Board of Riley County Commissioners
Regular Meeting
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

1. Public Comments

Commission Comments

2. Commission Comments

Business Meeting

3. A Resolution Reappointing the County Appraiser
4. Retail Dealer's 2021 Cereal Malt Beverages License for Ryan Platt - Britts Farm for June 11, 2021 only
5. EMS Kitchen Remodel- Change Order #1
6. Action on a Plaza Reservation Request
7. Sign a Tax Roll Correction
8. Appraiser's Website contract with Sunflower Appraisals
9. Sign Riley County Personnel Action Form(s)
10. Discuss Joint City/County/County Meeting Agenda

Review Minutes

11. Board of Riley County Commissioners - Regular Meeting - May 10, 2021 8:30 AM

Review Tentative Agenda

12. Tentative Agenda

Press Conference Topics

13. Discuss Press Conference

9:00 AM **Clancy Holeman, Counselor/Director of Administrative Services**

14. Administrative Work Session
15. Executive session to discuss confidential legal advice regarding pending litigation issues

9:20 AM **David Willis, Parks Manager**

16. Transfer of CIP funds to Community Park

9:30 AM **Shilo Heger, Treasurer**

17. April 2021 Revenue Reporting - Riley County Treasurer

9:45 AM **Jason Smith, Manhattan Area Chamber of Commerce**

18. Economic development update

10:00 AM **Julie Gibbs, Health Department Director**

19. Riley County Health Department Monthly Update

10:30 AM **John Ellermann, Public Works Director/County Engineer**

20. Fairmont Heights Sanitary Sewer Benefit District Improvements Change Order #2
21. Request to fill an open Equipment Operator II Position

10:50 AM **Alice Massimi, PIO**

22. Social Media Moderation Policy

11:00 AM **Gary Fike, County Extension Director**

23. 2022 Riley County Extension Appropriation and Fair Budget Requests

11:10 AM **Barry Wilkerson, County Attorney**

24. 2022 Riley County Attorney Budget Request

11:20 AM **Russel Stukey, Emergency Management Director**

25. 2022 Emergency Management, 911, Rural Fire District, Rural Fire Capital Outlay Budget Requests

11:30 AM **John Ellermann, Public Works Director/County Engineer and Gary Rosewicz, Assistant County Engineer**

26. 2022 Public Works, 1/2 Cent Sales Tax and Auction Budget Requests
27. 2022 Solid Waste and County Building Budget Request

11:40 AM **Julie Winter, Public Works Office Manager**

28. 2022 Benefit Districts, Landfill Budget Requests

1:00 PM **Gina Scroggs, Downtown Manhattan Executive Director**

29. 2022 Downtown Manhattan Appropriation Request

1:10 PM **Amy Manges, Register of Deeds**

30. 2022 Register of Deeds & Tech Fund Budget Requests

1:15 PM **Clancy Holeman, Counselor/Director of Administrative Services**

31. 2022 Riley County Counselor Budget Request

1:20 PM **Jazmyn Gaither, Riley County Conservation District Director**

32. 2022 Riley County Conservation District Appropriation Request

1:25 PM **Shelly Williams, Community Corrections Director**

33. 2022 Community Corrections and Juv Supervision Budget Requests and Appropriation Request

1:35 PM **Anne Smith, aTa Bus Director**

34. 2022 ATA Bus Appropriation Request

1:45 PM **Rich Vargo, County Clerk**

35. 2022 Riley County Clerk, Election and Tech 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.

COUNTY COUNSELOR/ADMINISTRATIVE SERVICES
Personnel

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

COMMISSION AGENDA REPORT

FROM: **Jill Seaton, Office Manager**

MEETING: **May 13, 2021**

SUBJECT: **A Resolution Reappointing the County Appraiser**

PRESENTER: **Clancy Holeman, Riley County Counselor**

POSSIBLE MOTION(S)

Move to approve

Enclosures:
- 2021 Appraiser Reappointment (DOCX)

RESOLUTION NO. 051321-__

A RESOLUTION REAPPOINTING THE COUNTY APPRAISER

WHEREAS, pursuant to K.S.A. 19-430, the Board of Riley County Commissioners may reappoint Greg McHenry, County Appraiser, effective July 1, 2021; and

WHEREAS, the Board of Riley County Commissioners finds that Greg McHenry is qualified for reappointment, pursuant to the terms of K.S.A. 19-430, as the Appraiser of Riley County, Kansas.

NOW THEREFORE, BE IT RESOLVED by the Board of Riley County Commissioners of Riley County, Kansas, that Greg McHenry is hereby reappointed County Appraiser effective July 1, 2021, for a term ending June 30, 2025.

ADOPTED THIS 13th DAY OF MAY 2021.

BOARD OF COUNTY COMMISSIONERS OF RILEY COUNTY, KANSAS

_____
John Ford, Chairman

_____
Greg McKinley, Vice-Chairman

_____
Kathryn Focke, Member

(SEAL)

ATTEST:

_____
Rich Vargo, Riley County Clerk

Attachment: 2021 Appraiser Reappointment (10827 : Resolution Reappointing County Appraiser)

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

COUNTY CLERK & ELECTIONS
License

COMMISSION AGENDA REPORT

FROM: **Jodie Grimes, Account Clerk/License**

MEETING: **May 13, 2021**

SUBJECT: **Retail Dealer's 2021 Cereal Malt Beverages License for Ryan Platt - Britts Farm for June 11, 2021 only**

PRESENTER: **Rich Vargo, County Clerk**

POSSIBLE MOTION(S)

Move to sign a Retail Dealer's 2021 Cereal Malt Beverages License for Ryan Platt - Britts Farm 1000 S. Scenic Drive, Manhattan, Kansas 66503 for June 11, 2021 only.

Move to deny

Enclosures:
- 05-13-21 Ryan Platt June 11th only (PDF)

Form B-375—NOTICE TO TOWNSHIP CLERK — Cereal Malt Beverage License.

LOCKWOOD CO., INC., ATCHISON, KANSAS

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

NOTICE TO TOWNSHIP BOARD

State of Kansas, Riley **County, ss.**

To the Township Clerk, Ogden **Township, in said County:**

This is to notify the members of your Township Board that application has been filed with the County Commissioners by Ryan Platt

for a license to sell cereal malt beverages at retail in said Township, at

1000 S Scenic Dr Manhattan KS 55603

(Location as stated in application)

such sales* _____ to be broken case lots.

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

Done by the Board of County Commissioners, this 13th day of May 2021

Attest:

Chairman.

County Clerk.

(SEAL)

*If sales are in original and unbroken case lots, insert the word "not" before "to be in broken case lots."

Attachment: 05-13-21 Ryan Platt June 11th only (10831 : Retail Dealer's 2021 Cereal Malt Beverages License)

KEEP THIS LICENSE POSTED CONSPICUOUSLY AT ALL TIMES

Fee, $ 50.00

RETAIL DEALER'S 2021 LICENSE

No. 5

TO ALL WHOM IT MAY CONCERN:

License is hereby granted to Ryan Platt to sell at retail

CEREAL MALT BEVERAGES

For consumption on premises June 11th, 2021 ONLY
(State if for consumption on the premises, or for sale in original and unopened containers and not for consumption on the premises.)

at 1000 S Scenic Dr. Manhattan KS 66503 - Britts Farm
(Give exact location, with street number, if any.)

in the Township of Ogden in Riley County, Kansas,

Application therefor, on file in the office of the County Clerk of said County, having been approved by the governing body of said Township, as provided by the Laws of Kansas, and the regulations of the Board of County Commissioners.

This License will expire June 11th 2021 @ 12:00am, unless sooner revoked, is not transferable, nor will any refund of the fee be allowed thereon.

Done by the Board of County Commissioners of Riley County, Kansas,

(SEAL)

this 13th day of May, 20 21

Attest: County Clerk

Chairman

Form B-374

PUBLIC WORKS
Change Order

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

COMMISSION AGENDA REPORT

FROM: **Gary Rosewicz, Assistant Public Works Director**

MEETING: **May 13, 2021**

SUBJECT: **EMS Kitchen Remodel- Change Order #1**

PRESENTER: **Gary Rosewicz, Assistant Public Works Director**

Attached for your approval is Change Order #1 for the EMS Kitchen Remodel Project. Descriptions of the changes are as follows:

*__**Flooring Replacement**__
During the plumbing repairs, part of the flooring was removed. 2 additional flooring layers were discovered beneath the existing one. None could be matched, so all 3 were removed and new flooring material was installed. Increase to contract was $1287.44

__***Plumbing Upgrades**__
Prior to beginning work, the kitchen sink drain line separated or broke under the floor slab. Staff determined it would be less disruptive to repair the line during the remodel project. Increase to contract was $2834.42.

__***Electrical Upgrades**__
Workers found a number of questionable, actually dangerous, electrical modifications had been made over the years. These connections and additions were replaced using the proper materials and brought up to code. Increase to the contract was $380.50.

Change Order #1 increases the contract amount for the EMS Kitchen Remodel Project by $4502.36. Cost of the total contract will be $18,157.36.

Staff recommends approval.

POSSIBLE MOTION(S)

Move to approve Change Order #1for the EMS Kitchen Remodel Project.

Move to deny Change Order #1for the EMS Kitchen Remodel Project.

Move to table for further discussion.

Enclosures:

- Change Order #1_EMS Kitchen (PDF)

CHANGE ORDER

CHANGE ORDER NUMBER: 1 Final

Riley County, Kansas

CONTRACTOR: R.M. Bartl General Contractor, Inc.

ADDRESS: P.O. Box 888, 1600 Fair Lane Manhattan, KS 66502

PROJECT NO. .

PROJECT : Claflin EMS Kitchen Remodel

DESCRIPTION: Kitchen Remodel, Flooring, Plumbing, Electrical

BID ITEMS

ITEM NO.	ITEM DESCRIPTION	UNITS	CONTRACT QUANTITY	ADJUSTED QUANTITY	INCREASE/ DECREASE	UNIT BID PRICE	INCREASE/DECREASE CONTRACT AMOUNT
	Flooring Replacement	LSUM	0.0	1.0	1.0	$1,287.44	$ 1,287.44
	Plumbing Upgrades	LSUM	0.0	1.0	1.0	$2,834.42	$ 2,834.42
	Electrical Upgrades	LSUM	0.0	1.0	1.0	$380.50	$ 380.50
						Subtotal	$ 4,502.36

NEW ITEMS

ITEM NO.	ITEM DESCRIPTION	UNITS	CONTRACT QUANTITY	ADJUSTED QUANTITY	NET INCREASE	UNIT PRICE	INCREASE CONTRACT AMOUNT
						Subtotal	$ -
						TOTAL	$ 4,502.36

Amount of Original Bid:	$ 13,655.00
Total of Previous Change Orders:	$ -
Amount of Change Order No. 1:	$ 4,502.36
Total Adjusted Contract Price:	$ 18,157.36

BY: Gary Losewicz 5-6-21
PROJECT ENGINEER DATE

BY: John Ullmann 5-6-2021
DIRECTOR OF PUBLIC WORKS DATE

BY: Pres. 5-6-21
CONTRACTOR DATE

BY: _____
CHAIRMAN, BOARD OF COUNTY COMMISSIONERS DATE

Attachment: Change Order #1_EMS Kitchen (10825 : EMS Kitchen Remodel- Change Order #1)

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

HEALTH DEPARTMENT
Plaza Reservation Request

COMMISSION AGENDA REPORT

FROM: **Cindy Kabriel, Administrative Assistant II**

MEETING: **May 13, 2021**

SUBJECT: **Action on a Plaza Reservation Request**

PRESENTER: **Julie Gibbs, Health Department Director**

Move to approve a Plaza Reservation Request for the Health Department for May 25, 2021 from 9:15 a.m. - 3:30 p.m. for a vaccine clinic.

Move to deny a Plaza Reservation Request for

Move to modify

Enclosures:
- 05-13-21 Courthouse Plaza Reservation (PDF)

PLAZA RESERVATION REQUEST

DATE OF REQUEST: ___5-6-21_____ DATE OF EVENT: ____5-25-21
REQUESTING ORGANIZATION NAME: _____RCHD_____

PURPOSE OF EVENT: _____Vaccine Clinic_____

AREA OF PLAZA TO BE USED: ___2-4 parking spaces on Humbolt_____

PROGRAM OF ACTIVITIES:_____Vaccines_____

EXPECTED ATTENDANCE: __100 HOURS REQUESTED:__5_____

CONTACT PERSON:

NAME: ___Julie Gibbs_____

ADDRESS:___2030 Tecumseh_____

TELEPHONE NUMBER: ____7857764779____

Are Loudspeakers at this Event Approved by County Commission?: _____Yes No__x____

RESERVATION APPROVED:

DATE: _____ **_____**
CHAIRMAN, BOARD OF
RILEY COUNTY COMMISSIONERS

NOTE TO APPLICANT: PLEASE BE AWARE OF THE FOLLOWING CONDITIONS FOR RESERVATION OF PLAZA:

1. **No loudspeakers are allowed at this event unless approved above by the County Commission. Be aware excessive noise during the event may disturb customers and owners of nearby businesses, so work to keep the volume level of the event at a reasonable level, whether approved loudspeakers are used or not.**

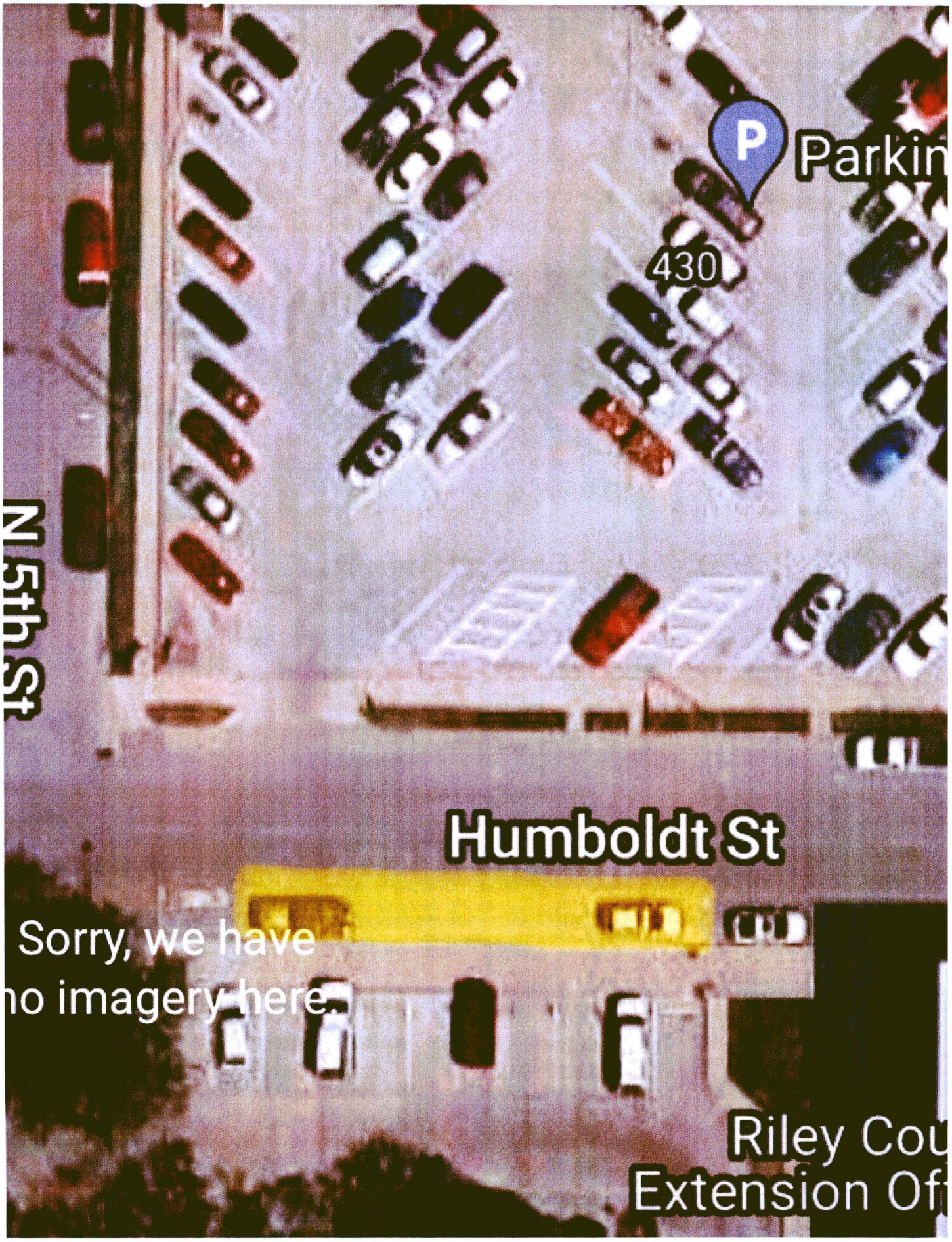
2. **Encourage event participants to not litter the area during the event, and clean the area at the end of your event.**

3. **No alcohol may be served or consumed in the Plaza.**

4. **The two sets of west outside steps of the Courthouse and the single set of outside steps east of the Carnegie Building must remain open for public and staff access during the event. No participants shall stand on these steps during the event. Each building's outside steps must remain open and accessible to the public and staff during the event.**

cc: Public Works Director

Attachment: 05-13-21 Courthouse Plaza Reservation (10824 : Plaza Reservation Request for Vaccine Clinic)



Attachment: 05-13-21 Courthouse Plaza Reservation (10824 : Plaza Reservation Request for Vaccine Clinic)

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

COUNTY CLERK & ELECTIONS
Tax Roll Correction

COMMISSION AGENDA REPORT

FROM: **Lori Muir, Real Estate Specialist**

MEETING: **May 13, 2021**

SUBJECT: **Sign a Tax Roll Correction**

PRESENTER: **Rich Vargo, County Clerk**

POSSIBLE MOTION(S)

Move to approve the Tax Roll Correction.

Move to deny

Move to modify

Move to table

No action required.

The Board agreed by consensus to

Enclosures:
- image17396 (PDF)

TAX ROLL CORRECTION
REAL ESTATE

Printed by LMUIR 2021/05/07

Taxpayer ID KANS0088
Owner ID KANS0088

Control # 2021000237

Tax Year 2020
Tract # 853006

KANSAS 4-H FOUNDATION INC

CAMA # 211-12-0-20-14-039-06-0-01

DICKENS PROFESSIONAL PLACE UNIT 3 LOT B6 (WAS LOT 6B)

116 UMBERGER HALL

TU 2 Manhattan City
Parcel 280440
USD 383

MANHATTAN, KS 66506-3411

Property Address 1680 CHARLES PL

APPRAISER SECTION (Value) 2021/05/07 LMUIR APPROVED

Appraised Prior to Correction:

CL	Land	Imp	Total
CU	76650	896750	973400
Total	76650	896750	973400

Appraised After Correction:

CL	Land	Imp	Total	Net Change
CU	42210	493827	536037	437363-
EO	34440	402923	437363	437363
Total	76650	896750	973400	

Assessed Prior to Correction:

CL	Land	Imp	Total
CU	19163	224188	243351
Total	19163	224188	243351
SB41			

Assessed After Correction:

CL	Land	Imp	Total	Net Change
CU	10553	123457	134010	109341-
EO	34440	402923	437363	437363
Total	44993	526380	134010	Total 109341-
SB41				SB41

CLERK SECTION (Tax) 2021/05/07 LMUIR ORDER PRINTED

Tax Prior to Correction:
Levy 155.27200 Gen Tax 37785.60
SB41 $
SB41 Tax Dollars 37785.60

Tax After Correction:
Levy 155.27200 Gen Tax 20808.00
SB41 $
SB41 Tax Dollars 20808.00

Net Change
16977.60-
16977.60-

TREASURER SECTION (Summary)

Net Change in Assessed Value (no SB41 influence) 109341-
Applicable Mill Levy 155.27200
Net Change in Levied Tax Dollars | 16977.60- |

Net Change in SB41 Exemption

Net Change in Total Tax Dollars | 16977.60- |

Type of Correction DECREASE
Correction Code CO C.O.T.A./OTHER Rate 2.00%
Tax Statement # 18377
Comments Exempt per BOTA #2020-6330-TX Beginning 7-21-20

Owner KANS0088
KANSAS 4-H FOUNDATION INC

By order of the Board of County Comissioners of RILEY COUNTY, Kansas. _____ (Date)
(Per K.S.A. 1475, 1701, 1701a, and 1702)

Approved by Commission: _____

Attest by County Clerk: _____

Attachment: image17396 (10823 : Tax Roll Corrections)

Greg McHenry
County Appraiser
110 Courthouse Plaza
Manhattan, KS 66502
Phone: 785-537-6310

COUNTY APPRAISER'S OFFICE
Agreement

COMMISSION AGENDA REPORT

FROM: **Lisa McAdams**

MEETING: **May 13, 2021**

SUBJECT: **Appraiser's Website contract with Sunflower Appraisals**

PRESENTER: **Greg McHenry**

POSSIBLE MOTION(S)

Move to approve Appraiser's Website contract with Chenin Wilson of Sunflower Appraisals

Move to deny

Move to modify

Move to table

No action required.

The Board agreed by consensus to

Enclosures:
- Wilson (PDF)

REAL ESTATE SALES DATA SEARCH SERVICE AGREEMENT

This Real Estate Sales Data Search Service Agreement is made and entered into this 18th day of May, 2021 by and between Riley County, Kansas, a municipal government under the laws of the State of Kansas, by and through the County ("County"), the County Appraiser ("Appraiser") and Sunflower Appraisals with its principal offices located at P.O. Box 115, Manhattan, KS 66505 ("Member").

WHEREAS, Appraiser has developed an Internet site whereby persons authorized by K.S.A 79-1437f can access Riley County real estate sales information; and

WHEREAS, Appraiser has authority to enter into on-line access agreements to provide access to the forgoing records, and Appraiser accepts responsibility for daily management of this Agreement; and

WHEREAS, Member is an authorized person under K.S.A. 79-1437f and has requested access to the real estate sales data on the Appraiser's internet site, and desires to do so at a price sufficient to permit County to recover its costs of labor and material, as well as depreciation of equipment; and

WHEREAS, the County and Member desire to enter into an agreement for access to images of real estate sales data on the Appraiser's internet site.

NOW, THEREFORE, in consideration of the mutual promises and covenants contained in this Agreement, the County and Member agree as follows:

1. Services

   1.1. The County Agrees to provide on-line access to electronic images of Riley County real estate sales information to Member pursuant to the terms and conditions stated in the Agreement (the "Agreement"). Member shall access the images via Appraiser's web site ("web site") through the use of a user ID and password. The County will provide reasonable maintenance and support to the web site. No other services are provided under this Agreement. The images of real estate sales information provided through the Service will include the information obtained from the real estate sales validation questionnaires required by K.S.A. 79-1437c.

   1.2. Member is responsible for establishing, providing and maintaining its own connection to Appraiser's web site.

   1.3. Member acknowledges and agrees that the Appraiser's web site was developed by and is solely owned by the County and that it will remain the exclusive property of the County.

2. Fees and Payments

Attachment: Wilson (10829 : Appraiser's Website contract with Sunflower Appraisals)

2.1. Member has two payment options for accessing the Appraiser's web site. The Member agrees to pay based on one form of access chosen below **(Check appropriate box).**

_____**Site license**. This allows unlimited Member employees access to Appraiser's web site. The annual charge is $575.

__X__**Individual user license**. This allows a single user unlimited access to Appraiser's web site. The annual charge is $190. If this option is chosen, each individual user who needs access will be required to pay for a license, for example; 3 users need access (3 x $190 = $570). **Each individual user will need to sign an Agreement.**

Member agrees to pay the annual service fee on or before January 1 of each successive year.

Payment for the first calendar year of service is due in full upon signing of this Agreement, regardless of the date of the Agreement. All notices and payments shall be returned to:

Riley County Appraiser's Office
110 Courthouse Plaza B302
Manhattan, KS 66502

2.2. If a Member chooses the Individual user license option, but abuses the license option but shares (intentionally or accidentally) the username and password with other users, access to the Appraiser's web site will be suspended and will not be reinstated until a new Agreement, acceptable to County, is signed and an additional $500 site license option is paid.

2.3. County expressly reserves the right to increase the fees set forth above, in its sole discretion. County shall provide to Member thirty (30) days advance written notice of any such increase and Member shall have the option of terminating the Agreement within the thirty (30) day notice period. County shall terminate service to Member on December 31 of the year the Member provides formal written notice to County to terminate agreement, if Member has paid annual service access fee for that calendar year. If Member provides formal written notice to terminate agreement after January 1, without payment of the annual service access for that year, County shall immediately terminate service.

2.4. Services may be reinstated to a terminated Member, at the sole discretion of County, following the signing of a new agreement and payment of the annual service access fee.

Attachment: Wilson (10829 : Appraiser's Website contract with Sunflower Appraisals)

3. **Illegal Provisions**

3.1. If any provision of this Agreement shall be declared to be illegal, void, or unenforceable by a court of competent jurisdiction, the remaining provisions hereof shall not be affected, but shall remain in full force and effect.

4. **Interruption of Service**

4.1. Appraiser's office shall make reasonable efforts to provide adequate and uninterrupted service under the terms hereof. However, Appraiser and County shall not be liable for interruption of service or delays in providing access to the information described herein. The images provided may not be true, complete and accurate. Member will indemnify and hold harmless hereunder Appraiser and County for any third party claims that the images hereunder were or are not true, complete or accurate. Periodic maintenance shall take place whenever deemed necessary at the sole direction of County, Appraiser, or the Information Systems department of County.

5. **Member's Responsibilities and Certification**

5.1. The receipt of data through the Appraiser's web site is a privilege, not a right and that the use or misuse of this information for unlawful purposes may result in the revocation of access of Member at any time.

5.2. The Member acknowledges and agrees that only those persons authorized by K.S.A. 79-1437f to access the service, including the data contained in the real estate sales validation questionnaires, because Member is one of the following persons or entities and will use the data for one of the following purposes **(Check all appropriate boxes)**.

____x___ K.S.A. 79-1437f (d) appraiser licensed or certified pursuant to K.S.A. 58-4101 et seq., and amendments thereto, for appraisal or property and preparation of appraisal reports;

___x____ K.S.A. 79-1437f (c) financial institutions for conducting appraisals as required by federal and state regulators;

__X____ K.S.A. 79-1437f (i) a person licensed pursuant to the real estate brokers' and salespersons' act for purposes of fulfilling their fiduciary duties to clients and providing information on market value of property to clients.

5.3. Member agrees that its use of the service and of information obtained through the service will be solely for purposes authorized by K.S.A. 79-1437f and that the information obtained from the service will not be released, distributed, or exchanged with other persons or entities unless otherwise authorized by law.

5.4. If Member's status changes, K.S.A. 79-1437f is amended or repealed, or if for any other reason Member is no longer authorized under K.S.A. 1437f to access the contents of real

Attachment: Wilson (10829 : Appraiser's Website contract with Sunflower Appraisals)

estate sales validation questionnaires, Member shall immediately notify the County and this Agreement shall automatically terminate without further notice. There will not be a proration of fees in the event of termination prior to the end of the contract year.

5.5. Member is solely responsible for its activities hereunder. Member is also solely responsible for any unauthorized access or use, by means of Member's password, or username; and shall hold harmless and indemnify both the County and Appraiser for any claims made based on such unauthorized use or access. Member agrees that it will not act hereunder for any illegal purpose, in infringement or copyright, trademark, intellectual property or proprietary rights or laws, or in any manner or for any purpose that interferes with or disrupts other users, services, or equipment.

5.6. The County shall provide to Member a user ID and password accessing the information described herein. Member is solely responsible for managing its user ID and password. Member shall take all necessary and appropriate security measures to insure that Member's user ID and password is not disclosed to other persons or entities. Member shall not share, loan, assign, transfer, or release its user ID and password to any other person or entity.

5.7. The County reserves the right to take all reasonable and necessary steps to protect the security of Riley County data from account abuse, or if account security has been compromised.

5.8. Member agrees that it will not use the data and information obtained through the Service for the purpose of selling or offering for sale any property or service to any person listed or to any person who resides at any address listed in such data, nor will Member sell, give or otherwise make available to any person any list of names or addresses contained in or derived from such data for the purpose of allowing that person to sell or offer for sale any property or service to any person listed or to any person who resides at any address listed. Member has read K.S.A. 45-220 (Attachment 'A') and K.S.A. 21-3914 (Attachment 'B') regarding the prohibition against using data for direct or indirect solicitation and agrees to comply with all applicable laws regarding use of the data and information obtained through the this Agreement.

6. **Disclaimer of Warranties**

6.1. The County shall operate and maintain that web site, contingent upon the County's network and equipment capacity, and connection availability. Member acknowledges and agrees that the County does not operate or control the internet, or the World Wide Web.

6.2. The County expressly disclaims any express or implied warranties, representations, or endorsements regarding any information, products, or services provided pursuant to this

Attachment: Wilson (10829 : Appraiser's Website contract with Sunflower Appraisals)

Agreement or through the web site. Member acknowledges and agrees that the web site is for informational purposes only. The information, products, or services provided pursuant to this Agreement or through the web site are provided on an "as is" and "as available" basis without warranties or any kind, express or implied, and including but not limited to warranties of title, no infringement, or implied warranties of merchantability or fitness for a particular purpose. No advice or information given by the County's employees, agents, or contractors shall create a warranty. Under no circumstances shall the County be liable for any direct, indirect, incidental, special, punitive, or consequential damages or losses that result from Member's use of or inability to access any part of the web site or Member's reliance on or use of information, products, or services provided on or through the web site or that result from mistakes, omissions, interruptions, loss, theft, or deletion of flies, errors, defects, delays in operation or transmission, computer viruses, or any failure of performance.

7. **Termination**

7.1. The Agreement shall commence on the execution date of their contract and continue thereafter annually from January 1st of each year until termination by either part as provided herein. Either party may terminate this Agreement with or without cause by giving thirty (30) days written notice to the other party. Upon submission of such notice, this Agreement shall terminate at the conclusion of the thirty-day notice period. There will not be a pro-ration of fees in the event of termination prior to the end of the contract year.

8. **Miscellaneous**

8.1. The waiver of any breach of any provision of this Agreement shall not constitute a waiver of any subsequent breach of the same or other provisions herein.

8.2. This Agreement contains the entire understanding between the parties and supersedes all prior agreements or understandings between the parties with respect to the subject matter hereof.

8.3. Any modification or waiver of any provision in this Agreement shall not be effective unless made in writing.

8.4. This Agreement shall be governed by and construed in accordance with the laws of the State of Kansas.

8.5. Member shall not assign, transfer, convey, sublet, resell or otherwise dispose of this Agreement or any of the rights and obligations hereunder without the prior written consent of the County.

MEMBER

BOARD OF COMMISSIONERS OF RILEY COUNTY, KANSAS

Attachment: Wilson (10829 : Appraiser's Website contract with Sunflower Appraisals)

By (Print): Cherin Wilson

Signature: [signature]

Title: Appraiser

Date: 05/10/2021

Phone Number: 785-430-6116

Fax Number: N/A

E-Mail: office@sunflowerappraisals.com

Estimated # of Users: 2

John Ford, Chairman

Approved:

By: [signature]
Greg McHenry, ~~Riley County~~ Appraiser

Date: 5-10-21

Attachment: Wilson (10829 : Appraiser's Website contract with Sunflower Appraisals)

Attachment A to "Contract" Between Riley County (hereinafter "County"), and Sunflower Appraisals (hereinafter "Member").

CONTRACTUAL PROVISIONS ATTACHMENT

The undersigned parties agree that the following provisions are hereby incorporated into the contract to which it is attached and made a part thereof, said contract being dated the 10th day of May, 2021.

1. **TERMS HEREIN CONTROLLING PROVISIONS.** It is expressly agreed that the terms of each and every provision in this attachment shall prevail and control over the terms of any other conflicting provision in the contract and any other document relating to and a part of the contract in which this attachment is incorporated. All terms hereof survive termination of the contract.

2. **AGREEMENT WITH KANSAS LAW.** It is agreed by and between the undersigned that all disputes and matters whatsoever arising under, in connection with or incident to the contract shall be litigated, if at all, in and before a state Court located in the State of Kansas, County of Riley, or if in Federal Court, at a Federal Court located in Topeka, Kansas, to the exclusion of the Courts of any other states or country. All contractual promises shall be subject to, governed by, and construed according to the laws of the State of Kansas, without reference to its conflict of laws principles. Both parties submit to venue and jurisdiction in these courts. In the event an action or claim arises outside of the exclusive jurisdiction specified herein which names County as a party, Member agrees to initiate, consent to and/or cooperate with any and all efforts to remove the matter to the exclusive jurisdiction named herein and otherwise to take any and all reasonable actions to achieve County's objectives of this provision.

3. **COMPLIANCE WITH APPLICABLE LAWS, SERVICE STANDARDS AND REQUIRED PROCEDURES.**

   3.1 Service Standards and Procedures. Member shall perform the services set forth in the Contract in compliance with applicable standards and procedures specified in the Contract.

   3.2 Compliance With Law. Member shall comply with all applicable local, state and federal laws and regulations, in carrying out the Contract, regardless of whether those legal requirements are specifically referenced in the Contract.

4. **CASH BASIS AND BUDGET LAWS.** The right of the County to enter into the Contract is subject to the provisions of the Cash Basis Law (K.S.A. 10-1112 and 10-1113), the Budget Law (K.S.A. 79-2935), and other laws of the State of Kansas. The Contract shall be construed and interpreted so as to ensure that the County shall at all times stay in conformity with such laws, and as a condition of the Contract the County reserves the right to unilaterally terminate the Contract at any time if, in the opinion of its legal counsel, the Contract may be deemed to violate the terms of such laws.

Attachment: Wilson (10829 : Appraiser's Website contract with Sunflower Appraisals)

5. **TERMINATION DUE TO LACK OF FUNDING APPROPRIATION.** If, in the judgment of the Riley County Commissioners, after consultation with its Budget and Finance Officer or other county officials, sufficient funds are not appropriated to continue the function performed in the contract and for the payment of the charges hereunder, County may terminate the contract at the end of its current fiscal year. Termination shall be effective 30 days after County mails written notice to Member. In the event of such termination, County agrees to give written notice of termination to Member. With regard to equipment, leased or otherwise, provided to County under the contract, if lawful, County will pay to the Member all regular contractual payments incurred through the end of such fiscal year, plus contractual charges incidental to the return of any such equipment. Upon termination of the contract by County, title to and possession of any equipment purchased by the County under contract, but not fully paid for, shall revert to Member at the end of County's current fiscal year. The termination of the contract pursuant to this paragraph shall not cause any penalty to be charged to the County or the Member.

6. **ANTI-DISCRIMINATION CLAUSE.**
In carrying out the Contract, Member shall comply with K.S.A. 44-1001 *et seq*.

6.1 Member shall observe the provisions of the Kansas act against discrimination and the Kansas age discrimination in employment act, and shall not discriminate against any person in the performance of work under the Contract because of race, religion, color, sex, disability, national origin, ancestry, or age.

6.2 In all solicitations or advertisements for employees, Member shall include the phrase "equal opportunity employer" or a similar phrase to be approved by the Kansas Human Rights Commission.

6.3 If Member fails to comply with the provisions of K.S.A. 44-1031, requiring reports to be submitted to the Kansas Human Rights Commission when requested by that Commission, Member shall be deemed to have breached the Contract and it may be canceled, terminated or suspended, in whole or in part, by County.

6.4 If Member is found guilty of a violation of the Kansas act against discrimination under a decision or order of the Kansas Human Rights Commission which has become final, Member shall be deemed to have breached the Contract and it may be canceled, terminated or suspended, in whole or in part by County.

6.5 Member shall include the provisions of paragraphs 6.1 through 6.4 inclusively of this section in every subcontract or purchase order so that such provisions will be binding upon such sub Member of Member.

6.6 Parties to the contract understand that this paragraph number 6 is not applicable if Member employs fewer than four employees or if Member's contracts with the County cumulatively total $5,000 or less during the County's fiscal year.

7. **ACCEPTANCE OF CONTRACT.** The contract shall not be considered accepted, approved or otherwise effective until the required approvals and certifications have been given and this Contractual Provisions Attachment is signed by the Board of County Commissioners of Riley County, Kansas.

Attachment: Wilson (10829 : Appraiser's Website contract with Sunflower Appraisals)

8. **ARBITRATION, DAMAGES, WARRANTIES.** Notwithstanding any language to the contrary, no interpretation shall be allowed to find the County has agreed to binding arbitration, or the payment of damages or penalties upon the occurrence of a contingency. Further, the County does not agree to pay attorney fees and late payment charges; and no provisions will be given effect that attempts to exclude, modify, disclaim or otherwise attempt to limit implied warranties of merchantability and fitness for a particular purpose.

9. **REPRESENTATIVE'S AUTHORITY TO CONTRACT/REQUIRED DOCUMENTATION.** By signing the Contract, the representative of Member thereby represents that such person is duly authorized by Member to execute the document on behalf of Member and Member agrees to be bound by the provisions thereof. Member shall furnish evidence of authority to transact business in Kansas, in the form of a certificate signed by the Kansas Secretary of State.

10. **RESPONSIBILITY FOR TAXES.** The County shall not be responsible for, nor indemnify Member for, any federal, state or local taxes that may be imposed or levied upon the subject matter of the contract.

11. **NO INSURANCE PROVIDED BY COUNTY.** The County shall not be required to purchase, any insurance against loss or damage to any personal property to which the contract relates, nor shall the contract require the County to establish a "self-insurance" fund to protect against any such loss or damage. Subject to any applicable provisions of the Kansas Tort Claims Act (K.S.A. 75-6101 *et seq.),* Member shall bear the risk of any loss or damage to any personal property to which Member holds title.

12. **TERM AND TERMINATION.**

12.1 Term. This Contractual Provisions Attachment shall be effective as of its date of execution by the parties and shall remain in effect during the term of the Contract, or until terminated either for convenience, breach or default, as set out herein. Thirty (30) days written notice to the breaching party is required.

12.2 Termination for Cause. If Member shall fail to fulfill in a timely and proper manner its obligations under the Contract, or if Member shall violate any of the terms, covenants, conditions, or stipulations of the Contract, County shall thereupon have the right to terminate the Contract by promptly giving written notice to Member of such termination and specifying the reasons for the termination and the effective date thereof. A breach shall include, but not be limited to, failure to comply with any or all items contained in the Contract and any appendices, exhibits or amendments thereto, if any.

Notwithstanding the above, Member shall not be relieved of liability to County by virtue of any breach of the Contract by Member.

12.3 Termination for Convenience. County may terminate the Contract in whole or in part, upon thirty (30) days written notice to Member, stating the effective date of the termination for convenience.

12.4 Payment Calculation Upon Termination. In the event of termination under the Contract by either party, any amount owed Member will be calculated based solely upon payment for fair value of acceptable services provided by Member to the point of termination, which fair value is not the subject of a good faith dispute.

Attachment: Wilson (10829 : Appraiser's Website contract with Sunflower Appraisals)

13. **PERSONNEL.**

13.1 Qualified Personnel. Member represents that it has, or shall secure at its own expense, all personnel required in performing the services under the Contract. Such personnel shall not be employees of or have any other contractual relationship with County. All personnel engaged in the work shall be fully qualified according to the laws of the State of Kansas and the provisions of this Contract.

13.2 Minimum Wages. Member will comply with the minimum wage and maximum hours provisions of the Federal Fair Labor Standards Act.

13.3 Employee Conflict of Interest. Member shall establish safeguards to prohibit employees from using their positions for a purpose that is or gives the appearance of being motivated by a desire for private gain for themselves or others, particularly those with whom they have family, business, or other ties.

14. **PROHIBITION OF CONFLICTS OF INTEREST.**

14.1 Interest of Public Officials and Others. No officer or employee of Riley County, no member of its governing body, and no other public official who exercises any functions or responsibilities in the review or approval of the undertaking or carrying out of the Contract shall participate in any decision relating to the Contract which affects such person's personal interest or the interest of any corporation, partnership, or association in which such person is directly or indirectly interested; nor shall any officer or employee of Riley County or any member of its governing body or other public official have any interest, direct or indirect, in the Contract or the proceeds thereof.

A. Interest of Member. Member covenants that it presently has no interest and shall not acquire any interest, direct or indirect, which would conflict in any manner or degree with the performance of services required to be performed under the Contract.

B. Notice to Bidders. Requests for proposal or invitations for bid issued by Member to implement the Contract will provide notice to prospective bidders that Riley County's conflict of interest provision is applicable and that prospective bidders who develop or draft specifications, requirements, statements of work and/or RFPs for a proposed procurement shall be excluded from bidding or submitting a proposal to compete for the award of such procurement.

15. **ASSIGNMENT.** Neither the Contract nor any rights or obligations hereunder shall be assigned or otherwise transferred by either party without the prior written consent of the other.

16. **SUBCONTRACTING.** None of the work or services covered by the Contract shall be subcontracted without the prior written approval of County. All approved subcontracts must conform to all terms set forth in the Contract and the Contractual Provisions Attachment.

Attachment: Wilson (10829 : Appraiser's Website contract with Sunflower Appraisals)

17. **LICENSES AND PERMITS.** Member shall maintain all licenses, permits, certifications, bonds, and insurance required by federal, state or local authority for carrying out the Contract. Member shall notify County immediately if any required license, permit, bond or insurance is canceled, suspended or is otherwise ineffective. Such cancellation, suspension, or other ineffectiveness may form the basis for immediate revocation or cancellation of the Contract by County, in County's sole discretion.

18. **PUBLIC DOCUMENTS.** It is agreed that the Contract, and all subsequent agreed amendments or addenda thereto are public documents which will be filed with the Riley County Clerk, and will be open to public inspection.

19. **MERGER/SALE/TRANSFER OF MEMBER ASSETS.** Member will notify County in writing at least thirty (30) calendar days in advance of Member's merger with any other business entity, or of any sale or other transfer of Member's assets to any other business entity. In the event of any such merger, sale or other transfer of Member assets, Member will reasonably cooperate with County in assuring that provision of all products and services under this Contract are not disrupted before, during and after such merger, sale or other transfer of Member assets. After such merger, sale or other transfer of Member assets, Member will reasonably cooperate with County in providing any documents or information necessary to establish any prior payments made by County to Member under this Contract.

20. **SURVIVABILITY**. All paragraphs and all subparts thereof shall survive termination of this Agreement.

Member Name

By: Cherrin Wilson

Date: 05/10/2021

County

BOARD OF COUNTY COMMISSIONERS
OF RILEY COUNTY, KANSAS

By: _____
John Ford, Chairman

Date: _____

ATTEST:

_____
Rich Vargo, County Clerk

Date: _____

Attachment: Wilson (10829 : Appraiser's Website contract with Sunflower Appraisals)

Approved as to Form

By: _____
Clancy Holeman, Riley County Counselor

Date: _____

Attachment: Wilson (10829 : Appraiser's Website contract with Sunflower Appraisals)

State of Kansas

Real Estate Appraisal Board

This is to certify that

Chenin D. Wilson

has complied with the provisions of the Kansas State Certified and Licensed Real Property Appraisers Act to transact business as a

Certified Residential Real Property Appraiser

in the State of Kansas

License No: R-3057

Effective Date: 7/1/2020

Expiration Date: 6/30/2021

Fred L Summers

Chairman

Attachment: Wilson (10829 : Appraiser's Website contract with Sunflower Appraisals)

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

COUNTY CLERK & ELECTIONS
Personnel

COMMISSION AGENDA REPORT

FROM: **Elizabeth Ward, Human Resource Manager**

MEETING: **May 13, 2021**

SUBJECT: **Sign Riley County Personnel Action Form(s)**

PRESENTER: **Elizabeth Ward, Human Resource Manager**

Enclosures:

- 2021-04 M Huffman Traffic Control (green) (PDF)
- 2021-04 L Dayton EMT-Paramedic (green) (PDF)

RILEY COUNTY PERSONNEL ACTION FORM

☒ Add ☐ Change		Fill Request Date 05/06/2021 Employee #

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

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

Name: Last	First	Middle	Home Phone
Huffman	Micheal		

Address: Street	City	State	Zip

Position Title	Department	Fund
Traffic Control Technician	Public Works/Operations Div	001-040

Effective Date	Exempt	Non-Exempt	Ending Date For Temporary	Is this a budgeted position?
05/13/2021	☐	☒		☒ Yes ☐ No

Grade/Step	Pay Rate				Hours Per Workweek	
I 4S (GRAW)	~~$18.80~~ 19.39 (GRAW)	☒ Hour	$	☐ Month	☒ 40	☐

Comments:
Transferred from PW Asphalt Crew to PW Traffic Control Crew

Approvals:
Department: John Ellum Date: 5-6-2021

Personnel: Erin Allard 5/10/21

BOCC:
Chairman: _____ _____

Member: _____ _____

Member: _____ _____

Original to Division of Human Resources, copy to Payroll, hiring department, revised 2/27/03

Attachment: 2021-04 M Huffman Traffic Control (green) (10828 : Personnel Action Form (Green Sheet))

RILEY COUNTY PERSONNEL ACTION FORM

☐ Add ☒ Change		Fill Request Date 05/03/2021 Employee #

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

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

Name: Last	First	Middle	Home Phone
Dayton	Lindsey		

Address: Street	City	State	Zip

Position Title	Department	Fund
EMT-Paramedic	EMS/Ambulance	0001-000020

Effective Date	Exempt	Non-Exempt	Ending Date For Temporary	Is this a budgeted position?
5/3/2021	☐	☒		☒ Yes ☐ No

Grade/Step	Pay Rate	Hours Per Workweek
EMT 1	$13.54 ☒ Hour $ ☐ Bi-weekly	☐ 40 ☐

Comments: resignation

Approvals:
Department: David Adams Date: 5-10-21

Personnel: Erin Allard 5/11/21

BOCC:
Chairman: _____ _____

Member: _____ _____

Member: _____ _____

Original to Division of Human Resources, copy to Payroll, hiring department, revised 03/30/2021

Attachment: 2021-04 L Dayton EMT-Paramedic (green) (10828 : Personnel Action Form (Green Sheet))

Joint City/County/County Meeting:
(at city offices May 20th)

Topics for Agenda:
Updates to Each Jurisdiction's Regulations (City of Manhattan and Riley County) need 20-30 minutes

Attachment: topic form (9908 : Joint City/County/County Agenda Meeting Information)

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 (10454 : Tentative Agenda)

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

6. COLA presentation/new position requests
7. Mid Year Salary Adjustment

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.

Attachment: 05-17-21 tentative agenda (10454 : Tentative Agenda)

Board of Riley County Commissioners

Regular Meeting

TENTATIVE Agenda

May 20, 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

9:00 AM **Call to Order**

Pledge of Allegiance

Public Comment

Commission Comments

Business Meeting

1. Approve payroll/accounts payables (when completed)

Review Minutes

Review Tentative Agenda

Press Conference Topics

9:30 AM **Clancy Holeman, Counselor/Director of Administrative Services**

2. Administrative Work Session

9:50 AM **Bob Isaac, Planner**

3. Public hearing for a final plat for Kraemer Addition

10:00 AM **Gary Fike, County Extension Director**

4. Staff update

10:15 AM **Dennis Butler, RCPD Director**

5. RCPD update

10:30 AM **Bob Isaac, Planner**

6. Public hearing for final plat Univeristy Park - Unit 13

10:40 AM **Tami Robison, Budget and Finance Officer**

7. 2022 RCPD, CIP, Eco Devo, Insurance, General-General, Bond & Interest, and Commissioners budget requests

Attachment: 05-20-21 tentative agenda (10454 : Tentative Agenda)

4:00 PM **Joint City/County/County Meeting (at City Offices)**

Adjournment

Announcement

Good Morning Manhattan will be held today 7:30 - 8:30 a.m. virtually via Zoom.

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: 05-20-21 tentative agenda (10454 : Tentative Agenda)

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

PUBLIC WORKS
Funding

COMMISSION AGENDA REPORT

FROM: **Mary Graham, Admin Asst II**

MEETING: **May 13, 2021**

SUBJECT: **Transfer of CIP funds to Community Park**

PRESENTER: **David G Willis, Park Manager**

BACKGROUND

At the end of 2020 we requested $3,750.28 be moved to CIP for future use by Ogden Park for their restroom project. Ogden has since decided not to build the restroom and has consented to make those unused funds available to other community parks in need of funds (see attached email from Ogden Park representative).

It is the recommendation of the Park Board those funds be given partially ($2114 remainder of request from 2021 allocations) to Randolph Park so that they may complete the rebuild of a retaining wall damaged by fire and fence around their basketball court and the other portion ($1636.28) to Keats Park to purchase mulch for the new playground area.

DISCUSSION

Discuss transfer from CIP to Community Parks

FISCAL IMPACT

The CIP fund would be a transfer of $3,750.28 to Community Parks

RECOMMENDATION(S)

Recommendation being made by the Riley County Park Advisory Board to approve this fund transfer.

POSSIBLE MOTION(S)

Move to approve to fund transfer.

Enclosures:

- CIP fund transfer request (PDF)
- Letter from Ogden Park (PDF)
- 2021 BOCC Community Park Allocation Request (PDF)

At the end of 2020 we requested $3,750.28 be moved to CIP for future use by Ogden Park for their restroom project. Ogden has since decided not to build the restroom and has consented to make those unused funds available to other community parks in need of funds.

It is the recommendation of the Park Board those funds be given partially ($2114 remainder of request from 2021 allocations) to Randolph Park so that they may complete the rebuild of a retaining wall damaged by fire and fence around their basketball court and the other portion ($1636.28) to Keats Park to purchase mulch for the new playground area.

David G Willis
Park Manager

Joe Edmunds
Chair Riley County Park Board

Attachment: CIP fund transfer request (10817 : CIP Fund Transfer)

From: kwcarroll [mailto:kwcarroll@cox.net]
Sent: Thursday, April 29, 2021 7:21 AM
To: Mary Graham <mgraham@rileycountyks.gov>
Subject: RE: RR dollars

Please allow those funds to be returned for use in another project. We, Ogden will not need those funds for the bathroom project. If we need additional funds for that project we will reapply in the future. Thank you Ken Carroll, Riley County P&R rep for Ogden, Ks.

Sent from my Sprint Samsung Galaxy Phone.

-------- Original message --------
From: Mary Graham <mgraham@rileycountyks.gov>
Date: 4/28/21 9:30 AM (GMT-06:00)
To: Kenneth Carroll <kwcarroll@cox.net>
Subject: RR dollars

Ken, Since Ogden will not be using the $3750.28 that was set aside in our CIP funds for your restroom project, we will need a letter from you stating that you no longer intend to use those funds and are willing to give them up to another community park.

