Board of Riley County Commissioners
Regular Meeting
Agenda
May 18, 2023

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

Cindy Kabriel
785-565-6200

Commission Chambers **9:00 AM**

District 2 – Greg McKinley, Member **District 3 – Kathryn Focke, Chair** **District 1 – John Ford, Vice Chair**

9:00 AM **Call to Order**

Pledge of Allegiance

Public Comment

1. Public Comments

Commission Comments

2. Commission Comments

Business Meeting

3. Sign Riley County Personnel Action Form(s)
4. Approve payroll/accounts payables (when completed)

Review Minutes

5. Board of Riley County Commissioners - Regular Meeting - May 15, 2023 8:30 AM

Review Tentative Agenda

6. Tentative Agenda

Press Conference Topics

7. Discuss Press Conference

9:30 AM **Julie Gibbs, Health Department Director**

8. RCHD Update
9. Out of State Travel Request for Julie Gibbs to attend NACCHO 360 in Denver CO in July 2023

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

10. Fairgrounds Task Force Report

10:15 AM **Brian Peete, RCPD Director**

11. RCPD update

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

12. Replat Lots 38-39 and Lot A of Random Woods (subdivision) into three (3) lots.

10:45 AM **Bob Isaac, Planner**

13. Replat Lot A and Lot B of Flintstone Addition Unit 2 into two (2) lots.

11:00 AM **Jessie Hubbard, Administrative Assistant II**

14. FY23 3rd Quarter Juvenile Services Line-Item Adjustments

11:15 AM **Gary Fike, County Extenison Director**

15. 2024 FAIR AND COUNTY EXTENSION BUDGET

11:35 AM **Clancy Holeman, Counselor/Director of Administrative Services**

16. Administrative Work Session

1:15 PM **Scott Carmichael, Riley County Conservation District Director**

17. 2024 CONSERVATION DISTRICT APPROPRIATION

1:25 PM **Anne Smith, aTa Bus Director**

18. 2024 ATA APPROPRIATIONS REQUEST

1:35 PM **Amanda Webb, Planning/Special Projects Director**

19. 2024 PLANNING AND DEVELOPMENT BUDGET

1:45 PM **John Ellermann, Public Works Director/County Engineer**

20. 2024 PUBLIC WORKS PARKS, HALF CENT AND .2 CENT SALES TAX AUCTION, COUNTY BUILDINGS

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

21. City/County/County Meeting Agenda

Adjournment

Announcement

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.

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

COUNTY CLERK & ELECTIONS
Personnel

COMMISSION AGENDA REPORT

FROM: **Elizabeth Ward, Human Resources Director**

MEETING: **May 18, 2023**

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

PRESENTER: **Elizabeth Ward, Human Resources Director**

Enclosures:

- 2023-05 PW G Taylor EAF (PDF)
- 2023-05 EMS R Davis EAF (DOCX)
- 2023-05 PW J Christie EAF (DOCX)
- 2023-05 PW H Heptig EAF (DOCX)
- 2023-05 PW D Rivera EAF (DOCX)
- 2023-05 PW D Edie EAF (DOCX)
- 2023-04 PW S Weston EAF (DOCX)
- 2023-04 PW J Thompson EAF (DOCX)

RILEY COUNTY EMPLOYEE ACTION FORM

Company Code: 166733

Full Legal Name: Glenda Taylor

Status Change Date: 05/23/2023

Status Change: New Hire

Date of Hire: 05/23/2023

Seniority: 0 month(s)

Position: Custodial Worker I

Position Type: Full-Time

Pay Range: 1

Pay Type: Hourly

Base Rate: $16.20

Annualized Pay: $33,696

Funds Codes: 1-County General

Supervisor: Jeremiah Noll

Department Head: John Ellerman

BoCC Chairman	______________________	Date:	______________
BoCC Member	______________________	Date:	______________
BoCC Member	______________________	Date:	______________

Original document stored in Human Resources

Revised 2022-11

RILEY COUNTY EMPLOYEE ACTION FORM

Company Code: 166733

Full Legal Name: Riley Davis

Status Change Date: 5/13/2023

Status Change: As Needed to Full-Time

Date of Hire: 6/2/2022

Seniority: 0 Month(s)

Position: EMT

Position Type: Full-Time

Pay Range: EMT

Pay Type: Hourly

Base Rate: $16.96

Annualized Pay: $35,276.80

Funds Codes: 1-County General, 20-EMS/Ambulance

Supervisor: David Adams

Department Head: David Adams

BoCC Chairman _______________________________________ Date: ______________________

BoCC Member _______________________________________ Date: ______________________

BoCC Member _______________________________________ Date: ______________________

RILEY COUNTY EMPLOYEE ACTION FORM

Company Code: 166733

Full Legal Name: John Christie

Status Change Date: 5/18/2023

Status Change: New Hire

Date of Hire: 5/18/2023

Seniority: 0 months(s)

Position: Info Tech Specialist

Position Type: Full-Time

Pay Range: 12

Pay Type: Hourly

Base Rate: $25.92

Annualized Pay: $53,996.80

Funds Codes: 1-County General

Supervisor: Cory Meyer

Department Head: Cory Meyer

BoCC Chairman ______________________________ Date: ____________________

BoCC Member ______________________________ Date: ____________________

BoCC Member ______________________________ Date: ____________________

Original document stored in Human Resources

Revised 2022-11

RILEY COUNTY EMPLOYEE ACTION FORM

Company Code: 166733

Full Legal Name: Hailey Heptig

Status Change Date: 5/01/2023

Status Change: Promotion

Date of Hire: 6/01/2022

Seniority: 1 Year and 11 months

Position: Personal Property Appraiser II

Position Type: Full-Time

Pay Range: 7

Pay Type: Hourly

Base Rate: $21.42

Annualized Pay: $44,553.60

Funds Codes: 1-County General

Supervisor: Allen Todd

Department Head: Anna Burson

BoCC Chairman ______________________________ Date: ____________________

BoCC Member ______________________________ Date: ____________________

BoCC Member ______________________________ Date: ____________________

RILEY COUNTY EMPLOYEE ACTION FORM

Company Code: 166733

Full Legal Name: Danna Rivera

Status Change Date: 5/05/2023

Status Change: Promotion

Date of Hire: 5/15/2023

Seniority: 10 Month(s)

Position: Administrative Clerk I

Position Type: Full-Time

Pay Range: 5

Pay Type: Hourly

Base Rate: $19.89

Annualized Pay: $41,371.20

Funds Codes: 1-County General

Supervisor: Julie Winter

Department Head: John Ellerman

BoCC Chairman ______________________________ Date: ____________________

BoCC Member ______________________________ Date: ____________________

BoCC Member ______________________________ Date: ____________________

RILEY COUNTY EMPLOYEE ACTION FORM

Company Code: 166733

Full Legal Name: Darell Edie

Status Change Date: 6/16/2023

Status Change: Separation

Date of Hire: 4/20/2022

Seniority: 1 Year

Position: Budget and Finance Officer

Position Type: Full-Time

Pay Range: CC

Pay Type: Salary

Base Rate: $3,825.00

Annualized Pay: $99,450

Funds Codes: 1-County General

Supervisor: Rich Vargo

Department Head: Rich Vargo

BoCC Chairman ______________________________ Date: ____________________

BoCC Member ______________________________ Date: ____________________

BoCC Member ______________________________ Date: ____________________

RILEY COUNTY EMPLOYEE ACTION FORM

Company Code: 166733

Full Legal Name: Sheryl Weston

Status Change Date: 04/28/2023

Status Change: Separated

Date of Hire: 08/26/2016

Seniority: 6 Years, 8 Months

Position: Administrative Clk I

Position Type: Full-Time

Pay Range: 5

Pay Type: Hourly

Base Rate: $23.00

Annualized Pay: $47,840

Funds Codes: 1-County General

Supervisor: Julie Winter

Department Head: John Ellerman

BoCC Chairman ______________________________________ Date: ______________________

BoCC Member ______________________________________ Date: ______________________

BoCC Member ______________________________________ Date: ______________________

Original document stored in Human Resources

Revised 2022-11

RILEY COUNTY EMPLOYEE ACTION FORM

Company Code: 166733

Full Legal Name: Jinny Thompson

Status Change Date: 04/14/2023

Status Change: Separation

Date of Hire: 01/24/2022

Seniority: 1 Year, 2 Month(s)

Position: Medical Clerk

Position Type: Full-Time

Pay Range: 5

Pay Type: Hourly

Base Rate: $19.70

Annualized Pay: $40,976

Funds Codes: 1-County General

Supervisor:

Department Head: Julie Gibbs

BoCC Chairman ______________________________ Date: ____________________

BoCC Member ______________________________ Date: ____________________

BoCC Member ______________________________ Date: ____________________

Board of Riley County Commissioners
Regular Meeting
Minutes
May 15, 2023

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

Cindy Kabriel
785-565-6200

Commission Chambers **8:30 AM**

District 2 – Greg McKinley, Member   District 3 – Kathryn Focke, Chair   District 1 – John Ford, Vice Chair

8:30 AM **Call to Order**

Attendee Name	Title	Status	Arrived
John Ford	County Commissioner	Present	8:30 AM
Kathryn Focke	County Commissioner	Present	8:30 AM
Greg McKinley	County Commissioner	Present	8:30 AM
Rich Vargo	County Clerk	Present	8:30 AM
Shelley Woodard	Deputy County Counselor	Present	8:30 AM
Amanda Webb	Planning/Special Projects Director	Present	8:41 AM
David Adams	EMS/Ambulance Director	Present	8:48 AM
Elizabeth Ward	Human Resource Director	Present	9:23 AM
Susan Boller	Elections Manager	Present	9:28 AM
Lori Muir	Real Estate Specialist	Present	9:30 AM
Darell Edie	Budget & Finance Officer	Present	9:36 AM
Amy Manges	Register of Deeds	Present	10:13 AM
Dennis Cook	Aggieville Business District	Present	10:53 AM
Gina Snyder	Downtown Manhattan Director	Present	10:53 AM

Pledge of Allegiance

Public Comment

1. Public Comments

Commission Comments

2. Commission Comments

Focke's Comments:

After budget hearings on Thursday, I spent Friday catching up on phone calls and personal appointments. Did a lot of landscape work in the afternoon/evening and all day on Saturday.

Sunday, I played in the bell choir at church and then went to dinner with some friends for Mother's Day. Later, I went over the meeting agenda and documents for today's meeting and finished the day planting vegetables. Hopefully, the main part of my landscaping plans are finished for this spring.

Ford's Comments:

Friday morning I met with Josh Brewer, Executive Director of the Manhattan Area Habitat for Humanity to discuss a county based moderate income housing grant opportunity over in the Northview area as well as several other opportunities including expansion into the City of Ogden in the future. The MIH grant opportunity isn't due until November for the next round which gives ample time and opportunity to get through the details in advance.

Friday afternoon I had a Zoom call with Kyle Powers from the Haven Real Estate Group, Angela Schnee from the City of Ogden, several Kansas Department of Commerce, and the Office of Rural Prosperity including Sara Bloom, Ernie Beaudet, Sheena Thomas, and Kerri Falletti to discuss some ideas, programs, and potential opportunities in and around the Ogden area. Had a great dialog and there seems to be several options that just might prove beneficial. They are also going to schedule some time to come out and tour the area to better see what may fit in terms of housing as well as commercial and industrial businesses that could move into the area with the resources available.

Also wanted to congratulate Blade Mages and his Wareham Hall Inc. group for securing a $250,000 grant through the State Park Revitalization & Investment in Notable Tourism (SPRINT) program. This will go a long way in helping them remodel and revitalize the historic downtown Wareham Hotel/Theater for future use and events for the community.

McKinley's Comments:

Had more people mention how excited they are to see the north county ambulance station getting started.

Went up to Leonardville to see what work was done last week.

Spent some time looking through budget information this weekend.

Business Meeting

Review Minutes

3. Board of Riley County Commissioners - Regular Meeting - May 11, 2023 8:30 AM

Move to approve the minutes.

RESULT:	**ACCEPTED AS AMENDED [UNANIMOUS]**
MOVER:	John Ford, County Commissioner
SECONDER:	Greg McKinley, County Commissioner
AYES:	Ford, Focke, McKinley

Review Tentative Agenda

4. Tentative Agenda

Press Conference Topics

5. Discuss Press Conference

9:00 AM **Amanda Webb, Planning/Special Projects Director**

6. Out of State Travel Request for Community Rating System workshop

Webb presented the out of state travel request.

Move to approve the Out of State Travel Request for Darrin Hobbs to attend the Department of Natural Resources/FEMA Community Rating System workshop in Lincoln, Nebraska.

RESULT:	**ADOPTED [UNANIMOUS]**
MOVER:	John Ford, County Commissioner
SECONDER:	Greg McKinley, County Commissioner
AYES:	Ford, Focke, McKinley

7. Out of State Travel Request - Soils Workshop

Webb presented the out of state travel request.

Move to approve the Out of State Travel Request for Amanda Webb to attend the Colorado Professionals in Onsite Wastewater (CPOW) Soils Course in Golden, Colorado.

RESULT:	**ADOPTED [UNANIMOUS]**
MOVER:	John Ford, County Commissioner
SECONDER:	Greg McKinley, County Commissioner
AYES:	Ford, Focke, McKinley

9:15 AM David Adams, EMS/Ambulance Director

8. Monthly Update

Adams presented the EMS/Ambulance staff update.

9:30 AM Press Conference

9. Election Filing Deadline - Rich Vargo (2-3 minutes)

Vargo reported the filing deadline for the City/Schools Primary Election is June 1, 2023 at 12:00 (noon).

Vargo stated all the cities and school districts have open positions. Vargo encouraged residents to go to the Riley County website or call the Clerk's Office for the list of open positions and filing requirements.

9:40 AM Rich Vargo, County Clerk

10. 2024 Budget Requests for Additional and Expanded Positions

Vargo presented the new and expanded Elections and HR & Payroll positions for the 2024 budget year.

10:10 AM Shelley Woodard, Deputy County Counselor

11. Administrative Work Session

Woodard presented the Commission Project list and asked for any questions from the Board.

12. Pending County Projects County Counselor

10:30 AM **Amy Manges, Register of Deeds**

13. 2024 REGISTER OF DEED BUDGET REQUEST

Manges presented the 2024 Register of Deeds budget request.

10:45 AM **Barry Wilkerson, County Attorney**

14. 2024 ATTORNEY BUDGET MEMORANDUM

Wilkerson presented the 2024 County Attorney budget request.

11:00 AM **Gina Snyder, Downtown Manhattan Director**

15. 2024 DOWNTOWN MANHATTAN ECONOMIC DEVELOPMENT

Snyder presented the 2024 Downtown Manhattan appropriation request.

11:10 AM **Dennis Cook, Aggieville Business District**

16. 2024 AGGIEVILLE BUSINESS DISTRICT

Cook presented the 2024 Aggieville Business District appropriation request.

11:20 AM **Patrick Gormely, Riley County Genealogical Society**

17. 2024 RILEY COUNTY GENEALOGICAL SOCIETY APPROPRIATION REQUEST

Gormely presented the 2024 Genealogical Society appropriation request.

11:25 AM **Adjournment**

Move to adjourn.

RESULT:	**ADOPTED [UNANIMOUS]**
MOVER:	John Ford, County Commissioner
SECONDER:	Greg McKinley, County Commissioner
AYES:	Ford, Focke, McKinley

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

18. Law Board Meeting Agenda

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

Cindy Kabriel
785-565-6200

Board of Riley County Commissioners
Regular Meeting
TENTATIVE Agenda
May 22, 2023

Commission Chambers **8:30 AM**

District 2 – Greg McKinley, Member | District 3 – Kathryn Focke, Chair | District 1 – John Ford, Vice Chair

8:30 AM **Call to Order**

Pledge of Allegiance

Public Comment

Commission Comments

Business Meeting

1. National Public Works Week Proclamation

Review Minutes

Press Conference Topics

Review Tentative Agenda

9:00 AM **Cory Meyer, IT/GIS Director**

2. 2024 IT/GIS Budget Request

9:15 AM **Lori Feldkamp, Big Lakes Developmental Center Director**

3. Big Lakes Developmental Center update

9:30 AM **Press Conference**

4. National Public Works Week Proclamation - Kathryn Focke and John Ellermann (3 minutes)

9:40 AM **Amanda Webb, Planning/Special Projects Director**

5. Comprehensive Plan update

10:10 AM **Clancy Holeman, Counselor/Director of Administrative Services**

6. Administrative Work Session
7. Executive session to discuss confidential legal advice regarding potential litigation issues

10:30 AM **Amanda Webb, Planning/Special Projects Director**

8. EHS Transition/Status

11:00 AM **Shelly Williams, Community Corrections Director**

9. 2024 Community Corrections Budget Request

11:15 AM **Julie Gibbs, Health Department Director**

10. Grant

Adjournment

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

Board of Riley County Commissioners
Regular Meeting
TENTATIVE Agenda
May 25, 2023

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

Cindy Kabriel
785-565-6200

Commission Chambers **8:30 AM**

District 2 – Greg McKinley, Member | District 3 – Kathryn Focke, Chair | District 1 – John Ford, Vice Chair

8:30 AM **Call to Order**

Pledge of Allegiance

Public Comment

Commission Comments

Business Meeting

1. Outstanding check resolution

Review Minutes

Review Tentative Agenda

Press Conference Topics

9:00 AM **Barry Wilkerson, County Attorney**

2. Staff update

9:15 AM **Clancy Holeman, Counselor/Director of Administrative Services**

3. Administrative Work Session
4. Executive session to discuss confidential legal advice regarding potential litigation issues

9:35 AM **Cory Meyer, IT/GIS Director**

5. Staff update

9:50 AM **Shelly Williams, Community Corrections Director**

6. Staff update

10:05 AM **Vivienne Leyva, PIO**

7. PIO update

10:20 AM **Craig Cox, Deputy County Counselor**

8. Public Hearing for High Plains Ranch Road Paving District

Assessments

Adjournment

Announcements

Riley County Offices will be closed Monday, May 29th due to the observance of the Memorial Day Holiday.

The Board of County Commissioners will not be in session Monday, May 29th.

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.

HEALTH DEPARTMENT
Update

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

COMMISSION AGENDA REPORT

FROM: **Julie Gibbs**

MEETING: **May 18, 2023**

SUBJECT: **RCHD Update**

PRESENTER: **Julie Gibbs**

See attached powerpoint and budget

Enclosures:
- april23budgettoactual (PDF)
- BOCCmonthlypresmay2023 (PDF)
- marchtocurrent (PDF)

RILEY COU
2023 Budget to Actual
Janu

ACTUAL BEG. CASH BAL.	**$968,906.67**

	Total Budget	Total Actuals	General		Emergency Preparedness		WIC		Kansas Health Foundation		CDRR		KCCTF	
Revenues			Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual
Grants	3,000,886.00	1,357,820.81	152,218.00	271,328.33	49,844.00	24,924.00	954,915.00	295,437.00	-	-			96,336.00	41,977.90
Client Fees	105,150.00	29,156.77	-		-	-	-	-	-	-			-	-
Medicaid	46,500.00	25,664.94	-	-	-	-	-	-	-	-			-	-
Insurance	277,500.00	146,921.61	-	-	-	-	-	-	-	-			-	-
Transfer from General	1,269,979.00	1,269,979.00	1,269,979.00	1,269,979.00	-	-	-	-	-	-			-	-
Transfer In-CARES	-	-	-		-	-	-		-	-			-	-
Miscellaneous	25,296.00	31,639.12	25,296.00	27,888.41	-	-	-	2,210.62	-	-			-	-
TOTALS	**4,725,311.00**	**2,861,182.25**	**1,447,493.00**	**1,569,195.74**	**49,844.00**	**24,924.00**	**954,915.00**	**297,647.62**	**-**	**-**			**96,336.00**	**41,977.90**
% of Budget Received		60.55%		108.41%		50.00%		31.17%						43.57%

Expenses	**Total Budget**	**Total Actual**	**Budget**	**Actual**	**Budget**	**Actual**	**Budget**	**Actual**	**Budget**	**Actual**	**Budget**	**Actual**	**Budget**	**Actual**
Total Personnel	4,241,089.00	1,277,230.26	593,414.00	171,614.86	75,965.00	24,712.73	911,805.00	243,317.00	-	-			73,881.00	19,933.55
Total Contract	774,180.00	335,357.88	171,200.00	132,741.99	1,680.00	851.12	25,610.00	13,209.69	-	-			10,355.00	4,656.80
Total Commodities	306,549.00	103,117.89	19,271.00	15,543.65	-	-	17,500.00	2,090.35	-	-			12,100.00	21,485.06
Capital	-	6,418.30		2,080.88	-		-	-	-	-				
Tranfers Out	-	-	-		-	-	-	-	-	-				
TOTALS	**5,321,818.00**	**1,722,124.33**	**783,885.00**	**321,981.38**	**77,645.00**	**25,563.85**	**954,915.00**	**258,617.04**	**-**	**-**	**-**	**233.66**	**96,336.00**	**46,075.41**
% of Budget Spent		32.36%		41.08%		32.92%		27.08%						47.83%
BALANCE:														
EXCESS/(DEF.) BUDGET			663,608.00		(27,801.00)		-		-				-	
EXCESS/(DEF.) ACTUAL				1,247,214.36		(639.85)		39,030.58		-				(4,097.51)

ENDING CASH BAL.	**$2,107,964.59**

NTY HEALTH DEPARTMENT

Comparison of Revenues and Expenses

ary 1, 2023-April 30, 2023

33.3% of year

ACTUAL BEG. CASH BAL.

	Child Care Licensing		Family Planning		Immunization Action Plan		MCH		OPEI		Smart Start/ECBG		State Formula	
Revenues	**Budget**	**Actual**	**Budget**	**Actual**	**Budget**	**Actual**	**Budget**	**Actual**	**Budget**	**Actual**	**Budget**	**Actual**	**Budget**	**Actual**
Grants	209,073.00	78,402.00	143,259.00	58,174.00	117,423.00	41,101.00	125,056.00	71,279.00	222,800.00	55,000.00	800,000.00	368,843.58	90,652.00	45,280.00
Client Fees	30,000.00	11,695.75	32,000.00	9,585.63	35,000.00	4,919.41	150.00	-	-	-	-		8,000.00	2,955.98
Medicaid	-	-	14,000.00	6,859.07	28,000.00	17,261.09	3,500.00	1,195.34	-	-	-	-	1,000.00	349.44
Insurance	-	-	40,000.00	12,261.88	225,000.00	127,099.13	1,500.00	1,325.83	-	-	-	-	11,000.00	6,234.77
Transfer from General	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Transfer In-CARES	-						-	-	-	-	-	-	-	-
Miscellaneous	-	-	-	-	-	-	-	1,536.80	-	-	-	-	-	3.29
TOTALS	**239,073.00**	**90,097.75**	**229,259.00**	**86,880.58**	**405,423.00**	**190,380.63**	**130,206.00**	**75,336.97**	**222,800.00**	**55,000.00**	**800,000.00**	**368,843.58**	**110,652.00**	**54,823.48**
% of Budget Received		37.69%		37.90%		46.96%		57.86%		24.69%		46.11%		49.55%

Expenses	**Budget**	**Actual**	**Budget**	**Actual**	**Budget**	**Actual**	**Budget**	**Actual**	**Budget**	**Actual**	**Budget**	**Actual**	**Budget**	**Actual**
Total Personnel	312,583.00	101,084.17	411,863.00	118,674.57	303,518.00	92,579.08	323,729.00	106,394.69	448,076.00	146,840.32	454,959.00	156,375.00	327,659.00	94,510.14
Total Contract	12,140.00	6,678.73	20,300.00	6,219.11	8,825.00	5,984.44	8,840.00	5,535.57	64,850.00	11,669.01	405,560.00	134,670.48	28,400.00	10,033.46
Total Commodities	2,800.00	574.31	39,125.00	13,833.66	133,050.00	29,231.80	2,300.00	2,302.99	5,250.00	4,708.68	47,950.00	5,965.84	7,950.00	2,102.76
Capital	-		-	-	-		-	-	-	-		-		2,689.99
Tranfers Out	-	-	-	-	-	-	-	-	-	-	-	-	-	-
TOTALS	**327,523.00**	**108,337.21**	**471,288.00**	**138,727.34**	**445,393.00**	**127,795.32**	**334,869.00**	**114,233.25**	**518,176.00**	**163,218.01**	**908,469.00**	**297,011.32**	**364,009.00**	**109,336.35**
% of Budget Spent		33.08%		29.44%		28.69%		34.11%		31.50%		32.69%		30.04%
BALANCE:														
EXCESS/(DEF.) BUDGET	(88,450.00)		(242,029.00)		(39,970.00)		(204,663.00)		(295,376.00)		(108,469.00)		(253,357.00)	
EXCESS/(DEF.) ACTUAL		(18,239.46)		(51,846.76)		62,585.31		(38,896.28)		(108,218.01)		71,832.26		(54,512.87)

ENDING CASH BAL.

