



**Board of Riley County
Commissioners
Regular Meeting
Agenda
July 14, 2022**

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

Cindy Kabriel
785-565-6200

Commission Chambers

8:30 AM

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

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

[District 1 – John Ford, Member](#)

8:30 AM

Call to Order

Pledge of Allegiance

Public Comment

1. Public Comments

Commission Comments

2. Commission Comments

Business Meeting

3. Purchase Used Equipment
4. Discuss Joint City/County/County Meeting Agenda
5. Intergovernmental Luncheon Agenda
6. Approve payroll/accounts payables (when completed)

Review Minutes

7. Board of Riley County Commissioners - Regular Meeting - Jul 11, 2022 8:30 AM

Review Tentative Agenda

8. Tentative Agenda

Press Conference Topics

9. Discuss Press Conference

9:00 AM

Clancy Holeman, Counselor/Director of Administrative Services

10. Administrative Work Session
11. Review and Approval of Indemnification and Hold Harmless Agreement

9:20 AM

Katharine Hensler, Museum Director

12. Request for Review and Approval Materials and Filming Release from Most of the Time, LLC

9:30 AM

Shilo Heger, Treasurer

13. June 2022 Revenue Reporting - Riley County Treasurer

- 9:45 AM** **Jason Smith, Manhattan Area Chamber of Commerce**
14. Economic development update
- 10:00 AM** **Elizabeth Ward, Human Resource Manager**
15. 2023 Salary Study Proposal
- 10:30 AM** **Budget and Planning Committee - Darell Edie, Budget and Finance Officer**
16. Monthly Cash Flow Reports for May 2022
- 10:50 AM** **John Ellermann, Public Works Director/County Engineer**
17. Petition to Vacate a portion of Julie Lane
- 11:10 AM** **Darell Edie, Budget and Finance Officer**
18. BUDGET DEVELOPMENT WORKSHEET 3

Adjournment

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



RILEY COUNTY FIRE DISTRICT #1
Purchase

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

COMMISSION AGENDA REPORT

FROM: Russel Stukey
MEETING: July 14, 2022
SUBJECT: Purchase Used Equipment
PRESENTER: Russel Stukey Fire Chief

BACKGROUND

RCFD #1 was presented the opportunity to purchase two sets of used auto extrication equipment from the Newton Fire Department. Chief Cory Leman with the Newton FD said that they have their equipment on a rotation and the neighboring departments have went with a different model. It was time to replace with the equipment rotation schedule they have and they wanted to match their equipment with the departments they respond with regularly. We planned to purchase two more sets next year similar to what we purchased this year. These two sets of used equipment were manufactured in 2015/2016. They come with a ten year warranty so they still have 3 to 4 years of warranty left.

FISCAL IMPACT

The two sets we purchased this year were approximately \$57,000 and the assumption is the price will go up next year. With anticipated price increases we estimate this would be a savings in excess of \$35,000. The funds would come from the RCFD #1 Capital Outlay Fund 184.

RECOMMENDATION(S)

Staff recommends approving the purchase.

POSSIBLE MOTION(S)

Move to approve the purchase of two (2) sets of Hurst Jaws of Life extrication equipment from the City of Newton Fire Department for a total of \$25,000 with the funds to come from the

RCFD #1 Capital Outlay Fund #184.

Move to deny

Move to modify

Move to table

No action required.

The Board agreed by consensus to

Enclosures:

- Jaws of Life, used equipment Purchase Authority 6_15_06 (PDF)

RILEY COUNTY

PURCHASE AUTHORIZATION NO _____

Department _____ RCFD #1 _____ Date _____ July 14th 2022 _____

Estimated Cost _____ \$25,000 _____ Fund _____ RCFD#1 equipment reserve fund 184 _____

Description _____ Two sets of used Hurst Jaws of Life (spreader, cutter, ram, batteries and chargers) from the City of Newton Fire Department _____

New _____ Replacement _____ x _____

Procurement Type

_____ Competitive Sealed Bid, Board of County Commission opens

_____ Competitive Proposal submitted to Board of County Commission

_____ Sole Source (exempt) by Department Head

_____ Emergency by Department Head

_____ x _____ Used Equipment (exempt) by Department Head

2.204 Small Purchases.

(1) Any non-office technology related procurement valued at less than \$10,000.00 may be made in accordance with small purchase procedures, provided, however, that procurement requirements shall not be artificially divided so as to constitute a small purchase under this Section. Small purchase procedures require the Department Head to approve any purchase ranging in size from no cost, to \$10,000.00. Competitive bidding is not required for small purchases, but the purchaser will attempt to purchase the least expensive item available.

(2) All office technology related purchases, to include, but not be limited to all hardware, software, and peripheral devices shall be ordered and purchased by the Information Systems Department. Purchases made from funds other than the General Fund shall be approved and ordered by the Information Systems Department, with the actual purchase being paid out of the appropriate funds. The Information Systems Department shall coordinate these office technology-related purchases to ensure that uniform, standardized, and necessary equipment is purchased, to obtain competitive pricing, and schedule installation of the new equipment. Exceptions to this requirement include cables, printer cartridges, and other consumable goods, which the Information Systems Department will assist with, if the Department Head so wishes.

4.402 Professional Services.

(1) Applicability. Professional services shall be procured as provided in this Section except when the cost of such services is less than \$10,000 or when a state of emergency exists.

Requested by:

_____ Russel Stuke Fire Chief _____

Approved by:

_____ Chairman, Board of County Commissioners

ATTEST:

_____ Member

_____ County Clerk

_____ July 14th 2022 _____

Date

_____ Member

Attachment: Jaws of Life, used equipment Purchase Authority 6_15_06 (12279 : Used equipment purchase)



COUNTY CLERK & ELECTIONS
Meeting information

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

MEMORANDUM

FROM: Cindy Kabriel

MEETING: July 14, 2022

SUBJECT: Discuss Joint City/County/County Meeting Agenda

PRESENTER: Rich Vargo, County Clerk

Enclosures:

- Joint City_County_County Items Due (PDF)
- topic form (DOC)

From: [Chelsea Johnson](#)
To: [Chad Kinsley](#); [Cindy Kabriel](#)
Cc: [Brenda Wolf](#); [Lauren Page](#)
Subject: Joint City/County/County Items Due
Date: Tuesday, July 5, 2022 9:17:22 AM

Good morning,

The next Joint City/County/County meeting is scheduled for Thursday, July 21, 2022, at the City. Currently there are two items on the agenda: **Kansas Riverfront Development and Manhattan Housing Project-Carlson Plaza**. Please let the City Clerk's Office know if something absolutely needs to be added to the agenda by 5:00 p.m. on Thursday, July 14, 2022.

Thank you!

Chelsea Johnson

Assistant City Clerk
City Manager's Office
785-587-2405



Joint City/County/County Meeting: (at city offices July 21st)

Topics for Agenda:

Attachment: topic form (11750 : Joint City/County/County Agenda Meeting Information)



COUNTY CLERK & ELECTIONS
Meeting Agenda

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

MEMORANDUM

FROM: Cindy Kabriel

MEETING: July 14, 2022

SUBJECT: Intergovernmental Luncheon Agenda

PRESENTER: Rich Vargo, County Clerk

Enclosures:

- 07_25_22 Intergovernmental Luncheon (Agenda Items_RSVP Request) (PDF)
- 072522 draft Agenda (DOCX)
- attendees and topics for agenda form (DOC)

From: [Lauren Page](#)
Cc: [Chelsea Johnson](#); [Brenda Wolf](#)
Subject: 07/25/22 Intergovernmental Luncheon (Agenda Items/RSVP Request)
Date: Wednesday, July 6, 2022 4:45:55 PM
Attachments: [072522 Agenda.docx](#)

Good afternoon,

Attached is the draft agenda for the next Intergovernmental Luncheon that is scheduled for Monday, July 25th, from 12:00PM-1:00PM.

This meeting will be held in person at the Bluemont Hotel. **Please send any topics you would like added to the agenda and RSVP to me by Thursday, July 14th if you plan on attending and eating lunch.**

All meals are catered through HCI, this meal will be prepared by Coco Bolos (*Shredded Machaca chicken and ground Machaca beef with flour tortillas. Condiments of shredded lettuce, cheese, and salsa del fuego. Served with Bolo beans and Navajo rice.*).

Cost is \$13 per person and payment will be collected on site – cash and credit card are preferred methods of payment.

Please note that if you have RSVP'd for lunch and do not pay/attend, your entity will be billed for the cost of the meal – I will try to accommodate and make changes outside of the deadline, however, there are some instances where the caterer is unable to accommodate, and the City is then responsible for the cost – in this instance your entity may also be billed.

Thank you,

Lauren Page

Senior Administrative Assistant
 City Manager's Office
 785-587-2404



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INTERGOVERNMENTAL LUNCHEON

July 25, 2022

12:00 p.m. (Noon)

Excel Room, Bluemont Hotel

1212 Bluemont Avenue,

Manhattan, KS

A G E N D A

- I. Gather and Luncheon (11:30-12:00)
- II. Convene and Introductions
- III. Agenda Topics
- IV. A. Mary Martell, Vice President and Regional Administrator for Stormont Vail
B. Entity General Updates
- V. Miscellaneous Discussion Items and Announcements and Possible Future Items
- VI. Next Meeting Date: August 22, 2022 (In Person at Bluemont Hotel)
- VII. Adjournment

For those who have RSVP'd for lunch, food will be served starting at 11:30AM.
Payment will be collected on site, cash or credit card are the preferred methods of payment.



This meeting is being held in the Excel Room at Bluemont Hotel, 1212 Bluemont Avenue. In accordance with provisions of the ADA, every attempt will be made to accommodate the needs of persons with disabilities. Please contact the Human Resources Department (587-2443) for assistance.

Intergovernmental Luncheon: July 25th

Topics for Agenda:	Lunch attendees:	Attending no lunch:
	Greg McKinley	
		Kathryn Focke
	John Ford	
	Rich Vargo	

Attachment: attendees and topics for agenda form (11771 : Intergovernmental Luncheon Meeting Information)



**Board of Riley County
Commissioners
Regular Meeting
TENTATIVE Agenda
July 18, 2022**

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

Cindy Kabriel
785-565-6200

Commission Chambers

8:30 AM

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

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

[District 1 – John Ford, Member](#)

8:30 AM

Call to Order

Pledge of Allegiance

Public Comment

Commission Comments

Business Meeting

Review Minutes

Review Tentative Agenda

Press Conference Topics

9:15 AM

David Adams, EMS/Ambulance Director

1. Staff update

9:30 AM

Press Conference

2. Primary Election August 2, 2022 - Rich Vargo (1-2 minutes)

9:40 AM

Clancy Holeman, Counselor/Director of Administrative Services

3. Executive session to discuss confidential legal advice regarding potential litigation issues

10:10 AM

Clancy Holeman, Counselor/Director of Administrative Services

4. Administrative Work Session

10:30 AM

Darell Edie, Budget and Finance Officer

5. 2023 Budget Work Session

12:00 PM

Law Enforcement Agency Meeting

Adjournment

Attachment: 07-18-22 tentative agenda (11680 : Tentative Agenda)

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



**Board of Riley County
Commissioners
Regular Meeting
TENTATIVE Agenda
July 21, 2022**

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

Cindy Kabriel
785-565-6200

Commission Chambers

9:00 AM

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

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

[District 1 – John Ford, Member](#)

9:00 AM

Call to Order

Pledge of Allegiance

Public Comment

1. Presentation of Riley County Commissioners 4-H cookie jar by Riley County 4-H King and Queen

Commission Comments

Business Meeting

Review Minutes

Review Tentative Agenda

Press Conference Topics

9:30 AM

Clancy Holeman, Counselor/Director of Administrative Services

2. Administrative Work Session

10:00 AM

Gary Fike, County Extension Director

3. Staff update

10:15 AM

Kurt Moldrup, Interim RCPD Director

4. RCPD update

10:30 AM

Scott Voos and Kolloh Nimley

5. Be Able Community Conversation

4:00 PM

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

Adjournment

Announcement

Good Morning Manhattan Virtual Meeting will be held today 7:30 -

Attachment: 07-21-22 tentative agenda (11680 : Tentative Agenda)

8:30 a.m. via Zoom.

Beginning at 7:30 a.m. Thursday, July 21, 2022 lasting until approximately 8:30 a.m., the BOCC will be in its usual public meeting location, joining a Zoom meeting hosted by the Chamber of Commerce. This Chamber of Commerce Zoom call will be placed on a speaker phone, so BOCC members can “listen” to the presentations made by the scheduled speakers. But BOCC members will not participate in the Chamber of Commerce meeting. BOCC members will be “muted” during the Chamber of Commerce Zoom call.

Members of the Public are welcome to attend, in the BOCC Chambers, beginning at 7:30 a.m., on the above date, in order to listen to the Chamber of Commerce Zoom call.

At the conclusion of the Chamber of Commerce’s Zoom call, the BOCC will be on break until 9:00 a.m., when the regular meeting of the BOCC will begin at the BOCC’s same usual public meeting location. Riley County will begin its live stream of its regular meeting beginning at 9:00 a.m.

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: 07-21-22 tentative agenda (11680 : Tentative Agenda)



**COUNTY
COUNSELOR/ADMINISTRATIVE
SERVICES**
Agreement

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

COMMISSION AGENDA REPORT

FROM: Clancy Holeman, Riley County Counselor

MEETING: July 14, 2022

SUBJECT: Review and Approval of Indemnification and Hold Harmless Agreement

PRESENTER: Clancy Holeman

BACKGROUND

Presented today is the annual “Indemnification and Hold Harmless Agreement.” This is used by the BOCC for the Kaw Valley Rodeo and the beer sales in the arena during the Riley County Fair.

DISCUSSION

The purpose of this agreement is to make the beer vendor’s insurer financially responsible in the unlikely event there are injuries (followed by a claim including litigation) alleged to have occurred as a result of beer sales at the Kaw Valley Rodeo during the County Fair.

This agreement provides that, in the event such claims are brought against Riley County, the Riley County Fair Board, Riley County Extension and the Kaw Valley Rodeo Association, or against any of the individual members of those entities, the vendor’s insurer will be required to “hold harmless” both those entities and the individual members. That is, all those entities and individuals will have protection from the vendor’s insurer if the entities or individual members are sued.

FISCAL IMPACT

N/A

RECOMMENDATION(S)

I move the Board sign the agreements as presented.

POSSIBLE MOTION(S)

- A. “I move the Board to sign the agreements as presented.”
- B. “I move the Board sign the agreements, with the following changes... .”
- C. “I move the Board **not** sign the agreements.”

