



**Board of Riley County
Commissioners
Regular Meeting
Agenda
June 17, 2021**

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

Cindy Kabriel
785-565-6200

Commission Chambers

8:30 AM

[District 1 – John Ford, Chair](#)

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

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

8:30 AM

Call to Order

Pledge of Allegiance

Public Comment

1. Public Comments

Commission Comments

2. Commission Comments

Business Meeting

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

Review Minutes

6. Board of Riley County Commissioners - Regular Meeting - Jun 14, 2021 8:30 AM

Review Tentative Agenda

7. Tentative Agenda

Press Conference Topics

8. Discuss Press Conference

9:00 AM

Julie Gibbs, Health Department Director

9. Riley County Health Department Update
10. Riley County Health Department Request for Approval to Extend RADX-UP positions through December 2021 and replace one employee.
11. Riley County Health Department Request to 2 Fill Full Time Contact Tracer Position

9:30 AM

Clancy Holeman, Counselor/Director of Administrative Services

12. Administrative Work Session

9:50 AM

Amanda Smeller, Planning/Special Projects Director

13. Request to fill future vacancy - Zoning Compliance Specialist

10:00 AM Gary Fike, County Extension Director

14. Riley County Fair and Summer Activities

10:15 AM Dennis Butler, RCPD Director

15. RCPD update

10:30 AM Tami Robison, Budget and Finance Officer

16. Monthly Cash Flow Reports for May 2021

10:45 AM Gary Fike, County Extension Director and Kaw Valley Rodeo Committee

17. Parking at the Kaw Valley Rodeo during the Riley County Fair

11:15 AM Elizabeth Ward, Human Resource Manager and Tami Robison, Budget and Finance Officer

18. New and Expanded Position Requests for 2022 Budget
19. 2022 Budget Work Session

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

20. City/County/County Meeting Agenda

Adjournment

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



COUNTY CLERK & ELECTIONS
Personnel

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

COMMISSION AGENDA REPORT

FROM: Elizabeth Ward, Human Resource Manager

MEETING: June 17, 2021

SUBJECT: Sign Riley County Personnel Action Form(s)

PRESENTER: Elizabeth Ward, Human Resource Manager

Enclosures:

- 2021-06 J Griffin - Assistant County Attorney (green) (PDF)
- 2021-06 J Larchick - Assistant County Attorney (green) (PDF)
- 2021-06 P Sounakhen - Assistant County Attorney (green) (PDF)
- 2021-06 J Larabee- Customer Service Rep I (green) (PDF)

RILEY COUNTY PERSONNEL ACTION FORM

☐ Add		Fill Request Date	06/10/2021
☐ Change		Employee #	

☐ New Hire	☐ Rehire	☐ Transfer	☒ Promotion	☐ Separation from
☐ Step Change	☐ Status Change	☐ Demotion	☐ Other	County Service

☒ Full Time	☐ Regular	☐ As-Needed	☐ Seasonal
☐ Part Time	☐ Grant Funded	☐ Intern	☐ Temporary

Griffin	John		
Name: Last	First	Middle	Home Phone

Address: Street	City	State	Zip

Assistant County Attorney	Attorney	001-001
Position Title	Department	Fund

06/14/21	☒ Exempt	☐ Non-Exempt		☒ Yes	☐ No
Effective Date			Ending Date For Temporary	Is this a budgeted position?	

GG	00	\$	☐ Hour	\$3038.46	☒ Bi-weekly	☐ 40	☐
Grade/Step				Pay Rate		Hours Per Workweek	

Comments:

Moving from juvenile and traffic to adult felony drug and violent crime prosecution

Approvals:

Department:

Date:

Personnel:

BOCC:

Chairman:

Member:

Member:

RILEY COUNTY PERSONNEL ACTION FORM

☐ Add		Fill Request Date	06/10/2021
☐ Change		Employee #	

☒ New Hire	☐ Rehire	☐ Transfer	☐ Promotion	☐ Separation from
☐ Step Change	☐ Status Change	☐ Demotion	☐ Other	County Service

☒ Full Time	☐ Regular	☐ As-Needed	☐ Seasonal
☐ Part Time	☐ Grant Funded	☐ Intern	☐ Temporary

Larchick	Jeremy		
Name: Last	First	Middle	Home Phone

Address: Street	City	State	Zip

Assistant County Attorney	Attorney	001-001
Position Title	Department	Fund

28 06/30/21 <i>WR</i>	☒ Exempt	☐ Non-Exempt	Ending Date For Temporary	☒ Yes	☐ No
Effective Date				Is this a budgeted position?	

GG	00	\$	☐ Hour	\$3769.23	☒ Bi-weekly	☐ 40	☐
Grade/Step				Pay Rate		Hours Per Workweek	

Comments:

new hire

Approvals:

Department:

Date:

Personnel:

BOCC:

Chairman:

Member:

Member:

RILEY COUNTY PERSONNEL ACTION FORM

☐ Add		Fill Request Date	06/10/2021
☐ Change		Employee #	

☒ New Hire	☐ Rehire	☐ Transfer	☐ Promotion	☐ Separation from
☐ Step Change	☐ Status Change	☐ Demotion	☐ Other	County Service

☒ Full Time	☐ Regular	☐ As-Needed	☐ Seasonal
☐ Part Time	☐ Grant Funded	☐ Intern	☐ Temporary

Sounakhen	Phonesyvanh		
Name: Last	First	Middle	Home Phone

Address: Street	City	State	Zip

Assistant County Attorney	Attorney	001-001
Position Title	Department	Fund

06/30/21	☒	☐		☒ Yes	☐ No
Effective Date	Exempt	Non-Exempt	Ending Date For Temporary	Is this a budgeted position?	

GG	00	\$	☐ Hour	\$3,153.85	☒ Bi-weekly	☐ 40	☐
Grade/Step				Pay Rate		Hours Per Workweek	

Comments:

new hire

Approvals:

Department:

Date:

6-10-2021

Personnel:

6-10-2021

BOCC:

Chairman:

Member:

Member:

RILEY COUNTY PERSONNEL ACTION FORM

☒ Add		Fill Request Date 06/14/2021
☐ Change		Employee #

☒ New Hire	☐ Rehire	☐ Transfer	☐ Promotion	☐ Separation from
☐ Step Change	☐ Status Change	☐ Demotion	☐ Other	County Service

☒ Full Time	☐ Regular	☐ As-Needed	☐ Seasonal
☐ Part Time	☐ Grant Funded	☐ Intern	☐ Temporary

Larabee	Jessica		
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Name: Last First Middle Home Phone

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Address: Street City State Zip

Customer Service Rep I	Treasurer	0001-0007
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Position Title Department Fund

6/18/2021	☐	☒		☒ Yes	☐ No
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Effective Date Exempt Non-Exempt Ending Date For Temporary Is this a budgeted position?

F	1	\$14.69	☒ Hour	\$	☐ Bi-weekly	☐ 40	☐
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Grade/Step Pay Rate Hours Per Workweek

Comments:

Approvals:

Department:

Date:

Personnel:

BOCC:

Chairman:

Member:

Member:



COUNTY CLERK & ELECTIONS
Meeting information

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

MEMORANDUM

FROM: Rich Vargo, County Clerk

MEETING: June 17, 2021

SUBJECT: Discuss Intergovernmental Luncheon

PRESENTER: Rich Vargo, County Clerk

Enclosures:

- attendees and topics for agenda form (DOC)

Virtual Intergovernmental Luncheon: June 28th

Topics for Agenda:	Lunch attendees:
1. Greater Manhattan Business Conditions Report – George Kandt, Business Retention and Expansion Manager	John Ford –
	Greg McKinley –
	Kathryn Focke –
	Rich Vargo –
	Clancy Holeman –

Attachment: attendees and topics for agenda form (9930 : Intergovernmental Luncheon Meeting Information)



**Board of Riley County
Commissioners
Regular Meeting
TENTATIVE Agenda
June 21, 2021**

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

Cindy Kabriel
785-565-6200

Commission Chambers

8:30 AM

[District 1 – John Ford, Chair](#)

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

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

8:30 AM

Call to Order

Pledge of Allegiance

Public Comment

Commission Comments

Business Meeting

Review Minutes

Review Tentative Agenda

Press Conference Topics

9:00 AM

Dani Hallgren and Lee Wolf, Konza Prairie Community Health and Dental Center update

1. Konza Prairie Community Health and Dental Center update

9:15 AM

David Adams, EMS/Ambulance Director

2. Staff update

9:30 AM

Press Conference

3. Tax Auction - Craig Cox (5 minutes)
4. USD 383 Primary Election - Rich Vargo (1-2 minutes)

9:50 AM

Tami Robison, Budget and Finance Officer

5. Budget Work Session

10:10 AM

Clancy Holeman, Counselor/Director of Administrative Services

6. Administrative Work Session

12:00 PM

Law Enforcement Agency Meeting

Adjournment

Attachment: 06-21-21 tentative agenda (10463 : Tentative Agenda)

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 24, 2021**

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

Cindy Kabriel
785-565-6200

Commission Chambers

8:30 AM

[District 1 – John Ford, Chair](#)

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

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

8:30 AM

Call to Order

Pledge of Allegiance

Public Comment

Commission Comments

Business Meeting

Review Minutes

Review Tentative Agenda

Press Conference Topics

9:00 AM

Barry Wilkerson, County Attorney

1. Staff update

9:15 AM

Clancy Holeman, Counselor/Director of Administrative Services

2. Administrative Work Session

9:35 AM

Kevin Howser, IT/GIS Director

3. Staff update

9:50 AM

Shelly Williams, Community Corrections Director

4. Staff update

10:05 AM

Alice Massimi, PIO

5. Update

10:20 AM

Bob Isaac, Planner

6. Public hearing for a plat for University Park Unit 14

10:30 AM

Tami Robison, Budget and Finance Officer

7. Budget Work Session

Attachment: 06-24-21 tentative agenda (10463 : Tentative Agenda)

10:50 AM Russel Stukey, Emergency Management Director

8. Staff update

Adjournment

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

Attachment: 06-24-21 tentative agenda (10463 : Tentative Agenda)



HEALTH DEPARTMENT
Update

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

COMMISSION AGENDA REPORT

FROM: Julie Gibbs

MEETING: June 17, 2021

SUBJECT: Riley County Health Department Update

PRESENTER: Julie Gibbs

Budget, Covid Update, Grants, Staff Update, Programs, The Future

Enclosures:

- 2021 budget to actual_May21 (PDF)
- COVIDupdatejune2021 (PDF)

RILEY COUNTY HEALTH DEPARTMENT
2021 Budget to Actual Comparison of Revenues and Expenses
January 1, 2021-May 31, 2021
61.7% of year

ACTUAL REG. CASH BAL. \$783,651.18

	Total		General		Emergency Preparedness		WIC		Kansas Health Foundation		CDRR		KCCTF		Child Care Licensing		Family Planning		Immunization Action Plan		MCH		OPEI		Smart Start/ECBG		State Formula		March of Dimes		Wildcat Region PHEP	
Revenues	Budget	Actuals	Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual
Grants	2,642,296.00	1,647,726.78	-	293,540.71	49,578.00	33,384.63	901,636.00	533,986.00	75,000.00	-	45,000.00	23,250.00	-	21,529.45	209,113.00	104,536.00	154,712.00	87,860.00	9,060.00	4,532.00	131,556.00	86,069.00	220,000.00	55,000.00	756,386.00	383,699.28	50,148.00	18,314.00	10,000.00	-	30,087.00	2,025.71
Client Fees	94,750.00	20,324.10	-	-	-	-	-	-	-	-	-	-	-	-	18,000.00	12,457.50	32,000.00	5,159.31	35,000.00	1,557.29	500.00	-	-	-	-	9,250.00	1,150.00	-	-	-	-	
Medicaid	46,500.00	14,315.85	-	-	-	-	-	-	-	-	-	-	-	-	-	-	14,000.00	4,158.51	28,000.00	7,982.71	8,500.00	677.65	-	-	-	-	1,000.00	1,296.98	-	-	-	
Insurance	276,500.00	70,817.63	-	-	-	-	-	-	-	-	-	-	-	-	-	-	40,000.00	11,731.18	225,000.00	54,225.23	1,500.00	130.35	-	-	-	-	10,000.00	4,750.87	-	-	-	
Transfer from General	1,154,526.00	1,154,526.00	1,154,526.00	1,154,526.00	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
Transfer in CARES	-	348,439.79	-	148,439.79	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
Miscellaneous	25,296.00	32,261.26	25,296.00	29,723.70	-	-	-	479.81	-	1,800.00	-	-	-	-	-	-	-	-	-	-	-	217.71	-	-	-	-	-	40.02	-	-	-	
TOTALS	4,239,848.00	3,088,431.41	1,179,827.00	1,626,230.29	49,578.00	33,384.63	901,636.00	534,465.83	75,000.00	1,800.00	45,000.00	23,250.00	-	21,529.45	227,133.00	116,993.50	240,712.00	109,109.00	297,060.00	68,297.23	137,056.00	87,094.71	220,000.00	55,000.00	756,386.00	383,699.28	70,938.00	25,551.87	10,000.00	-	30,087.00	2,025.71
% of Budget Received		72.84%		137.84%		67.34%		59.28%		2.40%		51.67%		51.51%		45.33%		22.95%		63.55%		25.00%		50.73%		36.30%		0.00%		6.73%		
Expenses																																
Total Personnel	3,445,810.00	2,440,405.63	372,314.00	355,723.53	20,111.00	26,680.12	940,263.00	769,123.12	67,697.00	-	36,581.00	4,636.63	-	41,420.62	261,820.00	95,380.69	348,803.00	115,664.06	169,430.00	68,770.49	262,060.00	67,636.86	369,836.00	140,675.40	374,663.00	163,541.42	178,113.30	107,023.33	-	3,385.00	1,992.17	
Total Contract	807,445.00	439,677.24	359,390.00	147,660.54	1,025.00	2,928.06	23,304.00	8,763.69	2,930.00	7,580.04	8,350.00	6,445.30	-	16,145.50	13,315.00	4,925.61	25,800.00	6,995.37	6,800.00	1,615.97	8,560.00	10,645.82	66,270.00	27,182.33	384,746.00	161,570.00	58,500.00	36,563.17	-	14,655.00	1,316.34	
Total Commodities	453,497.00	153,544.91	11,500.00	88,261.45	-	1,979.35	17,100.00	2,261.11	2,351.00	842.32	1,100.00	1,103.52	-	12,732.12	2,825.00	1,110.29	58,750.00	14,560.14	254,850.00	13,806.11	5,400.00	2,080.62	3,400.00	903.85	60,325.00	8,386.05	13,950.00	3,517.98	10,000.00	-	11,946.00	-
Capital	189,433.00	24,548.41	185,933.00	12,963.42	-	-	-	1,179.41	-	2,664.19	-	-	-	5,602.45	-	2,398.94	-	-	-	-	-	-	-	-	-	-	3,500.00	-	-	-	-	-
Transfer Out	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
TOTALS	4,906,190.00	2,056,176.19	762,937.00	604,547.94	71,136.00	31,557.53	889,667.00	281,327.33	72,978.00	10,886.55	46,391.00	13,175.34	-	49,900.30	277,860.00	103,785.53	433,353.00	136,019.57	431,060.00	73,701.57	276,020.00	110,363.30	439,506.00	168,761.67	819,733.00	322,497.47	354,463.00	147,042.48	10,000.00	-	29,986.00	2,609.61
% of Budget Spent		41.91%		79.24%		44.36%		31.94%		14.92%		28.40%		37.34%		31.39%		17.10%		39.98%		38.40%		39.34%		41.48%		0.00%		8.70%		
BALANCE:																																
EXCESS/(DEF.) BUDGET			416,885.00		(21,558.00)		20,969.00		2,022.00		(1,391.00)		-		(50,827.00)		(192,641.00)		(134,000.00)		(138,964.00)		(219,506.00)		(63,347.00)		(284,065.00)		-		101.00	
EXCESS/(DEF.) ACTUAL			1,021,682.26		1,827.10		253,138.50		(9,086.55)		10,074.66		(28,370.85)		13,207.97		(26,910.57)		(5,404.34)		(23,268.59)		(113,761.67)		61,201.81		(121,490.61)		-		(583.90)	
ENDING CASH BAL.	\$1,815,906.40																															

Attachment: 2021 budget to actual_May21 (10911 : RCHD Monthly Update)



BOCC Monthly Report June 2021

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

Attachment: COVIDupdatejune2021 (10911 : RCHD Monthly Update)



Budget to Actual – May 2021 (explanations)

Revenues

- Kansas Health Foundation-Health Equity grant ended. Branding funds were all received in a prior year
- IAP-COVID has caused delays in some vaccinations
- OPEI-timing of payments
- MoD/BaM-grant funds received in prior year-timing
- Wildcat Region-timing

Expenses

- General-COVID
- Emergency Preparedness-COVID

Covid Updates

9.b

Numbers countywide

Percent Positive under 5%

Variants

Hospital numbers still low (0-4)

Testing Update

Testing daily at the HD
(symptomatic and
asymptomatic)

RADX-UP Program offering
testing with all vaccine events!

Testing at the Airport M-F 10-3

Vaccine information

All vaccinations at HD now

Upcoming remote events for
the summer (piggyback on
current events)

45% with 1st dose

Attachment: COVIDUpdateJune2021 (10911 : RCHD Monthly Update)

MOBILE Testing and Vaccinations

9.b

June

- 15th – Ogden
- 19th – Juneteenth @ the Douglas Center
- 25th – Northview Pool (free entry into the pool)
- TBA – possible vaccination event at MHS

July

- 2nd – Arts in the Park
- TBA – possibly @ the Zoo

August

- 7th – Everybody Counts
- 10 and 11- Back to School Immunizations (all) @ HD
- 14th – Wine in the Wild @ the Zoo

Attachment: COVIDupdatejune2021 (10911 : RCHD Monthly Update)

Grants

Submitted

- CDC Foundation – Enhance Vaccine Rates - **Denied**
- KHF Impact Grant – Changing behaviors – Still under review

Staff Updates

Temp. Med. Clerks

- Still interviewing for the 2nd FT position

Program Updates

WIC

- Outreach and Marketing to increase caseload
- Power of Produce

MCH

- Partnership with Counseling and Therapy program.
- Business as usual

Clinic

- Back to a full schedule
- Working on remote back to school immunizations
- Covid vaccines at remote clinics and in house

CCL

- Business as usual
- Julia is fully trained
- Fingerprinting 2x/month

RR

- Circle of Security Classes
- Family Engagement Activities
- Power of Produce
- Camp Kindergarten

Update on Professional Development Day

9.b

Reviewed and edited Strategic Plan 2020-2025

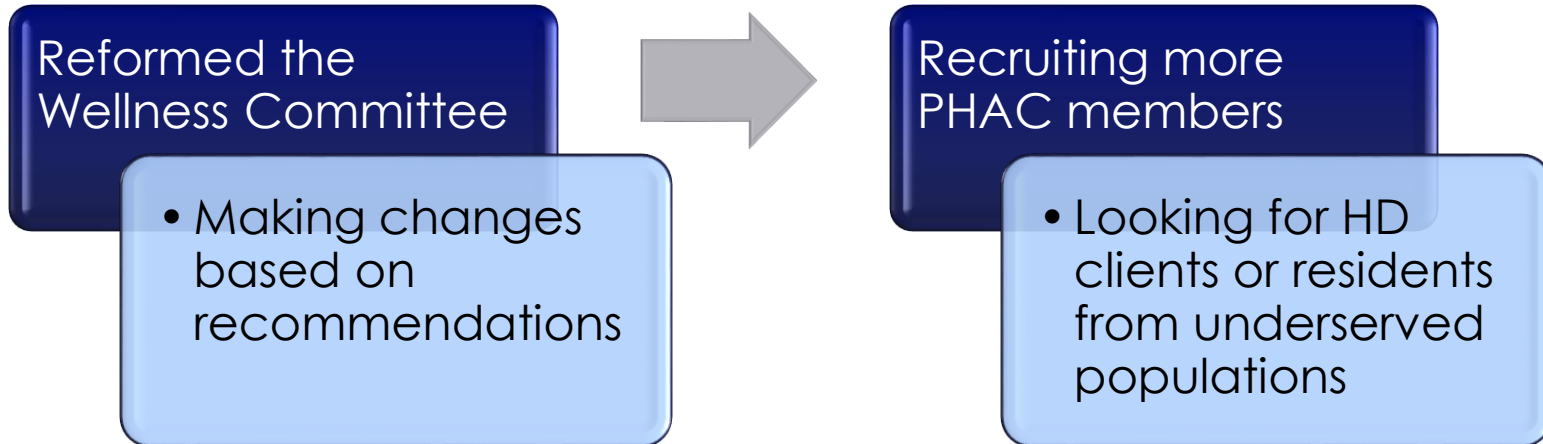
Discussed program updates

Question and Answer Session

Networking!