ACTUAL BEG. CASH BAL.

	March of Dimes		Wildcat Region PHEP	
Revenues	**Budget**	**Actual**	**Budget**	**Actual**
Grants	7,500.00	-	31,810.00	6,074.00
Client Fees	-	-	-	-
Medicaid	-	-	-	-
Insurance	-	-	-	-
Transfer from General	-	-	-	-
Transfer In-CARES	-	-	-	-
Miscellaneous	-	-	-	-
TOTALS	**7,500.00**	**-**	**31,810.00**	**6,074.00**
% of Budget Received		0.00%		19.09%

Expenses	**Budget**	**Actual**	**Budget**	**Actual**
Total Personnel	-	-	3,637.00	1,194.15
Total Contract	-	-	16,420.00	2,873.82
Total Commodities	7,500.00	2,873.35	11,753.00	2,405.44
Capital	-	-	-	1,647.43
Tranfers Out	-	-	-	-
TOTALS	**7,500.00**	**2,873.35**	**31,810.00**	**8,120.84**
% of Budget Spent		38.31%		25.53%

BALANCE:				
EXCESS/(DEF.) BUDGET	-		-	
EXCESS/(DEF.) ACTUAL		(2,873.35)		(2,046.84)

ENDING CASH BAL.

Attachment: april23budgettoactual (13430 : RCHD Update)

BOCC Monthly Report May 2023

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

Healthy people in a healthy comm

Budget to Actual (April 2023) Explanations

Revenues

- timing of payments. WIC and Regional PHEP are all reimbursement based grants

Expenses

- Admin-timing of expenses. Had some large ELC expenses that were paid in January (software, FCRC floor), OPIOID and MRC expenses included in this column, all were awarded after the budget process
- KCCTF-timing of expenses
- CCL-timing of expenses
- MCH-timing of expenses
- BaM-expense timing, funds received in 2022 but spent in 2023
- CDRR- check from prior year was voided and reissued, that is why expenses are showing for this program

MCH Update

BaM classes on Thursdays in April = 72 participants!

- Spanish BAM = 20 participants

MCH received full ask for $7,000 from Health Equity Opportunity Grant

- Grant funds to be used to improve pregnant women's physical and mental health

Clinic Updates

165 total immunizations (114 patients) in April

378 family planning visits

Outreach Events in April – Easter Egg Hunt and Pride Festival

Health Fair – May 25 from 10-1 at West End of FCRC

CCL Update

April	Riley	Geary	Clay	Dickinson	Pottawatomie	Total
Initial Inspections	1	1	1	1	1	5
Initial Compliance		1				
Annual Inspections	5	3		3	4	15
Annual Compliance	1					1
KDHE compliance Inspections	1	3			5	9
Complaint First Visit	1				1	1
Complaint Second Visit				1	1	2
Illegal Care Complaints						
	9	8	1	5	12	33
Amendments					1	
Home Orientation	1	3				4
Center Orientation				1	1	2

CCL Update

Facilities	May	Riley	Geary	Clay	Dickinson	Pott	Total
School Age Program		9				1	1
Child Care Center		14	7	1	6	8	3
R & R Agency		1					
School Age Drop In Program		9				3	1
Group Day Care Home		30	14	14	10	15	8
Head Start Child Care							
Licensed Day Care Home		45	15	14	18	34	12
Preschool			1	3	3		
	Totals	108	37	32	37	61	27
		-1	2		1		

Raising Riley Update

Outreach

Week of April 3 – Week of the Young Child activity – 16 providers and 16 families.	April 6 - Attended Kindergarten Open House

Family Engagement

April 29 – Parent Book Club with 3 families.

Provider Support

April 22 – Brain Development Training with 15 providers, 6 parents, and 134 children	April 30 – Provider Appreciation Even with 45 providers attending

RILEY COUNTY

WIC Update

- Over 2,500 clients – 111% of caseload
- Alexus Dunaway – started May 1
- Summer outreach – Power of Produce, County Fairs, Back to School events
- RC WIC received the Health Equity Local Agency Award!

RILEY COUNTY

Bugapalooza 2023

- 120 attendees
- Purpose – to educate the community on prevention of vector borne diseases and general outdoor safety
- 15 tables/stations
  - Maggot painting
  - Sensory bins
  - Life Jack Giveaway
  - EM Coloring Books
  - Fishing Pond
  - Fire/EMS/RCPD

Health Fair 2023

- **Full blood panel, BMI, Blood Pressure, Hemoglobin a1c measurements**
- **Will not bill insurance - $10 for everything!**
- **FREE dental screenings**
- **May 25, 10 AM – 1 PM**

Grant Update

Received contract for Suicide Prevention grant

- Hiring for Ambassadors to deliver suicide prevention presentations
- MPH Student, Sierrah Haas, conducting a survey to assess our community

Submitted CDC OD2A for Localities grant May 8

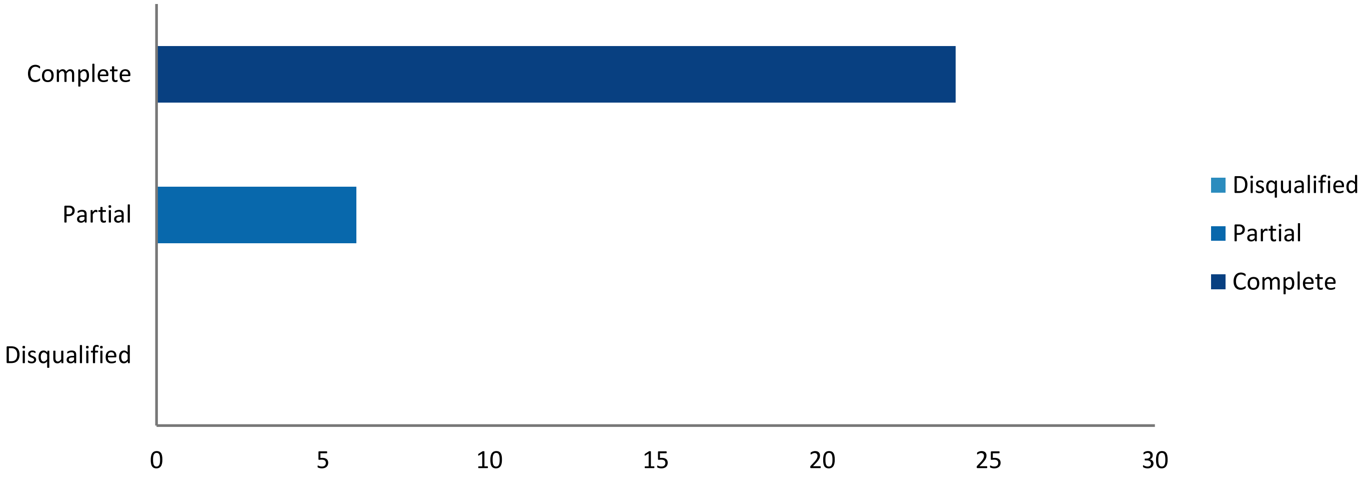
- Grant cycle August 1, 2023 – July 31, 2028

Submitted KDHE All Hands on DECK grant May 9

- Grant cycle October 2023 – September 2025

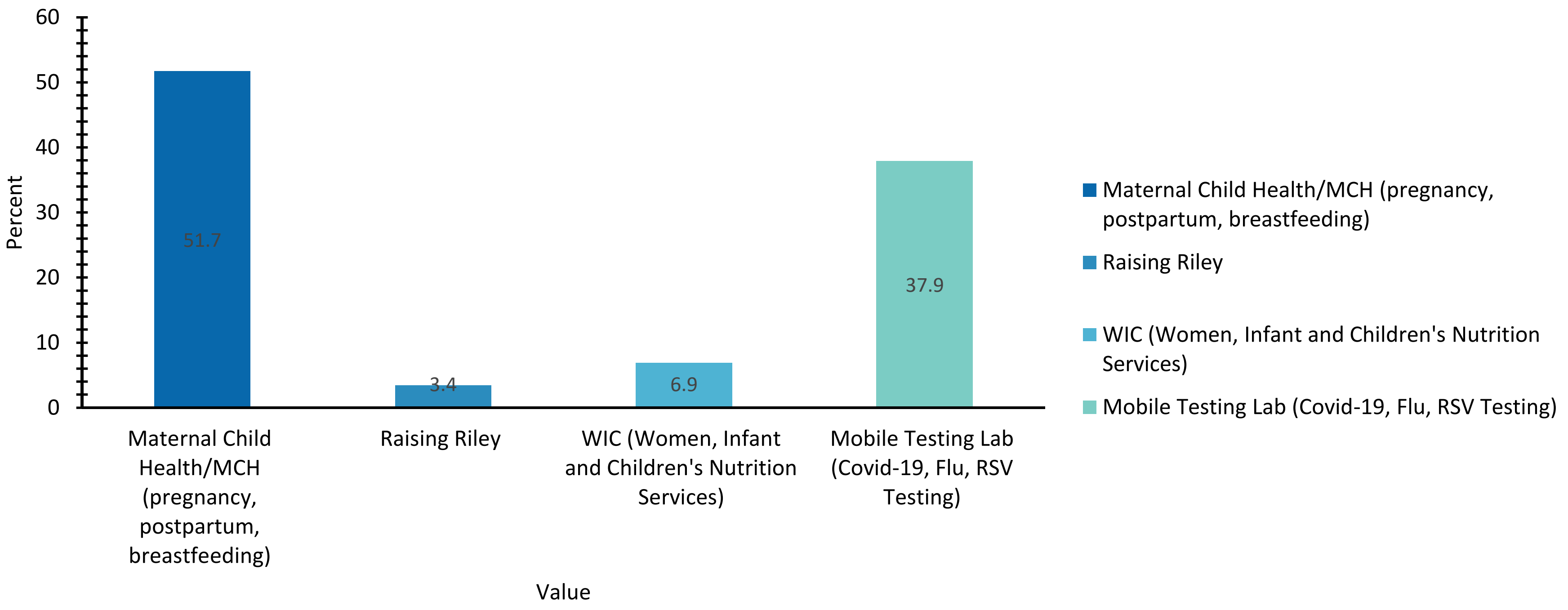
RILEY COUNTY

Response Statistics

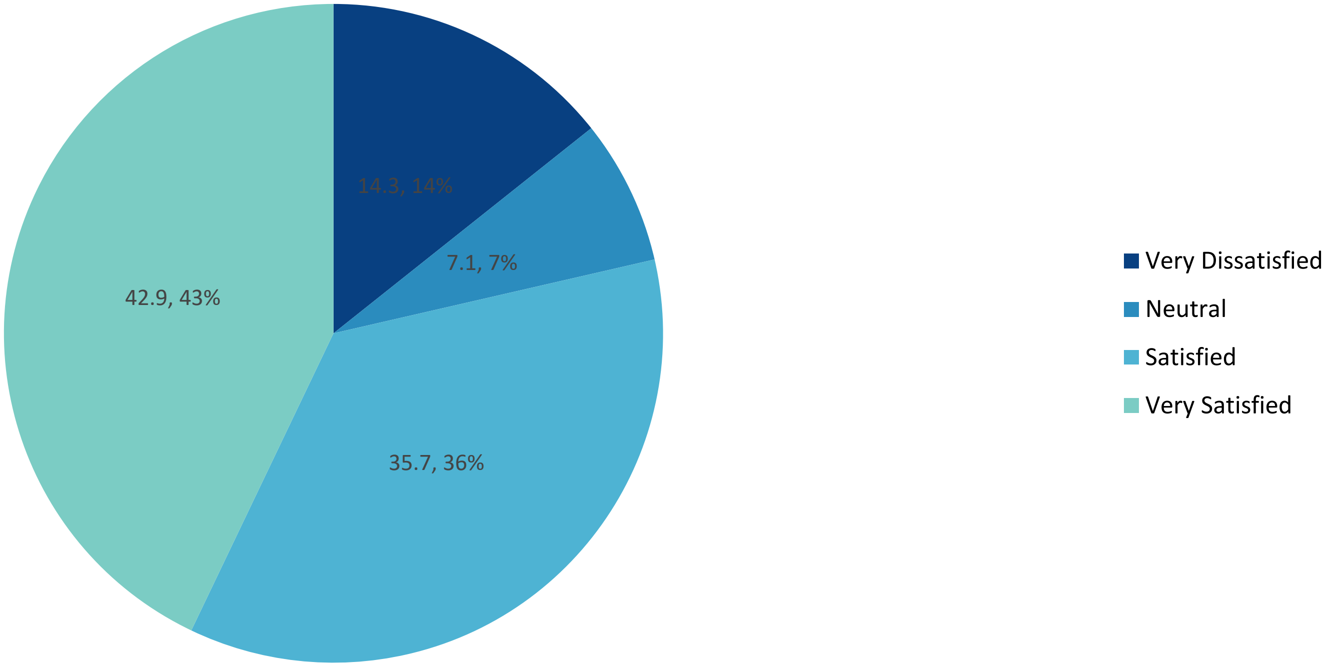


	Count	Percent
Complete	24	80
Partial	6	20
Disqualified	0	0
Totals	30	

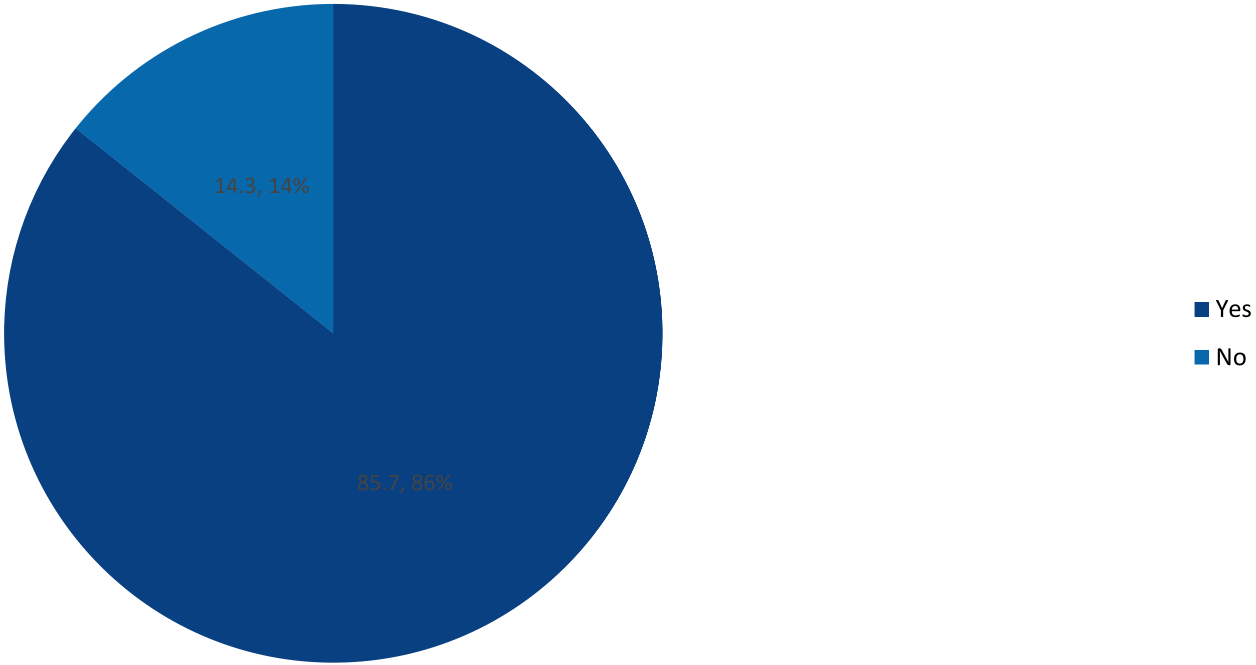
1.What service or program did you use today? (check all that apply)



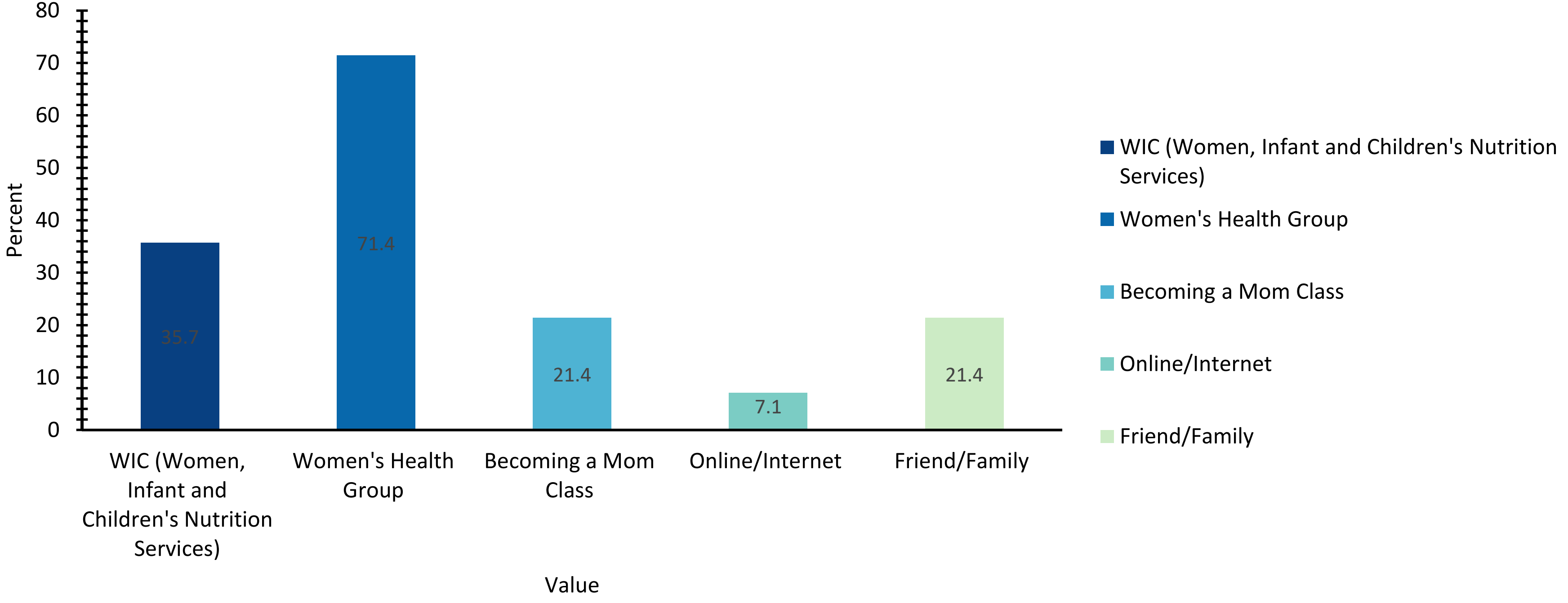
2.How satisfied were you with your experience today?



3.Was any new information presented today?



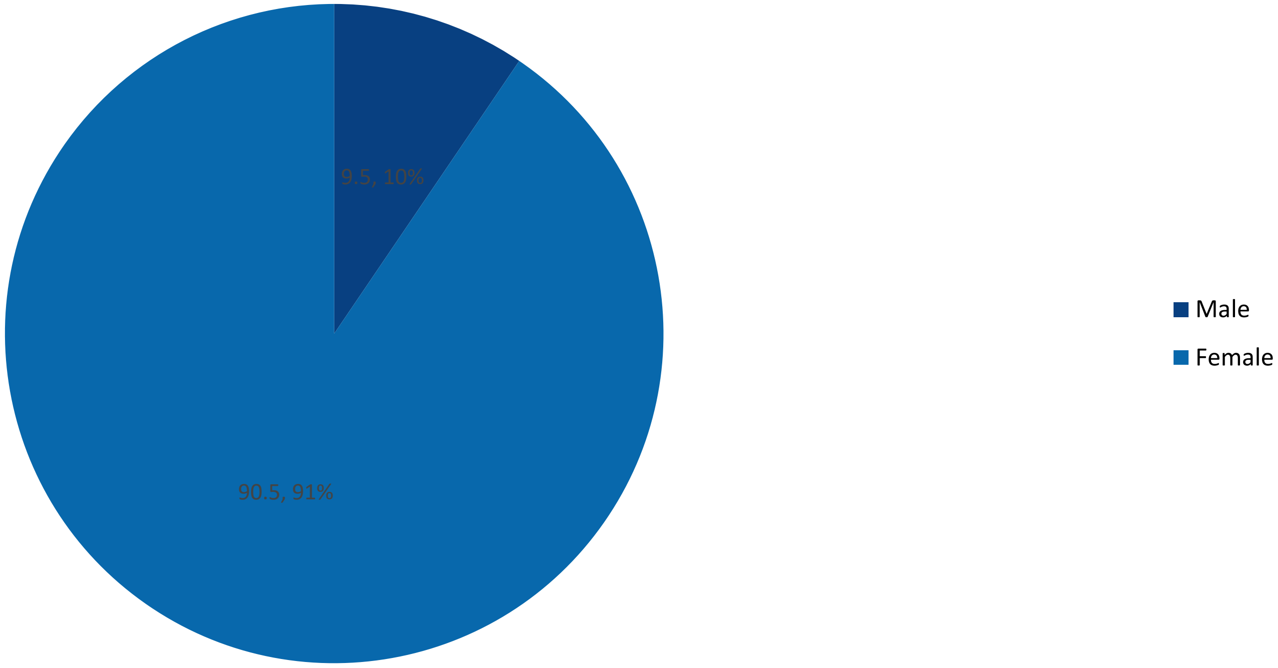
7.How did you hear about our program?



34.Are you willing to complete our demographic questions?

Value		Percent	Count
Yes		91.7%	22
No		8.3%	2
Totals			24

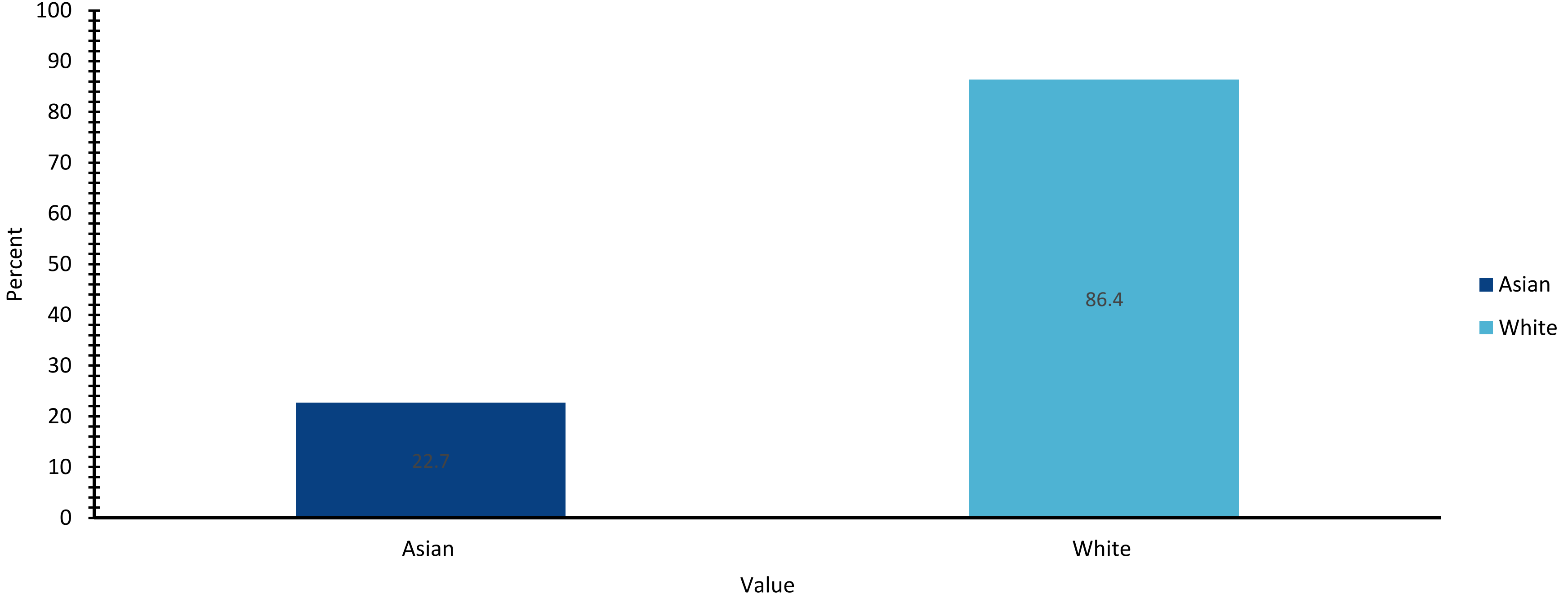
35.What is your gender?



35.What is your gender?

