



**Board of Riley County
Commissioners
Regular Meeting
Agenda
June 08, 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

1. Public Comments

Commission Comments

2. Commission Comments

Business Meeting

3. Election Software & System Equipment Upgrade
4. Sign Riley County Personnel Action Form(s)
5. Discuss Joint City/County/County Meeting Agenda

Review Minutes

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

Review Tentative Agenda

7. Tentative Agenda

Press Conference Topics

8. Discuss Press Conference

9:00 AM

Clancy Holeman, Counselor/Director of Administrative Services

9. Administrative Work Session

9:20 AM

Jessie Hubbard or Sandi Harper, Community Corrections

10. Out of State Travel Request

9:30 AM

Katharine Hensler, Museum Director

11. Request to Fill Open As-Needed Museum Assistant Position

9:45 AM

Jason Smith, Manhattan Area Chamber of Commerce

12. Economic development update

- 10:00 AM Julie Gibbs, Health Department Director**
13. RCHD Update
- 10:30 AM Budget and Planning Committee - Darell Edie, Budget and Finance Officer**
14. Monthly Cash Flow Report for May 2023
- 10:50 AM David Adams, EMS/Ambulance Director**
15. Building Update
- 11:10 AM Brian Peete, RCPD Director**
16. Feasibility Study
- 11:25 AM John Ellermann, Public Works Director/County Engineer**
17. Truck Update
- 11:40 AM Laurie Harrison, Emergency Management Coordinator**
18. Out of State Travel Request for volunteer firefighters
- Adjournment**

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



COUNTY CLERK & ELECTIONS
Budget

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

COMMISSION AGENDA REPORT

FROM: Rich Vargo, Riley County Clerk
MEETING: June 8, 2023
SUBJECT: Election Software & System Equipment Upgrade
PRESENTER: Rich Vargo, Riley County Clerk

POSSIBLE MOTION(S)

Move to approve the Riley County Capital Improvement Program, CIP Project Funding Authorization Form for Election Systems & Software (ES&S) Equipment upgrade for the Clerk/Elections Department in the amount of \$300,475.00.

Move to deny

Move to modify

Enclosures:

- Election Software & Systems Equipment Upgrade 2023 (PDF)

RILEY COUNTY CAPITAL IMPROVEMENT PROGRAM CIP PROJECT FUNDING AUTHORIZATION FORM

GENERAL INFORMATION (Completed by Budget & Finance Officer)

Project # _____ Fund(s) Name: CIP _____

PROJECT INFORMATION (Completed by Department Head)

Department: Clerk/Elections Date: 8-Jun-23

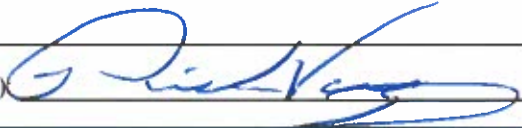
Category(circle): FACILITIES INFRASTRUCTURE EQUIPMENT TECHNOLOGY

Project Name: Election Systems & Software (ES&S) Equipment Upgrade Total Cost \$: 300,475.00

Brief Description:
Upgrade Express Vote Tabulators to Express Vote Ballot Marking Devices and purchase 40 DS300 Poll Place Scanners/Tabulators

Project Justification:
Upgrade electio equipment to allow for dual-person verification as required by the EAC and due to ES&S decision to not enhance our current Express Vote Tabulators.

Operating Cost Implications:
Riley County will be able to comply with the enhance election security and integrity standards required by the EAC and Kansas Legislative Election Audit Committee.

Department Head Name (PRINT): Rich Vargo Department Head (SIGNATURE) 

TECHNOLOGY PROJECTS (Completed by IT/GIS Director)

For computer related projects, the Department Head must provide the following information and submit to the IT Director for approval.

- Y/N
- ☒ Will this project be used exclusively by your department?
- ☒ Will this project require support from Information Technology?

Information Technology Director's Signature: 

To be completed by IT:

- Y/N
- ☒ Will the project require the implementation of new technologies/costs? If so, what & costs? _____
- ☒ Is the project duplicated in other CIP requests? _____
- ☒ Is the project compatible with the technology development plans of Riley County? _____

CERTIFICATION OF PROJECT AUTHORITY

CASH:

Cash Available: _____

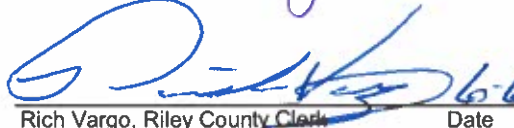
- ☐ This project is funded for start-up as cash is available.
- ☐ This project is not funded for start-up as cash is not available.


Shilo Heger, Riley County Treasurer Date 6/6/23

BUDGET:

Budget Available: \$ 300,475.00

- ☒ This project is funded for start-up as budget authority is available.
- ☐ This project is not funded for start-up as budget authority is not available.


Rich Vargo, Riley County Clerk Date 6/6/23

APPROVAL:

Approved Amount: _____

- ☐ This project is funded.
- ☐ This project is not funded.

Chairman
Board of County Commissioners Date

ALL FIELDS MUST BE COMPLETED

Prepared

Packet Pg. 4



COUNTY CLERK & ELECTIONS
Personnel

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

COMMISSION AGENDA REPORT

FROM: Elizabeth Ward, Human Resources Director

MEETING: June 8, 2023

SUBJECT: Sign Riley County Personnel Action Form(s)

PRESENTER: Elizabeth Ward, Human Resources Director

Enclosures:

- 2023-06 Treasurer MStevens EAF (DOCX)
- 2023-06 PW BHughes EAF(PDF)

RILEY COUNTY EMPLOYEE ACTION FORM

Company Code: 166733

Full Legal Name: Marie Stevens**Status Change Date:** 6/05/2023**Status Change:** New Hire**Date of Hire:** 6/13/2023**Seniority:** 0 month(s)**Position:** Customer Service Rep I**Position Type:** Full-Time**Pay Range:** 4**Pay Type:** Hourly**Base Rate:** \$18.12**Annualized Pay:** \$37,689.60**Funds Codes:** 1-County General**Supervisor:** Donna Borgerding**Department Head:** Shilo Heger

BoCC Chairman _____

Date: _____

BoCC Member _____

Date: _____

BoCC Member _____

Date: _____

Attachment: 2023-06 Treasurer MStevens EAF (13488 : Personnel Action Form (Green Sheet))

RILEY COUNTY EMPLOYEE ACTION FORM

Company Code: 166734

Full Legal Name: Betsy Hughes**Status Change Date:** 6/06/2023**Status Change:** New Hire**Date of Hire:** 6/12/2023**Seniority:** 0 Month(s)**Position:** Customer Service Rep I**Position Type:** Full-Time**Pay Range:** 4**Pay Type:** Hourly**Base Rate:** \$18.94**Annualized Pay:** \$39,395.20**Funds Codes:** 1-County General**Supervisor:** Julie Winter**Department Head:** John Ellermann

BoCC Chairman _____

Date: _____

BoCC Member _____

Date: _____

BoCC Member _____

Date: _____

Attachment: 2023-06 PW BHughes EAF (13488 : Personnel Action Form (Green Sheet))

Joint City/County/County Meeting: (at county offices June 15th)

Topics for Agenda:

Evergy – Transmission line

Attachment: June Joint City Co Co Mtg info (12934 : Joint City/County/County Agenda Meeting Information)

Cindy Kabriel

From: Chelsea Johnson [REDACTED]
Sent: Tuesday, June 6, 2023 1:55 PM
To: Cindy Kabriel; Chad Kinsley
Cc: Brenda Wolf; Lauren Page
Subject: RE: [EXTERNAL]: Topic request June City/Counties Meeting

Cindy,

Everygy would like to present on the transmission line. They said they'd only need about 15-20 minutes for presentation and questions.

Thank you,

Chelsea Johnson

Assistant City Clerk
 City Manager's Office
 785-587-2405

From: Cindy Kabriel [REDACTED]
Sent: Tuesday, June 6, 2023 1:53 PM
To: Lauren Page [REDACTED]; Chad Kinsley [REDACTED]
Cc: Brenda Wolf [REDACTED]; Chelsea Johnson <[REDACTED]>
Subject: [EXTERNAL]: Topic request June City/Counties Meeting

Please let me know if you have any topics for the June 15th joint city/county/county meeting by 5:00 p.m. Thursday, June 8th.

Thanks
 Cindy

Cindy Kabriel
 Senior Administrative Assistant
 Riley County Clerk's Office
 110 Courthouse Plaza, B118
 Manhattan, KS 66502
 phone: (785) 565-6202
 fax: (785) 537-6394

CAUTION: This email originated from outside the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Attachment: June Joint City Co Co Mtg info (12934 : Joint City/County/County Agenda Meeting Information)



**Board of Riley County
Commissioners
Regular Meeting
TENTATIVE Agenda
June 12, 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

Review Minutes

Review Tentative Agenda

Press Conference Topics

9:00 AM

Rich Vargo, County Clerk

1. Year to date budget and expenditure reports

9:30 AM

Press Conference

2. Public Notice - John Ellermann (2 minutes)

10:00 AM

Break

10:10 AM

John Ellermann, Public Works Director/County Engineer

3. Project update

10:40 AM

Clancy Holeman, Counselor/Director of Administrative Services

4. Administrative Work Session

11:00 AM

Katharine Hensler, Museum Director

5. Staff update

Adjournment

Announcements

Attachment: 06-12-23 tentative agenda (12844 : Tentative Agenda)

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

A commissioner will be on In Focus live at 9:05 a.m. Tuesday, June 13, 2023 (KF).

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
June 15, 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

Commission Comments

Business Meeting

1. Discuss Intergovernmental Luncheon
2. Approve payroll/accounts payables (when completed)

Review Minutes

Review Tentative Agenda

Press Conference Topics

9:30 AM

Clancy Holeman, Counselor/Director of Administrative Services

3. Administrative Work Session

9:50 AM

Gina Snyder, Downtown Manhattan Director

4. Downtown Manhattan update

10:00 AM

Gary Fike, County Extension Director

5. Staff update

10:15 AM

Brian Peete, RCPD Director

6. RCPD update

4:00 PM

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

Adjournment

Announcements

Good Morning Manhattan will be held today 7:15 a.m. - 8:30 a.m. at

Attachment: 06-15-23 tentative agenda (12844 : Tentative Agenda)

the Four Points by Sheraton, 530 Richards Drive.

Riley County offices will be closed Monday, June 19th due to the observance of Juneteenth holiday.

The Board of County Commissioners will not be in session on Monday, June 19th.

The Law Enforcement Agency Meeting will be held Tuesday, June 20th at 12:00 (noon) in the City Commission Chambers, 1101 Poyntz Avenue.

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

Attachment: 06-15-23 tentative agenda (12844 : Tentative Agenda)



COMMUNITY CORRECTIONS
Travel Request

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: June 8, 2023

SUBJECT: Out of State Travel Request

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

FISCAL IMPACT

Funding was requested and awarded from four different funding entities for up to eight individuals to attend the National Association of Drug Court Professionals annual conference. The estimated cost per person is a little over \$2,900.00. Only six Drug Court Team Members are able to attend this year's training.

