient copies of the Contract Documents, plans, shop drawings, plan revisions, written instructions and other information and data considered by the KDOT to be necessary to enable the LPA to perform the services under this Agreement for the Project to the same standards required of the KDOT's personnel.
- (2) Provide for the use of the LPA a sufficient supply of the blank diaries, logs, record keeping books and reporting forms considered by the KDOT to be necessary for the LPA to perform the services under this Agreement to the same standards required of the KDOT's personnel.
- (3) Provide space in the field office and field laboratory furnished by the Contractor under the terms of the Construction Contract Proposal, for the occupancy and use of the LPA until completion of the construction work.
- (4) Perform or provide for laboratory testing of materials requiring off-site testing facilities, and obtain test reports or certificates of compliance thereof.
- (5) Perform all necessary weld inspection when there is welding for bridge beam connections and splices, and for sign supports. This includes all cross frames, diaphragm connections, and stud welding.
- (6) Designate a Field Engineer (Metro Engineer, Field Engineering Administrator and/or Area Engineer). The Field Engineer will delegate to a construction office the overseeing of the Project where a Construction Engineer/Construction Coordinator will be assigned to monitor and coordinate all Project related activity to assure compliance with applicable Federal and State requirements of services performed under this Agreement and all construction activities performed under the Contract Documents.
- (7) Provide, through the Field Engineer and the District staff, such assistance and guidance to the LPA as may be reasonably necessary to perform and complete the Agreement in conformance with standard construction engineering practices of the KDOT.

B. The KDOT reserves the right to assign and charge to the Project such KDOT personnel as may be needed.

6. The LPA has been advised that the anticipated services to be performed will start in 2021, and be completed by 2022 with the estimated number of contractor working days 90.

7. The LPA will save the SECRETARY and the SECRETARY's authorized representatives harmless from all costs, liabilities, expenses, suits, judgments and damages to persons or property caused by the LPA, its agents, employees or subcontractors which may result from negligent acts, errors, mistakes or omissions from the LPA's operation in connection with the services to be performed hereunder.
8. The LPA will make all documents and accounting records pertaining to the cost of the services for the Project available at the LPA's office to representatives of the SECRETARY, FHWA or any authorized representative of the Federal Government for audit for a period of three (3) years after the date of final payment.
9. The LPA will comply with all federal, state and local laws and ordinances applicable to the work to be performed hereunder.
10. The Force Account total cost proposal proposed by the LPA for the performance of work is supported on the Attachment Marked "Exhibit A". The LPA will request reimbursement of the Federal Share of the actual costs not to exceed the upper limit of compensation. The fees proposed are as follows:
 - A. The Actual Costs (upper limit of compensation for work detailed in this proposal) amount of \$57,949.46.
 - B. Other _____
11. The LPA will provide engineering services outside those set forth above, or for changes in criteria. Any payments authorized under this paragraph must be approved by the SECRETARY in a supplemental agreement.
12. The LPA may request a partial payment each month; however, partial payment requests will be limited to \$1000 minimums. It is understood that the accumulated partial payments shall not exceed ninety-five percent (95%) of the total fee earned prior to the final approval by the SECRETARY. Final payment to the LPA should be made within ninety (90) days after receipt of proper billing and final approval by the SECRETARY.
13. The LPA's accounting system, cost records and overhead factors may have to be reviewed by the SECRETARY's Fiscal Management Department at the time a three (3) party agreement is prepared by the SECRETARY.
14. It is understood by the LPA that if the LPA does not have a certified Project Engineer/Project Manager when the Project is ready to let, the Project may be withdrawn from a letting and any agreement executed as a result of this proposal may be cancelled.
15. The LPA's project Engineer/Project Manager for this project will be _____
 Gary Rosewicz, P.E.
 whose Certification Number is _____ (expiration date is _____) and
 whose work address is 6215 Tuttle Creek Boulevard, Manhattan, Kansas 66503
 and mailing address is Same as above
 and work telephone is (785) 537-6330.

The Chief Inspector for the LPA for this project will be Andrew Woods
 whose Certification Number is 4885 (expiration date is 2026) and
 whose work address is 6215 Tuttle Creek Boulevard, Manhattan, Kansas 66503
 and mailing address is Same as above
 and work telephone is (785) 537-6330.

16. The above proposal indicates our interpretation of the work to be performed by the LPA. Additional information will be furnished as required.
17. The LPA requests the KDOT to prepare an Agreement for the performance of the described construction engineering work by the LPA.

Recommend for Approval:

Appropriate Local Official:

 County Engineer

 Chairperson of
 Board of County Commissioners

 Member

 Member

 Date



COUNTY CLERK & ELECTIONS
Personnel

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

COMMISSION AGENDA REPORT

FROM: Elizabeth Ward, Human Resource Manager

MEETING: May 10, 2021

SUBJECT: Sign Riley County Personnel Action Form(s)

PRESENTER: Elizabeth Ward, Human Resource Manager

Enclosures:

- 2021-04 K Ahlvers Record Assist I (green) (PDF)

RILEY COUNTY PERSONNEL ACTION FORM

☒ Add		Fill Request Date	05/04/2021
☐ Change		Employee #	

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

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

Ahlvers	Kimberly		
Name: Last	First	Middle	Home Phone

Address: Street	City	State	Zip

Records Assistant I	Register of Deeds	0001-00006
Position Title	Department	Fund

5/24/2021	☐ Exempt	☒ Non-Exempt		☒ Yes	☐ No
Effective Date	Exempt	Non-Exempt	Ending Date For Temporary	Is this a budgeted position?	

F	2	\$15.20	☒ Hour	\$	☐ Bi-weekly	☒ 40	☐
Grade/Step		Pay Rate				Hours Per Workweek	

Comments:

Approvals:

Department:

Amy M. Morgan

Date: 5-5-21

Personnel:

Eric Ahlvers

5/5/21

BOCC:

Chairman:

Member:

Member:



**Board of Riley County
Commissioners
Regular Meeting
TENTATIVE Agenda
May 13, 2021**

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

Cindy Kabriel
785-565-6200

College Avenue United Methodist Church

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

David Willis, Parks Manager

3. CIP transfer request

9:30 AM

Shilo Heger, Treasurer

4. Monthly Revenue Reports

9:45 AM

Jason Smith, Manhattan Area Chamber of Commerce

5. Economic development update

10:00 AM

Julie Gibbs, Health Department Director

6. Staff update

11:00 AM

Gary Fike, County Extension Director

7. 2022 Riley County Extension & Fair Appropriation Request

11:10 AM

Barry Wilkerson, County Attorney

Attachment: 05-13-21 tentative agenda (10453 : Tentative Agenda)

8. 2022 Riley County Attorney Budget Request
- 11:20 AM Russel Stukey, Emergency Management Director**
9. 2022 Fire, EM, 911, Capital Outlay Budget Requests
- 11:30 AM John Ellermann, Public Works Director/County Engineer and Gary Rosewicz, Assistant County Engineer**
10. 2022 Public Works/Parks, 1/2 Sales Tax, Auction, County Building, and Solid Waste Budget Requests
- 11:40 AM Julie Winter, Public Works Office Manager**
11. 2022 Benefit Districts and Landfill Budget Requests
- 1:00 PM Gina Scroggs, Downtown Manhattan Executive Director**
12. 2022 Downtown Manhattan Inc. Appropriation Request
- 1:10 PM Amy Manges, Register of Deeds**
13. 2022 Register of Deeds & Tech Fund Budget Requests
- 1:15 PM Clancy Holeman, Counselor/Director of Administrative Services**
14. 2022 Administrative Services/Counselor Budget Request
- 1:20 PM Jazmyn Gaither, Riley County Conservation District Director**
15. 2022 Riley County Conservation District Appropriation Request
- 1:25 PM Shelly Williams, Community Corrections Director**
16. 2022 Community Corrections Budget Request and Appropriation Request
- 1:35 PM Anne Smith, aTa Bus Director**
17. 2022 aTa Bus Appropriation Request
- 1:45 PM Rich Vargo, County Clerk**
18. 2022 Clerk, Elections, Clerk Tech Fund 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: 05-13-21 tentative agenda (10453 : Tentative Agenda)



**Board of Riley County
Commissioners
Regular Meeting
TENTATIVE Agenda
May 17, 2021**

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

Cindy Kabriel
785-565-6200

Commission Chambers

8:30 AM

[District 1 – John Ford, Chair](#)

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

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

8:30 AM

Call to Order

Pledge of Allegiance

Public Comment

Commission Comments

Business Meeting

Review Minutes

Review Tentative Agenda

Press Conference Topics

9:00 AM

**Vickie James, Food and Farm Council and Lee Crouch, CSM, Soldier
Recovery Unit**

1. Request for Riley County to donate compost for the SRU greenhouse at Fort Riley

9:15 AM

David Adams, EMS/Ambulance Director

2. Staff update

9:30 AM

Press Conference

9:50 AM

Alvin Perez, PW Operations and Fleet Manager

3. Bid opening for one tandem axle dump truck

10:00 AM

Alvin Perez, PW Operations and Fleet Manager

4. Bid opening for one 55 ton paver ready hydraulic detach drop deck trailer

10:10 AM

Clancy Holeman, Counselor/Director of Administrative Services

5. Administrative Work Session

Attachment: 05-17-21 tentative agenda (10453 : Tentative Agenda)

10:30 AM Tami Robison, Budget and Finance Officer and Elizabeth Ward, Human Resource Manager

6. Preliminary budget presentation
7. COLA presentation/new position requests

11:00 AM Tami Robison, Budget and Finance Officer

8. OpenGov Platform

11:15 AM Elizabeth Ward, Human Resource Manager

9. Mask mandate

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

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



COUNTY CLERK & ELECTIONS
Budget

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

STAFF REPORT

FROM: Rich Vargo, County Clerk

MEETING: May 10, 2021

SUBJECT: Year to date budget and expenditure reports

PRESENTER: Rich Vargo, County Clerk

Enclosures:

- 2021 YTD Wage-Overtime Report Overview 2021-05-01 (PDF)
- 2021 YTD Wage-Overtime Report Detail Page 2021-05-01 (PDF)
- Financial reports 2021 (PDF)

2021 YTD Wages/Overtime Compared to Budget

% of Year Used

33.33%

April	Regular Wages	Overtime Wages	2021 Budgeted Overtime	OT % of reg wage	Total Wages by department	2021 Wages Budget	2021 Wage/OT Budget	Budget Spent
Department								
Attorney	\$384,991.12	\$640.75	\$3,803.00	0.17%	\$385,631.87	\$1,395,357.00	\$1,399,160.00	27.56%
Clerk	\$183,966.72	\$380.22	\$4,623.00	0.21%	\$184,346.94	\$632,249.00	\$636,872.00	28.95%
Commissioners	\$42,640.16	\$0.00	\$0.00	0.00%	\$42,640.16	\$137,435.00	\$137,435.00	31.03%
Administrative Services	\$125,759.56	\$8.49	\$1,067.00	0.01%	\$125,768.05	\$408,766.00	\$409,833.00	30.69%
Register of Deeds	\$80,210.93	\$32.45	\$662.00	0.04%	\$80,243.38	\$329,620.00	\$330,282.00	24.30%
Treasurer	\$174,299.27	\$3,309.83	\$3,722.00	1.90%	\$177,609.10	\$588,117.00	\$591,839.00	30.01%
Emergency Mgt	\$45,167.57	\$667.27	\$726.00	1.48%	\$45,834.84	\$151,378.00	\$152,104.00	30.13%
Museum	\$97,421.83	\$94.43	\$0.00	0.10%	\$97,516.26	\$299,479.00	\$299,479.00	32.56%
Election	\$54,080.16	\$0.00	\$2,533.00	0.00%	\$54,080.16	\$319,151.00	\$321,684.00	16.81%
EMS/Ambulance	\$409,232.31	\$242,902.51	\$896,206.00	59.36%	\$652,134.82	\$1,380,991.00	\$2,277,197.00	28.64%
Appraiser	\$325,061.15	\$278.83	\$9,192.00	0.09%	\$325,339.98	\$1,083,795.00	\$1,092,987.00	29.77%
Planning & Development	\$120,282.04	\$153.21	\$1,861.00	0.13%	\$120,435.25	\$384,866.00	\$386,727.00	31.14%
Information Tech-GIS	\$180,049.84	\$73.36	\$5,131.00	0.04%	\$180,123.20	\$668,716.00	\$673,847.00	26.73%
General Serv.-Separation	\$43,582.46	\$0.00			\$43,582.46	\$100,000.00	\$100,000.00	43.58%
Public Works	\$874,090.54	\$21,395.47	\$88,256.00	2.45%	\$895,486.01	\$3,253,587.00	\$3,341,843.00	26.80%
Noxious Weed	\$99,350.96	\$1,970.78	\$6,186.00	1.98%	\$101,321.74	\$329,630.00	\$335,816.00	30.17%
NON-GENERAL FUNDS								
Solid Waste payroll	\$51,150.38	\$4,486.39	\$10,683.00	8.77%	\$55,636.77	\$165,482.00	\$176,165.00	31.58%
Motor Vehicle	\$64,736.60	\$74.53	\$1,437.60	0.12%	\$64,811.13	\$222,897.00	\$224,334.60	28.89%
Fire District #1	\$78,508.36	\$0.00	\$472.00	0.00%	\$78,508.36	\$290,803.00	\$291,275.00	26.95%
Subtotal-All County Funds	\$3,434,581.96	\$276,468.52	\$1,036,560.60	8.05%	\$3,711,050.48	\$12,142,319.00	\$13,178,879.60	
Health Dept.-General Fund	\$181,700.68	\$37,901.85	\$1,084.00	20.86%	\$219,602.53	\$331,914.55	\$332,998.55	65.95%
2 Health Dept.-Grant Funds	\$733,611.87	\$3,420.09	\$10,555.00	0.47%	\$737,031.96	\$2,199,974.00	\$2,210,529.00	33.34%
Full Grant Funds								
2 Youth Court Svcs	\$13,322.91	\$0.00	\$0.00	0.00%	\$13,322.91	\$13,322.91	\$44,322.00	30.06%
2 Juvenile Services	\$67,236.50	\$574.88	\$0.00	0.86%	\$67,811.38	\$223,470.00	\$223,470.00	30.34%
2 Adult Services	\$77,563.31	\$0.00	\$0.00	0.00%	\$77,563.31	\$255,929.00	\$255,929.00	30.31%
2 PIO (wages reflected in HD-Gen)	\$17,437.68	\$0.00	\$0.00	0.00%	\$17,437.68	\$65,707.00	\$65,707.00	26.54%
2 RADxUp coord & Spec	\$7,166.41	\$0.00	\$0.00	0.00%	\$7,166.41	\$82,000.00	\$82,000.00	8.74%
2 IRIS (wages reflected in HD-Gen)	\$9,686.61	\$0.00	\$0.00	0.00%	\$9,686.61	\$55,095.00	\$55,095.00	17.58%
Subtotal Grant Funds	\$192,413.42	\$574.88	\$0.00	0.86%	\$192,988.30	\$695,523.91	\$726,523.00	
Totals	\$4,542,307.93	\$318,365.34	\$1,048,199.60	7.01%	\$4,860,673.27	\$15,369,731.46	\$16,448,930.15	

1 Indicates Partial Grant fund

\$4,825,807.69

\$16,180,021.60

2 Indicates Full Grant fund

Attachment: 2021 YTD Wage-Overtime Report Overview 2021-05-01 (10802 : Year to date budget and expenditure reports)

			1st Quarter	April	May	June	2nd Quarter	3rd Quarter	4th Quarter	YTD 2021	2021 Budget	
Department												
Attorney	Regular Salaries	1001	\$288,639.67	\$96,351.45			\$96,351.45	\$0.00	\$0.00	\$384,991.12	\$1,374,734.00	
	Seasonal/Temp	1003					\$0.00	\$0.00	\$0.00	\$0.00	\$20,623.00	
	Overtime	1005	\$456.85	\$183.90			\$183.90	\$0.00	\$0.00	\$640.75	\$3,803.00	
			\$289,096.52	\$96,535.35	\$0.00	\$0.00	\$96,535.35	\$0.00	\$0.00	\$385,631.87	\$1,399,160.00	
Clerk	Regular Salaries	1001	\$136,824.10	\$47,142.62			\$47,142.62	\$0.00	\$0.00	\$183,966.72	\$632,249.00	
	Overtime	1005	\$372.47	\$7.75			\$7.75	\$0.00	\$0.00	\$380.22	\$4,623.00	
			\$137,196.57	\$47,150.37	\$0.00	\$0.00	\$47,150.37	\$0.00	\$0.00	\$184,346.94	\$636,872.00	
Commissioners	Regular Salaries	1001	\$32,068.22	\$10,571.94			\$10,571.94	\$0.00	\$0.00	\$42,640.16	\$137,435.00	
Administrative Svcs	Regular Salaries	1001	\$94,324.52	\$31,435.04			\$31,435.04	\$0.00	\$0.00	\$125,759.56	\$408,766.00	
	Overtime	1005	\$0.00	\$8.49			\$8.49	\$0.00	\$0.00	\$8.49	\$1,067.00	
			\$94,324.52	\$31,443.53	\$0.00	\$0.00	\$31,443.53	\$0.00	\$0.00	\$125,768.05	\$409,833.00	
Register of Deeds	Regular Salaries	1001	\$61,841.18	\$18,369.75			\$18,369.75	\$0.00	\$0.00	\$80,210.93	\$329,620.00	
	Overtime	1005	\$25.11	\$7.34			\$7.34	\$0.00	\$0.00	\$32.45	\$662.00	
			\$61,866.29	\$18,377.09	\$0.00	\$0.00	\$18,377.09	\$0.00	\$0.00	\$80,243.38	\$330,282.00	
Treasurer	Regular Salaries	1001	\$129,123.39	\$45,175.88			\$45,175.88	\$0.00	\$0.00	\$174,299.27	\$588,117.00	
	Seasonal/Temp	1003	\$55.48				\$0.00				\$0.00	
	Overtime	1005	\$3,300.26	\$9.57			\$9.57	\$0.00	\$0.00	\$3,309.83	\$3,722.00	
			\$132,479.13	\$45,185.45	\$0.00	\$0.00	\$45,185.45	\$0.00	\$0.00	\$177,609.10	\$591,839.00	
Emergency Mgt	Regular Salaries	1001	\$32,423.95	\$9,690.02			\$9,690.02	\$0.00	\$0.00	\$42,113.97	\$133,334.00	
	Seasonal/Temp	1003	\$3,053.60				\$0.00	\$0.00	\$0.00	\$3,053.60	\$18,044.00	
	Overtime	1005	\$654.19	\$13.08			\$13.08	\$0.00	\$0.00	\$667.27	\$726.00	
			\$36,131.74	\$9,703.10	\$0.00	\$0.00	\$9,703.10	\$0.00	\$0.00	\$45,834.84	\$152,104.00	
Museum	Regular Salaries	1001	\$65,713.86	\$21,904.62			\$21,904.62	\$0.00	\$0.00	\$87,618.48	\$284,760.00	
	Seasonal/Temp	1003	\$7,422.17	\$2,381.18			\$2,381.18	\$0.00	\$0.00	\$9,803.35	\$14,719.00	
	Overtime	1005	\$94.43				\$0.00	\$0.00	\$0.00	\$94.43	\$0.00	
			\$73,230.46	\$24,285.80	\$0.00	\$0.00	\$24,285.80	\$0.00	\$0.00	\$97,516.26	\$299,479.00	
Election	Regular Salaries	1001	\$39,448.47	\$11,112.54			\$11,112.54	\$0.00	\$0.00	\$50,561.01	\$174,429.00	
	Seasonal/Temp	1003	\$2,932.63	\$586.52			\$586.52	\$0.00	\$0.00	\$3,519.15	\$144,722.00	
	Overtime	1005	\$0.00				\$0.00	\$0.00	\$0.00	\$0.00	\$2,533.00	
			\$42,381.10	\$11,699.06	\$0.00	\$0.00	\$11,699.06	\$0.00	\$0.00	\$54,080.16	\$321,684.00	
EMS/Ambulance	Regular Salaries	1001	\$289,341.88	\$95,268.83			\$95,268.83	\$0.00	\$0.00	\$384,610.71	\$1,272,846.00	
	Seasonal/Temp	1003	\$20,296.60	\$4,325.00			\$4,325.00	\$0.00	\$0.00	\$24,621.60	\$108,145.00	
	Overtime	1005	\$186,960.91	\$55,941.60			\$55,941.60	\$0.00	\$0.00	\$242,902.51	\$896,206.00	

			1st Quarter	April	May	June	2nd Quarter	3rd Quarter	4th Quarter	YTD 2021	2021 Budget	
Department												
			\$496,599.39	\$155,535.43	\$0.00	\$0.00	\$155,535.43	\$0.00	\$0.00	\$652,134.82	\$2,277,197.00	
Appraiser	Regular Salaries	1001	\$242,370.95	\$77,994.68			\$77,994.68	\$0.00	\$0.00	\$320,365.63	\$1,070,465.00	
	Seasonal/Temp	1003	\$3,565.80	\$1,129.72			\$1,129.72	\$0.00	\$0.00	\$4,695.52	\$13,330.00	
	Overtime	1005	\$76.47	\$202.36			\$202.36	\$0.00	\$0.00	\$278.83	\$9,192.00	
			\$246,013.22	\$79,326.76	\$0.00	\$0.00	\$79,326.76	\$0.00	\$0.00	\$325,339.98	\$1,092,987.00	
Planning & Development	Regular Salaries	1001	\$88,055.97	\$30,365.07			\$30,365.07	\$0.00	\$0.00	\$118,421.04	\$384,866.00	
	Seasonal/Temp	1003	\$1,861.00					\$0.00	\$0.00	\$1,861.00	\$0.00	
	Overtime	1005	\$87.79	\$65.42			\$65.42	\$0.00	\$0.00	\$153.21	\$1,861.00	
			\$90,004.76	\$30,430.49	\$0.00	\$0.00	\$30,430.49	\$0.00	\$0.00	\$120,435.25	\$386,727.00	
Information Tech-GIS	Regular Salaries	1001	\$136,974.96	\$43,074.88			\$43,074.88	\$0.00	\$0.00	\$180,049.84	\$668,716.00	
	Seasonal/Temp	1003	\$0.00				\$0.00	\$0.00	\$0.00	\$0.00		
	Overtime	1005	\$73.36	\$0.00			\$0.00	\$0.00	\$0.00	\$73.36	\$5,131.00	
			\$137,048.32	\$43,074.88	\$0.00	\$0.00	\$43,074.88	\$0.00	\$0.00	\$180,123.20	\$673,847.00	
General-General	Regular Salaries	1001	\$0.00				\$0.00	\$0.00		\$0.00		
	Separation Payout	1005	\$41,188.64	\$2,393.82			\$2,393.82	\$0.00	\$0.00	\$43,582.46	\$100,000.00	
			\$41,188.64	\$2,393.82	\$0.00	\$0.00	\$2,393.82	\$0.00	\$0.00	\$43,582.46	\$100,000.00	
Public Works	Regular Salaries	1001	\$645,099.10	\$218,871.10			\$218,871.10	\$0.00	\$0.00	\$863,970.20	\$3,146,462.00	
	Seasonal/Temp	1003	\$7,617.94	\$2,502.40			\$2,502.40	\$0.00	\$0.00	\$10,120.34	\$107,125.00	
	Overtime	1005	\$19,920.05	\$1,475.42			\$1,475.42	\$0.00	\$0.00	\$21,395.47	\$88,256.00	
			\$672,637.09	\$222,848.92	\$0.00	\$0.00	\$222,848.92	\$0.00	\$0.00	\$895,486.01	\$3,341,843.00	
Noxious Weed	Regular Salaries	1001	\$76,858.79	\$22,492.17			\$22,492.17	\$0.00	\$0.00	\$99,350.96	\$329,630.00	
	Seasonal/Temp	1003					\$0.00	\$0.00	\$0.00	\$0.00		
	Overtime	1005	\$1,970.78	\$0.00			\$0.00	\$0.00	\$0.00	\$1,970.78	\$6,186.00	
			\$78,829.57	\$22,492.17	\$0.00	\$0.00	\$22,492.17	\$0.00	\$0.00	\$101,321.74	\$335,816.00	
Motor Vehicle	Regular Salaries	1001	\$48,555.80	\$16,180.80			\$16,180.80	\$0.00	\$0.00	\$64,736.60	\$221,459.00	
	Seasonal/Temp	1003	\$0.00				\$0.00	\$0.00	\$0.00	\$0.00	\$1,438.00	
	Overtime	1005	\$74.53	\$0.00			\$0.00	\$0.00	\$0.00	\$74.53	\$1,437.60	
			\$48,630.33	\$16,180.80	\$0.00	\$0.00	\$16,180.80	\$0.00	\$0.00	\$64,811.13	\$224,334.60	
Community Corrections	Regular Salaries	1001	\$45,329.69	\$15,178.36			\$15,178.36	\$0.00	\$0.00	\$60,508.05	\$201,484.00	
-Juvenile	Seasonal/Temp	1003	\$4,664.07	1489.5			\$1,489.50	\$0.00	\$0.00	\$6,153.57	\$21,986.00	
	Overtime	1005	\$188.48	\$386.40			\$386.40	\$0.00	\$0.00	\$574.88	\$0.00	
			\$50,182.24	\$17,054.26	\$0.00	\$0.00	\$17,054.26	\$0.00	\$0.00	\$67,236.50	\$223,470.00	
Community Corrections	Regular Salaries	1001	\$57,544.01	\$19,312.81			\$19,312.81	\$0.00	\$0.00	\$76,856.82	\$255,929.00	
-Adult	Seasonal/Temp	1003	\$0.00				\$0.00		\$0.00	\$0.00		
	Overtime	1005	\$197.44	\$509.05			\$509.05	\$0.00	\$0.00	\$706.49	\$0.00	

			1st Quarter	April	May	June	2nd Quarter	3rd Quarter	4th Quarter	YTD 2021	2021 Budget	
Department												
			\$57,741.45	\$19,821.86	\$0.00	\$0.00	\$19,821.86	\$0.00	\$0.00	\$77,563.31	\$255,929.00	
Community Corrections	Regular Salaries	1001	\$9,990.89	\$3,332.02			\$3,332.02	\$0.00	\$0.00	\$13,322.91	\$44,322.00	
-Youth Court	Seasonal/Temp	1003	\$0.00				\$0.00	\$0.00	\$0.00	\$0.00		
	Overtime	1005		\$23.52			\$23.52	\$0.00	\$0.00	\$23.52		
			\$9,990.89	\$3,332.02	\$0.00	\$0.00	\$3,332.02	\$0.00	\$0.00	\$13,322.91	\$44,322.00	
Solid Waste Payroll	Regular Salaries	1001	\$29,548.71	\$9,639.90			\$9,639.90	\$0.00	\$0.00	\$39,188.61	\$106,829.00	
	Seasonal/Temp	1003	\$9,023.34	\$2,938.43			\$2,938.43	\$0.00	\$0.00	\$11,961.77	\$58,653.00	
	Overtime	1005	\$4,486.39	\$0.00			\$0.00	\$0.00	\$0.00	\$4,486.39	\$10,683.00	
			\$43,058.44	\$12,578.33	\$0.00	\$0.00	\$12,578.33	\$0.00	\$0.00	\$55,636.77	\$176,165.00	
Fire District #1	Regular Salaries	1001	\$45,295.44	\$14,177.92			\$14,177.92	\$0.00	\$0.00	\$59,473.36	\$243,303.00	
	Seasonal/Temp	1003	\$13,090.00	\$5,945.00			\$5,945.00	\$0.00	\$0.00	\$19,035.00	\$47,500.00	
	Overtime	1005	\$0.00	\$0.00			\$0.00	\$0.00	\$0.00	\$0.00	\$472.00	
			\$58,385.44	\$20,122.92	\$0.00	\$0.00	\$20,122.92	\$0.00	\$0.00	\$78,508.36	\$291,275.00	
Health Dept.-General	Regular Salaries	1001	\$80,775.79	\$34,818.34			\$34,818.34	\$0.00	\$0.00	\$115,594.13	\$265,808.00	
COVID Tracers	Seasonal/Temp	1003	\$52,328.16	\$13,778.39			\$13,778.39	\$0.00	\$0.00	\$66,106.55	\$0.00	
	Overtime	1005	\$26,590.01	\$11,311.84			\$11,311.84	\$0.00	\$0.00	\$37,901.85	\$1,084.00	
			\$159,693.96	\$59,908.57	\$0.00	\$0.00	\$59,908.57	\$0.00	\$0.00	\$219,602.53	\$266,892.00	
Health Dept.-Grants	Regular Salaries	1001	\$563,949.20	\$146,122.04			\$146,122.04	\$0.00	\$0.00	\$710,071.24	\$2,119,573.00	
	Part Time	1003	\$17,689.67	\$5,850.96			\$5,850.96	\$0.00	\$0.00	\$23,540.63	\$80,401.00	
	Overtime	1005	\$3,341.00	\$79.09			\$79.09	\$0.00	\$0.00	\$3,420.09	\$10,555.00	
PIO (ELC Grant)			\$12,383.28	\$5,054.40			\$5,054.40			\$17,437.68	\$65,707.00	
RADxUP Coord & Spec			\$21,499.21	\$7,287.60			\$7,287.60			\$28,786.81	\$82,000.00	
IRIS Coord (KCCRF Grant)			\$6,216.08	\$3,470.53			\$3,470.53			\$9,686.61	\$55,095.00	
			\$625,078.44	\$167,864.62	\$0.00	\$0.00	\$152,052.09	\$0.00	\$0.00	\$737,031.96	\$2,210,529.00	
Totals			\$3,713,856.73	\$1,167,917.54	\$0.00	\$0.00	\$1,152,105.01	\$0.00	\$0.00	\$4,825,807.69	\$16,180,021.60	
										\$4,865,961.74	\$16,929,214.00	
				\$1,169,835.42	\$1,172,980.03	\$1,172,770.68				-\$40,154.05	-\$749,192.40	
						-\$1,172,770.68						