Attachment: COVIDUpdatejune2021 (10911 : RCHD Monthly Update)

Upcoming.....



Thank You!!



HEALTH DEPARTMENT
Personnel

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

COMMISSION AGENDA REPORT

FROM: Julie Gibbs

MEETING: June 17, 2021

SUBJECT: Riley County Health Department Request for Approval to Extend RADX-UP positions through December 2021 and replace one employee.

PRESENTER: Julie Gibbs

BACKGROUND

The RADX-UP program is fully funded by the NIH. We have 2 staff members that are paid in full under this grant (to include benefits). Their work was to be completed by September 2021 but due to the fact we have so much money left to spend and we weren't able to hire until later, we have permission from the program to extend the work through the year.

DISCUSSION

We are requesting to extend the 2 positions through the end of 2021, as we were late getting started and we have money that we can re-categorize to keep these positions. These 2 individuals have done a tremendous job in providing testing (and vaccinations) to other parts of the county, especially underserved areas. They have been vital in getting test kits and vaccines to people who may not be able to travel or did not know where to go for testing or to get vaccinated. Our Community Health Specialist is leaving after July 10, so we are asking permission to hire for her position.

FISCAL IMPACT

No fiscal impact as this is all grant funded.

RECOMMENDATION(S)

I recommend the BOH approve the extension of the RADX-UP staff through December 2021 and approve the request to replace our Community Health Specialist.

POSSIBLE MOTION(S)

Move to approve

Move to deny

Attachments:

Position Requisition - RADxUP Program Manager

Position Requisition - RADxUP Community Health Spec

Move to modify

Move to table

No action required.

The Board agreed by consensus to

Enclosures:

- Program Manager RadxUP position description (PDF)
- Community Health Specialist RadxUP position description (002) (PDF)
- 2020-06 Program Manager- RADxUP (gold) (PDF)
- 2020-06 Community Health Specialist- RADxUP (gold) (PDF)

RILEY COUNTY, KANSAS JOB DESCRIPTION

Job Title:	PROGRAM MANAGER RADxUP		
Department:	Health Department	Division:	Admin
Reports To:	Health Department Administrator		
Pay Grade:	Q	Status:	Full Time - Temporary
FLSA Status:	Exempt		

POSITION SUMMARY:

This full-time, temporary, position is responsible for Covid-19 response. Funding for this position has been secured for a minimum of 12 months. The Program Manager RADxUP supervises a Community Health Worker who will help facilitate project activities in the community. The Program Manager will work with community members to identify or form and guide a local health equity action team to develop new Covid-19 testing strategies to reach the most vulnerable community members. Community members include members disproportionately impacted by Covid-19, refugees, migrants, recent immigrants, and persons for whom English is not a primary language. The Program Manager RADxUP will work closely with 9 other counties across the state of Kansas to improve access to testing. The Program Manager will be the primary liaison and contact and will coordinate project activities with University of Kansas Medical Center research staff. The Program Manager must be an effective communicator and must be viewed as a trusted resource to the community.

ESSENTIAL FUNCTIONS:

- Identify or form and guide a local health equity action team to develop new Covid-19 testing strategies.
 - a. Identify key community members to participate (in not already formed in your county) in a local health equity action team or equivalent
 - b. Serve as a point of contact for local health equity action team members
 - c. Coordinate team meetings to discuss new testing strategies for reaching the most vulnerable community members
 - d. Coordinate team members to assist in being part of a Covid-19 KU learning collaborative with 9 other counties to share best practices and ideas related to testing and reaching the disadvantaged
 - e. Facilitate zoom meetings with the local health equity action team and the Covid-19 KU learning collaborative, and preparing required materials for meetings
 - f. Facilitate reimbursement for local community members in consulting services related to their work on the local health equity action team
 - g. Coordinate and communicate with the research team leads at the University of Kansas Medical Center; attend meetings with other program managers involved in the project
 - h. Supervise and evaluate the performance of a community health worker
 - i. Assist in providing data for developing a community dashboard performance measures which will highlight critical gaps in testing related to this project
 - j. As needed, work with and collaborate with Health Department staff and external partners for establishing additional testing strategies within your community
- Coordinate needs assessments, surveys and key informant interviews.
 - a. Assist in overseeing the identification of community members to participate in the community needs assessment, qualitative interviews and quantitative surveys.
 - b. Schedule interviews and assist in county level data collection.
 - c. Distribute surveys and assist in survey completion.

- Engage community leadership and community leaders and organizations.
- Maintain an up-to-date inventory of testing resources.

SECONDARY FUNCTIONS:

- This position may have to work outside of normal work hours.
- Participates in the TB screening program that includes baseline screening for *M. tuberculosis* infection within 10 days of employment. Participates in the Blood borne Pathogen Exposure Control Plan that includes training, proof of hepatitis B immunity or vaccine, or vaccine series started within 10 days of employment. Provide proof of MMR, varicella, Tdap vaccinations, or immunity within 10 days of employment start date or within 10 days of start of employee health insurance.
- After hire, a bilingual employee who has passed the proficiency test may agree to take a medical interpreter skills test to interpret between a client with LEP and an English-speaking employee. (National Standards for Culturally and Linguistically Appropriate Services in Health and Health Care).

****Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.**

POSITION REQUIREMENTS:

Education: Bachelor's Degree public health, business administration or other related field or be equivalently qualified by work experience or a combination of work experience and education, with one year of experience substituting for one year of education.

Master of Public Health or other master's degree in a health- or communications-related field preferred.

Completion of Community Health Worker training;

Proficiency in English and a language other than English preferred. Proficiency is demonstrated by passing a standardized test.

Experience: One year of experience health related field required.

One year health education experience preferred AND/OR.

One year experience working as a community health worker or health navigator preferred AND/OR

Two years of experience working or living in a multicultural setting preferred AND/OR

One year of work experience in a public health department or healthcare setting preferred AND/OR

One year of supervisory work experience, including employee evaluations preferred.

Skills: Provides timely constructive feedback that is clear and direct; describes the impact of actions and checks for understanding. Establishes an effective, professional, and positive relationship with clients. Clarifies responsibilities and expectations. Recognizes and reinforces developmental efforts, progress, and improvements. Expresses confidence in others' ability to be successful. Demonstrates cultural competence with a strong commitment to diversity that contributes to a positive and respectful work environment. Demonstrates respect for the opinions of others. Finds areas of agreement when working with conflicting individuals or groups.

Sets clear, meaningful, challenging, and attainable group goals and expectations that are aligned with those of the organization. Identifies the key tasks and resources needed to achieve objectives. Recognizes and takes appropriate

action to effectively address problems and opportunities. Goes beyond expectations in the assignment, task, or job description without being asked.

Responds positively to changes, adapting approach, goals, and methods to achieve solutions and results in dynamic situations. Copes well and helps others deal with the ongoing demands of change; sees and shows other the benefits of change. Manages change in a way that reduces the concern experienced by others. Clarifies priorities when leading change. Completes assignments without the need for prompting from his/her supervisor or others.

Responds promptly to customer requests; is easy to reach and work with during and after work hours; willingly works with customers to meet their needs. Looks for external trends that are likely to shape the wants and needs of customers in the near future. Consistently delivers accurate, clear, and concise messages orally and/or in writing to effectively inform an audience. Keeps relevant people accurately informed and up-to-date of both positive and potentially negative information.

Must be fluent in English; Bilingual with English and Spanish helpful, but not required.

Conforms to HIPAA privacy regulations specific to position held. Disclosures are only allowed as necessary for treatment to providers and/or Business Associates, for billing, health care operations or as required by law. May need to interact with the following departments for allowable access to PHI: All County Departments.

Supervisory Responsibilities: One full-time Community Health Worker RADxUP Covid-19.

Guidelines: The employee uses judgment in interpreting and adapting guidelines such as agency policies, regulations, precedents, and work directions for application to specific cases or problems. The employee analyzes results and recommends changes. Works cooperatively with County Commissioners and assigned staff to identify strategies which achieve County, Department and program goals, even though such strategies may not conform to personal opinions.

Complexity: The work requires self-motivated advanced planning for program planning and delivery of services as well as critical thinking skills to assess and make rapid emergency decisions. Meeting and dealing with many individuals of varying interests and levels of responsibility. Dependable in carrying out responsibilities.

Scope and Effect of Work: The work involves establishing criteria; formulating projects; assessing program effectiveness; or investigating or analyzing a variety of unusual conditions, problems, or questions during and after critical situations. Maintains high standards of ethics, honesty, and integrity in all personal and professional matters.

Personal Contacts: The personal contacts are with individuals or groups from inside and outside the County in a moderately unstructured setting (e.g., the contacts are not established on a routine basis); the purpose and extent of each contact is different and the role and authority of each party is identified and developed during the course of the contact.

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

Job requires field work. Must be able to walk and maneuver over various types of terrain both inside and outside of buildings.

Climbing. Ascending or descending stairs and the like, using feet and legs and/or hands and arms. Body agility is emphasized.

Walking. Moving about on foot to accomplish tasks, particularly for long distances or moving from one work site to another.

Talking. Expressing or exchanging ideas by means of the spoken word. Those activities in which they must convey detailed or important spoken instructions to other workers accurately, loudly, or quickly.

While performing the duties of this job, the employee is required to stand; walk; sit; use hands to finger, handle, or feel; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; talk and hear from both ears; smell. The employee must regularly lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

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

- The employee is subject to hazards. Includes blood borne and air borne pathogens and a variety of physical conditions, such as proximity to moving mechanical parts, moving vehicles, electrical current, or exposure to chemicals.
- The employee is subject to atmospheric conditions. One or more of the following conditions that affect the respiratory system of the skin: fumes, odors, dust, mists, gases or poor ventilation.
- The noise level in the work environment is usually considered normal.
- Use of personal vehicle may be required.
- Employee will need to wear personal protective equipment to protect themselves and others from COVID-19.

Approved: _____ Date: _____

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if work is similar, related or a logical assignment of the position. The job description does not constitute an employment agreement between the employer and the employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

RILEY COUNTY, KANSAS JOB DESCRIPTION

Job Title:	COMMUNITY HEALTH SPECIALIST RADxUP		
Department:	Health Department	Division:	Admin
Reports To:	Program Manager RADxUp		
Pay Grade:	I	Status:	Full Time - Temporary
FLSA Status:	Non-Exempt		

POSITION SUMMARY:

This full-time, temporary, position is responsible for Covid-19 response. Funding for this position has been secured for a minimum of 12 months. The Community Health Worker RADxUP Covid-19 will work with community members who are part of a local health equity action team to develop new Covid-19 testing strategies to reach the most vulnerable community members. Community members include members disproportionately impacted by Covid-19, refugees, migrants, recent immigrants, and persons for whom English is not a primary language. The Community Health Worker RADxUP will work closely with the RADxUP Program Manager to improve access to testing. The Community Health Worker improves access to testing and acts as a bridge between community members and key service providers, assisting community members in COVID-19 testing and follow-up activities. The Health Worker must communicate in a culturally appropriate manner and must be viewed as a trusted resource to the community.

ESSENTIAL FUNCTIONS:

- Participate in a local health equity action team to develop new Covid-19 testing strategies
 - a. Serve as an additional point of contact for local health equity action team members
 - b. Assist in coordinating team meetings to discuss new testing strategies for reaching the most vulnerable community members
 - c. Participate in zoom meetings related to the research project
 - d. Coordinate and communicate with the research team leads at the University of Kansas Medical Center; attend meetings with other community health workers involved in the project
 - e. Assist in coordinating local activities related to testing events to include, set-up, day of testing support, delivery of wellness packages to food insecure individuals
 - f. Work closely with the University of Kansas Medical Center communication coordinator to develop a comprehensive, multi-media campaign tailored to Latinx, Refugee, immigrant, migrant and African American populations to promote testing and will work with local media in the county to promote events
 - g. Identify local testing resources (e.g. volunteers, faith-based organizations, community agencies), leverage area health care staff, and partner with local public health leaders to establish improve testing in the most vulnerable populations within the community
 - h. As needed, work with and collaborate with Health Department staff and external partners for establishing additional testing strategies within your community
 - i.
- Coordinate needs assessments, surveys and key informant interviews
 - a. Assist in overseeing the identification of community members to participate in the community needs assessment; qualitative interviews and quantitative surveys
 - b. Schedule interviews and assist in county level data collection
 - c. Distribute surveys and assist in survey completion

- d. Document activities and complete standard reports for the research team at University of Kansas Medical Center
- Engage community leadership and community leaders and organizations.
 - a. Develop professional relationships with community leaders and organizations
 - b. Maintain an up-to-date inventory of testing resources.

SECONDARY FUNCTIONS:

- This position may have to work outside of normal work hours.
- Participates in the TB screening program that includes baseline screening for *M. tuberculosis* infection within 10 days of employment. Participates in the Blood borne Pathogen Exposure Control Plan that includes training, proof of hepatitis B immunity or vaccine, or vaccine series started within 10 days of employment. Provide proof of MMR, varicella, Tdap vaccinations, or immunity within 10 days of employment start date or within 10 days of start of employee health insurance.
- After hire, a bilingual employee who has passed the proficiency test may agree to take a medical interpreter skills test to interpret between a client with LEP and an English-speaking employee. (National Standards for Culturally and Linguistically Appropriate Services in Health and Health Care).

****Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.**

POSITION REQUIREMENTS:

Education: High school diploma, GED or equivalent required. One year of experience working or living in a multicultural setting required.

Associate's or higher degree in a health or related field preferred.

Completion of Community Health Worker training preferred.

Proficiency in English and a language other than English preferred. Proficiency is demonstrated by passing a standardized test.

Experience: One year of health education experience required.

One year experience working as a community health worker or health navigator preferred AND/OR.

Two years of experience working or living in a multicultural setting preferred AND/OR

One year of work experience in a public health department or healthcare setting preferred AND/OR

Skills: Provides timely constructive feedback that is clear and direct; describes the impact of actions and checks for understanding. Establishes an effective, professional, and positive relationship with clients. Clarifies responsibilities and expectations. Recognizes and reinforces developmental efforts, progress, and improvements. Expresses confidence in others' ability to be successful. Demonstrates cultural competence with a strong commitment to diversity that contributes to a positive and respectful work environment. Demonstrates respect for the opinions of others. Finds areas of agreement when working with conflicting individuals or groups.

Completes all assigned tasks on time and with minimal supervision. Fulfills all commitments made to peers, co-workers, and supervisor and communicates concerns regarding completion. Shows up to work on time, and follows instructions, policies, and procedures. Stays focused on tasks in spite of distractions and interruptions. Actively

Created September 2020

demonstrates commitment by maintaining a consistent and predictable work schedule. Recognizes the relative importance of certain tasks and responsibilities and has the ability to prioritize to ensure that deadlines are met.

Makes suggestions for increasing the effectiveness of changes. Shows willingness to learn new methods, procedures, or techniques, resulting from departmental or organization-wide change. Demonstrates willingness and flexibility to work outside normal schedule, routines, and duties.

Actively listens to co-workers and customers to put him/herself in other people's shoes to gain a better understanding of what they are saying. Comprehends written and oral information and direction, and takes appropriate action. Adapts to the needs of most audiences to ensure his/her message is understood.

Must be fluent in English; Bilingual with English and Spanish helpful, but not required.

Conforms to HIPAA privacy regulations specific to position held. Disclosures are only allowed as necessary for treatment to providers and/or Business Associates, for billing, health care operations or as required by law. May need to interact with the following departments for allowable access to PHI: All County Departments.

Supervisory Responsibilities: One full-time Community Health Worker RADxUP Covid-19.

Guidelines: The employee uses judgment in interpreting and adapting guidelines such as agency policies, regulations, precedents, and work directions for application to specific cases or problems. The employee analyzes results and recommends changes. Works cooperatively with County Commissioners and assigned staff to identify strategies which achieve County, Department and program goals, even though such strategies may not conform to personal opinions.

Complexity: The work requires self-motivated advanced planning for program planning and delivery of services as well as critical thinking skills to assess and make rapid emergency decisions. Meeting and dealing with many individuals of varying interests and levels of responsibility. Dependable in carrying out responsibilities.

Scope and Effect of Work: The work involves establishing criteria; formulating projects; assessing program effectiveness; or investigating or analyzing a variety of unusual conditions, problems, or questions during and after critical situations. Maintains high standards of ethics, honesty, and integrity in all personal and professional matters.

Personal Contacts: The personal contacts are with individuals or groups from inside and outside the County in a moderately unstructured setting (e.g., the contacts are not established on a routine basis); the purpose and extent of each contact is different and the role and authority of each party is identified and developed during the course of the contact.

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

Job requires field work. Must be able to walk and maneuver over various types of terrain both inside and outside of buildings.

Climbing. Ascending or descending stairs and the like, using feet and legs and/or hands and arms. Body agility is emphasized.

Walking. Moving about on foot to accomplish tasks, particularly for long distances or moving from one work site to another.

Talking. Expressing or exchanging ideas by means of the spoken word. Those activities in which they must convey detailed or important spoken instructions to other workers accurately, loudly, or quickly.

While performing the duties of this job, the employee is required to stand; walk; sit; use hands to finger, handle, or feel; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; talk and hear from both ears; smell. The employee must regularly lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

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

- The employee is subject to hazards. Includes blood borne and air borne pathogens and a variety of physical conditions, such as proximity to moving mechanical parts, moving vehicles, electrical current, or exposure to chemicals.
- The employee is subject to atmospheric conditions. One or more of the following conditions that affect the respiratory system of the skin: fumes, odors, dust, mists, gases or poor ventilation.
- The noise level in the work environment is usually considered normal.
- Use of personal vehicle may be required.
- Employee will need to wear personal protective equipment to protect themselves and others from COVID-19.

