



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

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

Cindy Kabriel
785-565-6200

Commission Chambers

8:30 AM

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

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

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

8:30 AM

Call to Order

Pledge of Allegiance

Public Comment

1. Public Comments

Commission Comments

2. Commission Comments

Business Meeting

3. Riley County District Court 2024 Budget
4. Discuss Joint City/County/County Meeting Agenda
5. Intergovernmental Luncheon Agenda Topics and Attendees

Review Minutes

6. Board of Riley County Commissioners - Regular Meeting - Sep 11, 2023 8:30 AM

Review Tentative Agenda

7. Tentative Agenda

Press Conference Topics

8. Discuss Press Conference

9:00 AM

Clancy Holeman, Counselor/Director of Administrative Services

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

9:30 AM

Anna Burson, Appraiser

10. Appraiser's Office September Staff Update

9:45 AM

Jason Smith, Manhattan Area Chamber of Commerce

11. Economic development update

10:00 AM

Julie Gibbs, Health Department Director

- 12. RCHD Monthly Update
- 13. RCHD WIC FY2024 Contract Approval
- 14. RCHD Health Educator's Update

10:45 AM Clancy Holeman, Counselor/Director of Administrative Services

- 15. Administrative Work Session
- 16. Executive session to discuss confidential legal advice regarding potential litigation issues

11:10 AM Katharine Hensler, Museum Director

- 17. Museum Staff Report

11:25 AM Budget and Planning Committee - Brittany Phillips, Budget and Finance Officer

- 18. Monthly Cash Flow Report for August 2023

11:45 AM Clancy Holeman, Counselor/Director of Administrative Services

- 19. Support Letter - City of Ogden's Grant Application for "Reconnecting Communities and Neighborhoods" Funds

Adjournment

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



COUNTY CLERK & ELECTIONS
Budget

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

COMMISSION AGENDA REPORT

FROM: Brittany Phillips, Budget & Finance Officer

MEETING: September 14, 2023

SUBJECT: Riley County District Court 2024 Budget

PRESENTER: Brittany Phillips, Budget & Finance Officer

POSSIBLE MOTION(S)

Move to approve the Riley County District Court 2024 Annual Budget to be submitted to the Office of Judicial Administration.

Move to deny

Move to modify

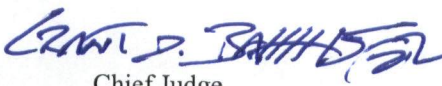
Move to table

No action required.

The Board agreed by consensus to

Enclosures:

- Form JA 100 proposed (PDF)

Submit to County Commission by July 17 and forward a copy of the proposed budget to the Office of Judicial Administration. Approved budgets are due in the Office of Judicial Administration by August 25.	ANNUAL BUDGET K.S.A. 20-349 All Funds Summary <u>21</u> Judicial District <u>Riley</u> County, Kansas		Form No. JA 100 (Rev. 03/2023)
FUND	Actual Expenditures Previous Year 2022	Estimated Expenditures Current Year 2023	Proposed Expenditures Budget Year 2024
General Court Trustee Operations Retirement Social Security Workmen's Compensation Employment Security Employee Benefit Other (Specify)	\$ 178,280.00	\$ 177,000.00	\$ 185,080.00
FUND TOTALS:	\$ 178,280.00	\$ 177,000.00	\$ 185,080.00
COMMENTS:	Submitted:  Chief Judge Enclosures: Circle all which apply ☒ General Fund Account ☐ Personnel Schedule ☐ Court Trustee Operation Fund ☐ Court Trustee Personnel Schedule ☐ Other Funds		
	Approved: As submitted Circle One As amended		
	Presiding Officer - County Commission Date		
Although courts are not revenue-producing agencies, fees and other revenues which have accrued or will accrue to the County General Fund are as follows:	Actual Previous Year 2022	Estimated Current Year 2023	Proposed Budget Year 2024
	\$ 34,811.36	\$ 40,000.00	\$ 40,000.00

Attachment: Form JA 100 proposed (13735 : Riley County District Court 2024 Budget)

Cindy Kabriel

From: Chelsea Johnson [REDACTED]
Sent: Thursday, September 7, 2023 10:04 AM
To: Cindy Kabriel; Chad Kinsley
Cc: Brenda Wolf; Lauren Page
Subject: 09/21/23 Joint City/County/County Items
Attachments: 092123 Agenda-Ci.docx

Good morning,

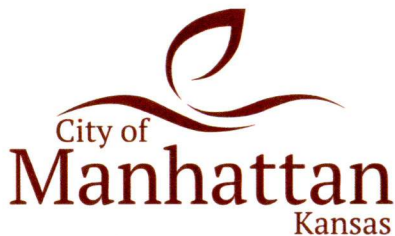
The next Joint City/County/County meeting is scheduled for Thursday, September 21, 2023, at the City. Attached is a draft agenda. If you have an item to add to the agenda please let us know before noon on Thursday, September 14, 2023.

Thank you!

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



Attachment: city county county draft agenda (12937 : Joint City/County/County Agenda Meeting Information)



AGENDA
JOINT CITY/COUNTY/COUNTY MEETING
CITY COMMISSION ROOM
CITY HALL
1101 POYNTZ AVENUE
MANHATTAN, KS 66502
THURSDAY, SEPTEMBER 21, 2023
4:00 P.M.

1. Flint Hills Regional Council Update (Jerry Lonergan, Executive Director, Flint Hills Regional Council)



This meeting is being held in the City Commission Room at City Hall, 1101 Poyntz Avenue. In accordance with provisions of the ADA, every attempt will be made to accommodate the needs of persons with disabilities. Please contact the Human Resources Department (587-2443) for assistance.



**Board of Riley County
Commissioners
Regular Meeting
TENTATIVE Agenda
September 18, 2023**

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

Cindy Kabriel
785-565-6200

Commission Chambers

8:30 AM

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

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

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

8:30 AM

Call to Order

Pledge of Allegiance

Public Comment

Commission Comments

Business Meeting

1. Out of State Travel Request

Review Minutes

Review Tentative Agenda

Press Conference Topics

9:00 AM

Amanda Webb, Planning/Special Projects Director

2. Short term rental licenses

9:15 AM

David Adams, EMS/Ambulance Director

3. Staff update

9:30 AM

Press Conference

9:40 AM

Rich Vargo, County Clerk

4. Year to date budget and expenditure reports

9:55 AM

Shilo Heger, Treasurer

5. Staff update

10:10 AM

Clancy Holeman, Counselor/Director of Administrative Services

6. Administrative Work Session

10:30 AM

Vivienne Leyva, PIO

7. Communications MOU with RCPD

Attachment: 09-18-23 tentative agenda (12870 : Tentative Agenda)

12:00 PM Law Enforcement Agency Meeting**Adjournment**

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



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

115 North 4th Street
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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

Diane Hoobler

3. Proposed Mural for Fire St. 101 Zeandale

10:00 AM

Gary Fike, County Extension Director

4. Staff update

10:15 AM

Brian Peete, RCPD Director

5. RCPD update

10:30 AM

Bob Isaac, Planner

6. Public Hearing for Vista Acres No. 5 plat request

10:45 AM

Bob Isaac, Planner

7. Public Hearing for Lakeside Heights, Unit Steveista Acres No. 7 plat

11:00 AM

Elizabeth Ward, Human Resources Director

Attachment: 09-21-23 tentative agenda (12870 : Tentative Agenda)

8. Rapid Pay Card Contract

4:00 PM

Joint City/County/County Meeting (at City 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.

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: 09-21-23 tentative agenda (12870 : Tentative Agenda)



COUNTY APPRAISER'S OFFICE
Staff Update

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

STAFF REPORT

FROM: Appraiser's Office

MEETING: September 14, 2023

SUBJECT: Appraiser's Office September Staff Update

PRESENTER: Anna Burson

Enclosures:

- 09-14-2023 Appraiser's Office Commission Meeting update (DOCX)
- BOTA UPDATE 9-5-23 (PDF)

Appraiser's Office Report

BOCC September 14th, 2023

- **Personal property**
 - Manufactured homes have been migrated to Orion. We are wrapping up quality control of the conversion data, additionally I am reviewing roughly 40 records of individual personal property manufactured homes listed on real estate to ensure the last of the data gets converted.
 - Personal property is preparing to run reports and update the Clerk's office with added and removed personal property value from June through October.
- **Agricultural**
 - Our AG appraiser is working through new compliance guidelines for Canopy Cover as well as continuing sales validation and AG use review.
- **Residential**
 - Sales Validation and annual review are continuing. We are just under 90% complete on annual review.
 - There have been 786 sales recorded of which 700 are residential properties, both figures are up over last month's update. The median sale price is currently \$236,000 up \$13,000 over last month. Our current residential sales ratio is still sitting at 95%.
 - There are 233 total building permits, 33 of which are new dwellings.
 - There are 2 small claims hearings scheduled for September 6th relating to 2023 valuation. One full BOTA appeal scheduled for October 19th relating to 2023 valuation.
 - We have started working on the residential market analysis. This would include establishing a market trend and construction cost analysis for the 2024 valuation with land and depreciation soon to follow.
 - Currently training new staff.
 - Wrapping up the photo project on parcels that were digitally reviewed.
- **Commercial**
 - I have attached the Commercial BOTA case spreadsheet and there are a couple of notable changes. Moro Apartments-2023, Hilton Garden Inn-2020 & 2021, Holiday Inn Express-2021, and Manhattan Surgical Hospital-2022 have all been dismissed. There is one additional BOTA appeal docketed, it is a residential full board hearing currently scheduled for October 19th. The totals at the bottom of the second page reflect the before dismissals total value appealed and after dismissals appealed valuation totals.
 - We currently have one Commercial 2023 small claims hearing, and it is scheduled for September 20th.
 - Our Commercial analyst has completed neighborhood, land, and depreciation analysis.
 - Income and Expense questionnaires were sent out last month and are being processed as they return.
 - Tenant interviews will begin in the next couple weeks.
- **Additional Information**
 - On August 30th we received our 2023 Compliance report from PVD. Thanks to the hard work and dedication of our team we have met the criteria for substantial compliance with both our statistical and procedural compliance review.
 - 2023 IAAO Conference.
 - 2023 Ford Explorer update
 - Senate Concurrent Resolution 1611.

Attachment: 09-14-2023 Appraiser's Office Commission Meeting update (13720 : Appraiser's Office Staff Update)