Enclosures:

- Indemnification Hold Harmless Agreement (PDF)

INDEMNIFICATION AND HOLD HARMLESS AGREEMENT

THIS AGREEMENT is made and entered into on this 27 day of June 2022, by and between Riley County, Kansas (hereinafter referred to as "County"), Riley County Fair Board (hereinafter "Fair Board"), Riley County Extension (hereinafter "Extension"), Nick Powers, DBA RC McGraws, LLC (hereinafter "Provider") and Kaw Valley Rodeo Association.

WHEREAS, there does exist a non-profit corporation known as The Kaw Valley Rodeo Association (hereinafter "Association"), which has been designated by the Fair Board as an entertainment committee. Association's objective is to promote an annual rodeo in conjunction with the Fair Board and to promote youth and other equestrian activities as more fully set forth in Association's Articles of Incorporation; and

WHEREAS, County owns certain real property within CICO park; and Fair Board has established facilities on such real property for the performance of rodeos in conjunction with the Riley County Fair; and

WHEREAS, Fair Board has approved Association's sale of cereal malt beverages (as defined by K.S.A. 41-2701, and/or beer (K.S.A. 41-102(d)) containing not more than 6% alcohol by volume during the described rodeo in 2021.

NOW THEREFORE, it is hereby agreed by and between County, Fair Board, Extension, Association and Provider as follows:

1. Association will assume the responsibilities for promoting and conducting a PRCA rodeo at the Riley County Fair rodeo facilities, in conjunction with the Riley County Fair at least three (3) nightly performances in 2022. Association's responsibilities shall include all management, production, and promotion of such rodeo.
2. If Association or its members, volunteers or Provider provide for the sale, gift, distribution, serving or furnishing of cereal malt beverages (as defined by K.S.A. 41-2701, and/or beer (K.S.A. 41-102(d)) containing not more than 6% alcohol by volume during the described rodeo, such provider shall supply to the Board of Riley County Commissioners (30 calendar days in advance of such rodeo) a certificate of insurance demonstrating:

- a. Provider has in place General Liability and Liquor Liability Coverage in the amount of at least \$1,000,000 (one million dollars) per occurrence /\$2,000,000 (two million dollars) aggregate.
 - b. Provider's insurance carrier is admitted to transact business in the state of Kansas and is an "A" rated carrier.
 - c. Provider's insurance coverage is effective and in force during the foregoing rodeo.
 - d. Riley County, Kansas and its Board of County Commissioners and its members in their individual and representative capacities, Kaw Valley Rodeo Association and its members in their individual and representative capacities, Extension and its Director and members in their individual and representative capacities and Fair Board and its members in their individual and representative capacities are an additional named insured.
3. Association and Provider hereby agree to indemnify, defend and save County and its members in their individual and representative capacities, Kaw Valley Rodeo Association and its members in their individual and representative capacities, Extension and its Director and members in their individual and representative capacities and Fair Board and its members in their individual and representative capacities harmless of and from any and all claims, demands, losses, expenses, reasonable attorney fees, causes of actions, judgments, and liability relating in any way to Association's or its members', volunteers', or Provider's provision of cereal malt beverage (as defined by K.S.A. 41-2701, and/or beer (K.S.A. 41-102(d)) containing not more than 6% alcohol by volume) during the Riley County Fair of 2022.

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

Greg McKinley, Chairman

Kathryn Focke, Vice-Chair

John Ford, Member

ATTEST:

Rich Vargo, County Clerk

(seal)

x Randy Holle
 Randy Holle, President
 Kaw Valley Rodeo Association

6-24-22
 Date

State of Kansas)
 County of Riley)

This instrument was acknowledged before me on 6/24/22 by Randy Holle.

Lynne Berry
 Notary Public

My appointment expires: 6/1/2025



x Danielle Anderson
 Danielle Anderson, Chair
 Riley County Fair Board

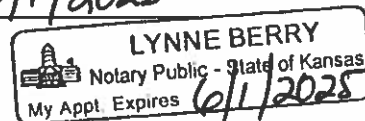
6-24-22
 Date

State of Kansas)
 County of Riley)

This instrument was acknowledged before me on 6/24/22 by Danielle Anderson

Lynne Berry
 Notary Public

My appointment expires: 6/1/2025



Gary Fike
 Gary Fike, Director
 Riley County Extension

6/27/2022
 Date

State of Kansas)
 County of Riley)

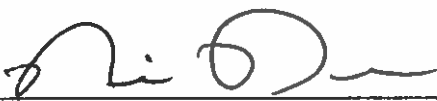
This instrument was acknowledged before me on 6/22/22 by Gary Fike

Lynne Berry
 Notary Public

My appointment expires: 6/22/22



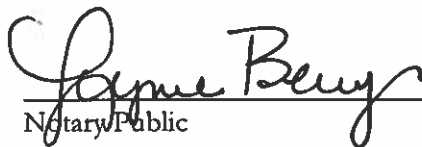
Attachment: Indemnification Hold Harmless Agreement (12285 : Indemnification and Hold Harmless Agreement)

x 
Nick Powers, DBA RC McGraws, LLC
Provider

6-22-22
Date

State of Kansas)
County of Riley)

This instrument was acknowledged before me on 6/22/22 by Nick Powers.


Notary Public

My appointment expires: 6/1/2025





MUSEUM
Agreement

Katharine Hensler
Museum Director
2309 Claflin Rd
Manhattan, KS 66502
Phone: 785-565-6490

COMMISSION AGENDA REPORT

FROM: Katharine Hensler

MEETING: July 14, 2022

SUBJECT: Request for Review and Approval Materials and Filming Release from Most of the Time, LLC

PRESENTER: Katharine Hensler, Museum Director

BACKGROUND

Most of the Time, LLC is a television production company who approached the Museum in the spring of 2022 concerning the inclusion of Museum assets (collections, building, and grounds) in their upcoming production of a popular television series. They presented two release documents for our consideration: a Materials Release and a Filming Release. These documents were shared with Council for review as well as with the Riley County Historical Society. The RCHS Executive Committee approved their version of the releases on 28 JUN 2022. The Kansas Historical Society is also involved and has been presented with their own version of the documents. The releases are now being presented to County Commissioners for review and approval to move forward.

DISCUSSION

The terms of the releases are outlined in the attached documents. To provide clarity, the Riley County Historical Museum (County) is the owner of the Museum building, signage, and the Museum's official name. The Riley County Historical Society (private entity) is the owner of the collections, exhibits, and off-site properties such as the Wolf House Museum, the Rocky Ford School, etc. This CAR only applies to the County's Museum assets.

FISCAL IMPACT

There are no predicted costs to the County associated with project. The salaried Museum staff will coordinate with the producers concerning their requests.

RECOMMENDATION(S)

To allow the production team access to the County's Museum assets listed above, and inclusion of Museum footage in the series, the releases will need to be approved and signed.

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:

- Most of the Time LLC_Materials Release_RCHM(PDF)
- Most of the Time LLC_Location Agreement_RCHM (PDF)

CLEARANCE AGREEMENT

____ Riley County Historical Museum _____ (“Licensor”) hereby grants to Most of the Time LLC (“Producer”) and its successors, licensees and assigns, the full and complete right to use:

____ Riley Count Historical Museum name, logo, graphics and signage _____

(the “Licensed Material”) in and in connection with the production currently entitled “Somebody Somewhere” (the “Production”), and in connection with advertisements, promotions, publicity and other material relating to the Production.

The rights herein granted shall extend to and include Producer’s use of the Licensed Material in any and all manner and media whatsoever, whether now known or hereafter devised, throughout the universe in perpetuity, free and clear of any and all claims for royalties, residuals, or other compensation.

Producer shall have the sole right to determine the manner in which the Licensed Material shall be used pursuant to this agreement, and Producer shall not be obligated to use the Licensed Material as part of the Production or otherwise, or to broadcast or otherwise exhibit or exploit the Production.

Licensor hereby warrants and represents that it is the sole owner or holder (or the authorized representative of the sole owner or holder) of the rights granted herein, including, but not limited to any and all copyrights, trademarks, and rights in the likenesses of any people (if any) depicted in the Licensed Material, that it is authorized to enter into and execute this agreement, that nothing of value apart from the Licensed Material was given (or was agreed to be given) to Producer or any other person or entity in exchange for use of the Licensed Material in the Production, that the consent of no other person or entity is required to enable Producer to use the Licensed Material as described herein, and that such use will not violate the rights of any third parties.

Licensor agrees that no sum shall be due to Producer for execution of this agreement and Producer shall not be obligated to pay Licensor or any third party any sum whatsoever, regardless of the time or method of any future use of the Licensed Material.

The parties agree to indemnify and hold free and harmless to the fullest extent permitted by law, the other party, each of their respective parent, subsidiary, and affiliated organizations, and each of their respective agents, employees, successors, licensees and assigns, from and against any and all claims, damages, liabilities, costs and expenses, including but not limited to reasonable attorneys’ fees, resulting from any breach of any warranty, representation, or agreement made herein.

This agreement and all matters or issues collateral thereto shall be governed by the internal, substantive law of California without regard to the conflicts of law provisions thereof. In any action by Licensor for breach of any provision hereunder, Licensor agrees that its exclusive remedy shall be an action at law for damages and in no event shall Licensor be entitled to injunctive or any other equitable relief. This agreement contains the parties’ entire understanding relative to its subject matter. Nothing in this agreement shall limit or restrict any rights otherwise enjoyed by Producer under law or contract.

AGREED AND ACCEPTED:

____ Riley County Historical Museum _____
Licensor

Print Name

By: _____
Signature

Title

Attachment: Most of the Time LLC_Materials Release_RCHM (12284 : Request for Review and Approval)

Riley County Historical Museum

(Name of Owner of Property)

2309 Claflin Rd.

(Address)

Manhattan, KS 66502

(City, State, Zip Code)

Dated as of: 7/8/2022

785-565-6490

(Telephone)

Location and Description of Property: _____

Exterior establishing shots of the museum building as well as select interior shots as well.

Commencing on or about: Late August 2022

1. For good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, you hereby grant to the production company: Most of the Time LLC ("Producer") and its licensees, successors and assigns the right to enter and remain on the Property until all scenes and work are completed and to photograph, film, tape, record and reproduce the Property and scenes thereon (interior and/or exterior, including signage) (such photography, film, tape and other recordings collectively, the "Recordings"), and the exclusive right (but not the obligation) to use, reproduce, exhibit and otherwise exploit the Recordings, in whole or in part, in any and all media and by any and all means now known or hereafter devised, throughout the world, in perpetuity.

2. Producer may: (a) bring personnel, equipment, props and temporary sets onto the Property, provided Producer shall remove the same upon completion of work and all sets, props and equipment shall remain Producer's property and shall not become fixtures by reason of their use on the Property; (b) visit, story-board, or otherwise inspect the Property at reasonable times to plan and set up prior to photography; (c) re-enter the Property after completion of principal photography for the purpose of making added scenes and retakes; and (d) use the real and/or a fictionalized name(s) for the Property. The rights granted herein are in addition to and shall not limit any rights which Producer may have or enjoy as a member of the public.

3. You realize that in photographing or otherwise recording the Property, which is at substantial cost to Producer, Producer is relying upon the rights and privileges granted hereunder, and you will not receive and will not claim any further consideration.

4. Producer shall solely and exclusively own and control all rights, title and interest of whatever nature (including without limitation all copyrights) in and to the Recordings, throughout the world, in perpetuity.

5. Producer hereby agrees to hold you harmless of and from any and all liability and loss that you may suffer or incur by reason of any accidents or other damage to the Property to the extent negligently caused by Producer (ordinary wear and tear excepted). Your sole remedy for a breach by Producer of any of Producer's obligations hereunder shall be an action at law for money damages, it being agreed that in no event shall you, your successors and assigns, or any other party now or hereafter having an interest in the Property, seek or be entitled to injunctive or other equitable relief, to rescind, revoke or restrain this agreement or any of the rights or privileges granted hereunder, or to enjoin, prevent or otherwise interfere with the distribution, exhibition or other exploitation of the Recordings.

6. Producer agrees to maintain general liability and auto liability insurance with minimum limits of \$1,000,000 per occurrence/aggregate and to name you as an additional insured with respect to the operations of the named insured. Producer also agrees to provide evidence of workers compensation with statutory limits but no less than \$1,000,000.

7. You agree that before, during and after the term hereof, you shall not disclose, publish, distribute, make use of or otherwise exploit, whether orally, in writing or by any electronic or other means (including, without limitation, via newspapers, magazines, television or radio programs, websites, blogs, social networks, posts, e-mails, texts, photos, etc.), any material or information regarding Producer's use of the Property and/or the motion picture(s) being produced by Producer, including without limitation any script(s), plot(s), locations, footage, characters, or the identity of the production, the network, or any performer, writer, director or other personnel.

8. You hereby represent and warrant that you own and/or control the Property and have the full right, power and authority to enter into this agreement and grant the rights herein granted, and that the consent of no other party is necessary for Producer to use the Property or to exercise or enjoy the full rights and privileges granted herein. You agree to indemnify and hold Producer and its licensees, successors and assigns harmless from and against any and all loss, costs, liability, damages or claims of any nature arising from or relating to a breach of the foregoing warranty.

9. This Agreement may be executed in two or more counterparts each of which shall be deemed an original, but all of which taken together shall constitute one and the same instrument.

