



**Board of Riley County
Commissioners
Regular Meeting
Agenda
June 10, 2024**

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

Cindy Kabriel
785-565-6200

Commission Chambers

8:30 AM

[District 1 – John Ford, Chair](#)

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

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

8:30 AM

Call to Order

Pledge of Allegiance

Public Comment

1. Public Comments

Commission Comments

2. Commission Comments

Business Meeting

3. Agreement with Schwab-Eaton, P.A. for Bridge Inspections -Special 2024
4. Sign Riley County Employee Action Form(s)

Review Minutes

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

Review Tentative Agenda

6. Tentative Agenda

Press Conference Topics

7. Discuss Press Conference

9:00 AM

Rich Vargo, County Clerk

8. Year to date budget and expenditure reports

9:15 AM

Shilo Heger, Treasurer

9. May 2024 Revenue Reporting - Riley County Treasurer

9:30 AM

Press Conference

10. Presentation of retirement plaque to Shirley Eichen - John Ford (3 minutes)

9:40 AM

Brittany Phillips, Budget and Finance Officer

11. 2nd Quarter CIP Work Session 2024

10:10 AM

John Ellermann, Public Works Director/County Engineer

12. Public Works Project Update

10:25 AM

Julie Gibbs, Health Department Director

13. Konza Space Discussion

10:45 AM

Clancy Holeman, Counselor/Director of Administrative Services

14. Administrative Work Session

15. Pending County Projects County Counselor

11:00 AM

Katharine Hensler, Museum Director

16. Riley County Historical Museum - Staff Report

11:15 AM

Captain Brad Jager/Finance Manager Jennifer Reifschneider

17. Edward Byrne Memorial Justice Assistance Grant Program FY 2023
Local Solicitation - Certifications and Assurances by the Chief
Executive of the Applicant Government

12:00 PM

County Officials Luncheon

18. County Officials' Luncheon Agenda

Adjournment

Announcements

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

A commissioner will be on In Focus live at 9:05 a.m. Tuesday, June 11, 2024 (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.



PUBLIC WORKS
Contract

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

COMMISSION AGENDA REPORT

FROM: Andrea Rose, Admin. Assistant II

MEETING: June 10, 2024

SUBJECT: Agreement with Schwab-Eaton, P.A. for Bridge Inspections -Special 2024

PRESENTER: Evan McMillan, Asst PW Director/Asst County Engineer

Attached for your approval is the agreement for the Special Bridge Inspections - 2024 with Schwab Eaton P.A., in the amount of 4,950.00

Staff recommends approval.

POSSIBLE MOTION(S)

Move to approve and sign the agreement for the Bridge Inspections - 2024 with Schwab Eaton P.A., in the amount of \$4,950.00

Move to deny.

Move to table for further discussion.

Enclosures:

- Agreement for Professional Services Schwab _Eaton signed (PDF)



AGREEMENT FOR PROFESSIONAL SERVICES

Between

Riley County, Kansas

And

**Schwab-Eaton, P.A.
5410 Ledge Stone Drive, Suite 100
Manhattan, Kansas 66502**

Agreement Date _____, 20____.

This AGREEMENT made and entered into by and between the Board of County Commissioners of **Riley County, KS.** (OWNER) and Schwab-Eaton, P.A. (ENGINEER), for obtaining Professional Engineering Services. The scope of services shall be as set out in Attachment A, the compensation to the ENGINEER shall be set out in Attachment B, and Contractual Provisions set out in Attachment C and made a part hereof the attached hereto.

ARTICLE 1. SCOPE OF SERVICES

The Scope of Services is set forth in Attachment A.

ARTICLE 2. COMPENSATION

ENGINEER's compensation is set forth in Attachment B.

ARTICLE 3. TERMS OF PAYMENT

Payment to the Engineer will be made as follows:

- A. **INVOICES AND TIME OF PAYMENT**
ENGINEER will issue itemized monthly invoices for all work performed under this Agreement. Invoices are due and payable on receipt. Upon completion of services enumerated in ATTACHMENT A, the final payment of any balance will be due upon receipt of the final invoice.
- B. **COMPENSATION FOR INSURANCE AND BONDING.**
The OWNER will compensate the ENGINEER for insurance required by this agreement in excess of the ENGINEER'S current level of coverage as specified in Article 4 B (a) thru (d).

ARTICLE 4. OBLIGATIONS OF THE ENGINEER

- A. **STANDARD OF CARE**
The standard of care applicable to ENGINEER'S services will be the degree of care and diligence normally employed by professional engineers or engineers performing the same or similar services. The ENGINEER will perform any services not meeting this standard without additional compensation.
- B. **ENGINEER'S INSURANCE AND BONDS**
The ENGINEER will maintain throughout this AGREEMENT the following insurance:
 - (a) Worker's compensation and employer's liability insurance as required by the State of Kansas.
 - (b) Comprehensive automobile and vehicle liability insurance covering claims for injuries to members of the public and/or damages to property of others arising from use of motor vehicles, including on-site and off-site operations, and owned, non-owned, or hired vehicles, with \$1,000,000 combined single limits.
 - (c) Commercial general liability insurance covering claims for injuries to members of the public or damage to property of others arising out of any covered negligent act or omission of the ENGINEER or of any of its employees, agents, or subcontractors, with \$1,000,000 per occurrence and in the aggregate.
 - (d) Professional liability insurance of \$500,000 per claim and in the aggregate.
 - (e) OWNER will be named as an additional insured with respect to ENGINEER'S liabilities hereunder in insurance coverage identified in items "b" and "c", and ENGINEER waives subrogation against OWNER as to said policies.

C. GENERAL INFORMATION

Engineer will be solely responsible for the adequacy and accuracy of the design plans, specifications, estimates, surveys and any necessary studies or investigations, including, but not limited to environment, hydraulics, and geological investigations or studies. Any review of these items performed by the County, or their representatives is not intended to and shall not be construed as a release of the Engineer's duty to provide adequate and accurate design plans, specifications, estimates, surveys, and any necessary studies or investigations, including, but not limited to environmental, hydraulic and geological investigations or studies.

ARTICLE 5. OBLIGATIONS OF THE OWNER

A. OWNER – FURNISHED DATA

The OWNER will provide to the ENGINEER all technical data in the OWNER'S possession relating to the ENGINEER'S services on the PROJECT. ENGINEER will reasonably rely upon the accuracy, timeliness, and completeness of the information provided by the OWNER.

B. ADVERTISEMENTS, PERMITS, AND ACCESS

Unless otherwise agreed to in the Scope of Services, the OWNER will obtain, arrange, and pay for all advertisements for bids; permits and licenses required by local, state, province, or federal authorities; and land, easements, rights-of-way, and access necessary for the ENGINEER'S services or PROJECT construction.

C. TIMELY REVIEW

The OWNER will examine the ENGINEER'S studies, reports, sketches, drawings, specifications, proposals, and other documents; obtain advice of an attorney, insurance counselor, accountant, auditor, and other consultants as OWNER deems appropriate; and render in writing decisions required of OWNER in a timely manner.

D. CHANGES

The OWNER may make or approve changes within the general Scope of Services in this AGREEMENT. If such changes affect the ENGINEER'S cost of or time required for performance of the services, an equitable adjustment will be made through an amendment of this AGREEMENT.

E. SERVICES OF ENGINEER

Unless this AGREEMENT is modified or terminated, the OWNER will have all services specified in the AGREEMENT performed by the ENGINEER, employing ENGINEER'S standard form and content of drawings, specifications and contract documents, all subject to OWNERS review and approval.

ARTICLE 6. GENERAL LEGAL PROVISIONS

Amendments to Article 6, if any, are included in Attachment C.

- A. **AUTHORIZATION TO PROCEED**
Execution of the AGREEMENT by OWNER will be authorization for ENGINEER to proceed with the work, unless otherwise provided for in this AGREEMENT.
- B. **REUSE OF PROJECT DOCUMENTS**
All engineering documents prepared in connection with this Project shall be the property of ENGINEER, whether the Project for which they are made is executed or not. However, ENGINEER will provide OWNER with a copy of final documents, including but not limited to prints and reproductions. Reports, plans, specifications and related documents are ENGINEERS copyrighted document, and ENGINEER, at his option may so identify them by appropriate markings. Provided that ENGINEER is paid in full for services, then OWNER may subsequently reuse these final documents without any additional compensation or agreement of ENGINEER. However, such reuse without written verification or adaptation by ENGINEER for specific purpose intended by OWNER shall be at OWNER'S sole risk and without any liability or legal exposure to ENGINEER whatsoever.
- C. **FORCE MAJEURE**
The OWNER is not responsible for damages or delay in performance caused by acts of God, strikes, lockouts, accidents, or other events beyond the control of the OWNER.
- D. **TERMINATION**
This AGREEMENT may be terminated for convenience on 30 days written notice or for cause if either party fails substantially to perform through no fault of the other and does not commence correction of such nonperformance within 5 days of written notice and diligently complete the correction thereafter. On termination, ENGINEER will be paid for all authorized work performed up to the termination date.
- E. **SUSPENSION, DELAY, OR INTERRUPTION OF WORK**
The OWNER may suspend, delay, or interrupt the services of the ENGINEER for the convenience of the OWNER. In the event of such suspension, delay, or interruption, an equitable adjustment in the PROJECT'S schedule, commitment and cost of ENGINEER'S personnel and subcontractors, and ENGINEER'S compensation will be made.
- F. **NO THIRD PARTY BENEFICIARIES**
This AGREEMENT gives no rights or benefits to anyone other than the OWNER and ENGINEER and has no third-party beneficiaries.

G. INDEMNIFICATION

ENGINEER agrees to indemnify the OWNER from any damage, liabilities, or costs by third parties for property damage and bodily injury, including death to the extent caused by the negligence or willful misconduct of ENGINEER or its employees in connection with the PROJECT. OWNER agrees to indemnify ENGINEER from any damage, liabilities, or cost by third parties for property damage and bodily injury, including death, caused by the negligence or willful misconduct of OWNER or its employees in connection with the PROJECT. If the negligence or willful misconduct of both the ENGINEER and OWNER (or a person identified above for whom each is liable) is a cause of such damage or injury, the loss, cost, or expense shall be shared between ENGINEER and OWNER in proportion to their relative degrees of negligence or willful misconduct and the right of indemnity shall apply for such proportion.

H. ASSIGNMENT

Neither party will assign all or any part of this AGREEMENT without prior written consent of the other party.

I. INTERPRETATION

Limitations on liability and indemnities in this AGREEMENT are business understandings between the parties and shall apply to all the different theories of recovery, including breach of contract or warranty, tort including negligence, strict or statutory liability, or any other cause of action, except for willful misconduct or gross negligence. Parties mean the OWNER and the ENGINEER, and their officers, employees, agents, affiliates and subcontractors.

J. JURISDICTION

The law of the State of Kansas shall govern the validity of this AGREEMENT, its interpretation and performance, and any other claims related to it.

K. SEVERABILITY AND SURVIVAL

If any of the provisions contained in this AGREEMENT are held for any reason to be invalid, illegal, or unenforceable in any respect, such invalidity, illegality or unenforceability will not affect any other provision, and this AGREEMENT shall be construed as if such invalid, illegal or unenforceable provision had never been contained herein. Articles 4, 5, and 6 shall survive termination of this AGREEMENT for any cause.

ARTICLE 7. ATTACHMENTS, SCHEDULES, AND SIGNATURES

The AGREEMENT, including its Attachments and Schedules, constitutes the entire AGREEMENT, supersedes all prior written or oral understandings, and may only be changed by a written amendment executed by both parties. The following Attachments and Schedules are hereby made a part of this AGREEMENT.

Attachment A - Scope of Services
Attachment B - Compensation / Hourly Billing Rates
Attachment C - Contractual Provisions

IN WITNESS WHEREOF, the parties execute below:

For Riley County, Kansas, dated this _____ day of _____, 20____.

By: _____
John Ford, Chair

By: _____
Greg McKinley, Commissioner

By: _____
Kathryn G. Focke, Commissioner

For the ENGINEER, Schwab-Eaton, P.A., dated this 20th day of
May, 2024.

By: _____
Name Title
Project Engineer

Attachment: Agreement for Professional Services Schwab_Eaton signed (14801 : Agreement for Professional Services)

ATTACHMENT A

The Engineer shall provide the services required for the inventory, Routine and Fracture Critical Bridge Inspection and Analysis for the bridges listed below on the RS and Off-System Road in Riley County.

ARTICLE 1. SCOPE OF SERVICES

The services to be performed by the ENGINEER will include:

1. Perform Routine Bridge Inspections for Structure:
D.5-9.1 – South Otter (000810867503781)
2. Perform Fracture Critical (Hands-On) and Routine Inspections for the following Structure:
P.4-3.1 – Swede Creek (000810891403661)
3. Perform Inventory Bridge Inspection, Load Rating, Scour Appraisal, and portal entry for new Structure : K.0-6.2 – Fancy Creek (000810881103722)
4. Include for each bridge, new photographs showing a roadway view, one upstream and one downstream view with any additional photos necessary to show major defects. Approach photographs should include the weight limit posting signs for all load posted bridges. A record of all pictures, sorted by bridge and which can be transferred to Riley County's existing electronic bridge files, shall be submitted in electronic format.
5. Prepare for the County's bridges updated data disks containing the necessary County bridge data for Riley County and the Kansas Department of Transportation Bureau of Local Projects, and updated copies of the Structure Inventory and Appraisal (SI&A) Form for each bridge that has deteriorated, been repaired or replaced.
6. Prepare an inspection update form for each bridge to be inserted in the file for the County's records and an electronic copy of this information, sorted by bridge, which can be transferred to Riley County's existing electronic bridge files.
7. If any load limit signs are found missing, knocked down, damaged to the point of not being legible, or obscured by vegetation; the inspector shall report this information to the Owner on the same day as discovered by cell phone (if in range/service) or in person.
8. If, during the inspection, the bridge inspector observes any items affecting the safety of the public, structural integrity of the bridge, or any existing warning signs (i.e. low clearance, one lane bridge, narrow bridge, sharp turn ahead, etc.) that have been knocked down, damaged to the point of not being legible, or obscured by vegetation; the inspector shall report this information to the Owner on the same day as discovered by cell phone (if in range/service) or in person.
9. Prepare, and furnish six copies of a written report containing:
 - a. All correspondence pertaining to the submittal of project generated data.

- b. A brief summary of the current condition of each bridge. Include any necessary structure description, posting & scour rating, sufficiency rating set forth in the Riley County Biennial Report submitted by Schwab-Eaton, P.A.
- c. Update the County's Master List as needed.
- d. Existing posting and recommended posting for the structures that have deteriorated or been repaired or replaced since the last inspection.
- e. A general description of recommended repair or rehabilitation.
- f. A description of any items of concern for FC structures.
- g. A listing of bridges that need immediate attention.
- h. Listings of FC and scour critical structures.
- i. Tables for each of the following:
 - All bridges with current and "unresolved" Critical Inspection Findings (CIF)'s.
 - All bridges with current and "unresolved" Scour Plan of Actions (POA)'s.

ATTACHMENT B

Schwab-Eaton Compensation

Attachment B to the AGREEMENT between Schwab-Eaton, (the ENGINEER), and Riley County, Kansas, (the OWNER), for a PROJECT generally described as:

The Inventory, Routine, and Fracture Critical Bridge Inspection and Analysis for the bridges located on the FAS and Off-System Road in Riley County in accordance with the detailed Scope of Services listed in Attachment A included herein.

Compensation by the OWNER to the ENGINEER will be as follows:

A. COST REIMBURSABLE – PERDIEM (TIME AND EXPENSE):

For services enumerated in Attachment A, the OWNER will compensate ENGINEER based on ENGINEERS's actual costs which may be less than the estimated amount. Payment shall utilize billing rates as set forth in this attachment. Payment shall be considered full compensation for salary costs, expenses, overhead, profit, and other costs required in performing the work described herein.

B. BUDGET

A project budget amount of **Four Thousand, Nine Hundred, Fifty and 00/100's Dollars (\$4,950.00)**, excluding taxes, is hereby established for services in Attachment A. The total payments to the ENGINEER shall not exceed the budget unless approved by the OWNER.

C. BILLING RATES

Principle Engineer	\$200.00	Landscape Architect III	\$135.00
Project Manager	\$182.00	Landscape Architect II	\$121.00
Structural Engineer	\$180.00	Landscape Architect I	\$112.00
2 Man Survey Crew	\$160.00	Landscape Architect Associate II	\$ 97.00
1 Man Survey Crew (GPS)	\$127.00	Landscape Architect Associate I	\$ 87.00
Professional Surveyor III	\$116.00	Administrative Professional II	\$105.00
Professional Surveyor II	\$110.00	Administrative Professional I	\$ 60.00
Professional Surveyor I	\$105.00	Const. Inspector VI	\$ 99.00
Design Engineer V	\$168.00	Const. Inspector III	\$ 90.00
Design Engineer IV	\$156.00	Const. Inspector II	\$ 81.00
Design Engineer III	\$138.00	Const. Inspector I	\$ 69.00
Design Engineer II	\$127.00	Design Tech V	\$105.00
Design Engineer I	\$115.00	Design Tech IV	\$ 98.00
Engineer In Training (EIT) II	\$101.00	Design Tech III	\$ 93.00
Engineer In Training (EIT) I	\$ 87.00	Design Tech II	\$ 88.00
Survey Crew Chief III	\$106.00	Design Tech I	\$ 77.00
Survey Crew Chief II	\$ 79.00	CADD Tech III	\$ 69.00
Survey Crew Chief I	\$ 69.00	CADD Tech II	\$ 65.00
Surveyor	\$ 66.00	CADD Tech I	\$ 58.00
Intern	\$ 50.00		

D. Any work outside the scope of this contract shall be approved in writing by the OWNER prior to commencement of additional work.

E. The total payments to the ENGINEER shall not exceed the budget unless approved by the OWNER.

F. All invoices shall be submitted to the OWNER on a monthly basis.

This Attachment B supersedes all prior written or oral understandings of the compensation and may only be changed by a written amendment executed by both parties.

IN WITNESS WHEREOF, the parties execute below:

FOR THE OWNER, **RILEY COUNTY, KANSAS**

Dated this _____ day of _____, 20____.

By: _____
John Ford, Chairman

By: _____
Kathryn G. Focke, Commissioner

By: _____
Greg McKinley, Commissioner

For the ENGINEER, Schwab-Eaton

By:  
Name Title

ATTACHMENT C

Attachment C to "Contract" Between Riley County, Ks (hereinafter "County"), and Schwab-Eaton, P.A. (hereinafter "Engineer").

The undersigned parties agree that the following provisions are hereby incorporated into the contract to which it is attached and made a part thereof.

1. **TERMS HEREIN CONTROLLING PROVISIONS.** It is expressly agreed that the terms of each and every provision in this attachment shall prevail and control over the terms of any other conflicting provision in the contract and any other document relating to and a part of the contract in which this attachment is incorporated. All terms hereof survive termination of the contract.
2. **AGREEMENT WITH KANSAS LAW.** It is agreed by and between the undersigned that all disputes and matters whatsoever arising under, in connection with or incident to the contract shall be litigated, if at all, in and before a state Court located in the State of Kansas, County of Riley, or if in Federal Court, at a Federal Court located in Topeka, Kansas, to the exclusion of the Courts of any other states or country. All contractual promises shall be subject to, governed by, and construed according to the laws of the State of Kansas, without reference to its conflict of laws principles. Both parties submit to venue and jurisdiction in these courts. In the event an action or claim arises outside of the exclusive jurisdiction specified herein which names County as a party, Engineer agrees to initiate, consent to and/or cooperate with any and all efforts to remove the matter to the exclusive jurisdiction named herein and otherwise to take any and all reasonable actions to achieve County's objectives of this provision.
3. **COMPLIANCE WITH APPLICABLE LAWS, SERVICE STANDARDS AND REQUIRED PROCEDURES.**
 - 3.1. **Service Standards and Procedures.** Engineer shall perform the services set forth in the Contract in compliance with applicable standards and procedures specified in the Contract.
 - 3.2. **Compliance With Law.** Engineer shall comply with all applicable local, state and federal laws and regulations, in carrying out the Contract, regardless of whether those legal requirements are specifically referenced in the Contract.
4. **CASH BASIS AND BUDGET LAWS.** The right of the County to enter into the Contract is subject to the provisions of the Cash Basis Law (K.S.A. 10-1112 and 10-1113), the Budget Law (K.S.A. 79-2935), and other laws of the State of Kansas. The Contract shall be construed and interpreted so as to ensure that the County shall at all times stay in conformity with such laws, and as a condition of the Contract the County reserves the right to unilaterally terminate the Contract at any time if, in the opinion of its legal counsel, the Contract may be deemed to violate the terms of such laws. Any Contract for a term of more than one year shall be interpreted by the parties to provide County the sole option to renew that Contract before the end of each one year term.
5. **TERMINATION DUE TO LACK OF FUNDING APPROPRIATION.** If, in the judgment of the Riley County Commissioners, after consultation with their Budget and Finance Officer or other county officials, sufficient funds are not appropriated to continue

the function performed in the contract and for the payment of the charges hereunder, County may terminate the contract at the end of its current fiscal year. Termination shall be effective 30 days after County mails written notice to Engineer. In the event of such termination, County agrees to give written notice of termination to Engineer. The termination of the contract pursuant to this paragraph shall not cause any penalty to be charged to the County or the Engineer.

6. **ANTI-DISCRIMINATION CLAUSE.**

- 6.1. In carrying out the Contract, Engineer shall comply with K.S.A. 44-1001 *et seq.*
- 6.2. Engineer shall observe the provisions of the Kansas act against discrimination and the Kansas age discrimination in employment act, and shall not discriminate against any person in the performance of work under the Contract because of race, religion, color, sex, disability, national origin, ancestry, or age.
- 6.3. In all solicitations or advertisements for employees, Engineer shall include the phrase "equal opportunity employer" or a similar phrase to be approved by the Kansas Human Rights Commission.
- 6.4. If Engineer fails to comply with the provisions of K.S.A. 44-1031, requiring reports to be submitted to the Kansas Human Rights Commission when requested by that Commission, Engineer shall be deemed to have breached the Contract and it may be canceled, terminated or suspended, in whole or in part, by County.
- 6.5. If Engineer is found guilty of a violation of the Kansas act against discrimination under a decision or order of the Kansas Human Rights Commission which has become final, Engineer shall be deemed to have breached the Contract and it may be canceled, terminated or suspended, in whole or in part by County.
- 6.6. Engineer shall include the provisions of paragraphs 6.1 through 6.5 inclusively of this section in every subcontract or purchase order so that such provisions will be binding upon such subcontractor of Engineer.
- 6.7. Parties to the contract understand that this paragraph number 6 is not applicable if Engineer employs fewer than four employees or if Engineer's contracts with the County cumulatively total \$5,000 or less during the County's fiscal year.