BOTA - OPEN								
8/31/2023								
DOCKET	PARCEL NUMBER	QR#	YEAR	PROPERTY OWNER	BUSINESS NAME/SITE	COUNTY VALUE	TAXPAYER VALUE	SCHEDULED
2023-2524-EQ	081-189-31-0-00-00-007.00-0	R6092	2023	COLONIAL GARDENS LLC (3050 TCB)	COLONIAL GARDENS MHP OFFICE	\$407,900	?	TBA
2023-2523-EQ	081-189-31-0-00-00-010.00-0	R6096	2023	COLONIAL GARDENS LLC (3000 TCB)	COLONIAL GARDENS	\$8,856,630	\$8,327,504	TBA
2023-2525-EQ	081-189-31-0-00-00-017.01-0	R6104	2023	COLONIAL GARDENS LLC (0000 E MARLATT)	COLONIAL GARDENS - VACANT	\$1,870	?	TBA
2023-2526-EQ	081-203-06-2-70-18-001.00-0	R7912	2023	BLUE VALLEY MHC LLC	BLUE VALLEY MHC LLC	\$4,239,320	\$3,825,000	TBA
2023-2441-EQ	081-203-07-2-20-09-003.00-0	R8759	2023	SUNFLOWER BANK	SUNFLOWER BANK	\$4,626,910	\$2,313,455	TBA
2020-6179-PR	081-203-07-2-80-01-001.02-0	R9273	2019	BJS, INC	IHOP	\$1,974,000	\$1,000,000	CONTINUED MONDAY, AUGUST 21, 2023 @ 9:00 FOR 3 HOURS IN TOPEKA
2020-6180-EQ	081-203-07-2-80-01-001.02-0	R9273	2020	BJS, INC	IHOP	\$1,974,000	\$1,482,207	CONTINUED MONDAY, AUGUST 21, 2023 @ 9:00 FOR 3 HOURS IN TOPEKA
2021-1105-EQ	081-203-07-2-80-01-001.02-0	R9273	2021	BJS, INC	IHOP	\$1,974,000	\$1,300,000	CONTINUED MONDAY, AUGUST 21, 2023 @ 9:00 FOR 3 HOURS IN TOPEKA
2020-1714-EQ	081-204-18-2-10-18-001.00-0	R9845	2020	MHTTTN MARKETPLACE	A&W/NOODLES/ETC.	\$2,100,000	\$1,365,000	CONTINUED MONDAY, AUGUST 7, 2023 @ 9:00 FOR 3 HOURS IN TOPEKA
2021-5574-EQ	081-204-18-2-10-18-001.00-0	R9845	2021	MHTTTN MARKETPLACE	A&W/NOODLES/ETC.	\$1,770,000	\$1,150,500	CONTINUED MONDAY, AUGUST 7, 2023 @ 9:00 FOR 3 HOURS IN TOPEKA
2022-1386-EQ	081-204-18-2-10-18-001.00-0	R9845	2022	MHTTTN MARKETPLACE	A&W/NOODLES/ETC.	\$1,670,000	1463240	CONTINUED MONDAY, AUGUST 7, 2023 @ 9:00 FOR 3 HOURS IN TOPEKA
2023-1154-EQ	081-204-18-2-10-18-001.00-0	R9845	2023	MHTTTN MARKETPLACE	A&W/NOODLES/ETC.	\$1,570,000	\$1,402,794	TBA
2020-1099-EQ	081-204-18-2-10-18-001.01-0	R9846	2020	WG-7060 KS, LLC	WALGREENS (BLUEMONT) PARKING LOT	\$133,660	?	CONTINUED FRIDAY, JUNE 2, 2023 @ 1:30 FOR 3.5 HOURS IN TOPEKA
2021-1437-EQ	081-204-18-2-10-18-001.01-0	R9846	2021	WG-7060 KS, LLC	WALGREENS (BLUEMONT) PARKING LOT	\$140,910	prior year value	CONTINUED FRIDAY, JUNE 2, 2023 @ 1:30 FOR 3.5 HOURS IN TOPEKA
2022-2165-EQ	081-204-18-2-10-18-001.01-0	R9846	2022	WG-7060 KS, LLC	WALGREENS (BLUEMONT) PARKING LOT	\$140,040	?	CONTINUED FRIDAY, JUNE 2, 2023 @ 1:30 FOR 3.5 HOURS IN TOPEKA
2023-1916-EQ	081-204-18-2-10-18-001.01-0	R9846	2023	WG-7060 KS, LLC	WALGREENS (BLUEMONT) PARKING LOT	\$139,920	?	TBA
2020-1097-EQ	081-204-18-2-10-18-002.00-0	R9847	2020	WG-7060 KS, LLC	WALGREENS (BLUEMONT)	\$2,398,740	?	CONTINUED FRIDAY, JUNE 2, 2023 @ 1:30 FOR 3.5 HOURS IN TOPEKA
2021-1435-EQ	081-204-18-2-10-18-002.00-0	R9847	2021	WG-7060 KS, LLC	WALGREENS (BLUEMONT)	\$2,478,940	prior year value	CONTINUED FRIDAY, JUNE 2, 2023 @ 1:30 FOR 3.5 HOURS IN TOPEKA
2022-2164-EQ	081-204-18-2-10-18-002.00-0	R9847	2022	WG-7060 KS, LLC	WALGREENS (BLUEMONT)	\$2,480,660	?	CONTINUED FRIDAY, JUNE 2, 2023 @ 1:30 FOR 3.5 HOURS IN TOPEKA
2023-1914-EQ	081-204-18-2-10-18-002.00-0	R9847	2023	WG-7060 KS, LLC	WALGREENS (BLUEMONT)	\$2,479,080	?	TBA
2020-1098-EQ	081-204-18-2-10-18-011.00-0	R9848	2020	WG-7060 KS, LLC	WALGREENS (BLUEMONT) PARKING LOT	\$119,500	?	CONTINUED FRIDAY, JUNE 2, 2023 @ 1:30 FOR 3.5 HOURS IN TOPEKA
2021-1436-EQ	081-204-18-2-10-18-011.00-0	R9848	2021	WG-7060 KS, LLC	WALGREENS (BLUEMONT) PARKING LOT	\$126,850	prior year value	CONTINUED FRIDAY, JUNE 2, 2023 @ 1:30 FOR 3.5 HOURS IN TOPEKA
2022-2166-EQ	081-204-18-2-10-18-011.00-0	R9848	2022	WG-7060 KS, LLC	WALGREENS (BLUEMONT) PARKING LOT	\$126,000	?	CONTINUED FRIDAY, JUNE 2, 2023 @ 1:30 FOR 3.5 HOURS IN TOPEKA
2023-1915-EQ	081-204-18-2-10-18-011.00-0	R9848	2023	WG-7060 KS, LLC	WALGREENS (BLUEMONT) PARKING LOT	\$125,850	?	TBA
2020-1509-EQ	081-204-18-2-10-20-001.00-0	R9850	2020	HY-VEE INC	HY-VEE STORE	\$6,750,000	\$6,699,500	CONTINUED FRIDAY, MAY 19, 2023 @ 3:30 FOR 1 HOUR IN TOPEKA
2021-3394-EQ	081-204-18-2-10-20-001.00-0	R9850	2021	HY-VEE INC	HY-VEE STORE	\$6,750,000	\$6,280,700	CONTINUED FRIDAY, MAY 19, 2023 @ 3:30 FOR 1 HOUR IN TOPEKA
2022-1279-EQ	081-204-18-2-10-20-001.00-0	R9850	2022	HY-VEE INC	HY-VEE STORE	\$7,000,000	\$6,280,700	CONTINUED FRIDAY, MAY 19, 2023 @ 3:30 FOR 1 HOUR IN TOPEKA
2023-2431-EQ	081-204-18-2-10-20-001.00-0	R9850	2023	HY-VEE INC	HY-VEE STORE	\$7,605,800	\$3,802,900	TBA
None	081-204-18-2-10-20-011.00-0	R9863	2023	HY-VEE INC	HY-VEE GAS STATION	\$1,114,600	\$557,300	TBA
2021-285-PR	081-204-18-2-10-20-004.02-0	R9855	2021	MANHATTAN MARKETPLACE SC LLC	MCALISTER'S	\$1,375,000	\$1,114,370	CONTINUED MONDAY, AUGUST 7, 2023 @ 9:00 FOR 3 HOURS IN TOPEKA
2021-5575-EQ	081-204-18-2-10-20-004.02-0	R9855	2021	MANHATTAN MARKETPLACE SC LLC	MCALISTER'S	\$1,160,000	\$1,114,370	CONTINUED MONDAY, AUGUST 7, 2023 @ 9:00 FOR 3 HOURS IN TOPEKA
2022-1387-EQ	081-204-18-2-10-20-004.02-0	R9855	2022	MANHATTAN MARKETPLACE SC LLC	MCALISTER'S	\$1,090,000	?	CONTINUED MONDAY, AUGUST 7, 2023 @ 9:00 FOR 3 HOURS IN TOPEKA
2023-1155-EQ	081-204-18-2-10-20-004.02-0	R9855	2023	MANHATTAN MARKETPLACE SC LLC	MCALISTER'S	\$1,029,000	\$984,227	REINSTATED TBA BOTA-DISMISSSED, NO FILING FEE-
2020-1713-EQ	081-204-18-2-10-20-005.00-0	R9857	2021	MANHATTAN MARKETPLACE SC LLC	BED BATH & BEYOND & OTHER RETAILERS	\$4,585,000	?	CONTINUED MONDAY, AUGUST 7, 2023 @ 9:00 FOR 3 HOURS IN TOPEKA
2021-2046-EQ	081-204-18-2-10-20-005.00-0	R9857	2021	MANHATTAN MARKETPLACE SC LLC	BED BATH & BEYOND & OTHER RETAILERS	\$4,125,000	\$3,415,016	CONTINUED MONDAY, AUGUST 7, 2023 @ 9:00 FOR 3 HOURS IN TOPEKA
2022-1385-EQ	081-204-18-2-10-20-005.00-0	R9857	2022	MANHATTAN MARKETPLACE SC LLC	BED BATH & BEYOND & OTHER RETAILERS	\$4,015,000	\$3,415,016	CONTINUED MONDAY, AUGUST 7, 2023 @ 9:00 FOR 3 HOURS IN TOPEKA
2023-1153-EQ	081-204-18-2-10-20-005.00-0	R9857	2023	MANHATTAN MARKETPLACE SC LLC	BED BATH & BEYOND & OTHER RETAILERS	\$3,785,000	\$3,278,465	REINSTATED TBA BOTA-DISMISSSED, NO FILING FEE-
2020-1715-EQ	081-204-18-2-10-20-013.00-0	R302812	2021	MANHATTAN MARKETPLACE SC LLC	VACANT - WAS PAUL MITCHELL SALON	\$745,000	\$484,250	CONTINUED MONDAY, AUGUST 7, 2023 @ 9:00 FOR 3 HOURS IN TOPEKA
2021-5576-EQ	081-204-18-2-10-20-013.00-0	R302812	2021	MANHATTAN MARKETPLACE SC LLC	VACANT - WAS PAUL MITCHELL SALON	\$630,000	\$478,968	CONTINUED MONDAY, AUGUST 7, 2023 @ 9:00 FOR 3 HOURS IN TOPEKA
2022-1388-EQ	081-204-18-2-10-20-013.00-0	R302812	2022	MANHATTAN MARKETPLACE SC LLC	VACANT - WAS PAUL MITCHELL SALON	\$380,000	\$190,000	CONTINUED MONDAY, AUGUST 7, 2023 @ 9:00 FOR 3 HOURS IN TOPEKA
2023-1156-EQ	081-204-18-2-10-20-013.00-0	R302812	2023	MANHATTAN MARKETPLACE SC LLC	VACANT - WAS PAUL MITCHELL SALON	\$255,000	?	REINSTATED TBA BOTA-DISMISSSED, NO FILING FEE-
2023-2381-EQ	081-204-18-2-20-10-001.00-0	R10104	2023	MANHATTAN LAND COMPANY LLC	MANHATTAN LAND COMPANY LLC	\$1,113,740	\$556,870	TBA
2021-1615-EQ	081-204-18-2-20-19-001.00-0	R10250	2021	PR MIG MANHATTAN OWNER LLC	COURTYARD BY MARRIOTT	\$14,651,580	?	TUESDAY, OCTOBER 31, 2023 @ 9:00 FOR 1 HOUR IN TOPEKA
2022-2176-EQ	081-204-18-2-20-19-001.00-0	R10250	2022	PR MIG MANHATTAN OWNER LLC	COURTYARD BY MARRIOTT	\$17,330,300	?	TUESDAY, OCTOBER 31, 2023 @ 9:00 FOR 1 HOUR IN TOPEKA
2023-1237-EQ	081-204-18-2-20-19-001.00-0	R10250	2023	PR MIG MANHATTAN OWNER LLC	COURTYARD BY MARRIOTT	\$15,874,740	?	TBA
None	081-204-18-2-20-28-004.00-0	R10390	2023	MORO APARTMENTS LLC	MORO APARTMNS LLC	\$343,300	\$171,650	DISMISSED BY TAX REP 05/22/23
2023-2430-EQ	081-204-18-2-20-33-010.00-0	R10447	2023	MERION APARTMENTS LLC	MAERION APARTMENTS LLC	\$1,441,800	\$720,900	TBA
2021-1662-EQ	081-204-18-2-30-03-004.00-0	R10629	2021	KSU REAL ESTATE FUND LLC	HOLIDAY INN CAMPUS	\$3,820,400	\$2,060,000	CONTINUED MONDAY, AUGUST 7, 2023 @ 1:30 FOR 1 HOUR IN TOPEKA
2022-2163-EQ	081-204-18-2-30-03-004.00-0	R10629	2022	KSU REAL ESTATE FUND LLC	HOLIDAY INN CAMPUS	\$4,011,420	\$3,630,000	CONTINUED MONDAY, AUGUST 7, 2023 @ 1:30 FOR 1 HOUR IN TOPEKA
2021-383-PR	081-204-18-2-60-31-005.00-0	R11572	2020	PARKWOOD LLC	PARKWOOD INN & SUITES	\$1,550,000	\$700,000	WEDNESDAY, OCTOBER 25, 2023 @ 1:30 FOR 1 HOUR IN TOPEKA
2021-1438-EQ	081-204-18-2-60-31-005.00-0	R11572	2021	PARKWOOD LLC	PARKWOOD INN & SUITES	\$1,215,790	prior year value	WEDNESDAY, OCTOBER 25, 2023 @ 1:30 FOR 1 HOUR IN TOPEKA
2023-2383-EQ	081-204-18-2-80-07-001.01-0	R309964	2023	COMMUNITY HOUSE LLC	COMMUNITY HOUSE LLC	\$1,736,300	\$868,150	TBA
2021-336-PR	081-204-18-2-80-26-001.00-0	R12229	2020	HCW MANHATTAN, LLC	HILTON GARDEN INN	\$13,301,999	\$8,753,893	DISMISSED BY TAX REP MONDAY, AUGUST 21, 2023 @ 1:30 FOR 1 HOUR IN TOPEKA
2021-1399-PR	081-204-18-2-80-26-001.00-0	R12229	2021	HCW MANHATTAN, LLC	HILTON GARDEN INN	\$7,509,900	\$5,000,000	DISMISSED BY TAX REP MONDAY, AUGUST 21, 2023 @ 1:30 FOR 1 HOUR IN TOPEKA
2021-2065-EQ	081-204-18-2-80-28-004.00-0	R12236	2021	MANHATTAN HOTELS LLC	HOLIDAY INN EXPRESS	\$3,597,840	\$2,374,300	DISMISSED BY TAX REP MONDAY, AUGUST 21, 2023 @ 3:30 FOR 1 HOUR IN TOPEKA
2020-1749-EQ	081-211-11-0-40-13-003.00-0	R15610	2020	CENTRO BRADLEY SPE 3 LLC	WESTLOOP SHOPPING CENTER	\$22,914,700	\$17,790,000	CONTINUED MONDAY, AUGUST 7, 2023 @ 2:30 FOR 2 HOURS
2021-1660-EQ	081-211-11-0-40-13-003.00-0	R15610	2021	CENTRO BRADLEY SPE 3 LLC	WESTLOOP SHOPPING CENTER	\$22,833,000	\$21,160,000	CONTINUED MONDAY, AUGUST 7, 2023 @ 2:30 FOR 2 HOURS
2022-2172-EQ	081-211-11-0-40-13-003.00-0	R15610	2022	CENTRO BRADLEY SPE 3 LLC	WESTLOOP SHOPPING CENTER	\$23,790,490	\$22,550,000	CONTINUED MONDAY, AUGUST 7, 2023 @ 2:30 FOR 2 HOURS
2023-1157-EQ	081-211-11-0-40-13-003.00-0	R15610	2023	CENTRO BRADLEY SPE 3 LLC	WESTLOOP SHOPPING CENTER	\$23,790,490	\$22,070,000	REINSTATED TBA BOTA-DISMISSSED, NO FILING FEE-
2023-2450-EQ	081-211-12-0-020-01-027.02-0	R15648	2023	MERCY REGIONAL HEALTH CNTR INC	VIA CHRISTI HOSPITAL	\$8,644,170	\$4,322,085	TBA-EXEMPT PARCEL
None	081-211-12-0-20-01-001.00-0	R15620	2023	MERCY REGIONAL HEALTH CNTR INC	VACANT LOT NEXT TO HOSPITAL	\$779,150	\$389,575	TBA (CANCELLED INFORMAL)-EXEMPT PARCEL
2022-1278-EQ	081-211-12-0-20-01-027.01-0	R15647	2022	MERCY HEALTH CENTER OF MANHATTAN	MHTTN SURGICAL HOSPITAL	\$6,148,400	?	DISMISSED BY TAX REP 07/19/23 MONDAY, AUGUST 21, 2023 @ 2:30 FOR 1 HOUR IN TOPEKA
2023-2451-EQ	081-211-12-0-20-01-027.01-0	R15647	2023	MERCY HEALTH CENTER OF MANHATTAN	MHTTN SURGICAL HOSPITAL	\$6,176,700	\$3,089,350	TBA
2023-2352-EQ	081-211-12-0-30-01-008.01-0	R16064	2023	FOUNDERS HILL APARTMETNS LLC	FOUNDERS HILL APARTMETNS LLC	\$15,086,080	\$13,500,000	TBA

DOCKET	PARCEL NUMBER	QR#	YEAR	PROPERTY OWNER	BUSINESS NAME/SITE	COUNTY VALUE	TAXPAYER VALUE	SCHEDULED
2020-915-EQ	081-211-12-0-30-11-004.01-0	R16204	2020	GLASS INVESTMENTS LLC	WALGREENS (ANDERSON AVE)	\$2,715,200	?	CONTINUED FRIDAY, JUNE 2, 2023 @ 1:30 FOR 3.5 HOURS IN TOPEKA.
2021-1439-EQ	081-211-12-0-30-11-004.01-0	R16204	2021	GLASS INVESTMENTS LLC	WALGREENS (ANDERSON AVE)	\$2,812,400	prior year value	CONTINUED FRIDAY, JUNE 2, 2023 @ 1:30 FOR 3.5 HOURS IN TOPEKA.
2022-2155-EQ	081-211-12-0-30-11-004.01-0	R16204	2022	GLASS INVESTMENTS LLC	WALGREENS (ANDERSON AVE)	\$2,812,400	?	CONTINUED FRIDAY, JUNE 2, 2023 @ 1:30 FOR 3.5 HOURS IN TOPEKA.
2023-2296-EQ	081-211-12-0-30-11-004.01-0	R16204		GLASS INVESTMENTS LLC	WALGREENS (ANDERSON AVE)	\$2,812,400		TBA
2023-2351-EQ	081-211-12-0-40-08-004.00-0	R16397	2023	CHASE MANHATTAN APARTMENTS LLC	CHASE MANHATTAN APARTMENTS LLC	\$12,473,850	\$11,400,000	TBA
2023-5795-EQ	081-215-15-0-30-05-016.00-0	R18374	2023	CRUCIAN, GREG & JULIE	N/A	\$394,700		THURSDAY, OCTOBER 19, 2023 @ 9:00 FOR 2 HOURS IN TOPEKA
2023-2463-EQ	081-216-14-0-00-006.00-0	R19723	2023	MCCALL CATS LLC	VACANT	\$79,590	\$39,795	TBA
2022-5112-EQ	081-216-14-0-10-03-006.02-0	R19739	2022	ICON INVESTMENTS LLC	AUTO MUSEUM PARKING LOT	\$1,220,060	\$272,021	CONTINUED FRIDAY, MAY 19, 2023 @ 9:00 FOR 3 HOURS IN TOPEKA
2023-1869-EQ	081-216-14-0-10-03-006.02-0	R19739	2023	ICON INVESTMENTS LLC	AUTO MUSEUM PARKING LOT	\$1,270,180	\$200,000	TBA
2023-2460-EQ	081-216-14-0-30-03-021.00-0	R20030	2023	MCCALL CATS LLC	VACANT	\$1,280	\$640	TBA
2023-2461-EQ	081-216-14-0-30-03-059.00-0	R20068	2023	MCCALL CATS LLC	VACANT	\$8,480	\$4,240	TBA
2023-2458-EQ	081-216-14-0-30-07-014.00-0	R20142	2023	MCCALL CATS LLC	VACANT	\$31,880	\$15,940	TBA
2023-2456-EQ	081-216-14-0-30-08-018.00-0	R20161	2023	MCCALL CATS LLC	VACANT	\$16,940	\$8,470	TBA
2023-2462-EQ	081-216-14-0-30-08-019.00-0	R20162	2023	MCCALL CATS LLC	VACANT	\$10,010	\$5,005	TBA
2023-2457-EQ	081-216-14-0-30-09-003.00-0	R20165	2023	MCCALL CATS LLC	RESIDENTIAL	\$138,520	\$64,260	TBA
2023-2459-EQ	081-216-14-0-30-09-004.00-0	R20166	2023	MCCALL CATS LLC	VACANT	\$85,320	\$42,660	TBA
2023-2455-EQ	081-216-14-0-30-09-005.00-0	R20167	2023	MCCALL CATS LLC	VACANT	\$112,230	\$56,115	TBA
2021-3484-EQ	081-216-23-0-10-08-001.00-0	R20575	2021	GENESIS HEALTH CLUBS OF MHTTN LLC	GENESIS	\$7,674,200	\$3,873,100	CONTINUED FRIDAY, MAY 19, 2023 @ 2:30 FOR 1 HOUR IN TOPEKA
2022-1277-EQ	081-216-23-0-10-08-001.00-0	R20575	2022	GENESIS HEALTH CLUBS OF MHTTN LLC	GENESIS	\$8,152,300	\$4,000,000	CONTINUED FRIDAY, MAY 19, 2023 @ 2:30 FOR 1 HOUR IN TOPEKA
2023-2393-EQ	081-216-23-0-10-08-001.00-0	R20575	2023	GENESIS HEALTH CLUBS OF MHTTN LLC	GENESIS	\$8,152,300	\$4,076,150	TBA
2020-1525-EQ	081-216-24-0-20-01-002.00-0	R21281	2020	HD DEVELOPMENT OF MARYLAND	HOME DEPOT	\$7,200,000	\$4,070,000	CONTINUED TUESDAY & WEDNESDAY OCTOBER 17TH & 18TH 9:00 AM IN TOPEKA
2021-2023-EQ	081-216-24-0-20-01-002.00-0	R21281	2021	HD DEVELOPMENT OF MARYLAND	HOME DEPOT	\$7,200,000	\$4,070,000	CONTINUED TUESDAY & WEDNESDAY OCTOBER 17TH & 18TH 9:00 AM IN TOPEKA
2022-1355-EQ	081-216-24-0-20-01-002.00-0	R21281	2022	HD DEVELOPMENT OF MARYLAND	HOME DEPOT	\$7,200,000	\$4,070,000	CONTINUED TUESDAY & WEDNESDAY OCTOBER 17TH & 18TH 9:00 AM IN TOPEKA
2020-914-EQ	081-216-24-0-20-02-001.00-0	R21288	2020	TARGET CORPORATION	TARGET	\$9,850,000	?	CONTINUED WEDNESDAY, OCTOBER 25, 2023 @ 2:30 FOR 1 HOUR IN TOPEKA
2021-1440-EQ	081-216-24-0-20-02-001.00-0	R21288	2021	TARGET CORPORATION	TARGET	\$9,700,000	prior year value	CONTINUED WEDNESDAY, OCTOBER 25, 2023 @ 2:30 FOR 1 HOUR IN TOPEKA
2022-2157-EQ	081-216-24-0-20-02-001.00-0	R21288	2022	TARGET CORPORATION	TARGET	\$9,700,000	?	CONTINUED WEDNESDAY, OCTOBER 25, 2023 @ 2:30 FOR 1 HOUR IN TOPEKA
2023-2295-EQ	081-216-24-0-20-02-001.00-0	R21288	2023	TARGET CORPORATION	TARGET	\$9,700,000	?	TBA