Very truly yours,

Tyler Romary

By: _____

ACCEPTED AND AGREED TO:

(Owner of Premises or Authorized Agent for Owner)



COUNTY TREASURER'S OFFICE
Staff Update

Shilo Heger
Treasurer
110 Courthouse Plaza
Manhattan, KS 66502
Phone: 785-537-6320

STAFF REPORT

FROM: Shilo Heger

MEETING: July 14, 2022

SUBJECT: June 2022 Revenue Reporting - Riley County Treasurer

PRESENTER: Shilo Heger

Enclosures:

- June 2022 Financials (PDF)

Riley County Balance Sheet
June 30, 2022

13.a

Assets		Liabilities/Fund Balances		
KS State Bank-Checking	55,504,341.77	County General		28,750,235.07
KS State Bank-ARP	14,222,881.34	Disaster Fund (ARPA Funds)		14,222,881.34
Riley State Bank	131,681.16	Health Department		1,951,801.23
Leonardville State Bank	5,000.00	Capital Improvements Fund		9,510,187.98
Sunflower Bank	0.00	Economic Development		212,148.41
Cash on Hand	44,207.75	RCPD Levy/Inmate Medical		2,371,089.93
CD/CDARS	5,965,506.56	Bond & Interest		608,277.76
		Road & Bridge Capital Projects		6,260,727.84
		Landfill Closure		64,912.95
		County Building		372,631.31
		County Auction		166,362.02
		Solid Waste		701,892.37
		Emergency Management		779,486.53
		Fire District #1		938,136.65
		Register of Deeds Tech Fund		163,943.34
		Clerk Tech Fund		138,132.98
		Treasurer Tech Fund		85,908.76
		Motor Vehicle Operations		56,344.99
		RCPD Ops/IT Reserve/Seizure		2,747,386.43
		District Court-Technology		175,193.43
		Court Services		3,888.17
		EMS Grants		5,870.50
		Museum Bequest		6,582.25
		War Memorial Fund		10,595.07
		Miscellaneous		40,092.32
		Community Corrections		118,958.35
		JJA Prevention	Teen Court	Adult Services
		Juvenile Intake Case Manager	Juvenile Service	Special Alcohol
		County Attorney		5,933.31
		Special Prosecutor Trust	PATF	
		Benefit Districts		1,003,341.36
		University Park	Moehlman Bottoms	Deep Creek
		Carson Sewer	Valleywood	Lakeside Heights
		Hunters Island	Terra Heights	Konza
		Mertz/McGehee Drainage		
		Funds to be Distributed		75,594.25
		City Funds	Wildlife & Parks	School Funds
		Township Funds	Special Assessments	State Funds
		Cemetery Funds		
		Tax Holding Funds		4,325,081.68
		Commercial Vehicle Fees	16/20M Truck Taxes	Advance Tax
		Recreational Vehicle Tax	Current Ad Valorem Tax	Sales Tax Coll
		Motor Vehicle Tax	Delinquent PP Tax	Driver's License
		Motor Vehicle Registrations	Delinquent RL Tax	Veh Rental Excise
TOTAL ASSETS	\$ 75,873,618.58	TOTAL LIABILITIES & FUND BAL		75,873,618.58

Attachment: June 2022 Financials (12268 : June Treasurer's Report-2022)

Investments and Interest
June 30, 2022
Investments & Year to Date Interest

Bank	CDs	Checking Savings	Year to Date Interest	2021 Interest
KS State Bank	\$0.00	\$69,727,223.11	\$145,501.22	
Riley State Bank	\$0.00	\$131,681.16	\$629.42	
Peoples State Bank	\$0.00	\$5,000.00	\$2.77	
Sunflower	\$0.00	\$0.00	\$0.00	
UMB	\$900,000.00	\$0.00	\$1,250.00	
Landmark National Bank	\$0.00	\$0.00	\$0.00	
Intrust	\$0.00	\$0.00	\$600.17	
Capitol Federal	\$0.00	\$0.00	\$0.00	
Community 1st National Bank	\$0.00	\$0.00	\$0.00	
United Bank	\$0.00	\$0.00	\$0.00	
Municipal Investment Pool	\$500,000.00	\$0.00	\$0.00	
Commerce Bank	\$4,565,506.56	\$0.00	\$3,070.89	
Central National Bank	\$0.00	\$0.00	\$0.00	
Total	\$5,965,506.56	\$69,863,904.27	\$151,054.47	\$107,389.02
Cash & Transfer items	\$44,207.75			
Total on Deposit	\$75,873,618.58			
			2022	2021
Interest Transfers				
Capital Improvements #145			\$8,814.96	\$4,539.98
Emergency 911 #148			\$629.15	\$433.22
Reg of Deeds Technology #106			\$183.84	\$91.16
Clerk Technology #107			\$115.77	\$58.95
Treasurer Technology #108			\$69.46	\$30.58
RCPD Seizure Funds			\$242.96	\$156.09
Total Transfers			\$10,056.14	\$5,309.98
Net Interest to County General			\$140,998.33	\$99,574.73
Less Interest Paid for Treasury Bond			-\$2,348.07	
Net Interest Earned			\$138,650.26	
Budget			\$ 25,000.00	\$200,000.00
% Collected			563.99%	49.79%
% Over(Under Budget)			513.99%	
Interest to CIP - Radio Project			\$0.00	\$2,504.31
Interest - ARPA Fund			\$16,101.96	\$888.53
Interest rate on active checking account		1.43%		
Interest rate on one year investments		2.70%		

Attachment: June 2022 Financials (12268 : June Treasurer's Report-2022)

General Fund Revenue Detail

Through June 30, 2022

	June		Year To Date		
	Actual	Budget	Actual	Budget	Variance
Motor Vehicle					
Motor Vehicle	0.00	0.00	1,057,105.14	1,073,473.13	-16,367.99
Vehicle Rental Excise	0.00	0.00	12,939.42	11,637.50	1,301.92
Recreational Vehicle	0.00	0.00	9,574.33	9,626.76	-52.43
Commercial Vehicles	0.00	0.00	75,022.03	80,995.00	-5,972.97
Ad Valorem					
RL/Oil/PP	0.00	0.00	22,826,845.94	22,608,747.90	218,098.04
Intangible	0.00	0.00	256,648.11	236,546.14	20,101.97
16/20 M Trucks	0.00	0.00	16,695.98	17,702.50	-1,006.52
Watercraft	0.00	0.00	10,367.53	11,667.16	-1,299.63
Delinquent Tax	0.00	0.00	289,167.16	0.00	289,167.16
Sales Tax	194,557.33	141,666.67	1,084,587.93	850,000.00	234,587.93
Payment In Lieu of Tax	40,087.00	0.00	40,087.00	0.00	40,087.00
City/County Highway	0.00	0.00	532,496.57	473,576.00	58,920.57
Interest/Penalties	32,766.88	20,833.33	229,810.62	125,000.00	104,810.62
Investment Interest	70,427.35	2,083.33	140,998.33	12,500.00	128,498.33
Recording Fees	47,861.00	22,916.67	257,822.00	137,500.00	120,322.00
Hertiage Trust Fund	3,497.00	2,083.33	19,009.00	12,500.00	6,509.00
Juvenile Supervision Fees	56.02	25.00	327.93	150.00	177.93
Diversion Fees	4,371.00	4,583.33	26,505.94	27,500.00	-994.06
Franchise Fees	0.00	0.00	14,785.91	19,000.00	-4,214.09
Miscellaneous	0.00	0.00	405.70	0.00	405.70
Departments					
Clerk	44.00	250.00	3,725.74	1,500.00	2,225.74
Register of Deeds	1,992.49	1,666.67	26,065.44	10,000.00	16,065.44
Treasurer	281.63	625.00	2,421.30	3,750.00	-1,328.70
Clerk of the District Court	3,799.52	3,750.00	22,376.49	22,500.00	-123.51
Emergency Management	0.00	0.00	33,490.00	0.00	33,490.00
Coroner	0.00	0.00	2,272.13	0.00	2,272.13
Fair	2,892.50	1,666.67	13,462.50	10,000.00	3,462.50
Museum	0.00	0.00	20,658.74	0.00	20,658.74
Election	304.86	416.67	867.92	2,500.00	-1,632.08
Ambulance/EMS	132,398.90	100,307.33	698,007.20	601,844.00	96,163.20
Appraiser	0.00	1,300.00	5,938.60	7,800.00	-1,861.40
Planning & Development	4,800.00	2,916.67	22,280.00	17,500.00	4,780.00
Information Systems	95.00	0.00	15,095.00	0.00	15,095.00
General-General	1,818.86	0.00	45,407.29	0.00	45,407.29
Public Works	53,902.77	40,000.00	221,062.07	240,000.00	-18,937.93
Noxious Weed	24,254.04	8,333.33	62,498.46	50,000.00	12,498.46
Total Before Transfers	620,208.15	355,424.00	28,096,831.45	26,675,516.09	1,421,315.36
Transfers In	0.00	0.00	45,161.64	0.00	0.00
Total After Transfers	620,208.15	355,424.00	28,141,993.09	26,675,516.09	1,466,477.00
Over/Under Budget Before Transfers	74.50%		5.33%		
Over/Under Budget After Transfers	74.50%		5.50%		

Attachment: June 2022 Financials (12268 : June Treasurer's Report-2022)

2022 General Fund Revenue

Year To Date

13.a

	June		Year To Date		
	Actual	Budget	Actual	Budget	% of Budget Collected
Motor Vehicle					
Motor Vehicle	0.00	0.00	1,057,105.14	2,025,421.00	52.19%
Vehicle Rental Excise	0.00	0.00	12,939.42	23,275.00	55.59%
Recreational Vehicle	0.00	0.00	9,574.33	18,876.00	50.72%
Commercial Vehicles	0.00	0.00	75,022.03	80,995.00	92.63%
Ad Valorem					
RL/Oil/PP	0.00	0.00	22,826,845.94	23,798,682.00	95.92%
Intangible	0.00	0.00	256,648.11	243,862.00	105.24%
16/20 M Trucks	0.00	0.00	16,695.98	18,250.00	91.48%
Watercraft	0.00	0.00	10,367.53	12,028.00	86.19%
Delinquent Tax	0.00	0.00	289,167.16	0.00	0.00%
Sales Tax	194,557.33	141,666.67	1,084,587.93	1,700,000.00	63.80%
Payment In Lieu of Tax	40,087.00	0.00	40,087.00	37,000.00	108.34%
City/County Highway	0.00	0.00	532,496.57	947,152.00	56.22%
Interest/Penalties	32,766.88	20,833.33	229,810.62	250,000.00	91.92%
Investment Interest	70,427.35	2,083.33	140,998.33	25,000.00	563.99%
Recording Fees	47,861.00	22,916.67	257,822.00	275,000.00	93.75%
Hertiage Trust Fund	3,497.00	2,083.33	19,009.00	25,000.00	0.00%
Juvenile Supervision Fees	56.02	25.00	327.93	300.00	109.31%
Diversion Fees	4,371.00	4,583.33	26,505.94	55,000.00	48.19%
Franchise Fees	0.00	0.00	14,785.91	38,000.00	38.91%
Miscellaneous	0.00	0.00	405.70	0.00	0.00%
Departments					
Clerk	44.00	250.00	3,725.74	3,000.00	124.19%
Register of Deeds	1,992.49	1,666.67	26,065.44	20,000.00	130.33%
Treasurer	281.63	625.00	2,421.30	7,500.00	32.28%
Clerk of the District Court	3,799.52	3,750.00	22,376.49	45,000.00	49.73%
Emergency Management	0.00	0.00	33,490.00	0.00	0.00%
Coroner	0.00	0.00	2,272.13	0.00	0.00%
Fair	2,892.50	1,666.67	13,462.50	20,000.00	67.31%
Museum	0.00	0.00	20,658.74	0.00	0.00%
Election	304.86	416.67	867.92	5,000.00	17.36%
Ambulance/EMS	132,398.90	100,307.33	698,007.20	1,203,688.00	57.99%
Appraiser	0.00	1,300.00	5,938.60	15,600.00	38.07%
Planning & Development	4,800.00	2,916.67	22,280.00	35,000.00	63.66%
Information Systems	95.00	0.00	15,095.00	0.00	0.00%
General-General	1,818.86	0.00	45,407.29	0.00	0.00%
Public Works	53,902.77	40,000.00	221,062.07	480,000.00	46.05%
Noxious Weed	24,254.04	8,333.33	62,498.46	100,000.00	62.50%
Total Before Transfers	620,208.15	355,424.00	28,096,831.45	31,508,629.00	89.17%
Transfers In	0.00	0.00	45,161.64	0.00	0.00%
Total After Transfers	620,208.15	355,424.00	28,141,993.09	31,508,629.00	89.32%
Over/Under Budget Before Transfers	74.50%				
Over/Under Budget After Transfers	74.50%				
June =50.00% of the Budget					

Attachment: June 2022 Financials (12268 : June Treasurer's Report-2022)

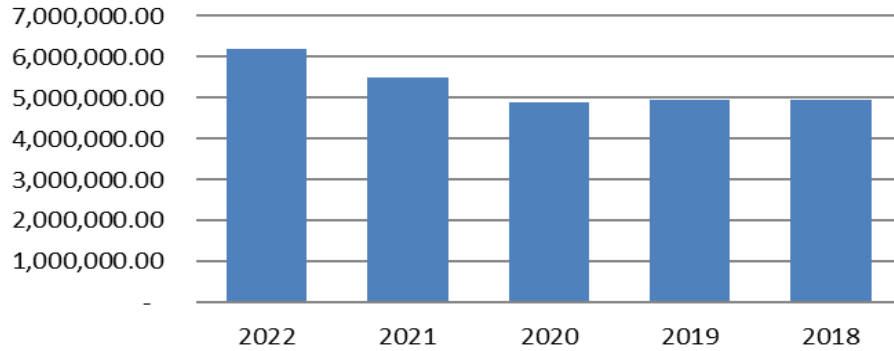
Sales Tax Received
June 30, 2022

	County General		Road & Bridge Cap Fund		Prior Year Variance	Total Collected	2022 Budget	% Over Budget
	2021	2022	2021	2022				
January (Nov Sales)	158,605.23	176,613.72	158,605.22	176,613.72	11.35%	353,227.44	283,333.33	24.67%
February (Dec sales)	166,103.83	203,380.11	166,103.82	203,380.11	22.44%	406,760.22	283,333.33	43.56%
March (Jan sales)	166,534.18	164,982.21	166,534.17	164,982.20	-0.93%	329,964.41	283,333.33	16.46%
April (Feb sales)	152,296.10	153,999.52	152,296.09	153,999.52	1.12%	307,999.04	283,333.33	8.71%
May (Mar sales)	176,602.73	191,055.04	176,602.72	191,055.03	8.18%	382,110.07	283,333.33	34.86%
June (Apr sales)	176,260.61	194,557.33	176,260.61	194,557.33	10.38%	389,114.66	283,333.33	37.33%
July (May sales)	176,957.79		176,957.78		-100.00%	0.00	283,333.33	-100.00%
August (June sales)	166,514.97		166,514.96		-100.00%	0.00	283,333.33	-100.00%
September (July sales)	172,562.19		172,562.18		-100.00%	0.00	283,333.33	-100.00%
October (Aug sales)	184,747.23		184,747.23		-100.00%	0.00	283,333.33	-100.00%
November (Sept sales)	152,750.23		152,750.23		-100.00%	0.00	283,333.33	-100.00%
December (Oct sales)	213,312.75		213,312.74		-100.00%	0.00	283,333.33	-100.00%
Year to Date	\$2,063,247.82	\$1,084,587.93	\$2,063,247.75	\$1,084,587.91	-47.43%	\$2,169,175.84	\$3,400,000.00	-36.20%

	2021	2022
Sales Tax Collected	\$4,126,495.57	\$2,169,175.84
Budget	\$3,000,000.00	\$3,400,000.00
% of Budget Collected	137.55%	63.80%
% Over Budget	37.55%	13.80%