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

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

9. **REPRESENTATIVE'S AUTHORITY TO CONTRACT/REQUIRED DOCUMENTATION.** By signing the Contract, the representative of Engineer thereby represents that such person is duly authorized by Engineer to execute the document on

behalf of Engineer and Engineer agrees to be bound by the provisions thereof. Engineer shall furnish evidence of authority to transact business in Kansas, in the form of a certificate signed by the Kansas Secretary of State.

10. **RESPONSIBILITY FOR TAXES.** The County shall not be responsible for, nor indemnify Engineer for, any federal, state or local taxes that may be imposed or levied upon the subject matter of the contract.
11. **NO INSURANCE PROVIDED BY COUNTY.** The County shall not be required to purchase, any insurance against loss or damage to any personal property to which the contract relates, nor shall the contract require the County to establish a "self-insurance" fund to protect against any such loss or damage. Subject to any applicable provisions of the Kansas Tort Claims Act (K.S.A. 75-6101 *et seq.*), Engineer shall bear the risk of any loss or damage to any personal property to which Engineer holds title.
12. **TERM AND TERMINATION.**
 - 12.1. **Term.** This Contractual Provisions Attachment shall be effective as of its date of execution by the parties and shall remain in effect during the term of the Contract, or until terminated either for convenience, breach or default, as set out herein. Thirty (30) days written notice to the breaching party is required.
 - 12.2. **Termination for Cause.** If Engineer shall fail to fulfill in a timely and proper manner its obligations under the Contract, or if Engineer shall violate any of the terms, covenants, conditions, or stipulations of the Contract, County shall thereupon have the right to terminate the Contract by promptly giving written notice to Engineer of such termination and specifying the reasons for the termination and the effective date thereof. A breach shall include, but not be limited to, failure to comply with any or all items contained in the Contract and any appendices, exhibits or amendments thereto, if any.
 - 12.3. Notwithstanding the above, Engineer shall not be relieved of liability to County by virtue of any breach of the Contract by Engineer.
 - 12.4. **Termination for Convenience.** County may terminate the Contract in whole or in part, upon thirty (30) days written notice to Engineer, stating the effective date of the termination for convenience.
 - 12.5. **Payment Calculation upon Termination.** In the event of termination under the Contract by either party, any amount owed Engineer will be calculated based solely upon payment for fair value of acceptable services provided by Engineer to the point of termination, which fair value is not the subject of a good faith dispute. That determination of fair value of acceptable services shall be made solely by County.
13. **INDEPENDENT CONTRACTOR RELATIONSHIP.** It is agreed that the legal relationship between Engineer and County is of a contractual nature. Both parties assert and believe that Engineer is acting as an independent contractor in providing the services and performing the duties required by County hereunder. Engineer is at all times acting as an independent contractor and not as an officer, agent, or employee of County. As an independent contractor, Engineer, and employees of Engineer, will not be within the protection or coverage of County's worker's compensation insurance, nor shall Engineer, and employees of Engineer, be entitled to any current or future benefits provided to

employees of County. Further, County shall not be responsible for withholding of social security, federal, and/or state income tax, or unemployment compensation from payments made by County to Engineer. Engineer shall supply all labor, equipment, supplies and materials necessary to complete the required services, at Engineer's sole expense.

14. **PERSONNEL.**

- 14.1. **Qualified Personnel.** Engineer represents that it has, or shall secure at its own expense, all personnel required in performing the services under the Contract. Such personnel shall not be employees of or have any other contractual relationship with County. All personnel engaged in the work shall be fully qualified according to the laws of the State of Kansas and the provisions of this Contract.
- 14.2. **Minimum Wages.** Engineer will comply with the minimum wage and maximum hour's provisions of the Federal Fair Labor Standards Act.
- 14.3. **Employee Conflict of Interest.** Engineer shall establish safeguards to prohibit employees from using their positions for a purpose that is or gives the appearance of being motivated by a desire for private gain for themselves or others, particularly those with whom they have family, business, or other ties.

15. **PROHIBITION OF CONFLICTS OF INTEREST.**

- 15.1. **Interest of Public Officials and Others.** No officer or employee of Riley County, no member of its governing body, and no other public official who exercises any functions or responsibilities in the review or approval of the undertaking or carrying out of the Contract shall participate in any decision relating to the Contract which affects such person's personal interest or the interest of any corporation, partnership, or association in which such person is directly or indirectly interested; nor shall any officer or employee of Riley County or any member of its governing body or other public official have any interest, direct or indirect, in the Contract or the proceeds thereof.
- 15.2. **Interest of Engineer.** Engineer covenants that it presently has no interest and shall not acquire any interest, direct or indirect, which would conflict in any manner or degree with the performance of services required to be performed under the Contract.
- 15.3. **Notice to Bidders.** Requests for proposal or invitations for bid issued by Engineer to implement the Contract will provide notice to prospective bidders that Riley County's conflict of interest provision is applicable and that prospective bidders who develop or draft specifications, requirements, statements of work and/or RFPs for a proposed procurement shall be excluded from bidding or submitting a proposal to compete for the award of such procurement.

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

- 17. **SUBCONTRACTING.** None of the work or services covered by the Contract shall be subcontracted without the prior written approval of County. All approved subcontracts

must conform to all terms set forth in the Contract and the Contractual Provisions Attachment.

18. RECORDS, REPORTS AND INSPECTION.

- 18.1. **Documentation of Costs.** All costs incurred by Engineer for which Engineer purports to be entitled to reimbursement under the express terms of the Contract shall be supported by properly executed payrolls, time records, invoices, contracts or vouchers, or other official documentation evidencing in proper detail the nature and propriety of charges. All checks, payrolls, invoices, contracts, vouchers, orders or other accounting documents pertaining in whole or in part to the Contract shall be clearly identified and readily accessible to both parties to the Contract.
- 18.2. **Maintenance of Records.** Except as otherwise authorized by County, Engineer shall retain such documentation for a period of three (3) years after receipt of any applicable final expenditure report under the Contract, unless action, including but not limited to litigation or audit resolution proceedings, necessitate maintenance of records beyond this three (3) year period.
- 18.3. **Reports.** During the term of this contract, Engineer shall furnish to County, in such form, as County may require, such statements, records, reports, data and information as County requests pertaining to matters covered by this contract. Payments to Engineer will be withheld by County if Engineer fails to provide all required reports in a timely and accurate manner, until such time as all reports are furnished to County. Incomplete reports may be considered a breach of this contract.
- 18.4. **Audit.** Engineer shall provide for an annual independent audit of its financial records which apply to this Contract only and shall provide a copy of said audit to County, if requested.
- 18.5. **Availability of Records.** Upon advance written notice Engineer agrees to make any and all of its records, books, papers, documents and data available to County, or the authorized representative of a State agency with statutory oversight authority, for the purpose of assisting in litigation or pending litigation, or making audits, examinations, excerpts, copies and transcriptions at any time during the terms of this contract and for a three (3) year period following final payment under the terms of this contract.
- 18.6. **Confidentiality.** Both parties will comply with the provisions of State and federal regulations in regard to confidentiality of eligible participant records.
- 18.7. **Engineer's Purchasing Procedure.** Engineer certifies that it does not practice any form of discrimination based on race, ethnic origin, gender or religion or disability in its purchasing procedures. Engineer agrees to make available a written description of its purchasing procedures if requested by County.

19. METHOD OF BILLING AND PAYMENT.

- 19.1. **Billing Procedures.** Engineer agrees that billings and payments under the Contract shall be processed in accordance with established budgeting, purchasing and accounting procedures of Riley County, Kansas. Subject to the maximum amount of compensation prescribed herein, payment shall be made after receipt of

billing, and the amount of payment shall not exceed the maximum amount allowed by the Contract.

- 19.2. **Support Documentation.** Billing shall be supported with documentation required by County including, but not necessarily limited to, that documentation described in paragraph 18, above.
- 19.3. **Reimbursement Restrictions.** Payments shall be made to Engineer only for items and services provided to support the Contract purpose when such items and services are specifically authorized by the Contract. County reserves the right to disallow reimbursement for any item or service billed by Engineer if County believes that such item or service was not provided to support the Contract purpose, or was not authorized by the Contract.
- 19.4. **Pre-disbursement Requirements.** Engineer must provide to County the documentation required pursuant to the Contract prior to any disbursements being made by County to Engineer.
- 19.5. **Mailing Address.** Payments shall be mailed to Engineer's address as set forth herein.
20. **LICENSES AND PERMITS.** Engineer shall maintain all licenses, permits, certifications, bonds, and insurance required by federal, state or local authority for carrying out the Contract. Engineer shall notify County immediately if any required license, permit, bond or insurance is canceled, suspended or is otherwise ineffective. Such cancellation, suspension, or other ineffectiveness may form the basis for immediate revocation or cancellation of the Contract by County, in County's sole discretion.
21. **PUBLIC DOCUMENTS.** It is agreed that the Contract, and all subsequent agreed amendments or addenda thereto are public documents which will be filed with the Riley County Clerk, and will be open to public inspection.
22. **LIMITATION OF LIABILITY.** It is agreed that notwithstanding any language in the Contract to the contrary, County waives no defense, immunity or limitation of liability otherwise available to County under the terms of the Kansas Tort Claims Act or other applicable law.
23. **MERGER/SALE/TRANSFER OF ENGINEER ASSETS.** Engineer will notify County in writing at least thirty (30) calendar days in advance of Engineer's merger with any other business entity, or of any sale or other transfer of Engineer's assets to any other business entity. In the event of any such merger, sale or other transfer of Engineer assets, Engineer will reasonably cooperate with County in assuring that provision of all products and services under this Contract are not disrupted before, during and after such merger, sale or other transfer of Engineer assets. After such merger, sale or other transfer of Engineer assets, Engineer will reasonably cooperate with County in providing any documents or information necessary to establish any prior payments made by County to Engineer under this Contract.
24. **LIABILITY INSURANCE.** Engineer agrees to maintain the minimum limits of insurance coverage throughout the term of the agreement, as outlined in the Request for Proposal. Liability insurance coverage must be considered as primary and not as excess insurance (excluding Workers' Compensation and Professional Liability). Engineer shall

furnish a certificate evidencing such coverage, with County named as an additional insured (excluding Workers' Compensation and Professional Liability), which shall be delivered to the Office of the Riley County Counselor for approval. Such certificate shall contain a provision that coverage afforded under the policies will not be canceled, or non-renewed until thirty (30) days after County receives notice of such change by registered mail.

25. **REMOVAL OF REPRESENTATIVE.** Should County reasonably object to an individual employed or engaged by Vendor to perform the services hereunder, Vendor agrees to promptly replace that person with an individual approved by County.
26. **MODIFICATION.** This agreement may not be modified except in writing signed by the parties hereto.
27. **SURVIVABILITY.** All terms of this Contractual Provisions Attachment shall survive termination of the Contract.

COUNTY

BOARD OF COUNTY COMMISSIONERS
OF RILEY COUNTY, KANSAS

By: _____
John Ford, Chair

Date

(seal)

Approved as to Form

By: _____
Clancy Holeman
Riley County Counselor

Date: _____

ENGINEER

SCHWAB EATON, P.A.

By: *David J. Schwab*
Name

5/20/24
Date

ATTEST:

Rich Vargo, County Clerk

Attachment: Agreement for Professional Services Schwab_Eaton signed (14801 : Agreement for Professional Services)



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 10, 2024

SUBJECT: Sign Riley County Employee Action Form(s)

PRESENTER: Elizabeth Ward, Human Resources Director

Enclosures:

- 2024-06 HD C Taylor EAF (DOCX)
- 2024-06 EMS CHammon EAF (DOCX)

RILEY COUNTY EMPLOYEE ACTION FORM

Company Code: 166733

Full Legal Name: Carly Tyler**Status Change Date:** 6/5/2024**Status Change:** separation**Date of Hire:** 1/2/2024**Seniority:** 0 Year(s), 5 Month(s)**Position:** Medical Reserve Corps Unit Leader**Position Type:** Part-Time**Pay Range:** 7**Pay Type:** Hourly**Base Rate:** \$23.40**Annualized Pay:** \$27,986.40**Funds Codes:** Health Dept (30) Wildcat PHEP (409) NACCHO MRC Rise Award**Supervisor:** Julie Gibbs**Department Head:** Julie Gibbs

BoCC Chair _____

Date: _____

BoCC Member _____

Date: _____

BoCC Member _____

Date: _____

Attachment: 2024-06 HD C Taylor EAF (14826 : Employee Action Form (Green Sheet))

RILEY COUNTY EMPLOYEE ACTION FORM

Company Code: 166733

Full Legal Name: Corinna Hammon**Status Change Date:** 06/06/2024**Status Change:** New Hire**Date of Hire:** 06/24/2024**Seniority:** 0 Years, 0 Months**Position:** EMT**Position Type:** Full Time**Pay Grade:** EMT**Pay Type:** Hourly**Base Rate:** \$17.20**Annualized Pay:** \$63,640.00**Funds Codes:** 1-General, 20-EMS/Ambulance**Supervisor:** Josh Gering**Department Head:** David Adams

BoCC Chair _____

Date: _____

BoCC Member _____

Date: _____

BoCC Member _____

Date: _____

Attachment: 2024-06 EMS Chammon EAF (14826 : Employee Action Form (Green Sheet))



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

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

Cindy Kabriel
785-565-6200

Commission Chambers

8:30 AM

[District 1 – John Ford, Chair](#)

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

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

8:30 AM

Call to Order

Pledge of Allegiance

Public Comment

Commission Comments

Business Meeting

1. Highway Use Permits
2. Change Order for Fancy Creek bridge replacement
3. Discuss Intergovernmental Luncheon
4. Discuss Joint City/County/County Meeting
5. Approve payroll/accounts payables (when completed)

Review Minutes

Review Tentative Agenda

Press Conference Topics

9:00 AM

Clancy Holeman, Counselor/Director of Administrative Services

6. Administrative Work Session

9:20 AM

Wyatt Thompson, Manhattan Assistant City Manager

7. City's CiCo Park Project update

9:35 AM

David Adams, EMS/Ambulance

8. Pottawatomie County Request to use EMS/Ambulance patient hauler

9:45 AM

Jason Smith, Manhattan Area Chamber of Commerce

9. Economic development update

10:00 AM

Julie Gibbs, Health Department Director

10. Staff update

10:30 AM

Budget and Planning Committee - Brittany Phillips, Budget and Finance

Officer

11. Monthly Cash Flow Reports

10:40 AM**Elizabeth Ward, Human Resources Director**

12. 2025 COLA Request/Proposal

11:00 AM**Brittany Phillips, Budget and Finance Officer**

13. 2025 Budget Work Session

11:20 AM**Amanda Webb, Planning/Special Projects Director**

14. Strategic Planning Retreat Facilitator RFQ Process/Selection

Adjournment

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

Attachment: 06-13-24 tentative agenda (14209 : Tentative Agenda)



**Board of Riley County
Commissioners
Regular Meeting
TENTATIVE Agenda
June 17, 2024**

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

Cindy Kabriel
785-565-6200

Commission Chambers

8:30 AM

[District 1 – John Ford, Chair](#)

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

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

8:30 AM

Call to Order

Pledge of Allegiance

Public Comment

Commission Comments

Business Meeting

Review Minutes

Review Tentative Agenda

Press Conference Topics

9:00 AM

Gary Fike, County Extension Director

1. K-State Rodeo CiCo Park request

9:15 AM

David Adams, EMS/Ambulance Director

2. Staff update

9:30 AM

Press Conference

10:10 AM

Clancy Holeman, Counselor/Director of Administrative Services

3. Administrative Work Session

10:30 AM

Brittany Phillips, Budget and Finance Officer

4. 2025 Budget Work Session

12:00 PM

Law Enforcement Agency Meeting

Adjournment

Announcement

County Offices will be closed Wednesday, June 19th in observance of

Juneteenth Day holiday.

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: 06-17-24 tentative agenda (14209 : Tentative Agenda)



COUNTY CLERK & ELECTIONS
Budget

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

STAFF REPORT

FROM: Rich Vargo, County Clerk

MEETING: June 10, 2024

SUBJECT: Year to date budget and expenditure reports

PRESENTER: Rich Vargo, County Clerk

Enclosures:

- 2024 YTD Wage-Overtime Report Overview 2024-05 (PDF)
- 2024 YTD Wage-Overtime Report Detail Page 2024-05 (PDF)
- May Financial reports 2024 (PDF)

2024 YTD Wages/Overtime Compared to Budget						% of Year Used	41.67%	
May	YTD Wages	Budgeted Wages	YTD OT	Budgeted Overtime	OT Spent - % of wages	Total YTD Wages & OT	2024 Total Budget	Budget Spent
<u>Department</u>								
1 Attorney	\$756,876.69	\$1,890,104.00	\$2,218.23	\$6,916.00	0.12%	\$759,094.92	\$1,897,020.00	40.02%
2 Clerk	\$404,457.94	\$951,551.00	\$700.48	\$6,433.00	0.07%	\$405,158.42	\$957,984.00	42.29%
3 Commissioners	\$71,856.18	\$174,351.00	\$0.00	\$0.00	0.00%	\$71,856.18	\$174,351.00	41.21%
4 Administrative Services	\$205,830.49	\$555,325.00	\$0.00	\$2,312.00	0.00%	\$205,830.49	\$557,637.00	36.91%
6 Register of Deeds	\$154,264.78	\$372,032.00	\$0.00	\$3,082.00	0.00%	\$154,264.78	\$375,114.00	41.12%
7 Treasurer	\$415,262.56	\$1,006,658.00	\$1,669.07	\$10,130.00	0.17%	\$416,931.63	\$1,016,788.00	41.00%
10 Emergency Mgt	\$90,905.79	\$205,200.00	\$113.67	\$792.00	0.06%	\$91,019.46	\$206,205.00	44.14%
17 Museum	\$158,992.98	\$345,029.00	\$0.00	\$0.00	0.00%	\$158,992.98	\$345,029.00	46.08%
19 Election	\$154,518.34	\$509,811.00	\$2,099.80	\$7,042.00	0.41%	\$156,618.14	\$516,853.00	30.30%
20 EMS/Ambulance	\$999,672.59	\$2,311,206.00	\$437,281.88	\$1,390,792.00	18.92%	\$1,436,954.47	\$3,701,998.00	38.82%
22 Appraiser	\$483,439.61	\$1,083,795.00	\$1,322.24	\$17,139.00	0.12%	\$484,761.85	\$1,290,068.00	37.58%
24 Planning & Development	\$202,151.31	\$490,685.00	\$0.00	\$1,516.00	0.00%	\$202,151.31	\$492,201.00	41.07%
29 Information Tech-GIS	\$286,157.98	\$679,298.00	\$123.56	\$8,219.00	0.02%	\$286,281.54	\$687,517.00	41.64%
30 General Serv.-Separation	\$25,200.77	\$120,000.00	\$0.00	\$0.00	0.00%	\$25,200.77	\$120,000.00	21.00%
40 Public Works	\$1,510,618.52	\$3,837,928.00	\$34,379.64	\$139,223.00	0.90%	\$1,544,998.16	\$3,977,151.00	38.85%
41 Noxious Weed	\$191,030.00	\$447,359.00	\$2,701.43	\$12,406.00	0.60%	\$193,731.43	\$459,765.00	42.14%
<u>NON-GENERAL FUNDS</u>								
Solid Waste payroll	\$82,600.96	\$191,080.00	\$421.14	\$16,822.00	0.22%	\$83,022.10	\$207,902.00	39.93%
Fire District #1	\$123,303.81	\$340,399.00	\$26.33	\$671.00	3.11%	\$123,330.14	\$341,070.00	36.16%
Subtotal-All County Funds	\$6,317,141.30	\$15,511,811.00	\$483,057.47	\$1,623,495.00	3.11%	\$6,800,198.77	\$17,324,653.00	
Health Dept.-General Fund	\$175,142.47	\$345,543.00	\$543.93	\$1,930.00	0.16%	\$175,686.40	\$347,473.00	50.56%
Health Dept.-Grant Funds	\$1,207,778.52	\$2,828,382.00	\$147.12	\$19,210.00	0.01%	\$1,207,925.64	\$2,847,592.00	42.42%
<u>Community Corrections</u>								
Adult Services	\$126,392.98	\$327,830.00	\$4,444.48	\$0.00	1.36%	\$130,837.46	\$327,830.00	39.91%
Juvenile Services	\$107,704.78	\$290,394.00	\$1,055.08	\$0.00	0.36%	\$108,759.86	\$290,394.00	37.45%
Juvenile reinvestment	\$18,404.14	\$135,766.00	\$0.00	\$0.00	0.00%	\$18,404.14	\$67,230.00	27.37%
BJA Grant	\$27,903.60	\$68,536.00	\$2,045.35	\$0.00	2.98%	\$29,948.95	\$68,536.00	43.70%
Subtotal Grant Funds	\$280,405.50	\$822,526.00	\$7,544.91	\$0.00	0.92%	\$287,950.41	\$753,990.00	
Totals	\$7,980,467.79	\$19,508,262.00	\$491,293.43	\$1,644,635.00	2.52%	\$8,471,761.22	\$21,273,708.00	

Attachment: 2024 YTD Wage-Overtime Report Overview 2024-05 (14813 : Year to date budget and expenditure reports)

