Board of Riley County Commissioners
Regular Meeting
Agenda
June 16, 2022

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

Cindy Kabriel
785-565-6200

Commission Chambers **8:30 AM**

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

8:30 AM **Call to Order**

Pledge of Allegiance

Public Comment

1. Public Comments

Commission Comments

2. Commission Comments

Business Meeting

3. Riley County On-Call Agreement with Schwab Eaton P.A.
4. Community Corrections Funding
5. Randolph Fireworks display application
6. Sign Paylocity Corporation Subscription Agreement that was approved on June 2nd, 2022.
7. Approve payroll/accounts payables (when completed)

Review Minutes

8. Board of Riley County Commissioners - Regular Meeting - Jun 13, 2022 8:30 AM

Review Tentative Agenda

9. Tentative Agenda

Press Conference Topics

10. Discuss Press Conference

9:00 AM **Darell Edie, Budget and Finance Officer**

11. 2023 Coroner, Juvenile Detention, Special Alcohol, and War Memorial Budget Requests

9:30 AM **Clancy Holeman, Counselor/Director of Administrative Services**

12. Administrative Work Session

9:50 AM **Break**

10:00 AM	**Gary Fike, County Extension Director**	
	13.	Final Report for VITA and Update on Citizenship Washington Focus (4-H)
10:15 AM	**Kurt Moldrup, Interim RCPD Director**	
	14.	RCPD update
10:30 AM	**Katharine Hensler, Museum Director**	
	15.	2023 Riley County Historical Museum Budget Request
10:40 AM	**Mike Kearns, Flint Hills Veterans Coalition**	
	16.	2023 Flint Hills Veterans Coalition Appropriation Request
11:00 AM	**Anne Smith, aTa Bus Director**	
	17.	2023 aTa Bus Appropriation Request
11:15 AM	**Jason Smith, Manhattan Area Chamber of Commerce**	
	18.	2023 Chamber of Commerce Appropriation Request
11:30 AM	**Michael Boller, Noxious Weed/HHW Director**	
	19.	2023 Noxious Weed/HHW Budget Request
11:40 AM	**Cory Meyer, IT/GIS Director**	
	20.	2023 IT/GIS Budget Request
1:15 PM	**Clancy Holeman, Counselor/Director of Administrative Services**	
	21.	2023 Administrative Services/Counselor Budget Request
1:30 PM	**Rich Vargo, County Clerk**	
	22.	2023 Clerk, Elections, Clerk Tech Fund Budget Requests
1:45 PM	**Patrick Gormely/Barry Michie, Riley County Genealogical Society**	
	23.	2023 Riley County Genealogical Society Appropriation Request
2:00 PM	**John Ellermann, Public Works Director/County Engineer**	
	24.	2023 Public Works/Parks, 1/2 Sales Tax, Auction, County Building, and Solid Waste Budget Requests
2:20 PM	**Julie Winter, Administrative Services Manager**	
	25.	2023 Benefit Districts and Landfill Budget Requests
2:30 PM	**Elizabeth Ward, Human Resource Manager**	
	26.	New and Expanded Position Requests for 2023 Budget
	Adjournment	

Announcements

Riley County Offices will be closed Monday, June 20th due to the observance of the Juneteenth Holiday.

The Board of County Commissioners will not be in session Monday, June 20th.

The Law Enforcement Agency Meeting will be held Tuesday, June 21st at 12:00 (noon) in the City Commission Chambers, 1101 Poyntz Avenue.

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

PUBLIC WORKS
Agreement

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

COMMISSION AGENDA REPORT

FROM: **Shannon Sterling, Administrative Assistant II**

MEETING: **June 16, 2022**

SUBJECT: **Riley County On-Call Agreement with Schwab Eaton P.A.**

PRESENTER: **John Ellermann, PE, Director of Public Works**

Attached for your approval is the Riley County On-Call Agreement with Schwab Eaton P.A. for Professional Engineering Services for Riley County projects, not to exceed the budgeted amount of $10,000.00 unless approved by Riley County.

POSSIBLE MOTION(S)

Move to sign and approve.

Enclosures:

- 2022 Schwab Eaton On Call Agreement (PDF)

AGREEMENT FOR PROFESSIONAL SERVICES

Between

Riley County, Kansas

And

Schwab Eaton P.A.
5410 Ledge Stone Drive, Ste 100
Manhattan, Kansas 66503

Agreement Date _________________, 20____.

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

ARTICLE 1. SCOPE OF SERVICES

Riley County On-Call Engineering Services.

ARTICLE 2. COMPENSATION & BILLING RATES

ENGINEER's compensation is set forth in Attachment A.

ARTICLE 3. TERMS OF PAYMENT

Payment to the Engineer will be made as follows:

A. INVOICES AND TIME OF PAYMENT
ENGINEER will issue monthly invoices for all work performed under this Agreement. Invoices are due and payable on receipt.
Upon completion of services enumerated in ARTICLE 1, the final payment of any balance will be due upon receipt of the final invoice.

B. COMPENSATION FOR INSURANCE AND BONDING.
The OWNER will compensate the ENGINEER for insurance required by this agreement in excess of the ENGINEER's current level of coverage as specified in Article 4 B (a) thru (d).

ARTICLE 4. OBLIGATIONS OF THE ENGINEER

A. STANDARD OF CARE
The standard of care applicable to ENGINEER's services will be the degree of care and diligence normally employed by professional engineers or Engineers performing the same or similar services. The ENGINEER will perform any services not meeting this standard without additional compensation.

B. ENGINEER'S INSURANCE
The ENGINEER will maintain throughout this AGREEMENT the following insurance:

(a) Worker's compensation and employer's liability insurance as required by the State of Kansas.

(b) Comprehensive automobile and vehicle liability insurance covering claims for injuries to members of the public and/or damages to property of others arising from use of motor vehicles, including on site and off site operations, and owned, non-owned, or hired vehicles, with $1,000,000 combined single limits.

(c) Commercial general liability insurance covering claims for injuries to members of the public or damage to property of others arising out of any covered negligent act or omission of the ENGINEER or of any of its employees, agents, or subcontractors, with $1,000,000 per occurrence and in the aggregate.

(d) Professional liability insurance of $500,000 per claim and in the aggregate.

(e) OWNER will be named as an additional insured with respect to ENGINEER's liabilities hereunder in insurance coverage identified in items "b" and "c", and ENGINEER waives subrogation against OWNER as to said policies.

ARTICLE 5. OBLIGATION OF THE OWNER

A. OWNER – FURNISHED DATA
The OWNER will provide to the ENGINEER all technical data in the OWNER'S possession relating to the ENGINEER's services on the PROJECT. ENGINEER will be able to rely upon the accuracy, timeliness, and completeness of the information provided by the OWNER.

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

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

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

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

ARTICLE 6. GENERAL LEGAL PROVISIONS

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

A. AUTHORIZATION TO PROCEED
Execution of the AGREEMENT by OWNER will be authorization for ENGINEER to proceed with the work, unless otherwise provided for in this AGREEMENT.

B. REUSE OF PROJECT DOCUMENTS

All engineering documents prepared in connection with this Project shall be the property of ENGINEER, whether the Project for which they are made is executed or not. However, ENGINEER will provide OWNER with a copy of final documents, including but not limited to prints and reproductions. Reports, plans, specifications and related documents are ENGINEERS copyrighted document, and ENGINEER, at his option may so identify them by appropriate markings. Provided that ENGINEER is paid in full for services, then OWNER may subsequently reuse these final documents without any additional compensation or agreement of ENGINEER. However, such reuse without written verification or adaptation by ENGINEER for the specific purpose intended by OWNER shall be at OWNER'S sole risk and without any liability or legal exposure to ENGINEER whatsoever.

C. FORCE MAJEURE

The OWNER is not responsible for damages or delay in performance caused by acts of God, strikes, lockouts, accidents, or other events beyond the control of the OWNER.

D. TERMINATION

This AGREEMENT may be terminated for convenience on 30 days' written notice, or for cause if either party fails substantially to perform through no fault of the other and does not commence correction of such nonperformance within 5 days of written notice and diligently complete the correction thereafter.

On termination, ENGINEER will be paid for all authorized work performed up to the termination date.

E. SUSPENSION, DELAY, OR INTERRUPTION OF WORK

The OWNER may suspend, delay, or interrupt the services of the ENGINEER for the convenience of the OWNER. In the event of such suspension, delay, or interruption, an equitable adjustment in the PROJECT's schedule, commitment and cost of ENGINEER's personnel and sub-consultants, and ENGINEER's compensation will be made.

F. NO THIRD PARTY BENEFICIARIES

This AGREEMENT gives no rights or benefits to anyone other than the OWNER and ENGINEER and has no third-party beneficiaries.

G. INDEMNIFICATION

ENGINEER agrees to indemnify the OWNER from any damage, liabilities or costs by third parties for property damage and bodily injury, including death, to the extent caused by the negligence or willful misconduct of ENGINEER, its employees in connection with the PROJECT. OWNER agrees to indemnify Engineer from any damage,

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

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

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

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

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

ARTICLE 7. ATTACHMENTS, SCHEDULES, AND SIGNATURES

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

Attachment A – Compensation & Billing Rates/Expenses
Attachment B – Contractual Provisions

IN WITNESS WHEREOF, the parties execute below:

For Riley County, Kansas ____

Dated this ______ day of __________, 20___.

BOARD OF COUNTY COMMISSIONERS

By: ____
Greg McKinley, Chairman

For the ENGINEER, Schwab Eaton P.A., dated this 9th day of June, 2022

By: ______________________ Vice-Pres
Name Title
Brad Fagan

ATTACHMENT A

Riley County "On-Call" Engineering Services
Schwab Eaton P.A.
2022 Compensation & Billing Rates/Expenses

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

A. COST REIMBURSABLE – PERDIEM (TIME AND EXPENSE):
For services enumerated in ARTICLE 1, the OWNER will compensate ENGINEER based on ENGINEERS's actual costs which may be less than the estimated amount. Payment shall be full compensation for salary costs, expenses, overhead, profit, subcontracting and other costs required in performing the work described herein. Overhead includes fringe benefits.

B. BUDGET

A project budget amount of Ten Thousand and 00/100 Dollars ($10,000), excluding taxes, is hereby established for services in ARTICLE 1. The total payments to the ENGINEER shall not exceed the budget above unless approved by the OWNER.

SCHWAB-EATON, P.A.
HOURLY BILLING RATES
INCLUDES OVERHEAD AND PROFIT

Principal Engineer	$190.00
Project Manager	$180.00
3 Man Survey Crew	$195.00
2 Man Survey Crew	$140.00
1 Man Survey Crew (GPS)	$125.00
Professional Surveyor III	$112.00
Professional Surveyor II	$ 96.00
Professional Surveyor I	$ 87.00
Structural Engineer	$155.00
Design Engineer V	$157.00
Design Engineer IV	$144.00
Design Engineer III	$131.00
Design Engineer II	$121.00
Design Engineer I	$115.00
Engineer in Training (EIT)	$ 90.00
Survey Crew Chief III	$ 84.00
Survey Crew Chief II	$ 75.00
Survey Crew Chief I	$ 67.50
Surveyor	$ 57.50
Landscape Architect III	$135.00
Landscape Architect II	$121.00
Landscape Architect I	$107.50
Landscape Architect Associate II	$ 97.00
Landscape Architect Associate I	$ 82.50
Administrative Professional	$ 59.00
Const. Inspector IV	$ 90.00
Const. Inspector III	$ 79.00
Const. Inspector II	$ 71.00
Const. Inspector I	$ 59.00
Design Tech IV	$ 93.00
Design Tech III	$ 86.50
Design Tech II	$ 79.00
Design Tech I	$ 75.00
CADD Tech III	$ 68.50
CADD Tech II	$ 62.00
CADD Tech I	$ 55.00
Intern	$ 47.50

ATTACHMENT B

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

CONTRACTUAL PROVISIONS ATTACHMENT

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

1. **TERMS HEREIN CONTROLLING PROVISIONS.** It is expressly agreed that the terms of each and every provision in this attachment shall prevail and control over the terms of any other conflicting provision in the contract and any other document relating to and a part of the contract in which this attachment is incorporated. All terms hereof survive termination of the contract.

2. **AGREEMENT WITH KANSAS LAW.** It is agreed by and between the undersigned that all disputes and matters whatsoever arising under, in connection with or incident to the contract shall be litigated, if at all, in and before a state Court located in the State of Kansas, County of Riley, or if in Federal Court, at a Federal Court located in Topeka, Kansas, to the exclusion of the Courts of any other states or country. All contractual promises shall be subject to, governed by, and construed according to the laws of the State of Kansas, without reference to its conflict of laws principles. Both parties submit to venue and jurisdiction in these courts. In the event an action or claim arises outside of the exclusive jurisdiction specified herein which names County as a party, Engineer agrees to initiate, consent to and/or cooperate with any and all efforts to remove the matter to the exclusive jurisdiction named herein and otherwise to take any and all reasonable actions to achieve County's objectives of this provision.

3. **COMPLIANCE WITH APPLICABLE LAWS, SERVICE STANDARDS AND REQUIRED PROCEDURES.**

   3.1. **Service Standards and Procedures.** Engineer shall perform the services set forth in the Contract in compliance with applicable standards and procedures specified in the Contract.

   3.2. **Compliance With Law.** Engineer shall comply with applicable local, state and federal laws and regulations in effect as of the date of services rendered, in carrying out the Contract, regardless of whether those legal requirements are specifically referenced in the Contract.

4. **<u>CASH BASIS AND BUDGET LAWS.</u>** The right of the County to enter into the Contract is subject to the provisions of the Cash Basis Law (K.S.A. 10-1112 and 10-1113), the Budget Law (K.S.A. 79-2935), and other laws of the State of Kansas. The Contract shall be construed and interpreted so as to ensure that the County shall at all times stay in conformity with such laws, and as a condition of the Contract the County reserves the right to unilaterally terminate the Contract at any time if, in the opinion of its legal counsel, the Contract may be deemed to violate the terms of such laws. Any Contract for a term of more than one year shall be interpreted by the parties to provide County the sole option to renew that Contract before the end of each one-year term.

5. **<u>TERMINATION DUE TO LACK OF FUNDING APPROPRIATION.</u>** If, in the judgment of the Riley County Commissioners, after consultation with their Budget and Finance Officer or other county officials, sufficient funds are not appropriated to continue the function performed in the contract and for the payment of the charges hereunder, County may terminate the contract at the end of its current fiscal year. Termination shall be effective 30 days after County mails written notice to Engineer. In the event of such termination, County agrees to give written notice of termination to Engineer. The termination of the contract pursuant to this paragraph shall not cause any penalty to be charged to the County or the Engineer.

6. **<u>ANTI-DISCRIMINATION CLAUSE.</u>**

6.1. In carrying out the Contract, Engineer shall comply with K.S.A. 44-1001 *et seq*.

6.2. Engineer shall observe the provisions of the Kansas act against discrimination and the Kansas age discrimination in employment act and shall not discriminate against any person in the performance of work under the Contract because of race, religion, color, sex, disability, national origin, ancestry, or age.

6.3. In all solicitations or advertisements for employees, Engineer shall include the phrase "equal opportunity employer" or a similar phrase to be approved by the Kansas Human Rights Commission.

6.4. If Engineer fails to comply with the provisions of K.S.A. 44-1031, requiring reports to be submitted to the Kansas Human Rights Commission when requested by that Commission, Engineer shall be deemed to have breached the Contract and it may be canceled, terminated or suspended, in whole or in part, by County.

6.5. If Engineer is found guilty of a violation of the Kansas act against discrimination under a decision or order of the Kansas Human Rights Commission which has become final, Engineer shall be deemed to have breached the Contract and it may be canceled, terminated or suspended, in whole or in part by County.

6.6. Engineer shall include the provisions of paragraphs 6.1 through 6.5 inclusively of this section in every subcontract or purchase order so that such provisions will be binding upon such subcontractor of Engineer.

6.7. Parties to the contract understand that this paragraph number 6 is not applicable if Engineer employs fewer than four employees or if Engineer's contracts with the County cumulatively total $5,000 or less during the County's fiscal year.

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

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

9. **REPRESENTATIVE'S AUTHORITY TO CONTRACT/REQUIRED DOCUMENTATION.** By signing the Contract, the representative of Engineer thereby represents that such person is duly authorized by Engineer to execute the document on behalf of Engineer and Engineer agrees to be bound by the provisions thereof. Engineer shall furnish evidence of authority to transact business in Kansas, in the form of a certificate signed by the Kansas Secretary of State.

10. **RESPONSIBILITY FOR TAXES.** The County shall not be responsible for, nor indemnify Engineer for, any federal, state or local taxes that may be imposed or levied upon the subject matter of the contract.

11. **NO INSURANCE PROVIDED BY COUNTY.** The County shall not be required to purchase, any insurance against loss or damage to any personal property to which the contract relates, nor shall the contract require the County to establish a "self-insurance" fund to protect against any such loss or damage. Subject to any applicable provisions of the Kansas Tort Claims Act (K.S.A. 75-6101 *et seq.),* Engineer shall bear the risk of any loss or damage to any personal property to which Engineer holds title.

12. **TERM AND TERMINATION.**

12.1. **Term**. This Contractual Provisions Attachment shall be effective as of its date of execution by the parties and shall remain in effect during the term of the Contract, or until terminated either for convenience, breach or default, as set out herein. Thirty (30) days written notice to the breaching party is required.

12.2. **Termination for Cause**. If Engineer shall fail to fulfill in a timely and proper manner its obligations under the Contract, or if Engineer shall violate any of the terms, covenants, conditions, or stipulations of the Contract, County shall thereupon have the right to terminate the Contract by promptly giving written notice to Engineer of such termination and specifying the reasons for the termination and the effective date thereof. A breach shall include, but not be limited to, failure to comply with any or all items contained in the Contract and any appendices, exhibits or amendments thereto, if any.

12.3. Notwithstanding the above, Engineer shall not be relieved of liability to County by virtue of any breach of the Contract by Engineer.

12.4. **Termination for Convenience**. County may terminate the Contract in whole or in part, upon thirty (30) days written notice to Engineer, stating the effective date of the termination for convenience.

12.5. **Payment Calculation Upon Termination**. In the event of termination under the Contract by either party, any amount owed Engineer will be calculated based solely upon payment for fair value of services provided by Engineer to the point of termination, which fair value is not the subject of a good faith dispute. That determination of fair value of services shall be made solely by County.

13. **INDEPENDENT CONTRACTOR RELATIONSHIP.** It is agreed that the legal relationship between Engineer and County is of a contractual nature. Both parties assert and believe that Engineer is acting as an independent contractor in providing the services and performing the duties required by County hereunder. Engineer is at all times acting as an independent contractor and not as an officer, agent, or employee of County. As an independent contractor, Engineer, and employees of Engineer, will not be within the protection or coverage of County's worker's compensation insurance, nor shall Engineer, and employees of Engineer, be entitled to any current or future benefits provided to employees of County. Further, County shall not be responsible for withholding of social security, federal, and/or state income tax, or unemployment compensation from payments made by County to Engineer. Engineer shall supply all labor, equipment, supplies and materials necessary to complete the required services, at Engineer's sole expense.

14. **PERSONNEL.**

14.1. **Qualified Personnel.** Engineer represents that it has, or shall secure at its own expense, all personnel required in performing the services under the Contract. Such personnel shall not be employees of or have any other contractual relationship with County. All personnel engaged in the work shall be qualified according to the laws of the State of Kansas and the provisions of this Contract.

14.2. **Minimum Wages**. Engineer will comply with the minimum wage and maximum hours provisions of the Federal Fair Labor Standards Act.

14.3. **Employee Conflict of Interest**. Engineer shall establish safeguards to prohibit employees from using their positions for a purpose that is or gives the appearance of being motivated by a desire for private gain for themselves or others, particularly those with whom they have family, business, or other ties.

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

15.1. **Interest of Public Officials and Others.** No officer or employee of Riley County, no member of its governing body, and no other public official who exercises any functions or responsibilities in the review or approval of the undertaking or carrying out of the Contract shall participate in any decision relating to the Contract which affects such person's personal interest or the interest of any corporation, partnership, or association in which such person is directly or indirectly interested; nor shall any officer or employee of Riley County or any member of its governing body or other public official have any interest, direct or indirect, in the Contract or the proceeds thereof.

15.2. **Interest of Engineer.** Engineer covenants that it presently has no interest and shall not acquire any interest, direct or indirect, which would conflict in any manner or degree with the performance of services required to be performed under the Contract.

15.3. **Notice to Bidders.** Requests for proposal or invitations for bid issued by Engineer to implement the Contract will provide notice to prospective bidders that Riley County's conflict of interest provision is applicable and that prospective bidders who develop or draft specifications, requirements, statements of work and/or RFPs for a proposed procurement shall be excluded from bidding or submitting a proposal to compete for the award of such procurement.

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

17. **SUBCONTRACTING.** None of the work or services covered by the Contract shall be subcontracted without the prior written approval of County. All approved subcontracts must conform to all terms set forth in the Contract and the Contractual Provisions Attachment.

18. **RECORDS, REPORTS AND INSPECTION.**

18.1. **Documentation of Costs.** All costs incurred by Engineer for which Engineer purports to be entitled to reimbursement under the express terms of the Contract shall be supported by properly executed payrolls, time records, invoices, contracts or vouchers, or other official documentation evidencing in proper detail the nature and propriety of charges. All checks, payrolls, invoices, contracts, vouchers, orders or other accounting documents pertaining in whole or in part to the Contract shall be clearly identified and readily accessible to both parties to the Contract.

18.2. **Maintenance of Records.** Except as otherwise authorized by County, Engineer shall retain such documentation for a period of three (3) years after receipt of any applicable final expenditure report under the Contract, unless action, including but not limited to litigation or audit resolution proceedings, necessitate maintenance of records beyond this three (3) year period.

18.3. **Reports**. During the term of this contract, Engineer shall furnish to County, in such form, as County may require, such statements, records, reports, data and information as County requests pertaining to matters covered by this contract. Payments to Engineer will be withheld by County if Engineer fails to provide all required reports in a timely and accurate manner, until such time as all reports are furnished to County. Incomplete reports may be considered a breach of this contract.

18.4. **Audit**. Engineer shall provide for an annual independent audit of its financial records which apply to this Contract only and shall provide a copy of said audit to County, if requested.

18.5. **Availability of Records**. Engineer agrees to make any and all of its records, books, papers, documents and data available to County, or the authorized representative of a State agency with statutory oversight authority, for the purpose of assisting in litigation or pending litigation, or making audits, examinations, excerpts, copies and transcriptions at any time during the terms of this contract and for a three (3) year period following final payment under the terms of this contract.

18.6. **Confidentiality**. Both parties will comply with the provisions of State and federal regulations in regard to confidentiality of eligible participant records.

18.7. **Engineer's Purchasing Procedure.** Engineer certifies that it does not practice any form of discrimination based on race, ethnic origin, gender or religion or disability in its purchasing procedures. Engineer agrees to make available a written description of its purchasing procedures if requested by County.

19. **METHOD OF BILLING AND PAYMENT.**

19.1. **Billing Procedures.** Engineer agrees that billings and payments under the Contract shall be processed in accordance with established budgeting, purchasing and accounting procedures of Riley County, Kansas. Subject to the maximum amount of compensation prescribed herein, payment shall be made after receipt of billing, and the amount of payment shall not exceed the maximum amount allowed by the Contract.

19.2. **Support Documentation**. Billing shall be supported with documentation required by County including, but not necessarily limited to, that documentation described in paragraph 18, above.

19.3. **Reimbursement Restrictions**. Payments shall be made to Engineer only for items and services provided to support the Contract purpose when such items and services are specifically authorized by the Contract. County reserves the right to disallow reimbursement for any item or service billed by Engineer if County believes that such item or service was not provided to support the Contract purpose, or was not authorized by the Contract.

19.4. **Pre-disbursement Requirements**. Engineer must provide to County the documentation required pursuant to the Contract prior to any disbursements being made by County to Engineer.

19.5. **Mailing Address**. Payments shall be mailed to Engineer's address as set forth herein.

20. **LICENSES AND PERMITS.** Engineer shall maintain all licenses, permits, certifications, and insurance required by federal, state or local authority for carrying out the Contract. Engineer shall notify County immediately if any required license, permit or insurance is canceled, suspended or is otherwise ineffective. Such cancellation, suspension, or other ineffectiveness may form the basis for immediate revocation or cancellation of the Contract by County, in County's sole discretion.

21. **PUBLIC DOCUMENTS.** It is agreed that the Contract, and all subsequent agreed amendments or addenda thereto are public documents which will be filed with the Riley County Clerk and will be open to public inspection.

22. **LIMITATION OF LIABILITY.** It is agreed that notwithstanding any language in the Contract to the contrary, County waives no defense, immunity or limitation of liability otherwise available to County under the terms of the Kansas Tort Claims Act or other applicable law.

23. **MERGER/SALE/TRANSFER OF ENGINEER ASSETS.** Engineer will notify County in writing at least thirty (30) calendar days in advance of Engineer's merger with any other business entity, or of any sale or other transfer of Engineer's assets to any other business entity. In the event of any such merger, sale or other transfer of Engineer assets, Engineer will reasonably cooperate with County in assuring that provision of all products and services under this Contract are not disrupted before, during and after such merger, sale or other transfer of Engineer assets. After such merger, sale or other transfer of Engineer assets, Engineer will reasonably cooperate with County in providing any documents or information necessary to establish any prior payments made by County to Engineer under this Contract.

24. **LIABILITY INSURANCE.** Engineer agrees to maintain the minimum limits of insurance coverage throughout the term of the agreement, as outlined in the Request for Proposal. Liability insurance coverage with the exception of professional liability, must be considered as primary and not as excess insurance. Engineer shall furnish a certificate evidencing such coverage, with County named as an additional insured, as respects the General Liability which shall be delivered to the Office of the Riley County Counselor for approval. Such certificate shall contain a provision that coverage afforded under the policies will not be canceled until thirty (30) days after County receives notice of such change by registered mail.

25. **REMOVAL OF REPRESENTATIVE.** Should County reasonably object to an individual employed or engaged by Vendor to perform the services hereunder, Vendor agrees to promptly replace that person with an individual approved by County.

26. **MODIFICATION.** This agreement may not be modified except in writing signed by the parties hereto.

27. **SURVIVABILITY.** All terms of this Contractual Provisions Attachment shall survive termination of the Contract.

County

BOARD OF COUNTY
COMMISSIONERS OF
RILEY COUNTY, KANSAS

By:______________________________
Greg McKinley, Chairman

____
Date

Engineer

Schwab Eaton P.A.

By: [signature]
Name: Brad Fagan

6/9/22
Date

ATTEST:

____
Rich Vargo, County Clerk

Approved as to Form

By:______________________________
Clancy Holeman
Riley County Counselor

Date:______________________________

COMMUNITY CORRECTIONS
Budget

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

COMMISSION AGENDA REPORT

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

MEETING: **June 16, 2022**

SUBJECT: **Community Corrections Funding**

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

BACKGROUND

Community Corrections is a County owned, state-funded agency. All employees are Riley County employees with the "newest" supervision officer being here 13 years. Personnel costs at the local level, especially here in Riley County where we are paid extremely well and have amazing benefits, continue to rise on an annual basis. Riley County sets our wages, the State does not.

DISCUSSION

Following 9 years of flat funding, the Governor included additional monies and the legislature approved $2.6 million for the 4th quarter of SGF 2022 and $8.4 million for SGF 2023. In addition, the Governor added 5% or $841,000 for SGF 2023 to aid local community corrections agencies for the purpose of providing a salary increase consistent with the statewide pay increases. Of the $8.4 million plus $841,000 for SGF 2023, Riley County Community Corrections share is $41,912.99 for Juvenile Services and $37,951.31 for Adult Services.

The additional allocation will go a long way toward getting us to the 10.5% market salary adjustment increase Riley County approved, as well as the proposed 2023 placements recommended. K.S.A. 75-52,103 calls for counties to make expenditures for correctional services in an amount equal to or exceeding the amount of base year corrections expenditures.

K.S.A. 75-52,103
Grants; expenditures for correctional services, determined pursuant to 75-52,111; grant reductions; transfer of grant amounts to other counties. (a) Except as provided in K.S.A. 75-5293

and amendments thereto, each grant under this act shall be expended by the county receiving it for correctional services as described in K.S.A. 75-5291 and amendments thereto in addition to the amount required to be expended by such county under this section. Each calendar year in which a county receives grant payments under K.S.A. 75-52,105 and amendments thereto, the county shall make expenditures for correctional services as described in K.S.A. 75-5291 and amendments thereto from any funds other than from grants under this act in an amount equal to or exceeding the amount of base year corrections expenditures as determined by the secretary of corrections under subsection (b).

I believe that in-kind contributions help make up the amount counties contribute to their Community Corrections departments. Community Corrections is extremely grateful of the in-kind contributions Riley County provides annually in the amount of roughly $40,700.00.

Community Corrections did not take COLA's and/or Merit's seven different times in the past twelve years as compared to our County employee peers.

FISCAL IMPACT

$24,455.62 for 2022

$69,194.75 for 2023

RECOMMENDATION(S)

Requesting $24,455.62 for the remainder of 2022 to implement the 10.5% market salary adjustment increase.

IF approved, requesting $69,194.75 for 2023 to implement the 2023 step & grade placements.

POSSIBLE MOTION(S)

Move to approve funding in the amount of $24,455.62 for the remainder of 2022 to implement the 10.5% market salary adjustment increase.

Move to deny

Move to modify

Move to table

No action required.

The Board agreed by consensus to

Enclosures:

- FY23 BOCC Presentation Increased Allocations with Increased Personnel Costs 06132022 (XLSX)

Year	County Step/Merit	RCCC Step/Merit	County COLA	RCCC COLA
2010	1% Payscale Adjustment McGrath Study			
2011	3.09%	3.09%	0.00%	0.00%
2012	3.09%	3.09%	1.50%	1.50%
2013	3.08%	3.08%	1.50%	1.50%
2014	3.10%	3.10%	1.50%	1.50%
2015	3.00%	0.00%	1.40%	1.40%
2016	3.20%	0.00%	1.00%	1.00%
2017	3.07%	3.07%	0.00%	0.00%
2018	3.13%	0.00%	0.80%	0.00%
2019	3.16%	Took 2018 Step (3.13%) but not 2019	1.70%	Took 2018 COLA (.80%) but not 2019 COLA
2020	3.10%	0.00%	1.90%	Took 2019 COLA (1.7%) & 2020 COLA (1.9%)
2021	0.00%	0.00%	No COLA 1st 1/2	2% mid-year COLA

2022	3.12%	3.12%	1.00%	1.00%

Steps Taken to Meet Flat or Reduced Funding
Laid off Risk Reduction Specialist
JISO Assistant Position Vacated
JISO Assistant Position Frozen Open 1 staff member switched to spouse's insurance
JISO Assistant Position removed from org. chart Took over paying Workman's Comp. premiums
Shelly forewent COLA & Merit increases $3,970 Reduced 1 AISO position to 35 hours Reduced 1 JISO position to 30 hours Demoted Juvenile Services Supervisor position to line-staff position
County paid COLA increase for Comm. Corr. Shifted 12% of workload from Adult to Juvenile Services Further reduced JISO position from 30 to 25 hours Continued AISO position @ 35 hours New Admin. Asst. saved predecessor tenure pay
Lost 1 JISO position through attrition Further shifted 3% of workload from Adult to Juvenile Services Took over paying for YCIIP Coordinator from County
Shifted 50% of workload from Adult to Juvenile Services Continued 50% of JISO vacancy through attrition 1 staff member switched to spouse's insurance
Reduced YCIIP Coordinator position to 60% Sold vehicle for $5,000 Used $9,948 from Carryover for Salaries
Laid off 1 Juvenile Services position Used $6,838 from Carryover for Salaries
CARES Act paid for mid-year increase

N/A

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

RILEY COUNTY FIRE DISTRICT #1
Fireworks Display Permit

COMMISSION AGENDA REPORT

FROM: **Russel Stukey**

MEETING: **June 16, 2022**

SUBJECT: **Randolph Fireworks display application**

PRESENTER: **Russel Stukey**

BACKGROUND

Per the Riley County resolution dated 31 July 1978, applications for a "Fireworks Display permit" should be submitted to the county 30 days prior to the display. Approval of the display must be completed at least 10 days prior to the display by the Board of County Commissioners. The application must include information about the display operator, time and date of the display and the need for fire and or police. The application must include proof of $1,000.000 liability insurance.

DISCUSSION

The applicant appears to be complete and this has been an annual event for years.

FISCAL IMPACT

No fiscal impact.

ALTERNATIVES

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

RECOMMENDATION(S)

Staff recommends approval of this annual event.

POSSIBLE MOTION

Move to approve the Fireworks Display Permit for Randolph 2nd of July.

Enclosures:

- Randolph 7.2.2022 fireworks (PDF)

PUBLIC FIREWORKS DISPLAY PERMIT
RILEY COUNTY, KANSAS

DATE OF APPLICATION: 6 - 9 - 22

DATE OF DISPLAY: 7 - 2 - 22

LOCATION OF DISPLAY: 300 Blk N 1st
(ATTACH MAP SHOWING FIRING LOCATION AND EXCLUSION AREA)

NAME OF APPLICANT: Zimmer Bruce L.
(LAST) (FIRST) (MI)

THE NAME OF THE PERSON, FIRM OR CORPORATION DISCHARGING THE FIREWORKS:

(ATTACH COPY OF FIREWORKS DISPLAY OPERATOR LICENSE(S))

NAME OF GROUP VIEWING DISPLAY: ~~Public~~ ~~[illegible]~~ Public

KIND OF FIREWORKS TO BE DISPLAYED: Class B.

ESTIMATED SIZE OF AUDIENCE: ______
NEED FOR POLICE: ✓
NEED FOR FIRE: ✓
NEED FOR EMS: ✓

INSURANCE CARRIER FOR THE DISPLAY: Acord ACE American Insurance Co.
(ATTACH COPY OF PROOF OF INSURANCE. MINIMUM $1,000,000.00 POLICY)

REVIEWED BY: Russell Stuntz
Riley County Fire District #1 Representative

APPROVED THIS ______ DAY OF ______ BY THE BOARD OF COUNTY COMMISSIONERS OF RILEY COUNTY, KANSAS.