Thanks Mary

Attachment: Letter from Ogden Park (10817 : CIP Fund Transfer)

2021 Riley County Community Park Allocations

	Requested	Approved		Requested	Approved
RANDOLPH			**RILEY**		
new sign and lighting for the flag pole	$ 1,000	$ 1,000	redo the camera system at the City Pool	$ 1,600	$ 1,600
bathroom lightening	$ 1,000	$ -	PVC border for city park	$ 4,800	$ 4,800
retaining wall and fence	$ 17,000	$ 14,886			
	$19,000	$ 15,886		$ 6,400	$ 6,400
LEONARDVILLE			**OGDEN**		
bathroom led lights with vandal resist & toadstool lighting	$ 1,600	$ 1,600	4 disc golf baskets	$ 1,880	$ 1,880
			slide	$ 5,944	$ 8,758
tennis court electricity	$ 400	$ 400	geo dome climbing	$ 1,255	$ 1,255
			replacement harness for ada swing	$ 75	$ 75
			infant swing	$ 146	$ 146
	$ 2,000	$ 2,000		$ 9,300	$ 12,114
UNIVERSITY PARK			**KEATS**		
small childrens playground set	$ 3,600	$ 3,600	perennials	$ 500	$ 1,000
five park benches	$ 4,500	$ 4,500	irrigation and controller for flower bed	$ 1,000	$ 2,400
pvc border	$ 2,500	$ 3,500		$ 1,500	$ 3,400
cushion for playground	$ 3,000	$ 3,000	**FAIRMONT**		
			disc golf signage	$ 3,000	$ 2,500
			t signs, t markers,	$ 4,500	$ 1,500
			concrete for fairmont	$ 3,000	$ 1,600
	$ 13,600	$ 14,600		$ 10,500	$ 5,600
				Requested Total	$ 62,300
				Approved Total	$ 60,000

Attachment: 2021 BOCC Community Park Allocation Request (10817 : CIP Fund Transfer)

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

COUNTY TREASURER'S OFFICE
Staff Update

STAFF REPORT

FROM: **Shilo Heger**

MEETING: **May 13, 2021**

SUBJECT: **April 2021 Revenue Reporting - Riley County Treasurer**

PRESENTER: **Shilo Heger**

Enclosures:
- April 2021 Financials (PDF)

Riley County Balance Sheet
April 30, 2021

Assets	
KS State Bank-Checking	53,569,281.46
KS State Bank-Cares Act	0.00
Riley State Bank	43,966.49
Leonardville State Bank	5,000.00
Sunflower Bank	189,421.93
Cash on Hand	36,840.00
CD/CDARS	9,300,000.00

Liabilities/Fund Balances	
County General	16,830,938.13
Disaster Fund (Cares Act)	0.00
Health Department	1,741,628.12
Capital Improvements Fund	9,556,664.01
Economic Development	196,805.17
RCPD Levy/Inmate Medical	583,067.01
Radio Infrastructure Project	83,504.27
Bond & Interest	566,534.03
Road & Bridge Capital Projects	5,307,239.65
Landfill Closure	69,746.40
County Building	178,138.30
County Auction	14,864.82
Solid Waste	623,545.84
Emergency Management	765,833.55
Fire District #1	565,309.92
Register of Deeds Tech Fund	169,644.96
Clerk Tech Fund	112,903.85
Treasurer Tech Fund	60,735.56
Motor Vehicle Operations	103,559.93
RCPD Ops/IT Reserve/Seizure	3,138,057.74
District Court-Technology	179,731.02
Court Services	2,325.00
EMS Grants	6,067.64
Museum Bequest	6,582.25
War Memorial Fund	10,850.07
Miscellaneous	21,540.01

Community Corrections		225,267.84
JJA Prevention	Teen Court	Adult Services
Juvenile Intake Case Manager	Juvenile Service	Special Alcohol

County Attorney		3,585.53
Special Prosecutor Trust	PATF	

Benefit Districts		976,992.91
University Park	Moehlman Bottoms	Deep Creek
Carson Sewer	Valleywood	Lakeside Heights
Hunters Island	Terra Heights	Konza
Mertz/McGehee Drainage		

Funds to be Distributed		1,809,810.80
City Funds	Wildlife & Parks	School Funds
Township Funds	Special Assessments	State Funds
Cemetery Funds		

Tax Holding Funds		19,233,035.55
Commercial Vehicle Fees	16/20M Truck Taxes	Advance Tax
Recreational Vehicle Tax	Current Ad Valorem Tax	Sales Tax Coll
Motor Vehicle Tax	Delinquent PP Tax	Driver's License
Motor Vehicle Registrations	Delinquent RL Tax	Veh Rental Excise

TOTAL ASSETS	**$ 63,144,509.88**	**TOTAL LIABILITIES & FUND BAL**	**63,144,509.88**

Attachment: April 2021 Financials (10810 : April Treasurer's Report-2021)

Investments and Interest
April 30, 2021
Investments & Year to Date Interest

Bank	CDs	Checking Savings	Year to Date Interest	2020 Interest
KS State Bank	$1,600,000.00	$53,569,281.46	$22,691.17	
Riley State Bank	$500,000.00	$43,966.49	$7,685.22	
Leonardville State Bank	$0.00	$5,000.00	$2.77	
Sunflower	$0.00	$189,421.93	$1,502.78	
UMB	$0.00	$0.00	$0.00	
Landmark National Bank	$0.00	$0.00	$0.00	
Intrust	$2,700,000.00	$0.00	$0.00	
Capitol Federal	$800,000.00	$0.00	$0.00	
Community 1st National Bank	$700,000.00	$0.00	$37,386.91	
United Bank	$0.00	$0.00	$0.00	
Municipal Investment Pool	$0.00	$0.00	$0.00	
Commerce Bank	$1,200,000.00	$0.00	$0.00	
Central National Bank	$1,800,000.00	$0.00	$8,132.05	
US Bancorp	$0.00	$0.00	$0.00	
Total	**$9,300,000.00**	**$53,807,669.88**	**$77,400.90**	**$575,159.53**
Cash & Transfer items	$36,840.00			
Total on Deposit	**$63,144,509.88**			

	2021	2020
Interest Transfers		
Capital Improvements #145	$2,910.40	$66,724.57
Emergency 911 #148	$282.13	$5,550.50
Reg of Deeds Technology #106	$58.20	$939.02
Clerk Technology #107	$37.09	$630.69
Treasurer Technology #108	$18.34	$307.27
RCPD Seizure Funds	$104.27	$184.89
Total Transfers	$3,410.43	$74,336.94
Net Interest to County General	**$72,487.69**	**$479,949.50**
Budget	**$ 200,000.00**	**$450,000.00**
% Collected	36.24%	106.66%
% Over(Under Budget)	2.91%	
Interest to CIP - Radio Project	**$1,502.78**	**$20,873.09**

Interest rate on active checking account	0.02%
Interest rate on one year investments	0.00%

Attachment: April 2021 Financials (10810 : April Treasurer's Report-2021)

General Fund Revenue Detail
Through April 30, 2021

	April		Year To Date		
	Actual	Budget	Actual	Budget	Variance
Motor Vehicle					
Motor Vehicle	0.00	0.00	569,257.77	629,430.66	-60,172.89
Vehicle Rental Excise	0.00	0.00	6,065.52	17,802.50	-11,736.98
Recreational Vehicle	0.00	0.00	5,603.72	5,637.16	-33.44
Commercial Vehicles	0.00	0.00	13,354.68	21,754.00	-8,399.32
Ad Valorem					
RL/Oil/PP	0.00	0.00	13,458,717.72	13,498,229.04	-39,511.32
Intangible	0.00	0.00	246,475.26	113,528.97	132,946.29
16/20 M Trucks	0.00	0.00	12,596.33	9,625.49	2,970.84
Watercraft	0.00	0.00	9,465.49	6,508.99	2,956.50
Delinquent Tax	0.00	0.00	160,767.15	0.00	160,767.15
Sales Tax	152,296.10	125,000.00	643,539.34	500,000.00	143,539.34
Payment In Lieu of Tax	0.00	0.00	0.00	0.00	0.00
City/County Highway	231,802.77	276,250.00	482,982.01	552,500.00	-69,517.99
Interest/Penalties	33,755.58	16,666.67	162,295.64	66,666.67	95,628.97
Investment Interest	7,560.78	16,666.67	72,487.69	66,666.67	5,821.02
Recording Fees	57,331.00	22,916.67	230,305.00	91,666.67	138,638.33
Hertiage Trust Fund	4,226.00	0.00	17,114.00	0.00	17,114.00
Juvenile Supervision Fees	25.00	41.67	76.01	166.67	-90.66
Diversion Fees	5,299.13	4,333.33	18,118.25	17,333.33	784.92
Franchise Fees	8,890.31	10,000.00	18,206.47	20,000.00	-1,793.53
Miscellaneous	0.00	0.00	253.89	0.00	253.89
Departments					
Clerk	95.00	291.67	404.35	1,166.67	-762.32
Register of Deeds	9,266.85	3,750.00	18,162.85	15,000.00	3,162.85
Treasurer	218.00	625.00	1,453.81	2,500.00	-1,046.19
Clerk of the District Court	3,048.28	3,750.00	11,235.25	15,000.00	-3,764.75
Emergency Management	0.00	2,500.00	0.00	10,000.00	-10,000.00
Coroner	0.00	0.00	2,127.41	0.00	2,127.41
Fair	0.00	2,500.00	887.50	10,000.00	-9,112.50
Museum	0.00	0.00	19,015.00	0.00	19,015.00
Election	310.00	166.67	390.00	666.67	-276.67
Ambulance/EMS	131,261.95	92,535.17	416,212.82	370,140.67	46,072.15
Appraiser	0.00	1,166.67	8,462.50	4,666.67	3,795.83
Planning & Development	2,507.00	2,916.67	13,111.75	11,666.67	1,445.08
Information Systems	4,259.21	0.00	19,271.21	0.00	19,271.21
General-General	9,563.80	0.00	34,037.90	0.00	34,037.90
Public Works	36,035.17	40,000.00	154,229.56	160,000.00	-5,770.44
Noxious Weed	5,292.63	10,000.00	20,391.17	40,000.00	-19,608.83
Total Before Transfers	**703,044.56**	**632,076.83**	**16,847,075.02**	**16,258,324.14**	**588,750.88**
Transfers In	0.00	0.00	2,779,226.74	0.00	0.00
Total After Transfers	**703,044.56**	**632,076.83**	**19,626,301.76**	**16,258,324.14**	**3,367,977.62**
Over/Under Budget Before Transfers	**11.23%**		**3.62%**		
Over/Under Budget After Transfers	**11.23%**		**20.72%**		

Prepared by Shilo Heger
05/06/2021

Attachment: April 2021 Financials (10810 : April Treasurer's Report-2021)

2021 General Fund Revenue
Year To Date

	April		Year To Date		
	Actual	Budget	Actual	Budget	% of Budget Collected
Motor Vehicle					
Motor Vehicle	0.00	0.00	569,257.77	2,098,101.00	27.13%
Vehicle Rental Excise	0.00	0.00	6,065.52	35,605.00	17.04%
Recreational Vehicle	0.00	0.00	5,603.72	18,790.00	29.82%
Commercial Vehicles	0.00	0.00	13,354.68	87,016.00	15.35%
Ad Valorem					
RL/Oil/PP	0.00	0.00	13,458,717.72	23,681,104.00	56.83%
Intangible	0.00	0.00	246,475.26	199,173.00	123.75%
16/20 M Trucks	0.00	0.00	12,596.33	16,887.00	74.59%
Watercraft	0.00	0.00	9,465.49	11,419.00	82.89%
Delinquent Tax	0.00	0.00	160,767.15	0.00	0.00%
Sales Tax	152,296.10	125,000.00	643,539.34	1,500,000.00	42.90%
Payment In Lieu of Tax	0.00	0.00	0.00	37,000.00	0.00%
City/County Highway	231,802.77	276,250.00	482,982.01	1,105,010.00	43.71%
Interest/Penalties	33,755.58	16,666.67	162,295.64	200,000.00	81.15%
Investment Interest	7,560.78	16,666.67	72,487.69	200,000.00	36.24%
Recording Fees	57,331.00	22,916.67	230,305.00	275,000.00	83.75%
Hertiage Trust Fund	4,226.00	0.00	17,114.00	0.00	0.00%
Juvenile Supervision Fees	25.00	41.67	76.01	500.00	15.20%
Diversion Fees	5,299.13	4,333.33	18,118.25	52,000.00	34.84%
Franchise Fees	8,890.31	10,000.00	18,206.47	40,000.00	45.52%
Miscellaneous	0.00	0.00	253.89	0.00	0.00%
Departments					
Clerk	95.00	291.67	404.35	3,500.00	11.55%
Register of Deeds	9,266.85	3,750.00	18,162.85	45,000.00	40.36%
Treasurer	218.00	625.00	1,453.81	7,500.00	19.38%
Clerk of the District Court	3,048.28	3,750.00	11,235.25	45,000.00	24.97%
Emergency Management	0.00	2,500.00	0.00	30,000.00	0.00%
Coroner	0.00	0.00	2,127.41	0.00	0.00%
Fair	0.00	2,500.00	887.50	30,000.00	2.96%
Museum	0.00	0.00	19,015.00	0.00	0.00%
Election	310.00	166.67	390.00	2,000.00	19.50%
Ambulance/EMS	131,261.95	92,535.17	416,212.82	1,110,422.00	37.48%
Appraiser	0.00	1,166.67	8,462.50	14,000.00	60.45%
Planning & Development	2,507.00	2,916.67	13,111.75	35,000.00	37.46%
Information Systems	4,259.21	0.00	19,271.21	0.00	0.00%
General-General	9,563.80	0.00	34,037.90	0.00	0.00%
Public Works	36,035.17	40,000.00	154,229.56	480,000.00	32.13%
Noxious Weed	5,292.63	10,000.00	20,391.17	120,000.00	16.99%
Total Before Transfers	**703,044.56**	**632,076.83**	**16,847,075.02**	**31,480,027.00**	**53.52%**
Transfers In	0.00	0.00	2,779,226.74	0.00	0.00%
Total After Transfers	**703,044.56**	**632,076.83**	**19,626,301.76**	**31,480,027.00**	**62.35%**
Over/Under Budget Before Transfers	**11.23%**				
Over/Under Budget After Transfers	**11.23%**				
Apr = 33.33% of the budget					

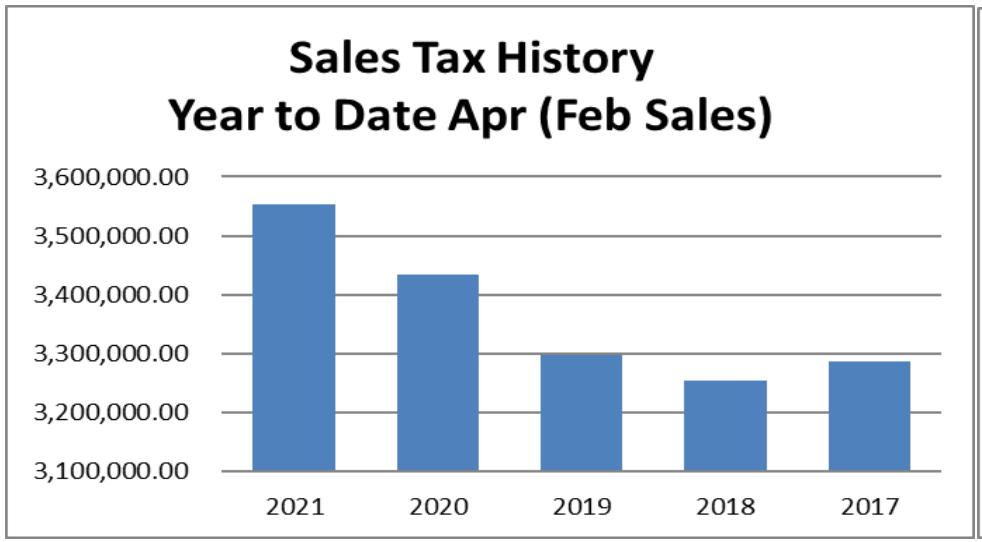
Attachment: April 2021 Financials (10810 : April Treasurer's Report-2021)

Sales Tax Received
April 30, 2021

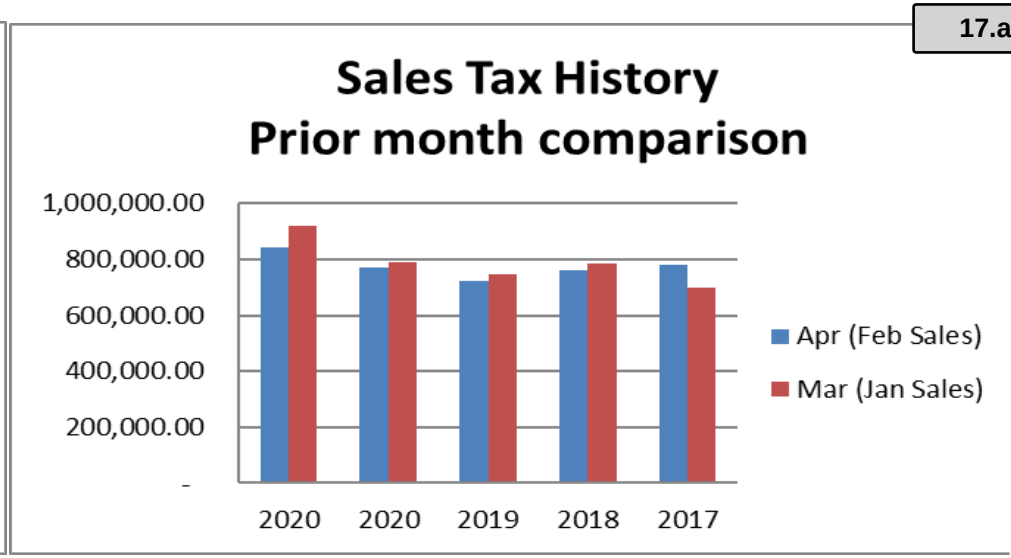
	County General		Road & Bridge Cap Fund					
	2020	2021	2020	2021	Prior Year Variance	Total Collected	2021 Budget	% Over Budget
January (Nov Sales)	157,610.46	158,605.23	157,610.46	158,605.22	0.63%	317,210.45	250,000.00	26.8
February (Dec sales)	175,524.77	166,103.83	175,524.76	166,103.82	-5.37%	332,207.65	250,000.00	32.8
March (Jan sales)	141,647.43	166,534.18	141,647.42	166,534.17	17.57%	333,068.35	250,000.00	33.2
April (Feb sales)	138,252.67	152,296.10	138,252.66	152,296.09	10.16%	304,592.19	250,000.00	21.8
May (Mar sales)	133,567.21		133,567.21		-100.00%	0.00	250,000.00	-100.0
June (Apr sales)	126,023.04		126,023.03		-100.00%	0.00	250,000.00	-100.0
July (May sales)	144,801.12		144,801.12		-100.00%	0.00	250,000.00	-100.0
August (June sales)	170,498.20		170,498.20		-100.00%	0.00	250,000.00	-100.0
September (July sales)	131,862.24		131,862.23		-100.00%	0.00	250,000.00	-100.0
October (Aug sales)	167,930.55		167,930.54		-100.00%	0.00	250,000.00	-100.0
November (Sept sales)	154,998.26		154,998.25		-100.00%	0.00	250,000.00	-100.0
December (Oct sales)	164,742.15		164,742.15		-100.00%	0.00	250,000.00	-100.0
Year to Date	**$1,807,458.10**	**$643,539.34**	**$1,807,458.03**	**$643,539.30**	**-64.40%**	**$1,287,078.64**	**$3,000,000.00**	**-57.1**

	2020	2021
Sales Tax Collected	**$3,614,916.13**	**$1,287,078.64**
Budget	**$3,000,000.00**	**$3,000,000.00**
% of Budget Collected	**120.50%**	**42.90%**
% Over Budget	**20.50%**	**9.57%**

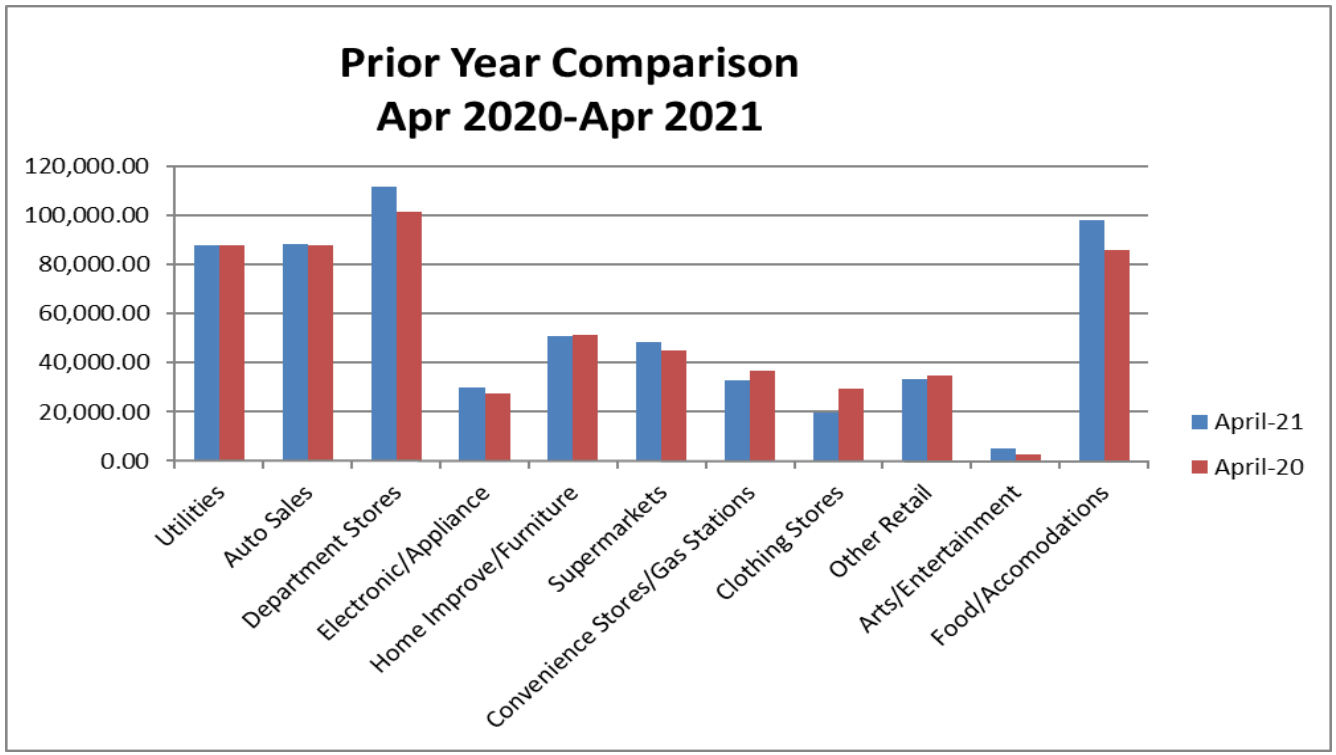
Attachment: April 2021 Financials (10810 : April Treasurer's Report-2021)



Year to Date Sales Tax is up 3.44% compared to April 2020



April 2021 Sales Tax is down 8.55% compared to March 2021



Auto/RV/MC Dealers	0.3
Department Stores/Specialty Stores	9.9
Electronic/Appliance	9.8
Home Improve/Furniture	-1.2
Supermarkets	8.0
Convenience Stores/Gas Stations	-9.7
Clothing Stores	-33.7
Other Retail	-4.5
Utilities	0.0
Arts/Entertainment/ Recreation	87.0
Accomodation/Food Services	13.9

April 2021 Sales Tax is up 9.15% compared to April 2020

Prepared by Shilo Heger 05/06/2021

Attachment: April 2021 Financials (10810 : April Treasurer's Report-2021)

Sales Tax/Use Tax Comparison
2020/2021

	2020	2021		2020	2021		2020	2021	
	Use Tax		% Change	Sales Tax		% Change	Total		% Change
Janaury (Nov Sales)	113,497.53	140,065.96	23.41%	780,092.69	731,676.02	-6.21%	893,590.22	871,741.98	-2.44%
February (Dec Sales)	136,599.50	140,908.95	3.15%	842,707.15	777,357.41	-7.75%	979,306.65	918,266.36	-6.23%
March (Jan Sales)	114,829.14	161,815.02	40.92%	675,465.39	758,830.43	12.34%	790,294.53	920,645.45	16.49%
April (Feb Sales)	92,653.89	174,167.99	87.98%	678,700.29	667,765.52	-1.61%	771,354.18	841,933.51	9.15%
May (Mar Sales)	103,698.89		-100.00%	641,513.61		-100.00%	745,212.50	0.00	-100.00%
June (Apr Sales)	111,757.65		-100.00%	591,363.58		-100.00%	703,121.23	0.00	-100.00%
July (May Sales)	142,828.87		-100.00%	665,061.20		-100.00%	807,890.07	0.00	-100.00%
August (Jun Sales)	174,712.05		-100.00%	762,397.36		-100.00%	937,109.41	0.00	-100.00%
September (Jul Sales)	123,569.05		-100.00%	601,185.50		-100.00%	724,754.55	0.00	-100.00%
October (Aug Sales)	137,659.60		-100.00%	785,337.13		-100.00%	922,996.73	0.00	-100.00%
November (Sep Sales)	132,966.28		-100.00%	718,950.79		-100.00%	851,917.07	0.00	-100.00%
December (Oct Sales)	142,786.84		-100.00%	762,685.56		-100.00%	905,472.40	0.00	-100.00%

Attachment: April 2021 Financials (10810 : April Treasurer's Report-2021)

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

HEALTH DEPARTMENT
Update

COMMISSION AGENDA REPORT

FROM: **Julie Gibbs**

MEETING: **May 13, 2021**

SUBJECT: **Riley County Health Department Monthly Update**

PRESENTER: **Julie Gibbs**

Budget, Covid Updates, Pending Grants, Staff Updates, Program Updates

Enclosures:

- 2021 budget to actual_April21 (PDF)
- monthlyupdatemay2021 (PDF)

RILEY COUNTY HEALTH DEPARTMENT
2021 Budget to Actual Comparison of Revenues and Expenses
January 1, 2021-April 30, 2021
33.3% of year

ACTUAL BEG. CASH BAL. $782,864.33

	Total Budget	Total Actuals	General		Emergency Preparedness		WIC		Kansas Health Foundation		CDRR		KCCTF		Child Care Licensing		Family Planning		Immunization Action Plan		MCH		OPEI		Smart Start/ECBG		State Formula		March of Dimes		Wildcat Region PHEP	
Revenues			**Budget**	**Actual**	**Budget**	**Actual**	**Budget**	**Actual**	**Budget**	**Actual**	**Budget**	**Actual**	**Budget**	**Actual**	**Budget**	**Actual**	**Budget**	**Actual**	**Budget**	**Actual**	**Budget**	**Actual**	**Budget**	**Actual**	**Budget**	**Actual**	**Budget**	**Actual**	**Budget**	**Actual**	**Budget**	**Actual**
Grants	2,642,296.00	1,167,422.78	-	66,555.95	49,578.00	33,384.63	901,636.00	410,760.00	75,000.00	-	45,000.00	23,250.00	-	12,101.39	209,133.00	104,536.00	154,712.00	87,860.00	9,060.00	4,532.00	131,556.00	86,069.00	220,000.00	-	756,386.00	318,034.10	50,148.00	18,314.00	10,000.00	-	30,087.00	2,025.71
Client Fees	94,750.00	17,443.68	-		-	-	-	-	-	-	-		-	-	18,000.00	11,227.50	32,000.00	4,208.68	35,000.00	1,329.50	500.00	-	-	-	-		9,250.00	678.00	-	-	-	-
Medicaid	46,500.00	12,908.67	-	-	-	-	-	-	-	-	-		-	-	-	-	14,000.00	3,424.34	28,000.00	7,826.71	3,500.00	587.65	-	-	-	-	1,000.00	1,069.97	-	-	-	-
Insurance	276,500.00	63,904.61	-	-	-	-	-	-	-	-	-		-	-	-	-	40,000.00	8,163.66	225,000.00	50,919.94	1,500.00	70.14	-	-	-	-	10,000.00	4,750.87	-	-	-	-
Transfer from General	1,154,526.00	1,154,526.00	1,154,526.00	1,154,526.00	-	-	-	-	-	-	-		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Transfer In-CARES	-	148,439.79	-	148,439.79	-	-							-	-																		
Miscellaneous	25,296.00	25,433.45	25,296.00	24,953.62	-	-	-	479.83	-	-	-		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
TOTALS	**4,239,868.00**	**2,590,078.98**	**1,179,822.00**	**1,394,475.36**	**49,578.00**	**33,384.63**	**901,636.00**	**411,239.83**	**75,000.00**	**-**	**45,000.00**	**23,250.00**	**-**	**12,101.39**	**227,133.00**	**115,763.50**	**240,712.00**	**103,656.68**	**297,060.00**	**64,608.15**	**137,056.00**	**86,726.79**	**220,000.00**	**-**	**756,386.00**	**318,034.10**	**70,398.00**	**24,812.84**	**10,000.00**	**-**	**30,087.00**	**2,025.71**
% of Budget Received		61.09%		118.19%		67.34%		45.61%		0.00%		51.67%				50.97%		43.06%		21.75%		63.28%		0.00%		42.05%		35.25%		0.00%		6.73%

	Total Budget	Total Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual
Expenses																																
Total Personnel	3,455,815.00	1,154,572.89	372,314.00	291,101.46	70,111.00	21,468.77	840,263.00	214,797.90	67,697.00	-	36,941.00	3,449.71	-	11,395.29	261,820.00	75,083.24	348,803.00	91,279.07	169,410.00	45,930.50	262,060.00	77,642.67	369,836.00	111,762.48	374,662.00	122,123.35	278,513.00	87,496.00	-	-	3,385.00	1,042.45
Total Contract	807,445.00	343,955.24	193,190.00	109,049.06	1,025.00	2,872.40	23,304.00	8,365.75	2,930.00	7,580.04	8,350.00	2,876.47	-	6,025.09	13,315.00	4,305.17	25,800.00	5,688.54	6,800.00	1,484.07	8,560.00	6,860.77	66,270.00	24,081.34	384,746.00	128,901.39	58,500.00	35,213.16	-	-	14,655.00	651.99
Total Commodities	453,497.00	112,950.16	11,500.00	82,140.63	-	1,979.35	17,100.00	1,151.90	2,351.00	599.40	1,100.00	378.21	-	7,871.82	2,825.00	749.36	58,750.00	3,989.88	254,850.00	2,127.97	5,400.00	2,080.62	3,400.00	612.56	60,325.00	6,846.65	13,950.00	2,421.81	10,000.00	-	11,946.00	-
Capital	189,433.00	19,836.90	185,933.00	12,903.42	-									5,539.50		1,393.98											3,500.00					-
TOTALS	**4,906,190.00**	**1,631,315.19**	**762,937.00**	**495,194.57**	**71,136.00**	**26,320.52**	**880,667.00**	**224,315.55**	**72,978.00**	**8,179.44**	**46,391.00**	**6,704.39**	**-**	**30,831.70**	**277,960.00**	**81,531.75**	**433,353.00**	**100,957.49**	**431,060.00**	**49,542.54**	**276,020.00**	**86,584.06**	**439,506.00**	**136,456.38**	**819,733.00**	**257,871.39**	**354,463.00**	**125,130.97**	**10,000.00**	**-**	**29,986.00**	**1,694.44**
% of Budget Spent		33.25%		64.91%		37.00%		25.47%		11.21%		14.45%				29.33%		23.30%		11.49%		31.37%		31.05%		31.46%		35.30%		0.00%		5.65%
BALANCE:																																
EXCESS/(DEF.) BUDGET			416,885.00		(21,558.00)		20,969.00		2,022.00		(1,391.00)		-		(50,827.00)		(192,641.00)		(134,000.00)		(138,964.00)		(219,506.00)		(63,347.00)		(284,065.00)		-		101.00	
EXCESS/(DEF.) ACTUAL				899,280.79		7,064.11		186,924.28		(8,179.44)		16,545.61		(18,730.31)		34,231.75		2,699.19		15,065.61		142.73		(136,456.38)		60,162.71		(100,318.13)		-		331.27

ENDING CASH BAL. $1,741,628.12

Attachment: 2021 budget to actual_April21 (10830 : RCHD Monthly Update)

BOCC Monthly Report May 2021

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

Attachment: monthlyupdatemay2021 (10830 : RCHD Monthly Update)

Healthy people in a healthy comm

Budget Explanations

Revenues:

- Kansas Health Foundation-Health Equity grant ended. Branding funds were all received in a prior year
- IAP-COVID has caused delays in some vaccinations
- OPEI-timing of payments
- MoD/BaM-grant funds received in prior year-timing
- Wildcat Region-timing

Expenses:

- General-COVID
- Emergency Preparedness-COVID
- State Formula-COVID

Attachment: monthlyupdatemay2021 (10830 : RCHD Monthly Update)

Covid Updates

Numbers countywide	Testing Update	Vaccine informatio
Percent Positive under 5%	WellHealth – through May 28	All vaccinations at HD now
2 known variants of concern	RADX-UP Program offering testing with all vaccine events	Upcoming remote events f May
Hospital numbers still low (0-1)	Testing #s lower	45% with 1st dose

Attachment: monthlyupdatemay2021 (10830 : RCHD Monthly Update)

Grants

Submitted (waiting)

- CDC Foundation – Enhance Vaccine Rates
- KHF Impact Grant – Changing behaviors

Attachment: monthlyupdatemay2021 (10830 : RCHD Monthly Update)

Staff Updates

Temp. Med. Clerks (2)

- Hired Ruth Ott (Contact Tracer)- starts next week!
- Still interviewing for the 2nd

Attachment: monthlyupdatemay2021 (10830 : RCHD Monthly Update)

Program Updates

WIC

- More $ for fresh produce!
- Power of Produce
- Outreach (Victory Welcome)

MCH

- Partnership with Counseling and Therapy program.
- Bi-lingual case manager
- Business as usual with Covid response mixed in!

Clinic

- Back to "normal" visits (FP and immunizations)
- Covid vaccines at remote clinics and Thursdays and Fridays

CCL

- 3 complaints (one EOS)
- 2 consults for new centers
- Reg. review training
- Fingerprinting 2x/month

RR

- Circle of Security Classes
- Family Engagement Activities
- Power of Produce
- Camp Kindergarten

Attachment: monthlyupdatemay2021 (10830 : RCHD Monthly Update)

Thank You!!

Attachment: monthlyupdatemay2021 (10830 : RCHD Monthly Update)

PUBLIC WORKS
Change Order

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

COMMISSION AGENDA REPORT

FROM: **John Ellermann, Public Works Director**

MEETING: **May 13, 2021**

SUBJECT: **Fairmont Heights Sanitary Sewer Benefit District Improvements Change Order #2**

PRESENTER: **John Ellermann, Public Works Director**

BACKGROUND

Construction of the Fairmont Heights Sanitary Sewer Benefit District Improvements began in November, 2020. Work has been completed and final walk thru of the project was held April 19, 2021.

DISCUSSION

Attached for your approval is Change Order #2 for the Fairmont Heights Sanitary Sewer Benefit District Improvements. Descriptions of the changes are as follows:

Bid Item #4- Seeding
It was necessary to increase the seeding on the project due to locations and access to septic tanks and service lines affecting the size and distance from what was calculated. Seeded an extra 1 acre at $6,500.

Bid Item #29- Asphalt Driveway for Road way Patching (Match Existing)
As a result of using concrete to repair the roadway crossings, this bid item decreased by $14,450.00 in Change Order No.1. Due to conditions of the existing roadway some patching of the road edge was necessary to repair damage caused during construction. Asphalt patching increase is $2,635.

FISCAL IMPACT

Change Order #2 increases the contract amount for the Fairmont Heights Sanitary Sewer Benefit District Improvements by $9,135.00. Final cost of the contract is $453,230.70

RECOMMENDATION(S)

Staff Recommends approval

POSSIBLE MOTION(S)

Move to approve Fairmont Heights Sanitary Sewer Benefit District Improvements Change Order #2.

Move to deny Fairmont Heights Sanitary Sewer Benefit District Improvements Change Order #2.

Move to table for further discussion.

Enclosures:

- 00941 - Change Order No. 2 Signed by JK (PDF)

EJCDC
ENGINEERS JOINT CONTRACT DOCUMENTS COMMITTEE

Change Order No. 2

Date of Issuance: 04/19/2021
Effective Date: 08/27/2020

Owner: Riley County, KS
Contractor: J & K Contracting, L.C.
Engineer: BG Consultants, Inc.
Project: Fairmont Heights Sanitary Sewer Benefit District Improvements

Owner's Contract No.:
Contractor's Project No.:
Engineer's Project No.: 18-1318M
Contract Name:

The Contract is modified as follows upon execution of this Change Order:

Description: Increase for additional seeding due to locations and access to septic tanks and service lines. Increase for asphalt patching/surfacing due to existing road conditions.

Attachments: *[Change Order Summary Worksheet]*

CHANGE IN CONTRACT PRICE	CHANGE IN CONTRACT TIMES *[note changes in Milestones if applicable]*
Original Contract Price: $ 430,610.70	Original Contract Times: Substantial Completion: 110 Ready for Final Payment: 120 days or dates
[Increase] from previously approved Change Order No. 1 : $ 13,485.00	[Increase] [Decrease] from previously approved Change Orders No. ___ to No. ___: Substantial Completion: N/A Ready for Final Payment: N/A days or dates
Contract Price prior to this Change Order: $ 444,095.70	Contract Times prior to this Change Order: Substantial Completion: 110 Ready for Final Payment: 120 days or dates
[Increase] of this Change Order: $ 9,135.00	[Increase] [Decrease] of this Change Order: Substantial Completion: 0 Ready for Final Payment: 0 days or dates
Contract Price incorporating this Change Order: $ 453,230.70	Contract Times with all approved Change Orders: Substantial Completion: 110 Ready for Final Payment: 120 days or dates

RECOMMENDED:	ACCEPTED:	ACCEPTED:
By: Samuel Johnson	By:	By:
Engineer (if required)	Owner (Authorized Signature)	Contractor (Authorized Signature)
Title: Project Engineer	Title	Title Managing Member
Date: 04.19.21	Date	Date 4/19/21

Approved by Funding Agency (if applicable)

By: _____ Date: _____
Title: _____

Attachment: 00941 - Change Order No. 2 Signed by JK (10821 : Fairmont Heights Sewer Project Change Order #2)

BG CONSULTANTS
ENGINEERS · ARCHITECTS · SURVEYORS

Fairmont Heights Sanitary Sewer Benefit District Improvements
Fairmont Heights, Riley County, KS
CHANGE ORDER SUMMARY
18-1318M

No.	Description	Quantity	Units	Unit Price	Contract Price		Change Order 1 Add - (Less)	Change Order 2 Add - (Less)	Current Quantity	Current Price	Change in Price
General											
1	Mobilization	1	LS	$ 10,000.00	$10,000.00				1	$ 10,000.00	$ -
2	Clearing and Grubbing	1	LS	$ 25,000.00	$25,000.00				1	$ 25,000.00	$ -
3	Traffic Control	1	LS	$ 3,000.00	$3,000.00				1	$ 3,000.00	$ -
4	Seeding	1	Acre	$ 6,500.00	$6,500.00			1	2	$ 13,000.00	$ 6,500.00
5	Erosion Control	1	LS	$ 6,000.00	$6,000.00				1	$ 6,000.00	$ -
6	Landscaping Activities	1	LS	$ 8,500.00	$8,500.00				1	$ 8,500.00	$ -
7	Contractor Construction Staking	1	LS	$ 8,100.00	$8,100.00				1	$ 8,100.00	$ -
8	Pre and Post Photo Documentation	1	LS	$ 1,000.00	$1,000.00				1	$ 1,000.00	$ -
Sanitary Sewer Design					$0.00						
9	Septic Tank Pumping and Demolition	1	LS	$ 20,000.00	$20,000.00				1	$ 20,000.00	$ -
10	8" Diam. SDR 26 Sanitary Sewer Main(0-6'Depth)(Open Trench)	696.5	LF	$ 37.00	$25,770.50				696.5	$ 25,770.50	$ -
11	8" Diam. SDR 26 Sanitary Sewer Main(6-10'Depth)(Open Trench)	1166.4	LF	$ 37.00	$43,156.80				1166.4	$ 43,156.80	$ -
12	8" Diam. SDR 26 Sanitary Sewer Main(10-14'Depth)(Open Trench)	437	LF	$ 39.00	$17,043.00				437	$ 17,043.00	$ -
13	8" Diam. Sanitary Sewer Main(Depth Varies)(Boring)	45	LF	$ 65.00	$2,925.00				45	$ 2,925.00	$ -
14	6" Diam. Sanitary Sewer Main(Depth Varies)(Boring)	222.6	LF	$ 50.00	$11,130.00				222.6	$ 11,130.00	$ -
15	4" Sanitary Sewer Service Pipe(Open Trench)(Includes All Fittings)	2695	LF	$ 25.00	$67,375.00				2695	$ 67,375.00	$ -
16	4" Sanitary Sewer Service Pipe(Boring)	580	LF	$ 35.00	$20,300.00				580	$ 20,300.00	$ -
17	4" Sanitary Sewer Service Cleanout	48	EA	$ 225.00	$10,800.00				48	$ 10,800.00	$ -
18	4"X8" Service Tap Connection	28	EA	$ 225.00	$6,300.00				28	$ 6,300.00	$ -
19	48" Diam. Standard Precast Manhole(6ft Depth)	11	EA	$ 3,100.00	$34,100.00				11	$ 34,100.00	$ -
20	48" Diam. Standard Precast Drop Manhole(6ft Depth)	2	EA	$ 5,000.00	$10,000.00				2	$ 10,000.00	$ -
21	Additional Manhole Height	25.9	VF	$ 210.00	$5,439.00		1		26.9	$ 5,649.00	$ 210.00
22	Connect to Existing Manhole	1	EA	$ 1,000.00	$1,000.00				1	$ 1,000.00	$ -
23	Grinder Station(Private)	1	LS	$ 12,000.00	$12,000.00				1	$ 12,000.00	$ -
24	Air Release Station(Private)	1	LS	$ 4,000.00	$4,000.00				1	$ 4,000.00	$ -
25	2" Forcemain(Open Trench)(Private)	218.5	LF	$ 8.00	$1,748.00				218.5	$ 1,748.00	$ -
26	2" Forcemain(Boring)(Private)	143.8	LF	$ 13.00	$1,869.40				143.8	$ 1,869.40	$ -
27	Gravel Surfacing(6" Thick)	271	SY	$ 15.00	$4,065.00				271	$ 4,065.00	$ -
28	Concrete Driveway/Sidwalk Replacement(6" Thick)	86	SY	$ 85.00	$7,310.00		277		363	$ 30,855.00	$ 23,545.00
29	Asphalt Driveway for Roadway Patching(Match Existing)	219	SY	$ 85.00	$18,615.00		-170	31	80	$ 6,800.00	$ (11,815.00)
30	Flowable Fill	214	CY	$ 100.00	$21,400.00				214	$ 21,400.00	$ -
31	Remove and Replace Curb and Gutter	30	LF	$ 50.00	$1,500.00				30	$ 1,500.00	$ -
32	15" Diam. CMP ARCH Remove and Install New	96	LF	$ 42.50	$4,080.00				96	$ 4,080.00	$ -
33	18" Diam. CMP Remove and Install New	70	LF	$ 42.00	$2,940.00				70	$ 2,940.00	$ -
34	28"X20" Diam. CMP ARCH Removea and Replace Existing	72	LF	$ 52.00	$3,744.00				72	$ 3,744.00	$ -
35	15" CMP ARCH End Section	6	EA	$ 290.00	$1,740.00				6	$ 1,740.00	$ -
36	18" CMP End Section	4	EA	$ 330.00	$1,320.00				4	$ 1,320.00	$ -
37	28"X20" CMP ARCH End Section	2	EA	$ 420.00	$840.00				2	$ 840.00	$ -
				Subtotal =	**$430,610.70**				**Subtotal =**	**$449,050.70**	**$18,440.00**
Additions											
CO1.1	Relocate water main at Deibler & Rannells (West Intersection)		LS	$ 3,000.00			1		1	$ 3,000.00	$ 3,000.00
CO1.2	Adjust sewer grade to clear water main at Deibler & Rannels (East Intersection)		LS	$ 250.00			1		1	$ 250.00	$ 250.00
CO1.3	Remove & Reset Water Meter at 801 Rannells		LS	$ 500.00			1		1	$ 500.00	$ 500.00
CO1.4	Repair unmarked water service at Messenger and Rannells Rd.		LS	$ 350.00			1		1	$ 350.00	$ 350.00
CO1.5	Service call to Economy Electric-Disconnected electric to unkown pump in tank		LS	$ 80.00			1		1	$ 80.00	$ 80.00
									0	$ -	$ -
										Subtotal =	**$ 4,180.00**

Original Contract Price	**$430,610.70**
Change Order No. 1	**$13,485.00**
Change Order No. 2	**$9,135.00**
Current Contract Price	**$453,230.70**

Attachment: 00941 - Change Order No. 2 Signed by JK (10821 : Fairmont Heights Sewer Project Change

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 13, 2021**

SUBJECT: **Request to fill an open Equipment Operator II Position**

PRESENTER: **John Ellermann**

BACKGROUND

We are here today to request approval to fill this budgeted open position in the Public Works Department/Operations Division. The position is open because the employee transferred to the vacant Traffic Control Technician position. This position is supervised by the Operations Manager or Crew Supervisor.

The Equipment Operator II is responsible for operating construction equipment, maintenance equipment, other tools and equipment and performs manual tasks as needed to maintain roads, bridges, culverts, drainage structures and road right-of-way in conformance with plans, specifications and procedures as directed, to assure high quality safe public works facilities and infrastructures are properly maintained for the use by the general public.

This employee works under the direction of the supervisor in charge of the activity and is expected to carry out and complete work details as directed. Supervision is provided by the Supervisor through consultations and review of the work performed.

DISCUSSION

Discuss filling the Equipment Operator II position within the Public Works Department/Operations Division.

FISCAL IMPACT

This is a current budgeted position within the Public Works Department.

RECOMMENDATION(S)

Current staff does not have the capacity within their workload to absorb these additional duties. Therefore, staff recommends filling this position.

POSSIBLE MOTION(S)

Move to approve the Public Works Department advertise to hire the open Equipment Operator II position.

Move to deny

Move to modify

Move to table

No action required.

The Board agreed by consensus to

Enclosures:

- 2021-05 Pub Works - Operator II (gold) (PDF)

Attachment: 2021-05 Pub Works - Operator II (gold) (10822 : Request to refill Equipment Operator II Position)

RILEY COUNTY POSITION ACTION FORM

Department Public Works / Operations Div Date 05/06/2021 Job Title Public Works Operator II

☒ Full Time ☐ Part Time	☒ Regular ☐ As Needed	☐ Seasonal ☐ Intern	☐ Grant Funded ☐ Temporary	Pay Grade I 40 Hours per	☒ Week	☐ Month	Start Date 05/13/2021 End Date N/A	☒ Non-Exempt ☐ 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 hire replacement-new duties	☐ Request to change budgeted hours ☐ Request to change position status	☐ 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 for current non-budgeted position to be included in future annual budgets	
1. Name of former incumbent or current employee: Michael Huffman	2. Effective date of promotion, transfer, termination, or change: 05/10/2021	1. Are there current budgeted funds available to pay for this position? ☒ Yes ☐ No ☐ Grant Funded	2. Requested hours per year: 2080
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: No	5. If applicable, what is the ending date for the position?:N/A	6. Any special conditions regarding this position:

1. Why is it necessary to fill this position or change its status? Maintain normal operations

2. Is it possible to fill this position internally? If no, why not? No internal interest in this section

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 equivalent. Class A Commercial License and tanker endorsement within first 90 days of employment. Five years of experience operating equipment.

Additional comments:

Approval by:		Date:
Department Head:	John Ellenmann	5-6-2021
Personnel:	Lindy Allaw	5/10/21
BOCC Chairman:		
BOCC Member:		
BOCC Member:		

If the approved request affects current and future budget figures, a copy will go to Payroll and Budget & Finance

3/19/03

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

COUNTY CLERK & ELECTIONS
Policy

COMMISSION AGENDA REPORT

FROM: **Alice Massimi**

MEETING: **May 13, 2021**

SUBJECT: **Social Media Moderation Policy**

PRESENTER: **Alice Massimi**

BACKGROUND
Riley County has numerous social media accounts on a variety of platforms and currently does not have a social media moderation policy

DISCUSSION
Riley County has accounts on several social media platforms to include Facebook, Twitter, Instagram, LinkedIn and NextDoor. All of the platforms currently allow comment and interaction with the community.

In order to create a social environment that is welcoming to all citizens, all posts or comments containing offensive or perceived to be offensive language will be removed at the discretion of the Riley County Public Information Officer on behalf of the Board of Riley County Commissioners.

This policy would be targeted at those who interact with Riley County social media accounts. It would not be directed at Riley County Employees, however, it could apply to them if they post comments containing offensive or perceived to be offensive language. The policy would be placed on all of Riley County's social media accounts in a visible location. Additionally it will be available on our website.

FISCAL IMPACT
There is no known cost associated with this policy.

RECOMMENDATION(S)

It is recommended the Board of County Commissioners approve the Social Media Moderation Policy.

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:

- SOCIAL MEDIA MODERATION POLICY (PDF)
- SOCIAL MEDIA MODERATION POLICY (DOCX)

RILEY COUNTY

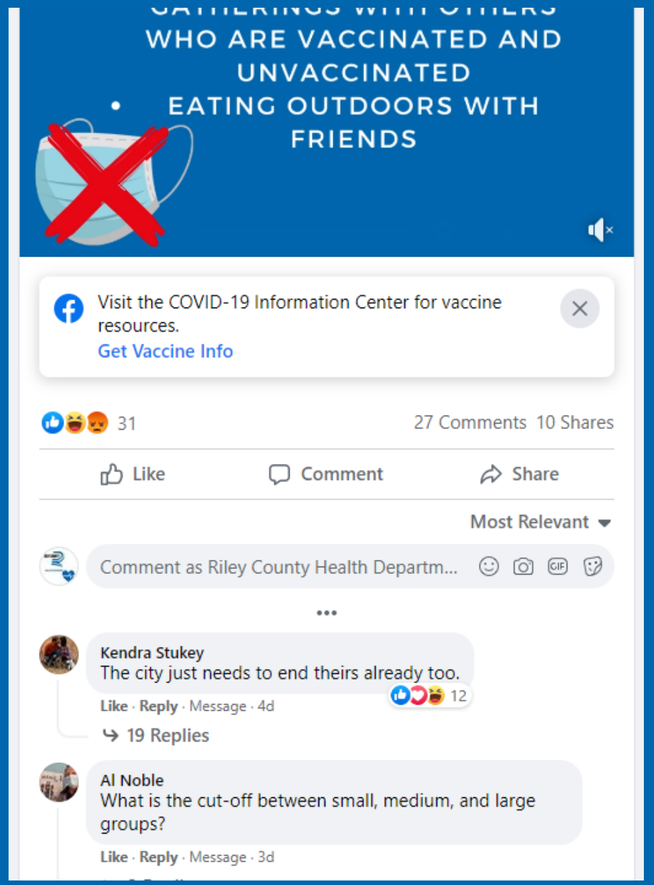
SOCIAL MEDIA MODERATION POLICY

Attachment: SOCIAL MEDIA MODERATION POLICY (10832 : Social Media Moderation Policy)

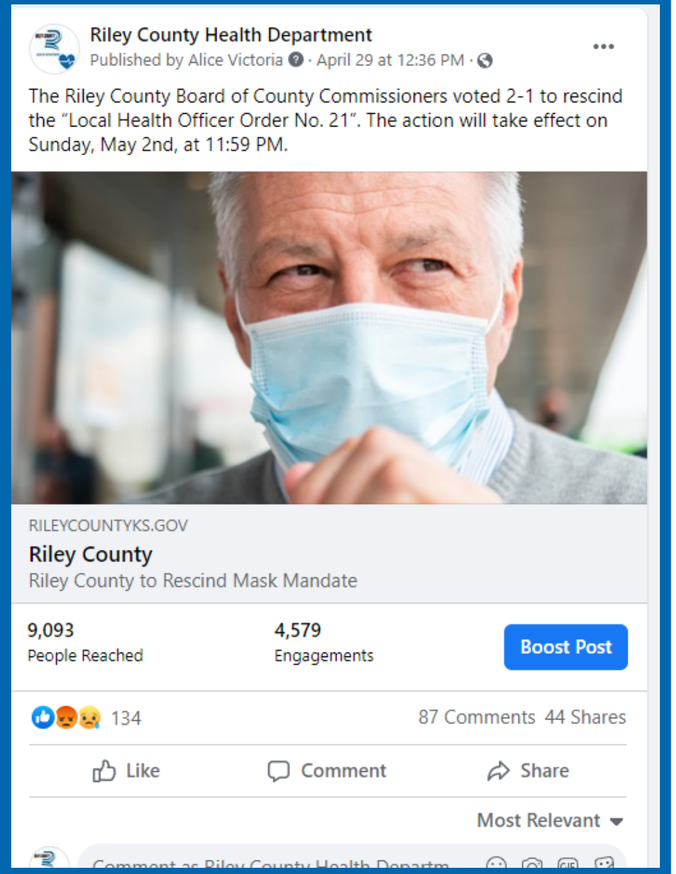
RILEY COUNTY HAS SOCIAL MEDIA ACCOUNTS ON:



ALL ACCOUNTS CURRENTLY ALLOW COMMENT AND INTERACTION







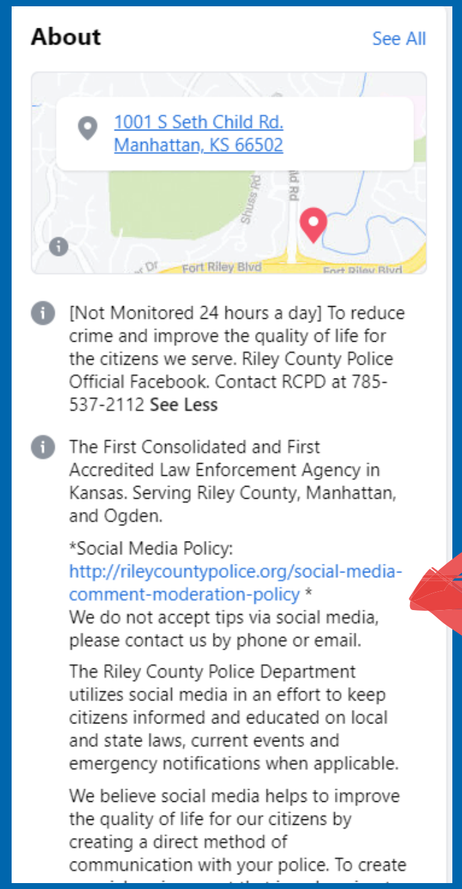
Attachment: SOCIAL MEDIA MODERATION POLICY (10832 : Social Media Moderation Policy)

THE SOCIAL MEDIA MODERATION POLICY IS FOR PEOPLE WHO INTERACT ON SOCIAL MEDIA WITH THE COUNTY.