Dept				1st Quarter	April	May	2nd Quarter	3rd Quarter	4th Quarter	YTD 2024	2024 Budget
	Department										
1	Attorney	Regular Salaries	1001	\$401,252.63	\$139,018.85	\$216,605.21	\$355,624.06	\$0.00	\$0.00	\$756,876.69	\$1,862,409.00
		Seasonal/ASND	1003		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$27,695.00
		Overtime	1005	\$256.73	\$545.30	\$1,416.20	\$1,961.50	\$0.00	\$0.00	\$2,218.23	\$6,916.00
				\$401,509.36	\$139,564.15	\$218,021.41	\$357,585.56	\$0.00	\$0.00	\$759,094.92	\$1,897,020.00
2	Clerk	Regular Salaries	1001	\$216,158.59	\$73,170.76	\$109,856.09	\$183,026.85	\$0.00	\$0.00	\$399,185.44	\$936,551.00
		Seasonal/ASND	1003	\$2,741.25	\$1,046.25	\$1,485.00	\$2,531.25	\$0.00	\$0.00	\$5,272.50	\$15,000.00
		Overtime	1005	\$301.37	\$399.11	\$0.00	\$399.11	\$0.00	\$0.00	\$700.48	\$6,433.00
				\$219,201.21	\$74,616.12	\$111,341.09	\$185,957.21	\$0.00	\$0.00	\$405,158.42	\$957,984.00
3	Commissioners	Regular Salaries	1001	\$39,194.28	\$13,064.76	\$19,597.14	\$32,661.90	\$0.00	\$0.00	\$71,856.18	\$174,351.00
4	Administrative Svcs	Regular Salaries	1001	\$116,367.84	\$38,789.28	\$50,673.37	\$89,462.65	\$0.00	\$0.00	\$205,830.49	\$555,325.00
		Overtime	1005	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$2,312.00
				\$116,367.84	\$38,789.28	\$50,673.37	\$89,462.65	\$0.00	\$0.00	\$205,830.49	\$557,637.00
6	Register of Deeds	Regular Salaries	1001	\$84,144.42	\$28,048.14	\$42,072.22	\$70,120.36	\$0.00	\$0.00	\$154,264.78	\$372,032.00
		Seasonal/ASND	1003	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
		Overtime	1005	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$3,082.00
				\$84,144.42	\$28,048.14	\$42,072.22	\$70,120.36	\$0.00	\$0.00	\$154,264.78	\$375,114.00
7	Treasurer	Regular Salaries	1001	\$229,801.70	\$74,260.93	\$111,199.93	\$185,460.86	\$0.00	\$0.00	\$415,262.56	\$1,006,658.00
		Seasonal/ASND	1003	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
		Overtime	1005	\$1,442.49	\$0.00	\$226.58	\$226.58	\$0.00	\$0.00	\$1,669.07	\$10,130.00
				\$231,244.19	\$74,260.93	\$111,426.51	\$185,687.44	\$0.00	\$0.00	\$416,931.63	\$1,016,788.00
10	Emergency Mgt	Regular Salaries	1001	\$49,598.62	\$16,522.86	\$24,784.31	\$41,307.17	\$0.00	\$0.00	\$90,905.79	\$205,200.00
		Seasonal/ASND	1003	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
		Overtime	1005	\$9.47	\$37.89	\$66.31	\$104.20	\$0.00	\$0.00	\$113.67	\$792.00
				\$49,608.09	\$16,560.75	\$24,850.62	\$41,411.37	\$0.00	\$0.00	\$91,019.46	\$205,992.00
17	Museum	Regular Salaries	1001	\$77,817.69	\$25,995.53	\$38,991.01	\$64,986.54	\$0.00	\$0.00	\$142,804.23	\$323,579.00
		Seasonal/ASND	1003	\$8,452.50	\$3,000.00	\$4,736.25	\$7,736.25	\$0.00	\$0.00	\$16,188.75	\$21,450.00
		Overtime	1005	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
				\$86,270.19	\$28,995.53	\$43,727.26	\$72,722.79	\$0.00	\$0.00	\$158,992.98	\$345,029.00
19	Election	Regular Salaries	1001	\$55,930.69	\$18,743.57	\$27,965.34	\$46,708.91	\$0.00	\$0.00	\$102,639.60	\$419,641.00
		Seasonal/ASND	1003	\$14,946.76	\$31,923.97	\$5,008.01	\$36,931.98	\$0.00	\$0.00	\$51,878.74	\$90,170.00
		Overtime	1005	\$293.49	\$1,806.31	\$0.00	\$1,806.31	\$0.00	\$0.00	\$2,099.80	\$7,042.00
				\$71,170.94	\$52,473.85	\$32,973.35	\$85,447.20	\$0.00	\$0.00	\$156,618.14	\$516,853.00
20	EMS/Ambulance	Regular Salaries	1001	\$552,139.40	\$170,416.74	\$255,002.28	\$425,419.02	\$0.00	\$0.00	\$977,558.42	\$2,311,206.00
		Seasonal/ASND	1003	\$9,110.41	\$5,088.81	\$7,914.95	\$13,003.76	\$0.00	\$0.00	\$22,114.17	
		Overtime	1005	\$237,234.41	\$77,123.33	\$122,924.14	\$200,047.47	\$0.00	\$0.00	\$437,281.88	\$1,390,792.00

Dept				1st Quarter	April	May	2nd Quarter	3rd Quarter	4th Quarter	YTD 2024	2024 Budget
	Department										
				\$798,484.22	\$252,628.88	\$385,841.37	\$638,470.25	\$0.00	\$0.00	\$1,436,954.47	\$3,701,998.00
22	Appraiser	Regular Salaries	1001	\$256,050.52	\$89,161.63	\$134,642.46	\$223,804.09	\$0.00	\$0.00	\$479,854.61	\$1,257,929.00
		Seasonal/ASND	1003	\$1,845.00	\$611.25	\$1,128.75	\$1,740.00	\$0.00	\$0.00	\$3,585.00	\$15,000.00
		Overtime	1005	\$665.11	\$540.45	\$116.68	\$657.13	\$0.00	\$0.00	\$1,322.24	\$17,139.00
				\$258,560.63	\$90,313.33	\$135,887.89	\$226,201.22	\$0.00	\$0.00	\$484,761.85	\$1,290,068.00
24	Planning & Development	Regular Salaries	1001	\$106,007.37	\$35,833.41	\$53,666.03	\$89,499.44	\$0.00	\$0.00	\$195,506.81	\$475,685.00
		Seasonal/ASND	1003	\$3,164.50	\$1,200.00	\$2,280.00	3480	\$0.00	\$0.00	\$6,644.50	\$15,000.00
		Overtime	1005	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,516.00
				\$109,171.87	\$37,033.41	\$55,946.03	\$92,979.44	\$0.00	\$0.00	\$202,151.31	\$492,201.00
29	Information Tech-GIS	Regular Salaries	1001	\$152,491.63	\$53,466.54	\$80,199.81	\$133,666.35	\$0.00	\$0.00	\$286,157.98	\$679,298.00
		Seasonal/ASND	1003	\$0.00	\$0.00		\$0.00	\$0.00	\$0.00	\$0.00	
		Overtime	1005	\$0.00	\$0.00	\$123.56	\$123.56	\$0.00	\$0.00	\$123.56	\$8,219.00
				\$152,491.63	\$53,466.54	\$80,323.37	\$133,789.91	\$0.00	\$0.00	\$286,281.54	\$687,517.00
30	General-General	Regular Salaries	1001	\$0.00	0	\$0.00	\$0.00	\$0.00		\$0.00	
		Separation Payout	1005	\$10,316.86	\$953.19	\$13,930.72	\$14,883.91	\$0.00	\$0.00	\$25,200.77	\$120,000.00
				\$10,316.86	\$953.19	\$13,930.72	\$14,883.91	\$0.00	\$0.00	\$25,200.77	\$120,000.00
40	Public Works	Regular Salaries	1001	\$835,465.18	\$265,401.84	\$407,766.60	\$673,168.44	\$0.00	\$0.00	\$1,508,633.62	\$3,705,476.00
		Seasonal/ASND	1003	\$228.16	\$259.25	\$1,497.49	\$1,756.74	\$0.00	\$0.00	\$1,984.90	\$132,452.00
		Overtime	1005	\$25,875.82	\$2,110.17	\$6,393.65	\$8,503.82	\$0.00	\$0.00	\$34,379.64	\$139,223.00
				\$861,569.16	\$267,771.26	\$415,657.74	\$683,429.00	\$0.00	\$0.00	\$1,544,998.16	\$3,977,151.00
41	Noxious Weed	Regular Salaries	1001	\$105,670.67	\$34,143.74	\$51,215.59	\$85,359.33	\$0.00	\$0.00	\$191,030.00	\$447,359.00
		Seasonal/ASND	1003	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
		Overtime	1005	\$2,522.24	\$0.00	\$179.19	\$179.19	\$0.00	\$0.00	\$2,701.43	\$12,406.00
				\$108,192.91	\$34,143.74	\$51,394.78	\$85,538.52	\$0.00	\$0.00	\$193,731.43	\$459,765.00
150	Solid Waste Payroll	Regular Salaries	1001	\$47,911.12	\$15,009.64	\$19,680.20	\$34,689.84	\$0.00	\$0.00	\$82,600.96	\$191,080.00
		Seasonal/ASND	1003	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
		Overtime	1005	\$12.02	\$0.00	\$409.12	\$409.12	\$0.00	\$0.00	\$421.14	\$16,822.00
				\$47,923.14	\$15,009.64	\$20,089.32	\$35,098.96	\$0.00	\$0.00	\$83,022.10	\$207,902.00
183	Fire District #1	Regular Salaries	1001	\$56,459.63	\$14,899.28	\$22,285.90	\$37,185.18	\$0.00	\$0.00	\$93,644.81	\$267,949.00
		Seasonal/ASND	1003	\$11,993.00	\$11,402.00	\$6,264.00	\$17,666.00	\$0.00	\$0.00	\$29,659.00	\$72,450.00
		Overtime	1005	\$8.78	\$0.00	\$17.55	\$17.55	\$0.00	\$0.00	\$26.33	\$671.00
				\$68,461.41	\$26,301.28	\$28,567.45	\$54,868.73	\$0.00	\$0.00	\$123,330.14	\$341,070.00
400	Health Dept.-General	Regular Salaries	1001	\$96,492.02	\$31,961.65	\$46,688.80	\$78,650.45	\$0.00	\$0.00	\$175,142.47	\$345,543.00
		Seasonal/ASND	1003	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
		Overtime	1005	\$362.62	\$138.65	\$42.66	\$181.31	\$0.00	\$0.00	\$543.93	\$1,930.00
				\$96,854.64	\$32,100.30	\$46,731.46	\$78,831.76	\$0.00	\$0.00	\$175,686.40	\$347,473.00

Dept				1st Quarter	April	May	2nd Quarter	3rd Quarter	4th Quarter	YTD 2024	2024 Budget
	Department										
410 -	Health Dept.-Grants	Regular Salaries	1001	\$655,476.58	\$218,774.95	\$330,128.86	\$548,903.81	\$0.00	\$0.00	\$1,204,380.39	\$2,828,382.00
		Seasonal/ASND	1003	\$0.00	\$0.00	\$3,398.13	\$3,398.13	\$0.00	\$0.00	\$3,398.13	
		Overtime	1005	\$8.47	\$0.00	\$138.65	\$138.65	\$0.00	\$0.00	\$147.12	\$19,210.00
				\$655,485.05	\$218,774.95	\$333,665.64	\$552,440.59	\$0.00	\$0.00	\$1,207,925.64	\$2,847,592.00
520	Community Corrections	Regular Salaries	1001	\$76,012.58	\$24,882.31	\$25,498.09	\$50,380.40	\$0.00	\$0.00	\$126,392.98	\$327,830.00
	-Adult	Seasonal/ASND	1003	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
		Overtime	1005	\$353.36	\$3,969.83	\$121.29	\$4,091.12	\$0.00	\$0.00	\$4,444.48	\$0.00
				\$76,365.94	\$28,852.14	\$25,619.38	\$54,471.52	\$0.00	\$0.00	\$130,837.46	\$327,830.00
521	Community Corrections	Regular Salaries	1001	\$62,305.45	\$18,251.44	\$17,529.30	\$35,780.74	\$0.00	\$0.00	\$98,086.19	\$278,928.00
	-Juvenile	Seasonal/ASND	1003	\$5,542.03	1467.24	\$2,609.32	\$4,076.56	\$0.00	\$0.00	\$9,618.59	\$11,466.00
		Overtime	1005	\$331.98	\$605.36	\$117.74	\$723.10	\$0.00	\$0.00	\$1,055.08	\$0.00
				\$68,179.46	\$20,324.04	\$20,256.36	\$40,580.40	\$0.00	\$0.00	\$108,759.86	\$290,394.00
523	Community Corrections	Regular Salaries	1001	\$9,843.98	\$3,279.60	\$4,919.40	\$8,199.00	\$0.00	\$0.00	\$18,042.98	\$67,230.00
	-Juvenile reinvestment	Seasonal/ASND	1003	\$0.00	0	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
		Overtime	1005	\$168.90	\$53.70	\$138.56	\$192.26	\$0.00	\$0.00	\$361.16	\$0.00
				\$10,012.88	\$3,333.30	\$5,057.96	\$8,391.26	\$0.00	\$0.00	\$18,404.14	\$67,230.00
2003	Community Corrections	Regular Salaries	1001	\$14,723.59	\$5,272.01	\$7,908.00	\$13,180.01	\$0.00	\$0.00	\$27,903.60	\$68,536.00
	-BJA Grant	Seasonal/ASND	1003	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
		Overtime	1005	\$1,312.26	\$469.04	\$264.05	\$733.09	\$0.00	\$0.00	\$2,045.35	\$0.00
				\$16,035.85	\$5,741.05	\$8,172.05	\$13,913.10	\$0.00	\$0.00	\$29,948.95	\$68,536.00
	Totals			\$4,626,803.29	\$1,549,787.26	\$2,276,766.53	\$3,826,553.79	\$0.00	\$0.00	\$8,453,357.08	\$21,273,495.00
										\$8,453,357.08	\$21,273,708.00

2024 YTD BUDGET ACTIVITY

% of Year 41.7

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	DEPARTMENT	BUDGET	1st QTR EXPENSES	APR EXPENSES	MAY EXPENSES	JUN EXPENSES	2nd QTR EXPENSES	3rd QTR EXPENSES	4TH QTR EXPENSES	TOTAL EXPENSES	AVAILABLE BUDGET	% USED
	Attorney	\$2,856,887	\$568,279	\$193,181	\$295,054		\$488,235	\$0	\$0	\$1,056,513	\$1,800,374	36.98%
	Clerk	\$1,440,925	\$299,716	\$100,794	\$146,721		\$247,515	\$0	\$0	\$547,232	\$893,693	37.98%
	County Commissioners	\$296,259	\$57,982	\$16,437	\$24,924		\$41,361	\$0	\$0	\$99,342	\$196,917	33.53%
	Admin. Svcs/Counselor	\$829,699	\$156,855	\$52,646	\$77,876		\$130,522	\$0	\$0	\$287,378	\$542,321	34.64%
	Register of Deeds	\$574,159	\$120,376	\$42,298	\$53,646		\$95,945	\$0	\$0	\$216,321	\$357,838	37.68%
	Treasurer	\$1,477,499	\$325,929	\$107,824	\$151,098		\$258,923	\$0	\$0	\$584,852	\$892,647	39.58%
	District Court	\$185,080	\$35,172	\$16,807	\$20,389		\$37,196	\$0	\$0	\$72,368	\$112,712	39.10%
1.00	Emergency Management	\$285,041	\$70,215	\$27,362	\$34,672		\$62,033	\$0	\$0	\$132,248	\$152,793	46.40%
	Coroner	\$132,000	\$21,523	\$19,143	\$20,786		\$39,928	\$0	\$0	\$61,452	\$70,548	46.55%
	Juvenile Detention	\$112,000	\$16,424	\$16,424	\$0		\$16,424	\$0	\$0	\$32,847	\$79,153	29.33%
	Fair	\$110,500	\$7,354	\$2,936	\$10,314		\$13,250	\$0	\$0	\$20,604	\$89,896	18.65%
1.00	Museum	\$497,666	\$112,776	\$37,631	\$54,946		\$92,577	\$0	\$0	\$205,353	\$292,313	41.26%
	Election	\$950,543	\$145,036	\$73,084	\$57,619		\$130,702	\$0	\$0	\$275,738	\$674,805	29.01%
	Ambulance	\$5,854,658	\$1,232,677	\$402,352	\$571,202		\$973,554	\$0	\$0	\$2,206,231	\$3,648,427	37.68%
	Appraiser	\$1,971,216	\$420,508	\$141,233	\$184,847		\$326,080	\$0	\$0	\$746,588	\$1,224,628	37.87%
	Planning & Development	\$744,156	\$177,211	\$51,613	\$74,280		\$125,893	\$0	\$0	\$303,104	\$441,052	40.73%
	Budget Appropriations	\$1,922,463	\$916,250	\$0	\$0		\$0	\$0	\$0	\$916,250	\$1,006,213	47.66%
	Insurance	\$887,340	\$341,535	\$-3,620	\$199,878		\$196,257	\$0	\$0	\$537,793	\$349,547	60.61%
	Information Systems	\$1,882,246	\$288,468	\$141,068	\$131,436		\$272,504	\$0	\$0	\$560,972	\$1,321,274	29.80%
	County General-General	\$5,686,207	\$255,274	\$73,942	\$126,197		\$200,140	\$0	\$0	\$455,414	\$5,230,793	8.01%
	Public Works	\$9,818,041	\$1,738,177	\$641,821	\$773,879		\$1,415,701	\$0	\$0	\$3,153,878	\$6,664,163	32.12%
	Noxious Weed	\$894,703	\$187,086	\$59,523	\$81,316		\$140,839	\$0	\$0	\$327,925	\$566,778	36.65%
	Juvenile Supervision	\$1,400	\$0	\$0	\$0		\$0	\$0	\$0	\$0	\$1,400	0.00%
	Payroll Clearing	\$0	\$0	\$0	\$0		\$0	\$0	\$0	\$0	\$0	0.00%
	General Fund Transfers	\$7,312,193	\$7,312,193	\$0	\$0		\$0	\$0	\$0	\$7,312,193	\$0	100.00%
	County General subtotal	\$46,722,881	\$14,807,016	\$2,214,498	\$3,091,081	\$0	\$5,305,578	\$0	\$0	\$20,112,594	\$26,610,287	43.05%
	Less Budget Stabilization	\$4,000,000										
	General Fund w/out Budget Stabilization	\$42,722,881										

Attachment: May Financial reports 2024 (14813 : Year to date budget and expenditure reports)

2024 YTD BUDGET ACTIVITY

% of Year 41.7

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	DEPARTMENT	BUDGET	1st QTR EXPENSES	APR EXPENSES	MAY EXPENSES	JUN EXPENSES	2nd QTR EXPENSES	3rd QTR EXPENSES	4TH QTR EXPENSES	TOTAL EXPENSES	AVAILABLE BUDGET	% USED
2.00	Riley County Health Dept #30	\$5,601,756	\$1,245,806	\$442,832	\$612,009		\$1,054,841	\$0	\$0	\$2,300,647	\$3,301,109	41.07%
	Disaster Fund #3	\$6,773,382	\$297,589	\$339,352	\$193,544		\$532,896	\$0	\$0	\$830,484	\$5,942,898	12.26%
	21st District Adult Drug Court #40	\$0	\$25,938	\$0	\$0		\$0	\$0	\$0	\$25,938	-\$25,938	#DIV/0!
	Court Tech Fund #50	\$0	\$0	\$0	\$0		\$0	\$0	\$0	\$0	\$0	#DIV/0!
	Court Services #51	\$0	\$0	\$150	\$0		\$150	\$0	\$0	\$150	-\$150	#DIV/0!
	EMS Grants #52	\$2,088	\$0	\$736	\$0		\$736	\$0	\$0	\$736	\$1,352	35.25%
	KS Opioid Settlement #53	\$222,546	\$22,795	\$0	\$0		\$0	\$0	\$0	\$22,795	\$199,751	0.00%
	LATCF Funds #54	\$150,000	\$0	\$0	\$0		\$0	\$0	\$0	\$0	\$150,000	0.00%
	Register of Deeds Tech Fund #106	\$198,870	\$5,752	\$22,028	\$750		\$22,778	\$0	\$0	\$28,530	\$170,340	14.35%
	Clerk's Tech Fund #107	\$179,871	\$0	\$0	\$0		\$0	\$0	\$0	\$0	\$179,871	0.00%
	Treasurer's Tech Fund #108	\$97,183	\$0	\$0	\$0		\$0	\$0	\$0	\$0	\$97,183	0.00%
	War Memorial #112	\$1,000	\$0	\$0	\$0		\$0	\$0	\$0	\$0	\$1,000	0.00%
	County Auction #118	\$42,206	\$1,731	\$306	\$1,677		\$1,983	\$0	\$0	\$3,714	\$38,492	8.80%
	P.A.T.F #128	\$0	\$0	\$4,853	\$0		\$4,853	\$0	\$0	\$4,853	-\$4,853	0.00%
	Motor Vehicle Operations #130	\$393,298	\$5,270	\$4,688	\$38,853		\$43,541	\$0	\$0	\$48,811	\$344,487	12.41%
	Special Alcohol Programs #132	\$25,106	\$5,616	\$0	\$2,500		\$2,500	\$0	\$0	\$8,116	\$16,990	32.33%
2.00	Community Corrections #144	\$1,250,832	\$310,558	\$0	\$0		\$0	\$0	\$0	\$310,558	\$940,274	24.83%
	KDOC Adult Services - 2000	\$488,857	\$122,036	\$47,168	\$45,160		\$92,328	\$0	\$0	\$214,364	\$274,493	43.85%
	KDOC Juvenile Services - 2001	\$373,864	\$90,861	\$29,360	\$35,736		\$65,096	\$0	\$0	\$155,958	\$217,906	41.72%
	KDOC Juv Reinvestment - 2002	\$117,230	\$15,332	\$5,147	\$7,149		\$12,296	\$0	\$0	\$27,628	\$89,602	23.57%
	BJA Grant - 2003	\$158,894	\$47,672	\$9,295	\$21,851		\$31,146	\$0	\$0	\$78,818	\$80,076	49.60%
	21st Jud Dist DC ADSAP - 2004	\$25,938	\$2,233	\$312	\$202		\$514	\$0	\$0	\$2,747	\$23,191	10.59%
	Kansas Fights Addiction - 2005	\$180,601	\$24,922	\$2,646	\$2,646		\$5,292	\$0	\$0	\$30,214	\$150,387	16.73%
	City Alcohol Funds - 2006	\$27,300	\$15,064	\$1,533	\$748		\$2,281	\$0	\$0	\$17,346	\$9,954	63.54%
	RL County Alcohol Funds - 2007	\$0	\$4	\$1,664	\$359		\$2,023	\$0	\$0	\$2,027	-\$2,027	#DIV/0!
	RL Salary Appropriations - 2008	\$87,324	\$21,831	\$0	\$14,554		\$14,554	\$0	\$0	\$36,385	\$50,939	41.67%
	Caroline Peine Grant - 2009	\$2,978	\$1,224	\$682	\$220		\$902	\$0	\$0	\$2,126	\$852	71.39%
	GMCF Grant - 2010	\$4,640	\$1,887	\$44	\$120		\$164	\$0	\$0	\$2,051	\$2,589	44.21%
	Daniel Keating Foundation - 2011	\$4,865	\$375	\$0	\$54		\$54	\$0	\$0	\$429	\$4,436	8.82%
	Capital Improvements Fund #145	\$7,990,119	\$260,586	\$85,907	\$655,387		\$741,294	\$0	\$0	\$1,001,880	\$6,988,239	12.54%
	Economic Development #146	\$259,053	\$86,437	\$0	\$1,899		\$1,899	\$0	\$0	\$88,336	\$170,717	34.10%
	Emergency 911 #148	\$502,665	\$179,325	\$4,580	\$5,619		\$10,200	\$0	\$0	\$189,525	\$313,140	37.70%
	Solid Waste #150	\$3,672,807	\$493,581	\$242,396	\$289,113		\$531,509	\$0	\$0	\$1,025,090	\$2,647,717	27.91%
	County Building #152	\$430,000	\$48,982	\$31,517	\$23,469		\$54,986	\$0	\$0	\$103,968	\$326,032	24.18%
	Road & Bridge Capital Projects #157	\$6,892,240	\$56,116	\$89,631	\$196,362		\$285,993	\$0	\$0	\$342,109	\$6,550,131	4.96%
	Road & Bridge Capital Projects #188	\$3,967,650	\$0	\$0	\$0		\$0	\$0	\$0	\$0	\$3,967,650	0.00%
	RCPD Operations #173	\$5,745,592	\$1,422,163	\$1,362,075	\$27,140		\$1,389,215	\$0	\$0	\$2,811,378	\$2,934,214	48.93%
	Landfill Closure #180	\$52,623	\$2,223	\$1,578	\$770		\$2,348	\$0	\$0	\$4,570	\$48,053	8.69%
	Bond & Interest # 181	\$478,856	\$30,469	\$0	\$0		\$0	\$0	\$0	\$30,469	\$448,387	6.36%
	Riley Co Fire Dist #1 #183	\$1,368,786	\$394,267	\$110,383	\$165,906		\$276,289	\$0	\$0	\$670,556	\$698,230	48.99%
	Riley Co Fire Dist Cap Out #184	\$112,269	\$0	\$0	\$0		\$0	\$0	\$0	\$0	\$112,269	0.00%
	Fire Station Projects #185	\$513,850	\$9,428	\$130,686	\$17,664		\$148,350	\$0	\$0	\$157,778	\$356,072	30.71%