Total County Value in Question	\$421,636,700
After Dismissal's	\$392,734,270



HEALTH DEPARTMENT
Update

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

COMMISSION AGENDA REPORT

FROM: Julie Gibbs
MEETING: September 14, 2023
SUBJECT: RCHD Monthly Update
PRESENTER: Julie Gibbs

See attached

Enclosures:

- 2023 budget to actual_Aug23 (PDF)
- BOCCmonthlypressept23 [Autosaved] (PDF)

RILEY COUNTY HEALTH DEPARTMENT
2023 Budget to Actual Comparison of Revenues and Expenses
January 1, 2023-August 31, 2023
66.7% of year

ACTUAL BEG. CASH BAL. \$969,509.59

	Total Budget	Total Actuals	General		Emergency Preparedness		WIC		Kansas Health Foundation		CDRR		KCCTF		Child Care Licensing		Family Planning		Immunization
Revenues			Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget
Grants	3,000,886.00	2,397,039.30	152,218.00	357,145.26	49,844.00	43,484.00	954,915.00	578,020.00	-	-	-	-	96,336.00	68,572.82	209,073.00	159,611.00	143,259.00	111,898.00	117,423.00
Client Fees	105,150.00	58,676.39	-	-	-	-	-	-	-	-	-	-	-	-	30,000.00	17,180.75	32,000.00	20,082.75	35,000.00
Medicaid	46,500.00	43,560.70	-	-	-	-	-	-	-	-	-	-	-	-	-	-	14,000.00	14,591.48	28,000.00
Insurance	277,500.00	222,497.95	-	-	-	-	-	-	-	-	-	-	-	-	-	-	40,000.00	24,640.83	225,000.00
Transfer from General	1,269,979.00	1,269,979.00	1,269,979.00	1,269,979.00	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Transfer In-CARES	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Miscellaneous	25,296.00	46,507.74	25,296.00	40,397.07	-	-	-	3,630.58	-	-	-	-	-	-	-	-	-	-	-
TOTALS	4,725,311.00	4,038,261.08	1,447,493.00	1,667,521.33	49,844.00	43,484.00	954,915.00	581,650.58	-	-	-	-	96,336.00	68,572.82	239,073.00	176,791.75	229,259.00	171,213.06	405,423.00

% of Budget Received 85.46% 115.20% 87.24% **60.91%** 71.18% 73.95% 74.68%

Expenses	Total Budget	Total Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget
Total Personnel	4,241,089.00	2,689,581.19	593,414.00	362,895.69	75,965.00	52,737.11	911,805.00	531,032.39	-	-	-	-	73,881.00	19,933.55	312,583.00	218,354.47	411,863.00	249,386.47	303,518.00
Total Contract	774,180.00	659,947.65	171,200.00	235,141.14	1,680.00	1,016.12	25,610.00	24,587.50	-	-	-	-	10,355.00	5,495.54	12,140.00	10,039.73	20,300.00	11,613.26	8,825.00
Total Commodities	306,549.00	231,960.09	19,271.00	32,587.13	-	-	17,500.00	5,787.29	-	500.00	-	-	12,100.00	29,181.72	2,800.00	834.85	39,125.00	38,879.97	133,050.00
Capital	-	7,017.30	-	2,080.88	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Transfers Out	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
TOTALS	5,321,818.00	3,588,506.23	783,885.00	632,704.84	77,645.00	53,753.23	954,915.00	561,407.18	-	500.00	-	233.66	96,336.00	54,610.81	327,523.00	229,229.05	471,288.00	299,879.70	445,393.00

% of Budget Spent **67.43%** **80.71%** **69.23%** 58.79% 56.69% **69.99%** 63.63%

BALANCE:
EXCESS/(DEF.) BUDGET 663,608.00 (27,801.00) - 20,243.40 - 13,962.01 (88,450.00) (242,029.00) (39,970.00)
EXCESS/(DEF.) ACTUAL 1,034,816.49 (10,269.23) 20,243.40 (500.00) 13,962.01 (52,437.30) (128,666.64)

ENDING CASH BAL. \$1,419,264.44

Attachment: 2023 budget to actual_Aug23 (13730 : RCHD Update)

ACTUAL BEG. CASH BAL. \$969,509.59

	Total Budget	Total Actuals	Action Plan	MCH		OPEI		Smart Start/ECBG		State Formula		March of Dimes		Wildcat Region PHEP	
Revenues			Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual
Grants	3,000,886.00	2,397,039.30	53,588.00	125,056.00	151,003.00	222,800.00	165,000.00	800,000.00	624,573.97	90,652.00	72,854.00	7,500.00	-	31,810.00	11,289.25
Client Fees	105,150.00	58,676.39	13,831.84	150.00	-	-	-	-	-	8,000.00	7,581.05	-	-	-	-
Medicaid	46,500.00	43,560.70	26,191.02	3,500.00	2,253.68	-	-	-	-	1,000.00	524.52	-	-	-	-
Insurance	277,500.00	222,497.95	178,551.13	1,500.00	2,545.18	-	-	-	-	11,000.00	16,760.81	-	-	-	-
Transfer from General	1,269,979.00	1,269,979.00	-	-	-	-	-	-	-	-	-	-	-	-	-
Transfer In-CARES	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Miscellaneous	25,296.00	46,507.74	-	-	1,974.80	-	-	-	502.00	-	3.29	-	-	-	-
TOTALS	4,725,311.00	4,038,261.08	272,161.99	130,206.00	157,776.66	222,800.00	165,000.00	800,000.00	625,075.97	110,652.00	97,723.67	7,500.00	-	31,810.00	11,289.25

% of Budget Received 85.46% 67.13% 121.17% 74.06% 78.13% 88.32% 0.00% 35.49%

Expenses	Total Budget	Total Actual	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual
Total Personnel	4,241,089.00	2,689,581.19	178,574.28	323,729.00	224,723.87	448,076.00	309,952.93	454,959.00	340,000.31	327,659.00	199,439.41	-	-	3,637.00	2,550.71
Total Contract	774,180.00	659,947.65	10,694.84	8,840.00	8,881.80	64,850.00	33,568.19	405,560.00	290,975.90	28,400.00	18,988.46	-	-	16,420.00	8,711.51
Total Commodities	306,549.00	231,960.09	65,296.78	2,300.00	12,987.94	5,250.00	5,712.77	47,950.00	17,163.60	7,950.00	3,644.50	7,500.00	4,855.29	11,753.00	14,528.25
Capital	-	7,017.30	-	-	-	-	-	-	-	-	2,689.99	-	-	-	2,246.43
Transfers Out	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
TOTALS	5,321,818.00	3,588,506.23	254,565.90	334,869.00	246,593.61	518,176.00	349,233.89	908,469.00	648,139.81	364,009.00	224,762.36	7,500.00	4,855.29	31,810.00	28,036.90

% of Budget Spent 67.43% 57.16% 73.64% 67.40% 71.34% 61.75% 64.74% 88.14%

BALANCE:
EXCESS/(DEF.) BUDGET (204,663.00) (295,376.00) (108,469.00) (253,357.00)
EXCESS/(DEF.) ACTUAL 17,596.09 (88,816.95) (184,233.89) (23,063.84) (127,038.69) (4,855.29) (16,747.65)

ENDING CASH BAL. \$1,419,264.44

Attachment: 2023 budget to actual_Aug23 (13730 : RCHD Update)



BOH Monthly Report September 2023

Julie Gibbs, MPH
Riley County Health Department
2030 Tecumseh Rd.
Manhattan, Kansas 66502

Attachment: BOCCmonthlypressep23 [Autosaved] (13730 : RCHD Update)

MCH Update

12.b

BaM classes in August = 84 participants!

- Spanish BAM = 4 participants

BaF classes in August = 35 participants

Health Equity Project – Yoga “well-being”
classes to start on September 20 at 5:30 PM

- FREE Childcare provided

Submitted Memorial Hospital Association
grant

- Class incentives/injury prevention items

Attachment: BOCCmonthlypressep23 [Autosaved] (13730 : RCHD Update)

Clinic Updates

366 total immunizations (236 patients)

160 family planning visits

538 total appointments in August

New vaccines for September!

- RSV (Abrysvo) for adults 60+ and for pregnant women (with order from provider).
- Flu vaccine by September 18
- Covid vaccine by EOM

CCL Update

August	Riley	Geary	Clay	Dickinson	Pottawatomie	Total
Initial Inspections		2		2		4
Initial Compliance		1				1
Annual Inspections	7	3	1	4	5	20
Annual Compliance	1	2	2		1	6
KDHE compliance Inspections	2	1	1	1	2	7
Complaint First Visit	4	2				6
Complaint Second Visit						
Illegal Care Complaints						
Home Orientation					1	1
TOTALS	14	11	4	7	9	45

Attachment: BOCCmonthlypressep23 [Autosaved] (13730 : RCHD Update)

CCL Update

	September	Riley	Geary	Clay	Dickinson	Pott	Total
School Age Program		9				1	10
Child Care Center		15	7	1	7	8	38
R & R Agency		1					1
School Age Drop In Program		9				3	12
Group Day Care Home		30	14	12	10	14	80
Head Start Child Care							
Licensed Day Care Home		42	15	14	16	33	120
Preschool			1	3	3		7
Totals		106	37	30	36	59	268
		-1		-1		-2	-4

Raising Riley Update

12.b

Outreach

Aug 10 and 24 – SNAP application assistance

Sept 2 – Purple Power Play with 207 adults and 262 children



Literacy

Aug 10 – Laundry Love with 3 families

August Story Times with 17 providers

8 week health literacy at MART program – 10 Afghan families



Parent and Provider Education

Aug 10 – Children's rhyming skills with 10 providers

Aug 12 – CPR and FA class for 7 parents

Aug 14 – Adult Resilience Workshop – Build your Bounce with 85 in attendance

August 26 – FLIP IT training with 7 families

Attachment: BOCCmonthlypressep23 [Autosaved] (13730 : RCHD Update)

WIC Update

12.b



Attachment: BOCCmonthlypressept23 [Autosaved] (13730 : RCHD Update)

Outreach – Everybody County, Early Childhood Screenings, Ogden Bike Swap

Pott County Clinics – Onaga and Wamego

Free Prenatal Vitamins!

Follow up with Adrian Perfecto

PHEP Update

PHEP was awarded the MRC-STTRONG grant (continuation of the MRC RISE award)

Skylar and Fala attended the Pet Poolooza on August 19



Upcoming Events

12.b

Oktoberfest – October 12 from 3:00 – 6:00 PM

- Flu and Covid vaccines
- Free pumpkins for kids with every shot
- Activities and snacks!
- Farmers Market (get a \$10 voucher with every shot)

HOSA Leadership Conference – October 4

- Jacob was asked to speak at this conference on the importance of vaccines

CPR and FA course for RC employees

- First time to offer only to RC employees!



The poster features a background image of hands performing CPR on a mannequin. In the top left corner is the Riley County Health Department logo. Below it is the American Red Cross logo. The main title 'FIRST AID & CPR TRAINING' is prominently displayed in the center. The bottom section is divided into two columns: the left column contains text about the host (Riley County Health Department and Maternal & Child Health), certification (Adult and Infant CPR), and a note about limited space (12 people). The right column states that the training is reserved for Riley County Employees only, provides a phone number (776-4779 EXT. 7664) for registration, and specifies the training date as November 9th, 2024. A box at the bottom right indicates the class time is from Packet Pg. 26. At the very bottom, it mentions that classes are held at The Family and Child Resource Center.

RILEY COUNTY
HEALTH DEPARTMENT

American Red Cross

FIRST AID & CPR TRAINING

Hosted by Riley County Health Department and Maternal & Child Health

Get Certified in Adult and Infant CPR

Space is limited to 12 people. Register today!

This CPR training is reserved for Riley County Employees only. Call 776-4779 EXT. 7664 to register

**TRAINING DATE
NOVEMBER 9TH
2024**

Class time is from
Packet Pg. 26

CLASSES HELD AT
THE FAMILY AND CHILD RESOURCE CENTER

Attachment: BOCCmonthlypressept23 [Autosaved] (13730 : RCHD Update)



HEALTH DEPARTMENT
Contract

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

COMMISSION AGENDA REPORT

FROM: Kaylyn Speth
MEETING: September 14, 2023
SUBJECT: RCHD WIC FY2024 Contract Approval
PRESENTER: Julie Gibbs

BACKGROUND

The Kansas WIC Program receives funding from the U.S. Department of Agriculture (USDA) on a Federal Fiscal Year (FFY) basis (October 1 through September 30). Local WIC Agencies (LA) are funded 100% by these federal funds for the costs needed to administer the program on a FFY and funds are allocated, effective October 1 of each year.

LA are required to submit a WIC Local Agency Budget to the State Agency (SA) each FFY. The SA will review the budget, and once the budget review process is complete, funding amounts are determined based on the availability of federal funds and allocated to the LA through contracts. LA allocations may be adjusted during the FFY due to funding changes.

The SA determines each LA's assigned client participation number for the upcoming FFY during the budget review process. The targeted number of participants set for a LA to serve may be adjusted during the FFY if necessary.

Subsequent changes in the federal budget allocation (after October 1) may require adjustments to the amount allocated to each LA. At no time will allocated funds change without prior contact with LA. Carryover of funds from one fiscal year to the next is not allowed.

DISCUSSION

The budget includes all costs estimated to administer the WIC and Breastfeeding Peer Counselor Program during the FFY2024 at all WIC sites including Manhattan, Wamego, Onaga, and Fort Riley. The SA requires one-sixth (16.7%) of the total allocation to be spent on nutrition

education and a specified amount must also be spent on breastfeeding promotion and support activities. The breastfeeding amount does not include the peer counselor program and varies annually and will be provided with contract information.