CHAIR

MEMBER

MEMBER

ATTEST:

Instructions for filling out Public Fireworks Display Permit Application:

Riley County Regulations require that a permit be obtained before shooting commercial grade (class B) fireworks. As per the Riley County Fireworks Resolution, dated July 31, 1978, this application is required to be submitted 30 days prior to the date of the display. It is further required that Board of County Commissioners approve the permit during a regular meeting, open to the public.

Date of Application – This date should be 30 days prior to the date of the display.

Date of Display – please put the date of when the display will take place.

Location of Display – Please be specific as to the location of the firing area and the required radius of the exclusion area. Attach an aerial photograph showing the location of the firing point(s), how to access the firing point(s), and the exclusion area with the appropriate radius.

Name of the Applicant – this should be a representative of the group that is putting the display on.

Name of the Person, Firm, or Corporation discharging the fireworks – this will be an individual or company that is licensed by the Kansas State Fire Marshal's office to shoot commercial grade fireworks in the State of Kansas. Please attach a copy of the license of the shooter. At the site of the display, the actual license will need to be in the possession of the shooter.

Name of the group viewing the display – general public, private party, community festival, etc...

Kind of fireworks to be displayed – aerial, ground, size, etc...

Estimated size of audience – This will be an estimate of how many people may be in attendance for the fireworks display

Need for Police, Fire, or EMS – This is for the fireworks display only. Anticipated need for police, fire or other governmental services. No permit shall be issued if the location, nature of the fireworks or other relevant factor is such as to create an undue hazard or risk of harm or damage to persons or property. An inspection of the setup may be requested by Riley County Fire District #1.

Insurance carrier for the display- No permit shall be approved unless the applicant furnishes a certificate of public liability insurance for the display in a minimum amount of $1,000,000.00, written by an insurance carrier licensed to do business in Kansas, conditioned as being non-cancelable except by ten (10) days advance written notice to the County Clerk of Riley County, Kansas. In the event of cancellation of the insurance prior to the display the permit shall automatically be revoked and void. Attach proof of this insurance to the permit.

ACORD®

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY) 04/01/2022

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. TH CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICI BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZI REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to t certificate holder in lieu of such endorsement(s).

PRODUCER DSP Insurance Services, Inc. 1900 E. Golf Road, Suite 650 Schaumburg, IL 60173	CONTACT NAME: John Adams PHONE (A/C, No, Ext): 1-800-316-6705 FAX (A/C, No): 847-934-618 E-MAIL ADDRESS: lionsclubs@dspins.com
INSURED Randolph Lions Club Randolph Kansas	

INSURER(S) AFFORDING COVERAGE	NAIC
INSURER A: ACE American Insurance Company	22667
INSURER B:	
INSURER C:	
INSURER D:	
INSURER E:	
INSURER F:	

COVERAGES CERTIFICATE NUMBER: REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERI INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH TH CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERM EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSR	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
A	GENERAL LIABILITY X COMMERCIAL GENERAL LIABILITY CLAIMS-MADE X OCCUR X Agg. Per Named Insured is $2,000,000 GEN'L AGGREGATE LIMIT APPLIES PER: X POLICY / PRO-JECT / LOC			HDOG72484757	09/01/2021	09/01/2022	EACH OCCURRENCE	$ 1,000,000
							DAMAGE TO RENTED PREMISES (Ea occurrence)	$ 1,000,000
							MED EXP (Any one person)	$ 5,000
							PERSONAL & ADV INJURY	$ 1,000,000
							GENERAL AGGREGATE	$ 10,000,000
							PRODUCTS - COMP/OP AGG	$ 2,000,000
								$
A	AUTOMOBILE LIABILITY ANY AUTO ALL OWNED AUTOS / SCHEDULED AUTOS X HIRED AUTOS / X NON-OWNED AUTOS			ISAH25550596	09/01/2021	09/01/2022	COMBINED SINGLE LIMIT (Ea accident)	$ 1,000,000
							BODILY INJURY (Per person)	$
							BODILY INJURY (Per accident)	$
							PROPERTY DAMAGE (Per accident)	$
								$
	UMBRELLA LIAB / OCCUR EXCESS LIAB / CLAIMS-MADE DED / RETENTION $						EACH OCCURRENCE	$
							AGGREGATE	$
								$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY Y/N ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	N/A					WC STATU-TORY LIMITS / OTH-ER	
							E.L. EACH ACCIDENT	$
							E.L. DISEASE - EA EMPLOYEE	$
							E.L. DISEASE - POLICY LIMIT	$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)

Provisions of the policy apply to the named insureds participation in the following activity during the policy period shown above: Randolph KS Independence D Celebration Fireworks Display

The following persons or organizations granting use of real property, including structures thereon are included as Additional Insured(s), but only with respect t General Liability arising out of the use of premises by the insured shown above and not out of the sole negligence of said additional insured.

*** Randolph Pride Organization ***

PROVISIONS OF THE POLICY DO NOT APPLY TO THE SALE OR SERVING OF ALCOHOLIC BEVERAGES

CERTIFICATE HOLDER	CANCELLATION
Bruce Zimmer 14520 Gardiner Rd Randolph Kansas 66554	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFO THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE John C. Adams

KANSAS STATE FIRE MARSHAL

LICENSE #: RLFOR002
ZIMMER BRUCE L
14410 GARDINER RD

RANDOLPH KS 66554

Is Granted This License As: **Fireworks Display Operator**

To perform duties as a Public Fireworks Display Operator as granted by the Kansas Fire Prevention Code and adopted National Standard NFPA 1123, 2006 Edition within the State of Kansas.

As granted under the authority of K.A.R. 22-1-3(x) and other provisions of the Kansas Prevention Code.

This License is valid until 4/8/2023 unless suspended, revoked or refused renewal in accordance with the provisions of KAR 22-1-5.

Effective Date: 4/8/2019

Expiration Date: 4/8/2023

Wally Roberts
Chief of Investigations

LICENSE #: RLFOR002
ZIMMER BRUCE L
14410 GARDINER RD

RANDOLPH KS 66554

Operators must carry this card. Please cut on solid line

State Fire Marshal. State of Kansas

LICENSE #: RLFOR002
As:Fireworks - Public Display Operator

TO: ZIMMER BRUCE L
RANDOLPH KS 66554
ISSUED: 4/8/2019 EXPIRE 4/8/2023

Wally Roberts
~~Chief of Investigations~~

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

COUNTY CLERK & ELECTIONS
Personnel

COMMISSION AGENDA REPORT

FROM: **Michele Reid, Payroll & Benefits Specialist**

MEETING: **June 16, 2022**

SUBJECT: **Sign Paylocity Corporation Subscription Agreement that was approved on June 2nd, 2022.**

PRESENTER: **Michele Reid, Payroll & Benefits Specialist**

POSSIBLE MOTION(S)

Move to approve the signing of the Paylocity Corporation Subscription Agreement that was approved by all Commissioners on June 2nd, 2022

Enclosures:

- Riley County - Paylocity Services Agreement (Subscription Non-Term 27.1)_PCTY FINAL 6.13.22 (PDF)

Paylocity Corporation Subscription Agreement

RILEY COUNTY, ("CLIENT") is requesting Paylocity Corporation ("Paylocity") provide CLIENT with payroll and related services and Paylocity is agreeing to provide such payroll and related services all as set forth in this agreement ("Agreement"). This Agreement encompasses the following General Terms and Conditions as well as the specific Terms and Conditions for any software or services ("Services") utilized by CLIENT, whether included in the initial Quote (as defined below) or subsequent Letter of Intent, and all of which are to be governed by the terms and conditions of this Agreement.

TERMS AND CONDITIONS

FEE STRUCTURE AND PAYMENTS

1. The fees included in the Paylocity Quote for Service ("Quote") will be effective for a period of one year following the CLIENT'S first payroll (the "Initial Term").
2. After the Initial Term, fees are subject to change upon notice to CLIENT for general price increases. CLIENT agrees to allow Paylocity to debit from its account(s) on due date any and all fees due to Paylocity under this Agreement and in the same manner that payroll and tax funds are collected. CLIENT has 180 days from invoice date to dispute invoice amounts.
3. Services commence immediately following the CLIENT'S first payroll processing. CLIENT will be invoiced for Services monthly ("Subscription Term") based on active headcount of the Subscription Term. One- time/implementation fees are non-refundable.
4. CLIENT acknowledges that a) except as specifically described in clause (c) below, fees for Services are due and payable in full each Subscription Term regardless of whether CLIENT accessed and/or used Services during such Subscription Term, (b) with respect to payroll Services in particular, CLIENT will be charged the then current non-activity fee determined by Paylocity from time to time if no payrolls are run during any particular Subscription Term, and (c) there are certain elements of the Service are billed based on actual activity (for example Delivery).

CONFIDENTIALITY AND PROTECTION OF CLIENT DATA

1. Paylocity agrees to keep confidential any confidential information provided by the CLIENT to the same degree it would with respect to its own confidential information. Paylocity will use CLIENT data for delivering Services under this Agreement, operating our business and meeting any legal requirements.
2. Paylocity will maintain adequate security over CLIENT information using commercially reasonable safeguards over the hardware, software, personnel and processes used to support the delivery of payroll and related services to the CLIENT and in compliance with federal, state and local laws governing employee and payee data including California SB1386 and Massachusetts 201 CMR 17.00.
3. CLIENT will maintain adequate security over the hardware, personnel and processes used to access Paylocity's software and services, including usernames and passwords used to access Paylocity's software.
4. Service delivery by Paylocity involves transmissions of data and information over the Internet at a website hosted by Paylocity. Accordingly, CLIENT acknowledges that neither the security of transmissions over the Internet nor of the CLIENT'S hardware used to access the Internet can be guaranteed by Paylocity. Paylocity will use encryption and other industry safeguards to protect such information when being transmitted over the Internet.
5. Paylocity will maintain commercially reasonable storage facilities and procedures (periodic back-up and on-and off-site storage) to protect against the alteration and loss of CLIENT'S data.
6. Without limiting the confidentiality, data protection and intellectual property rights terms set forth in this Agreement, Paylocity has a perpetual right to use aggregated, anonymized, and statistical data ("Aggregated Data") derived from the operation of the Services and Software provided to CLIENT, and nothing herein shall be construed as prohibiting Paylocity from utilizing the Aggregated Data in the provision of its Services or for operating purposes.

RESPONSIBILITIES

1. Paylocity will use due care in processing CLIENT'S work and shall be responsible for correcting errors which are caused by Paylocity equipment, processors, or employees in the course of their work.
2. Paylocity shall be responsible for the payment of any penalties and/or interest due resulting from errors or omissions committed by Paylocity while filing taxes on said CLIENT'S behalf.
3. Paylocity will provide customer support from 6AM to 7:30PM CST daily, excluding weekends and Federal holidays.
4. Paylocity will make available to CLIENT all improvements, enhancements and modifications to its services, methods, and software as they are made generally available by Paylocity to its other clients.
5. CLIENT is solely responsible for the content and accuracy of all data input and then subsequently processed by Paylocity. CLIENT will submit to Paylocity its payroll and other data in a form, at a time and by the method specified by Paylocity. It is the CLIENT'S responsibility to review the processed payroll and other information and to promptly identify any errors. If the data submitted to Paylocity is incorrect, incomplete, or not in proper form, then CLIENT agrees to pay Paylocity's additional charges then in effect for the corrections to said data.
6. PAYLOCITY'S TOTAL LIABILITY UNDER THIS AGREEMENT WILL BE LIMITED TO ACTUAL DAMAGES INCURRED BUT UNDER NO CIRCUMSTANCES, OTHER THAN DEFINED IN PART 2 OF THIS SECTION, FOR PAYLOCITY'S INTELLECTUAL PROPERTY INDEMNIFICATION OBLIGATIONS SET FORTH HEREIN, OR FOR CRIMINAL OR FRAUDULENT ACTS BY PAYLOCITY OR ANY OF ITS EMPLOYEES, EXCEED THE CHARGE FOR SUCH SERVICE DURING THE LAST SIX (6) MONTHS. FURTHER, NOTWITHSTANDING ANYTHING HEREIN TO THE CONTRARY, (a) CLIENT AGREES THAT PAYLOCITY IS NOT RENDERING LEGAL, TAX, ACCOUNTING, OR INVESTMENT ADVICE AND IS NOT RESPONSIBLE FOR CLIENT'S COMPLIANCE WITH FEDERAL,

STATE, OR LOCAL STATUTES, REGULATIONS, OR ORDINANCES, INCLUDING, BUT NOT LIMITED TO, THE FAIR LABOR STANDARDS ACT OR ANY WAGE AND HOUR LAWS, and (b) CLIENT IS SOLELY RESPONSIBLE FOR ANY LIABILITY TO EMPLOYEES FOR FAILURE TO COMPLY WITH FEDERAL, STATE OR LOCAL LAWS. PAYLOCITY SHALL NOT UNDER ANY CIRCUMSTANCES BE LIABLE FOR SPECIAL, INDIRECT, INCIDENTAL, OR CONSEQUENTIAL DAMAGES OR OTHER SIMILAR DAMAGES (INCLUDING LOST PROFITS) EVEN IF PAYLOCITY HAS BEEN ADVISED OF THE POSSIBILITY OF SUCH DAMAGES. Nothing in this Agreement creates or will be understood to create third party beneficiaries. CLIENT understands and agrees that Paylocity has no obligations to third parties, including CLIENT'S employees and any third-party agencies.

7. Except as specifically stated in the Agreement the Services are provided "AS IS" and there are no warranties, expressed or implied, including but not limited to any implied warranties of merchantability or fitness for a particular purpose.

8. Subject to Section 6 above, Paylocity and CLIENT agree to abide by all applicable state, local and federal laws in connection with the Services. CLIENT agrees not to post to any application material that would be considered libelous, unlawful, inappropriate, offensive or disrespectful to others. CLIENT agrees that they are responsible for material posted by CLIENT'S employees.

9. CLIENT will not reverse engineer, disassemble, decompile or otherwise attempt to derive source code, trade secrets, or programming methods from the applications.

10. The provision of Services to CLIENT may require use of or integration with third party software and/or services. To the extent CLIENT requires utilization of any third-party software or services, CLIENT agrees to hold harmless and release Paylocity from any liability from CLIENT'S use or Paylocity's integration with third parties. CLIENT authorizes Paylocity to share any CLIENT data, including CLIENT'S confidential information, as may be required by third parties for the provision of Services. Paylocity is not liable for disclosure of CLIENT Confidential Information by any such third-party, whether intentional or not.

11. The individual signing this Agreement on behalf of CLIENT represents and acknowledges that he or she has the authority to execute this Agreement on behalf of CLIENT and bind CLIENT to this Agreement. CLIENT warrants that it possesses full power and authority to enter into this Agreement and has read and agrees to the terms and conditions set forth in this Agreement. Paylocity will be bound by all the terms and conditions set forth herein.

FUNDING

1. In regard to electronic funds transfers, CLIENT shall comply with and be subject to the Operating Rules of the National Automating Clearing House (NACHA) governing these methods of payment, as such rules shall, from time to time, be in effect among banks that participate in NACHA. CLIENT also acknowledges that, in order to put into effect, the Services which include ACH transactions, CLIENT will be designated as the Originator of the ACH transactions and will be bound by the rules for ACH Originators as adopted from time to time by the NACHA. CLIENT agrees that it has assumed the responsibilities of an Originator under the ACH Rules and acknowledges that entries may not be initiated in violation of the laws of the United States. CLIENT agrees to indemnify and hold each Participating Bank and NACHA harmless from any claim incident to the operation of this plan arising from an act or omission of CLIENT.
2. For payrolls processed with total liabilities of less than $1 million, Paylocity will debit CLIENT'S bank account for all ACH transactions one banking day prior to check date and, as a result, requires all amounts to be available for withdrawal from CLIENT'S account at that time. In the event the total amount of funds is not available one banking day prior to check date, a $100.00 USD fee is to be charged to CLIENT. CLIENT will then have until 2:00 p.m. Central Time on the date of notification to wire transfer these funds to Paylocity's bank account.
3. For payrolls processed with total liabilities of more than $1 million or where CLIENT is not receiving tax services from Paylocity, Paylocity will require a wire transfer of funds one banking day prior to check date.
4. CLIENT'S designated bank account(s) will have sufficient funds to pay CLIENT'S third-party obligations (i.e., employee payroll payments, taxes, agency or other obligations) within the deadlines established by Paylocity in order to satisfy CLIENT'S third-party obligations in their entirety. If CLIENT fails to have sufficient funds to pay such third-party obligations including, without limitation, fees then CLIENT agrees to pay Paylocity for all costs of collection, including reasonable attorney fees, which may be associated with collection of the amounts due. In the event CLIENT fails to adhere to its funding requirements under this Agreement, Paylocity may, at its sole option, terminate this Agreement and withhold any work in progress. This is in addition to any other rights Paylocity may have under this Agreement or under law. To secure the CLIENT'S payment of all charges due under this Agreement, CLIENT grants Paylocity the right to set off with any funds retained by Paylocity for purposes of remitting payments or making payments to CLIENT employees, taxing authorities or other third-party agencies. Paylocity also reserves the right to reverse employee transactions and/or tax payments for which funds have not been received from CLIENT.

OWNERSHIP

Paylocity owns or licenses all rights, title and interest in and to its processes, methods, applications and contents, including the software and documentation, Paylocity's trademarks, and all intellectual property rights in the foregoing (excluding portions of the Service provided by third parties). Software and services are made available only for CLIENT'S internal business purposes and are not transferable; furthermore, any right of use ceases when Paylocity no longer performs its Services for CLIENT.

INDEMNIFICATION

Paylocity shall defend, indemnify and hold CLIENT harmless against any loss, damage or costs (including reasonable attorneys' fees) in connection with claims, demands, suits or proceedings ("Claims") made or brought against CLIENT by a third party alleging the use of the Services as contemplated hereunder infringes a U.S. patent, U.S. copyright or a U.S. trademark of a third party issued as of the Effective Date; provided, however, that CLIENT (a) promptly gives written notice of the Claim to Paylocity; (b) gives Paylocity sole control of the defense and settlement of the Claim, and (c) provides Paylocity with reasonable assistance. Paylocity will not be required to indemnify CLIENT in the event of (i) modification of the Services by CLIENT, (ii) use of the Services in combination with any other product or service not provided by Paylocity, and/or (iii) use of the Services in a manner not otherwise contemplated by this Agreement. If CLIENT is enjoined from using one or more of the Services or Paylocity reasonably believes it will be enjoined, Paylocity will have the right at its sole option to obtain for CLIENT the right to continue use of the Service or to replace or modify the Service so that it is no longer infringing. If neither of the foregoing options is reasonably available to Paylocity then use of the Services may be terminated at Paylocity's option and Paylocity's sole liability will be to refund any prepaid fees for the Services that were to be provided after the effective date of termination. CLIENT is responsible for content of its data. CLIENT shall not upload any data that infringes the rights or causes harm to a third party or violates any law or regulation.

TERMINATION OF SERVICES

1. CLIENT shall notify Paylocity in writing at least thirty (30) days in advance of CLIENT'S intent to terminate this Agreement. If CLIENT terminates this Agreement without providing such thirty (30) days' written notice, Paylocity will assess a termination fee equal to twice the average monthly amount billed CLIENT over the prior twelve (12) months.
2. Paylocity may terminate this Agreement at any time on ninety (90) days' prior written notice to CLIENT.
3. For up to one year following termination of this Agreement, CLIENT data can be accessed for an annual fee of $5 per active employee with a minimum charge of $1,000 payable prior to the date access is provided to CLIENT.

GENERALTERMS

1. This Agreement constitutes the entire Agreement between the parties. No oral or other representations, warranties or agreements have been made in writing and signed by both parties. If any portion of this Agreement is determined to be invalid, illegal or unenforceable, the remainder of the Agreement shall nonetheless remain in full force and effect. In the event a legal dispute is initiated by CLIENT, this Agreement shall be construed according to the laws of the State of Illinois. In the event a legal dispute is initiated by Paylocity, this Agreement shall be construed according to the laws of the State of Kansas.
2. This Agreement may not be assigned by either party to any third parties, other than successors, without the written consent of the other party; furthermore, such consent shall not unreasonably be withheld.
3. Paylocity and CLIENT will not be responsible for failure to provide Services or correct any condition beyond its reasonable control, including but not limited to any acts or omissions by any third party.
4. CLIENT understands that this Agreement may be considered as an application for credit and hereby authorizes Paylocity to review credit of CLIENT including reports from credit bureaus, references, bank account status and other available financial information.
5. If CLIENT adds a Service following execution of this Agreement, CLIENT agrees to be bound by these Terms and Conditions as well as the separate Terms and Conditions of that Service.
6. No action arising under or in connection with this Agreement may be brought by CLIENT or Paylocity more than two (2) years after either party becomes or should reasonably have become aware of the occurrence of events giving rise to the cause of action.
7. CLIENT is responsible for the payment of all sales taxes including those assessed for prior periods relating to the provision of Paylocity's products and services where applicable, except to the extent a valid tax exemption certificate or other valid tax exemption document is provided to Paylocity and allowable by taxing authorities.
8. CLIENT agrees that any and all documents, data and other information provided to it by Paylocity that is either identified as confidential or a reasonable person should understand to be confidential based on the nature of the information and materials and other relevant factors shall be treated as confidential information of Paylocity and not used by CLIENT or shared with any third parties except as specifically permitted herein.

TERMS APPLICABLE FOR CERTAIN SOFTWARE OR SERVICES

The following terms apply to certain types of Services if selected by CLIENT as part of the Quote or Letters of Intent for Services added at any time subsequent to CLIENT'S first payroll.

For payroll related services, as applicable: CLIENT authorizes Paylocity to pay employees designated by CLIENT via Direct Deposit electronic funds transfer, amounts due and payable to them by CLIENT. CLIENT must retain and provide upon request copies of each employee authorization form for two (2) years after they expire. CLIENT authorizes Paylocity to pay employees designated by CLIENT via bank check drawn on a bank account maintained by Paylocity solely for this purpose. Uncashed bank checks outstanding for more than six months will be voided and the cash will be returned to the CLIENT. With regard to any transmittal of funds on behalf of CLIENT in connection with the payroll related services, Paylocity acts as agent for CLIENT in accepting and processing funds. Pursuant to this Agreement, Paylocity provides such payroll related services to and acts on behalf of CLIENT only; Paylocity shall not provide any services directly to CLIENT's employees. CLIENT acknowledges that they are responsible for unclaimed property filings and any other escheatment duties within the respective state(s) or jurisdiction(s) CLIENT conducts business. CLIENT understands and agrees that (a) many banks, including without limitation, the banks that Paylocity uses to provide payroll services hereunder, assess fees to cash employee paychecks, (b) certain state and local laws require employers to either cover any such fees or ensure that employees can cash checks without being assessed a fee, and (c) CLIENT, as employer, remains solely and exclusively liable for ensuring that where required by law, its employees can cash paychecks without incurring a fee and that Paylocity specifically and expressly disclaims such responsibility. CLIENT authorizes Paylocity to perform payroll tax services that include the responsibility for tax deposits and timely filings of Federal, State and Local employment tax returns. Paylocity will serve as a "limited agent" for CLIENT in respect to tax filing, only for purposes of any required agency for deposits and filings with the Internal Revenue Service and/or any state reporting agency. Except as expressly provided in this Agreement, Paylocity is not otherwise an agent of CLIENT, nor is Paylocity in partnership or otherwise affiliated with CLIENT'S business. CLIENT also grants Paylocity limited power of attorney to sign all obligatory and necessary forms to appropriate government channels and banks. CLIENT agrees to execute a "Reporting Agent Authorization" and "FEIN and State Info" in conjunction with using this service and agrees to provide timely information to Paylocity regarding changes in deposit frequencies and state unemployment rates in order for Paylocity to assume liability for any penalties and/or interest.

For time and labor related services as applicable: CLIENT will be billed for the first month in full. To the extent that CLIENT has procured timekeeping equipment during the course of the relationship with Paylocity, CLIENT agrees to return all equipment to Paylocity promptly upon termination of services or Agreement. Any damaged, unreturned or unusable equipment will be the responsibility of the CLIENT. If CLIENT uses any of Paylocity's time and labor related services that include Biometric Data, then CLIENT (i) shall be fully and solely responsible for complying with all applicable laws governing the collection, storage, use, and/or transmission of Biometric Data that CLIENT conducts or facilitates, including but not limited to, developing and complying with CLIENT'S own Biometric Data retention and destruction policies and obtaining written consents from CLIENT'S employees as may be required under applicable laws; (ii) shall be fully and solely responsible for providing a copy of Paylocity's Biometric Information Privacy Policy (which Paylocity shall provide to CLIENT) to CLIENT'S employees for whom Paylocity possesses any Biometric Data related to CLIENT'S use of Paylocity's time and labor related services; and (iii) shall be fully and solely responsible for obtaining written consents (which Paylocity shall provide in a form to CLIENT) from CLIENT'S employees for whom Paylocity may possess any Biometric Data related to CLIENT'S use of Paylocity's time and labor related services. Such consents shall be obtained prior to the collection of any Biometric data and must explicitly be for the benefit of the CLIENT, Paylocity and/or Paylocity's authorized licensors or vendors. CLIENT shall also be fully and solely responsible for complying with all applicable privacy laws and obtaining any required consents in connection with any Personal Information, including without limitation information about COVID symptoms and exposure, that is collected, stored, used or transmitted in the course of CLIENT using any of Paylocity's time and labor related services. "Personal Information" includes any information that relates to, describes, is reasonably capable of being associated with, or could reasonably be linked, directly or indirectly, to an individual. CLIENT shall indemnify, defend and hold harmless Paylocity and its officers, directors, employees, affiliates, agents, and contractors, from and against any third-party claims, demands, suits, judgments, costs, expenses, losses and liabilities, including, without limitation, reasonable attorneys' fees (collectively, "Claims"), to the extent any Claims arise out of or relate to CLIENT'S noncompliance, or Paylocity's noncompliance to the extent Paylocity's noncompliance arises out of an act or omission by the CLIENT, with any laws related to Biometric Data or Personal Information for any services related to this Agreement. Paylocity reserves the right to select its own legal counsel for any such Claims.
"Biometric Data" includes "biometric identifiers" and "biometric information" as defined in the Illinois Biometric Information Privacy Act, 740 ILCS § 14/1, et seq. "Biometric identifier" means a retina or iris scan, fingerprint, voiceprint, or scan of hand or face geometry. "Biometric information" means any information, regardless of how it is captured, converted, stored, or shared, based on an individual's biometric identifier used to identify an individual. "Biometric Data" also includes any similar state or local law definitions related to any biological characteristics of a person, or information based upon such a characteristic.
Paylocity shall not (x) sell, lease or trade any Biometric Data that it receives from CLIENT, (y) retain, use, or disclose any Biometric Data that it receives from CLIENT for any purpose other than for the specific purpose of performing the services specified in this Agreement, or (z) retain, use, or disclose any Biometric Data that Paylocity receives from CLIENT outside of the direct business relationship between Paylocity and CLIENT.

For Affordable Care Act compliance services as applicable: CLIENT authorizes Paylocity to file forms 1095c and 1094c based on data entered by CLIENT including employee classifications, status and any other relevant data. Paylocity will serve as a "limited agent" for CLIENT in respect to information return filing with the Internal Revenue Service. Except as expressly provided in this Agreement, Paylocity is not otherwise an agent of CLIENT, nor is Paylocity in partnership or otherwise affiliated with CLIENT'S business. CLIENT also grants Paylocity limited power of attorney to sign all obligatory and necessary forms to appropriate government channels. CLIENT agrees to execute a "Reporting Agent Authorization" in conjunction with using this service, the same Form 8655 used for Tax Filing clients is sufficient for ACA Reporting. CLIENT agrees to provide timely information to Paylocity regarding any changes in legal name or FEIN.

For ASO/HR Edge services as applicable: These services are designed to provide general information to employers regarding human resources situations commonly encountered. These services include verbal and written information and guidance on a wide variety of human resources related topics, however Paylocity's services exclude legal representation, legal advice, tax advice, international issues, insurance carrier and insurance policy matters, including but not limited to carrier claims resolution, claims audits, open enrollment materials, benefit summaries, pricing negotiation and specific plan information pertaining to an insurance policy, paperwork (completing and processing forms) and administration (hiring, recruiting, interviews, terminations, disciplinary actions, drafting or writing of custom documents (handbooks, offer letters, separation agreements, compensation plans, provided we will provide templates and samples (if available), and answer questions and offer advice on what should be included in these documents, and interpretation of legal or regulatory rules. We will make every attempt to provide information, including links to the statute or law, links to governmental regulatory agencies, and any other information we may have available about the topic, but we will not interpret legal rules or give advice on the law.

For employment and income verification services as applicable: As part of its services and at no additional cost to CLIENT and CLIENT' employees, Paylocity, through its Vendor will provide a Fair Credit Reporting Act employment and income verification service for CLIENT' employees who have authorized a third-party verifier to obtain employment and income verification from the employee's employe ("Verification Service"). CLIENT may opt out of the Verification Service by having a Company Administrator (i.e., a contact made know to Paylocity as a representative authorized to make policy changes on behalf of CLIENT) contact Paylocity a employmentverification@paylocity.com and indicating the EIN(s) that CLIENT wishes to opt-out of the Verification Service. Unless CLIEN has opted out of the Verification Service, CLIENT authorizes Paylocity to transmit to Vendor employment and income verificatio information sufficient for Vendor to identify the employees who are eligible to receive the Verification Service. CLIENT certifies that it ha read the Notice to Furnishers provided to CLIENT at the following URL: https://www.consumer.ftc.gov/articles/pdf-0092-notice-tc furnishers.pdf. CLIENT understands its obligations as a data furnisher set forth in such notice and under FCRA which include dutie regarding data accuracy and investigation of disputes, and certifies it will comply with all such obligations. If an employee disputes th accuracy of the data provided, CLIENT agrees to provide reasonable assistance to Paylocity to resolve the dispute. CLIENT acknowledge that Vendor is solely liable for the services it provides, and that Paylocity is not responsible for the acts or omissions of Vendor, includin without limitation, any acts or omissions related to the security or confidentiality of any CLIENT information on Vendor's systems and/c servers. CLIENT agrees and acknowledges that, by offering the Verification Service, Paylocity is not intending to provide, and its action should not be construed as providing, legal or financial advice and that Paylocity is not acting in a fiduciary capacity on behalf of CLIEN and/or CLIENT's employees. Nothing in this provision creates any rights under this Agreement to any employee. There are no person(s intended as third-party beneficiaries of this Agreement; and no person or entity (other than CLIENT or Paylocity) will have any right t enforce any part of this Agreement.

Client Name Riley County

Authorized Officer's Name Greg McKinley Title County Chairman
Print

Authorized Officer's Signature__________ Date__________

ATTEST: ______________________
Rich Vargo
Riley County Clerk

Board of Riley County Commissioners
Regular Meeting
TENTATIVE Agenda
June 23, 2022

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

Cindy Kabriel
785-565-6200

Commission Chambers **8:30 AM**

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

8:30 AM **Call to Order**

Pledge of Allegiance

Public Comment

Commission Comments

Business Meeting

Review Minutes

Review Tentative Agenda

Press Conference Topics

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

1. Staff update

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

2. Administrative Work Session

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

3. Staff update

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

4. Staff update

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

5. PIO update

10:20 AM **Clancy Holeman, Counselor/Director of Administrative Services**

6. Executive session to discuss a performance matter involving non-elected personnel

Adjournment

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

Board of Riley County Commissioners
Regular Meeting
TENTATIVE Agenda
June 27, 2022

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

Cindy Kabriel
785-565-6200

Commission Chambers **8:30 AM**

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

8:30 AM **Call to Order**

Pledge of Allegiance

Public Comment

Commission Comments

Business Meeting

Review Minutes

Review Tentative Agenda

Press Conference Topics

9:00 AM **Elizabeth Ward, Human Resource Manager and David Adams, EMS/Ambulance Director**

1. EMS staffing restructure

9:30 AM **Press Conference**

2. Presentation of retirement plaque to Doug Byarlay - Greg McKinley (3 minutes)
3. Presentation of retirement plaque to Gilbert Terrell - Greg McKinley (3 minutes)

10:00 AM **Vickie James, Food and Farm Council Coordinator**

4. Amended Resolution for the Master Food Plan

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

5. Administrative Work Session

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

6. Memo from RCPB regarding annual review of the Comprehensive Plan

10:40 AM **Darell Edie, Budget and Finance Officer**

7. 2023 RCPD, CIP, Eco Devo, Insurance, General-General, Bond & Interest, and Commissioners Budget Requests

12:00 PM **Intergovernmental Luncheon**

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.