Attachment: May Financial reports 2024 (14813 : Year to date budget and expenditure reports)

2024 YTD BUDGET ACTIVITY

% of Year 41.7

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			1st QTR	APR	MAY	JUN	2nd QTR	3rd QTR	4TH QTR	TOTAL	AVAILABLE	
	DEPARTMENT	BUDGET	EXPENSES	EXPENSES	EXPENSES	EXPENSES	EXPENSES	EXPENSES	EXPENSES	EXPENSES	BUDGET	% USED
	Keats Capital Project #236	\$0	\$0	\$0	\$0		\$0	\$0	\$0	\$0	\$0	0.00%
	University Park W&S #230	\$168,034	\$10,925	\$6,992	\$12,314		\$19,305	\$0	\$0	\$30,230	\$137,804	17.99%
	Univ Park W/S Reserve #284	\$173,850	\$0	\$0	\$0		\$0	\$0	\$0	\$0	\$173,850	0.00%
	Hunters Island Water #238	\$38,586	\$4,163	\$2,453	\$4,679		\$7,133	\$0	\$0	\$11,296	\$27,290	29.27%
	Hunters Island Reserve #241	\$11,225	\$0	\$0	\$0		\$0	\$0	\$0	\$0	\$11,225	0.00%
	Carson Sewer Operations #239	\$79,816	\$2,266	\$1,180	\$898		\$2,079	\$0	\$0	\$4,344	\$75,472	5.44%
	Carson Sewer Reserve #237	\$73,687	\$0	\$0	\$0		\$0	\$0	\$0	\$0	\$73,687	0.00%
	Deep Creek Sewer #242	\$11,349	\$605	\$309	\$1,083		\$1,392	\$0	\$0	\$1,997	\$9,352	17.59%
	Deep Creek Reserve #243	\$39,243	\$0	\$0	\$2,400		\$2,400	\$0	\$0	\$2,400	\$36,843	6.12%
	Moehlman Bottoms #244	\$26,565	\$1,382	\$773	\$1,948		\$2,720	\$0	\$0	\$4,102	\$22,463	15.44%
	Moehlman Bottoms Reserve #245	\$18,456	\$0	\$0	\$0		\$0	\$0	\$0	\$0	\$18,456	0.00%
	Terra Hts Sewer #252	\$66,245	\$2,388	\$977	\$1,364		\$2,342	\$0	\$0	\$4,729	\$61,516	7.14%
	Terra Hts Sinking #254	\$137,400	\$0	\$0	\$0		\$0	\$0	\$0	\$0	\$137,400	0.00%
	Konza Water Operations #256	\$121,900	\$9,368	\$8,592	\$12,618		\$21,210	\$0	\$0	\$30,578	\$91,322	25.08%
	Konza Water Reserve #257	\$157,647	\$0	\$0	\$0		\$0	\$0	\$0	\$0	\$157,647	0.00%
	Valleywood Cap Reserve #282	\$118,630	\$0	\$0	\$0		\$0	\$0	\$0	\$0	\$118,630	0.00%
	Valleywood Operations #248	\$67,029	\$1,504	\$228	\$390		\$617	\$0	\$0	\$2,121	\$64,908	3.16%
	Mertz/McGehee Drainage #322	\$6,183	\$0	\$0	\$0		\$0	\$0	\$0	\$0	\$6,183	0.00%
	Lakeside Heights Sewer #285	\$2,345	\$399	\$74	\$74		\$149	\$0	\$0	\$548	\$1,797	23.36%
	Lakeside Heights Sewer Capital #286	\$6,230	\$0	\$0	\$0		\$0	\$0	\$0	\$0	\$6,230	0.00%
		\$49,721,559	\$5,281,071	\$2,993,127	\$2,399,229	\$0	\$5,392,356	\$0	\$0	\$10,673,427	\$39,048,132	
	Total including General Fund	\$96,444,440	\$20,088,087	\$5,207,624	\$5,490,310	\$0	\$10,697,934	\$0	\$0	\$30,786,021	\$65,658,419	

Attachment: May Financial reports 2024 (14813 : Year to date budget and expenditure reports)

2023 to 2024 Comparison

% of Year 41.7

DEPARTMENT	MAY		MAY	YEAR-TO-DATE THRU MAY		Y-T-D	2024
	2023	2024	DIFFERENCE	2023	2024	DIFFERENCE	BUDGET
Attorney	\$184,689	\$295,054	\$110,365	\$908,312	\$1,056,513	\$148,201	\$2,856,887
Clerk	\$92,325	\$146,721	\$54,397	\$456,292	\$547,232	\$90,939	\$1,440,925
County Commissioners	\$17,348	\$24,924	\$7,576	\$92,055	\$99,342	\$7,287	\$296,259
Admin. Svcs/Counselor	\$59,883	\$77,876	\$17,993	\$273,987	\$287,378	\$13,390	\$829,699
Register of Deeds	\$33,495	\$53,646	\$20,151	\$176,222	\$216,321	\$40,098	\$574,159
Treasurer	\$103,736	\$151,098	\$47,362	\$509,536	\$584,852	\$75,316	\$1,477,499
District Court	\$15,671	\$20,389	\$4,718	\$67,554	\$72,368	\$4,814	\$185,080
Emergency Management	\$22,222	\$34,672	\$12,450	\$115,458	\$132,248	\$16,790	\$285,041
Coroner	\$13,430	\$20,786	\$7,356	\$56,052	\$61,452	\$5,400	\$132,000
Juvenile Detention	\$0	\$0	\$0	\$34,818	\$32,847	-\$1,971	\$112,000
Fair	\$52	\$10,314	\$10,263	\$14,617	\$20,604	\$5,987	\$110,500
Museum	\$35,286	\$54,946	\$19,660	\$176,520	\$205,353	\$28,833	\$497,666
Election	\$107,175	\$57,619	-\$49,556	\$230,554	\$275,738	\$45,184	\$950,543
Ambulance	\$351,286	\$571,202	\$219,916	\$1,722,378	\$2,206,231	\$483,853	\$5,854,658
Appraiser	\$130,179	\$184,847	\$54,669	\$638,065	\$746,588	\$108,523	\$1,971,216
Planning & Development	\$41,544	\$74,280	\$32,736	\$250,747	\$303,104	\$52,356	\$744,156
Budget Appropriations	\$0	\$0	\$0	\$859,499	\$916,250	\$56,751	\$1,922,463
Insurance	-\$6,027	\$199,878	\$205,905	\$248,018	\$537,793	\$289,774	\$887,340
Information Systems/GIS	\$70,191	\$131,436	\$61,244	\$426,223	\$560,972	\$134,749	\$1,882,246
County General-General	\$100,794	\$126,197	\$25,403	\$485,524	\$455,414	-\$30,109	\$5,686,207
Public Works	\$654,930	\$773,879	\$118,949	\$2,693,804	\$3,153,878	\$460,074	\$9,818,041
Noxious Weed	\$43,701	\$81,316	\$37,615	\$324,073	\$327,925	\$3,852	\$894,703
General Fund	\$2,071,911	\$3,091,081	\$1,019,170	\$10,760,309	\$12,800,401	\$2,040,092	\$39,409,288

Attachment: May Financial reports 2024 (14813 : Year to date budget and expenditure reports)

2023 to 2024 Comparison

% of Year 41.7

DEPARTMENT	MAY		MAY	YEAR-TO-DATE THRU MAY		Y-T-D	2024
	2023	2024	DIFFERENCE	2023	2024	DIFFERENCE	BUDGET
Health Department - 30	\$424,468	\$612,009	\$187,541	\$2,146,592	\$2,300,647	\$154,055	\$5,601,756
Disaster Fund - 3	\$1,015	\$193,544	\$192,529	\$1,306	\$830,484	\$829,178	\$6,773,382
EMS Grants Fund - 52	\$0	\$0	\$0	\$833	\$736	-\$97	\$2,088
KS Opioid Settlement - 53	\$0	\$0	\$0	\$0	\$22,795	\$22,795	\$222,546
LATCF Funds - 54	\$0	\$0	\$0	\$0	\$0	\$0	\$150,000
Register of Deeds Tech Fund - 106	\$750	\$750	\$0	\$23,481	\$28,530	\$5,049	\$198,870
Clerk's Tech Fund - 107	\$0	\$0	\$0	\$0	\$0	\$0	\$179,871
Treasurer's Tech Fund - 108	\$0	\$0	\$0	\$0	\$0	\$0	\$97,183
War Memorial - 112	\$0	\$0	\$0	\$0	\$0	\$0	\$1,000
County Auction - 118	\$204	\$1,677	\$1,474	\$851	\$3,714	\$2,864	\$42,206
P.A.T.F - 128	\$0	\$0	\$0	\$580	\$4,853	\$4,273	\$0
Motor Vehicle Operations - 130	\$10,261	\$38,853	\$28,592	\$23,173	\$48,811	\$25,637	\$393,298
Special Alcohol Programs - 132	\$0	\$2,500	\$2,500	\$5,325	\$8,116	\$2,791	\$25,106
Community Corrections - 144	\$825,052	\$0	-\$825,052	\$436,553	\$310,558	-\$125,996	\$1,250,832
KDOC Adult Services - 2000	\$0	\$45,160	\$45,160	\$0	\$214,364	\$214,364	\$488,857
KDOC Juvenile Services - 2001	\$0	\$35,736	\$35,736	\$0	\$155,958	\$155,958	\$373,864
KDOC Juv Reinvestment - 2002	\$0	\$7,149	\$7,149	\$0	\$27,628	\$27,628	\$117,230
BJA Grant - 2003	\$0	\$21,851	\$21,851	\$0	\$78,818	\$78,818	\$158,894
21st Jud Dist DC ADSAP - 2004	\$0	\$202	\$202	\$0	\$2,747	\$2,747	\$25,938
Kansas Fights Addiction - 2005	\$0	\$2,646	\$2,646	\$0	\$30,214	\$30,214	\$180,601
City Alcohol Funds - 2006	\$0	\$748	\$748	\$0	\$17,346	\$17,346	\$27,300
RL County Alcohol Funds - 2007	\$0	\$359	\$359	\$0	\$2,027	\$2,027	\$0
RL Salary Appropriations - 2008	\$0	\$14,554	\$14,554	\$0	\$36,385	\$36,385	\$87,324
Caroline Peine Grant - 2009	\$0	\$220	\$220	\$0	\$2,126	\$2,126	\$2,978
GMCF Grant - 2010	\$0	\$120	\$120	\$0	\$2,051	\$2,051	\$4,640
Daniel Keating Foundation - 2011	\$0	\$54	\$54	\$0	\$429	\$429	\$4,865
Capital Improvements Fund - 145	\$11,539	\$655,387	\$643,848	\$533,457	\$1,001,880	\$468,423	\$7,990,119

Attachment: May Financial reports 2024 (14813 : Year to date budget and expenditure reports)

2023 to 2024 Comparison

% of Year 41.7

DEPARTMENT	MAY		MAY	YEAR-TO-DATE THRU MAY		Y-T-D	2024
	2023	2024	DIFFERENCE	2023	2024	DIFFERENCE	BUDGET
Economic Development - 146	\$0	\$1,899	\$1,899	\$85,052	\$88,336	\$3,284	\$259,053
Radio Infrastructure Project - 147	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Emergency 911 - 148	\$6,271	\$5,619	-\$652	\$190,157	\$189,525	-\$632	\$502,665
Solid Waste -150	\$225,812	\$289,113	\$63,301	\$926,727	\$1,025,090	\$98,364	\$3,672,807
County Building - 152	\$48,445	\$23,469	-\$24,976	\$186,017	\$103,968	-\$82,049	\$430,000
Road & Bridge Capital Projects 1/2 - 157	\$0	\$196,362	\$196,362	\$0	\$342,109	\$342,109	\$6,892,240
Road & Bridge Capital Projects 0.2	\$0	\$0	\$0	\$0	\$0	\$0	\$3,967,650
RCPD Operations - 173	\$45,820	\$27,140	-\$18,680	\$2,811,998	\$2,811,378	-\$620	\$5,745,592
Landfill Closure - 180	\$1,543	\$770	-\$772	\$3,495	\$4,570	\$1,075	\$52,623
Bond & Interest - 181	\$0	\$0	\$0	\$133,179	\$30,469	-\$102,710	\$478,856
Riley Co Fire Dist #1 - 183	\$69,354	\$165,906	\$96,552	\$417,087	\$670,556	\$253,469	\$1,368,786
Riley Co Fire Dist Cap Ou - 184	\$0	\$0	\$0	\$0	\$0	\$0	\$112,269
Fire Station Projects - 185	\$0	\$17,664	\$17,664	\$0	\$157,778	\$157,778	\$513,850
University Park W&S - 230	\$10,897	\$12,314	\$1,417	\$30,861	\$30,230	-\$631	\$168,034
Keats Capital Project - 236	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Univ Park W/S Reserve - 284	\$0	\$0	\$0	\$0	\$0	\$0	\$173,850
Hunters Island Water - 238	\$3,442	\$4,679	\$1,237	\$8,055	\$11,296	\$3,240	\$38,586
Hunters Island Reserve -241	\$0	\$0	\$0	\$0	\$0	\$0	\$11,225
Carson Sewer Operations - 239	\$1,143	\$898	-\$245	\$3,726	\$4,344	\$618	\$79,816
Carson Sewer Reserve -237	\$0	\$0	\$0	\$0	\$0	\$0	\$73,687
Deep Creek Sewer - 242	\$544	\$1,083	\$539	\$1,240	\$1,997	\$757	\$11,349
Deep Creek Reserve - 243	\$0	\$2,400	\$2,400	\$0	\$2,400	\$2,400	\$349,243
Moehlman Bottoms - 244	\$1,222	\$1,948	\$726	\$2,823	\$4,102	\$1,280	\$26,565
Moehlman Botoms Reserve - 245	\$0	\$0	\$0	\$0	\$0	\$0	\$18,456
Terra Hts Sewer 252	\$1,123	\$1,364	\$242	\$3,545	\$4,729	\$1,184	\$66,245
Terra Hts Sinking - 254	\$0	\$0	\$0	\$0	\$0	\$0	\$137,400
Konza Water Operations -256	\$7,517	\$12,618	\$5,102	\$18,586	\$30,578	\$11,992	\$121,900
Konza Water Reserve - 257	\$0	\$0	\$0	\$0	\$0	\$0	\$157,647
Valleywood Cap Reserve - 282	\$0	\$0	\$0	\$0	\$0	\$0	\$118,630
Valleywood Operations - 248	\$665	\$390	-\$275	\$1,093	\$2,121	\$1,028	\$67,029
Mertz/McGehee Drainage - 322	\$0	\$0	\$0	\$0	\$0	\$0	\$6,183
Lakeside Heights Sewer - 285	\$78	\$74	-\$4	\$152	\$548	\$396	\$2,345
Lakeside Heights Sewer Cap - 286	\$0	\$0	\$0	\$0	\$0	\$0	\$6,230
Total Including General Fund	\$3,769,076	\$5,490,310	\$1,721,234	\$18,756,252	\$23,447,740	\$4,691,488	\$89,440,847

Attachment: May Financial reports 2024 (14813 : Year to date budget and expenditure reports)

2024 YTD BUDGET ACTIVITY

% of Year 41.7

COUNTY GENERAL-GENERAL		BUDGET	1st QTR EXP.	APR EXP.	MAY EXP.	JUN EXP.	2nd QTR EXP.	3rd QTR EXP.	4th QTR EXP.	TOTAL EXP.	AVAILABLE BUDGET	% USED
Personnel	1000	\$141,612	\$10,317	\$1,027	\$15,010		\$16,037	\$0	\$0	\$26,354	\$115,258	18.61%
Contractual	2000	\$1,502,095	\$243,528	\$72,573	\$110,879		\$183,452	\$0	\$0	\$426,980	\$1,075,115	28.43%
Commodities	3000	\$2,500	\$400	\$343	\$308		\$651	\$0	\$0	\$1,050	\$1,450	42.02%
Misc-Budget Stabilization		\$4,000,000	\$0	\$0	\$0		\$0	\$0	\$0	\$0	\$4,000,000	0.00%
Capital Outlay	4000	\$40,000	\$1,030	\$0	\$0		\$0	\$0	\$0	\$1,030	\$38,970	2.57%
Transfers Out	604	\$0	\$0	\$0	\$0		\$0	\$0	\$0	\$0	\$0	#DIV/0!
Grand Total		\$5,686,207	\$255,274	\$73,942	\$126,197	\$0	\$200,140	\$0	\$0	\$455,414	\$5,230,793	8.01%
Other Expense Totals		Year-To- Date										
Indigent Attorney		\$149,309										
Incidentals:												
Postage		\$61										
Computer Software												
Mileage		\$839										
Copies		\$654										
Misc Fees		\$812										
Meals		\$0										
		\$2,366										
Base Panel fees		\$0										
Off Panel		\$146,943										

Attachment: May Financial reports 2024 (14813 : Year to date budget and expenditure reports)

2024 YTD BUDGET ACTIVITY

% of Year 41.7

[illegible]

Attachment: May Financial reports 2024 (14813 : Year to date budget and expenditure reports)

2024 YTD BUDGET ACTIVITY

% of Year 41.7

	2020	2021	2022	2023	2024	Total
Dental	\$0	\$0	\$0	\$0	\$0	\$0
Physician	\$163,648	\$191,373	\$206,854	\$228,812	\$115,773	\$790,687
Laboratory	\$0	\$0	\$0	\$0	\$0	\$0
Hospital	\$0	\$0	\$0	\$0	\$0	\$0
Advertising/Legal	\$0	\$0	\$0	\$0	\$0	\$0
Prescriptions	\$0	\$0	\$0	\$0	\$0	\$0
Bldg Maintenance	\$103,569	\$71,043	\$60,486	\$109,933	\$22,809	\$345,031
Land Rental/Lease	\$0	\$0	\$0	\$0	\$0	\$0
Office Supplies	\$0	\$0	\$0	\$0	\$0	\$0
Office Space Rental	\$9,625	\$10,500	\$10,500	\$10,800	\$4,750	\$41,425
Juvenile Transport	\$2,144	\$152	\$237	\$0	\$0	\$2,533
Water, Electric	\$252	\$444	\$352	\$169	\$0	\$1,217
Storm Drainage	\$0	\$0	\$0	\$0	\$0	\$0
Other Commodities/Contractual	\$693,906	\$91,239	\$21,447	\$0	\$0	\$806,592
Budget Appropriation	\$4,420,348	\$4,391,746	\$4,597,175	\$5,000,016	\$2,668,046	\$18,409,285
Total	\$5,393,492	\$4,756,498	\$4,897,050	\$5,349,730	\$2,811,378	\$20,396,770

Attachment: May Financial reports 2024 (14813 : Year to date budget and expenditure reports)

2024 YTD BUDGET ACTIVITY

% of Year 41.7

RCPD									
OFF-SITE INMATE MEDICAL EXPENSES PAID BY ADVANCED CORRECTIONAL HEALTHCARE									
INCLUDED IN 2024 \$31,000 POOL									
	MAR	1st Quarter	APR	MAY	JUN	2nd Quarter	3rd Quarter	4th Quarter	TOTAL EXPENSES
Dental	\$0	\$0	0.00			\$0	\$0	\$0	\$0
Physician	\$0	\$0	0.00			\$0	\$0	\$0	\$0
Laboratory	\$0	\$0	204.50	\$202		\$406	\$0	\$0	\$406
Hospital	\$1,675	\$3,428	5,261.81	\$4,664		\$9,926	\$0	\$0	\$13,354
Prescriptions	\$7,800	\$16,737	5,819.55	\$13,918		\$19,738	\$0	\$0	\$36,475
Supplies	\$0	\$0	0.00			\$0	\$0	\$0	\$0
TOTAL	\$9,474	\$20,164	\$11,286	\$18,784	\$0	\$30,070	\$0	\$0	\$50,235
Savings from Medicaid Rate		\$0				\$0	\$0	\$0	\$0
\$31,000 Pool Balance	\$10,836		-\$450	-\$19,235	-\$19,235				-\$19,235
Quarterly ADP: (Contract)									
County Inmate (72 base census)	103	311	100	106		206	0	0	
Non-County Inmate (0 base census)	0	0	0	0	0				
Billing Adjustments for prior years	\$0	\$0				\$0	\$0	\$0	\$0