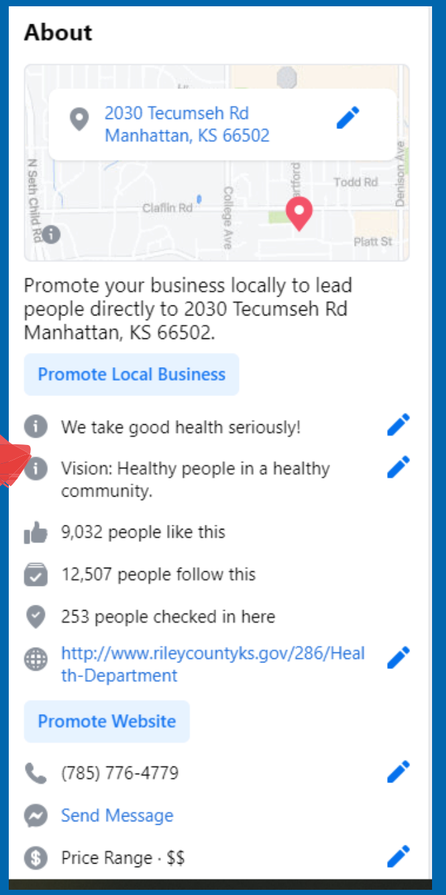
IT IS NOT A POLICY DIRECTED AT RILEY COUNTY PERSONNEL.

PLACEMENT ON SOCIAL MEDIA.

RCPD



RCHD



Attachment: SOCIAL MEDIA MODERATION POLICY (10832 : Social Media Moderation Policy)

QUESTIONS?

RILEY COUNTY

Attachment: SOCIAL MEDIA MODERATION POLICY (10832 : Social Media Moderation Policy)

SOCIAL MEDIA MODERATION POLICY

Riley County utilizes social media in an effort to keep citizens informed and educated regarding services it provides, current events and emergency notifications when applicable.

We believe social media helps improve the quality of life for our citizens by creating a direct method of communication with various Riley County departments. In order to create a social environment that is welcoming to all citizens, all posts or comments containing offensive or perceived to be offensive language will be removed at the discretion of the Riley County Public Information Officer on behalf of the Board of Riley County Commissioners.

Some social media platforms utilize profanity filters that automatically block posts which use words and phrases viewed as offensive by members of the community. Riley County has no responsibility for such automatic blocks of posts. Riley County reserves the right, without notice, to hide, delete, mute, block, ban or unfollow any persons or posts containing: objectively false information, profanity, sexual content, threatening messages, advertisements, defamatory words, abusive remarks, harassment, or anything that could violate the legal rights of others and anything that is promoting illegal activity. Our site is not monitored 24/7. To report posts to our team, please send us an email at pio@rileycountyks.gov We will respond to it as quickly as possible. Due to staffing, not all direct messages, page tags, or questions can be answered; however, we will make an effort to respond to as many as possible.

We encourage our community to engage in meaningful, respectful conversations with fellow citizens on our site. Posting on our social media sites (including but not limited to Facebook, Twitter, Instagram, Nextdoor, Snapchat and LinkedIn) constitutes acceptance and understanding of the above terms.

Attachment: SOCIAL MEDIA MODERATION POLICY (10832 : Social Media Moderation Policy)

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

COUNTY CLERK & ELECTIONS
Budget

MEMORANDUM

FROM: **Tami Robison, Budget & Finance Officer**

MEETING: **May 13, 2021**

SUBJECT: **2022 Riley County Extension Appropriation and Fair Budget Requests**

PRESENTER: **Gary Fike, Director of Riley County Extension**

Enclosures:

- 2022 Extension Council Budget (PDF)
- FAIR 2022 (PDF)

BUDGET FOR THE Riley COUNTY EXTENSION COUNCIL

For the period from January 1, 2022 to December 31, 2022 This budget is prepared in accordance with K.S.A. 2-610 as amended.

EXPENDITURES

Printing, Audit, Treasurer Bond, Liability Insurance	$8,25
Telephone	$5,25
Rent, Heat and Lights	$
Supplies, Stationery, and Postage	$8,00
Equipment	$11,00
Educational Program Support	$10,00
Travel	$11,00
Subsistence	$4,00
Salaries and Wages	$550,00
Employee Benefits	$137,50
	$
	$
Sub-Total	$745,000
Nonappropriated Funds (Reimbursable Transactions)	$150,00
Capital Outlay Reserve	$
TOTAL EXPENDITURES	$895,000

Receipts

Unencumbered Cash balance	$34,30
Kansas State University	$69,42
County Appropriation	$608,64
Interest	$20
Other	$32,435
Sub-Total	$745,000
Nonappropriated Funds (Reimbursable Transactions)	$150,00
Capital Outlay Reserve	$
TOTAL RECEIPTS	$895,000

Proposed_____ Date_____
Representing County Extension Council

Proposed and Approved*_____ Date_____
Representing the Director of Extension

Approved_____ Date_____
Representing Board of County Commissioners

*The signature of the Director of Extension or the Director's representative constitutes approval of expenditures in accordance with K.S.A. 2-615 and K.S.A. 2-610 as amended.

KSU 8-1 (2011)

Attachment: 2022 Extension Council Budget (10769 : 2022 Riley County Extension Appropriation and Fair Budget Requests)

001-016

Riley County Fair

		2019 ACTUAL	2020 ACTUAL	2021 BUDGET	2022 BUDGET
	CONTRACTUAL SERVICES				
2010	Postage / Freight / Shipping	$ 1,409	$ 1,073	$ 1,450	$ 1,450
2110	Advertising & Legal Publications	11,789	1,430	11,000	11,000
2245	Other Rental Services	6,284	3,041	6,250	6,500
2260	Security Services	2,700	2,700	2,700	3,000
2550	Dues & Memberships	65	65	100	100
2605	Administration/Clerical Fees	31,500	32,400	32,400	32,400
2680	Fair Judges	6,800	7,200	7,200	7,500
2695	Labor / Temporary Services	1,000	1,000	1,000	1,500
2990	Other Contract Services	8,850	9,143	10,100	9,750
	TOTAL CONTRACTUAL SERVICES	**$ 70,397**	**$ 58,052**	**$ 72,200**	**$ 73,200**
	COMMODITIES				
3010	Office Supplies	$ 1,613	$ 1,094	$ 1,500	$ 1,200
3090	Custodian Supplies	4,336	3,144	5,000	4,500
3160	Fair Supplies	14,399	11,350	11,500	14,000
3990	Other Supplies & Materials	1,728	1,688	1,700	1,700
	TOTAL COMMODITIES	**$ 22,076**	**$ 17,276**	**$ 19,700**	**$ 21,400**
	CAPITAL OUTLAY				
4020	Other Equipment	$ 8,269	$ 9,680	$ 5,000	$ 5,500
4130	Building Improvements	1,293	12,913	5,500	2,750
4990	Other Capital Outlay	-	-	-	-
	TOTAL CAPITAL OUTLAY	**$ 9,562**	**$ 22,593**	**$ 10,500**	**$ 8,250**
	TOTAL EXPENDITURES	**$ 102,035**	**$ 97,921**	**$ 102,400**	**$ 102,850**

Attachment: FAIR 2022 (10769 : 2022 Riley County Extension Appropriation and Fair Budget Requests)

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

COUNTY CLERK & ELECTIONS
Budget

MEMORANDUM

FROM: **Tami Robison, Budget & Finance Officer**

MEETING: **May 13, 2021**

SUBJECT: **2022 Riley County Attorney Budget Request**

PRESENTER: **Barry Wilkerson, County Attorney**

Enclosures:

- Attorney memo 2022 (PDF)
- ATTORNEY 2022 (PDF)

MEMORANDUM

TO: BOARD OF RILEY COUNTY COMMISSIONERS

FROM: BARRY R. WILKERSON – RILEY COUNTY ATTORNEY

SUBJECT: 2022 BUDGET

DATE: MAY 3, 2022

This memorandum provides a detailed explanation of the Riley County Attorney's Office projected needs for 2022.

- Overtime – Approved overtime is minimal in a calendar year.

- 2010 – Postage – Postal rates continue to increase. Electronic communication is utilized primarily however traditional mail is still necessary in a number of circumstances.

- 2040 – Internet Access – Internet access is a necessity, both for 8-5 responsibilities, as well as after-hours communications with both the court and law enforcement.

- 2080 – Printing/Duplication Services –Letterhead, legal paper, envelopes, and business cards are necessary for the operation of the County Attorney's office.

- 2110 – Advertising & Legal Publications – Statutorily, the Riley County Attorney's Office has responsibility to notify parties involved in Child In Need of Care Cases. This requires notification in the newspaper within the County in which a person or guardian is known to reside. With the transient nature of our population, this is a necessary method of notification.

- 2123 – Liability Insurance – Liability Insurance is necessary to defend law suits filed against the Riley County Attorney's Office and the assistants and to protect Riley County from exposure to liability costs.

- 2240 – Storage Rental - $1,400 has been placed in this line item for off-site storage of files at Document Resources/Underground Vault and recovery of files when applicable – as requested by BOCC in 2008. Document Resources/Underground Vault currently maintains 342 boxes in off-site storage. The cost is .24¢ per box per month. The cost to retrieve files from

Attachment: Attorney memo 2022 (10795 : 2022 Riley County Attorney Budget Request)

is $1.50 per item with a $15 delivery fee (includes fuel fee). We retrieve an average of 5-10 files per month.

- 2410 – Repair & Maintain Office Equipment – We are currently paying .0353 per black and white copy based on 225,000 copies per year and .0757 per color copy to Century Business Systems for two color copiers/fax machines. This line item is also used for cleaning and repair of all printers within the office.

- 2430 – Computer Software –

    - We currently have 16 Full Case user licenses at $888.00 per user ($14,208). We are reducing the number of licenses to 2 x $888.00 = $1,776.

    - We use "Sanctions" court presentation software for evidence presentation in criminal trials. The annual maintenance fee per license is $139.00 x 6 = $834. There is a possibility of a 5% increase.

    - The State of Kansas Office of Judicial Administration adopted a new case management system [CMS] for all Courts within the State of Kansas called Odyssey. The Riley County District Court install went 'live' August 2019. In March, 2019, the Riley County Attorney's Office requested approximately $298,000 CIP funds to provide our office the ability to purchase the Odyssey program maintaining interface with the courts. The projected annual maintenance fee for 18 users is $45,000 annually. The switch to Odyssey was delayed due to COVID-19 and travel restrictions however the County Attorney Offices anticipates 2021 implementation of the new software program.

- 2450 –Computer Hardware – Purchase of external hard drives to maintain large files on specific cases. Since Law Enforcement adopted Body Worn Cameras there is a need for the increase in electronic storage capacity.

- 2510 – Mileage/Tolls/Parking/Rental – The attorneys travel for oral arguments before the Appellate Court. On occasion, the County Attorney is

Attachment: Attorney memo 2022 (10795 : 2022 Riley County Attorney Budget Request)

requested to testify before the Legislature on behalf of the Kansas County and District Attorneys Association. In addition, there are meetings in Wichita, Kansas City and other locations the attorneys are required to attend.

- 2520 – Lodging –If the attorneys are required to stay overnight to meet with witnesses or prepare for trial.

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

- 2540 – Meals – This line item is used for payment for meals for the County Attorney or staff if they are required to attend meeting where a lunch is served and payment required.

- 2550 – Dues and Memberships – The attorneys are required to pay dues to several different entities:

RL CO Law Library	Jan - Jan	$60.00 per attorney (7)	$420
RL CO Bar Association	Jan - Jan	$25.00 per attorney (7)	$175
Kansas CLE Commission	June - June	$20.00 per attorney (7)	$140
KS Supreme Court	June - June	$180 per attorney (7)	$1260 (increase from 2020)
Clerk US District Court	July - July	$201 per attorney (7)	$1407
Nat'l District Attorney Association	Aug - Aug	$240 - County Attorney $75.00 – Assistants (6)	$920 (increase from 2020)
KS Bar Association	Dec - Dec	$150 per attorney (7)	$1050
TOTAL			$5437

- 2560 – Training – This is for training support staff, for example, LearnSmart, an on-line training program.

Attachment: Attorney memo 2022 (10795 : 2022 Riley County Attorney Budget Request)

- 2570 – Subscriptions –

Lexis Nexis	$16,968.00 (major increase from last year which was $4,319.40)
KSA Statute updates and Session Laws	$1,652.00 ($236 x 7) increase from 2021
Sentencing Guidelines	$381.00
PIK instructions	$1,130 increase from 2021
Legal Directory	$62.75
Manhattan Mercury	$225.00
West Group Subscriptions	$2,579.88
Total	**$24,429.49**

- 2605 – Administration and Clerical Fees – When an involuntary commitment is filed, venue is transferred to Miami County where Osawatomie State Hospital is located. The Miami County Attorney's Office charges our office when further hearings are required in their jurisdiction on commitments from Riley County.

- 2710 – Transcripts – Transcripts are the fees paid to court reporters. The cost for preparing the original transcript is $3.50 per page and a copy of the transcript is .50¢ per page. Transcripts are necessary for the attorneys to prepare for trial, motions hearings, or in the preparation of appellate briefs.

- 2720 – Witness Expenses – By statute, the Riley County Attorney's Office must pay witness expenses. This includes mileage to and from court at the County rate and a witness fee statutorily set at $10 per day. If a witness is required to testify or be available to testify on multiple days this cost includes hotel, and meals. Additional expenses associated with witness

Attachment: Attorney memo 2022 (10795 : 2022 Riley County Attorney Budget Request)

testimony can include tolls and airfare. Expert Witness may be required in some cases requiring expenses above the $10 per day. Expert witnesses have on two occasions exceeded $16,000. This line item is the most unpredictable expense in the County Attorney budget. It is dependent upon the number of hearings and the number of out of county or out of state witnesses needed for any particular case. Manhattan/Riley County is a transient population with Kansas State University and Ft. Riley. This requires the County Attorney's Office to bring in witnesses who have moved to another state. We try to anticipate trials and preliminary hearings that will occur between January 1, 2022 and December 31 of 2022. We monitor historical trends but we cannot predict homicides or sexual assaults that will occur and that will proceed to trial with any certainty.

- 2725 – Interpreter/Translator – Currently the number of cases which require the use of an interpreter for either the victim, witness or both to assist in court proceedings has increased.

- 2990 – Other Contractual Services – This includes the hiring of a special prosecutor in circumstances where there is a conflict of interest, or a need to hire outside counsel this is a rare occurrence.

- 3010 – Office Supplies -- We are estimating $17,000 in costs for 2020. Office supplies encompasses file folders, copy paper, pens, markers, staples, staplers, 2-hole punchers, 3-hole punchers, legal pads, multiple types of labels, multi-colored paper, etc.

- 3020 – Books & Publications – $1,750 budgeted allows the attorneys the opportunity to purchase a book of interest for research such as a topic on battered women's syndrome or child abuse.

- 3032 – Supplies – Printer -- We have 19 printers in our office. In the past, we purchased toner at a reduced rate because of being remanufactured. However, IT informed our office, the warranty on the printers is not applicable when using remanufactured cartridges. Therefore, the cost for toner has increased.

Attachment: Attorney memo 2022 (10795 : 2022 Riley County Attorney Budget Request)

- 4010 – Office Equipment –There are several printers beginning to show signs of wear and may need replacing. The cost is approximately $250 per printer. We will replace only those printers that are absolutely necessary.

Attachment: Attorney memo 2022 (10795 : 2022 Riley County Attorney Budget Request)

001-001
Riley County Attorney

PERSONNEL Position Title	2019 ACTUAL	2020 ACTUAL	2021 BUDGET	2022 BUDGET
Full-Time				
County Attorney	1	1	1	1
Assistant County Attorney	6	6	6	6
Office Manager	1	1	1	1
Victim / Witness Coordinator	2	2	2	2
Legal Secretary	6	6	6	6
Administrative Trial Assistant	1	1	1	1
Office Assistant II	1	1	1	1
Sub-Total	**18**	**18**	**18**	**18**
Seasonal/Temporary				
Legal Intern	1	1	1	1
As Needed Clerical Assistant	1	1	1	1
Sub-Total	**2**	**2**	**2**	**2**
TOTAL NUMBER OF EMPLOYEES	**20**	**20**	**20**	**20**
PERSONNEL SERVICES				
1001 Salaries (Regular Full-Time)	$ 1,201,826	$ 1,377,661	$ 1,374,734	$ 1,396,170
1003 Salaries (Seasonal / Temp. / As Needed)	4,417	-	20,623	20,068
1005 Salaries (Overtime)	7,670	2,345	3,803	3,904
1504 FICA	87,573	99,266	107,036	108,641
1506 Health Insurance	225,579	229,778	301,624	305,916
1508 KPERS	119,619	132,610	136,061	138,607
1510 State Unemployment Tax	943	1,512	1,399	1,420
TOTAL PERSONNEL SERVICES	**$ 1,647,627**	**$ 1,843,172**	**$ 1,945,280**	**$ 1,974,726**
CONTRACTUAL SERVICES				
2010 Postage / Freight / Shipping	$ 1,672	$ 1,582	$ 2,500	$ 2,500
2040 Internet Access	124	996	1,020	1,050
2080 Printing/Duplication Services	1,249	694	2,000	2,200
2110 Advertising & Legal Publications	145	95	1,250	500
2123 Liability Insurance	12,172	15,708	15,000	15,000
2240 Storage Rental	1,483	1,254	1,400	1,400
2410 Repair & Maintain Office Equipment	9,806	9,210	10,000	12,000
2430 Repair & Maint. & Supp. Comp. Software	15,375	60,809	47,610	65,000
2450 Repair & Maint. & Supp. Comp. Hardware	360	-	500	500
2510 Mileage / Tolls / Parking / Rental	-	238	850	400
2520 Lodging	1,085	96	1,750	1,500
2530 Air Fare	320	-	2,750	1,500
2540 Meals	26	15	500	400
2550 Dues & Memberships	3,730	5,041	5,187	5,437
2560 Training & Registrations	2,573	120	1,500	2,600
2570 Subscriptions	9,946	8,326	10,128	24,429
2605 Administration/Clerical Fees	621	440	550	700
2710 Transcripts	10,643	12,694	12,000	12,000
2720 Witness Fees	42,235	8,500	38,000	40,000
2725 Interpretor/Translator	50	-	2,000	1,000
2990 Other Contract Services	6,251	5,688	3,000	7,000
TOTAL CONTRACTUAL SERVICES	**$ 119,866**	**$ 131,506**	**$ 159,495**	**$ 197,116**

Attachment: ATTORNEY 2022 (10795 : 2022 Riley County Attorney Budget Request)

	COMMODITIES	2019 BUDGET	2020 ACTUAL	2021 BUDGET	2022 BUDGET
3010	Office Supplies	$ 14,836	$ 18,297	$ 17,000	$ 17,000
3020	Books & Publications	1,529	2,259	1,750	2,000
3030	Computer Supplies	214	-	200	200
3032	Supplies - Printer	1,847	1,600	2,300	2,100
3080	Fuel & Lubricants	-	43	-	-
3135	Furniture < $100	-	-	-	-
3990	Other Supplies & Materials	-	-	-	-
	TOTAL COMMODITIES	**$ 18,426**	**$ 22,199**	**$ 21,250**	**$ 21,300**
	CAPITAL OUTLAY				
4010	Office Equipment	$ -	$ -	$ 1,000	$ 1,500
4030	Telecom Equipment	37	-	50	50
4040	Furniture > $100	1,395	-	-	2,000
4050	Technology Hardware	-	224	-	-
4051	Tech Hardware-Notebook	327	-	-	-
4054	Technology Hardware - Printers	-	-	-	-
	TOTAL CAPITAL OUTLAY	**$ 1,759**	**$ 224**	**$ 1,050**	**$ 3,550**
	TOTAL OPERATING EXPENDITURES	**$ 1,785,919**	**$ 1,996,877**	**$ 2,126,025**	**$ 2,193,142**
	TOTAL EXPENDITURES LESS PERSONNEL	**$ 140,051**	**$ 153,929**	**$ 181,795**	**$ 221,966**
	TOTAL EXPENDITURES	**$ 1,787,678**	**$ 1,997,101**	**$ 2,127,075**	**$ 2,196,692**

Attachment: ATTORNEY 2022 (10795 : 2022 Riley County Attorney Budget Request)

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

COUNTY CLERK & ELECTIONS
Budget

MEMORANDUM

FROM: **Tami Robison, Budget & Finance Officer**

MEETING: **May 13, 2021**

SUBJECT: **2022 Emergency Management, 911, Rural Fire District, Rural Fire Capital Outlay Budget Requests**

PRESENTER: **Russel Stukey, Emergency Management Director**

Enclosures:

- EMERGENCY MANAGEMENT 2022 (PDF)
- 911 2022 (PDF)
- FIRE 2022 (PDF)
- RURAL FIRE CAP OUTLAY 2022 (PDF)
- FIRE STATION PROJECTS 2022 (PDF)

001-010

Riley County Emergency Management

	PERSONNEL	2019 ACTUAL	2020 ACTUAL	2021 BUDGET	2022 BUDGET
	Position Title - Full-Time				
	Emergency Management Director	0.5	0.5	0.625	0.5
	Emergency Mgmt. Coordinator	1	1	1	1
	Part Time Planner	0.5	0.5	0.5	0.5
	TOTAL NUMBER OF EMPLOYEES	**2.0**	**2.0**	**2.125**	**2.000**
	PERSONNEL SERVICES				
1001	Salaries (Regular Full-Time)	$ 124,220	$ 147,018	$ 133,334	$ 129,800
1003	Salaries (Seasonal / Temp. / As Needed)	17,511	18,422	18,044	18,044
1005	Salaries (Overtime)	897	432	726	747
1504	FICA	10,351	12,200	11,636	11,368
1506	Health Insurance	25,584	26,435	25,423	30,237
1508	Retirement	20,830	24,715	22,869	21,918
1510	State Unemployment Tax	125	207	152	148
	TOTAL PERSONNEL SERVICES	**$ 199,518**	**$ 229,429**	**$ 212,184**	**$ 212,262**
	CONTRACTUAL SERVICES				
2010	Postage / Freight / Shipping	$ 400	$ 136	$ 400	$ 400
2020	Phone Services	2,953	3,265	3,000	3,000
2030	Pagers & Cellular Phone Services	1,170	1,170	1,200	1,200
2040	Internet Access	480	480	500	500
2060	Moving Office Equipment	83	-	-	-
2080	Printing/Dupl Srv	45	-	-	-
2110	Advertising & Legal Publications	555	268	500	500
2122	Vehicle / Fleet Insurance	3,080	3,629	3,000	4,000
2150	Surveying Services	2,110	-	-	-
2200	Office Equipment Rental	2,131	2,192	2,200	2,200
2245	Other Rental Services	400	20	500	500
2350	Right-of-Way Maintenance	-	3,800	-	-
2400	Repair/Maint County Vehicles	1,360	-	4,000	4,000
2410	Repair/Maint Office Equip	377	-	-	-
2420	Repair/Maint Other Equipment	2,793	9,188	5,000	10,000
2430	Repair/Maint/Supp Comp Software	-	940	1,000	1,000
2480	Repair & Maint. Buildings & Grounds	-	2,025	-	-
2510	Mileage / Tolls / Parking / Rental	121	-	200	150
2520	Lodging	1,078	208	1,000	2,000
2540	Meals	427	143	600	750
2550	Dues & Memberships	150	300	300	350
2560	Training & Registrations	550	-	600	1,000
2570	Subscriptions	82	82	82	300

Attachment: EMERGENCY MANAGEMENT 2022 (10793 : 2022 Emergency Mngmt, 911, Fire, Cap Outlay Budget Requests)

	CONTRACTUAL SERVICES (cont)	2019 ACTUAL	2020 ACTUAL	2021 BUDGET	2022 BUDGET
2615	Recording Fees	725	246	800	800
2635	Engineering Fees	9,388	-	-	-
2890	Other Utilities	-	159		-
2990	Other Contract Services	11,234	15,405	1,000	1,000
	TOTAL CONTRACTUAL SERVICES	**$ 41,692**	**$ 43,656**	**$ 25,882**	**$ 33,650**
	COMMODITIES				
3010	Office Supplies	$ 205	$ 562	$ 2,000	$ 2,000
3032	Supplies - Printers	63	-	300	300
3045	Protective Gear	-	-	-	-
3080	Fuel & Lubricants	95	-	100	-
3085	Propane	-	-	-	-
3140	Parts & Tools < $100	63	(18)	2,000	1,000
3150	Parts & Tools > $100	1,798	185	1,500	1,500
3170	Gravel Aggregates	9,195	6,772	-	-
3990	Other Supplies & Materials	7,682	9,328	15,000	15,000
	TOTAL COMMODITIES	**$ 19,101**	**$ 16,829**	**$ 20,900**	**$ 19,800**
	CAPITAL OUTLAY				
604	Transfer to 911	$ -	$ -	$ -	$ -
4020	Other Equipment	155	-	-	-
4030	Telecommunications Equip.	1,210	250	4,000	4,000
4040	Furniture > $100	660	-	1,000	1,000
4050	Computer Hardware	-	962	1,500	1,500
4051	Tech Hardware-Notebook	1,589	1,524	-	1,500
4058	Tech Hardware-Security	-	-	-	-
4990	Other Capital Outlay	-	-	-	-
TOTAL CAPITAL OUTLAY		**$ 3,614**	**$ 2,736**	**$ 6,500**	**$ 8,000**
	TOTAL OPERATING EXPENDITURES	**$ 260,311**	**$ 289,914**	**$ 258,966**	**$ 265,712**
	TOTAL EXPENDITURES LESS PERSONNEL	**$ 64,407**	**$ 63,221**	**$ 53,282**	**$ 61,450**
	TOTAL EXPENDITURES	**$ 263,925**	**$ 292,650**	**$ 265,466**	**$ 273,712**

Attachment: EMERGENCY MANAGEMENT 2022 (10793 : 2022 Emergency Mngmt, 911, Fire, Cap Outlay Budget Requests)

Fund #148
Riley County Emergency 911

		2019 ACTUAL	2020 ACTUAL	2021 BUDGET	2021 EST	2022 BUDGET
	BEGINNING CASH BALANCE					
	Fund Balance	$ 612,211	$ 787,715	$ 500,000	$ 815,190	$ 633,613
	TOTAL BEGINNING CASH BALANCE	**$ 612,211**	**$ 787,715**	**$ 500,000**	**$ 815,190**	**$ 633,613**
	REVENUE					
207	Federal Grant	$ -	$ 72,158	$ -	$ -	$ -
402	Investment Interest	15,018	5,551	10,000	5,000	$ 10,000
602-149	Misc. Collection	339,201	358,829	300,000	300,000	300,000
603	Transfer In	-	-	-	-	-
	TOTAL REVENUE	**$ 354,219**	**$ 436,538**	**$ 310,000**	**$ 305,000**	**$ 310,000**
	TOTAL RESOURCES AVAILABLE	**$ 966,430**	**$ 1,224,253**	**$ 810,000**	**$ 1,120,190**	**$ 943,613**
	EXPENDITURES					
	CONTRACTUAL SERVICES					
2010	Postage / Freight / Shipping	$ -	$ -	$ -	$ -	$ -
2020	Phone Services	86,202	153,116	170,000	170,000	185,000
2030	Pagers & Cellular Phone Services	-	-	-	-	-
2040	Internet Access	-	17,132	-	17,000	18,500
2110	Advertising/Legal Publications	-	-	-	-	-
2120	Insurance Property/Bldg	-	-	-	-	-
2230	Land Rental / Lease Payments	21,711	32,144	35,000	35,000	35,000
2245	Other Rental Services	8,676	2,340	-	2,000	2,500
2410	Repair & Maintain Office Equipment	475	-	-	-	-
2420	Repair & Maintain Other Equipment	46,897	81,477	60,000	60,000	70,000
2430	Repair / Maintain / Support Comp. Soft.	-	-	-	-	-
2440	Equipment Installation	-	-	-	-	-
2450	Hardware Maint/Support	-	72,158	163,177	163,177	174,401
2490	Other Repairs & Maintenance	-	-	-	-	402,712
2520	Lodging	-	-	2,000	2,000	2,000
2560	Training & Registration	5,653	4,127	2,000	2,000	2,000
2615	Recording Fees	-	-	-	-	-
2695	Labor/Temporary Services	-	-	-	-	-
2760	Consultant Fees	5,204	12,343	20,000	20,000	7,500
2765	Contract Fees	650	2,816	-	-	-
2810	Electrical Gas / Gas Services	1,091	17,189	10,000	15,000	17,500
2990	Other Contract Services	2,156	-	5,000	-	-
	TOTAL CONTRACTUAL SERVICES	**$ 178,715**	**$ 394,842**	**$ 467,177**	**$ 486,177**	**$ 917,113**
	COMMODITIES					
3085	Propane	$ -	$ 366	$ -	$ 400	$ 3,500
	TOTAL COMMODITIES	**$ -**	**$ 366**	**$ -**	**$ 400**	**$ 3,500**
	CAPITAL OUTLAY					
4010	Office Equipment	$ -	$ -	$ -	$ -	$ -
4020	Other Equipment	-	350	-	-	-
4030	Telecommunications Equip.	-	9,987	342,823	-	21,500
4050	Computer Hardware	-	3,518	-	-	1,500
4060	Computer Software	-	-	-	-	-
	TOTAL CAPITAL OUTLAY	**$ -**	**$ 13,855**	**$ 342,823**	**$ -**	**$ 23,000**
	TOTAL EXPENDITURES	**$ 178,715**	**$ 409,063**	**$ 810,000**	**$ 486,577**	**$ 943,613**
	TOTAL ENDING FUND BALANCE	**$ 787,715**	**$ 815,190**	**$ -**	**$ 633,613**	**$ -**

Attachment: 911 2022 (10793 : 2022 Emergency Mngmt, 911, Fire, Cap Outlay Budget Requests)

Fund #183
Riley County Fire District #1

	PERSONNEL	2019	2020	2021	2021	2022
	Position Title - Full-Time	**ACTUAL**	**ACTUAL**	**BUDGET**	**EST**	**BUDGET**
	Management Director	0.5	0.5	0.625	0.625	0.5
	Assistant Fire Chief	1	1	1	1	1
	Fire Chief	0	0	0	1	1
	Office Assistant II	1	1	1	1	1
	TOTAL NUMBER OF EMPLOYEES	**2.5**	**2.5**	**2.625**	**3.625**	**3.5**
	BEGINNING CASH BALANCE					
	Fund Balance	$ 15,044	$ 2,453	$ 10,000	$ 3,584	$ 10,000
	TOTAL BEGINNING CASH BALANCE	**$ 15,044**	**$ 2,453**	**$ 10,000**	**$ 3,584**	**$ 10,000**
	REVENUE					
102	Motor Vehicle	$ 80,003	$ 99,103	$ 103,610	$ 103,610	$ 114,022
103	Vehicle Rental Excise Tax	$ -	$ 457	$ 1	$ 1	$ 497
113	Recreational Vehicle Tax	1,304	1,623	1,764	1,764	1,970
130	Commercial Vehicle Fees	7,672	7,846	8,702	8,702	8,213
180	Ad Valorem Tax	750,260	777,074	990,328	990,328	-
181	Delinquent Tax	14,400	13,206	-	-	-
182	Oil & Gas Current	717	422	-	-	-
183	Oil & Gas Delq.	49	6	-	-	-
184	P.P. Current	16,163	15,743	-	-	-
185	P.P. Delq.	2,765	1,284	-	-	-
190	16/20 M Vehicle Tax	2,189	1,985	2,851	2,851	2,933
192	16/20 M Vehicle Tax Delinquent	167	275	-	-	-
193	Watercraft	810	1,048	1,184	1,184	1,366
194	Watercraft Delq.	182	155	-	-	-
206	State Grant	4,365	-	4,000	4,000	-
402	Investment Interest	-	6	-	-	-
503	Non-Collection Revenue	3,700	16,852	-	-	5,000
600	Miscellaneous Reimb	-	171	-	-	-
602	Miscellaneous Collection	244	163	2,000	2,000	-
603	Transfer In	-	-	-	1,155	-
	TOTAL REVENUE	**884,989**	**$ 937,419**	**$ 1,114,440**	**$ 1,115,595**	**$ 134,001**
	TOTAL RESOURCES AVAILABLE	**$ 900,033**	**$ 939,872**	**$ 1,124,440**	**$ 1,119,179**	**$ 144,001**
	PERSONNEL SERVICES					
1001	Salaries (Full-Time)	$ 154,947	$ 171,384	$ 243,303	$ 229,450	$ 239,952
1003	Stipends	$ 8,040	$ 39,710	$ 47,500	$ 47,500	$ 54,625
1005	Overtime	46	40	472	458	472
1504	FICA	11,848	15,457	22,282	20,667	22,571
1506	Health Insurance	31,924	30,494	27,982	52,347	54,749
1508	Retirement	29,044	30,770	49,418	46,801	49,034
1510	State Unemployment Tax	144	266	291	277	295
	TOTAL PERSONNEL SERVICES	**$ 235,993**	**$ 288,121**	**$ 391,248**	**$ 397,500**	**$ 421,698**
	CONTRACTUAL SERVICES					
2010	Postage / Freight / Shipping	$ 324	$ 265	$ 550	$ 550	$ 1,500
2030	Pagers & Cellular Phone Services	1,470	1,275	1,400	1,400	1,500
2040	Internet Access	527	3,311	500	500	750

Attachment: FIRE 2022 (10793 : 2022 Emergency Mngmt, 911, Fire, Cap Outlay Budget Requests)

	CONTRACTUAL SERVICES (cont)	2019 ACTUAL	2020 ACTUAL	2021 BUDGET	2021 EST	2022 BUDGET
2080	Printing/Duplication Services	-	-	500	-	500
2110	Advertising & Legal Publications	564	-	500	-	500
2120	Insurance-Property /Bldg.	5,148	7,051	5,000	7,000	10,000
2122	Vehicle / Fleet Insurance	12,402	27,474	11,000	28,000	32,000
2123	Liability Insurance	32	-	-	-	-
2124	Other Insurance (work comp)	5,978	7,894	9,000	9,000	11,000
2126	Life Insurance	4,604	5,621	7,000	7,000	8,500
2200	Office Equipment Rental	2,273	2,178	2,200	2,200	2,350
2210	Machinery Equipment Rental	-	-	500	-	500
2245	Other Rental Services	944	6,400	4,000	6,500	5,000
2290	Debt Service-principal	$ 40,000	$ 41,000	$ 125,440	$ 125,440	$ 128,077
2305	Debt service-interest	$ 23,450	$ 22,437	$ 55,402	$ 55,402	$ 52,695
2400	Repair & Maintain County Vehicles	77,471	132,643	95,000	120,000	95,000
2420	Repair & Maintain Other Equipment	21	224	3,000	1,000	3,000
2430	Computer Software Maint/Support	-	-	3,000	-	3,000
2450	Repair / Maintain / Supp. Comp. Hard.	55	187	100	200	250
2480	Repair & Maintain Buildings & Grounds	12,614	13,538	10,000	10,000	15,000
2510	Mileage / Tolls / Parking / Rental	477	421	1,000	500	500
2520	Lodging	887	-	1,000	-	2,000
2540	Meals	653	804	8,000	1,000	3,000
2550	Dues & Memberships	410	135	1,000	200	1,000
2560	Training & Registrations	95	749	2,000	1,000	2,000
2570	Subscriptions	2,796	1,094	3,000	2,000	3,000
2650	Physician Fees	-	70	3,000	100	2,000
2700	Bonding Services	-	4,014	-	-	-
2775	Pest Control Fees	-	-	2,000	1,000	2,000
2810	Electrical Gas / Gas Services	12,899	16,500	15,000	16,000	18,000
2830	Water	1,282	1,076	1,600	1,500	2,000
2850	Waste Disposal	-	458	500	500	650
2890	Other Utilities	-	85	-	100	250
2990	Other Contract Services	3,872	1,679	20,000	3,000	15,000
	TOTAL CONTRACTUAL SERVICES	**$ 211,248**	**$ 298,583**	**$ 392,192**	**$ 401,092**	**$ 422,522**
	COMMODITIES					
3010	Office Supplies	$ 10,232	$ 4,237	$ 3,000	$ 3,000	$ 4,000
3020	Books & Publications	65	-	2,000	-	1,500
3040	Clothing	-	-	2,000	-	2,000
3045	Protective Gear	26,619	15,165	35,000	20,000	35,000
3060	Medical Supplies	-	-	8,000	-	2,000
3080	Fuel & Lubricants	20,929	14,343	22,000	20,000	30,000
3085	Propane	13,657	16,154	10,000	15,000	18,500
3135	Furniture < $100	-	-	2,000	-	1,500
3140	Parts & Tools < $100	23,257	28,681	22,000	22,000	23,000
3150	Parts & Tools > $100	67,049	70,506	111,000	100,000	90,000
3190	Sign Material	-	32	500	-	500
3990	Other Supplies & Materials	2,456	3,154	8,000	2,000	5,000
	TOTAL COMMODITIES	**$ 164,264**	**$ 152,272**	**$ 225,500**	**$ 182,000**	**$ 213,000**

Attachment: FIRE 2022 (10793 : 2022 Emergency Mngmt, 911, Fire, Cap Outlay Budget Requests)

		2019 ACTUAL	2020 ACTUAL	2021 BUDGET	2021 EST	2022 BUDGET
	CAPITAL OUTLAY					
4030	Telecommunications Equip.	$ 1,056	$ 21,877	$ 15,000	$ 15,000	$ 15,000
4031	Tech Network Equipment	-	-	2,000	-	2,000
4050	Computer Hardware	-	-	1,000	-	1,000
4060	Computer Software	-	-	7,500	-	7,500
4085	Emergency Vehicles	59,019	73,784	50,000	73,587	150,000
4120	Other Heavy Equipment	26,000	-	-	-	
4300	Land	-	9,651	-	-	
4990	Other Capital Outlay	-	-	-	-	10,000
	TOTAL CAPITAL OUTLAY	**$ 86,075**	**$ 105,312**	**$ 75,500**	**$ 88,587**	**$ 185,500**
	TRANSFERS					
604	Transfer to Rural Fire Capital Outlay Fund	$ 200,000	$ 92,000	$ 40,000	$ 40,000	$ 40,000
	TOTAL TRANSFERS	**$ 200,000**	**$ 92,000**	**$ 40,000**	**$ 40,000**	**$ 40,000**
	TOTAL EXPENDITURES	**$ 897,580**	**$ 936,288**	**$ 1,124,440**	**$ 1,109,179**	**$ 1,282,720**
	TOTAL ENDING FUND BALANCE	**2,453**	**$ 3,584**	**$ -**	**$ 10,000**	**$ (1,138,719)**

Attachment: FIRE 2022 (10793 : 2022 Emergency Mngmt, 911, Fire, Cap Outlay Budget Requests)

Fund #184

Riley County Fire District #1 Capital Outlay

		2019 ACTUAL	2020 ACTUAL	2021 BUDGET	2021 EST	2022 BUDGET
	BEGINNING CASH BALANCE					
	Fund Balance	$ 437,574	$ 455,096	$ 317,523	$ 225,706	$ 65,706
	TOTAL BEGINNING CASH BALANCE	**$ 437,574**	**$ 455,096**	**$ 317,523**	**$ 225,706**	**$ 65,706**
	REVENUE					
603	Transfer from Rural Fire	$ 200,000	$ 92,000	$ 40,000	$ 40,000	$ 40,000
598	Temp Note	-	285,000	-	-	-
	TOTAL REVENUE	**$ 200,000**	**$ 377,000**	**$ 40,000**	**$ 40,000**	**$ 40,000**
	TOTAL RESOURCES AVAILABLE	**$ 637,574**	**$ 832,096**	**$ 357,523**	**$ 265,706**	**$ 105,706**
	EXPENDITURES					
	CONTRACTUAL EXPENSES					
2010	Postage/Freight/Shipping	$ -	$ -	$ -	$ -	$ -
2990	Other Contract Services	-	-	-	-	-
	TOTAL CONTRACTUAL EXPENSES	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**
	COMMODITIES EXPENSES					
3150	Parts & Tools > $100	5,820	12,410	-	-	-
	TOTAL COMMODITIES EXPENSES	**$ 5,820**	**$ 12,410**	**$ -**	**$ -**	**$ -**
	CAPITAL OUTLAY					
4020	Other Equipment	$ -	$ -	$ 11,523	$ -	
4030	Telecommunications Equipment	-	457,128	-	-	
4085	Emergency Vehicles	176,658	136,852	286,000	200,000	105,706
4990	Other Capital Outlay	-	-	60,000	-	
	TOTAL CAPITAL OUTLAY	**$ 176,658**	**$ 593,980**	**$ 357,523**	**$ 200,000**	**$ 105,706**
	TRANSFERS					
604	Transfer to Fire Station Projects Fund	$ -	$ -	$ -	$ -	$ -
	TOTAL TRANSFERS	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**
	TOTAL EXPENDITURES	**$ 182,478**	**$ 606,390**	**$ 357,523**	**$ 200,000**	**$ 105,706**
	TOTAL ENDING FUND BALANCE	**$ 455,096**	**$ 225,706**	**$ -**	**$ 65,706**	**$ -**

Attachment: RURAL FIRE CAP OUTLAY 2022 (10793 : 2022 Emergency Mngmt, 911, Fire, Cap Outlay Budget Requests)

Fund #185

Riley County Fire Station Projects

		2019 ACTUAL	2020 ACTUAL	2021 BUDGET	2021 EST	2022 BUDGET
	BEGINNING CASH BALANCE					
	Fund Balance	$ 11,528	$ 244,565	$ -	$ 1,155	$ 500,000
	TOTAL BEGINNING CASH BALANCE	**$ 11,528**	**$ 244,565**	**$ -**	**$ 1,155**	**$ 500,000**
	REVENUE					
598	Temporary Note	$ 1,406,000	$ -	$ -	$ 500,000	$ -
600	Miscellaneous Reimbursement	55	-	$ -	$ -	$ -
601	G.O. Bond Proceeds	-	1,222,000	-	500,000	500,000
603	Transfer from Rural Fire Capital Outlay		-	-	-	-
	TOTAL REVENUE	**$ 1,406,055**	**$ 1,222,000**	**$ -**	**$ 1,000,000**	**$ 500,000**
	TOTAL RESOURCES AVAILABLE	**$ 1,417,583**	**$ 1,466,565**	**$ -**	**$ 1,001,155**	**$ 1,000,000**
	EXPENDITURES					
	CONTRACTUAL EXPENSES					
2010	Postage/Freight/Shipping	$ 8	$ 34	$ -	$ -	$ -
2120	Insurance Property/Bldg	2,073	-	$ -	$ -	$ -
2245	Other Rental Svc	344	-	-	-	-
2290	Principal Payment	-	1,406,000	-	-	-
2305	Interest Payment	-	27,376	-	-	-
2480	Repair/Maint Building/Grounds	456	-	-	-	-
2635	Engineering Fees	9,609	172	-	-	-
2640	Legal Services	8,428	14,621	-	-	-
2700	Bonding Services	630	1,859	-	-	-
2765	Contract Fees	-	-	-	-	-
2830	Water	-	-	-	-	-
2840	Sewage Charges	-	-	-	-	-
2990	Other Contract Services	-	-	-	-	500,000
	TOTAL CONTRACTUAL EXPENSES	**$ 21,548**	**$ 1,450,062**	**$ -**	**$ -**	**$ 500,000**
	COMMODITIES					
3150	Parts & Tools > $100	$ 423	$ -	$ -	$ -	$ -
3990	Other Supplies & Material	1,390	-	-	-	-
	TOTAL COMMODITIES	**$ 1,813**	**$ -**	**$ -**	**$ -**	**$ -**
	CAPITAL OUTLAY					
4020	Other Equipment	9,894	-	-	-	-
4400	Buildings	1,139,763	15,348	-	500,000	500,000
	TOTAL CAPITAL OUTLAY	**$ 1,149,657**	**$ 15,348**	**$ -**	**$ 500,000**	**$ 500,000**
	TRANSFERS					
604	Transfer to Rural Fire District #1	$ -	$ -	$ -	$ 1,155	$ -
	TOTAL TRANSFERS	**$ -**	**$ -**	**$ -**	**$ 1,155**	**$ -**
	TOTAL EXPENDITURES	**$ 1,173,018**	**$ 1,465,410**	**$ -**	**$ 501,155**	**$ 1,000,000**
	TOTAL ENDING FUND BALANCE	**$ 244,565**	**$ 1,155**	**$ -**	**$ 500,000**	**$ -**

Attachment: FIRE STATION PROJECTS 2022 (10793 : 2022 Emergency Mngmt, 911, Fire, Cap Outlay Budget Requests)

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

COUNTY CLERK & ELECTIONS
Budget

MEMORANDUM

FROM: **Tami Robison, Budget & Finance Officer**

MEETING: **May 13, 2021**

SUBJECT: **2022 Public Works, 1/2 Cent Sales Tax and Auction Budget Requests**

PRESENTER: **John Ellermann, Public Works Director**

Enclosures:

- Public Works memo 2022 (PDF)
- PUBLIC WORKS 2022 (PDF)
- R&B HALF CENT SALES TAX 2022 (PDF)
- AUCTION 2022 (PDF)

MEMORANDUM

TO: Board of County Commissioners

FROM: John Ellermann, Public Works Director

DATE: April 30, 2021

RE: 2022 Public Works Budget Request

INTRODUCTION:

The Public Works operating budget includes budgets for the Facilities, Operations/Fleet, Utilities, Administrative Services and Parks Divisions. Project codes are used to track the expenses in the Parks Division, so a budget within the Public Works budget can be maintained.

PARKS DIVISION:

The Contractual, Commodities & Capital expenditures in the proposed 2022 Parks budget are $176,800. A reduction of $50 from the 2022 budget.

PUBLIC WORKS less PARKS DIVISION:

The Contractual, Commodities & Capital expenditures in the proposed 2022 Public Works budget are $3,614,450. An increase of $316,700 from the 2021 budget.

PUBLIC WORKS COMBINED:

The Contractual, Commodities & Capital expenditures for the combined proposed 2022 Public Works budget, including Parks are $3,791,250. For an increase of $316,650.

The line items with changes greater than $5,000 are:

Commodities:

3080 Fuel & Lubricants increased to $375,000 from $350,000 to account for increasing fuel costs.

3180 Culverts decreased to 20,000 from $25,000 to match current needs.

3990 Other Supplies & Materials decreased to $15,000 from 20,000 based on actuals and estimated needs.

Capital Outlay:

4160 Asphalt Construction was increased to $1,200,000 from $950,000 based on need and current pricing.

Attachment: Public Works memo 2022 (10797 : 2022 Public Works, 1/2 Cent Sales Tax and Auction Budget Request)

4170 Bridge Construction was increased to $100,000 from 75,000 based on increase pricing of precast concrete box culverts.

Public Works employees continue to provide the currier service. It provides service for Public Works, ATA Bus, Noxious Weed, Museum, Health Department and the Transfer Station. A vehicle from the County's fleet is utilized. The cost of labor and the vehicle is absorbed with in the Public Works budget.

Riley County annually receives federal funds from KDOT, through the Federal Fund Exchange Program, for the construction of roads & bridges. The estimated annual obligation for Riley County is $260,000. Of this amount, 90% or about 234,000 is available for our use. These funds are deposited in the CIP for future transportation projects.

SUMMARY:

The 2022 proposed Public Works budget presented has an increase in Contractual, Commodities and Capital of $316,650 and a decrease in Personnel of $113,449. For a total budget increase of $203,201.

The increase in proposed budget is due to the increase in costs of asphalt overlays, bridge materials and fuel. As the cost of doing business continues to go up the ability for the Public Works Department to maintain the same level of service the public is accustomed to becomes more difficult. We believe, with the slight increase, the Public Works Department can continue to provide the same high level of service.

If you have any questions or desire any additional information regarding the proposed 2022 Public Works budget, please contact John Ellermann.

