



**Board of Riley County
Commissioners
Regular Meeting
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

1. Public Comments

Commission Comments

2. Commission Comments

Business Meeting

3. Highway Use Permit, Twin Valley-Rimrock Dr
4. Highway Use Permit, Cox-Collins Lane
5. CIP Project Activations
6. Change Order-Final- K.0-6.2 Fancy Creek Road Bridge Replacement
7. Randolph City Hall Contract for the Board of Riley County
Commission Meeting in Randolph on June 27th
8. Sign Riley County Employee Action Form(s)
9. Intergovernmental Luncheon Agenda
10. Discuss Joint City/County/County Meeting Agenda
11. Approve payroll/accounts payables (when completed)

Review Minutes

12. Board of Riley County Commissioners - Regular Meeting - Jun 10,
2024 8:30 AM

Review Tentative Agenda

13. Tentative Agenda

Press Conference Topics

14. Discuss Press Conference

9:00 AM

Clancy Holeman, Counselor/Director of Administrative Services

15. Administrative Work Session

9:20 AM

Wyatt Thompson, Manhattan Assistant City Manager

16. CiCo Park Improvements update

- 9:35 AM David Adams, EMS/Ambulance**
17. Request to Use EMS/Ambulance Patient Hauler
- 9:45 AM Jason Smith, Manhattan Area Chamber of Commerce**
18. Economic development update
- 10:00 AM Julie Gibbs, Health Department Director**
19. RCHD Monthly Update
- 10:30 AM Budget and Planning Committee - Brittany Phillips, Budget and Finance Officer**
20. Monthly Cash Flow Report for May 2024
- 10:40 AM Elizabeth Ward, Human Resources Director**
21. Resolution Adopting Riley County Employee Procedures Manual
- 10:50 AM John Ellermann, Public Works Director/County Engineer**
22. Request to fill an open Custodial Worker I Position
23. Request to fill an open Facility Technician I Position
- 11:00 AM Brittany Phillips, Budget and Finance Officer**
24. 2025 Budget Work Session
- 11:20 AM Amanda Webb, Planning/Special Projects Director**
25. Strategic Planning/Retreat Facilitator Recommendation
- 11:35 AM Evan McMillan, Assistant County Engineer**
26. University Park Lagoon- USDA Update
- 11:45 AM Barry Wilkerson, County Attorney**
27. Request to Fill - Legal Secretary/Admin Assist

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.



PUBLIC WORKS
Permit

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

COMMISSION AGENDA REPORT

FROM: Andrea Rose, Administrative Assistant II

MEETING: June 13, 2024

SUBJECT: Highway Use Permit, Twin Valley-Rimrock Dr

PRESENTER: John Ellermann, Director of Public Works

BACKGROUND

Twin Valley has requested permission to bury fiber optic cable to the new home at 11405 Rimrock Dr as shown on the attached map.

POSSIBLE MOTION(S)

Move to approve the Highway Use Permit granting Twin Valley permission to complete work as outlined in permit.

Enclosures:

- 2024-009 06.04.2024 Twin Valley Fiber Optic Rimrock Dr (PDF)

Permit No. _____

APPLICATION FOR HIGHWAY USE PERMIT

Riley County, Kansas

Twin Valley Fiber optic
 Applicant Name Type of Construction
22 W Spruce Miltonvale Ks 67466
 Applicant Mailing Address City State Zip

Applicant hereby requests permission to Bury fiber to 11405th Rim rock
 along and/or across the public roads of Riley County, Kansas, according to the details and route shown on the attached plans and standards
 for said construction.

A \$100 Application Fee and a detailed map of location (include an aerial when possible) are required.

In support of its application, the Applicant states it is in the best interest of the residents of Riley County to allow construction of said facility. In addition, Applicant agrees as follows:

- Facility shall be installed in conformance with all items on approved plans, pertinent national codes/standards and the Riley County Highway Use Permit Requirements and Procedures. Any request for variance shall be an addendum to this application. Any utility sharing facilities with another entity is required to obtain a separate Highway Use Permit for their installation.
- A refundable deposit as specified in the Riley County Highway Use Permit Requirements and Procedures, made payable to Riley County, Kansas, shall accompany this application to guarantee satisfactory performance of the conditions of this permit.
- The County Engineer and/or the Township Trustee shall have the authority to require any needed repairs resulting from such construction in the road right-of-way for a period of one year from date of completed construction.
- In the event of road improvement or maintenance within the right-of-way, the applicant or its assigns will be responsible for the relocation of the facility at no cost to Riley County or the Township.
- Applicant shall notify the County Engineer at least 2 business days prior to the beginning of construction and upon completion of construction at 785-537-6330.**
- It is understood, the work shall commence within three (3) months of the permit approval and be completed within thirty (30) days of the estimated duration of construction otherwise, the permit becomes null and void, unless an extension of time is approved.
- Applicant further represents it shall comply with and abide by any rule, regulation or condition of the permit made by the County Engineer and/or the Township Trustee.

Submitted by: Kody Gregory 6-4-24
 Submitter's signature Date
Kody Gregory, Const coordinator
 Printed Name & Title
785-630-0322 Universal
 Submitter's Telephone Number Contractor Name
kgregory@twinvalley.com communications
 Submitter's Email Address Contractor Telephone Number
6-10-2024 1 day
 Proposed Date of Construction Estimated Duration of Construction

RECOMMENDED BY: _____
 Riley County Engineer

Permit granted this _____ day of _____, 20____.

BOARD OF COUNTY COMMISSIONERS
 RILEY COUNTY, KANSAS

Chairperson

OFFICE USE ONLY:

Application Fee: 100.00

\$1,000 Deposit _____ Bond ☒ Letter _____

Receipt No. 13356 Date: 06/04/2024

Signature: AR

Untitled Map

Write a description for your map.

3.a

Legend

- 11405 Rimrock Dr
- Feature 1
- ftth ped
- new home

RTB21C-9

B21D-3
LNRV-RTB21D-3

RTB21D-2

Google Earth

11405 Rimrock Dr

new home

200 ft

N

LNRV-RTB21-9.1

ftth ped

Attachment: 2024-009 06.04.2024 Twin Valley Fiber Optic Rimrock Dr (14828 : Highway Use Permit-Twin Valley 2024-009)



PUBLIC WORKS
Permit

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

COMMISSION AGENDA REPORT

FROM: Andrea Rose, Administrative Assistant II

MEETING: June 13, 2024

SUBJECT: Highway Use Permit, Cox-Collins Lane

PRESENTER: John Ellermann, Director of Public Works

BACKGROUND

Cox Communications has requested permission to install a riser down the Evergy pole and bore 565' of .625 CIC and to set a new pedestal in the south ROW of Collins Lane shown on the attached map.

POSSIBLE MOTION(S)

Move to approve the Highway Use Permit granting Cox Communications permission to complete work as outlined in permit.

Enclosures:

- 2024-008 05.31.2024 Cox Permit Collins Lane (PDF)

APPLICATION FOR HIGHWAY USE PERMIT

Riley County, Kansas

Cox Communications

New - Plant extension to new customer

Applicant Name	Type of Construction
901 George Washington Blvd	Wichita KS 67211
Applicant Mailing Address	City State Zip

Applicant hereby requests permission to do certain work along and/or across the public roads of Riley County, Kansas. The type of work and location of work to be done is described as follows: Cox to riser down Every pole and bore 565' of .625CIC in the south ROW of Collins Lane. At this point we will set a new pedestal in the ROW in front of 1191 Collins Lane. See attached map

A \$100 Application Fee and a detailed map of location (include an aerial when possible) are required.

In support of its application, the Applicant states it is in the best interest of the residents of Riley County to allow construction of said facility. In addition, Applicant agrees as follows:

- Facility shall be installed in conformance with all items on approved plans, pertinent national codes/standards and the Riley County Highway Use Permit Requirements and Procedures. Any request for variance shall be an addendum to this application. Any utility sharing facilities with another entity is required to obtain a separate Highway Use Permit for their installation.
- A refundable deposit as specified in the Riley County Highway Use Permit Requirements and Procedures, made payable to Riley County, Kansas, shall accompany this application to guarantee satisfactory performance of the conditions of this permit.
- The County Engineer and/or the Township Trustee shall have the authority to require any needed repairs resulting from such construction in the road right-of-way for a period of one year from date of completed construction.
- In the event of road improvement or maintenance within the right-of-way, the applicant or its assigns will be responsible for the relocation of the facility at no cost to Riley County or the Township.
- Applicant shall notify the County Engineer at least 2 business days prior to the beginning of construction and upon completion of construction at 785-537-6330.**
- It is understood, the work shall commence within three (3) months of the permit approval and be completed within thirty (30) days of the estimated duration of construction otherwise, the permit becomes null and void, unless an extension of time is approved.
- Applicant further represents it shall comply with and abide by any rule, regulation or condition of the permit made by the County Engineer and/or the Township Trustee.

Submitted by: <u>James Walburn</u>	05/31/2024
Submitter's signature	Date
James Walburn Land Use Agent	
Printed Name & Title	
316-260-7491	SpliceCo
Submitter's Telephone Number	Contractor Name
wicrow@cox.com	816-935-5175
Submitter's Email Address	Contractor Telephone Number
08/15/2024	60 Days
Proposed Date of Construction	Estimated Duration of Construction

RECOMMENDED BY: _____
Riley County Engineer

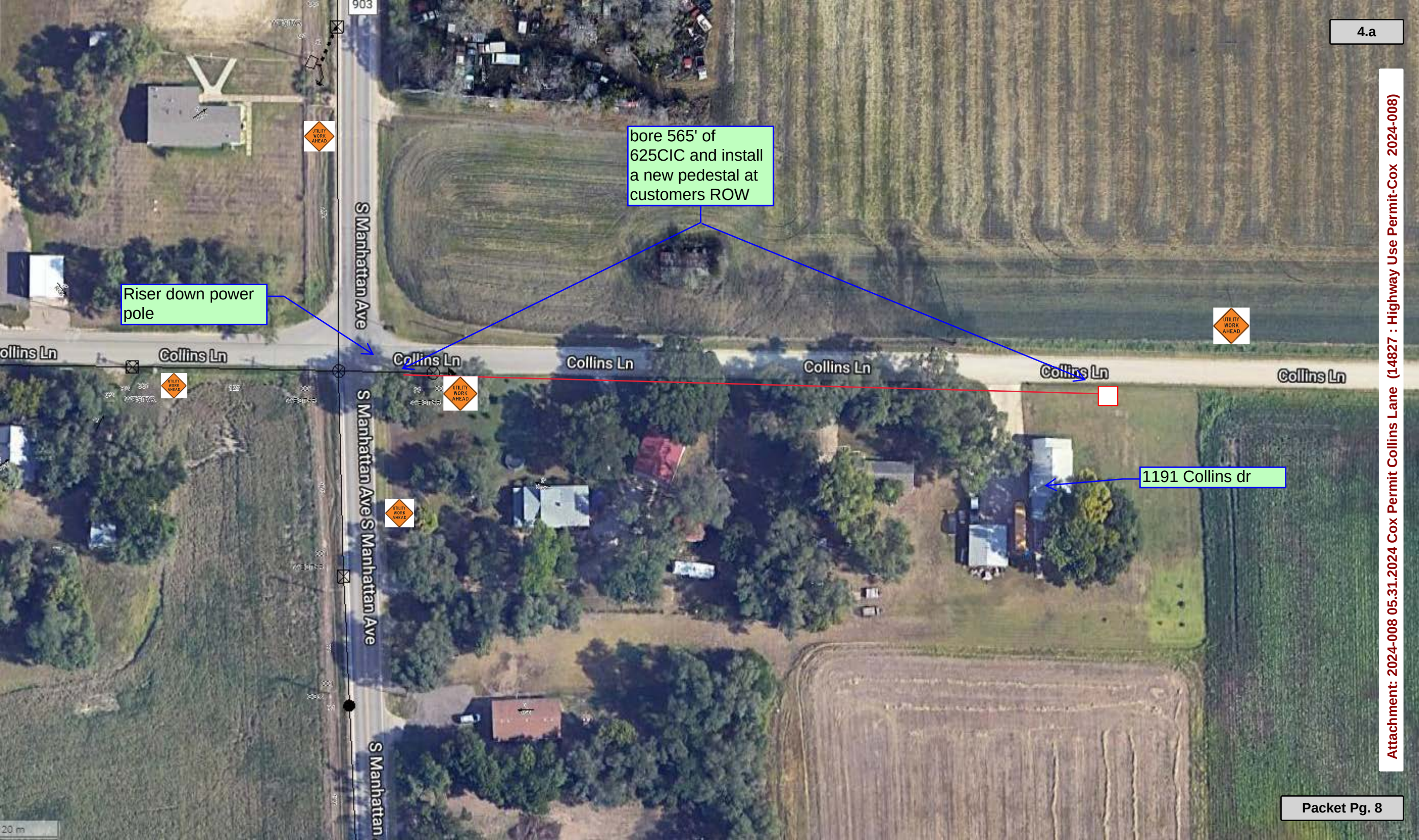
Permit granted this ____ day of _____, 20____.

BOARD OF COUNTY COMMISSIONERS
RILEY COUNTY, KANSAS

Chairperson

OFFICE USE ONLY:

Application Fee: 100.00 _____
\$1,000 Deposit X Bond _____ Letter _____
Receipt No. 13355 Date: 06.03.2024 _____
Signature: AR _____





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 13, 2024

SUBJECT: CIP Project Activations

PRESENTER: Brittany Phillips, Budget & Finance Officer

BACKGROUND

On June 10, 2024, a CIP Work Session was held where the projects below were approved.

DISCUSSION

The BOCC has approved the items listed below:

Department	Total	# of Projects
EMS	\$ 467,248	3
Parks (PW)	\$ 11,000	1
NW	\$ 167,000	2
FCRC	\$ 150,000	2
Museum	\$ 110,000	1
LEC (RCPD)	\$ 50,000	2
PW	\$ 265,000	3
Total	\$ 1,220,248	

The estimated 2024 cash balance after these approved projects is \$8,713,200.

The estimated remaining **budget authority** after these approved projects is \$2,047,473.

RECOMMENDATION(S)

Recommend approval of the CIP project activations.

POSSIBLE MOTION(S)

Move to approve CIP project activations listed above totaling \$1,220,248.

Enclosures:

- 2nd qtr 2024 cip work sessions (PDF)

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

5.a

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 this 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): 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.

BUDGET:

Budget Available: \$390,441.

☒ 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.

APPROVAL:

Approved Amount: _____

☐ This project is funded.

☐ This project is not funded.

Shilo Heger 6/10/24
Shilo Heger, Riley County Treasurer Date

Rich Vargo 6/10/24
Rich Vargo, Riley County Clerk Date

Chairman Board of County Commissioners Date

Attachment: 2nd qtr 2024 cip work sessions (14837 : CIP Project Activations)

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

5.a

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 tidal capnography among other uses. We rotate the monitors from our 'first out' ambulances, to the spare units, the supervisors vehicle and then to the store room.

Operating Cost Implications:

None.

Department Head Name (PRINT): David Adams

Department Head (SIGNATURE): David 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.

BUDGET:

Budget Available: \$46,000

☒ 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.

APPROVAL:

Approved Amount: _____

☐ This project is funded.

☐ This project is not funded.

Shilo Heger 6/10/24
Shilo Heger, Riley County Treasurer Date

Rich Vargo 6-11-24
Rich Vargo, Riley County Clerk Date

Chairman Board of County Commissioners Date

Attachment: 2nd qtr 2024 cip work sessions (14837 : CIP Project Activations)

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

5.a

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 off 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 size 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 out' 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.

BUDGET:

Budget Available: \$30,806.97

☒ 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.

APPROVAL:

Approved Amount: _____

☐ This project is funded.

Shilo Heger 6/10/24
Shilo Heger, Riley County Treasurer Date

Rich Vargo 6-10-
Rich Vargo, Riley County Clerk Date

Chairman _____ Date _____
Board of County Commissioners

Attachment: 2nd qtr 2024 cip work sessions (14837 : CIP Project Activations)

RILEY COUNTY CAPITAL IMPROVEMENT PROGRAM CIP PROJECT FUNDING AUTHORIZATION FORM

GENERAL INFORMATION (Completed by Budget & Finance Officer)

Project # _____ Fund(s) Name: CIP _____

PROJECT INFORMATION (Completed by Department Head)

Department: 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 dependant 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.

BUDGET:

Budget Available: \$11,000

☒ 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

APPROVAL:

Approved Amount: _____

☐ This project is funded.

☐ This project is not funded.

Shilo Heger 6/10/24
Shilo Heger, Riley County Treasurer Date

Rich Vargo 6-10
Rich Vargo, Riley County Clerk Date

Chairman _____ Date _____
Board of County Commissioners

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

5.a

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

X

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

Brief Description:

10' pull behind mower Landpride or equivalent

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 eliminate 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.

BUDGET:

Budget Available: \$ 32,000

☒ This project is funded for start-up as budget authority is available.

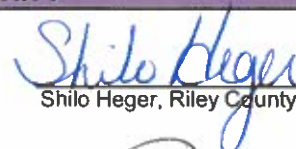
☐ This project is not funded for start-up as budget authority is not available.

APPROVAL:

Approved Amount: _____

☐ This project is funded.

☐ This project is not funded.


Shilo Heger, Riley County Treasurer

6/10/24
Date


Rich Vargo, Riley County Clerk

6-10
Date

Chairman
Board of County Commissioners

Date

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

5.a

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
X

Project Name: _____ Total Cost \$: \$ 135,000.00

Brief Description:

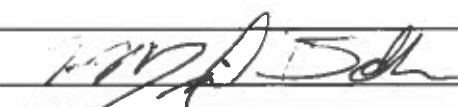
Mower Tractor New Holland / John Deere 6100 series or equalivant

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.

BUDGET:

Budget Available: \$135,000

☐ This project is funded for start-up as budget authority is available.

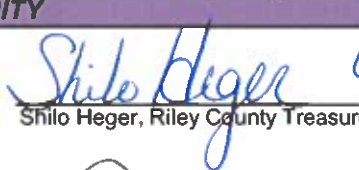
☐ This project is not funded for start-up as budget authority is not available.

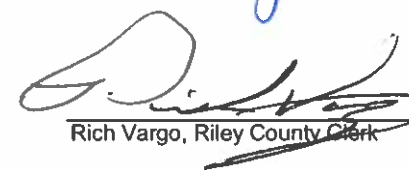
APPROVAL:

Approved Amount: _____

☐ This project is funded.

