



**Board of Riley County
Commissioners
Regular Meeting
Agenda
July 06, 2023**

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

Cindy Kabriel
785-565-6200

Commission Chambers

8:30 AM

[District 2 – Greg McKinley, Member](#)

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

[District 1 – John Ford, Vice Chair](#)

8:30 AM

Call to Order

Pledge of Allegiance

Public Comment

1. Public Comments

Commission Comments

2. Commission Comments

Business Meeting

3. Action on Mobile Device Reimbursement Form

Review Minutes

4. Board of Riley County Commissioners - Regular Meeting - Jun 29, 2023 6:00 PM

Review Tentative Agenda

5. Tentative Agenda

Press Conference Topics

6. Discuss Press Conference

9:00 AM

Elizabeth Ward, Human Resource Director

7. 2023 Employee Day Proposal

9:15 AM

Michael Boller, Noxious Weed Director

8. Noxious Weed Department Staff Update

9:30 AM

Anna Burson, Appraiser

9. Appraiser's Office Staff Update

9:45 AM

Russel Stukey, Emergency Management Director

10. Staff Time Report EM/Fire/911
11. Purchase tank and pump for small brush truck
12. Approve dirt work quote for Ashland Bottoms Station 102 and UP

Station 110

- 10:00 AM Anna Burson, Appraiser**
13. Request to Refill the Appraiser II-Residential Position
- 10:15 AM Clancy Holeman, Counselor/Director of Administrative Services**
14. Administrative Work Session
- 10:30 AM Evan McMillan, Assistant County Engineer**
15. Bid opening for trash services
- 10:40 AM Rich Vargo, County Clerk and Elizabeth Ward, Human Resource Director**
16. 2024 COLA and Merit Increase
17. 2024 New and Expanded Positions Request
18. EMS 2024 Expanded Position Request
19. 2024 Budget Request County Counselor Training Period
20. 2024 County Attorney New Position Request
21. 2024 Elections New Position Request
22. 2024 Human Resources New Position Request
23. 2024 Planning & Development New Position Request
24. 2024 Budget Work Session

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: July 6, 2023

SUBJECT: Action on Mobile Device Reimbursement Form

PRESENTER: Elizabeth Ward, Human Resource Manager

POSSIBLE MOTION(S)

Move to approve the Mobile Device Reimbursement Form(s).

Move to deny the Mobile Device Reimbursement Form(s).

Move to table the Mobile Device Reimbursement Form(s).

Enclosures:

- PW-E Clark (PDF)

Mobile Device Reimbursement Request Form

Employee Name: Evelyn Clark

Job Title: Admin Clerk II - Utilities Department: Public Works/Admin Serv

Cell Phone Number: 785-293-2540

Reimbursement Amount: ☐ \$25 ☐ \$40 ☒ \$65 Data Enabled (BOCC approval needed)

Employee Certification and Signature: I certify my position will require the use of my portable communication device that the county is reimbursing me for my expense. I will promptly report any changes in the level of those business use expenses to my Supervisor. I further certify that I have read, understood, and intend to comply with Riley County's Portable Mobile Device Policy.

Employee Signature: Evelyn Clark Date: 06.29.23

Supervisory Certification and Signature: I certify the requested reimbursement is needed for this employee, to cover work-related expenditures due to cell phone use, or other, as described above.

Supervisor Signature: Julie A. Winter Date: 6.28.23

BOCC Designation: ☐ Approved ☐ Denied

BOCC Chair Signature: _____ Date: _____

Payroll Use Only

Start Date: _____

Terminate Current Monthly Allowance effective: _____

Updated March 2023

Attachment: PW-E Clark (13544 : Mobile Device Reimbursement Form)



**Board of Riley County
Commissioners
Regular Meeting
TENTATIVE Agenda
July 10, 2023**

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

Cindy Kabriel
785-565-6200

Commission Chambers

8:30 AM

[District 2 – Greg McKinley, Member](#)

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

[District 1 – John Ford, Vice Chair](#)

8:30 AM

Call to Order

Pledge of Allegiance

Public Comment

Commission Comments

Business Meeting

Review Minutes

Review Tentative Agenda

Press Conference Topics

9:00 AM

Rich Vargo, County Clerk

1. Year to date budget and expenditure reports

9:30 AM

Press Conference

2. Public Notice - Evan McMillan (1-2 minutes)
3. Public Notices - John Ellermann (3-5 minutes)

9:35 AM

David Willis, Parks Manager

4. Zeandale Community inclusion in the Community Park Program
5. Out of State Travel Request

9:45 AM

Amanda Webb, Planning/Special Projects Director

6. Staff update
7. Additional EH position request

10:10 AM

John Ellermann, Public Works Director/County Engineer

8. Project update

10:40 AM

Clancy Holeman, Counselor/Director of Administrative Services

9. Administrative Work Session

Attachment: 07-10-23 tentative agenda (12851 : Tentative Agenda)

11:00 AM Katharine Hensler, Museum Director

10. Staff update

11:30 AM Rich Vargo, County Clerk

11. 2024 Budget Work Session

Adjournment

Announcements

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

A commissioner will be on In Focus live at 9:05 a.m. Wednesday, July 12, 2023 (JF).

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: 07-10-23 tentative agenda (12851 : Tentative Agenda)



**Board of Riley County
Commissioners
Regular Meeting
TENTATIVE Agenda
July 13, 2023**

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

Cindy Kabriel
785-565-6200

Commission Chambers

8:30 AM

[District 2 – Greg McKinley, Member](#)

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

[District 1 – John Ford, Vice Chair](#)

8:30 AM

Call to Order

Pledge of Allegiance

Public Comment

Commission Comments

Business Meeting

1. Discuss Joint City/County/County Meeting
2. Discuss Intergovernmental Luncheon
3. Approve payroll/accounts payables (when completed)

Review Minutes

Review Tentative Agenda

Press Conference Topics

9:00 AM

Clancy Holeman, Counselor/Director of Administrative Services

4. Administrative Work Session

9:20 AM

Break

9:30 AM

Shilo Heger, Treasurer

5. Monthly Revenue Reports

9:45 AM

Jason Smith, Manhattan Area Chamber of Commerce

6. Economic development update

10:30 AM

Budget and Planning Committee – Rich Vargo, County Clerk

7. Monthly Cash Flow Reports

10:50 AM

Rich Vargo, County Clerk

8. 2024 Budget Work Session

Attachment: 07-13-23 tentative agenda (12851 : Tentative Agenda)

1:30 PM Leave for Fence View in north county

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: 07-13-23 tentative agenda (12851 : Tentative Agenda)



COUNTY CLERK & ELECTIONS
Personnel

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

COMMISSION AGENDA REPORT

FROM: Vivienne Leyva, Public Information Officer

MEETING: July 6, 2023

SUBJECT: 2023 Employee Day Proposal

PRESENTER: Steve Schurle, Commercial Real Estate Analyst

BACKGROUND

Since 2006, Riley County has dedicated the Columbus Day observance for the enrichment and training of Riley County employees, as a mandatory training day for all regular employees. This year Columbus Day will be on October 9, 2023. For this purpose, all county offices are closed to the public. The date was selected because it is observed as a federal and state government holiday when governmental offices, as well as banks, and state/district courts are closed as well.

In the past, our employees have met in a large group setting to attend training sessions, get to know each other, and participate in teambuilding. This year the Training Committee, has worked hard to find the best options for our Employee Day.

Training Committee members include representatives from multiple departments including: Tasha Drake (Health), Josh Gering (EMS), Clancy Holeman (Counselor), Vivienne Leyva (Clerk), Steve Schurle (Appraiser), Shannon Sterling (Public Works), Russel Stuke (EM/Fire), Elizabeth Ward (Clerk), Amanda Webb (Planning & Development).

DISCUSSION

Venue selected: AMC Theatre

The proposed agenda for the day is attached and includes some required activities and some optional activities from 7:45 am through 4:00 pm.

Some points to consider are:

- 7:45 arrival is optional. A continental breakfast and coffee will be served.
- The morning and breakout sessions are required for all regular employees
- Employees asked for a greater focus on celebrating employee tenure, so we expanded that section and are planning to spend more time recognizing employees
- 11:45 lunch is optional, but will be provided by Riley County

The team building session will be decided at the Department Head level. We have facilitated various opportunities for the departments to choose from, however, if a department chooses to create their own activity that is also acceptable. We have discussed these activities being specific to the needs of each departmental team for growth, learning, team building or resolving internal conflict/stressors.

FISCAL IMPACT

A proposed budget is attached.

The cost per employee expected to be in attendance is \$63.98 per person. This is a very reasonable cost per employee for this type of training opportunity and is slightly less than last year's cost per person (\$64.82). There is no cost for individual courses, travel, or accommodations as there might be with outside training options.

The budget includes the speakers for the breakout sessions that employees can choose from depending on which topics interest them the most, venue, service awards, team building digital materials to support the keynote message, and refreshments. The keynote speaker and their materials (100 books) cost of \$2,145 was paid out of 2022's Employee Day budget.

The maximum cost will be \$15,995.00 which is included in the general fund approved budget for 2023.

RECOMMENDATION(S)

Recommendation is for the Commissioners to approve the agenda and budget for the 2023 Riley County Employee Day.

POSSIBLE MOTION(S)

Move to approve

Move to deny

Move to modify

Move to table

No action required.

The Board agreed by consensus to

Enclosures:

- 2023 Riley County Employee Day Budget (PDF)
- 2023 Riley COunty Employee Day Agenda (PDF)
- Key-Concepts-from-When-Everyone-Leads (PDF)
- Endorsements-for-When-Everyone-Leads_rev121722 (PDF)
- 10-9-23 - Riley County - Manhattan Town Center - #76691 v5 (PDF)

Riley County Employee Day 2023 Budget

Location	\$	4,010.00
Morning Refreshments	\$	1,000.00
Beverage - all day refills	\$	1,597.50
Lunch	\$	3,497.50
Service Awards	\$	1,440.00
Speakers	\$	1,250.00
Books - 100 digital copies	\$	200.00
Teambuilding		\$3,000
Subtotal	\$	15,995.00

Team building offers teams the opportunity for growth, reflection, and potential ongoing learning, Team building activities are designed for a particular goal or outcome

Cost of employee turnover - 1.5 to 2 times annual salary

	ave RiCo annual wage	wage range annualized	ave cost of Turn over
Hourly	\$52,978.57	\$33,696 to \$91,956.8	<u>\$79,467.86</u>
Salary	\$98,343.88	\$41,683 - \$196,689	<u>\$147,515.82</u>
as of June 28, turnover for Riley County regular employees is 46			17% turnover rate

2023 Estimated annual cost of turnover \$3,390,628.48 \$6,294,008.32

According to Training Magazine's 2021 Training Industry Report, the average company in the U.S. spent \$1,071 per employee this year on training costs;
<https://elmllearning.com/blog/how-much-does-employee-training-really-cost/>

In 2020, across all industries, organizations with 100-999 employees spent about \$1,678 per employee,
<https://www.bizlibrary.com/blog/training-programs/cost-of-training-employees/>

Feedback from 2022 Employee Day - requested more time with employees who work in other department:

2023- SUMMARY

expect 250 employees to attend	
Cost of training:	
Food	\$6,095.00
Location	\$4,010.00
Speakers	\$1,250.00
Teambuild	\$3,000.00 reflects 2022 actual cost
Books	<u>\$200.00</u>
Service Av	<u>\$1,440.00</u>
\$15,995.00	\$63.98 cost of training per employee in Attendance

Value of team building

- * Increases trust * Gets employees to problem solve
- * Mitigates Conflict * Improves Communication
- * Employee training and team building is an investment - particularly if not related to daily business.

In 2023, we project 64 job openings this year. The turnover cost is difficult, but estimates include:

- \$23,368.35 in Human Resource admin costs
- \$19,200 in advertising costs
- \$3,809.39 in department head costs, just to open position
- Unknown cost of supervisors, dept heads and team members onboarding new employee

\$46,378

October 9, 2023 Employee Day Schedule -TENTATIVE

7:45 Morning Refreshments

8:00 Opening Session in main theater

Welcome message

Game

Keynote Speaker - KLC Leadership Center

10:05 break

10:15 Breakout Session 1

11:10 Service awards and employee recognition

12:00 LUNCH

1:00 Breakout Session 2

2:15 Wrap up and evaluations

2:30 Team building sessions

4:00 End of day

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PUBLIC RELATIONS

Key Concepts from *When Everyone Leads*

You don't need a title to start leading. Leadership is an activity, not a position; anyone can exercise leadership, and when *everyone* does, organizations make progress on their toughest challenges.

In *When Everyone Leads*, you'll learn how to:

Identify The Gap, the distance between your current reality and your aspirations

- Ask yourself, when you think about the future—of your company, organization, team, family, or community—what concerns you the most, and what's your greatest aspiration? What makes it difficult to bridge the gap between those concerns and goals?
- Channel dissatisfaction with the status quo and persistent issues into progress.
- Understand the distinction between technical problems and adaptive challenges: the former can be solved by somebody with authority or skilled expertise; the latter requires everyone to lead.

Overcome barriers to progress

- Learn to accept a degree of loss in some areas in order to move in the big picture.
- Acknowledge competing or conflicting values within your team, and lean into conversations about how to navigate them.
- Take risks—true leadership is inherently risky, but it's all too easy to take the safe path.

Start with you

- Authorize yourself to lead: only you can make the decision to exercise leadership as an activity.
- Start where you have influence. Regardless of your position, you can make an impact by engaging with your friends, colleagues, and peers about your group's biggest challenges.
- Ask yourself, "What's my part of the mess?" and start by addressing issues that you can tackle—and encourage others to do the same.

Use the heat

- Think of your organization as a skillet and avoid having the heat too low—people avoiding tackling difficult or comfortable issues, or too high—when tempers flare and conflict gets in the way of progress.
- Keep the heat in the productive zone, where people are enthusiastically collaborating to address tough questions without clashing over how to tackle them.

How everyone can lead

- Whether you're an assistant, part of the c-suite, or anybody in between, everyone can ask powerful questions, look for multiple interpretations of a situation, and act experimentally to find creative ways forward.
- If you're in a position of authority, make leadership less risky for others by encouraging leadership as an activity and celebrating those who make that effort.
- A culture where everyone leads is countercultural, but we won't solve our biggest problems by doing more of what's already been done. Engage with your teams to get everybody leading involved in the *activity* of leadership.

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PUBLIC RELATIONS

Advance Praise for WHEN EVERYONE LEADS



“Ed and Julia bring years of organizational leadership expertise to the table with their latest endeavor, *When Everyone Leads*, to help provide the tools and mindset necessary for each individual to step up and help solve the challenges facing our organizations, communities and families in the 21st century. This book encourages readers to close the gap between aspiration and reality, and provides practical methods to tackle their most entrenched problems while providing a wide variety of real-world examples. We change the world one soul at a time, and I would consider *When Everyone Leads* to be a must-read primer for anyone seeking to make a positive difference in our world.”
—U.S. Senator Jerry Moran, Kansas

“This book will change your mind about what leadership is as well as how to galvanize change. *When Everyone Leads* presents the powerful, resonate framework of adaptive leadership in a lively and engaging format. You might finish this book quickly, but the insights will linger. Don’t be surprised if you return again and again to take full hold of them.”—Deb Helsing, Director, Minds at Work, Lecturer, Harvard Graduate School of Education

“Tough problems can be solved more effectively and creatively when we understand that leadership is an activity, not a position. In *When Everyone Leads*, Ed O’Malley and Julia Fabris McBride show how to get every oar into the water in your organization. You will love the result.”

—Arthur C. Brooks, Professor, Harvard Kennedy School and Harvard Business School, and #1 New York Times bestselling author

“*When Everyone Leads*. Stop and think about that idea. What a profound departure from the hero-worship, buck-passing, and passive spectatordom that defines so much of our culture. This wise, accessible, and often counterintuitive book shows how all of us, whatever our title or formal authority, can spark change and make an impact. By taking responsibility. This is a great leadership book. It’s also a guide to powerful citizenship.”

—Eric Liu, CEO, Citizen University; and author of *You’re More Powerful Than You Think*

“If you are frustrated about the gap between your aspirations for your community, team, or organization and the way things are, this book is for you, whoever you are. Read it, embrace it, use the practical tools it offers, and you will exercise leadership more and more effectively than you have before and begin to close that gap. Fabris McBride and O’Malley embody the relentless optimism and hard-nosed realism we so much need.”

—Marty Linsky, co-author of *Leadership on the Line* and *The Practice of Adaptive Leadership*

“*When Everyone Leads* is timely, wise and fast paced. It’s a business book for our moment— a meditation on leadership full of vital lessons about listening, humility and heart. It’s a book that helps us all find and nurture our own inner-Rosa Parks. An important work— I will be keeping *When Everyone Leads* close.”

—Dave Isay, Founder of StoryCorps

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PUBLIC RELATIONS

“When we share leadership, we win. *When Everyone Leads* helps us see leadership is an activity, not a position. That’s a game-changer. Ed and Julia teach us to unleash leadership from within everyone – managers, front-line employees, and senior executives alike. It’s a guidebook for helping people and organizations thrive.”

—**Jon Rolph, President and CEO, Thrive Restaurant Group**

“With this book Ed and Julia help us cultivate the courage and practice the skills we so desperately need to make progress on the toughest challenges facing organizations and communities. Their ideas were incubated in Kansas and now serve to empower teams across the US and around the world. I recommend *When Everyone Leads* to anyone who is working to improve lives and advance the common good.”

—**Pete Manzo, President & CEO, United Ways of California**

“This powerfully practical book encapsulates timeless wisdom to inform leadership action. Ed O’Malley and Julia Fabris McBride deploy stimulating visual and textual storytelling to convey pithy and accessible insights that encourage everyone to help make progress on challenging issues. They provoke us to move are what will solve society’s adaptive challenges. They won’t. What will, is the profound idea that leadership is a practice, not a position. When framed in this manner, adaptive leadership recognizes the power of questions, the necessity for brave conversations, the critical invitation to every single one of us to participate in leadership practice, and the long-term initiative to ‘stop overpromising and start overdelivering’. These countercultural calls place us squarely in the center of the adaptive leadership gap – that tantalizing but risky space between our biggest concerns and our most sought after aspirations. No matter who you are and where you are placed in our modern society, you have the ability to participate in leadership practice and you will gain much from this highly readable book from the inspirational team at KLC. If we all take its messages to heart, our societies will make positive progress and the world truly will be a better place.”

—**Professor Catherine Althaus, The Australia and New Zealand School of Government (ANZSOG), Chair of Public Service Leadership and Reform, Deputy Dean, University of New South Wales Canberra**

“The book’s message is outstanding. The Dear Ed and Julia letters are fun and comprehensible. E&J’s personal stories help me connect and see how they connect leadership with their lives. I can see myself in these pages. I increasingly try to connect these principles to how I can maintain or repair trust and respect between my friends, family and myself.”

—**Jimmy Fox, professional conservationist, Alaska**

“*When Everyone Leads* is a useful resource for leadership practitioners. The book provides a thoughtful analysis of the art and practice of leadership while offering practical strategies for moving change forward.”

—**Justin Greenleaf, PhD, Associate Professor, Department of Leadership Studies, Fort Hays State University**

“I’m excited to share this book with others. *When Everyone Leads* fills a critical gap in the leadership literature, and it drives us toward practical opportunities for application.”

—**Eric K. Kaufman, Professor & Associate Department Head Virginia Tech | Agricultural, Leadership, and Community Education**

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PUBLIC RELATIONS

“When Everyone Leads translates the often convoluted and messy nature of leadership into language that is practical, realistic, accessible, and applicable. This book is in many ways a guide for the practitioner – whether you’re a manager or leadership, adviser, coach, or even a parent, Ed and Julia have provided the

reader with a comprehensive manual for understanding and addressing the very real, messy, and critical issues individuals face in their efforts to make a difference in the lives of others.”

—**Marcy Levy Shankman, Ph.D., Educator: Chief Organizational Learning Officer, Cleveland Metropolitan School District**

“This book highlights the complexities of leadership while sharing valuable leadership tools with readers. Throughout the book the authors share real life examples which makes the content relatable and directly applicable to life and work situations. I believe the information in the book can empower readers to embrace leaderships challenges and affect positive change.”

—**Holly Mercer, 2021-2022 Kansas Library Association President | Master of Leadership Studies | Master of Science in Library Science**

“When we share power to let people lead it becomes much more likely that the tough challenges facing our communities will get solved. Ed and Julia’s examples show how everyone has a role to play in creating significant, positive change.”

—**India Pierce Lee, Senior Vice President, Program, The Cleveland Foundation**

“When Everyone Leads challenges how we think about leadership, how we see ourselves as leaders, how we see the problems around us, and how we practice leadership to make progress on those problems. Whether you are a student, CEO, or concerned community member, this is a guide you’ll return to again and again to gain insight for action.”

—**Kerry Priest, Ph.D., Leadership Communication Program Director, Kansas State University-Staley School of Leadership**

“Ed O’Malley and Julia Fabris McBride from the Kansas Leadership Center, through their countless leadership programs, have produced a highly informative practical book on how to transform leadership from an individual property to a collective endeavor in which anyone and everyone can lead. The thesis sounds a lot like the ‘leaderful’ organization, not dependent on any one single authority to mobilize action for others. Indeed, in their acknowledged countercultural view, they assert that leadership is a practice mobilizing others in one’s immediate community to confront our complex challenges through powerful questions and dialogue.”

—**Joe Raelin, leadership professor and author of Creating Leaderful Organizations and Leadership-as-Practice**

“While reading *When Everyone Leads*, I asked myself, ‘What did I do today to make a difference?’ The book reminded me of my responsibility and joy to use my gifts and privilege to not only help others in my sphere, but to contribute to evolving a world that works for all. I applaud the book’s ability to shift the concept of leadership from a title to a way of being, and the power of the pages to fire up the courage to take leadership actions now, even when it feels risky. Please read this book and share it with everyone as I plan on doing.”

—**Marcia Reynolds, PsyD, author of The Discomfort Zone: How Leaders Turn Difficult Conversations into Breakthroughs and Coach the Person, Not the Problem**

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PUBLIC RELATIONS

“Our food system is in trouble. The widespread availability of unhealthy food, wastage of roughly 40%, shameful conditions & low wages for food service and farm workers, and environmental degradation, plus the need for better plans for feeding people in emergency situations tells a sad story about our food system that must be addressed now. I highly recommend reading *When Everyone Leads* because it supplies us with powerful, readable, and practical information to help everyone learn how to lead and not look to others who are often identified as leaders, but are not doing anything close to what works to change the system. It is an

especially important book for those at the community level who know more than anyone what is critically needed and must have their voices in every conversation about the changes that can happen in our food system.”

—**Noreen Warnock, Co-founder | Director of Advocacy and Community Outreach | Local Matters | Columbus, Ohio**

“Ed and Julia do a phenomenal job addressing a pressing societal need: to take agency, authorize yourself, and lead from where you are — title or not. In a time where it is normalized to blame the larger system for any given ‘current state,’ *When Everyone Leads* reminds us that leadership is not just in the title, anyone can take action, and everyone has the responsibility to do so. This book is written in a digestible, easy to read format with real examples, guiding questions, and responses from thought leaders in adaptive leadership. Grab a copy and practice tackling your challenges head on!”

—**John Weng, Leadership Coach & Consultant || Lecturer and Ph.D. Candidate, Department of Leadership Studies, University of San Diego**

“*When Everyone Leads* gives us concrete tools to help move issues from ‘stuck in committee’ to real progress. It asks us to let go of old ideas about leadership and to lean into the skills and tools that are readily at our disposal no matter what position we hold (or don't hold). Through straight forward guidance, Ed and Julia lay out how to shift from being overwhelmed to truly making a difference, even in the toughest situations.”

—**Linette R. L. Werner, co-author of *Teaching from the Emerging Now* and Associate Dean at Hamline University**



AMC Theatres Rentals Event (ID: 76691)

Rental Organization: Riley County		AMC Theatres	
Contact: Russel Stukey 115 N. 4th, Manhattan, KS 66502 Phone: (620) 364 - 6597 Email: rstukey@rileycountyks.gov		Amc Rep: Lisa Hendreks 11500 Ash Street, Leawood, KS 66211 Phone: (913) 213-2719 Email: LHendreks@amctheatres.com	
THEATRE: Manhattan Town Center 13 (4261)		DATE: 10/9/2023	
Auditorium #11, 131 seats, 0 tickets 103 Manhattan Town Center MANHATTAN, KS 66502 GM: David Willbrant Email: 4261@amctheatres.com		Bill To: Russel Stukey	
Itinerary		Rentals Fees	
Auditorium Access Time:	9:00 AM	Auditorium Fee:	\$1,250.00
Walk-In:	9:15 AM	Microphone - Handheld:	\$100.00
Event Start:	9:30 AM	Projector Use Fee:	\$330.00
Break/Intermission:	11:30 AM	Extra Table with Cloth:	\$25.00
Event End:	2:30 PM	VIP Concession:	\$1,597.50
Location Total: \$3,302.50			
THEATRE: Manhattan Town Center 13 (4261)		DATE: 10/9/2023	
Auditorium #13, 282 seats, 0 tickets 103 Manhattan Town Center MANHATTAN, KS 66502 GM: David Willbrant Email: 4261@amctheatres.com		Bill To: Russel Stukey	
Itinerary		Rentals Fees	
Auditorium Access Time:	7:00 AM	Auditorium Fee:	\$1,875.00
Walk-In:	7:30 AM	Projector Use Fee:	\$330.00
Event Start:	8:00 AM	Microphone - Handheld:	\$100.00
Break/Intermission:	11:30 AM	VIP Concession:	\$3,497.50
Event End:	2:30 PM		
Location Total: \$5,802.50			
External: Meeting for Riley County - 1 General Session (#13) and Breakout (#11). Patch for one laptop in each auditorium - verifying 1 technician can do both ;1 microphone per auditorium. VIP Concessions - Auditorium #13 - Hamburger estimate based on highest price. Food prices locked in as of 4/25/23 Classic Burger \$13.49; Bacon Ranch Burger \$13.99;;Avocado Chicken Grill \$13.99, VIP Concession estimate of \$13.99 @ 250 attendees Menu selections will need to be finalized prior to the event:			

Attachment: 10-9-23 - Riley County - Manhattan Town Center - #76691 v5 (13549 : 2023 Employee Day Proposal)

VIP Concessios - Auditorium #11 - 250 Regular Soda without tax

Client to provide tax-exempt form.

Client provided coffee and pastries

added two theater provided tables.