2021 YTD BUDGET ACTIVITY

% of Year: 33.33%

			JAN	FEB	MAR	1st QTR	APR	MAY	JUN	2nd QTR	3rd QTR	4TH QTR	TOTAL	AVAILABLE	
	DEPARTMENT	BUDGET	EXPENSES	EXPENSES	EXPENSES	EXPENSES	EXPENSES	EXPENSES	EXPENSES	EXPENSES	EXPENSES	EXPENSES	EXPENSES	BUDGET	% USED
	Attorney	\$2,127,075	\$144,037	\$138,726	\$137,979	\$420,742	\$135,324			\$135,324	\$0	\$0	\$556,066	\$1,571,009	26.14%
	Clerk	\$955,685	\$62,313	\$73,430	\$62,408	\$198,151	\$67,119			\$67,119	\$0	\$0	\$265,270	\$690,415	27.76%
	County Commissioners	\$239,201	\$12,887	\$18,619	\$16,052	\$47,558	\$15,789			\$15,789	\$0	\$0	\$63,347	\$175,854	26.48%
	Admin. Svcs/Counselor	\$627,489	\$41,939	\$43,062	\$48,199	\$133,201	\$44,723			\$44,723	\$0	\$0	\$177,924	\$449,565	28.35%
	Register of Deeds	\$515,953	\$29,714	\$28,204	\$26,111	\$84,030	\$23,654			\$23,654	\$0	\$0	\$107,684	\$408,269	20.87%
	Treasurer	\$876,696	\$60,434	\$61,149	\$64,431	\$186,014	\$64,291			\$64,291	\$0	\$0	\$250,305	\$626,391	28.55%
	District Court	\$168,175	\$2,376	\$6,975	\$8,683	\$18,034	\$14,794			\$14,794	\$0	\$0	\$32,829	\$135,346	19.52%
1.00	Emergency Management	\$265,466	\$20,953	\$18,820	\$14,560	\$54,332	\$14,996			\$14,996	\$0	\$0	\$69,328	\$196,138	26.12%
	Coroner	\$107,000	\$3,750	\$4,526	\$13,131	\$21,407	\$5,097			\$5,097	\$0	\$0	\$26,504	\$80,496	24.77%
	Juvenile Detention	\$95,000	\$20,900	\$0	\$0	\$20,900	\$20,900			\$20,900	\$0	\$0	\$41,801	\$53,199	44.00%
	Fair	\$102,400	\$2,702	\$3,007	\$0	\$5,709	\$6,451			\$6,451	\$0	\$0	\$12,160	\$90,240	11.87%
1.00	Museum	\$428,315	\$31,584	\$33,144	\$31,637	\$96,365	\$32,905			\$32,905	\$0	\$0	\$129,270	\$299,045	30.18%
	Election	\$581,735	\$23,685	\$101,778	\$20,203	\$145,666	\$19,338			\$19,338	\$0	\$0	\$165,004	\$416,731	28.36%
	Ambulance	\$3,674,370	\$254,771	\$262,257	\$268,014	\$785,041	\$253,050			\$253,050	\$0	\$0	\$1,038,091	\$2,636,279	28.25%
	Appraiser	\$1,669,039	\$119,857	\$120,899	\$133,913	\$374,668	\$122,083			\$122,083	\$0	\$0	\$496,751	\$1,172,288	29.76%
	Planning & Development	\$592,829	\$38,776	\$39,364	\$39,696	\$117,837	\$43,252			\$43,252	\$0	\$0	\$161,089	\$431,740	27.17%
	Budget Appropriations	\$1,591,541	\$795,771	\$0	\$0	\$795,771	\$0			\$0	\$0	\$0	\$795,771	\$795,770	50.00%
	Insurance	\$681,849	\$146,224	\$145,046	\$2,846	\$294,115	\$261,818			\$261,818	\$0	\$0	\$555,933	\$125,916	81.53%
	Information Systems	\$1,619,848	\$87,655	\$90,408	\$64,319	\$242,382	\$187,754			\$187,754	\$0	\$0	\$430,136	\$1,189,712	26.55%
	County General-General	\$4,385,170	\$185,582	\$163,601	\$118,932	\$468,116	\$105,305			\$105,305	\$0	\$0	\$573,421	\$3,811,749	13.08%
	Public Works	\$8,101,895	\$330,691	\$414,197	\$432,163	\$1,177,050	\$470,165			\$470,165	\$0	\$0	\$1,647,215	\$6,454,680	20.33%
	Noxious Weed	\$684,674	\$64,456	\$49,248	\$41,347	\$155,051	\$36,982			\$36,982	\$0	\$0	\$192,032	\$492,642	28.05%
	Juvenile Supervision	\$1,794	\$0	\$0	\$0	\$0	\$0			\$0	\$0	\$0	\$0	\$1,794	0.00%
	Payroll Clearing	\$0	\$0	\$0	\$0	\$0	\$0			\$0	\$0	\$0	\$0	\$0	
	General Fund Transfers	\$5,207,634	\$5,212,634	\$0	\$0	\$5,212,634	\$0			\$0	\$0	\$0	\$5,212,634	-\$5,000	100.10%
	County General subtotal	\$35,300,833	\$7,693,691	\$1,816,461	\$1,544,622	\$11,054,774	\$1,945,789	\$0	\$0	\$1,945,789	\$0	\$0	\$13,000,563	\$22,300,270	36.83%
	Less Budget Stabilization	\$3,050,000													
	General Fund w/out Budget Stabilization	\$32,250,833													

Attachment: Financial reports 2021 (10802 : Year to date budget and expenditure reports)

2021 YTD BUDGET ACTIVITY

% of Year: 33.33%

		JAN	FEB	MAR	1st QTR	APR	MAY	JUN	2nd QTR	3rd QTR	4TH QTR	TOTAL	AVAILABLE	
	DEPARTMENT	BUDGET	EXPENSES	EXPENSES	EXPENSES	EXPENSES	EXPENSES	EXPENSES	EXPENSES	EXPENSES	EXPENSES	EXPENSES	BUDGET	% USED
2.00	Riley County Health Dept #30	\$4,906,190	\$356,422	\$435,724	\$418,677	\$1,210,823	\$420,492		\$420,492	\$0	\$0	\$1,631,315	\$3,274,875	33.25%
	EMS Grants #52	\$5,067	\$0	\$0	\$0	\$0	\$0		\$0	\$0	\$0	\$0	\$0	
	Register of Deeds Tech Fund #106	\$91,568	\$0	\$0	\$27,334	\$27,334	\$4,194		\$4,194	\$0	\$0	\$31,529	\$60,039	34.43%
	Clerk's Tech Fund #107	\$106,703	\$0	\$0	\$0	\$0	\$0		\$0	\$0	\$0	\$0	\$106,703	0.00%
	Treasurer's Tech Fund #108	\$56,977	\$0	\$0	\$0	\$0	\$0		\$0	\$0	\$0	\$0	\$56,977	0.00%
	War Memorial #112	\$9,575	\$0	\$0	\$0	\$0	\$0		\$0	\$0	\$0	\$0	\$9,575	0.00%
	County Auction #118	\$86,238	\$0	\$270	\$240	\$510	\$446		\$446	\$0	\$0	\$956	\$85,282	1.11%
	P.A.T.F #128	\$0	\$0	\$0	\$0	\$0	\$0		\$0	\$0	\$0	\$0	\$0	
	Motor Vehicle Operations #130	\$418,158	\$23,504	\$23,901	\$24,147	\$71,552	\$27,171		\$27,171	\$0	\$0	\$98,723	\$319,435	23.61%
	Special Alcohol Programs #132	\$9,023	\$0	\$0	\$0	\$0	\$0		\$0	\$0	\$0	\$0	\$9,023	0.00%
2.00	Community Corrections #144	\$987,649	\$64,067	\$85,365	\$66,197	\$215,629	\$77,970		\$77,970	\$0	\$0	\$293,599	\$694,050	29.73%
	Capital Improvements Fund #145	\$9,070,167	\$186,717	\$198,094	\$42,008	\$426,818	\$44,782		\$44,782	\$0	\$0	\$471,600	\$8,598,567	5.20%
	Economic Development #146	\$401,322	\$93,020	\$150,675	\$8,834	\$252,529	\$0		\$0	\$0	\$0	\$252,529	\$148,793	62.92%
	Radio Infrastructure Project #147	\$0	\$0	\$0	\$0	\$0	\$0		\$0	\$0	\$0	\$0	\$0	
	Emergency 911 #148	\$810,000	\$143,853	\$8,007	\$5,619	\$157,479	\$10,264		\$10,264	\$0	\$0	\$167,743	\$642,257	20.71%
	Solid Waste #150	\$2,807,000	\$28,119	\$177,345	\$161,764	\$367,228	\$214,426		\$214,426	\$0	\$0	\$581,655	\$2,225,345	20.72%
	County Building #152	\$393,000	\$3,341	\$12,675	\$27,723	\$43,739	\$25,619		\$25,619	\$0	\$0	\$69,358	\$323,642	17.65%
	Road & Bridge Capital Projects #157	\$4,320,367	\$0	\$4,299	\$11,617	\$15,916	\$3,698		\$3,698	\$0	\$0	\$19,614	\$4,300,753	0.45%
	RCPD Operations #173	\$4,712,215	\$1,123,003	\$26,891	\$26,290	\$1,176,184	\$1,115,962		\$1,115,962	\$0	\$0	\$2,292,146	\$2,420,069	48.64%
	Landfill Closure #180	\$52,789	\$0	\$819	\$722	\$1,541	\$795		\$795	\$0	\$0	\$2,336	\$50,453	4.42%
	Bond & Interest # 181	\$598,752	\$0	\$16,923	\$0	\$16,923	\$0		\$0	\$0	\$0	\$16,923	\$581,830	2.83%
	Riley Co Fire Dist #1 #183	\$1,124,440	\$40,065	\$37,386	\$100,720	\$178,171	\$130,103		\$130,103	\$0	\$0	\$308,274	\$816,166	27.42%
	Riley Co Fire Dist Cap Out #184	\$357,523	\$0	\$0	\$0	\$0	\$0		\$0	\$0	\$0	\$0	\$357,523	0.00%
	Fire Station Projects #185	\$0	\$0	\$0	\$0	\$0	\$0		\$0	\$0	\$0	\$0	\$0	

Attachment: Financial reports 2021 (10802 : Year to date budget and expenditure reports)

2021 YTD BUDGET ACTIVITY

% of Year: 33.33%

			JAN	FEB	MAR	1st QTR	APR	MAY	JUN	2nd QTR	3rd QTR	4TH QTR	TOTAL	AVAILABLE	
	DEPARTMENT	BUDGET	EXPENSES	EXPENSES	EXPENSES	EXPENSES	EXPENSES	EXPENSES	EXPENSES	EXPENSES	EXPENSES	EXPENSES	EXPENSES	BUDGET	% USED
	University Park W&S #230	\$136,421	\$0	\$6,694	\$3,253	\$9,947	\$8,807			\$8,807	\$0	\$0	\$18,754	\$117,667	13.75%
	Fairmont Heights Cap Proj #231	\$0	\$0	\$0	\$0	\$0	\$0			\$0	\$0	\$0	\$0	\$0	
	University Park Sewer Capital #233	\$0	\$0	\$0	\$0	\$0	\$0			\$0	\$0	\$0	\$0	\$0	
	Keats Capital Project #236	\$499,000	\$0	\$0	\$0	\$0	\$0			\$0	\$0	\$0	\$0	\$499,000	0.00%
	Exp of Univ Park/Lakeside Heights #235	\$800,000	\$1,250	\$0	\$0	\$1,250	\$0			\$0	\$0	\$0	\$1,250	\$798,750	0.16%
	Univ Park W/S Reserve #284	\$95,540	\$0	\$0	\$0	\$0	\$0			\$0	\$0	\$0	\$0	\$95,540	0.00%
	Hunters Island Water #238	\$30,401	\$0	\$2,279	\$2,176	\$4,454	\$2,483			\$2,483	\$0	\$0	\$6,938	\$23,463	22.82%
	Hunters Island Reserve #241	\$9,027	\$0	\$0	\$0	\$0	\$0			\$0	\$0	\$0	\$0	\$9,027	0.00%
	Carson Sewer Operations #239	\$45,485	\$919	\$893	\$942	\$2,754	\$427			\$427	\$0	\$0	\$3,181	\$42,304	6.99%
	Carson Sewer Reserve #237	\$36,994	\$0	\$0	\$0	\$0	\$0			\$0	\$0	\$0	\$0	\$36,994	0.00%
	Deep Creek Sewer #242	\$14,236	\$0	\$295	\$152	\$447	\$338			\$338	\$0	\$0	\$785	\$13,451	5.51%
	Deep Creek Reserve #243	\$27,705	\$0	\$0	\$0	\$0	\$0			\$0	\$0	\$0	\$0	\$27,705	0.00%
	Moehlman Bottoms #244	\$19,354	\$0	\$1,162	\$1,001	\$2,163	\$1,108			\$1,108	\$0	\$0	\$3,271	\$16,083	16.90%
	Moehlman Bottoms Reserve #245	\$5,410	\$0	\$0	\$0	\$0	\$0			\$0	\$0	\$0	\$0	\$5,410	0.00%
	Terra Hts Sewer #252	\$33,953	\$75	\$848	\$219	\$1,142	\$1,000			\$1,000	\$0	\$0	\$2,142	\$31,811	6.31%
	Terra Hts Sinking #254	\$82,528	\$0	\$0	\$0	\$0	\$0			\$0	\$0	\$0	\$0	\$82,528	0.00%
	Konza Water Operations #256	\$121,704	\$75	\$6,031	\$6,183	\$12,289	\$5,808			\$5,808	\$0	\$0	\$18,097	\$103,607	14.87%
	Konza Water Reserve #257	\$149,874	\$0	\$0	\$0	\$0	\$0			\$0	\$0	\$0	\$0	\$149,874	0.00%
	Valleywood Cap Reserve #282	\$81,672	\$0	\$0	\$0	\$0	\$0			\$0	\$0	\$0	\$0	\$81,672	0.00%
	Valleywood Operations #248	\$46,871	\$0	\$64	\$0	\$64	\$192			\$192	\$0	\$0	\$256	\$46,615	0.55%
	Mertz/McGehee Drainage #322	\$6,183	\$0	\$0	\$0	\$0	\$0			\$0	\$0	\$0	\$0	\$6,183	0.00%
	Lakeside Heights Sewer #285	\$2,945	\$0	\$70	\$18	\$88	\$88			\$88	\$0	\$0	\$176	\$2,769	5.99%
	Lakeside Heights Sewer Capital #286	\$8,080	\$0	\$0	\$0	\$0	\$0			\$0	\$0	\$0	\$0	\$8,080	0.00%
		\$33,578,106	\$2,064,430	\$1,196,709	\$935,835	\$4,196,975	\$2,096,173	\$0	\$0	\$2,096,173	\$0	\$0	\$6,293,148	\$27,279,891	
	Total including General Fund	\$68,878,939	\$9,758,122	\$3,013,170	\$2,480,457	\$15,251,749	\$4,041,962	\$0	\$0	\$4,041,962	\$0	\$0	\$19,293,711	\$49,580,161	

Attachment: Financial reports 2021 (10802 : Year to date budget and expenditure reports)

2021 COUNTY GENERAL-GENERAL

% of Year: 33.33%

COUNTY GENERAL-GENERAL	BUDGET	JAN EXP.	FEB EXP.	MAR EXP.	1st QTR EXP.	APR EXP.	MAY EXP.	JUN EXP.	2nd QTR EXP.	3rd QTR EXP.	4th QTR EXP.	TOTAL EXP.	AVAILABLE BUDGET	% USED
Personnel	\$117,620	\$27,527	\$0	\$19,497	\$47,025	\$2,579			\$2,579	\$0	\$0	\$49,604	\$68,016	42.17%
Contractual	\$1,215,050	\$69,971	\$103,073	\$91,383	\$264,428	\$76,505			\$76,505	\$0	\$0	\$340,933	\$874,117	28.06%
Commodities	\$2,500	\$0	\$239	\$0	\$239	\$0			\$0	\$0	\$0	\$239	\$2,261	9.56%
Misc-Budget Stabilization	\$3,050,000	\$0	\$0	\$0	\$0	\$0			\$0	\$0	\$0	\$0	\$3,050,000	0.00%
Capital Outlay	\$0	\$10,296	\$15,073	\$6,652	\$32,021	\$0			\$0	\$0	\$0	\$32,021	-\$32,021	
Transfers Out	\$0	\$77,788	\$45,216	\$1,400	\$124,404	\$26,221			\$26,221	\$0	\$0	\$150,624	-\$150,624	
Grand Total	\$4,385,170	\$185,582	\$163,601	\$118,932	\$468,116	\$105,305	\$0	\$0	\$105,305	\$0	\$0	\$573,421	\$3,811,749	13.08%
Other Expense Totals	Year-To- Date	Budget												
Indigent Attorney	\$123,987	\$407,550												
Incidentals:														
Postage	\$154													
Computer Software	\$630													
Mileage	\$0													
Copies	\$0													
Misc Fees	\$5,423													
Meals	\$0													
	\$6,207													
Base Panel fees	\$112,512													
Off Panel	\$5,267													

Attachment: Financial reports 2021 (10802 : Year to date budget and expenditure reports)

COMPARISON OF 2020 TO 2021 EXPENSES

DEPARTMENT	APRIL		APRIL DIFFERENCE	YEAR-TO-DATE THRU APRIL		Y-T-D DIFFERENCE	2021 BUDGET
	2020	2021		2020	2021		
Attorney	\$142,975	\$135,324	-\$7,651	\$650,073	\$556,066	-\$94,007	\$2,127,075
Clerk	\$67,988	\$67,119	-\$870	\$304,220	\$265,270	-\$38,950	\$955,685
County Commissioners	\$15,567	\$15,789	\$221	\$72,835	\$63,347	-\$9,488	\$239,201
Admin. Svcs/Counselor	\$43,872	\$44,723	\$851	\$193,826	\$177,924	-\$15,902	\$627,489
Register of Deeds	\$33,757	\$23,654	-\$10,103	\$150,303	\$107,684	-\$42,619	\$515,953
Treasurer	\$61,551	\$64,291	\$2,740	\$267,675	\$250,305	-\$17,370	\$876,696
District Court	\$15,390	\$14,794	-\$596	\$40,251	\$32,829	-\$7,422	\$168,175
Emergency Management	\$19,607	\$14,996	-\$4,612	\$87,357	\$69,328	-\$18,029	\$265,466
Coroner	\$3,750	\$5,097	\$1,347	\$25,474	\$26,504	\$1,030	\$107,000
Juvenile Detention	\$22,463	\$20,900	-\$1,562	\$44,925	\$41,801	-\$3,125	\$95,000
Fair	\$3,219	\$6,451	\$3,232	\$12,204	\$12,160	-\$44	\$102,400
Museum	\$31,306	\$32,905	\$1,598	\$140,235	\$129,270	-\$10,965	\$428,315
Election	\$24,557	\$19,338	-\$5,218	\$178,052	\$165,004	-\$13,048	\$581,735
Ambulance	\$242,375	\$253,050	\$10,675	\$1,120,272	\$1,038,091	-\$82,181	\$3,674,370
Appraiser	\$118,147	\$122,083	\$3,936	\$555,990	\$496,751	-\$59,239	\$1,669,039
Planning & Development	\$43,702	\$43,252	-\$449	\$195,520	\$161,089	-\$34,431	\$592,829
Budget Appropriations	\$0	\$0	\$0	\$810,771	\$795,771	-\$15,000	\$1,591,541
Insurance	\$296,409	\$261,818	-\$34,591	\$367,267	\$555,933	\$188,666	\$681,849
Information Systems/GIS	\$191,385	\$187,754	-\$3,631	\$500,162	\$430,136	-\$70,026	\$1,619,848
County General-General	\$80,021	\$105,305	\$25,284	\$316,268	\$573,421	\$257,153	\$4,385,170
Public Works	\$477,372	\$470,165	-\$7,207	\$1,969,105	\$1,647,215	-\$321,890	\$8,101,895
Noxious Weed	\$53,702	\$36,982	-\$16,721	\$249,658	\$192,032	-\$57,625	\$684,674
General Fund	\$1,989,116	\$1,945,789	-\$43,327	\$8,252,443	\$7,787,929	-\$464,513	\$30,091,405

Attachment: Financial reports 2021 (10802 : Year to date budget and expenditure reports)

COMPARISON OF 2020 TO 2021 EXPENSES

DEPARTMENT	APRIL		APRIL DIFFERENCE	YEAR-TO-DATE THRU APRIL		Y-T-D DIFFERENCE	2021 BUDGET
	2020	2021		2020	2021		
Health Department	\$296,696	\$420,492	\$123,796	\$1,335,623	\$1,631,315	\$295,693	\$4,906,190
EMS Grants Fund	\$500	\$0	-\$500	\$21,313	\$0	-\$21,313	\$5,067
Register of Deeds Tech Fund	\$813	\$4,194	\$3,381	\$22,226	\$31,529	\$9,303	\$91,568
Clerk's Tech Fund	\$0	\$0	\$0	\$0	\$0	\$0	\$106,703
Treasurer's Tech Fund	\$0	\$0	\$0	\$0	\$0	\$0	\$56,977
War Memorial	\$0	\$0	\$0	\$0	\$0	\$0	\$9,575
County Auction	\$0	\$446	\$446	\$618	\$956	\$338	\$86,238
P.A.T.F	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Motor Vehicle Operations	\$23,912	\$27,171	\$3,259	\$105,071	\$98,723	-\$6,348	\$418,158
Special Alcohol Programs	\$0	\$0	\$0	\$4,650	\$0	-\$4,650	\$9,023
Community Corrections	\$67,144	\$77,970	\$10,826	\$326,735	\$293,599	-\$33,137	\$987,649
Capital Improvements Fund	\$110,342	\$44,782	-\$65,560	\$918,977	\$471,600	-\$447,377	\$9,070,167
Economic Development	\$4,081	\$0	-\$4,081	\$259,012	\$252,529	-\$6,483	\$401,322
Radio Infrastructure Project	\$1,200	\$0	-\$1,200	\$1,401,814	\$0	-\$1,401,814	\$0
Emergency 911	\$3,874	\$10,264	\$6,390	\$215,494	\$167,743	-\$47,750	\$810,000
Solid Waste	\$178,489	\$214,426	\$35,937	\$575,032	\$581,655	\$6,623	\$2,807,000
County Building	\$23,905	\$25,619	\$1,713	\$68,878	\$69,358	\$480	\$393,000
Road & Bridge Capital Projects	\$25,243	\$3,698	-\$21,544	\$67,360	\$19,614	-\$47,746	\$4,320,367
RCPD Operations	\$1,132,188	\$1,115,962	-\$16,226	\$2,424,597	\$2,292,146	-\$132,451	\$4,712,215
Landfill Closure	\$575	\$795	\$220	\$1,730	\$2,336	\$606	\$52,789
Bond & Interest	\$0	\$0	\$0	\$21,093	\$16,923	-\$4,170	\$598,752
Riley Co Fire Dist #1	\$48,915	\$130,103	\$81,187	\$183,100	\$308,274	\$125,174	\$1,124,440
Riley Co Fire Dist Cap Ou	\$154,500	\$0	-\$154,500	\$268,762	\$0	-\$268,762	\$357,523
Fire Station Projects	\$1,447,724	\$0	-\$1,447,724	\$1,463,252	\$0	-\$1,463,252	\$0

Attachment: Financial reports 2021 (10802 : Year to date budget and expenditure reports)

COMPARISON OF 2020 TO 2021 EXPENSES

DEPARTMENT	APRIL		APRIL DIFFERENCE	YEAR-TO-DATE THRU APRIL		Y-T-D DIFFERENCE	2021 BUDGET
	2020	2021		2020	2021		
University Park W&S	\$6,224	\$8,807	\$2,583	\$17,781	\$18,754	\$973	\$136,421
Fairmont Heights Cap Project	\$0	\$0	\$0	\$0	\$0	\$0	\$0
University Park Sewer Cap	\$9,127	\$0	-\$9,127	\$9,127	\$0	-\$9,127	\$0
Keats Capital Project	\$1,850	\$0	-\$1,850	\$2,100	\$0	-\$2,100	\$499,000
Exp of Univ Park/Lakeside Heights	\$0	\$0	\$0	\$0	\$1,250	\$1,250	\$800,000
Univ Park W/S Reserve	\$677	\$0	-\$677	\$677	\$0	-\$677	\$95,540
Hunters Island Water	\$791	\$2,483	\$1,692	\$5,557	\$6,938	\$1,380	\$30,401
Hunters Island Reserve	\$0	\$0	\$0	\$0	\$0	\$0	\$9,027
Carson Sewer Operations	\$84	\$427	\$342	\$2,914	\$3,181	\$267	\$45,485
Carson Sewer Reserve	\$0	\$0	\$0	\$0	\$0	\$0	\$36,994
Deep Creek Sewer	\$192	\$338	\$146	\$1,009	\$785	-\$224	\$14,236
Deep Creek Reserve	\$0	\$0	\$0	\$0	\$0	\$0	\$27,705
Moehlman Bottoms	\$417	\$1,108	\$691	\$2,548	\$3,271	\$723	\$19,354
Moehlman Botoms Reserve	\$0	\$0	\$0	\$0	\$0	\$0	\$5,410
Terra Hts Sewer	\$396	\$1,000	\$603	\$1,514	\$2,142	\$628	\$33,953
Terra Hts Sinking	\$0	\$0	\$0	\$0	\$0	\$0	\$82,528
Konza Water Operations	\$2,454	\$5,808	\$3,354	\$12,805	\$18,097	\$5,291	\$121,704
Konza Water Reserve	\$0	\$0	\$0	\$0	\$0	\$0	\$149,874
Valleywood Cap Reserve	\$0	\$0	\$0	\$0	\$0	\$0	\$81,672
Valleywood Operations	\$93	\$192	\$99	\$316	\$256	-\$60	\$46,871
Mertz/McGehee Drainage	\$0	\$0	\$0	\$0	\$0	\$0	\$6,183
Lakeside Heights Sewer	\$42	\$88	\$47	\$99	\$176	\$77	\$2,945
Lakeside Heights Sewer Cap	\$0	\$0	\$0	\$0	\$0	\$0	\$8,080
Total Including General Fund	\$5,531,564	\$4,041,962	-\$1,489,602	\$17,994,227	\$14,081,077	-\$3,913,150	\$63,669,511

Attachment: Financial reports 2021 (10802 : Year to date budget and expenditure reports)

**RCPD EXPENSES PAID BY RILEY COUNTY
2021 YTD EXPENSES**

	BUDGET	JAN	FEB	MAR	1st Quarter	APR	MAY	JUN	2nd Quarter	3rd Quarter	4th Quarter	TOTAL EXPENSES	Remaining Budget
Physician	\$150,269	\$21,136	\$22,811	\$14,240	\$58,187	\$13,107			\$13,107	\$0	\$0	\$71,295	\$78,974
Laboratory	\$0	\$0	\$0	\$0	\$0	\$0			\$0	\$0	\$0	\$0	\$0
Hospital	\$10,000	\$0	\$0	\$0	\$0	\$0			\$0	\$0	\$0	\$0	\$10,000
Advertising/Legal	\$0	\$0	\$0	\$0	\$0	\$0			\$0	\$0	\$0	\$0	\$0
Prescriptions/ Medical Supplies	\$1,000	\$0	\$0	\$0	\$0	\$0			\$0	\$0	\$0	\$0	\$1,000
Bldg Maintenance	\$120,000	\$3,055	\$3,120	\$11,133	\$17,308	\$4,001			\$4,001	\$0	\$0	\$21,309	\$98,691
Land Rental/Lease	\$0	\$0	\$0	\$0	\$0	\$0			\$0	\$0	\$0	\$0	\$0
Office Space Rental	\$10,500	\$875	\$875	\$875	\$2,625	\$875			\$875	\$0	\$0	\$3,500	\$7,000
Office Supplies	\$500	\$0	\$0	\$0	\$0	\$0			\$0	\$0	\$0	\$0	\$500
Juvenile Transport	\$6,000	\$0	\$0	\$0	\$0	\$0			\$0	\$0	\$0	\$0	\$6,000
Water, Electric	\$20,000	\$0	\$84	\$42	\$126	\$42			\$42	\$0	\$0	\$168	\$19,832
Storm Drainage	\$2,200	\$0	\$0	\$0	\$0	\$0			\$0	\$0	\$0	\$0	\$2,200
Other Contractual	\$0	\$0	\$0	\$0	\$0	\$0			\$0	\$0	\$0	\$0	\$0
Budget Appropriation	\$4,391,746	\$1,097,937	\$0	\$0	\$1,097,937	\$1,097,937			\$1,097,937	\$0	\$0	\$2,195,874	\$2,195,872
TOTAL	\$4,712,215	\$1,123,003	\$26,891	\$26,290	\$1,176,184	\$1,115,962	\$0	\$0	\$1,115,962	\$0	\$0	\$2,292,146	\$2,420,069

Attachment: Financial reports 2021 (10802 : Year to date budget and expenditure reports)

RCPD EXPENSES PAID BY RILEY COUNTY
1/1/2015 - 12/31/2021

	2015	2016	2017	2018	2019	2020	2021	Total
Dental	\$878	\$131	\$0	\$0	\$0	\$0	\$0	\$1,009
Physician	\$127,580	\$134,751	\$113,307	\$136,454	\$145,388	\$163,648	\$71,295	\$892,422
Laboratory	\$499	\$69	\$0	\$0	\$0	\$0	\$0	\$569
Hospital	\$10,668	\$3,323	\$0	\$500	\$0	\$0	\$0	\$14,491
Advertising/Legal	\$0	\$0	\$210	\$473	\$0	\$0	\$0	\$683
Prescriptions	\$829	\$15	\$391	\$0	\$0	\$0	\$0	\$1,235
Bldg Maintenance	\$139,218	\$97,115	\$106,071	\$51,596	\$88,000	\$103,569	\$21,309	\$606,878
Land Rental/Lease	\$1,204	\$1,216	\$0	\$2,480	\$1,272	\$0	\$0	\$6,173
Office Supplies	\$0	\$125	\$251	\$0	\$125	\$0	\$0	\$501
Office Space Rental	\$9,900	\$10,225	\$10,200	\$10,200	\$10,525	\$9,625	\$3,500	\$64,175
Juvenile Transport	\$8,638	\$9,313	\$10,749	\$3,001	\$3,735	\$2,144	\$0	\$37,581
Water, Electric	\$0	\$0	\$0	\$0	\$0	\$252	\$168	\$420
Storm Drainage	\$1,715	\$1,917	\$1,826	\$1,958	\$203	\$0	\$0	\$7,619
Other Contractual Srv	\$0	\$0	\$0	\$400,000	\$8,091	\$693,906	\$0	\$1,101,998
Budget Appropriation	\$3,783,672	\$3,946,560	\$4,055,796	\$4,134,000	\$4,291,380	\$4,420,348	\$2,195,874	\$26,827,630
Total	\$4,084,802	\$4,204,762	\$4,298,801	\$4,740,663	\$4,548,719	\$5,393,492	\$2,292,146	\$29,563,383

Prepared by: Tami Robison
 Budget and Finance Officer

Attachment: Financial reports 2021 (10802 : Year to date budget and expenditure reports)

RCPD
OFF-SITE INMATE MEDICAL EXPENSES PAID BY ADVANCED CORRECTIONAL HEALTHCARE
INCLUDED IN 2021 \$31,000 POOL

	JAN	FEB	MAR	1st Quarter	APR	MAY	JUN	2nd Quarter	JUL	AUG	SEPT	3rd Quarter	4th Quarter	TOTAL EXPENSES
Dental	\$0	\$0	\$0	\$0	\$0			\$0				\$0	\$0	\$0
Physician	\$0	\$402	\$15	\$417	\$205			\$205				\$0	\$0	\$621
Laboratory	\$0	\$10	\$87	\$97	\$0			\$0				\$0	\$0	\$97
Hospital	\$0	\$509	\$418	\$927	\$0			\$0				\$0	\$0	\$927
Prescriptions	\$0	\$695	\$4,666	\$5,362	\$1,834			\$1,834				\$0	\$0	\$7,196
Supplies	\$0	\$0	\$0	\$0	\$0			\$0				\$0	\$0	\$0
TOTAL	\$0	\$1,617	\$5,186	\$6,802	\$2,039	\$0	\$0	\$2,039	\$0	\$0	\$0	\$0	\$0	\$8,841
Savings from Medicaid Rate	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
\$31,000 Pool Balance	\$31,000	\$29,383	\$24,198		22,159	22,159	22,159		22,159	22,159	22,159			

Quarterly ADP: (Contract)

County Inmate (72 base census)	67	67	78	71	80
Non-County Inmate (0 base census)	0	0	0	0	0

Billing Adjustments for prior years	\$8,761	\$10,306	\$1,554	\$20,621	\$560		\$560		\$0	\$0	\$21,180
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PLANNING & DEVELOPMENT
Project Update

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

COMMISSION AGENDA REPORT

FROM: Amanda Smeller, Planning Director & Sam Johnson, Consulting Engineer

MEETING: May 10, 2021

SUBJECT: Keats Sewer District update

PRESENTER: Sam Johnson, Consulting Engineer

DISCUSSION:

The Keats Sanitary Sewer Benefit District (formed by the standard Riley County petition process) is comprised of 67 houses that all utilize on-site residential septic and lateral field wastewater treatment systems. Currently 53 of the 67 houses (79%) do not comply with the current Riley County Sanitary Code minimum lot size of 1.4 acres for on-site wastewater treatment. Town Hall style meetings have been held and letters have been mailed to inform the district members of the non-conforming sanitary sewer conditions, potential infrastructure improvements, agency grant/loan funding opportunities and user rate impacts.