Approved: _____ Date: _____

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if work is similar, related or a logical assignment of the position. The job description does not constitute an employment agreement between the employer and the employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

10.c

Department Health Department - RADxUP Date 11/12/2020 Job Title Program Manager - RADxUP

☒ Full Time	☐ Regular	☐ Seasonal	☐ Grant Funded	Pay Grade	Q	Hours per	☒ Week	☐ Month	Start Date	ASAP	☒ Non-Exempt
☐ Part Time	☐ As Needed	☐ Intern	☒ Temporary	40					End Date	12/31/2021	☐ Exempt

TYPE OF REQUEST

(Check one box and follow instructions in box – attach new job description if applicable)

Budgeted Position Request		Non-Budgeted Position Request	
☐ Request to hire replacement-same duties	☐ Request to change budgeted hours	☐ Request to create a new position for current fiscal year only	☐ Request to create a new position which will be included in future annual budgets
☐ Request to hire replacement-new duties	☐ Request to change position status	☐ Request for current non-budgeted position to be included in future annual budgets	
1. Name of former incumbent or current employee:	2. Effective date of promotion, transfer, termination, or change:	1. Are there current budgeted funds available to pay for this position? ☐ Yes ☐ No ☒ Grant Funded	2. Requested hours per year: 2080
3. If requesting a change in budgeted hours, estimated change in cost per year:	4. Would the position require re-evaluation for classification and pay grade purposes? ☐ Yes ☐ No	3. Estimated cost per year (financial impact): \$52,250	4. Would the position require evaluation for classification and pay grade purposes? ☐ Yes ☒ No
5. Has this position been "On Hold"? ☐ Yes ☐ No If yes, date placed "On Hold":	6. Any special conditions regarding this position:	5. If applicable, what is the ending date for the position?: 6/30/2021	6. Any special conditions regarding this position: grant funded

1. Why is it necessary to fill this position or change its status? refer to CAR

2. Is it possible to fill this position internally? If no, why not? NA

For hiring purposes, briefly state necessary and/or desirable education, training, and/or certification required as well as desirable experience and/or skills: BA degree in Public Health, Business Admin or related; Community Health Worker Training; experience in health related field

Additional comments:

Approval by: _____ Date: _____

Department Head:

Personnel:

BOCC Chairman:

BOCC Member:

BOCC Member:

RILEY COUNTY POSITION ACTION FORM

Department Health Department - RADxUP Date 11/12/2020 Job Title Community Health Specialist- RADxUP

☒ Full Time	☐ Regular	☐ Seasonal	☐ Grant Funded	Pay Grade <u>I</u>	Start Date <u>ASAP</u>	☒ Non-Exempt
☐ Part Time	☐ As Needed	☐ Intern	☒ Temporary	Hours per ☒ Week ☐ Month	End Date <u>12/31/21</u>	☐ Exempt

TYPE OF REQUEST

(Check one box and follow instructions in box – attach new job description if applicable)

Budgeted Position Request		Non-Budgeted Position Request	
☐ Request to hire replacement-same duties	☐ Request to change budgeted hours	☐ Request to create a new position for current fiscal year only	☐ Request to create a new position which will be included in future annual budgets
☐ Request to hire replacement-new duties	☐ Request to change position status	☐ Request for current non-budgeted position to be included in future annual budgets	
1. Name of former incumbent or current employee:	2. Effective date of promotion, transfer, termination, or change:	1. Are there current budgeted funds available to pay for this position? ☐ Yes ☐ No ☒ Grant Funded	2. Requested hours per year: 2080
3. If requesting a change in budgeted hours, estimated change in cost per year:	4. Would the position require re-evaluation for classification and pay grade purposes? ☐ Yes ☐ No	3. Estimated cost per year (financial impact): \$35,380	4. Would the position require evaluation for classification and pay grade purposes? ☐ Yes ☒ No
5. Has this position been "On Hold?" ☐ Yes ☐ No If yes, date placed "On Hold":	6. Any special conditions regarding this position:	5. If applicable, what is the ending date for the position?: 6/30/2021	6. Any special conditions regarding this position: grant funded

1. Why is it necessary to fill this position or change its status? refer to CAR

2. Is it possible to fill this position internally? If no, why not? NA

For hiring purposes, briefly state necessary and/or desirable education, training, and/or certification required as well as desirable experience and/or skills:
AA degree; Community Health Worker Training; experience in health education experience, 1 year experience working with multicultural population, bilingual

Additional comments:

Date:

Approval by:

Department Head:

Personnel:

BOCC Chairman:

BOCC Member:

BOCC Member:



HEALTH DEPARTMENT
Personnel

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

COMMISSION AGENDA REPORT

FROM: Julie Gibbs

MEETING: June 17, 2021

SUBJECT: Riley County Health Department Request to 2 Fill Full Time Contact Tracer Position

PRESENTER: Julie Gibbs

BACKGROUND

RCHD currently has 7.5 Full Time Equivalent positions approved for Contact Tracers, through December 2021.

We have had some (and will have more) turnover with our contact tracers. There is still much to be done with contact tracing, disease investigation, data entry, etc.

DISCUSSION

By hiring 2 full time contact tracers through December 2021, we will be staying within the approved 7.5 FTEs.

FISCAL IMPACT

There will be no fiscal impact on the county as these are already approved positions.

RECOMMENDATION(S)

I recommend that the BOH approve the request to fill 2 FTE contact tracing positions through December 2021.

POSSIBLE MOTION(S)

Move to approve

Move to deny

Move to modify

Move to table

No action required.

The Board agreed by consensus to

Attachments:

Position Requisition - COVID-19 Contact Tracer

Enclosures:

- Contact Tracers - As Needed 2020 (PDF)
- 2021-06 Covid-19 Contact Tracer(gold) (PDF)

RILEY COUNTY, KANSAS JOB DESCRIPTION

Job Title:	As-Needed COVID-19 CONTACT TRACER (12 POSITIONS)		
Department:	Health Department	Division:	Public Health
Reports To:	Health Department Administrator		
Pay Grade:	B – Step 9	Status:	As Needed-Not to exceed 1000 hrs annually
FLSA Status:	Non-Exempt		

POSITION SUMMARY:

Riley County is seeking Contact Tracers to support local Department of Public Health and Local Board of Health to perform COVID-19 contact tracing.

Contact tracing is the process of identification of persons who may have come into contact with an infected person and subsequent collection of further information about these contacts. This full-time, temporary position assists with investigation, contact tracing, and tracking around positive COVID-19 cases. Most work will involve telephone follow-up directly with cases, contacts to cases, medical providers as well as the general public.

Contact Tracers are required to follow all scripts, policies and procedures provided by Local Health Officer, and comply with Department of Public Health training regarding confidential information related to personal information.

Additional Information

This is temporary and As-Needed employment while performing health care services. Classification of this position is As-Needed, ***less than 1000 hours annually***, and not eligible for benefits.

Pre-employment requirements upon a conditional offer of employment, include satisfactory completion of both criminal background check and drug test.

ESSENTIAL SKILLS:

1. Proficiency with computers and clear, detailed written documentation is also necessary.
2. Responsible for direct data entry into various computer systems.
3. Ability to handle confidential information with discretion and professionalism
4. Uses excellent interpersonal skills to interact professionally with culturally diverse individuals.
5. Critical thinking, sound judgement and excellent organizational skills.
6. Demonstrates good communication skills.
7. Ability to show empathy to distressed individuals
8. Willing to work as a team in a collaborative environment.

POSITION REQUIREMENTS:

- High school diploma or equivalent.

PREFERRED:

- Public health background.
- Ability to speak, read, and write English is required. Second or multiple languages is a plus.

Supervisory Controls: The employee, the Public Health Emergency Response Coordinator, and the Health Department Administrator work together to set the overall objectives for this position following the Riley County Personnel and Policy Guidelines.

Complexity: The work requires critical thinking skills to assess and make decisions. The work also requires strong verbal communication and taking thorough notes.

Scope and Effect of Work: The work involves establishing criteria; formulating projects; assessing program effectiveness; or investigating or analyzing a variety of unusual conditions, problems, or questions during and after critical situations. Takes prompt and appropriate corrective action on substantiated citizen complaints. Maintains high standards of ethics, honesty, confidentiality, and integrity in all personal and professional matters.

Personal Contacts: The personal contacts are with individuals or groups from inside and outside the County in a structured setting (e.g., 6 feet of social distance and masks to be worn when not at your work space). The purpose is to work together as a team to complete contact tracing for Riley County.

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

Requires long periods of sitting and standing; must be mobile to such a degree as that allows efficient and effective job movement such as moving around a work area or building to perform essential job functions.

While performing the duties of this job, the employee is required to stand; walk; sit; use hands to finger, handle, or feel; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; talk and hear from both ears; smell. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

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

Updated June 2020

Attachment: Contact Tracers - As Needed 2020 (10912 : RCHD Request to Fill Position)

- The noise level in the work environment is usually considered normal. Use of personal vehicle may be required.
- The area is thoroughly cleaned daily by professional MFD staff.
- Must be fluent in English; Bilingual with English and Spanish helpful, but not required.
- The Manhattan Fire Department as a city facility requires a tobacco-free work environment.

Approved: _____ Date: _____
(Administrator)

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

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

RILEY COUNTY POSITION ACTION FORM

Department Health Department Date 6/7/2021 Job Title Covid-19 Contact Tracer

☐ Full Time	☐ Regular	☐ Seasonal	☒ Grant Funded	Pay Grade <u>B</u>	Start Date <u>ASAP</u>	☒ Non-Exempt
☐ Part Time	☒ As Needed	☐ Intern	☐ Temporary	Hours per ☒ Week ☐ Month	End Date	☐ Exempt

TYPE OF REQUEST

(Check one box and follow instructions in box – attach new job description if applicable)

Budgeted Position Request		Non-Budgeted Position Request	
☒ Request to hire replacement-same duties	☐ Request to change budgeted hours	☐ Request to create a new position for current fiscal year only	☐ Request to create a new position which will be included in future annual budgets
☐ Request to hire replacement-new duties	☐ Request to change position status	☐ Request for current non-budgeted position to be included in future annual budgets	
1. Name of former incumbent or current employee: multiple	2. Effective date of promotion, transfer, termination, or change: <u>6/4/2021</u>	1. Are there current budgeted funds available to pay for this position? ☐ Yes ☐ No ☐ Grant Funded	2. Requested hours per year:
3. If requesting a change in budgeted hours, estimated change in cost per year:	4. Would the position require re-evaluation for classification and pay grade purposes? ☐ Yes ☒ No	3. Estimated cost per year (financial impact): \$	4. Would the position require evaluation for classification and pay grade purposes? ☐ Yes ☐ No
5. Has this position been "On Hold?" ☐ Yes ☒ No If yes, date placed "On Hold":	6. Any special conditions regarding this position: <u>2 positions needed</u>	5. If applicable, what is the ending date for the position?:	6. Any special conditions regarding this position:

1. Why is it necessary to fill this position or change its status? Resignation of incumbent

2. Is it possible to fill this position internally? If no, why not? no

For hiring purposes, briefly state necessary and/or desirable education, training, and/or certification required as well as desirable experience and/or skills:

Additional comments: .

Approval by:

Department Head:

Personnel:

BOCC Chairman:

BOCC Member:

BOCC Member:

Date:

6-8-21
6-8-2021



PLANNING & DEVELOPMENT
Personnel

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

COMMISSION AGENDA REPORT

FROM: Amanda Smeller, Planning Director

MEETING: June 17, 2021

SUBJECT: Request to fill future vacancy - Zoning Compliance Specialist

PRESENTER: Amanda Smeller, Planning Director

BACKGROUND:

Steve Higgins, our current Zoning Enforcement Officer, is planning to retire on October 1, 2021. In April 2021, the Board reviewed the position description and authorized staff to request reclassification of the position by McGrath.

DISCUSSION:

The position has been reclassified to Exempt status (previously it was Non-Exempt) and given a pay grade of "P" (it was formerly "O"). McGrath supports the possibility of a grade "Q" if needed.

The position has also been renamed from "Zoning Enforcement Officer" to "Zoning Compliance Specialist."

As a reminder, staff requested there be overlap between Steve and the new person for training purposes. We propose the new person starts August 1, which would give them up to two months of cross training.

We are also requesting permission to advertise the future vacancy immediately.

FISCAL IMPACT:

The current salary for this position is Grade O, Step 15, which is a rate of \$2,791.20 per pay period, annualized at \$72,571.20. This position is currently non-exempt so overtime does occur on an occasional basis. The new classification of Grade P, if the position was hired at Step 2, it would have an hourly rate of \$2,021.60 per pay period, annualized and at \$52,552.03. No paid overtime would occur. There would be no additional fiscal impact as Steve's current rate was included in the full 2021 budget and proposed 2022 budget. There would actually be cost savings.

The cost of overlapping for two months for training purposes would be approximately \$11,388.10. This would be paid for in the "savings" from change in salary.

RECOMMENDATION:

Staff recommends the BOCC approve the request to open the vacancy immediately, with a hire date of August 1, 2021 for a two month training period.

POSSIBLE MOTION(S)

Move to approve opening the Zoning Compliance Specialist vacancy with an expected start date of August 1, 2021 to allow for up to two months of training.

Attachments:

Zoning Compliance Officer Position Requisition
Zoning Compliance Officer position description

Enclosures:

- 2021-06 Zoning Compliance - Planning (gold) (PDF)
- Zoning Compliance Specialist position description (PDF)

Department Planning & Development Date 03/22/2021 Job Title Zoning Compliance Specialist

☒ Full Time	☒ Regular	☐ Seasonal	☐ Grant Funded	Pay Grade	P	Start Date	Aug 1st	☐ Non-Exempt
☐ Part Time	☐ As Needed	☐ Intern	☐ Temporary	40	Hours per	☒ Week	☐ Month	End Date

TYPE OF REQUEST

(Check one box and follow instructions in box – attach new job description if applicable)

Budgeted Position Request		Non-Budgeted Position Request	
☐ Request to hire replacement-same duties	☐ Request to change budgeted hours	☐ Request to create a new position for current fiscal year only	☐ Request to create a new position which will be included in future annual budgets
☒ Request to hire replacement-new duties	☒ Request to change position status	☐ Request for current non-budgeted position to be included in future annual budgets	
1. Name of former incumbent or current employee: Steve Higgins	2. Effective date of promotion, transfer, termination, or change: 10/1/2021	1. Are there current budgeted funds available to pay for this position? ☐ Yes ☐ No ☐ Grant Funded	2. Requested hours per year:
3. If requesting a change in budgeted hours, estimated change in cost per year:	4. Would the position require re-evaluation for classification and pay grade purposes? ☒ Yes ☐ No	3. Estimated cost per year (financial impact): \$	4. Would the position require evaluation for classification and pay grade purposes? ☐ Yes ☐ No
5. Has this position been "On Hold"? ☐ Yes ☒ No If yes, date placed "On Hold":	6. Any special conditions regarding this position: BOCC approved reclassification on 4/2021	5. If applicable, what is the ending date for the position?:	6. Any special conditions regarding this position:

1. Why is it necessary to fill this position or change its status? Retirement of incumbent

2. Is it possible to fill this position internally? If no, why not? Yes, if meet qualifications

For hiring purposes, briefly state necessary and/or desirable education, training, and/or certification required as well as desirable experience and/or skills:
Associates Degree in Construction, Proj Mngmt, or related field required. Experience working w/local, state, federal floodplain regulations required. Familiarity w/I/C building codes preferred. Experience working w/zoning regulations or related experience required. Valid drivers license required.

Additional comments: CFM/CSI certification obtained w/in 2 years of employment

Approval by:

Date:

Department Head:

Personnel:

BOCC Chairman:

BOCC Member:

BOCC Member:

If the approved request affects current and future budget figures, a copy will go to Payroll and Budget & Finance

RILEY COUNTY, KANSAS JOB DESCRIPTIONS

Job Status:	ZONING COMPLIANCE SPECIALIST		
Department:	Planning & Development	Division:	
Reports To:	Director of Planning & Development		
Pay Grade:	P	Status:	Full time
FLSA Status:	Exempt		

Position Summary: The position is responsible for the review, follow-up, inspection, and investigation on zoning, building, and permitting actions to assure compliance with county regulations, the management and administration of floodplain regulations and permitting, and other functions necessary to assist with the orderly growth and development of Riley County. Duties follow prescribed policies and procedures.

Essential Functions:

- Enforce all applicable Riley County land use, environmental health, building, sign, and property regulations. Collaborate with regional, State, and Federal agencies to ensure all applicable regulations are followed.
- Conduct field inspections to ensure all Riley County issued land use, floodplain, and building permit conditions of approval are met and maintained
- Provide effective written and oral communications to the public and staff in accordance with proper procedure.
- Investigate complaints and violations, work with potential violators, and seek compliance through proper enforcement procedures. File actions with the County Counselor office regarding violations and assist in preparation for trial as necessary.
- Serve as Floodplain Manager for Riley County by issuing floodplain development permits and certificates, assuring compliance with applicable local, State, and Federal aid, overseeing and facilitating all official floodplain map updates and amendments.
- Perform field inspections for building permits to ensure all proposed structures are in compliance with applicable laws and regulations including, but not limited to, setbacks, use, floodplain, water, and sewer.
- Maintain good public relations with general public, contractors, and developers by responding to requests for inspections in a timely manner and providing professional investigations of complaints and/or violations.
- Review and issue mobile home park licenses, resolve violations, and ensure compliance with applicable regulations. Perform physical inspections of mobile home parks in response to complaints and annual license renewals.
- Advise the general public on zoning, subdivision and floodplain regulations and procedures in the course of performing essential job functions, and present instruction as requested.
- Assist with monitoring and updating local Zoning, Subdivision, Floodplain, Building, and other applicable regulations. Utilize an electronic permit system to maintain accurate records of work by documenting all inspections, official correspondence, and pertinent data for future requests.
- Provide thorough research of nonconforming "grandfathering" requests to determine legality.
- Serve as Floodplain Manager for City of Riley by contract agreement.
- Serve as Planning Compliance Specialist for City of Randolph by contract agreement.
- Assist Environmental Health Specialist with the inspection of wastewater systems and water sample evaluation.
- Assist with clerical functions as necessary including, but not limited to, answering phones, filing,

Updated 2021

receiving and depositing fees, and data entry.

- Ensure compliance with applicable regulations regarding the issuance of Excavation licenses.
- Perform other duties as necessary to keep the department on target.
- Perform other duties as assigned by the Director.

Position Requirements:

Education: Associate Degree in Construction, Project Management, or related field required. An appropriate combination of experience and education will be considered.

License(s)/Certification(s):

- Certified Floodplain Manager (CFM) from the Association of State Floodplain Managers or ability to obtain CFM certification within 2 years of employment.
- Certified Stormwater Inspector (CSI) from the National Stormwater Center or ability to obtain CSI within 2 years of employment.
- Valid driver's license is required.

Experience: Some experience working with zoning regulations or related experience required.

Experience working with local, state, and federal floodplain regulations required. Familiarity with ICC building codes preferred. Experience working in local government preferred.

Commented [EW1]: I would prefer a static number of years perhaps?

Skills: Mathematical aptitude is required. Ability to interpret and apply new and existing zoning laws. Knowledge of zoning and subdivision regulations, sanitation and health codes, and environmental regulations. Ability to read maps and legal descriptions. Good interpersonal communication skills. Proficiency with GIS software. Ability to operate a calculator, computer, and related office equipment. Proficiency with spreadsheets and word processing software required. Electronic permit program experience preferred.

Supervisory Controls: This position is expected to operate independently without a great degree of supervision. The Director defines overall objectives and assists the employee with unusual situations which do not have clear precedent. The employee establishes priorities and deadlines, plans and carries out the successive steps and handles problems and deviations in the work tasks independently and seeks guidance from the Director when needed.

Supervisory Responsibility: This position has no supervisory responsibilities.

Guidelines: County, State, and Federal regulations are the guidelines for decisions as well as the application of established organizational procedures. The number and similarity of guidelines and work situations require the employee to use judgement in locating and selecting the most appropriate guidelines, references, and procedures for application and in making minor deviations to adapt the guidelines in specific cases. The employee may also determine which of several established alternatives to use. Situations to which the existing guidelines cannot be applied or significant proposed deviations from the guidelines are referred to the director.

Complexity: The work includes various duties involving different and unrelated processes and methods. The decision regarding what needs to be done depends upon the analyst of the subject, phase or issues involved in each assignment, and the chosen course of action may have to be selected from many alternatives. The work involves conditions and elements that must be identified and analyzed to discern interrelationships.

Scope and Effect of Work: The work involves the execution of specific rules, regulations, or

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procedures and typically comprises a complete segment of an assignment or project of broader scope. The work product or service affects the accuracy, reliability, or acceptability of further processes or services. Field inspections and investigations require independent investigation, data evaluation and determination of corrective measures needed.

Personal Contacts: The contacts are generally with members of the general public, as individuals or groups, in a moderately unstructured setting. The contacts are not established on a routine basis; the purpose and extent of each contact is different and the role and authority of each party is identified and developed during the course of the contact.

