



**Board of Riley County  
Commissioners  
Regular Meeting  
Agenda  
August 14, 2023**

115 North 4th Street  
Manhattan, KS 66502  
[www.rileycountyks.gov](http://www.rileycountyks.gov)

Cindy Kabriel  
785-565-6200

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**Commission Chambers**

**8:30 AM**

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

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

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

**8:30 AM**

**Call to Order**

**Pledge of Allegiance**

**Public Comment**

1. Public Comments

**Commission Comments**

2. Commission Comments

**Business Meeting**

3. Sign Riley County Employee Action Form(s)

**Review Minutes**

4. Board of Riley County Commissioners - Regular Meeting - Aug 10, 2023 8:30 AM

**Review Tentative Agenda**

5. Tentative Agenda

**Press Conference Topics**

6. Discuss Press Conference

**9:00 AM**

**Rich Vargo, County Clerk**

7. Year to date budget and expenditure reports

**9:15 AM**

**Barry Wilkerson, County Attorney**

8. Request to fill open position - Administrative Assistant I

**9:20 AM**

**John Ellermann, Public Works Director/County Engineer**

9. Request to fill an open Mechanic Technician II Position

**9:30 AM**

**Press Conference**

10. Public Notice - John Ellermann (1-2 minutes)
11. Income and expense questionnaire in mail - Anna Burson (2-3 minutes)

**9:35 AM            John Ellermann, Public Works Director/County Engineer**

- 12.    Public Works Project Update

**9:50 AM            Clancy Holeman, Counselor/Director of Administrative Services**

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

**12:00 PM           County Officials Luncheon**

- 15.    County Official's Luncheon Agenda

**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.

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



**COUNTY CLERK & ELECTIONS**  
*Personnel*

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

## COMMISSION AGENDA REPORT

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**FROM:** Elizabeth Ward, Human Resources Director

**MEETING:** August 14, 2023

**SUBJECT:** Sign Riley County Employee Action Form(s)

**PRESENTER:** Elizabeth Ward, Human Resources Director

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Enclosures:

- 2023-08 PW M Morrissey (DOCX)
- 2023-08 SW P Tosh (DOCX)

## RILEY COUNTY EMPLOYEE ACTION FORM

Company Code: 166733

**Full Legal Name:** Michael Morrissey**Status Change Date:** 8/21/2023**Status Change:** New Hire**Date of Hire:** 8/21/2023**Seniority:** 0 Year(s), 0 Month(s)**Position:** Traffic Control Tech**Position Type:** Full-Time**Pay Range:** 5**Pay Type:** Hourly**Base Rate:** \$19.89**Annualized Pay:** \$41,371.20**Funds Codes:** 40-Public Works**Supervisor:** Alvin Perez**Department Head:** John Ellermann

BoCC Chair \_\_\_\_\_

Date: \_\_\_\_\_

BoCC Member \_\_\_\_\_

Date: \_\_\_\_\_

BoCC Member \_\_\_\_\_

Date: \_\_\_\_\_

Attachment: 2023-08 PW M Morrissey (13653 : Employee Action Form (Green Sheet))

## RILEY COUNTY EMPLOYEE ACTION FORM

Company Code: 166733

**Full Legal Name:** Paul Tosh**Status Change Date:** 08/19/2023**Status Change:** Position Change**Date of Hire:** 4/4/2022**Seniority:** 1 Year(s), 4 Month(s)**Position:** Operator II-Solid Waste**Position Type:** Full-Time**Pay Range:** 7**Pay Type:** Hourly**Base Rate:** \$23.98**Annualized Pay:** \$49,878.40**Funds Codes:** 150-Solid Waste**Supervisor:** Evan McMillan**Department Head:** John Ellermann

BoCC Chair \_\_\_\_\_

Date: \_\_\_\_\_

BoCC Member \_\_\_\_\_

Date: \_\_\_\_\_

BoCC Member \_\_\_\_\_

Date: \_\_\_\_\_

Attachment: 2023-08 SW P Tosh (13653 : Employee Action Form (Green Sheet))



**Board of Riley County  
Commissioners  
Regular Meeting  
TENTATIVE Agenda  
August 17, 2023**

115 North 4th Street  
Manhattan, KS 66502  
[www.rileycountyks.gov](http://www.rileycountyks.gov)

Cindy Kabriel  
785-565-6200

**Commission Chambers**

**9:00 AM**

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

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

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

**9:00 AM**

**Call to Order**

**Pledge of Allegiance**

**Public Comment**

**Commission Comments**

**Business Meeting**

1. Approve payroll/accounts payables (when completed)

**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**

**Break**

**10:00 AM**

**Gary Fike, County Extension Director**

3. Staff update

**10:15 AM**

**Brian Peete, RCPD Director**

4. RCPD update

**10:30 AM**

**Katharine Hensler, Museum Director**

5. Staff update

**10:45 AM**

**Julie Gibbs, Health Department Director**

6. Staff update
7. Grant
8. PHEP Coordinator update - Skylar German

Attachment: 08-17-23 tentative (12862 : Tentative Agenda)

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

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

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**Board of Riley County  
Commissioners  
Regular Meeting  
TENTATIVE Agenda  
August 21, 2023**

115 North 4th Street  
Manhattan, KS 66502  
[www.rileycountyks.gov](http://www.rileycountyks.gov)

Cindy Kabriel  
785-565-6200

**Commission Chambers**

**8:30 AM**

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

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

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

**8:30 AM**

**Call to Order**

**Pledge of Allegiance**

**Public Comment**

**Commission Comments**

**Business Meeting**

**Review Minutes**

**Review Tentative Agenda**

**Press Conference Topics**

**9:15 AM**

**David Adams, EMS/Ambulance Director**

1. Staff update

**9:30 AM**

**Press Conference**

**10:00 AM**

**Break**

**10:10 AM**

**Clancy Holeman, Counselor/Director of Administrative Services**

2. Administrative Work Session

**12:00 PM**

**Law Enforcement Agency Meeting**

**Adjournment**

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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: 08-21-23 tentative (12862 : Tentative Agenda)





**COUNTY CLERK & ELECTIONS**  
*Budget*

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

## STAFF REPORT

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**FROM:** Rich Vargo, County Clerk

**MEETING:** August 14, 2023

**SUBJECT:** Year to date budget and expenditure reports

**PRESENTER:** Rich Vargo, County Clerk

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Enclosures:

- 2023 YTD Wage-Overtime Report Overview 2023-07 (PDF)
- 2023 YTD Wage-Overtime Report Detail Page 2023-07 (PDF)
- Financial reports 2023 (PDF)

## 2023 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   | 2023 Total Budget      | Budget Spent |
|----------------------------------|------------------------|------------------------|---------------------|-----------------------|-----------------------|------------------------|------------------------|--------------|
| <b>Department</b>                |                        |                        |                     |                       |                       |                        |                        |              |
| 1 Attorney                       | \$944,413.23           | \$1,663,906.62         | \$2,729.82          | \$4,291.25            | 0.16%                 | \$947,143.05           | \$1,668,197.87         | 56.7         |
| 2 Clerk                          | \$491,892.71           | \$860,540.00           | \$306.16            | \$4,723.00            | 0.04%                 | \$492,198.87           | \$865,263.00           | 56.8         |
| 3 Commissioners                  | \$92,956.95            | \$161,125.00           | \$0.00              | \$0.00                | 0.00%                 | \$92,956.95            | \$161,125.00           | 57.6         |
| 4 Administrative Services        | \$326,148.20           | \$539,658.00           | \$0.00              | \$1,616.00            | 0.00%                 | \$326,148.20           | \$541,274.00           | 60.2         |
| 6 Register of Deeds              | \$193,648.78           | \$341,888.00           | \$6.73              | \$928.00              | 0.00%                 | \$193,655.51           | \$342,816.00           | 56.4         |
| 7 Treasurer                      | \$537,368.63           | \$944,071.00           | \$5,947.89          | \$5,941.00            | 0.63%                 | \$543,316.52           | \$950,012.00           | 57.1         |
| 10 Emergency Mgt                 | \$116,180.04           | \$176,699.00           | \$204.50            | \$0.00                | 0.12%                 | \$116,384.54           | \$176,699.00           | 65.8         |
| 17 Museum                        | \$204,253.29           | \$327,043.00           | \$0.00              | \$0.00                | 0.00%                 | \$204,253.29           | \$327,043.00           | 62.4         |
| 19 Election                      | \$132,969.95           | \$411,932.00           | \$0.00              | \$3,114.00            | 0.00%                 | \$132,969.95           | \$415,046.00           | 32.0         |
| 20 EMS/Ambulance                 | \$1,194,008.89         | \$2,111,572.00         | \$497,893.56        | \$1,293,562.00        | 23.58%                | \$1,691,902.45         | \$3,405,134.00         | 49.6         |
| 22 Appraiser                     | \$649,537.96           | \$1,083,795.00         | \$2,126.62          | \$11,323.00           | 0.20%                 | \$651,664.58           | \$1,232,935.00         | 52.8         |
| 24 Planning & Development        | \$239,224.18           | \$466,581.00           | \$45.71             | \$951.00              | 0.01%                 | \$239,269.89           | \$467,532.00           | 51.1         |
| 29 Information Tech-GIS          | \$345,709.30           | \$697,157.00           | \$320.76            | \$7,081.15            | 0.05%                 | \$346,030.06           | \$704,238.15           | 49.1         |
| 30 General Serv.-Separation      | \$18,285.11            | \$75,000.00            | \$0.00              | \$0.00                | 0.00%                 | \$18,285.11            | \$75,000.00            | 24.3         |
| 40 Public Works                  | \$1,886,125.72         | \$3,588,192.00         | \$13,784.68         | \$90,716.00           | 0.38%                 | \$1,899,910.40         | \$3,678,908.00         | 51.6         |
| 41 Noxious Weed                  | \$237,034.80           | \$415,646.14           | \$4,228.83          | \$7,770.88            | 1.02%                 | \$241,263.63           | \$423,417.02           | 56.9         |
| <b>NON-GENERAL FUNDS</b>         |                        |                        |                     |                       |                       |                        |                        |              |
| Solid Waste payroll              | \$104,506.59           | \$176,098.00           | \$1,383.34          | \$11,325.00           | 0.79%                 | \$105,889.93           | \$187,423.00           | 56.5         |
| Fire District #1                 | \$171,538.77           | \$333,259.00           | \$22.17             | \$553.00              | 3.68%                 | \$171,560.94           | \$333,812.00           | 51.3         |
| <b>Subtotal-All County Funds</b> | <b>\$7,885,803.10</b>  | <b>\$14,374,162.76</b> | <b>\$529,000.77</b> | <b>\$1,443,895.28</b> | <b>3.68%</b>          | <b>\$8,414,803.87</b>  | <b>\$15,955,875.04</b> |              |
| Health Dept.-General Fund        | \$267,628.36           | \$423,806.43           | \$928.58            | \$1,579.79            | 0.22%                 | \$268,556.94           | \$425,386.22           | 63.1         |
| Health Dept.-Grant Funds         | \$1,492,947.85         | \$2,602,104.41         | \$1,358.56          | \$12,717.45           | 0.05%                 | \$1,494,306.41         | \$2,614,821.86         | 57.1         |
| <b>Grant Funds</b>               |                        |                        |                     |                       |                       |                        |                        |              |
| Youth Court Svcs                 | \$30,712.36            | \$41,952.00            | \$587.33            | \$0.00                | 1.40%                 | \$31,299.69            | \$41,952.00            | 74.6         |
| Juvenile Services                | \$150,532.24           | \$291,229.00           | \$1,675.18          | \$0.00                | 0.58%                 | \$152,207.42           | \$291,229.00           | 52.2         |
| Adult Services                   | \$180,118.47           | \$311,345.38           | \$9,676.11          | \$0.00                | 3.11%                 | \$189,794.58           | \$311,345.38           | 60.9         |
| <b>Subtotal Grant Funds</b>      | <b>\$361,363.07</b>    | <b>\$644,526.38</b>    | <b>\$11,938.62</b>  | <b>\$0.00</b>         | <b>1.85%</b>          | <b>\$373,301.69</b>    | <b>\$644,526.38</b>    |              |
| <b>Totals</b>                    | <b>\$10,007,742.38</b> | <b>\$18,044,599.98</b> | <b>\$543,226.53</b> | <b>\$1,458,192.52</b> | <b>3.01%</b>          | <b>\$10,550,968.91</b> | <b>\$19,640,609.50</b> |              |

Attachment: 2023 YTD Wage-Overtime Report Overview 2023-07 (13636 : Year to date budget and expenditure reports)

| Dept |                     |                  |      | 1st Quarter  | 2nd Quarter  | July         | August | September | 3rd Quarter  | 4th Quarter | YTD 2023       | 2023 Budget    | 7.b |
|------|---------------------|------------------|------|--------------|--------------|--------------|--------|-----------|--------------|-------------|----------------|----------------|-----|
|      | Department          |                  |      |              |              |              |        |           |              |             |                |                |     |
| 1    | Attorney            | Regular Salaries | 1001 | \$377,874.47 | \$440,626.55 | \$125,912.21 |        |           | \$125,912.21 | \$0.00      | \$944,413.23   | \$1,636,816.62 |     |
|      |                     | Seasonal/ASND    | 1003 |              | \$0.00       | \$0.00       |        |           | \$0.00       | \$0.00      | \$0.00         | \$27,090.00    |     |
|      |                     | Overtime         | 1005 | \$1,105.92   | \$485.89     | \$1,138.01   |        |           | \$1,138.01   | \$0.00      | \$2,729.82     | \$4,291.25     |     |
|      |                     |                  |      | \$378,980.39 | \$441,112.44 | \$127,050.22 | \$0.00 | \$0.00    | \$127,050.22 | \$0.00      | \$947,143.05   | \$1,668,197.87 |     |
| 2    | Clerk               | Regular Salaries | 1001 | \$195,148.93 | \$225,761.25 | \$61,926.28  |        |           | \$61,926.28  | \$0.00      | \$482,836.46   | \$845,370.00   |     |
|      |                     | Seasonal/ASND    | 1003 | \$3,465.00   | \$4,500.00   | \$1,091.25   |        |           | \$1,091.25   | \$0.00      | \$9,056.25     | \$15,170.00    |     |
|      |                     | Overtime         | 1005 | \$36.51      | \$32.33      | \$237.32     |        |           | \$237.32     | \$0.00      | \$306.16       | \$4,723.00     |     |
|      |                     |                  |      | \$198,650.44 | \$230,293.58 | \$63,254.85  | \$0.00 | \$0.00    | \$63,254.85  | \$0.00      | \$492,198.87   | \$865,263.00   |     |
| 3    | Commissioners       | Regular Salaries | 1001 | \$37,182.78  | \$43,379.91  | \$12,394.26  |        |           | \$12,394.26  | \$0.00      | \$92,956.95    | \$161,125.00   |     |
|      |                     |                  |      |              |              |              |        |           |              |             |                |                |     |
| 4    | Administrative Svcs | Regular Salaries | 1001 | \$119,105.43 | \$157,879.41 | \$49,163.36  |        |           | \$49,163.36  | \$0.00      | \$326,148.20   | \$539,658.00   |     |
|      |                     | Overtime         | 1005 | \$0.00       | \$0.00       |              |        |           | \$0.00       | \$0.00      | \$0.00         | \$1,616.00     |     |
|      |                     |                  |      | \$119,105.43 | \$157,879.41 | \$49,163.36  | \$0.00 | \$0.00    | \$49,163.36  | \$0.00      | \$326,148.20   | \$541,274.00   |     |
| 6    | Register of Deeds   | Regular Salaries | 1001 | \$78,547.22  | \$88,718.10  | \$26,383.46  |        |           | \$26,383.46  | \$0.00      | \$193,648.78   | \$341,888.00   |     |
|      |                     | Seasonal/ASND    | 1003 | \$0.00       | \$0.00       | \$0.00       |        |           | \$0.00       | \$0.00      | \$0.00         | \$0.00         |     |
|      |                     | Overtime         | 1005 | \$0.00       | \$6.73       | \$0.00       |        |           | \$0.00       | \$0.00      | \$6.73         | \$928.00       |     |
|      |                     |                  |      | \$78,547.22  | \$88,724.83  | \$26,383.46  | \$0.00 | \$0.00    | \$26,383.46  | \$0.00      | \$193,655.51   | \$342,816.00   |     |
| 7    | Treasurer           | Regular Salaries | 1001 | \$213,834.26 | \$250,965.89 | \$72,561.78  |        |           | \$72,561.78  | \$0.00      | \$537,361.93   | \$944,071.00   |     |
|      |                     | Seasonal/ASND    | 1003 | \$0.00       | \$6.70       | \$0.00       |        |           | \$0.00       | \$0.00      | \$6.70         | \$0.00         |     |
|      |                     | Overtime         | 1005 | \$346.60     | \$5,584.12   | \$17.17      |        |           | \$17.17      | \$0.00      | \$5,947.89     | \$5,941.00     |     |
|      |                     |                  |      | \$214,180.86 | \$256,556.71 | \$72,578.95  | \$0.00 | \$0.00    | \$72,578.95  | \$0.00      | \$543,316.52   | \$950,012.00   |     |
| 10   | Emergency Mgt       | Regular Salaries | 1001 | \$46,479.11  | \$54,211.83  | \$15,489.10  |        |           | \$15,489.10  | \$0.00      | \$116,180.04   | \$152,041.00   |     |
|      |                     | Seasonal/ASND    | 1003 | \$0.00       | \$0.00       | \$0.00       |        |           | \$0.00       | \$0.00      | \$0.00         | \$24,658.00    |     |
|      |                     | Overtime         | 1005 | \$0.00       | \$44.46      | \$160.04     |        |           | \$160.04     | \$0.00      | \$204.50       | \$0.00         |     |
|      |                     |                  |      | \$46,479.11  | \$54,256.29  | \$15,649.14  | \$0.00 | \$0.00    | \$15,649.14  | \$0.00      | \$116,384.54   | \$176,699.00   |     |
| 17   | Museum              | Regular Salaries | 1001 | \$72,761.08  | \$84,993.36  | \$24,343.85  |        |           | \$24,343.85  | \$0.00      | \$182,098.29   | \$306,641.00   |     |
|      |                     | Seasonal/ASND    | 1003 | \$9,228.75   | \$9,806.25   | \$3,120.00   |        |           | \$3,120.00   | \$0.00      | \$22,155.00    | \$20,402.00    |     |
|      |                     | Overtime         | 1005 | \$0.00       | \$0.00       | \$0.00       |        |           | \$0.00       | \$0.00      | \$0.00         | \$0.00         |     |
|      |                     |                  |      | \$81,989.83  | \$94,799.61  | \$27,463.85  | \$0.00 | \$0.00    | \$27,463.85  | \$0.00      | \$204,253.29   | \$327,043.00   |     |
| 19   | Election            | Regular Salaries | 1001 | \$50,179.82  | \$58,554.79  | \$16,729.94  |        |           | \$16,729.94  | \$0.00      | \$125,464.55   | \$213,206.00   |     |
|      |                     | Seasonal/ASND    | 1003 | \$2,628.23   | \$3,644.61   | \$1,232.56   |        |           | \$1,232.56   | \$0.00      | \$7,505.40     | \$198,726.00   |     |
|      |                     | Overtime         | 1005 | \$0.00       | \$0.00       | \$0.00       |        |           | \$0.00       | \$0.00      | \$0.00         | \$3,114.00     |     |
|      |                     |                  |      | \$52,808.05  | \$62,199.40  | \$17,962.50  | \$0.00 | \$0.00    | \$17,962.50  | \$0.00      | \$132,969.95   | \$415,046.00   |     |
| 20   | EMS/Ambulance       | Regular Salaries | 1001 | \$453,169.44 | \$530,556.04 | \$157,692.15 |        |           | \$157,692.15 | \$0.00      | \$1,141,417.63 | \$2,075,167.00 |     |
|      |                     | Seasonal/ASND    | 1003 | \$17,061.31  | \$30,573.64  | \$4,956.31   |        |           | \$4,956.31   | \$0.00      | \$52,591.26    | \$36,405.00    |     |
|      |                     | Overtime         | 1005 | \$201,596.53 | \$232,016.36 | \$64,280.67  |        |           | \$64,280.67  | \$0.00      | \$497,893.56   | \$1,293,562.00 |     |

