



**Board of Riley County
Commissioners
Regular Meeting
Agenda
July 08, 2024**

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

Cindy Kabriel
785-565-6200

Commission Chambers

8:30 AM

[District 1 – John Ford, Chair](#)

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

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

8:30 AM

Call to Order

Pledge of Allegiance

Public Comment

1. Public Comments

Commission Comments

2. Commission Comments

Business Meeting

3. Sign Riley County Employee Action Form(s)
4. Discuss Good Morning Manhattan

Review Minutes

5. Board of Riley County Commissioners - Regular Meeting - Jul 1, 2024
8:30 AM

Review Tentative Agenda

6. Tentative Agenda

Press Conference Topics

7. Discuss Press Conference

9:00 AM

Rich Vargo, County Clerk

8. Year to date budget and expenditure reports

9:15 AM

Brittany Phillips, Budget and Finance Officer

9. General Fund Transfer to Capital Improvement

9:30 AM

Press Conference

10. Downtown Manhattan update - Gina Snyder (3-5 minutes)
11. Public Notice - John Ellermann or Alvin Perez (1-2 minutes)
12. County Office Building office hours - Vivienne Leyva (2-3 minutes)
13. Battle of the Badges - Vivienne Leyva (1-2 minutes)

9:40 AM Clancy Holeman, Counselor/Director of Administrative Services

- 14. Administrative Work Session
- 15. Pending County Projects County Counselor

10:00 AM John Ellermann, Public Works Director/County Engineer

- 16. Public Works Project Update
- 17. Request to fill Utility Technician Position
- 18. Court House Plaza East Window Replacement

10:35 AM Julie Gibbs, Health Department Director

- 19. RCHD CCL Initial Inspection Process

10:45 AM Brittany Phillips, Budget and Finance Officer

- 20. 2025 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 live on In Focus at 9:05 a.m. Tuesday, July 9, 2024 (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.



COUNTY CLERK & ELECTIONS
Personnel

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

COMMISSION AGENDA REPORT

FROM: Michele Reid, Human Resources Manager

MEETING: July 8, 2024

SUBJECT: Sign Riley County Employee Action Form(s)

PRESENTER: Michele Reid, Human Resources Manager

Enclosures:

- 2024-07 HD ZPugmire EAF (DOCX)
- 2024-07 HD DMedina-Lorta EAF (DOCX)
- 2024-07 Appraiser DMoulier EAF (DOCX)
- 2024-07 Comm Corr KOstrom EAF (DOCX)
- 2024-07 PW A McKinley EAF (DOCX)
- 2024-07 Fire ACastillo EAF (DOCX)
- 2024-07 JRowe EAF (DOCX)
- 2024-07 RStevens EAF (DOCX)

RILEY COUNTY EMPLOYEE ACTION FORM

Company Code: 166733

Full Legal Name: Zac Pugmire**Status Change Date:** 07/01/2024**Status Change:** Separation**Date of Hire:** 08/28/2023**Seniority:** 0 Year(s), 10 Month(s)**Position:** Intern**Position Type:** As Needed**Pay Range:** TASND**Pay Type:** Hourly**Base Rate:** \$0**Annualized Pay:** \$0**Funds Codes:** 30 – Health Department 400 – HD general**Supervisor:** Julie Gibbs**Department Head:** Julie Gibbs

BoCC Chair _____

Date: _____

BoCC Member _____

Date: _____

BoCC Member _____

Date: _____

Attachment: 2024-07 HD ZPugmire EAF (14886 : Employee Action Form (Green Sheet))

RILEY COUNTY EMPLOYEE ACTION FORM

Company Code: 166733

Full Legal Name: Daphne Medina-Lorta**Status Change Date:** 06/28/2024**Status Change:** Separation**Date of Hire:** 01/16/2024**Seniority:** 0 Year(s), 5 Month(s)**Position:** Temp Bilingual MCH Home Visitor**Position Type:** Temp**Pay Range:** 8**Pay Type:** Hourly**Base Rate:** \$22.21**Annualized Pay:** \$7,995.60**Funds Codes:** 30 – Health Department 423 – HD MCH**Supervisor:** Breva Spencer**Department Head:** Julie Gibbs

BoCC Chair _____

Date: _____

BoCC Member _____

Date: _____

BoCC Member _____

Date: _____

Attachment: 2024-07 HD DMedina-Lorta EAF (14886 : Employee Action Form (Green Sheet))

RILEY COUNTY EMPLOYEE ACTION FORM

Company Code: 166733

Full Legal Name: Daniel Moulrier**Status Change Date:** 07/12/2024**Status Change:** Separation**Date of Hire:** 08/28/2023**Seniority:** 0 Year(s), 10 Month(s)**Position:** Appraiser II- Residential**Position Type:** Full Time**Pay Range:** 8**Pay Type:** Hourly**Base Rate:** \$22.21**Annualized Pay:** \$50,211.20**Funds Codes:** 1- General 22-Appraiser**Supervisor:** Danny Williams**Department Head:** Anna Burson

BoCC Chair _____

Date: _____

BoCC Member _____

Date: _____

BoCC Member _____

Date: _____

Attachment: 2024-07 Appraiser DMoulrier EAF (14886 : Employee Action Form (Green Sheet))

RILEY COUNTY EMPLOYEE ACTION FORM

Company Code: 166733

Full Legal Name: Kathy Ostrom**Status Change Date:** 06/18/2024**Status Change:** Separation**Date of Hire:** 05/18/2021**Seniority:** 3 Year(s), 1 Month(s)**Position:** On-Call Juvenile Intake**Position Type:** As Needed**Pay Range:** 1**Pay Type:** Hourly**Base Rate:** \$17.69**Annualized Pay:** \$17,690.00**Funds Codes:** 2001- KDOC Juvenile Services 521- KDOC Juvenile Services**Supervisor:** Megan Lewis**Department Head:** Megan Lewis

BoCC Chair _____

Date: _____

BoCC Member _____

Date: _____

BoCC Member _____

Date: _____

Attachment: 2024-07 Comm Corr KOstrom EAF (14886 : Employee Action Form (Green Sheet))

RILEY COUNTY EMPLOYEE ACTION FORM

Company Code: 166733

Full Legal Name: Angela McKinley**Status Change Date:** 05/31/2024**Status Change:** Separation**Date of Hire:** 04/08/2024**Seniority:** 0 Year(s), 1 Month(s)**Position:** Custodian I**Position Type:** Full Time**Pay Range:** 1**Pay Type:** Hourly**Base Rate:** \$18.40**Annualized Pay:** \$38,272.00**Funds Codes:** 1- General 40- Public Works**Supervisor:** Jeremy Noll**Department Head:** John Ellermann

BoCC Chair _____

Date: _____

BoCC Member _____

Date: _____

BoCC Member _____

Date: _____

Attachment: 2024-07 PW A McKinley EAF (14886 : Employee Action Form (Green Sheet))

RILEY COUNTY EMPLOYEE ACTION FORM

Company Code: 166733

Full Legal Name: Antonio Castillo**Status Change Date:** 06/27/2024**Status Change:** Separation**Date of Hire:** 04/08/2024**Seniority:** 0 Year(s), 2 Month(s)**Position:** Deputy Chief of Administration**Position Type:** Full Time**Pay Range:** 15**Pay Type:** Salary**Base Rate:** \$2,672.00**Annualized Pay:** \$69,472.00**Funds Codes:** 183- Riley Co Fire Dist #1 183- Riley Co Fire Dist #1**Supervisor:** Russel Stukey**Department Head:** Russel Stukey

BoCC Chair _____

Date: _____

BoCC Member _____

Date: _____

BoCC Member _____

Date: _____

Attachment: 2024-07 Fire A Castillo EAF (14886 : Employee Action Form (Green Sheet))

RILEY COUNTY EMPLOYEE ACTION FORM

Company Code: 166733

Full Legal Name: Jacob Rowe**Status Change Date:** 07/22/2024**Status Change:** New Hire**Date of Hire:** 07/22/2024**Seniority:** 0 Year(s), 0 Month(s)**Position:** Volunteer Firefighter Stipend**Position Type:** As Needed**Pay Range:** TASND**Pay Type:** Stipend**Base Rate:** \$0.00**Annualized Pay:** \$0.00**Funds Codes:** 183 – Riley County Fire District #1, 183 – Fire District #1**Supervisor:** Douglas Russell**Department Head:** Russel Stuke

BoCC Chair _____

Date: _____

BoCC Member _____

Date: _____

BoCC Member _____

Date: _____

Attachment: 2024-07 JRowe EAF (14886 : Employee Action Form (Green Sheet))

RILEY COUNTY EMPLOYEE ACTION FORM

Company Code: 166733

Full Legal Name: Ryan Stevens**Status Change Date:** 07/22/2024**Status Change:** New Hire**Date of Hire:** 07/22/2024**Seniority:** 0 Year(s), 0 Month(s)**Position:** Volunteer Firefighter Stipend**Position Type:** As Needed**Pay Range:** TASND**Pay Type:** Stipend**Base Rate:** \$0.00**Annualized Pay:** \$0.00**Funds Codes:** 183 – Riley County Fire District #1, 183 – Fire District #1**Supervisor:** Douglas Russell**Department Head:** Russel Stukey

BoCC Chair _____

Date: _____

BoCC Member _____

Date: _____

BoCC Member _____

Date: _____

Attachment: 2024-07 RStevens EAF (14886 : Employee Action Form (Green Sheet))



**Board of Riley County
Commissioners
Regular Meeting
TENTATIVE Agenda
July 11, 2024**

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

Cindy Kabriel
785-565-6200

Commission Chambers

8:30 AM

[District 1 – John Ford, Chair](#)

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

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

8:30 AM

Call to Order

Pledge of Allegiance

Public Comment

Commission Comments

Business Meeting

1. Discuss Intergovernmental Luncheon
2. Discuss Joint City/County/County Meeting
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

Russel Stukey, Emergency Management Director

5. Request to fill a position

9:30 AM

Shilo Heger, Treasurer

6. Monthly Revenue Reports

9:45 AM

Jason Smith, Manhattan Area Chamber of Commerce

7. Economic development update

10:00 AM

Julie Gibbs, Health Department Director

8. Staff update

10:30 AM

Budget and Planning Committee - Brittany Phillips, Budget and Finance Officer

Attachment: 07-11-24 tentative agenda (14216 : Tentative Agenda)

9. Monthly Cash Flow Reports

10:40 AM

Clancy Holeman, Counselor/Director of Administrative Services

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

11:40 AM

Brittany Phillips, Budget and Finance Officer

11. 2025 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.

Attachment: 07-11-24 tentative agenda (14216 : Tentative Agenda)



**Board of Riley County
Commissioners
Regular Meeting
TENTATIVE Agenda
July 15, 2024**

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

Cindy Kabriel
785-565-6200

Commission Chambers

8:30 AM

[District 1 – John Ford, Chair](#)

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

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

8:30 AM

Call to Order

Pledge of Allegiance

Public Comment

Commission Comments

Business Meeting

Review Minutes

Review Tentative Agenda

Press Conference Topics

9:00 AM

Amanda Webb, Planning/Special Projects Director

1. USDA's Housing Preservation Grant

9:15 AM

David Adams, EMS/Ambulance Director

2. Staff update

9:30 AM

Press Conference

3. Presentation of retirement plaque to Thereasa Stewart - John Ford (2-3 minutes)

10:10 AM

Clancy Holeman, Counselor/Director of Administrative Services

4. Administrative Work Session

10:30 AM

Brittany Phillips, Budget and Finance Officer

5. 2025 Budget Work Session

12:00 PM

Law Enforcement Agency Meeting

Adjournment

Attachment: 07-15-24 tentative agenda (14216 : Tentative Agenda)

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



COUNTY CLERK & ELECTIONS
Budget

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

STAFF REPORT

FROM: Rich Vargo, County Clerk

MEETING: July 8, 2024

SUBJECT: Year to date budget and expenditure reports

PRESENTER: Rich Vargo, County Clerk

Enclosures:

- 2024 YTD Wage-Overtime Report Overview 2024-06 (PDF)
- 2024 YTD Wage-Overtime Report Detail Page 2024-06 (PDF)
- June Financial reports 2024 (PDF)

2024 YTD Wages/Overtime Compared to Budget						% of Year Used	50.00%	
June	YTD Wages	Budgeted Wages	YTD OT	Budgeted Overtime	OT Spent - % of wages	Total YTD Wages & OT	2024 Total Budget	Budget Spent
Department								
1 Attorney	\$899,068.58	\$1,890,104.00	\$2,218.23	\$6,916.00	0.12%	\$901,286.81	\$1,897,020.00	47.51%
2 Clerk	\$477,731.34	\$951,551.00	\$700.48	\$6,433.00	0.07%	\$478,431.82	\$957,984.00	49.94%
3 Commissioners	\$84,920.94	\$174,351.00	\$0.00	\$0.00	0.00%	\$84,920.94	\$174,351.00	48.71%
4 Administrative Services	\$245,072.87	\$555,325.00	\$0.00	\$2,312.00	0.00%	\$245,072.87	\$557,637.00	43.95%
6 Register of Deeds	\$182,312.93	\$372,032.00	\$0.00	\$3,082.00	0.00%	\$182,312.93	\$375,114.00	48.60%
7 Treasurer	\$486,291.58	\$1,006,658.00	\$1,669.07	\$10,130.00	0.17%	\$487,960.65	\$1,016,788.00	47.99%
10 Emergency Mgt	\$107,428.67	\$205,200.00	\$113.67	\$792.00	0.06%	\$107,542.34	\$205,992.00	52.21%
17 Museum	\$187,166.94	\$345,029.00	\$0.00	\$0.00	0.00%	\$187,166.94	\$345,029.00	54.25%
19 Election	\$176,754.41	\$509,811.00	\$2,099.80	\$7,042.00	0.41%	\$178,854.21	\$516,853.00	34.60%
20 EMS/Ambulance	\$1,185,923.51	\$2,311,206.00	\$512,461.20	\$1,390,792.00	22.17%	\$1,698,384.71	\$3,701,998.00	45.88%
22 Appraiser	\$576,767.48	\$1,083,795.00	\$1,322.24	\$17,139.00	0.12%	\$578,089.72	\$1,290,068.00	44.81%
24 Planning & Development	\$239,240.48	\$490,685.00	\$0.00	\$1,516.00	0.00%	\$239,240.48	\$492,201.00	48.61%
29 Information Tech-GIS	\$339,624.53	\$679,298.00	\$123.56	\$8,219.00	0.02%	\$339,748.09	\$687,517.00	49.42%
30 General Serv.-Separation	\$30,243.33	\$120,000.00	\$0.00	\$0.00	0.00%	\$30,243.33	\$120,000.00	25.20%
40 Public Works	\$1,778,152.03	\$3,837,928.00	\$35,000.49	\$139,223.00	0.91%	\$1,813,152.52	\$3,977,151.00	45.59%
41 Noxious Weed	\$225,173.72	\$447,359.00	\$2,807.32	\$12,406.00	0.63%	\$227,981.04	\$459,765.00	49.59%
NON-GENERAL FUNDS								
Solid Waste payroll	\$97,318.99	\$191,080.00	\$421.14	\$16,822.00	0.22%	\$97,740.13	\$207,902.00	47.01%
Fire District #1	\$144,300.33	\$340,399.00	\$35.11	\$671.00	3.60%	\$144,335.44	\$341,070.00	42.32%
Subtotal-All County Funds	\$7,463,492.66	\$15,511,811.00	\$558,972.31	\$1,623,495.00	3.60%	\$8,022,464.97	\$17,324,440.00	
Health Dept.-General Fund	\$207,173.62	\$345,543.00	\$629.25	\$1,930.00	0.18%	\$207,802.87	\$347,473.00	59.80%
Health Dept.-Grant Funds	\$1,451,397.10	\$2,828,382.00	\$243.11	\$19,210.00	0.01%	\$1,451,640.21	\$2,847,592.00	50.98%
Community Corrections								
Adult Services	\$149,262.46	\$327,830.00	\$4,474.77	\$0.00	1.36%	\$153,737.23	\$327,830.00	46.90%
Juvenile Services	\$125,261.41	\$290,394.00	\$1,066.09	\$0.00	0.37%	\$126,327.50	\$290,394.00	43.50%
Juvenile reinvestment	\$21,688.93	\$135,766.00	\$0.00	\$0.00	0.00%	\$21,688.93	\$67,230.00	32.26%
BJA Grant	\$33,478.54	\$68,536.00	\$2,232.44	\$0.00	3.26%	\$35,710.98	\$68,536.00	52.11%
Subtotal Grant Funds	\$329,691.34	\$822,526.00	\$7,773.30	\$0.00	0.95%	\$337,464.64	\$753,990.00	
Totals	\$9,451,754.72	\$19,508,262.00	\$567,617.97	\$1,644,635.00	2.91%	\$10,019,372.69	\$21,273,495.00	