Purpose of Contacts: The purpose is to influence, motivate, interrogate, or control persons or groups and justify, defend, negotiate, or settle matters involving significant or controversial issues. The persons contacted may be fearful, skeptical, uncooperative, or dangerous. Therefore the employee must be skillful in approaching the individual or group in order to obtain the desired effect, such as, gaining compliance with established policies and regulations by persuasion or negotiation, or gaining information by establishing rapport with a suspicious informant. The work involves active participation in conferences, meetings, hearings, or presentations involving problems of considerable consequence or important.

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

While performing the duties of this job, the employee is required to stand; walk; sit; use hands to finger, handle, or feel; reach with hands and arms; talk or hear. The employee must occasionally lift and/or move up to 20 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision. The work is often sedentary and the employee can sit comfortably to do the work. Site inspections, however, require some physical exertion with occasionally having to walk over rough, uneven or rocky surfaces. Average or above-average agility is important. Periodic lifting of heavy zoning books or computers is required. Stress is inherent to the position by working with difficult persons.

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

While performing the duties of this job, the employee is occasionally exposed to wet and/or humid conditions and outside weather conditions. The work environment typically involves everyday risks or discomforts which require normal safety precautions. The site inspections, sometimes involving traversing rough terrain, would require common safety precautions. The work area is adequately lighted, heated, and ventilated. The noise level in the work environment is usually normally.

Approved: _____ Date: _____
(Supervisor)

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

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

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EXTENSION
Staff Update

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

STAFF REPORT

FROM: Gary Fike
MEETING: June 17, 2021
SUBJECT: Riley County Fair and Summer Activities
PRESENTER: Gary Fike

Enclosures:

- BOCC report June 2021 (PPTX)

Summer Programming

GARY D. FIKE

COUNTY EXTENSION DIRECTOR

K-STATE
Research and Extension

Riley County

County Fair!!!

- u Kaw Valley Rodeo is back! New event in women's breakaway roping
- u Golden Clover Hunt is back! Mixed Berry Pie contest!
- u Cornhole Tournament scheduled for Sunday - NEW
- u Reduced carnival this year due to labor shortage – reduced booth vendors; but still have several coming anyway
- u Robbins Motors Entertainment Tent
- u Military Appreciation Night – Manhattan C of C
- u Livestock Skillathon is NEW!
- u Summer intern – Garrett Craig



Other Events

- u County camp – leaving today! Rock Springs Ranch
- u Greg M's wheat plot tour at Bob Whearty's
- u Megan's Kitchen Restore
- u John Jobe working on a fishing day at Anneberg Park
- u Gregg E's Garden Tour June 26th
- u Brandy working on STEM presentations
- u Feedlot Tour for youth and parents June 25th





COUNTY CLERK & ELECTIONS
Budget

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

MEMORANDUM

FROM: Tami Robison, Budget & Finance Officer

MEETING: June 17, 2021

SUBJECT: Monthly Cash Flow Reports for May 2021

PRESENTER: Tami Robison, Budget & Finance Officer

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

Enclosures:

- cash flow reports2 2021 (PDF)

2021 Riley County CIP Cash Flow Analysis

% of Year: 41.67%

Month	Revenue	Transfers In	Reimbursements	Total Revenue	Expenditures	Encumbrances	Jan/Feb/Mar A/P	Total Expenditures
Jan	2,588	3,716,027		3,718,615	186,717			186,717
Feb	200			200	198,094			198,094
Mar	181			181	42,008			42,008
Apr	14,043			14,043	44,782			44,782
May	195			195	588,275			588,275
Jun				-				-
Jul				-				-
Aug				-				-
Sep				-				-
Oct				-				-
Nov				-				-
Dec				-				-
Totals	\$17,208	\$3,716,027	\$0	\$3,733,235	\$1,059,875	\$0	\$0	\$1,059,875

Cash Reconciliation	
2021 Beginning Unencumbered Cash	\$5,633,113
2021 Revenue	\$3,733,235
Less 2021 Expenditures/Encumbrances	\$1,059,875
2021 Ending Unencumbered Cash	\$8,306,473
Less Remaining Approved Projects	\$2,915,454
Less Reserves	\$1,719,978
2021 Unreserved Cash	\$3,671,040

Reserved Funds:	
CIP Reserve	\$500,000
Fair Reserve	\$83,843
Radio Int Reserve	\$106,112
FFE Reserve	\$438,911
Hardware Refresh	\$591,112
Total Reserves	\$1,719,978

Riley County 2021 Budget Authority Summary		
2021 Budgeted Expenditures	\$9,070,167	% Budget Expended
Expenditures to Date	\$1,059,875	
2021 Remaining Budget Authority	\$8,010,292	
Riley County 2021 Budgeted Revenue		
2021 Budgeted Revenue	\$3,857,265	% Budgeted Revenue
Revenue to Date	\$3,733,235	

Attachment: cash flow reports2 2021 (10889 : Monthly Cash Flow Reports)

2021 CIP Detailed Expenditures per Project and per Dept

Project #	Project Code	Projects	Approved Project Estimate	Prior Year Expenditures	2021 Actual Expenditures/ Encumbrances/ Reserve	Remaining Project Estimate	Completed Projects (Over) Under Approved Estimate
PUBLIC WORKS:							
13-13PW005		Design cost for 2 culverts	35,000	16,100		18,900	
16-16PK003	71	Parking lot for CICO Playground	18,000	7,078		10,922	
18-18PK003		Playground Equipment at CICO Park + (PK trx-\$75,000)	225,000	0		225,000	
18-18PW012	27	Fairgrounds ADA Walkway	170,000	104,648		65,352	
19-19PW008		1 1/2T Truck w/Utility Bed	100,000	46,725		53,275	
19-19PW014		Winkler Bridge Deck-FFE	250,000	0		250,000	
19-19LEC004	98	RCPD Firing Range	2,285,000	2,147,270	61,177	76,553	
20-20PW003		Tandem Axle Truck w/Plow & Spreader	200,000	0		200,000	
20-20PW004		1 Ton Truck w/Utility Bed	55,000	0		55,000	
20-20PW005		Equipment Storage Shed Leonardville	35,000	0	31,631	3,369	
20-20PW006		AWS Telehandler w/Attachments	120,000	0	119,000	1,000	
20-20PW007		Forklift	60,000	0		60,000	
20-20PW008		3/4T 4x4 Ext. Cab Pickup	33,000	0		33,000	
20-20PW009		Power Broom	45,000	0	40,000	5,000	
20-20PW010	509	Welsh Road Asphalt Overlay	243,641	233,509		10,131	
20-20LEC001		Replace 1 Roof Top HVAC Unit	15,000	14,500		500	
20-20LEC002		Replace Air Regulators on 1/2 Jail Doors	30,000	0		30,000	
20-20LEC003		Rewire Elevator Safety Systems	40,000	0		40,000	
20-20PK004		CICO Parking Lot Engineering	10,000	0		10,000	
20-20PK005		Wildcat Park Bridge Replacement	100,000	0	3,573	96,428	
20-20PK006		Ogden Park Restroom Phase Two (trx from PW 2021)	3,750	0		3,750	
21-21LEC001		Replace 2 Roof Top HVAC Units	32,000	0		32,000	
21-21PK001		3/4T 4x4 Ext. Cab Pickup	40,000	0		40,000	
21-21PK002		72" Zero Turn Mower	20,000	0		20,000	
21-21PK003		1/2T Pickup	30,000	0		30,000	
21-21PK004		72" Mower w/Accessories	31,000	0		31,000	
21-21PW001		Tandem Axle Truck w/Plow & Spreader	205,000	0		205,000	
21-21PW002		Semi Truck	85,000	0		85,000	
21-21PW003		Pneumatic Roller	125,000	0	82,860	42,140	
21-21PW004		Low Boy Trailer	150,000	0		150,000	
PUBLIC WORKS TOTAL			4,791,391	2,569,830	338,241	1,883,320	-
EMERGENCY MEDICAL SERVICE							
13-13AM001	302	Design of the EMS Facility Enhancement	100,000	25,770		74,230	
20-20AM002	302	800 Mhz Radios	195,226	176,100	646	18,480	
20-20AM003	302	EMS Facility Engineering Design Cost	50,000	0		50,000	
20-20AM004	302	Zoll "X" Series Cardiac Monitor	40,000	0	35,941	4,059	
21-21AM001	302	Ambulance Replacement	270,000	0		270,000	
21-21AM002	302	LUCAS CPR Device	14,000	0	13,940	60	
EMS TOTAL			669,226	201,870	50,527	416,829	-
CLERK							
21-21CK001		Open.Gov software	53,870.00	0.00		53,870.00	
CLERK TOTAL			53,870.00	0	0	53,870	-
ATTORNEY							
19-19AT001	760	Odyssey Software System	280,000	187,412		92,588	
ATTORNEY TOTAL			280,000	187,412	0	92,588	-
BOCC							
21-21BOCC001		Repair Boiler in Courthouse Plaza East	40,000	0		40,000	
ATTORNEY TOTAL			40,000	0	0	40,000	-
PLANNING & DEVELOPMENT							
18-18PD001		MOU-Flood Modeling/Training/Research/Software	62,500	39,857	1,704	20,940	
21-21PD001		Truck Replacement	30,000	0	28,933	1,067	
PLANNING & DEVELOPMENT TOTAL			92,500	39,857	30,637	22,007	-
NOXIOUS WEED							
20-20NW001		1 1/2T 4x4 Spray Truck	40,000	0		40,000	
NOXIOUS WEED TOTAL			40,000	0	0	40,000	-

Attachment: cash flow reports2 2021 (10889 : Monthly Cash Flow Reports)

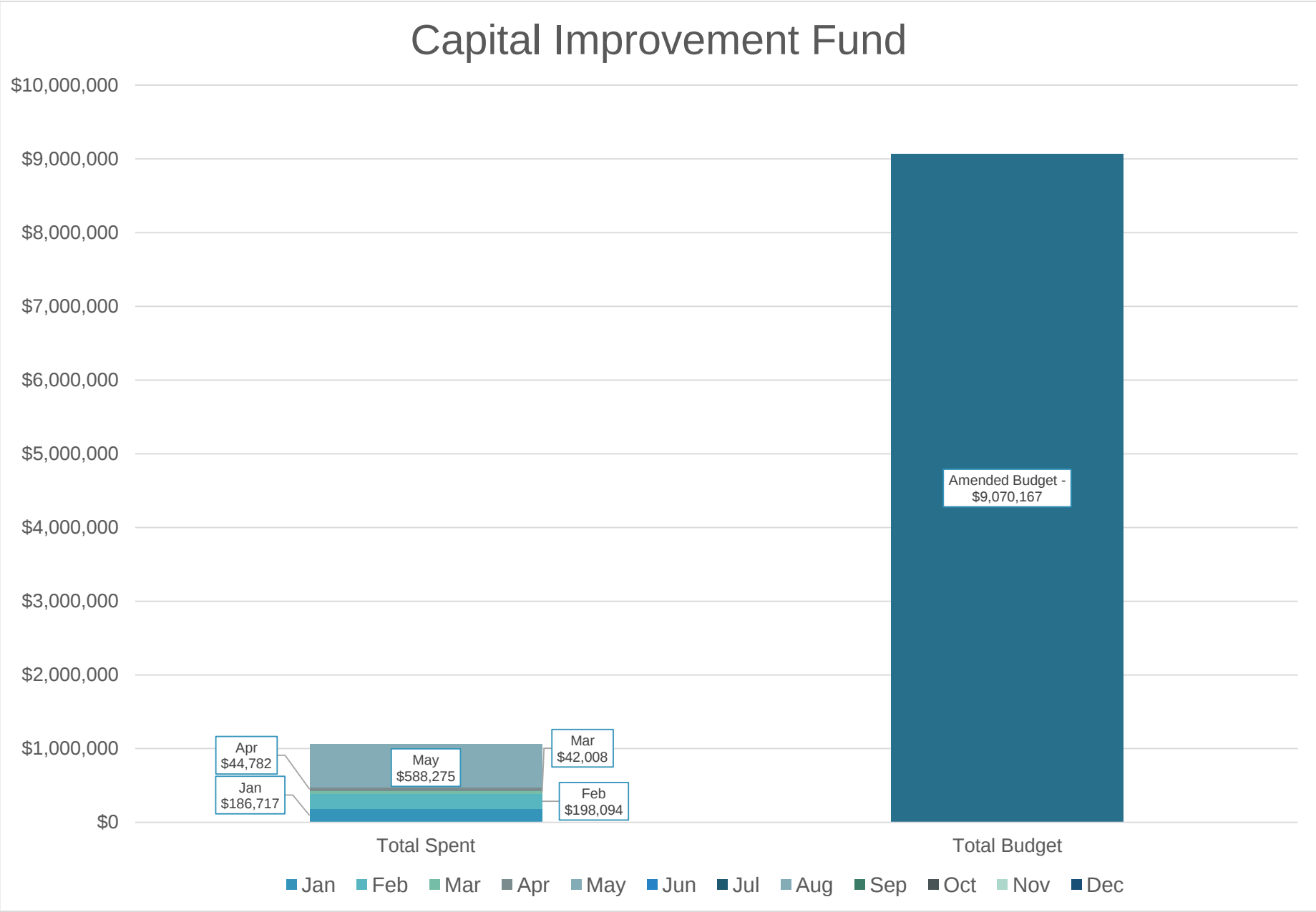
Project #	Project Code	Projects	Approved Project Estimate	Prior Year Expenditures	2021 Actual Expenditures/ Encumbrances/ Reserve	Remaining Project Estimate	Completed Projects (Over) Under Approved Estimate
EMERGENCY MANAGEMENT							
16-16EM002		Standby/Backup Generator Pottorf Hall	40,000	0		40,000	
20-20EM003		River Gauges	2,985	0	3,045	0	-60
20-20EM004		1/2 SUV 4x4	20,000	0	14,259	5,741	
20-20EM005		Bi-directional amplifiers (radio project)	35,000	8,982	9,978	16,039	
21-21EM001		Mobile Command Post Upgrade/Equip Refresh	125,000	0		125,000	
21-21EM002		EM Storage Building	125,000	0		125,000	
EMERGENCY MANAGEMENT TOTAL			347,985	8,982	27,282	311,780	-
OTHER							
13-13PW009		Motor Grader (Lease Purchase through 2023)	1,000,605	440,484		560,121	
18-18EM003	21	Hardware Refresh Reserve (through 2025)	1,182,221	591,112		591,109	
Lease pmt to 2033	21	Radio Infrastructure Project Lease (15 yr term through 2033)	6,401,938	853,592	426,796	5,121,550	
B&I Trx to 2025		2010-B G.O. Bond payment (15 yr term through 2025)	2,849,815	1,921,954	186,392	741,469	
OTHER TOTAL			11,434,579	3,807,142	613,188	7,014,250	-
TOTAL			17,749,551	6,815,093	1,059,875	9,874,643	-

Remaining Approved Projects less lease/debt payments/hardware refresh
(not included as these payments are subject to approval with annual budget)

2,915,454

Completed Projects

Attachment: cash flow reports2 2021 (10889 : Monthly Cash Flow Reports)



Attachment: cash flow reports2 2021 (10889 : Monthly Cash Flow Reports)

2021 Riley County Building Cash Flow Analysis

% of Year: 41.67%

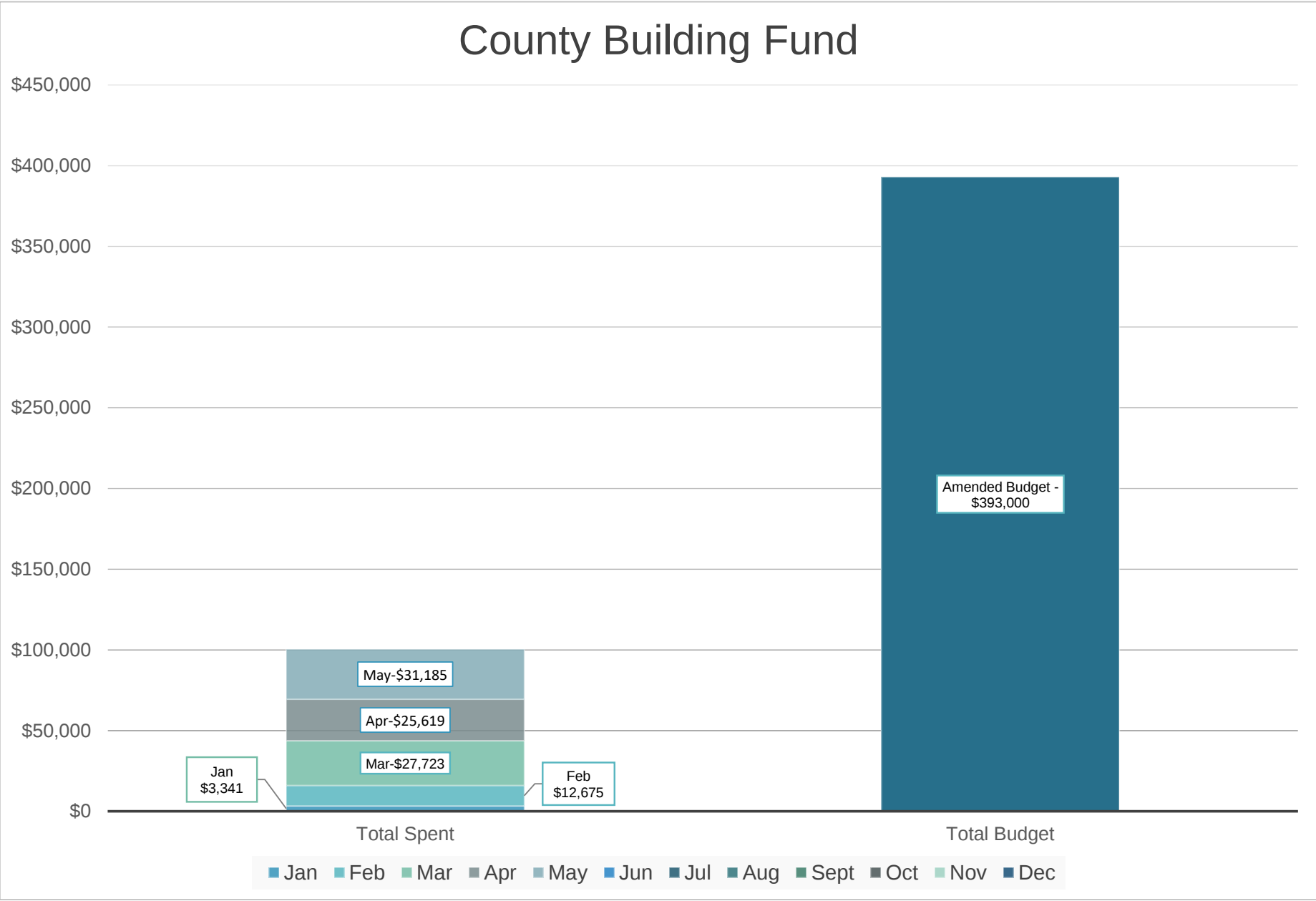
Month	Revenue	Reimbursements	Other	Total Revenue	Expenditures	Encumbrances	Jan/Feb/Mar A/P	Total Expenditures
Jan	189,844			189,844	3,341			3,341
Feb		110	34	144	12,675			12,675
Mar	16,662	20	1,467	18,149	27,723			27,723
Apr				-	25,619			25,619
May	141,066		34	141,099	31,185			31,185
Jun				-				-
Jul				-				-
Aug				-				-
Sep				-				-
Oct				-				-
Nov				-				-
Dec				-				-
Totals	\$347,572	\$130	\$1,534	\$349,236	\$100,543	\$0	\$0	\$100,543

Cash Reconciliation	
2021 Beginning Unencumbered Cash	\$24,207
2021 Revenue	\$349,236
Less 2021 Expenditures/Encumbrances	\$100,543
2021 Ending Unencumbered Cash	\$272,900

Riley County 2021 Budget Authority Summary		
2021 Budgeted Expenditures	\$393,000	% Budget Expended
Expenditures to Date	\$100,543	
2021 Remaining Budget Authority	\$292,457	

Riley County 2021 Budgeted Revenue		
2021 Budgeted Revenue	\$374,044	% Budgeted Revenue
Revenue to Date	\$349,236	