| Dept |                        |                   | 1st Quarter  | 2nd Quarter  | July         | August       | September | 3rd Quarter  | 4th Quarter | YTD 2023       | 2023 Budget    | 7.b |
|------|------------------------|-------------------|--------------|--------------|--------------|--------------|-----------|--------------|-------------|----------------|----------------|-----|
|      | Department             |                   |              |              |              |              |           |              |             |                |                |     |
|      |                        |                   | \$671,827.28 | \$793,146.04 | \$226,929.13 | \$0.00       | \$0.00    | \$226,929.13 | \$0.00      | \$1,691,902.45 | \$3,405,134.00 |     |
| 22   | Appraiser              | Regular Salaries  | 1001         | \$264,019.82 | \$296,112.24 | \$85,128.65  |           | \$85,128.65  | \$0.00      | \$645,260.71   | \$1,206,442.00 |     |
|      |                        | Seasonal/ASND     | 1003         | \$2,028.99   | \$1,183.26   | \$1,065.00   |           | \$1,065.00   | \$0.00      | \$4,277.25     | \$15,170.00    |     |
|      |                        | Overtime          | 1005         | \$499.50     | \$1,627.12   | \$0.00       |           | \$0.00       | \$0.00      | \$2,126.62     | \$11,323.00    |     |
|      |                        |                   |              | \$266,548.31 | \$298,922.62 | \$86,193.65  | \$0.00    | \$86,193.65  | \$0.00      | \$651,664.58   | \$1,232,935.00 |     |
| 24   | Planning & Development | Regular Salaries  | 1001         | \$102,754.95 | \$101,484.81 | \$28,995.67  |           | \$28,995.67  | \$0.00      | \$233,235.43   | \$451,411.00   |     |
|      |                        | Seasonal/ASND     | 1003         | \$645.00     | 4083.75      | \$1,260.00   |           | \$1,260.00   | \$0.00      | \$5,988.75     | \$15,170.00    |     |
|      |                        | Overtime          | 1005         | \$0.00       | \$45.71      | \$0.00       |           | \$0.00       | \$0.00      | \$45.71        | \$951.00       |     |
|      |                        |                   |              | \$103,399.95 | \$105,614.27 | \$30,255.67  | \$0.00    | \$30,255.67  | \$0.00      | \$239,269.89   | \$467,532.00   |     |
| 29   | Information Tech-GIS   | Regular Salaries  | 1001         | \$134,450.88 | \$162,294.26 | \$48,964.16  |           | \$48,964.16  | \$0.00      | \$345,709.30   | \$697,157.00   |     |
|      |                        | Seasonal/ASND     | 1003         | \$0.00       | \$0.00       | \$0.00       |           | \$0.00       | \$0.00      | \$0.00         | \$0.00         |     |
|      |                        | Overtime          | 1005         | \$0.00       | \$165.24     | \$155.52     |           | \$155.52     | \$0.00      | \$320.76       | \$7,081.15     |     |
|      |                        |                   |              | \$134,450.88 | \$162,459.50 | \$49,119.68  | \$0.00    | \$49,119.68  | \$0.00      | \$346,030.06   | \$704,238.15   |     |
| 30   | General-General        | Regular Salaries  | 1001         | \$0.00       | \$0.00       | \$0.00       |           | \$0.00       |             | \$0.00         |                |     |
|      |                        | Separation Payout | 1005         | \$9,227.25   | \$7,627.87   | \$1,429.99   |           | \$1,429.99   | \$0.00      | \$18,285.11    | \$75,000.00    |     |
|      |                        |                   |              | \$9,227.25   | \$7,627.87   | \$1,429.99   | \$0.00    | \$1,429.99   | \$0.00      | \$18,285.11    | \$75,000.00    |     |
| 40   | Public Works           | Regular Salaries  | 1001         | \$755,639.18 | \$892,602.76 | \$230,411.28 |           | \$230,411.28 | \$0.00      | \$1,878,653.22 | \$3,477,827.00 |     |
|      |                        | Seasonal/ASND     | 1003         | \$57.04      | \$4,094.47   | \$3,320.99   |           | \$3,320.99   | \$0.00      | \$7,472.50     | \$110,365.00   |     |
|      |                        | Overtime          | 1005         | \$10,344.11  | \$2,650.93   | \$789.64     |           | \$789.64     | \$0.00      | \$13,784.68    | \$90,716.00    |     |
|      |                        |                   |              | \$766,040.33 | \$899,348.16 | \$234,521.91 | \$0.00    | \$234,521.91 | \$0.00      | \$1,899,910.40 | \$3,678,908.00 |     |
| 41   | Noxious Weed           | Regular Salaries  | 1001         | \$92,981.24  | \$112,041.64 | \$32,011.92  |           | \$32,011.92  | \$0.00      | \$237,034.80   | \$415,646.14   |     |
|      |                        | Seasonal/ASND     | 1003         | \$0.00       | \$0.00       | 0            |           | \$0.00       | \$0.00      | \$0.00         | \$0.00         |     |
|      |                        | Overtime          | 1005         | \$1,026.56   | \$984.68     | \$2,217.59   |           | \$2,217.59   | \$0.00      | \$4,228.83     | \$7,770.88     |     |
|      |                        |                   |              | \$94,007.80  | \$113,026.32 | \$34,229.51  | \$0.00    | \$34,229.51  | \$0.00      | \$241,263.63   | \$423,417.02   |     |
| 150  | Solid Waste Payroll    | Regular Salaries  | 1001         | \$43,751.70  | \$49,279.06  | \$11,475.83  |           | \$11,475.83  | \$0.00      | \$104,506.59   | \$113,254.00   |     |
|      |                        | Seasonal/ASND     | 1003         | \$0.00       | \$0.00       | \$0.00       |           | \$0.00       | \$0.00      | \$0.00         | \$62,844.00    |     |
|      |                        | Overtime          | 1005         | \$622.69     | \$760.65     | \$0.00       |           | \$0.00       | \$0.00      | \$1,383.34     | \$11,325.00    |     |
|      |                        |                   |              | \$44,374.39  | \$50,039.71  | \$11,475.83  | \$0.00    | \$11,475.83  | \$0.00      | \$105,889.93   | \$187,423.00   |     |
| 183  | Fire District #1       | Regular Salaries  | 1001         | \$58,030.78  | \$66,988.50  | \$19,144.49  |           | \$19,144.49  | \$0.00      | \$144,163.77   | \$274,896.00   |     |
|      |                        | Seasonal/ASND     | 1003         | \$7,625.00   | \$16,561.00  | \$3,189.00   |           | \$3,189.00   | \$0.00      | \$27,375.00    | \$58,363.00    |     |
|      |                        | Overtime          | 1005         | \$14.78      | \$0.00       | \$7.39       |           | \$7.39       | \$0.00      | \$22.17        | \$553.00       |     |
|      |                        |                   |              | \$65,670.56  | \$83,549.50  | \$22,340.88  | \$0.00    | \$22,340.88  | \$0.00      | \$171,560.94   | \$333,812.00   |     |
| 400  | Health Dept.-General   | Regular Salaries  | 1001         | \$98,898.61  | \$112,917.97 | \$36,728.20  |           | \$36,728.20  | \$0.00      | \$248,544.78   | \$369,385.00   |     |
|      |                        | Seasonal/ASND     | 1003         | \$5,475.62   | \$11,838.32  | \$1,769.64   |           | \$1,769.64   | \$0.00      | \$19,083.58    | \$54,421.43    |     |
|      |                        | Overtime          | 1005         | \$0.00       | \$898.41     | \$30.17      |           | \$30.17      | \$0.00      | \$928.58       | \$1,579.79     |     |
|      |                        |                   |              | \$104,374.23 | \$125,654.70 | \$38,528.01  | \$0.00    | \$38,528.01  | \$0.00      | \$268,556.94   | \$425,386.22   |     |

| Dept |                       |                  |      | 1st Quarter    | 2nd Quarter    | July           | August | September | 3rd Quarter    | 4th Quarter | YTD 2023        | 2023 Budget     | 7.b |
|------|-----------------------|------------------|------|----------------|----------------|----------------|--------|-----------|----------------|-------------|-----------------|-----------------|-----|
|      | Department            |                  |      |                |                |                |        |           |                |             |                 |                 |     |
| 410  | Health Dept.-Grants   | Regular Salaries | 1001 | \$607,426.37   | \$704,852.09   | \$180,669.39   |        |           | \$180,669.39   | \$0.00      | \$1,492,947.85  | \$2,557,401.41  |     |
|      |                       | Seasonal/ASND    | 1003 | \$0.00         | \$0.00         | \$0.00         |        |           | \$0.00         | \$0.00      | \$0.00          | \$44,703.00     |     |
|      |                       | Overtime         | 1005 | \$40.50        | \$1,126.63     | \$191.43       |        |           | \$191.43       | \$0.00      | \$1,358.56      | \$12,717.45     |     |
|      |                       |                  |      | \$607,466.87   | \$705,978.72   | \$180,860.82   | \$0.00 | \$0.00    | \$180,860.82   | \$0.00      | \$1,494,306.41  | \$2,614,821.86  |     |
| 500  | Community Corrections | Regular Salaries | 1001 | \$72,101.12    | \$84,036.94    | \$23,980.41    |        |           | \$23,980.41    | \$0.00      | \$180,118.47    | \$311,345.38    |     |
|      | -Adult                | Seasonal/ASND    | 1003 | \$0.00         | \$0.00         | \$0.00         |        |           | \$0.00         | \$0.00      | \$0.00          | \$0.00          |     |
|      |                       | Overtime         | 1005 | \$1,541.35     | \$2,678.91     | \$5,455.85     |        |           | \$5,455.85     | \$0.00      | \$9,676.11      | \$0.00          |     |
|      |                       |                  |      | \$73,642.47    | \$86,715.85    | \$29,436.26    | \$0.00 | \$0.00    | \$29,436.26    | \$0.00      | \$189,794.58    | \$311,345.38    |     |
| 501  | Community Corrections | Regular Salaries | 1001 | \$55,511.77    | \$64,188.94    | \$18,688.76    |        |           | \$18,688.76    | \$0.00      | \$138,389.47    | \$245,651.00    |     |
|      | -Juvenile             | Seasonal/ASND    | 1003 | \$4,275.87     | \$6,186.72     | 1680.18        |        |           | \$1,680.18     | \$0.00      | \$12,142.77     | \$45,578.00     |     |
|      |                       | Overtime         | 1005 | \$621.25       | \$804.46       | \$249.47       |        |           | \$249.47       | \$0.00      | \$1,675.18      | \$0.00          |     |
|      |                       |                  |      | \$60,408.89    | \$71,180.12    | \$20,618.41    | \$0.00 | \$0.00    | \$20,618.41    | \$0.00      | \$152,207.42    | \$291,229.00    |     |
| 502  | Community Corrections | Regular Salaries | 1001 | \$12,564.44    | \$14,438.48    | \$3,709.44     |        |           | \$3,709.44     | \$0.00      | \$30,712.36     | \$41,952.00     |     |
|      | -Youth Court          | Seasonal/ASND    | 1003 | \$0.00         | \$0.00         | \$0.00         |        |           | \$0.00         | \$0.00      | \$0.00          |                 |     |
|      |                       | Overtime         | 1005 | \$96.60        | \$483.00       | \$7.73         |        |           | \$7.73         | \$0.00      | \$587.33        | \$0.00          |     |
|      |                       |                  |      | \$12,661.04    | \$14,921.48    | \$3,717.17     | \$0.00 | \$0.00    | \$3,717.17     | \$0.00      | \$31,299.69     | \$41,952.00     |     |
|      | Totals                |                  |      | \$4,222,024.36 | \$4,947,387.04 | \$1,381,557.51 | \$0.00 | \$0.00    | \$1,381,557.51 | \$0.00      | \$10,550,968.91 | \$19,640,609.50 |     |
|      |                       |                  |      |                |                |                |        |           |                |             | \$10,550,968.91 | \$19,640,609.50 |     |

Attachment: 2023 YTD Wage-Overtime Report Detail Page 2023-07 (13636 : Year to date budget and