IMPROVEMENT OPTIONS:

The following improvement options have been identified for commission consideration:

- Option No. 1: Sanitary Sewer Collection and Pump to City of Manhattan
- Option No. 2: Sanitary Sewer Collection and Non-Discharge Wastewater Treatment Lagoon
- Option No. 3: Do Nothing and manage the abandonment of residences as septic systems fail

USER RATE IMPACTS:

Options No. 1 or 2 will result in an equivalent residential sewer user rate of approximately \$110 dollars per month incorporating maximum grant and loan forgiveness funds (which is not guaranteed) from the following agencies:

- USDA Rural Development
- KDHE State Revolving Fund
- Kansas Department of Commerce (KDOC) Community Development Block Grant (CDBG)

LONG TERM CONSIDERATIONS:

Option No. 1 will require an inter-local agreement with the City of Manhattan to accept and treat the wastewater. Keats district members would be subject to incremental rate increases issued by the city of Manhattan for the life of the connection. Currently, out of town connections are billed at 1.5 times the in-town sewer rate. An average 3,000 gallon per month out of town sewer service bill would be approximately \$42.50 per month. The remaining \$67.50 monthly user rate assessment would go towards principle and interest payment on the financed project as well as County operation and maintenance (O&M) expenses.

Option No. 2 will require acquiring approximately 10 acres of property that will provide 10 feet of separation between the bottom of the wastewater lagoon and the groundwater table. No action has been taken recently to determine if landowners are interested in selling property. However, prior to any property sale/acquisition, soil profile testing will be required to determine suitable soil and groundwater depth. The approximately \$110 dollars per month would go toward principal and interest payment as well as County operation and maintenance (O&M) expenses.

Option No. 3 makes no modifications to the existing on-site treatment systems, but systems will eventually fail in the future. County Staff and the Board of County Commissioners may need to issue non-compliance citations resulting in reduced or full occupancy home restrictions.

ACTION REQUESTED:

Staff requests the Board of County Commissioners provide direction to pursue Option 1, Option 2 or Option 3.

Enclosures:



PUBLIC WORKS
Personnel

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

COMMISSION AGENDA REPORT

FROM: John Ellermann, Public Works Director

MEETING: May 10, 2021

SUBJECT: Request to fill vacant Facility & Grounds Technician II

PRESENTER: John Ellermann, Public Works Director

BACKGROUND

The Department of Public Works/Parks Division has a need to fill a vacant Facility & Grounds Technician II.

DISCUSSION

Requesting to fill the recently vacated Facility & Grounds Technician II position recently vacated in the Public Works Department/Parks Division. This position is responsible for maintaining facilities, buildings and other county property. Performs general and specialized maintenance and construction work. This employee exercises considerable discretion in carrying out work details. Supervision is provided by the Parks Supervisor and Parks Manager through consultations and review of the work performed.

They also maintain trees, turf, and ornamentals, applies pesticides & fertilizers maintains and repairs park and recreation facilities, buildings and grounds operates park maintenance and construction equipment, maintenance and repairs of park and recreation facilities, buildings and grounds, helps train seasonal employees to safely operate park and facility maintenance equipment.

FISCAL IMPACT

This position is a budgeted position.

RECOMMENDATION(S)

It is recommended that the BOCC allow Public Works to fill the vacant position.

POSSIBLE MOTION(S)

Move to approve filling of the Facility & Grounds Technician II position.

Move to deny filling of the Facility & Grounds Technician II position.

Enclosures:

- 2021-05 Pub Works - Fac & Grounds Tech II (gold) (PDF)

12.a

Department Public Works / Parks Division Date 05/05/2021 Job Title Facility & Grounds Tech II

☒ Full Time	☒ Regular	☐ Seasonal	☐ Grant Funded	Pay Grade <u>1</u>	Hours per ☒ Week ☐ Month	Start Date <u>05/10/2021</u>	☒ Non-Exempt
☐ Part Time	☐ As Needed	☐ Intern	☐ Temporary	40		End Date <u>N/A</u>	☐ Exempt

TYPE OF REQUEST

(Check one box and follow instructions in box – attach new job description if applicable)

Budgeted Position Request		Non-Budgeted Position Request	
☒ Request to hire replacement-same duties	☐ Request to change budgeted hours	☐ Request to create a new position for current fiscal year only	☐ Request to create a new position which will be included in future annual budgets
☐ Request to hire replacement-new duties	☐ Request to change position status	☐ Request for current non-budgeted position to be included in future annual budgets	
1. Name of former incumbent or current employee: <u>Caleb Ubel</u>	2. Effective date of promotion, transfer, termination, or change: <u>05/07/2021</u>	1. Are there current budgeted funds available to pay for this position? ☒ Yes ☐ No ☐ Grant Funded	2. Requested hours per year: <u>2080</u>
3. If requesting a change in budgeted hours, estimated change in cost per year:	4. Would the position require re-evaluation for classification and pay grade purposes? ☐ Yes ☒ No	3. Estimated cost per year (financial impact):	4. Would the position require evaluation for classification and pay grade purposes? ☐ Yes ☒ No
5. Has this position been "On Hold?" ☐ Yes ☒ No If yes, date placed "On Hold":	6. Any special conditions regarding this position: <u>No</u>	5. If applicable, what is the ending date for the position?: <u>N/A</u>	6. Any special conditions regarding this position:

1. Why is it necessary to fill this position or change its status? Facility & Grounds Maintenance for the Public Works/Park Division
2. Is it possible to fill this position internally? If no, why not? No
- For hiring purposes, briefly state necessary and/or desirable education, training, and/or certification required as well as desirable experience and/or skills: High School Graduate or equivalency is required. Commercial driver's license and certified pesticide applicator's license are required. Three years' experience in tree and turf maintenance required.

Additional comments:

Approval by:

Department Head:

Personnel:

BOCC Chairman:

BOCC Member:

BOCC Member:

Date:


5-5-2021
5/6/21



PLANNING & DEVELOPMENT
Update

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

COMMISSION AGENDA REPORT

FROM: Amanda Smeller, Planning Director
MEETING: May 10, 2021
SUBJECT: NG911 Update
PRESENTER: Amanda Smeller, Planning Director

At the Board of County Commissioners request, the NG911 Committee has drafted the attached letter to serve as a pre-notification informational letter to the property owners along the next chosen private road under review. We will then send the letter with proposed new name and address about 30 days later, which will officially start the process.

The committee is also discussing drafting a press release for the project and determining how many private roads we want to work on per year, and if there will be any overlap amongst those.

Enclosures:

- Prenotification letter (DOCX)
- Res# 031317-13 (PDF)



**PLANNING & DEVELOPMENT
ENVIRONMENTAL HEALTH**

13.a

Amanda Smeller

Director

110 Courthouse Plaza

Manhattan, Kansas 66502-0109

Phone: 785-537-6332

Fax: 785-537-6331

E-mail: asmeller@rileycountyks.gov

Website: www.rileycountyks.gov/planning

Date

«Party_1st_Name» «Party_Name»

«Party_Addr»

«City», «State» «ZIP»

Dear «Party_1st_Name» «Party_Name»:

The technology used for calling 9-1-1 when there is an emergency has not significantly changed in more than 40 years. The need to upgrade the 9-1-1 system has created a nationwide movement known as Next Generation 9-1-1 (NG911). NG911 has updated the system with the latest tools and technologies, including text, multimedia messaging, and Internet Protocol (IP) communication platforms. This includes the use of Geographic Information Systems (GIS) data for 9-1-1 call routing and location validation. The desired result is for the public to have the ability to contact 9-1-1 through a variety of methods and to receive an emergency response promptly at any location.

Several years ago, the Kansas 911 Coordinating Council utilized contractors to analyze legal 911 system deficiencies in each Kansas county. Riley County received recommendations for changes to include providing more accurate addressing to help locate individuals in need. On August 22, 2019, Riley County joined the Kansas hosted NG911 system which is now comprised of over 100 911 answering points state-wide. The Board of Commissioners of Riley County have determined these recommendations should be implemented to promote the highest level of public safety.

The recommended changes involve the following:

1. Eliminating duplicate road or street names;
2. Naming previously unnamed public or private roads or streets;
3. Assigning new addresses based on the new road/street name.

You are receiving this letter because, according to our records, you own property abutting an unnamed private road as identified in the attached map. Emergency response services (police, fire, emergency medical services) has identified this private road to be a high priority for renaming and readdressing as there has been considerable confusion in the past regarding locating properties and individuals in an emergency situation. To fulfill the NG911 objectives, Riley County staff has determined this road should be named in accordance with Resolution No. 031317-13 included herein for your reference. Because there are addresses assigned on this unnamed private road, all properties abutting will have to be readdressed based on the proposed new name.

In the coming weeks, you will receive notification of a suggested road name and possible associated readdressing for your property. You will have the opportunity to suggest alternative road names; however, any alternative name must be agreeable to a majority of the adjoining

Attachment: Prenotification letter (10814 : NG911 Update)

property owners. Resolution No. 031317-13 outlines the process for the naming of the private road and the method for requesting alternatives.

If you have any questions concerning this notification, please contact me at (785) 537-6335 or asmeller@rileycountyks.gov. Thank you.

Sincerely,

Amanda Smeller
Planning & Development Director

Cc: Board of County Commissioners
Rich Vargo, County Clerk
NG911 Committee

Attachment: Prenotification letter (10814 : NG911 Update)

RESOLUTION NO. 031317- 13

**RESOLUTION ESTABLISHING A POLICY
FOR THE NAMING OF EXISTING OR FUTURE PRIVATE ROADS
AND THE NUMBERING OR RENUMBERING OF EXISTING AND FUTURE
BUSINESS AND RESIDENCE ADDRESSES
IN THE UNINCORPORATED AREA OF RILEY COUNTY, KANSAS
TO IMPLEMENT NEXT GENERATION 9-1-1**

WHEREAS, the Board of Riley County Commissioners is authorized by K.S.A. 2016 Supp. 19-101a(a) and (b) to name any road or street and to number or renumber business and residence addresses outside the corporate limits of any city within Riley County, Kansas; because that power is not contrary to any act of the legislature; and

WHEREAS, a number of private roads exist in Riley County, private roads being defined as “A non-dedicated way which forms the principal vehicular access to two or more properties”; and

WHEREAS, it has been the historical policy of Riley County to discourage private roads for a variety of reasons; and

WHEREAS, Riley County amended the Riley County Subdivision Regulations in 2005 to prohibit private roads in the rural areas; and

WHEREAS, new private roads may only be established in Riley County as a lawful nonconforming use, pursuant to the existing terms of the Riley County Subdivision Regulations; and

WHEREAS, it is essential that an accurate address is available to emergency responders attempting to locate businesses and residences; and

WHEREAS, Next Generation 9-1-1 (hereinafter “NG911”) is a national movement to improve provision of emergency response to individuals regardless of location; and

WHEREAS, the implementation of NG911 requires the naming or renaming of private roads and the numbering or renumbering of business and residence addresses; and

WHEREAS, the Board of Riley County Commissioners has determined it would be in the best interest of the public to improve the ability of emergency responders to locate existing and future businesses and residences on existing or future private roads in the unincorporated area of Riley County by implementing NG911 recommendations.

Attachment: Res# 031317-13 (10814 : NG911 Update)

NOW THEREFORE BE IT RESOLVED by the Board of Riley County Commissioners, whenever Riley County acts to name any existing private road and/or to number or renumber any existing or future business or residence address in the unincorporated area of Riley County, Kansas, such action shall be taken pursuant to the terms of the following policy.

A. PROCESS:

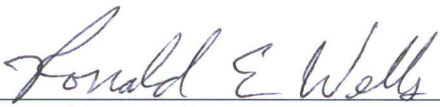
1. The Riley County Information Technology/Geographic Information Systems (IT/GIS) Department shall identify all existing private roads in the unincorporated area of Riley County, in accordance with NG911 requirements, and generate a listing of all adjacent property owners served by those private roads.
2. A NG911 Committee, consisting of the Emergency Management/Fire District Director, Historical Museum Director, County Counselor, Public Works Director, Planning & Development Director, Planning & Development Administrative Assistant, IT/GIS Director and IT/GIS Analyst shall oversee the process for naming any private road and the numbering or renumbering of any business or residence address. The Committee shall determine the timetable for implementation, the priorities for implementing the changes, and the procedures for recommending to the Board of Riley County Commissioners the names of private roads and the numbers of business and residence addresses to suggest to the property owners.
3. Once the Committee has determined how to proceed, Planning and Development shall provide all adjacent property owners involved in a particular situation a cover letter explaining the NG911 requirements and Riley County's intent to improve emergency response time to their property. The cover letter shall also notify those owners of Riley County's staff's decision to proceed with recommending to the Board of Riley County Commissioners that the Board name a private road and/or number or renumber their business or residence address.
4. The cover letter shall be mailed, certified mail return receipt requested, by Planning & Development and shall inform the adjacent property owner(s) of the proposed road name and/or numbering or renumbering of their business or residence address, if applicable. The adjacent property owners shall be given 30 days to either agree with the road name and addressing, or submit a petition available from Planning & Development, signed by at least 51% of the adjacent property owners, suggesting an alternate name. This alternate name must be approved by the Planning & Development Department, the Public Works Department, the Emergency Management Director and the Historical Museum Director, consistent with the guidelines outlined in section 8 below.

5. If no petition is received within 30 days, Planning & Development shall proceed to public hearing before the Board of Riley County Commissioners. If a valid petition is received and approved by the departments as outlined in Section 4 above, Planning & Development shall proceed to public hearing recommending the Board accept the alternate name proposed. If a valid petition is received but is not approved by the departments as outlined in Section 4 above, Planning & Development shall proceed to public hearing recommending the name submitted to the adjacent property owners.
6. Riley County Planning and Development shall publish notice of the public hearing in the official county newspaper and mail a copy of such published notice, by certified mail return receipt requested, to all adjacent property owners no later than fifteen (15) days prior to the public hearing.
7. The Board of Riley County Commissioners shall conduct the public hearing and shall take such public comment as the Board deems appropriate. At such hearing, the Board of Riley County Commissioners shall review the proposed resolution for naming the private road(s) and/or the numbering or renumbering of business or residence addresses. Such resolution shall include legal descriptions (if legal descriptions exist) of the applicable road(s), or a reasonable description of the course of the road(s). At the hearing the Board of Riley County Commissioners shall determine the name of any road and/or what numbering or renumbering of any address(es) shall be made. If the Board of Riley County Commissioners approves the name of any road and/or a number or renumbering change of any businesses or residence address, the Board shall pass a resolution to that effect. Riley County Planning and Development shall present that resolution for filing with the Riley County Register of Deeds.
8. Guidelines for road names shall be as follows:
 - a. Names historically used should be maintained unless there are compelling reasons to change, such as avoidance of a situation where the historical name is the same or similar to an existing road or street name on Riley County's "Area Street List" for 911 addressing, available for reference in the office of the Riley County Planning and Development Department.
 - b. Private roads should not be named for living persons unless there are specific and compelling reasons to do so.
 - c. Names should have some connection to the area being served to locate properties in an emergency, and to better connect with and preserve unique Riley County history. A suggested list of historical names is available for reference in the Riley County Planning and Development Department.
 - d. Names shall conform to the National Emergency Number (NENA) road naming and numbering standards.

9. Numbering or renumbering of business or residence addresses shall conform to the countywide addressing system and the National Emergency Association (NENA) road naming and numbering standards.
 10. After a road or street is named pursuant to this policy, the Riley County Public Works Department shall erect and maintain a sign in public right-of-way at the intersection between the private road and the nearest public road. Such sign shall identify the road and bear the added designation "Private Road".
 11. The naming of a private road, the numbering or renumbering of a business or residence address and the placement of a sign, all pursuant to this policy, shall in no way imply maintenance responsibility for the road on the part of Riley County or any other governmental entity.
 12. In the event there is a fork in a private road, Riley County may place a sign at the fork in the private road indicating the location of addresses, provided an agreement for sign installation and maintenance between Riley County and the landowner has been signed by both parties.
- B. Resolution No.081715-22, and any other resolutions in conflict herewith are hereby repealed and all previous name and number determinations of the Board of Riley County Commissioners made thereunder are hereby ratified.
- C. This Resolution shall be effective upon passage and publication in the official county newspaper.

ADOPTED this 13th day of March, 2017.

**BOARD OF COMMISSIONERS
OF RILEY COUNTY, KANSAS**



Ronald E. Wells, Chair



Marvin Rodriguez, Vice Chair



Ben Wilson, Member

ATTEST:


Rich Vargo, Riley County Clerk



Project Update

Public Works Department

5/10/2021

Fairmont Heights Sewer Project

- Completed. Final Pay Estimate and Change Order Submitted.

Lakeside Heights Sewer/Water District

- Plans have been approved by KDHE
- Working on collecting hook-up agreements from users and bonding.

Keats Sewer District

- Preliminary Engineer Report – BG Consultants
- Costs estimates for City and District maintenance
- Concern that the monthly per user costs are high, other options are being researched

K-113 Corridor Study – Jt. City/County/KDOT project

- Final report completed.
- Awaiting MOU

Kitten Creek Culvert Replacement (N.5-22.5)

- Approximately 1.5 mi N. of Anderson Ave.
- Olsson and Associates is the consultant
- Working on office check plans

Rose Hill Rd. Bridge (O.7-2.6)

- Approximately ¼ mi. S. of Swede Creek Rd.
- KDOT Off-System Bridge Program (80/20 grant for construction)
- BG Consultant working on final plans and easement acquisition.
- [Scheduled for May 19 by KDOT Bid letting](#)

West 32nd Ave Bridge (T.0-30.8)

- Approximately ¼ mi. N. of McDowell Creek Rd.
- Field Check meeting Friday Jan 22nd with Alfred Benesch & Co.
- Working on Office Check plans, [r/w acquisition complete](#) and utility relocation
- Applied for KDOT Cost Share Program (90%-10%)

Winkler Mills Bridge (H.0-5.9)

- Approximately 0.1 mi. N. of Fancy Creek Rd.
- Bartlett & West
- Field check held January 27, 2021

Fancy Creek Bridge (K.0-6.2)

- Approximately 1.25 mi. W. of Tuttle Creek Blvd.
- Schwab-Eaton
- Field check held February 2, 2021

South Otter Bridge (D.5-9.1)

- Approximately 0.1 mi. S. of Green-Randolph Rd.
- Schwab-Eaton
- Field check held October 23, 2020
- [Public Works Staff completing office check plans](#)
- [Must be by November 1, 2021](#)

Peach Grove Culvert (I.0-4.2)

- Approximately 1.0 mi N. Winkler Mills Rd.
- Reece Construction began project early December
- Back filling and grading completed
- Project complete - Final walk thru completed

Senn Rd Bridge (I.1-10.8)

- BG Consultants
- Approximately 0.1 mi. E. of Union Rd.
- All permits received and utilities relocated and Easements acquired.
- Office check held January 13, 2021
- Bid opening Monday April 12, 2021-Ebert Const. awarded contract

Parallel Rd. Culvert (C.7-0.0)

- Approximately 0.2 mi E. of May Day Rd.
- Schwab-Eaton working on field check plans.

Flat Rock Rd. Culvert (O.3-1.3)

- Approximately 0.5 mi. W. of Swede Creek Rd.
- Field check meeting held with SMH Dec. 2, 2020
- [Office check plan review nearing completion](#)

Union Rd Culvert (I.0-0.9)

- Approximately 0.9 mi. S. of Green-Randolph Rd.
- Field check held Dec. 2, 2020
- [Office check plan review nearing completion](#)

EMS Kitchen Remodel

- RM Baril
- [Project Completed](#)

Riley County Police Department Firing Range

- Building essentially complete – Final Pay Est/Change Order
- Water Line project – Larson Construction completed. Water turned on May 5th.

Parks:

- Normal park maintenance activities
- Repaired irrigation at Fairmont Park
- Adjusted irrigation at CHP and PW
- Continue work on renovations to playground at Keats Park
- Applied pre-emergent to flower beds

Operations:

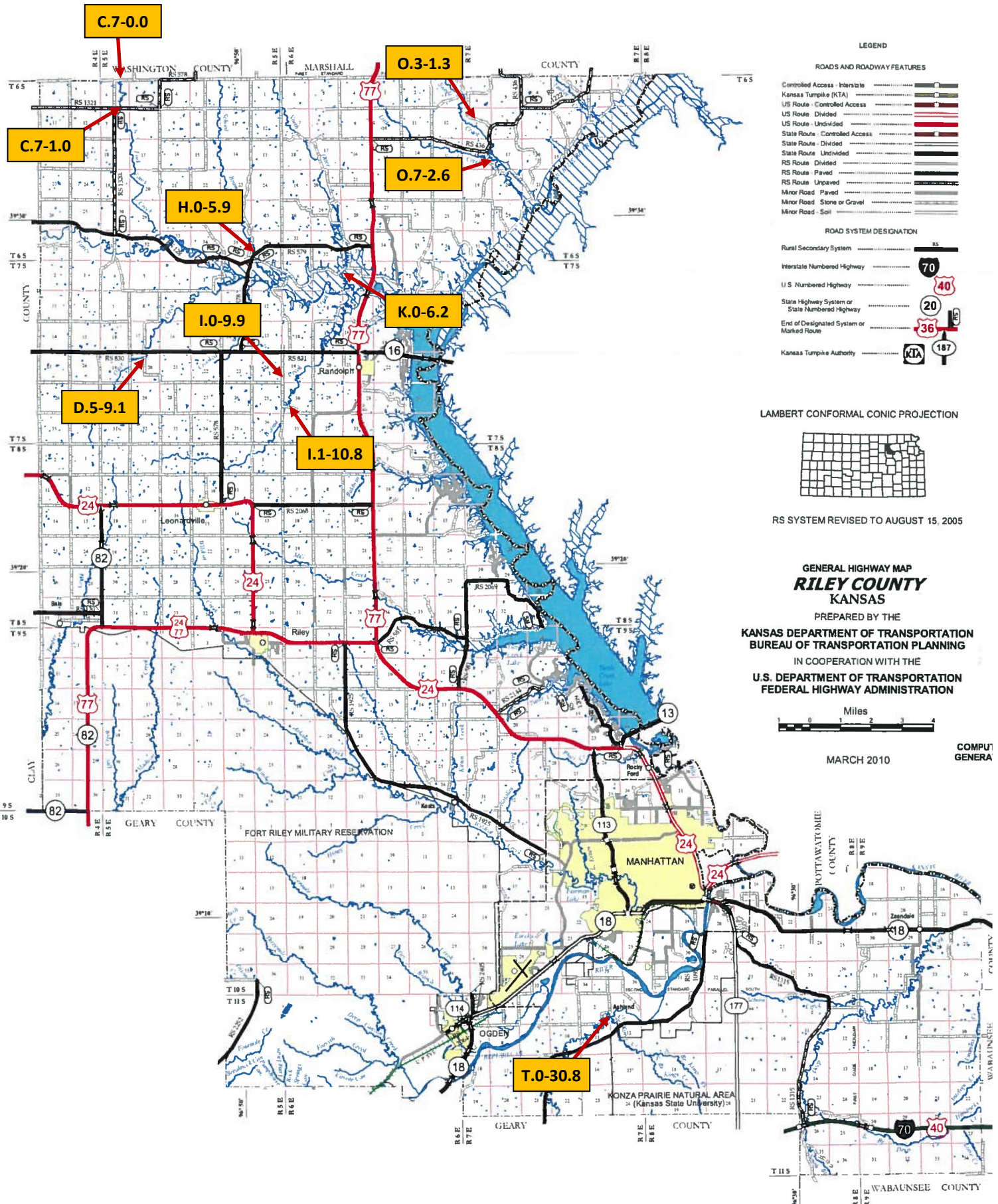
- Bellegarde Rd culvert wing fell off in rain. Installed 60" CMP extended slopes.
- Bridge Deck patching and small structure inspections.
- Assist Health Department in erecting tent for vaccine clinic at FCRC
- Removed Covid Testing tent at Health Dept.
- Pad preparation for Equipment Storage Building at Leonardville Yard. Began erecting building.
- Crack filling of asphalt pavement completed for the season.

Sales Tax Discussion-

- Staff working on presentation and projects for sales tax program

Miscellaneous

- Baril finished repairs to windows of Court House
- MCR will resume cleaning of Courthouse plaza buildings May 10th





COUNTY CLERK & ELECTIONS
Personnel

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

COMMISSION AGENDA REPORT

FROM: Elizabeth Ward, Human Resource Manager

MEETING: May 10, 2021

SUBJECT: Mid-year salary adjustment

PRESENTER: Elizabeth Ward

BACKGROUND

Riley County salaries were frozen for the 2021 budget year, in expectation of a difficult year economically due to Covid-19. After review of the 2020 year-end financials, the economic impact to Riley County was less than expected. Due in part to receipt of federal funds and stable ad valorem taxes, along with conservative fiscal policy.

Riley County employees are considered essential workers and continued to work, not only normal responsibilities, but added significant tasks due to the pandemic response.

DISCUSSION

After interaction with surrounding governmental agencies and careful review of their employee remuneration efforts, we have found the majority have or will award their employees a financial incentive for the efforts during the pandemic.

As a way to show appreciation for the dedication and continued efforts of the Riley County employees, we are requesting the use of federal funding to enact a mid-year pay adjustment in the amount of 2% for all active employees of Riley County.

FISCAL IMPACT

For fiscal year 2021, there will be no fiscal impact, as these funds will come from federal sources. Further, the total pay adjustment is significantly less than the original proposed 2021 budget step and COLA increase which was proposed but denied due to the pandemic.

For fiscal year 2022, and beyond, this pay adjustment will become part of the annual budget calculations.

RECOMMENDATION(S)

The Department Heads, along with the Budget and Planning Committee, recommend the Board of County Commissioners approve the proposed 2% mid-year pay adjustment to each active employee's pay rate, effective July 1, 2021.

POSSIBLE MOTION(S)

Move to approve

Move to deny

Move to modify

Move to table

No action required.

The Board agreed by consensus to

Enclosures:



**COUNTY
COUNSELOR/ADMINISTRATIVE
SERVICES**
Staff Update

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

COMMISSION AGENDA REPORT

FROM: Jana Chingway, Senior Legal Assistant

MEETING: May 10, 2021

SUBJECT: Pending County Projects County Counselor

PRESENTER: Clancy Holeman, Riley County Counselor

Enclosures:

- Final Commission List 05.10.2021 (DOC)

PENDING COUNTY PROJECTS ▪ May 10, 2021
Submitted by Clancy Holeman, Riley County Counselor
Changes from previous meetings are shown in italics.

NOTE: The below is not intended to be a comprehensive list of all “pending” departmental projects underway. Instead, it represents an ongoing snapshot of the current status of selected pending projects which have either consumed significant staff time; involve county issues of widespread significance, or which have been added to this list by the BOCC.

COMMISSION LIST

Matters Reviewed Since Last Project List Submitted:

1. Finalize draft of Fairmont Heights Sewer Benefit District Service Agreement and provide to City of Manhattan staff for review. Receive returned Agreement from City. Solicit and receive input from staff working group. Schedule county working group meeting for Friday, July 6, 2018.
2. Relay potential claim information to liability insurer.
3. Email and phone exchange with outside consulting engineer to finalize Engineering Agreement with Riley County for Fairmont Heights Sewer Benefit District; Draft CAR for final version and arrange for consulting engineer to provide originals for signature by BOCC July 5th.
4. Respond to working group inquiry about potential signage on private road. Review staff working group responses on same issue.
5. Update draft indemnity agreement for 2018 County Fair and transmit to Extension Director for review and further update. Communicate with Extension Director, then insurance company representative, for revision of certificate of insurance to provide coverage on appropriate dates. Provide agreement to Extension for circulation and signatures.
6. “Dark Store” Commercial Real Property Appraisal Theory: A local working group composed of two members of our state legislative delegation and staff from Riley County, the City of Manhattan and Pottawatomie County is scheduled to meet initially July 11, 2018. The goal is to develop legislation to address this “hypothetical” appraisal theory which, on commercial properties, represents potentially huge reductions in the property tax base for local governmental entities, a resulting shift of that tax liability to residential properties, along with local government exposure to refunds with interest from the counties’ general funds.

Staff and Departmental Meetings Attended Since Last Project List Submitted:

1. Discussion of Health Department electronic medical records and potential transition to vendor selected by consortium of regional health departments. Initial conversation on multiple issues. Staff discussion scheduled for Friday, July 6th, 2018.
2. Review Agenda items for BOCC public meeting of July 5, 2018.
3. Public Works--Carson Mobile Home Park Sewer Benefit District—sewer system improvement KDHE loan application. Met with Public Works and Budget and Finance on April 26, 2018. Conference call made to KDHE. I will provide draft of revised KDHE form contract and cover letter to Public Works week of May 7, 2018. Public Works submitted on May 10, 2018 its proposed changes to the KDHE form contract.
4. Emergency Management—Fort Riley meeting on development of tower site lease agreement held April 25, 2018. Fort will develop memorandum for Bank confirming the Fort supports this project “in principle.” All other details will remain to be worked out. Our joint theory is this memo will help financing institution go forward with closing on the loan for the entire project, even if the tower lease

with Fort Riley cannot be executed before that closing—because of the need for Corps. of Engineers’ development of a lease agreement for the use of Fort Riley’s radio tower site. Significant time expended during week of May 7, 2018 in order to finalize concepts for our tower lease agreements, including 1½ hour telephone conference May 9, 2018, with bond counsel, lawyer for financing institution and Fire Chief. Final proposed tower lease agreements were distributed.

Valleywood ROW Obstructions: Letter mailed giving the party placing obstructions in the township road ROW 15 days to remove or it will be removed by County Engineer, pursuant to statute. Deadline for removal of obstructions close of business, May 3, 2018.

Firing Range: Response due from landowner by May 10, 2018. Contacted by different counsel for landowner. Toured range with counsel for land owner.

Countywide Emergency Radio Communications System Upgrade: Established contact with federal legislative delegation members—requesting information on any available federal funding to help defray portion of total project cost—since NBAF labs and associated facilities will benefit from interoperability of improved emergency radio communications ability.

BOCC v. Archer: On April 4, 2018 District Court denied Archer’s motion to sanction me for alleged misconduct, at the close of his evidence over two days. The District did so when we made a motion for judgment as a matter of law, based upon our theory we had no reason to provide evidence, given the nature of Defendant’s evidence. We have provided a Supreme Court Rule 170 demand that Defendant’s counsel sign our journal entry or it will be submitted to the Court for consideration. Defendant’s Supreme Court Rule deadline to provide us with any objections to that journal entry was close of business, Thursday, April 26, 2018. When no response was received by opposing counsel, our journal entry was submitted to the Court pursuant to the foregoing Supreme Court Rule, un-signed by Defendant’s counsel. It was approved and signed by the Judge. That final journal entry has now been filed in the case.

Household Hazardous Waste: I provided the BOCC for signature Monday, December 12th the resolution necessary to add Marion County as a member of the Regional HHW Program. The Board signed that document. Director Dennis Peterson will offer that resolution as a template to the other 10 current members of the Program. Each one of them is required to pass a similar resolution in order to allow Marion County membership. Once all those resolutions are passed, the most recent version of the underlying interlocal agreement must be submitted to the Attorney General for review and approval. I’ve discussed with Dennis the fact that we will need to have each signing county provide proof of their resolution adoption and publication before submitting the interlocal agreement to the Attorney General. That office no longer has copies in its files of the original interlocal agreement this current agreement amends. That’s because they were disposed of according to the Attorney General’s record retention schedule. Weeks of April 3, 10, 2017: Drafting cover letter to A.G. to accompany documents from various counties showing interlocal ready for approval. I anticipate completing this cover letter and transmitting the agreements for review in July, 2018.



