



**Board of Riley County
Commissioners
Regular Meeting
Agenda
May 13, 2024**

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

Cindy Kabriel
785-565-6200

Commission Chambers

8:30 AM

[District 1 – John Ford, Chair](#)

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

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

8:30 AM

Call to Order

Pledge of Allegiance

Public Comment

1. Public Comments

Commission Comments

2. Commission Comments

Business Meeting

3. Solid Waste Management Plan - 5-Year Update
4. National Public Works Week Proclamation May 19-25, 2024
5. Sign Riley County Employee Action Form(s)

Review Minutes

6. Board of Riley County Commissioners - Regular Meeting - May 9, 2024 8:30 AM

Review Tentative Agenda

7. Tentative Agenda

Press Conference Topics

8. Discuss Press Conference

9:00 AM

Rich Vargo, County Clerk

9. Year to date budget and expenditure reports

9:15 AM

Megan Lewis, Interim Community Corrections Director

10. Request to Fill On-call Juvenile Intake Officers
11. County Special Alcohol Fund Allocations

9:30 AM

Press Conference

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

- 9:45 AM Amy Manges, Register of Deeds**
13. 2025 Register of Deeds & Tech Fund Budget Requests
- 10:00 AM Cory Meyer, IT/GIS Director**
14. Microsoft 365 Licensing Renewal
- 10:10 AM John Ellermann, Public Works Director/County Engineer**
15. Public Works Project Update
16. Pottorf Hall Discussion
17. Court House Plaza East Windows
- 10:40 AM Clancy Holeman, Counselor/Director of Administrative Services**
18. Administrative Work Session
19. Pending County Projects County Counselor
- 11:00 AM Katharine Hensler, Museum Director**
20. Riley County Historical Museum Staff Update
- 11:15 AM Clancy Holeman, Counselor/Director of Administrative Services**
21. 2025 Riley County Counselor Budget Request
- 11:30 AM Lunch**
- 1:15 PM Evan McMillan, Assistant County Engineer**
22. 2025 Benefit Districts, Landfill, and Solid Waste Budget Requests
- 1:30 PM Emily Wagner, Manhattan Emergency Shelter Director**
23. 2025 Manhattan Emergency Shelter Appropriation Request
- 1:45 PM Russel Stukey, Emergency Management Director**
24. 2025 Emergency Management, 911, Rural Fire District, Rural Fire Capital Outlay Budget Requests
- 2:15 PM Anne Smith, aTa Bus**
25. 2025 ATA Bus Appropriation Request

Adjournment**Announcements**

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

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

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



PLANNING & DEVELOPMENT
Resolution

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

RESOLUTION

FROM: Amanda Webb, Planning Director

MEETING: May 13, 2024

SUBJECT: Solid Waste Management Plan - 5-Year Update

PRESENTER: Amanda Webb, Planning Director

BACKGROUND

On April 22, 2024, the BOCC held the required public hearing to review the Solid Waste Management Plan 5-year update. The BOCC approved the update and directed staff to submit to the Kansas Department of Health & Environment.

DISCUSSION

To formalize the BOCC's approval of the plan, a resolution is required and must also be transmitted to KDHE with the plan document (and other supporting documentation). That resolution is attached for your review and signature.

FISCAL IMPACT

None.

RECOMMENDATION(S)

Staff recommends the BOCC sign the attached resolution formalizing the April 22, 2024 approval of the Solid Waste Management Plan 5-year update.

POSSIBLE MOTION(S)

Move to sign the resolution formalizing the April 22, 2024 approval of the Solid Waste Management Plan 5-year update.

Enclosures:

- Resolution SWMP (PDF)

RESOLUTION NO. 051324--**A RESOLUTION BY THE BOARD OF COUNTY COMMISSIONERS OF RILEY COUNTY, KANSAS, ADOPTING THE FIVE-YEAR UPDATE OF THE SOLID WASTE MANAGEMENT PLAN**

WHEREAS, pursuant to K.S.A. 65-3405, the Board of County Commissioners established a Solid Waste Management Committee and adopted a Solid Waste Management Plan; and

WHEREAS, K.A.R. 28-29-81 requires a 5-year review and update of the Solid Waste Management Plan. The last 5-year update was completed and adopted in May 2019; and

WHEREAS, the Solid Waste Management Committee reviewed and updated the Solid Waste Management Plan and at their March 28, 2024 meeting voted to send to the Riley County Planning Board for review; and

WHEREAS, the Riley County Planning Board reviewed the document at their regular public meeting on April 8, 2024 and forwarded a recommendation of approval to the Board of County Commissioners; and

WHEREAS, the Solid Waste Management Committee also forwarded a recommendation of approval to the Board of County Commissioners; and

WHEREAS, the required Notice of Public Hearing was published in The Mercury on April 6, 2024; and

WHEREAS, the Board of County Commissioners held the required public hearing on April 22, 2024 and subsequently approved the updated Solid Waste Management Plan and directed staff to forward the plan and supporting documents to the Kansas Department of Health and Environment.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COMMISSIONERS OF RILEY COUNTY, KANSAS:

That the Solid Waste Management Plan 2024 5-year update is hereby adopted as presented.

Attachment: Resolution SWMP (14764 : Solid Waste Management Plan 5-Year Update)

ADOPTED this 13th day of May, 2024

BOARD OF COMMISSIONERS
OF RILEY COUNTY, KANSAS

John Ford, Chair

Greg McKinley, Vice Chair

Kathryn Focke, Member

ATTEST:

Rich Vargo, Riley County Clerk



PUBLIC WORKS
Proclamation

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

COMMISSION AGENDA REPORT

FROM: Andrea Rose, Administrative Assistant II

MEETING: May 13, 2024

SUBJECT: National Public Works Week Proclamation May 19-25, 2024

PRESENTER: John Ellermann, Director of Public Works

POSSIBLE MOTION(S)

Move to approve the Proclamation for National Public Works Week - May 19-25, 2024.

Enclosures:

- PW Proclamation (PDF)



Proclamation

NATIONAL PUBLIC WORKS WEEK May 19 – 25, 2024

WHEREAS, public works infrastructure, facilities and services are of vital importance to sustainable communities and to the health, safety and well-being of the people of Riley County, Kansas; and

WHEREAS, such facilities and services could not be provided without the dedicated efforts of public works professionals, engineers, managers and employees from state and local units of Government and the private sector, who are responsible for and must plan, design, build, operate, and maintain the transportation, water supply, sewage and refuse disposal systems, public buildings, and other structures and facilities essential to serve our citizens; and

WHEREAS, it is in the public interest for the citizens, civic leaders and children in the United States of America to gain knowledge of and to maintain a progressive interest and understand the importance of public works and public works programs in their respective communities; and

WHEREAS, the year 2024 marks the 64th annual National Public Works Week sponsored by the American Public Works Association;

NOW, THEREFORE LET IT KNOWN, that the Board of County Commissioners of Riley County, Kansas, do hereby urge Riley County Citizens to join with representatives of Riley County Public Works, the American Public Works Association and government agencies in activities and ceremonies designed to pay tribute to our public works professionals, engineers, managers and employees and to recognize the substantial contributions they have made to our national health, safety, welfare and economy.

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

CHAIRMAN

MEMBER

ATTEST:

RICH VARGO
Riley County Clerk

MEMBER



COUNTY CLERK & ELECTIONS
Personnel

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

COMMISSION AGENDA REPORT

FROM: Elizabeth Ward, Human Resources Director

MEETING: May 13, 2024

SUBJECT: Sign Riley County Employee Action Form(s)

PRESENTER: Elizabeth Ward, Human Resources Director

Enclosures:

- 2024-05 HD KLawrence EAF (DOCX)

RILEY COUNTY EMPLOYEE ACTION FORM

Company Code: 166733

Full Legal Name: Kaisha Lawrence**Status Change Date:** 06/01/2024**Status Change:** New Hire**Date of Hire:** 06/01/2024**Seniority:** 0 Year(s), 0 Month(s)**Position:** MCH Intern**Position Type:** Intern**Pay Range:** TASND**Pay Type:** Hourly**Base Rate:** \$0.00**Annualized Pay:** \$0.00**Funds Codes:** 30 – Health Department, 423 – Maternal Child Health**Supervisor:** Breva Spencer**Department Head:** Julie Gibbs

BoCC Chair _____

Date: _____

BoCC Member _____

Date: _____

BoCC Member _____

Date: _____

Attachment: 2024-05 HD KLawrence EAF (14763 : Employee Action Form (Green Sheet))



**Board of Riley County
Commissioners
Regular Meeting
TENTATIVE Agenda
May 16, 2024**

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

Cindy Kabriel
785-565-6200

Commission Chambers

9:00 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

Bryant Parker, Deputy County Counselor

2. Administrative Work Session

9:50 AM

Julie Gibbs, Health Department Director

3. New Public Health Advisory Council bylaws

10:00 AM

Gary Fike, County Extension Director

4. 2025 Fair Board Budget Request

10:15 AM

Brian Peete, RCPD Director

5. RCPD update

10:30 AM

Brittany Phillips, Budget and Finance Officer

6. ARPA Funds update

11:00 AM

Kevin Larson, Riley County Council on Aging

7. 2025 Riley County Council on Aging Appropriation Request

11:15 AM

Cory Meyer, IT/GIS Director

Attachment: 05-16-24 tentative agenda (14202 : Tentative Agenda)

8. 2025 IT/GIS Budget Request

11:30 AM

Michael Boller, Noxious Weed/HHW Director

9. 2025 Noxious Weed/HHW Budget Request

1:15 PM

Brittany Phillips, Budget and Finance Officer

10. 2025 Commissioners, Coroner, General, and Sales Tax Budget Requests
11. 2025 Insurance, Juvenile Fees, Bond & Interest, War Memorial, and Special Alcohol Budget Requests
12. 2025 CIP, Economic Development RCPD Budget Requests

2:00 PM

Scott Carmichael, Riley County Conservation District Director

13. 2025 Riley County Conservation District Appropriation Request

2:15 PM

Lori Feldkamp, Big Lakes Developmental Center Director

14. 2025 Big Lakes Development Center Appropriation Request

2:30 PM

Rich Vargo, County Clerk

15. 2025 Clerk, Elections, Clerk Tech Fund Budget Requests

2:45 PM

Christine Benne, Flint Hills Veterans Coalition

16. 2025 Flint Hills Veterans Coalition Appropriation Request

4:00 PM

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

Adjournment

Announcements

Good Morning Manhattan will be held today 7:15 a.m. - 8:30 a.m. at the Four Points by Sheraton, 530 Richards Drive.

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: 05-16-24 tentative agenda (14202 : Tentative Agenda)



**Board of Riley County
Commissioners
Regular Meeting
TENTATIVE Agenda
May 20, 2024**

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

Cindy Kabriel
785-565-6200

Commission Chambers

8:30 AM

[District 1 – John Ford, Chair](#)

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

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

8:30 AM

Call to Order

Pledge of Allegiance

Public Comment

Commission Comments

Business Meeting

Review Minutes

Review Tentative Agenda

Press Conference Topics

9:00 AM

Elizabeth Ward, Human Resources Manager

1. New and expanded positions

9:15 AM

David Adams, EMS/Ambulance Director

2. Staff update

9:30 AM

Press Conference

9:40 AM

Megan Lewis, Interim Community Corrections Director

3. Staff update
4. Grant

10:10 AM

Clancy Holeman, Counselor/Director of Administrative Services

5. Administrative Work Session

12:00 PM

Law Enforcement Agency Meeting

Adjournment

Attachment: 05-20-24 tentative agenda (14202 : Tentative Agenda)

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



COUNTY CLERK & ELECTIONS
Budget

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

STAFF REPORT

FROM: Rich Vargo, County Clerk

MEETING: May 13, 2024

SUBJECT: Year to date budget and expenditure reports

PRESENTER: Rich Vargo, County Clerk

Enclosures:

- 2024 YTD Wage-Overtime Report Overview 2024-04 (PDF)
- 2024 YTD Wage-Overtime Report Detail Page 2024-04 (PDF)
- April Financial reports 2024 (PDF)

Dept				February	March	1st Quarter	April	2nd Quarter	3rd Quarter	4th Quarter	YTD 2024	2024 Budget	9.a
	Department												
1	Attorney	Regular Salaries	1001	\$133,705.27	\$133,795.97	\$401,252.63	\$139,018.85	\$139,018.85	\$0.00	\$0.00	\$540,271.48	\$1,862,409.00	
		Seasonal/ASND	1003		\$0.00		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$27,695.00	
		Overtime	1005	\$176.93	\$79.80	\$256.73	\$545.30	\$545.30	\$0.00	\$0.00	\$802.03	\$6,916.00	
				\$133,882.20	\$133,875.77	\$401,509.36	\$139,564.15	\$139,564.15	\$0.00	\$0.00	\$541,073.51	\$1,897,020.00	
2	Clerk	Regular Salaries	1001	\$73,237.39	\$73,237.42	\$216,158.59	\$73,170.76	\$73,170.76	\$0.00	\$0.00	\$289,329.35	\$936,551.00	
		Seasonal/ASND	1003	\$1,683.75	\$0.00	\$2,741.25	\$1,046.25	\$1,046.25	\$0.00	\$0.00	\$3,787.50	\$15,000.00	
		Overtime	1005	\$65.16	\$236.21	\$301.37	\$399.11	\$399.11	\$0.00	\$0.00	\$700.48	\$6,433.00	
				\$74,986.30	\$73,473.63	\$219,201.21	\$74,616.12	\$74,616.12	\$0.00	\$0.00	\$293,817.33	\$957,984.00	
3	Commissioners	Regular Salaries	1001	\$13,064.76	\$13,064.76	\$39,194.28	\$13,064.76	\$13,064.76	\$0.00	\$0.00	\$52,259.04	\$174,351.00	
4	Administrative Svcs	Regular Salaries	1001	\$38,789.28	\$38,789.28	\$116,367.84	\$38,789.28	\$38,789.28	\$0.00	\$0.00	\$155,157.12	\$555,325.00	
		Overtime	1005	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$2,312.00	
				\$38,789.28	\$38,789.28	\$116,367.84	\$38,789.28	\$38,789.28	\$0.00	\$0.00	\$155,157.12	\$557,637.00	
6	Register of Deeds	Regular Salaries	1001	\$28,048.14	\$28,048.14	\$84,144.42	\$28,048.14	\$28,048.14	\$0.00	\$0.00	\$112,192.56	\$372,032.00	
		Seasonal/ASND	1003	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
		Overtime	1005	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$3,082.00	
				\$28,048.14	\$28,048.14	\$84,144.42	\$28,048.14	\$28,048.14	\$0.00	\$0.00	\$112,192.56	\$375,114.00	
7	Treasurer	Regular Salaries	1001	\$67,534.06	\$70,857.54	\$229,801.70	\$74,260.93	\$74,260.93	\$0.00	\$0.00	\$304,062.63	\$1,006,658.00	
		Seasonal/ASND	1003	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
		Overtime	1005	\$0.00	\$1,442.49	\$1,442.49	\$0.00	\$0.00	\$0.00	\$0.00	\$1,442.49	\$10,130.00	
				\$67,534.06	\$72,300.03	\$231,244.19	\$74,260.93	\$74,260.93	\$0.00	\$0.00	\$305,505.12	\$1,016,788.00	
10	Emergency Mgt	Regular Salaries	1001	\$16,522.87	\$16,522.88	\$49,598.62	\$16,522.86	\$16,522.86	\$0.00	\$0.00	\$66,121.48	\$135,724.00	
		Seasonal/ASND	1003	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
		Overtime	1005	\$0.00	\$9.47	\$9.47	\$37.89	\$37.89	\$0.00	\$0.00	\$47.36	\$792.00	
				\$16,522.87	\$16,532.35	\$49,608.09	\$16,560.75	\$16,560.75	\$0.00	\$0.00	\$66,168.84	\$136,516.00	
17	Museum	Regular Salaries	1001	\$25,968.14	\$26,022.92	\$77,817.69	\$25,995.53	\$25,995.53	\$0.00	\$0.00	\$103,813.22	\$323,579.00	
		Seasonal/ASND	1003	\$3,082.50	\$3,382.50	\$8,452.50	\$3,000.00	\$3,000.00	\$0.00	\$0.00	\$11,452.50	\$21,450.00	
		Overtime	1005	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
				\$29,050.64	\$29,405.42	\$86,270.19	\$28,995.53	\$28,995.53	\$0.00	\$0.00	\$115,265.72	\$345,029.00	
19	Election	Regular Salaries	1001	\$18,643.57	\$18,643.56	\$55,930.69	\$18,743.57	\$18,743.57	\$0.00	\$0.00	\$74,674.26	\$419,641.00	
		Seasonal/ASND	1003	\$3,288.85	\$10,104.55	\$14,946.76	\$31,923.97	\$31,923.97	\$0.00	\$0.00	\$46,870.73	\$90,170.00	
		Overtime	1005	\$85.60	\$207.89	\$293.49	\$1,806.31	\$1,806.31	\$0.00	\$0.00	\$2,099.80	\$7,042.00	
				\$22,018.02	\$28,956.00	\$71,170.94	\$52,473.85	\$52,473.85	\$0.00	\$0.00	\$123,644.79	\$516,853.00	
20	EMS/Ambulance	Regular Salaries	1001	\$173,934.16	\$180,821.77	\$552,139.40	\$170,416.74	\$170,416.74	\$0.00	\$0.00	\$722,556.14	\$2,311,206.00	
		Seasonal/ASND	1003	\$3,294.36	\$3,511.00	\$9,110.41	\$5,088.81	\$5,088.81	\$0.00	\$0.00	\$14,199.22		
		Overtime	1005	\$77,510.72	\$80,494.12	\$237,234.41	\$77,123.33	\$77,123.33	\$0.00	\$0.00	\$314,357.74	\$1,390,792.00	

Attachment: 2024 YTD Wage-Overtime Report Overview 2024-04 (14761 : Year to date budget and

Dept				February	March	1st Quarter	April	2nd Quarter	3rd Quarter	4th Quarter	YTD 2024	2024 Budget	9.a
	Department												
				\$254,739.24	\$264,826.89	\$798,484.22	\$252,628.88	\$252,628.88	\$0.00	\$0.00	\$1,051,113.10	\$3,701,998.00	
22	Appraiser	Regular Salaries	1001	\$85,532.83	\$84,876.76	\$256,050.52	\$89,161.63	\$89,161.63	\$0.00	\$0.00	\$345,212.15	\$1,257,929.00	
		Seasonal/ASND	1003	\$637.50	\$401.25	\$1,845.00	\$611.25	\$611.25	\$0.00	\$0.00	\$2,456.25	\$15,000.00	
		Overtime	1005	\$0.00	\$665.11	\$665.11	\$540.45	\$540.45	\$0.00	\$0.00	\$1,205.56	\$17,139.00	
				\$86,170.33	\$85,943.12	\$258,560.63	\$90,313.33	\$90,313.33	\$0.00	\$0.00	\$348,873.96	\$1,290,068.00	
24	Planning & Development	Regular Salaries	1001	\$36,056.56	\$34,948.47	\$106,007.37	\$35,833.41	\$35,833.41	\$0.00	\$0.00	\$141,840.78	\$475,685.00	
		Seasonal/ASND	1003	\$1,155.00	\$1,252.50	\$3,164.50	\$1,200.00	1200	\$0.00	\$0.00	\$4,364.50	\$15,000.00	
		Overtime	1005	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,516.00	
				\$37,211.56	\$36,200.97	\$109,171.87	\$37,033.41	\$37,033.41	\$0.00	\$0.00	\$146,205.28	\$492,201.00	
29	Information Tech-GIS	Regular Salaries	1001	\$50,830.54	\$53,466.55	\$152,491.63	\$53,466.54	\$53,466.54	\$0.00	\$0.00	\$205,958.17	\$679,298.00	
		Seasonal/ASND	1003	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
		Overtime	1005	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$8,219.00	
				\$50,830.54	\$53,466.55	\$152,491.63	\$53,466.54	\$53,466.54	\$0.00	\$0.00	\$205,958.17	\$687,517.00	
30	General-General	Regular Salaries	1001		\$0.00	\$0.00	0	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
		Separation Payout	1005	\$0.00	\$2,227.17	\$10,316.86	\$953.19	\$953.19	\$0.00	\$0.00	\$11,270.05	\$120,000.00	
				\$0.00	\$2,227.17	\$10,316.86	\$953.19	\$953.19	\$0.00	\$0.00	\$11,270.05	\$120,000.00	
40	Public Works	Regular Salaries	1001	\$269,982.42	\$268,400.10	\$835,465.18	\$265,401.84	\$265,401.84	\$0.00	\$0.00	\$1,100,867.02	\$3,705,476.00	
		Seasonal/ASND	1003	\$41.49	\$186.67	\$228.16	\$259.25	\$259.25	\$0.00	\$0.00	\$487.41	\$132,452.00	
		Overtime	1005	\$2,950.04	\$1,908.30	\$25,875.82	\$2,110.17	\$2,110.17	\$0.00	\$0.00	\$27,985.99	\$139,223.00	
				\$272,973.95	\$270,495.07	\$861,569.16	\$267,771.26	\$267,771.26	\$0.00	\$0.00	\$1,129,340.42	\$3,977,151.00	
41	Noxious Weed	Regular Salaries	1001	\$34,236.26	\$34,143.73	\$105,670.67	\$34,143.74	\$34,143.74	\$0.00	\$0.00	\$139,814.41	\$447,359.00	
		Seasonal/ASND	1003	0	0	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
		Overtime	1005	\$489.90	\$311.29	\$2,522.24	\$0.00	\$0.00	\$0.00	\$0.00	\$2,522.24	\$12,406.00	
				\$34,726.16	\$34,455.02	\$108,192.91	\$34,143.74	\$34,143.74	\$0.00	\$0.00	\$142,336.65	\$459,765.00	
150	Solid Waste Payroll	Regular Salaries	1001	\$15,032.54	\$15,677.22	\$47,911.12	\$15,009.64	\$15,009.64	\$0.00	\$0.00	\$62,920.76	\$191,080.00	
		Seasonal/ASND	1003	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
		Overtime	1005	\$12.02	\$0.00	\$12.02	\$0.00	\$0.00	\$0.00	\$0.00	\$12.02	\$16,822.00	
				\$15,044.56	\$15,677.22	\$47,923.14	\$15,009.64	\$15,009.64	\$0.00	\$0.00	\$62,932.78	\$207,902.00	
183	Fire District #1	Regular Salaries	1001	\$20,775.26	\$14,860.20	\$56,459.63	\$14,899.28	\$14,899.28	\$0.00	\$0.00	\$71,358.91	\$267,949.00	
		Seasonal/ASND	1003	\$3,544.00	\$5,593.00	\$11,993.00	\$11,402.00	\$11,402.00	\$0.00	\$0.00	\$23,395.00	\$72,450.00	
		Overtime	1005	\$0.00	\$8.78	\$8.78	\$0.00	\$0.00	\$0.00	\$0.00	\$8.78	\$671.00	
				\$24,319.26	\$20,461.98	\$68,461.41	\$26,301.28	\$26,301.28	\$0.00	\$0.00	\$94,762.69	\$341,070.00	
400	Health Dept.-General	Regular Salaries	1001	\$32,739.54	\$32,568.98	\$96,492.02	\$31,961.65	\$31,961.65	\$0.00	\$0.00	\$128,453.67	\$345,543.00	
		Seasonal/ASND	1003	\$ -		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
		Overtime	1005	\$213.30	\$149.32	\$362.62	\$138.65	\$138.65	\$0.00	\$0.00	\$501.27	\$1,930.00	
				\$32,952.84	\$32,718.30	\$96,854.64	\$32,100.30	\$32,100.30	\$0.00	\$0.00	\$128,954.94	\$347,473.00	

Attachment: 2024 YTD Wage-Overtime Report Overview 2024-04 (14761 : Year to date budget and

Dept				February	March	1st Quarter	April	2nd Quarter	3rd Quarter	4th Quarter	YTD 2024	2024 Budget	9.a
	<u>Department</u>												
410 -	Health Dept.-Grants	Regular Salaries	1001	\$219,878.79	\$217,601.90	\$655,476.58	\$218,774.95	\$218,774.95	\$0.00	\$0.00	\$874,251.53	\$2,828,382.00	
		Seasonal/ASND	1003	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
		Overtime	1005	\$8.47	\$0.00	\$8.47	\$0.00	\$0.00	\$0.00	\$0.00	\$8.47	\$19,210.00	
				\$219,887.26	\$217,601.90	\$655,485.05	\$218,774.95	\$218,774.95	\$0.00	\$0.00	\$874,260.00	\$2,847,592.00	
520	Community Corrections	Regular Salaries	1001	\$25,256.92	\$25,276.28	\$76,012.58	\$24,882.31	\$24,882.31	\$0.00	\$0.00	\$100,894.89	\$327,830.00	
	-Adult	Seasonal/ASND	1003	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
		Overtime	1005	\$173.01	\$180.35	\$353.36	\$3,969.83	\$3,969.83	\$0.00	\$0.00	\$4,323.19	\$0.00	
				\$25,429.93	\$25,456.63	\$76,365.94	\$28,852.14	\$28,852.14	\$0.00	\$0.00	\$105,218.08	\$327,830.00	
521	Community Corrections	Regular Salaries	1001	\$20,736.21	\$20,766.89	\$62,305.45	\$18,251.44	\$18,251.44	\$0.00	\$0.00	\$80,556.89	\$278,928.00	
	-Juvenile	Seasonal/ASND	1003	1415.75	1904.12	\$5,542.03	1467.24	\$1,467.24	\$0.00	\$0.00	\$7,009.27	\$11,466.00	
		Overtime	1005	\$108.10	\$223.88	\$331.98	\$605.36	\$605.36	\$0.00	\$0.00	\$937.34	\$0.00	
				\$22,260.06	\$22,894.89	\$68,179.46	\$20,324.04	\$20,324.04	\$0.00	\$0.00	\$88,503.50	\$290,394.00	
523	Community Corrections	Regular Salaries	1001	\$3,279.60	\$3,284.79	\$9,843.98	\$3,279.60	\$3,279.60	\$0.00	\$0.00	\$13,123.58	\$67,230.00	
	-Juvenile reinvestment	Seasonal/ASND	1003		0	\$0.00	0	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
		Overtime	1005	\$0.00	\$168.90	\$168.90	\$53.70	\$53.70	\$0.00	\$0.00	\$222.60	\$0.00	
				\$3,279.60	\$3,453.69	\$10,012.88	\$3,333.30	\$3,333.30	\$0.00	\$0.00	\$13,346.18	\$67,230.00	
2003	Community Corrections	Regular Salaries	1001	\$5,272.00	\$5,379.09	\$14,723.59	\$5,272.01	\$5,272.01	\$0.00	\$0.00	\$19,995.60	\$68,536.00	
	-BJA Grant	Seasonal/ASND	1003	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
		Overtime	1005	\$812.54	\$499.72	\$1,312.26	\$469.04	\$469.04	\$0.00	\$0.00	\$1,781.30	\$0.00	
				\$6,084.54	\$5,878.81	\$16,035.85	\$5,741.05	\$5,741.05	\$0.00	\$0.00	\$21,776.90	\$68,536.00	
	Totals			\$1,506,526.50	\$1,522,749.90	\$4,626,803.29	\$1,549,787.26	\$1,549,787.26	\$0.00	\$0.00	\$6,176,590.55	\$21,204,019.00	
											\$6,176,590.55	\$21,273,708.00	

Attachment: 2024 YTD Wage-Overtime Report Overview 2024-04 (14761 : Year to date budget and

2024 YTD Wages/Overtime Compared to Budget

% of Year Used

33.33%

April

YTD Wages

Budgeted
Wages

YTD OT

Budgeted
OvertimeOT Spent -
% of wagesTotal YTD
Wages & OT2024 Total
BudgetBud
SpDepartment

1 Attorney	\$540,271.48	\$1,890,104.00	\$802.03	\$6,916.00	0.04%	\$541,073.51	\$1,897,020.00	28
2 Clerk	\$293,116.85	\$951,551.00	\$700.48	\$6,433.00	0.07%	\$293,817.33	\$957,984.00	30
3 Commissioners	\$52,259.04	\$174,351.00	\$0.00	\$0.00	0.00%	\$52,259.04	\$174,351.00	29
4 Administrative Services	\$155,157.12	\$555,325.00	\$0.00	\$2,312.00	0.00%	\$155,157.12	\$557,637.00	27
6 Register of Deeds	\$112,192.56	\$372,032.00	\$0.00	\$3,082.00	0.00%	\$112,192.56	\$375,114.00	29
7 Treasurer	\$304,062.63	\$1,006,658.00	\$1,442.49	\$10,130.00	0.14%	\$305,505.12	\$1,016,788.00	30
10 Emergency Mgt	\$66,121.48	\$205,200.00	\$47.36	\$792.00	0.02%	\$66,168.84	\$206,205.00	32
17 Museum	\$115,265.72	\$345,029.00	\$0.00	\$0.00	0.00%	\$115,265.72	\$345,029.00	33
19 Election	\$121,544.99	\$509,811.00	\$2,099.80	\$7,042.00	0.41%	\$123,644.79	\$516,853.00	23
20 EMS/Ambulance	\$736,755.36	\$2,311,206.00	\$314,357.74	\$1,390,792.00	13.60%	\$1,051,113.10	\$3,701,998.00	28
22 Appraiser	\$347,668.40	\$1,083,795.00	\$1,205.56	\$17,139.00	0.11%	\$348,873.96	\$1,290,068.00	27
24 Planning & Development	\$146,205.28	\$490,685.00	\$0.00	\$1,516.00	0.00%	\$146,205.28	\$492,201.00	29
29 Information Tech-GIS	\$205,958.17	\$679,298.00	\$0.00	\$8,219.00	0.00%	\$205,958.17	\$687,517.00	29
30 General Serv.-Separation	\$11,270.05	\$120,000.00	\$0.00	\$0.00	0.00%	\$11,270.05	\$120,000.00	9
40 Public Works	\$1,101,354.43	\$3,837,928.00	\$27,985.99	\$139,223.00	0.73%	\$1,129,340.42	\$3,977,151.00	28
41 Noxious Weed	\$139,814.41	\$447,359.00	\$2,522.24	\$12,406.00	0.56%	\$142,336.65	\$459,765.00	30
NON-GENERAL FUNDS								
Solid Waste payroll	\$62,920.76	\$191,080.00	\$12.02	\$16,822.00	0.01%	\$62,932.78	\$207,902.00	30
Fire District #1	\$94,753.91	\$340,399.00	\$8.78	\$671.00	2.26%	\$94,762.69	\$341,070.00	27
Subtotal-All County Funds	\$4,606,692.64	\$15,511,811.00	\$351,184.49	\$1,623,495.00	2.26%	\$4,957,877.13	\$17,324,653.00	
Health Dept.-General Fund	\$128,453.67	\$345,543.00	\$501.27	\$1,930.00	0.15%	\$128,954.94	\$347,473.00	37
Health Dept.-Grant Funds	\$874,251.53	\$2,828,382.00	\$8.47	\$19,210.00	0.00%	\$874,260.00	\$2,847,592.00	30
Community Corrections								
Adult Services	\$100,894.89	\$327,830.00	\$4,323.19	\$0.00	1.32%	\$105,218.08	\$327,830.00	32
Juvenile Services	\$87,566.16	\$290,394.00	\$937.34	\$0.00	0.32%	\$88,503.50	\$290,394.00	30
Juvenile reinvestment	\$13,346.18	\$135,766.00	\$0.00	\$0.00	0.00%	\$13,346.18	\$67,230.00	19
BJA Grant	\$19,995.60	\$68,536.00	\$1,781.30	\$0.00	2.60%	\$21,776.90	\$68,536.00	31
Subtotal Grant Funds	\$221,802.83	\$822,526.00	\$7,041.83	\$0.00	0.86%	\$228,844.66	\$753,990.00	
Totals	\$5,831,200.67	\$19,508,262.00	\$358,736.06	\$1,644,635.00	1.84%	\$6,189,936.73	\$21,273,708.00	