## 2023 YTD BUDGET ACTIVITY

% of Year 58.3%

|      |                                         |              | 1st QTR      | 2nd QTR      | JUL         | 3rd QTR     | 4TH QTR  | TOTAL        | AVAILABLE    |         |
|------|-----------------------------------------|--------------|--------------|--------------|-------------|-------------|----------|--------------|--------------|---------|
|      | DEPARTMENT                              | BUDGET       | EXPENSES     | EXPENSES     | EXPENSES    | EXPENSES    | EXPENSES | EXPENSES     | BUDGET       | % USED  |
|      | Attorney                                | \$2,529,299  | \$532,383    | \$635,846    | \$216,016   | \$216,016   | \$0      | \$1,384,245  | \$1,145,054  | 54.73%  |
|      | Clerk                                   | \$1,322,992  | \$274,991    | \$309,730    | \$87,350    | \$87,350    | \$0      | \$672,071    | \$650,921    | 50.80%  |
|      | County Commissioners                    | \$276,310    | \$52,164     | \$63,241     | \$22,393    | \$22,393    | \$0      | \$137,797    | \$138,513    | 49.87%  |
|      | Admin. Svcs/Counselor                   | \$803,003    | \$160,211    | \$208,787    | \$70,655    | \$70,655    | \$0      | \$439,653    | \$363,350    | 54.75%  |
|      | Register of Deeds                       | \$537,353    | \$103,195    | \$123,219    | \$43,049    | \$43,049    | \$0      | \$269,463    | \$267,890    | 50.15%  |
|      | Treasurer                               | \$1,386,845  | \$303,700    | \$347,209    | \$105,324   | \$105,324   | \$0      | \$756,234    | \$630,611    | 54.53%  |
|      | District Court                          | \$177,000    | \$35,666     | \$45,576     | \$8,744     | \$8,744     | \$0      | \$89,986     | \$87,014     | 50.84%  |
| 1.00 | Emergency Management                    | \$311,312    | \$66,747     | \$84,187     | \$27,810    | \$27,810    | \$0      | \$178,744    | \$132,568    | 57.42%  |
|      | Coroner                                 | \$117,000    | \$22,927     | \$64,215     | \$7,493     | \$7,493     | \$0      | \$94,635     | \$22,365     | 80.88%  |
|      | Juvenile Detention                      | \$101,650    | \$17,409     | \$17,409     | \$17,409    | \$17,409    | \$0      | \$52,228     | \$49,422     | 51.38%  |
|      | Fair                                    | \$110,500    | \$10,269     | \$40,129     | \$8,354     | \$8,354     | \$0      | \$58,753     | \$51,747     | 53.17%  |
| 1.00 | Museum                                  | \$466,472    | \$105,974    | \$121,180    | \$35,569    | \$35,569    | \$0      | \$262,723    | \$203,749    | 56.32%  |
|      | Election                                | \$732,394    | \$96,945     | \$170,862    | \$26,402    | \$26,402    | \$0      | \$294,209    | \$438,185    | 40.17%  |
|      | Ambulance                               | \$5,393,865  | \$1,039,159  | \$1,221,938  | \$382,260   | \$382,260   | \$0      | \$2,643,357  | \$2,750,508  | 49.01%  |
|      | Appraiser                               | \$1,878,456  | \$386,705    | \$426,240    | \$126,988   | \$126,988   | \$0      | \$939,932    | \$938,524    | 50.04%  |
|      | Planning & Development                  | \$707,392    | \$168,004    | \$145,089    | \$42,522    | \$42,522    | \$0      | \$355,615    | \$351,777    | 50.27%  |
|      | Budget Appropriations                   | \$1,877,098  | \$859,499    | \$47,011     | \$859,499   | \$859,499   | \$0      | \$1,766,009  | \$111,089    | 94.08%  |
|      | Insurance                               | \$811,218    | \$254,210    | -\$166       | \$320,671   | \$320,671   | \$0      | \$574,716    | \$236,502    | 70.85%  |
|      | Information Systems                     | \$1,753,072  | \$281,193    | \$387,838    | \$109,988   | \$109,988   | \$0      | \$779,019    | \$974,053    | 44.44%  |
|      | County General-General                  | \$7,872,788  | \$302,683    | \$2,213,104  | \$123,410   | \$123,410   | \$0      | \$2,639,197  | \$5,233,591  | 33.52%  |
|      | Public Works                            | \$9,098,647  | \$1,406,511  | \$2,022,655  | \$611,617   | \$611,617   | \$0      | \$4,040,782  | \$5,057,865  | 44.41%  |
|      | Noxious Weed                            | \$833,997    | \$182,800    | \$238,651    | \$52,843    | \$52,843    | \$0      | \$474,293    | \$359,704    | 56.87%  |
|      | Juvenile Supervision                    | \$1,400      | \$0          | \$0          | \$0         | \$0         | \$0      | \$0          | \$1,400      | 0.00%   |
|      | Payroll Clearing                        | \$0          | \$0          | \$0          | \$0         | \$0         | \$0      | \$0          | \$0          | 0.00%   |
|      | General Fund Transfers                  | \$3,368,922  | \$3,368,922  | \$3,000,000  | \$0         | \$0         | \$0      | \$6,368,922  | -\$3,000,000 | 189.05% |
|      | County General subtotal                 | \$42,468,985 | \$10,032,268 | \$11,933,950 | \$3,306,365 | \$3,306,365 | \$0      | \$25,272,583 | \$17,196,402 | 59.51%  |
|      | Less Budget Stabilization               | \$4,000,000  |              |              |             |             |          |              |              |         |
|      | General Fund w/out Budget Stabilization | \$38,468,985 |              |              |             |             |          |              |              |         |

Attachment: Financial reports 2023 (13636 : Year to date budget and expenditure reports)



## 2023 YTD BUDGET ACTIVITY

% of Year 58.3%

|      |                                     |             | 1st QTR     | 2nd QTR     | JUL         | 3rd QTR     | 4TH QTR  | TOTAL       | AVAILABLE   |         |
|------|-------------------------------------|-------------|-------------|-------------|-------------|-------------|----------|-------------|-------------|---------|
|      | DEPARTMENT                          | BUDGET      | EXPENSES    | EXPENSES    | EXPENSES    | EXPENSES    | EXPENSES | EXPENSES    | BUDGET      | % USED  |
| 2.00 | Riley County Health Dept #30        | \$5,321,818 | \$1,295,689 | \$1,428,441 | \$448,004   | \$448,004   | \$0      | \$3,172,134 | \$2,149,684 | 59.61%  |
|      | Disaster Fund #3                    | \$7,209,348 | \$206       | \$94,665    | \$154,390   | \$154,390   | \$0      | \$249,261   | \$6,960,087 | 3.46%   |
|      | 21st District Adult Drug Court #40  | \$0         |             |             | \$3,805     | \$3,805     | \$0      | \$3,805     | -\$3,805    | #DIV/0! |
|      | Court Tech Fund #50                 | \$0         |             |             | \$9,867     | \$9,867     | \$0      | \$9,867     | -\$9,867    | #DIV/0! |
|      | Court Services #51                  | \$0         |             |             | \$9,867     | \$9,867     | \$0      | \$9,867     | -\$9,867    | #DIV/0! |
|      | EMS Grants #52                      | \$5,356     | \$833       | \$0         | \$0         | \$0         | \$0      | \$833       | \$4,523     | 15.55%  |
|      | KS Opioid Settlement #53            | \$0         |             | \$0         | \$0         | \$0         | \$0      | \$0         | \$0         | 0.00%   |
|      | LATCF Funds #54                     | \$0         |             | \$0         | \$0         | \$0         | \$0      | \$0         | \$0         | 0.00%   |
|      | Register of Deeds Tech Fund #106    | \$166,459   | \$1,752     | \$42,796    | -\$125      | -\$125      | \$0      | \$44,422    | \$122,037   | 26.69%  |
|      | Clerk's Tech Fund #107              | \$163,713   | \$0         | \$0         | \$0         | \$0         | \$0      | \$0         | \$163,713   | 0.00%   |
|      | Treasurer's Tech Fund #108          | \$88,985    | \$0         | \$0         | \$0         | \$0         | \$0      | \$0         | \$88,985    | 0.00%   |
|      | War Memorial #112                   | \$11,370    | \$0         | \$360       | \$0         | \$0         | \$0      | \$360       | \$11,010    | 3.17%   |
|      | County Auction #118                 | \$238,637   | \$589       | \$1,804     | \$1,352     | \$1,352     | \$0      | \$3,745     | \$234,892   | 1.57%   |
|      | P.A.T.F #128                        | \$0         | \$0         | \$0         | \$0         | \$0         | \$0      | \$0         | \$0         | 0.00%   |
|      | Motor Vehicle Operations #130       | \$381,700   | \$4,323     | \$20,621    | \$6,628     | \$6,628     | \$0      | \$31,572    | \$350,128   | 8.27%   |
|      | Special Alcohol Programs #132       | \$7,883     | \$5,325     | \$0         | \$0         | \$0         | \$0      | \$5,325     | \$2,558     | 67.55%  |
| 2.00 | Community Corrections #144          | \$1,078,757 | \$273,158   | \$290,120   | \$122,222   | \$122,222   | \$0      | \$685,501   | \$393,256   | 63.55%  |
|      | Capital Improvements Fund #145      | \$7,094,212 | \$340,614   | \$477,977   | \$605,138   | \$605,138   | \$0      | \$1,423,729 | \$5,670,483 | 20.07%  |
|      | Economic Development #146           | \$282,275   | \$84,052    | \$8,944     | \$30,508    | \$30,508    | \$0      | \$123,504   | \$158,771   | 43.75%  |
|      | Emergency 911 #148                  | \$907,952   | \$176,295   | \$20,170    | \$10,139    | \$10,139    | \$0      | \$206,604   | \$701,348   | 22.75%  |
|      | Solid Waste #150                    | \$2,700,393 | \$472,540   | \$745,898   | \$275,090   | \$275,090   | \$0      | \$1,493,528 | \$1,206,865 | 55.31%  |
|      | County Building #152                | \$393,000   | \$72,211    | \$156,299   | \$20,477    | \$20,477    | \$0      | \$248,987   | \$144,013   | 63.36%  |
|      | Road & Bridge Capital Projects #157 | \$3,736,590 | \$0         | \$6,292     | \$769       | \$769       | \$0      | \$7,061     | \$3,729,529 | 0.19%   |
|      | Road & Bridge Capital Projects #188 | \$0         | \$0         | \$0         | \$0         | \$0         | \$0      | \$0         | \$0         | 0.00%   |
|      | RCPD Operations #173                | \$5,300,016 | \$1,400,594 | \$1,472,957 | \$1,102,481 | \$1,102,481 | \$0      | \$3,976,031 | \$1,323,985 | 75.02%  |
|      | Landfill Closure #180               | \$56,143    | \$1,341     | \$8,272     | \$962       | \$962       | \$0      | \$10,576    | \$45,567    | 18.84%  |
|      | Bond & Interest # 181               | \$545,592   | \$33,644    | \$99,535    | \$0         | \$0         | \$0      | \$133,179   | \$412,413   | 24.41%  |
|      | Riley Co Fire Dist #1 #183          | \$1,258,295 | \$227,309   | \$260,669   | \$91,493    | \$91,493    | \$0      | \$579,471   | \$678,824   | 46.05%  |
|      | Riley Co Fire Dist Cap Out #184     | \$412,666   | \$0         | \$0         | \$0         | \$0         | \$0      | \$0         | \$412,666   | 0.00%   |
|      | Fire Station Projects #185          | \$500,000   | \$0         | \$0         | \$0         | \$0         | \$0      | \$0         | \$500,000   | 0.00%   |

Attachment: Financial reports 2023 (13636 : Year to date budget and expenditure reports)

## 2023 YTD BUDGET ACTIVITY

% of Year 58.3%

|  |                                     |              | 1st QTR      | 2nd QTR      | JUL         | 3rd QTR     | 4TH QTR  | TOTAL        | AVAILABLE    |        |
|--|-------------------------------------|--------------|--------------|--------------|-------------|-------------|----------|--------------|--------------|--------|
|  | DEPARTMENT                          | BUDGET       | 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            | \$164,165    | \$13,881     | \$26,249     | \$14,848    | \$14,848    | \$0      | \$54,977     | \$109,188    | 33.49% |
|  | Univ Park W/S Reserve #284          | \$141,624    | \$0          | \$20,791     | \$6,512     | \$6,512     | \$0      | \$27,303     | \$114,321    | 19.28% |
|  | Hunters Island Water #238           | \$31,335     | \$3,247      | \$10,206     | \$3,211     | \$3,211     | \$0      | \$16,664     | \$14,671     | 53.18% |
|  | Hunters Island Reserve #241         | \$10,123     | \$0          | \$0          | \$0         | \$0         | \$0      | \$0          | \$10,123     | 0.00%  |
|  | Carson Sewer Operations #239        | \$64,083     | \$1,636      | \$2,923      | \$434       | \$434       | \$0      | \$4,993      | \$59,090     | 7.79%  |
|  | Carson Sewer Reserve #237           | \$71,533     | \$0          | \$0          | \$0         | \$0         | \$0      | \$0          | \$71,533     | 0.00%  |
|  | Deep Creek Sewer #242               | \$15,334     | \$513        | \$1,068      | \$792       | \$792       | \$0      | \$2,373      | \$12,961     | 15.48% |
|  | Deep Creek Reserve #243             | \$26,056     | \$0          | \$0          | \$0         | \$0         | \$0      | \$0          | \$26,056     | 0.00%  |
|  | Moehlman Bottoms #244               | \$18,462     | \$978        | \$4,420      | \$1,227     | \$1,227     | \$0      | \$6,626      | \$11,836     | 35.89% |
|  | Moehlman Bottoms Reserve #245       | \$7,353      | \$0          | \$0          | \$0         | \$0         | \$0      | \$0          | \$7,353      | 0.00%  |
|  | Terra Hts Sewer #252                | \$47,229     | \$1,986      | \$2,874      | \$3,265     | \$3,265     | \$0      | \$8,125      | \$39,104     | 17.20% |
|  | Terra Hts Sinking #254              | \$85,216     | \$0          | \$0          | \$0         | \$0         | \$0      | \$0          | \$85,216     | 0.00%  |
|  | Konza Water Operations #256         | \$109,703    | \$7,433      | \$21,629     | \$8,810     | \$8,810     | \$0      | \$37,873     | \$71,830     | 34.52% |
|  | Konza Water Reserve #257            | \$164,327    | \$0          | \$0          | \$0         | \$0         | \$0      | \$0          | \$164,327    | 0.00%  |
|  | Valleywood Cap Reserve #282         | \$94,740     | \$0          | \$0          | \$0         | \$0         | \$0      | \$0          | \$94,740     | 0.00%  |
|  | Valleywood Operations #248          | \$42,015     | \$333        | \$805        | \$3,042     | \$3,042     | \$0      | \$4,180      | \$37,835     | 9.95%  |
|  | Mertz/McGehee Drainage #322         | \$6,183      | \$0          | \$0          | \$0         | \$0         | \$0      | \$0          | \$6,183      | 0.00%  |
|  | Lakeside Heights Sewer #285         | \$2,500      | \$71         | \$107        | \$46        | \$46        | \$0      | \$224        | \$2,276      | 8.95%  |
|  | Lakeside Heights Sewer Capital #286 | \$5,759      | \$0          | \$0          | \$0         | \$0         | \$0      | \$0          | \$5,759      | 0.00%  |
|  |                                     | \$38,968,900 | \$4,420,554  | \$5,226,893  | \$2,935,253 | \$2,935,253 | \$0      | \$12,582,700 | \$26,386,200 |        |
|  | Total including General Fund        | \$81,437,885 | \$14,452,823 | \$17,160,843 | \$6,241,618 | \$6,241,618 | \$0      | \$37,855,283 | \$43,582,602 |        |

Attachment: Financial reports 2023 (13636 : Year to date budget and expenditure reports)



## 2023 COUNTY GENERAL-GENERAL

% of Year: 58.3%

| COUNTY GENERAL-GENERAL    |      | BUDGET       | JAN<br>EXP. | 1st QTR<br>EXP. | 2nd QTR<br>EXP. | JUL<br>EXP. | 3rd QTR<br>EXP. | 4th QTR<br>EXP. | TOTAL<br>EXP. | AVAILABLE<br>BUDGET | % USED  |
|---------------------------|------|--------------|-------------|-----------------|-----------------|-------------|-----------------|-----------------|---------------|---------------------|---------|
| Personnel                 | 1000 | \$87,883     | \$0         | \$9,636         | \$8,414         | \$1,431     | \$1,431         | \$0             | \$19,481      | \$68,402            | 22.17%  |
| Contractual               | 2000 | \$1,292,150  | \$88,470    | \$292,801       | \$313,150       | \$121,732   | \$121,732       | \$0             | \$727,683     | \$564,467           | 56.32%  |
| Commodities               | 3000 | \$2,500      | \$0         | \$247           | \$1,220         | \$247       | \$247           | \$0             | \$1,714       | \$786               | 68.55%  |
| Misc-Budget Stabilization |      | \$4,000,000  | \$0         | \$0             | \$0             | \$0         | \$0             | \$0             | \$0           | \$4,000,000         | 0.00%   |
| Capital Outlay            | 4000 | \$2,490,255  | \$0         | \$0             | \$682           | \$0         | \$0             | \$0             | \$682         | \$2,489,573         | 0.03%   |
| Transfers Out             | 604  | \$0          | \$0         | \$0             | \$1,890,133     | \$0         | \$0             | \$0             | \$1,890,133   | -\$1,890,133        | #DIV/0! |
| Grand Total               |      | \$7,872,788  | \$88,470    | \$302,683       | \$2,213,600     | \$123,410   | \$123,410       | \$0             | \$2,639,693   | \$5,233,096         | 33.53%  |
|                           |      |              |             |                 |                 |             |                 |                 |               |                     |         |
|                           |      |              |             |                 |                 |             |                 |                 |               |                     |         |
|                           |      |              |             |                 |                 |             |                 |                 |               |                     |         |
|                           |      |              |             |                 |                 |             |                 |                 |               |                     |         |
|                           |      |              |             |                 |                 |             |                 |                 |               |                     |         |
| Other Expense Totals      |      | Year-To-Date | Budget      |                 |                 |             |                 |                 |               |                     |         |
| Indigent Attorney         |      | \$296,424    | \$425,000   |                 |                 |             |                 |                 |               |                     |         |
|                           |      |              |             |                 |                 |             |                 |                 |               |                     |         |
| Incidentals:              |      |              |             |                 |                 |             |                 |                 |               |                     |         |
| Postage                   |      | \$118        |             |                 |                 |             |                 |                 |               |                     |         |
| Computer Software         |      | \$0          |             |                 |                 |             |                 |                 |               |                     |         |
| Mileage                   |      | \$1,182      |             |                 |                 |             |                 |                 |               |                     |         |
| Copies                    |      | \$4,507      |             |                 |                 |             |                 |                 |               |                     |         |
| Misc Fees                 |      | \$0          |             |                 |                 |             |                 |                 |               |                     |         |
| Meals                     |      | \$0          |             |                 |                 |             |                 |                 |               |                     |         |
|                           |      | \$5,806      |             |                 |                 |             |                 |                 |               |                     |         |
|                           |      |              |             |                 |                 |             |                 |                 |               |                     |         |
| Base Panel fees           |      | \$0          |             |                 |                 |             |                 |                 |               |                     |         |
|                           |      |              |             |                 |                 |             |                 |                 |               |                     |         |
| Off Panel                 |      | \$290,618    |             |                 |                 |             |                 |                 |               |                     |         |
|                           |      |              |             |                 |                 |             |                 |                 |               |                     |         |