COUNTY CLERK & ELECTIONS
Budget

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

MEMORANDUM

FROM: Tami Robison, Budget & Finance Officer

MEETING: May 10, 2021

SUBJECT: 2022 Museum Budget Request

PRESENTER: Cheryl Collins, Museum Director

Enclosures:

- Museum memo 2022 (PDF)
- MUSEUM 2022 (PDF)

Riley County Historical Museum

Budget Request 2022

The Riley County Historical Museum 2022 total budget request for Contractual, Commodities, and Capital Outlay is **\$275.00 over the 2021 budgeted amount.**

Some individual line items have changed from the 2021 budget, as outlined below.

Line items increased:

Contractual Services

2010 Postage/Freight/Shipping. \$10.00 increase, due to increase in postage.

2110 Advertising & Legal Publications. \$500.00 increase. This is to fund advertising for 2022 Curatorial position, if needed due to retirement.

Commodities

3990 Other Supplies & Materials. \$500.00 increase. The line item 3010 was reduced \$500.00 so this change represents a shift in Commodities category, not an actual increase in Commodities budget.

Capital Outlay

4051 Tech Hardware-Notebook. \$415.00 increase. This is an estimate for the cost of a laptop computer for Curatorial staff use.

Line items decreased:

Contractual Services

2410 Repair & Maintain Office Equipment. \$50.00 decrease. Cost estimate reduction.

Commodities

3010 Office Supplies. \$500.00 decrease. The line item 3990 was increased \$500.00 so this change represents a shift in Commodities category, not an actual increase in Commodities budget.

Capital Outlay

4050 Technology Hardware. \$600.00 reduction. Estimate for purchase of digital educational program production items.

Net increase/decrease Contractual, Commodity, Capital 2022 request from 2021:

+\$275.00

Attachment: Museum memo 2022 (10762 : 2022 Museum Budget Request)

001-017
Riley County Museum

PERSONNEL	2019	2020	2021	2022
Position Title - Full-Time	<u>ACTUAL</u>	<u>ACTUAL</u>	<u>BUDGET</u>	<u>BUDGET</u>
Museum Director	1	1	1	1
Curator Archivist & Librarian	1	1	1	1
Curator of Design	1	1	1	1
Curator of Collections	1	1	1	1
Sub-Total	4	4	4	4
Part-Time/Seasonal/Temporary				
Weekend Museum Asst	1	1	1	1
As - Needed Museum Assistant	5	5	5	5
Sub-Total	6	6	6	6
TOTAL NUMBER OF EMPLOYEES	10	10	10	10
PERSONNEL SERVICES				
1001 Salaries (Regular Full-time)	\$ 274,206	\$ 295,712	\$ 284,760	\$ 304,238
1003 Salaries (Seasonal / Temporary / As Needed)	24,001	30,562	14,719	4,534
1005 Salaries (Overtime)	-	131		
1504 FICA	22,331	24,599	22,910	23,621
1506 Health Insurance	33,015	34,287	62,306	66,476
1508 KPERS	26,799	28,418	28,106	30,119
1510 State Unemployment Tax	273	421	299	309
TOTAL PERSONNEL SERVICES	\$ 380,625	\$ 414,130	\$ 413,100	\$ 429,297
CONTRACTUAL SERVICES				
2010 Postage / Freight / Shipping	\$ -	\$ 790	\$ 790	\$ 800
2030 Cell Phone Services	-	780	780	780
2060 Moving Office Equipment	-	-	200	200
2080 Printing/Duplication Services	-	-	125	125
2110 Advertising & Legal Publications	630	199	1,500	2,000
2260 Fire/Security Services	358	275	350	350
2410 Repair & Maintain Office Equipment	666	431	750	700
2420 Repair & Maintain Other Equipment	82	39	100	100
2430 Comp Software Main//Sup Museum	432	1,043	850	850
2480 Repair & Maintain Buildings & Grounds	-	-	100	100
2510 Mileage / Tolls / Parking / Rental	381	123	500	500
2520 Lodging	794	-	720	720
2550 Dues & Memberships	1,293	1,360	1,360	1,360
2560 Training & Registrations	2,424	491	1,860	1,860
2990 Other Contract Services	-	-	-	-
TOTAL CONTRACTUAL SERVICES	\$ 7,060	\$ 5,531	\$ 9,985	\$ 10,445

Attachment: MUSEUM 2022 (10762 : 2022 Museum Budget Request)

	2019	2020	2021	2021
COMMODITIES	<u>ACTUAL</u>	<u>ACTUAL</u>	<u>BUDGET</u>	<u>BUDGET</u>
3010 Office Supplies	\$ -	\$ 827	\$ 1,300	\$ 800
3032 Supplies - Printer	-	-	730	730
3990 Other Supplies & Materials	3,719	4,217	1,600	2,100
TOTAL COMMODITIES	\$ 3,719	\$ 5,044	\$ 3,630	\$ 3,630
CAPITAL OUTLAY				
604 Transfer out (Disaster Fund reimb)	\$ -	\$ 60	\$ -	\$ -
4050 Technology Hardware	-	371	1,600	1,000
4051 Tech Hardware-Notebook	302	415	-	415
4055 Technology Hardware-Imaging	1,168	-	-	-
4060 Computer Software	404	-	-	-
4990 Other Capital Outlay	-	-	-	-
TOTAL CAPITAL OUTLAY	\$ 1,874	\$ 846	\$ 1,600	\$ 1,415
TOTAL OPERATING EXPENDITURES	\$ 391,404	\$ 424,705	\$ 426,715	\$ 443,372
TOTAL EXPENDITURES LESS PERSONNEL	\$ 12,653	\$ 11,421	\$ 15,215	\$ 15,490
TOTAL EXPENDITURES	\$ 393,278	\$ 425,551	\$ 428,315	\$ 444,787

Attachment: MUSEUM 2022 (10762 : 2022 Museum Budget Request)



COUNTY CLERK & ELECTIONS
Budget

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

MEMORANDUM

FROM: Tami Robison, Budget & Finance Officer

MEETING: May 10, 2021

SUBJECT: 2022 District Court Budget Request

PRESENTER: Dalanna Nichols, District Court Administrator

Enclosures:

- District Court memo 2022 (PDF)
- DISTRICT COURT 2022 (PDF)

MEMORANDUM

DATE: April 29, 2021
TO: Board of Riley County Commissioners
FROM: Lanna Nichols
District Court Administrator
RE: *2022 Proposed Budget*

As a reminder, all of District Court employees are State of Kansas employees; thus no personnel costs are budgeted through Riley County. Additionally, attorney fees are included in Riley County's General Budget and not through District Court.

District Court's proposed 2022 budget totals \$179,330; this is an increase of \$11,155 from 2021.

Most increases in the proposed budget are attributed to technology (including additional Internet service and Splashtop computer software) and to the costs of our legal research subscription.

I am estimating that the 2022 revenue from Clerk Fees, Forfeitures, Miscellaneous Collections and Miscellaneous Reimbursements will total \$45,000.

Attachment: District Court memo 2022 (10763 : 2022 District Court Budget Request)

001-008
Riley County District Court

	2019	2020	2021	2022
	<u>ACTUAL</u>	<u>ACTUAL</u>	<u>BUDGET</u>	<u>BUDGET</u>
CONTRACTUAL SERVICES				
2010 Postage / Freight / Shipping	\$ 17,450	\$ 13,161	\$ 20,400	\$ 20,400
2040 Internet Service	2,535	2,402	2,600	6,500
2080 Printing/Duplication Services	1,378	5,074	3,500	3,000
2110 Advertising & Legal Publications	1,056	286	2,000	1,500
2123 Liability Insurance	1,992	2,032	2,045	2,100
2275 Records Preservation	9,418	28,506	8,000	9,000
2410 Repair & Maintain Office Equipment	7,019	9,068	8,000	15,000
2430 Repair & Maint. & Supp. Comp. Software	507	1,390	3,000	3,000
2470 Repair Furniture	-	-	500	500
2510 Mileage / Tolls / Parking / Rental	4,237	167	4,000	4,000
2520 Lodging	3,404	-	4,500	4,500
2530 Air Fare	388	-	-	-
2540 Meals	219	-	800	800
2550 Dues & Memberships	4,564	4,375	4,200	4,200
2560 Training & Registrations	4,178	400	4,500	4,500
2570 Subscriptions	3,226	5,488	4,000	10,200
2620 Court Costs	2,205	1,607	3,500	3,500
2630 Architect Fees	-	1,384	-	-
2660 Juror Fees	20,546	7,475	20,700	20,700
2665 Courts - Medical / Psych / Lab	2,867	11,023	10,000	10,000
2675 Judge Pro-Tem Fees	400	-	700	700
2710 Transcripts	17,401	19,767	18,000	18,000
2725 Interpreter / Translator	6,630	6,775	6,700	6,700
2755 Accountant & Auditor Fees	-	-	30	30
2760 Consultant Fees	-	865	-	-
2990 Other Contract Services	3,944	1,475	2,500	2,500
TOTAL CONTRACTUAL SERVICES	\$ 115,564	\$ 122,720	\$ 134,175	\$ 151,330
COMMODITIES				
3010 Office Supplies	\$ 19,003	\$ 16,674	\$ 16,000	\$ 16,000
3020 Books & Publications	3,530	2,034	3,000	3,000
3030 Computer Supplies	-	132	-	-
3032 Supplies - Printers	9,899	4,369	10,000	2,000
3135 Furniture < \$100	224	-	500	500
TOTAL COMMODITIES	\$ 32,656	\$ 23,209	\$ 29,500	\$ 21,500
CAPITAL OUTLAY				
604 Transfer out (Disaster Fund reimb)	\$ -	\$ 67	\$ -	\$ -
4010 Office Equipment	-	13,819	1,500	1,500
4040 Furniture > \$100	6,631	2,987	1,500	2,000
4050 Tech Hardware	-	5,381	-	-
4060 Computer Software	1,396	1,354	1,500	3,000
TOTAL CAPITAL OUTLAY	\$ 8,027	\$ 23,608	\$ 4,500	\$ 6,500
TOTAL EXPENDITURES	\$ 156,247	\$ 169,537	\$ 168,175	\$ 179,330

Attachment: DISTRICT COURT 2022 (10763 : 2022 District Court Budget Request)



COUNTY CLERK & ELECTIONS
Budget

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

MEMORANDUM

FROM: Tami Robison, Budget & Finance Officer

MEETING: May 10, 2021

SUBJECT: 2022 Riley County Genealogical Society Appropriation Request

PRESENTER: Patrick Gormely/Barry Michie - Riley County Genealogical Society

Enclosures:

- Genealogical Society 2022 (PDF)

Request for Financial Support of 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 Library is the center of genealogical research for a 60-mile radius of Manhattan. It contains over 5000 volumes of reference materials, publications from almost all states and a large number of rolls of microfilm. These resources provide census information, information on wills and probates, family history files and other historical references. The Library offers on-line genealogical research through the use of its computers and website, www.rileycgs.com. The library catalog is available on the website. We provide a Surname Search for people looking for information about their ancestors. Volunteers assist patrons with their personal research, which can also be requested online. The Library is staffed entirely by volunteers as librarians, computer assistants, board members and janitors. 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 newsletter for members of the society.

Estimated Budget for 2022

Estimated Income

Membership dues \$4,000
Riley Co Commission \$3,500
 Publications sale \$2,000
 Donations \$1,000
 Family Research \$ 300
 Miscellaneous \$1,200

Estimated Expenditures

Utilities at the Platt House \$4,300
 Publication costs \$3,200
 Library acquisitions \$2,700
 Insurance \$1,100
 Computer and website \$1,800
 Miscellaneous \$1,000-3,000

The Riley County Genealogical Society requests the Riley County Commissioners to budget \$3,500 to support partial payment of utilities for the society in the Platt House. This is the same amount we have requested (and received) in recent years.

Riley County Genealogical Society Goals for 2022:

- Serve people with roots in Riley and surrounding counties with resources and assistance with family history research, both in person and on 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 Manhattan Public Library and Riley County archives.
- Publish indexes of local newspapers.
- 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.

Submitted to: Riley County Commissioners April 23, 2021



COUNTY CLERK & ELECTIONS
Budget

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

MEMORANDUM

FROM: Tami Robison, Budget & Finance Officer

MEETING: May 10, 2021

SUBJECT: 2022 Russell T. Reitz Animal Shelter Appropriation Request

PRESENTER: Edward Eastes/Debora Watkins, Manhattan City

Enclosures:

- Animal Shelter 2022 (PDF)



FINANCE DEPARTMENT

April 27, 2021

2022 Riley County Budget Request

Dear County Commissioners:

In response to your invitation to submit a 2022 budget appropriation request to Riley County, the City of Manhattan would like to make the following budget request.

The City of Manhattan and Riley County continue to enjoy a long-term relationship regarding the patrolling, pick-up, care, and disposal of animals at the T. Russell Reitz Regional Animal Shelter. Given the Shelter's annual operating expenses and the level of animal-related services that Riley County continues to use, the City once again requests an annual budget contribution in the amount of \$60,000 for the 2022 budget year, which includes responding to rural areas of the County. We do appreciate the County meeting this level of funding in 2021!

Mr. Eddie Eastes, Director of Parks & Recreation will be attending one of the meetings on behalf of the City to make the budget request. He can be reached by phone at 785-587-2764 or by email at eastes@cityofmnhk.com.

Since 2002 we have worked with Riley County via this process. We are proposing that we create a service agreement that outlines the level of animal-related services provided to Riley County.

We look forward to Riley County's continued support of the T. Russell Reitz Animal Shelter in 2021.

Sincerely,

Rina D. Neal
Director of Finance

c. Jason Hilgers, Deputy City Manager
Katie Jackson, City Attorney
Dennis Marstall, Assistant City Manager



COUNTY CLERK & ELECTIONS
Budget

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

MEMORANDUM

FROM: Tami Robison, Budget & Finance Officer

MEETING: May 10, 2021

SUBJECT: 2022 Ambulance (EMS) Budget Request

PRESENTER: David Adams, EMS Director

Enclosures:

- Ambulance memo 2022 (PDF)
- AMBULANCE 2022 (PDF)
- EMS GRANTS 2022 (PDF)



RILEY COUNTY

Emergency Medical Service
2011 Claflin Road
Manhattan, KS 66502

May 10, 2021

To: Board of County Commissioners

From: David Adams, EMS/Ambulance Director

Re: 2022 Budget

Commissioners,

Attached please find the proposed 2022 EMS/Ambulance Budget to include all operations costs associated with the provision of pre-hospital emergency medical services in Riley County for calendar year 2022. The Proposal is organized into personnel and non-personnel operating costs.

Personnel or payroll costs include all salaries for full-time, PRN, and administrative employees at Riley County EMS and reflects the overtime reduction plan implemented by our department in 2019 which we carry forth today.

Non-personnel costs includes contract, commodity, and capital expenses and is reflective of our strategies for leaner supply chain practices which have resulted in a flat budget for supply costs from 2021to 2022.

The leadership at Riley County EMS has endeavored greatly since our formation as a County owned and operated agency to cut costs in an effort to be as lean of an organization as possible while ensuring the citizens of Riley County have access to the highest quality pre-hospital emergency medical service in the region. At a cost of roughly \$51.00 per citizen we've been able to provide this community with an EMS service they can trust and be proud of.

We are requesting approval in the 2022 Proposal for a Personnel Budget of \$3,422, 216 with an increase of \$102,121 as a result of changes to employee benefits. The scheduled hours and budgeted FTE's for all EMS positions will remain static from 2021.

We are also requesting approval in the 2022 Proposal for a Non-Personnel Budget of \$354,275 which has not changed from 2021.

Respectfully Submitted,

David Adams

Attachment: Ambulance memo 2022 (10766 : 2022 Ambulance (EMS) Budget Request)

001-020
Riley County Ambulance

PERSONNEL	2019	2020	2021	2022
Position Title - Ful-Time	<u>ACTUAL</u>	<u>ACTUAL</u>	<u>BUDGET</u>	<u>BUDGET</u>
Director	1	1	1	1
Asst. Director	1	1	1	1
Staff Development/Training Officer	1	1	1	1
EMT	7	7	7	7
AEMT	2	2	4	4
Captain	3	3	3	3
Lieutenant	3	3	3	3
Paramedic	12	12	10	10
PRN Staff	21	24	24	24
TOTAL NUMBER OF EMPLOYEES	51.0	54.0	54.0	54.0
REVENUE				
206 State Grants	\$ 362	\$ -	\$ -	\$ -
207 Federal Grants	\$ 2,715	\$ 32,076	\$ -	\$ -
209 Other Grants	\$ 5,977	\$ -	\$ -	\$ -
330 Client Services	\$ 1,294,739	\$ 1,124,524	\$ 1,020,749	\$ 1,133,287
503 Non-collection (standby)	\$ 65,524	\$ 44,779	\$ 89,673	\$ 70,401
600 Miscellaneous Reimbursement	\$ 10	\$ 3,497	\$ -	\$ -
603 Transfer in (Disaster reimb)	\$ -	\$ 102,522	\$ -	\$ -
610 Outside Collections (Ed/other Grants)	\$ 11,030	\$ 575	\$ -	\$ -
TOTAL REVENUE	\$ 1,380,357	\$ 1,307,973	\$ 1,110,422	\$ 1,203,688
PERSONNEL SERVICES				
1001 Salaries (Regular Full-Time)	\$ 1,208,265	\$ 1,293,544	\$ 1,272,846	\$ 1,319,528
1003 Salaries (Seasonal / Temp. / As Needed)	110,528	117,878	108,145	154,970
1005 Salaries (Overtime)	754,445	809,609	896,206	867,682
1504 FICA	150,467	162,897	174,205	179,176
1506 Health Insurance	327,120	345,219	381,291	391,226
1508 Retirement	461,103	465,307	485,125	507,292
1510 State Unemployment Tax	1,831	2,767	2,277	2,342
TOTAL PERSONNEL SERVICES	\$ 3,013,759	\$ 3,197,221	\$ 3,320,095	\$ 3,422,216
CONTRACTUAL SERVICES				
2010 Postage / Freight / Shipping	\$ 3,262	\$ 3,520	\$ 1,250	\$ 3,500
2020 Phone Services	70	-	250	100
2030 Pagers & Cellular Phone Services	1,890	1,740	2,000	2,000
2040 Internet Access	6,979	8,382	5,000	5,000
2120 Insurance Property/Bldg	3,189	-	-	-
2122 Vehicle / Fleet Insurance	27,896	16,203	40,000	40,000
2124 Other Insurance	-	-	3,000	3,000
2245 Other Rental Services	5,485	7,184	6,000	8,500
2275 Records Preservation	30	-	100	-
2400 Repair & Maint. County Vehicles	8,682	25,743	30,000	27,500

Attachment: AMBULANCE 2022 (10766 : 2022 Ambulance (EMS) Budget Request)

	2019	2020	2021	2022
	<u>ACTUAL</u>	<u>ACTUAL</u>	<u>BUDGET</u>	<u>BUDGET</u>
CONTRACTUAL SERVICES (cont)				
2420 Repair & Maint. Other Equipment	24,236	18,969	22,000	22,000
2430 Repair / Maint. / Supp. Comp. Software	70	149	500	500
2480 Repair & Maint. Buildings & Grounds	2,738	1,025	1,500	1,500
2510 Mileage / Tolls / Parking / Rental	874	578	1,000	1,000
2520 Lodging	2,550	-	2,500	2,500
2530 Airfare	-	-	2,500	1,500
2540 Meals	4,661	1,871	5,000	8,175
2550 Dues & Memberships	1,741	931	2,000	2,000
2560 Training & Registrations	29,923	19,604	10,000	10,000
2570 Subscriptions	568	884	3,000	1,500
2657 Misc Fees	-	-	25	-
2700 Bonding Services	-	75	-	-
2750 Credit Card Fees	4,023	3,845	4,250	4,250
2765 Contract Fees	829	1,014	2,500	1,500
2990 Other Contract Services	89,843	89,156	84,500	84,500
TOTAL CONTRACTUAL SERVICES	\$ 219,539	\$ 200,873	\$ 228,875	\$ 230,525
COMMODITIES				
3010 Office Supplies	\$ 6,801	\$ 3,477	\$ 6,000	\$ 5,000
3030 Computer Supplies	-	51	500	500
3032 Supplies - Printers	1,179	338	1,200	1,200
3040 Clothing	9,881	5,384	7,500	7,500
3045 Protective Gear	1,341	3,521	-	-
3060 Medical Supplies	59,672	64,623	55,000	58,350
3075 Pharmacy Supplies	8,853	12,093	11,000	11,000
3080 Fuel & Lubricants	19,774	7,186	27,000	23,000
3160 Fair Supplies	191	-	1,200	1,200
3990 Other Supplies & Materials	3,346	3,243	4,000	4,000
TOTAL COMMODITIES	\$ 111,038	\$ 99,916	\$ 113,400	\$ 111,750
CAPITAL OUTLAY				
604 Transfer out	\$ 6,567	\$ 119	\$ -	\$ -
4020 Other Equipment	3,610	1,183	6,000	6,000
4034 Telecom Patch Cables	42	-	-	-
4040 Furniture > \$100	13,926	4,863	3,000	3,000
4050 Technology Hardware	768	438	-	-
4051 Tech Hardware - Notebook	2,879	2,629	3,000	3,000
4052 Tech Hardware Desktop	-	1,950	-	-
4054 Tech Hardware - Printers	689	388	-	-
4990 Other Capital Outlay	-	-	-	-
TOTAL CAPITAL OUTLAY	\$ 28,481	\$ 11,570	\$ 12,000	\$ 12,000
TOTAL OPERATING EXPENDITURES	\$ 3,344,336	\$ 3,498,010	\$ 3,662,370	\$ 3,764,491
TOTAL EXPENDITURES LESS PERSONNEL	\$ 359,058	\$ 312,359	\$ 354,275	\$ 354,275
TOTAL EXPENDITURES	\$ 3,372,817	\$ 3,509,580	\$ 3,674,370	\$ 3,776,491

Attachment: AMBULANCE 2022 (10766 : 2022 Ambulance (EMS) Budget Request)

Adopted Budget EMS Grants - 52	2019 ACTUAL	2020 ACTUAL	2021 BUDGET	2021 EST	2022 BUDGET
Unencumbered Cash Balance, Jan 1	0	27,067	5,067	6,068	5,068
Grants	20,500	0	0	0	2,500
Transfer from General Fund EMS	6,567	0	0	0	0
Total Receipts	27,067	0	0	0	2,500
Resources Available:	27,067	27,067	5,067	6,068	7,568
Expenditures:					
Contractual Services	0	20,500	5,067	0	7,568
Capital Outlay	0	499	0	1,000	0
Total Expenditures	0	20,999	5,067	1,000	7,568
Unencumbered Cash Balance, Dec 31	27,067	6,068	0	5,068	0



HEALTH DEPARTMENT
Budget

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

COMMISSION AGENDA REPORT

FROM: Julie Gibbs

MEETING: May 10, 2021

SUBJECT: Riley County Health Department FY 2022 Budget Request

PRESENTER: Julie Gibbs

BACKGROUND

The FY 2022 budget request for Riley County Health Department (RCHD) is attached.

DISCUSSION

The total projected FY 2022 revenue is \$4,202,112.00 and our total projected expenses are \$4,554,588.00. The beginning cash balance is \$352,476.00.

FISCAL IMPACT

RCHD is requesting level funding from the county for 2022 in amount of \$1,154,526. RCHD is also requesting to use \$352,476 in carryover to fund the remainder of the FY 2022 budget request. See the attached PowerPoint and FY 2022 Budget.

Enclosures:

- FY2022budget (XLSX)
- Health Dept 2022 Budget (PDF)
- 2022budget (PDF)
- RCHD2022Budget (PDF)

	GENERAL FUND (400)			WILDCAT REGION (409)			EMERGENCY RESPONSE (410)			WIC (412)			MARCH OF DIMES (413)		
	2020 Actual	2021 Est Budget	2022 Budget	2020 Actual	2021 Est Budget	2022 Budget	2020 Actual	2021 Est Budget	2022 Budget	2020 Actual	2021 Est Budget	2022 Budget	2020 Actual	2021 Est Budget	2022 Budget
Revenues:															
State Grant	-			-			-			-			-		
Fed Grant	-			29,982	30,087	30,087	56,753	49,578	49,578	726,547	901,636	826,745	-		
Other Local Grants	26,000			-			750			-			7,231	10,000	7,500
Self Pay	-			-			-			300			-		
Medicaid	-			-			-			-			-		
Insurance	-			-			-			-			-		
Miscellaneous	25,231	25,296	25,296	-			-			-			-		
PY Canceled Encumbrance	12,997			-			-			-			-		
Reimbursements	238			-			-			1,464			-		
Transfer in (Disaster)	275,106			163			240			-			-		
County Request	1,154,526	1,154,526	1,154,526	-			-			-			-		
Total Revenues	1,494,098	1,179,822	1,179,822	30,145	30,087	30,087	57,743	49,578	49,578	728,311	901,636	826,745	7,231	10,000	7,500
Expenses															
Personnel	560,107	372,314	371,755	4,015	3,385	3,385	83,906	70,111	70,284	752,656	840,263	786,235	-	-	-
Contractual	136,832	193,190	162,934	5,898	14,655	14,145	1,840	1,025	1,100	15,465	23,304	24,260	-	-	-
Commodities	54,354	11,500	6,300	11,616	11,946	12,557	4,280	-	-	7,258	17,100	16,250	10,892	10,000	7,500
Transfer out (Disaster reimb)	75	-		34	-		-	-		-	-		-	-	
Capital & unallocated	6,228	-		-	-		8,655	-		4,963	-		-	-	
COLA adjustment	-	-		-	-		-	-		-	-		-	-	
Total Expenses	757,596	577,004	540,989	21,563	29,986	30,087	98,681	71,136	71,384	780,342	880,667	826,745	10,892	10,000	7,500
Beginning Balance	2,218,910	892,914	1,495,732	827	(502)	(401)	(55,913)	(83,404)	(104,962)	287,718	113,084	134,053	8,141	628	628
Ending Balance	2,955,412	1,495,732	2,134,565	9,409	(401)	(401)	(96,851)	(104,962)	(126,768)	235,687	134,053	134,053	4,480	628	628

	KS HEALTH FOUNDATION (414)			CDRR (415)			IRIS (416)			CHILD CARE LICENSING (420)			FAMILY PLANNING (421)		
	2020 Actual	2021 Est Budget	2022 Budget	2020 Actual	2021 Est Budget	2022 Budget	2020 Actual	2021 Est Budget	2022 Budget	2020 Actual	2021 Est Budget	2022 Budget	2020 Actual	2021 Est Budget	2022 Budget
Revenues:															
State Grant	-	75,000	-	34,125	25,000	34,875	-	-	-	90,790	99,133	41,814	2,041	2,041	-
Fed Grant	56,408	-	-	11,625	20,000	11,625	-	-	99,766	109,506	110,000	167,259	153,046	152,671	152,978
Other Local Grants	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Self Pay	-	-	-	-	-	-	-	-	-	14,687	18,000	20,000	19,489	32,000	32,000
Medicaid	-	-	-	-	-	-	-	-	-	-	-	-	9,316	14,000	14,000
Insurance	-	-	-	-	-	-	-	-	-	-	-	-	27,867	40,000	40,000
Miscellaneous	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
PY Canceled Encumbrance	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Reimbursements	-	-	-	-	-	-	-	-	-	-	-	-	10	-	-
Transfer in (Disaster)	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
County Request	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Total Revenues	56,408	75,000	-	45,750	45,000	46,500	-	-	99,766	214,983	227,133	229,073	211,769	240,712	238,978
Expenses															
Personnel	52,811	67,697	-	31,802	36,941	30,597	-	-	64,270	257,728	261,820	268,409	303,394	348,803	351,193
Contractual	21,762	2,930	-	13,481	8,350	15,150	-	-	21,146	9,008	13,315	12,990	17,054	25,800	23,400
Commodities	2,721	2,351	-	3,872	1,100	1,800	-	-	14,350	2,597	2,825	2,525	22,983	58,750	48,750
Transfer out (Disaster reimb)	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Capital & unallocated	-	-	-	-	-	-	-	-	-	531	-	-	-	-	-
COLA adjustment	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Total Expenses	77,294	72,978	-	49,155	46,391	47,547	-	-	99,766	269,864	277,960	283,924	343,431	433,353	423,343
Beginning Balance	92,341	54,438	56,460	5,054	(4,279)	(5,670)	-	-	-	(119,005)	(177,436)	(228,263)	(624,909)	(709,041)	(901,682)
Ending Balance	71,455	56,460	56,460	1,649	(5,670)	(6,717)	-	-	-	(173,886)	(228,263)	(283,114)	(756,571)	(901,682)	(1,086,047)

Attachment: FY2022budget (10809 : 2022 RCHD Budget Request)

	IMMUNIZATIONS (422)			MCH (423)			HEALTHY FAMILIES (441)			RAISING RILEY RIGHT (444)			STATE FORMULA (445)		
	2020 Actual	2021 Est Budget	2022 Budget	2020 Actual	2021 Est Budget	2022 Budget	2020 Actual	2021 Est Budget	2022 Budget	2020 Actual	2021 Est Budget	2022 Budget	2020 Actual	2021 Est Budget	2022 Budget
Revenues:															
State Grant	5,781	4,530	5,170	58,693	68,191	69,349	-			708,309	756,386	758,262	44,580	50,148	65,735
Fed Grant	13,302	4,530	3,890	62,863	63,365	52,207	159,000	220,000	220,000	-			12,887		-
Other Local Grants	7,231			6,327		3,500	3,706		2,800	1,000			15,000		-
Self Pay	12,082	35,000	35,000	40	500	150	-			-			5,553	9,250	8,000
Medicaid	17,480	28,000	28,000	2,954	3,500	3,500	-			-			504	1,000	1,000
Insurance	106,909	225,000	225,000	1,252	1,500	1,500	-			-			10,798	10,000	11,000
Miscellaneous	-			-			-			-			30		-
PY Canceled Encumbrance	-			-			-			-			-		-
Reimbursements	9,638			-			450			1,126			-		-
Transfer in (Disaster)	-			-			46			123			444		-
County Request	-			-			-			-			-		-
Total Revenues	172,423	297,060	297,060	132,129	137,056	130,206	163,202	220,000	222,800	710,558	756,386	758,262	89,796	70,398	85,735
Expenses															
Personnel	152,234	169,410	178,217	235,059	262,060	263,454	366,551	369,836	382,004	396,488	374,662	386,952	263,020	278,513	278,636
Contractual	3,198	6,800	6,925	15,473	8,560	7,585	47,747	66,270	63,170	363,190	384,746	390,260	43,335	58,500	27,300
Commodities	142,668	204,850	154,100	7,961	5,400	4,800	4,211	3,400	5,050	60,582	60,325	61,450	15,010	13,950	13,400
Transfer out (Disaster reimb)	-	-		-	-		-	-		18	-	-	13	-	
Capital & unallocated	2,500	-		7,917	-		1,218	-		10,952	-		2,729	3,500	
COLA adjustment	-	-		-	-		-	-		-	-		-	-	
Total Expenses	300,600	381,060	339,242	266,410	276,020	275,839	419,727	439,506	450,224	831,230	819,733	838,662	324,107	354,463	319,336
Beginning Balance	(83,451)	(170,754)	(254,754)	(220,404)	(271,492)	(410,456)	(791,102)	(919,142)	(1,138,648)	(100,396)	(109,424)	(172,771)	(537,547)	(583,085)	(867,150)
Ending Balance	(211,628)	(254,754)	(296,936)	(354,685)	(410,456)	(556,089)	(1,047,627)	(1,138,648)	(1,366,072)	(221,068)	(172,771)	(253,171)	(771,858)	(867,150)	(1,100,751)
							(2,162,226)	(2,884,259)	(3,917,466)						
							(3,335,074)	(3,917,466)	(4,908,775)						
							1,172,850	1,033,207	991,309						

