



**Board of Riley County
Commissioners
Regular Meeting
Agenda
August 12, 2024**

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

Cindy Kabriel
785-565-6200

Commission Chambers

8:30 AM

[District 1 – John Ford, Chair](#)

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

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

8:30 AM

Call to Order

Pledge of Allegiance

Public Comment

1. Public Comments

Commission Comments

2. Commission Comments

Business Meeting

Review Minutes

3. Board of Riley County Commissioners - Regular Meeting - Aug 8, 2024 8:30 AM

Review Tentative Agenda

4. Tentative Agenda

Press Conference Topics

5. Discuss Press Conference

9:00 AM

Rich Vargo, County Clerk

6. Year to date budget and expenditure reports

9:15 AM

Michael Boller, Noxious Weed Director

7. Bid opening for a tractor

9:20 AM

Michael Boller, Noxious Weed Director

8. Bid opening for a mower

9:30 AM

Press Conference

9. BG Consultants' initial fieldwork for the Keats Community lagoon - Amanda Webb (2-3 minutes)
10. Income and Expense Questionnaires are going in the mail on Friday August 15th - Anna Burson (1-2 minutes)

- 9:35 AM Katharine Hensler, Museum Director**
11. Request to Fill Two Positions at the Riley County Historical Museum
12. Monthly Staff Update - Riley County Historical Museum
- 10:00 AM John Ellermann, Public Works Director/County Engineer**
13. Fill an open Traffic Control Technician Position
14. Public Works Project Update
- 10:25 AM Clancy Holeman, Counselor/Director of Administrative Services**
15. Administrative Work Session
16. Pending County Projects County Counselor
- 10:45 AM Julie Gibbs, Health Department Director**
17. RCHD Out of State Travel Request
- 10:55 AM Brittany Phillips, Budget and Finance Officer**
18. 2025 Rural Fire Budget Discussions

Adjournment**Announcements**

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

A commissioner will be on In Focus live at 9:05 a.m. Tuesday, August 13, 2024 (GM).

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
August 15, 2024**

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

Cindy Kabriel
785-565-6200

Commission Chambers

9:00 AM

[District 1 – John Ford, Chair](#)

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

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

9:00 AM

Call to Order

Pledge of Allegiance

Public Comment

Commission Comments

Business Meeting

1. Discuss Intergovernmental Luncheon

Review Minutes

Review Tentative Agenda

Press Conference Topics

9:30 AM

Clancy Holeman, Counselor/Director of Administrative Services

2. Administrative Work Session

9:50 AM

John Ellermann, Public Works Director/County Engineer

3. Bid opening for a Stainless Steel Dump Box

10:00 AM

Primary Election Canvass

10:15 AM

Brian Peete, RCPD Director

4. RCPD update

10:30 AM

Gary Fike, County Extension Director

5. Staff update

Adjournment

Announcements

Good Morning Manhattan will be held today 7:15 a.m. - 8:30 a.m. at the Four Points by Sheraton, 530 Richards Drive.

Attachment: 08-15-24 tentative agenda (14226 : 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
August 19, 2024**

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

Cindy Kabriel
785-565-6200

Commission Chambers

8:30 AM

[District 1 – John Ford, Chair](#)

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

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

8:30 AM

Call to Order

Pledge of Allegiance

Public Comment

Commission Comments

Business Meeting

Review Minutes

Review Tentative Agenda

Press Conference Topics

9:15 AM

David Adams, EMS/Ambulance Director

1. Staff update

9:30 AM

Press Conference

9:50 AM

Brynne Haverkamp, Pawnee Mental Services

2. Riley County Mental Health Task Force

10:10 AM

Clancy Holeman, Counselor/Director of Administrative Services

3. Administrative Work Session

12:00 PM

Law Enforcement Agency Meeting

Adjournment

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

Attachment: 08-19-24 tentative agenda (14226 : Tentative Agenda)



COUNTY CLERK & ELECTIONS
Budget

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

STAFF REPORT

FROM: Rich Vargo, County Clerk

MEETING: August 12, 2024

SUBJECT: Year to date budget and expenditure reports

PRESENTER: Rich Vargo, County Clerk

Enclosures:

- 2024 YTD Wage-Overtime Report Overview 2024-07 (PDF)
- 2024 YTD Wage-Overtime Report Detail Page 2024-07 (PDF)
- July Financial reports 2024 (PDF)

2024 YTD Wages/Overtime Compared to Budget							% of Year Used 58.33%	
July	YTD Wages	Budgeted Wages	YTD OT	Budgeted Overtime	OT Spent - % of wages	Total YTD Wages & OT	2024 Total Budget	Budget Spent
Department								
1 Attorney	\$1,038,594.73	\$1,890,104.00	\$2,395.32	\$6,916.00	0.13%	\$1,040,990.05	\$1,897,020.00	54.88
2 Clerk	\$551,779.06	\$951,551.00	\$757.50	\$6,433.00	0.08%	\$552,536.56	\$957,984.00	57.68
3 Commissioners	\$97,985.70	\$174,351.00	\$0.00	\$0.00	0.00%	\$97,985.70	\$174,351.00	56.20
4 Administrative Services	\$284,315.25	\$555,325.00	\$0.00	\$2,312.00	0.00%	\$284,315.25	\$557,637.00	50.99
6 Register of Deeds	\$210,361.08	\$372,032.00	\$0.00	\$3,082.00	0.00%	\$210,361.08	\$375,114.00	56.08
7 Treasurer	\$560,055.23	\$1,006,658.00	\$1,684.21	\$10,130.00	0.17%	\$561,739.44	\$1,016,788.00	55.25
10 Emergency Mgt	\$123,951.56	\$205,200.00	\$113.67	\$792.00	0.06%	\$124,065.23	\$205,992.00	60.23
17 Museum	\$215,747.19	\$345,029.00	\$0.00	\$0.00	0.00%	\$215,747.19	\$345,029.00	62.53
19 Election	\$203,406.35	\$509,811.00	\$2,287.89	\$7,042.00	0.45%	\$205,694.24	\$516,853.00	39.80
20 EMS/Ambulance	\$1,373,755.74	\$2,311,206.00	\$589,737.05	\$1,390,792.00	25.52%	\$1,963,492.79	\$3,701,998.00	53.04
22 Appraiser	\$669,489.76	\$1,083,795.00	\$1,322.24	\$17,139.00	0.12%	\$670,812.00	\$1,290,068.00	52.00
24 Planning & Development	\$276,209.67	\$490,685.00	\$0.00	\$1,516.00	0.00%	\$276,209.67	\$492,201.00	56.12
29 Information Tech-GIS	\$393,091.08	\$679,298.00	\$284.19	\$8,219.00	0.04%	\$393,375.27	\$687,517.00	57.22
30 General Serv.-Separation	\$31,725.17	\$120,000.00	\$0.00	\$0.00	0.00%	\$31,725.17	\$120,000.00	26.44
40 Public Works	\$2,047,143.43	\$3,837,928.00	\$36,697.81	\$139,223.00	0.96%	\$2,083,841.24	\$3,977,151.00	52.40
41 Noxious Weed	\$258,513.81	\$447,359.00	\$3,088.69	\$12,406.00	0.69%	\$261,602.50	\$459,765.00	56.90
NON-GENERAL FUNDS								
Solid Waste payroll	\$111,121.91	\$191,080.00	\$658.46	\$16,822.00	0.34%	\$111,780.37	\$207,902.00	53.77
Fire District #1	\$163,394.39	\$340,399.00	\$35.11	\$671.00	4.12%	\$163,429.50	\$341,070.00	47.92
Subtotal-All County Funds	\$8,610,641.11	\$15,511,811.00	\$639,062.14	\$1,623,495.00	4.12%	\$9,249,703.25	\$17,324,440.00	
Health Dept.-General Fund	\$237,184.33	\$345,543.00	\$650.58	\$1,930.00	0.19%	\$237,834.91	\$347,473.00	68.45
Health Dept.-Grant Funds	\$1,676,204.10	\$2,828,382.00	\$408.93	\$19,210.00	0.01%	\$1,676,613.03	\$2,847,592.00	58.88
Community Corrections								
Adult Services	\$168,973.65	\$327,830.00	\$4,579.12	\$0.00	1.40%	\$173,552.77	\$327,830.00	52.94
Juvenile Services	\$140,139.70	\$290,394.00	\$1,120.35	\$0.00	0.39%	\$141,260.05	\$290,394.00	48.64
Juvenile reinvestment	\$24,771.75	\$135,766.00	\$0.00	\$0.00	0.00%	\$24,771.75	\$67,230.00	36.85
BJA Grant	\$38,750.55	\$68,536.00	\$2,232.44	\$0.00	3.26%	\$40,982.99	\$68,536.00	59.80
Subtotal Grant Funds	\$372,635.65	\$822,526.00	\$7,931.91	\$0.00	0.96%	\$380,567.56	\$753,990.00	
Totals	\$10,896,665.19	\$19,508,262.00	\$648,053.56	\$1,644,635.00	3.32%	\$11,544,718.75	\$21,273,495.00	

Attachment: 2024 YTD Wage-Overtime Report Overview 2024-07 (14958 : Year to date budget and expenditure reports)

Dept			January	February	March	1st Quarter	June	2nd Quarter	July	August	September	3rd Quarter	YTD 2024	6.b
	Department													
1	Attorney	Regular Salaries	1001	\$133,751.39	\$133,705.27	\$133,795.97	\$401,252.63	\$142,191.89	\$497,815.95	\$139,526.15		\$139,526.15	\$1,038,594.73	\$1,862,409.
		Seasonal/ASND	1003	\$0.00		\$0.00		\$0.00		\$0.00		\$0.00	\$0.00	\$27,695.
		Overtime	1005	\$0.00	\$176.93	\$79.80	\$256.73	\$0.00	\$1,961.50	\$177.09		\$177.09	\$2,395.32	\$6,916.
				\$133,751.39	\$133,882.20	\$133,875.77	\$401,509.36	\$142,191.89	\$499,777.45	\$139,703.24	\$0.00	\$139,703.24	\$1,040,990.05	\$1,897,020.
2	Clerk	Regular Salaries	1001	\$69,683.78	\$73,237.39	\$73,237.42	\$216,158.59	\$73,213.40	\$256,240.25	\$73,125.22		\$73,125.22	\$545,524.06	\$936,551.
		Seasonal/ASND	1003	\$1,057.50	\$1,683.75	\$0.00	\$2,741.25	\$60.00	\$2,591.25	\$922.50		\$922.50	\$6,255.00	\$15,000.
		Overtime	1005	\$0.00	\$65.16	\$236.21	\$301.37	\$0.00	\$399.11	\$57.02		\$57.02	\$757.50	\$6,433.
				\$70,741.28	\$74,986.30	\$73,473.63	\$219,201.21	\$73,273.40	\$259,230.61	\$74,104.74	\$0.00	\$74,104.74	\$552,536.56	\$957,984.
3	Commissioners	Regular Salaries	1001	\$13,064.76	\$13,064.76	\$13,064.76	\$39,194.28	\$13,064.76	\$45,726.66	\$13,064.76		\$13,064.76	\$97,985.70	\$174,351.
								\$0.00						
4	Administrative Svcs	Regular Salaries	1001	\$38,789.28	\$38,789.28	\$38,789.28	\$116,367.84	\$39,242.38	\$128,705.03	\$39,242.38		\$39,242.38	\$284,315.25	\$555,325.
		Overtime	1005	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		\$0.00	\$0.00	\$2,312.
				\$38,789.28	\$38,789.28	\$38,789.28	\$116,367.84	\$39,242.38	\$128,705.03	\$39,242.38	\$0.00	\$39,242.38	\$284,315.25	\$557,637.
6	Register of Deeds	Regular Salaries	1001	\$28,048.14	\$28,048.14	\$28,048.14	\$84,144.42	\$28,048.15	\$98,168.51	\$28,048.15		\$28,048.15	\$210,361.08	\$372,032.
		Seasonal/ASND	1003	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		\$0.00	\$0.00	\$0.
		Overtime	1005	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		\$0.00	\$0.00	\$3,082.
				\$28,048.14	\$28,048.14	\$28,048.14	\$84,144.42	\$28,048.15	\$98,168.51	\$28,048.15	\$0.00	\$28,048.15	\$210,361.08	\$375,114.
7	Treasurer	Regular Salaries	1001	\$91,410.10	\$67,534.06	\$70,857.54	\$229,801.70	\$71,029.02	\$256,489.88	\$73,763.65		\$73,763.65	\$560,055.23	\$1,006,658.
		Seasonal/ASND	1003	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		\$0.00	\$0.00	\$0.
		Overtime	1005	\$0.00	\$0.00	\$1,442.49	\$1,442.49	\$0.00	\$226.58	\$15.14		\$15.14	\$1,684.21	\$10,130.
				\$91,410.10	\$67,534.06	\$72,300.03	\$231,244.19	\$71,029.02	\$256,716.46	\$73,778.79	\$0.00	\$73,778.79	\$561,739.44	\$1,016,788.
10	Emergency Mgt	Regular Salaries	1001	\$16,552.87	\$16,522.87	\$16,522.88	\$49,598.62	\$16,522.88	\$57,830.05	\$16,522.89		\$16,522.89	\$123,951.56	\$205,200.
		Seasonal/ASND	1003	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		\$0.00	\$0.00	
		Overtime	1005	\$0.00	\$0.00	\$9.47	\$9.47	\$0.00	\$104.20	\$0.00		\$0.00	\$113.67	\$792.
				\$16,552.87	\$16,522.87	\$16,532.35	\$49,608.09	\$16,522.88	\$57,934.25	\$16,522.89	\$0.00	\$16,522.89	\$124,065.23	\$205,992.
17	Museum	Regular Salaries	1001	\$25,826.63	\$25,968.14	\$26,022.92	\$77,817.69	\$25,867.71	\$90,854.25	\$26,064.00		\$26,064.00	\$194,735.94	\$323,579.
		Seasonal/ASND	1003	\$1,987.50	\$3,082.50	\$3,382.50	\$8,452.50	\$2,306.25	\$10,042.50	\$2,516.25		\$2,516.25	\$21,011.25	\$21,450.
		Overtime	1005	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		\$0.00	\$0.00	\$0.
				\$27,814.13	\$29,050.64	\$29,405.42	\$86,270.19	\$28,173.96	\$100,896.75	\$28,580.25	\$0.00	\$28,580.25	\$215,747.19	\$345,029.
19	Election	Regular Salaries	1001	\$18,643.56	\$18,643.57	\$18,643.56	\$55,930.69	\$18,643.57	\$65,352.48	\$18,708.79		\$18,708.79	\$139,991.96	\$419,641.
		Seasonal/ASND	1003	\$1,553.36	\$3,288.85	\$10,104.55	\$14,946.76	\$3,592.50	\$40,524.48	\$7,943.15		\$7,943.15	\$63,414.39	\$90,170.
		Overtime	1005	\$0.00	\$85.60	\$207.89	\$293.49	\$0.00	\$1,806.31	\$188.09		\$188.09	\$2,287.89	\$7,042.
				\$20,196.92	\$22,018.02	\$28,956.00	\$71,170.94	\$22,236.07	\$107,683.27	\$26,840.03	\$0.00	\$26,840.03	\$205,694.24	\$516,853.
20	EMS/Ambulance	Regular Salaries	1001	\$197,383.47	\$173,934.16	\$180,821.77	\$552,139.40	\$183,647.85	\$609,066.87	\$184,989.25		\$184,989.25	\$1,346,195.52	\$2,311,206.
		Seasonal/ASND	1003	\$2,305.05	\$3,294.36	\$3,511.00	\$9,110.41	\$2,603.07	\$15,606.83	\$2,842.98		\$2,842.98	\$27,560.22	
		Overtime	1005	\$79,229.57	\$77,510.72	\$80,494.12	\$237,234.41	\$75,179.32	\$275,226.79	\$77,275.85		\$77,275.85	\$589,737.05	\$1,390,792.
				\$278,918.09	\$254,739.24	\$264,826.89	\$798,484.22	\$261,430.24	\$899,900.49	\$265,108.08	\$0.00	\$265,108.08	\$1,963,492.79	\$3,701,998.
22	Appraiser	Regular Salaries	1001	\$85,640.93	\$85,532.83	\$84,876.76	\$256,050.52	\$92,761.62	\$316,565.71	\$91,796.03		\$91,796.03	\$664,412.26	\$1,257,929.
		Seasonal/ASND	1003	\$806.25	\$637.50	\$401.25	\$1,845.00	\$566.25	\$2,306.25	\$926.25		\$926.25	\$5,077.50	\$15,000.
		Overtime	1005	\$0.00	\$0.00	\$665.11	\$665.11	\$0.00	\$657.13	\$0.00		\$0.00	\$1,322.24	\$17,139.
				\$86,447.18	\$86,170.33	\$85,943.12	\$258,560.63	\$93,327.87	\$319,529.09	\$92,722.28	\$0.00	\$92,722.28	\$670,812.00	\$1,290,068.
24	Planning & Development	Regular Salaries	1001	\$35,002.34	\$36,056.56	\$34,948.47	\$106,007.37	\$36,110.42	\$125,609.86	\$36,110.44		\$36,110.44	\$267,727.67	\$475,685.
		Seasonal/ASND	1003	\$757.00	\$1,155.00	\$1,252.50	\$3,164.50	\$978.75	\$4458.75	\$858.75		\$858.75	\$8,482.00	\$15,000.00