Attachment: 2024 YTD Wage-Overtime Report Detail Page 2024-04 (14761 : Year to date budget and expenditure reports)

2024 YTD BUDGET ACTIVITY

% of Year 33.3

9.c

	DEPARTMENT	BUDGET	1st QTR EXPENSES	APR EXPENSES	MAY EXPENSES	JUN EXPENSES	2nd QTR EXPENSES	3rd QTR EXPENSES	4TH QTR EXPENSES	TOTAL EXPENSES	AVAILABLE BUDGET	% USED
	Attorney	\$2,856,887	\$568,279	\$193,181			\$193,181	\$0	\$0	\$761,459	\$2,095,428	26.65%
	Clerk	\$1,440,925	\$299,716	\$100,794			\$100,794	\$0	\$0	\$400,510	\$1,040,415	27.80%
	County Commissioners	\$296,259	\$57,982	\$16,437			\$16,437	\$0	\$0	\$74,418	\$221,841	25.12%
	Admin. Svcs/Counselor	\$829,699	\$156,855	\$52,646			\$52,646	\$0	\$0	\$209,502	\$620,197	25.25%
	Register of Deeds	\$574,159	\$120,376	\$42,298			\$42,298	\$0	\$0	\$162,674	\$411,485	28.33%
	Treasurer	\$1,477,499	\$325,929	\$107,824			\$107,824	\$0	\$0	\$433,753	\$1,043,746	29.36%
	District Court	\$185,080	\$35,172	\$16,807			\$16,807	\$0	\$0	\$51,979	\$133,101	28.08%
1.00	Emergency Management	\$285,041	\$70,215	\$27,362			\$27,362	\$0	\$0	\$97,576	\$187,465	34.23%
	Coroner	\$132,000	\$21,523	\$19,143			\$19,143	\$0	\$0	\$40,666	\$91,334	30.81%
	Juvenile Detention	\$112,000	\$16,424	\$16,424			\$16,424	\$0	\$0	\$32,847	\$79,153	29.33%
	Fair	\$110,500	\$7,354	\$2,936			\$2,936	\$0	\$0	\$10,289	\$100,211	9.31%
1.00	Museum	\$497,666	\$112,776	\$37,631			\$37,631	\$0	\$0	\$150,407	\$347,259	30.22%
	Election	\$950,543	\$145,036	\$73,084			\$73,084	\$0	\$0	\$218,120	\$732,423	22.95%
	Ambulance	\$5,854,658	\$1,232,677	\$402,352			\$402,352	\$0	\$0	\$1,635,029	\$4,219,629	27.93%
	Appraiser	\$1,971,216	\$420,508	\$141,233			\$141,233	\$0	\$0	\$561,741	\$1,409,475	28.50%
	Planning & Development	\$744,156	\$177,211	\$51,613			\$51,613	\$0	\$0	\$228,823	\$515,333	30.75%
	Budget Appropriations	\$1,922,463	\$916,250	\$0			\$0	\$0	\$0	\$916,250	\$1,006,213	47.66%
	Insurance	\$887,340	\$341,535	-\$3,620			-\$3,620	\$0	\$0	\$337,915	\$549,425	38.08%
	Information Systems	\$1,882,246	\$288,468	\$141,068			\$141,068	\$0	\$0	\$429,536	\$1,452,710	22.82%
	County General-General	\$5,686,207	\$255,274	\$73,942			\$73,942	\$0	\$0	\$329,217	\$5,356,990	5.79%
	Public Works	\$9,818,041	\$1,738,177	\$641,821			\$641,821	\$0	\$0	\$2,379,999	\$7,438,042	24.24%
	Noxious Weed	\$894,703	\$187,086	\$59,523			\$59,523	\$0	\$0	\$246,609	\$648,094	27.56%
	Juvenile Supervision	\$1,400	\$0	\$0			\$0	\$0	\$0	\$0	\$1,400	0.00%
	Payroll Clearing	\$0	\$0	\$0			\$0	\$0	\$0	\$0	\$0	0.00%
	General Fund Transfers	\$7,312,193	\$7,312,193	\$0			\$0	\$0	\$0	\$7,312,193	\$0	100.00%
	County General subtotal	\$46,722,881	\$14,807,016	\$2,214,498	\$0	\$0	\$2,214,498	\$0	\$0	\$17,021,514	\$29,701,367	36.43%
	Less Budget Stabilization	\$4,000,000										
	General Fund w/out Budget Stabilization	\$42,722,881										

Attachment: April Financial reports 2024 (14761 : Year to date budget and expenditure reports)

2024 YTD BUDGET ACTIVITY

% of Year 33.3

9.c

	DEPARTMENT	BUDGET	1st QTR EXPENSES	APR EXPENSES	MAY EXPENSES	JUN EXPENSES	2nd QTR EXPENSES	3rd QTR EXPENSES	4TH QTR EXPENSES	TOTAL EXPENSES	AVAILABLE BUDGET	% USED
2.00	Riley County Health Dept #30	\$5,601,756	\$1,245,806	\$442,832			\$442,832	\$0	\$0	\$1,688,638	\$3,913,118	30.14%
	Disaster Fund #3	\$6,773,382	\$297,589	\$339,352			\$339,352	\$0	\$0	\$636,940	\$6,136,442	9.40%
	21st District Adult Drug Court #40	\$0	\$25,938	\$0			\$0	\$0	\$0	\$25,938	-\$25,938	#DIV/0!
	Court Tech Fund #50	\$0	\$0	\$0			\$0	\$0	\$0	\$0	\$0	#DIV/0!
	Court Services #51	\$0	\$0	\$150			\$150	\$0	\$0	\$150	-\$150	#DIV/0!
	EMS Grants #52	\$2,088	\$0	\$736			\$736	\$0	\$0	\$736	\$1,352	35.25%
	KS Opioid Settlement #53	\$222,546	\$22,795	\$0			\$0	\$0	\$0	\$22,795	\$199,751	0.00%
	LATCF Funds #54	\$150,000	\$0	\$0			\$0	\$0	\$0	\$0	\$150,000	0.00%
	Register of Deeds Tech Fund #106	\$198,870	\$5,752	\$22,028			\$22,028	\$0	\$0	\$27,780	\$171,090	13.97%
	Clerk's Tech Fund #107	\$179,871	\$0	\$0			\$0	\$0	\$0	\$0	\$179,871	0.00%
	Treasurer's Tech Fund #108	\$97,183	\$0	\$0			\$0	\$0	\$0	\$0	\$97,183	0.00%
	War Memorial #112	\$1,000	\$0	\$0			\$0	\$0	\$0	\$0	\$1,000	0.00%
	County Auction #118	\$42,206	\$1,731	\$306			\$306	\$0	\$0	\$2,037	\$40,169	4.83%
	P.A.T.F #128	\$0	\$0	\$4,853			\$4,853	\$0	\$0	\$4,853	-\$4,853	0.00%
	Motor Vehicle Operations #130	\$393,298	\$5,270	\$4,688			\$4,688	\$0	\$0	\$9,958	\$383,340	2.53%
	Special Alcohol Programs #132	\$25,106	\$5,616	\$0			\$0	\$0	\$0	\$5,616	\$19,490	22.37%
2.00	Community Corrections #144	\$1,250,832	\$308,508	\$0			\$0	\$0	\$0	\$308,508	\$942,324	24.66%
	KDOC Adult Services - 2000	\$488,857	\$94,582	\$47,168			\$47,168	\$0	\$0	\$141,750	\$347,107	29.00%
	KDOC Juvenile Services - 2001	\$373,864	\$66,668	\$29,360			\$29,360	\$0	\$0	\$96,028	\$277,836	25.69%
	KDOC Juv Reinvestment - 2002	\$117,230	\$10,101	\$5,147			\$5,147	\$0	\$0	\$15,248	\$101,982	13.01%
	BJA Grant - 2003	\$158,894	\$36,526	\$9,295			\$9,295	\$0	\$0	\$45,821	\$113,073	28.84%
	21st Jud Dist DC ADSAP - 2004	\$25,938	\$847	\$312			\$312	\$0	\$0	\$1,159	\$24,779	4.47%
	Kansas Fights Addiction - 2005	\$180,601	\$18,027	\$2,646			\$2,646	\$0	\$0	\$20,673	\$159,928	11.45%
	City Alcohol Funds - 2006	\$27,300	\$17,454	\$1,533			\$1,533	\$0	\$0	\$18,987	\$8,313	69.55%
	RL County Alcohol Funds - 2007	\$0	\$4	\$1,664			\$1,664	\$0	\$0	\$1,668	-\$1,668	#DIV/0!
	RL Salary Appropriations - 2008	\$87,324	\$0	\$0			\$0	\$0	\$0	\$0	\$87,324	0.00%
	Caroline Peine Grant - 2009	\$2,978	\$1,190	\$682			\$682	\$0	\$0	\$1,872	\$1,106	62.86%
	GMCF Grant - 2010	\$4,640	\$1,887	\$44			\$44	\$0	\$0	\$1,931	\$2,709	41.62%
	Daniel Keating Foundation - 2011	\$4,865	\$375	\$0			\$0	\$0	\$0	\$375	\$4,490	7.71%
	Capital Improvements Fund #145	\$7,990,119	\$260,586	\$85,907			\$85,907	\$0	\$0	\$346,493	\$7,643,626	4.34%
	Economic Development #146	\$259,053	\$86,437	\$0			\$0	\$0	\$0	\$86,437	\$172,616	33.37%
	Emergency 911 #148	\$502,665	\$179,325	\$4,580			\$4,580	\$0	\$0	\$183,905	\$318,760	36.59%
	Solid Waste #150	\$3,672,807	\$493,581	\$242,396			\$242,396	\$0	\$0	\$735,978	\$2,936,829	20.04%
	County Building #152	\$430,000	\$48,982	\$31,517			\$31,517	\$0	\$0	\$80,499	\$349,501	18.72%
	Road & Bridge Capital Projects #157	\$6,892,240	\$56,116	\$89,631			\$89,631	\$0	\$0	\$145,746	\$6,746,494	2.11%
	Road & Bridge Capital Projects #188	\$3,967,650	\$0	\$0			\$0	\$0	\$0	\$0	\$3,967,650	0.00%
	RCPD Operations #173	\$5,745,592	\$1,383,643	\$1,362,075			\$1,362,075	\$0	\$0	\$2,745,718	\$2,999,874	47.79%
	Landfill Closure #180	\$52,623	\$941	\$1,578			\$1,578	\$0	\$0	\$2,518	\$50,105	4.79%
	Bond & Interest # 181	\$478,856	\$30,469	\$0			\$0	\$0	\$0	\$30,469	\$448,387	6.36%
	Riley Co Fire Dist #1 #183	\$1,368,786	\$140,493	\$110,383			\$110,383	\$0	\$0	\$250,876	\$1,117,910	18.33%
	Riley Co Fire Dist Cap Out #184	\$112,269	\$0	\$0			\$0	\$0	\$0	\$0	\$112,269	0.00%
	Fire Station Projects #185	\$513,850	\$6,846	\$130,686			\$130,686	\$0	\$0	\$137,532	\$376,318	26.76%

Attachment: April Financial reports 2024 (14761 : Year to date budget and expenditure reports)

2024 YTD BUDGET ACTIVITY

% of Year 33.3

9.c

			1st QTR	APR	MAY	JUN	2nd QTR	3rd QTR	4TH QTR	TOTAL	AVAILABLE	
	DEPARTMENT	BUDGET	EXPENSES	EXPENSES	EXPENSES	EXPENSES	EXPENSES	EXPENSES	EXPENSES	EXPENSES	BUDGET	% USED
	Keats Capital Project #236	\$0	\$0	\$0			\$0	\$0	\$0	\$0	\$0	0.00%
	University Park W&S #230	\$168,034	\$3,345	\$6,992			\$6,992	\$0	\$0	\$10,337	\$157,697	6.15%
	Univ Park W/S Reserve #284	\$173,850	\$0	\$0			\$0	\$0	\$0	\$0	\$173,850	0.00%
	Hunters Island Water #238	\$38,586	\$834	\$2,453			\$2,453	\$0	\$0	\$3,287	\$35,299	8.52%
	Hunters Island Reserve #241	\$11,225	\$0	\$0			\$0	\$0	\$0	\$0	\$11,225	0.00%
	Carson Sewer Operations #239	\$79,816	\$1,064	\$1,180			\$1,180	\$0	\$0	\$2,244	\$77,572	2.81%
	Carson Sewer Reserve #237	\$73,687	\$0	\$0			\$0	\$0	\$0	\$0	\$73,687	0.00%
	Deep Creek Sewer #242	\$11,349	\$175	\$309			\$309	\$0	\$0	\$485	\$10,864	4.27%
	Deep Creek Reserve #243	\$39,243	\$0	\$0			\$0	\$0	\$0	\$0	\$39,243	0.00%
	Moehlman Bottoms #244	\$26,565	\$195	\$773			\$773	\$0	\$0	\$967	\$25,598	3.64%
	Moehlman Bottoms Reserve #245	\$18,456	\$0	\$0			\$0	\$0	\$0	\$0	\$18,456	0.00%
	Terra Hts Sewer #252	\$66,245	\$990	\$977			\$977	\$0	\$0	\$1,967	\$64,278	2.97%
	Terra Hts Sinking #254	\$137,400	\$0	\$0			\$0	\$0	\$0	\$0	\$137,400	0.00%
	Konza Water Operations #256	\$121,900	\$2,676	\$8,592			\$8,592	\$0	\$0	\$11,268	\$110,632	9.24%
	Konza Water Reserve #257	\$157,647	\$0	\$0			\$0	\$0	\$0	\$0	\$157,647	0.00%
	Valleywood Cap Reserve #282	\$118,630	\$0	\$0			\$0	\$0	\$0	\$0	\$118,630	0.00%
	Valleywood Operations #248	\$67,029	\$806	\$228			\$228	\$0	\$0	\$1,034	\$65,995	1.54%
	Mertz/McGehee Drainage #322	\$6,183	\$0	\$0			\$0	\$0	\$0	\$0	\$6,183	0.00%
	Lakeside Heights Sewer #285	\$2,345	\$230	\$74			\$74	\$0	\$0	\$304	\$2,041	12.98%
	Lakeside Heights Sewer Capital #286	\$6,230	\$0	\$0			\$0	\$0	\$0	\$0	\$6,230	0.00%
		\$49,721,559	\$4,864,399	\$2,993,127	\$0	\$0	\$2,993,127	\$0	\$0	\$7,857,525	\$41,864,034	
	Total including General Fund	\$96,444,440	\$19,671,415	\$5,207,624	\$0	\$0	\$5,207,624	\$0	\$0	\$24,879,039	\$71,565,401	

Attachment: April Financial reports 2024 (14761 : Year to date budget and expenditure reports)

2023 to 2024 Comparison

% of Year 33.3

DEPARTMENT	APRIL		APRIL	YEAR-TO-DATE THRU APRIL		Y-T-D	2024
	2023	2024	DIFFERENCE	2023	2024	DIFFERENCE	BUDGET
Attorney	\$191,240	\$193,180	\$1,940	\$723,623	\$761,459	\$37,836	\$2,856,887
Clerk	\$88,976	\$100,794	\$11,818	\$363,967	\$400,510	\$36,543	\$1,440,925
County Commissioners	\$22,543	\$16,437	-\$6,107	\$74,707	\$74,418	-\$288	\$296,259
Admin. Svcs/Counselor	\$53,893	\$52,646	-\$1,246	\$214,104	\$209,502	-\$4,602	\$829,699
Register of Deeds	\$39,532	\$42,298	\$2,766	\$142,727	\$162,674	\$19,947	\$574,159
Treasurer	\$102,099	\$107,824	\$5,725	\$405,799	\$433,753	\$27,954	\$1,477,499
District Court	\$16,217	\$16,807	\$591	\$51,882	\$51,979	\$97	\$185,080
Emergency Management	\$26,489	\$27,362	\$873	\$93,236	\$97,576	\$4,340	\$285,041
Coroner	\$19,695	\$19,143	-\$553	\$42,622	\$40,666	-\$1,956	\$132,000
Juvenile Detention	\$17,409	\$16,424	-\$986	\$34,818	\$32,847	-\$1,971	\$112,000
Fair	\$4,296	\$2,936	-\$1,360	\$14,565	\$10,289	-\$4,275	\$110,500
Museum	\$35,260	\$37,631	\$2,371	\$141,234	\$150,407	\$9,173	\$497,666
Election	\$26,435	\$73,084	\$46,649	\$123,380	\$218,120	\$94,740	\$950,543
Ambulance	\$331,932	\$402,352	\$70,420	\$1,371,092	\$1,635,029	\$263,937	\$5,854,658
Appraiser	\$121,182	\$141,233	\$20,051	\$507,887	\$561,741	\$53,854	\$1,971,216
Planning & Development	\$41,199	\$51,613	\$10,413	\$209,203	\$228,823	\$19,620	\$744,156
Budget Appropriations	\$0	\$0	\$0	\$859,499	\$916,250	\$56,751	\$1,922,463
Insurance	-\$164	-\$3,620	-\$3,456	\$254,046	\$337,915	\$83,869	\$887,340
Information Systems/GIS	\$74,838	\$141,068	\$66,230	\$356,032	\$429,536	\$73,505	\$1,882,246
County General-General	\$82,046	\$73,942	-\$8,104	\$384,730	\$329,217	-\$55,513	\$5,686,207
Public Works	\$632,362	\$641,821	\$9,459	\$2,038,873	\$2,379,999	\$341,125	\$9,818,041
Noxious Weed	\$97,572	\$59,523	-\$38,049	\$280,372	\$246,609	-\$33,763	\$894,703
General Fund	\$2,025,052	\$2,214,497	\$189,445	\$8,688,398	\$9,709,321	\$1,020,922	\$39,409,288

Attachment: April Financial reports 2024 (14761 : Year to date budget and expenditure reports)

2023 to 2024 Comparison

% of Year 33.3

DEPARTMENT	APRIL		APRIL	YEAR-TO-DATE THRU APRIL		Y-T-D	2024
	2023	2024	DIFFERENCE	2023	2024	DIFFERENCE	BUDGET
Health Department - 30	\$426,435	\$442,832	\$16,397	\$1,722,124	\$1,688,638	-\$33,486	\$5,601,756
Disaster Fund - 3	\$85	\$339,352	\$339,267	\$291	\$636,940	\$636,649	\$6,773,382
EMS Grants Fund - 52	\$0	\$736	\$736	\$833	\$736	-\$97	\$2,088
KS Opioid Settlement - 53	\$0	\$0	\$0	\$0	\$22,795	\$22,795	\$222,546
LATCF Funds - 54	\$0	\$0	\$0	\$0	\$0	\$0	\$150,000
Register of Deeds Tech Fund - 106	\$20,979	\$22,028	\$1,049	\$22,731	\$27,780	\$5,049	\$198,870
Clerk's Tech Fund - 107	\$0	\$0	\$0	\$0	\$0	\$0	\$179,871
Treasurer's Tech Fund - 108	\$0	\$0	\$0	\$0	\$0	\$0	\$97,183
War Memorial - 112	\$0	\$0	\$0	\$0	\$0	\$0	\$1,000
County Auction - 118	\$58	\$306	\$248	\$647	\$2,037	\$1,390	\$42,206
P.A.T.F - 128	\$580	\$4,853	\$4,273	\$580	\$4,853	\$4,273	\$0
Motor Vehicle Operations - 130	\$8,589	\$4,688	-\$3,901	\$12,912	\$9,958	-\$2,954	\$393,298
Special Alcohol Programs - 132	\$0	\$0	\$0	\$5,325	\$5,616	\$291	\$25,106
Community Corrections - 144	\$80,893	\$0	-\$80,893	\$354,051	\$310,558	-\$43,493	\$1,250,832
KDOC Adult Services - 2000	\$0	\$47,168	\$47,168	\$0	\$169,204	\$169,204	\$488,857
KDOC Juvenile Services - 2001	\$0	\$29,360	\$29,360	\$0	\$120,221	\$120,221	\$373,864
KDOC Juv Reinvestment - 2002	\$0	\$5,147	\$5,147	\$0	\$20,479	\$20,479	\$117,230
BJA Grant - 2003	\$0	\$9,295	\$9,295	\$0	\$56,967	\$56,967	\$158,894
21st Jud Dist DC ADSAP - 2004	\$0	\$312	\$312	\$0	\$2,545	\$2,545	\$25,938
Kansas Fights Addiction - 2005	\$0	\$2,646	\$2,646	\$0	\$27,568	\$27,568	\$180,601
City Alcohol Funds - 2006	\$0	\$1,533	\$1,533	\$0	\$16,598	\$16,598	\$27,300
RL County Alcohol Funds - 2007	\$0	\$1,664	\$1,664	\$0	\$1,668	\$1,668	\$0
RL Salary Appropriations - 2008	\$0	\$0	\$0	\$0	\$21,831	\$21,831	\$87,324
Caroline Peine Grant - 2009	\$0	\$682	\$682	\$0	\$1,906	\$1,906	\$2,978
GMCF Grant - 2010	\$0	\$44	\$44	\$0	\$1,931	\$1,931	\$4,640
Daniel Keating Foundation - 2011	\$0	\$0	\$0	\$0	\$375	\$375	\$4,865
Capital Improvements Fund - 145	\$466,438	\$85,907	-\$380,531	\$807,053	\$346,493	-\$460,560	\$7,990,119

Attachment: April Financial reports 2024 (14761 : Year to date budget and expenditure reports)

2023 to 2024 Comparison

% of Year 33.3

DEPARTMENT	APRIL		APRIL	YEAR-TO-DATE THRU APRIL		Y-T-D	2024
	2023	2024	DIFFERENCE	2023	2024	DIFFERENCE	BUDGET
Economic Development - 146	\$1,000	\$0	-\$1,000	\$85,052	\$86,437	\$1,385	\$259,053
Radio Infrastructure Project - 147	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Emergency 911 - 148	\$7,591	\$4,580	-\$3,010	\$183,885	\$183,905	\$20	\$502,665
Solid Waste -150	\$228,375	\$242,396	\$14,021	\$700,915	\$735,978	\$35,063	\$3,672,807
County Building - 152	\$65,361	\$31,517	-\$33,844	\$137,572	\$80,499	-\$57,073	\$430,000
Road & Bridge Capital Projects 1/2 - 157	\$0	\$89,631	\$89,631	\$0	\$145,746	\$145,746	\$6,892,240
Road & Bridge Capital Projects 0.2 Fund 188	\$0	\$0	\$0	\$0	\$0	\$0	\$3,967,650
RCPD Operations - 173	\$1,365,584	\$1,362,075	-\$3,509	\$2,766,177	\$2,784,238	\$18,061	\$5,745,592
Landfill Closure - 180	\$612	\$1,578	\$966	\$1,953	\$3,800	\$1,847	\$52,623
Bond & Interest - 181	\$99,535	\$0	-\$99,535	\$133,179	\$30,469	-\$102,710	\$478,856
Riley Co Fire Dist #1 - 183	\$120,423	\$110,383	-\$10,041	\$347,732	\$504,650	\$156,917	\$1,368,786
Riley Co Fire Dist Cap Ou - 184	\$0	\$0	\$0	\$0	\$0	\$0	\$112,269
Fire Station Projects - 185	\$0	\$130,686	\$130,686	\$0	\$140,114	\$140,114	\$513,850
University Park W&S - 230	\$6,084	\$6,992	\$908	\$19,964	\$17,917	-\$2,048	\$168,034
Keats Capital Project - 236	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Univ Park W/S Reserve - 284	\$0	\$0	\$0	\$0	\$0	\$0	\$173,850
Hunters Island Water - 238	\$1,365	\$2,453	\$1,088	\$4,613	\$6,616	\$2,004	\$38,586
Hunters Island Reserve -241	\$0	\$0	\$0	\$0	\$0	\$0	\$11,225
Carson Sewer Operations - 239	\$948	\$1,180	\$233	\$2,583	\$3,446	\$863	\$79,816
Carson Sewer Reserve -237	\$0	\$0	\$0	\$0	\$0	\$0	\$73,687
Deep Creek Sewer - 242	\$184	\$309	\$125	\$696	\$914	\$217	\$11,349
Deep Creek Reserve - 243	\$0	\$0	\$0	\$0	\$0	\$0	\$349,243
Moehlman Bottoms - 244	\$622	\$773	\$150	\$1,601	\$2,154	\$554	\$26,565
Moehlman Botoms Reserve - 245	\$0	\$0	\$0	\$0	\$0	\$0	\$18,456
Terra Hts Sewer 252	\$436	\$977	\$541	\$2,422	\$3,365	\$943	\$66,245
Terra Hts Sinking - 254	\$0	\$0	\$0	\$0	\$0	\$0	\$137,400
Konza Water Operations -256	\$3,636	\$8,592	\$4,956	\$11,069	\$17,959	\$6,891	\$121,900
Konza Water Reserve - 257	\$0	\$0	\$0	\$0	\$0	\$0	\$157,647
Valleywood Cap Reserve - 282	\$0	\$0	\$0	\$0	\$0	\$0	\$118,630
Valleywood Operations - 248	\$95	\$228	\$133	\$428	\$1,731	\$1,303	\$67,029
Mertz/McGehee Drainage - 322	\$0	\$0	\$0	\$0	\$0	\$0	\$6,183
Lakeside Heights Sewer - 285	\$2	\$74	\$72	\$73	\$474	\$400	\$2,345
Lakeside Heights Sewer Cap - 286	\$0	\$0	\$0	\$0	\$0	\$0	\$6,230
Total Including General Fund	\$4,930,960	\$5,207,474	\$276,513	\$16,014,861	\$17,957,430	\$1,942,569	\$89,440,847

Attachment: April Financial reports 2024 (14761 : Year to date budget and expenditure reports)

2024 YTD BUDGET ACTIVITY

% of Year 33.3

COUNTY GENERAL-GENERAL		BUDGET	1st QTR EXP.	APR EXP.	MAY EXP.	JUN EXP.	2nd QTR EXP.	3rd QTR EXP.	4th QTR EXP.	TOTAL EXP.	AVAILABLE BUDGET	% USED
Personnel	1000	\$141,612	\$10,317	\$1,027			\$1,027	\$0	\$0	\$11,344	\$130,268	8.01%
Contractual	2000	\$1,502,095	\$243,528	\$72,573			\$72,573	\$0	\$0	\$316,101	\$1,185,994	21.04%
Commodities	3000	\$2,500	\$400	\$343			\$343	\$0	\$0	\$742	\$1,758	29.68%
Misc-Budget Stabilization		\$4,000,000	\$0	\$0			\$0	\$0	\$0	\$0	\$4,000,000	0.00%
Capital Outlay	4000	\$40,000	\$1,030	\$0			\$0	\$0	\$0	\$1,030	\$38,970	2.57%
Transfers Out	604	\$0	\$0	\$0			\$0	\$0	\$0	\$0	\$0	#DIV/0!
Grand Total		\$5,686,207	\$255,274	\$73,942	\$0	\$0	\$73,942	\$0	\$0	\$329,217	\$5,356,990	5.79%
Other Expense Totals		Year-To- Date										
Indigent Attorney		\$126,630										
Incidentals:												
Postage		\$58										
Computer Software												
Mileage		\$665										
Copies		\$654										
Misc Fees		\$676										
Meals		\$0										
		\$2,053										
Base Panel fees		\$0										
Off Panel		\$124,577										

Attachment: April Financial reports 2024 (14761 : Year to date budget and expenditure reports)

2024 YTD BUDGET ACTIVITY

% of Year 33.3

[illegible]

Attachment: April Financial reports 2024 (14761 : Year to date budget and expenditure reports)

2024 YTD BUDGET ACTIVITY

% of Year 33.3

	2020	2021	2022	2023	2024	Total
Dental	\$0	\$0	\$0	\$0	\$0	\$0
Physician	\$163,648	\$191,373	\$206,854	\$228,812	\$94,278	\$790,687
Laboratory	\$0	\$0	\$0	\$0	\$0	\$0
Hospital	\$0	\$0	\$0	\$0	\$0	\$0
Advertising/Legal	\$0	\$0	\$0	\$0	\$0	\$0
Prescriptions	\$0	\$0	\$0	\$0	\$0	\$0
Bldg Maintenance	\$103,569	\$71,043	\$60,486	\$109,933	\$18,114	\$345,031
Land Rental/Lease	\$0	\$0	\$0	\$0	\$0	\$0
Office Supplies	\$0	\$0	\$0	\$0	\$0	\$0
Office Space Rental	\$9,625	\$10,500	\$10,500	\$10,800	\$3,800	\$41,425
Juvenile Transport	\$2,144	\$152	\$237	\$0	\$0	\$2,533
Water, Electric	\$252	\$444	\$352	\$169	\$0	\$1,217
Storm Drainage	\$0	\$0	\$0	\$0	\$0	\$0
Other Commodities/Contractual	\$693,906	\$91,239	\$21,447	\$0	\$0	\$806,592
Budget Appropriation	\$4,420,348	\$4,391,746	\$4,597,175	\$5,000,016	\$2,668,046	\$18,409,285
Total	\$5,393,492	\$4,756,498	\$4,897,050	\$5,349,730	\$2,784,238	\$20,396,770

Attachment: April Financial reports 2024 (14761 : Year to date budget and expenditure reports)

2024 YTD BUDGET ACTIVITY

% of Year 33.3

RCPD								
OFF-SITE INMATE MEDICAL EXPENSES PAID BY ADVANCED CORRECTIONAL HEALTHCARE								
INCLUDED IN 2024 \$31,000 POOL								
	1st Quarter	APR	MAY	JUN	2nd Quarter	3rd Quarter	4th Quarter	TOTAL EXPENSES
Dental	\$0	0.00			\$0	\$0	\$0	\$0
Physician	\$0	0.00			\$0	\$0	\$0	\$0
Laboratory	\$0	204.50			\$205	\$0	\$0	\$205
Hospital	\$3,428	5,261.81			\$5,262	\$0	\$0	\$8,689
Prescriptions	\$16,737	5,819.55			\$5,820	\$0	\$0	\$22,556
Supplies	\$0	0.00			\$0	\$0	\$0	\$0
TOTAL	\$20,164	\$11,286	\$0	\$0	\$11,286	\$0	\$0	\$31,450
Savings from Medicaid Rate	\$0				\$0	\$0	\$0	\$0
\$31,000 Pool Balance		-\$450	-\$450	-\$450				-\$450
Quarterly ADP: (Contract)								
County Inmate (72 base census)	311	100			100	0	0	
Non-County Inmate (0 base census)	0	0	0	0				
Billing Adjustments for prior years	\$0				\$0	\$0	\$0	\$0

Attachment: April Financial reports 2024 (14761 : Year to date budget and expenditure reports)



COMMUNITY CORRECTIONS
Personnel

Megan Lewis
Interim Community
Corrections Director
115 North 4th Street
Manhattan, KS 66502
Phone: 785-537-6380

COMMISSION AGENDA REPORT

FROM: Megan Lewis, Riley County Community Corrections Interim Director

MEETING: May 13, 2024

SUBJECT: Request to Fill On-call Juvenile Intake Officers

PRESENTER: Jessie Hubbard Riley County Community Corrections Administrative Assistant II

BACKGROUND

A roster of on-call Juvenile Intake & Assessment Services Officers rotate covering night intakes Monday to Friday from 5:00pm to 8:00am, Fridays from 8:00 am to 5:00 pm and 24 hours per day on Saturday and Sunday. An on-call calendar is published every month and is based on On-Call Officer's availability to cover evening and weekend shifts.