Attachment: Public Works memo 2022 (10797 : 2022 Public Works, 1/2 Cent Sales Tax and Auction Budget Request)

001-040

Riley County Public Works

PERSONNEL	2019 Total	2020 Total	2021 PW	2021 Parks	2021 Total	2022 PW	2022 Parks	2022 Total
Position Title - Full Time	**ACTUAL**	**ACTUAL**	**BUDGET**	**BUDGET**	**BUDGET**	**BUDGET**	**BUDGET**	**BUDGET**
Operations/Fleet Mgr	1	1	1	0	1	1	0	1
Customer Service Rep I	1	1	1	0	1	1	0	1
Admin Clerk I	2	2	2	0	2	2	0	2
Senior PW Analyst	1	1	1	0	1	1	0	1
Admin Service Mgr	1	1	1	0	1	1	0	1
Admin Asst II	2	2	2	0	2	2	0	2
Asphalt Road Supervisor	1	1	1	0	1	1	0	1
Asst Co Engineer	1	1	1	0	1	1	0	1
Bridge Supervisor	1	1	1	0	1	1	0	1
PW Dir/Engineer	1	1	1	0	1	1	0	1
Engineering Tech	3	3	3	0	3	3	0	3
Gravel Road Supervisor	1	1	1	0	1	1	0	1
Mechanic Technician II	3	3	3	0	3	3	0	3
Public Works Operator II	17	17	17	0	17	17	0	17
Purchasing Agent	1	1	1	0	1	1	0	1
Shop Supervisor	1	1	1	0	1	1	0	1
Tech Asst/Training Coord	1	1	1	0	1	1	0	1
Traffic Control Supervisor	1	1	1	0	1	1	0	1
Traffic Control Tech I	1	1	1	0	1	1	0	1
Facility Supervisor	1	1	1	0	1	1	0	1
Facility Tech I	1	1	1	0	1	1	0	1
Custodial Manager	1	1	1	0	1	1	0	1
Custodian	7	7	7	0	7	7	0	7
Facilities & Grounds I	0	0	0	1	1	0	1	1
Facilities & Grounds II	5	5	0	4	4	0	4	4
Parks Manager	1	1	0	1	1	0	1	1
Parks Supervisor	1	1	0	1	1	0	1	1
Sub-Total	**58**	**58**	**51**	**7**	**58**	**51**	**7**	**58**

Attachment: PUBLIC WORKS 2022 (10797 : 2022 Public Works, 1/2 Cent Sales Tax and Auction Budget

Part Time/Seasonal/Temporary	2019 Total ACTUAL	2020 Total ACTUAL	2021 PW BUDGET	2021 Parks BUDGET	2021 Total BUDGET	2022 PW BUDGET	2022 Parks BUDGET	2022 Total BUDGET
Security	1	1	1	0	1	1	0	1
Seasonal Laborers-3 Mo	3	3	2	1	3	2	1	3
Seasonal Laborers-9 Mo	2	2	0	2	2	0	2	2
Engineering Tech (As Needed)	1	1	1	0	1	1	0	1
Technicians (Intern) (3@1,000 hrs)	3	3	2	1	3	2	1	3
Sub-Total	**10**	**10**	**6**	**4**	**10**	**6**	**4**	**10**
TOTAL NUMBER OF EMPLOYEES	**68**	**68**	**57**	**11**	**68**	**57**	**11**	**68**

Attachment: PUBLIC WORKS 2022 (10797 : 2022 Public Works, 1/2 Cent Sales Tax and Auction Budget

		2019 Total ACTUAL	2020 Total ACTUAL	2021 PW BUDGET	2021 Parks BUDGET	2021 Total BUDGET	2022 PW BUDGET	2022 Parks BUDGET	2022 Total BUDGET
	PERSONNEL SERVICES								
1001	Salaries (Reg Full-Time)	$ 2,548,341	$ 2,640,249	$ 2,663,465	$ -	$ 2,663,465	$ 2,587,181		$ 2,587,181
-57	Salaries (Reg Full-Time)-HD	103,195	82,812	143,936	-	143,936	148,346		148,346
-81	Salaries (Reg Full-Time)-Parks	254,076	312,316	-	339,061	339,061		331,510	331,510
1003	Salaries (Seasonal/Temp/As Needed)	44,947	36,955	94,175	-	94,175	94,290		94,290
-57	Salaries (Seasonal/Temp/As Needed)	6,811	-	-	-	-	-		-
-81	Salaries (Seasonal/Temp/as Needed)	6,429	23,639	-	12,950	12,950		12,950	12,950
1005	Salaries (Overtime)	77,121	55,171	74,594	-	74,594	72,774		72,774
-57	Salaries (Overtime)-HD	642	418	4,750	-	4,750	4,895		4,895
-81	Salaries (Overtime)-Parks	9,749	5,444	-	8,912	8,912		8,597	8,597
1504	FICA	190,568	196,648	216,666	-	216,666	210,700		210,700
-57	FICA - HD	7,935	6,163	11,375	-	11,375	11,723		11,723
-81	FICA - Parks	19,377	24,582	-	27,611	27,611		27,009	27,009
1506	Health Insurance	574,438	589,713	598,698	-	598,698	580,812		580,812
-57	Health Insurance - HD	39,025	32,207	32,533	-	32,533	33,483		33,483
-81	Health Insurance - Parks	60,913	72,161	-	76,136	76,136		74,314	74,314
1508	KPERS	266,430	261,006	270,071	-	270,071	263,160		263,160
-57	KPERS - HD	10,270	7,998	14,675	-	14,675	15,171		15,171
-81	KPERS - Parks	26,070	30,580	-	34,345	34,345		33,671	33,671
1510	State Unemployment Tax	2,344	3,398	2,832	-	2,832	2,754		2,754
-57	State Unemployment Tax - HD	98	106	149	-	149	153		153
-81	State Unemployment Tax - Parks	237	422	-	361	361	-	353	353
	TOTAL PERSONNEL SERVICES	**$ 4,249,016**	**$ 4,381,988**	**$ 4,127,919**	**$ 499,376**	**$ 4,627,295**	**$ 4,025,442**	**$ 488,404**	**$ 4,513,846**
	CONTRACTUAL SERVICES								
2010	Postage / Freight / Shipping	$ 654	$ 2,963	$ 1,000		$ 1,000	$ 1,000	$ -	$ 1,000
-81	Postage / Freight / Shipping	-	-		100	100	-	100	100
2030	Pagers & Cellular Phone Services	18,108	17,590	18,000		18,000	18,000	-	18,000
-57	Pagers & Cellular Phone Services	1,305	1,093			-	1,100	-	1,100
-81	Pagers & Cellular Phone Services	2,540	3,078		2,800	2,800	-	2,800	2,800
2040	Internet Access	7,608	7,829	6,500		6,500	8,000	-	8,000
2080	Printing/Duplication Services	1,394	383	1,500		1,500	1,500	-	1,500
2110	Advertising & Legal Publications	13,506	6,248	6,000		6,000	6,000	-	6,000
2120	Insurance - Property	641	-	-		-	-	-	-
2122	Vehicle / Fleet Insurance	42,378	40,011	38,000		38,000	38,000	-	38,000
-81	Vehicle / Fleet Insurance	2,654	5,333		3,000	3,000	-	5,000	5,000
2123	Liability Insurance	483	69			-	-	-	-
-81	Liability Insurance	695	7			-	-	-	-

Attachment: PUBLIC WORKS 2022 (10797 : 2022 Public Works, 1/2 Cent Sales Tax and Auction Budget

	CONTRACTUAL SERVICES (cont)	2019 Total ACTUAL	2020 Total ACTUAL	2021 PW BUDGET	2021 Parks BUDGET	2021 Total BUDGET	2022 PW BUDGET	2022 Parks BUDGET	2022 Total BUDGET
2124	Other Insurance	-	203			-	-	-	-
2150	Surveying Servicess	-	-	5,000		5,000	5,000	-	5,000
2200	Office Equipment Rental	13,729	9,444	13,000		13,000	13,000	-	13,000
2210	Machinery Equipment Rental	68,341	55,621	53,000		53,000	52,000	-	52,000
-81	Machinery Equipment Rental	847	1,574		6,500	6,500	-	6,500	6,500
2230	Land Rental / Lease	408	792	500		500	500	-	500
-81	Land Rental / Lease	300	300		400	400	-	400	400
2245	Other Rental Services	-	-			-	-	-	-
2275	Records Preservation	-	-	50		50	50	-	50
2280	Permits	-	-	500		500	500	-	500
2340	Guardrail Installation	-	-	20,000		20,000	20,000	-	20,000
2350	Right-of-Way Maintenance	1,200	-			-	-	-	-
2360	Traffic Striping	-	169,393	155,000		155,000	155,000	-	155,000
2370	Roadway Illumination	-	-	500		500	500	-	500
2400	Repair & Maintain County Vehicles	52,347	59,046	60,000		60,000	60,000	-	60,000
-81	Repair & Maintain County Vehicles	429	-		2,500	2,500	-	2,500	2,500
2410	Repair & Maintain Office Equipment	-	-	500		500	500	-	500
2420	Repair & Maintain Other Equipment	1,869	1,069	2,000		2,000	2,000	-	2,000
-81	Repair & Maintain Other Equipment	150	-		250	250	-	250	250
2430	Repair/Maint/Support Comp Software	13,716	14,983	13,000		13,000	13,000	-	13,000
2450	Repair/Maint/Support Comp Hardware	-	-	1,500		1,500	1,500	-	1,500
2470	Repair Furniture	-	-	500		500	500	-	500
2480	Repair/Maintain Buildings/Grounds	11,373	432	11,700		11,700	11,500	-	11,500
-81	Repair & Maintain Buildings & Grounds	1,182	141		3,000	3,000	-	3,000	3,000
2490	Other Repairs & Maintenance	71,749	36,288	20,000		20,000	25,000	-	25,000
-81	Other Repairs & Maintenance	-	-		1,000	1,000	-	1,000	1,000
2510	Mileage / Tolls / Parking / Rental	1,851	641	2,500		2,500	2,000	-	2,000
-81	Mileage / Tolls / Parking / Rental	145	172		500	500	-	500	500
2520	Lodging	10,081	702	10,000		10,000	10,000	-	10,000
-81	Lodging	-	148		1,000	1,000	-	1,000	1,000
2530	Air Fare	747	-	2,500		2,500	2,500	-	2,500
-81	Air Fare	-	-		550	550	-	500	500
2540	Meals	3,206	941	3,000		3,000	3,000	-	3,000
-81	Meals	515	279		750	750	-	750	750
2550	Dues & Memberships	2,216	2,203	2,300		2,300	2,300	-	2,300
-81	Dues & Memberships	810	319		1,250	1,250	-	1,250	1,250

Attachment: PUBLIC WORKS 2022 (10797 : 2022 Public Works, 1/2 Cent Sales Tax and Auction Budget

		2019 Total ACTUAL	2020 Total ACTUAL	2021 PW BUDGET	2021 Parks BUDGET	2021 Total BUDGET	2022 PW BUDGET	2022 Parks BUDGET	2022 Total BUDGET
	CONTRACTUAL SERVICES (cont)								
2560	Training & Registrations	15,742	8,977	16,000		16,000	16,000	-	16,000
-81	Training & Registrations	1,375	1,995		3,000	3,000	-	3,000	3,000
2570	Subscriptions	-	232	500		500	500	-	500
2605	Admin/Clerical Fees	-	-			-	-	-	-
2615	Recording Fees	470	72	500		500	500	-	500
2630	Architect Fees	-	-	1,000		1,000	1,000	-	1,000
-81	Architect Fees	-	-		1,000	1,000	-	1,000	1,000
2635	Engineering Fees	59,266	40,580	40,000		40,000	40,000	-	40,000
-81	Engineering Fees	-	-		4,500	4,500	-	4,500	4,500
2645	Legal Settlements	-	-	500		500	-	-	-
2760	Consultant Fees	-	2,600	5,000		5,000	5,000	-	5,000
2780	Transportation Task Force	20,000	20,000	20,000		20,000	20,000	-	20,000
2830	Water	-	779			-	-	-	-
2840	Sewage Charges	3,135	4,270	3,000		3,000	3,000	-	3,000
2850	Waste Disposal	1,238	2,413	1,500		1,500	1,500	-	1,500
-81	Waste Disposal	79	-			-	-	-	-
2890	Other Utilities	750	-			-	-	-	-
2990	Other Contract Services	17,831	18,426	25,000		25,000	25,000	-	25,000
-81	Other Contract Services	60	406		5,000	5,000	-	5,000	5,000
	TOTAL CONTRACTUAL SERVICES	**$ 469,123**	**$ 540,045**	**$ 561,050**	**$ 37,100**	**$ 598,150**	**$ 566,450**	**$ 39,050**	**$ 605,500**
	COMMODITIES								
3010	Office Supplies	$ 5,189	$ 3,664	$ 6,000		$ 6,000	$ 5,000	$ -	$ 5,000
-81	Office Supplies	223	139			-	-	-	-
3020	Books & Publications	-	2,882	500		500	500	-	500
3030	Computer Supplies	40	50	500		500	500	-	500
3032	Supplies - Printer	4,906	3,199	5,000		5,000	4,000	-	4,000
3040	Clothing	3,473	3,240	4,200		4,200	4,000	-	4,000
-81	Clothing	20	227		500	500	-	500	500
3045	Protective Gear	11,118	7,978	10,500		10,500	10,500	-	10,500
-81	Protective Gear	-	75		750	750	-	750	750
3060	Medical Supplies	618	1,971	1,500		1,500	1,500	-	1,500
3080	Fuel & Lubricants	329,628	211,404	350,000		350,000	375,000	-	375,000
-81	Fuel & Lubricants	84	-			-	-	-	-
3085	Propane	-	63				-	-	-
3090	Custodian Supplies	75,686	83,766	75,000		75,000	75,000	-	75,000

Attachment: PUBLIC WORKS 2022 (10797 : 2022 Public Works, 1/2 Cent Sales Tax and Auction Budget

		2019 Total ACTUAL	2020 Total ACTUAL	2021 PW BUDGET	2021 Parks BUDGET	2021 Total BUDGET	2022 PW BUDGET	2022 Parks BUDGET	2022 Total BUDGET
	COMMODITIES (cont)								
-81	Custodian Supplies	891	1,582		1,500	1,500	-	1,500	1,500
3100	Chemical	82,070	51,417	50,000		50,000	50,000	-	50,000
-81	Chemical	5,211	5,153		5,000	5,000	-	6,000	6,000
3120	De-icing Materials	124,508	53,596	80,000		80,000	80,000	-	80,000
-81	De-icing Materials	-	-			-	-	-	-
3140	Parts & Tools < $100	91,145	79,950	90,000		90,000	90,000	-	90,000
-57	Parts & Tools < $100 - HD	-	-			-	-	-	-
-81	Parts & Tools < $100	5,344	4,339		5,500	5,500	-	5,500	5,500
3150	Parts & Tools > $100	243,677	198,585	180,000		180,000	180,000	-	180,000
-81	Parts & Tools > $100	6,351	12,528		10,000	10,000	-	10,000	10,000
3170	Gravel / Aggregates	313,263	333,540	300,000		300,000	300,000	-	300,000
-81	Gravel / Aggregates	1,240	2,747		5,000	5,000	-	4,000	4,000
3180	Culverts	8,704	6,956	25,000		25,000	20,000	-	20,000
-81	Culverts	-	-		1,000	1,000	-	1,000	1,000
3190	Sign Material	49,589	32,928	35,000		35,000	35,000	-	35,000
-81	Sign Material	-	190		1,000	1,000	-	1,000	1,000
3200	Bridge Material	5,993	458	10,000		10,000	10,000	-	10,000
3220	Seed & Fertilizer	-	260	1,000		1,000	1,000	-	1,000
-81	Seed & Fertilizer	384	2,800		5,000	5,000	-	7,000	7,000
3230	Concrete	20,584	14,315	20,000		20,000	20,000	-	20,000
-81	Concrete	1,068	748		2,500	2,500	-	1,500	1,500
3240	Asphalt Seal Materials	290,789	197,237	230,000		230,000	250,000	-	250,000
3250	Asphalt Maintenance Materials	53,537	54,837	55,000		55,000	55,000	-	55,000
3990	Other Supplies & Materials	179,522	13,168	20,000		20,000	15,000	-	15,000
-81	Other Supplies & Materials	1,752	2,319		4,000	4,000	-	4,000	4,000
	TOTAL COMMODITIES	**$ 1,916,607**	**$ 1,388,311**	**$ 1,549,200**	**$ 41,750**	**$ 1,590,950**	**$ 1,582,000**	**$ 42,750**	**$ 1,624,750**
	CAPITAL OUTLAY								
604	Transfer Out	$ -	$ 5,900			$ -	$ -	$ -	$ -
604-81	Transfer Out	121,232	3,750			-	-	-	-
4010	Office Equipment	-	298	1,000		1,000	1,000	-	1,000
-81	Office Equipment	-	-		250	250	-	250	250
4020-81	Other Equipment	-	-		250	250	-	250	250
4030	Telecommunications Equip.	-	840	500		500	1,000	-	1,000
4040	Furniture > $100	4,567	5,339	3,000		3,000	3,000	-	3,000
4050	Computer Hardware	3,913	1,370	4,000		4,000	3,000	-	3,000
4051	Tech Hardware - Notebook	-	1,434			-	-	-	-

Attachment: PUBLIC WORKS 2022 (10797 : 2022 Public Works, 1/2 Cent Sales Tax and Auction Budget

	CAPITAL OUTLAY (cont)	2019 Total ACTUAL	2020 Total ACTUAL	2021 PW BUDGET	2021 Parks BUDGET	2021 Total BUDGET	2022 PW BUDGET	2022 Parks BUDGET	2022 Total BUDGET
4052	Tech Hardware - Desktop	863	-			-	-	-	-
4054	Tech Hardware - Printers	-	640			-	-	-	-
4056	Tech Hardware-Storage	31	-			-	-	-	-
4060	Computer Software	950	9,322	1,500		1,500	2,500	-	2,500
4062	Computer Software-Server	-	-			-	-	-	-
4090	Heavy Duty Trucks	-	-			-	-	-	-
4100	Motor Graders	-	-			-	-	-	-
4110	Maintenance & Construction Equip.	34,597	17,431	32,000		32,000	35,000	-	35,000
-81	Maintenance & Construction Equip.	11,562	10,162		6,000	6,000	-	8,000	8,000
4120	Other Heavy Equipment	-	12,200	5,000		5,000	5,000	-	5,000
4130	Building Improvements	-	16,599	2,500		2,500	2,500	-	2,500
4160	Asphalt Construction	1,325,163	1,137,057	950,000		950,000	1,200,000	-	1,200,000
4170	Bridge Construction	115,683	86,849	75,000		75,000	100,000	-	100,000
4190	Right-of-Way Acquisition	-	-	3,000		3,000	3,000	-	3,000
4200-81	County Park Maint & Construction	1,158	18,428		31,500	31,500	-	26,500	26,500
4210-81	Community Park Maint & Construction	33,796	56,250		60,000	60,000	-	60,000	60,000
4290	Other Construction Projects	21,837	42,621	110,000		110,000	110,000	-	110,000
	TOTAL CAPITAL OUTLAY	**$ 1,675,352**	**$ 1,426,490**	**$ 1,187,500**	**$ 98,000**	**$ 1,285,500**	**$ 1,466,000**	**$ 95,000**	**$ 1,561,000**
	TOTAL OPERATING EXPENDITURES	**$ 6,634,746**	**$ 6,310,344**	**$ 6,238,169**	**$ 578,226**	**$ 6,816,395**	**$ 6,173,892**	**$ 570,204**	**$ 6,744,096**
	TOTAL EXPENDITURES LESS PERSONNEL	**$ 4,061,082**	**$ 3,354,846**	**$ 3,297,750**	**$ 176,850**	**$ 3,474,600**	**$ 3,614,450**	**$ 176,800**	**$ 3,791,250**
	TOTAL EXPENDITURES	**$ 8,310,098**	**$ 7,736,834**	**$ 7,425,669**	**$ 676,226**	**$ 8,101,895**	**$ 7,639,892**	**$ 665,204**	**$ 8,305,096**

Attachment: PUBLIC WORKS 2022 (10797 : 2022 Public Works, 1/2 Cent Sales Tax and Auction Budget

Fund #157
Riley County Road & Bridge 1/2 Cent Sales Tax

		2019 ACTUAL	2020 ACTUAL	2021 BUDGET	2021 EST	2022 BUDGET
	BEGINNING CASH BALANCE					
	Fund Balance	$ 3,344,227	$ 3,773,621	$ 2,820,367	$ 4,471,895	$ 5,328,195
	TOTAL BEGINNING CASH BALANCE	$ 3,344,227	$ 3,773,621	$ 2,820,367	$ 4,471,895	$ 5,328,195
	REVENUE					
205	Sales Tax	$ 1,799,319	$ 1,807,458	$ 1,500,000	$ 1,500,000	$ 1,600,000
600	Miscellaneous Reimbursement-py cancel encumb	58,029	-	-	-	-
602	Misc Collection	1,377,249	-	-	-	-
	Prior Year Cancelled Encumbrance	-	9,839	-	-	-
	TOTAL REVENUE	**$ 3,234,597**	**$ 1,817,297**	**$ 1,500,000**	**$ 1,500,000**	**$ 1,600,000**
	TOTAL RESOURCES AVAILABLE	**$ 6,578,824**	**$ 5,590,918**	**$ 4,320,367**	**$ 5,971,895**	**$ 6,928,195**
	EXPENDITURES					
2990	Contractual Services	$ 101,449	$ 748,334	$ -	$ -	$ -
3990	Commodities	2,331	31,806	-	-	-
4990	Capital Outlay	2,701,423	338,883	4,320,367	643,700	6,928,195
	TOTAL EXPENDITURES	**$ 2,805,203**	**$ 1,119,023**	**$ 4,320,367**	**$ 643,700**	**$ 6,928,195**
	TOTAL ENDING FUND BALANCE	**$ 3,773,621**	**$ 4,471,895**	**$ -**	**$ 5,328,195**	**$ -**

Attachment: R&B HALF CENT SALES TAX 2022 (10797 : 2022 Public Works, 1/2 Cent Sales Tax and

Fund #118
Riley County Auction

		2019 ACTUAL	2020 ACTUAL	2021 BUDGET	2021 EST	2022 BUDGET
	BEGINNING CASH BALANCE					
	Fund Balance	$ 33,897	$ 18,238	$ 6,238	$ 15,821	$ 9,583
	TOTAL BEGINNING CASH BALANCE	**$ 33,897**	**$ 18,238**	**$ 6,238**	**$ 15,821**	**$ 9,583**
	REVENUE					
503	Non-Collection Revenue	$ 118,450	$ 22,403	$ 80,000	$ 80,000	$ -
610	Outside Collections	11,606	-	$ -	$ -	$ -
	TOTAL REVENUE	**$ 130,056**	**$ 22,403**	**$ 80,000**	**$ 80,000**	**$ -**
	TOTAL RESOURCES AVAILABLE	**$ 163,953**	**$ 40,641**	**$ 86,238**	**$ 95,821**	**$ 9,583**
	EXPENDITURES					
604	Transfer to CIP	$ 130,000	$ 20,000	$ 81,238	$ 81,238	$ -
2000	Contractual Services	15,715	4,820	$ 5,000	$ 5,000	$ 9,583
3000	Commodities	-	-	$ -	$ -	$ -
	TOTAL EXPENDITURES	**$ 145,715**	**$ 24,820**	**$ 86,238**	**$ 86,238**	**$ 9,583**
	TOTAL ENDING FUND BALANCE	$ 18,238	$ 15,821	$ -	$ 9,583	$ -

Attachment: AUCTION 2022 (10797 : 2022 Public Works, 1/2 Cent Sales Tax and Auction Budget Request)

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

COUNTY CLERK & ELECTIONS
Budget

MEMORANDUM

FROM: **Tami Robison, Budget & Finance Officer**

MEETING: **May 13, 2021**

SUBJECT: **2022 Solid Waste and County Building Budget Request**

PRESENTER: **Gary Rosewicz, Assistant County Engineer**

Enclosures:

- Solid Waste memo 2022 (PDF)
- SOLID WASTE 2022 (PDF)
- Co Bldg memo 2022 (PDF)
- CO BLDG 2022 (PDF)

MEMORANDUM

TO: Board of County Commissioners

FROM: Gary Rosewicz, P.E.

DATE: May 13, 2021

RE: 2022 Solid Waste Budget

The proposed 2022 Solid Waste budget is in the amount of $2,735,000. A decrease of $72,000 from the 2021 budget. This proposed budget was formulated to fund the current level of service in the Solid Waste Department.

Revenues: The revenues shown for the 2022 budget are $98,000 less than 2021. The the Charges for Services were calculated using $55.00/ton for Municipal Solid Waste (MSW) and an estimated annual tonnage of 42,000.

Personnel Services: The cost for Personnel Services increased in the amount of $22,904 from the 2021 budget.

Contractual Services: The proposed amount for Contractual Services is $96,121 greater than 2021. The majority of this is the result of an increase in the amount for disposal of MSW based on the new Hamm contract proposal plus an increase in the line item “Other Contractual Services” to allow for an overlay of the interior roadways.

We are at this time and will continue to be subject to a fuel surcharge from Hamm which fluctuates according to the monthly fuel index.

Commodities: The proposed amount for Commodities is $57,550 less than the 2021 budget. This is due to moving the funding for the roadway overlay from Commodities to Contractual Services.

Capital Outlay: Capital Outlay shows a decrease resulting from removal of Budget Stabilization. Additionally, the line item for Other Heavy Equipment has been reduced. This money is intended for the replacement of the Material Handler mounted in the Transfer Building which is nearing the end of its useful life. The current machine is a rebuilt model purchased in 2010.

Summary: The 2022 budget utilizes assumed Municipal Solid Waste tonnages based on the average annual amounts received over the last 3 years and adjusted to allow for the trends those 3 years have shown.

Attachment: Solid Waste memo 2022 (10796 : 2022 Solid Waste and County Building Budget Requests)

Fund #150
Riley County Solid Waste

	PERSONNEL	2019 ACTUAL	2020 ACTUAL	2021 BUDGET	2021 EST	2022 BUDGET
	Position Title - Full-Time					
	Public Works Oper II	2	2	2	2	2
	Sub-Total	**2**	**2**	**2**	**2**	**2**
	Part-Time					
	Public Works Oper II - Part Time	0	0	0	0	0
	Customer Svc Rep I-Part Time	3	3	3	3	3
	Sub-Total	**3**	**3**	**3**	**3**	**3**
	TOTAL NUMBER OF EMPLOYEES	**5**	**5**	**5**	**5**	**5**
	BEGINNING CASH BALANCE					
	Fund Balance	$ 570,704	$ 483,589	$ 394,000	$ 421,227	$ 420,000
	TOTAL BEGINNING CASH BALANCE	**$ 570,704**	**$ 483,589**	**$ 394,000**	**$ 421,227**	**$ 420,000**
	REVENUE					
452	Convenience Fee	$ -	$ 4,490	$ -	$ -	$ -
503	Non-Collection Revenue	1,071	1,445	-	-	-
600	Miscellaneous Reimbursement	3,883	2,237	-	-	-
602	Charges for Services-Misc Collections	2,360,506	2,273,486	2,408,000	2,408,000	2,310,000
603	Transfer In	-	3,611	-	-	-
610	Outside Collections	468	-	-	-	-
651	Farm Income	6,364	-	5,000	5,000	5,000
850	Return Check Expense	(18,883)	-	-	-	-
	TOTAL REVENUE	**$ 2,353,409**	**$ 2,285,269**	**$ 2,413,000**	**$ 2,413,000**	**$ 2,315,000**
	TOTAL RESOURCES AVAILABLE	**$ 2,924,113**	**$ 2,768,858**	**$ 2,807,000**	**$ 2,834,227**	**$ 2,735,000**
	PERSONNEL SERVICES					
1001	Salaries (Full-Time)	$ 121,500	$ 131,704	$ 106,829	$ 106,829	$ 109,949
1003	Seasonal/Temp	38,439	40,585	58,653	50,000	61,010
1005	Overtime	6,502	8,963	10,683	10,683	10,995
1502	Clothing Allowance	153	128	250	250	250
1504	FICA	11,785	12,770	13,477	13,477	13,919
1506	Health Insurance	43,380	45,668	38,545	45,000	54,586
1508	KPERS	16,461	17,302	17,387	17,387	18,013
1510	State Unemployment Tax	144	218	176	176	182
	TOTAL PERSONNEL SERVICES	**$ 238,364**	**$ 257,338**	**$ 246,000**	**$ 243,802**	**$ 268,904**
	CONTRACTUAL SERVICES					
2010	Postage / Freight / Shipping	$ 1,287	$ 169	$ 1,200	$ 300	$ 500
2020	Phone Services	1,163	1,277	800	1,165	1,200
2030	Pagers&Cellular Phone Svc	600	600	625	625	625
2080	Printing/Duplication Services	822	24	1,500	200	1,000
2110	Advertising&Legal Publication	-	1,700	1,000	1,500	1,500
2120	Insurance Property/Bldg	3,306	4,140	3,500	4,500	4,500
2122	Vehicle/Fleet Insurance	389	424	400	400	500
2124	Other Insurance	5,562	6,011	-	6,000	6,100
2210	Machinery Equipment Rental	-	-	7,000	-	5,000
2400	Repair&Maint Co Vehicles	4,886	4,563	20,000	15,000	15,000
2420	Repair&Maint Other Equip	42	126	2,000	500	2,000
2430	Rep,Maint,Support Software	4,613	1,492	2,500	2,000	2,500
2480	Repair&Maint Buildings	14,648	14,550	15,000	15,000	20,000

Attachment: SOLID WASTE 2022 (10796 : 2022 Solid Waste and County Building Budget Requests)

	CONTRACTUAL SERVICES (cont)	2019 ACTUAL	2020 ACTUAL	2021 BUDGET	2021 EST	2022 BUDGET
2510	Mileage / Tolls / Parking / Rental	-	-	200	-	200
2520	Lodging	199	-	1,000	500	1,000
2540	Meals	167	-	300	300	200
2560	Training & Registrations	200	-	1,000	1,000	500
2585	Misc Refunds/Reimb	-	-	250	100	100
2605	Administration/Clerical Fees	76,780	75,023	80,000	80,000	80,000
2635	Engineering Fees	-	-	3,000	3,000	3,000
2750	Credit Card Fees	1,921	8,774	-	-	10,000
2775	Pest Control Fees	684	684	1,200	1,000	1,000
2810	Electric/Gas Services	25,871	21,282	27,000	25,000	27,000
2830	Water	9,626	11,315	11,000	11,000	12,000
2850	Waste Disposal	1,987,035	1,885,607	1,960,000	1,902,635	1,990,000
2990	Other Contract Services	26,211	21,478	40,000	28,000	91,171
	TOTAL CONTRACTUAL SERVICES	**$ 2,166,012**	**$ 2,059,239**	**$ 2,180,475**	**$ 2,099,725**	**$ 2,276,596**
	COMMODITIES					
3010	Office Supplies	$ 795	$ 617	$ 1,500	$ 1,000	$ 1,500
3030	Computer Supplies	$ 112	$ -	$ -	$ -	$ -
3032	Supplies-Printer	136	147	500	200	200
3060	Medical Supplies	24	174	200	200	200
3080	Fuel & Lubricants	8,387	4,565	10,000	7,000	9,750
3085	Propane	1,802	1,072	2,000	2,000	2,500
3090	Custodian Supplies	35	144	100	100	150
3100	Chemical	1,876	2,911	2,200	2,200	2,500
3120	Deicing Materials	259	148	250	1,000	500
3140	Parts & Tools < $100	1,117	1,652	2,500	2,000	2,000
3150	Parts & Tools > $100	3,061	10,191	15,000	15,000	15,000
3170	Gravel Aggregates	6,906	5,404	10,000	7,500	7,500
3190	Sign Materials	943	118	1,000	500	1,000
3220	Seed/Fertilizer	-	-	100	100	100
3230	Concrete	-	227	-	-	-
3250	Asphalt Maintenance Materials	-	1,597	80,000	30,000	2,500
3990	Other Supplies, Materials	212	136	2,000	1,000	1,000
	TOTAL COMMODITIES	**$ 25,665**	**$ 29,103**	**$ 127,350**	**$ 69,800**	**$ 46,400**
	CAPITAL OUTLAY					
4005	Budget Stabilization	$ -	$ -	$ 61,175	$ -	$ -
4020	Other Equipment	-	460	-	-	-
4030	Telecommunications Equipment	67	40	500	200	200
4040	Furniture > $100	-	-	500	200	400
4050	Technology Hardware	-	1,318	-	-	-
4054	Tech Hardware - Printers	816	133	1,000	500	500
4060	Computer Software	9,600	-	-	-	-
4120	Other Heavy Equipment	-	-	190,000	-	142,000
	TOTAL CAPITAL OUTLAY	**$ 10,483**	**$ 1,951**	**$ 253,175**	**$ 900**	**$ 143,100**
	TOTAL EXPENDITURES	**$ 2,440,524**	**$ 2,347,631**	**$ 2,807,000**	**$ 2,414,227**	**$ 2,735,000**
	TOTAL ENDING FUND BALANCE	**$ 483,589**	**$ 421,227**	**$ -**	**$ 420,000**	**$ -**

Attachment: SOLID WASTE 2022 (10796 : 2022 Solid Waste and County Building Budget Requests)

MEMORANDUM

TO: Board of County Commissioners

FROM: Gary Rosewicz, P.E.

DATE: April 30, 2021

RE: 2022 County Building Fund Budget

The proposed 2022 County Building Fund Budget in the amount of $393,000 has been formulated to fund the maintenance, repair, and upgrading of County Buildings at the current level of service although in some cases this has not been sufficient. The requested amount is the same as was requested for 2021 although the Beginning Cash Balance is lower. The majority of funds in this proposal can be found under Line Item 2480- Repair & Maintenance of Building & Grounds ($285,000).

Listed below are proposed projects and estimated costs yet to be completed or funded. While it is not possible to fund all of these within the 2021/2022 time span and some obviously have higher priorities than others, the proposed 2022 budget will allow for continued efforts to address age and deterioration.

*Ongoing Heat Pump Replacement Program: $15,000

*Carpet Replacement (Various Locations): $20,000

*Carnegie Building Interior Painting: $15,000

*Replacement of Hot Water Boilers at County Office Building and Carnegie Building: $55,000

*Replacement of loose/missing shingles (Courthouse Roof): $10,000

Total: $115,000

Attachment: Co Bldg memo 2022 (10796 : 2022 Solid Waste and County Building Budget Requests)

In addition to the above, several long term items to be considered are as follows:

*Upgrade Elevators in County Office Building, Courthouse, and Health Dept.: $275,000

*Programmable Thermostats (Plaza and Health Dept. Buildings): $ 12,000

*Fire Alarm Enhancement at County Office Building and Carnegie Building: $50,000

Total: $337,000

The listed items, of course, do not address the more routine functions which are large part of the Building Fund expenditures. Preventative maintenance contracts for elevators and HVAC systems, window washing, plumbing and electrical repairs are all paid from the Building Fund.

The fund is also used for emergency repairs resulting from flooding or fire.

Additionally, to date, the County Building Fund has not been used to make repairs in all County Buildings. An example of this would be the Solid Waste Facility. However, in the last few years, Riley County has taken over the responsibilities for maintaining the Health Dept. and EMS buildings and grounds which have added to the outlay of this fund.

Attachment: Co Bldg memo 2022 (10796 : 2022 Solid Waste and County Building Budget Requests)

Fund #152

Riley County Building Fund

		2019 ACTUAL	2020 ACTUAL	2021 BUDGET	2021 EST	2022 BUDGET
	BEGINNING CASH BALANCE					
	Fund Balance	$ 50,595	$ 49,553	$ 18,956	$ 24,207	$ 5,251
	TOTAL BEGINNING CASH BALANCE	**$ 50,595**	**$ 49,553**	**$ 18,956**	**$ 24,207**	**$ 5,251**
	REVENUE					
102	Motor Vehicle Tax	$ 29,911	$ 29,559	$ 28,356	$ 28,356	$ 29,370
103	Vehicle Rental Excise Tax	582	483	480	480	340
113	Recreational Vehicle Tax	256	265	254	254	274
130	Commercial Vehicle Fee	1,357	1,265	1,177	1,177	1,175
180	Ad Valorem Tax	319,374	312,064	343,395	343,395	-
181	Delinquent Tax	3,811	3,743	-	-	-
182	Oil & Gas Current	56	32	-	-	-
184	P.P. Current	3,123	2,700	-	-	-
185	P.P. Delq.	418	282	-	-	-
190	16 / 20 M Vehicle Tax	265	213	228	228	265
192	16 / 20 M Vehicle Delinquent Tax	31	34	-	-	-
193	Watercraft Current	139	139	154	154	174
194	Watercraft Delq.	35	30	-	-	-
503	Non-Collection Revenue	134	1,813	-	-	-
600	Misc Reimbursement	4,117	4,243	-	-	-
	PY cancelled encumbrances	8,906	-	-	-	-
602	Miscellaneous Collection	-	10	-	-	-
603	Transfer In	-	10,593	-	-	-
610	Outside Collections	-	-	-	-	-
	TOTAL REVENUE	**$ 372,515**	**$ 367,468**	**$ 374,044**	**$ 374,044**	**$ 31,598**
	TOTAL RESOURCES AVAILABLE	**$ 423,110**	**$ 417,021**	**$ 393,000**	**$ 398,251**	**$ 36,849**
	EXPENDITURES					
	CONTRACTUAL SERVICES					
2010	Postage / Freight / Shipping	$ -	$ 9	$ -	$ -	$ -
2480	Repair & Maintain Buildings & Grounds	2,142	199	285,000	285,000	285,000
	(6) Keats Park Bldg	872	552	-	-	-
	(7) Plaza Grounds	48,746	30,495	-	-	-
	(24) Weed Dept Bldg	2,093	1,046	-	-	-
	(53) Mental Health	-	8,300	-	-	-
	(57) Health Dept.	15,955	16,443	20,000	20,000	20,000
	(63)Courthouse	65,590	101,373	-	-	-
	(64) Office Building	39,711	64,287	-	-	-
	(65) Carnegie Building	21,394	28,202	-	-	-
	(66) Plaza East	43,265	23,019	-	-	-
	(69) Wharton Manor	45,862	17,405	35,000	35,000	35,000
	(71) CICO Park / Pottorf Hall	2,315	5,184	-	-	-
	(72) Museum	14,434	3,917	-	-	-
	(73) HHW Bldg	880	-	-	-	-
	(75) Plat House	150	165	-	-	-
	(79) Fairmont Restroom East	-	19	-	-	-
	(82) Shop Site	-	-	10,000	10,000	-
	(87) Fairmont Restroom West	-	-	-	-	-
	(92) Bldg A-Shop Site	3,766	8,861	-	-	-
	(93) Bldg B-Shop Site	2,483	2,738	-	-	-
	(94) Bldg C-Shop Site	4,031	1,866	-	-	-
	(95) Shop-Shop Site	11,287	5,832	-	-	-
	(96) Admin Bldg-Shop	19,364	22,236	-	-	10,000
	(97) Shop Yard-Shop Site	-	2,213	-	-	-
	(118) Bldg C-EMS	234	2,654	-	-	-
	(125) 115 Courthouse Plaza	-	-	-	-	-
	(302) EMS Vehicle Bldg	6,276	7,555	-	-	-

Attachment: CO BLDG 2022 (10796 : 2022 Solid Waste and County Building Budget Requests)

		2019 ACTUAL	2020 ACTUAL	2021 BUDGET	2021 EST	2022 BUDGET
	CONTRACTUAL SERVICES (cont)					
2615	Recording Fees	-	36	-	-	-
2630	Architect Fees	-	-	10,000	10,000	8,500
2635	Engineering Fees	1,463	310	10,000	10,000	8,500
2657	Misc Fees	-	500	-	-	-
2760	Consultant Fees	-	1,783	-	-	-
2775	Pest Control Fees	4,795	6,184	10,000	10,000	10,000
2990	Other Contract Services	-	-	-	-	-
	TOTAL CONTRACTUAL SERVICES	**$ 357,108**	**$ 363,383**	**$ 380,000**	**$ 380,000**	**$ 377,000**
	COMMODITIES					
3060	Medical Supplies	$ 3,041	$ 3,920	$ 1,000	$ 1,000	$ 4,000
3140	Parts & Tools <$100	10,336	8,368	10,000	10,000	10,000
3150	Parts & Tools >$100	1,745	368	2,000	2,000	2,000
3990	Other Supplies & Materials	199	-	-	-	-
	TOTAL COMMODITIES	**$ 15,321**	**$ 12,656**	**$ 13,000**	**$ 13,000**	**$ 16,000**
	CAPITAL OUTLAY					
4040	Furniture > $100	$ 1,128	$ -	$ -	$ -	$ -
4130	Building Improvements	-	15,153	-	-	-
4140	Land Improvements	-	-	-	-	-
4290	Other Construction Projects	-	1,622	-	-	-
	TOTAL CAPITAL OUTLAY	**$ 1,128**	**$ 16,775**	**$ -**	**$ -**	**$ -**
	TOTAL EXPENDITURES	**$ 373,557**	**$ 392,814**	**$ 393,000**	**$ 393,000**	**$ 393,000**
	TOTAL ENDING FUND BALANCE	**$ 49,553**	**$ 24,207**	**$ -**	**$ 5,251**	**$ (356,151)**

Attachment: CO BLDG 2022 (10796 : 2022 Solid Waste and County Building Budget Requests)

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

COUNTY CLERK & ELECTIONS
Budget

MEMORANDUM

FROM: **Tami Robison, Budget & Finance Officer**

MEETING: **May 13, 2021**

SUBJECT: **2022 Benefit Districts, Landfill Budget Requests**

PRESENTER: **Julie Winter, PW Office Manager**

Enclosures:

- Benefit District, Landfill memo 2022 (PDF)
- BENEFIT DISTRICTS_LANDFILL CLOSURE 2022 1 (PDF)

RILEY COUNTY
PUBLIC WORKS

6215 Tuttle Creek Blvd
Manhattan, Kansas 66503
Phone: 785-537-6330
Fax: 785-565-6286

MEMORANDUM

TO: Board of County Commissioners
FROM: Julie Winter, Administrative Services Manager-PW
SUBJECT: 2022 Benefit Districts, Landfill Closure & Mertz Levee Budget Requests
DATE: April 30, 2021

To assist you in the 2022 budget process, the information provided below is a summarization of minor adjustments to each fund. Other than 2021 rate increases and decreases to a few of the benefit districts, there are no anticipated changes to tax levied revenues or expenditures in 2022.

Utility Benefit Districts – Operation/Capital Funds

- **Carson Sewer Benefit District** – 182 Sewer Benefit Units. No major changes in normal operational revenues/expenditures. Increased amount transferred into Capital Fund.
- **Deep Creek Sewer Benefit District** – 21 Sewer Benefit Units. Rate increase in 2021 resulted in an increase of 10% to operational revenues and a 49% increase to Capital Replacement Revenues. No major changes to expenditures. Decreased transfer to the Capital Replacement fund.
- **Fairmont Heights Sewer Benefit District** – New Sewer Benefit District in 2021. Operated by the City of Manhattan.
- **Hunter's Island Water Benefit District** – 47 Water Benefit Units. Rate increase in 2021 resulted in an increase of 13% for operational revenues. No major changes to normal operational expenditures. Capital Replacement expenditures decreased.
- **Konza Water Benefit District** – 134 Water Benefit Units. Revenue rates decreased by 2% in 2021. No major changes to operational expenditures. Decreased amount transferred to Capital Fund.
- **Lakeside Heights Sewer Benefit District** – 4 Sewer Units. An enlargement of 5 additional units to the District in 2021 will increase revenues and expenditures for the remainder of 2021 and all of 2022
- **Moehlman Bottoms Water Benefit District** – 24 Water Benefit Units. Rate increase in 2021 resulted in a 17% for operational revenues. No major changes to normal operational expenditures.
- **Terra Heights Sewer Benefit District** – 43 Sewer Benefit Units. Rate increase in 2021 resulted in an increase of 2% for operational revenues. No major changes to normal operational expenditures. Increased amount transferred to Capital Fund.
- **University Park Water & Sewer Benefit District** – 110 Water/Sewer Units. Rate increase in 2021 resulted in an increase of 4% to operational revenues. No major changes to operational expenditures. Increased amount transferred into Capital Fund

Attachment: Benefit District, Landfill memo 2022 (10803 : 2022 Benefit Districts, Landfill Budget Requests)

- **Valleywood Sewer & Stormwater Benefit District** – No major changes in normal operational revenues or expenditures. Increased amount transferred to Capital Fund.

Other Funds

- **Landfill Closure** – Requesting $30,000 from General Fund for landfill remediation expenses. No changes
- **Mertz-McGhee Levee** – Remaining 1993 Economic Develop Funds earmarked for maintaining levee. No changes

Attachment: Benefit District, Landfill memo 2022 (10803 : 2022 Benefit Districts, Landfill Budget Requests)

Fund #230
University Park Water and Sewage

	BEGINNING CASH BALANCE	2019 ACTUAL	2020 ACTUAL	2021 BUDGET	2021 EST Budget	2022 BUDGET
	Fund Balance	55,556	53,806	19,509	42,302	24,831
	TOTAL BEGINNING CASH BALANCE	**$ 55,556**	**$ 53,806**	**$ 19,509**	**$ 42,302**	**$ 24,831**
	REVENUE					
178	Special Taxes	-	344	-	-	-
180	Distr - Real Current	10,014	9,741	10,416	10,416	-
181	Distr - Real Delq.	101	484	-	-	-
600	Misc. Reimbursement	-	494	-	-	-
602	Misc. Collection	97,194	101,287	100,000	105,000	105,000
602-106	Misc. Collection - LSH Proj # 106	2,376	2,384	5,346	2,384	5,346
602-115	Misc. Collection - #115	360	560	400	400	400
603-197	Transfer in	-	1,034	-	-	-
652	Water/Sewer Deposits	675	1,050	750	750	750
850	Return Check Expense	(210)	(519)	-	-	-
	TOTAL REVENUE	**$ 110,510**	**$ 116,859**	**$ 116,912**	**$ 118,950**	**$ 111,496**
	TOTAL RESOURCES AVAILABLE	**$ 166,066**	**$ 170,665**	**$ 136,421**	**$ 161,252**	**$ 136,327**
	CONTRACTUAL SERVICES					
2010	Postage / Freight / Shipping	650	548	1,000	1,000	600
2110	Advertising&Legal Publication	-	206	-	-	-
2210	Machinery Equipment Rental	857	538	650	650	600
2280	Permits	185	370	185	185	185
2310	Benefit District Oper	25,120	25,433	30,500	30,500	30,500
2315	Benefit District Maintenance	10,656	9,058	15,000	15,000	12,000
2400	Repair/Maint Co Vehicles	17	-	-	-	-
2585	Misc Refunds/Reimb	-	86		-	100
2605	Administration Fees	5,389	5,662	6,500	6,500	6,000
2615	Recording Fees	21	21	-	-	-
2635	Engineering Fees	-	270	-	-	-
2657	Misc Fees	250	-	300	300	300
2690	Chemical Analysis/Sampling	4,633	4,976	5,200	5,200	5,200
2810	Electric/Gas Services	6,064	5,829	6,500	6,500	6,500
2830	Water	9,904	-	-	-	-
2895	Deposit Refund	375	525	500	500	500
2990	Other Contract Services	543	862	4,500	4,500	4,500
	TOTAL CONTRACTUAL SERVICES	**$ 64,664**	**$ 54,384**	**$ 70,835**	**$ 70,835**	**$ 66,985**
	COMMODITIES					
3010	Office Supplies	-	181	200	200	200
3100	Chemical	2,600	1,768	2,700	2,700	2,000
3110	Chlorine	-	-	75	75	75
3130	Water	14,771	31,650	29,500	29,500	33,000
3140	Parts & Tools < $100	225	380	500	500	500
3150	Parts & Tools > $100	-	-	500	500	500
3990	Other Supplies, Materials	-	-	500	500	500
	TOTAL COMMODITIES	**$ 17,596**	**$ 33,979**	**$ 33,975**	**$ 33,975**	**$ 36,775**
	CAPITAL OUTLAY					
604	Transfer to Reserve	30,000	40,000	26,611	26,611	37,983
4230	Pumps	-	-	5,000	5,000	5,000
	TOTAL CAPITAL OUTLAY	**$ 30,000**	**$ 40,000**	**$ 31,611**	**$ 31,611**	**$ 42,983**
	TOTAL EXPENDITURES	**$ 112,260**	**$ 128,363**	**$ 136,421**	**$ 136,421**	**$ 146,743**
	TOTAL ENDING FUND BALANCE	**$ 53,806**	**$ 42,302**	**$ -**	**$ 24,831**	**$ (10,416)**

Attachment: BENEFIT DISTRICTS_LANDFILL CLOSURE 2022 1 (10803 : 2022 Benefit Districts, Landfill Budget Requests)

Adopted Budget University Park Water and Sewer Reserve - 284	2019 ACTUAL	2020 ACTUAL	2021 BUDGET	2021 Est Budget	2022 BUDGET
Unencumbered Cash Balance, Jan 1	50,142	88,377	56,929	122,648	78,159
Revenues:					
Transfer from University Park Water & Sewer	30,000	40,000	26,611	26,611	37,983
Miscellaneous Collection	13,499	11,084	12,000	12,000	12,000
Total Receipts	43,499	51,084	38,611	38,611	49,983
Resources Available:	93,641	139,461	95,540	161,259	128,142
Expenditures:					
Contractual Services	5,264	16,532	30,000	25,000	30,000
Commodities	0	281	22,440	15,000	20,000
Capital Outlay	0	0	43,100	43,100	78,142
Total Expenditures	5,264	16,813	95,540	83,100	128,142
Unencumbered Cash Balance, Dec 31	88,377	122,648	0	78,159	0

Adopted Budget University Park Water and Sewer Cap Proj - 233	2019 ACTUAL	2020 ACTUAL	2021 BUDGET	2021 Est Budget	2022 BUDGET
Unencumbered Cash Balance, Jan 1	9	62	0	0	0
Revenues:					
Non-collection revenue	53	0	0	0	
G.O. Bond	0	9,065	0	0	0
Total Receipts	53	9,065	0	0	0
Resources Available:	62	9,127	0	0	0
Expenditures:					
Contractual Services	0	8,093	0	0	0
Commodities	0	0	0	0	0
Capital Outlay	0	0	0	0	0
Transfer Out	0	1,034	0	0	0
Total Expenditures	0	9,127	0	0	0
Unencumbered Cash Balance, Dec 31	62	0	0	0	0

Attachment: BENEFIT DISTRICTS_LANDFILL CLOSURE 2022 1 (10803 : 2022 Benefit Districts, Landfill Budget Requests)

FUND # 231
Fairmont Heights Capital Project

Adopted Budget Fairmont Heights Cap Project - 231	2019 ACTUAL	2020 ACTUAL	2021 EST BUDGET	2022 BUDGET
Unencumbered Cash Balance, Jan 1	0	12,500	-89,655	0
Revenues:				
Transfer from General Fund	10,000	15,067	95,000	0
Non-collection revenue	12,500	0	0	
Temp Notes	0	375,000	0	
Prior year canceled encumbrance	0	10,000	0	
USDA Grant	0	0	183,807	
G.O. Bond-USDA	0	0	414,000	
Total Receipts	22,500	400,067	692,807	0
Resources Available:	22,500	412,567	603,152	0
Expenditures:				
Contractual Services	10,000	71,611	514,368	0
Commodities	0	0	0	0
Capital Outlay	0	430,611	88,784	
Total Expenditures	10,000	502,222	603,152	0
Unencumbered Cash Balance, Dec 31	12,500	-89,655	0	0

Attachment: BENEFIT DISTRICTS_LANDFILL CLOSURE 2022 1 (10803 : 2022 Benefit Districts, Landfill Budget Requests)

FUND # 236
Keats Capital Project

Adopted Budget Keats Cap Project - 236	2019 ACTUAL	2020 ACTUAL	2021 BUDGET	2021 EST BUDGET	2022 BUDGET
Unencumbered Cash Balance, Jan 1	0	14,891	0	2,316	0
Revenues:					
Transfer from General Fund	15,000	0	0	0	0
Temp Notes	0	0	300,000	300,000	
Federal Grant	0	0	200,000	200,000	
G.O. Bond	0	0	300,000	300,000	
Total Receipts	15,000	0	800,000	800,000	0
Resources Available:	15,000	14,891	800,000	802,316	0
Expenditures:					
Contractual Services	109	12,575	370,000	372,316	
Commodities	0	0	0		
Capital Outlay	0		430,000	430,000	
Total Expenditures	109	12,575	800,000	802,316	0
Unencumbered Cash Balance, Dec 31	14,891	2,316	0	0	0

Attachment: BENEFIT DISTRICTS_LANDFILL CLOSURE 2022 1 (10803 : 2022 Benefit Districts, Landfill Budget Requests)

Fund #238
Hunter's Island Water District Fund

		2019 ACTUAL	2020 ACTUAL	2021 BUDGET	2021 EST Budget	2022 BUDGET
	BEGINNING CASH BALANCE					
	Fund Balance	3,510	4,498	3,251	271	65
	TOTAL BEGINNING CASH BALANCE	**$ 3,510**	**$ 4,498**	**$ 3,251**	**$ 271**	**$ 65**
	REVENUE					
602	Misc. Collection	22,800	25,618	27,000	29,065	29,065
603	Transfer in from Reserve	5,000	-	-	-	-
652	Water/Sewer Deposits	150	75	150	150	150
	TOTAL REVENUE	**$ 27,950**	**$ 25,693**	**$ 27,150**	**$ 29,215**	**$ 29,215**
	TOTAL RESOURCES AVAILABLE	**$ 31,460**	**$ 30,191**	**$ 30,401**	**$ 29,486**	**$ 29,280**
	CONTRACTUAL SERVICES					
2010	Postage / Freight / Shipping	258	232	300	230	230
2210	Mach Equip Rental	45	-	20	-	-
2300	Tax Payment	111	135	150	135	135
2310	Benefit District Oper	2,140	1,780	2,050	1,800	1,800
2315	Benefit District Maintenance	210	100	100	100	100
2400	Repair/Maint Co Vehicles	10	-	-	-	-
2605	Administration Fees	3,418	3,484	3,400	2,701	2,765
2657	Misc Fees	167	193	200	200	200
2690	Chemical Analysis/Sampling	6,264	6,798	6,500	6,700	6,700
2830	Water	8,573	-	-	-	-
2895	Deposit Refund	240	-	150	150	150
2990	Other Contract Services	165	-	150	150	150
	TOTAL CONTRACTUAL SERVICES	**$ 21,601**	**$ 12,722**	**$ 13,020**	**$ 12,166**	**$ 12,230**
	COMMODITIES					
3010	Office Supplies	-	127	50	50	50
3100	Chemical	-	128	-	-	-
3130	Water	5,361	16,943	17,000	17,000	17,000
3140	Parts & Tools < $100	-	-	25	25	-
3150	Parts & Tools > $100	-	-	180	180	-
	TOTAL COMMODITIES	**$ 5,361**	**$ 17,198**	**$ 17,255**	**$ 17,255**	**$ 17,050**
	CAPITAL OUTLAY					
604	Transfer to Reserve	-	-	126	-	-
	TOTAL CAPITAL OUTLAY	**$ -**	**$ -**	**$ 126**	**$ -**	**$ -**
	TOTAL EXPENDITURES	**$ 26,962**	**$ 29,920**	**$ 30,401**	**$ 29,421**	**$ 29,280**
	TOTAL ENDING FUND BALANCE	**$ 4,498**	**$ 271**	**$ -**	**$ 65**	**$ -**

Adopted Budget Hunter's Island Reserve Fund - 241	2019 ACTUAL	2020 ACTUAL	2021 BUDGET	2021 EST Budget	2022 BUDGET
Unencumbered Cash Balance, Jan 1	17,361	13,511	8,599	14,657	6,758
Revenues:					
Transfer from Hunter's Island Water	0	0	126	0	0
Miscellaneous	1,150	1,146	302	1,128	1,128
Total Receipts	1,150	1,146	428	1,128	1,128
Resources Available:	18,511	14,657	9,027	15,785	7,886
Expenditures:					
Contractual Services	0	0	2,000	2,000	2,000
Commodities	0	0	2,027	2,027	1,000
Capital Outlay	0	0	5,000	5,000	4,886
Transfer to Operating	5,000	0	0		0
Total Expenditures	5,000	0	9,027	9,027	7,886
Unencumbered Cash Balance, Dec 31	13,511	14,657	0	6,758	0