Value		Percent	Count
Male		9.5%	2
Female		90.5%	19
Totals			21

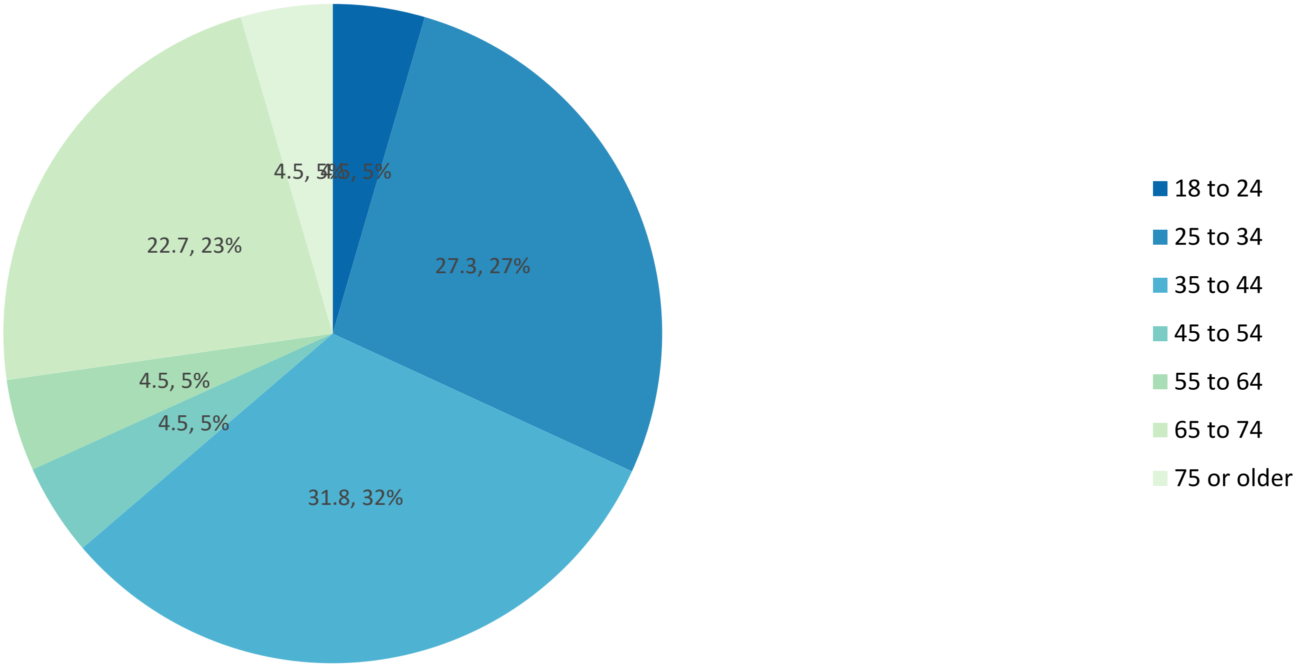
36.What is your race? (Please check all that apply)



36.What is your race? (Please check all that apply)

Value		Percent	Count
Asian		22.7%	5
White		86.4%	19

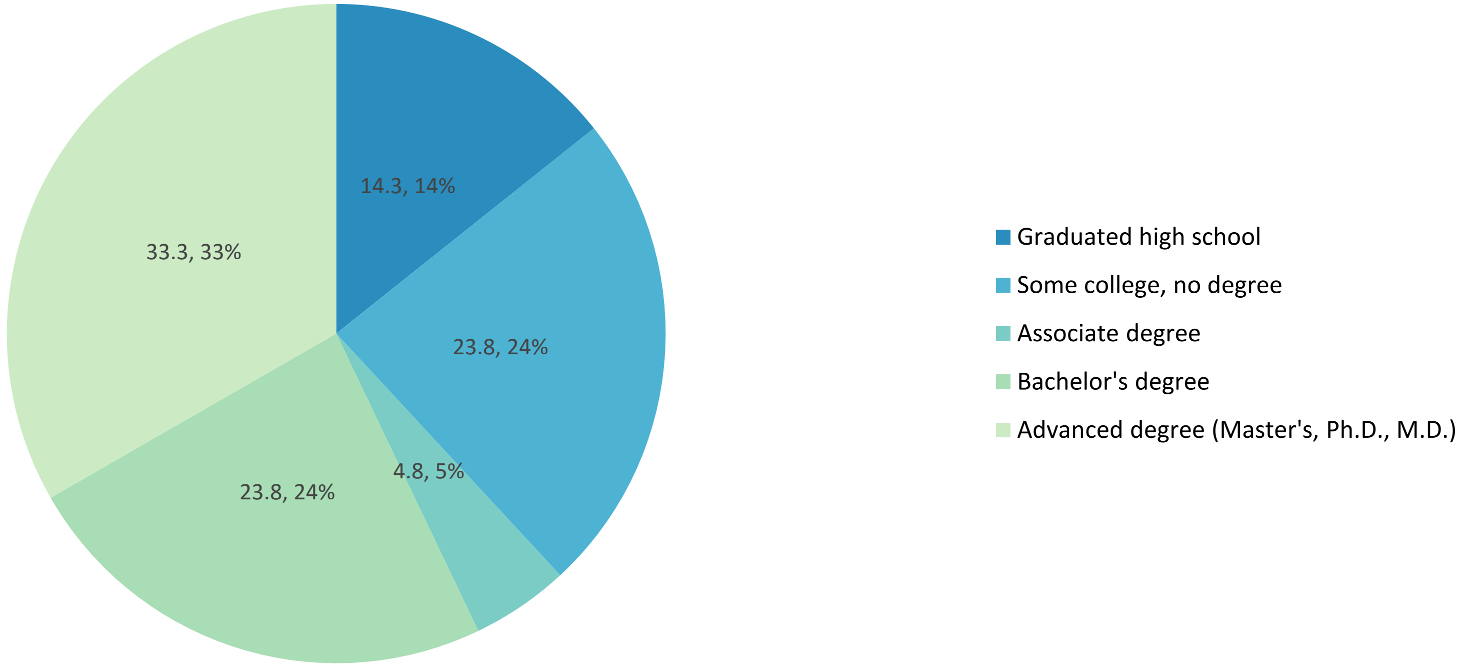
37.What is your age?



37.What is your age?

Value		Percent	Count
18 to 24		4.5%	1
25 to 34		27.3%	6
35 to 44		31.8%	7
45 to 54		4.5%	1
55 to 64		4.5%	1
65 to 74		22.7%	5
75 or older		4.5%	1
Totals			22

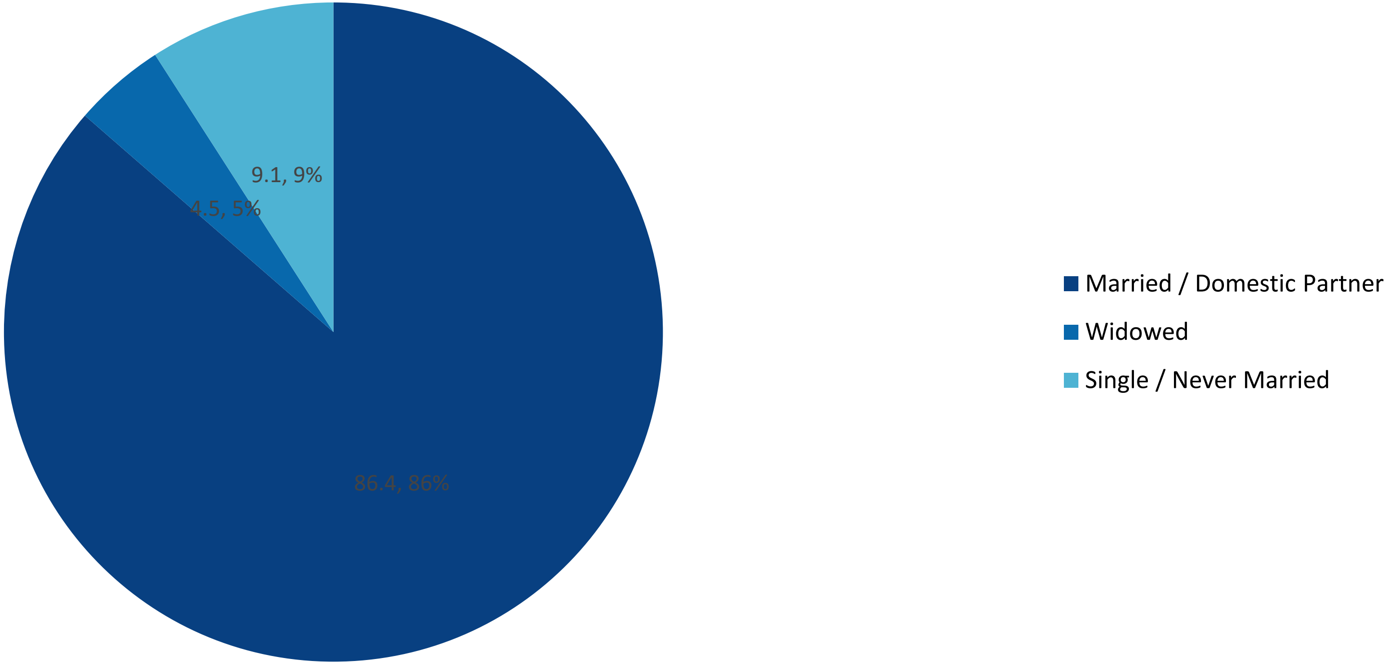
38.What is your level of education?



38.What is your level of education?

Value		Percent	Count
Graduated high school		14.3%	3
Some college, no degree		23.8%	5
Associate degree		4.8%	1
Bachelor's degree		23.8%	5
Advanced degree (Master's, Ph.D., M.D.)		33.3%	7
Totals			21

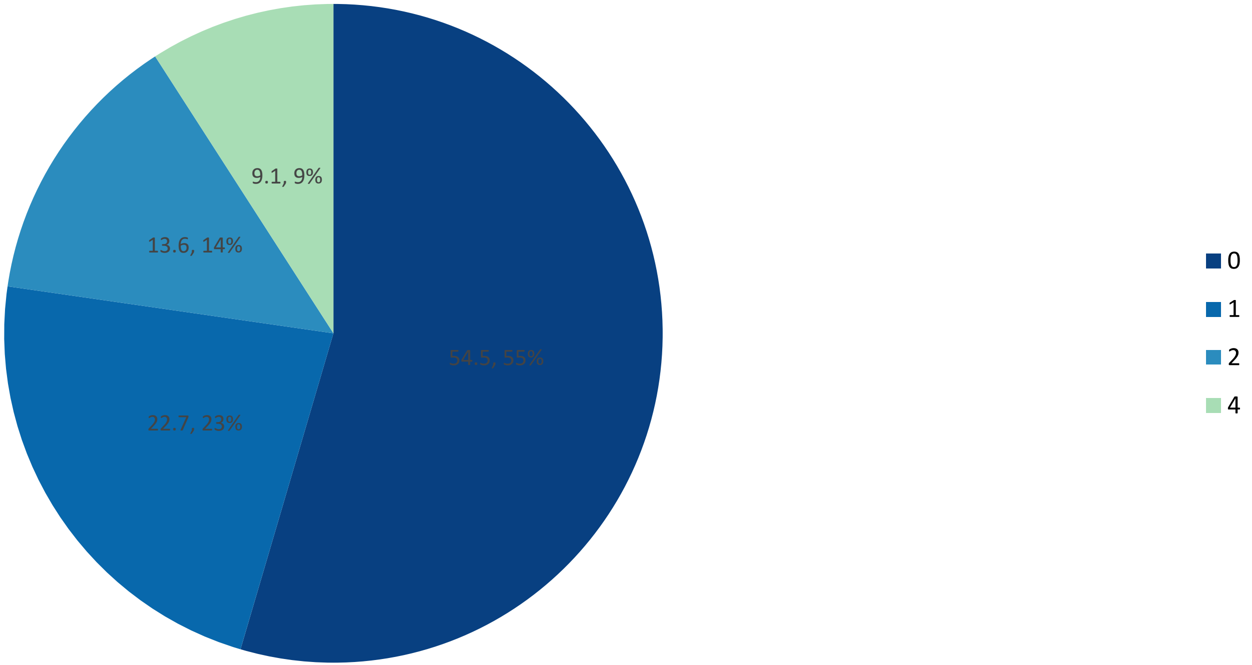
39.What is your marital status?



39.What is your marital status?

Value		Percent	Count
Married / Domestic Partner		86.4%	19
Widowed		4.5%	1
Single / Never Married		9.1%	2
Totals			22

40.How many children are in your household?



40.How many children are in your household?

Value		Percent	Count
0		54.5%	12
1		22.7%	5
2		13.6%	3
4		9.1%	2
Totals			22

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

HEALTH DEPARTMENT
Travel Request

COMMISSION AGENDA REPORT

FROM: **Julie Gibbs**

MEETING: **May 18, 2023**

SUBJECT: **Out of State Travel Request for Julie Gibbs to attend NACCHO 360 in Denver CO in July 2023**

PRESENTER: **Julie Gibbs**

FISCAL IMPACT

The entire cost will be paid for out of PHEP Regional Funds so no impact to the county.

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:

- NA360 23 Schedule at a Glance (PDF)
- OUT OF STATE Travel RequestJG (PDF)

<table>
<tr><th colspan="5">2023 NACCHO360 Schedule</th></tr>
<tr><td></td><td>Monday</td><td>Tuesday</td><td>Wednesday</td><td>Thursday</td></tr>
<tr><td>ET</td><td>7/10</td><td>7/11</td><td>7/12</td><td>7/13</td></tr>
<tr><td>7:00 AM</td><td></td><td></td><td></td><td></td></tr>
<tr><td>7:15 AM</td><td></td><td></td><td></td><td></td></tr>
<tr><td>7:30 AM</td><td></td><td rowspan="4">First Time Attendee Event</td><td rowspan="4">Morning Networking</td><td rowspan="4">Morning Networking</td></tr>
<tr><td>7:45 AM</td><td></td></tr>
<tr><td>8:00 AM</td><td rowspan="8">Pre-Conference WS 1</td></tr>
<tr><td>8:15 AM</td></tr>
<tr><td>8:30 AM</td><td rowspan="8">GS 1: Conference Theme</td><td rowspan="8">GS 2: Mental Health and Wellbeing</td><td rowspan="4">Session 10</td></tr>
<tr><td>8:45 AM</td></tr>
<tr><td>9:00 AM</td></tr>
<tr><td>9:15 AM</td></tr>
<tr><td>9:30 AM</td><td rowspan="2">Break</td></tr>
<tr><td>9:45 AM</td></tr>
<tr><td>10:00 AM</td><td rowspan="2">Break</td><td rowspan="8">GS 3: Informatics and Data Modernization</td></tr>
<tr><td>10:15 AM</td></tr>
<tr><td>10:30 AM</td><td rowspan="8">Pre-Conference WS 2</td><td rowspan="2">Break</td><td rowspan="2">Break</td></tr>
<tr><td>10:45 AM</td></tr>
<tr><td>11:00 AM</td><td rowspan="4">Session 2</td><td rowspan="4">Session 6</td></tr>
<tr><td>11:15 AM</td></tr>
<tr><td>11:30 AM</td></tr>
<tr><td>11:45 AM</td></tr>
<tr><td>12:00 PM</td><td rowspan="6">Lunch Break (Exhibits/ Posters)</td><td rowspan="6">Lunch Break (Exhibits/ Posters)</td><td></td></tr>
<tr><td>12:15 PM</td><td></td></tr>
<tr><td>12:30 PM</td><td rowspan="6">Sponsored Networking Lunch</td><td></td></tr>
<tr><td>12:45 PM</td><td></td></tr>
<tr><td>1:00 PM</td><td></td></tr>
<tr><td>1:15 PM</td><td></td></tr>
<tr><td>1:30 PM</td><td rowspan="4">Session 3</td><td rowspan="4">Session 7</td><td></td></tr>
<tr><td>1:45 PM</td><td></td></tr>
<tr><td>2:00 PM</td><td rowspan="4">Session 1 or Federal Partners</td><td></td></tr>
<tr><td>2:15 PM</td><td></td></tr>
<tr><td>2:30 PM</td><td rowspan="2">Break</td><td rowspan="2">Break</td><td></td></tr>
<tr><td>2:45 PM</td><td></td></tr>
<tr><td>3:00 PM</td><td rowspan="2">Break</td><td rowspan="4">Session 4</td><td rowspan="4">Session 8</td><td></td></tr>
<tr><td>3:15 PM</td><td></td></tr>
<tr><td>3:30 PM</td><td rowspan="6">Session 2 (townhalls/ roundtables/90 minute session)</td><td></td></tr>
<tr><td>3:45 PM</td><td></td></tr>
<tr><td>4:00 PM</td><td rowspan="2">Break</td><td rowspan="2">Break</td><td></td></tr>
<tr><td>4:15 PM</td><td></td></tr>
<tr><td>4:30 PM</td><td rowspan="6">Session 5 (townhalls/ roundtables/90 minute session)</td><td rowspan="6">Session 9 (townhalls/ roundtables/90 minute session)</td><td></td></tr>
<tr><td>4:45 PM</td><td></td></tr>
<tr><td>5:00 PM</td><td rowspan="4">Reception in Hall</td><td></td></tr>
<tr><td>5:15 PM</td><td></td></tr>
<tr><td>5:30 PM</td><td></td></tr>
<tr><td>5:45 PM</td><td></td></tr>
<tr><td>6:00 PM</td><td rowspan="4">VIP Reception</td><td rowspan="4">Sponsored Reception</td><td rowspan="8">Public Health Appreciation Reception</td><td></td></tr>
<tr><td>6:15 PM</td><td></td></tr>
<tr><td>6:30 PM</td><td></td></tr>
<tr><td>6:45 PM</td><td></td></tr>
<tr><td>7:00 PM</td><td></td><td></td><td></td></tr>
<tr><td>7:15 PM</td><td></td><td></td><td></td></tr>
<tr><td>7:30 PM</td><td></td><td></td><td></td></tr>
<tr><td>7:45 PM</td><td></td><td></td><td></td></tr>
<tr><td>8:00 PM</td><td></td><td></td><td></td><td></td></tr>
<tr><td>8:15 PM</td><td></td><td></td><td></td><td></td></tr>
</table>

RILEY COUNTY OUT OF STATE
TRAVEL REQUEST/AUTHORIZATION

NAME: Julie GIbbs **DEPARTMENT:** RCHD-Admin

POSITION TITLE: Director **DATE REQUESTED** 5-18-23

FUND: Regional PHEP funds

Travel From: Manhattan, KS **Date:** 7-9-23

Travel To: Denver, CO **Date:** 7-13-23

Purpose of Travel:

Mode of Travel: Common Carrier ☐ Riley County Vehicle ☐ Privately Owned Vehicle ☒

☐ Administratively determined to be to the advantage of Riley County
☐ Not to exceed the cost of common carrier including food and lodging
Mileage rate of

ESTIMATED COST:

Type of Expense	Description	Amount
Transportation	988 miles (roundtrip)	$577
Lodging	Hyatt in Denver (1 mile from conference) at $200/night	$900
Meals	6 meals (breakfast and lunch included with conference registration)	$180
Registration/Fees	NACCHO 360 Registration	$500
Other		

Total Estimated Travel Costs: $2,157

Requested by: __________ **Date:** ______

Approved by:

Department Head: __________ **Date:** ______

Chair: __________ **Date:** ______
Board of County Commissioners

Attest: __________ **Date:** ______
Riley County Clerk

cc: Department Head
Department Assistant

RILEY COUNTY

EXTENSION
Staff Update

Gary Fike
County Extension
Director
110 Courthouse Plaza
Manhattan, KS 66502
Phone: 785-537-6350

STAFF REPORT

FROM: **Gary Fike**

MEETING: **May 18, 2023**

SUBJECT: **Fairgrounds Task Force Report**

PRESENTER: **Gary Fike**

County Extension Director Gary Fike will give an update on the Fairgrounds Task Force meeting

Enclosures:

- May 18 BOCC Report (PPTX)

Riley County K-State Research and Extension: Riley County Fairgrounds Task Force

GARY D. FIKE
RILEY COUNTY EXTENSION DIRECTOR
APRIL 20, 2023

K-STATE Research and Extension | Riley County

Task Force Members

- Gary Fike, RL County Extension Director – chair
- Dave Lewis - BOCC
- John Wienck - BOCC
- Russ Briggs – BOCC
- Sue Maes, City of Manhattan
- Lance Sharp – RL County Fair Board
- Craig Poe – RL County Extension
- Mike Day – College of Agriculture
- Greg Lohrentz – KSU Foundation
- Randy Holle – Kaw Valley Rodeo Association
- Natalie Gordon – Riley County Rural Economic Development Advisory Board

K·STATE Research and Extension | Riley County

First Meeting Results

- All board members were present
- Discussion: Where we've been, where we're at, where we need to look at/what we need to do.
- Options: Looking at different location(s) or remaining where we are
- General consensus: not relocating to the area on the north side of Kimball Avenue near the Stanley Stout Center/Purebred Beef Unit/Burtis Arena
- Possibility of relocating to the area west of the current Riley County Public Works, if possible
- Remaining where we are with future improvements
- We will be looking for some outside funds through USDA, other sources

Seek Approval for Members of Fairgrounds Task Force

K-STATE Research and Extension | Riley County

RILEY COUNTY

PLANNING & DEVELOPMENT
Public Hearing

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

RESOLUTION

FROM: **Bob Isaac, Planner**

MEETING: **May 18, 2023**

SUBJECT: **Replat Lots 38-39 and Lot A of Random Woods (subdivision) into three (3) lots.**

PRESENTER: **Bob Isaac, Planner**

BACKGROUND
See staff report.

DISCUSSION
See staff report.

FISCAL IMPACT
None is anticipated

ALTERNATIVES
. Approve the measure
. Deny the measure
. Modify or develop alternatives if other concerns or factors arise
. Schedule work session to discuss issue further

RECOMMENDATION(S)
On May 08, 2023, the Riley County Planning Board approved the Final Plat of Random Woods Unit 4, making a finding that the proposed request is consistent with the Riley County Land Development Regulations and the Sanitary Code.

STAFF RECOMMENDATIONS:

Staff recommends that the Board of County Commissioners acknowledge the approved Final Plat of Random Woods Unit 4, accepting any easements, rights-of-way or licenses, as shown to be dedicated on the Final Plat.

POSSIBLE MOTION(S)

ACTION NEEDED FOR PLAT:

A. A. Motion to approve Resolution 051823-_____ acknowledging the approved Final Plat of Random Woods Unit 4 and accept any easements, rights-of-way or licenses, as shown to be dedicated on the Final Plat, as it was determined that all the requirements of the Riley County Land Development Regulations and the Sanitary Code have been met.

Or

B. Motion to sign Resolution 051823-_____ denying acceptance of any rights-of-way, easements, licenses as shown to be dedicated on the Final Plat of Random Woods Unit 4, as it was determined that all the requirements of the Riley County Land Development Regulations and/or the Sanitary Code have not been met.

ATTACHMENT(S):

- Staff report
- Maps
- Excerpt of Planning Board minutes

Enclosures:

- Resolution (PDF)

RESOLUTION NO. 051823-

A RESOLUTION APPROVING THE RANDOM WOODS UNIT 4 PLAT AND ACCEPTING THE STREET RIGHTS OF WAY, EASEMENTS AND LICENSES AS SHOWN TO BE DEDICATED ON SAID PLAT

WHEREAS, the Board of Commissioners of Riley County, Kansas, has been presented for approval of the Random Woods Unit 4; and

WHEREAS, the Board finds that all legal requirements have been met for approval of said plat; and

WHEREAS, the Riley County Planning & Development Department has reviewed said plat and found it to be in compliance with the Riley County Sanitary Code; and

WHEREAS, the Riley County Planning Board, after appropriate notice, conducted a public hearing on May 08, 2023; and

WHEREAS, the Riley County Planning Board, after making a determination that said plat meets the minimum requirements of Riley County Land Development Regulations, **approved** said plat; and

WHEREAS, all required signatures have been obtained.

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

That the Random Woods Unit 4 plat is hereby approved, and the Board of Commissioners of Riley County, Kansas hereby accepts all street rights of way, easements and licenses, as dedicated thereon.

ADOPTED this 18th day of May, 2023

BOARD OF COMMISSIONERS
OF RILEY COUNTY, KANSAS

____
Kathryn Focke, Chair

____
John Ford, Vice Chair

____
Greg McKinley, Member

ATTEST:

____
Rich Vargo, Riley County Clerk

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

PLANNING & DEVELOPMENT
Public Hearing

RESOLUTION

FROM: **Bob Isaac, Planner**

MEETING: **May 18, 2023**

SUBJECT: **Replat Lot A and Lot B of Flintstone Addition Unit 2 into two (2) lots.**

PRESENTER: **Bob Isaac, Planner**

BACKGROUND

See staff report.

DISCUSSION

See staff report.

FISCAL IMPACT

None is anticipated

ALTERNATIVES

- Approve the measure
- Deny the measure
- Modify or develop alternatives if other concerns or factors arise
- Schedule work session to discuss issue further

RECOMMENDATION(S)

On May 08, 2023, the Riley County Planning Board approved the Final Plat of Flintstone Addition Unit 3, making a finding that the proposed request is consistent with the Riley County Land Development Regulations and the Sanitary Code.