Attachment: 2024 YTD Wage-Overtime Report Overview 2024-06 (14887 : Year to date budget and expenditure reports)

Dept				January	February	March	1st Quarter	April	May	June	2nd Quarter	YTD 2024	2024 Budget
	Department												
1	Attorney	Regular Salaries	1001	\$133,751.39	\$133,705.27	\$133,795.97	\$401,252.63	\$139,018.85	\$216,605.21	\$142,191.89	\$497,815.95	\$899,068.58	\$1,862,409.00
		Seasonal/ASND	1003	\$0.00		\$0.00		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$27,695.00
		Overtime	1005	\$0.00	\$176.93	\$79.80	\$256.73	\$545.30	\$1,416.20	\$0.00	\$1,961.50	\$2,218.23	\$6,916.00
				\$133,751.39	\$133,882.20	\$133,875.77	\$401,509.36	\$139,564.15	\$218,021.41	\$142,191.89	\$499,777.45	\$901,286.81	\$1,897,020.00
2	Clerk	Regular Salaries	1001	\$69,683.78	\$73,237.39	\$73,237.42	\$216,158.59	\$73,170.76	\$109,856.09	\$73,213.40	\$256,240.25	\$472,398.84	\$936,551.00
		Seasonal/ASND	1003	\$1,057.50	\$1,683.75	\$0.00	\$2,741.25	\$1,046.25	\$1,485.00	\$60.00	\$2,591.25	\$5,332.50	\$15,000.00
		Overtime	1005	\$0.00	\$65.16	\$236.21	\$301.37	\$399.11	\$0.00	\$0.00	\$399.11	\$700.48	\$6,433.00
				\$70,741.28	\$74,986.30	\$73,473.63	\$219,201.21	\$74,616.12	\$111,341.09	\$73,273.40	\$259,230.61	\$478,431.82	\$957,984.00
3	Commissioners	Regular Salaries	1001	\$13,064.76	\$13,064.76	\$13,064.76	\$39,194.28	\$13,064.76	\$19,597.14	\$13,064.76	\$45,726.66	\$84,920.94	\$174,351.00
										\$0.00			
4	Administrative Svcs	Regular Salaries	1001	\$38,789.28	\$38,789.28	\$38,789.28	\$116,367.84	\$38,789.28	\$50,673.37	\$39,242.38	\$128,705.03	\$245,072.87	\$555,325.00
		Overtime	1005	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$2,312.00
				\$38,789.28	\$38,789.28	\$38,789.28	\$116,367.84	\$38,789.28	\$50,673.37	\$39,242.38	\$128,705.03	\$245,072.87	\$557,637.00
6	Register of Deeds	Regular Salaries	1001	\$28,048.14	\$28,048.14	\$28,048.14	\$84,144.42	\$28,048.14	\$42,072.22	\$28,048.15	\$98,168.51	\$182,312.93	\$372,032.00
		Seasonal/ASND	1003	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
		Overtime	1005	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$3,082.00
				\$28,048.14	\$28,048.14	\$28,048.14	\$84,144.42	\$28,048.14	\$42,072.22	\$28,048.15	\$98,168.51	\$182,312.93	\$375,114.00
7	Treasurer	Regular Salaries	1001	\$91,410.10	\$67,534.06	\$70,857.54	\$229,801.70	\$74,260.93	\$111,199.93	\$71,029.02	\$256,489.88	\$486,291.58	\$1,006,658.00
		Seasonal/ASND	1003	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
		Overtime	1005	\$0.00	\$0.00	\$1,442.49	\$1,442.49	\$0.00	\$226.58	\$0.00	\$226.58	\$1,669.07	\$10,130.00
				\$91,410.10	\$67,534.06	\$72,300.03	\$231,244.19	\$74,260.93	\$111,426.51	\$71,029.02	\$256,716.46	\$487,960.65	\$1,016,788.00
10	Emergency Mgt	Regular Salaries	1001	\$16,552.87	\$16,522.87	\$16,522.88	\$49,598.62	\$16,522.86	\$24,784.31	\$16,522.88	\$57,830.05	\$107,428.67	\$205,200.00
		Seasonal/ASND	1003	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
		Overtime	1005	\$0.00	\$0.00	\$9.47	\$9.47	\$37.89	\$66.31	\$0.00	\$104.20	\$113.67	\$792.00
				\$16,552.87	\$16,522.87	\$16,532.35	\$49,608.09	\$16,560.75	\$24,850.62	\$16,522.88	\$57,934.25	\$107,542.34	\$205,992.00
17	Museum	Regular Salaries	1001	\$25,826.63	\$25,968.14	\$26,022.92	\$77,817.69	\$25,995.53	\$38,991.01	\$25,867.71	\$90,854.25	\$168,671.94	\$323,579.00
		Seasonal/ASND	1003	\$1,987.50	\$3,082.50	\$3,382.50	\$8,452.50	\$3,000.00	\$4,736.25	\$2,306.25	\$10,042.50	\$18,495.00	\$21,450.00
		Overtime	1005	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
				\$27,814.13	\$29,050.64	\$29,405.42	\$86,270.19	\$28,995.53	\$43,727.26	\$28,173.96	\$100,896.75	\$187,166.94	\$345,029.00
19	Election	Regular Salaries	1001	\$18,643.56	\$18,643.57	\$18,643.56	\$55,930.69	\$18,743.57	\$27,965.34	\$18,643.57	\$65,352.48	\$121,283.17	\$419,641.00
		Seasonal/ASND	1003	\$1,553.36	\$3,288.85	\$10,104.55	\$14,946.76	\$31,923.97	\$5,008.01	\$3,592.50	\$40,524.48	\$55,471.24	\$90,170.00
		Overtime	1005	\$0.00	\$85.60	\$207.89	\$293.49	\$1,806.31	\$0.00	\$0.00	\$1,806.31	\$2,099.80	\$7,042.00
				\$20,196.92	\$22,018.02	\$28,956.00	\$71,170.94	\$52,473.85	\$32,973.35	\$22,236.07	\$107,683.27	\$178,854.21	\$516,853.00
20	EMS/Ambulance	Regular Salaries	1001	\$197,383.47	\$173,934.16	\$180,821.77	\$552,139.40	\$170,416.74	\$255,002.28	\$183,647.85	\$609,066.87	\$1,161,206.27	\$2,311,206.00
		Seasonal/ASND	1003	\$2,305.05	\$3,294.36	\$3,511.00	\$9,110.41	\$5,088.81	\$7,914.95	\$2,603.07	\$15,606.83	\$24,717.24	
		Overtime	1005	\$79,229.57	\$77,510.72	\$80,494.12	\$237,234.41	\$77,123.33	\$122,924.14	\$75,179.32	\$275,226.79	\$512,461.20	\$1,390,792.00
				\$278,918.09	\$254,739.24	\$264,826.89	\$798,484.22	\$252,628.88	\$385,841.37	\$261,430.24	\$899,900.49	\$1,698,384.71	\$3,701,998.00

Attachment: 2024 YTD Wage-Overtime Report Detail Page 2024-06 (14887 : Year to date budget and

Dept				January	February	March	1st Quarter	April	May	June	2nd Quarter	YTD 2024	2024 Budget
	Department												
22	Appraiser	Regular Salaries	1001	\$85,640.93	\$85,532.83	\$84,876.76	\$256,050.52	\$89,161.63	\$134,642.46	\$92,761.62	\$316,565.71	\$572,616.23	\$1,257,929.00
		Seasonal/ASND	1003	\$806.25	\$637.50	\$401.25	\$1,845.00	\$611.25	\$1,128.75	\$566.25	\$2,306.25	\$4,151.25	\$15,000.00
		Overtime	1005	\$0.00	\$0.00	\$665.11	\$665.11	\$540.45	\$116.68	\$0.00	\$657.13	\$1,322.24	\$17,139.00
				\$86,447.18	\$86,170.33	\$85,943.12	\$258,560.63	\$90,313.33	\$135,887.89	\$93,327.87	\$319,529.09	\$578,089.72	\$1,290,068.00
24	Planning & Development	Regular Salaries	1001	\$35,002.34	\$36,056.56	\$34,948.47	\$106,007.37	\$35,833.41	\$53,666.03	\$36,110.42	\$125,609.86	\$231,617.23	\$475,685.00
		Seasonal/ASND	1003	\$757.00	\$1,155.00	\$1,252.50	\$3,164.50	\$1,200.00	\$2,280.00	\$978.75	4458.75	\$7,623.25	\$15,000.00
		Overtime	1005	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,516.00
				\$35,759.34	\$37,211.56	\$36,200.97	\$109,171.87	\$37,033.41	\$55,946.03	\$37,089.17	\$130,068.61	\$239,240.48	\$492,201.00
29	Information Tech-GIS	Regular Salaries	1001	\$48,194.54	\$50,830.54	\$53,466.55	\$152,491.63	\$53,466.54	\$80,199.81	\$53,466.55	\$187,132.90	\$339,624.53	\$679,298.00
		Seasonal/ASND	1003	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		\$0.00	\$0.00	\$0.00	
		Overtime	1005	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$123.56	\$0.00	\$123.56	\$123.56	\$8,219.00
				\$48,194.54	\$50,830.54	\$53,466.55	\$152,491.63	\$53,466.54	\$80,323.37	\$53,466.55	\$187,256.46	\$339,748.09	\$687,517.00
30	General-General	Regular Salaries	1001			\$0.00	\$0.00	0	\$0.00	\$0.00	\$0.00	\$0.00	
		Separation Payout	1005	\$8,089.69	\$0.00	\$2,227.17	\$10,316.86	\$953.19	\$13,930.72	\$5,042.56	\$19,926.47	\$30,243.33	\$120,000.00
				\$8,089.69	\$0.00	\$2,227.17	\$10,316.86	\$953.19	\$13,930.72	\$5,042.56	\$19,926.47	\$30,243.33	\$120,000.00
40	Public Works	Regular Salaries	1001	\$297,082.66	\$269,982.42	\$268,400.10	\$835,465.18	\$265,401.84	\$407,766.60	\$264,072.83	\$937,241.27	\$1,772,706.45	\$3,705,476.00
		Seasonal/ASND	1003	\$0.00	\$41.49	\$186.67	\$228.16	\$259.25	\$1,497.49	\$3,460.68	\$5,217.42	\$5,445.58	\$132,452.00
		Overtime	1005	\$21,017.48	\$2,950.04	\$1,908.30	\$25,875.82	\$2,110.17	\$6,393.65	\$620.85	\$9,124.67	\$35,000.49	\$139,223.00
				\$318,100.14	\$272,973.95	\$270,495.07	\$861,569.16	\$267,771.26	\$415,657.74	\$268,154.36	\$951,583.36	\$1,813,152.52	\$3,977,151.00
41	Noxious Weed	Regular Salaries	1001	\$37,290.68	\$34,236.26	\$34,143.73	\$105,670.67	\$34,143.74	\$51,215.59	\$34,143.72	\$119,503.05	\$225,173.72	\$447,359.00
		Seasonal/ASND	1003	0	0	0	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
		Overtime	1005	\$1,721.05	\$489.90	\$311.29	\$2,522.24	\$0.00	\$179.19	\$105.89	\$285.08	\$2,807.32	\$12,406.00
				\$39,011.73	\$34,726.16	\$34,455.02	\$108,192.91	\$34,143.74	\$51,394.78	\$34,249.61	\$119,788.13	\$227,981.04	\$459,765.00
150	Solid Waste Payroll	Regular Salaries	1001	\$17,201.36	\$15,032.54	\$15,677.22	\$47,911.12	\$15,009.64	\$19,680.20	\$14,718.03	\$49,407.87	\$97,318.99	\$191,080.00
		Seasonal/ASND	1003	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
		Overtime	1005	\$0.00	\$12.02	\$0.00	\$12.02	\$0.00	\$409.12	\$0.00	\$409.12	\$421.14	\$16,822.00
				\$17,201.36	\$15,044.56	\$15,677.22	\$47,923.14	\$15,009.64	\$20,089.32	\$14,718.03	\$49,816.99	\$97,740.13	\$207,902.00
183	Fire District #1	Regular Salaries	1001	\$20,824.17	\$20,775.26	\$14,860.20	\$56,459.63	\$14,899.28	\$22,285.90	\$18,069.52	\$55,254.70	\$111,714.33	\$267,949.00
		Seasonal/ASND	1003	\$2,856.00	\$3,544.00	\$5,593.00	\$11,993.00	\$11,402.00	\$6,264.00	\$2,927.00	\$20,593.00	\$32,586.00	\$72,450.00
		Overtime	1005	\$0.00	\$0.00	\$8.78	\$8.78	\$0.00	\$17.55	\$8.78	\$26.33	\$35.11	\$671.00
				\$23,680.17	\$24,319.26	\$20,461.98	\$68,461.41	\$26,301.28	\$28,567.45	\$21,005.30	\$75,874.03	\$144,335.44	\$341,070.00
400	Health Dept.-General	Regular Salaries	1001	\$31,183.50	\$32,739.54	\$32,568.98	\$96,492.02	\$31,961.65	\$46,688.80	\$32,031.15	\$110,681.60	\$207,173.62	\$345,543.00
		Seasonal/ASND	1003	\$ -	\$ -		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
		Overtime	1005	\$0.00	\$213.30	\$149.32	\$362.62	\$138.65	\$42.66	\$85.32	\$266.63	\$629.25	\$1,930.00
				\$31,183.50	\$32,952.84	\$32,718.30	\$96,854.64	\$32,100.30	\$46,731.46	\$32,116.47	\$110,948.23	\$207,802.87	\$347,473.00
410	Health Dept.-Grants	Regular Salaries	1001	\$217,995.89	\$219,878.79	\$217,601.90	\$655,476.58	\$218,774.95	\$330,128.86	\$240,065.42	\$788,969.23	\$1,444,445.81	\$2,828,382.00
		Seasonal/ASND	1003	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$3,398.13	\$3,553.16	\$6,951.29	\$6,951.29	