DISCUSSION

We currently have 4 On-Call Officers. Ideally it is good to have six to eight On-Call Officers to avoid burnout, deal with scheduling conflicts, as well as address staff turnover in this position.

An On-Call Officer responds to law enforcement for any situation involving a child-in-need-of-care or juvenile offender. On-Call Officers conduct the required assessments, assess placements, make placement recommendations, and facilitate placements.

FISCAL IMPACT

There is no fiscal impact on the budget as this position and hours are already approved.

RECOMMENDATION(S)

Allow RCCC to advertise to add additional JIAS On-Call Officers to our on-call roster.

POSSIBLE MOTION(S)

Move to approve authorizing RCCC to advertise and hire additional JIAS On-Call Officers to on-call roster.

Move to deny

Move to modify

Move to table

No action required.

The Board agreed by consensus to...

Enclosures:

- On-Call Juvenile Intake Office Position Description (PDF)
- 2024-05 On Call Juvenile Intake & Assessment Officer PAF (DOCX)

RILEY COUNTY, KANSAS JOB DESCRIPTION

Job Title:	On-Call Juvenile Intake & Assessment Officer		
Department:	Community Corrections	Division:	Intake
Reports To:	Director or their designee		
Pay Grade:	1	Status:	As Needed
FLSA Status:	Non-Exempt		

POSITION SUMMARY: The As-Needed, On-Call Juvenile Intake and Assessment Officer conducts intake and assessment on children-in-need-of-care (CINC), status offenders (SO) or juvenile offenders (JO) in custody by law enforcement, and coordinates emergency placement such as relative placements, foster care, emergency shelter, attendant care or detention placements on evenings, weekends and holidays. The assessment interview includes an in-depth face-to-face interview with children and youth.

ESSENTIAL FUNCTIONS:

- Assist law enforcement officers screen, assess, place, and release children-in-need-of-care, status offenders and juvenile offenders from 5:00pm to 6:00am Monday through Friday, and 24 hours a day on weekends and county holidays.
- Respond to law enforcement by phone within 10 minutes and physically within 30 minutes.
- Determine ability of child/youth's participation in interview process by considering age, impairment due to the usage of drugs and/or alcohol, cognitive challenges, and current emotional state due to traumatic events.
- Follow local policy and procedure for mental health guidance and support when needed to respond to active trauma or when attempts are not adequate to provide support and relief.
- Assess potential placements, considering the least restrictive placement, the safety of the child/youth, safety of the community and available community resources.
- Determine if the child or youth can be returned home or if placement is appropriate pending a court hearing.
- Administer and score the Kansas Detention Risk Assessment Instrument to determine the eligibility of detention placements.
- Assess detention instrument decision and request override when necessary to the Director.
- Administer and score the MAYSI-II, and MAYSI-II Secondary Screening Instruments to identify the needs of the youth. Refer youth for mental health assessment as appropriate.
- Refer to local program providers for assistance and/or support for the youth and/or family as appropriate.
- Conditionally release a child-in-need-of-care or a juvenile offender subject to requirements or conditions to be completed prior to Court action.
- Complete and submit applicable state-mandated forms.
- Provide crisis intervention services and serve as a resource broker.
- Maintain a working knowledge of the Kansas Juvenile Justice Code, Kansas Child-in-Need of-Care-Code and Riley County Community Corrections policies and procedures.

POSITION REQUIREMENTS:

Education: High School Diploma or equivalent required. 2 years college coursework in human services or other related field preferred

License(s)/Certificate(s): Must be 21 years of age or older, possess a valid driver's license, be qualified for access to any KS Criminal Justice Information System (KCJIS) and not be registered on the Kansas adult or child abuse registry.

Experience: 1 year experience working with juveniles and families preferred. Knowledge of RCCC Policies and Procedures, applicable KDOC JIA Standards, the CINC Code, and the Kansas Juvenile Justice Code required. Knowledge of the juvenile justice system, effective oral and writing skills and counseling skills required.

Skills: Ability to work with diverse populations in difficult situations.

Physical Demands/Effort: The physical demands described represent those required to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The employee is required to stand; walk; sit; use hands to finger, handle, or feel; reach with hands and arms; climb; stoop, kneel, crouch, or crawl; talk or hear; smell. The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus. Must be able to sit long periods of time, both in traveling and when working at respective workstation. Must be able to drive, be aware of alcohol/THC use.

This position is a high stress and crisis-filled position, therefore flexibility is needed. Due to working with CINCs and juvenile offenders, there exists the risk of possible injury and/or loss of life. When traveling, must deal with various weather elements. The JIAO must have the ability to use ones senses to perceive the detailed cues of body language, speech and reactions.

This position also entails an element of physical danger due to situations that could escalate into a physical confrontation.

Work Environment: The work environment characteristics described represent those encountered while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is often exposed to dangerous elements of potentially criminal behaviors, wet and/or humid conditions; outside weather conditions. The noise level in the work environment is usually moderate.

LOCATION OF WORK: The primary work location for this position will be the Riley County Law Enforcement Center, Clay Co Sheriff/Police Department, and Kansas State University Policy Department. Considerable fieldwork will be required, mostly within a radius of 50 miles. A county vehicle will ordinarily be provided, however, the position holder must have access to a personal vehicle for use when a county car is not available.

WORK SCHEDULE: This is an as-needed, on-call position. Due to the responsibilities associated with this position, the position holder will be required to carry agency- issued cell phone from 5:00pm to 6:00am, Monday through Friday, including 24 hours a day on weekends and holidays. The position requires an immediate response to all calls and reporting in-person within thirty minutes.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if work is similar, related or a logical assignment of the position.

The job description does not constitute an employment agreement between the employer and the employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Requisition Approval Process

- Submitted by Megan Lewis on 04/17/2024 at 10:14 AM
- Elizabeth Ward, Final Approval

Internal Position Details (not displayed on job posting)

Company Riley County, KS	Position Template On-Call Juvenile Intake & Assessment Officer [OC Juvenile]	Work Location CPE Building
Job ID 2389667	Salary \$17.69/hour	Supervisor Position No
Pay Grade RANGE 1 [RANGE 1]	EEO Class Paraprofessionals [5]	Workers Compensation 7720 [7720]
Cost Center 1 KDOC Juvenile Services [2001]	Cost Center 2 CommCorr-Juvenile Services [501]	Cost Center 3 --
1 Job Slot ON-CALL-1		

Supervisor: Sandi Wikoff-Harper

Department Head: Megan Lewis

☒ No changes to Position or Budget

☒ Position Description attached

Total annual hours: 420

☒ Budgeted

☐ New or updated position description

☐ New request for budget (details attached)

Salary: \$7,429.80 Budget for Benefits: \$568.38 Total proposed annual budget: \$7,998.18

Additional Position Comments: _____

BoCC Chair _____ Date: _____

BoCC Member _____ Date: _____

BoCC Member _____ Date: _____



COMMUNITY CORRECTIONS
Funding

Megan Lewis
Interim Community
Corrections Director
115 North 4th Street
Manhattan, KS 66502
Phone: 785-537-6380

COMMISSION AGENDA REPORT

FROM: Jessie Hubbard, Administrative Assistant II, Riley County Community Corrections

MEETING: May 13, 2024

SUBJECT: County Special Alcohol Fund Allocations

PRESENTER: Jessie Hubbard, Administrative Assistant II, Riley County Community Corrections

BACKGROUND

County Alcohol Tax Funds are dollars collected from establishments within the county. Moneys in the special alcohol and drug programs fund shall be expended only for the purchase, establishment, maintenance or expansion of services or programs whose principal purpose is alcoholism and drug abuse prevention and education, alcohol and drug detoxification, intervention in alcohol and drug abuse or treatment of persons who are alcoholics or drug abusers or are in danger of becoming alcoholics or drug abusers. The Riley County Board of County Commissioners empowered the Joint Corrections Advisory Board to request proposals for County Alcohol Tax funds, review the proposals and make recommendations to the Commission for funding. County Alcohol Tax funds are administered per K.S.A.79-41a04.

We have included previous years' funding allocations, income, disbursements, and the year-end balance for the County Alcohol Tax fund. (See attached.)

DISCUSSION

The Joint Corrections Advisory Board met on April 18th to review two previously submitted applications. USD #378 Riley County is requesting \$1,500.00 to bring in guest speakers each quarter for 7th-12th grade students. USD #384 Blue Valley is requesting \$1,000.00 to bring Habitudes Leadership Curriculum to all middle and high school students for the 2024-2025 school year. The JCAB approved both applications to be forwarded to the BOCC for their approval.

The 21st Judicial District Drug Court previously requested and were granted \$5,616.00, bringing the current balance in the Special Alcohol fund to \$21,421.24. After year-to-date revenue totaling \$5,850.66, if both applications were approved today, the balance in the Special Alcohol Fund would be \$24,771.90. Funds not utilized will be carried over for 2025 funding considerations.

RECOMMENDATION(S)

The Joint Corrections Advisory Board made the following recommendations for funding to the BOCC:

USD #378 Riley County: \$1,500.00

USD #384 Blue Valley: \$1,000.00

POSSIBLE MOTION(S)

Move to approve.

Move to deny.

Move to modify.

Move to table.

The Board agreed by consensus to

Enclosures:

- Special County Alcohol Award Histroy (PDF)
- CY24 County Alcohol Application - USD 378 Riley County (DOCX)
- CY24 County Alcohol Application - USD 384 Blue Valley.docx (PDF)

Special County Alcohol Award History

	Blue Valley Booster Club		Friends of Riley County High School		Ogden Community Center	Riley County Community Corrections	21st Judicial District Drug Court	Sunflower CASA	USD #378	USD #384	Starting Balance	Disbursements	Income	Ending Balance
FY11 Requested	\$675.00													
CY11 Approved	\$750.00		\$1,125.00		\$1,500.00						\$9,377.70	\$4,125.00	\$4,475.34	\$9,728.04
FY12 Requested	\$750.00		\$3,000.00		\$2,000.00									
CY12 Approved	\$600.00		\$1,125.00		\$2,000.00						\$9,728.04	\$3,725.00	\$4,397.09	\$10,400.13
FY13 Requested	\$600.00													
CY13 Approved	\$595.00		\$1,595.00		\$2,500.00						\$10,400.13	\$4,690.00	\$3,996.80	\$9,706.93
FY14 Requested	\$750.00		\$3,000.00		\$2,800.00									
CY14 Approved	\$560.00	\$7/student	\$1,365.00	\$7/student	\$1,950.00						\$9,706.93	\$3,875.00	\$3,753.87	\$9,585.80
FY15 Requested														
CY15 Approved	\$0.00		\$2,020.00	\$8/student	\$2,400.00						\$9,585.80	\$4,420.00	\$2,763.71	\$7,929.51
FY16 Requested	\$750.00				\$2,925.00									
CY16 Approved	\$400.00	\$8/student	\$1,600.00	\$8/student	\$2,925.00						\$7,929.51	\$4,925.00	\$5,382.26	\$8,386.77
FY17 Requested	\$750.00		\$5,000.00		\$2,050.00									
CY17 Approved	\$700.00	\$10/student	\$2,000.00	\$10/student	\$2,050.00						\$8,386.77	\$4,750.00	\$5,056.87	\$8,693.64
CY18 Requested	\$750.00	\$10/student	\$5,000.00	\$25/student	\$2,600.00						\$0.00			
CY18 Approved	\$750.00		\$2,000.00		\$2,600.00						\$8,693.64	\$5,350.00	\$4,036.46	\$7,380.10
CY19 Requested	\$750.00	\$10/student	\$5,000.00	\$25/student	\$2,600.00			\$500.00						
CY19 Approved	\$750.00		\$2,000.00		\$2,550.00			\$500.00			\$7,380.10	\$5,800.00	\$3,880.55	\$5,460.65
CY20 Requested	\$900.00	\$11/student	\$5,000.00	\$25/student	\$2,500.00	\$2,400.00								
CY20 Approved	\$250.00		\$500.00		\$2,000.00	\$1,900.00					\$5,460.65	\$4,650.00	\$2,952.08	\$3,762.73
CY21 Requested					\$2,500.00									
CY21 Approved					\$2,500.00						\$3,762.73	\$2,500.00	\$3,232.42	\$4,495.15
CY22 Requested						2700-2900								
CY22 Approved						\$2,975.00								\$0.00
CY22 Expended						\$1,832.76					\$4,495.15	\$1,832.76	\$12,920.78	\$15,583.17
CY23 Requested					\$2,500.00		\$3,225.00		\$1,200.00	\$900.00				
# of people served:					300		N/A		170	90				
CY23 Approved							\$3,225.00		\$1,200.00	\$900.00	\$15,583.17	\$5,325.00	\$16,779.07	\$27,037.24
CY24 Requested							\$5,616.00		\$1,500.00	\$1,000.00				
# of people served:							N/A							
CY24 Approved							\$5,616.00				\$27,037.24	\$5,616.00	\$5,850.66	\$27,271.90

Attachment: Special County Alcohol Award Histroy (14762 : County Special Alcohol Fund Allocations)

21st Judicial District Joint Corrections Advisory Board
2024 Riley County Alcohol Tax Application
K.S.A. 79-41a04

Agency USD #378

Address 12451 Fairview Church Rd. Riley, KS 66531

Contact Person Jessica Whitesell Email: jwhitesell@usd378.org
Phone (785)477-4734

Total Program Cost \$ 2000.00-2500.00 Grant Funds Requested \$ 1500.00

Estimated Number of Participants/Clients to be served: 380

Proposed Starting Date August/2024 Ending Date May/2025

1. Please identify how your program will reduce the use and/or abuse of alcohol and/or other substances, and provide education on risks of substance abuse and/or provide programming/treatment of substances (i.e. Fatal Vision Programs).

Our school district would like to bring in guest speakers for 7th-12th grades each quarter, to educate and inform our students on Social/Emotional topics and how that relates to substance use and abuse. Teens struggling with ADHD, anxiety, depression and other emotional problems often turn to alcohol and drug use to help them manage their feelings or self-medicate. These guest speakers/presentations would be in conjunction with the Botvins LifeSkills Curriculum that our 7th-9th grades receive weekly lessons on.

The risk of substance abuse decreases when adolescents:

- * Regulate emotions and develop healthy coping skills
- * Use social skills to develop positive friendships and healthy relationships
- * Possess effective refusal skills for saying no and still maintaining friendships
- * Empathize and self-regulate
- * Exercise assertiveness and problem-solve in stressful situations
- * Develop positive normative perceptions against substance use
- * Form stronger ties to school, thereby increasing connectedness

Specific guest speakers would include, but not be limited to:

“First Choice and A Second Chance,” Stephan Hill—founder of Speak Sobriety, young person in recovery, best-selling author, recovery coach, and a defense attorney—is a renowned national speaker on substance use prevention, and mental health awareness, with a truly inspiring comeback story. Stephen has presented in front of thousands of people for over 600 schools, drug free community coalitions, alliances, and organizations across the country, sharing his cautionary tale of addiction to recovery and beyond. Leaving people better educated feeling hopeful, and motivated to make smart choices and positive change.

Jenny Ebert, a Community Health Educator who will present on the Opioid epidemic, the dangers of Fentanyl, share her personal story of losing her own son.

Coach Damon Parker, the keynote speaker and executive director of The Jones Project, spent 21 years as a teach, coach and professional speaker in both Kansas and Missouri. His gripping presentations are not solely directed at students who are in crisis; they also are for those in the audience who don't have firsthand experience with mental health illnesses.

Solutions:

- Prevention programs for adolescents should target improving social-emotional skills—including self-control, emotion awareness, social skills, and social problem-solving—to address risk factors for substance abuse, such as aggressive behavior, academic failure, and school dropout.^{13, 14}
- Early interventions that target shortcomings in social-emotional competencies (like poor self-regulation) can have greater impact than later interventions, shifting children's life course trajectories away from problem behaviors and toward positive outcomes.¹⁴

References

1. Centers for Disease Control and Prevention. (2019). *Teen substance use & risks*. Retrieved from: <https://www.cdc.gov/features/teen-substance-use/index.html>
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3. Harter, S. (1996). Teacher and classmate influences on scholastic motivation, self-esteem, and level of voice in adolescents. In J. Juvonene & K. R. Wentzel (Eds.), *Social motivation: Understanding children's school adjustment* (pp. 11–42). New York: Cambridge University Press. doi:10.1017/CBO9780511571190.004
4. Hansen, W.B. & Graham, J.W. (1991). Preventing alcohol, marijuana, and cigarette use among adolescents: Peer pressure resistance training versus establishing conservative norms. *Preventative Medicine*, 20(3), 414-430. doi:10.1016/0091-7435(91)90039-7
5. Wills, T. A. (1986). Stress and coping in early adolescence: Relationships to substance use in urban samples. *Healthy Psychology*, 5, 503–529.
6. D'Amico, E. J., Metrik, J., McCarthy, D. M., Frissell, K. C., Applebaum, M., & Brown, S. A. (2001). Progression into and out of binge drinking among high school students. *Psychology of Addictive Behaviors*, 15(4), 341–349. doi:10.1037/0893-164X.15.4.341
Dusenbury, L. & Falco, M. (1995). Eleven components of effective drug abuse prevention curricula. *Journal of School Health*, 65(10), 420-425. doi:10.1111/j.1746-1561.1995.tb08205.x
7. Hawkins, J. D., Catalano, R. F., Kosterman, R., Abbott, R., & Hill, K. G. (1999). Preventing adolescent health-risk behaviors by strengthening protection during childhood. *Archives of Pediatric and Adolescent Medicine*, 153(3), 226–234. doi:10.1001/archpedi.153.3.226
8. Surgeon General. (2016). Chapter 3: Prevention Programs and Policies. *The Surgeon General's Report*. Retrieved from: <https://addiction.surgeongeneral.gov/sites/default/files/chapter-3-prevention.pdf>

2. Please provide a detailed explanation of how the County Alcohol funds you are seeking will enhance your program.

The County Alcohol funds will be instrumental in bringing outside resources and guest speakers into our district to address Social Emotional topics and how that relates to drug/alcohol use and abuse, and to build up resiliency which counters risk factors. I do not have a budget per say, so I do fundraising i.e. concessions stands and apply for grants to offset

the

cost of drug/alcohol prevention in our district.

3. Please specify how you measure performance or effectiveness of the programming being offered with County Alcohol Funds.
We will be utilizing a pre/post test, which will be given at the beginning of the school year prior to presentations and then after all presentations are completed. As well as, data directly from the Kansas Communities That Care Survey. Data will then be assessed to see if information was gained thru the presentations, and if that directly relates to lowered instances of drug and alcohol use on the KCTC surveys.
4. Please list other funding sources and amounts that assist with the program that you are requesting County Alcohol Funds.
USD #378 will pay the difference of the cost of bringing these presenters to our district.

The Joint Corrections Advisory Board will evaluate all proposals to ensure conformance with K.S.A. 79-41a04 (d)(2) along with the community needs, programs and services to best address abuse of alcohol and/or drugs.

Submit this application via email to jhubbard@rileycountyks.gov.
Applications are due by 5pm on Friday, February 16th, 2024.

21st Judicial District Joint Corrections Advisory Board
2024 Riley County Alcohol Tax Application
K.S.A. 79-41a04

Agency USD #384 Blue Valley

Address 3 Ram Way, Randolph KS 66554

Contact Person Jessica Whitesell Email: jwhitesell@usd384.org Phone (785)477-4734

Total Program Cost \$1300.00 Grant Funds Requested \$ 1000.00

Estimated Number of Participants/Clients to be served: 145

Proposed Starting Date August/2024 Ending Date May/2025

1. Please identify how your program will reduce the use and/or abuse of alcohol and/or other substances, and provide education on risks of substance abuse and/or provide programming/treatment of substances (i.e. Fatal Vision Programs).

USD #384 is wanting to bring Habitudes Leadership Curriculum to all middle school and high school students for the 2024-2025 school year. Habitudes is grounded in research, and is an image-based leadership development curriculum. Habitudes teaches young adults to take initiative, overcome complex problems through creative persistence, and develop critical thinking skills that produce better life choices.

Habitudes for Building Student Leaders helps middle and high school students:

- Give feedback to people in a way that builds up both the individual and the whole team
- Embrace empathy towards others allowing the ability to listen and seek to understand before committing to an action
- Lead others through mistakes and allow a them to learn and grow
- Reduce anxiety by correctly understanding what is within their control, within their influence and what is out of their control

Each of these areas would increase protective factors while decreasing risk factors for our students regarding drug/alcohol use and abuse.

2. Please provide a detailed explanation of how the County Alcohol funds you are seeking will enhance your program.

This curriculum includes lesson plans, videos and student workbooks. Habitudes Curriculum helps develop habits of self-discipline and initiative, time management skills, and identify their unique strengths for a healthy self-image, and the County Alcohol funds will pay for a large portion of this curriculum.

Page 2

3. Please specify how you measure performance or effectiveness of the programming being offered with County Alcohol Funds.
Pre/Post test surveys will be given to students, and then assessed, while also utilizing the Kansas Communities that Care Survey data to determine if there is a direct correlation between the two.
4. Please list other funding sources and amounts that assist with the program that you are requesting County Alcohol Funds.
USD #384 will be providing the monetary difference.

The Joint Corrections Advisory Board will evaluate all proposals to ensure conformance with K.S.A. 79-41a04 (d) (2) along with the community needs, programs and services to best address abuse of alcohol and/or drugs.

Submit this application via email to jhubbard@rileycountyks.gov.
Applications are due by 5pm on Friday, February 16th, 2024.

Attachment: CY24 County Alcohol Application - USD 384 Blue Valley.docx (14762 : County Special Alcohol Fund Allocations)



COUNTY CLERK & ELECTIONS
Budget

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

MEMORANDUM

FROM: Brittany Phillips, Budget & Finance Officer

MEETING: May 13, 2024

SUBJECT: 2025 Register of Deeds & Tech Fund Budget Requests

PRESENTER: Amy Manges, Register of Deeds

Enclosures:

- 2025 Budget Presentation Memo (DOC)
- Final 2025 ROD(XLSX)
- Final ROD TECH 2025 (PDF)



**REGISTER OF
DEEDS OFFICE**

13.a

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

TO: Board of County Commissioners

FROM: Amy Manges

DATE: May 13, 2024

SUBJECT: 2025 Budget Request

Register of Deeds Department

Contractual Services

2010 – Postage/Freight/Shipping:

There is a \$50 increase over 2024's budgeted amount as the cost of stamps and other mailing services keeps rising. These funds are used to return recordings to customers, send microfilm to the salt mines and order supplies that at times don't qualify for free shipping.

2030 – Cellular Phone Services:

The requested amount has been decreased by \$180 from 2024's budgeted amount.

2200/2240 - Office Equipment Rental & Storage Rental:

There is a \$300 increase between both accounts over 2024's budgeted amount as these items typically increase yearly. Funds pay for our copier and space in the preservation vault at the salt mines for storage of books/microfilm/aperture cards that have been moved off site.

2510/2520 – Mileage/Tolls/Parking & Lodging:

There is a \$400 increase between these accounts over the 2024 budgeted amount in anticipation of more training opportunities for staff.

2990 – Other Contract Services:

There is a \$5,000 increase over 2024's budgeted amount with the thought that we may see an increase in recordings after an election year. The proposed increase and the current budgeted amount of \$25,000 is money collected through recording fees and not actually funded by the county. Funds collected in excess of \$30,000 are deposited into County General.

Attachment: 2025 Budget Presentation Memo (14731 : 2025 Register of Deeds & Tech Fund Budget Requests)

Capital Outlay

4040 – Furniture > \$100

There is a \$200 increase over 2024's budgeted amount.

Summary

The Register of Deeds 2025 budget request reflects a \$5,770 increase in the 3 Cs of which \$5,000 is collected through recording fees and not funded by the county. The overall increase after subtracting line item 2990 is \$770 leaving an actual request of \$26,645 after salaries.

Register of Deeds Technology Fund

This fund is used to acquire equipment and technological services relating to the preservation of land records. Some of the items currently paid for by this fund are:

- Maintenance fees for our recording software and hardware
- Computers, scanners, and laptops
- Annual fee for our Evault Data Storage
- Microfilm
- Record conversion

Any money not spent can be carried over from year to year allowing our office to save for more expensive projects or equipment and cover qualifying costs that may arise throughout the year.

Riley County, Kansas
2025 Budget
Register of Deeds Department
001-006

PERSONNEL	2023	2024	2025
Position Title - Full Time	<u>ACTUAL</u>	<u>BUDGET</u>	<u>BUDGET</u>
Register of Deeds	1.00	1.00	1.00
Deputy Register of Deeds	1.00	1.00	1.00
Records Assistant II	2.00	2.00	2.00
Records Assistant I	1.00	1.00	1.00
TOTAL NUMBER OF EMPLOYEES	5.00	5.00	5.00
EXPENDITURES			
PERSONNEL SERVICES			
1001 Salaries (Full Time)	\$ 338,758	372,032	380,122
1003 Seasonal/Temp/PT	\$ -	-	-
1005 Overtime	7	3,082	3,113
1504 FICA	24,806	28,696	29,317
1506 Health Insurance	36,558	80,612	81,054
1508 KPERS Retirement	31,945	38,487	40,623
1510 State Unemployment Tax	186	375	383
TOTAL PERSONNEL SERVICES	\$ 432,261	\$ 523,284	\$ 534,612
CONTRACTUAL SERVICES			
2010 Postage/Freight/Shipping	\$ 486	800.00	850.00
2030 Cellular Phone Services	480	960.00	780.00
2110 Advertising & Legal Publications		100.00	100.00
2200 Office Equipment Rental	1,847	2,200.00	2,300.00
2240 Storage Rental		1,900.00	2,100.00
2245 Other Rental Services			
2260 Security Services		65.00	65.00
2275 Records Preservation	58	500.00	500.00
2285 Bond Payment			
2410 Repair/Maintain Office Equipment	114	400.00	400.00
2450 Computer Hardware Maintenance/Support	279	500.00	500.00
2510 Mileage/Tolls/Parking/Rental	1,141	1,400.00	1,500.00
2520 Lodging	1,366	1,500.00	1,800.00
2540 Meals	76	800.00	800.00

Attachment: Final 2025 ROD (14731 : 2025 Register of Deeds & Tech Fund Budget Requests)

2550 Dues & Memberships	580	700.00	700.00
2560 Training & Registrations	1,610	3,000.00	3,000.00
2570 Subscriptions	305	400.00	400.00
2850 Waste Disposal	25	150.00	150.00
2990 Other Contract Services	26,284	25,000.00	30,000.00
TOTAL CONTRACTUAL SERVICES	\$ 34,653	\$ 40,375	\$ 45,945
COMMODITIES			
3010 Office Supplies	\$ 2,217	\$ 4,500	4,500.00
3015 Records Management/Preservation		500	500.00
3020 Books & Publications		100	100.00
3030 Computer Supplies		200	200.00
3032 Supplies-Printers	94	300	300.00
3060 Medical Supplies			
3135 Furniture < \$100			
TOTAL COMMODITIES	\$ 2,311	\$ 5,600	\$ 5,600
CAPITAL OUTLAY			
604 Heritage Trust to General Cash		-	
4010 Office Equipment		1,000.00	1,000.00
4040 Furniture > \$100	13,297	3,500.00	3,700.00
4058 Technology Hardware-Security			
4061 Computer Software-Desktop		200.00	200.00
4070 Surveillance Equipment		200.00	200.00
4990 Other Capital Outlay			
TOTAL CAPITAL OUTLAY	\$ 13,297	\$ 4,900	\$ 5,100
TOTAL OPERATING EXPENDITURES	\$ 469,225	\$ 569,259	\$ 586,157
TOTAL EXPENDITURES LESS PERSONNEL	\$ 50,261	\$ 50,875	\$ 56,645
TOTAL EXPENDITURES	\$ 482,522	\$ 574,159	\$ 591,257

Attachment: Final 2025 ROD (14731 : 2025 Register of Deeds & Tech Fund Budget Requests)

4/29/2024 2:12 PM

Fund # 106 Riley County Register of Deeds Technology				
	<u>2023</u> <u>ACTUAL</u>	<u>2024</u> <u>BUDGET</u>	<u>2024</u> <u>estimates</u>	<u>2025</u> <u>BUDGET</u>
BEGINNING CASH BALANCE				
Fund Balance	\$ 157,570	\$ 168,160	\$ 168,460	\$ 100,560
TOTAL BEGINNING CASH BALANCE	\$ 157,570	\$ 168,160	\$ 168,460	\$ 100,560
REVENUE				
503 Non-Collection Revenue	\$ 3,000			
402 Investment Interest	\$ 7,850	\$ 1,000	\$ 1,000	\$ 2,000
602 Misc. Collection	52,574	50,000	50,000	50,000
TOTAL REVENUE	\$ 63,424	\$ 51,000	\$ 51,000	\$ 52,000
TOTAL RESOURCES AVAILABLE	\$ 220,994	\$ 219,160		\$ 152,560
EXPENDITURES				
CONTRACTUAL SERVICES				
2010 Postage/Freight/Shipping	\$ -	\$ -	\$ -	
2240 Storage Rental	\$ 1,752		\$ -	\$ 2,700
2275 Records Preservation	\$ 16,432	\$ 65,800	\$ 30,000	\$ 35,000
2430 Rep,Maint,Support Software	24,096	53,500	25,000	31,160
2440 Equipment Installation	-	1,300	-	
2450 Hardware Maint/Support	2,642	5,400	2,700	6,600
2990 Other Contract Services	-	6,000	-	
TOTAL CONTRACTUAL SERVICES	\$ 44,922	\$ 132,000	\$ 57,700	\$ 75,460
COMMODITIES				
3010 Office Supplies				
3015 Records Preservation	\$ -	\$ 45,000	\$ 5,000	\$ 39,000
3030 Computer Supplies				\$ 1,000
3032 Supplies - Printer	106		200	800
3304 Programming Services				3,000
3305 Web Development	5,150		-	15,000
3070 Prescriptions	-			
3990 Other Supplies & Materials	-	-		-
TOTAL COMMODITIES	\$ 5,256	\$ 45,000	\$ 5,200	\$ 58,800
CAPITAL OUTLAY				
4050 Technology Hardware	\$ 2,250		5,000	5,000
4051 Tech Hardware - Notebook				2,300
4052 Tech Hardware-Desktop	\$ 82	\$ 2,500	\$ -	\$ 3,000
4054 Tech Hardware - Printers	\$ 324		\$ -	\$ 2,500
4055 Tech Hardware - Imaging		8,520	-	5,500

Attachment: Final ROD TECH 2025 (14731 : 2025 Register of Deeds & Tech Fund Budget Requests)

4/29/2024 2:12 PM

4060 Computer Software			5,000	-	
4990 Other Capital			5,850	-	
TOTAL CAPITAL OUTLAY	\$	2,656	\$	21,870	\$ 5,000
					\$ 18,300
TOTAL EXPENDITURES	\$	52,834	\$	198,870	\$ 67,900
					\$ 152,560
TOTAL ENDING FUND BALANCE	\$	168,160	\$	20,290	\$ 100,560
					\$ -



IT/GIS
Purchase > \$10K

Cory Meyer
IT/GIS Director
110 Courthouse Plaza
Manhattan, KS 66502
Phone: 785-537-6305

COMMISSION AGENDA REPORT

FROM: Cory Meyer
MEETING: May 13, 2024
SUBJECT: Microsoft 365 Licensing Renewal
PRESENTER: Cory Meyer

BACKGROUND

As a Microsoft user, we are on an annual renewal for our licensing. This year Microsoft has removed some licensing that we used in the past and we are upgrading our licensing to increase some security features. The move from O365 licensing to M365 licensing includes features that will replace some existing products we currently pay for. The combination of our current licensing and other security systems we paid for in 2024 was \$111,000. The move to M365 and the new/replacement features we will use is \$129,226.90. An increase of \$18, 226.90. The new security features are an upgrade in capability from what we've had in the past and easier to use.