☐ This project is not funded.

 6/10/24
Shilo Heger, Riley County Treasurer Date

 6-10-24
Rich Vargo, Riley County Clerk Date

Chairman _____ Date
Board of County Commissioners

RILEY COUNTY CAPITAL IMPROVEMENT PROGRAM CIP PROJECT FUNDING AUTHORIZATION FORM

GENERAL INFORMATION (Completed by Budget & Finance Officer)

Project # _____ Fund(s) Name: CIP _____

PROJECT INFORMATION (Completed by Department Head)

Department: _____ 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 Ellemann Department Head (SIGNATURE): *John Ellemann*

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 6/10/24
 Shilo Heger, Riley County Treasurer Date

BUDGET:

Budget Available: \$150,000

- ☒ 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 6-10-24
 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

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?

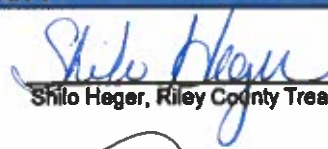
CERTIFICATION OF PROJECT AUTHORITY

CASH:

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

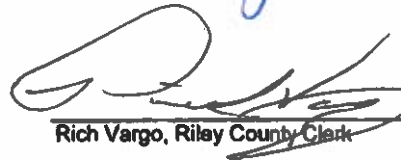
4/10/24
Date

BUDGET:

Budget Available: \$35,000

☒ 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

6-10
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

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 \$: \$ 75,000.00

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 more 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

☐

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
Shilo Heger, Riley County Treasurer

6/10/24
Date

BUDGET:

Budget Available: \$75,000

☒

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
Rich Vargo, Riley County Clerk

6-10-24
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

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): *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

BUDGET:

Budget Available: \$30,000

☒

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

APPROVAL:

Approved Amount: _____

☐

This project is funded.

☐

This project is not funded.

Shilo Heger 6/10/24
Shilo Heger, Riley County Treasurer Date

Rich Vargo 6-10-
Rich Vargo, Riley County Clerk Date

Chairman
Board of County Commissioners Date

RILEY COUNTY CAPITAL IMPROVEMENT PROGRAM CIP PROJECT FUNDING AUTHORIZATION FORM

GENERAL INFORMATION (Completed by Budget & Finance Officer)

Project # _____ Fund(s) Name: CIP _____

PROJECT INFORMATION (Completed by Department Head)

Department: 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

☐ 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 6/10/24
Shilo Heger, Riley County Treasurer Date

BUDGET:

Budget Available: 010,000

☒

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 6-10
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

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): 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 6/10/24
 Shilo Heger, Riley County Treasurer Date

BUDGET:

Budget Available: \$10,000

- ☒ 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 6-10-24
 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

GENERAL INFORMATION (Completed by Budget & Finance Officer)

Project # _____ Fund(s) Name: CIP _____

PROJECT INFORMATION (Completed by Department Head)

Department: Public Works Date: 05/31/2024

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

Project Name: 1/2 Ton 4x4 Extended Cab Pickup Total Cost \$: \$ 65,000.00

Brief Description:

Purchase a new 1/2 Ton 4x4 extended cab pickup to replace an older pickup in the fleet.

Project Justification:

This new pickup will replace an older 2005 Chevrolet (unit #23) 1/2 ton, extended cab pickup in the fleet. This pick-up has over 92,000 and has been unreliable. It has been used to run the currier route and doesn't get far from the shop. Rust has affected the frame, suspension and cab mounts. The engine is using oil.

Operating Cost Implications:

A new pick-up will have improved dependability and performance.

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 6/10/24
Shilo Heger, Riley County Treasurer Date

BUDGET:

Budget Available: \$65,000

☒ 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 6-10-24
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

GENERAL INFORMATION (Completed by Budget & Finance Officer)

Project # _____ Fund(s) Name: CIP

PROJECT INFORMATION (Completed by Department Head)

Department: Public Works-Operations Date: 05/31/2024

Category(circle): ☐ FACILITIES ☐ INFRASTRUCTURE ☒ EQUIPMENT ☐ TECHNOLOGY

Project Name: 550 Diesel Truck w/snow plow and spreader Total Cost \$: \$ 125,000.00

Brief Description:

Replace a 2011 F550 with over 101,000 miles

Project Justification:

This truck is used in snow removal operations and is infested with rust affecting the box, frame, suspension, cab mounts and electrical system. The gas engine is under powered and transmission is weak. This truck is used for pulling the road groom, various trailers with equipment and for snow removal. Supply issue may delay delivery.

Operating Cost Implications:

A diesel engine will allow for more efficient towing. More dependability and reliability.

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.

BUDGET:

Budget Available: \$125,000

☒

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.

APPROVAL:

Approved Amount: _____

☐

This project is funded.

☐

This project is not funded.

Shilo Heger 6/10/24
Shilo Heger, Riley County Treasurer Date

Rich Vargo 6-10-24
Rich Vargo, Riley County Clerk Date

Chairman
Board of County Commissioners Date

RILEY COUNTY CAPITAL IMPROVEMENT PROGRAM CIP PROJECT FUNDING AUTHORIZATION FORM

GENERAL INFORMATION (Completed by Budget & Finance Officer)

Project # _____ Fund(s) Name: CIP

PROJECT INFORMATION (Completed by Department Head)

Department: Public Works Date: 05/31/2024

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

Project Name: 3/4 Ton 4x4 Extended Cab Pickup w/Plow Total Cost \$: \$ 75,000.00

Brief Description:

Purchase a new 3/4 Ton 4x4 extended cab pickup to replace an older pickup in the fleet.

Project Justification:

This new pickup will replace an older 2012 Chevrolet (unit #29) 3/4 ton, 4x4 extended cab pickup in the fleet. This pick-up has over 136,000 and has been used for snow removal. Rust has affected the cab mounts, electrical system, and frame. The transmission is weak and not very reliable.

Operating Cost Implications:

A new pick-up will have improved dependability and performance.

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

BUDGET:

Budget Available: \$75,000

☐

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

APPROVAL:

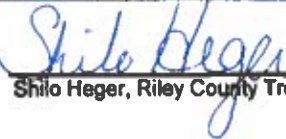
Approved Amount: _____

☐

This project is funded.

☐

This project is not funded

 6/10/24
Shilo Heger, Riley County Treasurer Date

 6-10
Rich Vargo, Riley County Clerk Date

Chairman Board of County Commissioners Date



PUBLIC WORKS
Change Order

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

COMMISSION AGENDA REPORT

FROM: Andrea Rose, Administrative Assistant II

MEETING: June 13, 2024

SUBJECT: Change Order-Final- K.0-6.2 Fancy Creek Road Bridge Replacement

PRESENTER: Evan McMillan, Assistant County Engineer

A change order is required to close out the Fancy Creek Road Bridge Replacement project. The total cost of the project came in lower than expected due to less material being required to complete the job.

The Change Order and updated Cost Estimate for this work is provided with this document.

Staff recommends approval.

POSSIBLE MOTION(S)

Move to approve the Change Order to reduce the total project cost to \$360,991.32.

Move to decline the Change Order to reduce the total project cost to \$360,991.32.

Move to table for further discussion.

Enclosures:

- CO Final Fancy Creek K.0-6.2 (PDF)

Riley County, Kansas

DESCRIPTION: Bridge Construction, Grading, & Seeding

BY: _____
CHAIRMAN BOARD OF COUNTY COMMISSIONERS DATE _____



Riley County Public Works
8215 Tuttle Creek Blvd.
Manhattan, KS 66503
785-657-6330
Fax 785-655-6266

RILEY COUNTY, KANSAS

CONTRACTOR'S PAYMENT ESTIMATE								NO.	4 Final
PAY TO		Reece Construction Co., Inc.			ADDRESS		PO Box 3227 Salina, KS, 67402-3227		
PROJECT NO.		2183			DESCRIPTION		Bridge Construction, Grading, & Seeding		
PROJECT		K0-6.2 Fancy Creek Road Bridge Replacement							
PAYMENT PERIOD		5/30/2024							
PERCENT OF WORK COMPLETED				100%	TOTAL CONTRACT AMOUNT				\$ 361,991.58
ITEM NO.	ITEM DESCRIPTION	UNITS	CONTRACT QUANTITY	ADJUSTED CONTRACT QUANTITY	TOTAL QUANTITY TO DATE	UNIT PRICE	AMOUNT EARNED TO DATE		
1	Class I Excavation	CY	90.0		90.0	\$ 13.57	\$1,221.30		
2	Class II Excavation	CY	109.0		109.0	\$ 25.67	\$2,798.03		
3	Concrete (Grade 4)(AE)(SW)	CY	146.4		146.4	\$ 911.97	\$133,512.41		
4	Concrete (Grade 4)(AE)	CY	55.8		55.8	\$ 904.15	\$50,451.57		
5	Reinforcing Steel (Grade 60)	Lbs	38370.0		38370.0	\$ 0.99	\$37,986.30		
6	Steel Pile (HP 10x42)	LF	483.0	498.0	498.0	\$ 65.36	\$32,549.28		
7	Cast Steel Pile Points	Each	18.0		18.0	\$ 151.52	\$2,727.36		
8	Contractor Furnished PDA (At Engineer's Approval)	Each	2.0			\$ 1,500.00			
9	Contractor Construction Staking	LS	1.0		1.0	\$ 5,900.00	\$5,900.00		
10	Field Office & Laboratory (Type C)	Each	1.0			\$ 500.00			
11	Mobilization	LS	1.0		1.0	\$ 18,858.30	\$18,858.30		
12	Removal of Existing Structures	LS	1.0		1.0	\$ 18,000.00	\$18,000.00		
13	Cleaning and Grubbing	LS	1.0		1.0	\$ 800.00	\$800.00		
14	Common Excavation	CY	558.0		558.0	\$ 8.50	\$4,743.00		
15	Compaction of Earthwork (Type B)(MR-90)	CY	112.0		112.0	\$ 2.00	\$224.00		
16	Water (Grading)(Set Price)	M GAL	1.0			\$ 35.00			
17	Slope Protection (RipRap Stone) (200 lb.)	CY	182.0		182.0	\$ 80.00	\$14,560.00		
18	Guard Fence, Steel Plate	LF	125.0		125.0	\$ 99.67	\$12,458.75		
19	Guard Fence, End Terminal (Type II)	Each	4.0		4.0	\$ 1,996.52	\$7,986.08		
20	Object Markers (Type III)	Each	4.0		4.0	\$ 135.00	\$540.00		
21	Temporary Surfacing Material (Aggregate) (Set Price)	CY	1.0			\$ 40.00			
22	Concrete for Seal Course (Set Price)	CY	1.0			\$ 200.00			
23	Traffic Control	LS	1.0		1.0	\$ 7,871.00	\$7,871.00		
24	Seeding	LS	1.0		1.0	\$ 4,000.00	\$4,000.00		
25	Temporary Erosion and Pollution Control	LS	1.0		1.0	\$ 2,000.00	\$2,000.00		
26	Steel Pile Cut Off	LF		4.8	4.8	\$ 49.02	\$235.30		
27	Pile Splice	EA		6.0	6.0	\$ 261.44	\$1,568.64		
BY: <u>E. M. M. M. M. M.</u>		DATE: <u>06/04/24</u>		TOTAL AMOUNT EARNED		\$360,991.32			
PROJECT ENGINEER				LESS RETAINED					
APPROVED RILEY COUNTY, KANSAS				NET AMOUNT		\$360,991.32			
(HEREBY CONCUR IN THE FOREGOING RECOMMENDATION.)				LESS PREVIOUS PAYMENTS		\$298,701.05			
BY: <u>[Signature]</u>		DATE: <u>6/4/24</u>		AMOUNT DUE THIS ESTIMATE		\$62,290.27			
CONTRACTOR									
BY: <u>[Signature]</u>		DATE: <u>6-6-2024</u>							
DIRECTOR OF PUBLIC WORKS									



Riley County Public Works
6215 Tuttle Creek Blvd.
Manhattan, KS 66503
785-637-6330
Fax 785-665-6286

RILEY COUNTY, KANSAS

CONTRACTOR'S PAYMENT ESTIMATE		NO. 4 Final					
PAY TO: Reece Construction Co., Inc.		ADDRESS: PO Box 3227 Salina, KS, 67402-3227					
PROJECT NO.: 2193		DESCRIPTION: Bridge Construction, Grading, & Seeding					
PROJECT: K.0-6.2 Fancy Creek Road Bridge Replacement							
PAYMENT PERIOD: 5/30/2024							
PERCENT OF WORK COMPLETED: 100%		TOTAL CONTRACT AMOUNT: \$ 361,981.98					
ITEM NO.	ITEM DESCRIPTION	UNITS	CONTRACT QUANTITY	ADJUSTED CONTRACT QUANTITY	TOTAL QUANTITY TO DATE	UNIT PRICE	AMOUNT EARNED TO DATE
1	Class I Excavation	CY	90.0		90.0	\$ 13.57	\$1,221.30
2	Class II Excavation	CY	109.0		109.0	\$ 25.67	\$2,798.03
3	Concrete (Grade 4)(AE)(SW)	CY	146.4		146.4	\$ 911.97	\$133,512.41
4	Concrete (Grade 4)(AE)	CY	55.8		55.8	\$ 904.15	\$50,451.57
5	Reinforcing Steel (Grade 60)	Lbs	38370.0		38370.0	\$ 0.99	\$37,986.30
6	Steel Pile (HP 10x42)	LF	483.0	498.0	498.0	\$ 65.36	\$32,549.28
7	Cast Steel Pile Points	Each	18.0		18.0	\$ 151.52	\$2,727.36
8	Contractor Furnished PDA (At Engineer's Approval)	Each	2.0			\$ 1,500.00	
9	Contractor Construction Staking	LS	1.0		1.0	\$ 5,900.00	\$5,900.00
10	Field Office & Laboratory (Type C)	Each	1.0			\$ 500.00	
11	Mobilization	LS	1.0		1.0	\$ 18,858.30	\$18,858.30
12	Removal of Existing Structures	LS	1.0		1.0	\$ 18,000.00	\$18,000.00
13	Clearing and Grubbing	LS	1.0		1.0	\$ 800.00	\$800.00
14	Common Excavation	CY	558.0		558.0	\$ 8.50	\$4,743.00
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16	Water (Grading)(Set Price)	M GAL	1.0			\$ 35.00	
17	Slope Protection (RipRap Stone) (200 lb.)	CY	182.0		182.0	\$ 80.00	\$14,560.00
18	Guard Fence, Steel Plate	LF	125.0		125.0	\$ 99.67	\$12,458.75
19	Guard Fence, End Terminal (Type II)	Each	4.0		4.0	\$ 1,996.52	\$7,986.08
20	Object Markers (Type III)	Each	4.0		4.0	\$ 135.00	\$540.00
21	Temporary Surfacing Material (Aggregate) (Set Price)	CY	1.0			\$ 40.00	
22	Concrete for Seal Course (Set Price)	CY	1.0			\$ 200.00	
23	Traffic Control	LS	1.0		1.0	\$ 7,871.00	\$7,871.00
24	Seeding	LS	1.0		1.0	\$ 4,000.00	\$4,000.00
25	Temporary Erosion and Pollution Control	LS	1.0		1.0	\$ 2,000.00	\$2,000.00
26	Steel Pile Cut Off	LF		4.8	4.8	\$ 49.02	\$235.30
27	Pile Splice	EA		6.0	6.0	\$ 261.44	\$1,568.64
BY: _____		TOTAL AMOUNT EARNED				\$360,991.32	
PROJECT ENGINEER		DATE					
APPROVED: RILEY COUNTY, KANSAS		LESS RETAINED					
I HEREBY CONCUR IN THE FOREGOING RECOMMENDATION.		NET AMOUNT				\$360,991.32	
		LESS PREVIOUS PAYMENTS				\$298,701.05	
BY: _____		DATE: _____		AMOUNT DUE THIS ESTIMATE		\$62,290.27	
CONTRACTOR							
BY: _____		DATE: _____					
DIRECTOR OF PUBLIC WORKS							

Attachment: CO Final Fancy Creek K.0-6.2 (14829 : Change Order Final- Fancy Creek Bridge K.0-6.2)



COUNTY CLERK & ELECTIONS
Contract

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

COMMISSION AGENDA REPORT

FROM: Cindy Kabriel, Senior Administrative Assistant

MEETING: June 13, 2024

SUBJECT: Randolph City Hall Contract for the Board of Riley County Commission Meeting in Randolph on June 27th

PRESENTER: Rich Vargo, County Clerk

POSSIBLE MOTION(S)

Move to approve the Randolph City Hall Contract for the Board of Riley County Commission Meeting in Randolph on June 27th.

Move to deny

Move to modify

Move to table

No action required.

The Board agreed by consensus to

Enclosures:

- Randolph City Hall Contract (PDF)

RANDOLPH CITY HALL CONTRACT

NAME Board of County Commissioners

Organization Represented Riley County

Email ckabriel@rileycountyks.gov

Phone Number 785-565-6202

Date June 27, 2024

Beginning Time 5:00 p.m.

Ending Time 8:00 p.m.

Purpose of Use Riley County Commission Meeting

Building will be clean and ready for inspection by no later than 06-27-24 8:00 pm
DATE - TIME

The undersigned lessee agrees to the following terms for the rental of the Randolph City Hall.

- \$50 rental fee required.
- \$100 deposit required if alcohol will be present.
- Contract may be cancelled at any time prior to 24 hours before use with all money returned.
- Lessee will observe appropriate safety measures in use of premises, furniture, and equipment.
- Lessee is responsible for cleaning the building, furniture, and equipment or pay an additional charge to have the property cleaned.
- Building, furniture, and equipment must be in the same condition as it was prior to rental or be subject to paying for damages.
- Lessee agrees to hold the City of Randolph, the individual members of the council, the mayor, and the employees free and harmless from any loss, damage, liability, cost or expense that may arise during or be caused in any way by such use or occupancy of city property.

Signature of Lessee _____
Typed signature is approved for electronic purposes.