NADCP RISE23! June 25th - June 29th			Estimated Costs
Conference Registration	Conference Registration		\$895.00
Flight	Try a web travel service to get a quick estimate \$400		\$400.00
Lodging	Hotels ave. \$256/night)		\$1,000.00
Transportation	Roundtrip airport to hotel \$50/person		\$50.00
Transportation (daily)	Taxi, car rental, ride share, etc. from \$80/person		\$80.00
Mileage reimbursement	Driving to the airport for your flight .585 cents/mile X 140 miles X 2 MHK to MCI)		\$163.80
Parking reimbursement	Parking at airport for flight departure (\$15.50 ave./day)		\$78.00
Food per diem	Total Riley County Rate: \$63 (free breakfast X 4 training days, breakfast=1 X \$15 travel day, lunch=5 X \$18, dinner=5 X \$30)		\$255.00
			\$2,921.80

POSSIBLE MOTION(S)

Move to approve allowing Intensive Supervision/Drug Court Officers Brett Clark and Megan Lewis to attend RISE23 in Houston, Texas, June 25th - 29th.

Move to deny

Move to modify

Move to table

No action required.

The Board agreed by consensus to

Enclosures:

- Out-of-State Travel Permits(PDF)

RILEY COUNTY OUT OF STATE TRAVEL REQUEST/AUTHORIZATION

NAME: Brett Clark **DEPARTMENT:** Community Corrections

POSITION TITLE: Intensive Supervision Officer **DATE REQUESTED** _____

FUND: 144-500-133

Travel From: MHK **Date:** Sunday, June 25, 2023

Travel To: Houston, Texas **Date:** Thursday, June 29, 2023

Purpose of Travel: To attend the National Drug Court Association RISE23! Conference in Houston, Texas.

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	Airfare, mileage to/from MCI, Uber to/from airport	\$694
Lodging	4 nights (\$256/night)	\$1,000
Meals	Food per diem. Riley County Rate=\$63/day (breakfast \$15, lunch \$18 and dinner \$30)	\$255
Registration/Fees	RISE23! Registration	\$895
Other	Parking @ airport	\$78

Total Estimated Travel Costs: \$2,922

Requested by: Brett Clark **Date:** 6/5/23

Approved by: _____

Department Head: Shelly Williams **Date:** 6/5/23

Chair: _____ **Date:** _____

Board of County Commissioners

Attest: _____ **Date:** _____

Riley County Clerk

cc: Department Head
Department Assistant

RILEY COUNTY OUT OF STATE TRAVEL REQUEST/AUTHORIZATION

NAME: Megan Lewis DEPARTMENT: Community Corrections

POSITION TITLE: Intensive Supervision Officer DATE REQUESTED: _____

FUND: 144-500-135

Travel From: MHK Date: Sunday, June 25, 2023

Travel To: Houston, Texas Date: Thursday, June 29, 2023

Purpose of Travel: To attend the National Drug Court Association RISE23! Conference in Houston, Texas.

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	Airfare, mileage to/from MCI, Uber to/from airport	\$694
Lodging	4 nights (\$256/night)	\$1,000
Meals	Food per diem. Riley County Rate=\$63/day (breakfast \$15, lunch \$18 and dinner \$30)	\$255
Registration/Fees	RISE23! Registration	\$895
Other	Parking @ airport	\$78

Total Estimated Travel Costs: \$2,922

Requested by: *Megan Lewis* Date: 6/5/23

Approved by: _____

Department Head: *Shirley Williams* Date: 6/5/23

Chair: _____ Date: _____

Board of County Commissioners _____

Attest: _____ Date: _____

Riley County Clerk _____

cc: Department Head
 Department Assistant



MUSEUM
Personnel

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

COMMISSION AGENDA REPORT

FROM: Katharine Hensler, Museum Director

MEETING: June 8, 2023

SUBJECT: Request to Fill Open As-Needed Museum Assistant Position

PRESENTER: Katharine Hensler, Museum Director

BACKGROUND

The part-time, As-Needed Museum Assistant position is an essential role in the day-to-day operations of the Riley County Historical Museum. There are currently five of these positions approved and assigned to the Museum, however, as of June 2, 2023, one of these positions was left vacant.

This position (as noted in the attached position description) assists with the opening and closing procedures, greets visitors, provides tours, assists with various clerical and administrative tasks, works on select curatorial projects, and supports the salaried staff with a variety of tasks as needed.

DISCUSSION

Today's request asks to fill the open position of As-Needed Museum Assistant. This is not a new position and has been budgeted for through the Museum's personnel budget for both the current fiscal year and in the upcoming 2024 budget proposal.

As mentioned above, the As-Needed Museum Assistant positions are essential to the operations and public relations of the Museum. These staff people are often the first line of contact that guest, visitors, and colleagues have with the Museum. They alleviate the salaried staff's workload by managing and completing standard, day-to-day tasks that would otherwise take away from the more technical hours our Curators are required to work, thus allowing the Museum to work more efficiently for the community and our visitors.

FISCAL IMPACT

This request should not require any change to the approved 2023 or the proposed 2024 budget as this position is not new and the rate of pay is not proposed to increase from that of the most recent incumbent. The current rate is \$15/hour, not benefit eligible, and at this rate, the position will remain. The position can generally expect approximately 12-16 hours of work on a weekly basis.

RECOMMENDATION(S)

The position for which we are requesting to fill, the As-Needed Museum Assistant is an essential position in the day-to-day operations of the Riley County Historical Museum. By being able to fill the position, this provides support and efficiency to the Museum and its staff, allowing us to better serve the community, welcome visitors, provide exceptional programming, and support our mission.

The recommendation is to approve the request to fill the open As-Needed Museum Assistant position.

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:

- Historical Museum Asst position description (DOC)
- As-Needed Museum Assist PAF (DOCX)

RILEY COUNTY, KANSAS JOB DESCRIPTION

Job Title:	MUSEUM ASSISTANT	
Department:	Museum	Division:
Reports to:	Museum Director/Curator	
Pay Grade:	E	Status: Part time
FLSA Status:	Non-Exempt	

Position Summary: To assist with attendant and clerical duties of the Museum

Essential Functions:

- Greet, supervise, and provide information as needed to visitors.
- Assist in maintaining the appearance and contents of the Museum, and other Museum educational program locations.
- Assist with Collections Management as needed.
- Complete clerical and miscellaneous work as assigned.
- Open and close the Museum and supervise its operation as needed.
- Facilitate communication between weekend and weekday staff.

Secondary Functions: Assist with the disaster preparedness/security/emergency plan for the Museum.

Position Requirements:

Education: High school diploma required. College degree in history, museum studies, or related field is desirable.

Experience: Knowledge of a body of standardized rules, procedures or operations requiring considerable training and experience to perform the full range of standard clerical assignments and resolve reoccurring problems. Knowledge of Riley County history or a background in museums/library is preferred.

Skills: Must have computer knowledge. Must be able to communicate effectively and speak publicly.

Supervisory Control: The employee uses initiative in carrying out recurring assignments independently without specific instructions, but refers deviations, problems, and unfamiliar situations not covered by instructions to the supervisor for decision or help.

Supervisory Responsibility: None

Guidelines: Procedures for doing the work have been established and a number of specific guidelines are available.

Complexity: The decision regarding what needs to be done involves various choices requiring the employee to recognize the existence of and differences among a few easily recognizable situations.

Scope & Effect of Work: The work involves the execution of specific rules, regulations, or procedures and typically comprises a complete segment of an assignment or project or broader scope.

Personal Contacts: The contacts are with members of the general public, as individuals or groups, and one or more of the parties may be uninformed concerning the role and authority of other participants.

Purpose of Contacts: The purpose is to obtain, clarify, or give facts or information regardless of the nature of those facts, i.e., the facts or information may range from easily understood to highly technical.

Physical Demands: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is required to stand; walk; sit; use hands to finger, handle, or feel; reach with hands and arms; climb or balance; stoop, talk or hear. The employee must occasionally lift and/or move up to 40 pounds. Specific vision abilities required by this job include close vision, color vision, and depth perception.

Work Environment: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is subject to a normal noise level.

Approved: _____ Date:
(Supervisor)

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

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

RILEY COUNTY POSITION ACTION FORM

Requisition Approval Process

Submitted by Ashley Martinek on 06/06/2023 at 02:07 PM

Internal Position Details (not displayed on job posting)

Company Riley County, KS	Position Template As Needed Museum Asst [MSMASST]	Work Location Historical Museum
Job ID 1757701	Salary 15.00	Supervisor Position No
Pay Grade Temporary and As-Needed pay range [TASND]	EEO Class Administrative Support Workers [5]	Workers Compensation 8810-M [8810-M]
Cost Center 1 County General [1]	Cost Center 2 Museum [17]	Cost Center 3 None [0]
1 Job Slot AS NEED-1		

Supervisor: Katharine Hensler

Department Head: Katharine Hensler

☒ No changes to Position or Budget☒ Position Description attachedTotal annual hours: 1,000☒ Budgeted☐ New or updated position description☐ New request for budget (details attached)

Salary: \$15.00

Budget for Benefits: N/A

Total proposed annual budget: \$15,000

Additional Position Comments: _____

BoCC Chairwoman _____

Date: _____

BoCC Member _____

Date: _____

BoCC Member _____

Date: _____

Attachment: As-Needed Museum Assist PAF (13487 : Request to Fill Open Position)

RILEY COUNTY POSITION ACTION FORM

Attachment: As-Needed Museum Assist PAF (13487 : Request to Fill Open Position)



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: June 8, 2023
SUBJECT: RCHD Update
PRESENTER: Julie Gibbs

General Monthly Update (see attached)

Enclosures:

- 2023 budget to actual_May23 (PDF)
- BOCCmonthlypresjune23 (PDF)

RILEY COUNTY HEALTH DEPARTMENT
2023 Budget to Actual Comparison of Revenues
January 1, 2023-May 31, 2023
41.7% of year

ACTUAL BEG. CASH BAL. \$969,509.59

	Total Budget	Total Actuals	General		Emergency Preparedness		WIC		Kansas Health Foundation		CDRR		KCCTF		Child Care Licensing	
Revenues			Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual
Grants	3,000,886.00	1,565,937.02	152,218.00	273,935.92	49,844.00	24,924.00	954,915.00	363,808.00	-	-	-	-	96,336.00	41,977.90	209,073.00	78,402.00
Client Fees	105,150.00	36,054.81	-	-	-	-	-	-	-	-	-	-	-	-	30,000.00	13,065.75
Medicaid	46,500.00	28,265.18	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Insurance	277,500.00	168,477.28	-	-	-	-	-	-	-	-	-	-	-	-	-	-
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	37,317.20	25,296.00	32,896.49	-	-	-	2,460.62	-	-	-	-	-	-	-	-
TOTALS	4,725,311.00	3,106,030.49	1,447,493.00	1,576,811.41	49,844.00	24,924.00	954,915.00	366,268.62	-	-	-	-	96,336.00	41,977.90	239,073.00	91,467.75
% of Budget Received		65.73%		108.93%		50.00%		38.36%						43.57%		38.26%

Expenses	Total Budget	Total Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual
Total Personnel	4,241,089.00	1,598,696.11	593,414.00	213,109.44	75,965.00	31,647.90	911,805.00	306,385.42	-	-	-	-	73,881.00	24,915.99	312,583.00	126,914.84
Total Contract	774,180.00	397,048.10	171,200.00	146,049.25	1,680.00	892.37	25,610.00	14,860.64	-	-	-	-	10,355.00	5,455.53	12,140.00	7,468.11
Total Commodities	306,549.00	144,429.55	19,271.00	26,021.32	-	-	17,500.00	2,327.60	-	-	-	-	12,100.00	24,353.83	2,800.00	669.77
Capital	-	6,418.30	-	2,080.88	-	-	-	-	-	-	-	-	-	-	-	-
Transfers Out	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
TOTALS	5,321,818.00	2,146,592.06	783,885.00	387,260.89	77,645.00	32,540.27	954,915.00	323,573.66	-	-	-	233.66	96,336.00	54,725.35	327,523.00	135,052.72

% of Budget Spent 40.34% 49.40% 41.91% 33.89% 56.81% 41.23%

BALANCE:

EXCESS/(DEF.) BUDGET 663,608.00 (27,801.00) - (12,747.45) (88,450.00)

EXCESS/(DEF.) ACTUAL 1,189,550.52 (7,616.27) 42,694.96 - (43,584.97)

ENDING CASH BAL. \$1,928,948.02

Attachment: 2023 budget to actual_May23 (13485 : RCHD Update)

IT
and Expenses

ACTUAL BEG. CASH BAL.