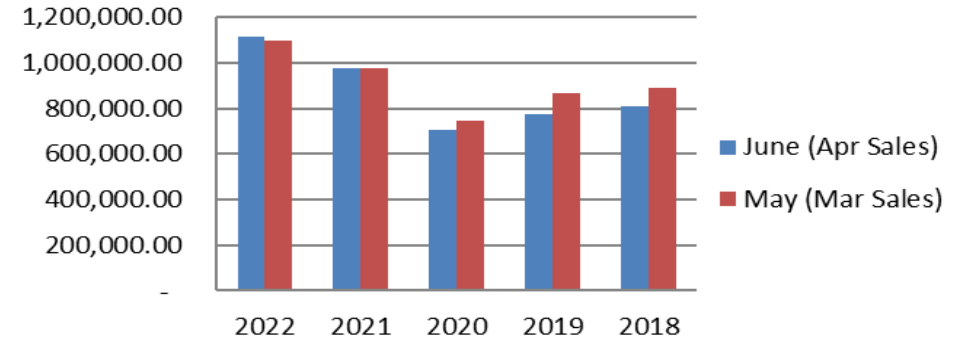
Attachment: June 2022 Financials (12268 : June Treasurer's Report-2022)

Sales Tax History Year to Date June (Apr Sales)



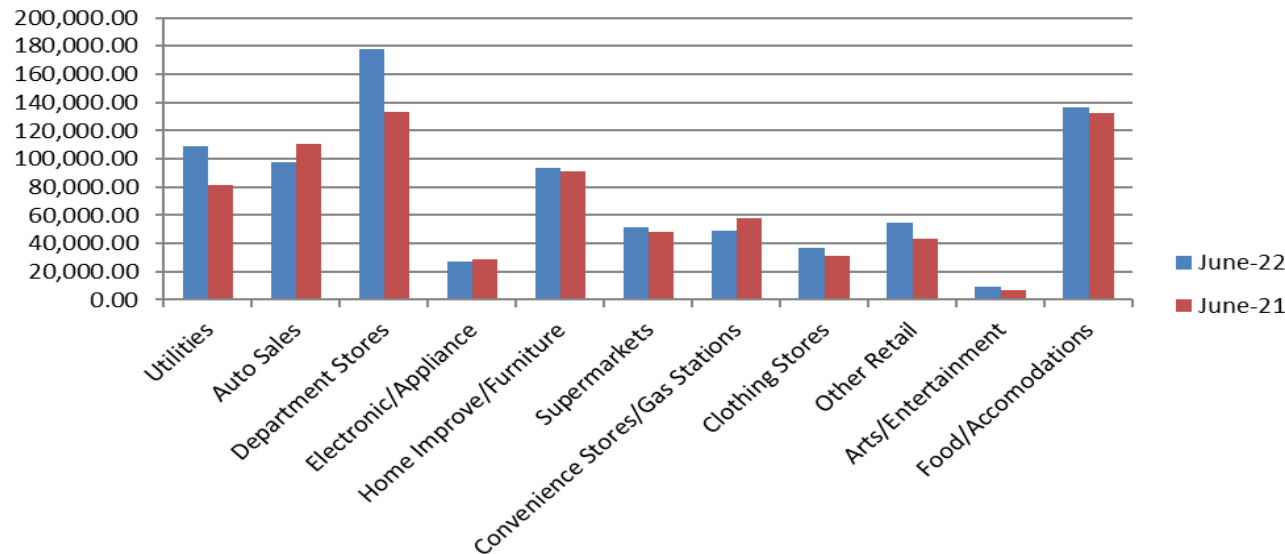
Year to Date Sales Tax is up 12.80% compared to June 2021

Sales Tax History Prior month comparison



June 2022 Sales Tax is up 1.83% compared to May 2022

Prior Year Comparison June 2021 - June 2022



June 2022 Sales Tax is up 14.56% compared to June 2021

Auto/RV/MC Dealers	-11.6
Department Stores/Specialty Stores	33.5
Electronic/Appliance	-4.3
Home Improve/Furniture	2.7
Supermarkets	7.2
Convenience Stores/Gas Stations	-15.2
Clothing Stores	19.3
Other Retail	25.3
Utilities	33.7
Arts/Entertainment/ Recreation	36.5
Accommodation/Food Services	2.9

**Sales Tax/Use Tax Comparison
2021/2022**

	2021	2022		2021	2022		2021	2022	
	Use Tax		% Change	Sales Tax		% Change	Total		% Change
Janaury (Nov Sales)	140,065.96	190,402.94	35.94%	731,676.02	807,598.12	10.38%	871,741.98	998,001.06	14.48%
February (Dec Sales)	140,908.95	227,253.05	61.28%	777,357.41	939,684.71	20.88%	918,266.36	1,166,937.76	27.08%
March (Jan Sales)	161,815.02	191,402.32	18.28%	758,830.43	755,219.05	-0.48%	920,645.45	946,621.37	2.82%
April (Feb Sales)	174,167.99	173,047.61	-0.64%	667,765.52	710,558.25	6.41%	841,933.51	883,605.86	4.95%
May (Mar Sales)	112,712.06	205,562.49	82.38%	863,595.03	890,657.42	3.13%	976,307.09	1,096,219.91	12.28%
June (Apr Sales)	148,631.96	198,980.22	33.87%	825,783.79	917,334.83	11.09%	974,415.75	1,116,315.05	14.56%
July (May Sales)	152,751.87	0.00	-100.00%	825,518.10	0.00	-100.00%	978,269.97	0.00	-100.00%
August (Jun Sales)	171,338.18	0.00	-100.00%	769,597.25	0.00	-100.00%	940,935.43	0.00	-100.00%
September (Jul Sales)	159,656.02	0.00	-100.00%	815,450.80	0.00	-100.00%	975,106.82	0.00	-100.00%
October (Aug Sales)	192,104.36	0.00	-100.00%	851,857.11	0.00	-100.00%	1,043,961.47	0.00	-100.00%
November (Sep Sales)	149,523.03	0.00	-100.00%	713,631.18	0.00	-100.00%	863,154.21	0.00	-100.00%
December (Oct Sales)	212,705.58	0.00	-100.00%	992,672.62	0.00	-100.00%	1,205,378.20	0.00	-100.00%



COUNTY CLERK & ELECTIONS
Personnel

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

COMMISSION AGENDA REPORT

FROM: Elizabeth Ward, Human Resource Manager

MEETING: July 14, 2022

SUBJECT: 2023 Salary Study Proposal

PRESENTER: Elizabeth Ward

BACKGROUND

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

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

For the 2023 budget year, the Commissioners have asked to determine whether the compensation plan, adopted by Riley County in 2010, remains competitive in the labor market. Human Resources, in collaboration with the Department Heads, the Budget and Finance Officer and numerous resources has determined that the current compensation plan and pay scale are not effective in meeting the goals of recruitment and retention, nor does the current compensation plan accurately compensate some current employees based on job requirements.

In order to create a shared understanding of the concept being proposed, the following definitions are used for this study:

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

The proposed percent of COLA is based on the Consumer Price Index for Urban Consumers (CPI-U) which measures monthly changes to consumer prices. Riley County Pay Process sets the CPI-U for the county for the 12-month period ending December 31 of the previous calendar year. This year that percent is 7%

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

Riley County uses a formal performance review process combined with a formal pay scale to define the expectations of performance and the merit increase per position. These are called step increases, referring to the next step on the pay scale.

Market (including market rate): the salary paid for positions of similar requirements and responsibilities in the region we recruit from. This is the median base salary other employers pay for a similar occupation. This does NOT reflect the value of any employee or candidate of Riley County

Competitive pay: pay that is comparable or better than the market rate of a similar position. Riley County has established a competitive pay philosophy of the 75th percentile, meaning pay for similar positions would not be the market leader, but would be more competitive than the median rate.

Compression: occurs when formal pay scales are not adhered to resulting in those employees who have been in a position for longer periods of time earn the same, or even less, than new hires. Compression also applies to supervisors/managers who earn the same or less than the people they supervise.

DISCUSSION

COLA Increases:

Each year the Consumer Price Index-Urban Workers (CPI-U) publishes the annual cost of living of the prior year. **The CPI-U for the year ending December 2021 shows an increase in the cost of living for our region of 7%.**

Riley County has historically used this index as a guideline for our annual COLA consideration for the annual adjustment. This index has also been referenced by the City of Manhattan and Riley Co Police Department during their respective budget processes.

Step Increases:

Throughout the budget process, Darell Edie-Budget and Finance Officer, and myself calculate and balance each departmental budget by applying 1 step increase to each qualifying employee's proposed Grade/Step placement within the current pay scale. This proposal includes full personnel costs and the cost of benefits.

Once all adjustments are made to the hourly and salary pay rates, the average increase across Riley County personnel is applied to the employees on the Professional Pay scale. **For 2023, the average step is 3.04%.**

Salary Study:

During the past few months Human Resources has reviewed each position at Riley County and made comparisons to the market rate for similar positions with the City of Manhattan, Riley County Police Department, Douglas County, Reno County, Leavenworth County, Shawnee County and local private agencies. Those data sets, combined with comparisons made using Salary.com and Mercer Salary studies created the proposal below.

The study focused on the knowledge, skills and abilities required of each position at Riley County combined with the responsibility level of the position within the organization.

An overwhelming number of employers, both public sector and private are currently reviewing and adjusting their compensation plans. This made it both timely as well as difficult to compile accurate data for Riley County positions.

The pay rates associated with the salary study are current to market rate and include the appropriate COLA and adjusted step for 2023. This means that if the Commissioners choose to adopt the salary study proposals, the dollar amount shown for personnel costs associated with the salary study will be the total personnel costs for 2023.

If the Commissioners choose to adopt the salary study, the pay rates at Riley County will be competitive within our market. The effect of which will be to drive County operations and services, increase employee quality of life, reduce both our turnover and our time to fill, increase tenure within our departments and increase employee satisfaction and engagement.

Implementation:

Phase 1 of Riley County's compensation study was effective mid-year 2022 and increased each position 10.5%. This effort moved many of our positions into market rate.

Phase 2 will move those positions that remain out of alignment with market rate into a competitive position. It is important to remember, neither of these changes is effective alone, and the total impact over the year will be the compilation of the 2022 salary study. All employees, and future employees have experienced an increase, in one or both of the two Phases.

Following the implementation of Phase I, Riley County has 20 positions which merit more than 20% increase. The approximate dollar impact of the proposed increase is \$276,726 annually. These positions include our clerical assistants, technicians, and some of our first line supervisors. Our minimum hourly rate increased from \$10.48/hour to \$15/hour - a 43% increase, which amounts to \$4,500 annually. There is strong evidence in the current labor market that any position offering less than \$15/hour will be extremely difficult to fill.

Additionally, 13 positions are recommended to increase between 10-15%, accounting for \$81,722 annual impact. This group includes our records assistants, Public Works operators, Network Administrators and Human Resources.

59 positions at Riley County merit 5-10% increases and 57 positions merit less than 5% increase for the position, in addition to the previously approved mid-year increase which moved these positions into market value.

If approved, current employees will not experience a decrease in their current rate of pay. However, there is data to show several positions are currently compensated above the market rate for similar positions. It is recommended these positions be held at the current rate of pay for 2023.

Human Resources will work with each department to place current employees into the correct grade and step based on time in position between the minimum and mid-point rates. In order to avoid pay compression between position seniority, employees whose time in position is greater than 10 years, will receive a 5% longevity increase for the 2022 rate.

A small number of positions have been re-graded to match the correct level of responsibility, education or experience required by the position. All other positions have been aligned with similar positions across the county, not by individual department.

FISCAL IMPACT

The overall fiscal impact of the 3 options presented to you today are shown in the table below.

- 1) Merit increases in the form of a step for each position, based in the current pay scales of Riley County: \$27,134,872.50
- 2) Merit and COLA increase in the form of a step for each position, based in the current pay scales of Riley County plus a 7% Cost of Living Adjustment based on the CPI-U index. \$29,019,577.59
- 3) Implementation of the salary study recommendations using the attached proposed pay scales. \$27,929,007.45

Personnel Payroll Projections				
GENERAL FUNDS		2023 Salaries & Benefits with Step	2022 Salaries & Benefits with Step and COLA-7%	Salary Study Total Salary & Benefits
Admin Serv		\$ 697,804.75	\$ 746,651.08	\$ 730,373.53
Appraiser		\$ 1,660,948.25	\$1,777,214.63	\$ 1,697,474.68
Attorney		\$ 2,260,090.26	\$2,418,296.58	\$ 2,294,530.48
BOCC		\$ 227,532.37	\$243,459.64	\$231,680.59
Clerk		\$ 1,162,533.84	\$1,243,911.21	\$ 1,198,415.37
Election		\$ 498,908.43	\$527,389.81	\$ 510,819.68
Ambulance (EMS)		\$ 4,894,961.35	\$5,237,608.65	\$ 5,180,276.63
Emergency Mngmt		\$ 252,494.91	\$270,169.55	\$ 254,701.59
IT-GIS		\$ 949,510.10	\$1,015,975.81	\$ 982,412.28
Motor Vehicle		\$ 372,904.58	\$399,007.90	\$ 377,871.47
Museum		\$ 443,427.22	\$474,467.13	\$ 449,746.99
Noxious Weed		\$ 568,470.62	\$608,263.56	\$ 594,552.18
Planning		\$ 643,208.61	\$688,233.21	\$ 647,865.11
Public Works		\$ 5,075,040.69	\$5,430,293.54	\$ 5,135,656.59
Reg Deeds		\$ 475,090.13	\$508,346.44	\$ 478,228.31
Treasurer		\$ 958,610.70	\$1,025,713.44	\$ 965,710.67
General Fund adjustment		\$ 21,141,536.82	\$ 22,615,002.19	\$ 21,730,316.15
Health Dept		\$ 4,377,133.54	\$ 4,683,532.89	\$ 4,636,777.19
CC-Juv		\$ 475,066.00	\$ 507,264.74	\$ 445,962.83
CC-Adult		\$ 420,701.66	\$ 450,150.78	\$ 429,304.05
Fire		\$ 468,439.33	\$496,828.10	\$ 471,471.30
Solid Waste		\$ 281,002.95	\$ 300,673.16	\$ 284,079.33
Total County Adjustment		\$ 27,163,880.31	\$ 29,053,451.86	\$ 27,997,910.86

RECOMMENDATION(S)

Recommendation is to implement the proposed Salary Study results for Riley County personnel for the 2023 budget, effective December 24, 2022.