Attachment: May Financial reports 2024 (14813 : Year to date budget and expenditure reports)



COUNTY TREASURER'S OFFICE
Staff Update

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

STAFF REPORT

FROM: Shilo Heger

MEETING: June 10, 2024

SUBJECT: May 2024 Revenue Reporting - Riley County Treasurer

PRESENTER: Shilo Heger

Enclosures:

- May 2024 Financial Reports (PDF)

Riley County Balance Sheet
May 31, 2024

9.a

Assets		Liabilities/Fund Balances		
KS State Bank-Checking	97,989,340.98	County General		29,433,841.85
KS State Bank-ARP	12,843,548.29	Disaster Fund (ARPA Funds)		12,843,548.29
Riley State Bank	158,406.03	Health Department		1,970,082.46
Outdoor Bank	5,000.00	Capital Improvements Fund		18,358,459.85
		Economic Development		358,849.14
Cash on Hand	55,109.00	RCPD Levy/Inmate Medical		2,509,733.27
CD/CDARS	12,077,189.33	Bond & Interest		532,046.13
		Road & Bridge Capital Projects		6,133,568.38
		Road & Bridge .20 Sales Tax		3,226,705.74
		Landfill Closure		56,602.47
		County Building		305,878.25
		County Auction		440,928.55
		Solid Waste		719,850.26
		Emergency Management		722,303.88
		Fire District #1		1,427,247.49
		Register of Deeds Tech Fund		165,183.72
		Clerk Tech Fund		176,994.93
		Treasurer Tech Fund		110,131.72
		Motor Vehicle Operations		187,758.81
		RCPD Ops/IT Reserve/Seizure		3,342,428.79
		District Court-Technology		151,577.38
		Court Services		3,475.00
		EMS Grants		5,635.05
		Museum Bequest		6,582.25
		War Memorial Fund		11,175.07
		KS Opioid Settlement		144,912.39
		LATCF Funds		100,000.00
		Miscellaneous		33,012.91
		Community Corrections		385,967.31
		JJA Prevention	Teen Court	Adult Services
		Juvenile Intake Case Manager	Juvenile Service	Special Alcohol
		County Attorney		-272.63
		Special Prosecutor Trust	PATF	
		Benefit Districts		1,282,022.62
		University Park	Moehlman Bottoms	Deep Creek
		Carson Sewer	Valleywood	Lakeside Heights
		Hunters Island	Terra Heights	Konza
		Mertz/McGehee Drainage		
		Funds to be Distributed		35,353,720.56
		City Funds	Wildlife & Parks	School Funds
		Township Funds	Special Assessments	State Funds
		Cemetery Funds		
		Tax Holding Funds		2,628,641.74
		Commercial Vehicle Fees	16/20M Truck Taxes	Advance Tax
		Recreational Vehicle Tax	Current Ad Valorem Tax	Sales Tax Coll
		Motor Vehicle Tax	Delinquent PP Tax	Driver's License
		Motor Vehicle Registrations	Delinquent RL Tax	Veh Rental Excise
TOTAL ASSETS	\$ 123,128,593.63	TOTAL LIABILITIES & FUND BAL		123,128,593.63

Investments and Interest
May 31, 2024
Investments & Year to Date Interest

Bank	CDs	Checking Savings	Year to Date Interest	2023 Interest
KS State Bank	\$0.00	\$110,832,889.27	\$1,556,780.18	
Riley State Bank	\$6,400,000.00	\$158,406.03	\$39,363.25	
Peoples State Bank	\$0.00	\$5,000.00	\$24.95	
Sunflower	\$0.00	\$0.00	\$0.00	
UMB	\$0.00	\$0.00	\$0.00	
Landmark National Bank	\$0.00	\$0.00	\$0.00	
Intrust	\$4,800,000.00	\$0.00	\$142,621.87	
Capitol Federal	\$0.00	\$0.00	\$48,061.92	
Community 1st National Bank	\$0.00	\$0.00	\$0.00	
United Bank	\$400,000.00	\$0.00	\$0.00	
Municipal Investment Pool	\$0.00	\$0.00	\$0.00	
Commerce Bank	\$477,189.33	\$0.00	\$40,399.63	
Central National Bank	\$0.00	\$0.00	\$0.00	
Total	\$12,077,189.33	\$110,996,295.30	\$1,827,251.80	\$3,212,456.84
Cash & Transfer items	\$55,109.00			
Total on Deposit	\$123,128,593.63			

	2024	2023
Interest Transfers		
Capital Improvements #145	\$435,909.48	\$545,253.65
Emergency 911 #148	\$18,196.63	\$34,542.01
Reg of Deeds Technology #106	\$4,679.43	\$7,849.63
Clerk Technology #107	\$4,646.35	\$7,391.06
Treasurer Technology #108	\$2,990.23	\$4,796.87
RCPD Seizure Funds	\$8,129.91	\$15,305.20
Total Transfers	\$474,552.03	\$615,138.42
Net Interest to County General	\$1,352,699.77	\$2,597,318.42

Budget	\$ 2,000,000.00	\$100,000.00
% Collected	67.63%	2597.32%
Interest - ARPA Fund	\$297,317.15	\$695,016.71

Interest rate on active checking account 5.48%

Interest rate on one year investments 5.16%

Attachment: May 2024 Financial Reports (14823 : May Treasurer's Report-2024)

**General Fund Revenue Detail
Through May 31, 2024**

	May		Year To Date		
	Actual	Budget	Actual	Budget	Variance
Motor Vehicle					
Motor Vehicle	499,634	459,605	1,066,005	1,059,090	6,915
Vehicle Rental Excise	0	0	16,482	22,530	-6,048
Recreational Vehicle	4,116	4,509	8,849	10,390	-1,541
Commercial Vehicles	56,901	63,335	78,103	84,447	-6,344
Ad Valorem					
RL/Oil/PP	9,652,407	9,939,252	24,683,813	24,848,130	-164,317
Intangible	27,152	75,851	268,004	189,628	78,376
16/20 M Trucks	2,285	5,706	14,203	14,266	-63
Watercraft	1,848	5,953	15,072	14,884	188
Delinquent Tax	64,194	0	232,024	0	232,024
Sales Tax	188,313	166,667	925,199	833,335	91,864
Payment In Lieu of Tax	0	0	0	0	0
City/County Highway	7,719	0	498,339	552,506	-54,167
Interest/Penalties	59,046	25,000	163,843	125,000	38,843
Investment Interest	315,623	166,667	1,352,700	833,335	519,365
Recording Fees	34,483	25,000	139,165	125,000	14,165
Hertiage Trust Fund	2,560	0	10,287	0	10,287
Juvenile Supervision Fees	106	42	156	210	-54
Diversion Fees	7,007	5,000	21,770	25,000	-3,230
Franchise Fees	0	8,750	11,779	17,500	-5,721
Miscellaneous	3,156	0	12,678	0	12,678
Departments					
Clerk	99	250	414	1,250	-836
Register of Deeds	13,610	2,083	21,849	10,415	11,434
Treasurer	340	667	1,768	3,335	-1,567
Clerk of the District Court	3,540	3,333	16,727	16,665	62
Emergency Management	0	0	80,781	85,907	-5,126
Coroner	0	0	0	0	0
Fair	5,462	1,667	12,509	8,335	4,174
Museum	0	0	0	0	0
Election	112	1,000	7,061	5,000	2,061
Ambulance/EMS	164,244	135,413	795,229	677,065	118,164
Appraiser	55	1,500	5,979	7,500	-1,521
Planning & Development	2,450	3,167	13,702	15,835	-2,133
Information Systems	70	0	135	0	135
General-General	3,692	0	28,873	0	28,873
Public Works	62,843	40,000	242,425	200,000	42,425
Noxious Weed	9,888	9,167	33,145	45,835	-12,690
Total Before Transfers	11,192,956	11,149,584	30,779,068	29,832,393	946,675
Transfers In	37,218	0	37,218	0	0
Total After Transfers	11,230,174	11,149,584	30,816,286	29,832,393	983,893
Over/Under Budget Before Transfers	0.39%		3.17%		
Over/Under Budget After Transfers	0.72%		3.30%		

Attachment: May 2024 Financial Reports (14823 : May Treasurer's Report-2024)

2024 General Fund Revenue Year To Date

9.a

	May		Year To Date		
	Actual	Budget	Actual	Budget	% of Budget Collected
Motor Vehicle					
Motor Vehicle	499,634	459,605	1,066,005	1,998,282	53.35%
Vehicle Rental Excise	0	0	16,482	45,059	36.58%
Recreational Vehicle	4,116	4,509	8,849	19,606	45.13%
Commercial Vehicles	56,901	63,335	78,103	84,447	92.49%
Ad Valorem					
RL/Oil/PP	9,652,407	9,939,252	24,683,813	26,155,925	94.37%
Intangible	27,152	75,851	268,004	199,608	134.27%
16/20 M Trucks	2,285	5,706	14,203	15,017	94.58%
Watercraft	1,848	5,953	15,072	15,667	96.20%
Delinquent Tax	64,194	0	232,024	0	0.00%
Sales Tax	188,313	166,667	925,199	2,000,000	46.26%
Payment In Lieu of Tax	0	0	0	40,000	0.00%
City/County Highway	7,719	0	498,339	1,105,011	45.10%
Interest/Penalties	59,046	25,000	163,843	300,000	54.61%
Investment Interest	315,623	166,667	1,352,700	2,000,000	67.63%
Recording Fees	34,483	25,000	139,165	300,000	46.39%
Hertiage Trust Fund	2,560	0	10,287	0	0.00%
Juvenile Supervision Fees	106	42	156	500	31.13%
Diverson Fees	7,007	5,000	21,770	60,000	36.28%
Franchise Fees	0	8,750	11,779	35,000	33.66%
Miscellaneous	3,156	0	12,678	0	0.00%
Departments					
Clerk	99	250	414	3,000	13.80%
Register of Deeds	13,610	2,083	21,849	25,000	87.40%
Treasurer	340	667	1,768	8,000	22.11%
Clerk of the District Court	3,540	3,333	16,727	40,000	41.82%
Emergency Management	0	0	80,781	85,907	0.00%
Coroner	0	0	0	0	0.00%
Fair	5,462	1,667	12,509	20,000	62.55%
Museum	0	0	0	0	0.00%
Election	112	1,000	7,061	12,000	58.84%
Ambulance/EMS	164,244	135,413	795,229	1,624,951	48.94%
Appraiser	55	1,500	5,979	18,000	33.22%
Planning & Development	2,450	3,167	13,702	38,000	36.06%
Information Systems	70	0	135	0	0.00%
General-General	3,692	0	28,873	0	0.00%
Public Works	62,843	40,000	242,425	480,000	50.51%
Noxious Weed	9,888	9,167	33,145	110,000	30.13%
Total Before Transfers	11,192,956	11,149,584	30,779,068	36,838,980	83.55%
Transfers In	37,218	0	37,218	300,000	12.41%
Total After Transfers	11,230,174	11,149,584	30,816,286	37,138,980	82.98%
Over/Under Budget Before Transfers	0.39%				
Over/Under Budget After Transfers	0.72%				
May = 41.67% of the Budget					

Attachment: May 2024 Financial Reports (14823 : May Treasurer's Report-2024)

**Sales Tax Received
May 31, 2024**

9.a

	County General			2024 Budget	% Over Budget
	2023	2024	Prior Year Variance		
January (Nov)	193,878.41	183,689.10	-5.26%	166,667	10.21%
February (Dec)	211,882.26	207,797.81	-1.93%	166,667	24.68%
March (Jan)	168,813.93	170,859.67	1.21%	166,667	2.52%
April (Feb)	170,747.53	174,539.13	2.22%	166,667	4.72%
May (Mar)	197,338.15	188,313.31	-4.57%	166,667	12.99%
June (Apr)	176,160.38	0.00	-100.00%	166,667	-100.00%
July (May)	182,832.23	0.00	-100.00%	166,667	-100.00%
August (June)	201,283.34	0.00	-100.00%	166,667	-100.00%
September (July)	167,263.67	0.00	-100.00%	166,667	-100.00%
October (Aug)	193,329.61	0.00	-100.00%	166,667	-100.00%
November (Sept)	216,907.02	0.00	-100.00%	166,667	-100.00%
December (Oct)	193,516.34	0.00	-100.00%	166,667	-100.00%
Year to Date	\$2,273,952.87	\$925,199.02		\$ 2,000,000.00	-53.74%

	2023	2024
Sales Tax Collected	\$2,273,952.87	\$925,199.02
Budget	\$1,800,000.00	\$2,000,000.00
% of Budget Collected	126.33%	46.26%
% Over Budget	26.33%	4.59%

Attachment: May 2024 Financial Reports (14823 : May Treasurer's Report-2024)

**Sales Tax Received
May 31, 2024**

9.a

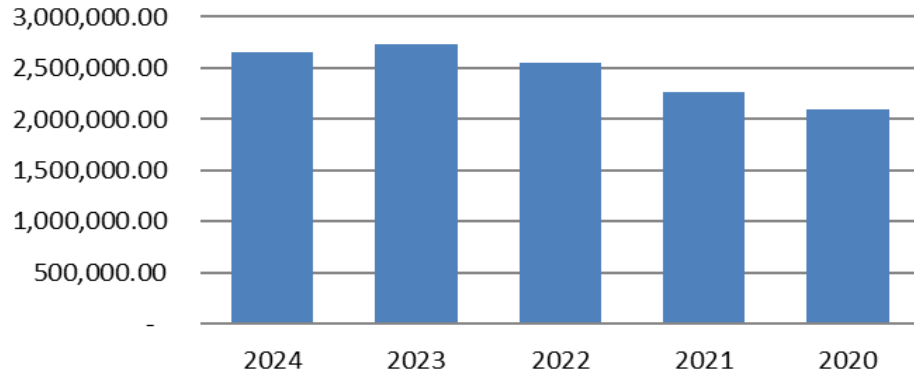
	Road & Bridge			2024 Budget	% Over Budget
	2023	2024	Prior Year Variance		
January (Nov)	193,878.40	212,079.24	9.39%	166,667	27.25%
February (Dec)	211,882.25	239,257.27	12.92%	166,667	43.55%
March (Jan)	195,644.52	196,726.95	0.55%	166,667	18.04%
April (Feb)	197,885.43	200,963.47	1.56%	166,667	20.58%
May (Mar)	228,702.28	216,822.94	-5.19%	166,667	30.09%
June (Apr)	204,158.59	0.00	-100.00%	166,667	-100.00%
July (May)	211,890.83	0.00	-100.00%	166,667	-100.00%
August (June)	232,392.78	0.00	-100.00%	166,667	-100.00%
September (July)	193,115.20	0.00	-100.00%	166,667	-100.00%
October (Aug)	223,209.72	0.00	-100.00%	166,667	-100.00%
November (Sept)	250,431.18	0.00	-100.00%	166,667	-100.00%
December (Oct)	223,425.34	0.00	-100.00%	166,667	-100.00%
Year to Date	\$2,566,616.52	\$1,065,849.87		\$ 2,000,000.00	-46.71%

	2023	2024
Sales Tax Collected	\$2,566,616.52	\$1,065,849.87
Budget	\$1,800,000.00	\$2,000,000.00
% of Budget Collected	142.59%	53.29%
% Over Budget	42.59%	11.63%

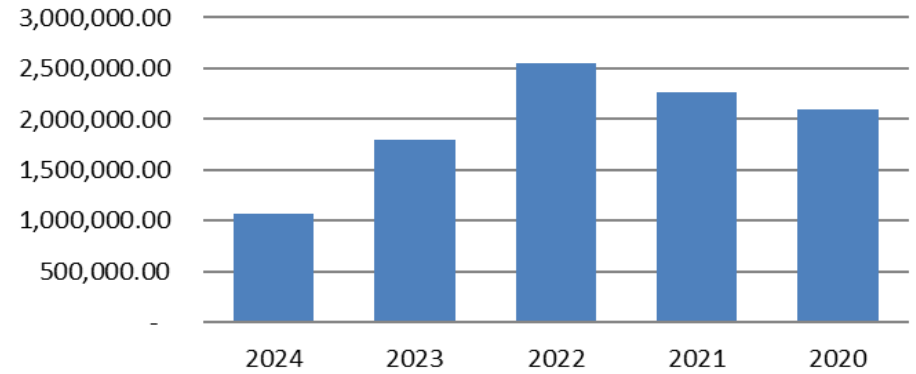
Attachment: May 2024 Financial Reports (14823 : May Treasurer's Report-2024)

Sales Tax Data

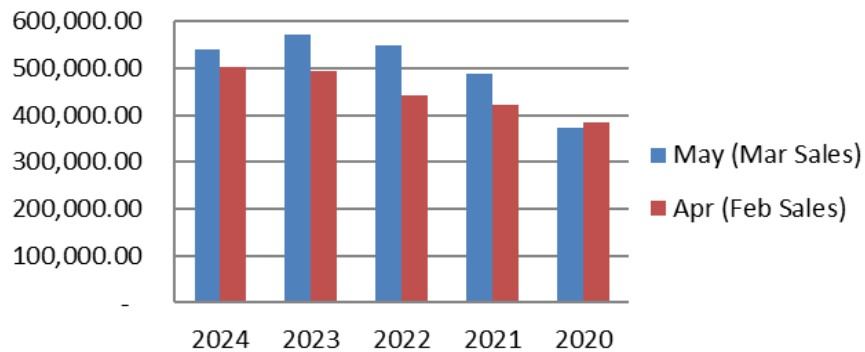
April 2024

**.50% General Fund Sales Tax
Year to Date May (Mar. Sales)**

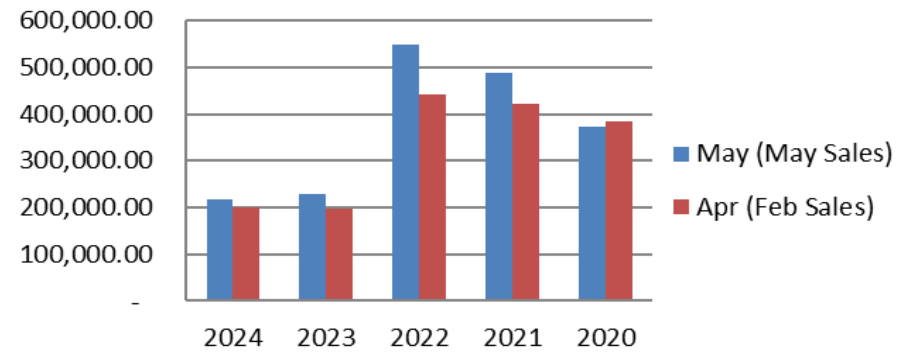
General Fund Sales Tax year to date is 2.43% lower than May 2023

**Road & Bridge Sales Tax
Year to Date May (Mar. Sales)**

Road & Bridge Sales Tax year to date is 40.66 lower than May 2023

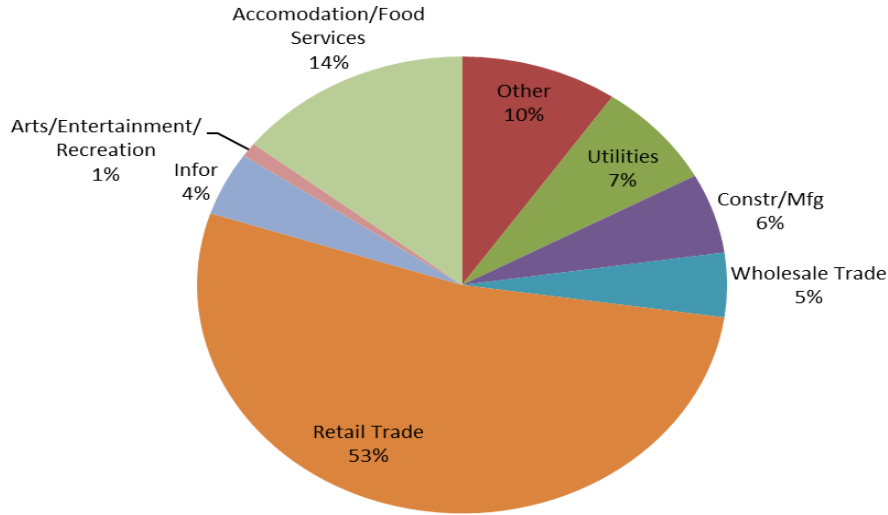
**.50% General Fund Sales Tax
Prior month comparison**

General Fund Sales Tax is 7.89% higher than April 2024.

**.20 R&B Sales Tax History
Prior month comparison**

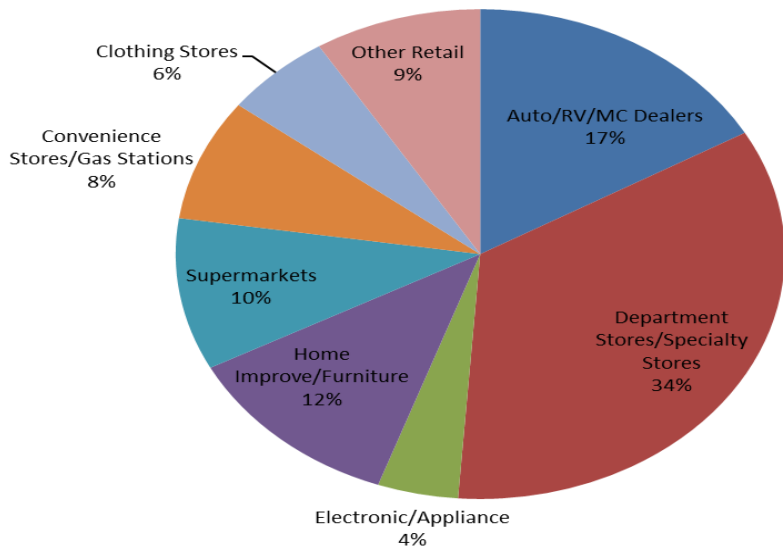
Road & Bridge Sales Tax is 7.89% lower than April 2024.