FISCAL IMPACT

The proposed budget for FFY2023 WIC and Breastfeeding Peer Counseling Services is \$960,896

USDA reports that every \$1.00 spent on WIC has saved as much as \$3.13 in health care costs during the first two months after an infant's birth. Per dollar savings increased to about \$3.50 over an 18 year period.

WIC infuses on average, \$100,000 in federal funds into the program area's retail food economy each month. The benefits of this economic boost extend beyond WIC families to the local economy. There are 10 grocery stores authorized to accept WIC in the program area, including 5 within Manhattan.

RECOMMENDATION(S)

I recommended the Kansas WIC Local Agency Budget be approved for FFY2024 to continue WIC services to the Riley County, Fort Riley, and Pottawatomie County residents.

POSSIBLE MOTION(S)

Move to approve

Move to deny

Move to modify

Move to table

No action

The Board agreed by consensus to

Enclosures:

- Riley Contract FFY2024 (PDF)

CONTRACT BETWEEN
KANSAS DEPARTMENT OF HEALTH AND ENVIRONMENT
AND
KANSAS WIC LOCAL AGENCY

1. Parties to Contract.

- 1.1.** Kansas Department of Health and Environment [KDHE], also referred to as State Agency
- 1.2.** Riley County - Manhattan Health Department [Local Agency], covering a service area of the following Kansas counties: Riley and Pottawatomie Counties.

2. Purpose of Contract. The purpose of this Contract between KDHE and Local Agency is to outline the responsibilities of each of the Parties as to the administration of the Special Supplemental Nutrition Program for Women, Infants, and Children (WIC) and, if applicable to the Local Agency, the WIC Breastfeeding Peer Counselor Program (BFPC). Funding for the WIC and BFPC programs are provided to KDHE by the U.S. Department of Agriculture (USDA), CFDA #10.557.

3. Term of Contract. The period of this Contract shall begin October 1, 2023 and continue until September 30, 2024, unless sooner terminated according to the provisions herein.

4. Compensation. The Contract amount awarded to Local Agency is for:

- 4.1.** Up to \$960,896 plus any reallocated Federal Nutrition Services Administrative Funds that may become available.
- 4.2.** Up to \$80,000 plus any reallocated Federal Breastfeeding Peer Counselor Funds that may become available.

5. Local Agency Responsibilities and Requirements for Administering the WIC Program. Local Agency shall be responsible for the following:

- 5.1.** Conducting the WIC program in accordance with the current Kansas State WIC Policies and Procedures Manual. The program shall also be conducted in accordance with the other state and federal regulations that are currently in effect, which govern administration, operation, and management of the program.
- 5.2.** Employing or contracting with a competent professional authority who is authorized to determine nutritional risk, certify participants and prescribe supplemental foods as defined by policy. Competent professional authorities include:
 - 5.2.1.** Licensed Dietitians;
 - 5.2.2.** Registered Nurses;
 - 5.2.3.** Licensed Physicians; or
 - 5.2.4.** Registered Physician Assistants.

- 5.3. Employing or contracting with a licensed dietitian to counsel participants who are determined to be at high nutritional risk and perform other nutrition services as defined by policy.
- 5.4. Completing a Nutrition Services Plan and submitting the plan to the State Agency for approval by November 1, 2023. The Nutrition Services Plan is to be completed using the Nutrition Services Plan Guidance materials, provided by the State Agency, for the upcoming calendar year.
- 5.5. Providing referrals to health and social services or other programs as appropriate. Referrals may be verbal or written and must be documented in the WIC management system.
 - 5.5.1. Local Agency shall maintain and provide to participants a list of community and food assistance programs within the community. The list shall include local KanCare (Medicaid) information and other programs that may be of benefit to participants and applicants. The list shall include local resources for substance abuse counseling and treatment. WIC program information should be provided to these agencies, so they can in turn refer people to WIC.
 - 5.5.2. Local Agency shall provide written information about KanCare (Medicaid) to each participant/caregiver on at least one (1) occasion, preferably at the time of certification.
 - 5.5.3. Local Agency shall refer infants and or children who have not had a blood lead test, or do not have up to date immunization records to an appropriate resource.
 - 5.5.4. Local Agency shall report known or suspected child abuse or neglect as required by State law.
- 5.6. Making appropriate health services available to participants and informing applicants of the health services available. Local Agency shall have a plan for continued efforts to make health services available to participants at the clinic or through written agreements with health care providers when health services are provided by referral. Special efforts should also be made by the Local Agency to maintain ongoing communication and referrals with organizations who serve the homeless in their WIC service area. WIC program information should be provided to these agencies, so they can in turn refer people to WIC.
- 5.7. Attending the statewide annual WIC meeting and other required training events as directed by the State Agency.
- 5.8. Monitoring local retail vendors participating in the WIC Program, including:
 - 5.8.1. Conducting annual vendor training and any other training, monitoring, and investigating of authorized vendors assigned to the Local Agency.
 - 5.8.2. Sending written communications of warnings to vendors that are in violation of contract agreements and will work with vendors to resolve problems as necessary.
 - 5.8.3. Communicating with the State Agency on all correspondence with vendors.
- 5.9. Safeguarding all eWIC cards from the date the Local Agency receives the cards through the date the WIC participant signs for the card.
- 5.10. Utilizing the Kansas WIC automated management information system (KWIC) to administer the Kansas WIC program in their clinics. This shall include:
 - 5.10.1. Using due diligence in keeping WIC equipment secure from theft or damage.

- 5.10.2.** Having and maintaining a computer network including internet access to support the use of the KWIC.
- 5.10.3.** Ensuring that reasonable protections are in place to avoid computer viruses and unauthorized access to computer files.
- 5.10.4.** Employing or contracting with information technology technicians available to help in the installation of new equipment and deal with problems with the network and existing equipment.
- 5.11.** Safeguarding WIC program client information in the KWIC system.
 - 5.11.1.** Security access is obtained through a request to the KWIC Security Manager at the State Agency.
 - 5.11.2.** Local Agency shall contact the State Agency by emailing KDHE.WicStaffChange@ks.gov when an employee's security access needs be removed.
 - 5.11.2.1.** If a Local Agency employee leaves employment due to termination, then the Local Agency shall contact the State Agency to have the employees access removed from KWIC within twenty-four (24) hours of termination.
 - 5.11.2.2.** If a Local Agency employee leaves employment under normal circumstances (for example: 2 weeks' notice), then the Local Agency shall contact the State Agency to have the employees access removed from KWIC within one (1) week from the end of the employee's employment.
- 5.12.** Maintaining participation levels of at least 98% of the contractually assigned participation. If the Local Agency fails to maintain at least 98% of its assigned target participation level for a three-month period, the State Agency may adjust the amount of administrative funds allocated to the Local Agency.
- 5.13.** Conducting at least two (2) public outreach activities designed to enroll eligible women in the early stages of pregnancy, infants, and children in the WIC Program. Outreach activities shall involve offices and organizations that interact with potentially eligible persons, such as health and medical organizations, hospitals and clinics, welfare and unemployment offices, social service agencies, farm worker and other organizations serving target populations.
- 5.14.** Prohibiting smoking in the space used to carry out the WIC Program during the time any aspect of WIC services is performed.
- 5.15.** Annually reviewing and evaluating clinic operations. The annual review and evaluation shall include all clinics, including sub-contractors, for compliance with WIC operations.
 - 5.15.1.** Develop and implement a corrective action process which includes:
 - 5.15.1.1.** Promptly notifying the evaluated clinics in writing of any deficiencies,
 - 5.15.1.2.** Requiring evaluated clinics to develop corrective action plans, and
 - 5.15.1.3.** Monitoring clinic implementation of such plans.
 - 5.15.2.** Provide a written report detailing strengths and weaknesses of the clinics and the requirement for corrective action, as appropriate.

- 5.15.3.** Follow-up and monitor implementation of all corrective action plans.
- 5.15.4.** Provide to the State Agency, a copy of the initial report given to the evaluated clinic(s) and any subsequent reports that document the Local Agency's monitoring of the implementation of corrective action plans.
- 5.16.** Submitting the following to the State Agency:
 - 5.16.1.** An annual budget for the Federal Fiscal Year (October 1-September 30) for each year of operation.
 - 5.16.2.** A monthly affidavit of expenditures by the 20th of each month following the reporting month.
 - 5.16.2.1.** The affidavit shall document all allowable expenditures incurred for operation of the WIC program.
 - 5.16.2.2.** Expenditures must be broken out by the following categories: Nutrition Education, Breastfeeding Promotion and Support, Client Services and General Administration.
 - 5.16.2.3.** At least one-sixth of the total funds received must be expended for nutrition education services. Additionally, the State Agency will assign a required expenditure amount for breastfeeding promotion and support. Exceptions to these expenditure requirements for special circumstances not under the Local Agency control may be authorized by the State Agency.
 - 5.16.3.** If necessary, corrections or supplemental affidavits are due within sixty (60) calendar days from the end of the reporting month.
 - 5.16.4.** A time and effort form or daily time sheets at a minimum of one month per quarter no later than the 20th of the month following. For example, January, February or March are due on or before April 20.
 - 5.16.5.** Any other reports as requested by the State Agency in a timely manner.
- 5.17.** Maintaining complete and accurate source documentation that accounts for all program funds received and expended.
- 5.18.** Filing with the State Agency an approved indirect-cost plan if indirect costs are to be claimed for reimbursement.
- 5.19.** Filing with the State Agency a cost allocation plan if program expenditures are integrated or comingled in any way with any other program. Only expenditures associated with WIC should be shown on monthly affidavits or supplemental reports.
- 5.20.** Maintaining and making available for review all records, both financial and programmatic, for the WIC program regarding this contract for a period of four years, or until audits or litigation have been completed and any questions arising from the audits or litigation have been resolved.
- 5.21.** Obtaining written approval from the State Agency before purchasing any piece of equipment or capital expenditure costing \$1,500 or more, if said equipment is to be purchased with WIC funds under this contract. The State Agency reserves rights to all capital equipment purchased 100% with

WIC funds. All capital expenditures reported on the monthly affidavits must be supported with photocopies or electronic copies and invoices before reimbursement can be made.

6. Local Agency Responsibilities and Requirements for Administering the WIC BFPC Program. This paragraph and all sub-paragraphs hereunder shall only apply if the Local Agency requests and is granted BFPC funds to implement a BFPC program. If BFPC funds were requested by Local Agency and granted by KDHE, Local Agency shall be responsible for the following:

- 6.1. Conducting the WIC BFPC program in accordance with the current Kansas State WIC Policies and Procedures Manual. The program shall also be conducted in accordance with the other state and federal regulations that are currently in effect, which govern administration, operation, and management of the program.
- 6.2. Implementing and administering a BFPC program consistent with program guidance set forth in the “Using Loving Support to Manage Peer Counseling Programs” and “Loving Support through Peer Counseling”.
- 6.3. Appointing a BFPC Supervisor who is a Local Agency employee or contract employee, and who has or will receive training in breastfeeding support. BFPC Supervisors may perform other duties as well.
- 6.4. Referring WIC participants to other WIC staff or other community agency staff that are trained in the management of breastfeeding problems outside the Breastfeeding Peer Counselor’s expertise.
- 6.5. Developing a BFPC implementation plan for approval by KDHE. Once the implementation plan is approved by KDHE, Local Agency shall be responsible for expanding and building upon activities outlined in the Local Agency’s approved breastfeeding peer counseling implementation plan.
- 6.6. Attending BFPC implementation training and designated annual BFPC training events as directed by the State Agency.
- 6.7. Completing the Kansas BFPC Program Performance Measurement Quarterly Report form. The Quarterly Report shall be submitted to KDHE according to the following schedule:
 - 6.7.1. Only page one of this form needs to be submitted on or before the following dates:
 - 6.7.1.1. January 20, 2024
 - 6.7.1.2. July 20, 2024
 - 6.7.1.3. October 20, 2024
 - 6.7.2. The quarterly report form is to be submitted in its entirety to KDHE on or before April 20, 2024.
- 6.8. Submitting the following to the State Agency:
 - 6.8.1. The Kansas WIC Breastfeeding Peer Counselor Program Self-Monitoring form on a yearly basis along with the yearly renewal application.
 - 6.8.2. Concurrent with the submission of the WIC monthly affidavit of expenditures, a monthly affidavit of BFPC expenditures by the 20th of each month following the reporting month. BFPC expenditures shall be subject to the following requirements:

6.8.2.1. The affidavit shall document all allowable expenditures incurred for operation of the BFPC program.

6.8.2.2. Expenditures must be placed in the BFPC cost category only.

6.8.3. If necessary, corrections or supplemental affidavits are due within sixty (60) calendar days from the end of the reporting month.

6.8.4. A time and effort form or daily time sheets at a minimum of one month per quarter no later than the 20th of the month following. For example, January, February or March are due on or before April 20.

6.8.5. Any other reports as request by the State Agency in a timely manner.

6.9. Maintaining complete and accurate source documentation that accounts for all program funds received and expended.

7. State Agency Responsibilities. KDHE shall be responsible for the following under this Contract:

7.1. Providing a separate spreadsheet that includes the assigned client participation number, the funding allocation, and the target expenditures for Nutrition Education and Breastfeeding Promotion and Support for the Local Agency and any sub-contractors as applicable.

7.2. Providing an information management system for certifications, benefits issuance and program management.

7.3. Providing technical assistance training and monitoring the Local Agency for program compliance.

7.4. Reimbursing the Local Agency on a monthly basis for approved expenditures in accordance with the Local Agency submitted affidavit of expenditures and within the funding allocation provided to the Local Agency. Reimbursements shall be based on actual costs.

8. Subcontracting of Services by Local Agency. If Local Agency deserves to subcontract services related to this Contract, the Local Agency shall obtain written approval from the State Agency prior to entering into a subcontract with a third party to provide WIC services. The Local Agency shall submit the subcontract, along with the budget of the subcontractor, to the State Agency for written approval.

8.1. Local Agency shall provide on-site technical assistance to all subcontractor clinics as necessary and shall conduct periodic, routine meetings with subcontractor's WIC staff for in-service trainings and problem solving.

8.2. Local Agency shall include in the subcontract provisions defining the services to be provided by, and the requirements of, the subcontractor and how the Local Agency will compensate the subcontractor for the services provided. Said services and requirements may include, but are not limited to:

8.2.1. Determining participant eligibility.

8.2.2. Issuing cards or benefits and stock accountability.

8.2.3. Providing nutrition education and counseling.

8.2.4. Providing to the Local Agency, on a timely basis, all required information regarding fiscal and program administration, including time sheet and affidavits of actual expenditures.

- 8.2.5. Following WIC policies and procedures.
- 8.2.6. Making appropriate health services or referrals available to participants.
- 8.2.7. Training, monitoring, and investigating retail vendors.
- 8.2.8. Maintaining vendor files.
- 8.2.9. Assuring documentation for all functions.

8.3. Local Agency shall include on the subcontractor signature page the following statement: *“As a prospective lower tier participant, the subcontractor certifies that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible or voluntarily excluded from participation in the transaction by any Federal department or agency and will promptly notify the State Agency if it is debarred or suspended in the future.”*

8.4. Local Agency shall include on the subcontractor signature page the following statement: *“The subcontractor certifies to the best of their knowledge that no Federal funds provided through a grant award or contract shall be given or received in exchange for the making of a campaign contribution. No part of the funds provided through this contract shall be used to influence or attempt to influence an officer or employee of any agency or member of Legislature regarding any pending legislation or the awarding, extension, continuation, renewal, amendment of modification or any government contract, grant, loan or cooperative agreement.”*

However, if lobbying with non-federal funds has occurred, then the Local Agency shall complete the Disclosure Form to Report Lobbying (Standard Form LLL) and submit it to the State Agency, which will then be submitted to the FNS Regional Office. The Standard Form LLL can be accessed at <https://www2.ed.gov/fund/grant/apply/appforms/sflll.doc>

8.5. Local Agency shall include on the subcontractor signature page the following statement: Local Agency hereby agrees that it will comply with Title VI of the Civil Rights Act of 1964 (42 U.S.C. 2000d et seq.), Title IX of the Education Amendments of 1972 (20 U.S.C. 1681 et seq.), Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. 794), Age Discrimination Act of 1975 (42 U.S.C. 610 et seq.); all provisions required by the implementing regulations of the Department of Agriculture; Department of Justice Enforcement Guidelines; and FNS directives and guidelines to the effect that no person shall, on the ground of race, color, national origin, sex (including gender identity and sexual orientation), disability, age, or reprisal or retaliation for prior civil rights activity, be excluded from participation in, be denied the benefits of, or otherwise be subjected to discrimination under any program or activity for which the Agency receives Federal financial assistance.