	HEALTH EDUCATION (450)			TOTALS		
	2020 Actual	2021 Est Budget	2022 Budget	2020 Actual	2021 Est Budget	2022 Budget
Revenues:						
State Grant	-	-	-	944,319	1,080,429	975,205
Fed Grant	-	-	-	1,391,919	1,551,867	1,614,135
Other Local Grants	-	-	-	67,245	10,000	13,800
Self Pay	-	-	-	52,151	94,750	95,150
Medicaid	-	-	-	30,254	46,500	46,500
Insurance	-	-	-	146,826	276,500	277,500
Miscellaneous	-	-	-	25,261	25,296	25,296
PY Canceled Encumbrance	-	-	-	12,997	-	-
Reimbursements	-	-	-	12,926	-	-
Transfer in (Disaster)	-	-	-	276,122	-	-
County Request	-	-	-	1,154,526	1,154,526	1,154,526
Total Revenues	-	-	-	4,114,546	4,239,868	4,202,112
Expenses						
Personnel	-	-	-	3,459,771	3,455,815	3,435,391
Contractual	-	-	-	694,283	807,445	770,365
Commodities	-	-	-	351,005	403,497	348,832
Transfer out (Disaster reimb)	-	-	-	140	-	-
Capital & unallocated	-	-	-	45,693	3,500	-
COLA adjustment	-	-	-	-	-	-
Total Expenses	-	-	-	4,550,892	4,670,257	4,554,588
Beginning Balance	(23,580)	(23,850)	(23,850)	1,219,210	782,864	352,476
Ending Balance	(23,580)	(23,850)	(23,850)	782,864	352,476	-

	GENERAL FUND (400)			WILDCAT REGION (409)			EMERGENCY RESPONSE (410)			WIC (412)			MARCH OF DIMES (413)		
	2020 Actual	2021 Est Budget	2022 Budget	2020 Actual	2021 Est Budget	2022 Budget	2020 Actual	2021 Est Budget	2022 Budget	2020 Actual	2021 Est Budget	2022 Budget	2020 Actual	2021 Est Budget	2022 Budget
Revenues:															
State Grant	-			-			-			-			-		
Fed Grant	-			29,982	30,087	30,087	56,753	49,578	49,578	726,547	901,636	826,745	-		
Other Local Grants	26,000			-			750			-			7,231	10,000	7,500
Self Pay	-			-			-			300			-		
Medicaid	-			-			-			-			-		
Insurance	-			-			-			-			-		
Miscellaneous	25,231	25,296	25,296	-			-			-			-		
PY Canceled Encumbrance	12,997			-			-			-			-		
Reimbursements	238			-			-			1,464			-		
Transfer in (Disaster)	275,106			163			240			-			-		
County Request	1,154,526	1,154,526	1,154,526	-			-			-			-		
Total Revenues	1,494,098	1,179,822	1,179,822	30,145	30,087	30,087	57,743	49,578	49,578	728,311	901,636	826,745	7,231	10,000	7,500
Expenses															
Personnel	560,107	372,314	371,755	4,015	3,385	3,385	83,906	70,111	70,284	752,656	840,263	786,235	-	-	-
Contractual	136,832	193,190	162,934	5,898	14,655	14,145	1,840	1,025	1,100	15,465	23,304	24,260	-	-	-
Commodities	54,354	11,500	6,300	11,616	11,946	12,557	4,280	-	-	7,258	17,100	16,250	10,892	10,000	7,500
Transfer out (Disaster reimb)	75	-	-	34	-	-	-	-	-	-	-	-	-	-	-
Capital & unallocated	6,228	-	-	-	-	-	8,655	-	-	4,963	-	-	-	-	-
COLA adjustment	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Total Expenses	757,596	577,004	540,989	21,563	29,986	30,087	98,681	71,136	71,384	780,342	880,667	826,745	10,892	10,000	7,500
Beginning Balance	2,218,910	892,914	1,495,732	827	(502)	(401)	(55,913)	(83,404)	(104,962)	287,718	113,084	134,053	8,141	628	628
Ending Balance	2,955,412	1,495,732	2,134,565	9,409	(401)	(401)	(96,851)	(104,962)	(126,768)	235,687	134,053	134,053	4,480	628	628

	KS HEALTH FOUNDATION (414)			CDRR (415)			IRIS (416)			CHILD CARE LICENSING (420)			FAMILY PLANNING (421)		
	2020 Actual	2021 Est Budget	2022 Budget	2020 Actual	2021 Est Budget	2022 Budget	2020 Actual	2021 Est Budget	2022 Budget	2020 Actual	2021 Est Budget	2022 Budget	2020 Actual	2021 Est Budget	2022 Budget
Revenues:															
State Grant	-	75,000	-	34,125	25,000	34,875	-	-	-	90,790	99,133	41,814	2,041	2,041	-
Fed Grant	56,408		-	11,625	20,000	11,625	-	-	99,766	109,506	110,000	167,259	153,046	152,671	152,978
Other Local Grants	-		-	-		-	-	-	-	-		-	-		-
Self Pay	-		-	-		-	-	-	-	14,687	18,000	20,000	19,489	32,000	32,000
Medicaid	-		-	-		-	-	-	-	-		-	9,316	14,000	14,000
Insurance	-		-	-		-	-	-	-	-		-	27,867	40,000	40,000
Miscellaneous	-		-	-		-	-	-	-	-		-	-		-
PY Canceled Encumbrance	-		-	-		-	-	-	-	-		-	-		-
Reimbursements	-		-	-		-	-	-	-	-		-	10		-
Transfer in (Disaster)	-		-	-		-	-	-	-	-		-	-		-
County Request	-		-	-		-	-	-	-	-		-	-		-
Total Revenues	56,408	75,000	-	45,750	45,000	46,500	-	-	99,766	214,983	227,133	229,073	211,769	240,712	238,978
Expenses															
Personnel	52,811	67,697	-	31,802	36,941	30,597	-	-	64,270	257,728	261,820	268,409	303,394	348,803	351,193
Contractual	21,762	2,930	-	13,481	8,350	15,150	-	-	21,146	9,008	13,315	12,990	17,054	25,800	23,400
Commodities	2,721	2,351	-	3,872	1,100	1,800	-	-	14,350	2,597	2,825	2,525	22,983	58,750	48,750
Transfer out (Disaster reimb)	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Capital & unallocated	-	-	-	-	-	-	-	-	-	531	-	-	-	-	-
COLA adjustment	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Total Expenses	77,294	72,978	-	49,155	46,391	47,547	-	-	99,766	269,864	277,960	283,924	343,431	433,353	423,343
Beginning Balance	92,341	54,438	56,460	5,054	(4,279)	(5,670)	-	-	-	(119,005)	(177,436)	(228,263)	(624,909)	(709,041)	(901,682)
Ending Balance	71,455	56,460	56,460	1,649	(5,670)	(6,717)	-	-	-	(173,886)	(228,263)	(283,114)	(756,571)	(901,682)	(1,086,047)

	IMMUNIZATIONS (422)			MCH (423)			HEALTHY FAMILIES (441)			RAISING RILEY RIGHT (444)			STATE FORMULA (445)		
	2020 Actual	2021 Est Budget	2022 Budget	2020 Actual	2021 Est Budget	2022 Budget	2020 Actual	2021 Est Budget	2022 Budget	2020 Actual	2021 Est Budget	2022 Budget	2020 Actual	2021 Est Budget	2022 Budget
Revenues:															
State Grant	5,781	4,530	5,170	58,693	68,191	69,349	-			708,309	756,386	758,262	44,580	50,148	65,735
Fed Grant	13,302	4,530	3,890	62,863	63,365	52,207	159,000	220,000	220,000	-			12,887		
Other Local Grants	7,231			6,327		3,500	3,706		2,800	1,000			15,000		
Self Pay	12,082	35,000	35,000	40	500	150	-			-			5,553	9,250	8,000
Medicaid	17,480	28,000	28,000	2,954	3,500	3,500	-			-			504	1,000	1,000
Insurance	106,909	225,000	225,000	1,252	1,500	1,500	-			-			10,798	10,000	11,000
Miscellaneous	-			-			-			-			30		
PY Canceled Encumbrance	-			-			-			-			-		
Reimbursements	9,638			-			450			1,126			-		
Transfer in (Disaster)	-			-			46			123			444		
County Request	-			-			-			-			-		
Total Revenues	172,423	297,060	297,060	132,129	137,056	130,206	163,202	220,000	222,800	710,558	756,386	758,262	89,796	70,398	85,735
Expenses															
Personnel	152,234	169,410	178,217	235,059	262,060	263,454	366,551	369,836	382,004	396,488	374,662	386,952	263,020	278,513	278,636
Contractual	3,198	6,800	6,925	15,473	8,560	7,585	47,747	66,270	63,170	363,190	384,746	390,260	43,335	58,500	27,300
Commodities	142,668	204,850	154,100	7,961	5,400	4,800	4,211	3,400	5,050	60,582	60,325	61,450	15,010	13,950	13,400
Transfer out (Disaster reimb)	-	-	-	-	-	-	-	-	-	18	-	-	13	-	-
Capital & unallocated	2,500	-	-	7,917	-	-	1,218	-	-	10,952	-	-	2,729	3,500	-
COLA adjustment	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Total Expenses	300,600	381,060	339,242	266,410	276,020	275,839	419,727	439,506	450,224	831,230	819,733	838,662	324,107	354,463	319,336
Beginning Balance	(83,451)	(170,754)	(254,754)	(220,404)	(271,492)	(410,456)	(791,102)	(919,142)	(1,138,648)	(100,396)	(109,424)	(172,771)	(537,547)	(583,085)	(867,150)
Ending Balance	(211,628)	(254,754)	(296,936)	(354,685)	(410,456)	(556,089)	(1,047,627)	(1,138,648)	(1,366,072)	(221,068)	(172,771)	(253,171)	(771,858)	(867,150)	(1,100,751)

(2,162,226) (2,884,259)
(3,335,074) (3,917,466)
1,172,850 1,033,207

	HEALTH EDUCATION (450)			TOTALS		
	2020 Actual	2021 Est Budget	2022 Budget	2020 Actual	2021 Est Budget	2022 Budget
Revenues:						
State Grant	-	-	-	944,319	1,080,429	975,205
Fed Grant	-	-	-	1,391,919	1,551,867	1,614,135
Other Local Grants	-	-	-	67,245	10,000	13,800
Self Pay	-	-	-	52,151	94,750	95,150
Medicaid	-	-	-	30,254	46,500	46,500
Insurance	-	-	-	146,826	276,500	277,500
Miscellaneous	-	-	-	25,261	25,296	25,296
PY Canceled Encumbrance	-	-	-	12,997	-	-
Reimbursements	-	-	-	12,926	-	-
Transfer in (Disaster)	-	-	-	276,122	-	-
County Request	-	-	-	1,154,526	1,154,526	1,154,526
Total Revenues	-	-	-	4,114,546	4,239,868	4,202,112
Expenses						
Personnel	-	-	-	3,459,771	3,455,815	3,435,391
Contractual	-	-	-	694,283	807,445	770,365
Commodities	-	-	-	351,005	403,497	348,832
Transfer out (Disaster reimb)	-	-	-	140	-	-
Capital & unallocated	-	-	-	45,693	3,500	-
COLA adjustment	-	-	-	-	-	-
Total Expenses	-	-	-	4,550,892	4,670,257	4,554,588
Beginning Balance	(23,580)	(23,850)	(23,850)	1,219,211	782,865	352,476
Ending Balance	(23,580)	(23,850)	(23,850)	782,865	352,476	-

FUND #30, DEPT #400
Riley County Health Department

PERSONNEL	2019	2020	2021	2021	2022
Position Title - Full-Time	<u>ACTUAL</u>	<u>ACTUAL</u>	<u>BUDGET</u>	<u>EST</u>	<u>BUDGET</u>
Administrative Analyst	1.00	1.00	1.00	1.00	1.00
Admin Asst II	1.00	1.00	1.00	1.00	1.00
Health Dept Administrator	1.00	1.00	1.00	1.00	1.00
Health Educator	1.00	1.00	1.00	1.00	1.00
TOTAL NUMBER OF EMPLOYEES	4.00	4.00	4.00	4.00	4.00
BEGINNING CASH BALANCE					
Fund Balance	1,260,772	1,219,212	666,322	782,865	352,476
TOTAL BEGINNING CASH BALANCE	\$ 1,260,772	\$ 1,219,212	\$ 666,322	\$ 782,865	\$ 352,476
REVENUE					
207 Federal Grant	70,000	-	-	-	-
209 Grants-Other	41,500	26,000	-	-	-
330 Client Services	5	-	-	-	-
600 Miscellaneous Reimbursement	2	-	-	-	-
602 Miscellaneous Collection	27,009	25,231	25,296	25,296	25,296
603 Transfer in from General Fund	1,154,526	1,429,632	1,154,526	1,154,526	1,154,526
Prior year canceled encumbrance	73,566	12,997	-	-	-
650 Expense Reimbursement	700	238	-	-	-
TOTAL REVENUE	\$ 1,367,308	\$ 1,494,098	\$ 1,179,822	\$ 1,179,822	\$ 1,179,822
TOTAL RESOURCES AVAILABLE	\$ 2,628,080	\$ 2,713,310	\$ 1,846,144	\$ 1,962,687	\$ 1,532,298
PERSONNEL SERVICES					
1001 Salaries (Regular Full-Time)	267,022	290,536	265,808	265,808	265,394
1003 Seasonal Salaries	27,702	155,586	-	-	-
1005 Salaries (Overtime)	4,245	24,192	1,084	1,084	1,097
1504 FICA	21,983	34,857	20,417	20,417	20,387
1506 Health Insurance	16,726	25,149	58,396	58,396	58,228
1508 KPERS	26,409	29,175	26,342	26,342	26,383
1510 State Unemployment Tax	271	612	267	267	266
TOTAL PERSONNEL SERVICES	\$ 364,358	\$ 560,107	\$ 372,314	\$ 372,314	\$ 371,755
CONTRACTUAL SERVICES					
2010 Postage / Freight / Shipping	3,519	3,505	4,000	4,000	4,000
2020 Phone Services	13,195	13,352	15,000	15,000	15,000
2030 Pagers & Cellular Phone Services	1,015	1,065	1,440	1,440	1,440
2040 Internet Access	388	-	-	-	-
2080 Printing/Duplication Services	5,168	2,113	5,000	5,000	5,000
2110 Advertising & Legal Publications	21,808	-	1,500	1,500	1,500
2120 Insurance-Property /Bldg.	8,927	9,504	9,000	9,000	10,000
2122 Vehicle/Fleet Insurance	-	196	-	-	200
2123 Liability Insurance	1,457	1,514	1,500	1,500	1,600
2124 Other Insurance	502	327	500	500	550
2200 Office Equipment Rental	2,756	2,430	2,800	2,800	2,800
2400 Repair & Maintain County Vehicles	120	-	500	500	500
2430 Repair / Maintain / Supp. Comp. Soft.	43,371	45,834	75,000	75,000	55,000
2480 Repair/Maint Build/Ground	-	-	300	300	300
2490 Other Repairs & Maintenance	28	565	500	500	500
2510 Mileage / Tolls / Parking / Rental	3,136	166	3,000	3,000	2,000
2520 Lodging	1,571	-	2,000	2,000	1,500
2540 Meals	285	535	1,000	1,000	750
2550 Dues & Memberships	1,916	6,847	2,250	2,250	7,500
2560 Training & Registrations	16,565	2,195	7,500	7,500	4,000
2570 Subscriptions	1,053	90	550	550	750
2657 Misc Fees	6	5,600	1,500	1,500	1,000

Attachment: Health Dept 2022 Budget (10809 : 2022 RCHD Budget Request)

	2019	2020	2021	2021	2022
	<u>ACTUAL</u>	<u>ACTUAL</u>	<u>BUDGET</u>	<u>EST</u>	<u>BUDGET</u>
CONTRACTUAL (cont)					
2700 Bonding Services	-	-	100	100	100
2725 Interpreter/Translator	-	280	-	-	500
2750 Credit Card Fees	1,843	1,185	2,000	2,000	2,000
2760 Consultant Fees	15,428	8,000	3,750	3,750	5,000
2810 Electrical Gas / Gas Services	24,183	24,029	32,000	32,000	26,000
2830 Water	1,202	1,376	2,000	2,000	1,500
2840 Sewage Charges	2,516	3,139	3,500	3,500	3,500
2990 Other Contract Services	3,106	2,985	15,000	15,000	8,444
TOTAL CONTRACTUAL SERVICES	\$ 175,064	\$ 136,832	\$ 193,190	\$ 193,190	\$ 162,934
COMMODITIES					
3010 Office Supplies	993	1,275	2,500	2,500	1,500
3020 Books & Publications	75	-	1,000	1,000	250
3030 Computer Supplies	1,882	-	1,000	1,000	250
3032 Supplies - Printers	141	509	1,000	1,000	750
3040 Clothing	93	3,129	500	500	250
3060 Medical Supplies	-	31,948	-	-	-
3080 Fuel & Lubricants	73	32	500	500	300
3305 Web Development	-	10,000	-	-	-
3990 Other Supplies & Materials	2,886	7,461	5,000	5,000	3,000
TOTAL COMMODITIES	\$ 6,143	\$ 54,354	\$ 11,500	\$ 11,500	\$ 6,300
CAPITAL OUTLAY					
604 Transfer out (Disaster Fund reimb)	230,000	75	-	-	-
4020 Other Equipment	-	6,191	-	-	-
4040 Furniture > \$100	2,291	-	-	-	-
4050 Technology Hardware	3,320	37	-	-	-
4051 Tech Hardware-Notebook	17,042	-	-	-	-
4052 Tech Hardware-Desktop	5,364	-	-	-	-
4054 Tech Hardware-Printers	210	-	-	-	-
4055 Tech Hardware-Imaging	1,877	-	-	-	-
4990 Other Capital Outlay	-	-	185,933	-	-
TOTAL CAPITAL OUTLAY	\$ 260,104	\$ 6,303	\$ 185,933	\$ -	\$ -
TOTAL EXPENDITURES	\$ 805,669	\$ 757,596	\$ 762,937	\$ 577,004	\$ 540,989
OTHER DEPT SURPLUS (DEFICIT)	(603,201)	(1,172,849)	(1,083,207)	(1,033,207)	(991,309)
cola					
FUND SURPLUS (DEFICIT)	\$ 1,219,210	\$ 782,865	\$ -	\$ 352,476	\$ -

FUND #30, DEPT #409
Riley County Health Department
Wildcat Region

PERSONNEL	2019	2020	2021	2022
Position Title - Full Time	<u>ACTUAL</u>	<u>ACTUAL</u>	<u>BUDGET</u>	<u>BUDGET</u>
Coordinator	0.05	0.05	0.05	0.05
TOTAL NUMBER OF EMPLOYEES	0.05	0.05	0.05	0.05
REVENUE				
207 Federal Grant	27,070	29,982	30,087	30,087
603 Transfer in	-	163	-	-
650 Expense Reimb	763	-	-	-
TOTAL REVENUE	\$ 27,833	\$ 30,145	\$ 30,087	\$ 30,087
PERSONNEL SERVICES				
1001 Salaries (Full-Time)	2,291	2,502	2,402	2,402
1005 Overtime	20	501	24	24
1504 FICA	174	247	185	186
1506 Health Insurance	440	462	531	530
1508 KPERS	229	299	240	240
1510 State Unemployment	2	4	3	3
TOTAL PERSONNEL SERVICES	\$ 3,156	\$ 4,015	\$ 3,385	\$ 3,385
CONTRACTUAL SERVICES				
2020 Phone Services	34	55	200	100
2030 Pagers/Cell Phone Svc	15	16	15	20
2080 Printing/Dupl Srv	-	28	-	-
2110 Advertising/Legal Publ	50	-	50	50
2122 Vehicle/Fleet Insurance	12	290	15	300
2220 Building Space Rental	375	-	375	375
2430 Comp Software Maint/Support	-	163	-	-
2510 Mileage/Tolls/Parking/Rntl	1,777	313	2,000	2,000
2520 Lodging	1,053	-	1,500	1,500
2530 Air Fare	-	323	1,200	-
2540 Meals	58	-	300	300
2550 Dues & Memberships	455	2,000	500	500
2560 Training & Registrations	365	1,130	1,000	1,000
2570 Subscriptions	-	500	-	500
2725 Interpreter/Translator	-	1,080	-	-
2990 Other Contract Services	5,998	-	7,500	7,500
TOTAL CONTRACTUAL SERVICES	\$ 10,192	\$ 5,898	\$ 14,655	\$ 14,145

Attachment: Health Dept 2022 Budget (10809 : 2022 RCHD Budget Request)

	2019	2020	2021	2022
COMMODITIES	<u>ACTUAL</u>	<u>ACTUAL</u>	<u>BUDGET</u>	<u>BUDGET</u>
3010 Office Supplies	856	314	1,000	1,000
3030 Computer Supplies	110	99	100	100
3040 Clothing	-	218	-	-
3060 Medical Supplies	755	9,290	2,000	2,000
3090 Custodian Supplies	92	-	-	-
3990 Other Supplies & Materials	7,748	1,695	8,846	9,457
TOTAL COMMODITIES	\$ 9,561	\$ 11,616	\$ 11,946	\$ 12,557
CAPITAL OUTLAY				
604 Transfer out (Disaster Fund reimb)	-	34	-	-
4020 Other Equipment	4,084	-	-	-
TOTAL CAPITAL OUTLAY	\$ 4,084	\$ 34	\$ -	\$ -
TOTAL EXPENDITURES	\$ 26,993	\$ 21,563	\$ 29,986	\$ 30,087
FUND SURPLUS (DEFICIT)	\$ 840	\$ 8,582	\$ 101	\$ -

FUND #30, DEPT #410
Riley County Health Department
Emergency Response

PERSONNEL	2019	2020	2021	2022
Position Title - Full-Time	<u>ACTUAL</u>	<u>ACTUAL</u>	<u>BUDGET</u>	<u>BUDGET</u>
Emergency Response Coordinator	0.95	0.95	0.95	0.95
Public Health Nurse	0.05	0.05	0.05	0.05
TOTAL NUMBER OF EMPLOYEES	1.00	1.00	1.00	1.00
REVENUE				
207 Federal Grant	50,743	56,753	49,578	49,578
209 Grants-Other	-	750	-	-
603 Transfers in	-	240	-	-
605 Expense Reimb	-	-	-	-
TOTAL REVENUE	\$ 50,743	\$ 57,743	\$ 49,578	\$ 49,578
PERSONNEL SERVICES				
1001 Salaries (Regular Full-Time)	47,490	53,664	49,802	49,926
1005 OT	377	9,505	456	456
1504 FICA	3,589	5,154	3,845	3,855
1506 Health Insurance	8,800	9,237	10,997	11,009
1508 KPERS	4,734	6,257	4,961	4,988
1510 State Unemployment Tax	44	89	50	50
TOTAL PERSONNEL SERVICES	\$ 65,034	\$ 83,906	\$ 70,111	\$ 70,284
CONTRACTUAL SERVICES				
2030 Pagers & Cellular Phone Services	324	393	325	400
2080 Printing/Duplicating Services	25	1	100	100
2123 Liability Insurance	382	371	400	400
2124 Other Insurance	96	86	100	100
2200 Office Equip Rental	52	4	100	100
2430 Comp Software Maint/Support	-	65	-	-
2725 Interpreter/Translator	-	920	-	-
TOTAL CONTRACTUAL SERVICES	\$ 879	\$ 1,840	\$ 1,025	\$ 1,100
COMMODITIES				
3010 Office Supplies	-	813	-	-
3020 Books & Publications	-	135	-	-
3032 Supplies-Printer	-	96	-	-
3040 Clothing	-	813	-	-
3060 Medical Supplies	-	2,341	-	-
3990 Other Supplies & Materials	-	82	-	-
TOTAL COMMODITIES	\$ -	\$ 4,280	\$ -	\$ -
CAPITAL OUTLAY				
4030 Telecommunications Equipment	-	1,812	-	-
4050 Tech Hardware-Comm Disease	-	1,346	-	-
TOTAL CAPITAL OUTLAY	\$ -	\$ 8,655	\$ -	\$ -
TOTAL EXPENDITURES	\$ 65,913	\$ 98,681	\$ 71,136	\$ 71,384
FUND SURPLUS (DEFICIT)	\$ (15,170)	\$ (40,938)	\$ (21,558)	\$ (21,806)

Attachment: Health Dept 2022 Budget (10809 : 2022 RCHD Budget Request)

FUND #30, DEPT #412
Riley County Health Department
Women, Infants & Children (WIC)

PERSONNEL	2019	2020	2021	2022
Position Title - Full-Time	<u>ACTUAL</u>	<u>ACTUAL</u>	<u>BUDGET</u>	<u>BUDGET</u>
Interpreter (Part Time)	0.15	0.18	0.15	0.13
WIC Clerk	3.50	4.00	4.00	4.00
Breastfeeding Peer Counselor (Part Time)	1.25	0.75	0.75	0.75
Dietitian	6.00	6.00	6.00	5.00
WIC Supervisor	1.00	1.00	1.00	1.00
TOTAL NUMBER OF EMPLOYEES	11.90	11.93	11.90	10.88
REVENUE				
207 Federal Grant	891,821	726,547	901,636	826,745
209 Other Grants	500	-	-	-
330 Fees - Self Pay	100	300	-	-
650 Expense Reimbursement	-	1,464	-	-
TOTAL REVENUE	\$ 892,421	\$ 728,311	\$ 901,636	\$ 826,745
PERSONNEL SERVICES				
1001 Salaries (Regular Full-Time)	489,354	519,924	561,787	523,744
1003 Seasonal/Temp	33,506	37,204	35,571	35,285
1005 Overtime	-	3,286	4,981	4,580
1504 FICA	37,970	41,167	46,079	43,116
1506 Health Insurance	99,724	97,063	131,792	123,149
1508 KPERS	51,617	53,305	59,451	55,797
1510 Unemployment	464	707	602	564
TOTAL PERSONNEL SERVICES	\$ 712,635	\$ 752,656	\$ 840,263	\$ 786,235
CONTRACTUAL SERVICES				
2010 Postage / Freight / Shipping	63	-	100	100
2020 Phone Services	5	-	-	-
2030 Pagers & Cellular Phone Services	755	830	1,000	1,000
2040 Internet Access	2,574	1,802	1,404	1,440
2080 Printing/Duplication Services	2,084	768	2,500	2,500
2110 Advertising & Legal Publications	1,400	-	500	500
2122 Vehicle / Fleet Insurance	-	290	300	300
2123 Liability Insurance	3,971	3,853	4,000	4,000
2124 Other Insurance	956	869	1,000	1,000
2200 Office Equipment Rental	2,873	2,234	3,000	3,000
2220 Building Space Rental	1,440	1,080	1,500	1,500
2420 Repair/Maint Other Equipment	-	-	500	500
2430 Comp Software Maint/Support	-	380	-	400
2510 Mileage / Tolls / Parking / Rental	1,496	135	1,500	1,500
2520 Lodging	1,293	-	1,300	1,300
2530 Air Fare	589	716	-	-
2540 Meals	287	13	400	500
2550 Dues & Memberships	15	-	100	100
2560 Training & Registrations	1,655	1,360	3,000	3,000
2570 Subscriptions	120	-	-	120
2725 Interpreter	1,031	1,135	1,200	1,500
TOTAL CONTRACTUAL SERVICES	\$ 22,607	\$ 15,465	\$ 23,304	\$ 24,260

Attachment: Health Dept 2022 Budget (10809 : 2022 RCHD Budget Request)

	2019	2020	2021	2022
COMMODITIES	<u>ACTUAL</u>	<u>ACTUAL</u>	<u>BUDGET</u>	<u>BUDGET</u>
3010 Office Supplies	2,490	1,998	3,000	3,000
3020 Books & Publications	593	152	250	250
3030 Computer Supplies	86	439	150	500
3032 Supplies-Printer	824	699	1,200	1,000
3060 Medical Supplies	5,122	2,240	6,500	6,500
3990 Other Supplies & Materials	3,774	1,730	6,000	5,000
TOTAL COMMODITIES	\$ 12,889	\$ 7,258	\$ 17,100	\$ 16,250
CAPITAL OUTLAY				
4040 Furniture >\$100	382	3,063	-	-
4050 Technology Hardware	-	150	-	-
4051 Tech Hardware-Notebook	-	1,750	-	-
TOTAL CAPITAL OUTLAY	\$ 382	\$ 4,963	\$ -	\$ -
TOTAL EXPENDITURES	\$ 748,513	\$ 780,342	\$ 880,667	\$ 826,745
FUND SURPLUS (DEFICIT)	\$ 143,908	\$ (52,031)	\$ 20,969	\$ -

FUND #30, DEPT #413
Riley County Health Department
March of Dimes - MOM

	2019	2020	2021	2022
	<u>ACTUAL</u>	<u>ACTUAL</u>	<u>BUDGET</u>	<u>BUDGET</u>
REVENUE				
209 Grants-Other	8,000	7,231	10,000	7,500
650 Expense Reimbursement	-	-	-	-
TOTAL REVENUE	\$ 8,000	\$ 7,231	\$ 10,000	\$ 7,500
CONTRACTUAL SERVICES				
2550 Dues & Memberships	-	-	-	-
TOTAL CONTRACTUAL SERVICES	\$ -	\$ -	\$ -	\$ -
COMMODITIES				
3010 Office Supplies	-	75	-	-
3990 Other Supplies & Materials	3,042	10,817	10,000	7,500
TOTAL COMMODITIES	\$ 3,042	\$ 10,892	\$ 10,000	\$ 7,500
CAPITAL OUTLAY				
4990 Other Capital Outlay	-	-	-	-
TOTAL CAPITAL OUTLAY	\$ -	\$ -	\$ -	\$ -
TOTAL EXPENDITURES	\$ 3,042	\$ 10,892	\$ 10,000	\$ 7,500
FUND SURPLUS (DEFICIT)	\$ 4,958	\$ (3,661)	\$ -	\$ -

Attachment: Health Dept 2022 Budget (10809 : 2022 RCHD Budget Request)

FUND #30, DEPT #414
Riley County Health Department
KS Health Foundation

PERSONNEL	2019	2020	2021	2022
Position Title - Full-Time	<u>ACTUAL</u>	<u>ACTUAL</u>	<u>BUDGET</u>	<u>BUDGET</u>
Community Liaison	1.00	1.00	1.00	0.00
TOTAL NUMBER OF EMPLOYEES	1.00	1.00	1.00	0.00
REVENUE				
206 State Grant	75,000	-	75,000	-
209 Other Grants	25,000	56,408	-	-
600 Miscellaneous Reimbursement	297	-	-	-
TOTAL REVENUE	\$ 100,297	\$ 56,408	\$ 75,000	\$ -
PERSONNEL SERVICES				
1001 Salaries (Regular Full-Time)	45,866	39,047	48,048	-
1005 Overtime	-	251	480	-
1504 FICA	3,278	2,817	3,713	-
1506 Health Insurance	8,800	6,910	10,618	-
1508 KPERS	4,536	3,738	4,790	-
1510 Unemployment	40	48	48	-
TOTAL PERSONNEL SERVICES	\$ 62,520	\$ 52,811	\$ 67,697	\$ -
CONTRACTUAL SERVICES				
2030 Pagers/Cellular Phone	300	225	300	-
2040 Internet Access	480	480	480	-
2080 Printing/Dupl Srv	706	224	100	-
2110 Advertising/Legal Publ	75	-	200	-
2123 Liability Insurance	365	353	400	-
2124 Other Insurance	91	82	100	-
2200 Office Equip Rental	-	-	100	-
2330 Transportation Services	510	-	150	-
2430 Comp Software Maint/Support	-	163	-	-
2510 Mileage/Toll/Parking/Rental	-	235	500	-
2550 Dues & Memberships	119	-	200	-
2560 Training & Registrations	170	-	200	-
2570 Subscriptions	163	-	200	-
2760 Consultant Fees	3,750	8,000	-	-
2990 Other Contract Services	270	12,000	-	-
TOTAL CONTRACTUAL SERVICES	\$ 6,999	\$ 21,762	\$ 2,930	\$ -