Dept				January	February	March	1st Quarter	April	May	June	2nd Quarter	YTD 2024	2024 Budget
	Department												
	Overtime	1005		\$0.00	\$8.47	\$0.00	\$8.47	\$0.00	\$138.65	\$95.99	\$234.64	\$243.11	\$19,210.00
				\$217,995.89	\$219,887.26	\$217,601.90	\$655,485.05	\$218,774.95	\$333,665.64	\$243,714.57	\$796,155.16	\$1,451,640.21	\$2,847,592.00
520	Community Corrections	Regular Salaries	1001	\$25,479.38	\$25,256.92	\$25,276.28	\$76,012.58	\$24,882.31	\$25,498.09	\$22,869.48	\$73,249.88	\$149,262.46	\$327,830.00
	-Adult	Seasonal/ASND	1003	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
	Overtime	1005		\$0.00	\$173.01	\$180.35	\$353.36	\$3,969.83	\$121.29	\$30.29	\$4,121.41	\$4,474.77	\$0.00
				\$25,479.38	\$25,429.93	\$25,456.63	\$76,365.94	\$28,852.14	\$25,619.38	\$22,899.77	\$77,371.29	\$153,737.23	\$327,830.00
521	Community Corrections	Regular Salaries	1001	\$20,802.35	\$20,736.21	\$20,766.89	\$62,305.45	\$18,251.44	\$17,529.30	\$15,242.50	\$51,023.24	\$113,328.69	\$278,928.00
	-Juvenile	Seasonal/ASND	1003	\$ 2,222.16	1415.75	1904.12	\$5,542.03	1467.24	\$2,609.32	\$2,314.13	\$6,390.69	\$11,932.72	\$11,466.00
	Overtime	1005		\$0.00	\$108.10	\$223.88	\$331.98	\$605.36	\$117.74	11.01	\$734.11	\$1,066.09	\$0.00
				\$23,024.51	\$22,260.06	\$22,894.89	\$68,179.46	\$20,324.04	\$20,256.36	\$17,567.64	\$58,148.04	\$126,327.50	\$290,394.00
523	Community Corrections	Regular Salaries	1001	\$3,279.59	\$3,279.60	\$3,284.79	\$9,843.98	\$3,279.60	\$4,919.40	\$3,284.79	\$11,483.79	\$21,327.77	\$67,230.00
	-Juvenile reinvestment	Seasonal/ASND	1003	\$ -		0	\$0.00	0	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
	Overtime	1005		\$0.00	\$0.00	\$168.90	\$168.90	\$53.70	\$138.56	0	\$192.26	\$361.16	\$0.00
				\$3,279.59	\$3,279.60	\$3,453.69	\$10,012.88	\$3,333.30	\$5,057.96	\$3,284.79	\$11,676.05	\$21,688.93	\$67,230.00
#####	Community Corrections	Regular Salaries	1001	\$4,072.50	\$5,272.00	\$5,379.09	\$14,723.59	\$5,272.01	\$7,908.00	\$5,574.94	\$18,754.95	\$33,478.54	\$68,536.00
	-BJA Grant	Seasonal/ASND	1003	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
	Overtime	1005		\$0.00	\$812.54	\$499.72	\$1,312.26	\$469.04	\$264.05	\$187.09	\$920.18	\$2,232.44	\$0.00
				\$4,072.50	\$6,084.54	\$5,878.81	\$16,035.85	\$5,741.05	\$8,172.05	\$5,762.03	\$19,675.13	\$35,710.98	\$68,536.00
	Totals			\$1,597,526.89	\$1,506,526.50	\$1,522,749.90	\$4,626,803.29	\$1,549,787.26	\$2,276,766.53	\$1,544,326.68	\$5,370,880.47	\$9,997,683.76	\$21,273,495.00
												\$9,997,683.76	\$21,273,495.00

2024 YTD BUDGET ACTIVITY

% of Year 50

8.c

			1st QTR	APR	MAY	JUN	2nd QTR	3rd QTR	4TH QTR	TOTAL	AVAILABLE	
	DEPARTMENT	BUDGET	EXPENSES	EXPENSES	EXPENSES	EXPENSES	EXPENSES	EXPENSES	EXPENSES	EXPENSES	BUDGET	% USED
	Attorney	\$2,856,887	\$568,279	\$193,181	\$295,054	\$201,213.51	\$689,448	\$0	\$0	\$1,257,727	\$1,599,160	44.02%
	Clerk	\$1,440,925	\$299,716	\$100,794	\$146,721	\$123,456.99	\$370,972	\$0	\$0	\$670,689	\$770,236	46.55%
	County Commissioners	\$296,259	\$57,982	\$16,437	\$24,924	\$21,130.74	\$62,491	\$0	\$0	\$120,473	\$175,786	40.66%
	Admin. Svcs/Counselor	\$829,699	\$156,855	\$52,646	\$77,876	\$53,971.57	\$184,494	\$0	\$0	\$341,349	\$488,350	41.14%
	Register of Deeds	\$574,159	\$120,376	\$42,298	\$53,646	\$36,770.27	\$132,715	\$0	\$0	\$253,091	\$321,068	44.08%
	Treasurer	\$1,477,499	\$325,929	\$107,824	\$151,098	\$104,006.02	\$362,929	\$0	\$0	\$688,858	\$788,641	46.62%
	District Court	\$185,080	\$35,172	\$16,807	\$20,389	\$10,278.86	\$47,475	\$0	\$0	\$82,647	\$102,433	44.65%
1.00	Emergency Management	\$285,041	\$70,215	\$27,362	\$34,672	\$26,065.34	\$88,098	\$0	\$0	\$158,313	\$126,728	55.54%
	Coroner	\$132,000	\$21,523	\$19,143	\$20,786	\$4,466.67	\$44,395	\$0	\$0	\$65,918	\$66,082	49.94%
	Juvenile Detention	\$112,000	\$16,424	\$16,424	\$0	\$0.00	\$16,424	\$0	\$0	\$32,847	\$79,153	29.33%
	Fair	\$110,500	\$7,354	\$2,936	\$10,314	\$27,920.04	\$41,170	\$0	\$0	\$48,524	\$61,976	43.91%
1.00	Museum	\$497,666	\$112,776	\$37,631	\$54,946	\$37,327.51	\$129,904	\$0	\$0	\$242,680	\$254,986	48.76%
	Election	\$950,543	\$145,036	\$73,084	\$57,619	\$39,903.17	\$170,605	\$0	\$0	\$315,641	\$634,902	33.21%
	Ambulance	\$5,854,658	\$1,232,677	\$402,352	\$571,202	\$422,735.08	\$1,396,289	\$0	\$0	\$2,628,966	\$3,225,692	44.90%
	Appraiser	\$1,971,216	\$420,508	\$141,233	\$184,847	\$137,986.95	\$464,067	\$0	\$0	\$884,575	\$1,086,641	44.87%
	Planning & Development	\$744,156	\$177,211	\$51,613	\$74,280	\$51,648.63	\$177,541	\$0	\$0	\$354,752	\$389,404	47.67%
	Budget Appropriations	\$1,922,463	\$916,250	\$0	\$0	\$45,659.64	\$45,660	\$0	\$0	\$961,909	\$960,554	50.04%
	Insurance	\$887,340	\$341,535	-\$3,620	\$199,878	\$447,839.52	\$644,097	\$0	\$0	\$985,632	-\$98,292	111.08%
	Information Systems	\$1,882,246	\$288,468	\$141,068	\$131,436	\$209,824.29	\$482,328	\$0	\$0	\$770,796	\$1,111,450	40.95%
	County General-General	\$5,686,207	\$255,274	\$73,942	\$126,197	\$107,567.68	\$307,708	\$0	\$0	\$562,982	\$5,123,225	9.90%
	Public Works	\$9,818,041	\$1,738,177	\$641,821	\$773,879	\$2,087,951.40	\$3,503,652	\$0	\$0	\$5,241,829	\$4,576,212	53.39%
	Noxious Weed	\$894,703	\$187,086	\$59,523	\$81,316	\$51,488.84	\$192,327	\$0	\$0	\$379,414	\$515,289	42.41%
	Juvenile Supervision	\$1,400	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$1,400	0.00%
	Payroll Clearing	\$0	\$0	\$0	\$0	\$1,045	\$1,045	\$0	\$0	\$1,045	-\$1,045	0.00%
	General Fund Transfers	\$7,312,193	\$7,312,193	\$0	\$0	\$0	\$0	\$0	\$0	\$7,312,193	\$0	100.00%
	County General subtotal	\$46,722,881	\$14,807,016	\$2,214,498	\$3,091,081	\$4,250,258	\$9,555,836	\$0	\$0	\$24,362,852	\$22,360,029	52.14%
	Less Budget Stabilization	\$4,000,000										
	General Fund w/out Budget Stabilization	\$42,722,881										

Attachment: June Financial reports 2024 (14887 : Year to date budget and expenditure reports)

2024 YTD BUDGET ACTIVITY

% of Year 50

8.c

	DEPARTMENT	BUDGET	1st QTR EXPENSES	APR EXPENSES	MAY EXPENSES	JUN EXPENSES	2nd QTR EXPENSES	3rd QTR EXPENSES	4TH QTR EXPENSES	TOTAL EXPENSES	AVAILABLE BUDGET	% USED
2.00	Riley County Health Dept #30	\$5,601,756	\$1,245,806	\$442,832	\$612,009	\$493,034	\$1,547,875	\$0	\$0	\$2,793,681	\$2,808,075	49.87%
	Disaster Fund #3	\$6,773,382	\$297,589	\$339,352	\$193,544	\$159,916	\$692,812	\$0	\$0	\$990,400	\$5,782,982	14.62%
	21st District Adult Drug Court #40	\$0	\$25,938	\$0	\$0	\$0	\$0	\$0	\$0	\$25,938	-\$25,938	#DIV/0!
	Court Tech Fund #50	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	#DIV/0!
	Court Services #51	\$0	\$0	\$150	\$0	\$150	\$300	\$0	\$0	\$300	-\$300	#DIV/0!
	EMS Grants #52	\$2,088	\$0	\$736	\$0	\$150	\$886	\$0	\$0	\$886	\$1,202	42.43%
	KS Opioid Settlement #53	\$222,546	\$22,795	\$0	\$0	\$0	\$0	\$0	\$0	\$22,795	\$199,751	10.24%
	LATCF Funds #54	\$150,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$150,000	0.00%
	Register of Deeds Tech Fund #106	\$198,870	\$5,752	\$22,028	\$750	\$13,294	\$36,072	\$0	\$0	\$41,823	\$157,047	21.03%
	Clerk's Tech Fund #107	\$179,871	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$179,871	0.00%
	Treasurer's Tech Fund #108	\$97,183	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$97,183	0.00%
	War Memorial #112	\$1,000	\$0	\$0	\$0	\$360	\$360	\$0	\$0	\$360	\$640	36.00%
	County Auction #118	\$42,206	\$1,731	\$306	\$1,677	\$283	\$2,266	\$0	\$0	\$3,998	\$38,208	9.47%
	P.A.T.F #128	\$0	\$0	\$4,853	\$0	\$0	\$4,853	\$0	\$0	\$4,853	-\$4,853	0.00%
	Motor Vehicle Operations #130	\$393,298	\$5,270	\$4,688	\$38,853	\$5,211	\$48,752	\$0	\$0	\$54,021	\$339,277	13.74%
	Special Alcohol Programs #132	\$25,106	\$5,616	\$0	\$2,500	\$0	\$2,500	\$0	\$0	\$8,116	\$16,990	32.33%
2.00	Community Corrections #144	\$1,250,832	\$310,558	\$0	\$0	\$0	\$0	\$0	\$0	\$310,558	\$940,274	24.83%
	KDOC Adult Services - 2000	\$488,857	\$122,036	\$47,168	\$45,160	\$31,259	\$123,587	\$0	\$0	\$245,623	\$243,234	50.24%
	KDOC Juvenile Services - 2001	\$373,864	\$90,861	\$29,360	\$35,736	\$15,170	\$80,266	\$0	\$0	\$171,127	\$202,737	45.77%
	KDOC Juv Reinvestment - 2002	\$117,230	\$15,332	\$5,147	\$7,149	\$12,056	\$24,353	\$0	\$0	\$39,684	\$77,546	33.85%
	BJA Grant - 2003	\$158,894	\$47,672	\$9,295	\$21,851	\$12,599	\$43,745	\$0	\$0	\$91,417	\$67,477	57.53%
	21st Jud Dist DC ADSAP - 2004	\$25,938	\$2,233	\$312	\$202	\$55	\$568	\$0	\$0	\$2,802	\$23,136	10.80%
	Kansas Fights Addiction - 2005	\$180,601	\$24,922	\$2,646	\$2,646	\$3,173	\$8,464	\$0	\$0	\$33,387	\$147,214	18.49%
	City Alcohol Funds - 2006	\$27,300	\$15,064	\$1,533	\$748	\$2,697	\$4,979	\$0	\$0	\$20,043	\$7,257	73.42%
	RL County Alcohol Funds - 2007	\$0	\$4	\$1,664	\$359	\$4,228	\$6,251	\$0	\$0	\$6,255	-\$6,255	#DIV/0!
	RL Salary Appropriations - 2008	\$87,324	\$21,831	\$0	\$14,554	\$7,277	\$21,831	\$0	\$0	\$43,662	\$43,662	50.00%
	Caroline Peine Grant - 2009	\$2,978	\$1,224	\$682	\$220	\$336	\$1,238	\$0	\$0	\$2,462	\$516	82.67%
	GMCF Grant - 2010	\$4,640	\$1,887	\$44	\$120	\$2,740	\$2,904	\$0	\$0	\$4,791	-\$151	103.26%
	Daniel Keating Foundation - 2011	\$4,865	\$375	\$0	\$54	\$708	\$762	\$0	\$0	\$1,137	\$3,728	23.37%
	Capital Improvements Fund #145	\$7,990,119	\$260,586	\$85,907	\$655,387	\$132,896	\$874,189	\$0	\$0	\$1,134,775	\$6,855,344	14.20%
	Economic Development #146	\$259,053	\$86,437	\$0	\$1,899	\$1,000	\$2,899	\$0	\$0	\$89,336	\$169,717	34.49%
	Emergency 911 #148	\$502,665	\$179,325	\$4,580	\$5,619	\$3,986	\$14,186	\$0	\$0	\$193,511	\$309,154	38.50%
	Solid Waste #150	\$3,672,807	\$493,581	\$242,396	\$289,113	\$323,995	\$855,504	\$0	\$0	\$1,349,086	\$2,323,721	36.73%
	County Building #152	\$430,000	\$48,982	\$31,517	\$23,469	\$31,426	\$86,413	\$0	\$0	\$135,394	\$294,606	31.49%
	Road & Bridge Capital Projects #157	\$6,892,240	\$56,116	\$89,631	\$196,362	\$100,470	\$386,463	\$0	\$0	\$442,579	\$6,449,661	6.42%
	Road & Bridge Capital Projects #188	\$3,967,650	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$3,967,650	0.00%
	RCPD Operations #173	\$5,745,592	\$1,422,163	\$1,362,075	\$27,140	\$48,232	\$1,437,447	\$0	\$0	\$2,859,610	\$2,885,982	49.77%
	Landfill Closure #180	\$52,623	\$2,223	\$1,578	\$770	\$5,638	\$7,986	\$0	\$0	\$10,208	\$42,415	19.40%
	Bond & Interest # 181	\$478,856	\$30,469	\$0	\$0	\$0	\$0	\$0	\$0	\$30,469	\$448,387	6.36%
	Riley Co Fire Dist #1 #183	\$1,368,786	\$394,267	\$110,383	\$165,906	\$67,853	\$344,142	\$0	\$0	\$738,409	\$630,377	53.95%
	Riley Co Fire Dist Cap Out #184	\$112,269	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$112,269	0.00%
	Fire Station Projects #185	\$513,850	\$9,428	\$130,686	\$17,664	\$24,976	\$173,326	\$0	\$0	\$182,754	\$331,096	35.57%