Attachment: Financial reports 2023 (13636 : Year to date budget and expenditure reports)

## COMPARISON OF 2022 TO 2023 EXPENSES

| DEPARTMENT              | JULY        |             | JULY<br>DIFFERENCE | YEAR-TO-DATE THRU JULY |              | Y-T-D<br>DIFFERENCE | 2023<br>BUDGET |
|-------------------------|-------------|-------------|--------------------|------------------------|--------------|---------------------|----------------|
|                         | 2022        | 2023        |                    | 2022                   | 2023         |                     |                |
| Attorney                | \$257,987   | \$216,016   | -\$41,972          | \$1,172,051            | \$1,384,245  | \$212,193           | \$2,529,299    |
| Clerk                   | \$120,810   | \$87,350    | -\$33,459          | \$562,359              | \$672,072    | \$109,713           | \$1,322,992    |
| County Commissioners    | \$21,732    | \$22,393    | \$661              | \$116,217              | \$137,798    | \$21,581            | \$276,310      |
| Admin. Svcs/Counselor   | \$75,505    | \$70,655    | -\$4,851           | \$345,020              | \$439,653    | \$94,632            | \$803,003      |
| Register of Deeds       | \$55,950    | \$43,049    | -\$12,901          | \$252,862              | \$269,463    | \$16,601            | \$537,353      |
| Treasurer               | \$99,029    | \$105,324   | \$6,295            | \$490,767              | \$756,234    | \$265,467           | \$1,386,845    |
| District Court          | \$21,747    | \$8,744     | -\$13,003          | \$107,858              | \$89,985     | -\$17,872           | \$177,000      |
| Emergency Management    | \$33,336    | \$27,810    | -\$5,526           | \$143,083              | \$178,744    | \$35,661            | \$311,312      |
| Coroner                 | \$11,698    | \$7,493     | -\$4,205           | \$48,119               | \$94,634     | \$46,515            | \$117,000      |
| Juvenile Detention      | \$41,941    | \$17,409    | -\$24,532          | \$64,015               | \$52,228     | -\$11,787           | \$101,650      |
| Fair                    | \$5,984     | \$8,354     | \$2,370            | \$60,056               | \$58,752     | -\$1,304            | \$110,500      |
| Museum                  | \$49,070    | \$35,569    | -\$13,501          | \$189,837              | \$262,724    | \$72,886            | \$466,472      |
| Election                | \$79,217    | \$26,402    | -\$52,815          | \$325,086              | \$294,209    | -\$30,877           | \$732,394      |
| Ambulance               | \$484,000   | \$382,260   | -\$101,740         | \$2,117,501            | \$2,643,357  | \$525,856           | \$5,393,865    |
| Appraiser               | \$184,788   | \$126,988   | -\$57,799          | \$869,565              | \$939,932    | \$70,368            | \$1,878,456    |
| Planning & Development  | \$70,160    | \$42,522    | -\$27,638          | \$330,085              | \$355,615    | \$25,530            | \$707,392      |
| Budget Appropriations   | \$810,771   | \$859,499   | \$48,728           | \$1,628,622            | \$1,766,009  | \$137,387           | \$1,877,098    |
| Insurance               | \$33,900    | \$320,671   | \$286,771          | \$604,099              | \$574,716    | -\$29,383           | \$811,218      |
| Information Systems/GIS | \$101,967   | \$109,988   | \$8,021            | \$759,148              | \$779,019    | \$19,871            | \$1,753,072    |
| County General-General  | \$174,055   | \$123,410   | -\$50,645          | \$657,839              | \$2,639,198  | \$1,981,359         | \$7,872,788    |
| Public Works            | \$965,861   | \$611,617   | -\$354,244         | \$3,694,892            | \$4,040,783  | \$345,891           | \$9,098,647    |
| Noxious Weed            | \$89,144    | \$52,843    | -\$36,301          | \$424,044              | \$474,294    | \$50,250            | \$833,997      |
| General Fund            | \$3,788,652 | \$3,306,365 | -\$482,288         | \$14,963,124           | \$18,903,662 | \$3,940,538         | \$39,098,663   |

Attachment: Financial reports 2023 (13636 : Year to date budget and expenditure reports)

## COMPARISON OF 2022 TO 2023 EXPENSES

| DEPARTMENT                              | JULY        |             | JULY<br>DIFFERENCE | YEAR-TO-DATE THRU JULY |              | Y-T-D<br>DIFFERENCE | 2023<br>BUDGET |
|-----------------------------------------|-------------|-------------|--------------------|------------------------|--------------|---------------------|----------------|
|                                         | 2022        | 2023        |                    | 2022                   | 2023         |                     |                |
| Health Department - 30                  | \$594,124   | \$448,004   | -\$146,120         | \$2,870,457            | \$3,172,133  | \$301,676           | \$5,321,818    |
| Disaster Fund - 3                       | \$96,587    | \$154,390   | \$57,803           | \$211,892              | \$249,261    | \$37,369            | \$7,209,348    |
| EMS Grants Fund - 52                    | \$0         | \$0         | \$0                | \$53                   | \$833        | \$780               | \$5,356        |
| KS Opioid Settlement - 53               | \$0         | \$0         | \$0                | \$0                    | \$0          | \$0                 | \$0            |
| LATCF Funds - 54                        | \$0         | \$0         | \$0                | \$0                    | \$0          | \$0                 | \$0            |
| Register of Deeds Tech Fund - 106       | \$2,800     | -\$125      | -\$2,925           | \$77,918               | \$44,423     | -\$33,496           | \$166,459      |
| Clerk's Tech Fund - 107                 | \$0         | \$0         | \$0                | \$0                    | \$0          | \$0                 | \$163,713      |
| Treasurer's Tech Fund - 108             | \$0         | \$0         | \$0                | \$77,860               | \$0          | -\$77,860           | \$88,985       |
| War Memorial - 112                      | \$0         | \$0         | \$0                | \$600                  | \$0          | -\$600              | \$11,370       |
| County Auction - 118                    | \$0         | \$1,352     | \$1,352            | \$1,858                | \$3,745      | \$1,887             | \$238,637      |
| P.A.T.F - 128                           | \$0         | \$0         | \$0                | \$0                    | \$580        | \$580               | \$0            |
| Motor Vehicle Operations - 130          | \$40,662    | \$6,628     | -\$34,034          | \$238,553              | \$31,572     | -\$206,981          | \$381,700      |
| Special Alcohol Programs- 132           | \$0         | \$0         | \$0                | \$0                    | \$5,325      | \$5,325             | \$7,883        |
| Community Corrections - 144             | \$114,760   | \$122,222   | \$7,463            | \$561,805              | \$685,500    | \$123,695           | \$1,078,757    |
| Capital Improvements Fund - 145         | \$81,622    | \$605,138   | \$523,515          | \$1,127,115            | \$1,138,594  | \$11,479            | \$7,094,212    |
| Economic Development - 146              | \$30,508    | \$30,508    | \$0                | \$113,902              | \$123,504    | \$9,602             | \$282,275      |
| Emergency 911 - 148                     | \$17,924    | \$10,139    | -\$7,785           | \$191,239              | \$206,603    | \$15,365            | \$907,952      |
| Solid Waste - 150                       | \$284,218   | \$275,090   | -\$9,127           | \$1,375,402            | \$1,493,528  | \$118,125           | \$2,700,893    |
| County Building - 152                   | \$74,040    | \$20,477    | -\$53,563          | \$175,473              | \$248,987    | \$73,513            | \$393,000      |
| Road & Bridge Capital Projects 1/2 - 1! | \$5,923     | \$769       | -\$5,154           | \$43,567               | \$7,061      | -\$36,506           | \$3,736,590    |
| Road & Bridge Capital Projects 0.2      | \$0         | \$0         | \$0                | \$0                    | \$0          | \$0                 | \$0            |
| RCPD Operations - 173                   | \$1,183,118 | \$1,102,481 | -\$80,637          | \$3,592,657            | \$3,976,032  | \$383,375           | \$5,300,016    |
| Landfill Closure - 180                  | \$8,641     | \$962       | -\$7,679           | \$12,546               | \$10,575     | -\$1,971            | \$56,143       |
| Bond & Interest - 181                   | \$0         | \$0         | \$0                | \$37,909               | \$133,179    | \$95,270            | \$545,592      |
| Riley Co Fire Dist #1 - 183             | \$101,083   | \$91,493    | -\$9,590           | \$689,044              | \$579,471    | -\$109,573          | \$1,258,295    |
| Riley Co Fire Dist Cap Ou - 184         | \$25,000    | \$0         | -\$25,000          | \$111,006              | \$0          | -\$111,006          | \$412,666      |
| Fire Station Projects - 185             | \$0         | \$0         | \$0                | \$150                  | \$0          | -\$150              | \$500,000      |
| Total Other Funds                       | \$2,661,009 | \$2,869,527 | \$208,518          | \$11,511,007           | \$12,110,907 | \$599,900           | \$37,861,660   |

## COMPARISON OF 2022 TO 2023 EXPENSES

| DEPARTMENT                       | JULY        |             | JULY<br>DIFFERENCE | YEAR-TO-DATE THRU JULY |              | Y-T-D<br>DIFFERENCE | 2023<br>BUDGET |
|----------------------------------|-------------|-------------|--------------------|------------------------|--------------|---------------------|----------------|
|                                  | 2022        | 2023        |                    | 2022                   | 2023         |                     |                |
| University Park W&S - 230        | \$12,065    | \$14,848    | \$2,783            | \$50,564               | \$54,977     | \$4,413             | \$164,165      |
| Keats Capital Project - 236      | \$0         | \$0         | \$0                | \$0                    | \$0          | \$0                 | \$0            |
| Univ Park W/S Reserve - 284      | \$5,720     | \$6,512     | \$792              | \$10,032               | \$27,303     | \$17,271            | \$141,624      |
| Hunters Island Water - 238       | \$4,853     | \$3,211     | -\$1,642           | \$17,065               | \$16,665     | -\$401              | \$31,335       |
| Hunters Island Reserve - 241     | \$0         | \$0         | \$0                | \$0                    | \$0          | \$0                 | \$10,123       |
| Carson Sewer Operations - 239    | \$948       | \$434       | -\$514             | \$6,106                | \$4,994      | -\$1,112            | \$64,083       |
| Carson Sewer Reserve - 237       | \$0         | \$0         | \$0                | \$0                    | \$0          | \$0                 | \$71,533       |
| Deep Creek Sewer - 242           | \$2,887     | \$792       | -\$2,095           | \$5,639                | \$2,373      | -\$3,266            | \$15,334       |
| Deep Creek Reserve - 243         | \$0         | \$0         | \$0                | \$9,146                | \$0          | -\$9,146            | \$26,056       |
| Moehlman Bottoms - 244           | \$2,102     | \$1,227     | -\$875             | \$5,512                | \$6,626      | \$1,113             | \$18,462       |
| Moehlman Botoms Reserve - 245    | \$0         | \$0         | \$0                | \$0                    | \$0          | \$0                 | \$7,353        |
| Terra Hts Sewer - 252            | \$3,988     | \$3,265     | -\$723             | \$8,850                | \$8,125      | -\$725              | \$47,229       |
| Terra Hts Sinking - 254          | \$0         | \$0         | \$0                | \$2,809                | \$0          | -\$2,809            | \$85,216       |
| Konza Water Operations - 256     | \$13,396    | \$8,810     | -\$4,585           | \$39,014               | \$37,873     | -\$1,141            | \$109,703      |
| Konza Water Reserve - 257        | \$3,371     | \$0         | -\$3,371           | \$4,186                | \$0          | -\$4,186            | \$164,327      |
| Valleywood Cap Reserve - 282     | \$0         | \$0         | \$0                | \$0                    | \$0          | \$0                 | \$42,015       |
| Valleywood Operations - 248      | \$397       | \$3,042     | \$2,645            | \$1,171                | \$4,180      | \$3,009             | \$94,740       |
| Mertz/McGehee Drainage - 322     | \$0         | \$0         | \$0                | \$0                    | \$0          | \$0                 | \$6,183        |
| Lakeside Heights Sewer - 285     | \$51        | \$46        | -\$6               | \$262                  | \$223        | -\$38               | \$2,500        |
| Lakeside Heights Sewer Cap - 286 | \$0         | \$0         | \$0                | \$0                    | \$0          | \$0                 | \$5,759        |
| Total Including General Fund     | \$9,160,449 | \$9,087,606 | -\$72,843          | \$38,145,495           | \$43,288,814 | \$5,143,319         | \$115,929,723  |

Attachment: Financial reports 2023 (13636 : Year to date budget and expenditure reports)

**RCPD EXPENSES PAID BY RILEY COUNTY  
2023 YTD EXPENSES**

|                                 | BUDGET             | 1st Quarter        | 2nd Quarter        | JUL                | 3rd Quarter        | 4th Quarter | TOTAL<br>EXPENSES  | Remaining<br>Budget |
|---------------------------------|--------------------|--------------------|--------------------|--------------------|--------------------|-------------|--------------------|---------------------|
| Physician                       | \$165,000          | \$49,781           | \$65,782           | \$20,258           | \$20,258           | \$0         | \$135,821          | \$29,179            |
| Laboratory                      | \$0                | \$0                | \$0                | \$0                | \$0                | \$0         | \$0                | \$0                 |
| Hospital                        | \$10,000           | \$0                | \$0                | \$0                | \$0                | \$0         | \$0                | \$10,000            |
| Advertising/Legal               | \$0                | \$0                | \$0                | \$0                | \$0                | \$0         | \$0                | \$0                 |
| Prescriptions/ Medical Supplies | \$1,000            | \$0                | \$0                | \$0                | \$0                | \$0         | \$0                | \$1,000             |
| Bldg Maintenance                | \$100,000          | \$7,321            | \$63,642           | \$12,767           | \$12,767           | \$0         | \$83,730           | \$16,270            |
| Land Rental/Lease               | \$0                | \$0                | \$0                | \$0                | \$0                | \$0         | \$0                | \$0                 |
| Office Supplies                 | \$500              | \$0                | \$0                | \$0                | \$0                | \$0         | \$0                | \$500               |
| Office Space Rental             | \$10,500           | \$2,700            | \$2,700            | \$900              | \$900              | \$0         | \$6,300            | \$4,200             |
| Juvenile Transport              | \$6,000            | \$0                | \$0                | \$0                | \$0                | \$0         | \$0                | \$6,000             |
| Water, Electric                 | \$15,000           | \$64               | \$105              | \$0                | \$0                | \$0         | \$169              | \$14,831            |
| Storm Drainage                  | \$2,000            | \$0                | \$0                | \$0                | \$0                | \$0         | \$0                | \$2,000             |
| Other Commodities/Contractual   | \$0                | \$0                | \$0                | \$0                | \$0                | \$0         | \$0                | \$0                 |
| <b>Budget Appropriation</b>     | <b>\$5,000,016</b> | <b>\$1,340,728</b> | <b>\$1,340,729</b> | <b>\$1,068,555</b> | <b>\$1,068,555</b> | <b>\$0</b>  | <b>\$3,750,012</b> | <b>\$1,250,004</b>  |
| <b>TOTAL</b>                    | <b>\$5,310,016</b> | <b>\$1,400,594</b> | <b>\$1,472,957</b> | <b>\$1,102,481</b> | <b>\$1,102,481</b> | <b>\$0</b>  | <b>\$3,976,032</b> | <b>\$1,333,984</b>  |

Attachment: Financial reports 2023 (13636 : Year to date budget and expenditure reports)

Prepared By:Brittany Phillips  
Budget and Finance Officer

**RCPD EXPENSES PAID BY RILEY COUNTY**  
**1/1/2019 - 12/31/2023**

|                                      | 2019               | 2020               | 2021               | 2022               | 2023               | Total               |
|--------------------------------------|--------------------|--------------------|--------------------|--------------------|--------------------|---------------------|
| <b>Dental</b>                        | \$0                | \$0                | \$0                | \$0                | \$0                | <b>\$131</b>        |
| <b>Physician</b>                     | \$145,388          | \$163,648          | \$191,373          | \$206,854          | \$135,821          | <b>\$1,227,595</b>  |
| <b>Laboratory</b>                    | \$0                | \$0                | \$0                | \$0                | \$0                | <b>\$69</b>         |
| <b>Hospital</b>                      | \$0                | \$0                | \$0                | \$0                | \$0                | <b>\$3,823</b>      |
| <b>Advertising/Legal</b>             | \$0                | \$0                | \$0                | \$0                | \$0                | <b>\$683</b>        |
| <b>Prescriptions</b>                 | \$0                | \$0                | \$0                | \$0                | \$0                | <b>\$406</b>        |
| <b>Bldg Maintenance</b>              | \$88,000           | \$103,569          | \$71,043           | \$60,486           | \$83,730           | <b>\$661,610</b>    |
| <b>Land Rental/Lease</b>             | \$1,272            | \$0                | \$0                | \$0                | \$0                | <b>\$4,969</b>      |
| <b>Office Supplies</b>               | \$125              | \$0                | \$0                | \$0                | \$0                | <b>\$501</b>        |
| <b>Office Space Rental</b>           | \$10,525           | \$9,625            | \$10,500           | \$10,500           | \$6,300            | <b>\$78,075</b>     |
| <b>Juvenile Transport</b>            | \$3,735            | \$2,144            | \$152              | \$237              | \$0                | <b>\$29,332</b>     |
| <b>Water, Electric</b>               | \$0                | \$252              | \$444              | \$352              | \$169              | <b>\$1,217</b>      |
| <b>Storm Drainage</b>                | \$203              | \$0                | \$0                | \$0                | \$0                | <b>\$5,904</b>      |
| <b>Other Commodities/Contractual</b> | \$8,091            | \$693,906          | \$91,239           | \$21,447           | \$0                | <b>\$1,214,683</b>  |
| <b>Budget Appropriation</b>          | \$4,291,380        | \$4,420,348        | \$4,391,746        | \$4,597,175        | \$3,750,012        | <b>\$33,587,017</b> |
| <b>Total</b>                         | <b>\$4,548,719</b> | <b>\$5,393,492</b> | <b>\$4,756,498</b> | <b>\$4,897,050</b> | <b>\$3,976,032</b> | <b>\$36,816,016</b> |