Event Total: \$9,105.00

For Customer:

Signature: _____

Date: ____/____/____

For AMC:

Signature: _____

Date: ____/____/____

THEATRE RENTAL TERMS AND CONDITIONS

1. **Event Fees.** Event Fees are mandatory for any rental involving a current film. (Fee covers labor, administrative costs, convenience of a private auditorium, and 30 minutes of private auditorium time prior to the start of the film)
2. **Rental Approvals.** AMC must honor all commitments to the film distributors, so both the AMC Programming Department and the specific AMC theatre location must approve this event prior to final booking. Once approvals are received, a communication will be sent to you stating the status of the event.
3. **Cancellations.** This rental may be canceled in writing as late as fourteen (14) days prior to the event at no charge. If Rental Group cancels the event fewer than 14 (fourteen) days prior to the event, Rental Group will pay AMC the amount equal to the event total.
4. **Changes.** In the event the film you selected (if applicable) is no longer available at the selected location or the release date has changed, you may select an alternative film or cancel. The rest of the rental will follow as stated on page 1. Any changes to the contract must be put in writing and agreed on by both parties. A fee may be associated with any changes.
5. **Authorized Agent.** Rental Group's signatory to the Rental Contract is authorized to bind Rental Group to the Rental Contract and the Theatre Rental Terms and Conditions.
6. **Payment Terms.** All payments are immediately due upon receipt of invoice. All rentals are tentative until payment is received and subject to cancellation. Rental Group will not be permitted to book additional theatre rentals if any invoices remain outstanding at the time of booking. Payment Methods: ACH, Wire, Check, or Credit Card (permitted if under \$20,000). Specific payment instructions will be provided with the invoice.
7. **Indemnification and Insurance.** If Rental Group will be bringing any equipment onto AMC's property, or using a caterer, Rental Group agrees to the following provisions regarding indemnity and insurance:
 - a. Rental Group agrees to indemnify, defend, and hold harmless AMC and its parent, subsidiary, and affiliate entities, successors, licensees, assigns, and employees, officers and directors from and against any and all liability, loss, damage, cost and expense, including, without limitation, reasonable attorney's fees (but excluding lost profits or consequential damages) arising out of or resulting from any action or omission by Rental Group, its representatives, employees, agents or invitees.
 - b. Rental Group shall provide AMC a Certificate Of Insurance that provides for: (i) General Liability insurance with limits not less than \$2,000,000 per occurrence and \$5,000,000 aggregate; (ii) liquor liability insurance (if alcohol is being served at the event) with limits not less than \$2,000,000 per occurrence and \$5,000,000 aggregate; and (iii) American Multi-Cinema, Inc. and all parent and subsidiary companies shall be named as an additional insured. The Certificate of Insurance shall be provided to AMC prior to the event or it will be canceled.
8. **Alcohol Service.** All alcohol served at the Rental Event must be provided either by AMC or through a licensed, insured caterer. If catered, Rental Group and its caterer must abide by the following rules:
 - a. All catering employees who serve alcoholic beverages must have participated in an alcoholic beverage awareness training program—with TIPS certification.
 - b. Catering employee(s) will not serve alcoholic beverages to any person under 21 years of age or to any person who is visibly intoxicated.
 - c. To be served alcoholic beverages, all guests must present valid picture ID to be served. The catering employee will check the identification for authenticity. In the absence of authentic identification, or in case of doubt, the catering employee must refuse service to the guest and notify the designated event coordinator.
 - d. The catering employee will notify the designated event coordinator immediately when a guest shows visible signs of intoxication. If the guest requests more alcohol at this time, the catering employee will inform the guest that further service of alcoholic beverages is no longer legal and will suggest an alternate beverage.
9. **Catering.** Catering must not compete with any AMC Concession items and any beverages must be brands owned by the Coca-Cola Company. If catering requires heating, no open flames may be used; only electric heaters.
10. **Use.** Rental Group will not use the property for any purpose in contravention of any law or regulation. Rental Group will notify AMC in advance if it intends to film the outside or inside theatre as part of the rental event. Rental Group is not permitted to film any AMC business transactions or employees, or any copyrighted materials not owned by AMC. Rental Group will not disparage AMC's business reputation, products or brands or make derogatory remarks regarding AMC or the movie exhibition business as part of such filming. If Rental Group is supplying their own content, written permission to show the content from the distributor must be provided. If proof of permission is not provided, the rental will be canceled.
11. **Amendment.** These Theatre Rental Terms and Conditions may be amended at any time by AMC in its sole discretion.
12. **Severability.** If any provision of these Theatre Rental Terms and Conditions is held to be invalid or unenforceable for any reason, such provision shall be fully severable, and these Theatre Rental Terms and Conditions shall be construed as if such provision had never comprised a part thereof, and the remaining terms and conditions shall remain in full force and effect.
13. **Governing Law.** These Theatre Rental Terms and Conditions shall be governed by and construed in accordance with the laws of the State of Missouri without regard for conflict of laws principles.
14. **No Waiver.** Any failure by AMC to enforce any provision hereof shall not in any way affect the subsequent right of AMC to enforce such provision or any other provision of these Theatre Rental Terms and Conditions.
15. **Security.** If you wish to arrange the use of private security specifically for your event, you must use AMC's approved security provider unless you obtain written permission from AMC's Security Department. In addition, you must provide 14 days advance notice so arrangements can be made for security coverage by AMC's approved vendor. Contact: Security@amctheatres.com

If this contract meets with your approval, please sign the Rental Contract above, initial below, and return to your AMC Rental Representative to complete the booking

Rental Group Initials: _____

American Multi-Cinema, Inc. Initials: _____



NOXIOUS WEED/HHW
Staff Update

Michael Boller
Noxious Weed Director
6245 Tuttle Creek Blvd
Manhattan, KS 66503
Phone: 785-539-3202

STAFF REPORT

FROM: Michael Boller, Director Riley County Noxious Weed Department

MEETING: July 6, 2023

SUBJECT: Noxious Weed Department Staff Update

PRESENTER: Michael Boller, Director Riley County Noxious Weed Departmen

Enclosures:

- 7-6-23 Staff Report (DOC)

Riley County Noxious Weed/HHW Department

Michael Boller, Director

July 6, 2023

Staff Report

Noxious Weed/Mowing:

- All county roads have been sprayed for Musk Thistle and Field Bindweed one time and we are now doing follow-up spot spraying for Field Bindweed and Johnson grass and will be doing so for the month of July.
- Bare ground work on all county owned property and signs and guardrails has been completed as we had a very favorable spray season thus far.
- Contracts for townships have been complete with a total of 6 townships treated this year.
- KDOT contract has begun and will continue once the state sets their budget which occurs after July 1st and start of new budget year. We will then start spraying for Johnson grass on KDOT property.
- The first round of mowing on county roads is nearly complete we are ahead of schedule for the 1st round and the second round will begin on July 15th.
- We do have cost share chemical and sprayers available for property owners who have noxious weeds on their property. Musk Thistle has been very prominent this year and we are encouraging property owners to be mindful of this and help us combat the growing issue.
- Noxious Weed Department generated \$26,875 from auction of used equipment this included \$20,500 we received from the sale of Case Tractor.

HHW:

- HHW collection at Howie's Recycling is scheduled for Saturday July 8, 2023 from 8:00am to 12:00.
- The Riley County HHW Facility has recycled latex paint to give away. We have one gallon and five gallon containers available. Our office is open Monday – Friday from 7:30am to 4:00pm.
- Carts remain available outside the HHW for drop off HHW material 24/7.
- I will be attending the 2023 CWDAAK summer conference and state meeting on July 18th-20th this will be held in west district of Kansas this year.
- Poison Hemlock Photo:

Attachment: 7-6-23 Staff Report (13543 : Riley County Noxious Weed Staff Update)





COUNTY APPRAISER'S OFFICE
Staff Update

Anna Burson
County Appraiser
110 Courthouse Plaza
Manhattan, KS 66502
Phone: 785-537-6310

STAFF REPORT

FROM: Appraiser's Office

MEETING: July 6, 2023

SUBJECT: Appraiser's Office Staff Update

PRESENTER: Anna Burson

Enclosures:

- 07-06-2023 Appraiser's Office Commission Meeting update (DOCX)
- BOTA UPDATE 7-6-23 (PDF)

Appraiser's Office Report

BOCC July 6th, 2023

- **Personal property**

- We are working on a project to move all the manufactured homes into Orion from Komtek. We are working with Komtek to ensure we get all the necessary information to proceed.
- The Small Claims appeal on the 72 manufactured homes was completed. However, due to a docketing error it was originally dismissed due to lack of jurisdiction after a conversation with BOTa. It was determined each manufactured home needed to be docketed individually.
- We are currently training new staff and are excited to announce the Personal Property Department will be fully staffed effective July 10th.

- **Agricultural**

- Continuing sales validation and AG Use review.

- **Residential-**

- Sales Validation and annual review are continuing as mentioned during Monday's press conference. We currently have 4 residential small claims hearing relating to 2023 valuation. Two are scheduled, one has a hearing scheduled to determine jurisdiction and the other is not yet scheduled. The other outstanding appeals are the 9 parcels with one owner which includes vacant lots and a residential parcel without a dwelling going to the full BOTa, they are docketed but not yet scheduled.
- There have been 493 sales recorded of which 436 are residential properties, both up over last month's update. The median sale price is still sitting close to last month at \$225,625 and our current sales ratio is at 96%. We have 171 total permits with 27 of those being new dwellings. We are just under 20% complete on annual review currently, but that figure does not reflect the digital review that is completed and waiting for updated photos and data entry.

- **Commercial-**

- I have attached the Commercial BOTa list with several new BOTa cases relating to 2023 valuation.
- Our analyst is working to prepare documentation for the Board of Tax Appeal hearings scheduled in Topeka.
- Staff are working through annual review and sales. There are currently 10 sales relating to commercial and exempt property.
- Almost complete with neighborhood and land analysis.

- **Additional Information-**

- At the Intergovernmental luncheon on the 26th of June, I presented on the appraisal process and important things all agencies of our local government need to be aware of.
- I had a meeting with the City of Manhattan on the 27th to discuss Tax Abatement.
- We have been working closely with IT and GIS in the last few months with a couple of different projects.
 - Storm Damage Assessment
 - Orion Test Site
 - ESRI tools and Appraisal Technology
- Staffing
- Completed the final Statutory compliance reports for the state on 2023.

Attachment: 07-06-2023 Appraiser's Office Commission Meeting update (13545 : Staff Update)

BOTA - OPEN

6/29/2023

DOCKET	QR#	YEAR	PROPERTY OWNER	BUSINESS NAME/SITE	COUNTY VALUE	TAXPAYER VALUE	APPRAISE R	SCHEDULED	Value Difference	Potential Tax \$ Loss
2023-2524-EQ	R6092	2023	COLONIAL GARDENS LLC (3050 TCB)	COLONIAL GARDENS MHP OFFICE	\$407,900	?	COMMERCIAL	TBA		
2023-2523-EQ	R6096	2023	COLONIAL GARDENS LLC (3000 TCB)	COLONIAL GARDENS	\$8,856,630	\$8,327,504	COMMERCIAL	TBA		
2023-2525-EQ	R6104	2023	COLONIAL GARDENS LLC (0000 E MARLATT)	COLONIAL GARDENS - VACANT	\$1,870	?	COMMERCIAL	TBA		
2023-2526-EQ	R7912	2023	BLUE VALLEY MHC LLC	BLUE VALLEY MHC LLC	\$4,239,320	\$3,825,000	COMMERCIAL	TBA		
2023-2441-EQ	R8759	2023	SUNFLOWER BANK	SUNFLOWER BANK	\$4,626,910	\$2,313,455	COMMERCIAL	TBA	\$2,313,455	
2020-6179-PR	R9273	2019	BJS, INC	IHOP	\$1,974,000	\$1,000,000	COMMERCIAL	MONDAY, AUGUST 21, 2023 @	\$974,000	\$38,110.19
2020-6180-EQ	R9273	2020	BJS, INC	IHOP	\$1,974,000	\$1,482,207	COMMERCIAL	MONDAY, AUGUST 21, 2023 @	\$491,793	\$19,090.42
2021-1105-EQ	R9273	2021	BJS, INC	IHOP	\$1,974,000	\$1,300,000	COMMERCIAL	MONDAY, AUGUST 21, 2023 @	\$674,000	\$26,532.18
2020-1714-EQ	R9845	2020	MHTTTN MARKETPLACE	A&W/NOODLES/ETC.	\$2,100,000	\$1,365,000	COMMERCIAL	CONTINUED MONDAY, AUGU	\$735,000	\$28,531.23
2021-5574-EQ	R9845	2021	MHTTTN MARKETPLACE	A&W/NOODLES/ETC.	\$1,770,000	\$1,150,500	COMMERCIAL	CONTINUED MONDAY, AUGU	\$619,500	\$24,386.77
2022-1386-EQ	R9845	2022	MHTTTN MARKETPLACE	A&W/NOODLES/ETC.	\$1,670,000	1463240	COMMERCIAL	CONTINUED MONDAY, AUGU	\$206,760	\$8,087.88
2023-1154-EQ	R9845	2023	MHTTTN MARKETPLACE	A&W/NOODLES/ETC.	\$1,570,000	?	COMMERCIAL	TBA		
2020-1099-EQ	R9846	2020	WG-7060 KS, LLC	WALGREENS (BLUEMONT) PARKING LOT	\$133,660	?	COMMERCIAL	CONTINUED FRIDAY, JUNE 2	#VALUE!	#VALUE!
2021-1437-EQ	R9846	2021	WG-7060 KS, LLC	WALGREENS (BLUEMONT) PARKING LOT	\$140,910	prior year value	COMMERCIAL	CONTINUED FRIDAY, JUNE 2	#VALUE!	#VALUE!
2022-2165-EQ	R9846	2022	WG-7060 KS, LLC	WALGREENS (BLUEMONT) PARKING LOT	\$140,040	?	COMMERCIAL	CONTINUED FRIDAY, JUNE 2	#VALUE!	#VALUE!
2023-1916-EQ	R9846	2023	WG-7060 KS, LLC	WALGREENS (BLUEMONT) PARKING LOT	\$139,920		COMMERCIAL			
2020-1097-EQ	R9847	2020	WG-7060 KS, LLC	WALGREENS (BLUEMONT)	\$2,398,740	?	COMMERCIAL	CONTINUED FRIDAY, JUNE 2	#VALUE!	#VALUE!
2021-1435-EQ	R9847	2021	WG-7060 KS, LLC	WALGREENS (BLUEMONT)	\$2,478,940	prior year value	COMMERCIAL	CONTINUED FRIDAY, JUNE 2	#VALUE!	#VALUE!
2022-2164-EQ	R9847	2022	WG-7060 KS, LLC	WALGREENS (BLUEMONT)	\$2,480,660	?	COMMERCIAL	CONTINUED FRIDAY, JUNE 2	#VALUE!	#VALUE!
2023-1914-EQ	R9847	2023	WG-7060 KS, LLC	WALGREENS (BLUEMONT)	\$2,479,080		COMMERCIAL			
2020-1098-EQ	R9848	2020	WG-7060 KS, LLC	WALGREENS (BLUEMONT) PARKING LOT	\$119,500	?	COMMERCIAL	CONTINUED FRIDAY, JUNE 2	#VALUE!	#VALUE!
2021-1436-EQ	R9848	2021	WG-7060 KS, LLC	WALGREENS (BLUEMONT) PARKING LOT	\$126,850	prior year value	COMMERCIAL	CONTINUED FRIDAY, JUNE 2	#VALUE!	#VALUE!
2022-2166-EQ	R9848	2022	WG-7060 KS, LLC	WALGREENS (BLUEMONT) PARKING LOT	\$126,000	?	COMMERCIAL	CONTINUED FRIDAY, JUNE 2	#VALUE!	#VALUE!
2023-1915-EQ	R9848	2023	WG-7060 KS, LLC	WALGREENS (BLUEMONT) PARKING LOT	\$125,850		COMMERCIAL			
2020-1509-EQ	R9850	2020	HY-VEE INC	HY-VEE-STORE	\$6,750,000	\$6,699,500	COMMERCIAL	CONTINUED FRIDAY, MAY 19	\$50,500	\$1,960.31
2021-3394-EQ	R9850	2021	HY-VEE INC	HY-VEE-STORE	\$6,750,000	\$6,280,700	COMMERCIAL	CONTINUED FRIDAY, MAY 19	\$469,300	\$18,474.11
2022-1279-EQ	R9850	2022	HY-VEE INC	HY-VEE-STORE	\$7,000,000	\$6,280,700	COMMERCIAL	CONTINUED FRIDAY, MAY 19	\$719,300	\$28,137.04
2023-2431-EQ	R9850	2023	HY-VEE INC	HY-VEE-STORE	\$7,605,800	\$3,802,900	COMMERCIAL	TBA	\$3,802,900	
	R9863	2023	HY-VEE INC	HY-VEE GAS STATION	\$1,114,600	\$557,300	COMMERCIAL	TBA	\$557,300	
2021-285-PR	R9855	2020	MANHATTAN MARKETPLACE SC LLC	MCALISTER'S	\$1,375,000	\$1,114,370	COMMERCIAL	CONTINUED MONDAY, AUGU	\$260,630	\$10,117.14
2021-5575-EQ	R9855	2021	MANHATTAN MARKETPLACE SC LLC	MCALISTER'S	\$1,160,000	\$1,114,370	COMMERCIAL	CONTINUED MONDAY, AUGU	\$45,630	\$1,796.24
2022-1387-EQ	R9855	2022	MANHATTAN MARKETPLACE SC LLC	MCALISTER'S	\$1,090,000	?	COMMERCIAL	CONTINUED MONDAY, AUGU	#VALUE!	#VALUE!
2023-1155-EQ	R9855	2023	MANHATTAN MARKETPLACE SC LLC	MCALISTER'S	\$1,029,000	?	COMMERCIAL	TBA	#VALUE!	
2020-1713-EQ	R9857	2020	MANHATTAN MARKETPLACE SC LLC	BED BATH & BEYOND & OTHER RETAILERS	\$4,585,000	?	COMMERCIAL	CONTINUED MONDAY, AUGU	#VALUE!	#VALUE!
2021-2046-EQ	R9857	2021	MANHATTAN MARKETPLACE SC LLC	BED BATH & BEYOND & OTHER RETAILERS	\$4,125,000	\$3,415,016	COMMERCIAL	CONTINUED MONDAY, AUGU	\$709,984	\$27,948.70
2022-1385-EQ	R9857	2022	MANHATTAN MARKETPLACE SC LLC	BED BATH & BEYOND & OTHER RETAILERS	\$4,015,000	\$3,415,016	COMMERCIAL	CONTINUED MONDAY, AUGU	\$599,984	\$23,469.72
2023-1153-EQ	R9857	2023	MANHATTAN MARKETPLACE SC LLC	BED BATH & BEYOND & OTHER RETAILERS	\$3,785,000	?	COMMERCIAL	TBA		
2020-1715-EQ	R302812	2020	MANHATTAN MARKETPLACE SC LLC	VACANT - WAS PAUL MITCHELL SALON	\$745,000	\$484,250	COMMERCIAL	CONTINUED MONDAY, AUGU	\$260,750	\$10,121.79
2021-5576-EQ	R302812	2021	MANHATTAN MARKETPLACE SC LLC	VACANT - WAS PAUL MITCHELL SALON	\$630,000	\$478,968	COMMERCIAL	CONTINUED MONDAY, AUGU	\$151,032	\$5,945.41

Attachment: BOTA UPDATE 7-6-23 (13545 : Staff Update)

DOCKET	QR#	YEAR	PROPERTY OWNER	BUSINESS NAME/SITE	COUNTY VALUE	TAXPAYER VALUE	APPRAISE R	SCHEDULED	Value Difference	Potential Tax \$ Loss
2022-1388-EQ	R302812	2022	MANHATTAN MARKETPLACE SC LLC	VACANT - WAS PAUL MITCHELL SALON	\$380,000	\$190,000	COMMERCIAL	CONTINUED MONDAY, AUGU	\$190,000	\$7,432.28
2023-1156-EQ	R302812	2023	MANHATTAN MARKETPLACE SC LLC	VACANT - WAS PAUL MITCHELL SALON	\$255,000	?	COMMERCIAL	TBA		
2023-2381-EQ	R10104	2023	MANHATTAN LAND COMPANY LLC	MANHATTAN LAND COMPANY LLC	\$1,113,740	\$556,870	COMMERCIAL	TBA	\$556,870	
2021-1615-EQ	R10250	2021	PR MIG MANHATTAN OWNER LLC	COURTYARD BY MARRIOTT	\$14,651,580	?	COMMERCIAL	TUESDAY, OCTOBER 31, 202	#VALUE!	#VALUE!
2022-2176-EQ	R10250	2022	PR MIG MANHATTAN OWNER LLC	COURTYARD BY MARRIOTT	\$17,330,300	?	COMMERCIAL	TUESDAY, OCTOBER 31, 202	#VALUE!	#VALUE!
2023-1237-EQ	R10250	2023	PR MIG MANHATTAN OWNER LLC	COURTYARD BY MARRIOTT	\$15,874,740	?	COMMERCIAL	TBA	#VALUE!	
	R10390	2023	MORO APARTMENTS LLC	MORO APARTMTNS LLC	\$343,300	\$171,650	COMMERCIAL	TBA	\$171,650	
2023-2430-EQ	R10447	2023	MERION APARTMENTS LLC	MAERION APARTMENTS LLC	\$1,441,800	\$720,900	COMMERCIAL	TBA	\$720,900	
2021-1662-EQ	R10629	2021	KSU REAL ESTATE FUND LLC	HOLIDAY INN CAMPUS	\$3,820,400	\$2,060,000	COMMERCIAL	CONTINUED MONDAY, AUGU	\$1,760,400	\$69,298.59
2022-2163-EQ	R10629	2022	KSU REAL ESTATE FUND LLC	HOLIDAY INN CAMPUS	\$4,011,420	\$3,630,000	COMMERCIAL	CONTINUED MONDAY, AUGU	\$381,420	\$14,920.10
2021-383-PR	R11572	2020	PARKWOOD LLC	PARKWOOD INN & SUITES	\$1,550,000	\$700,000	COMMERCIAL	WEDNESDAY, OCTOBER 25,	\$850,000	\$32,995.30
2021-1438-EQ	R11572	2021	PARKWOOD LLC	PARKWOOD INN & SUITES	\$1,215,790	prior year value	COMMERCIAL	WEDNESDAY, OCTOBER 25,	#VALUE!	#VALUE!
2023-2383-EQ	R309964	2023	COMMUNITY HOUSE LLC	COMMUNITY HOUSE LLC	\$1,736,300	\$868,150	COMMERCIAL	TBA	\$868,150	
2021-336-PR	R12229	2020	HCW-MANHATTAN, LLC	HILTON GARDEN INN	\$11,301,990	\$8,753,893	COMMERCIAL	MONDAY, AUGUST 21, 2023 (	\$2,548,097	\$98,912.03
2021-1398-PR	R12229	2021	HCW-MANHATTAN, LLC	HILTON GARDEN INN	\$7,509,900	\$5,000,000	COMMERCIAL	MONDAY, AUGUST 21, 2023 (	\$2,509,900	\$98,802.84
2021-2065-EQ	R12236	2021	MANHATTAN HOTELS LLC	HOLIDAY INN EXPRESS	\$3,597,840	\$2,374,300	COMMERCIAL	MONDAY, AUGUST 21, 2023 (	\$1,223,540	\$48,164.96
2020-1749-EQ	R15610	2020	CENTRO BRADLEY SPE 3 LLC	WESTLOOP SHOPPING CENTER	\$22,914,700	\$17,790,000	COMMERCIAL	CONTINUED MONDAY, AUGU	\$5,124,700	\$198,930.60
2021-1660-EQ	R15610	2021	CENTRO BRADLEY SPE 3 LLC	WESTLOOP SHOPPING CENTER	\$22,833,000	\$21,160,000	COMMERCIAL	CONTINUED MONDAY, AUGU	\$1,673,000	\$65,858.06
2022-2172-EQ	R15610	2022	CENTRO BRADLEY SPE 3 LLC	WESTLOOP SHOPPING CENTER	\$23,790,490	\$22,550,000	COMMERCIAL	CONTINUED MONDAY, AUGU	\$1,240,490	\$48,524.56
2023-1157-EQ	R15610	2023	CENTRO BRADLEY SPE 3 LLC	WESTLOOP SHOPPING CENTER	\$23,790,490	?	COMMERCIAL	TBA	#VALUE!	#VALUE!
2023-2450-EQ	R15648	2023	MERCY REGIONAL HEALTH CNTR INC	VIA CHRISTI HOPSITAL	\$8,644,170	\$4,322,085	COMMERCIAL	TBA-EXEMPT PARCEL	\$4,322,085	
	R15620	2023	MERCY REGIONAL HEALTH CNTR INC	VACANT LOT NEXT TO HOSPITAL	\$779,150	\$389,575	COMMERCIAL	TBA (CANCELLED INFORMAI	\$389,575	
2022-1278-EQ	R15647	2022	MERCY HEALTH CENTER OF MANHATTAN	MHTTN SURGICAL HOSPITAL	\$6,149,400	?	COMMERCIAL	MONDAY, AUGUST 21, 2023 (	#VALUE!	#VALUE!
2023-2451-EQ	R15647	2023	MERCY HEALTH CENTER OF MANHATTAN	MHTTN SURGICAL HOSPITAL	\$6,176,700	\$3,089,350	COMMERCIAL	TBA	\$3,087,350	
2023-2352-EQ	R16064	2023	FOUNDERS HILL APARTMETNS LLC	FOUNDERS HILL APARTMETNS LLC	\$15,086,080	\$13,500,000	COMMERCIAL	TBA	\$1,586,080	
2020-915-EQ	R16204	2020	GLASS INVESTMENTS LLC	WALGREENS (ANDERSON AVE)	\$2,715,200	?	COMMERCIAL	CONTINUED FRIDAY, JUNE 2	#VALUE!	#VALUE!
2021-1439-EQ	R16204	2021	GLASS INVESTMENTS LLC	WALGREENS (ANDERSON AVE)	\$2,812,400	prior year value	COMMERCIAL	CONTINUED FRIDAY, JUNE 2	#VALUE!	#VALUE!
2022-2155-EQ	R16204	2022	GLASS INVESTMENTS LLC	WALGREENS (ANDERSON AVE)	\$2,812,400	?	COMMERCIAL	CONTINUED FRIDAY, JUNE 2	#VALUE!	#VALUE!
2023-2296-EQ	R16204		GLASS INVESTMENTS LLC	WALGREENS (ANDERSON AVE)	\$2,812,400					
2023-2351-EQ	R16397	2023	CHASE MANHATTAN APARTMENTS LLC	CHASE MANHATTAN APARTMENTS LLC	\$12,473,850	\$11,400,000	COMMERCIAL	TBA	\$1,073,850	
2023-2463-EQ	R19723	2023	MCCALL CATS LLC	VACANT	\$79,590	\$39,795	RESIDENTIAL	TBA	\$39,795	
2022-5112-EQ	R19739	2022	ICON INVESTMENTS LLC	AUTO MUSEUM PARKING LOT	\$1,220,060	\$272,021	COMMERCIAL	CONTINUED FRIDAY, MAY 19	\$948,039	\$37,084.68
2023-1869-EQ	R19739	2023	ICON INVESTMENTS LLC	AUTO MUSEUM PARKING LOT	\$1,270,180	\$200,000	COMMERCIAL	TBA	\$1,070,180	
2023-2460-EQ	R20030	2023	MCCALL CATS LLC	VACANT	\$1,280	\$640	RESIDENTIAL	TBA	\$640	
2023-2461-EQ	R20068	2023	MCCALL CATS LLC	VACANT	\$8,480	\$4,240	RESIDENTIAL	TBA	\$4,240	
2023-2458-EQ	R20142	2023	MCCALL CATS LLC	VACANT	\$31,880	\$15,940	RESIDENTIAL	TBA	\$15,940	
2023-2456-EQ	R20161	2023	MCCALL CATS LLC	VACANT	\$16,940	\$8,470	RESIDENTIAL	TBA	\$8,470	
2023-2462-EQ	R20162	2023	MCCALL CATS LLC	VACANT	\$10,010	\$5,005	RESIDENTIAL	TBA	\$5,005	
2023-2457-EQ	R20165	2023	MCCALL CATS LLC	RESIDENTIAL	\$138,520	\$64,260	RESIDENTIAL	TBA	\$74,260	
2023-2459-EQ	R20166	2023	MCCALL CATS LLC	VACANT	\$85,320	\$42,660	RESIDENTIAL	TBA	\$42,660	
2023-2455-EQ	R20167	2023	MCCALL CATS LLC	VACANT	\$112,230	\$56,115	RESIDENTIAL	TBA	\$56,115	

Attachment: BOTA UPDATE 7-6-23 (13545 : Staff Update)

<u>DOCKET</u>	<u>QR#</u>	<u>YEAR</u>	<u>PROPERTY OWNER</u>	<u>BUSINESS NAME/SITE</u>	<u>COUNTY VALUE</u>	<u>TAXPAYER VALUE</u>	<u>APPRAISE R</u>	<u>SCHEDULED</u>	Value Difference	Potential Tax \$ Loss
2021-3484-EQ	R20575	2021	GENESIS HEALTH CLUBS OF MHTTN LLC	GENESIS	\$7,674,200	\$3,873,100	COMMERCIAL	CONTINUED FRIDAY, MAY 19	\$3,801,100	\$149,631.25
2022-1277-EQ	R20575	2022	GENESIS HEALTH CLUBS OF MHTTN LLC	GENESIS	\$8,152,300	\$4,000,000	COMMERCIAL	CONTINUED FRIDAY, MAY 19	\$4,152,300	\$162,426.56
2023-2393-EQ	R20575	2023	GENESIS HEALTH CLUBS OF MHTTN LLC	GENESIS	\$8,152,300	\$4,076,150	COMMERCIAL	TBA		
2020-1525-EQ	R21281	2020	HD DEVELOPMENT OF MARYLAND	HOME DEPOT	\$7,200,000	\$4,070,000	COMMERCIAL	CONTINUED TUESDAY, JULY	\$3,130,000	\$121,500.34
2021-2023-EQ	R21281	2021	HD DEVELOPMENT OF MARYLAND	HOME DEPOT	\$7,200,000	\$4,070,000	COMMERCIAL	CONTINUED TUESDAY, JULY	\$3,130,000	\$123,213.23
2022-1355-EQ	R21281	2022	HD DEVELOPMENT OF MARYLAND	HOME DEPOT	\$7,200,000	\$4,070,000	COMMERCIAL	CONTINUED TUESDAY, JULY	\$3,130,000	\$122,436.99
2020-914-EQ	R21288	2020	TARGET CORPORATION	TARGET	\$9,850,000	?	COMMERCIAL	WEDNESDAY, OCTOBER 25,	#VALUE!	#VALUE!
2021-1440-EQ	R21288	2021	TARGET CORPORATION	TARGET	\$9,700,000	prior year value	COMMERCIAL	WEDNESDAY, OCTOBER 25,	#VALUE!	#VALUE!
2022-2157-EQ	R21288	2022	TARGET CORPORATION	TARGET	\$9,700,000	?	COMMERCIAL	WEDNESDAY, OCTOBER 25,	#VALUE!	#VALUE!
2023-2295-EQ	R21288	2023	TARGET CORPORATION	TARGET	\$9,700,000		COMMERCIAL			
Total County Value in Question					\$421,242,000				#VALUE!	