Dept			January	February	March	1st Quarter	June	2nd Quarter	July	August	September	3rd Quarter	YTD 2024	6.b
	Department													
	Overtime	1005	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00			\$0.00	\$0.00	\$1,516.
			\$35,759.34	\$37,211.56	\$36,200.97	\$109,171.87	\$37,089.17	\$130,068.61	\$36,969.19	\$0.00	\$0.00	\$36,969.19	\$276,209.67	\$492,201.
29	Information Tech-GIS	Regular Salaries	1001	\$48,194.54	\$50,830.54	\$53,466.55	\$152,491.63	\$53,466.55	\$187,132.90	\$53,466.55		\$53,466.55	\$393,091.08	\$679,298.
		Seasonal/ASND	1003	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00			\$0.00	\$0.00	
		Overtime	1005	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$123.56	\$160.63		\$160.63	\$284.19	\$8,219.
				\$48,194.54	\$50,830.54	\$53,466.55	\$152,491.63	\$53,466.55	\$187,256.46	\$53,627.18	\$0.00	\$53,627.18	\$393,375.27	\$687,517.
30	General-General	Regular Salaries	1001			\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		\$0.00	\$0.00	
		Separation Payout	1005	\$8,089.69	\$0.00	\$2,227.17	\$10,316.86	\$5,042.56	\$19,926.47	\$1,481.84		\$1,481.84	\$31,725.17	\$120,000.
				\$8,089.69	\$0.00	\$2,227.17	\$10,316.86	\$5,042.56	\$19,926.47	\$1,481.84	\$0.00	\$1,481.84	\$31,725.17	\$120,000.
40	Public Works	Regular Salaries	1001	\$297,082.66	\$269,982.42	\$268,400.10	\$835,465.18	\$264,072.83	\$937,241.27	\$263,130.96		\$263,130.96	\$2,035,837.41	\$3,705,476.
		Seasonal/ASND	1003	\$0.00	\$41.49	\$186.67	\$228.16	\$3,460.68	\$5,217.42	\$5,860.44		\$5,860.44	\$11,306.02	\$132,452.
		Overtime	1005	\$21,017.48	\$2,950.04	\$1,908.30	\$25,875.82	\$620.85	\$9,124.67	\$1,697.32		\$1,697.32	\$36,697.81	\$139,223.
				\$318,100.14	\$272,973.95	\$270,495.07	\$861,569.16	\$268,154.36	\$951,583.36	\$270,688.72	\$0.00	\$270,688.72	\$2,083,841.24	\$3,977,151.
41	Noxious Weed	Regular Salaries	1001	\$37,290.68	\$34,236.26	\$34,143.73	\$105,670.67	\$34,143.72	\$119,503.05	\$33,340.09		\$33,340.09	\$258,513.81	\$447,359.
		Seasonal/ASND	1003	0	0	0	\$0.00	\$0.00	\$0.00	0		\$0.00	\$0.00	\$0.
		Overtime	1005	\$1,721.05	\$489.90	\$311.29	\$2,522.24	\$105.89	\$285.08	\$281.37		\$281.37	\$3,088.69	\$12,406.
				\$39,011.73	\$34,726.16	\$34,455.02	\$108,192.91	\$34,249.61	\$119,788.13	\$33,621.46	\$0.00	\$33,621.46	\$261,602.50	\$459,765.
150	Solid Waste Payroll	Regular Salaries	1001	\$17,201.36	\$15,032.54	\$15,677.22	\$47,911.12	\$14,718.03	\$49,407.87	\$13,802.92		\$13,802.92	\$111,121.91	\$191,080.
		Seasonal/ASND	1003	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		\$0.00	\$0.00	\$0.
		Overtime	1005	\$0.00	\$12.02	\$0.00	\$12.02	\$0.00	\$409.12	\$237.32		\$237.32	\$658.46	\$16,822.
				\$17,201.36	\$15,044.56	\$15,677.22	\$47,923.14	\$14,718.03	\$49,816.99	\$14,040.24	\$0.00	\$14,040.24	\$111,780.37	\$207,902.
183	Fire District #1	Regular Salaries	1001	\$20,824.17	\$20,775.26	\$14,860.20	\$56,459.63	\$18,069.52	\$55,254.70	\$15,926.06		\$15,926.06	\$127,640.39	\$267,949.
		Seasonal/ASND	1003	\$2,856.00	\$3,544.00	\$5,593.00	\$11,993.00	\$2,927.00	\$20,593.00	\$3,168.00		\$3,168.00	\$35,754.00	\$72,450.
		Overtime	1005	\$0.00	\$0.00	\$8.78	\$8.78	\$8.78	\$26.33	\$0.00		\$0.00	\$35.11	\$671.
				\$23,680.17	\$24,319.26	\$20,461.98	\$68,461.41	\$21,005.30	\$75,874.03	\$19,094.06	\$0.00	\$19,094.06	\$163,429.50	\$341,070.
400	Health Dept.-General	Regular Salaries	1001	\$31,183.50	\$32,739.54	\$32,568.98	\$96,492.02	\$32,031.15	\$110,681.60	\$30,010.71		\$30,010.71	\$237,184.33	\$345,543.
		Seasonal/ASND	1003	\$ -	\$ -		\$0.00	\$0.00	\$0.00			\$0.00	\$0.00	\$0.
		Overtime	1005	\$0.00	\$213.30	\$149.32	\$362.62	\$85.32	\$266.63	\$21.33		\$21.33	\$650.58	\$1,930.
				\$31,183.50	\$32,952.84	\$32,718.30	\$96,854.64	\$32,116.47	\$110,948.23	\$30,032.04	\$0.00	\$30,032.04	\$237,834.91	\$347,473.
410 -	Health Dept.-Grants	Regular Salaries	1001	\$217,995.89	\$219,878.79	\$217,601.90	\$655,476.58	\$240,065.42	\$788,969.23	\$223,918.60		\$223,918.60	\$1,668,364.41	\$2,828,382.
		Seasonal/ASND	1003	\$0.00	\$0.00	\$0.00	\$0.00	\$3,553.16	\$6,951.29	\$888.40		\$888.40	\$7,839.69	
		Overtime	1005	\$0.00	\$8.47	\$0.00	\$8.47	\$95.99	\$234.64	\$165.82		\$165.82	\$408.93	\$19,210.
				\$217,995.89	\$219,887.26	\$217,601.90	\$655,485.05	\$243,714.57	\$796,155.16	\$224,972.82	\$0.00	\$224,972.82	\$1,676,613.03	\$2,847,592.
520	Community Corrections	Regular Salaries	1001	\$25,479.38	\$25,256.92	\$25,276.28	\$76,012.58	\$22,869.48	\$73,249.88	\$19,711.19		\$19,711.19	\$168,973.65	\$327,830.
	-Adult	Seasonal/ASND	1003	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		\$0.00	\$0.00	\$0.
		Overtime	1005	\$0.00	\$173.01	\$180.35	\$353.36	\$30.29	\$4,121.41	\$104.35		\$104.35	\$4,579.12	\$0.
				\$25,479.38	\$25,429.93	\$25,456.63	\$76,365.94	\$22,899.77	\$77,371.29	\$19,815.54	\$0.00	\$19,815.54	\$173,552.77	\$327,830.
521	Community Corrections	Regular Salaries	1001	\$20,802.35	\$20,736.21	\$20,766.89	\$62,305.45	\$15,242.50	\$51,023.24	\$12,865.83		\$12,865.83	\$126,194.52	\$278,928.
	-Juvenile	Seasonal/ASND	1003	\$ 2,222.16	1415.75	1904.12	\$5,542.03	\$2,314.13	\$6,390.69	2012.46		\$2,012.46	\$13,945.18	\$11,466.
		Overtime	1005	\$0.00	\$108.10	\$223.88	\$331.98	11.01	\$734.11	\$54.26		\$54.26	\$1,120.35	\$0.
				\$23,024.51	\$22,260.06	\$22,894.89	\$68,179.46	\$17,567.64	\$58,148.04	\$14,932.55	\$0.00	\$14,932.55	\$141,260.05	\$290,394.
523	Community Corrections	Regular Salaries	1001	\$3,279.59	\$3,279.60	\$3,284.79	\$9,843.98	\$3,284.79	\$11,483.79	\$3,082.82		\$3,082.82	\$24,410.59	\$67,230...
	-Juvenile reinvestment	Seasonal/ASND	1003	\$ -		0	\$0.00	\$0.00	\$0.00	0		\$0.00	\$0.00	\$0.00

Dept				January	February	March	1st Quarter	June	2nd Quarter	July	August	September	3rd Quarter	YTD 2024	6.b
	Department														
		Overtime	1005	\$0.00	\$0.00	\$168.90	\$168.90	0	\$192.26	\$0.00			\$0.00	\$361.16	\$0.
				\$3,279.59	\$3,279.60	\$3,453.69	\$10,012.88	\$3,284.79	\$11,676.05	\$3,082.82	\$0.00	\$0.00	\$3,082.82	\$24,771.75	\$67,230.
2003	Community Corrections	Regular Salaries	1001	\$4,072.50	\$5,272.00	\$5,379.09	\$14,723.59	\$5,574.94	\$18,754.95	\$5,272.01			\$5,272.01	\$38,750.55	\$68,536.
	-BJA Grant	Seasonal/ASND	1003	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00			\$0.00	\$0.00	\$0.
		Overtime	1005	\$0.00	\$812.54	\$499.72	\$1,312.26	\$187.09	\$920.18	\$0.00			\$0.00	\$2,232.44	\$0.
				\$4,072.50	\$6,084.54	\$5,878.81	\$16,035.85	\$5,762.03	\$19,675.13	\$5,272.01	\$0.00	\$0.00	\$5,272.01	\$40,982.99	\$68,536.
	Totals			\$1,597,526.89	\$1,506,526.50	\$1,522,749.90	\$4,626,803.29	\$1,544,326.68	\$5,370,880.47	\$1,522,263.24	\$0.00	\$0.00	\$1,522,263.24	\$11,519,947.00	\$21,273,495
														\$11,519,947.00	\$21,273,495

Attachment: 2024 YTD Wage-Overtime Report Detail Page 2024-07 (14958 : Year to date budget and

2024 YTD BUDGET ACTIVITY

% of Year 58.3

6.c

	DEPARTMENT	BUDGET	1st QTR EXPENSES	2nd QTR EXPENSES	JUL EXPENSES	AUG EXPENSES	SEPT EXPENSES	3rd QTR EXPENSES	4TH QTR EXPENSES	TOTAL EXPENSES	AVAILABLE BUDGET	% USED
	Attorney	\$2,856,887	\$568,279	\$689,448	\$208,861			\$208,861	\$0	\$1,466,588	\$1,390,299	51.34%
	Clerk	\$1,440,925	\$299,716	\$370,972	\$106,023			\$106,023	\$0	\$776,712	\$664,213	53.90%
	County Commissioners	\$296,259	\$57,982	\$62,491	\$19,367			\$19,367	\$0	\$139,840	\$156,419	47.20%
	Admin. Svcs/Counselor	\$829,699	\$156,855	\$184,494	\$56,665			\$56,665	\$0	\$398,014	\$431,685	47.97%
	Register of Deeds	\$574,159	\$120,376	\$132,715	\$45,716			\$45,716	\$0	\$298,807	\$275,352	52.04%
	Treasurer	\$1,477,499	\$325,929	\$362,929	\$108,395			\$108,395	\$0	\$797,252	\$680,247	53.96%
	District Court	\$185,080	\$35,172	\$47,475	\$16,690			\$16,690	\$0	\$99,338	\$85,742	53.67%
1.00	Emergency Management	\$285,041	\$70,215	\$88,098	\$28,905			\$28,905	\$0	\$187,218	\$97,823	65.68%
	Coroner	\$132,000	\$21,523	\$44,395	\$15,474			\$15,474	\$0	\$81,392	\$50,608	61.66%
	Juvenile Detention	\$112,000	\$16,424	\$16,424	\$16,424			\$16,424	\$0	\$49,271	\$62,729	43.99%
	Fair	\$110,500	\$7,354	\$41,170	\$11,497			\$11,497	\$0	\$60,021	\$50,479	54.32%
1.00	Museum	\$497,666	\$112,776	\$129,904	\$37,376			\$37,376	\$0	\$280,056	\$217,610	56.27%
	Election	\$950,543	\$145,036	\$170,605	\$60,182			\$60,182	\$0	\$375,824	\$574,719	39.54%
	Ambulance	\$5,854,658	\$1,232,677	\$1,396,289	\$440,415			\$440,415	\$0	\$3,069,381	\$2,785,277	52.43%
	Appraiser	\$1,971,216	\$420,508	\$464,067	\$139,255			\$139,255	\$0	\$1,023,830	\$947,386	51.94%
	Planning & Development	\$744,156	\$177,211	\$177,541	\$52,330			\$52,330	\$0	\$407,082	\$337,074	54.70%
	Budget Appropriations	\$1,922,463	\$916,250	\$45,660	\$876,232			\$876,232	\$0	\$1,838,141	\$84,322	95.61%
	Insurance	\$887,340	\$341,535	\$644,097	\$5,884			\$5,884	\$0	\$991,516	-\$104,176	111.74%
	Information Systems	\$1,882,246	\$288,468	\$482,328	\$107,609			\$107,609	\$0	\$878,405	\$1,003,841	46.67%
	County General-General	\$5,686,207	\$255,274	\$307,708	\$105,777			\$105,777	\$0	\$668,759	\$5,017,448	11.76%
	Public Works	\$9,818,041	\$1,738,177	\$3,503,652	\$694,858			\$694,858	\$0	\$5,936,687	\$3,881,354	60.47%
	Noxious Weed	\$894,703	\$187,086	\$192,327	\$65,240			\$65,240	\$0	\$444,653	\$450,050	49.70%
	Juvenile Supervision	\$1,400	\$0	\$0	\$0			\$0	\$0	\$0	\$1,400	0.00%
	Payroll Clearing	\$0	\$0	\$1,045	\$0			\$0	\$0	\$1,045	-\$1,045	0.00%
	General Fund Transfers	\$7,312,193	\$7,312,193	\$0	\$8,900,000			\$8,900,000	\$0	\$16,212,193	-\$8,900,000	221.71%
	County General subtotal	\$46,722,881	\$14,807,016	\$9,555,836	\$12,119,174	\$0	\$0	\$12,119,174	\$0	\$36,482,026	\$10,240,855	78.08%
	Less Budget Stabilization	\$4,000,000										
	General Fund w/out Budget Stabilization	\$42,722,881										

Attachment: July Financial reports 2024 (14958 : Year to date budget and expenditure reports)