POSSIBLE MOTION(S)

I move the Board approve the proposed Salary Study results for Riley County personnel for the 2023 budget, effective December 24, 2022

ALTERNATIVES

- . Move to approve
- . Move to deny
- . Move to modify or develop alternative if other concerns or factor arise
- . Move to table
- . Schedule work session to discuss issue further

Enclosures:

Proposed pay scales - Classified, Professional, EMS

Enclosures:

- 2023 Riley County Classified Pay Scale Proposal (PDF)
- 2023 Riley County EMS Pay Scale Proposal (PDF)
- 2023 Riley County Professional Pay Scale Proposal (PDF)

			15.a	
Title			Title	
	ELECTION		RANGE 6	
	MN	\$11.00	MN	\$19.75
	MX	\$14.08	MX	\$33.03
	Temp Election		Legal Secretary	
	SEASONAL		RANGE 7	
	MN	\$14.00	MN	\$20.50
	MX	\$17.72	MX	\$34.31
	Seasonal Labor		Public Works Oper II	
	TASND		Mechanic II	
	MN	\$15.00	Admin Assist II	
	MX	\$19.20	Admin Clerk II	
	As-Needed Museum		Office Assist II	
	As-Needed Clerical		Records Assist II	
	As-Needed Adult		Appraiser II-Residential	
	Interns		Facility & Grounds II	
	RANGE 1		Sales Verification& QC	
	MN	\$15.50	Tech Asst/Trng Coord	
	MX	\$25.92	RANGE 8	
	On Call JIAS		MN	\$21.15
	Eng Tech Intern		MX	\$35.37
	UA Tech		Clerk Analyst (Tax, AP, HD, Levy)	
	As-Needed Legal Clerk		Appraiser II-Residential	
	Legal Intern		Admin Analyst	
	Custodian I		RANGE 9	
	Receptionist		MN	\$22.13
	RANGE 2		MX	\$37.04
	MN	\$16.00	RR Literacy Facilitator	
	MX	\$26.76	EM Planner	
	As-Needed Security		Clerk Analyst II	
	Museum Assistant		Appraiser II-Pers Prop/Ag	
	Weekend Museum Assist		RANGE 10	
	RANGE 3		MN	\$23.93
	MN	\$17.00	MX	\$40.03
	MX	\$28.43	Appraiser II-Comm	
	Breastfeeding Peer Counselor		Comm Pesticide Appl	
	Legal Receptionist		Utility Tech	
	Custodian II		Community Liaison-Health Found	
	RANGE 4		RANGE 11	
	MN	\$17.34	MN	\$24.90
	MX	\$29.00	MX	\$41.65
	Customer Svc Rep I		GIS Tech	
	Admin Assist I		Info Technology Tech	
	Records Assistant I		Licensed Practical Nurse-LPN	
	RANGE 5		P&D Compliance Spec	
	MN	\$19.03	Victim/Witness Coord	
	MX	\$31.83	Child Care Facilitator	
	Traffic Control Tech		ISO I	
	Customer Svc Rep II		Admin Trial Asst	
	Medical Clerk		Maternal Child Health Home Vis	
	WIC Clerk		IRIS Community Coord	
	Account Clerk			
	Admin Clerk			
	Roadside Maint I			
	Appraiser I Pers Prop			
	Facility & Grounds Tch I			
	Facility Tech			
	Mechanic Tech I			

Title		Title	
RANGE 12		RANGE 16	
MN	\$25.92	MN	\$30.51
MX	\$43.36	MX	\$51.04
Info Tech Spec		Commercial RE Analyst	
GIS Spec		As-Needed Commerical RE Analyst	
Purchasing Agent		Adminstrative Services Manager	
Curator		Deeds Super/Deputy	
Appraiser III-Res		Office Manager	
ISO II		Social Worker	
Child Care Surveyor		P&D Enviro Health Spec	
Intensive Supervision Officer/Case Manager		Senior GIS Analyst	
Asst Veh Supervisor			
Interpreter		RANGE 17	
Custodial Manager		MN	\$31.80
Clinic Coordinator		MX	\$53.21
Parks Supervisor		Parks Manager	
		Tax Super	
RANGE 13		Child Care Licensing Super	
MN	\$26.98	Raising Riley Supervisor	
MX	\$45.13	AP/Payroll & Benefits Spec	
Election Sr. Analyst		Nursing Supervisor	
PW Senior Analyst		Vehicle Super	
System Analyst			
Traffic Control Supervisor		RANGE 18	
Appraiser III (Land, Comm)		MN	\$33.17
As-Needed Eng Tech		MX	\$55.48
Bilingual Navigator		Elections Super	
Real Estate Spec		Health Equity Nurse	
P&D Compliance Spec		Public Health Nurse	
Engineering Tech		WIC Super	
GIS Analyst		GIS Manager	
Emergency Response Coord			
		RANGE 19	
RANGE 14		MN	\$34.60
MN	\$28.10	MX	\$57.87
MX	\$47.01	Clinic Supervisor	
Asphalt Supervisor		Maternal Child Health Super	
Bridge Supervisor		P&D Planner	
Shop Supervisor			
Dietitian		RANGE 20	
Facility Supervisor		MN	\$36.09
Gravel Road Supervisor		MX	\$60.38
Hazardous Waste Program Coord			
Health Educator		RANGE 21	
Zoning Enforce Officer		MN	\$37.67
Appraiser IV-Comm		MX	\$63.02
		Network Systems Admin	
		RANGE 22	
RANGE 15		MN	\$39.32
MN	\$29.28	MX	\$65.78
MX	\$48.98		
Assist Dir of Emerg Mgnt		RANGE 23	
Deputy Fire Chief		MN	\$41.05
Senior Legal Assist		MX	\$68.68
Senior Administrative Assistant		Ops/Fleet Mgr	
Appraisal Analyst		Asst Co Appraiser	

Title	
2023 Pay Ranges	
	MN \$16.38
	MX \$26.95
	EMT
	MN \$17.67
	MX \$26.95
	AEMT
	MN \$19.98
	MX \$32.33
	Paramedic
	MN \$22.57
	MX \$39.46
	EMS Lieutenant
	MN \$26.00
	MX \$48.91
	EMSCaptain

2023 Professional Pay Scale Proposal

yellow indicates change in grade

Position	Pay Grade	Proposed Min	Proposed Mid	Proposed Max
Commissioner		\$42,588.78	\$55,365.41	\$68,142.05
Public Information Officer	AA	\$80,071.00	\$104,092.30	\$128,113.60
Staff Development Specialist - BC Training	BB	\$84,858.52	\$110,316.08	\$135,773.63
Museum Director	BB	\$84,858.52	\$110,316.08	\$135,773.63
Budget & Finance Officer	CC	\$89,803.30	\$116,744.29	\$143,685.28
Noxious Weed Director	CC	\$89,803.30	\$116,744.29	\$143,685.28
Human Resource Manager	DD	\$95,226.58	\$123,794.55	\$152,362.53
Assistant EMS/Ambulance Dir-Dep Chief	DD	\$95,226.58	\$123,794.55	\$152,362.53
Community Corrections Director	DD	\$95,226.58	\$123,794.55	\$152,362.53
Register of Deeds	DD	\$95,226.58	\$123,794.55	\$152,362.53
County Treasurer	EE	\$100,968.90	\$131,259.57	\$161,550.24
Advanced Practice Register Nurse (APRN)	FF	\$107,030.21	\$139,139.27	\$171,248.34
Emergency Management Director-Fire Chief	FF	\$107,030.21	\$139,139.27	\$171,248.34
County Appraiser	FF	\$107,030.21	\$139,139.27	\$171,248.34
Planning and Development Director	FF	\$107,030.21	\$139,139.27	\$171,248.34
Information Technology Director	FF	\$107,030.21	\$139,139.27	\$171,248.34
Assistant County Attorney	FF	\$107,030.21	\$139,139.27	\$171,248.34
Assistant County Engineer	FF	\$107,030.21	\$139,139.27	\$171,248.34
Assistant County Counselor	FF	\$107,030.21	\$139,139.27	\$171,248.34
No Position	GG	\$113,410.55	\$147,433.72	\$181,456.88
County Clerk	HH	\$120,269.42	\$156,350.25	\$192,431.07
EMS/Ambulance Director	II	\$127,447.30	\$165,681.49	\$203,915.68
Health Dept Administrator	II	\$127,447.30	\$165,681.49	\$203,915.68
Public Works Director/Engineer	JJ	\$135,103.71	\$175,634.82	\$216,165.94
No Position	KK	\$142,760.12	\$185,588.16	\$228,416.19
County Attorney	LL	\$151,852.71	\$197,408.52	\$242,964.34
County Counselor	LL	\$151,852.71	\$197,408.52	\$242,964.34

Attachment: 2023 Riley County Professional Pay Scale Proposal (12287 : 2023 Salary Study Proposal)



COUNTY CLERK & ELECTIONS
Budget

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

MEMORANDUM

FROM: Darell Edie, Budget and Finance Officer

MEETING: July 14, 2022

SUBJECT: Monthly Cash Flow Reports for May 2022

PRESENTER: Rich Vargo, County Clerk

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

Enclosures:

- cash flow reports June 2022(PDF)

2022 Riley County CIP Cash Flow Analysis

% of Year: 50%

Month	Revenue	Transfers In	Reimbursements	Total Revenue	Expenditures	Encumbrances	Jan/Feb/Mar A/P	Total Expenditures
Jan	1,220	2,369,805		2,371,025	264,157			264,157
Feb				-	11,801			11,801
Mar			169,837	169,837	64,822			64,822
Apr	7,595			7,595	500			500
May	25,529			25,529	9,035			9,035
Jun				-	695,178			695,178
Jul				-				-
Aug				-				-
Sep				-				-
Oct				-				-
Nov				-				-
Dec				-				-
Totals	\$34,344	\$2,369,805	\$169,837	\$2,573,986	\$1,045,493	\$0	\$0	\$1,045,493

Cash Reconciliation	
2022 Beginning Unencumbered Cash	\$7,501,076.98
2022 Revenue	\$2,573,986
Less 2022 Expenditures/Encumbrances	\$1,045,493
2022 Ending Unencumbered Cash	\$9,029,569
Less Remaining Approved Projects	\$2,871,251
Less Reserves	\$2,128,731
2022 Unreserved Cash	\$4,029,587

Reserved Funds:	
CIP Reserve	\$500,000
Fair Reserve	\$91,218
Radio Int Reserve	\$106,919
FFE Reserve	\$691,704
Hardware Refresh	\$738,890
Total Reserves	\$2,128,731

Riley County 2022 Budget Authority Summary		
2022 Budgeted Expenditures	\$7,554,156	% Budget Expended
Expenditures to Date	\$1,045,493	
2022 Remaining Budget Authority	\$6,508,663	
13.84%		
Riley County 2022 Budgeted Revenue		
2022 Budgeted Revenue	\$2,384,805	% Budgeted Revenue
Revenue to Date	\$2,573,986	
107.93%		

Attachment: cash flow reports June 2022 (12280 : Monthly Cash Flow Reports)

2022 CIP Detailed Expenditures per Project and per Dept

Project #	Project Code	Projects	Approved Project Estimate	Prior Year Expenditures	2022 Actual Expenditures/ Encumbrances/ Reserve	Remaining Project Estimate	Completed Projects (Over) Under Approved Estimate
PUBLIC WORKS:							
13-13PW005		Design cost for 2 culverts	35,000	16,100		18,900	
16-16PK003	71	Parking lot for CICO Playground	18,000	7,078		10,922	
18-18PK003		Playground Equipment at CICO Park + (PK trx-\$75,000)	225,000	0		225,000	
18-18PW012	27	Fairgrounds ADA Walkway	170,000	104,648		65,352	
19-19PW008		1 1/2T Truck w/Utility Bed	100,000	46,725		0	53,275
19-19PW014		Winkler Bridge Deck-FFE	250,000	0		250,000	
19-19LEC004	98	RCPD Firing Range	2,285,000	2,194,227		0	90,773
19-19LEC005		Andover Control Replacemet	297,000	295,631		1,369	
20-20PW003		Tandem Axle Truck w/Plow & Spreader	200,000	189,863	500.00	0	9,637
20-20LEC001		Replace 1 Roof Top HVAC Unit	15,000	14,500		0	500
20-20LEC002		Replace Air Regulators on 1/2 Jail Doors	30,000	13,239		16,761	
20-20LEC003		Rewire Elevator Safety Systems	40,000	0		40,000	
20-20PK004		CICO Parking Lot Engineering	10,000	0		10,000	
20-20PK005		Wildcat Park Bridge Replacement	150,000	123,021	4,670	0	22,309
21-21LEC002		Elevator Repair-LEC Lobby	45,000	0		45,000	
21-21LEC003		Upgrade Fuel Card System	13,000	0		13,000	
21-21LEC004		Canopy to Cover Fuel Island	45,000	0		45,000	
21-21PK001		3/4T 4x4 Ext. Cab Pickup	40,000	30,434	9,566.00	0	0
21-21PK003		1/2T Pickup	30,000	28,673		0	1,327
21-21PK004		72" Mower w/Accessories	31,000	26,239		0	4,762
21-21PK005		Score Board-Fairmont Park	12,500	0	9,035	0	3,465
21-21PK006		Goal Post-Fairmont Park	10,000	0	7,132	2,869	
21-21PK007		Aeravator Tractor Attachments	10,500	9,874		0	626
21-21PK008		Playground Equipment - CICO Park	75,000	0		75,000	
21-21PW001		Tandem Axle Truck w/Plow & Spreader	205,000	196,395		8,605	
21-21PW002		Semi Truck	85,000	0		85,000	
21-21PW006		Power Broom	43,000	0		0	43,000
21-21PW007		Imaging Software & Conversion	75,000	0		75,000	
21-21PW009		Tandem Axle Truck w/ Plow & Spreader	234,021	0		234,021	
21-21PW010		Tandem Axle Truck w/ Plow & Spreader	234,021	0		234,021	
21-21PW011		SUV	45,000	40,905		4,095	
21-21PW012		3/4 Ton 4X4 Ext, Cab Pickup	50,000	32,712	6,423	10,865	
PUBLIC WORKS TOTAL			5,108,042	3,370,264	37,325	1,470,780	229,673
EMERGENCY MEDICAL SERVICE							
13-13AM001	302	Design of the EMS Facility Enhancement	100,000	25,770		74,230	
20-20AM002	302	800 Mhz Radios	195,226	176,746	2,415.00	16,065	16,065
20-20AM003	302	EMS Facility Engineering Design Cost	50,000	0		50,000	
21-21AM001	302	Ambulance Replacement	275,000	0	267,555.00	0	7,445
21-21AM003	302	2 SUV Replacement Vehicles	106,000	0		106,000	
EMS TOTAL			726,226	202,516	269,970	246,295	23,510
CLERK							
21-21CK001		Open.Gov software	\$191,870	\$53,870	\$45,900	92,100	
21-21CK002		Shadow Tax System-SB13 requirement	30,000	0		30,000	
CLERK TOTAL			221,870	53,870	45,900	122,100	0
ATTORNEY							
19-19AT001	760	Odyssey Software System	280,000	187,412		92,588	
ATTORNEY TOTAL			280,000	187,412	0	92,588	0
APPRAISER							
21-21AP001		Replacement Vehicle	26,000	0		26,000	
APPRAISER TOTAL			26,000	0	0	26,000	0
BOCC							
21-21BOCC002		Church Asbestos Removal	50,000	0		50,000	
BOCC TOTAL			50,000	0	0	50,000	0
PLANNING & DEVELOPMENT							
21-21PD002		Electronic Permit System	110,000	0	62,407	47,593	
PLANNING & DEVELOPMENT TOTAL			110,000	0	62,407	47,593	0