Attachment: BOTA UPDATE 7-6-23 (13545 : Staff Update)



**EMERGENCY
MANAGEMENT/FIRE**
Staff Update

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

STAFF REPORT

FROM: Russel Stukey
MEETING: July 6, 2023
SUBJECT: Staff Time Report EM/Fire/911
PRESENTER: Russel Stukey Emergency Service Director

Present Staff Time report for EM/Fire/911 for the month of June 2023

Enclosures:

- 6, 2023 June staff time (DOCX)



Monthly staff time report to BOCC, for the month of June 2023

911

- Constantly working on radio system management, analyzing opportunities to lower the annual operating costs of the 911 system
- Dealt with a generator alarm failure at the Hargrave tower site
-

Emergency Management

- Attended department head meetings
- Attended several commission meetings
- Reviewing proposed floor plans for Public Safety Headquarters and submitting comments
- Employee training committee meetings
- Providing information to Architect for new Public Safety HQ building
- Attended Central State Haz-Mat / LEPC Conference in Independence Missouri
- Attended AWR 148 training in Wichita on Active Violence in Rural Schools
- Put in place basic preparations for Red Dirt Saturday concert
- Reviewed active violence tabletop exercise scenario for USD 383
- LSSE grant application for Amateur radio operator equipment for storm spotting coverage
- Monitored weather conditions the day of the Red Dirt Saturday concert
- Chaired North East KS Homeland Sec. Council meeting in Topeka

Items awaiting legal review:

Mobile Command Post upgrade RFP documents

Assistant Director Laurie Harrison activity EM/911

Kansas Emergency Management Association (KEMA):

Serve as Treasurer

Attend conference planning meeting

Attend NEKEMA regional meeting

Public Notification, Everbridge, Integrated Public Alert and Warning System (IPAWS):

Conduct monthly siren test, Everbridge test, IPAWS test

Facilitate Everbridge NE regional working group meeting

Update contacts

Serve as NE regional account administrator

Set up emergency alert for Red Dirt Saturday event June 17

Comprehensive Resource Management and Credentialing System (CRMCS):

Update resource list

Serve as account administrator

Northeast Regional Homeland Security Council:

Serve as a project manager for Everbridge and CRMCS

Serve as KEMA representative

Emergency Management fund:


Riley County Emergency Management
Riley County Fire District #1

115 N. 4th Street
 Manhattan, Kansas 66501
 Phone: 785-537-6331
 Fax: 785-537-6331
www.rileycountyks.gov

Pay invoices
 Oversee invoice payment process
 Track expenses and income

911 fund:

Pay invoices
 Track expenses and income

Plans:

Attend BOCC for LEOP concurrence signature
 Attend BOCC for LEOP promulgation signature

Exercises:

Attend planning meeting for MHK airport exercise
 Attend planning meeting for Active Violence TTX

Volunteer Management:

Update policies for volunteer management
 Coordinate CERT members to participate in Pottawatomie County exercise

Community Outreach:
Training:

Attend cybersecurity webinar
 Participate in damage assessment app training with Appraiser's office and GIS
 Attend good boss vs bad boss webinar

Misc:

Attend 911 working group
 Deploy message board for Red Dirt Saturday event June 17
 Attend dept head meeting
 Deploy equipment to Wamego for July 4th Celebration

EM Planner Baldwin Fisher
Kansas Emergency Management Association (KEMA):

Attend NEKEMA meeting

Plans:

Submit promulgated LEOP to KDEM

Exercises:

Attend planning meeting for Active Violence TTX
 Attend planning meeting for MHK airport exercise

Training:

Attend National CERT Conference in California
 Participate in damage assessment app training with Appraiser's office and GIS



Fire

- Attended county fire trainings
- Attended several department head meetings
- Continue to accept and process applications for volunteer firefighters
- Covered emergency calls
- Working with Clancy on fire station bidding process
- Working on Local Safety and Security Equipment grant (LSSE)
- Met with a dirt contractor to get a quote for fire station dirt work
- Working with Planning and Zoning staff on several different projects
- Participated in statewide fire working group conference call
- Took a week long vacation
-

Items awaiting legal review:

- a. University Park proposed fire station property legal description and agreement with UP board to swap property when new fire station is completed
- b. First responder agreement with the City of Randolph, Mercy Hospital Ambulance service (now Riley County EMS) and RCFD #1
- c. RCFD#1 policy/SOG review

Items awaiting HR review:

- a. RCFD#1 policy/SOG review

Admin. Asst. M. Horstmeier

We added two new firefighters this month. I provided them with their appropriate gear and equipment. One was a new support staff member who will be assisting with the new drone that was purchased for RCFD#1.

At the beginning of the month, the first issue of the RCFD#1 newsletter was distributed. The newsletter is called the Extinguisher and gives general information on what has occurred over the last month, as well as birthdays, anniversaries, and training opportunities. The second issue is in production and will be sent out at the beginning of July, probably around July 5th due to the holiday.

The Prescribed burn report was submitted to the Kansas Forest Service for their records. Old burns were removed from the burn map after being logged in our system for our records.

The updated list of active burn permits was submitted to the Riley County Police Department Dispatch for their records, and to provide them with the most active permits for the controlled burn map.

After a meeting with HR last month, and a few hiccups in the roll out, we finally have the new Paylocity Workflow for our Volunteer Firefighter Candidates. The workflow has been working well to keep better track of our candidates.

I have been continuing to contact volunteer candidates and set up interviews with respective stations as much as possible.



I attended the Public Sector Grant webinar on federal grants. The webinar went over the different federal grants that were available to first responder and Emergency Management departments. It also went over how to write an effective grant narrative and what to include and what not to include. I found it very helpful information while finishing the LSSE grant narrative. I assisted in completing the LSSE grant by writing the grant narrative. Continued to maintain all AP documents and send processed bills. I have taken over the Emergency Management AP billing this month, as well.

Deputy Chief Doug Russell

- Responding to multiple incidents
- Dealing with personnel issues.
- Working on and prioritizing truck repairs
- Working on Monthly Truck and Equipment checks
- Contacting dirt contractors for stations pads.
- Hosted Two live training/demonstration nights
- Completed Drone license part 107
- Hosted Equipment committee meeting.
- Activated mobile command post for MFD/RCPD
- Met with Wildland Task Force leader from this springs fire and gave them a couple shirts. He gave me a tour of their equipment and facilities.
- Working with county shops on multiple truck repairs.

Deputy Chief John Martens

- Processing new firefighter applications & onboarding staff
- Completed installation of computers in 4 Fire Stations with IT to aid volunteers in better options for report writing, training materials, and access to fire department software.
- Handling personnel issues and onboarding staff
- In progress- Small Unmanned Aircraft Systems- Part 107 Operators license and program planning



- Passed Fire Inspector and Fire Officer National Certifications
- Completed annual fire inspections and scheduled follow-ups where necessary
- Reviewing code footprints with Planning & Development
- Met with Recruitment & Retention Committee to continue efforts to boost volunteer firefighters and ensure best practices are being performed for the retention of current staff
- Launched a Member Recruitment Program to incentivize volunteers to recruit new members through a referral program with prizes and awards available
- In progress- Putting together Stop-the-bleed kits for Stations and Chief Vehicles
- Updating Firefighter and Fire Officer Job Descriptions
- Completed 24 hour EMT refresher course to satisfy Continuing Ed requirements
- Working with Vivienne to build out several short-videos for Volunteer Fire Recruitment
- Coordinated and hosted 2 day hands-on fire training at former Crestview Christian Church building with Manhattan Fire, Blue Township Fire, RCEMS
- In process- Updating inventory list for RCFD medical bags to ensure adequate equipment and stock
- Working with RCEMS to provide updated medical protocols to RCFD#1 EMT staff- in progress
- Sent 2 volunteer fire officers to the National Volunteer Fire Council's Annual Training Summit in Oklahoma City to gain knowledge on recruitment and retention best practices
- Continuing Education courses for Volunteers- Invited nearby agencies to participate in future Firefighter I, Fire Officer I, and Wildland Red Card. Awaiting response from KU Fire & Rescue and Kansas Forest Service on instructor availability and logistics
- Inspected Fireworks stand in Randolph


Riley County Emergency Management
Riley County Fire District #1

 115 N. 4th Street
 Manhattan, Kansas 66501

Phone: 785-537-6333

Fax: 785-537-6333

www.rileycountyks.gov

See below:

Month End	June
New Applications	6
Rejected / Withdrawn Candidates	1
Interviews Conducted	4
Hired Candidates	2
Probationary Firefighters	10
Trained Firefighters	102
Total Active Members	116
Terminations	0
Resignations	0
Retirements	0

Submitted by:

Russel Stukey, Emergency Services Director



**EMERGENCY
MANAGEMENT/FIRE**
Purchase

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

COMMISSION AGENDA REPORT

FROM: Russel Stukey Emergency Services Director

MEETING: July 6, 2023

SUBJECT: Purchase tank and pump for small brush truck

PRESENTER: Russel Stukey Emergency Services Director

BACKGROUND

This new skid unit will replace the current skid unit in B110. The skid unit in B110 is a late 1970's or early 1980's model that was given to us by the KS Forest service surplus property program. B110 chassis and bed are still in good shape and should serve RCFD #1 for many years to come once the skid unit is replaced.

FISCAL IMPACT

The purchase price of \$17,160 will come from the RCFD #1, 2023 operating budget.

RECOMMENDATION(S)

Staff recommends purchasing the unit from Hieman Fire Equipment. Hieman is the lowest quote that meets our specifications. The low quote from Danko Fire Equipment does not provide the high pressure pump that we prefer. The high pressure pump allows our fire crews to penetrate deeper into thick grass and leaf litter and do a more effective job extinguishing the fire.

POSSIBLE MOTION(S)

Move to approve the purchase of one skid unit from Hieman Fire Equipment in the amount of \$17,160.00 with funds to come from RCFD #1, 2023 operating budget.

Move to deny

Move to modify

Move to table

No action required.

The Board agreed by consensus to

Enclosures:

- 2023 skid unit Heiman Fire Equip. qoute (PDF)
- 2023 skid unit Wies Fire Equip. qoute (PDF)
- 2023 Skid Unit Danko Fire qoute (PDF)

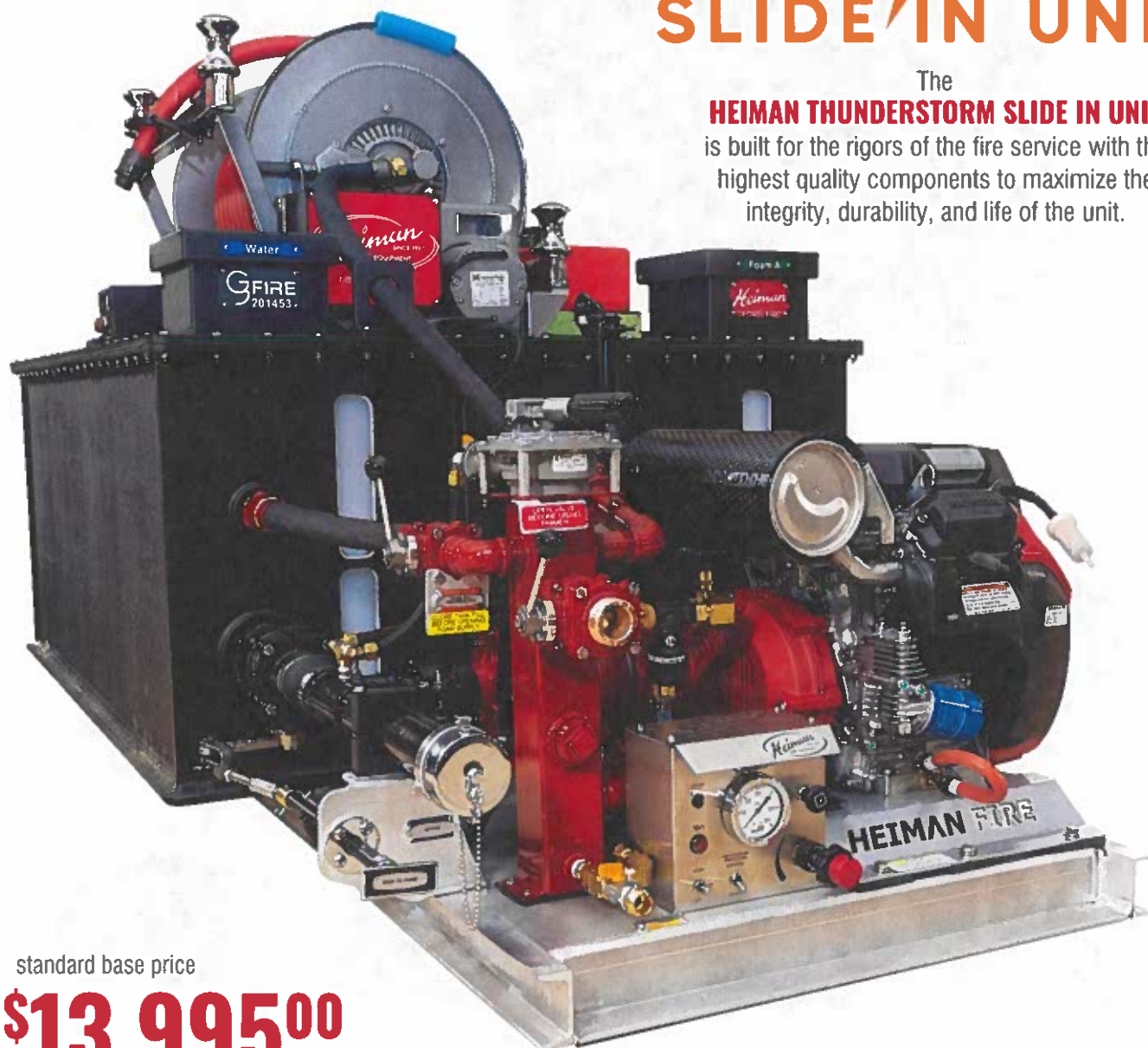


WHEN PROTECTION MEANS EVERYTHING.

HEIMAN FIRE EQUIPMENT THUNDERSTORM

SLIDE IN UNIT

The
HEIMAN THUNDERSTORM SLIDE IN UNIT
is built for the rigors of the fire service with the
highest quality components to maximize the
integrity, durability, and life of the unit.



standard base price

\$13,995⁰⁰

shipping & delivery charge not included

pictured with additional
features and options

Attachment: 2023 skid unit Heiman Fire Equip. quote (13548 : New Purchase Order)



*pictured with some additional options and upgrades
*foam cell optional

STANDARD FEATURES

- 24 HP Honda engine
- Booster reel, 1" with manual rewind
- 100' 1" booster hose
- 3 piece Elkhart valves with NH thread and ball control handles
- Tank to pump line with valve
 - High Pressure: 2" valve
 - High Volume: 2.5" valve
- 3 gal fuel tank with G3 Fire copoly mounting bracket
- Push/Pull control rod for tank to pump
- Stainless steel manifold
- Expandable discharge manifold with garden hose discharge/drain
 - High pressure model: (1) 1.5" gate valve
 - High volume model: 2.5" x (2) 1.5" gated wye
- Liquid filled gauge on discharge manifold
- 2 1/2" inlet with cap
- 1" tank fill line
- Heavy duty Guzzler hand primer with metal top
- One year warranty on the unit

DIMENSIONS

94" L x 48" W

250 gallon: 52" H	400 gallon: 66" H
300 gallon: 56" H	500 gallon: 74" H



Completely enclosed control panel with on/off start, low pressure protection override, vernier throttle, choke, liquid filled gauge, low oil light, & light shield with LED light



"HOT SWAP"
Field replaceable pump end technology



Weather proof electrical box & high pressure flexline plumbing with stainless steel couplings



Elkhart valves with ball control handles on a painted stainless steel manifold



Powder-coated pump base



Push button electric rewind system



3 gal fuel tank with copoly mounting bracket



- Removable top with sleek stainless steel bolts
- Clearly labeled & color coded foam and water fill towers with strainer

Choice of **PUMPS****STANDARD HIGH-PRESSURE PUMP**

- 4-Stage Hotshot Pump Standard
- Honda engine
- Rotary & mechanical seals
- Centrifugal pump
- Sealed ball bearings
- Brass wear ring
- Stainless steel shaft
- Belt driven speed increaser for lower rpm's and higher pressure

HIGH VOLUME PUMP

- Aluminum alloy pump casing
- Bronze impeller
- Stainless steel shaft
- Mechanical shaft seal

HIGH PRESSURE/MID RANGE "HOT SWAP" FIELD REPLACEABLE PUMPS

4-STAGE 4087-100032 MAX PRESSURE: 440 PSI MAX FLOW: 106 GPM	MID RANGE 4087-100067 MAX PRESSURE: 200 PSI MAX FLOW: 300 GPM
430 psi @ 10 gpm	290 gpm @ 10 psi
415 psi @ 20 gpm	275 gpm @ 50 psi
350 psi @ 65 gpm	215 gpm @ 100 psi
250 psi @ 94 gpm	112 gpm @ 150 psi
150 psi @ 105 gpm	50 gpm @ 175 psi

ADDITIONAL OPTIONAL PUMPS & PERFORMANCE

2-STAGE 3266-MHP24-H	HALE 3266-HAL30024H	DARLEY 3266-DAR24H
325 psi @ 35 gpm	380 gpm @ 25 psi	390 gpm @ 25 psi
295 psi @ 50 gpm	320 gpm @ 50 psi	300 gpm @ 70 psi
200 psi @ 90 gpm	240 gpm @ 75 psi	180 gpm @ 120 psi
150 psi @ 120 gpm	150 gpm @ 100 psi	95 gpm @ 150 psi

REPLACE YOUR ENTIRE PUMP IN MINUTES!

The Thunderstorm Slide in Unit now comes plumbed ready for our exclusive "hot swap" quick change pump technology allowing users to quickly and easily field replace the Hot Shot 4 pump with minimal tools, because sometimes things happen. Purchase our optional pump end replacement kit and never be without a pump in the field.



Quick-release clamp & pump end

KIT INCLUDES

- Hot Shot 4 or Helicat X2 pump end with quick-release clamp & 2 grooved bolt-on coupling clamps
- (1) 8" adjustable wrench
- (1) 7/16" wrench
- (1) 11/16" wrench

Release the clamp, use the wrenches to remove the bolt-on couplings, and then replace pump end with new one.

Standard **TANK** features

Engineered to withstand the rigors of the fire service, G3 Fire® MAGNITUDE copolymer polypropylene is UV stabilized with 10x the impact strength of standard polypropylene even through wide temperature ranges.

- 250 gallon, lightweight & corrosion resistant G3 Fire® MAGNITUDE copolymer polypropylene tank with limited lifetime warranty
- Full NFPA baffling
- Removable top for cleaning & service
- Built-in water sight gauge
- An internal sump designed for maximum water usage

ADDITIONAL INSTALLED OPTIONS & ACCESSORIES

Push button electric rewind system
+ \$655⁰⁰



Scotty foam system
+ \$1100⁰⁰



copolymer polypropylene hose tray
+ \$510⁰⁰



water level indicator
+ \$715⁰⁰



2.5" inlet w/cap and optional valve
+ \$675⁰⁰



Silvex Plus or Phos Chek foam
+ \$155⁰⁰/pail



Bubble Cup nozzle
1" 10/24 gpm
+ \$435⁰⁰



Tip 1.5" 20/60 gpm
+ \$99⁰⁰



LED work light
+ \$175⁰⁰

Revised 4/23

STANDARD BASE PRICE **\$13,995⁰⁰****HIGH PRESSURE/MEDIUM VOLUME PUMP**

- ☐ 4087-100108..... HONDA HIGH PRESSURE 4 STAGE..... [STANDARD] \$ _____
- ☐ 3266-HHP24-H..... HONDA HIGH PRESSURE (Inlet on passenger side)..... [ADD \$470] \$ _____

HIGH VOLUME/MEDIUM PRESSURE PUMP

- ☐ 4087-100122..... HONDA MID-RANGE 2-STAGE..... [NO CHARGE] \$ _____
- ☐ 3266-HAL30024H..... HONDA HIGH VOLUME (HALE)..... [ADD \$260] \$ _____
- ☐ 3266-DAR24H..... HONDA HIGH VOLUME (DARLEY)..... [ADD \$370] \$ _____
- ☐ OTHER: PLEASE SPECIFY _____ [ADD _____] \$ _____

- ☐ 4000-T-H200..... 200 GALLON COPOLY TANK _____ foam cell..... [DEDUCT \$100] \$ _____
- ☐ 4000-T-H250..... 250 GALLON COPOLY TANK _____ foam cell..... [STANDARD] \$ _____
- ☐ 4000-T-H300..... 300 GALLON COPOLY TANK _____ foam cell..... [ADD \$450] \$ _____
- ☐ 4000-T-H400..... 400 GALLON COPOLY TANK _____ foam cell..... [ADD \$1000] \$ _____
- ☐ 4000-T-H500..... 500 GALLON COPOLY TANK _____ foam cell..... [ADD \$1900] \$ _____
- ☐ 4000-CUSTOM TANK..... [ADD \$ _____] \$ _____
- ☐ 4000-CUSTOM SKID..... [ADD \$ _____] \$ _____

- ☐ 2904-EF32-23-24..... In place of standard manual reel..... [ADD \$655] \$ _____
- ☐ 2904-EF4038..... In place of standard manual reel..... [ADD \$315] \$ _____
- ☐ 2904-FH3..... ROLLER & SPOOL ASSEMBLY ON REEL: ☐ top ☐ bottom... [ADD \$305ea] \$ _____
- ☐ 2930-575..... ADDITIONAL 50' OF 1" BOOSTER HOSE..... [ADD \$390] \$ _____
- ☐ SECOND REEL..... Electric Rewind, on top of tank, includes plumbing (add hose)..... [ADD \$1800] \$ _____
- ☐ 1111-32..... NO HOSE REEL..... [DEDUCT \$390] \$ _____
- ☐ 1111-33..... NO STANDARD 100' BOOSTER HOSE..... [DEDUCT \$400] \$ _____
- ☐ 2118-BLCHY..... Lightweight, easy handling lead-in booster hose, 12.5'..... [ADD \$83] \$ _____

- ☐ 1242-S106-1600..... FOAM PRO SYSTEM, INSTALLED *with integrated 10 gal foam cell*..... [ADD \$7,500] \$ _____
- ☐ 3306-4072-H/cell..... SCOTTY FOAM SYSTEM, INSTALLED *with integrated 10 gal foam cell*... [ADD \$1,100] \$ _____
- ☐ 3306-4074-H/pickup..... SCOTTY FOAM SYSTEM, INSTALLED
with pick up tube and threaded cap for department supplied foam pails..... [ADD \$550] \$ _____

- ☐ 1430-08825001-FPMN... GATED INLET, ELKHART..... [ADD \$675] \$ _____
- ☐ 1430-08815101-MPMN... Additional 1.5" DISCHARGE W/ VALVE..... [ADD \$485] \$ _____
- ☐ 4000-CPPHT..... COPOLY HOSE THROUGH for 1.5" hose ☐ PS ☐ DS..... [ADD \$510] \$ _____
- ☐ 2803-ITL-4L..... HALE/CLASS 1 WATER LEVEL LIGHT GAUGE..... [ADD \$715] \$ _____
- ☐ 1111-INSTALL..... INSTALL MASTER SWITCH, UNIT, AND WIRE..... [ADD \$575] \$ _____
- ☐ 4053-1492134..... LED WORK LIGHT..... [ADD \$175] \$ _____
- ☐ 4087-250238..... 12 VOLT ELECTRIC PISTON PRIMER INSTALLED..... [ADD \$995] \$ _____
- ☐ 4087-600006..... PUMP END REPLACEMENT KIT (4-STAGE) HOT SHOT 4..... [ADD \$2085] \$ _____
- ☐ 4087-600007..... PUMP END REPLACEMENT KIT (MIDRANGE) HELLCAT X2..... [ADD \$2085] \$ _____
- ☐ UNDER SKID STORAGE COMPARTMENT W/DOOR..... [ADD \$1300] \$ _____
- ☐ CROSSLAY PLUMBED..... [ADD \$1200] \$ _____
- ☐ _____ [ADD \$ _____] \$ _____
- ☐ _____ [ADD \$ _____] \$ _____
- ☐ _____ [ADD \$ _____] \$ _____
- ☐ _____ [ADD \$ _____] \$ _____
- ☐ _____ [ADD \$ _____] \$ _____
- ☐ _____ [ADD \$ _____] \$ _____

TOTAL \$ _____

Remarks: _____

☐ CUSTOMER REQUIRED TO HAVE FORKLIFT AVAILABLE FOR UNLOADING. *FOR UNITS OVER 7', EXTENDED FORKLIFT REQUIRED

Date: _____ Salesperson: _____

Fire Dept: _____

Contact: _____

Phone #: _____

Email: _____

Call your salesman for more options & pricing

Attachment: 2023 skid unit Heiman Fire Equip. quote (13548 : New Purchase Order)

Revised 4/23

STANDARD BASE PRICE **\$13,995⁰⁰**

HIGH PRESSURE/MEDIUM VOLUME PUMP

- ☒ 4087-100108..... HONDA HIGH PRESSURE 4 STAGE..... [STANDARD] \$ —
- ☐ 3266-HHP24-H..... HONDA HIGH PRESSURE (Inlet on passenger side)..... [ADD \$470] \$

HIGH VOLUME/MEDIUM PRESSURE PUMP

- ☐ 4087-100122..... HONDA MID-RANGE 2-STAGE..... [NO CHARGE] \$
- ☐ 3266-HAL30024H..... HONDA HIGH VOLUME (HALE)..... [ADD \$260] \$
- ☐ 3266-DAR24H..... HONDA HIGH VOLUME (DARLEY)..... [ADD \$370] \$
- ☐ OTHER: PLEASE SPECIFY..... [ADD] \$

- ☐ 4000-T-H200..... 200 GALLON COPOLY TANK..... foam cell..... [DEDUCT \$100] \$
- ☐ 4000-T-H250..... 250 GALLON COPOLY TANK..... foam cell..... [STANDARD] \$
- ☐ 4000-T-H300..... 300 GALLON COPOLY TANK..... foam cell..... [ADD \$450] \$
- ☒ 4000-T-H400..... 400 GALLON COPOLY TANK No foam cell..... [ADD \$1000] \$ 1000⁰⁰
- ☐ 4000-T-H500..... 500 GALLON COPOLY TANK..... foam cell..... [ADD \$1900] \$
- ☐ 4000-CUSTOM TANK..... [ADD \$] \$
- ☐ 4000-CUSTOM SKID..... [ADD \$] \$

- ☒ 2904-EF32-23-24..... In place of standard manual reel..... [ADD \$655] \$ 655⁰⁰
- ☐ 2904-EF4038..... In place of standard manual reel..... [ADD \$315] \$
- ☒ 2904-FH3..... ROLLER & SPOOL ASSEMBLY ON REEL: ☒ top ☒ bottom... [ADD \$305ea] \$ 610⁰⁰
- ☐ 2930-575..... ADDITIONAL 50' OF 1" BOOSTER HOSE..... [ADD \$390] \$
- ☐ SECOND REEL..... Electric Rewind, on top of tank, includes plumbing (add hose)..... [ADD \$1800] \$
- ☐ 1111-32..... NO HOSE REEL..... [DEDUCT \$390] \$
- ☐ 1111-33..... NO STANDARD 100' BOOSTER HOSE..... [DEDUCT \$400] \$
- ☐ 2118-BLCHY..... Lightweight, easy handling lead-in booster hose, 12.5'..... [ADD \$83] \$
- ☐ 1242-S106-1600..... FOAM PRO SYSTEM, INSTALLED with integrated 10 gal foam cell..... [ADD \$7,500] \$
- ☐ 3306-4072-H/cell..... SCOTTY FOAM SYSTEM, INSTALLED with integrated 10 gal foam cell... [ADD \$1,100] \$
- ☐ 3306-4074-H/pickup..... SCOTTY FOAM SYSTEM, INSTALLED with pick up tube and threaded cap for department supplied foam pails..... [ADD \$550] \$

- ☒ 1430-08825001-FPMN... GATED INLET, ELKHART..... [ADD \$675] \$ 675⁰⁰
- ☐ 1430-08815101-MPMN... Additional 1.5" DISCHARGE W/ VALVE..... [ADD \$485] \$
- ☐ 4000-CPPHT..... COPOLY HOSE THROUGH for 1.5" hose ☐ PS ☐ DS..... [ADD \$510] \$
- ☐ 2803-ITL-4L..... HALE/CLASS 1 WATER LEVEL LIGHT GAUGE..... [ADD \$715] \$
- ☐ 1111-INSTALL..... INSTALL MASTER SWITCH, UNIT, AND WIRE..... [ADD \$575] \$
- ☐ 4053-1492134..... LED WORK LIGHT..... [ADD \$175] \$
- ☐ 4087-250238..... 12 VOLT ELECTRIC PISTON PRIMER INSTALLED..... [ADD \$995] \$
- ☐ 4087-600006..... PUMP END REPLACEMENT KIT (4-STAGE) HOT SHOT 4..... [ADD \$2085] \$
- ☐ 4087-600007..... PUMP END REPLACEMENT KIT (MIDRANGE) HELLCAT X2..... [ADD \$2085] \$
- ☐ UNDER SKID STORAGE COMPARTMENT W/DOOR..... [ADD \$1300] \$
- ☐ CROSSLAY PLUMBED..... [ADD \$1200] \$
- ☒ Upgrade fuel tank to 6 gallon..... [ADD \$] \$ 225⁰⁰
- ☐..... [ADD \$] \$
- ☐..... [ADD \$] \$
- ☐..... [ADD \$] \$
- ☐..... [ADD \$] \$
- ☐..... [ADD \$] \$
- ☐..... [ADD \$] \$

TOTAL \$ 17,160⁰⁰

Remarks:

Shipping estimate @ 1200⁰⁰.Lead time approx 30 weeks.

Date: 4-20-23 Salesperson: Mary Johnson

Fire Dept: Riley Co Fire Dist #1, KS

Contact: Doug Russell Acct 27469

Phone #: 785-798-5127

Email: drussell@rileycountyks.gov

Call your salesman for more options & pricing

Attachment: 2023 skid unit Heiman Fire Equip. quote (13548 : New Purchase Order)

☒ CUSTOMER REQUIRED TO HAVE FORKLIFT AVAILABLE FOR UNLOADING. *FOR UNITS OVER 7', EXTENDED FORKLIFT REQUIRED

Weis Fire & Safety Equipment, LLC.