STAFF RECOMMENDATIONS:

Staff recommends that the Board of County Commissioners acknowledge the approved Final Plat of Flintstone Addition Unit 3, accepting any easements, rights-of-way or licenses, as shown to be dedicated on the Final Plat.

POSSIBLE MOTION(S)

ACTION NEEDED FOR PLAT:

A. Motion to approve Resolution 051823-_____ acknowledging the approved Final Plat of Flintstone Addition Unit 3 and accept any easements, rights-of-way or licenses, as shown to be dedicated on the Final Plat, as it was determined that all the requirements of the Riley County Land Development Regulations and the Sanitary Code have been met.

Or

B. Motion to sign Resolution 051823-_____ denying acceptance of any rights-of-way, easements, licenses as shown to be dedicated on the Final Plat of Flintstone Addition Unit 3, as it was determined that all the requirements of the Riley County Land Development Regulations or the Sanitary Code have not been met.

ATTACHMENT(S):

- Staff report
- Maps
- Excerpt of Planning Board minutes

Enclosures:

- Staff Report (PDF)
- RCPB Minutes (PDF)
- Resolution (PDF)

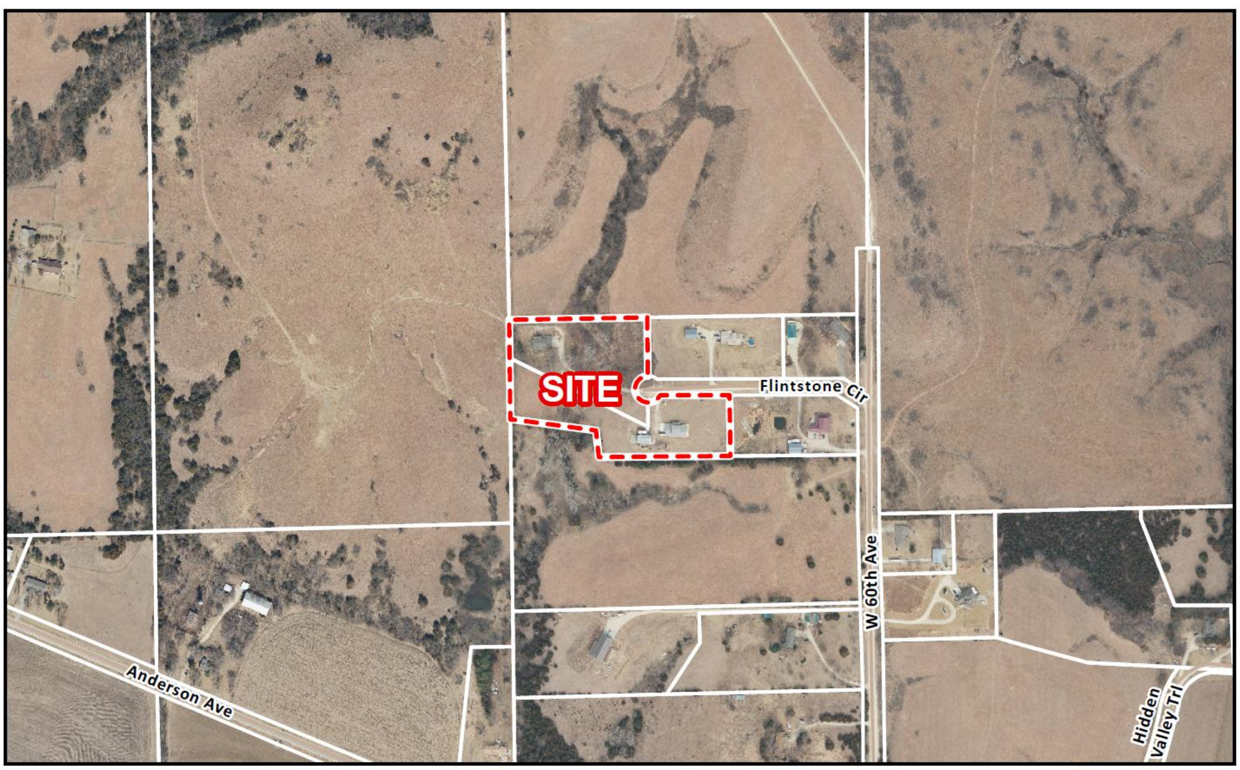
RILEY COUNTY

PLANNING & DEVELOPMENT

STAFF REPORT

Replat

PETITION:	#23-018
APPLICANT:	Arlen J. and Wilma D. Loecker 6121 Flintstone Cir. Manhattan, KS 66503
PROPERTY OWNERS:	Arlen J. and Wilma D. Loecker 6121 Flintstone Cir. Manhattan, KS 66503 Kelly A. Mosier 6120 Flintstone Cir. Manhattan, KS 66503-8647
REQUEST:	Replat Lot A and Lot B of Flintstone Addition Unit 2 into two (2) lots.
SIZE OF TRACT:	The subject site is approximately 6.7 acres.
LOCATION:	Generally located approximately 800 feet west of W. 60th Avenue, west and south of Flintstone Circle; Section 31, Township 9 South, Range 7 East; Wildcat Township.
JURISDICTION:	This application is subject to the requirements of the Riley County Land Development Regulations.



BACKGROUND: In April 1982, the subject property was platted as Lot 1 of Seitz Addition. In July 1992, the subject site was replatted as Lot 3 of the Flintstone Addition. In January 2004, Lot 3 was replatted into Lots A and B of the Flintstone Addition Unit Two. Presently, the owners of Lots A and B wish to adjust the common property line between the two lots and vacate the utility easement that runs along it. There is no request or requirement to rezone the property as part of this request.

DESCRIPTION:

Physical site characteristics: The subject site is situated at the west end of a cul-de-sac. Each lot is currently developed with single family dwellings. A small tributary transects the property near the center of the two lots and runs from north to south. The land situated west and east of the tributary gently slopes towards the waterway. The site consists of two soil types: Irwin Silty Loam and Benfield-Florence Complex.

General character of the area: The area is predominantly rural, with a mix of rural residential development. The overall area is characterized by low lying cropland south of Anderson Avenue, with hilly pasture land north of Anderson.

SUITABILITY OF ZONING:

Zoning History: The subject site was rezoned from G-1 (General Agricultural) to SF-4 (Single Family Residential) June 1982. The name of the SF-4 (Single Family Residential) was changed to SF-1 (Single Family Residential) January 2022.

Current Zoning: The subject property is currently zoned SF-1 (Single Family Residential). There are no variances, special uses or conditional uses associated with the site.

SURROUNDING ZONING/LAND USE		
	ADJACENT ZONING	**LAND USE**
NORTH	AG (Agricultural District)	Rural residential
SOUTH	AG (Agricultural District)	pasture
EAST	SF-1 (Single Family Residential)	residential
WEST	SF-1 (Single Family Residential)	pasture

POTENTIAL IMPACT:

Public Facilities and Services:

Streets and bridges: Each lot abuts and has direct access to Flintstone Circle, a two-lane gravel road maintained by the township. There are no new entrances being proposed with this request.

Water and sewer: Both Lot A and Lot B are served by individual water wells and septic/lateral systems.

Fire: Riley County Fire District #1 will serve the site. The nearest county fire station is the Keats Fire Station, located at 3141 W. 69th Avenue.

Effect on public facilities and services: It is not anticipated that the request will have a negative impact on public facilities and/or services.

Easements to be Vacated:

There is a request to vacate a portion of the utility easement running along the common property line between Lot A and Lot B.

Signed Utility Release forms were provided by SMH Consultants to all persons, entities and/or utility companies, having property rights or interests in the utility easements, as shown on the plat of Flintstone Addition Unit Two, to be vacated by this replat. The utility providers in the area have affirmed no existing use of or future interest in these easements and are shown as such on the proposed replat. There were no objections to vacating the aforementioned utility easement.

COMMENTS AND CONCERNS:

ENVIRONMENTAL HEALTH: The Riley County Environmental Health Specialist has reviewed the request and reported the individual systems for each lot are in working order. He recommended that a Shared Well Agreement be signed by both parties and recorded with the Register of Deeds.

COUNTY ENGINEER: The County Engineer and Public Works have reviewed the request and reported no concerns.

EMERGENCY MANAGEMENT: Riley County Emergency Management has reviewed the request and reported no concerns.

TOWNSHIP TRUSTEE: The Wildcat Township Trustee was sent a development review memo; there was no response.

RILEY COUNTY PLANNING BOARD:

On May 8, 2023, the Riley County Planning Board held a public hearing and approved the request to replat Lot A and Lot B of Flintstone Addition Unit Two into two lots, to be known as Flintstone Addition Unit Three, as it was determined to meet the requirements of the Riley County Land Development Regulations and the Sanitary Code.

STAFF RECOMMENDATIONS:

Staff recommends that the Board of County Commissioners acknowledge the approved Final Plat of Flintstone Addition Unit Three, accepting any easements, rights-of-way or licenses, as shown to be dedicated on the Final Plat.

ACTION NEEDED FOR PLAT:

A. Motion to approve Resolution 051823-___ acknowledging the approved Final Plat of Flintstone Addition Unit Three and accept any easements, rights-of-way or licenses, as shown to be dedicated on the Final Plat, as it was determined that it meets the requirements of the Riley County Land Development Regulations.

Or

B. Motion to sign Resolution 051823-___ denying acceptance of any rights-of-way, easements, licenses as shown to be dedicated on the Flintstone Addition Unit Three, as it has been determined that it does not meet the requirements of the Riley County Land Development Regulations.

ATTACHMENTS:

- Vicinity/site map
- Surrounding zoning map
- Fire Station map
- Fort Riley Noise Contour map
- Final Plat map

Prepared by: Bob Isaac, Planner
May 9, 2023

RILEY COUNTY
Information Technology
Geographic Information Systems

VICINITY AND SITE

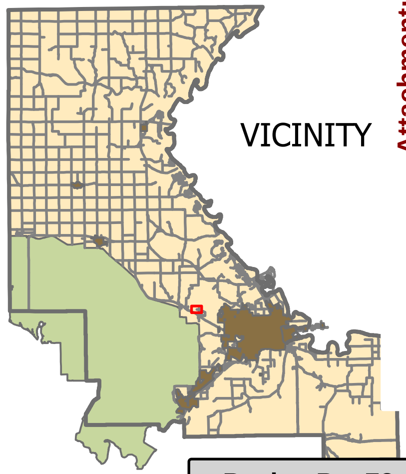
Loecker

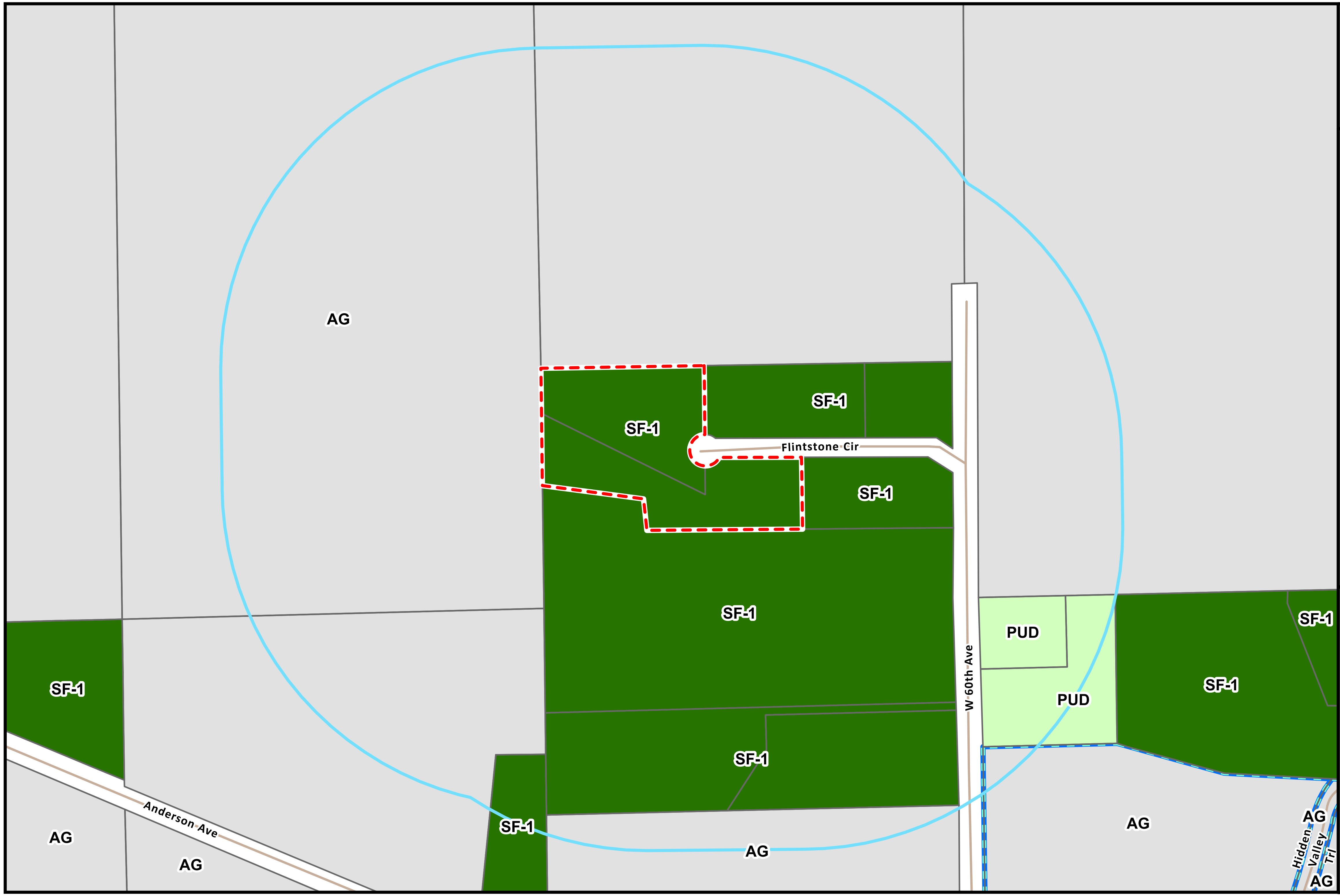
#23-018
Replat

Flintstone Addition Unit 3

31-9-7

1000' Buffer
Site





SURROUNDING ZONING

Loecker

#23-018
Replat

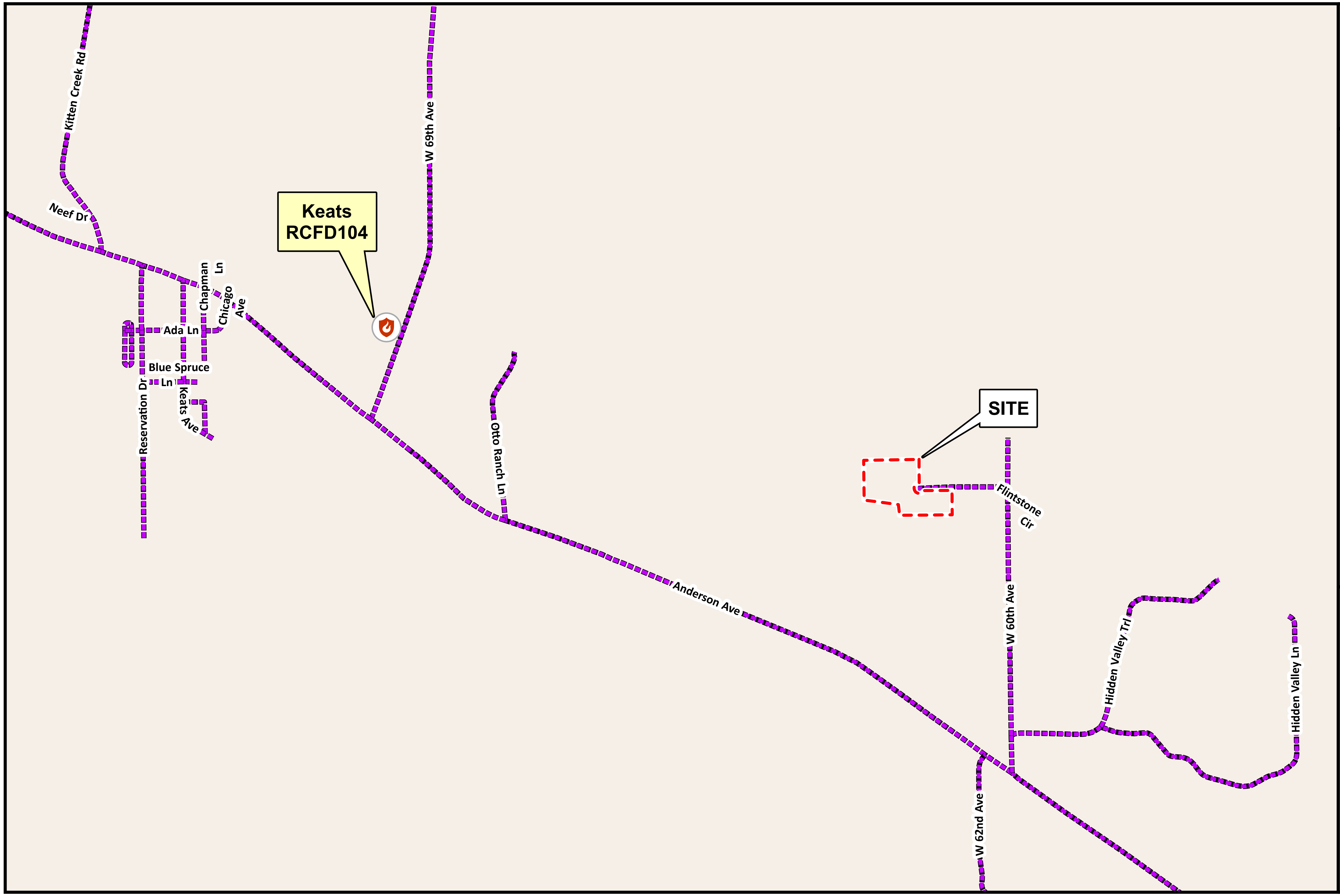
Flintstone Addition Unit 3

31-9-7

1000' Buffer
Site

AG Agricultural
AG-R AG/Residential
C-1 General Business
C-2 Highway Business
Fort Riley
I-1 Light Industrial
I-2 Heavy Industrial
MF Multi-Family
MHP Manufactured Home Park
PUD Planned Unit Development
SF-1 Single Family
SF-2 Single Family
SF-3 Single Family
TF Two-Family
U University
Special Zoning

Attachment: Staff Report (051823-27 : Flintstone Addition Unit 3)



FIRE STATIONS

Loecker

#23-018
Replat

Flintstone Addition Unit 3

31-9-7

Fire Stations

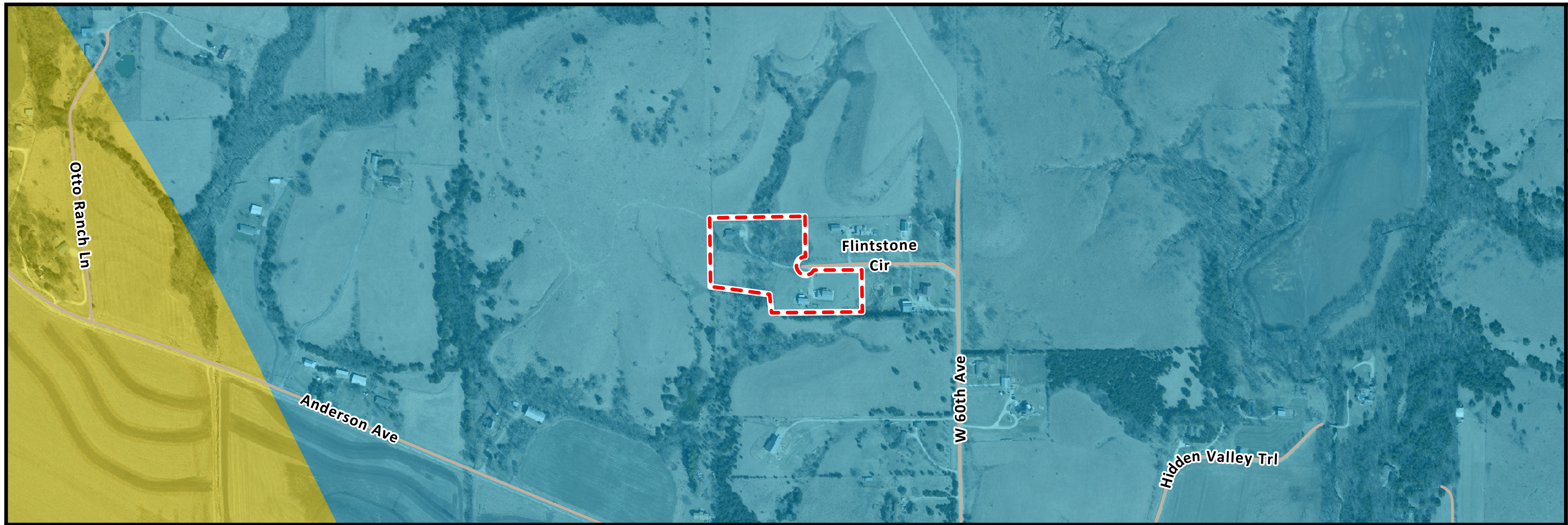
ISO Rating

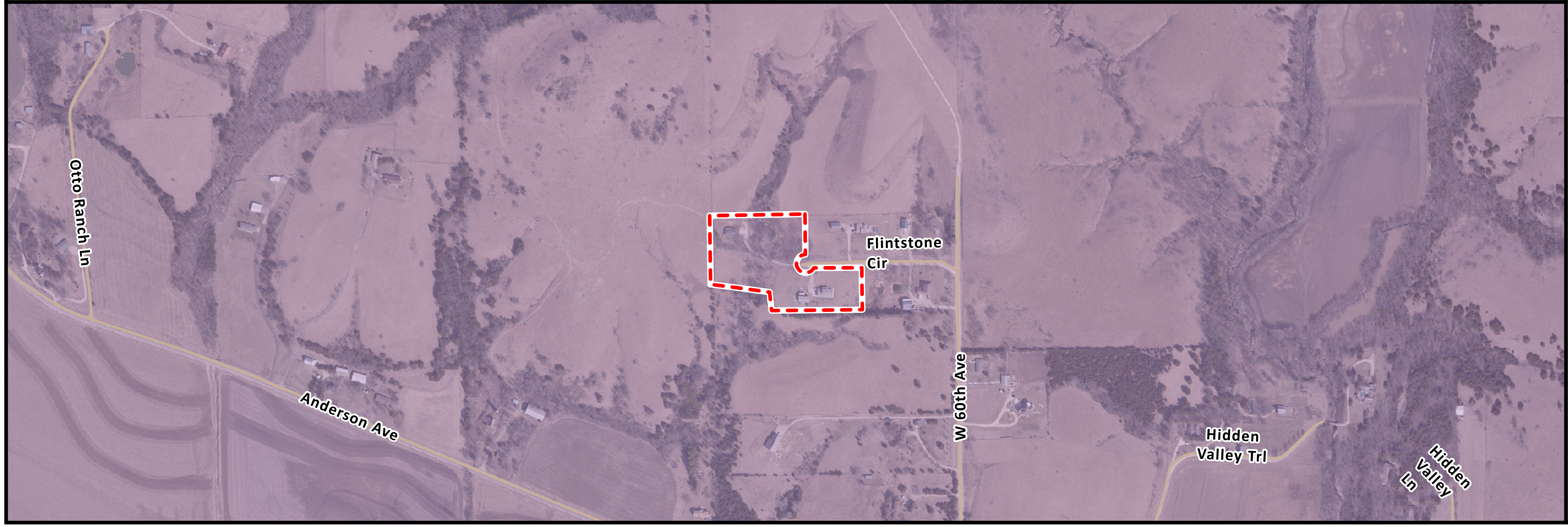
5 (within 1000' of a hydrant)

6 (within 5 road miles of 6 fire station)

10 (outside 5 road miles OR road is not paved/ gravel)

Attachment: Staff Report (051823-27 : Flintstone Addition Unit 3)





FORT RILEY NOISE CONTOURS AVERAGE AND PEAK

Loecker

#23-018
Replat

Flintstone Addition Unit 3

31-9-7

Site

Legend

Average Noise Levels

- CDNL 57 (LUPZ)
- CDNL 62 (Zone II)
- CDNL 70 (Zone III)

Peak Noise Levels Large Caliber

- Large Caliber 115
- Large Caliber 130

STREAM ORDER

Loecker

#23-018
Replat

Flintstone Addition Unit 3

31-9-7

Stream Order

- 1
- 2
- 3
- 4
- 5
- 6

DESCRIPTION:
Lot A and B, Flintstone Addition, Unit 2, in Riley County, Kansas.

Subject to easements and restrictions of record.