Date 06-06-24

Attachment: Randolph City Hall Contract (14845 : Randolph City Hall Contract)



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 13, 2024

SUBJECT: Sign Riley County Employee Action Form(s)

PRESENTER: Elizabeth Ward, Human Resources Director

Enclosures:

- 2024-06 Fire Dep Chief of Admin EAF (DOCX)

RILEY COUNTY EMPLOYEE ACTION FORM

Company Code: 166733

Full Legal Name: Antonio Castillo**Status Change Date:** June 6, 2024**Status Change:** Status Change**Date of Hire:** April 8, 2024**Seniority:** 0 Year(s), 1 Month(s)**Position:** Deputy Chief of Administration Intern**Position Type:** Full-Time**Pay Range:** 15**Pay Type:** Salary**Base Rate:** \$2,672.00**Annualized Pay:** \$69,472.00**Funds Codes:** Riley Co Fire Dist #183**Supervisor:** Russel Stukey**Department Head:** Russel Stukey

BoCC Chair _____

Date: _____

BoCC Member _____

Date: _____

BoCC Member _____

Date: _____

Attachment: 2024-06 Fire Dep Chief of Admin EAF (14831 : Employee Action Form (Green Sheet))



AGENDA

JOINT CITY/COUNTY/COUNTY MEETING

Riley County Board of Commission Chambers

Courthouse Plaza East Building

115 North 4th Street

Manhattan, KS 66502

Thursday, June 20, 2024

4:00 P.M.

1. US-24 Corridor Study Update – Jared Tremblay



This meeting is being held in the Riley County Board of County Commission Chambers at Courthouse Plaza East Building, 115 N. 4th Street. In accordance with provisions of the ADA, every attempt will be made to accommodate the needs of persons with disabilities. Please contact the Division of Human Resources at (785) 537-6303 (voice and TTY) for assistance.



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

1. Change Order for University Park Geotechnical Study

Review Minutes

Review Tentative Agenda

Press Conference Topics

9:00 AM

Gary Fike, County Extension Director

2. K-State Rodeo CiCo Park request

9:15 AM

David Adams, EMS/Ambulance Director

3. Staff update

9:30 AM

Press Conference

4. Public Notice - Evan McMillan (1-2 minutes)
5. KDWP licensing change - Rich Vargo (3-5 minutes)

9:40 AM

Shilo Heger, Treasurer

6. Hours of Operation for the Departments in the Riley County Office Building

10:10 AM

Clancy Holeman, Counselor/Director of Administrative Services

7. Administrative Work Session

10:30 AM

Brittany Phillips, Budget and Finance Officer

8. 2025 Budget Work Session

Attachment: 06-17-24 tentative agenda (14210 : Tentative Agenda)

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 (14210 : Tentative Agenda)



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

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

Cindy Kabriel
785-565-6200

Commission Chambers

9:00 AM

[District 1 – John Ford, Chair](#)

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

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

9:00 AM

Call to Order

Pledge of Allegiance

Public Comment

Commission Comments

Business Meeting

Review Minutes

Review Tentative Agenda

Press Conference Topics

9:30 AM

Clancy Holeman, Counselor/Director of Administrative Services

1. Administrative Work Session

9:50 AM

Break

10:00 AM

Gary Fike, County Extension Director

2. Staff update

10:15 AM

Brian Peete, RCPD Director

3. RCPD update

10:30 AM

Brittany Phillips, Budget and Finance Officer

4. 2025 Budget Work Session

4:00 PM

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

Adjournment

Announcements

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

Attachment: 06-20-24 tentative agenda (14210 : Tentative Agenda)

the Four Points by Sheraton, 530 Richards Drive.

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

Attachment: 06-20-24 tentative agenda (14210 : Tentative Agenda)



OUTSIDE AGENCY
Project Update

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

COMMISSION AGENDA REPORT

FROM: Cindy Kabriel, Senior Administrative Assistant

MEETING: June 13, 2024

SUBJECT: CiCo Park Improvements update

PRESENTER: Wyatt Thompson, Assistant City Manager

Enclosures:

- CiCo Presentation to BOCC June 2024 (PDF)



TRANSMITTAL NOTE

DATE: June 11, 2024
TO: Riley County Board of County Commissioners
FROM: Wyatt Thompson, Assistant City Manager
SUBJECT: CiCo Park Improvements Update

Attached are slides for the CiCo Park item scheduled for June 13, 2024. This is the final concept for the base project that will be considered by the City Commission on July 2. The project is largely the same as was presented to the Board in February 2024. Impacts to County property include temporary construction and access, grading and restoration of existing parking lots, and construction of new sidewalk on Robinson Drive.

A new element of the project is construction of stormwater improvements on a portion of County property between the ballfields and the dog park. These improvements are necessary to manage stormwater run-off and gravel washout from the County's parking lot onto City property. The improvements would be placed within a new drainage easement with responsibility for the City to maintain.

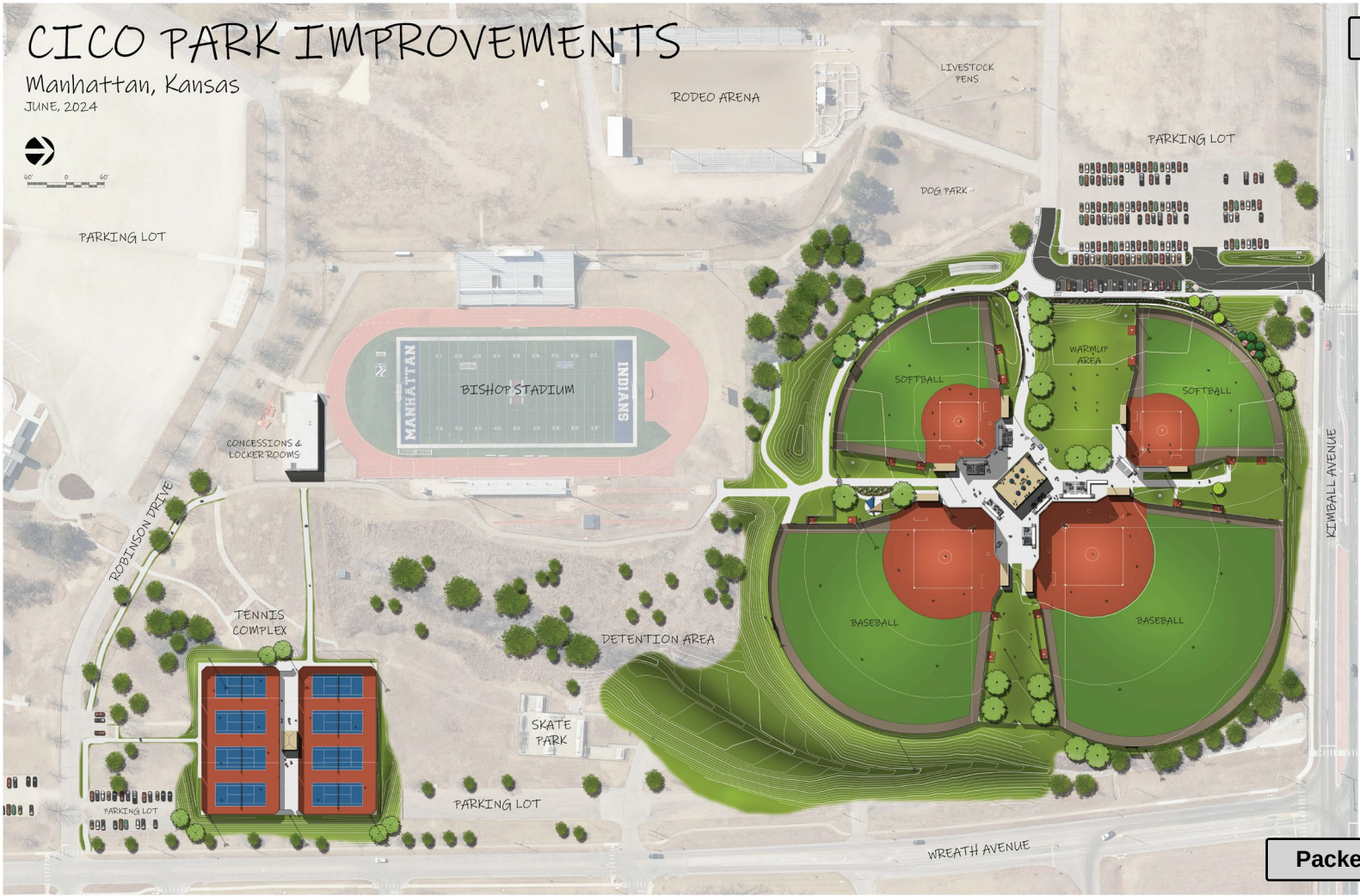
The City intends to return with the necessary easement documents for execution by the Board later this year.

CiCo Park Improvements

Wyatt Thompson, Assistant City Manager

CICO PARK IMPROVEMENTS

Manhattan, Kansas
JUNE, 2024



Attachment: CiCo Presentation to BOCC June 2024 (14846 :

Utility easement (gas line).

Stormwater, road, and
sidewalk improvements.

LIVESTOCK
PENS

DOG PARK

PARKING LOT

WARMUP
AREA

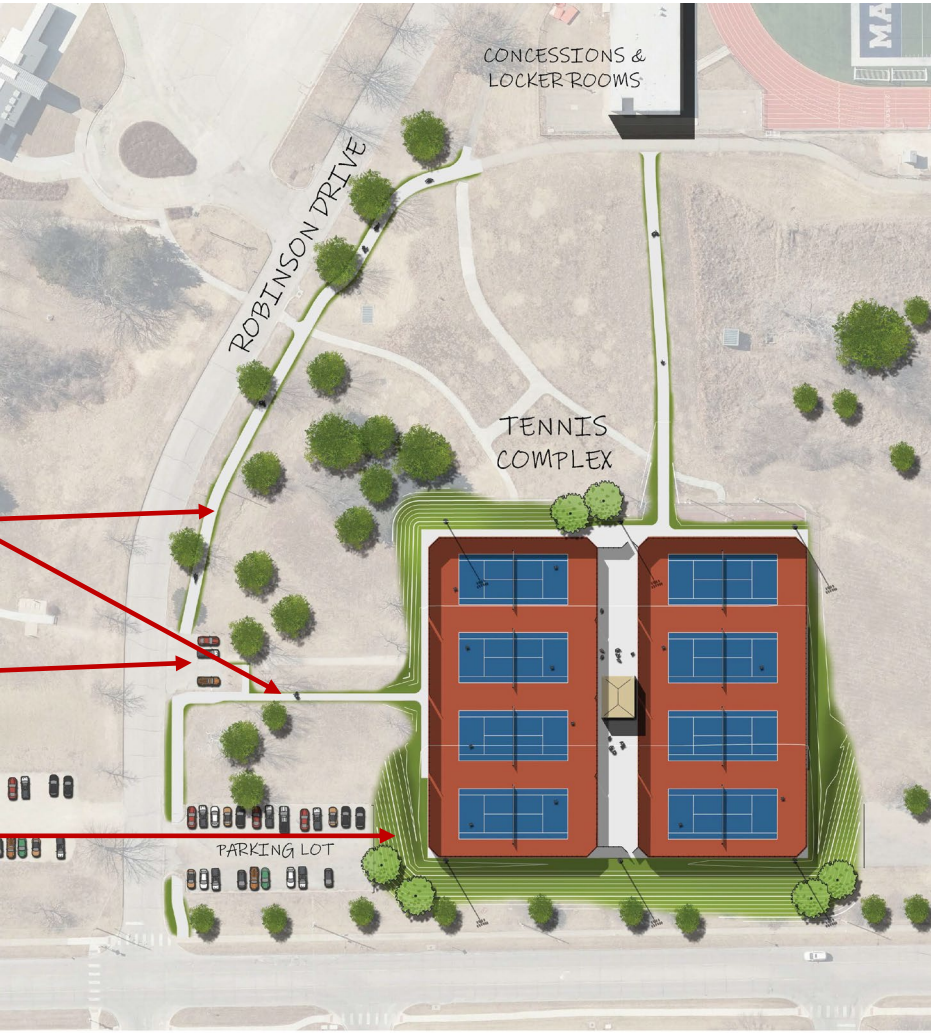
SOFTBALL

SOFTBALL

New Sidewalks.

ADA parking.

Grading.





EMS/AMBULANCE
Outside Agency Request

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

COMMISSION AGENDA REPORT

FROM: David Adams, EMS/Ambulance Director

MEETING: June 13, 2024

SUBJECT: Request to Use EMS/Ambulance Patient Hauler

PRESENTER: David Adams, EMS/Ambulance Director

BACKGROUND

Pottawatomie County has asked to use one of our patient haulers (UTV) from July 3- July 5th for the Wamego 4th of July celebration.

DISCUSSION

Pottawatomie County has used one of our patient haulers each year for the past several years for the large celebration to enhance their ability to traverse the crowds and lines of spectators. They have always taken very good care of our vehicle and have met or exceeded our expectations.

FISCAL IMPACT

None as they will pick up and return clean and fully fueled.

RECOMMENDATION(S)

Recommend BoCC grant the request to use an EMS/Ambulance patient hauler for the Wamego 4th of July celebration from July 3rd- July 5th.

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:



HEALTH DEPARTMENT
Update

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

COMMISSION AGENDA REPORT

FROM: Julie Gibbs
MEETING: June 13, 2024
SUBJECT: RCHD Monthly Update
PRESENTER: Julie Gibbs

See attached

Enclosures:

- BOCCmonthlypresjune24 (PDF)



BOCC Monthly Report June 2024

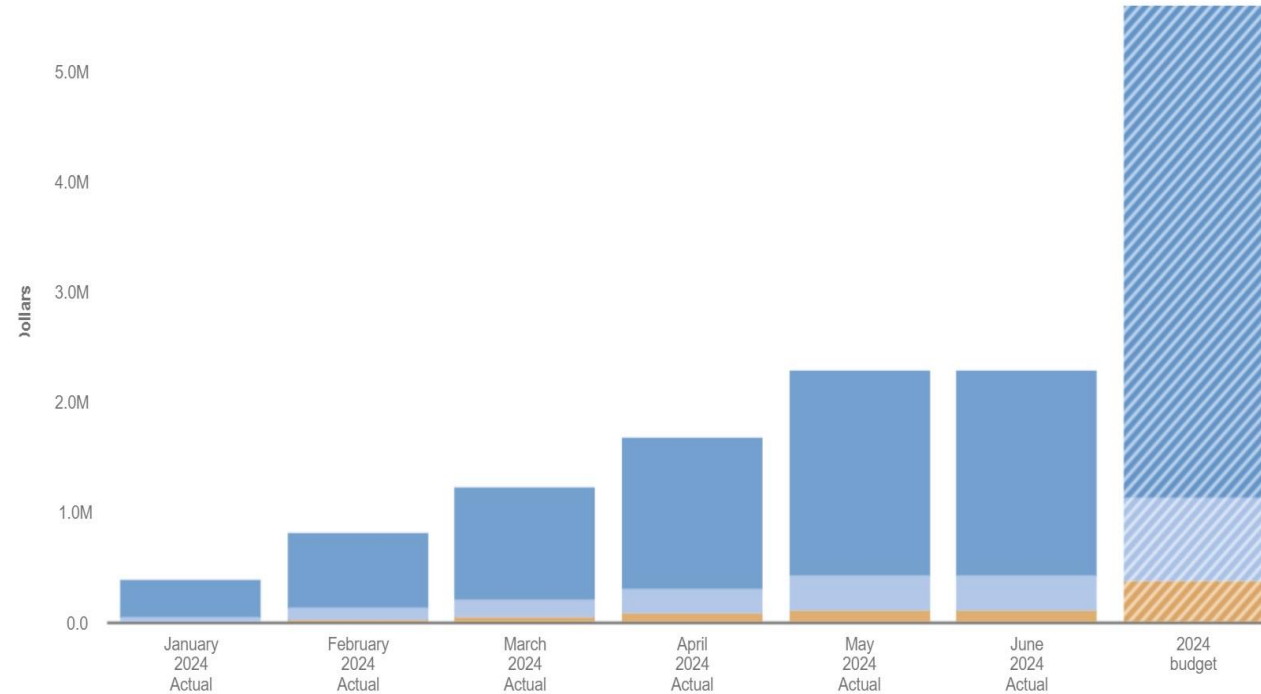
Julie Gibbs, MPH
Riley County Health Department
2030 Tecumseh Rd.
Manhattan, Kansas 66502

Attachment: BOCCmonthlypresjune24 (14840 : RCHD Update)

Cumulative Expenses by Department

General Fund Cumulative Revenues by Department.

Visualization



Sort Large to Small

- Personnel
- Contractual Services
- Commodities
- Capital Outlay
- Expenses-Other

Cumulative Expenses

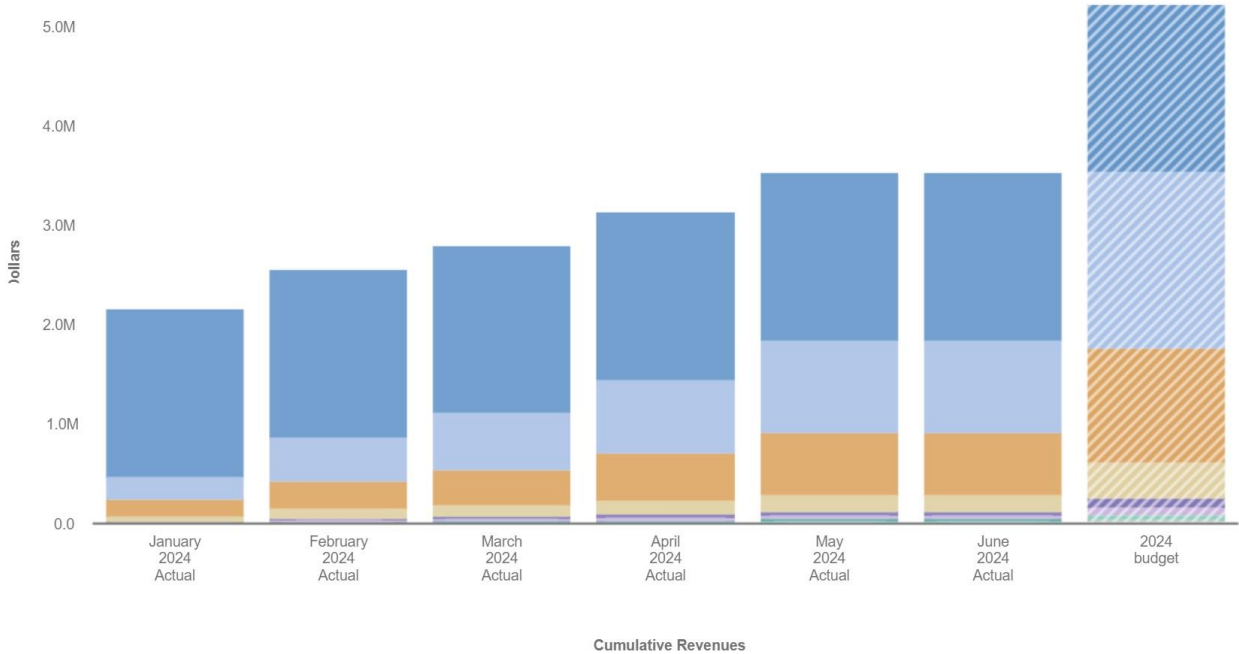
Expand All	January 2024 Actual	February 2024 Actual	March 2024 Actual	April 2024 Actual	May 2024 Actual	June 2024 Actual	2024 budget	2024 Variance	2024 Variance
▶ Personnel	\$ 340,237	\$ 683,167	\$ 1,024,234	\$ 1,367,006	\$ 1,862,101	\$ 1,862,101	\$ 4,457,115	-2,595,014	8.22%
▶ Contractual Services	56,414	106,763	165,822	226,675	317,610	317,610	752,900	-435,290	7.82%
▶ Commodities	5,665	38,093	53,400	92,607	118,586	118,586	391,741	-273,155	9.73%
▶ Capital Outlay	0	2,350	2,350	2,350	2,350	2,350	0	2,350	-
▶ Expenses-Other	0	0	15	15	15	15	0	15	-
Total	\$ 402,316	\$ 830,372	\$ 1,245,821	\$ 1,688,653	\$ 2,300,662	\$ 2,300,662	\$ 5,601,756	-3,301,094	-58.93%

Data filtered by Expenses, Health Department and exported on June 6, 2024. Created with OpenGov

Cumulative Revenues by Department

General Fund Cumulative Revenues by Department.