2024 YTD BUDGET ACTIVITY

% of Year 58.3

6.c

	DEPARTMENT	BUDGET	1st QTR EXPENSES	2nd QTR EXPENSES	JUL EXPENSES	AUG EXPENSES	SEPT EXPENSES	3rd QTR EXPENSES	4TH QTR EXPENSES	TOTAL EXPENSES	AVAILABLE BUDGET	% USED
2.00	Riley County Health Dept #30	\$5,601,756	\$1,245,806	\$1,547,875	\$484,162			\$484,162	\$0	\$3,277,842	\$2,323,914	58.51%
	Disaster Fund #3	\$6,773,382	\$297,589	\$692,812	\$594,910			\$594,910	\$0	\$1,585,310	\$5,188,072	23.41%
	21st District Adult Drug Court #40	\$0	\$25,938	\$0	\$0			\$0	\$0	\$25,938	-\$25,938	#DIV/0!
	Court Tech Fund #50	\$0	\$0	\$0	\$0			\$0	\$0	\$0	\$0	#DIV/0!
	Court Services #51	\$0	\$0	\$300	\$150			\$150	\$0	\$450	-\$450	#DIV/0!
	EMS Grants #52	\$2,088	\$0	\$886	\$0			\$0	\$0	\$886	\$1,202	42.43%
	KS Opioid Settlement #53	\$222,546	\$22,795	\$0	\$0			\$0	\$0	\$22,795	\$199,751	10.24%
	LATCF Funds #54	\$150,000	\$0	\$0	\$0			\$0	\$0	\$0	\$150,000	0.00%
	Register of Deeds Tech Fund #106	\$198,870	\$5,752	\$36,072	\$1,750			\$1,750	\$0	\$43,573	\$155,297	21.91%
	Clerk's Tech Fund #107	\$179,871	\$0	\$0	\$0			\$0	\$0	\$0	\$179,871	0.00%
	Treasurer's Tech Fund #108	\$97,183	\$0	\$0	\$0			\$0	\$0	\$0	\$97,183	0.00%
	War Memorial #112	\$1,000	\$0	\$360	\$0			\$0	\$0	\$360	\$640	36.00%
	County Auction #118	\$42,206	\$1,731	\$2,266	\$47			\$47	\$0	\$4,044	\$38,162	9.58%
	P.A.T.F #128	\$0	\$0	\$4,853	\$400			\$400	\$0	\$5,253	-\$5,253	0.00%
	Motor Vehicle Operations #130	\$393,298	\$5,270	\$48,752	\$3,552			\$3,552	\$0	\$57,573	\$335,725	14.64%
	Special Alcohol Programs #132	\$25,106	\$5,616	\$2,500	\$0			\$0	\$0	\$8,116	\$16,990	32.33%
2.00	Community Corrections #144	\$1,250,832	\$310,558	\$0	\$0			\$0	\$0	\$310,558	\$940,274	24.83%
	KDOC Adult Services - 2000	\$488,857	\$122,036	\$123,587	\$39,634			\$39,634	\$0	\$285,257	\$203,600	58.35%
	KDOC Juvenile Services - 2001	\$373,864	\$90,861	\$80,266	\$24,436			\$24,436	\$0	\$195,564	\$178,300	52.31%
	KDOC Juv Reinvestment - 2002	\$117,230	\$15,332	\$24,353	\$4,802			\$4,802	\$0	\$44,486	\$72,744	37.95%
	BJA Grant - 2003	\$158,894	\$47,672	\$43,745	\$8,602			\$8,602	\$0	\$100,019	\$58,875	62.95%
	21st Jud Dist DC ADSAP - 2004	\$25,938	\$2,233	\$568	\$525			\$525	\$0	\$3,327	\$22,611	12.82%
	Kansas Fights Addiction - 2005	\$180,601	\$24,922	\$8,464	\$7,938			\$7,938	\$0	\$41,325	\$139,276	22.88%
	City Alcohol Funds - 2006	\$27,300	\$15,064	\$4,979	\$181			\$181	\$0	\$20,224	\$7,076	74.08%
	RL County Alcohol Funds - 2007	\$0	\$4	\$6,251	-\$895			-\$895	\$0	\$5,360	-\$5,360	#DIV/0!
	RL Salary Appropriations - 2008	\$87,324	\$21,831	\$21,831	\$7,277			\$7,277	\$0	\$50,939	\$36,385	58.33%
	Caroline Peine Grant - 2009	\$2,978	\$1,224	\$1,238	-\$38			-\$38	\$0	\$2,424	\$554	81.39%
	GMCF Grant - 2010	\$4,640	\$1,887	\$2,904	-\$52			-\$52	\$0	\$4,740	-\$100	102.15%
	Daniel Keating Foundation - 2011	\$4,865	\$375	\$762	\$0			\$0	\$0	\$1,137	\$3,728	23.37%
	Capital Improvements Fund #145	\$7,990,119	\$260,586	\$874,189	\$361,894			\$361,894	\$0	\$1,496,669	\$6,493,450	18.73%
	Economic Development #146	\$259,053	\$86,437	\$2,899	\$30,507			\$30,507	\$0	\$119,843	\$139,210	46.26%
	Emergency 911 #148	\$502,665	\$179,325	\$14,186	\$4,230			\$4,230	\$0	\$197,741	\$304,924	39.34%
	Solid Waste #150	\$3,672,807	\$493,581	\$855,504	\$278,457			\$278,457	\$0	\$1,627,543	\$2,045,264	44.31%
	County Building #152	\$430,000	\$48,982	\$86,413	\$25,504			\$25,504	\$0	\$160,898	\$269,102	37.42%
	Road & Bridge Capital Projects #157	\$6,892,240	\$56,116	\$386,463	\$552			\$552	\$0	\$443,131	\$6,449,109	6.43%
	Road & Bridge Capital Projects #188	\$3,967,650	\$0	\$0	\$0			\$0	\$0	\$0	\$3,967,650	0.00%
	RCPD Operations #173	\$5,745,592	\$1,422,163	\$1,437,447	\$1,368,425			\$1,368,425	\$0	\$4,228,035	\$1,517,557	73.59%
	Landfill Closure #180	\$52,623	\$2,223	\$7,986	\$1,968			\$1,968	\$0	\$12,176	\$40,447	23.14%
	Bond & Interest # 181	\$478,856	\$30,469	\$0	\$0			\$0	\$0	\$30,469	\$448,387	6.36%
	Riley Co Fire Dist #1 #183	\$1,368,786	\$394,267	\$344,142	\$90,265			\$90,265	\$0	\$828,674	\$540,112	60.54%
	Riley Co Fire Dist Cap Out #184	\$112,269	\$0	\$0	\$0			\$0	\$0	\$0	\$112,269	0.00%
	Fire Station Projects #185	\$513,850	\$9,428	\$173,326	\$47,136			\$47,136	\$0	\$229,891	\$283,959	44.74%

Attachment: July Financial reports 2024 (14958 : Year to date budget and expenditure reports)

2024 YTD BUDGET ACTIVITY

% of Year 58.3

6.c

			1st QTR	2nd QTR	JUL	AUG	SEPT	3rd QTR	4TH QTR	TOTAL	AVAILABLE	
	DEPARTMENT	BUDGET	EXPENSES	EXPENSES	EXPENSES	EXPENSES	EXPENSES	EXPENSES	EXPENSES	EXPENSES	BUDGET	% USED
	Keats Capital Project #236	\$0	\$0	\$0	\$0			\$0	\$0	\$0	\$0	0.00%
	University Park W&S #230	\$168,034	\$10,925	\$28,485	\$9,067			\$9,067	\$0	\$48,477	\$119,557	28.85%
	Univ Park W/S Reserve #284	\$173,850	\$0	\$0	\$0			\$0	\$0	\$0	\$173,850	0.00%
	Hunters Island Water #238	\$38,586	\$4,163	\$10,480	\$3,262			\$3,262	\$0	\$17,905	\$20,681	46.40%
	Hunters Island Reserve #241	\$11,225	\$0	\$0	\$0			\$0	\$0	\$0	\$11,225	0.00%
	Carson Sewer Operations #239	\$79,816	\$2,266	\$3,258	\$1,336			\$1,336	\$0	\$6,860	\$72,956	8.59%
	Carson Sewer Reserve #237	\$73,687	\$0	\$0	\$0			\$0	\$0	\$0	\$73,687	0.00%
	Deep Creek Sewer #242	\$11,349	\$605	\$2,291	\$561			\$561	\$0	\$3,456	\$7,893	30.45%
	Deep Creek Reserve #243	\$39,243	\$0	\$2,400	\$0			\$0	\$0	\$2,400	\$36,843	6.12%
	Moehlman Bottoms #244	\$26,565	\$1,382	\$4,012	\$1,237			\$1,237	\$0	\$6,631	\$19,934	24.96%
	Moehlman Bottoms Reserve #245	\$18,456	\$0	\$0	\$0			\$0	\$0	\$0	\$18,456	0.00%
	Terra Hts Sewer #252	\$66,245	\$2,388	\$7,382	\$1,275			\$1,275	\$0	\$11,045	\$55,200	16.67%
	Terra Hts Sinking #254	\$137,400	\$0	\$0	\$0			\$0	\$0	\$0	\$137,400	0.00%
	Konza Water Operations #256	\$121,900	\$9,368	\$27,598	\$7,210			\$7,210	\$0	\$44,176	\$77,724	36.24%
	Konza Water Reserve #257	\$157,647	\$0	\$0	\$0			\$0	\$0	\$0	\$157,647	0.00%
	Valleywood Cap Reserve #282	\$118,630	\$0	\$0	\$0			\$0	\$0	\$0	\$118,630	0.00%
	Valleywood Operations #248	\$67,029	\$1,504	\$1,600	\$250			\$250	\$0	\$3,354	\$63,675	5.00%
	Mertz/McGehee Drainage #322	\$6,183	\$0	\$0	\$0			\$0	\$0	\$0	\$6,183	0.00%
	Lakeside Heights Sewer #285	\$2,345	\$399	\$244	\$92			\$92	\$0	\$736	\$1,609	31.38%
	Lakeside Heights Sewer Capital #286	\$6,230	\$0	\$0	\$0			\$0	\$0	\$0	\$6,230	0.00%
		\$49,721,559	\$5,281,071	\$6,925,931	\$3,410,608	\$0	\$0	\$3,410,608	\$0	\$15,617,610	\$34,103,949	
	Total including General Fund	\$96,444,440	\$20,088,087	\$16,481,767	\$15,529,782	\$0	\$0	\$15,529,782	\$0	\$52,099,636	\$44,344,804	

Attachment: July Financial reports 2024 (14958 : Year to date budget and expenditure reports)

2023 to 2024 Comparison

% of Year 58.3

DEPARTMENT	JULY		JULY	YEAR-TO-DATE THRU JULY		Y-T-D	2024
	2023	2024	DIFFERENCE	2023	2024	DIFFERENCE	BUDGET
Attorney	\$216,016	\$208,861	-\$7,155	\$1,384,245	\$1,466,588	\$82,343	\$2,856,887
Clerk	\$87,350	\$106,023	\$18,673	\$672,072	\$776,712	\$104,640	\$1,440,925
County Commissioners	\$22,393	\$19,367	-\$3,027	\$137,798	\$139,840	\$2,042	\$296,259
Admin. Svcs/Counselor	\$70,655	\$56,665	-\$13,990	\$439,653	\$398,014	-\$41,639	\$829,699
Register of Deeds	\$43,049	\$45,716	\$2,668	\$269,463	\$298,807	\$29,344	\$574,159
Treasurer	\$105,324	\$108,395	\$3,071	\$756,234	\$797,252	\$41,019	\$1,477,499
District Court	\$8,744	\$16,690	\$7,947	\$89,985	\$99,338	\$9,352	\$185,080
Emergency Management	\$27,810	\$28,905	\$1,095	\$178,744	\$187,218	\$8,474	\$285,041
Coroner	\$7,493	\$15,474	\$7,981	\$94,634	\$81,392	-\$13,242	\$132,000
Juvenile Detention	\$17,409	\$16,424	-\$986	\$52,228	\$49,271	-\$2,957	\$112,000
Fair	\$8,354	\$11,497	\$3,143	\$58,752	\$60,021	\$1,268	\$110,500
Museum	\$35,569	\$37,376	\$1,807	\$262,724	\$280,056	\$17,332	\$497,666
Election	\$26,402	\$60,182	\$33,780	\$294,209	\$375,824	\$81,615	\$950,543
Ambulance	\$382,260	\$440,415	\$58,155	\$2,643,357	\$3,069,381	\$426,025	\$5,854,658
Appraiser	\$126,988	\$139,255	\$12,267	\$939,932	\$1,023,830	\$83,898	\$1,971,216
Planning & Development	\$42,522	\$52,330	\$9,808	\$355,615	\$407,082	\$51,467	\$744,156
Budget Appropriations	\$859,499	\$876,232	\$16,733	\$1,766,009	\$1,838,141	\$72,132	\$1,922,463
Insurance	\$320,671	\$5,884	-\$314,787	\$574,716	\$991,516	\$416,800	\$887,340
Information Systems/GIS	\$109,988	\$107,609	-\$2,379	\$779,019	\$878,405	\$99,386	\$1,882,246
County General-General	\$123,410	\$105,777	-\$17,633	\$2,639,198	\$668,759	-\$1,970,439	\$5,686,207
Public Works	\$611,617	\$694,858	\$83,241	\$4,040,783	\$5,936,687	\$1,895,904	\$9,818,041
Noxious Weed	\$52,843	\$65,240	\$12,397	\$474,294	\$444,653	-\$29,640	\$894,703
General Fund	\$3,306,365	\$3,219,174	-\$87,191	\$18,903,662	\$20,268,788	\$1,365,126	\$39,409,288

Attachment: July Financial reports 2024 (14958 : Year to date budget and expenditure reports)

2023 to 2024 Comparison

% of Year 58.3

DEPARTMENT	JULY		JULY	YEAR-TO-DATE THRU JULY		Y-T-D	2024
	2023	2024	DIFFERENCE	2023	2024	DIFFERENCE	BUDGET
Health Department - 30	\$448,004	\$484,162	\$36,158	\$3,172,133	\$3,277,842	\$105,709	\$5,601,756
Disaster Fund - 3	\$154,390	\$594,910	\$440,520	\$249,261	\$1,585,310	\$1,336,049	\$6,773,382
EMS Grants Fund - 52	\$0	\$0	\$0	\$833	\$886	\$53	\$2,088
KS Opioid Settlement - 53	\$0	\$0	\$0	\$0	\$22,795	\$22,795	\$222,546
LATCF Funds - 54	\$0	\$0	\$0	\$0	\$0	\$0	\$150,000
Register of Deeds Tech Fund - 106	-\$125	\$1,750	\$1,875	\$44,423	\$43,573	-\$849	\$198,870
Clerk's Tech Fund - 107	\$0	\$0	\$0	\$0	\$0	\$0	\$179,871
Treasurer's Tech Fund - 108	\$0	\$0	\$0	\$0	\$0	\$0	\$97,183
War Memorial - 112	\$0	\$0	\$0	\$0	\$360	\$360	\$1,000
County Auction - 118	\$1,352	\$47	-\$1,305	\$3,745	\$4,044	\$299	\$42,206
P.A.T.F - 128	\$0	\$400	\$400	\$580	\$5,253	\$4,673	\$0
Motor Vehicle Operations - 130	\$6,628	\$3,552	-\$3,076	\$31,572	\$57,573	\$26,001	\$393,298
Special Alcohol Programs - 132	\$0	\$0	\$0	\$5,325	\$8,116	\$2,791	\$25,106
Community Corrections - 144	\$122,222	\$0	-\$122,222	\$685,500	\$310,558	-\$374,943	\$1,250,832
KDOC Adult Services - 2000	\$0	\$39,634	\$39,634	\$0	\$285,257	\$285,257	\$488,857
KDOC Juvenile Services - 2001	\$0	\$24,436	\$24,436	\$0	\$195,564	\$195,564	\$373,864
KDOC Juv Reinvestment - 2002	\$0	\$4,802	\$4,802	\$0	\$44,486	\$44,486	\$117,230
BJA Grant - 2003	\$0	\$8,602	\$8,602	\$0	\$100,019	\$100,019	\$158,894
21st Jud Dist DC ADSAP - 2004	\$0	\$525	\$525	\$0	\$3,327	\$3,327	\$25,938
Kansas Fights Addiction - 2005	\$0	\$7,938	\$7,938	\$0	\$41,325	\$41,325	\$180,601
City Alcohol Funds - 2006	\$0	\$181	\$181	\$0	\$20,224	\$20,224	\$27,300
RL County Alcohol Funds - 2007	\$0	-\$895	-\$895	\$0	\$5,360	\$5,360	\$0
RL Salary Appropriations - 2008	\$0	\$7,277	\$7,277	\$0	\$50,939	\$50,939	\$87,324
Caroline Peine Grant - 2009	\$0	-\$38	-\$38	\$0	\$2,424	\$2,424	\$2,978
GMCF Grant - 2010	\$0	-\$52	-\$52	\$0	\$4,740	\$4,740	\$4,640
Daniel Keating Foundation - 2011	\$0	\$0	\$0	\$0		\$0	\$4,865
Capital Improvements Fund - 145	\$605,138	\$361,894	-\$243,244	\$1,138,594	\$1,496,669	\$358,075	\$7,990,119

Attachment: July Financial reports 2024 (14958 : Year to date budget and expenditure reports)