OWNER'S CERTIFICATE

STATE OF KANSAS)
COUNTY OF RILEY) SS

This is to certify that the undersigned is/are the owner(s) of the land hereon described on this plat, and that said owner(s) has/have caused the same to be surveyed and subdivided as indicated thereon, for the uses and purposes herein set forth, and does hereby acknowledge and adopt the same under style and title indicated.

All street rights-of-way as shown on this plat are hereby dedicated to the public. Any easements or licenses as shown on this plat, to locate, construct and maintain or authorize the location, construction and maintenance of poles, wires, conduits, water, gas and sewer pipes or required drainage channels or structures upon the area marked for easements on this plat, are hereby granted to the public.

Given under my hand at ___________, Kansas this ______ day of ___________________, 2023.

Kelly A Mosier

NOTARY CERTIFICATE

STATE OF KANSAS)
COUNTY OF RILEY) SS

BE IT REMEMBERED, that on this ________ day of __________________ A.D. 2023, before me, the undersigned, a notary public in and for the County and State aforesaid, came

Kelly A Mosier

personally known to me to be the same persons who executed the foregoing Owner's Certificate, and duly acknowledged their execution of the same.

IN TESTIMONY WHEREOF, I have hereunto set my hand and affixed my notarial seal on the day and year last above written.

Notary Public

My appointment expires:____________________

OWNER'S CERTIFICATE

STATE OF KANSAS)
COUNTY OF RILEY) SS

This is to certify that the undersigned is/are the owner(s) of the land hereon described on this plat, and that said owner(s) has/have caused the same to be surveyed and subdivided as indicated thereon, for the uses and purposes herein set forth, and does hereby acknowledge and adopt the same under style and title indicated.

All street rights-of-way as shown on this plat are hereby dedicated to the public. Any easements or licenses as shown on this plat, to locate, construct and maintain or authorize the location, construction and maintenance of poles, wires, conduits, water, gas and sewer pipes or required drainage channels or structures upon the area marked for easements on this plat, are hereby granted to the public.

Given under my hand at ___________, Kansas this ______ day of ___________________, 2023.

Arlen J Loecker

NOTARY CERTIFICATE

STATE OF KANSAS)
COUNTY OF RILEY) SS

BE IT REMEMBERED, that on this ________ day of __________________ A.D. 2023, before me, the undersigned, a notary public in and for the County and State aforesaid, came

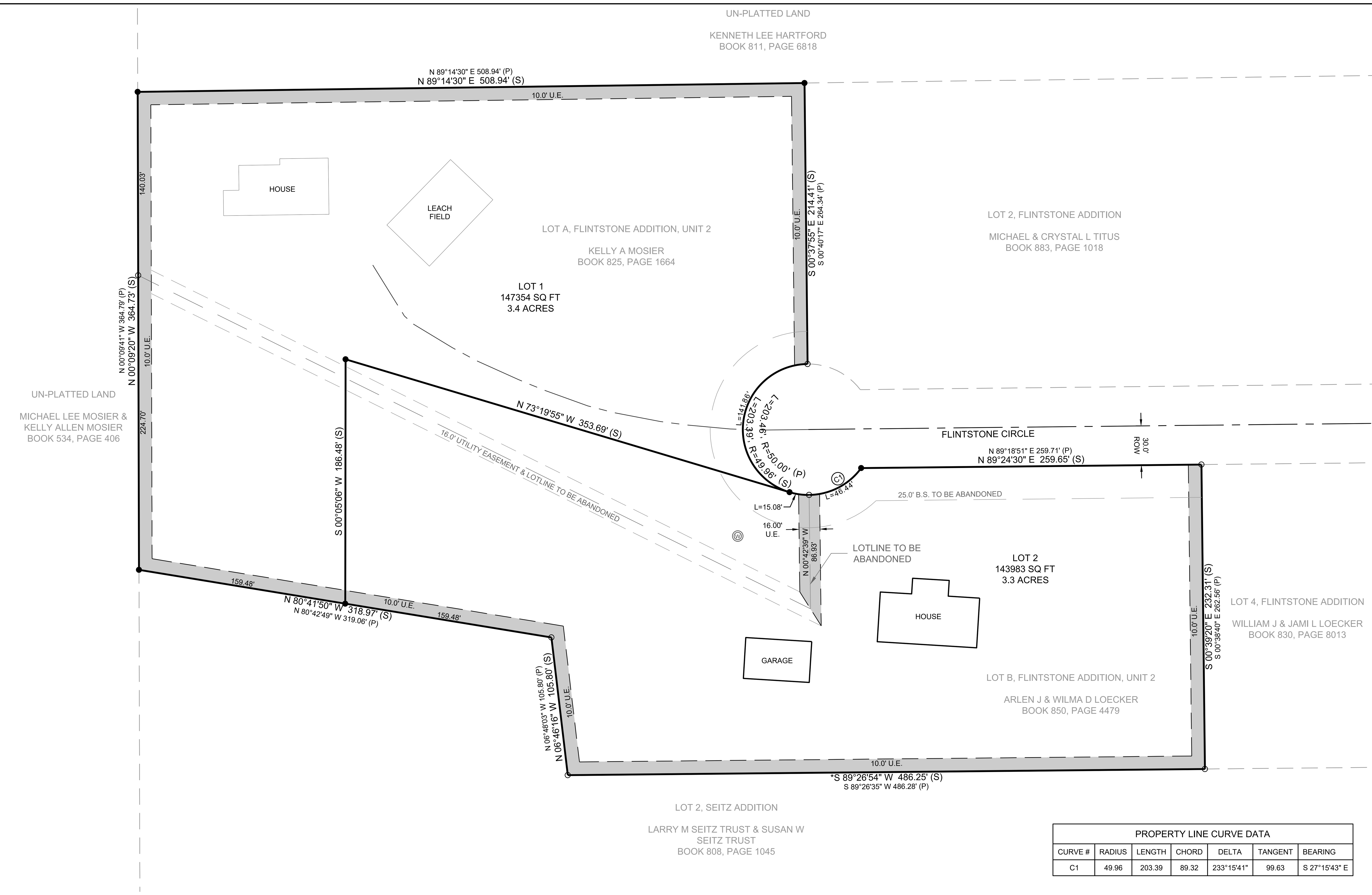
Arlen J Loecker

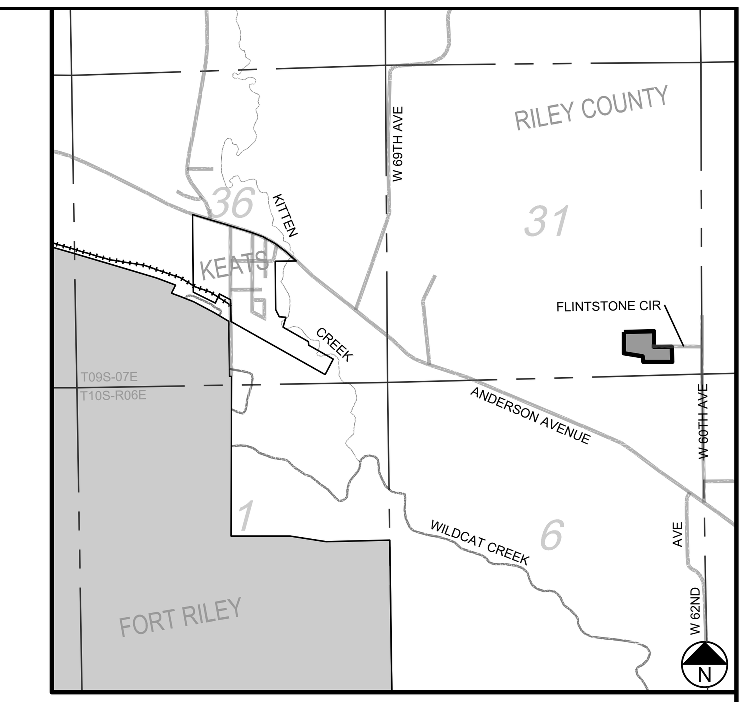
personally known to me to be the same persons who executed the foregoing Owner's Certificate, and duly acknowledged their execution of the same.

IN TESTIMONY WHEREOF, I have hereunto set my hand and affixed my notarial seal on the day and year last above written.

Notary Public

My appointment expires:____________________





VICINITY MAP
(NOT TO SCALE)

Notes:
No easements, restrictions, reservations, setbacks, or other matter of record, if any, affecting the title of this property are shown, except as platted, as per agreement with the landowner.

No gaps or overlaps exist.

There are no lines of possession that affect this survey.

Parent tract is recorded in Book 825, Page 1664 and Book 850, Page 4479, Register of Deeds Office, Riley County, Kansas.

All lots shall be subject to the Functional Classification of Roads and Setback Standards of Section 6.6.D of the Riley County Land Development Regulations.

Zoning: "SF-1" (Single-Family Residential District)

All lots shall be in compliance with the Riley County Sanitary Code.

If an entrance pipe is required, the minimum size shall be calculated in accordance with the Riley County Standards for Roadway Design in Platted Subdivisions. In no case, shall the diameter of the pipe be less than 15 inches.

All persons, entities and/or utility companies, having property rights or interests in any alley, road/street, easement, access control or other public reservation proposed to be vacated by this plat, have affirmed no existing use or future interest in such alley, road/street, easement, access control or other public reservation, and expressed no objections to such vacation.

Floodplain Note:
Flood Plain: Flood Zone X, an area determined to be outside the 0.2% annual chance floodplain, FEMA FIRM (Flood Insurance Rate Map) Community Panel Number 20161C0333G and 20161C0335G, effective date, March 16, 2015.

Utility Notes:
Any utility company that locates facilities in any easement shall have the right to prune, remove, eradicate, cut and clear away any trees, limbs, vines and brush on the utility easement now or at any future time and prune and clear away any tree limbs, vines, and brush on lands adjacent to the utility easement whenever, in the utility companies judgment, such may interfere with or endanger the construction, operation, or maintenance of its facilities, together with the right of ingress to and egress from the utility easement and contiguous land subject to this plat for the purpose of surveying, erecting, constructing, maintaining, inspecting, rebuilding, replacing, and with or endangering the construction, operation or maintenance of said facilities.

FORT RILEY NOTICE OF POTENTIAL NOISE IMPACTS:
This subdivision is subject to the Notice of Potential Noise Impacts from Fort Riley, Kansas Military Installation and Recommended Noise Attenuation Building Methods recorded on August 17, 2020 in Book 88, Page 7017.

PROPERTY LINE CURVE DATA

CURVE #	RADIUS	LENGTH	CHORD	DELTA	TANGENT	BEARING
C1	49.96	203.39	89.32	233°15'41"	99.63	S 27°15'43" E

LEGEND

- O Monument Found (1/2" Rebar), Origin: Flintstone Addition, Unit 2
- ● 1/2"x24" Rebar w/CLS66 Cap Set
- * Assumed Bearing
- (1) Curve Number
- (P) Plat Dimension
- (S) Surveyed Dimension
- B.S. Building Setback
- U.E. Utility Easement
- Utility Easement Hatch

50' 25' 0' 50'
SCALE: 1" = 50'

NORTH

APPROVAL OF COUNTY OFFICERS

STATE OF KANSAS)
COUNTY OF RILEY) SS

County Engineer

County Counselor

Environmental Health Specialist

CERTIFICATE OF THE COUNTY COMMISSION

STATE OF KANSAS)
COUNTY OF RILEY) SS

Approved this ___________ day of ____________________________, 2023.

Board of Commissioners, Riley County, Kansas.

Chairperson | Commissioner

Commissioner | Attest: County Clerk

CERTIFICATE OF THE REGISTER OF DEEDS

STATE OF KANSAS)
COUNTY OF RILEY) SS

This instrument was filed for record on the ____________ day of ______________ A.D. 2023, at ____________ 0'clock ___.M. and duly recorded in Book __________ on Page _______________.

Register of Deeds

Deputy

RILEY COUNTY PLANNING BOARD CERTIFICATE

STATE OF KANSAS)
COUNTY OF RILEY) SS

Approved this __________ day of _______________________ A.D. 2023.

Riley County Planning Board.

Chairperson | Member

Member | Member

Member

RILEY COUNTY PLAT REVIEW SURVEYOR SIGNATURE BLOCK

This plat has been reviewed and approved for filing pursuant to and in compliance with K.S.A 58-2005 and with the requirements of Riley County Resolution No.082913-58. No other warranties are extended or implied.

Approved:______________________________

License Number:______________________________ Date:__________________

SURVEYOR'S CERTIFICATE

STATE OF KANSAS)
COUNTY OF RILEY) SS

I, the undersigned, do hereby certify that I am a Professional Surveyor in the State of Kansas, with experience and proficiency in land surveying; and that the heretofore described property was surveyed and subdivided by me, or under my supervision, that all subdivision regulations of Riley County, Kansas, have been complied with in the preparation of this plat, and that all the monuments shown herein actually exist and their positions are correctly shown to the best of my knowledge and belief.

Given under my hand and seal at Manhattan, Kansas this ________ day of _____________ , A.D., 2023.

SMH Consultants
By: Tim Sloan

TIM SLOAN
REGISTERED
LS-783
KANSAS
LAND SURVEYOR

Tim Sloan, P.S.
Vice-President

Final Plat
FLINTSTONE ADDITION, UNIT 3
A Replat of Lots A & B, Flintstone Addition, Unit 2, Riley County, Kansas

SMH CONSULTANTS
Civil Engineering • Land Surveying • Landscape Architecture
www.smhconsultants.com
Manhattan, KS - HQ P: (785) 776-0541 • Dodge City, KS P: (620) 255-1952
Kansas City P: (913) 444-9615 • Colorado Springs, CO P: (719) 428-8677
Drawn By:ASJ Project #2302-0068 TDS #92
APRIL 2023

Attachment: Staff Report (051823-27 : Flintstone Addition Unit 3)

EXCERPT OF MINUTES
RILEY COUNTY PLANNING BOARD

May 8, 2023

Loecker – Replat

Chairman Wienck opened the public hearing at the request of the Arlen J. and Wilma D. Loecker, petitioners, and Arlen J. and Wilma D. Loecker and Kelly A. Mosier, owner, to replat Lot A and Lot B of Flintstone Addition Unit 2 into two (2) lots, in Wildcat Township, Section 31, Township 9 South, Range 7 East, in Riley County, Kansas.

Bob Isaac presented the request. He explained the subject property was platted as Lot 1 of Seitz Addition in April 1982. He said the subject property was then replatted as Lot 3 of the Flintstone Addition in July 1992. He said that the subject property was then replatted into Lots A and B of Flintstone Addition Unit Two in January 2004. Mr. Isaac said the owners of Lots A and B wish to adjust the common property line between the two lots and vacate a portion of the utility easement that runs along it.

Staff recommended that the Planning Board approve the Final Plat of Flintstone Addition Unit 3, as it has been determined to meet the minimum requirements of the Riley County Land Development Regulations and the Sanitary Code.

The applicant, Arlen Loecker, stated the water well that is used by the shop is located on Mr. Mosier's property. He felt to avoid issues in the future, it was best to have the well located on the same lot as the shop.

There were no proponents or opponents.

Nathan Larson moved to close the public hearing. Joe Gelroth seconded. Carried 5-0.

Diane Hoobler moved to approve the request replat Lot A and Lot B of Flintstone Addition Unit 2 into two (2) lots, for reasons stated in the staff report.

Joe Gelroth seconded. Carried 5-0.

Mr. Isaac announced that the Board of County Commissioners would hear the request on May 18, 2023, at 10:45 am, in the County Commission Chambers.

RESOLUTION NO. 051823-

A RESOLUTION APPROVING THE FLINTSTONE ADDITION UNIT 3 PLAT AND ACCEPTING THE STREET RIGHTS OF WAY, EASEMENTS AND LICENSES AS SHOWN TO BE DEDICATED ON SAID PLAT

WHEREAS, the Board of Commissioners of Riley County, Kansas, has been presented for approval of the Flintstone Addition Unit 3; and

WHEREAS, the Board finds that all legal requirements have been met for approval of said plat; and

WHEREAS, the Riley County Planning & Development Department has reviewed said plat and found it to be in compliance with the Riley County Sanitary Code; and

WHEREAS, the Riley County Planning Board, after appropriate notice, conducted a public hearing on May 08, 2023; and

WHEREAS, the Riley County Planning Board, after making a determination that said plat meets the minimum requirements of Riley County Land Development Regulations, **approved** said plat; and

WHEREAS, all required signatures have been obtained.

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

That the Flintstone Addition Unit 3 plat is hereby approved, and the Board of Commissioners of Riley County, Kansas hereby accepts all street rights of way, easements and licenses, as dedicated thereon.

ADOPTED this 18th day of May, 2023

BOARD OF COMMISSIONERS
OF RILEY COUNTY, KANSAS

____
Kathryn Focke, Chair

____
John Ford, Vice Chair

____
Greg McKinley, Member

ATTEST:

____
Rich Vargo, Riley County Clerk

COMMUNITY CORRECTIONS
Budget

Shelly Williams
Community Corrections
Director
115 North 4th Street
Manhattan, KS 66502
Phone: 785-537-6380

COMMISSION AGENDA REPORT

FROM: **Shelly Williams, Director, Riley County Community Corrections**

MEETING: **May 18, 2023**

SUBJECT: **FY23 3rd Quarter Juvenile Services Line-Item Adjustments**

PRESENTER: **Jessie Hubbard, Riley County Community Corrections**

BACKGROUND

Line-item adjustments of more than $5,000 or 1% of the current budget award require approval by both the Joint Corrections Advisory Board and the BOCC.

DISCUSSION

Upon receiving supplemental funds from the County to pay for salary increases, the funds were placed into Juvenile Intake & Assessment Salary & Benefits for ease of depositing. Therefore, we now need to move the funds according to our position splits and how staff are paid. ($6,000 to Juvenile Intensive Supervision, $14,000 to Juvenile Case Management) In addition, copy machine expenses came in higher than originally budgeted ($440).

Attached is a line-item adjustment totaling $20,440 for Adult Services.

The Joint Corrections Advisory Board met on April 27th and reviewed and approved the line-item adjustments included herein.

FISCAL IMPACT

None.

RECOMMENDATION(S)

Recommending to approve the line-item transfers.

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:

- FY23 3rd Qtr Line-Item Adjustment 1 - Juvenile Services (PDF)

PATHWAY Kansas Department of Corrections for SUCCESS

Quarterly Grant Budget Amendment Report and Signatory Approval

Fiscal Year: FY24

Agency: 20JD-Juvenile

Reporting Period: Quarter 3

Grant Type: Juvenile Block

Total Amendment: $ 20,440.00

FROM			TO		
Category	Line Item	Amount	Category	Line Item	Amount
JIAS Salary & Benefits	JIAS Non-Admin Salary	-$ 2,300.00	JISP Salary & Benefits	JISP Admin Salary	$ 2,300.00
JIAS Salary & Benefits	JIAS Non-Admin Salary	-$ 700.00	JISP Salary & Benefits	JISP Admin Benefits	$ 700.00
JIAS Salary & Benefits	JIAS Non-Admin Salary	-$ 3,000.00	JISP Salary & Benefits	JISP Non-Admin Benefits	$ 3,000.00
JIAS Salary & Benefits	JIAS Non-Admin Salary	-$ 3,200.00	JCM Salary & Benefits	JCM Admin Benefits	$ 3,200.00
JIAS Salary & Benefits	JIAS Non-Admin Salary	-$ 10,800.00	JCM Salary & Benefits	JCM Admin Salary	$ 10,800.00
J-CM Supplies	CM Supplies	-$ 100.00	J-CM Agency Operations	CM Copier Maintenance	$ 100.00
JIAS Supplies	JIAS Office Supplies	-$ 170.00	JIAS Agency Operations	JIAS Copier Maintenance	$ 170.00
JISP Supplies	JISP Office Supplies	-$ 170.00	JISP Agency Operatoins	JISP Copier Maintenance	$ 170.00

Justification: Upon receiving supplemental funds from the County to pay for salary increases, the funds were placed into Juvenile Intake & Assessment Salary & Benefits for ease of depositing. Therefore, we now need to move the funds according to our position splits and how staff are paid. ($6,000 to Juvenile Intensive Supervision, $14,000 to Juvenile Case Management) In addition, copy machine expenses came in higher than originally budgeted.

Agency Director

My signature below certifies that I have reviewed and approved the budget amendment listed above.

Shelly Williams | Shelly Williams | 5-15-23

Printed Name | Signature | Date

Advisory/Governing Board Chair

My signature below certifies that the budget amendment listed above has been reviewed and approved by the Corrections Advisory Board.

Linda Teerer | Linda Teerer | 5-15-23

Printed Name | Signature | Date

Board of County Commission Chair (Host/Administrative County)

My signature below certifies that the budget amendment listed above has been reviewed and approved by the Board of County Commission.

Printed Name | Signature | Date

RILEY COUNTY

COUNTY CLERK & ELECTIONS
Budget

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

MEMORANDUM

FROM: **GARY FIKE**

MEETING: **May 18, 2023**

SUBJECT: **2024 FAIR AND COUNTY EXTENSION BUDGET**

PRESENTER: **GARY FIKE**

Enclosures:

- 2024 Fair (XLSX)
- Riley County Extension (PDF)

Riley County, Kansas
2024 Budget
Fair Department
001-016

		2022	2023	2024
	EXPENDITURES			
	CONTRACTUAL SERVICES	**ACTUAL**	**BUDGET**	**BUDGET**
2010	Postage/Freight/Shipping	$ 1,249	$ 1,550	$ 1,500
2110	Advertising & Legal Publications	9,304	10,000	9,500
2245	Other Rental Services	7,838	5,000	7,800
2260	Security Services	3,000	3,750	3,500
2550	Dues & Memberships	65	100	100
2605	Administration/Clerical Fees	32,400	32,400	32,400
2680	Fair Judges	7,500	8,000	8,000
2695	Labor/Temporary Services	1,500	1,000	1,200
2990	Other Contract Services	7,142	12,000	9,200
	TOTAL CONTRACTUAL SERVICES	**$ 69,999**	**$ 73,800**	**$ 73,200**
	COMMODITIES			
3010	Office Supplies	$ 957	$ 1,200	1000
3020	Supplies Printer	$ 105	$ -	100
3090	Custodian Supplies	3,298	5,000	4000
3160	Fair Supplies	9,865	7,500	10000
3990	Other Supplies/Materials	2,208	2,500	2200
	TOTAL COMMODITIES	**$ 16,433**	**$ 16,200**	**$ 17,300**
	CAPITAL OUTLAY			
4020	Other Equipment	$ -	$ 6,500	$ 5,000
4130	Building Improvements	15,610	14,000	15,000
	TOTAL CAPITAL OUTLAY	**$ 15,610**	**$ 20,500**	**$ 20,000**
	TOTAL EXPENDITURES	**$ 102,041**	**$ 110,500**	**$ 110,500**

BUDGET FOR THE Riley COUNTY EXTENSION COUNCIL

For the period from January 1, 2024 to December 31, 2024 This budget is prepared in accordance with K.S.A. 2-610 as amended.

EXPENDITURES

Printing, Audit, Treasurer Bond, Liability Insurance	$7,000
Telephone	$5,400
Rent, Heat and Lights	$0
Supplies, Stationery, and Postage	$5,500
Equipment	$12,000
Educational Program Support	$12,000
Travel	$9,700
Subsistence	$3,500
Salaries and Wages	$605,000
Employee Benefits	$150,000
	$0
	$0
Sub-Total	$810,100
Nonappropriated Funds (Reimbursable Transactions)	$150,000
Capital Outlay Reserve	$0
TOTAL EXPENDITURES	$960,100

Receipts

Unencumbered Cash balance	$35,000
Kansas State University	$74,500
County Appropriation	$700,600
Interest	$0
Other	$0
Sub-Total	$810,100
Nonappropriated Funds (Reimbursable Transactions)	$150,000
Capital Outlay Reserve	$0
TOTAL RECEIPTS	$960,100

Proposed________________________________ Date______________

Representing County Extension Council

Proposed and Approved*________________________________ Date______________

Representing the Director of Extension

Approved________________________________ Date______________

Representing Board of County Commissioners

*The signature of the Director of Extension or the Director's representative constitutes approval of expenditures in accordance with K.S.A. 2-615 and K.S.A. 2-610 as amended. KSU 8-1 (2011)

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

COUNTY CLERK & ELECTIONS
Budget

MEMORANDUM

FROM: **SCOTT CARMICHAEL**

MEETING: **May 18, 2023**

SUBJECT: **2024 CONSERVATION DISTRICT APPROPRIATION**

PRESENTER: **SCOTT CARMICHAEL**

Enclosures:

- RCCD 2024 Budget and Appropriation Request (PDF)

Riley County Conservation District

Mission Statement

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

Agency/Entity Description

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

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

Employees are hired by the Board to meet with customers, develop conservation plans, contract for assistance, design, layout, and check work in the field, educate and represent their interests, and to run the day-to-day business of the District. The Riley County Conservation District currently employs a District Manager and a Conservation Technician. The technician role is funded through the Kansas Department of Agriculture Division of Conservation and the NRCS.