111 E Pacific Ave
Salina, KS 67401
(785) 825-9527 Fax (785) 825-9538
www.weisfiresafety.com



WFE QUOTATION

DATE	QUOTE #
5/1/2023	6110

Name / Address
RILEY CO FD # 1 115 N 4TH ST MANHATTAN, KS 66502

ATTN:
KELSEY WILL DELIVER MANHATTAN, KS 66502

QTY	ITEM	DESCRIPTION	UNIT PRICE	TOTAL
1	SALES 5	SLIDE IN UNIT BASED ON CUSTOMER'S SPECIFICATIONS FROM SLIDE IN UNITS BUILT IN 2020	22,500.00	22,500.00
1	UPF-DEF2CE-400	DEFENDER 2CE STANDARD TANK - 400 GALLON		0.00
1	HAL-5	HALE HPX75-B18 PUMP		0.00
1	SALES 5	BOYD 8 GALLON ALUMINUM FUEL TANK WITH VENTED CAP AND LEVEL GAUGE		0.00
2	WWC-73-955	1" 304SS INSNMIP ADAPTER (1" HOSE BARB)		0.00
2	BPC-HC100	T-BOLT CLAMP, 1.5"		0.00
1	TRI-09.067.0	2.5" FEMALE NPT X 4-BOLT FLANGE VALVE END, ALUMINUM, HARD COAT		0.00
1	TRI-09.067.6	2.5" FEMALE SWIVEL X 4-BOLT FLANGE VALVE END, ALUMINUM, HARD COAT		0.00
4	WWC-73-957	1-1/2" 304SS INSNMIP ADAPTER (1-1/2" HOSE BARB)		0.00
4	BPC-HC150	T-BOLT CLAMP, 2.125"		0.00
1	WWC-65RC3040024	4 X 2-1/2 RED COUPLING GRVD		0.00
1	TRI-30.036.2	1.0" BALL VALVE, SS BALL, SWING-OUT, ALUMINUM BODY		0.00
2	TRI-30.037.2	1.5" BALL VALVE, SS BALL, SWING-OUT, ALUMINUM BODY		0.00
2	TRI-30.038.2	2.5" BALL VALVE, SS BALL, SWING-OUT, ALUMINUM BODY		0.00
1	HAN-SBEF30-23-24-LT	FIREFIGHTING REEL, ALUMINUM "SUPER BOOSTER" 12 VOLT DC 1/3 HP MOTOR REWIND, SINGLE OUTRIGGER ROLLER & SPOOL ASSEMBLY, LEFT		0.00
1	JGB-150-1	1" X 150' 800LB TEST BOOSTER HOSE COUPLED WITH FIELD REPLACEABLE NST COUPLINGS		0.00
5	JGB-200-1 BY FOOT	1.0" BOOSTER HOSE (BY FOOT) 800 PSI		0.00
10	JGB-150-1.5 BY FOOT	1.5" BOOSTER HOSE (BY FOOT) 250 PSI		0.00
1	TFT-DQS60P	QUADRAFOG NOZZLE WITH PISTOL GRIP 1" NH, ADJUSTABLE GALLONAGE 5-10-24-40-60 GPM @ 100 PSI WITH STAINLESS STEEL SHUT-OFF BALL AND FIELD REPLACEABLE QUICK CHANGE REAR VALVE SEAT		0.00

Due to shortages of raw materials, volatility of the market and conditions out of our control, delivery times are estimated and could be extended. Price quotes are only good for two weeks. Freight costs provided are estimates only and are subject to change. Please call if you have any questions or want to confirm price quotes past two weeks.

Total

Notwithstanding anything to the contrary in any terms governing the sale of Products or otherwise, Buyer agrees that (1) Seller's ability to supply Products may be impacted by the 2019 novel coronavirus (COVID-19) and resulting events and circumstances, and as a material condition of Seller's acceptance of the order, Buyer assumes such risk, (2) Seller is only obligated to use reasonable efforts to meet any requested delivery date, and shall not be liable for any failure to do so and (3) during any period when demand for Products exceeds Seller's supply or Seller is otherwise unable to supply ordered quantities (whether due to circumstances referenced above or otherwise), Seller may ~~disproportionately~~ available Products or production resources on such basis as Seller deems fair and reasonable, including to contract customers and/or for internal uses.

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5/1/2023	6110

Name / Address
RILEY CO FD # 1 115 N 4TH ST MANHATTAN, KS 66502

ATTN:
KELSEY WILL DELIVER MANHATTAN, KS 66502

QTY	ITEM	DESCRIPTION	UNIT PRICE	TOTAL
1	OPTI-ACB-12-V-40A	40 AMP AUTOMOTIVE/LOW VOLTAGE CIRCUIT BREAKERS W/ METAL VERTICAL BRACKET (REPLACES DEL-71118)		0.00
2	DEL-70008	8 POINT POWER DISTRIBUTION BLOCK		0.00
1	OPTI-153090	90 AMP MANUAL RESET HIGH CURRENT CIRCUIT BREAKER (REPLACES DEL-76510)		0.00
1	PAC-1002-HD-B	FLEXMOUNT-STANDARD		0.00
1	WFE-LOGOS	APPARATUS LOGO - SMALL		0.00
20	LABOR 5	MUNI/APPARATUS SERVICE DEPARTMENT LABOR		0.00
1	TRI-01.007.20	2.5" NH ALUMINUM ROCKER LUG PLUG W/ CHAIN		0.00
1	TRI-01.055.56	1.5" F NPT x 1.5" M NH 90° 4-BOLT MOUNTING FLANGE, BRASS		0.00
2	AMG-F4SQ263X1	1.0" AKRON FLANGE (DIV 3 STOCK)		0.00
2	AMG-F4SQ5X212-UF	2.5" AKRON FLANGE (DIV 3 STOCK)		0.00
1	GIN-8MJ-6MP	BRIGGS 18 HP ADAPTER		0.00
1	GIN-6LOLA-40"	6LOLA X 40" HOSE W/ 8FJ X 90S-6FP		0.00
1	FER-VL024107PEN	2.5" VICTAULIC COUPLING		0.00
1	DIX-DCP21	1/4" NPT MALE PLUG		0.00
3	INC-IC-3000254-24	BLACK INSERTS VERBIAGE BEZELS		0.00
1	WWC-1/4X6 304SS NIPPLE	1/4" X 6" S40 304SS NIPPLE		0.00
1	WWC-1-1/2X3 304SS NIPPLE	1-1/2" X 3" 304 SS NIPPLE		0.00
1	WWC-1/4 150# 304SS THRD ...	1/4" 150# 304SS THRD STR 90		0.00
1	WWC-949-161	1/4" 1000# 316 B-VLV		0.00
2	AMG-1414B212	2.5" SCH 10 90 DEGREE - SHORT (DIV 3 STOCK)		0.00
1	AMG-1414A112	1.5" SCH 10 90 DEGREE - LONG (DIV 3 STOCK)		0.00
1	AMG-1414H212	2.5" SCH 10 TEE (DIV 3 STOCK)		0.00

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Total

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DATE	QUOTE #
5/1/2023	6110

Name / Address
RILEY CO FD # 1 115 N 4TH ST MANHATTAN, KS 66502

ATTN:
KELSEY WILL DELIVER MANHATTAN, KS 66502

QTY	ITEM	DESCRIPTION	UNIT PRICE	TOTAL
1	AMG-1414AD212	2.5" SCH 10 45 DEGREE		0.00
4	AMG-F4SQ338X112-UF	1.5" AKRON FLANGE (DIV 3 STOCK)		0.00
1	AMG-F4SQ414X2	2.0" TET FLANGE (DIV 3 STOCK)		0.00
3	AMG-N44PW212X4	2-1/2 X 4 PLAIN X GRV 304 40S		0.00
0 02	ZZMET-SS 304 SCH 10 PIPE...	3 000 SCH 10 X 20' 304 SS PIPE		0.00
1	FREIGHT EXP	FREIGHT		0.00
1	SHOP SUPPLIES-5	SHOP SUPPLIES - DIV 5		0.00
1	UPF-759-0021-00	HOSE TRAY, LOOSE		0.00
Total				\$22,500.00

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Notwithstanding anything to the contrary in any terms governing the sale of Products or otherwise, Buyer agrees that (1) Seller's ability to supply Products may be impacted by the 2019 novel coronavirus (COVID-19) and resulting events and circumstances, and as a material condition of Seller's acceptance of the order, Buyer assumes such risk, (2) Seller is only obligated to use reasonable efforts to meet any requested delivery date, and shall not be liable for any failure to do so and (3) during any period when demand for Products exceeds Seller's supply or Seller is otherwise unable to supply ordered quantities (whether due to circumstances referenced above or otherwise), Seller may ~~page 2~~ use available Products or production resources on such basis as Seller deems fair and reasonable, including to contract customers and/or for internal uses.

DANKO XL STOCK SKID UNIT

UPF Defender Poly Tank

FIRE PUMP

A Waterous 2515LE pump shall be provided and bolted directly to the specified engine and capable of the following performance:

Max Pressure - 75 GPM	@	135 PSI
Max Flow - 150 GPM	@	90 PSI

NOTE: The above manufacturer performance rating is based on maximum full throttle with a flooded suction prior to the installation of associated piping.

The impeller shall be high strength corrosion resistant bronze, fully enclosed, double hubbed to balance hydraulic thrust, and mechanically balanced to eliminate vibration. The volute shall be constructed of high strength aluminum alloy, anodized for superior corrosion resistance. A drain valve shall be located on bottom of the pump volute.

The pump shall have a two (2) year warranty covering material and workmanship. Normal wear items (packing, anodes, mechanical seals, etc.) are not covered by this warranty.

The pump shall be firmly mounted to the skid frame or platform behind the water tank.

PUMP ENGINE

A Briggs and Stratton model 356447 Vanguard V-Twin 90 OHV 18 HP engine shall be supplied and mounted to the pump. The engine shall be air cooled, constructed of Dura-Bore cast iron cylinder sleeves. It is designed to deliver a maximum output of 18 HP (13.4 kW) @ 3600 RPM.

The engine shall also feature a full pressure lubrication system with an automotive style oil filter and an oil fill tube with dipstick.

The engine controls shall be mounted directly on the engine and consist of a keyed electronic start/stop ignition with backup manual recoil start, manual choke, and throttle control.

DISCHARGE PRESSURE GAUGE

There shall be one (1), discharge pressure gauge installed in line with the plumbing. The gauge shall be a minimum of 2-1/2" in diameter with a white face and black text.

PUMP ENGINE OIL DRAIN

An engine oil drain valve shall be provided and installed on the engine. The oil drain valve shall have a nipple to accept 3/8" ID hose to allow draining of the engine oil.

PUMP ENGINE FUEL TANK

A five (5) gallon outboard fuel tank shall be supplied for the pump engine and mounted near the pump. The fuel tank shall be constructed of black high-density polyethylene (HDPE) and connected to the pump engine with an in-line carbon canister to provide low evaporative emissions in order to meet both the California Air Resource Board and EPA.

NO PUMP PRIMER

No pump primer shall be provided.

PUMP SYSTEM CERTIFICATION

The pump shall be tested after the pump and all its associated piping and equipment have been installed on the skid unit by the apparatus manufacturer.

XL PLUMBING

Plumbing shall be a combination of heavy duty stainless steel pipe and fittings, and high pressure rubber hose.

A Danko XL stainless steel manifold shall be used for all discharge's. The Danko XL manifold is engineered to allow adding a foam system or additional discharge's easy and fast.

The high pressure rubber hose is designed to handle air, mild chemicals and water and is resistant to abrasion and UV protected.

The stainless steel pipe and fittings shall have a polished natural mill finish.

DISCHARGE MANIFOLD

A stainless steel welded pipe manifold shall be attached to the pump discharge with four (4) 1/4" bolts to facilitate all outlets and reduce friction loss. The manifold assembly shall be constructed of 2" round tubing and capable of accommodating up to two (2) 1" discharges and three (3) 1-1/2" discharge outlets.

SUCTION MANIFOLD

A stainless steel welded pipe manifold shall be attached to the suction side of the pump with a Victaulic clamp for easy removal for service and maintenance. The manifold shall have a tee to facilitate a 2" tank to pump and 2-1/2" intake.

VALVES

All valves, unless otherwise specified, shall be brass Watts full flow quarter-turn valves.

TANK TO PUMP

The tank to pump shall be equipped with a 2" Watts full flow, quarter turn ball valve with a flexible hose to reduce vibration of the pump engine.

PUMP TO TANK/RECIRCULATE VALVE

One (1) 1" tank fill/recirculate line with a 1" Watts full flow, quarter turn ball valve shall be plumbed directly from the pump discharge to the tank with a flexible hose to reduce vibration of the pump engine.

INTAKE

One (1) 2-1/2" male intake shall be mounted to the pump inlet. The intake shall terminate with a chrome plated 2-1/2" NPT female x 2-1/2" NH male bushing. A zinc screen will be provided to prevent foreign objects from entering the pump.

CAP WITH CHAIN

One (1) 2-1/2" NH vented chrome plated cap with chain shall be supplied for the intake.

1-1/2" DISCHARGE

One (1) 1-1/2" NH discharge shall be provided with a 1-1/2" Watts full flow, quarter-turn valve. The discharge shall terminate with a chrome 1-1/2" NPT male x 1-1/2" NH male fitting and be directed to the rear.

CAP WITH CHAIN

One (1), 1-1/2" NH vented chrome cap with chain shall be supplied for the discharge.

BOOSTER REEL

One (1), Hannay model EF4040-17-18 steel electric booster reel(s), with a capacity of 150' of 1" booster hose shall be supplied. The reel(s) shall be painted graphite in color. A 1" Watts full flow, quarter turn valve shall be plumbed from the pump discharge and connected to the booster reel with a flexible hose to reduce vibration from the pump engine.

The booster reel(s) is equipped with a standard 1" 90 degree ball bearing swivel joint with 1" female NPT threads and a standard outlet with 1" male NST threads.

The reel(s) shall be capable of withstanding pressures to 1000 psi and temperature ranges from -60° F to 250° F.

One (1), set of chrome guide rollers shall be mounted high on the left side of the hose reel. The rollers shall provide assistance in pulling the hose off from the reel and guiding it on after use.

One (1), booster reel rewind switch shall be located on the left side of the skid unit.

One (1), 1" x 150' section(s) of 300 lb. working pressure rubber booster hose coupled with 1" NH couplings shall be supplied for the booster reel(s).

The booster reel shall be mounted lengthwise above the water tank and deploy to the side(s) of the apparatus.

WATER TANK

The water tank shall be a UPF Danko Defender XL Series tank with a capacity of:

200 US gallons. (Approximate tank dimensions: 60L x 46W x 21H)

250 US gallons. (Approximate tank dimensions: 60L x 46W x 25H)

300 US gallons. (Approximate tank dimensions: 60L x 46W x 29H)

400 US gallons. (Approximate tank dimensions: 72L x 46W x 33H)

The tank shall have a LIFETIME WARRANTY as supplied by the tank manufacturer.

The tank shall be constructed of 1/2" thick UPF PT-2E polypropylene sheet stock with AccTuff resin. The material shall be of a certified, high quality, noncorrosive, stress relieved thermo plastic, black in color, and UV stabilized for maximum protection.

The exterior of the tank shall be textured poly.

All joints and seams are to be fully nitrogen welded and electronically tested for maximum strength. The unit shall incorporate transverse partitions manufactured of 3/8" UPF PT2E polypropylene (natural in color) which shall interlock with a series of longitudinal partitions constructed of 1/2" PT2E polypropylene (black in color). All swash partitions shall be so designed to allow for maximum water and air flow between compartments and are fully welded to each other as well as to the inside of the tank.

The tank shall be equipped with a combination vent/overflow and manual fill tower. The fill tower shall be 8" round with a blue, molded cover. The cover shall be fastened to the tower with a tether to prevent loss. The tower shall be located in the rear passenger's side corner. There shall be a vent/overflow installed inside and to the extreme rear of the fill tower approximately 2" down from the top. This vent/overflow shall be schedule 40 polypropylene pipe with minimum ID of 3" and piped internally to exit out the right side tank wall.

The tank cover shall be constructed of 1/2" thick PT2E polypropylene, black in color, UV stabilized, and flush mounted. The cover shall incorporate as standard two (2) mounting blocks that shall be to accommodate two (2) each sliding nut fasteners. These mounting blocks shall be welded to the cover running crosswise.

The sump shall be milled into the tank floor and measure approximately 8" diameter and 1/2" deep. The sump shall not be visible from or protrude through the bottom of the tank.

There shall be three (3), standard tank connections located in the rear wall of the tank. One (1), 2" NPT female tank to pump suction fitting, one (1), 1" NPT female tank fill/recirculate fitting with flow deflector, and one (1), 3/4" NPT female drain opening.

TANK FLOOR PLATFORM BASE

There shall be a full-width skid base manufactured of 3/4" PT2E polypropylene welded to the bottom of the tank.

The pump mounting area shall be supported by 1/2" PT2E polypropylene gussets. The base shall have a mounted tab at the front and two (2) 1/2" drilled holes at the rear of the platform to secure directly to a truck bed without the need for any skid framework underneath.

TANK DRAIN

There shall be a 3/4" FNPT female tank drain located on the rear tank wall with a 3/4" stainless steel plug.

VISUAL WATER TANK SIGHT LEVEL GAUGE

There shall be an external visual sight gauge located on the rear wall of the tank.

OPEN STORAGE COMPARTMENT

There shall be an internal storage compartment built integral with the water tank and located on the left rear side of the tank. The compartment shall be open from the top of the water tank and be approximately 29" long x 11" wide x 9" deep with two (2) 1/2" drain holes.

NOTE: This compartment may be converted to a 12-gallon foam cell.

12-VOLT ELECTRICAL

All electrical components of the unit shall be wired to a terminal stud block with high temperature, copper, multi-strand, crosslink-coated wire enclosed in a protective loom.

WORK LIGHT

One (1), 12-Volt LED work light shall be mounted on the tank to light up the work area. An ON/OFF switch shall be located at the rear of the skid unit.

BASIC LIMITED WARRANTY

Danko Emergency Equipment Company shall warrant to each original purchaser that the apparatus is free of defects in material and workmanship for a period of one (1) year.

STAINLESS STEEL PLUMBING WARRANTY

Danko Emergency Equipment Company shall warrant to each original purchaser that the apparatus stainless steel plumbing shall be free of defects for a period of ten (10) years.

NO DELIVERY

The unit shall be picked-up by the purchaser at the factory FOB Snyder, NE unless other arrangements are made.

Hello Doug

Attached to this email are the Danko 400 gallon skid unit specifications based off the information you provided thru our online form. The cost of the skid comes to \$15,065.00 which includes shipping to Manhattan, KS.

NOTE: The crating and shipping comes to \$1,429.00. If you had someone to drive up to Danko and pick up the skid, you can deduct that amount from the price.

Please look over the info and contact John or myself with any questions or changes.

Attachment: 2023 Skid Unit Danko Fire qoute (13548 : New Purchase Order)



**EMERGENCY
MANAGEMENT/FIRE**
Purchase

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

COMMISSION AGENDA REPORT

FROM: Russel Stukey Emergency Services Director

MEETING: July 6, 2023

SUBJECT: Approve dirt work quote for Ashland Bottoms Station 102 and UP Station 110

PRESENTER: Russel Stukey Emergency Services Director

BACKGROUND

It has been a mutli year program to replace the aging fire station that house RCFD #1 equipment across the county. St. 102 and St. 110 represent the last two stations that were originally built in the 1960's. As the commission is aware it has been an ongoing process to develop the best plan of action to get these two stations replaced in an economical manner. As was previously approved by the commission we have decide to serve as our own contractor to save taxpayer dollars. The first step in this process is to complete the dirt work needed at both sites. Once that is completed we can move to bidding the stations themselves. As the dirt work is below the purchasing policy threshold and with consultation with Counselor Holeman we have obtained quotes for the dirt work.

FISCAL IMPACT

The lowest quote for St. 102 (\$14,285) and St. 110 (\$ 17,170) are both from the same contractor. Note these are also max price quotes, if appropriate fill materials can be sourced on site, cost will decrease dramatically.

RECOMMENDATION(S)

Staff recommends that the commission approve quotes for both stations from Jay White Excavating.

POSSIBLE MOTION(S)

Move to approve max quote from Jay White Excavating for St. 102 dirt work site preparation in the amount of \$14,285.00 with funds to come from RCFD #1 capital outlay budget.

Move to approve max quote from Jay White Excavating for St. 110 dirt work site preparation in the amount of \$17,170.00 with funds to come from RCFD #1 capital outlay budget.

Move to deny

Move to modify

Move to table

No action required.

The Board agreed by consensus to

Enclosures:

- 2023 Dirt Work Quotes (PDF)

Dirt work contractors contacted :

Only two contractors submitted a quote and it has been over 6 weeks since we met with their representative at the two different sites,

Rocking R

Gideon

Double J

PC Excavating

BAM

Two contractors that submitted a bid:

Turbo Construction

Jay White Excavating

Jay White Excavating, Inc.
 4510 W. 59th Ave.
 Manhattan, KS 66503

QUOTATION

Quote Number: 171
 Quote Date: May 11, 2023
 Page: 1

Voice: 785-313-1723
 Fax:

Quoted To:

Riley Co. Fire Dist #1
 115 N 4th St.
 Manhattan, KS 66502

Customer ID	Good Thru	Payment Terms	Sales Rep
Riley Co. Fire Dist.	6/10/23		

Quantity	Item	Description	Unit Price	Amount
40.00	953	Quote on Riley Co. Fire Station Ashland Bottoms #102 Building Pad. Level area for building site and cut drainage around pad.	170.00	6,800.00
27.00	Trucking	Haul in 27 loads of material @\$110 per load. Scalpings 430 tons hauled in @ \$6.00 per ton = \$2580.00 Select Fill 430 tons hauled in @\$4.15 per ton = \$1784.5 Fire Dist buys material of there choice. <i>This material is at the Hayden Quarry</i>	110.00	2,970.00
			Subtotal	9,770.00
			Sales Tax	
			TOTAL	9,770.00

Attachment: 2023 Dirt Work Quotes (13551 : New Purchase Order)

Jay White Excavating, Inc.
 4510 W. 59th Ave.
 Manhattan, KS 66503

QUOTATION

Quote Number: 172
 Quote Date: May 11, 2023
 Page: 1

Voice: 785-313-1723
 Fax:

Quoted To:

Riley Co. Fire Dist #1
 115 N 4th St.
 Manhattan, KS 66502

Customer ID	Good Thru	Payment Terms	Sales Rep
Riley Co. Fire Dist.	6/10/23		

Quantity	Item	Description	Unit Price	Amount
12.00	953	Quote on Riley Co. Fire Station Ashland Bottoms #102 Parking Area.	170.00	2,040.00
15.00	Trucking	Spread out rock over parking area.	165.00	2,475.00
		Haul in 15 loads of rock for parking area.		
		230 tons of SS-5 @\$14.85 per ton =		
		\$3415.50		
		230 tons of 3" Road Rock @\$13.70 per ton		
		= \$3151.00		
		Fire Dist. buys material of there choice. This material is at Stevens Quarry		
Subtotal				4,515.00
Sales Tax				
TOTAL				4,515.00

Attachment: 2023 Dirt Work Quotes (13551 : New Purchase Order)

Turbo Construction

6810 Hopkins Creek Rd
 Saint George, KS 66535
 7853173254

Turboconstruction14@gmail.com

Estimate**ADDRESS**

Doug Russell
 RCFD #1

ESTIMATE #**DATE**

Ashland Bottoms 06/13/2023

P.O. NUMBER

Ashland bottoms

DATE**ACTIVITY****DESCRIPTION****AMOUNT**

03 Excavation

Grade out parking area

7,600.00

03 Excavation

grade out building pad

7,100.00

TOTAL

\$14,700.00

Accepted By

Accepted Date

Attachment: 2023 Dirt Work Quotes (13551 : New Purchase Order)

Jay White Excavating, Inc.
 4510 W. 59th Ave.
 Manhattan, KS 66503

QUOTATION

Quote Number: 174
 Quote Date: May 11, 2023
 Page: 1

Voice: 785-313-1723
 Fax:

Quoted To:

Riley Co. Fire Dist #1
 115 N 4th St.
 Manhattan, KS 66502

Customer ID	Good Thru	Payment Terms	Sales Rep
Riley Co. Fire Dist.	6/10/23		

Quantity	Item	Description	Unit Price	Amount
12.00	953	Riley Co. Fire Station University Park #110 Parking Area.		
		Spread out scalpings and rock on parking area.	170.00	2,040.00
13.00	Trucking	Haul in 13 loads of scalpings to build up parking area.	110.00	1,430.00
7.00	Trucking	Haul in 7 loads of rock for parking area. 200 tons of scalpings @\$4.20 per ton =\$840.00 (Need this material for parking area.) 102 tons of SS-5 @\$14.85 per ton =\$1514.70 102 tons of 3" Road Rock @\$13.70 per ton =\$1397.40 Fire Dist buys material of there choice. This material is at Stevens Quarry.	110.00	770.00
			Subtotal	4,240.00
			Sales Tax	
			TOTAL	4,240.00

Attachment: 2023 Dirt Work Quotes (13551 : New Purchase Order)

Jay White Excavating, Inc.

4510 W. 59th Ave.
Manhattan, KS 66503

QUOTATION

Quote Number: 173

Quote Date: May 11, 2023

Page: 1

Voice: 785-313-1723

Fax:

Quoted To:

Riley Co. Fire Dist #1
115 N 4th St.
Manhattan, KS 66502

Customer ID	Good Thru	Payment Terms	Sales Rep
Riley Co. Fire Dist.	6/10/23		

Quantity	Item	Description	Unit Price	Amount
45.00	953	Quote on Riley Co. Fire Station University Park #110 Building Pad.		
48.00	Trucking	Build pad out of scalpings that are hauled in.	170.00	7,650.00
		Haul in 48 loads of scalpings to build pad with @\$110 per load.	110.00	5,280.00
		757 tons of scalpings @ \$4.20 per ton = \$3179.40		
		Fire Dist. buys material. This material is at Steven Quarry.		
			Subtotal	12,930.00
			Sales Tax	
			TOTAL	12,930.00

Attachment: 2023 Dirt Work Quotes (13551 : New Purchase Order)

Turbo Construction

6810 Hopkins Creek Rd
 Saint George, KS 66535
 7853173254

Turboconstruction14@gmail.com

Estimate**ADDRESS**

Doug Russell
 RCFD #1

ESTIMATE #	DATE
U P Station	06/13/2023

P.O. NUMBER

U P Station

DATE	ACTIVITY	DESCRIPTION	AMOUNT
	03 Excavation	Grade out parking area	6,400.00
	03 Excavation	Grade out building pad	15,400.00
TOTAL			\$21,800.00

Accepted By

Accepted Date

Attachment: 2023 Dirt Work Quotes (13551 : New Purchase Order)



COUNTY APPRAISER'S OFFICE
Personnel

Anna Burson
County Appraiser
110 Courthouse Plaza
Manhattan, KS 66502
Phone: 785-537-6310

COMMISSION AGENDA REPORT

FROM: Appraiser's Office

MEETING: July 6, 2023

SUBJECT: Request to Refill the Appraiser II-Residential Position

PRESENTER: Anna Burson

BACKGROUND

The Appraiser II Residential position became vacant 6/22/23. This position is crucial to the work of the Riley County Appraiser's Office.

DISCUSSION

I am looking for an individual with 2 years of Appraisal experience to fill this position. I am requesting to post and fill this position as an Appraiser II. If we do not receive applicants with the knowledge skills and abilities we are seeking I would request to fill the position as an Appraiser I. This position is a crucial position within Riley County. With the sales volume and continued growth of Riley County being fully staffed is imperative. I'm requesting permission to post and refill this position as soon as possible. The updated position descriptions are attached for your review.

FISCAL IMPACT

This position has been in place and is in the Appraiser's Office budget.

RECOMMENDATION(S)

My recommendation is to post and refill the position at the earliest opportunity.

POSSIBLE MOTION(S)

Move to approve posting and refilling the Appraiser II-Residential position as an Appraiser II or I.

Move to deny

Move to modify

Move to table

No action required.

The Board agreed by consensus to

Enclosures:

- Appraiser II Residential Position Description (PDF)
- Appraiser I Residential position description (PDF)
- Appraiser II-Residential PAF (DOCX)

RILEY COUNTY, KANSAS JOB DESCRIPTION

Job Title:	APPRAISER II-RESIDENTIAL	
Department:	Appraiser	Division: Real Estate
Reports To:	Assistant County Appraiser	
Pay Range:	8	Status: Full Time
FLSA Status:	Non-Exempt	

Position Summary: The Appraiser II-Residential discovers, lists, and values real property throughout Riley County utilizing recognized mass appraisal methods and techniques and following specifications and guidelines as set forth by the Property Valuation Division and the Riley County Appraiser's Office.

ESSENTIAL FUNCTIONS:

- Discovers, inventories, lists, and values structures and other improvements associated with residential and agricultural property within Riley County.
- Ensures new construction is listed and appraised, and existing data is accurate.
- Identifies objective and subjective data characteristics, photo catalogs, measures, and sketches.
- Conducts interviews of property owners, contractors, or tenants to gain further clarification.
- Reviews sales of residential and agricultural properties throughout the county to determine validity and ensure data is accurately reflective of time of sale conditions.
- Reviews maps for accuracy and discrepancies.
- Performs quality control on all data entry.
- Assists the County Appraiser to develop a final opinion of market value for assigned properties.
- Conducts informal hearings and payment under protest hearings with property owners or representatives to discuss valuation estimate or obtain an explanation of the value estimate.
- Monitors workload throughout the appraisal calendar year to ensure statutory deadlines are met for all process including annual review, building permits, sales, final review, and hearings.
- Continuously furthering education to advance knowledge, skills and abilities in appraisal.

SECONDARY FUNCTIONS:

- Provides information to customers by phone, email, or in person, including appraised values, cost sheets, comparable sales sheets, aerial maps, and legal descriptions.
- Performs other duties as assigned.

POSITION REQUIREMENTS:

Education: High school diploma or equivalent required. ORION Residential & Agricultural Data Collection, Orion Introduction and Overview of Basic Functionality, Kansas Property Tax Law, IAAO 101 IAAO 102, and USPAP, IAAO 201-Appraisal of Land preferred.

Within 3 years in position must successfully complete:

- Orion Sales File Development, Orion Market Modeling Analysis and Automated Sales Comparison
- IAAO 300-Fundamental of Mass Appraisal, IAAO 311-Real Property Modeling Concepts,

**Course work of equal utility in some cases may be substituted or time allowance for successful completion may be made on a case-by-case basis at the Department Head's discretion.*

License(s)/Certification(s): Valid driver's license required.