RILEY COUNTY

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

COUNTY CLERK & ELECTIONS
Budget

MEMORANDUM

FROM: **Darell Edie**

MEETING: **June 16, 2022**

SUBJECT: **2023 Coroner, Juvenile Detention, Special Alcohol, and War Memorial Budget Requests**

PRESENTER: **Darell Edie, Budget and Finance Officer**

Enclosures:
- Budget and Financial Officer Presentation (PDF)

Riley County, Kansas
2023 Budget
Coroner Department
001-011

	EXPENDITURES CONTRACTUAL SERVICES	2021 ACTUAL	2022 BUDGET	2023 BUDGET
2330	Transportation Services	$ 15,787	$ 15,000	$ 20,000
2650	Physician Fees	92,343	90,000	95,000
2990	Other Contract Services	-	2,000	2,000
	TOTAL CONTRACTUAL SERVICES	**$ 108,130**	**$ 107,000**	**$ 117,000**
	TOTAL EXPENDITURES	**$ 108,130**	**$ 107,000**	**$ 117,000**

Riley County, Kansas
2023 Budget
Juvenile Detention Department
001-015

		2021	2022	2023
	EXPENDITURES			
	CONTRACTUAL SERVICES	**ACTUAL**	**BUDGET**	**BUDGET**
2320	Juvenile Detention Operations	$ 83,601	$ 95,000	$ 101,650
	TOTAL CONTRACTUAL SERVICES	**$ 83,601**	**$ 95,000**	**$ 101,650**
	TOTAL EXPENDITURES	**$ 83,601**	**$ 95,000**	**$ 101,650**

Riley County, Kansas
2023 Budget
Juvenile Supervision Fees Department
001-043

		2021	2022	2023
		ACTUAL	**BUDGET**	**BUDGET**
	BEGINNING CASH BALANCE	**$ 1,592**	**$ 1,018**	**$ 1,318**
	REVENUE			
608	Juvenile Supervision Fees	$ 500	$ 300	$ 500
	TOTAL REVENUE	**$ 500**	**$ 300**	**$ 500**
	TOTAL RESOURCES AVAILABLE	**$ 2,092**	**$ 1,318**	**$ 1,818**
	EXPENDITURES			
	CONTRACTUAL SERVICES			
2335	Electronic Monitoring	$ -	$ 1,318	$ 1,500
	TOTAL CONTRACTUAL SERVICES	**$ -**	**$ 1,318**	**$ 1,500**
	TOTAL EXPENDITURES	**$ -**	**$ 1,318**	**$ 1,500**

Adopted Budget Special Alcohol Programs Fund - 132	2019 ACTUAL	2020 ACTUAL	2021 ACTUAL	2022 BUDGET	2023 BUDGET
Unencumbered Cash Balance, Jan 1	7,380	5,461	3,763	2,957	4,890
Local Alcoholic Liquor Tax	3,881	2,952	3,232	1,906	2,993
Total Receipts	3,881	2,952	3,232	1,906	2,993
Resources Available:	11,261	8,413	6,995	4,863	7,883
Expenditures:					
Contractual Services	5,800	4,650	2,500	4,863	7,883
Total Expenditures	5,800	4,650	2,500	4,863	7,883
Unencumbered Cash Balance, Dec 31	5,461	3,763	4,495	0	0

Adopted Budget War Memorial Fund - 112	2019 ACTUAL	2020 ACTUAL	2021 ACTUAL	2022 BUDGET	2023 BUDGET
Unencumbered Cash Balance, Jan 1	9,980	10,175	10,700	11,000	11,120
Revenues:					
Donations	1,575	825	750	800	1,380
Total Receipts	1,575	825	750	800	1,380
Resources Available:	11,555	11,000	11,450	11,800	12,500
Expenditures:					
Contractual Services	1,380	300	1,080	11,800	12,500
Total Expenditures	1,380	300	1,080	11,800	12,500
Unencumbered Cash Balance, Dec 31	10,175	10,700	10,370	0	0

RILEY COUNTY

EXTENSION
Staff Update

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

STAFF REPORT

FROM: **Gary Fike, County Extension Director**

MEETING: **June 16, 2022**

SUBJECT: **Final Report for VITA and Update on Citizenship Washington Focus (4-H)**

PRESENTER: **Gary Fike and John Jobe**

Gary Fike, County Extension Director, will update the BOCC on the final numbers and impact for the Volunteer Income Tax Assistance program. John Jobe, Riley County 4-H Agent, will give a brief update on the Citizenship Washington Focus trip coming up in late June through early July.

Enclosures:

- June 16 BOCC on VITA (PPTX)

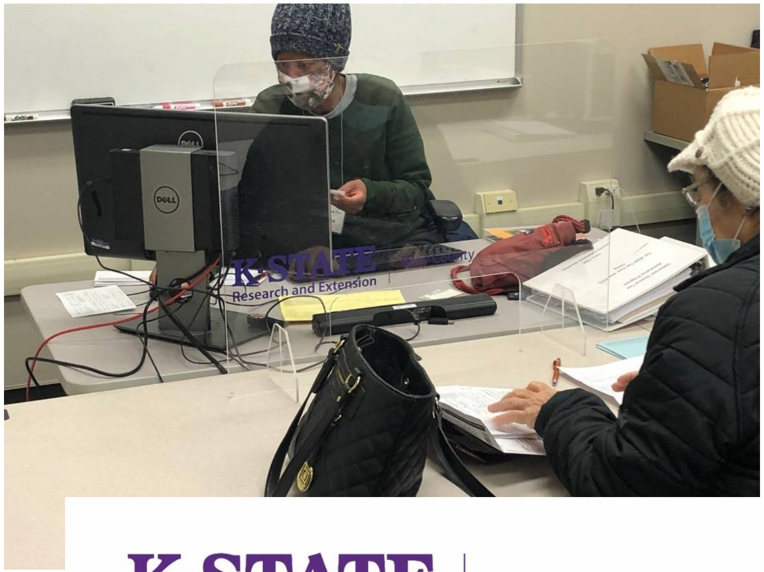
Riley County K-State Research and Extension: VITA Report for Riley County BOCC

GARY D. FIKE
RILEY COUNTY EXTENSION DIRECTOR
JUNE 16, 2022

K-STATE Research and Extension | Riley County

Thank YOU!

- Konza United Way, the Caroline Peine Charitable Foundation and K-State Credit Union for partial funding of this program in 2022!
- Manhattan Public Library for the space, efforts, and equipment!
- Sue Simmons as co-site coordinator!
- Preparers logged 2,003.65 hours of service!
- Volunteers rewarded with a lunch, gift cards, picture to the newspaper



K·STATE Research and Extension | Riley County

Volunteer Income Tax Assistance (VITA)

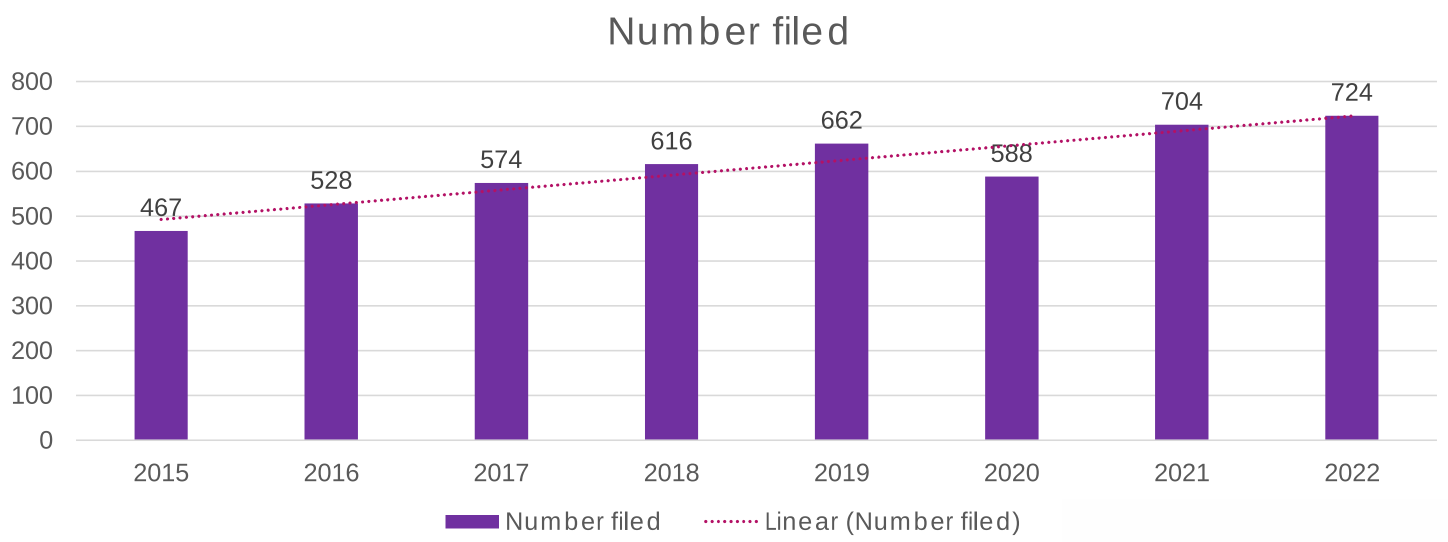
- Seventeenth year
- Coordinated by the Riley County K-State Research and Extension Service
- Site coordinator and extension personnel must be trained
- Volunteer tax preparers utilized (13 this year)
- Only for those making less than $72,000 per year and do not itemize

VITA Overview

- 712 submitted electronically and accepted by the IRS, 12 paper returns for 724 total!
- 2,000 volunteer hours; 414 hours by paid staff in preparation time.
- $ 1,338,271 in refunds, stimulus, EIC total; $ 140,000 in preparation savings = $ 1.48 MILLION in total impact!!!
- 478 singles, 131 MFJ, 11 MFS, 100 HOH
- Average AGI: $ 27,243
- 123 were handicapped = 17.2%
- 82 were veterans = 11.2%
- 34.8% were minorities

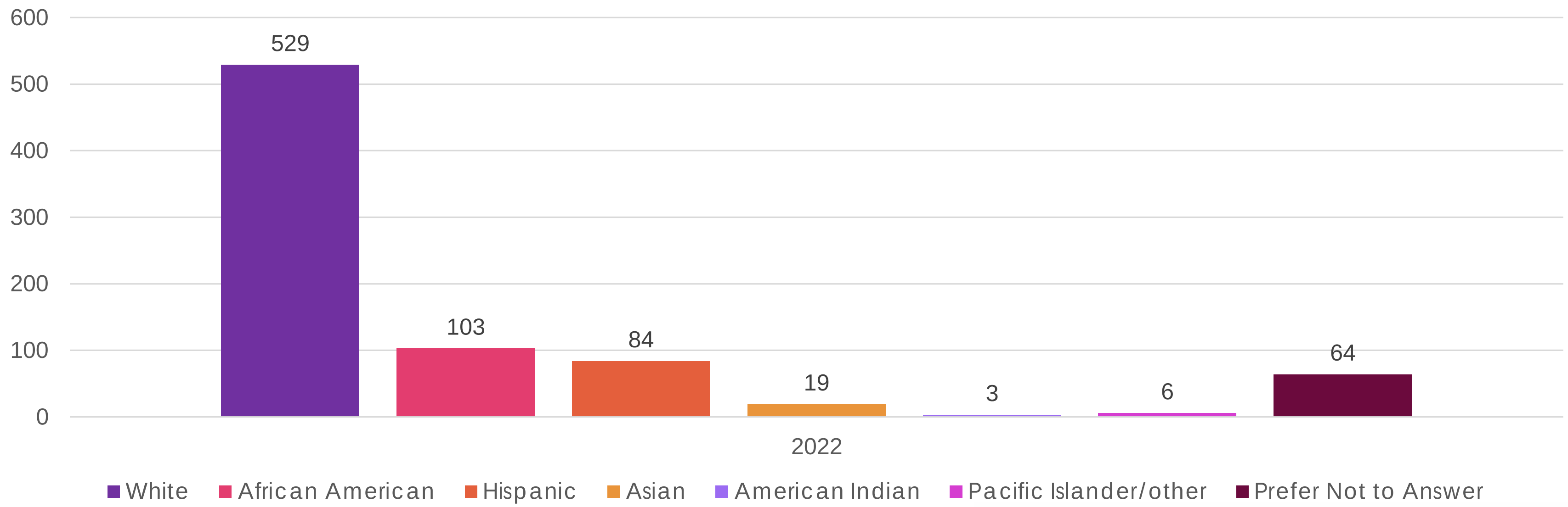
K·STATE Research and Extension | Riley County

Number of Returns Filed by Year



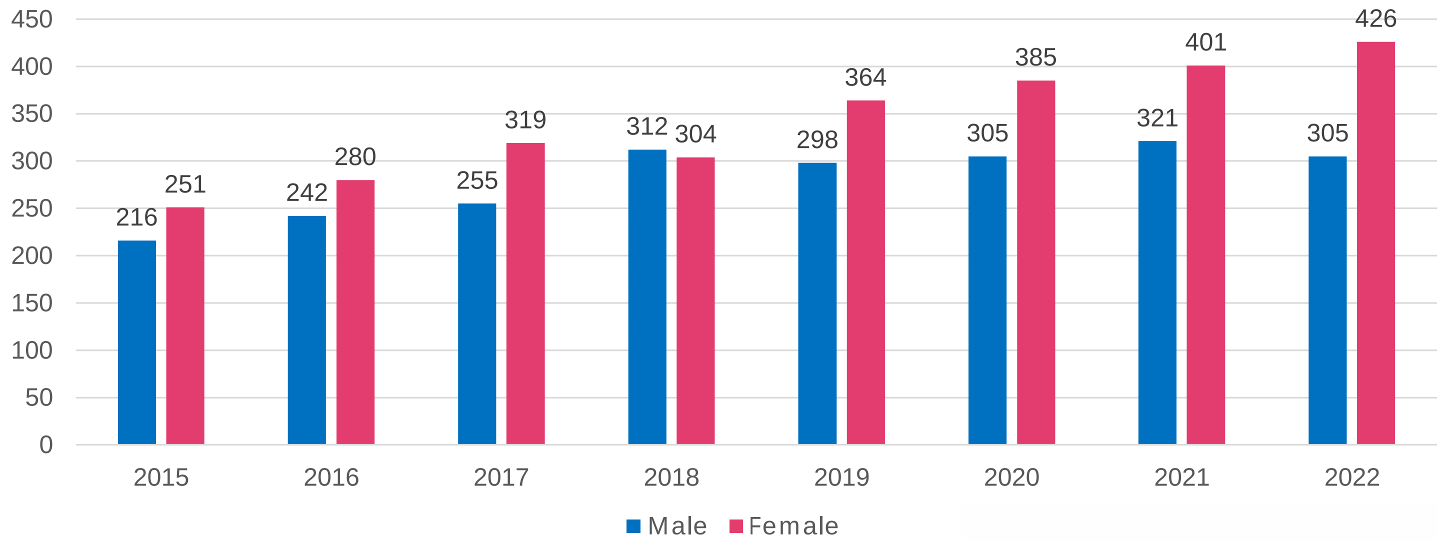
K·STATE Research and Extension | Riley County

Clients Served by Race/Ethnicity



K-STATE Research and Extension | Riley County

Clients Served by Gender (by tax year)



K·STATE Research and Extension | Riley County

Comments from clients

- Having this service gives me peace of mind, knowing my taxes are being prepared correctly. The one time I paid a tax service, it was obvious the preparer was uneducated and a very poor preparer. Thank you for providing this service!
- With all the new changes to filing taxes this program gives me peace of mind that otherwise would stress me out. It gives me a double check also. The service is great and greatly needed. As I get older it is needed as I stated above. Thank you and please keep this service available!
- I have incredible anxiety about filing taxes. .....I know I could not afford to have my taxes prepared by a paid service; I am so grateful that the volunteers do this service for low- income people like myself. Lastly, every time I have used this service, I have been treated kindly, respectfully, and friendly. Thank you so much.
- Our experience with this program from start to finish was fantastic. From the first greeting over the phone, to the whole process of filing, it was actually enjoyable. We worked with Sue and Gary, who were amazing!
- Retirement left us with so many tax questions we decided to ask for help and the tax assistance program was exactly what we needed. The volunteers were so friendly and helpful. I will try this next year if its available.

K·STATE Research and Extension | Riley County

Summary of VITA Impact in 2022

- 724 returns filed: largest number in 17 years
- 2,000 volunteer hours; 13 volunteers; 414 hours by paid staff
- $ 1,338,271 in refunds (95% deposited in county financial institutions) RECORD
- $ 140,000 in tax preparation fees RECORD
- Community collaboration: Manhattan Public Library; Caroline Peine Foundation; Konza United Way; K-State Credit Union
- Client average Adjusted Gross Income: $ 27,743
- 17.2% were handicapped
- 11.2% were veterans
- 34.8% were minorities

Questions?

K·STATE Research and Extension | Riley County

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

COUNTY CLERK & ELECTIONS
Budget

MEMORANDUM

FROM: **Katharine Hensler**

MEETING: **June 16, 2022**

SUBJECT: **2023 Riley County Historical Museum Budget Request**

PRESENTER: **Katharine Hensler, Museum Director**

Enclosures:

- Museum Budget Narrative 2023 (DOC)
- 2023 Budget Book copy (XLSX)

RILEY COUNTY HISTORICAL MUSEUM

BUDGET NARRATIVE 2023

PERSONNEL

Full Time Staff (exempt, benefits eligible): Director, Curator of Archives/Library, Curator of Collections, Curator of Design.

Part Time/As Needed Staff (non-exempt, not benefits eligible): Weekend Museum Assistant (14 hours per week, 728 hours per year), As Needed Museum Assistants (a pool of 5 staff, 416 hours total per year.)

Total 2023 Personnel cost = $480,541 (salaries = $322,223; benefits = $127,278; COLA = $31,040)

2022 Personnel cost = $439,259

Step increase, cost of living increase approved by the Commission in June 2022, and potential health insurance or other benefits increase are reflected in the 2023 personnel budget request.

CONTRACTURAL SERVICES

2010 Postage/Freight/Shipping – **$850.00.** 8 rolls forever stamps, 100 count/roll (.60) @ $60.00 = $480.00; postcard stamps: 8 rolls postcard stamps, 100 count/roll (.44) @$44.00 = $352.00. Total = $832.00; Rounded up to $850.

This is a $32.00 increase, due to increase in postage cost.

2030 Cell Phone Service- **$800.00.** Estimate will fund 2 salaried museum staff with a basic usage cell phone stipend and allow for intermittent use reimbursement for the other 2 salaried staff as needed.

2060 Moving Office Equipment- **$200.00.** Estimate for moving for items.

2080 Printing/Duplication Services- **$125.00.** Educational bookmarks, exhibit printing, other printing: Total = $125

2110 Advertising and Legal Publications- **$2,000.00.** Estimate $2,000 cost if advertising for professional position (2012 advertising cost for Curator of Design position was $2,744.41, 2018 Curator of Collections $1,536.) If not needed to advertise for professional position, to be used for promotion of the Museum.

2260 Fire/Security Services- **$350.00.** Monitoring fee for Museum security system. Total estimate of $350.00 (estimate $275 contract, plus $75.00 repairs.).

2410 Repair and Maintain Office Equipment- **$700.00.** Estimate of copy machine maintenance fee based on copy machine 2019 cost = $666.34, 2020 was $431, reduced due to pandemic. 2021 is $401 due to unique circumstances. 2022 budget = $700.

2420 Repair and Maintain Other Equipment-**$100.00.** Fire extinguisher maintenance cost in 2019= $82.00, 2020= 38.00, 2021 = $403. Estimate $100.00 to cover fire extinguisher checks and possible other incidentals.

2430 Comp Software Main/Sup Museum- **$1470.00.** Estimate for Past Perfect support 2021= $432; Photoshop fee 2021 = $404; 2021 Splashtop fee = $450; PDF Xchange Editor (3 licenses/2 year subscription) = $184. total $1470.00.

Increase of $620 to cover the cost of Splashtop and a PDF editing program.

2480 Repair and Maintain Buildings and Grounds- **$350.00**. Includes accommodations for minor repairs and dumpster rental for cleaning out Museum's break room, storage space, and exhibit fabrication workroom.

Increase of $250 from 2022 budget.

2510 Mileage/Tolls/Parking/Rental- **$500.00.**

In State – estimate (mileage to Kansas Museums Association, Freedom's Frontier National Heritage Area meetings, and other training); Out of state (Mountain Plains Museum Association) = $500.00. 2019= $381, 2020= $123, 2021 = $96. 2022 budget = $500. 2023 request remains the same at $500. This would allow staff the opportunity to attend conferences/trainings both within and outside of Kansas.

2520 Lodging **$960.00.**

In State – Kansas Museums Association estimate 2 rooms x 2 nights @$120 = $480, Out of State – Mountain Plains Museum Association - 2 additional training nights for 2 rooms @ $120 = $480. Total = $960

Increase of $240 from 2022 budget due to the additional MPMA conference.

2550 Dues and Memberships **$1,500.00.** In 2022 AASLH= 155.00; AAM= 575.00, MPMA = 200.00, KMA = 150.00, MAC= 100.00, TIAK = 150.00, KC Archivists 30.00 = Total $1,360.00. Rounded up to $1,500 to prepare for potential dues increase.

Increase of $140 from 2022 budget.

2560 Training and Registrations **$1,900.00.**

In State- Estimate based on 4 registrations/workshop (KMA) @$265.00 = $1060.00; Additional training (in and out of state) $100.00 x 4 = $400.00. Total = $1,860.00. Rounded up to $1,900 in the event that registration fees vary from 2022.

Increase of $40 from 2022 budget.

2023 CONTRACTURAL SERVICES is an increase of $1360.00 of the 2022 budget.

COMMODITIES

3010 Office Supplies **$800.00.** General office supplies.

3032 Supplies- Printer **$800.00.** Estimate based printer # 1 (C) $370.00, #2 (Front) 350.00 #3 and #4 (B and C) $80.00 = $800.00. Based upon the age of the main office printer, we may need to enter into a new contract for a newer piece of equipment. This increase allows for the transition, if needed.

Increase of $70 from 2022 budget.

3990 Other Supplies and Materials **$3,800.00** light bulbs, conservation supplies, education and exhibit material. Actual 2019= $3,719, 2020= $5044, 2021 = 2,695; 2022 budget = $2,100. The 2023 proposal includes the fabrication and installation of new exhibit in the temp gallery = $850; metal storage shelves to assist in organization and storage of the permanent collection = $250; archival/conservation supplies = $1,580; education supplies = $600; other = $520.

This is a $1700.00 increase from 2022 budget.

The 2023 COMMODITIES request has increased by $1,770 from the 2022 budget.

CAPITAL OUTLAY

4050 Technology Hardware **$0.**

This is a reduction of $725.00 from 2022 budget.

4051 Technology Hardware- $0

This is a reduction of $415 from the 2022 budget.

The total 2023 CAPITAL OUTLAY request is a reduction of $1,140 from the 2022 budget.

The 2023 budget request for Contractual Services, Commodities, and Capital Outlay is an increase of $1,990 over the 2022 budget.

Riley County, Kansas
2023 Budget
Museum Department
001-017

	PERSONNEL Position Title - Full Time	2021 ACTUAL	2022 BUDGET	2023 BUDGET
	Director	1.00	1.00	1.00
	Curator Archivist & Librarian	1.00	1.00	1.00
	Curator of Design	1.00	1.00	1.00
	Curator of Collections	1.00	1.00	1.00
	Sub-Total	**4.00**	**4.00**	**4.00**
	Part-Time/Seasonal/Temporary			
	Weekend Museum Assistant	1.00	1.00	1.00
	As-Needed Museum Assistant	5.00	5.00	5.00
	Sub-Total	**6.00**	**6.00**	**6.00**
	TOTAL NUMBER OF EMPLOYEES	**10.00**	**10.00**	**10.00**
	EXPENDITURES			
	PERSONNEL SERVICES			
1001	Salaries (Full Time)	$ 261,658	$ 312,395	$ 303,092
1003	Seasonal/Temporary/Part Time	27,010	4,668	19,131
1005	Overtime	961	-	-
1504	FICA	21,804	24,255	24,650
1506	Health Insurance	31,345	68,258	70,406
1508	KPERS Retirement	25,021	29,365	31,900
1510	State Unemployment Tax	289	318	322
	TOTAL PERSONNEL SERVICES	**$ 368,087**	**$ 439,259**	**$ 449,501**
	CONTRACTUAL SERVICES			
2010	Postage/Freight/Shipping	$ -	$ 800	$ 850
2030	Cellular Phone Services	585	780	800
2060	Moving Office Equipment	-	200	200
2080	Printing/Duplication Services	-	125	125
2110	Advertising & Legal Publications	670	2,000	2,000
2260	Fire/Security Services	-	350	350
2410	Repair/Maintain Office Equipment	401	700	700
2420	Repair/Maintain Other Equipment	403	100	100
2430	Computer Software Maintenance/Support	1,114	850	1,470
2480	Repair/Maintain Buildings & Grounds	-	100	350
2510	Mileage/Tolls/Parking/Rental	96	500	500
2520	Lodging	420	720	960
2550	Dues & Memberships	1,515	1,360	1,500
2560	Training & Registrations	805	1,860	1,900

	TOTAL CONTRACTUAL SERVICES	**$ 6,007**	**$ 10,445**	**$ 11,805**
	COMMODITIES			
3010	Office Supplies	$ 522	$ 800	$ 800
3032	Supplies-Printers	-	730	800
3990	Other Supplies/Materials	2,695	2,100	3,800
	TOTAL COMMODITIES	**$ 3,217**	**$ 3,630**	**$ 5,400**
	CAPITAL OUTLAY			
4050	Technology Hardware	$ -	$ 725	$ -
4051	Technology Hardware-Notebook	-	415	-
	TOTAL CAPITAL OUTLAY	**$ -**	**$ 1,140**	**$ -**
	TOTAL OPERATING EXPENDITURES	**$ 377,312**	**$ 453,334**	**$ 466,706**
	TOTAL EXPENDITURES LESS PERSONNEL	**$ 9,224**	**$ 15,215**	**$ 17,205**
	TOTAL EXPENDITURES	**$ 377,312**	**$ 454,474**	**$ 466,706**

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

COUNTY CLERK & ELECTIONS
Budget

MEMORANDUM

FROM: **Mike Kearns**

MEETING: **June 16, 2022**

SUBJECT: **2023 Flint Hills Veterans Coalition Appropriation Request**

PRESENTER: **Mike Kearns, Flint Hills Veterans Coalition**

Enclosures:

- 2023 Flint Hills Veterans Coalition (PDF)

2023 Budget Request of $1015.00
For
Flint Hills Veterans Coalition

Mission Statement/Entity Description: Please see attached document.

Sources of Funding: Varies from year to year. Constants are-- Riley County, City of Manhattan, Junction City Disabled American Veterans, KSU Veterans Affairs, Knights of Columbus 4th Degree, Ultra Ice Corp, Greater Manhattan Community Foundation, Jack Goldstein Trust, Don Parish Trust.

Use of Requested Funds: Porta Potties $675.00; Sound System for indoor ceremony $300.00; postage $40.00.

Goals For 2023: Put On The Finest Veterans Day Activities In The State Of Kansas.

Thank you for your past support. We hope we can count on you for 2023.

Michael B. Kearns

Michael B. Kearns
Chair Fund Raising
Flint Hills Veterans Coalition
April 21, 2022

Flint Hills Veterans Coalition

THE FLINT HILLS VETERANS COALITION Inc. IS A 501(C)19 NONPROFIT ORGANIZATION LOCATED IN MANHATTAN, KANSAS. IT WAS ORGANIZED IN 1993 BY WW II VETERANS IN ORDER TO FOSTER PATRIOTISM, PROMOTE VETERANS DAY ACTIVITIES AND HONOR VETERANS. OVER THE YEARS, IT HAS ALWAYS DONE SO.

IN FURTHERANCE OF THESE GOALS THE COALITION ENGAGES IN MANY ACTIVITIES SUCH AS THE FOLLOWING WHICH IS NOT AN INCLUSIVE LIST OF SUCH ACTIVITIES:

ORGANIZES ONE OF THE LARGEST VETERANS DAY PARADE AND CELEBRATIONS IN KANSAS. OVER 2000 REGIONAL GRADE SCHOOL CHILDREN PARTICIPATE AND EACH RECEIVES A PATRIOTIC MEMENTO OF PARTICIPATION. FORT RILEY IS A LARGE PARTICIPANT. KSU ROTC CADETS AND CADRE MARSHAL THE PARADE.

PROVIDE COFFEE AND DOUGHNUTS AT PARADE MARSHALING AND REVIEWING STAND AREAS.

ORGANIZE A VETERANS DAY BREAKFAST FOR VETERANS AND THE GENERAL PUBLIC. IT IS FREE OF CHARGE TO VETERANS.

PROVIDE FLAGS TO PARTICIPANTS AND SPECTATORS OF PARADE. OVER 2000.

PROVIDE PHOTO DISPLAYS OF THE VARIOUS CONFLICTS INVOLVING AMERICA.

VISIT AREA SCHOOLS, WHEN ASKED, TO SPEAK ABOUT MILITARY SERVICE.

PROVIDE $3000.00 IN SCHOLARSHIPS A YEAR TO KSU, MATC, AND MCC STUDENT VETERANS. BASED ON THE NEED WE HAVE SEEN WE WOULD LIKE TO INCREASE THE SCHOLARSHIPS.

HELP DEFRAY THE COST OF SENDING VETERANS TO WASHINGTON, D.C. THRU LOCAL AND STATE HONOR FLIGHT PROGRAMS. ASSIST VETERANS THRU HABITAT FOR HUMANITY.

WE NEED YOUR FINANCIAL SUPPORT. PLEASE ASSIST US IN OUR EFFORTS TO HONOR AND HELP VETERANS.

THANK YOU FOR YOUR CONSIDERATION OF OUR REQUEST AND ANY ASSISTANCE YOU CAN GIVE US. CHECKS SHOULD BE MADE PAYABLE TO: FLINT HILLS VETERANS COALITION Inc. AND SENT TO:

FLINT HILLS VETERANS COALITION Inc.
P.O. BOX 424
MANHATTAN, KS 66505.

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

COUNTY CLERK & ELECTIONS
Budget

MEMORANDUM

FROM: **Anne Smith**

MEETING: **June 16, 2022**

SUBJECT: **2023 aTa Bus Appropriation Request**

PRESENTER: **Anne Smith, aTa Bus Director**

Enclosures:

- 2023 Riley County Appropriation Request (PDF)
- FY21 FHATA, Inc. Audit Report (PDF)
- FY2021 FHATA Board Audit Report (PDF)

Flint Hills Area Transportation Agency

2023 Riley County Appropriation Request

Anne E. Smith, Director
04/26/2022

Flint Hills Area Transportation Agency
5815 Marlatt Ave. Manhattan, Kansas 66503 • (785) 537-6345 • www.flinthillsatabus.com

aTa Bus
Since 1976

-Courteous
-Reliable
-Safe

18 May 2022

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

Dear Mr. Edie:

Enclosed please find the 2023 Riley County appropriations request from the Flint Hills Area Transportation Agency Inc (FHATA). Our 2022 award from Riley County is $120,000. Due to the impact of inflation, we are requesting in our 2023 award, an increase in funding of $15,000. Our total 2023 budget request is $135,000. Enclosed please review in detail our request.

On behalf of the FHATA Inc Board and staff I would like to express our gratitude for the support that Riley County has provided to this agency.

If you have any questions or need any additional information please let me know.

Sincerely,

Anne Smith
Executive Director
Flint Hills Area Transportation Agency Inc

United Way

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

About Us

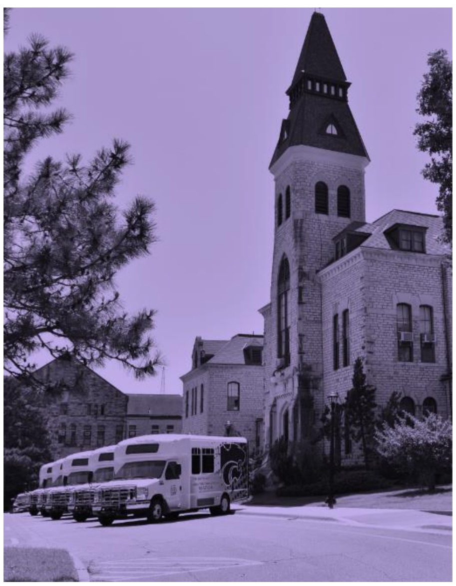
The Flint Hills Area Transportation Agency is a 501c3 private non-profit organization, founded in 1976 and the Flint Hills Area Transportation Agency Board. Each Organization has a separate governing board, however they are operated as one entity and managed by the same Organizational chart. The reference FHATA represents Flint Hills Area Transportation Agency which includes both entities.

Mission and Imperatives

Vision: *We believe in empowering people and connecting communities*

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

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



Imperatives:

- We are servants to each other and our communities
- We are responsible stewards of public funding entrusted to us.
- We deliver excellence in our words and actions.
- We take pride in our mission
- Together Everybody Achieves More (TEAM)

FHATA uses local funding primarily from the City of Manhattan, Riley County, Kansas State University, United Way, and local businesses to leverage Federal funding under the Federal Transit Administration's 49 U.S.C. § **5307** Program. **This has allowed the citizens of Riley County to leverage its funding to aTa Bus by obtaining a manifold increase of Federal and State Funds for every dollar spent by Manhattan.** Section 5307 funding reimburses the FHATA for up to 50% of our operating expenses and FTA pays for 80% of the cost of new vehicles. KDOT also provides funding up to 20% of the local match requirements and also 10% in administrative assistance.

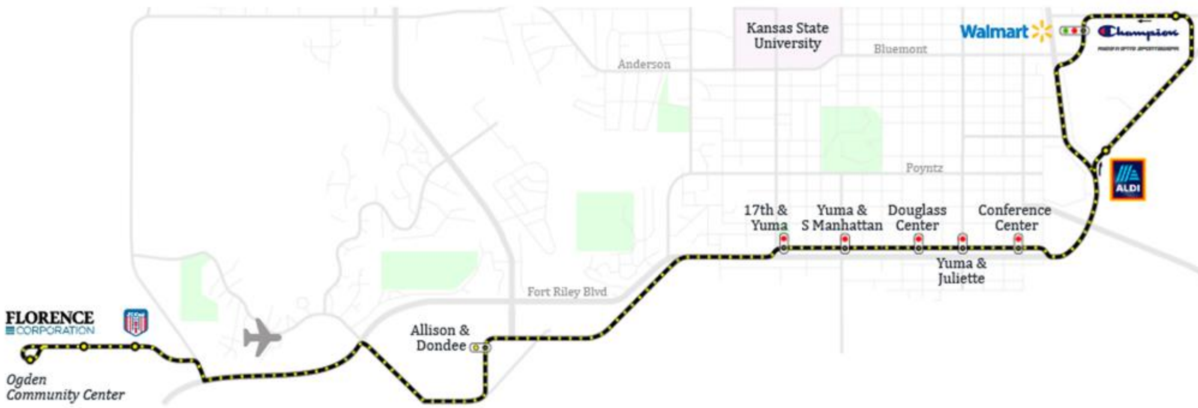
THE RESIDENTS OF RILEY COUNTY CLEARLY SEE MORE THAN A TWO DOLLAR BENEFIT FOR EVERY SINGLE DOLLAR INVESTS IN aTa Bus!

aTa Bus and it's Economic Impact

Over the last five years, FY17-partial FY22, our fixed route service within Manhattan, has provided **916,324** trips.

Demand response (on-demand) trips that include all of the Manhattan-Riley County area, during the same time period, have provided **101,855** trips.