RCCD District Supervisors and Staff:
Charles Dugan, Chair
Steve Strauss, Vice-Chair
Stan Johnson, Treasurer
Steve Hargrave, Member
Nathan Larson, Member
Scott Carmichael, District Manager
Tulwen Adams, Conservation Technician

NRCS Staff:
Kevin Religa, Supervisory District Conservationist
Peyton Freeman, Rangeland Management Specialist

Riley County Conservation District
2024 Proposed Line-Item Budget

2024 Estimated Expenditures

Staff Salaries/Wages **$ 78,283**

District Manager and Conservation Technician

Employer/Employee Costs/Taxes **$ 30,352**

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

Travel & Meeting Expenses **$ 10,000**

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

Fixed Assets Purchases **$ 0**

Equipment & Building Maintenance **$ 600**

Repairs on Equipment – 2 native grass drills, fenced pad and gate, shed

Information & Education **$ 2,500**

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

Other Administrative Expenses	**$ 6,750**
District newsletters printed, sorted and mailed, including postage	$ 1,605
General postage / stamps	135
Audit by outside Contractor	1,200
Office & Operating Supplies	620
Local newspaper subscription	40
Agency & Association dues	1,185
Annual Meeting Supplies & Fees	825
Survey Flags / Materials / Sales Tax	415
Professional Development / Training	725
Consulting Help/Contingency	**$ 0**
Total 2023 Estimated Expenditures	**$ 128,485**

2023 Estimated Income

Riley County funds	**$ 55,136**
Kansas DOC Funds	$ 23,697*
	$ 78,833
Kansas DOC & NRCS Technician Funding	$ 49,635
Total 2024	**$ 128,468**

- Full state funding is authorized by law at $25,000 per year, however actual funding in 2018 was a new low at $20,740. In 2019 we received $21,427.82, 2020 was $21,427 $23,697 in 2021, $22,444.84 in 2022 and $24,706.99 in 2023. $23,697 is an estimate of 2024 funding.

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

- In November, 2022 the District hired a Conservation Technician. This position is a customer-facing role that directly supports landowners and producers with technical conservation planning, design, and implementation. This position is fully funded by contributions from the Kansas Department of Agriculture Division of Conservation and the Natural Resources Conservation Service.

Riley County Conservation District

Riley County Funding History (thank you!)

2006 County funding at $53,899				2013	"	"	at $52,990
2007	"	"	at $66,086	2014	"	"	at $53,520
2008	"	"	at $50,849	2015	"	"	at $54,590
2009-11	"	"	at $51,945	2016-24	"	"	at $55,136
2012	"	"	at $52,465				

Budget Request from Riley County for Calendar Year 2024

$ 55,136

(no change since 2016, 6.14% increase in last 15 years)

2024 PROPOSED EXPENSES (see Line-Item Budget for detail)

Riley County Conservation District Staff Salaries/Wages	$ 78,283
Employer/Employee Costs/Taxes (Soc Sec, Medicare, etc)	30,352
Travel & Meeting Expenses (5 Board Supervisors + 1 employee)	10,000
Fixed Asset Purchases	0
Equipment & Building Maintenance	600
Information & Education	2,500
Other Administrative Expenses	6,750
Consulting Help/Contingency	0
Total 2023 RCCD Budget	**$128,485**

2023 PROPOSED FUNDING SOURCES

Riley County Funding request (same as last year)	**$ 55,136**
State of Kansas – Aid to Conservation District *	23,697*
Kansas DOC and NRCS Technician Funding	49,635
Total 2023 Funds	**$ 128,468**

*Full state funding is authorized by law at $25,000 per year, however, due to budget cuts, actual funding in 2018 was a new low at $20,740. In 2019 we received $21,427.82, 2020 was $21,427, $23,697 in 2021, $22,444.84 in 2022 and $24,706.99.

Attachment: RCCD 2024 Budget and Appropriation Request (13409 : 2024 CONSERVATION DISTRICT APPROPRIATION)

Riley County Conservation District
2024 Work Plan

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

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

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

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

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

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

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

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

COUNTY CLERK & ELECTIONS
Budget

MEMORANDUM

FROM: ANNE SMITH

MEETING: May 18, 2023

SUBJECT: 2024 ATA APPROPRIATIONS REQUEST

PRESENTER: ANNE SMITH

Enclosures:

- 2024 Riley County Appropriation Request (PDF)
- FY2022 FHATA Inc Audit Report (PDF)

Flint Hills Area Transportation Agency

2024 Riley County Appropriation Request

Anne E. Smith,
Executive Director
04/21/2023

Flint Hills Area Transportation Agency

5815 Marlatt Ave. Manhattan, Kansas 66503 • (785) 537-6345 • www.flinthillsatabus.com

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19 April 2023

Darrell Edie, Budget & Finance Officer
110 Courthouse Plaza
Manhattan, KS 66502

Dear Mr. Edie:

Enclosed please find the 2024 Riley County appropriations request from the Flint Hills Area Transportation Agency Inc (FHATA). Our 2023 award from Riley County is $100,000 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 2024 award, an increase in funding of $50,000. Our total 2024 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 E Smith

Anne Smith
Executive Director
Flint Hills Area Transportation Agency Inc

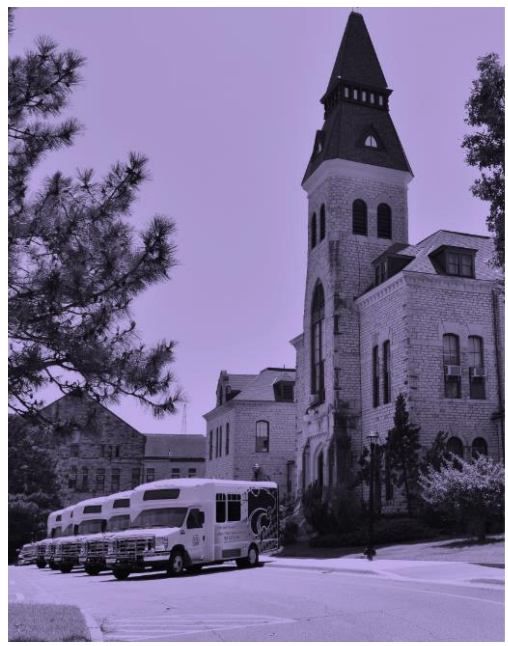
United Way

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

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!

2024 BUDGET APPROPRIATION FACT SHEET

We believe in empowering people and connecting communities.

#1 Transportation was identified as the **most critical need** in the Manhattan and Riley County a a according to the Community Needs Assessment carried out in 2022 by the Flint Hills Wellness Coalit

Ridership

Fixed Route ridership increased by **32%**

32%

67% of riders have zero household vehicles

Three Northern Riley County trips offered per week

44% increase in Demand Service trips

With **10%** of trips involving passengers in wheelchairs

Data from FY21 to FY22

Economic Impa t

$213,608 of fuel bought in Riley County

FHATA employees living in Riley County were paid **$1,005,245**

87% of trips on transit directly benefit the local enconomy

50% of Fixed Route Riders are riding to go to work or grocery shopping

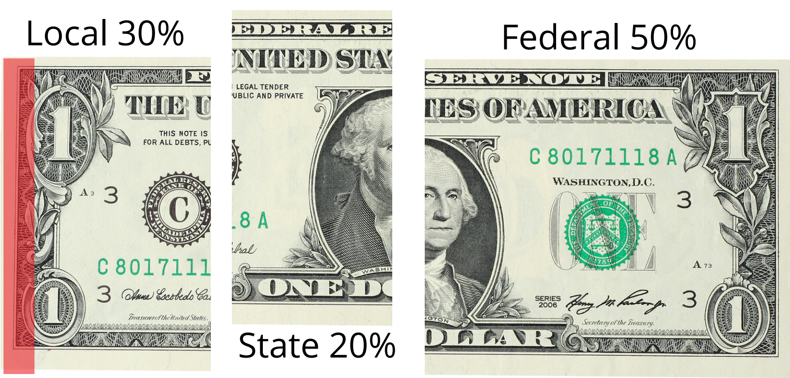
Data f /22

Funding

For every $1 ATA Bus spends, Riley County matches it at $.029

Local 30%

Federal 50%



State 20%

Riley County Contribution = **14%** of the Total Match

2.94% of the ATA's Total Budget

Infrastructu Improveme s

Westloop Shelter
Completed Nov. 2022

- Two shelters opening May 2023, Poyntz Project
- One Shelter slated for later 2023, Fremont Project

Manhattan Ave. Sh
Completed Jan. 2

Future Goals/Plans

2023 ATA Bus Facility Expansion a Improvements project thanks to y County

MHK J

ATA Bus has received funding to expand the K18 connector between Manhattan and Junction City

Increase awareness and education ab t FHATA to increase support and funding to continue growing serv

Community Partnership

1,080 Bus Passes Distributed to Service Orgs to combat Food Insecurity in MHK thru GMCF Diehl Grant

Konza United Way provided funding to reestablish free bus pass distribution at Ogden Community Center

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%

Flint Hills Area Transportation Agency, Inc.

Financial Statements
As of June 30, 2022 and 2021
and For the Years Then Ended

With Report by Independent Auditor

SHIPLEY CPA, LLC
Audit, Assurance, & Consulting Services

SHIPLEY CPA, LLC
Audit, Assurance, & Consulting Services

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Topeka, KS 66675

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Audit, Assurance, & Consulting Services

INDEPENDENT AUDITOR'S REPORT

To the Board of Directors
Flint Hills Area Transportation Agency, Inc.

Report on the Audit of the Financial Statements

Opinion

I have audited the accompanying financial statements of Flint Hills Area Transportation Agency, Inc. (the Organization), which comprise the statements of financial position as of June 30, 2022 and 2021, and the related statements of activities, functional expenses, and cash flows for the years then ended, and the related notes to the financial statements.

In my opinion, the financial statements present fairly, in all material respects, the financial position of the Organization as of June 30, 2022 and 2021, and the changes in its net assets and its cash flows for the years then ended in accordance with accounting principles generally accepted in the United States of America.

Basis for Opinion

I conducted my audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. My responsibilities under those standards are further described in the Auditor's Responsibilities for the Audit of the Financial Statements section of my report. I am required to be independent of the Organization and to meet my other ethical responsibilities, in accordance with the relevant ethical requirements relating to my audit. I believe that the audit evidence I have obtained is sufficient and appropriate to provide a basis for my audit opinions.

Responsibilities of Management for the Financial Statements

Management is responsible for the preparation and fair presentation of the financial statements in accordance with accounting principles generally accepted in the United States of America, and for the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, management is required to evaluate whether there are conditions or events, considered in the aggregate, that raise substantial doubt about the Organization's ability to continue as a going concern within one year after the date that the financial statements are available to be issued.

Auditor's Responsibilities for the Audit of the Financial Statements

My objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes my opinion. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with generally accepted auditing standards and *Government Auditing Standards* will always detect a material misstatement when it exists.

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The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control. Misstatements are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment made by a reasonable user based on the financial statements.

In performing an audit in accordance with generally accepted auditing standards and *Government Auditing Standards*, I:

- Exercise professional judgment and maintain professional skepticism throughout the audit.
- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, and design and perform audit procedures responsive to those risks. Such procedures include examining, on a test basis, evidence regarding the amounts and disclosures in the financial statements.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Organization's internal control. Accordingly, no such opinion is expressed.
- Evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluate the overall presentation of the financial statements.
- Conclude whether, in my judgment, there are conditions or events, considered in the aggregate, that raise substantial doubt about the Organization's ability to continue as a going concern for a reasonable period of time.

I am required to communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit, significant audit findings, and certain internal control-related matters that I identified during the audit.

Supplementary Information

My audit was conducted for the purpose of forming an opinion on the financial statements as a whole. The accompanying schedule of expenditures of federal awards, as required by Title 2 U.S. *Code of Federal Regulations* Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards*, is presented for purposes of additional analysis and is not a required part of the financial statements. Such information is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the financial statements. The information has been subjected to the auditing procedures applied in the audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In my opinion, the schedule of expenditures of federal awards is fairly stated, in all material respects, in relation to the financial statements as a whole.

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Other Reporting Required by *Government Auditing Standards*

In accordance with *Government Auditing Standards*, I have also issued my report dated November 11, 2022, on my consideration of the Organization's internal control over financial reporting and on my tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is solely to describe the scope of my testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the Organization's internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the Organization's internal control over financial reporting and compliance.

Shipley CPA, LLC

Shipley CPA, LLC
Topeka, Kansas
November 11, 2022

Flint Hills Area Transportation Agency, Inc.
Manhattan, Kansas
Statements of Financial Position
June 30,

ASSETS

	2022	2021
Current Assets		
Cash and cash equivalents	$ 1,614,156	$ 1,405,278
Accounts receivable	244,118	332,593
Inventory	25,385	24,800
Prepaid expenses	175	2,209
Total Current Assets	1,883,834	1,764,880
Unrestricted Property and Equipment		
Building and improvements	9,305	9,305
Office equipment and furniture	1,592	2,814
IT equipment and software	40,944	43,142
Vehicles and related equipment	36,512	48,873
Bus stops and signs	575	575
Building and maintenance equipment	13,807	13,807
Accumulated depreciation	(57,649)	(57,972)
Total Unrestricted Property and Equipment	45,086	60,544
Restricted Property and Equipment		
Building and improvements	1,754,865	1,754,865
Office equipment and furniture	50,894	50,894
IT equipment and software	63,311	71,415
Vehicles and related equipment	1,953,112	2,137,431
Bus stops and signs	23,229	23,229
Building and maintenance equipment	35,754	40,650
Construction in progress	32,709	18,493
Accumulated depreciation	(2,467,956)	(2,302,084)
Total Restricted Property and Equipment	1,445,918	1,794,893
Total Assets	$ 3,374,838	$ 3,620,317

Flint Hills Area Transportation Agency, Inc.
Manhattan, Kansas
Statements of Financial Position
June 30,

	2022	2021
Current Liabilities		
Accounts payable	$ 45,989	$ 77,916
Accrued payroll	1,367	2,121
Total Current Liabilities	47,356	80,037
Net Assets		
Without donor restrictions		
Undesignated	1,089,959	1,177,190
Designated for 5307 match funds	313,111	211,104
Designated for match funds	6,362	7,247
Designated for bus replacement	472,132	349,846
Total Without Donor Restrictions	1,881,564	1,745,387
With donor restrictions	1,445,918	1,794,893
Total With Donor Restrictions	1,445,918	1,794,893
Total Net Assets	3,327,482	3,540,280
Total Liabilities and Net Assets	$ 3,374,838	$ 3,620,317

Flint Hills Area Transportation Agency, Inc.
Manhattan, Kansas
Statements of Activities
For the Years Ended June 30,

	2022			2021		
	Without Donor Restrictions	With Donor Restrictions	Total	Without Donor Restrictions	With Donor Restrictions	Total
Support and Revenue						
Rider income	$ 67,654	$ -	$ 67,654	$ 52,901	$ -	$ 52,901
Grants	2,447,558	33,973	2,481,531	3,021,552	95,398	3,116,950
Service contracts	712,866	-	712,866	297,423	-	297,423
Charter services	3,782	-	3,782	-	-	-
Other income	31,914	-	31,914	16,777	-	16,777
Gain on sale of assets	-	-	-	487	-	487
Net assets released from restrictions	382,948	(382,948)	-	399,067	(399,067)	-
Total Support and Revenue	3,646,722	(348,975)	3,297,747	3,788,207	(303,669)	3,484,538
Expenses						
Program services	3,176,198	-	3,176,198	3,186,563	-	3,186,563
Management and general	334,347	-	334,347	390,548	-	390,548
Total Expenses	3,510,545	-	3,510,545	3,577,111	-	3,577,111
Change in Net Assets	136,177	(348,975)	(212,798)	211,096	(303,669)	(92,573)
Net Assets, Beginning of Year	1,745,387	1,794,893	3,540,280	1,534,291	2,098,562	3,632,853
Net Assets, End of Year	$ 1,881,564	$ 1,445,918	$ 3,327,482	$ 1,745,387	$ 1,794,893	$ 3,540,280

The accompanying notes are an integral part of these financial statements.

Flint Hills Area Transportation Agency, Inc.
Manhattan, Kansas
Statements of Functional Expenses
For the Years Ended June 30,

2022	Program Services	Management and General	Total
Expenses			
Wages and salaries	$ 1,794,413	$ 197,364	$ 1,991,777
Telephone	6,403	-	6,403
Office supplies	26,166	2,191	28,357
Advertising	24,911	223	25,134
Bus	492,672	1,078	493,750
Insurance	266,242	24,862	291,104
Travel and meals	15,771	305	16,076
Financial	121	-	121
Licenses and fees	27,026	70,270	97,296
IT costs	102,417	11,011	113,428
Facilities	46,507	27,043	73,550
Loss on disposal of assets	15,568	-	15,568
Depreciation	357,981	-	357,981
Total Expenses	$ 3,176,198	$ 334,347	$ 3,510,545

2021	Program Services	Management and General	Total
Expenses			
Wages and salaries	$ 1,571,241	$ 247,196	$ 1,818,437
Telephone	6,046	-	6,046
Office supplies	23,673	972	24,645
Advertising	21,609	-	21,609
Bus	736,829	9,769	746,598
Insurance	238,926	21,004	259,930
Travel and meals	4,865	250	5,115
Financial	396	-	396
Licenses and fees	61,330	56,792	118,122
IT costs	102,209	21,301	123,510
Facilities	17,325	33,264	50,589
Depreciation	402,114	-	402,114
Total Expenses	$ 3,186,563	$ 390,548	$ 3,577,111

Flint Hills Area Transportation Agency, Inc.
Manhattan, Kansas
Statements of Cash Flows
For the Years Ended June 30,

	2022	2021
Cash Flows from Operating Activities		
Cash received from rider fees	$ 67,654	$ 54,296
Cash received from grantors	2,547,060	3,098,243
Cash received from service contracts	735,334	977,504
Cash received from other sources	36,174	53,227
Cash paid for wages, salaries, and related taxes	(2,021,670)	(1,839,573)
Cash paid to vendors, suppliers, and contractors	(1,146,558)	(1,354,226)
Net cash provided by operating activities	217,994	989,471
Cash Flows from Investing Activities		
Cash paid for unrestricted property and equipment	-	(11,265)
Cash paid for restricted property and equipment	(14,216)	(90,410)
Cash received from sale of property and equipment	5,100	5,475
Net cash used in investing activities	(9,116)	(96,200)
Change in cash, cash equivalents and restricted cash	208,878	893,271
Cash, cash equivalents and restricted cash, beginning of year	1,405,278	512,007
Cash, cash equivalents and restricted cash, end of year	$ 1,614,156	$ 1,405,278

	2022	2021
Cash Flows from Operating Activities:		
Change in net assets	$ (212,798)	$ (92,573)
Adjustments to reconcile change in net assets to net cash provided by operating activities:		
Depreciation	357,981	402,114
(Gain) loss on sale of assets	15,568	(487)
Changes in assets and liabilities:		
Accounts receivable	88,475	662,536
Sales tax refund receivable	-	36,683
Inventory	(585)	2,692
Prepaid expenses	2,034	(2,209)
Accounts payable	(31,927)	(18,927)
Accrued payroll	(754)	(358)
Net cash provided by operating activities	$ 217,994	$ 989,471

Flint Hills Area Transportation Agency, Inc.
Manhattan, Kansas
Notes to the Financial Statements
June 30, 2022 and 2021

Note 1 – Summary of Significant Accounting Policies

A. Nature of Activities

Flint Hills Area Transportation Agency, Inc. (the Organization), was organized as a non-profit corporation in 1976, originally to provide low-cost transportation services to elderly and disabled individuals throughout the area of Riley County, Kansas. Services have expanded to providing services in the Flint Hills region covering Geary County, Pottawatomie County, Fort Riley as well as surrounding rural areas, and include fixed-route services in the Cities of Manhattan and Junction City. Additional services provided by the Organization include regional dispatching services.

In December 2019, the Organization formed a shared services and joint operations agreement with Flint Hills Area Transportation Agency Board (FHATA Board). FHATA Board was formed in 2019 through an interlocal agreement between local governments of the City of Manhattan, Riley County, Pottawatomie County and Kansas State University for the purpose of planning, managing and operating public transportation system as the Direct Recipient of Section 5307 Urban Formula Funds for the Manhattan Urbanized Area. FHATA Board is established pursuant K.S.A. 12-901 and meets the definition found at K.S.A 75-117 of a municipality and therefore a governmental body for purposes of Federal Transit Law (defined generally as 49 U.S.C. 4301 et seg.). The joint operations agreement outlines the duties and responsibilities of each entity in the provision of public transportation services in their service areas. the Organization is the acting fiscal agent for the FHATA Board.

B. Basis of Accounting

The financial statements of the Organization have been prepared on the accrual basis in accordance with accounting principles generally accepted in the United States of America. The financial statements are presented in accordance with Financial Accounting Standards Board (FASB) Accounting Standards Codification (ASC) 958 dated August 2016, and the provisions of the American Institute of Certified Public Accountants (AICPA) "Audit and Accounting Guide for Not-for-Profit Organizations" (the "Guide"). Under the provisions of the Guide, net assets and revenues, and gains and losses are classified based on the existence or absence of donor-imposed restrictions. Accordingly, the net assets of the Organization and changes therein are classified as follows:

Net assets without donor restrictions: Net assets that are not subject to donor-imposed restrictions and may be expended for any purpose in performing the primary objectives of the Organization. The Organization's board may designate assets without restrictions for specific operational purposes from time to time.

Net assets with donor restrictions: Net assets subject to stipulations imposed by donors and grantors. Some donor restrictions are temporary in nature; those restrictions will be met by actions of the Non-Profit Organization or by the passage of time. Other donor restrictions are perpetual in nature, whereby the donor has stipulated the funds be maintained in perpetuity.

C. Use of Estimates

The preparation of financial statements in conformity with generally accepted accounting principles requires management to make estimates and assumptions that affect certain reported amounts and disclosures. Accordingly, actual results could differ from those estimates.

Flint Hills Area Transportation Agency, Inc.
Manhattan, Kansas
Notes to the Financial Statements
June 30, 2022 and 2021

Note 1 – Summary of Significant Accounting Policies (continued)

D. Cash Equivalents
For purposes of the statements of cash flows, the Organization generally considers all highly liquid investments purchased with an original maturity of three months or less to be cash equivalents.

E. Property and Equipment
The cost of property and equipment purchases are capitalized at historical cost. The cost of major renewals and betterments that extend the lives of property and equipment are also capitalized. When assets are retired or otherwise disposed of, the assets and related accumulated depreciation are reduced, and any resulting gain or loss is recognized as a change in the net assets in the period of disposal. The cost of maintenance and repairs is expensed as incurred.

Restricted capital assets are those items of property and equipment which have been purchased under cost sharing grants and agreements with state and federal governments who maintain a reversionary interest in which the governmental entity ultimately controls the use of and disposal of the asset.

Depreciation is computed using the straight-line method over the following estimated useful lives:

Building and improvements	20 years
Office equipment and furniture	3-10 years
IT equipment and software	5-20 years
Vehicles and related equipment	5-10 years
Bus stops and signs	5-10 years
Building and maintenance equipment	10 years

F. Income Taxes
The Organization is a not-for-profit corporation as described in Section 501(c)(3) of the Internal Revenue Code, is exempt from federal income taxes pursuant to Section 501(a) of the Code and has been classified as other than a private foundation.

The Organization's policy is to evaluate uncertain tax positions annually. Management evaluated the Organization's tax positions and concluded that the Organization had taken no uncertain tax positions that require adjustment to the financial statements. Forms 990 and 990-T filed by the Organization are subject to examination by the Internal Revenue Service (IRS) up to three years from the extended due date of each return. The Organization is no longer subject to tax examinations by tax authorities for Forms 990, Return of Organization Exempt from Income Tax, for fiscal years before 2019.

G. Advertising
The Organization's advertising costs are expensed as incurred and are separately reported on the statement of functional expense.

Flint Hills Area Transportation Agency, Inc.
Manhattan, Kansas
Notes to the Financial Statements
June 30, 2022 and 2021

Note 1 – Summary of Significant Accounting Policies (continued)

H. Accounts Receivable and Revenue Recognition
Accounts receivable consist of amounts due from third party grantors for reimbursement of qualifying grant award costs. Revenues are recognized when qualifying reimbursable costs are incurred. Management has evaluated the collectability of the receivable amounts at June 30, 2022 and 2021 and estimates that the entire amounts are fully collectible with a $0 reserve for the allowance of doubtful accounts.

Accounts receivable also consists of amounts due from third parties for which the Organization has agreed to provide transportation services which include fixed routes, demand response (local and regional), as well as special services, all which remain open to the public. Revenues are recognized when the Organization has provided the requisite services. Management has evaluated the collectability of the receivable amount at June 30, 2022 and 2021 and estimates that these amounts are fully collectible with a $0 reserve for the allowance of doubtful accounts.