Attachment: cash flow reports June 2022 (12280 : Monthly Cash Flow Reports)

Project #	Project Code	Projects	Approved Project Estimate	Prior Year Expenditures	2022 Actual Expenditures/ Encumbrances/ Reserve	Remaining Project Estimate	Completed Projects (Over) Under Approved Estimate
NOXIOUS WEED							
20-20NW001		1 1/2T 4x4 Spray Truck	40,000	0	39,487	0	513
21-21NW001		10' Pull Behind Mower	28,000	0		28,000	
NOXIOUS WEED TOTAL			68,000	0	39,487	28,000	513
EMERGENCY MANAGEMENT							
16-16EM002		Standby/Backup Generator Pottorf Hall	40,000	0		40,000	
20-20EM004		1/2 SUV 4x4	20,000	14,259		0	5,741
20-20EM005		Bi-directional amplifiers (radio project)	35,000	18,961		16,039	
21-21EM001		Mobile Command Post Upgrade/Equip Refresh	125,000	0		125,000	
21-21EM002		EM Storage Building	125,000	0		125,000	
EMERGENCY MANAGEMENT TOTAL			345,000	33,220	0	306,039	5,741
OTHER							
13-13PW009		Motor Grader (Lease Purchase through 2023)	1,000,605	495,544		505,060	
18-18EM003	21	Hardware Refresh Reserve (through 2025)	1,182,221	738,890		443,331	
Lease pmt to 2033	21	Radio Infrastructure Project Lease (15 yr term through 2033)	6,401,938	1,280,388	426,795.89	4,694,754	
B&I Trx to 2025		2010-B G.O. Bond payment (15 yr term through 2025)	2,849,815	2,108,346	190,170	551,299	
OTHER TOTAL			11,434,579	4,623,168	616,966	6,194,445	0
TOTAL			18,369,717	8,470,450	1,072,055	8,583,840	259,437

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

2,871,251

Completed Projects

Attachment: cash flow reports June 2022 (12280 : Monthly Cash Flow Reports)

2022 Riley County Building Cash Flow Analysis

% of Year: 41.7%

Month	Revenue	Reimbursements	Other	Total Revenue	Expenditures	Encumbrances	Jan/Feb/Mar A/P	Total Expenditures
Jan	207,574	10	34	207,618	13,917			13,917
Feb			34	34	13,541			13,541
Mar	10,565		34	10,599	15,823			15,823
Apr			34	34	26,061			26,061
May	144,297	1,114	34	145,445	15,898			15,898
Jun				-	16,193			16,193
Jul				-				-
Aug				-				-
Sep				-				-
Oct				-				-
Nov				-				-
Dec				-				-
Totals	\$362,437	\$1,124	\$168	\$363,728	\$101,433	\$0	\$0	\$101,433

Cash Reconciliation	
2022 Beginning Unencumbered Cash	\$110,269
2022 Revenue	\$363,728
Less 2022 Expenditures/Encumbrances	\$101,433
2022 Ending Unencumbered Cash	\$372,564

Riley County 2022 Budget Authority Summary		
2022 Budgeted Expenditures	\$393,000	% Budget Expended
Expenditures to Date	\$101,433	
2022 Remaining Budget Authority	\$291,567	

Riley County 2022 Budgeted Revenue		
2022 Budgeted Revenue	\$387,749	% Budgeted Revenue
Revenue to Date	\$363,728	

Attachment: cash flow reports June 2022 (12280 : Monthly Cash Flow Reports)

2022 Riley County Economic Development Cash Flow Analysis

% of Year: 50%

Month	Revenue	Reimbursements	Other	Total Revenue	Expenditures	Encumbrances	Jan/Feb/Mar A/P	Total Expenditures
Jan	185,500			185,500	82,394			82,394
Feb	-			-	-			-
Mar	-			-	-			-
Apr	-			-	-			-
May	-			-	-			-
Jun	-			-	1,000			1,000
Jul	-			-				-
Aug	-			-				-
Sep	-			-				-
Oct	-			-				-
Nov	-			-				-
Dec	-			-				-
Totals	\$185,500	\$0	\$0	\$185,500	\$83,394	\$0	\$0	\$83,394

Cash Reconciliation	
2022 Beginning Unencumbered Cash	\$110,042
2022 Revenue	\$185,500
Less 2022 Expenditures/Encumbrances	\$83,394
2022 Ending Unencumbered Cash	\$212,148
Less Est. Project Balance for CY	\$163,358
2022 Projected Unencumbered Cash	\$48,790

Riley County 2022 Budget Authority Summary		
2022 Budgeted Expenditures	\$309,048	% Budget Expended
Expenditures to Date	\$83,394	
2022 Remaining Budget Authority	\$225,654	

Riley County 2022 Budgeted Revenue		
2022 Budgeted Revenue	\$185,500	% Budgeted Revenue
Revenue to Date	\$185,500	

Attachment: cash flow reports June 2022 (12280 : Monthly Cash Flow Reports)

2022 Eco Devo Detailed Expenditures per Project and per Dept

Projects	Approved Project Estimate	Prior Year Expenditures	2022 Expenditures/ Encumbrances	Remaining Project Estimate	Completed Projects (Over) Under Approved Estimate
APPROPRIATIONS					
Chamber of Commerce	55,000	0	27,500	27,500	
Flint Hills Veterans Coalition	1,015	0	507	508	
Downtown Manhattan	5,000	0	2,500	2,500	
Riley Co. General Eco Devo	132,850	0		132,850	
APPROPRIATION TOTALS	\$193,865	\$0	\$30,507	\$163,358	\$0
MEMBERSHIPS					
FHMPO Contribution	5,201	0	1,905	0	
FHRLP Underwriters & Sponsors			1,000	0	0
FHRC Contribution	10,000	0	0	0	
MEMBERSHIP TOTALS	\$15,201	\$0	\$2,905	\$0	\$0
CONTRACTS					
Auto Lane Development (2024)	121,140	102,969	6,057	12,114	
CONTRACT TOTALS	\$121,140	\$102,969	\$6,057	\$12,114	\$0
DEBT OBLIGATION TRANSFER					
Konza Water Debt Payment Transfer	658,502	307,352	43,925	307,225	
DEBT OBLIGATION TRANSFER TOTALS	\$658,502	\$307,352	\$43,925	\$307,225	\$0
PROJECTS					
Project Study/Design/Engineer	50,000	0		50,000	
PROJECT TOTALS	\$50,000	\$0	\$0	\$50,000	\$0
TOTALS	\$1,038,707	\$410,320	\$83,394	\$532,697	\$0

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

\$163,358

Completed Projects

Attachment: cash flow reports June 2022 (12280 : Monthly Cash Flow Reports)

2022 Riley County Sales Tax Cash Flow Analysis

% of Year: 50%

Month	Sales Tax Revenue	Reimbursements	KDOT	Total Revenue	Expenditures	Encumbrances	Jan/Feb/Mar A/P	Total Expenditures
Jan	176,614			176,614				-
Feb	203,380	11,371		214,751	4,513			4,513
Mar	164,982		3,616	168,598	6,139			6,139
Apr	154,000		3,157	157,156	7,561			7,561
May	191,055			191,055	10,458			10,458
Jun				-	8,973			8,973
Jul				-				-
Aug				-				-
Sep				-				-
Oct				-				-
Nov				-				-
Dec				-				-
Totals	\$890,031	\$11,371	\$6,773	\$908,174	\$37,644	\$0	\$0	\$37,644

Cash Reconciliation	
2022 Beginning Unencumbered Cash	\$4,197,993.50
2022 Revenue	\$908,174
Less 2022 Expenditures/Encumbrances	\$37,644
2022 Ending Unencumbered Cash	\$5,068,524
Remaining 2022 Projected Revenue	-
Less Est. Project Balance for CY	\$ 350,000
2022 Projected Unencumbered Cash	\$4,718,524

Riley County 2022 Budget Authority Summary	
2022 Budgeted Expenditures	\$7,028,195
Expenditures to Date	\$37,644
2022 Remaining Budget Authority	\$6,990,551

% Budget Expended
0.54%

Riley County 2022 Budgeted Revenue	
2022 Budgeted Revenue	\$1,700,000
Revenue to Date	\$908,174

% Budgeted Revenue
53.42%

Attachment: cash flow reports June 2022 (12280 : Monthly Cash Flow Reports)

2022 Sales Tax Detailed Expenditures per Project and per Dept

Project Code	Projects	Approved Project Estimate	Prior Year Expenditures	2022 Expenditures/ Encumbrances	Remaining Project Estimate	Completed Projects (Over) Under Approved Estimate
CULVERTS						
437	Casement Drainage Outlet Structure	298,852	298,852		0	0
442	West 54th Avenue	124,000	168,131		0	-44,131
310	Frog Holler	160,218	160,218		0	0
440	Green Randolph Road	260,819	260,819		0	0
441	N 52nd Street	139,894	139,894		0	0
451	Sherman Road	83,000	7,598		0	75,402
457	Flat Rock Road	113,500	52,707		60,793	
402	Vinton School Road	182,000	183,596		0	-1,596
458	Parallel Road	117,000	51,440		65,560	
403	Kitten Creek Road	148,000	54,791		93,209	
404	Peach Grove Road	104,000	232,013		0	-128,013
452	Fancy Creek Road I.2/6.3	93,000	-		0	93,000
459	Union Road	125,000	56,605		68,395	
CULVERT TOTALS		\$1,949,282	\$1,666,663	\$0	\$287,957	-\$5,338
BRIDGES						
435	West 40th Bridge	349,501	349,501		0	0
439	Daniels Drive	252,631	252,631		0	0
425	Green Randolph	1,089,402	1,092,613		0	-3,211
401	Fancy Creek F.5/5.9	1,231,800	1,166,683		0	65,117
461	Fancy Creek K.0/6.2	653,800	53,850		599,950	
443	S. 32nd Street	160,743	160,743		0	0
444	Parallel	208,990	208,990		0	0
455	Rose Hill	654,200	142,312	15,016	0	496,872
447	Fancy Creek E.2/5.6	929,211	1,222,128		0	-292,917
412	Anderson Avenue	1,050,000	870,493		0	179,507
449	Stockdale Park	927,400	924,119		0	3,281
456	Senn Rd	454,500	459,437	56	0	-4,992
454	West 32nd Avenue	1,000,000	1,394,168	14,544	0	
460	Winkler Mills Bridge	1,200,000	102,836		1,097,164	
462	South Otter Bridge	75,000	367,237	8,028		-300,264
BRIDGE TOTALS		\$10,237,178	\$8,767,740	\$37,644	\$1,697,114	\$143,391
RECONSTRUCTION						
448	Denison (Marlatt to City Limits)	3,951,470	3,857,457		0	94,013
431	McDowell Creek Road (abandoned)	3,000,000	515,848		0	2,484,152
RECONSTRUCTION TOTALS		\$6,951,470	\$4,373,305	\$0	\$0	\$2,578,165
OVERLAY						
412	Anderson Avenue	470,000	470,000		0	0
509	Welsh Road	175,000	175,466		0	-466
414	Mill Cove/W. 59th	200,000	200,000		0	0
	Tabor Valley Road	410,928	0		0	0
453	Kansas Ave/Crooked Creek	425,617	0		0	0
	Barton Road	509,418	0		0	0
438	Fancy Creek Road	450,000	450,000		0	0
450	University Park Road	259,910	175,000		0	0
463	Tuttle Cove Road	512,622	125,000		0	387,622
464	Barnes/Casement Road	386,690	125,000		0	261,690
	Scenic Drive	151,324	151,324		0	0
	4 Unidentified Overlays	800,000	175,000		625,000	
OVERLAY TOTALS		\$4,751,509	\$2,046,790	\$0	\$625,000	\$648,846
TOTALS		\$23,889,440	\$16,854,499	\$37,644	\$2,610,071	\$3,365,065

Completed Projects

Project Estimates for 2021

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

Attachment: cash flow reports June 2022 (12280 : Monthly Cash Flow Reports)



PUBLIC WORKS
Presentation

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 14, 2022

SUBJECT: Petition to Vacate a portion of Julie Lane

PRESENTER: John Ellermann

BACKGROUND

To expedite the reconstruction of Marlatt Ave in 2007 staff made the decision to close Marlatt Avenue to through traffic. As a result of this decision, temporary and permanent easements were purchased for a detour. The landowner at the time insisted the County purchase public easement through his property as an extension of Julie Lane. Since the reconstruction project, this section of Julie Lane has had minimal use. Therefore, new landowners are petitioning this portion of Julie Lane be vacated.

After years of non-use the road no longer serves as a public utility. The road has not been used except for the property owner since the completion of the Marlatt Ave. project.

DISCUSSION

The Board of County Commission to discuss the petition as being legal and to proceed with a hearing before deciding to approve the vacation or not. The hearing requires a 20 day notice and advertising for two consecutive weeks in the newspaper. The soonest dates to hold a hearing are August 11th or August 15th.

FISCAL IMPACT

Vacation of the road will allow the right-of-way to be turned over to the adjacent property owner and therefore be added to the tax roll.

RECOMMENDATION(S)

Staff recommends accepting the petition and proceeding with the public hearing with out a

viewing and survey.

POSSIBLE MOTION(S)

Move to accept the petition to vacate a portion of Julie Lane.

Move to deny the petition to vacate a portion of Julie Lane.