FY19 we introduced the K-18 Connector, a fixed route service running from Ogden to Manhattan.



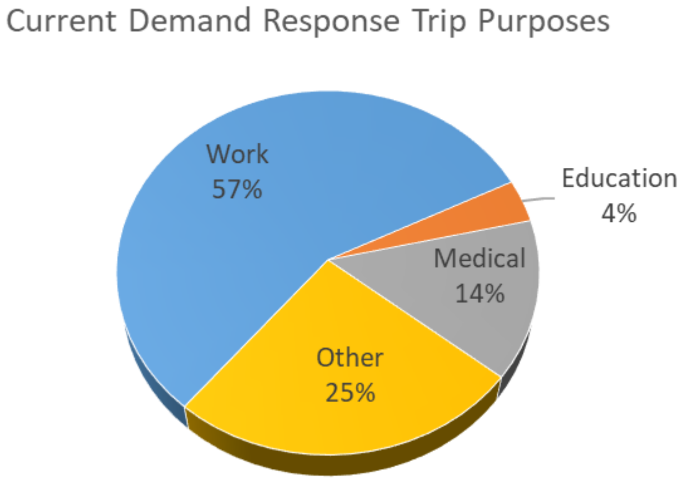
This service has generated: an additional 18,813 rides in Riley County.

In total, **aTa Bus** has transported **1,036,992** rides in Manhattan and Riley County.

The Ogden Community Center would like to express our support of the Flint Hills Area Transportation Agency. The services provided by ATA Bus contributes significantly to our region's economic growth and Quality of life. It allows for Ogden to expand their opportunities for basic human needs such as food, education, commerce, medical care, and recreation. Our local business community also benefits from the access these services provide to their locations. **-Kim Romanski Coordinator, Ogden Community Center**

Attachment: 2023 Riley County Appropriation Request (12219 : Anne Smith - ATA Bus)

TRANSIT HAS A POSITIVE IMPACT ON ECONOMIC DEVELOPMENT IN RILEY COUNTY



"Employers greatly benefit by ATA providing public transportation. Reliable public transportation is critical, and the Flint Hills Area Transportation Agency is a needed and well-used resource in our community."
-Jo Brunner, Workforce Services Supervisor
Junction City/Manhattan Workforce Centers

Riders with groceries at the Dillons Westloop Stop waiting for a fixed route bus.

The American Public Transit Association (APTA) estimates that for every $1 invested in Public transit, it generates $5 in economic returns.

aTa Bus employees who live and work in Riley County and have earned $4,771,113 in wages from FY17 thru the end of February 2022.

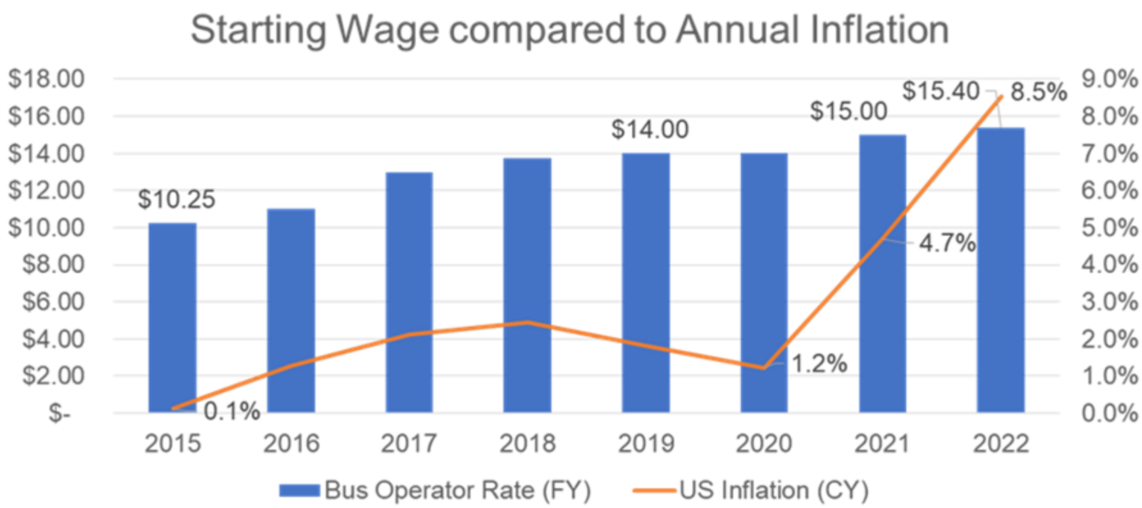
aTa Bus has purchased $1,083,461 in fuel in Riley County from FY17 thru the end of February 2022.

aTa Bus has purchased $1,012,017 in goods and services in Manhattan from FY17 thru the end of February 2022.

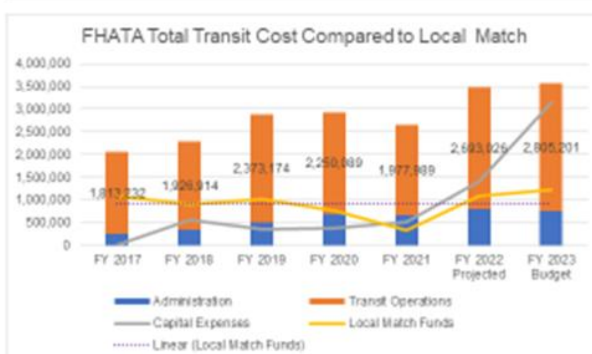
Working with the City of Manhattan, aTa Bus has secured $929,500 in Federal transit funding for street and transit improvements, at Fremont and North Manhattan and the 600 block of Poyntz Avenue

We are working with City staff to identify additional opportunities to work together. aTa Bus has approximately, $500,000-$750,000 available in Federal transit funds for capital investment in Manhattan.

Despite our successes, public transportation in Riley County is faced with a serious challenge, in these unprecedented times with record levels of inflation not seen before in many of our lifetimes, our local match is simply not keeping pace with inflation!



This chart shows you one of the impacts that inflation has had on our Agency's budget. In the five years prior to Covid-19, wages rose at a modest pace even exceeding the annual rate of inflation. We have raised wages twice in the last year, but wages are longer keeping pace with inflation.



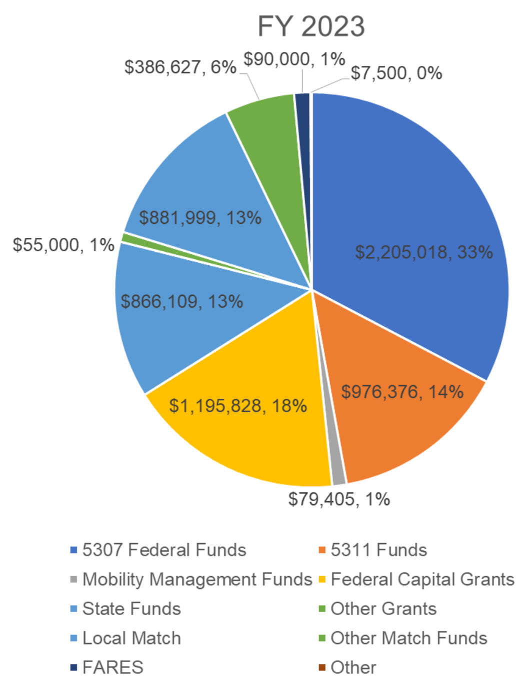
Attachment: 2023 Riley County Appropriation Request (12219 : Anne Smith - ATA Bus)

In order to keep pace with inflation, we are requesting increases in funding from all of our local funding partners. We respectfully request consideration for Riley County to increase our total funding for 2023 by $15,000 to $135,000. Below you will find a break-out of our proposed FY23 budget.

Funding

- Estimated Total Operating
- Revenue = $6,743,862

- The budget includes budget request for the following increases:
  - Riley County = $15,000
  - City of Manhattan = $50,000
  - Pottawatomie County = $17,000
  - Geary County = $20,000
  - Junction City = $25,000



FHATA will continue to seek out new opportunities to increase the number of local partnerships for our Manhattan transit services, and overall public transportation ridership in Riley County.

2023 Goals

Beginning later in 2022, and through 2023, we have 5 construction projects that will see installation of bus shelters at several locations in Manhattan:

- Dillons Westloop
- Flint Hills Gardens
- Fremont and North Manhattan
- 600 Poyntz Av*

*The projects on Fremont and Poyntz are in partnership with the City of Manhattan.

Additionally, we will be expanding our parking lot and adding additional office space at our facility. We will also be making security upgrades at the facility as well.

Earlier this year, KDOT announced the Access, Innovation, and Collaboration (AIC), project selections, aTa Bus was awarded $1,589,830. Among the projects that will be underway later in 2022/2023 will be a transit technology study and a study to begin looking at zero emissions vehicles.

The Bus Driver shortage continues to be a challenge across not only our region but across Kansas and the nation. We will be continuing to work to address that challenge and see improvements in our workforce levels in 2023.

Flint Hills aTa Bus
AGENCY WIDE BUDGET
JULY 2022 - JUNE 2023

	FY20 Actual	FY21 Actual	FY22 Actual	FY2023	
	Jul '19 - Jun 20	Jul '20 - Jun 21	Jul '21 - Feb 22	Budget	% of Total
REVENUE					
40000 · Rider Income	95,775.74	52,901.41	46,689.87	90,000	1.3%
44000 · Grants and Contracts	2,509,631.62	3,072,871.13	1,625,999.60	5,377,736	79.7%
48000 · Service Contracts (Local match)	713,078.36	297,422.83	513,301.11	1,233,789	18.3%
48500 · Other match funds (prior year carry-over)	-	9,100.00	550.00	9,363	0.1%
48900 · Charter services	5,386.64	-	2,360.00	25,474	0.4%
Total 49000 · Other Income	15,558.36	7,677.02	22,869.84	7,500	0.1%
TOTAL RESOURCES	3,339,430.72	3,439,972.39	2,211,770.42	6,743,862	
OPERATING EXPENSES					
51000 · Personnel Related Expenses					
51001 · Salaries and Wages	1,847,969.89	1,639,312.67	1,214,248.11	2,097,410	
51040 · Payroll Taxes	153,694.90	149,309.35	88,546.41	162,170	
51050 · Benefits and other payroll rela	152,598.53	118,493.86	106,229.12	199,299	
51025 · Temp Contract Labor	490.00	-	-	-	
51090 · Employment related costs	55,036.65	53,675.29	39,012.64	71,825	
51000 · Personnel Related Expenses	2,209,789.97	1,960,791.17	1,448,036.28	2,530,704	68.5%
52000 · Administration	63,386.87	99,348.03	95,475.02	101,900	2.8%
52500 · Program Operating Costs	115,997	139,748.88	76,296.98	309,853	8.4%
53000 · Bus Expense	540,776.70	433,222.34	359,042.56	703,500	19.0%
54000 · Safety Costs	3,147.76	2,977.77	2,930.42	3,950	0.1%
54100 · COVID-19 Response	44,348.94	55,245.86	-	-	0.0%
60000 · Facilities	48,356.10	43,865.33	27,713.58	46,500	1.3%
TOTAL OPERATING EXPENSES	3,025,802.84	2,735,199.38	2,009,494.84	3,696,407	54%
NET RESOURCES (OPERATING EXPENSES)	313,627.88	704,773.01	202,275.58	3,047,454	
OTHER SUPPORT / CONTRIBUTIONS (non-operating)					
Outside Support / contributions					
70000 · Match Contribution	(1,000.00)	-	-		
70001 · Blessing Box Contributions	-	(697.55)	145.00	500	
NET SUPPORT (CONTRIBUTIONS)	(1,000.00)	(697.55)	145.00	500	
CAPITAL EXPENDITURES					
Total 80000 · Depreciation and Other	369,473.78	401,627.09	(1,400.00)	-	
89000 · Capital Costs					
63000 · Planning Related Costs	3,068.38	12,907.26	15,167.80	269,560	7.3%
89001 · Bus Stops and Amenities					
89002 · Bus Stop Signs	3,132.68	660.50	21,543.68	17,500	
89003 · Bus Stop Accessibility	-	-	-	1,596,875	
89004 · Bus Stop Shelters	18,493.28	178.96	8,305.60	200,000	
89005 · Bus Stop Amenities	-	-	-	5,000	
89001 · Bus Stops and Amenities	21,625.96	839.46	29,849.28	1,819,375	49.2%
89030 · Vehicles	330,036.40	510,150.08	1,000.00	137,500	3.7%
89050 · IT Equipment and Software	23,309.04	14,526.76	14,200.00	85,000	2.3%
89060 · Facilities Capital Expense					
89061 · Building and Improvements	-	-	-	710,000	
89063 · Facilities equipment	4,775.14	2,351.14	-	40,000	
89060 · Facilities Capital Expense - Other	2,912.22	-	-	5,000	
89060 · Facilities Capital Expense	7,687.36	2,351.14	-	755,000	20.4%
89070 · Vehicle Maintenance					
89071 · Maintenance Vehicle	-	-	-	72,700	
89072 · Maintenance Equipment	2,397.64	-	-	20,000	
89070 · Vehicle Maintenance	2,397.64	-	-	92,700	2.5%
89999 · Reclass - capitalize assets	(349,428.03)	(101,674.99)	-		
TOTAL CAPITAL EXPENDITURES	408,170.53	840,726.80	58,817.08	3,159,135	46%
NET NON OPERATING EXPENSE	409,170.53	841,424.35	58,672.08	3,158,635	46%
CHANGE IN NET ASSETS	**(95,542.65)**	**(136,651.34)**	**143,603.50**	**(111,181)**	
TOTAL BUDGETARY EXPENSES	**3,433,973.37**	**3,575,926.18**	**2,068,311.92**	**6,855,542**	
Allocate Admin					
Total Transit Budget				6,719,704	
% of Project Budget					
% of Transit Operations					

Attachment: 2023 Riley County Appropriation Request (12219 : Anne Smith - ATA Bus)

Flint Hills aTa Bus
AGENCY WIDE BUDGET
JULY 2022 - JUNE 2023

	FY 2023 BUDGET BY PROGRAM							
	Admin	5307	5311	Charters	CTD Council	CTD	Mobility Mngt	Dispatch
REVENUE								
40000 · Rider Income		45,000	45,000					
44000 · Grants and Contracts	568,871	3,734,001	988,859	-	6,600	-	79,405	-
48000 · Service Contracts (Local match)	183,997	810,419	204,403	-	-	-	-	34,970
48500 · Other match funds (prior year carry-over)							9,363	
48900 · Charter services				25,474				
Total 49000 · Other Income	2,000	-	-	-	-	4,500	1,000	-
TOTAL RESOURCES	754,868	4,589,420	1,238,262	25,474	6,600	4,500	89,768	34,970
OPERATING EXPENSES								
51000 · Personnel Related Expenses								
51001 · Salaries and Wages	515,656	977,980	490,364	14,000	5,700	3,900	63,540	26,270
51040 · Payroll Taxes	39,855	75,700	38,000	1,100	400	300	4,815	2,000
51050 · Benefits and other payroll rela	80,314	75,100	37,700	1,100	500	300	2,285	2,000
51025 · Temp Contract Labor	-	-	-	-	-	-	-	-
51090 · Employment related costs	38,260	19,513	10,128	324	-	-	3,300	300
51000 · Personnel Related Expenses	674,085	1,148,293	576,192	16,524	6,600	4,500	73,940	30,570
52000 · Administration	40,430	31,500	24,750	-			5,220	-
52500 · Program Operating Costs	8,653	186,092	101,100	1,600	-	-	8,808	3,600
53000 · Bus Expense	-	449,900	246,400	7,200				
54000 · Safety Costs	2,600	800	400	10			40	100
54100 · COVID-19 Response	-	-	-	-			-	-
60000 · Facilities	29,600	9,300	5,000	140			1,760	700
TOTAL OPERATING EXPENSES	755,368	1,825,885	953,842	25,474	6,600	4,500	89,768	34,970
NET RESOURCES (OPERATING EXPENSES)	(500)	2,763,535	284,420	-	-	-	-	-
OTHER SUPPORT / CONTRIBUTIONS (non-operating)								
Outside Support / contributions								
70000 · Match Contribution	-							
70001 · Blessing Box Contributions	500							
NET SUPPORT (CONTRIBUTIONS)	500	-	-	-	-	-	-	-
CAPITAL EXPENDITURES								
Total 80000 · Depreciation and Other	-	-	-	-	-	-	-	-
89000 · Capital Costs								
63000 · Planning Related Costs	-	200,460	69,100					
89001 · Bus Stops and Amenities								
89002 · Bus Stop Signs		12,500	5,000					
89003 · Bus Stop Accessibility		1,596,875						
89004 · Bus Stop Shelters		200,000						
89005 · Bus Stop Amenities		-	5,000					
89001 · Bus Stops and Amenities	-	1,809,375	10,000	-	-	-	-	-
89030 · Vehicles	-	-	137,500	-	-	-	-	-
89050 · IT Equipment and Software	-	46,000	39,000	-	-	-	-	-
89060 · Facilities Capital Expense								
89061 · Building and Improvements		600,000	110,000					
89063 · Facilities equipment		20,000	20,000					
89060 · Facilities Capital Expense - Other		5,000						
89060 · Facilities Capital Expense	-	625,000	130,000	-	-	-	-	-
89070 · Vehicle Maintenance								
89071 · Maintenance Vehicle		72,700						
89072 · Maintenance Equipment		10,000	10,000					
89070 · Vehicle Maintenance	-	82,700	10,000	-	-	-	-	-
89999 · Reclass - capitalize assets								
TOTAL CAPITAL EXPENDITURES	-	2,763,535	395,600	-	-	-	-	-
NET NON OPERATING EXPENSE	(500)	2,763,535	395,600	-	-	-	-	-
CHANGE IN NET ASSETS	(0)	(0)	(111,180)	-	-	-	-	-
TOTAL BUDGETARY EXPENSES	**755,368**	**4,589,420**	**1,349,442**	**25,474**	**6,600**	**4,500**	**89,768**	**34,970**
Allocate Admin	(755,368)	489,862	265,506					
Total Transit Budget	-	5,079,282	1,614,948	25,474				
% of Project Budget		75.6%	24.0%	0.4%				
% of Transit Operations		65%	34%	1%				

Flint Hills Area Transportation Agency, Inc.

Financial Statements
As of June 30, 2021 and 2020
and For the Years Then Ended

With Report by Independent Auditor

SHIPLEY
CPA, LLC
Audit, Assurance, & Consulting Services

Table of Contents

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SHIPLEY CPA, LLC
Audit, Assurance, & Consulting Services

INDEPENDENT AUDITOR'S REPORT

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

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

Management's Responsibility for the Financial Statements

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

Auditor's Responsibility

My responsibility is to express an opinion on these financial statements based on my audit. I conducted my audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Those standards require that I plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. Accordingly, I express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

I believe that the audit evidence I have obtained is sufficient and appropriate to provide a basis for my audit opinion.

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Prior Period Financial Statements

The financial statements of the Organization as of June 30, 2020, were audited by other auditors whose report dated February 18, 2021 expressed an unmodified opinion on those statements.

Opinion

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

Other Matters

Other Information

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

Other Reporting Required by *Government Auditing Standards*

In accordance with *Government Auditing Standards*, I have also issued my report dated December 21, 2021 on my consideration of the Organization's internal control over financial reporting and on my tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is solely to describe the scope of my testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the Organization's internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the Organization's internal control over financial reporting and compliance.

Shipley CPA, LLC

Shipley CPA, LLC
Topeka, Kansas
December 21, 2021

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

ASSETS

	2021	2020
Current Assets		
Cash and cash equivalents	$ 1,405,278	$ 512,007
Accounts receivable	332,593	995,129
Sales tax refund receivable	-	36,683
Inventory	24,800	27,492
Prepaid expenses	2,209	-
Total Current Assets	1,764,880	1,571,311
Unrestricted Property and Equipment		
Building and improvements	9,305	6,953
Office equipment and furniture	2,814	9,160
IT equipment and software	43,142	34,228
Vehicles and related equipment	48,873	67,635
Bus stops and signs	575	575
Building and maintenance equipment	13,807	13,807
Accumulated depreciation	(57,972)	(70,056)
Total Unrestricted Property and Equipment	60,544	62,302
Restricted Property and Equipment		
Building and improvements	1,754,865	1,754,865
Office equipment and furniture	50,894	50,895
IT equipment and software	71,415	85,092
Vehicles and related equipment	2,137,431	2,287,244
Bus stops and signs	23,229	23,229
Building and maintenance equipment	40,650	42,389
Construction in progress	18,493	18,493
Accumulated depreciation	(2,302,084)	(2,163,645)
Total Restricted Property and Equipment	1,794,893	2,098,562
Total Assets	$ 3,620,317	$ 3,732,175

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

LIABILITIES AND NET ASSETS

	2021	2020
Current Liabilities		
Accounts payable	$ 77,916	$ 96,843
Accrued payroll	2,121	2,479
Total Current Liabilities	80,037	99,322
Net Assets		
Without donor restrictions		
Undesignated	1,177,190	1,179,813
Designated for 5307 match funds	211,104	116,927
Designated for match funds	7,247	-
Designated for bus replacement	349,846	237,551
Total Without Donor Restrictions	1,745,387	1,534,291
With donor restrictions	1,794,893	2,098,562
Total With Donor Restrictions	1,794,893	2,098,562
Total Net Assets	3,540,280	3,632,853
Total Liabilities and Net Assets	$ 3,620,317	$ 3,732,175

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

	2021			2020		
	Without Donor Restrictions	With Donor Restrictions	Total	Without Donor Restrictions	With Donor Restrictions	Total
Support and Revenue						
Rider income	$ 52,901	$ -	$ 52,901	$ 95,776	$ -	$ 95,77
Grants	3,021,552	95,398	3,116,950	2,210,633	323,677	2,534,31
Service contracts	297,423	-	297,423	713,078	-	713,07
Charter services	-	-	-	5,387	-	5,38
Other income	16,777	-	16,777	15,558	-	15,55
Gain on sale of assets	487	-	487	3,017	-	3,01
Net assets released from restrictions	399,067	(399,067)	-	380,357	(380,357)	
Total Support and Revenue	3,788,207	(303,669)	3,484,538	3,423,806	(56,680)	3,367,12
Expenses						
Program services	3,186,563	-	3,186,563	2,771,340	-	2,771,34
Management and general	390,548	-	390,548	666,652	-	666,65
Total Expenses	3,577,111	-	3,577,111	3,437,992	-	3,437,99
Change in Net Assets	211,096	(303,669)	(92,573)	(14,186)	(56,680)	(70,86
Net Assets, Beginning of Year	1,534,291	2,098,562	3,632,853	1,548,477	2,155,242	3,703,71
Net Assets, End of Year	$ 1,745,387	$ 1,794,893	$ 3,540,280	$ 1,534,291	$ 2,098,562	$ 3,632,85

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

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

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

2020	Program Services	Management and General	Total
Expenses			
Wages and salaries	$ 1,550,534	$ 486,505	$ 2,037,039
Telephone	6,354	-	6,354
Office supplies	4,129	17,815	21,944
Advertising	32,065	430	32,495
Bus	433,107	15,633	448,740
Insurance	249,059	23,860	272,919
Travel and meals	12,654	2,031	14,685
Financial	522	-	522
Licenses and fees	20,312	64,317	84,629
IT costs	79,168	17,156	96,324
Facilities	10,945	38,905	49,850
Depreciation	372,491	-	372,491
Total Expenses	$ 2,771,340	$ 666,652	$ 3,437,992

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

	2021	2020
Cash Flows from Operating Activities		
Cash received from rider fees	$ 54,296	$ 95,031
Cash received from grantors	3,098,243	2,561,706
Cash received from service contracts	977,504	547,093
Cash received (paid) from (to) other sources	53,227	(15,983)
Cash paid for wages, salaries, and related taxes	(1,839,573)	(1,997,438)
Cash paid to vendors, suppliers, and contractors	(1,354,226)	(1,037,820)
Net cash provided by operating activities	989,471	152,589
Cash Flows from Investing Activities		
Cash paid for unrestricted property and equipment	(11,265)	(288,983)
Cash paid for restricted property and equipment	(90,410)	(60,445)
Cash received from sale of property and equipment	5,475	3,400
Net cash used in investing activities	(96,200)	(346,028)
Change in cash, cash equivalents and restricted cash	893,271	(193,439)
Cash, cash equivalents and restricted cash, beginning of year	512,007	705,446
Cash, cash equivalents and restricted cash, end of year	$ 1,405,278	$ 512,007

	2021	2020
Cash Flows from Operating Activities:		
Change in net assets	$ (92,573)	$ (70,866)
Adjustments to reconcile change in net assets to net cash provided by operating activities:		
Depreciation	402,114	372,491
Gain on sale of assets	(487)	(3,017)
Changes in assets and liabilities:		
Accounts receivable	662,536	(139,579)
Sales tax refund receivable	36,683	(36,683)
Inventory	2,692	(9,804)
Prepaid expenses	(2,209)	1,450
Accounts payable	(18,927)	38,151
Payroll taxes payable	(358)	446
Net cash provided by operating activities	$ 989,471	$ 152,589

Flint Hills Area Transportation Agency, Inc.
Manhattan, Kansas
Notes to the Financial Statements
June 30, 2021 and 2020

Note 1 – Summary of Significant Accounting Policies

A. Nature of Activities

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

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

B. Basis of Accounting

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

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

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

C. Use of Estimates

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

Flint Hills Area Transportation Agency, Inc.
Manhattan, Kansas
Notes to the Financial Statements
June 30, 2021 and 2020

Note 1 – Summary of Significant Accounting Policies (continued)

D. Cash Equivalents

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

E. Property and Equipment

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

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

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

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

F. Income Taxes

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

The Organization's policy is to evaluate uncertain tax positions annually. Management evaluated the Organization's tax positions and concluded that the Organization had taken no uncertain tax positions that require adjustment to the financial statements. Forms 990 and 990-T filed by the Organization are subject to examination by the Internal Revenue Service (IRS) up to three years from the extended due date of each return. The Organization is no longer subject to tax examinations by tax authorities for Forms 990, Return of Organization Exempt from Income Tax, for fiscal years before 2018.

G. Advertising

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

Flint Hills Area Transportation Agency, Inc.
Manhattan, Kansas
Notes to the Financial Statements
June 30, 2021 and 2020

Note 1 – Summary of Significant Accounting Policies (continued)

H. Accounts Receivable and Revenue Recognition
Accounts receivable consist of amounts due from third party grantors for reimbursement of qualifying grant award costs. Revenues are recognized when qualifying reimbursable costs are incurred. Management has evaluated the collectability of the receivable amounts at June 30, 2021 and 2020 and estimates that the entire amounts are fully collectible with a $0 reserve for the allowance of doubtful accounts.

Accounts receivable also consists of amounts due from third parties for which the Organization has agreed to provide transportation services which include fixed routes, demand response (local and regional), as well as special services, all which remain open to the public. Revenues are recognized when the Organization has provided the requisite services. Management has evaluated the collectability of the receivable amount at June 30, 2021 and 2020 and estimates that these amounts are fully collectible with a $0 reserve for the allowance of doubtful accounts.

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

I. Sales Tax Refund Receivable
Sales tax refund receivable consist of amounts due from the State of Kansas as reimbursement for sales taxes paid by the Organization on behalf of local and state governmental entities. Management has evaluated the collectability of the receivable amounts at June 30, 2021 and 2020 and estimates that these balances are fully collectible with a $0 reserve for the allowance of doubtful accounts.

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

K. Pending Accounting Pronouncements
In February 2016, the FASB issued ASU 2016-02, Leases. The update requires a lessee to recognize a right-of-use asset and lease liability, initially measured at the present value of the lease payments, in its statements of financial position. The guidance also expands the required quantitative and qualitative lease disclosures. On April 8, 2020, the FASB voted to defer the effective date of ASU 2016-02 by one additional year. The ASU is now effective for the Organization's 2022 fiscal year.

Flint Hills Area Transportation Agency, Inc.
Manhattan, Kansas
Notes to the Financial Statements
June 30, 2021 and 2020

Note 1 – Summary of Significant Accounting Policies (continued)

M. Functional Expenses

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

N. Reclassification

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

Note 2 – Concentration of Financial Risk

The Organization maintains cash and short-term investment certificates of deposits at two financial institutions. At June 30, 2021, deposits are under-secured by $1,073,101 at one institution. At June 30, 2020, deposits were under-secured by $189,729.

Note 3 – Grants

Grants from various organizations and governmental entities account for approximately 89% and 75% of the Organization's revenues for the years ended June 30, 2021 and 2020, respectively. The individual sources thereof were as follows:

Grantor	Purpose	2021	2020
Kansas Department of Transportation	5311 Operations/Admin	$ -	$ 371,672
Kansas Department of Transportation	5311 Capital	-	111,925
Kansas Department of Transportation	5311 CARES Act	929,854	269,374
Kansas Department of Transportation	T-Works	210,919	282,167
Kansas Department of Transportation	Commuter Grant (State)	11,531	105,276
Kansas Department of Transportation	5339 Capital	79,526	14,795
Kansas Department of Transportation	5310 Capital	11,360	124,885
Kansas Department of Transportation	Mobility Management	63,671	67,761
FHRTA	Operations/Admin/Capital	-	399,732
FHATA Board	Operations/Admin/Capital	44,079	150,649
FHATA Board	CARES Act	1,754,710	606,899
Other		11,300	29,175
Total Grants Received		$ 3,116,950	$ 2,534,310

Flint Hills Area Transportation Agency, Inc.
Manhattan, Kansas
Notes to the Financial Statements
June 30, 2021 and 2020

Note 4 – Service Contracts

Service contracts from various organizations and governmental entities account for approximately 9% and 21% of the Organization's revenues for the years ended June 30, 2021 and 2020, respectively. The individual sources thereof were as follows:

Organization	2021	2020
Kansas State University	$ 38,110	$ 290,564
Riley County, Kansas	90,000	70,000
City of Manhattan, Kansas	48,706	97,412
Geary County, Kansas	63,750	142,500
Pottawatomie County, Kansas	26,687	24,242
Other local governments	22,462	32,667
Highland Community College	5,625	8,438
University Crossing	-	23,409
Other service contracts (specials)	2,083	23,846
Total Service Contract Revenue	$ 297,423	$ 713,078

Note 5 – Restricted Net Assets

Net assets with donor restrictions are restricted for the following purposes or periods:

	2021	2020
Subject to the passage of time:		
Property and equipment	$ 1,794,893	$ 2,098,562

Note 6 – Net Assets Released from Restrictions

The composition of net assets released from restriction for each of the years ended June 30, 2021 and 2020 is as follows:

	2021	2020
Grant revenues restricted for property and equipment	$ 95,398	$ 323,677
Acquisitions of restricted property and equipment	(90,410)	(307,477)
Loss on disposal of property and equipment	4,989	-
Depreciation expense on restricted capital assets	389,090	364,157
Net assets released from restriction	$ 399,067	$ 380,357

Note 7 – Contingencies

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

Flint Hills Area Transportation Agency, Inc.
Manhattan, Kansas
Notes to the Financial Statements
June 30, 2021 and 2020

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

	2021	2020
Cash and cash equivalents	$ 1,405,278	$ 512,007
Accounts receivable	332,593	995,129
Sales tax refund receivable	-	36,683
	$ 1,737,871	$ 1,543,819

The Organization's financial assets have been reduced by amounts not available for general use because of donor imposed restrictions within one year of the balance sheet date. As part of the Organization's liquidity management, it has a policy to structure its financial assets to be available as its general expenses, liabilities, and other obligations come due. The Organization also has available a line of credit in the amount of $50,000 with no amounts outstanding at June 30, 2021 or 2020.

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

Note 10 – Compensated Absences
The Organization’s vacation policy states that employees are entitled to vacation as follows:

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

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

Flint Hills Area Transportation Agency, Inc.
Manhattan, Kansas
Notes to the Financial Statements
June 30, 2021 and 2020

Note 11 – Covid-19

On January 30, 2020, the World Health Organization ("WHO") announced a global health emergency because of a new strain of coronavirus originating in Wuhan, China (the "COVID-19 outbreak") and the risks to the international community as the virus spreads globally beyond its point of origin. In March 2020, the WHO classified the COVID-19 outbreak as a pandemic, based on the rapid increase in exposure globally. The full impact of the COVID-19 outbreak continues to evolve as of the date of this report. As such, it is uncertain as to the full magnitude that the pandemic will have on the Organization's financial condition, liquidity, and future results of operations. Management is actively monitoring the global and local situation on its financial condition, liquidity, operations, suppliers, industry, and workforce. Given the daily evolution of the COVID-19 outbreak and the global responses to curb its spread, the Organization is not able to estimate the effects of the COVID-19 outbreak on its results of operations, financial condition, or liquidity for fiscal year 2021. Future potential impacts may include disruptions or restrictions on the Organization's ability to operate under its current mission and operating model.

Note 12 – Evaluation of Subsequent Events

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

SINGLE AUDIT SECTION

Flint Hills Area Transportation Agency, Inc.
Manhattan, Kansas

Schedule of Expenditures of Federal Awards
For the Year Ended June 30, 2021

Federal Grantor/Pass-Through Grantor/ Program Title	Federal CFDA Number	Expenditures
Department of Transportation		
Passed Through Kansas Department of Transportation		
Formula Grants for Rural Areas - CARES	20.509	$ 671,377
Formula Grants for Rural Areas	20.509	258,477
		929,854
Federal Transit Cluster (20.500,20.507,20.525,20.526)	20.526	91,057
Enhanced Mobility of Seniors and Individuals with Disability	20.513	11,360
Total Department of Transportation		1,032,271
Total Expenditures of Federal Awards		$ 1,032,271

See independent auditor's report on the financial statement and notes to the schedule of expenditures of federal awards

Flint Hills Area Transportation Agency, Inc.
Manhattan, Kansas

Notes to the Schedule of Expenditures of Federal Awards
For the Year Ended June 30, 2021

Note 1. General

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

Note 2. Basis of Presentation

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

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

Flint Hills Area Transportation Agency, Inc.
Manhattan, Kansas

Schedule of Findings and Questioned Costs
June 30, 2021

Section I – Summary of Independent Auditor's Results

Financial Statement

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

Federal Awards

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

Identification of Major Federal Programs:

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

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

Section II –Financial Statement Audit

None reported

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

None reported

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

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

I have audited, in accordance with the auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States, the financial statements of the Flint Hills Area Transportation Agency, Inc. (the Organization), which comprise the statement of financial position as of June 30, 2021, and the related statements of activities, functional expenses, and cash flows for the year then ended, and the related notes to the financial statements, and have issued my report thereon dated December 21, 2021.