May Sales Tax Report
March Sales by Type



Other	9.59%	72,731.43
Utilities	7.48%	56,689.40
Constr/Mfg	5.66%	42,873.03
Wholesale Trade	4.54%	34,436.98
Retail Trade	52.81%	400,339.22
Infor	4.51%	34,168.24
Arts/Entertainment/ Recreation	1.01%	7,643.11
Accommodation/Food Services	14.41%	109,240.80
		758,122.21

May Sales Tax Report
March Retail Sales



Auto/RV/MC Dealers	16.76%	67,081.88
Department Stores/Specialty Stores	34.41%	137,743.28
Electronic/Appliance	4.28%	17,124.77
Home Improve/Furniture	11.88%	47,554.13
Supermarkets	10.03%	40,148.16
Convenience Stores/Gas Stations	8.06%	32,283.55
Clothing Stores	5.72%	22,881.09
Other Retail	8.87%	35,522.36
		400,339.22

May 2024 (Mar Sales)

			State
Sales Tax			Treasurer
Leonardville	437,747.19	0.003706	1,622.29
Ogden	437,747.19	0.015130	6,623.23
Randolph	437,747.19	0.001248	546.17
Riley	437,747.19	0.009679	4,236.75
Manhattan	437,747.19	0.622346	272,430.31
County	437,747.19	0.347891	152,288.44
		1.000000	437,747.19

Use Tax			
Leonardville	103,552.08	0.003706	383.76
Ogden	103,552.08	0.015130	1,566.77
Randolph	103,552.08	0.001248	129.20
Riley	103,552.08	0.009679	1,002.23
Manhattan	103,552.08	0.622346	64,445.25
County	103,552.08	0.347891	36,024.87
		1.000000	103,552.08

.50 Sales Tax	541,299.27
----------------------	-------------------

.20 Sales Tax	216,822.94
----------------------	-------------------

Total Sales Tax	758,122.21
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COUNTY CLERK & ELECTIONS
Work Session

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

COMMISSION AGENDA REPORT

FROM: Brittany Phillips, Budget & Finance Officer

MEETING: June 10, 2024

SUBJECT: 2nd Quarter CIP Work Session 2024

PRESENTER: Brittany Phillips, Budget & Finance Officer

BACKGROUND

This is the first CIP work session for 2024 which will include the CIP cash position updated with estimated project costs as of May 31, the 2024 Non-Funded CIP Project List (attached) and Funding Authorization Forms (attached) for consideration in activating additional CIP projects.

The estimated 2024 CIP cash position is as follows:

2024 Beginning Cash Balance	\$13,413,482
PLUS	
Interest	435,909
General Fund Transfers	<u>5,509,446</u>
Total Resources Available	19,358,837
LESS	
Project Expenditures-actual & estimated	\$ 3,720,518
Debt and Lease Payments	1,001,880
Reserves *See Below	<u>\$4,702,991</u>
Estimated 2024 Cash Available	\$ 9,933,448

Reserved Funds:	
CIP Reserve	500,000.00
Fair Reserve	106,138.11
FFE Reserve	1,172,274.17
Hardware Refresh	1,034,446.00
CARES Funds	1,890,132.96
Total Reserve	4,702,991.24

The transfer into CIP from the General fund has been made. The transfer from CIP to Bond and Interest for Facilities & Bridge Project bonds of \$182,100 has been made. The payment for the radio infrastructure project of \$426,795.89 has been made. The payment for the EMS Headquarters (\$1,890,133) has been reserved.

DISCUSSION

The Department Heads reviewed and updated their 2024 CIP requests. I have attached copies of their 2024 Funding Authorization Form requests. The breakdown by department is as follows:

Department	Total	# Of Projects
EMS	\$ 467,248	3
Parks (PW)	\$ 261,000	2
NW	\$ 160,000	2
FCRC	\$ 150,000	1
Museum	\$ 185,000	2
LEC (RCPD)	\$ 50,000	3
TOTAL	\$ 1,538,248	

FISCAL IMPACT

The Remaining **Budget Authority** for 2024 as of May 31, 2024, after subtracting remaining project balances, is \$3,267,721.

RECOMMENDATION(S)

Recommend consideration of the above projects based on priority by department.

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:

- NON-Funded CIP Project List 2024 (PDF)
- EMS Requests (PDF)
- Parks Requests (PDF)
- Noxious Weed (PDF)
- PW Facilities Requests (PDF)
- LEC Requests (PDF)

Riley County Capital Improvement Program

Annualized Non-funded Projects

Large Projects:

BOCC	Business Park Land-Riley County	??
PK	CICO Playground Improvement to Masterplan	\$ 1,000,000
LEC	RCPD Expansion of Admin Building	\$ 4,000,000
EX	Education Center	\$ 850,000

2024 Non-fund CIP Projects

Dept.	Project Category	Project	2024 EST.	Department Ranking	Department Sub-totals
NW	EQUIP	Roadside Mower Tractor	\$ 135,000	1	
NW	EQUIP	PTO Driven Mower	\$ 25,000	2	
NW	EQUIP	3/4 Ton Crew Cab 4x4 Truck	\$ 30,000	3	\$ 190,000
FCRC	FACILITY	Replace Roof	\$ 150,000	1	
Museum	FACILITY	Replace HVAC system in attic	\$ 35,000	2	
Museum	FACILITY	Display Lighting	\$ 150,000	3	
HD	FACILITY	Parking Lot Replacement	\$ 150,000	4	\$ 485,000
LEC	FACILITY	Kitchen Floor Replacement	\$ 30,000	1	
LEC	FACILITY	Jail Intake Shower	\$ 10,000	2	
LEC	FACILITY	Jail Isolation Room	\$ 10,000	3	\$ 50,000
EM	EQUIP	3/4T SUV	\$ 60,000	1	\$ 60,000
EMS	EQUIP	Ambulance	\$ 390,441	1	
EMS	EQUIP	Zoll X Series Cardiac Monitor	\$ 46,000	2	
EMS	EQUIP	Stryker PowerCot	\$ 30,807	3	\$ 467,248
PK	EQUIP	Aerator	\$ 11,000	1	
PK	FACILITY	Pottorf Hall Foundation	\$ 250,000	2	
PK	EQUIP	Tractor	\$ 50,000	3	
PK	EQUIP	Standing Spreader/Sprayer	\$ 25,000	4	
PK	FACILITY	Playground Equipment to CICO Park	\$ 75,000	5	\$ 411,000
PW	EQUIP	1/2 Ton 4x4 Ext. Cab Pickup	\$ 65,000	1	
PW	EQUIP	550 Truck with Plow and Spreader	\$ 125,000	2	
PW	EQUIP	3/4T 4X4 Ext, Cab Pickup w/Plow	\$ 75,000	3	
PW	EQUIP	Tandem Axle Truck w/ Plow & Spreader (Unit 10)	\$ 290,000	4	
PW	EQUIP	Tandem Axle Truck w/ Plow & Spreader (Unit 14)	\$ 290,000	5	\$ 845,000
LEC	FACILITY	RCPD Range Cleanup	\$ 220,000	1	\$ 220,000
CK/TR	TECH	Tax/Accounting Software	\$ 600,000	1	\$ 600,000
2024 Totals			\$ 3,328,248		\$ 3,328,248

2025 Non-fund CIP Projects

Dept.	Project Category	Project	2025 EST.	Department Ranking	Department Sub-totals
NW	EQUIP	Roadside Mower Tractor	\$ 100,000	1	\$ 100,000
CPE	FACILITY	Window Replacement	\$ 520,000	1	
HD	FACILITY	Parking Lot	\$ 150,000	2	
CH	FACILITY	2nd Floor Courtroom & Clerks Office Paint and Carpet	\$ 100,000	3	
FCRC/COB	FACILITY	Modernize Elevators	\$ 200,000	4	\$ 970,000
LEC	FACILITY	Fuel Dispenser	\$ 20,000	1	
LEC	FACILITY	Water Valve (F & G Pods)	\$ 10,000	2	
LEC	FACILITY	Employee Bathroom Remodel	\$ 25,000	3	\$ 55,000
EMS	EQUIP	SUV	\$ 45,000	1	\$ 45,000
PK	EQUIP	Skid Steer Loader	\$ 90,000	1	
PK	EQUIP	Standing Spreader/Sprayer	\$ 25,000	2	
PK	FACILITY	Storage Bldg for Fairmont Park	\$ 100,000	3	
PK	FACILITY	Playground Equipment to CICO Park	\$ 75,000	4	\$ 290,000
PW	EQUIP	Skid Steer Loader (3)	\$ 280,000	1	
PW	EQUIP	Sign Truck - Chasis Only	\$ 80,000	2	
PW	EQUIP	Tandem Axle Truck w/ Plow & Spreader	\$ 280,000	3	
PW	EQUIP	Hydraulic Trailer 32' Gooseneck	\$ 45,000	4	
PW	EQUIP	3/4T 4X4 Ext, Cab Pickup	\$ 65,000	5	\$ 750,000
2025 Totals			\$ 2,210,000		\$ 2,210,000

Attachment: NON-Funded CIP Project List 2024 (14821 : 2nd Quarter 2024 CIP Work Session)

Riley County Capital Improvement Program Annualized Non-funded Projects

11.a

2026 Non-fund CIP Projects					
Dept.	Project Category	Project	2026 EST.	Department Ranking	Department Sub-totals
PW	EQUIP	Tandem Axle Truck w/ Plow & Spreader	\$ 300,000	1	\$ 300,000
PK	INFRA	Asphalt Keats Parking	\$ 100,000	1	
PK	EQUIP	Topdresser	\$ 20,000		
PK	FACILITY	Score Board - Fairmont Park	\$ 14,000		
PK	FACILITY	Goal Post - Fairmont Park	\$ 12,000		\$ 146,000
FCRC/COB	FACILITY	Modernize Elevators	\$ 140,000	1	\$ 140,000
NW	EQUIP	3/4T 4X4 Ext, Cab Pickup	\$ 70,000	1	
NW	EQUIP	HHW Trailer	\$ 30,000	2	\$ 100,000
2026 Totals			\$ 686,000		\$ 686,000

2027 Non-fund CIP Projects					
Dept.	Project Category	Project	2027 EST.	Department Ranking	Department Sub-totals
NW	EQUIP	Mower/Loader Tractor	\$ 70,000	1	\$ 70,000

Attachment: NON-Funded CIP Project List 2024 (14821 : 2nd Quarter 2024 CIP Work Session)

**RILEY COUNTY CAPITAL IMPROVEMENT PROGRAM
CIP PROJECT FUNDING AUTHORIZATION FORM**

11.b

GENERAL INFORMATION (Completed by Budget & Finance Officer)

Project # 1 Fund(s) Name: CIP

PROJECT INFORMATION (Completed by Department Head)

Department: EMS/Ambulance Date: 06/10/2024

Category(circle): FACILITIES INFRASTRUCTURE EQUIPMENT TECHNOLOGY

Project Name: New Ambulance Total Cost \$: \$390,441.00

Brief Description:

This request is to replace a 2016 Freightliner ambulance which is currently in 'out of service, back up status'. The new ambulance will be a primary responding unit which will allow us to move an older ambulance to a less busy status when a first out unit is out of service or for the vast majority of event standbys.

The unit we are needing to replace has been in service for 8 years (10 years by the time it is replaced) and has 145,000 road miles and 9,250 engine hours when combined using the National EMS formula equates to the engine having approximately 300,000 miles. In the past we have been able to 'remount' an ambulance, meaning that they remove the box, refurbish it, and place the box on a new chassis. We are unable to do a remount as this ambulance is a 'medium duty' Freightliner and the boxes on these trucks will only fit on another freightliner. The county has moved away from Freightliner/medium duty chassis due to their high cost to operate and other technical difficulties. Thus the need for a new chassis and ambulance. It will be the goal to sell this used ambulance. We typically move our ambulances through the replacement cycle at about 10 years and 200,000 miles and request will fall in line with the previous replacement cycle. The lead time on replacing this ambulance is the first quarter of 2027. Due to the ongoing fluctuation in chassis cost, this is a good faith estimate.

Operating Cost Implications:

There is a reduced cost in maintenance and upkeep.

Department Head Name (PRINT): David A Adams Department Head (SIGNATURE): [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 _____

BUDGET:

Budget Available: _____

☐ 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 _____

APPROVAL:

Approved Amount: _____

☐ This project is **funded**.

☐ This project is **not funded**.

Chairman Date _____
Board of County Commissioners

**RILEY COUNTY CAPITAL IMPROVEMENT PROGRAM
CIP PROJECT FUNDING AUTHORIZATION FORM**

11.b

GENERAL INFORMATION (Completed by Budget & Finance Officer)

Project # 2 Fund(s) Name: CIP

PROJECT INFORMATION (Completed by Department Head)

Department: EMS/Ambulance Date: 05/17/2024

Category(circle): FACILITIES INFRASTRUCTURE EQUIPMENT TECHNOLOGY

Project Name: Zoll 'X' Series Cardiac Monitor Total Cost \$: \$46,000

Brief Description:

This request is to replace a Zoll "X" series cardiac Monitor which was purchased in 2013. Our department has a cardiac monitor on every ambulance the Captain's vehicle and in Major Protzman's SUV. We also keep four spare in our store room to be used at some event standbys or when we have monitors out for repair. The life span, per the manufacturer, is 7-10 years and we have four that are at least 10 years in age.

Project Justification:

These monitors are used on virtually every patient encounter. They are used to check blood pressures, cardiac rhythm's, oxygen saturations, end tic capnography among other uses. We rotate the monitors from our 'first out' ambulances, to the spare units, the supervisors vehicle and then to the st room.

Operating Cost Implications:

None.

Department Head Name (PRINT): David Adams

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

D&

BUDGET:

Budget Available: _____

☐ ☐

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

D&

APPROVAL:

Approved Amount: _____

☐ ☐

This project is **funded**.

☐ ☐

This project is **not funded**.

Chairman

D&

Board of County Commissioners

**RILEY COUNTY CAPITAL IMPROVEMENT PROGRAM
CIP PROJECT FUNDING AUTHORIZATION FORM**

11.b

GENERAL INFORMATION (Completed by Budget & Finance Officer)

Project # 3 Fund(s) Name: CIP

PROJECT INFORMATION (Completed by Department Head)

Department: EMS/Ambulance Date: 06/10/2024

Category(circle): FACILITIES INFRASTRUCTURE EQUIPMENT TECHNOLOGY

Project Name: Stryker PowerCot Total Cost \$: \$30,806.97

Brief Description:

The power cot is the stretchers in our ambulances and mobile units used for the transportation of our patients.

Project Justification:

The power cot we are needing to replace was manufactured in 2009 and is nearing the end of its' life span. We have had to purchase spare parts of ebay as the manufacturer no longer uses or makes some components in new style cots. Newer cots are manufactured to handle patients of larger s in both weight, height and girth making the transport of patients safer and more comfortable. The new cot, if approved, will replace a cot on a 'first o ambulance which is six years old.

Operating Cost Implications:

Reduce operating costs as we the need for spare parts will no longer be needed.

Department Head Name (PRINT): David A Adams

Department Head (SIGNATURE): DAVID A ADAMS

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: _____

BUDGET:

Budget Available: _____

☐ 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: _____

APPROVAL:

Approved Amount: _____

☐ This project is **funded**.

Chairman Date: _____
Board of County Commissioners

https://rileycounty-my.sharepoint.com/personal/davidadams@rileycountyky.gov/_layouts/15/Doc.aspx?sourcedoc=Desktop/Copy of CIP Form for Project Approval Form
Modified: powercot.2024

Attachment: EMS Requests (14821 : 2nd Quarter 2024 CIP Work Session)

**RILEY COUNTY CAPITAL IMPROVEMENT PROGRAM
CIP PROJECT FUNDING AUTHORIZATION FORM**

11.c

GENERAL INFORMATION (Completed by Budget & Finance Officer)

Project # _____ Fund(s) Name: CIP _____

PROJECT INFORMATION (Completed by Department Head)

Department: Public Works-Parks Date: 06/03/2024

Category(circle): FACILITIES INFRASTRUCTURE **EQUIPMENT** TECHNOLOGY

Project Name: 30" Aerator Total Cost \$: \$ 11,000.00

Brief Description:
30" Piston type aerator

Project Justification:

The aerator will aide in the health of lawns around the County offices and certain areas of the parks. We haven not had very good luck in renting this piece of equipment in the past.

Operating Cost Implications:

By purchasing an aerator we are not dependindant on the rental companies availability. It will help improve the look of our lawns.

Department Head Name (PRINT): John Ellermann

Department Head (SIGNATURE):

John Ellermann

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 _____

BUDGET:

Budget Available: _____

☐

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 _____

APPROVAL:

Approved Amount: _____

☐

This project is funded.

☐

This project is not funded.

Chairman

Board of County Commissioners

Date _____

ALL FIELDS MUST BE COMPLETED

Prepared by _____
Budget and Finance Officer

Packet Pg. 61

06/03/2024 8:47 AM

Attachment: Parks Requests (14821 : 2nd Quarter 2024 CIP Work Session)

**RILEY COUNTY CAPITAL IMPROVEMENT PROGRAM
CIP PROJECT FUNDING AUTHORIZATION FORM**

11.c

GENERAL INFORMATION (Completed by Budget & Finance Officer)

Project # _____ Fund(s) Name: CIP _____

PROJECT INFORMATION (Completed by Department Head)

Department: Public Works-Parks Date: 06/03/2024

Category(circle): **FACILITIES** INFRASTRUCTURE EQUIPMENT TECHNOLOGY

Project Name: Pottorf Hall Foundation Repairs Total Cost \$: \$ 250,000.00

Brief Description:
Repair the foundation of Pottorf Hall

Project Justification:
Foundation settlement has caused uneven floors and cracks in walls of Pottorf Hall. The repairs anticipated will include driving push piers around the building's foundation and lifting the building to or near its original position.

Operating Cost Implications:
This will cause a more stable building foundation. Enabling us to make other repairs in the future.

Department Head Name (PRINT): John Ellermann

Department Head (SIGNATURE):

John Ellermann

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

BUDGET:

Budget Available: _____

- ☐ 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

APPROVAL:

Approved Amount: _____

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

Chairman
Board of County Commissioners Date

**RILEY COUNTY CAPITAL IMPROVEMENT PROGRAM
CIP PROJECT FUNDING AUTHORIZATION FORM**

11.d

GENERAL INFORMATION (Completed by Budget & Finance Officer)

Project # _____ Fund(s) Name: CIP _____

PROJECT INFORMATION (Completed by Department Head)

Department: Riley County Noxious Weed Date: 5/20/2024

Category(circle): FACILITIES INFRASTRUCTURE EQUIPMENT ☒ TECHNOLOGY

Project Name: _____ Total Cost \$: \$ 32,000.00

Brief Description:
10' pull behind mower Landpride or equalivnt

Project Justification:
Current unit has been in service for over 10 years and is at the end of its useful lifecycle. Continued use will likely result in large component repairs and while its in current functional condition will bring a higher resale / auction value

Operating Cost Implications:
New units will elimanate the need for larger costly repairs and down time of the units.

Department Head Name (PRINT): Michael Boller 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

BUDGET:
Budget Available: _____
☐ 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

APPROVAL:
Approved Amount: _____
☐ This project is funded.
☐ This project is not funded.

Chairman
Board of County Commissioners Date

Attachment: Noxious Weed (14821 : 2nd Quarter 2024 CIP Work Session)

**RILEY COUNTY CAPITAL IMPROVEMENT PROGRAM
CIP PROJECT FUNDING AUTHORIZATION FORM**

11.e

GENERAL INFORMATION (Completed by Budget & Finance Officer)

Project # _____ Fund(s) Name: CIP _____

PROJECT INFORMATION (Completed by Department Head)

Department: _____ Facilities _____ Date: _____ 05/31/2024

Category(circle): FACILITIES INFRASTRUCTURE EQUIPMENT TECHNOLOGY

Project Name: _____ FCRC - Replace Roof _____ Total Cost \$: \$ _____ 150,000.00

Brief Description:
Replace Roof on FCRC building

Project Justification:
Roof on structure is aged and showing signs of wear. Roof has had leaks patched over the years.

Operating Cost Implications:
New roof will reseal the building and reduce/eliminate reduce the number of times patching and repairs are needed.

Department Head Name (PRINT): John Ellermann 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 _____

BUDGET:

Budget Available: _____

- ☐ 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 _____

APPROVAL:

Approved Amount: _____

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

Chairman _____ Date _____
Board of County Commissioners

**RILEY COUNTY CAPITAL IMPROVEMENT PROGRAM
CIP PROJECT FUNDING AUTHORIZATION FORM**

11.e

GENERAL INFORMATION (Completed by Budget & Finance Officer)

Project # _____ Fund(s) Name: CIP

PROJECT INFORMATION (Completed by Department Head)

Department: Facilities Date: 05/31/2024

Category(circle): **FACILITIES** INFRASTRUCTURE EQUIPMENT TECHNOLOGY

Project Name: Museum - Replace HVAC Total Cost \$: \$ 35,000.00

Brief Description:

Replace HVAC system for the museum.

Project Justification:

This is a two unit system located in the attic of the museum. One of the units has had numerous problems and is limping along while the other unit is assisting it to keep up. Because of the location and difficulty in replacing we need to replace both units.

Operating Cost Implications:

The new units will be more reliable and more efficient to operate.

Department Head Name (PRINT): John Ellermann

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:

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This project is funded for start-up as cash is available.

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

Shilo Heger, Riley County Treasurer

Date

BUDGET:

Budget Available: _____

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

Rich Vargo, Riley County Clerk

Date

APPROVAL:

Approved Amount: _____

☐

This project is funded.

☐

This project is not funded.

Chairman

Board of County Commissioners

Date

**RILEY COUNTY CAPITAL IMPROVEMENT PROGRAM
CIP PROJECT FUNDING AUTHORIZATION FORM**

11.e

GENERAL INFORMATION (Completed by Budget & Finance Officer)

Project # _____ Fund(s) Name: CIP _____

PROJECT INFORMATION (Completed by Department Head)

Department: _____ Facilities _____ Date: _____ 05/31/2024

Category(circle): **FACILITIES** INFRASTRUCTURE EQUIPMENT TECHNOLOGY

Project Name: _____ Museum - lighting _____ Total Cost \$: \$ _____ 150,000.00

Brief Description: _____
Replace old track lighting for museum displays.