Attachment: cash flow reports2 2021 (10889 : Monthly Cash Flow Reports)



Attachment: cash flow reports2 2021 (10889 : Monthly Cash Flow Reports)

2021 Riley County Economic Development Cash Flow Analysis

% of Year: 41.67%

Month	Revenue	Reimbursements	Other	Total Revenue	Expenditures	Encumbrances	Jan/Feb/Mar A/P	Total Expenditures
Jan	300,000			300,000	93,020			93,020
Feb	-			-	150,675			150,675
Mar	-			-	8,834			8,834
Apr	-			-	-			-
May	-			-	-			-
Jun	-			-				-
Jul	-			-				-
Aug	-			-				-
Sep	-			-				-
Oct	-			-				-
Nov	-			-				-
Dec	-			-				-
Totals	\$300,000	\$0	\$0	\$300,000	\$252,529	\$0	\$0	\$252,529

Cash Reconciliation	
2021 Beginning Unencumbered Cash	\$149,334
2021 Revenue	\$300,000
Less 2021 Expenditures/Encumbrances	\$252,529
2021 Ending Unencumbered Cash	\$196,805
Less Est. Project Balance for CY	\$191,390
2021 Projected Unencumbered Cash	\$5,415

Riley County 2021 Budget Authority Summary		
2021 Budgeted Expenditures	\$401,322	% Budget Expended
Expenditures to Date	\$252,529	
2021 Remaining Budget Authority	\$148,793	
62.92%		
Riley County 2021 Budgeted Revenue		
2021 Budgeted Revenue	\$300,000	% Budgeted Revenue
Revenue to Date	\$300,000	
100.00%		

Attachment: cash flow reports2 2021 (10889 : Monthly Cash Flow Reports)

2021 Eco Devo Detailed Expenditures per Project and per Dept

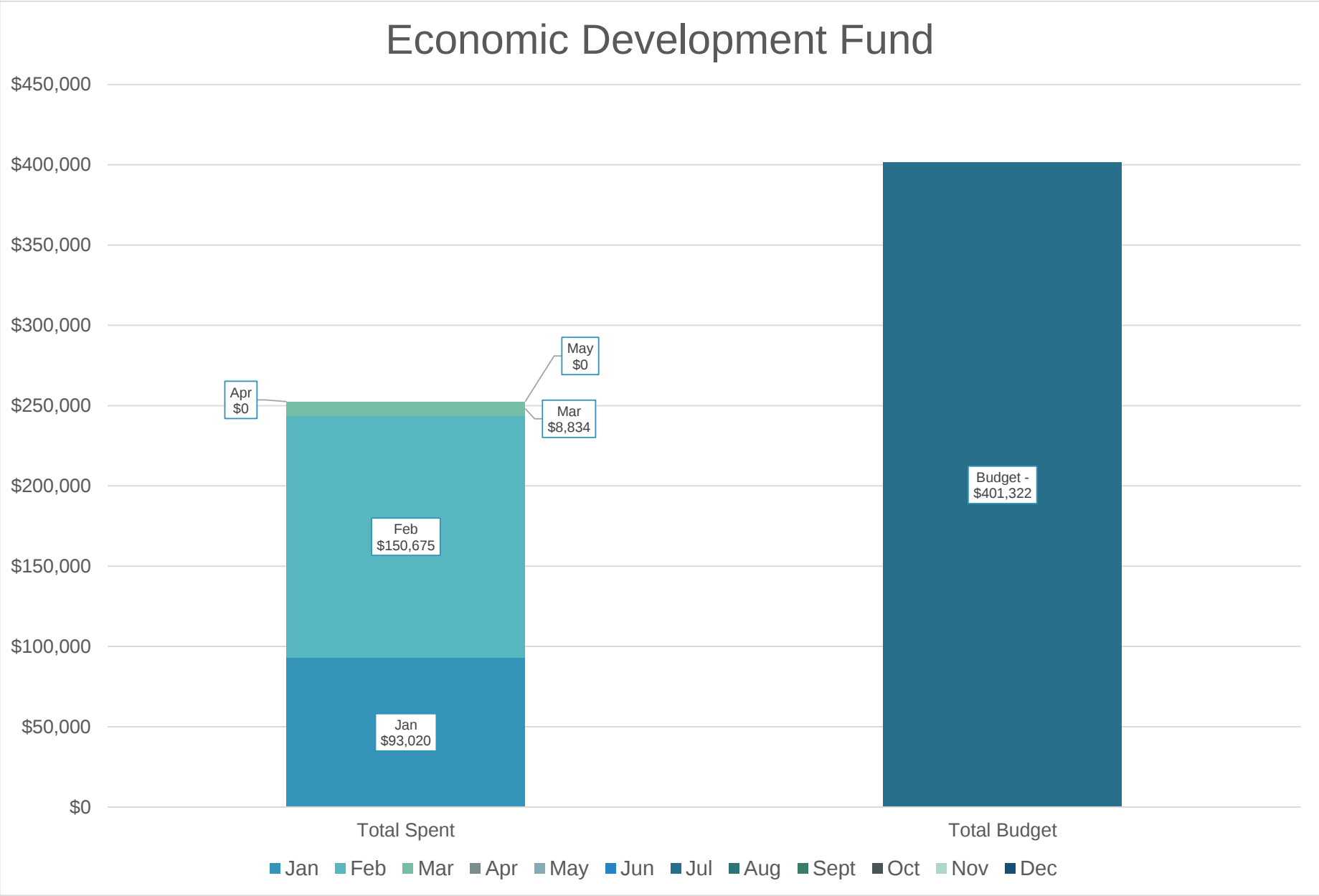
Projects	Approved Project Estimate	Prior Year Expenditures	2021 Expenditures/ Encumbrances	Remaining Project Estimate	Completed Projects (Over) Under Approved Estimate
APPROPRIATIONS					
Chamber of Commerce	55,000	0	27,500	27,500	
Flint Hills Veterans Coalition	1,100	0	550	550	
Downtown Manhattan	5,000	0	2,500	2,500	
Riley Co. General Eco Devo	74,190	0		74,190	
APPROPRIATION TOTALS	\$135,290	\$0	\$30,550	\$104,740	\$0
MEMBERSHIPS					
FHMPO Contribution	5,000	0	2,830	2,170	
FHRC Contribution	10,000	0	9,118	882	
MEMBERSHIP TOTALS	\$15,000	\$0	\$11,947	\$3,053	\$0
CONTRACTS					
Auto Lane Development (2024)	121,140	96,912		24,228	
K18 Ramp Contribution (10 pmts)	1,500,000	1,350,000	150,000	0	
CONTRACT TOTALS	\$1,621,140	\$1,446,912	\$150,000	\$24,228	\$0
DEBT OBLIGATION TRANSFER					
Konza Water Debt Payment Transfer	658,502	262,377	44,975	351,150	
DEBT OBLIGATION TRANSFER TOTALS	\$658,502	\$262,377	\$44,975	\$351,150	\$0
PROJECTS					
Project Study/Design/Engineer	50,000	0		50,000	
Re-write Zoning/Subdivision Regs	150,000	107,403	15,056	27,541	
PROJECT TOTALS	\$200,000	\$107,403	\$15,056	\$77,541	\$0
TOTALS	\$2,629,931	\$1,816,691	\$252,529	\$560,711	\$0

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

\$191,390

Completed Projects

Attachment: cash flow reports2 2021 (10889 : Monthly Cash Flow Reports)



Attachment: cash flow reports2 2021 (10889 : Monthly Cash Flow Reports)

2021 Riley County Sales Tax Cash Flow Analysis

% of Year: 41.67%

Month	Sales Tax Revenue	Reimbursements	KDOT	Total Revenue	Expenditures	Encumbrances	Jan/Feb/Mar A/P	Total Expenditures
Jan	158,605			158,605	-			-
Feb	166,104			166,104	4,299			4,299
Mar	166,534			166,534	11,617			11,617
Apr	152,296			152,296	3,698			3,698
May	176,603			176,603	1,270			1,270
Jun				-				-
Jul				-				-
Aug				-				-
Sep				-				-
Oct				-				-
Nov				-				-
Dec				-				-
Totals	\$820,142	\$0	\$0	\$820,142	\$20,884	\$0	\$0	\$20,884

Cash Reconciliation	
2021 Beginning Unencumbered Cash	\$4,471,895
2021 Revenue	\$820,142
Less 2021 Expenditures/Encumbrances	\$20,884
2021 Ending Unencumbered Cash	\$5,271,153
Remaining 2021 Projected Revenue	679,858
Less Est. Project Balance for CY	\$ 573,759
2021 Projected Unencumbered Cash	\$5,377,252

Riley County 2021 Budget Authority Summary		
2021 Budgeted Expenditures	\$4,320,367	% Budget Expended
Expenditures to Date	\$20,884	
2021 Remaining Budget Authority	\$4,299,483	
Riley County 2021 Budgeted Revenue		
2021 Budgeted Revenue	\$1,500,000	% Budgeted Revenue
Revenue to Date	\$820,142	

Attachment: cash flow reports2 2021 (10889 : Monthly Cash Flow Reports)

2021 Sales Tax Detailed Expenditures per Project and per Dept

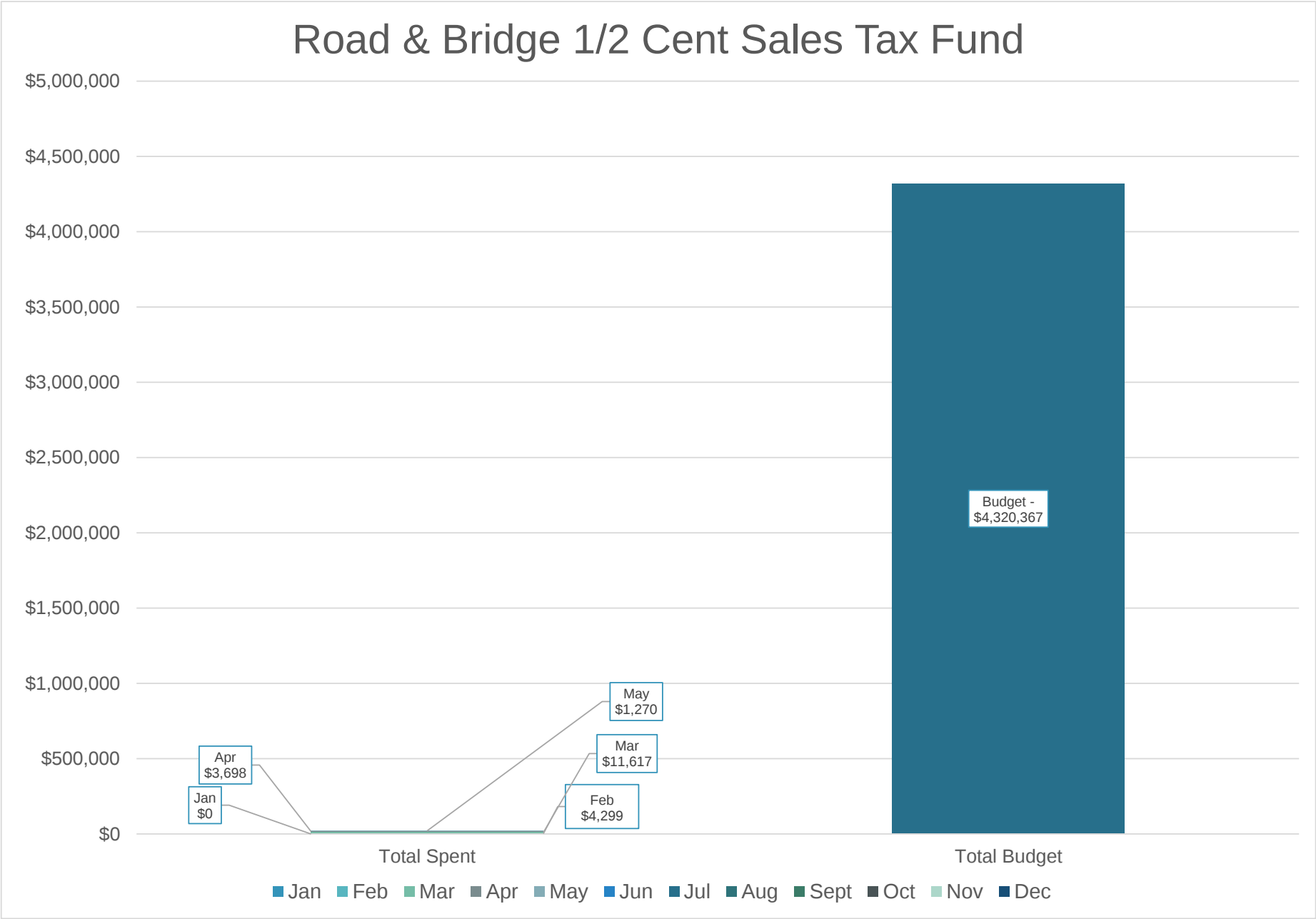
Project Code	Projects	Approved Project Estimate	Prior Year Expenditures	2021 Expenditures/ Encumbrances	Remaining Project Estimate	Completed Projects (Over) Under Approved Estimate
CULVERTS						
437	Casement Drainage Outlet Structure	298,852	298,852		0	0
442	West 54th Avenue	124,000	168,131		0	-44,131
310	Frog Holler	160,218	160,218		0	0
440	Green Randolph Road	260,819	260,819		0	0
441	N 52nd Street	139,894	139,894		0	0
451	Sherman Road	83,000	7,598		0	75,402
457	Flat Rock Road	113,500	52,707		60,793	
402	Vinton School Road	182,000	183,596		0	-1,596
458	Parallel Road	117,000	51,270		65,730	
403	Kitten Creek Road	148,000	37,341		110,659	
404	Peach Grove Road	104,000	229,115	9,235	-134,350	
452	Fancy Creek Road I.2/6.3	93,000	0		0	93,000
459	Union Road	125,000	56,605		68,395	
CULVERT TOTALS		\$1,949,282	\$1,646,146	\$9,235	\$171,227	\$122,675
BRIDGES						
435	West 40th Bridge	349,501	349,501		0	0
439	Daniels Drive	252,631	252,631		0	0
425	Green Randolph	1,089,402	1,092,613		0	-3,211
401	Fancy Creek F.5/5.9	1,231,800	1,162,197		0	69,603
461	Fancy Creek K.0/6.2	653,800	53,632	98	600,070	
443	S. 32nd Street	160,743	160,743		0	0
444	Parallel	208,990	208,990		0	0
455	Rose Hill	654,200	63,000	2,220	588,980	
447	Fancy Creek E.2/5.6	929,211	1,222,128		0	-292,917
412	Anderson Avenue	1,050,000	874,399		175,601	
449	Stockdale Park	927,400	924,119		0	3,281
456	Senn Rd	454,500	59,650	7,721	387,129	
454	West 32nd Avenue	1,000,000	108,056	1,107	890,837	
460	Winkler Mills Bridge	1,200,000	102,516	204	1,097,280	
462	South Otter Bridge	75,000	49,080	300	25,620	
BRIDGE TOTALS		\$10,237,178	\$6,683,255	\$11,649	\$3,765,518	-\$223,244
RECONSTRUCTION						
448	Denison (Marlatt to City Limits)	3,951,470	3,857,457		0	94,013
431	McDowell Creek Road (north end)	3,000,000	515,848		0	2,484,152
RECONSTRUCTION TOTALS		\$6,951,470	\$4,373,305	\$0	\$0	\$2,578,165
OVERLAY						
412	Anderson Avenue	470,000	470,000		0	0
509	Welsh Road	175,000	175,466		0	-466
414	Mill Cove/W. 59th	200,000	200,000		0	0
	Tabor Valley Road	410,928	0		0	0
453	Kansas Ave/Crooked Creek	425,617	0		0	0
	Barton Road	509,418	0		0	0
438	Fancy Creek Road	450,000	450,000		0	0
450	University Park Road	259,910	175,000		0	0
	Tuttle Cove Road	512,622	0		175,000	
	Barnes/Casement Road	386,690	0		175,000	
	Scenic Drive	151,324	151,324		0	0
	4 Unidentified Overlays	800,000	175,000		625,000	
OVERLAY TOTALS		\$4,751,509	\$1,796,790	\$0	\$975,000	-\$466
TOTALS		\$23,889,440	\$14,499,496	\$20,884	\$4,911,745	\$2,477,130

Completed Projects

Project Estimates for 2021

	Total	Updated
Culverts-Fancy Creek/Sherman	\$ 60,000	\$ -
Rosehill Road Bridge	\$ 254,200	\$ 251,980
Senn Road Bridge	\$ 154,500	\$ 146,779
Overlay TBD and approved by BOCC	\$ 175,000	\$ 175,000
TOTAL	\$ 643,700	\$ 573,759

Attachment: cash flow reports2 2021 (10889 : Monthly Cash Flow Reports)



Attachment: cash flow reports2 2021 (10889 : Monthly Cash Flow Reports)



EXTENSION
Appointment

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

MEMORANDUM

FROM: Gary Fike

MEETING: June 17, 2021

SUBJECT: Parking at the Kaw Valley Rodeo during the Riley County Fair

PRESENTER: Gary Fike

Parking during the Kaw Valley Rodeo for spectators, fair attendees, and 4-H livestock trailers is an issue that needs to be addressed. Russ Briggs, owner of Briggs Motors and the major sponsor of the Kaw Valley Rodeo, and Randy Holley, KVRA President, are looking for help to alleviate the issue by working with county and city officials to help rectify the situation. Gary Fike, County Extension Director, has coordinated and scheduled this meeting with the BOCC to openly discuss potential solutions with all parties involved, including the Riley County Fair Board.

Enclosures:



COUNTY CLERK & ELECTIONS
Personnel

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

COMMISSION AGENDA REPORT

FROM: Elizabeth Ward, Human Resource Manager

MEETING: June 17, 2021

SUBJECT: New and Expanded Position Requests for 2022 Budget

PRESENTER: Elizabeth Ward

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 2022 budget. These positions would require **additional funding** to each of the associated budgets.

These totals below include the cost of wages and benefits.

DISCUSSION

Refer to attachments for position justification and position description.

FISCAL IMPACT

Department	Position	Hours	Total (Wage + Benefits)
Emergency Management	Emergency Planner – <i>Expanded Position to FT</i> Existing PD – Grade H, Starting Rate, Step 03 - \$17.70 per hour	1040 additional hours	\$51,358.32
	EMPG grant funding		(\$31,659.00)
	Emergency Management Budget Request		\$19,699.32
Health Department	Maternal and Child Health Bilingual Navigator - <i>Expanded Position – to Permanent</i> Existing PD – Grade Q Starting Rate, Step 02 - \$2,121.60 per period	2080 hours	\$76,950.43
	OPEI & ELC Grant funding		(\$38,475.22)
	Health Department Budget Request		\$38,475.21

Department	Position	Hours	Total (Wage + Benefits)
Planning & Development	Environmental Health Specialist - <i>New Position</i> Existing PD – Grade Q Starting Rate, Step 02 - \$2,121.60 per period	2080 hours	\$76,950.43
	Planning & Development Budget Request		\$76,950.43
Noxious Weed	PT Seasonal Hazardous Waste Tech- <i>New Position</i> Existing PD – Grade B Starting Rate, Step 02 - \$13.39 per hour	300 hours	\$4,324.31
	Noxious Weed Budget Request		\$4,324.31
EMS/Ambulance	Administrative Assistant - <i>New Position</i> <i>Proposed</i> Pay Grade - F Hiring Rate, Step 02 - \$15.50 per hour	2080 hours	\$44,974.80
	EMS/Ambulance Budget Request		\$44,974.80
	Total all New Requests		\$181,583.24

RECOMMENDATION(S)

Recommendation is to consider each position individually as a separate motion as to what shall be included into the 2022 budget preparation.

POSSIBLE MOTION(S)

Move to approve, deny or amend each position individually as presented in the above chart.

Move to table

No action required.