	Family Planning		Immunization Action Plan		MCH		OPEI		Smart Start/ECBG		State Formula		March of Dimes		Wildcat Region PHEP	
Revenues	Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual
Grants	143,259.00	58,174.00	117,423.00	50,193.00	125,056.00	71,279.00	222,800.00	110,000.00	800,000.00	441,889.20	90,652.00	45,280.00	7,500.00	-	31,810.00	6,074.00
Client Fees	32,000.00	12,540.67	35,000.00	6,709.41	150.00	-	-	-	-	-	8,000.00	3,738.98	-	-	-	-
Medicaid	14,000.00	7,404.09	28,000.00	18,937.91	3,500.00	1,508.36	-	-	-	-	1,000.00	414.82	-	-	-	-
Insurance	40,000.00	16,313.35	225,000.00	142,093.54	1,500.00	1,684.19	-	-	-	-	11,000.00	8,386.20	-	-	-	-
Transfer from General	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Transfer In-CARES	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Miscellaneous	-	-	-	-	-	1,956.80	-	-	-	-	-	3.29	-	-	-	-
TOTALS	229,259.00	94,432.11	405,423.00	217,933.86	130,206.00	76,428.35	222,800.00	110,000.00	800,000.00	441,889.20	110,652.00	57,823.29	7,500.00	-	31,810.00	6,074.00
% of Budget Received		41.19%		53.75%		58.70%		49.37%		55.24%		52.26%		0.00%		19.09%
Expenses	Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual
Total Personnel	411,863.00	148,336.06	303,518.00	115,722.05	323,729.00	132,987.44	448,076.00	183,546.88	454,959.00	195,463.20	327,659.00	118,133.99	-	-	3,637.00	1,532.90
Total Contract	20,300.00	7,601.81	8,825.00	7,942.05	8,840.00	6,819.69	64,850.00	14,648.48	405,560.00	166,279.44	28,400.00	11,518.65	-	-	16,420.00	7,278.42
Total Commodities	39,125.00	20,660.44	133,050.00	38,337.95	2,300.00	9,377.62	5,250.00	4,708.68	47,950.00	7,224.63	7,950.00	2,486.70	7,500.00	3,510.70	11,753.00	4,750.31
Capital	-	-	-	-	-	-	-	-	-	-	-	2,689.99	-	-	-	1,647.43
Transfers Out	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
TOTALS	471,288.00	176,598.31	445,393.00	162,002.05	334,869.00	149,184.75	518,176.00	202,904.04	908,469.00	368,967.27	364,009.00	134,829.33	7,500.00	3,510.70	31,810.00	15,209.06
% of Budget Spent		37.47%		36.37%		44.55%		39.16%		40.61%		37.04%		46.81%		47.81%
BALANCE:																
EXCESS/(DEF.) BUDGET	(242,029.00)		(39,970.00)		(204,663.00)		(295,376.00)		(108,469.00)		(253,357.00)		-		-	
EXCESS/(DEF.) ACTUAL	(82,166.20)			55,931.81		(72,756.40)		(92,904.04)		72,921.93		(77,006.04)		(3,510.70)		(9,135.06)
ENDING CASH BAL.																



BOCC Monthly Report June 2023

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

Attachment: BOCCmonthlypresjune23 (13485 : RCHD Update)



Budget to Actual (May 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

13.b

BaM classes in May = 56 participants!

- Spanish BAM = 13 participants

May CPR participants – 12

KSU Counseling Interns

- 14 visits in May
- Transition out in July

Attachment: BOCCmonthlypresjune23 (13485 : RCHD Update)

Clinic Updates

291 total immunizations (217 patients)

149 family planning visits

476 total appointments in May

Outreach Events in May –Health Fair

Upcoming Events – Everybody Counts in August

CCL Update

May	Riley	Geary	Clay	Dickinson	Pott	Total
Initial Inspections	1	1	1		1	4
Initial Compliance						
Annual Inspections	9	1	1	2	3	16
Annual Compliance	1			2	2	5
KDHE compliance Inspections	1		1	1		3
Complaint First Visit	3	1				4
Complaint Second Visit						
Illegal Care Complaints		1				1
	15	4	3	5	6	33
Amendments						
Exceptions						
Consults						
Home Orientation	2	1		1		
Center Orientation				3	1	

Attachment: BOCCmonthlypresjune23 (13485 : RCHD Update)

CCL Update

	June	Riley	Geary	Clay	Dickinson	Pott	Total
School Age Program		9				1	10
Child Care Center		14	7	1	7	8	37
R & R Agency		1					1
School Age Drop In Program		9				3	12
Group Day Care Home		30	14	14	10	15	83
Head Start Child Care							
Licensed Day Care Home		44	16	14	18	34	126
Preschool			1	3	3		7
Totals		107	38	32	38	61	276
		-1	1		1		1

Attachment: BOCC monthly pres June 23 (13485 : RCHD Update)

Raising Riley Update

13.b

Outreach

May 6 – Flint Hills Festival –
300 adults and 400
children!

May 11 and 25 – SNAP
Application Assistance

May 11 - Bugapalooza –
35 adults and 45 children

May 16 – Family Night
with 31 parents and
children

Assessments

Completed 17 child assessments, 5 new scholarship orientations and 2 childcare classroom Spring CLASS observations

Family Engagement

May 23 – Parent Book Club with 8 families.

May 6 – June 24 – New Circle of Security Classes
– 5 families registered

Provider Support

May 25 - Provider Support Group with 7 providers

Attachment: BOCCmonthlypresjune23 (13485 : RCHD Update)

WIC Update

Completed 356 certifications in May

Binannual Vendor Site Visits

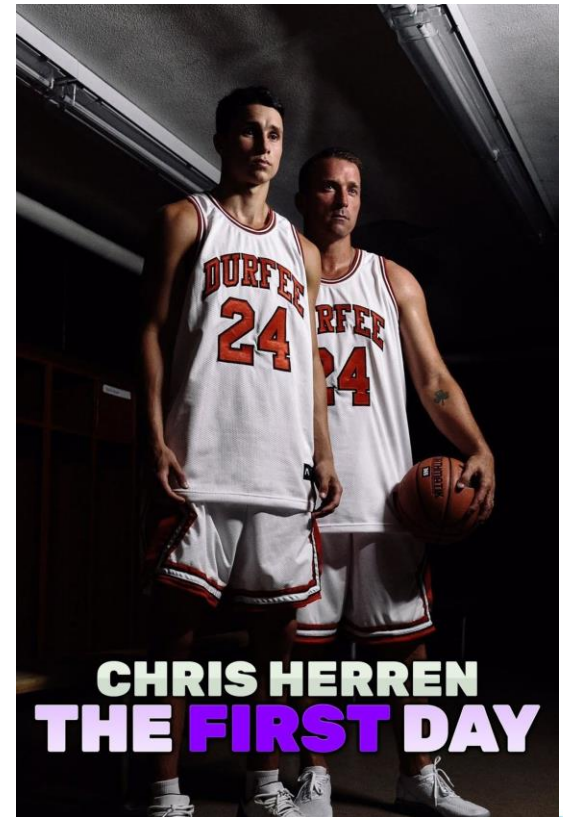
WIC at Power or Produce ALL summer!

Attachment: BOCCmonthlypresjune23 (13485 : RCHD Update)



OD2A Update

- 429 students at JCHS – great response from teachers
- 30 individuals at Ogden Community Coffee Shop on May 27.
- Upcoming Event – June 20 “The First Day” film at AMC (talking to teens about substance use)

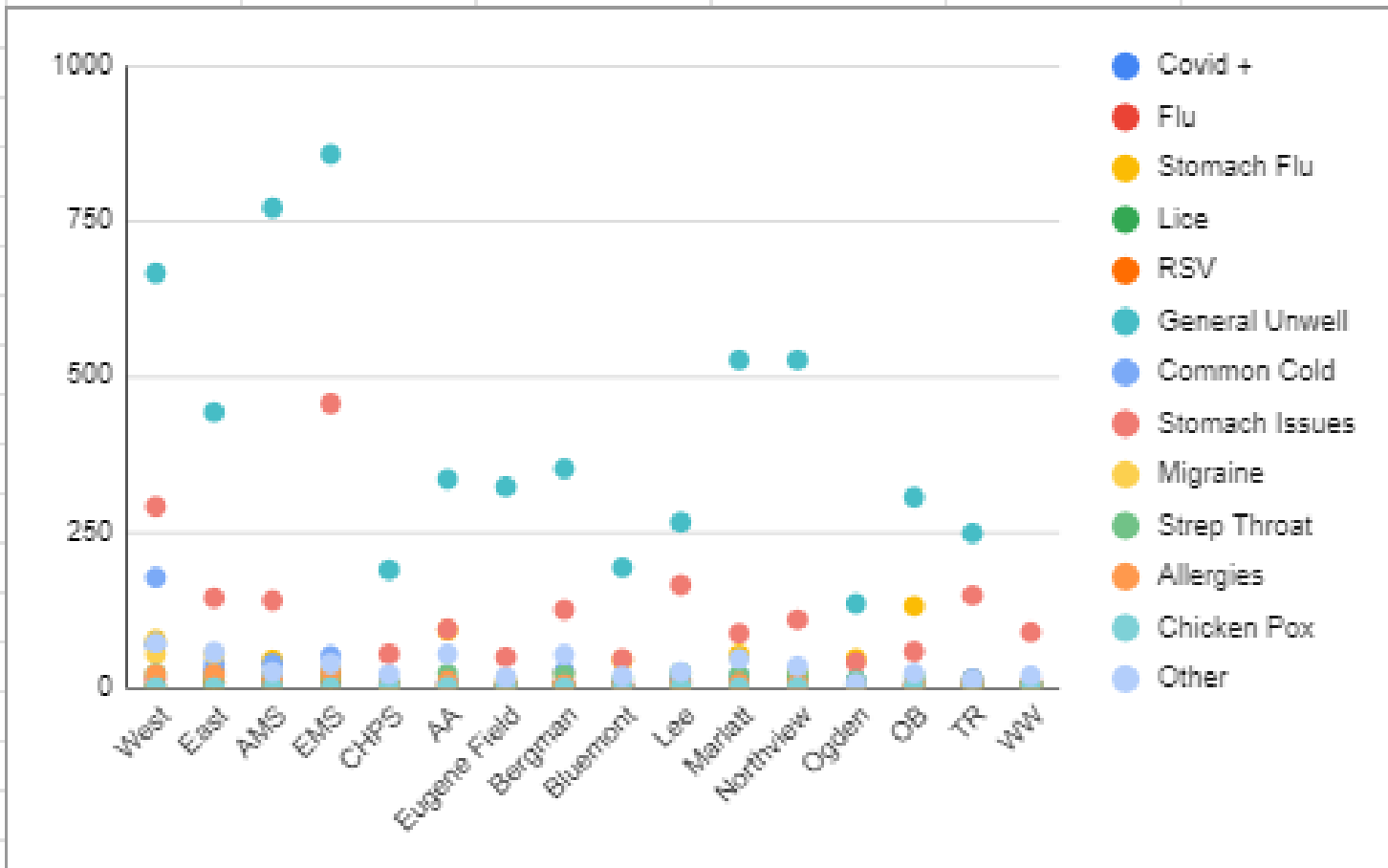


Attachment: BOCCmonthlypresjune23 (13485 : RCHD Update)

PHEP Update

- Wrapping up grant year
- Wrapping up MRC grant – planning to apply for round 2.
- Working with ESF 8 partners in the county to ensure their COOP is up to date.
- Community Outreach – Everybody Counts and Petpalooza (both in August)

School Surveillance



Lice Numbers

School	Lice
West	0
East	0
AMS	0
EMS	0
CHPS	0
AA	0
Eugene Field	0
Bergman	2
Bluemont	0
Lee	2
Marlatt	0
Northview	7
Ogden	2
OB	0
TR	1
WW	3
Total	17

Past Events

Health Fair – May 25

Only 2 people. ☹️ More advertising next year

Community Baby Shower

124 people! Gave away 67 Sleep Bundles!