2024 YTD BUDGET ACTIVITY

% of Year 50

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			1st QTR	APR	MAY	JUN	2nd QTR	3rd QTR	4TH QTR	TOTAL	AVAILABLE	
	DEPARTMENT	BUDGET	EXPENSES	EXPENSES	EXPENSES	EXPENSES	EXPENSES	EXPENSES	EXPENSES	EXPENSES	BUDGET	% USED
	Keats Capital Project #236	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	0.00%
	University Park W&S #230	\$168,034	\$10,925	\$6,992	\$12,314	\$9,179	\$28,485	\$0	\$0	\$39,410	\$128,624	23.45%
	Univ Park W/S Reserve #284	\$173,850	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$173,850	0.00%
	Hunters Island Water #238	\$38,586	\$4,163	\$2,453	\$4,679	\$3,348	\$10,480	\$0	\$0	\$14,643	\$23,943	37.95%
	Hunters Island Reserve #241	\$11,225	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$11,225	0.00%
	Carson Sewer Operations #239	\$79,816	\$2,266	\$1,180	\$898	\$1,180	\$3,258	\$0	\$0	\$5,524	\$74,292	6.92%
	Carson Sewer Reserve #237	\$73,687	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$73,687	0.00%
	Deep Creek Sewer #242	\$11,349	\$605	\$309	\$1,083	\$898	\$2,291	\$0	\$0	\$2,895	\$8,454	25.51%
	Deep Creek Reserve #243	\$39,243	\$0	\$0	\$2,400	\$0	\$2,400	\$0	\$0	\$2,400	\$36,843	6.12%
	Moehlman Bottoms #244	\$26,565	\$1,382	\$773	\$1,948	\$1,292	\$4,012	\$0	\$0	\$5,394	\$21,171	20.30%
	Moehlman Bottoms Reserve #245	\$18,456	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$18,456	0.00%
	Terra Hts Sewer #252	\$66,245	\$2,388	\$977	\$1,364	\$5,041	\$7,382	\$0	\$0	\$9,770	\$56,475	14.75%
	Terra Hts Sinking #254	\$137,400	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$137,400	0.00%
	Konza Water Operations #256	\$121,900	\$9,368	\$8,592	\$12,618	\$6,388	\$27,598	\$0	\$0	\$36,966	\$84,934	30.32%
	Konza Water Reserve #257	\$157,647	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$157,647	0.00%
	Valleywood Cap Reserve #282	\$118,630	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$118,630	0.00%
	Valleywood Operations #248	\$67,029	\$1,504	\$228	\$390	\$983	\$1,600	\$0	\$0	\$3,104	\$63,925	4.63%
	Mertz/McGehee Drainage #322	\$6,183	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$6,183	0.00%
	Lakeside Heights Sewer #285	\$2,345	\$399	\$74	\$74	\$96	\$244	\$0	\$0	\$644	\$1,701	27.44%
	Lakeside Heights Sewer Capital #286	\$6,230	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$6,230	0.00%
		\$49,721,559	\$5,281,071	\$2,993,127	\$2,399,229	\$1,533,575	\$6,925,931	\$0	\$0	\$12,207,002	\$37,514,557	
	Total including General Fund	\$96,444,440	\$20,088,087	\$5,207,624	\$5,490,310	\$5,783,832	\$16,481,767	\$0	\$0	\$36,569,854	\$59,874,586	

Attachment: June Financial reports 2024 (14887 : Year to date budget and expenditure reports)

2023 to 2024 Comparison

% of Year 50

DEPARTMENT	JUNE		JUNE	YEAR-TO-DATE THRU JUNE		Y-T-D	2024
	2023	2024	DIFFERENCE	2023	2024	DIFFERENCE	BUDGET
Attorney	\$259,917	\$201,214	-\$58,703	\$1,168,229	\$1,257,727	\$89,498	\$2,856,887
Clerk	\$128,429	\$123,457	-\$4,972	\$584,722	\$670,689	\$85,967	\$1,440,925
County Commissioners	\$23,349	\$21,131	-\$2,218	\$115,404	\$120,473	\$5,069	\$296,259
Admin. Svcs/Counselor	\$95,011	\$53,972	-\$41,039	\$368,998	\$341,349	-\$27,649	\$829,699
Register of Deeds	\$50,192	\$36,770	-\$13,422	\$226,414	\$253,091	\$26,676	\$574,159
Treasurer	\$141,374	\$104,006	-\$37,368	\$650,910	\$688,858	\$37,948	\$1,477,499
District Court	\$13,688	\$10,279	-\$3,409	\$81,242	\$82,647	\$1,405	\$185,080
Emergency Management	\$35,476	\$26,065	-\$9,411	\$150,934	\$158,313	\$7,379	\$285,041
Coroner	\$31,090	\$4,467	-\$26,623	\$87,142	\$65,918	-\$21,223	\$132,000
Juvenile Detention	\$0	\$0	\$0	\$34,818	\$32,847	-\$1,971	\$112,000
Fair	\$35,782	\$27,920	-\$7,862	\$50,398	\$48,524	-\$1,874	\$110,500
Museum	\$50,634	\$37,328	-\$13,307	\$227,155	\$242,680	\$15,526	\$497,666
Election	\$37,252	\$39,903	\$2,651	\$267,807	\$315,641	\$47,835	\$950,543
Ambulance	\$538,719	\$422,735	-\$115,984	\$2,261,097	\$2,628,966	\$367,870	\$5,854,658
Appraiser	\$174,879	\$137,987	-\$36,892	\$812,944	\$884,575	\$71,631	\$1,971,216
Planning & Development	\$62,346	\$51,649	-\$10,697	\$313,093	\$354,752	\$41,659	\$744,156
Budget Appropriations	\$47,011	\$45,660	-\$1,351	\$906,510	\$961,909	\$55,399	\$1,922,463
Insurance	\$6,026	\$447,840	\$441,814	\$254,044	\$985,632	\$731,588	\$887,340
Information Systems/GIS	\$242,808	\$209,824	-\$32,984	\$669,031	\$770,796	\$101,765	\$1,882,246
County General-General	\$2,030,264	\$107,568	-\$1,922,697	\$2,515,788	\$562,982	-\$1,952,806	\$5,686,207
Public Works	\$735,362	\$2,087,951	\$1,352,589	\$3,429,166	\$5,241,829	\$1,812,663	\$9,818,041
Noxious Weed	\$97,378	\$51,489	-\$45,890	\$421,451	\$379,414	-\$42,037	\$894,703
General Fund	\$4,836,988	\$4,249,213	-\$587,776	\$15,597,298	\$17,049,614	\$1,452,316	\$39,409,288

Attachment: June Financial reports 2024 (14887 : Year to date budget and expenditure reports)

2023 to 2024 Comparison

% of Year 50

DEPARTMENT	JUNE		JUNE	YEAR-TO-DATE THRU JUNE		Y-T-D	2024
	2023	2024	DIFFERENCE	2023	2024	DIFFERENCE	BUDGET
Health Department - 30	\$577,538	\$493,034	-\$84,503	\$2,724,130	\$2,793,681	\$69,551	\$5,601,756
Disaster Fund - 3	\$93,565	\$159,916	\$66,351	\$94,871	\$990,400	\$895,529	\$6,773,382
EMS Grants Fund - 52	\$0	\$150	\$150	\$833	\$886	\$53	\$2,088
KS Opioid Settlement - 53	\$0	\$0	\$0	\$0	\$22,795	\$22,795	\$222,546
LATCF Funds - 54	\$0	\$0	\$0	\$0	\$0	\$0	\$150,000
Register of Deeds Tech Fund - 106	\$21,067	\$13,294	-\$7,773	\$44,548	\$41,823	-\$2,724	\$198,870
Clerk's Tech Fund - 107	\$0	\$0	\$0	\$0	\$0	\$0	\$179,871
Treasurer's Tech Fund - 108	\$0	\$0	\$0	\$0	\$0	\$0	\$97,183
War Memorial - 112	\$360	\$360	\$0	\$360	\$360	\$0	\$1,000
County Auction - 118	\$1,543	\$283	-\$1,259	\$2,393	\$3,998	\$1,604	\$42,206
P.A.T.F - 128	\$0	\$0	\$0	\$580	\$4,853	\$4,273	\$0
Motor Vehicle Operations - 130	\$1,771	\$5,211	\$3,440	\$24,945	\$54,021	\$29,077	\$393,298
Special Alcohol Programs - 132	\$0	\$0	\$0	\$5,325	\$8,116	\$2,791	\$25,106
Community Corrections - 144	\$126,725	\$0	-\$126,725	\$563,278	\$310,558	-\$252,720	\$1,250,832
KDOC Adult Services - 2000	\$0	\$31,259	\$31,259	\$0	\$245,623	\$245,623	\$488,857
KDOC Juvenile Services - 2001	\$0	\$15,170	\$15,170	\$0	\$171,127	\$171,127	\$373,864
KDOC Juv Reinvestment - 2002	\$0	\$12,056	\$12,056	\$0	\$39,684	\$39,684	\$117,230
BJA Grant - 2003	\$0	\$12,599	\$12,599	\$0	\$91,417	\$91,417	\$158,894
21st Jud Dist DC ADSAP - 2004	\$0	\$55	\$55	\$0	\$2,802	\$2,802	\$25,938
Kansas Fights Addiction - 2005	\$0	\$3,173	\$3,173	\$0	\$33,387	\$33,387	\$180,601
City Alcohol Funds - 2006	\$0	\$2,697	\$2,697	\$0	\$20,043	\$20,043	\$27,300
RL County Alcohol Funds - 2007	\$0	\$4,228	\$4,228	\$0	\$6,255	\$6,255	\$0
RL Salary Appropriations - 2008	\$0	\$7,277	\$7,277	\$0	\$43,662	\$43,662	\$87,324
Caroline Peine Grant - 2009	\$0	\$336	\$336	\$0	\$2,462	\$2,462	\$2,978
GMCF Grant - 2010	\$0	\$2,740	\$2,740	\$0	\$4,791	\$4,791	\$4,640
Daniel Keating Foundation - 2011	\$0	\$708	\$708	\$0	\$1,137	\$1,137	\$4,865
Capital Improvements Fund - 145	\$0	\$132,896	\$132,896	\$818,592	\$1,134,775	\$316,184	\$7,990,119

Attachment: June Financial reports 2024 (14887 : Year to date budget and expenditure reports)

2023 to 2024 Comparison

% of Year 50

DEPARTMENT	JUNE		JUNE	YEAR-TO-DATE THRU JUNE		Y-T-D	2024
	2023	2024	DIFFERENCE	2023	2024	DIFFERENCE	BUDGET
Economic Development - 146	\$7,944	\$1,000	-\$6,944	\$92,996	\$89,336	-\$3,660	\$259,053
Emergency 911 - 148	\$6,308	\$3,986	-\$2,321	\$196,465	\$193,511	-\$2,954	\$502,665
Solid Waste -150	\$291,711	\$323,995	\$32,285	\$1,218,437	\$1,349,086	\$130,648	\$3,672,807
County Building - 152	\$42,493	\$31,426	-\$11,066	\$228,510	\$135,394	-\$93,115	\$430,000
Road & Bridge Capital Projects 1/2 - 157	\$3,392	\$100,470	\$97,078	\$6,292	\$442,579	\$436,287	\$6,892,240
Road & Bridge Capital Projects 0.2	\$0	\$0	\$0	\$0	\$0	\$0	\$3,967,650
RCPD Operations - 173	\$61,553	\$48,232	-\$13,321	\$2,873,551	\$2,859,610	-\$13,941	\$5,745,592
Landfill Closure - 180	\$6,118	\$5,638	-\$480	\$9,613	\$10,208	\$595	\$52,623
Bond & Interest - 181	\$0	\$0	\$0	\$133,179	\$30,469	-\$102,710	\$478,856
Riley Co Fire Dist #1 - 183	\$70,891	\$67,853	-\$3,038	\$487,978	\$738,409	\$250,431	\$1,368,786
Riley Co Fire Dist Cap Ou - 184	\$0	\$0	\$0	\$0	\$0	\$0	\$112,269
Fire Station Projects - 185	\$0	\$24,976	\$24,976	\$0	\$182,754	\$182,754	\$513,850
University Park W&S - 230	\$9,268	\$9,179	-\$89	\$40,130	\$39,410	-\$720	\$168,034
Keats Capital Project - 236	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Univ Park W/S Reserve - 284	\$20,791	\$0	-\$20,791	\$20,791	\$0	-\$20,791	\$173,850
Hunters Island Water - 238	\$5,398	\$3,348	-\$2,051	\$13,453	\$14,643	\$1,190	\$38,586
Hunters Island Reserve -241	\$0	\$0	\$0	\$0	\$0	\$0	\$11,225
Carson Sewer Operations - 239	\$833	\$1,180	\$347	\$4,560	\$5,524	\$965	\$79,816
Carson Sewer Reserve -237	\$0	\$0	\$0	\$0	\$0	\$0	\$73,687
Deep Creek Sewer - 242	\$341	\$898	\$558	\$1,581	\$2,895	\$1,314	\$11,349
Deep Creek Reserve - 243	\$0	\$0	\$0	\$0	\$2,400	\$2,400	\$349,243
Moehlman Bottoms - 244	\$2,576	\$1,292	-\$1,285	\$5,399	\$2,394	-\$3,005	\$26,565
Moehlman Botoms Reserve - 245	\$0	\$0	\$0	\$0	\$0	\$0	\$18,456
Terra Hts Sewer 252	\$1,315	\$5,041	\$3,726	\$4,860	\$9,770	\$4,910	\$66,245
Terra Hts Sinking - 254	\$0	\$0	\$0	\$0	\$0	\$0	\$137,400
Konza Water Operations -256	\$10,477	\$6,388	-\$4,088	\$29,062	\$36,966	\$7,904	\$121,900
Konza Water Reserve - 257	\$0	\$0	\$0	\$0	\$0	\$0	\$157,647
Valleywood Cap Reserve - 282	\$0	\$0	\$0	\$0	\$0	\$0	\$118,630
Valleywood Operations - 248	\$45	\$983	\$938	\$1,138	\$3,104	\$1,966	\$67,029
Mertz/McGehee Drainage - 322	\$0	\$0	\$0	\$0	\$0	\$0	\$6,183
Lakeside Heights Sewer - 285	\$26	\$96	\$70	\$178	\$644	\$466	\$2,345
Lakeside Heights Sewer Cap - 286	\$0	\$0	\$0	\$0	\$0	\$0	\$6,230
Total Including General Fund	\$6,201,036	\$5,782,637	-\$418,399	\$25,245,324	\$29,227,378	\$3,982,054	89,440,847.00
Total Including General Fund	\$12,402,073	\$11,565,274	-\$836,798	\$50,490,647	\$58,454,755	\$7,964,108	\$178,881,694