Move to modify

Move to table

Enclosures:

- JulieLn_ProposedVacation (PDF)
- Julie Lane Vacation proposed (PDF)
- Mel petition to vacate Julie lane (PDF)



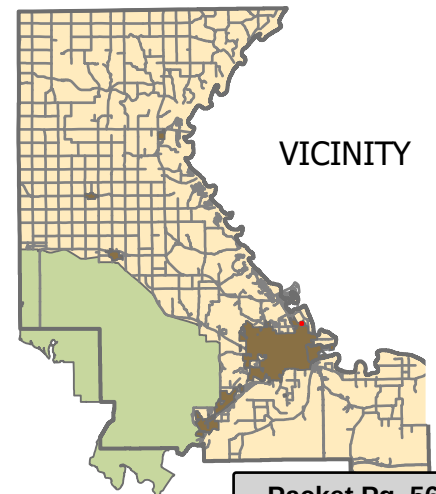
VICINITY AND SITE

Proposed Vacation
of Julie Ln

31-9-8

6-21-2022

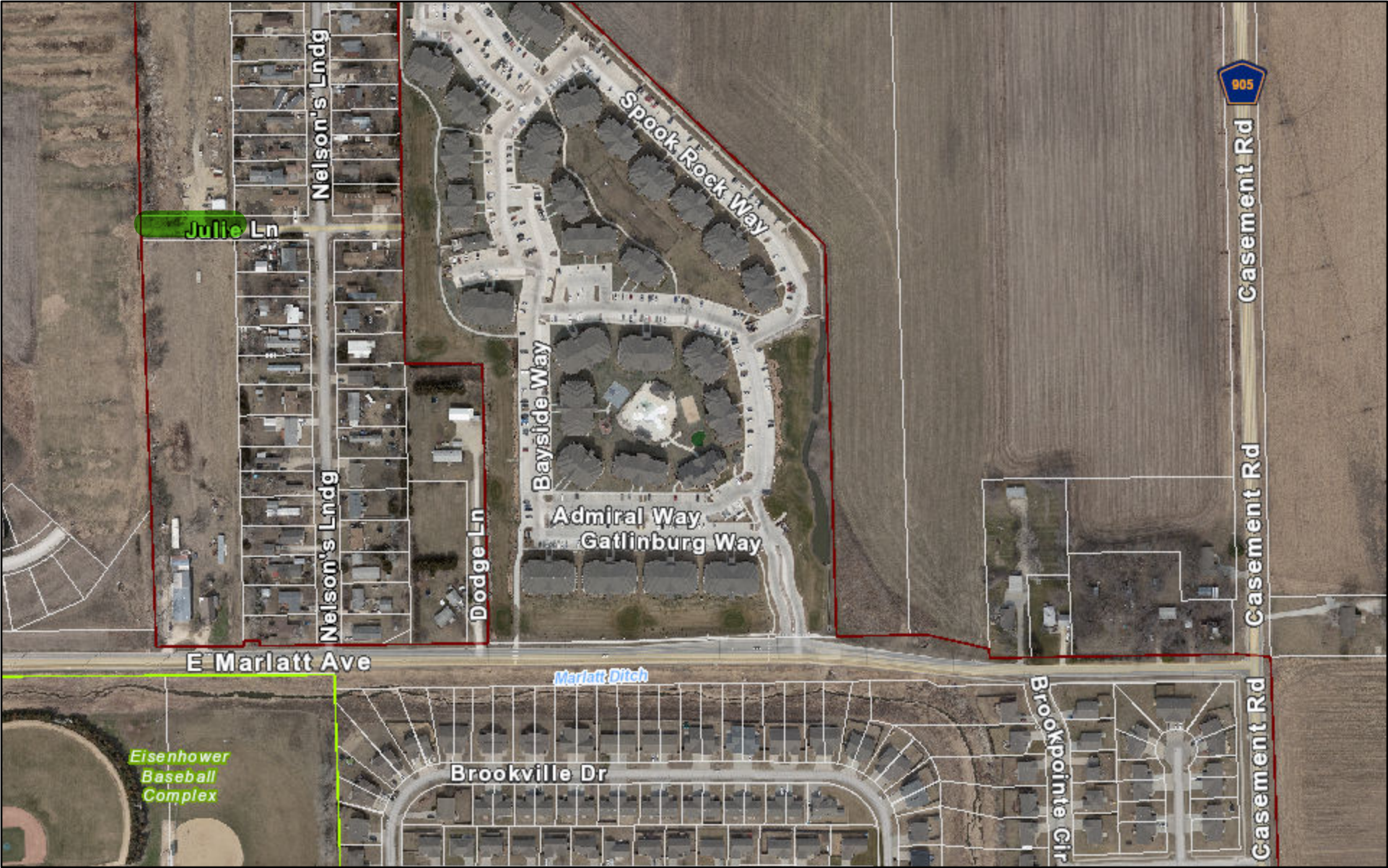
 Proposed Vacation



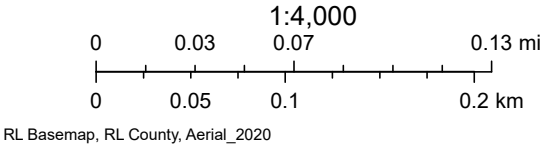
VICINITY



Julie Lane Vacation



7/11/2022



Attachment: Julie Lane Vacation proposed (12283 : Julie Lane)



ROAD PETITION

TO THE HONORABLE BOARD OF COUNTY COMMISSIONERS OF RILEY COUNTY, KANSAS

The undersigned landowner of said county, being an owner of land adjacent to the road described below, respectfully petitions your honorable body to cause a view to be held for the Vacation of a road in said county, as follows:

Beginning at the Northwest Corner of Lot 16 of "Flint Hills Valley Addition", an addition in Riley County, Kansas; thence along the West line of said "Flint Hills Valley Addition" North 60.00 feet (North being an assumed bearing); thence West 226.31 feet to the West line of the "CCOM LLC" tract as described on Page 866 in Book 705 at the Riley County Register of Deeds; thence along the West line of said "CCOM LLC" tract S. 00 17'30" E. 60.00 feet; thence East 225.53 feet to the point of Beginning, containing 0.31 acres.

STATE OF KANSAS)
) ss.
COUNTY OF _____)

I, THE UNDERSIGNED, Thomas Weeks and being of lawful age, do solemnly swear that he/she is a landowner of this county. I do hearby further solemnly swear that I own land adjacent to the road proposed to be viewed, and that I have signed this petition. So help me God.

Thomas Weeks, Petitioner.
Signature

SUBSCRIBED AND SWORN TO before me this _____ day of _____, _____.
_____, County Clerk.

NOTARY PUBLIC:

SUBSCRIBED AND SWORN TO before me this _____ day of _____, _____.
_____, County Clerk.

My Appointment Expires: _____

Attachment: Mel petition to vacate Julie lane (12283 : Julie Lane)

ROAD PETITION
OF

_____ and others, of
_____ Township.

Filed _____, 20__

Riley County Clerk.

ORDER OF BOARD

Finding the within petition legal, it is ordered by the Board of County Commissioners, that the prayer of the petitioner or view be granted; that _____ be and are herby appointed Viewers, and are directed to meet at the point of beginning of said road within described, on the _____ day of _____, 20__, make the view, and agree upon their report, which shall be made in writing and delivered to the County Clerk by one of said Viewers on or before the _____ day of _____, 20__.

The Viewers will also receive applications in writing for damages from the landowners claiming same, which original applications will be filed with their report of damages allowed.



COUNTY CLERK & ELECTIONS
Budget

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

MEMORANDUM

FROM: Darell Edie

MEETING: July 14, 2022

SUBJECT: BUDGET DEVELOPMENT WORKSHEET 3

PRESENTER: Darell Edie

Enclosures:

- 2023 Budget Development WS 4 (PDF)
- Extension Budget 07132022 (PDF)
- Fire District 1 (XLSX)
- RNR letter (PDF)
- Fire District 1 RNR letter (PDF)

2023 Budget Development Worksheet

18.a

	DEPARTMENT	2021 Actual Contractual Services, Commodities & Capital	2021 Actual Personnel Services (includes mid- year incentive)	2021 Actual Total	2022 Budgeted Contractual Services, Commodities & Capital	2022 Budgeted Personnel Services (Includes STEP & COLA)	2022 Budgeted Total	2023 Proposed Contractual Services, Commodities & Capital	2023 Proposed Personnel Services (Includes STEP)	2023 Proposed Budget Total	Percent change of 3 C's	
1	Administrative Services	542,695	53,862	596,557	44,358	603,304	647,662	47,925	697,805	745,730	8.04%	1
2	Ambulance	349,406	3,229,161	3,578,567	325,825	3,520,859	3,846,684	348,225	4,894,961	5,243,186	6.87%	2
3	Appraiser	145,239	1,421,389	1,566,628	148,515	1,580,945	1,729,460	163,329	1,660,948	1,824,277	9.97%	3
4	Attorney	91,662	1,731,960	1,823,622	221,966	2,016,443	2,238,409	210,764	2,260,090	2,470,854	-5.05%	4
5	Clerk	50,424	832,263	882,687	87,500	1,004,556	1,092,056	95,950	1,162,534	1,258,484	9.66%	5
6	Commissioners	40,938	167,124	208,062	47,480	198,965	246,445	51,540	227,532	279,072	8.55%	6
7	Coroner	108,130	0	108,130	107,000	0	107,000	117,000	0	117,000	9.35%	7
8	District Court	167,872	0	167,872	174,330	0	174,330	177,000	0	177,000	1.53%	8
9	Elections	149,580	325,900	475,480	277,650	422,468	700,118	216,500	498,908	715,408	-22.02%	9
10	Emergency Management	84,865	202,751	287,616	53,450	217,437	270,887	58,795	252,495	311,290	10.00%	10
11	Fair	101,925	0	101,925	102,400	0	102,400	110,500	0	110,500	7.91%	11
12	General Services	1,068,439	157,430	1,225,869	11,522,898	87,883	11,610,781	20,477,586	87,883	20,565,469	77.71%	12 *
13	Information Systems/GIS	663,517	794,888	1,458,405	856,732	890,693	1,747,425	770,660	949,510	1,720,170	-10.05%	13
14	Insurance	589,292	0	589,292	739,289	0	739,289	811,218	0	811,218	9.73%	14
15	Juvenile Detention	83,601	0	83,601	95,000	0	95,000	101,650	0	101,650	7.00%	15
16	Museum	9,224	368,087	377,311	15,215	439,259	454,474	16,725	443,427	460,152	9.92%	16
17	Noxious Weed	189,757	451,961	641,718	221,210	491,268	712,478	243,331	568,471	811,802	10.00%	17
18	Planning & Development	48,631	515,823	564,454	57,795	544,044	601,839	60,002	643,209	703,211	3.82%	18
19	Register of Deeds	41,425	331,968	373,393	58,410	410,427	468,837	59,125	475,090	534,215	1.22%	19
20	Public Works	3,290,056	4,020,153	7,310,209	3,645,750	4,630,523	8,276,273	4,008,900	5,075,041	9,083,941	9.96%	20
21	Treasurer	47,865	794,680	842,545	51,280	865,629	916,909	55,330	1,331,515	1,386,845	7.90%	21
22	Juvenile Supervision fees	0	0	0	1,318	0	1,318	1,400	0	1,400	6.22%	22
23	Transfer to Health Dept. Fund	1,154,526	0	1,154,526	1,154,526	0	1,154,526	1,269,979	0	1,269,979	10.00%	23
24	Transfer to Landfill Close	30,000	0	30,000	30,000	0	30,000	30,000	0	30,000	0.00%	24
25	Transfer-Economic Dev.	300,000	0	300,000	185,500	0	185,500	255,580	0	255,580	37.78%	25
26	Transfer - Capital Improvement	3,716,027	0	3,716,027	2,369,805	0	2,369,805	1,786,668	0	1,786,668	-24.61%	26
27	Non-Appropriated	0	0	0	580,000	0	580,000	580,000	0	580,000		27
28	COST OF COLA	0	0	0	0	0	0	0	825,000	825,000		28
	SUBTOTAL:	\$13,065,096	\$15,399,400	\$28,464,496	\$23,175,202	\$17,924,703	\$41,099,905	\$32,125,681	\$22,054,419	\$54,180,100	22.20%	
Appropriations:												
29	Big Lakes Developmental	217,260	0	217,260	217,260	0	217,260	217,260	0	217,260	0.00%	29
30	Animal Shelter / Contractual	60,000	0	60,000	60,000	0	60,000	60,000	0	60,000	0.00%	30
31	Council on Aging	275,000	0	275,000	275,000	0	275,000	275,000	0	275,000	0.00%	31
32	ATA Bus	70,000	0	70,000	100,000	0	100,000	100,000	0	100,000	0.00%	32
33	Small Cities	0	0	0	0	0	0	160,000	0	160,000	0.00%	33
34	Emergency Shelter	11,000	0	11,000	11,000	0	11,000	11,000	0	11,000	0.00%	34
35	Extension	599,645	0	599,645	599,645	0	599,645	635,600	0	635,600	6.00%	35
36	Pawnee Mental Health	300,000	0	300,000	300,000	0	300,000	300,000	0	300,000	0.00%	36
37	Riley Cty Genealogical Soc.	3,500	0	3,500	3,500	0	3,500	3,500	0	3,500	0.00%	37
38	Riley County Conservation	55,136	0	55,136	55,136	0	55,136	55,136	0	55,136	0.00%	38
39	Riley Co Community Corrections	7,081	0	7,081	7,081	0	7,081	52,521	0	52,521	641.72%	39
	SUBTOTAL:	\$1,598,622	\$0	\$1,598,622	\$1,628,622	\$0	\$1,628,622	\$1,870,017	\$0	\$1,870,017	14.82%	
	GENERAL TOTAL:	\$14,663,718	\$15,399,400	\$30,063,118	\$24,803,824	\$17,924,703	\$42,728,527	\$33,995,698	\$22,054,419	\$56,050,117	18.15%	
39	Bond & Interest	3,048,737	0	3,048,737	615,303	0	615,303	383,046	0	383,046	-37.75%	39
40	County Building	293,136	0	293,136	393,000	0	393,000	393,000	0	393,000	0.00%	40
41	RCPD	4,760,798	0	4,760,798	4,907,175	0	4,907,175	5,362,913	0	5,362,913	9.29%	41
	SUBTOTAL:	\$8,102,671	\$0	\$8,102,671	\$5,915,478	\$0	\$5,915,478	\$6,138,959	\$0	\$6,138,959	3.78%	
	TOTAL:	\$22,766,389	\$15,399,400	\$38,165,789	\$30,719,302	\$17,924,703	\$48,644,005	\$40,134,657	\$22,054,419	\$62,189,076		
42	Capital Improvement		0	0	7,554,156	0	7,554,156	8,022,012	0	8,022,012	6.19%	42
43	Economic Development		0	0	309,048	0	309,048	417,275	0	417,275	35.02%	43

Attachment: 2023 Budget Development WS 4 (12286 : BUDGET DEVELOPMENT WORKSHEET 3)