Prepared by: Brittany Phillips  
 Budget and Finance Officer

RCPD  
OFF-SITE INMATE MEDICAL EXPENSES PAID BY ADVANCED CORRECTIONAL HEALTHCARE  
INCLUDED IN 2023 \$31,000 POOL

|                            | 1st<br>Quarter | APR      | MAY      | JUN      | 2nd<br>Quarter | JUL      | 3rd<br>Quarter | TOTAL<br>EXPENSES |
|----------------------------|----------------|----------|----------|----------|----------------|----------|----------------|-------------------|
| Dental                     | \$0            |          |          |          | \$0            |          | \$0            | \$0               |
| Physician                  | \$0            |          | \$3,711  | \$2,615  | \$6,326        |          | \$0            | \$6,326           |
| Laboratory                 | \$0            | 45.00    |          |          | \$45           |          | \$0            | \$45              |
| Hospital                   | \$0            |          |          |          | \$0            | \$2,185  | \$2,185        | \$2,185           |
| Prescriptions              | \$2,039        | 1,382.20 | \$496    | \$1,657  | \$3,536        | \$1,831  | \$1,831        | \$7,405           |
| Supplies                   | \$0            |          |          |          | \$0            |          | \$0            | \$0               |
| TOTAL                      | \$2,039        | \$1,427  | \$4,207  | \$4,272  | \$9,907        | \$4,016  | \$4,016        | \$15,961          |
| Savings from Medicaid Rate | \$3,994        |          |          |          | \$0            |          | \$0            | \$3,994           |
| \$31,000 Pool Balance      |                | \$27,534 | \$23,327 | \$19,055 |                | \$15,039 |                | \$15,039          |

|                                     |     |         |     |       |         |     |     |         |
|-------------------------------------|-----|---------|-----|-------|---------|-----|-----|---------|
| Quarterly ADP: (Contract)           |     |         |     |       |         |     |     |         |
| County Inmate (72 base census)      | 326 | 117.5   | 113 | 115   | 346     | 121 | 121 |         |
| Non-County Inmate (0 base census)   | 0   | 0       | 0   | 0     |         | 0   |     |         |
| Billing Adjustments for prior years | \$0 | \$1,884 | \$0 | \$583 | \$2,466 | \$0 | \$0 | \$2,466 |



**COUNTY ATTORNEY'S OFFICE**  
*Personnel*

**Barry Wilkerson**  
County Attorney  
105 Courthouse Plaza  
Manhattan, KS 66502  
Phone: 785-537-6390

## COMMISSION AGENDA REPORT

---

**FROM:** Kimberly Lenhart, Office Manager

**MEETING:** August 14, 2023

**SUBJECT:** Request to fill open position - Administrative Assistant I

**PRESENTER:** Barry Wilkerson, County Attorney

---

### **BACKGROUND**

Incumbent Administrative Assistant I, resigned her position effective 08/18/2023. Ms. Snyder has served at this position since April 2022.

### **DISCUSSION**

The department would like to fill the position, as described in the position description, in order to meet the responsibilities of the Riley County Attorney's Office.

### **FISCAL IMPACT**

No Fiscal Impact - this position is included in the 2023 and 2024 Budget.

### **RECOMMENDATION(S)**

Move to approve the request to fill the Administrative Assistant I Position.

### **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:

- Administrative Assistant I position description (PDF)
- Admin Asst (Attorney) PAF (DOCX)

## RILEY COUNTY, KANSAS JOB DESCRIPTION

|                     |                                     |                  |           |
|---------------------|-------------------------------------|------------------|-----------|
| <b>Job Title:</b>   | <b>ADMINISTRATIVE ASSISTANT I</b>   |                  |           |
| <b>Department:</b>  | County Attorney                     | <b>Division:</b> |           |
| <b>Reports To:</b>  | County Attorney Office Assistant II |                  |           |
| <b>Pay Range:</b>   | <b>RANGE 4</b>                      | <b>Status:</b>   | Full Time |
| <b>FLSA Status:</b> | Non-Exempt                          |                  |           |

**POSITION SUMMARY:** The position is responsible for providing clerical support, public contact, and communication services to the Office of the Riley County Attorney.

### ESSENTIAL FUNCTIONS:

- Perform office functions to fulfill the duties of typing, filing, and photocopying as required.
- Process, receive, sort and distribute daily mail in order to facilitate timely replies. Complete errands between the County Attorney's office, Courthouse and District Court.
- Receive, record and relay accurate messages to facilitate communications within the office, other agencies and the general public.
- Greet and assist the public at the front counter in a professional manner.
- Ensure all incoming phone calls are answered promptly and professionally.
- Maintain the department calendar and updating as needed.
- Confirm receipt of police reports received from law enforcement agencies. Enter police reports into prosecutor database to maintain receipt and tracking status; accurate details are critical.
- Other duties as assigned.

### POSITION REQUIREMENTS:

**Education:** A high school diploma or equivalent required. Related college-level coursework required.

Appropriate combination of education and experience will be considered in lieu of requirements.

**License(s)/Certificate(s):** Must pass a criminal records background check.

**Experience & Knowledge:** experience or training which provides knowledge of Word, Full Case, Excel and other relevant computer software. Typing speed of at least 50 wpm. Knowledge of criminal and civil legal system preferred.

**Skills:** Ability to communicate effectively, both orally and in writing. Ability to organize and prioritize tasks as they come in. Flexibility in planning and work efficiently under stress and pressure. Ability to draft letters and legal documents from brief notes or instructions.

**Supervisory Controls:** This position reports to the Office Manager. Instructions are accepted from office staff as directed by supervisor. The employee plans and carries out the successive steps and handles problems and deviations in the work assignment in accordance with instructions, policies, previous training, or accepted practices Documents are reviewed for completeness and accuracy with the supervisor.

**Supervisory Responsibility:** None

**Guidelines:** Procedures have been established and several specific guidelines are available.

**Complexity:** The variety of tasks and duties performed involve many different and unrelated processes and

Updated August 2022

methods relative to the performance of administrative and professional tasks. Multiple tasks are pursued simultaneously, and decisions must be made based on the assessment of unusual circumstances, variations in approach or conflicting data. The obligations and duties require following standardized policies and procedures.

**Scope and Effect of Work:** The work involves routine, specific procedures and provide follow-through to ensure the efficient and timely process of criminal, traffic violations, mental illness, juvenile offender and child-in-need-of-care cases.

**Personal Contacts:** This position will have daily personal contacts with members of the general public attorneys, law enforcement, and co-workers. Often this position will be the first point of contact.

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

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

While performing the duties of this job, the employee is required to stand, walk, sit, use hands to handle or feel, reach with hands and arms, and talk or hear. The employee must also be able to prepare documents and enter data on a computer. The employee must regularly lift and/or move up to 10 pounds. Specific vision abilities required by this job include the ability to transfer calls and monitor a computer screen.

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

While performing the duties of this job, the employee is exposed to a moderate noise level in the work environment. There is the occasional risk the employee will have to deal with disgruntled individuals.

*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 Kimberly Lenhart on 08/08/2023 at 03:59 PM

### Internal Position Details (not displayed on job posting)

|                                            |                                                                 |                                            |
|--------------------------------------------|-----------------------------------------------------------------|--------------------------------------------|
| <b>Company</b><br>Riley County, KS         | <b>Position Template</b><br>Administrative Assistant I [ADMINI] | <b>Work Location</b><br>Attorney's Office  |
| <b>Job ID</b><br>1879016                   | <b>Salary</b><br>\$17.34 - \$18.94                              | <b>Supervisor Position</b><br>No           |
| <b>Pay Grade</b><br>Pay Grade 4 [4]        | <b>EEO Class</b><br>Administrative Support Workers [5]          | <b>Workers Compensation</b><br>8810 [8810] |
| <b>Cost Center 1</b><br>County General [1] | <b>Cost Center 2</b><br>Attorney [1]                            | <b>Cost Center 3</b><br>--                 |
| <b>1 Job Slot</b><br>ADMINIS-1             |                                                                 |                                            |

Supervisor: Kimberly Lenhart

Department Head: Barry Wilkerson

☒ 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: \$39,395.20

Budget for Benefits: \$15,561.10

Total proposed annual budget: \$54,953.30

Additional Position Comments: \_\_\_\_\_

BoCC Chairwoman \_\_\_\_\_

Date: \_\_\_\_\_

BoCC Member \_\_\_\_\_

Date: \_\_\_\_\_

BoCC Member \_\_\_\_\_

Date: \_\_\_\_\_

Attachment: Admin Asst (Attorney) PAF (13652 : Request to fill open position - Admin. Asst. 1)



**PUBLIC WORKS**  
*Personnel*

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

## COMMISSION AGENDA REPORT

---

**FROM:** John Ellermann, Public Works Director

**MEETING:** August 14, 2023

**SUBJECT:** Request to fill an open Mechanic Technician II Position

**PRESENTER:** John Ellermann

---

### **BACKGROUND**

We are here today to request approval to fill this budgeted open position in the Public Works Department/Operations Division. The position is open because the employee is transferring to another position at the Transfer Station.

The Mechanic Technician II is responsible for the inspection, diagnosis, maintenance, and repair of all county equipment, such as automotive vehicles, emergency equipment and heavy construction equipment.

This employee works under the direction of the Shop Supervisor but may be contacted directly by emergency management officials to make critical repairs after normal working hours. Supervision is provided by the Supervisor through consultations and review of the work performed.

### **DISCUSSION**

Discuss filling the Mechanic Technician II position within the Public Works Department/Operations Division.

### **FISCAL IMPACT**

This is a current budgeted 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 to refill the open Mechanic Technician II position.

Move to deny

Move to modify

Move to table

No action required.

The Board agreed by consensus to

**Enclosures:**

- Mechanic Technician II Position Descriptions (PDF)
- PW Mechanic II PAF (DOCX)

## RILEY COUNTY, KANSAS JOB DESCRIPTION

|                     |                                       |                                 |
|---------------------|---------------------------------------|---------------------------------|
| <b>Job Title:</b>   | <b>MECHANIC TECHNICIAN II</b>         |                                 |
| <b>Department:</b>  | Public Works                          | <b>Division:</b> Fleet Services |
| <b>Reports To:</b>  | Shop Supervisor or Operations Manager |                                 |
| <b>Pay Range:</b>   | <b>8</b>                              | <b>Status:</b> Full time        |
| <b>FLSA Status:</b> | Non-Exempt                            |                                 |

**Position Summary:**

Employees in this class perform skilled mechanical work and are responsible for the inspection, diagnosis, maintenance, and repair of all county equipment such as automotive vehicles, emergency equipment, and heavy construction equipment in accordance with established practices of the mechanic's trade.

An employee in this class performs work under the general supervision of the Shop Supervisor but may contact directly by emergency management officials to make critical repairs after normal hours. A person in this position may be designated to assume responsibility for record keeping, scheduling and project supervision in the Shop Supervisor's absence.

This employee exercises considerable discretion in carrying out work details and works independently with limited supervision and is required to maintain an Automotive Service Excellence (ASE) Master Mechanic certification.

**Essential Functions:**

- Ensures duties are carried out in accordance with 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.
- Inspects, trouble-shoots, maintains, repairs, and reconditions county vehicles and equipment.
- Operates electronic test and diagnostic equipment to make complex technical equipment repairs.
- Diagnoses, tests, replaces, and/or repairs equipment components.
- Performs all types of external and internal engine repairs.
- Assists with vehicle body repair, painting, and glass replacement.
- Supervises the planning and scheduling of repair requests in the absence of the Shop Supervisor.
- Provides for regular and punctual attendance and fosters a cooperative work environment.
- Assists with the maintenance of repair orders and service lists to organize work by priority and time schedule for economy and efficiency.
- Recommends purchases and orders parts, materials and supplies to make fleet maintenance repairs].
- Prepares invoices and receipts to record parts usage, outside repairs, and commodity distribution to originate accounting entries for accounts receivable.
- Performs research to locate suppliers, prepare cost estimates, and determine availability of products and services.
- Responds to all requests from Public Works, Emergency Medical Services, Emergency Management, Fire District #1 officials and other county officials for the repair of emergency equipment.
- Operates arc and mig welders, acetylene torches, plasma cutter, and other metal fabrication tools.
- Maintains daily labor, equipment, and material used to complete repair order records.

Updated 2014

Attachment: Mechanic Technician II Position Descriptions (13655 : Request to refill Mechanic Technician II Position)

- Charges out materials used on projects and commodities used on equipment.

### **Secondary Functions:**

- Secures and supervises maintenance of tools, shop equipment, shop facilities, and material inventory.
- Operates any job-related equipment as necessary.
- Assists with storing, organizing, and inventorying large stocks of parts, supplies and other commodities in a major repair facility and storage yard.
- Assists with annual property inventory.
- Assists in determining stocking levels for parts and supply inventories.
- Researches and develops methods to improve repair practices.
- Makes recommendations for purchase of new types of equipment and replacement or modification of existing equipment.
- Mounts new tires.
- Cleans the shop area and stores tools.
- Washes and waxes cars and trucks.
- Picks-up and delivers parts, supplies, and other commodities. Occasionally transports road and bridge equipment to and from repair facilities.
- Operates two-way radio, telephones, and other communications equipment such as facsimile machines and direct computer links by modem to transmit and receive data. Relays messages, and receives complaints which are detailed, complex, and sometimes of an emergency nature.
- Participates in staff meetings, safety meetings and other related activities.
- Position may require occasional overtime that will be outside normal work hours which may include weekends.
- May be required to 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 as 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:**

- This position requires a high school education.
- Two years of vocational level course work in a mechanics curriculum or equivalent
- Valid Class A Commercial driver's license and tanker endorsement shall be obtained within the first 90 days of employment in this position.

### **Certification:**

- Automotive Service Excellence (ASE) Master Mechanic Certification.

### **Experience:**

- Requires five years experience repairing automotive and construction equipment.
- One year experience in welding and metal fabrication preferred.
- Two years of operating basic computer software (i.e., Microsoft office) is required.
- Extensive knowledge of the mechanical operation of county equipment for diagnosing and



initiating efficient repairs.

- Knowledge and skill in using standard methods, practices, tools, and equipment of the mechanic trade.
- Knowledge of the principles and operation of internal combustion engines, diesel engines, electrical systems, computer control systems, fuel systems, ignition systems, steering and suspension systems, transmissions and drive lines, brake systems, cooling systems, air conditioning systems, computer control systems, and hydraulic systems.
- Knowledge of computer software applications and other automated fleet systems.
- Working knowledge of applicable work safety rules and procedures.

#### **Skills:**

- Good organizational, interpersonal and communication skills are required.
- Ability to follow oral and written instruction
- Ability to express oneself clearly and concisely, orally and written
- Ability to work independently with little or no supervision.
- Ability to 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 public
- Ability to understand and apply technical service and repair manuals.
- Ability to adapt available tools and repair parts to specific repair problems.
- Ability to maintain and improve mechanical diagnosis and repair skills by attending mechanical/technical schools and training events.
- Ability to operate computer hardware and software to apply systems for database, spreadsheet, word processing, and fleet applications and other information on personal computers in a local area network environment.
- Ability to operate computers, calculators, typewriters, copiers, facsimile machines, automated fuel card systems, and other equipment.
- Skill in locating, adjusting, and repairing defects in automotive and construction equipment.
- Mechanical aptitude.
- Ability and willingness to work in unpleasant weather conditions.