Attachment: June Financial reports 2024 (14887 : Year to date budget and expenditure reports)

2024 YTD BUDGET ACTIVITY

% of Year 50

COUNTY GENERAL-GENERAL		BUDGET	1st QTR EXP.	APR EXP.	MAY EXP.	JUN EXP.	2nd QTR EXP.	3rd QTR EXP.	4th QTR EXP.	TOTAL EXP.	AVAILABLE BUDGET	% USED
Personnel	1000	\$141,612	\$10,317	\$1,027	\$15,010	\$5,930	\$21,968	\$0	\$0	\$32,284	\$109,328	22.80%
Contractual	2000	\$1,502,095	\$243,528	\$72,573	\$110,879	\$101,638	\$285,089	\$0	\$0	\$528,617	\$973,478	35.19%
Commodities	3000	\$2,500	\$400	\$343	\$308	\$0	\$651	\$0	\$0	\$1,050	\$1,450	42.02%
Misc-Budget Stabilization		\$4,000,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$4,000,000	0.00%
Capital Outlay	4000	\$40,000	\$1,030	\$0	\$0	\$0	\$0	\$0	\$0	\$1,030	\$38,970	2.57%
Transfers Out	604	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	#DIV/0!
Grand Total		\$5,686,207	\$255,274	\$73,942	\$126,197	\$107,568	\$307,708	\$0	\$0	\$562,982	\$5,123,225	9.90%
Other Expense Totals		Year-To- Date										
Indigent Attorney		\$195,448										
Incidentals:												
Postage		\$81										
Computer Software												
Mileage		\$863										
Copies		\$1,857										
Misc Fees		\$812										
Meals		\$0										
		\$3,613										
Base Panel fees		\$0										
Off Panel		\$191,835										

Attachment: June Financial reports 2024 (14887 : Year to date budget and expenditure reports)

2024 YTD BUDGET ACTIVITY

% of Year 50

RCPD EXPENSES PAID BY RILEY COUNTY											
2024 YTD EXPENSES											
	BUDGET	1st Quarter	APR	MAY	JUN	2nd Quarter	3rd Quarter	4th Quarter	TOTAL EXPENSES	Remaining Budget	
Physician	\$240,000	\$68,249	\$26,029	\$21,495	\$35,677	\$83,201	\$0	\$0	\$151,450	\$88,550	
Laboratory	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
Hospital	\$10,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$10,000	
Advertising/Legal	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
Prescriptions/ Medical Supplies	\$1,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$1,000	
Bldg Maintenance	\$140,000	\$17,041	\$1,073	\$4,695	\$11,605	\$17,373	\$0	\$0	\$34,414	\$105,586	
Land Rental/Lease	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
Office Supplies	\$500	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$500	
Office Space Rental	\$12,000	\$2,850	\$950	\$950	\$950	\$2,850	\$0	\$0	\$5,700	\$6,300	
Juvenile Transport	\$6,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$6,000	
Water, Electric	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
Storm Drainage	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
Other Commodities/Contractual	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
Budget Appropriation	\$5,336,092	\$1,334,023	\$1,334,023	\$0	\$0	\$1,334,023	\$0	\$0	\$2,668,046	\$2,668,046	
TOTAL	\$5,745,592	\$1,422,163	\$1,362,075	\$27,140	\$48,232	\$1,437,447	\$0	\$0	\$2,859,610	\$2,885,982	

Attachment: June Financial reports 2024 (14887 : Year to date budget and expenditure reports)

2024 YTD BUDGET ACTIVITY

% of Year 50

	2020	2021	2022	2023	2024	Total
Dental	\$0	\$0	\$0	\$0	\$0	\$0
Physician	\$163,648	\$191,373	\$206,854	\$228,812	\$151,450	\$790,687
Laboratory	\$0	\$0	\$0	\$0	\$0	\$0
Hospital	\$0	\$0	\$0	\$0	\$0	\$0
Advertising/Legal	\$0	\$0	\$0	\$0	\$0	\$0
Prescriptions	\$0	\$0	\$0	\$0	\$0	\$0
Bldg Maintenance	\$103,569	\$71,043	\$60,486	\$109,933	\$34,414	\$345,031
Land Rental/Lease	\$0	\$0	\$0	\$0	\$0	\$0
Office Supplies	\$0	\$0	\$0	\$0	\$0	\$0
Office Space Rental	\$9,625	\$10,500	\$10,500	\$10,800	\$5,700	\$41,425
Juvenile Transport	\$2,144	\$152	\$237	\$0	\$0	\$2,533
Water, Electric	\$252	\$444	\$352	\$169	\$0	\$1,217
Storm Drainage	\$0	\$0	\$0	\$0	\$0	\$0
Other Commodities/Contractual	\$693,906	\$91,239	\$21,447	\$0	\$0	\$806,592
Budget Appropriation	\$4,420,348	\$4,391,746	\$4,597,175	\$5,000,016	\$2,668,046	\$18,409,285
Total	\$5,393,492	\$4,756,498	\$4,897,050	\$5,349,730	\$2,859,610	\$20,396,770

Attachment: June Financial reports 2024 (14887 : Year to date budget and expenditure reports)

2024 YTD BUDGET ACTIVITY

% of Year 50

RCPD									
OFF-SITE INMATE MEDICAL EXPENSES PAID BY ADVANCED CORRECTIONAL HEALTHCARE									
INCLUDED IN 2024 \$31,000 POOL									
	MAR	1st Quarter	APR	MAY	JUN	2nd Quarter	3rd Quarter	4th Quarter	TOTAL EXPENSES
Dental	\$0	\$0	0.00	\$0	\$0	\$0	\$0	\$0	\$0
Physician	\$0	\$0	0.00	\$0	\$0	\$0	\$0	\$0	\$0
Laboratory	\$0	\$0	204.50	\$202	\$0	\$406	\$0	\$0	\$406
Hospital	\$1,675	\$3,428	5,261.81	\$4,664	\$5,027	\$14,953	\$0	\$0	\$18,381
Prescriptions	\$7,800	\$16,737	5,819.55	\$13,918	-\$344	\$19,394	\$0	\$0	\$36,131
Supplies	\$0	\$0	0.00	\$0	\$0	\$0	\$0	\$0	\$0
TOTAL	\$9,474	\$20,164	\$11,286	\$18,784	\$4,683	\$34,753	\$0	\$0	\$54,918
Savings from Medicaid Rate		\$0				\$0	\$0	\$0	\$0
\$31,000 Pool Balance	\$10,836		-\$450	-\$19,235	-\$23,918				-\$23,918
Quarterly ADP: (Contract)									
County Inmate (72 base census)	103	311	100	106	113	319	0	0	
Non-County Inmate (0 base census)	0	0	0	0	0				
Billing Adjustments for prior years	\$0	\$0				\$0	\$0	\$0	\$0

Attachment: June Financial reports 2024 (14887 : Year to date budget and expenditure reports)



COUNTY CLERK & ELECTIONS
Funding

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

COMMISSION AGENDA REPORT

FROM: Brittany Phillips, Budget & Finance Officer

MEETING: July 8, 2024

SUBJECT: General Fund Transfer to Capital Improvement

PRESENTER: Brittany Phillips, Budget & Finance Officer

BACKGROUND

In the past, cash carryover in the General Fund from the previous year, was transferred to Capital Improvement Fund. However, over the past few years this transfer has not been done, due to the uncertainties through the pandemic. This is reflected in our high cash balance in the general fund.

DISCUSSION

Since this transfer has not been done in a few years and with the discussions of facilities, it is the Budget & Planning Committee's recommendation to transfer \$8,900,000 to the Capital Improvement Fund.

FISCAL IMPACT

This is not budgeted in the General Fund, so it may require a budget amendment towards the end of the year, however we have the cash on hand.

RECOMMENDATION(S)

Recommend the Board of County Commissioners authorize the transfer from the General Fund to the Capital Improvement Fund in the amount of \$8,900,000.

POSSIBLE MOTION(S)

Move to approve the transfer \$8,900.00 from General Fund to Capital Improvement Fund.

Move to deny

Move to modify

Move to table

No action required.

The Board agreed by consensus to

Enclosures:



**COUNTY
COUNSELOR/ADMINISTRATIVE
SERVICES**
Staff Update

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

STAFF REPORT

FROM: Clancy Holeman, Riley County Counselor

MEETING: July 8, 2024

SUBJECT: Pending County Projects County Counselor

PRESENTER: Clancy Holeman, Riley County Counselor

Enclosures:

- FINAL_Commission List 07.08.2024 (DOCX)

PENDING COUNTY PROJECTS ▪ January 2024 through July 3, 2024, Submitted by Clancy Holeman, Riley County Counselor

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

COMMISSION LIST

I. Projects By Category:

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

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

meetings. (5-2-24; 5-6-24) Attend budget presentations to BOCC of various outside agencies. (5-6-24) Work on file documentation presented today by Jason Hilgers of City's draft plan on City's proposed CICO Park Improvements. (5-2-24) Review information for BOCC agenda item scheduled for 5-6-24. (5-3-24) Work on appropriation request analysis. (5-3-24) Attend and participate in BOCC public meetings. (5-9-24; 5-13-24. Work on analysis of appropriation issues. (5-9-24;5-12-24) Work on appropriation issue question. (5-14-24) Attend and participate in BOCC public meetings: (5-30-24; 6-3-24) Attend and participate in BOCC public meetings. (6-6-24; 6-10-24) Watch BOCC public meeting online during remote work. (6-13-24) Attend and participate in BOCC public meeting. (6-17-24) Attend and participate in BOCC public meetings. (6-20-24;6-24-24) Attend City/County/County meeting. (6-20-24) Communication on pending contractual issue. (6-21-24) Schedule executive session for Monday, July 1, 2024. (6-26-24) ***Attend and participate in BOCC meetings (6-27-24; 7-1-24)***

“Constitutional Protection of County Home Rule”:

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

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

Delinquent Real Property Tax Sale: Legal research. Prepare documents for the next stage in the process. (4-12-24) Work to review final contract signed. (May 1, 2024) Contact IT with information on underlying purchase. (5-3-24) ***Attend and assist in Delinquent Real Property Tax Sale. (6-28-24)***

“Dark Store”:

District Court:

Federal Rules on Vaccination Mandate:

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

Indigent Legal Services: Attorney contracts for 2022 were created and emailed to current attorneys under contract. (11-3-21) Notice to Riley County Bar Association of at least one attorney vacancy effective January 1, 2022. (11-4-21) Proposed 2022 contracts have been provided to all current lawyers under contracts. None returned as of 11-23-21. No indigent legal service contracts are in place for the calendar year 2022. Work on various issues related to this service. (2-10-23; 2-13-23; 2-14-23; 2-15-23; 2-16-23; 2-19-23; 2-20-23; 2-21-23; 2-22-23; 2-24-23; 2-26-23; 2-27-23; 2-28-23; 3-1-23; 3-2-23; 3-3-23; 3-4-23; 3-6-23; 3-7-23; 3-8-23) Work on various issues related to this service. (3-19-23) Work at staff level on compensation for this service. (3-28-23) schedule next staff level discussion of compensation for this service. Discuss with Deputy Counselor compensation for this service. (3-29-23) Work on project. (6-1-23) Work on project. (6-8-23) Draw up final version of CAR; RFP; and Contract. (6-19-23; 6-20-23) Obtain BOCC approval of form RFP and Contract. (6-22-23) Finalize RFP and contract and distribute to local Bar Association membership with encouragement to apply well before August 4, 2023, deadline for proposals because they will be considered as they are submitted. (6-29-23; 6-30-23) Create documents for publication in newspaper and placement on county website for this service. (7-7-23; 7-10-23; 7-11-23; 7-12-23) Deadline for proposals to arrive in Clerk's office 5 p.m. August 4. Work on issues related to service. (10-25-23.) Work on scheduling discussion. (6-5-24)

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

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

National Opioid Litigation Settlement: Notice of Deadline to “opt in” to latest round of national opioid class action litigation settlements is April 18, 2023. (3-27-23) Prepare and submit CAR for BOCC 4-10-23 public

meeting; with my recommendation to BOCC regarding “opt in” to latest round of national opioid class action litigation settlements—5 new defendants settling. Discuss with Assistant Attorney General managing this matter state-wide. (4-6-23) Submit electronically our “opt in” to latest round of national opioid class action settlements, as previously authorized by BOCC. Confirmation from settlement administrator that “opt in” accomplished. (4-14-23)

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

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

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

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

Rural Economic Development Advisory Board:

Staff Budget and Planning Committee:

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

II. Projects by Department or Division:

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

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

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

Riley County Clerk: Advise and assist on open record act issue. (9-12-23;9-13-23) Schedule meeting with staff of two departments to plan means of addressing particular type of KORA request in most fair and efficient manner to reduce, potentially, two departmental workloads. (9-13-23;9-14-23) Reschedule forgoing meeting to 10-27-23. (10-19-23) Work on contract law issue. (10-24-23) Assist with legal issue. (11-3-23;11-5-23; 11-6-23.) Approve on minute track as to form revised parking lot resolution developed by Deputy Counselor. (1-2-24) Work on autopsy record storage issue. (2-2-24) *Prepare* resolution regarding Plaza reservations; present to BOCC and obtain approval. (2-27-24; 2-28-24;2-29-24) Communicate with staff on a request for a mailing address change. Communicate with counsel on client name change. Communicate with staff on records name change issue. (3-4-24;3-5-24) Work on notice of upcoming special meeting of BOCC. (3-12-24) Work with Clerk staff member on preparing for RNR compliance during 2025 budget. (3-20-24) Work with Department Head and his staff on election procedural matters raised by vacancy in a City of Manhattan elected office. (5-10-24) Work on contract issue for department. (6-14-24) Attend and participate in staff working group regarding ongoing project. Communicate with contractor afterward. (6-17-24) ***Review return of contract accepting our contractual attachment. Communicate with Department staff on next steps for BOCC approval. (6-21-24) Prepare Commisison Agenda report on foregoing project. Staff uploads for Thursday, June 27th BOCC public meeting. (6-24-24) Work on Finance Officer question on behalf of BOCC. (6-25-24) Legal analysis of RNR statute. (6-27-24; 6-28-24;7-2-24;7-3-24)***

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

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

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

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

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

Then obtain BOCC approval of extension of local disaster emergency declaration. (4-2-24; 4-3-24; 4-4-24) Draft local emergency declaration on Axelton Hill Road wildfire and obtain BOCC chairman signature. (4-6-24) Prepare extensions of both local disaster emergency declarations. (4-10-24) Present and obtain BOCC approval of both immediately preceding local disaster emergency declarations. (4-11-24)

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

Riley County Health Department: Work on contract law issue. (10-12-23;10-13-23.) Work on contract law issue. (10-19-23;10-23-23; 10-24-23.) Advise Department on personnel policy manual upcoming revision. (3-19-24) Communicate with county staff on parking issue. (3-26-24) Schedule staff discussion with this Department and another on legislative issue. (6-26-24) *(Advise Department Head on legislative matter. (7-3-24) Advise Department Head on state funding matter. (7-3-24)*

Riley County Historical Museum:

Riley County Human Resources. Finalize Green Dot Contract. (9-12-23) Conversation with HR. (10-12-23.) Review example of proposed Performance Review new form to be completed by 10-16-23. (10-12-23) Work with a department on HR issue “IV.” (10-13-23.) Work with Department on unrelated HR issue (“V”). (10-16-23.) Work with Department on unrelated HR issue “VI”. (10-16-23.) Work with department on Personnel issue I. (10-19-23;10-23-23; 10-25-23.) Work with division on personnel law issue II. (10-24-23.) Work with Division and Department Head on personnel law issue II. (10-25-23;10-26-23;10-27-23;10-28-23-10-29-23;10-30-23) Work with Division and Department Head on personnel law issue. (11-1-23.) Work with Division and Department on personnel law issues. (11-2-23;11-3-23; 11-5-23;11-6-23.) Work on personnel law issue for Division and Department. (11-10-23). Work with Division and Department on personnel law issues. (11-9-23;11-13-23; 11-14-23). Prepare for disciplinary action appeal scheduled for January 4, 2024. (12-289-23) Communicate with team members on working group considering revision of personnel manual. Working group to reconvene 1-9-24. (1-2-24) Work on personnel issues. (1-4-24; 1-5-24) Communicate with Department head and Division head on upcoming potential meeting regarding process. (1-12-24) Communication from Division head on upcoming work group work for discussions on personnel policies. (1-12-24) Working group discussion of personnel policy issues. (1-12-23) Working group discussion of personnel policy manual. (1-18-24) Working group discussion of personnel policy practice. (1-22-24) Analyze and comment upon potential policy. (1-24-24) Analyze potential changes to personnel policy. (1-29-24; 1-30-24; 1-31-24) Advise on legal issue. (2-1-24) Work on personnel policy manual issues. (2-22-23;2-23-24) Communicate with Division director given federal law changes in identified policies. (2-27-24) Review material provided. (2-27-24) Work with Division Director on scheduling upcoming presentations to BOCC in public meetings. (3-12-24) Work on Personnel Policy issue. (3-13-24) Work on upcoming executive session. (3-12-24;3-13-24) Work on personnel policy issue. (3-14-24;3-15-24;3-17-24;3-18-24) Work on different personnel policy issues than immediately preceding entry. (3-18-24) Work on both of the immediately preceding entry matters. (3-19-24) Work on dress code issues. (4-9-24) Review KORA request. (4-9-24) Discuss personnel law issue. (5-8-24) Work with Division and Department Head on two distinct personnel law issues. (5-10-12) Work with Division and Department Head on distinct personnel law issue. (5-14-24) Review and continue working on proposed policy. (5-28-24; 5-29-24) Work with HR, and a Dept. Head on personnel law issue. (5-31-24; 6-3-24) Work with staff group on proposed policy. (6-3-24) Work with HR and Department Head on personnel issue. (6-3-24) Work with HR. on personnel issue. (6-4-24; 6-5-24)) Work with HR on personnel matter. (6-7-24) Work with HR on personnel policy approval. (6-7-24) Work with HR on 2 distinct and unrelated personnel law issues. (6-17-24) Work with HR on personnel law issues. (6-18-24) *Work with Division head on personnel legal issue. (7-2-24)*

Riley County Information Technology/GIS Work with department on contract law issue. (10-24-23.) Conversation with GIS staff member regarding City GIS “layer” issue. (1-2-24) Discuss legal issues involving

federal act(s) and communication technology. (2-1-24) Communication from IT about on-going efforts to protect network. (5-7-24)

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

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

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

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

Communicate with Department Head and Cindy K. (5-7-24) Review litigation material served on a co-defendant in pending code enforcement case. (5-7-24) Discuss pending enforcement matter with Code Enforcement officer. (5-7-28; 5-8-24) Work on pending Court of Appeals matter. (5-15-24) Work on comp plan consultant project. (5-29-24) Calendar Evergy application regarding Ashland Bottoms special use application. (5-29-24) Review and sign plat presented by Department staff. (5-29-24) Prepare for executive sessions. (6-5-24) Advise Department Head on project legal issue. (6-12-24) Work on pending appeal matter. (6-25-24) ***Work on pending sewer project. (7-3-24) (Advise Department Head on legislative matter. (7-3-24)***

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

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

Riley County Public Works: Discuss land use issue with Department Head. (10-12-23.) Communicate with potential vendor on project. (10-13-23.) Communicate with county insurer on project. (10-13-23.) Contract law issue. (11-6-23.) Work on bid packet issue. (1-2-24) Contacted by KDHE requesting permission for project. Relay request to Public Works Director and invite conversation. (1-3-24) Discuss with Director Township Officers' March 6, 2024, meeting agenda. Contact outside party as possible participant to assist with program. (2-2-24) Attend and participate in Township Officials annual meeting. (3-6-24) Review and approve contract "as to form." (3-8-24) Review contract proposed. (3-11-24) Discuss staff contract proposed. (3-12-24) Work with Assistant County Engineer on assembly of contract for agenda. (3-19-24) Review and approve as to form immediately preceding contract. Conversation with Cindy K on delivery of contract to County Clerk's office for this Thursday's agenda. Place contract in delivery bin from Public Works to County Clerk's office. (3-20-24) Work on elevator contracts and discuss with Department Head. (4-5-24; 4-6-24; 4-8-24) Conversation with Dept. Head regarding KDHE request to do well test on county site. (4-15-24) Conversation with Dept. Head regarding drainage easement. (4-16-24) Review update on pending resolution. (4-18-24). Review and approve as to form covenant and easement documents for EMS HQ project. (4-23-24) Respond to email from KDHE on agency's planned sampling in Fairmont Park, after discussion with Department Head. (4-23-24) Conversation with Assistant County Engineer. Approve as to form transfer station truck scale Contract. (4-23-24) Work on KDOT roundabout project as it affects Riley County. (4-26-24; 4-28-24; 4-29-24; 4-30-24) Work on preceding KDOT project as it affects Riley County. 5-8-24. Work on policy issue involving CDL training. (5-30-24; 5-31-24) Review and approve as to form project document. (5-31-24) Review and approve as to form unrelated project document. (5-31-24) Approve as to form contract for project. (6-3-24) Work on project documents. (6-4-24) Conversation with consulting engineer on state highway project. (6-14-24) Communication from KDOT counsel on state "roundabout" project at US 24 and K-13. Contact Public Works Directo. Contact KTOT counsel. (6-26-24) ***Communicate with Department Head on immediately preceding project. (7-2-24) Advise Department Head on separate and distinct legal matter. (7-3-24)***

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

Riley County Treasurer: Discuss with Department Head process for Opioid Settlement Fund payments routed from Attorney General's Office. Discuss with Assistant Attorney General supervising such distributions. (12-21-22) Work on Delinquent Real Property Tax Foreclosure case for 2024. (4-12-24) Review claim for delinquent real property taxes in mtg foreclosure case. (4-16-24) Review claim for delinquent real

property taxes in mtg foreclosure case. (4-16-24) Review probate case order directing payment of real property tax. (4-16-24) Review mtg foreclosure case and demand for payment of real property tax. (4-16-24) Review of probate case and real property tax. (4-16-24) **Review** delinquent real property tax efilings. (4-19-24) Work with legal staff on upcoming delinquent real property tax sale. (4-23-24) Process with staff response to citizen inquiry to county website about tax sale properties. (4-29-24) Process with staff response to another citizen inquiry to county website about tax sale. (4-29-24) Discuss tax sale property issue involving request from executor of titled owner. Call the executor and leave voicemail. Resolve with executor. (5-7-24) Sign order dismissing individual parcel from tax sale. (5-8-24) Work with department staff on preparation of Motion for Default Judgement in 2024 delinquent real property tax sale. (5-10-24) Obtain judgment in favor of Riley County on motion for default judgment in Riley County District Court for upcoming delinquent real property tax sale. (5-28-24) Delinquent property tax sale meeting with office staff. (5-29-24) Approve withdrawal pleadings from pending probate cases wherein our filed claims for property taxes resulted in payment. (6-14-24) Assist Department Head with citizen communication. (6-17-24;6-18-24) **Work on property tax foreclosure case. (6-26-24)**

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

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

Administrative Matters: Discuss with HR CAR I'll prepare for transition of Counselor position based upon my scheduled 2025 retirement. (5-19-23) Work on transition of Deputy position given incumbent's scheduled retirement. (5-22-23;5-23-23) Discuss and decide with staff on renewal of "Hawver" subscription. (5-30-23) Register for June 20 webinar on Title VI requirements under ARPA; to be conducted by Officer of Recovery. (6-5-23) Information to Office Manager on invoice for Westlaw. (7-5-23) Partners' Meeting. (7-21-23) Review and approve proposed CAR drafted by H.R. for upcoming position vacancy due to retirement. (7-27-23) Work with HR and staff working group preparing for candidate interviews for 2 positions. (7-27-23;7-28-23) Staff meeting to discuss departmental input, as requested by PIO, on survey regarding retention and recruitment and retention. Provide info to PIO. (8-2-23) Review, approve Department timecards. (8-6-23) Work on transition of department for upcoming vacancy in Office Manager position. Review all internal applications. Communicate with both Riley County Deputy County Counselors and H.R. Director. (8-6-23) Work on transition of department to fill vacancy in Legal Assistant position. (8-10-23;8-11-23; 8-13-23) Review City/County/County agenda for 8-17-23 meeting. (8-13-23) Work on upcoming retirement receptions for department. (8-11-23; 8-14-23; 8-15-23;8-16-23;8-17-23) Continued work on transition of department to fill vacancy in Legal Assistant position. (8-15-23) Participate in panel interview of candidate for Legal Assistant I position.9 (8-18-23) Attend retirement reception in BOCC chambers for Jill Seaton. (8-31-23) Relay eflex latest to staff—No access to court of appeals or supreme court yet as of noon today. (1-26-24) Participate as donor in County/Red Cross blood donation drive. (2-14-24) Work on closing issue involving sale of a portion of a larger parcel—the sale of which does not involve a pending code enforcement proceeding. (2-15-24) Work at PW successfully confirming, with IT assistance, our desktops there appropriately "sync" with our desktops in our CPE office. (2-26-24) Work with Public Works on key card/key fob access to that portion of Public Works building where our office will temporarily relocate. (2-27-24) Work on temporary relocation of office during 4th floor renovation project. (2-28-24) Work with I.T. to synchronize desktops at departmental CPE office and temporary space at Public Works. (3-1-24) Catch up on emails. Respond when appropriate. (4-9-24) Work on transition of Deputy County Counselor caseload to County Counselor. (4-10-24; 4-11-24; 4-12-24) Work on applicant interview scheduling for Deputy County Counselor position. (4-15-24) Work with our Office Manager on 2025 departmental budget request. (4-16-24) Work on departmental transition matters. (5-2-24; 5-2-24; 5-3-24) Brief staff meeting—my meetings schedule today. (5-7-24) Review and delete emails. (5-7-24) Work on transition: Introduce Deputy County Counselor to BOCC members; and 3 department heads (5-13-24) Introduce Deputy County Counselor to 3 more department heads.

(5-14-24) Review and approve as to form payroll and accounts payable. (5-28-24) Work on transition matters in office. (5-30-24; 5-31-24) Contact IT about recent communications to organization about a system update. (6-3-24) Brief Bryant on relevant discussions during today's public BOCC meeting. (6-3-24) Weekly office staff meeting. (6-14-24) Work with staff working group on scheduled shut off of electricity to CPE. (6-17-24; 6-18-24)

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

County Counselor Association of Kansas: Attend and participate virtually in Board of Governors meeting of CCAK. Summer CLE planning. (2-21-24) Contact KAC about presenter's assigned time during June 21, 2024, CCAK CLE program. Relay to presenter. Recontact KAC. Recontact presenter. (5-2-24) Contact from presenter. Relay information to Jay Hall. Confirm to presenter all in place for CLE. (5-6-24) *Communicate with Deputy Director and Presenter scheduled for CCAK CLE to take place 6-21-24.* (6-18-24) Attend online program of association for required CLE. (6-21-24)

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

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

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

Kansas Association of Counties: Review communication on Kansas Supreme Court case considering self-insured entities. (3-8-24)

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

Staff Riley County Employee Recognition Day Planning Committee: Attend and participate in committee work planning Employee Recognition Day. (6-20-23) Analyze proposed venue contract. Conversation with County's insurer. Voicemail left with PIO. (7-5-23) Attend and participate in Committee meeting (7-18-23)

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

Staff Road Renaming Committee:



PUBLIC WORKS
Project Update

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

MEMORANDUM

FROM: John Ellermann, Public Works Director

MEETING: July 8, 2024

SUBJECT: Public Works Project Update

PRESENTER: John Ellermann

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

Enclosures:

- 070824 Project Update (PDF)

Project Update

Public Works Department

7/08/2024

Kitten Creek Culvert Replacement (N.5-22.5)

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

Winkler Mills Bridge (H.0-5.9)

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

Parallel Rd. Culvert (C.7-0.0)

- Approximately 0.2 mi E. of May Day Rd.
- Schwab-Eaton
- Ebert Construction – July 1st Start – 80 working days

Marlatt Rd Improvement

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

Parks:

- Fully Staffed. 3 seasonal
- Mowing.
- Landscape Beds.
- Begin spraying weeds.
- Preparing for Fair.
- Riverfront Project meeting July 29th

Operations:

- Cleaning up debris from storms from structures.
- Patching roads
- Chip Seals completed.
- Pre-cast box culverts ordered. Kansas Ave. in Riley is first on list to be completed.
 - Ober Rd – 4’x4’x40’
 - W 69th Ave. – 10’x6’x36’
 - Kansas Ave (Riley) – 12’x4’x30’ Begins July 15th.
 - Lasita Rd. – 12’x7’x54’
 - Wildcat Creek Rd. – 12’x10’x66’

- Grading of roads.
- Assisting with repairs at Transfer Station.
- CDL Training-Exam scheduled.