2023 to 2024 Comparison

% of Year 58.3

DEPARTMENT	JULY		JULY	YEAR-TO-DATE THRU JULY		Y-T-D	2024
	2023	2024	DIFFERENCE	2023	2024	DIFFERENCE	BUDGET
Economic Development - 146	\$30,508	\$30,507	-\$1	\$123,504	\$67,690	-\$55,814	\$259,053
Emergency 911 - 148	\$10,139	\$4,230	-\$5,909	\$206,603	\$197,741	-\$8,862	\$502,665
Solid Waste -150	\$275,090	\$278,457	\$3,367	\$1,493,528	\$1,627,543	\$134,015	\$3,672,807
County Building - 152	\$20,477	\$25,504	\$5,027	\$248,987	\$160,898	-\$88,088	\$430,000
Road & Bridge Capital Projects 1/2 - 157	\$769	\$552	-\$217	\$7,061	\$443,131	\$436,070	\$6,892,240
Road & Bridge Capital Projects 0.2 - Fund 188	\$0	\$0	\$0	\$0	\$0	\$0	\$3,967,650
RCPD Operations - 173	\$1,102,481	\$1,368,425	\$265,944	\$3,976,032	\$4,228,035	\$252,003	\$5,745,592
Landfill Closure - 180	\$962	\$1,968	\$1,006	\$10,575	\$12,176	\$1,601	\$52,623
Bond & Interest - 181	\$0	\$0	\$0	\$133,179	\$30,469	-\$102,710	\$478,856
Riley Co Fire Dist #1 - 183	\$91,493	\$90,265	-\$1,229	\$579,471	\$828,674	\$249,202	\$1,368,786
Riley Co Fire Dist Cap Ou - 184	\$0	\$0	\$0	\$0	\$0	\$0	\$112,269
Fire Station Projects - 185	\$0	\$47,136	\$47,136	\$0	\$229,891	\$229,891	\$513,850
University Park W&S - 230	\$14,848	\$9,067	-\$5,780	\$54,977	\$48,477	-\$6,500	\$168,034
Keats Capital Project - 236	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Univ Park W/S Reserve - 284	\$6,512	\$0	-\$6,512	\$27,303	\$0	-\$27,303	\$173,850
Hunters Island Water - 238	\$3,211	\$3,262	\$50	\$16,665	\$17,905	\$1,240	\$38,586
Hunters Island Reserve -241	\$0	\$0	\$0	\$0	\$0	\$0	\$11,225
Carson Sewer Operations - 239	\$434	\$1,336	\$902	\$4,994	\$6,860	\$1,866	\$79,816
Carson Sewer Reserve -237	\$0	\$0	\$0	\$0	\$0	\$0	\$73,687
Deep Creek Sewer - 242	\$792	\$561	-\$232	\$2,373	\$3,456	\$1,083	\$11,349
Deep Creek Reserve - 243	\$0	\$0	\$0	\$0	\$2,400	\$2,400	\$349,243
Moehlman Bottoms - 244	\$1,227	\$1,237	\$10	\$6,626	\$6,631	\$5	\$26,565
Moehlman Botoms Reserve - 245	\$0	\$0	\$0	\$0	\$0	\$0	\$18,456
Terra Hts Sewer 252	\$3,265	\$1,275	-\$1,990	\$8,125	\$11,045	\$2,920	\$66,245
Terra Hts Sinking - 254	\$0	\$0	\$0	\$0	\$0	\$0	\$137,400
Konza Water Operations -256	\$8,810	\$7,210	-\$1,600	\$37,873	\$44,176	\$6,304	\$121,900
Konza Water Reserve - 257	\$0	\$0	\$0	\$0	\$0	\$0	\$157,647
Valleywood Cap Reserve - 282	\$0	\$0	\$0	\$0	\$0	\$0	\$118,630
Valleywood Operations - 248	\$3,042	\$250	-\$2,791	\$4,180	\$3,354	-\$826	\$67,029
Mertz/McGehee Drainage - 322	\$0	\$0	\$0	\$0	\$0	\$0	\$6,183
Lakeside Heights Sewer - 285	\$46	\$92	\$47	\$223	\$736	\$512	\$2,345
Lakeside Heights Sewer Cap - 286	\$0	\$0	\$0	\$0	\$0	\$0	\$6,230
Total Including General Fund	\$6,218,079	\$6,629,632	\$411,553	\$31,177,908	\$35,806,720	\$4,628,812	\$89,440,847

Attachment: July Financial reports 2024 (14958 : Year to date budget and expenditure reports)

2024 YTD BUDGET ACTIVITY

% of Year 58.3

			1st QTR	2nd QTR	JUL	AUG	SEPT	3rd QTR	4th QTR	TOTAL	AVAILABLE	
COUNTY GENERAL-GENERAL		BUDGET	EXP.	EXP.	EXP.	EXP.	EXP.	EXP.	EXP.	EXP.	BUDGET	% USED
Personnel	1000	\$141,612	\$10,317	\$21,968	\$1,597			\$1,597	\$0	\$33,881	\$107,731	23.93%
Contractual	2000	\$1,502,095	\$243,528	\$285,089	\$103,994			\$103,994	\$0	\$632,611	\$869,484	42.12%
Commodities	3000	\$2,500	\$400	\$651	\$186			\$186	\$0	\$1,236	\$1,264	49.46%
Misc-Budget Stabilization		\$4,000,000	\$0	\$0	\$0			\$0	\$0	\$0	\$4,000,000	0.00%
Capital Outlay	4000	\$40,000	\$1,030	\$0	\$0			\$0	\$0	\$1,030	\$38,970	2.57%
Transfers Out	604	\$0	\$0	\$0	\$0			\$0	\$0	\$0	\$0	#DIV/0!
Grand Total		\$5,686,207	\$255,274	\$307,708	\$105,777	\$0	\$0	\$105,777	\$0	\$668,759	\$5,017,448	11.76%
Other Expense Totals		Year-To-Date										
Indigent Attorney		\$243,602										
Incidentals:												
Postage		\$113										
Computer Software												
Mileage		\$1,059										
Copies		\$2,525										
Misc Fees		\$812										
Meals		\$0										
		\$4,509										
Base Panel fees		\$0										
Off Panel		\$239,094										

Attachment: July Financial reports 2024 (14958 : Year to date budget and expenditure reports)

2024 YTD BUDGET ACTIVITY

% of Year 58.3

[illegible]

Attachment: July Financial reports 2024 (14958 : Year to date budget and expenditure reports)

2024 YTD BUDGET ACTIVITY

% of Year 58.3

	2020	2021	2022	2023	2024	Total
Dental	\$0	\$0	\$0	\$0	\$0	\$0
Physician	\$163,648	\$191,373	\$206,854	\$228,812	\$173,026	\$790,687
Laboratory	\$0	\$0	\$0	\$0	\$0	\$0
Hospital	\$0	\$0	\$0	\$0	\$0	\$0
Advertising/Legal	\$0	\$0	\$0	\$0	\$0	\$0
Prescriptions	\$0	\$0	\$0	\$0	\$0	\$0
Bldg Maintenance	\$103,569	\$71,043	\$60,486	\$109,933	\$46,289	\$345,031
Land Rental/Lease	\$0	\$0	\$0	\$0	\$0	\$0
Office Supplies	\$0	\$0	\$0	\$0	\$0	\$0
Office Space Rental	\$9,625	\$10,500	\$10,500	\$10,800	\$6,650	\$41,425
Juvenile Transport	\$2,144	\$152	\$237	\$0	\$0	\$2,533
Water, Electric	\$252	\$444	\$352	\$169	\$0	\$1,217
Storm Drainage	\$0	\$0	\$0	\$0	\$0	\$0
Other Commodities/Contractual	\$693,906	\$91,239	\$21,447	\$0	\$0	\$806,592
Budget Appropriation	\$4,420,348	\$4,391,746	\$4,597,175	\$5,000,016	\$4,002,069	\$18,409,285
Total	\$5,393,492	\$4,756,498	\$4,897,050	\$5,349,730	\$4,228,035	\$20,396,770

Attachment: July Financial reports 2024 (14958 : Year to date budget and expenditure reports)

2024 YTD BUDGET ACTIVITY

% of Year 58.3

RCPD									
OFF-SITE INMATE MEDICAL EXPENSES PAID BY ADVANCED CORRECTIONAL HEALTHCARE									
INCLUDED IN 2024 \$31,000 POOL									
	1st Quarter	APR	MAY	JUN	2nd Quarter	JUL	3rd Quarter	4th Quarter	TOTAL EXPENSES
Dental	\$0	0.00	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Physician	\$0	0.00	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Laboratory	\$0	204.50	\$202	\$0	\$406	\$1,099	\$1,099	\$0	\$1,505
Hospital	\$3,428	5,261.81	\$4,664	\$5,027	\$14,953	\$3,448	\$3,448	\$0	\$21,829
Prescriptions	\$16,737	5,819.55	\$13,918	-\$344	\$19,394	\$6,466	\$6,466	\$0	\$42,597
Supplies	\$0	0.00	\$0	\$0	\$0	\$0	\$0	\$0	\$0
TOTAL	\$20,164	\$11,286	\$18,784	\$4,683	\$34,753	\$11,013	\$11,013	\$0	\$65,931
Savings from Medicaid Rate	\$0				\$0		\$0	\$0	\$0
\$31,000 Pool Balance		-\$450	-\$19,235	-\$23,918		-\$34,931			-\$34,931
Quarterly ADP: (Contract)									
County Inmate (72 base census)	311	100	106	113	319	115.6	116	0	
Non-County Inmate (0 base census)	0	0	0	0		0			
Billing Adjustments for prior years	\$0				\$0	\$0	\$0	\$0	\$0

Attachment: July Financial reports 2024 (14958 : Year to date budget and expenditure reports)



MUSEUM
Personnel

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

COMMISSION AGENDA REPORT

FROM: Katharine Hensler, Museum Director

MEETING: August 12, 2024

SUBJECT: Request to Fill Two Positions at the Riley County Historical Museum

PRESENTER: Katharine Hensler, Museum Director

BACKGROUND

There are two positions that the Museum Director is requesting to fill. One is that of the Curator of Archives and Library which is due to a planned retirement with the vacancy occurring on October 1, 2024. The other, an As-Needed Museum Assistant, is a current vacancy as the result of a resignation as of July 31, 2024.

DISCUSSION

Linda Glasgow has served the County Museum for nearly thirty-two years, currently holding the position of Curator of Archives and Library. She has announced her retirement date of October 1, 2024. This will leave a vacancy of an essential and specialized archival collections management role. The job description presented today has been updated to meet modern archival and library science standards, and we wish to begin the search to find the next talented, professional, and qualified incumbent to fill this position, which is essential to the operation and management of the Museum. This is a full-time, salaried, exempt, benefit eligible position.

This request is being submitted ahead of Glasgow's retirement to provide the interview committee ample time to find a suitable employee, who can ideally begin their employment shortly after Glasgow's departure. At this time, we request the position listing to be open until filled rather than using an application deadline.

The second vacancy is that of an As-Needed Museum Assistant. Our Museum Assistants are essential in the public facing operations at the Museum. They greet visitors, provide tours, serve as docents, assist in educational and outreach programs, keep the facilities looking tidy, and

assist the curators with a variety of research and collections support. This is an As-Needed position that does not offer benefits. The Museum currently has five As-Needed Museum Assistant positions assigned to them and budgeted for, however, as this time, there are only three positions filled. Today, we are seeking to fill only one additional position to reach four filled positions. Incumbents can generally expect to work between 12-16 hours a week, all based upon the needs of the Museum.

FISCAL IMPACT

As these positions are not new, they have been budgeted for the fiscal years 2024 and 2025. The pay range TASND of the As-Needed Museum Assistant will not change from \$15/hour. The new incumbent will be assigned similar hours to the recently resigned staff person so this will not alter the As-Needed personnel expense budget line item.

The current pay range for the curatorial position is 12 (\$25.92-\$43.36/hr). The annual salary a new Curator of Archives and Library will actually reduce the fiscal impact to the County as a new staff member will not be receiving the compensation as that of a staff member with thirty-two years tenure, thus reducing the cost impact to our budgets. When planning for the 2024 and 2025 budgets, we did plan on a hire at the lower end of pay grade 12, but made accommodation for an experienced candidate with additional credentials. We are not requesting the new incumbent to begin employment prior to the retirement of Glasgow so we will not require overlap of salaries.

There of course, will be the cost of listing the position and possible travel associated based upon the location of interviewees, however, this has been budgeted for in the 2024 Museum budget. At this time, there does not appear to be interest or qualifications of an internal candidate for this position.

RECOMMENDATION(S)

The Museum Director recommends BOCC approval of the updated positions descriptions for both the Curator of Archives and Library and the As-Needed Museum Assistant, and requests permission to list these vacancies publicly through the County's Human Resources employment portal.

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:

- As Needed Museum Assistant Position Description_2024 (PDF)
- Museum Curator of Archives and Library Position Description_2024 (PDF)
- 2024-08 Museum Assist As Needed PAF (DOCX)
- 2024-08 Curator of Archives and Library PAF (DOCX)

RILEY COUNTY, KANSAS JOB DESCRIPTION

Job Title:	AS-NEEDED MUSEUM ASSISTANT	
Department:	Museum	Division:
Reports to:	Museum Director/Curator	
Pay Grade:	TASND	Status: As-Needed
FLSA Status:	Non-Exempt	

Position Summary: To assist with attendant and clerical duties of the Museum

Essential Functions:

- Greet, supervise, and provide guided tours as needed to visitors.
- Assist in maintaining the appearance and contents of the Museum, and other Museum educational program locations.
- Complete clerical and miscellaneous work as assigned.
- Open and close the Museum and supervise its operation as needed.
- Assist curatorial staff with collections management and research projects as needed.
- Other duties as assigned

Position Requirements:

Education: High school diploma or equivalent required. Degree in history, museum studies, or related field preferred.

Experience: Knowledge of a body of standardized rules, procedures or operations to perform the full range of standard clerical assignments and resolve reoccurring problems. Knowledge of Riley County history or experience in museums/library preferred.

Skills: Computer literacy required. Ability to use standard office equipment. Must be able to communicate effectively and speak publicly.

Physical Demands: The physical demands described represent those required to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Employee is occasionally required to stand; walk; sit; use hands to finger, handle, or feel; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; talk or hear. The employee must regularly lift and/or move up to 40 pounds. Specific vision abilities required by this job include close vision, color vision, depth perception.

Work Environment: The work environment described represents that encountered while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Employee is exposed to normal noise levels of an office setting. Some objects, items, materials are inherently dusty, musty, etc. Environmental controls to protect/preserve of materials are utilized.

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

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

RILEY COUNTY, KANSAS

Job Title:	Curator of Archives and Library	
Department:	Museum	Division:
Reports To:	Museum Director	
Pay Range:	12	Status: Full time
FLSA Status:	Exempt	

Position Summary: To provide access and optimal care to the historical information collection; as well as access to historical information sources on Riley County history and related topics.

Essential Functions:

- Oversee the management, operations, and processes of the historical library and archives division.
- Manage the flow of reference services to staff and the public; provide these services as needed.
- Supervise staff, interns, and volunteers serving in research assistant capacity.
- Ensure that the historical library and archives meet the modern and technological standards of historical collections.
- Implement and manage effective and current finding aids.
- Oversee and facilitate the digitization of the collection.
- Manage the collection's records through digital CRM.

Secondary Functions:

- Assist with clerical duties of the Museum.
- Prepare and deliver educational programs and tours as needed.
- Assist with disaster preparedness/security/emergency plan for the Museum.
- Other duties as assigned.

Position Requirements:

Education: Bachelor's degree in history, museum studies, or related field with advanced degree from an ALA/SAA accredited library science program or equivalent, with a concentration in archives management, archival theory and practice or, a post graduate degree in museum studies or related discipline with relevant experience

Experience: 3 years professional experience in a historical archival repository, demonstrated knowledge in archival and collections management principals, cataloging, organization, creating finding aids, and digitization of historical materials; development of an emergency response plan for historical collections; project management.

Skills: Advanced computer literacy required, demonstrated use of Microsoft Office, PastPerfect, MARC 21, Library of Congress Subject Headings, and other subject standards, Describing Archives: A Content Standard (DACS), and encoded Archival Descriptions; proficiency of the digitization process, demonstrated proficiency with historical collection classification and nomenclature, basic archival and manuscript conservation skills, exceptional organizational skills, attention to detail, excellent writing, editing, and proofing skills, along with the ability to communicate through public speaking; high degree of professionalism in dealing with the public and excellence in customer service.

Physical Demands/Effort: The physical demands represent those required to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Employee is regularly required to lift and/or move up to 40 pounds. Employee is occasionally required to stand; walk; sit; use hands to finger, handle, or feel; reach with hands and arms; climb or balance; stoop kneel, crouch, or crawl; talk or hear. Specific vision abilities required by this job include close vision,

color vision, depth perception.

Work Environment/Conditions: The work environment described represents that encountered while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Employee is exposed to normal noise levels of an office setting. Some objects, items, materials are inherently dusty, musty, etc. Environmental controls to protect/preserve materials are utilized.