Visualization



	January 2024 Actual	February 2024 Actual	March 2024 Actual	April 2024 Actual	May 2024 Actual	June 2024 Actual	2024 budget	2024 Variance	2024 Variance %
Transfers In	\$ 1,688,442	\$ 1,688,442	\$ 1,688,442	\$ 1,688,442	\$ 1,688,442	\$ 1,688,442	\$ 1,665,647	22,795	1.37%
Federal Grant	231,205	438,822	567,955	737,508	931,681	931,681	1,784,014	-852,333	-47.78%
State Grant	171,952	275,386	357,209	479,429	623,193	623,193	1,146,043	-522,850	-45.62%
Insurance	56,943	96,703	117,718	138,023	165,428	166,016	364,000	-197,984	-54.39%
Client Services	6,718	14,364	23,265	31,001	40,828	40,828	88,150	-47,322	-53.68%
Medicaid	11,999	19,046	21,706	26,258	32,444	32,444	72,000	-39,556	-54.94%
Miscellaneous Reimb	0	22,795	22,795	22,795	22,795	22,795	0	22,795	-
Miscellaneous Collection	2,108	4,316	6,424	8,532	10,640	10,640	50,000	-39,360	-78.72%
Grants-Other	0	0	0	6,966	16,966	16,966	46,300	-29,334	-63.36%
Expense Reimbursement	70	345	346	1,021	2,478	2,478	0	2,478	-
Prior Year Voids	0	0	0	0	305	3,212	0	3,212	-
Special Collections	0	0	0	0	0	0	0	0	0.00%
Total	\$ 2,169,438	\$ 2,560,220	\$ 2,805,860	\$ 3,139,975	\$ 3,535,200	\$ 3,538,695	\$ 5,216,154	-1,677,459	-32.16%

Data filtered by Revenues, Health Department and exported on June 6, 2024. Created with OpenGov

Clinic Updates

383 total appointments in May

158 family planning visits

199 total immunizations across 119 pts.

Outreach Events – Flint Hills Festival, Power of Produce, Community Baby Shower

Upcoming Events – Juneteenth, USD 383 Vaccine Clinic, Power of Produce

Attachment: BOCCmonthlypresjune24 (14840 : RCHD Update)

CCL Update

May	Riley	Geary	Clay	Dickinson	Pottawatomie	Total
Initial Inspections	2			1		3
Initial Compliance		1				1
Annual Inspections	9			5	3	17
Annual Compliance	1			1	1	3
KDHE compliance Inspections			3		3	6
Complaint First Visit	2	1			2	5
Complaint Second Visit					1	1
Illegal Care Complaints						
	14	2	3	7	10	36
Amendments						
Exceptions				1	2	3
Fingerprinting	20			1	1	22
Consults		1				1
Site Approvals					1	1
Home Orientation			1			1

Attachment: BOCCmonthlypresjune24 (14840 : RCHD Update)

CCL Update

19.a

	June	Riley	Geary	Clay	Dickinson	Pott	Total
School Age Program		7				1	
Child Care Center		16	7	1	6	7	3
R & R Agency		1					
School Age Drop In Program		10				3	1
Group Day Care Home		29	17	11	11	13	8
Head Start Child Care						1	
Licensed Day Care Home		39	12	14	14	33	11
Preschool			1	2	3		
Outdoor Summer Age Program		1					
Totals		103	37	28	34	58	260
		1	-1			1	1

Attachment: BOCC monthly pres June 24 (14840 : RCHD Update)

Raising Riley Update

19.a

Assessments and Observations

- 6 Developmental Assessments
- 3 follow up CLASS observations
- 5 parent meetings

Camp K!

- 42 children!
- Ends June 28

Staff Professional Development

- Reigniting Your Professional Journey

Outreach Events

- Laundry Love – 8 adults and 6 children
- FH Festival – 128 adults and 143 children
- Zoofari Tails – 40 adults and 52 children

Attachment: BOCCmonthlypresjune24 (14840 : RCHD Update)



WIC Update

WIC certified 75 infants, 64 pregnant women, and 166 children in May!

DCF Client Enrollment = automatic eligibility for WIC

WIC clinic for MART families – 20 new clients

Power of Produce at Farmers Market on Saturday mornings



MCH Update

BaM Classes = 102 participants

Spanish BaM = 14 participants

New Client Enrollments = 17 clients

Yoga Classes = 24 participants

Three new student therapists in August

Community Baby Shower

164 families
attended!

130 pack-n-
plays
delivered!

Great
feedback from
participants!



Opioid Prevention

19.a

11 Presentations in
May

24 pending events for
June

23 community partner
interactions/trainings in
May

Attachment: BOCCmonthlypresjune24 (14840 : RCHD Update)

DECK Update

- Attended 6 webinars/trainings in May
- Met with 12 community partners in May
- Gave 3 presentations to a total of 48 people
- Donated backpacks to St. Francis
- Purchased basic hygiene items for care bags
- Coordinating a training with RCPD
- Discussing a possible training with Pawnee

Staff Update

WIC	{	Abby Barr-Donnelly, RD
Clinic	{	Open Position as of July 19 – APRN

Quality Improvement Project Update

- Walk-in Clinic QI Project
 - Dr. Clarke, Clinic Supervisor

RESULTS

APPOINTMENT RATE CHANGES					
	Year (3/1 - 3/1)				
	2019-2020	2020-2021	2021-2022	2022-2023	2023-2024
Kept Appt Rate	73.4%	49.0%	57.2%	88.4%***	86.8%***
No Show Rate	21.0%	14.4%	13.2%	6.1%***	7.5%***
Cancellation Rate	5.6%	36.6%	29.5%	5.5%	5.8%

APPOINTMENT COUNTS			
	Year (3/1 - 3/1)		
	2019-2020	2022-2023	2023-2024
Kept Appts	2900	8291	6368
No Show Appts	220	516	422
Cancelled Appts	830	576	549

*** denotes significance of $p \leq 0.0001$ when compared against 2019-2020 baseline using 2-sample test for equality of proportions without continuity correction



COUNTY CLERK & ELECTIONS
Budget

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

MEMORANDUM

FROM: Brittany Phillips, Budget & Finance Officer

MEETING: June 13, 2024

SUBJECT: Monthly Cash Flow Report for May 2024

PRESENTER: Brittany Phillips, Budget & Finance Officer

Cash Flow Reports for the Economic Development Fund, County Building Fund, Capital Improvement Fund, Road & Bridge 1/2 Cent Sales Tax Fund and Road & Bridge 0.2 Cents Sales Tax Fund.

Enclosures:

- May 2024 Cash Flows (PDF)

2024 Riley County Economic Development Cash Flow Analysis

% of Year: 41.7

Month	Revenue	Reimbursements	Other	Total Revenue	Expenditures	Jan/Feb/Mar 2023 A/P	Total Expenditures
Jan	\$107,100.00			\$107,100.00	\$84,542.15		\$84,542.15
Feb				\$0.00			\$0.00
Mar				\$0.00	\$1,895.00		\$1,895.00
Apr				\$0.00			\$0.00
May				\$0.00	\$1,899.31		\$1,899.31
Jun				\$0.00			\$0.00
Jul				\$0.00			\$0.00
Aug				\$0.00			\$0.00
Sep				\$0.00			\$0.00
Oct				\$0.00			\$0.00
Nov				\$0.00			\$0.00
Dec				\$0.00			\$0.00
	\$107,100.00	\$0.00	\$0.00	\$107,100.00	\$88,336.46	\$0.00	\$88,336.46

Cash Reconciliation	
2024 Beginning Unencumbered Cash	\$340,085.60
2024 Revenue	\$107,100.00
Less 2024 Expenditures/Encumbrances	\$88,336.46
2024 Ending Unencumbered Cash	\$358,849.14
Less Est. Project Balance for CY	\$164,776.54
2024 Projected Unencumbered Cash	\$194,072.60

Riley County 2024 Budget Authority Summary		
2024 Budgeted Expenditures	\$259,053	% Budget Expended
Expenditures to Date	\$88,336	
2024 Remaining Budget Authority	\$170,717	
34.10%		
Riley County 2024 Budgeted Revenue		
2024 Budgeted Revenue	\$107,100	% Budgeted Revenue
Revenue to Date	\$107,100	
100.00%		

Attachment: May 2024 Cash Flows (14815 : Monthly Cash Flow Reports for May 2024)

2024 Detailed Expenditures per Project and per Department

Projects	Project Estimate	Prior Year Expenditures	2024 Actual Expenditures	Jan/Feb/Mar 2023 A/P	Remaining Project Estimate Totals	Completed Projects (Over) Under Estimate
APPROPRIATIONS						
Chamber of Commerce	\$55,000.00	\$0.00	\$27,500.00		\$27,500.00	\$0.00
Flint Hills Veterans Coalition	\$1,015.00	\$0.00	\$508.00		\$507.00	\$0.00
Downtown Manhattan	\$5,000.00	\$0.00	\$2,500.00		\$2,500.00	\$0.00
Riley Co. General Eco Devo	\$132,850.00	\$0.00			\$132,850.00	
APPROPRIATION TOTALS	\$193,865.00	\$0.00	\$30,508.00	\$0.00	\$163,357.00	\$0.00
MEMBERSHIPS						
FHMPO Contribution	\$5,200.00	\$0.00	\$3,780.46		\$1,419.54	\$0.00
FHRLP Underwriters & Sponsors					\$0.00	\$0.00
MEMBERSHIP TOTALS	\$5,200.00	\$0.00	\$3,780.46	\$0.00	\$1,419.54	\$0.00
CONTRACTS						
Auto Lane Development (2024)	\$121,139.60	\$109,025.64			\$12,113.96	\$0.00
CONTRACT TOTALS	\$121,139.60	\$109,025.64	\$0.00	\$0.00	\$12,113.96	\$0.00
DEBT OBLIGATION TRANSFER						
Konza Water Debt	\$658,501.67	\$359,504.67	\$52,153.00		\$246,844.00	\$0.00
DEBT OBLIGATION TRANSFER TOTALS	\$658,501.67	\$359,504.67	\$52,153.00	\$0.00	\$246,844.00	\$0.00
PROJECTS						
Comprehensive Plan Update	\$150,000.00	\$325.75	\$1,895.00		\$147,779.25	\$0.00
PROJECT TOTALS	\$150,000.00	\$325.75	\$1,895.00	\$0.00	\$147,779.25	\$0.00
TOTALS	\$1,128,706.27	\$468,856.06	\$88,336.46	\$0.00	\$571,513.75	\$0.00

Remaining Approved Projects less lease/debt payments/reserve payments/reserve \$164,776.54
(not included as these payments are subject to approval with annual budget) al with annual budget)

Completed Projects

2024 Riley County Building Cash Flow Analysis FUND 152

% of Year: 41.7

Month	Revenue	Reimbursements	Other	Total Revenue	Expenditures	Encumbrances	Jan/Feb/Mar 2023 A/P	Total Expenditures
Jan	\$175,365.42			\$175,365.42	\$6,436.16		\$31,441.99	\$37,878.15
Feb		\$10.00		\$10.00	\$23,518.23			\$23,518.23
Mar	\$8,405.63	\$4,008.00		\$12,413.63	\$19,027.22			\$19,027.22
Apr		\$10.00		\$10.00	\$31,517.31			\$31,517.31
May	\$117,721.14			\$117,721.14	\$23,468.96			\$23,468.96
Jun				\$0.00				\$0.00
Jul				\$0.00				\$0.00
Aug				\$0.00				\$0.00
Sep				\$0.00				\$0.00
Oct				\$0.00				\$0.00
Nov				\$0.00				\$0.00
Dec				\$0.00				\$0.00
	\$301,492.19	\$4,028.00	\$0.00	\$305,520.19	\$103,967.88	\$0.00	\$31,441.99	\$135,409.87

Cash Reconciliation	
2024 Beginning Unencumbered Cash	\$104,325.94
2024 Revenue	\$305,520.19
Less 2024 Expenditures/Encumbrances	\$103,967.88
2024 Ending Unencumbered Cash	\$305,878.25

Riley County 2024 Budget Authority Summary		
2024 Budgeted Expenditures	\$430,000	% Budget Expended
Expenditures to Date	\$135,410	
2022 Remaining Budget Authority	\$294,590	

Riley County 2024 Budgeted Revenue		
2024 Budgeted Revenue	\$323,370	% Budgeted Revenue
Revenue to Date	\$305,520	

Attachment: May 2024 Cash Flows (14815 : Monthly Cash Flow Reports for May 2024)

2024 Riley County CIP Cash Flow Analysis

% of Year: 41.7

FUND 145

Month	Revenue	Transfers In	Reimbursements	Total Revenue	Expenditures	Jan/Feb/Mar 2023 A/P	Total Expenditures
Jan	\$194,820.52	\$5,509,446.00		\$5,704,266.52	\$216,786.25	\$50,114.59	\$266,900.84
Feb				\$0.00	\$32,510.85		\$32,510.85
Mar				\$0.00	\$11,288.77		\$11,288.77
Apr	\$241,088.96			\$241,088.96	\$85,906.94		\$85,906.94
May	\$865.00			\$865.00	\$655,386.99		\$655,386.99
Jun				\$0.00			\$0.00
Jul				\$0.00			\$0.00
Aug				\$0.00			\$0.00
Sep				\$0.00			\$0.00
Oct				\$0.00			\$0.00
Nov				\$0.00			\$0.00
Dec				\$0.00			\$0.00
Totals	\$436,774.48	\$5,509,446.00	\$0.00	\$5,946,220.48	\$1,001,879.80	\$50,114.59	\$1,051,994.39

Cash Reconciliation	
2024 Beginning Unencumbered Cash	\$12,408,040.96
2024 Revenue	\$5,946,220.48
Less 2024 Expenditures/Encumbrances	\$1,001,879.80
2024 Ending Unencumbered Cash	\$17,352,381.64
Less Remaining Approved Projects	\$3,350,518.79
2024 Projected Unencumbered Cash	\$14,001,862.85
LESS RESERVED FUNDS	\$4,702,991.24
Projected 2024 Cash w/out Reserves	\$9,298,871.61

Riley County 2024 CIP Budget Authority Summary		
2024 CIP Budgeted Expenditures	\$7,990,119	% Budget Expended
Expenditures to Date	\$1,001,880	
2024 Remaining Budget Authority	\$6,988,239	

Riley County 2024 CIP Budgeted Revenue		
2024 CIP Budgeted Revenue	\$5,929,446	% Budgeted Revenue
Revenue to Date	\$5,946,220	

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	1,890,133
TOTAL RESERVE	4,702,991.24

Radio Tower Hardware/Software update 2025
To be spent on North Co. EMS Facility & Public Safety HQ after ARPA funds are used

Attachment: May 2024 Cash Flows (14815 : Monthly Cash Flow Reports for May 2024)