Attachment: Health Dept 2022 Budget (10809 : 2022 RCHD Budget Request)

	2019	2020	2021	2022
COMMODITIES	<u>ACTUAL</u>	<u>ACTUAL</u>	<u>BUDGET</u>	<u>BUDGET</u>
3010 Office Supplies	372	101	400	-
3020 Books & Publications	430	-	100	-
3305 Web Development	-	500	-	-
3990 Other Supplies & Materials	6,536	2,120	1,851	-
TOTAL COMMODITIES	\$ 7,338	\$ 2,721	\$ 2,351	\$ -
CAPITAL OUTLAY				
4060 Computer Software	-	-	-	-
TOTAL CAPITAL OUTLAY	\$ -	\$ -	\$ -	\$ -
TOTAL EXPENDITURES	\$ 76,857	\$ 77,294	\$ 72,978	\$ -
FUND SURPLUS (DEFICIT)	\$ 23,440	\$ (20,886)	\$ 2,022	\$ -

FUND #30, DEPT #415
Riley County Health Department
Chronic Disease Risk Reduction (CDRR)

PERSONNEL	2019	2020	2021	2022
Position Title - Full-Time	<u>ACTUAL</u>	<u>ACTUAL</u>	<u>BUDGET</u>	<u>BUDGET</u>
Risk Coordinator (Part Time)	1	0.5	0.5	0.5
TOTAL NUMBER OF EMPLOYEES	1	0.5	0.5	0.5
REVENUE				
206 State Grant	26,250	34,125	25,000	34,875
207 Federal Grant	12,750	11,625	20,000	11,625
TOTAL REVENUE	\$ 39,000	\$ 45,750	\$ 45,000	\$ 46,500
PERSONNEL SERVICES				
1001 Regular Salaries	20,643	27,066	-	-
1003 Seasonal/Temp	-	-	26,481	21,934
1005 Overtime	8	24	-	-
1504 FICA	1,432	2,073	2,026	1,678
1506 Health Insurance	6,950	-	5,794	4,792
1508 KPERS	2,028	2,603	2,614	2,171
1510 State Unemployment	17	36	26	22
TOTAL PERSONNEL SERVICES	\$ 31,078	\$ 31,802	\$ 36,941	\$ 30,597
CONTRACTUAL SERVICES				
2080 Printing/Dupl Srv	527	1,411	500	750
2110 Advertising/Legal Publ	-	80	-	500
2123 Liability Insurance	182	223	200	250
2124 Other Insurance	46	41	50	50
2200 Office Equipment Rental	187	95	200	200
2510 Mileage/Tolls/Parking/Rntl	428	277	750	750
2520 Lodging	-	220	500	500
2540 Meals	-	56	150	150
2560 Training & Registrations	375	78	1,000	1,000
2760 Consultant Fees	5,000	11,000	5,000	11,000
TOTAL CONTRACTUAL SERVICES	\$ 6,745	\$ 13,481	\$ 8,350	\$ 15,150
COMMODITIES				
3010 Office Supplies	445	1,006	500	750
3032 Supplies-Printer	54	285	100	300
3305 Web Development	-	1,800	-	-
3990 Other Supplies & Materials	-	781	500	750
TOTAL COMMODITIES	\$ 499	\$ 3,872	\$ 1,100	\$ 1,800
CAPITAL OUTLAY				
4040 Furniture > \$100	-	-	-	-
TOTAL CAPITAL OUTLAY	\$ -	\$ -	\$ -	\$ -
TOTAL EXPENDITURES	\$ 38,322	\$ 49,155	\$ 46,391	\$ 47,547
FUND SURPLUS (DEFICIT)	\$ 678	\$ (3,405)	\$ (1,391)	\$ (1,047)

Attachment: Health Dept 2022 Budget (10809 : 2022 RCHD Budget Request)

FUND #30, DEPT #416

Riley County Health Department

Integrated Referral & Intake System (IRIS)

PERSONNEL	2021	2022
Position Title - Full-Time	<u>BUDGET</u>	<u>BUDGET</u>
Coordinator	0	1
TOTAL NUMBER OF EMPLOYEES	0	1
REVENUE		
206 State Grant	-	-
207 Federal Grant	-	99,766
TOTAL REVENUE	\$ -	\$ 99,766
PERSONNEL SERVICES		
1001 Regular Salaries	-	46,072
1504 FICA	-	3,524
1506 Health Insurance	-	10,067
1508 KPERS	-	4,561
1510 State Unemployment	-	46
TOTAL PERSONNEL SERVICES	\$ -	\$ 64,270
CONTRACTUAL SERVICES		
2010 Postage	-	350
2040 Internet	-	481
2080 Printing/Dupl Srv	-	1,400
2200 Office Equipment Rental	-	1,400
2430 Software Maintenance	-	7,765
2510 Mileage/Tolls/Parking/Rntl	-	750
2560 Training & Registrations	-	9,000
2760 Consultant Fees	-	-
TOTAL CONTRACTUAL SERVICES	\$ -	\$ 21,146
COMMODITIES		
3010 Office Supplies	-	-
3990 Other Supplies & Materials	-	14,350
TOTAL COMMODITIES	\$ -	\$ 14,350
CAPITAL OUTLAY		
4040 Furniture > \$100	-	-
TOTAL CAPITAL OUTLAY	\$ -	\$ -
TOTAL EXPENDITURES	\$ -	\$ 99,766
FUND SURPLUS (DEFICIT)	\$ -	\$ -

FUND #30, DEPT #420
Riley County Health Department
Child Care Licensing (CCL)

PERSONNEL	2019	2020	2021	2022
Position Title - Full-Time	<u>ACTUAL</u>	<u>ACTUAL</u>	<u>BUDGET</u>	<u>BUDGET</u>
Receptionist	0.0125	0.0125	0.0125	0.0125
Child Care Surveyor	3.00	3.00	3.00	3.00
Child Care Supervisor	1.00	1.00	1.00	1.00
TOTAL NUMBER OF EMPLOYEES	4.0125	4.0125	4.0125	4.0125
REVENUE				
206 State Grant	40,230	90,790	99,133	41,814
207 Federal Grant	87,764	109,506	110,000	167,259
330 Fees - Self Pay	16,765	14,687	18,000	20,000
650 Expense Reimbursement	125	-	-	-
TOTAL REVENUE	\$ 144,884	\$ 214,983	\$ 227,133	\$ 229,073
PERSONNEL SERVICES				
1001 Salaries (Regular Full-Time)	134,717	188,068	186,409	191,103
1005 Overtime	-	238	1,276	1,304
1504 FICA	10,019	13,732	14,357	14,719
1506 Health Insurance	24,322	37,359	41,065	42,041
1508 KPERS	13,298	18,096	18,525	19,049
1510 State Unemployment	123	235	188	193
TOTAL PERSONNEL SERVICES	\$ 182,479	\$ 257,728	\$ 261,820	\$ 268,409
CONTRACTUAL SERVICES				
2010 Postage/Freight/Shipping	-	24	-	25
2030 Cell Phone	1,440	1,840	1,920	1,920
2040 Internet Access	1,441	1,613	1,920	1,920
2080 Printing/Duplicating Services	306	56	500	500
2110 Advertising & Legal Publications	-	-	125	125
2122 Vehicle/Fleet Insurance	201	290	200	300
2123 Liability Insurance	1,093	1,418	1,200	1,500
2124 Other Insurance	262	558	600	600
2200 Office Equipment Rental	1,645	2,223	2,500	2,500
2510 Mileage / Tolls / Parking / Rental	542	842	1,500	1,250
2520 Lodging	379	-	1,500	1,000
2540 Meals	169	69	250	250
2550 Dues & Memberships	105	-	100	100
2560 Training & Registrations	418	75	1,000	1,000
TOTAL CONTRACTUAL SERVICES	\$ 8,001	\$ 9,008	\$ 13,315	\$ 12,990
COMMODITIES				
3010 Office Supplies	1,658	1,315	1,750	1,500
3020 Books & Publications	-	10	-	25
3030 Computer Supplies	34	183	-	175
3040 Clothing	160	-	-	-
3060 Medical Supplies	192	-	-	-
3080 Fuels & Lubricants	68	-	75	75
3135 Furniture <\$100	-	300	-	-
3990 Other Supplies & Materials	642	789	1,000	750
TOTAL COMMODITIES	\$ 2,754	\$ 2,597	\$ 2,825	\$ 2,525

Attachment: Health Dept 2022 Budget (10809 : 2022 RCHD Budget Request)

	2019	2020	2021	2022
CAPITAL OUTLAY	<u>ACTUAL</u>	<u>ACTUAL</u>	<u>BUDGET</u>	<u>BUDGET</u>
4030 Telecom Equipment	188	-	-	-
4040 Furniture > \$100	1,265	122	-	-
4050 Technology Hardware	322	409	-	-
4051 Tech Hardware-Notebook	316	-	-	-
TOTAL CAPITAL OUTLAY	\$ 2,091	\$ 531	\$ -	\$ -
TOTAL EXPENDITURES	\$ 195,325	\$ 269,864	\$ 277,960	\$ 283,924
FUND SURPLUS (DEFICIT)	\$ (50,441)	\$ (54,881)	\$ (50,827)	\$ (54,851)

FUND #30, DEPT #421
Riley County Health Department
Family Planning (FP)

PERSONNEL	2019	2020	2021	2022
Position Title - Full-Time	<u>ACTUAL</u>	<u>ACTUAL</u>	<u>BUDGET</u>	<u>BUDGET</u>
Receptionist	0.45	0.45	0.45	0.45
Medical Clerk	0.40	0.40	0.40	0.40
Public Health Nurse	1.26	1.26	1.26	0.55
LPN	0.00	0.00	0.00	0.70
Nursing Supervisor	0.12	0.25	0.25	0.30
Interpreter	0.00	0.24	0.00	0.00
ARNP-FP	0.80	0.80	0.80	0.80
TOTAL NUMBER OF EMPLOYEES	3.03	3.40	3.16	3.20
REVENUE				
206 State Grant	4,101	2,041	2,041	-
207 Federal Grant	148,614	153,046	152,671	152,978
330 Fees - Self Pay	32,071	19,489	32,000	32,000
331 Fees - Medicaid	12,566	9,316	14,000	14,000
332 Fees - Other Insurance	36,708	27,867	40,000	40,000
600 Misc Reimb	-	10	-	-
602 Misc Collection	90	-	-	-
TOTAL REVENUE	\$ 234,150	\$ 211,769	\$ 240,712	\$ 238,978
PERSONNEL SERVICES				
1001 Regular Salaries	234,674	231,937	249,704	251,047
1003 Seasonal/Part time	9,839	5,441	-	-
1005 Overtime	-	489	334	704
1504 FICA	18,276	17,577	19,128	19,259
1506 Health Insurance	27,455	25,403	54,708	55,008
1508 KPERS	23,213	22,240	24,679	24,923
1510 Unemployment	224	307	250	252
TOTAL PERSONNEL SERVICES	\$ 313,681	\$ 303,394	\$ 348,803	\$ 351,193
CONTRACTUAL SERVICES				
2010 Postage / Freight / Shipping	-	-	100	-
2030 Pagers & Cellular Phone Services	644	647	750	650
2060 Moving Office Equipment	-	96	-	-
2080 Printing/Duplicating Srv	1,365	1,162	1,500	1,500
2110 Advertising	-	-	250	250
2123 Liability Insurance	1,104	1,117	1,200	1,200
2124 Other Insurance	288	258	350	350
2200 Office Equipment Rental	1,692	1,900	1,800	2,000
2420 Repair/Maint Other Equip	-	-	400	400
2490 Other Repairs & Maint	-	-	250	250
2510 Mileage / Tolls / Parking / Rental	317	-	350	350
2520 Lodging	759	-	1,000	1,000
2530 Air Fare	319	-	-	-
2540 Meals	103	-	250	250
2560 Training & Registrations	2,066	380	2,500	1,500
2570 Subscriptions	-	580	-	600
2585 Misc Refunds/Reimb	50	-	-	-
2625 Laboratory Fees	6,069	5,244	8,000	6,000
2650 Physician Fees	6,690	5,290	6,500	6,500
2725 Interpreter/Translator	-	20	100	100
2760 Consultant Fees	360	360	500	500
TOTAL CONTRACTUAL SERVICES	\$ 21,826	\$ 17,054	\$ 25,800	\$ 23,400

	2019	2020	2021	2022
COMMODITIES	<u>ACTUAL</u>	<u>ACTUAL</u>	<u>BUDGET</u>	<u>BUDGET</u>
3010 Office Supplies	1,845	552	2,000	1,500
3030 Computer Supplies	109	-	-	-
3060 Medical Supplies	5,697	6,618	6,000	6,500
3075 Pharmacy Supplies	41,636	15,293	50,000	40,000
3990 Other Supplies & Materials	-	520	750	750
TOTAL COMMODITIES	\$ 49,287	\$ 22,983	\$ 58,750	\$ 48,750
CAPITAL OUTLAY				
4054 Tech Hardware - Printers	-	-	-	-
TOTAL CAPITAL OUTLAY	\$ -	\$ -	\$ -	\$ -
TOTAL EXPENDITURES	\$ 384,794	\$ 343,431	\$ 433,353	\$ 423,343
FUND SURPLUS (DEFICIT)	\$ (150,644)	\$ (131,662)	\$ (192,641)	\$ (184,365)

FUND #30, DEPT #422
Riley County Health Department
Immunization Action Plan

PERSONNEL	2019	2020	2021	2022
Position Title - Full-Time	<u>ACTUAL</u>	<u>ACTUAL</u>	<u>BUDGET</u>	<u>BUDGET</u>
Receptionist	0.30	0.30	0.30	0.30
Medical Clerk	0.42	0.42	0.42	0.42
Public Health Nurse	1.01	1.01	1.08	0.95
LPN	0.00	0.00	0.00	0.15
Nursing Supervisor	0.16	0.20	0.20	0.25
TOTAL NUMBER OF EMPLOYEES	1.89	1.93	2.00	2.07
REVENUE				
206 State Grant	4,015	5,781	4,530	5,170
207 Federal Grant	3,196	13,302	4,530	3,890
209 Other Grants	13,000	7,231	-	-
330 Fees - Self Pay	34,034	12,082	35,000	35,000
331 Fees - Medicaid	26,216	17,480	28,000	28,000
332 Fees - Other Insurance	233,207	106,909	225,000	225,000
650 Expense Reimbursement	-	9,638	-	-
TOTAL REVENUE	\$ 313,668	\$ 172,423	\$ 297,060	\$ 297,060
PERSONNEL SERVICES				
1001 Salaries (Regular Full-Time)	109,796	115,185	121,157	127,385
1005 Overtime	-	223	284	370
1504 FICA	7,776	8,347	9,290	9,772
1506 Health Insurance	23,600	17,271	26,571	27,914
1508 KPERS	10,855	11,065	11,986	12,648
1510 State Unemployment	95	143	122	128
TOTAL PERSONNEL SERVICES	\$ 152,122	\$ 152,234	\$ 169,410	\$ 178,217
CONTRACTUAL SERVICES				
2010 Postage / Freight / Shipping	72	41	50	50
2030 Pagers/Cell Phone	143	145	150	150
2040 Internet (Mi-Fi)	-	-	500	500
2080 Printing/Duplicating Services	328	142	350	350
2110 Advertising/ Legal Publications	16	222	250	250
2123 Liability Insurance	689	707	700	750
2124 Other Insurance	176	158	275	200
2200 Office Equipment Rental	431	86	500	500
2420 Repair/Maint other equipment	365	520	725	725
2430 Comp Software Maint/Support	180	-	200	200
2490 Other Repairs/Maintenance	-	120	-	150
2510 Mileage / Tolls / Parking / Rental	250	72	250	250
2520 Lodging	-	-	500	500
2540 Meals	-	-	100	100
2560 Training & Registrations	100	-	550	550
2570 Subscriptions	-	-	200	200
2650 Physician Fees	1,013	900	1,000	1,000
2725 Interpreter/Translator	213	85	500	500
TOTAL CONTRACTUAL SERVICES	\$ 3,976	\$ 3,198	\$ 6,800	\$ 6,925

Attachment: Health Dept 2022 Budget (10809 : 2022 RCHD Budget Request)

	2019	2020	2021	2022
COMMODITIES	<u>ACTUAL</u>	<u>ACTUAL</u>	<u>BUDGET</u>	<u>BUDGET</u>
3010 Office Supplies	671	1,080	1,000	750
3020 Book & Publications	-	-	150	150
3032 Supplies - Printers	198	146	200	200
3040 Clothing	294	-	-	-
3060 Medical Supplies	1,898	1,822	1,750	2,000
3075 Pharmacy Supplies	163,096	139,504	200,000	150,000
3990 Other Supplies & Materials	891	116	1,750	1,000
TOTAL COMMODITIES	\$ 167,048	\$ 142,668	\$ 204,850	\$ 154,100
CAPITAL OUTLAY				
4020 Other Equipment	-	2,500	-	
TOTAL CAPITAL OUTLAY	\$ -	\$ 2,500	\$ -	\$ -
TOTAL EXPENDITURES	\$ 323,146	\$ 300,600	\$ 381,060	\$ 339,242
FUND SURPLUS (DEFICIT)	\$ (9,478)	\$ (128,177)	\$ (84,000)	\$ (42,182)

FUND #30, DEPT #423
Riley County Health Department
Maternal & Child Health (MCH)

PERSONNEL	2019	2020	2021	2022
Position Title - Full-Time	<u>ACTUAL</u>	<u>ACTUAL</u>	<u>BUDGET</u>	<u>BUDGET</u>
Receptionist	0.50	0.30	0.00	0.00
Medical Clerk	0.03	0.03	0.25	0.25
Social Worker	0.50	0.00	0.00	0.10
Healthy Start Home Visitor	0.00	0.90	0.90	0.90
Interpreter (Part Time)	0.00	0.00	0.00	0.04
Home Visiting Nurse	0.00	1.00	1.00	0.90
Public Health Nurse	1.17	0.92	0.78	0.80
Nursing Supervisor	0.07	0.10	0.10	0.00
FCRC Supervisor	0.50	0.20	0.20	0.15
TOTAL NUMBER OF EMPLOYEES	2.77	3.45	3.23	3.14
REVENUE				
206 State Grant	67,173	58,693	68,191	69,349
207 Federal Grant	60,768	62,863	63,365	52,207
209 Other Grants	10,310	6,327	-	3,500
330 Fees - Self Pay	166	40	500	150
331 Fees - Medicaid	3,601	2,954	3,500	3,500
332 Fees - Other Insurance	1,487	1,252	1,500	1,500
TOTAL REVENUE	\$ 143,505	\$ 132,129	\$ 137,056	\$ 130,206
PERSONNEL SERVICES				
1001 Regular Salaries	190,521	170,035	187,768	185,842
1003 Seasonal/Temp/PT	-	4,309	-	2,522
1005 Overtime	-	736	89	492
1504 FICA	14,165	13,054	14,371	14,447
1506 Health Insurance	31,682	29,878	41,103	41,265
1508 KPERS	18,758	16,824	18,541	18,697
1510 State Unemployment	173	223	188	189
TOTAL PERSONNEL SERVICES	\$ 255,299	\$ 235,059	\$ 262,060	\$ 263,454
CONTRACTUAL SERVICES				
2030 Cell Phone	248	271	250	275
2040 Internet Access	196	10,513	420	420
2080 Printing/Dupl Svc	-	275	500	500
2110 Advertising/Legal Publ	1,662	1,113	500	500
2123 Liability Insurance	1,191	1,195	1,200	1,200
2124 Other Insurance	333	328	350	350
2200 Office Equip Rental	-	-	350	350
2420 Repair/Maint Other Equipment	265	-	350	350
2510 Mileage/Tolls/Parking	81	83	250	250
2520 Lodging	-	-	750	750
2540 Meals	-	-	200	200
2550 Dues & Memberships	-	-	120	120
2560 Training & Registrations	405	495	1,500	750
2570 Subscriptions	120	-	120	120
2650 Physician Fees	1,166	-	1,200	1,200
2725 Interpreter/Translator	44	1,200	500	250
2990 Other Contract Services	-	-	-	-
TOTAL CONTRACTUAL SERVICES	\$ 5,711	\$ 15,473	\$ 8,560	\$ 7,585

Attachment: Health Dept 2022 Budget (10809 : 2022 RCHD Budget Request)

	2019	2020	2021	2022
	<u>ACTUAL</u>	<u>ACTUAL</u>	<u>BUDGET</u>	<u>BUDGET</u>
COMMODITIES				
3010 Office Supplies	355	31	1,000	500
3020 Books & Publications	72	-	-	-
3040 Clothing	-	59	-	-
3060 Medical Supplies	289	403	400	500
3075 Pharmacy Supplies	96	46	500	300
3135 Furniture < \$100	90	-	-	-
3990 Other Supplies & Materials	3,401	7,422	3,500	3,500
TOTAL COMMODITIES	\$ 4,303	\$ 7,961	\$ 5,400	\$ 4,800
CAPITAL OUTLAY				
4050 Technology Hardware	-	73	-	-
4051 Tech Hardware-Notebook	-	7,844	-	-
TOTAL CAPITAL OUTLAY	\$ -	\$ 7,917	\$ -	\$ -
TOTAL EXPENDITURES	\$ 265,313	\$ 266,410	\$ 276,020	\$ 275,839
FUND SURPLUS (DEFICIT)	\$ (121,808)	\$ (134,281)	\$ (138,964)	\$ (145,633)

FUND #30, DEPT #441
Riley County Health Department
Healthy Families Contract (HF)

PERSONNEL	2019	2020	2021	2022
Position Title - Full-Time	<u>ACTUAL</u>	<u>ACTUAL</u>	<u>BUDGET</u>	<u>BUDGET</u>
Receptionist	0.55	0.75	0.75	0.75
Healthy Start Home Visitor	1.00	0.10	0.10	0.10
Social Worker	1.50	2.00	2.00	1.90
Interpreter (Part Time)	0.50	0.58	0.78	0.68
Public Health Nurse	0.00	0.00	0.00	0.25
Home Visiting Nurse	1.00	0.25	0.25	0.10
FCRC Supervisor	0.50	0.80	0.80	0.85
TOTAL NUMBER OF EMPLOYEES	5.05	4.48	4.68	4.63
REVENUE				
207 Federal Grant	212,000	159,000	220,000	220,000
209 Other Grants	-	3,706	-	2,800
600 Miscellaneous Reimbursement	-	450	-	-
603 Transfer in	-	46	-	-
TOTAL REVENUE	\$ 212,000	\$ 163,202	\$ 220,000	\$ 222,800
PERSONNEL SERVICES				
1001 Salaries (Regular Full-Time)	205,127	232,152	219,980	232,965
1003 Seasonal/Temp	26,981	35,056	44,830	40,554
1005 Overtime	-	123	306	319
1504 FICA	16,405	19,238	20,281	20,948
1506 Health Insurance	42,232	54,959	58,007	59,834
1508 KPERS	22,856	24,693	26,167	27,110
1510 Unemployment	200	330	265	274
TOTAL PERSONNEL SERVICES	\$ 313,801	\$ 366,551	\$ 369,836	\$ 382,004
CONTRACTUAL SERVICES				
2030 Pagers & Cellular Phone Services	280	408	480	480
2040 Internet Access	1,344	1,920	1,440	1,440
2080 Printing/Duplication Services	3,385	2,209	3,500	3,500
2120 Insurance-Property /Bldg.	8,285	8,789	8,500	9,500
2122 Vehicle / Fleet Insurance	435	290	600	600
2123 Liability Insurance	1,658	1,555	2,500	2,000
2124 Other Insurance	370	468	500	500
2200 Office Equipment Rental	2,778	2,162	3,000	2,800
2400 Repair/Maint Co Vehicles	180	-	200	200
2420 Repair & Maintain Other Equipment	-	265	250	250
2430 Repair / Maintain / Supp. Comp. Soft.	-	384	-	500
2480 Repair & Maintain Buildings & Grounds	-	-	500	500
2510 Mileage / Tolls / Parking / Rental	3,332	1,435	3,500	3,000
2520 Lodging	3,380	-	3,500	2,000
2530 Airfare	1,896	-	-	-
2540 Meals	719	24	750	750
2550 Dues & Memberships	334	321	300	300
2560 Training & Registrations	4,782	2,965	4,500	4,500
2810 Electrical Gas / Gas Services	23,943	19,932	27,000	25,000
2830 Water	1,140	1,292	1,250	1,350
2840 Sewage Charges	3,314	3,328	4,000	4,000
TOTAL CONTRACTUAL SERVICES	\$ 61,555	\$ 47,747	\$ 66,270	\$ 63,170

Attachment: Health Dept 2022 Budget (10809 : 2022 RCHD Budget Request)

	2019	2020	2021	2022
	<u>ACTUAL</u>	<u>ACTUAL</u>	<u>BUDGET</u>	<u>BUDGET</u>
COMMODITIES				
3010 Office Supplies	809	460	750	750
3020 Books & Publications	299	-	250	250
3030 Computer Supplies	37	-	-	100
3032 Supplies - Printer	74	21	150	150
3060 Medical Supplies	-	-	250	250
3080 Fuel & Lubricants	41	-	-	50
3135 Furniture <\$100	-	70	-	-
3990 Other Supplies & Materials	1,913	3,660	2,000	3,500
TOTAL COMMODITIES	\$ 3,173	\$ 4,211	\$ 3,400	\$ 5,050
CAPITAL OUTLAY				
4020 Other Equipment	-	370	-	-
4040 Furniture > \$100	-	439	-	-
4050 Tech Hardware	299	409	-	-
TOTAL CAPITAL OUTLAY	\$ 299	\$ 1,218	\$ -	\$ -
TOTAL EXPENDITURES	\$ 378,828	\$ 419,727	\$ 439,506	\$ 450,224
FUND SURPLUS (DEFICIT)	\$ (166,828)	\$ (256,525)	\$ (219,506)	\$ (227,424)

FUND #30, DEPT #444
Riley County Health Department
Raising Riley Right (RRR)

PERSONNEL	2019	2020	2021	2022
Position Title - Full-Time	<u>ACTUAL</u>	<u>ACTUAL</u>	<u>BUDGET</u>	<u>BUDGET</u>
Child Care Facilitator	2.00	2.00	2.00	2.00
Behavior/Childhood Facilitator	0.00	1.00	2.00	2.00
Literacy Facilitator	1.00	1.00	0.00	0.00
Supervisor	1.00	1.00	1.00	1.00
Medical Clerk-FCRC	1.00	0.9875	0.9875	0.9875
TOTAL NUMBER OF EMPLOYEES	5.00	5.99	5.99	5.99
REVENUE				
206 State Grant	771,332	708,309	756,386	758,262
209 Grants - Other	994	1,000	-	-
600 Misc Reimb	-	1,126	-	-
603 Transfer in	-	123	-	-
TOTAL REVENUE	\$ 772,326	\$ 710,558	\$ 756,386	\$ 758,262
PERSONNEL SERVICES				
1001 Salaries (Regular Full-Time)	259,867	273,132	266,553	275,295
1005 Overtime	-	2,728	2,022	2,090
1504 FICA	18,717	19,877	20,546	21,220
1506 Health Insurance	54,430	73,922	58,764	60,609
1508 KPERS	25,672	26,489	26,508	27,461
1510 Unemployment	229	340	269	277
TOTAL PERSONNEL SERVICES	\$ 358,915	\$ 396,488	\$ 374,662	\$ 386,952
CONTRACTUAL SERVICES				
2010 Postage / Freight / Shipping	331	8	100	100
2030 Pagers & Cellular Phone Services	480	480	480	480
2040 Internet Access	960	960	1,500	1,000
2080 Printing/Duplication Services	1,531	253	500	500
2110 Advertising & Legal Publications	4,877	-	200	200
2123 Liability Insurance	2,186	2,116	2,200	2,200
2124 Other Insurance	529	951	850	1,000
2200 Office Equipment Rental	2,086	1,891	3,200	3,200
2220 Building Space Rental	-	255	750	500
2430 Comp Software Maint/Support	180	48	180	180
2450 Hardware Maint/Support	-	188	-	-
2510 Mileage / Tolls / Parking / Rental	3,637	1,733	3,800	3,500
2520 Lodging	3,402	1,242	2,250	2,250
2530 Air Fare	642	2,290	-	-
2540 Meals	640	36	650	650
2550 Dues & Memberships	1,091	310	1,200	1,200
2560 Training & Registrations	7,051	9,838	8,000	8,000
2570 Subscriptions	2,317	1,278	500	1,300
2745 Child Care Scholarships	325,235	299,084	293,386	300,000
2746 Child Care Incentives	-	-	1,000	-
2990 Other Contract Services	63,752	40,229	64,000	64,000
TOTAL CONTRACTUAL SERVICES	\$ 420,927	\$ 363,190	\$ 384,746	\$ 390,260

Attachment: Health Dept 2022 Budget (10809 : 2022 RCHD Budget Request)

	2019	2020	2021	2022
	<u>ACTUAL</u>	<u>ACTUAL</u>	<u>BUDGET</u>	<u>BUDGET</u>
COMMODITIES				
3010 Office Supplies	3,346	1,580	3,500	2,000
3020 Books & Publications	15,292	15,330	10,000	16,000
3030 Computer Supplies	3,124	188	1,000	200
3032 Supplies-Printer	206	886	500	1,000
3040 Clothing	295	966	250	250
3075 Pharmacy Supplies	(575)	-	-	-
3080 Fuel & Lubricants	48	28	75	-
3135 Furniture < \$100	472	534	-	-
3990 Other Supplies & Materials	37,728	41,070	45,000	42,000
TOTAL COMMODITIES	\$ 59,936	\$ 60,582	\$ 60,325	\$ 61,450
CAPITAL OUTLAY				
604 Transfer out (Disaster fund reimb)	-	18	-	-
4010 Office Equipment	571	-	-	-
4020 Other Equipment	-	3,138	-	-
4040 Furniture > \$100	5,479	6,879	-	-
4050 Tech Hardware	322	802	-	-
4051 Tech Hardware-Notebook	3,456	-	-	-
4054 Tech Hardware-Printers	876	133	-	-
4990 Other Capital Outlay	-	-	-	-
TOTAL CAPITAL OUTLAY	\$ 10,704	\$ 10,970	\$ -	\$ -
TOTAL EXPENDITURES	\$ 850,482	\$ 831,230	\$ 819,733	\$ 838,662
FUND SURPLUS (DEFICIT)	\$ (78,156)	\$ (120,672)	\$ (63,347)	\$ (80,400)