## RILEY COUNTY POSITION ACTION FORM

### Requisition Approval Process

Submitted by Julie Winter on 08/10/2023 at 02:41 PM

### Internal Position Details (not displayed on job posting)

|                      |                                |                             |
|----------------------|--------------------------------|-----------------------------|
| <b>Company</b>       | <b>Position Template</b>       | <b>Work Location</b>        |
| Riley County, KS     | Mechanic Tech II [MECHII]      | --                          |
| <b>Job ID</b>        | <b>Salary</b>                  | <b>Supervisor Position</b>  |
| 1884614              | Salary Range \$21.15 - \$22.42 | No                          |
| <b>Pay Grade</b>     | <b>EEO Class</b>               | <b>Workers Compensation</b> |
| --                   | --                             | --                          |
| <b>Cost Center 1</b> | <b>Cost Center 2</b>           | <b>Cost Center 3</b>        |
| County General [1]   | Public Works [40]              | --                          |
| <b>1 Job Slot</b>    |                                |                             |
| MECHANI-1            |                                |                             |

Supervisor: Alvin Perez

Department Head: John Ellermann

☒ 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: \$46,633.60

Budget for Benefits: \$18,420.27

Total proposed annual budget: \$65,053.87

Additional Position Comments: \_\_\_\_\_

BoCC Chair \_\_\_\_\_

Date: \_\_\_\_\_

BoCC Member \_\_\_\_\_

Date: \_\_\_\_\_

BoCC Member \_\_\_\_\_

Date: \_\_\_\_\_

Attachment: PW Mechanic II PAF (13655 : Request to refill Mechanic Technician II Position)

## RILEY COUNTY POSITION ACTION FORM

Attachment: PW Mechanic II PAF (13655 : Request to refill Mechanic Technician II Position)



**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 14, 2023

**SUBJECT:** Public Works Project Update

**PRESENTER:** John Ellermann

---

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

**Enclosures:**

- 081423 Project Update (PDF)
- Location Map (PDF)

## Project Update

Public Works Department

8/14/2023

### Keats Sewer District

- Preliminary Engineer Report – BG Consultants
- BOCC granted use of ARPA funds.
- Looking for grants and property for lagoons

### 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.](#)

### Fancy Creek Bridge (K.0-6.2)

- Approximately 1.25 mi. W. of Tuttle Creek Blvd.
- Schwab-Eaton
- Considered Historic by State Historic Preservation Office
- SHPO approval of documentation of bridge
- Permits and Easements – [Bid date.](#)

### Parallel Rd. Culvert (C.7-0.0)

- Approximately 0.2 mi E. of May Day Rd.
- Schwab-Eaton
- [Easements and bid date.](#)

### Flat Rock Rd. Culvert (O.3-1.3)

- Approximately 0.5 mi. W. of Swede Creek Rd.
- SMH
- [Ebert low bid. – Mid October start w/ 80 working days.](#)

### Union Rd Culvert (I.0-0.9)

- Approximately 0.9 mi. S. of Green-Randolph Rd.
- SMH
- [Reece low bid – Pushed to September due to weather w/40 working days.](#)

### Marlatt Rd Improvement

- [Benesch proposal review](#)
- [Dennison to Seth Child](#)

- Cost share with City

#### Parks:

- Back to normal operations after fair
- Mowing
- Flower beds etc.

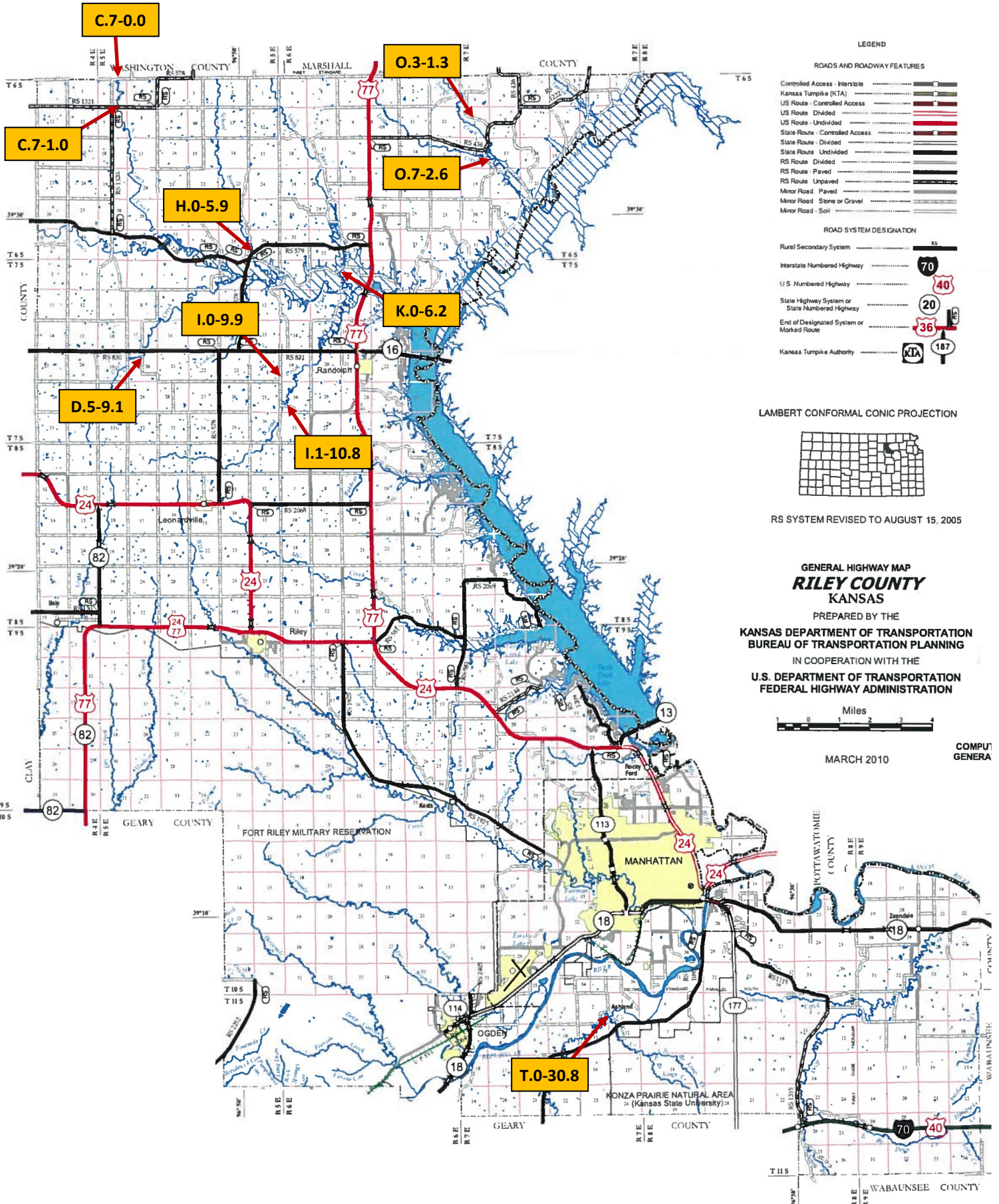
#### Operations:

- Asphalt sweeping chip sealed roads in prep for striping.
- Pavement marking painted last week. Will come back after overlay project is complete.
- Patching at 77 overlook park, Cico Park, and Museum.
- Replace parking lot for Cico Park playground July 21 – 24th.
- Bridge crew repaired approaches to scales at transfer station.
- Removed handrails on small structures on Rose Hill, Lasita, Pleasant Hill, and Anderson.
- Gravel crew grading roads and cleaning ditches.
- Installed culverts.
- Chip sealing to completed.

#### Miscellaneous

- Dump Trucks: First truck delivery this week. Other two hopefully soon
- Schilling has not started overlay project.
- RCPS Headquarters Station – Architect and engineers working on final design.
- North County Station – Schultz Construction. Windows and some siding installed. Roof soon. Alley cleared. Main driveway placed.
- University Park Lagoon Project-Lagoon size determined. Continue to work on grant and funding applications. Search for lagoon property. Terracon to perform soil sampling soon.
- Open Positions: Purchasing Agent, Mechanic II
- Working with Clancy to get a Transfer Station contract with Hamm. Awaiting Hamm to sign agreement.
- Accepting quotes for mini excavator lease.
- Casa – 4<sup>th</sup> Floor space clean-up.
- Tecumseh Booster station upgrade – easement.
- APWA Conference - San Diego 27<sup>th</sup> – 30<sup>th</sup>.





Attachment: Location Map (13656 : Public Works Project Update)



**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 14, 2023

**SUBJECT:** Pending County Projects County Counselor

**PRESENTER:** Clancy Holeman

---

Enclosures:

- FINAL Commission List 08.14.2023 (DOCX)



## PENDING COUNTY PROJECTS ▪ March, 2023 and through August 9, 2023 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 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:** Attend and participate in BOCC public meetings. (2-2-23;2-6-23) Forward KORA request to this department’s staff for response. (2-6-23) Work on reimbursement agreements for small cities. (2-7-23) Review and route incoming litigation documents to relevant parties, including our insurer and insurer-provided counsel. Prepare CAR and discuss with Budget and Planning Committee, for approval of form of small cities’ sales tax reimbursement agreement. (2-8-23) Review and approve as to form upcoming resolution for G.O. bond issuance on Public Works road project. (2-21-23) Work on hiring process for Deputy Position at retirement of incumbent scheduled for 9-30-23. (2-16-23;2-21-23; 2-22-23) Prepare for BOCC public meeting scheduled for 2-23-23. (2-21-23;2-22-23) Attend and participate in BOCC public meetings of February 23<sup>rd</sup>, February 27th, March 2nd, March 6th, 2023, March 9, 2023. Legal research on issues related to upcoming scheduled Township Officer Meeting. (2-23-23;2-24-23;2-27-23;2-28-23) Mail to counsel for respective small cities sales tax loss reimbursement agreements. (3-3-23) Prepare for annual township officers meeting scheduled for 3-8-23. (3-7-23) Return call from member of Tatarax Homeowners Association regarding Lot 70. (3-7-23) Schedule executive session for March 9, 2023 meeting. (3-7-23) Attend and participate in annual Township Officers’ meeting. (3-8-23) Conversation with after phone call from City of Ogden. Discuss timeframe for return of the agreement to Riley County. (3-13-23) Work on environmental issue. (3-13-23;3-14-23) Voicemail left with bond counsel on short term financing question different project. (3-14-23) Work to schedule 2 agenda items for Thursday, March 16<sup>th</sup> public meeting. (3-14-23). Assist Departments and counsel with pending litigation claim. (3-14-23; 3-15-23) Exchange of information on pending litigation with outside counsel. (3-16-23;3-17-23) Staffing with multiple county office representatives on real property ownership issue.(3-17-23) Meeting with township official as result of Township Officers Meeting Contract discussion.(3-17-23) Prepare for BOCC public meeting scheduled 3-20-23 (3-19-23) Attend and participate in BOCC public meetings 3-16-23; 3-20-23) At request of county staff deponent in pending litigation matter, arrange to attend deposition preparation meeting. (3-22-23) At request of architect, review and approve as to form draft construction agreement for North County ambulance station in Leonardville. (3-22-23) Work on defense of appeal to District Court by Prairiewood Holdings, LLC. (3-26-23) Attend and participate in BOCC regular public meeting. (3-23-23; 3-27-23) Sit in on deposition preparation of county witness, at request of county witness, conducted by county’s insurance-provided outside counsel on pending litigation. (3-27-23) Communication from insurance-provided outside counsel on different pending litigation. (3-28-23) Discuss with Deputy Counselor last week’s City/County/County meeting. (3-28-23) Attend and participate in BOCC evening public meeting at City of Riley. (3-30-23) Work

on hiring of Deputy Counselor to fill vacancy to be created by Fall retirement of incumbent. Discuss with HR staff. (3-30-23; 3-31-23) Prepare for 4-3-23 public meeting (4-2-23) Attend and participate in BOCC public meeting of 4-3-23. Attend and participate in BOCC public meetings. (4-6-23; 4-10-23) Review matter before Planning Board. (4-10-23) Draft CAR and Place “Interlocal Service Agreement” signed by City of Leonardville on BOCC agenda for signature during 4-13-23 public meeting (small city reimbursement agreement for sunset of county “road and bridge” sales tax 12-31-22). (4-11-23) Legal research on animal control services and RCPD. Memo prepared. (4-9-23; 4-10-23; 4-11-23; 4-12-23) Attend and participate in BOCC public meetings (4-13-23; 4-17-23) Attend Law Board Meeting discussion of Animal Control and RCPD. (4-17-23) Draft and file Local Disaster Emergency Declaration as requested by Department and authorized by Chairwoman of BOCC. (4-18-23) ) Attend and participate in City/County/County meeting on animal control and RCPD. (4-20-23) Discuss with Treasurer upcoming scheduled Teams meeting with representatives of City of Ogden on proposed “Interlocal Services Agreement” (Small Cities Sales Tax Reimbursement Agreement). (4-26-23) Attend and participate in previously described “Teams” meeting discussion with representatives of City of Ogden and County Treasurer. Plan by Ogden representatives is to present agreement to Ogden City Council for review and possible signature during its public meeting next week. (4-26-23) Discuss with Cindy Kabriel and soil conservation contact addition of locations to agenda of upcoming ‘field trip’ by BOCC on May 4, 2023. (4-26-23; 4-27-23) Prepare for public hearing on special use authorization on BOCC agenda 5-1-23. (4-30-23) Attend and participate in 5-1-23 BOCC public meeting. (5-1-23) Return 5-2-23 call from citizen requesting a “fence view.” Leave voicemail. (5-3-23) Discuss with citizen their return call requesting a “fence view.” I’ll send packet for citizen to complete and return, cautioning this matter may not be subject to fence view process. Citizen says they understand that is a possibility. (5-3-23) Attend and participate in BOCC public meeting. (5-4-23) New request for fence view. Advise packet will be mailed to them. (5-4-23) Prepare for BOCC public meeting of 5-8-23. (5-6-23; 5-7-23) Attend and participate in regular BOCC public meeting. (5-18-23; 5-22-23; 6-1-23) Work on county budget preparation information. (5-18-23; 5-19-23) Review information from a department on township legal issue. (5-21-23) Work on scheduling future executive session. (5-22-23) Preparation for presentation to BOCC during its June 1, 2023 meeting of City of Ogden “Interlocal Service Agreement”—fourth of those agreements presented to our 4 “small cities”. Prepare correspondence to City of Ogden attorney. (5-30-23) Attend and participate in BOCC meetings. (6-1-23; 6-5-23) Mail City of Ogden attorney fully executed originals of “Interlocal Service Agreement—sales tax reimbursement. (6-5-23) Review request for letter of support from BOCC. (6-6-23) Work on county budget preparation information. (6-6-23) Work on fence view scheduling and notice. (6-5-23; 6-6-23-6-7-23) Prepare requested letters of support for telecommunications providers’ applications for state of Kansas LINC grant program. (6-9-23). Email completed letter of support to contact for one provider, as requested by Cox Communications. (6-12-23) Work on 2 fence view applications. Attend and participate in BOCC public meetings. (6-8-23; 6-12-23) Conversation with opposing counsel on pending litigation in Riley County District Court. (6-14-23) Provide TVT BOCC-signed letter of support. (6-14-23) Work on scheduling fence views. Notices out to applicants and adjoining landowners served by the fence. (6-15-23) Teams meeting with Bond Counsel and Craig, Shelley and Rich about route for financing two pending county projects. I review and approve authorizing resolution and send it on to Bond Counsel for review. (6-21-23) Attend and participate in BOCC meetings. (6-22-23; 6-26-23; 6-29-23) Attend delinquent tax sale. (6-23-23) Work on scheduling of fence view. (6-22-23; 6-23-23; 6-26-23; 6-27-23) **Work on and provide letter of support from BOCC for City of Ogden grant application federal program. (6-28-23; 6-29-23; 7-1-23) Work on District Court appeal by Prairiewood of BOCC approval of preliminary and final development plans for Liquid Art Winery. (6-29-23; 7-1-23) Work on county budget analysis for BOCC. (7-2-23; 7-3-23; 7-4-23) Prepare for BOCC public meeting of July 6, 2023. (7-5-23) Communicate with counsel for fence view applicant Hopkins. Request property access address detail. (7-5-23) Attend and participate in BOCC meetings. (7-6-23; 7-10-23) Register for upcoming KAC zoom on LAVTR. (7-11-23) Work on fence view scheduled for 7-13-23. (7-11-23) Work on scheduling of different upcoming fence view for end of July, 2023. (7-7-23; 7-8-23; 7-9-23; 7-11-23) Work on Bala Township “county property” issue. (7-10-23; 7-11-23) Work on fence view scheduled for 7-13-23. (7-10-23; 7-12-23) Legal analysis of appropriation question involving outside agency. (7-12-23) Attend and participate in BOCC meetings. (7-13-23; 7-17-23) Attend**

*and participate in Hopkins/Pralle fence views. (7-13-23) Final additional notices of Nelson fence view to occur July 24, 2023 prepared and mailed to both parties. (7-14-23) Prepare for 7-24-23 BOCC meeting. Attend and participate in BOCC meetings. (7-20-23;7-24-23) Attend and participate in Nelson and Rhoton fence view. (7-24-23) Attend and participate in BOCC meetings. (7-27-23;7-31-23) Work on Hopkins/Pralle fence view. (7-28-23)*

**“Constitutional Protection of County Home Rule”:**

**County Counselors Association of Kansas:**

**County Jail Inmate Medical Care:** Schedule staff discussion of contract development. (5-21-23)

**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)

**“Dark Store”:**

**District Court:** Discuss potential creation of “resolution docket” to reduce or eliminate COVID-caused backlog of identified criminal cases. (4-27-23; 4-28-23)