Project Justification: _____
The light fixtures in the display areas of the museum are going out and need to be replaced.

Operating Cost Implications: _____
The new lighting will better illuminate the objects on display. New lighting could be kmore efficient by casting better light and costing less.

Department Head Name (PRINT): _____ John Ellermann _____ Department Head (SIGNATURE): _____ *John Ellermann* _____

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
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☐ 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: _____

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

Shilo Heger, Riley County Treasurer _____ Date _____

BUDGET:
Budget Available: _____

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

Rich Vargo, Riley County Clerk _____ Date _____

APPROVAL:
Approved Amount: _____

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

Chairman _____ Date _____
Board of County Commissioners

ALL FIELDS MUST BE COMPLETED

05/31/2024 5:43 PM

Prepared by _____ **Packet Pg. 67**
Budget and Finance Officer

Attachment: PW Facilities Requests (14821 : 2nd Quarter 2024 CIP Work Session)

**RILEY COUNTY CAPITAL IMPROVEMENT PROGRAM
CIP PROJECT FUNDING AUTHORIZATION FORM**

11.f

GENERAL INFORMATION (Completed by Budget & Finance Officer)

Project # _____ Fund(s) Name: CIP _____

PROJECT INFORMATION (Completed by Department Head)

Department: LEC Date: 06/03/2024

Category(circle): **FACILITIES** INFRASTRUCTURE EQUIPMENT TECHNOLOGY

Project Name: Kitchen Floor Replacement Total Cost \$: \$ 30,000.00

Brief Description:

Remove tile and replace with new epoxy floor in jail kitchen

Project Justification:

Floor is buckling and is a tripping hazard to kitchen workers.

Operating Cost Implications:

The epoxy floor will have better traction to prevent slipping and be more flexible to the expanding concrete.

Department Head Name (PRINT): John Ellermann

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

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Information Technology Director's Signature: _____

To be completed by IT:

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If so, what & costs? _____

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CERTIFICATION OF PROJECT AUTHORITY

CASH:

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

Shilo Heger, Riley County Treasurer

Date

BUDGET:

Budget Available: _____

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

Rich Vargo, Riley County Clerk

Date

APPROVAL:

Approved Amount: _____

☐

This project is funded.

☐

This project is not funded.

Chairman

Board of County Commissioners

Date

**RILEY COUNTY CAPITAL IMPROVEMENT PROGRAM
CIP PROJECT FUNDING AUTHORIZATION FORM**

11.f

GENERAL INFORMATION (Completed by Budget & Finance Officer)

Project # _____ Fund(s) Name: CIP _____

PROJECT INFORMATION (Completed by Department Head)

Department: LEC Date: 06/03/2024

Category(circle): **FACILITIES** INFRASTRUCTURE EQUIPMENT TECHNOLOGY

Project Name: Jail Intake Shower Total Cost \$: \$ 10,000.00

Brief Description:

Repair old shower floor and walls with new epoxy covering.

Project Justification:

The old floor and walls are cracking and seal is flaking off.

Operating Cost Implications:

The epoxy floor will have better traction to prevent slipping and be more flexible to the expanding concrete.

Department Head Name (PRINT): John Ellermann

Department Head (SIGNATURE):

John Ellermann

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

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Will the project require the implementation of new technologies/costs?

If so, what & costs? _____

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Is the project duplicated in other CIP requests?

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Is the project compatible with the technology development plans of Riley County?

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Shilo Heger, Riley County Treasurer

Date

BUDGET:

Budget Available: _____

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Rich Vargo, Riley County Clerk

Date

APPROVAL:

Approved Amount: _____

☐

This project is funded.

☐

This project is not funded.

Chairman

Board of County Commissioners

Date

**RILEY COUNTY CAPITAL IMPROVEMENT PROGRAM
CIP PROJECT FUNDING AUTHORIZATION FORM**

11.f

GENERAL INFORMATION (Completed by Budget & Finance Officer)

Project # _____ Fund(s) Name: CIP _____

PROJECT INFORMATION (Completed by Department Head)

Department: LEC Date: 06/03/2024

Category(circle): **FACILITIES** INFRASTRUCTURE EQUIPMENT TECHNOLOGY

Project Name: Isolation Room Total Cost \$: \$ 10,000.00

Brief Description:

Repair jail isolation room walls and floor and apply epoxy coating.

Project Justification:

The old floor and walls are cracking and seal is flaking off.

Operating Cost Implications:

The epoxy will have better traction to prevent slipping and be more flexible to the expanding concrete.

Department Head Name (PRINT): John Ellermann

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

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Information Technology Director's Signature: _____

To be completed by IT:

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If so, what & costs? _____

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CERTIFICATION OF PROJECT AUTHORITY

CASH:

Cash Available: _____

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Shilo Heger, Riley County Treasurer Date

BUDGET:

Budget Available: _____

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

Rich Vargo, Riley County Clerk Date

APPROVAL:

Approved Amount: _____

☐

This project is funded.

☐

This project is not funded.

Chairman
Board of County Commissioners Date



PUBLIC WORKS
Project Update

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

MEMORANDUM

FROM: John Ellermann, Public Works Director
MEETING: June 10, 2024
SUBJECT: Public Works Project Update
PRESENTER: John Ellermann

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

Enclosures:

- 061024 Project Update (PDF)

Project Update

Public Works Department

6/10/2024

Kitten Creek Culvert Replacement (N.5-22.5)

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

Winkler Mills Bridge (H.0-5.9)

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

Fancy Creek Bridge (K.0-6.2)

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

Parallel Rd. Culvert (C.7-0.0)

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

Marlatt Rd Improvement

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

Parks:

- [Fully Staffed. 3 seasonal](#)
- [Mowing.](#)
- [Landscape Beds.](#)
- [Begin spraying weeds next week.](#)
- [CDL Training - Exam scheduled for Thursday.](#)

Operations:

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

- Spreading millings at truck parking and in yard.
- Pre-cast box culverts ordered. Kansas Ave. in Riley is first on list to be completed.
 - Ober Rd – 4’x4’x40’
 - W 69th Ave. – 10’x6’x36’
 - Kansas Ave (Riley) – 12’x4’x30’
 - Lasita Rd. – 12’x7’x54’
 - Wildcat Creek Rd. – 12’x10’x66’
- Asphalt Overlay Project Completed– Schilling Construction. Blue River Hills Rd. and Stockdale Park Rd.
- Grading of roads.
- CDL Training-Exam scheduled for Thursday.
- MagChL should be completed this week.
- Installing new “No Parking” Signs in county parking lots.
- Stop Signs being stole around the Pillsbury Crossing area.
- Terra Heights Lagoon work.

Miscellaneous

- Open Positions: Purchasing Agent, Traffic Control Tech, Custodian, Facility Tech I, Utility Tech.
- University Park Lagoon Project-Lagoon size determined. Continue to work on grant and funding applications. Approved for the Small-Town Water & Sewer Infrastructure Assistance Grant. Terracon report complete. Design of lift station and lagoon now that location is confirmed. Awarded an additional \$462,210 in grant money for the project. [Cultural & Environmental Study for KDHE SRF](#).
- EMS Headquarters Station – BHS GMP \$9,587,108. [Dirt work and drainage system work underway as well as utility work.](#)
- 4th floor CPE Renovation. Icon Structures. [Closing in on completion.](#) Walk thru scheduled for the 18th.
- [CPE roof replacement complete.](#)
- Transfer Station load out scales. WS Scale - \$49,880 estimated July 12th.
- Lead & Copper surveys – KDHE.
- Elevator Projects – Working on bid documents.
- [Bridge inspection contract.](#) [New Federal standards = increase inspection costs.](#)



HEALTH DEPARTMENT
Discussion

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

COMMISSION AGENDA REPORT

FROM: Julie Gibbs
MEETING: June 10, 2024
SUBJECT: Konza Space Discussion
PRESENTER: Julie Gibbs

BACKGROUND

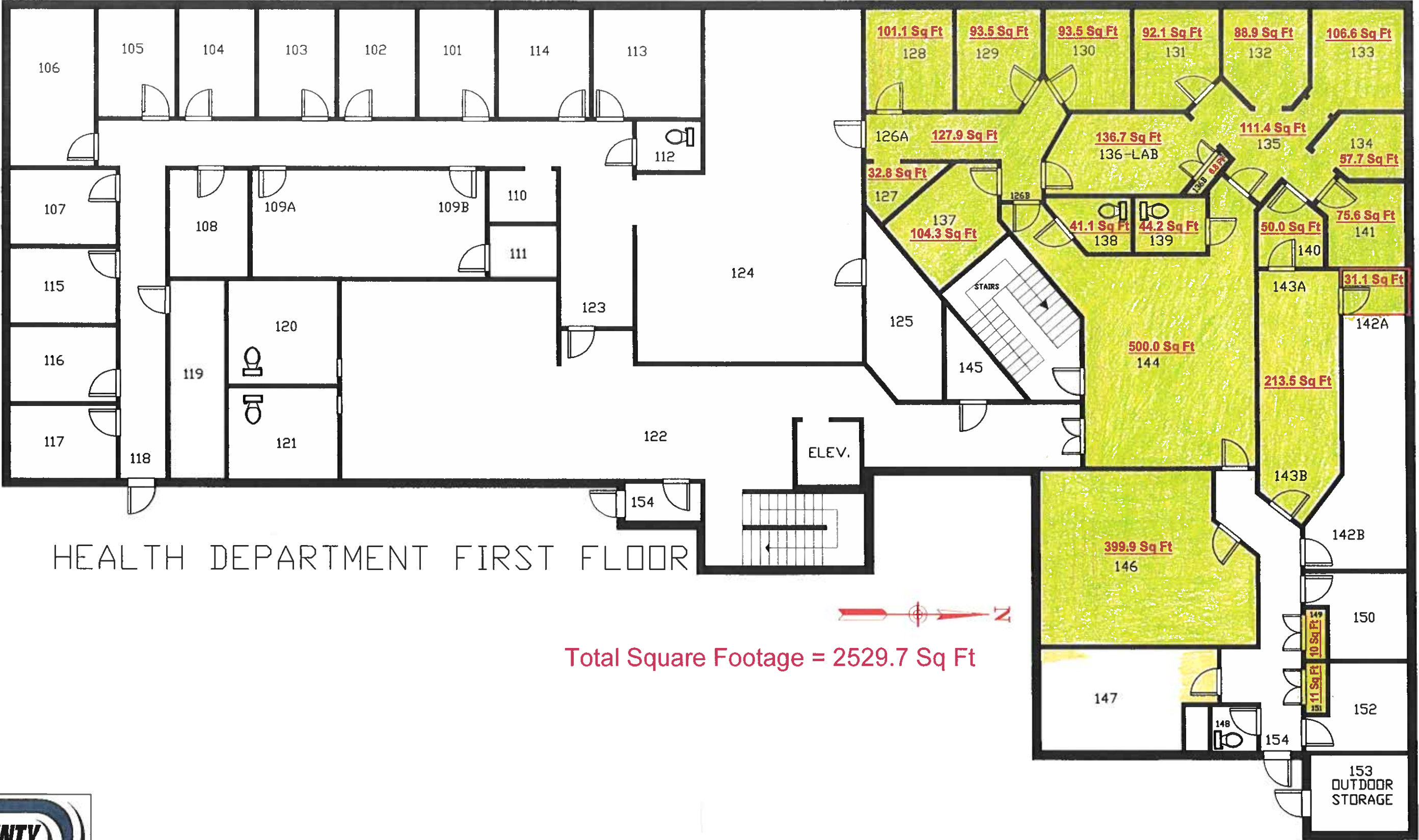
Konza Prairie Community Health is preparing to vacate their current location in the Riley County Health Department main building (2030 Tecumseh). They plan to be out by September 2024.

DISCUSSION

This is an open discussion of the needs for this space once it is available. There is currently 2,529 square feet available.

Enclosures:

- Konza Lease_Floor Plan (PDF)



HEALTH DEPARTMENT FIRST FLOOR

Total Square Footage = 2529.7 Sq Ft



Attachment: Konza Lease Floor Plan (14830 : Konza Space Discussion)



**COUNTY
COUNSELOR/ADMINISTRATIVE
SERVICES**
Staff Update

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

STAFF REPORT

FROM: Clancy Holeman, Riley County Counselor

MEETING: June 10, 2024

SUBJECT: Pending County Projects County Counselor

PRESENTER: Clancy Holeman, Riley County Counselor

Enclosures:

- FINAL_Commission List 06.10.2024 (DOCX)

PENDING COUNTY PROJECTS ▪ January 2024 through June5, 2024, Submitted by Clancy Holeman, Riley County Counselor

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

COMMISSION LIST

I. Projects By Category:

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

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

meetings. (5-2-24; 5-6-24) Attend budget presentations to BOCC of various outside agencies. (5-6-24) Work on file documentation presented today by Jason Hilgers of City's draft plan on City's proposed CICO Park Improvements. (5-2-24) Review information for BOCC agenda item scheduled for 5-6-24. (5-3-24) Work on appropriation request analysis. (5-3-24) Attend and participate in BOCC public meetings. (5-9-24; 5-13-24. Work on analysis of appropriation issues. (5-9-24;5-12-24) Work on appropriation issue question. (5-14-24) Attend ***and participate in BOCC public meetings: (5-30-24; 6-3-24)***

“Constitutional Protection of County Home Rule”:

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

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

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

“Dark Store”:

District Court:

Federal Rules on Vaccination Mandate:

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

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

23; 2-22-23; 2-24-23; 2-26-23; 2-27-23; 2-28-23; 3-1-23; 3-2-23; 3-3-23; 3-4-23; 3-6-23; 3-7-23; 3-8-23) Work on various issues related to this service. (3-19-23) Work at staff level on compensation for this service. (3-28-23) schedule next staff level discussion of compensation for this service. Discuss with Deputy Counselor compensation for this service. (3-29-23) *Work on project.* (6-1-23) Work on project. (6-8-23) Draw up final version of CAR; RFP; and Contract. (6-19-23; 6-20-23) Obtain BOCC approval of form RFP and Contract. (6-22-23) Finalize RFP and contract and distribute to local Bar Association membership with encouragement to apply well before August 4, 2023, deadline for proposals because they will be considered as they are submitted. (6-29-23; 6-30-23) Create documents for publication in newspaper and placement on county website for this service. (7-7-23; 7-10-23; 7-11-23; 7-12-23) Deadline for proposals to arrive in Clerk's office 5 p.m. August 4. Work on issues related to service. (10-25-23.) ***Work on scheduling discussion.*** (6-5-24)

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

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

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

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

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

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

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

Rural Economic Development Advisory Board:

Staff Budget and Planning Committee:

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

II. Projects by Department or Division:

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

Riley County Appraiser's Office: Communicate with department Head on costs associated with BOTA appeal. (12-29-23) Communicate with staff on immediately preceding issue. (1-1-24) Communicate with Appraiser on exemption application. (1-11-24) Advise Department Head on legal issues. (1-24-24) Advise Department Head on process issue. (2-29-24;3-1-24) Communicate with department head. And Deputy Counselor. (3-4-24; 3-8-24) Advise Appraiser on KORA request. (5-1-24) Communication on legal matters. (5-1-24) Communication on different legal matters. (5-1-24; 5-2-24) Assist Department Head on pending matter. (5-6-24) Communicate on legal matter. (5-14-24) ***Meet with and advise Department Head on BOTA decision and separate appraisal matter. (5-29-24)***

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

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

change issue. (3-4-24;3-5-24) Work on notice of upcoming special meeting of BOCC. (3-12-24) Work with Clerk staff member on preparing for RNR compliance during 2025 budget. (3-20-24) Work with Department Head and his staff on election procedural matters raised by vacancy in a City of Manhattan elected office. (5-10-24)

Riley County Community Corrections: Discuss with PIO and department Head proposed correction of recently published newspaper article on grant award to Department. (1-2-24) Further conversation with Department Head and PIO about immediately preceding newspaper article. (1-2-24) Communicate with Director on potential policy. (2-27-24) Contact Department at request. (5-14-24) Work with Department on project involving funding. (5-15-24)

Riley County Emergency Management: Work on project issue. (11-7-23; 11-8-23) Conversation with stakeholders on a radio tower lease amendment. (1-2-24) Communicate with Director on state winter weather disaster declaration just released. (1-24-24) **Assist** with written response to vendor. (4-22-24) Advise on KORA request. (5-2-24) Advise other staff on same KORA request. (5-2-24) Contact County PIO about foregoing, relevant to any photos or video. (5-2-24; 5-3-24) Check in with Helpdesk. (5-7-24) Work with State project manager regarding scheduling matter on roundabout project at k-13/US24, easement purchase from county of County ROW at Fire Station. Work with Cindy K. on agenda time. (5-7-24) Work with department on personnel law matter. (5-14-24; 5-15-24)

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

Riley County Extension: *Work on legal question raised by Director. (5-29-24)*

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

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

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

Riley County Historical Museum:

Riley County Human Resources. Finalize Green Dot Contract. (9-12-23) Conversation with HR. (10-12-23.) Review example of proposed Performance Review new form to be completed by 10-16-23. (10-12-23) Work with a department on HR issue “IV.” (10-13-23.) Work with Department on unrelated HR issue (“V”). (10-16-23.) Work with Department on unrelated HR issue “VI”. (10-16-23.) Work with department on Personnel issue I. (10-19-23;10-23-23; 10-25-23.) Work with division on personnel law issue II. (10-24-23.) Work with Division and Department Head on personnel law issue II. (10-25-23;10-26-23;10-27-23;10-28-23-10-29-23;10-30-23) Work with Division and Department Head on personnel law issue. (11-1-23.) Work with Division and Department on personnel law issues. (11-2-23;11-3-23; 11-5-23;11-6-23.) Work on personnel law issue for Division and Department. (11-10-23). Work with Division and Department on personnel law issues. (11-9-23;11-13-23; 11-14-23). Prepare for disciplinary action appeal scheduled for January 4, 2024. (12-28-23) Communicate with team members on working group considering revision of personnel manual. Working group to reconvene 1-9-24. (1-2-24) Work on personnel issues. (1-4-24; 1-5-24) Communicate with Department head and Division head on upcoming potential meeting regarding process. (1-12-24) Communication from Division head on upcoming work group work for discussions on personnel policies. (1-12-24) Working group discussion of personnel policy issues. (1-12-23) Working group discussion of personnel policy manual. (1-18-24) Working group discussion of personnel policy practice. (1-22-24) Analyze and comment upon potential policy. (1-24-24) Analyze potential changes to personnel policy. (1-29-24; 1-30-24; 1-31-24) Advise on legal issue. (2-1-24) Work on personnel policy manual issues. (2-22-23;2-23-24) Communicate with Division director given federal law changes in identified policies. (2-27-24) Review material provided. (2-27-24) Work with Division Director on scheduling upcoming presentations to BOCC in public meetings. (3-12-24) Work on Personnel Policy issue. (3-13-24) Work on upcoming executive session. (3-12-24;3-13-24) Work on personnel policy issue. (3-14-24;3-15-24;3-17-24;3-18-24) Work on different personnel policy issues than immediately preceding entry. (3-18-24) Work on both of the immediately preceding matters. (3-19-24) Work on dress code issues. (4-9-24) Review KORA request. (4-9-24) Discuss personnel law issue. (5-8-24) Work with Division and Department Head on two distinct personnel law issues. (5-10-12) Work with Division and Department Head on distinct personnel law issue. (5-14-24) Review and continue working on proposed policy. (5-28-24; 5-29-24) **Work with HR, and a Dept. Head on personnel law issue. (5-31-24; 6-3-24) Work with staff group on proposed policy. (6-3-24) Work with HR and Department Head on personnel issue. (6-3-24) Work with HR. on personnel issue. (6-4-24; 6-5-24))**

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

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

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

RILEY COUNTY POLICE DEPARTMENT—Administered by Law Enforcement Agency (“Law Board”): Communication from City Manager, County Clerk and County Attorney regarding RCPD question about potential ordinance or resolution. I contact Barry Wilkerson for discussion. (1-12-24) Work on project. (4-15-24; 4-16-24;4-17-24) Communication from third party on budget matter. (5-2-24) Work on inmate medical project. (5-29-24) **Participate in staff working group on inmate medical project. (5-31-24) Communicate with vendor of inmate medical services. (5-31-24)**

Riley County Planning & Development: Represent County in District Court hearing on Prairiewood appeal. (8-29-23) Conversation with landowner. (10-12-23.) Review and approve Comprehensive Plan resolution “as to form” for 10-16-23 BOCC meeting. (10-12-23.) Work on pending litigation. (10-13-23) Work on pending litigation “III”. (10-13-23.) Work on pending project “I”. (10-13-23.) Conversation with opposing counsel in pending appeal “II.” (10-13-23) Work on benefit district project. (11-6-23; 11-7-23.) Work to schedule meetings with business and staff on different pending legal issues. (11-7-23; 11-8-23) Work on benefit district contract for environmental assessment. (1-26-24; 1-31-24) Complete work on benefit district contract for environmental assessment; route vendor—approved contract to this department’s Office Manager for placement on next Monday’s business meeting agenda, following conversation with Department Head. (2-1-24) Work with Department Head on contractual issue. (2-14-24) Work with Department Planner and Deputy on upcoming agenda item. (3-19-24) Work on immediately preceding entry again. (3-20-24) Work on benefit district issue. Discuss with Deputy County Counselor. (3-20-24) Review and approve as to form plat. (3-21-24) Discuss upcoming public hearing with staff member. (3-21-24) Work on upcoming land use issue. (3-26-24) Discuss with staff special use hearing before Planning Board evening of 4-8-24. (4-9-24) Conversation with opposing counsel in pending appeal. Draft motion to extend time to file our brief. I will file such agreed motion this week. Motion filed. (4-15-24) Review sanitary code issue. (4-18-24) Schedule meeting with department staff member on separate code violation enforcement matter. (4-18-24) Review correspondence on separate possible code violation matter. (4-18-24) Status report back on separate code enforcement matter. (4-18-24) Status report back on separate code enforcement matter. (4-18-24) Work on SB 384. (SB 162) as signed by Governo as part of SB 384. Meeting with staff of Planning and Development and RCHD. (4-26-24). Work solo on immediately preceding project list entry. (4-28-24) Review and approve as to form contract for project. Discuss with Department Head. (5-2-24) Communication with Department Staff on pending code enforcement matter. (5-2-24) Communicate with Department head on immediately preceding code enforcement matter. (5-3-24) Correspondence with outside professional based on citizen question regarding pending project. (5-3-24) Assist staff of this department on pending matter. (5-6-24) Communication from Department staff on different matter for calendaring. Respond. (5-6-24. Contact representative of citizen in pending matter. Relay information to staff member working on the matter. Relay information to another Department Head assisting in matter. (5-6-24) Respond to communication from Department Head on ongoing project of her department. Respond to communication from Department Head on different project of her department. (5-7-24) Communication from staff of Department on different project of her department. (5-7-24) Discuss with Department Head different project of her department; in response to communication from her of procedural question. (5-7-24) Answer question from Department Head on procedural question. Communicate with Department Head and Cindy K. (5-7-24) Review litigation material served on a co-defendant in pending code enforcement case. (5-7-24) Discuss pending enforcement matter with Code Enforcement officer. (5-7-28; 5-8-24) Work on pending Court of Appeals matter. (5-15-24) **Work** on comp plan consultant project. (5-29-24) Calendar Everygy application regarding Ashland Bottoms special use application. (5-29-24) Review and sign plat presented by Department staff. (5-29-24) **Prepare for executive sessions.** (6-5-24)