Grant Update

Suicide Prevention grant

Hired 6 Ambassadors to deliver suicide prevention presentations

MPH Student, Sierrah Haas, conducting a survey to assess our community



Suicide Prevention Survey Results

- 48% disagree or strongly disagree that RC has adequate suicide prevention resources.
- Contributing factors are believed to be lack of insurance, cannot afford treatment, and lack of knowledge about where to find resources.
- Most of those who completed the survey believe that better access to treatment is the number one way to help reduce suicide rates in the community.

Health Promotion Survey Results

1. Riley County Health Department would like to hear from you. From the list below, please select the topic(s) you would be interested in learning more information about:

Value		Percent	Count
Breastfeeding		21.3%	16
Maternal Health		13.3%	10
Child and family nutrition		36.0%	27
Access to healthy foods		37.3%	28
Physical activity		42.7%	32
Smoking cessation programs		5.3%	4
Youth Tobacco Prevention		4.0%	3
Early childhood literacy		30.7%	23
Emotional needs of the infant – mother/child interaction, attachment, early brain development		29.3%	22
Developmentally appropriate play activities		30.7%	23
Sexually Transmitted Infections (STIs)		8.0%	6



COUNTY CLERK & ELECTIONS
Budget

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

MEMORANDUM

FROM: Darell Edie, Budget & Finance Officer

MEETING: June 8, 2023

SUBJECT: Monthly Cash Flow Report for May 2023

PRESENTER: Darell Edie, Budget & Finance Officer

Cash Flow Reports for the Capital Improvement Fund, County Building Fund, Economic Development Fund and Road & Bridge 1/2 Cent Sales Tax Fund.

Enclosures:

- May 2023 Riley County Building Cash Flow (PDF)
- May 2023 Riley County CIP Cash Flow (PDF)
- May 2023 Riley County Economic Development Cash Flow (PDF)
- May 2023 Riley County .2% Cent Sales Tax Cash Flow (PDF)
- May 2023 Riley County half cent sales tax cash flow (PDF)

2023 Riley County Building Cash Flow Analysis FUND 152

% of Year: 41.7%

Month	Revenue	Reimbursements	Other	Total Revenue	Expenditures	Encumbrances	Jan/Feb/Mar A/P	Total Expenditures
Jan	149,608.81		33.50	149,642.31	13,901.75			13,901.75
Feb		10.00	33.50	44	31,597.04			31,597.04
Mar	8,632.12	43.50		8,676	26,712.00			26,712.00
Apr			33.50	34	65,361.32			65,361
May	102,430.28		43.50	102,474	48,444.94			48,445
Jun				-				-
Jul				-				-
Aug				-				-
Sep				-				-
Oct				-				-
Nov				-				-
Dec				-				-
	260,671.21	53.50	144.00	260,868.71	186,017.05	-	-	186,017.05

Cash Reconciliation	
2023 Beginning Unencumbered Cash	223,123.39
2023 Revenue	260,868.71
Less 2023 Expenditures/Encumbrances	186,017.05
2023 Ending Unencumbered Cash	297,975.05

Riley County 2022 Budget Authority Summary		
2022 Budgeted Expenditures	\$393,000	% Budget Expended
Expenditures to Date	\$186,017	
2022 Remaining Budget Authority	\$206,983	47.33%

Riley County 2022 Budgeted Revenue		
2022 Budgeted Revenue	\$253,418	% Budgeted Revenue
Revenue to Date	\$260,869	
		102.94%

2023 Riley County CIP Cash Flow Analysis

% of Year: 41.7%

FUND 145

Month	Revenue	Transfers In	Reimbursements	Total Revenue	Expenditures	Encumbrances	Jan/Feb/Mar A/P	Total Expenditures
Jan	93,613.31	1,786,668.00		1,880,281.31	288,002.84			288,002.84
Feb				-	41,874.67			41,874.67
Mar				-	10,736.96			10,736.96
Apr	117,085.12			117,085.12	366,903.19			366,903.19
May				-	11,539.12			11,539.12
Jun				-				-
Jul				-				-
Aug				-				-
Sep				-				-
Oct				-				-
Nov				-				-
Dec				-				-
Totals	210,698.43	1,786,668.00	-	1,997,366.43	719,056.78	\$0	\$0	719,056.78

Cash Reconciliation	
2023 Beginning Unencumbered Cash	8,064,241.07
2023 Revenue	1,997,366.43
Less 2023 Expenditures/Encumbrances	719,056.78
2023 Ending Unencumbered Cash	9,342,550.72
Less Remaining Approved Projects	2,579,617.40
2023 Projected Unencumbered Cash	6,762,933.32
LESS RESERVED FUNDS	2,398,677.44
Projected 2023 Cash w/out Reserves	4,364,255.88

Reserved Funds:	
CIP Reserve	500,000.00
Fair Reserve	96,807.55
FFE Reserve	915,201.89
Hardware Refresh	886,668.00
TOTAL RESERVE	2,398,677.44

Riley County 2021 CIP Budget Authority Summary		
2023 CIP Budgeted Expenditures	7,987,210	% Budget Expended
Expenditures to Date	719,056.78	
2023 Remaining Budget Authority	\$7,268,153	9.00%

Riley County 2021 CIP Budgeted Revenue		
2023 CIP Budgeted Revenue	2,896,672.00	% Budgeted Revenue
Revenue to Date	1,997,366.43	
		68.95%

Radio Tower Hardware/Software update 2025

2023 CIP Detailed Expenditures per Project and per Dept

Project #	Project Code	Projects	Approved Project Estimate	Prior Year Expenditures	2023 Actual Expenditures/ Encumbrances/ Reserve	Remaining Project Estimate	Completed Projects (Over) Under Approved Estimate
PUBLIC WORKS:							
13-13PW005	465	Tabor Valley Bridge	35,000	16,100		18,900	
16-16PK003	71	Parking lot for CICO Playground	18,000	7,078		10,922	
18-18PK003		Playground Equipment at CICO Park + (PK trx-\$75,000)	225,000	0		225,000	
18-18PW012	27	Fairgrounds ADA Walkway	170,000	104,648		65,352	
19-19LEC005		Andover Control Replacement	297,000	296,228		772	
20-20LEC002		Replace Air Regulators on 1/2 Jail Doors	30,000	13,239		16,761	
20-20LEC003		Rewire Elevator Safety Systems	40,000	0		40,000	
20-20PK004		CICO Parking Lot Engineering	10,000	0		10,000	
21-21LEC002		Elevator Repair-LEC Lobby	45,000	0		45,000	
21-21LEC003		Upgrade Fuel Card System	13,000	13,000		0	
21-21LEC004		Canopy to Cover Fuel Island	45,000	0		45,000	
22-22LEC001		Master Control Door and Camera	275,000	0		275,000	
22-22LEC002		New Roof top HVAC Unit	60,000	0		60,000	
21-21PK008		Playground Equipment - CICO Park	75,000	0		75,000	
21-21PW001		Tandem Axle Truck w/Plow & Spreader	205,000	196,395		8,605	
21-21PW002		Semi Truck	85,000	0		85,000	
21-21PW007		Imaging Software & Conversion	75,000	0		75,000	
21-21PW009		Tandem Axle Truck w/ Plow & Spreader	234,021	0		234,021	
21-21PW010		Tandem Axle Truck w/ Plow & Spreader	234,021	0		234,021	
22-22PW001	465	Tabor Valley Bridge	255,000	166,861	53,525	34,614	
22-22PW002		Motor Graders (4)	460,000			460,000	
PUBLIC WORKS TOTAL			2,171,042	813,549	53,525	1,524,354	0
EMERGENCY MEDICAL SERVICE							
13-13AM001	302	Design of the EMS Facility Enhancement	100,000	25,770		74,230	
20-20AM003	302	EMS Facility Engineering Design Cost	50,000	0		50,000	
21-21AM003	302	2 SUV Replacement Vehicles	120,000	111,539	8,461.00	0	0
22-22AM001		EMS AMBULANCE	325,000	0		325,000	
22-22AM002		ZOLL "X" ERIES Cardiac Monitor	94,000	94,000	0	0	
EMS TOTAL			689,000	231,309	8,461	449,230	0
CLERK							
21-21CK001		Open.Gov software	\$202,620.00	88,370.00	44,675.00	69,575	
CLERK TOTAL			202,620	88,370	44,675	69,575	0
ATTORNEY							
19-19AT001	760	Odyssey Software System	280,000	280,000		0	
ATTORNEY TOTAL			280,000	280,000	0	0	0
APPRAISER							
21-21AP001		Replacement Vehicle	35,144	0		35,144	
APPRAISER TOTAL			35,144	0	0	35,144	0
BOCC							
21-21BOCC002		Church Asbestos Removal	50,000	0		50,000	
BOCC TOTAL			50,000	0	0	50,000	0
PLANNING & DEVELOPMENT							
21-21PD002		Electronic Permit System	110,000	99,725	0	10,275	
PLANNING & DEVELOPMENT TOTAL			110,000	99,725	0	10,275	0

Attachment: May 2023 Riley County CIP Cash Flow (13481 : Monthly Cash Flow Report for May 2023)