DISCUSSION

The pricing and request is for approval with the vendor ConvergeOne which is the same vendor we used last year. If the Board would like further or more extensive discussion, I would suggest an executive session as I am reluctant to discuss our security posture in open meeting.

FISCAL IMPACT

The necessary funds for this purchase exist in the 2024 IT/GIS budget to cover the \$129,226.90 renewal cost.

ALTERNATIVES

- . Approve the measure
- . Deny the measure

RECOMMENDATION(S)

The IT/GIS Director and staff recommend that the BOCC approve the purchase of the Microsoft 365 Licensing Renewal through ConvergeOne.

POSSIBLE MOTION(S)

1. Allow IT/GIS to proceed with this purchase.
2. Disallow IT/GIS to proceed with this purchase.
3. Table the decision for more discussion at a later time.

Enclosures:

- Microsoft 365, Power BI Pro _and_ Defender - Riley County(PDF)



Solution Summary

Microsoft 365, Power BI Pro & Defender - Riley County

Customer: RILEY COUNTY	Primary Contact: Cory Meyer
Ship To Address: 110 COURTHOUSE PLZ MANHATTAN, KS 66502	Email: cmeyer@rileycountyks.gov
Bill To Address: 110 COURTHOUSE PLZ MANHATTAN, KS 66502	Phone: (785) 537-6307
Customer ID: AOSRILEY003	National Account Manager: Ester Carpenter
Customer PO:	Email: ecarpenter@onec1.com
	Phone: +19524563814

Solution Summary	Billing Frequency	Due	Total Project
Software	Annual	\$129,226.90	\$129,226.90
Project Subtotal			\$129,226.90
Estimated Tax			NOT INCLUDED
Estimated Freight			NOT INCLUDED
Project Total			\$129,226.90

This Solution Summary summarizes the document(s) that are attached hereto and such documents are incorporated herein by reference (collectively, this "Order"). Customer's signature on this Order (or Customer's issuance of a purchase order in connection with this Order) shall represent Customer's agreement with each document in this Order and acknowledgement that such attached document(s) are represented accurately by this Solution Summary.

Unless otherwise specified in this Order, this Order shall be subject to the following terms and conditions (the "Agreement"): (i) the Master Sales Agreement or other applicable master agreement in effect as of the date hereof between ConvergeOne, Inc. and/or its subsidiaries and affiliates (collectively, "C1" or "Seller" and Customer; or (ii) if no such master agreement is currently in place between C1 and Customer, the Online General Terms and Conditions currently found on the internet at: <https://www.onec1.com/agreements>. If Customer's Agreement is a master agreement entered into with one of C1 predecessors, affiliates and/or subsidiaries ("Legacy Master Agreement"), the terms and conditions of such Legacy Master Agreement shall apply to this Order, subject to any modifications, located at: <https://www.onec1.com/agreements>. In the event of a conflict between the terms and conditions in the Agreement and this Order, the order of precedence shall be as follows: (i) this Order (with the most recent and specific document controlling if there are conflicts between the Solution Summary and any applicable supporting document(s) incorporated into this Order), (ii) Attachment A to the Agreement (if applicable), and (iii) the main body of the Agreement.

This Order may include the sale of any of the following to Customer: (a) any hardware, third party software, and/or Seller software (collectively, "Products"); (b) any installation services, professional services, and/or third party provided support services that are generally associated with the Products and sold to customer by Seller (collectively, "Professional Services"); (c) any Seller-provided vendor management services, software release management services, remote monitoring services and/or, troubleshooting services (collectively, "Managed Services"); and/or (d) any Seller-provided maintenance services ordered by Customer to maintain and service Supported Products or Supported Systems at Supported Sites to ensure that they operate in conformance with their respective documentation and specifications (collectively, "Maintenance Services"). For ease of reference only, Professional Services, Managed Services and Maintenance Services may be referred to collectively as "Services." Unless otherwise defined herein, capitalized terms used herein will have the same meanings as set forth in the Agreement.

Products and/or Services not specifically itemized are not provided hereunder. This Order will be valid for a period of thirty (30) days following the date hereof. Thereafter, this Order will no longer be of any force and effect. Due to rapidly changing prices in the market for third party Products and/or Services, after the expiration of the foregoing 30 day period, Seller reserves the right to adjust offerings and/or prices accordingly prior to issuing any new Order(s).

This Order is a configured order and/or contains software.

Special Comment to Solution Summary:



MICROSOFT ONLINE SERVICES (Azure), AMAZON WEB SERVICES (AWS), AND CISCO ADDITIONAL TERMS. 1. Billing. Based on the service(s) ordered, fees Microsoft Online Services and Amazon Web Services (the "Services") listed on this Order are provided on either a fixed fee or consumption basis and invoiced monthly or annually, as indicated, during the Term specified on the Order. Consumption based Services will be billed monthly in arrears based on actual usage regardless of any usage estimates that might have been provided in any proposal or on this Order. Unless a different term is specified on the Order, Seller will provide the Services for a term of one (1) year ("Initial Term"). 2. Add-ons. Customer may have access to the Services provider's web portal through which Customer may add additional Services, including more of the same Services identified in this Order or new Services ("Add-ons"). In the event Customer places an order for Add-ons through the Services provider's portal, Customer shall pay Seller for such Add-ons as invoiced by Seller in accordance with the terms of the Order. 3. Renewal. At the end of the Initial Term the Services will automatically renew for successive one (1) year periods (each a "Renewal Term" and together with the Initial Term, the "Term") at the rate(s) then in effect unless at least thirty (30) days prior to the expiration of the then current Term, Customer or Seller provides the other with written notice of its intent not to renew. 4. Cancellation. Customer may cancel the Services at any time during the Term by providing Seller thirty (30) days advance written notice of the requested date of termination ("Termination Date") and shall be liable as follows: (i) For Services that are billed monthly in advance, payment of the full monthly amount for the month in which notice was provided, plus one full additional month; (ii) For Services that are billed monthly in arrears by consumption, payment for actual usage up through the Termination Date; and, (iii) For Services that are billed annually in advance, Customer is not entitled to a refund of the fee paid for the current Term. 5. Microsoft, Amazon Web Services and Cisco Software License and Additional Terms and Conditions. Customer agrees that it has read, understood, and will abide by the terms and provisions of the software license(s) and other terms and conditions applicable to the Microsoft and Amazon Web Services Products provided hereunder. Such terms may be found on the Internet at <https://www.microsoft.com/licensing/docs/customeragreement> and <https://aws.amazon.com/agreement> Cisco Software Licenses and Additional Terms and Conditions. Customer agrees that it had read, understood, and will abide by the terms and provisions of the software license(s) and other terms and conditions applicable to the Cisco Products provided hereunder. These additional terms may contain provisions that require Customer to pay for usage in excess of the quantities identified in this Order, and Customer agrees to pay C1 for these additional charges, as invoiced by C1, in accordance with the terms and conditions of this Order.

ACCEPTED BY:

BUYER: _____ DATE: _____ SELLER: _____ DATE: _____
TITLE: _____ TITLE: _____

Solution Quote

#	Description	Term In Months	Qty	Unit Price	Extended Price
1	MICROSOFT DEFENDER FOR ENDPOINT SERVER RECURRING	12	70	\$54.26	\$3,798.20
2	1D706F88-6CC8-4A50-AE0C-E706EA0C3587_ANNUAL - Microsoft 365 F3 GCC (CSP GCC BAS 1YR ANN)	12	60	\$83.48	\$5,008.80
3	07ECB163-0730-4DBA-A3C8-1C9BA2ED199E_ANNUAL - Microsoft 365 G3 GCC (CSP GCC 1YR ANN)	12	320	\$375.66	\$120,211.20
4	03405002-98E6-4B13-B975-550FC5374C8D_ANNUAL - Power BI Pro for Government (CSP GCC 1YR ANN)	12	2	\$104.35	\$208.70
				Total:	\$129,226.90



PUBLIC WORKS
Project Update

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

MEMORANDUM

FROM: John Ellermann, Public Works Director

MEETING: May 13, 2024

SUBJECT: Public Works Project Update

PRESENTER: John Ellermann

Update on the projects and activities by the Public Works staff and crew.

Enclosures:

- 051324 Project Update (PDF)

Project Update

Public Works Department

5/13/2024

Kitten Creek Culvert Replacement (N.5-22.5)

- Approximately 1.5 mi N. of Anderson Ave.
- Olsson and Associates
- Working on easements

Winkler Mills Bridge (H.0-5.9)

- Approximately 0.1 mi. N. of Fancy Creek Rd.
- Bartlett & West
- Bid documents and bid date.
- [Permits & R/W](#)

Fancy Creek Bridge (K.0-6.2)

- Approximately 1.25 mi. W. of Tuttle Creek Blvd.
- Schwab-Eaton
- Considered Historic by State Historic Preservation Office
- SHPO approval of documentation of bridge
- Reese Construction low bid – Start 12/4
- [Final Dirtwork](#)

Parallel Rd. Culvert (C.7-0.0)

- Approximately 0.2 mi E. of May Day Rd.
- Schwab-Eaton
- [Ebert Construction – July 15th Start](#)

Marlatt Rd Improvement

- Benesch proposal review
- Dennison to Seth Child
- Cost share with City – trail and Browning Intersection. – MOU
- Review of design contract and develop MOU

Parks:

- [3 new full-time staff hired. 2 seasonal](#)
- [Mowing Parks.](#)
- [Tree limb clean-up in parks once dries up.](#)
- [Watering new trees planted last fall.](#)
- [Dog Park ideas and estimates.](#)
- [CDL Training](#)

Operations:

- [Cleaning up debris from storms.](#)

- Shouldering of asphalt roads.
- Cleaning drift from structures.
- Pre-cast box culverts ordered. Kansas Ave. in Riley is first on list to be completed.
 - Ober Rd – 4’x4’x40’
 - W 69th Ave. – 10’x6’x36’
 - Kansas Ave (Riley) – 12’x4’x30’
 - Lasita Rd. – 12’x7’x54’
 - Wildcat Creek Rd. – 12’x10’x66’
- Sealing Oil bid. Vance Brothers was the low bid at \$2.67 per gallon.
- Asphalt Overlay Project – Schilling Construction. Blue River Hills Rd. and Stockdale Park Rd.
- Grading of roads.
- CDL Training.
- Sent 4 employees and 4 trucks to Westmoreland May 1&2 to aid in clean-up.

Miscellaneous

- Open Positions: Purchasing Agent, Seasonal Parks, Solid Waste Operator (2).
- University Park Lagoon Project-Lagoon size determined. Continue to work on grant and funding applications. Approved for the Small-Town Water & Sewer Infrastructure Assistance Grant. Terracon report complete. Design of lift station and lagoon now that location is confirmed. Awarded an additional \$462,210 in grant money for the project.
- RCPS Headquarters Station – BHS GMP \$9,587,108. Rezoning to Public Improvement District Building Permit issued last week.
- EMS Remodel for EM – Design meeting to define scope.
- 4th floor CPE Renovation. Icon Structures. Sheetrock, window openings, MEP work.
- CPE roof replacement is in full swing.
- Transfer Station load out scales. WS Scale - \$49,880 estimated mid-June start.
- Valleywood lift station – repair broken line.
- Lead & Copper surveys – KDHE.
- Elevator Projects – Working on bid documents.
- KCHA Spring Conference – May 20-22.
- PTO May 28-29



PUBLIC WORKS
Discussion

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

COMMISSION AGENDA REPORT

FROM: John Ellermann, PE, Public Works Director
MEETING: May 13, 2024
SUBJECT: Pottorf Hall Discussion
PRESENTER: John Ellermann

BACKGROUND

The past few years there has been much talk about the condition of Pottorf Hall. The North wall has paint peeling, the floors seem to be settling and there are large cracks in some of the walls, among others. The issues with the walls and floors we believe are related to foundation settlement. The paint peeling is likely moisture caused by leaks in the roof flashing.

Pottorf Hall is used by the 4-H clubs of Riley County, the County Fair, and numerous other events.

DISCUSSION

Recently we had Thrasher Foundation Repair come and evaluate the building for foundation damage and give an estimate to repair. Thrasher's solution is to install Push Piers around the building to support the foundation and attempt to lift the foundation. Thrasher will also install a concrete leveling system to raise and support the floor where the foundation was raised. The estimate given is \$238,942. Discussion on the future of Pottorf Hall is necessary to justify the expense of foundation support.

We have had differing opinions about the roof flashing allowing moisture in the block walls causing the paint to peel on the North wall. One contractor believes, with some sealing and patching we can prevent moisture from entering the block wall.

FISCAL IMPACT

Thrasher's estimate is \$238,942. This would have to be a CIP project. With the estimate being as high as it is the project will have to be put out to bid.

The roof flashing repairs is estimated at \$2,300 and could come from the building fund.

RECOMMENDATION(S)

I recommend the repairs to the roof repairs.

I recommend the a project to support the foundation if the goal is to preserve the functionality of Pottorf Hall for the next 5 - 10 years or more. If the Board decides to pursue foundation support I would recommend putting off the roof repairs until after the foundation work is completed.

POSSIBLE MOTION(S)

Move to approve

Move to deny

Move to modify

Move to table

No action required.

The Board agreed by consensus to do the repairs to the roof.

Enclosures:



PUBLIC WORKS
Discussion

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

COMMISSION AGENDA REPORT

FROM: John Ellermann, PE, Public Works Director

MEETING: May 13, 2024

SUBJECT: Court House Plaza East Windows

PRESENTER: John Ellermann

BACKGROUND

The recent remodels of the 4th floor of the Court House Plaza East (CPE) and the installation of new windows, has led to discussions about the condition of the windows throughout the rest of the building. This isn't the first time windows have been discussed. In 2010 an estimate of \$155,000 was given but never went out to bid.

DISCUSSION

Some of the major deterrents to window replacement has to do with the CPE being in the historic district and getting approval from the State Historical Society, and cost. The estimate now, given by Manko and Icon Structures working together, is \$490,000 for the remaining 77 windows.

FISCAL IMPACT

Cost estimate given by Icon Structures working with Manko Windows is \$490,000. Funding for a project this size would have to come from the CIP.

RECOMMENDATION(S)

No recommendations at this time.

POSSIBLE MOTION(S)

Move to approve

Move to deny

Move to modify

Move to table

No action required.

The Board agreed by consensus to

Enclosures:



**COUNTY
COUNSELOR/ADMINISTRATIVE
SERVICES**
Staff Update

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

STAFF REPORT

FROM: Clancy Holeman, Riley County Counselor

MEETING: May 13, 2024

SUBJECT: Pending County Projects County Counselor

PRESENTER: Clancy Holeman, Riley County Counselor

Enclosures:

- FINAL_Commission List 05.13.2024 (DOCX)

PENDING COUNTY PROJECTS ▪ December 2023 and through May 8, 2024, Submitted by Clancy Holeman, Riley County Counselor

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

COMMISSION LIST

I. Projects By Category:

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

Board of Riley County Commissioners: Prepare letter of support for City of Ogden grant application. (9-13-23) Attend and participate in BOCC meetings. (9-7-23; 9-11-23) Assist in finalization of annual County financial audit. (9-14-23) Attend and participate in BOCC meeting. (10-12-23.) Work on pending litigation “T”. (10-13-23) Attend and participate in BOCC meeting (10-16-23.) Attend and participate in BOCC meetings. (10-19-23;10-23-23) Work on communication project. (10-24-23; 10-25-23.) Review contractual provisions for subsequent use. (10-25-23.) Attend and participate in BOCC meeting. (10-26-23.) Attend and participate in County/City/USD 383 meeting. (10-26-23.) Attend and participate in BOCC public meeting in City of Ogden. (10-30-23.) Attend and participate in BOCC meeting. (11-2-23.) Prepare for late arrival to BOCC meeting on November 6, 2023. (11-5-23.) Work on Fire District project. (11-7-23) Attend and participate in BOCC meetings. (11-9-23; 11-13-23) Attend and participate in BOCC meeting. (12-28-23) (Work on fence view issue. (1-2-24) Review agenda and prepare for 1-4-24 BOCC meeting. (1-3-24) Attend and participate in BOCC meeting. (1-4-24) Prepare for 1-8-24 BOCC meeting. (1-5-24) Work on fence view issue. (1-5-24) Attend and participate in BOCC public meetings. (1-8-24; 1-11-24) Review project contract. (1-11-24) Work on fence view. (1-14-24; 1-15-24; 1-16-24; 1-17-24) Work on Fence view. (1-18-24; 1-19-24; 1-20-24;1-21-24;1-22-24) Work on letter of support for WTC. (1-19-24; 1-20-24) Attend and participate in BOCC meeting. (1-18-24; 1-22-24) Obtain BOCC approval of letter of support for WTC. Attend and participate in BOCC meetings. (1-25-24; 1-29-24) Draft and place on BOCC agenda support letter for City of Ogden’s grant application. (1-25-24) Work on fence view. (1-25-24; 1-26-24;1-28-24; 1-29-24; 1-30-24; 1-31-24) **Attend** and participate in BOCC meetings. (2-1-24;2-5-24) Obtain BOCC signature on fence view order; file with ROD; email copies of signed order to both parties (or their counsel). (2-1-24) Regular mail and email to both parties of file-stamped originals of fence view order. (2-2-24) Attend and participate in BOCC meetings. (2-12-24; 2-15-24;2-19-24) Meet with counsel for party in pending matter. (2-16-24) Attend and participate in public BOCC meetings. (2-22-24; 2-26-24) Attend and participate in BOCC meeting. (2-29-24) **Attend** and participate in BOCC meeting (3-7-24) Attend and participate in BOCC meetings. (3-11-24;3-14-24; 3-18-24) Attend and participate in BOCC public meetings. (3-21-24;3-25-24) Work to schedule executive session. (3-21-24) Attend and participate in BOCC Meetings. (4-4-24; 4-8-24) Attend and participate in BOCC meetings. (4-11-24; 4-15-24) Enter appearance as counsel of record in multiple pending mortgage foreclosure and probate cases to process claims for unpaid real and/or personal property taxes. (4-9-24; 4-10-24; 4-11-24; 4-12-24) Review mtg. foreclosure file and answer filed. 4-16-24) Attend and participate in BOCC public meetings. (4-22-24; 4-25-24,4-29-24) **Attend and participate in BOCC public**

meetings. (5-2-24; 5-6-24) Attend budget presentations to BOCC of various outside agencies. (5-6-24) Work on file documentation presented today by Jason Hilgers of City's draft plan on City's proposed CICO Park Improvements. (5-2-24) Review information for BOCC agenda item scheduled for 5-6-24. (5-3-24) Work on appropriation request analysis. (5-3-24)

“Constitutional Protection of County Home Rule”:

County Jail Inmate Medical Care: Schedule staff discussion of contract development. (5-21-23) *Meeting with Mark French on contract. Communication with staff working group to schedule teams meeting May 7, 2024. (5-1-24) Review material in preparation for Teams meeting. Participate in Teams meeting. Carry out assigned task. (5-7-24) Communication from team members regarding assigned task. (5-8-24)*

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

Delinquent Real Property Tax Sale: Legal research. Prepare documents for the next stage in the process. (4-12-24) *Work to review final contract signed. (May 1, 2024) Contact IT with information on underlying purchase. (5-3-24)*

“Dark Store”:

District Court:

Federal Rules on Vaccination Mandate:

First Christian Church: Now this property is “listed” as a “historic site,” there are state law restrictions applicable whenever a “project” is undertaken involving potential repair, damage or destruction of the site or its structure (9-11-23;9-12-23;9-13-23) Work on Appeal. (9-14-23;9-15-23;9-16-23;9-17-23;9-18-23;9-19-23; 9-20-23; 10-4-23;10-5-23-10-6-23;10-7-23;10-8-23;10-10-23; 10-11-23.) Work on appeal. (10-12-23; 10-17-23; 10-18-23.) Conversation with opposing counsel and agree to extend her time to file brief. (11-3-23) Receive emailed brief from opposing counsel on appeal; following two extensions of time which opposing counsel had requested—which extensions were granted by the Court of Appeals. (1-19-24) *Timely filed our brief in February 2024. Checked with Clerk of Court of Appeals—There have been no orders from Court of Appeals since, setting or denying both sides’ request for oral argument, etc. (5-2-24)*

Indigent Legal Services: Attorney contracts for 2022 were created and emailed to current attorneys under contract. (11-3-21) Notice to Riley County Bar Association of at least one attorney vacancy effective January 1, 2022. (11-4-21) Proposed 2022 contracts have been provided to all current lawyers under contracts. None returned as of 11-23-21. No indigent legal service contracts are in place for the calendar year 2022. Work on various issues related to this service. (2-10-23; 2-13-23; 2-14-23; 2-15-23; 2-16-23; 2-19-23; 2-20-23; 2-21-23; 2-22-23; 2-24-23; 2-26-23; 2-27-23; 2-28-23; 3-1-23; 3-2-23; 3-3-23; 3-4-23; 3-6-23; 3-7-23; 3-8-23) Work on various issues related to this service. (3-19-23) Work at staff level on compensation for this service.

(3-28-23) schedule next staff level discussion of compensation for this service. Discuss with Deputy Counselor compensation for this service. (3-29-23) *Work* on project. (6-1-23) *Work* on project. (6-8-23) Draw up final version of CAR; RFP; and Contract. (6-19-23; 6-20-23) Obtain BOCC approval of form RFP and Contract. (6-22-23) Finalize RFP and contract and distribute to local Bar Association membership with encouragement to apply well before August 4, 2023, deadline for proposals because they will be considered as they are submitted. (6-29-23; 6-30-23) Create documents for publication in newspaper and placement on county website for this service. (7-7-23; 7-10-23; 7-11-23; 7-12-23) Deadline for proposals to arrive in Clerk's office 5 p.m. August 4. *Work* on issue related to service. (10-25-23.)

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

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

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

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

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

Riley County Annual Legislative Conference: Discussion with County Register of Deeds to schedule meeting week of December 5th to review documentation of long-term revenue loss to Riley County caused by legislature's past elimination of the mortgage registration fee. (12-1-22) Work preparing for 12-12-22 legislative conference. (12-8-22; 12-11-22) Discuss legislative conference information with County Appraiser. (12-8-22) Discuss legislative conference information in meeting with County Register of Deeds. (12-9-22) Work with members of delegation; 2023 Annual Legislative Conference scheduled for Thursday, December 14th, from noon to 2 p.m., BOCC chambers. (10-23-23) Conversation with member of delegation—confirming member will attend. (10-24-23.)

Riley County District Court: Discussion regarding BOCC consideration of funding potential “resolution docket” to assist with case backlog. (4-27-23) **Work on project.** (5-2-24)

Rural Economic Development Advisory Board:

Staff Budget and Planning Committee:

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

II. Projects by Department or Division:

Administrative Services/County Counselor: Work on matters related to departmental transition. (1-25-2023; 1-26-2023; 1-27-2023) Interviews of applicants for Deputy County Counselor position in transition scheduled to take place 9-29-23.-23. (3-2-23; 3-3-23) Work on Departmental transition matters. (4-28-24) **Work on Departmental transition matters.** (5-2-24; 5-3-24)

Riley County Appraiser's Office: Communicate with department Head on costs associated with BOTA appeal. (12-29-23) Communicate with staff on immediately preceding issue. (1-1-24) **Communicate** with Appraiser on exemption application. (1-11-24) Advise Department Head on legal issues. (1-24-24) Advise Department Head on process issue. (2-29-24;3-1-24) Communicate with department head. And Deputy Counselor. (3-4-24; 3-8-24) Advise Appraiser on KORA request. (5-1-24) **Communication on legal matters.** (5-1-24) **Communication on different legal matters.** (5-1-24; 5-2-24) **Assist Department Head on pending matter.** (5-6-24)

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

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

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

Riley County Emergency Management: Work on project issue. (11-7-23; 11-8-23) Conversation with stakeholders on a radio tower lease amendment. (1-2-24) Communicate with Director on state winter weather disaster declaration just released. (1-24-24) **Assist** with written response to vendor. (4-22-24) **Advise on KORA request.** (5-2-24) **Advise other staff on same KORA request.** (5-2-24) **Contact County PIO about foregoing, relevant to any photos or video.** (5-2-24; 5-3-24) **Check in with Helpdesk.** (5-7-24) **Work with State project manager regarding scheduling matter on roundabout project at k-13/US24, easement purchase from county of County ROW at Fire Station. Work with Cindy K. on agenda time.** (5-7-24)

Riley County Emergency Medical Services: *Prepare for staff discussion of proposed ride along program and its necessary requirements. Participate in staff discussion.* (5-7-24)

Riley County Extension:

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

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

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

Riley County Historical Museum:

Riley County Human Resources. Finalize Green Dot Contract. (9-12-23) Conversation with HR. (10-12-23.) Review example of proposed Performance Review new form to be completed by 10-16-23. (10-12-23) Work with a department on HR issue "IV." (10-13-23.) Work with Department on unrelated HR issue("V"). (10-16-23.) Work with Department on unrelated HR issue "VI". (10-16-23.) Work with department on Personnel issue I. (10-19-23;10-23-23; 10-25-23.) Work with division on personnel law issue II. (10-24-23.) Work with Division and Department Head on personnel law issue II. (10-25-23;10-26-23;10-27-23;10-28-23-

10-29-23;10-30-23) Work with Division and Department Head on personnel law issue. (11-1-23.) Work with Division and Department on personnel law issues. (11-2-23;11-3-23; 11-5-23;11-6-23.) Work on personnel law issue for Division and Department. (11-10-23). Work with Division and Department on personnel law issues. (11-9-23;11-13-23; 11-14-23). Prepare for disciplinary action appeal scheduled for January 4, 2024. (12-289-23) Communicate with team members on working group considering revision of personnel manual. Working group to reconvene 1-9-24. (1-2-24) Work on personnel issue. (1-4-24; 1-5-24) Communicate with Department head and Division head on upcoming potential meeting regarding process. (1-12-24) Communication from Division head on upcoming work group work for discussions on personnel policies. (1-12-24) Working group discussion of personnel policy issues. (1-12-23) Working group discussion of personnel policy manual. (1-18-24) Working group discussion of personnel policy practice. (1-22-24) Analyze and comment upon potential policy. (1-24-24) Analyze potential changes to personnel policy. (1-29-24; 1-30-24; 1-31-24) **Advise** on legal issue. (2-1-24) Work on personnel policy manual issues. (2-22-23;2-23-24) Communicate with Division director given federal law changes in identified policies. (2-27-24) Review material provided. (2-27-24) Work with Division Director on scheduling upcoming presentations to BOCC in public meetings. (3-12-24) Work on Personnel Policy issue. (3-13-24) Work on upcoming executive session. (3-12-24;3-13-24) **Work** on personnel policy issue. (3-14-24;3-15-24;3-17-24;3-18-24) Work on different personnel policy issues than immediately preceding entry. (3-18-24) Work on both of the immediately preceding entry matters. (3-19-24) Work on dress code issues. (4-9-24) Review KORA request. (4-9-24) **Discuss personnel law issue. (5-8-24)**

Riley County Information Technology/GIS Work with department on contract law issue. (10-24-23.) Conversation with GIS staff member regarding City GIS “layer” issue. (1-2-24) Discuss legal issues involving federal act(s) and communication technology. (2-1-24) **Communication from IT about on-going efforts to protect network. (5-7-24)**

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

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

RILEY COUNTY POLICE DEPARTMENT—Administered by Law Enforcement Agency (“Law Board”): Communication from City Manager, County Clerk and County Attorney regarding RCPD question about potential ordinance or resolution. I contact Barry Wilkerson for discussion. (1-12-24) Work on project. (4-15-24; 4-16-24;4-17-24) Communication **from third party on budget matter. (5-2-24)**

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

Riley County Planning & Development: Represent County in District Court hearing on Prairiewood appeal. (8-29-23) Conversation with landowner. (10-12-23.) Review and approve Comprehensive Plan resolution “as to form” for 10-16-23 BOCC meeting.10-12-13.) Work on pending litigation. (10-13-23) Work on pending litigation “III”. (10-13-23.) Work on pending project “I”. (10-13-23.) Conversation with opposing counsel in pending appeal “II.” (10-13-23) **Work** on benefit district project. (11-6-23; 11-7-23.) Work to schedule meetings with business and staff on different pending legal issue. (11-7-23; 11-8-23) **Work** on benefit district contract for environmental assessment. (1-26-24; 1-31-24) **Complete** work on benefit district contract for environmental assessment; route vendor—approved contract to this department’s Office Manager for

placement on next Monday's business meeting agenda, following conversation with Department Head. (2-1-24) Work with Department Head on contractual issue. (2-14-24) Work with Department Planner and Deputy on upcoming agenda item. (3-19-24) Work on immediately preceding entry again. (3-20-24) Work on benefit district issue. Discuss with Deputy County Counselor. (3-20-24) **Review** and approve as to form plat. (3-21-24) Discuss upcoming public hearing with staff member. (3-21-24) Work on upcoming land use issue. (3-26-24) Discuss with staff special use hearing before Planning Board evening of 4-8-24. (4-9-24) Conversation with opposing counsel in pending appeal. Draft motion to extend time to file our brief. I will file such agreed motion this week. Motion filed. (4-15-24) **Review** sanitary code issue. (4-18-24) Schedule meeting with department staff member on separate code violation enforcement matter. (4-18-24) Review correspondence on separate possible code violation matter. (4-18-24) Status report back on separate code enforcement matter. (4-18-24) Status report back on separate code enforcement matter. (4-18-24) **Work** on SB 384. (SB 162) as signed by Governo as part of SB 384. Meeting with staff of Planning and Development and RCHD. (4-26-24). Work solo on immediately preceding project list entry. (4-28-24) **Review and approve as to form contract for project. Discuss with Department Head. (5-2-24) Communication with Department Staff on pending code enforcement matter. (5-2-24) Communicate with Department head on immediately preceding code enforcement matter. (5-3-24) Correspondence with outside professional based on citizen question regarding pending project. (5-3-24) Assist staff of this department on pending matter. (5-6-24) Communication from Department staff on different matter for calendaring. Respond. (5-6-24. Contact representative of citizen in pending matter. Relay information to staff member working on the matter. Relay information to another Department Head assisting in matter. (5-6-24) Respond to communication from Department Head on ongoing project of her department. Respond to communication from Department Head on different project of her department. (5-7-24) Communication from staff of Department on different project of her department. (5-7-24) Discuss with Department Head different project of her department; in response to communication from her of procedural question. (5-7-24) Answer question from Department Head on procedural question. Communicate with Department Head and Cindy K. (5-7-24) Review litigation material served on a co-defendant in pending code enforcement case. (5-7-24) Discuss pending enforcement matter with Code Enforcement officer. (5-7-28; 5-8-24)**