FUND #30, DEPT #445
Riley County Health Department
State Formula

PERSONNEL	2019	2020	2021	2022
Position Title - Full-Time	<u>ACTUAL</u>	<u>ACTUAL</u>	<u>BUDGET</u>	<u>BUDGET</u>
Receptionist	0.20	0.20	0.25	0.25
Medical Clerk	0.15	0.15	0.18	0.18
Nursing Supervisor	0.65	0.45	0.45	0.45
Public Health Nurse	1.51	1.51	1.58	1.40
LPN	0.00	0.00	0.00	0.15
ARNP-FP	0.20	0.20	0.20	0.20
TOTAL NUMBER OF EMPLOYEES	2.71	2.51	2.66	2.63
REVENUE				
206 State Grant	49,948	44,580	50,148	65,735
207 Federal Grant	-	12,887	-	-
209 Other Grants	20,000	15,000	-	-
330 Fees - Self Pay	6,600	5,553	9,250	8,000
331 Fees - Medicaid	904	504	1,000	1,000
332 Fees - Other Insurance	10,614	10,798	10,000	11,000
602 Miscellaneous	125	30	-	-
603 Transfer in	-	444	-	-
TOTAL REVENUE	\$ 88,191	\$ 89,796	\$ 70,398	\$ 85,735
PERSONNEL SERVICES				
1001 Salaries (Full-Time)	183,182	198,543	199,482	199,488
1003 Seasonal/Temp/PT	-	5,588	-	-
1005 Overtime	-	185	169	251
1504 FICA	13,322	15,000	15,273	15,280
1506 Health Insurance	27,203	24,380	43,684	43,643
1508 KPERS	18,117	19,064	19,705	19,774
1510 State Unemployment	163	260	200	200
TOTAL PERSONNEL SERVICES	\$ 241,987	\$ 263,020	\$ 278,513	\$ 278,636
CONTRACTUAL SERVICES				
2010 Postage / Freight / Shipping	41	-	-	-
2030 Pagers & Cellular Phone Services	866	920	1,100	1,000
2040 Internet Access	946	1,105	1,000	1,100
2060 Moving Office Equipment	-	240	-	-
2080 Printing/Duplicating Services	618	416	750	750
2110 Advertising & Legal Publications	5	219	300	300
2123 Liability Insurance	987	940	1,000	1,000
2124 Other Insurance	229	223	300	300
2200 Office Equipment Rental	600	254	1,100	1,100
2420 Repair & Maintenance Other Equipment	323	1,005	500	1,000
2430 Comp Software Maint/Support	-	969	-	-
2510 Mileage / Tolls / Parking / Rental	702	50	750	750
2520 Lodging	-	-	1,000	1,000
2540 Meals	-	-	250	250
2550 Dues & Memberships	240	450	750	750
2560 Training & Registrations	775	8,253	1,250	1,250
2570 Subscriptions	120	-	-	-
2625 Laboratory Fees	5,387	5,167	5,750	5,750
2650 Physician Fees	2,681	3,010	3,500	3,500
2725 Interpreter/Translator	263	111	1,200	500
2850 Waste Disposal	1,820	1,400	3,000	2,000
2990 Other Contract Services	-	18,602	35,000	5,000
TOTAL CONTRACTUAL SERVICES	\$ 16,603	\$ 43,334	\$ 58,500	\$ 27,300

Attachment: Health Dept 2022 Budget (10809 : 2022 RCHD Budget Request)

	2019	2020	2021	2022
	<u>ACTUAL</u>	<u>ACTUAL</u>	<u>BUDGET</u>	<u>BUDGET</u>
COMMODITIES				
3010 Office Supplies	1,505	5,092	1,500	1,500
3020 Books & Publications	610	-	650	600
3030 Computer Supplies	40	70	100	100
3032 Supplies - Printer	1,611	646	1,600	1,600
3060 Medical Supplies	7,140	7,299	7,500	7,500
3075 Pharmacy Supplies	339	481	1,000	500
3135 Furniture <\$100	-	167	-	-
3990 Other Supplies & Materials	1,626	1,255	1,600	1,600
TOTAL COMMODITIES	\$ 12,871	\$ 15,010	\$ 13,950	\$ 13,400
CAPITAL OUTLAY				
604 Transfer out (Disaster Fund reimb)	-	13	-	-
4020 Other Equipment	1,028	-	3,500	-
4040 Furniture >\$100	-	2,325	-	-
4050 Tech Hardware	-	205	-	-
4054 Tech Hardware-Printers	200	199	-	-
TOTAL CAPITAL OUTLAY	\$ 1,228	\$ 2,742	\$ 3,500	\$ -
TOTAL EXPENDITURES	\$ 272,689	\$ 324,106	\$ 354,463	\$ 319,336
FUND SURPLUS (DEFICIT)	\$ (184,498)	\$ (234,310)	\$ (284,065)	\$ (233,601)



Riley County Health Department: Budget Proposal

Julie Gibbs, Administrative Director
Shelley Hays, Fiscal Analyst
May 10, 2021

Commission Chambers, Courthouse Plaza East
Building
115 N. 4th Street
Manhattan, Kansas 66502

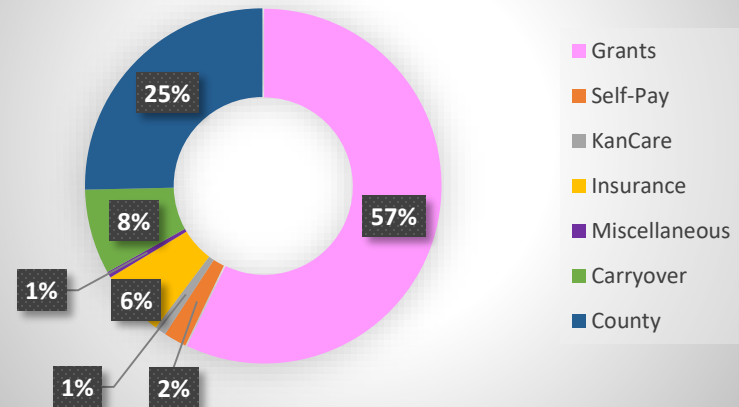
Attachment: 2022budget (10809 : 2022 RCHD Budget Request)



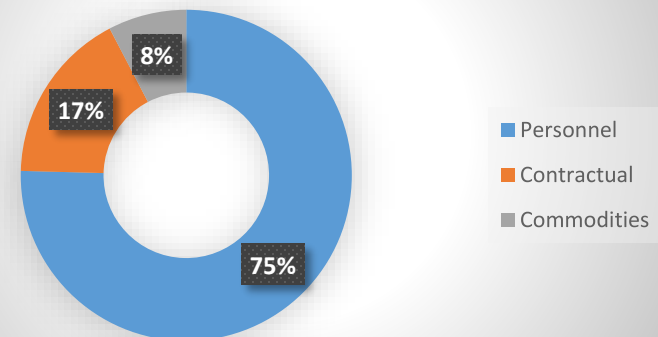
2022 Budget Summary Request

- Total Revenue: \$4,202,122*
 - **County Request:**
\$1,154,526 (Level Funding)
- Total Expenses: \$4,554,588*
- Beginning Balance/Carryover Request :
\$352,476

2022 Budgeted Revenue



2022 Budgeted Expenses



Attachment: 2022budget (10809 : 2022 RCHD Budget Request)

General Fund (Fund #400)

- Total Revenue: \$1,179,822
 - includes request for funding from the County
- Total Expenses: \$540,989
 - Total Personnel (4.0 FTE)

Emergency Preparedness

- Wildcat Region (#409)
 - Total Revenue: \$30,087
 - Total Expenses: \$30,087
 - Total Personnel (.05 FTE)
- Local Emergency Preparedness (#410)
 - Total Revenue: \$49,578
 - Total Expenses: \$71,384
 - Total Personnel (1.00 FTE)

WIC(#412)

- Total Revenue: \$826,745
- Total Expenses: \$826,745
 - Total Personnel: 10.9 FTE

March of Dimes (#413)

- Total Revenue: \$7,500
- Total Expenses: \$7,500
- 0 FTE

Chronic Disease Risk Reduction (#415)

- Total Revenue: \$46,500
- Total Expenses: \$47,547
 - Total Personnel: 0.5 FTE

KCCTF (#416)

- Total Revenue: \$99,766
- Total Expenses: \$99,766
 - Total Personnel: 1.0 FTE

Child Care Licensing (#420)

- Total Revenue: \$229,073
- Total Expenses: \$283,924
 - Total Personnel: 4.0125 FTE

Family Planning (#421)

- Family Planning (#421)
 - Total Revenue: \$238,978
 - Total Expenses: \$423,343
 - Total Personnel: 3.2 FTE

Immunizations Action Plan (#422)

- IAP
 - Total Revenues: \$297,060
 - Total Expenses: \$339,242
 - Total Personnel: 2.07 FTE

Maternal and Child Health and Healthy Families

- MCH (#423)
 - Total Revenues: \$130,206
 - Total Expenses: \$275,839
 - Total Personnel: 3.14 FTE
- Healthy Families/Outreach, Prevention, and Early Intervention (#441)
 - Total Revenue: \$222,800
 - Total Expenses: \$450,224
 - Total Personnel: 4.63FTE

Raising Riley (#444)

- Total Revenue: \$758,262
- Total Expenses: \$838,662
 - 5.99 FTE

State Formula (#445)

- Total Revenue: \$85,735
- Total Expenses: \$319,336
 - Total Personnel: 2.63 FTE

Questions?

תודה
 Dankie Gracias
 Спасибо شكراً
 Merci Takk
 Köszönjük Terima kasih
 Grazie Dziękujemy Děkojame
 Ďakujeme Vielen Dank Paldies
 Kiitos Täname teid 谢谢
Thank You Tak
 感謝您 Obrigado Teşekkür Ederiz
 Σας ευχαριστούμε 감사합니다
 Bedankt Дěkujeme vám
 ありがとうございます
 Tack



Thank You!

	GENERAL FUND (400)			WILDCAT REGION (409)			EMERGENCY RESPONSE (410)			WIC (412)			MARCH OF DIMES (413)		
	2020 Actual	2021 Est Budget	2022 Budget	2020 Actual	2021 Est Budget	2022 Budget	2020 Actual	2021 Est Budget	2022 Budget	2020 Actual	2021 Est Budget	2022 Budget	2020 Actual	2021 Est Budget	2022 Budget
Revenues:															
State Grant	-			-			-			-			-		
Fed Grant	-			29,982	30,087	30,087	56,753	49,578	49,578	726,547	901,636	826,745	-		
Other Local Grants	26,000			-			750			-			7,231	10,000	7,500
Self Pay	-			-			-			300			-		
Medicaid	-			-			-			-			-		
Insurance	-			-			-			-			-		
Miscellaneous	25,231	25,296	25,296	-			-			-			-		
PY Canceled Encumbrance	12,997			-			-			-			-		
Reimbursements	238			-			-			1,464			-		
Transfer in (Disaster)	275,106			163			240			-			-		
County Request	1,154,526	1,154,526	1,154,526	-			-			-			-		
Total Revenues	1,494,098	1,179,822	1,179,822	30,145	30,087	30,087	57,743	49,578	49,578	728,311	901,636	826,745	7,231	10,000	7,500
Expenses															
Personnel	560,107	372,314	371,755	4,015	3,385	3,385	83,906	70,111	70,284	752,656	840,263	786,235	-	-	-
Contractual	136,832	193,190	162,934	5,898	14,655	14,145	1,840	1,025	1,100	15,465	23,304	24,260	-	-	-
Commodities	54,354	11,500	6,300	11,616	11,946	12,557	4,280	-	-	7,258	17,100	16,250	10,892	10,000	7,500
Transfer out (Disaster reimb)	75	-		34	-		-	-		-	-		-	-	
Capital & unallocated	6,228	-		-	-		8,655	-		4,963	-		-	-	
COLA adjustment	-	-		-	-		-	-		-	-		-	-	
Total Expenses	757,596	577,004	540,989	21,563	29,986	30,087	98,681	71,136	71,384	780,342	880,667	826,745	10,892	10,000	7,500
Beginning Balance	2,218,910	892,914	1,495,732	827	(502)	(401)	(55,913)	(83,404)	(104,962)	287,718	113,084	134,053	8,141	628	628
Ending Balance	2,955,412	1,495,732	2,134,565	9,409	(401)	(401)	(96,851)	(104,962)	(126,768)	235,687	134,053	134,053	4,480	628	628

	KS HEALTH FOUNDATION (414)			CDRR (415)			IRIS (416)			CHILD CARE LICENSING (420)			FAMILY PLANNING (421)		
	2020 Actual	2021 Est Budget	2022 Budget	2020 Actual	2021 Est Budget	2022 Budget	2020 Actual	2021 Est Budget	2022 Budget	2020 Actual	2021 Est Budget	2022 Budget	2020 Actual	2021 Est Budget	2022 Budget
Revenues:															
State Grant	-	75,000	-	34,125	25,000	34,875	-	-	-	90,790	99,133	41,814	2,041	2,041	-
Fed Grant	56,408	-	-	11,625	20,000	11,625	-	-	99,766	109,506	110,000	167,259	153,046	152,671	152,978
Other Local Grants	-	-	-	-	-	-	-	-	-	-	-	20,000	-	-	-
Self Pay	-	-	-	-	-	-	-	-	-	14,687	18,000	-	19,489	32,000	32,000
Medicaid	-	-	-	-	-	-	-	-	-	-	-	-	9,316	14,000	14,000
Insurance	-	-	-	-	-	-	-	-	-	-	-	-	27,867	40,000	40,000
Miscellaneous	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
PY Canceled Encumbrance	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Reimbursements	-	-	-	-	-	-	-	-	-	-	-	-	10	-	-
Transfer in (Disaster)	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
County Request	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Total Revenues	56,408	75,000	-	45,750	45,000	46,500	-	-	99,766	214,983	227,133	229,073	211,769	240,712	238,978
Expenses															
Personnel	52,811	67,697	-	31,802	36,941	30,597	-	-	64,270	257,728	261,820	268,409	303,394	348,803	351,193
Contractual	21,762	2,930	-	13,481	8,350	15,150	-	-	21,146	9,008	13,315	12,990	17,054	25,800	23,400
Commodities	2,721	2,351	-	3,872	1,100	1,800	-	-	14,350	2,597	2,825	2,525	22,983	58,750	48,750
Transfer out (Disaster reimb)	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Capital & unallocated	-	-	-	-	-	-	-	-	-	531	-	-	-	-	-
COLA adjustment	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Total Expenses	77,294	72,978	-	49,155	46,391	47,547	-	-	99,766	269,864	277,960	283,924	343,431	433,353	423,343
Beginning Balance	92,341	54,438	56,460	5,054	(4,279)	(5,670)	-	-	-	(119,005)	(177,436)	(228,263)	(624,909)	(709,041)	(901,682)
Ending Balance	71,455	56,460	56,460	1,649	(5,670)	(6,717)	-	-	-	(173,886)	(228,263)	(283,114)	(756,571)	(901,682)	(1,086,047)

	IMMUNIZATIONS (422)			MCH (423)			HEALTHY FAMILIES (441)			RAISING RILEY RIGHT (444)			STATE FORMULA (445)		
	2020 Actual	2021 Est Budget	2022 Budget	2020 Actual	2021 Est Budget	2022 Budget	2020 Actual	2021 Est Budget	2022 Budget	2020 Actual	2021 Est Budget	2022 Budget	2020 Actual	2021 Est Budget	2022 Budget
Revenues:															
State Grant	5,781	4,530	5,170	58,693	68,191	69,349	-			708,309	756,386	758,262	44,580	50,148	65,735
Fed Grant	13,302	4,530	3,890	62,863	63,365	52,207	159,000	220,000	220,000	-			12,887		-
Other Local Grants	7,231			6,327		3,500	3,706		2,800	1,000			15,000		-
Self Pay	12,082	35,000	35,000	40	500	150	-			-			5,553	9,250	8,000
Medicaid	17,480	28,000	28,000	2,954	3,500	3,500	-			-			504	1,000	1,000
Insurance	106,909	225,000	225,000	1,252	1,500	1,500	-			-			10,798	10,000	11,000
Miscellaneous	-			-			-			-			30		-
PY Canceled Encumbrance	-			-			-			-			-		-
Reimbursements	9,638			-			450			1,126			-		-
Transfer in (Disaster)	-			-			46			123			444		-
County Request	-			-			-			-			-		-
Total Revenues	172,423	297,060	297,060	132,129	137,056	130,206	163,202	220,000	222,800	710,558	756,386	758,262	89,796	70,398	85,735
Expenses															
Personnel	152,234	169,410	178,217	235,059	262,060	263,454	366,551	369,836	382,004	396,488	374,662	386,952	263,020	278,513	278,636
Contractual	3,198	6,800	6,925	15,473	8,560	7,585	47,747	66,270	63,170	363,190	384,746	390,260	43,335	58,500	27,300
Commodities	142,668	204,850	154,100	7,961	5,400	4,800	4,211	3,400	5,050	60,582	60,325	61,450	15,010	13,950	13,400
Transfer out (Disaster reimb)	-	-		-	-		-	-		18	-	-	13	-	
Capital & unallocated	2,500	-		7,917	-		1,218	-		10,952	-		2,729	3,500	
COLA adjustment	-	-		-	-		-	-		-	-		-	-	
Total Expenses	300,600	381,060	339,242	266,410	276,020	275,839	419,727	439,506	450,224	831,230	819,733	838,662	324,107	354,463	319,336
Beginning Balance	(83,451)	(170,754)	(254,754)	(220,404)	(271,492)	(410,456)	(791,102)	(919,142)	(1,138,648)	(100,396)	(109,424)	(172,771)	(537,547)	(583,085)	(867,150)
Ending Balance	(211,628)	(254,754)	(296,936)	(354,685)	(410,456)	(556,089)	(1,047,627)	(1,138,648)	(1,366,072)	(221,068)	(172,771)	(253,171)	(771,858)	(867,150)	(1,100,751)

(2,162,226) (2,884,259) (3,917,466)
(3,335,074) (3,917,466) (4,908,775)
1,172,850 1,033,207 991,309

	HEALTH EDUCATION (450)			TOTALS		
	2020 Actual	2021 Est Budget	2022 Budget	2020 Actual	2021 Est Budget	2022 Budget
Revenues:						
State Grant	-	-	-	944,319	1,080,429	975,205
Fed Grant	-	-	-	1,391,919	1,551,867	1,614,135
Other Local Grants	-	-	-	67,245	10,000	33,800
Self Pay	-	-	-	52,151	94,750	75,150
Medicaid	-	-	-	30,254	46,500	46,500
Insurance	-	-	-	146,826	276,500	277,500
Miscellaneous	-	-	-	25,261	25,296	25,296
PY Canceled Encumbrance	-	-	-	12,997	-	-
Reimbursements	-	-	-	12,926	-	-
Transfer in (Disaster)	-	-	-	276,122	-	-
County Request	-	-	-	1,154,526	1,154,526	1,154,526
Total Revenues	-	-	-	4,114,546	4,239,868	4,202,112
Expenses						
Personnel	-	-	-	3,459,771	3,455,815	3,435,391
Contractual	-	-	-	694,283	807,445	770,365
Commodities	-	-	-	351,005	403,497	348,832
Transfer out (Disaster reimb)	-	-	-	140	-	-
Capital & unallocated	-	-	-	45,693	3,500	-
COLA adjustment	-	-	-	-	-	-
Total Expenses	-	-	-	4,550,892	4,670,257	4,554,588
Beginning Balance	(23,580)	(23,850)	(23,850)	1,219,210	782,864	352,475
Ending Balance	(23,580)	(23,850)	(23,850)	782,864	352,475	(1)



COUNTY CLERK & ELECTIONS
Budget

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

MEMORANDUM

FROM: Tami Robison, Budget & Finance Officer

MEETING: May 10, 2021

SUBJECT: 2022 IT/GIS Budget Request

PRESENTER: Kevin Howser, IT/GIS Director

Enclosures:

- Information Systems GIS memo 2022 (PDF)
- INFORMATION SYSTEMS GIS 2022 (PDF)



2022 IT/GIS Budget

FROM: Kevin Howser, IT/GIS Director

MEETING: Monday, May 10, 2021

SUBJECT: 2022 IT/GIS Budget Changes

PRESENTER: Kevin Howser

Commissioners,

Below you will find the proposed changes from the 2021 to 2022 IT/GIS budget, which includes changes to Personnel, Contractual, Commodities, and Capital items. The proposed individual line item changes are as follows:

Personnel Services

In the proposed 2021 Budget, the yellow column (Personnel Services) reflects the 2021 costs for the current IT/GIS positions, as supplied by Human Resources - \$869,243 (not inc. COLA).

In 2020/21 personnel changes, including the elimination of an open Records Assistant II position and the shift from a vacant IT Assistant Director position to an IT Technician position, resulted in the decrease to this line item.

The overall change to Personnel Services is a decrease from \$940,016 to \$869,243.

Contractual Services

In the Contractual Services line, below are the line items with major changes:

2430 – Adjustments to computer software maintenance include the normal inflation of existing services from 2021 costs and the addition of our biennial Orthogonal (Aerial) flight for 2022, which was the primary driver of the cost increase to this line item.

2450 – The need for hardware maintenance on our county SAN (with the expiration of the initial 3 year maintenance plan) resulted in the increase to this line item.

The 2022 overall change to Contractual Services is an increase from \$516,332 to \$684,045.

Commodities

The total proposed Commodities budget for 2022 is unchanged.

The 2022 remains the same, at \$18,500.

Capital Outlay

In the Capital line, below are the line items with major changes:

4030 – Slight increase, to reflect the need to replace four EOL Cisco Routers in 2022.

4051 – Increase due to the need to replace 5+ year old Appraiser notebooks in 2022.

4053 – Decrease due to no file server replacement needs in 2022.

The 2022 change to Capital is an increase from \$145,000 to \$150,945.

Strategic

The main Strategic items I would see for IT/GIS might include major items such as new departmental responsibilities due to Covid related needs, new building costs, etc. Such costs would not be possible to accurately estimate without further direction and information.

SUMMARY

The IT/GIS budget requested (less Personnel) for 2022 is \$853,490 - an increase of \$173,658 from the 2021 budget.

The IT/GIS budget requested (Personnel not including COLA) for 2022 is \$869,243, a decrease of \$70,773 from the 2021 budget.

This results in an overall increase for the 2022 IT/GIS budget of \$102,885 (approx. 6.5%).

I will be happy to provide additional detail for any of the specific budgetary line items requested.

Sincerely,
Kevin Howser

001-029

Riley County Information Systems/GIS

PERSONNEL Position Title	2019 ACTUAL	2020 ACTUAL	2021 BUDGET	2022 BUDGET
Records Asst II	1	1	1	0
Info Tech Director	1	1	1	1
Information Tech Technician	1	1	1	1
Information Tech Specialist	1	1	1	2
System Analyst/Administrator (1-Health Dept.)	1	1	1	1
Networks Administrator	1	1	1	1
Asst Dir of Technology	1	1	1	0
Sr. GIS Analyst	1	1	1	1
GIS Analyst	1	1	1	1
GIS Specialist	1	1	1	1
TOTAL NUMBER OF EMPLOYEES	10	10	10	9
PERSONNEL SERVICES				
1001 Salaries (Regular Full-Time)	\$ 533,346	\$ 571,611	\$ 602,426	\$ 549,188
1001-057 Salaries (Regular Full-Time) - HD	63,170	68,839	66,290	68,245
1005 Salaries (Overtime)	404	42	5,131	5,681
1504 FICA	38,590	41,509	46,478	42,447
1504-057 FICA - HD	4,244	4,993	5,071	5,221
1506 Health Insurance	86,574	89,927	132,934	121,238
1506-057 Health Insurance - HD	15,416	16,010	14,504	14,912
1508 KPERS	52,973	55,141	59,965	54,932
1508-057 KPERS - HD	6,290	6,657	6,543	6,756
1510 State Unemployment Tax	471	710	608	555
1510-057 State Unemployment Tax - HD	52	85	66	68
TOTAL PERSONNEL SERVICES	\$ 801,530	\$ 855,524	\$ 940,016	\$ 869,243
CONTRACTUAL SERVICES				
2010 Postage / Freight / Shipping	\$ 2	\$ 119	\$ 100	\$ 100
2030 Pagers & Cellular Phone Services	3,890	4,410	4,800	4,800
2030-057 Pagers & Cellular Phone Services	780	780	780	780
2040 Internet Access	1,441	1,441	1,500	1,500
2110 Advertising & Legal Publications	137	-	500	500
2122 Vehicle Fleet Insurance	410	426	500	500
2400 Repair/Maintain Co Vehicles	2,161	0	500	500
2430 Repair/Maintain/Support Computer Soft.	408,024	584,340	439,928	599,703
2450 Repair/Maintain/Support Computer Hard.	63,456	64,253	51,724	59,662
2510 Mileage / Tolls / Parking / Rental	641	21	500	500
2520 Lodging	2,826	-	4,000	4,000
2530 Air Fare	-	-	-	-
975 - Out of State	932	-	1,500	1,500
2540 Meals	693	194	1,500	1,500
2550 Dues & Memberships	363	287	400	400
2560 Training & Registrations	2,345	1,519	5,000	5,000
2570 Subscriptions	659	659	100	100
2760 Consultant Fees	-	-	2,000	2,000
2770 Recycling Fees	-	14	1,000	1,000
TOTAL CONTRACTUAL SERVICES	\$ 488,760	\$ 658,463	\$ 516,332	\$ 684,045
COMMODITIES				
3010 Office Supplies	\$ 1,391	\$ 1,050	\$ 2,000	\$ 2,000
3020 Books & Publications	-	33	800	800
3030 Computer Supplies	890	2,045	1,000	1,000
3030-57 Computer Supplies - HD	-	-	250	250
3031 Supplies - Media	171	56	500	500
3032 Supplies - Printer	1,488	880	1,000	1,000
3040 Clothing	54	434	500	500
3301 Service - Telecommunication	-	90	2,000	2,000
3302 Network Services	2,209	-	200	200
3303 Service - Technical Support	8,750	1,913	-	-

Attachment: INFORMATION SYSTEMS GIS 2022 (10768 : 2022 IT/GIS Budget Request)

	2019	2020	2021	2021
COMMODITIES (cont)	<u>ACTUAL</u>	<u>ACTUAL</u>	<u>BUDGET</u>	<u>BUDGET</u>
3305 Services - Web Development	2,633	10,100	10,000	10,000
3990 Other Supplies & Materials	403	332	250	250
TOTAL COMMODITIES	\$ 17,989	\$ 16,933	\$ 18,500	\$ 18,500
CAPITAL OUTLAY				
604 Transfer out (Disaster Fund reimb	\$ -	\$ 144	\$ -	\$ -
4030 Telecommunications Equip.	25,734	1,636	30,000	33,000
4030-057 Telecommunications Equip.	-	-	-	-
4032 Telecomm - Routers	578	2,860	-	-
4033 Telecomm - Switches	3,825	5,593	5,000	5,000
4033-057 Telecomm - Switches	-	-	1,500	1,500
4034 Telecomm - Patch cables	3,178	-	-	-
4040 Furniture > \$100	1,819	-	-	-
4050 Tech Hardware	10,962	19,132	20,000	20,000
4051 Tech Hardware - notebook	16,931	33,229	5,000	15,000
4052 Tech Hardware - desktop	54,671	34,298	55,000	55,000
4053 Tech Hardware - Servers	22,701	37,184	15,000	7,945
4054 Tech Hardware - Printers	2,305	7,877	5,000	5,000
4054-057 Tech Hardware - Printers	85	190	1,000	1,000
4055 Tech Hardware - Imaging	748	-	3,500	3,500
4056 Tech Hardware - Storage	4,288	21,722	-	-
4057 Tech Hardware - Wireless	165	1,248	-	-
4058 Tech Hardware - Security	1,445	-	1,500	1,500
4060 Computer Software	441	404	2,000	2,000
4060-057 Computer Software	-	-	500	500
TOTAL CAPITAL OUTLAY	\$ 149,876	\$ 165,517	\$ 145,000	\$ 150,945
TOTAL OPERATING EXPENDITURES	\$ 1,308,279	\$ 1,530,920	\$ 1,474,848	\$ 1,571,788
TOTAL EXPENDITURES LESS PERSONNEL	\$ 656,625	\$ 840,913	\$ 679,832	\$ 853,490
TOTAL EXPENDITURES	\$ 1,458,155	\$ 1,696,437	\$ 1,619,848	\$ 1,722,733



COUNTY CLERK & ELECTIONS
Budget

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

MEMORANDUM

FROM: Tami Robison, Budget & Finance Officer

MEETING: May 10, 2021

SUBJECT: 2022 Noxious Weed/HHW Budget Request

PRESENTER: Mike Boller, Director of Noxious Weed/HHW

Enclosures:

- Noxious Weed memo 2022 (PDF)
- NOXIOUS WEED 2022 (PDF)



NOXIOUS WEED DEPARTMENT
Michael Boller, Director

6245 Tuttle Creek Blvd.
Manhattan, Kansas 66503
Phone: 785-539-3202
Fax: 785-565-6288
E-mail: mboller@rileycountvks.gov

May 3, 2021

To: Riley County Commissioners

From: Michael Boller

RE: 2022 Budget Presentation

Noxious Weed/HHW - 2022 Budget Request

Contractual Services request is \$108,510 which is an increase of \$5000. This increase is reflected in line item 2990 which is hazardous waste disposal. Waste materials continues to increase but the primary reason for the proposed increase is the cost of Lithium-Ion battery disposal which raised dramatically in 2021.

Commodities request is \$112,700 which is flat and same amount from 2020 and 2021.

Capital Outlay is a zero budget.

Total budget request for 2022 Contractual Services, Commodities, and Capital Outlay is \$221,210 which is an increase of 2.3% over the 2021 budget.