Experience: 2 years of appraisal experience required. Established proficiency in all Appraiser I duties

Updated October 2022

Attachment: Appraiser II Residential Position Description (13538 : Request to Refill Appraiser II- Residential)

and responsibilities. Use of ORION CAMA system and APEX software preferred.

Skills: Ability to exercise both subject and object reasoning. Ability to read and navigate various mapping systems. Ability to measure structures accurately. Ability to multitask. Ability to render identification of and judgements concerning building structural features, quality of construction, cdu rating, and physical condition. Knowledge and ability to interview. Knowledge and ability in Microsoft Office programs. Ability to record descriptive data into a variety of systems accurately and completely. Ability to communicate tactfully and courteously with the 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 occasionally 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. The employee must regularly lift and/or move up to 10 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.

While performing the duties of this job, the employee is occasionally exposed to wet and/or humid conditions; outside weather conditions. The noise level in the work environment is usually normally.

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:	APPRAISER I-RESIDENTIAL	
Department:	Appraiser	Division: Real Estate
Reports To:	Assistant County Appraiser	
Pay Range:	6	Status: Full Time
FLSA Status:	Non-Exempt	

Position Summary: The Appraiser I-Residential discovers and lists property characteristic data of real property throughout Riley County for the purpose of ad valorem taxation with the specifications and guidelines as set forth by the Property Valuation Division and the Riley County Appraiser's Office.

ESSENTIAL FUNCTIONS:

- Discover, inventory, and list structures and other improvements associated with residential and agricultural property within Riley County.
- Assist in Ensuring new construction is listed and existing data is accurate.
- Assist in Identifying, photo cataloging, measuring, and sketching pertinent objective data working with an Appraiser III on subjective data i.e. (Quality, CDU, physical condition).
- Conduct interviews of property owners, contractors, or tenants to gain further clarification.
- Reviews maps for accuracy and discrepancies.
- Perform quality control on data entry.
- Communicate workload with supervisor to ensure statutory deadlines are met for all process including annual review and building permits.
- Assist Appraiser III's with sales review and final review prior to finalization of the appraisal estimates and printing of change of value notices.
- Observe informal and payment under protest hearings.

SECONDARY FUNCTIONS:

- Provide information to customers by phone, email, or in person. Information includes appraised values, cost sheets, comparable sales sheets, aerial maps, and legal descriptions.
- Perform other duties as assigned.

POSITION REQUIREMENTS:

Education: High school diploma or equivalent required.

- ORION Residential & Agricultural Data Collection, Orion Introduction and Overview of Basic Functionality
- Kansas Property Tax Law

Within 2 years in position must successfully complete:

- IAAO 101, IAAO 102, and USPAP

**Course work of equal utility in some cases may substituted or time allowance for successful completion may be made on a case-by-case basis at the Department Head's discretion.*

License(s)/Certification(s): Valid driver's license required.

Experience: 2 years office experience preferred.

Skills: Ability to exercise both subject and object reasoning. Ability to read maps. Ability to multitask. Knowledge and ability to utilize Microsoft Office programs. Ability to enter data into a variety of systems

Updated September 2022

Attachment: Appraiser I Residential position description (13538 : Request to Refill Appraiser II- Residential)

accurately and completely. Ability to communicate tactfully and courteously with the public. Ability to use basic math skills and take measurements accurately.

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 occasionally 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. The employee must regularly lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

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

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

RILEY COUNTY POSITION ACTION FORM

Requisition Approval Process

Submitted by Anna Burson on 06/28/2023 at 08:05 AM

Internal Position Details (not displayed on job posting)

Company Riley County, KS	Position Template Appraiser II-Residential [App II Res]	Work Location Office Building
Job ID 1798274	Salary APPR II \$21.15-\$23.09; APPR I \$19.75-\$21.57	Supervisor Position No
Pay Grade RANGE 8 [RANGE 8]	EEO Class Administrative Support Workers [5]	Workers Compensation 9410 [9410]
Cost Center 1 County General [1]	Cost Center 2 Appraiser [22]	Cost Center 3 --
1 Job Slot APPRAIS-1		

Supervisor: Anna Burson

Department Head: Anna Burson

☒ No changes to Position or Budget☒ Position Description attachedTotal annual hours: 2080☒ Budgeted☐ New or updated position description☐ New request for budget (details attached)

Salary: \$48,027.20

Budget for Benefits: \$18,970.74

Total proposed annual budget: \$66,997.94

Additional Position Comments: _____

BoCC Chairwoman _____

Date: _____

BoCC Member _____

Date: _____

BoCC Member _____

Date: _____

Attachment: Appraiser II-Residential PAF (13538 : Request to Refill Appraiser II- Residential)

RILEY COUNTY POSITION ACTION FORM

Attachment: Appraiser II-Residential PAF (13538 : Request to Refill Appraiser II- Residential)



COUNTY CLERK & ELECTIONS
Personnel

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

COMMISSION AGENDA REPORT

FROM: Elizabeth Ward, Human Resources Director

MEETING: July 6, 2023

SUBJECT: 2024 COLA and Merit Increase

PRESENTER: Elizabeth Ward

Each year, as part of the annual budget cycle, the Human Resource Director and Budget and Finance Officer research the changes to cost of living over the previous year, for Riley County, including the city of Manhattan, and surrounding areas. Generally, annualized average increase for our specific area is presented to the Board of County Commissioners as a request for an adjustment to the Riley County pay scales base rates in the form of a Cost-of-Living Adjustment (COLA).

Additionally, based on satisfactory completion of annual performance evaluations, the Human Resource Director, representing the Department Heads, requests a merit increase for Riley County employees as defined by the Riley County pay policy.

The 2024 budget year is unique with the implementation of the salary study conducted in 2023, 3 requirements were used to place positions into the pay scale: 1) the pay scale was increased by 10.5%, 2) employees with more than 10 years of service at Riley County received an additional 5% increase in pay and 3) no employee was placed at a rate lower than their previous rate, even if the rate was over the new pay scale. This resulted in inconsistent pay rates for similar positions. As discussed in 2023, merit will range from 1% to 3% in 2024, because of impact of new pay scale. Without a structured pay scale, the county is at risk of unfair pay policies.

The new pay process, implemented in 2023, is based on verifiable years of experience- refer to attached pay policy.

Extensive work was done in 2023 to ensure the compensation plan for Riley County is competitive in the labor market. It is extremely important for our pay scales to align with the current Cost of Living to remain competitive and not lose the footing gained in 2023.

COLA: Cost of Living Adjustment. One avenue for employers to provide an offset to inflation related to costs of goods and services.

The proposed percentage of COLA is based on the Consumer Price Index for Midwest Urban Consumers (CPI-U) which measures monthly changes to consumer prices. Riley County Pay Process sets the CPI-U for the county for the 12-month period ending December 31 of the previous calendar year. This year that percent is 8%

Merit: merit increases are given to employees based on performance. Merit increases are designed to reward and encourage top performance.

Riley County uses a formal performance review process combined with our pay scale to define the expectations of performance and the merit increase per position.

DISCUSSION

COLA Increases:

Each year the Consumer Price Index-Urban Workers (CPI-U) publishes the annual cost of living of the prior year. **The CPI-U for the year ending December 2022 shows an increase in the cost of living for our region of 8%.** (See attached chart)

Per policy, Riley County uses this index as a guideline for our annual COLA consideration. This index is used by the City of Manhattan and Riley Co Police Department during their respective budget processes.

Merit Increases:

Because of the pay study implementation in 2023, each pay was increased 10.5% mid-year, plus longevity pay. To place everyone into the new pay scale, these increases will vary from 1% to 3% in 2024, depending solely on where the position was placed in the pay study of 2023. This proposal includes full personnel costs and the cost of benefits.

For future years, the pay scale will reflect consistent rates based on verifiable years of experience for each position with weighted increases at lower end of the pay scale. Merit increases will range from 3 - 4.5%.

FISCAL IMPACT

The fiscal impact of the merit and COLA increases have been presented in the budget presentations as well - an overview:

- 1) Merit increases, based in the current pay scales of Riley County:
\$443,182

- 2) Merit and COLA increase, based on the current pay scales of Riley County plus an 8% Cost of Living Adjustment
\$2,604,856

Proposed total personnel budget for 2024: \$30,141,062. (Includes HD, CC, Fire, SW)

RECOMMENDATION(S)

Recommendation is to approve merit and COLA increases for the 2024 personnel budget, effective December 23, 2023.

POSSIBLE MOTION(S)

Move to approve

Move to deny

Move to modify

Move to table

No action required.

The Board agreed by consensus to

Enclosures:

- 2024 COLA and Merit increase proposal 2023-06 FINAL (PDF)
- #2024 Riley County Pay Scale-PROPOSED (PDF)
- 2024 CPI-U Presentation (PDF)



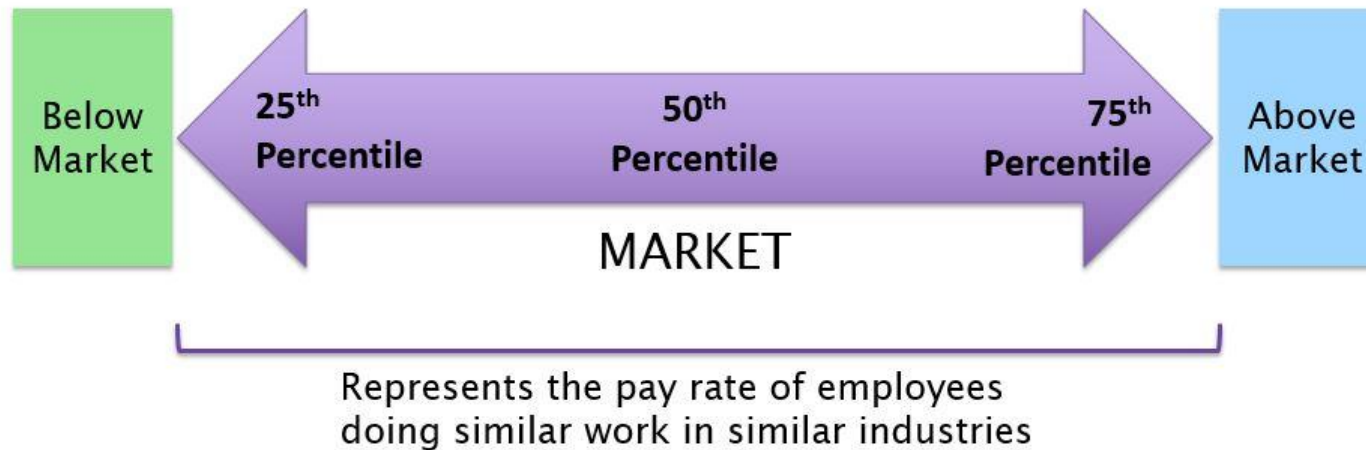
2024 Cost of Living

2023 Lookback

- Salary Study implemented in 2022 and 2023 – 2 Phases
- Purpose – determine competitive pay rate for Riley County jobs

Did the hard work!

January 1, 2023 –
compensation at
Riley County was
competitive.



Cost of Living Proposal

Riley County has utilized the CPI – U Midwest for over 10 years for budgetary COLA purposes as previous commissioners found it to be the most objective number to measure inflation.

Salary survey, implemented in 2022, fundamentally relies on COLA adjustment to remain competitive.

The integrity of the salary study – and all the work that it involved –prioritizes COLA to maintain market value

Remember- implementation of COLA takes place two years after inflation is felt - our employees are currently feeling 2 years of inflationary pressure and devaluation of their dollar.

The COLA implemented in 2024 represents the inflation from 2022.



Cost of Living Impact

- Policy set for more than a decade to use CPI-U Midwest as of end of year for COLA proposal
- Annual CPI-U for 2022 - 8%

CPI-U HISTORY

Year	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Annual
2013	1.3	2.2	1.4	1.2	1.8	2.2	1.8	1.2	1.0	0.8	1.0	1.0	1.4
2014	1.4	0.9	1.5	1.9	1.6	1.7	1.8	1.6	1.6	1.6	1.2	0.7	1.5
2015	-0.3	-0.5	-0.9	-1.1	-0.8	-0.7	-0.5	-0.3	-0.8	-0.3	-0.2	0.0	-0.5
2016	0.8	0.4	0.5	0.8	0.8	0.8	0.4	0.6	1.1	1.0	1.2	1.8	0.8
2017	2.2	2.4	1.9	1.8	1.4	0.9	1.3	1.5	1.5	1.5	1.9	1.7	1.7
2018	1.6	1.7	1.8	1.8	2.3	2.5	2.4	2.1	1.9	2.2	1.4	1.3	1.9
2019	0.8	1.3	1.7	1.5	1.3	1.2	1.5	1.5	1.4	1.5	1.9	2.3	1.5
2020	2.5	2.1	1.0	-0.4	-0.4	0.4	0.7	1.1	1.3	1.0	1.0	1.1	1.0
2021	1.2	1.7	3.0	4.9	5.6	5.8	5.9	5.7	5.7	6.6	7.3	7.5	5.1
2022	7.9	8.0	8.6	8.2	8.8	9.5	8.6	8.1	8.1	7.4	6.8	6.0	8.0
2023	6.0	5.6	4.9										

First half of 2023 – 7.06%

May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	Annual
8.8	9.5	8.6	8.1	8.1	7.4	6.8	6	6	5.6	4.9	4.9	7.06%

Actual current effect of inflation on paycheck –
15.06%



Riley County -History

	2018	2019	2020	2021	2022	2023	2024-Prop
Personnel	\$20,139,414	\$22,000,978	\$24,270,670	\$22,527,815	\$23,190,437	\$27,481,594	\$30,141,062
COLA	-.5%	1.7%	1.9%	1.5%	1%	NA	8%
Ave Merit	.5%	4%	5%	NA	3.07%	NA- Salary Study	2.15%



Impact

	Projected job openings	Average Salary-hourly	Turnover	Est. Cost of TO
2022	92	\$49,253	22%	\$4,531,305
2023	64	\$52,979	17%	\$3,390628

Merit Average increase - 2.14%

Total dollar impact - \$443,182

2024 Total Personnel Budget - \$30,141,062

Title		Title		16.b
2023 Pay Ranges	ELECTION		RANGE 6	
	MN	\$11.00	MN	\$21.33
	MX	\$14.08	MX	\$35.67
	Temp Election		Appraiser I-Residential	
	SEASONAL		Facility & Grounds Technician II	
	MN	\$14.00	Mechanic Technician I	
	MX	\$17.72	RANGE 7	
	Seasonal Labor		MN	\$22.14
	TASND		MX	\$37.05
	MN	\$15.00	Administrative Assisant II	
2023 Pay Ranges	MX	\$19.20	Administrative Clerk II	
	As-Needed Adult		Appraiser I-Commercial	
	As-Needed Clerical		Appraiser II-Personal Property	
	As-Needed Museum		Breastfeeding Peer Counselor/Coordinator	
	Interns		Medical Clerk II	
	RANGE 1		Operator II	
	MN	\$16.74	Records Assistant II	
	MX	\$27.99	Sales Verification& QC	
	As-Needed Legal Clerk		RANGE 8	
	Custodian I		MN	\$22.84
2023 Pay Ranges	Legal Intern		MX	\$38.20
	On Call JIAS		Administrative Analyst	
	Receptionist		Appraiser II-Residential	
	UA Tech		Clerk Analyst (Tax, AP, HD, Levy)	
	RANGE 2		Legal Secretary	
	MN	\$17.28	Mechanic Technician II	
	MX	\$28.90	RANGE 9	
	As-Needed Security		MN	\$23.90
	Legal Receptionist		MX	\$40.00
	Museum Assistant		Clerk Analyst II	
2023 Pay Ranges	Weekend Museum Assist		Emergency Management Planner	
	RANGE 3		RANGE 10	
	MN	\$18.36	MN	\$25.84
	MX	\$30.70	MX	\$43.23
	Custodian II		Appraiser II-Commercial	
	RANGE 4		Commercial Pesticide Applicator	
	MN	\$18.73	Community Liaison-Health Foundation	
	MX	\$31.32	Utility Techncian	
	Adminstrative Assist I		RANGE 11	
	Community Health Educator		MN	\$26.89
2023 Pay Ranges	Customer Service Representative I		MX	\$44.98
	Facility & Grounds Technician I		Administrative Trial Assistant	
	Facility Technician		Appraiser III-Personal Property	
	Records Assistant I		Child Care Facilitator	
	RANGE 5		GIS Techncian	
	MN	\$20.55	Information Technology Technician	
	MX	\$34.38	Intensive Supervision Officer/Case Mgr I	
	Account Clerk		IRIS Community Coordinator	
	Administrative Clerk I		Licensed Practical Nurse	
	Appraiser I Personal Property		Maternal Child Health Home Visitor	
2023 Pay Ranges	Customer Service Representative II		Raising Riley Early Childhood Facilitator	
	Medical Clerk		Victim/Witness Coordinator	
	Operator I			
	Roadside Mowing/Equipment Operator			
	Technical Assistant/Training & Safety Coord			
	Traffic Control Technician			
	WIC Clerk			

Title		Title		16.b
2023 Pay Ranges	RANGE 12		RANGE 16	
	MN	\$27.99	MN	\$32.95
	MX	\$46.83	MX	\$55.12
	Appraiser III -Commercial		As-Needed Commerical Real Estate Analyst	
	Appraiser III-Residential		Commercial Real Estate Analyst	
	Assistant Vehicle Supervisor		Deeds Supervisor	
	Child Care Surveyor		Environmental Health Specialist	
	Curator		Office Manager	
	Custodial Manager		Senior GIS Analyst	
	GIS Specialist		Social Worker	
	Information Technology Specialist			
	Interpreter			
2023 Pay Ranges	RANGE 13		RANGE 17	
	MN	\$29.14	MN	\$34.34
	MX	\$48.74	MX	\$57.47
	Appraiser III -Land/Commercial		Adminstrative Services Manager	
	As-Needed Engineering Technician		Child Care Licensing Supervisor	
	Emergency Response Coordinator		Payroll, Benefist/Employee Relations Mgr	
	Engineering Technician		Raising Riley Supervisor	
	GIS Analyst		Tax Supervisor	
	P&D Compliance Specialist		Vehicle Supervisor	
	Real Estate Specialist		WIC Supervisor	
	Senior Analyst			
	System Analyst			
2023 Pay Ranges	RANGE 14		RANGE 18	
	MN	\$30.35	MN	\$35.82
	MX	\$50.77	MX	\$59.92
	Appraiser IV-Commercial		Elections Manager	
	Asphalt Supervisor		GIS Manager	
	Bridge Supervisor		Health Equity Nurse	
	Dietitian		Public Health Nurse (MCH & Clinic)	
	Facility Supervisor			
	Gravel Road Supervisor			
	Hazardous Waste Program Coordinator			
	Health Educator			
	Intensive Supervision Manager			
2023 Pay Ranges	RANGE 15		RANGE 19	
	MN	\$31.62	MN	\$37.37
	MX	\$52.90	MX	\$62.50
	Appraisal Analyst		Clinic Supervisor	
	Assist Director of Emergency Management		Maternal Child Health Supervisor	
	Bilingual Navigator		P&D Planner	
	Deputy Fire Chief			
	Parks Manager			
	Senior Administrative Assistant			
	Senior Legal Assistant			
2023 Pay Ranges	RANGE 20		RANGE 21	
	MN	\$38.98	MN	\$40.68
	MX	\$65.21	MX	\$68.06
			Network Systems Administrator	
2023 Pay Ranges	RANGE 22		RANGE 23	
	MN	\$42.47	MN	\$44.33
	MX	\$71.04	MX	\$74.17
			Assistant County Appraiser	
			Ops/Fleet Manager	

Attachment: #2024 Riley County Pay Scale-PROPOSED (13550 : 2024 COLA and Merit Increase)

CPI for All Urban Consumers (CPI-U) 12-Month Percent Change

Series CUUR0200SA0,CUUS0200SA0

Not Seasonally Adjusted

Series All items in Midwest urban, all urban consumers,

Area: Midwest

Item: All items

Base 1982-84=100

Years: 2013 to 2023

Year	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Annual	HALF1	HALF2
2013	1.3	2.2	1.4	1.2	1.8	2.2	1.8	1.2	1.0	0.8	1.0	1.0	1.4	1.7	1.1
2014	1.4	0.9	1.5	1.9	1.6	1.7	1.8	1.6	1.6	1.6	1.2	0.7	1.5	1.5	1.4
2015	-0.3	-0.5	-0.9	-1.1	-0.8	-0.7	-0.5	-0.3	-0.8	-0.3	-0.2	0.0	-0.5	-0.7	-0.4
2016	0.8	0.4	0.5	0.8	0.8	0.8	0.4	0.6	1.1	1.0	1.2	1.8	0.8	0.7	1.0
2017	2.2	2.4	1.9	1.8	1.4	0.9	1.3	1.5	1.5	1.5	1.9	1.7	1.7	1.8	1.6
2018	1.6	1.7	1.8	1.8	2.3	2.5	2.4	2.1	1.9	2.2	1.4	1.3	1.9	2.0	1.9
2019	0.8	1.3	1.7	1.5	1.3	1.2	1.5	1.5	1.4	1.5	1.9	2.3	1.5	1.3	1.7
2020	2.5	2.1	1.0	-0.4	-0.4	0.4	0.7	1.1	1.3	1.0	1.0	1.1	1.0	0.9	1.0
2021	1.2	1.7	3.0	4.9	5.6	5.8	5.9	5.7	5.7	6.6	7.3	7.5	5.1	3.7	6.5
2022	7.9	8.0	8.6	8.2	8.8	9.5	8.6	8.1	8.1	7.4	6.8	6.0	8.0	8.5	7.5
2023	6.0	5.6	4.9												

<https://data.bls.gov/pdq/SurveyOutputServlet>

Attachment: 2024 CPI-U Presentation (13550 : 2024 COLA and Merit Increase)



COUNTY CLERK & ELECTIONS
Personnel

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

COMMISSION AGENDA REPORT

FROM: Elizabeth Ward, Human Resources Director

MEETING: July 6, 2023

SUBJECT: 2024 New and Expanded Positions Request

PRESENTER: Elizabeth Ward

BACKGROUND

In May Human Resources presented the New and Expanded position requests for Riley County. These requests must be reviewed and either approved or denied before the end of the budget cycle.

Below is a summary of those positions being requested for inclusion in the 2024 budget. These positions would require **additional funding** for each of the associated budgets.

Each position has an individual Commission Action Report individually as a separate motion as to what shall be included in the 2024 budget preparation.

The totals below include the cost of wages and benefits.

FISCAL IMPACT

See attached request total by position

RECOMMENDATION(S)

Recommendation to review and approve each position request per department.

POSSIBLE MOTION(S)

Move to approve

Move to deny

Move to modify

Move to table

No action required.

The Board agreed by consensus to

Enclosures:

- 2024 New and Expanded positions Memo 2023-06 (DOCX)



HUMAN RESOURCE DIVISION

July 6, 2023

TO: Board of County Commissioners

FROM: Elizabeth Ward, Human Resource Director

RE: New and Expanded Positions Overview

In May Human Resources presented the New and Expanded position requests for Riley County. These requests must be reviewed and either approved or denied before the end of the budget cycle.

Below is a summary of those positions being requested for inclusion in the 2024 budget. These positions would require **additional funding** for each of the associated budgets.

Each position has an individual Commission Action Report individually as a separate motion as to what shall be included in the 2024 budget preparation.

The totals below include the cost of wages and benefits.

Department	Position	Per position salary	Per Position benefits	Total Request (Wage + Benefits)
Planning & Development	Environmental Health Specialist - <i>New Position</i> Existing PD – Range 16, Full Time Starting Rate, \$2,664.80/pp	\$69,285	\$27,367	\$96,652
	Planning & Development Budget Request			\$96,652
EMS	3 Lieutenant positions – <i>Expanded positions</i> Existing PD – Range LIEUT, Full time (3080 hrs.) Average Rate, \$30.31/ph. (Each position costs \$163,603)	\$30,337 Increase from PARA	\$11,983 Increase from Para	\$126,960 (\$42,320 x 3 positions)
	EMS/Ambulance Budget Request			\$126,960
County Attorney	Assistant County Attorney Existing PD – Range FF, Full Time Starting Rate, \$4116.55/pp	\$107,030	\$42,277	\$149,307
	Attorney Budget Request			\$149,307
Clerk - Elections	Elections Coordinator – <i>Expanded/New Title</i> New PD – Expected Range 7, Full Time Starting Rate, \$30.85/hour	\$3,806 increase	\$1,503 increase	\$5,309

Attachment: 2024 New and Expanded positions Memo 2023-06 [Revision 2] (13552 : 2024 New and Expanded Positions)

Clerk Elections	As-Needed Clerical <i>Additional positions</i> Existing PD – Range TASND, 4000 hours Starting Rate, \$15/hour	\$60,000	\$4,590	\$64,590
Clerk – HR	Human Resources Generalist – <i>New position</i> New PD – Expected Range 12, Full Time Starting Rate, \$25.92/hour	\$53,914	\$21,296	\$75,210
Clerk – Payroll	Payroll Clerk – <i>New position</i> New PD – Expected Range 8, Full Time Starting Rate, \$21.15/hour	\$43,992	\$17,377	\$61,369
	Clerk Budget Request			\$206,478
County Counselor	County Counselor – <i>Training period</i> Existing PD – Expected Range JJ Starting Rate, \$173,840/year	\$86,920 (6 months)	\$34,334	\$121,254
	Total all New Requests			\$700,651

RECOMMENDATION(S)

Recommendation to review and approve each position request per department.

Attachment: 2024 New and Expanded positions Memo 2023-06 [Revision 2] (13552 : 2024 New and Expanded Positions)



COUNTY CLERK & ELECTIONS
Personnel

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

COMMISSION AGENDA REPORT

FROM: David Adams, EMS Director

MEETING: July 6, 2023

SUBJECT: EMS 2024 Expanded Position Request

PRESENTER: Elizabeth Ward, Human Resources Director

In May Human Resources presented the New and Expanded position requests for Riley County. These requests must be reviewed and either approved or denied before the end of the budget cycle.

Below is a summary of those positions being requested for inclusion in the 2024 budget. These positions would require **additional funding** for each of the associated budgets.

DISCUSSION

Riley County EMS has worked under the current organizational structure since 1995. This structure included a full time Director, Assistant Director and 1 Captain and 1 Lieutenant on each shift. Since this time, our department has changed:

- Call volume has tripled.
- Stations have increased from 2 to 5 with proximity of stations changing from 2011 Claflin and
- 11th and Poyntz to now include station at the Manhattan Airport, the Riley County Public Works and in North Riley County.
- Full time staff have increased from 15 to 39 budgeted positions by the end of 2023.

Increased government mandates and public expectations:

- A longer processing time of writing run reports
- More Quality Assurance in terms of volume and depth.
- Staff training needs including safety, focused special needs training and less reliance on ‘canned’ training courses in favor of internal programs more specific to our department and community needs.

In 2022 we found our department lacking in station level leadership, particularly in the outlying stations where we found ourselves relying on staff to lead the department who don’t have the training, or the information to make these leadership decisions. This led to an in-depth analysis of our department structure, strengths, and weaknesses, and identified areas for improvement. Some of the areas identified included better forms of consistent communication, understanding the ever-evolving needs of the department and improvement of day-to-day operations.

We addressed these issues by having the captains make more station visits. We found this to be extremely difficult due to the operational needs of the department and the captains’ roles with purchasing, scheduling, maintenance, training, and other ancillary duties. To do this effectively, the captains would have to make a visit to 5 stations every 3-shift rotation, while responding to 911 calls and managing the department’s operational needs.

Based on this evaluation and our expanded operational needs, we recommend the creation of station lieutenants, as well as 1 administrative Lieutenant. These lieutenants will oversee every station and the operations as well as continuing to run calls as a staff Paramedic. An administrative Lieutenant is needed to assist with data entry, fulfilling operational needs such as stocking and resupply, training, and other related tasks.

Common practice in emergency services is to have 1 lieutenant per ambulance or 1 lieutenant per station/per day, as well as 1 shift Captain per day. We believe we can remain increase our needed effectiveness a by adding only the Lieutenant position to each station and continue to rely on our current Captain staffing profile for the oversight of each shift.

By adding these additional Lieutenant positions, we will also address retention and succession planning needs in the department. Currently RCEMS employees have a lack of upward mobility. RCEMS has a very good core of young professionals who are looking for more responsibility and a reason to stay involved within our department. These positions would allow for better retention of some staff we have identified as key contributors now and in the future.

This request for additional leadership will give us 1 Lieutenant per station and one (1) administrative Lieutenant. The addition of these 3 positions will not increase the number of staff at RCEMS and these professionals will continue their primary role as Paramedics.

FISCAL IMPACT

The requested Lieutenant positions would be transitioned from 3 current paramedic positions - total number of FTE would remain the same.

The average annualized cost of a paramedic positions, including wages and benefits, is \$126,439.73.

The average cost of Lieutenant positions is \$162,111.14.

The totals below include the cost of wages and benefits.

Current 2024 budget request	Cost of 3 LT's	Annualized difference
\$363,849	\$490,809	\$126,960

RECOMMENDATION(S)

Recommendation is to approve the 3 additional Lieutenant positions as proposed.

POSSIBLE MOTION(S)

Move to approve

Move to deny

Move to modify

Move to table

No action required.