2024 CIP Detailed Expenditures per Project and per Dept

Project #	Project Code	Projects	Approved Project Estimate	Prior Year Expenditures	Reserved for Approved Projects	2024 Actual Expenditures	Jan/Feb/Mar 2023 A/P	Remaining Project Estimate	Completed Projects (Over) Under Approved Estimate
PUBLIC WORKS:									
13-13PW005		Unassigned - design cost for culverts	\$35,000.00	\$16,100.00				\$18,900.00	
18-18PW012	27	Fairgrounds ADA Walkway	\$170,000.00	\$104,648.05		\$2,837.10		\$62,514.85	
20-20LEC003		Rewire Elevator Safety Systems	\$40,000.00	\$0.00				\$40,000.00	
20-20PK004		CICO Parking Lot Engineering	\$10,000.00	\$0.00				\$10,000.00	
21-21LEC002		Elevator Repair-LEC Lobby	\$45,000.00	\$0.00				\$45,000.00	
21-21PW002		Semi Truck	\$85,000.00	\$0.00				\$85,000.00	
21-21PW007		Imaging Software & Conversion	\$75,000.00	\$0.00				\$75,000.00	
23-23PW001		Carnegie Elevator Modernization	\$220,000.00	\$0.00				\$220,000.00	
23-23PW003		Carnegie Boiler	\$75,000.00	\$11,604.00				\$63,396.00	
23-23PW004		Dump Truck Bed (Unit 26)	\$70,000.00	\$0.00				\$70,000.00	
23-23PW005		Dump Truck Bed (Unit 27)	\$70,000.00	\$0.00				\$70,000.00	
23-23PW006		550 Diesel Truck w/ Snow Plow & Spreader	\$120,000.00	\$7,475.00		\$9,860.00		\$102,665.00	
23-23PW007		32' Hydraulic Gooseneck Trailer	\$45,000.00	\$0.00		\$40,200.00		\$0.00	\$4,800.00
23-23LEC001	986	Replace Roof	\$404,000.00	\$0.00				\$404,000.00	
23-23PK001		Large Area Mower w/ Cab	\$72,000.00	\$0.00				\$72,000.00	
23-23PK002		Playground Equipment CICO Park (PK trx \$75000) & 18-18PK003, 21-21PK008	\$375,000.00	\$0.00				\$375,000.00	
24-24PW001		Courthouse & Health Department Elevator Modernization	\$385,000.00					\$385,000.00	
PUBLIC WORKS TOTAL			\$2,296,000.00	\$139,827.05	\$0.00	\$52,897.10	\$0.00	\$2,098,475.85	\$4,800.00
EMERGENCY MEDICAL SERVICE									
13-13AM001	302	Design of the EMS Facility Enhancement	\$100,000.00	\$25,770.00				\$74,230.00	
20-20AM003	302	EMS Facility Engineering Design Cost	\$50,000.00	\$0.00				\$50,000.00	
22-22AM001	302	EMS AMBULANCE	\$325,000.00	\$302,902.00		\$17,289.02	\$4,808.98	\$0.00	
23-23AM001		Overhead Alerting Systems	\$187,545.61	\$0.00		\$34,871.15		\$152,674.46	
23-23AM002		Patient Mover Replacement	\$69,265.00	\$0.00				\$69,265.00	
EMS TOTAL			\$731,810.61	\$328,672.00		\$52,160.17	\$4,808.98	\$346,169.46	\$0.00
CLERK									
21-21CK001		Open.Gov software	\$202,620.00	\$133,045.00		\$34,500.00		\$35,075.00	
CLERK TOTAL			\$202,620.00	\$133,045.00		\$34,500.00	\$0.00	\$35,075.00	\$0.00
Elections									
23-23EL002	985	CPE 4th Floor Renovations - Elections	\$720,000.00	\$8,595.00		\$214,237.50	\$10,161.61	\$487,005.89	
CLERK TOTAL			\$720,000.00	\$8,595.00	\$0.00	\$214,237.50	\$10,161.61	\$487,005.89	\$0.00
ATTORNEY									
ATTORNEY TOTAL			\$0.00	\$0.00			\$0.00	\$0.00	\$0.00

Attachment: May 2024 Cash Flows (14815 : Monthly Cash Flow Reports for May 2024)

Project #	Project Code	Projects	Approved Project Estimate	Prior Year Expenditures	Reserved for Approved Projects	2024 Actual Expenditures	Jan/Feb/Mar 2023 A/P	Remaining Project Estimate	Completed Projects (Over) Under Approved Estimate
APPRAISER									
21-21AP001		Replacement Vehicle	\$35,144.00	\$0.00			\$35,144.00	\$0.00	\$0.00
		APPRAISER TOTAL	\$35,144.00	\$0.00			\$35,144.00	\$0.00	\$0.00
BOCC									
		BOCC TOTAL	\$0.00	\$0.00			\$0.00	\$0.00	\$0.00
PLANNING & DEVELOPMENT									
		PLANNING & DEVELOPMENT TOTAL	\$0.00	\$0.00			\$0.00	\$0.00	\$0.00
NOXIOUS WEED									
		NOXIOUS WEED TOTAL	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
EMERGENCY MANAGEMENT									
16-16EM002		Standby/Backup Generator Pottorf Hall	\$40,126.00	\$0.00				\$40,126.00	
20-20EM005		Bi-directional amplifiers (radio project)	\$35,000.00	\$18,960.71				\$16,039.29	
21-21EM001		Mobile Command Post Upgrade/Equip Refresh	\$125,000.00	\$0.00		\$7,372.70		\$117,627.30	
21-21EM002		EM Storage Building	\$125,000.00	\$0.00				\$125,000.00	
23-23EM001		Outdoor Warning Siren Upgrade	\$85,000.00	\$0.00				\$85,000.00	
		EMERGENCY MANAGEMENT TOTAL	\$410,126.00	\$18,960.71	\$0.00	\$7,372.70	\$0.00	\$383,792.59	\$0.00
OTHER									
18-18EM003	21	Hardware Refresh Reserve (through 2025)	\$1,182,224.00		\$1,034,446.00			\$1,182,224.00	
	988	Ka-Comm Radio Replacement	\$400,000.00			\$30,000.00		\$370,000.00	
Lease pmt to 2033	21	Radio Infrastructure Project Lease (15 yr term through 2033)	\$6,401,938.00	\$2,133,979.89		\$426,795.89		\$3,841,162.22	
B&I Trx to 2025		2010-B G.O. Bond payment (15 yr term through 2025)	\$2,849,815.47	\$2,484,115.63		\$182,100.00		\$183,599.84	
Fair Reserve	74	Fair		\$3,485.20	111,439.75	\$1,816.44		\$106,138.11	
CARES Funds	977/978	North Co. EMS Facility & EMS HQ Reserved			\$1,890,133			\$1,890,132.96	
		OTHER TOTAL	\$10,833,977.47	\$4,618,095.52	\$3,036,018.71	\$640,712.33	\$0.00	\$7,573,257.13	\$0.00
		TOTAL	\$15,229,678.08	\$5,247,195.28	\$3,036,018.71	\$1,001,879.80	\$50,114.59	\$10,923,775.92	\$4,800.00

Remaining Approved Projects less lease/debt payments \$3,350,518.79
(not included as these payments are subject to approval with annual budget)

Completed Projects

Attachment: May 2024 Cash Flows (14815 : Monthly Cash Flow Reports for May 2024)

2024 Detailed Expenditures per Project by Month

												Completed Projects (Over) Under Approved Estimate	
Project #	Project Code	Projects	Approved Project Estimate	Prior Year Expenditures	Reserved for Approved Projects	Apr	May	Jun	Jan/Feb/Mar 2023 A/P	Expenditures to Date	Remaining Project Estimate		
PUBLIC WORKS:													
13-13PW005		Unassigned - design cost for culverts	\$35,000.00	\$16,100.00						\$16,100.00	\$18,900.00		
18-18PW012	27	Fairgrounds ADA Walkway	\$170,000.00	\$104,648.05			\$2,837.10			\$107,485.15	\$62,514.85		
20-20LEC003		Rewire Elevator Safety Systems	\$40,000.00	\$0.00						\$0.00	\$40,000.00		
20-20PK004		CICO Parking Lot Engineering	\$10,000.00	\$0.00						\$0.00	\$10,000.00		
21-21LEC002		Elevator Repair-LEC Lobby	\$45,000.00	\$0.00						\$0.00	\$45,000.00		
21-21PW002		Semi Truck	\$85,000.00	\$0.00						\$0.00	\$85,000.00		
21-21PW007		Imaging Software & Conversion	\$75,000.00	\$0.00						\$0.00	\$75,000.00		
23-23PW001		Carnegie Elevator Modernization	\$220,000.00	\$0.00						\$0.00	\$220,000.00		
23-23PW003		Carnegie Boiler	\$75,000.00	\$11,604.00						\$11,604.00	\$63,396.00		
23-23PW004		Dump Truck Bed (Unit 26)	\$70,000.00	\$0.00						\$0.00	\$70,000.00		
23-23PW005		Dump Truck Bed (Unit 27)	\$70,000.00	\$0.00						\$0.00	\$70,000.00		
23-23PW006		550 Diesel Truck w/ Snow Plow & Spreader	\$120,000.00	\$7,475.00						\$17,335.00	\$102,665.00		
23-23PW007		32' Hydraulic Gooseneck Trailer	\$45,000.00	\$0.00		\$40,200.00				\$40,200.00	\$0.00	\$4,800.00	
23-23LEC001	986	Replace Roof	\$404,000.00	\$0.00						\$0.00	\$404,000.00		
23-23PK001		Large Area Mower w/ Cab	\$72,000.00	\$0.00						\$0.00	\$72,000.00		
		Playground Equipment CICO Park (PK trx \$75000) & 18-18PK003, 21-21PK008	\$375,000.00	\$0.00						\$0.00	\$375,000.00		
23-23PK002										\$0.00	\$375,000.00		
24-24PW001		Courthouse & Health Department Elevator Modernization	\$385,000.00								\$385,000.00		
EMERGENCY MEDICAL SERVICE													
13-13AM001	302	Design of the EMS Facility Enhancement	\$100,000.00	\$25,770.00						\$25,770.00	\$74,230.00		
20-20AM003	302	EMS Facility Engineering Design Cost	\$50,000.00	\$0.00						\$0.00	\$50,000.00		
22-22AM001		EMS AMBULANCE	\$325,000.00	\$302,902.00				\$16,221.62	\$4,808.98	\$325,000.00	\$0.00		
23-23AM001		Overhead Alerting Systems	\$187,545.61	\$0.00				\$34,871.15		\$34,871.15			
23-23AM002		Patient Mover Replacement	\$69,265.00	\$0.00						\$0.00			
CLERK													
21-21CK001		Open.Gov software	\$202,620.00	\$133,045.00						\$167,545.00	\$35,075.00		
Election													
23-23EL002	985	CPE 4th Floor Renovations - Elections	\$720,000.00	\$8,595.00		\$43,890.50	\$144,661.23		\$10,161.61	\$232,994.11	\$487,005.89		
ATTORNEY													
APPRAISER													
21-21AP001		Replacement Vehicle	\$35,144.00	\$0.00					\$35,144.00	\$35,144.00	\$0.00	\$0.00	
BOCC													
											\$0.00	\$0.00	
PLANNING & DEVELOPMENT													
			\$0.00	\$0.00						\$0.00	\$0.00		
NOXIOUS WEED													
EMERGENCY MANAGEMENT													
16-16EM002		Standby/Backup Generator Pottorf Hall	\$40,126.00	\$0.00						\$0.00	\$40,126.00		
20-20EM005		Bi-directional amplifiers (radio project)	\$35,000.00	\$18,960.71						\$18,960.71	\$16,039.29		
21-21EM001		Mobile Command Post Upgrade/Equip Refresh	\$125,000.00	\$0.00						\$7,372.70	\$117,627.30		
21-21EM002		EM Storage Building	\$125,000.00	\$0.00						\$0.00	\$125,000.00		
23-23EM001		Outdoor Warning Siren Upgrade	\$85,000.00	\$0.00						\$0.00	\$85,000.00		
OTHER													
18-18EM003	21	Hardware Refresh Reserve (through 2025)	\$1,182,224.00	\$0.00	\$1,034,446.00					\$1,034,446.00	\$147,778.00		
	988	Ka-Comm Radio Replacement	\$400,000.00				\$30,000.00			\$30,000.00	\$370,000.00		
Lease to 2033	21	Radio Project Lease (15 yr term through 2033)	\$6,401,938.00	\$2,133,979.89			\$426,795.89			\$2,560,775.78	\$3,841,162.22		
B&I Trx to 2025		2010-B G.O. Bond pmt (15 yr term through 2025)	\$2,849,815.47	\$2,484,115.63						\$2,666,215.63	\$183,599.84		
Fair Reserve	74	Fair		\$3,485.20	\$111,439.75	\$1,816.44				\$5,301.64	\$106,138.11		
CARES Money	977/978	North Co. EMS Facility & EMS HQ Reserved			\$1,890,133					\$0.00	\$1,890,132.96		
TOTALS			\$15,229,678.08	\$5,250,680.48	\$3,036,018.71	\$85,906.94	\$604,294.22	\$51,092.77	\$50,114.59	\$7,337,120.87	\$9,667,390.46	\$4,800.00	

\$1,051,994.39

Completed Projects

						Remaining from
Project Number	Project Code	Projects	Received FFE Monies	Approved Projects Amount	Expenditures to Date	Received Monies - Expenditures
16-16PW006	447	Fancy Creek Bridge E.2/5.6	\$ 516,992.20		\$ 516,992.20	\$ -
17-17PW014	412	Anderson Avenue Bridge	\$ 315,709.25		\$ 147,260.53	\$ 168,448.72
		Unassigned	\$ 553,254.73			\$ 553,254.73
		Unassigned				\$ -
18-18PW013		Wieter Rd Project		\$ 27,260.00	\$ 27,260.00	\$ (27,260.00)
20-20PW010	509	Welsh Road Overlay	\$ 243,640.58		\$ 233,509.12	\$ 10,131.46
		Unassigned	\$ 234,041.53			\$ 234,041.53
22-22PW001	465	Tabor Bridge Project		\$ 255,000.00	\$ 211,708.44	\$ (211,708.44)
		Unassigned	\$ 228,497.50			\$ 228,497.50
		Unassigned	\$ 216,868.67			\$ 216,868.67
						\$ -
						\$ -
						\$ -
						\$ -
						\$ -
						\$ -
						\$ -
						\$ -
						\$ -
						\$ -
						\$ -
						\$ -
						\$ -
						\$ -
Total			\$ 2,309,004.46	\$ 282,260.00	\$ 1,136,730.29	\$ 1,172,274.17

2024 Riley County 1/2 Cent Sales Tax Cash Flow Analysis

% of Year: 41.7

Month	Sales Tax Revenue	Reimbursements	KDOT	Total Revenue	Expenditures	Jan/Feb/Mar 2023 AP	Total Expenditures
Jan				\$0.00	\$35,096.58	\$84,819.38	\$119,915.96
Feb				\$0.00	\$4,391.61		\$4,391.61
Mar				\$0.00	\$16,627.53		\$16,627.53
Apr				\$0.00	\$89,630.59		\$89,630.59
May				\$0.00	\$196,362.47		\$196,362.47
Jun				\$0.00			\$0.00
Jul				\$0.00			\$0.00
Aug				\$0.00			\$0.00
Sep				\$0.00			\$0.00
Oct				\$0.00			\$0.00
Nov				\$0.00			\$0.00
Dec				\$0.00			\$0.00
				\$0.00	\$342,108.78	\$84,819.38	\$426,928.16

Cash Reconciliation	
2024 Beginning Unencumbered Cash	\$6,475,677.16
2024 Revenue	\$0.00
Less 2024 Expenditures/Encumbrances	\$342,108.78
2024 Ending Unencumbered Cash	\$6,133,568.38
Remaining 2024 Projected Revenue	\$0.00
Less Est. Project Balance for Projects	\$1,828,553.69
Less Est. Project Balance for Overlay	\$350,000.00
2024 Projected Unencumbered Cash	\$3,955,014.69

Riley County 2024 Budget Authority Summary		
2024 Budgeted Expenditures	\$6,892,240	% Budget Expended
Expenditures to Date	\$426,928	
2024 Remaining Budget Authority	\$6,465,312	
6.19%		
Riley County 2024 Budgeted Revenue		
2024 Budgeted Revenue	\$0	% Budgeted Revenue
Revenue to Date	\$0	
#DIV/0!		

Attachment: May 2024 Cash Flows (14815 : Monthly Cash Flow Reports for May 2024)

2024 Detailed Expenditures per Project and per Department

Project Code	Projects	Project Estimate	Prior Year Expenditures	2024 Actual Expenditures	Jan/Feb/Mar 2023 AP	Remaining Project Estimate Totals	Completed Projects (Over) Under Estimate
CULVERTS							
457	Flat Rock Road	\$113,500.00	\$261,433.71	\$467.50	\$35,925.17	-\$184,326.38	
458	Parallel Road	\$117,000.00	\$58,024.87	\$357.58		\$58,617.55	
403	Kitten Creek Road	\$148,000.00	\$53,881.60	\$150.00		\$93,968.40	
459	Union Road	\$125,000.00	\$226,570.41	\$273.75	\$48,894.21	-\$150,738.37	
CULVERT TOTALS		\$503,500.00	\$599,910.59	\$1,248.83	\$84,819.38	-\$182,478.80	\$0.00
BRIDGES							
461	Fancy Creek K.O/6.2	\$653,800.00	\$59,941.43	\$340,859.95		\$252,998.62	
454	West 32nd Avenue	\$1,004,750.00	\$1,464,031.69			-\$459,281.69	-\$459,281.69
455	Rose Hill	\$654,200.00	\$159,048.83			\$495,151.17	
460	Winkler Mills Bridge	\$1,200,000.00	\$102,835.61			\$1,097,164.39	\$1,097,164.39
BRIDGE TOTALS		\$3,512,750.00	\$1,785,857.56	\$340,859.95	\$0.00	\$1,386,032.49	\$637,882.70
RECONSTRUCTION							
431	McDowell Creek Road (north end)	\$515,848.38	\$515,848.38	\$0.00		\$0.00	\$0.00
RECONSTRUCTION TOTALS		\$515,848.38	\$515,848.38	\$0.00	\$0.00	\$0.00	\$0.00
OVERLAY							
4	Unidentified Overlays	\$800,000.00	\$175,000.00			\$625,000.00	
OVERLAY TOTALS		\$800,000.00	\$175,000.00	\$0.00	\$0.00	\$625,000.00	\$0.00
TOTALS		\$5,332,098.38	\$3,076,616.53	\$342,108.78	\$84,819.38	\$1,828,553.69	\$637,882.70

Completed Projects

Project Estimates for 2024	Total	Updated
Culverts-Fancy Creek/Sherman	\$ -	\$ -
Rosehill Road Bridge	\$ -	\$ -
Senn Road Bridge	\$ -	\$ -
Overlay TBD and approved by BOCC	\$ 350,000	\$ 350,000
TOTAL	\$ 350,000	\$ 350,000