8.6. Subcontracted clinics may not be permitted to separate from their Local Agency group until the end of the federal fiscal year.

9. Service Area Termination by Local Agency.

9.1. If the Local Agency was traveling to another County and was providing WIC services and no longer wishes to do so and the County in which the traveling agency was providing services wishes to be a brand-new agency, a transition period will need to be established for both the traveling agency and the new agency with the help of the State Agency, so that clients will not experience a lapse in services.

- 9.2. The transition period typically begins the first of October. If necessary, the traveling agency shall continue to provide services and travel to that County until the new agency is fully trained and ready to have their first clinic.

10. Audit Requirements. If Local Agency receives more than \$750,000 in federal funds from any agency, an audit shall be conducted in accordance with the OMB Uniform Guidance: Cost Principles, Audit, and Administrative Requirements for Federal Awards [2 C.F.R. Part 200]. Any deficiencies noted in audit reports must be fully addressed and cleared by the Local Agency within thirty (30) days after receipt of the audit report. Failure of the Local Agency to comply with audit requirements shall constitute noncompliance with this Contract and may result in the withholding of future payments.

11. Confidentiality.

- 11.1. WIC/BFPC participant personal information is confidential and may only be released once the participant/caregiver has signed the Rights and Responsibilities statement. The Local Agency shall not disclose participant's personal information to third parties not listed on the Rights and Responsibilities statement without a separate release form signed by the participant/caregiver.
- 11.2. Local Agencies that share personal information between themselves and third parties not listed on the Rights and Responsibilities Form, (i. e. community groups, organizations or other agencies) must have a Memorandum of Understanding (MOU) specifically outlining the relationship between the WIC program and the third party. The MOU must detail the purpose, use and restrictions regarding personal information shared by the WIC program and facilitate referrals by outlining the procedures under which each organization operates, and make the MOU available upon request to the State Agency.
- 11.3. Internally and when shared with a third party, participant's personal information shall only be used for the following purposes:
- 11.3.1. To establish the eligibility of WIC applicants or participants for the programs that the Local Agency and third-party organization administers.
 - 11.3.2. To conduct outreach to WIC applicants and participants for such programs.
 - 11.3.3. To enhance the health, education, or well-being of WIC applicants or participants who are currently enrolled in such programs.
 - 11.3.4. To streamline administrative procedures in order to minimize burdens on staff, applicants, or participants in either the receiving program or the WIC program.
 - 11.3.5. To assess and evaluate the responsiveness of a State's health system to participants' health care needs and health care outcomes.

12. Termination.

- 12.1. KDHE may terminate this contract, in whole or in part, if Local Agency breaches or fails to perform its obligations under this contract.
- 12.2. This contract may be terminated without penalty by Local Agency giving at least thirty (30) calendar days written notice.

- 12.3.** The distribution of funds is contingent upon receipt of adequate funds and appropriations to KDHE. This contract is contingent upon the availability of federal funds. In the event that funds for this contract are exhausted or no longer available, this contract may be unilaterally terminated without penalty by KDHE upon thirty (30) days written notice. KDHE may also terminate this contract in accordance with the provisions designated in Appendix A.
- 12.4.** In the event either party terminates this contract, Local Agency shall be reimbursed for all costs and non-cancelable obligations for any authorized work that has been completed and incurred prior to the effective date of termination unless termination of the Contract is due to breach or failure to perform on behalf of Local Agency. In the event of a termination by either party, Local Agency will immediately provide KDHE all work in progress, work completed, equipment, and materials provided to it by KDHE in connection with this contract.

13. Miscellaneous Terms and Conditions.

- 13.1.** Local Agency certifies to the best of their knowledge that no Federal funds provided through a grant award or contract shall be given or received in exchange for the making of a campaign contribution. No part of the funds provided through this contract shall be used to influence or attempt to influence an officer or employee of any agency or member of Legislature regarding any pending legislation or the awarding, extension, continuation, renewal, amendment of modification or any government contract, grant, loan or cooperative agreement. However, if lobbying with non-federal funds has occurred, then the Local Agency shall complete the Disclosure Form to Report Lobbying (Standard Form LLL) and submit it to the State Agency, which will then be submitted to the FNS Regional Office.
- 13.2.** Local Agency hereby agrees that it will comply with Title VI of the Civil Rights Act of 1964 (42 U.S.C. 2000d et seq.), Title IX of the Education Amendments of 1972 (20 U.S.C. 1681 et seq.), Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. 794), Age Discrimination Act of 1975 (42 U.S.C. 610 et seq.); all provisions required by the implementing regulations of the Department of Agriculture; Department of Justice Enforcement Guidelines; and FNS directives and guidelines to the effect that no person shall, on the ground of race, color, national origin, sex (including gender identity and sexual orientation), disability, age, or reprisal or retaliation for prior civil rights activity, be excluded from participation in, be denied the benefits of, or otherwise be subjected to discrimination under any program or activity for which the Agency receives Federal financial assistance.
- 13.3.** By signing this Contract, the Local Agency as a prospective lower tier participant certifies that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible or voluntarily excluded from participation in the transaction by any Federal department or agency and will promptly notify the State Agency if it is debarred or suspended in the future.
- 13.4.** Binding Appendices. The provisions found in Appendix A, (Contractual Provisions Attachment [Form DA-146a]), Appendix B, (Whistleblower and Non-Debarment Certification), and Appendix C, (Agreement to Comply with the Policy Against Sexual Harassment, Discrimination, and Retaliation) are hereby incorporated in this Contract and made a part hereof. Such provisions shall take precedence over any contrary provisions of this Contract.
- 13.5.** Amendments. This Contract may be amended as necessary if such amendment is in writing and executed by the Parties with the same formalities as this Contract.

THE PARTIES, through their duly authorized representatives, assent to the terms and conditions of this Contract and have executed it as of the date shown below.

_____	_____
Janet Stanek	Signature
Secretary	
Kansas Department of Health and Environment	_____
	Printed Name

Date	_____
	Title

	Organization

	Date

Attachment: Riley Contract FFY2024 (13731 : RCHD WIC FY2024 KDHE Contract Approval)

State of Kansas
 Department of Administration DA-146a
 (Rev. 07-19)

CONTRACTUAL PROVISIONS ATTACHMENT

Important: This form contains mandatory contract provisions and must be attached to or incorporated in all copies of any contractual agreement. If it is attached to the vendor/contractor's standard contract form, then that form must be altered to contain the following provision:

The Provisions found in Contractual Provisions Attachment (Form DA-146a, Rev. 07-19), which is attached hereto, are hereby incorporated in this contract and made a part thereof.

The parties agree that the following provisions are hereby incorporated into the contract to which it is attached and made a part thereof, said contract being the 1st day of October , 20 23 .

1. **Terms Herein Controlling Provisions:** It is expressly agreed that the terms of each and every provision in this attachment shall prevail and control over the terms of any other conflicting provision in any other document relating to and a part of the contract in which this attachment is incorporated. Any terms that conflict or could be interpreted to conflict with this attachment are nullified.
2. **Kansas Law and Venue:** This contract shall be subject to, governed by, and construed according to the laws of the State of Kansas, and jurisdiction and venue of any suit in connection with this contract shall reside only in courts located in the State of Kansas.
3. **Termination Due To Lack Of Funding Appropriation:** If, in the judgment of the Director of Accounts and Reports, Department of Administration, sufficient funds are not appropriated to continue the function performed in this agreement and for the payment of the charges hereunder, State may terminate this agreement at the end of its current fiscal year. State agrees to give written notice of termination to contractor at least thirty (30) days prior to the end of its current fiscal year and shall give such notice for a greater period prior to the end of such fiscal year as may be provided in this contract, except that such notice shall not be required prior to ninety (90) days before the end of such fiscal year. Contractor shall have the right, at the end of such fiscal year, to take possession of any equipment provided State under the contract. State will pay to the contractor all regular contractual payments incurred through the end of such fiscal year, plus contractual charges incidental to the return of any such equipment. Upon termination of the agreement by State, title to any such equipment shall revert to contractor at the end of the State's current fiscal year. The termination of the contract pursuant to this paragraph shall not cause any penalty to be charged to the agency or the contractor.
4. **Disclaimer Of Liability:** No provision of this contract will be given effect that attempts to require the State of Kansas or its agencies to defend, hold harmless, or indemnify any contractor or third party for any acts or omissions. The liability of the State of Kansas is defined under the Kansas Tort Claims Act (K.S.A. 75-6101, *et seq.*).
5. **Anti-Discrimination Clause:** The contractor agrees: (a) to comply with the Kansas Act Against Discrimination (K.S.A. 44-1001, *et seq.*) and the Kansas Age Discrimination in Employment Act (K.S.A. 44-1111, *et seq.*) and the applicable provisions of the Americans With Disabilities Act (42 U.S.C. 12101, *et seq.*) (ADA), and Kansas Executive Order No. 19-02, and to not discriminate against any person because of race, color, gender, sexual orientation, gender identity or expression, religion, national origin, ancestry, age, military or veteran status, disability status, marital or family status, genetic information, or political affiliation that is unrelated to the person's ability to reasonably perform the duties of a particular job or position; (b) to include in all solicitations or advertisements for employees, the phrase "equal opportunity employer"; (c) to comply with the reporting requirements set out at K.S.A. 44-1031 and K.S.A. 44-1116; (d) to include those provisions in every subcontract or purchase order so that they are binding upon such subcontractor or vendor; (e) that a failure to comply with the reporting requirements of (c) above or if the contractor is found guilty of any violation of such acts by the Kansas Human Rights Commission, such violation shall constitute a breach of contract and the contract may be cancelled, terminated or suspended, in whole or in part, by the contracting state agency or the Kansas Department of Administration; (f) Contractor agrees to comply with all applicable state and federal anti-discrimination laws and regulations; (g) Contractor agrees all hiring must be on the basis of individual merit and qualifications, and discrimination or harassment of persons for the reasons stated above is prohibited; and (h) if it is determined that the contractor has violated the provisions of any portion of this paragraph, such violation shall constitute a breach of contract

APPENDIX A

and the contract may be canceled, terminated, or suspended, in whole or in part, by the contracting state agency or the Kansas Department of Administration.

6. **Acceptance of Contract:** This contract shall not be considered accepted, approved or otherwise effective until the statutorily required approvals and certifications have been given.
7. **Arbitration, Damages, Warranties:** Notwithstanding any language to the contrary, no interpretation of this contract shall find that the State or its agencies have agreed to binding arbitration, or the payment of damages or penalties. Further, the State of Kansas and its agencies do not agree to pay attorney fees, costs, or late payment charges beyond those available under the Kansas Prompt Payment Act (K.S.A. 75-6403), and no provision will be given effect that attempts to exclude, modify, disclaim or otherwise attempt to limit any damages available to the State of Kansas or its agencies at law, including but not limited to, the implied warranties of merchantability and fitness for a particular purpose.
8. **Representative's Authority to Contract:** By signing this contract, the representative of the contractor thereby represents that such person is duly authorized by the contractor to execute this contract on behalf of the contractor and that the contractor agrees to be bound by the provisions thereof.
9. **Responsibility for Taxes:** The State of Kansas and its agencies shall not be responsible for, nor indemnify a contractor for, any federal, state or local taxes which may be imposed or levied upon the subject matter of this contract.
10. **Insurance:** The State of Kansas and its agencies shall not be required to purchase any insurance against loss or damage to property or any other subject matter relating to this contract, nor shall this contract require them to establish a "self-insurance" fund to protect against any such loss or damage. Subject to the provisions of the Kansas Tort Claims Act (K.S.A. 75-6101, *et seq.*), the contractor shall bear the risk of any loss or damage to any property in which the contractor holds title.
11. **Information:** No provision of this contract shall be construed as limiting the Legislative Division of Post Audit from having access to information pursuant to K.S.A. 46-1101, *et seq.*
12. **The Eleventh Amendment:** "The Eleventh Amendment is an inherent and incumbent protection with the State of Kansas and need not be reserved, but prudence requires the State to reiterate that nothing related to this contract shall be deemed a waiver of the Eleventh Amendment."
13. **Campaign Contributions / Lobbying:** Funds provided through a grant award or contract shall not be given or received in exchange for the making of a campaign contribution. No part of the funds provided through this contract shall be used to influence or attempt to influence an officer or employee of any State of Kansas agency or a member of the Legislature regarding any pending legislation or the awarding, extension, continuation, renewal, amendment or modification of any government contract, grant, loan, or cooperative agreement.

Attachment: Riley Contract FFY2024 (13731 : RCHD WIC FY2024 KDHE Contract Approval)

APPENDIX B

**COMPLIANCE WITH THE
"PILOT PROGRAM FOR ENHANCEMENT OF CONTRACTOR EMPLOYEE WHISTLEBLOWER PROTECTIONS"**

Congress has enacted a law, found at 41 U.S.C. 4712, encouraging employees to report fraud, waste, and abuse. This law applies to all employees working for contractors, grantees, subcontractors and subgrantees on federal grants and contracts [for the purpose of this document, "Recipient of Funds"]. The National Defense Authorization Act (NDAA) for Fiscal Year 2013 (Pub. L. 112-239, enacted January 2, 2013) mandated a pilot program entitled, "PILOT PROGRAM FOR ENHANCEMENT OF CONTRACTOR EMPLOYEE WHISTLEBLOWER PROTECTIONS". 41 U.S.C. 4712 has been amended, enacting a permanent extension of the pilot program.

This program requires all grantees, their subgrantees and subcontractors to:

- Inform their employees working on any Federal award they are subject to the whistleblower rights and remedies of the pilot program;
- Inform their employees in writing of employee whistleblower protections under 41 U.S.C. 4712 in the predominant native language of the workforce; and,
- Contractors and grantees will include such requirements in any agreement made with a subcontractor or subgrantee.

Employees of a contractor, subcontractor, grantee [or subgrantee] may not be discharged, demoted, or otherwise discriminated against as reprisal for "whistleblowing." In addition, whistleblower protections cannot be waived by any agreement, policy, form or condition of employment.

Whistleblowing is defined as making a disclosure "that the employee reasonably believes is evidence of any of the following:

- Gross mismanagement of a federal contract or grant;
- A gross waste of federal funds;
- An abuse of authority relating to a federal contract or grant;
- A substantial and specific danger to public health or safety; or,
- A violation of law, rule, or regulation related to a federal contract or grant (including the competition for, or negotiation of, a contract or grant).

To qualify under the statute, the employee's disclosure must be made to:

- A Member of Congress or a representative of a Congressional committee;
- An Inspector General;
- The Government Accountability Office;
- A federal employee responsible for contract or grant oversight or management at the relevant agency;
- An official from the Department of Justice, or other law enforcement agency;
- A court or grand jury; or,
- A management official or other employee of the contractor, subcontractor, grantee, or subgrantee who has the responsibility to investigate, discover, or address misconduct.

The Recipient of Funds acknowledges that as a condition of receiving funds, it has complied with the terms of the "PILOT PROGRAM FOR ENHANCEMENT OF CONTRACTOR EMPLOYEE WHISTLEBLOWER PROTECTIONS", as amended, and has informed its employees in writing and in the predominant native language of the workforce, that by working on any Federal award, the employees are subject to the whistleblower rights and remedies.

NON-DEBARMENT CERTIFICATION AND WARRANTY

The Recipient of Funds acknowledges that KDHE is required to verify that any person or entity receiving funds has not been suspended, debarred or otherwise excluded from receiving federal funds. Verification may be accomplished by 1) checking the System for Award Management (SAM) at www.sam.gov; 2) obtaining a certification from the entity; or 3) by adding a clause or condition to the transaction.

The Recipient of Funds, as a condition of receiving funds, certifies and warrants that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency, or by any department or agency of the State of Kansas.

Policy Regarding Sexual Harassment

WHEREAS, sexual harassment and retaliation for sexual harassment claims are unacceptable forms of discrimination that must not be tolerated in the workplace; and

WHEREAS, state and federal employment discrimination laws prohibit sexual harassment and retaliation in the workplace; and

WHEREAS, officers and employees of the State of Kansas are entitled to working conditions that are free from sexual harassment, discrimination, and retaliation; and

WHEREAS, the Governor and all officers and employees of the State of Kansas should seek to foster a culture that does not tolerate sexual harassment, retaliation, and unlawful discrimination.