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

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

RILEY COUNTY POSITION ACTION FORM

Requisition Approval Process

- Submitted by Rachel Wyat on 08/08/2024 at 10:08 AM
- Elizabeth Ward, Final Approval

Internal Position Details (not displayed on job posting)

Company Riley County, KS	Position Template As Needed Museum Asst [MSMASST]	Work Location Historical Museum
Job ID 2644357	Salary \$15.00	Supervisor Position No
Pay Grade Temporary and As-Needed pay range [TASND]	EEO Class Paraprofessionals [5]	Workers Compensation 8810-M [8810-M]
Cost Center 1 County General [1]	Cost Center 2 Museum [17]	Cost Center 3 --
1 Job Slot AS NEED-1		

Supervisor: Katharine Hensler

Department Head: Katharine Hensler

☒No changes to Position or Budget

☒Budgeted

☐New request for budget (details attached)

☒Position Description attached

☐New or updated position description

Total annual hours_____

Salary: \$15,000

Budget for Benefits: \$0.00

Total proposed annual budget: \$15,000

Additional Position Comments: _____

BoCC Chair

Date: _____

BoCC Member

Date: _____

BoCC Member

Date: _____

RILEY COUNTY POSITION ACTION FORM

Requisition Approval Process

- Submitted by Rachel Wyat on 08/08/2024 at 10:32 AM
- Elizabeth Ward, Final Approval

Internal Position Details (not displayed on job posting)

Company Riley County, KS	Position Template Curator Archive & Library [CURARCH]	Work Location Historical Museum
Job ID 2644542	Salary \$2177.60-\$2366.40	Supervisor Position No
Pay Grade RANGE 12 [RANGE 12]	EEO Class Professionals [2]	Workers Compensation 8810-M [8810-M]
Cost Center 1 County General [1]	Cost Center 2 Museum [17]	Cost Center 3 --
1 Job Slot CURATOR-1		

Supervisor: Katharine Hensler

Department Head: Katharine Hensler

☒No changes to Position or Budget

☒Budgeted

☐New request for budget (details attached)

☒Position Description attached

☐New or updated position description

Total annual hours: 2080

Salary: \$61,526.40

Budget for Benefits: \$24,302.92

Total proposed annual budget: \$85,829.32

Additional Position Comments: _____

BoCC Chair

Date: _____

BoCC Member

Date: _____

BoCC Member

Date: _____



MUSEUM
Staff Update

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

STAFF REPORT

FROM: Katharine Hensler, Museum Director

MEETING: August 12, 2024

SUBJECT: Monthly Staff Update - Riley County Historical Museum

PRESENTER: Katharine Hensler, Museum Director

Riley County Historical Museum - Director's Report

August 12, 2024

1. Visitation and Tours:

Site Name	MAY 2024	JUN 2024	JUL 2024
Museum	225	372	248
Goodnow House	87	139	133
Wolf House	23	68	47
Pioneer Log Cabin	142	54	19
Programs & Outreach	6,174	161	57
TOTAL	6,651	794	504

Volunteer Hours	MAY 2024	JUN 2024	JUL 2024
General	37.5	72	56.5
RCHS Board of Directors	56.5	73.5	86
Community Service	40.75	15	32.25
TOTAL	134.75	160.5	174.75

2. Education and Outreach

July 9 - *Fireside Chat - The American Revolution Experience* with Melanie Horton of the Polly Ogden Chapter DAR (38 attended)

July 15 - KMAN In-Focus program with Melanie Highsmith and Dawn Munger (both curators at the Museum) on the topic of the current collections moratorium (pause in collections intake)

July 20 - Headstone Cleaning Workshop at Ogden Cemetery (19 attended and 16 stones were cleaned); Director Hensler, Curator Highsmith, and former intern Aly Youngers facilitated.

July 23 - Director Hensler attended a workshop in Lawrence, Kansas dealing with preservation of historic cemeteries. Workshop was taught by Jonathan Appell of Atlas Preservation, Southington, CT.

July 31 - Exhibit Planning Committee met to determine the themes to be covered in the new permanent exhibit spaces at the Museum, assigned research roles and set deliverables, met with exhibit fabricator and interior designer, and began to narrow down floorplans. There are currently only 2,163 SF of exhibit space available in the Museum. This committee, made up of nine members selected January 25, 2025 to be the target opening date for the new exhibit.

Ongoing - The Museum is participating in the Sunflower Summer program through the Kansas Department of Tourism; there are seven other attractions in Riley County participating. The program will run until August 11. 85 guests visited the Museum and Goodnow House in the month of July through this program.

Ongoing - There has been an increase in volunteer interest at the Museum and during the month of July, we have brought on five new volunteers. Their training is being managed by Director Hensler during this time where the society is without a volunteer coordinator. Volunteers serve as docents, tour guides, research assistants, education assistants, support us at special events, and often assist with odd jobs as needed.

3. Collections:

Collections Numbers	MAY 2024	JUN 2024	JUL 2024
Number of Collections Donated	13	2	8
Individual Items Donated	223	8	69
Backlogged Collections Processed	1	0	0
Backlogged Items Processed	7	0	0
Museum Acquisitions Processed	0	0	0

Curator Munger began working on Step 2 of the recent NAGPRA revisions which is to send invitations to consult to all relevant recognized tribes. In our case, that includes 58 tribes. This step must be completed 30 days after submission of the summary to NAGPRA, which makes the deadline August 12.

The Museum and historical society are currently under a collections moratorium until May 1, 2025.

4. Archives and Library - Curator Glasgow managed six new incoming patron requests for the public in the month of July. There were six appointments made to use the research library, and there was one walk-in patron. Glasgow continues to follow up with outstanding requests submitted previously.

Library and Archives Requests	MAY 2024	JUN 2024	JUL 2024
Research (external)	10	19	6
Research (internal)	2	1	0
In-Person Appointments	6	7	6
Walk-In Appointments	1	2	1
TOTAL	19	29	13

5. **Building and Grounds** - No report

6. **Staffing** - Longtime Curator of Library and Archives, Linda Glasgow has announced her retirement. After nearly 32 years with the County, and additional time employed previously by the Riley County Historical Society, Glasgow will retire on October 1, 2024. The Museum and Society plan to host a retirement party for her on Friday, September 20 from 1-3pm at the Goodnow House property.

With the assistance of the HR department, this position description has been revised to meet modern archival and library science standards and will open for applicants shortly.

As-Needed Museum Assistant, Sydney Wolgast tendered her resignation last month and her last day with the Museum was July 31. We anticipate being able to open this position to applicants very soon as well.

7. **Riley County Historical Society** - The Society's Board of Directors are now into their third month of working with Coneflower Consulting to provide both board education and help them develop and implement their new strategic plan. They held their first internal board retreat last week and much informative and positive discussion came from that session. There will be two additional retreats along with regular committee meetings ahead. The board anticipates being able to present their new strategic plan at the Society's annual meeting in November with an implementation date of January 1, 2025.

The Society Board is on recess until September of this year.

The Board is working on a number of preservation and beautification projects at the Wolf House and the Rocky Ford Schoolhouse this fall.

RCHM Director Hensler provided two behind the scenes tours of the Wolf House complex to RCHS Board members and RCHM Trustees in July. The purpose of these tours was to educate on the history and use of the properties as well as discuss site preservation needs. Behind the scenes tours for the same groups are being offered of the Museum in August.

8. **Upcoming Events**

September 10 - ***Fireside Chat: The History of Mo-Town*** with Doug "Chappie" Chapman, 5:30-7pm, Flight Crew Coffee; free and open to the public

September 11 - RCHS Board of Directors meeting, 3:30pm, Dallas Gallery, RCHM

September 21 - (Tentative) ***Bus Tour: Discovering Riley County's Hidden History*** with Kevin Larson, 10am-2pm, location TBD; this is a partnership between the RCHM and the Flint Hills Discovery Center; ticket price TBD

Staff Report (ID # 14971)

Meeting of August 12, 2024

October 8 - ***Fireside Chat: An Airman and His B29*** with Carol Regehr, 5:30-7pm, Flight Crew Coffee, Free and open to the public

October 10 - RCHS Quarterly Meeting: ***A History of Keats and the Wildcat Valley*** - Panel discussion with Marcella Gocken, Mel Nudson, and Kevin Larson (and pie from the Farmhouse Restaurant), 7pm, Keats Community Center; free and open to the public

Enclosures:



PUBLIC WORKS
Personnel

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

COMMISSION AGENDA REPORT

FROM: John Ellermann, P.E., Public Works Director

MEETING: August 12, 2024

SUBJECT: Fill an open Traffic Control Technician Position

PRESENTER: John Ellermann

BACKGROUND

We currently have an open Traffic Control Technician position. I am here to request approval to fill this budgeted position in the Public Works Department/Operations Division. This position is supervised by the Operations Manager and Traffic Control Supervisor.

A Traffic Control Technician is responsible for installing and maintaining all traffic control devices utilized to direct and protect the motoring public traveling the county-wide system. A person in this position responds to emergencies to repair signs and traffic lights damaged by acts of vandalism, storm damage, and traffic accidents. This position also fabricates and assembles signs, installs sign systems, maintains sign inventories, and signs in work zones, detours and road closures.

DISCUSSION

Discuss filling the Traffic Control Technician position within the Public Works Department/Operations Division.

FISCAL IMPACT

This is a current budgeted fulltime position within the Public Works Department.

RECOMMENDATION(S)

Current staff does not have the capacity within their workload to absorb these additional duties. Therefore, staff recommends filling this position.

POSSIBLE MOTION(S)

Move to approve the Public Works Department advertise to hire the open Traffic Control Technician position.

Move to deny

Move to modify

Move to table

No action required.

The Board agreed by consensus to

Enclosures:

- Traffic Control Technician Position Descripton (PDF)
- 2024-08 Traffic Control Tech PAF (DOCX)

RILEY COUNTY, KANSAS JOB DESCRIPTION

Job Title:	TRAFFIC CONTROL TECHNICIAN	
Department:	Public Works	Division: Road and Bridge
Reports To:	Traffic Control Supervisor and/or the Operations Manager	
Pay Grade:	5	Status: Full time
FLSA Status:	Non-Exempt	

Position Summary: This position is responsible for installing and maintaining all traffic control devices utilized to direct and protect the motoring public traveling the county-wide highway system. This position responds to emergencies to repair signs and traffic lights damaged by acts of vandalism, storm damage, and traffic accidents. This position also fabricates and assembles signs, installs sign systems, maintains sign inventories, and signs work zones, detours and road closures.

Essential Functions:

- Repairs traffic control devices damaged from vandalism and traffic accidents.
- Locates and initiates sign replacement and reinstallation on county roads and bridges.
- Identifies area and requests location for underground utilities prior to sign installation.
- Maintains a daily logbook and labor, equipment, and material use records.
- Reports time worked and equipment used.
- Charges out material used on projects and commodities used on equipment.
- Records sign repairs, changes, and replacements in a logbook to document traffic control work.
- Fabricates and installs new signs.
- Designs and lays out signs, applies reflective sheeting to aluminum blanks, applies borders and lettering to sheeting, finishes and installs signs in accordance with the Manual on Uniform Traffic Control Devices (MUTCD) and the Standard Highway Signs Manual.
- Installs and maintains traffic control devices and performs traffic control in work zones.
- Assists with traffic flagging.
- Takes annual traffic counts. Performs recounts to check errant data and improve accuracy.
- Assures that traffic control devices are maintained and constructed as specified.
- Maintains traffic division material inventory.
- Reports sign inventory usage and low stocks to initiate sign fabrication and reorders.
- Ensures duties are performed following County and Departmental policies and guidelines.
- Ensures time management on projects is sufficient.
- Provides for regular and punctual attendance and fosters a cooperative work environment.

Secondary Functions:

- Operates equipment including utility and boom trucks, and sign production/installation equipment.
- Plans and schedules short term projects and allocates materials and equipment daily.
- Maintains project lists to organize work by priority and location for economy and efficiency.
- Responds to emergencies, complaints and requests to control or repair traffic control devices.
- Responds to requests for dead animal removal on county roads.
- Assists with the inspection of county traffic control devices and pavement marking systems.
- Performs annual sign and traffic striping retro-reflectivity inspections.
- Utilizes reflectometers and night-time inspections to rate condition and reports defective signs found on Riley County roads and bridges.
- Prepares road surfaces for traffic striping.
- Assists with layout and marking for passing / no passing zones.
- Provides support vehicle to assist contractor with striping operations.

Reviewed June 2023

- Removes weeds, trees and brush from area around signs, guardrail and delineators.
- Makes recommendations regarding equipment purchase, replacement or modification.
- Maintains a clean work area.
- Inspects equipment to ensure units are clean and maintenance is performed adequately.
- Occasionally operates equipment including GPS units, , calculators, FAX machines, distance measuring equipment, printers, plotters and computers. Performs related work as required during and after regular hours, any day of the week, including holidays.
- Position may require occasional overtime outside normal work hours including weekends.
- Perform related work as required during and after hours, any day of the week, including holidays.
- Perform other duties as assigned.

Position Requirements:

Any satisfactory equivalent combination of experience, education and training which provides the required knowledge, skills and abilities listed below will be accepted.

- This position requires the employee to provide and carry a personal cell phone and will be reimbursed per the County's Cell Phone Policy. The cell phone is to be utilized to carry out county related functions in accordance with Departmental Policies and Procedures.

Education: High school diploma or equivalent required. Vo-Tech training is preferred. Valid Class A Commercial Driver's License with tanker endorsement shall be obtained within the first 90 days of hire

Experience:

- Knowledge in sign construction or maintenance required.
- Experience maintaining traffic control devices preferred.
- Knowledge of the materials, equipment, methods, and practices essential to the maintenance and installation of county traffic control devices.
- Knowledge of the "Manual on Uniform Traffic Control Devices for Streets and Highways", the "Standard Highway Signs Manual", and other technical manuals on traffic control.
- Knowledge of the equipment, materials, methods and practices essential for the maintenance and construction of traffic signs.
- Knowledge of the applicable work safety rules and procedures.

Skills:

- Good organizational, interpersonal and communication skills required.
- Ability to communicate clearly and concisely, both orally and written.
- Ability to work independently with little or no supervision.
- Ability to deal tactfully with people.
- Ability to analyze and solve problems.
- Ability to establish and maintain effective working relations with employees, supervisors, other government agency officials, and the general public.
- Ability to make mathematical computations.
- Ability to plan, organize, and schedule daily work activities.

Physical Demands/Effort: The physical demands represent those required to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The work encompasses primarily field work. This work requires occasional to moderate physical exertion. While performing the duties of this job, the employee is required to stand; walk; sit; use hands

to finger; handle; feel; reach with hands and arms; climb or balance; stoop; kneel; crouch; crawl; talk to hear. The employee may occasionally be required to lift and/or move up to 70 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision and peripheral vision. The work requires sufficient body flexibility and strength to access construction projects. Exposure to machinery, heights, excessive noise, corrosive solvents, hot materials, flammable liquids and work in extremes of heat, humidity, wind and cold are expected.

Work Environment/Conditions: The work environment characteristics represent those encountered while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

A portion of the work involves everyday risks or discomforts which require normal safety precautions typical of such places as offices, meeting or training rooms. The work performed in the field exposes an employee to a variety of different conditions. Work is mostly performed in the field where conditions can be very hot or cold, rainy, cold, or snowy. A person in this position is exposed to many safety hazards while working in and around work zones immediately adjacent to high volume traffic, at heights 10 feet or more above the ground, near power tools, large moving equipment, high voltage lines, high pressure gas lines, etc., corrosive solvents, petroleum fluids and other flammable liquids. This employee may be required to use protective clothing such as a hard hat, safety vest, boots, goggles, gloves, safety glasses, Nomex coveralls, face mask or shield.