Internal Control over Financial Reporting

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

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

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

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Compliance and Other Matters

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

Purpose of this Report

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

Shipley CPA, LLC

Shipley CPA, LLC
Topeka, Kansas
December 21, 2021

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

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

Report on Compliance for Each Major Federal Program

I have audited Flint Hills Area Transportation Agency, Inc.'s (the Organization), compliance with the types of compliance requirements described in the *OMB Compliance Supplement* that could have a direct and material effect on each of the Organization's major federal programs for the year ended June 30, 2021. The Organization's major federal programs are identified in the summary of auditor's results section of the accompanying schedule of findings and questioned costs.

Management's Responsibility

Management is responsible for compliance with federal statutes, regulations, and the terms and conditions of its federal awards applicable to its federal programs.

Auditor's Responsibility

My responsibility is to express an opinion on compliance for each of the Organization's major federal programs based on my audit of the types of compliance requirements referred to above. I conducted my audit of compliance in accordance with auditing standards generally accepted in the United States of America; the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States; and the audit requirements of *Title 2 U.S. Code of Federal Regulations Part 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance). Those standards and the Uniform Guidance require that I plan and perform the audit to obtain reasonable assurance about whether noncompliance with the types of compliance requirements referred to above that could have a direct and material effect on a major federal program occurred. An audit includes examining, on a test basis, evidence about the Organization's compliance with those requirements and performing such other procedures as I considered necessary in the circumstances.

I believe that my audit provides a reasonable basis for my opinion on compliance for each major federal program. However, my audit does not provide a legal determination of the Organization's compliance.

Opinion on Each Major Federal Program

In my opinion, the Organization complied, in all material respects, with the types of compliance requirements referred to above that could have a direct and material effect on each of its major federal programs for the year ended June 30, 2021.

Report on Internal Control Over Compliance

Management of the Organization is responsible for establishing and maintaining effective internal control over compliance with the types of compliance requirements referred to above. In planning and performing my audit of compliance, I considered the Organization's internal control over compliance with the types of requirements that could have a direct and material effect on each major federal program to determine the auditing procedures that are appropriate in the circumstances for the purpose of expressing an opinion on compliance for each major federal program and to test and report on internal control over compliance in accordance with the Uniform Guidance, but not for the purpose of expressing an opinion on the effectiveness of internal control over compliance. Accordingly, I do not express an opinion on the effectiveness of the Organization's internal control over compliance.

A *deficiency in internal control over compliance* exists when the design or operation of a control over compliance does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, noncompliance with a type of compliance requirement of a federal program on a timely basis. A *material weakness in internal control over compliance* is a deficiency, or a combination of deficiencies, in internal control over compliance, such that there is a reasonable possibility that material noncompliance with a type of compliance requirement of a federal program will not be prevented, or detected and corrected, on a timely basis. A *significant deficiency in internal control over compliance* is a deficiency, or a combination of deficiencies, in internal control over compliance with a type of compliance requirement of a federal program that is less severe than a material weakness in internal control over compliance, yet important enough to merit attention by those charged with governance. I did not identify any deficiencies that I consider to be significant deficiencies.

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

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

Shipley CPA, LLC

Shipley CPA, LLC
Topeka, Kansas
December 21, 2021

Flint Hills Area Transportation Agency Board

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

With Report by Independent Auditor

SHIPLEY CPA, LLC
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Table of Contents

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INDEPENDENT AUDITOR'S REPORT

To the Board of Directors
Flint Hills Area Transportation Agency Board
Manhattan, Kansas

I have audited the accompanying financial statements of the business-type activities of Flint Hills Area Transportation Agency Board (the Board), as of and for the year ended June 30, 2021, and the related notes to the financial statements, which collectively comprise the Board's basic financial statements as listed in the table of contents.

Management's Responsibility for the Financial Statements

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

Auditor's Responsibility

My responsibility is to express opinions on these financial statements based on my audit. I conducted my audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained *in Government Auditing Standards*, issued by the Comptroller General of the United States, as well as the Kansas Municipal Audit and Accounting Guide. Those standards require that I plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. Accordingly, I express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

I believe that the audit evidence I have obtained is sufficient and appropriate to provide a basis for my audit opinions.

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Opinion

In my opinion, based on my audit report, the financial statements referred to in the first paragraph present fairly, in all material respects, the financial position of the Board as of June 30, 2021 and the results of its operations and its cash flows for the years then ended in accordance with accounting principles generally accepted in the United States of America.

Prior Year Financial Statements Audited by Other Auditors

The financial statements of the Board as of and for the year ended June 30, 2020 were audited by other auditors who issued an unmodified opinion in their report dated March 3, 2021.

Other Information

Required Supplementary Information

Accounting principles generally accepted in the United States of America require that the management's discussion and analysis on pages listed in the table of contents be presented to supplement the basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board, who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. I have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to my inquiries, the basic financial statements, and other knowledge I obtained during my audit of the basic financial statements. I do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

Other Information

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

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Other Reporting Required by *Government Auditing Standards*

In accordance with *Government Auditing Standards*, I have also issued my report dated December 21, 2021 on my consideration of the Board's internal control over financial reporting and on my tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is solely to describe the scope of my testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the Board's internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the Board's internal control over financial reporting and compliance.

Shipley CPA, LLC

Shipley CPA, LLC
Topeka, Kansas
December 21, 2021

Flint Hills Area Transportation Agency Board
Management's Discussion and Analysis

The discussion and analysis of Flint Hills Area Transportation Agency Board's (the Board) financial performance provides an overview of the Board's financial activities for the year ended June 30, 2021. Please read in conjunction with the Board's financial statements which begin after this section.

Introduction

The Board was formed by Internal Local Agreement between (1) City of Manhattan, Kansas; (2) Riley County, Kansas; (3) Pottawatomie County, Kansas; and (4) Kansas State University pursuant to K.S.A 12-2901. The Board was formed to engage in cooperative efforts to provide a cost-effective, public transit system and to enable the Board to be a Direct Recipient of Section 5307 Urban Formula Funds for the Manhattan Urbanized Area (MUA) which is eligible for funding assistance for transit services provided within the MUA or that start or end in the MUA.

The purpose of the Board is to provide reliable public transportation services in the City of Manhattan and the surrounding areas, including Riley County and Pottawatomie County. Expenses include bus operations (fuel, insurance, maintenance); transit operations (dispatch, scheduling, and bus operators); and administrative functions. The transit services are funded by Federal funds and matching funds from the State of Kansas, and other local funding sources.

Current Year Results

The Board was formed in 2019 through an interlocal agreement between local governments of the City of Manhattan, Riley County, Pottawatomie County and Kansas State University for the purpose of planning, managing, and operating public transportation system as the Direct Recipient of Section 5307 Urban Formula Funds for the Manhattan Urbanized Area. The Board is established pursuant K.S.A. 12-901 and meets the definition found at K.S.A 75-117 of a municipality and therefore a governmental body for purposes of Federal Transit Law (defined generally as 49 U.S.C. 4301 *et seg.*

The Board continues to experience significant negative impacts as a result of the COVID-19 Pandemic which began in the US in February 2020. The effects of the pandemic have impacted the Flint Hills Region throughout the last eighteen months starting as early as March 2020, resulting in a 50% reduction in ridership and services provided. During fiscal year 2021, the Board began increasing services in August 2020 and increasing capacity on buses after the May 2021. In August 2021, Kansas State University transit services started back up in a reduced capacity, but services were cancelled in mid-November 2021 when the school elected to go remote classes. Service were started back in late January 2021 and operated until May 2021. Manhattan Fixed Route services remained at reduced capacity, as the Board struggled to find and retain adequate staff levels to increase services. The Board utilized CARES Act funding throughout the entire fiscal year. Paid Administrative leave was paid for those working less than 40 hours through the end of December 2020. The federal funding through CARES Act provided 100% operating reimbursement March 2020 through the end of June 30, 2021. Local funding was reinstated beginning January 2021.

Funding and Expenses related to COVID-19 Pandemic: Unexpected expenses related to COVID-19 Pandemic included:

- Personal Protection Equipment (PPE)
- Added cleaning services and supplies.
- COVID Sick Pay as a result of FFRCA Act enacted by federal government.
- Paid administrative leave for those employee's who wage hours decreased below their normal hours (employees were paid up to 40 hours for full-time). This was an allowable cost through CARES Act.

- COVID Bonus Pay in May for all employees paid as an incentive for essential personnel continuing to work through the height of the pandemic. This was an allowable cost through CARES Act.
- Increase in cost associated with unemployment claims for employees who were unable to continue to work due to COVID-19 risk factors.
- Legal services for consulting with legal to ensure adherence with new guidelines issued under FFRCA Act.

Other Financial Matters

Under a shared services and joint operations agreement between Flint Hills Area Transportation Agency, Inc. (FHATA Inc.) and the Board, FHATA, Inc. is the acting fiscal agent for the Board.

Discussion of Basic Financial Statements

The Board's only fund is the proprietary enterprise fund, which is shown in this report. The financial statements provide detailed information which shows how money flows in and out of this fund and the balance left available for spending. This information helps to determine whether or not more or fewer financial resources can be spent in the near future to finance the Board's activities.

The statements of net position reflect assets owned and liabilities owed at June 30, 2021. The difference between total assets and total liabilities is referred to as net position.

The statements of revenues, expenses, and change in net position reflect operating revenues, operating and maintenance expenses, interest income, interest expense and all other changes to net position for the years ended June 30, 2021.

The statements of cash flows reflect cash provided by or used in operating activities, capital, and related financing activities, and investing activities for the year ended June 30, 2021. The statements also disclose cash paid for interest for the year then ended.

Contacting the Authority's Financial Management

This financial report is designed to provide citizens, customers, management, funding sources and other interested parties with a general overview of the Board's finances. The report is also designed to show the Board's accountability for the money it receives. For additional information about this report:

Anne Smith, Executive Director
5815 Marlatt Avenue
Manhattan, Kansas 66503
(785) 537-6345

Financial Highlights

	June 30, 2021
Assets	
Current assets	$ 113,367
Noncurrent assets	359,715
Total Assets	473,082
Liabilities	
Current liabilities	112,361
Total Liabilities	112,361
Net Position	
Invested in capital assets, net of related debt	359,715
Unrestricted	1,006
Total Net Position	$ 360,721

	For the Year Ended June 30, 2021
Operating Revenues	
Operating revenues	$ 2,101,399
Operating Expenses	
Contract labor	1,185,967
Office expense	48,530
Advertising	25,604
Bus services	261,204
Insurance	107,643
Travel and meals	469
Licenses and fees	10,772
Information technology costs	70,708
Facilities	30,787
Depreciation	-
Total Operating Expenses	1,741,684
Net Operating Income	359,715
Nonoperating Revenues	
Interest income	5
Net Nonoperating Revenues	5
Change in Net Position	359,720
Net Position - Beginning of Year	1,001
Net Position - End of Year	$ 360,721

Capital Assets

At the end of 2021, the Board had $359,715 invested in capital assets net of depreciation. Capital assets are more fully described in Note 2.

Vehicles	$ 359,715
Accumulated depreciation	-
Net Capital Assets	$ 359,715

Flint Hills Area Transportation Agency Board
Manhattan, Kansas

Statement of Net Position
Proprietary Fund
June 30, 2021

ASSETS		
Current Assets		
Cash and cash equivalents	$	1,006
Accounts receivable		112,361
Total Current Assets		113,367
Noncurrent Assets		
Capital assets		
Vehicles		359,715
Less accumulated depreciation		-
Total Noncurrent Assets		359,715
Total Assets	$	473,082
LIABILITIES		
Accounts payable	$	112,361
Total Liabilities		112,361
NET POSITION		
Invested in capital assets, net of related debt		359,715
Unrestricted		1,006
Total Net Position		360,721
Total Liabilities and Net Position	$	473,082

Flint Hills Area Transportation Agency Board
Manhattan, Kansas

Statement of Revenues, Expenses and Changes in Net Position
Proprietary Fund
For the Year Ended June 30, 2021

Operating Revenues	
Grant income	$ 1,798,789
Service contract income	38,659
Local match	263,951
Total Operating Revenues	2,101,399
Operating Expenses	
Contract labor	1,185,967
Office expense	48,530
Advertising	25,604
Bus services	261,204
Insurance	107,643
Travel and meals	469
Licenses and fees	10,772
Information technology costs	70,708
Facilities	30,787
Depreciation	-
Total Operating Expenses	1,741,684
Net Operating Income	359,715
Nonoperating Revenues	
Interest income	5
Net Nonoperating Revenues	5
Change in Net Position	359,720
Net Position - Beginning of Year	1,001
Net Position - End of Year	$ 360,721

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

Flint Hills Area Transportation Agency Board
Manhattan, Kansas

Statement of Cash Flows
Proprietary Fund
For the Year Ended June 30, 2021

Cash Flows From Operating Activities	
Receipts from customers	$ 2,746,586
Payments to suppliers	(2,386,871)
Net Cash from Operating Activities	359,715
Cash Flows From Capital and Related Financing Activities	
Purchases of capital assets	(359,715)
Net Cash from Capital and Related Financing Activities	(359,715)
Cash Flows From Investing Activities	
Interest received	5
Net Cash from Investing Activities	5
Net Change in Cash and Cash Equivalents	5
Cash and Cash Equivalents, Beginning of Year	1,001
Cash and Cash Equivalents, End of Year	$ 1,006

Reconciliation of Net Operating Income to Net Cash Provided by Operating Activities

Net Operating Income	$ 359,715
Adjustments to Reconcile Net Operating Income to Net Cash Provided by Operating Activities	
Depreciation	-
Changes in assets and liabilities:	
Accounts receivable	645,187
Accounts payable	(645,187)
Net Cash Provided by Operating Activities	$ 359,715

Flint Hills Area Transportation Agency Board
Manhattan, Kansas

Notes to the Financial Statements
June 30, 2021

Note 1 – Summary of Significant Accounting Policies

Nature of Operations

The Flint Hills Area Transportation Agency Board (the Board) was formed in 2019 through an interlocal agreement between local governments of the City of Manhattan, Riley County, Pottawatomie County and Kansas State University for the purpose of planning, managing and operating the public transportation system as the Direct Recipient of Section 5307 Urban Formula Funds for the Manhattan Urbanized Area. The Board was established pursuant K.S.A. 12-901 and meets the definition found at K.S.A 75-117 of a municipality and therefore a governmental body for purposes of Federal Transit Law (defined generally as 49 U.S.C. 4301 *et seg.*

Joint Operations Agreement

In December 2019, the Board entered into a joint operations agreement with the Flint Hills Area Transportation Agency, Inc. The joint operations agreement outlines the duties and responsibilities of each entity in the provision of public transportation services in their service areas. Flint Hills Area Transportation Agency, Inc. is the acting fiscal agent for the Board.

Use of Estimates

The preparation of financial statements in conformity with U.S. generally accepted accounting principles (GAAP) requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities, the disclosure of contingent assets and liabilities, and the reported amounts of revenues and expenses during the reporting period. Actual results could differ from those estimates.

Measurement Focus, Basis of Accounting, and Financial Statement Presentation

The Board's financial statements are reported using the economic resources measurement focus and the accrual basis of accounting. With this measurement focus, all assets and liabilities associated with the operation of the Board are included in the statements of net position. The statements of revenues, expenses and change in net position present increases and decreases in net position. Under the accrual basis of accounting, revenues are recorded when earned, and expenses are recorded when a liability is incurred. Revenues are recognized as soon as they are both measurable and available. "Measurable" means the amount of the transaction can be determined and "available" means collectible within the current period or soon enough thereafter to pay liabilities of the current period. The Board considers all revenues available if they are collected by the end of the year. Expenditures are recorded when the related liability is incurred, except for un-matured interest on general long-term debt, which is recognized when due, and certain compensated absences and claims and judgments which are recognized when the obligations are expected to be liquidated with expendable available financial resources.

The accounting records of the Board are maintained on the accrual basis in accordance with accounting principles generally accepted in the United States of America. As a quasi-municipal corporation, the Board applies all statements issued by the Government Accounting Standards Board (GASB). The Board uses a single proprietary enterprise fund to account for and report its financial activities, which is limited to *business-type activities* – i.e., activities that are financed in whole or in part by fees charged to external parties and are operated in a manner similar to private business enterprises where the determination of revenues earned, costs incurred and/or net income is necessary for management accountability.

Flint Hills Area Transportation Agency Board
Manhattan, Kansas

Notes to the Financial Statements
June 30, 2021

Note 1 – Summary of Significant Accounting Policies (continued)

Budget
The Board is not subject to the legal annual operating budget requirements, but is controlled by the use of an internal budget established by the governing body. As the Board is not subject to these requirements, comparison to budget has been waived on the financial statements.

Encumbrances
Encumbrances represent commitments related to unperformed contracts for goods or services. Encumbrance accounting, under which purchase orders, contracts, and other commitments for the expenditure of resources are recorded to reserve that portion of the applicable appropriation, is utilized in governmental funds only. Accordingly, the Board does not record encumbrances. Encumbrances outstanding at year end are reported as reservations of fund balances and do not constitute expenditures or liabilities because the commitments will be honored during the subsequent year.

Cash and Cash Equivalents
For the statements of cash flows, cash consists of the Board's checking account.

Deposits and Investments
K.S.A. 9-1401 establishes the depositories which may be used by the Board. The statute requires banks eligible to hold the Board's funds have a main or branch bank in the county in which the Board is located, or in an adjoining county if such institution has been designated as an official depository, and the banks provide an acceptable rate of return on funds. In addition, K.S.A. 9-1402 requires the banks to pledge securities for deposits in excess of FDIC coverage. The Board has not further limited its interest rate risk in its investment policy.

K.S.A. 12-1675 limits the Board's investment of idle funds to time deposits, open accounts, and certificates of deposit with allowable financial institutions; U.S. government securities; temporary notes; no-fund warrants; repurchase agreements; and the Kansas Municipal Investment Pool. The Board has limited its investment choices in its investment policy to the above and as such all cash is considered liquid and available for purposes of the statement of cash flows.

Custodial Credit Risk – Deposits
Custodial credit risk is the risk that, in the event of a bank failure, the Board's deposits may not be returned to it. State statutes require the Board's deposits in financial institutions to be entirely covered by federal depository insurance or by collateral held under a joint custody receipt issued by a bank within the State of Kansas, the Federal Reserve Bank of Kansas City, or the Federal Home Loan Bank of Topeka, except during designated "peak periods" when required coverage is 50%. The Board did not use "peak periods" during 2021.

At June 30, 2021, the Board's carrying amount of deposits and cash on hand was $1,006. The bank balance was held by one bank and was $1,006. The Board's cash funds were fully insured by the Federal Deposit Insurance Corporation (FDIC) as of June 30, 2021.

Flint Hills Area Transportation Agency Board
Manhattan, Kansas

Notes to the Financial Statements
June 30, 2021

Note 1 – Summary of Significant Accounting Policies (continued)

Accounts Receivable

Accounts receivable are carried at original invoice amount less an estimate made for doubtful receivables based on a review of all outstanding amounts on a monthly basis. Management determines the allowance for doubtful accounts by identifying troubled accounts and by using historical experience applied to an aging of accounts. Receivables are written off when deemed uncollectible. Recoveries of receivables previously written off are recorded as revenue when received. Management has determined that no allowance is necessary as of June 30, 2021.

Capital Assets

The cost of property and equipment purchases are capitalized at historical cost. The cost of major renewals and betterments that extend the lives of property and equipment are also capitalized. When assets are retired or otherwise disposed of, the assets and related accumulated depreciation are reduced, and any resulting gain or loss is recognized as a change in the net assets in the period of disposal. The cost of maintenance and repairs is expensed as incurred. Capital assets are facilities or equipment with a useful life of at least 1 year. Equipment is considered a capital asset with an acquisition cost of $5,000 or more. Equipment includes rolling stock and all other such property used in the provision of public transit service.

Net Position

In the financial statements, net position is displayed in three components as follows:

- Invested in Capital Assets, Net of Related Debt—This consists of capital assets, net of accumulated depreciation, less the outstanding balances of any bonds, notes, or other borrowings that are attributable to the acquisition, construction, or improvement of those assets.
- Restricted—This consists of net assets that are legally restricted by outside parties or by law through constitutional provisions or enabling legislation. When both restricted and unrestricted resources are available for use, it is generally the BPU's policy to use restricted resources first, then unrestricted resources as they are needed.
- Unrestricted—This consists of net assets that do not meet the definition of "restricted" or "invested in capital assets, net of related debt"

Pending Governmental Accounting Standards Board Statements

At June 30, 2021, the Governmental Accounting Standards Board (GASB) had issued statements not yet implemented by the Board. The statement that might impact the Authority is as follows: GASB Statement No. 87, *Leases,* requires recognition of certain lease assets and liabilities for leases that were previously classified as operating leases and recognized as inflows of resources or outflows of resources based on the payment provisions of the contract. It establishes a single model for lease accounting based on the foundational principle that leases are financings of the right to use an underlying asset. Under this Statement, a lessee is required to recognize a lease liability and an intangible right-to-use lease asset, and a lessor is required to recognize a lease receivable and a deferred inflow of resources, thereby enhancing the relevance and consistency of information about governments' leasing activities. The requirements of this statement are effective for periods beginning after June 15, 2021.

Flint Hills Area Transportation Agency Board
Manhattan, Kansas

Notes to the Financial Statements
June 30, 2021

Note 2 – Capital Assets
The sale or disposal of capital assets is recorded by removing cost and accumulated depreciation from the accounts and charging the resulting gain or loss to income. During 2021, there were additions of $359,715.

Depreciation is computed using the straight-line method based on service lives. Depreciation expense for the year ended June 30, 2021 was $0 as the assets were placed in service at year end. Estimated useful lives for vehicles and related equipment are 5 to 10 years.

Capital asset activity for the year ended June 30, 2021 was as follows:

	Beginning Balances 7/1/2020	Increases	Decreases	Ending Balances 6/30/2021
Vehicles	$ -	$ 359,715	$ -	$ 359,715
Accumulated depreciation	-	-	-	-
Capital Assets, Net	$ -	$ 359,715	$ -	$ 359,715

Note 3 – Concentrations
Grants from various organizations and governmental entities account for approximately 86% of the Board's revenues for the year ended June 30, 2021.

Note 4 – Risk Management
The Board is exposed to various risks of loss related to torts; theft of, damage to and destruction of assets; errors and omissions; injuries to employees; and natural disasters. Commercial insurance coverage is purchased for claims arising from such matters other than those related to comprehensive general liability claims. Settled claims have not exceeded this commercial coverage in any of the three preceding years. There have been no significant reductions in insurance coverage from the previous year.

Note 5 – Commitments and Contingencies

Litigation
The Board has certain contingent liabilities and is a party to various claims and legal actions arising in the ordinary course of business. In the opinion of management and legal counsel, all such matters are adequately covered by insurance or self-insurance reserves, or if not so covered, are without merit or are of such kind, or involve such amounts that unfavorable disposition would not have a material effect on the financial position of the Board.

Grants
Grantor agencies reserve the right to conduct audits of the Board's grant programs for economy and efficiency and program results that may result in disallowed costs to the Board. Management does not believe such audits, if any, would result in any disallowed costs that would be material to the Board's financial position at June 30, 2021.

Flint Hills Area Transportation Agency Board
Manhattan, Kansas

Notes to the Financial Statements
June 30, 2021

Note 6 – Covid-19
On January 30, 2020, the World Health Board ("WHO") announced a global health emergency because of a new strain of coronavirus originating in Wuhan, China (the "COVID-19 outbreak") and the risks to the international community as the virus spreads globally beyond its point of origin. In March 2020, the WHO classified the COVID-19 outbreak as a pandemic, based on the rapid increase in exposure globally. The full impact of the COVID-19 outbreak continues to evolve as of the date of this report. As such, it is uncertain as to the full magnitude that the pandemic will have on the Board's financial condition, liquidity, and future results of operations. Management is actively monitoring the global and local situation on its financial condition, liquidity, operations, suppliers, industry and workforce. Given the daily evolution of the COVID-19 outbreak and the global responses to curb its spread, the Board is not able to estimate the effects of the COVID-19 outbreak on its results of operations, financial condition, or liquidity for fiscal year 2021. Future potential impacts may include disruptions or restrictions on the Board's ability to operate under its current mission and operating model

Note 7 – Subsequent Events
The Board has evaluated subsequent events through the date of the independent auditor's report, the date which the financial statements were available to be issued.

SINGLE AUDIT SECTION

Flint Hills Area Transportation Agency Board
Manhattan, Kansas

Schedule of Expenditures of Federal Awards
For the Year Ended June 30, 2021

Federal Grantor/Pass-Through Grantor/ Program Title	Federal CFDA Number	Expenditures
Department of Transportation		
Passed Through Kansas Department of Transportation		
Federal Transit Cluster (20.500,20.507,20.525,20.526) - CARES	20.507	$ 1,754,710
Federal Transit Cluster (20.500,20.507,20.525,20.526)	20.507	44,079
Total Department of Transportation		1,798,789
Total Expenditures of Federal Awards		$ 1,798,789

See accompanying independent auditor's report and notes to the schedule of expenditures of federal awards.

Flint Hills Area Transportation Agency Board
Manhattan, Kansas

Notes to the Schedule of Expenditures of Federal Awards
For the Year Ended June 30, 2021

Note 1. General

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

Note 2. Basis of Presentation

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

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

Flint Hills Area Transportation Agency Board
Manhattan, Kansas

Schedule of Findings and Questioned Costs
June 30, 2021

Section I – Summary of Independent Auditor's Results

Financial Statement

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

Federal Awards

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

Identification of Major Federal Programs:

CFDA Number	Name of Federal Program or Cluster
20.507	Federal Transit Cluster

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

Section II – Financial Statement Audit

None Reported

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

None Noted

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SHIPLEY CPA, LLC
Audit, Assurance, & Consulting Services

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

To the Executive Board
Flint Hills Area Transportation Agency Board

I have audited, in accordance with the auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States, the financial statements of the Flint Hills Area Transportation Agency Board (the Board), which comprise the statement of financial position as of June 30, 2021, and the related statements of revenues, expenses and changes in net position and cash flows for the year then ended, and the related notes to the financial statements, and have issued my report thereon dated December 21, 2021.

Internal Control over Financial Reporting

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

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

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

Compliance and Other Matters

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

Purpose of this Report

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

Shipley CPA, LLC

Shipley CPA, LLC

Topeka, Kansas
December 21, 2021

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

To the Executive Board
Flint Hills Area Transportation Agency Board

Report on Compliance for Each Major Federal Program

I have audited Flint Hills Area Transportation Agency Board's (the Board) compliance with the types of compliance requirements described in the *OMB Compliance Supplement* that could have a direct and material effect on each of the Board's major federal programs for the year ended June 30, 2021. The Board's major federal programs are identified in the summary of auditor's results section of the accompanying schedule of findings and questioned costs.

Management's Responsibility

Management is responsible for compliance with federal statutes, regulations, and the terms and conditions of its federal awards applicable to its federal programs.

Auditor's Responsibility

My responsibility is to express an opinion on compliance for each of the Board's major federal programs based on my audit of the types of compliance requirements referred to above. I conducted my audit of compliance in accordance with auditing standards generally accepted in the United States of America; the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States; and the audit requirements of *Title 2 U.S. Code of Federal Regulations Part 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance). Those standards and the Uniform Guidance require that I plan and perform the audit to obtain reasonable assurance about whether noncompliance with the types of compliance requirements referred to above that could have a direct and material effect on a major federal program occurred. An audit includes examining, on a test basis, evidence about the Board's compliance with those requirements and performing such other procedures as I considered necessary in the circumstances.

I believe that my audit provides a reasonable basis for my opinion on compliance for each major federal program. However, my audit does not provide a legal determination of the Board's compliance.

Opinion on Each Major Federal Program

In my opinion, the Board complied, in all material respects, with the types of compliance requirements referred to above that could have a direct and material effect on each of its major federal programs for the year ended June 30, 2021.

Report on Internal Control Over Compliance

Management of the Board is responsible for establishing and maintaining effective internal control over compliance with the types of compliance requirements referred to above. In planning and performing my audit of compliance, I considered the Board's internal control over compliance with the types of requirements that could have a direct and material effect on each major federal program to determine the auditing procedures that are appropriate in the circumstances for the purpose of expressing an opinion on compliance for each major federal program and to test and report on internal control over compliance in accordance with the Uniform Guidance, but not for the purpose of expressing an opinion on the effectiveness of internal control over compliance. Accordingly, I do not express an opinion on the effectiveness of the Board's internal control over compliance.

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

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

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

Shipley CPA, LLC

Shipley CPA, LLC
Topeka, Kansas
December 21, 2021

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

COUNTY CLERK & ELECTIONS
Budget

MEMORANDUM

FROM: **Jason Smith**

MEETING: **June 16, 2022**

SUBJECT: **2023 Chamber of Commerce Appropriation Request**

PRESENTER: **Jason Smith, Manhattan Area Chamber of Commerce Director**

Enclosures:

- Manhattan Chamber Budget Request 2023 (PDF)

Manhattan Economic Development Kansas

May 20, 2022

Mr. Greg McKinley, Chairman
Riley County Board of Commissioners
110 Courthouse Plaza
Manhattan, KS 66502

RE: Economic Development Budget Request -- 2023

Dear Chairman McKinley:

Enclosed is the Manhattan Area Chamber of Commerce economic development budget request for 2023. The total amount requested from Riley County is $55,000, **unchanged** from last year.

We have made tremendous strides over the past year in our general economic development programming with a renewed emphasis on local business, entrepreneurship, talent retention and attraction and professional marketing for new business.

The results have been clear with nearly 900 new jobs being announced in the past 12 months. These include significant projects in Riley County including Bev-Hub, Kansas Gas, Prime Companies and Canopy. These projects will generate over 100 jobs at wages significantly higher than the average Riley County salary. Additional projects in Manhattan on the Pottawatomie County side will generate up to 650 new jobs. These include Cimarron Trailers, HydroGraph and Scorpion Biological Services. In the case of Scorpion Biological Services, it is estimated that there will be an additional 700 indirect and induced jobs created by the project with over $1 billion of personal consumption expenditures brought to the region, a significant amount expected to be in Riley County.

It's also worth noting that projects assisted by the Chamber in the past have resulted in the following current return to Riley County:

- Roughly $265,000 in property tax is paid annually to Riley County ($975,000 total). This includes the Manhattan Business Park, the Foundation Business Park and other local projects.

- Projects that have created over 2,400 jobs at an average salary of $45,000 including the National Bio and Agro-Defense Facility. These jobs have generated over 1,100 new homes, $36 million in retail sales and over $6.6 million in annual property taxes according to economic impact estimates.

We are concerned about the lack of sites in Riley County and are also working to develop recommendations for infrastructure to allow us to be even more competitive in the future. This would include discussion on Riley County business park development.

Additionally, we continue to support entrepreneurial programs such as SBDC and Network Kansas which offer programs throughout Riley County. We were able to facilitate $97,000 in Network Kansas E-Community loan and Women & Minority Business Multiplier loan funding to assist a business transition in Riley last year. SBDC has assisted thousands of Riley County businesses since our contract was initiated several years ago.

In addition, County funds are essential to Chamber functions such as the Military Community Liaison. The monthly Military Relations Committee luncheon draws over 100. This is one of many programs that allow us to spread the message about the importance and vitality of Fort Riley. County funding also helps with promotion of the Kaw Valley Rodeo and Veterans Day Parade among other activities for military personnel and families.

While our overall request is the same, our individual items are changing in 2023 as we think broader about our region's economic development efforts.

First, we are requesting a shift of $5,000 from the economic development budget for the Ft. Riley Military Affairs budget, making the military request a total of $20,000. We believe this closer aligns to a per capita share of the funding while strengthening our efforts to solidify our relationship with Ft. Riley. We are requesting $50,000 from the City of Manhattan, and our private sector fund will continue at an annual $50,000 allocation. The total budget with other fund-raising activities for military relations will be $150,000 meaning Riley County's funding will be leveraged $7.50 for every $1 of county investment.

For the economic development budget, the Chamber is requesting funding in three key areas:

- Greater Manhattan Economic Partnership – GMEP is the Manhattan region's brand and how the region is marketed for outside investment and job creation. GMEP has been the lead on most job projects completed in the last year. GMEP also maintains the region's building and site database as well as the regional data page. The data page breaks down over 100 datapoints specifically for Riley County while the building and site database is uploaded automatically to the state's database and is available for any property owner throughout the county. The total budget for GMEP is estimated to be $150,000. There will be $75,000 pledged from city and private investor funds, $50,000 from Pottawatomie County through the EDC and we are requesting $25,000 from Riley County. This is a $5 match for every $1 invested by Riley County.

- Entrepreneurship Activities – The Chamber is requesting $5,000 to support both the SBDC office in Manhattan and the facilitation of e-community loans through Network Kansas. The Chamber is the designated administrator for e-community loans in Riley County and the program is open to any business outside of Manhattan as well as certain census tracts within the community. For SBDC, the Chamber is contributing $12,000 plus free rent in the Chamber offices. Pottawatomie County and Geary County contribute to this effort as well.

- Riley County Business Park Development – The Manhattan Chamber has spent $25,682 in 2020 and 2021 on research for business parks in Riley County. With the situation still unresolved, the organization is planning to spend additional resources to find ways to grow industrial and warehouse options in Riley County. The Chamber is requesting $5,000 to be matched by the Chamber at $15,000, giving the county a $3 to $1 match.

These are in addition to other county-wide programs including:

- EDA Grant Match at the Flint Hills Regional Council (Pottawatomie and Geary County also participating) - $37,000
- Spark MHK Entrepreneurial Program - $100,000
- Made for Manhattan Talent Strategy - $100,000
- Business Retention & Expansion Program - $125,000

The total budget for economic development would be $1.273 million. The proposed funding partners breakdown would be:

- Advantage Manhattan (Pledged Private Sector) - $625,000
- City of Manhattan (Requested) - $543,000
- Riley County (Requested) - $55,000
- Pottawatomie County (GMEP) - $50,000

Overall, that means Riley County is a key participant in an economic development program leveraging over $20 in other funds for every $1 invested by the county. This, plus the economic impact of new jobs and capital investment on the Riley County budget, creates a tremendous ROI for Riley County taxpayers.