Total Operating Expenditures is \$700,894

Attachment: Noxious Weed memo 2022 (10755 : 2022 Noxious Weed/HHW Budget Request)

001-041

Riley County Noxious Weed & Household Hazardous Waste

PERSONNEL	2019	2020	2021	2022
Position Title - Full-Time	<u>ACTUAL</u>	<u>ACTUAL</u>	<u>BUDGET</u>	<u>BUDGET</u>
Noxious Weed Director	1	1	1	1
Haz Waste Prog Coord/Asst Dir	1	1	1	1
Commercial Pesticide Applicator	2	2.5	2	2
Roadside Maintenance	1	1	1	1
Admin Assistant II	1	1	1	1
TOTAL NUMBER OF EMPLOYEES	6	6.5	6.0	6.0
PERSONNEL SERVICES				
1001 Salaries (Regular Full-Time)	\$ 338,390	\$ 361,863	\$ 329,630	\$ 337,539
1003 Salaries (Seasonal / Temporary / As Needed)	-	-	-	-
1005 Salaries (Overtime)	8,149	6,829	6,186	6,320
1504 FICA	24,817	27,066	25,690	26,306
1506 Health Insurance	82,995	72,071	73,477	75,133
1508 KPERS	33,849	35,435	33,145	34,042
1510 State Unemployment Tax	303	463	336	344
TOTAL PERSONNEL SERVICES	\$ 488,503	\$ 503,727	\$ 468,464	\$ 479,684
CONTRACTUAL SERVICES				
2010 Postage / Freight / Shipping	\$ 404	\$ 145	\$ 500	\$ 500
2030 Pagers & Cellular Phone Services	2,422	2,485	2,460	2,460
2080 Printing/Duplication Services	399	33	500	500
2110 Advertising & Legal Publications	362	267	200	200
2122 Vehicle / Fleet Insurance	3,320	4,007	3,000	3,000
2200 Office Equipment Rental	-	-	400	400
2210 Machinery Equipment Rental	-	-	1,000	1,000
2300 Tax Payment	220	110	50	50
2400 Repair & Maintain County Vehicles	1,052	3,437	4,000	4,000
2420 Repair & Maintain Other Equipment	7,444	22,768	15,000	15,000
2430 Repair & Maintain & Support Software	500	500	1,000	1,000
2480 Repair & Maint. Bldgs. & Grounds	5,045	387	2,000	2,000
2510 Mileage / Tolls / Parking / Rental	-	-	500	500
2520 Lodging	372	493	1,000	1,000
2540 Meals	475	764	300	300
2550 Dues & Memberships	1,080	480	1,000	1,000
2560 Training & Registrations	540	658	500	500
2570 Subscriptions	74	70	100	100
2585 Misc Refunds/Reimbursement	114	-	-	-
2990 Other Contract Services	72,067	59,371	70,000	75,000
TOTAL CONTRACTUAL SERVICES	\$ 95,890	\$ 95,975	\$ 103,510	\$ 108,510

Attachment: NOXIOUS WEED 2022 (10755 : 2022 Noxious Weed/HHW Budget Request)

	2019	2020	2021	2022
COMMODITIES	<u>ACTUAL</u>	<u>ACTUAL</u>	<u>BUDGET</u>	<u>BUDGET</u>
3010 Office Supplies	\$ 418	\$ 380	\$ 500	\$ 500
3032 Supplies - Printer	892	880	800	800
3040 Clothing	494	825	900	900
3045 Protective Equipment	39	408	500	500
3080 Fuel & Lubricants	1,636	845	2,000	2,000
3090 Custodian Supplies	-	-	500	500
3100 Chemical	44,275	79,383	90,000	90,000
3140 Parts & Tools < \$100	1,857	1,153	4,000	4,000
3150 Parts & Tools > \$100	8,278	11,932	8,000	8,000
3220 Seed & Fertilizer	2,008	1,995	5,000	5,000
3990 Other Supplies & Materials	475	5	500	500
TOTAL COMMODITIES	\$ 60,372	\$ 97,806	\$ 112,700	\$ 112,700
CAPITAL OUTLAY				
4020 Other Equipment	\$ -	\$ 5,703	\$ -	\$ -
4050 Technology Hardware	\$ -	\$ 58	\$ -	\$ -
4990 Other Capital Outlay	-	-	-	-
TOTAL CAPITAL OUTLAY	\$ -	\$ 5,761	\$ -	\$ -
TOTAL OPERATING EXPENDITURES	\$ 644,765	\$ 697,508	\$ 684,674	\$ 700,894
TOTAL EXPENDITURES LESS PERSONNEL	\$ 156,262	\$ 199,542	\$ 216,210	\$ 221,210
TOTAL EXPENDITURES	\$ 644,765	\$ 703,269	\$ 684,674	\$ 700,894

Attachment: NOXIOUS WEED 2022 (10755 : 2022 Noxious Weed/HHW Budget Request)



COUNTY CLERK & ELECTIONS
Budget

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

MEMORANDUM

FROM: Tami Robison, Budget & Finance Officer

MEETING: May 10, 2021

SUBJECT: 2022 Riley County Indigent Panel Request

PRESENTER: Brenda Jordan/Miranda Johnson

Enclosures:

- Memo 2022 proposal (PDF)
- Panel salary to present (PDF)
- Riley(PDF)
- Pottawatomie (PDF)
- Geary (PDF)

**BRENDA JORDAN
LAW OFFICE LLC**

Memo

To: Riley County Commission
Clancy Holeman,

From: Brenda Jordan & Miranda Johnson, Riley County Panel Administrative attorneys

CC: Panel Members

Date: 4/28/2021

Re: Riley County Appropriations/Panel Contract

I. MISSION STATEMENT

The Riley County Indigent Panel does not have an official mission statement. As has been stated in the past, our goal is to protect and defend the rights of our indigent clients through effective, diligent, compassionate, ethical, legal and comprehensive advocacy. The Panel, as the guardians of liberty and parental rights, ensures that the accused of Riley County are given the fundamental procedures and protections of the United States Constitution, the Bill of Rights and the Kansas Constitution. The panel is dedicated to the full and fair representation of persons in our community who cannot afford legal counsel and are in danger of being deprived of a liberty interest due to criminal accusations or other statutorily defined state action, including children in need of care actions. In fulfilling these goals the panel attorneys:

- Quickly undertake productive representation of our clients;
- Defend against disparate treatment and disproportionate punishment, and attempt to ensure that no one who is innocent is wrongfully convicted.
- Connect our client to resource that can reduce recidivism in the future, which ultimately also serves Riley County as a whole by reduction of future criminal victimization, criminal cases and the ensuing cost.
- Support our clients as diligent and conscientious advocates, maintaining the highest level of professional integrity.
- Collaborate with other law and justice agency to develop and implement legal appropriate and cost-effective alternate punishment and rehabilitation options.
- Provide all mandated legal services in an efficient and cost-effective manner while holding ourselves to the highest professional and ethical standards.
- Serve, honor and protect the Constitutional rights of the People of Riley County.

II. DESCRIPTION:

The panel consists of six (6) highly qualified and experienced attorneys who have agreed to provided the legal services for persons identified as indigent by the Riley county District Court and or parents and children involved in children in need of care cases. the members of the panel are appointed by the Court to represent those identified community members. The cases include representation in cases filed under the Code for Care of Children; the Kansas Juvenile Offender Code, Code for Care and

Treatment of Mentally Ill persons, Code for Care of Alcoholism and Intoxication Treatment and Kansas Criminal Code involving misdemeanor and traffic offenses (wherein jail is possible) within the three (3) Riley County District Courts and Two (2) Magistrate Courtrooms.

The attorneys serving on the panel are:

Name	Admitted to Ks Bar	Years of practice	Years in related law	Years on panel
Brenda Jordan	1994	27	27	13
Miranda Johnson	2006	15	115	11
Andy Vinduska	2007	14	14	10
Chris Bailey	1993	28	28	4
Michael Hinkin	2012	9	9	2
Chris Biggs	1983	38	38	1

These six attorneys represent clients who are charged with or involved in cases filed by the Riley County Attorneys' Office which is currently staffed with 6 attorneys.

III. Background/information

NOTE: The panel is proposing the increase that would have been requested but for the pandemic and related closures and restrictions.

The Court, along with your county offices were closed to the public from March 18, 2020, until late into 2020. In reality, at this time, the Courts have not all completely reopened. A venue for trials was identified, trials were scheduled, creating preparation and then removed due to a problem with the arrangements for the venue.

Regardless, the cases did not go away; the reports have not stopped being generated. Emergency hearings continued to occur, clients continued to call, Defendants in custody were still consulted and or met with (via zoom) to advise of the status of their case, and or to try to resolve the same. Many of those cases, particularly those in custody, remain and will require additional time to address the rights of the individuals; this will in turn backlog the 'new cases' or those that were not held in custody as we move forward.

If you look at our 2021 proposal, our predictions were accurate that the snowball of cases would occur. As the restrictions lifted, the courts, and all involved are backlogged and continuing to build up of cases. Of the cases that were postponed, those that could not be resolved, have to be reset. At the same time, an influx of new cases, from the reports that were put on hold while the closures happened; and or have now been reviewed while prosecutors had 'non court time', will create new cases. In addition, as the restrictions lift, the general public will start circulating and, among them, will be those that find themselves on the wrong side of the law. So, while there has been a period of down time, it will create a peak for those of us in the system. The panel predicts that the yearly total, and thus, the overall average of hours spent on panel time, will be the same, if not higher than what proceeded 2020 closures.

As best that could be gleaned from records of the former administrative attorney, the attached schedule of increase is presented for your consideration. (Attachment 1). The 2021 proposal is included as to what the request would be without the pandemic. The courts are starting to reopen, and the time that will be involved to 'catch up' the cases that were paused will be added to that for the new cases being filed. Unfortunately, while it may have slowed some during the pandemic shut downs, crime did not stop.

In 2019, the six attorneys, recorded 3576.766 hours of service to Riley County for a contract salary total of \$341,700.00. This results in a per hour fee of \$95.53. While that may seem 'high', for those who are unaware, most, if not all attorneys on this panel, if not in Riley County charge in excess of \$200-\$350 per hour for the same services for non indigent clients.

For your comparison, the 21st Judicial District ranks 18th in the State of total case load filed in the District Court in statistical reporting by the Office of Judicial Administration (OJA). If traffic case filings are removed, the 21st judicial district is ranked 9th in the state for total case load filings. Riley County is the predominant member, and Clay the secondary, of the 21st judicial district.

For the fiscal year ending June 30, 2019, Riley County reported to OJA the following filings as relates to this budget request:

- 409 misdemeanor criminal cases;
- 556 misdemeanor traffic cases;
- 52 juvenile offender cases;
- 90 CINC cases
- 81 Care & Treatment proceedings

These statistical references may be found at <https://www.kscourts.org/About-the-Courts/District-Courts/District-Court-Caseload-Statistics> **

** The Judicial site has not updated with figures for 2020.

For comparison, the three (3) attorneys on the Pottawatomie County misdemeanor panel receive \$60,000.00 or \$5000.00 per month, for performing the same court appointed work. (\$180,000.00 in salary) The 2019 numbers for Pottawatomie county are:

- 200 Misdemeanor cases;
- 803 misd. traffic cases;
- 29 juvenile offender; and
- 45 child in need of care;
- 14 Care and Treatment proceedings

For further comparison, the four (4) attorneys in Geary County are contracted based upon case type. As a result, they have a variation of contracts, ranging from \$67,000.00 to three attorneys and one at \$90,000 for one attorney. (\$291,000.00 in salary).

The 2019 Geary County numbers are:

- 174 Misdemeanor cases;
- 2626 traffic cases, this include simple tickets, so are not all covered by panel;
- 293 juvenile offender and child in need of care;
- 31 Care and Treatment proceedings unidentified.

Salary:

2021 salary of attorneys			
6 Attorneys	\$4688.02 *6 *12	=	\$337,537.44

In 2020, the panel proposed that the 'administrative attorney' designation be removed, and that all six (6) receive the same payment and be responsible for communication with the court. That resulted in a monthly payment of \$4688.02 to each of the six (6) attorneys.

We are requesting an increase to a monthly payment of \$5,048.62 per attorney consistent with the increasing caseload, prior and in light of the pandemic. Additionally, this increase would address the lack of an increase, of any type since 2019 and bring the contract more in line for similar services in neighboring counties.

Expenses:

Copies- Given the ever increasing push to electronic filing, provision of discovery electronically, and other electronic matters, the cost of provision of copies will continue to rise. The attorneys are required to provide clients of copies of the pleadings, discovery and other matters related to the case. The copies must be redacted, and yet we must have an unredacted set. Additionally, the same is necessary so the clients can assist in reviewing for accuracy and the defense. Thus, the increase in cost of copies. In 2019, copy expenses were \$9323.26.

Where copy expenses increase, postage is dropping due to ability to transmit information to client's electronically which previously required mailing of letters.

We are including a request for reimbursement for software related to allowing for clients to complete documents electronically, either through Adobe or Docusign. The attorneys are not requesting reimbursement for the entirety of such programs, but an average that would cover the usage for county/panel cases. The other reason for this request is to deal with the County's Cisco security issues where more of our appointments are being sent from the Clerk's office and due to the filter come through as secured.

IV Budget request:

6 Attorneys	\$5048.62 *6 *12 =	\$363,500.64
Appeals		\$ 10,000.00
Expenses/Incidentals		\$ 15,850.00
Mileage	\$ 300.00	
Copies (.25/page)	\$ 12,000.00	
CLE/Meals (per contract)	\$ 900.00	
Postage	\$ 650.00	
Software reimbursement:	\$ 2000.00	

Budget request for 2022 (Post Pandemic) \$ 389350.64

Off panel - separate and distinct from panel budget* \$ 35,000.00

Not sure if this is to be maintained in the panel budget, as it is not paid through the panel contract.

Respectfully,

Brenda M. Jordan
Miranda B. Johnson

Attachments:

Panel salary history chart

2019 Geary, Riley and Pottawatomie County stat pages from <https://www.kscourts.org/About-the-Courts/District-Courts/District-Court-Caseload-Statistics>

FY Year	Rate	Panel Salary % increase	County increases	Notes:
2002	\$2149.28			Budget increases as RC employees
2011	\$4425.00 \$4116.00			
2012	\$4514.00 \$4198.00	1.99%		
2013	\$4577.00 \$4261.00	1.50%		
2014	\$4645.00 \$4325.00	1.50%		
2015	\$4710.03 \$4385.55	1.39%		
2016	\$4780.68 \$4451.33	1.49%		
2017	\$4837.27 \$4664.70	4.78%	3.07% step, No COLA	2 year contract
2018	\$4837.27 \$4664.70	No change	3.13% step .08% COLA	\$4,992.55 \$4,814.44
2019	\$4861.46 \$4688.02	.50%	3.16 % step 1.7 % COLA	\$5235.19 \$5048.42
2021 due to pandemic	\$4688.02			
2022 Proposal	\$5048.42			

Attachment: Panel salary to present (10781 : 2022 Riley County Indigent Panel Request)

Kansas Judicial Branch

Case Management Statistics



Riley County

	Cases Filed		Cases Terminated		Pending Cases	
	2019	2018	2019	2018	2019	2018
Civil Cases - Total	2,994	2,406	2,756	2,189	904	686
Regular Actions	331	233	295	230	147	112
Domestic Relations	755	733	734	723	184	181
Limited Action	1,908	1,440	1,727	1,236	573	393
Criminal Cases - Total	691	688	663	663	228	202
Felonies	282	295	259	267	128	109
Misdemeanors	409	393	404	396	100	93
Other Actions - Total	2,295	2,438	2,401	2,296		
Traffic Cases	1,718	1,867	1,859	1,754		
Formal Juvenile Cases	142	144	130	135		
Probate	153	135	138	111		
Fish and Game Cases	28	36	20	40		
Small Claims	145	137	145	137		
Adoptions	28	22	28	22		
Treatment Proceedings	81	97	81	97		
Total Caseload	5,980	5,532	5,820	5,148		

Kansas Judicial Branch

Case Management Statistics



Geary County

	Cases Filed		Cases Terminated		Pending Cases	
	2019	2018	2019	2018	2019	2018
Civil Cases - Total	2,857	2,925	2,871	2,998	741	759
Regular Actions	271	296	284	295	109	122
Domestic Relations	837	946	833	971	247	244
Limited Action	1,749	1,683	1,754	1,732	385	393
Criminal Cases - Total	812	893	761	958	426	383
Felonies	638	723	611	754	358	335
Misdemeanors	174	170	150	204	68	48
Other Actions - Total	3,132	3,772	3,068	3,901		
Traffic Cases	2,626	3,203	2,577	3,356		
Formal Juvenile Cases	293	356	282	324		
Probate	71	67	65	74		
Fish and Game Cases	22	34	24	35		
Small Claims	36	29	36	29		
Adoptions	53	31	53	31		
Treatment Proceedings	31	52	31	52		
Total Caseload	6,801	7,590	6,700	7,857		

Kansas Judicial Branch

Case Management Statistics



Geary County

	Cases Filed		Cases Terminated		Pending Cases	
	2019	2018	2019	2018	2019	2018
Civil Cases - Total	2,857	2,925	2,871	2,998	741	759
Regular Actions	271	296	284	295	109	122
Domestic Relations	837	946	833	971	247	244
Limited Action	1,749	1,683	1,754	1,732	385	393
Criminal Cases - Total	812	893	761	958	426	383
Felonies	638	723	611	754	358	335
Misdemeanors	174	170	150	204	68	48
Other Actions - Total	3,132	3,772	3,068	3,901		
Traffic Cases	2,626	3,203	2,577	3,356		
Formal Juvenile Cases	293	356	282	324		
Probate	71	67	65	74		
Fish and Game Cases	22	34	24	35		
Small Claims	36	29	36	29		
Adoptions	53	31	53	31		
Treatment Proceedings	31	52	31	52		
Total Caseload	6,801	7,590	6,700	7,857		



COUNTY CLERK & ELECTIONS
Budget

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

MEMORANDUM

FROM: Tami Robison, Budget & Finance Officer

MEETING: May 10, 2021

SUBJECT: 2022 Three Rivers Inc. Appropriation Request

PRESENTER: Erica Christie, Asst Director Three Rivers Inc.

Presenting the 2022 Appropriation Request from Three Rivers Inc.

Enclosures:

- 3Rivers memo (PDF)
- 3R IL FY22 Budget for County funding request.1 (PDF)
- 3Rivers IL Program Revenue Estimates 2021-2025 (PDF)



April 23 2021

Riley County Commissioners
FY22 Request for Funds \$8,000

Dear Commissioners:

Thank you in advance for considering this request for funding. These funds will be used to provide training and support for individuals with disabilities in Riley County pursuing their goal to live and work in their community. 3Rivers has continued to see significant growth this year and we are excited to be able to expand our employment support services in the county.

This past year, despite the pandemic, 3Rivers was able to continue our new program targeting teens with disabilities for training supporting gainful after school employment. This successful program is time intensive as we work with youth in our smaller rural communities requiring extensive travel but absolutely worth the effort. 3Rivers continues pursuing employment partnerships that will increase on the job training opportunities that can lead to permanent, meaningful employment for individuals we serve. In addition to independent living skills training, 3Rivers continues to coordinate in home care services for more than 300 individuals with significant disabilities desiring to stay in their homes. Many of these individuals are also working with our Independent Living Counselors to regain skills to return to part time work. 3Rivers continues to partner with multiple funding sources to assist medical clinics in our region to complete accessibility surveys and receive grant funds for the purchase of services and equipment to improve access to individuals with significant disabilities, such as wheelchair accessible weight scales, height adjustable exam or x-ray tables.

Attachment: 3Rivers memo (10782 : 2022 Three Rivers Inc. Appropriation Request)



Of a particular note during the COVID 19 pandemic, our team was able to provide services in the safest possible method. We rapidly expanded our capacity to have staff work from home and increased our technology to provide training and support via social media platforms where possible. It has been challenging and stressful and we acknowledge it is not over yet. We maintained close contact with area emergency management staff seeking their guidance. Based on guidance, we developed a plan to educate and train staff, consumers and our 500+ in-home care givers on how to mitigate the risks of this deadly virus. Not surprisingly, we saw a surge in requests to assist individuals moving out of nursing homes and back into their communities. We are happy to report that we helped these individuals safely transition to their own homes. While direct services take up much of our time, we remain advocates for individuals with disabilities, particularly our Veterans, promoting their rights to live in their community. Our Independent Living Team serve on numerous county and state committees to improve services and programs for our community members. We thank you for the opportunity to expand these services through this partnership. We look forward to increasing services and outcomes which will benefit all residents of the county.

Sincerely,

A handwritten signature in black ink, appearing to read 'Audrey Schremmer', with a long horizontal flourish extending to the right.

Audrey Schremmer, MA
Executive Director

Three Rivers Inc Draft Budget FY22 Independent Living Program			
Revenue Projected			
Grants - State, Federal and local	462200		
Public/Private contracts and donations	70000		
Est public support from all Counties	63000		
Misc revenue from admin contracts	60000		
TOTAL Revenue	655200		
Personnel Wages/Taxes	503395		
Benefits; health, dental, IRA	33270		
Travel	22000		
Training - CEU,s required	6500		
Bldg, Furniture and Equipment	8000		
General office supplies	4000		
Fundraising and Outreach required by grant	3600		
Software Dues, IT support, audit etc.	26650		
Business Ins	7500		
Communications	19000		
Consumer assistance fund	3000		
Background checks, comm events misc	8000		
Depreciation	25000		
TOTAL Expenses	669915		
	-14715		
Funding Request is for Travel			

3Rivers Independent Living Program Revenue Estimates 2021-2025

3Rivers board and administration strive to maintain a mix of funding which offers a stable foundation for core services supporting our mission to promote the self-reliance of individuals with disabilities and seniors through education advocacy, training and support.

Three Rivers Inc. is recognized as a Center for Independent Living in compliance with federal and state statutes and as such receives ongoing grant funds from federal and state independent living funding sources. While statutes set forth continuation of funding for as long as Three Rivers' remains compliant with statutes; these grants are of course, dependent on federal and state funding sources. To this end, expectations are that funds may vary as much as 10% from year to year. (Historically there has never been more than an 8% reduction at any time)

Kansas Dept of Child and Family Services Grant (July 1 – June 30 grant year)

FY2022 – \$429500 if level funded

We have not received information about funding for July 1 2021 but have been told to expect a 2% decrease in grant funds.

FY2022 -2025 with 2% reduction - \$421000

Health and Human Services Administration on Community Living Grant (Sept 30 – Oct 1 grant year)

FY 21/22 \$41200

FY2022 – 2015 estimate \$41,200

Contract Services – 3Rivers contracts with numerous entities, public and private to provide services consistent with our mission such as vocational rehabilitation training, employment readiness and job supports; personal assistant services for individuals with disabilities, seniors and veterans. We also contract with managed care companies to assist individuals in moving out of nursing homes back into their home; transition from hospital to home (as opposed to hospital to nursing home to family home). ADA accessibility surveys and consultations and community education projects.

Currently 3Rivers' funding mix equals 70% grants, 20% contracts and 10% from county and private donations. 3Rivers strategic plan is to shift these totals so that contracts make up 30% of program funding.

Obviously the COVID 19 pandemic has severely impacted our contractual services, reducing funding by more than 50% since we were not able to work face to face with consumers for most of 2020. Three Rivers has established reserve funds sufficient to run grant operations for a minimum of 6 months should all other funding cease; allowing for a transition timeline for another center for independent living to step in and began providing services.



COUNTY CLERK & ELECTIONS
Budget

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

MEMORANDUM

FROM: Tami Robison, Budget & Finance Officer

MEETING: May 10, 2021

SUBJECT: 2022 Planning and Development Budget Request

PRESENTER: Amanda Smeller, Planning and Development Director

Enclosures:

- Planning & Development memo 2022 (PDF)
- PLANNING & DEVELOPMENT 2022 (PDF)



MEMO

☐	PLEASE COMMENT
☐	PLEASE REPLY
☐	URGENT
☒	FOR REVIEW

DATE 04/29/2021

TO:

Board of County Commissioners

FROM:

Amanda Smeller
 Planning & Development
 110 Courthouse Plaza
 Manhattan, Kansas 66502

Phone:**Fax:****E-mail:****Phone:** (785) 537-6332**Ext.** 7501**Fax:** (785) 537-6331**E-mail:** mwedel@rileycountyks.gov**SUBJECT:** 2022 Planning & Development Budget

1. Contractual Services

- 2510 – Mileage
- 2520 – Lodging
- 2530 – Airfare
- 2540 – Meals
- 2560 – Training & Registrations

I am proposing an overall \$700 increase in the above line items from \$7,400 total to \$8,100 total. In 2020 and most of 2021, trainings and conferences were held virtually so there was very little to nothing expended for mileage, lodging, airfare, and meals. I anticipate in-person trainings and conferences to return in 2022. Staff needs to attend these various trainings and conferences (including, but not limited to, National American Planning Association, National Association of Floodplain Managers, and National Environmental Health Association) in order to obtain the required continuing education credits and to maintain professional certifications. I have increased the budget in anticipation of higher travel costs due to the aftermath of COVID.

2. Commodities

- 3304 – Programming Services

I am strongly considering going with a different electronic permit system as we are having continued issues with our current system. I am researching three options, and awaiting costs for two. I have received pricing for one system which is approximately \$45,000 annually and is reflected in my proposed budget. Our current system is \$22,000 annually. Other systems could likely be less, so that number may be adjusted down the line should I decide it is best to go this route.

001-024

Riley County Planning and Development

PERSONNEL	2019	2020	2021	2022
Position Title - Full-Time	<u>ACTUAL</u>	<u>ACTUAL</u>	<u>BUDGET</u>	<u>BUDGET</u>
Planning & Special Projects Director	1	1	1	1
Planner	1	1	1	1
Administrative Assistant	1	1	1	1
Zoning Enforcement Officer	1	1	1	1
Environmental Health Specialist	1	1	1	1
As Needed Clerical	0	0	0	1
TOTAL NUMBER OF EMPLOYEES	5	5	5	6
PERSONNEL SERVICES				
1001 Salaries (Regular Full-Time)	\$ 343,701	\$ 372,508	\$ 325,274	\$ 308,517
1001-057 Salaries (Regular Full-Time) - HD	56,701	61,884	59,592	61,318
1003 Seasonal/Part Time/Temp	-	-	-	13,330
1005 Salaries (Overtime)	117	61	1,861	795
1504 FICA	25,132	28,094	25,025	24,682
1504-057 FICA - HD	3,942	4,434	4,559	4,691
1506 Health Insurance	39,072	32,532	71,577	67,585
1506-057 Health Insurance-HD	15,417	16,011	13,039	13,398
1508 KPERS	34,004	35,804	32,288	30,621
1508-057 KPERS-HD	5,608	5,947	5,882	6,071
1510 State Unemployment Tax	312	479	327	323
1510-057 State Unemployment Tax-HD	48	76	60	61
TOTAL PERSONNEL SERVICES	\$ 524,054	\$ 557,830	\$ 539,484	\$ 531,392
CONTRACTUAL SERVICES				
2010 Postage / Freight / Shipping	\$ 1,082	\$ 1,077	\$ 1,200	\$ 1,200
2030 Pagers & Cellular Phone Services	3,120	3,055	3,120	3,120
2080 Printing/Duplication Services	-	-	100	100
2110 Advertising & Legal Publications	3,257	5,814	4,000	4,000
2122 Vehicle / Fleet Insurance	411	678	425	425
2200 Office Equip Rental	4,609	3,484	3,600	3,600
2330 Transportation Services	-	-	50	50
2400 Repair & Maintain County Vehicles	-	291	500	500
2410 Repair & Maintain Office Equipment	-	-	300	300
2430 Repair & Maintain & Support Computer Softw:	-	314	-	-
2510 Mileage / Tolls / Parking / Rental	1,646	2,159	1,700	1,800
2520 Lodging	793	211	1,800	2,000
2530 Air Fare	-	-	1,000	1,200
2540 Meals	90	42	500	500
2550 Dues & Memberships	1,065	1,680	1,500	1,500
2560 Training & Registrations	1,005	1,325	2,400	2,600
2570 Subscriptions	328	327	350	350

Attachment: PLANNING & DEVELOPMENT 2022 (10792 : 2022 Planning and Development Budget Request)

	2019	2020	2021	2022
CONTRACTUAL SERVICES (cont)	<u>ACTUAL</u>	<u>ACTUAL</u>	<u>BUDGET</u>	<u>BUDGET</u>
2585 Misc Refunds/Reimbursements	539	-	-	-
2605 Administration/Clerical Fees	3,584	-	500	500
2615 Recording fees	-	348	-	350
2640 Legal Services	-	-	500	500
2990 Other Contractual Services	-	-	-	-
TOTAL CONTRACTUAL SERVICES	\$ 21,529	\$ 20,805	\$ 23,545	\$ 24,595
COMMODITIES				
3010 Office Supplies	\$ 1,180	\$ 3,182	\$ 2,000	\$ 2,000
3020 Books & Publications	-	-	100	100
3030 Computer Supplies	60	45	200	200
3040 Clothing	-	-	50	50
3080 Fuel & Lubricants	23	-	100	100
3100 Chemicals	1,292	801	1,300	1,300
3135 Furniture < \$100	-	-	300	300
3140 Parts and Tools < \$100	20	86	50	50
3150 Parts and Tools > \$100	162	-	300	300
3304 Programming Services	20,177	20,018	22,000	45,000
3990 Other Supplies & Materials	-	771	300	300
TOTAL COMMODITIES	\$ 22,914	\$ 24,903	\$ 26,700	\$ 49,700
CAPITAL OUTLAY				
604 Transfer out (Disaster Fund reimb)	\$ -	\$ 86	\$ -	\$ -
4010 Office Equipment	\$ -	\$ -	\$ 100	\$ 500
4020 Other Equipment	217	-	500	500
4030 Telecom Equipment	14	249	-	-
4040 Furniture > \$100	-	457	1,500	1,500
4050 Computer Hardware	-	285	-	-
4060 Computer Software	1,548	-	1,000	1,000
TOTAL CAPITAL OUTLAY	\$ 1,779	\$ 1,077	\$ 3,100	\$ 3,500
TOTAL OPERATING EXPENDITURES	\$ 568,497	\$ 603,538	\$ 589,729	\$ 605,687
TOTAL EXPENDITURES LESS PERSONNEL	\$ 46,222	\$ 46,785	\$ 53,345	\$ 77,795
TOTAL EXPENDITURES	\$ 570,276	\$ 604,615	\$ 592,829	\$ 609,187



COUNTY CLERK & ELECTIONS
Budget

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

MEMORANDUM

FROM: Tami Robison, Budget & Finance Officer

MEETING: May 10, 2021

SUBJECT: 2022 Coroner, Juvenile Detention, War Memorial, Special Alcohol Budget Requests

PRESENTER: Tami Robison

The 2022 Coroner and Juvenile Detention budget request is flat.

The War Memorial fund and Special Alcohol Fund are not affected by Ad Valorem tax dollars and are budgeted to balance the fund to zero for the 2022 year.

Enclosures:

- CORONER 2022 (PDF)
- JUVENILE DETENTION 2022 (XLS)
- WAR MEMORIAL 2022 (PDF)
- SPECIAL ALCOHOL 2022 (PDF)

001-011
Riley County Coroner

	<u>2019</u> <u>ACTUAL</u>	<u>2020</u> <u>ACTUAL</u>	<u>2021</u> <u>BUDGET</u>	<u>2022</u> <u>BUDGET</u>
CONTRACTUAL SERVICES				
2330 Transportation Services	\$ 12,626	\$ 13,706	\$ 12,000	\$ 15,000
2650 Physician Fees	93,253	85,865	90,000	90,000
2990 Other Contract Services	-	-	5,000	2,000
TOTAL CONTRACTUAL SERVICES	\$ 105,879	\$ 99,571	\$ 107,000	\$ 107,000
TOTAL EXPENDITURES	\$ 105,879	\$ 99,571	\$ 107,000	\$ 107,000

001-015
Juvenile Detention

	<u>2019</u> <u>ACTUAL</u>	<u>2020</u> <u>ACTUAL</u>	<u>2021</u> <u>BUDGET</u>	<u>2022</u> <u>BUDGET</u>
CONTRACTUAL SERVICES				
2320 Juvenile Detention Operations	\$ 92,374	\$ 85,358	\$ 95,000	\$ 95,000
TOTAL CONTRACTUAL SERVICES	\$ 92,374	\$ 85,358	\$ 95,000	\$ 95,000
TOTAL EXPENDITURES	\$ 92,374	\$ 85,358	\$ 95,000	\$ 95,000

Attachment: JUVENILE DETENTION 2022 (10798 : 2022 Coroner, Juv Detention, War Memorial, Spec Alcohol Budget Requests)

Adopted Budget	2019	2020	2021	2021	2022
War Memorial Fund - 112	ACTUAL	ACTUAL	BUDGET	EST	BUDGET
Unencumbered Cash Balance, Jan 1	9,980	10,175	8,775	10,700	11,000
Revenues:					
Donations	1,575	825	800	800	800
Total Receipts	1,575	825	800	800	800
Resources Available:	11,555	11,000	9,575	11,500	11,800
Expenditures:					
Contractual Services	1,380	300	9,575	500	11,800
Total Expenditures	1,380	300	9,575	500	11,800
Unencumbered Cash Balance, Dec 31	10,175	10,700	0	11,000	0

Adopted Budget	2019	2020	2021	2021	2022
Special Alcohol Programs Fund - 132	ACTUAL	ACTUAL	BUDGET	EST	BUDGET
Unencumbered Cash Balance, Jan 1	7,380	5,461	4,829	3,763	2,957
Local Alcoholic Liquor Tax	3,881	2,952	4,194	4,194	1,906
Total Receipts	3,881	2,952	4,194	4,194	1,906
Resources Available:	11,261	8,413	9,023	7,957	4,863
Expenditures:					
Contractual Services	5,800	4,650	9,023	5,000	4,863
Total Expenditures	5,800	4,650	9,023	5,000	4,863
Unencumbered Cash Balance, Dec 31	5,461	3,763	0	2,957	0