The Board agreed by consensus to

Enclosures:

Emergency Management - Position Justification
EM Planner I Position Description
Health Department - Position Justification
MCH Bilingual Navigator Position Description
Planning & Development - Position Justification
Environmental Health Specialist Position Description
Noxious Weed - Position Justification
Hazardous Waste Seasonal Tech Position Description
EMS/Ambulance - Position Justification

Enclosures:

- Emergency Management - FT Planner Exercise Specialist request (DOCX)
- Emergency Management - FT Planner Exercise Specialist position description (DOCX)
- Health Department - MCH Bilingual Navigator request (DOCX)
- Mother Child Health Bilingual Navigator position description(DOC)
- Planning - Environmental Health Specialist request 2022 (DOCX)
- Planning Development Environm Health Specialist Position Description (DOCX)
- Noxious Weed Seasonal Part Time Position request (DOCX)
- Hazardous Waste Seasonal Technician position description - DRAFT (DOCX)
- EMS Ambulance - Administrative Assistant request 2022 (DOCX)

A part time Emergency Management planner I position was created in 2018 to help the Emergency Management Coordinator review and update 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)

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 timely.

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. The EOP must be reviewed and updated annually and validated by exercises.

With new planning standards being issued last year, it will be a priority for the Planner I to review and update all plans. It is important to review and update plans well in advance of the expiration dates. Stakeholders and EM staff have to arrange a meeting time 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.

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 are wanting to add the exercise responsibility in the part-time Planner I position and expand 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

By having a fulltime position working on plans and exercises, the coordinator can place more attention on essential functions that have been neglected such as community education and awareness programs and volunteer recruitment, training, and engagement.

Emergency Management has 1 full time employee (coordinator), ½ time employee (director), and ½ time employee (planner). Knowing that the coordinator has been here 22 years and is eligible for retirement at any time and the director has been here 6 months and is eligible to retire in 5 years, having another full time person would provide for some office knowledge continuity. 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.

The Planner I position was paid for through the EMPG (Emergency Management Performance Grant). The amount Riley County has received from EMPG in the past several years has been \$31,659.

If the position is paid \$17/hour the total salary/benefit figure is approximately \$49,504. With EMPG paying \$31,659, the county would need to pay approximately \$17,845.

If the position is paid \$20/hour the total salary/benefit figure is approximately \$58,240. With EMPG paying \$31,659, the county would need to pay approximately \$26,581.

Position	Salary	Benefits	Position Cost Annualized
EM Planner I Grade H Hiring Range - \$16.19 - \$17.90/hour	\$37,232.00	\$14,706.64	\$51,938.64
EMPG Grant Funding			\$31,659.00
Total Budget Request			<u>\$20,279.64</u>

RILEY COUNTY, KANSAS JOB DESCRIPTION

Job Title:	Emergency Management Planner /Exercise Specialist	
Department:	Emergency Management	Division:
Reports To:	Emergency Management Coordinator	
Pay Grade:	H	Status: Full Time
FLSA Status:	Non-Exempt	

POSITION SUMMARY: The position is responsible for reviewing, updating and maintaining all of the county's emergency plans. This position is also responsible for Emergency Management's training and exercise program.

This position requires knowledge of public administration, County and local government operations, businesses, and non-profit participants related to coordination of emergency management planning documents. Work is carried out with general direction, exercise of initiative and independent judgment. High degree of interaction with other parties and skill required.

ESSENTIAL FUNCTIONS:

- Review, update, and maintain all county plans including
 - Emergency Operations Plan (EOP)
 - Continuation of Operations Plan (COOP)
 - Debris Management Plan
 - Hazard Mitigation Plan
 - Other plans as directed or required
- Serve as a resource for access to local, state and federal plans, policies and procedures, both public and private, which may impact the ability of the County to mitigate, prepare for, respond to and/or recover from disasters
- Work with the emergency management staff to develop plans using the national planning scenarios and capability-based planning to better develop all hazard plans.
- Work with emergency management staff to use plans in developing exercises
- Work with local, state, and federal agencies including but not limited to NBAF, BRI, to develop hazard/risk specific training and exercises.
- Provide training regarding the plans to other response agency personnel
- Attend LEPC meetings
- Plan, conduct, and evaluate exercises with all agencies (private sector, volunteer or paid emergency response agencies) within the county and outside the county under the direction of the Coordinator.
- Document exercise results by using an After Action Report and developing an improvement plan to integrate into county plans
- Organize the exercise activities in accordance with an identified strategy from the annual TEPW (Training Exercise Planning Workshop) and the requirements established by KAR56-2-2
- Any other job related duties as assigned

POSITION REQUIREMENTS:

Education: A high school diploma or GED required. Emergency Management Associates Degree preferred.

Updated 2021

Attachment: Emergency Management - FT Planner Exercise Specialist position description (10918 : New and Expanded Position Requests for

Required License(s)/Certification(s):

- Valid Driver's License
- The following are required within the first 12 months of employment:
 - ICS-100 Introduction to ICS
 - ICS-200 Basic ICS
 - IS-700 Introduction to NIMS
 - IS-800 National Response Framework
 - IS-120 An Introduction to Exercises
 - IS-230 Emergency Management Fundamentals
 - IS-235 Emergency Management Planning
 - IS-240 Leadership & Influence
 - IS-241 Decision Making & Problem Solving
 - IS-242 Effective Communications
 - IS-244 Developing & Managing Volunteers
- The following are required within the first 18 months of employment or as classes become available:
 - HSEEP (Homeland Security Exercise & Evaluation Program)
 - IS-130 Exercise Evaluation and Improvement Planning
 - KS-132 Exercise Design for Discussion Based Exercises
 - KS-133 Exercise Design for Operations Based Exercises

Preferred License(s)/Certification(s): within 2 years of employment:

- Kansas Certified Emergency Manager (KCEM)

Experience: Must possess at least 1 year experience reviewing, updating, and maintaining plans in emergency related fields or equivalent education. Must possess at least 1 year experience planning and conducting exercises or equivalent education. Experience with the operation of specialized office equipment and computers is required. Experience in emergency related fields preferred.

Skills: Demonstrated ability in typing and knowledge of basic or commonly-used office rules, procedures and operations. Must have the ability to work with the public, other county staff, and other public safety agencies. Must understand and demonstrate basic computer skills. Must be able to facilitate meetings. Must have experience with ESRI mapping products.

Supervisory Controls: Instructions are accepted from Emergency Management Coordinator and the Emergency Management Director. The employee plans and carries out the successive steps and handles problems and deviations in the work assignment in accordance with instructions, policies, previous training, or accepted practices.

Supervisory Responsibility: None

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

Complexity: The decision regarding what needs to be done depends upon the analysis of the subject, phase, or issues involved in each assignment, and the chosen course of action may have to be selected from many alternatives.

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

Personal Contacts: The personal contacts are with employees in the same agency, and outside the immediate organization. People contacted generally are engaged in different functions and kinds of work performed for the county. Also a substantial number of contacts are made with members of the general public or other agencies.

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

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

While performing the duties of this job, the employee is required to sit; use hands to finger, handle, reach with hands and arms; talk and hear with both ears. The employee must occasionally lift and/or move up to 20 pounds. Specific vision abilities required by this job include close vision and color identification.

Work Environment: The work takes place in an office environment. There may be a need to travel for training. Some trainings are multiple days and would require staying over. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The use of personal vehicle may be required occasionally.

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

Approved: _____ Date: _____
(Supervisor)

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

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

BACKGROUND

The Riley County Health Department (RCHD) has received the Outreach, Prevention and Early Intervention (OPEI) services grant from the Kansas Department of Health and Environment (KDHE) since around 2000. The program targets low-income parents and children who are at-risk with an emphasis on adolescent and pregnant teen parents (ages 12-22).

Currently through the OPEI funding there are two full time social workers, partial funding for the MCH Supervisor and funding of 8 hours per week for the Spanish interpreter. Over the course of the last two years and with a significant increase in the client case load, the program is seeking to hire a Bilingual Case Manager/Navigator. This position is crucial to the continuation of services, as specified by the grant and to ensure families are not on a wait list. The social workers meet with families on a weekly basis but also spend many hours providing case management outside of the one hour/week home visit. The social workers utilize an evidence-based curriculum, Promoting Maternal Mental Health and Promoting First Relationships for families prenatal through age 5. The Bilingual Case Manager/Navigator would provide case management services to families in a timely manner and assist in areas such as, assistance with KanCare and SOBRA applications, birth certificates, labor and delivery information and processes, transportation, connecting clients to mental health and other services as needed. Other duties may include Safe Kids Coordinator for Riley County, Kansas Infant Death and SIDS Network safe sleep instructor, and provide other family focused trainings, such as Love and Logic classes.

The number of Spanish speaking clients has doubled since the MCH program received the MCH Opportunity Project/Equity grant in 2018. In the last 3 months, the program has enrolled 8 new Spanish speaking families. In 2018, there was a total of 16 families served. In 2019, there was a total of 35 families served and in 2020 the program served 62 families with a total of 497 visits for the year. Therefore, the MCH program is requesting a new position to support these efforts and is requesting approval to move forward with the process. The funding for the position will come from OPEI grant funds as well as ELC funding and will support full funding of the new position through December 31, 2021. Beginning January 1, 2022, the position will require 50% match from Riley County. Therefore the position will be added to the FY2022 Riley County Personnel Budget Request.

DISCUSSION

The RCHD MCH program is requesting approval to move forward with the process of writing a job description, McGrath placement evaluation and salary and benefits determination for the new position. The MCH Supervisor has received approval for the new position from the OPEI contract manager at KDHE to increase funding in FY2022. KDHE will require an updated letter of intent and update to the Amendment Three Agreement. The MCH Supervisor will seek final approval from the BOCC for the position once the process is complete. At that time, the updated letter of intent and update to the Amendment Three Agreement will need to be signed as required by KDHE. FY2022 begins July 1, 2021 and the intent is to have the new position effective no later than July 1, 2021. The updated contract will be signed and returned in time for the state FY2022 (beginning July 1, 2021).

FISCAL IMPACT

No fiscal impact to Riley County through December 31, 2021 as ELC and OPEI grant funds will fully fund the position. The position will be added to the FY2022 Riley County Personnel Budget Proposal to continue funding the position at 50% beginning FY2022 (January 1, 2022).

The estimated fiscal impact to Riley County beginning January 1, 2022 at 50% match funding: Salary range will be finalized after completion of position description and classification, however a general estimate of the cost of the position at a Grade O is:

Position	Salary	Benefits	Position Cost Annualized
MCH Bilingual Navigator Grade Q Hiring Range - \$2009.60 -\$2,222.40	\$54,080	\$21,361.60	\$75,441.60
OPEI and ELC Grant Funding (50%)	\$27,040	\$10,680.80	\$37,720.80
Total Budget Request			<u>\$37,720.80</u>

RECOMMENDATION(S)

Move for Commissioners to approve the process of writing a job description, McGrath placement evaluation and salary and benefits determination for the new position under the OPEI and ELC grant funding through December 31, 2021.

POSSIBLE MOTION(S)

Move to approve

Move to deny

Move to modify

RILEY COUNTY, KANSAS JOB DESCRIPTION

Job Title:	MATERNAL AND CHILD HEALTH (MCH) BILINGUAL NAVIGATOR– OPEI HOME VISITOR PROGRAM	
Department:	Health Department	Division: Maternal Child Health (MCH) Program
Reports To:	MCH Supervisor	
Pay Grade:	Q	Status: Full Time
FLSA Status:	Exempt	

POSITION SUMMARY This position is responsible for assisting pregnant women and new parents, with children 0-5 years old, by providing crisis intervention and supportive case management/home visitation services. This position requires verbal and written fluency in English and Spanish. The Navigator will help clients find local services and resources, provide education and support, and assist with essential needs of the family. The Bilingual Navigator collaborates with the MCH Supervisor, MCH social workers and program partners to coordinate an ongoing caseload. This position works with an under-served population and aims to eliminate barriers and enable families to access needed services. This position will work both in clients' homes and in the office.

ESSENTIAL FUNCTIONS:

1. Provide family-centered, strength-based support services to individuals and families who need medical and/or social resources.
2. Provide assistance by navigating client/family through local and state resources and make referrals for prenatal and postpartum clients, ideally in their home. Provide educational information and parenting support.
3. Document all contacts/visits in a timely, objective and accurate manner.
4. Seek client referrals from local agencies as necessary.
5. Present health education to both small and large groups. Assist with outreach and facilitation of prenatal or postpartum education classes as needed, along with other agency and local community outreach activities.
6. Develop and revise job specific policy and procedures for the MCH/OPEI Home Visiting program, and other policy and procedures assigned by the MCH Supervisor.
7. Assist with appropriate grant application process, immediate needs of the client/family and connection to community resources.
8. Responsible for data collection and grant writing for grant opportunities
9. Serve as the Safe Kids Coalition chair/point of contact for Riley County.
10. Provide education and outreach to other Community organizations to strengthen the understanding of the role of the MCH/OPEI Bilingual Navigator/ Home Visitor program. This includes, developing and updating a written quarterly outreach plan.
11. Complete Kansas Infant Death and SIDS (KIDS®) Network Certified Safe Sleep Instructor training and provide safe sleep trainings.
12. Maintain current knowledge of resources in the region and make appropriate referrals and follow up. Demonstrate belief in and is comfortable advocating for nurturing, nonviolent discipline of children.
13. Establish and maintain supportive services and work with diverse communities and families in a culturally sensitive manner.
14. Participates in emergency response health department efforts as needed.
15. Conform to HIPAA privacy regulations specific to position held. Coordinate compliance of PHI and PII with the HIPAA Coordinator within appropriate guidelines.
16. Participate in community collaboration and local coordination of services for families served.

Secondary Functions:

- Certified Child Passenger Safety Technician
- Certified Lactation Counselor
- Assist with quarterly and annual reports
- Review materials for program use annually

NOMINAL FUNCTIONS:

- Participate in training workshops to include orientation, initial training requirements and annual/ongoing training requirements.
- Attend MCH staff meetings weekly and RCHD staff meetings monthly or as needed. Attend other meetings as assigned.
- Performs other duties as assigned.

POSITION REQUIREMENTS:

Education: BA or BS required. A Bachelor's degree in nursing, social work, community health, early childhood, or other related field is preferred. Master's degree in related field is preferred. Equivalent combination of experience and education will be considered.

License(s)/Certification(s): Must have valid driver's license and good driving record.

Experience: Experience working in social service related field. Bilingual English/Spanish required. Must have experience delivering support and education services. Substantial skill and experience with coordinating services for families and children among government agencies, health and social service providers and other community supports. Experience in Maternal/Child Health and/or Home visiting preferred. Experience with the operation of specialized office equipment, particularly computers is required. Knowledge of data entry is required. Experience in public health is preferred.

Skills: Must have ability to understand complex oral and written instruction, ability to speak and write in both English and Spanish effectively, and ability to give clear, concise instruction orally and in writing, including written reports to local, state and federal offices. Ability to work and communicate with people from diverse backgrounds and experience. Demonstrates excellent written communication skills – detailed, succinct, organized written work. Establish and maintain an image of the Health Department to the community that represents service, vitality, and professionalism.

Supervisory Controls: The employee plans and carries out the successive steps and handles problems and deviations in the work assignment in accordance with instructions, policies, previous training, or accepted practices.

Supervisory Responsibility: None

Guidelines: The employee uses judgment in interpreting and adapting guidelines such as agency policies, regulations, precedents, and work directions for application to specific cases or problems. Contributes to an environment that promotes positive interactions and problem solving.

Complexity: The work requires self-motivated advanced planning and intelligent, rapid emergency decisions. The work also requires many daily decisions concerning such things as planning of the work, or refining the methods and techniques to be used to fulfill work requirements. Meeting and dealing with many individuals of varying interests and levels of responsibility. Dependable in carrying out responsibilities.

Scope and Effect of Work: The work involves the execution of specific rules, regulations, or

April 20, 2021

procedures and typically comprises a complete segment of an assignment or project of broader scope.

Personal Contacts: The personal contacts are with employees in the same agency, and outside the immediate organization. People contacted generally are engaged in different functions and kinds of work performed for the county. Also a substantial number of contacts are made with members of the general public.

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

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

While performing the duties of this job, the employee is required to sit; use hands to finger, handle, reach with hands and arms; talk and hear with both ears. The employee must occasionally lift and/or move up to 20 pounds. Specific vision abilities required by this job include close vision and color identification.

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

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

Public health facility requires a non-smoker.

Approved: _Date:_____ (Supervisor)

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

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

BACKGROUND/DISCUSSION:

There is currently only one Environmental Health Specialist position within Planning & Development who serves the entire county (including some duties within the incorporated cities). The citizens of Riley County would be well served by adding another Environmental Health Specialist (EHS) staff member. This position would be identical to the existing EHS on staff and do all the same job duties.

Prior to April 2012, the Environmental Health Specialist position was housed in the Health Department. When this position was in danger of elimination, the Planning Director at the time rightly lobbied to bring this position into Planning & Development. As this position is heavily involved with land development, it makes sense to be in Planning & Development. No additional staff was brought over with the EHS position. (The position was previously supported by 2-3 administrative assistants).

As Perry's presentation before the BOCC on May 6 showed, EHS is involved in a wide variety of job tasks and responsibilities, including wastewater systems, private wells, water testing, public education and assistance, code enforcement, school/daycare/kennel inspections and special projects, all while maintaining professional certifications and providing excellent customer service.

It is uncommon and a challenge for a county our size (both geographically and population) to have a single EHS position. Many counties around the state have a minimum of 2 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.
- Wyandotte 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, the vast majority of the county contains city water, rural water, and public sewer systems. The EH positions they have deal with private wastewater systems and wells).

Again, it may be easy to say that some counties that have multiple EHS positions have a greater population than Riley, which is true. However, Riley County is a very geographically large county as well. It can take an hour plus to get up to the northern county line. Also, there are several job tasks that he must do within City limits and not just unincorporated Riley County.

Riley County is growing, and with that growth comes development – new homes, home sales, etc. Everything has to meet sanitary code, no matter what. While Perry is very good at keeping on top of things with generally minimal delay, this will become less and less possible as we continue to get busier and more people move into the County (to live, work, or visit). There are

lesser important duties that have had to be put on the backburner such as handling expired permits, etc.

Perry is rarely able to take time off (he's currently carrying 216 annual leave hours), usually returning to dozens, if not hundreds, of emails sometimes in just one day. He often answers calls on his cell phone on his days off. All of this also means that he often works through lunch or after hours to get things done in a timely manner. Since January 20, 2021, and through April 20, 2021, Perry has either shortened or skipped his lunch eight times, and has worked after hours twice. Note that this does not account for the majority of February where the temperatures were subzero so contractors were not working. If they had been, his additional hours would have been greater. He has only tracked extra hours since January 20, but has worked many extra hours in the three years he has been here that were not tracked.

When installers or others call, especially if there is an emergency like a system failure or someone is on a time crunch due to weather or house sale, this leaves reports and permits delayed. While it's generally not a significant delay, because Perry is only one person and has to prioritize his time and work, delays will inevitably occur. Adding another EHS would help that situation, benefiting the Planning & Development Department and ultimately the citizens of Riley County.

FISCAL IMPACT:

Position	Salary	Benefits	Position Cost Annualized
Enviro Health Spec Grade Q Hiring Range - \$2009.60 - \$2,222.40	\$54,080	\$21,361.60	\$75,441.60

RILEY COUNTY, KANSAS JOB DESCRIPTION

Job Title:	ENVIRONMENTAL HEALTH SPECIALIST		
Department:	Planning & Development	Division:	
Reports To:	Director of Planning & Development		
Pay Grade:	Q	Status:	Full Time
FLSA Status:	Exempt		

Position Summary: To promote the environmental health of Riley County through the enforcement of the Riley County Sanitary Code by providing education to the public regarding environmental health programs/regulations, and by providing inspection and technical assistance services for water and wastewater systems.