Contributions and grants are recognized when cash, securities or other assets, an unconditional promise to give, or notification of a beneficial interest is received. Conditional promises to give are not recognized until the conditions on which they depend have been substantially met. Granted funds which are received in advance of the period appropriated are deferred when significant criteria are necessary to achieve the purpose of the grant and a right of return exists for failure to achieve the intended purpose of the grant.

I. Inventory
Inventory consists of amounts paid for consumable supplies and materials of which the Organization maintains an available store. The Organization uses the first-in, first-out method of expensing inventoriable items and reports the inventory balance at the lower of cost or net realizable value in accordance with FASB Accounting Standards Update (ASU) 2015-11, *Inventory (Topic 330) – Simplifying the Measurement of Inventory*.

J. Functional Expenses
The costs of providing program and other activities have been summarized on a functional basis in the statements of activities. Accordingly, certain costs have been allocated to program, management and general, and fundraising activities based on employee time estimates or other appropriate usage factors.

K. Reclassification
Certain amounts in the prior periods presented have been reclassified to conform to the current period financial statement presentation. These reclassifications have no effect on previously reported net assets.

Note 2 – Concentration of Financial Risk
The Organization maintains cash and short-term investment certificates of deposits at three financial institutions. At June 30, 2022, deposits are under-secured by $1,0056,293 at two institutions. At June 30, 2021, deposits are under-secured by $1,073,101 at one institution.

Flint Hills Area Transportation Agency, Inc.
Manhattan, Kansas
Notes to the Financial Statements
June 30, 2022 and 2021

Note 3 – Grants
Grants from various organizations and governmental entities account for approximately 75% and 89% of the Organization's revenues for the years ended June 30, 2022 and 2021, respectively. The individual sources thereof were as follows:

Grantor	Purpose	2022	2021
Kansas Department of Transportation	5311 Operations/Admin	$ 333,502	$ -
Kansas Department of Transportation	5311 CARES Act	595,840	929,854
Kansas Department of Transportation	T-Works	282,486	210,919
Kansas Department of Transportation	Commuter Grant (State)	-	11,531
Kansas Department of Transportation	5339 Capital	12,274	79,526
Kansas Department of Transportation	5310 Capital	11,360	11,360
Kansas Department of Transportation	Mobility Management	71,699	63,671
Kansas Department of Transportation	CTD Council Funds	6,733	-
FHATA Board	Operations/Admin/Capital	650,014	44,079
FHATA Board	CARES Act	469,323	1,754,710
Other		48,300	11,300
Total Grants Received		$ 2,481,531	$ 3,116,950

Note 4 – Service Contracts
Service contracts from various organizations and governmental entities account for approximately 22% and 9% of the Organization's revenues for the years ended June 30, 2022 and 2021, respectively. The individual sources thereof were as follows:

Organization	2022	2021
Kansas State University	$ 256,662	$ 38,110
Riley County, Kansas	70,000	90,000
City of Manhattan, Kansas	123,648	48,706
Geary County, Kansas	127,685	63,750
Pottawatomie County, Kansas	31,337	26,687
Other local governments	53,856	22,462
Highland Community College	5,625	5,625
Gramercy	26,010	-
Other service contracts (specials)	18,043	2,083
Total Service Contract Revenue	$ 712,866	$ 297,423

Flint Hills Area Transportation Agency, Inc.
Manhattan, Kansas
Notes to the Financial Statements
June 30, 2022 and 2021

Note 5 – Restricted Net Assets
Net assets with donor restrictions are restricted for the following purposes or periods:

	2022	2021
Subject to the passage of time:		
Property and equipment	$ 1,445,918	$ 1,794,893

Note 6 – Net Assets Released from Restrictions
The composition of net assets released from restriction for each of the years ended June 30, 2022 and 2021 is as follows:

	2022	2021
Grant revenues restricted for property and equipment	$ 33,973	$ 95,398
Acquisitions of restricted property and equipment	(14,216)	(90,410)
Loss on disposal of property and equipment	19,757	4,989
Depreciation expense on restricted capital assets	343,434	389,090
Net assets released from restriction	$ 382,948	$ 399,067

Note 7 – Contingencies
The Organization receives a significant portion of its revenues from grants, of which the majority are subject to audit by the federal and state governments. The ultimate determination of amounts received under these programs generally is based upon allowable costs reported to and audited by the government. Until such audits have been completed and final settlement reached, there exists a contingency to refund any amount received in excess of allowable costs. Management is of the opinion that no material liability will result from such audits.

Note 8 – Liquidity
The Organization's financial assets available within one year of the balance sheet date for general expenses are as follows:

	2022
Cash and cash equivalents	$ 1,614,156
Accounts receivable	244,118
	$ 1,858,274

The Organization's financial assets have been reduced by amounts not available for general use because of donor imposed restrictions within one year of the balance sheet date. As part of the Organization's liquidity management, it has a policy to structure its financial assets to be available as its general expenses, liabilities, and other obligations come due. The Organization also has available a line of credit in the amount of $50,000 with no amounts outstanding at June 30, 2022.

Note 9 – Concentrations
The Organization is dependent upon funding from various grants and contributions. If this funding were lost, the Organization would not be able to provide the level of services that they are currently providing.

Flint Hills Area Transportation Agency, Inc.
Manhattan, Kansas
Notes to the Financial Statements
June 30, 2022 and 2021

Note 10 – Compensated Absences

The Organization's vacation policy states that employees are entitled to vacation as follows:

Years of employment	Full-time (30+ hours per week)	Part-time (20 - 29 hours per week)	Part-time (19 hours or less per week)
0 - 2 years	40 hours per year	20 hours per year	No accrual
2+ years	56 hours per year	28 hours per year	No accrual

The maximum accumulation of vacation is fifteen hours which may be carried over. Any amount above that will be forfeited on January 1st. The Organization's policy is vacation is not payable on termination.

Note 11 – Evaluation of Subsequent Events

The Organization has evaluated subsequent events and transactions for potential recognition or disclosure through the date of the independent auditor's report, the date the financial statements were available to be issued.

SINGLE AUDIT SECTION

Flint Hills Area Transportation Agency, Inc.
Manhattan, Kansas

Schedule of Expenditures of Federal Awards
For the Year Ended June 30, 2022

Federal Grantor/Pass-Through Grantor/ Program Title	Federal AL Number	Expenditures
Department of Transportation		
Passed Through Kansas Department of Transportation		
Formula Grants for Rural Areas - CARES	20.509	$ 451,717
Formula Grants for Rural Areas Project Administration- CARES	20.509	144,123
Formula Grants for Rural Areas	20.509	176,704
Formula Grants for Rural Areas Project Administration	20.509	86,118
		858,662
Federal Transit Cluster (20.500,20.507,20.525,20.526)	20.526	12,274
CTD Council Funds	20.515	5,387
Enhanced Mobility of Seniors and Individuals with Disability	20.513	11,360
Total Department of Transportation		887,683
Total Expenditures of Federal Awards		$ 887,683

Flint Hills Area Transportation Agency, Inc.
Manhattan, Kansas

Notes to the Schedule of Expenditures of Federal Awards
For the Year Ended June 30, 2022

Note 1. General

The accompanying Schedule of Expenditures of Federal Awards (the Schedule) presents the activity of all federal financial assistance programs for the Flint Hills Area Transportation Agency, Inc. (the Organization). The reporting Organization is defined in Note 1 of the Organization's basic financial statements. Federal financial assistance received directly from federal agencies as well as federal financial assistance passed through other government agencies are included on the Schedule.

Note 2. Basis of Presentation

The accompanying Schedule is presented on a basis which is the same basis of accounting as the financial statements. The information in the Schedule is presented in accordance with the requirements of *Title 2 U.S. Code of Federal Regulations Part 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance). Because the Schedule presents only a selected portion of the operations of the Organization, it is not intended to and does not present the financial position, changes in net assets, or cash flows of the Organization.

The Organization did not elect to use the 10% de minimis cost rate.

Flint Hills Area Transportation Agency, Inc.
Manhattan, Kansas

Schedule of Findings and Questioned Costs
June 30, 2022

Section I – Summary of Independent Auditor's Results

Financial Statement

Type of auditor's report issued:	**Unmodified**
Internal control over financial reporting:	
Material weakness(es) identified?	**No**
Significant deficiencies identified?	**No**
Noncompliance material to financial statement noted?	**No**

Federal Awards

Internal control over major programs:	
Material weakness(es) identified?	**No**
Significant deficiencies identified?	**No**
Type of auditor's report issued on compliance for major programs:	**Unmodified**
Any audit findings disclosed that are required to be reported in accordance with 2 CFR Section 200.516(a)?	**No**

Identification of Major Federal Programs:

Assistance Listing Number	Name of Federal Program or Cluster
20.509	Formula Grants for Rural Areas

Dollar threshold used to distinguish between type A and type B programs:	**$ 750,000**
Auditee qualified as low-risk auditee?	**Yes**

Section II –Financial Statement Audit

None reported

Section III – Findings and Questioned Costs – Major Federal Award Programs Audit

None reported

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INDEPENDENT AUDITOR'S REPORT ON INTERNAL CONTROL OVER FINANCIAL REPORTING AND ON COMPLIANCE AND OTHER MATTERS BASED ON AN AUDIT OF THE FINANCIAL STATEMENT PERFORMED IN ACCORDANCE WITH *GOVERNMENT AUDITING STANDARDS*

To the Executive Board
Flint Hills Area Transportation Agency, Inc.

I have audited, in accordance with the auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States, the financial statements of the Flint Hills Area Transportation Agency, Inc. (the Organization), which comprise the statement of financial position as of June 30, 2022, and the related statements of activities, functional expenses, and cash flows for the year then ended, and the related notes to the financial statements, and have issued my report thereon dated November 11, 2022.

Report on Internal Control over Financial Reporting

In planning and performing my audit of the financial statements, I considered the Organization's internal control over financial reporting (internal control) to determine the audit procedures that are appropriate in the circumstances for the purpose of expressing my opinions on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the Organization's internal control. Accordingly, I do not express an opinion on the effectiveness of the Organization's internal control.

A *deficiency in internal control* exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, misstatements on a timely basis. A *material weakness* is a deficiency, or a combination of deficiencies, in internal control, such that there is a reasonable possibility that a material misstatement of the Organization's financial statements will not be prevented, or detected and corrected, on a timely basis. A *significant deficiency* is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

My consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies and therefore, material weaknesses or significant deficiencies may exist that have not been identified. Given these limitations, during my audit I did not identify any deficiencies in internal control that I consider to be material weaknesses. However, material weaknesses or significant deficiencies may exist that were not identified.

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Report on Compliance and Other Matters

As part of obtaining reasonable assurance about whether the Organization's financial statements are free from material misstatement, I performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the determination of financial statements amounts. However, providing an opinion on compliance with those provisions was not an objective of my audit, and accordingly, I do not express such an opinion. The results of my tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards.*

Purpose of this Report

The purpose of this report is solely to describe the scope of my testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the Organization's internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the Organization's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.

Shipley CPA, LLC

Shipley CPA, LLC
Topeka, Kansas
November 11, 2022

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INDEPENDENT AUDITOR'S REPORT ON COMPLIANCE FOR EACH MAJOR PROGRAM AND ON INTERNAL CONTROL OVER COMPLIANCE REQUIRED BY THE UNIFORM GUIDANCE

To the Executive Board
Flint Hills Area Transportation Agency, Inc.

Report on Compliance for Each Major Federal Program

Opinion on Each Major Federal Program

I have audited Flint Hills Area Transportation Agency, Inc.'s (the Organization) compliance with the types of compliance requirements identified as subject to audit in the OMB *Compliance Supplement* that could have a direct and material effect on each of the Organization's major federal programs for the year ended June 30, 2022. The Organization's major federal programs are identified in the summary of auditor's results section of the accompanying schedule of findings and questioned costs.

In our opinion, the Organization complied, in all material respects, with the types of compliance requirements referred to above that could have a direct and material effect on each of its major federal programs for the year ended June 30, 2022.

Basis for Opinion on Each Major Federal Program

I conducted my audit of compliance in accordance with auditing standards generally accepted in the United States of America; the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States; and the audit requirements of Title 2 U.S. *Code of Federal Regulations* Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance). My responsibilities under those standards and the Uniform Guidance are further described in the Auditor's Responsibilities for the Audit of Compliance section of my report.

I am required to be independent of the Organization and to meet my other ethical responsibilities, in accordance with relevant ethical requirements relating to my audit. I believe that the audit evidence I have obtained is sufficient and appropriate to provide a basis for my opinion on compliance for each major federal program. My audit does not provide a legal determination of the Organization's compliance with the compliance requirements referred to above.

Responsibilities of Management for Compliance

Management is responsible for compliance with the requirements referred to above and for the design, implementation, and maintenance of effective internal control over compliance with the requirements of laws, statutes, regulations, rules, and provisions of contracts or grant agreements applicable to the Organization's federal programs.

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Auditor's Responsibilities for the Audit of Compliance

My objectives are to obtain reasonable assurance about whether material noncompliance with the compliance requirements referred to above occurred, whether due to fraud or error, and express an opinion on the Organization's compliance based on my audit. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with generally accepted auditing standards, *Government Auditing Standards*, and the Uniform Guidance will always detect material noncompliance when it exists. The risk of not detecting material noncompliance resulting from fraud is higher than for that resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control. Noncompliance with the compliance requirements referred to above is considered material if there is a substantial likelihood that, individually or in the aggregate, it would influence the judgment made by a reasonable user of the report on compliance about the Organization's compliance with the requirements of each major federal program as a whole.

In performing an audit in accordance with generally accepted auditing standards, *Government Auditing Standards*, and the Uniform Guidance, I:

- Exercise professional judgment and maintain professional skepticism throughout the audit.
- Identify and assess the risks of material noncompliance, whether due to fraud or error, and design and perform audit procedures responsive to those risks. Such procedures include examining, on a test basis, evidence regarding the Organization's compliance with the compliance requirements referred to above and performing such other procedures as I considered necessary in the circumstances.
- Obtain an understanding of the Organization's internal control over compliance relevant to the audit in order to design audit procedures that are appropriate in the circumstances and to test and report on internal control over compliance in accordance with the Uniform Guidance, but not for the purpose of expressing an opinion on the effectiveness of the Organization's internal control over compliance. Accordingly, no such opinion is expressed.

I am required to communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and any significant deficiencies and material weaknesses in internal control over compliance that I identified during the audit.

Report on Internal Control over Compliance

A *deficiency in internal control over compliance* exists when the design or operation of a control over compliance does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, noncompliance with a type of compliance requirement of a federal program on a timely basis. A *material weakness in internal control over compliance* is a deficiency, or a combination of deficiencies, in internal control over compliance, such that there is a reasonable possibility that material noncompliance with a type of compliance requirement of a federal program will not be prevented, or detected and corrected, on a timely basis.

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A *significant deficiency in internal control over compliance* is a deficiency, or a combination of deficiencies, in internal control over compliance with a type of compliance requirement of a federal program that is less severe than a material weakness in internal control over compliance, yet important enough to merit attention by those charged with governance.

My consideration of internal control over compliance was for the limited purpose described in the Auditor's Responsibilities for the Audit of Compliance section above and was not designed to identify all deficiencies in internal control over compliance that might be material weaknesses or significant deficiencies in internal control over compliance. Given these limitations, during my audit I did not identify any deficiencies in internal control over compliance that I consider to be material weaknesses, as defined above. However, material weaknesses or significant deficiencies in internal control over compliance may exist that were not identified.

My audit was not designed for the purpose of expressing an opinion on the effectiveness of internal control over compliance. Accordingly, no such opinion is expressed.

The purpose of this report on internal control over compliance is solely to describe the scope of my testing of internal control over compliance and the results of that testing based on the requirements of the Uniform Guidance. Accordingly, this report is not suitable for any other purpose.

Shipley CPA, LLC

Shipley CPA, LLC
Topeka, Kansas
November 11, 2022

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

COUNTY CLERK & ELECTIONS
Budget

MEMORANDUM

FROM: **AMANDA WEBB**

MEETING: **May 18, 2023**

SUBJECT: **2024 PLANNING AND DEVELOPMENT BUDGET**

PRESENTER: **AMANDA WEBB**

Enclosures:

- 2024 Planning and Development memo (PDF)
- 2024 Planning and Development (PDF)

PLANNING & DEVELOPMENT

Date: May 11, 2023

To: Darell Edie, Budget & Finance Officer
Riley County Board of County Commissioners

From: Amanda Webb, Planning & Special Projects Director

Re: Planning & Development Department 2024 Budget request

I. Budget increases:

Contractual Services

2122 – Vehicle/Fleet Insurance:
The proposed number reflects an increase of $575 from 2023's budgeted amount. This is to account for the anticipated increased cost of vehicle insurance for county vehicles.

2560 – Training & Registrations:
I am proposing a $400 increase to this line item to account for potential added training and conference/workshop registrations for the new Environmental Health Specialist/Technician and/or for current staff to gain additional skill in certain areas for cross-training purposes.

Commodities

3304 – Programing Services:
There will be a $1,321 increase to this line item due to the 5% annual technology fee increase that is part of GovBuilt's approved contract.

II. Economic Development Funds Request:

Work has begun on the Comprehensive Plan update, with anticipated adoption by the end of 2024. In 2023's CIP budget, the BOCC allocated $25,000 for consultant services with the possibility of additional CIP funding for 2024's budget as needed. I have issued the Request for Qualifications and, as of the writing of this memo, have not received any submittals. Therefore, because I do not have consultant proposals, I cannot finalize the scope of work. This means I do not know the exact cost for consultant assistance. I am requesting an additional $25,000 in 2024's CIP budget as I believe a total of $50,000 should be more than enough to cover this purpose. Part of this funding can also be used for mailings and other public outreach items, as needed. I am requesting these funds from the Economic Development fund.

III. Department Strategic plan:

Due to increasing workload, Planning and Development will need to add an additional full-time Environmental Health Specialist, or Environmental Health Technician, preferably within the next year (added to the 2024 budget).

I also anticipate within the next couple years, increasing our current part time Clerical Assistant's hours to full time to help support all administrative staff and increased workload.

Riley County, Kansas
2024 Budget
Planning & Development Department
001-024

	PERSONNEL Position Title - Full Time	2022 ACTUAL	2023 BUDGET	2024 BUDGET
	Director	1.00	1.00	1.00
	Planner	1.00	1.00	1.00
	Administrative Assistant	1.00	1.00	1.00
	Planning Compliance Specialist	1.00	1.00	1.00
	Environmental Health Specialist	1.00	1.00	1.00
	As-Needed Clerical	0.00	1.00	1.00
	TOTAL NUMBER OF EMPLOYEES	**5.00**	**6.00**	**6.00**
	EXPENDITURES			
	PERSONNEL SERVICES			
1001	Salaries (Full Time)	$ 347,777	$ 386,369	$ 383,749
1001-057	Salaries (Full Time)-HD	66,484	65,042	69,284
1003	Seasonal/Temporary/Part Time	10,160	15,170	15,000
1005	Overtime	328	951	1,444
1504	FICA	26,941	30,562	30,615
1504-057	FICA-HD	4,878	5,204	5,300
1506	Health Insurance	46,823	84,421	82,778
1506-057	Health Insurance-HD	17,263	14,212	14,889
1508	KPERS Retirement	32,934	38,893	39,521
1508-057	KPERS Retirement-HD	6,290	6,114	7,109
1510	State Unemployment Tax	304	387	400
1510-057	State Unemployment Tax-HD	55	65	69
	TOTAL PERSONNEL SERVICES	**$ 560,238**	**$ 647,390**	**$ 650,158**
	CONTRACTUAL SERVICES			
2010	Postage/Freight/Shipping	$ 957	$ 1,200	1200
2030	Cellular Phone Services	3,120	3,120	3120
2080	Printing/Duplication Services	-	100	100
2110	Advertising & Legal Publications	3,660	4,500	4500
2122	Vehicle/Fleet Insurance	861	425	1000
2200	Office Equipment Rental	3,550	3,600	3600
2330	Transportation Services	-	50	50
2400	Repair/Maintain County Vehicles	40	500	500
2410	Repair/Maintain Office Equipment	-	300	300
2430	Computer Software Maintenance/Support	-		
2510	Mileage/Tolls/Parking/Rental	872	1,800	1800
2520	Lodging	1,749	2,000	2000
2530	Airfare	-	1,200	1200

2540	Meals	166	500	500
2550	Dues & Memberships	1,066	1,500	1500
2560	Training & Registrations	1,775	2,600	3000
2570	Subscriptions	233	350	350
2605	Administration/Clerical Fees	-	500	500
2615	Recording Fees	24	350	350
2640	Legal Services		500	500
2765	Contract Fees	7,750	-	0
	TOTAL CONTRACTUAL SERVICES	**$ 25,822**	**$ 25,095**	**$ 26,070**
	COMMODITIES			
3010	Office Supplies	$ 1,791	$ 2,000	2000
3020	Books & Publications	-	100	100
3030	Computer Supplies	-	200	200
3040	Clothing	-	50	50
3080	Fuel & Lubricants	-	100	100
3100	Chemical	1,831	1,600	1600
3135	Furniture < $100	-	300	300
3140	Parts and Tools < $100	-	50	50
3150	Parts and Tools > $100	-	300	300
3304	Programming Services	25,150	26,407	27728
3990	Other Supplies/Materials	75	300	300
	TOTAL COMMODITIES	**$ 28,847**	**$ 31,407**	**$ 32,728**
	CAPITAL OUTLAY			
4010	Office Equipment	$ -	$ 500	$ 500
4020	Other Equipment	-	500	$ 500
4030	Telecommunications Equipment	-	-	
4040	Furniture > $100	-	1,500	$ 1,500
4050	Technology Hardware	-	-	
4060	Computer Software	796	1,000	$ 1,000
	TOTAL CAPITAL OUTLAY	**$ 796**	**$ 3,500**	**$ 3,500**
	TOTAL OPERATING EXPENDITURES	**$ 614,907**	**$ 703,892**	**$ 708,956**
	TOTAL EXPENDITURES LESS PERSONNEL	**$ 55,465**	**$ 60,002**	**$ 62,298**
	TOTAL EXPENDITURES	**$ 615,702**	**$ 707,392**	**$ 712,456**

COUNTY CLERK & ELECTIONS
Budget

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

MEMORANDUM

FROM: **JOHN ELLERMANN**

MEETING: **May 18, 2023**

SUBJECT: **2024 PUBLIC WORKS PARKS, HALF CENT AND .2 CENT SALES TAX AUCTION, COUNTY BUILDINGS**

PRESENTER: **JOHN ELLERMANN**

Enclosures:
- 2024 PW Budget Memo (DOCX)
- 2024 PUBLIC WORKS (PDF)
- R&B HALF CENT SALES TAX 2024(XLS)
- R&B 2 PERCENT BUDGET 2024 (XLS)
- 2024 Auction Fund (PDF)
- 2024 County Building Fund Budget MEMO (DOCX)
- 2024 County Building (PDF)

MEMORANDUM

TO: Board of County Commissioners

FROM: John Ellermann, Public Works Director

DATE: May 18, 2023

RE: 2024 Public Works Budget Request

INTRODUCTION:

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

PARKS DIVISION:

The Contractual, Commodities & Capital expenditures in the proposed 2024 Parks budget are $171,050.

PUBLIC WORKS less PARKS DIVISION:

The Contractual, Commodities & Capital expenditures in the proposed 2024 Public Works budget are $4,131,500. An increase of $122,600 from the 2023 budget.

PUBLIC WORKS COMBINED:

The Contractual, Commodities & Capital expenditures for the combined proposed 2024 Public Works budget, including Parks are $4,302,550. For an increase of $293,650.

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

Contractual:

2490 Other Repairs/Maintenance was increased to $40,000 from $25,000 based on actual and current pricing.

Commodities:

3120 De-icing Materials increased to $85,000 from $80,000 to account for increasing salt prices.

3140 Parts & Tools <$100 decreased to $80,000 from $90,000 to match current needs.

3990 Other Supplies/Materials increased to $20,000 from $15,000 based on actual and estimated needs.

Capital Outlay:

4120 Other Heavy Equipment was increased to $10,000 from 5,000 based on increased pricing and actual expenditure.

4130 Building Improvement Projects was increased to $10,000 from $2,500 based on increased pricing and actual expenditures.

4160 Asphalt Construction was increased to $1,500,000 from $1,200,000 based on need and current pricing.

4290 Other Construction Projects was decreased to $100,000 from $120,000 based on actual expenditures and estimated need.

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

Riley County annually receives federal funds from KDOT, through the Federal Fund Exchange Program, for the construction of roads & bridges. The estimated annual obligation for Riley County is $250,000. Of this amount, 90% or about 225,000 is available for our use. These funds are deposited in the CIP for future transportation projects.

SUMMARY:

The 2024 proposed Public Works budget presented has an increase in Contractual, Commodities and Capital of $293,650and an increase in Personnel of $168,352. For a total budget increase of $462,002.