Attachment: BENEFIT DISTRICTS_LANDFILL CLOSURE 2022 1 (10803 : 2022 Benefit Districts, Landfill Budget Requests)

Fund #244
Moehlmam Bottoms Water District Fund

		2019 ACTUAL	2020 ACTUAL	2021 BUDGET	2021 EST Budget	2022 BUDGET
	BEGINNING CASH BALANCE					
	Fund Balance	6,639	5,394	4,279	4,535	3,275
	TOTAL BEGINNING CASH BALANCE	**$ 6,639**	**$ 5,394**	**$ 4,279**	**$ 4,535**	**$ 3,275**
	REVENUE					
602	Misc. Collection	13,468	13,501	15,000	15,805	15,805
652	Water/Sewer Deposits	40	-	75	75	75
850	Return Check Exp	-	(11)	-	-	-
	TOTAL REVENUE	**$ 13,508**	**$ 13,490**	**$ 15,075**	**$ 15,880**	**$ 15,880**
	TOTAL RESOURCES AVAILABLE	**$ 20,147**	**$ 18,884**	**$ 19,354**	**$ 20,415**	**$ 19,155**
	CONTRACTUAL SERVICES					
2010	Postage / Freight / Shipping	156	136	160	140	140
2210	Mach Equip Rental	50	12	50	50	50
2310	Benefit District Oper	840	720	950	950	950
2315	Benefit District Maintenance	-	40	500	500	100
2585	Misc Refunds/Reimb	21	-	-	-	-
2605	Administration Fees	1,979	2,056	2,200	2,200	2,200
2657	Misc Fees	88	79	-	-	100
2690	Chemical Analysis/Sampling	4,143	4,195	4,500	4,500	4,300
2830	Water	4,212	-	-	-	-
2990	Other Contract Services	136	28	100	100	100
	TOTAL CONTRACTUAL SERVICES	**$ 11,625**	**$ 7,266**	**$ 8,460**	**$ 8,440**	**$ 7,940**
	COMMODITIES					
3100	Chemical	-	81	-	-	-
3130	Water	3,128	7,002	8,074	7,150	7,290
3140	Parts & Tools < $100	-	-	50	50	50
	TOTAL COMMODITIES	**$ 3,128**	**$ 7,083**	**$ 8,124**	**$ 7,200**	**$ 7,340**
	CAPITAL OUTLAY					
604	Transfer to Reserve	-	-	2,770	1,500	3,875
	TOTAL CAPITAL OUTLAY	**$ -**	**$ -**	**$ 2,770**	**$ 1,500**	**$ 3,875**
	TOTAL EXPENDITURES	**$ 14,753**	**$ 14,349**	**$ 19,354**	**$ 17,140**	**$ 19,155**
	TOTAL ENDING FUND BALANCE	**$ 5,394**	**$ 4,535**	**$ -**	**$ 3,275**	**$ -**

Adopted Budget Moehlman Bottoms Reserve Fund - 245	2019 EST	2020 ACTUAL	2021 BUDGET	2021 EST Budget	2022 BUDGET
Unencumbered Cash Balance, Jan 1	5,082	5,871	2,640	6,597	3,551
Revenues:					
Transfer from Moehlman Bottoms Water	0	0	2,770	1,500	3,875
Miscellaneous Collections	789	726	0	864	864
Total Receipts	789	726	2,770	2,364	4,739
Resources Available:	5,871	6,597	5,410	8,961	8,290
Expenditures:					
Contractual Services	0	0	2,000	2,000	2,000
Commodities	0	0	1,000	1,000	1,000
Capital Outlay	0	0	2,410	2,410	5,290
Total Expenditures	0	0	5,410	5,410	8,290
Unencumbered Cash Balance, Dec 31	5,871	6,597	0	3,551	0

Attachment: BENEFIT DISTRICTS_LANDFILL CLOSURE 2022 1 (10803 : 2022 Benefit Districts, Landfill Budget Requests)

Fund #252
Terra Heights Sewer Fund

		2019 ACTUAL	2020 ACTUAL	2021 BUDGET	2021 EST Budget	2022 BUDGET
	BEGINNING CASH BALANCE					
	Fund Balance	21,810	25,263	8,745	21,773	13,028
	TOTAL BEGINNING CASH BALANCE	**$ 21,810**	**$ 25,263**	**$ 8,745**	**$ 21,773**	**$ 13,028**
	REVENUE					
180	Distr - Real Current	5,057	4,946	5,058	5,058	-
602	Misc. Collection	19,086	18,571	20,000	20,000	20,000
652	Water/Sewer Deposits	300	150	150	150	150
850	Return Check Expense	(60)	-	-	-	-
	TOTAL REVENUE	**$ 24,383**	**$ 23,667**	**$ 25,208**	**$ 25,208**	**$ 20,150**
	TOTAL RESOURCES AVAILABLE	**$ 46,193**	**$ 48,930**	**$ 33,953**	**$ 46,981**	**$ 33,178**
	CONTRACTUAL SERVICES					
2010	Postage / Freight / Shipping	241	171	300	300	200
2110	Advertising&Legal Publication	-	206	-	-	-
2210	Machinery Equipment Rental	30	535	50	50	200
2280	Permits	185	185	185	185	185
2310	Benefit District Oper	3,762	3,718	4,200	4,200	4,200
2315	Benefit District Maintenance	3,829	7,116	4,200	4,200	4,200
2400	Repair/Maint Co Vehicles	-	-	50	50	50
2605	Administration Fees	2,535	2,841	2,560	2,560	2,560
2615	Recording Fees	21	42	-	-	-
2635	Engineering Fees	-	-	128	128	-
2895	Deposit Refund	150	-	75	75	75
2990	Other Contract Services	177	2,216	700	700	1,500
	TOTAL CONTRACTUAL SERVICES	**$ 10,930**	**$ 17,030**	**$ 12,448**	**$ 12,448**	**$ 13,170**
	COMMODITIES					
3010	Office Supplies	-	127	100	100	100
3140	Parts & Tools < $100	-	-	20	20	20
3150	Parts & Tools > $100	-	-	1,000	1,000	1,000
	TOTAL COMMODITIES	**$ -**	**$ 127**	**$ 1,120**	**$ 1,120**	**$ 1,120**
	CAPITAL OUTLAY					
604	Transfer to Sinking Fund	10,000	10,000	20,385	20,385	23,946
	TOTAL CAPITAL OUTLAY	**$ 10,000**	**$ 10,000**	**$ 20,385**	**$ 20,385**	**$ 23,946**
	TOTAL EXPENDITURES	**$ 20,930**	**$ 27,157**	**$ 33,953**	**$ 33,953**	**$ 38,236**
	TOTAL ENDING FUND BALANCE	**$ 25,263**	**$ 21,773**	**$ -**	**$ 13,028**	**$ (5,058)**

Adopted Budget Terra Heights Sinking Fund - 254	2019 ACTUAL	2020 ACTUAL	2021 BUDGET	2021 EST Budget	2022 BUDGET
Unencumbered Cash Balance, Jan. 1	71,267	81,957	62,143	72,764	56,049
Revenues:					
Transfer from Terra Heights Sewer Fund	10,000	10,000	20,385	20,385	23,946
Misc Collections	12,950	12,775	0	12,900	12,900
Total Receipts	22,950	22,775	20,385	33,285	36,846
Resources Available:	94,217	104,732	82,528	106,049	92,895
Expenditures:					
Contractual	12,260	31,968	20,000	20,000	35,000
Commodities	0	0	15,000	15,000	15,000
Capital Outlay	0	0	47,528	15,000	42,895
Total Expenditures	12,260	31,968	82,528	50,000	92,895
Unencumbered Cash Balance, Dec 31	81,957	72,764	0	56,049	0

Attachment: BENEFIT DISTRICTS_LANDFILL CLOSURE 2022 1 (10803 : 2022 Benefit Districts, Landfill Budget Requests)

Fund #248
Valleywood Operations/Valleywood Water & Sewer Fund

		2019 ACTUAL	2020 ACTUAL	2021 BUDGET	2021 EST Budget	2022 BUDGET
	BEGINNING CASH BALANCE					
	Fund Balance	58,230	56,611	23,916	27,346	14,321
	TOTAL BEGINNING CASH BALANCE	**$ 58,230**	**$ 56,611**	**$ 23,916**	**$ 27,346**	**$ 14,321**
	REVENUE					
180	Distr - Real Current	20,175	20,341	22,715	22,715	-
181	Delinquent Tax	768	150	-	-	-
602	Misc. Collection	240	240	240	240	240
	TOTAL REVENUE	**$ 21,183**	**$ 20,731**	**$ 22,955**	**$ 22,955**	**$ 240**
	TOTAL RESOURCES AVAILABLE	**$ 79,413**	**$ 77,342**	**$ 46,871**	**$ 50,301**	**$ 14,561**
	CONTRACTUAL SERVICES					
2020	Phone Services	1,316	1,530	-	1,530	1,530
2210	Machinery Equipment Rental	29	2,282	300	300	300
2310	Benefit District Oper	143	-	-	-	-
2315	Benefit District Maintenance	880	-	1,700	1,700	1,700
2605	Administration Fees	207	111	250	250	250
2635	Engineering Fees	-	-	300	300	300
2990	Other Contract Services	227	6,073	1,000	1,000	1,000
	TOTAL CONTRACTUAL SERVICES	**$ 2,802**	**$ 9,996**	**$ 3,550**	**$ 5,080**	**$ 5,080**
	COMMODITIES					
3140	Parts & Tools < $100	-	-	100	100	100
3990	Other Supplies, Materials	-	-	300	300	300
	TOTAL COMMODITIES	**$ -**	**$ -**	**$ 400**	**$ 400**	**$ 400**
	CAPITAL OUTLAY					
604	Transfer to Reserve	20,000	40,000	42,421	30,000	31,296
4230	Pumps	-	-	500	500	500
	TOTAL CAPITAL OUTLAY	**$ 20,000**	**$ 40,000**	**$ 42,921**	**$ 30,500**	**$ 31,796**
	TOTAL EXPENDITURES	**$ 22,802**	**$ 49,996**	**$ 46,871**	**$ 35,980**	**$ 37,276**
	TOTAL ENDING FUND BALANCE	**$ 56,611**	**$ 27,346**	**$ -**	**$ 14,321**	**$ (22,715)**

Adopted Budget Valleywood Combined Reserve - 282	2019 ACTUAL	2020 ACTUAL	2021 BUDGET	2021 EST Budget	2022 BUDGET
Unencumbered Cash Balance, Jan 1	48,931	68,931	39,251	107,632	55,960
Revenues:					
Miscellaneous Collection	0	0	0	0	0
Transfer from Valleywood Combined Ops.	20,000	40,000	42,421	30,000	31,296
Total Receipts	20,000	40,000	42,421	30,000	31,296
Resources Available:	68,931	108,931	81,672	137,632	87,256
Expenditures:					
Contractual Services	0	1,274	20,000	20,000	20,000
Commodities	0	25	20,000	20,000	20,000
Capital Outlay	0	0	41,672	41,672	47,256
Total Expenditures	0	1,299	81,672	81,672	87,256
Unencumbered Cash Balance, Dec 31	68,931	107,632	0	55,960	0

Attachment: BENEFIT DISTRICTS_LANDFILL CLOSURE 2022 1 (10803 : 2022 Benefit Districts, Landfill Budget Requests)

Fund #256
Konza Water District Fund

		2019 ACTUAL	2020 ACTUAL	2021 BUDGET	2021 EST Budget	2022 BUDGET
	BEGINNING CASH BALANCE					
	Fund Balance	48,703	50,359	32,104	32,235	12,255
	TOTAL BEGINNING CASH BALANCE	**$ 48,703**	**$ 50,359**	**$ 32,104**	**$ 32,235**	**$ 12,255**
	REVENUE					
602	Misc. Collection	82,869	83,561	88,400	81,825	81,825
652	Water/Sewer Deposits	525	375	1,200	1,200	1,200
850	Return Check Expense	(352)	-	-	-	-
	TOTAL REVENUE	**$ 83,042**	**$ 83,936**	**$ 89,600**	**$ 83,025**	**$ 83,025**
	TOTAL RESOURCES AVAILABLE	**$ 131,745**	**$ 134,295**	**$ 121,704**	**$ 115,260**	**$ 95,280**
	CONTRACTUAL SERVICES					
2010	Postage / Freight / Shipping	872	798	1,000	800	800
2210	Machinery Equipment Rental	246	220	250	250	250
2300	Tax Payment	425	379	550	550	425
2310	Benefit District Oper	15,180	14,320	16,000	16,000	16,000
2315	Benefit District Maintenance	916	1,602	2,500	2,000	2,000
2400	Repair/Maint Co Vehicles	31	-	-	-	-
2585	Misc Reimb	-	66	-	-	-
2605	Administration Fees	4,982	5,291	5,200	5,200	5,000
2635	Engineering Fees	-	-	-	-	-
2657	Misc Fees	385	408	500	500	450
2690	Chemical Analysis/Sampling	10,387	11,363	11,000	11,400	11,500
2810	Electric/Gas Services	4,035	3,889	4,500	4,500	4,500
2830	Water	17,644	-	-	-	-
2895	Deposit Refund	375	375	600	600	450
2990	Other Contract Services	1,075	1,277	15,500	10,000	5,000
	TOTAL CONTRACTUAL SERVICES	**$ 56,553**	**$ 39,988**	**$ 57,600**	**$ 51,800**	**$ 46,375**
	COMMODITIES					
3010	Office Supplies	-	181	100	100	100
3100	Chemical	-	210	-	-	-
3110	Chlorine	-	-	300	300	300
3130	Water	10,283	31,681	34,000	32,500	33,000
3140	Parts & Tools < $100	-	-	300	300	300
3150	Parts & Tools > $100	-	-	450	450	450
3990	Other Supplies, Materials	-	-	55	55	55
	TOTAL COMMODITIES	**$ 10,283**	**$ 32,072**	**$ 35,205**	**$ 33,705**	**$ 34,205**
	CAPITAL OUTLAY					
604	Transfer to Reserve	14,550	30,000	28,899	17,500	14,700
	TOTAL CAPITAL OUTLAY	**$ 14,550**	**$ 30,000**	**$ 28,899**	**$ 17,500**	**$ 14,700**
	TOTAL EXPENDITURES	**$ 81,386**	**$ 102,060**	**$ 121,704**	**$ 103,005**	**$ 95,280**
	TOTAL ENDING FUND BALANCE	**$ 50,359**	**$ 32,235**	**$ -**	**$ 12,255**	**$ -**

Adopted Budget Konza Water Reserve Fund - 257	2019 ACTUAL	2020 ACTUAL	2021 BUDGET	2021 EST Budget	2022 BUDGET
Unencumbered Cash Balance, Jan 1	181,837	198,887	120,975	225,422	93,048
Revenues:					
Transfer from Konza Water Fund	14,550	30,000	28,899	17,500	14,700
Misc Collection	2,500	0	0	0	0
Total Receipts	17,050	30,000	28,899	17,500	14,700
Resources Available:	198,887	228,887	149,874	242,922	107,748
Expenditures:					
Contractual Services	0	3,465	50,000	50,000	50,000
Commodities	0	0	25,000	25,000	25,000
Capital Outlay	0	0	74,874	74,874	32,748
Total Expenditures	0	3,465	149,874	149,874	107,748
Unencumbered Cash Balance, Dec 31	198,887	225,422	0	93,048	0

Attachment: BENEFIT DISTRICTS_LANDFILL CLOSURE 2022 1 (10803 : 2022 Benefit Districts, Landfill Budget Requests)

Fund #242
Deep Creek Sewer District Fund

		2019 ACTUAL	2020 ACTUAL	2021 BUDGET	2021 EST Budget	2022 BUDGET
	BEGINNING CASH BALANCE					
	Fund Balance	10,193	10,751	7,586	11,328	4,463
	TOTAL BEGINNING CASH BALANCE	**$ 10,193**	**$ 10,751**	**$ 7,586**	**$ 11,328**	**$ 4,463**
	REVENUE					
602	Misc. Collection	5,313	5,567	6,500	6,100	6,100
652	Water/Sewer Deposits	150	75	150	150	150
850	Return Check Expense	-	-	-	-	-
	TOTAL REVENUE	**$ 5,463**	**$ 5,642**	**$ 6,650**	**$ 6,250**	**$ 6,250**
	TOTAL RESOURCES AVAILABLE	**$ 15,656**	**$ 16,393**	**$ 14,236**	**$ 17,578**	**$ 10,713**
	CONTRACTUAL SERVICES					
2010	Postage / Freight / Shipping	84	71	180	180	100
2210	Machinery Equipment Rental	16	9	100	100	50
2280	Permits	-	-	185	185	-
2310	Benefit District Oper	1,385	1,385	1,500	1,500	1,500
2315	Benefit District Maintenance	675	584	650	650	650
2585	Misc Refunds/Reimb	-	38	-	-	-
2605	Administration Fees	1,538	1,773	2,000	1,500	1,600
2635	Engineering Fees	-	-	70	70	-
2810	Electric/Gas Services	1,139	1,111	1,000	1,200	1,200
2895	Deposit Refund	-	75	150	150	100
2990	Other Contract Services	68	19	500	100	100
	TOTAL CONTRACTUAL SERVICES	**$ 4,905**	**$ 5,065**	**$ 6,335**	**$ 5,635**	**$ 5,300**
	COMMODITIES					
3010	Office Supplies	-	-	80	80	80
3140	Parts & Tools < $100	-	-	100	100	100
3150	Parts & Tools > $100	-	-	300	300	300
	TOTAL COMMODITIES	**$ -**	**$ -**	**$ 480**	**$ 480**	**$ 480**
	CAPITAL OUTLAY					
604	Transfer to Reserve	-	-	7,421	7,000	4,933
	TOTAL CAPITAL OUTLAY	**$ -**	**$ -**	**$ 7,421**	**$ 7,000**	**$ 4,933**
	TOTAL EXPENDITURES	**$ 4,905**	**$ 5,065**	**$ 14,236**	**$ 13,115**	**$ 10,713**
	TOTAL ENDING FUND BALANCE	**$ 10,751**	**$ 11,328**	**$ -**	**$ 4,463**	**$ -**

Adopted Budget Deep Creek Reserve #243	2019 ACTUAL	2020 ACTUAL	2021 BUDGET	2021 EST Budget	2022 BUDGET
Unencumbered Cash Balance, Jan. 1	30,324	30,017	18,258	32,309	13,630
Revenues:					
Transfer from Deep Creek Sewer	0	0	7,421	7,000	4,933
Miscellaneous Collection	2,002	2,292	2,026	2,026	3,024
Total Receipts	2,002	2,292	9,447	9,026	7,957
Resources Available:	32,326	32,309	27,705	41,335	21,587
Expenditures:					
Contractual Services	2,309	0	10,000	10,000	10,000
Commodities	0	0	5,000	5,000	5,000
Capital Outlay	0	0	12,705	12,705	6,587
Total Expenditures	2,309	0	27,705	27,705	21,587
Unencumbered Cash Balance, Dec 31	30,017	32,309	0	13,630	0

Attachment: BENEFIT DISTRICTS_LANDFILL CLOSURE 2022 1 (10803 : 2022 Benefit Districts, Landfill Budget Requests)

Fund #239
Carson Sewer

		2019 ACTUAL	2020 ACTUAL	2021 BUDGET	2021 EST Budget	2022 BUDGET
	BEGINNING CASH BALANCE					
	Fund Balance	21,144	25,615	6,552	37,665	31,113
	TOTAL BEGINNING CASH BALANCE	**$ 21,144**	**$ 25,615**	**$ 6,552**	**$ 37,665**	**$ 31,113**
	REVENUE					
180	Distr - Real Current	3,912	3,926	3,933	3,933	-
602	Misc. Collection	32,221	34,641	35,000	35,000	36,000
	TOTAL REVENUE	**$ 36,133**	**$ 38,567**	**$ 38,933**	**$ 38,933**	**$ 36,000**
	TOTAL RESOURCES AVAILABLE	**$ 57,277**	**$ 64,182**	**$ 45,485**	**$ 76,598**	**$ 67,113**
	CONTRACTUAL SERVICES					
2010	Postage / Freight / Shipping	11	-	11	11	11
2020	Phone Services	973	1,014	1,000	1,000	1,000
2210	Machinery Equipment Rental	30	44	100	100	100
2290	Principal Payment	13,604	14,420	-	-	-
2305	Interest Payment	1,681	865	-	-	-
2310	Benefit District Oper	8,333	9,167	15,000	15,000	15,000
2315	Benefit District Maintenance	1,042	-	10,000	10,000	10,000
2585	Misc Refunds/Reimb	-	36	-	-	-
2605	Administration Fees	595	596	600	600	600
2635	Engineering Fees	-	-	300	300	-
2990	Other Contract Services	393	375	650	650	950
	TOTAL CONTRACTUAL SERVICES	**$ 26,662**	**$ 26,517**	**$ 27,661**	**$ 27,661**	**$ 27,661**
	COMMODITIES					
3010	Office Supplies	-	-	50	50	50
	TOTAL COMMODITIES	**$ -**	**$ -**	**$ 50**	**$ 50**	**$ 50**
	CAPITAL OUTLAY					
604	Transfer to Reserve	5,000	-	17,774	17,774	43,335
	TOTAL CAPITAL OUTLAY	**$ 5,000**	**$ -**	**$ 17,774**	**$ 17,774**	**$ 43,335**
	TOTAL EXPENDITURES	**$ 31,662**	**$ 26,517**	**$ 45,485**	**$ 45,485**	**$ 71,046**
	TOTAL ENDING FUND BALANCE	**$ 25,615**	**$ 37,665**	**$ -**	**$ 31,113**	**$ (3,933)**

Adopted Budget Carson Sewer Reserve Fund - 237	2019 ACTUAL	2020 ACTUAL	2021 BUDGET	2021 EST Budget	2022 BUDGET
Unencumbered Cash Balance, Jan 1	8,445	4,575	19,220	7,413	0
Revenues:					
Transfer from Carson Sewer Fund	5,000	0	17,774	17,774	43,335
Misc Collections	3,686	4,362	0	4,368	4,368
Total Receipts	8,686	4,362	17,774	22,142	47,703
Resources Available:	17,131	8,937	36,994	29,555	47,703
Expenditures:					
Contractual Services	12,556	1,524	15,000	15,000	15,000
Commodities	0	0	5,000	5,000	10,000
Capital Outlay	0		16,994	9,555	22,703
Total Expenditures	12,556	1,524	36,994	29,555	47,703
Unencumbered Cash Balance, Dec 31	4,575	7,413	0	0	0

Attachment: BENEFIT DISTRICTS_LANDFILL CLOSURE 2022 1 (10803 : 2022 Benefit Districts, Landfill Budget Requests)

Fund # 285
Lakeside Heights Sewer District Fund

		2019 ACTUAL	2020 ACTUAL	2021 BUDGET	2021 EST Budget	2022 BUDGET
	BEGINNING CASH BALANCE					
	Fund Balance	3,292	2,364	1,574	2,309	1,990
	TOTAL BEGINNING CASH BALANCE	**$ 3,292**	**$ 2,364**	**$ 1,574**	**$ 2,309**	**$ 1,990**
	REVENUE					
602	Misc. Collection	584	576	1,296	1,296	1,296
652	Water/Sewer Deposits	-	-	75	75	75
	TOTAL REVENUE	**$ 584**	**$ 576**	**$ 1,371**	**$ 1,371**	**$ 1,371**
	TOTAL RESOURCES AVAILABLE	**$ 3,876**	**$ 2,940**	**$ 2,945**	**$ 3,680**	**$ 3,361**
	CONTRACTUAL SERVICES					
2010	Postage / Freight / Shipping	14	21	25	25	25
2210	Machinery Equip Rental	-	4	-	-	-
2315	Benefit District Maintenance	797	-	797	797	797
2605	Administration Fees	701	568	750	750	750
2990	Other Contract Services	-	38	-	38	500
	TOTAL CONTRACTUAL SERVICES	**$ 1,512**	**$ 631**	**$ 1,572**	**$ 1,610**	**$ 2,072**
	COMMODITIES					
604	Transfer to Reserve Fund	-	-	1,293	-	1,209
3010	Office Supplies	-	-	80	80	80
	TOTAL CONTRACTUAL SERVICES	**$ -**	**$ -**	**$ 1,373**	**$ 80**	**$ 1,289**
	TOTAL EXPENDITURES	**$ 1,512**	**$ 631**	**$ 2,945**	**$ 1,690**	**$ 3,361**
	TOTAL ENDING FUND BALANCE	**$ 2,364**	**$ 2,309**	**$ -**	**$ 1,990**	**$ -**

Adopted Budget Lakeside Heights Sewer Capital Reserve-286	2019 ACTUAL	2020 ACTUAL	2021 BUDGET	2021 EST Budget	2022 BUDGET
Unencumbered Cash Balance, Jan. 1	10,651	7,159	5,167	7,879	4,499
Revenues:					
Transfer from Operating Fund	0	-	1,293	-	1,209
Miscellaneous Collections	720	720	1,620	1,620	1,620
Total Receipts	720	720	2,913	1,620	2,829
Resources Available:	11,371	7,879	8,080	9,499	7,328
Expenditures:					
Contractual Services	4,212	0	2,468	2,000	2,500
Commodities	0	0	2,000	2,000	2,000
Capital Outlay	0	0	3,612	1,000	2,828
Total Expenditures	4,212	0	8,080	5,000	7,328
Unencumbered Cash Balance, Dec 31	7,159	7,879	0	4,499	0

Adopted Budget Expansion of U.P./Lakeside Heights - 235	2019 ACTUAL	2020 ACTUAL	2021 BUDGET	2021 EST Budget	2022 BUDGET
Unencumbered Cash Balance, Jan. 1	0	0	0		0
Revenues:					
Transfer in from General fund	0	0	5,000	5,000	0
Temp Notes	0	0	175,000	175,000	0
G.O. Bond	0	0	180,000	180,000	0
Federal Grant	0	0	139,000	139,000	0
Total Receipts	0	0	499,000	499,000	0
Resources Available:	0	0	499,000	499,000	0
Expenditures:					
Contractual	0	0	260,000	260,000	0
Capital Outlay	0	0	239,000	239,000	0
Total Expenditures	0	0	499,000	499,000	0
Unencumbered Cash Balance, Dec 31	0	0	0	0	0

Attachment: BENEFIT DISTRICTS_LANDFILL CLOSURE 2022 1 (10803 : 2022 Benefit Districts, Landfill Budget Requests)

Fund #322
Mertz/McGehee Drainage Fund

		2019 ACTUAL	2020 ACTUAL	2021 BUDGET	2022 BUDGET
	BEGINNING CASH BALANCE				
	Fund Balance	6,183	6,183	6,183	6,183
	TOTAL BEGINNING CASH BALANCE	**$ 6,183**	**$ 6,183**	**$ 6,183**	**$ 6,183**
	REVENUE				
602	Misc. Collection	-	-	-	-
	TOTAL REVENUE	**$ -**	**$ -**	**$ -**	**$ -**
	TOTAL RESOURCES AVAILABLE	**6,183**	**6,183**	**6,183**	**6,183**
	CONTRACTUAL SERVICES				
2315	Benefit District Maintenance	-	-	6,183	6,183
2990	Other Contract Services	-	-	-	-
	TOTAL CONTRACTUAL SERVICES	**$ -**	**$ -**	**$ 6,183**	**$ 6,183**
	TOTAL EXPENDITURES	**$ -**	**$ -**	**$ 6,183**	**$ 6,183**
	TOTAL ENDING FUND BALANCE	**$ 6,183**	**$ 6,183**	**$ -**	**$ -**

Attachment: BENEFIT DISTRICTS_LANDFILL CLOSURE 2022 1 (10803 : 2022 Benefit Districts, Landfill Budget Requests)

Fund #180
Landfill Closure/Capital Project Fund

		2019 ACTUAL	2020 ACTUAL	2021 BUDGET	2021 EST BUDGET	2022 BUDGET
	BEGINNING CASH BALANCE					
	Fund Balance	39,366	42,528	22,789	42,082	19,293
	TOTAL BEGINNING CASH BALANCE	**$ 39,366**	**$ 42,528**	**$ 22,789**	**$ 42,082**	**$ 19,293**
	REVENUE					
603	Transfer from General Fund	30,000	30,000	30,000	30,000	30,000
610	Outside Collections	-	-	-	-	-
	TOTAL REVENUE	**$ 30,000**	**$ 30,000**	**$ 30,000**	**$ 30,000**	**$ 30,000**
	TOTAL RESOURCES AVAILABLE	**$ 69,366**	**$ 72,528**	**$ 52,789**	**$ 72,082**	**$ 49,293**
	CONTRACTUAL SERVICES					
2210	Machinery Equipment Rental	-	46	250	250	250
2400	Repair/Maint Co Vehicles	13	-	20	20	20
2480	Repair/Maint Build/Ground	133	-	250	250	250
2635	Engineering Fees	12,104	14,431	22,000	22,000	20,000
2690	Chemical Analysis/Sampling	5,049	7,163	10,014	10,014	10,000
2830	Water	9,375	8,626	15,000	15,000	15,000
2990	Other Contract Services	-	180	4,580	4,580	3,098
	TOTAL CONTRACTUAL SERVICES	**$ 26,674**	**$ 30,446**	**$ 52,114**	**$ 52,114**	**$ 48,618**
	COMMODITIES					
3100	Chemical	-	-	350	350	350
3140	Parts & Tools < $100	164	-	200	200	200
3220	Seed & Fertilizer	-	-	125	125	125
	TOTAL COMMODITIES	**$ 164**	**$ -**	**$ 675**	**$ 675**	**$ 675**
	TOTAL EXPENDITURES	**$ 26,838**	**$ 30,446**	**$ 52,789**	**$ 52,789**	**$ 49,293**
	TOTAL ENDING FUND BALANCE	**$ 42,528**	**$ 42,082**	**$ -**	**$ 19,293**	**$ -**

Attachment: BENEFIT DISTRICTS_LANDFILL CLOSURE 2022 1 (10803 : 2022 Benefit Districts, Landfill Budget Requests)

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

COUNTY CLERK & ELECTIONS
Budget

MEMORANDUM

FROM: **Tami Robison, Budget & Finance Officer**

MEETING: **May 13, 2021**

SUBJECT: **2022 Downtown Manhattan Appropriation Request**

PRESENTER: **Gina Scroggs, Director**

Enclosures:

- DMI County Funding 2022 (PDF)
- DMI County Funding Budget 2022 (PDF)
- DMI Mission Statement 2022 (PDF)
- Downtown Goals & Initatives 21-22 (PDF)

DOWNTOWN
MANHATTAN

County Funding Request FY2022

Downtown Manhattan, Inc. is requesting that Riley County allocate $10,000 to support our economic recovery efforts. This request is an increase of $5,000 over our previous two years' requests. DMI has long believed our organization is an economic driver in the region and it is important we be able to restore our prosperity and protect the over 200 million dollar investments made in downtown redevelopment over the last 30 years.

The DMI Board of Directors believes in order to support our small business community we must boldly emerge from our collective sheltering this year and continue our recovery efforts over the next few years. It is important we not lose the near decade-long progress in our district. Our goals for 2022 are ambitious but we believe, with your help, attainable.

In order to salvage much of our prosperity and protect past and future investments, we will focus our efforts on welcoming patrons back to our neighborhood. We will remain mindful of any changes with regards to the pandemic but will expect to remain open with limited restrictions. Our streets and sidewalks will be kept clean and aesthetically appealing with flowers, flags and groundskeeping. By 2022, all the dining platforms should have power and our public art program will be in full swing.

It is important our annual event programming be vigorous. It is our intention to bring back all of our annual events and we will be introducing three new events during 2021 and 2022. Events, designed with our restaurants and retailers as the focal points, bring patrons to our neighborhoods and stimulate the economy. As you are aware, our business community contributes well over 1.5 million in both sales and property tax each year. It is important to the health of our County that Downtown remain economically vibrant.

Any contributions coming from the County will go to supporting our event programming and our streetscape.

As you review our attachments, please take note of our Goals and Initiatives. We are working hard to achieve our goals and have recently established the Downtown Dream Big Long Range Planning Committee. This is an initiative that will look at infrastructure improvements to occur in our district in the next 5-10 years. We are pleased that Amanda Smeller, Director of County Planning, sits on our committee.

We are grateful for our renewed relationship and look forward to continuing our partnership into the future. Thank you for considering our request for funding in 2022. I look forward to sharing more with you in May during the formal presentation.

Sincerely and on behalf of the DMI Board of Directors,

Gina Scroggs

Gina Scroggs DMI Executive Director

Attachment: DMI County Funding 2022 (10770 : 2022 Downtown Manhattan Appropriation Request)

Downtown Manhattan, Inc.
2022 Pro-Forma Budget
January through December 2022

Ordinary Income/Expense		
Income		
City of Manhattan Contributions	$ 78,000.00	
Riley County Contributions	$ 10,000.00	
BID Fees	$ 86,000.00	
Friends of the Neighborhood Memberships	$ 1,500.00	
Sponsorships / Donations / Events	$ 36,500.00	
Total Income		$ 212,000.00
Expense		
Payroll Expenses	$ 117,000.00	
Total Expense		$ 117,000.00
Net Ordinary Income		$ 95,000.00
Other Income/Expense		
Other Expense		
Design & Streetscape Programs	$ 36,000.00	
Promotion, Events, Economic Development	$ 34,500.00	
Operating Expenses	$ 24,000.00	
Total Other Expenses		$ 94,500.00
Net Other Income / Expense		$ (94,500.00)
Total Income		$ 500.00
Net Income		$ 500.00

Attachment: DMI County Funding Budget 2022 (10770 : 2022 Downtown Manhattan Appropriation Request)

Downtown Manhattan, Inc.
2021 Budget
January through December 2021

Ordinary Income/Expense			
Income			
City of Manhattan Contributions	$	39,000.00	*$78,000 contracted*
Riley County Contributions	$	5,000.00	
Paycheck Protection Program	$	24,002.00	
2021 BID Fees	$	78,166.00	
Friends of the Neighborhood Memberships	$	1,500.00	
Sponsorships / Donations / Events	$	36,500.00	
Total Income			$ 184,168.00
Expense			
Payroll Expenses	$	110,000.00	
Total Expense			$ 110,000.00
Net Ordinary Income			$ 74,168.00
Other Income/Expense			
Other Expense			
Design & Streetscape Programs	$	35,600.00	
Promotion, Events, Economic Development	$	27,500.00	
Operating Expenses	$	18,000.00	
Total Other Expenses			$ 81,100.00
Net Other Income / Expense			$ (81,100.00)
Total Income			$ (6,932.00)
Net Income			$ (6,932.00)

Attachment: DMI County Funding Budget 2022 (10770 : 2022 Downtown Manhattan Appropriation Request)



Mission Statement/Agency Description

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

Attachment: DMI Mission Statement 2022 (10770 : 2022 Downtown Manhattan Appropriation Request)

Downtown Manhattan, Inc.
Goals and Objectives
2021-2022

- **Covid19 Responses**
  - Support local, state and CDC mitigation practices to keep Downtown safe for employees and the public
  - Maintain media platforms that reflect Covid19 updates and impacts to business
  - Seek Covid19 recovery grants and shared marketing opportunities to boost revenue
  - Maintain active role as member of the Regional Task Force
  - Respond quickly to the downtown business community with current financial relief packages and programs and subsequent instructions.
  - Maintain open communication with the Public Health Officer
  - Work with the County and private pharmacies to establish vaccine clinics for downtown employees
  - Advocate for projects and initiatives that provide real economic relief and recovery
- **Initiatives Within Five Years**
  - Assist in long term Economic Recovery by promoting and advocating for the downtown district through any and all viable opportunities
  - Open Container by Special Event Permit
  - Establishment of Downtown Vision Planning Ctme
    -provide guidance and leadership to committee members
  - Initiate/participate Neighborhood Revitalization Program
  - Linear Trail Access from Downtown (for event utilization and patron/visitor use)
- **Organizational Processes and Efficiencies**
  - Hire two new part time staff
  - Friends of the Neighborhood Associate membership program
  - Process and procedure documentation for all staff positions
- **Partnerships, Sponsorships and Collaborative Efforts**
  - Partner with City Administration and BBN to redesign city plaza
    - Start a focus group for plaza programming
  - Work with Public Works to develop a process for use of public rights-of-way during construction
  - Establish partnership with the County to bring programming to the County Courthouse Courtyard ie: Third Thursdays
  - Work with City to create events, ordinances and initiatives that further enhance downtown
- **Events, Programming and Management**
  - Transition or restructure events to meet Covid19 mitigation requirements
  - Develop a sponsorship program for event support
  - Create partnerships for bringing in new events
  - Develop alleyway murals project with private partnerships
    - Identify locations
    - Identify funding sources
  - Rebrand Pink Up the Pace 5K
    Secure medical/cancer center sponsorships

Ongoing/In Progress Completed

Attachment: Downtown Goals & Initatives 21-22 (10770 : 2022 Downtown Manhattan Appropriation Request)

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

COUNTY CLERK & ELECTIONS
Budget

MEMORANDUM

FROM: **Tami Robison, Budget & Finance Officer**

MEETING: **May 13, 2021**

SUBJECT: **2022 Register of Deeds & Tech Fund Budget Requests**

PRESENTER: **Amy Manges, Register of Deeds**

Enclosures:

- Register of Deeds memo 2022 (PDF)
- REG OF DEEDS 2022 (PDF)
- ROD TECH 2022 (PDF)

Amy M. Manges
Register of Deeds
110 Courthouse Plaza
Manhattan, Kansas 66502-0109
Phone: 785-537-6340
Fax: 785-537-6343
E-mail: amanges@rileycountyks.gov

REGISTER OF DEEDS OFFICE

TO: **Board of County Commissioners**

FROM: **Amy Manges**

DATE: **April 27, 2021**

SUBJECT: **2022 Budget Request**

The Register of Deeds 2022 budget reflects a $3,900 increase in the 3 C's over the 2021 budget. The $3,900 increase for 2022 still results in a budget request that is $55,371 or 11% lower than our 2021 request. The decrease is a result of new employees coming in at lower hourly rates. The line items that reflect increases are due to actual increase in costs to us and anticipated training of new employees.

Attachment: Register of Deeds memo 2022 (10783 : 2022 Register of Deeds & Tech Fund Budget Requests)

001-006

Riley County Register of Deeds

	PERSONNEL	2019 ACTUAL	2020 ACTUAL	2021 BUDGET	2022 BUDGET
	Position Title - Full-Time				
	Register of Deeds	1	1	1	1
	Deeds Supervisor & Deputy Register of Deeds	1	1	1	1
	Records Assistant II	2	2	2	1
	Records Assistant I	1	1	1	2
	TOTAL NUMBER OF EMPLOYEES	**5**	**5**	**5**	**5**
	PERSONNEL SERVICES				
1001	Salaries (Regular Full-Time)	$ 314,113	$ 342,184	$ 329,620	$ 287,268
1005	Salaries (Overtime)	149	22	662	526
1504	FICA	22,313	24,361	25,266	22,016
1506	Health Insurance	39,633	41,159	72,266	62,883
1508	KPERS	31,080	32,886	32,599	28,491
1510	State Unemployment Tax	176	270	330	288
	TOTAL PERSONNEL SERVICES	**$ 407,464**	**$ 440,882**	**$ 460,743**	**$ 401,472**
	CONTRACTUAL SERVICES				
2010	Postage / Freight / Shipping	$ 1,419	$ 688	$ 750	$ 750
2030	Pagers & Cellular Phone Services	960	960	960	960
2110	Advertising & Legal Publications	-	-	100	100
2124	Other Insurance	-	-	-	-
2200	Office Equipment Rental	2,577	498	2,700	2,700
2240	Storage Rental	2,044	1,699	1,500	1,800
2245	Other Rental Services	501	-	-	-
2260	Security Services	73	-	-	-
2275	Records Preservation	602	267	1,000	1,000
2410	Repair & Maintain Office Equipment	-	-	300	300
2450	Repair & Maintain & Support Computer Hardware	423	725	500	750
2510	Mileage / Tolls / Parking / Rental	-	-	1,100	1,200
2520	Lodging	-	24	1,100	1,200
2540	Meals	37	-	400	600
2550	Dues & Memberships	700	200	1,200	1,000
2560	Training & Registrations	655	-	2,200	2,500
2570	Subscriptions	233	407	250	500
2850	Waste Disposal	235	21	200	200
2990	Other Contract Services	27,317	30,000	30,000	30,000
	TOTAL CONTRACTUAL SERVICES	**$ 37,776**	**$ 35,489**	**$ 44,260**	**$ 45,560**

Attachment: REG OF DEEDS 2022 (10783 : 2022 Register of Deeds & Tech Fund Budget Requests)

		2019 ACTUAL	2020 ACTUAL	2021 BUDGET	2022 BUDGET
	COMMODITIES				
3010	Office Supplies	$ 2,879	$ 4,556	$ 2,100	$ 4,800
3015	Records Management / Preservation	-	-	400	400
3020	Books & Publications	-	56	100	100
3030	Computer Supplies	35	-	200	200
3032	Supplies-Printer	226	218	600	500
3060	Medical Supplies	-	-	50	50
3135	Furniture < $100	-	-	100	100
	TOTAL COMMODITIES	**$ 3,140**	**$ 4,830**	**$ 3,550**	**$ 6,150**
	CAPITAL OUTLAY				
604	Heritage Trust to General cash	$ -	$ 9,134	$ 5,000	$ 5,000
4010	Office Equipment	-	-	1,000	1,000
4040	Furniture > $100	633	-	900	900
4058	Tech Hardware-Security	-	26	-	-
4061	Computer Software - Desktop	-	-	300	300
4070	Surveillance Equipment	-	-	200	200
4990	Other Capital Outlay	-	438	-	-
	TOTAL CAPITAL OUTLAY	**$ 633**	**$ 9,598**	**$ 7,400**	**$ 7,400**
	TOTAL OPERATING EXPENDITURES	**$ 448,380**	**$ 481,201**	**$ 508,553**	**$ 453,182**
	TOTAL EXPENDITURES LESS PERSONNEL	**$ 41,549**	**$ 49,917**	**$ 55,210**	**$ 59,110**
	TOTAL EXPENDITURES	**$ 449,013**	**$ 490,799**	**$ 515,953**	**$ 460,582**

Attachment: REG OF DEEDS 2022 (10783 : 2022 Register of Deeds & Tech Fund Budget Requests)

Fund # 106
Riley County Register of Deeds Technology

		2019 ACTUAL	2020 ACTUAL	2021 BUDGET	2021 EST	2022 BUDGET
	BEGINNING CASH BALANCE					
	Fund Balance	$ 117,190	$ 112,757	$ 45,568	$ 166,887	$ 121,319
	TOTAL BEGINNING CASH BALANCE	**$ 117,190**	**$ 112,757**	**$ 45,568**	**$ 166,887**	**$ 121,319**
	REVENUE					
402	Investment Interest	$ 2,715	$ 939	$ 1,000	$ 1,000	$ 140
602	Misc. Collection	56,658	87,104	45,000	45,000	45,000
	TOTAL REVENUE	**$ 59,373**	**$ 88,043**	**$ 46,000**	**$ 46,000**	**$ 45,140**
	TOTAL RESOURCES AVAILABLE	**$ 176,563**	**$ 200,800**	**$ 91,568**	**$ 212,887**	**$ 166,459**
	EXPENDITURES					
	CONTRACTUAL SERVICES					
2010	Postage/Freight/Shipping	$ 1,348	$ 74	$ -	$ -	$ -
2275	Records Preservation	$ 11,837	$ 10,937	$ 33,879	$ 33,879	$ 82,021
2430	Rep,Maint,Support Software	18,593	19,523	40,500	40,500	46,500
2440	Equipment Installation	675	945	-	-	2,500
2450	Hardware Maint/Support	750	750	3,450	3,450	4,000
2990	Other Contract Services	-	-	-	-	-
	TOTAL CONTRACTUAL SERVICES	**$ 33,203**	**$ 32,229**	**$ 77,829**	**$ 77,829**	**$ 135,021**
	COMMODITIES					
3015	Records Preservation	$ 13,626	$ 1,684	$ 13,739	$ 13,739	$ 31,438
3990	Other Supplies & Materials	-	-	-	-	-
	TOTAL COMMODITIES	**$ 13,626**	**$ 1,684**	**$ 13,739**	**$ 13,739**	**$ 31,438**
	CAPITAL OUTLAY					
4052	Tech Hardware-Desktop	$ 1,500	$ -	$ -	$ -	$ -
4055	Tech Hardware - Imaging	10,690	-	-	-	-
4060	Computer Software	4,787	-	-	-	-
4990	Other Capital	-	-	-	-	-
	TOTAL CAPITAL OUTLAY	**$ 16,977**	**$ -**	**$ -**	**$ -**	**$ -**
	TOTAL EXPENDITURES	**$ 63,806**	**$ 33,913**	**$ 91,568**	**$ 91,568**	**$ 166,459**
	TOTAL ENDING FUND BALANCE	**$ 112,757**	**$ 166,887**	**$ -**	**$ 121,319**	**$ -**

Attachment: ROD TECH 2022 (10783 : 2022 Register of Deeds & Tech Fund Budget Requests)

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

COUNTY CLERK & ELECTIONS
Budget

MEMORANDUM

FROM: **Tami Robison, Budget & Finance Officer**

MEETING: **May 13, 2021**

SUBJECT: **2022 Riley County Counselor Budget Request**

PRESENTER: **Clancy Holeman, County Counselor**

Enclosures:

- Admin Srv-Counselor memo 2022 (PDF)
- ADMIN SRV-COUNSELOR 2022 (PDF)

RILEY COUNTY

COUNTY COUNSELOR

DEPARTMENT OF ADMINISTRATIVE SERVICES

MEMORANDUM

TO: Board of County Commissioners

FROM: Clancy Holeman, Riley County Counselor

DATE: Presentation – May 13, 2021

SUBJECT: Department of Administrative Services' 2022 Budget Request

Dear Commissioners:

This is an analysis of our department's budget request for 2022.

My total **2022** budget request for "contractual services, commodities and capital outlay" (the "three C's") is **$45,258.00**. Today's request represents an 18.85% decrease in the amount which was budgeted for this department for **2021**. The 2021 total approved budgeted amount was $55,771.00.

LINE ITEMS WITH INCREASES

Within this department's proposed 2022 budget there are three (3) line items with an increase from our approved 2021 budget:

- Line 2430 - "Comp Software Maint/Support".

  Reason: I've proposed a $218 increase for this line item representing one year's worth of license billings on "Splashtop," a software program used during the pandemic by several departments. This program allows departments to access their desktop while working remote. It was invaluable during 2020 and to date. By using it when remote work schedules are alternated for departmental staff, it allows us to minimize the number of employees in our office at any one time. That protects their health and the health of others in the organization, by maximizing social distancing.

- Line 2640 - "Legal Services".

  Reason: I've proposed a $2,500.00 increase in this line item. That's an increase of almost 23% from its 2021 amount. From this line item we pay outside specialized counsel to represent Riley County in BOTA hearings. The financial stake to the

Attachment: Admin Srv-Counselor memo 2022 (10771 : 2022 Riley County Counselor Budget Request)

County and its taxpayers will likely increase as the "Dark Store" appraisals of "big box" stores increase. (For an example, see the recent BOTA decision in Manhattan's "Home Depot" case.) We had an artificially low budget figure in this line item during 2020. That worked in 2020 and so far in 2021 only because it takes time for BOTA appeals to work their way through the system. But there is now a string of those "Riley County" cases pending for hearing before BOTA. Several will likely come to trial sometime in 2021 or early 2022. So I believe this proposed increase is a reasonable one.

- Line 4050 - "Technology Hardware".

  Reason: I've proposed a $200 increase for this line item. We had nothing in it during 2021. It represents a small amount of funds we'll have available if some current hardware item must be replaced or repaired.

LINE ITEMS WITH DECREASES

In this department's proposed 2022 budget there are five (5) line items with **decreases** from the approved 2021 budget:

- Line 2570 - "Subscriptions". We have taken advantage of a unique opportunity to recommend a decrease of just over 69% in this line item.

  Reason: This line item is used for our Westlaw computerized legal research license. The District Court and County Attorney's office approached us with the opportunity to join in a group licensing effort through Westlaw. That allows us to retain the same functionality we had with our department's own Westlaw contract. In 2021 we were required to budget $17,981.00 to meet those expected fees. This partnership with the Courts and County Attorney's office reduces our annual cost in 2022 to only $5,500.00. That was too good an opportunity to pass up.

- Line 2420 - "Repair and Maintain Other Office Equipment". I've proposed not funding this item in 2022. That represents a $100.00 decrease.

  Reason: It's unlikely we'll incur this expense in 2022.

- Line 2530 - "Airfare". I've proposed reducing this line item by $500.

  Reason: I don't expect air travel to be necessary in 2022. This leaves a reduced amount in place, if such travel becomes necessary.

- Line 3020 - "Books and Publications". I've proposed reducing this line item by $100.

  Reason: We don't anticipate ordering publications beyond this amount.

- Line 3032 - "Supplies-Printer". I've proposed a $100.00 decrease in this line item.

  Reason: Based on past history, this dollar amount should be sufficient in 2022.

Attachment: Admin Srv-Counselor memo 2022 (10771 : 2022 Riley County Counselor Budget Request)

CONCLUSION

The remaining 23 line items in this department's proposed 2022 budget remain flat--at the same level of funding we were provided in our 2021 approved budget. Total departmental proposed expenditures for 2022 (less personnel costs) represent a decrease of 18.85% over the same total which was approved for 2021. As submitted, I believe this request for 2022 will provide this department the resources necessary to carry out its mission consistent with this Board's budgetary goals.

Attachment: Admin Srv-Counselor memo 2022 (10771 : 2022 Riley County Counselor Budget Request)

001-004

Riley County Department of Administrative Services

	PERSONNEL Position Title - Full-Time	2019 ACTUAL	2020 ACTUAL	2021 BUDGET	2022 BUDGET
	County Counselor	1	1	1	1
	Deputy Asst County Counselor	1	1	1	1
	Office Manager	1	1	1	1
	Administrative Assistant II	1	1	1	1
	TOTAL NUMBER OF EMPLOYEES	**4**	**4**	**4**	**4**
	PERSONNEL SERVICES				
1001	Salaries (Regular Full-Time)	$ 389,312	$ 424,373	$ 408,766	$ 423,193
1005	Salaries (Overtime)	-	45	1,067	1,118
1504	FICA	27,422	29,497	31,353	32,460
1506	Health Insurance	55,049	57,169	89,672	92,712
1508	KPERS	38,503	40,786	40,450	42,007
1510	State Unemployment Tax	353	540	410	424
	TOTAL PERSONNEL SERVICES	**$ 510,639**	**$ 552,410**	**$ 571,718**	**$ 591,914**
	CONTRACTUAL SERVICES				
2010	Postage / Freight / Shipping	$ 674	$ 852	$ 1,000	$ 1,000
2030	Pagers & Cellular Phone Services	1,921	2,040	1,560	1,560
2040	Internet	-	-	480	480
2080	Printing/Duplication Services	89	-	200	200
2110	Advertising & Legal Publications	149	854	1,000	1,000
2200	Office Equipment Rental	5,726	5,514	5,500	5,500
2275	Records Preservation	393	360	400	400
2300	Tax Payment	177	-	15	15
2420	Repair & Maintain Other Office Equip	-	-	100	-
2430	Comp Software Maint/Support	-	193	-	218
2510	Mileage / Tolls / Parking / Rental	473	333	500	500
2520	Lodging	1,725	148	1,000	500
2530	Airfare	-	-	-	-
2540	Meals	1,529	141	1,000	1,000
2550	Dues & Memberships	1,515	860	1,515	1,515
2560	Training & Registrations	1,490	910	2,000	2,000
2570	Subscriptions	17,981	19,413	17,981	5,500
2615	Recording Fees	225	-	250	250
2620	Court Costs	-	-	250	-
2640	Legal Services	11,173	6,754	11,000	13,500
2700	Bonding Services	75	-	1,000	1,000
2710	Transcripts	-	244	500	500
2720	Witness Fees	-	-	120	120
2760	Consultant Fees	-	-	-	-
2765	Contract Fees	-	-	-	-
2990	Other Contract Services	882	957	1,200	1,200
	TOTAL CONTRACTUAL SERVICES	**$ 46,197**	**$ 39,573**	**$ 48,571**	**$ 37,958**
	COMMODITIES				
3010	Office Supplies	$ 3,089	3,742	4,450	4,450
3020	Books & Publications	95	139	600	500
3032	Supplies - Printer	(663)	-	-	-

Attachment: ADMIN SRV-COUNSELOR 2022 (10771 : 2022 Riley County Counselor Budget Request)

	COMMODITIES (cont)	2019 ACTUAL	2020 ACTUAL	2021 BUDGET	2022 BUDGET
3040	Clothing	-	19	-	-
3080	Fuel & Lubricants	29	-	50	50
3135	Furniture < $100	-	-	250	250
3990	Other Supplies & Materials	-	208	-	-
	TOTAL COMMODITIES	**$ 2,550**	**$ 4,108**	**$ 5,350**	**$ 5,250**
	CAPITAL OUTLAY				
604	Transfer out (Disaster Fund reimb)	$ -	$ 64	$ -	$ -
4010	Office Equipment	-	-	450	-
4030	Telecommunications Equip	-	-	-	450
4040	Furniture > $100	498	-	1,000	1,000
4050	Technology Hardware	-	56	-	200
4060	Computer Software	130	-	400	400
	TOTAL CAPITAL OUTLAY	**$ 628**	**$ 120**	**$ 1,850**	**$ 2,050**
	TOTAL OPERATING EXPENDITURES	**$ 559,386**	**$ 596,091**	**$ 625,639**	**$ 635,122**
	TOTAL EXPENDITURES LESS PERSONNEL	**$ 49,375**	**$ 43,801**	**$ 55,771**	**$ 45,258**
	TOTAL EXPENDITURES	**$ 560,014**	**$ 596,211**	**$ 627,489**	**$ 637,172**

Attachment: ADMIN SRV-COUNSELOR 2022 (10771 : 2022 Riley County Counselor Budget Request)

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

COUNTY CLERK & ELECTIONS
Budget

MEMORANDUM

FROM: **Tami Robison, Budget & Finance Officer**

MEETING: **May 13, 2021**

SUBJECT: **2022 Riley County Conservation District Appropriation Request**

PRESENTER: **Jazmyn Gaither, Riley County Conservation District Director**

Enclosures:

- Conservation 2022 Request and Funding breakdown (PDF)
- Conservation net wage 2022 Line Item Budget (PDF)
- Conservation Mission and Agency Description (PDF)
- Conservation 2022 GOALS (PDF)

Riley County Conservation District

Riley County Funding History (thank you!)