NOW THEREFORE, pursuant to the authority vested in me as Governor of the State of Kansas, I hereby order as follows:

1. All Executive Branch department and agency heads shall have available and shall regularly review and update at least every three years or more frequently as necessary, their sexual harassment, discrimination, and retaliation policies. Such policies shall include components for confidentiality and anonymous reporting, applicability to intern positions, and training policies.
2. All Executive Branch department and agency heads shall ensure that their employees, interns, and contractors have been notified of the state's policy against sexual harassment, discrimination, or retaliation, and shall further ensure that such persons are aware of the procedures for submitting a complaint of sexual harassment, discrimination, or retaliation, including an anonymous complaint.
3. Executive Branch departments and agencies shall annually require training seminars regarding the policy against sexual harassment, discrimination, or retaliation. All employees shall complete their initial training session pursuant to this order by the end of the current fiscal year.
4. Within ninety (90) days of this order, all Executive Branch employees, interns, and contractors under the jurisdiction of the Office of the Governor shall be provided a written copy of the policy against sexual harassment, discrimination, and retaliation, and they shall execute a document agreeing and acknowledging that they are aware of and will comply with the policy against sexual harassment, discrimination, and retaliation.
5. Matters involving any elected official, department or agency head, or any appointee of the Governor may be investigated by independent legal counsel.
6. The Office of the Governor will require annual mandatory training seminars for all staff, employees, and interns in the office regarding the policy against sexual harassment, discrimination, and retaliation, and shall maintain a record of attendance.
7. Allegations of sexual harassment, discrimination, or retaliation within the Office of the Governor will be investigated promptly, and violations of law or policy shall constitute grounds for disciplinary action, including dismissal.
8. This Order is intended to supplement existing laws and regulations concerning sexual harassment and discrimination and shall not be interpreted to in any way diminish such laws and regulations. The Order provides conduct requirements for covered persons and is not intended to create any new right or benefit enforceable against the State of Kansas.
9. Persons seeking to report violations of this Order, or guidance regarding the application or interpretation of this Order, may contact the Office of the Governor regarding such matters.

Agreement to Comply with the Policy Against Sexual Harassment, Discrimination and Retaliation.

I hereby acknowledge that I have received a copy of the State of Kansas Policy Against Sexual Harassment, Discrimination, and Retaliation established by Executive Order 18-04 and agree to comply with the provisions of this policy.

Signature

Date

Printed Name



HEALTH DEPARTMENT
Update

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

COMMISSION AGENDA REPORT

FROM: Shanika Rose
MEETING: September 14, 2023
SUBJECT: RCHD Health Educator's Update
PRESENTER: Shanika Rose

See attached

Enclosures:

- Health Education BOCC (PDF)



Shanika Rose

Health Educator/ Accreditation Coordinator

How my work impacts Riley County



My primary duties

- Facilitate the ongoing quality improvement efforts of the Health Department to maintain our Public Health Accreditation
- Coordinate with Community Partners to complete our Community Needs Assessment and our Community Health Improvement Plan.
- Provide leadership for Health Department Committees: Quality Improvement, Branding and Wellness
- Provide health education and promotion to the community
- Work collaboratively with Health Department programs and community partners to identify needs and the strategies to address those needs

Community Involvement

- Flint Hills Wellness Coalition
- Food and Farm Council
- Manhattan Area Risk Prevention Coalition
- Kansas State University Public Health Programs
- Northeast Kansas Regional Trauma Council Member
- Kansas Academy of Science (AOS)
- Substance Abuse Task Force

Riley County Committee Involvement

- Reach Committee Member for RCHD
- Compensation and Benefits Committee Member for RCHD

**My current areas of
focus for the next 3
months**

- ☐ Preparing the Health Department to begin focusing on our Reaccreditation for 2025
- ☐ Administrative support to Flint Hills Coalition Workgroups: (CHIP related)

Housing – Currently working with workgroup on our Housing Conditions Survey

Mental Health- Currently working with workgroup planning our Mental Health System Assessment on October 10th

Transportation Housing

- ☐ Working with Vivienne to revise our Branding Strategy Policy to include social media guidance



MUSEUM
Staff Update

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

STAFF REPORT

FROM: Katharine Hensler, Museum Director

MEETING: September 14, 2023

SUBJECT: Museum Staff Report

PRESENTER: Katharine Hensler, Museum Director

Riley County Historical Museum - Director's Report

September 14, 2023

1. Visitation and Tours - In the month of August, there were 282 visitors to the Museum and 84 to the Goodnow House. Attendance numbers for the Wolf House Museum and the Pioneer Log Cabin are pending. We also had additional attendance to all sites due to the community wide scavenger hunt conducted by a local bank. The number we were able to record on-site was 61.

Site Name	MAY	JUN	JUL	AUG
Museum	227	175	150	282
Goodnow House	139	72	67	84
Wolf House	27	27	20	TBD
Pioneer Log Cabin	113	25	20	TBD
TOTAL	506	299	257	366

Volunteer hours for the month totaled 63.25 hours and were generated by 9 regular volunteers. Our RCHS Board of Directors contributed an additional 22 hours. The Museum also had two community service workers in August who assisted with outdoor cleanup of the Museum, the Goodnow House, and the Wolf House Museum with 8.5 hours.

Volunteer Hours	MAY	JUN	JUL	AUG
General	77.75	86.5	59.75	63.25
RCHS Board of Directors	43.5	38	18.5	22

Community Service	10	2	16.5	8.5
TOTAL	131.25	126.5	94.75	93.75

2. Education and Outreach - On August 8, the Museum and Goodnow House hosted a group of campers from the Wonder Workshop's day camp program. In total, 31 visitors - campers and their leaders toured the exhibits, played trivia, and went on a historical scavenger hunt.

The August Fireside Chat occurred on the 8th as well and the topic was Riley County Trivia. 17 participants attended and prizes for the winners were donated by the historical society. The chats are a monthly program, hosted in partnership with Flight Crew Coffee and are always free and open to the public. Upcoming chats are on September 12 with a Downtown Poyntz Walking Tour, October 10 with the History of Zoos in America, and November 14 with Honor Flights being the topic.

Saturday, August 19 was a very busy day as the Museum staff, along with volunteers from the Riley County Genealogical Society, and the Manhattan/Riley County Preservation Alliance hosted the Bi-Annual Genealogy and History Fair. The event was hosted at Pottorf Hall and over 40 vendors and exhibitors participated. Approximately 220 people in addition attended. The Museum staff was in charge of coordinating the speakers and their presentation, the technology, hosting the kids' corner activities, and manning the booths for both the Museum and the historical society where we provided information about our organizations, programs, services, and more. We also had a bookstore set up and conducted sales for the historical society's gift store. This was the first event where we utilized our new credit card readers, and we generated over \$100 in sales for the society. Overall, this event exceeded our expectations and we will be happy to partner on the next fair in two years (2025). All FT Museum staff members worked at this event and one of our PT Museum Assistants did as well. Two RCHS board members volunteered at the booths for us.

The August 21st KMAN In-Focus segment was presented by Curator Highsmith, and the topic centered around the Sunset Zoo's 90th Anniversary. Melissa Kirkwood of the Sunset Zoo joined Highsmith for the show. Mrs. Kirkwood will also be working with us on a few additional educational program offerings this fall centered around this landmark year for the zoo.

3. Collections - In the month of August, 10 donations of items came into the Museum. Amongst those donations, 531 individual items were recorded for acquisition. Curator Munger was able to process 6 back-logged collections which totaled 53 individual items acquisitioned into the collection. Lastly, 1 object categorized as a museum acquisition was processed.

Collections Numbers	MAY	JUN	JUL	AUG
Number of Collections Donated	7	6	10	10
Individual Items Recorded	84	10	67	531
Backlogged Collections Processed	15	9	4	6
Backlogged Items Processed	70	123	39	53
Museum Acquisitions Processed	16	0	0	1

4. Archives and Library - Curator Glasglow managed 4 new incoming patron requests for the public and 2 requests for research support internally in the month of August. There were 3

appointments made to use the research library and 7 walk-in patrons. She continues to follow up with outstanding requests submitted previously.

Library and Archives Requests	MAY	JUN	JUL	AUG
Research (external)	12	8	4	4
Research (internal)	3	1	2	2
In-Person Appointments	5	3	6	3
Walk-In Appointments	2	6	6	7
TOTAL	22	18	18	16

5. Building and Grounds - More cleaning out of the Museum's storage spaces continues. We are now focusing on the temporary storage on-site as well as the off-site storage of the historical society. Additionally, we are working on storage spaces associated with Goodnow House outbuildings. The rolling dumpster will leave the site in the next two weeks.

No major issues to note concerning maintenance, buildings, or grounds.

The lines on the Museum's parking lot were repainted in August and they look great! Thank you to the public works team who did that work.

6. Special Projects - Staff have noted a number of inconsistencies in a few of the interpretive materials so we have assigned a team of our Museum Assistants - Dale Mulderrig, Lisa Jones, Derrick Doty, and Heather Bigwood to conduct research on proving/disproving this material through using primary source documents. The product of this work will result in the rewriting/revising of the guided tour scripts and some of the out of date museum exhibitions. This team is working very diligently and producing some great results which will ultimately be made available to the public and our on-site visitors.

The Volunteer program is seeing some growth as we neared the end of summer and in the past month alone, we have conducted three interviews with new candidates. Volunteer Coordinator, Marie Martin is working on a volunteer manual which will be provided to each volunteer "employed" by the organization. We look forward to being able to provide this tool to our volunteers, and we thank them all for their dedicated service to our mission.

7. RCHS - The Riley County Historical Society Board of Directors is coming off of their summer recess and resumed their regular board meetings on September 13, 2023. The current slate of officers will be changing in November and it appears that there are some major initiatives that will take place concerning strategic planning, development, and preservation of the society's many historical properties. We are excited to see this engagement and motivation take place.

The September/October 2023 edition of the RCHS newsletter has been published and is available online and in print. This project is led by Museum Assistant, Lisa Jones and many of the content articles are prepared by RCHS Communication Committee members. This production evolves and improves with each edition and it has become a product that both the Museum staff and the RCHS is very proud of. Thank you to all of the contributors.

There are many major and urgent preservation projects that are taking place at the RCHS properties this summer, fall, and into the new year. The society has been actively accepting bids for the Wolf House Museum roof replacement, the Wolf Photography Studio roof replacement and exterior restoration, the replacement of the Hartford House door as well as its interior

restoration. Fall 2023 is the target to begin each of these projects, however, that will depend on the action of the board.

8. Upcoming Events - RCHS Quarterly Speaker Series with Ron Wilson, "Off the Reservation: Chief Standing Bear in Riley County." Tuesday, September 19 at 6pm (at Lazy T Ranch); Dinner reservations are now closed and only seating for the free presentation is available.

Rocky Ford School House Ice Cream Social & Open House on Sunday, October 1 from 2-5pm. Free and open to the public. We need volunteer celebrity ice cream scoopers (board members, trustees, commissioners, etc.)!

Fireside Chat with the Museum on Tuesday, October 10 at 5:30pm. The presenter is Melissa Kirkwood, Marketing and Development Officer for the Sunset Zoo, and the topic will be the History of Zoos in America; Free and open to the public (at Flight Crew Coffee).

RCHM Board of Trustees meeting on Tuesday, October 17, 4pm at the Museum's Dallas Gallery.

Riley County Historical Society Annual Meeting on Thursday, November 9 at 6pm at the Blue Hills Room. Dinner, regular board meeting, members vote for upcoming RCHS board members, presentation by David Seay, owner of the Regulator Time Company who conducted the restoration of the historic courthouse clock completed in 1980 and who still continues to care for this icon of Riley County today. Dinner is \$16. Reservations will open in late September.

Fireside Chat with the Museum on Tuesday, November 14 at 5:30pm. The presenter will be Shawn Hornung of Wamego and topic will be the Honor Flights Program; Free and open to the public (at Flight Crew Coffee).

Holiday Open House at the Wolf House is tentatively scheduled for Sunday, December 17 from 2-5pm; free and open to the public. The tentative schedule is due to the potential roof replacement project that may begin as early as October 2023. If we need to reschedule due to preservation work, we will host at one of the other properties.

Enclosures:



COUNTY CLERK & ELECTIONS
Budget

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

MEMORANDUM

FROM: Brittany Phillips, Budget & Finance Officer

MEETING: September 14, 2023

SUBJECT: Monthly Cash Flow Report for August 2023

PRESENTER: Brittany Phillips, Budget & Finance Officer

Cash Flow Reports for the Economic Development Fund, County Building Fund, Capital Improvement Fund, Road & Bridge 1/2 Cent Sales Tax Fund and Road & Bridge 0.2 Cents Sales Tax Fund.

Enclosures:

- 2023 Cash Flows (PDF)

2023 Riley County Economic Development Cash Flow Analysis

% of Year: 66.7

Month	Revenue	Reimbursements	Other	Total Revenue	Expenditures	Encumbrances	Jan/Feb/Mar A/P	Total Expenditures
Jan	\$282,275.00			\$282,275.00	\$84,052.20			\$84,052.20
Feb				\$0.00				\$0.00
Mar				\$0.00				\$0.00
Apr				\$0.00	\$1,000.00			\$1,000.00
May				\$0.00				\$0.00
Jun				\$0.00	\$7,943.86			\$7,943.86
Jul				\$0.00	\$30,508.00			\$30,508.00
Aug				\$0.00	\$325.75			\$325.75
Sep				\$0.00				\$0.00
Oct				\$0.00				\$0.00
Nov				\$0.00				\$0.00
Dec				\$0.00				\$0.00
	\$282,275.00	\$0.00	\$0.00	\$282,275.00	\$123,829.81	\$0.00	\$0.00	\$123,829.81

Cash Reconciliation	
2023 Beginning Unencumbered Cash	\$181,640.41
2023 Revenue	\$282,275.00
Less 2023 Expenditures/Encumbrances	\$123,829.81
2023 Ending Unencumbered Cash	\$340,085.60
Less Est. Project Balance for CY	\$135,623.94
2023 Projected Unencumbered Cash	\$204,461.66

Riley County 2023 Budget Authority Summary		
2023 Budgeted Expenditures	\$282,275	% Budget Expended
Expenditures to Date	\$123,830	
2023 Remaining Budget Authority	\$158,445	
Riley County 2023 Budgeted Revenue		
2023 Budgeted Revenue	\$282,275	% Budgeted Revenue
Revenue to Date	\$282,275	

Attachment: 2023 Cash Flows [Revision 1] (13713 : Monthly Cash Flow Reports for August 2023)

2023 Detailed Expenditures per Project and per Department

Projects	Project Estimate	Prior Year Expenditures	2023 Actual Expenditures/ Encumbrances	Remaining Project Estimate Totals	Completed Projects (Over) Under Estimate
APPROPRIATIONS					
Chamber of Commerce	\$55,000.00	\$0.00	\$55,000.00	\$0.00	\$0.00
Flint Hills Veterans Coalition	\$1,015.00	\$0.00	\$1,016.00	-\$1.00	\$0.00
Downtown Manhattan	\$5,000.00	\$0.00	\$5,000.00	\$0.00	\$0.00
Riley Co. General Eco Devo	\$132,850.00	\$0.00		\$132,850.00	
APPROPRIATION TOTALS	\$193,865.00	\$0.00	\$61,016.00	\$132,849.00	\$0.00
MEMBERSHIPS					
FHMPO Contribution	\$5,201.00	\$0.00	\$2,426.06	\$2,774.94	\$0.00
FHRLP Underwriters & Sponsors	\$1,000.00		\$1,000.00	\$0.00	\$0.00
MEMBERSHIP TOTALS	\$6,201.00	\$0.00	\$3,426.06	\$2,774.94	\$0.00
CONTRACTS					
Auto Lane Development (2024)	\$121,139.60	\$109,025.64		\$12,113.96	
CONTRACT TOTALS	\$121,139.60	\$109,025.64	\$0.00	\$12,113.96	\$0.00
DEBT OBLIGATION TRANSFER					
Konza Water Debt Payment Transfer	\$658,501.67	\$359,504.67	\$52,153.00	\$246,844.00	
DEBT OBLIGATION TRANSFER TOTALS	\$658,501.67	\$359,504.67	\$52,153.00	\$246,844.00	\$0.00
PROJECTS					
Comprehensive plan update	\$25,000.00	\$0.00	\$325.75	\$24,674.25	
CASA Moving Expenses	\$6,909.00		\$6,909.00	\$0.00	\$0.00
PROJECT TOTALS	\$31,909.00	\$0.00	\$7,234.75	\$24,674.25	\$0.00
TOTALS	\$1,011,616.27	\$468,530.31	\$123,829.81	\$419,256.15	\$0.00