Essential Functions:

Water

- Conducts field inspections and writes reports regarding private water supplies (e.g. inspects sites for drilling, evaluates wellhead construction, and promotes the wellhead protection program.)
- Issues permits for all water wells and submits well plugging reports to the state.
- Conducts laboratory testing of well water for Nitrates, Coliform Bacteria, Fluoride, Hardness, Sulfates, Iron, Chlorides, and Free Cl₂.
- Assists public with environmental questions regarding water softening, water remediation such as UV treatment or chlorination, and proper protocols for removal of toxic materials from water wells.

Wastewater

- Conducts field inspections and writes reports regarding private wastewater treatment facilities (e.g. evaluates proposed sites to determine suitable type of system, conducts soil profile and percolation tests, and designs appropriate repair of existing systems).
- Composes training manual/materials for licensing training and conducts training for installers and septage haulers.
- Issues system installation/construction permits and repair permits for wastewater systems.
- Conducts inspections of alternative private wastewater disposal systems as per the Riley County Sanitary Code and maintains a database for each system for billing and inspection reports.

General

- Answers requests for assistance and investigates environmental health complaints.
- Maintains knowledge of and enforces the provisions of the Riley County Sanitary Code.
- Obtains grants to support program and submits paperwork per grant requirements.
- Educate the public regarding environmental health issues through presentations, website information, media releases or other appropriate means.
- Conducts State of Kansas required school inspections under the direction of the Riley County Health Officer.

Nominal Functions:

- Performs special projects and tasks as assigned by the Director.
- Assists Health Officer with fulfillment of additional Riley County Health Officer duties upon request and upon approval from Director.
- Assists Emergency Management in emergency response upon request and upon approval from

Director.

Position Requirements:

Education: Bachelor's degree from an accredited college or university in natural science, environmental health or public health with at least 45 credit hours of classroom and laboratory coursework in math, biology, microbiology, geology, chemistry, environmental engineering and physics.

License(s)/Certification(s): Registered Environmental Health Specialist/Registered Sanitarian (REHS/RS) certification from the National Environmental Health Association or ability to obtain REHS/RS certification within 6 months of employment. Valid driver's license is required.

Knowledge and Experience: Advanced knowledge of the principles and techniques of environmental health, and the regulations and standards that apply. Knowledge of on-site water supply and on-site wastewater treatment methodology. Knowledge of groundwater flow and patterns. Knowledge of the principles of business letter writing and basic report preparation, including the use of the English language, spelling, grammar and punctuation. Minimum one year experience working with environmental health regulations or related experience required. Experience in conducting environmental inspections required. Two (2) years' experience with private water and wastewater system regulation preferred. Experience working in local government preferred. Advanced training in the inspection and operation of various types of alternative wastewater systems preferred.

Skills: Competent organizational skills and the ability to work effectively with the public, other agencies, and other county staff. Ability to assess situations and make decisions independent of supervision. Ability to multi-task and resolve problems in a timely manner. Ability to communicate effectively both orally and in writing. Skill in the use of a personal computer and related software. Ability to locate property, read maps and read legal descriptions. Ability to walk and stand for extended periods of time on uneven terrain and in various weather conditions. Ability to recognize and respond appropriately to potential physical threats in the field, e.g. snakes, ticks, poison ivy. Ability to follow protocols and established regulations.

Supervisory Controls: This position is expected to operate independently without a great degree of supervision. The Director defines overall objectives and assists the employee with unusual situations which do not have clear precedent. The employee establishes priorities and deadlines, plans and carries out the successive steps and handles problems and deviations in the work tasks independently and seeks guidance from the Director when needed.

Supervisory Responsibility: This position has no supervisory responsibilities.

Guidelines: County, State, and Federal regulations relating to environmental health are the guidelines for decisions. Some of the regulations are very plainly written and easily adapted to a specific question. Other regulations are outdated and do not pertain to current day problems. Therefore, judgment and interpretation are required in applying the regulations. The employee may also determine which of several established alternatives to use. Situations to which existing guidelines cannot be applied or significant proposed deviations from the guidelines are referred to the director.

Complexity: The work includes various duties involving different and unrelated processes and methods. The decision regarding what needs to be done depends upon the analysis of the subject, phase or issues involved in each assignment, and the chosen course of action may have to be selected from many alternatives. The work involves conditions and elements that must be identified and analyzed to discern interrelationships. Alternative private wastewater disposal system inspections

involve the use of complex equipment and the interpretation of readings and data to determine proper system operation and needed corrective measures. These inspections also involve the potential for contact with raw sewage (a potential hazard) which therefore requires the use of proper techniques and precautionary measures.

Scope and Effect of Work: The work involves the execution of specific rules, regulations, or procedures and typically comprises a complete segment of an assignment or project of broader scope. The work product or service affects the accuracy, reliability, or acceptability of further processes or services. The alternative private wastewater disposal system inspections requires independent investigation, data evaluation and determination of corrective measures needed.

Personal Contacts: The contacts are generally with members of the general public, as individuals or groups, in a moderately unstructured setting. The contacts are not established on a routine basis; the purpose and extent of each contact is different and the role and authority of each party is identified and developed during the course of the contact.

Purpose of Contacts: The purpose is to influence, motivate, interrogate, or control persons or groups. The persons contacted may be fearful, skeptical, uncooperative, or dangerous. Therefore the employee must be skillful in approaching the individual or group in order to obtain the desired effect, such as, gaining compliance with established policies and regulations by persuasion or negotiation, or gaining information by establishing rapport with a suspicious informant.

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

While performing the duties of this job, the employee is required to stand; walk; sit; use hands to finger, handle, or feel; reach with hands and arms; talk or hear. The employee must regularly lift and/or move up to 80 pounds. Specific vision abilities required by this job include close vision, distance vision and color vision. The work is often sedentary and the employee can sit comfortably to do the work. Site inspections, however, require some physical exertion with occasionally having to walk over rough, uneven or rocky surfaces. Average or above-average agility is important. Periodic lifting of heavy objects is required. Stress is inherent to the position by having to deal with difficult persons and/or situations. Must have required immunizations as per Osha 1910.1030 Bloodborne Pathogens Rule.

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

While performing the duties of this job, the employee is exposed to a moderate noise level in the work environment. Job may involve significant stress during certain periods of difficult interactions with the public or high demands by the Director or other staff members.

Approved: _____ Date: _____
(Supervisor)

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

The job description does not constitute an employment agreement between the employer and the employee and is

subject to change by the employer as the needs of the employer and requirements of the job change.

BACKGROUND/DISCUSSION:

Riley County HHW /Big Lakes Regional Household Hazardous Waste is a joint undertaking enabled by an inter-local cooperation agreement entered into by the Boards of Commissioners of the Kansas Counties of Clay, Dickinson, Geary, Marshall, Morris, Marion, Nemaha, Pottawatomie, Riley, Wabaunsee and Washington. Riley Co HHW was one of the first such HHW facilities in the state and serves a large portion of NE Kansas and the communities including Riley Co. In addition it is one of the largest in the state in terms of amount of HHW processed a year and that amount continues to grow however the amount of personnel has not grown and remains at just one full time employee.

KDHE stats for 2020 shows that Riley CO HHW/Big Lakes Regional processed / handled 615,000 lbs. of material. This amount is the third highest in the state behind only Sedgwick Co at 928,000 lbs. and Johnson Co at 652,839 lbs. Shawnee Co is fourth highest at 344,430 lbs. By way of comparison Sedgwick has 6 full time techs, Johnson Co has 3 full time techs, Shawnee Co has 3 full time and 2 part time techs to process material. Riley Co HHW remains at 1 tech for 615,000 lbs. of material.

Summer time sees a spike in material as the need increases to dispose of HHW material. COVID has also caused an increase in material as people stayed at home and worked on projects which caused a need for discarded material disposal. In addition everyone is becoming more aware of the importance of recycling and proper disposal of hazardous material. All of this creates a significant need for more assistance in processing hazardous material. This need is concentrated during the summer time months.

FISCAL IMPACT

Position request for 12 weeks @ 25 hrs. /wk., for a total of 300 hours/year.

Seasonal Part-time tech would work from June 1st to August 31st average of 25 hours a week. During this time they would also help at times to process material for Big Lakes Region. This time is tracked and billed to Big Lakes who in turn pay the hourly rate back to Riley Co. This is also the case for our full time employee. So a portion of the \$4,036.88 would be reimbursed to Riley Co by Big Lakes. That portion would depend on amount of time dedicated to Big Lakes material.

Position	Wages	Benefits (FICA, Medicare)	Position Cost Annualized
PT Seasonal Hazardous Waste Tech Grade B Hiring Range - \$12.09 - \$13.36	\$3,750.00	\$286.88	\$4,036.88

RECOMMENDATION(S)

Recommend approval of a Seasonal Part-time HHW Tech Position.

RILEY COUNTY, KANSAS JOB DESCRIPTION

Job Title:	HAZARDOUS WASTE TECHNICIAN	
Department:	Noxious Weed	Division:
Reports To:	Hazardous Waste Program Coordinator	
Pay Grade:	B	Status: Part Time - Seasonal
FLSA Status:	Non-Exempt	

Position Summary: Assists the Hazardous Waste Program Coordinator with the county and regional household hazardous waste programs, assists the other nine (10) counties in the Big Lakes Regional with their household hazardous waste programs.

Essential Functions:

- Assists with the Riley County Household Hazardous Waste Program. Responsible for bulking, recycling, and disposing of HHW.
- Assists with the Big Lakes Regional HHW Program. ~~Responsible for assisting eleven (11) counties with proper HHW management.~~ Properly disposes of all waste received from the regional counties.
- Assists with maintenance of building and grounds areas of Noxious and HHW facilities.
- Responsible for bulking, recycling, and disposal of all business waste.
- Assists with servicing an oil barrel/filter barrel recycling program which serves all farmers and oil changing facilities in Riley County.
- Attends training programs as necessary and as provided by KDHE.
- Assists with conducting one-day HHW collection events in ~~all eleven (11) counties each county of~~ the Big Lakes Region.
- Performs other duties as assigned including but not limited to: roadside spraying, mowing, and election set up.

Commented [EW1]: Will the seasonal person training programs as well?

Position Requirements:

Education: Graduate of high school or equivalent required; vocational school; or college courses preferred. ~~Agree-~~

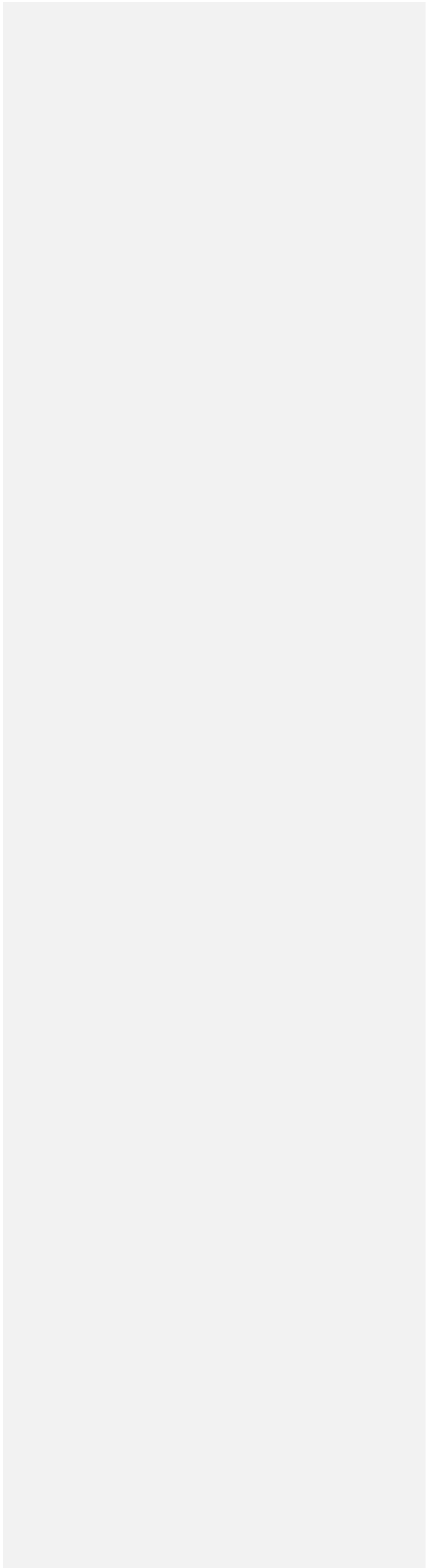
Required to attend HHW training classes as necessary and/or required by Kansas Department of Health & Environment.

Knowledge/Skills: ~~A comprehensive, intensive,~~ practical knowledge of a technical field and skill in applying this knowledge to the procedures as required in handling the evidenced in the planning, designing, developing, and expanding of the household hazardous waste. Ability to communicate effectively, both written and verbally. A valid Kansas driver's license is required.

Supervisory Control: The supervisor sets the overall objectives and resources available.

The employee is generally assigned recurring and routine tasks, but refers deviations, problems, and unfamiliar situations to the supervisor. The supervisor makes assignments by assigning new work, and defining procedures, priorities and deadlines. Work is checked daily for appropriateness and completeness by the supervisor, the

Assistant Director, or Director.



Attachment: Hazardous Waste Seasonal Technician position description - DRAFT (10918 : New and Expanded Position Requests for 2022

Guidelines: Guidelines are available, but are not completely applicable to the work.

The employee uses judgment in interpreting and adapting guidelines such as agency policies, regulations, precedents, and work directions for application to specific cases or problems. The employee analyzes results and recommends changes.

Complexity: The work includes varied duties requiring many different and unrelated processes and methods applied to a broad range of activities or substantial depth of analysis typical for a specialized field.

The work involves performing routine related tasks that may require special knowledge or instruction. It also may involve special skills applied to the safe and efficient operation of equipment.

Scope and Effect of Work: The main purpose of the work is to perform activities needed to assist in the daily functions related to the Household Hazardous Waste (HHW) facility. The actions of a person in this position effects the ability of the Noxious Weed/Household Hazardous Waste Department to provide a safe and functional program(s).

The work product or service may affect all ten (10) counties in the Big Lakes Regional HHW Program as it relates to the daily functions of the facility.

Personal Contacts: Supervisors, employees, and the general public.

Purpose of Contacts: Receives instructions and work scheduling from supervisors. Reports complaints received from the general public. Must have the ability to establish and maintain effective working relations with supervisors, co-workers, and the general public.

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

While performing the duties of this job, the employee is required to stand; walk; sit; use hands to finger, handle, or feel; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; talk or hear; smell. The employee must regularly lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision.

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

While performing the duties of this job, the employee is exposed to wet and/or humid conditions; moving mechanical parts; fumes or airborne particles; toxic or caustic

chemicals; outside weather conditions; extreme cold; extreme heat; explosives. The noise level in the work environment is usually moderate.

The employee may be required to use protective clothing such as a hard hat, safety vest, boots, goggles, gloves, safety glasses, Nomex coveralls, face mask or shield.

Approved: _____ Date: _____
(Supervisor)

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

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



EMS Administrative Assistant Proposal

May 12th, 2021

BACKGROUND/DISCUSSION:

This position was initially discussed in 2017 when EMS/Ambulance became a department of Riley County. It was my recommendation at the time for us to evaluate the need for the position as well as identify a location for which this person would work. We were working on preparing a document last year when the pandemic became our focal point and it was never presented.

The EMS Administrative Assistant has been, is currently, and will continue to be a need for our department. The work product normally assigned a person in this position continues to increase. Currently these tasks are handled by the Administrative team, preventing us from leading and managing more mission critical projects as we desire. The routine and administrative distractions to our days have stunted our ability to progress in areas such as: developing a more robust training program that is responsive to observed trends and occurrences on calls; providing EMS officers with the time and skills necessary to be clinical and professional leaders on calls and at stations; mid and long term strategic planning and subsequent project management.

There currently exists space in the Lower West End of the FCRC for a cubicle and supporting office equipment/supply. Ideally, upon construction of an EMS Headquarters, there would be office space allocated permitting the EMS Administrative Assistant to work in close proximity to the EMS Administrative Team.

Duties to include but are not limited to:

- 1) Accounts Payable
 - a) Process, pay, and account for received and reoccurring invoices
 - i) Track invoices through the AP process and keep good accounting records
 - b) Credit Card reconciliation, bookkeeping and processing
 - c) In cooperation with OMNI and EMS Leadership, process client reimbursements resulting from insurance or personal overpayment
- 2) Accounts Receivable
 - a) Receive Payments
 - i) Payments received by the EMS Administrative Team must be assigned to their proper Accounts Receiving process
 - (1) Internal
 - (a) Direct Bills
 - (i) Standbys
 1. KSU, USD's, and other area organizations
 - (ii) Non-medically necessary inter-facility transfers
 - (b) Education
 - (i) NAEMT Classes
 - (ii) AHA Classes



EMS Administrative Assistant Proposal

May 12th, 2021

- (c) Grants
 - (i) GCMF
- (2) External (OMNI)
 - (a) Client Services
 - (i) Checks, Direct Deposit, Insurance Issued Credit
 - b) Record Payments
 - i) Based on the type of payment and the resulting AR process, specific information from each payment must be recorded for later reconciliation
 - c) Reconcile Payments
 - i) Payments received require reconciliation against internal (KOMTEK) and external (Zirmed) systems to ensure services rendered align with payments made and the those that don't be remedied in a timely fashion
 - d) Communicate with clients and partners
 - i) Manage needs for subsequent documentation as requested by OMNI
 - ii) Provide estimates for requested services
- 3) Analytics and Reporting
 - a) Gather reoccurring weekly, monthly, and quarterly reports on EMS operations to be used at various organizational levels for decision making
 - i) Accounts Payable
 - ii) Accounts Receivable
 - iii) Labor Usage
 - iv) Supply Usage
 - v) Fleet Performance
 - vi) General Operations
 - (1) By type of service requested
 - (2) By type of service rendered
 - (3) By various time periods
 - (4) By various geographical boundaries
 - (5) Fractile response times
- 4) Payroll
 - i) Check and ensure employee clock in and out are accurate
 - ii) Ensure that breakdown of extra duties are accounted for accurately and inputted correctly
 - (a) Standbys, training, etc.
 - iii) Vacations and time off requests are input accurately
- 5) Fulfill PHI Requests from individuals, law offices, and hospitals/clinics maintaining strict compliance with HIPAA standards
 - i) receive multiple requests weekly
 - b) requests must be filled out correctly
 - i) run reports must be accessed, and submitted in the format as requested
- 6) Provide information by answering phone calls and other related requests



EMS Administrative Assistant Proposal

May 12th, 2021

- a) Calls for shift personnel not on duty must be tracked appropriately
- b) Manage and route phone calls to EMS Administration as well as handle requests
- c) Employment inquiries received via email, phone, in person visits
- 7) Schedule Preventative maintenance with multiple vendors
- 8) Coordinate with staff to ensure Captains know when to have appropriate equipment at location for PM
- 9) Elimination of 'niche' assignments of on duty supervisors who are in the office 10 days/month
 - a) Purchasing:
 - i) Tracking of inventory on a daily/weekly/monthly basis
 - ii) Disposable medical supplies, uniforms, office supplies, station needs
 - iii) Purchasing of supplies, inventory, tracking and distribution of such
 - iv) Tracking use of equipment and supplies to better understand PAR levels and data to support operations
 - b) Scheduling:
 - i) Building and uploading schedule into department software
 - ii) Assist shift leadership on scheduling time off requests, event requests, etc.
 - c) Fleet Maintenance:
 - i) Tracks fleet mileage/usage to ensure timely PM of vehicles
 - ii) Assist shift leadership to ensure other items are prioritized and completed in a timely manner
 - d) Training:
 - i) Scheduling rooms
 - ii) Compile pre class rosters, books, binders, assorted paperwork (in conjunction with Clinical Operations Administrator)
 - iii) Assist in compiling post class paperwork and organizing for reporting purposes

FISCAL IMPACT:

Position	Wages	Benefits	Position Cost Annualized
Administrative Assistant PROPOSED Grade F Hiring Range - \$14.69-\$16.24 per hour	\$31,616.00	\$12,488.32	\$44,104.32



COUNTY CLERK & ELECTIONS
Budget

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

MEMORANDUM

FROM: Tami Robison, Budget & Finance Officer

MEETING: June 17, 2021

SUBJECT: 2022 Budget Work Session

PRESENTER: Tami Robison, Budget & Finance Officer

Presenting the attached memo, 2022 Budget Developmental Worksheet and Riley County Appropriation Request and History.