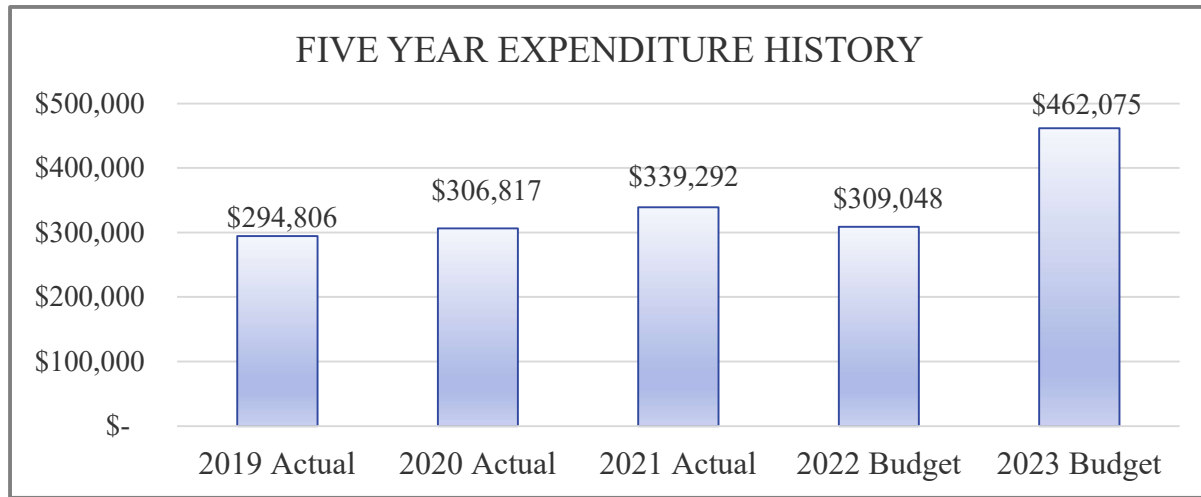
Attachment: 2023 Budget Development WS 4 (12286 : BUDGET DEVELOPMENT WORKSHEET 3)

Riley County, Kansas
2023 Budget
Economic Development Fund
Fund 146

	2021	2022	2023
BEGINNING CASH BALANCE	<u>ACTUAL</u>	<u>BUDGET</u>	<u>BUDGET</u>
Fund Balance	\$ 149,334	\$ 123,548	\$ 51,695
TOTAL BEGINNING CASH BALANCE	\$ 149,334	\$ 123,548	\$ 51,695
REVENUE			
603 Transfer from General Fund	\$ 300,000	\$ 185,500	\$ 255,580
TOTAL REVENUE	\$ 300,000	\$ 185,500	\$ 255,580
TOTAL RESOURCES AVAILABLE	\$ 449,334	\$ 309,048	\$ 307,275
EXPENDITURES			
604 Transfer to Bond & Interest Fund	\$ 44,975	\$ 43,925	\$ 52,153
4990 Other Capital Outlay	294,317	265,123	255,122
TOTAL EXPENDITURES	\$ 339,292	\$ 309,048	\$ 307,275
TOTAL ENDING FUND BALANCE	\$ 110,042	\$ -	\$ 0

PROJECT ESTIMATES:	<u>2021</u>	<u>2022</u>	<u>2023</u>
Re-write of Riley County Zoning/Subdivision Regulation	\$ -	\$ -	
Flint Hills Veteran's Coalition	1,015	1,015	1,015
Governor's Military Council	-	-	-
Konza Water Project	43,925	43,925	52,153
Chamber of Commerce	55,000	55,000	55,000
Downtown Manhattan, Inc.	5,000	5,000	5,000
Riley Co General Eco Devo	132,850	132,850	132,850
Auto Lane Development	6,057	6,057	6,057
Flint Hills Regional Council (FHRC) Contribution	10,000	-	-
MPO Contribution	5,201	-	5,200
K18 Ramp Contribution (150,000-10 yrs)-KDOT agree	-	-	-
Comprehensive plan update			50,000
US 24 project studies, design, engineering	50,000	50,000	-
TOTAL	\$ 309,048	\$ 293,847	\$ 307,275

Attachment: 2023 Budget Development WS 4 (12286 : BUDGET DEVELOPMENT WORKSHEET 3)



BUDGET FOR THE Riley **COUNTY EXTENSION COUNCIL**
 For the period from January 1, 2023 to December 31, 2023 This budget is prepared
 in accordance with K.S.A. 2-610 as amended.

EXPENDITURES

Printing, Audit, Treasurer Bond, Liability Insurance.....	\$8,000
Telephone.....	\$5,600
Rent, Heat and Lights.....	\$0
Supplies, Stationery, and Postage.....	\$7,000
Equipment	\$12,500
Educational Program Support.....	\$7,500
Travel.....	\$13,000
Subsistence.....	\$3,500
Salaries and Wages.....	\$590,000
Employee Benefits.....	\$143,110
.....	\$0
.....	\$0
Sub-Total.....	\$790,210
Nonappropriated Funds (Reimbursable Transactions).....	\$150,000
Capital Outlay Reserve	\$0
TOTAL EXPENDITURES.....	\$940,210

Receipts

Unencumbered Cash balance.....	\$49,149
Kansas State University.....	\$72,826
County Appropriation.....	\$635,600
Interest	\$200
Other	\$32,435
Sub-Total.....	\$790,210
Nonappropriated Funds (Reimbursable Transactions).....	\$150,000
Capital Outlay Reserve	\$0
TOTAL RECEIPTS.....	\$940,210

Proposed Sarah K Reason
 Representing County Extension Council

Date 7/13/22

Proposed and Approved* Carla Nemecek
 Representing the Director of Extension

Date July 11, 2022

Approved _____
 Representing Board of County Commissioners

Date _____

*The signature of the Director of Extension or the Director's representative constitutes approval
 of expenditures in accordance with K.S.A. 2-615 and K.S.A. 2-610 as amended.

KSU 8-1 (2011)

Attachment: Extension Budget 07132022 (12286 : BUDGET DEVELOPMENT WORKSHEET 3)

**Riley County, Kansas
2023 Budget
Rural Fire District #1 Fund
Fund 183**

PERSONNEL	2021	2022	2023
Position Title - Full Time	<u>ACTUAL</u>	<u>BUDGET</u>	<u>BUDGET</u>
Director	0.5	0.5	0.5
Assistant Fire Chief	1	1	1
Fire Chief	0	1	1
Office Assistant II	1	1	1
TOTAL NUMBER OF EMPLOYEES	2.5	3.5	3.5
BEGINNING CASH BALANCE			
Fund Balance	\$ 2,453	\$ 10,000	\$ 52,034
TOTAL BEGINNING CASH BALANCE	\$ 2,453	\$ 10,000	\$ 52,034
REVENUE			
102 Motor Vehicle Tax	\$ 108,026	\$ 114,022	\$ 125,792
103 Vehicle Rental Excise Tax	-	497	-
113 Recreational Vehicle Tax	1,866	1,970	2,064
130 Commercial Vehicle Fees	7,481	8,213	9,403
180 Ad Valorem Tax	947,980	1,086,505	1,086,465
181 Delinquent Tax	19,196	-	-
182 Oil & Gas	286		
184 P.P	22,119		
190 16/20 M Vehicle Tax	2,987	2,933	3,092
193 Watercraft Tax	1,127	1,366	1,700
206 State Grant	-	-	-
402 Investment Interest	-	-	-
503 Non-Collection Revenue	3,203	5,000	-
600 Miscellaneous Reimbursement	474	-	-
602 Miscellaneous Collection	8,264	-	-
TOTAL REVENUE	\$ 1,123,008	\$ 1,220,506	\$ 1,228,516
TOTAL RESOURCES AVAILABLE	\$ 1,125,461	\$ 1,230,506	\$ 1,280,550
PERSONNEL SERVICES			
1001 Salaries (Full Time)	\$ 209,056	\$ 245,359	\$ 269,658
1003 Stipends	39,005	47,500	58,363
1005 Overtime	3,531	486	553
1504 FICA	18,273	22,986	25,136
1506 Health Insurance	35,364	55,980	59,041
1508 KPERS/KPF Retirement	40,575	49,848	55,631
1510 State Unemployment Tax	243	300	329
TOTAL PERSONNEL SERVICES	\$ 346,047	\$ 422,459	\$ 468,710

Attachment: Fire District 1 (12286 : BUDGET DEVELOPMENT WORKSHEET 3)

RURAL FIRE DISTRICT #1 FUND
EXPENDITURES
CONTRACTUAL SERVICES

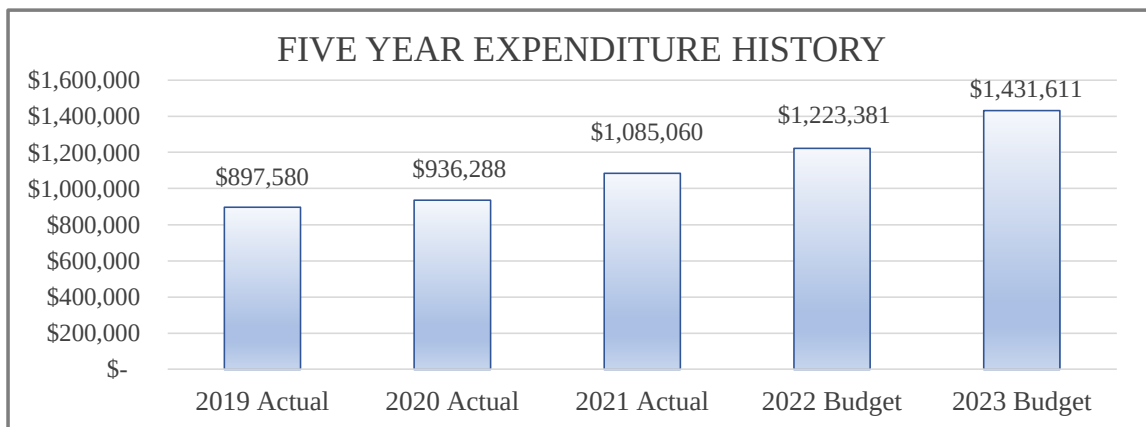
	2021	2022	2023
	<u>ACTUAL</u>	<u>BUDGET</u>	<u>BUDGET</u>
2010 Postage/Freight/Shipping	\$ 120	\$ 500	\$ 500
2030 Cellular Phone Services	1,828	1,500	2,250
2040 Internet Access	3,471	1,000	3,750
2080 Printing/Duplication Services	-	250	250
2110 Advertising & Legal Publications	706	500	3,500
2120 Insurance-Property/Building	7,684	8,500	9,500
2122 Vehicle/Fleet Insurance	25,253	29,000	30,000
2124 Other Insurance	3,552	10,000	8,000
2126 Life Insurance	4,013	7,500	7,500
2200 Office Equipment Rental	2,529	2,350	3,500
2210 Machinery Equipment Rental	-	500	500
2245 Other Rental Services	1,088	4,000	4,000
2290 Debt Service-principal	125,439	128,077	130,000
2305 Debt Service-interest	55,447	52,695	55,401
2400 Repair/Maintain County Vehicles	55,458	95,000	110,000
2420 Repair/Maintain Other Equipment	13,398	3,000	12,500
2430 Computer Software Maintenance/Support	2,870	3,000	3,000
2450 Computer Hardware Maintenance/Support	-	250	250
2480 Repair/Maintain Buildings & Grounds	6,541	15,000	15,000
2510 Mileage/Tolls/Parking/Rental	437	500	750
2520 Lodging	705	2,000	2,000
2530 Air Fare	525	-	2,500
2540 Meals	1,716	3,000	5,000
2550 Dues & Memberships	445	1,000	1,250
2560 Training & Registrations	680	4,000	3,000
2570 Subscriptions	-	2,500	2,000
2635 Engineering Fees	34,092	-	2,500
2650 Physician Fees	-	2,000	6,000
2700 Bonding Services	-	-	-
2775 Pest Control Fees	-	2,000	2,000
2810 Electric/Gas Services	13,089	18,000	18,000
2830 Water	967	2,000	2,000
2850 Waste Disposal	-	650	1,250
2890 Other Utilities	-	250	250
2990 Other Contract Services	1,702	5,000	3,500
TOTAL CONTRACTUAL SERVICES	\$ 363,755	\$ 405,522	\$ 451,401

COMMODITIES

3010 Office Supplies	\$ 8,496	\$ 4,000	\$ 6,000
3020 Books & Publications	98	500	1,000
3040 Clothing	2,966	2,000	3,000
3045 Protective Gear	7,712	30,000	35,000
3060 Medical Supplies	752	2,000	4,000
3080 Fuel & Lubricants	24,473	30,000	40,000

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3085 Propane	7,220	18,500	16,000
3135 Furniture < \$100	43	750	1,000
3140 Parts & Tools < \$100	17,643	23,000	25,000
3150 Parts & Tools > \$100	68,843	90,000	125,000
3190 Sign Material	401	150	3,000
3990 Other Supplies/Materials	4,262	4,000	6,000
TOTAL COMMODITIES	\$ 142,909	\$ 204,900	\$ 265,000
CAPITAL OUTLAY			
4030 Telecommunications Equipment	\$ 610	\$ 15,000	\$ 15,000
4031 Technology Network Equipment	2,247	2,000	2,000
4050 Technology Hardware	234	1,000	2,000
4060 Computer Software	999	7,500	7,500
4085 Emergency Vehicles	14,259	125,000	130,000
4300 Land	-	-	-
4990 Other Capital Outlay	-	10,000	60,000
TOTAL CAPITAL OUTLAY	\$ 18,349	\$ 160,500	\$ 216,500
604 Transfer to Rural Fire Capital Outlay	\$ 214,000	\$ 30,000	\$ 30,000
TOTAL TRANSFERS	\$ 214,000	\$ 30,000	\$ 30,000
TOTAL EXPENDITURES	\$ 1,085,060	\$ 1,223,381	\$ 1,431,611
TOTAL ENDING FUND BALANCE	\$ 40,400	\$ 7,125	\$ (151,061)



Notice of Revenue Neutral Rate Intent

THE GOVERNING BODY OF _____, HEREBY NOTIFIES THE
_____ COUNTY CLERK OF INTENT TO EXCEED THE REVENUE NEUTRAL RATE;

_____ Yes, we intend to exceed the Revenue Neutral Rate and our proposed mill levy rate is
_____. The date of our hearing is _____ at _____ AM/PM and will be
held at _____ in _____, Kansas.

_____ No, we do not plan to exceed the Revenue Neutral Rate and will submit our budget to
the County Clerk on or before August 25, 20____.

WITNESS my hand and official seal on _____, 20____.

(Seal)

Clerk or Officer of Governing Body

NOTE: Notice required to be sent to County Clerk on or before 5 p.m. on July 20, otherwise Revenue Neutral Rate cannot be exceeded. Signed notice may be scanned and sent electronically.

Attachment: RNR letter (12286 : BUDGET DEVELOPMENT WORKSHEET 3)

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