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

Riley County Public Information Officer: Conversation on lawful options for final version of BOCC minutes. (10-24-23.) Schedule upcoming meeting on possible documentary. (3-12-24) Communicate with regarding Facebook change of services offered. (3-12-24) **Discussion with PIO regarding request for release of information.** (5-31-24)

Riley County Public Works: Discuss land use issue with Department Head. (10-12-23.) Communicate with potential vendor on project. (10-13-23.) Communicate with county insurer on project. (10-13-23.) Contract law issue. (11-6-23.) Work on bid packet issue. (1-2-24) Contacted by KDHE requesting permission for project. Relay request to Public Works Director and invite conversation. (1-3-24) Discuss with Director

Township Officers' March 6, 2024, meeting agenda. Contact outside party as possible participant to assist with program. (2-2-24) Attend and participate in Township Officials annual meeting. (3-6-24) Review and approve contract "as to form." (3-8-24) Review contract proposed. (3-11-24) Discuss staff contract proposed. (3-12-24) Work with Assistant County Engineer on assembly of contract for agenda. (3-19-24) Review and approve as to form immediately preceding contract. Conversation with Cindy K on delivery of contract to County Clerk's office for this Thursday's agenda. Place contract in delivery bin from Public Works to County Clerk's office. (3-20-24) Work on elevator contracts and discuss with Department Head. (4-5-24; 4-6-24; 4-8-24) Conversation with Dept. Head regarding KDHE request to do well test on county site. (4-15-24) Conversation with Dept. Head regarding drainage easement. (4-16-24) Review update on pending resolution. (4-18-24). Review and approve as to form covenant and easement documents for EMS HQ project. (4-23-24) Respond to email from KDHE on agency's planned sampling in Fairmont Park, after discussion with Department Head. (4-23-24) Conversation with Assistant County Engineer. Approve as to form transfer station truck scale Contract. (4-23-24) Work on KDOT roundabout project as it affects Riley County. (4-26-24; 4-28-24; 4-29-24; 4-30-24) Work on preceding KDOT project as it affects Riley County. 5-8-24. **Work on policy issue involving CDL training. (5-30-24; 5-31-24) Review and approve as to form project document. (5-31-24) Review and approve as to form unrelated project document. (5-31-24) Approve as to form contract for project. (6-3-24) Work on project documents. (6-4-24)**

Riley County Register of Deeds: Communicate with three offices, their staff and department heads on common legal issues. (11-7-23) Communicate with department head on same issue. (11-8-23) Work on legal issue regarding filing. (2-29-24; 3-1-24; 3-4-24) Work with department head and staff of County Clerk and County Appraiser to resolve filing issue. (3-4-24)

Riley County Treasurer: Discuss with Department Head process for Opioid Settlement Fund payments routed from Attorney General's Office. Discuss with Assistant Attorney General supervising such distributions. (12-21-22) Work on Delinquent Real Property Tax Foreclosure case for 2024. (4-12-24) Review claim for delinquent real property taxes in mtg foreclosure case. (4-16-24) Review claim for delinquent real property taxes in mtg foreclosure case. (4-16-24) Review probate case order directing payment of real property tax. (4-16-24) Review mtg foreclosure case and demand for payment of real property tax. (4-16-24) Review of probate case and real property tax. (4-16-24) **Review** delinquent real property tax efiling. (4-19-24) Work with legal staff on upcoming delinquent real property tax sale. (4-23-24) Process with staff response to citizen inquiry to county website about tax sale properties. (4-29-24) Process with staff response to another citizen inquiry to county website about tax sale. (4-29-24) Discuss tax sale property issue involving request from executor of titled owner. Call the executor and leave voicemail. Resolve with executor. (5-7-24) Sign order dismissing individual parcel from tax sale. (5-8-24) Work with department staff on preparation of Motion for Default Judgement in 2024 delinquent real property tax sale. (5-10-24) Obtain judgment in favor of Riley County on motion for default judgment in Riley County District Court for upcoming delinquent real property tax sale. (5-28-24) Delinquent property tax sale meeting with office staff. (5-29-24)

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

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

Administrative Matters: Discuss with HR CAR I'll prepare for transition of Counselor position based upon my scheduled 2025 retirement. (5-19-23) Work on transition of Deputy position given incumbent's scheduled retirement. (5-22-23; 5-23-23) Discuss and decide with staff on renewal of "Hawver" subscription. (5-30-23) Register for June 20 webinar on Title VI requirements under ARPA; to be conducted by Officer of Recovery. (6-5-23) Information to Office Manager on invoice for Westlaw. (7-5-23) Partners' Meeting. (7-21-23) Review and approve proposed CAR drafted by H.R. for upcoming position vacancy due to retirement. (7-27-

23) Work with HR and staff working group preparing for candidate interviews for 2 positions. (7-27-23; 7-28-23) Staff meeting to discuss departmental input, as requested by PIO, on survey regarding retention and recruitment and retention. Provide info to PIO. (8-2-23) Review, approve Department timecards. (8-6-23) Work on transition of department for upcoming vacancy in Office Manager position. Review all internal applications. Communicate with both Riley County Deputy County Counselors and H.R. Director. (8-6-23) Work on transition of department to fill vacancy in Legal Assistant position. (8-10-23; 8-11-23; 8-13-23) Review City/County/County agenda for 8-17-23 meeting. (8-13-23) Work on upcoming retirement receptions for department. (8-11-23; 8-14-23; 8-15-23; 8-16-23; 8-17-23) Continued work on transition of department to fill vacancy in Legal Assistant position. (8-15-23) Participate in panel interview of candidate for Legal Assistant I position.⁹ (8-18-23) Attend retirement reception in BOCC chambers for Jill Seaton. (8-31-23) Relay eflex latest to staff—No access to court of appeals or supreme court yet as of noon today. (1-26-24) Participate as donor in County/Red Cross blood donation drive. (2-14-24) Work on closing issue involving sale of a portion of a larger parcel—the sale of which does not involve a pending code enforcement proceeding. (2-15-24) Work at PW successfully confirming, with IT assistance, our desktops there appropriately “sync” with our desktops in our CPE office. (2-26-24) Work with Public Works on key card/key fob access to that portion of Public Works building where our office will temporarily relocate. (2-27-24) Work on temporary relocation of office during 4th floor renovation project. (2-28-24) Work with I.T. to synchronize desktops at departmental CPE office and temporary space at Public Works. (3-1-24) Catch up on emails. Respond when appropriate. (4-9-24) Work on transition of Deputy County Counselor caseload to County Counselor. (4-10-24; 4-11-24; 4-12-24) Work on applicant interview scheduling for Deputy County Counselor position. (4-15-24) Work with our Office Manager on 2025 departmental budget request. (4-16-24) Work on departmental transition matters. (5-2-24; 5-2-24; 5-3-24) Brief staff meeting—my meetings schedule today. (5-7-24) Review and delete emails. (5-7-24) **Work** on transition: Introduce Deputy County Counselor to BOCC members; and 3 department heads (5-13-24) Introduce Deputy County Counselor to 3 more department heads. (5-14-24) Review and approve as to form payroll and accounts payable. (5-28-24) **Work on transition matters in office. (5-30-24; 5-31-24) Contact IT about recent communications to organization about a system update. (6-3-24) Brief Bryant on relevant discussions during today’s public BOCC meeting. (6-3-24)**

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

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

Department Head Committee: Attend and participate in committee meeting. (7-5-23) Attend and participate in meeting. (7-19-23) Attend and participate in committee meeting. (8-2-23) Attend and participate in Committee Meeting. (10-18-23) Attend and participate in committee meeting. (11-1-23.) Prepare for meeting scheduled for 1-3-24 (1-2-24) Attend and participate in Committee meeting. (1-3-24) Prepare for, attend and participate in committee meeting. (3-20-24) Prepare for 4-17-24 committee meeting. (4-16-24) Attend and participate in committee meeting. (5-1-24) **Attend and participate in committee meeting. (6-5-24)**

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

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

Kansas Association of Counties: Review communication on Kansas Supreme Court case considering self-

insured entities. (3-8-24)

Staff Budget and Planning Committee: Work with B & P on development of contracts for transfers to small cities for loss of funds as countywide ½ cent sales tax sunsets 12/31/22. (11-15-22) Review material for BOCC presentation to be made by Budget and Planning during the next BOCC public meeting. (11-28-22) Attend and participate in Committee meeting. (11-29-22) Ask Shilo for her opinion on draft of agreement. (2-7-23) Prepare for scheduled 1-3-24 committee meeting. (1-2-24) Attend and participate in Committee meeting. (1-3-24) Review upcoming agenda for scheduled 1-30-24 committee meeting. Communicate with committee. (1-26-24) Attend and participate in committee meeting. (2-20-24) Work with IT/GIS staff on temporary move of department to Public Works during 4th floor CPE construction project. (2-21-24) Attend and participate in meeting of committee. (3-11-24; 3-12-24; 3-13-24) Conversation with Budget and Finance Officer. Available date of return from vacation. Accept B & P Meeting scheduled for 3 pm May 28th 2024. (5-7-24) Attend and participate in committee meeting. (5-28-24) Work on potential remote work policy. (5-28-24; 5-29-24) ***Attend and participate in committee meeting. (6-4-24)***

Staff Riley County Employee Recognition Day Planning Committee: Attend and participate in committee work planning Employee Recognition Day. (6-20-23) Analyze proposed venue contract. Conversation with County's insurer. Voicemail left with PIO. (7-5-23) Attend and participate in Committee meeting (7-18-23) Communicate with sales representative for AMC Theatre. (8-2-23; 8-3-23) Communicate with AMC representative and our insurer regarding event. (8-13-23) Attend and participate in committee meeting. (8-15-23) Communicate with our insurer and attorney for venue regarding Recognition Day. (8-15-23) Communicate with attorney for venue regarding Recognition Day. (8-16-23; 8-17-23) Attend and participate in Employee Day. (10-9-23.) Work on future Employee Recognition Day issue. (10-18-23) Contact insurer to evaluate coverage for potential site for 2024 Employee Recognition Day. (1-2-24) Attend and participate in committee meeting. (2-20-24) Communicate in response to questions about recognition for years of service by employees in attendance. (3-15-24) Attend and participate in committee meeting. (3-19-24) Check on potential keynote or breakout session speaker. Contact agent for venue to confirm paperwork necessary to finally reserve venue, obtain copy of complete contract required and obtain liability insurance coverage requirements. Contact county's insurer to confirm the required liability coverage will be in place for county on October 14th. Attend and participate in committee meeting. (4-16-24) Work on venue documentation. (4-30-24; 5-1-24) Check with C & W on status of certificate of insurance. (5-3-24; 5-7-24) Work on venue reservation and insurance coverage required. (5-28-24; 5-29-24)

Staff Road Renaming Committee:



MUSEUM
Staff Update

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

STAFF REPORT

FROM: Katharine Hensler, Museum Director

MEETING: June 10, 2024

SUBJECT: Riley County Historical Museum - Staff Report

PRESENTER: Katharine Hensler, Museum Director

Riley County Historical Museum - Director's Report

June 10, 2024

1. Visitation and Tours:

Site Name	MAR 2024	APR 2024	MAY 2024
Museum	205	183	225
Goodnow House	52	66	87
Wolf House	33	598	23
Pioneer Log Cabin	0	42	72
Programs & Outreach	162	70	6,174
TOTAL	452	959	6,581

Volunteer Hours	MAR 2024	APR 2024	MAY 2024
General	38.0	104.0	37.5
RCHS Board of Directors	62.0	64.5	56.5
Community Service	10.5	14.5	40.75
TOTAL	110.5	183.0	134.75

2. Education and Outreach

May 3 - UFM Lifetime Learning Class, Walking Tour of Historic City Park (11 attended)

May 4 - Flint Hills Festival at Blue Earth Plaza, RCHM had a booth with hands on demonstrations of headstone cleaning and conservation techniques (over 6,000 attended)

May 11 - Headstone Cleaning Workshop at St. Joseph's Church (62 attended)

May 14 - Fireside Chat: People Saving Places! Historic Preservation Month (28 attended)

May 15-17 -Director Hensler attended the Kansas Historic Preservation Conference in Newton, KS

May 17 - New temporary exhibit installed in the County Office Building lobby: "Summer at Eureka Lake"

May 20 - KMAN In-Focus Program: Asian American Pacific Islander Heritage Month by Curator Highsmith and Museum Assistant Holly Hill

May 20 - Director Hensler attended the Freedom's Frontier National Heritage Area's (FFNHA) Partner's Meeting in Shawnee, KS, topic was centered around the upcoming 250th Anniversary of the nation (semiquincentennial)

May 23 - Public Walking Tour of Historic City Park (72 attended)

May 25 - Sunflower Summer Kick-Off, the RCHM is participating in this program through the Kansas Department of Tourism; there are seven other attractions in Riley County participating. The program will run until August 11.

May 26 - Wolf House exhibit, "Remember Me Fondly: Funerals in Victorian Era Riley County," closed to the public; 719 visitors were recorded as visiting the exhibit from January - June 2024

3. Collections:

Collections Numbers	MAR 2024	APR 2024	MAY 2024
Number of Collections Donated	4	5	13
Individual Items Donated	16	52	223
Backlogged Collections Processed	3	0	1
Backlogged Items Processed	175	16	7
Museum Acquisitions Processed	0	0	0

The Riley County Historical Society (RCHS) voted at their May board meeting to approve the object donation moratorium requested by Curator Munger and Director Hensler, effective immediately. Messaging has been put out online and signage placed on-site at the Museum. Staff members have been informed on how this process works and been provided with messaging in the event they must answer questions about the moratorium. The RCHS board indicated in their motion that the moratorium will be in place until May 1, 2025.

4. **Archives and Library** - Curator Glasgow managed ten new incoming patron requests for the public and two from internal sources in the month of May. There were six appointments made to use the research library, and there was one walk-in patron. She continues to follow up with outstanding requests submitted previously.

Museum Assistants, Brantlee Shearmire and Sydney Wolgast have been assigned to assist Curator Glasgow with research requests.

Library and Archives Requests	MAR 2024	APR 2024	MAY 2024
Research (external)	10	8	10
Research (internal)	1	1	2
In-Person Appointments	5	3	6
Walk-In Appointments	5	0	1
TOTAL	21	12	19

5. **Building and Grounds** - Gallery lighting is still an ongoing issue in the Museum. Director Hensler has reached out to the Kansas Museum of History to inquire about the specific LED gallery track lighting they are installing in the new exhibit spaces. Once gathered, specs will be shared with the Public Works department for review and discussion. The RCHS board is aware of the lighting challenge and would like information about the lighting options shared with them as well.

The Town and County Garden Club recently spruced up the Museum's entrance by installing beautiful potted floral arrangements under the portico and cleaning up and re-labeling the memorial lily garden. We thank them for their kindness!

6. **Staffing** - No report

7. **Upcoming Events**

June 11 - Fireside Chat, ***Walking Through History on the Linear Trail*** with the Riley County Genealogical Society, Flight Crew Coffee, 5:30-7pm, **Free**

June 12 - ***Walking Tour of Historic City Park***, starts at the Pioneer Log Cabin, 9am, **Free**

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

June 22 - ***Headstone Cleaning Workshop***, 9am, Mayday Cemetery, **Free**

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

July 20 - ***Headstone Cleaning Workshop***, 9am, Ogden Protestant Cemetery, 9am, **Free**

July 23 - RCHM Board of Trustees quarterly meeting, 4pm, RCHM Dallas Gallery

July and August - RCHS Board of Directors on summer recess; board meetings will resume on September 11

Enclosures:



OUTSIDE AGENCY
Grant

Outside Agency
110 Courthouse Plaza
Manhattan, KS 66502
Phone: 785-565-6200

COMMISSION AGENDA REPORT

FROM: Jennifer Reifschneider

MEETING: June 10, 2024

SUBJECT: Edward Byrne Memorial Justice Assistance Grant Program FY 2023
Local Solicitation - Certifications and Assurances by the Chief Executive
of the Applicant Government

PRESENTER: Captain Brad Jager/Finance Manager Jennifer Reifschneider

BACKGROUND

The Justice Assistance Grant (JAG) Program, administered by the Bureau of Justice Administration (BJA), is the leading source of federal justice funding to state and local jurisdictions. The JAG Program provides states, tribes, and local governments with critical funding necessary to support a range of program areas including law enforcement, prosecution, indigent defense, courts, crime prevention and education, corrections and community corrections, drug treatment and enforcement, planning, evaluation, technology improvement, crime victim and witness initiatives, mental health programs and related law enforcement and corrections programs, including behavioral programs and crisis intervention teams, and implementation of state crisis intervention court proceedings and related programs or initiatives including, but not limited to, mental health courts, drug courts, veterans courts, and extreme risk protection order programs.

For each state and territory, the Bureau of Justice Statistics calculates a minimum base allocation which, based on the congressionally mandated JAG formula, can be enhanced by (1) the state's share of the national population and (2) the state's share of the country's Part 1 violent crime statistics as reported by the Federal Bureau of Investigation's (FBI's) Uniform Crime Reporting (UCR) Program. Once the state funding is calculated, 60 percent of the allocation is awarded to the state and 40 percent to eligible units of local government.

Our local units of government have been allocated Edward Byrne Memorial Justice Assistance

Grants in varying amounts since 2005.

DISCUSSION

August 3, 2023 the BOCC unanimously approved the application for the 2023 JAG Edward Byrne Memorial Justice Assistance Grant. The 2023 JAG grant funds were for the purchase of duty issued handguns, holsters and iron sights. RCPD was allocated \$24,411 with no matching funds required. After the application process was approved by the Department of Justice it was noted by our grant manager that we were missing the signed Certifications and Assurance by the Chief Executive of the Applicant Government.

FISCAL IMPACT

None

RECOMMENDATION(S)

RCPD recommends that the Chair of the Board of County Commissioners sign the Edward Byrne Memorial Justice Assistance Grant Program FY 2023 Local Solicitation Certifications and Assurances by the Chief Executive of the Applicant Government.

POSSIBLE MOTION(S)

Move to sign the Edward Byrne Memorial Justice Assistance Grant Program FY 2023 Local Solicitation Certifications and Assurances by the Chief Executive of the Applicant Government.

or

Move to deny the Edward Byrne Memorial Justice Assistance Grant Program FY 2023 Local Solicitation Certifications and Assurances by the Chief Executive of the Applicant Government.

Move to modify

Move to table

Enclosures:

- FY23 JAG LOCAL Certifications and Assurances (PDF)

**U.S. DEPARTMENT OF JUSTICE
OFFICE OF JUSTICE PROGRAMS**

Edward Byrne Memorial Justice Assistance Grant Program FY 2023 Local Solicitation

Certifications and Assurances by the Chief Executive of the Applicant Government

On behalf of the applicant unit of local government named below, in support of that locality's application for an award under the FY 2023 Edward Byrne Memorial Justice Assistance Grant ("JAG") Program, and further to 34 U.S.C. § 10153(a), I certify to the Office of Justice Programs ("OJP"), U.S. Department of Justice ("USDOJ"), that all of the following are true and correct:

1. I am the chief executive of the applicant unit of local government named below, and I have the authority to make the following representations on my own behalf as chief executive and on behalf of the applicant unit of local government. I understand that these representations will be relied upon as material in any OJP decision to make an award, under the application described above, to the applicant unit of local government.
2. I certify that no federal funds made available by the award (if any) that OJP makes based on the application described above will be used to supplant local funds, but will be used to increase the amounts of such funds that would, in the absence of federal funds, be made available for law enforcement activities.
3. I assure that the application described above (and any amendment to that application) was submitted for review to the governing body of the unit of local government (e.g., city council or county commission), or to an organization designated by that governing body, not less than 30 days before the date of this certification.
4. I assure that, before the date of this certification— (a) the application described above (and any amendment to that application) was made public; and (b) an opportunity to comment on that application (or amendment) was provided to citizens and to neighborhood or community-based organizations, to the extent applicable law or established procedure made such an opportunity available.
5. I assure that, for each fiscal year of the award (if any) that OJP makes based on the application described above, the applicant unit of local government will maintain and report such data, records, and information (programmatic and financial), as OJP may reasonably require.
6. I have carefully reviewed 34 U.S.C. § 10153(a)(5), and, with respect to the programs to be funded by the award (if any), I hereby make the certification required by section 10153(a)(5), as to each of the items specified therein.

Signature of Chief Executive of the Applicant Unit of
Local Government

Date of Certification

Printed Name of Chief Executive

Title of Chief Executive

Name of Applicant Unit of Local Government

Attachment: FY23 JAG LOCAL Certifications and Assurances (14807 : Edward Byrne Memorial Justice Assistance Grant (JAG))

County Officials' Meeting Agenda

Monday, June 10, 2024

12:00 pm - 1:00 pm
BOCC CHAMBERS

- Topics will be Space Needs, the FY 2025 Budget, and the Fall Strategic Planning Retreat.
- Lunch will be catered by McAllister's.
- Please RSVP to Cindy Kabriel so she can estimate appropriately for the lunch order.