2006	County	funding	at $53,899	2013	"	"	at $52,990
2007	"	"	at $66,086	2014	"	"	at $53,520
2008	"	"	at $50,849	2015	"	"	at $54,590
2009-11	"	"	at $51,945	2016-	"	"	at $55,136
2012	"	"	at $52,465				

Budget Request from Riley County for Calendar Year 2022

$ 55,136 (no change from 2016, about same as 2006)

2022 PROPOSED EXPENSES (see Line Item Budget for detail)

Riley County Conservation District Staff Salaries/Wages	$ 34,000
Employer/Employee Costs/Taxes (Soc Sec, Medicare, etc)	26,000
Travel & Meeting Expenses (5 Board Supervisors + 1 employee)	9,300
Fixed Asset Purchases	0
Equipment & Building Maintenance	600
Information & Education	2,300
Other Administrative Expenses	6,633
Consulting Help/Contingency	0
Total 2022 RCCD Budget	**$ 78,833**

2022 PROPOSED FUNDING SOURCES

Riley County Funding request (same as last year)	**$ 55,136**
State of Kansas – Aid to Conservation District *	23,697*
Total 2022 Funds	**$ 78,833**

- * Full state funding is authorized by law at $25,000 per year, however, due to budget cuts, our funding this year will be considerably less. Actual funding was $21,427.82 in 2019, $21,427 in 2020 and $23,697 in 2021 The given amount for 2022 is unknown at this time.

Attachment: Conservation 2022 Request and Funding breakdown (10772 : 2022 Riley County Conservation District Appropriation Request)

Riley County Conservation District
2022 Proposed Line Item Budget

2022 Estimated Expenditures

Staff Salaries/Wages **$ 34,000**

District Manager – one person staff

Employer/Employee Costs/Taxes **$ 26,000**

Social Security, Medicare, KPERS, Workman's Comp and Unemployment Insurance, compensation in lieu of health insurance, federal and state taxes

Travel & Meeting Expenses (up $1,800 from 2021) **$ 9,300**

Five Supervisors & one employee – mileage, Board meeting expenses, SCC spring and fall workshops, KACD Conference, NACD convention

Fixed Assets Purchases (cut) **$ 0**

Equipment & Building Maintenance (same as 2021) **$ 600**

Repairs on Equipment – 3 native grass drills, fenced pad and gate, shed, chain saw, mower, shredder / misc tools

Information & Education (same as 2021) **$ 2,300**

Envirothon entry fees - 3 teams	$450
Ag in Classroom Partial Teacher Scholarship	250
Range Youth Camp / District Scholarship	250
KACEE, KFAC, Soil Stewardship, Forestry Days dues / registrations	300
Schools' and Kid's Ag Day conservation programs and materials	350
WRAPS/Kansas Environmental Conference	100
State Fair Booth and Soil Tunnel Trailer	150
Conservation Tour/Wildflower Walk	300
Printing and materials	150

Other Administrative Expenses (same as 2021) **$ 6,633**

District newsletters printed, sorted and mailed, including postage	$ 1,605
General postage / stamps	135

Attachment: Conservation net wage 2022 Line Item Budget (10772 : 2022 Riley County Conservation District Appropriation Request)

Audit by outside Contractor	1,200
Office & Operating Supplies	503
Local newspaper subscription	40
Agency & Association dues	1,185
Annual Meeting Supplies & Fees	825
Survey Flags / Materials / Sales Tax	415
Professional Development / Training	725

Consulting Help/Contingency (cut) **$ 0**

Total 2022 Estimated Expenditures **$ 78,833**

2022 Estimated Income

Riley County funds (same as 2021)	**$ 55,136**
Kansas DOC funds	23, 697*
	$ 78,833

- * Full state funding is authorized by law at $25,000 per year, however, due to budget cuts, actual funding in 2018 was a new low at $20,740. In 2019 we received $21, 427.82, 2020 was $21,427 and $23,697 in 2021.

- Because the District's office space, utilities, furniture, some computers, equipment and training are provided by our federal USDA partners, our budget is primarily staff wages and employer costs. Our expenses are fairly small and fixed. Thus, reduced funding quickly impacts our office hours, programs and partners.

Attachment: Conservation net wage 2022 Line Item Budget (10772 : 2022 Riley County Conservation District Appropriation Request)

Attachment: Conservation Mission and Agency Description (10772 : 2022 Riley County Conservation District Appropriation Request)

Riley County Conservation District

Mission Statement

Work with all Riley County landowners and residents toward the wise use of our natural resources, by providing conservation planning, financial assistance, education and representation in conservation policies and programs.

Agency/Entity Description

The Riley County Conservation District is a governmental subdivision of the State of Kansas, and a public body corporate and politic. The District receives funding from Riley County, the State of Kansas, occasional grants and through fund raising activities.

RCCD was organized in June 1948. The governing body of a Conservation District consists of five elected district supervisors, who meet regularly to review the business of the office and to make conservation decisions for the county with the technical advice of the USDA Natural Resources Conservation Service. The supervisors donate many hours of their time, receive no compensation for services, but are entitled to travel expenses related to their duties.

Employees are hired by the Board to meet with customers, develop conservation plans, contract for assistance, layout and check work in the field, educate and represent their interests, and to run the day to day business of the District. Riley County Conservation District has historically employed a District Manager and a Water Quality Coordinator /Buffer Coordinator. Some county conservation districts hire secretaries, clerks, technicians, and/or educators.

RCCD District Supervisors:

Steve Hargrave, Chair
Charles Dugan, Vice-Chair
Nathan Larson, Treasurer
Stan Johnson, Member
Steve Strauss, Member

RCCD Staff:

Jazmyn Gaither, District Manager

USDA NRCS (federal employees):

Kevin Religa, District Conservationist
Lisa Wainwright, Soil Conservation Technician

Riley County Conservation District
2022 Goals

- **Work together with our federal and other partners** - NRCS, FSA, DOC and others to deliver first-rate conservation planning, technical advice, design, cost share and other support through our many programs such as EQIP, CSP and CRP. **This is a top priority, brings tremendous funding into the county, and protects our natural resources and tax base**.

- **Assist landowners with** State of Kansas **Water Resources Cost-share Program funds** - allocated to RCCD to address the highest priority conservation practices in the county**. This is also a top priority** for the district, and includes waterways and terraces, ponds, spring developments, fencing livestock away from streams and a variety of other projects.

- **Provide cost share** for failing septic systems repair, plugging of abandoned water wells, urban and rural soil testing, and other practices **through the Non-Point Source Pollution Control Program**. This program is very popular with our residents, and applications usually exceed funding.

- **Recognize landowners for outstanding conservation efforts** through conservation awards, news releases / newsletter articles highlighting their accomplishments, and award presentations at the District's Annual Meeting.

- **Conservation education is a high priority** for the district. The District's newsletter will be published two times during the year to alert landowners of program signups, deadlines and details, and to highlight best management practices. The District will continue to co-host the Kansas Envirothon for high school students, and poster, limerick, essay and other programs will be delivered to 3rd - 6th graders. Adult conservation will be promoted at our Soil Health workshops and field days at the cover crop plots, through our newsletter and in area newspapers.

- **Target technical and financial assistance** to priority areas to address the primary water quality issues in the Kansas Water Plan and in the Watershed Restoration and Protection Strategy (WRAPS) plans for the Kansas Lower Big Blue/Lower Little Blue / Tuttle Creek Reservoir, Lower Republican / Milford Reservoir and Middle Kansas River watersheds.

- **Maintain and develop the District's 80 acre farm** for educational programs with the Flint Hills Discovery Center. This property represents a unique opportunity for Riley County to develop a conservation education learning site. Maintenance workdays will be scheduled on the property.

- Budget for, hire and train **the minimum level of staff necessary to effectively operate the office**, provide the contracted support to NRCS, and provide excellent customer service.

Attachment: Conservation 2022 GOALS (10772 : 2022 Riley County Conservation District Appropriation Request)

Rich Vargo
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COUNTY CLERK & ELECTIONS
Budget

MEMORANDUM

FROM: **Tami Robison, Budget & Finance Officer**

MEETING: **May 13, 2021**

SUBJECT: **2022 Community Corrections and Juv Supervision Budget Requests and Appropriation Request**

PRESENTER: **Shelly Williams, Director of Community Corrections**

Enclosures:

- COMM CORRECTIONS 2022 (PDF)
- JUVENILE SUPERVISION FEES 2022 (PDF)
- CY22 Appropriations Request for Adult Services Drug Court (PDF)

	500-Adult Service			501-Juv Service			502-Youth Court			503-Youth Advocate			Totals		
	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:															
Grant	451,613	477,693	512,781	331,946	331,821	341,949	67,230	67,230	67,230	8,355	-	-	859,144	876,744	921,960
Reimbursement	-	-	-	8,000	-	-	-	-	-	-	-	-	8,000	-	-
Miscellaneous	19,396	3,500	3,500	4,500	17,821	17,821	150	-	-	-	40,000	-	24,046	61,321	21,321
Transfer in	992	-	-	3,100	-	-	7,081	7,081	-	-	-	-	11,173	7,081	-
Total Revenues	472,001	481,193	516,281	347,546	349,642	359,770	74,461	74,311	67,230	8,355	40,000	-	902,363	945,146	943,281
Expenses															
Personnel	342,043	330,118	335,932	308,947	297,664	305,765	72,653	63,736	60,541	-	-	-	723,643	691,518	702,238
Contractual	133,501	141,439	163,849	23,071	53,415	43,084	150	10,698	6,689	5,626	40,000	-	162,348	245,552	213,622
Commodities	9,730	6,936	16,500	11,724	42,422	10,921	-	200	-	-	-	-	21,454	49,558	27,421
Capital Outlay	178	-	-	2,693	-	-	-	-	-	-	-	-	2,871	-	-
Total Expenses	485,452	478,493	516,281	346,435	393,501	359,770	72,803	74,634	67,230	5,626	40,000	-	910,316	986,628	943,281
Beginning Balance	10,751	(2,700)	-	42,748	43,859	-	(1,335)	323	-	(2,729)	-	-	49,435	41,482	-
Ending Balance	(2,700)	-	-	43,859	-	-	323	-	-	-	-	-	41,482	-	-

Attachment: COMM CORRECTIONS 2022 (10773 : 2022 Community Corrections & Juv Supervision

Fund #144-500
Riley County Adult Services

	PERSONNEL-FTE Position Title - Full-Time	2019 ACTUAL	2020 ACTUAL	2021 BUDGET	2021 EST	2022 BUDGET
	Administrative Asst. II	0.5	0.4	0.4	0.4	0.4
	ISO I-Clay Center	0.5	0.45	0.45	0.45	0.45
	ISO II-Adult	0.8	0.75	0.6	0.6	0.6
	ISO I-Adult	2.4	2.3	2.1	2.1	2.2
	UA Technician	0	0.5	0.5	0.5	0
	Comm Corr Director	0.5	0.4	0.4	0.4	0.4
	TOTAL NUMBER OF EMPLOYEES	**4.7**	**4.8**	**4.45**	**4.45**	**4.05**
	BEGINNING CASH BALANCE					
	Fund Balance	$ 38,303	$ 10,751	$ 5,895	$ (2,700)	$ -
	TOTAL BEGINNING CASH BALANCE	**$ 38,303**	**$ 10,751**	**$ 5,895**	**$ (2,700)**	**$ -**
	REVENUE					
206	State Grant	$ 233,594	$ 451,613	$ 453,317	$ 456,183	$ 448,980
209	Other Grants	-	-	28,430	21,510	63,801
600	Misc Reimb	178	-	-	-	-
602	Misc. Collection	250,790	19,396	3,500	3,500	3,500
603	Transfer In	-	992	-	-	-
	TOTAL REVENUE	**$ 484,562**	**$ 472,001**	**$ 485,247**	**$ 481,193**	**$ 516,281**
	TOTAL RESOURCES AVAILABLE	**$ 522,865**	**$ 482,752**	**$ 491,142**	**$ 478,493**	**$ 516,281**
	PERSONNEL SERVICES					
1001	Salaries (Full-Time)	279,949	264,588	249,572	249,572	257,124
1003	Seasonal/Temp	1,428	-	1,283	1,283	-
1005	Overtime	1,155	700	-	-	-
1504	FICA	20,405	19,396	19,190	19,190	19,670
1506	Health Insurance	41,108	31,544	35,189	35,189	33,426
1508	KPERS	27,801	25,481	24,633	24,633	25,455
1510	State Unemployment Tax	249	334	251	251	257
	TOTAL PERSONNEL SERVICES	**$ 372,095**	**$ 342,043**	**$ 330,118**	**$ 330,118**	**$ 335,932**
	CONTRACTUAL SERVICES					
2010	Postage / Freight / Shipping	70	99	48	100	127
2020	Phone Services	1,855	2,028	1,980	1,900	1,908
2030	Pagers&Cellular Phone Svc	767	624	720	720	1,758
2080	Printing/Duplication Services	590	-	300	-	-
2122	Vehicle/Fleet Insurance	553	745	720	720	720
2124	Other Insurance	4,872	6,186	-	-	-
2180	Housing	232	-	-	-	-
2200	Office Equipment Rental	2,247	2,523	-	-	-
2330	Transportation Services	2,879	3,006	-	2,387	-
2400	Repair/Maint. Co. Vehicles	424	22	120	22	-
2430	Comp Software Maint/Support	-	104	-	-	-
2510	Mileage / Tolls / Parking / Rental	344	-	816	245	-
2520	Lodging	773	-	-	-	-

Attachment: COMM CORRECTIONS 2022 (10773 : 2022 Community Corrections & Juv Supervision Budget Requests & Appropriation Request)

	CONTRACTUAL SERVICES (cont)	2019 ACTUAL	2020 ACTUAL	2021 BUDGET	2021 EST	202 BUDGET
2540	Meals	1,208	752	300	120	-
2550	Dues, Memberships, Registrations	370	369	370	712	712
2560	Training	843	3,960	4,954	6,375	4,107
2565	Voctl Train	166	-	-	-	-
2570	Subscriptions	111	483	-	270	-
2625	Laboratory Fees	12,318	6,637	-	22,884	23,884
2650	Physican Fees	4,910	5,976	-	2,325	2,250
2652	Dentist Fees	298	-	-	2,278	2,250
2685	Counsel/Testing	-	785	-	-	-
2725	Interpreter/Translator	-	900	-	-	-
2990	Other Contract Services	88,683	98,302	149,496	100,381	126,133
	TOTAL CONTRACTUAL SERVICES	**$ 124,513**	**$ 133,501**	**$ 159,824**	**$ 141,439**	**$ 163,849**
	COMMODITIES					
3010	Office Supplies	2,519	2,116	1,200	766	1,000
3015	Records Preservation	450	268	-	240	-
3020	Books & Pubs	-	60	-	-	-
3040	Clothing	640	364	-	150	-
3045	Protective Gear	-	349	-	1,000	-
3060	Medical Supplies	4,849	6,015	-	4,500	15,500
3070	Prescriptions	1,070	222	-	-	-
3080	Fuel & Lubricants	888	336	-	-	-
3990	Other Supplies & Materials	-	-	-	280	-
	TOTAL COMMODITIES	**$ 10,416**	**$ 9,730**	**$ 1,200**	**$ 6,936**	**$ 16,500**
	CAPITAL OUTLAY					
4030	Telecom Equipment	90	-	-	-	-
4050	Tech Hardware	-	150	-	-	-
4060	Computer Software	-	28	-	-	-
4080	Autos & Pickups	5,000	-	-	-	-
4990	Other Capital Outlay	-	-	-	-	-
	TOTAL CAPITAL OUTLAY	**$ 5,090**	**$ 178**	**$ -**	**$ -**	**$ -**
	TOTAL OPERATING EXPENDITURES	**$ 512,114**	**$ 485,452**	**$ 491,142**	**$ 478,493**	**$ 516,281**
	TOTAL ENDING FUND BALANCE	**$ 10,751**	**$ (2,700)**	**$ -**	**$ -**	**$ -**

Attachment: COMM CORRECTIONS 2022 (10773 : 2022 Community Corrections & Juv Supervision Budget Requests & Appropriation Request)

Fund #144-501
Riley County Juvenile Service (Old 127 & 124)

	PERSONNEL	2019 ACTUAL	2020 ACTUAL	2021 BUDGET	2021 EST	2022 BUDGET
	Position Title - Full-Time					
	ISO I-Juvenile	1.6	1.3	1.1	1.1	0.99
	Administrative Asst. II	0.5	0.6	0.6	0.6	0.6
	Comm Corr Director	0.5	0.6	0.6	0.6	0.6
	ISO II-Juvenile	0.2	0.25	0.4	0.4	0.4
	ISO I-Clay Center	0.5	0.55	0.55	0.55	0.55
	Sub-Total	**3.3**	**3.3**	**3.25**	**3.25**	**3.14**
	Seasonal/Temporary/As-Needed					
	On Call Juv Intake	6	6	6	6	6
	Sub-Total	**6**	**6**	**6**	**6**	**6**
	TOTAL NUMBER OF EMPLOYEES	**9.3**	**9.3**	**9.25**	**9.25**	**9.14**
	BEGINNING CASH BALANCE					
	Fund Balance	$ 33,323	$ 42,748	$ 51,097	$ 43,859	$ -
	TOTAL BEGINNING CASH BALANCE	**$ 33,323**	**$ 42,748**	**$ 51,097**	**$ 43,859**	**$ -**
	REVENUE					
206	State Grant	$ 7,000	$ 331,946	$ 315,779	$ 331,821	$ 341,949
503	Non-collection Rev	$ 1,195	$ 137	$ -	$ -	$ -
600	Reimbursement	1,101	8,000	-	-	-
602	Misc. Collection	13,200	4,363	21,880	17,821	17,821
603	Transfer In	-	3,100	-	-	-
606	JJA Prevention Grant	315,279	-	-	-	-
	TOTAL REVENUE	**$ 337,775**	**$ 347,546**	**$ 337,659**	**$ 349,642**	**$ 359,770**
	TOTAL RESOURCES AVAILABLE	**$ 371,098**	**$ 390,294**	**$ 388,756**	**$ 393,501**	**$ 359,770**
	PERSONNEL SERVICES					
1001	Salaries (Full-Time)	186,221	212,219	197,248	197,248	202,967
1003	Seasonal/Temp	21,558	25,184	27,986	27,986	28,251
1005	Overtime	1,183	602	-	-	-
1504	FICA	14,532	16,810	17,232	17,232	17,688
1506	Health Insurance	31,707	33,351	35,505	35,505	36,534
1508	KPERS	18,534	20,465	19,468	19,468	20,094
1510	State Unemployment Tax	178	316	225	225	231
	TOTAL PERSONNEL SERVICES	**$ 273,913**	**$ 308,947**	**$ 297,664**	**$ 297,664**	**$ 305,765**
	CONTRACTUAL SERVICES					
2010	Postage / Freight / Shipping	78	45	60	60	-
2020	Phone Services	1,905	2,028	1,980	1,980	1,980
2030	Pagers&Cellular Phone Svc	1,302	936	900	935	935
2080	Printing/Duplication Services	83	-	-	-	-
2122	Vehicle/Fleet Insurance	583	557	720	720	720
2124	Other Insurance	5,551	7,872	-	5,000	5,000
2200	Office Equipment Rental	2,518	2,543	-	-	-
2330	Transportation Services	1,778	-	-	549	-
2400	Repair/Maint. Co. Vehicles	877	23	300	-	-
2430	Comp Software Maint/Support	-	81	-	-	-
2510	Mileage / Tolls / Parking / Rental	1,482	805	756	753	-
2520	Lodging	632	-	-	-	-
2540	Meals	2,834	1,134	-	2,000	-

Attachment: COMM CORRECTIONS 2022 (10773 : 2022 Community Corrections & Juv Supervision Budget Requests & Appropriation Request)

	CONTRACTUAL SERVICES (cont)	2019 ACTUAL	2020 ACTUAL	2021 BUDGET	2021 EST	2022 BUDGET
2550	Dues, Memberships, Registrations	424	350	350	1,312	-
2560	Training	824	1,130	326	2,500	-
2565	Vocational Training	384	-	6,338	5,500	-
2570	Subscriptions	151	460	-	-	-
2625	Laboratory Fees	1,176	441	3,000	206	-
2650	Physician Fees	2,114	1,109	2,500	3,250	3,250
2685	Counsel/Testing	-	180	-	3,650	3,650
2990	Other Contract Services	3,368	3,377	65,962	25,000	27,549
	TOTAL CONTRACTUAL SERVICES	**$ 28,064**	**$ 23,071**	**$ 83,192**	**$ 53,415**	**$ 43,084**
	COMMODITIES					
3010	Office Supplies	3,058	3,329	900	5,851	-
3015	Records Preservation	111	-	-	-	-
3020	Books & Pubs	-	1,397	-	2,300	-
3032	Supplies-Printer	-	795	-	-	-
3040	Clothing	223	27	-	-	-
3045	Protective Gear	-	1,845	-	1,750	-
3050	Intake Usage Expense	1,140	1,542	7,000	8,000	8,000
3060	Medical Supplies	2,143	2,677	-	1,900	1,900
3080	Fuel & Lubricants	840	112	-	-	-
3990	Other Supplies & Materials	-	-	-	22,621	1,021
	TOTAL COMMODITIES	**$ 7,515**	**$ 11,724**	**$ 7,900**	**$ 42,422**	**$ 10,921**
	CAPITAL OUTLAY					
604	Transfer Out to Court Services	125	125	-	-	-
4030	Telecom Equipment	90	-	-	-	-
4050	Computer Hardware	420	290	-	-	-
4051	Tech Hardware-Notebook	-	2,250	-	-	-
4060	Computer Software	-	28	-	-	
4080	Autos & Pickups	18,223	-	-	-	-
4990	Other Capital Outlay	-	-	-	-	-
	TOTAL CAPITAL OUTLAY	**$ 18,858**	**$ 2,693**	**$ -**	**$ -**	**$ -**
	TOTAL OPERATING EXPENDITURES	**$ 328,350**	**$ 346,435**	**$ 388,756**	**$ 393,501**	**$ 359,770**
	TOTAL ENDING FUND BALANCE	**$ 42,748**	**$ 43,859**	**$ -**	**$ -**	**$ -**

Attachment: COMM CORRECTIONS 2022 (10773 : 2022 Community Corrections & Juv Supervision Budget Requests & Appropriation Request)

Fund #144-502
Riley County Youth Court (Old 49 & 137)

	PERSONNEL	2019 ACTUAL	2020 ACTUAL	2021 BUDGET	2021 EST	2022 BUDGET
	Position Title - Full-Time					
	Youth Court Coordinator	1	1	0.8	0.8	0.81
	TOTAL NUMBER OF EMPLOYEES	**1**	**1**	**0.8**	**0.8**	**0.81**
	BEGINNING CASH BALANCE					
	Fund Balance	$ 28,041	$ (1,335)	$ 121	$ 323	$ -
	TOTAL BEGINNING CASH BALANCE	**$ 28,041**	**$ (1,335)**	**$ 121**	**$ 323**	**$ -**
	REVENUE					
206-34	State Grant	48,009	67,230	67,230	67,230	67,230
602	Misc. Collection	-	150	400	-	-
603	Transfer In	-	7,081	-	7,081	-
	TOTAL REVENUE	**$ 48,009**	**$ 74,461**	**$ 67,630**	**$ 74,311**	**$ 67,230**
	TOTAL RESOURCES AVAILABLE	**$ 76,050**	**$ 73,126**	**$ 67,751**	**$ 74,634**	**$ 67,230**
	PERSONNEL SERVICES					
1001	Salaries (Full-Time)	55,738	44,799	43,017	43,017	44,630
1003	Seasonal/Temp/PT	-	8,366	-	-	-
1005	Overtime	125	70	-	-	-
1504	FICA	3,916	3,479	3,290	3,100	3,414
1506	Health Insurance	10,914	11,595	7,743	13,330	8,034
1508	KPERS	5,525	4,312	4,246	4,246	4,418
1510	State Unemployment Tax	48	32	43	43	45
	TOTAL PERSONNEL SERVICES	**$ 76,266**	**$ 72,653**	**$ 58,339**	**$ 63,736**	**$ 60,541**
	CONTRACTUAL SERVICES					
2010	Postage / Freight / Shipping	-	-	30	30	5,700
2124	Other Insurance	-	-	-	860	989
2540	Meals	-	-	50	-	-
2560	Training	-	-	100	100	-
2625	Laboratory Fees	-	-	-	250	-
2650	Physician Fees	-	-	-	500	-
2990	Other Contract Services	1,119	150	9,082	8,958	-
	TOTAL CONTRACTUAL SERVICES	**$ 1,119**	**$ 150**	**$ 9,262**	**$ 10,698**	**$ 6,689**
	COMMODITIES	**2019 ACTUAL**	**2020 ACTUAL**	**2021 BUDGET**	**2021 EST**	**2022 BUDGET**
3010	Office Supplies	-	-	100	200	
3080	Fuel & Lubricants	-	-	50	-	
	TOTAL COMMODITIES	**$ -**	**$ -**	**$ 150**	**$ 200**	**$ -**
	CAPITAL OUTLAY					
4990	Other Capital Outlay	-	-	-	-	-
	TOTAL CAPITAL OUTLAY	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**
	TOTAL OPERATING EXPENDITURES	**$ 77,385**	**$ 72,803**	**$ 67,751**	**$ 74,634**	**$ 67,230**
	TOTAL ENDING FUND BALANCE	**$ (1,335)**	**$ 323**	**$ -**	**$ -**	**$ -**

Attachment: COMM CORRECTIONS 2022 (10773 : 2022 Community Corrections & Juv Supervision Budget Requests & Appropriation Request)

Fund #144-503
Youth Advocate Program

	BEGINNING CASH BALANCE	2019 ACTUAL	2020 ACTUAL	2021 BUDGET	2021 EST	2022 BUDGET
	Fund Balance	$ -	$ (2,729)	$ -	$ -	$ -
	TOTAL BEGINNING CASH BALANCE	**$ -**	**$ (2,729)**	**$ -**	**$ -**	**$ -**
	REVENUE					
206	State Grant	38,253	8,355	-	-	-
600	Reimbursements	-	-	-	-	-
602	Misc. Collection	-	-	40,000	40,000	-
	TOTAL REVENUE	**$ 38,253**	**$ 8,355**	**$ 40,000**	**$ 40,000**	**$ -**
	TOTAL RESOURCES AVAILABLE	**$ 38,253**	**$ 5,626**	**$ 40,000**	**$ 40,000**	**$ -**
	CONTRACTUAL SERVICES					
2990	Other Contract Services	40,982	5,626	40,000	40,000	-
	TOTAL CONTRACTUAL SERVICES	**$ 40,982**	**$ 5,626**	**$ 40,000**	**$ 40,000**	**$ -**
	COMMODITIES					
3990	Other Supplies & Materials	-	-	-	-	-
	TOTAL COMMODITIES	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**
	CAPITAL OUTLAY					
4070	Tech Hardware-Equipment	-	-	-	-	-
	TOTAL CAPITAL OUTLAY	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**
	TOTAL OPERATING EXPENDITURES	**$ 40,982**	**$ 5,626**	**$ 40,000**	**$ 40,000**	**$ -**
	ENDING CASH BALANCE	**$ (2,729)**	**$ -**	**$ -**	**$ -**	**$ -**

Attachment: COMM CORRECTIONS 2022 (10773 : 2022 Community Corrections & Juv Supervision Budget Requests & Appropriation Request)

001 - 043
Juvenile Supervision Fees

		2019 ACTUAL	2020 ACTUAL	2021 EST BUDGET	2022 BUDGET
	BEGINNING CASH BALANCE	**$ 1,694**	**$ 1,592**	**$ 1,218**	**$ 1,018**
	REVENUE				
608	Juvenile Supervision Fees	$ 546	$ 166	$ 300	$ 300
	TOTAL REVENUE	**$ 546**	**$ 166**	**$ 300**	**$ 300**
	TOTAL RESOURCES AVAILABLE	**$ 2,240**	**$ 1,758**	**$ 1,518**	**$ 1,318**
	EXPENDITURES				
	CONTRACTUAL SERVICES				
2335	Electronic Monitoring	$ 648	$ 540	$ 500	$ 1,318
	TOTAL CONTRACTUAL SERVICES	**$ 648**	**$ 540**	**$ 500**	**$ 1,318**
	TOTAL EXPENDITURES	**$ 648**	**$ 540**	**$ 500**	**$ 1,318**
	TOTAL ENDING FUND BALANCE	**$ 1,592**	**$ 1,218**	**$ 1,018**	**$ -**

Attachment: JUVENILE SUPERVISION FEES 2022 (10773 : 2022 Community Corrections & Juv Supervision Budget Requests & Appropriation

Riley County Community Corrections
Adult Services Drug Court
2022 Budget Request

Mission Statement

Community Corrections is a state and local partnership which promotes public safety by providing highly structured community supervision to offenders, holding offenders accountable to their victims and the community, and improving offenders' ability to live productively and lawfully.

Agency Description

Riley County Community Corrections provides risk reduction services in Riley and Clay Counties. The administrative office is located in Manhattan, Kansas, with a satellite office in Clay Center. The average daily population is 100 adult felony offenders, 5 juvenile felony offenders, and approximately 15 under Youth Court Immediate Intervention Program supervision. All supervision practices, interventions and referrals are developed using the framework of evidence-based principles, with the ultimate goal of reduced recidivism. Staff have received extensive training in motivational interviewing, case plan development, cognitive behavioral interventions and the principles of risk reduction. Measuring offender, staff and program outcomes with an emphasis on quality and program fidelity will continue to be the focus in SFY22.

The Kansas Criminal Justice Reform Commission created by the Governor, recommended that the legislature pass legislation requiring the Kansas Supreme Court to adopt rules for the establishment and operation of specialty court programs within the state. The Specialty Courts Work Group proposed legislation to provide mechanisms for funding specialty courts in the future, allowing for expungement of certain conviction and arrest records, and allowing for the reduction or modification of a sentence upon completion of a specialty court program. To further facilitate legislation, it was recommended that a Kansas Specialty Court funding advisory committee be established within the judicial branch of government, that a Specialty Court Resources Fund be created within the State Treasury which shall be administered by the State Judicial Administrator, and that resources be evaluated for the assessment and treatment of persons assigned to specialty courts. There are currently 11 Drug Courts in Kansas for adult offenders, 2 for juvenile offenders, 2 Truancy Courts, 4 Behavioral or Mental Health Courts, 1 Veteran's Court, 2 Tribal Healing Courts and 1 Family Court.

We began exploring the possibility of bringing a specialty court to the 21st Judicial District in October of 2019. All three District Court Judges came to an initial meeting, solidifying the interest in developing a specialty court. In November of 2019, a team of justice-system partners to include District Court Judge John Bosch, District Court Judge Kendra Lewison, RCPD Assistant Director Kurt Moldrup, Pawnee Mental Health Services Therapy and Recovery Services Director Becky Woodward, as well as three Riley County Community Corrections employees traveled to Emporia, Kansas to observe their Drug Court in action. In addition, Judge Lewison, Deputy County Attorney Bethany Fields and Adult Services Supervisor Sandi Harper visited the Saline County Drug Court Program in January.

In January 2020, the Drug Court Planning Team (DCPT) was officially established. Since that time, the DCPT has met eight times totaling over 32 hours of planning. The team has been busy researching drug courts, developing policies and procedures, protocols, participant packets, timelines, and training opportunities. What became clear through our research was the need to both attend a national drug court training and to host a national drug court implementation team.

In May 2020, eight members of the team virtually attended the National Association of Drug Court Professionals RISE20 Conference. Additionally, approximately half of the DCPT has completed the 13-

Attachment: CY22 Appropriations Request for Adult Services Drug Court (10773 : 2022 Community Corrections & Juv Supervision Budget

hour on-line course provided by the National Center for State Courts on "*Essential Elements of Adult Drug Courts"*. We were notified in December 2020 that we were accepted to participate in the National Adult Drug Court Planning Initiative training program provided by the National Drug Court Institute (NDCI). Dr. Daryl D. Jackson, Project Director, Judge Peggy Davis, Senior Consultant, and Ms. Brittany Lanier, Training Coordinator, joined our team virtually March 30th, 31st and April 1st. All our team members completed the six subject pre-training webinars prior to their arrival. These trainings have been invaluable to the Drug Court Planning Team.

In Riley County, there were 1,139 felony arrests between 2018 and 2020. Of those, 389 or 34.2% were for felony drug offenses. The top three felony drug arrests during that timeframe included: *Possession Opiates, Opium, Narcotic or Certain Stimulant* (45% or 176/389), *Distribute Opiates, Opium, Narcotic or Certain Stimulant* (10% or 37/389), and *Possession of Marijuana; 2 or More Priors* (6% or 22/389) (Riley County Police Department Spillman Database, 2018-2020). According to the Kansas Sentencing Commission, Riley County experienced a 39% increase in felony drug cases filed between 2017 (41 cases) and 2019 (57 cases), while the State of Kansas only saw a 14% increase (KSSC Drug Dashboard, 2021).

By implementing a drug court locally, we will be able to reduce substance use and abuse, beginning with our SB123 clients, with the long-term plan of serving every drug addicted person under supervision with RCCC. There are currently 27 SB123 offenders under active supervision, with another 11 on absconder status.

Comprehensive Breakdown of Sources of Funding

Adult Services	Adult Services Behavioral Health	Juvenile Services	Juvenile Reinvest.
State Block Grant	**State Competitive Grant**	**State Block Grant**	**State Block Grant**
$355,835	$100, 348	$315,779	$67,230
(4.05 FTE)	(1 FTE PMHS)	(3.14 FTE/6 On-Call)	(.81 FTE)
City Alcohol		**City Alcohol**	
$25,000		$6,300	
(0 FTE)		(0 FTE)	
GMCF		**GMCF**	
$2,500		$2,500	
(0 FTE)		(0 FTE)	
Riley County Alcohol Funding		**Clay County Parent Project**	
$1,900		$1,021	
Riley County Appropriations		**Daniel Keating**	
$7,081		$8,000	
Clay County/KDHE Sub-Award Overdose Data to Action			
$19,820			
Caroline Peine Foundation			
$7,500			
$419,636 +	**$100,348** +	**$333,600** +	**$67,230**
	=$920,814.00		

Line-Item Budget for Use of Funds Requested

Not currently a line-item.

We are requesting $10,400 to pay for indigent defense services for Drug Court participants, plus an additional $2,500 for conflict attorney services. The Board of Indigents' Office (BIDS), our local public defenders' office has participated in every Adult Drug Court planning team meeting over the past 15 months, and have agreed to provide legal services to Drug Court participants. BIDS will assign one

Attachment: CY22 Appropriations Request for Adult Services Drug Court (10773 : 2022 Community Corrections & Juv Supervision Budget

attorney to provide legal defense services and these services will be in addition to their regular duties. The assigned attorney will attend every drug court session and provide legal representation to those individuals for the duration of the sentence. BIDS agreed to provide these legal services for $200/week X 52 weeks, which will cover quarterly implementation meetings. It also includes some administrative costs for billing. The additional $2,500.00 request is for another attorney to represent defendants who may have a conflict with BIDS attorneys. The request includes12 Court appearances by a conflict attorney over the course of the year.

Additionally we are requesting $6,528 to fund three drug court partners to attend the National Association of Drug Court Professionals (NADCP) *All Rise National Conference.* The NADCP *All Rise* National Conference will provide our team access to the largest group of experts in the fields of treatment, evaluation, supervision, courts, law and other issues impacting a treatment court program. We will be exposed to Adult Drug Court Best Practice Standards, strategies on implementing a treatment court, the 10 key components of a treatment court, and the roles and responsibilities of each discipline attending. We will complete the training with a detailed plane on implementing a local treatment court!

The *All Rise* National Conference is held annually, with the 2021 conference currently scheduled for August in National Harbor, Maryland. Below are the estimates we anticipate for the 2022 *All Rise* National Conference:

Expense	**Guideline**	**Cost**
BIDS Fees	Drug Court Indigent Defense Services	$10,400.00
Conflict Attorney Fees	Drug Court Indigent Conflict Atty. Services	$2,500.00
		$12,900.00

Expense	**Guideline**	**Cost Per Person**
Conference Registration	Conference Registration (4 days)	$745.00
Flight	Average via web travel services	$256.00
Lodging	NADCP negotiated per diem rates	$860.00
Transportation (airport to hotel)	Roundtrip Uber	$ 45.00
Food per Diem	Total Riley County Rate $63/day (breakfast $15; lunch $18; dinner $30)	$270.00
		$2,176 X 3=$6,528

TOTAL REQUEST: $19,420.00

Goals

Drug Court Goals

When implemented we will be tracking the number of successful completions, revocations to prison, arrests w/in 1 year of graduation, arrests w/in 3 years of graduation, and arrests for drug-related offenses w/in 3 years of graduation.

Attachment: CY22 Appropriations Request for Adult Services Drug Court (10773 : 2022 Community Corrections & Juv Supervision Budget

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

COUNTY CLERK & ELECTIONS
Budget

MEMORANDUM

FROM: **Tami Robison, Budget & Finance Officer**

MEETING: **May 13, 2021**

SUBJECT: **2022 ATA Bus Appropriation Request**

PRESENTER: **Anne Smith, ATA Director**

Enclosures:

- ATA Bus 2022 (PDF)
- FY21_Budget_ATA BUS 073120 (PDF)
- FY2020 ATA Bus Audit Report (PDF)

Flint Hills Area Transportation Agency

2022 Riley County Appropriation Request

Anne E. Smith, Director
04/26/2021

Attachment: ATA Bus 2022 (10774 : 2022 ATA Bus Appropriation Request)

Flint Hills Area Transportation Agency
5815 Marlatt Ave. Manhattan, Kansas 66503 • (785) 537-6345 • www.flinthillsatabus.com

-Courteous
-Reliable
-Safe

26 April 2021

Tami Robison, Budget & Finance Officer
110 Courthouse Plaza
Manhattan, KS 66502

Dear Ms. Robison:

Enclosed please find the 2022 Riley County appropriations request from the Flint Hills Area Transportation Agency (FHATA).

Last year, due to CARES Act funding the Agency received through the Federal Transit Administration and the Kansas Department of Transportation we able to return $146,670 in approved funding to Riley County. That includes a 25% reduction in our 2021 funding request. The agency is asking for Riley County to restore funding for calendar year 2022 to 2019 levels. Therefore, we are requesting a total of $120,000 to include the annual $20,000 ADA grant through Riley County Public Works.

On behalf of the FHATA Board and staff I would like to express our gratitude for the support that Riley County has provided to this agency.

If you have any questions or need any additional information please let me know.

Sincerely,

Anne Smith
Director
Flint Hills Area Transportation Agency

Attachment: ATA Bus 2022 (10774 : 2022 ATA Bus Appropriation Request)

This Project Funded in Part by the KDOT Public Transit Program
This Project Funded in Part by the City of Manhattan

The mission of the Flint Hills Area Transportation Agency (FHATA) is to deliver the highest quality of public transportation service to the Flint Hills region.

We will strive to increase our ridership in response to the continued growth of the area; to aid in and contribute to a growing Kansas economy and improve the quality of life for the community.

1. The Flint Hills Area Transportation Agency is a 501c3 private non-profit organization and Flint Hills Area Transportation Agency Board (a quasi-governmental entity). Each Organization has a separate governing board, however they are operated as one entity and managed by the same Organizational chart. The reference FHATA represents Flint Hills Area Transportation Agency which includes both entities.

2. **Breakdown of current funding sources as of 31 March 2020:**

   Federal §5311 sub recipient: operating costs up to 50%

   Federal §5311sub recipient: capital (vehicles) 80% of cost

   Federal §5311sub recipient: admin 10% of operating budget

   State §5311recipient: operating costs up to 20%

   Federal §5339 sub recipient: capital (vehicles and other capital projects) 80% of cost

   State T-Works Urban Funding recipient: annual allocation. (UZA Only)

   These funds are all administered by the Kansas Department of Transportation, Transportation Planning Unit.

   Federal §5307: operating costs up to 50% (UZA Only)

   Federal §5307: admin 10% of annual apportionment. (UZA Only)

   Riley County:

   General Fund

   ADA grant through Riley County Public Works

Attachment: ATA Bus 2022 (10774 : 2022 ATA Bus Appropriation Request)

Kansas State University:

- **Route One Jardine: The Department of Housing and Dining meets local match,**
- **Parking services funding at K-State supports Manhattan City wide fixed routes**
- **Park&Ride funding from Parking Services**

The City of Manhattan:

Economic development funds

Geary County BOCC

Pottawatomie County BOCC

USD 383

USD 475

Konza United Way

Patron Fares (Project Income): offsets gross operating budget, not local match

Within three miles of the city limits of Manhattan, Junction City, and Fort Riley the fare is $2.00 one way.

Beyond that boundary limit the fare is: $4.00 one way. The agency sells a $24.00 punch card with 12 $2.00 punches. These funds are not local match eligible; they are used to offset the gross operating expenses.

Manhattan citywide fixed route fares:

Adult: $1.00, half fare for eligible seniors, disabled, and low income: $.50

Monthly pass for unlimited rides: $30.00, half fare: $15.00.

These funds are not local match eligible; they are used to offset the gross operating expenses.

Donations: Patrons of the services are encouraged to donate to the program. These funds collected are local match eligible.

The agency also sells advertising space on the interior of the buses, any revenue generated by the sale of advertising space can be used as local match.

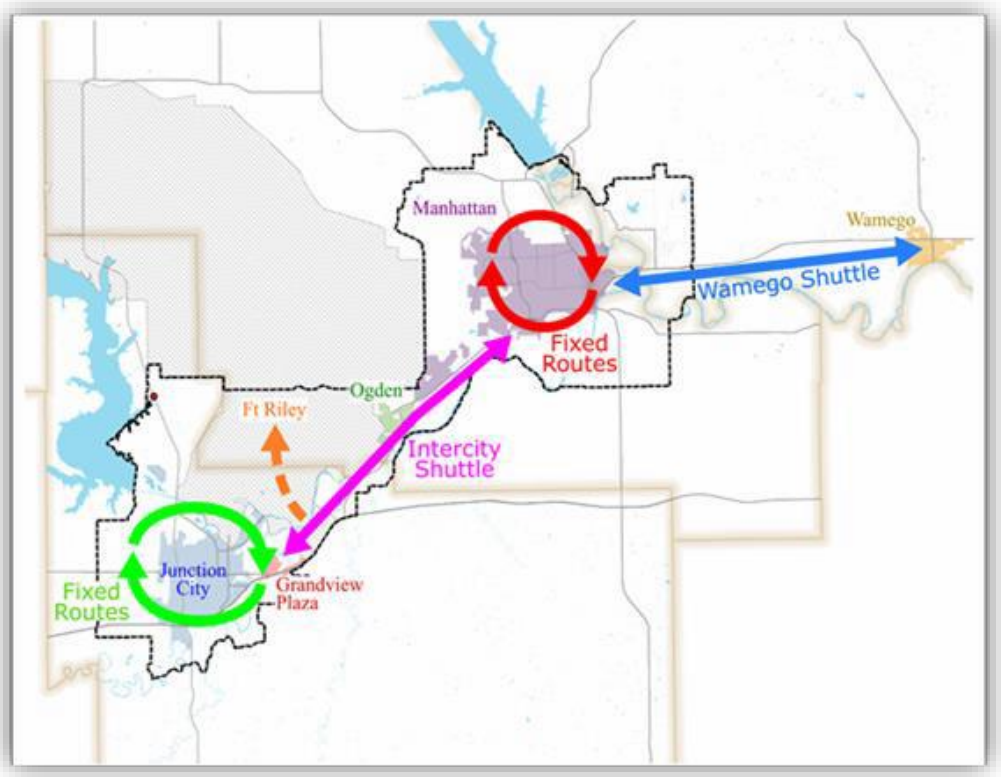
Attachment: ATA Bus 2022 (10774 : 2022 ATA Bus Appropriation Request)

For over fifteen years now, FHATA has used Riley County funding to leverage Federal funding under the Federal Transit Administration's 49 U.S.C. § 5311 Program and now 49 U.S.C. § 5307 Program. This has allowed Riley County to leverage its funding to FHATA by obtaining a manifold increase of Federal and State Funds for every dollar spent by Riley County.

Section 5311 & 5307 funding reimburses the FHATA for up to 50% of our operating expenses and KDOT pays for 80% of the cost of new vehicles. In the section 5311 program KDOT may provide funding up to 20% of the local match requirements and also 10% in administrative assistance. The residents of Riley County clearly see more than a two dollar benefit for every single dollar Riley County invests in FHATA.

Under Section 5311 and 5307, FHATA is required to provide transportation to the general public. This vital service is a catalyst that keeps citizens employed, provides access to medical care, education, and raises the quality of life for the whole community.

Beginning in calendar year 2016, funding for transit in the Manhattan urbanized area transitioned from §5311 which is a program that funds transit projects in communities smaller than 50,000, to §5307, which provides transit funding for communities with populations larger than 50,000.



Attachment: ATA Bus 2022 (10774 : 2022 ATA Bus Appropriation Request)

3. **In 2022, the agency request for funding from Riley County is $120,000; this amount includes the $20,000 ADA grant from Riley County Public Works. The FHATA Board of Directors has changed the agency's fiscal year to align with the State fiscal year, enclosed is the FY21 budget. Enclosed in this packet is also a copy of our most current audit, as well as additional financial statements.**

Flint Hills Area Transportation Agency
Funding Analysis Riley County Funding

Budget Year (Calendar Year)	RC General Fund	RC Public Works	Total County Appropriations	Notes
2018 CY Budget (Original)	100,000	20,000	120,000	
2019 CY Budget (Original)	100,000	20,000	120,000	
2020 CY Budget (Original)	100,000	20,000	120,000	
2020 Amended Budget	16,667	3,333	20,000	Pay January and February 2020 only
2021 CY Budget (Proposed)	75,000	15,000	90,000	Proposed 25% cut in funding for 2021, collection to begin July 1, 2021 (if needed)
2022 CY Budget (Proposed)	100,000	20,000	120,000	Adjust to CY 2019 Funding Limits

	Month	Budget	Paid / Due	Proposed Reduction	Notes
Total Calendar Year 2019		120,000	120,000	-	
Total Calendar Year 2020		120,000	20,000	116,670	
Total Calendar Year 2021		120,000	90,000	30,000	
Total reduction March 1 2020 - December 31,2021				146,670	

FHATA Fiscal Year Break-Down	Total FY	July - Dec	Jan - June
FY 2019/2020	80,000	60,000	20,000
FY 2020/2021	45,000	-	45,000
FY 2021/2022	105,000	45,000	60,000

Last year, due to CARES Act funding the Agency received through the Federal Transit Administration and the Kansas Department of Transportation we able to return $146,670 in approved funding to Riley County. That includes a 25% reduction in our 2021 funding request. For 2022, the Agency requests that funding be restored to 2019 levels of $100,000 from the general fund and $20,000 for ADA funding from Riley County Public Works.

Public Transportation is an essential service that continued to operate throughout the Covid-19 pandemic, however for over a year now, services have been operating on reduced levels of services. Throughout the pandemic, our agency, took extraordinary steps to ensure the safety of our employees and the public, including the distribution of thousands of masks and personal hand sanitizers. We worked with the Riley County Health Department, sought out and implemented their guidance. We also were able through the CARES Act funding, able to ensure that our employees remained whole, we did not have layoffs and in fact at the height of the pandemic were able to implement temporary wage increases.

Attachment: ATA Bus 2022 (10774 : 2022 ATA Bus Appropriation Request)

We are working and plan to restore full services this summer. Extensive social distancing measures implemented for most of the last year, have begun to be eased; however all persons using public transportation continue to be required to wear face masks per federal mandate.

Ridership has slowly begun to recover, as we return to normal service levels this summer, we anticipate continued increases in ridership. We believe that it will take some time for however for ridership to fully recover to pre Covid-19 levels. The Jardine route at KSU resumed operations in January, they will not operate over the summer. All K-State services are scheduled to resume in August.

The K-18 Connector (Previously Inter-City Shuttle) provides a public transportation service that operates between, Manhattan, Ogden, Fort Riley, and Junction City. The local match to support this program is met jointly by the Riley and Geary County Commissions.

This service provides mobility for residents of the County who need to travel, to and from Manhattan, Ogden, Fort Riley and Junction City. The primary trip purpose for riders is employment purposes.

The expansion of this service began nearly three years ago, and created a fixed route connection to the Manhattan City Wide fixed routes. FHATA partnered with the Flint Hill Job Corps, Florence Manufacturing, the Howe Foundation, and GTM to fund the expansion. FHATA has also received United Way funding as well to support this service.