2024 Detailed Expenditures per Project by Month

Project Code	Projects	Project Estimate	Prior Year Expenditures	Apr	May	Jun	Jan/Feb/Mar 2023 AP	Expenditures to Date	Remaining Project Estimate
CULVERTS									
457	Flat Rock Road	\$113,500.00	\$261,433.71				\$35,925.17	\$297,826.38	-\$184,326.38
458	Parallel Road	\$117,000.00	\$58,024.87	\$36.00				\$58,382.45	\$58,617.55
403	Kitten Creek Road	\$148,000.00	\$53,881.60		\$150.00			\$54,031.60	\$93,968.40
459	Union Road	\$125,000.00	\$226,570.41				\$48,894.21	\$275,738.37	-\$150,738.37
BRIDGES									
461	Fancy Creek K.O/6.2	\$653,800.00	\$59,941.43	\$89,594.59	\$196,212.47			\$400,801.38	\$252,998.62
454	West 32nd Avenue	\$1,004,750.00	\$1,464,031.69					\$1,464,031.69	-\$459,281.69
455	Rose Hill	\$654,200.00	\$159,048.83					\$159,048.83	\$495,151.17
460	Winkler Mills Bridge	\$1,200,000.00	\$102,835.61					\$102,835.61	\$1,097,164.39
RECONSTRUCTION									
431	McDowell Creek Road (north end)	\$515,848.38	\$515,848.38					\$515,848.38	\$0.00
OVERLAY									
	4 overlays unidentified	\$800,000.00	\$175,000.00					\$175,000.00	\$625,000.00
TOTALS		\$5,332,098.38	\$3,076,616.53	\$89,630.59	\$196,362.47	\$0.00	\$84,819.38	\$3,503,544.69	\$1,828,553.69
							\$426,928		
Completed Projects									

Attachment: May 2024 Cash Flows (14815 : Monthly Cash Flow Reports for May 2024)

2024 Riley County .2% Cent Sales Tax Cash Flow Analysis

% of Year: 41.7

Month	Sales Tax Revenue	Reimbursements	KDOT	Total Revenue	Expenditures	Jan/Feb/Mar	Total Expenditures
						2023 A/P	
Jan	\$212,079.24			\$212,079.24			\$0.00
Feb	\$239,257.27			\$239,257.27			\$0.00
Mar	\$196,726.95			\$196,726.95			\$0.00
Apr	\$200,963.47			\$200,963.47			\$0.00
May	\$216,822.94			\$216,822.94			\$0.00
Jun				\$0.00			\$0.00
Jul				\$0.00			\$0.00
Aug				\$0.00			\$0.00
Sep				\$0.00			\$0.00
Oct				\$0.00			\$0.00
Nov				\$0.00			\$0.00
Dec				\$0.00			\$0.00
\$1,065,849.87		\$0.00	\$0.00	\$1,065,849.87	\$0.00	\$0.00	\$0.00

Cash Reconciliation	
2024 Beginning Unencumbered Cash	\$2,160,855.87
2024 Revenue	\$1,065,849.87
Less 2024 Expenditures/Encumbrances	\$0.00
2024 Ending Unencumbered Cash	\$3,226,705.74
Remaining 2024 Projected Revenue	\$0.00
Less Est. Project Balance for CY	\$0.00
2024 Projected Unencumbered Cash	\$3,226,705.74

Riley County 2024 Budget Authority Summary		
2024 Budgeted Expenditures	\$3,967,650	% Budget Expended
Expenditures to Date	\$0	
2024 Remaining Budget Authority	\$3,967,650	

Riley County 2024 Budgeted Revenue		
2024 Budgeted Revenue	\$2,000,000	% Budgeted Revenue
Revenue to Date	\$1,065,850	

Attachment: May 2024 Cash Flows (14815 : Monthly Cash Flow Reports for May 2024)

2024 Detailed Expenditures per Project and per Department

Project Code	Projects	Project Estimate	Prior Year Expenditures	2024 Actual Expenditures	Jan/Feb/Mar 2023 AP	Remaining Project Estimate Totals	Completed Projects (Over) Under Estimate
CULVERTS							
CULVERT TOTALS		\$0	-	-		-	-
BRIDGES							
BRIDGE TOTALS		0.00	-	-		-	-
RECONSTRUCTION							
RECONSTRUCTION TOTALS		\$0	-	-		-	-

OVERLAY

OVERLAY TOTALS	\$0	-	-	-	-
TOTALS	\$0	-	-	-	-

Completed Projects

<u>Project Estimates for 2021</u>	Total		Updated	
Culverts-Fancy Creek/Sherman	\$	-	\$	-
Rosehill Road Bridge	\$	-	\$	-
Senn Road Bridge	\$	-	\$	-
Overlay TBD and approved by BOCC				
TOTAL	\$	-	\$	-

2024 Detailed Expenditures per Project by Month

Project Code	Projects	Project Estimate	Prior Year Expenditures	Jan	Jan/Feb/Mar 2023 AP	Expenditures to Date	Remaining Project Estimate
	CULVERTS						
	BRIDGES						
	RECONSTRUCTION						
	TOTALS	\$0	\$0	\$0	\$0.00	-	\$0
					\$0.00		
	Completed Projects						

Attachment: May 2024 Cash Flows (14815 : Monthly Cash Flow Reports for May 2024)



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 13, 2024

SUBJECT: Resolution Adopting Riley County Employee Procedures Manual

PRESENTER: Elizabeth Ward

BACKGROUND

The last formal update to the Riley County Employee Manual was approved in 2012. Since then, many laws and regulations have changed, as well as operational practices at Riley County. Many of these changes were documented through resolutions, or individual Department Policies.

Having an updated and accurate employee manual is a vital tool to communicate expectations to current and future employees, assist supervisors in managing their teams, and preventing legal liability.

Therefore, a workgroup has collaborated with Keystone risk management group to draft a new Employee Manual and Employee Procedures Manual for Riley County.

The result is a shorter, more concise, and more accurate policy manual as well as a separate procedures manual. The process also gave us the opportunity to evaluate the policies and procedures and update them to the best standard practices for managing our responsibilities as an employer.

DISCUSSION

On April 25, 2024 the Board of County Commissioners approved the first of the two new manuals, the Riley County Policy Manual.

On April 15th, the Riley County Procedures Manual was presented to the Commissioners for review. At that point, the procedures manual had been reviewed and two procedures were identified as needing revision.

On May 6th, the Commissioners approved the final two policies: New and Expanded position requests, and Remote and Hybrid Work authorizations.

Therefore I present the resolution approving the Riley County Procedures Manual for adoption by the Board.

FISCAL IMPACT

N/A.

RECOMMENDATIONS

I recommend the Board approve the attached resolution for the Riley County Procedures Manual.

POSSIBLE MOTION(S)

- A. "I move the Board approve the resolution as presented."
- B. "I move the Board approve the resolution presented, after the following changes in text are made... ."
- C. "I move the Board not approve the resolution as presented."

Enclosures:

- Resolution Adopting Employee Procedures 06.13.2024 (DOC)

RESOLUTION NO. 061324-**A RESOLUTION ADOPTING THE “RILEY COUNTY
EMPLOYEE PROCEDURES” MANUAL**

WHEREAS, K.S.A. 19-101 fourth authorizes the Board of Commissioners of Riley County, Kansas to make all contracts and do all other acts in relation to the property and concerns of the County. K.S.A. 19-101a authorizes the Board of Commissioners of Riley County, Kansas, to transact all county business and perform all powers of local legislation and administration it deems appropriate, K.S.A. 19-212 sixth authorizes the Board of Commissioners of Riley County, Kansas to represent the County and have the care of the County property, and the management of the business and concerns of the County, in all cases where no other provision is made by law; and

WHEREAS, the “Riley County Employee Procedures” manual replaces the existing “Riley County Personnel Policies and Guidelines, Adopted October, 2012,” and all its subsequent amendments, employee handbooks and memos; and

WHEREAS, the “Riley County Employee Procedures” manual was approved unanimously (with certain amendments identified verbally by the Board of Commissioners of Riley County, Kansas) in an open meeting of the full Board of Commissioners of Riley County, Kansas on June 6, 2024; and

WHEREAS, all those certain amendments identified verbally by the Board of Commissioners of Riley County, Kansas have been included in the “Riley County Employee Procedures” manual.

**NOW THEREFORE, BE IT RESOLVED BY THE BOARD OF COMMISSONERS OF
RILEY COUNTY, KANSAS,**

Section 1. The “Riley County Procedures” manual is adopted June 6, 2024 and thereby replaces in its entirety the “Riley County Personnel Policies and Guidelines, Adopted October, 2012,” and all its subsequent amendments, employee handbooks and memos.

Section 2. The “Riley County Personnel Policies and Guidelines, Adopted October, 2012,” and all its subsequent amendments, employee handbooks and memos are hereby repealed.

Section 3. The “Riley County Employee Procedures manual” is effective in its entirety, effective as of June 6, 2024.

ADOPTED this 13th day of June, 2024.

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

John Ford, Chairman

Greg McKinley, Vice Chairman

Kathryn Focke, Member

ATTEST:

Rich Vargo, Riley County Clerk

(seal)



PUBLIC WORKS
Personnel

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

COMMISSION AGENDA REPORT

FROM: John Ellermann, Public Works Director

MEETING: June 13, 2024

SUBJECT: Request to fill an open Custodial Worker I Position

PRESENTER: John Ellermann

BACKGROUND

I am here today to request approval to fill this budgeted full time position in the Public Works Department/Facilities Division. The position is open because the employee recently terminated their employment.

The Custodial Worker I is responsible for the ensuring that Riley County facilities are maintained in a manner which provides a clean and safe environment for employees and the general public.

This employee works under the direct supervision of the Custodial Manager. Supervision is provided by the Custodial Manager through consultations and review of the work performed.

DISCUSSION

Discuss filling the Custodial Worker I position within the Public Works Department/Facilities Division.

FISCAL IMPACT

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

RECOMMENDATION(S)

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

POSSIBLE MOTION(S)

Move to approve the Public Works Department advertise to hire the open Custodial Worker I position.

Move to deny the Public Works Department advertise to hire the open Custodial Worker I position.

Move to modify

Move to table

No action required.

The Board agreed by consensus to

Enclosures:

- Custodian I Position Description (PDF)
- 2024-06 PW Custodian I PAF (DOCX)

**RILEY COUNTY, KANSAS
JOB DESCRIPTION**

Job Title:	CUSTODIAL WORKER I	
Department:	Public Works	Division: Custodial
Reports To:	Custodial Manager	
Pay Grade:	1	Status Full Time
FLSA Status:	Non-Exempt	

PURPOSE: Ensures Riley County facilities are maintained in a clean and safe environment for employees and the general public. This employee will perform custodial duties and assist in special projects by following verbal and written instructions in compliance with established guidelines.

ESSENTIAL FUNCTIONS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Performs custodial tasks which include sweeping, dusting, mopping, rinsing, stripping and waxing of floors, polishing, vacuuming and spot cleaning of carpet, cleaning and sanitizing restrooms, emptying trash, wiping down walls, cleaning interior windows and cleaning glass entry doors
- Ensures restrooms are cleaned and sanitary by following prescribed cleaning procedures and supplies are replenished.
- Provides regular and predictable attendance and fosters a cooperative work environment. Participates in special cleaning projects.
- Meets daily with the Custodial Manager
- Responds to emergency situations such as water leaks, flooding, overflowing restroom fixtures and accidents.
- Reports damage to buildings, furnishings and equipment to the Custodial Manager
- Prepares meetings rooms and outside locations for meetings and special events.
- Assists in policing of paper, glass and miscellaneous waste on the Courthouse Plaza grounds,
- Empties outside trash receptacles and takes trash to dumpster.
- Assists in the removal of snow and ice from the sidewalks by shoveling snow and spreading ice melt.
- Assists with the removal of all recyclable materials from office areas and the transporting of these materials to the local recycle center.
- Attends meetings and training.
- Work overtime as needed, outside of normal work hours, including evenings and weekends
- Performs other duties as deemed necessary or assigned.

POSITION REQUIREMENTS:

License(s)/Certificate(s): Valid driver's license required. Must pass a criminal background check.

Experience: Minimum of 1 year previous custodial experience in an office environment required. Experience in operating a computer required. Experience with custodial practices and equipment in an office environment required. A combination of applicable experience, education or training which provides the required knowledge, skill and ability will be considered.

Skills: Excellent organization and communication skills, both oral and written, are required. Requires initiative. Knowledge of how to safely use cleaning supplies and chemicals. Knowledge of appropriate personal protective equipment when using cleaning chemicals, working with the threat of blood borne pathogens and the disposal of residual chemical products. Ability to deal tactfully with people. Ability to be able to multi-task with work interruptions. Ability to read and comprehend written instructions. Ability to write or print legibly. Ability to perform independently on the basis of current procedures.

Supervisory Responsibility: None

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

While performing the duties of this job, the employee is often required to stand; walk; sit; use hands to finger, handle, or feel; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; talk or hear; and smell. The employee must occasionally lifts/pushes/pulls 50+lbs, frequently lifts up of 25-50lbs and constant lift of up to 25lbs. Specific vision abilities required by this job include close vision, distance vision, color vision. Physically able to lift and bend on a continuous basis and climb a ladder to perform some duties.

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

While performing the duties of this job, the employee is exposed to wet and/or humid conditions; moving mechanical parts; fumes or airborne particles; toxic or caustic chemicals; outside weather conditions; extreme cold. The noise level in the work environment is usually moderate.

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

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

RILEY COUNTY POSITION ACTION FORM

Requisition Approval Process

Submitted by Julie Winter on 06/10/2024 at 12:09 PM

Internal Position Details (not displayed on job posting)		
Company Riley County, KS	Position Template Custodian I [CUSTODI]	Work Location Office Building
Job ID 2510136	Salary Salary Range \$16.28 - \$17.69	Supervisor Position No
Pay Grade RANGE 1 [RANGE 1]	EEO Class Service - Maintenance [8]	Workers Compensation 9015 [9015]
Cost Center 1 County General [1]	Cost Center 2 Public Works [40]	Cost Center 3 --
1 Job Slot CUSTODI-1		

Supervisor: Jeremiah Knoll	Department Head: John Ellermann	
☒ No changes to Position or Budget	☒ Position Description attached	Total annual hours 2080
☒ Budgeted	☐ New or updated position description	
☐ New request for budget (details attached)		
Salary: \$36,795.20	Budget for Benefits: \$14,534.10	Total proposed annual budget: \$51,329.30
Additional Position Comments:		

BoCC Chair		Date:	
BoCC Member		Date:	
BoCC Member		Date:	

Original document stored in Human Resources

Revised 2023-01

Attachment: 2024-06 PW Custodian I PAF (14838 : Request to refill Custodial Worker I Position)



PUBLIC WORKS
Personnel

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

COMMISSION AGENDA REPORT

FROM: John Ellermann, Public Works Director

MEETING: June 13, 2024

SUBJECT: Request to fill an open Facility Technician I Position

PRESENTER: John Ellermann

BACKGROUND

I am here today to request approval to fill this budgeted Facility Technician I position. This is a full time position in the Public Works Department/Facilities Division. The position is open because the employee recently terminated their employment.

The Facility Technician I is responsible for performing general and specialized maintenance and repair work on County buildings and facilities at various locations. This position will involve work in HVAC, plumbing, electrical and general carpentry.

This employee works under the direct supervision of the Facilities Supervisor. Supervision is provided by the Facilities Supervisor through consultations and review of the work performed.

DISCUSSION

Discuss filling the Facility Technician I position within the Public Works Department/Facilities Division.

FISCAL IMPACT

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

RECOMMENDATION(S)

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

POSSIBLE MOTION(S)

Move to approve the Public Works Department advertise to hire the open Facility Technician I position.

Move to deny the Public Works Department advertise to hire the open Facility Technician I position.

Move to modify

Move to table

No action required.

The Board agreed by consensus to

Enclosures:

- Facility Technician I Position Description (PDF)
- 2024-06 PW Facility Tech I PAF (DOCX)

RILEY COUNTY, KANSAS JOB DESCRIPTION

Job Title:	FACILITY TECHNICIAN I	
Department:	Public Works	Division: Facilities
Reports To:	Facilities Supervisor	
Pay Grade:	4	Status: Full time
FLSA Status:	Non-Exempt	

Position Summary: The Facility Technician I is responsible for general and specialized maintenance and repair work on County buildings and facilities at various locations. Work will involve HVAC, electrical, plumbing, general carpentry, etc. This employee may work independently and exercise judgment and discretion in carrying out work details. General supervision is provided by the Facilities Supervisor through consultations and review of the work performed.

Essential Functions:

- Performs specific security functions to ensure all buildings are secured daily by unlocking/locking buildings, offices, stairwell doors and work areas.
- Turns on and off lights, checks the HVAC equipment, calls HVAC service contractor as necessary.
- Responds to general operational problems identified by work orders
- Performs building maintenance including minor and routine painting, carpentry, electrical, plumbing repairs and other related maintenance activities.
- Reports damage to buildings, furnishings and equipment
- Responds to emergencies such as leaks, flooding, overflowing restroom fixtures and accidents.
- Keeps grounds free of debris, empties trash receptacles and other related grounds duties.
- Removes snow and ice to provide safe parking lots, and sidewalks in adverse weather conditions
- Performs custodial duties as needed; i.e. cleaning restrooms, vacuuming floors, floor buffing, carpe shampooing, carpet cleaning and other custodial duties.
- Operates power tools and other equipment in performing duties.
- Troubleshoots problems and develops possible solutions.
- Purchases, stores, organizes, inventories, and utilizes maintenance supplies and commodities.

Secondary Functions:

- Provides regular predictable attendance and fosters a cooperative work environment.
- Responds to Riley County Police Dept. in security checks
- Coordinates and participates in special projects as required during and after regular hours, any day of the week, including weekends and holidays.
- Monitors expenditures to stay within a set budget.
- Assists with the removal of recyclable materials from office areas and the transporting of these materials to the local re-cycle center.
- Attends meetings and training.
- Assists in moving furniture
- Performs other duties as assigned.

Position Requirements:

Education: High school diploma or equivalent required.

License(s)/Certification(s): Valid driver's license required. Vocational/technical training in one or more of the mechanical trades preferred.

Experience: 2 years combined experience in HVAC, electrical, plumbing and general carpentry in an office environment is required. Working knowledge of materials, equipment, methods and practices in

maintenance of facilities required. Some knowledge and skill in using standard methods, practices, power tools and equipment of the building, electrical and plumbing trades.

Skills: Basic computer skills. Knowledge of modern building maintenance techniques, skills, equipment and materials. Ability to work with diverse personalities. Ability to perform independently. Knowledge of work safety rules and procedures. Ability to plan and lay out work. Ability to read basic engineering plans and drawings. Ability to understand and follow written and oral instructions. Ability to maintain records and prepare basic reports. Ability to interact with the public; maintain positive public relations.

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

The employee is often required to stand; walk; sit; use hands to finger, handle, or feel; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; talk or hear; and smell. Must be capable of regularly lifting and/or moving up to 30 pounds and occasionally 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision. Physically able to lift and bend on a continuous basis and climb a ladder to perform some duties. Exposure to equipment, heights, excessive noise, corrosive solvents, flammable liquids and work in extremes of heat, humidity, wind and cold may be expected.