Project #	Project Code	Projects	Approved Project Estimate	Prior Year Expenditures	2021 Actual Expenditures/ Encumbrances/ Reserve	Remaining Project Estimate	Completed Projects (Over) Under Approved Estimate
NOXIOUS WEED							
22-22NW001		Mower Replacement	135,000	0	0	135,000	
		NOXIOUS WEED TOTAL	135,000	0	0	135,000	0
EMERGENCY MANAGEMENT							
16-16EM002		Standby/Backup Generator Pottorf Hall	40,000	0		40,000	
20-20EM005		Bi-directional amplifiers (radio project)	35,000	18,961		16,039	
21-21EM001		Mobile Command Post Upgrade/Equip Refresh	125,000	0		125,000	
21-21EM002		EM Storage Building	125,000	0		125,000	
		EMERGENCY MANAGEMENT TOTAL	325,000	18,961	0	306,039	0
OTHER							
13-13PW009		Motor Grader (Lease Purchase through 2023)	1,000,605	550,605		450,000	
18-18EM003	21	Hardware Refresh Reserve (through 2025)	1,182,221	886,668		295,553	
Lease pmt to 2033	21	Radio Infrastructure Project Lease (15 yr term through 2033)	6,401,938	1,707,184	426,795.89	4,267,958	
B&I Trx to 2025		2010-B G.O. Bond payment (15 yr term through 2025)	2,849,815	2,288,346	185,600.00	375,869	
		OTHER TOTAL	11,434,579	5,432,803	612,396	5,389,381	0
TOTAL			15,432,385	6,964,716	719,057	7,968,998	0

Remaining Approved Projects less lease/debt payments 2,579,617
(not included as these payments are subject to approval with annual budget)

Completed Projects

2023 Detailed Expenditures per Project by Month

													Completed Projects (Over Under Approved Estimate
Project #	Project Code	Projects	Approved Project Estimate	Prior Year Expenditures	Jan	Feb	Mar	Apr	May	Jun	Expenditures to Date	Remaining Project Estimate	
PUBLIC WORKS:													
13-13PW005	465	Design cost for 1 culverts	\$35,000.00	\$16,100.00							\$16,100.00	\$18,900.00	
16-16PK003	71	Parking lot for CICO Playground	\$18,000.00	\$7,078.29							\$7,078.29	\$10,921.71	
18-18PK003		Playground Equipment at CICO Park + (PK trx-\$75,000)	\$225,000.00	\$0.00							\$0.00	\$225,000.00	
18-18PW012	27	Fairgrounds ADA Walkway	\$170,000.00	\$104,648.05							\$104,648.05	\$65,351.95	
19-19LEC005		Andover Control Replacement	\$297,000.00	\$296,228.00							\$296,228.00	\$772.00	
20-20LEC002		Replace Air Regulators on 1/2 Jail Doors	\$30,000.00	\$13,238.55							\$13,238.55	\$16,761.45	
20-20LEC003		Rewire Elevator Safety Systems	\$40,000.00	\$0.00							\$0.00	\$40,000.00	
20-20PK004		CICO Parking Lot Engineering	\$10,000.00	\$0.00							\$0.00	\$10,000.00	
21-21LEC002		Elevator Repair-LEC Lobby	\$45,000.00	\$0.00							\$0.00	\$45,000.00	
21-21LEC003		Upgrade Fuel Card System	\$13,000.00	\$13,000.00							\$13,000.00	\$0.00	
21-21LEC004		Canopy to Cover Fuel Island	\$45,000.00	\$0.00							\$0.00	\$45,000.00	
22-22LEC001		Master Control Door and Camera	\$275,000.00	\$0.00							\$0.00	\$275,000.00	
22-22LEC002		New Roof top HVAC Unit	\$60,000.00	\$0.00							\$0.00	\$60,000.00	
21-21PK008		Playground Equipment - CICO Park	\$75,000.00	\$0.00							\$0.00	\$75,000.00	
21-21PW001		Tandem Axle Truck w/Plow & Spreader	\$205,000.00	\$196,395.00							\$196,395.00	\$8,605.00	
21-21PW002		Semi Truck	\$85,000.00	\$0.00							\$0.00	\$85,000.00	
21-21PW007		Imaging Software & Conversion	\$75,000.00	\$0.00							\$0.00	\$75,000.00	
21-21PW009		Tandem Axle Truck w/ Plow & Spreader	\$234,021.00	\$0.00							\$0.00	\$234,021.00	
21-21PW010		Tandem Axle Truck w/ Plow & Spreader	\$234,021.00	\$0.00							\$0.00	\$234,021.00	
22-22PW001	465	Tabor Valley Bridge	\$255,000.00	\$0.00	\$2,867.84	\$3,621.70	\$561.96	\$36,722.94	\$9,750.45		\$53,524.89	\$201,475.11	
22-22PW002		Motor Graders (4)	\$460,000.00	\$0.00							\$0.00	\$460,000.00	
EMERGENCY MEDICAL SERVICE													
13-13AM001	302	Design of the EMS Facility Enhancement	\$100,000.00	\$25,770.00							\$25,770.00	\$74,230.00	
20-20AM003	302	EMS Facility Engineering Design Cost	\$50,000.00	\$0.00							\$0.00	\$50,000.00	
21-21AM003	302	2 SUV Replacement Vehicles	\$120,000.00	\$111,539.00		\$3,752.97		\$2,919.36	\$1,788.67		\$120,000.00	\$0.00	
22-22AM001		EMS AMBULANCE	\$325,000.00	\$0.00							\$0.00	\$325,000.00	
22-22AM002		ZOLL "X" ERIES Cardiac Monitor	\$94,000.00	\$94,000.00							\$94,000.00	\$0.00	
CLERK													
21-21CK001		Open.Gov software	\$202,045.00	\$88,370.00		\$34,500.00	\$10,175.00				\$133,045.00	\$69,000.00	
ATTORNEY													
19-19AT001	760	Odyssey Software System	\$280,000.00	\$280,000.00							\$280,000.00	\$0.00	
APPRAISER													
21-21AP001		Replacement Vehicle	\$35,144.00	\$0.00							\$0.00	\$35,144.00	
BOCC													
21-21-BOCC002		Church Asbestos Removal	\$50,000.00	\$0.00							\$0.00	\$50,000.00	
PLANNING & DEVELOPMENT													
21-21PD002		Electronic Permit System	\$110,000.00	\$99,725.00							\$99,725.00	\$10,275.00	
NOXIOUS WEED													
22-22NW001		Mower Replacement	\$135,000.00	\$0.00							\$0.00	\$135,000.00	
EMERGENCY MANAGEMENT													
16-16EM002		Standby/Backup Generator Pottorf Hall	\$40,000.00	\$0.00							\$0.00	\$40,000.00	
20-20EM005		Bi-directional amplifiers (radio project)	\$35,000.00	\$18,960.71							\$18,960.71	\$16,039.29	
21-21EM001		Mobile Command Post Upgrade/Equip Refresh	\$125,000.00	\$0.00							\$0.00	\$125,000.00	
21-21EM002		EM Storage Building	\$125,000.00	\$0.00							\$0.00	\$125,000.00	
OTHER													
13-13PW009		Motor Grader (Lease Purchase through 2023)	\$1,000,604.70	\$500,604.70							\$500,604.70	\$500,000.00	
18-18EM003	21	Hardware Refresh Reserve (through 2025)	\$1,182,221.00	\$886,668.00							\$886,668.00	\$295,553.00	
Lease to 2033	21	Radio Project Lease (15 yr term through 2033)	\$6,401,938.00	\$1,280,387.67				\$426,795.89			\$1,707,183.56	\$4,694,754.44	
B&I Trx to 2025		2010-B G.O. Bond pmt (15 yr term through 2025)	\$2,849,815.47	\$2,108,346.03	\$285,135.00			\$-99,535.00			\$2,293,946.03	\$555,869.44	
TOTALS			\$16,146,810.17	\$6,141,059.00	\$288,002.84	\$41,874.67	\$10,736.96	\$366,903.19	\$11,539.12	\$0.00	\$6,860,115.78	\$9,286,694.39	\$0.00

Completed Projects

3,722,373.87

Federal Fund Exchange monies

Date	Amount	Project	Project Number
Aug-16	516,992.20	Fancy Creek Bridge E.2/5.6	16-16PW006
Apr-17	158,472.17	Anderson Avenue Bridge	17-17PW014
Sep-17	157,237.08	Anderson Avenue Bridge	17-17PW014
Jul-19	(171,536.67)	Trx to West 32nd Bridge from Anderson Ave Bridge	
	144,172.58		
Apr-18	263,375.40	West 32nd Ave Bridge	19-19PW007
Jul-19	289,879.33	West 32nd Ave Bridge	19-19PW007
Jul-19	171,536.67	Trx from Anderson Ave Bridge to West 32nd Bridge	
	724,791.40	no longer assigned	
10/21/2019	250,000.00	use FFE for Winkler Bridge Deck Project 19-19PW014	19-19PW014
12/17/2019	27,260.00	use FFE for amendment on Wieter Rd Project 18-18PW013	18-18PW013
	447,531.40	unassigned FFE as of 12/31/19	
9/23/2020	243,640.58	rec'd, but unassigned	
	691,171.98	Total unassigned FFE as of 9/23/2020	
11/12/2020	233,509.12	Welsh Road Asphalt Overlay	20-20PW010
	457,662.86	Total unassigned FFE as of 11/5/2020	
9/2/2021	234,041.53	rec'd, but unassigned	
	691,704.39	Total unassigned FFE as of 10/19/2021	
	250,000.00	Released back to Public Works - Sales Tax Project now	
6/30/2022	(255,000.00)	Assigned to Tabor Bridge Project	22-22PW001
	686,704.39		
12/30/2022	228,497.50	rec'd, but unassigned	
	915,201.89		

Attachment: May 2023 Riley County CIP Cash Flow (13481 : Monthly Cash Flow Report for May 2023)

2023 Riley County Economic Development Cash Flow Analysis

% of Year: 41.7%

Month	Revenue	Reimbursements	Other	Total Revenue	Expenditures	Encumbrances	Jan/Feb/Mar A/P	Total Expenditures
Jan	282,275			282,275	84,052.20			84,052
Feb				-				-
Mar				-				-
Apr				-	1,000.00			1,000
May				-				-
Jun				-				-
Jul				-				-
Aug				-				-
Sep				-				-
Oct				-				-
Nov				-				-
Dec				-				-
	\$282,275	\$0	\$0	\$282,275	85,052.20	\$0	\$0	\$85,052

Cash Reconciliation	
2023 Beginning Unencumbered Cash	181,640.00
2023 Revenue	282,275.00
Less 2023 Expenditures/Encumbrances	85,052.20
2023 Ending Unencumbered Cash	378,862.80
Less Est. Project Balance for CY	177,166.80
2023 Projected Unencumbered Cash	201,696.00

Riley County 2023 Budget Authority Summary		
2023 Budgeted Expenditures	\$282,275	% Budget Expended
Expenditures to Date	\$85,052	
2022 Remaining Budget Authority	\$197,223	
30.13%		
Riley County 2022 Budgeted Revenue		
2022 Budgeted Revenue	\$282,275	% Budgeted Revenue
Revenue to Date	\$282,275	
100.00%		

Attachment: May 2023 Riley County Economic Development Cash Flow (13481 : Monthly Cash Flow

2023 Detailed Expenditures per Project and per Department

Projects	Project Estimate	Prior Year Expenditures	2023 Actual Expenditures/ Encumbrances	Remaining Project Estimate Totals	Completed Projects (Over) Under Estimate
APPROPRIATIONS					
Chamber of Commerce	55,000	0	27,500.00	27,500	0
Flint Hills Veterans Coalition	1,015	0	508.00	507	0
Downtown Manhattan	5,000	0	2,500.00	2,500	0
Riley Co. General Eco Devo	132,850	0		132,850	
APPROPRIATION TOTALS	\$193,865	\$0	30,508.00	\$163,357	\$0
MEMBERSHIPS					
FHMPO Contribution	5,201	0	1,391.20	3,810	0
FHRLP Underwriters & Sponsors	1,000		1,000.00	0	0
FHRC Contribution	10,000	0		10,000	
MEMBERSHIP TOTALS	\$16,201	\$0	2,391.20	\$13,810	\$0
CONTRACTS					
Auto Lane Development (2024)	121,140	109,025.64		12,114	
CONTRACT TOTALS	\$121,140	\$109,026	-	\$12,114	\$0
DEBT OBLIGATION TRANSFER					
Konza Water Debt Payment Transfer	658,502	359,504.67	52,153.00	246,844	
DEBT OBLIGATION TRANSFER TOTALS	\$658,502	\$359,505	52,153.00	\$246,844	\$0
PROJECTS					
Comprehensive plan update	25,000	0		25,000	
PROJECT TOTALS	\$25,000	\$0	-	\$25,000	\$0
TOTALS	\$1,014,707	\$468,530	85,052.20	\$461,125	\$0