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

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

Riley County Register of Deeds: Communicate with three offices, their staff and department heads on

common legal issue. (11-7-23) Communicate with department head on same issue. (11-8-23) Work on legal issue regarding filing. (2-29-24; 3-1-24; 3-4-24) Work with department head and staff of County Clerk and County Appraiser to resolve filing issue. (3-4-24)

Riley County Treasurer: Discuss with Department Head process for Opioid Settlement Fund payments routed from Attorney General's Office. Discuss with Assistant Attorney General supervising such distributions. (12-21-22) *Work* on Delinquent Real Property Tax Foreclosure case for 2024. (4-12-24) Review claim for delinquent real property taxes in mtg foreclosure case. (4-16-24) Review claim for delinquent real property taxes in mtg foreclosure case. (4-16-24) Review probate case order directing payment of real property tax. (4-16-24) Review mtg foreclosure case and demand for payment of real property tax. (4-16-24) Review of probate case and real property tax. (4-16-24) **Review** delinquent real property tax efiling. (4-19-24) Work with legal staff on upcoming delinquent real property tax sale. (4-23-24) Process with staff response to citizen inquiry to county website about tax sale properties. (4-29-24) Process with staff response to another citizen inquiry to county website about tax sale. (4-29-24) **Discuss tax sale property issue involving request from executor of titled owner. Call the executor and leave voicemail. Resolve with executor.** (5-7-24) **Sign order dismissing individual parcel from tax sale.** (5-8-24)

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

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

Administrative Matters: Discuss with HR CAR I'll prepare for transition of Counselor position based upon my scheduled 2025 retirement. (5-19-23) Work on transition of Deputy position given incumbent's scheduled retirement. (5-22-23; 5-23-23) Discuss and decide with staff on renewal of "Hawver" subscription. (5-30-23) Register for June 20 webinar on Title VI requirements under ARPA; to be conducted by Officer of Recovery. (6-5-23) Information to Office Manager on invoice for Westlaw. (7-5-23) Partners' Meeting. (7-21-23) Review and approve proposed CAR drafted by H.R. for upcoming position vacancy due to retirement. (7-27-23) Work with HR and staff working group preparing for candidate interviews for 2 positions. (7-27-23; 7-28-23) Staff meeting to discuss departmental input, as requested by PIO, on survey regarding retention and recruitment and retention. Provide info to PIO. (8-2-23) Review, approve Department timecards. (8-6-23) Work on transition of department for upcoming vacancy in Office Manager position. Review all internal applications. Communicate with both Riley County Deputy County Counselors and H.R. Director. (8-6-23) Work on transition of department to fill vacancy in Legal Assistant position. (8-10-23; 8-11-23; 8-13-23) Review City/County/County agenda for 8-17-23 meeting. (8-13-23) Work on upcoming retirement receptions for department. (8-11-23; 8-14-23; 8-15-23; 8-16-23; 8-17-23) Continued work on transition of department to fill vacancy in Legal Assistant position. (8-15-23) Participate in panel interview of candidate for Legal Assistant I position. (8-18-23) Attend retirement reception in BOCC chambers for Jill Seaton. (8-31-23) Relay eflex latest to staff—No access to court of appeals or supreme court yet as of noon today. (1-26-24) Participate as donor in County/Red Cross blood donation drive. (2-14-24) Work on closing issue involving sale of a portion of a larger parcel—the sale of which does not involve a pending code enforcement proceeding. (2-15-24) Work at PW successfully confirming, with IT assistance, our desktops there appropriately "sync" with our desktops in our CPE office. (2-26-24) Work with Public Works on key card/key fob access to that portion of Public Works building where our office will temporarily relocate. (2-27-24) Work on temporary relocation of office during 4th floor renovation project. (2-28-24) Work with I.T. to synchronize desktops at departmental CPE office and temporary space at Public Works. (3-1-24) Catch up on emails. Respond when appropriate. (4-9-24) Work on transition of Deputy County Counselor caseload to County Counselor. (4-10-24; 4-11-24; 4-12-24) Work on applicant interview scheduling for Deputy County Counselor position. (4-15-24) Work with our Office Manager on 2025 departmental budget request. (4-16-24) **Work on departmental transition matters.** (5-2-24; 5-2-24; 5-3-24) **Brief staff meeting—my meetings schedule today.** (5-7-24)

Review and delete emails. (5-7-24)

Continuing Legal Education: Attend online CLE program. (6-11-23) Attend CCAK CLE program. (6-16-23) Discuss department budget preparation for 2025. (4-18-24) Attend an open.gov zoom on “roll out” of budget creation. (4-18-24) Work on department budget request. (4-22-24; 4-23-24; 4-24-24; 4-25-24) **Confirm electronically with CLE commission whether compliant for 2023 through June 30, 2024, for CLE requirements. Register for remaining one hour CLE to be presented online. (5-2-24; 5-3-24)**

County Counselor Association of Kansas: Attend and participate virtually in Board of Governors meeting of CCAK. Summer CLE planning. (2-21-24) **Contact KAC about presenter’s assigned time during June 21, 2024, CCAK CLE program. Relay to presenter. Recontact KAC. Recontact presenter. (5-2-24) Contact from presenter. Relay information to Jay Hall. Confirm to presenter all in place for CLE. (5-6-24)**

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

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

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

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

Staff Budget and Planning Committee: Work with B & P on development of contracts for transfers to small cities for loss of funds as countywide ½ cent sales tax sunsets 12/31/22. (11-15-22) Review material for BOCC presentation to be made by Budget and Planning during the next BOCC public meeting. (11-28-22) Attend and participate in Committee meeting. (11-29-22) Ask Shilo for her opinion on draft of agreement. (2-7-23) Prepare for scheduled 1-3-24 committee meeting. (1-2-24) Attend and participate in Committee meeting. (1-3-24) Review upcoming agenda for scheduled 1-30-24 committee meeting. Communicate with committee. (1-26-24) Attend and participate in committee meeting. (2-20-24) Work with IT/GIS staff on temporary move of department to Public Works during 4th floor CPE construction project. (2-21-24) Attend and participate in meeting of committee. (3-11-24; 3-12-24; 3-13-24) **Conversation with Budget and Finance Officer. Available date of return from vacation. Accept B & P Meeting scheduled for 3 pm May 28th 2024. (5-7-24)**

Staff Riley County Employee Recognition Day Planning Committee: Attend and participate in committee work planning Employee Recognition Day. (6-20-23) Analyze proposed venue contract. Conversation with County’s insurer. Voicemail left with PIO. (7-5-23) Attend and participate in Committee meeting (7-18-23) Communicate with sales representative for AMC Theatre. (8-2-23; 8-3-23) Communicate with AMC representative and our insurer regarding event. (8-13-23) Attend and participate in committee meeting. (8-15-23) Communicate with our insurer and attorney for venue regarding Recognition Day. (8-15-23) Communicate with attorney for venue regarding Recognition Day. (8-16-23; 8-17-23) Attend and participate in Employee Day. (10-9-23.) Work on future Employee Recognition Day issue. (10-18-23) Contact insurer to evaluate coverage for potential site for 2024 Employee Recognition Day. (1-2-24) Attend and participate in committee meeting. (2-20-24) Communicate in response to questions about recognition for years of service by employees in attendance. (3-15-24) Attend and participate in committee meeting. (3-19-24) Check on potential keynote or breakout session speaker. Contact agent for venue to confirm paperwork necessary to

finally reserve venue, obtain copy of complete contract required and obtain liability insurance coverage requirements. Contact county's insurer to confirm the required liability coverage will be in place for county on October 14th. Attend and participate in committee meeting. (4-16-24) Work on venue documentation. (4-30-24; 5-1-24) *Check with C & W on status of certificate of insurance. (5-3-24; 5-7-24)*

Staff Road Renaming Committee:



MUSEUM
Staff Update

Katharine Hensler
Museum Director
2309 Claflin Rd
Manhattan, KS 66502
Phone: 785-565-6490

STAFF REPORT

FROM: Katharine Hensler, Museum Director

MEETING: May 13, 2024

SUBJECT: Riley County Historical Museum Staff Update

PRESENTER: Katharine Hensler, Museum Director

Riley County Historical Museum - Director's Report

May 13, 2024

1. Visitation and Tours:

Site Name	FEB 2024	MAR 2024	APR 2024
Museum	192	205	183
Goodnow House	52	52	66
Wolf House	22	33	598
Pioneer Log Cabin	0	0	42
Programs & Outreach	105	162	70
TOTAL	371	452	959

Volunteer Hours	FEB 2024	MAR 2024	APR 2024
General	53.0	38.0	104.0
RCHS Board of Directors	74.5	62.0	64.5
Community Service	6.5	10.5	14.5
TOTAL	134.0	110.5	183.0

2. Education and Outreach:

April 9 - Fireside Chat with Derrick Doty, 28 attended. The topic was on musician Wendall Hall.

April 15 - Director Hensler provided the monthly KMAN interview on the upcoming historic preservation month and the cemetery restoration initiative.

April 16-25 - Fourth Grade field trips at the Wolf House Museum; Third grade field trips at the Goodnow House; total attendance was 606 students and their teachers; Over 30 volunteers offered their time to serve as docents.

April 23 - the RCHS hosted their Quarterly Meeting with a presentation by Leo Schell on the history of the First Congregational Church of Manhattan. 42 attended.

3. Collections:

Collections Numbers	FEB 2024	MAR 2024	APR 2024
Number of Collections Donated	10	4	5
Individual Items Donated	63	16	52
Backlogged Collections Processed	3	3	0
Backlogged Items Processed	83	175	16
Museum Acquisitions Processed	0	0	0

Curators Munger and Highsmith met with tribal representatives on Monday, April 1 to discuss the Native American objects the Museum had on exhibit prior to January 12, 2024. It was a very positive meeting and the representatives were able to provide us with guidance in moving forward concerning the indigenous exhibit on site. The Museum's exhibit has been updated with the tribal representatives' recommendations. Some items have been removed from the exhibit completely.

Curators Munger, Highsmith, and Director Hensler will be prioritizing the preparation of the required NAGPRA summary for submission by July 12, 2024. Other collections activities will be placed on hold until this goal is met.

4. Archives and Library - Curator Glasgow managed eight new incoming patron requests for the public and one from internal sources in the month of April. There were three appointments made to use the research library, and there were no walk-in patrons. She continues to follow up with outstanding requests submitted previously.

Curator Glasgow and Director Hensler have begun labeling sections of the library to identify resource type, significance, access level, and condition in preparation for a major upcoming clean-up of the space. The collections committee will be assisting in the upcoming assessment.

Library and Archives Requests	FEB 2024	MAR 2024	APR 2024
Research (external)	6	10	8
Research (internal)	1	1	1
In-Person Appointments	2	5	3
Walk-In Appointments	1	5	0
TOTAL	9	21	12

5. **Building and Grounds** - (RCHS) The Mansfield House basement door/entryway broke and became non-functional. Jerry Haffener began replacing the door and its frame and cleared the area of excessive overgrowth. This project should be completed within the week.

(RCHS) We are currently receiving bids on the Wolf House front door restoration.

(RCHS) The major wind storm during the last week of April damaged the sign at the Rocky Ford Schoolhouse. Jerry Haffener was able to have it repaired within the week. It will need to be restructured from the back and while Haffener was able to reinforce the broken post with an iron rod, he recommends at some point to replace both posts.

John Wood of Woodworks Restoration visited in April to take measurements for the Goodnow Barn doors and windows restoration. Kansas Historical Society is hoping to get that project underway shortly and they will be funding. They received a Caroline Peine Foundation grant for this project.

The Museum experienced a severe leak during these past few weeks of rainfall. Water began to seep into the Library (from the roof) and dripped through the light fixtures. The leaks dripped onto file cabinets, but staff acted quickly and relocated all items immediately, and no historic items were harmed. Maintenance was able to come within a few hours and fix the issue. The problem was an exterior drainage issue where the original and addition buildings come together.

Gallery lighting is still an ongoing issue in the Museum. Public Works is aware of the issue and are working on solutions.

AHA! is donating a picnic table to the Museum in honor of Cheryl Collins. A table has been selected and the order should be placed by the end of May. AHA! would like a small plaque affixed to the table. They have asked us to keep the cost around \$1,000. An anonymous donor has also offered to donate a bike rack for the front of the Museum. We are still trying to source an attractive, outdoor garbage can and additional outdoor/indoor seating.

Staff have begun planning for an update to all on-site exhibit galleries to include a change of exhibits, paint, construction of modular walls, and potential rearrange of the lobby and gift store area. The goal to have this accomplished is by the end of January 2025. We will need the society's support with the gift shop and we will be putting together a committee to assist with the planning, fabrication, and installation of the new exhibits.

6. **Staffing** - (RCHS) Tony Conners and Liz Miller are the Pioneer Log Cabin hosts for the 2024 season. The site opened to the public on April 28.

The Museum is short a weekend staff member over the summer so we are attempting to recruit volunteers willing to assist us. Likewise, we are in need of a volunteer who is willing to assist the Wolf House host once a week or every other week with deep clean of the facility.

7. **Upcoming Events**

May 8 - RCHS Board of Directors Monthly Meeting, 3:30pm, RCHM Dallas Gallery

May 11 - ***Cemetery Restoration Workshop***, St. Joseph's Historic Church and Cemetery, 10am-2pm, Lower McDowell Creek Rd., Manhattan

May 14 - Fireside Chat, ***This Place Matters! Historic Preservation Month***, Flight Crew Coffee, 5:30-7pm

Staff Report (ID # 14769)

Meeting of May 13, 2024

May 15-17 -Director Hensler attending the ***Kansas Historic Preservation Conference*** in Newton, KS; will have limited access to computer, response time may be delayed.

May 23 - ***Walking Tour of Historic City Park***, 6:30pm, \$5 donation per person

June 11 - Fireside Chat, Topic TBD, Flight Crew Coffee, 5:30-7pm

June 12 - RCHS Board of Directors Monthly Meeting, 3:30pm, RCHM Dallas Gallery

July 9 - Fireside Chat, ***The American Revolution Experience with the DAR***, Flight Crew Coffee, 5:30-7pm

Ongoing - Exhibit open at the Wolf House Museum, titled "*Forget Me Not: Funerals in Victorian Era Riley County.*" The exhibit will remain until May 26 and is offered free and open to the public. The Wolf House is open on Saturdays and Sundays from 2-5pm or by appointment.

Enclosures:



COUNTY CLERK & ELECTIONS
Budget

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

MEMORANDUM

FROM: Brittany Phillips, Budget & Finance Officer

MEETING: May 13, 2024

SUBJECT: 2025 Riley County Counselor Budget Request

PRESENTER: Clancy Holeman, County Counselor

Enclosures:

- 2025 Budget Memo (DOCX)
- Copy of 2025 Counselor (XLSX)



COUNTY COUNSELOR

DEPARTMENT OF ADMINISTRATIVE SERVICES

MEMORANDUM

TO: Board of County Commissioners

FROM: Clancy Holeman, Riley County Counselor

DATE: May 13, 2024

SUBJECT: Department of Administrative Services' 2025 Budget Request

Dear Commissioners:

This is my analysis of this department's budget request for 2025.

My total **2025** budget request for "contractual services, commodities and capital outlay" (the "three C's") is **\$54,209**. This request represents an increased appropriation of **\$2,414** for 2025. That amount is an approximate 4.66% increase from the amount which was budgeted for our department for 2024 (**\$51,795**). My **2025** proposed budget is intended to meet the projected actual **2025** needs of this department. There are no state functions this office provides which might be legitimately referred to the state for action. My factual analysis of the reasons supporting my request follows.

LINE ITEMS WITH INCREASES

Within this department's proposed **2025** budget there are three (3) line items with an increase from our approved **2024** budget:

- Line 2570 – "Subscriptions"

Reason: I've proposed a \$2,744 increase in this line item. We budgeted \$5,500 for this budget line in **2024**. And during the first quarter of **2024** have already been required to spend over **39%** of that amount. We have been notified Westlaw "undercharged" us for our share of these computerized legal (and tax foreclosure) research subscription payments during **2023**. Westlaw apparently only had record of 2 users (attorneys) in this office. We actually have 4 users, which includes 2 support staff positions. We joined in

a combined Riley County subscriber group for this service made up of this office, the County Attorney and the Courts. Joining that group of users substantially reduced our monthly bill for this service. I will work to determine how this happened. We believe that our office accurately reported to Westlaw the 4 users we asked to be placed on that combined subscription plan.

- Line 2640 - “Legal Services”

Reason: I’ve proposed a \$7,525 increase in this line item. That’s an increase of about **38%** over its **2024** budgeted amount. It’s from this line item we pay outside specialized counsel to represent Riley County at BOTAs hearings. Those hearings are most often taxpayer appeals of their property taxes already paid. The largest dollar figures at risk are generally commercial appeals. But there are also appeals arguing the taxpayer(s) involved should be granted property tax exemption. As you know, the property tax is every county’s primary source of operating revenue. So when large dollar amounts are at stake for this county and all the taxing units which we must make distributions to (the City of Manhattan, the school districts, etc.), defending accurate appraised values is important. Our experience so far in **2024** has taught us we must recommend a significant increase here. During the **first quarter** of **2024**, we have already spent 50% of our **2024** budgeted amount. I’m convinced this proposed increase is a reasonable one to adequately fund this important BOTAs work.

In order to fund this line item’s proposed increase, while keeping our overall departmental budget increase as small as possible, I’m proposing to eliminate all **2025** funding of 4 line items. And I recommend reductions in **2025** funding on 10 more line items. I’ll provide that elimination and reduction detail later in this memo.

- Line 4040 – “Furniture >\$100”

Reason: I’ve proposed \$1,000 for this line item. Only \$500 was budgeted for this item in **2024**. But we have now transitioned through the hiring of two “new” staff members and must anticipate hiring for my position before the end of this calendar year. My proposed increase should allow us to purchase 3 new office chairs.

LINE ITEMS WITH FUNDING ELIMINATED IN 2025

- Line 2300 – “Tax Payment”

Reason: I propose eliminating entirely the **2024** budgeted amount of \$15. And I’ve shifted that \$15 over to increase funding of Line 2640, Legal Services, in my **2025** request before you today.

- Line 2430 – “Computer Software Main/Support”

Reason: I propose eliminating entirely the **2024** budgeted amount of \$250. And I’ve shifted that \$250 over to increase funding of Line 2640, Legal Services, in my **2025** request before you today.

- Line 3080 – “Fuel and Lubricants”

Reason: I propose eliminating entirely the **2024** budgeted amount of \$75. And I’ve shifted that \$75 over to increase funding of Line 2640, Legal Services, in my **2025** request before you today.

- Line 4060 – “Computer Software”

Reason: I propose eliminating entirely the **2024** budgeted amount of \$400. And I’ve shifted that \$400 over to increase funding of Line 2640, Legal Services, in my **2025** request before you today.

LINE ITEMS WITH RECOMMENDED DECREASES FROM THEIR BUDGETED 2024 AMOUNTS

- Line 2010 – “Postage/Freight/Shipping”

Reason: I propose reducing the **2024** budgeted amount of \$2,000 to \$1,500 in **2025**. And I’ve shifted that \$500 reduction over to increase funding of Line 2640, Legal Services, in my **2025** request before you today.

- Line 2110 – “Advertising & Legal Publications”

Reason: I propose reducing the **2024** budgeted amount of \$1,100 to \$500 in **2025**. And I’ve shifted that \$600 reduction over to increase funding of Line 2640, Legal Services, in my **2025** request before you today.

- Line 2510 – “Mileage/Toll/Parking/Rental”

Reason: I propose reducing the **2024** budgeted amount of \$500 to \$250 in **2025**. And I’ve shifted that \$250 reduction over to increase funding of Line 2640, Legal Services, in my **2025** request before you today.

- Line 2520 – “Lodging”

Reason: I propose reducing the **2024** budgeted amount of \$1,000 to \$700 in **2025**. And I’ve shifted that \$300 reduction over to increase funding of Line 2640, Legal Services, in my **2025** request before you today.

- Line 2540 – “Meals”

Reason: I propose reducing the **2024** budgeted amount of \$1,000 to \$800 in **2025**. And I’ve shifted that \$200 reduction over to increase funding of Line 2640, Legal Services, in my **2025** request before you today.

- Line 2550 – “Dues and Membership”

Reason: I propose reducing the **2024** budgeted amount of \$1,515 to \$1,200 in **2025**. And I’ve shifted that \$315 reduction over to increase funding of Line 2640, Legal Services, in my **2025** request before you today.

- Line 2560 – “Training & Registration”

Reason: I propose reducing the **2024** budgeted amount of \$2,000 to \$1,200 in **2025**. And I’ve shifted that \$800 reduction over to increase funding of Line 2640, Legal Services, in my **2025** request before you today.

- Line 2710 – “Transcript Fees”

Reason: I propose reducing the **2024** budgeted amount of \$1,000 to \$500 in **2025**. And I’ve shifted that \$500 reduction over to increase funding of Line 2640, Legal Services, in my **2025** request before you today.

- Line 2720 – “Witness Fees”

Reason: I propose reducing the **2024** budgeted amount of \$500 to \$250 in **2025**. And I’ve shifted that \$250 reduction over to increase funding of Line 2640, Legal Services, in my **2025** request before you today.

- Line 2760 – “Consultant Fees”

Reason: I propose reducing the **2024** budgeted amount of \$500 to \$250 in **2025**. And I’ve shifted that \$250 reduction over to increase funding of Line 2640, Legal Services, in my **2025** request before you today.

- Line 3010 – “Office Supplies”

Reason: I propose reducing the **2024** budgeted amount of \$4,450 to \$1,000 in **2025**. And I’ve shifted that \$3,450 reduction over to increase funding of Line 2640, Legal Services, in my **2025** request before you today.

- Line 3020 – “Books & Publications”

Reason: I propose reducing the **2024** budgeted amount of \$500 to \$300 in **2025**. And I’ve shifted that \$200 reduction over to increase funding of Line 2640, Legal Services, in my **2025** request before you today.

CONCLUSION

As submitted, I believe this request for **2025** will provide this department with the resources necessary to carry out its mission consistent with this Board's budgetary goals.

Riley County, Kansas
2024 Budget
Administrative Services Department
001-004

PERSONNEL	2023	2024	2025
Position Title - Full Time	<u>ACTUAL</u>	<u>BUDGET</u>	<u>BUDGET</u>
Counselor	1.00	1.25	1.00
Assistant Counselor	1.00	1.00	1.00
Office Manager-Co Counselor	1.00	1.00	1.00
Senior Legal Assistant	1.00	1.00	1.00
TOTAL NUMBER OF EMPLOYEES	4.00	4.25	4.00
EXPENDITURES			
PERSONNEL SERVICES			
1001 Salaries (Full Time)	\$ 556,523	\$ 555,325	\$ 468,796
1005 Overtime	-	2,312	993
1504 FICA	40,565	42,659	35,938
1506 Health Insurance	61,977	119,836	99,360
1508 KPERS Retirement	52,482	57,214	49,798
1510 State Unemployment Tax	565	558	470
TOTAL PERSONNEL SERVICES	\$ 712,112	\$ 777,904	\$ 655,355
CONTRACTUAL SERVICES			
2010 Postage/Freight/Shipping	\$ 1,383	\$ 2,000	\$ 1,500
2030 Cellular Phone Services	1,820	1,560	1,560
2040 Internet Access	121	-	
2080 Printing/Duplication Services	-	-	
2110 Advertising & Legal Publications	1,919	1,100	500
2200 Office Equipment Rental	10,010	6,500	6,500
2275 Records Preservation	500	430	430
2300 Tax Payment	-	15	
2420 Repair/Maintain Other Office Equipment	-	-	
2430 Computer Software Maintenance/Support	218	250	
2510 Mileage/Tolls/Parking/Rental	695	500	250
2520 Lodging	626	1,000	700
2540 Meals	648	1,000	800
2550 Dues & Memberships	1,145	1,515	1,200
2560 Training & Registrations	1,295	2,000	1,200
2570 Subscriptions	7,402	5,500	8,244
2615 Recording Fees	216	300	300

Attachment: Copy of 2025 Counselor (14718 : 2025 Riley County Counselor Budget Request)

2620 Court Costs	-		-
2640 Legal Services	15,236	20,000	27,525
2700 Bonding Services	75	-	
2710 Transcripts	311	1,000	500
2720 Witness Fees	650	500	250
2760 Consultant Fees	-	500	250
2765 Contract Fees	-	-	
2990 Other Contract Services	-	-	
TOTAL CONTRACTUAL SERVICES	\$ 44,270	\$ 45,670	\$ 51,709
COMMODITIES			
3010 Office Supplies	\$ 2,973	\$ 4,450	\$ 1,000
3020 Books & Publications	741	500	300
3040 Clothing	-	-	
3080 Fuel & Lubricants	-	75	
3135 Furniture < \$100	-	-	
3990 Other Supplies/Materials	210	-	
TOTAL COMMODITIES	\$ 3,924	\$ 5,025	\$ 1,300
CAPITAL OUTLAY			
4010 Office Equipment	\$ -	\$ -	
4030 Telecommunications Equipment	-	\$ -	
4040 Furniture > \$100	-	\$ 500	\$ 1,000
4050 Technology Hardware	-	\$ 200	\$ 200
4060 Computer Software	-	\$ 400	
TOTAL CAPITAL OUTLAY	\$ -	\$ 1,100	\$ 1,200
TOTAL OPERATING EXPENDITURES	\$ 760,306	\$ 828,599	\$ 708,364
TOTAL EXPENDITURES LESS PERSONNEL	\$ 48,194	\$ 51,795	\$ 54,209
TOTAL EXPENDITURES	\$ 760,306	\$ 829,699	\$ 709,564

Attachment: Copy of 2025 Counselor (14718 : 2025 Riley County Counselor Budget Request)



COUNTY CLERK & ELECTIONS
Budget

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

MEMORANDUM

FROM: Brittany Phillips, Budget & Finance Officer

MEETING: May 13, 2024

SUBJECT: 2025 Benefit Districts, Landfill, and Solid Waste Budget Requests

PRESENTER: Evan McMillin, Public Works Asst Director/County Engineer

Enclosures:

- 2025 Solid Waste Budget MEMO (DOCX)
- 2025 Solid Waste (PDF)
- MEMO_BOCC 2025 BD Budget Requests (DOCX)
- Copy of BENEFIT DISTRICTS_LANDFILL CLOSURE_2025 Budget Final (PDF)

MEMORANDUM

TO: Board of County Commissioners

FROM: Evan McMillan

DATE: May 13th, 2024

RE: 2025 Solid Waste Budget

The proposed 2025 Solid Waste budget is in the amount of \$3,448,971.57. This proposed budget was formulated to fund the current level of service in the Solid Waste Department, and accounts for the previous increase in the tipping rate.

Revenues: The estimated revenues shown for the 2025 budget use average annual tonnage volumes along with the updated rate schedule. The additional revenues generated through the new rates will allow the transfer station to stay in line with tipping fees imposed by the trash removal company, and also assist in generating funds for future rehabilitation and improvements.

Personnel Services: The cost for Personnel Services increased by roughly \$10,000.00 from the 2024 budget. These numbers should be a conservative estimate for the County personnel costs.

Contractual Services: The proposed amount for Contractual Services is approximately \$175,000.00 more than what is shown in 2024. Much of this difference is coming from rates imposed by the operator, HAMMs, and increases in insurance, credit card fees, cost of water, and maintenance categories for improvements and repairs at the facility.

Commodities: The proposed amount for Commodities is \$6,250.00 more than the 2024 budget. This increase is primarily due an increase in "Parts & Tools > \$100" for freon removal equipment and "Computer Supplies" for the integration of new fiber internet and software for waste reporting.

Capital Outlay: Capital Outlay for 2025 is around \$205,300.00, which is primarily earmarked for improvement projects including the crane and tipping floor.

Summary: The 2025 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. Increases to this

years budget were made to account for inflation for water, insurance, and waste removal, along with several improvement projects vital to the day-to-day operations.