The Board agreed by consensus to

Enclosures:

- EMS-Lieutenant position description (DOC)

RILEY COUNTY, KANSAS JOB DESCRIPTION

Job Title:	EMS Lieutenant		
Department:	EMS/Ambulance Services		
Reports To:	EMS/Ambulance Captain		
Pay Grade:	Lieutenant	Status:	Full Time
FLSA Status:	Non-Exempt		

POSITION SUMMARY: In cooperation with the Captain, the Lieutenant is responsible for planning, coordinating, and utilizing shift personnel to address the operational activities of the department. Will lead and provide direct patient care within their scope of practice independently and in support of their partner in the pre-hospital and inter-facility transfer settings. Will provide leadership to staff as well as participate in the care and maintenance of facilities, equipment, and ambulances. Must set a standard for ability to work independently, prioritize multiple tasks and maintain a high level of patient/customer satisfaction. EMS works 12/24/36 hour shift structures.

ESSENTIAL FUNCTIONS:

- Assists the Captain in planning, coordinating, and utilizing shift personnel in the delivery of quality patient care and non-patient care activities of the department.
- Provides leadership in specific operational functions of the department.
- Proficiently performs skills in the scope of a Paramedic in a compassionate caring manner.
- Proficiently performs ALS skills: advanced airway management, IV/IO insertion, medication administration, three and 12-lead EKG placement and interpretation, defibrillation and pacing, chest decompression. This list is not all inclusive.
- Ability to lead, anticipate and react to partners needs in support of patient care.
- Ability to lead staff and work independently, multi-task and manage a multi-casualty scene.
- Maintains professional image and promotes harmonious relationships among EMS, health care and other public service personnel and encourages communication at all levels.
- Accurate and timely documentation of the electronic medical record
- Shows initiative participating in routine shift duties (daily, weekly, and monthly activities)
- Is available for event standby time per guidelines.

SECONDARY FUNCTIONS:

- Provides effective leadership that communicates philosophy, objectives, goals, mission, vision and plans for improvement and growth to all employees.
- Maintains positive and professional relationship with local emergency service providers, hospital administrators, and with physicians and other health care providers.
- Ensures employees continuously meet and maintain the required qualifications, certifications, and competence required for staff members who provide care, treatment, and services.
- Performs other duties as assigned.

POSITION REQUIREMENTS:

Education: High School diploma or equivalent

Certificate(s)/License(s):

- Kansas Certified Paramedic required.
- Valid Kansas Driver's License History of minimal violations. Satisfactory Motor Vehicle Record and insurability also required.

Updated Jan 2023

Attachment: EMS-Lieutenant position description (13553 : EMS 2024 Expanded Position Request)

- Advanced Cardiac Life Support credentialed from the American Heart Association (AHA) within 6 Months of hire.
- BLS Provider credentialed from the American Heart Association (AHA) or Riley County EMS within 6 months of hire.

One or more of the following:

- Pediatric Advanced Life Support or Emergency Pediatric Care within 6 months) of hire date.
- Advanced Medical Life Support (AMLS) required within 6 months of hire.
- Successful completion RCEMS credentialing program.
- ICS Command level training

Experience: 3 years' experience in EMS required. 1 year experience as a Paramedic required. Past leadership/supervisory experience preferred. 1 years' experience at RCEMS preferred.

Skills: Ability to appraise emergency medical services and making appropriate decisions that could affect the population of the county. Ability to understand complex oral and written instruction, ability to speak and write effectively, and ability to give clear, concise instruction orally and in writing. Must demonstrate compassion and professionalism and ability to inspire and motivate others along with the emotional intelligence to provide care during emotionally stressful situations. Must be able to assess patient needs and possess quality psychomotor skills.

Ability to participate in leadership meetings and activities outside of normal shift hours. Ability to work in severe adverse weather conditions. Ability to work under stress at a high pace, high demanding environment while leading and coordinating multiple activities simultaneously. Ability to take or provide instructions to multiple individuals while prioritizing work tasks.

Supervisory Controls: Duties are performed independently and on own initiative in accordance with established procedures and policies Employee and Department Head (or designee) consult to set deadlines, define the scope of major projects, and determine the type of work to be done. The EMS Captain/Director (or designee) provides occasional direction and reviews work.

Supervisory Responsibility: This position has supervisory responsibilities of shift personnel on a routine basis and other EMS staff during events or special circumstances.

Guidelines: Federal, State, and County laws and regulations are the basic guidelines. Established principles of emergency medical services and written emergency plans are also guides. EMS/Ambulance Director (or their designee) provides guidelines and general direction. Guidelines may be provided orally or in writing. Other guides are available but the use of these require extensive training, previous experience, and good judgment to interpret and adapt to a specific situation.

Complexity: This position makes decisions involving assessment of unusual circumstances, variations in approach, the use of incomplete and/or conflicting data and the expenditure of funds. This position requires the employee to routinely exercise independent judgment and make careful interpretations of more technical and complicated guidelines. Meeting and dealing with many individuals of varying interests and levels of responsibility creates complexities of a high degree. These encounters often

involve concepts, theories or programs with undefined issues and elements.

Scope and Effect of Work: This position has direct effect in the success or failure of the emergency medical service/ambulance program. This position is responsible for making sound decisions that limit the County's liability exposure, improve public relations and enhance the County's professional image.

Personal Contacts: Many contacts are involved. These include contacts with local, state, and federal officials both within the emergency medical/ambulance services and other agencies, volunteers, emergency medical victims, news media, contractors, and citizens. Contacts may be initiated by the EMS/Ambulance Director, other officials, or members of the public. They may be groups or individuals and may be scheduled in advance or impromptu at the workplace, other offices, in the homes of citizens or other locations throughout the County or State.

Purpose of Contacts: To exchange information; to educate and report to higher officials within the county, state, and federal government; to receive requests for service; to gain support and funding for required projects; to persuade officials or private parties to initiate or respond to beneficial projects; to recruit; to provide public education and information through news media; and to obtain needed equipment and supplies. The purpose of the contacts may or may not be understood beforehand.

Physical Demand/Effort: The physical demands described are representative of those required met to successfully perform the essential functions of this job.

Occasionally required to sit in a stationary position. Frequently heavy physical demands when working the clinical area. Frequently required to lift over 50 pounds. Frequently performs activities that require stooping, bending, and reaching, squatting, balancing, and trunk twisting throughout the shift. Frequently communicate verbally and in written form. Required to have good visual, auditory and color determination. Will include high stress situations and several activities simultaneously.

Work Environment/Conditions: The work environment characteristics described here are representative of those encountered 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 blood, body fluids, fumes, or airborne particles, and sharp objects potentially contaminated with blood borne pathogens or other infectious agents. The noise level in the work environment is usually moderate. Working environment may quickly change from an office setting to an indoor acute care clinical setting or to an uncontrolled, unpredictable pre-hospital setting. May be exposed to extreme heat or cold environment, wet or slippery surfaces. May be exposed to patients with communicable diseases. Wears personal protective equipment as needed.

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.



COUNTY CLERK & ELECTIONS
Personnel

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

COMMISSION AGENDA REPORT

FROM: Clancy Holeman, County Counselor

MEETING: July 6, 2023

SUBJECT: 2024 Budget Request County Counselor Training Period

PRESENTER: Elizabeth Ward, Human Resources Director

BACKGROUND

In May Clancy Holeman presented the request for 6 months training period for the County Counselor position of Riley County in the 2024 budget. These requests must be reviewed and either approved or denied before the end of the budget cycle.

Below is the request for training for the Counselor position being requested for inclusion in the 2024 budget. These would require **additional funding** for the Counselor budget.

DISCUSSION

Clancy has given a retirement date of December 31, 2024.

This position is integral to the County Counselor's office and the overall County as it is responsible for providing legal advice to the Board of County Commissioners and the elected and appointed officials of Riley County in a wide variety of legal subject areas. Those areas include but are not limited to: contracts; personnel issues, the Kansas Open Meetings Act; the Kansas Open Records Act; real property law; real property title issues; collection of county accounts in pending bankruptcies; public construction projects and their financing; benefit district formation and assessment; road opening; ; real property tax foreclosure and the supervision of a Deputy and two staff members in that effort; delinquent personal property tax collection; and enforcement of County zoning and sanitary codes. This advice must be communicated either verbally or in writing, as appropriate. And the Counselor must be willing

and able to litigate county issues in the Kansas state or federal trial and appellate courts and administrative agencies, at the direction of the Board of Riley County Commissioners.

Further, the skills required to perform this job to standard include the ability to communicate the above legal advice in a manner which complies at all times with the highest ethical standards required by the Kansas Supreme Court's "Kansas Rules of Professional Conduct."

Additionally, the successful candidate must respect and participate daily within a cooperative organizational culture operating between the County Commission and all the following separate and distinct departments in the Riley County governmental structure: the County Attorney; Register of Deeds; County Treasurer; County Clerk; Emergency Management/Volunteer Fire; Emergency Medical Service/Ambulance; Riley County Health Department; County Appraiser; Public Works; Noxious Weed/Household Hazardous Waste; Planning and Development; Community Corrections; and Information Technology/GIS. While they are not Riley County departments, this "cooperative organizational culture" also includes the Riley County Police Department and K-State Extension.

For the reasons listed above, Clancy and Human Resources believe this will be a unique position to fill and may take more time to find the right candidate.

It is important to also understand, when considering this request, that the current Deputy County Counselor will retire September 30, 2023, the on-boarding of his replacement is on-going, and there may be other departmental transitions over the next 2-3 years. With the timeline for this office, it is vital to get a high-quality candidate, who can learn the requirements of the Counselor position in a short period of time.

FISCAL IMPACT

The County Counselor has a pay grade of LL with an expected starting salary of \$160,964/year.

	Budgeted Wage Annualized	Budgeted Benefits	Total Compensation
New Counselor-prorated for 6 months	\$86,920	\$34,334	\$121,254

RECOMMENDATION(S)

Recommendation is to approve the proposed 6-month training period and the requisition to open the County Counselor position on March 1, 2024.

POSSIBLE MOTION(S)

Move to approve

Move to deny

Move to modify

Move to table

No action required.

The Board agreed by consensus to

Enclosures:

- 2023 County Counselor Position Description (DOC)
- 2024 County Counselor Personnel Budget-training request (PDF)

RILEY COUNTY, KANSAS JOB DESCRIPTION

Job Title:	RILEY COUNTY COUNSELOR	
Department:	County Counselor	Division:
Reports To:	Board of Commissioners of Riley County, Kansas	
Pay Range:	LL	Status: Full Time
FLSA Status:	Exempt	

POSITION SUMMARY: To provide legal counsel to the Board of Commissioners and County Department Heads. Counselor will be full time, in-house employee of Riley County. Will be involved in human resources matters and may be asked to perform other responsibilities as requested by the Board of Commissioners. To provide advice and direction to the Board of Commissioners on all areas of county government as needed and requested by the Board of Commissioners.

ESSENTIAL FUNCTIONS:

- When requested by the Board of Commissioners, or when necessary, attend the meetings of the Board; and present proposed policies, programs and plans aimed at addressing overall county needs for review, revisions, and approval by the Board of Commissioners.
- Give advice upon all legal questions that arise and assist the County on all legal matters referred to the Counselor.
- Commence, prosecute, or defend, as the case requires, all civil suits or actions in which County is interested and represent County generally in all matters of civil law.
- Draw all contracts and other papers or documents required by the County and furnish to County, when requested by it, opinions in writing upon legal matters pending before the County.
- Perform the duties provided by K.S.A. 19-716 and amendments thereto.
- Collect delinquent personal property taxes.
- Initiate and complete a real estate tax foreclosure sale at least once a year.
- Advise Human Resource Manager in that position's supervision of employee discipline procedures and advise that position in its preparation of job descriptions, provision of employee training in human resources matters, and monitoring of completion of job evaluations by department heads. Annually review personnel policies, review, and update personnel forms, maintain awareness of personnel related laws, regulations and cases, and relate to County procedures, and perform such other human resources responsibilities as may reasonably be required by the Board.
- Assist in the process of identifying and recommending individuals to the Board of Commissioners for appointment to boards and commissions.
- Assist department heads and departmental supervisors in the evaluation and discipline of employees of Riley County, and supervision of personnel as assigned by the Board of Commissioners.
- Carry out other duties as assigned by the Board of Commissioners.

MARGINAL FUNCTIONS:

Counselor will not be required to handle any criminal, juvenile, mental illness, child in need of care or other proceeding usually and customarily handled by the Riley County Attorney. Subject to the prior approval of the Board of Commissioners, Counselor will be authorized to retain outside counsel for legal matters that may require unique expertise, or in the event time constraints or other conflicting demands of Counselor so require.

POSITION REQUIREMENTS:

Education: Must be a graduate of a properly accredited law school.

License(s)/Certificate(s): Must have and maintain a license to practice law in Kansas and in Federal District Courts.

The incumbent of this position has access to protected health information (PHI) under the provision of the Health Information Portability and Accountability Act of 1996 (HIPAA) Privacy Rule. PHI must be treated in accordance with the provisions of the HIPAA Privacy Regulation including the requirements for safeguarding, releasing and recording the release of such information. The incumbent has been trained in the provision of the HIPAA Privacy Regulations as they relate to the duties of this position and has signed a confidentiality agreement.

Knowledge: A minimum of five years legal experience, preferably in Kansas local government law.

2024 Budget																			OT Annual
8% COLA	Employee Name	Position	Range	calc	2023 rate	Rate	merit increase	merit percent	OT Rate	Base Annual	Social Security	Medicare	State UI	KPERS	Insurance	Budgeted Total Personnel	Change from 2023	OT Annual	
NonExempt	Chingway, Jana Marie	Senior Legal Assistant	15	2 years	\$ 31.37	\$34.54	\$ 3.17	10.10%	\$ 51.81	\$ 71,839.87	\$ 4,454.07	\$ 1,041.68	\$ 71.84	\$ 7,370.77	\$ 15,438.39	\$ 100,216.62	\$ 9,193.43	\$ 1,07	
	Seaton, Jill K.	Office Manager-Co Counselor	16	6 years	\$ 37.95	\$41.69	\$ 3.74	9.85%	\$ 62.53	\$ 86,711.04	\$ 5,376.08	\$ 1,257.31	\$ 86.71	\$ 8,896.55	\$ 18,634.20	\$ 120,961.90	\$ 10,846.18	\$ 1,30	
	Overtime	Overtime								\$ 2,378.26	\$ 147.45	\$ 34.48	\$ 2.38	\$ 244.01	\$ 511.09	\$ 3,317.68			
	2									\$ 158,550.91	\$ 9,977.61	\$ 2,333.47	\$ 160.93	\$ 16,511.33	\$ 34,583.68	\$ 224,496.20	\$ 20,039.61	\$ 2,37	
Exempt	Woodward, Shelly	Deputy Co Counselor	FF	5 years	\$ 6,362.07	\$5,260.67	\$ (1,101.40)			\$ 139,777.42	\$ 8,666.20	\$ 2,026.77	\$ 139.78	\$ 14,341.16	\$ 30,038.17	\$ 194,989.50	\$ (35,762.78)	\$	
	Holeman, Clarence D	County Counselor	LL	10 years	\$ 7,943.23	\$8,691.33	\$ 748.10	9.42%		\$ 225,974.47	\$ 14,010.42	\$ 3,276.63	\$ 225.97	\$ 23,184.98	\$ 48,561.91	\$ 315,234.39	\$ 27,133.43		
	OPEN	County Counselor- 6 months training	LL	2 years	\$ 7,943.23	\$6,686.19	\$ (1,257.04)			\$ 86,920.49	\$ 5,389.07	\$ 1,260.35	\$ 86.92	\$ 8,918.04	\$ 18,679.21	\$ 121,254.08			
	2							average increase	9.79%	\$ 365,751.89	\$ 22,676.62	\$ 5,303.40	\$ 365.75	\$ 37,526.14	\$ 78,600.08	\$ 510,223.89	\$ (8,629.34)	\$	
																\$ 734,720.09	\$ 11,410.27		

2024 Benefits estimate

Benefit Breakdown		
6.20%	Social Security	\$ 32,654.23
1.45%	Medicare	\$ 7,636.88
10.26%	KPERS	\$ 54,037.48
0.10%	Unemployment	\$ 526.68
21.49%	Insurance	\$ 113,183.76
39.50%		\$ 208,039.02

\$ 734,720.087

Additional Training for Counselor - 6 months		
Base	Benefits	Total
\$ 86,920.49	\$ 34,333.59	\$ 121,254.08

COLA
\$ 54,113.71

8% Department Personnel Budget	
Regular Wages-1001	\$ 524,302.80
Overtime wages-1005	\$ 2,378.26
Benefits	\$ 208,039.02
2024 Total Request	\$ 734,720.09
2023 approved budget	\$ 755,078.00
requested increase	\$ (20,357.91)
request with training period	\$ 100,896.17

Attachment: 2024 County Counselor Personnel Budget-training request (13554 : 2024 Budget Request



COUNTY CLERK & ELECTIONS
Personnel

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COMMISSION AGENDA REPORT

FROM: Barry Wilkerson, County Attorney

MEETING: July 6, 2023

SUBJECT: 2024 County Attorney New Position Request

PRESENTER: Elizabeth Ward, Human Resources Director

In May Human Resources presented the New and Expanded position requests for Riley County. These requests must be reviewed and either approved or denied before the end of the budget cycle.

Below is a summary of those positions being requested for inclusion in the 2024 budget. These positions would require **additional funding** for each of the associated budgets.

DISCUSSION

Request for Attorney:

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

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

This is not manageable with the current staffing level. We have a number of routine hearings that need coverage on a daily basis. Attorneys are having to both cover day to day hearings, to include traffic, juvenile hearings and revocation hearing in addition to attempting to prepare themselves and witnesses for trial. Frankly it is beginning to impact the quality of work and trial

preparation. In addition, one attorney, left in part because of the daily/weekly/monthly grind of trying to competently complete all the required tasks.

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

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

FISCAL IMPACT

The requested Assistant County Attorney position has a pay grade of FF.

	Budgeted Wage Annualized	Budgeted Benefits	Total Compensation
New Attorney	\$107,030	\$42,277	\$149,307

RECOMMENDATION(S)

Recommendation is to approve the additional Assistant County Attorney position as proposed.

POSSIBLE MOTION(S)

Move to approve

Move to deny

Move to modify

Move to table

No action required.

The Board agreed by consensus to

Enclosures:

- Assistant County Attorney Position Description (PDF)

RILEY COUNTY, KANSAS JOB DESCRIPTION

Job Title:	ASSISTANT COUNTY ATTORNEY	
Department:	County Attorney	Division:
Reports To:	County Attorney	
Pay Range:	FF	Status: Full Time
FLSA Status:	Non-Exempt	

Position Summary: The position of Assistant Riley County Attorney is to represent the State of Kansas in the prosecution of felony and misdemeanor crimes, traffic infractions, Child in Need of Care cases, Juvenile Offender cases, and Care and Treatment cases for the Mentally Ill. An ACA is also to prepare appellate briefs and orally argue them before the Kansas appellate courts. Finally, an ACA is expected to staff cases with and to give advice to law enforcement agencies within Riley County.

Essential Functions:

- Prosecute assigned cases under guidelines established by the County Attorney and within the Rules of Professional Conduct as established by the Kansas Supreme Court.
- Maintain a working knowledge of the law and any changes.
- Must be available 24 hours a day, 7 days a week to answer questions for law enforcement, assist with search warrants and arrest warrants, and to provide legal guidance as requested.
- Assist governmental or private local, state and federal agencies with the promotion of public safety and the current status of the law.
- Assist District Judges and Magistrate Judges in the administration of justice.

NOMINAL FUNCTIONS:

As directed by the Riley County Attorney.

POSITION REQUIREMENTS:

Education: Requires a Doctor of Jurisprudence Degree.

License(s)/Certificate(s): A member in good standing with the Kansas Bar.

Experience:

Knowledge of the principles, concepts, and methodology of a professional occupation. Depending upon experience, assistant Riley County Attorneys may be responsible to prosecute all levels of criminal activity from traffic, misdemeanors low level felonies to upper level and off-grid felonies. Only the most experienced Assistant County Attorneys however prosecute Off-Grid and upper level felonies.

Skills:

Proficient in criminal prosecution to a level which guarantees reasonable success in prosecuting cases.



COUNTY CLERK & ELECTIONS
Personnel

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Phone: 785-565-6200

COMMISSION AGENDA REPORT

FROM: Susan Boller, Elections Manager

MEETING: July 6, 2023

SUBJECT: 2024 Elections New Position Request

PRESENTER: Elizabeth Ward, Human Resources Director

In May Human Resources presented the New and Expanded position requests for Riley County. These requests must be reviewed and either approved or denied before the end of the budget cycle.

Below is a summary of those positions being requested for inclusion in the 2024 budget. These positions would require **additional funding** for each of the associated budgets.

DISCUSSION

The Elections Division has increased responsibilities and statutory demands which are not optional. State and Federal laws determine the changes necessary for our County to meet expectations. In addition to the Presidential Primary this legislative session had SB 221 which is a “Clean Up Bill” and has over 65 sections of statutory changes to Elections. This does not include new bills passed. To comply with the statutory laws, Elections needs to increase the staff/registered voter ratio. Staffing has remained the same since 2008 although registrants and laws have increased job responsibilities.

Concerns that will be addressed:

- Improve ratio of staff to registered voters (expecting registered voters to increase in 2024).
- More staff are needed to keep up with election laws and regulations.
- Provide staff to track all election equipment tracking.
 - Serial numbers on election equipment deployed to polling sites.

-Tracking of tamper proof seals serial numbers to specific machines and their serial numbers.

-Dual verification process for each process throughout the Election (testing, delivery, processing, Election morning, Election closing, picking up equipment, and equipment checking in.

- Post Audit requirements for dual Election Officials present for increased secured areas and dual verification/sign offs for all Election processes.
- Increase staff will reduce overtime costs.
- Will decrease clerk's office staff pulled to assist with elections during their very busy time because of legislative changes (RNR letter) and during stressful time of setting levies.
- Increase of Election staff would enable better processing and efficiency of mail ballot applications with new voter outreach mandates.
- Would help process returned mail ballots, balancing, and assist in voter outreach to fix any mail ballot issues which would result in it being rejected.
- The Elections Coordinator position was created to replace Administrative Assistant 1 because of the increased level of responsibility mandated from the State and Federal Government. This position would oversee new processes which need to be implemented to ensure we are meeting statutory requirements.
- More Elections As-Needed positions would assist in ensuring the additional responsibilities would be met.

FISCAL IMPACT

Department	Position	Hours	Total Request (Wage + Benefits)
Clerk - Elections	Elections Coordinator – <i>Expanded/New Title</i> New PD – Expected Range 7 Starting Rate, \$30.85/hour	2080 hours	\$5,309 increase
Clerk Elections	As-Needed Clerical <i>Additional positions</i> Existing PD – Range TASND Starting Rate, \$15/hour	4000	\$64,590
	Total all New Requests		\$69,899

RECOMMENDATION(S)

Recommendation is to approve the additional County Clerk - Elections positions as proposed.

POSSIBLE MOTION(S)

Move to approve

Move to deny

Move to modify

Move to table

No action required.

The Board agreed by consensus to

Enclosures:

- 2024 Election Staff request (DOCX)

2024 Elections Staffing Request

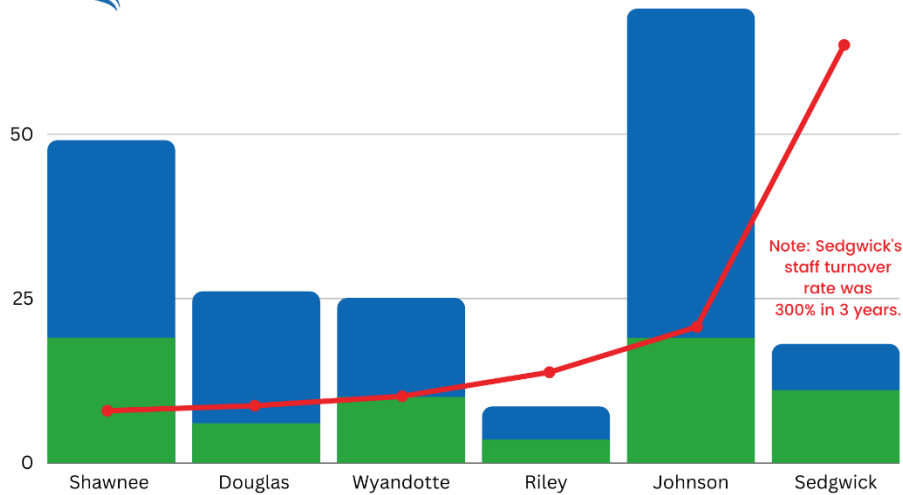
The Elections Division has increased responsibilities and statutory demands which are not optional. State and Federal laws determine the changes necessary for our County to meet expectations. In addition to the Presidential Primary this legislative session had SB 221 which is a “Clean Up Bill” and has over 65 sections of statutory changes to Elections. This does not include new bills passed. To comply with the statutory laws, Elections needs to increase the staff/registered voter ratio. Staffing has remained the same since 2008 although registrants and laws have increased job responsibilities.

2023 Research on Kansas Elections Divisions

County	Reg Voters	FT staff	PT Staff	Total EE	Ratio Workers to Voters	Notes
Shawnee	117,632	10	30	40	2,941	Manages all mail in house
Douglas	82,506	6	20	26	3,173	Manages all mail in house
Wyandotte	89,280	10	15	25	3,571	Evaluating staffing needs
Riley	39,002	3.5	5	8.5	4,588	Staffing since 2008 Fulltime & Parttime
Johnson	450,594	19	50	69	6530	Sources out their mail
Sedgewick	334,875	11	7	18	18,604	Extremely understaffed Turnover of 300% in 3 years
PROPOSED	39,002	4	10	14	2,786	



■ FT Staff ■ PT Staff
■ Registered Voters/Staff



Proposed Elections Clerk salary: \$39,582 to \$42,391 annually

Proposed PT Staff salary: \$15,000 annually

2023 Current Staffing Ratio: 4,588 voters per employee

2024 Proposed Staffing Ratio: 2,786 voters per employee

Concerns that will be addressed:

- Improve ratio of staff to registered voters (expecting registered voters to increase in 2024).
- More staff are needed to keep up with election laws and regulations.
- Provide staff to track all election equipment tracking.
 - Serial numbers on election equipment deployed to polling sites.
 - Tracking of tamper proof seals serial numbers to specific machines and their serial numbers.
 - Dual verification process for each process throughout the Election (testing, delivery, processing, Election morning, Election closing, picking up equipment, and equipment checking in.
- Post Audit requirements for dual Election Officials present for increased secured areas and dual verification/sign offs for all Election processes.
- Increase staff will reduce overtime costs.
- Will decrease clerk's office staff pulled to assist with elections during their very busy time because of legislative changes (RNR letter) and during stressful time of setting levies.
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- Would help process returned mail ballots, balancing, and assist in voter outreach to fix any mail ballot issues which would result in it being rejected.
- The Elections Coordinator position was created to replace Administrative Assistant 1 because of the increased level of responsibility mandated from the State and Federal Government. This position would oversee new processes which need to be implemented to ensure we are meeting statutory requirements.
- More Elections As-Needed positions would assist in ensuring the additional responsibilities would be met.

Proposed Organizational Chart/Division of Work:

Elections Manager (Current Position)

- Develops and updates policies and procedures
- Ensures Federal, State, and local law compliance and communication
- Develop & maintain elections website
- Manages Countywide Elections
- Programs elections in ELVIS/Election Ware
- Develops, prepares, and oversees election audits/Boards
- Ballot Tabulation, balancing and reporting
- Develops complex election abstract spreadsheets
- Ensures KORA/PSR requests meet statutory deadlines & regulations
- Develops Canvass procedures presentation to Board of County Canvassers
- Certifies Election Results-State and Board of Canvassers
- Programs election media/balances for distribution
- Develop and maintain GIS voter table and GIS system for election process
- Develops testing procedures for election equipment L&A, Diagnostics, and media
- Posts Voter Credit/Closes Elections
- Election's Personnel Budget
- Political Subdivision Maintenance with voting districts and precinct
- Implements Election security under State & Federal Law
- Manages local and statewide recounts
- Manage election staff including full time and 200 election board workers
- Maintain ability and appropriate use of relevant Information & Communications Technology and other systems within the Election processes
- Processes city annexations, Wards and Precincts, assigns voting districts
- Creates candidate filing packets to comply with statutes.
- Develops Election Calendars in compliance with State & Federal Law
- Implements and oversees redistricting changes and develops options for local ones
- Develops and manages Governmental Ethics and local receipt and expenditure reports

Elections Sr Analyst (Current Position)

- Maintains, trains, and supervises all functions with voter registration
- Supervises and Processes Motor Voter
- Analyze and maintain voter registration database.
- Assist in the planning, organizing, and implementing a process to promote voter awareness
- Oversees advance voting application processing, follow-up procedures, and documentation
- Manages voter correspondence
- Assists with Write-Ins, Winners/Correspondence and Certificates
- Fulfills PSR's requests and invoices
- Manages voter outposts
- Delete and purge voters per NVRA guidelines
- Schedules and supervises as-needed workers
- Balances advance mail ballots sent
- Schedules and trains processors, field judges, and openers/closers
- Prepares processors, field judges and opener/closing supplies
- Recruits as-needed election workers
- Election night reporting to State website
- Assists Reporting Election Results to the SOS Office
- Organize supplies for field judges, processors, and opener/closers
- Fulfills advance mail ballots, balances requests, and oversees process to ensure accuracy
- Assign Election Day Responsibilities w/Office Staff

Elections Coordinator
(Currently Administrative Assistant 1))
NEW TITLE-NEW JOB DESCRIPTION

- Develops election Repair and maintenance tracking system
- Manage Electronic Pollbook programming and conversion
- Testing of E-Pollbook Ballot Styles
- Administers provisional supplies, pollbooks, and trainings
- Coordinates, Prepares, and Runs Pre & Post Public Scans
- Manages Election Night Check-In Processes and balancing
- Processes Candidate Filings, scans documents, and updates spreadsheet for postings
- Coordinates equipment and assists with testing equipment
- Manage street indexes/files in ELVIS
- Develops and maintains payroll spreadsheet
- UOCAVA processing, fulfillment, and balancing
- Analyses ballot style needs and orders ballots
- Manages Election Day supplies for Supervising Judge
- Assists with Abstracts and reporting
- Manage and inputs Improvement District homeowners
- Manages ballot chain of command and count verification pre and post--Election .
- Organizes, and prepare election security measures for election equipment.
- Prepare Audit Board Sorting processes for precincts
- Assign redistricting precinct parts to correct streets in ELVIS
- Develop & implement official election mail changes/artwork
- Manages ballot retention and destruction

Licensing & Elections Clerk
(Current Position)

- Provides all make-up training
- Reserves Polling Places
- Coordinates Trainings and Set-Up
- Hiring, Scheduling, & Notifying Election Board Workers
- Hiring, Scheduling, & Notifying Election Boards
- Elections end-year inventory
- Election supply ordering
- Provisional processing and preparing for Canvass
- Return Mail Ballot processing & balancing
- Election Mailings and USPS correspondence
- BCC reports and processing
- Coordinate Quarterly Election Equipment Maintenance
- Yearly Cleaning of Election Equipment
- Advance Voting Set-Up
- Recruits, Hires, and Staffs Student Election Workers
- Daily Deposits and Balancing
- Creates sign-in sheets for tracking training fulfillment

Election As-Needed Clerical
(New Position)

- Clerical assistant for Elections
- Assist with spreadsheets, processing poll workers
- Assist with electronic poll pads and equipment
- Assist in conducting training
- Assist with voter registration
- Answer telephones and direct messages
- Assists with processing mail ballot applications
- Help prepare all materials to be deployed for Election
- Proof reading and editing all Election documents
- Assists with advance voting opening/closing
- Assists with equipment testing



COUNTY CLERK & ELECTIONS
Personnel

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

COMMISSION AGENDA REPORT

FROM: Elizabeth Ward, Human Resources Director

MEETING: July 6, 2023

SUBJECT: 2024 Human Resources New Position Request

PRESENTER: Elizabeth Ward

BACKGROUND

In May Human Resources presented the New and Expanded position requests for Riley County. These requests must be reviewed and either approved or denied before the end of the budget cycle.