Thank you for your consideration. We look forward to working with Riley County again in 2023.

Sincerely,

Jason Smith

Jason Smith
President/CEO
Manhattan Area Chamber of Commerce

Manhattan Economic Development Kansas

Manhattan Area Chamber of Commerce

Mission: “To foster an environment for business success that enhances the quality of life in our region.

We, the Manhattan Area Chamber of Commerce:
• Market the region
• Advocate for diverse business
• Provide value to our members and clients

Vision: The MACC is the leader in advocating for a growing diverse business community and economic opportunities for Manhattan and the region resulting in a highly desired location in which to work, visit and live.

Goals for 2023
From Region Reimagined Economic Development Strategy

Jobs

- Support & Facilitate the Retention and Expansion of Existing Regional Businesses
- Build External Awareness of the Manhattan Region's Assets among Prospect Employers, Investors & Corporate Relocation Professionals
- Attract Investment and Provide Sufficient Supply of Economic Growth Enabling Infrastructure

Talent

- Enhance the Capacity of Pre-K to 20 Educational Institutions
- Increase the Number of Recent Graduates and Fort Riley Soldiers Choosing to Remain in Manhattan
- Partner on Efforts to Improve Health Outcomes and Develop Medical Education Capacity
- Improve the Attraction of Talent
- Construct and Rehabilitate Diverse, High-Quality and Suitable Housing
- Provide Quality of Place Environments and Amenities that Enhance Community, Attract Talent across All Economic Sectors and Enhance Tourism

Entrepreneurship

- Create and Expand Entrepreneurial Support Systems
- Formalize Pipeline from K-20
- Optimize Kansas State University's Entrepreneurship Programs
- Create a K-State-Affiliated and Community "Center of Gravity" Offering Support Mechanisms to Assess, Coach and Fund Entrepreneurial Growth
- Create and Support Community-Based Coworking, Incubator and Event Spaces
- Create Minority and Black-Owned Business Fund and Assistance Programs
- Advance Economic Gardening Strategies to Help Businesses Generate New Revenues from Outside the Region

Innovation

- Align with and Integrate K-State's Global Food and Biosecurity Science Economic Prosperity Strategies to Grow and Diversify the Innovation Ecosystem throughout the Region
- Leverage Research and Talent Assets to Attract Outside Investment, Including Company Attraction
- Evolve Real Estate Strategies Adjacent to the K-State Campus
- Continue to Expand the Capacity and Impact of Existing K-State and Affiliated Research and Commercialization

Recovery

- Accelerate the Flow of Grant and Other Funding into the Community
- Grants to Small Locally Owned Businesses Facing Financial Exigencies Related to the Pandemic
- Seed Capital Grants to Licensed Day-Care Operators for Reopening and Start-up Staffing
- Provide Matching Grants to Certain Existing Businesses to Improve Website Presence and to Execute Concepts to Increase Market Impact

Manhattan Economic Development Kansas

Riley County Request		
Ft. Riley Military Affairs	$20,000	
Economic Development	$35,000	
Total Request		**$55,000**

EXPENSES

Sites and Buildings Strategies	$5,000	
Business Attraction Marketing (GMEP)	$25,000	
Entrepreneurship/Small Business Support	$5,000	
Fort Riley Military Affairs		
Program Support	$15,000	
Kaw Valley Rodeo	$ 5,000	
Total Operating Expenses		**$55,000**

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

COUNTY CLERK & ELECTIONS
Budget

MEMORANDUM

FROM: **Michael Boller**

MEETING: **June 16, 2022**

SUBJECT: **2023 Noxious Weed/HHW Budget Request**

PRESENTER: **Michael Boller, Noxious Weed/HHW Director**

Enclosures:

- 2023 Noxious WeedHHW (DOC)
- 2023 Budget Book copy (XLSX)

6245 Tuttle Creek Blvd.
Manhattan, Kansas 66503
Phone: 785-539-3202
Fax: 785-565-6288
E-mail: mboller@rileycountyks.gov

NOXIOUS WEED DEPARTMENT
Michael Boller, Director

June 16, 2022

2023 Budget Presentation

Noxious Weed/HHW - 2022 Budget Request

Contractual Services request is $123,210 which is an increase of $14,700. This increase is primarily reflected in line item 2990 which is hazardous waste disposal. Waste material disposal has increase in cost primarily due to the rising cost of diesel fuel. Our contractor has added transportation cost to the disposal fee.

Second area is machinery equipment rental line item 2210. Demand for equipment has risen dramatically and the cost for equipment rental continues to increase. Our need to rent or utilized equipment services generally is related to very large mature tree removal and disposal.

Commodities request is $145,350. This is an increase of $32,500. This increase is directly related to large increase in cost of material with the largest request in line item 3100 which is chemical cost for cost share, township contracts, state contracts and use on county roads.

Capital Outlay is a zero budget.

Total budget request for 2023 Contractual Services, Commodities, and Capital Outlay is $268,560 which is an increase of $47,290 over the 2022 budget.

Total Operating Expenditures is $833,307

Riley County, Kansas
2023 Budget
Noxious Weed & Household Hazardous Waste Department
001-041

		2021	2022	2023
	PERSONNEL			
	Position Title - Full Time	**ACTUAL**	**BUDGET**	**BUDGET**
	Director	1.00	1.00	1.00
	Hazardous Waste Program Coord/Asst Director	1.00	1.00	1.00
	Commercial Pesticide Applicator	2.50	2.00	2.00
	Roadside Maintenance	1.00	1.00	1.00
	Administrative Assistant II	1.00	1.00	1.00
	TOTAL NUMBER OF EMPLOYEES	**6.50**	**6.00**	**6.00**
	EXPENDITURES			
	PERSONNEL SERVICES			
1001	Salaries (Full Time)	$ 325,324	$ 346,920	$ 397,388
1005	Overtime	3,985	6,510	7,448
1504	FICA	24,423	27,038	30,970
1506	Health Insurance	67,231	77,225	88,457
1508	KPERS Retirement	30,676	33,222	40,079
1510	State Unemployment Tax	323	353	405
	TOTAL PERSONNEL SERVICES	**$ 451,961**	**$ 491,268**	**$ 564,747**
	CONTRACTUAL SERVICES			
2010	Postage/Freight/Shipping	$ 189	$ 500	$ 500
2030	Cellular Phone Services	2,385	2,460	2,460
2080	Printing/Duplication Services	-	500	500
2110	Advertising & Legal Publications	246	200	200
2122	Vehicle/Fleet Insurance	3,256	3,000	3,000
2200	Office Equipment Rental	-	400	400
2210	Machinery Equipment Rental	-	1,000	5,000
2300	Tax Payment	123	50	50
2400	Repair/Maintain County Vehicles	1,255	4,000	4,000
2420	Repair/Maintain Other Equipment	19,002	15,000	15,000
2430	Computer Software Maintenance/Support	500	1,000	1,000
2480	Repair/Maintain Buildings & Grounds	760	2,000	2,000
2510	Mileage/Tolls/Parking/Rental	-	500	500
2520	Lodging	1,213	1,000	1,000
2540	Meals	477	300	500
2550	Dues & Memberships	540	1,000	1,000
2560	Training & Registrations	1,960	500	1,000
2570	Subscriptions	74	100	100
2990	Other Contract Services	62,223	75,000	85,000
	TOTAL CONTRACTUAL SERVICES	**$ 94,201**	**$ 108,510**	**$ 123,210**
	COMMODITIES			

Attachment: 2023 Budget Book copy (12221 : Michael Boller - Noxious Weed)

3010 Office Supplies	$ 251	$ 500	$ 500
3032 Supplies-Printers	507	800	800
3040 Clothing	463	900	900
3045 Protective Gear	123	500	500
3080 Fuel & Lubricants	325	2,000	2,000
3085 Propane	47		150
3090 Custodian Supplies	336	500	500
3100 Chemical	74,179	90,000	120,000
3140 Parts & Tools < $100	2,163	4,000	4,000
3150 Parts & Tools > $100	7,268	8,000	8,000
3220 Seed & Fertilizer	3,440	5,000	7,000
3990 Other Supplies/Materials	728	500	1,000
TOTAL COMMODITIES	**$ 89,831**	**$ 112,700**	**$ 145,350**
CAPITAL OUTLAY			
4020 Other Equipment	$ 5,725	$ -	$ -
4050 Technology Hardware	-	-	-
TOTAL CAPITAL OUTLAY	**$ 5,725**	**$ -**	**$ -**
TOTAL OPERATING EXPENDITURES	**$ 635,992**	**$ 712,478**	**$ 833,307**
TOTAL EXPENDITURES LESS PERSONNEL	**$ 189,757**	**$ 221,210**	**$ 268,560**
TOTAL EXPENDITURES	**$ 641,717**	**$ 712,478**	**$ 833,307**

RILEY COUNTY

COUNTY CLERK & ELECTIONS
Budget

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

MEMORANDUM

FROM: **Cory Meyer**

MEETING: **June 16, 2022**

SUBJECT: **2023 IT/GIS Budget Request**

PRESENTER: **Cory Meyer, IT/GIS Director**

Enclosures:

- 2023 Budget Book copy (XLSX)

Riley County, Kansas
2023 Budget
Information Systems/GIS Department
001-029

	PERSONNEL Position Title - Full Time		2021 ACTUAL		2022 BUDGET		2023 BUDGET
	Records Assistant II		1.00		0.00		0.00
	Information Technician Director		1.00		1.00		1.00
	Information Technician		1.00		1.00		1.00
	Information Technician Specialist		1.00		2.00		2.00
	System Analyst/Administrator		1.00		1.00		1.00
	Networks Administrator		1.00		1.00		1.00
	Assistant Director		1.00		0.00		0.00
	Senior GIS Analyst		1.00		1.00		1.00
	GIS Analyst		1.00		1.00		1.00
	GIS Specialist		1.00		1.00		1.00
	TOTAL NUMBER OF EMPLOYEES		**10.00**		**9.00**		**9.00**
	EXPENDITURES						
	PERSONNEL SERVICES						
1001	Salaries (Full Time)	$	515,669	$	564,220	$	673,987
1001-057	Salaries (Full Time)-HD		67,003		70,714		
1005	Overtime		1,099		5,852		6,665
1504	FICA		37,327		43,641		52,070
1504-057	FICA-HD		4,645		5,379		
1506	Health Insurance		97,571		124,648		148,723
1506-057	Health Insurance-HD		16,603		15,364		
1508	KPERS Retirement		48,168		53,625		67,385
1508-057	KPERS Retirement-HD		6,249		6,609		
1510	State Unemployment Tax		492		571		681
1510-057	State Unemployment Tax-HD		61		70		
	TOTAL PERSONNEL SERVICES	**$**	**794,888**	**$**	**890,693**	**$**	**949,510**
	CONTRACTUAL SERVICES						
2010	Postage/Freight/Shipping	$	15	$	100	$	100
2030	Cellular Phone Services		4,475		4,800		5,280
2030-057	Cellular Phone Services		780		780		780
2040	Internet Access		1,440		1,500		1,800
2110	Advertising & Legal Publications		218		500		500
2122	Vehicle/Fleet Insurance		386		500		500
2400	Repair/Maintain County Vehicles		0		500		500
2430	Computer Software Maintenance/Support		489,564		628,745		460,000
2450	Computer Hardware Maintenance/Support		8,391		59,412		70,000
2510	Mileage/Tolls/Parking/Rental		287		500		700
2520	Lodging		140		2,500		3,000
2530-975	Airfare-Out of State		-		750		1,000
2540	Meals		185		1,000		1,000
2550	Dues & Memberships		288		400		400
2560	Training & Registrations		4,074		3,000		5,000
2570	Subscriptions		659		100		650
2760	Consultant Fees		-		2,000		

2770	Recycling Fees		287		500		300
	TOTAL CONTRACTUAL SERVICES	**$**	**511,188**	**$**	**707,587**	**$**	**551,510**
	COMMODITIES						
3010	Office Supplies	$	1,073	$	1,500	$	1,500
3020	Books & Publications		-		500		250
3030	Computer Supplies		2,401		500		1,500
3030-57	Computer Supplies-HD		-		250		250
3031	Supplies-Media		-		-		
3032	Supplies-Printers		963		1,000		1,200
3040	Clothing		-		500		1,000
3301	Services-Telecommunication		431		2,000		2,000
3302	Network Services		120		200		200
3303	Services-Technical Support		1,350		-		4,000
3305	Services-Web Development		8,409		10,000		10,000
3990	Other Supplies/Materials		19		250		250
	TOTAL COMMODITIES	**$**	**14,766**	**$**	**16,700**	**$**	**22,150**
	CAPITAL OUTLAY						
4010	Office Equipment	$	-	$	-		
4030	Telecommunications Equipment		10,045		33,000	$	3,000
4032	Telecommunications-Routers		283		-		20,000
4033	Telecommunications-Switches		1,148		5,000		5,000
4033-057	Telecommunications-Switches		-		1,500		1,500
4034	TicomPtchCbls History only		322		-		
4040	Furniture > $100		221				1,000
4050	Technology Hardware		16,087		20,000		20,000
4051	Technology Hardware-Notebook		3,025		15,000		13,000
4052	Technology Hardware-Desktop		70,449		40,000		43,000
4053	Technology Hardware-Servers		12,202		7,945		
4054	Technology Hardware-Printers		2,368		5,000		5,000
4054-057	Technology Hardware-Printers		-		1,000		1,000
4055	Technology Hardware-Imaging		5,815		-		500
4056	Technology Hardware-Storage		35		-		80,000
4057	Technology Hardware-Wireless		612		-		1,500
4058	Technology Hardware-Security		396		1,500		1,000
4060	Computer Software		14,555		2,000		1,000
4060-057	Computer Software		-		500		500
	TOTAL CAPITAL OUTLAY	**$**	**137,563**	**$**	**132,445**	**$**	**197,000**
	TOTAL OPERATING EXPENDITURES	**$**	**1,320,842**	**$**	**1,614,980**	**$**	**1,523,170**
	TOTAL EXPENDITURES LESS PERSONNEL	**$**	**663,517**	**$**	**856,732**	**$**	**770,660**
	TOTAL EXPENDITURES	**$**	**1,458,405**	**$**	**1,747,425**	**$**	**1,720,170**

RILEY COUNTY

COUNTY CLERK & ELECTIONS
Budget

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

MEMORANDUM

FROM: **Clancy Holeman**

MEETING: **June 16, 2022**

SUBJECT: **2023 Administrative Services/Counselor Budget Request**

PRESENTER: **Clancy Holeman Counselor/Director of Administrative Services**

Enclosures:
- Administrative Services .2023.final (PDF)
- 2023 Budget Book copy (XLSX)

RILEY COUNTY

COUNTY COUNSELOR

DEPARTMENT OF ADMINISTRATIVE SERVICES

MEMORANDUM

C.D.H.

TO: Board of County Commissioners

FROM: Clancy Holeman, Riley County Counselor

DATE: Presentation – June 16, 2022

SUBJECT: Department of Administrative Services' 2023 Budget Request

Dear Commissioners:

This is my analysis of this department's budget request for 2023.

My total **2023** budget request for "contractual services, commodities and capital outlay" (the "three C's") is **$49,125.00**. This request represents an approximate 11% (10.75%) increase from the amount which was budgeted for our department for *2022 ($44,358)*. This **2023** proposed budget is intended to meet the projected actual **2023** needs of this department. My factual analysis of the reasons supporting my request follows.

LINE ITEMS WITH INCREASES

Within this department's proposed 2025 budget there are ten (10) line items with an increase from our approved 2022 budget:

- Line 2010 – "Postage/Freight Services".

Reason: I've proposed a $500 increase for this line item based upon our increased costs for our mailing of property tax correspondence related to the annual tax sale. We have increased the use of "priority" mailing to establish actual receipt by those contacted. This helps resolve property tax issues more efficiently.

- Line 2200 – "Office Equipment Rental".

Reason: I've proposed a $500 increase for this line item because we are down to one copier/printer. Our second, smaller copier/printer, which we had relied upon as a backup option often, finally failed and has been retired. With two attorneys and two support staff members producing correspondence and other documents at any one time, we need access within the office to two copier/printers. This increase should allow that to happen.

- Line 2275 – "Records Preservation".

Reason: I've proposed a $30 increase in this line item to account for an increase in our monthly costs to store archived records off site.

- Line 2430 - "Comp Software Maint/Support".

  Reason: I've proposed a $32 increase for this line item to account for one year's worth of license billings on "Splashtop," a software program used during the for teleworking, when necessary, by several departments. This program allows departments to access their desktop while teleworking. It was invaluable during 2020, 2021 and to date. By using it when telework is necessary for departmental staff, due to any future public health concerns, it allows us to, if necessary, minimize the number of employees in our office at any one time. That protects their health and the health of others in the organization. This software also allows both me and our Deputy County Counselor to work away from the office outside of regular business hours.

- Line 2520 – "Lodging".

  Reason: I've proposed a $500 increase here because "in person" attendance at out-of-town conferences (such as KAC) is expected to continue in 2023.

- Line 2615 – "Recording Fees".

  Reason: I've proposed a $50 increase here because we need access to funds when it is appropriate for us to file a document, such as a deed, without waiting for another party to a transaction to do so. And by statute, recording fees have increased over time.

- Line 2640 - "Legal Services".

  Reason: I've proposed a $1,500 increase in this line item. That's an increase of almost 11% from its 2022 amount. From this line item we pay outside specialized counsel to represent Riley County in BOTA hearings. The financial stake to the County and its taxpayers will likely increase as the "Dark Store" appraisals of "big box" stores increase. In my opinion, we carried an artificially low budget figure in this line item during 2020 and 2021. That has worked only because it takes time for BOTA appeals to move through the system. But there is now a string of those "Riley County" cases pending for docketing and hearing before BOTA. Some will likely come to trial in 2023. That's why I believe this proposed increase is a reasonable one.

- Line 2710 – "Transcripts".

  Reason: I've proposed a $150 increase in this line item. We have had an increasing need to pay for the preparation of transcripts of trials on the Code Enforcement side of this office's operations. Whether it's a contempt proceeding we've filed in District Court, or an appeal from the district court, it's necessary to pay for transcripts more frequently than in the past. This proposed increase should meet that need in 2023.

- Line 2720 – "Witness Fees".

  Reason: I've proposed a $2,430 increase in this line item. That significant increase ($70 budgeted in 2022) is warranted because, with our increase in litigated matters, often witnesses must be subpoenaed. And no witness subpoena is enforceable unless the statutory fee required is provided along with the subpoena.

- Line 3080 – "Fuel & Lubricants".

  Reason: I've proposed a $25 increase in this line item. With increased in-person attendance possible at conferences and continuing legal education events, it's necessary to anticipate this larger expense during 2023.

CONCLUSION

Fifteen of the remaining line items in this department's proposed 2023 budget remain flat--at the same level of funding we were provided in our 2022 approved budget. We made no 2023 request for two line items and have asked they be removed from our department's worksheet in the future:

- Line 2700- "Bonding Services".
- Line 4030– "Telecommunications Equipment".

As submitted, I believe this request for 2023 will provide this department the resources necessary to carry out its mission consistent with this Board's budgetary goals.

Riley County, Kansas
2023 Budget
Administrative Services Department
001-004

	PERSONNEL Position Title - Full Time	2021 ACTUAL	2022 BUDGET	2023 BUDGET
	Counselor	1.00	1.00	1.00
	Deputy Assistant Counselor	1.00	1.00	1.00
	Office Manager	1.00	1.00	1.00
	Administrative Assistant II	1.00	1.00	1.00
	TOTAL NUMBER OF EMPLOYEES	**4.00**	**4.00**	**4.00**
	EXPENDITURES			
	PERSONNEL SERVICES			
1001	Salaries (Full Time)	$ 414,395	$ 432,880	$ 495,907
1005	Overtime	442	1,152	1,311
1504	FICA	29,517	33,203	38,037
1506	Health Insurance	59,286	94,836	108,642
1508	KPERS Retirement	38,647	40,799	49,225
1510	State Unemployment Tax	407	434	497
	TOTAL PERSONNEL SERVICES	**$ 542,695**	**$ 603,304**	**$ 693,620**
	CONTRACTUAL SERVICES			
2010	Postage/Freight/Shipping	$ 697	$ 1,000	$ 1,500
2030	Cellular Phone Services	1,560	1,560	1,560
2040	Internet Access	480	480	480
2080	Printing/Duplication Services	15	100	100
2110	Advertising & Legal Publications	-	1,000	1,000
2200	Office Equipment Rental	5,431	5,500	6,000
2275	Records Preservation	394	400	430
2300	Tax Payment	-	15	15
2420	Repair/Maintain Other Office Equipment	-	-	
2430	Computer Software Maintenance/Support	218	218	250
2510	Mileage/Tolls/Parking/Rental	205	500	500
2520	Lodging	804	500	1,000
2540	Meals	475	1,000	1,000
2550	Dues & Memberships	972	1,515	1,515
2560	Training & Registrations	1,459	2,000	2,000
2570	Subscriptions	18,739	5,500	5,500
2615	Recording Fees	-	250	300
2620	Court Costs	-	-	
2640	Legal Services	12,126	13,500	15,000
2700	Bonding Services	-	500	-
2710	Transcripts	493	500	650
2720	Witness Fees	2,552	70	2,500

2990	Other Contract Services		2,274		1,200		1,200
	TOTAL CONTRACTUAL SERVICES	**$**	**48,893**	**$**	**37,308**	**$**	**42,500**
	COMMODITIES						
3010	Office Supplies	$	3,957	$	4,450	$	4,450
3020	Books & Publications		131		500		500
3040	Clothing		-		-		-
3080	Fuel & Lubricants		-		50		75
3135	Furniture < $100		53		-		-
3990	Other Supplies/Materials		-		-		-
	TOTAL COMMODITIES	**$**	**4,141**	**$**	**5,000**	**$**	**5,025**
	CAPITAL OUTLAY						
4010	Office Equipment	$	248	$	-	$	-
4030	Telecommunications Equipment		-		450		-
4040	Furniture > $100		580		1,000		1,000
4050	Technology Hardware		-		200		200
4060	Computer Software		-		400		400
	TOTAL CAPITAL OUTLAY	**$**	**828**	**$**	**2,050**	**$**	**1,600**
	TOTAL OPERATING EXPENDITURES	**$**	**595,729**	**$**	**645,612**	**$**	**741,145**
	TOTAL EXPENDITURES LESS PERSONNEL	**$**	**53,862**	**$**	**44,358**	**$**	**49,125**
	TOTAL EXPENDITURES	**$**	**596,557**	**$**	**647,662**	**$**	**742,745**

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

COUNTY CLERK & ELECTIONS

Budget

MEMORANDUM

FROM: **Rich Vargo**

MEETING: **June 16, 2022**

SUBJECT: **2023 Clerk, Elections, Clerk Tech Fund Budget Requests**

PRESENTER: **Rich Vargo, Riley County Clerk**

Enclosures:

- 2023 Clerks office 1 (PDF)
- 2023 clerks office 2 (PDF)
- Clerk Office Budgets (XLSX)
- Clerk Office Budgets (XLSX)

RILEY COUNTY

CLERK'S OFFICE

Rich Vargo, MCC
County Clerk
110 Courthouse Plaza
Manhattan, Kansas 66502-0109
Phone: 785-537-6300
Fax: 785-537-6394
E-mail: rvargo@rileycountyks.gov

To: Board of County Commissioners

From: Rich Vargo

Re: Clerk & Elections 2022 Budget Request

Date: June 16, 2022

The Clerk's department 2023 budget request for contractual, commodities and capital outlay is $4,950 more than the 2021 approved budget. This increase can be attributed to increases in 2625- Laboratory fees for drug testing for Human Resources, 2990-Other Contractual Services (mailing of RNR letters to taxpayers) and 3010-Office Supplies. All inclusive of adding the PIO position to the County. SB 13 does say the State will pay for the cost of the mailings in 2022 & 2023.

The Election's department 2023 budget request for contractual, commodities and capital outlay $61,150 less than the 2022 budget. The reduction can be attributed to lower voter turnout for local elections unfortunately. Due to the administrative changes being made in elections this year I anticipate a different norm in elections. I anticipate more registered voters utilizing advance by mail ballots in the future. This will increase our printing and postage cost. 2080 has increase based on actual quotes for printing/mailing services. In the future if the trend continues, I anticipate off setting some of the increased cost with reductions in polling places and poll workers. 2450-Repair/Maint./Supp. Comp. Hardware (Election Equipment) annual maintenance fee increased to $72,943.50. 3095-Election Supplies is increased due to administrative changes in higher volume of mail ballots and polling place supplies due to COVID-19.

Strategic Planning:

In the Clerk's division the tax and accounting software will need to be evaluated in the next five years. The potential cost at this time is unknown but will be significant.

The elections division should be separated from the rest of the office and adjacent to the election equipment, election equipment work area, advance voting area and training facilities for staff and poll workers. Security of the facilities is also a concern which has needed addressed for years.

In closing I would ask the Board to continue to provide for a good wage and benefit program for all Riley County Employees. I feel our County is run very well across the Board. But as the head of a department none of the good work we accomplish for the taxpayers can be done without excellent employees. The only way to hire and retain them is through a good wage and benefit program and positive work environment. I would like to thank the Board for their support of our taxpayers, office and staff.

Riley County, Kansas
2023 Budget
Clerk Department
001-002

	PERSONNEL	2021	2022	2023
	Position Title - Full Time	**ACTUAL**	**BUDGET**	**BUDGET**
	Clerk	1.00	1.00	1.00
	Budget & Finance Officer	1.00	1.00	1.00
	Human Resource Manager	1.00	1.00	1.00
	Public Information Officer	0.00	1.00	1.00
	Real Estate Specialist	1.00	1.00	1.00
	Administrative Analyst-Levy	1.00	1.00	1.00
	Administrative Analyst-Accounts Payable	0.00	1.00	1.00
	Payroll & Benefits Specialist	1.00	1.00	1.00
	Administrative Assistant II	1.00	1.00	1.00
	Account/Licenses Clerk	1.00	1.00	1.00
	Records Assistant II	1.00	0.00	0.00
	TOTAL NUMBER OF EMPLOYEES	**9.00**	**10.00**	**10.00**
	EXPENDITURES			
	PERSONNEL SERVICES			
1001	Salaries (Full Time)	$ 620,358	$ 717,776	$ 820,954
1003	Seasonal/Temporary/Part Time	$ -	$ -	$ 15,174
1005	Overtime	2,265	4,927	5,503
1504	FICA	44,396	55,286	64,385
1506	Health Insurance	106,865	157,910	1,838,966
1508	KPERS Retirement	57,937	67,934	83,322
1510	State Unemployment Tax	442	723	842
	TOTAL PERSONNEL SERVICES	**$ 832,263**	**$ 1,004,556**	**$ 2,829,146**
	CONTRACTUAL SERVICES			
2010	Postage/Freight/Shipping	$ 2,007	$ 2,500	$ 2,500
2020	Phone Services	-	-	
2030	Cellular Phone Services	1,860	2,000	2,400
2040	Internet Access	499	-	600
2080	Printing/Duplication Services	1,160	1,000	1,300
2110	Advertising & Legal Publications	3,048	1,500	3,500
2123	Liability Insurance	-	250	
2200	Office Equipment Rental	6,482	7,700	7,500
2410	Repair/Maintain Office Equipment	58	500	500
2430	Computer Software Maintenance/Support	839	2,000	2,000
2510	Mileage/Tolls/Parking/Rental	662	800	900
2520	Lodging	980	1,700	1,700
	CLERK DEPT	**2021**	**2022**	**2023**
	CONTRACTUAL SERVICES (cont)	**ACTUAL**	**BUDGET**	**BUDGET**
2530	Airfare	-	800	1,000
2540	Meals	393	8,600	8,600
2550	Dues & Memberships	1,460	1,400	1,500
2560	Training & Registrations	4,779	10,000	10,000

Attachment: Clerk Office Budgets (12224 : Rich Vargo - Clerk, Clerk Tech, Elections)

2570	Subscriptions		2,669		800		3,000
2605	Administration/Clerical Fees		-		-		
2615	Recording Fees		-		250		250
2625	Laboratory Fees		5,503		7,500		7,000
2700	Bonding Services		225		500		500
2990	Other Contract Services		7,938		27,500		27,500
	TOTAL CONTRACTUAL SERVICES	**$**	**40,561**	**$**	**77,300**	**$**	**82,250**
	COMMODITIES						
3010	Office Supplies	$	3,589	$	4,500	$	4,500
3020	Books & Publications		56		700		700
3032	Supplies-Printers		1,883		1,000		2,000
3990	Other Supplies/Materials		1,870		1,000		2,000
	TOTAL COMMODITIES	**$**	**7,399**	**$**	**7,200**	**$**	**9,200**
	CAPITAL OUTLAY						
4040	Furniture > $100	$	1,763	$	1,000	$	1,500
4050	Technology Hardware		702		-		1,000
4060	Computer Software		-		2,000		2,000
	TOTAL CAPITAL OUTLAY	**$**	**2,465**	**$**	**3,000**	**$**	**4,500**
	TOTAL OPERATING EXPENDITURES	**$**	**880,222**	**$**	**1,089,056**	**$**	**2,920,596**
	TOTAL EXPENDITURES LESS PERSONNEL	**$**	**50,424**	**$**	**87,500**	**$**	**95,950**
	TOTAL EXPENDITURES	**$**	**882,687**	**$**	**1,092,056**	**$**	**2,925,096**

Riley County, Kansas
2023 Budget
Election Department
001-019

	PERSONNEL	2021	2022	2023
	Position Title - Full Time	**ACTUAL**	**BUDGET**	**BUDGET**
	Supervisor-Deputy Clerk	1.00	1.00	1.00
	Senior Analyst	1.00	1.00	1.00
	Administrative Assistant I	1.00	1.00	1.00
	Sub-Total	**3.00**	**3.00**	**3.00**
	Seasonal/Temporary			
	As-Needed Employee	2.00	2.50	2.50
	Temporary Election Workers	4.00	4.00	4.00
	Election Board Workers	325.00	325.00	325.00
	Sub-Total	**331.00**	**331.50**	**331.50**
	TOTAL NUMBER OF EMPLOYEES	**334.00**	**334.50**	**334.50**
	EXPENDITURES			
	PERSONNEL SERVICES			
1001	Salaries (Full Time)	$ 183,176	$ 177,198	$ 201,296
1003	Seasonal/Temporary/Part Time	58,017	166,198	197,570
1005	Overtime	16,718	2,417	2,751
1504	FICA	14,949	20,260	30,724
1506	Health Insurance	35,564	39,246	64,393
1508	KPERS Retirement	17,272	16,884	29,176
1510	State Unemployment Tax	203	265	295
	TOTAL PERSONNEL SERVICES	**$ 325,900**	**$ 422,468**	**$ 526,204**
	CONTRACTUAL SERVICES			
2010	Postage/Freight/Shipping	$ 4,984	$ 36,000	$ 7,000
2020	Phone Services	41	150	150
2030	Cellular Phone Services	782	900	900
2040	Internet Access	(2,360)	7,000	7,000
2080	Printing/Duplication Services	12,690	18,000	20,000
2110	Advertising & Legal Publications	5,521	16,000	9,000
2200	Office Equipment Rental	4,281	6,000	6,000
2220	Building Space Rental	750	3,000	1,500
2410	Repair/Maintain Office Equipment	29	200	500
2430	Computer Software Maintenance/Support	21,700	15,000	26,000
2450	Computer Hardware Maintenance/Support	69,470	70,000	73,000
	ELECTION DEPT	**2021**	**2022**	**2023**
	CONTRACTUAL SERVICES (cont)	**ACTUAL**	**BUDGET**	**BUDGET**
2510	Mileage/Tolls/Parking/Rental	1,904	5,000	3,000

2520 Lodging		518		1,000		1,000
2540 Meals		1,000		1,200		1,200
2550 Dues & Memberships		67		250		250
2560 Training & Registrations		870		2,000		1,200
2570 Subscriptions		-		-		
2585 Miscellaneous Refunds/Reimbursements		-		200		
2696 Election Board Workers		-		700		
2700 Bonding Services		-		150		
2850 Waste Disposal		-		-		
2990 Other Contract Services		-		2,000		2,000
TOTAL CONTRACTUAL SERVICES	**$**	**122,247**	**$**	**184,750**	**$**	**159,700**
COMMODITIES						
3010 Office Supplies	$	3,836	$	5,500	$	4,800
3032 Supplies-Printers		282		1,000		600
3045 Protective Gear		-		1,000		1,000
3080 Fuel & Lubricants		31		100		100
3095 Election Supplies		22,480		69,000		35,000
3135 Furniture < $100		-		200		200
3990 Other Supplies/Materials		82		600		600
TOTAL COMMODITIES	**$**	**26,711**	**$**	**77,400**	**$**	**42,300**
CAPITAL OUTLAY						
4040 Furniture > $100	$	622	$	2,000	$	1,000
4050 Technology Hardware		-		11,500		11,500
4060 Computer Software		-		2,000		2,000
TOTAL CAPITAL OUTLAY	**$**	**622**	**$**	**15,500**	**$**	**14,500**
TOTAL OPERATING EXPENDITURES	**$**	**474,858**	**$**	**684,618**	**$**	**728,204**
TOTAL EXPENDITURES LESS PERSONNEL	**$**	**149,580**	**$**	**277,650**	**$**	**216,500**
TOTAL EXPENDITURES	**$**	**475,480**	**$**	**700,118**	**$**	**742,704**

Attachment: Clerk Office Budgets (12224 : Rich Vargo - Clerk, Clerk Tech, Elections)

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

COUNTY CLERK & ELECTIONS
Budget

MEMORANDUM

FROM: **Patrick Gormely**

MEETING: **June 16, 2022**

SUBJECT: **2023 Riley County Genealogical Society Appropriation Request**

PRESENTER: **Patrick Gormely / Barry Michie, Riley County Genealogical Society**

Enclosures:

- RCGS submission 2023 version May 17 2022 (PDF)

Request for Financial Support of the Riley County Genealogical Society Library located in the county-owned Platt House at 2005 Claflin Rd.