Remaining Approved Projects less lease/debt payments/reserve \$177,167
(not included as these payments are subject to approval with annual budget)

Completed Projects

2023 Riley County .2% Cent Sales Tax Cash Flow Analysis

% of Year: 41.7%

Month	Sales Tax Revenue	Reimbursements	KDOT	Total Revenue	Expenditures	Encumbrances	Jan/Feb/Mar A/P	Total Expenditures
Jan				-				-
Feb				-				-
Mar	195,644.52			195,644.52				-
Apr	197,885.43			197,885.43				-
May	228,702.28			228,702.28				-
Jun				-				-
Jul				-				-
Aug				-				-
Sep				-				-
Oct				-				-
Nov				-				-
Dec				-				-
	622,232.23	-	-	622,232.23	-	-	-	-

Cash Reconciliation		
2023 Beginning Unencumbered Cash	-	
2023 Revenue	622,232.23	
Less 2023 Expenditures/Encumbrances	-	
2023 Ending Unencumbered Cash	622,232.23	
Remaining 2023 Projected Revenue	-	
Less Est. Project Balance for CY	-	
2023 Projected Unencumbered Cash	622,232.23	

Riley County 2023 Budget Authority Summary		
2023 Budgeted Expenditures	\$0	% Budget Expended
Expenditures to Date	\$0	#DIV/0!
2023 Remaining Budget Authority	\$0	

Riley County 2023 Budgeted Revenue		
2023 Budgeted Revenue	\$1,500,000	% Budgeted Revenue
Revenue to Date	\$622,232	41.48%

2023 Riley County 1/2 Cent Sales Tax Cash Flow Analysis

% of Year: 41.7%

Month	Sales Tax Revenue	Reimbursements	KDOT	Total Revenue	Expenditures	Encumbrances	Jan/Feb/Mar A/P	Total Expenditures
Jan	193,878.40			193,878.40				-
Feb	211,882.25			211,882.25				-
Mar				-				-
Apr				-				-
May				-	2,900.00			2,900.00
Jun				-				-
Jul				-				-
Aug				-				-
Sep				-				-
Oct				-				-
Nov				-				-
Dec				-				-
	405,760.65	-	-	405,760.65	2,900.00	-	-	2,900.00

Cash Reconciliation	
2023 Beginning Unencumbered Cash	6,553,284.91
2023 Revenue	405,760.65
Less 2023 Expenditures/Encumbrances	2,900.00
2023 Ending Unencumbered Cash	6,956,145.56
Remaining 2023 Projected Revenue	(105,760.65)
Less Est. Project Balance for Projects	5,091,262.83
Less Est. Project Balance for Overlay	350,000.00
2022 Projected Unencumbered Cash	1,409,122.08

Riley County 2022 Budget Authority Summary		
2022 Budgeted Expenditures	\$3,736,590	% Budget Expended
Expenditures to Date	\$2,900	
2022 Remaining Budget Authority	\$3,733,690	
Riley County 2022 Budgeted Revenue		
2022 Budgeted Revenue	\$300,000	% Budgeted Revenue
Revenue to Date	\$405,761	

Attachment: May 2023 Riley County half cent sales tax cash flow (13481 : Monthly Cash Flow Report for

2023 Detailed Expenditures per Project and per Department

Project Code	Projects	Project Estimate	Prior Year Expenditures	2023 Actual Expenditures/ Encumbrances	Remaining Project Estimate Totals	Completed Projects (Over) Under Estimate
CULVERTS						
457	Flat Rock Road	113,500	52,707.29	2,900.00	57,892.71	
458	Parallel Road	117,000	51,440.37		65,559.63	
403	Kitten Creek Road	148,000	54,790.60		93,209.40	
459	Union Road	125,000	56,605.00		68,395.00	
CULVERT TOTALS		\$503,500	215,543.26	2,900.00	285,056.74	-
BRIDGES						
461	Fancy Creek K.O/6.2	653,800	53,909.92		599,890.08	
454	West 32nd Avenue	1,004,750	1,464,031.69		-	(459,281.69)
460	Winkler Mills Bridge	1,200,000	102,835.61	-	1,097,164.39	1,097,164.39
BRIDGE TOTALS		2,858,550.00	1,620,777.22	-	1,697,054.47	637,882.70
RECONSTRUCTION						
431	McDowell Creek Road (north end)	3,000,000	515,848.38	-	2,484,151.62	2,484,151.62
RECONSTRUCTION TOTALS		\$3,000,000	515,848.38	-	2,484,151.62	2,484,151.62
OVERLAY						
4	Unidentified Overlays	800,000	175,000.00		625,000.00	
OVERLAY TOTALS		\$800,000	175,000.00	-	625,000.00	-
TOTALS		\$7,162,050	2,527,168.86	2,900.00	5,091,262.83	3,122,034.32

Completed Projects

Project Estimates for 2021

	Total	Updated
Culverts-Fancy Creek/Sherman	\$ -	\$ -
Rosehill Road Bridge	\$ -	\$ -
Senn Road Bridge	\$ -	\$ -
Overlay TBD and approved by BOCC	\$ 350,000	\$ 350,000
TOTAL	\$ 350,000	\$ 350,000

2023 Detailed Expenditures per Project by Month

Project Code	Projects	Project Estimate	Prior Year Expenditures	May	Jun	Jul	Encumbrances	Expenditures to Date	Remaining Project Estimate
CULVERTS									
457	Flat Rock Road	113,500	52,707	2,900				55,607.29	57,893
458	Parallel Road	117,000	51,440					51,440.37	65,560
403	Kitten Creek Road	148,000	54,791					54,790.60	93,209
459	Union Road	125,000	56,605					56,605.00	68,395
BRIDGES									
461	Fancy Creek K.O/6.2	653,800	53,910					53,909.92	599,890
454	West 32nd Avenue	1,004,750	1,464,032					1,464,031.69	0
460	Winkler Mills Bridge	1,200,000	102,836					102,835.61	1,097,164
RECONSTRUCTION									
431	McDowell Creek Road (north end)	3,000,000	515,848					515,848.38	2,484,152
OVERLAY									
	4 overlays unidentified	800,000	175,000					175,000.00	625,000
TOTALS		\$7,162,050	\$2,527,169	\$2,900.00	\$0.00	\$0.00	\$0.00	2,530,068.86	\$5,091,263

\$2,900.00

Completed Projects



EMS/AMBULANCE
Project Update

David Adams
EMS/Ambulance
Director
2011 Claflin Rd
Manhattan, KS 66502
Phone: 785-539-3535

MEMORANDUM

FROM: David Adams, EMS/Ambulance Director
MEETING: June 8, 2023
SUBJECT: Building Update
PRESENTER: David Adams, EMS/Ambulance Director

North County EMS Station

Current Status:

Commissioner McKinley, Dan Knight and I met with Schultz project manager Matt Farr for a prescheduled project meeting and update.

Footings have been poured and they are working on the plumbing and electrical rough in and preparing for the pouring of the concrete slab. There will be a slab reinforcement inspection prior to the pouring of the slab.

City of Leonardville is preparing to clear the alley of the trees.

Costs associated/paid since last update:

None

Total to date: \$34,915.83

Upcoming:

Pouring of the slab as well as the storm room.

Beginning to work in the back parking lot.

Need to meet with City of Leonardville on the alley work.

Updated: 6/5/2023 2:50 PM by David Adams

Page 1

Packet Pg. 57

Invoices #1 and #2 submitted for payment:

- Invoice #1 is \$9,500 for bond and insurance.
- Invoice #2 is \$78,185 for site prep work and foundation work.

Total: \$87,685.00

Public Safety Headquarters

Current Status:

EMS Headquarters design is completed and has been sent to engineering.

Design-related meetings on the new EMS station are scheduled for the end of June and again in mid-July. We will discuss exterior design and materials as well as Mechanical, electrical, plumbing and technology. We will also discuss EMS interior design and furnishings.

Archimages will begin working on the design for the new EM/RCFD #1 facility slated to begin once EMS has vacated the property.

Costs associated/Paid since last update:

Total to date: \$251,347.93

Upcoming

CMAR budget updates and budget approval 10/2023

Enclosures:

- Invoice #02 - N. Riley County EMS (PDF)
- 2023-05-25 RCPHQ DESIGN SCHEDULE (PDF)
- K21518-Riley County EMS HQ-Revised Plan_R (PDF)



Schultz Construction, Inc.
4345 Rory Circle
Manhattan KS 66502
785 539-9599

License: 702

Contract Invoice

Invoice#: 202308-02

Date: 06/01/2023

Billed To: Riley County Commissioners
110 Courthouse Plaza
Manhattan KS 66502

Project: North Riley County EMS Station
605 E. Barton Street
Leonardville KS 66449

Due Date: 06/10/2023

Terms:

Order#

Description

Amount

Invoice #02

78,185.00

Attachment: Invoice #02 - N. Riley County EMS (13484 : Building Update)

A service charge of 0.00 % per annum will be charged on all amounts overdue on regular statement dates.

Thank you for your prompt payment!

Non-Taxable Amount:	78,185.00
Taxable Amount:	0.0
Sales Tax:	0.0
Amount Due	78,185.0

APPLICATION AND CERTIFICATION FOR PAYMENT

AIA DOCUMENT G702

PAGE ONE OF TWO PAGE(S)

TO OWNER: Board of Riley Co. Commissioners
110 Courthouse Plaza
Manhattan, KS 66502

PROJECT: N. Riley Co. EMS Station
506 East Barton Street
Leonardville, KS 66449

APPLICATION NO: #02

Distribution to:

FROM CONTRACTOR:
Schultz Construction, Inc.
4345 Rory Circle
Manhattan, KS 66502

VIA ARCHITECT:
Anderson Knight Arch. LLC
2505 Anderson Ave. STE 201
Manhattan, KS 66502

PERIOD TO: 1-Jun-23

☒ OWNER
☒ ARCHITECT
☒ CONTRACTOR
☐

PROJECT NOS: 22-028

CONTRACT FOR:

CONTRACT DATE: 3-Apr-23

CONTRACTOR'S APPLICATION FOR PAYMENT

Application is made for payment, as shown below, in connection with the Contract.
Continuation Sheet, AIA Document G703, is attached.