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

The employee is exposed to wet and/or humid conditions, moving mechanical parts, toxic or caustic chemicals, outside weather conditions, extreme cold and heat. The noise level in the work environment can vary from normal to very loud. On some occasions, this employee may be required to use protective clothing such as a hard hat, safety vest, ear protection, boots, gloves, safety glasses or face shield.

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

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

RILEY COUNTY POSITION ACTION FORM

Requisition Approval Process

Submitted by Julie Winter on 06/10/2024 at 12:09 PM

Internal Position Details (not displayed on job posting)

Company Riley County, KS	Position Template Facility Tech I [FACTECHI]	Work Location Office Building
Job ID 2510807	Salary Salary range \$18.21 - \$19.79	Supervisor Position No
Pay Grade Pay Grade 4 [4]	EEO Class Technicians [3]	Workers Compensation 9015 [9015]
Cost Center 1 County General [1]	Cost Center 2 Public Works [40]	Cost Center 3 --
1 Job Slot FACILIT-1		

Supervisor: Jerry Howard

Department Head: John Ellermann

☒ No changes to Position or Budget

☒ Position Description attached

Total annual hours 2080

☒ Budgeted

☐ New or updated position description

☐ New request for budget (details attached)

Salary: \$41,163.20

Budget for Benefits: \$16,259.46

Total proposed annual budget: \$57,422.66

Additional Position Comments:

BoCC Chair

BoCC Member

BoCC Member

Date:

Date:

Date:



COUNTY CLERK & ELECTIONS
Budget

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 13, 2024

SUBJECT: 2025 Budget Work Session

PRESENTER: Brittany Phillips, Budget & Finance Officer

Presenting the attached memo and 2025 Budget Developmental Worksheet.

Enclosures:

- June 10, 2025 Budget Work Session (PDF)
- 2025 Budget Development WS (PDF)



CLERK'S OFFICE

Brittany Phillips

Budget & Finance Officer
110 Courthouse Plaza
Manhattan, Kansas 66502-0109
Phone: 785-537-6359
Fax: 785-537-6394
E-mail: bphillips@rileycountyks.gov

To: Board of County Commissioners
From: Brittany Phillips; Budget & Finance Officer
Re: 2025 Budget Work Session
Date: June 13, 2024

During this work session, the 2025 Budget Development Worksheet, Riley County Appropriation Request, and COLA will be presented for further review and discussion.

The 2025 Budget Development Worksheet is a three-page document:

- The first page is expenditures consisting of the 2023 Actual Expenditures, 2024 Budget and 2025 Requested Budget for all mill levied funds: General, Bond & Interest, County Building and RCPD funds.
 - o Cost of COLA is calculated using the Bureau of Labor and Statistics CPI – U of 3.8%. This is a financial impact of \$1,087,401 if approved.
 - o This also includes a \$4,000,000 transfer to Capital Improvement Funds. This covers current debt obligations for 2025 of \$758,174, current non-funded CIP 2025 requests of \$2,210,000, leaving a remainder of \$1,031,826 for improvements.
- The second page is an overview of revenues and budgeted expenditures.
 - o Left side column is revenues for the same mill levied funds.
 - o The right side is the equation of mill levied fund expenditures of \$56,985,428 less mill levied fund revenues of \$23,292,598 equaling required ad valorem tax.
 - o RCPD appropriation request is still pending.
- The third page is economic development.

The value of a mill, \$827,863 is provided as well as the mill levy of 40.229 to fund the 2025 proposed budget. This is a 0.363 mill increase from the 2024 budgeted mill levy and is more than the calculated Revenue Neutral Rate.

These numbers do not reflect any new and expanded position requests. These will be presented again at a later date.

2025 Budget Development Worksheet

24.b

	DEPARTMENT	2023 Actual Contractual Services, Commodities & Capital	2023 Actual Personnel Services	2023 Actual Total	2024 Budgeted Contractual Services, Commodities & Capital	2024 Budgeted Personnel Services (Includes STEP & COLA)	2024 Budgeted Total	2025 Proposed Contractual Services, Commodities & Capital	2025 Proposed Personnel Services (Includes STEP)	2025 Proposed Budget Total	Percent change of 3 C's
1	Administrative Services	48,194	712,112	760,306	51,795	777,904	829,699	54,209	655,355	709,564	4.66%
2	Ambulance	422,272	4,389,966	4,812,238	337,850	5,516,808	5,854,658	370,400	5,912,576	6,282,976	9.63%
3	Appraiser	220,823	1,520,162	1,740,985	176,334	1,794,882	1,971,216	175,920	1,777,961	1,953,881	-0.23%
4	Attorney	225,209	2,176,701	2,401,910	219,337	2,637,550	2,856,887	249,712	2,749,222	2,998,934	13.85%
5	Clerk	78,659	1,111,508	1,190,167	109,300	1,331,625	1,440,925	121,150	1,361,635	1,482,785	10.84%
6	Commissioners	45,862	195,301	241,163	53,040	243,219	296,259	54,920	237,856	292,776	3.54%
7	Coroner	151,169	0	151,169	132,000	0	132,000	156,500	0	156,500	18.56%
8	District Court	176,101	0	176,101	185,080	0	185,080	189,380	0	189,380	2.32%
9	Elections	190,034	352,511	542,545	317,400	633,143	950,543	221,700	625,165	846,865	-30.15%
10	Emergency Management	49,718	272,485	322,203	54,850	230,191	285,041	58,200	320,555	378,755	6.11%
11	Fair	110,170	0	110,170	110,500	0	110,500	110,500	0	110,500	0.00%
12	General Services	3,291,564	96,326	3,387,890	5,544,595	141,612	5,686,207	6,091,530	142,020	6,233,550	9.86%
13	Information Systems/GIS	765,944	817,844	1,583,788	923,160	959,086	1,882,246	868,630	1,015,764	1,884,394	-5.91%
14	Insurance	683,173	0	683,173	887,340	0	887,340	1,170,000	0	1,170,000	31.85%
15	Juvenile Detention	82,279	0	82,279	112,000	0	112,000	120,000	0	120,000	7.14%
16	Museum	9,598	454,172	463,770	15,261	482,405	497,666	14,273	477,655	491,928	-6.47%
17	Noxious Weed	225,247	548,228	773,475	253,330	641,373	894,703	256,330	660,550	916,880	1.18%
18	Planning & Development	56,160	558,308	614,468	62,298	681,858	744,156	62,484	693,853	756,337	0.30%
19	Register of Deeds	50,261	432,261	482,522	50,875	523,284	574,159	56,645	534,612	591,257	11.34%
20	Public Works	3,632,912	4,649,567	8,282,479	4,302,550	5,515,491	9,818,041	4,545,550	5,701,254	10,246,804	5.65%
21	Treasurer	51,359	1,299,159	1,350,518	59,080	1,418,419	1,477,499	63,680	1,465,099	1,528,779	7.79%
22	Juvenile Supervision fees	0	0	0	1,400	0	1,400	1,000	0	1,000	-28.57%
23	Transfer to Health Dept. Fund	1,269,979	0	1,269,979	1,665,647	0	1,665,647	1,953,333	0	1,953,333	17.27%
24	Transfer to Landfill Close	30,000	0	30,000	30,000	0	30,000	30,000	0	30,000	0.00%
25	Transfer-Economic Dev.	282,275	0	282,275	107,100	0	107,100	136,229	0	136,229	27.20%
26	Transfer - Capital Improvement	4,799,536	0	4,799,536	5,509,446	0	5,509,446	4,000,000	0	4,000,000	-27.40%
27	Non-Appropriated	580,000	0	580,000	580,000	0	580,000	580,000	0	580,000	0.00%
28	Cost of COLA	0	0	0	0	0	0	0	1,087,401	1,087,401	0.00%
	SUBTOTAL:	\$17,528,498	\$19,586,611	\$37,115,109	\$21,851,568	\$23,528,850	\$45,380,418	\$21,712,275	\$25,418,533	\$47,130,808	-0.64%
Appropriations:											
29	Big Lakes Developmental	217,260	0	217,260	228,123	0	228,123	232,685	0	232,685	2.00%
30	Animal Shelter / Contractual	60,000	0	60,000	0	0	0	0	0	0	#DIV/0!
31	Council on Aging	275,000	0	275,000	275,000	0	275,000	327,981	0	327,981	19.27%
32	ATA Bus	100,000	0	100,000	105,000	0	105,000	150,000	0	150,000	42.86%
33	Small Cities	145,008	0	145,008	190,000	0	190,000	200,000	0	200,000	5.26%
34	Emergency Shelter	11,000	0	11,000	11,000	0	11,000	25,000	0	25,000	127.27%
35	Extension	637,500	0	637,500	667,380	0	667,380	667,380	0	667,380	0.00%
36	Pawnee Mental Health	300,000	0	300,000	300,000	0	300,000	600,000	0	600,000	100.00%
37	Riley Cty Genealogical Soc.	3,500	0	3,500	3,500	0	3,500	5,000	0	5,000	42.86%
38	Riley County Conservation	55,136	0	55,136	55,136	0	55,136	55,136	0	55,136	0.00%
39	Riley Co Community Corrections	59,602	0	59,602	87,324	0	87,324	96,821	0	96,821	10.88%
40	Be Able	0	0	0	0	0	0	0	0	0	0.00%
41	Farm & Food Council	0	0	0	0	0	0	0	0	0	0.00%
42	Sunflower Children's Collective	0	0	0	0	0	0	0	0	0	0.00%
	SUBTOTAL:	\$1,864,006	\$0	\$1,864,006	\$1,922,463	\$0	\$1,922,463	\$2,360,003	\$0	\$2,360,003	22.76%
GENERAL TOTAL:											
	GENERAL TOTAL:	\$19,392,504	\$19,586,611	\$38,979,115	\$23,774,031	\$23,528,850	\$47,302,881	\$24,072,278	\$25,418,533	\$49,490,811	2.86%
43	Bond & Interest	447,552	0	447,552	478,856	0	478,856	470,467	0	470,467	-1.75%
44	County Building	393,418	0	393,418	430,000	0	430,000	433,000	0	433,000	0.70%
45	RCPD	5,372,982	0	5,372,982	5,745,592	0	5,745,592	6,130,843	0	6,130,843	6.71%
	SUBTOTAL:	\$6,213,952	\$0	\$6,213,952	\$6,654,448	\$0	\$6,654,448	\$7,034,310	\$0	\$7,034,310	5.71%
TOTAL:											
	TOTAL:	\$25,606,456	\$19,586,611	\$45,193,067	\$30,428,479	\$23,528,850	\$53,957,329	\$31,106,588	\$25,418,533	\$56,525,121	
46	Capital Improvement	2,172,758	0	2,172,758	7,312,676	0	7,312,676	8,414,430	0	8,414,430	15.07%
47	Economic Development	123,830	0	123,830	259,053	0	259,053	324,361	0	324,361	25.21%

Attachment: 2025 Budget Development WS (14847 : 2025 Budget Work Session)

BUDGETED REVENUE

COUNTY TREASURER	2023 ACTUAL	2024 BUDGET	2025 BUDGET
Motor Vehicle Tax	2,518,950	2,403,703	2,344,118
Recreational Vehicle Tax	23,914	23,583	21,846
16/20M Vehicle Tax	16,106	18,063	19,124
Commercial Vehicle Fees	104,418	101,580	99,542
Special City & County Highway Fund	1,033,937	1,105,011	1,026,080
Investment Income	2,597,318	2,000,000	1,500,000
Sales Tax	2,273,953	2,000,000	2,000,000
Intangible Tax (Clerk's Office)	253,697	199,608	388,083
Vehicle Rental Excise Tax	58,118	54,201	52,338
Interest on Taxes	340,410	300,000	300,000
Watercraft	13,350	18,846	19,265
SUBTOTAL:	\$ 9,234,171	\$ 8,224,595	\$ 7,770,396

DEPARTMENT FEES & OTHER

Unencumb. Cash Bal.-General	19,353,136	10,163,901	11,540,145
Unencumb. Bal.-County Building	211,648	106,630	113,513
Unencumb. - Bond & Interest	211,315	86,669	186,327
Unencumb. - RCPD	232,234	178,082	8,315
Bond & Interest Special Assessment	6,667,295	157,934	128,706
Recording Fees - ROD	355,970	300,000	320,000
21st Judicial Dist Case Receipts-DC	23,727	40,000	35,000
Payment in Lieu of Taxes (PILT) Program/Fed Grant	42,953	40,000	40,000
Franchise Fees	25,180	35,000	35,000
Ambulance Fees	1,995,849	1,624,951	1,766,036
Fees-Attorney (Diversion)	51,784	60,000	60,000
Fees-Clerk	1,233	3,000	3,000
Fees-Elections	4,039	12,000	4,000
Fees-Fair	30,746	20,000	20,000
Grant - Emergency Management	85,907	85,907	85,907
Fees-Noxious Weed	111,418	110,000	100,000
Fees-Public Works/Parks	411,050	480,000	400,000
Fees-Planning & Development	39,723	38,000	38,000
Fees-Juvenile Supervision	138	500	500
Fees-Appraiser	14,056	18,000	14,000
Fees- Treasurer	8,719	8,000	8,000
Fees - Register of Deeds	35,695	25,000	25,000
Heritage Trust	26,287	0	30,000
Transfer from MV to General	306,198	300,000	325,000
Transfers from Economic Development to B&I	52,153	52,153	52,153
Transfer from CIP to Bond & Interest	285,135	182,100	183,600
SUBTOTAL	\$ 30,583,588	\$ 14,127,827	\$ 15,522,202

TOTAL REVENUE	\$ 39,817,759	\$ 22,352,422	\$ 23,292,598
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BUDGETED EXPENDITURES

	2024	2025
General	\$ 47,302,881	\$ 49,490,811
Bond & Interest	478,856	470,467
County Building	430,000	433,000
RCPD Fund	5,745,592	6,130,843
TOTAL EXPENDITURES	\$ 53,957,329	\$ 56,525,121

(Budget)Value of a MILL =	792,782	827,863
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MINUS	22,352,422	23,292,598
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EQUALS		
AMT. AD VALOREM TAX REQUIRED	\$ 31,604,907	\$ 33,304,330
TOTAL MILLS NEEDED	39.866	40.229
Mill levy diff. from previous budget year		0.363

Revenue Neutral Mill Rate	38.263
Revenue Neutral \$\$	\$ 31,604,907
Overage on Neutral Mill Rate	1.966
Overage on RNR Tax Rate	\$ 1,699,423

One mill of taxation is equal to \$1 on each \$1,000 of assessed value.
Assessed valuation

2021B-Bond Refunding Konza Water Amount - final 2028
2017-Bonding Refunding -Facilities/Bridge Proj CIP - final 2025

% chg	Ad Valorem per Fund	Tax Rate per Fund
4.63%	-	
-1.75%	-	0.000
0.70%		0.000
6.71%		0.000
		0.000

Attachment: 2025 Budget Development WS (14847 : 2025 Budget Work Session)

Riley County, Kansas
2025 Budget
Economic Development Fund
Fund 146

	2023	2024	2025
BEGINNING CASH BALANCE	<u>ACTUAL</u>	<u>BUDGET</u>	<u>BUDGET</u>
Fund Balance	\$ 181,640	\$ 340,085	\$ 188,132
TOTAL BEGINNING CASH BALANCE	\$ 181,640	\$ 340,085	\$ 188,132
REVENUE			
603 Transfer from General Fund	\$ 282,275	\$ 107,100	\$ 136,229
TOTAL REVENUE	\$ 282,275	\$ 107,100	\$ 136,229
TOTAL RESOURCES AVAILABLE	\$ 463,915	\$ 447,185	\$ 324,361
EXPENDITURES			
604 Transfer to Bond & Interest Fund	\$ 52,153	\$ 52,153	\$ 52,153
4990 Other Capital Outlay	71,677	206,900	272,208
TOTAL EXPENDITURES	\$ 123,830	\$ 259,053	\$ 324,361
TOTAL ENDING FUND BALANCE	\$ 340,085	\$ 188,132	\$ 0

<u>PROJECT ESTIMATES:</u>	<u>2023</u>	<u>2024</u>	<u>2025</u>
Re-write of Riley County Zoning/Subdivision Regulation	\$ -		
Flint Hills Veteran's Coalition	1,015	1,015	1,000
Governor's Military Council	-	-	
Konza Water Project	52,153	52,153	52,153
Chamber of Commerce	55,000	55,000	55,000
Downtown Manhattan, Inc.	5,000	5,000	5,000
Riley Co General Eco Devo	132,850	132,850	132,850
Auto Lane Development	6,057	-	-
Flint Hills Regional Council (FHRC) Contribution	-	-	-
MPO Contribution	5,200	5,200	3,358
MATC Facilities Project (Request to be for 5 years)	-	-	
Comprehensive plan update	-	75,000	75,000
US 24 project studies, design, engineering	-	-	
TOTAL	\$ 257,275	\$ 326,218	\$ 324,361

Attachment: 2025 Budget Development WS (14847 : 2025 Budget Work Session)



PLANNING & DEVELOPMENT
Recommendations

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

COMMISSION AGENDA REPORT

FROM: Amanda Webb, Planning Director

MEETING: June 13, 2024

SUBJECT: Strategic Planning/Retreat Facilitator Recommendation

PRESENTER: Amanda Webb, Planning Director

BACKGROUND

Over the last year, Department Heads and the BOCC have discussed facilities and staffing needs for Riley County. Since the last strategic plan is no longer applicable, it was determined the best approach is to create a new strategic plan outlining the facility requirements for the next three years utilizing a consultant to advise on the overall process for effective strategic planning and implementation. The intent of the strategic planning process is to identify, and prioritize, facility needs and opportunities from the perspective of evolving delivery of services over the next three years.

Expected consultant deliverables include:

1. Gaining an understanding of the needs of each department.
2. Facilitating a one-day retreat to combine those needs into a shared objective.
3. Creating a strategic plan document prioritizing the next steps with the biggest impact on Riley County as a whole.

The Request for Qualifications (RFQ) for strategic planning/retreat facilitator services was originally issued on April 8, 2024 with a submittal deadline of May 13, 2024. The RFQ was posted on the county's website and sent to six firms. We received one submittal.