Enclosures:

- June 17 Budget Work Session memo (PDF)
- 2022 prelim Budget Development WS (PDF)
- 2022 Appropriation Requests Summary (PDF)



CLERK'S OFFICE

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

To: Board of County Commissioners
 From: Tami Robison; Budget & Finance Officer
 Re: 2022 Budget Work Session
 Date: June 17, 2021

During this work session, the 2022 Budget Development Worksheet and the Riley County Appropriation Request and History will be presented for further review and discussion.

The 2022 Budget Development Worksheet is a two page document. The first page is expenditures consisting of the 2020 Actual Expenditures, 2021 Budget and 2022 Requested Budget for all mill levied funds: General, Bond & Interest, County Building and RCPD funds. The second page, left side column is revenues for the same mill levied funds. The right side is the equation of mill levied fund expenditures of \$50,733,638 less mill levied fund revenues of \$19,824,688 equaling required ad valorem tax plus RCPD calculated delinquency of \$62,486 totaling \$30,971,436. The value of a mill, \$677,488 is provided as well as the mill levy of 45.715 to fund the 2022 proposed budget. This is a 3.430 mill increase from the 2021 budgeted mill levy and is more than the calculated Revenue Neutral Rate.

The Riley County Appropriation Request and History spreadsheet is also included. It provides history from each agency's appropriation request and approved amount from 2019 thru 2021 as well as their 2022 request. Each section is segregated by the fund the appropriation is paid from: General, RCPD, and Economic Development. Each appropriation is paid with ad valorem tax dollars. Indigent Attorney Panel requested funds as well as Three Rivers request are listed at the bottom of the worksheet. The level of funding for each agency listed needs to be discussed.

The transfer from General Fund to CIP consists of \$819,805 for the annual radio project lease, annual hardware refresh reserve, annual motor grader lease payment and the payment transferred annually from CIP to Bond and Interest for the Facilities & Bridge Projects in the 2017 Refunding G.O. Bond. The remaining \$2,900,000 requested is for 2022 requested & approved CIP projects.

With the requests that have been made to date and excluding the ARP funding which is a budgeted revenue and expense, total general fund expenditures have increased by \$1,697,979. The three C's make up an increase of \$1,120,467, personnel increased \$489,134 and appropriation requests increased \$88,378 (\$50,000 is due to ATA bus adjustment back to amount requested pre-COVID due to grant money received). Of the three C's increase, \$250,000 is an adjustment to the reserve balance. Largely due to the adjustment of wages for incoming Department Heads replacing long-term employees and the health insurance moratorium, wages did not increase the full calculated percentage for STEP and COLA.

2022 Budget Development Worksheet

19.b

Attachment: 2022 prelim Budget Development WS (10914 : 2022 Budget Work Session)

	2020 Actual Contractual Services, Commodities & Capital	2020 Actual Personnel Services (Includes STEP/COLA)	2020 Actual Total	2021 Budgeted Contractual Services, Commodities & Capital	2021 Budgeted Personnel Services	2021 Budgeted Total	2022 Proposed Contractual Services, Commodities & Capital	2022 Proposed Personnel Services (Includes STEP)	2022 Proposed Budget Total	Percent change of 3 C's	
1 Administrative Services	43,737	552,410	596,147	55,771	571,718	627,489	45,258	597,372	642,630	-18.85%	1
2 Ambulance	312,240	3,197,221	3,509,461	354,275	3,320,095	3,674,370	354,275	3,486,746	3,841,021	0.00%	2
3 Appraiser	170,009	1,507,244	1,677,253	148,555	1,520,484	1,669,039	148,515	1,565,293	1,713,808	-0.03%	3
4 Attorney	153,929	1,843,172	1,997,101	181,795	1,945,280	2,127,075	221,966	1,996,479	2,218,445	22.10%	4
5 Clerk	36,145	871,730	907,875	67,250	888,435	955,685	94,800	994,610	1,089,410	40.97%	5
6 Commissioners	36,110	175,196	211,306	47,480	191,721	239,201	47,480	199,116	246,596	0.00%	6
7 Coroner	99,571	0	99,571	107,000	0	107,000	107,000	0	107,000	0.00%	7
8 District Court	169,470	0	169,470	168,175	0	168,175	179,330	0	179,330	6.63%	8
9 Elections	232,610	366,800	599,410	186,300	395,435	581,735	281,650	419,128	700,778	51.18%	9
10 Emergency Management	63,221	229,429	292,650	53,282	212,184	265,466	61,450	215,284	276,734	15.33%	10
11 Fair	97,921	0	97,921	102,400	0	102,400	102,850	0	102,850	0.44%	11
12 General Services	1,068,438	157,430	1,225,868	4,267,550	117,620	4,385,170	11,796,699	87,863	11,884,562	7.49%	12 *
13 Information Systems/GIS	840,769	855,524	1,696,293	679,832	940,016	1,619,848	887,990	881,874	1,769,864	30.62%	13
14 Insurance	590,446	0	590,446	681,849	0	681,849	739,289	0	739,289	8.42%	14
15 Juvenile Detention	85,358	0	85,358	95,000	0	95,000	95,000	0	95,000	0.00%	15
16 Museum	11,361	414,130	425,491	15,215	413,100	428,315	15,490	434,909	450,399	1.81%	16
17 Noxious Weed	199,541	503,728	703,269	216,210	468,464	684,674	221,210	486,404	707,614	2.31%	17
18 Planning & Development	46,699	557,830	604,529	53,345	539,484	592,829	77,795	538,658	616,453	45.83%	18
19 Register of Deeds	49,917	440,882	490,799	55,210	460,743	515,953	59,110	406,404	465,514	7.06%	19
20 Public Works	3,345,196	4,381,988	7,727,184	3,474,600	4,627,295	8,101,895	3,791,250	4,584,676	8,375,926	9.11%	20
21 Treasurer	53,341	806,594	859,935	51,080	825,616	876,696	60,280	857,058	917,338	18.01%	21
22 Juvenile Supervision fees	540	0	540	1,794	0	1,794	1,318	0	1,318	-26.53%	22
23 Transfer to Health Dept. Fund	1,154,526	0	1,154,526	1,154,526	0	1,154,526	1,154,526	0	1,154,526	0.00%	23
24 Transfer to Landfill Close	30,000	0	30,000	30,000	0	30,000	30,000	0	30,000	0.00%	24
25 Transfer-Economic Dev.	300,000	0	300,000	300,000	0	300,000	300,000	0	300,000	0.00%	25
26 Transfer-Benefit District	15,067	0	15,067	0	0	0	0	0	0	0.00%	26
27 Transfer-Disaster Fund	6,501	0	6,501	0	0	0	0	0	0	0.00%	27
28 Transfer - Capital Improvement	3,766,936	0	3,766,936	3,716,027	0	3,716,027	3,719,805	0	3,719,805	0.10%	28
29 Non-Appropriated	0	0	0	580,000	0	580,000	580,000	0	580,000		29
30 COST OF COLA	0	0	0	0	0	0	0	174,950	174,950		30
SUBTOTAL:	\$12,979,599	\$16,861,308	\$29,840,907	\$16,844,521	\$17,437,690	\$34,282,211	\$25,174,336	\$17,926,824	\$43,101,160	6.65%	
1,120,467											
Appropriations:											
31 Big Lakes Developmental	217,260	0	217,260	217,260	0	217,260	221,605	0	221,605	2.00%	31
32 Animal Shelter / Contractual	60,000	0	60,000	60,000	0	60,000	60,000	0	60,000	0.00%	32
33 Council on Aging	275,000	0	275,000	275,000	0	275,000	287,694	0	287,694	4.62%	33
34 ATA Bus	50,000	0	50,000	70,000	0	70,000	120,000	0	120,000	71.43%	34
35 Emergency Shelter	11,000	0	11,000	11,000	0	11,000	11,000	0	11,000	0.00%	35
36 Extension	599,645	0	599,645	599,645	0	599,645	608,645	0	608,645	1.50%	36
37 Pawnee Mental Health	300,000	0	300,000	300,000	0	300,000	300,000	0	300,000	0.00%	37
38 Riley Cty Genealogical Soc.	3,500	0	3,500	3,500	0	3,500	3,500	0	3,500	0.00%	38
39 Riley County Conservation	55,136	0	55,136	55,136	0	55,136	55,136	0	55,136	0.00%	39
40 Riley Co Community Corrections	7,081	0	7,081	7,081	0	7,081	19,420	0	19,420	174.26%	40
SUBTOTAL:	\$1,578,622	\$0	\$1,578,622	\$1,598,622	\$0	\$1,598,622	\$1,687,000	\$0	\$1,687,000	5.53%	
\$88,378											
GENERAL TOTAL:	\$14,558,221	\$16,861,308	\$31,419,529	\$18,443,143	\$17,437,690	\$35,880,833	\$26,861,336	\$17,926,824	\$44,788,160	4.73%	
1,697,979											
41 Bond & Interest	527,092	0	527,092	598,752	0	598,752	615,303	0	615,303	2.76%	41
42 County Building	392,814	0	392,814	393,000	0	393,000	393,000	0	393,000	0.00%	42
43 RCPD	5,393,492	0	5,393,492	4,712,215	0	4,712,215	4,937,175	0	4,937,175	4.77%	43
SUBTOTAL:	\$6,313,398	\$0	\$6,313,398	\$5,703,967	\$0	\$5,703,967	\$5,945,478	\$0	\$5,945,478		
TOTAL:	\$20,871,619	\$16,861,308	\$37,732,927	\$24,147,110	\$17,437,690	\$41,584,800	\$32,806,814	\$17,926,824	\$50,733,638		
44 Capital Improvement	5,406,963	0	5,406,963	9,070,167	0	9,070,167	8,904,156	0	8,904,156	-1.83%	44
45 Economic Development	306,816	0	306,816	401,322	0	401,322	423,548	0	423,548	5.54%	45

* removed ARP funds from calculation

2022 BUDGET DEVELOPMENT WORKSHEET**19.b****BUDGETED REVENUE****BUDGETED EXPENDITURES**

COUNTY TREASURER	2020 BUDGET	2021 BUDGET	2022 BUDGET		2020	2021	2022	% chg	Ad Valorem per Fund	Tax per
Motor Vehicle Tax	2,329,188	2,499,298	2,421,547	General	\$ 35,296,802	\$ 35,880,833	\$ 44,788,160	4.73%	26,089,528	3
Recreational Vehicle Tax	20,555	22,383	22,568	Bond & Interest	657,092	598,752	615,303	2.76%	-	
16/20M Vehicle Tax	20,336	20,116	21,820	County Building	383,000	393,000	393,000	0.00%	356,151	
Commercial Vehicle Fees	103,790	103,657	96,835	RCPD Fund	5,136,455	4,712,215	4,937,175	4.77%	4,525,757	
Special City & County Highway Fund	1,105,011	1,105,010	947,152						30,971,436	4
Investment Income	450,000	200,000	25,000	TOTAL EXPENDITURES	\$ 41,473,349	\$ 41,584,800	\$ 50,733,638			
Sales Tax	1,500,000	1,500,000	1,600,000							
Intangible Tax	206,594	199,173	243,862							
Vehicle Rental Excise Tax	39,018	42,415	27,831							
Interest on Taxes	125,000	200,000	250,000	(Budget)Value of a MILL =	657,136	669,563	677,488			
Watercraft	12,785	13,602	14,379							
SUBTOTAL:	\$ 5,912,277	\$ 5,905,654	\$ 5,670,994							
DEPARTMENT FEES & OTHER				MINUS						
				TOTAL REVENUE	13,233,688	13,355,954	19,824,688			
				EQUALS						
Unencumb. Cash Bal.-General (incl. Budget Stabilization)	3,690,534	4,355,279	3,875,160							
Unencumb. Bal.-County Building	30,595	18,956	5,251	AMT. AD VALOREM TAX REQUIRED	\$ 28,297,344	\$ 28,312,598	\$ 30,971,436			Add delinquency for RCPD
Unencumb. - Bond & Interest	167,209	161,104	196,559							
Unencumb. - RCPD	625,649	125,736	80,904	TOTAL MILLS NEEDED	43.062	42.285	45.715			
Bond & Interest Special Assessment	203,925	185,409	183,112							
Recording Fees - ROD	275,000	275,000	275,000	Mill levy difference from previous budget year	2.145	(0.776)	3.430			
21st Judicial Dist Case Receipts-DC	45,000	45,000	45,000							
Payment in Lieu of Taxes (PILT) Program/Fed Grant	35,000	37,000	7,246,348							
Franchise Fees	40,000	40,000	38,000	Revenue Neutral Mill Rate			41.791			
Ambulance Fees	1,185,462	1,110,422	1,203,688	Revenue Neutral \$\$			\$ 28,312,598			
Fees-Attorney (Diversions)	50,000	52,000	55,000							
Fees-Clerk	3,500	3,500	3,000	Overage on Neutral Mill Rate			3.924			
Fees-Elections	2,000	2,000	5,000	Shortage of \$\$			\$ 2,658,838			
Fees-Fair	30,000	30,000	20,000							
Grant - Emergency Management	0	30,000	0							
Fees-Noxious Weed	130,000	120,000	100,000							
Fees-Public Works/Parks	480,000	480,000	480,000							
Fees-Planning & Development	33,000	35,000	35,000							
Fees-Juvenile Supervision	567	500	300							
Fees-Appraiser	14,000	14,000	15,600							
Fees- Treasurer	7,000	7,500	7,500							
Fees - Register of Deeds	20,000	20,000	20,000							
Heritage Trust	25,000	25,000	25,000							
Transfer from MV to General	0	45,527	4,177							
Transfers from Economic Development to B&I	46,025	44,975	43,925							
Transfer from CIP to Bond & Interest	181,945	186,392	190,170							
SUBTOTAL	\$ 7,321,411	\$ 7,450,300	\$ 14,153,694							
TOTAL REVENUE	\$ 13,233,688	\$ 13,355,954	\$ 19,824,688							

Attachment: 2022 prelim Budget Development WS (10914 : 2022 Budget Work Session)

Riley County Agency Appropriation Request and History

Agency	2019 Requested	2019 Approved	% Change *	2020 Requested	2020 Approved	% Change *	2021 Requested	2021 Approved	% Change *	2022 Requested	2022 Approved	% Change *	Fund Paid Fro
Emergency Shelter	\$11,000	\$11,000	0.00%	\$22,000	\$11,000	100.00%	\$11,000	\$11,000	0.00%	\$11,000		0.00%	General Fund
Genealogical Society	\$3,500	\$3,500	0.00%	\$3,500	\$3,500	0.00%	\$3,500	\$3,500	0.00%	\$3,500		0.00%	General Fund
Animal Shelter	\$65,000	\$65,000	0.00%	\$65,000	\$60,000	0.00%	\$65,000	\$60,000	8.33%	\$60,000		0.00%	General Fund
Extension	\$576,000	\$574,600	0.24%	\$599,645	\$599,645	4.36%	\$599,645	\$599,645	0.00%	\$608,645		1.50%	General Fund
Riley County Area Agency on Aging	\$279,198	\$266,527	4.75%	\$283,757	\$275,000	17.72%	\$289,147	\$275,000	5.14%	\$287,694		4.62%	General Fund
--HVAC request				\$30,000	\$15,000					--			General Fund
Pawnee Mental Health	\$559,838	\$265,120	111.16%	\$531,395	\$300,000	100.44%	\$300,000	\$300,000	0.00%	\$300,000		0.00%	General Fund
Big Lakes Development	\$213,000	\$213,000	0.00%	\$217,260	\$217,260	2.00%	\$217,260	\$217,260	0.00%	\$221,605		2.00%	General Fund
Community Corrections	\$0	\$0	0.00%	\$13,875	\$7,081		\$11,795	\$7,081	66.57%	\$19,420		174.26%	General Fund
Soil Conservation	\$55,136	\$55,136	0.00%	\$55,136	\$55,136	0.00%	\$55,136	\$55,136	0.00%	\$55,136		0.00%	General Fund
ATA Bus (Line 2780)	\$20,000	\$20,000	0.00%	\$20,000	\$20,000	0.00%	\$20,000	\$20,000	0.00%	\$20,000		0.00%	Public Works
ATA Bus	\$100,000	\$100,000	0.00%	\$100,000	\$100,000	0.00%	\$70,000	\$70,000	-30.00%	\$100,000		42.86%	General Fund
General Fund Total:	\$1,882,672	\$1,573,883		\$1,941,568	\$1,663,622		\$1,642,483	\$1,618,622		\$1,687,000	\$0		
RCPD Fund:	\$4,291,380	\$4,291,380	5.86%	\$4,420,348	\$4,420,348	3.01%	\$4,391,746	\$4,391,746	-0.65%	\$4,597,175		4.68%	RCPD Fund 17
Downtown Manhattan, Inc.	\$10,000	\$0	0.00%	\$5,000	\$5,000		\$5,000	\$5,000	0.00%	\$10,000		100.00%	Economic Dev.
Manhattan Chamber of Commerce	\$61,500	\$60,000	2.50%	\$60,000	\$55,000	0.00%	\$55,000	\$55,000	0.00%	\$55,000		0.00%	Economic Dev.
Governor's Military Council	\$5,000	\$5,000	0.00%	\$5,000	\$5,000	0.00%	\$0	\$0	-100.00%	\$0		#DIV/0!	Economic Dev.
Aggieville Business Association	\$0	\$0	0.00%	\$4,800	\$0		\$9,500	\$0		\$9,500		#DIV/0!	Economic Dev.
Riley County General Eco Devo	\$50,000	\$50,000	-3.25%	\$50,079	\$49,879	0.16%	\$74,190	\$74,190	48.74%	\$232,850		213.86%	Economic Dev.
Flint Hills Regional Transit Admin	\$0	\$0	-100.00%	\$0	\$0		\$0	\$0		\$0			Economic Dev.
Friends of Peace Memorial Auditorium	\$0	\$0	-100.00%	\$0	\$0		\$0	\$0		\$0			Economic Dev.
Flint Hills Veteran's Coalition	\$1,000	\$1,000	0.00%	\$1,000	\$1,000	0.00%	\$1,015	\$1,100	1.50%	\$1,015		-7.73%	Economic Dev.
Eco. Devo. Total:	\$127,500	\$116,000		\$125,879	\$115,879		\$144,705	\$135,290		\$308,365	\$0		
GRAND TOTAL:	\$6,301,552	\$5,981,263		\$6,487,795	\$6,199,849		\$6,178,934	\$6,145,658		\$6,592,540	\$0	7.27%	
ADD'L REQUEST:													
Three Rivers Inc.	\$25,000	Not approved		20,000	Not approved		-	\$0	N/A	8,000		N/A	Economic Dev.
Indigent Attorney Panel	\$401,700	\$400,000	4.07%	\$433,819	\$407,550	8.45%	\$400,550	\$400,550	0.14%	\$424,351		4.12%	General Fund
NEW REQUEST TOTAL	\$426,700	\$400,000		\$453,819	\$407,550		\$400,550	\$400,550		\$432,351	\$0		
NEW GRAND TOTAL WITH NEW AGENCY A	\$6,728,252	\$6,381,263		\$6,941,614	\$6,607,399		\$6,579,484	\$6,546,208		\$7,024,891	\$0	7.31%	

* Percentage of change is based on difference from prior year final to current year requested.

Prepared By:
Tami Robison
Budget Finance Officer



AGENDA
JOINT CITY/COUNTY/COUNTY MEETING
COUNTY COMMISSION CHAMBERS
THURSDAY, JUNE 17, 2021
4:00 P.M.

1. Senate Bill 13 (City and County)



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