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

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

RILEY COUNTY POSITION ACTION FORM

Requisition Approval Process

- Submitted by Julie Winter on 08/05/2024 at 06:46 AM
- Elizabeth Ward, Final Approval

Internal Position Details (not displayed on job posting)

Company Riley County, KS	Position Template Traffic Control Tech [TRFCTECH]	Work Location Public Works Building
Job ID 2633929	Salary Salary range \$19.98 - \$21.72	Supervisor Position No
Pay Grade RANGE 5 [RANGE 5]	EEO Class Technicians [3]	Workers Compensation 5506 [5506]
Cost Center 1 County General [1]	Cost Center 2 Public Works [40]	Cost Center 3 --
1 Job Slot TRAFFIC-1		

Supervisor: Jason Anderson

Department Head: John Ellerman

☒ No changes to Position or Budget☒ Position Description attached

Total annual hours: 2080

☐ Budgeted☐ New or updated position description☐ New request for budget (details attached)

Salary: \$45,177.60

Budget for Benefits: \$17,845.15

Total proposed annual budget: \$63,022.75

Additional Position Comments: _____

BoCC Chair _____

Date: _____

BoCC Member _____

Date: _____

BoCC Member _____

Date: _____



PUBLIC WORKS
Project Update

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

MEMORANDUM

FROM: John Ellermann, Public Works Director

MEETING: August 12, 2024

SUBJECT: Public Works Project Update

PRESENTER: John Ellermann

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

Enclosures:

- 081224 Project Update (PDF)

Project Update

Public Works Department

8/12/2024

Kitten Creek Culvert Replacement (N.5-22.5)

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

Winkler Mills Bridge (H.0-5.9)

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

Parallel Rd. Culvert (C.7-0.0)

- Approximately 0.2 mi E. of May Day Rd.
- Schwab-Eaton
- Ebert Construction – Abutments placed working on forming deck

Marlatt Rd Improvement

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

Parks:

- Mowing.
- Landscape Beds. Cleaning up and spraying.
- Begin spraying weeds.
- Fair.
- Trees and branches at Fairmont Park

Operations:

- Patching roads
- Chip Seals completed.
- Pavement Marking
- Distributor totaled by Insurance. Evaluating how handle future sealing projects.
- Pre-cast box culverts ordered. Kansas Ave. in Riley is first on list to be completed.
 - Ober Rd – 4’x4’x40’ August 26th – 30th.
 - W 69th Ave. – 10’x6’x36’ August 12th – 16th.
 - Kansas Ave (Riley) – 12’x4’x30’ Completed
 - Lasita Rd.(Sales Tax) – 12’x7’x54’ September/October
 - Wildcat Creek Rd.(Sales Tax) – 12’x10’x66’ September/October

- Grading of roads.
- Mowed Valleywood channel.
- Kansas Ave – Riley signs up, flashing lights 30 days

Miscellaneous

- **Open Positions:** Purchasing Agent, Custodian, Facility Tech I, Utility Tech., Traffic Control Tech
- University Park Lagoon Project-Lagoon size determined. Continue to work on grant and funding applications. Approved for the Small-Town Water & Sewer Infrastructure Assistance Grant. Terracon report complete. Design of lift station and lagoon now that location is confirmed. Awarded an additional \$462,210 in grant money for the project. Cultural & Environmental Study for KDHE SRF.
- EMS Headquarters Station – BHS GMP \$9,587,108. Footings being placed and walls being erected.
- EM Remodel of old EMS – First Budget meeting
- 4th floor CPE Renovation. Icon Structures. Contract complete. Minor issues being worked through.
- Alley and grass repairs around CPE.
- CPE roof replacement complete. Repairs to be made.
- Lead & Copper surveys – KDHE.
- Elevator Projects – Working on bid documents.
- Road between Noxious Weed and Public Works.
- K-18/I-70 Interchange Project Local Officials Meeting and Public Meeting. August 20, 10am and 3pm via Teams
- KDHE at Fairmont Park.



**COUNTY
COUNSELOR/ADMINISTRATIVE
SERVICES**
Staff Update

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

STAFF REPORT

FROM: Clancy Holeman, Riley County Counselor

MEETING: August 12, 2024

SUBJECT: Pending County Projects County Counselor

PRESENTER: Clancy Holeman, Riley County Counselor

Enclosures:

- FINAL_Commission List 08.12.2024 (DOCX)

PENDING COUNTY PROJECTS ▪ March 2024 through August 7, 2024, Submitted by Clancy Holeman, Riley County Counselor

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

COMMISSION LIST

I. Projects By Category:

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

Board of Riley County Commissioners: Prepare letter of support for City of Ogden grant application. (9-13-23) Attend and participate in BOCC meetings. (9-7-23; 9-11-23) Assist in finalization of annual County financial audit. (9-14-23) Attend and participate in BOCC meeting. (10-12-23.) Work on pending litigation “I”. (10-13-23) Attend and participate in BOCC meeting (10-16-23.) Attend and participate in BOCC meetings. (10-19-23;10-23-23) Work on communication project. (10-24-23; 10-25-23.) Review contractual provisions for subsequent use. (10-25-23.) Attend and participate in BOCC meeting. (10-26-23.) Attend and participate in County/City/USD 383 meeting. (10-26-23.) Attend and participate in BOCC public meeting in City of Ogden. (10-30-23.) Attend and participate in BOCC meeting. (11-2-23.) Prepare for late arrival to BOCC meeting on November 6, 2023. (11-5-23.) Work on Fire District project. (11-7-23) Attend and participate in BOCC meetings. (11-9-23; 11-13-23) Attend and participate in BOCC meeting. (12-28-23) (Work on fence view issue. (1-2-24) Review agenda and prepare for 1-4-24 BOCC meeting. (1-3-24) Attend and participate in BOCC meeting. (1-4-24) Prepare for 1-8-24 BOCC meeting. (1-5-24) Work on fence view issue. (1-5-24) Attend and participate in BOCC public meetings. (1-8-24; 1-11-24) Review project contract. (1-11-24) Work on fence view. (1-14-24; 1-15-24; 1-16-24; 1-17-24) Work on Fence view. (1-18-24; 1-19-24; 1-20-24;1-21-24;1-22-24) Work on letter of support for WTC. (1-19-24; 1-20-24) Attend and participate in BOCC meeting. (1-18-24; 1-22-24) Obtain BOCC approval of letter of support for WTC. Attend and participate in BOCC meetings. (1-25-24; 1-29-24) Draft and place on BOCC agenda support letter for City of Ogden’s grant application. (1-25-24) Work on fence view. (1-25-24; 1-26-24;1-28-24; 1-29-24; 1-30-24; 1-31-24) Attend and participate in BOCC meetings. (2-1-24;2-5-24) Obtain BOCC signature on fence view order; file with ROD; email copies of signed order to both parties (or their counsel). (2-1-24) Regular mail and email to both parties of file-stamped originals of fence view order. (2-2-24) Attend and participate in BOCC meetings. (2-12-24; 2-15-24;2-19-24) Meet with counsel for party in pending matter. (2-16-24) Attend and participate in public BOCC meetings. (2-22-24; 2-26-24) Attend and participate in BOCC meeting. (2-29-24) Attend and participate in BOCC meeting (3-7-24) Attend and participate in BOCC meetings. (3-11-24;3-14-24; 3-18-24) Attend and participate in BOCC public meetings. (3-21-24;3-25-24) Work to schedule executive session. (3-21-24) Attend and participate in BOCC Meetings. (4-4-24; 4-8-24) Attend and participate in BOCC meetings. (4-11-24; 4-15-24) Enter appearance as counsel of record in multiple pending mortgage foreclosure and probate cases to process claims for unpaid real and/or personal property taxes. (4-9-24; 4-10-24; 4-11-24; 4-12-24) Review mtg. foreclosure file and answer filed. 4-16-24) Attend and participate in BOCC public meetings. (4-22-24; 4-25-24,4-29-24) Attend and participate in BOCC public

meetings. (5-2-24; 5-6-24) Attend budget presentations to BOCC of various outside agencies. (5-6-24) Work on file documentation presented today by Jason Hilgers of City's draft plan on City's proposed CICO Park Improvements. (5-2-24) Review information for BOCC agenda item scheduled for 5-6-24. (5-3-24) Work on appropriation request analysis. (5-3-24) Attend and participate in BOCC public meetings. (5-9-24; 5-13-24. Work on analysis of appropriation issues. (5-9-24;5-12-24) Work on appropriation issue question. (5-14-24) Attend and participate in BOCC public meetings: (5-30-24; 6-3-24) Attend and participate in BOCC public meetings. (6-6-24; 6-10-24) Watch BOCC public meeting online during remote work. (6-13-24) Attend and participate in BOCC public meeting. (6-17-24) Attend and participate in BOCC public meetings. (6-20-24;6-24-24) Attend City/County/County meeting. (6-20-24) Communication on pending contractual issue. (6-21-24) Schedule executive session for Monday, July 1, 2024. (6-26-24) Attend and participate in BOCC meetings (6-27-24; 7-1-24) Attend and participate in BOCC meetings. (July 8, 2024; July 11, 2024) Attend and participate in staff working group on planned retreat. (7-9-24) Prepare for upcoming executive session. (7-8-24;7-9-24;7-10-24) Work on potential authorization for beer sales at Kaw Valley Rodeo during Riley County Fair. (7-8-24) Attend and participate in BOCC public meetings. (7-15-24;7-18-24) Confirm vendor has complied with terms of beer sales at Kaw valley Rodeo. during Riley County Fair. (7-12-24) Place indemnification agreement on BOCC agenda for review and approval by BOCC at 7-18-24 public meeting. (7-16-24) Attend and participate in BOCC public meetings. (7-22-24; 7-25-24) Discuss new potential fence view with citizen. (7-24-24) ***Attend and participate in BOCC public meetings. (8-1-24; 8-5-24)***

“Constitutional Protection of County Home Rule”:

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

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

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

“Dark Store”:

District Court:

Federal Rules on Vaccination Mandate:

First Christian Church: Now this property is “listed” as a “historic site,” there are state law restrictions applicable whenever a “project” is undertaken involving potential repair, damage or destruction of the site or its structure (9-11-23;9-12-23;9-13-23) Work on Appeal. (9-14-23;9-15-23;9-16-23;9-17-23;9-18-23;9-19-23; 9-20-23; 10-4-23;10-5-23;10-6-23;10-7-23;10-8-23;10-10-23; 10-11-23.) Work on appeal. (10-12-23; 10-

17-23; 10-18-23.) Conversation with opposing counsel and agree to extend her time to file brief. (11-3-23) Receive emailed brief from opposing counsel on appeal; following two extensions of time which opposing counsel had requested—which extensions were granted by the Court of Appeals. (1-19-24) Timely filed our brief in February 2024. Checked with Clerk of Court of Appeals—There have been no orders from Court of Appeals since, setting or denying both sides' request for oral argument, etc. (5-2-24)

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

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

Leonardville North County EMS Station: Follow up call to City of Leonardville attorney. (4-11-23) Set up phone appointment with City of Leonardville Attorney—to discuss having city begin process of opening the

easement as an alley for access to the site. (5-3-23) Phone discussion with City of Leonardville attorney and arrange for teams meeting next Tuesday (5-9-23) with him, Craig and me to discuss details of City legally “opening” alley to site of ambulance and performing tree trimming along that alley. (5-3-23)

National Opioid Litigation Settlement: Notice of Deadline to “opt in” to latest round of national opioid class action litigation settlements is April 18, 2023. (3-27-23) Prepare and submit CAR for BOCC 4-10-23 public meeting; with my recommendation to BOCC regarding “opt in” to latest round of national opioid class action litigation settlements—5 new defendants settling. Discuss with Assistant Attorney General managing this matter state-wide. (4-6-23) Submit electronically our “opt in” to latest round of national opioid class action settlements, as previously authorized by BOCC. Confirmation from settlement administrator that “opt in” accomplished. (4-14-23)

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

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

Riley County Annual Legislative Conference: Discussion with County Register of Deeds to schedule meeting week of December 5th to review documentation of long-term revenue loss to Riley County caused by legislature’s past elimination of the mortgage registration fee. (12-1-22) Work preparing for 12-12-22 legislative conference. (12-8-22; 12-11-22) Discuss legislative conference information with County Appraiser. (12-8-22) Discuss legislative conference information in meeting with County Register of Deeds. (12-9-22) Work with members of delegation; 2023 Annual Legislative Conference scheduled for Thursday, December 14th, from noon to 2 p.m., BOCC chambers. (10-23-23) Conversation with member of delegation—confirming member will attend. (10-24-23.) Discuss options with BOCC regarding potential 2024 annual legislative conference. (7-22-24)

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

Rural Economic Development Advisory Board:

Staff Budget and Planning Committee:

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

II. Projects by Department or Division:

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

Riley County Appraiser’s Office: Communicate with department Head on costs associated with BOTA appeal. (12-29-23) Communicate with staff on immediately preceding issue. (1-1-24) Communicate with Appraiser on exemption application. (1-11-24) Advise Department Head on legal issues. (1-24-24) Advise Department Head on process issue. (2-29-24;3-1-24) Communicate with department head. And Deputy

Counselor. (3-4-24; 3-8-24) Advise Appraiser on KORA request. (5-1-24) Communication on legal matters. (5-1-24) Communication on different legal matters. (5-1-24; 5-2-24) Assist Department Head on pending matter. (5-6-24) Communicate on legal matter. (5-14-24) Meet with and advise Department Head on BOTA decision and separate appraisal matter. (5-29-24) Communicate with staff on upcoming meeting dates for discussion. (7-5-24)

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

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

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

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

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

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

Riley County Fire District No. 1: Work on contract law issue. (11-7-23; 11-8-23.) Work on separate contract law issue. (11-7-23) Prepare for January 9, 2024, training presentation to District leadership. (12-27-23; 12-28-23; 12-29-23; 12-30-23; 12-31-23; 1-1-24) Conversation with HR Director regarding upcoming training to District leadership. (1-2-24) Conversation with Department Head on pending litigation. (1-2-24) Additional

conversation with HR Director regarding upcoming training in District leadership. (1-2-24) Preparation for January 9, 2024, training presentation to District Leadership. (1-3-24) Check out technology at Public Works for tonight's training presentation to District Leadership. (1-16-24) Present training, along with HR Director, to District Leadership. (1-16-24) Work on Fire District/University Park fire station project. (2-23-24) Communicate with lobbyist on HB of concern to department. (2-28-24) Communicate with department on KORA issue. Communicate with outside counsel. And Deputy County Counselor. (3-4-24) Communicate with Fire Chief. (3-21-24) Work on contract issue. (3-26-24) Prepare and obtain Chairman's signature on Local Disaster Emergency Declaration regarding cybersecurity incident. Attend and participate in special BOCC public meeting. (4-1-24) Draft extension of Local Disaster Emergency Declaration on cybersecurity incident. Then obtain BOCC approval of extension of local disaster emergency declaration. (4-2-24; 4-3-24; 4-4-24) Draft local emergency declaration on Axelson Hill Road wildfire and obtain BOCC chairman signature. (4-6-24) Prepare extensions of both local disaster emergency declarations. (4-10-24) Present and obtain BOCC approval of both immediately preceding local disaster emergency declarations. (4-11-24) Review and approves as to form FRA matter. (7-24-24)

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

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

Riley County Historical Museum:

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

law issues. (5-10-12) Work with Division and Department Head on distinct personnel law issue. (5-14-24) Review and continue working on proposed policy. (5-28-24; 5-29-24) Work with HR, and a Dept. Head on personnel law issue. (5-31-24; 6-3-24) Work with staff group on proposed policy. (6-3-24) Work with HR and Department Head on personnel issue. (6-3-24) Work with HR. on personnel issue. (6-4-24; 6-5-24)) Work with HR on personnel matter. (6-7-24) Work with HR on personnel policy approval. (6-7-24) Work with HR on 2 distinct and unrelated personnel law issues. (6-17-24) Work with HR on personnel law issues. (6-18-24) Work with Division head on personnel legal issue. (7-2-24) Assist with upcoming personnel issue. (7-5-24) Assist Division and BOCC with personnel law issue. (7-25-24)

Riley County Information Technology/GIS Work with department on contract law issue. (10-24-23.) Conversation with GIS staff member regarding City GIS “layer” issue. (1-2-24) Discuss legal issues involving federal act(s) and communication technology. (2-1-24) Communication from IT about on-going efforts to protect network. (5-7-24)

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

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

RILEY COUNTY PLANNING AND DEVELOPMENT. Work on Comprehensive Plan update matter. (7-17-24) Work on County Retreat matter. (7-17-24)

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

Riley County Planning & Development: Represent County in District Court hearing on Prairiewood appeal. (8-29-23) Conversation with landowner. (10-12-23.) Review and approve Comprehensive Plan resolution “as to form” for 10-16-23 BOCC meeting. (10-12-23.) Work on pending litigation. (10-13-23) Work on pending litigation “III”. (10-13-23.) Work on pending project “I”. (10-13-23.) Conversation with opposing counsel in pending appeal “II.” (10-13-23) Work on benefit district project. (11-6-23; 11-7-23.) Work to schedule meetings with business and staff on different pending legal issues. (11-7-23; 11-8-23) Work on benefit district contract for environmental assessment. (1-26-24; 1-31-24) Complete work on benefit district contract for environmental assessment; route vendor—approved contract to this department’s Office Manager for placement on next Monday’s business meeting agenda, following conversation with Department Head. (2-1-24) Work with Department Head on contractual issue. (2-14-24) Work with Department Planner and Deputy on upcoming agenda item. (3-19-24) Work on immediately preceding entry again. (3-20-24) Work on benefit district issue. Discuss with Deputy County Counselor. (3-20-24) Review and approve as to form plat. (3-21-24) Discuss upcoming public hearing with staff member. (3-21-24) Work on upcoming land use issue. (3-26-24) Discuss with staff special use hearing before Planning Board evening of 4-8-24. (4-9-24) Conversation with opposing counsel in pending appeal. Draft motion to extend time to file our brief. I will file such agreed motion this week. Motion filed. (4-15-24) Review sanitary code issue. (4-18-24) Schedule meeting with department staff member on separate code violation enforcement matter. (4-18-24) Review correspondence on separate possible code violation matter. (4-18-24) Status report back on separate code enforcement matter.