The major increases in the 2024 proposed budget are due to the increase in the costs of asphalt overlays and personnel. As the cost of doing business continues to go up the ability for the Public Works Department to maintain the same level of service the public is accustomed to becomes more difficult. We believe the increase to the Public Works Department is reasonable and responsible for continuing to provide the same high level of service.

If you have any questions or desire any additional information regarding the proposed 2024 Public Works budget, please contact John Ellermann.

Riley County, Kansas
2024 Budget
Public Works Department
001-040

PERSONNEL Position Title - Full Time	2022 ACTUAL	2023 BUDGET	2024 BUDGET
Operations/Fleet Manager	1.00	1.00	1.00
Customer Service Rep I	1.00	1.00	1.00
Administrative Clerk I	2.00	2.00	2.00
Senior Analyst	1.00	1.00	1.00
Administrative Services Manager	1.00	1.00	1.00
Administrative Assistant II	2.00	2.00	2.00
Asphalt Road Supervisor	1.00	1.00	1.00
Assistant Engineer	1.00	1.00	1.00
Bridge Supervisor	1.00	1.00	1.00
Director/Engineer	1.00	1.00	1.00
Engineering Technician	3.00	3.00	3.00
Gravel Road Supervisor	1.00	1.00	1.00
Mechanic Technician II	3.00	3.00	3.00
Public Works Operator II	17.00	17.00	17.00
Purchasing Agent	1.00	1.00	1.00
Shop Supervisor	1.00	1.00	1.00
Technician Assistant/Training Coordinator	1.00	1.00	1.00
Traffic Control Supervisor	1.00	1.00	1.00
Traffic Control Technician I	1.00	1.00	1.00
Facility Supervisor	1.00	1.00	1.00
Facility Technician I	1.00	1.00	1.00
Custodial Manager	1.00	1.00	1.00
Custodian	7.00	7.00	7.00
Facilities & Grounds I	0.00	1.00	1.00
Facilities & Grounds II	5.00	4.00	4.00
Parks Manager	1.00	1.00	1.00
Parks Supervisor	1.00	1.00	1.00
Sub-Total	**58.00**	**58.00**	**58.00**
Part-Time/Seasonal/Temporary			
Security	1.00	1.00	1.00
Seasonal Laborers-3 Mo	3.00	3.00	3.00
Seasonal Laborers-9 Mo	2.00	2.00	2.00
As-Needed Engineering Tech	1.00	1.00	1.00
Technicians (Intern) (3@1,000 hrs)	3.00	3.00	3.00
Sub-Total	**10.00**	**10.00**	**10.00**
TOTAL NUMBER OF EMPLOYEES	**68.00**	**68.00**	**68.00**

Attachment: 2024 PUBLIC WORKS (13427 : 2024 PW/PARKS, HALF CENT/.2 CENT SALES TAX PLUS)

	PUBLIC WORKS DEPT EXPENDITURES PERSONNEL SERVICES	2022 ACTUAL	2023 BUDGET	2024 BUDGET
1001	Salaries (Full Time)	$ 2,572,500	$ 2,968,289	$ 3,031,011
-57	Salaries (Full Time)-HD	88,049	157,373	99,176
-81	Salaries (Full Time)-Parks	346,510	352,165	402,477
1003	Seasonal/Temporary/Part Time	7,457	53,855	51,252
-57	Seasonal/Temporary-HD	-	-	
-81	Seasonal/Temporary/Part Time-Parks	5,064	56,510	83,166
1005	Overtime	30,958	74,962	114,013
-57	Overtime-HD	100	5,193	4,439
-81	Overtime-Parks	7,072	10,561	14,306
1502	Clothing Allowance	-		
1504	FICA	188,308	244,749	257,104
-57	FICA-HD	6,345	12,847	7,927
-81	FICA-Parks	25,961	33,130	25,658
1506	Health Insurance	596,136	654,266	693,357
-57	Health Insurance-HD	34,526	36,442	22,267
-81	Health Insurance-Parks	79,660	93,978	72,076
1508	KPERS Retirement	261,025	275,319	339,507
-57	KPERS Retirement-HD	8,339	15,701	10,631
-81	KPERS Retirement-Parks	33,367	40,491	34,411
1510	State Unemployment Tax	2,123	3,297	3,361
-57	State Unemployment Tax-HD	71	173	104
-81	State Unemployment Tax-Parks	295	446	335
	TOTAL PERSONNEL SERVICES	**$ 4,293,866**	**$ 5,089,747**	**$ 5,266,575**
	CONTRACTUAL SERVICES			
2010	Postage/Freight/Shipping	$ 1,041	$ 2,000	$ 2,000
-81	Postage/Freight/Shipping	-	100	100
2020	Phone Services	-		
2030	Cellular Phone Services	17,682	18,000	18,000
-57	Cellular Phone Services	1,080	1,200	1,200
-81	Cellular Phone Services	3,423	3,500	3,500
2040	Internet Access	8,252	8,000	8,000
2080	Printing/Duplication Services	1,689	1,500	1,500
2110	Advertising & Legal Publications	10,605	10,000	12,000
2120	Insurance-Property	-		
2122	Vehicle/Fleet Insurance	42,582	40,000	40,000
-81	Vehicle/Fleet Insurance	8,005	5,000	6,000
2123	Liability Insurance	-		
-81	Liability Insurance	-		
2124	Other Insurance	-		
2150	Surveying Services	-	5,000	5,000
2200	Office Equipment Rental	10,134	10,000	10,000
2210	Machinery Equipment Rental	49,232	55,000	55,000
-81	Machinery Equipment Rental	589	5,000	5,000
2230	Land Rental/Lease Payments	664	500	1,000
-81	Land Rental/Lease Payments	300	400	1,200

2245 Other Rental Services			
2275 Records Preservation	-	50	
2280 Permits	-	100	
2340 Guardrail Installation	-	20,000	
2350 Right-of-Way Maintenance	-		
2360 Traffic Striping	105,840	200,000	200,000
2370 Roadway Illumination	-	500	-
2400 Repair/Maintain County Vehicles	64,163	65,000	65,000
-81 Repair/Maintain County Vehicles	29	1,500	1,000
2410 Repair/Maintain Office Equipment	1,850	500	1,500
2420 Repair/Maintain Other Equipment	5,177	1,500	2,000
-81 Repair/Maintain Other Equipment	-	250	250
2430 Computer Software Maintenance/Support	12,796	16,000	16,000
2450 Computer Software Maintenance/Support	139	1,500	1,500
2470 Repair Furniture	-	-	
2480 Repair/Maintain Buildings & Grounds	1,040	5,000	5,000
-81 Repair/Maintain Buildings & Grounds	1,736	3,000	3,000
2490 Other Repairs/Maintenance	41,290	25,000	40,000
-81 Other Repairs/Maintenance	1,550	1,000	1,000
2510 Mileage/Tolls/Parking/Rental	1,158	2,000	2,000
-81 Mileage/Tolls/Parking/Rental	16	500	500
2520 Lodging	5,278	10,000	8,000
-81 Lodging	915	1,000	1,000
2530 Airfare	529	2,500	2,500
-81 Airfare	-	500	500
2540 Meals	1,110	3,000	3,000
-81 Meals	947	750	750
2550 Dues & Memberships	1,110	2,300	2,300
-81 Dues & Memberships	543	1,000	1,000
2560 Training & Registrations	9,522	15,000	15,000
-81 Training & Registrations	2,509	3,000	3,000
2570 Subscriptions	-	500	500
2615 Recording Fees	74	500	500
2630 Architect Fees	-	1,000	1,000
-81 Architect Fees	-	1,000	1,000
2635 Engineering Fees	9,565	50,000	50,000
-81 Engineering Fees	-	4,000	4,000
2645 Legal Settlements	-		
2700 Bonding Services	-		
2760 Consultant Fees	-	3,000	3,000
-81 Pest Control Fees			
2780 Transportation Task Force Appropriation	20,000	20,000	20,000
2830 Water	-		
2840 Sewage Charges	8,872	4,500	5,000
2850 Waste Disposal	1,116	2,000	2,000
-81 Waste Disposal	81		
2890 Waste Disposal	-		
-81 Waste Disposal	-		
2990 Other Contract Services	17,368	15,000	15,000
-81 Other Contract Services	-	5,000	5,000
TOTAL CONTRACTUAL SERVICES	**$ 471,602**	**$ 654,150**	**$ 652,300**

	COMMODITIES	ACTUAL	BUDGET	BUDGET
3010	Office Supplies	$ 3,404	$ 5,000	$ 5,000
-81	Office Supplies	152		
3020	Books & Publications	-	500	500
-81	Books & Publications	231	-	
3030	Computer Supplies	1,763	500	500
3032	Supplies-Printers	2,089	4,000	4,000
3040	Clothing	6,235	3,500	3,500
-81	Clothing	20	500	500
3045	Protective Gear	9,521	10,000	10,000
-81	Protective Gear	353	750	750
3060	Medical Supplies	2,795	1,500	2,000
3080	Fuel & Lubricants	471,816	500,000	500,000
-81	Fuel & Lubricants	27		
3085	Propane	-		
3090	Custodian Supplies	55,823	75,000	75,000
-81	Custodian Supplies	2,473	1,500	1,500
3100	Chemical	46,445	62,500	62,500
-81	Chemical	2,695	6,000	6,000
3120	De-icing Materials	90,676	80,000	85,000
3140	Parts & Tools < $100	73,151	90,000	80,000
-81	Parts & Tools < $100	2,497	5,000	5,000
3150	Parts & Tools > $100	191,909	180,000	180,000
-81	Parts & Tools > $100	8,422	10,000	10,000
3170	Gravel Aggregates	242,628	300,000	300,000
-81	Gravel Aggregates	167	4,000	4,000
3180	Culverts	39,665	20,000	25,000
-81	Culverts	-	1,000	1,000
3190	Sign Materials	32,903	35,000	35,000
-81	Sign Materials	647	1,000	1,000
3200	Bridge Materials	12,873	10,000	10,000
3220	Seed & Fertilizer	780	1,000	1,000
-81	Seed & Fertilizer	3,603	7,000	5,000
3230	Concrete	15,369	20,000	20,000
-81	Concrete	688	2,000	2,000
3240	Asphalt Seal Materials	176,837	250,000	250,000
3250	Asphalt Maintenance Materials	30,704	60,000	60,000
3990	Other Supplies/Materials	27,918	15,000	20,000
-81	Other Supplies/Materials	2,194	3,000	3,000
	TOTAL COMMODITIES	**$ 1,559,471**	**$ 1,765,250**	**$ 1,768,750**

	CAPITAL OUTLAY			
604	Transfers Out	$ -	$ -	$ -
604-81	Transfers Out	-	-	-
4010	Office Equipment	$ 2,270	$ 1,000	1,000
-81	Office Equipment	-	250	250
4020-81	Other Equipment	-	250	250
4030	Telecommunications Equipment	330	1,000	1,000

Attachment: 2024 PUBLIC WORKS (13427 : 2024 PW/PARKS, HALF CENT/.2 CENT SALES TAX PLUS)

4040	Furniture > $100	796	3,000	3,000
4050	Technology Hardware	13,720	3,000	3,000
4052	Technology Hardware-Desktop	-		-
4052	Tech Hardware-Desktop	-		-
4054	Technology Hardware-Printers	749		-
4060	Computer Software	11,167	2,500	5,000
4061	Computer Software-Desktop	109		-
4062	Computer Software-Server	-		-
4090	Heavy Duty Trucks			-
4100	Motor Graders			-
4110	Maintenance/Construction Equipment	-	35,000	35,000
-81	Maintenance/Construction Equipment	1,686	8,000	8,000
4120	Other Heavy Equipment	16,300	5,000	10,000
4130	Building Improvement	33,544	2,500	10,000
4160	Asphalt Construction	1,037,254	1,200,000	1,500,000
4170	Bridge Construction	-	120,000	120,000
4180	Road Construction	-		-
4190	Right-of-Way Acquisition	-	3,000	-
4200/81	County Park Maintenance/Construction	2,656	25,000	25,000
4210/81	Community Park Maintenance/Construction	58,420	60,000	60,000
4290	Other Construction Projects	-	120,000	100,000
	TOTAL CAPITAL OUTLAY	**$ 1,179,000**	**$ 1,589,500**	**$ 1,881,500**
	TOTAL OPERATING EXPENDITURES	**$ 6,324,938**	**$ 7,509,147**	**$ 4,302,550**
	TOTAL EXPENDITURES LESS PERSONNEL	**$ 3,210,073**	**$ 4,008,900**	**$ 4,302,550**
	TOTAL EXPENDITURES	**$ 7,503,938**	**$ 9,098,647**	**$ 9,569,125**

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

		2021 ACTUAL	2022 ACTUAL	2023 BUDGET	2023 EST	2024 BUDGET
	BEGINNING CASH BALANCE					
	Fund Balance	$ 6,013,014	$ 4,255,473	$ 6,552,706	$ 6,553,285	$ 6,210,046
	TOTAL BEGINNING CASH BALANCE	$ 6,013,014	$ 4,255,473	$ 6,552,706	$ 6,553,285	$ 6,210,046
	REVENUE					
205	Sales Tax	$ 698,976	$ 2,223,602	$ 300,000	$ 405,761	$ -
600	Miscellaneous Reimbursement-py cancel encumb	7,711	150,000	-	-	-
602	Misc Collection	10,433	19,730	-	-	-
	Prior Year Cancelled Encumbrance	-	-	-	-	-
	TOTAL REVENUE	**$ 717,120**	**$ 2,393,332**	**$ 300,000**	**$ 405,761**	**$ -**
	TOTAL RESOURCES AVAILABLE	**$ 6,730,134**	**$ 6,648,806**	**$ 6,852,706**	**$ 6,959,046**	**$ 6,210,046**
	EXPENDITURES					
2990	Contractual Services	$ 18,213	$ 79,645	$ -	$ -	$ -
3990	Commodities	-	795	-	-	-
4990	Capital Outlay	362,277	15,660	3,736,590	749,000	6,210,046
	TOTAL EXPENDITURES	**$ 380,490**	**$ 96,100**	**$ 3,736,590**	**$ 749,000**	**$ 6,210,046**
	TOTAL ENDING FUND BALANCE	**$ 6,349,644**	**$ 6,552,706**	**$ 3,116,116**	**$ 6,210,046**	**$ (0)**

Project Estimates	2021	2022	2023	2023	2024
Rosehill Road Bridge replacement					
Culverts-Vinton School/Kitten Creek Rd/Peach Grove				148,000	150000
Fancy Creek Bridge K.0-6.2				100,000	800000
Overlay TBD and approved by BOCC				200,000	350000
Flat Rock Road				60,500	300000
Paralell Road				65,500	300000
Union Road				125,000	350000
Winkler Mill Bridge				50,000	1500000
TOTAL		**$ -**	**$ -**	**$ 749,000**	**$ 3,750,000**

Attachment: R&B HALF CENT SALES TAX 2024 (13427 : 2024 PW/PARKS, HALF CENT/.2 CENT SALES

Fund #188
Riley County Road & Bridge .2 Cent Sales Tax

		2023 BUDGET	2023 EST	2024 BUDGET
	BEGINNING CASH BALANCE			
	Fund Balance	$ -	$ -	$ 1,400,000
	TOTAL BEGINNING CASH BALANCE	$ -	$ -	$ 1,400,000
	REVENUE			
205	Sales Tax	$ 1,500,000	$ 1,967,650	$ 2,000,000
600	Miscellaneous Reimbursement-py cancel encumb	-	-	-
602	Misc Collection	-	-	-
	Prior Year Cancelled Encumbrance	-	-	-
	TOTAL REVENUE	**$ 1,500,000**	**$ 1,967,650**	**$ 2,000,000**
	TOTAL RESOURCES AVAILABLE	**$ 1,500,000**	**$ 1,967,650**	**$ 3,400,000**
	EXPENDITURES			
2990	Contractual Services	$ -	$ -	$ -
3990	Commodities	-	-	-
4990	Capital Outlay	-	100,000	3,400,000
	TOTAL EXPENDITURES	**$ -**	**$ 100,000**	**$ 3,400,000**
	TOTAL ENDING FUND BALANCE	**$ 1,500,000**	**$ 1,867,650**	**$ -**

Fund #118
Riley County Auction

		2021 ACTUAL	2022 ACTUAL	2023 BUDGET	2023 Estimate	2024 BUDGET
	BEGINNING CASH BALANCE					
	Fund Balance	$ 17,592	$ 168,220	$ 252,204	$ 252,204	$ 42,204
	TOTAL BEGINNING CASH BALANCE	**$ 17,592**	**$ 168,220**	**$ 252,204**	**$ 252,204**	**$ 42,204**
	REVENUE					
503	Non-Collection Revenue	$ 164,165	$ 87,825	$ -		
610	Outside Collections	$ (231)	$ -	$ -		$ -
	TOTAL REVENUE	**$ 163,934**	**$ 87,825**	**$ -**		**$ -**
	TOTAL RESOURCES AVAILABLE	**$ 181,526**	**$ 256,045**	**$ 252,204**	**$ 252,204**	**$ 42,204**
	EXPENDITURES					
604	Transfer to CIP	$ 81,238	$ -	$ -	$ 200,000	$ 20,000
2000	Contractual Services	$ 5,000	$ -	$ 9,583	$ 10,000	$ 20,000
2990	Other Contract Services	$ (11,536)	$ 3,840	$ 229,054		$ 2,204
3000	Commodities	$ -	$ -	$ -		$ -
	TOTAL EXPENDITURES	**$ 74,702**	**$ 3,840**	**$ 238,637**	**$ 210,000**	**$ 42,204**
	TOTAL ENDING FUND BALANCE	$ 106,824	$ 252,204	$ 13,567	$ 42,204	$ -

MEMORANDUM

TO: Board of County Commissioners

FROM: John Ellermann, P.E.

DATE: May 18, 2023

RE: 2024 County Building Fund Budget

The proposed 2024 County Building Fund Budget in the amount of $393,000 has been formulated to fund the maintenance, repair, and upgrading of County Buildings at the current level of service. The requested amount is the same as was requested for 2022 and 2023. You will notice a change in how the budget is formatted. I tried to budget funds for each building line based on actual expenditures in the past.

Listed below are proposed projects and estimated costs for 2024.

*Ongoing Heat Pump Replacement Program: $15,000 each

*2 A/C Unit Replacements (Museum): $30,000

Several long term(CIP) projects to be considered are as follows:

*Upgrade Elevators in County Office Building, Courthouse, Carnegie, and Health Dept.: $500,000

*FCRC Roof: $100,000

*Courthouse Insulation: $70,000

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

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

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

Riley County, Kansas
2024 Budget
County Building Fund
Fund 152

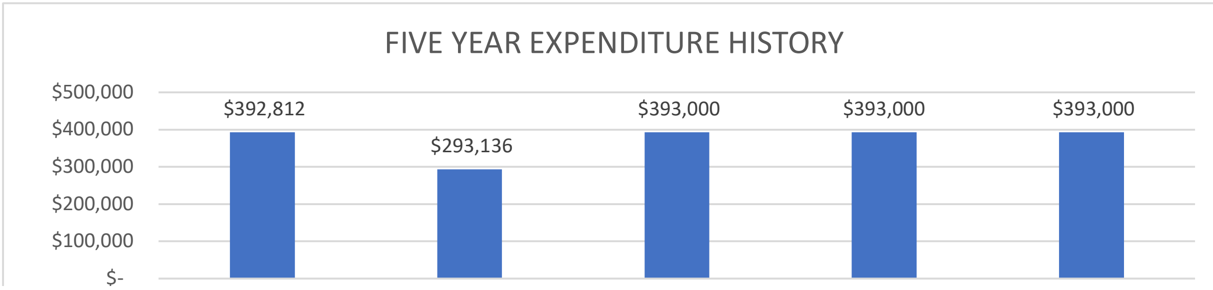
		2022 ACTUAL	2023 BUDGET	2024 BUDGET
	BEGINNING CASH BALANCE			
	Fund Balance	$ 110,269	$ 211,648	$ 104,663
	TOTAL BEGINNING CASH BALANCE	**$ 110,269**	**$ 211,648**	**$ 104,663**
	REVENUE			
102	Motor Vehicle Tax	$ 29,295	$ 30,437	20043
103	Vehicle Rental Excise Tax	531	317	452
113	Recreational Vehicle Tax	277	282	197
130	Commercial Vehicle Fees	1,218	1,203	847
180	Ad Valorem Tax	356,028	253,418	
181	Delinquent Tax	6,429	-	
182	Oil & Gas Curr	28		
183	Oil & Gas Delinq	3		
184	P.P Current	3,143	-	
185	P.P DELQ.	332		
190	16/20 M Vehicle Tax	235	243	225
191	TIF Adjustment	(6,718)		
192	16/20 M Vehicle Tax Del	19		
193	Watercraft Tax	154	115	157
194	Watercraft Tax Del	37	-	
503	Non-Collection Revenue	402		
600	Miscellaneous Reimbursement	4,965		
603	Transfer from Disaster Fund	-		
	TOTAL REVENUE	**$ 396,376**	**$ 286,015**	**$ 21,921**
	TOTAL RESOURCES AVAILABLE	**$ 506,645**	**$ 497,663**	**$ 126,584**
	EXPENDITURES			
	CONTRACTUAL SERVICES			
2010	Postage/Freight/Shipping	$ 428	$ -	$ -
2480	Repair/Maintain Buildings & Grounds	-	321,000	-
	(6) Keats Park Bldg	215	-	1,000
	(7) Plaza Grounds	24,763	-	35,000
	(24) Weed Dept Bldg	3,751	-	5,000
	(53) Mental Health	10,283	-	5,000
	(57) Health Dept	21,696	25,000	25,000
	(63) Courthouse	35,302	-	50,000

Attachment: 2024 County Building (13427 : 2024 PW/PARKS, HALF CENT/.2 CENT SALES TAX PLUS)

	(64) Office Building	35,261	-	50,000
	(65) Carnegie Building	28,135	-	25,000
	(66) Plaza East	28,156	-	25,000
	(69) Wharton Manor	23,169	-	30,000
	(71) CICO Park/Pottorf Hall	8,883	-	8,000
	(72) Museum	17,888	-	12,000
	(75) Plat House	185	-	5,000
	(79) Fairmont Restroom East	-	-	
	(82) Shop Site	-	-	
	(87) Fairmont Restroom West	-	-	
	(92) Bldg A-Shop Site	3,292	-	5,000
	(93) Bldg B-Shop Site	1,424	-	3,000
	(94) Bldg C-Shop Site	2,737	-	3,000
	(95) Shop-Shop Site	8,962	-	8,000
	(96) Admin Bldg-Shop Site	11,361	-	15,000
	(97) Shop Yard-Shop Site	-	-	2,000
	(118) Bldg C-EMS	6,838	-	4,000
	(125) 115 Courthouse Plaza	-	-	1,000
	(132) Lab Building	317	-	1,000
	(302) EMS Vehicle Building	1,662	-	10,000
	Church Building	-	-	-
2615	Recording Fees	-	-	-
2630	Architect Fees	-	10,000	10,000
2635	Engineering Fees	-	10,000	10,000
2657	Miscellaneous Fees	-	1,000	1,000
2760	Consultant Fees	-	-	-
2775	Pest Control Fees	7,175	10,000	10,000
2850	Waste Disposal	28	-	-
	TOTAL CONTRACTUAL SERVICES	**$ 281,909**	**$ 377,000**	**$ 359,000**
	COMMODITIES			
3060	Medical Supplies	$ 3,089	$ 4,000	$ 4,000
3140	Parts & Tools <$100	6,177	10,000	8,000
3150	Parts & Tools >$100	-	2,000	2,000
3990	Other Supplies & Materials	943	-	-
	TOTAL COMMODITIES	**$ 10,209**	**$ 16,000**	**$ 14,000**
	CAPITAL OUTLAY			
4130	Building Improvements	$ -	$ -	$ 20,000
4290	Other Construction Projects	2,879	-	-
	TOTAL CAPITAL OUTLAY	**$ 2,879**	**$ -**	**$ 20,000**
	TOTAL EXPENDITURES	**$ 294,997**	**$ 393,000**	**$ 393,000**

Attachment: 2024 County Building (13427 : 2024 PW/PARKS, HALF CENT/.2 CENT SALES TAX PLUS)

TOTAL ENDING FUND BALANCE	$ 211,648	$ 104,663	$ (266,416)



AGENDA
JOINT CITY/COUNTY/COUNTY MEETING
CITY COMMISSION ROOM
CITY HALL
1101 POYNTZ AVENUE
MANHATTAN, KS 66502
THURSDAY, MAY 18, 2023
4:00 P.M.

1. Flint Hills Region Electric Vehicles Readiness Plan (Jared Tremblay, Planning Manager, Flint Hills Metropolitan Planning Organization)

This meeting is being held in the City Commission Room at City Hall, 1101 Poyntz Avenue. In accordance with provisions of the ADA, every attempt will be made to accommodate the needs of persons with disabilities. Please contact the Human Resources Department (587-2443) for assistance.