Miscellaneous

- **Open Positions:** Purchasing Agent, Custodian, Facility Tech I, Utility Tech.
- University Park Lagoon Project-Lagoon size determined. Continue to work on grant and funding applications. Approved for the Small-Town Water & Sewer Infrastructure Assistance Grant. Terracon report complete. Design of lift station and lagoon now that location is confirmed. Awarded an additional \$462,210 in grant money for the project. Cultural & Environmental Study for KDHE SRF.
- EMS Headquarters Station – BHS GMP \$9,587,108. Footings being placed and walls being erected.
- 4th floor CPE Renovation. Icon Structures. Contract complete. Minor issues being worked through. Walk thru scheduled for the 24th.
- Alley and grass repairs around CPE.
- CPE roof replacement complete. Repairs to be made.
- Transfer Station load out scales. WS Scale - \$49,880 estimated July 12th.
- Lead & Copper surveys – KDHE.
- Elevator Projects – Working on bid documents.
- Working on a couple of speed studies for BOCC review.
-



PUBLIC WORKS
Personnel

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

COMMISSION AGENDA REPORT

FROM: John Ellermann, Public Works Director

MEETING: July 8, 2024

SUBJECT: Request to fill Utility Technician Position

PRESENTER: John Ellermann, Public Works Director

BACKGROUND

The Department of Public Works has a vacant Utility Technician position. This position is vacant because the current employee will be transferring to the Gravel Crew. Therefore, I am requesting to advertise to fill the Utility Technician position.

DISCUSSION

The Utility Technician will be responsible for the operation and maintenance of facilities and infrastructure of county water and wastewater benefit districts. These duties will include taking daily and monthly water samples, reading water meters monthly, responding to alarms from lift stations, and performing regular checks and maintenance on sewer systems. Other duties will include performing utility locates, inspect equipment, make minor repairs and assist the engineering technician with construction project inspections.

This position requires the employee to be KDHE certified as a water and wastewater operator.

FISCAL IMPACT

This position is an existing budgeted position.

RECOMMENDATION(S)

It is recommended that the BOCC allow Public Works to advertise to fill the vacant Utility Technician position.

POSSIBLE MOTION(S)

Move to approve filling of the Public Works Utility Technician position.

Move to deny filling of the Public Works Utility Technician position.

Enclosures:

- Utility Technician position descriptionUPDATE 2024 (DOC)
- 2024-07 PW Utility Tech I PAF (DOCX)

RILEY COUNTY, KANSAS JOB DESCRIPTION

Job Title:	UTILITY TECHNICIAN	
Department:	Public Works	Division: Road and Bridge
Reports To:	Assistant Director of Public Works	
Pay Grade:	10	Status: Full time
FLSA Status:	Non-Exempt	

Position Summary: The Utility technician operates and maintains county facilities and infrastructure of water and wastewater benefit districts, as well as calculates, interprets design plans and technical literature, and must have mechanical ability. Work assignments are varied and broad in scope requiring highly detailed and technical independent decision-making skills.

Work is reviewed by the Assistant Public Works Director through consultations and field inspections to determine progress and adherence to departmental policies and state regulations. Major projects are reviewed by the Engineer, Assistant Engineer or the Operations Manager before action is taken.

Essential Functions:

- Complete inspections associated with County Benefit Districts, following safety protocol, including pump stations, lift stations, treatment lagoons and sewer treatment plant.
- Maintain and clean lift stations, floats, open pits using tools and equipment to make appropriate adjustments and repairs when needed.
- Respond to alarm systems on equipment.
- Conduct State required tests at sewage treatment plants and lagoons as required.
- Read meters, collect water samples and tests daily including weekends and holidays, and exercise water valves annually.
- Ensure duties are carried out in accordance with County and Departmental policies and guidelines.
- Ensure time management on projects is sufficient.
- Provide for regular and punctual attendance and foster a cooperative work environment.
- Maintain project lists and organizes work by priority and location.
- Repair or initiate repair of equipment, pumps, motors at sites, water, wastewater infrastructure
- Inspect equipment to ensure units are clean and maintenance is being performed adequately.
- Maintain area around pump stations, lift stations and sewage treatment plants and lagoons by mowing, weeding, removing snow and collecting trash and debris.
- Create and maintain maintenance and repair schedules, testing results and meter readings.
- Perform utility locates of County owned Benefit districts infrastructure.
- Assist permitting and inspection of utility installations in county road right-of-ways and easements.

Secondary Functions:

- Assist Engineering Technicians with project inspection and testing as needed.
- Maintain a clean work area.
- Maintains required certifications.
- Document and track utility locations and coordinate with the geographic information system network
- Create survey and inventory forms, graphs, tables, and other illustrative material for data, create reports and presentations to the County Commission, the news media and the general public.
- Participate in staff meetings, safety meetings and other related activities.
- Frequent overtime outside normal work hours to include weekends and holidays.
- Perform other duties as assigned.

Position Requirements: satisfactory equivalent combination of experience, education and training which provides the required knowledge, skills and abilities listed below will be considered.

Required to provide and carry a personal cell phone with reimbursement per the County's Policy.

Updated July 2024

Attachment: Utility Technician position description UPDATE 2024 (14883 : Request to fill Utility Tech Position)

Education: High school diploma or equivalent required. Advanced technical training preferred. A valid Class C Driver's License is required. Class 1 water certificate required within 2 years. Class 1 wastewater certificate required within 1 year. Confined space certification preferred.

Experience: 1-3 years' experience with operation and maintenance of water and wastewater systems.

- 2 years computer experience, including Microsoft Office.
- Knowledge of materials, methods, techniques and practices of water and wastewater systems.
- Knowledge of the principles and practice for the inspection and testing used in the construction of civil engineering projects.
- Knowledge of electrical and plumbing preferred.
- Knowledge of the applicable work safety rules and procedures.

Skills:

- Good organizational, interpersonal and communication skills are required.
- Ability to follow oral and written instruction.
- Ability to express oneself clearly and concisely, orally and written.
- Ability to work independently with little or no supervision.
- Ability to analyze and solve problems.
- Ability to establish and maintain effective working relations with employees, supervisors, other government agency officials, and the general public.
- Ability to assist with engineering inspection work.
- Ability to utilize testing equipment associated with water and waste water sampling.
- Ability to read and explain engineering plans and drawings and to assist with the design of basic road, bridge and utility construction and maintenance projects.
- Ability to maintain records, prepare basic reports, and record data and inventories accurately.
- Ability to research prices and make economical decisions for selection and purchase.
- Ability to organize facts and present them in a clear and concise verbal, written, or graphic form.
- Ability to make mathematical computations with efficiency and accuracy.

Supervisory Control: Work is performed independently and on own initiative in accordance with established procedures and policies. New and unusual tasks are assigned with limited instructions. The employee and supervisor consult to set deadlines, define the scope of the project, and determine the type of work to be done on large or critical projects. A supervisor is consulted only occasionally.

Planned work is checked for appropriateness and completeness, but methods are usually not reviewed in detail unless the project has few or no precedents, is very costly, or is politically sensitive by nature. Finished work is usually reviewed for technical soundness, appropriateness, and conformity to policy, plans, standards or requirements through inspections and consultations with the County Engineer and Assistant County Engineer.

Supervisory Responsibility: None

Guidelines: Several guides are available for this position but the use of these guides requires extensive training, previous experience and good judgment to interpret and adapt to a variety of specific situations. Some work requires resourcefulness in developing new methods, designs or practices.

The county personnel regulations, department policies, and instruction from training seminars, KRWA, KDHE and supervisors provide other guidance.

Complexity: Employee is required to research a wide range of related problems of a technical nature. The work involves a wide variety of related tasks in a professional field requiring resolution of intensive

scheduling conflicts and critical selection of safe and economical construction and maintenance alternatives. This person must determine the most cost-effective method of resolving water and wastewater system problems within certain re-occurring time restraints imposed by resource availability, the emergency nature of the problem, and the importance of public need.

Decisions regarding what needs to be done include the assessment of unusual circumstances, variations in approach, and incomplete or conflicting data. In most cases an employee in this class can take an obvious course of action but in some situations different options must be considered and an independent decision made to successfully complete the project. The work requires making many decisions concerning such things as interpreting complex data, planning the work, or refining the methods and techniques implemented to complete a project.

Scope & Effect of Work: This is technical work, responsible for the operation and maintenance of the water and wastewater systems within benefit districts. An employee in this class is responsible for interpreting design plans, rules & regulations, assisting with planning, design and creation of benefit districts, and inspection of the planned work.

This position affects the quality of life of residents of the benefit district by the economical use of funds, efficient utilization, and ability to provide a safe water and wastewater benefit district. This position is required to respond to system alarms, and to initiate corrective actions to protect the benefit district user

Personal Contacts: Personal contacts are made with customers, individuals or groups in the county organization and with persons and agencies outside the organization in moderately unstructured settings. Typical contacts include other departmental employees, supervisors, vendors, contractors, other government agencies, and the general public.

Purpose of Contacts: Answers questions and provides information to the customers of the benefit districts. Instructs, and trains others engaged in water and wastewater maintenance activities. Obtains, clarifies, or gives facts to other employees, salespersons, vendors, contractors, and other agencies. Consults with supervisors to set overall objectives, determine available resource limits, set schedules and deadlines, define the scope of projects, and to determine the type of work to be done.

Physical Demands/Effort: Typically, the work requires physical exertion such as long periods of standing; walking over rough, uneven, or rocky surfaces; recurring bending, crouching, stooping, stretching, reaching, or lifting heavy items of 50 to 100 pounds. The work occasionally is sedentary and the employee may sit comfortably in a controlled environment to perform tasks. The work may require specific, but common, physical characteristics and abilities such as above-average agility and dexterity.

Work Environment/Conditions: 20% of the work involves everyday risks or discomforts which require normal safety precautions typical of such places as offices, meeting or training rooms. 80% of the work is performed in the field where conditions are frequently hot or rainy or cold or snowy thru the year. This position is exposed to many safety hazards in and around lift stations, treatment plants, lagoons, work zones immediately adjacent to high volume traffic and near power tools. As well as near gases, electrical sources, materials with temperatures in excess of 300 degrees F, corrosive and petroleum fluids and other flammable liquids. This employee may be required to use protective clothing such as a hard hat, safety vest, boots, goggles, gloves, safety glasses, face mask or shield.

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

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

RILEY COUNTY POSITION ACTION FORM

Requisition Approval Process

- Submitted by Julie Winter on 07/02/2024 at 09:32 AM
- Elizabeth Ward, Final Approval

Internal Position Details (not displayed on job posting)		
Company Riley County, KS	Position Template Utility Technician [UTLTECH]	Work Location Public Works Building
Job ID 2560104	Salary Salary Range \$25.13 - \$27.31	Supervisor Position No
Pay Grade RANGE 10 [RANGE 10]	EEO Class Technicians [3]	Workers Compensation 8810 [8810]
Cost Center 1 County General [1]	Cost Center 2 Public Works [40]	Cost Center 3 --
1 Job Slot UTILITY-1		

Supervisor: Evan McMillan

Department Head: John Ellermann

☒ No changes to Position or Budget

☒ Budgeted

☐ New request for budget (details attached)

☒ Position Description attached

☒ New or updated position description

Total annual hours 2080

Salary: \$56,805

Budget for Benefits: \$22,438

Total proposed annual budget: \$79,243

Additional Position Comments:

BoCC Chair

BoCC Member

BoCC Member

Date:

Date:

Date:

Original document stored in Human Resources

Revised 2023-01

Attachment: 2024-07 PW Utility Tech I PAF (14883 : Request to fill Utility Tech Position)



PUBLIC WORKS
Discussion

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

COMMISSION AGENDA REPORT

FROM: John Ellermann, PE, Public Works Director
MEETING: July 8, 2024
SUBJECT: Court House Plaza East Window Replacement
PRESENTER: John Ellermann

BACKGROUND

The recent remodel of the 4th Floor of the Court House Plaza East (CPE) included replacing all existing windows and adding two additional windows. This in turn has lead to discussions of the condition of the remaining windows in the building.

DISCUSSION

The current windows are inefficient, don't work properly, and in bad shape. There has been thought to replacing the windows in the past, however, the CPE is in a historic district and requires approval from the State Historical Society. Previous projects have been stalled due to high estimated costs.

Icon and Manko teamed up to give an estimate of \$490,000 to replace the remaining 77 windows. This estimate includes labor, materials and equipment. It does not address the two doors off of 4th Street. It was estimated to take approximately 2.5 months for window delivery and 3 months of on-site work.

There is a fire escape door on the 2nd floor rusted to the point it leaks when it rains. This door should be replaced as part of a window project.

FISCAL IMPACT

Fiscal impact could be over \$500,000 from the CIP.

RECOMMENDATION(S)

It is recommended that an architect be used to put together specifications and bid documents.

POSSIBLE MOTION(S)

Move to approve

Move to deny

Move to modify

Move to table

No action required.

The Board agreed by consensus to

Enclosures:



HEALTH DEPARTMENT
Update

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

COMMISSION AGENDA REPORT

FROM: Julie Gibbs

MEETING: July 8, 2024

SUBJECT: RCHD CCL Initial Inspection Process

PRESENTER: Julie Gibbs, Heather Ritchey

BACKGROUND

There have been some questions about the initial inspection process with Child Care Licensing. There has also been some feedback on the procedures in general. We wanted to provide an updated on the current situation in question and some clarification on the whole process.

DISCUSSION

Child Care Licensing's goal is to educate providers and to make sure everyone understands what needs to be done prior to opening. The number one goal is to ensure children's safety. The CCL program at RCHD has 30 days to inspect a center for their initial inspection. The facility is assigned a CCL Specialist. In this case, the Specialist worked with the facility to answer questions and to make sure they were ready for their final inspection for opening. She took very good notes and was thorough in all of her answers. The date to inspect the facility was set more than a week prior to the deadline of 30 days.