Remaining Approved Projects less lease/debt payments/reserve \$135,623.94
(not included as these payments are subject to approval with annual budget)

Completed Projects

2023 Riley County Building Cash Flow Analysis FUND 152

% of Year: 66.7

Month	Revenue	Reimbursements	Other	Total Revenue	Expenditures	Encumbrances	Jan/Feb/Mar A/P	Total Expenditures
Jan	\$149,608.81		\$33.50	\$149,642.31	\$13,901.75			\$13,901.75
Feb		\$10.00	\$33.50	\$43.50	\$31,597.04	\$6,705.00		\$38,302.04
Mar	\$8,632.12	\$43.50		\$8,675.62	\$26,712.00		\$7,743.19	\$34,455.19
Apr			\$33.50	\$33.50	\$65,361.32			\$65,361.32
May	\$102,430.28		\$43.50	\$102,473.78	\$48,444.94			\$48,444.94
Jun		\$10.00	\$33.50	\$43.50	\$42,492.55			\$42,492.55
Jul		\$40.00		\$40.00	\$20,476.91			\$20,476.91
Aug				\$0.00	\$27,066.17			\$27,066.17
Sep				\$0.00				\$0.00
Oct				\$0.00				\$0.00
Nov				\$0.00				\$0.00
Dec				\$0.00				\$0.00
	\$260,671.21	\$103.50	\$177.50	\$260,952.21	\$276,052.68	\$6,705.00	\$7,743.19	\$290,500.87

Cash Reconciliation	
2023 Beginning Unencumbered Cash	\$226,096.00
2023 Revenue	\$260,952.21
Less 2023 Expenditures/Encumbrances	\$290,500.87
2023 Ending Unencumbered Cash	\$196,547.34

Riley County 2023 Budget Authority Summary		
2023 Budgeted Expenditures	\$393,000	% Budget Expended
Expenditures to Date	\$290,501	
2022 Remaining Budget Authority	\$102,499	

Riley County 2023 Budgeted Revenue		
2023 Budgeted Revenue	\$286,015	% Budgeted Revenue
Revenue to Date	\$260,952	

Attachment: 2023 Cash Flows [Revision 1] (13713 : Monthly Cash Flow Reports for August 2023)

2023 Riley County CIP Cash Flow Analysis

% of Year: 66.7

FUND 145

Month	Revenue	Transfers In	Reimbursements	Total Revenue	Expenditures	Encumbrances	Jan/Feb/Mar A/P	Total Expenditures
Jan	\$93,613.31	\$1,786,668.00		\$1,880,281.31	\$288,002.84			\$288,002.84
Feb				\$0.00	\$41,874.67			\$41,874.67
Mar				\$0.00	\$10,736.96		\$83,051.19	\$93,788.15
Apr	\$117,085.12			\$117,085.12	\$366,903.19			\$366,903.19
May	\$3,812.00			\$3,812.00	\$11,539.12			\$11,539.12
Jun	\$5,805.00	\$4,890,132.96		\$4,895,937.96		\$44,303.00		\$44,303.00
Jul	\$136,765.15			\$136,765.15	\$605,137.50			\$605,137.50
Aug			\$405.00	\$405.00	\$155,537.50	\$410,043.65		\$565,581.15
Sep				\$0.00	\$111,575.08			\$111,575.08
Oct				\$0.00				\$0.00
Nov				\$0.00				\$0.00
Dec				\$0.00				\$0.00
Totals	\$357,080.58	\$6,676,800.96	\$405.00	\$7,034,286.54	\$1,591,306.86	\$454,346.65	\$83,051.19	\$2,128,704.70

Cash Reconciliation	
2023 Beginning Unencumbered Cash	\$9,032,293.21
2023 Revenue	\$7,034,286.54
Less 2023 Expenditures/Encumbrances	\$2,128,704.70
2023 Ending Unencumbered Cash	\$13,937,875.05
Less Remaining Approved Projects	\$2,187,505.04
2023 Projected Unencumbered Cash	\$11,750,370.01
LESS RESERVED FUNDS	\$4,545,450.27
Projected 2023 Cash w/out Reserves	\$7,204,919.74

Reserved Funds:	
CIP Reserve	500,000.00
Fair Reserve	96,807.55
FFE Reserve	1,171,841.76
Hardware Refresh	886,668.00
CARES Funds	1,890,133
TOTAL RESERVE	4,545,450.27

Riley County 2023 CIP Budget Authority Summary		
2023 CIP Budgeted Expenditures	\$7,987,210	% Budget Expended
Expenditures to Date	\$1,591,307	
2023 Remaining Budget Authority	\$6,395,903	

Riley County 2023 CIP Budgeted Revenue		
2023 CIP Budgeted Revenue	\$4,996,668	% Budgeted Revenue
Revenue to Date	\$7,034,287	

Radio Tower Hardware/Software update 2025
To be spent on North Co. EMS Facility & Public Safety HQ after ARPA funds are used

2023 CIP Detailed Expenditures per Project and per Dept

Project #	Project Code	Projects	Approved Project Estimate	Prior Year Expenditures	Reserved for Approved Projects	Paid Prior Year(s) Encumbrances	2023 Actual Expenditures	Remaining Project Estimate	Completed Projects (Over) Under Approved Estimate
PUBLIC WORKS:									
13-13PW005		Unassigned - design cost for culverts	\$35,000.00	\$16,100.00				\$18,900.00	
14-14PW004	465	Tabor Valley Bridge	\$35,000.00	\$34,128.25		\$807.00		\$0.00	\$64.75
16-16PK003	71	Parking lot for CICO Playground	\$18,000.00	\$7,078.29			\$10,921.71	\$0.00	
18-18PW012	27	Fairgrounds ADA Walkway	\$170,000.00	\$104,648.05				\$65,351.95	
19-19LEC005		Andover Control Replacement	\$297,000.00	\$253,504.00		\$43,496.00		\$0.00	
20-20LEC002		Replace Air Regulators on 1/2 Jail Doors	\$30,000.00	\$13,238.55				\$16,761.45	
20-20LEC003		Rewire Elevator Safety Systems	\$40,000.00	\$0.00				\$40,000.00	
20-20PK004		CICO Parking Lot Engineering	\$10,000.00	\$0.00				\$10,000.00	
21-21LEC002		Elevator Repair-LEC Lobby	\$45,000.00	\$0.00				\$45,000.00	
21-21LEC004		Canopy to Cover Fuel Island	\$45,000.00	\$0.00				\$45,000.00	
22-22LEC001		Master Control Door and Camera - American Digital Security	\$275,000.00	\$0.00		\$209,348.65		\$65,651.35	
22-22LEC002		New Roof top HVAC Unit	\$60,000.00	\$0.00				\$60,000.00	
21-21PK008		Playground Equipment CICO Park (PK trx \$75000) & 18-18PK003	\$300,000.00	\$0.00				\$300,000.00	
21-21PW001		Tandem Axle Truck w/Plow & Spreader	\$205,000.00	\$0.00		\$200,695.00	\$4,305.00	\$0.00	
21-21PW002		Semi Truck	\$85,000.00	\$0.00				\$85,000.00	
21-21PW007		Imaging Software & Conversion	\$75,000.00	\$0.00				\$75,000.00	
21-21PW009		Tandem Axle Truck w/ Plow & Spreader	\$238,676.00	\$0.00				\$238,676.00	
21-21PW010		Tandem Axle Truck w/ Plow & Spreader	\$238,676.00	\$0.00				\$238,676.00	
22-22PW001	465	Tabor Valley Bridge	\$255,000.00	\$166,860.83			\$53,524.89	\$0.00	\$34,614.28
PUBLIC WORKS TOTAL			\$2,457,352.00	\$595,557.97		\$454,346.65	\$68,751.60	\$1,304,016.75	\$34,679.03
EMERGENCY MEDICAL SERVICE									
13-13AM001	302	Design of the EMS Facility Enhancement	\$100,000.00	\$25,770.00				\$74,230.00	
20-20AM003	302	EMS Facility Engineering Design Cost	\$50,000.00	\$0.00				\$50,000.00	
21-21AM003	302	2 SUV Replacement Vehicles	\$120,000.00	\$111,539.00			\$8,461.00	\$0.00	\$0.00
22-22AM001		EMS AMBULANCE	\$325,000.00	\$0.00				\$325,000.00	
22-22AM002		ZOLL "X" ERIES Cardiac Monitor	\$94,000.00	\$94,000.00			\$0.00	\$0.00	
EMS TOTAL			\$689,000.00	\$231,309.00			\$8,461.00	\$449,230.00	\$0.00
CLERK									
21-21CK001		Open.Gov software	\$202,620.00	\$88,370.00			\$44,675.00	\$69,575.00	
CLERK TOTAL			\$202,620.00	\$88,370.00			\$44,675.00	\$69,575.00	\$0.00
Elections									
23-23EL001		Election Systems Software Equipment Upgrade	\$300,475.00	\$0.00			\$296,370.00	\$0.00	\$4,105.00
CLERK TOTAL			\$300,475.00	\$0.00			\$296,370.00	\$0.00	\$4,105.00
ATTORNEY									
ATTORNEY TOTAL			\$0.00	\$0.00			\$0.00	\$0.00	\$0.00

Attachment: 2023 Cash Flows [Revision 1] (13713 : Monthly Cash Flow Reports for August 2023)

APPRaiser							
21-21AP001	Replacement Vehicle	\$35,144.00	\$0.00		\$35,144.00		
	APPRaiser TOTAL	\$35,144.00	\$0.00	\$0.00	\$35,144.00		\$0.00
BOCC							
	BOCC TOTAL	\$0.00	\$0.00	\$0.00	\$0.00		\$0.00
PLANNING & DEVELOPMENT							
	PLANNING & DEVELOPMENT TOTAL	\$0.00	\$0.00	\$0.00	\$0.00		\$0.00

Project #	Project Code	Projects	Approved Project Estimate	Prior Year Expenditures	Reserved for Approved Projects	Paid Prior Year(s) Encumbrances	2023 Actual Expenditures	Remaining Project Estimate	Completed Projects (Over) Under Approved Estimate
NOXIOUS WEED									
22-22NW001		Mower Replacement	\$135,000.00	\$0.00			\$111,500.00	\$23,500.00	
		NOXIOUS WEED TOTAL	\$135,000.00	\$0.00			\$111,500.00	\$23,500.00	\$0.00
EMERGENCY MANAGEMENT									
16-16EM002		Standby/Backup Generator Pottorf Hall	\$40,000.00	\$0.00				\$40,000.00	
20-20EM005		Bi-directional amplifiers (radio project)	\$35,000.00	\$18,960.71				\$16,039.29	
21-21EM001		Mobile Command Post Upgrade/Equip Refresh	\$125,000.00	\$0.00				\$125,000.00	
21-21EM002		EM Storage Building	\$125,000.00	\$0.00				\$125,000.00	
		EMERGENCY MANAGEMENT TOTAL	\$325,000.00	\$18,960.71			\$0.00	\$306,039.29	\$0.00
OTHER									
13-13PW009		Motor Grader (Lease Purchase through 2023)	\$1,010,604.70	\$550,604.70			\$460,000.00	\$0.00	\$0.00
18-18EM003	21	Hardware Refresh Reserve (through 2025)	\$1,182,221.00		\$886,668.00			\$1,182,221.00	
Lease pmt to 2033	21	Radio Infrastructure Project Lease (15 yr term through 2033)	\$6,401,938.00	\$1,707,184.00			\$426,795.89	\$4,267,958.11	
B&I Trx to 2025		2010-B.G.O. Bond payment (15 yr term through 2025)	\$2,849,815.47	\$2,298,515.63			\$185,600.00	\$365,699.84	
CARES Funds	977/978	North Co. EMS Facility & Public Safety HQ Reserved			\$1,890,133			\$0.00	
		OTHER TOTAL	\$11,444,579.17	\$4,556,304.33	\$2,776,800.96		\$1,072,395.89	\$5,815,878.95	\$0.00
TOTAL			\$15,589,170.17	\$5,490,502.01	\$2,776,800.96	\$454,346.65	\$1,602,153.49	\$8,003,383.99	\$38,784.03

Remaining Approved Projects less lease/debt payments \$2,187,505.04
(not included as these payments are subject to approval with annual budget)

Completed Projects

2023 Detailed Expenditures per Project by Month

Project #	Project Code	Projects	Approved	Prior Year	Reserved for	Jul	Aug	Sep	Oct	Nov	Dec	Encumbrances	Jan/Feb Mar	Expenditures to	Remaining	Completed Projects (Over) Under Approved Estimate
			Project Estimate	Expenditures	Approved Projects									Date	Project Estimate	
13-13PW005		PUBLIC WORKS: Unassigned - design cost for culverts	\$35,000.00	\$16,100.00										\$16,100.00	\$18,900.00	
14-14PW004	465	Tabor Valley Bridge	\$35,000.00	\$34,128.25								\$807.00		\$34,935.25	\$0.00	\$64.75
16-16PK003	71	Parking lot for CICO Playground	\$18,000.00	\$7,078.29				\$10,921.71						\$18,000.00	\$0.00	
18-18PW012	27	Fairgrounds ADA Walkway	\$170,000.00	\$104,648.05										\$104,648.05	\$65,351.95	
19-19LEC005		Andover Control Replacement	\$297,000.00	\$253,504.00								\$43,496.00		\$297,000.00	\$0.00	
20-20LEC002		Replace Air Regulators on 1/2 Jail Doors	\$30,000.00	\$13,238.55										\$13,238.55	\$16,761.45	
20-20LEC003		Rewire Elevator Safety Systems	\$40,000.00	\$0.00										\$0.00	\$40,000.00	
20-20PK004		CICO Parking Lot Engineering	\$10,000.00	\$0.00										\$0.00	\$10,000.00	
21-21LEC002		Elevator Repair-LEC Lobby	\$45,000.00	\$0.00										\$0.00	\$45,000.00	
21-21LEC004		Canopy to Cover Fuel Island	\$45,000.00	\$0.00										\$0.00	\$45,000.00	
22-22LEC001		Master Control Door and Camera - American Digital Security	\$275,000.00	\$0.00										\$0.00	\$275,000.00	
22-22LEC002		New Roof top HVAC Unit	\$60,000.00	\$0.00										\$0.00	\$60,000.00	
21-21PK008		Playground Equipment CICO Park (PK trx \$75000) & 18-18PK003	\$300,000.00	\$0.00										\$0.00	\$300,000.00	
21-21PW001		Tandem Axle Truck w/Plow & Spreader	\$205,000.00	\$0.00			\$4,305.00					\$200,695.00		\$205,000.00	\$0.00	
21-21PW002		Semi Truck	\$85,000.00	\$0.00										\$0.00	\$85,000.00	
21-21PW007		Imaging Software & Conversion	\$75,000.00	\$0.00										\$0.00	\$75,000.00	
21-21PW009		Tandem Axle Truck w/ Plow & Spreader	\$238,676.00	\$0.00										\$0.00	\$238,676.00	
21-21PW010		Tandem Axle Truck w/ Plow & Spreader	\$238,676.00	\$0.00										\$0.00	\$238,676.00	
22-22PW001	465	Tabor Valley Bridge	\$255,000.00	\$166,860.83										\$220,385.72	\$0.00	\$34,614.28
13-13AM001	302	EMERGENCY MEDICAL SERVICE Design of the EMS Facility Enhancement	\$100,000.00	\$25,770.00										\$25,770.00	\$74,230.00	
20-20AM003	302	EMS Facility Engineering Design Cost	\$50,000.00	\$0.00										\$0.00	\$50,000.00	
21-21AM003	302	2 SUV Replacement Vehicles	\$120,000.00	\$111,539.00										\$120,000.00	\$0.00	
22-22AM001		EMS AMBULANCE	\$325,000.00	\$0.00										\$0.00	\$325,000.00	
22-22AM002		ZOLL "X" ERIES Cardiac Monitor	\$94,000.00	\$94,000.00										\$94,000.00	\$0.00	
21-21CK001		CLERK Open.Gov software	\$202,620.00	\$88,370.00										\$133,045.00	\$69,575.00	
23-23EL001		Election Election Systems Software Equipment Upgrade	\$300,475.00	\$0.00		\$145,137.50	\$151,232.50							\$296,370.00	\$0.00	\$4,105.00
21-21AP001		ATTORNEY APPRAISER Replacement Vehicle	\$35,144.00	\$0.00										\$0.00	\$35,144.00	
		BOCC												\$0.00	\$0.00	
		PLANNING & DEVELOPMENT	\$0.00	\$0.00										\$0.00	\$0.00	
22-22NW001		NOXIOUS WEED Mower Replacement	\$135,000.00	\$0.00				\$111,500.00						\$111,500.00	\$23,500.00	
16-16EM002		EMERGENCY MANAGEMENT Standby/Backup Generator Pottorf Hall	\$40,000.00	\$0.00										\$0.00	\$40,000.00	
20-20EM005		Bi-directional amplifiers (radio project)	\$35,000.00	\$18,960.71										\$18,960.71	\$16,039.29	
21-21EM001		Mobile Command Post Upgrade/Equip Refresh	\$125,000.00	\$0.00										\$0.00	\$125,000.00	
21-21EM002		EM Storage Building	\$125,000.00	\$0.00										\$0.00	\$125,000.00	
13-13PW009		OTHER Motor Grader (Lease Purchase through 2023)	\$1,010,604.70	\$550,604.70		\$460,000.00								\$1,010,604.70	\$0.00	\$0.00
18-18EM003	21	Hardware Refresh Reserve (through 2025)	\$1,182,221.00	\$0.00	\$886,668.00									\$886,668.00	\$295,553.00	
Lease to 2033	21	Radio Project Lease (15 yr term through 2033)	\$6,401,938.00	\$1,707,184.00										\$2,133,979.89	\$4,267,958.11	
B&I Trx to 2025		2010-B G.O. Bond pmt (15 yr term through 2025)	\$2,849,815.47	\$2,298,515.63										\$2,484,115.63	\$365,699.84	
CARES Money	977/978	North Co. EMS Facility & Public Safety HQ Reserved			\$1,890,133									\$0.00		
TOTALS			\$15,589,170.17	\$5,490,502.01	\$2,776,800.96	\$605,137.50	\$155,537.50	\$122,421.71	\$0.00	\$0.00	\$0.00	\$244,998.00	\$0.00	\$8,224,321.50	\$7,326,064.64	\$38,784.03