**Riley County, Kansas
2025 Budget
Solid Waste Fund
Fund 150**

PERSONNEL	2023	2024	2024	2025
Position Title - Full Time	<u>ACTUAL</u>	<u>BUDGET</u>	<u>BUDGET Est.</u>	<u>BUDGET</u>
Public Works Operator II	2	2	2	2
Sub-Total	2	2	2	2
Part-Time/Seasonal/Temporary				
Public Works Operator II	0	0	0	0
Customer Service Rep I	3	3	3	3
Sub-Total	3	3	3	3
TOTAL NUMBER OF EMPLOYEES	5	5	5	5
BEGINNING CASH BALANCE				
Fund Balance	\$ 442,458	\$ 225,270	\$ 407,495	\$ 281,509
TOTAL BEGINNING CASH BALANCE	\$ 442,458	\$ 225,270	\$ 407,495	\$ 383,472
REVENUE				
503 Non-Collection Revenue	\$ 19,100	\$ -	\$ -	
206 State Grant		\$ -	\$ -	
452 Convenience Fee	\$ 10,421	\$ 9,000	\$ 9,000	\$ 9,000
600 Miscellaneous Reimbursement	3,528	-	-	
602 Charges for Services-Miscellaneous Collections	2,952,147	3,000,000	3,000,000	3,050,000
603 Transfer in Disaster Fund		-	-	
610 Outside Collections		-	-	
651 Farm Income	12,177	6,500	6,500	6,500
850 Return Check Expense	(28,929)	-	-	
TOTAL REVENUE	\$ 2,968,444	\$ 3,015,500	\$ 3,015,500	\$ 3,065,500
TOTAL RESOURCES AVAILABLE	\$ 3,410,902	\$ 3,240,770	\$ 3,422,995	\$ 3,448,972
EXPENDITURES				
PERSONNEL SERVICES				
1001 Salaries (Full Time)	\$ 178,695	\$ 191,080	\$ 191,080	\$ 189,341
1003 Seasonal/Temporary/Part Time	-	-	-	-
1005 Overtime	1,428	16,822	16,822	15,993
1502 Clothing Allowance	-	-	-	-
1504 FICA	13,044	15,904	15,904	15,708
1506 Health Insurance	56,492	44,678	44,678	56,775
1508 KPERS Retirement	17,003	21,331	21,331	21,765
1510 State Unemployment Tax	177	208	208	205
TOTAL PERSONNEL SERVICES	\$ 266,839	\$ 290,023	\$ 290,023	\$ 299,788

Attachment: 2025 Solid Waste (14728 : 2025 Benefit Districts, Landfill, and Solid Waste Budget Requests)

CONTRACTUAL SERVICES

2010 Postage/Freight/Shipping	\$ 255	\$ 500	\$ 500	\$ 500
2020 Phone Services	1,489	1,500	1,500	1,500
2030 Cellular Phone Services	550	625	625	625
2080 Printing/Duplication Services		500	500	500
2110 Advertising & Legal Publications	358	2,500	2,500	2,500
2120 Insurance-Property/Building	4,515	4,500	4,500	5,500
2122 Vehicle/Fleet Insurance	556	600	600	800
2124 Other Insurance	9,512	5,500	5,500	11,000
2210 Machinery Equipment Rental	-	4,500	4,500	4,500
2400 Repair/Maintain County Vehicles	5,533	20,000	20,000	25,000
2420 Repair/Maintain Other Equipment	239	2,000	2,000	2,000
2430 Computer Software Maintenance/Support	2,063	2,500	2,500	5,000
2480 Repair/Maintain Buildings & Grounds	5,321	40,000	40,000	40,000
2490 Other Repairs & Maintenance	309			
2510 Mileage/Tolls/Parking/Rental		200	200	200
2520 Lodging		1,000	1,000	1,000
2540 Meals		200	200	200
2550 Dues & Memberships	100			
2560 Training & Registrations	542	500	500	1,000
2585 Miscellaneous Refunds/Reimbursements	503	100	100	100
2605 Administration/Clerical Fees	56,332	70,000	70,000	70,000
2635 Engineering Fees		3,000	3,000	3,000
2750 Credit Card Fees	13,950	15,000	15,000	20,000
2775 Pest Control Fees	718	1,000	1,000	1,000
2810 Electric/Gas Services	21,528	25,500	25,500	25,500
2830 Water	15,690	17,000	17,000	18,500
2850 Waste Disposal	2,516,665	2,450,000	2,450,000	2,600,000
2990 Other Contract Services	38,604	35,000	35,000	40,000
TOTAL CONTRACTUAL SERVICES	\$ 2,695,332	\$ 2,703,725	\$ 2,703,725	\$ 2,879,925

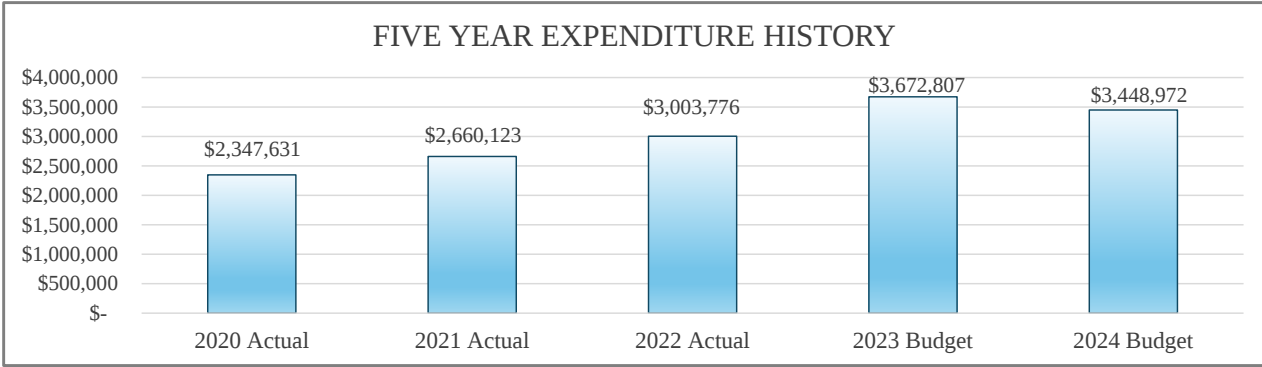
COMMODITIES

3010 Office Supplies	\$ 171	\$ 500	\$ 500	\$ 500
3030 Computer Supplies		500	500	1,500
3032 Supplies-Printers		500	500	500
3040 Clothing	39			
3045 Protective Gear	76			
3060 Medical Supplies	725	750	750	500
3080 Fuel & Lubricants	11,072	17,500	17,500	17,500
3085 Propane	2,308	3,500	3,500	3,500
3090 Custodian Supplies		100	100	100
3100 Chemical	1,253	2,500	2,500	2,500
3120 De-icing Materials	69	500	500	500
3140 Parts & Tools < \$100	2,159	3,500	3,500	3,500
3150 Parts & Tools > \$100	19,446	17,000	17,000	22,500
3170 Gravel Aggregates	513	3,500	3,500	3,500
3190 Sign Materials		750	750	750
3220 Seed/Fertilizer		100	100	100
3230 Concrete	1,042	2,500	2,500	2,500
3250 Asphalt Maintenance Materials	1,873	3,000	3,000	3,000
3990 Other Supplies/Materials	489	1,000	1,000	1,000
TOTAL COMMODITIES	\$ 41,235	\$ 57,700	\$ 57,700	\$ 63,950

CAPITAL OUTLAY

4005 Budget Stabilization	\$ -	\$ -	\$ -	
4020 Other Equipment	-	-	-	
4030 Telecommunications Equipment	-	200	200	200
4040 Furniture > \$100	-	400	400	400

4050 Technology Hardware	-	-	-	
4054 Technology Hardware-Printers	-	485,981		
4058 Tech Hardware - Security	370	-	-	
4120 Other Heavy Equipment	-	134,778	89,438	204,709
TOTAL CAPITAL OUTLAY	\$ 370	\$ 621,359	\$ 90,038	\$ 205,309
TOTAL EXPENDITURES	\$ 3,003,776	\$ 3,672,807	\$ 3,141,486	\$ 3,448,972
TOTAL ENDING FUND BALANCE	\$ 225,270	\$ (432,037)	\$ 281,509	\$ -



M E M O R A N D U M

TO: Board of County Commissioners
FROM: Evan McMillan, Assistant County Engineer, Public Works
SUBJECT: 2025 Benefit Districts, Landfill Closure & Mertz Levee Budget Requests
DATE: May 13th, 2024

To assist you in the 2025 budget process, the information provided below is a summarization of minor adjustments to each fund.

Utility Benefit Districts – Operation/Capital Funds

- **Carson Sewer Benefit District** – 182 Sewer Benefit Units. A few minor changes which include small increases for phone services, contractual services, and operation and maintenance costs. Taxes levied should remain the same as 2024.
- **Deep Creek Sewer Benefit District** – 22 Sewer Benefit Units. No changes from 2024, except the slight increase in transfer to reserve for 2025.
- **Hunter’s Island Water Benefit District** – 49 Water Benefit Units. Expected collections were increased from 2024 to account for the new utility rates. Benefit District Maintenance and other contractual services were also increased to account for maintenance of the system. Expenditures for water was increased to account for the City’s water rate increases.
- **Konza Water Benefit District** – 136 Water Benefit Units. Machinery Equipment Rental, administration, and other contract services saw an increase to account for operation, maintenance, and improvements to the current infrastructure. Commodities increased from 2024 to account for the City’s water rate increase.
- **Lakeside Heights Sewer Benefit District** – 4 Service Units. No major changes in normal operational revenues/expenditures for 2025. Only slight increases were seen across the board to account for rising inflation costs.
- **Moehlman Bottoms Water Benefit District** – 24 Water Benefit Units. Budget for “Other contract services” will increase for meter reads, chemical sampling, and maintenance and improvements for the system. Expenditures under commodities will increase to account for the City’s water rate increases. The amount transferred into Capital Reserve Fund will decrease from 2024 in response to higher operation and maintenance costs.

- **Terra Heights Sewer Benefit District** – 43 Sewer Benefit Units. The main increase for 2025 is for maintenance, primarily for infrastructure and pump maintenance and operation. Increased amount transferred to Capital Fund.
- **University Park Water & Sewer Benefit District** – 108 Water/Sewer Units. Expenditures for contractual services and commodities were increased from the 2024 budget to account for inflation, COLA adjustments, higher water rates, and additional maintenance to the system for the lagoon project and system longevity. Transfer to capital and budget for pumps was decreased for 2025 to allow for higher maintenance costs and small improvements to the system.
- **Valleywood Sewer & Stormwater Benefit District** – No major changes in normal operational revenues or expenditures, except for increases in “phone services”, “machinery equipment rental”, “maintenance” and “other contract services” which allow for potential improvements or maintenance to the drainage ditches. Capital outlay for pumps was increased to account for rising material prices, and transfer to reserve was increased from 2024.

Other Funds

- **Landfill Closure** – Requesting \$30,000 from General Fund for landfill remediation expenses. We have fulfilled the post-closure period for the landfill and are working on reducing the sampling with KDHE. Once we have a better idea of the costs for continued sampling, we may be able to start lowering the amount dedicated to this fund in the future.
- **Mertz-McGhee Levee** – Remaining 1993 Economic Develop Funds earmarked for maintaining levee. No changes

Fund #230
University Park Water and Sewage

BEGINNING CASH BALANCE	2023 ACTUAL	2024 BUDGET	2025 BUDGET
Fund Balance	61,818	62,573	54,904
TOTAL BEGINNING CASH BALANCE	\$ 45,000	\$ 62,573	\$ 54,904
REVENUE			
178 Special Taxes			
180 Distr - Real Current	10,293	10,416	10,416
181 Distr - Real Delq.	715		
600 Misc. Reimbursement			
602 Misc. Collection	113,008	116,000	116,000
602-106 Misc. Collection - LSH Proj # 106		2,376	2,376
602-115 Misc. Collection - #115		500	500
603-197 Transfer in			
610 Outside Collections			
652 Water/Sewer Deposits	900	750	750
850 Return Check Expense	(964)		
TOTAL REVENUE	\$ 123,952	\$ 130,042	\$ 130,042
TOTAL RESOURCES AVAILABLE	\$ 168,952	\$ 192,615	\$ 184,946
CONTRACTUAL SERVICES			
2010 Postage / Freight / Shipping	605	\$ 700	\$ 700
2110 Advertising&Legal Publication		\$ 200	\$ 200
2210 Machinery Equipment Rental		\$ 1,000	\$ 1,000
2280 Permits	185	\$ 185	\$ 185
2310 Benefit District Oper	27,600	\$ 9,735	\$ 32,500
2315 Benefit District Maintenance	11,642	\$ 14,000	\$ 16,000
2400 Repair/Maint Co Vehicles			
2130 Comp Software Main/Support	62		
2585 Misc Refunds/Reimb			
2605 Administration Fees	6,305	\$ 7,500	\$ 8,000
2615 Recording Fees			
2635 Engineering Fees			\$ 10,000
2657 Misc Fees	306		
2690 Chemical Analysis/Sampling	6,669	\$ 6,000	\$ 8,000
2810 Electric/Gas Services	5,048	\$ 7,000	\$ 7,000
2830 Water			
2895 Deposit Refund	375	\$ 500	\$ 500
2990 Other Contract Services	2,306	\$ 4,500	\$ 6,000
TOTAL CONTRACTUAL SERVICES	\$ 61,103	\$ 51,320	\$ 90,085
COMMODITIES			
3010 Office Supplies		\$ 200	\$ 200
3100-196 Chemical	1,984	\$ 2,200	\$ 2,500
3110 Chlorine			
3130 Water	43,292	\$ 39,750	\$ 47,000
3140 Parts & Tools < \$100		\$ 500	\$ 500
3170 Gravel Aggregates			
3150 Parts & Tools > \$100		\$ 1,000	\$ 2,500
3990 Other Supplies, Materials		\$ 500	\$ 500
TOTAL COMMODITIES	\$ 45,276	\$ 44,150	\$ 53,200
CAPITAL OUTLAY			
604 Transfer to Reserve		\$ 57,564	\$ 26,661

4230 Pumps		\$ 15,000	\$ 15,000
TOTAL CAPITAL OUTLAY	\$ -	\$ 72,564	\$ 41,661
TOTAL EXPENDITURES	\$ 106,379	\$ 168,034	\$ 184,946
TOTAL ENDING FUND BALANCE	\$ 62,573	\$ 24,581	\$ -
Adopted Budget	2023	2024	2025
University Park Water and Sewer Reserve - 284	ACTUAL	BUDGET	BUDGET
Unencumbered Cash Balance, Jan 1	79,708	90,854	146,632
Revenues:			
Transfer from University Park Water & Sewer	0	57,564	26,661
Miscellaneous Collection	12,396	13,200	13,200
Total Receipts	\$ 12,396	\$ 70,764	\$ 39,861
Resources Available:	\$ 92,104	\$ 161,618	\$ 186,493
Expenditures:			
Contractual Services	1,250	33,850	87,000
Commodities	0	30,000	55,000
Capital Outlay	0	81,205	44,493
Total Expenditures	\$ 1,250	\$ 145,055	\$ 186,493
Unencumbered Cash Balance, Dec 31	\$ 90,854	\$ 16,563	\$ -
Remaining Encumbrances			

Adopted Budget	2023	2024	2025
University Park Lagoon - Fund 390	Actual	Budget	Budget
Unencumbered Cash Balance, Jan 1	232	197,238	89,582
Revenues:			
Temp Note	275,000		
Transfer from General	0		
Specials Tax	0		
Non-collection revenue	0		
G.O. Bond	0		
Federal Grant	0	750,000	1,212,210
Total Receipts	275,000	750,000	1,212,210
Resources Available:	275,232	947,238	1,301,792
Expenditures:			
Contractual Services	77,994	857,656	1,021,292
Commodities			
Capital Outlay			
Transfer Out			
Temporary Note Principal			275,000
Temporary Note Interest			5,500
Total Expenditures	77,994	857,656	1,301,792
Unencumbered Cash Balance, Dec 31	197,238	89,582	0

FUND # 236
Keats Capital Project

Adopted Budget Keats Cap Project - 236	2023 ACTUAL	2024 Est.	2025 BUDGET
Unencumbered Cash Balance, Jan 1	416	416	659,516
Revenues:			
Transfer from Disaster Fund		800,000	
State Grant		359,100	2,537,790
Federal Grant			
G.O. Bond			
Total Receipts	\$ -	\$ 1,159,100	\$ 2,537,790
Resources Available:	\$ 416	\$ 1,159,516	\$ 3,197,306
Expenditures:			
Contractual Services		500,000	
Commodities			
Capital Outlay			3,197,306
Total Expenditures	\$ -	\$ 500,000	\$ 3,197,306
Unencumbered Cash Balance, Dec 31	\$ 416	\$ 659,516	\$ -

Fund #238
Hunter's Island Water District Fund

	2023 ACTUAL	2024 BUDGET	2025 BUDGET
BEGINNING CASH BALANCE			
Fund Balance	3,636	3,749	3,213
TOTAL BEGINNING CASH BALANCE	\$ 3,636	\$ 3,749	\$ 3,213
REVENUE			
602 Misc. Collection	35,737	34000	42000
603 Transfer in from Reserve			
652 Water/Sewer Deposits	150	150	150
850 Return Check Expense			
TOTAL REVENUE	\$ 35,887	\$ 34,150	\$ 42,150
TOTAL RESOURCES AVAILABLE	\$ 39,523	\$ 37,899	\$ 45,363
CONTRACTUAL SERVICES			
2010 Postage / Freight / Shipping	250	250	250
2210 Mach Equip Rental	766		750
2300 Tax Payment	80	135	135
2310 Benefit District Oper			
2315 Benefit District Maintenance	225	1450	1450
2400 Repair/Maint Co Vehicles			
2430 Comp Software	28		
2605 Administration Fees	3,082	3001	3500
2635 Engineering Fees			
2657 Misc Fees	221	200	200
2690 Chemical Analysis/Sampling	599	500	750
2830 Water			
2895 Deposit Refund	75	150	150
2990 Other Contract Services	7,084	9000	10277.55
TOTAL CONTRACTUAL SERVICES	\$ 12,410	\$ 14,686	\$ 17,463
COMMODITIES			
3010 Office Supplies		50	50
3100 Chemical			
3130 Water	23,364	23500	27500
3140 Parts & Tools < \$100		350	350
3150 Parts & Tools > \$100			
TOTAL COMMODITIES	\$ 23,364	\$ 23,900	\$ 27,900
CAPITAL OUTLAY			
604 Transfer to Reserve			
TOTAL CAPITAL OUTLAY	\$ -	\$ -	\$ -
TOTAL EXPENDITURES	\$ 35,774	\$ 38,586	\$ 45,363
TOTAL ENDING FUND BALANCE	\$ 3,749	\$ (687)	\$ -

Attachment: Copy of BENEFIT DISTRICTS_LANDFILL CLOSURE_2025 Budget Final (14728 : 2025 Benefit Districts, Landfill, and Solid Waste

Adopted Budget Hunter's Island Reserve Fund - 241	2023 ACTUAL	2024 BUDGET	2025 BUDGET
Unencumbered Cash Balance, Jan 1	9,833	11,273	13,037
Revenues:			
Transfer from Hunter's Island Water	0	0	0
Miscellaneous	1,440	1,764	1,764
Total Receipts	\$ 1,440	\$ 1,764	\$ 1,764
Resources Available:	\$ 11,273	\$ 13,037	\$ 14,801
Expenditures:			
Contractual Services	0	2,000	5,500
Commodities	0	1,000	4,500
Capital Outlay	0	8,225	4,801
Transfer to Operating	0		
Total Expenditures	\$ -	\$ 11,225	\$ 14,801
Unencumbered Cash Balance, Dec 31	\$ 11,273	\$ 1,812	\$ -

Moehlman Bottoms Water District Fund #244

	2023 ACTUAL	2024 BUDGET	2025 BUDGET
BEGINNING CASH BALANCE			
Fund Balance	\$ 8,762	\$ 11,914	\$ 11,556
TOTAL BEGINNING CASH BALANCE	\$ 8,762	\$ 11,914	\$ 11,556
REVENUE			
602 Misc. Collection	17,115	15,750	16,000
652 Water/Sewer Deposits			
850 Return Check Exp			
TOTAL REVENUE	\$ 17,115	\$ 15,750	\$ 16,000
TOTAL RESOURCES AVAILABLE	\$ 25,877	\$ 27,664	\$ 27,556
CONTRACTUAL SERVICES			
2010 Postage / Freight / Shipping	91	\$ 150	\$ 150
2210 Mach Equip Rental	105	\$ 100	\$ 100
2310 Benefit District Oper	-	\$ -	\$ -
2315 Benefit District Maintenance	40	\$ 250	\$ 250
2430 Comp Software Main/Support	13		
2510 Mileage/Toll/Parking/Rental			
2585 Misc Refunds/Reimb			
2605 Administration Fees	1,735	\$ 2,500	\$ 2,500
2635 Engineering Fees			
2657 Misc Fees	98	\$ 100	\$ 100
2690 Chemical Analysis/Sampling	431	\$ 250	\$ 250
2765 Contract Fees			
2810 Electric/Gas Services			
2830 Water			
2840 Sewage Charges			
2850 Waste Disposal			
2895 Acct Pay/Deposit Refund			
2990 Other Contract Services	953	\$ 2,400	\$ 3,500
TOTAL CONTRACTUAL SERVICES	\$ 3,466	\$ 5,750	\$ 6,850
COMMODITIES			
3010 Office Supplies			
3100 Chemical			
3130 Water	10,497	9,700	12,500
3140 Parts & Tools < \$100			
3990 Other Supplies & Material			
TOTAL COMMODITIES	\$ 10,497	\$ 9,700	\$ 12,500
CAPITAL OUTLAY			
604 Transfer to Reserve		11,115	8,206
TOTAL CAPITAL OUTLAY	\$ -	\$ 11,115	\$ 8,206
TOTAL EXPENDITURES	\$ 13,963	\$ 26,565	\$ 27,556
TOTAL ENDING FUND BALANCE	\$ 11,914	\$ 1,099	\$ -

Adopted Budget	2023	2024	2025
Moehlman Bottoms Reserve Fund - 245	ACTUAL	BUDGET	BUDGET
Unencumbered Cash Balance, Jan 1	8,049	8,841	9,633
Revenues:			
Transfer from Moehlman Bottoms Water		11,115	8,206
Miscellaneous Collections	792	0	792
Total Receipts	\$ 792	\$ 11,115	\$ 8,998
Resources Available:	\$ 8,841	\$ 19,956	\$ 18,631
Expenditures:			
Contractual Services	0	6,050	7,500
Commodities	0	10,000	7,500
Capital Outlay	0	2,406	3,631
Total Expenditures	\$ -	\$ 18,456	\$ 18,631
Unencumbered Cash Balance, Dec 31	\$ 8,841	\$ 1,500	\$ -

Fund #256
Konza Water District Fund

	2023 ACTUAL	2024 BUDGET	2025 BUDGET
BEGINNING CASH BALANCE			
Fund Balance	\$ 23,528	\$ 33,335	\$ 31,150
TOTAL BEGINNING CASH BALANCE	\$ 23,528	\$ 33,335	\$ 31,150
REVENUE			
115 P.P. Delq.			
602 Misc. Collection	90,835	89,000	89,000
652 Water/Sewer Deposits	300	1,200	1,200
850 Return Check Expense		-	
5910 PY Voids	34		
TOTAL REVENUE	\$ 91,135	\$ 90,200	\$ 90,200
TOTAL RESOURCES AVAILABLE	\$ 114,663	\$ 123,535	\$ 121,350
CONTRACTUAL SERVICES			
2010 Postage / Freight / Shipping	773	1000	1000
2210 Machinery Equipment Rental	1,541	500	2000
2300 Tax Payment	489	450	500
2310 Benefit District Oper		0	0
2315 Benefit District Maintenance	1,879	8000	8000
2400 Repair/Maint Co Vehicles			
2430 Comp Software Main/Support	74		
2510 Mileage/Toll/Parking/Rental			
2585 Misc Reimb			
2605 Administration Fees	7,967	7500	9500
2635 Engineering Fees	-		
2657 Misc Fees	467	500	500
2690 Chemical Analysis/Sampling	1,599	1200	2000
2810 Electric/Gas Services	3,484	5000	5000
2830 Water	-	0	0
2895 Deposit Refund	150	450	450
2990 Other Contract Services	15,067	20750	23500
TOTAL CONTRACTUAL SERVICES	\$ 33,490	\$ 45,350	\$ 52,450
COMMODITIES			
3010 Office Supplies		100	100
3100 Chemical			
3110 Chlorine		500	500
3130 Water	47,837	45000	50500
3140 Parts & Tools < \$100	0	300	300
3150 Parts & Tools > \$100			
3990 Other Supplies, Materials		50	50
TOTAL COMMODITIES	\$ 47,837	\$ 45,950	\$ 51,450
CAPITAL OUTLAY			
604 Transfer to Reserve	-	30,600	17,450
TOTAL CAPITAL OUTLAY	\$ -	\$ 30,600	\$ 17,450
TOTAL EXPENDITURES	\$ 81,327	\$ 121,900	\$ 121,350
TOTAL ENDING FUND BALANCE	\$ 33,335	\$ 1,635	\$ -

Adopted Budget Konza Water Reserve Fund - 257	2023 ACTUAL	2024 BUDGET	2025 BUDGET
Unencumbered Cash Balance, Jan 1	234,795	234,795	224,796
Revenues:			
Transfer from Konza Water Fund	0	30,600	17,450
Misc Collection			
Total Receipts	\$ -	\$ 30,600	\$ 17,450
Resources Available:	\$ 234,795	\$ 265,395	\$ 242,245
Expenditures:			
Contractual Services		58,046	100,000
Commodities		68,000	110,000
Capital Outlay		31,601	32,245
Total Expenditures	\$ -	\$ 157,647	\$ 242,245
Unencumbered Cash Balance, Dec 31	\$ 234,795	\$ 107,748	\$ -

Fund #252
Terra Heights Sewer Fund

	2023 ACTUAL	2024 BUDGET	2025 BUDGET
BEGINNING CASH BALANCE			
Fund Balance	30,995	27,917	31,733
TOTAL BEGINNING CASH BALANCE	\$ 30,995	\$ 27,917	\$ 31,733
REVENUE			
180 Distr - Real Current	5,058	5,057	5,058
181 Distr - Real Delq	-	-	-
178 Specials Tax - current	1,343	660	660
602 Misc. Collection	18,802	19,000	19,000
652 Water/Sewer Deposits	75	150	150
850 Return Check Expense	-	-	-
TOTAL REVENUE	\$ 25,278	\$ 24,867	\$ 24,868
TOTAL RESOURCES AVAILABLE	\$ 56,273	\$ 52,784	\$ 56,601
CONTRACTUAL SERVICES			
2010 Postage / Freight / Shipping	152	200	200
2110 Advertising&Legal Publication	-	-	-
2210 Machinery Equipment Rental	867	400	800
2280 Permits	185	185	185
2310 Benefit District Oper	5,226	5,500	6,000
2315 Benefit District Maintenance	18,096	6,000	11,000
2400 Repair/Maint Co Vehicles	-	-	-
2430 Comp Software Main/Support	23	-	-
2585 Misc Refunds/Reimbursements	62	-	-
2605 Administration Fees	2,326	3,000	3,400
2615 Recording Fees	-	-	-
2635 Engineering Fees	-	-	-
2810 Electric/Gas Services	-	-	-
2830 Water	-	-	-
2850 Waste Disposal	-	-	-
2895 Deposit Refund	75	150	150
2990 Other Contract Services	1,344	5,000	5,000
TOTAL CONTRACTUAL SERVICES	\$ 28,356	\$ 20,435	\$ 26,735
COMMODITIES			
3010 Office Supplies		\$ 100	\$ 100
3140 Parts & Tools < \$100		\$ 500	\$ 500
3150 Parts & Tools > \$100		\$ 3,500	\$ 3,500
TOTAL COMMODITIES	\$ -	\$ 4,100	\$ 4,100
CAPITAL OUTLAY			
604 Transfer to Sinking Fund		41,710	25,766
TOTAL CAPITAL OUTLAY	\$ -	\$ 41,710	\$ 25,766
TOTAL EXPENDITURES	\$ 28,356	\$ 66,245	\$ 56,601
TOTAL ENDING FUND BALANCE	\$ 27,917	\$ (13,461)	\$ -

Attachment: Copy of BENEFIT DISTRICTS_LANDFILL CLOSURE_2025 Budget Final (14728 : 2025 Benefit Districts, Landfill, and Solid Waste

Adopted Budget	2023	2024	2025
Terra Heights Sinking Fund - 254	ACTUAL	BUDGET	BUDGET
Unencumbered Cash Balance, Jan. 1	89,431	102,056	123,065
Revenues:			
Transfer from Terra Heights Sewer Fund	0	41,500	25,766
Misc Collections	12,625	12,900	12,900
Total Receipts	12,625	54,400	38,666
Resources Available:	102,056	156,456	161,731
Expenditures:			
Contractual	0	30,000	30,000
Commodities	0	20,000	20,000
Capital Outlay	0	87,400	111,731
Total Expenditures	0	137,400	161,731
Unencumbered Cash Balance, Dec 31	102,056	19,056	\$ -

Fund #248
Valleywood Operations/Valleywood Sewer & Stormwater Fund

	2023 ACTUAL	2024 BUDGET	2025 BUDGET
BEGINNING CASH BALANCE			
Fund Balance	46,640	62,185	48,385
TOTAL BEGINNING CASH BALANCE	\$ 46,640	\$ 62,185	\$ 48,385
REVENUE			
180 Distr - Real Current	22,463	22,714	24,500
181 Delinquent Tax	130	-	-
602 Misc. Collection	240	240	240
TOTAL REVENUE	\$ 22,833	\$ 22,954	\$ 24,740
TOTAL RESOURCES AVAILABLE	\$ 69,473	\$ 85,139	\$ 73,125
CONTRACTUAL SERVICES			
2010 Postage / Freight / Shipping	-	-	-
2020 Phone Services	1,720	1,750	2,000
2210 Machinery Equipment Rental	1,926	1,000	1,500
2310 Benefit District Oper	-	-	-
2315 Benefit District Maintenance	430	1,500	3,400
2605 Administration Fees	193	500	500
2635 Engineering Fees	-	-	-
2690 Chemical Analysis/Sampling	-	-	-
2765 Contract Fees	-	-	-
2810 Electric/Gas Services	-	-	-
2830 Water	-	-	-
2840 Sewage Charges	-	-	-
2850 Waste Disposal	-	-	-
2895 Deposit Refund	-	-	-
2990 Other Contract Services	3,019	2,500	6,000
TOTAL CONTRACTUAL SERVICES	\$ 7,288	\$ 7,250	\$ 13,400
COMMODITIES			
3130 Water	-	-	-
3140 Parts & Tools < \$100	-	100	100
3170 Gravel Aggregates	-	-	-
3990 Other Supplies, Materials	-	300	300
TOTAL COMMODITIES	\$ -	\$ 400	\$ 400
CAPITAL OUTLAY			
604 Transfer to Reserve	\$ -	\$ 56,379	\$ 45,825
4230 Pumps	\$ -	\$ 3,000	\$ 13,500
TOTAL CAPITAL OUTLAY	\$ -	\$ 59,379	\$ 59,325
TOTAL EXPENDITURES	\$ 7,288	\$ 67,029	\$ 73,125
TOTAL ENDING FUND BALANCE	\$ 62,185	\$ 18,110	\$ -

Attachment: Copy of BENEFIT DISTRICTS_LANDFILL CLOSURE_2025 Budget Final (14728 : 2025 Benefit Districts, Landfill, and Solid Waste

Adopted Budget	2023	2024	2025
Valleywood Combined Reserve - 282	ACTUAL	BUDGET	BUDGET
Unencumbered Cash Balance, Jan 1	127,632	129,507	154,507
Revenues:			
Miscellaneous Collection	1875	0	
Transfer from Valleywood Combined Ops.	0	56,379	45,825
Total Receipts	1,875	56,379	45,825
Resources Available:	129,507	185,886	200,332
Expenditures:			
Contractual Services	0	20,000	50,000
Commodities	0	20,000	50,000
Capital Outlay	0	78,630	100,332
Total Expenditures	0	118,630	200,332
Unencumbered Cash Balance, Dec 31	129,507	67,256	\$ -

Fund #242
Deep Creek Sewer District Fund

	2023 ACTUAL	2024 BUDGET	2025 BUDGET
BEGINNING CASH BALANCE			
Fund Balance	5,074	6,628	5,972
TOTAL BEGINNING CASH BALANCE	\$ 5,074	\$ 6,628	\$ 5,972
REVENUE			
602 Misc. Collection	7,589	7500	7896
652 Water/Sewer Deposits		150	150
850 Return Check Expense	(90)	-	-
TOTAL REVENUE	\$ 7,499	\$ 7,650	\$ 8,046
TOTAL RESOURCES AVAILABLE	\$ 12,573	\$ 14,278	\$ 14,018
CONTRACTUAL SERVICES			
2010 Postage / Freight / Shipping	74	100	100
2210 Machinery Equipment Rental	-	1000	1000
2280 Permits	-		
2310 Benefit District Oper	1,385	1600	1600
2315 Benefit District Maintenance	1,680	2500	2500
2430 Comp Software Main/Support	11		
2585 Misc Refunds/Reimb	-		
2605 Administration Fees	1,593	2000	2000
2635 Engineering Fees	-		
2810 Electric/Gas Services	896	1500	1500
2895 Deposit Refund	-	150	150
2990 Other Contract Services	306	1400	1400
TOTAL CONTRACTUAL SERVICES	\$ 5,945	\$ 10,250	\$ 10,250
COMMODITIES			
3010 Office Supplies		50	50
3140 Parts & Tools < \$100		200	200
3150 Parts & Tools > \$100		300	500
TOTAL COMMODITIES	\$ -	\$ 550	\$ 750
CAPITAL OUTLAY			
604 Transfer to Reserve		549	3017.72
4061 Software - Desktop			
TOTAL CAPITAL OUTLAY	\$ -	\$ 549	\$ 3,018
TOTAL EXPENDITURES	\$ 5,945	\$ 11,349	\$ 14,018
TOTAL ENDING FUND BALANCE	\$ 6,628	\$ 2,929	\$ -