**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. Discuss text of journal entry proposed by counsel for Respondents. (12-9-22; 12-11-22) Request transcript of Court’s ruling. Arrange for generation of check based on invoice from court reporter. (12-20-22) Work on pending appeal by neighboring property owner. (12-27-22; 12-28-22; 12-29-22) Review transcript and notify opposing counsel I will provide revised version of her proposed journal entry—in order to conform the journal entry to the text of the transcript. (1-4-23) Provide opposing counsel proposed revised journal entry. (1-29-23) Following exchange of respective journal entries in February, 2023, counsel review proposed changes and agree on final version for filing with court. (2-28-23; 3-3-23; 3-5-23) Prepare notice of appeal, following legal research. (4-3-23; 4-4-23; 4-5-23) File Notice of Appeal in District Court. (4-5-23) Finalize notice of appeal, given appointment of Lyon County District Judge at outset of appeal. Discuss with staff of Lyon County District Court Judge and with Riley County District Court Clerk staff member. Provide copy of notice of appeal to Lyon County District Court Judge who was assigned and heard appeal. (4-6-23) Work on appeal. (5-24-23; 5-30-23; 5-31-23; 6-1-23) Legal research on appeal. (6-2-23; 6-5-23) Work on appeal. (6-13-23; 6-14-23; 6-15-23.) *Work with opposing counsel on Court of Appeals request for additional document from me. We are in agreement its equivalent is already part of the Record on Appeal. I will file response with Court of Appeals stating that fact. (7-17-23; 7-19-23) Communication with opposing counsel on immediately preceding issue. (7-21-23; 7-22-23; 7-24-23-7-25-23) Work on immediately preceding response and file with Court of Appeals. (7-21-23; 7-22-23; 7-23-23; 7-24-23; 7-25-23) Court of Appeals has retained jurisdiction based upon my Response to Order to Show Cause. Draft and file Motion for*

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***extension of time to file brief in support of County's position. (7-31-23)***

**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 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.***

**Legislation:** Invitations out to state delegation for December 12, 2022 legislative conference, along with copy of agenda. (12-1-22) Reminders out to legislative delegation of 12-12-22 legislative conference. (12-8-22) Preparation for legislative conference. (12-11-22) Attend and participate in legislative conference. (12-12-22) Discuss legislative issue with County Appraiser. Review information and advise. (12-27-22) Discuss with 2 other county's county counselors possibility of linking up both our respective legislative delegations and lobbyists for cooperative action on potential "nuisance abatement" statute during 2023 legislative session. (12-29-22) Discuss with County Clerk and legislative delegation member the RNR statute. (1-3-23) Drive to Topeka and pick up lobbyist badge for 2023 state legislative session. (1-3-23) Week of January 23, 2023: Work on "vacant lot" house bill (HB 2083) and discuss with our legislative delegation; Work on RNR statute modification bill (HB 2002) and provide BOCC written testimony in support. Review legislative issues identified by contract lobbyist. (1-27-23.) Work on Nuisance Abatement legislation proposal on Riley County platform. (1-25-23; 1-26-23; 1-27-23) Work on SB 90 and HB 2148—Treasurers' Association auto tag fee bill. (1-26-23; 1-27-23) Review proposed schedule for temporary financing of High Plains Road project. (1-28-23) Review testimony from County Clerk's association on HB & HB involving election matters. (2-6-23) Work on SB 162 (nuisance abatement) (2-9-23; 2-10-23) Complete testimony in support and deliver required 75 paper copies to lobbyist for routing to Senate Local Government committee secretary. (2-10-23) Provide Riley County state legislative delegation, contract lobbyist, and KAC Riley County's testimony in support of SB 162. (2-10-23) Route to Rep. Mike Dodson County Appraiser's input on: HB2232 (Appraiser Qualifications); HB 2319 (tax exemption on business property in competition with property owned or operated by government); HB 2201 (requiring 5 years valuations listed on CVNs); HB 2200 (exemption on homestead, retired, military); HB 2220 (5yr property tax exemption on startups); HB 2231 (tax exemptions for daycare); HB2056, HB 2057, HB 2237 (no position from appraisers' association or Appraiser). Provide BOCC testimony and our SB 162 to another county at that other county's request—they are struggling with a number of "nuisance" real properties. (2-10-23) Work on SB 1623 and prepare for upcoming legislative hearing. (2-13-23) Attend and participate in legislative hearing on SB 162 before Senate Local Government Committee. (2-14-23) Zoom with Treasurer and County Clerk on SB 248. (3-1-23) Work on SB 248 & 252 analysis for relay to KAC and legislative delegation. (3-2-23; 3-3-23; 3-7-23; 3-8-23) Work on analyzing SB 228 (amendment of multiple statutory provisions on jail administration) in response to legislative delegation member's question; after requesting and receiving impact opinion from RCPD on any change county might support for reimbursement of jail inmate medical costs. Communicate with legislator. (3-8-23; 3-13-23; 3-14-23) Communicate with contract lobbyist to work on scheduling "virtual" follow up legislative conference with delegation. Work with Cindy K. (3-15-23). Analyze and prepare for discussion of potential litigation in upcoming executive session. (3-15-23) Discuss legislative matter with member of delegation. (3-15-23)



Communicate with legislative delegation to schedule virtual follow up legislative conference either April 10, 2023, or April 17, 2023. (3-16-23) Communicate with contract lobbyists. (3-17-23) Communicate with responding delegation members about their preferred dates. (3-18-23;3-19-23) Review communication from delegation member on pending bills. (3-19-23) Communicate with County Appraiser on proposed SCR freezing real property tax values at no more than 3% increase annually.(3-19-23) Work with PIO and County Appraiser on public statement regarding legislative item. (3-20-23; 3-21-23 Respond to staff communication on apparent status of SB 248 (exemption for “food” in existing and future local sales taxes) and HB 2002 (RNR notice costs paid by the state). (3-22-23) Work at county staff level on SB 248; SB 252. (3-1-23; 3-2-23; 3-3-23) Prepare for discussion with BOCC I’ll suggest at tonight’s public meeting in City of Riley. (3-30-2023) SB 323—requiring election of all county appraisers statewide. (3-30-23) Work on H Sub SB 42. Discuss with contract lobbyist. (4-2-23; 4-3-23) Work with PIO and County Appraiser on possible press release regarding SCR 1610. (3-21-23; 3-22-23) Prepare for March 27, 2023 Intergovernmental Luncheon and legislative update to present. (3-26-23) Attend and participate in Intergovernmental Luncheon—statutory update. (3-27-23) Work with PIO and County Appraiser on possible press release regarding SCR 1610. (3-27-23) Email delegation invitation to virtual follow up legislative conference scheduled for April 10, 2023, 10:30-11:30 a.m. (4-3-23) Review amended HB 2002—eliminating that portion of existing locally voter approved sales taxes generated by food sales; SCR 1611—4% ceiling on annual property valuations. (4-6-23) Draft agenda for 4-10-23 virtual legislative conference. Invitations out to contract lobbyist and KAC lobbyist. (4-7-23) Discussion with county’s contract lobbyist on status of various legislative items following legislature’s 4:30 a.m. adjournment Friday morning. (4-7-23) Draft agenda for virtual legislative conference. (4-7-23) Assist BOCC with conducting virtual legislative conference. (4-10-23) Review portions of 127-page Conference Committee Report on SB 8 “competition” and a host of other legislative issues. (4-27-23) ***Conversation with contract lobbyists to schedule teams meeting. (8-2-23) Communicate with contract lobbyists to schedule upcoming Teams meeting. (8-3-23; 8-4-23;8-6-23) Prepare for Thursday upcoming presentation to BOCC of 2024 session legislative requests for KAC legislative platform. (8-6-23) Teams meeting with contract lobbyists. (8-9-23)***

**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 5<sup>th</sup> 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)

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

**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:**

**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)

**Riley County Appraiser’s Office:** Assist with legal issue. (12-1-22) Discuss with County Appraiser separate legal issue. (12-2-22) Assist Department Head with legal issue and prepare for executive session on same. (12-1-22; 12-7-22) Discuss legislative conference matter with Department Head. (12-7-22) Department Head notifies of property taxpayer verbally abusive to staff. Advisee. (12-13-22) Discuss legislative issue with Department Head. (12-28-22) Discuss real property issue with Department Head and setting up staff meeting to discuss further. (12-29-22) Discuss KORA issue with Department Head and advise. (1-3-23) Review info from County Appraiser on upcoming property tax appeal. Provide additional background information to Appraiser. (1-28-23) Advise on exemption matters. (2-8-23) Meet with County Appraiser on exemption issue. (3-6-23) Meet with County Appraiser and taxpayer representatives on same exemption issue. (3-7-23) Discuss with different taxpayer representative different exemption issue. 3-7-23) Review different pending exemption request material, at request of Department Head. (3-13-23) Advise Department Head on assessment issues. (3-20-23) Discussion with Department Head of legal issue. (4-27-23) Discuss separate exemption through bond issue. (5-3-23) Analyze IRB issue and advise Department Head. (5-5-23) Advise on legal question. (5-19-23) Assist Dept. Head with legal issue. (5-30-23) Advise on separate legal issue different from immediately preceding first two issues. (5-30-23) Discussion with Department Head. (6-13-23) Return call from Department Head. Discussion with Department Head of legal issue. (6-14-23) Meeting with County Appraisal and legal staff on nuisance property issue. (6-14-23) Communicate with Department Head on legal issue. (6-20-23) *Assist and advise Dept. Head on BOTA issue. (7-18-23;7-19-23) Advise Department Head on BOTA issue. (7-20-23) Communicate with Department Head and Deputy County Counselors about BOTA issue. (8-9-23)*

**Riley County Attorney:** Work on contract for services. (2-22-23) Work on immediately preceding contract with Department Head. (2-27-23;2-28-23;3-1-23;3-2-23) Respond to Department head update on pending discussion to schedule with counsel on our BOTA cases. (4-7-23) Discuss with Department Head legislative issue. (4-7-23)

**Riley County Clerk:** Review form of license application and its requirements at request of Clerk’s staff. (12-7-22) Review revised license application provided today by Clerk’s Office staff. Approve “as to form.” (12-8-22) Review and respond to bond counsel question on term sheet for short term financing. (2-6-23) Advise on release of information issue. (4-19-23) Advise and assist departmental staff on release of information issue raised by state agency. (4-21-23) Assist with KORA issue. (5-3-23) Assist with same KORA issue through communication with outside requester; communication with I.T. based on prior provision of similar

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information requested in 2021. (5-4-23) Work on request for electronic data. (5-22-23; 5-23-23; 5-26-23) Discuss contract issue. (6-2-23) Discuss contract issue. (6-13-23; 6-14-23) Work on same contract issue. (6-14-23) Teams meeting with Clerk and Election Supervisor on contract issue. (6-15-23) Confirm with County Clerk and Election Supervisor vendor has agreed to contractual provisions attachment; advise to place on BOCC agenda of public meeting on 6-22-23. (6-19-23) Work on separate proposed contract. Schedule Teams Meeting with Department Head and Election Supervisor for 6-21-23. (6-20-23) Teams meeting with Department Head and Election Supervisor on contract issue. Discuss. (6-21-23) **Work with staff and advise on open records act issue. (7-24-23;7-25-23;7-26-23) Work on new open records act issue. (7-27-23; 7-28-23; 7-31-23; 8-1-23) Work on open records act issues. (8-2-23; 8-3-23; 8-4-23; 8-7-23; 8-8-23; 8-9-23)**

### **Riley County Community Corrections:**

**Riley County Emergency Management:** Contacted by EM regarding a 911 service issue. Discuss with EM Director. I called resident and left message with adult in home. (12-1-22) Return 12-5-22 call from resident. I describe to resident options as I understand and staff (EM and 911) work to this point and 911's referral of issue to state's 911 coordinating council—in hopes they can obtain solution for resident from A T & T landline provider (resident reports no cell service available his location). Encourage resident to try a number available to reach 911 as short-term solution while 911's involvement with state coordinating council. Encourage resident to call me with result of his use of that landline number to reach 911. Make arrangements to speak with resident by end of this week with any results of my conversations with 911. Talk with 911 and Tyler brings me up to speed on where this is with 911 coordinating council. (12-6-22) Call back resident and inform Tyler of 911 has been told should hear back “soon” from 911 coordinating council. I relay that information by phone to resident. He verifies his test of direct line call to 911 did work today. Understands that is an interim solution while coordinating council effort plays out. Encouraged him to call me back and check on progress of state coordinating council effort, within next 2 weeks, or whenever he wants to do so. (12-6-22) Contacted by PIO for information. Provide. Review info. (12-6-22) Follow up from 911 and PIO on interim solution is working based on test by resident. (12-7-22) Meet with Department Head on proposed EM personnel policies and Standard Operating Guidelines. (12-9-22) New information provided by Department Head on foregoing resident's report of continued issue with 911 contact, based on info he received from his land line provider. (1-4-23) Department Head inquires about process for development of SOGs. Consult with HR who advises Department Head. (1-4-23) Request for contract assistance. (1-30-23) Information provided on scheduling training opportunity on FLSA. (1-30-23) Information provided on CPE building security. (1-30-23) Discuss litigation matter with Department Head. (2-8-23) Discuss pending legal matter with Department Head. (4-5-23) Prepare Declaration of Local Disaster Emergency; Obtain signatures of Vice-Chairman & County Clerk; File with County Clerk; Deliver to Baldwin Fisher for transmittal to KDEM. (3-20-23) Discussion with Department Head and confirm he wants existing Declaration of Local Disaster Emergency to expire by its terms this Monday, March 27, 2023 at 12:01 a.m. (3-22-23) Advise BOCC during public meeting of March 26, 2023 of immediately foregoing decision on Declaration of Local Disaster Emergency. (3-26-23) **Forward to Shelley KORA issue. Advise Dept. Head and Staff Shelley will be contacting them. (8-2-23)**

**Riley County Emergency Medical Services:** City Commission has asked counsel for both entities to develop a document allowing County use and potential improvements to alley providing access to lot purchased by County for North County ambulance station. I send email to counsel for City of Leonardville advising of this and inviting him to call me to discuss. (12-7-22) City Attorney responds and confirms parties understand what's necessary. Consultation with Craig. (12-8-22) Discuss with Department Head arrangement for site visit on 12-21-22. (12-20-22) Site visit with Department Head and Deputy County Counselor to be rescheduled. (12-21-22) Work on North County ambulance station design project. Discuss with Department Head. (1-29-23) Respond to communication from outside counsel on pending matter.(3-19-23) Prepare for teams meeting tomorrow morning on opening of alley easement for estimated September, 2023 completion of Leonardville North County Ambulance station. (5-8-23)

**Riley County Extension:** Work on annual authorization for controlled beer sales during rodeo at county fair. (5-31-23) *Work with Director on parking issue at fair site. Contact USD 383. (7-20-23; 7-21-23)*

**Riley County Fire District No. 1:** Schedule conversation with Department Head for 4-21-23 on Ashland Bottoms and University Park fire station projects—recently rejected bids—next steps. (4-17-23) Attend staff meeting on open burning issues with: Riley County Attorney; RCPD; Fire District Chief. (4-19-23) Meeting with Fire Chief on issues related to construction of two fire stations. (4-21-23) Review material on land swap proposed between Fire District and University Park, for construction of new fire station. (4-27-23) Leave message for Department Head in response to call earlier today. (4-27-23) Discussion with Department Head regarding University Park’s agreement to contract terms for land swap as relayed previously by Department Head to University Park Advisory Board members. (4-27-23)

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

**Riley County Health Department:** Work with department staff member on question about insurance coverage for staff. I ask County’s insurance broker for information. (12-12-22) Follow up on question I previously asked county’s insurance provider December 12. (12-28-22) Discussion with insurance agent on insurance coverage from a department’s staff. Recontact staff member and advise agent will be contacting them for more detail—encourage staff member to check back with me next week if necessary. (12-28-22) Advise Department Head on issue involving small city. (6-19-23)

#### **Riley County Historical Museum:**

**Riley County Human Resources:** (1-4-23) Discuss with HR Manager and advise on personnel issue. (2-6-23) Assist with contract matter involving a different department. (2-21-23) Review contract and approve as to form. (3-18-23) Schedule discussion on two HR issues. (3-22-23) Discuss with HR Manager solicitation on county property by local business. (3-29-23) Communication from outside counsel on pending discovery matter in litigation. Communicate with HR manager and outside counsel. (4-5-23) Work with HR and Department Head on personnel matter. (4-5-23) Respond to inquiry from staff working group on building environmental concern. Meet with staff working group. (4-7-23) Communicate with HR and Department Head regarding inquiry on a court interpretation of FMLA issue. (4-7-23) Discussion with staff working group on environmental issue. (4-11-23) Communicate with Department and schedule meeting on FMLA issue. (4-14-23; 4-17-23) Assist HR with personnel matter. (4-19-23) Assist HR with two personnel matters. (4-20-23) Discussion with HR on personnel matter. (4-25-23) Assist HR staff with contractual issue. (4-25-23) Assist HR with benefits issue for a department’s workforce. (4-25-23) Review and analyze different contractual issue. (4-25-23) Assist HR with discussion of new personnel issue. (4-26-23) Work on contract issue for HR and advise. (4-27-23) Work on personnel issue with HR and a Department. (4-28-23) Advise personnel issue involving unemployment insurance. (5-3-23) Work with HR and Department Head on personnel issue. (5-4-23) Discuss with staff “COVID” working group (Ambulance; RCHD; HR; Clerk) end of the public health emergency and benefits question raised. ((5-4-23) Communicate with HR and Department Head on personnel issue. (5-4-23) Discussion with Deputy County Counselor Woodard regarding legal issues surrounding immediately preceding legal issue. (5-4-23) Work on immediately preceding issue. Communicate with HR and Department Head. Schedule meeting with HR and Department for 5-5-23 (5-4-23) Meet with HR and assist with unrelated personnel issue. (5-4-23) Meet with Department Head and Deputy Counselor Woodard on issue scheduled on 5-4-23. (5-5-23) Teams meeting with HR and department leadership on personnel issue. Follow up with HR on same personnel issue. (5-8-23) Conversation with HR on different personnel issue. (5-8-23) Discuss personnel issue with HR Director. (5-19-23) Work on personnel issue. (5-22-23) Communicate with HR on pending litigation matter. (5-22-23) Assist HR with personnel issue. (5-31-23) Assist HR with personnel issues. (6-6-23) Assist HR with contractual issue. (6-7-23) Assist HR and county department with personnel issue. (6-12-23) Exchange communications with HR and department about personnel issue discussion rescheduling. (6-16-23) Communication from Dept. on personnel issue. Analyze.