We reissued the same RFQ on May 21, 2024 with a new submittal deadline of May 31, 2024 and sent to five additional firms. We received two submittals through that round.

In total, we sent to 11 firms and received three responses to the RFQ.

The RFQ is attached for your reference.

DISCUSSION

The Budget & Planning Committee reviewed and discussed all proposals received. The committee identified Shockey Consulting as their top choice. Shockey has a wide range of experience in local government (including Manhattan, and many in Kansas), extensive experience in various forms of strategic planning, and has staff with an array of skills and backgrounds.

I spoke with several references who all had positive things to say about their experience working with Shockey Consulting. All references contacted are within Kansas communities (including Manhattan Chamber), and their projects encompassed a variety of skills and needs from a consultant. Shockey comes highly recommended.

Shockey can meet the anticipated timeline and will hold a retreat during the second or third week of September 2024. They can finalize the written plan by November 27 and are committed to participating in the first annual review of the plan in fall of 2025.

FISCAL IMPACT

The cost of Shockey Consulting's services, which includes everything as requested in the RFQ, is \$22,200. If approved, this amount will come from CIP.

RECOMMENDATION

The Budget & Planning Committee recommends Shockey Consulting for Riley County's retreat and strategic planning process.

POSSIBLE MOTIONS

Move to approve utilizing Shockey Consulting for Riley County's retreat and strategic planning process and to direct staff to initiate contract negotiations.

Enclosures:

- Retreat facilitation RFQ 5.21.24 (PDF)



RILEY COUNTY REQUEST FOR FACILITATOR QUALIFICATIONS

Riley County Strategic Planning

Riley County, Kansas, is requesting qualification statements from experienced professional consultants to assist with county-wide strategic planning efforts.

Background:

Riley County, located in northeast Kansas, had an estimated 2021 population of 72,208, which includes the City of Manhattan population of approximately 55,400. Riley County is also home to Kansas State University with an enrollment of approximately 19,722 students in 2022 (KSU Enrollment Data). The Fort Riley Military Base, located eight miles west of Manhattan, is also a major employer in the area.

Riley County has a three-member Board of County Commissioners. There are 288 regular employees, and 36 volunteers, within Riley County.

Riley County is currently without a strategic plan and plans to hold a county retreat in September 2024. The intent of the upcoming retreat is strategic planning primarily to discuss facilities and secondarily personnel all from a customer service lens. Riley County would like a skilled, professional facilitator who can guide the formation of an action plan focusing on the next 1-3 years. The county has previously held retreats on a near annual basis but has not done so since 2013.

Facilitator Requirements & Scope of Services:

The facilitator should be impartial/unbiased and have a record of facilitating successful planning processes for public agencies. They should further have experience authoring written entity-wide strategic plans which have resulted in one or more public projects such as the successful construction of a public facility or facilities and a successful analysis of the impact such project or projects would have on the delivery of public services, including any changes in the number of personnel required to deliver those public services.

- Facilitate a strategic planning process, which will include the elected Board of County Commissioners, elected and appointed County Department Heads (or designee), the Budget and Finance Officer, the Public Information Officer, and the Human Resources Director. This equates to a group of 20 people.
- Advise on the overall process for effective strategic planning and implementation. The current intention is a full one-day retreat, and a formalized written plan. If the most effective practice involves other logistics, guidance is desired.
- County plans will need to be transparent and include perspectives from all stakeholders.
- Author a written entity-wide strategic plan for the construction of a public facility or facilities, incorporating analysis of the impact such construction may have on the delivery of public services, including any changes in the number of personnel required to deliver those public services.

- Riley County will review the plan on an annual basis. The facilitator will be expected to participate in the first annual review after the plan is adopted.

Contractual Provisions:

In addition to the Scope of Services, the consultant contract shall include the Contractual Provisions Attachment provided by Riley County.

Budget:

Part of the review criteria will include costs for services. Please submit a detailed cost estimate for each required element.

UPDATED Anticipated timeline (subject to change as necessary):

Event	Date
Release RFQ (original)	April 8, 2024
Deadline for RFQ questions (original)	5:00 pm, April 29, 2024
RFQs due (original)	5:00 pm, May 13, 2024
Re-release RFQ	May 21, 2024
Submittals due	5:00 pm, May 31, 2024
Committee review	June 3 – June 7, 2024
Interview firms/recommendation	June 10 – June 14, 2024
BOCC makes final decision and authorizes staff to negotiate a contract	June 17, 2024
Notification of selected consultant	June 17, 2024
Strategic Planning Retreat	September 2024
Completion of Strategic Planning Document	November 27, 2024

Submission Requirements:

- Cover page:
 - Title of project
 - Date of submittal
 - Firm name/address/phone
 - Primary contact/email address/phone
- Qualifications:
 - Summarize experience/qualifications for each person assigned to the project. Please do not include full resumes.
 - Describe your experience facilitating successful strategic planning efforts for public sector entities as described above.
 - Describe your recommendations for the planning process, including timeline, required preparation, duration of in-person planning required, and other related logistics.
 - Describe your approach to gaining consensus and developing shared goals with a large diverse group of people.
 - Describe successes and challenges you have had in the public sector arena with strategic planning.
- Budget/Scope of Work
 - Please include a detailed budget for each of the required elements.
- References

- Provide three (3) references of past clients for whom similar work has been performed.
- Include the contact person's name, title, firm, address, telephone number, which consultants were involved in the project, and the year the project was completed.

Directions for Submission: Email submittals are acceptable. Please send electronic submittals to Amanda Webb, Planning Director, at awebb@rileycountyks.gov. All questions should be directed to Amanda Webb at awebb@rileycountyks.gov or (785) 537-6332.

Evaluation criteria:

- All items provided as per submission requirements.
- Demonstrated understanding of the project.
- Experience facilitating strategic planning efforts for similar sized public sector agencies.
- Explanation as to why you believe you've had successful outcomes and conversely and understanding of any unsuccessful outcomes you've experienced.
- Basic knowledge of Riley County.

Screening process:

A Selection Committee comprised of the Budget & Planning Committee will begin the initial screening process. Selected firms will then be interviewed by the Selection Committee. The committee's recommendation for selection of the consultant will be reviewed by the Board of County Commissioners, who will make the final decision.

Disclaimers:

Riley County reserves the right to reject any and all proposals. All costs including travel and expenses incurred in the preparation of this proposal shall be borne by the proposing firm. All work product, whether hard copy or electronic, shall remain the property of the county and shall be provided to the county upon completion of the contract or upon request.

All persons awarded and/or entering into contracts with Riley County shall be subject to and required to comply with all applicable City, State, and Federal provisions pertaining to non-discrimination, Equal Employment Opportunity, and Affirmative Action.



PUBLIC WORKS
Project Update

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

COMMISSION AGENDA REPORT

FROM: Andrea Rose, Administrative Assistant II

MEETING: June 13, 2024

SUBJECT: University Park Lagoon- USDA Update

PRESENTER: Evan McMillan, Assistant County Engineer

BACKGROUND

The University Park Benefit District treatment facility is being replaced in order to comply with the EPA Consent Order and meet permitting requirements. A non-discharging lagoon was selected as the best option for replacing the existing mechanical facility.

So far, one grant of \$1,500,000.00 has been awarded through the Small Town Water and Sewer Infrastructure Assistance (STWSIA) program, with another \$462,210.00 expected to be awarded in the next few months.

In order to fund any project costs exceeding the previously awarded grants, Public Works will be applying for the KDHE State Revolving Fund with potential for some loan forgiveness. An application was also sent to USDA Rural Development for additional financial assistance.

We were previously informed that University Park would qualify for some amount of grant money through Rural Development, but this is largely dependent on money available through the program and consideration of funding already allocated to the project.

DISCUSSION

The County submitted an application to USDA Rural Development, pending the environmental report to finalize the application.

The use of USDA funding will precipitate Build America Buy America (BABA), Davis Bacon, and other federal funding regulations which could increase time and costs of the project. While Davis Bacon most likely isn't an issue in our area, it is worth considering the higher material and line item costs. With the grants currently awarded to the County and the State Revolving Fund (SRF) funding, we will have to adhere to the American Iron and Steel (AIS) provisions. I do not see this largely affecting project costs as these materials are typically sourced in America.

However, it would be assumed that adherence to BABA regulations would result in some price increase for the project.

Staff is requesting direction on whether to continue seeking assistance through the USDA Rural Development loan/grant, or to rescind the USDA application due to the potential implications of BABA and other regulations.

RECOMMENDATIONS

Discussion on next steps for USDA funding application.

POSSIBLE MOTION(S)

Enclosures:



COUNTY CLERK & ELECTIONS
Personnel

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

COMMISSION AGENDA REPORT

FROM: Barry Wilkerons, County Attorney

MEETING: June 13, 2024

SUBJECT: Request to Fill - Legal Secretary/Admin Assist

PRESENTER: Barry Wilkerson

BACKGROUND

The Legal Secretary provides secretarial services to the County Attorney and the Assistant County Attorneys of Riley County. The Legal Secretary improves attorney efficiency by preparing court documents and correspondence, maintaining case tracking systems and attorney calendars and preparing briefs. This position also supports the administrative functions of the County Attorney's office.

The legal secretary position is open effective Monday June 10, 2024.

DISCUSSION

The County Attorney's office currently has a very strong internal candidate for this position, who has been covering the duties of the legal secretary for several months. Therefore, the intention is to fill the Legal Secretary position with the internal candidate and consequently ask to open the Administrative Assistant I position to fill externally.

FISCAL IMPACT

No fiscal impact. This position is already included in the 2024 Budget.

RECOMMENDATION(S)

I recommend the Board approve filling the Legal Secretary position internally and open the Administrative Assistant I position to fill.

POSSIBLE MOTION(S)

"I move the Board approve filling the Legal Secretary position internally and open the Administrative Assistant I position to fill.

ALTERNATIVES

- . Move to approve filling the Legal Secretary position internally and open the Administrative Assistant I position to fill.
- . Move to deny filling the Legal Secretary position internally and open the Administrative Assistant I position to fill.
- . Move to modify or develop alternative if other concerns or factor arise
- . Schedule work session to discuss issue further

Move to modify

Move to table

No action required.

The Board agreed by consensus to

Enclosures:

- Legal Secretary Position Description (PDF)
- Administrative Assistant I position description (PDF)
- Administrative Assistant Attorney's Office (PDF)

RILEY COUNTY, KANSAS JOB DESCRIPTION

Job Title:	LEGAL SECRETARY		
Department:	County Attorney	Division:	
Reports To:	Office Manager		
Pay Range:	8	Status:	Full time
FLSA Status:	Non-Exempt		

Position Summary: The Legal Secretary provides secretarial services to the County Attorney and the Assistant County Attorneys of Riley County. The Legal Secretary improves attorney efficiency by preparing court documents and correspondence, maintaining case tracking systems and attorney calendars and preparing briefs. This position also supports the administrative functions of the County Attorney's office.

ESSENTIAL FUNCTIONS:

- Prepares various litigation documents such as summons, complaints, motions, warrants, transportation orders, and subpoenas. To include journalizing hearings of each CINOC and juvenile cases; adult cases require a journal entry at the conclusion of the case. Dispositions are forwarded to the law enforcement agency, a KDR is forwarded to KBI, and the State Board of Education is informed.
- Maintain information in the case tracking system from the beginning until the end of a case by capturing detailed notes within the case notes section and the hearing results section. The disposition of each charge, type of plea, sentence imposed, probation or prison, should be included within the case notes. The tracking system must correctly capture the information and should mirror the physical file.
- Prepares appellate briefs to be filed with the Kansas Court of Appeals, Kansas Supreme Court and Federal Appellate Court; to include time sensitive dates/deadlines, calendaring deadlines and filing motions for extensions of time unless the attorney has the document completed. Draft the table of contents and cover page for the brief, prepare and bind 20 copies to forward to the Attorney General's Officer and 2 copies to defense attorney.
- Maintain calendars to show up-to-date times and places for court appearances, meetings and deadlines.
- Complete legal research as needed under the supervision of the assigned attorney
- Prepare emergency filings to include Child in Need of Care, Mental Illness Commitments, and Juvenile Offenders cases. This paperwork is required to be filed within 48 hours in order for a hearing to be scheduled and held in accordance with the time period prescribed by law. Witnesses are notified of the hearing telephonically. Perform miscellaneous office duties as required or requested such as preparing discovery for defense attorneys, amending complaints, request interview tapes, photo discs, obtain all reports from law enforcement agencies or other organizations; contact other counties requesting certified journal entries of prior convictions; and request certified driving records from DMV.
- Answer telephone and assist public at front counter when needed to include defense attorneys, police officers, victims and witnesses.
- Covers receptionist desk during breaks and lunch on a rotation basis.
- Other duties as assigned

POSITION REQUIREMENTS:

Education: Certificate from college or technical school required; Associate degree in legal studies or related field preferred.

Updated August 2022

Appropriate combination of education and experience will be considered in lieu of requirements.

License(s)/Certificate(s): Must pass a criminal records background check.

Experience: 1-year related experience and/or training preferred. In depth knowledge of legal documents and terminology preferred. Proficiency in Word, Full Case, Excel and other relevant computer software. Typing speed of at least 60 wpm. Knowledge of criminal and civil legal system. Knowledge of procedures in the District Court System and Riley County Police Department as they relate to the Riley County Attorney's Office. Must possess a working knowledge of the required legal language for court documents.

Skills: Ability to communicate effectively, both orally and in writing. Ability to organize and prioritize. Flexibility in planning and prioritizing workload. Ability to work efficiently under stress and pressure. Ability to draft letters and legal documents from brief notes or instructions. Limited ability to research Kansas Statutes will be required. Excellent spelling, grammar, and listening skills.

RILEY COUNTY, KANSAS JOB DESCRIPTION

Job Title:	ADMINISTRATIVE ASSISTANT I		
Department:	County Attorney	Division:	
Reports To:	County Attorney Office Assistant II		
Pay Range:	RANGE 4	Status:	Full Time
FLSA Status:	Non-Exempt		

POSITION SUMMARY: The position is responsible for providing clerical support, public contact, and communication services to the Office of the Riley County Attorney.

ESSENTIAL FUNCTIONS:

- Perform office functions to fulfill the duties of typing, filing, and photocopying as required.
- Process, receive, sort and distribute daily mail in order to facilitate timely replies. Complete errands between the County Attorney's office, Courthouse and District Court.
- Receive, record and relay accurate messages to facilitate communications within the office, other agencies and the general public.
- Greet and assist the public at the front counter in a professional manner.
- Ensure all incoming phone calls are answered promptly and professionally.
- Maintain the department calendar and updating as needed.
- Confirm receipt of police reports received from law enforcement agencies. Enter police reports into prosecutor database to maintain receipt and tracking status; accurate details are critical.
- Other duties as assigned.

POSITION REQUIREMENTS:

Education: A high school diploma or equivalent required. Related college-level coursework required.

Appropriate combination of education and experience will be considered in lieu of requirements.

License(s)/Certificate(s): Must pass a criminal records background check.

Experience & Knowledge: experience or training which provides knowledge of Word, Full Case, Excel and other relevant computer software. Typing speed of at least 50 wpm. Knowledge of criminal and civil legal system preferred.

Skills: Ability to communicate effectively, both orally and in writing. Ability to organize and prioritize tasks as they come in. Flexibility in planning and work efficiently under stress and pressure. Ability to draft letters and legal documents from brief notes or instructions.

Supervisory Controls: This position reports to the Office Manager. Instructions are accepted from office staff as directed by supervisor. The employee plans and carries out the successive steps and handles problems and deviations in the work assignment in accordance with instructions, policies, previous training, or accepted practices Documents are reviewed for completeness and accuracy with the supervisor.

Supervisory Responsibility: None

Guidelines: Procedures have been established and several specific guidelines are available.

Complexity: The variety of tasks and duties performed involve many different and unrelated processes and

Updated August 2022

methods relative to the performance of administrative and professional tasks. Multiple tasks are pursued simultaneously, and decisions must be made based on the assessment of unusual circumstances, variations in approach or conflicting data. The obligations and duties require following standardized policies and procedures.

Scope and Effect of Work: The work involves routine, specific procedures and provide follow-through to ensure the efficient and timely process of criminal, traffic violations, mental illness, juvenile offender and child-in-need-of-care cases.

Personal Contacts: This position will have daily personal contacts with members of the general public attorneys, law enforcement, and co-workers. Often this position will be the first point of contact.

Purpose of Contacts: The purpose is to obtain, clarify or verify facts or information regardless of the nature of those facts. The facts or information may range from the easily understood to the highly technical. Distributing and providing educational information is included.

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

While performing the duties of this job, the employee is required to stand, walk, sit, use hands to handle or feel, reach with hands and arms, and talk or hear. The employee must also be able to prepare documents and enter data on a computer. The employee occasionally lifts/pushes/pulls 50+lbs, frequently lifts up to 25-50lbs and constant lift of up to 25lbs. Specific vision abilities required by this job include the ability to transfer calls and monitor a computer screen.

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

While performing the duties of this job, the employee is exposed to a moderate noise level in the work environment. There is the occasional risk the employee will have to deal with disgruntled individuals.

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

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

RILEY COUNTY POSITION ACTION FORM

27.c

Requisition Approval Process

Submitted by Kimberly Lenhart on 06/11/2024 at 05:30 AM

Internal Position Details (not displayed on job posting)

Company

Riley County, KS

Job ID

2511869

Pay Grade

RANGE 4 [RANGE 4]

Cost Center 1

County General [1]

1 Job Slot

ADMINIS-1

Position Template

Administrative Assistant I [Admin Assistant]

Salary

\$18.21 - \$19.79

EEO Class

Paraprofessionals [5]

Cost Center 2

Attorney [1]

Work Location

Riley County Attorney's Office

Supervisor Position

No

Workers Compensation

8810 [8810]

Cost Center 3

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Supervisor: Kim Lenhart

Department Head: Barry Wilkerson

☒ No changes to Position or Budget

☒ Position Description attached

Total annual hours 2080

☒ Budgeted

☐ New or updated position description

☐ New request for budget (details attached)

Salary: \$41,163.20

Budget for Benefits: \$16,259.46

Total proposed annual budget: \$57,422.66

Additional Position Comments: _____

BoCC Chair _____

Date: _____

BoCC Member _____

Date: _____

BoCC Member _____

Date: _____

Original document stored in Human Resources

Revised 2023-01