Adopted Budget Deep Creek Reserve #243	2023 ACTUAL	2024 BUDGET	2025 BUDGET
Unencumbered Cash Balance, Jan. 1	29,151	33,028	22,228
Revenues:			
Transfer from Deep Creek Sewer	0	6,923	3,018
Miscellaneous Collection	3,877	549	4,752
Total Receipts	\$ 3,877	\$ 7,472	\$ 7,770
Resources Available:	\$ 33,028	\$ 40,500	\$ 29,998
Expenditures:			
Contractual Services	0	15,000	12,500
Commodities	0	20,000	12,500
Capital Outlay	0	4,243	4,998
Total Expenditures	\$ -	\$ 39,243	\$ 29,998
Unencumbered Cash Balance, Dec 31	\$ 33,028	\$ 1,257	\$ -

**Fund #239
Carson Sewer**

	2023 BUDGET	2024 BUDGET	2025 BUDGET
BEGINNING CASH BALANCE			
Fund Balance	59,633	85,923	59,824
TOTAL BEGINNING CASH BALANCE	\$ 59,633	\$ 85,923	\$ 59,824
REVENUE			
180 Distr - Real Current	3,790	3,933	3,933
181 Distr - Real Delq	44		
602 Misc. Collection	34,825	36,000	35,000
603 Transfer from General fund			
TOTAL REVENUE	\$ 38,659	\$ 39,933	\$ 38,933
TOTAL RESOURCES AVAILABLE	\$ 98,292	\$ 125,856	\$ 98,757
CONTRACTUAL SERVICES			
2010 Postage / Freight / Shipping		20	20
2020 Phone Services	1,767	2000	2500
2210 Machinery Equipment Rental	119	500	1500
2290 Principal Payment			
2305 Interest Payment			
2310 Benefit District Oper	9,167	15000	16000
2315 Benefit District Maintenance	-	12000	15000
2400 Repair/Maint Co Vehicles			
2585 Misc Refunds/Reimb			
2605 Administration Fees	478	1000	1000
2615 Recording Fees			
2635 Engineering Fees			
2810 Electric/Gas Services			
2990 Other Contract Services	838	1200	6000
TOTAL CONTRACTUAL SERVICES	\$ 12,369	\$ 31,720	\$ 42,020
COMMODITIES			
3010 Office Supplies	-	-	-
3080 Fuel & Lubricants	-	-	-
3190 Sign Materials			
3220 Seed/Fertilizer			
TOTAL COMMODITIES	\$ -	\$ -	\$ -
CAPITAL OUTLAY			
604 Transfer to Reserve		48096	15000
4230 Pumps	-	-	41,737
TOTAL CAPITAL OUTLAY	\$ -	\$ 48,096	\$ 56,737
TOTAL EXPENDITURES	\$ 12,369	\$ 79,816	\$ 98,757
TOTAL ENDING FUND BALANCE	\$ 85,923	\$ 46,040	\$ -

Adopted Budget			
Carson Sewer Reserve Fund - 237	2023 ACTUAL	2024 BUDGET	2025 BUDGET
Unencumbered Cash Balance, Jan 1	41,459	45,799	95,139
Revenues:			
Transfer from Carson Sewer Fund	0	48,000	15,000
Misc Collections	4,340	0	0
Total Receipts	\$ 4,340	\$ 48,000	\$ 15,000
Resources Available:	\$ 45,799	\$ 93,799	\$ 110,139
Expenditures:			
Contractual Services	0	27,500	30,000
Commodities	0	27,500	30,000
Capital Outlay	0	18,687	50,139
Total Expenditures	\$ -	\$ 73,687	\$ 110,139
Unencumbered Cash Balance, Dec 31	\$ 45,799	\$ 20,112	\$ -

Fund # 285
Lakeside Heights Sewer District Fund

	2023 ACTUAL	2024 BUDGET	2025 BUDGET
BEGINNING CASH BALANCE			
Fund Balance	1,908	1,875	2,101
TOTAL BEGINNING CASH BALANCE	\$ 1,908	\$ 1,875	\$ 2,101
REVENUE			
602 Misc. Collection	588	471	576
603 Transfer from Reserve Fund		-	
652 Water/Sewer Deposits	75	-	
TOTAL REVENUE	\$ 663	\$ 471	\$ 576
TOTAL RESOURCES AVAILABLE	\$ 2,571	\$ 2,346	\$ 2,677
CONTRACTUAL SERVICES			
2010 Postage / Freight / Shipping	16	30	150
2210 Machinery Equip Rental			
2310 Benefit District Oper		800	875
2315 Benefit District Maintenance			
2430 Comp Software Main/Support	2		
2585 Misc Refunds/Reimb			
2605 Administration Fees	603	900	950
2895 Deposit Refund	75		
2990 Other Contract Services		200	250
TOTAL CONTRACTUAL SERVICES	\$ 696	\$ 1,930	\$ 2,225
COMMODITIES			
604 Transfer to Reserve Fund		415	
3010 Office Supplies			451.59
TOTAL CONTRACTUAL SERVICES	\$ -	\$ 415	\$ 452
TOTAL EXPENDITURES	\$ 696	\$ 2,345	\$ 2,677
TOTAL ENDING FUND BALANCE	\$ 1,875	\$ 1	\$ -

Adopted Budget	2023	2024	2025
Lakeside Heights Sewer Capital Reserve-286	ACTUAL	BUDGET	BUDGET
Unencumbered Cash Balance, Jan. 1	9,319	4,994	4,714
Revenues:			
Transfer from Operating Fund	-	415	-
Miscellaneous Collections	675	720	720
Total Receipts	\$ 675	\$ 1,135	\$ 720
Resources Available:	\$ 9,994	\$ 6,129	\$ 5,434
Expenditures:			
Contractual Services	5,000	2,000	2,000
Commodities		1,500	1,500
Capital Outlay		2,730	1,934
Transfer to Operating Fund			
Total Expenditures	\$ 5,000	\$ 6,230	\$ 5,434
Unencumbered Cash Balance, Dec 31	\$ 4,994	\$ (101)	\$ -

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Fund #322
Mertz/McGehee Drainage Fund

	2023 ACTUAL	2024 BUDGET	2025 BUDGET
BEGINNING CASH BALANCE			
Fund Balance	6,183	6,183	6,183
TOTAL BEGINNING CASH BALANCE	\$ 6,183	\$ 6,183	\$ 6,183
REVENUE			
602 Misc. Collection	-	-	-
TOTAL REVENUE	\$ -	\$ -	\$ -
TOTAL RESOURCES AVAILABLE	\$ 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	\$ -	\$ -

Fund #180
Landfill Closure/Capital Project Fund

	2023 ACTUAL	2024 BUDGET	2025 BUDGET
BEGINNING CASH BALANCE			
Fund Balance	32,298	31,173	22,622
TOTAL BEGINNING CASH BALANCE	\$ 32,298	\$ 31,173	\$ 22,622
REVENUE			
603 Transfer from General Fund	30,000	30,000	30,000
610 Outside Collections	-	-	-
TOTAL REVENUE	\$ 30,000	\$ 30,000	\$ 30,000
TOTAL RESOURCES AVAILABLE	\$ 62,298	\$ 61,173	\$ 52,622
CONTRACTUAL SERVICES			
2210 Machinery Equipment Rental		\$ 500	\$ 500
2400 Repair/Maint Co Vehicles		\$ 51	\$ 50
2480 Repair/Maint Build/Ground		\$ 500	\$ 500
2635 Engineering Fees	19,936	\$ 18,000	\$ 18,000
2690 Chemical Analysis/Sampling		\$ 10,000	\$ 10,000
2830 Water	11,189	\$ 15,000	\$ 15,000
2990 Other Contract Services		\$ 7,872	\$ 7,872
TOTAL CONTRACTUAL SERVICES	\$ 31,125	\$ 51,923	\$ 51,922
COMMODITIES			
3100 Chemical		\$ 350	\$ 350
3140 Parts & Tools < \$100		\$ 200	\$ 200
3220 Seed & Fertilizer		\$ 150	\$ 150
TOTAL COMMODITIES	\$ -	\$ 700	\$ 700
TOTAL EXPENDITURES	\$ 31,125	\$ 52,623	\$ 52,622
TOTAL ENDING FUND BALANCE	\$ 31,173	\$ 8,550	\$ -

FUND # 231
Fairmont Heights Capital Project

Adopted Budget Fairmont Heights Cap Project - 231	2022 ACTUAL	2023 BUDGET	2024 BUDGET
Unencumbered Cash Balance, Jan 1	0	0	0
Revenues:			
Transfer from General Fund	0	0	0
Non-collection revenue			
Temp Notes			
Prior year canceled encumbrance			
USDA Grant			
G.O. Bond-USDA			
Total Receipts	0	0	0
Resources Available:	0	0	0
Expenditures:			
Contractual Services	0	0	0
Commodities	0	0	0
Capital Outlay			
Total Expenditures	0	0	0
Unencumbered Cash Balance, Dec 31	0	0	0



COUNTY CLERK & ELECTIONS
Budget

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

MEMORANDUM

FROM: Brittany Phillips, Budget & Finance Officer

MEETING: May 13, 2024

SUBJECT: 2025 Manhattan Emergency Shelter Appropriation Request

PRESENTER: Emily Wagner, Executive Director

Enclosures:

- Riley County Appropriation Request 2025 (PDF)

Manhattan Emergency Shelter, Inc. Appropriation Request for the 2025 Budget

Mission Statement

Manhattan Emergency Shelter, Inc. provides safe shelter and housing stabilization services for the homeless individuals and families of Manhattan.

Agency Description

Manhattan Emergency Shelter, Inc. (MESI) provides homeless services to the Manhattan community and surrounding areas. MESI provides services including emergency and transitional shelter, rapid rehousing rental assistance, and homeless prevention services to meet the growing demands of our community.

Caroline Peine Transitional Shelter provides emergency and transitional shelter as well as individualized case management to meet the immediate needs of the homeless in Riley County. Additional programs are offered to improve the success of clients including referral services, transportation services, medical financial assistance, and advocacy. To qualify for emergency shelter and the aforementioned services, an individual must be literally homeless and requesting shelter and have proper identification. In 2023, Caroline Peine Transitional Shelter provided emergency shelter to 405 unduplicated individuals including 70 children.

MESI's *Homeless Rental Assistance Program* (HRAP) aims to rapidly re-house households that are literally homeless and prevent homelessness in households that are facing eviction. HRAP is possible through the federally funded Emergency Solutions and Community Development Block Grants. By design, the program is intended to help households that typically maintain housing stability but are currently experiencing financial difficulties. Types of assistance provided when funding is available are: rental and rental arrears, security deposits, and utility and utility arrears. Households must be literally homeless or in imminent risk of homelessness and have no other housing options, financial resources, and support networks. Case managers must document clients can stabilize within a reasonable timeframe, which usually requires households to have income great enough to support themselves financially once assistance is discontinued. In 2023, MESI helped 321 clients move into permanent housing through these programs.

Flint Hills Rapid Re-housing Program will start in late 2024 and will serve homeless individuals in Riley, Pottawatomie, Geary, Clay, Marshall, and Washington Counties. This is federally funded through Continuum of Care Grant with match generously provided by a local foundation. The program will pair individualized case management with rental assistance to reduce housing barriers, increase life skills and income, and stabilize households in their home community.

Funding Sources

Budgeted Figures	2024
Emergency Solutions Grant	\$141,322
City of Manhattan	\$84,816
Konza United Way	\$28,800
Community Development Block Grant	\$45,000
City of Manhattan (Special Alcohol)	\$18,000
Emergency Food and Shelter Program	\$15,000
Kansas Career Work Study	\$15,000
City of Manhattan (Capital Improvement Funds)	\$5,000
Greater Manhattan Community Foundation	\$5,000

MESI brings in approximately \$130,000 each year in unrestricted revenue from contributions and fundraising efforts.

Line-Item Budget for Requested Funds

4000	Salaries	\$ 23,250
4001	<u>Payroll Taxes</u>	<u>\$ 1,750</u>
	Total	\$ 25,000

MESI is requesting funding to support Caroline Peine Transitional Shelter through salaries and payroll taxes for night and weekend staff. These positions are essential to providing 24-hour shelter to the homeless in our community. Night and weekend employees oversee the facility during nontraditional business hours for assistance, security, and safety. In order to be competitive and recruit quality candidates, hourly pay had to be raised from \$7.25 to \$11.00 in recent years. Through 2023, CARES funding has been utilized to sustain this increased expense; however, that funding has ended. To help offset a portion of this cost, MESI is requesting \$25,000 from Riley County. This funding is vital to maintaining the high quality of services delivered at MESI. Without an increase in revenue, MESI may be forced to reduce the number of individuals served to due safety precautions. This would leave people with nowhere else to go causing them to live outside, in abandoned buildings or vehicles, or in places not meant for human habitation. This would increase the unsheltered, visible homeless population in our community.

2025 Goals

- Seek out and secure additional funding to support increased labor costs.
- Improve agency sustainability and self-sufficiency through endowment gifts.
- Provide emergency shelter to a minimum of 400 homeless individuals in the community.
- Increase donor base through relationships and agency visibility.



COUNTY CLERK & ELECTIONS
Budget

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

MEMORANDUM

FROM: Brittany Phillips, Budget & Finance Officer

MEETING: May 13, 2024

SUBJECT: 2025 Emergency Management, 911, Rural Fire District, Rural Fire Capital Outlay Budget Requests

PRESENTER: Russel Stukey, Emergency Management Director

Enclosures:

- 2025 EM.Fire.911 budget memo (DOC)
- Proposed RS 2025 Fire-Emergency Management (PDF)
- Copy of 2025 FIRE STATION PROJECTS FUND 185 (XLS)



**EMERGENCY MANAGEMENT
& FIRE DISTRICT #1**

24.a

Russel Stukey
Director

Laurie Harrison
Asst Director
115 N. 4th Street

Manhattan, Kansas 66502

Phone: 785-537-6333

E-mail: rstukey@rileycountyks.gov

lharrison@rileycountyks.gov

April 29, 2024

To: Riley County BOCC
From: Russel Stukey
Subject: Budget Proposal

BOCC members attached you will find my budget proposals for the three budgets you have assigned to me. I have conferred with both staff in my office along with Budget and Finance Officer Phillips and HR Director Ward to develop these 2025 budget proposals.

911 Fund: As we have talked recently this budget is currently funded by the state with E911 taxes assessed on every active phone line both landline and cellular, in the state. The state collects these funds and redistributes a portion to support each recognized Public Safety Answering Point (PSAP). The funds are allowed to be used for equipment such as backbone radio equipment and training for dispatchers. It is not allowed to be used for personnel costs or facilities upgrades or construction. Riley County does not currently supplement this budget directly. The only costs associated with it are staff time that it requires to administer the fund which is accomplished by EM staff. A portion of the EM personnel costs could be attributed as costing the county dollars. There are also expenses that E911 funds are not allowed to be used for such as gravel for the access roads to get to the radio tower sites, propane for back up generators and equipment shelter heat, mowing/weed control, etc. that are absorbed by both the EM budget and PW budgets. My understanding is the construction of the tower sites themselves was funded through CIP and not E911 fund eligible expenses. The tower sites do generate a small amount of revenue but historically that revenue has been placed in CIP fund and not into the 911 fund. We are constantly exploring options to lease out additional tower space and cut operating costs. We have done both in the past year, cut costs and worked on potential additional lease agreements to increase revenues. Even with those steps taken our expenses are exceeding our revenues. We project that the County will have to start supplementing the 911 fund in 2028 in the amount of approximately \$100,000 per year unless additional state revenue sharing becomes available.

Emergency Management: The most significant change is in the personnel service line. Finance/HR is tracking/accounting for the Emergency Management Performance Grant (EMPG) differently than in the past years. That is why there is such an increase reflected in the Personnel Services category. To allow us to have the full budget authority, we have removed the deduction of the grant from the personnel line to accurately reflect the cost of personnel even though we get a grant for that position, it is receipted in revenue and not against the personnel line. The Contractual budget request reflects a \$3,700 increase and the Commodities reflects a \$150 increase. I believe to be modest increases considering the higher cost of doing business.

Fire District #1: As you are aware the fire districts costs of operation are only increasing and the list of deferred maintenance / replacement for fire apparatus is also increasing. The number and especially complexity of the calls for service that the fire district has experienced has only exacerbated the need for funding to repair/upgrade/replace equipment and vehicles. We are still operating antiquated vehicles some more than 50 years old that are exceedingly hard to find tires to fit them let alone replacement parts. We have also been moderately successful in recruiting new



**EMERGENCY MANAGEMENT
& FIRE DISTRICT #1**

Russel Stukey

Director

Laurie Harrison

Asst Director

115 N. 4th Street

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volunteers, but with the larger number of volunteers comes the expense of equipping them with the appropriate protective gear. It costs more than \$5,000 to fully outfit a new firefighter if we don't have gear on the shelf that fits

them. You will see in the personnel services line a minimal increase of \$6,105 dollars. Contractual Services reflects an increase of \$15,711 and Commodities an increase of \$3,500. Capital Outlay request is a \$125,500 dollar increase, these are dollars that will be used to directly replace outdated and worn-out equipment that should have been retired years ago. That is an overall increase of approximately \$130,000. The added pressure on our budget is the directive from the BOCC and the Fire Advisory Board to complete construction of the Ashland and University Park Fire stations without incurring additional debt for the Fire District. The only source of funds to accomplish this is our reserve funds which will be spent on construction costs. The only funding source for our reserve fund is leftover funds that we have in our operating budget. In years like this year, it is unlikely that we will have many funds leftover at the end of the year to help replenish our reserve fund.

Attachment: 2025 EM.Fire.911 budget memo (14742 : 2025 Emergency Mngmt, 911, Fire, Cap Outlay Budget Requests)

Riley County, Kansas
2025 Budget
Emergency Management Department
001-010

PERSONNEL	2023	2024	2025
Position Title - Full Time	<u>ACTUAL</u>	<u>BUDGET</u>	<u>BUDGET</u>
Director	0.50	0.50	0.50
Emergency Management Coordinator	1.00	1.00	1.00
Planner	0.50	0.50	1.00
TOTAL NUMBER OF EMPLOYEES	2.00	2.00	2.50
EXPENDITURES			
PERSONNEL SERVICES			
1001 Salaries (Full Time)	\$ 201,370	135,724	222,033
1003 Seasonal/Temporary/Part Time	-	-	-
1005 Overtime	285	792	820
1504 FICA	14,878	16,503	17,048
1506 Health Insurance	28,321	46,359	47,133
1508 KPERS/KPF Retirement	27,435	30,597	33,299
1510 State Unemployment Tax	197	216	223
TOTAL PERSONNEL SERVICES	\$ 272,485	\$ 230,191	\$ 320,555
CONTRACTUAL SERVICES			
2010 Postage/Freight/Shipping	\$ 13	\$ 100	\$ 500
2020 Phone Services	1,844	2,000	1,900
2030 Cellular Phone Services	1,170	1,200	1,400
2040 Internet Access	1,249	1,500	2,000
2080 Printing/Dupl Srv	492		500
2110 Advertising & Legal Publications	-		500
2122 Vehicle/Fleet Insurance	4,437	4,000	4,750
2200 Office Equipment Rental	2,589	2,600	3,000
2245 Other Rental Services	1,180	1,000	1,250
2350 Right-of-Way Maintenance			
2400 Repair/Maintain County Vehicles	892	5,000	5,000
2420 Repair/Maintain Other Equipment	12,760	10,000	11,000
2430 Computer Software Maintenance/Support		500	-
2480 Repair/Maintain Buildings & Grounds		500	500
2510 Mileage/Tolls/Parking/Rental	13	1,000	300
2520 Lodging	1,578	2,000	2,000
2530 Air Fare	-	500	500
2540 Meals	649	1,000	1,000
2550 Dues & Memberships	150	500	400
2560 Training & Registrations	1,199	1,000	1,500

Attachment: Proposed RS 2025 Fire-Emergency Management (14742 : 2025 Emergency Mngmt, 911, Fire, Cap Outlay Budget Requests)

2570 Subscriptions	361	1,000	600
2615 Recording Fees	-		
2635 Engineering Fees			
2810 Electric	320	500	500
2890 Other Utilities			
2990 Other Contract Services	6,470	6,000	6,500
TOTAL CONTRACTUAL SERVICES	\$ 37,366	\$ 41,900	\$ 45,600
COMMODITIES			
3010 Office Supplies	\$ 426	\$ 1,000	\$ 800
3032 Supplies-Printers	82	-	100
3040 Clothing	382	500	500
3045 Protective Gear		1,500	750
3080 Fuel & Lubricants	128	200	200
3140 Parts & Tools < \$100		500	250
3150 Parts & Tools > \$100		500	250
3170 Gravel Aggregates		-	
3990 Other Supplies/Materials	10,959	5,000	6,500
TOTAL COMMODITIES	\$ 11,977	\$ 9,200	\$ 9,350
CAPITAL OUTLAY			
4030 Telecommunications Equipment	\$ 375	2000	1500
4040 Furniture >\$100		250	250
4050 Technology Hardware		0	
4051 Technology Hardware-Notebook		1500	1500
4060 Computer Software		-	
TOTAL CAPITAL OUTLAY	\$ 375	\$ 3,750	\$ 3,250
TOTAL OPERATING EXPENDITURES	\$ 321,828	\$ 281,291	\$ 375,505
TOTAL EXPENDITURES LESS PERSONNEL	\$ 49,718	\$ 54,850	\$ 58,200
TOTAL EXPENDITURES	\$ 322,203	\$ 285,041	\$ 378,755

Attachment: Proposed RS 2025 Fire-Emergency Management (14742 : 2025 Emergency Mngmt, 911, Fire, Cap Outlay Budget Requests)

**Riley County, Kansas
2025 Budget
Emergency 911 Fund
Fund 148**

	2023	2024	2025
BEGINNING CASH BALANCE	<u>ACTUAL</u>	<u>BUDGET</u>	<u>BUDGET</u>
Fund Balance	\$ 721,617	\$ 719,689	\$ 602,024
TOTAL BEGINNING CASH BALANCE	\$ 721,617	\$ 719,689	\$ 602,024
REVENUE			
334 Usage Fees	\$ 3,473	\$ -	\$ 3,473
402 Investment Interest	34,542	\$ 7,000	\$ 10,000
602-149 Miscellaneous Collection	366,845	\$ 360,000	\$ 360,000
600 Miscellaneous Reimbursement	18,000	18,000	18,000
TOTAL REVENUE	\$ 422,860	\$ 385,000	\$ 391,473
TOTAL RESOURCES AVAILABLE	\$ 1,144,477	\$ 1,104,689	\$ 993,497
EXPENDITURES			
CONTRACTUAL SERVICES			
2020 Phone Services	\$ 160,022	\$ 150,000	\$ 150,000
2040 Internet Access	16,344	10,000	14,000
2230 Land Rental/Lease Payments	33,361	35,000	
2245 Other Rental Services		-	
2420 Repair/Maintain Other Equipment	177,852	81,165	45,000
2450 Computer Hardware Maintenance/Support		178,000	180,000
2490 Other Repairs/Maintenance		-	
2510 Mileage/Toll/Parking		2,000	2,000
2520 Lodging		2,000	2,000
2540 Meals		1,000	1,000
2560 Training & Registration	4,771	2,500	2,500
2760 Consultant Fees		3,000	3,000
2765 Contract Fees	3,473	-	3,473
2810 Electric/Gas Services	26,776	35,000	35,000
2990 Other Contract Services		3,000	154,310
TOTAL CONTRACTUAL SERVICES	\$ 422,598	\$ 502,665	\$ 592,283
COMMODITIES			
3085 Propane	\$ -	\$ -	\$ -
TOTAL COMMODITIES	\$ -	\$ -	\$ -
CAPITAL OUTLAY			
4020 Other Equipment	\$ -	\$ -	
4030 Telecommunications Equipment	-	-	
4031 Tech Network Equipment	2,190	-	-
TOTAL CAPITAL OUTLAY	\$ 2,190	\$ -	\$ -
TOTAL EXPENDITURES	\$ 424,788	\$ 502,665	\$ 592,283
TOTAL ENDING FUND BALANCE	\$ 719,689	\$ 602,024	\$ 401,214

Attachment: Proposed RS 2025 Fire-Emergency Management (14742 : 2025 Emergency Mngmt, 911, Fire, Cap Outlay Budget Requests)

**Riley County, Kansas
2025 Budget
Rural Fire District #1 Fund
Fund 183**

PERSONNEL	2023	2024	2025
Position Title - Full Time	<u>ACTUAL</u>	<u>BUDGET</u>	<u>BUDGET</u>
Director/Chief	0.5	0.5	0.5
Deputy Chief	1	1	1
Deputy Chief	0	1	1
Office Assistant II	1	1	1
TOTAL NUMBER OF EMPLOYEES	2.5	3.5	3.5
BEGINNING CASH BALANCE			
Fund Balance	\$ 52,755	\$ 84,776	\$ 62,400
TOTAL BEGINNING CASH BALANCE	\$ 52,755	\$ 84,776	\$ 62,400
REVENUE			
102 Motor Vehicle Tax	\$ 126,230	\$ 113,711	\$ 119,299
103 Vehicle Rental Excise Tax		-	
113 Recreational Vehicle Tax	2,172	1,930	2,011
130 Commercial Vehicle Fees	10,277	9,354	9,556
180 Ad Valorem Tax	1,031,864	1,216,546	
181 Delinquent Tax	17,120	-	
182 Oil & Gas	729	-	
184 P.P	26,558	-	
190 16/20 M Vehicle Tax	2,607	3,075	3,156
193 Watercraft Tax	1,452	1,794	1,933
207 Federal Grant	15,000	-	
402 Investment Interest		-	
503 Non-Collection Revenue	342	-	
600 Miscellaneous Reimbursement	1,879	-	
602 Miscellaneous Collection		-	
TOTAL REVENUE	\$ 1,236,230	\$ 1,346,410	\$ 135,955
TOTAL RESOURCES AVAILABLE	\$ 1,288,985	\$ 1,431,186	\$ 198,355
PERSONNEL SERVICES			
1001 Salaries (Full Time)	\$ 250,308	\$ 267,949	\$ 269,293
1003 Stipends	43,081	72,450	69,000
1005 Overtime	45	671	759
1504 FICA	20,037	20,549	25,937
1506 Health Insurance	63,571	57,727	57,116
1508 KPERS/KPF Retirement	51,657	55,931	59,207
1510 State Unemployment Tax	213	269	339
TOTAL PERSONNEL SERVICES	\$ 428,912	\$ 475,546	\$ 481,651

Attachment: Proposed RS 2025 Fire-Emergency Management (14742 : 2025 Emergency Mngmt, 911, Fire, Cap Outlay Budget Requests)

CONTRACTUAL SERVICES

2010 Postage/Freight/Shipping	\$ 1,127	\$ 500	\$ 1,500
2030 Cellular Phone Services	2,200	2,350	2,500
2040 Internet Access	3,561	4,000	4,250
2080 Printing/Duplication Services	314	400	500
2110 Advertising & Legal Publications	251	2,500	1,500
2120 Insurance-Property/Building	9,506	8,500	10,500
2122 Vehicle/Fleet Insurance	29,770	31,000	32,250
2124 Other Insurance	3,387	6,000	6,000
2126 Life Insurance	3,776	7,000	6,000
2200 Office Equipment Rental	2,890	3,500	3,750
2210 Machinery Equipment Rental	1,152	500	1,500
2245 Other Rental Services	1,388	3,500	2,500
2290 Debt Service-principal	130,747	136,420	136,188
2305 Debt Service-interest	49,932	45,170	44,813
2400 Repair/Maintain County Vehicles	54,060	70,000	75,000
2420 Repair/Maintain Other Equipment	13,549	12,000	20,000
2430 Computer Software Maintenance/Support	38	2,000	2,000
2450 Computer Hardware Maintenance/Support		250	250
2480 Repair/Maintain Buildings & Grounds	4,282	12,000	12,000
2510 Mileage/Tolls/Parking/Rental	50	500	350
2520 Lodging	356	2,200	2,000
2530 Air Fare		2,000	1,000
2540 Meals	6,326	5,000	6,500
2550 Dues & Memberships	142	1,000	750
2560 Training & Registrations	4,243	3,000	5,000
2570 Subscriptions	2,020	2,000	2,250
2635 Engineering Fees		1,500	500
2650 Physician Fees		5,000	3,500
2700 Bonding Services			
2775 Pest Control Fees		1,000	1,000
2810 Electric/Gas Services	15,174	19,000	18,000
2830 Water	2,288	3,000	3,000
2850 Waste Disposal	1,514	1,200	1,850
2890 Other Utilities		250	250
2990 Other Contract Services	3,977	3,000	4,000
TOTAL CONTRACTUAL SERVICES	\$ 348,020	\$ 397,240	\$ 412,951

Attachment: Proposed RS 2025 Fire-Emergency Management (14742 : 2025 Emergency Mngmt, 911, Fire, Cap Outlay Budget Requests)

COMMODITIES

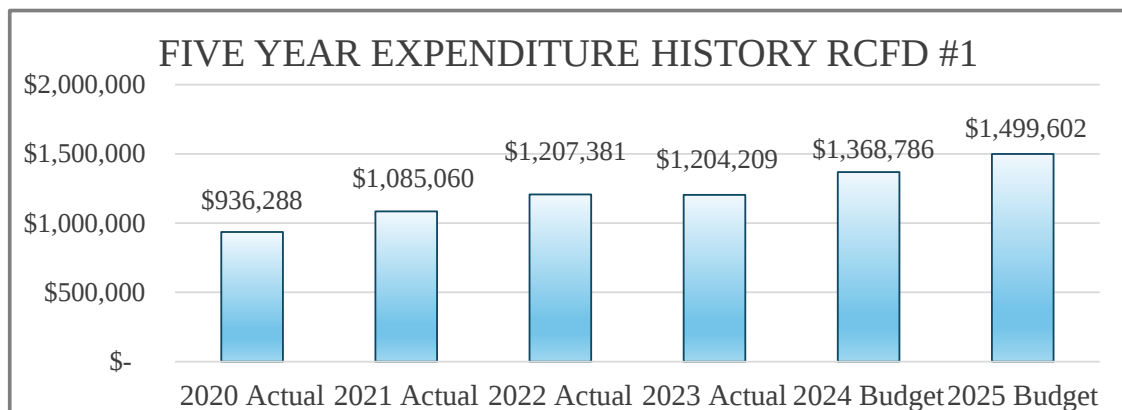
3010 Office Supplies	\$ 631	\$ 10,000	\$ 9,000
3020 Books & Publications	1,035	500	1,000
3040 Clothing	3,039	7,500	7,500
3045 Protective Gear	44,576	40,000	40,000
3060 Medical Supplies		2,000	1,000
3080 Fuel & Lubricants	36,643	70,000	70,000
3085 Propane	13,625	15,000	15,000
3100 Chemical	220		500
3135 Furniture < \$100		1,000	1,000
3140 Parts & Tools < \$100	21,363	30,000	30,000
3150 Parts & Tools > \$100	61,510	110,000	110,000
3170 Gravel Aggregates	222		1,000
3190 Sign Material		1,500	1,500
3302 Network Services	372		500
3990 Other Supplies/Materials	6,864	4,000	7,000
TOTAL COMMODITIES	\$ 190,100	\$ 291,500	\$ 295,000