Below is a summary of those positions being requested for inclusion in the 2024 budget. These positions would require **additional funding** for each of the associated budgets.

DISCUSSION

Historically, Riley County has had 1HR and 1 Payroll position. The payroll position has grown over the years from payroll tech to coordinator to Payroll/AP specialist and now to HR & Payroll manager.

However, most other personnel aspects at Riley County have increased drastically over that same time.

In 2005 Riley County had 172 regular employees.

- The Health Department joined Riley County in 2013 adding 47 new positions to the county.
- EMS joined the county at the end of 2017, adding 53 new positions.

- Fire department created volunteer stipends which made them fall under the Fair Labor Standards act and added 115 employees to payroll.
- In 2019 we moved elections employees under payroll to comply with IRS regulations. HR now onboards and pays 244 additional elections employees.

In 2023, we have an average employee count of 370 (fluctuating between 301 to 481 through the seasonal cycles). This equates to 295 FTE.

This is an **115%** increase since 2005, and a **37%** increase since 2017S joined the county at the end of 2017, adding 53 new positions.

Since 2020 turnover has increased dramatically nationwide, and at Riley County. The tenure of employees has decreased as well, meaning HR works harder and longer to recruit and retain quality employees. Higher levels of turnover increase our costs and our workload. As a reminder from the salary study discussions, turnover costs are estimated at 6 to 9 months salary per position. The pace Human Resources is holding is unsustainable, HR professionals are not able to do their job successfully with the current staffing, which means Riley County is poised to lose tenured staff who have been trained and invested in. This was true for both the previous and current HR directors and a contributing factor in the previous person leaving the county.

For Human Resources to support the departments of Riley County, on performance evaluation, employee satisfaction, training, onboarding, recruitment, policy revisions, employee relations and more, County Clerk's office requests two (2) new regular full-time employees, a payroll clerk, and an HR generalist.

Per SHRM, the standard for HR staffing is 1.4 HR Staff per 100 employees (employers of similar size). This standard is reflected in several studies, including one by Indeed and separately by SHRM. According to Bloomberg BNA's HR Department Benchmarks and Analysis report for 2018, HR staffing ratios have risen to 1.5 per 100 employees. Riley County currently has a staffing ratio of .68 HR staff per 100 employees. When we hire two regular full-time employees, our ratio increases to 1.22.

An International Public Management Association (IPMA)-HR Staffing Ratio Study specifically for public sectors showed that most public sector HR divisions are overworked, understaffed and unable to meet the demands required for organizations to thrive in 2023.

FISCAL IMPACT

Department	Position	Hours	Total Request (Wage + Benefits)
Clerk – HR	Human Resources Generalist – <i>New position</i> New PD – Expected Range 12 Starting Rate, \$25.92/hour	2080 hours	\$75,209
Clerk – Payroll	Payroll Clerk – <i>New position</i> New PD – Expected Range 8 Starting Rate, \$21.15/hour	2080 hours	\$61,369
	Total all New Requests		\$136,578

RECOMMENDATION(S)

Recommendation is to approve the additional County Clerk - Human Resources positions as proposed.

POSSIBLE MOTION(S)

Move to approve

Move to deny

Move to modify

Move to table

No action required.

The Board agreed by consensus to

Enclosures:

- 2024 HR Staff request (DOCX)

2024 Human Resources Staffing Request

Effective Human Resources divisions should help provide organizational structure and the ability to meet departmental goals of Riley County, by managing the most valuable resource we have – our employees!

There are 5 main duties in HR:

- Talent management –hiring - including posting positions on job boards, sourcing candidates through job fairs and social media, running background checks, prescreening, and coordinating interviews and final selection. Talent management also studies job satisfaction, employee engagement, organizational culture, and resolves workplace conflict. Gallup estimates disengaged employees cost U.S. businesses \$600+ billion/annually in lost productivity, so this role is critical. Talent management also focuses on workforce planning and management, including succession planning and retention efforts across Riley County.
- Training and Development – providing employees with the tools they need to succeed including new employee orientation, leadership training, personal and professional development, and technical and managerial training.
- Compliance – Legal and regulatory compliance is critical. Employment and labor laws with federal, state, and local governments such as the Fair Labor Standards Act (FLSA), the Family Medical Leave Act (FMLA), Title VII of the Civil Rights Act of 1964, the National Labor Relations Act of 1935, and dozens of other rules and regulations. HR compliance is also heavily involved in developing the employee handbook.
- Workplace Safety –developing and supporting safety training and maintaining federally mandated logs in the event injuries or fatalities happen at work. As well as Workers Compensation, Fleet Management, Safety compliance, etc.
- Compensation and benefits– evaluating competitive pay practices, establishing the compensation structure, creating job descriptions with department heads, succession planning, negotiating group health coverage rates, coordinating with 457(b) administrators, and payroll.

Historically, Riley County has had 1HR and 1 Payroll position. The payroll position has grown over the years from payroll tech to coordinator to Payroll/AP specialist and now to HR & Payroll manager.

However, most other personnel aspects at Riley County have increased drastically over that same time.

In 2005 Riley County had 172 regular employees.

- The Health Department joined Riley County in 2013 adding 47 new positions to the county.
- EMS joined the county at the end of 2017, adding 53 new positions.

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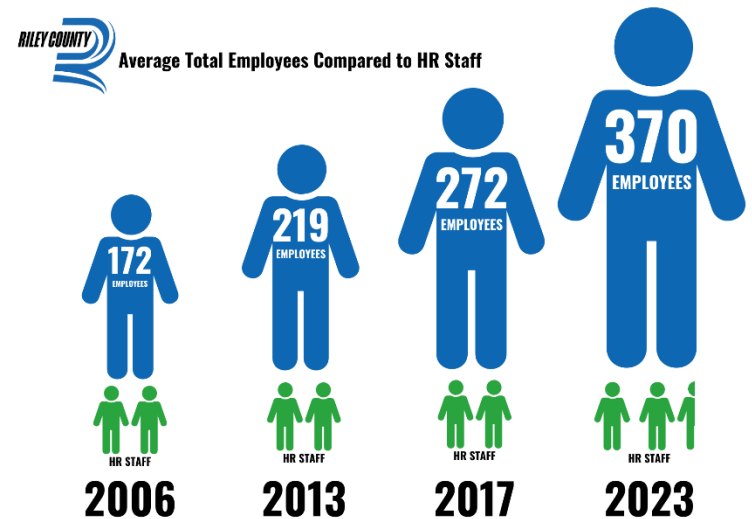
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An International Public Management Association (IPMA)-HR Staffing Ratio Study specifically for public sectors showed that most public sector HR divisions are overworked, understaffed and unable to meet the demands required for organizations to thrive in 2023.

2023 HR Research on Kansas Human Resources Departments

- City of Manhattan: 6 HR & payroll Staff, 420 FTE employees. Staffing ratio of 1.43
- K-State: 250 HR Staff (including several divisions). 10,000 employees. Staffing ratio of 2.5



- KSU student union: 2.5 HR Staff, 120 total employees. Staffing ratio of 2.08
- Pawnee Mental Health: 4 HR Staff, 285 total employees. Staffing ratio of 1.4
- RCPD: 3 HR Staff(includes payroll). 223 total employees. Staffing ratio of 1.35
- Geary County: 3 HR staff (including payroll) with 246 employees. Staffing ratio of 1.22
- Atchison County: 2.5 HR Staff with 207 employees. Staffing ratio of 1.21

Furthermore, a sampling of private industry shows the same staffing strategy for Human Resources:

- PearlX: 3.45 staffing ratio
- Purple Wave: 3.33 staffing ratio
- Community First Bank: 1.49 staffing ratio

Proposed HR Generalist I salary: \$50,000 to \$69,000 annually

Proposed payroll clerk I salary: \$40,000 to \$54,000 annually

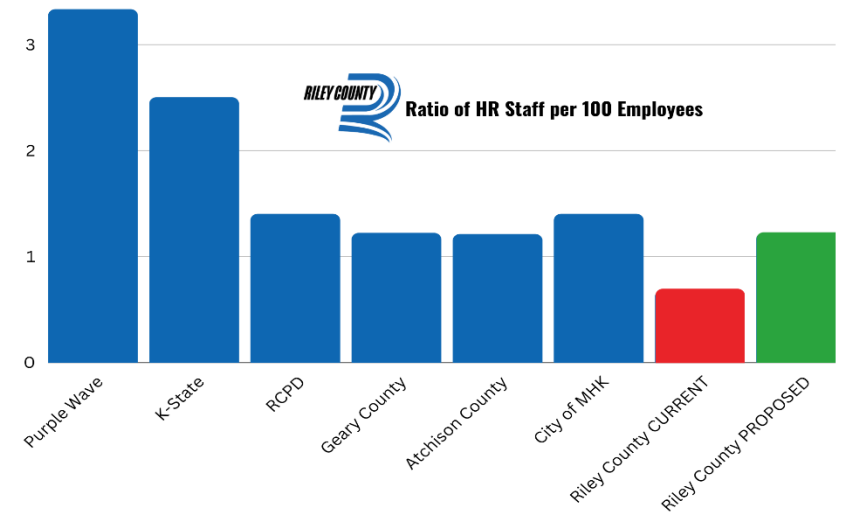
2023 Riley County Current Staffing Ratio: 0.68

2024 Proposed Staffing Ratio: 1.22

By adding more staff to HR, the goal would be to address department head concerns with a focus on recruiting, onboarding, training, employee communication, and performance review, as well as gaining the full potential of our new HRIS, Paylocity and OpenGov.

Department Heads have discussed the following concerns:

- Pressing issues:
 - Availability of HR Staff
 - FMLA management
 - ESL and Annual leave management
 - Payroll questions
- Personnel Manual
 - Complete the revision of the personnel manual which hasn't been revised since 2012.
 - Review and revise process for disciplinary and termination processes
 - Provide training on discipline processes to employees and supervisors.
 - Support supervisors, managers, and department heads in completing disciplinary documents as needed.



- Review and update leave policies and procedures
 - Combine departmental policies into one document.
 - Clarify personal appearance policies.
- Recruiting Process
 - Support for interviews and applicant screening.
 - Automating applicant basic minimum qualifications screening process.
 - Speed up time-to-hire.
 - Simplify hiring/onboarding process for both internal and external stakeholders.
- Orientation
 - complete orientation checklist.
 - Work with Departments such as IT to enhance orientation.
 - Provide tour of county offices.
- Training
 - Create a regular training schedule and increase training opportunities.
 - Compliance and performance
 - Employee systems training – Paylocity, Komtek, dept specific
 - Interview training – developing questions, assessing candidates, feedback.
 - Supervisor onboarding
 - 1st week, 1st month, 90 days, and beyond orientation program per department/division.
 - Teach new hires about the entire organization and meet with individual departments.
 - Position Description development training
 - FMLA, ADA, FLSA training
 - Accident and injury reporting training
 - Harassment prevention and reporting training
 - Performance reviews training – purpose, how-tos and role playing with new supervisors.
- Review Performance Evaluation Process –
 - What will best serve employees and supervisors in reviewing performance?
- Exit interviews-
 - Create a consistent system for gathering information from exiting employees.
 - Create an effective way to share this information and grow from it.

Proposed Organizational Chart/Division of Work:

Director Current Position	Manager Current Position	Generalist New Position	PT HR/Clerk Admin Assist Current PT Position	Payroll Technician New Position
•Disciplinary Actions •Salary Classification Requests •Promotion Requests •Job Description Review •Risk Management •Compensation management •Policy Development •Workers Compensation •Termination requests •Promotion requests •Training scheudle and oversight •Policy/Procedure Mnaual Updates •Succession Planning •Supervision of HR Personnel •Problem Resolution •Personnel Budget •Compensation management •Strategic Planning •Monthly Reporting •Interdepartmental Communication/Relationships	•Payroll oversight •Benefits management •FMLA management •Military Leave •Performance Evaluation adjustments to payroll records •Personnel updates •Performance Management •Compliance •Supervisor adjustments •Stipends and reimbursement management •Manage year end payroll changes •Employee stipend oversight •Salary ordinance updates •Shared Leave Program •EEO Complaints •Assists with appeal process •ADA Coordinator •Training •Unemployment Processing •Paylocity management •ACA reporting	•Recruiting management •Retention management •Open and advertise positions •Screening matrix development •Interviewing candidates •Reference Checks •Background Investigations •Process employment changes •New employee orientation •Benefit Orientation •Benefit Updates •Onboarding •HRIS Personnel updates •I-9 Management •Employee Paylocity Announcement Administrator •Benefits fair, health fair, flu shots •Employee Separation processing •Position Authorization •Workers Comp Claims Processing •Service awards/recognition •Track employee training	•New Hire Paperwork •recruiting invoices •Telephone •scheduling interviews •certificate creation •HR Filing •Training notifications •data entry •process HR invoices •DOT management •Work 1/2 as Clerk Admin	•Process Payroll •New hire payroll data entry •Review timesheets •Coordinate changes with departmens •Review leave type approval with HR Manager •Assist HR Manager with leave request processing •Process payroll •Update payroll changes •Process year-end payroll changes with HR Manager •Input performance review •Coordinate payroll and AP processing •Process 1099 contractor pay •Act as backup for A/P •*Reports to Budget & Finance Manager

Attachment: 2024 HR Staff request (13557 : 2024 Human Resources New Position Request)



PLANNING & DEVELOPMENT
Personnel

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

COMMISSION AGENDA REPORT

FROM: Amanda Webb, Planning Director

MEETING: July 6, 2023

SUBJECT: 2024 Planning & Development New Position Request

PRESENTER: Elizabeth Ward, Human Resources Director

BACKGROUND

In May Human Resources presented the New and Expanded position requests for Riley County. These requests must be reviewed and either approved or denied before the end of the budget cycle.

Below is a summary of those positions being requested for inclusion in the 2024 budget. These positions would require **additional funding** for each of the associated budgets.

DISCUSSION

Riley County is currently served by one full-time Environmental Health position within the Planning and Development Department. The BOCC has approved job descriptions for both an Environmental Health Specialist (EHS) and an Environmental Health Technician (EHT). Up until a March resignation, the position was filled at the EHS level. After a long search for qualified candidates, we hired at the EHT level. The intent is for the EHT to move into the EHS position once he has met the necessary requirements.

Prior to summer 2012, the EHS position was housed within the Health Department and funded by an LEPP grant. While in the Health Department, this position was supported by 2-3 administrative staff. In summer 2012, the position was transitioned into the Planning & Development Department. No additional staff were brought over with this position.

This position is involved in a wide variety of job tasks and responsibilities. All of these occur

within unincorporated Riley County, but some also take place within incorporated city limits:

- Wastewater systems including new, replacement, and repair systems. The EHS performs soil profile evaluations to determine the suitability of soil for a type of system (standard, alternative, lagoon) and best location, performs a wide variety of inspections for new, existing, failing, and other wastewater systems, writes reports and provides reports to other entities, and issues permits.
- Private wells - inspections, reporting, permitting. Also performs water testing for any private well.
- Environmental System Evaluations (home loan inspections) - the EHS reviews the health and functionality of the wastewater system and private well. ESEs are not required but are strongly recommended. We have discussed requiring them as they are very important and provide a lot of useful information but would not have the staff to be able to do so.
- Pumping reports - septic tanks must be pumped every five years and a report submitted to this department. The EHS reviews the report to ensure the system is functioning properly and no repairs are needed.
- Installer testing/licensing - The EHS must train and proctor an exam to anyone who would like to become a licensed installer in Riley County, and he must observe their first full installation. The EHS must also inspect the installer's equipment for use.
- School inspections - mandated by the state (includes concession stands)
- Daycare inspections - well and septic. The Health Department Childcare licensing staff do the rest of the inspection.
- Kennel inspections
- Mobile home park inspections - any associated wells and septic systems. The Planning Compliance Specialist completes the rest of the inspection.
- Public education - has attended multiple school related functions to help teach students about groundwater movement, contaminated wells, and septic or other underground storage tanks, among other topics.
- Public health complaints (city and county) - anything impacting the health and safety of the population, be it physical or environmental.
- Natural disasters and outcomes - including flooding, mold, tornado debris, contaminated wells, disposal questions, household hazardous waste items.
- Special projects including sewer benefit districts, Solid Waste Management Committee, reviewing alternative wastewater manuals for use in the county, radon and radon mitigation, food establishment complaints.
- Customer service/phones/counter
- Continuing education to obtain and/or maintain certifications.

As evidenced by the list of tasks above, this position is vital to Riley County and citizens. Environmental health is involved when people divide their property, build homes, repair or replace their wastewater systems, public and environmental health emergencies, and many other processes. The county is growing; we would best serve residents by having two environmental health positions to keep up with development. As we can't predict what will occur one day from the next, we need to be prepared. System repairs/failures, and public/environmental health emergencies, should be dealt with as quickly as possible. This is on top of all the regular day to day work that must be done as well.

As Riley County is so large geographically, it can sometimes take up to two hours round trip to

get to a site visit. Some inspections require two people. Many counties around the state have a minimum of two EHS positions:

- Pratt County (pop. approximately 10,000): Two EH positions that also do noxious weed, including one director.
- Lyon County (pop. 33,251 plus Chase County pop. 2,637): Three EH specific positions including a supervisor.
- Reno County (pop. 61,000): Three EH specific positions, including one supervisor, with a single administrative assistant.
- Saline County (pop. 69,147 between four counties including Saline, Ellsworth, Ottawa, and Lincoln): Two EH specific positions with a shared administrative assistant.
- Wynadotte County (pop. 166,000): Four EH specific positions, including one director and one supervisor with a single administrative assistant.
- Shawnee County (pop. 177,000): Three EH specific positions, but they also have dedicated Child Care workers, one manager, and one clerk.
- Johnson County (pop. 602,400): Four EH specific positions with shared administrative staff. Note that while Johnson County has a high population, most of the county contains city water, rural water, and public sewer systems. The EH positions they have deal with private wastewater systems and wells.

This is the third consecutive year I have made a request for an additional EHS position. In 2022, the EHS at the time was unexpectedly out of the office for an extended period. We were lucky enough to secure contract assistance while he was out. In March 2023, he left the EHS position to take a job in another community, thus leaving the county without many environmental health services. This has caused delays as we don't have someone on staff, and it took a while to find contract assistance for at least minimum services. It also took a while to fill this vacancy. Neither of these situations would have been a problem if there were two environmental health staff. Additionally, it is important to consider the previous employee was quite burnt out after so many years being the only one doing this position and took a job elsewhere that has more EH staff.

The BOCC heard requests for additional positions during their May 8 meeting. I provided several potential options for a second position and the BOCC asked that I bring back information regarding an Environmental Health Technician and a full time Clerical Assistant.

The ideal option is another regular full time EHS. Barring that, the next best option is a technician position. The technician does all the tasks the specialist does but starts at a more entry level status and is trained for more advanced tasks on the job. Having both a specialist and technician would provide at least two people who are able to complete more technical tasks such as soil evaluations and wastewater system inspections, as well as other field work.

The other option discussed was a full time Clerical Assistant (CA). While our department could definitely use a second full time administrative position, it wouldn't work overall for EH specific tasks. The CA tracks application materials, issues permits, compiles reports, and many other important tasks. However, this position does not do field work and technical tasks which is where the importance of a second EH specific position lies. If we have two people who could perform the more technical tasks, there would always be coverage should either of them get busy or need to be out of office for any reason. If we want the CA to do these tasks, it would still be best to hire at the technician level as a minimum.

FISCAL IMPACT

F

	Budgeted Wage Annualized	Budgeted Benefits	Total Compensation
Planning & Development	\$69,285	\$27,367	\$96,652

RECOMMENDATION(S)

Recommendation is to approve the additional Planning & Development position as proposed.

POSSIBLE MOTION(S)

Move to approve

Move to deny

Move to modify

Move to table

No action required.

The Board agreed by consensus to

Enclosures:



COUNTY CLERK & ELECTIONS
Budget

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

COMMISSION AGENDA REPORT

FROM: Rich Vargo, County Clerk
MEETING: July 6, 2023
SUBJECT: 2024 Budget Work Session
PRESENTER: Rich Vargo, County Clerk

POSSIBLE MOTION(S)

Move to approve

Move to deny

Move to modify

Move to table

No action required.

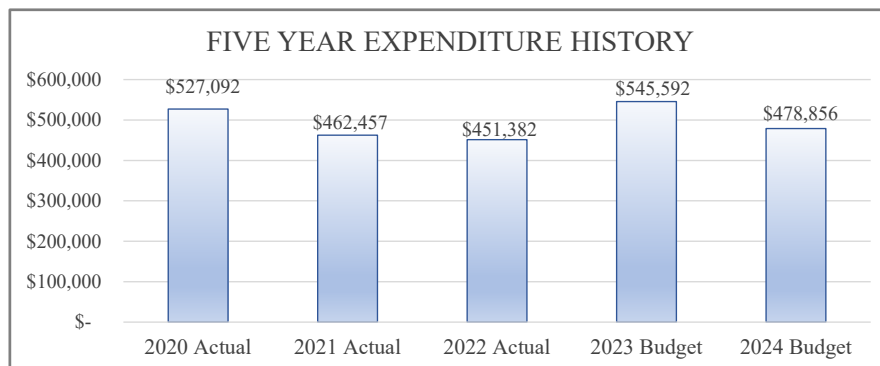
The Board agreed by consensus to

Enclosures:

- 2024 Bond and Interest (PDF)
- 2024 County Building (PDF)
- 2024 RCPD (PDF)
- 2024 Economic Development (PDF)
- 2024 General Services (PDF)
- 2024 Capital Improvement (PDF)
- 2024 Budget Development WS (PDF)

Riley County, Kansas
2024 Budget
Bond & Interest Fund
Fund 181

	2022	2023	2024
BEGINNING CASH BALANCE	ACTUAL	BUDGET	BUDGET
Fund Balance	\$ 216,341	\$ 211,315	\$ 86,669
TOTAL BEGINNING CASH BALANCE	\$ 216,341	\$ 211,315	\$ 86,669
REVENUE			
102 Motor Vehicle Tax	\$ 1,937	\$ -	-
103 Vehicle Rental Excise Tax	41	\$ 16	-
113 Recreational Vehicle Tax	18	\$ 57	-
130 Commercial Vehicle Fees	64	\$ -	-
178 Special Assessments	209,004	\$ 183,112	157,934
180 Ad Valorem Tax	(7)		-
181 Delinquent Tax	1,148	\$ -	-
182 Oil & Gas Curr	-		-
183 Oil & Gas Delinq	0		-
184 P & P Current	0		-
185 P & P Delinq	11		-
190 16/20 M Vehicle Tax	32	\$ -	-
191 TIF Adjustment	(1)		-
192 16/20M Trucks del	3		-
193 Watercraft Tax	8	\$ 8	-
194 Watercraft del	3		-
601 GO BOND	-		-
603 Transfer from CIP	181,942	\$ 185,600	182,100
603 Transfer from Economic Development	52,153	\$ 52,153	52,153
TOTAL REVENUE	\$ 446,357	\$ 420,946	\$ 392,187
TOTAL RESOURCES AVAILABLE	\$ 662,697	\$ 632,261	\$ 478,856
EXPENDITURES			
2010 Postate/Freight/Shipp	0	0	-
2080 Printing/Duplicationg	0	0	-
2290 Debt Service-principal	\$ 370,362	\$ 310,221	277,037
2305 Debt Service-interest	81,020	72,825	71,819
2500 Cash Basis Requirement	-	162,546	130,000
2643 Bond Fees	-		
2700 Bonding Svices	-		
TOTAL EXPENDITURES	\$ 451,382	\$ 545,592	\$ 478,856
TOTAL ENDING FUND BALANCE	\$ 211,315	\$ 86,669	\$ (0)



Riley County, Kansas
2024 Budget
County Building Fund
Fund 152

	2022	2023	2024
BEGINNING CASH BALANCE	<u>ACTUAL</u>	<u>BUDGET</u>	<u>BUDGET</u>
Fund Balance	\$ 110,269	\$ 211,648	\$ 104,663
TOTAL BEGINNING CASH BALANCE	\$ 110,269	\$ 211,648	\$ 104,663
REVENUE			
102 Motor Vehicle Tax	\$ 29,295	\$ 30,437	\$ 20,043
103 Vehicle Rental Excise Tax	531	317	452
113 Recreational Vehicle Tax	277	282	197
130 Commercial Vehicle Fees	1,218	1,203	847
180 Ad Valorem Tax	356,028	253,418	303,416
181 Delinquent Tax	6,429	-	
182 Oil & Gas Curr	28		
183 Oil & Gas Delinq	3		
184 P.P Current	3,143	-	
185 P.P DELQ.	332		
190 16/20 M Vehicle Tax	235	243	225
191 TIF Adjustment	(6,718)		
192 16/20 M Vehicle Tax Del	19		
193 Watercraft Tax	154	115	157
194 Watercraft Tax Del	37	-	
503 Non-Collection Revenue	402		
600 Miscellaneous Reimbursement	4,965		
603 Transfer from Disaster Fund	-		
TOTAL REVENUE	\$ 396,376	\$ 286,015	\$ 325,337
TOTAL RESOURCES AVAILABLE	\$ 506,645	\$ 497,663	\$ 430,000
EXPENDITURES			
CONTRACTUAL SERVICES			
2010 Postage/Freight/Shipping	\$ 428	\$ -	\$ -
2480 Repair/Maintain Buildings & Grounds	-	321,000	
(6) Keats Park Bldg	215	-	1,000
(7) Plaza Grounds	24,763	-	35,000
(24) Weed Dept Bldg	3,751	-	5,000
(53) Mental Health	10,283	-	5,000
(57) Health Dept	21,696	25,000	25,000
(63) Courthouse	35,302	-	60,000

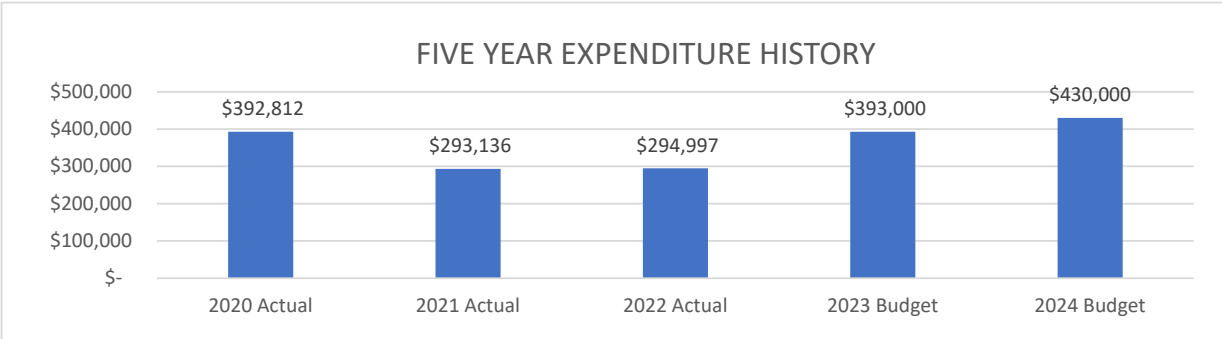
Attachment: 2024 County Building (13542 : 2024 Budget Work Session)