K-18 CONNECTOR



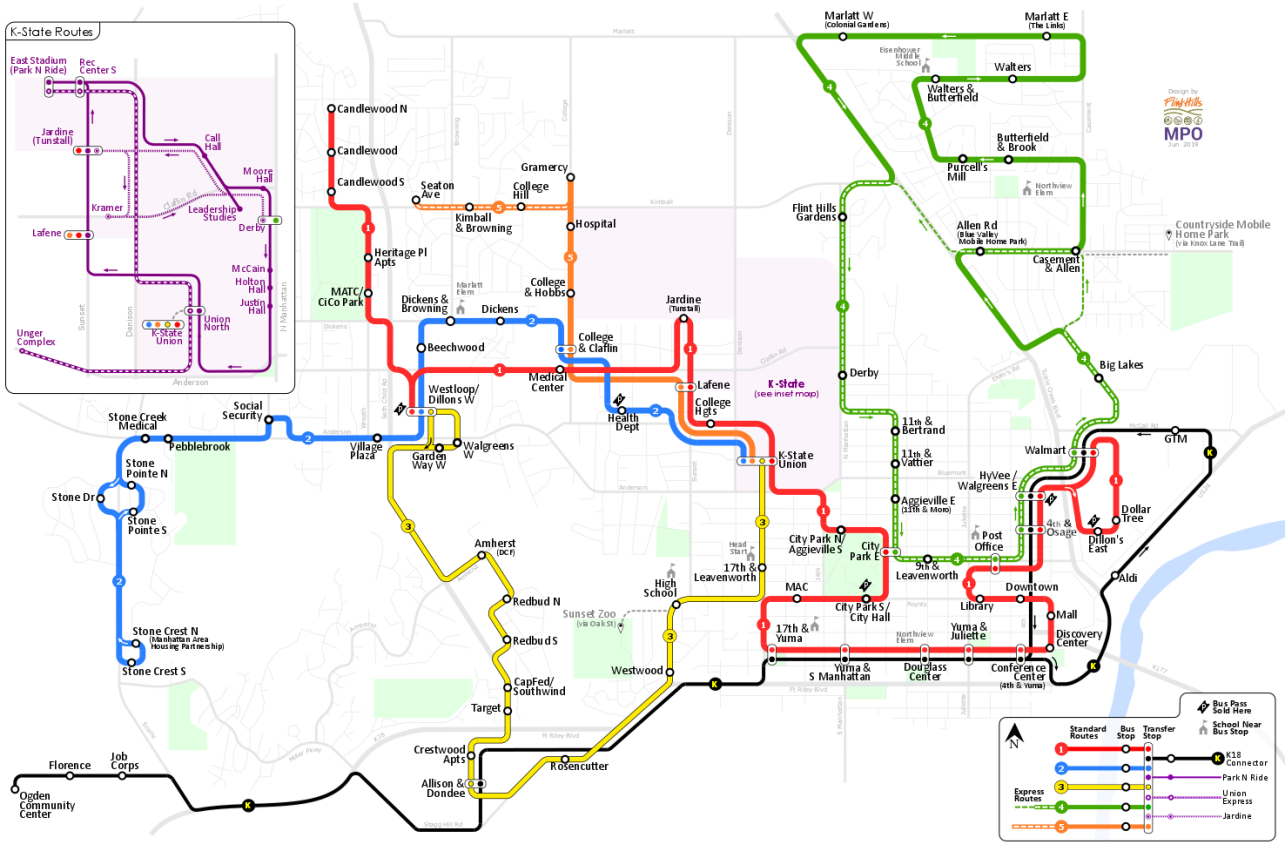
Attachment: ATA Bus 2022 (10774 : 2022 ATA Bus Appropriation Request)

As part of our funding request, $21,490 will be used to assist the agency in meeting the local match to provide this service.

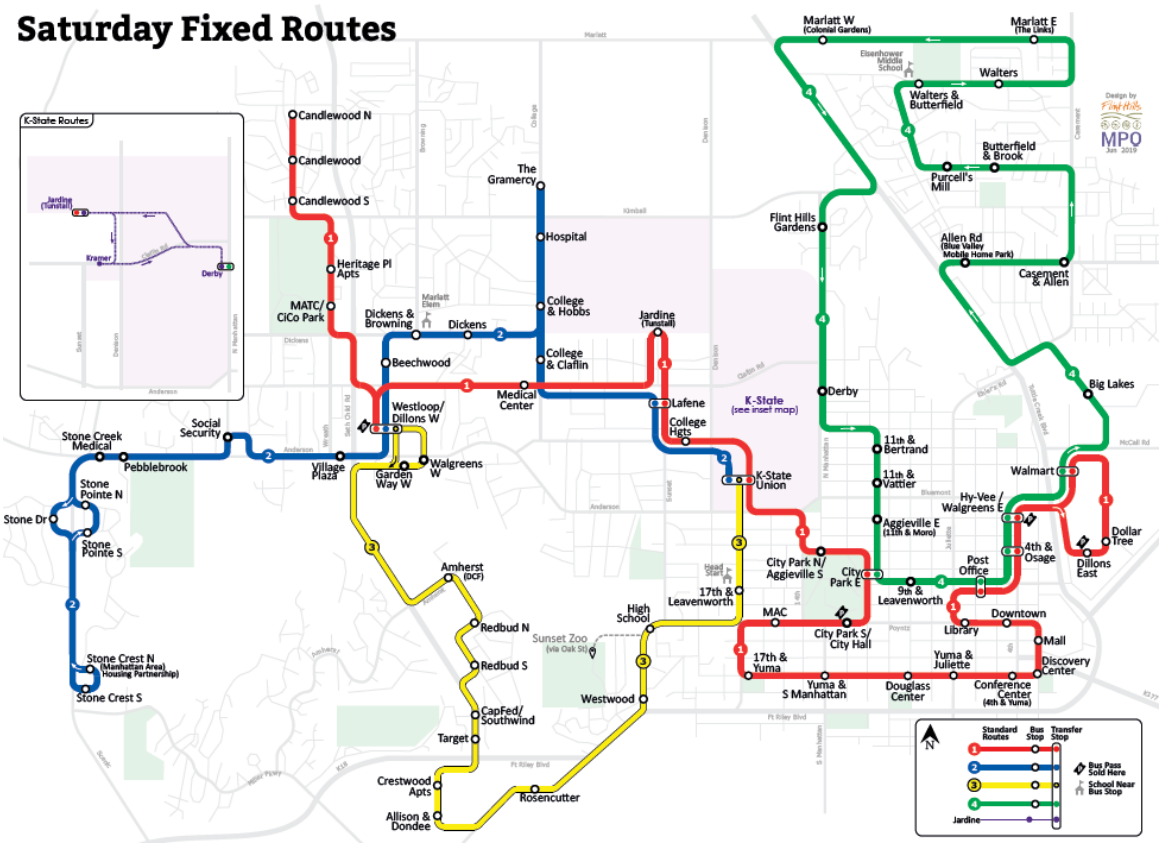
A 2022 budget request will be made to the Geary County Commission requesting local match funding to provide this service as well.

Riley County funding is also used in the operations of Manhattan city wide fixed routes.

Monday thru Friday Routes:



Attachment: ATA Bus 2022 (10774 : 2022 ATA Bus Appropriation Request)





Attachment: ATA Bus 2022 (10774 : 2022 ATA Bus Appropriation Request)

THE MERCURY
MANHATTAN, KANSAS

Food Distribution at the Flint Hills Breadbasket

Mar 29, 2020

"Jackie Smith [and] Eric Lubrano… carry their food **from the Flint Hills Breadbasket to the bus stop** on Friday… due to the coronavirus pandemic, Smith and Lubrano have been laid off their jobs for the time being"



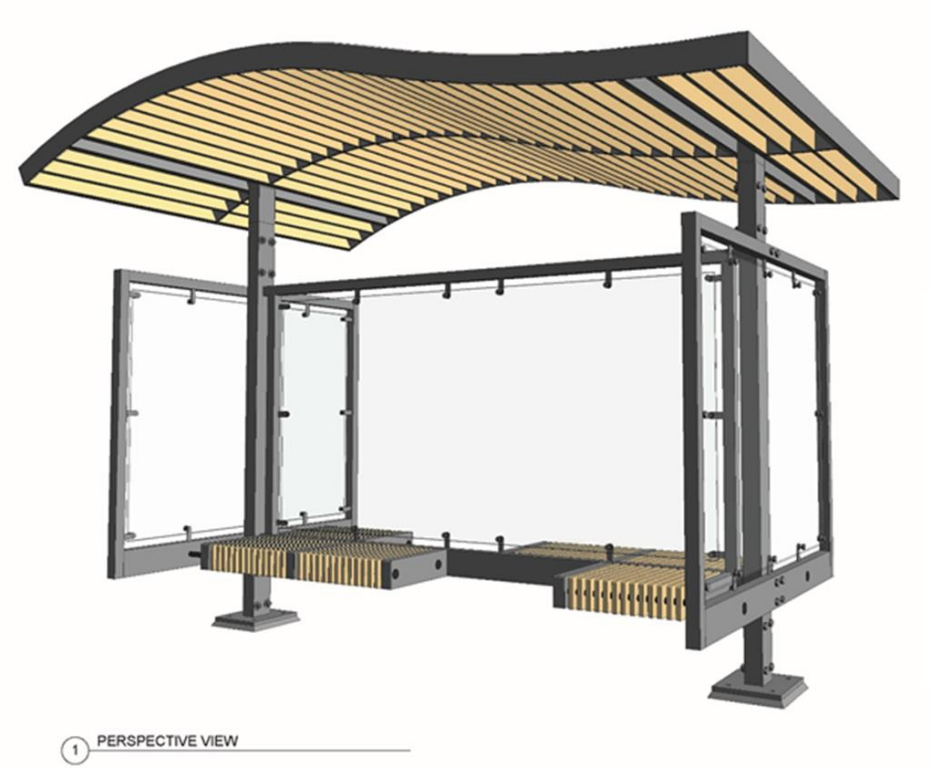
Photo by Nikolas Oatley

4. **The agency goals for 2022 are as follows: as we return to full service levels to increase ridership to pre Covid-19 levels, additionally, FHATA will be making passenger and bus stop ADA improvements to several locations over the next 2 years.**

FHATA, working with the Flint Hills Metropolitan Planning Organization (MPO) recently has been awarded funds through the §5339 program that will add passenger amenities along the new fixed routes. These include improvements to the sidewalk network, including ADA ramps, installation of ADA compliant concrete pads, installation of benches, and at three locations, installation of bus stop shelters. Public Works has been engaged and is providing direction on the planning process.

These projects related to the installation of passenger amenities have also now also resumed. Two projects that we have partnered with the City of Manhattan on are located along Fremont between 12th and 14th Streets and in the 600 block of Poyntz. Both of those projects are moving forward again. Additionally we are resuming work on several projects at bus stops in Manhattan that will provide ADA improvements and placement of passenger improvements as well. The first placement of a bus shelter will be at our stop at the Westloop Shopping Center.

Attachment: ATA Bus 2022 (10774 : 2022 ATA Bus Appropriation Request)



Designed by:
The College of Architecture, Planning, and Design

Welded and Constructed by:
MATC

Kansas Public Transit Association:
Innovation Award

Attachment: ATA Bus 2022 (10774 : 2022 ATA Bus Appropriation Request)

5. FY22 Draft Budget

Kansas State University will remain the largest source of local match, in addition to requesting funding from the City of Manhattan, FHATA receives funding through Konza United Way and has requested an increase in that funding for 2022. Currently FHATA also allocates funding from the City of Manhattan for the fixed route services.

Fare revenue or "project income" is not an allowable source for local matching funds.

"In a grant application requesting operating assistance, the applicant must deduct fare box and other revenues from operating costs to arrive at the net project cost of an operating assistance project... In no event may the applicant use fare box revenue as local share for the project that generated those revenues..." http://www.apta.com/gap/fedreg/Documents/U_S_DOT_FTA_-_Circular_C_9030_1E_Urbanized_Area_Formula_Program_Program_Guidance_and_Application_Instructions.pdf

FHATA seeks out opportunities to use the service contract, a strategy that FHATA working with KDOT, implemented in Kansas over tenn years ago. This strategy can create opportunities for monies to be used as local match instead of project income.

FHATA will seek to restore public transportation ridership, in the City of Manhattan and Riley County, to pre Covid-19 levels; while at the same time seeking new opportunities to secure long term funding for our transit program. FHATA has been identified by KDOT as the lead agency in a Flint Hills regional transit system.

This project is, among other things, looking for new and innovative ways for transit providers to meet local match requirements. Fixed route public transit in Manhattan is critical in providing mobility for residents as well as those in the region coming to Manhattan to shop, work and spend money.

We will continue to work with KSU, the University is a critical partner in the continued funding of public transportation services in Manhattan. A broad-based funding strategy that seeks out non-traditional funding partners makes the costs of providing public transportation less burdensome on local municipalities and governments.

In addition, we will continue our partnerships with Pottawatomie and Geary Counties, the City of Wamego, Highland Community College, USD 383, and USD 475 that were begun during the regional transit breakthrough team process. We will continue to seek new and innovative ways to partner with other transit providers in this region and to seek new opportunities to expand access to public transportation services in the region.

Attachment: ATA Bus 2022 (10774 : 2022 ATA Bus Appropriation Request)

Our funding partners that support public transportation



Attachment: ATA Bus 2022 (10774 : 2022 ATA Bus Appropriation Request)



Flint Hills Area Transportation Agency, Inc.

BUDGET – FHATA, Inc.

For the Year Ending June 30, 2021

FY 2021

Attachment: FY21_Budget_ATA BUS 073120 (10774 : 2022 ATA Bus Appropriation Request)

BUDGET – FHATA, Inc.

For the Year Ending June 30, 2021

Table of Contents

Notes from the Finance Director 2

Budget Reports 5

FY2021 Budget Comparison (Agency Wide)

FY2021 Budget – FHATA, Inc.

FY2021 Budget – FHATA. Board (5307)

Supplementary Schedules 9

SCHEDULE B: (AGENCY WIDE)

B-1: LOCAL/MATCH FUNDING

B-2: FEDERAL/STATE FUNDING

B-3: MAJOR CAPITAL PROJECTS LISTING

B-4: FY2020 RIDERSHIP DATA COMPARISONS

Attachment: FY21_Budget_ATA BUS 073120 (10774 : 2022 ATA Bus Appropriation Request)

Notes from the Finance Director

Goals and Obligations: FHATA's obligation is to meet the principal responsibilities under the Federal and State granting agencies, in additional to meeting the needs of our local partners in providing quality public transportation services throughout the Flint Hills area in a cost effective and efficient manner. We strive to provide financial and ridership data in an efficient and effective manner and promote transparency and accountability through the established goals and objectives.

Budget and Use of the Information: The enclosed preliminary budget is presented for the consideration of Flint Hills Area Transportation Agency, Inc and FHATA Board, Board of Directors and the Management. The report has not been adopted or approved and is not intended for the public use.

Assumptions and Information: The data used is compiled through the end of June 30, 2020 (unaudited) using financial records maintained in the accounting system, QuickBooks, as well as the Ridership data has been accumulated using data from Reveal.

As we are all aware, the last six months has been an unprecedented time as we navigate the COVID-19 Pandemic. The pandemic hit in March 2020 and continues through 2020 to affect the local, state and national economy. The Agency has made many changes related to the pandemic and has seen a significant decline in ridership due to the pandemic. Services remain limited and we continue to make every effort to keep our passengers and employees safe. The Agency has been awarded funds through the CARES Act for transit operations through June 30, 2021.

We welcome any and all feedback!

Budget Process:

1. Staff Develops a Preliminary Budget: Prepared using each department managers providing their wants and needs for operations. And reconciling that with the overall expectations of the executive director and the Board of Directors.
2. Present Budget to the FHATA, Inc. Board of Directors: Includes a detailed review and justification of all line items, contracts, etc. – Presented at July Meeting
3. Comment Period and Board Approval
4. Final Approval – Approved in the August Meeting

Members of Management Team:

- Executive Director: Anne Smith
- Director of Finance: Melanie Tuttle
- Director of Human Resource: Katey Cain
- Director Operations: Merl Page

Attachment: FY21_Budget_ATA BUS 073120 (10774 : 2022 ATA Bus Appropriation Request)

BUDGET – FHATA, Inc.

For the Year Ending June 30, 2021

Key Notes and Assumptions for Budget

A. COVID-19 Pandemic IMPACT

1) Changes in Services: Due to the COVID-19 Pandemic our services and schedules remain in flux and very fluid. Currently the Manhattan Fixed Routes are operating on their Saturday Schedules (M-S) this means a reduction in the number of buses during peak times. The Junction City fixed routes are currently operating 2 fixed routes (previously 3 buses). And KSU services have not operated since early March 2020. It is expected that Jardine and Park & Ride services will operate with 5 buses total during the Fall Semester only if the school is in-person. As of 7/31/2020, the University has not made the final decision. School is to start the week of August 17. The budget has been prepared with the assumption the limited services will run through December 2020 with the hope that we will begin to open back up into "normal" services in January. And the assumption that KSU services will be operating. The reduction in services has also greatly impacted and reduced the need for Demand Response as well, however we have begun to see a slow increase in ridership.

As of March 2020, KSU has cancelled our contract to operate SafeRide. Our contract was ending May 2020, and the University has put the services back out to bid for SafeRide services. The Agency has chosen not to submit a proposal at this time.

2) Wages and Benefits: Effects of COVID-19 Pandemic: The pandemic has caused our services to decrease rapidly, therefore reducing wage hours significantly. We had 3 employees who were primarily KSU services who went on leave and implemented Paid Administrative Leave (allowable per CARES Act) to cover wages up to 40 hours for those employees who continued to work. Since March we have had 4 employees who were impacted by COVID (exposed, but not sick) who received COVID Sick Pay, and we have had 4 employees who ultimately resigned due to their own personal health concerns with regards to the risk of working during the pandemic. As of today, we have had no employees who have tested positive. We have seen a significant decrease in overtime from March to June and we expect that continue until KSU services are back in service. In additional to paid administrative leave, we also paid bonuses for hours worked in the Month of May. Both the Bonuses and Administrative leave have allowed us to keep our current workforce in place and provide a steady wage and continued confidence that jobs are safe.

3) **Hiring / Current Work Force:** The Agency continues to struggle to hire qualified individuals at this time (1) the DMV is backlogged and unable to schedule driving tests for those that are in the process of obtaining the proper license and therefore we are unable to hire them. We have implemented a hiring bonus for qualified employees but due to the unemployment coverage that was extended until end of July we have not had many applicants. We are continually looking for new ways to attract new staff.

4) Funding Changes: City/County Local Funding/KSU - CARES Funding - The Agency has received 100% operating funds through CARES Act. With that, the Agency elected to forgo receiving funding from the City/County/KSU/Local funding partners through 12/2020 in order to allow those agencies to keep their funds to help with the economic impact. The Agency will reduce the CY 2021 funding to 75% of the current budget and have requested that our funds be restored to at or above the pre COVID budget appropriations.

Attachment: FY21_Budget_ATA BUS 073120 (10774 : 2022 ATA Bus Appropriation Request)

5) **Transit Operations:** Overall our operating and administrative costs have remained consistent through the Pandemic with increases due to additional costs for added measures for safety and purchase of PPE for our employees, including mask and sanitizer to be given to our riders. We also had significant increases in attorney fees as we worked through the new guidance and regulations around the CARES act and the changes in employment laws due to the COVID-19 pandemic. The significant decline in our services, including reduction of miles and hours has caused our operating cost per mile and operating cost per hour to increase. Schedule B-4 shows the year to year changes from FY2019 and FY2020.

B. Wages and Benefits:

1) **Maintenance Department:** FY 2021 we will work to hire a Maintenance Manager who will be charged with managing the vehicle maintenance and the facilities maintenance departments. As we build out the planned bus stops and shelters there will be more of a need to maintain not only our building facilities but the bus shelters as well. We continue to add to the fleet as well and the increased need for purchasing in the maintenance department warrants more oversight over the department spending and methods for purchasing, including procurement. The Agency will also add a part-time custodian to help maintain the building and new bus shelter locations. Current building maintenance is all handled through contracts.

2) **COLA Raises:** FY 2020 we provided COLA raises and market rate adjustments for most positions to increase starting wage rates in bus operations and dispatching, as well as mechanics. Due to the economic impact, and the reduction in local match dollars expended this year and next the Agency has decided to forgo COLA raises; however, we will be considering a one-time bonus mid-year (December time frame).

3) **Benefit Changes:** The Agency has no plans to change the current benefit structure. We are considering adding days for PTO or paid Holidays. We have planned for an increase in the health insurance premiums as it is predicted that the COVID-19 pandemic will have effects on health insurance. We have also planned for increased participation in benefits.

C. Facilities Allocation: Portion of Building Related to Operations: Management has determined that the Wash Bay, Maintenance/Bus Parking Area, Mechanical Room, Driver Room, dispatch and Scheduling are considered to be 100% operations. The remaining offices (Executive Director, Operations Manager, Front Desk), Kitchen, Bathrooms, Meeting room and hallways will be charged to Administration. Includes costs related to insurance, trash, sewer, water, gas, electric, pest control, and building maintenance related to areas below. Excludes landscaping costs and direct costs associated with other admin areas.

- Total Building Square Footage = 11,250
- Total Operating Square Footage = 3,597
- % of Operating to Total = 32%

Attachment: FY21_Budget_ATA BUS 073120 (10774 : 2022 ATA Bus Appropriation Request)

Budget Reports

Attachment: FY21_Budget_ATA BUS 073120 (10774 : 2022 ATA Bus Appropriation Request)

Flint Hills aTa Bus
FY 2021 BUDGET

	AGENCY WIDE			
	Jul '17 - Jun 18	Jul '18 - Jun 19	Jul '19 - Jun 20	FY2021 Budget
Income				
40000 · Rider Income	123,787	116,627	95,776	90,000
Total 44000 · Grants and Contracts	2,096,879	2,313,484	2,516,181	5,499,357
Total 48000 · Service Contracts (Local match)	871,714	954,390	713,078	537,924
48900 · Charter services	3,951	10,664	5,387	7,800
Total 49000 · Other Income	12,736	28,270	15,559	12,720
Total Income	3,109,067	3,423,435	3,345,981	6,147,801
Expense				
Total 51000 · Personnel Related Expenses	1,585,492	2,158,601	2,204,656	2,462,159
Total 52000 · Administration	67,409	72,509	68,521	77,850
Total 52500 · Program Operating Costs	97,659	100,649	115,997	146,239
53000 · Bus Expense				
53010 · Bus Fuel	299,413	338,807	273,648	272,841
53015 · Bus Maintenance	70,280	102,147	115,375	100,332
53100 · Vehicle Insurance	121,076	127,132	144,355	145,000
53200 · Vehicles tags and taxes	6,562	6,104	7,399	7,500
Total 53000 · Bus Expense	497,331	574,190	540,777	525,674
Total 54000 · Safety Costs	-	825	3,148	5,003
Total 54100 · COVID-19 Response	-	-	44,349	45,001
Total 60000 · Facilities	35,377	39,629	48,356	50,199
61000 · Fundraising Expense	2,317	3,231	-	-
Total 62000 · Passenger amenities	15,063	-	43	-
Total 63000 · Planning Related Costs	-	293	3,068	3,087
64000 · CTD Administration Expense	-	-	-	-
Total Expense	2,300,648	2,949,927	3,028,914	3,315,211
Net Operating Income (Expense)	808,419	473,509	317,067	2,832,590
GAAP Related Other Expense/Income				
85000 · Gain/Loss on Sale of Assets	1,319	-	-	-
80000 · Depreciation and Other	301,840	339,607	311,044	-
GAAP Related Other Expense/Income	303,159	339,607	311,044	-
89000 · Capital Costs				
Total 89001 · Bus Stops and Amenities	-	33,312	21,583	1,293,102
Total 89030 · Vehicles	-	334,654	330,036	1,024,075
Total 89050 · IT Equipment and Software	-	2,338	23,309	16,700
Total 89060 · Facilities Capital Expense	-	-	7,687	261,700
Total 89070 · Vehicle Maintenance	-	-	2,398	109,000
Total Capital Purchases	-	370,304	385,013	2,704,577
89999 · Reclass - capitalize assets	-	(333,512)	(345,231)	-
Net Capital Costs (GAAP)	-	36,791	39,783	2,704,577
Total Other Expense	303,159	376,398	350,827	2,704,577
Change in Net Assets (GAAP)	**505,260**	**97,110**	**(33,760)**	**128,013**
Total Budgetary Expenses	2,300,648	3,320,230	3,413,928	6,019,788

Attachment: FY21_Budget_ATA BUS 073120 (10774 : 2022 ATA Bus Appropriation Request)

Flint Hills aTa Bus
FY 2021 BUDGET

	FHATA Board (5307)			
	Administration	Transit Operations	Capital	Total
Income				
40000 · Rider Income		65,000		65,000
Total 44000 · Grants and Contracts	250,298	1,658,885	941,675	2,850,858
Total 48000 · Service Contracts (Local match)	226,667	-	-	226,667
48900 · Charter services				-
Total 49000 · Other Income	-	-	-	-
Total Income	476,965	1,723,885	941,675	3,142,525
Expense				
Total 51000 · Personnel Related Expenses	356,408	1,274,424	-	1,630,832
Total 52000 · Administration	46,437	-	-	46,437
Total 52500 · Program Operating Costs	17,595	75,721	-	93,316
53000 · Bus Expense				
53010 · Bus Fuel		176,915		176,915
53015 · Bus Maintenance	-	65,059	-	65,059
53100 · Vehicle Insurance		94,021		94,021
53200 · Vehicles tags and taxes		4,863		4,863
Total 53000 · Bus Expense	-	340,858	-	340,858
Total 54000 · Safety Costs	-	3,479	-	3,479
Total 54100 · COVID-19 Response	13,800	17,393	-	31,193
Total 60000 · Facilities	24,150	9,879	-	34,029
61000 · Fundraising Expense				-
Total 62000 · Passenger amenities	-	-	-	-
Total 63000 · Planning Related Costs	-	2,131	-	2,131
64000 · CTD Administration Expense				-
Total Expense	458,390	1,723,885	-	2,182,275
Net Operating Income (Expense)	18,575	-	941,675	960,250
GAAP Related Other Expense/Income				
85000 · Gain/Loss on Sale of Assets				-
80000 · Depreciation and Other				-
GAAP Related Other Expense/Income	-	-	-	-
89000 · Capital Costs				
Total 89001 · Bus Stops and Amenities	-	-	5,000	5,000
Total 89030 · Vehicles	-	-	926,675	926,675
Total 89050 · IT Equipment and Software	1,725	-	-	1,725
Total 89060 · Facilities Capital Expense	3,450	-	5,000	8,450
Total 89070 · Vehicle Maintenance	-	-	5,000	5,000
Total Capital Purchases	5,175	-	941,675	946,850
89999 · Reclass - capitalize assets				-
Net Capital Costs (GAAP)	5,175	-	941,675	946,850
Total Other Expense	5,175	-	941,675	946,850
Change in Net Assets (GAAP)	**13,400**	**-**	**-**	**13,400**
Total Budgetary Expenses	463,565	1,723,885	941,675	3,129,125

Attachment: FY21_Budget_ATA BUS 073120 (10774 : 2022 ATA Bus Appropriation Request)

Flint Hills aTa Bus
FY 2021 BUDGET

	FHATA INC						
	Administration	Transit Operations	Capital	CTD Administration	Mobility Mngt	Dispatching Services	Total
Income							
40000 · Rider Income		25,000					25,000
Total 44000 · Grants and Contracts	265,216	727,376	1,578,520	-	77,387	-	2,648,499
Total 48000 · Service Contracts (Local match)	-	-	291,495	-	-	19,762	311,257
48900 · Charter services		7,800					7,800
Total 49000 · Other Income	-	-	-	4,121	8,599	-	12,720
Total Income	265,216	760,176	1,870,015	4,121	85,986	19,762	3,005,276
Expense							
Total 51000 · Personnel Related Expenses	217,073	527,844	-	4,001	66,807	15,602	831,327
Total 52000 · Administration	20,863	-	-	-	10,550	-	31,413
Total 52500 · Program Operating Costs	7,905	33,109	-	120	8,129	3,660	52,923
53000 · Bus Expense							
53010 · Bus Fuel		95,926					95,926
53015 · Bus Maintenance	-	35,273	-	-	-	-	35,273
53100 · Vehicle Insurance		50,979					50,979
53200 · Vehicles tags and taxes		2,637					2,637
Total 53000 · Bus Expense	-	184,816	-	-	-	-	184,816
Total 54000 · Safety Costs	-	1,524	-	-	-	-	1,524
Total 54100 · COVID-19 Response	6,200	7,608	-	-	-	-	13,808
Total 60000 · Facilities	10,850	4,320	-	-	500	500	16,170
61000 · Fundraising Expense							-
Total 62000 · Passenger amenities	-	-	-	-	-	-	-
Total 63000 · Planning Related Costs	-	956	-	-	-	-	956
64000 · CTD Administration Expense							-
Total Expense	262,891	760,176	-	4,121	85,986	19,762	1,132,936
Net Operating Income (Expense)	2,325	-	1,870,015	-	-	-	1,872,340
GAAP Related Other Expense/Income							
85000 · Gain/Loss on Sale of Assets							-
80000 · Depreciation and Other							-
GAAP Related Other Expense/Income	-	-	-	-	-	-	-
89000 · Capital Costs							
Total 89001 · Bus Stops and Amenities	-	-	1,288,102	-	-	-	1,288,102
Total 89030 · Vehicles	-	-	97,400	-	-	-	97,400
Total 89050 · IT Equipment and Software	775	-	14,200	-	-	-	14,975
Total 89060 · Facilities Capital Expense	1,550	-	251,700	-	-	-	253,250
Total 89070 · Vehicle Maintenance	-	-	104,000	-	-	-	104,000
Total Capital Purchases	2,325	-	1,755,402	-	-	-	1,757,727
89999 · Reclass - capitalize assets							-
Net Capital Costs (GAAP)	2,325	-	1,755,402	-	-	-	1,757,727
Total Other Expense	2,325	-	1,755,402	-	-	-	1,757,727
Change in Net Assets (GAAP)	-	-	**114,613**	-	-	-	**114,613**
Total Budgetary Expenses	265,216	760,176	1,755,402	4,121	85,986	19,762	2,890,663

Attachment: FY21_Budget_ATA BUS 073120 (10774 : 2022 ATA Bus Appropriation Request)

Supplementary Information

Attachment: FY21_Budget_ATA BUS 073120 (10774 : 2022 ATA Bus Appropriation Request)

Flint Hills aTa Bus
FY 2021 Budget
Schedule B-1: Local/Match Funding

			Funding Allocations/Award			Split		
Local Government Awards	**Year**	**Service**	**CY 2020 Award (Amended)**	**CY 2021 Requeasted**	**Allocation for FY21**	**Administration**	**Capital**	**Operations**
Geary County	CY	5311 DR	7,083.00	30,000.00	15,000.00		15,000.00	-
Geary County	CY	5311 FR	35,417.00	97,500.00	48,750.00		48,750.00	-
Riley County	CY	5307	20,000.00	90,000.00	45,000.00	45,000.00		-
City of Manhattan	CY	5307 DR	13,638.00	40,915.00	20,457.50	20,457.50		-
City of Manhattan	CY	5307 FR	40,915.00	56,501.00	28,250.50	28,250.50		-
City of Manhattan		5339 Capital			34,000.00		34,000.00	-
City of Manhattan		5310 Capital			85,218.00	-	85,218.00	-
City of Manhattan		AIC Capital			65,413.89		65,413.89	-
Pottawatomie County	CY	5311 DR	139.00	3,600.00	1,800.00		1,800.00	-
Pottawatomie County	CY	Dispatch Service	22,980.96	22,980.96	22,980.96		3,218.96	19,762.00
USE 475	CY	5311 FR/DR	8,167.00	36,750.00	18,375.00		18,375.00	-
					385,245.85	93,708.00	271,775.85	19,762.00

KSU Service Contract	**Year**	**Service**	**Fall Semester (FY20)**	**Spring Semester (210**	**Total FY21**	**Administration**	**Capital**	**Operations**
Housing & Dining	SY	Jardine	-	22,858.50	22,858.50	22,858.50		-
Housing & Dining	SY	Jardine Summer	-		-			
Housing & Dining	SY	Jardine Winter	-	-	-			-
Parking services	SY	City wide	-	31,875.00	31,875.00	31,875.00		
Parking Services	SY	Park & Ride	-	66,525.75	66,525.75	66,525.75		
			-	121,259.25	121,259.25	121,259.25	-	-

Other Non-Governmental Funds	**Year**	**Service**	**2020 Award**	**2021 Award**	**Allocation for FY21**	**Administration**	**Capital**	**Operations**
Non Federal/State Grants								
United Way - 2020 - Grant	CY	Split	10,500.00	18,900.00	9,450.00	1,700.00	7,750.00	-
Howe Foundation 2-Year Grant	FY	K-18 FR	6,500.00	6,500.00	3,250.00		3,250.00	-
Service Contracts								
Highland College	FY	Wamego	11,250.00	4,219.00	4,219.00		4,219.00	-
University Crossing/ Gramercy	FY	5307 FR	23,409.00	11,700.00	11,700.00	11,700.00		-
GTM	FY	K-18 FR	5,000.00	5,000.00	2,500.00		2,500.00	-
Job Corp	FY	K-18 FR	5,500.00	5,500.00	2,750.00		2,750.00	-
Florence Munfacturing	FY	K-18 FR	4,000.00	4,000.00	2,000.00		2,000.00	-
Other Service Contracts (Estimate)		5311/5307 Split	10,000.00	10,000.00	5,000.00		5,000.00	-
					40,869.00	13,400.00	27,469.00	-
Total Non Federal/State Awards					**547,374.10**	**228,367.25**	**299,244.85**	**19,762.00**

Attachment: FY21_Budget_ATA BUS 073120 (10774 : 2022 ATA Bus Appropriation Request)

Flint Hills aTa Bus
FY 2021 Budget
Schedule B-2: Federal/State Funding

Federal/State Awards

5311 Rural Transportation Funding	*CY Grant #*	Year	*CFDA#*	*Federal/Match*	Award	FY2018 (Actual)	FY2019 (Actual)	FY2020 (Actual)	FY2021 (Available)
Federal Award - Operating		SFY	20.509	50/50	424,185.00	297,375.68	346,602.75	196,045.45	
Federal Award - Administration		SFY	20.509	80/20	200,992.00	125,115.99	122,755.95	97,209.01	
State Funding (Operating match)		SFY	N/A	Used as match	169,674.00	118,950.23	138,641.04	78,418.35	
CARES Act (2020) - Operating		SFY	20.509	100/00				178,454.27	912,265.00
CARES Act (2020) - Administration		SFT	20.509	100/00				90,919.34	265,890.00
TOTAL 5311 RURAL TRANSIT FUNDING					**794,851.00**	**541,441.90**	**607,999.74**	**641,046.42**	**1,178,155.00**

KDOT T-Works Urban Funding (State)	*Grant #*	Year	*CFDA#*	*Federal/Match*	Award	FY2018 (Actual)	FY2019 (Actual)	FY2020 (Actual)	FY2021 (Available)
SFY16 - Admin/Op/Cap	PT-0775-16	SFY 16	N/A	Used as match	286,603.00	90,649.40		-	-
SFY17 - Admin/Op/Cap	PT-0775-17	SFY 17	N/A	Used as match	363,161.00	354,791.18	8,369.82	-	-
SFY18 - Admin/Op/Cap	PT-0775-18	SFY 18	N/A	Used as match	385,592.00		385,592.00	-	-
SFY19 - Admin/Op/Cap	PT-0775-19	SFY 19	N/A	Used as match	392,985.00		126,252.93	266,732.07	-
SFY20 - Admin/Op/Cap	PT-0775-20	SFY 20	N/A	Used as match	377,828.00			15,434.93	362,393.07
SFY21 - Admin/Op/Cap	PT-0775-21	SFY 21	N/A	Used as match	371,828.00				371,828.00
TOTAL KDOT TWORKS FUNDS					***2,177,997.00***	***445,440.58***	***520,214.75***	***282,167.00***	***734,221.07***

FHRTA Contract (Operations) (5307 Contract)	*Grant #*	Year	*CFDA#*	*Federal/Match*	Award	FY2018 (Actual)	FY2019 (Actual)	FY2020 (Actual)	FY2021 (Available)
FFY12-FFY16 (FHRTA) - Operations		CY	20.507	50/50	2,336,290.00	663,357.00	790,276.57	354,619.43	
FFY12-FFY16 (FHRTA) - Training		CY	20.507	50/50	5,109.00			5,109.00	
FFY12-FFY16 (FHRTA) - Capital		CY	20.507	50/50	40,000.00			40,000.00	
TOTAL FHRTA CONTRACT (OPERATIONS)					***2,381,399.00***	***663,357.00***	***790,276.57***	***399,728.43***	-
FHRTA Contract (Administration) (can be carried over)	*Grant #*	Year	*CFDA#*	*Federal/Match*	Award	FY2018 (Actual)	FY2019 (Actual)	FY2020 (Actual)	FY2021 (Available)
FFY12-FFY16 (FHRTA) - Administration (Total Grant)		CY	20.507	80/20	274,552.70	10,024.00	42,721.33		
TOTAL FHRTA CONTRACT (ADMINISTRATION)					***67,740.33***	***10,024.00***	***42,721.33***	-	
5307 Grant (FHATA Board (2020-2024)	*Grant #*	Year	*CFDA#*	*Federal/Match*	Award	FY2018 (Actual)	FY2019 (Actual)	FY2020 (Actual)	FY2021 (Available)
FY20-2024 - 2016.25.90.91-2020.25.90.91*	7320-20-1	FFY	20.507		*4,850,284.00*				
Administration				50/50	196,280.00			15,065.00	181,215.00
Safety/Security				50/50	19,628.00			-	19,628.00
Operations				50/50	761,892.00			68,902.00	692,990.00
Preventative Maintenance				80/20	800,000.00			57,384.00	742,616.00
Software				80/20	120,000.00			5,393.00	114,607.00
Hardware				80/20	15,000.00			3,905.00	11,095.00
Signage (bus wraps)				80/20	20,000.00				20,000.00
Radios				80/20	5,000.00				5,000.00
Bus Terminals				80/20	25,000.00				25,000.00
TOTAL 5307 FEDERAL FUNDS (7320)					**1,962,800.00**	-	-	**150,649.00**	**1,812,151.00**

5307 CARES Act (FHATA Board)	*Grant #*	Year	*CFDA#*	*Federal/Match*	Award	FY2018 (Actual)	FY2019 (Actual)	FY2020 (Actual)	FY2021 (Available)
FFY20 - CARES ACT*	7320-20-2	FFY 20	20.507	100%	*2,861,929.00*				
Administration					247,728.00			145,421.00	102,307.00
Safety/Security					50,000.00			17,415.00	32,585.00
Operations					1,570,989.00			307,788.00	1,263,201.00
Preventative Maintenance					500,000.00			107,141.00	392,859.00
Software					66,500.00			13,267.00	53,233.00
Hardware					22,500.00			15,842.00	6,658.00
Signage (bus wraps)					12,500.00			25.00	12,475.00
Radios					7,000.00				7,000.00
Bus Terminals									
TOTAL 5307 CARES ACT					***2,477,217.00***	-	-	***606,899.00***	**1,870,318.00**

KDOT Mobility Management Funding	*Grant #*	Year	*CFDA#*	*Federal/Match*	Award	FY2018 (Actual)	FY2019 (Actual)	FY2020 (Actual)	FY2021 (Available)
KDOT Mobility Manager		SFY		*80/20*	85,245.00		55,944.85	58,562.85	85,986.00

** CARES Act and 5307 - We will amend the original grant application after the Amended TIP Is approved in August 2020. The current grant award does not include all available funds .*

Attachment: FY21_Budget_ATA BUS 073120 (10774 : 2022 ATA Bus Appropriation Request)

Flint Hills aTa Bus
FY 2021 Budget
Schedule B-2: Federal/State Funding

Federal/State Awards

Capital Funding	*Grant #*	Year	*CFDA#*	*Federal/Match*	Award	FY2018 (Actual)	FY2019 (Actual)	FY2020 (Actual)	FY2021 (Available)
KDOT 5311 CAPITAL GRANTS									
5311 Capital Grant (SFY20) - (9/9/2019)	PT-0799-40	SFY 20	20.509	80/20	111,924.80			111,924.80	-
KDOT 5339 CAPITAL GRANTS									
5339 (SFY18) Funds (9/5/2018)	PT-5339-18	SFY 18			515,758.00	-	212,201.60	14,794.62	288,761.78
4 Buses			20.526	80/20	212,201.60		212,201.60		-
Bus Stops and Shelters			20.526	80/20	134,036.40			14,794.62	119,241.78
Additional Amenities (Stop installation only)			20.526	80/20	42,800.00				42,800.00
Vehicle Cameras			20.526	80/20	47,520.00				47,520.00
4 Post Lift - 2-' Track 19,000 Four Post Lift / Beams / Drain Pan			20.526	80/20	21,040.00				21,040.00
Maintenance Vehicle and Trailer and Equipment			20.526	80/20	58,160.00				58,160.00
5339 (SFY19) Funds		SFY19			218,896.80	-	-	81,462.29	137,434.51
Administrative vehicle	PT-5339-19	SFY 19	20.526	80/20	30,400.00				30,400.00
K-18 Commuter Grant (1-year) - Cap & Operating	PT-0677-19	SFY19	20.526	80/20	188,496.80			81,462.29	107,034.51
5339 (SFY20) - AIC (3/6/2019)					926,842.00	-	-	-	926,842.00
Maintenance Facility Upgrade		SFY20		90/10	222,030.00				222,030.00
State matach Federal Funded Vehicles		SFY20	N/A	State	69,223.00				69,223.00
Low Floor Cutaway Transit Vehicle		SFY20		90/10	46,864.00				46,864.00
ADA Upgrades - 600 Poyntz Ave		SFY20		90/10	588,725.00				588,725.00
KDOT 5310 CAPITAL GRANTS									-
5310 FY19					488,477.00	-	-	124,884.80	363,592.00
2 buses	PT-0078-20	SFY 19	20.513	80/20	111,925.00			111,924.80	-
Remix Software (3-year license)	PT-0078-20	SFY 19	20.513	80/20	35,680.00			12,960.00	22,720.00
Bus Stop Accessibility - Capital Projects	PT-0078-20	SFY 19	20.513	80/20	340,872.00				340,872.00
FHATA Board Capital Grants (5307)									
5307 Capital Funds (5 buses)	7320-20-1	Multi	20.0507	80/20	276,992.00				276,992.00
5307 Federal CARES Act - 5 Buses (100%) - Diamond	7320-20-2	FFY20	20.507	100%	346,240.00				346,240.00
TOTAL CAPITAL FUNDING					**1,958,288.60**	**-**	**212,201.60**	**333,066.51**	**2,339,862.29**
					11,905,537.93	**1,660,263.48**	**2,229,358.84**	**2,472,119.21**	**8,020,693.36**

FHATA, INC				
Operating	1,525,123.49	1,795,735.11	1,094,813.50	912,265.00
Administration	135,139.99	165,477.28	188,128.35	265,890.00
Capital/Other	-	268,146.45	431,629.36	1,802,616.29
Total FHATA INC Funding	**1,660,263.48**	**2,229,358.84**	**1,714,571.21**	**2,980,771.29**
FHATA BOARD				
Operating / Administration			757,548.00	4,502,676.07
Capital/Other			-	537,246.00
TOTAL FHATA BOARD Funding	-	-	**757,548.00**	**5,039,922.07**
	1,660,263.48	**2,229,358.84**	**2,472,119.21**	**8,020,693.36**
	-	-	-	-

Attachment: FY21_Budget_ATA BUS 073120 (10774 : 2022 ATA Bus Appropriation Request)

Flint Hills aTa Bus
FY 2021 BUDGET
Schedule B-3: Capital Projects Listing

	PROJECT LISTING	Federal/Match	Federal Portion	Match Required	Total Budget	Prior Period Expenses: Total Expense	Prior Period Expenses: Federal Expense	FY 2021 Budget: Total Expense	FY 2021 Budget: Total Federal	Federal Unspent	Remaining Budget
	PT5339-18 012190314 - KDOT 5339 (SFY18)	**80/20**	**516,014.60**	**129,003.65**	**645,018.25**	**283,745.28**	**226,996.22**	**361,272.97**	**289,018.38**	**-**	**-**
1	Bus Stops and Shelters		134,293.00	33,573.25	167,866.25	18,493.28	14,794.62	149,372.97	119,498.38	-	-
	Dickens (Construction)		12,230.48	3,057.62	15,288.10			15,288.10	12,230.48	-	-
	Dillons W - Westloop (Construction)		26,620.34	6,655.08	33,275.42			33,275.42	26,620.34	-	-
	FH Gardens (Construction)		29,518.20	7,379.55	36,897.75			36,897.75	29,518.20	-	-
	Westwood (Construction)		7,152.08	1,788.02	8,940.10			8,940.10	7,152.08	-	-
	remaining funds (cancelled projects)		58,771.90	14,692.98	73,464.88	18,493.28	14,794.62	54,971.60	43,977.28	-	-
2	Additional Amenities - Stop Installations only (Multiple S		42,800.00	10,700.00	53,500.00			53,500.00	42,800.00	-	-
3	Vehicle Cameras - Camera System and Software		47,520.00	11,880.00	59,400.00			59,400.00	47,520.00	-	-
4	4 Post Lift - 2-' Track 19,000 Four Post Lift / Beams / D		21,040.00	5,260.00	26,300.00			26,300.00	21,040.00	-	-
5	Maintenance Vehicle and Trailer and Equipment		58,160.00	14,540.00	72,700.00			72,700.00	58,160.00	-	-
6	4 - 20-Passenger Vehicles		212,201.60	53,050.40	265,252.00	265,252.00	212,201.60			-	-
	PT5339-19 Administrative Vehicle (SFY19)	**80/20**	**30,400.00**	**7,600.00**	**38,000.00**			**38,000.00**	**30,400.00**	**-**	**-**
	PT-0078-20 5310 Capital Grant (SFY19)	**80/20**	**488,476.80**	**122,119.20**	**610,596.00**	**156,106.00**	**124,884.80**	**440,290.00**	**352,232.00**	**11,360.00**	**14,200.00**
1	2 - 20-Passenger Vehicles		111,924.80	27,981.20	139,906.00	139,906.00	111,924.80			-	-
2	Remix Software		35,680.00	8,920.00	44,600.00	16,200.00	12,960.00	14,200.00	11,360.00	11,360.00	14,200.00
3	Bus Stop Accessibility - Capital Project		340,872.00	85,218.00	426,090.00			426,090.00	340,872.00	-	-
	KDOT AIC Capital Grant (SFY20)**		**810,755.00**	**90,083.89**	**900,838.89**	**-**	**-**	**900,838.89**	**810,755.00**	**-**	**(0.00)**
1	Maintenance Facility Upgrade	90/10	222,030.00	24,670.00	246,700.00			246,700.00	222,030.00	-	-
2	State Match - Federal funded 5307 Vehicles (20%) (5)	NA	-	69,223.00	69,223.00						
3	Low Floor Cutaway Transit Vehicle (2)	90/10		46,864.00	46,864.00						
4	ADA Upgrades - 600 Poyntz Ave	90/10	588,725.00	65,413.89	654,138.89			654,138.89	588,725.00	-	(0.00)
	Portion paid by FHATA Board		-	(116,087.00)	(116,087.00)	-	-	-	-		
	FHATA INC		1,845,646.40	348,806.74	2,194,453.14	439,851.28	351,881.02	1,740,401.86	1,482,405.38	11,360.00	14,200.00
	FHATA BOARD PROJECTS										
	5307 Capital Funds (2020-2024)	**80/20**	**464,348.00**	**116,087.00**	**580,435.00**	**-**	**-**	**580,435.00**	**464,348.00**	**-**	**-**
	KDOT AIC Capital Grant (SFY20) Match*		187,456.00	46,864.00	234,320.00	-	-	234,320.00	187,456.00	-	-
	KDOT AIC Capital Grant (SFY20) Match*		276,892.00	69,223.00	346,115.00	-	-	346,115.00	276,892.00	-	-
	5307 CARES Act (5 Buses) (FY20)	**100/00**	**346,240.00**		**346,240.00**			**346,240.00**	**346,240.00**	**-**	**-**
	FHATA BOARD		810,588.00	116,087.00	926,675.00	-	-	926,675.00	810,588.00	-	-

* FHATA Board received funding through KDOT AIC Grant program to match purchase of 5 vehicles.

**Unsure of what source of funds through AIC will be, but we believe this will be State funds since they are awarded the match to our 5307 funds

Attachment: FY21_Budget_ATA BUS 073120 (10774 : 2022 ATA Bus Appropriation Request)

Schedule B-4: Ridership Data

FHATA
Fiscal Year: 7/1/2019-06/30/2020
Fiscal Year to Date Ending, 6/30/2020

Fiscal Year to Date Summary, Ending	**7/1/2019-6/30/2020**	**FYE 06/30/2019**	**FYE 06/30/2018**	**FYE 06/30/2017**
COSTS (excluding capital costs and depreciation)				
Transit Operations	2,250,132	2,374,504	1,923,222	1,816,565
Administration and Other	675,662	576,329	377,427	256,597
TOTAL PUBLIC TRANSIT COSTS*	**2,925,794**	2,950,833	2,300,649	2,073,162
Operations:				
Cost per Revenue Hour	$ 43.99	$ 40.84	$ 36.88	$ 36.75
Cost per Mile	$ 3.02	$ 2.87	$ 2.56	$ 2.39
Cost per Rider	$ 9.39	$ 8.13	$ 7.94	$ 7.68
Total Costs				
Cost per Revenue Hour	$ 57.21	$ 50.75	$ 44.12	$ 41.94
Cost per Mile	$ 3.93	$ 3.57	$ 3.06	$ 2.73
		$ 3.57	$ 3.06	$ 2.73

* Excludes capital related costs, Mobility Manager, CTD Administration, Dispatch Services and other programs not directly related to the transportation opera

.	**Total Hours**	**% of Total**	**% of Program**	**FYE 06/30/2019**	**FYE 06/30/2018**	**FYE 06/30/2017**
SERVICE HOURS						
5307 Program						
Manhattan Demand Response	6,434.60	12.58%	18%	7,978	10,099	7,300
City Wide Fixed Routes	21,079.72	41.22%	59%	19,083	11,884	11,058
AP Design Shuttle	-	0.00%	0%	-	-	4,719
Jardine	2,452.92	4.80%	7%	3,595	3,577	2,698
Park & Ride	4,819.39	9.42%	13%	7,203	7,155	5,212
SafeRide	942.39	1.84%	3%	1,229	1,406	1,198
UC/Gramercy	-	0.00%	0%	1,543	1,484	1,434
Non-charter services	8.20	0.02%	0.02%	74	58	-
Total 5307	35,737.22	69.87%	100%	40,705	35,664	33,619
5311 Program						
Fort Riley / IC Shuttle (DR)	2,017.51	3.94%	13%	2,120	3,064	3,055
K-18 Connector (FR)	2,682.19	5.24%	17%	2,397	-	-
Geary County DR	1,539.38	3.01%	10%	2,327	2,788	2,202
Pottawatomie Co DR	113.17	0.22%	1%	148	250	320
Wamego Shuttle	861.35	1.68%	6%	1,392	1,318	791
Junction City FR	8,078.83	15.80%	53%	8,955	8,954	9,362
Non-charter services	55.04	0.11%	0%	2	47	44
Total 5311	15,347.47	30.01%	100%	17,342	16,421	15,774
Charters	60.62	0.12%		89	65	39
Emergency	-	0.00%		10	-	-
Other	-	0.00%				
Unallocated	-			-	-	-
TOTAL ALL SERVICES	51,145.31	100.00%		58,146	52,150	49,432
Per ridership reports	51,122.13					
5307 Program						
Demand Response	6,442.80	12.60%	18.03%	8,052	10,157	7,300
Fixed Routes	29,294.42	57.28%	81.97%	32,653	25,506	26,319
	35,737.22	69.87%		40,705	35,664	33,619
5311 Program						
Demand Response	4,586.45	8.97%	29.88%	5,990	7,467	6,412
Fixed routes	10,761.02	21.04%	70.12%	11,352	8,954	9,362
	15,347.47	30.01%		17,342	16,421	15,774

Attachment: FY21_Budget_ATA BUS 073120 (10774 : 2022 ATA Bus Appropriation Request)

Schedule B-4: Ridership Data

FHATA
Fiscal Year: 7/1/2019-06/30/2020
Fiscal Year to Date Ending, 6/30/2020

MILES

5307 Program	Total Miles	% of Total	% of Program	FYE 06/30/2019	FYE 06/30/2018	FYE 06/30/2017
Manhattan Demand Response	105,227	14.13%	21%	103,651	133,473	108,530
City Wide Fixed Routes	299,502	40.21%	61%	251,493	185,288	180,579
AP Design Shuttle	-	0.00%	0%	-	-	99,817
Jardine	26,197	3.52%	5%	35,290	32,965	29,084
Park & Ride	53,534	7.19%	11%	68,142	64,069	46,724
SafeRide	10,158	1.36%	2%	12,685	12,998	14,759
University Crossing	-	0.00%	0%	11,307	10,102	11,902
Non-charter services	103	0.01%	0%	810	842	-
Total 5307	494,721	66.42%	100%	483,378	439,737	491,395
5311 Program						
Fort Riley / IC Shuttle	39,339	5.28%	16%	36,031	69,184	74,408
K-18 Connector - FR	60,797	8.16%	24%	44,244	-	-
Geary County DR	21,767	2.92%	9%	24,605	35,201	28,865
Pottawatomie Co DR	2,022	0.27%	1%	2,802	4,303	8,559
Wamego Shuttle	13,402	1.80%	5%	15,044	17,710	19,033
Junction City FR	112,191	15.06%	45%	113,000	114,997	121,691
Non-charter services	440	0.06%	0%	57	383	784
Total 5311	249,957	33.56%	100%	235,783	241,777	253,340
Charters	194	0.03%		682	115	795
Emergency	-	0.00%		50	-	-
Other (Maintenance, Shuttle, etc)	-	0.00%		2	499	-
Deadhead	-	0.00%		107,446	69,559	14,818
TOTAL ALL SERVICES	744,872	100.00%		827,341	751,687	760,348
Revenue Miles Per ridership reports	656,585	423				
% of Total Miles	100%			100%	100%	100%
% of Deadhead/Maint Miles	11.80%					
Beginning Odometer	4,180,626			3,975,264	4,261,896	
Ending Odometer	4,925,496			4,802,605	5,013,583	
Total Odometer Miles	744,870			827,341	751,687	760,348
Net Diff (Deadhead/Other)	(2)			-	-	-
5307 Program						
Demand Response	105,330	14.14%	21.29%	104,461	134,315	108,530
Fixed Routes	389,391	52.28%	78.71%	378,917	305,422	382,865
	494,721	66.42%		483,378	439,737	491,395
5311 Program						
Demand Response	76,969	10.33%	30.79%	78,539	126,780	131,649
Fixed routes	172,988	23.22%	69.21%	157,244	114,997	121,691
	249,957	33.56%		235,783	241,777	253,340

Attachment: FY21_Budget_ATA BUS 073120 (10774 : 2022 ATA Bus Appropriation Request)

Schedule B-4: Ridership Data

FHATA
Fiscal Year: 7/1/2019-06/30/2020
Fiscal Year to Date Ending, 6/30/2020

RIDES

5307 Program	Total Rides	% of Total	% of Program	FYE 06/30/2019	FYE 06/30/2018	FYE 06/30/2017
Manhattan Demand Response	14,549	6.07%	7%	19,963	25,324	25,336
City Wide Fixed Routes	107,584	44.91%	55%	109,965	45,031	49,401
AP Design Shuttle	-	0.00%	0%	-	-	17,457
Jardine	26,860	11.21%	14%	53,505	68,264	67,800
Park & Ride	45,459	18.98%	23%	48,268	46,719	19,888
SafeRide	878	0.37%	0%	1,452	4,690	5,518
University Crossing	-	0.00%	0%	11,961	12,342	15,906
Non-charter services	132	0.06%	0%	549	348	-
Total 5307	195,462	81.59%	100%	245,663	202,718	201,306
5311 Program						
Fort Riley / IC Shuttle	3,312	1.38%	8%	3,445	5,425	7,072
K-18 Connector	5,965	2.49%	14%	5,159	-	-
Geary County DR	5,383	2.25%	12%	6,077	7,771	6,301
Pottawatomie Co DR	283	0.12%	1%	289	507	875
Wamego Shuttle	864	0.36%	2%	1,538	1,909	1,437
Junction City FR	25,473	10.63%	59%	28,267	20,501	16,800
Non-charter services	1,962	0.82%	5%	65	1,836	1,854
Total 5311	43,242	18.05%	100%	44,840	37,949	34,339
Charters	849	0.35%		1,361	1,592	862
Emergency	-	0.00%		51	-	-
Other	-	0.00%		-	-	-
TOTAL ALL SERVICES	239,553	100.00%		291,915	242,259	236,507
Per ridership reports	239,643					
	90					

5307 Program						
Demand Response	14,681	6.13%	7.51%	20,512	25,672	25,336
Fixed Routes	180,781	75.47%	92.49%	225,151	177,046	175,970
	195,462	81.59%		245,663	202,718	201,306
5311 Program						
Demand Response	11,804	4.93%	27.30%	11,414	17,448	17,539
Fixed routes	31,438	13.12%	72.70%	33,426	20,501	16,800
	43,242	18.05%		44,840	37,949	34,339

Attachment: FY21_Budget_ATA BUS 073120 (10774 : 2022 ATA Bus Appropriation Request)

Flint Hills Area Transportation Agency, Inc.
Manhattan, Kansas
Financial Statements
June 30, 2020

Attachment: FY2020 ATA Bus Audit Report (10774 : 2022 ATA Bus Appropriation Request)

Flint Hills Area Transportation Agency, Inc.
Manhattan, Kansas

Table of Contents

Independent Auditor's Report	1 – 2
Financial Statements	
Statements of Financial Position	3 – 4
Statements of Activities	5
Statements of Functional Expenses	6 – 7
Statements of Cash Flows	8 – 9
Notes to the Financial Statements	10 – 17
Single Audit Section	
Schedule of Expenditures of Federal Awards	18
Notes to the Schedule of Expenditures of Federal Awards	19
Schedule of Findings and Questioned Costs	20
Independent Auditor's Report on Internal Control Over Financial Reporting And on Compliance and Other Matters Based on an Audit of the Financial Statement Performed in Accordance with *Government Auditing Standards*	21 – 22
Independent Auditor's Report on Compliance for Each Major Program And on Internal Control Over Compliance Required by the Uniform Guidance	23 – 24

Attachment: FY2020 ATA Bus Audit Report (10774 : 2022 ATA Bus Appropriation Request)

JAMES GORDON & ASSOCIATES CPA, P.A.