SEE ATTACHED SWORN STATEMENT FROM CONTRACTOR TO OWNER

1. ORIGINAL CONTRACT SUM	\$	799,000.00
2. Net change by Change Orders	\$	-
3. CONTRACT SUM TO DATE (Line 1 ± 2)	\$	799,000.00
4. TOTAL COMPLETED & STORED TO DATE (Column G on G703)	\$ \$	92,300.00
5. RETAINAGE: (Original Contract Only)		
a. 5 % of Completed Work (Column D + E on G703)	\$	4,615.00
b. 0 % of Stored Material (Column F on G703)	\$	0.00
Total Retainage (Lines 5a + 5b or Total in Column I of G703)	\$	4,615.00
6. TOTAL EARNED LESS RETAINAGE (Line 4 Less Line 5 Total)	\$	87,685.00
7. LESS PREVIOUS CERTIFICATES FOR PAYMENT (Line 6 from prior Certificate)	\$	9,500.00
8. CURRENT PAYMENT DUE	\$	78,185.00
9. BALANCE TO FINISH, INCLUDING RETAINAGE (Line 3 less Line 6)	\$	711,315.00

CHANGE ORDER SUMMARY	ADDITIONS	DEDUCTIONS
Total changes approved in previous months by Owner	\$0.00	\$0.00
Total approved this Month (#1)		\$0.00
TOTALS	\$0.00	\$0.00
NET CHANGES by Change Order	\$0.00	\$0.00

The undersigned Contractor certifies that to the best of the Contractor's knowledge, information and belief the Work covered by this Application for Payment has been completed in accordance with the Contract Documents, that all amounts have been paid by the Contractor for Work for which previous Certificates for Payment were issued and payments received from the Owner, and that current payment shown herein is now due.

CONTRACTOR:



By:

Date: 6/1/2023

State of Kansas

County of Riley

Subscribed and sworn to before me this 1st day of June : 2023

Notary Public:

My Commission expires:

ARCHITECT'S CERTIFICATE FOR PAYMENT

In accordance with the Contract Documents, based on on-site observations and the data comprising the application, the Architect certifies to the Owner that to the best of the Architect's knowledge, information and belief the Work has progressed as indicated, the quality of the Work is in accordance with the Contract Documents, and the Contractor is entitled to payment of the AMOUNT CERTIFIED.

AMOUNT CERTIFIED \$ 78,185.00

(Attach explanation if amount certified differs from the amount applied. Initial all figures on this Application and on the Continuation Sheet that are changed to conform with the amount certified.)
ARCHITECT: Dan Knight, PA

By:

Date: 1-Jun-23

This Certificate is not negotiable. The AMOUNT CERTIFIED is payable only to the Contractor named herein. Issuance, payment and acceptance of payment are without prejudice to any rights of the Owner or Contractor under this Contract.

CONTINUATION SHEET

AIA DOCUMENT G703

AIA Document G702, APPLICATION AND CERTIFICATION FOR PAYMENT, containing Contractor's signed certification is attached.

In tabulations below, amounts are stated to the nearest dollar.

Use Column I on Contracts where variable retainage for line items may apply.

APPLICATION NO: #2
APPLICATION DATE: 1-Jun-23
PERIOD TO: 31-May-23
PROJECT NO: 22-028

ARCHITECT'S PROJECT NO: 22-028

[illegible]

AIA DOCUMENT G703 · CONTINUATION SHEET FOR G702 · 1992 EDITION · AIA · © 1992
THE AMERICAN INSTITUTE OF ARCHITECTS, 1735 NEW YORK AVENUE, N.W. WASHINGTON, D.C. 20006-5292

G703-1992

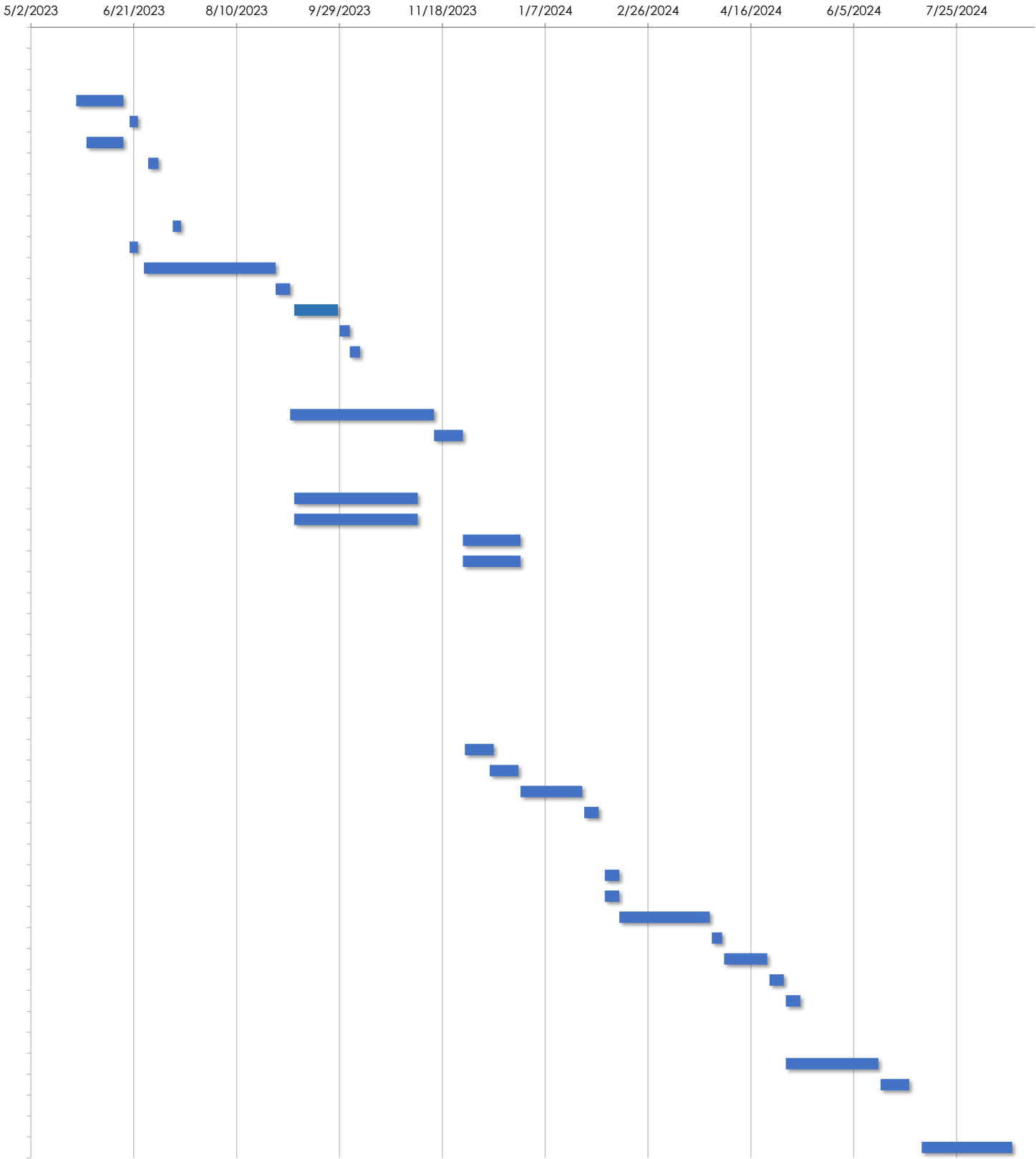
Attachment: Invoice #02 - N. Riley County EMS (13484 : Building Update)

RILEY COUNTY PUBLIC SAFETY HEADQUARTERS DESIGN SCHEDULE



ARCHIMAGES PROJECT NUMBER	START DATE	END DATE	UPDATED
21518.1	10/14/22	3/27/24	5/25/23

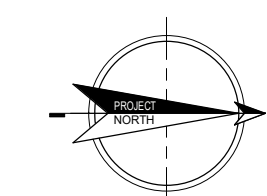
TASKS	START	END	DAYS
NEW BUILDING			
SCHEMATIC DESIGN			
EXTERIOR ELEVATION & MATERIAL OPTIONS	5/24/2023	6/16/2023	23
MEET WITH OWNER TO FINALIZE SELECTIONS	6/19/2023	6/23/2023	4
UPDATE ENGINEERING DISCIPLINES FOR SD	5/29/2023	6/16/2023	18
SD TO CMAR & OWNER	6/28/2023	7/3/2023	5
DESIGN DEVELOPMENT			
INTERIOR DESIGN MEETING WITH OWNER	7/10/2023	7/14/2023	4
MEP SYSTEMS MEETING WITH OWNER	6/19/2023	6/23/2023	4
65% DESIGN DEVELOPMENT ARCHITECT	6/26/2023	8/29/2023	64
PACKAGE & SHIP 65% SUBMITTAL	8/29/2023	9/5/2023	7
CMAR BUDGET UPDATE	9/7/2023	9/28/2023	21
COMMITTEE BUDGET REVIEW	9/29/2023	10/4/2023	5
BOARD BUDGET APPROVAL	10/4/2023	10/9/2023	5
FULL DESIGN			
ALL DISCIPLINES FULL DESIGN	9/5/2023	11/14/2023	70
QC AND FINALIZE DOCUMENTS	11/14/2023	11/28/2023	14
BIDDING AND PERMITTING			
PLANNING/ZONING REVIEW	9/7/2023	11/6/2023	60
PUBLIC IMPROVEMENT ENGINEERING REVIEW (IF NEEDED)	9/7/2023	11/6/2023	60
SUBCONTRACTOR BIDDING	11/28/2023	12/26/2023	28
PLAN REVIEW FOR BUILDING PERMIT (IF NECESSARY)	11/28/2023	12/26/2023	28
NOTICE TO PROCEED			
CONSTRUCTION START			
POTENTIAL CONSTRUCTION START - NEW BUILDING	1/22/2024	1/22/2024	0
REMODEL PROJECT			
SCHEMATIC DESIGN			
FLOOR PLAN & EXTERIOR	11/29/2023	12/13/2023	14
MEP & STRUCTURAL SYSTEMS DESCRIPTION	12/11/2023	12/25/2023	14
CMAR BUDGET UPDATE	12/26/2023	1/25/2024	30
COMMITTEE BUDGET REVIEW	1/26/2024	2/2/2024	7
DESIGN DEVELOPMENT			
INTERIOR DESIGN MEETING WITH OWNER	2/5/2024	2/12/2024	7
MEP SYSTEMS MEETING WITH OWNER	2/5/2024	2/12/2024	7
65% DESIGN DEVELOPMENT ARCHITECT	2/12/2024	3/27/2024	44
PACKAGE & SHIP 65% SUBMITTAL	3/28/2024	4/2/2024	5
CMAR BUDGET UPDATE	4/3/2024	4/24/2024	21
COMMITTEE BUDGET REVIEW	4/25/2024	5/2/2024	7
BOARD BUDGET APPROVAL	5/3/2024	5/10/2024	7
FULL DESIGN			
ALL DISCIPLINES FULL DESIGN	5/3/2024	6/17/2024	45
QC AND FINALIZE DOCUMENTS	6/18/2024	7/2/2024	14
BIDDING AND PERMITTING			
SUBCONTRACTOR BIDDING	7/8/2024	8/21/2024	44
PLAN REVIEW FOR BUILDING PERMIT (IF NECESSARY)	7/8/2024	8/21/2024	44



Attachment: 2023-05-25 RCPSHQ DESIGN SCHEDULE (13484 : Building Update)



A1 FLOOR PLAN
1/8" = 1'-0"





PUBLIC WORKS
Update

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

COMMISSION AGENDA REPORT

FROM: John Ellermann, PE, Public Works Director
MEETING: June 8, 2023
SUBJECT: Truck Update
PRESENTER: John Ellermann

BACKGROUND

The Department of Public Works has three tandem axle trucks with snowplow and spreader on order and awaiting delivery. All were approved CIP projects. The first (CIP # 21-21PW001) of the three was approved in the April 2021 CIP process and ordered May 20, 2021. The other two trucks (CIP #21-21PW009 and 21-21PW010) were approved in the November 2021 CIP with an amendment to the estimated costs. These trucks were ordered January 4, 2022. As of today, all truck chassis', 2024 models, have been built and delivered to American Equipment Co to finish the build-out. This build-out includes the installation of the dump box, tarp, hydraulics, snowplow, and salt/sand spreader. American Equipment schedules the build-out in the order they were ordered. We can expect delivery of all three trucks by October/November.