(64) Office Building	35,261	-	62,000
(65) Carnegie Building	28,135	-	25,000
(66) Plaza East	28,156	-	32,000
(69) Wharton Manor	23,169	-	35,000
(71) CICO Park/Pottorf Hall	8,883	-	8,000
(72) Museum	17,888	-	15,000
(75) Plat House	185	-	5,000
(79) Fairmont Restroom East	-	-	
(82) Shop Site	-	-	
(87) Fairmont Restroom West	-	-	
(92) Bldg A-Shop Site	3,292	-	5,000
(93) Bldg B-Shop Site	1,424	-	3,000
(94) Bldg C-Shop Site	2,737	-	3,000
(95) Shop-Shop Site	8,962	-	8,000
(96) Admin Bldg-Shop Site	11,361	-	15,000
(97) Shop Yard-Shop Site	-	-	2,000
(118) Bldg C-EMS	6,838	-	4,000
(125) 115 Courthouse Plaza	-	-	1,000
(132) Lab Building	317	-	1,000
(302) EMS Vehicle Building	1,662	-	10,000
Church Building	-	-	-
2615 Recording Fees	-	-	-
2630 Architect Fees	-	10,000	10,000
2635 Engineering Fees	-	10,000	10,000
2657 Miscellaneous Fees	-	1,000	1,000
2760 Consultant Fees	-	-	-
2775 Pest Control Fees	7,175	10,000	10,000
2850 Waste Disposal	28	-	-
TOTAL CONTRACTUAL SERVICES	\$ 281,909	\$ 377,000	\$ 396,000
COMMODITIES			
3060 Medical Supplies	\$ 3,089	\$ 4,000	\$ 4,000
3140 Parts & Tools <\$100	6,177	10,000	8,000
3150 Parts & Tools >\$100	-	2,000	2,000
3990 Other Supplies & Materials	943	-	-
TOTAL COMMODITIES	\$ 10,209	\$ 16,000	\$ 14,000

Attachment: 2024 County Building (13542 : 2024 Budget Work Session)

CAPITAL OUTLAY

4130 Building Improvements	\$	-	\$	-	\$	20,000
4290 Other Construction Projects		2,879		-		-
TOTAL CAPITAL OUTLAY	\$	2,879	\$	-	\$	20,000
TOTAL EXPENDITURES	\$	294,997	\$	393,000	\$	430,000
TOTAL ENDING FUND BALANCE	\$	211,648	\$	104,663	\$	0

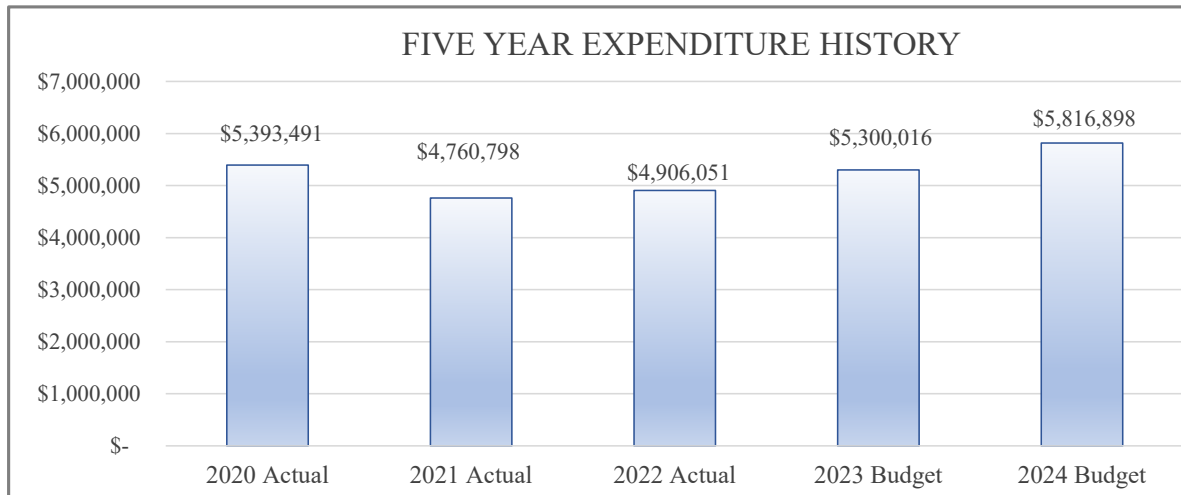


Riley County, Kansas
2024 Budget
Riley County Police Department (RCPD) Fund
Fund 173

		2022	2023	2024
BEGINNING CASH BALANCE		ACTUAL	BUDGET	BUDGET
Fund Balance		\$ 213,576	\$ 241,235	\$ -
TOTAL BEGINNING CASH BALANCE		\$ 213,576	\$ 241,235	\$ -
REVENUE				
102	Motor Vehicle Tax	\$ 367,693	\$ 383,909	\$ 385,377
103	Vehicle Rental Excise Tax	6,704	3,994	8,690
113	Recreational Vehicle Tax	3,481	3,562	3,781
130	Commercial Vehicle Fees	15,183	15,173	16,285
180	Ad Valorem Tax	4,490,724	4,878,478	5,396,910
181	Delinquent Tax	80,534	-	-
182	Oil & Gas	347	-	-
183	Oil & Gas Delinq	35	-	-
184	P.P Current	39,637	-	-
185	P.P Delq	4,179	-	-
190	16/20 M Vehicle Tax	3,050	3,025	2,833
191	TIF Adjustment	(84,735)	-	-
192	16/20 M Vehicle Tax Del	247	-	-
193	Watercraft Tax	1,914	1,450	3,022
194	Watercraft Tax Del	459	-	-
503	Non-Collection Revenue	-	-	-
600	Miscellaneous Reimbursement	4,260	-	-
Prior year canceled encumbrances		-	-	-
TOTAL REVENUE		\$ 4,933,711	\$ 5,289,591	\$ 5,816,898
TOTAL RESOURCES AVAILABLE		\$ 5,147,287	\$ 5,530,826	\$ 5,816,898
EXPENDITURES				
CONTRACTUAL SERVICES				
2220	Building Space Rental	\$ 10,500	\$ 10,500	\$ 12,000
2330	Transportation Services	237	6,000	6,000
2480	Repair/Maintain Buildings & Grounds	65,267	90,000	140,000
2650	Physician Fees	211,074	165,000	240,000
2655	Hospital Fees	-	10,000	10,000
2810	Electric/Gas Service	-	10,000	-
2830	Water	352	5,000	-
2840	Sewage Charges	-	2,000	-
2990	Other Contract Services	21,447	-	-
TOTAL CONTRACTUAL SERVICES		\$ 308,876	\$ 298,500	\$ 408,000
COMMODITIES				
3010	Office Supplies	\$ -	\$ 500	\$ 500
3060	Medical Supplies	-	500	500

Attachment: 2024 RCPD (13542 : 2024 Budget Work Session)

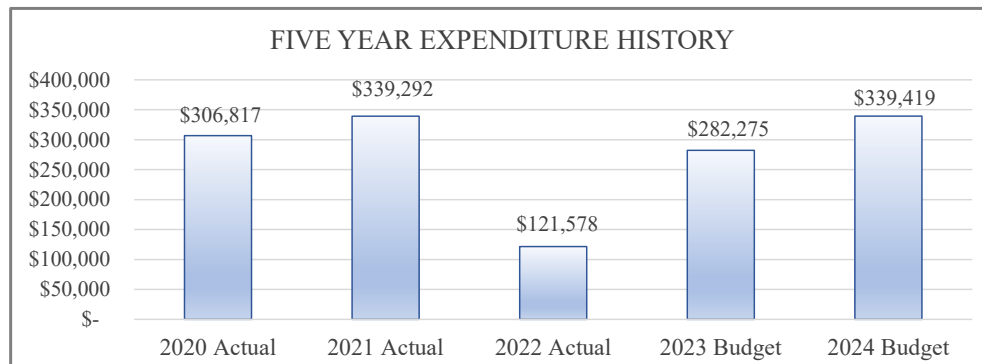
3070 Prescriptions	-	500	\$ 500
3990 Other Supplies & Material	-	-	
TOTAL COMMODITIES	\$ -	\$ 1,500	\$ 1,500
CAPITAL OUTLAY	<u>ACTUAL</u>	<u>BUDGET</u>	<u>BUDGET</u>
4130 Building Improvements	\$ -	\$ -	\$ -
TOTAL CAPITAL OUTLAY	\$ -	\$ -	\$ -
TOTAL EXPENDITURES	\$ 308,876	\$ 300,000	\$ 409,500
	<u>ACTUAL</u>	<u>BUDGET</u>	<u>BUDGET</u>
2900 RCPD Operations Appropriation	\$ 4,597,175	\$ 5,000,016	\$ 5,336,092
181 1.4% Delinquency Tax	-	-	71,306
TOTAL RILEY COUNTY OBLIGATION to RCPD	\$ 4,906,051	\$ 5,300,016	\$ 5,816,898
TOTAL ENDING FUND BALANCE	\$ 241,235	\$ 230,810	\$ 0



Riley County, Kansas
2024 Budget
Economic Development Fund
Fund 146

	2022	2023	2024
BEGINNING CASH BALANCE	<u>ACTUAL</u>	<u>BUDGET</u>	<u>BUDGET</u>
Fund Balance	\$ 117,718	\$ 181,640	\$ 94,118
TOTAL BEGINNING CASH BALANCE	\$ 117,718	\$ 181,640	\$ 94,118
REVENUE			
600 Miscellaneous Reimbursement	\$ -	\$ -	\$ -
603 Transfer from General Fund	\$ 185,500	\$ 182,475	\$ 245,301
TOTAL REVENUE	\$ 185,500	\$ 182,475	\$ 245,301
TOTAL RESOURCES AVAILABLE	\$ 303,218	\$ 364,115	\$ 339,419
EXPENDITURES			
604 Transfer to Bond & Interest Fund	\$ 43,925	\$ 52,153	\$ 52,153
4990 Other Capital Outlay	77,653	230,122	287,266
TOTAL EXPENDITURES	\$ 121,578	\$ 282,275	\$ 339,419
TOTAL ENDING FUND BALANCE	\$ 181,640	\$ 81,840	\$ -

PROJECT ESTIMATES:	2022	2023	2024
Re-write of Riley County Zoning/Subdivision Regulation	\$ -	\$ -	
Flint Hills Veteran's Coalition	1,015	1,015	1,015
Governor's Military Council	-	-	-
Konza Water Project	43,925	52,153	52,153
Chamber of Commerce	55,000	55,000	55,000
Downtown Manhattan, Inc.	5,000	5,000	5,000
Riley Co General Eco Devo	132,850	132,850	132,850
Auto Lane Development	6,057	6,057	-
Flint Hills Regional Council (FHRC) Contribution	10,000	-	13,201
MPO Contribution	5,201	5,200	5,200
MATC Facilities Project (Request to be for 5 years)	-	-	50,000
Comprehensive plan update		25,000	25,000
US 24 project studies, design, engineering	50,000	-	-
TOTAL	\$ 309,048	\$ 282,275	\$ 339,419



Riley County, Kansas
2024 Budget
General Services Department
001-030

EXPENDITURES	2022	2023	2024
PERSONNEL SERVICES	<u>ACTUAL</u>	<u>BUDGET</u>	<u>BUDGET</u>
1005 Employee Separation/Comp Time Pay	\$ 113,763	\$ 75,000	\$ 120,000
1504 FICA	8,613	5,738	9,180
1508 KPERS/KPF Retirement	6,096	7,070	12,312
1510 State Unemployment Tax	110	75	120
TOTAL PERSONNEL SERVICES	\$ 128,583	\$ 87,883	\$ 141,612
CONTRACTUAL SERVICES			
2005 Cafeteria Section 125 Benefits	\$ 1,802	\$ 3,000	\$ 3,700
2010 Postage/Freight/Shipping	107	750	195
2020 Phone Services	79,195	80,000	80,000
2040 Internet Access	71,882	82,000	60,000
-57 Internet Access	12,353	14,000	11,000
2110 Advertising & Legal Publications	1,014	500	500
2140 Appraisal Services	-	5,000	5,000
2200 Office Equipment Rental	6,108	6,900	9,000
2220 Building Space Rental	8,200	15,000	9,000
2260 Security Services	660	1,000	1,200
2300 Tax Payment	1,371	3,000	3,000
2330 Transportation Services	-	1,000	1,000
2400 Repair/Maint Co Vehicles	63	-	-
2430 Computer Software Maintenance/Support	-	-	-
2510 Mileage/Tolls/Parking/Rental	867	-	1,500
2520 Lodging	-	-	-
2530 Airfare	-	-	-
2540 Meals	-	-	-
2550 Dues & Memberships	33,051	33,000	36,000
2560 Training & Registrations	4,350		4,600
2570 Subscriptions	1,836	2,000	3,400
2640 Legal Services	-	30,000	30,000
2644 Tax Sale Fees-Counselor	8,711	16,000	17,000
2650 Physician Fees	25,529	30,000	30,000
2657 Miscellaneous Fees	8,686	10,000	10,000
2670 Indigent Attorney Fees	278,847	425,000	520,000
2755 Accountant & Auditor Fees	52,400	60,000	65,000
2760 Consulting Fees	3,759	1,000	9,000
2765 Contract Fees	-	3,000	
2810 Electric/Gas Services	333,700	305,000	350,000
2830 Water	117,954	100,000	120,000
2850 Waste Disposal	18,314	35,000	22,000
2990 Other Contract Services	358,007	30,000	350,000
TOTAL CONTRACTUAL SERVICES	\$ 1,428,766	\$ 1,292,150	\$ 1,752,095

Attachment: 2024 General Services (13542 : 2024 Budget Work Session)

COMMODITIES	<u>ACTUAL</u>	<u>BUDGET</u>	<u>BUDGET</u>
3010 Office Supplies	\$ 70	\$ -	
3020 Books & Publications	\$ -	\$ 500	\$ 500
3032 Supplies-Printers	730	2,000	2,000
3080 Fuel & Lubricants	460	-	
TOTAL COMMODITIES	\$ 1,260	\$ 2,500	\$ 2,500
CAPITAL OUTLAY			
604 Transfer Out-Benefit Districts		\$ -	\$ -
4990 Other Capital Outlay	\$ 27,882	\$ 40,000	\$ 40,000
4990 Other Capital Outlay CARES	\$ -	\$ 2,450,255	\$ -
4005 Budget Stabilization	-	3,050,000	\$ 4,250,000
TOTAL CAPITAL OUTLAY	\$ 27,882	\$ 3,050,000	\$ 4,250,000
TOTAL OPERATING EXPENDITURES	\$ 1,558,609	\$ 1,382,533	\$ 1,896,207
TOTAL EXPENDITURES LESS PERSONNEL	\$ 1,457,908	\$ 4,344,650	\$ 6,004,595
TOTAL EXPENDITURES	\$ 1,586,491	\$ 4,432,533	\$ 6,146,207

Riley County, Kansas
2024 Budget
Capital Improvement Fund
Fund 145

	2022	2023	2024
BEGINNING CASH BALANCE	ACTUAL	BUDGET	BUDGET
Fund Balance	\$ 8,026,215	\$ 9,232,959	\$ 7,135,415
TOTAL BEGINNING CASH BALANCE	\$ 8,026,215	\$ 9,232,959	\$ 7,135,415
REVENUE			
185 Delinquent Personal Property	\$ 4	\$ -	\$ -
334 Usage Fees	9,923		
402 Investment Interest	\$ 97,893	\$ 100,000	400,000
402-21 Investment Interest-radio project		-	
503 Non-Collection Revenue	423,859	-	
600 Miscellaneous Reimbursement	18,683		
602-74 Miscellaneous Collection-fair booth revenue	9,075	10,000	20,000
603-57 Transfer from PW-Fairmont Shelter			
Prior year canceled encumbrances	-	-	
603 Transfer from Auction Fund	-	-	
603 Transfer from General Fund (debt/hardware reserve)		886,668	1,034,446
603 Transfer from General Fund	2,369,805	4,000,000	2,500,000
TOTAL REVENUE	\$ 2,929,241	\$ 4,996,668	\$ 3,954,446
TOTAL RESOURCES AVAILABLE	\$ 10,955,456	\$ 14,229,627	\$ 11,089,861
EXPENDITURES			
604 Transfer to Bond & Interest Fund	\$ 190,170	\$ 185,600	\$ 182,100
2000 Contractual	99,137		
2286 Lease Payments	426,796	426,796	426,796
3000 Commodities	6,827		
4005 Future Capital Project Funding			
4990 Other Capital Outlay	999,567	4,083,139	7,934,510
4990 Other Capital Outlay Reserves	-	2,398,677	2,546,455
TOTAL EXPENDITURES	\$ 1,722,497	\$ 7,094,212	\$ 11,089,861
TOTAL ENDING FUND BALANCE	\$ 9,232,959	\$ 7,135,415	\$ (0)



2024 Budget Development Worksheet

24.g

		2022 Actual Contractual Services, Commodities & Capital	2022 Actual Personnel Services (includes mid- year incentive)	2022 Actual Total	2023 Budgeted Contractual Services, Commodities & Capital	2023 Budgeted Personnel Services (Includes STEP & COLA)	2023 Budgeted Total	2024 Proposed Contractual Services, Commodities & Capital	2024 Proposed Personnel Services (Includes STEP)	2024 Proposed Budget Total	Percent change of 3 C's	
1	Administrative Services	31,384	588,252	619,636	47,925	755,078	803,003	51,795	680,606	732,401	8.08%	1
2	Ambulance	389,426	3,657,998	4,047,424	348,225	5,045,640	5,393,865	337,850	5,254,789	5,592,639	-2.98%	2
3	Appraiser	154,886	1,411,575	1,566,461	163,329	1,715,126	1,878,455	176,334	1,713,092	1,889,426	7.96%	3
4	Attorney	191,041	1,915,058	2,106,099	210,764	2,318,535	2,529,299	219,307	2,360,557	2,579,864	4.05%	4
5	Clerk	56,457	988,136	1,044,592	95,950	1,227,042	1,322,992	109,300	1,206,235	1,315,535	13.91%	5
6	Commissioners	42,699	182,671	225,371	51,540	224,770	276,310	53,040	231,637	284,677	2.91%	6
7	Coroner	78,266	0	78,266	117,000	0	117,000	132,000	0	132,000	12.82%	7
8	District Court	178,536	0	178,536	177,000	0	177,000	185,080	0	185,080	4.56%	8
9	Elections	229,070	374,910	603,980	216,500	515,894	732,394	317,400	617,576	934,976	46.61%	9
10	Emergency Management	37,011	229,668	266,679	58,795	252,517	311,312	54,850	295,717	350,567	-6.71%	10
11	Fair	102,041	0	102,041	110,500	0	110,500	110,500	0	110,500	0.00%	11
12	General Services	1,457,908	128,583	1,586,491	4,344,650	87,883	4,432,533	6,004,595	141,612	6,146,207	38.21%	12
13	Information Systems/GIS	848,250	746,698	1,594,949	770,660	982,412	1,753,072	923,160	913,415	1,836,575	19.79%	13
14	Insurance	612,900	0	612,900	811,218	0	811,218	887,340	0	887,340	9.38%	14
15	Juvenile Detention	83,881	0	83,881	101,650	0	101,650	112,000	0	112,000	10.18%	15
16	Museum	11,431	356,078	367,509	16,725	449,747	466,472	15,261	479,581	494,842	-8.75%	16
17	Noxious Weed	197,923	491,247	689,170	243,330	590,667	833,997	253,330	610,831	864,161	4.11%	17
18	Planning & Development	55,465	560,238	615,702	60,002	647,390	707,392	62,298	650,158	712,456	3.83%	18
19	Register of Deeds	51,416	394,115	445,531	59,125	478,228	537,353	50,875	498,565	549,440	-13.95%	19
20	Public Works	3,210,073	4,293,866	7,503,938	4,008,900	5,089,747	9,098,647	4,302,550	5,264,362	9,566,912	7.32%	20
21	Treasurer	53,168	853,060	906,228	55,330	1,331,515	1,386,845	59,080	1,351,075	1,410,155	6.78%	21
22	Juvenile Supervision fees	0	0	0	1,400	0	1,400	1,400	0	1,400	0.00%	22
23	Transfer to Health Dept. Fund	1,154,526	0	1,154,526	1,269,979	0	1,269,979	1,473,982	0	1,473,982	16.06%	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.	185,500	0	185,500	182,475	0	182,475	245,301	0	245,301	34.43%	25
26	Transfer - Capital Improvement	2,369,805	0	2,369,805	1,786,668	0	1,786,668	2,500,000	0	2,500,000	39.93%	26
27	Non-Appropriated	580,000	0	580,000	580,000	0	580,000	580,000	0	580,000	0.00%	27
28	Cost of COLA	0	0	0	0	0	0	1,611,609	1,611,609	1,611,609	0.00%	28
SUBTOTAL:		\$12,393,065	\$17,172,153	\$29,565,218	\$15,919,640	\$21,712,191	\$37,631,831	\$19,248,628	\$23,881,417	\$43,130,045	20.91%	
Appropriations:												
29	Big Lakes Developmental	217,260	0	217,260	217,260	0	217,260	228,123	0	228,123	5.00%	29
30	Animal Shelter / Contractual	60,000	0	60,000	60,000	0	60,000	0	0	0	-100.00%	30
31	Council on Aging	275,000	0	275,000	275,000	0	275,000	310,105	0	310,105	12.77%	31
32	ATA Bus	100,000	0	100,000	100,000	0	100,000	150,000	0	150,000	50.00%	32
33	Small Cities	0	0	0	160,000	0	160,000	190,000	0	190,000	18.75%	33
34	Emergency Shelter	11,000	0	11,000	11,000	0	11,000	11,000	0	11,000	0.00%	34
35	Extension	599,645	0	599,645	635,600	0	635,600	667,380	0	667,380	5.00%	35
36	Pawnee Mental Health	300,000	0	300,000	300,000	0	300,000	600,000	0	600,000	100.00%	36
37	Riley Cty Genealogical Soc.	3,500	0	3,500	3,500	0	3,500	5,000	0	5,000	42.86%	37
38	Riley County Conservation	55,136	0	55,136	55,136	0	55,136	55,136	0	55,136	0.00%	38
39	Riley Co Community Corrections	7,081	0	7,081	59,602	0	59,602	87,324	0	87,324	46.51%	39
40	Be Able	0	0	0	0	0	0	23,000	0	23,000	100.00%	40
41	Farm & Food Council	0	0	0	0	0	0	35,000	0	35,000	100.00%	41
42	Sunflower Children's Collective	0	0	0	0	0	0	17,452	0	17,452	100.00%	42
SUBTOTAL:		\$1,628,622	\$0	\$1,628,622	\$1,877,098	\$0	\$1,877,098	\$2,304,068	\$0	\$2,304,068	22.75%	
GENERAL TOTAL:		\$14,021,687	\$17,172,153	\$31,193,840	\$17,796,738	\$21,712,191	\$39,508,929	\$21,552,696	\$23,881,417	\$45,434,113	3.54%	
43	Bond & Interest	451,382	0	451,382	545,592	0	545,592	478,856	0	478,856	-12.23%	43
44	County Building	294,997	0	294,997	393,000	0	393,000	430,000	0	430,000	9.41%	44
45	RCPD	4,906,051	0	4,906,051	5,300,016	0	5,300,016	5,816,898	0	5,816,898	9.75%	45
SUBTOTAL:		\$5,652,430	\$0	\$5,652,430	\$6,238,608	\$0	\$6,238,608	\$6,725,754	\$0	\$6,725,754	7.81%	
TOTAL:		\$19,674,117	\$17,172,153	\$36,846,270	\$24,035,346	\$21,712,191	\$45,747,537	\$28,278,450	\$23,881,417	\$52,159,867		
46	Capital Improvement	1,722,497	0	1,722,497	7,094,212	0	7,094,212	11,089,861	0	11,089,861	56.32%	46
47	Economic Development	121,578	0	121,578	282,275	0	282,275	339,419	0	339,419	20.24%	47

Attachment: 2024 Budget Development WS (13542 : 2024 Budget Work Session)

2024 BUDGET DEVELOPMENT WORKSHEET

24.g

BUDGETED REVENUE

COUNTY TREASURER	2022 BUDGET	2023 BUDGET	2024 BUDGET
Motor Vehicle Tax	2,421,547	2,448,103	2,403,703
Recreational Vehicle Tax	22,568	22,716	23,583
16/20M Vehicle Tax	21,820	20,050	18,063
Commercial Vehicle Fees	96,835	96,756	101,580
Special City & County Highway Fund	947,152	1,105,011	1,105,011
Investment Income	25,000	100,000	925,000
Sales Tax	1,700,000	1,800,000	2,000,000
Intangible Tax	243,862	195,087	199,606
Vehicle Rental Excise Tax	27,831	25,467	54,201
Interest on Taxes	250,000	300,000	300,000
Watercraft	14,379	9,248	18,846
SUBTOTAL:	\$ 5,770,994	\$ 6,122,438	\$ 7,149,593

BUDGETED EXPENDITURES

	2023	2024	% chg	Ad Valorem per Fund	Tax Rate Fun
General	\$ 39,508,929	\$ 45,434,113	15.00%	29,019,629	3
Bond & Interest	545,592	478,856	-12.23%	-	
County Building	393,000	430,000	9.41%	303,416	
RCPD Fund	5,300,016	5,816,898	9.75%	5,396,910	
TOTAL EXPENDITURES	\$ 45,747,537	\$ 52,159,867		34,719,955	4
(Budget)Value of a MILL =	720,822	792,782			

DEPARTMENT FEES & OTHER

Unencumb. Cash Bal.-General	4,006,373	8,331,212	6,572,395
Unencumb. Bal.-County Building	5,251	107,018	104,663
Unencumb. - Bond & Interest	196,559	212,111	86,669
Unencumb. - RCPD	83,304	241,235	0
Bond & Interest Special Assessment	183,112	133,570	86,651
Recording Fees - ROD	275,000	300,000	300,000
21st Judicial Dist Case Receipts-DC	45,000	45,000	40,000
Payment in Lieu of Taxes (PILT) Program/Fed Grant	7,246,348	40,000	40,000
Franchise Fees	38,000	35,000	35,000
Ambulance Fees	1,203,688	1,325,165	1,624,951
Fees-Attorney (Diversion)	55,000	56,000	60,000
Fees-Clerk	3,000	3,000	3,000
Fees-Elections	5,000	5,000	12,000
Fees-Fair	20,000	20,000	20,000
Grant - Emergency Management	0	4,500	85,907
Fees-Noxious Weed	100,000	120,000	110,000
Fees-Public Works/Parks	480,000	480,000	480,000
Fees-Planning & Development	35,000	38,000	38,000
Fees-Juvenile Supervision	300	500	500
Fees-Appraiser	15,600	17,000	18,000
Fees- Treasurer	7,500	8,000	8,000
Fees - Register of Deeds	20,000	25,000	25,000
Heritage Trust	25,000	25,000	25,000
Transfer from MV to General	4,177	300,000	300,000
Transfers from Economic Development to B&I	52,153	52,153	52,153
Transfer from CIP to Bond & Interest	190,170	185,600	182,100
SUBTOTAL	\$ 14,295,535	\$ 12,110,064	\$ 10,309,989

Unencum-
bered
Ending
CashThese revenues go
into the "licenses,
fees, permits" line in
St. Gen. Fund
revenue budget.**MINUS**

TOTAL REVENUE	18,232,502	17,459,582
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EQUALS

AMT. AD VALOREM TAX REQUIRED	\$ 27,515,034	\$ 34,700,285
TOTAL MILLS NEEDED	42.211	43.770
Mill levy diff. from previous budget year	(0.062)	1.559

Revenue Neutral Mill Rate (29317322.76720,822)	38.379
Revenue Neutral \$\$	\$ 30,426,513
Overage on Neutral Mill Rate	5.391
Overage on RNR Tax Rate	\$ 4,273,772
One mill of taxation is equal to \$1 on each \$1,000 of assessed value.	
Assessed valuation	
2021B-Bond Refunding Konza Water Amount - final 2028	
2017-Bonding Refunding -Facilities/Bridge Proj CIP - final 2025	

Attachment: 2024 Budget Development WS (13542 : 2024 Budget Work Session)

Riley County, Kansas
2024 Budget
Economic Development Fund
Fund 146

	2022	2023	2024
BEGINNING CASH BALANCE	<u>ACTUAL</u>	<u>BUDGET</u>	<u>BUDGET</u>
Fund Balance	\$ 117,718	\$ 181,640	\$ 94,118
TOTAL BEGINNING CASH BALANCE	\$ 117,718	\$ 181,640	\$ 94,118
REVENUE			
603 Transfer from General Fund	\$ 185,500	\$ 182,475	\$ 245,301
TOTAL REVENUE	\$ 185,500	\$ 182,475	\$ 245,301
TOTAL RESOURCES AVAILABLE	\$ 303,218	\$ 364,115	\$ 339,419
EXPENDITURES			
604 Transfer to Bond & Interest Fund	\$ 43,925	\$ 52,153	\$ 52,153
4990 Other Capital Outlay	77,653	230,122	287,266
TOTAL EXPENDITURES	\$ 121,578	\$ 282,275	\$ 339,419
TOTAL ENDING FUND BALANCE	\$ 181,640	\$ 81,840	\$ -

<u>PROJECT ESTIMATES:</u>	<u>2022</u>	<u>2023</u>	<u>2024</u>
Re-write of Riley County Zoning/Subdivision Regulation	\$ -	\$ -	
Flint Hills Veteran's Coalition	1,015	1,015	1,015
Governor's Military Council	-	-	-
Konza Water Project	43,925	52,153	52,153
Chamber of Commerce	55,000	55,000	55,000
Downtown Manhattan, Inc.	5,000	5,000	5,000
Riley Co General Eco Devo	132,850	132,850	132,850
Auto Lane Development	6,057	6,057	-
Flint Hills Regional Council (FHRC) Contribution	10,000	-	13,201
MPO Contribution	5,201	5,200	5,200
MATC Facilities Project (Request to be for 5 years)	-	-	50,000
Comprehensive plan update		25,000	25,000
US 24 project studies, design, engineering	50,000	-	-
TOTAL	\$ 309,048	\$ 282,275	\$ 339,419

Attachment: 2024 Budget Development WS (13542 : 2024 Budget Work Session)