(4-18-24) Status report back on separate code enforcement matter. (4-18-24) Work on SB 384. (SB 162) as signed by Governo as part of SB 384. Meeting with staff of Planning and Development and RCHD. (4-26-24). Work solo on immediately preceding project list entry. (4-28-24) Review and approve as to form contract for project. Discuss with Department Head. (5-2-24) Communication with Department Staff on pending code enforcement matter. (5-2-24) Communicate with Department head on immediately preceding code enforcement matter. (5-3-24) Correspondence with outside professional based on citizen question regarding pending project. (5-3-24) Assist staff of this department on pending matter. (5-6-24) Communication from Department staff on different matter for calendaring. Respond. (5-6-24. Contact representative of citizen in pending matter. Relay information to staff member working on the matter. Relay information to another Department Head assisting in matter. (5-6-24) Respond to communication from Department Head on ongoing project of her department. Respond to communication from Department Head on different project of her department. (5-7-24) Communication from staff of Department on different project of her department. (5-7-24) Discuss with Department Head different project of her department; in response to communication from her of procedural question. (5-7-24) Answer question from Department Head on procedural question. Communicate with Department Head and Cindy K. (5-7-24) Review litigation material served on a co-defendant in pending code enforcement case. (5-7-24) Discuss pending enforcement matter with Code Enforcement officer. (5-7-28; 5-8-24) Work on pending Court of Appeals matter. (5-15-24) Work on comp plan consultant project. (5-29-24) Calendar Everygy application regarding Ashland Bottoms special use application. (5-29-24) Review and sign plat presented by Department staff. (5-29-24) Prepare for executive sessions. (6-5-24) Advise Department Head on project legal issue. (6-12-24) Work on pending appeal matter. (6-25-24) Work on pending sewer project. (7-3-24) (Advise Department Head on legislative matter. (7-3-24) Complete Agreement for Retreat Consultant. (7-18-24) Work on Comprehensive Plan Update matter. (7-18-24; 7-19-24) **Work on court of appeals brief (8-1-24; 8-2-24; 8-3-24; 8-4-24; 8-5-24) Evaluate project grant possibility legal issue. (8-6-24) Work on different pending Court of Appeals brief augmentation in pending matter. (8-5-24; 8-6-24)**

Riley County Public Information Officer: (5-8-23) Further communication with PIO and working group about same informational program. (5-8-23) Communication from PIO requesting legal advice. (7-24-23) Conversation on lawful options for final version of BOCC minutes. (10-24-23.) Schedule upcoming meeting on possible documentary. (3-12-24) Communicate with regarding Facebook change of services offered. (3-12-24) Discussion with PIO regarding request for release of information. (5-31-24)

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

31-24) Review and approve as to form unrelated project document. (5-31-24) Approve as to form contract for project. (6-3-24) Work on project documents. (6-4-24) Conversation with consulting engineer on state highway project. (6-14-24) Communication from KDOT counsel on state “roundabout” project at US 24 and K-13. Contact Public Works Directo. Contact KTOT counsel. (6-26-24) Communicate with Department Head on immediately preceding project. (7-2-24) Advise Department Head on separate and distinct legal matter. (7-3-24) Assist Department and BOCC with ongoing project issue. (7-25-24)

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

Riley County Treasurer: Discuss with Department Head process for Opioid Settlement Fund payments routed from Attorney General’s Office. Discuss with Assistant Attorney General supervising such distributions. (12-21-22) *Work* on Delinquent Real Property Tax Foreclosure case for 2024. (4-12-24) Review claim for delinquent real property taxes in mtg foreclosure case. (4-16-24) Review claim for delinquent real property taxes in mtg foreclosure case. (4-16-24) Review probate case order directing payment of real property tax. (4-16-24) Review mtg foreclosure case and demand for payment of real property tax. (4-16-24) Review of probate case and real property tax. (4-16-24) **Review** delinquent real property tax efiling. (4-19-24) Work with legal staff on upcoming delinquent real property tax sale. (4-23-24) Process with staff response to citizen inquiry to county website about tax sale properties. (4-29-24) Process with staff response to another citizen inquiry to county website about tax sale. (4-29-24) Discuss tax sale property issue involving request from executor of titled owner. Call the executor and leave voicemail. Resolve with executor. (5-7-24) Sign order dismissing individual parcel from tax sale. (5-8-24) Work with department staff on preparation of Motion for Default Judgement in 2024 delinquent real property tax sale. (5-10-24) Obtain judgment in favor of Riley County on motion for default judgment in Riley County District Court for upcoming delinquent real property tax sale. (5-28-24) Delinquent property tax sale meeting with office staff. (5-29-24) Approve withdrawal pleadings from pending probate cases wherein our filed claims for property taxes resulted in payment. (6-14-24) Assist Department Head with citizen communication. (6-17-24;6-18-24) Work on property tax foreclosure case. (6-26-24)

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

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

Administrative Matters: Discuss with HR CAR I’ll prepare for transition of Counselor position based upon my scheduled 2025 retirement. (5-19-23) Work on transition of Deputy position given incumbent’s scheduled retirement. (5-22-23;5-23-23) Discuss and decide with staff on renewal of “Hawver” subscription. (5-30-23) Register for June 20 webinar on Title VI requirements under ARPA; to be conducted by Officer of Recovery. (6-5-23) Information to Office Manager on invoice for Westlaw. (7-5-23) Partners’ Meeting. (7-21-23) Review and approve proposed CAR drafted by H.R. for upcoming position vacancy due to retirement. (7-27-23) Work with HR and staff working group preparing for candidate interviews for 2 positions. (7-27-23;7-28-23) Staff meeting to discuss departmental input, as requested by PIO, on survey regarding retention and recruitment and retention. Provide info to PIO. (8-2-23) Review, approve Department timecards. (8-6-23) Work on transition of department for upcoming vacancy in Office Manager position. Review all internal applications. Communicate with both Riley County Deputy County Counselors and H.R. Director. (8-6-23) Work on transition of department to fill vacancy in Legal Assistant position. (8-10-23;8-11-23; 8-13-23) Review City/County/County agenda for 8-17-23 meeting. (8-13-23) Work on upcoming retirement receptions for department. (8-11-23; 8-14-23; 8-15-23;8-16-23;8-17-23) Continued work on transition of department to

fill vacancy in Legal Assistant position. (8-15-23) Participate in panel interview of candidate for Legal Assistant I position. (8-18-23) Attend retirement reception in BOCC chambers for Jill Seaton. (8-31-23) Relay eflex latest to staff—No access to court of appeals or supreme court yet as of noon today. (1-26-24) Participate as donor in County/Red Cross blood donation drive. (2-14-24) Work on closing issue involving sale of a portion of a larger parcel—the sale of which does not involve a pending code enforcement proceeding. (2-15-24) Work at PW successfully confirming, with IT assistance, our desktops there appropriately “sync” with our desktops in our CPE office. (2-26-24) Work with Public Works on key card/key fob access to that portion of Public Works building where our office will temporarily relocate. (2-27-24) Work on temporary relocation of office during 4th floor renovation project. (2-28-24) Work with I.T. to synchronize desktops at departmental CPE office and temporary space at Public Works. (3-1-24) Catch up on emails. Respond when appropriate. (4-9-24) Work on transition of Deputy County Counselor caseload to County Counselor. (4-10-24; 4-11-24; 4-12-24) Work on applicant interview scheduling for Deputy County Counselor position. (4-15-24) Work with our Office Manager on 2025 departmental budget request. (4-16-24) Work on departmental transition matters. (5-2-24; 5-2-24; 5-3-24) Brief staff meeting—my meetings schedule today. (5-7-24) Review and delete emails. (5-7-24) Work on transition: Introduce Deputy County Counselor to BOCC members; and 3 department heads (5-13-24) Introduce Deputy County Counselor to 3 more department heads. (5-14-24) Review and approve as to form payroll and accounts payable. (5-28-24) Work on transition matters in office. (5-30-24; 5-31-24) Contact IT about recent communications to organization about a system update. (6-3-24) Brief Bryant on relevant discussions during today’s public BOCC meeting. (6-3-24) Weekly office staff meeting. (6-14-24) Work with staff working group on scheduled shut off of electricity to CPE. (6-17-24; 6-18-24) Work on organization of office filing. (7-5-24) Participate in CAR promoting Deputy County Counselor to County Counselor, effective January 1, 2024. (7-18-24) Consult with Deputy County Counselor on various pending projects. (7-24-24) Discuss potential internal publication of notice of Deputy Counselor’s recent promotion by BOCC, effective January 1, 2025. (7-24-24)

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

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

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

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

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

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

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

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

Staff Road Renaming Committee:



HEALTH DEPARTMENT
Travel Request

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

COMMISSION AGENDA REPORT

FROM: Julie Gibbs

MEETING: August 12, 2024

SUBJECT: RCHD Out of State Travel Request

PRESENTER: Julie Gibbs

FISCAL IMPACT

The entire cost is covered by PHAB. They make the travel arrangements (hotel, flight). The transportation to and from the airport and the meals are reimbursed.

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:

- OOS_JG (PDF)
- PHAB 21C Convening - Tentative Agenda (September 2024) (PDF)
- PHAB 21C Convening - Logistics Travel Details (September 2024) (PDF)

RILEY COUNTY OUT OF STATE TRAVEL REQUEST/AUTHORIZATION

NAME: Julie Gibbs **DEPARTMENT:** RCHD-Admin

POSITION TITLE: Director **DATE REQUESTED** 8-12-24

FUND: General - reimbursed through PHAB

Travel From: MHK **Date:** 9-29-24

Travel To: Chicago **Date:** 10-2-24

Purpose of Travel: This is the second convening of the year for PHAB's 21C Learning Community (PHNCI). I have attached the agenda. I will be attending, representing LHCs and a KDHE representative will attend on behalf of the state. The cost is completely covered by PHAB.

Mode of Travel: Common Carrier ☐ Riley County Vehicle ☐ Privately Owned Vehicle ☐

☒ Administratively determined to be to the advantage of Riley County

☒ Not to exceed the cost of common carrier including food and lodging
Mileage rate of

ESTIMATED COST:

Type of Expense	Description	Amount
Transportation	Arrangements made and paid by PHAB Flying out of MHK directly to	(\$478
Lodging	Arrangements made and paid by PHAB (Museum Hotel in Chicago, Illinois	\$565
Meals	Sunday - Dinner, Monday and Tuesday - Dinner (breakfast and lunch provided), Wednesday breakfast	\$103
Registration/Fees	No registration fee	
Other	Transportation to/from airport	\$90

Total Estimated Travel Costs: \$1,254

Requested by: _____ **Date:** _____

Approved by: _____

Department Head: _____ **Date:** _____

Chair: _____ **Date:** _____

Board of County Commissioners

Attest: _____ **Date:** _____

Riley County Clerk

cc: Department Head
Department Assistant

Tentative Agenda

Convening Goals:

- Discuss the current and future state of public health transformation across the 21C states.
- Share strategies and innovations amongst the learning community that could be shared and replicated with PHIG recipients.
- Identify actionable strategies in areas related to public health infrastructure and systems transformation
- Inform the future direction of public health transformation, 21C, and PHIG activities.

Day 1: Monday, September 30th	
Time (CT)	Topic and Description
12:30-1PM	Registration
1PM (60 minutes)	Welcome Session: Overview of Convening, Context Setting, and Icebreaker Activity <i>This session will create a foundation for the convening, allow participants to start generating threads for discussions, and give participants a chance to get to know one another through an icebreaker activity.</i>
2PM (30 minutes)	PHAB and National Updates <i>This session will share key updates from PHAB and PHIG, and 21C over the past 6-9 months that may inform strategy and activities for participants to connect PHAB's work with 21C/PHIG efforts nationwide. Participants will engage in discussion around how the updates may apply to next steps in state-systems efforts.</i>
2:30PM (15 minutes)	Break
2:45PM (30 minutes)	Sharing Session: Illinois and Montana Presentations <i>This session will provide an opportunity for Illinois and Montana (the newest 21C states) to share more about their statewide transformation and PHIG efforts.</i>
3:15PM (90 minutes)	Roundtable Sessions: Sharing State-specific Work <i>This session will provide a forum for participants to learn more about and engage with other states on current activities to understand transformation/PHIG strategies underway and how those can be applied in their own context.</i>
4:45PM (15 minutes)	Open Forum Session: Group Learnings and Reflections <i>This session will allow participants to reflect on the first convening day by sharing immediate learnings and asking questions to each other.</i>
5PM	Adjourn

Location: 21c Museum Hotel Chicago
 55 East Ontario Street, Chicago, IL 60611

Day 2: Tuesday, October 1st

Time (CT)	Topic and Description
9AM (15 minutes)	Welcome Session: Reflections <i>This session will welcome participants back to the convening and engage in reflection and discussion from the first day to identify key themes and questions that emerged and explore how they relate to their own work.</i>
9:15AM	Roundtable Sessions: Peer Sharing and Discussion (4 Rounds of 45 minutes each) <i>These sessions will allow participants to join roundtable discussions on various PHIG technical assistance topics (4-5 TBD) and brainstorm actions to support building transformation/PHIG efforts.</i>
	Round 1: 9:15-10AM Round 2: 10-10:45AM Break: 10:45-11AM Round 3: 11-11:45AM Round 4: 11:45AM-12:30PM
12:30PM (60 minutes)	Lunch
1:30PM (60 minutes)	Working Session: TBD Topic
2:30PM (15 minutes)	Break
2:45PM (60 minutes)	Working Session: TBD Topic
3:45PM (15 minutes)	Open Forum Session: Group Learnings, Reflections, and Next Steps <i>This session will allow participants to reflect on the second convening day by sharing immediate learnings and asking questions to each other.</i>
4PM	Wrap Up and Adjourn Thank you for joining us and travel safely home!

Logistics and Travel Details

Convening Details

The next 21C convening is scheduled for **Monday, September 30 through Tuesday, October 1, 2024**. The in-person convening will be held at the 21c Museum Hotel in Chicago, Illinois.

Before you register, please discuss with your 21C state team who will attend. **PHAB can cover costs for up to 2 representatives from each state**, including direct expenses paid by PHAB (airfare and lodging) and reimbursable expenses claimed after the convening. Please refer to PHAB's Travel Policy (attached to e-mail) for per diem amounts and other reimbursable expenses and see the sections below for additional information on what is covered by PHAB.

Let us know if you are interested in having additional representatives attend at your own cost – as space permits, we will let you know what may be feasible for additional attendees.

PHAB will make hotel and convening space arrangements and PHAB incurs costs when cancellations occur –please do let us know ASAP if you are no longer able to attend the convening after you have registered.

Agenda Details

A final agenda will be shared closer to the convening date, but the following can be used for planning purposes for the in-person convening (times are CT):

- **September 29th or 30th morning** – travel to Chicago area.
- **September 30th** – begin around 1PM and conclude by 5PM. Breakfast and lunch will not be provided by PHAB and will be on your own.
- **October 1st** – begin around 9AM and conclude by 4PM. Travel back to home area after the convening concludes. Breakfast and lunch will be provided at the hotel by PHAB.
- **October 2nd** – travel back to home area is permitted if traveling on October 1st is not available – prior approval from PHAB is required .
- Dinner is available near the hotel and group dinner options may be provided.

PHAB COVID-19 Policy

As the national accrediting body for governmental public health, PHAB models evidence-based organizational policies that promote and protect the health of our staff, volunteers, customers, contractors, and vendors. Effective May 11, 2023, **PHAB recommends but does not require** its staff, volunteers, interns, fellows, assignees, and meeting attendees be up to date with an FDA-approved COVID-19 vaccination series, including boosters. Other risk-mitigation measures, such as wearing masks in our offices or in meeting settings are also optional. No further updates to COVID-19 vaccination records will be requested or required at this time.

Registration

All participants must register for the convening by August 26, 2024.

You can access the registration form at:

https://phaboard.qualtrics.com/jfe/form/SV_1M4zQ13fXmO8T0G.

Accommodations

The in-person convening and hotel accommodations will be held at the **21c Museum Hotel Chicago** located at 55 East Ontario Street, Chicago, IL 60611.

Please DO NOT reserve a hotel room directly – PHAB has reserved a room block and will manage reservations. PHAB will share a rooming list with participants closer to the convening date.

Hotel check-in will be on either September 29th or 30th and check-out will be on either October 1st or 2nd depending on flight schedules and with prior PHAB approval. Upon check-in, you will be asked to provide a credit card for personal purchases and incidentals. PHAB will cover the room rate, taxes, and hotel fees on a master bill for **up to two nights**. Personal purchases and incidentals will be reimbursed in accordance with PHAB's Travel Policy (attached to e-mail). **If your travel options require an additional night at the hotel, please contact Lidia before booking your flight for PHAB review and approval.**

Travel Options

If you are traveling to the convening via plane or train, you will utilize Egencia, PHAB's travel system, to make your arrangements, which will be directly billed to PHAB. **Flight arrangements must be made as soon as possible but no later than September 6, 2024, and must be in accordance with PHAB's Travel Policy (attached to e-mail).**

- If you have traveled with PHAB in the past, please visit www.egencia.com and log in with your previous credentials. E-mail Lidia if you are unable to access your account.
- If this is your first time traveling with PHAB, you will receive a welcome e-mail from Egencia within one week of registering. Please set up your profile and use the instructions at the end of this document to book your flights. E-mail Lidia if you do not receive this e-mail within one week.