Mission Statement:

· Provide educational and research opportunities for genealogy and family history researchers
· Maintain a genealogical research library
· Collect, preserve and publish genealogical and historical records for Riley County and surrounding area.

Agency Description: The Library is the center of genealogical research for a 60-mile radius of Manhattan. It contains over 5000 volumes of reference materials, publications from almost all states and a large number of rolls of microfilm. These resources provide census information, information on wills and probates, family history files and other historical references. The Library offers on-line genealogical research through the use of its computers and website, www.rileycgs.com. The library catalog is available on the website. We provide a Surname Search for people looking for information about their ancestors. Volunteers assist patrons with their personal research, which can also be requested online. The Library is staffed entirely by volunteers as librarians, computer assistants, board members and janitors. Volunteers procure and schedule exceptional programs for the public on topics related to family history. Volunteers publish a semi-annual journal in color, and an online monthly newsletter.

Estimated Budget for 2023

Estimated Income	Estimated Expenditures
Membership dues $4,000	**Utilities at the Platt House $4,500**
Riley Co Commission $3,500	Publication costs $3,200
Publications sale $2,000	Library acquisitions $2,700
Donations $2,000	Insurance $1,100
Family Research $ 300	Computer and website $1,800
Miscellaneous $1,200	Miscellaneous $1,000-3,000

The Riley County Genealogical Society requests the Riley County Commissioners to budget $3,500 to support partial payment of utilities for the society in the Platt House. This is the same amount we have requested (and received) in recent years.

Riley County Genealogical Society Goals for 2023:
· Serve people with roots in Riley and surrounding counties with resources and assistance with family history research, both in person and on the rileycgs.com website.
· Maintain the historic Platt House which serves as a family research library.
· Continue to digitize local resources, working in close contact with Manhattan Public Library and Riley County archives.
· Publish indexes of local newspapers.
· Continue to provide educational programs and classes on family history topics for the public, such as our frequent monthly programs at the Manhattan Public Library.

Submitted to: Riley County Commissioners May 17, 2022

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

COUNTY CLERK & ELECTIONS
Budget

MEMORANDUM

FROM: **John Ellermann**

MEETING: **June 16, 2022**

SUBJECT: **2023 Public Works/Parks, 1/2 Sales Tax, Auction, County Building, and Solid Waste Budget Requests**

PRESENTER: **John Ellermann, Public Works Director/County Engineer**

Enclosures:

- 2023 Solid Waste Budget MEMO (DOCX)
- 2023 SOLID WASTE (XLS)
- R&B HALF CENT SALES TAX 2023(XLS)
- Johns AUCTION 2023 (XLS)
- CO BLDG 2023 (XLS)
- 2023 PW Budget Memo (DOCX)
- PW 2023 Budget (XLSX)

MEMORANDUM

TO: Board of County Commissioners

FROM: Evan McMillan

DATE: June 16, 2022

RE: 2023 Solid Waste Budget

The proposed 2023 Solid Waste budget is in the amount of $2,705,000. A decrease of $30,000 from the 2021 budget. This proposed budget was formulated to fund the current level of service in the Solid Waste Department.

Revenues: The revenues shown for the 2023 budget are $90,000 more than what was estimated for 2022. The estimated Charges for Services were calculated using an average of the actual revenues from 2019 through 2021.

Personnel Services: The cost for Personnel Services increased in the amount of $26,386 from the 2022 budget.

Contractual Services: The proposed amount for Contractual Services is $15,671 less than 2022. The majority of this change results from a decrease in line item "Other Contractual Services" allocated for an overlay of the interior roadways. Elevated costs of materials associated with asphalt overlays make this an inopportune time for overlay. It should also be noted waste disposal has a slight increase for Hamm's fuel surcharge due to rising fuel prices, along with higher expenditures for "Repair & Maintenance Buildings" to account for the potential replacement of the scales at the tipping floor.

We are at this time and will continue to be subject to a fuel surcharge from Hamm which fluctuates according to the monthly fuel index. We are in the process of creating a new contract to alleviate some of these additional charges.

Commodities: The proposed amount for Commodities is $7,500 more than the 2022 budget. This increase is primarily due to rising fuel prices along with extra funds added for possible concrete overlay of the loading floor, minus a reduction in the funds appropriated for "Parts & Tools > $100" based on prior years.

Capital Outlay: Capital Outlay shows a decrease resulting from reduction of "Other Heavy Equipment" from 2022. This money is intended for the maintenance or replacement of the Material Handler mounted in the Transfer

Building which is nearing the end of its useful life. The current machine is a rebuilt model purchased in 2010 and was worked on in 2021.

Summary: The 2023 budget utilizes assumed Municipal Solid Waste tonnages based on the average annual amounts received over the last 3 years and adjusted to allow for the trends those 3 years have shown.

Fund #150
Riley County Solid Waste

	PERSONNEL	**2019**	**2020**	**2021**	**2022**	**2023**
	Position Title - Full-Time	**ACTUAL**	**ACTUAL**	**ACTUAL**	**BUDGET**	**BUDGET**
	Public Works Oper II	2	2	2	2	2
	Sub-Total	**2**	**2**	**2**	**2**	**2**
	Part-Time					
	Public Works Oper II - Part Time	0	0	0	0	0
	Customer Svc Rep I-Part Time	3	3	3	3	3
	Sub-Total	**3**	**3**	**3**	**3**	**3**
	TOTAL NUMBER OF EMPLOYEES	**5**	**5**	**5**	**5**	**5**
	BEGINNING CASH BALANCE					
	Fund Balance	$ 570,704	$ 483,590	$ 421,227	$ 420,000	$ 300,0
	TOTAL BEGINNING CASH BALANCE	**$ 570,704**	**$ 483,590**	**$ 421,227**	**$ 420,000**	**$ 300,0**
	REVENUE					
206	State Grant			512.4		
452	Convenience Fee	$ -	$ 4,490	$ 8,068	$ -	$
503	Non-Collection Revenue	1,071	1,445	545	-	
600	Miscellaneous Reimbursement	3,883	2,237	5,157	-	
602	Charges for Services-Misc Collections	2,360,506	2,273,486	2,665,790	2,310,000	2,400,0
603	Transfer In	-	3,611	2,905	-	
610	Outside Collections	468	-	-	-	
651	Farm Income	6,364	-	9,423	5,000	5,0
850	Return Check Expense	(18,882)	-	-	-	
	TOTAL REVENUE	**$ 2,353,409**	**$ 2,285,269**	**$ 2,692,399**	**$ 2,315,000**	**$ 2,405,0**
	TOTAL RESOURCES AVAILABLE	**$ 2,924,113**	**$ 2,768,858**	**$ 3,113,626**	**$ 2,735,000**	**$ 2,705,0**
	PERSONNEL SERVICES					
1001	Salaries (Full-Time)	$ 121,500	$ 131,704	$ 123,733	$ 112,133	$ 122,68
1003	Seasonal/Temp	38,439	40,585	48,738	62,222	68,0
1005	Overtime	6,502	8,963	10,042	11,213	12,2
1502	Clothing Allowance	153	128	117	250	
1504	FICA	11,785	12,770	12,833	14,196	15,5
1506	Health Insurance	43,380	45,668	55,521	55,671	60,8
1508	KPERS	16,461	17,302	18,272	17,443	20,0
1510	State Unemployment Tax	144	218	168	186	2
	TOTAL PERSONNEL SERVICES	**$ 238,364**	**$ 257,338**	**$ 269,424**	**$ 273,314**	**$ 299,7**
	CONTRACTUAL SERVICES					
2010	Postage / Freight / Shipping	$ 1,287	$ 169	$ 216	$ 500	$ 5
2020	Phone Services	1,163	1,277	1,231	1,200	1,2
2030	Pagers&Cellular Phone Svc	600	600	625	625	6
2080	Printing/Duplication Services	822	23	-	1,000	5
2110	Advertising&Legal Publication	-	1,700	822	1,500	1,5
2120	Insurance Property/Bldg	3,306	4,140	3,960	4,500	4,5
2122	Vehicle/Fleet Insurance	389	424	322	500	5
2124	Other Insurance	5,562	6,011	6,044	6,100	6,1
2210	Machinery Equipment Rental	-	-	277	5,000	5,0
2400	Repair&Maint Co Vehicles	4,886	4,563	18,081	15,000	15,0
2420	Repair&Maint Other Equip	43	126	361	2,000	2,0
2430	Rep,Maint,Support Software	4,613	1,493	2,770	2,500	2,5
2480	Repair&Maint Buildings	14,648	14,550	50,503	20,000	50,0
2490	Other Repairs & Maintenance	-	-			
2510	Mileage / Tolls / Parking / Rental	-	-	-	200	2
2520	Lodging	200	-	-	1,000	1,0
2540	Meals	167	-	-	200	2
2560	Training & Registrations	200	-	-	500	50
2585	Misc Refunds/Reimb	-	-	-	100	100

2605 Administration/Clerical Fees	76,780	75,023	63,591	80,000	80,000
2635 Engineering Fees	-	-	3,238	3,000	3,0(
2750 Credit Card Fees	1,921	8,774	12,064	10,000	10,0(
2775 Pest Control Fees	684	684	684	1,000	1,0(
2810 Electric/Gas Services	25,871	21,282	19,133	27,000	25,0(
2830 Water	9,626	11,315	14,341	12,000	15,0(
2850 Waste Disposal	1,987,035	1,885,607	2,089,488	1,990,000	2,000,0(
2990 Other Contract Services	26,211	21,478	33,160	91,171	35,0(
TOTAL CONTRACTUAL SERVICES	**$ 2,166,013**	**$ 2,059,239**	**$ 2,320,911**	**$ 2,276,596**	**$ 2,260,92**
COMMODITIES					
3010 Office Supplies	$ 795	$ 617	$ 12	$ 1,500	$ 1,0(
3030 Computer Supplies	$ 112	$ -	$ -	$ -	$ 5(
3032 Supplies-Printer	136	147	-	200	$ 5(
3060 Medical Supplies	24	174	394	200	$ 2(
3080 Fuel & Lubricants	8,387	4,565	10,314	9,750	$ 17,5(
3085 Propane	1,802	1,072	1,386	2,500	$ 3,5(
3090 Custodian Supplies	35	144	18	150	$ 1(
3100 Chemical	1,876	2,911	1,580	2,500	$ 2,5(
3120 Deicing Materials	259	148	141	500	$ 5(
3140 Parts & Tools < $100	1,117	1,652	2,869	2,000	$ 2,0(
3150 Parts & Tools > $100	3,061	10,191	2,590	15,000	$ 10,0(
3170 Gravel Aggregates	6,906	5,404	2,829	7,500	$ 7,5(
3190 Sign Materials	943	118	-	1,000	$ 1,5(
3220 Seed/Fertilizer	-	-	-	100	$ 1(
3230 Concrete	-	228	558	-	$ 2,5(
3250 Asphalt Maintenance Materials	-	1,597	-	2,500	$ 3,0(
3990 Other Supplies, Materials	212	136	2,473	1,000	$ 1,0(
TOTAL COMMODITIES	**$ 25,665**	**$ 29,103**	**$ 25,163**	**$ 46,400**	**$ 53,9(**
CAPITAL OUTLAY					
4005 Budget Stabilization	$ -	$ -	$ -	$ -	$ -
4020 Other Equipment	-	460	-	-	
4030 Telecommunications Equipment	67	40	-	200	2(
4040 Furniture > $100	-	-	-	400	4(
4050 Technology Hardware	-	1,318	-	-	
4054 Tech Hardware - Printers	816	133	-	500	
4060 Computer Software	9,600	-	-	-	
4120 Other Heavy Equipment	-	-	-	137,590	89,8
4150 Enhancement Projects	-	-	44,625	-	
TOTAL CAPITAL OUTLAY	**$ 10,483**	**$ 1,951**	**$ 44,625**	**$ 138,690**	**$ 90,4**
TOTAL EXPENDITURES	**$ 2,440,525**	**$ 2,347,631**	**$ 2,660,122**	**$ 2,735,000**	**$ 2,705,0(**
TOTAL ENDING FUND BALANCE	**$ 483,588**	**$ 421,227**	**$ 453,504**	**$ -**	**$**

Attachment: 2023 SOLID WASTE (12229 : John Ellermann - PW/Parks, Auction, County Bldg, SW)

Fund #157
Riley County Road & Bridge Sales Tax

		2019 ACTUAL	2020 ACTUAL	2021 ACTUAL	2022 BUDGET	2023 BUDGET
	BEGINNING CASH BALANCE					
	Fund Balance	$ 3,344,227	$ 3,773,621	$ 6,013,014	$ 5,328,195	$ 6,349,643
	TOTAL BEGINNING CASH BALANCE	$ 3,344,227	$ 3,773,621	$ 6,013,014	$ 5,328,195	$ 6,349,643
	REVENUE					
205	Sales Tax	$ 1,799,319	$ 1,807,458	$ 698,976	$ 1,750,000	$ 2,000,000
600	Miscellaneous Reimbursement-py cancel encumb	58,029	-	7,711	-	-
602	Misc Collection	1,377,249	-	10,433	-	-
	Prior Year Cancelled Encumbrance	-	9,839	-	-	-
	TOTAL REVENUE	**$ 3,234,597**	**$ 1,817,297**	**$ 717,119**	**$ 1,750,000**	**$ 2,000,000**
	TOTAL RESOURCES AVAILABLE	**$ 6,578,824**	**$ 5,590,918**	**$ 6,730,133**	**$ 7,078,195**	**$ 8,349,643**
	EXPENDITURES					
2990	Contractual Services	$ 101,449	$ 748,334	$ 18,213	$ -	$ 150,000
3990	Commodities	2,331	31,806	-	-	50,000
4990	Capital Outlay	2,701,423	338,883	362,277	7,078,195	8,149,643
	TOTAL EXPENDITURES	**$ 2,805,203**	**$ 1,119,023**	**$ 380,490**	**$ 7,078,195**	**$ 8,349,643**
	TOTAL ENDING FUND BALANCE	**$ 3,773,621**	**$ 4,471,895**	**$ 6,349,643**	**$ -**	**$ (0)**

Fund #118
Riley County Auction

		2019 ACTUAL		2020 ACTUAL		2021 ACTUAL		2022 BUDGET		2022 5/22
BEGINNING CASH BALANCE										
Fund Balance	$	33,897	$	18,238	$	15,821	$	9,583	$	168,220
TOTAL BEGINNING CASH BALANCE	**$**	**33,897**	**$**	**18,238**	**$**	**15,821**	**$**	**9,583**	**$**	**168,220**
REVENUE										
503 Non-Collection Revenue	$	118,450	$	22,403	$	164,165	$	-	$	-
610 Outside Collections		11,606		-	$	(231)	$	-	$	-
TOTAL REVENUE	**$**	**130,056**	**$**	**22,403**	**$**	**163,934**	**$**	**-**	**$**	**-**
TOTAL RESOURCES AVAILABLE	**$**	**163,953**	**$**	**40,641**	**$**	**179,755**	**$**	**9,583**	**$**	**168,220**
EXPENDITURES										
604 Transfer to CIP	$	130,000	$	20,000	$	-	$	-	$	-
2000 Contractual Services		15,715		4,820	$	-	$	9,583	$	-
2990 Other Contract Services					$	11,536			$	1,440
3000 Commodities		-		-	$	-	$	-	$	-
TOTAL EXPENDITURES	**$**	**145,715**	**$**	**24,820**	**$**	**11,536**	**$**	**9,583**	**$**	**1,440**
TOTAL ENDING FUND BALANCE	$	18,238	$	15,821	$	168,220	$	-	$	166,780

2022 Estimate	2022 BUDGET
$ 168,220	$ 10,000
$ 168,220	**$ 10,000**
$ -	$ -
$ -	$ -
$ -	**$ -**
$ 168,220	**$ 10,000**
$ 146,220	$ -
$ -	$ 10,000
$ 12,000	
	$ -
$ 158,220	**$ 10,000**
$ 10,000	$ (0)

Fund #152
Riley County Building Fund

		2018 ACTUAL	2019 ACTUAL	2020 ACTUAL	2021 ACTUAL	2022 BUDGET	2023 BUDGET
	BEGINNING CASH BALANCE						
	Fund Balance	$ 66,833	$ 50,595	$ 49,553	$ 18,956	$ 5,251	$ 118,057
	TOTAL BEGINNING CASH BALANCE	**$ 66,833**	**$ 50,595**	**$ 49,553**	**$ 18,956**	**$ 5,251**	**$ 118,057**
	REVENUE						
102	Motor Vehicle Tax	$ 32,594	$ 29,911	$ 29,559	$ 29,355	$ 29,370	$ 30,150
103	Vehicle Rental Excise Tax	576	582	483	213	340	439
113	Recreational Vehicle Tax	296	256	265	286	274	275
130	Commercial Vehicle Fee	1,544	1,357	1,265	1,113	1,175	1,291
180	Ad Valorem Tax	316,709	319,374	312,064	340,999	-	322,287
181	Delinquent Tax	3,851	3,811	3,743	5,688	-	4,273
182	Oil & Gas Current	40	56	32	18	-	37
183	Oil & Gas Delinq				1		-
184	P.P. Current	3,542	3,123	2,700	2,899	-	3,066
185	P.P. Delq.	359	418	282	321	-	345
190	16 / 20 M Vehicle Tax	247	265	213	240	265	241
191	TIF Adjustment				(7,892)		-
192	16 / 20 M Vehicle Delinquent Tax	22	31	34	21	-	27
193	Watercraft Current	146	139	139	145	174	142
194	Watercraft Delq.	38	35	30	36	-	35
503	Non-Collection Revenue	98	134	1,813	464	-	627
600	Misc Reimbursement	2,540	4,117	4,243	3,892	-	3,698
	PY cancelled encumbrances	-	8,906	-		-	2,969
602	Miscellaneous Collection		-	10		-	-
603	Transfer In		-	10,593	1,400	-	3,998
610	Outside Collections	-	-	-		-	-
	TOTAL REVENUE	**$ 362,602**	**$ 372,515**	**$ 367,468**	**$ 379,198**	**$ 31,598**	**$ 373,900**
	TOTAL RESOURCES AVAILABLE	**$ 429,435**	**$ 423,110**	**$ 417,021**	**$ 398,154**	**$ 36,849**	**$ 491,957**
	EXPENDITURES						
	CONTRACTUAL SERVICES						
2010	Postage / Freight / Shipping	$ -	$ -	$ 9	$ -	$ -	$ -
2480	Repair & Maintain Buildings & Grounds	3,524	2,142	199	$ -	285,000	-
	(6) Keats Park Bldg	589	872	552	$ 1,393	-	1,000
	(7) Plaza Grounds	40,154	48,746	30,495	$ 32,486	-	37,000
	(24) Weed Dept Bldg	3,156	2,093	1,046	$ 4,387	-	5,000
	(53) Mental Health		-	8,300	$ -	-	5,000
	(57) Health Dept.	15,787	15,955	16,443	$ 21,544	20,000	25,000
	(63)Courthouse	25,548	65,590	101,373	$ 35,457	-	66,000
	(64) Office Building	51,829	39,711	64,287	$ 47,092	-	50,000
	(65) Carnegie Building	19,937	21,394	28,202	$ 22,418	-	25,000
	(66) Plaza East	20,571	43,265	23,019	$ 16,891	-	30,000
	(69) Wharton Manor	47,493	45,862	17,405	$ 29,970	35,000	30,000
	(71) CICO Park / Pottorf Hall	24,249	2,315	5,184	$ 3,852	-	5,000
	(72) Museum	4,355	14,434	3,917	$ 9,203	-	10,000
	(73) HHW Bldg	-	880	-	$ -	-	1,000
	(75) Plat House	1,780	150	165	$ 165	-	5,000
	(79) Fairmont Restroom East	120	-	19	$ -	-	200
	(82) Shop Site	-	-	-	$ -	-	-
	(87) Fairmont Restroom West	120	-	-	$ 311	-	300
	(92) Bldg A-Shop Site	5,042	3,766	8,861	$ 1,651	-	5,000
	(93) Bldg B-Shop Site	3,014	2,483	2,738	$ 2,567	-	3,000
	(94) Bldg C-Shop Site	1,922	4,031	1,866	$ 2,985	-	3,000
	(95) Shop-Shop Site	13,671	11,287	5,832	$ 5,432	-	7,500
	(96) Admin Bldg-Shop	60,209	19,364	22,236	$ 11,864	10,000	15,000
	(97) Shop Yard-Shop Site	882	-	2,213	$ 1,296	-	2,000
	(118) Bldg C-EMS	-	234	2,654	2,977	-	3,000
	(125) 115 Courthouse Plaza	-	-	-	1,826	-	1,000
	(132) Lab Building	-	-	-	227	-	1,000
	(302) EMS Vehicle Bldg	7,041	6,276	7,555	5,165	-	

2615 Recording Fees	-	-	36	-	-	-
2630 Architect Fees	-	-	-	-	8,500	10,000
2635 Engineering Fees	462	1,463	310	-	8,500	10,000
2657 Misc Fees		-	500	-	-	1,000
2760 Consultant Fees		-	1,783	-	-	-
2775 Pest Control Fees	7,731	4,795	6,184	5,304	10,000	10,000
2850 Waste Disposal	-	-	-	14		
2990 Other Contract Services	-	-	-	-	-	-
TOTAL CONTRACTUAL SERVICES	**$ 359,186**	**$ 357,108**	**$ 363,383**	**$ 266,478**	**$ 377,000**	**$ 377,000**
COMMODITIES						
3010 Office Supplies						
3060 Medical Supplies	$ 519	$ 3,041	$ 3,920	$ 2,525	$ 4,000	$ 4,000
3140 Parts & Tools <$100	10,104	10,336	8,368	6,243	10,000	10,000
3150 Parts & Tools >$100	1,444	1,745	368	-	2,000	2,000
3990 Other Supplies & Materials	-	199	-	-	-	-
TOTAL COMMODITIES	**$ 12,067**	**$ 15,321**	**$ 12,656**	**$ 8,769**	**$ 16,000**	**$ 16,000**
CAPITAL OUTLAY						
4040 Furniture > $100	$ 2,820	$ 1,128	$ -	$ -	$ -	$ -
4062 Computer Software-Server				2,617		
4110 Maint/Construction Equip				600		-
4130 Building Improvements	4,767	-	15,153	14,672	-	-
4140 Land Improvements	-	-	-	-	-	-
4290 Other Construction Projects		-	1,622	-	-	-
TOTAL CAPITAL OUTLAY	**$ 7,587**	**$ 1,128**	**$ 16,775**	**$ 17,889**	**$ -**	**$ -**
TOTAL EXPENDITURES	**$ 378,840**	**$ 373,557**	**$ 392,814**	**$ 293,136**	**$ 393,000**	**$ 393,000**
TOTAL ENDING FUND BALANCE	**$ 50,595**	**$ 49,553**	**$ 24,207**	**$ 105,018**	**$ (356,151)**	**$ 98,957**

Attachment: CO BLDG 2023 (12229 : John Ellermann - PW/Parks, Auction, County Bldg, SW)

MEMORANDUM

TO: Board of County Commissioners

FROM: John Ellermann, Public Works Director

DATE: June 16, 2022

RE: 2023 Public Works Budget Request

INTRODUCTION:

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

PARKS DIVISION:

The Contractual, Commodities & Capital expenditures in the proposed 2023 Parks budget are $171,750. A reduction of $3,550 from the 2022 budget.

PUBLIC WORKS less PARKS DIVISION:

The Contractual, Commodities & Capital expenditures in the proposed 2023 Public Works budget are $4,367,150. An increase of $896,700 from the 2022 budget.

PUBLIC WORKS COMBINED:

The Contractual, Commodities & Capital expenditures for the combined proposed 2023 Public Works budget, including Parks are $4,538,900. For an increase of $893,150.

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

Contractual:

2360 Traffic Striping was increased to $200,000 from $155,00 based on actuals and current pricing.

2400 Repair and Maintenance of County Vehicles increased to $65,000 from $60,000 based on actuals and estimated needs.

2635 Engineering Fees increased to $50,000 from $40,000 based on actuals and estimated needs.

2990 Other Contractual Services decreased to $15,000 from $20,000 based on actuals and estimated needs.

Commodities:

3080 Fuel & Lubricants increased to $780,000 from $350,000 to account for increasing fuel costs. Increase based on $6.00 per gallon diesel and $5.00 per gallon unleaded.

3100 Chemical increased to $62,500 from $50,000 to match current needs.

3250 Asphalt Maintenance Materials increased to $60,000 from 55,000 based on actuals and estimated needs.

Capital Outlay:

4160 Asphalt Construction was increased to $1,500,000 from $1,100,000 based on need and current pricing.

4170 Bridge Construction was increased to $120,000 from 90,000 based on increase pricing of precast concrete box culverts.

4290 Other Construction Projects was reduced to $100,00 for $110,000 based on actuals and expected need.

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

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

SUMMARY:

The 2023 proposed Public Works budget presented has an increase in Contractual, Commodities and Capital of $893,150 and an increase in Personnel of $304,771. For a total budget increase of $1,227,921.

The major increases in the 2023 proposed budget are due to the increase in costs of asphalt overlays, bridge materials and fuel and personnel. As the cost of doing business continues to go up the ability for the Public Works Department to maintain the same level of service the public is accustomed to becomes more difficult. We believe, without the increase, the Public Works Department cannot continue to provide the same high level of service.

If you have any questions or desire any additional information regarding the proposed 2022 Public Works budget, please contact John Ellermann.

Riley County, Kansas
2023 Budget
Public Works Department
001-040

PERSONNEL Position Title - Full Time	2019 ACTUAL	2020 BUDGET	2021 ACTUAL	2022 BUDGET	2023 BUDGET
Operations/Fleet Manager	1.00	1.00	1.00	1.00	1.00
Customer Service Rep I	1.00	1.00	1.00	1.00	1.00
Administrative Clerk I	2.00	2.00	2.00	2.00	2.00
Senior Analyst	1.00	1.00	1.00	1.00	1.00
Administrative Services Manager	1.00	1.00	1.00	1.00	1.00
Administrative Assistant II	2.00	2.00	2.00	2.00	2.00
Asphalt Road Supervisor	1.00	1.00	1.00	1.00	1.00
Assistant Engineer	1.00	1.00	1.00	1.00	1.00
Bridge Supervisor	1.00	1.00	1.00	1.00	1.00
Director/Engineer	1.00	1.00	1.00	1.00	1.00
Engineering Technician	3.00	3.00	3.00	3.00	3.00
Gravel Road Supervisor	1.00	1.00	1.00	1.00	1.00
Mechanic Technician II	3.00	3.00	3.00	3.00	3.00
Public Works Operator II	17.00	17.00	17.00	17.00	17.00
Purchasing Agent	1.00	1.00	1.00	1.00	1.00
Shop Supervisor	1.00	1.00	1.00	1.00	1.00
Technician Assistant/Training Coordinator	1.00	1.00	1.00	1.00	1.00
Traffic Control Supervisor	1.00	1.00	1.00	1.00	1.00
Traffic Control Technician I	1.00	1.00	1.00	1.00	1.00
Facility Supervisor	1.00	1.00	1.00	1.00	1.00
Facility Technician I	1.00	1.00	1.00	1.00	1.00
Custodial Manager	1.00	1.00	1.00	1.00	1.00
Custodian	7.00	7.00	7.00	7.00	7.00
Facilities & Grounds I	0.00	1.00	0.00	1.00	1.00
Facilities & Grounds II	5.00	4.00	5.00	4.00	4.00
Parks Manager	1.00	1.00	1.00	1.00	1.00
Parks Supervisor	1.00	1.00	1.00	1.00	1.00
Sub-Total	**58.00**	**58.00**	**58.00**	**58.00**	**58.00**
Part-Time/Seasonal/Temporary					
Security	1.00	1.00	1.00	1.00	1.00
Seasonal Laborers-3 Mo	3.00	3.00	3.00	3.00	3.00

Seasonal Laborers-9 Mo	2.00	2.00	2.00	2.00	2.00
As-Needed Engineering Tech	1.00	1.00	1.00	1.00	1.00
Technicians (Intern) (3@1,000 hrs)	3.00	3.00	3.00	3.00	3.00
Sub-Total	**10.00**	**10.00**	**10.00**	**10.00**	**10.00**
TOTAL NUMBER OF EMPLOYEES	**68.00**	**68.00**	**68.00**	**68.00**	**68.00**

	PUBLIC WORKS DEPT EXPENDITURES PERSONNEL SERVICES	2019 ACTUAL	2020 BUDGET	2021 ACTUAL	2022 BUDGET	2023 BUDGET
1001	Salaries (Full Time)	$ 2,548,341	$ 2,640,249	$ 2,395,315	$ 2,662,890	$ 3,413,195
-57	Salaries (Full Time)-HD	103,195	82,812	79,516	152,812	
-81	Salaries (Full Time)-Parks	254,076	312,316	321,380	341,506	
1003	Seasonal/Temporary/Part Time	44,947	36,955	18,169	97,400	129,672
-57	Seasonal/Temporary-HD	6,811	-	-		
-81	Seasonal/Temporary/Part Time-Parks	6,429	23,639	775	13,080	
1005	Overtime	77,121	55,171	42,486	74,975	94,433
-57	Overtime-HD	642	418	346	5,043	
-81	Overtime-Parks	9,749	5,444	5,265	8,856	
1502	Clothing Allowance	-	-	2	-	
1504	FICA	190,568	196,648	178,071	216,898	278,253
-57	FICA-HD	7,935	6,163	5,705	12,076	
-81	FICA-Parks	19,377	24,582	23,522	27,803	
1506	Health Insurance	574,438	589,713	575,706	597,823	794,750
-57	Health Insurance-HD	39,025	32,207	33,207	34,491	
-81	Health Insurance-Parks	60,913	72,161	71,115	76,554	
1508	KPERS Retirement	266,430	261,006	229,566	257,187	360,093
-57	KPERS Retirement-HD	10,270	7,998	7,429	14,838	
-81	KPERS Retirement-Parks	26,070	30,580	29,843	32,934	
1510	State Unemployment Tax	2,344	3,398	2,352	2,835	3,637
-57	State Unemployment Tax-HD	98	106	75	158	
-81	State Unemployment Tax-Parks	237	422	308	364	
	TOTAL PERSONNEL SERVICES	**$ 4,249,016**	**$ 4,381,988**	**$ 4,020,153**	**$ 4,630,523**	**$ 5,074,034**
	CONTRACTUAL SERVICES					
2010	Postage/Freight/Shipping	$ 654	$ 2,963	$ 2,256	$ 1,000	$ 2,000
-81	Postage/Freight/Shipping	-	-	42	100	100
2020	Phone Services	-	-	771	-	
2030	Cellular Phone Services	18,108	17,590	17,638	18,000	18,000
-57	Cellular Phone Services	1,305	1,093	1,080	1,100	1,200
-81	Cellular Phone Services	2,540	3,078	3,465	2,800	3,500
2040	Internet Access	7,608	7,829	8,147	8,000	8,000
2080	Printing/Duplication Services	1,394	383	51	1,500	1,500
2110	Advertising & Legal Publications	13,506	6,248	12,646	6,000	10,000
2120	Insurance-Property	641	-	-		

2122	Vehicle/Fleet Insurance	42,378	40,011	38,248	38,000	40,000
-81	Vehicle/Fleet Insurance	2,654	5,333	6,122	5,000	5,000
2123	Liability Insurance	483	69	-	-	
-81	Liability Insurance	695	7	-	-	
2124	Other Insurance	-	203	203	-	
2150	Surveying Services	-	-	-	5,000	5,000
2200	Office Equipment Rental	13,729	9,444	8,973	13,000	10,000
2210	Machinery Equipment Rental	68,341	55,621	62,768	52,000	55,000
-81	Machinery Equipment Rental	847	1,574	1,220	6,500	5,000
2230	Land Rental/Lease Payments	408	792	1,187	500	500
-81	Land Rental/Lease Payments	300	300	300	400	400
2245	Other Rental Services					
2275	Records Preservation	-	-	-	50	50
2280	Permits	-	-	60	500	100
2340	Guardrail Installation	-	-	-	20,000	20,000
2350	Right-of-Way Maintenance	1,200	-	-		
2360	Traffic Striping	-	169,393	190,895	155,000	200,000
2370	Roadway Illumination	-		-	500	500
2400	Repair/Maintain County Vehicles	52,347	59,046	67,808	60,000	65,000
-81	Repair/Maintain County Vehicles	429	-	-	2,500	1,500
2410	Repair/Maintain Office Equipment	-	-	1,650	500	500
2420	Repair/Maintain Other Equipment	1,869	1,069	1,674	2,000	1,500
-81	Repair/Maintain Other Equipment	150	-	-	250	250
2430	Computer Software Maintenance/Support	13,716	14,983	11,650	13,000	16,000
2450	Computer Software Maintenance/Support	-	-	109	1,500	1,500
2470	Repair Furniture	-	-	-	500	-
2480	Repair/Maintain Buildings & Grounds	11,373	432	523	8,000	5,000
-81	Repair/Maintain Buildings & Grounds	1,182	141	1,888	3,000	3,000
2490	Other Repairs/Maintenance	71,749	36,288	40,485	25,000	25,000
-81	Other Repairs/Maintenance	-	-	-	1,000	1,000
2510	Mileage/Tolls/Parking/Rental	1,851	641	731	2,000	2,000
-81	Mileage/Tolls/Parking/Rental	145	172	430	500	500
2520	Lodging	10,081	702	1,965	10,000	10,000
-81	Lodging	-	148	620	1,000	1,000
2530	Airfare	747	-	-	2,500	2,500
-81	Airfare	-	-	-	500	500
2540	Meals	3,206	941	521	3,000	3,000