CAPITAL OUTLAY

4020 Other Equipment	\$ 1,879		\$ 2,000
4030 Telecommunications Equipment	\$ 2,171	\$ 12,500	10,000
4031 Technology Network Equipment		1,500	1,500
4050 Technology Hardware		1,500	1,500
4060 Computer Software	2,207	4,000	5,000
4085 Emergency Vehicles		55,000	115,000
4110 Maint/Construction Equip	825		
4120 Other Heavy Equipment	23,375		
4130 Building Improvements	3,720		
4990 Other Capital Outlay		60,000	125,000
TOTAL CAPITAL OUTLAY	\$ 34,177	\$ 134,500	\$ 260,000

604 Transfer to Rural Fire Capital Outlay	\$ 203,000	\$ 70,000	\$ 50,000
TOTAL TRANSFERS	\$ 203,000	\$ 70,000	\$ 50,000

TOTAL EXPENDITURES	\$ 1,204,209	\$ 1,368,786	\$ 1,499,602
TOTAL ENDING FUND BALANCE	\$ 84,776	\$ 62,400	\$ (1,301,247)



Riley County, Kansas
2025 Budget
Rural Fire Capital Outlay Fund
Fund 184

	<u>2023</u> <u>ACTUAL</u>	<u>2024</u> <u>BUDGET</u>	<u>2025</u> <u>BUDGET</u>
BEGINNING CASH BALANCE			
Fund Balance	\$ 424,935	\$ 652,603	\$ 610,334
TOTAL BEGINNING CASH BALANCE	\$ 424,935	\$ 652,603	\$ 610,334
REVENUE			
503 Non-Collection Revenue	\$ 24,668	\$ -	\$ -
603 Transfer from Rural Fire Operating	203,000	70,000	50,000
TOTAL REVENUE	\$ 227,668	\$ 70,000	\$ 50,000
TOTAL RESOURCES AVAILABLE	\$ 652,603	\$ 722,603	\$ 660,334
EXPENDITURES			
CONTRACTUAL EXPENSES			
2110 Advertising & Legal Publications	\$ -	\$ -	\$ -
TOTAL CONTRACTUAL EXPENSES	\$ -	\$ -	\$ -
COMMODITIES EXPENSES			
3150 Parts & Tools >\$100	\$ -	\$ -	\$ -
TOTAL COMMODITIES EXPENSES	\$ -	\$ -	\$ -
CAPITAL OUTLAY			
4020 Other Equipment		\$ -	\$ -
4030 Telecommunications Equipment		-	-
4085 Emergency Vehicles			-
4990 Other Capital Outlay		112,269	660,334
TOTAL CAPITAL OUTLAY	\$ -	\$ 112,269	\$ 660,334
TOTAL EXPENDITURES	\$ -	\$ 112,269	\$ 660,334
TOTAL ENDING FUND BALANCE	\$ 652,603	\$ 610,334	\$ -

Attachment: Proposed RS 2025 Fire-Emergency Management (14742 : 2025 Emergency Mngmt, 911, Fire, Cap Outlay Budget Requests)

Fund #185
Riley County Fire Station Projects

24.c

	2019 <u>ACTUAL</u>	2020 <u>ACTUAL</u>	2021 <u>ACTUAL</u>	2022 <u>ACTUAL</u>	2023 <u>ACTUAL</u>	2024 <u>BUDGET</u>	2025 <u>BUDGET</u>
BEGINNING CASH BALANCE							
Fund Balance	\$ 11,528	\$ 244,565	\$ 1,156	\$ 14,000	\$ 13,850	\$ 672	\$ 13,851
TOTAL BEGINNING CASH BALANCE	\$ 11,528	\$ 244,565	\$ 1,156	\$ 14,000	\$ 13,850	\$ 672	\$ 13,851
REVENUE							
598 Temporary Note	\$ 1,406,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
600 Miscellaneous Reimbursement	55	-	\$ -	\$ -	\$ -	\$ -	\$ 300,000
601 G.O. Bond Proceeds	-	1,222,000	-	-	-	500,000	-
603 Transfer from Rural Fire Capital Outlay	-	-	14,000	-	-	-	200,000
TOTAL REVENUE	\$ 1,406,055	\$ 1,222,000	\$ 14,000	\$ -	\$ -	\$ 500,000	\$ 500,000
TOTAL RESOURCES AVAILABLE	\$ 1,417,583	\$ 1,466,565	\$ 15,156	\$ 14,000	\$ 13,850	\$ 500,672	\$ 513,851
EXPENDITURES							
CONTRACTUAL EXPENSES							
2010 Postage/Freight/Shipping	\$ 8	\$ 34	\$ -	\$ -	\$ -	\$ -	\$ -
2110 Advertising/Legal Publications					\$ 195		
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	-	-	-	-	-	-
2630 Architect Fees					1,350		
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	-	-	-	150		500,000	
TOTAL CONTRACTUAL EXPENSES	\$ 21,548	\$ 1,450,062	\$ -	\$ 150	\$ 1,545	\$ 500,000	\$ -
COMMODITIES							
3150 Parts & Tools > \$100	\$ 423	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
3170 Gravel Aggregates					\$ 780		
3990 Other Supplies & Material	1,390	-	-	-	-	-	-
TOTAL COMMODITIES	\$ 1,813	\$ -	\$ -	\$ -	\$ 780	\$ -	\$ -
CAPITAL OUTLAY							
4020 Other Equipment	9,894	-	-	-	-	-	-
4120 Other Heavy Equipment							
4130 Building Improvements					2,091		
4140 Land Improvements					4,725		
4400 Buildings	1,139,763	15,348	-	-	4,037	-	-
TOTAL CAPITAL OUTLAY	\$ 1,149,657	\$ 15,348	\$ -	\$ -	\$ 10,853	\$ -	\$ -
TRANSFERS							
604 Transfer to Rural Fire District #1	\$ -	\$ -	\$ 1,156	\$ -	\$ -	\$ -	\$ -
TOTAL TRANSFERS	\$ -	\$ -	\$ 1,156	\$ -	\$ -	\$ -	\$ -
TOTAL EXPENDITURES	\$ 1,173,018	\$ 1,465,410	\$ 1,156	\$ 150	\$ 13,178	\$ 500,000	\$ -
TOTAL ENDING FUND BALANCE	\$ 244,565	\$ 1,155	\$ 14,000	\$ 13,850	\$ 672	\$ 672	\$ 513,851

Attachment: Copy of 2025 FIRE STATION PROJECTS FUND 185 (14742 : 2025 Emergency Mngmt, 911, Fire, Cap Outlay Budget Requests)



COUNTY CLERK & ELECTIONS
Budget

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

MEMORANDUM

FROM: Brittany Phillips, Budget & Finance Officer

MEETING: May 13, 2024

SUBJECT: 2025 ATA Bus Appropriation Request

PRESENTER: Anne Smith, ATA Director

Enclosures:

- Budget Request - ATA Bus - - 2024 Riley County - MHK FY2025 (PDF)
- FINAL - Riley County Presentation - With Video - FY2025 Request (PPTX)

Flint Hills Area Transportation Agency

2025 Riley County Appropriation Request

Anne E. Smith,
Executive Director
04/21/2024

Attachment: Budget Request - ATA Bus - - 2024 Riley County - MHK FY2025 (14734 : 2025 ATA Bus Appropriation Request)



Flint Hills Area Transportation Agency

5815 Marlatt Ave. Manhattan, Kansas 66503 • 785.537.6345 • flinthillsatabus.com

- Courteous
- Reliable
- Safe

19 April 2024

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

Dear Ms. Phillips:

Enclosed please find the 2025 Riley County appropriations request from the Flint Hills Area Transportation Agency Inc (FHATA). Our 2024 award from Riley County is \$105,000 plus \$20,000 allocated from Public Works. Due to the continued impact of inflation and stagnant growth in local match funding, we are requesting in our 2025 award, an increase in funding of \$45,000. Our total 2025 budget request is \$170,000. Enclosed please review in detail our request.

On behalf of the FHATA Inc 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
Executive Director
Flint Hills Area Transportation Agency Inc

Attachment: Budget Request - ATA Bus - - 2024 Riley County - MHK FY2025 (14734 : 2025 ATA Bus Appropriation Request)

About Us

The Flint Hills Area Transportation Agency is a 501c3 private non-profit organization, founded in 1976 and the Flint Hills Area Transportation Agency Board. 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.

Our Vision and Mission



Vision: We believe in empowering people and connecting communities

Mission: Provide and promote the highest quality transit services to the Flint Hills communities.

Public Service Mission: Build stronger communities and promote equality and opportunity.



FHATA uses local funding primarily from the City of Manhattan, Riley County, Kansas State University, United Way, and local businesses to leverage Federal funding under the Federal Transit Administration's 49 U.S.C. § 5307 Program. **This has allowed the citizens of Riley County to leverage its funding to aTa Bus by obtaining a manifold increase of Federal and State Funds for every dollar spent by Manhattan.** Section 5307 funding reimburses the FHATA for up to 50% of our operating expenses and FTA pays for 80% of the cost of new vehicles. KDOT also provides 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 INVESTS IN aTa Bus!

RILEY COUNTY, MANHATTAN/OGDEN BUDGET REQUEST FY25



Successes in Transit

Every rider that gets on board in Manhattan/Ogden or for Riley County, benefits the community as a whole.

Ridership

Riders are traveling for their regular work/school commutes and to run necessary errands.

87% of trips transit direct benefit the local economy and for every \$1.00 invested in public transit it results in a \$6.13 economic return to the area. APTA 2019

WHERE ARE PEOPLE GOING?

Top 5 Demand Response Stops

- 1. Big Lakes
- 2. Via Christi Hospital
- 3. Medical Center
- 4. Walmart
- 5. Ogden Community Center

Top 5 Fixed Route Stops

- 1. Walmart
- 2. KSU Union
- 3. Dillons Westloop
- 4. Gramercy
- 5. College & Claflin

Ridership increased by 18% in FY23

Demand Response ridership increased by 3% in FY23

CONNECTING COMMUNITIES - K-18 CONNECTOR

Ridership on the K-18 Connector Route, connecting Ogden and the business district to MHK, has seen a 28% increase over the last year.

28% INCREASE

Community

Here's how we are committed to supporting local.

PROVIDED FREE BUS PASSES TO CITY OF MHK PARKS AND REC POOL PASS HOLDERS



DONATED RETIRED BUS TO FLINT HILLS BREAD BASKET TO COMBAT FOOD INSECURITY



\$2.6 MILLION ATA DOLLARS SPENT ON WAGES AND GOODS AND SERVICES IN RILEY COUNTY



PROFESSIONAL PARTNERSHIPS WITH 10+ THRIVING LOCAL BUSINESSES



1,500+ FREE BUS PASSES PROVIDED TO COMMUNITY SERVICE ORGANIZATIONS



Current Funding vs Funding Potential

Your local match is used to leverage federal and state dollars. Currently, local match is sustaining services, but if the full funding leverage potential was made available, even more growth could occur.

How We Leverage Current Funding

FOR EVERY DOLLAR SPENT, 30 CENTS OF IT IS FROM LOCAL DOLLARS

Our FY24 local match from the City of
Manhattan and Riley County totaled to
\$340,500

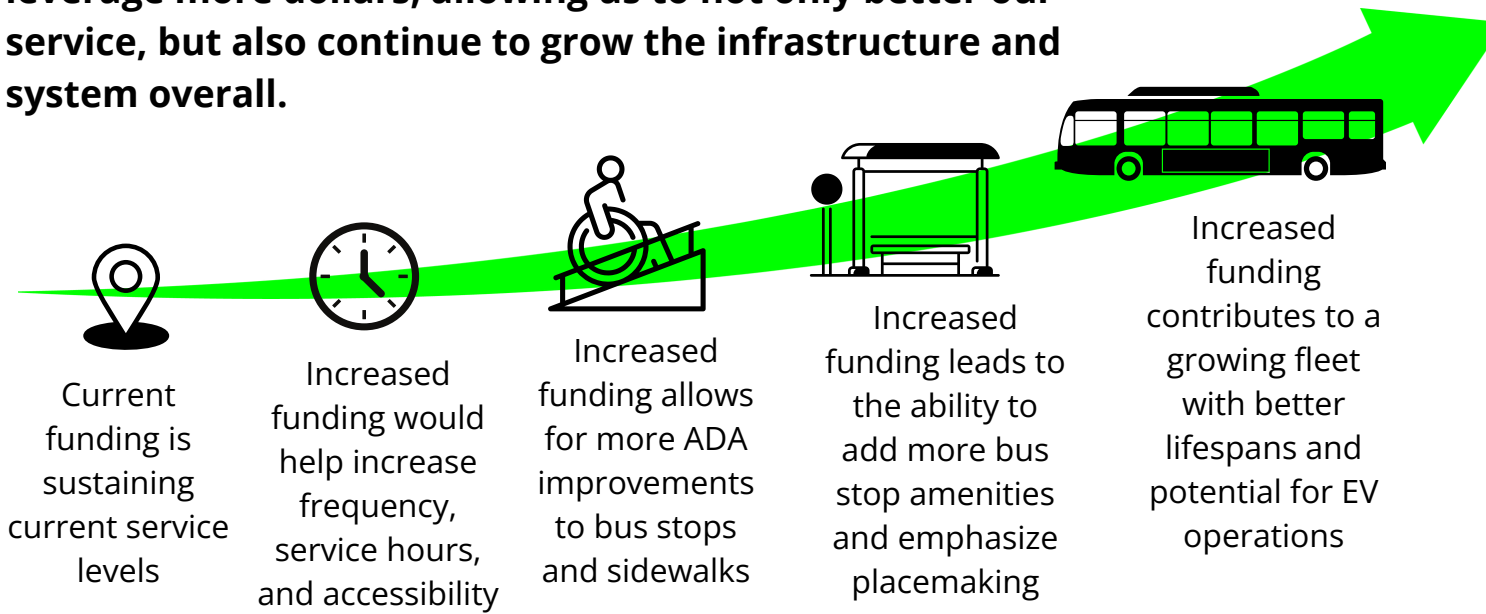
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With that, we are able to leverage
\$795,000 in state and federal dollars
to sustain operations

Sustaining this funding level is critical for sustaining our current service levels.

Increased Funding, Increased Growth

We have the goal to conduct a system-wide analysis but with increased sustainable funding, we will be able to leverage more dollars, allowing us to not only better our service, but also continue to grow the infrastructure and system overall.



Flint Hills Area Transportation Agency
FY 2024 Agency Wide Proposed Budget
Fiscal Year: July 1 - June 30

	Proposed FY 2024	% of Total Expense	FY 2024 BUDGET BY PROGRAM								
			Admin	5307	5311	Charters	CTD Council	CTD	Mobility Mngt	Dispatch	Capital Grants
Income											
40000 · Rider Income	90,000	1.6%	-	45,000	45,000	-	-	-	-	-	-
44000 · Grants and Contracts	4,472,781	80.3%	525,375	1,585,689	630,000	-	7,514	-	96,560	-	1,627,644
48000 · Service Contracts (Local match)	984,488	17.7%	102,529	528,191	179,928	-	-	-	-	24,480	149,360
48500 · Other match funds	-	0.0%	-	-	-	-	-	-	-	-	-
48900 · Charter services	7,214	0.1%	-	-	-	7,214	-	-	-	-	-
49000 · Other Income	19,000	0.3%	13,000	-	-	-	-	4,800	1,200	-	-
Total Income	5,573,483		640,904	2,158,880	854,928	7,214	7,514	4,800	97,760	24,480	1,777,004
Expense											
51000 · Personnel Related Expenses	2,587,942	69.4%	490,073	1,407,655	574,999	6,714	6,714	3,760	81,242	16,785	-
52000 · Administration	121,580	3.3%	89,660	18,807	8,193	-	500	-	4,420	-	-
52500 · Program Operating Costs	211,850	5.7%	8,200	131,263	57,187	-	-	50	8,350	6,800	-
53000 · Bus Expense	712,500	19.1%	-	478,309	233,691	500	-	-	-	-	-
54000 · Safety Costs	11,500	0.3%	3,565	5,527	2,408	-	-	-	-	-	-
54100 · COVID-19 Response	-	0.0%	-	-	-	-	-	-	-	-	-
60000 · Facilities	80,300	2.2%	28,343	36,190	15,767	-	-	-	-	-	-
61000 · Fundraising Expense	-	0.0%	-	-	-	-	-	-	-	-	-
62000 · Passenger amenities	2,500	0.1%	-	1,741	759	-	-	-	-	-	-
64000 · CTD Administration Expense	-		-	-	-	-	-	-	-	-	-
Total Expense	3,728,172		619,841	2,079,492	893,004	7,214	7,214	3,810	94,012	23,585	-
Net Ordinary Income	1,845,311		21,063	79,388	(38,076)	-	300	990	3,748	895	1,777,004
Other Income/Expense											
Other Income											
Total Other Income	500		500	-	-	-	-	-	-	-	-
Other Expense											
Total 63000 · Planning Related Costs	308,540		15,173	61,672	11,695	-	-	-	-	-	220,000
Total 80000 · Depreciation and Other											
89000 · Capital Costs											
89001 · Bus Stops and Amenities	505,115		-	3,483	1,517	-	-	-	-	-	500,115
89030 · Vehicles	-		-	-	-	-	-	-	-	-	-
89050 · IT Equipment and Software	4,500		-	1,741	759	-	-	-	2,000	-	-
89060 · Facilities Capital Expense	955,000		1,550	2,403	1,047	-	-	-	-	-	950,000
89070 · Vehicle Maintenance	100,000		-	-	-	-	-	-	-	-	100,000
89999 · Reclass - capitalize assets											
Total 89000 · Capital Costs	1,564,615		1,550	7,627	3,323	-	-	-	2,000	-	1,550,115
Total Other Expense	1,873,155		16,723	69,299	15,018	-	-	-	2,000	-	1,770,115
Net Other Income	(1,872,655)		(16,223)	(69,299)	(15,018)	-	-	-	(2,000)	-	(1,770,115)
Net Income	(27,344)		4,840	10,089	(53,094)	-	300	990	1,748	895	6,889
Estimated Hours				36,112	15,733						
% by Program				69.65%	30.35%						
Estimated Miles				569,405	278,196						
% by Program				67.18%	32.82%						
% of Between Admin & Program			31%	41%	28%						
Administration Allocation				60.0%	40.0%						
Allocation of Admin			(636,564)	381,938	254,626						
NET EXPENSES AGENCY WIDE			-	2,530,729	1,162,648	7,214	7,214	3,810	96,012	23,585	1,770,115
				45.2%	20.8%	0.1%	0.1%	0.1%	1.7%	0.4%	31.6%

Note: FY2025 Budget is still in process.

Attachment: Budget Request - ATA Bus - - 2024 Riley County - MHK FY2025 (14734 : 2025 ATA Bus Appropriation Request)



ATA Bus Updates

City of Manhattan and
Riley County

Our mission is to provide and promote
the highest quality transit services to
the Flint Hills communities.



48 Years of
Public Transit

Presented By : Anne Smith, Executive Director

The Community Values Public Transit

Local Business



Jake Voegeli
Manhattan Brewing
Company

Local Service



Jarod Garren
Be Able Community

Local Legends



Dave Baker
Local Leader

The Community Values Public Transit

Local Business

WHY IS PUBLIC
TRANSIT IMPORTANT?

Jake Voegeli
*Manhattan Brewing
Company*

Local Service



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Dave Baker
Local Leader

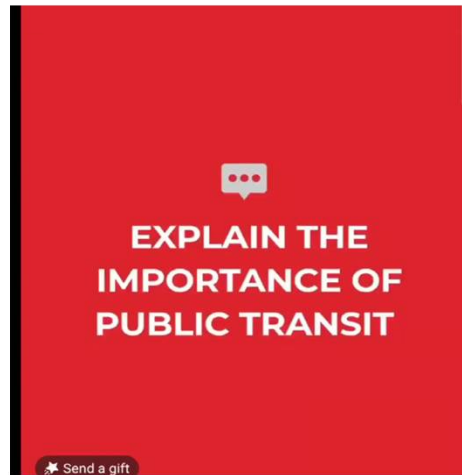
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Dave Baker
Local Leader

Community Partnerships



Share the Fare Week
to campaign for the
United Way



Bus Donation to the
Flint Hills Bread
Basket



Free Bus Passes for
MHK Pool Pass
Holders



Distribution of 1000+
Passes to Service
Organizations via Diehl
Grant

Public Transit Invests in the Community



Every year, ATA Bus works with Manhattan and Riley County to contribute to projects that have a direct impact on quality of life and economic development.

In 2024, the final bus shelter will be installed on Fremont Ave.

This project, along with Poyntz Ave, was much more than bus shelters though.

ATA Bus contributed federal funding to assist in the update of infrastructure.

Public Transit Invests in the Community



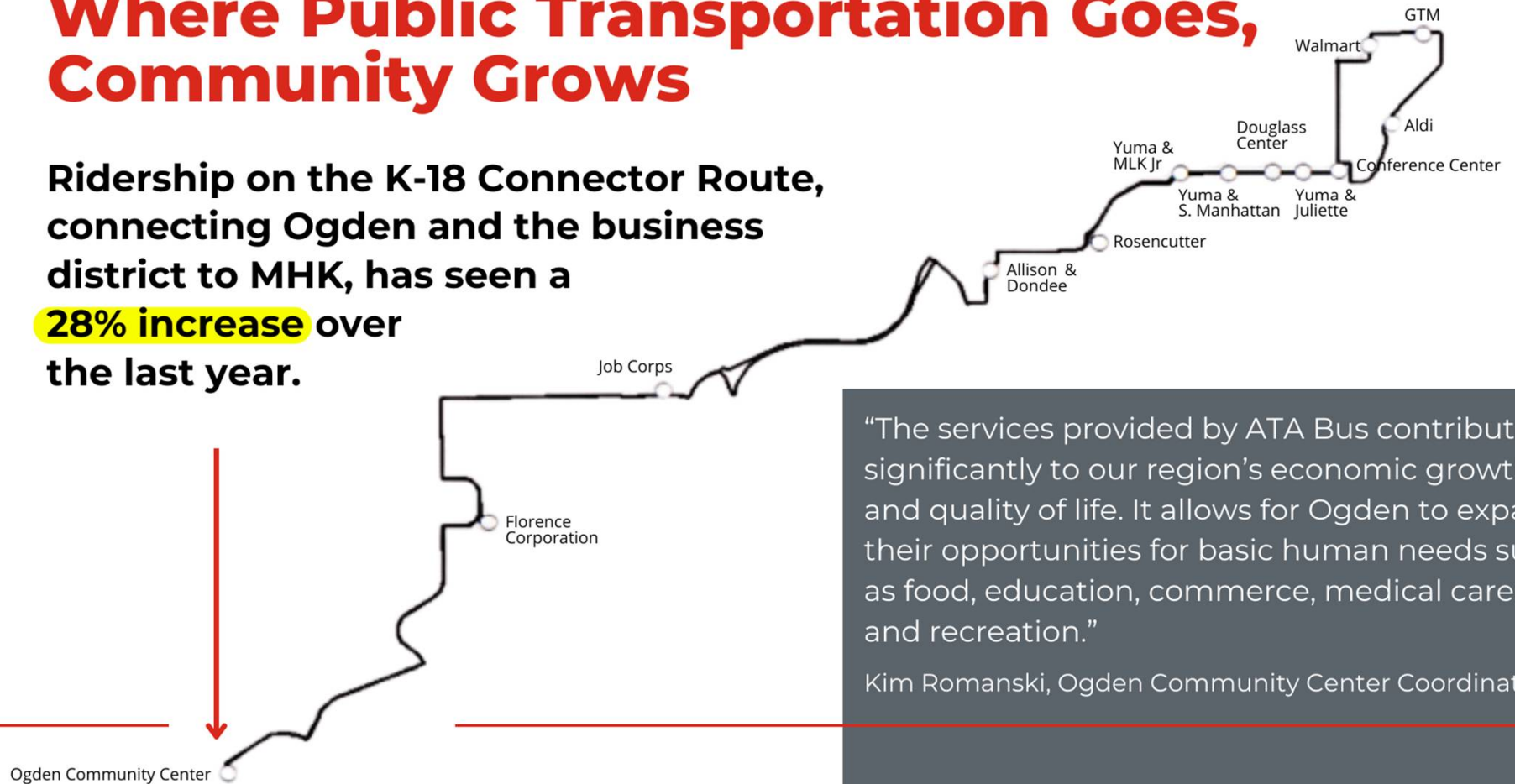
Every year, ATA Bus works with Manhattan and Riley County to contribute to projects that have a direct impact on quality of life and economic development.

In 2024, ATA Bus has also invested \$1 Million into building improvements to the location on Riley County property.

This project was fully funded with state and federal dollars.

Where Public Transportation Goes, Community Grows

Ridership on the K-18 Connector Route, connecting Ogden and the business district to MHK, has seen a **28% increase** over the last year.



"The services provided by ATA Bus contributes significantly to our region's economic growth and quality of life. It allows for Ogden to expand their opportunities for basic human needs such as food, education, commerce, medical care, and recreation."

Kim Romanski, Ogden Community Center Coordinator

Current and Planned Growth

**Transit
Study**



**Fleet
Re-Wrap**



**Completion of
Building Expansion**



**Local
Partnerships**

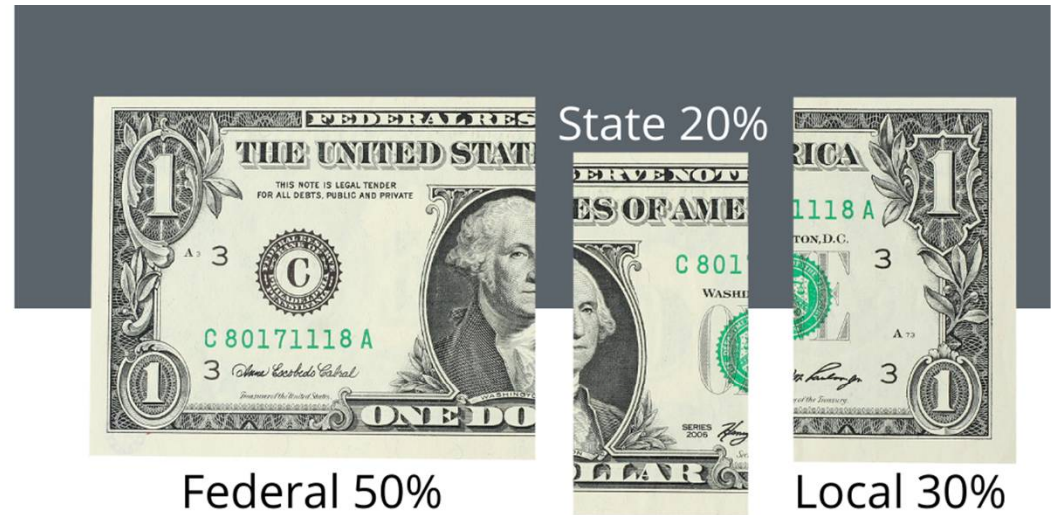


Funding at a Glance

KDOT awards an annual apportionment for use as match on Urban Federal Funding for Administration, Operations, and Capital expenses

Local governments, non-federal grants, and service contracts make up the funding for the local match

- City of Manhattan; Riley County; Pottawatomie County; Kansas State University Service Contract; Gramercy Service Contract; Konza United Way Grant, Diehl Grant, MATC Service Contract, MHA Service Contract



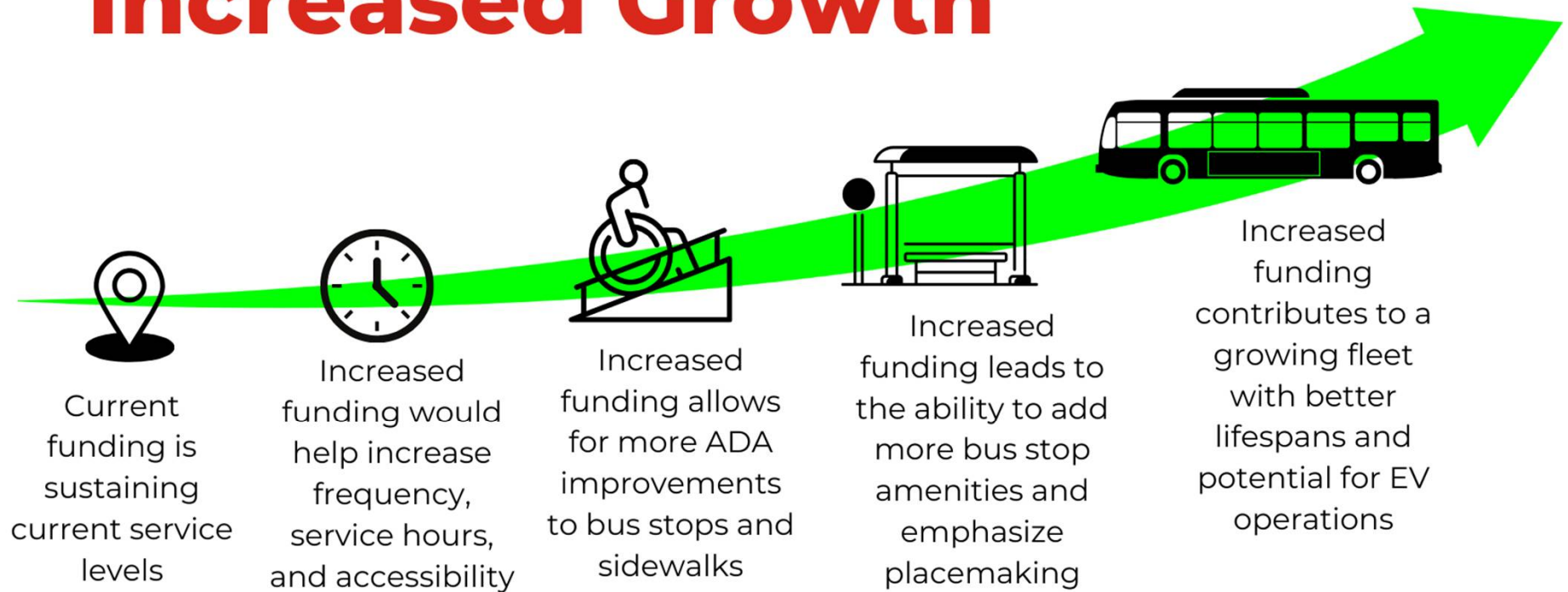
But what about bus fares?



FARE Revenue is Program Income and is NOT considered match.

Fare Revenue cannot be used to Leverage Federal and State Allocated funds and must be spent first.

Increased Funding, Increased Growth





Thank You