DISCUSSION

As expected, along with the delay in delivery, the trucks will also have a surcharge or two added to the original cost of the truck. Below is a breakdown of each truck and what is owed. I have also attached a worksheet attempting to recap the cost of each truck.

Truck #1 (CIP 21-21PW001)

Original Estimated Price	\$196,395
Surcharges	<u>\$ 9,425</u>
Total	\$205,820

Cost above original CIP estimate = \$820

Truck #2 (CIP 21-21PW009)

Original Estimated Price	\$234,021
Surcharge	<u>\$ 4,655</u>
Total	\$238,676

Cost above original CIP estimate w/ amendment = \$4,655

Truck #3 (CIP 21-21PW010)

Same as Truck #2

FISCAL IMPACT

All trucks were approved to be purchased from the CIP funds. Therefore, fiscal responsibility is mainly from the CIP. If the Board approves, I have included two CIP Project Amendments for Trucks #2 and #3 totaling \$9,310 to be paid from the CIP.

The extra cost of \$820 above CIP funding for Truck #1 will come from the Public Works budget.

Total for all three trucks from the CIP - \$682,352.

RECOMMENDATION(S)

I recommend accepting the price of Truck #1, with the surcharge, to be paid by the CIP, with the increase (\$820) being paid out of the public works budget.

I also recommend approving the CIP project amendment #2 for trucks #2 and #3 of \$4,655 for each truck. I recommend accepting the price of Trucks #2 and #3, with the surcharge, to be paid from CIP.

POSSIBLE MOTION(S)

Move to approve Amendment #2 for CIP Project 21-21PW009 and CIP Project 21-21PW010 for a total project cost of \$477,352.

Move to deny Amendment #2 for CIP Project 21-21PW009 and CIP Project 21-21PW010 for a total project cost of \$477,352.

Move to accept CIP Project 21-21PW001 for a total project cost of \$205,820. \$205,000 paid from CIP and \$820 paid from Public Works budget.

Move to modify

Move to table

No action required.

The Board agreed by consensus to

Enclosures:

- CIP Truck Recap (PDF)
- 2021 Tandem Axle Truck_1-Amendment2 (PDF)
- 2021 Tandem Axle Truck_2-Amendment2 (PDF)

Tandem Axle Trucks with Plow and Spreader

Truck #1

CIP # 21-21PW001

CIP Approved	April-21	\$ 205,000
Bid \$	May-21	\$ 196,395
surcharge #1	January-23	\$ 4,300
Surcharge #2	May-23	\$ 5,125
		<u>\$ 205,820</u>

Total over approved CIP \$ 820

Truck #2

CIP # 21-21PW009

CIP Approved	November-21	\$ 230,000
CIP Amendment #1	December-21	\$ 4,021
Bid \$	January-22	\$ 234,021
surcharge #1	January-23	\$ 4,655
		<u>\$ 238,676</u>

Total over approved CIP
w/ amendment #1 \$ 4,655

Truck #3

CIP # 21-21PW010

CIP Approved	November-21	\$ 230,000
CIP Amendment #1	December-21	\$ 4,021
Bid \$	January-22	\$ 234,021
surcharge #1	January-23	\$ 4,655
		<u>\$ 238,676</u>

Total over approved CIP
w/ amendment #1 \$ 4,655

Attachment: CIP Truck Recap (13483 : Truck Update)

RILEY COUNTY CAPITAL IMPROVEMENT PROGRAM
CIP PROJECT AMENDMENT FORM

17.b

CERTIFICATION OF PROJECT AMENDMENT

Project: Tandem Axle Truck w/ Plow and Spreader (1)

Project #: 21-21PW009

Department: Public Works

Date: 12/27/2021

Approved Project Cost: \$ 230,000.00

Project Amendment #1: \$ 4,021.00

12/30/2021

Revised Total Project Cost: \$ 234,021.00

Amendment Date

Project Amendment #2: \$ 4,655.00

06/08/2023

Revised Total Project Cost: \$ 238,676.00

Amendment Date

Project Amendment #3: \$ -

Revised Total Project Cost: \$ -

Amendment Date

CASH: (Only required if cash is increased by amended amount)

Cash Available: \$ -

Signatures:

☐ This project is **funded** as amended.

#1

Shilo Heger, Riley County Treasurer

☐ This project is **not funded** as amended.

#2

Shilo Heger, Riley County Treasurer

#3

Shilo Heger, Riley County Treasurer

BUDGET: (Only required if budget authority is increased by amended amount)

Budget Available: \$ -

☐ This project is **funded** as amended.

#1

Rich Vargo, Riley County Clerk

☐ This project is **not funded** as amended.

#2

Rich Vargo, Riley County Clerk

#3

Rich Vargo, Riley County Clerk

APPROVAL: (Required)

Approved Amount: \$ -

☐ This project is **funded** as amended.

#1

Chairman

☐ This project is **not funded** as amended.

#2

Chairman

#3

Chairman

Attachment: 2021 Tandem Axle Truck_1-Amendment2 (13483 : Truck Update)

RILEY COUNTY CAPITAL IMPROVEMENT PROGRAM
CIP PROJECT AMENDMENT FORM

17.b

Attachment: 2021 Tandem Axle Truck_1-Amendment2 (13483 : Truck Update)

RILEY COUNTY CAPITAL IMPROVEMENT PROGRAM
CIP PROJECT AMENDMENT FORM

17.c

CERTIFICATION OF PROJECT AMENDMENT

Project: Tandem Axle Truck w/ Plow and Spreader (2)

Project #: 21-21PW010

Department: Public Works

Date: 12/27/2021

Approved Project Cost: \$ 230,000.00

Project Amendment #1: \$ 4,021.00

Revised Total Project Cost: \$ 234,021.00

12/30/2021

Amendment Date

Project Amendment #2: \$ 4,655.00

Revised Total Project Cost: \$ 238,676.00

06/08/2023

Amendment Date

Project Amendment #3: \$ -

Revised Total Project Cost: \$ -

Amendment Date

CASH:

(Only required if cash is increased by amended amount)

Cash Available: \$ -

Signatures:

☐ This project is **funded** as amended.

☐ This project is **not funded** as amended.

#1

Shilo Heger, Riley County Treasurer

#2

Shilo Heger, Riley County Treasurer

#3

Shilo Heger, Riley County Treasurer

BUDGET:

(Only required if budget authority is increased by amended amount)

Budget Available: \$ -

☐ This project is **funded** as amended.

☐ This project is **not funded** as amended.

#1

Rich Vargo, Riley County Clerk

#2

Rich Vargo, Riley County Clerk

#3

Rich Vargo, Riley County Clerk

APPROVAL:

(Required)

Approved Amount: \$ -

☐ This project is **funded** as amended.

☐ This project is **not funded** as amended.

#1

Chairman

#2

Chairman

#3

Chairman

Attachment: 2021 Tandem Axle Truck_2-Amendment2 (13483 : Truck Update)

RILEY COUNTY CAPITAL IMPROVEMENT PROGRAM
CIP PROJECT AMENDMENT FORM

17.c

Attachment: 2021 Tandem Axle Truck 2-Amendment2 (13483 : Truck Update)



**EMERGENCY
MANAGEMENT/FIRE**
Travel Request

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

COMMISSION AGENDA REPORT

FROM: Laurie Harrison, Riley County Emergency Management Asst Director

MEETING: June 8, 2023

SUBJECT: Out of State Travel Request for volunteer firefighters

PRESENTER: Laurie Harrison, Riley County Emergency Management Asst Director

BACKGROUND

Two volunteer firefighters have been approved by Riley County Fire District #1 to travel to the National Volunteer Fire Council Training Summit in Oklahoma City, OK. They will be leaving Manhattan, KS on June 22, 2023 and arriving back on June 24, 2023. RCFD #1 will pay for lodging, meals, registration fees, fuel and parking.

DISCUSSION

These 2 volunteer firefighters are part of the recruitment committee for RCFD #1 and this conference focuses on recruitment and retention ideas. They will share those ideas with the committee and implement those that would be beneficial to the department.

FISCAL IMPACT

Riley County Fire District #1 will pay for 2 volunteers totaling an estimated travel cost of \$1070.

RECOMMENDATION(S)

Recommend approval of out of state travel for Jane Dunstan and Logan Linenberger to attend the National Volunteer Fire Council Training Summit in Oklahoma City, OK June 22 - 24, 2023.

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:

- Jane Dunstan Out of State Travel Request (PDF)
- Logan Linenberger Out of State Travel Request (PDF)

RILEY COUNTY OUT OF STATE TRAVEL REQUEST/AUTHORIZATION

NAME: Jane Dunstan **DEPARTMENT:** Riley Co Fire Dist #1

POSITION TITLE: Volunteer Firefighter- LT **DATE REQUESTED** 06/02/2023

FUND: 183-183 Fire

Travel From: Manhattan, KS **Date:** 06/22/2023

Travel To: Oklahoma City, OK **Date:** 6/24/2023

Purpose of Travel:
National Volunteer Fire Council Training Summit

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	Riley County Vehicle Fuel- \$80 Parking-\$30	\$110
Lodging	Sleep Inn Main Stay	\$177
Meals	06/22- Lunch/Dinner Total \$48 06/23- All meals Total \$63 06/24- All meal Total \$63	\$174
Registration/Fees	Registration Fee For training	\$129
Other		

Total Estimated Travel Costs: \$590

Requested by: John Martens **Date:** 6-2-23

Approved by: _____ **Date:** _____

Department Head: Russell Smith **Date:** 6-2-23

Chair: _____ **Date:** _____

Board of County Commissioners

Attest: _____ **Date:** _____

Riley County Clerk

cc: Department Head
Department Assistant

RILEY COUNTY OUT OF STATE TRAVEL REQUEST/AUTHORIZATION

NAME: Logan Linenberger DEPARTMENT: Riley Co Fire Dist #1

POSITION TITLE: Volunteer Firefighter- LT DATE REQUESTED 06/02/2023

FUND: 183-183 Fire

Travel From: Manhattan, KS Date: 06/22/2023

Travel To: Oklahoma City, OK Date: 6/24/2023

Purpose of Travel:
National Volunteer Fire Council Training Summit

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	Riley County Vehicle Fuel- \$80 Parking-\$30	\$110
Lodging	Sleep Inn Main Stay	\$177
Meals	06/22- Lunch/Dinner Total \$48 06/23- All meals Total \$63 06/24- All meal Total \$63	\$174
Registration/Fees	Registration Fee For training	\$129
Other		

Total Estimated Travel Costs: \$590

Requested by: John Martens Date: 6-2-23

Approved by: _____

Department Head: Russel Smith Date: 6-2-23

Chair: _____ Date: _____

Board of County Commissioners _____

Attest: _____ Date: _____

Riley County Clerk _____

cc: Department Head
Department Assistant