FISCAL IMPACT

N/A

RECOMMENDATION(S)

N/A

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: Brittany Phillips, Budget & Finance Officer

MEETING: July 8, 2024

SUBJECT: 2025 Budget Work Session

PRESENTER: Brittany Phillips, Budget & Finance Officer

Presenting the attached memo and 2025 Budget Developmental Worksheet.

Enclosures:

- July 8, 2024 Budget Work Session (DOC)
- 2025 Budget Development WS (PDF)



CLERK'S OFFICE

Brittany Phillips

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

To: Board of County Commissioners
 From: Brittany Phillips; Budget & Finance Officer
 Re: 2025 Budget Work Session
 Date: July 8, 2024

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

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

- The first page is expenditures consisting of the 2023 Actual Expenditures, 2024 Budget and 2025 Requested Budget for all mill levied funds: General, Bond & Interest, County Building and RCPD funds.
 - Cost of COLA is calculated using the Bureau of Labor and Statistics CPI – U of 3.8%. This is a financial impact of \$1,087,401 if approved.
 - This also includes a \$3,500,000 transfer to Capital Improvement Funds. This covers current debt obligations for 2025 of \$758,174, current non-funded CIP 2025 requests of \$2,210,000, leaving a remainder of \$531,826 for improvements.
 - There is also an increase of \$100,000 to Budget Stabilization making it \$4,100,000.
- The second page is an overview of revenues and budgeted expenditures.
 - Left side column is revenues for the same mill levied funds.
 - The right side is the equation of mill levied fund expenditures of \$55,333,377 less mill levied fund revenues of \$24,092,598 equaling required ad valorem tax.
 - RCPD has finalized their budget approval. This would be an appropriation to RCPD of \$5,704,456.
- The third page is economic development.

During the July 1st Budget Work Session, Commissioners directed staff to reduce the Budget Stabilization to \$4,100,000 and reduce the transfer to Capital Improvement to \$3,500,000.

The value of a mill, \$827,863 is provided as well as the mill levy of 37.823 to fund the 2025 proposed budget. With these changes outlined above, this is a 0.856 mill decrease from the 2024 budgeted mill levy and is less than the calculated Revenue Neutral Rate by 0.440 mills, or \$292,321.

Commissioners came to a consensus to use 1.5 mills for agency appropriations, minus the appropriations that we are obligated to provide funding to, such as extension, small cities, RCPD, and Community Corrections.

1.5 mills = \$1,241,795



CLERK'S OFFICE

Brittany Phillips

Budget & Finance Officer

110 Courthouse Plaza

Manhattan, Kansas 66502-0109

Phone: 785-537-6359

Fax: 785-537-6394

E-mail: bphillips@rileycountyks.gov

Here is the list of appropriations that get paid from ad valorem taxes excluding those listed above:

Agency	2024 Approved	2025 Requests (W/ BOCC Changes)
Emergency Shelter	11,000	16,000
Genealogical Society	3,500	3,500
Animal Shelter	0	60,000
Council on Aging	275,000	327,981
Pawnee	300,000	350,000
Big Lakes Development	228,123	232,685
Soil Conservation	55,136	55,136
aTa Bus	105,000	150,000
Sub-Total	\$977,759	\$1,195,302

Here is the list of appropriations that get paid from Economic Development, which is also ad valorem dollars:

Agency	2024 Approved	2025 Requests
Flint Hills Veteran's Coalition	1,015	1,000
Chamber of Commerce	55,000	55,000
Downtown Manhattan, Inc	5,000	5,000
MPO Contribution	5,200	3,358
Sub-Total	\$66,215	\$64,358
Total	\$1,043,974	\$1,259,660

2025 Budget Development Worksheet

20.b

	DEPARTMENT	2023 Actual Contractual Services, Commodities & Capital	2023 Actual Personnel Services	2023 Actual Total	2024 Budgeted Contractual Services, Commodities & Capital	2024 Budgeted Personnel Services (Includes STEP & COLA)	2024 Budgeted Total	2025 Proposed Contractual Services, Commodities & Capital	2025 Proposed Personnel Services (Includes STEP)	2025 Proposed Budget Total	Percent change of 3 C's	
1	Administrative Services	48,194	712,112	760,306	51,795	777,904	829,699	54,209	655,355	709,564	4.66%	1
2	Ambulance	422,272	4,389,966	4,812,238	337,850	5,516,808	5,854,658	364,700	5,912,576	6,277,276	7.95%	2
3	Appraiser	220,823	1,520,162	1,740,985	176,334	1,794,882	1,971,216	175,920	1,777,961	1,953,881	-0.23%	3
4	Attorney	225,209	2,176,701	2,401,910	219,337	2,637,550	2,856,887	238,112	2,749,222	2,987,334	8.56%	4
5	Clerk	78,659	1,111,508	1,190,167	109,300	1,331,625	1,440,925	118,040	1,361,635	1,479,675	8.00%	5
6	Commissioners	45,862	195,301	241,163	53,040	243,219	296,259	54,920	237,856	292,776	3.54%	6
7	Coroner	151,169	0	151,169	132,000	0	132,000	156,500	0	156,500	18.56%	7
8	District Court	176,101	0	176,101	185,080	0	185,080	189,380	0	189,380	2.32%	8
9	Elections	190,034	352,511	542,545	317,400	633,143	950,540	221,700	625,165	846,865	-30.15%	9
10	Emergency Management	49,718	272,485	322,203	54,850	230,191	285,041	58,200	320,555	378,755	6.11%	10
11	Fair	110,170	0	110,170	110,500	0	110,500	110,500	0	110,500	0.00%	11
12	General Services	3,291,564	96,326	3,387,890	5,544,595	141,612	5,686,207	5,691,530	142,020	5,833,550	2.65%	12
13	Information Systems/GIS	765,944	817,844	1,583,788	923,160	959,086	1,882,246	868,630	1,015,764	1,884,394	-5.91%	13
14	Insurance	683,173	0	683,173	887,340	0	887,340	1,170,000	0	1,170,000	31.85%	14
15	Juvenile Detention	82,279	0	82,279	112,000	0	112,000	120,000	0	120,000	7.14%	15
16	Museum	9,598	454,172	463,770	15,261	482,405	497,666	14,273	477,655	491,928	-6.47%	16
17	Noxious Weed	225,247	548,228	773,475	253,330	641,373	894,703	256,330	660,550	916,880	1.18%	17
18	Planning & Development	56,160	558,308	614,468	62,298	681,858	744,156	62,484	732,907	795,391	0.30%	18
19	Register of Deeds	50,261	432,261	482,522	50,875	523,284	574,159	54,645	534,612	589,257	7.41%	19
20	Public Works	3,632,912	4,649,567	8,282,479	4,302,550	5,515,491	9,818,041	4,545,550	5,701,254	10,246,804	5.65%	20
21	Treasurer	51,359	1,299,159	1,350,518	59,080	1,418,419	1,477,499	63,680	1,465,099	1,528,779	7.79%	21
22	Juvenile Supervision fees	0	0	0	1,400	0	1,400	1,000	0	1,000	-28.57%	22
23	Transfer to Health Dept. Fund	1,269,979	0	1,269,979	1,665,647	0	1,665,647	1,744,899	0	1,744,899	4.76%	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.	282,275	0	282,275	107,100	0	107,100	136,229	0	136,229	27.20%	25
26	Transfer - Capital Improvement	4,799,536	0	4,799,536	5,509,446	0	5,509,446	3,500,000	0	3,500,000	-36.47%	26
27	Non-Appropriated	580,000	0	580,000	580,000	0	580,000	580,000	0	580,000		27
28	Cost of COLA				0	0	0		1,087,401	1,087,401		28
29	New & Expanded Positions								51,183	51,183		29
	SUBTOTAL:	\$17,528,498	\$19,586,611	\$37,115,109	\$21,851,568	\$23,528,850	\$45,380,418	\$20,581,431	\$25,508,770	\$46,090,201	-5.81%	

Appropriations:

30	Big Lakes Developmental	217,260	0	217,260	228,123	0	228,123	232,685	0	232,685	2.00%	30
31	Animal Shelter / Contractual	60,000	0	60,000	0	0	0	60,000	0	60,000	#DIV/0!	31
32	Council on Aging	275,000	0	275,000	275,000	0	275,000	327,981	0	327,981	19.27%	32
33	ATA Bus	100,000	0	100,000	105,000	0	105,000	150,000	0	150,000	42.86%	33
34	Small Cities	145,008	0	145,008	190,000	0	190,000	200,000	0	200,000	5.26%	34
35	Emergency Shelter	11,000	0	11,000	11,000	0	11,000	16,000	0	16,000	45.45%	35
36	Extension	637,500	0	637,500	667,380	0	667,380	667,380	0	667,380	0.00%	36
37	Pawnee Mental Health	300,000	0	300,000	300,000	0	300,000	350,000	0	350,000	16.67%	37
38	Riley Cty Genealogical Soc.	3,500	0	3,500	3,500	0	3,500	3,500	0	3,500	0.00%	38
39	Riley County Conservation	55,136	0	55,136	55,136	0	55,136	55,136	0	55,136	0.00%	39
40	Riley Co Community Corrections	59,602	0	59,602	87,324	0	87,324	96,821	0	96,821	10.88%	40
41	Be Able	0	0	0	0	0	0	0	0	0	0.00%	41
42	Farm & Food Council	0	0	0	0	0	0	0	0	0	0.00%	42
43	Sunflower Children's Collective	0	0	0	0	0	0	0	0	0	0.00%	43
	SUBTOTAL:	\$1,864,006	\$0	\$1,864,006	\$1,922,463	\$0	\$1,922,463	\$2,159,503	\$0	\$2,159,503	12.33%	

GENERAL TOTAL:	\$19,392,504	\$19,586,611	\$38,979,115	\$23,774,031	\$23,528,850	\$47,302,881	\$22,740,934	\$25,508,770	\$48,249,704	2.86%
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44	Bond & Interest	447,552	0	447,552	478,856	0	478,856	470,467	0	470,467	-1.75%	44
45	County Building	393,418	0	393,418	430,000	0	430,000	433,000	0	433,000	0.70%	45
46	RCPD	5,372,982	0	5,372,982	5,745,592	0	5,745,592	6,180,206	0	6,180,206	7.56%	46
	SUBTOTAL:	\$6,213,952	\$0	\$6,213,952	\$6,654,448	\$0	\$6,654,448	\$7,083,673	\$0	\$7,083,673	6.45%	
	TOTAL:	\$25,606,456	\$19,586,611	\$45,193,067	\$30,428,479	\$23,528,850	\$53,957,329	\$29,824,607	\$25,508,770	\$55,333,377		
47	Capital Improvement	2,172,758	0	2,172,758	7,312,676	0	7,312,676	8,414,430	0	8,414,430	15.07%	47
48	Economic Development	123,830	0	123,830	259,053	0	259,053	324,361	0	324,361		

BUDGETED REVENUE

BUDGETED EXPENDITURES

COUNTY TREASURER	2023 ACTUAL	2024 BUDGET	2025 BUDGET		2024	2025	% chg	Ad Valorem per Fund	Tax Rate per Fund
Motor Vehicle Tax	2,518,950	2,403,703	2,344,118	General	\$ 47,302,881	\$ 48,249,704	2.00%	-	
Recreational Vehicle Tax	23,914	23,583	21,846	Bond & Interest	478,856	470,467	-1.75%	-	0.000
16/20M Vehicle Tax	16,106	18,063	19,124	County Building	430,000	433,000	0.70%		0.000
Commercial Vehicle Fees	104,418	101,580	99,542	RCPD Fund	5,745,592	6,180,206	7.56%		0.000
Special City & County Highway Fund	1,033,937	1,105,011	1,026,080						0.000
Investment Income	2,597,318	2,000,000	2,100,000	TOTAL EXPENDITURES	\$ 53,957,329	\$ 55,333,377			
Sales Tax	2,273,953	2,000,000	2,200,000						
Intangible Tax (Clerk's Office)	253,697	199,608	388,083						
Vehicle Rental Excise Tax	58,118	54,201	52,338						
Interest on Taxes	340,410	300,000	300,000	(Budget)Value of a MILL =	792,782	827,863			
Watercraft	13,350	18,846	19,265						
SUBTOTAL:	\$ 9,234,171	\$ 8,224,595	\$ 8,570,396						
DEPARTMENT FEES & OTHER				MINUS					
				TOTAL REVENUE	22,352,422	24,092,598			
				EQUALS					
Unencumb. Cash Bal.-General	19,353,136	10,163,901	11,540,145	AMT. AD VALOREM TAX REQUIRED	\$ 31,604,907	\$ 31,312,586			
Unencumb. Bal.-County Building	211,648	106,630	113,513						
Unencumb. - Bond & Interest	211,315	86,669	186,327	TOTAL MILLS NEEDED	39.866	37.823			
Unencumb. - RCPD	232,234	178,082	8,315	Mill levy diff. from previous budget year		(2.042)			
Bond & Interest Special Assessment	6,667,295	157,934	128,706						
Recording Fees - ROD	355,970	300,000	320,000	Revenue Neutral Mill Rate	38.263				
21st Judicial Dist Case Receipts-DC	23,727	40,000	35,000	Revenue Neutral \$\$	\$ 31,604,907				
Payment in Lieu of Taxes (PILT) Program	42,953	40,000	40,000						
Franchise Fees	25,180	35,000	35,000	Overage on Neutral Mill Rate	-0.440				
Ambulance Fees	1,995,849	1,624,951	1,766,036	Overage on RNR Tax Rate	\$ (292,321)				
Fees-Attorney (Diversion)	51,784	60,000	60,000	One mill of taxation is equal to \$1 on each \$1,000 of assessed value.					
Fees-Clerk	1,233	3,000	3,000	Assessed valuation					
Fees-Elections	4,039	12,000	4,000						
Fees-Fair	30,746	20,000	20,000						
Grant - Emergency Management	85,907	85,907	85,907						
Fees-Noxious Weed	111,418	110,000	100,000						
Fees-Public Works/Parks	411,050	480,000	400,000						
Fees-Planning & Development	39,723	38,000	38,000						
Fees-Juvenile Supervision	138	500	500						
Fees-Appraiser	14,056	18,000	14,000						
Fees- Treasurer	8,719	8,000	8,000						
Fees - Register of Deeds	35,695	25,000	25,000						
Heritage Trust	26,287	0	30,000						
Transfer from MV to General	306,198	300,000	325,000						
Transfers from Economic Development t	52,153	52,153	52,153	2021B-Bond Refunding Konza Water Amount - final 2028					
Transfer from CIP to Bond & Interest	285,135	182,100	183,600	2017-Bonding Refunding -Facilities/Bridge Proj CIP - final 2025					
SUBTOTAL	\$ 30,583,588	\$ 14,127,827	\$ 15,522,202						
TOTAL REVENUE	\$ 39,817,759	\$ 22,352,422	\$ 24,092,598						

Riley County, Kansas
2025 Budget
Economic Development Fund
Fund 146

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

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

Attachment: 2025 Budget Development WS (14882 : 2025 Budget Work Session)