Completed Projects

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

\$1,847,151.49

Attachment: 2023 Cash Flows [Revision 1] (13713 : Monthly Cash Flow Reports for August 2023)

			Received FFE	Approved Projects	Expenditures to	Remaining from
Project Number	Project Code	Projects	Monies	Amount	Date	Received Monies - Expenditures
16-16PW006	447	Fancy Creek Bridge E.2/5.6	\$	516,992.20	\$	516,992.20 \$ -
17-17PW014	412	Anderson Avenue Bridge	\$	144,172.58	\$	147,260.53 \$ (3,087.95)
		Unassigned	\$	724,891.40		\$ 724,891.40
		Unassigned				\$ -
18-18PW013		Wieter Rd Project		\$ 27,260.00	\$	27,260.00 \$ (27,260.00)
20-20PW010	509	Welsh Road Overlay	\$	243,640.58	\$	233,509.12 \$ 10,131.46
		Unassigned	\$	233,509.12		\$ 233,509.12
22-22PW001	465	Tabor Bridge Project		\$ 255,000.00	\$	211,708.44 \$ (211,708.44)
		Unassigned	\$	228,497.50		\$ 228,497.50
		Unassigned	\$	216,868.67		\$ 216,868.67
						\$ -
						\$ -
						\$ -
						\$ -
						\$ -
						\$ -
						\$ -
						\$ -
						\$ -
						\$ -
						\$ -
						\$ -
Total			\$	2,308,572.05	\$	282,260.00 \$ 1,136,730.29 \$ 1,171,841.76

2023 Riley County 1/2 Cent Sales Tax Cash Flow Analysis

% of Year: 66.7

Month	Sales Tax Revenue	Reimbursements	KDOT	Total Revenue	Expenditures	Encumbrances	Jan/Feb/Mar A/P	Total Expenditures
Jan	\$193,878.40			\$193,878.40				\$0.00
Feb	\$211,882.25			\$211,882.25				\$0.00
Mar				\$0.00			\$368.01	\$368.01
Apr				\$0.00		\$675.00		\$675.00
May				\$0.00	\$2,900.00	\$1,458.75		\$4,358.75
Jun				\$0.00	\$3,392.00	\$508.75		\$3,900.75
Jul				\$0.00	\$769.36			\$769.36
Aug				\$0.00	\$36.00	\$4,323.00		\$4,359.00
Sep				\$0.00				\$0.00
Oct				\$0.00				\$0.00
Nov				\$0.00				\$0.00
Dec				\$0.00				\$0.00
	\$405,760.65	\$0.00	\$0.00	\$405,760.65	\$7,097.36	\$6,965.50	\$368.01	\$14,430.87

Cash Reconciliation	
2023 Beginning Unencumbered Cash	\$6,553,284.91
2023 Revenue	\$405,760.65
Less 2023 Expenditures/Encumbrances	\$14,430.87
2023 Ending Unencumbered Cash	\$6,944,614.69
Remaining 2023 Projected Revenue	-\$105,760.65
Less Est. Project Balance for Projects	\$5,122,284.54
Less Est. Project Balance for Overlay	\$350,000.00
2023 Projected Unencumbered Cash	\$1,366,569.50

Riley County 2023 Budget Authority Summary		
2023 Budgeted Expenditures	\$3,736,590	% Budget Expended
Expenditures to Date	\$14,431	
2023 Remaining Budget Authority	\$3,722,159	
Riley County 2023 Budgeted Revenue		
2023 Budgeted Revenue	\$300,000	% Budgeted Revenue
Revenue to Date	\$405,761	

Attachment: 2023 Cash Flows [Revision 1] (13713 : Monthly Cash Flow Reports for August 2023)

2023 Detailed Expenditures per Project and per Department

Project Code	Projects	Project Estimate	Prior Year Expenditures	Paid Prior Year(s) Encumbrances	2023 Actual Expenditures	Remaining Project Estimate Totals	Completed Projects (Over) Under Estimate
CULVERTS							
457	Flat Rock Road	\$113,500.00	\$52,707.29	\$1,142.50	\$3,409.68	\$56,240.53	
458	Parallel Road	\$117,000.00	\$51,440.37			\$65,559.63	
403	Kitten Creek Road	\$148,000.00	\$54,790.60	\$4,953.00		\$88,256.40	
459	Union Road	\$125,000.00	\$56,605.00	\$870.00	\$3,687.68	\$63,837.32	
CULVERT TOTALS		\$503,500.00	\$215,543.26	\$6,965.50	\$7,097.36	\$273,893.88	\$0.00
BRIDGES							
461	Fancy Creek K.O/6.2	\$653,800.00	\$53,909.92			\$599,890.08	
454	West 32nd Avenue	\$1,004,750.00	\$1,457,716.60			-\$452,966.60	-\$452,966.60
455	Rose Hill	\$654,200.00	\$159,048.83		\$0.00	\$495,151.17	
460	Winkler Mills Bridge	\$1,200,000.00	\$102,835.61		\$0.00	\$1,097,164.39	\$1,097,164.39
BRIDGE TOTALS		\$3,512,750.00	\$1,773,510.96	\$0.00	\$0.00	\$1,739,239.04	\$644,197.79
RECONSTRUCTION							
431	McDowell Creek Road (north end)	\$3,000,000.00	\$515,848.38		\$0.00	\$2,484,151.62	\$2,484,151.62
RECONSTRUCTION TOTALS		\$3,000,000.00	\$515,848.38	\$0.00	\$0.00	\$2,484,151.62	\$2,484,151.62
OVERLAY							
4	Unidentified Overlays	\$800,000.00	\$175,000.00			\$625,000.00	
OVERLAY TOTALS		\$800,000.00	\$175,000.00	\$0.00	\$0.00	\$625,000.00	\$0.00
TOTALS		\$7,816,250.00	\$2,679,902.60	\$6,965.50	\$7,097.36	\$5,122,284.54	\$3,128,349.41

Completed Projects

Project Estimates for 2023

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

2023 Detailed Expenditures per Project by Month

18.a

Project Code	Projects	Project Estimate	Prior Year Expenditures	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Encumbrances	Expenditures to Date	Remaining Project Estimate
CULVERTS													
457	Flat Rock Road	\$113,500.00	\$52,707.29	\$89.00	\$384.68	\$36.00					\$1,142.50	\$57,259.47	\$56,240.53
458	Parallel Road	\$117,000.00	\$51,440.37									\$51,440.37	\$65,559.63
403	Kitten Creek Road	\$148,000.00	\$54,790.60								\$4,953.00	\$59,743.60	\$88,256.40
459	Union Road	\$125,000.00	\$56,605.00	\$3,303.00	\$384.68						\$870.00	\$61,162.68	\$63,837.32
BRIDGES													
461	Fancy Creek K.0/6.2	\$653,800.00	\$53,909.92									\$53,909.92	\$599,890.08
454	West 32nd Avenue	\$1,004,750.00	\$1,464,031.69									\$1,464,031.69	-\$459,281.69
455	Rose Hill	\$654,200.00	\$159,048.83									\$159,048.83	\$495,151.17
460	Winkler Mills Bridge	\$1,200,000.00	\$102,835.61									\$102,835.61	\$1,097,164.39
RECONSTRUCTION													
431	McDowell Creek Road (north end)	\$3,000,000.00	\$515,848.38									\$515,848.38	\$2,484,151.62
OVERLAY													
	4 overlays unidentified	\$800,000.00	\$175,000.00									\$175,000.00	\$625,000.00
TOTALS		\$7,816,250.00	\$2,686,217.69	\$3,392.00	\$769.36	\$36.00	\$0.00	\$0.00	\$0.00	\$0.00	\$6,965.50	\$2,700,280.55	\$5,115,969.45
											\$14,062.86		

Completed Projects

Attachment: 2023 Cash Flows [Revision 1] (13713 : Monthly Cash Flow Reports for August 2023)

2023 Riley County .2% Cent Sales Tax Cash Flow Analysis

% of Year: 66.7

Month	Sales Tax Revenue	Reimbursements	KDOT	Total Revenue	Expenditures	Encumbrances	Jan/Feb/Mar A/P	Total Expenditures
Jan				\$0.00				\$0.00
Feb				\$0.00				\$0.00
Mar	\$195,644.52			\$195,644.52				\$0.00
Apr	\$197,885.43			\$197,885.43				\$0.00
May	\$228,702.28			\$228,702.28				\$0.00
Jun	\$204,158.59			\$204,158.59				\$0.00
Jul	\$211,890.83			\$211,890.83				\$0.00
Aug	\$232,392.78			\$232,392.78				\$0.00
Sep				\$0.00				\$0.00
Oct				\$0.00				\$0.00
Nov				\$0.00				\$0.00
Dec				\$0.00				\$0.00
	\$1,270,674.43	\$0.00	\$0.00	\$1,270,674.43	\$0.00	\$0.00	\$0.00	\$0.00

Cash Reconciliation	
2023 Beginning Unencumbered Cash	\$0.00
2023 Revenue	\$1,270,674.43
Less 2023 Expenditures/Encumbrances	\$0.00
2023 Ending Unencumbered Cash	\$1,270,674.43
Remaining 2023 Projected Revenue	\$0.00
Less Est. Project Balance for CY	\$0.00
2023 Projected Unencumbered Cash	\$1,270,674.43

Riley County 2023 Budget Authority Summary		
2023 Budgeted Expenditures	\$0	% Budget Expended #DIV/0!
Expenditures to Date	\$0	
2023 Remaining Budget Authority	\$0	

Riley County 2023 Budgeted Revenue		
2023 Budgeted Revenue	\$1,500,000	% Budgeted Revenue 84.71%
Revenue to Date	\$1,270,674	

Attachment: 2023 Cash Flows [Revision 1] (13713 : Monthly Cash Flow Reports for August 2023)

2023 Detailed Expenditures per Project and per Department

[illegible]

Completed Projects

Project Estimates for 2021

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

2023 Detailed Expenditures per Project by Month

Project Code	Projects	Project Estimate	Prior Year Expenditures	Jun	Expenditures to Date	Remaining Project Estimate
<i>CULVERTS</i>						
<i>BRIDGES</i>						
<i>RECONSTRUCTION</i>						
TOTALS		\$0	\$0	\$0.00	-	\$0

Completed Projects



**COUNTY
COUNSELOR/ADMINISTRATIVE
SERVICES**
Letter

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

COMMISSION AGENDA REPORT

FROM: Jana Chingway, Office Manager

MEETING: September 14, 2023

SUBJECT: Support Letter - City of Ogden's Grant Application for "Reconnecting Communities and Neighborhoods" Funds

PRESENTER: Clancy Holeman, Riley County Counselor

POSSIBLE MOTION(S)

Move to approve and sign letter.

Enclosures:

- Letter of Support for the City of Ogden(DOC)



BOARD OF COMMISSIONERS

115 N. 4th Street, 1st Floor
 Manhattan, Kansas 66502
 Phone: 785-565-6844
 Fax: 785-565-6847
 Email: boccc@rileycountyks.gov

September 14, 2023

The Honorable Pete Buttigieg, Secretary
 U.S. Department of Transportation
 1200 New Jersey Avenue, SE
 Washington, DC 20590

Re: Support Letter—City of Ogden’s Grant Application for “Reconnecting Communities and Neighborhoods” Funds

Dear Secretary Buttigieg:

The Board of Riley County Commissioners offers its unanimous support of the City of Ogden’s above grant application. Those funds are clearly intended for a purpose which will benefit both Ogden and this Board’s other local partners in this region.

We understand the purpose of this grant is to provide technical assistance and grant funding to improve walkability, safety, and affordable transportation access through context-sensitive strategies for improving community connectivity; to mitigate or remediate negative impacts on the human or natural environment; and assist economically disadvantaged or underserved communities with planning and capacity building activities. We believe this grant also seeks to redress the legacy of harm from transportation infrastructure, including construction-related displacement, environmental degradation, limited access to goods and services, degraded public health due to air and noise pollution, limited opportunities for physical activity, and hampered economic vitality of the surrounding community.

The City of Ogden, KS is a rural community of 1,661 located adjacent to Fort Riley, home of the “Big Red One.” Ogden is pursuing this funding for the Riley Avenue Corridor, for new roadway and transit services. This Corridor is an essential part of Fort Riley’s external transportation network. It is the main entrance to Fort Riley from the east, for both service members and civilian workers. The Corridor is also the main thoroughfare through Ogden and carries approximately 16,000 vehicles per day. In addition to commuter traffic, Riley Avenue serves as a link to essential services. Those essential services include school, a community center, the post office, city hall, a library, and shopping to the south. Riley Avenue also links a large residential neighborhood to the north, along with the Manhattan airport, the City of Manhattan, and the Flint Hills Region.

But we are advised the multiple demands and current design of Riley Avenue make it unsafe for users and pedestrians and challenging for Ogden residents and commuters alike. The anticipated project benefits include improving safety, connection for motorists and pedestrians to good-paying jobs and improving access to resources—generally bettering Ogden’s citizens’ quality of life.

The anticipated complete project will include, curb extensions, and rapid flash beacons at the crosswalks at North Park and North Elm streets, a pedestrian hybrid beacon at Walnut Street, widened sidewalks for multi-modal use, addition of traffic calming measures, reconstruction of Riley Avenue roadway, replacement of water and sewer infrastructure to provide higher capacity for, and replacement of, the storm water system to better handle water on the roadway.

The Estimated total project costs are \$9,421,972.00. The City of Ogden advises it will use these funds for engineering, design, and capital construction. If funds are awarded the project is estimated to be completed within two years.

This Board encourages your office to give careful consideration to, and hopefully final approval of, the City of Ogden's application.

Sincerely,

BOARD OF COMMISISONERS
OF RILEY COUNTY, KANSAS

Kathryn Focke, Chairwoman

John Ford, Vice Chair

Greg McKinley, Member