The closest airport to the convening is Chicago Midway Airport (MDW), which is about 30 minutes away from the convening location. The second closest airport is Chicago O'Hare Airport (ORD), which is about 50 minutes away from the convening location.

If you are traveling to the convening via car, mileage will be reimbursed through PHAB's Travel Policy.

Ground Transportation Options

PHAB will reimburse the following modes of transportation to the hotel:

- **"L" Train** – rail public transportation stations to downtown are at each airport.
 - **From MDW**, take the **ORANGE LINE – LOOP** train to Roosevelt Station, then transfer to the **RED LINE – HOWARD** train to Grand Station. The hotel is a short 5-minute walk from the station.
 - **From ORD**, take the **BLUE LINE – UIC-HALSTEAD** train to Washington Station, then transfer to the **RED LINE – HOWARD** train to Grand Station. The hotel is a short 5-minute walk from the station.
- **Uber/Lyft** – rideshares are available at the airport. Follow the instructions in the app and at the airport to find the nearest pick-up location.
- **Taxi** – stands are located near the arrivals/baggage claim exits of each terminal.

Shared transportation is strongly encouraged – PHAB will put people with similar arrival times in touch with one another. Per PHAB's Travel Policy: "a maximum amount of \$60 per business trip will be approved. If ground transportation will require reimbursement greater than \$60, prior approval is required." Please contact Lidia if you need support with ground transportation.

Weather/Dress Code Information

September/October weather in Chicago typically ranges from lows in the mid-50 degrees and highs nearing high-60 degrees. Participants are strongly encouraged to check the weather before traveling. Feel free to dress as you see fit for this convening.

Quick Summary: PHAB Travel Policy

Please review PHAB's complete Travel Policy (attached to e-mail) before booking travel.

Per PHAB's Travel Policy:

- Air travel must be completed using the least expensive fare available. Flight arrangements must be made through Egencia and every attempt should be made to book travel at least 14 days in advance. You must obtain written approval (e-mail is acceptable) from PHAB to purchase your ticket if not using Egencia Travel System. PHAB cannot reimburse travelers for seat upgrading, business, or first-class airfare, and unapproved tickets.
- Travel by railway can be used, using the most direct route, and should not exceed the least expensive air travel via the most direct economy air route.
- Automobile mileage will be reimbursed at the current federal government rate per mile, not to exceed the cost by the most direct economy air route. The cost for the most direct (no more than one stop and/or flight change) economy air route includes any fees charged by airlines and the cost of ground transportation to and from the airport. Travelers should provide the actual mileage driven on the expense form and document departure and arrival locations.
- Other ground transportation expenses greater than \$10, such as parking, taxi, bus, shuttles, etc. whether incurred at point of departure or upon return, will be reimbursed providing original receipts as submitted. A maximum amount of \$60 per business trip will be approved. If ground transportation requires reimbursement greater than \$60, prior approval is required. When PHAB provides transportation, volunteers are encouraged to coordinate ground transportation with PHAB.
- The cost of checking the first piece of luggage will be reimbursed, but the traveler is responsible for the costs associated additional checked bags.
- Parking will be reimbursed for overnight travel unless provided by PHAB through a master account or other arrangement. The traveler assumes the responsibility for all parking and traffic fines.

Quick Instructions for Booking Travel via Egencia

All plane or train travel should be booked through Egencia unless prior approval is received from PHAB.

How to Login to Egencia

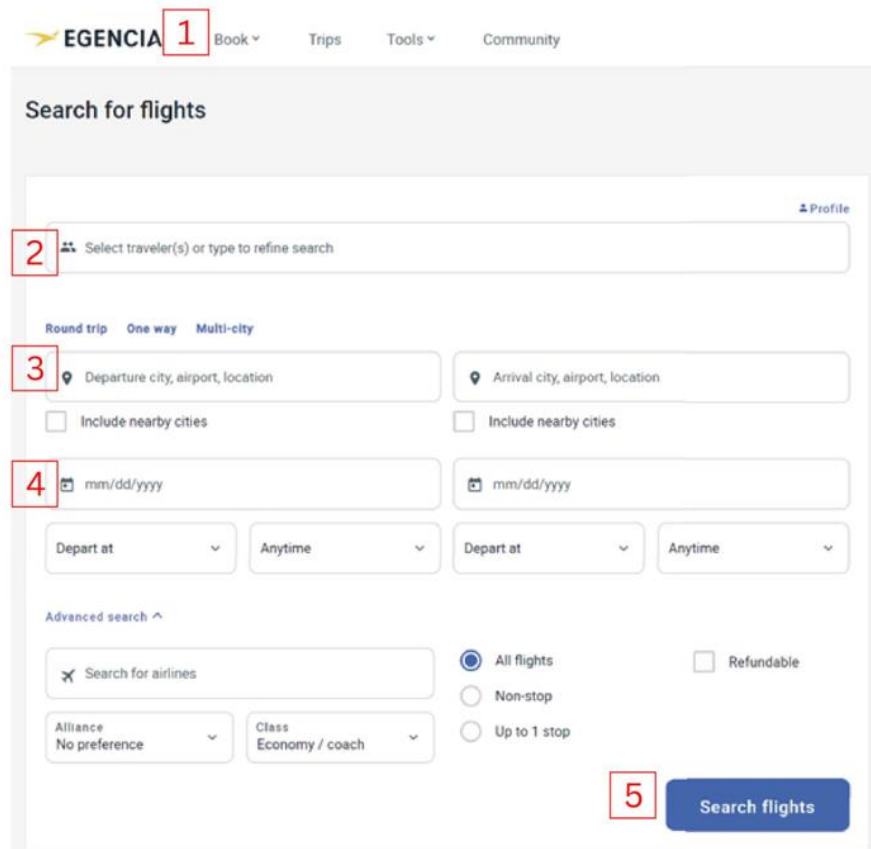
1. Visit www.egencia.com and select "Login."
2. Enter your e-mail address and password (established in the first Egencia e-mail or from past PHAB travel), then click "Sign In."
 - Please contact Lidia if you did not receive an e-mail to set up your profile from Egencia or have access issues.

Access and Update Your Egencia Profile

1. Your profile must match the name on your government issues identification card. If your name does not match, please contact Lidia.
2. Please include a mobile number under "Personal Information."
3. Please include a person who we can contact in case of emergency under "Emergency Contacts."

Booking a Flight

1. Select the "Book" tab and choose "Flights" from the dropdown menu.
2. Type in your name to begin your travel search.
3. Select the origin and destination of your trip (MDW or ORD).
4. Select the dates – likely to arrive on September 29th or 30th and depart on October 1st or 2nd.
 - Optional: you can search directly by airline.
5. Select "Search flights."



The screenshot shows the Egencia website's flight search interface. The top navigation bar includes the Egencia logo, a 'Book' dropdown menu (highlighted with a red box and number 1), and links for 'Trips', 'Tools', and 'Community'. The main section is titled 'Search for flights'. Below this, there is a search form with several fields and options:

- A text input field for 'Select traveler(s) or type to refine search' (highlighted with a red box and number 2).
- Buttons for 'Round trip', 'One way', and 'Multi-city'.
- Two location input fields: 'Departure city, airport, location' (highlighted with a red box and number 3) and 'Arrival city, airport, location'.
- Two checkboxes: 'Include nearby cities' (unchecked) and 'Include nearby cities' (unchecked).
- Two date input fields: 'mm/dd/yyyy' (highlighted with a red box and number 4) and 'mm/dd/yyyy'.
- Two dropdown menus for 'Depart at' and 'Anytime'.
- An 'Advanced search' section with:
 - A search for airlines input field.
 - Radio buttons for 'All flights' (selected), 'Non-stop', and 'Up to 1 stop'.
 - A checkbox for 'Refundable'.
 - Dropdown menus for 'Alliance' (set to 'No preference') and 'Class' (set to 'Economy / coach').
- A blue 'Search flights' button (highlighted with a red box and number 5).

Flight Results

1. View your flight results.
 - Sort results to find a flight – travel should be in alignment with PHAB's Travel Policy (attached to e-mail).
 - If your search yields a price warning, please e-mail Lidia and wait for approval before booking your travel.
2. Select a departure flight, then a return flight by clicking on the flight option box.
3. Select fare selection and select seats, if applicable, then click continue.

Review Trip and Fare Options

1. Review the details of your flight: time, airline, what's included, and fare rules.
2. Change the departure and/or return flight if necessary.
3. Select the right fare and flexibility in the fair options.

Checkout and Booking

1. You will need to enter the following billing codes prior to booking:
 - Customer Code – 100
 - Travel Purpose – Workshop
 - Department Code – 211
2. An approval is required on all flights above \$600. Once you begin the booking process, your flight reservation will be flagged for approval if the fare is above \$600. This is automated and does not require you to do anything. You will receive an e-mail confirmation if this step is required.
3. Review your travel itinerary (payment is made through the PHAB travel card), specify notification settings, and book!

As a reminder, please DO NOT reserve a hotel room directly – PHAB has reserved a room block and will manage reservations.

You will receive an e-mail confirmation once your travel plans have been approved for booking. Please contact Lidia if you have any questions or run into any booking issues.



COUNTY CLERK & ELECTIONS
Budget

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

MEMORANDUM

FROM: Brittany Phillips, Budget & Finance Officer

MEETING: August 12, 2024

SUBJECT: 2025 Rural Fire Budget Discussions

PRESENTER: Brittany Phillips, Budget & Finance Officer

Enclosures:

- Rural Fire Budget Comparison (PDF)

**Riley County, Kansas
2025 Budget
Rural Fire District #1 Fund
Fund 183**

PERSONNEL	2023	2024	2024	2025
Position Title - Full Time	<u>ACTUAL</u>	<u>BUDGET</u>	<u>YTD</u>	<u>BUDGET</u>
Director/Chief	0.5	0.5	0.5	0.5
Deputy Chief	1	1	1	1
Deputy Chief	0	1	1	1
Office Assistant II	1	1	1	1
TOTAL NUMBER OF EMPLOYEES	2.5	3.5	3.5	3.5
BEGINNING CASH BALANCE				
Fund Balance	\$ 52,755	\$ 516,399		\$ 969,569
TOTAL BEGINNING CASH BALANCE	\$ 52,755	\$ 516,399		\$ 969,569
REVENUE				
102 Motor Vehicle Tax	\$ 126,230	\$ 113,711	\$ 63,768	\$ 119,299
103 Vehicle Rental Excise Tax		-		-
113 Recreational Vehicle Tax	2,172	1,930	948	2,011
130 Commercial Vehicle Fees	10,277	9,354	8,119	9,556
180 Ad Valorem Tax	1,031,864	1,216,546	1,113,305	
181 Delinquent Tax	19,831	-	11,665	
182 Oil & Gas	729	-	864	
184 P.P	26,558	-	30,743	
190 16/20 M Vehicle Tax	2,607	3,075	3,004	3,156
193 Watercraft Tax	1,452	1,794	1,801	1,933
207 Federal Grant	15,000	-		
402 Investment Interest		-		
503 Non-Collection Revenue	342	-		
600 Miscellaneous Reimbursement	1,879	-	18,028	
602 Miscellaneous Collection		-	360	
TOTAL REVENUE	\$ 1,238,941	\$ 1,346,410	\$ 1,252,605	\$ 135,955
TOTAL RESOURCES AVAILABLE	\$ 1,291,696	\$ 1,862,809		\$ 1,105,524
PERSONNEL SERVICES				
1001 Salaries (Full Time)	\$ 250,308	\$ 267,949	\$ 120,212	\$ 282,419
1003 Stipends	43,081	72,450	34,130	75,325
1005 Overtime	45	671	35	788
1504 FICA	20,037	20,549	10,837	27,428
1506 Health Insurance	63,571	57,727	28,491	59,587
1508 KPERS/KPF Retirement	51,657	55,931	24,454	62,366
1510 State Unemployment Tax	213	269	100	359
TOTAL PERSONNEL SERVICES	\$ 428,912	\$ 475,546	\$ 218,259	\$ 508,271
CONTRACTUAL SERVICES				
2010 Postage/Freight/Shipping	\$ 1,127	\$ 500	\$ 37	\$ 1,500
2030 Cellular Phone Services	2,200	2,350	923	2,500
2040 Internet Access	3,561	4,000	1,267	4,250
2080 Printing/Duplication Services	314	400	-	500
2110 Advertising & Legal Publications	251	2,500	375	1,500
2120 Insurance-Property/Building	9,506	8,500	7,282	10,500
2122 Vehicle/Fleet Insurance	29,770	31,000	38,509	32,250
2124 Other Insurance	3,387	6,000	-	6,000
2126 Life Insurance	3,776	7,000	7,602	6,000
2200 Office Equipment Rental	2,890	3,500	1,270	3,750
2210 Machinery Equipment Rental	1,152	500	456	1,500
2245 Other Rental Services	1,388	3,500	661	2,500
2290 Debt Service-principal	130,747	136,420	88,378	136,188
2305 Debt Service-interest	49,932	45,170	29,071	44,813
2400 Repair/Maintain County Vehicles	54,060	70,000	12,448	75,000
2420 Repair/Maintain Other Equipment	13,549	12,000	7,155	20,000
2430 Computer Software Maintenance/Support	38	2,000	-	2,000

Attachment: Rural Fire Budget Comparison (14973 : 2025 Rural Fire Budget Discussions)

2450 Computer Hardware Maintenance/Support		250	-	250
2480 Repair/Maintain Buildings & Grounds	4,282	12,000	5,723	12,000
2510 Mileage/Tolls/Parking/Rental	50	500	51	350
2520 Lodging	356	2,200	134	2,000
2530 Air Fare		2,000	-	1,000
2540 Meals	6,326	5,000	2,381	6,500
2550 Dues & Memberships	142	1,000	50	750
2560 Training & Registrations	4,243	3,000	2,216	5,000
2570 Subscriptions	2,020	2,000	2,337	2,250
2615 Recording Fees			38	
2635 Engineering Fees		1,500	-	500
2650 Physician Fees		5,000	-	3,500
2700 Bonding Services			-	-
2775 Pest Control Fees		1,000	-	1,000
2810 Electric/Gas Services	15,174	19,000	7,233	18,000
2830 Water	2,288	3,000	650	3,000
2850 Waste Disposal	1,514	1,200	605	1,850
2890 Other Utilities		250	-	250
2990 Other Contract Services	3,977	3,000	21	4,000
TOTAL CONTRACTUAL SERVICES	\$ 348,020	\$ 397,240	\$ 216,873	\$ 412,951
COMMODITIES				
3010 Office Supplies	\$ 631	\$ 10,000	\$ 670	\$ 9,000
3020 Books & Publications	1,035	500		1,000
3040 Clothing	3,039	7,500	218	7,500
3045 Protective Gear	44,576	40,000	7,096	40,000
3060 Medical Supplies		2,000		1,000
3080 Fuel & Lubricants	36,643	70,000	18,018	70,000
3085 Propane	13,625	15,000	4,697	15,000
3100 Chemical	220		90	500
3135 Furniture < \$100		1,000		1,000
3140 Parts & Tools < \$100	21,363	30,000	7,914	30,000
3150 Parts & Tools > \$100	61,510	110,000	20,879	110,000
3170 Gravel Aggregates	222			1,000
3190 Sign Material		1,500		1,500
3302 Network Services	372			500
3990 Other Supplies/Materials	6,864	4,000	3,902	7,000
TOTAL COMMODITIES	\$ 190,100	\$ 291,500	\$ 63,484	\$ 295,000

CAPITAL OUTLAY					
4020 Other Equipment	\$	1,879			2000
4030 Telecommunications Equipment	\$	2,171	\$	12,500	\$ 16,640 \$ 10,000
4031 Technology Network Equipment				1,500	1,500
4050 Technology Hardware				1,500	1,500
4058 Tech Hardware - Security				29	
4060 Computer Software		2,207		4,000	2,207 5,000
4085 Emergency Vehicles				55,000	115,000
4110 Maint/Construction Equip		825			1,650
4120 Other Heavy Equipment		23,375			8,244
4130 Building Improvements		3,720			
4990 Other Capital Outlay				60,000	125,000
TOTAL CAPITAL OUTLAY		\$ 34,177	\$ 134,500	\$ 28,770	\$ 260,000
604 Transfer to Rural Fire Capital Outlay		\$ 203,000	\$ 70,000	\$ 270,000	\$ 50,000
TOTAL TRANSFERS		\$ 203,000	\$ 70,000	\$ 270,000	\$ 50,000
TOTAL EXPENDITURES LESS PERSONNEL		\$ 775,297	\$ 893,240	\$ 579,127	\$ 1,017,951
TOTAL EXPENDITURES		1,204,209	1,368,786	797,386	1,526,222
TOTAL ENDING FUND BALANCE		\$ 516,399	\$ 969,569		\$ 87,573

14%