-81 Meals	515	279	728	750	750
2550 Dues & Memberships	2,216	2,203	2,325	2,300	2,300
-81 Dues & Memberships	810	319	495	1,250	1,000
2560 Training & Registrations	15,742	8,977	7,789	16,000	15,000
-81 Training & Registrations	1,375	1,995	1,394	3,000	3,000
2570 Subscriptions	-	232	150	500	500
2615 Recording Fees	470	72	146	500	500
2630 Architect Fees	-	-	-	1,000	1,000
-81 Architect Fees	-	-	-	1,000	1,000
2635 Engineering Fees	59,266	38,545	56,080	40,000	50,000
-81 Engineering Fees	-	-	-	4,500	4,000
2645 Legal Settlements	-	-	-	-	
2700 Bonding Services	-	-	75	-	
2760 Consultant Fees	-	2,600	-	3,000	3,000
-81 Pest Control Fees		-			
2780 Transportation Task Force Appropriation	20,000	20,000	20,000	20,000	20,000
2830 Water	-	779	-	-	
2840 Sewage Charges	3,135	4,270	5,180	3,000	4,500
2850 Waste Disposal	1,238	2,413	1,997	1,500	2,000
-81 Waste Disposal	79	-	-		
2890 Waste Disposal	750	-	-		
-81 Waste Disposal	58	-	58		
2990 Other Contract Services	17,831	18,426	10,248	20,000	15,000
-81 Other Contract Services	60	406	-	5,000	5,000
TOTAL CONTRACTUAL SERVICES	**$ 469,181**	**$ 538,010**	**$ 592,792**	**$ 595,000**	**$ 654,150**

PUBLIC WORKS DEPT COMMODITIES	2019 ACTUAL	2020 ACTUAL	2021 ACTUAL	2022 BUDGET	2023 BUDGET
3010 Office Supplies	$ 5,189	$ 3,664	$ 5,386	$ 5,000	$ 5,000
-81 Office Supplies	223	139	-	-	
3020 Books & Publications	-	2,882	-	500	500
3030 Computer Supplies	40	50	45	500	500
3032 Supplies-Printers	4,906	3,199	4,827	4,000	4,000
3040 Clothing	3,473	3,240	3,311	4,000	3,500
-81 Clothing	20	227	518	500	500
3045 Protective Gear	11,118	7,978	9,786	10,500	10,000
-81 Protective Gear	-	75	145	750	750
3060 Medical Supplies	618	1,971	2,318	1,500	1,500
3080 Fuel & Lubricants	329,628	211,404	352,562	350,000	780,000
-81 Fuel & Lubricants	84	-	36		
3090 Custodian Supplies	75,686	83,766	62,177	75,000	75,000
-81 Custodian Supplies	891	1,582	1,547	1,500	1,500
3100 Chemical	82,070	51,417	67,407	50,000	62,500
-81 Chemical	5,211	5,153	4,447	6,000	6,000
3120 De-icing Materials	124,508	53,596	59,798	80,000	80,000
3140 Parts & Tools < $100	91,145	79,950	75,397	90,000	90,000
-57 Parts & Tools < $100					
-81 Parts & Tools < $100	5,344	4,339	1,626	5,500	5,000
3150 Parts & Tools > $100	243,677	198,585	128,492	180,000	180,000
-57 Parts & Tools > $100					
-81 Parts & Tools > $100	6,351	12,528	3,498	10,000	10,000
3170 Gravel Aggregates	313,263	333,540	168,734	300,000	300,000
-81 Gravel Aggregates	1,240	2,747	943	4,000	4,000
3180 Culverts	8,704	6,956	25,678	20,000	20,000
-81 Culverts	-	-	-	1,000	1,000
3190 Sign Materials	49,589	32,928	24,889	35,000	35,000
-81 Sign Materials	-	190	-	1,000	1,000
3200 Bridge Materials	5,993	458	11,478	10,000	10,000
3220 Seed & Fertilizer	-	260	386	1,000	1,000
-81 Seed & Fertilizer	384	2,800	2,066	7,000	7,000
3230 Concrete	20,584	14,315	7,640	20,000	20,000
-81 Concrete	1,068	748	2,863	1,500	2,000
3240 Asphalt Seal Materials	290,789	197,237	227,172	250,000	250,000
3250 Asphalt Maintenance Materials	53,537	54,837	123,001	55,000	60,000

3990	Other Supplies/Materials	179,522	13,168	16,046	15,000	15,000
-81	Other Supplies/Materials	1,752	2,319	2,233	4,000	3,000
	TOTAL COMMODITIES	**$ 1,916,607**	**$ 1,388,311**	**$ 1,396,452**	**$ 1,599,750**	**$ 2,045,250**
	CAPITAL OUTLAY					
604	Transfers Out	$ -	$ 9,650	$ -	$ -	
604-81	Transfers Out	121,232	3,750	-	-	
4010	Office Equipment	$ -	$ 298	$ 256	$ 1,000	$ 1,000
-81	Office Equipment	-	-	131	250	250
4020-81	Other Equipment	-	-	-	250	250
4030	Telecommunications Equipment	-	840	-	1,000	1,000
4040	Furniture > $100	4,567	5,339	5,024	3,000	3,000
4050	Technology Hardware	3,913	1,370	2,851	3,000	3,000
4052	Technology Hardware-Desktop	863	1,434	401	-	
4052	Tech Hardware-Desktop	-	-	-	-	
4054	Technology Hardware-Printers	31	640	-	-	
4060	Computer Software	950	9,322	2,894	2,500	2,500
4062	Computer Software-Server	-	-			
4090	Heavy Duty Trucks	-	-			
4100	Motor Graders	-	-			
4061	Computer Software-Desktop	-	-	52	-	
4110	Maintenance/Construction Equipment	34,597	17,431	35,123	35,000	35,000
-81	Maintenance/Construction Equipment	11,562	10,162	-	8,000	8,000
4120	Other Heavy Equipment	-	12,200	-	5,000	5,000
4130	Building Improvement	-	16,599	-	2,500	2,500
4160	Asphalt Construction	1,325,163	1,137,057	1,051,853	1,100,000	1,500,000
4170	Bridge Construction	115,683	86,849	84,084	90,000	120,000
4180	Road Construction	-	-	40,000	-	
4190	Right-of-Way Acquisition	-	-	2	3,000	3,000
4200	County Park Maintenance/Construction	1,158	12,783	21,676	26,500	25,000
4210	Community Park Maintenance/Construction	33,796	56,250	56,270	60,000	60,000
4290	Other Construction Projects	21,837	42,621	196	110,000	100,000
	TOTAL CAPITAL OUTLAY	**$ 1,675,352**	**$ 1,424,595**	**$ 1,300,812**	**$ 1,451,000**	**$ 1,869,500**
	TOTAL OPERATING EXPENDITURES	**$ 6,634,804**	**$ 6,308,309**	**$ 6,009,397**	**$ 6,825,273**	**$ 7,773,434**
	TOTAL EXPENDITURES LESS PERSONNEL	**$ 4,061,140**	**$ 3,350,916**	**$ 3,290,056**	**$ 3,645,750**	**$ 4,568,900**

TOTAL EXPENDITURES	**$ 8,310,156**	**$ 7,732,904**	**$ 7,310,209**	**$ 8,276,273**	**$ 9,642,934**

RILEY COUNTY

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

COUNTY CLERK & ELECTIONS
Budget

MEMORANDUM

FROM: **Julie Winter**

MEETING: **June 16, 2022**

SUBJECT: **2023 Benefit Districts and Landfill Budget Requests**

PRESENTER: **Julie Winter, Administrative Services Manager**

Enclosures:
- 2023 - Memo Benefit District_Landfill Closure (PDF)
- BENEFIT DISTRICTS_LANDFILL CLOSURE_2023 Budget (XLS)

RILEY COUNTY
PUBLIC WORKS

6215 Tuttle Creek Blvd
Manhattan, Kansas 66503
Phone: 785-537-6330
Fax: 785-565-6286

MEMORANDUM

TO: Board of County Commissioners
FROM: Julie Winter, Administrative Services Manager-PW JW
SUBJECT: 2023 Benefit Districts, Landfill Closure & Mertz Levee Budget Requests
DATE: June 16, 2022

To assist you in the 2023 budget process, the information provided below is a summarization of minor adjustments to each fund.

Utility Benefit Districts – Operation/Capital Funds

- **Carson Sewer Benefit District** – 182 Sewer Benefit Units. No major changes in normal operational revenues/expenditures. Decreased amount transferred into Capital Fund. Taxes levied should remain the same as 2022.

- **Deep Creek Sewer Benefit District** – 21 Sewer Benefit Units. No major changes in normal operational revenues/expenditures. Increased amount transferred into Capital Fund.

- **Hunter's Island Water Benefit District** – 47 Water Benefit Units. Expenditures will increase slightly due to hiring a Public Works-Utility Technician to replace our contracted operator.

- **Konza Water Benefit District** – 134 Water Benefit Units. No major changes to operational revenues. Expenditures will increase slightly due to hiring a Public Works-Utility Technician to replace our contracted operator. Increase amount transferred into the Capital Fund.

- **Lakeside Heights Sewer Benefit District** – 4 Service Units. No major changes in normal operational revenues/expenditures for 2023. Decreased amount transferred into Capital Reserve Fund.

- **Moehlman Bottoms Water Benefit District** – 24 Water Benefit Units. Expenditures will increase slightly due to hiring a Public Works-Utility Technician to replace our contracted operator. Decreased amount transferred into Capital Reserve Fund.

- **Terra Heights Sewer Benefit District** – 43 Sewer Benefit Units. No major changes to normal operational expenditures. Increased amount transferred to Capital Fund.

- **University Park Water & Sewer Benefit District** – 110 Water/Sewer Units. $60,000 from Capital is reserved for the EPA/KDHE Treatment plant compliance plan. No major changes to the operational budget.

- **Valleywood Sewer & Stormwater Benefit District** – No major changes in normal operational revenues or expenditures. Increased slightly the amount transferred to Capital Fund.

Other Funds

- **Landfill Closure** – Requesting $30,000 from General Fund for landfill remediation expenses. No changes

- **Mertz-McGhee Levee** – Remaining 1993 Economic Develop Funds earmarked for maintaining levee. No changes

Fund #230
University Park Water and Sewage

		2019 ACTUAL	2020 ACTUAL	2021 ACTUAL	2022 BUDGET	To-Date 05/22	2022 Estimates	2023 BUDGET	Estimates for 2022	
	BEGINNING CASH BALANCE									
	Fund Balance	55,571	53,821	42,317	24,831	47,092	47,092	94,505		
	TOTAL BEGINNING CASH BALANCE	**$ 55,571**	**$ 53,821**	**$ 42,317**	**$ 24,831**	**$ 47,092**	**$ 47,092**	**$ 45,000**		
	REVENUE									
178	Special Taxes	-	344	-						
180	Distr - Real Current	10,014	9,741	10,115		9,663	10,416			
181	Distr - Real Delq.	101	484	523		354				
600	Misc. Reimbursement	-	494	28						
602	Misc. Collection	97,194	101,287	104,908	105,000	40,573	105,000	105,000	97,375.08	
602-106	Misc. Collection - LSH Proj # 106	2,376	2,384	2,376	5,346	990	2,300	2,500	2,376.00	
602-115	Misc. Collection - #115	360	560	520	400	400	400	500	960.00	
603-197	Transfer in	-	1,034	-						
610	Outside Collections	-	-	-						
652	Water/Sewer Deposits	675	1,050	975	750	750	750	750		
850	Return Check Expense	(210)	(519)	(860)						
	TOTAL REVENUE	**$ 110,510**	**$ 116,859**	**$ 118,585**	**$111,496**	**$ 52,730**	**$118,866**	**$ 108,750**		
	TOTAL RESOURCES AVAILABLE	**$ 166,081**	**$ 170,680**	**$ 160,902**	**$136,327**	**$ 99,822**	**$165,958**	**$ 153,750**		
	CONTRACTUAL SERVICES									
2010	Postage / Freight / Shipping	650	548	494	600	196	471	600	470.71	
2110	Advertising&Legal Publication	-	206	-		167	400	100	400.15	
2210	Machinery Equipment Rental	857	538	1,174	600	23	56	800	55.68	
2280	Permits	185	370	-	185	185	444	200	444.00	
2310	Benefit District Oper	25,120	25,433	30,838	30,500	9,370	22,488	35,000	22,488.00	
2315	Benefit District Maintenance	10,656	9,058	4,745	12,000	2,353	5,647	10,000	5,646.72	
2400	Repair/Maint Co Vehicles	17	-	-			-	-	-	
2585	Misc Refunds/Reimb	-	86		100		-	-	-	
2605	Administration Fees	5,389	5,662	6,164	6,000	2,165	5,197	6,500	5,197.01	
2615	Recording Fees	21	21	-			-	-	-	
2635	Engineering Fees	-	270	-			-	10,000	-	
2657	Misc Fees	250	-	277	300	56	134	-	134.35	
2690	Chemical Analysis/Sampling	4,633	4,976	4,819	5,200	1,712	4,109	5,500	4,108.80	
2810	Electric/Gas Services	6,064	5,829	4,965	6,500	2,193	5,264	6,500	5,263.82	
2830	Water	9,904	-	-			-	-	-	
2895	Deposit Refund	375	525	754	500	150	360	500	360.00	
2990	Other Contract Services	543	862	2,682	4,500	102	246	4,500	245.81	
	TOTAL CONTRACTUAL SERVICES	**$ 64,664**	**$ 54,384**	**$ 56,911**	**$ 66,985**	**$ 18,673**	**$ 44,815**	**$ 80,200**		
	COMMODITIES									
3010	Office Supplies	-	181	26	200		-	200	-	
3100	Chemical	2,600	1,768	1,753	2,000	656	1,576	2,000	1,575.50	
3110	Chlorine	-	-	-	75		-	-	-	
3130	Water	14,771	31,650	35,030	33,000	10,442	25,062	37,500	25,061.76	does not include higher usage months
3140	Parts & Tools < $100	225	380	-	500		-	500	-	
3170	Gravel Aggregates			92			-		-	
3150	Parts & Tools > $100	-	-	-	500		-	500	-	
3990	Other Supplies, Materials	-	-	-	500		-	500	-	
	TOTAL COMMODITIES	**$ 17,596**	**$ 33,979**	**$ 36,900**	**$ 36,775**	**$ 11,099**	**$ 26,637**	**$ 41,200**		
	CAPITAL OUTLAY									
604	Transfer to Reserve	30,000	40,000	20,000	37,983		-	35,265		
4230	Pumps	-	-	-	5,000		-	7,500		
	TOTAL CAPITAL OUTLAY	**$ 30,000**	**$ 40,000**	**$ 20,000**	**$ 42,983**	**$ -**	**$ -**	**$ 42,765**		
	TOTAL EXPENDITURES	**$ 112,260**	**$ 128,363**	**$ 113,811**	**$146,743**	**$ 29,772**	**$ 71,452**	**$ 164,165**		
	TOTAL ENDING FUND BALANCE	**$ 53,821**	**$ 42,317**	**$ 47,092**	**$ (10,416)**	**$ 70,050**	**$ 94,505**	**$ (10,415)**		

Adopted Budget University Park Water and Sewer Reserve - 284	2019 ACTUAL	2020 ACTUAL	2021 ACTUAL	2022 BUDGET	2022 To-Date	2022 Estimate	2023 BUDGET	
Unencumbered Cash Balance, Jan 1	50,142	88,377	122,648	78,159	153,859	153,859	94,859	
Revenues:								
Transfer from University Park Water & Sewer	30,000	40,000	20,000	37,983	0	0	35,265	
Miscellaneous Collection	13,499	11,084	11,211	12,000	4,582	11,000	11,500	10,995.60
Total Receipts	**$ 43,499**	**$ 51,084**	**$ 31,211**	**$ 49,983**	**$ 4,582**	**$ 11,000**	**$ 46,765**	
Resources Available:	**$ 93,641**	**$ 139,461**	**$ 153,859**	**$128,142**	**$158,440**	**$164,859**	**$ 141,624**	
Expenditures:								
Contractual Services	5,264	16,532	0	30,000	0	30,000	70,000	
Commodities	0	281	0	20,000	0	20,000	40,000	
Capital Outlay	0	0	0	78,142	0	20,000	31,624	
Total Expenditures	**$ 5,264**	**$ 16,813**	**$ -**	**$128,142**	**$ -**	**$ 70,000**	**$ 141,624**	
Unencumbered Cash Balance, Dec 31	**$ 88,377**	**$ 122,648**	**$ 153,859**	**$ -**	**$158,440**	**$ 94,859**	**$ (1)**	Why is this showing up?

Adopted Budget University Park Water and Sewer Cap Proj - 233	2019 ACTUAL	2020 ACTUAL	2021 ACTUAL	2022 BUDGET			
Unencumbered Cash Balance, Jan 1	9	62	0	0			
Revenues:							
Temp Note	0	0	0	0			
PY Canceled encumbrance	0	0	0	0			
Specials Tax	0	0	0	0			
Non-collection revenue	53	9,065	0				
G.O. Bond	0	0	0	0			
Federal Grant		0	0	0			
Total Receipts	53	9,065	0	0			
Resources Available:	62	9,127	0	0			
Expenditures:							
Contractual Services	0	8,093	0	0			
Commodities	0	0	0	0			
Capital Outlay	0	0	0	0			
Transfer Out	0	1,034	0	0			
Temporary Note Principal	0	0	0	0			
Temporary Note Interest	0	0	0	0			
Total Expenditures	0	9,127	0	0			
Unencumbered Cash Balance, Dec 31	62	0	0	0			

Attachment: BENEFIT DISTRICTS_LANDFILL CLOSURE_2023 Budget (12230 : Julie Winter - Benefit Districts, Landfill)

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

COUNTY CLERK & ELECTIONS

Personnel

COMMISSION AGENDA REPORT

FROM: **Elizabeth Ward, Human Resource Manager**

MEETING: **June 16, 2022**

SUBJECT: **New and Expanded Position Requests for 2023 Budget**

PRESENTER: **Elizabeth Ward, Human Resource Manager**

BACKGROUND

Each budget cycle, Department Heads are given the opportunity to present their requests for expanded positions in their respective departments, as part of the Strategic Planning process.

Below is a summary of those positions being requested for inclusion in the 2023 budget. These positions would require **additional funding** to each of the associated budgets.

These totals below include the cost of wages and benefits.

DISCUSSION

Please see attached enclosures for each position requested.

FISCAL IMPACT

Department	Position	Hours	Total (Wage + Benefits)
Emergency Management	Emergency Planner - ***Expanded Position to FT*** Existing PD - Grade K, Starting Rate, Step 03 - $22.87 per hour	1040 additional hours	$66,359.59
	EMPG grant funding		($31,659.00)
	Emergency Management Budget Request		**$34,700.59**
Attorney	Assistant County Attorney- ***New Position*** Existing PD - Grade V Starting Rate, Step 2 - $3,022.36 per	2080 hours	$109,621.00

	period		
	Attorney Department Budget Request		**$109,621.00**

Department	**Position**	**Hours**	**Total (Wage + Benefits)**
Planning & Development	Environmental Health Specialist - ***New Position*** Existing PD - Grade Q Starting Rate, Step 02 - $2,367.85 per period	2080 hours	$85,881.92
	Planning & Development Budget Request		**$85,881.92**
	Total all New Requests		**$230,203.51**

ALTERNATIVES

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

RECOMMENDATION(S)

Recommendation is to consider each position individually as a separate motion as to what shall be included into the 2023 budget preparation.

POSSIBLE MOTION(S)

Move to approve each position individually as presented in the above chart

Move to deny

Move to modify

Move to table

No action required.

The Board agreed by consensus to

Enclosures:

Emergency Management - Position Justification

Attorney- Position Justification

Planning & Development - Position Justification

Enclosures:

- EM Planner Full time justificationRS (DOCX)

- Attorney Full time justificationRS (2) (DOCX)
- P&D Full time justificationRS (1) (DOCX)

The part-time Emergency Management Planner I position is responsible for reviewing and updating all county plans. This position is supervised by the Emergency Management Coordinator.

The position is responsible for reviewing and updating:

- Emergency Operations Plan (EOP)
- Debris Management Plan (DMP)
- Hazard Mitigation Plan (HMP)
- Continuity of Operations Plan (COOP)
- Emergency Action Guides (EAG)

Prior to the creation of this position, all updates to the plans were the responsibility of the Emergency Management Coordinator and the Emergency Management Director. After the creation of the Planner I position, it allowed the plans to be updated by 1 person, with the oversight of the Coordinator, which made updates more consistent and timelier.

By statute, the Emergency Management office must develop and maintain an EOP as well as make any necessary changes or revisions as needed. The department must work actively with all county departments and other governmental and private entities within Riley County to review and update all of the plans. Emergency Management staff also work closely with neighboring counties to ensure plans don't conflict operationally or logistically. The EOP must be reviewed and updated annually and validated by conducting exercises.

With new planning standards being issued recently, it is a priority for the Planner I to review and update all plans. It is required to review and update plans well in advance of the expiration dates. Stakeholders and EM staff have to arrange meeting times to discuss existing roles, responsibilities, and capabilities and use that information to update the plans. Kansas Planning Standards are issued regularly in an effort to incorporate new technology, lessons learned, or other priority requirements.

The department is responsible for the coordination of a countywide exercise program, which meets state and federal guidelines, and which adequately test the capability of all agencies and jurisdictions to perform the functions contained in the EOP. Exercises are a requirement to receive federal grant funding. There are several local agencies also required to conduct annual exercises, including but not limited to the hospital, airport, and emergency management. The NBAF and the rapidly expanding commercial & industrial area of east Manhattan will add to our planning and exercise workload.

Due to the lack of time available to plan exercises, we have found ourselves repeating past exercises in order to meet the plan validation process and grant requirements. This is not a good practice. Planning for exercises is a huge time commitment with attention to detail being necessary. A regular schedule for training/drills with county employees has been very difficult to carry out because of business hours, and lack of EM staff time.

Due to the direct correlation between plans and exercises, we need to add the exercise responsibility in the part-time Planner I position and upgrade the current part-time position to a full time Emergency Management Planner/Exercise Specialist position.

The Planner/Exercise Specialist position would be responsible for:

- Review, update, and maintain all county plans
- Plan, conduct, and evaluate exercises with all agencies in Riley County (private sector, volunteer or paid emergency response agencies)
- Document exercise results in an After-Action Report (AAR)
- Develop improvement plan from AAR data to integrate into county plans
- Organize the exercise activities in a strategic manner

Emergency Management has received EMPG (Emergency Management Performance Grant) funds for over 20 years. The previous several years that amount has been $31,659. At the current rate of pay plus benefits we estimate an annual salary of $45,157. That would leave $13,498 the county would pay without consideration of annual COLA or step increases.

Emergency Management only has 3 employees, 1 full-time Coordinator, 1 part-time Director and 1 part-time Planner. Understand that 2 of the 3 are eligible to retire within the next 5 years. Making the planner position full time will help to ensure an appropriate level of knowledge continuity is retained within the department.

A full-time position tends to be more of a stable, long term career path choice while a part-time position lends itself to being temporary while the person completes school or gets experience to move on.

A full-time position allows the employee to have greater exposure and availability to contacts, stakeholders/partners and employees so that plans and exercises can be more beneficial and effective for community resilience.

Having a full-time position working on plans and exercises, affords the Coordinator the needed flexibility to place more attention on reconstituting and expanding programs/activities such as community education, awareness programs, in addition to volunteer recruitment, training, and engagement.

Another significant factor to consider is the Director is only a half time position with the other half of his/her time being the Fire Chief. So Riley county only has the full-time equivalent of two people in EM currently. With a half/time Director, full time Emergency Manager and part-time Planner.

Request for Attorney:

We request the addition of a entry level assistant county attorney to assist with traffic low level crimes, misdemeanors and juvenile offender cases and routine daily hearings. The County Attorney's Office has a significant number of cases to be tried within the next few years.

On major trials, a considerable amount of pre-trial preparation is required. We have had one judge stack 4-5 one-week trials on top of each other so that some attorneys are having to prepare for multiple trials or 3 or 4 attorneys are having to prepare for trials.

This is not manageable with the current staffing level. We have a number of routine hearings that need coverage on a daily basis. Attorneys are having to both cover day to day hearings, to include traffic, juvenile hearings and revocation hearing in addition to attempting to prepare themselves and witnesses for trial. Frankly it is beginning to impact the quality of work and trial preparation. In addition, one attorney, left in part because of the daily/weekly/monthly grind of trying to competently complete all the required tasks.

One more attorney would make a difference. While it would be ideal to hire one more experienced trial attorney, we can get by with an entry level position to alleviate some of the stress of the routine, daily court appearances, juvenile and traffic cases.

The day-to-day work, outside of trial, hearings, first appearances, revocations, bond can be equally important towards public safety. Defendant's out on bond have committed serious crimes. We need to ensure that we are presenting our best cases even on routine matters such as bond hearings or motions to revoke probation.

RILEY COUNTY

PLANNING & DEVELOPMENT

Date: May 6, 2022

To: Elizabeth Ward, Human Resources Manager

From: Amanda Webb, Planning & Special Projects Director

Re: Request for additional Environmental Health Specialist position -2023 budget

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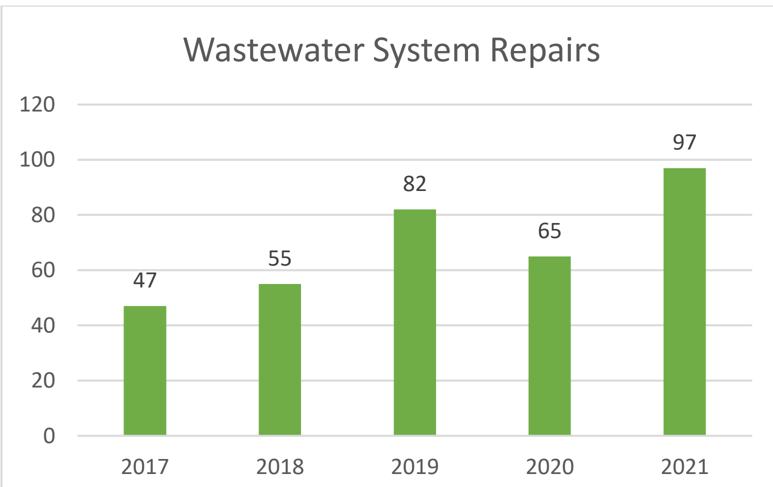
Riley County is currently served by a single Environmental Health Specialist (EHS) within the Planning & Development Department. Prior to summer 2012, the EHS position was housed within the Health Department and funded by an LEPP grant. While in the Health Department, this position was supported by 2-3 shared administrative staff. In summer 2012, the position was transitioned into the Planning & Development Department which makes sense as this position is heavily involved with land development. No additional staff were brought over with this position.

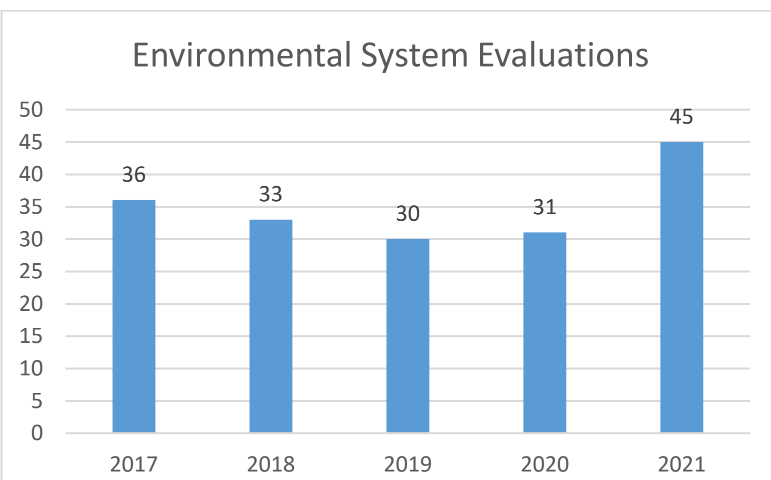
The position is involved in a wide variety of job tasks and responsibilities. All of these occur within unincorporated Riley County, but some also take place within incorporated city limits:

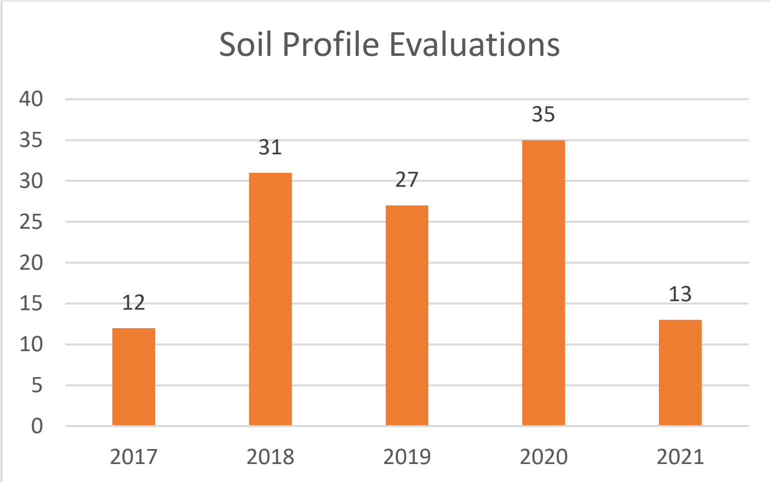
- Wastewater systems including new, replacement, and repair systems. The EHS performs soil profile evaluations to determine the suitability of soil for a type of system (standard, alternative, or lagoon) and best location, performs a wide variety of inspections for new, existing, failing, and other wastewater systems, writes reports and provides reports to other entities, and issues permits.
- Private wells – inspections, reporting, permitting. Also performs water testing for any private well (we are the only lab in the area, and we occasionally receive samples from out of the county).
- Environmental System Evaluations (home loan inspections) – the EHS reviews the health and functionality of the wastewater system and private well. ESEs are not required but are strongly recommended. We have discussed requiring them as they are very important and provide a lot of useful information but would not have the staff to be able to do so.
- Pumping reports – septic tanks must be pumped every five years and a report submitted to this department. The EHS reviews the report to ensure the system is functioning properly and no repairs are needed.
- Installer testing/licensing. The EHS must train and proctor an exam to anyone who would like to become a licensed installer in Riley County, and he must observe their first full installation. The EHS must also inspect the installer's equipment for use.
- School inspections – mandated by the state (includes concession stands)
- Daycare inspections – well and septic. The Health Department Childcare licensing staff do the rest of the inspection.
- Kennel inspections
- Mobile home park inspections – any associated wells and septic systems. The Planning Compliance Specialist completes the rest of the inspection.

- Public Education – has attended multiple school related functions to help teach students about groundwater movement, contaminated wells, and septic or other underground storage tanks, among other topics.
- Public health complaints (City and County) – anything impacting the health and safety of the population, be it physical or environmental.
- Natural disasters and outcomes: including flooding, mold, tornado debris, contaminated wells, disposal questions, household hazardous waste items.
- Special projects including sewer benefit districts, Solid Waste Management Committee, reviewing alternative wastewater manuals for use in the county, radon and radon mitigation, food establishment complains.
- Maintain Registered Environmental Health Specialist (REHS) certification and credentials
- Customer service/phones/counter

Comparison of the last 5 years: These are just a few of the permit and process types that the EHS is responsible for.







This shows just the numbers; it does not show the time that each of these permits and processes takes. There are hours associated with each of these numbers, and it's not necessarily known ahead of time what those hours will be. Some of these can have multiple inspections. If failures or inconsistencies are found, it takes additional time to follow up on and get those issues remedied; there is a lot of coordinating with property owners and other staff/legal and evaluating options or work arounds such as variances or restrictive covenants through the Board of County Commissioners.

These graphics show the unpredictability of this position rather than a clear "increase in permits issued" over the years. This is just a snapshot of a few of the many permits and licenses the EHS is responsible for. If we could clearly see a trend to these types of permits, it might be easier to control workflow and efficiencies, but that's not the case with most Planning & Development permits, licenses, or processes. We can't truly know year after year what landowners will need or want to do with their properties. Riley County is growing, so we do know the workload will continue to increase overall.

Because of the significant workload, Perry must prioritize his work which means some things are delayed or fall to the back burner. There's a lot of skipped lunches, missed vacations, and lack of days off. Perry worked an extra 95 hours in 2021 and left 56 hours of vacation on the table which was converted to ESL. Through April 2022, Perry has worked an additional 21 hours. As Perry is Riley County's only EHS, should he have an unexpected extended absence, that would leave the department largely unable to continue with most environmental health functions until he is able to return.

As Riley County is so large geographically, it can sometimes take up to two hours round trip to get to a site visit. Some inspections require two people. Many counties around the state have a minimum of two EHS positions:

- Pratt County (pop. approximately 10,000): Two EH positions that also do noxious weed, including one director.
- Lyon County (pop. 33,251 plus Chase County pop. 2,637): Three EH specific positions including a supervisor.
- Reno County (pop. 61,000): Three EH specific positions, including one supervisor, with a single administrative assistant.
- Saline County (pop. 69,147 between four counties including Saline, Ellsworth, Ottawa, and Lincoln): Two EH specific positions with a shared administrative assistant.

- Wynadotte County (pop. 166,000): Four EH specific positions, including one director and one supervisor with a single administrative assistant.
- Shawnee County (pop. 177,000): Three EH specific positions, but they also have dedicated Child Care workers, one manager, and one clerk.
- Johnson County (pop. 602,401): Four EH specific positions with shared administrative staff. (Note that while Johnson County has a high population, most of the county contains city water, rural water, and public sewer systems. The EH positions they have deal with private wastewater systems and wells).

Options:

Ideally, a second Environmental Health Specialist, matching the current job description and qualifications, including being a Registered Environmental Health Specialist (REHS), would be the best option for Riley County. The County would then be served by two positions who can simultaneously perform all the duties as described above. If this position was hired at Grade Q, Step 3 (based on the current 2022 professional pay scale), that would equate to approximately $57,678 annually with $23,071 in benefits. This total of $80,749 would need to be added to the proposed 2023 Planning & Development budget.

A second less costly option is to create a position for an entry level Environmental Health Specialist who could perform some of the more basic duties such as: water testing, well inspections/permits/reports, soil evaluations, code enforcement and violation assistance, and issuing a variety of other environmental health permits. This position could perform some higher-level duties over time with training and experience. If this option is approved, a job description would need to be created and evaluated by McGrath to establish a proper pay grade. However, because it is an entry level position it would be lower pay than the current Environmental Health Specialist position because we would require less experience, less responsibilities, and would not require REHS.