(6-15-23) Work on legal issue for Department. (6-25-23) Assist Department with legal issue. (6-26-23) **Assist Director and a Department Head with HR matter. (7-11-23; 7-12-23) Discuss 3 different personnel law issues with Director. (7-18-23) Advise Department on 2 unrelated personnel law issues. (7-21-23) Discuss personnel law issue. (8-2-23) Communicate with HR regarding legal issue. (8-9-23)**

**Riley County Information Technology/GIS:** Participate in staff working group discussion of network security improvement. (12-19-22) Follow up on “shapefile” request from company. (6-5-23)

**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)

**Riley County Planning & Development:** Discuss issue with after phone call from County Sanitarian. (12-5-22) Discuss immediately preceding issue with Department Head (12-6-22) Phone conference with Department Head and County Sanitarian on previous issue. Possible solution reached based on input from Department Head and Sanitarian. County Sanitarian will speak with property owner. (12-7-22) Review new form proposed by P & D staff for land use regulations. Route issue to Craig for his review. (12-8-22) Discuss benefit district issue with Department Head and Deputy County Counselor. (12-20-22) Review information on preceding provided by Department Head. Further discussion on same issue. (12-20-22) Attend pretrial in District Court on Prairiewood appeal. (2-6-23) Approve draft pretrial order presented by opposing counsel; advise county staff witnesses of revised trial date. (2-7-23) Meeting with staff member to prepare for Prairiewood appeal. (2-28-23) Participate in zoom meeting with staff regarding upcoming Keats public meeting scheduled for 3-9-23, 7 p.m. (2-23-23) Analyze potential Memorandum of Understanding. (3-15-23) Discuss with Department Head benefit district question. (3-15-23) Work on Prairiewood District Court Appeal. (3-17-23) Communicate with Department Head and Craig about meeting next week to discuss issue relating to transition of EHS. (3-18-23) Discuss with Planning and Development Director possible contract for assistance with soil testing, given current lack of EHS. Meet with Director and Deputy Counselor on this subject in conference room, later same day. (3-22-23) Discuss potential contract development for soil inspections with temporary EHS assistance. Work toward potential contract (3-28-23) Work toward same potential contract. Discuss with Department Head. (3-29-23) Work on appellate argument in Prairiewood appeal to District Court. (3-29-23) Work on appellate argument in Prairiewood appeal to District Court. (3-30-23; 3-31-23) File appellate brief in Prairiewood appeal to District Court. (3-31-23) Advise Department Head on contract matter. (4-6-23) Discuss with Department Head contract matter. Draft contract for EHS assistance and provide to Department Head (4-10-23) Communicate with Department Head on their proposed revisions to EHS draft contract. Work on those revisions/additions. Complete revision/additions and forward to Department Head for review. (4-11-23) Answer staff question about planning board hearing. (4-11-23) Conversation with Department Head on pending contract issue. (4-25-23) Conversation with Department Head on pending public hearing matter. (4-25-23) Meet with GIS on upcoming public hearing on land use issue. (4-25-23) Assist department staff by updating them and Department head on results of immediately preceding meeting with GIS. (4-25-23) Discuss with insurance agent coverage issue related to above contract for EHS assistance. (4-27-23) Discuss with Department Head movement of Prairiewood appeal to later hearing date. (4-30-23) Prepare for District Court hearing on Prairiewood; discussion with county witness. Relay information obtained to Planning & Development. (5-3-23) Assist Dept. Head with road renumbering issue. (5-30-23) Draw up agreed order withdrawing my motion finding requests for admission provided appellant are admitted. File approved order electronically. (6-5-23; 6-6-23) Schedule meeting with Department Head and staff on nuisance property. (6-9-23) Work on benefit district project and its authorization. (6-12-23; 6-13-23) Communicate with staff on nuisance property. (6-14-23) **Work on Prairiewood appeal to District Court. (7-25-23; 7-26-23) Communicate with staff on different property in violation of county codes. (7-27-**

**23) Work on Prairiewood appeal to District Court. (8-1-23; 8-2-23) Work on Prairiewood appeal to District Court. (8-3-23; 8-4-23; 8-6-23; 8-7-23; 8-8-23; 8-9-23)**

**Riley County Public Information Officer:** Work with PIO scheduling my review of 2 proposed policies. (4-5-23) Respond to PIO question to staff working group about possible informational program for county employees. (5-8-23) Further communication with PIO and working group about same informational program. (5-8-23) **Communication from PIO requesting legal advice. (7-24-23)**

**Riley County Public Works:** Contacted by PW staff about new owner of county park real property and continued county lease of parking space. Provide my contact information to new owner. (12-6-22) Follow up with Department Staff about proposed meeting in their conference room this Friday. (12-7-22) Meeting with Head of Department and Assistant County Engineer to prepare for upcoming discussion with transfer station operator. (12-9-22) Learn of potential grant opportunity for road projects. Provide information to Department. (12-11-22) Discuss former with Department staff member. (12-12-22) Meeting with Department Head and Assistant County Engineer to prepare for upcoming discussion with transfer station operator. (12-13-22) Work on immediately preceding item on information from provided by operator. (12-14-22) Work with Department Head on Construction Management at Risk selection process. (12-14-22) Participate in transfer station contract negotiation with Department Head, Assistant County Engineer, Operator and Operator's counsel and principals. (12-16-22) Staff discussion of issue related to preceding negotiation. (12-19-22) Teams meeting with Budget and Finance, Department Head and Assistant County Engineer regarding contract issue. (12-28-22) Continue work toward transfer station operation agreement. (1-29-23) Advise Dept. Head after review of MOU related to bridge project. (1-29-23) Refer to Department Head City of Ogden question about sharing bridge maintenance responsibility. Referred for Department Head response back to me. (2-22-23) Meeting with outside counsel at their request regarding overflow channel maintenance proposal (2-23-23) Work toward meeting to renew transfer station operation agreement. (3-6-23;3-7-23;3-8-23) Work on Public Safety Headquarters Building project. (3-7-23) Provide counsel for transfer station operator County's position on remaining issues for putting agreement in place. Repeat offer of dates/times to zoom or teams meeting on subject for week of 3-13-23. (3-10-23) Counsel for operator advises week of 3-13-23 won't work for operator of transfer station. Proposes following weekdays and times. I commit will check on "county side" of negotiation and get back to counsel for operator. I relay proposed days/times week of 3-20-23 to Director and Assistant County Engineer, along with my availability. (3-13-23) Discuss contract matter question as result of Township Officers' annual meeting. (3-15-23) Work on scheduling next zoom with staff and transfer station operator—contract negotiation. Discussion with staff. (3-17-23) Work on Transfer Station agreement renewal issues. (3-18-23) Zoom negotiation with transfer station operator and department head. Separate conversation with county insurer afterward (3-21-23) Schedule 3-23 conversation with county insurer and department head on transfer station contract negotiation. (3-22-23) Conversation with attorney for transfer station operator about COLA in the proposed agreement and how it should work. (3-22-23) Conversation with City of Ogden Counsel about Cimmaron Bridge inspection and maintenance of overflow channel. (3-22-23) Discuss with our insurer transfer station insurance issue relevant to our negotiation for renewed contract with operator. (3-22-23) Discuss with insurer and Department Head insurance issue relevant to negotiation for renewed contract with operator. (3-26-23) Discussion with Department Head another Department Head and Division leader regarding scheduling of initial discussion at such staff level about environmental status of building. (3-28-23) Discuss with Department staff question on approval of contract for agenda. Confirm already provided to staff working group on contract's project. Relay confirmation. (3-30-23) Work with Department Head on Cimmaron Bridge inspection and City of Ogden's request. Speak with counsel for City of Ogden. (4-4-23) Work with Department Head on short term financing issues related to University Park and Lagoon Project. (4-4-23). Approve "as to form" contract extension with Howie's. (4-3-23) Respond to Craig's concept of potential new grant or loan opportunity for benefit district project. (4-5-23) Review University Park EPA consent order and work with Department Head on its use in possible project funding application. (4-5-23) Discuss contract issue with Department. (4-6-23) Analyze contract matter for Department. (4-6-23) Field question from bond counsel regarding the U.P. lagoon project

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ordered by EPA. Discuss with Department Head. Department head provides me answer to bond counsel question. (4-7-23) Relay Department Head's answer to bond counsel question about UP lagoon project. (4-9-23) Different project within Department—ongoing contract issue question forwarded by Julie Winter. (4-7-23) Discuss with Department Head and Assistant County Engineer in team meeting potential renewal of transfer station operation agreement. (4-10-23) Relay update to staff member my provision of U.P. lagoon project info to bond counsel. (4-11-23) Discuss scheduling a meeting on contract development issue. (4-17-23) Leave voicemail about scheduling meeting on contract development issue. (4-18-23) Teams meeting with Department Head and contractor on construction project issue. (4-21-23) Call from attorney for transfer station operator. Discuss upcoming potential meeting. (4-27-23) Relay information to Department Head and Assistant County Engineer. (4-27-23) Voicemail left with insurance agency on status of coverage issue on potential transfer station contract. (4-27-23) Discuss with Assistant County Engineer separate contract issues on Transfer Station and County Complex waste pickup. (4-28-23) Discuss with Department Head and Assistant County Engineer transfer station operation. (5-2-23) Work toward potential agreement on parking lot. (5-3-23) Work toward potential agreement on parking lot. (5-4-23) Discuss potential contract and bid documents on culvert replacement. Advise Assistant County Engineer. (5-5-23) Communicate with Staff on completion of review of contract issue. (5-19-23) Analyze contract issue on separate project at request of Department Head. Discuss with Department Head. (5-19-23) Teams meeting with Department Head on lease issue; and on township issue. (5-23-23) Communicate with landowner. (5-24-23) Continue work on lease issue. (5-24-23; 6-6-23) Work on same lease issue. (6-11-23; 6-12-23) Discuss transfer station operation with Department Head and Assistant County Engineer (6-12-23; 6-13-23; 6-14-23) Work on benefit district project and its authorization (6-12-23; 6-13-23) Discuss transfer station issue with Department Head and Assistant County Engineer. (6-14-23) Communicate with Department Head and Assistant County Engineer about opportunity to Teams Meet with Operator and his counsel 6-23-23. (6-19-23) Send invitations for Teams Meeting to Operator, his counsel, Department Head and Assistant County Engineer. (6-20-23) Work on parking lot lease project. (6-19-23; 6-20-23; 6-21-23; 6-22-23; 6-26-23) ***Work on contract for transfer station. Communicate with Department Head and Assistant County Engineer. (7-1-23) Communication from KDOT on City of Ogden bridge inspection. (7-1-23) Work on contract for transfer station. (7-1-23; 7-2-23; 7-5-23) Review and approve "as to form" term sheets and associated bond counsel documents for financing of two distinct scheduled construction projects. (7-20-23) Work with bond counsel on financing for two distinct scheduled projects. (7-24-23; 7-25-23) Review and approve as to form contract documents for public safety headquarters construction project—Construction Manager at Risk. (7-27-23) Work on contract for transfer station. (8-3-23; 8-4-23)***

**Riley County Register of Deeds:** Discuss legislative conference issue with Department Head. (12-6-22; 12-7-22) Advise on legal issue. (2-12-23) Communicate with Department head on deed issue. (3-17-23) Discuss with Deputy Counselor correction deed prepared for filing. (3-28-23)

**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)

**RILEY COUNTY POLICE DEPARTMENT—Administered by Law Enforcement Agency ("Law Board"):** Conversation with jail staff about medical care legal obligation regarding former inmate. Advise. Schedule Team Meetings for later this p.m. to discuss with jail staff and Budget and Finance Officer. Meeting held: advise regarding liability/no liability for medical care on specific facts. (3-22-23)

### **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:** Work on annual performance reviews. (12-1-22; 12-2-22; 12-3-22; 12-4-22; 12-5-22; 12-6-22; 12-7-22) Work with Clerk staff to reschedule administrative time on upcoming BOCC agenda. (12-7-22) Register for free webinar during lunch hour December 14, 2022; “Practical Law” updates from Westlaw—our computerized legal research provider. (12-7-22) Forward to Office Manager Clerk’s Office info on end-of-year vendor payments by check. (12-8-22) Discuss with Craig any updates to contact info. (12-13-22) Advise staff I’ll be into office after attending 8:30 a.m. meeting at Public Works. (12-13-22) Discuss with Craig teams meeting later this a.m. with Department Heads of Appraiser’s office and Planning and Development. (12-13-22) Review and Approve A/P and Accounts Payable documents. (1-30-23) Advise on chairs mistakenly moved out of CPE by CASA. (2-6-23) Work on arranging for office space for any attorney hired for vacancy of incumbent Deputy. Work on temporary location of conference room table for same purpose. Work with IT on technology need in space for same purpose. (3-15-23) Review and delete spam emails quarantined (3-19-23) Review communication from Federal District Court on amendments to local rules. (3-19-23) Approve staff request. (3-30-23) Order business cards for incoming Deputy County Counselor as of May 1, 2023. (4-5-23) Assist staff with follow up on minor structural repair of desk (donated by Treasurer) moved into office for incoming Deputy Counselor. (4-7-23) Repair of desk by Public Works staff accomplished. (4-11-23) Advise staff of information provided by Clerk’s office on address to use with P-Card purchases. (4-25-23) Approve annual leave request from staff. (4-26-23) Work with staff development of departmental 2024 budget request. (4-26-23) Work with office’s staff on Departmental 2024 budget request. (4-21-23; 4-26-23) Prepare memo in support of office’s 2024 budget request. (4-26-23) Complete departmental 2024 budget memo. Submit memo and 2024 budget request to Budget and Finance (4-27-23) 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 a 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)***

**Continuing Legal Education:** Attend online CLE program. (6-11-23) Attend CCAK CLE program. (6-16-23)

**County Counselor Association of Kansas:** Contact presenter and confirm presenter availability for mid-year zoom CLE meeting of membership. Advise KAC general counsel presenter on employment law developments will attend. (February, 2023) Discuss with membership possible hypothetical for CLE presenter’s use during upcoming presentation during mid-year membership meeting on ethical issue. (4-26-23) Confirm with Jay Hall presenter’s availability to present during June 16<sup>th</sup> “virtual” mid-year association CLE. (4-28-23)

**Department Head Committee:** Attend and participate in department Head Committee Meeting. Remind Department Heads of next Monday’s Legislative Conference, that they are all invited; and it is an opportunity to interact for the first time with new members of our delegation. Also described I will be inviting all delegation members to contact Department Heads throughout the legislative session when they have any questions about this county’s daily operation or of counties generally. (12-7-22) Attend and participate in Committee Meeting. (12-21-22) Attend and participate in committee meeting. (2-15-23) Attend and participate in committee meeting. (3-1-23) Attend and participate in committee meeting. (4-5-23) Attend and participate in committee meeting. (4-19-23) ***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)*

**Intergovernmental Luncheon:** Attend meeting. (2-27-23)

**Joint Task Force on Possible Fair and Rodeo Relocation:** *Attend 2<sup>nd</sup> meeting of group at Chamber offices. (7-14-23)*

**Kansas Association of Counties:**

**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)

**Staff Riley County Employee Recognition Day Planning Committee:** Discuss future scheduling of committee meetings with members. (2-21-23) Attend and participate in committee meeting. (2-21-23) Discussion with County Appraiser regarding current property tax exemption status of potential venue. (2-22-23) Discussion with County Appraiser staff regarding contact information for same potential venue. (2-22-23) Discuss with venue representative potential use of facility for event. (3-6-23). Discuss with different venue's representative potential use of facility for event. (3-7-23) Messages left at possible venue with my contact information. (3-17-23;3-18-23) Communicate with possible venue and contact person. Advise will not be using facility and why. (3-20-23) Attend and participate in committee meeting. (3-21-23) Discussion with committee members about concept for employee day, proposed by committee member. (4-26-23) 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)**

**Staff Road Renaming Committee:** Respond to committee member's relay of landowner's proposed rename of private road. (12-7-22)

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## County Officials' Luncheon Agenda

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**Monday, August 14, 2023**

**12:00 pm - 1:00 pm**  
**BOCC CHAMBERS**

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- Topic: Department Reports and Concerns
- AJ's Pizza will be provided.
- Please RSVP to Cindy Kabriel by Friday, August 11<sup>th</sup> at 5pm so she can estimate appropriately for the lunch order.  
(ckabriel@rileycountyks.gov)