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INDEPENDENT AUDITOR'S REPORT

To the Board of Directors
Flint Hills Area Transportation Agency, Inc.

We have audited the accompanying financial statements of the Flint Hills Area Transportation Agency, Inc. (the Organization), which comprise the statement of financial position as of June 30, 2020, and the related statements of activities, functional expenses, and cash flows for the year then ended, and the related notes to the financial statements.

Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

Auditor's Responsibility

Our responsibility is to express an opinion on these financial statements based on our audit. We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

Attachment: FY2020 ATA Bus Audit Report (10774 : 2022 ATA Bus Appropriation Request)

Prior Period Financial Statements

The financial statements of the Organization as of June 30, 2019, were audited by other auditors whose report dated March 20, 2020 expressed an unmodified opinion on those statements.

Opinion

In our opinion, the financial statements referred to above present fairly, in all material respects, the financial position of the Organization as of June 30, 2020, and the changes in its net assets and its cash flows for the year then ended in accordance with accounting principles generally accepted in the United States of America.

Other Matters

Other Information

Our audit was conducted for the purpose of forming an opinion on the financial statements as a whole. The accompanying schedule of expenditures of federal awards, as required by *Title 2 U.S. Code of Federal Regulations Part 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards*, is presented for purposes of additional analysis and is not a required part of the financial statements. Such information is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the financial statements. The information has been subjected to the auditing procedures applied in the audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the information is fairly stated, in all material respects, in relation to the financial statements as a whole.

Other Reporting Required by *Government Auditing Standards*

In accordance with *Government Auditing Standards*, we have also issued our report dated February 18, 2021 on our consideration of the Organization's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is solely to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the Organization's internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the Organization's internal control over financial reporting and compliance.

James Gordon & Associates CPA, P.A.
Manhattan, Kansas
February 18, 2021

Attachment: FY2020 ATA Bus Audit Report (10774 : 2022 ATA Bus Appropriation Request)

Flint Hills Area Transportation Agency, Inc.
Manhattan, Kansas
Statements of Financial Position
June 30,

ASSETS

	2020	2019
Current Assets		
Cash and cash equivalents	$ 512,007	$ 705,446
Accounts receivable	995,129	855,550
Sales tax refund receivable	36,683	-
Inventory	27,492	17,688
Prepaid expenses	-	1,450
Total Current Assets	1,571,311	1,580,134
Unrestricted Property and Equipment		
Building and improvements	6,953	6,953
Office equipment and furniture	9,160	9,160
IT equipment and software	34,228	27,119
Vehicles and related equipment	67,635	45,123
Bus stops and signs	575	575
Building and maintenance equipment	13,807	4,030
Accumulated depreciation	(70,056)	(63,893)
Total Unrestricted Property and Equipment	62,302	29,067
Restricted Property and Equipment		
Building and improvements	1,754,865	1,754,865
Office equipment and furniture	50,895	50,895
IT equipment and software	85,092	85,092
Vehicles and related equipment	2,287,244	2,221,401
Bus stops and signs	23,229	23,229
Building and maintenance equipment	42,389	42,389
Construction in progress	18,493	-
Accumulated depreciation	(2,163,645)	(2,022,628)
Total Restricted Property and Equipment	2,098,562	2,155,243
Total Assets	$ 3,732,175	$ 3,764,444

The accompanying notes are an integral part of these financial statements.

Attachment: FY2020 ATA Bus Audit Report (10774 : 2022 ATA Bus Appropriation Request)

Flint Hills Area Transportation Agency, Inc.
Manhattan, Kansas
Statements of Financial Position
June 30,

LIABILITIES AND NET ASSETS

	2020	2019
Current Liabilities		
Accounts payable	$ 96,843	$ 58,692
Accrued payroll	2,479	2,033
Total Current Liabilities	99,322	60,725
Net Assets		
Without restrictions		
Undesignated	1,179,813	1,352,373
Designated for 5307 match funds	116,927	-
Designated for bus replacement	237,551	196,104
Total Without Restrictions	1,534,291	1,548,477
With donor restrictions	2,098,562	2,155,242
Total With Restrictions	2,098,562	2,155,242
Total Net Assets	3,632,853	3,703,719
Total Liabilities and Net Assets	$ 3,732,175	$ 3,764,444

The accompanying notes are an integral part of these financial statements.

Attachment: FY2020 ATA Bus Audit Report (10774 : 2022 ATA Bus Appropriation Request)

Flint Hills Area Transportation Agency, Inc.
Manhattan, Kansas
Statements of Activities
For the Years Ended June 30,

	2020			2019		
	Without Donor Restrictions	With Donor Restrictions	Total	Without Donor Restrictions	With Donor Restrictions	Total
Support and Revenue						
Rider income	$ 95,776	$ -	$ 95,776	$ 116,627	$ -	$ 116,627
Grants	2,210,633	323,677	2,534,310	2,048,233	265,252	2,313,485
Service contracts	713,078	-	713,078	954,390	-	954,390
Charter services	5,387	-	5,387	10,664	-	10,664
Other income	15,558	-	15,558	28,269	-	28,269
Gain on sale of assets	3,017	-	3,017	-	-	-
Net assets released from restrictions	380,357	(380,357)	-	141,241	(141,241)	-
Total Support and Revenue	3,423,806	(56,680)	3,367,126	3,299,424	124,011	3,423,435
Expenses						
Program services	2,771,340	-	2,771,340	2,816,789	-	2,816,789
Management and general	666,652	-	666,652	509,534	-	509,534
Total Expenses	3,437,992	-	3,437,992	3,326,323	-	3,326,323
Change in Net Assets	(14,186)	(56,680)	(70,866)	(26,899)	124,011	97,112
Net Assets, Beginning of Year	1,548,477	2,155,242	3,703,719	1,575,376	2,031,231	3,606,607
Net Assets, End of Year	$ 1,534,291	$ 2,098,562	$ 3,632,853	$ 1,548,477	$ 2,155,242	$ 3,703,719

The accompanying notes are an integral part of these financial statements.

Attachment: FY2020 ATA Bus Audit Report (10774 : 2022 ATA Bus Appropriation Request)

Flint Hills Area Transportation Agency, Inc.
Manhattan, Kansas
Statement of Functional Expenses
For the Year Ended June 30, 2020

	Program Services	Management and General	Total
Expenses			
Wages and salaries	$ 1,550,534	$ 486,505	$ 2,037,039
Telephone	6,354	-	6,354
Office supplies	4,129	17,815	21,944
Advertising	32,065	430	32,495
Bus	433,107	15,633	448,740
Insurance	249,059	23,860	272,919
Travel and meals	12,654	2,031	14,685
Financial	522	-	522
Licenses and fees	20,312	64,317	84,629
IT costs	79,168	17,156	96,324
Facilities	10,945	38,905	49,850
Depreciation	372,491	-	372,491
Total Expenses	$ 2,771,340	$ 666,652	$ 3,437,992

The accompanying notes are an integral part of these financial statements.

Attachment: FY2020 ATA Bus Audit Report (10774 : 2022 ATA Bus Appropriation Request)

Flint Hills Area Transportation Agency, Inc.
Manhattan, Kansas
Statement of Functional Expenses
For the Year Ended June 30, 2019

	Program Services	Management and General	Total
Expenses			
Wages and salaries	$ 1,662,185	$ 348,289	$ 2,010,474
Telephone	7,513	30	7,543
Office supplies	16,102	21,639	37,741
Advertising	43,504	1,483	44,987
Bus	447,058	-	447,058
Insurance	210,617	28,930	239,547
Travel and meals	5,292	15,306	20,598
Financial	-	883	883
Licenses and fees	7,578	53,213	60,791
IT costs	30,615	16,903	47,518
Passenger amenities	36,401	684	37,085
Facilities	10,317	22,174	32,491
Depreciation	339,607	-	339,607
Total Expenses	$ 2,816,789	$ 509,534	$ 3,326,323

The accompanying notes are an integral part of these financial statements.

Attachment: FY2020 ATA Bus Audit Report (10774 : 2022 ATA Bus Appropriation Request)

Flint Hills Area Transportation Agency, Inc.
Manhattan, Kansas
Statements of Cash Flows
For the Years Ended June 30,

	2020	2019
Cash Flows from Operating Activities		
Cash received from rider fees	$ 95,031	$ 115,995
Cash received from grantors	2,561,706	2,481,746
Cash received from service contracts	547,093	412,743
Cash received (paid) from (to) other sources	(15,983)	69,547
Cash paid for wages, salaries, and related taxes	(1,997,438)	(2,008,441)
Cash paid to vendors, suppliers, and contractors	(1,037,820)	(1,017,479)
Net cash provided by operating activities	152,589	54,111
Cash Flows from Investing Activities		
Cash paid for unrestricted property and equipment	(288,983)	(1,947)
Cash paid for restricted property and equipment	(60,445)	(331,565)
Cash received from sale of property and equipment	3,400	-
Net cash used in investing activities	(346,028)	(333,512)
Decrease in cash and cash equivalents	(193,439)	(279,401)
Cash and cash equivalents, beginning of year	705,446	984,847
Cash and cash equivalents, end of year	$ 512,007	$ 705,446

The accompanying notes are an integral part of these financial statements.

Attachment: FY2020 ATA Bus Audit Report (10774 : 2022 ATA Bus Appropriation Request)

Flint Hills Area Transportation Agency, Inc.
Manhattan, Kansas
Statements of Cash Flows
For the Years Ended June 30,

	2020	2019
Cash Flows from Operating Activities:		
Change in net assets	$ (70,866)	$ 97,112
Adjustments to reconcile change in net assets to net cash provided by operating activities:		
Depreciation	372,491	339,607
Gain on sale of assets	(3,017)	-
Changes in assets and liabilities:		
Accounts receivable	(139,579)	(374,018)
Sales tax refund receivable	(36,683)	30,614
Inventory	(9,804)	714
Prepaid expenses	1,450	(1,450)
Accounts payable	38,151	(40,501)
Payroll taxes payable	446	2,033
Net cash provided by operating activities	$ 152,589	$ 54,111

Attachment: FY2020 ATA Bus Audit Report (10774 : 2022 ATA Bus Appropriation Request)

The accompanying notes are an integral part of these financial statements.

Flint Hills Area Transportation Agency, Inc.
Manhattan, Kansas

Notes to the Financial Statements
June 30, 2020 and 2019

Note 1 – Summary of Significant Accounting Policies

A. Nature of Activities

Flint Hills Area Transportation Agency, Inc. (the Organization), was organized as a non-profit corporation in 1976, originally to provide low-cost transportation services to elderly and disabled individuals throughout the area of Riley County, Kansas. Services have expanded to providing services in the Flint Hills region covering Geary County, Pottawatomie County, Fort Riley as well as surrounding rural areas, and include fixed-route services in the Cities of Manhattan and Junction City. Additional services provided by the Organization include regional dispatching services.

In December 2019, the Organization formed a shared services and joint operations agreement with Flint Hills Area Transportation Agency Board (FHATA Board). FHATA Board was formed in 2019 through an interlocal agreement between local governments of the City of Manhattan, Riley County, Pottawatomie County and Kansas State University for the purpose of planning, managing and operating public transportation system as the Direct Recipient of Section 5307 Urban Formula Funds for the Manhattan Urbanized Area. FHATA Board is established pursuant K.S.A. 12-901 and meets the definition found at K.S.A 75-117 of a municipality and therefore a governmental body for purposes of Federal Transit Law (defined generally as 49 U.S.C. 4301 et seg. The joint operations agreement outlines the duties and responsibilities of each entity in the provision of public transportation services in their service areas. the Organization is the acting fiscal agent for the FHATA Board.

B. Basis of Accounting

The financial statements of the Organization have been prepared on the accrual basis in accordance with accounting principles generally accepted in the United States of America. The financial statements are presented in accordance with Financial Accounting Standards Board (FASB) Accounting Standards Codification (ASC) 958 dated August 2016, and the provisions of the American Institute of Certified Public Accountants (AICPA) "Audit and Accounting Guide for Not-for-Profit Organizations" (the "Guide").

Under the provisions of the Guide, net assets and revenues, and gains and losses are classified based on the existence or absence of donor-imposed restrictions. Accordingly, the net assets of the Organization and changes therein are classified as follows:

Net assets without donor restrictions: Net assets that are not subject to donor-imposed restrictions and may be expended for any purpose in performing the primary objectives of the Organization. The Organization's board may designate assets without restrictions for specific operational purposes from time to time.

Attachment: FY2020 ATA Bus Audit Report (10774 : 2022 ATA Bus Appropriation Request)

Note 1 – Summary of Significant Accounting Policies (continued)

C. Basis of Accounting

Net assets with donor restrictions: Net assets subject to stipulations imposed by donors, and grantors. Some donor restrictions are temporary in nature; those restrictions will be met by actions of the Non-Profit Organization or by the passage of time. Other donor restrictions are perpetual in nature, where by the donor has stipulated the funds be maintained in perpetuity.

C. Use of Estimates

The preparation of financial statements in conformity with generally accepted accounting principles requires management to make estimates and assumptions that affect certain reported amounts and disclosures. Accordingly, actual results could differ from those estimates.

D. Cash Equivalents

For purposes of the statements of cash flows, the Organization generally considers all highly liquid investments purchased with an original maturity of three months or less to be cash equivalents.

E. Property and Equipment

The cost of property and equipment purchases are capitalized at historical cost. The cost of major renewals and betterments that extend the lives of property and equipment are also capitalized. When assets are retired or otherwise disposed of, the assets and related accumulated depreciation are reduced and any resulting gain or loss is recognized as a change in the net assets in the period of disposal. The cost of maintenance and repairs is expensed as incurred.

Restricted capital assets are those items of property and equipment which have been purchased under cost sharing grants and agreements with state and federal governments who maintain a reversionary interest in which the governmental entity ultimately controls the use of and disposal of the asset.

Depreciation is computed using the straight-line method over the following estimated useful lives:

Building and improvements	20 years
Office equipment and furniture	3-10 years
IT equipment and software	5-20 years
Vehicles and related equipment	5-10 years
Bus stops and signs	5-10 years
Building and maintenance equipment	10 years

Attachment: FY2020 ATA Bus Audit Report (10774 : 2022 ATA Bus Appropriation Request)

Note 1 – Summary of Significant Accounting Policies (continued)

F. Income Taxes

The Organization is a not-for-profit corporation as described in Section 501(c)(3) of the Internal Revenue Code, is exempt from federal income taxes pursuant to Section 501(a) of the Code and has been classified as other than a private foundation.

The Organization's policy is to evaluate uncertain tax positions annually. Management evaluated the Organization's tax positions and concluded that the Organization had taken no uncertain tax positions that require adjustment to the financial statements. Forms 990 and 990-T filed by the Organization are subject to examination by the Internal Revenue Service (IRS) up to three years from the extended due date of each return. The Organization is no longer subject to tax examinations by tax authorities for Forms 990, Return of Organization Exempt from Income Tax, for fiscal years before 2017.

G. Advertising

The Organization's advertising costs are expensed as incurred and are separately reported on the statement of functional expense.

H. Accounts Receivable and Revenue Recognition

Accounts receivable consist of amounts due from third party grantors for reimbursement of qualifying grant award costs. Revenues are recognized when qualifying reimbursable costs are incurred. Management has evaluated the collectability of the receivable amounts at June 30, 2020 and 2019 and estimates that the entire amounts are fully collectible with a $0 reserve for the allowance of doubtful accounts.

Accounts receivable also consists of amounts due from third parties for which the Organization has agreed to provide transportation services which include fixed routes, demand response (local and regional), as well as special services, all which remain open to the public. Revenues are recognized when the Organization has provided the requisite services. Management has evaluated the collectability of the receivable amount at June 30, 2020 and 2019 and estimates that these amounts are fully collectible with a $0 reserve for the allowance of doubtful accounts.

Attachment: FY2020 ATA Bus Audit Report (10774 : 2022 ATA Bus Appropriation Request)

Note 1 – Summary of Significant Accounting Policies (continued)

I. Sales Tax Refund Receivable

Sales tax refund receivable consist of amounts due from the State of Kansas as reimbursement for sales taxes paid by the Organization on behalf of local and state governmental entities. Management has evaluated the collectability of the receivable amounts at June 30, 2020 and 2019 and estimates that these balances are fully collectible with a $0 reserve for the allowance of doubtful accounts.

J. Inventory

Inventory consists of amounts paid for consumable supplies and materials of which the Organization maintains an available store. The Organization uses the first-in, first-out method of expensing inventoriable items and reports the inventory balance at the lower of cost or net realizable value in accordance with FASB Accounting Standards Update (ASU) 2015-11, *Inventory (Topic 330) – Simplifying the Measurement of Inventory*.

K. New Accounting Pronouncement

In May 2014, the FASB issued ASU 2014-09, Revenue from Contracts with Customers, to replace a wide range of industry-specific rules with a broad, principles-based framework for recognizing and measuring revenue from contracts with customers. The guidance is codified at FASB ASC 606. The core principle of the new guidance is that an entity should recognize revenue to reflect the transfer of goods and services to customers in an amount equal to the consideration the entity receives or expects to receive. The Organization has adopted this update in 2020 under the modified retrospective method. Additionally, the Organization applied the practical expedient (i) to account for revenues with similar characteristics as a collective group rather than individually, (ii) to not adjust the transaction price for the effects of significant financing components (if any), and (iii) to not disclose the transaction price allocated to unsatisfied or partially unsatisfied performance obligations as of the end of the reporting period when the performance obligations related to contracts have an expected duration of less than one year. There was no effect on net assets upon the adoption of the ASU.

L. Pending Accounting Pronouncements

In February 2016, the FASB issued ASU 2016-02, Leases. The update requires a lessee to recognize a right-of-use asset and lease liability, initially measured at the present value of the lease payments, in its statements of financial position. The guidance also expands the required quantitative and qualitative lease disclosures. On April 8, 2020 the FASB voted to defer the effective date of ASU 2016-02 by one additional year. The ASU is now effective for the Organization's 2022 fiscal year.

Attachment: FY2020 ATA Bus Audit Report (10774 : 2022 ATA Bus Appropriation Request)

Flint Hills Area Transportation Agency, Inc.
Manhattan, Kansas

Notes to the Financial Statements
June 30, 2020 and 2019

Note 1 – Summary of Significant Accounting Policies (continued)

M. Functional Expenses

The costs of providing program and other activities have been summarized on a functional basis in the statements of activities. Accordingly, certain costs have been allocated to program, management and general, and fundraising activities based on employee time estimates or other appropriate usage factors.

N. Reclassification

Certain amounts in the prior periods presented have been reclassified to conform to the current period financial statement presentation. These reclassifications have no effect on previously reported net assets.

Note 2 – Concentration of Financial Risk

The Organization maintains cash and short-term investment certificates of deposits at two financial institutions. At June 30, 2020, deposits are under-secured by $189,729 at one institution. At June 30, 2019, deposits were under-secured by $286,521.

Note 3 – Grants

Grants from various organizations and governmental entities account for approximately 75% and 68% of the Organization's revenues for the years ended June 30, 2020 and 2019, respectively. The individual sources thereof were as follows:

Grantor	Purpose	2020	2019
Kansas Department of Transportation	5311 Operations/Admin	$ 371,672	$ 608,000
Kansas Department of Transportation	5311 Capital	111,925	53,050
Kansas Department of Transportation	5311 CARES Act	269,374	-
Kansas Department of Transportation	T-Works	282,167	520,215
Kansas Department of Transportation	Commuter Grant (State)	105,276	-
Kansas Department of Transportation	5339 Capital	14,795	212,202
Kansas Department of Transportation	5310 Capital	124,885	-
Kansas Department of Transportation	Mobility Management	67,761	55,945
FHRTA	Operations/Admin/Capital	399,732	832,998
FHATA Board	Operations/Admin/Capital	150,649	-
FHATA Board	CARES Act	606,899	-
Other		29,175	31,075
Total Grants Received		$ 2,534,310	$ 2,313,485

Attachment: FY2020 ATA Bus Audit Report (10774 : 2022 ATA Bus Appropriation Request)

Note 4 – Service Contracts

Service contracts from various organizations and governmental entities account for approximately 21% and 28% of the Organization's revenues for the years ended June 30, 2020 and 2019, respectively. The individual sources thereof were as follows:

Organization	2020	2019
Kansas State University	$ 290,564	$ 399,585
Riley County, Kansas	70,000	120,000
City of Manhattan, Kansas	97,412	146,117
Geary County, Kansas	142,500	206,250
Pottawatomie County, Kansas	24,242	7,014
Other local governments	32,667	18,250
Highland Community College	8,438	11,729
University Crossing	23,409	22,500
Other service contracts (specials)	23,846	22,945
Total Service Contract Revenue	$ 713,078	$ 954,390

Note 5 – Restricted Net Assets

Net assets with donor restrictions are restricted for the following purposes or periods:

	2020	2019
Subject to the passage of time:		
Property and equipment	$ 2,098,562	$ 2,155,242

Note 6 – Net Assets Released from Restrictions

The composition of net assets released from restriction for each of the years ended June 30, 2020 and 2019 is as follows:

	2020	2019
Grant revenues restricted for property and equipment	$ 323,677	$ 265,252
Acquisitions of restricted property and equipment	(307,477)	(454,125)
Depreciation expense on restricted capital assets	364,157	330,114
Net assets released from restriction	$ 380,357	$ 141,241

Attachment: FY2020 ATA Bus Audit Report (10774 : 2022 ATA Bus Appropriation Request)

Flint Hills Area Transportation Agency, Inc.
Manhattan, Kansas

Notes to the Financial Statements
June 30, 2020 and 2019

Note 7 – Liquidity

The Organization's financial assets available within one year of the balance sheet date for general expenses are as follows:

	2020	2019
Cash and cash equivalents	$ 512,007	$ 705,446
Accounts receivable	995,129	855,550
Sales tax refund receivable	36,683	-
	$ 1,543,819	$ 1,560,996

The Organization's financial assets have been reduced by amounts not available for general use because of donor imposed restrictions within one year of the balance sheet date. As part of the Organization's liquidity management, it has a policy to structure its financial assets to be available as its general expenses, liabilities, and other obligations come due. The Organization also has available a line of credit in the amount of $50,000 with no amounts outstanding at June 30, 2020 or 2019.

Note 8 – Contingencies

The Organization receives a significant portion of its revenues from grants, of which the majority are subject to audit by the federal and state governments. The ultimate determination of amounts received under these programs generally is based upon allowable costs reported to and audited by the government. Until such audits have been completed and final settlement reached, there exists a contingency to refund any amount received in excess of allowable costs. Management is of the opinion that no material liability will result from such audits.

Note 9 – Concentrations

The Organization is dependent upon funding from various grants and contributions. If this funding was lost, the Organization would not be able to provide the level of services that they are currently providing.

Attachment: FY2020 ATA Bus Audit Report (10774 : 2022 ATA Bus Appropriation Request)

Note 10 – Compensated Absences

The Organization's vacation policy states that employees are entitled to vacation as follows:

Years of employment	Full-time (30+ hours per week)	Part-time (20 - 29 hours per week)	Part-time (19 hours or less per week)
0 - 2 years	40 hours per year	20 hours per year	No accrual
2+ years	56 hours per year	28 hours per year	No accrual

The maximum accumulation of vacation is fifteen hours which may be carried over. Any amount above that will be forfeited on January 1st. The Organization's policy is vacation is not payable on termination.

Note 11 – Evaluation of Subsequent Events

On January 30, 2020, the World Health Organization ("WHO") announced a global health emergency because of a new strain of coronavirus originating in Wuhan, China (the "COVID-19 outbreak") and the risks to the international community as the virus spreads globally beyond its point of origin. In March 2020, the WHO classified the COVID-19 outbreak as a pandemic, based on the rapid increase in exposure globally. The full impact of the COVID-19 outbreak continues to evolve as of the date of this report. As such, it is uncertain as to the full magnitude that the pandemic will have on the Organization's financial condition, liquidity, and future results of operations. Management is actively monitoring the global and local situation on its financial condition, liquidity, operations, suppliers, industry, and workforce. Given the daily evolution of the COVID-19 outbreak and the global responses to curb its spread, the Organization is not able to estimate the effects of the COVID-19 outbreak on its results of operations, financial condition, or liquidity for fiscal year 2021. Future potential impacts may include disruptions or restrictions on the Organization's ability to operate under its current mission and operating model.

The Organization has evaluated subsequent events and transactions for potential recognition or disclosure through the date of the independent auditor's report, the date the financial statements were available to be issued.

Attachment: FY2020 ATA Bus Audit Report (10774 : 2022 ATA Bus Appropriation Request)

SINGLE AUDIT SECTION

Attachment: FY2020 ATA Bus Audit Report (10774 : 2022 ATA Bus Appropriation Request)

Flint Hills Area Transportation Agency, Inc.
Manhattan, Kansas

Schedule of Expenditures of Federal Awards
For the Year Ended June 30, 2020

Federal Grantor/Pass-Through Grantor/ Program Title	Federal CFDA Number	Expenditures
Department of Transportation		
Passed Through Kansas Department of Transportation		
Formula Grants for Rural Areas	20.509	$ 674,553
Federal Transit Cluster (20.500,20.507,20.525,20.526)	20.526	14,795
Federal Transit Cluster (20.500,20.507,20.525,20.526)	20.507	399,732
		414,527
Enhanced Mobility of Seniors and Individuals with Disability	20.513	124,885
Total Department of Transportation		1,213,965
Total Expenditures of Federal Awards		$ 1,213,965

See independent auditor's report on the financial statement and notes to the schedule of expenditures of federal awards.

Attachment: FY2020 ATA Bus Audit Report (10774 : 2022 ATA Bus Appropriation Request)

Flint Hills Area Transportation Agency, Inc.
Manhattan, Kansas

Notes to the Schedule of Expenditures of Federal Awards
For the Year Ended June 30, 2020

Note 1. General

The accompanying Schedule of Expenditures of Federal Awards (the Schedule) presents the activity of all federal financial assistance programs for the Flint Hills Area Transportation Agency, Inc. (the Organization). The reporting Organization is defined in Note 1 of the Organization's basic financial statements. Federal financial assistance received directly from federal agencies as well as federal financial assistance passed through other government agencies are included on the Schedule.

Note 2. Basis of Presentation

The accompanying Schedule is presented on a basis which is the same basis of accounting as the financial statements. The information in the Schedule is presented in accordance with the requirements of *Title 2 U.S. Code of Federal Regulations Part 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance). Because the Schedule presents only a selected portion of the operations of the Organization, it is not intended to and does not present the financial position, changes in net assets, or cash flows of the Organization.

The Organization did not elect to use the 10% de minimis cost rate.

Attachment: FY2020 ATA Bus Audit Report (10774 : 2022 ATA Bus Appropriation Request)

Flint Hills Area Transportation Agency, Inc.
Manhattan, Kansas

Schedule of Findings and Questioned Costs
June 30, 2020

Section I – Summary of Independent Auditor's Results

Financial Statement

Type of auditor's report issued:	**Unmodified**
Internal control over financial reporting:	
Material weakness(es) identified?	**No**
Significant deficiencies identified?	**No**
Noncompliance material to financial statement noted?	**No**

Federal Awards

Internal control over major programs:	
Material weakness(es) identified?	**No**
Significant deficiencies identified?	**No**
Type of auditor's report issued on compliance for major programs:	**Unmodified**
Any audit findings disclosed that are required to be reported in accordance with 2 CFR Section 200.516(a)?	**No**

Identification of Major Federal Programs:

CFDA Number	Name of Federal Program or Cluster
20.507 & 20.526	Federal Transit Cluster

Dollar threshold used to distinguish between type A and type B programs:	**$ 750,000**
Auditee qualified as low-risk auditee?	**Yes**

Attachment: FY2020 ATA Bus Audit Report (10774 : 2022 ATA Bus Appropriation Request)

JAMES GORDON & ASSOCIATES CPA, P.A.

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INDEPENDENT AUDITOR'S REPORT ON INTERNAL CONTROL OVER FINANCIAL REPORTING AND ON COMPLIANCE AND OTHER MATTERS BASED ON AN AUDIT OF THE FINANCIAL STATEMENT PERFORMED IN ACCORDANCE WITH *GOVERNMENT AUDITING STANDARDS*

To the Executive Board
Flint Hills Area Transportation Agency, Inc.

We have audited, in accordance with the auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States, the financial statements of the Flint Hills Area Transportation Agency, Inc. (the Organization), which comprise the statement of financial position as of June 30, 2020, and the related statements of activities, functional expenses, and cash flows for the year then ended, and the related notes to the financial statements, and have issued our report thereon dated February 18, 2021.

Internal Control over Financial Reporting

In planning and performing our audit of the financial statements, we considered the Organization's internal control over financial reporting (internal control) to determine the audit procedures that are appropriate in the circumstances for the purpose of expressing our opinions on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the Organization's internal control. Accordingly, we do not express an opinion on the effectiveness of the Organization's internal control.

A *deficiency in internal control* exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, misstatements on a timely basis. A *material weakness* is a deficiency, or a combination of deficiencies, in internal control, such that there is a reasonable possibility that a material misstatement of the Organization's financial statements will not be prevented, or detected and corrected, on a timely basis. A *significant deficiency* is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

Attachment: FY2020 ATA Bus Audit Report (10774 : 2022 ATA Bus Appropriation Request)

Our consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies and therefore, material weaknesses or significant deficiencies may exist that have not been identified. Given these limitations, during our audit we did not identify any deficiencies in internal control that we consider to be material weaknesses. We also did not identify any deficiencies that we consider to be significant deficiencies.

Compliance and Other Matters

As part of obtaining reasonable assurance about whether the Organization's financial statements are free from material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the determination of financial statements amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards.*

Purpose of this Report

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the Organization's internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the Organization's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.

James Gordon & Associates CPA, P.A.

James Gordon & Associates CPA, P.A.
Manhattan, Kansas
February 18, 2021

Attachment: FY2020 ATA Bus Audit Report (10774 : 2022 ATA Bus Appropriation Request)

JAMES GORDON & ASSOCIATES CPA, P.A.

727 POYNTZ AVE. STE 601 • MANHATTAN, KS 66502-0124 • 785.537.0190 • FAX 785.537.0158

INDEPENDENT AUDITOR'S REPORT ON COMPLIANCE FOR EACH MAJOR PROGRAM AND ON INTERNAL CONTROL OVER COMPLIANCE REQUIRED BY THE UNIFORM GUIDANCE

To the Executive Board
Flint Hills Area Transportation Agency, Inc.

Report on Compliance for Each Major Federal Program

We have audited Flint Hills Area Transportation Agency, Inc.'s (the Organization), compliance with the types of compliance requirements described in the *OMB Compliance Supplement* that could have a direct and material effect on each of the Organization's major federal programs for the year ended June 30, 2020. The Organization's major federal programs are identified in the summary of auditor's results section of the accompanying schedule of findings and questioned costs.

Management's Responsibility

Management is responsible for compliance with federal statutes, regulations, and the terms and conditions of its federal awards applicable to its federal programs.

Auditor's Responsibility

Our responsibility is to express an opinion on compliance for each of the Organization's major federal programs based on our audit of the types of compliance requirements referred to above. We conducted our audit of compliance in accordance with auditing standards generally accepted in the United States of America; the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States; and the audit requirements of *Title 2 U.S. Code of Federal Regulations Part 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance). Those standards and the Uniform Guidance require that we plan and perform the audit to obtain reasonable assurance about whether noncompliance with the types of compliance requirements referred to above that could have a direct and material effect on a major federal program occurred. An audit includes examining, on a test basis, evidence about the Organization's compliance with those requirements and performing such other procedures as we considered necessary in the circumstances.

We believe that our audit provides a reasonable basis for our opinion on compliance for each major federal program. However, our audit does not provide a legal determination of the Organization's compliance.

Opinion on Each Major Federal Program

In our opinion, the Organization complied, in all material respects, with the types of compliance requirements referred to above that could have a direct and material effect on each of its major federal programs for the year ended June 30, 2020.

Attachment: FY2020 ATA Bus Audit Report (10774 : 2022 ATA Bus Appropriation Request)

Report on Internal Control Over Compliance

Management of the Organization is responsible for establishing and maintaining effective internal control over compliance with the types of compliance requirements referred to above. In planning and performing our audit of compliance, we considered the Organization's internal control over compliance with the types of requirements that could have a direct and material effect on each major federal program to determine the auditing procedures that are appropriate in the circumstances for the purpose of expressing an opinion on compliance for each major federal program and to test and report on internal control over compliance in accordance with the Uniform Guidance, but not for the purpose of expressing an opinion on the effectiveness of internal control over compliance. Accordingly, we do not express an opinion on the effectiveness of the Organization's internal control over compliance.

A *deficiency in internal control over compliance* exists when the design or operation of a control over compliance does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, noncompliance with a type of compliance requirement of a federal program on a timely basis. A *material weakness in internal control over compliance* is a deficiency, or a combination of deficiencies, in internal control over compliance, such that there is a reasonable possibility that material noncompliance with a type of compliance requirement of a federal program will not be prevented, or detected and corrected, on a timely basis. A *significant deficiency in internal control over compliance* is a deficiency, or a combination of deficiencies, in internal control over compliance with a type of compliance requirement of a federal program that is less severe than a material weakness in internal control over compliance, yet important enough to merit attention by those charged with governance. We did not identify any deficiencies that we consider to be significant deficiencies.

Our consideration of internal control over compliance was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control over compliance that might be material weaknesses or significant deficiencies. We did not identify any deficiencies in internal control over compliance that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified.

The purpose of this report on internal control over compliance is solely to describe the scope of our testing of internal control over compliance and the results of that testing based on the requirements of the Uniform Guidance. Accordingly, this report is not suitable for any other purpose.

James Gordon & Associates CPA, P.A.

James Gordon & Associates CPA, P.A.
Manhattan, Kansas
February 18, 2021

Attachment: FY2020 ATA Bus Audit Report (10774 : 2022 ATA Bus Appropriation Request)

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

COUNTY CLERK & ELECTIONS
Budget

MEMORANDUM

FROM: **Tami Robison, Budget & Finance Officer**

MEETING: **May 13, 2021**

SUBJECT: **2022 Riley County Clerk, Election and Tech Budget Requests**

PRESENTER: **Rich Vargo, Riley County Clerk**

Enclosures:

- Clerk memo 2022 (PDF)
- CLERK 2022 (PDF)
- ELECTIONS 2022 (PDF)
- CLERK TECH 2022 (PDF)

To: Board of County Commissioners

From: Rich Vargo

Re: Clerk & Elections 2022 Budget Request

Date: May 13, 2021

The Clerk's department 2022 budget request for contractual, commodities and capital outlay is $27,550 more than the 2020 approved budget. This increase can be attributed to increases in 2625- Laboratory fees for drug testing for Human Resources, 2990-Other Contractual Services and 3010-Office Supplies. All inclusive of adding the PIO position to the County. In 2990 "Other Contractual Services" $18,500 is directly attributed to SB 13 mailings our office is required to mail out. SB 13 does say the State will pay for the cost of the mailings in 2022 & 2023, BUT not funding has been appropriated for the mailings in the current 2022 State Budget! Also directly attributed to SB 13 is a $30,000 programming fee from Komtek, our tax and accounting software vendor which has been submitted as a CIP request for 2021!

The Election's department 2022 budget request for contractual, commodities and capital outlay is $95,350 more than the 2021 budget. Due to the administrative changes being made in elections this year I anticipate a different norm in elections. I anticipate more registered voters utilizing advance by mail ballots in the future. This will increase our printing and postage cost. In the future if the trend continues I would anticipate off setting some of the increased cost with reductions in polling places and poll workers. 2450-Repair/Maint./Supp. Comp. Hardware (Election Equipment) annual maintenance fee increased $42,000. 3095-Election Supplies is increased by $44,000 due to administrative changes in higher volume of mail ballots and polling place supplies due to COVID-19.

Strategic Planning:

In the clerks division the tax and accounting software will need to be evaluated in the next five years. The potential cost at this time is unknown but will be significant.

The elections division should be separated from the rest of the office and immediately adjacent to the election equipment, election equipment work area, advance voting area

Attachment: Clerk memo 2022 (10794 : 2022 Riley County Clerk, Election and Tech Budget Requests)

and training facilities for staff and poll workers. Security of the facilities is also a concern which has needed addressed for years.

In closing I would ask the Board to continue to provide for a good wage and benefit program for all Riley County Employees. I feel our County is run very well across the Board. But as the head of a department none of the good work we accomplish for the taxpayers can be done without excellent employees. The only way to hire and retain them is through a good wage and benefit program and positive work environment. I would like to thank the Board for their support of our taxpayers, office and staff.

Attachment: Clerk memo 2022 (10794 : 2022 Riley County Clerk, Election and Tech Budget Requests)

001-002

Riley County Clerk

PERSONNEL Position Title - Full-Time	2019 ACTUAL	2020 ACTUAL	2021 BUDGET	2022 BUDGET
County Clerk	1	1	1	1
Budget&Finance Officer	1	1	1	1
Human Res Mgr-Deputy	1	1	1	1
Public Information Officer	0	0	0	1
Real Est Specialist	1	1	1	1
Administrative Analyst-Levy	1	1	1	1
AP-Payroll & Benefits Specialist	1	1	1	1
Admin Assistant II	1	1	1	1
Account Clerk/License	1	1	1	1
Records Asst II	1	1	1	1
TOTAL NUMBER OF EMPLOYEES	**9**	**9**	**9**	**10**

	PERSONNEL SERVICES				
1001	Salaries (Regular Full-Time)	$ 598,674	$ 649,370	$ 632,249	$ 699,559
1005	Salaries (Overtime)	1,688	3,312	4,623	4,782
1504	FICA	43,361	46,795	48,720	53,882
1506	Health Insurance	114,522	108,929	139,347	153,899
1508	KPERS	59,376	62,705	62,859	69,730
1510	State Unemployment Tax	408	619	637	704
	TOTAL PERSONNEL SERVICES	**$ 818,029**	**$ 871,730**	**$ 888,435**	**$ 982,556**
	CONTRACTUAL SERVICES				
2010	Postage / Freight / Shipping	$ 1,777	$ 1,447	$ 3,000	$ 3,000
2020	Phone Services	-	2	-	-
2030	Pagers & Cellular Phone Services	1,380	1,675	1,800	2,000
2040	Internet Access	-	-	450	-
2080	Printing/Duplication Services	630	-	2,000	2,000
2110	Advertising & Legal Publications	257	561	2,500	2,500
2123	Liability Insurance	-	203	250	250
2124	Other Insurance	25	-	-	-
2200	Office Equipment Rental	6,748	7,294	7,500	8,000
2410	Repair & Maintain Office Equipment	-	175	500	500
2430	Comp Software Main/Support	-	1,681	1,000	2,000
2510	Mileage / Tolls / Parking / Rental	79	168	800	800
2520	Lodging	1,231	212	2,700	2,700
2530	Air Fare	365	-	800	800
2540	Meals	7,544	246	8,600	8,600
2550	Dues & Memberships	1,341	804	1,400	1,400
2560	Training & Registrations	6,502	1,440	12,000	12,000
2570	Subscriptions	455	461	800	800
2605	Administration/Clerical Fees	9	-	1,000	-

Attachment: CLERK 2022 (10794 : 2022 Riley County Clerk, Election and Tech Budget Requests)

	CONTRACTUAL SERVICES (cont)	2019 ACTUAL	2020 ACTUAL	2021 BUDGET	2022 BUDGET
2615	Recording Fees	175	175	200	250
2625	Laboratory Fees	5,190	6,380	5,500	7,500
2700	Bonding Services	75	225	500	500
2990	Other Contract Services	7,593	8,149	5,000	27,500
	TOTAL CONTRACTUAL SERVICES	**$ 41,376**	**$ 31,298**	**$ 58,300**	**$ 83,100**
	COMMODITIES				
3010	Office Supplies	$ 3,016	$ 3,510	$ 4,500	$ 6,000
3020	Books & Publications	49	41	700	700
3032	Printer Supplies	838	-	1,000	1,000
3080	Fuel & Lubricants	39	-	-	-
3090	Custodial Supplies	-	-	-	-
3990	Other Supplies & Materials	636	875	750	1,000
	TOTAL COMMODITIES	**$ 4,578**	**$ 4,426**	**$ 6,950**	**$ 8,700**
	CAPITAL OUTLAY				
604	Transfer out (Disaster fund reimb)	$ -	$ 14	$ -	$ -
4040	Furniture > $100	2,995	349	1,000	1,000
4050	Technology Hardware	-	72	-	-
4060	Computer Software	-	-	1,000	2,000
	TOTAL CAPITAL OUTLAY	**$ 2,995**	**$ 435**	**$ 2,000**	**$ 3,000**
	TOTAL OPERATING EXPENDITURES	**$ 863,983**	**$ 907,454**	**$ 953,685**	**$ 1,074,356**
	TOTAL EXPENDITURES LESS PERSONNEL	**$ 48,949**	**$ 36,159**	**$ 67,250**	**$ 94,800**
	TOTAL EXPENDITURES	**$ 866,978**	**$ 907,889**	**$ 955,685**	**$ 1,077,356**

Attachment: CLERK 2022 (10794 : 2022 Riley County Clerk, Election and Tech Budget Requests)

001-019

Riley County Elections

PERSONNEL Position Title	2019 ACTUAL	2020 ACTUAL	2021 BUDGET	2022 BUDGET
Full-Time				
Elections Supervisor	1	1	1	1
Elections Sr. Analyst	1	1	1	1
Admin Assistant I	1	1	1	1
Sub-Total	**3**	**3**	**3**	**3**
Seasonal/Temporary				
As Needed Employee	2	2	2	2.5
Temporary Election Workers	4	4	4	4
Election Board Workers	135	325	325	325
Sub-Total	**141**	**331**	**331**	**331.5**
TOTAL NUMBER OF EMPLOYEES	**144**	**334**	**334**	**334.5**

	PERSONNEL SERVICES				
1001	Salaries (Regular Full-Time)	$ 176,736	$ 186,915	$ 174,429	$ 172,083
1003	Salaries (Seas. / Temp. / As Needed)	27,314	91,206	144,722	163,661
1005	Salaries (Overtime)	1,040	12,010	2,533	2,346
1504	FICA	12,790	17,153	17,339	19,669
1506	Health Insurance	39,633	40,114	38,719	38,113
1508	KPERS	16,537	19,106	17,466	17,269
1510	State Unemployment Tax	160	297	227	257
	TOTAL PERSONNEL SERVICES	**$ 274,210**	**$ 366,801**	**$ 395,435**	**$ 413,398**
	CONTRACTUAL SERVICES				
2010	Postage / Freight / Shipping	$ 5,246	$ 35,382	$ 30,000	$ 36,000
2020	Phone Services	41	93	100	150
2030	Pagers/Cell Phone	780	780	1,100	900
2040	Internet Access	1,107	6,017	2,500	7,000
2080	Printing/Duplication Services	11,140	12,808	20,000	20,000
2110	Advertising & Legal Publications	4,972	6,607	18,000	18,000
2200	Office Equipment Rental	3,323	5,734	5,000	6,000
2220	Building Space Rental	980	-	3,000	3,000
2410	Repair & Maintain Office Equipment	-	150	300	200
2430	Repair / Maint. / Supp. Comp. Software	11,500	11,556	30,000	15,000
2450	Repair / Maint. / Supp. Comp. Hardware	-	69,470	28,000	70,000

Attachment: ELECTIONS 2022 (10794 : 2022 Riley County Clerk, Election and Tech Budget Requests)

	CONTRACTUAL SERVICES (cont)	2019 ACTUAL	2020 ACTUAL	2021 BUDGET	2022 BUDGET
2510	Mileage / Tolls / Parking / Rental	1,056	4,661	3,000	5,000
2520	Lodging	711	-	1,000	1,000
2540	Meals	447	1,164	1,200	1,200
2550	Dues & Memberships	66	146	250	250
2560	Training & Registrations	1,074	620	2,000	2,000
2570	Subscriptions	-	-	100	-
2585	Misc Refunds/Reimbursements	-	100	250	200
2696	Election Board Workers	280	658	-	700
2700	Bonding Services	-	150	-	150
2850	Waste Disposal	-	-	200	-
2990	Other Contract Services	150	-	2,000	2,000
	TOTAL CONTRACTUAL SERVICES	**$ 42,873**	**$ 156,096**	**$ 148,000**	**$ 188,750**
	COMMODITIES				
3010	Office Supplies	$ 2,832	$ 5,236	$ 5,000	$ 5,500
3031	Supplies-Media	15	-	-	-
3032	Supplies - Printer	114	-	1,000	1,000
3045	Protective Gear	-	1,275	-	1,000
3080	Fuel & Lubricants	46	28	100	100
3095	Election Supplies	14,676	69,098	25,000	69,000
3135	Furniture < $100	-	-	200	200
3990	Other Supplies & Materials	262	576	500	600
	TOTAL COMMODITIES	**$ 17,945**	**$ 76,213**	**$ 31,800**	**$ 77,400**
	CAPITAL OUTLAY				
4040	Furniture > $100	$ 1,742	$ -	$ 2,500	$ 2,000
4050	Computer Hardware	-	300	2,000	11,500
4060	Computer Software	385	-	2,000	2,000
	TOTAL CAPITAL OUTLAY	**$ 2,127**	**$ 300**	**$ 6,500**	**$ 15,500**
	TOTAL OPERATING EXPENDITURES	**$ 335,028**	**$ 599,110**	**$ 575,235**	**$ 679,548**
	TOTAL EXPENDITURES LESS PERSONNEL	**$ 62,945**	**$ 232,609**	**$ 186,300**	**$ 281,650**
	TOTAL EXPENDITURES	**$ 337,155**	**$ 599,410**	**$ 581,735**	**$ 695,048**

Attachment: ELECTIONS 2022 (10794 : 2022 Riley County Clerk, Election and Tech Budget Requests)

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Fund # 107
Riley County Clerk Technology

		2019 ACTUAL	2020 ACTUAL	2021 BUDGET	2021 EST	2022 BUDGET
	BEGINNING CASH BALANCE					
	Fund Balance	$ 66,142	$ 81,903	$ 94,303	$ 104,310	$ 116,710
	TOTAL BEGINNING CASH BALANCE	**$ 66,142**	**$ 81,903**	**$ 94,303**	**$ 104,310**	**$ 116,710**
	REVENUE					
402	Investment Interest	$ 1,596	$ 631	$ 400	$ 400	$ 500
602	Misc. Collection	14,165	21,776	12,000	12,000	15,000
	TOTAL REVENUE	**$ 15,761**	**$ 22,407**	**$ 12,400**	**$ 12,400**	**$ 15,500**
	TOTAL RESOURCES AVAILABLE	**$ 81,903**	**$ 104,310**	**$ 106,703**	**$ 116,710**	**$ 132,210**
	COMMODITIES					
3030	Computer Supplies	$ -	$ -	$ -	$ -	$ -
3032	Supplies - Printer	-	-	-	-	-
3990	Other Supplies & Materials	-	-	-	-	-
	TOTAL COMMODITIES	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**
	CAPITAL OUTLAY					
4990	Other Capital Outlay	$ -	$ -	$ 106,703	$ -	$ 132,210
	TOTAL CAPITAL OUTLAY	**$ -**	**$ -**	**$ 106,703**	**$ -**	**$ 132,210**
	TOTAL EXPENDITURES	**$ -**	**$ -**	**$ 106,703**	**$ -**	**$ 132,210**
	TOTAL ENDING FUND BALANCE	**$ 81,903**	**$ 104,310**	**$ -**	**$ 116,710**	**$ -**

Attachment: CLERK TECH 2022 (10794 : 2022 Riley County Clerk, Election and Tech Budget Requests)