



**Board of Riley County
Commissioners
Regular Meeting
Agenda
November 02, 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. Flint Hills MPO Regional Trails Project Letter of Intent to the U.S.
DOT Thriving Communities Program
4. 2024 Pawnee Mental Health Contract Approval
5. Thank you letter to Ogden City for use of their facility
6. Approve payroll/accounts payables (when completed)

Review Minutes

7. Board of Riley County Commissioners - Regular Meeting - Oct 30,
2023 6:00 PM

Review Tentative Agenda

8. Tentative Agenda

Press Conference Topics

9. Discuss Press Conference

9:00 AM

Elizabeth Ward, Human Resources Director

10. Human Resources Monthly Update

9:15 AM

Michael Boller, Noxious Weed Director

11. Staff Update

9:30 AM

Amanda Webb, Planning/Special Projects Director

12. Long Range Planning / City & County joint planning

9:50 AM**Anne Smith, aTa Bus Director**

13. Letter of support for aTa Bus for a grant application

10:00 AM**Amanda Webb, Planning/Special Projects Director**

14. Planning & Development - Staff Update

10:15 AM**Clancy Holeman, Counselor/Director of Administrative Services**

15. Administrative Work Session

10:30 AM**Ron Fehr, Manhattan City Manager**

16. General update City of Manhattan

11:00 AM**Elizabeth Ward, Human Resources Director**

17. 2024 Pay scale implementation and resolution
18. Riley County 2024 Performance Review Proposal

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.



OUTSIDE AGENCY
Personnel

Outside Agency
110 Courthouse Plaza
Manhattan, KS 66502
Phone: 785-565-6200

COMMISSION AGENDA REPORT

FROM: Cindy Kabriel

MEETING: November 2, 2023

SUBJECT: Flint Hills MPO Regional Trails Project Letter of Intent to the U.S. DOT Thriving Communities Program

PRESENTER: Angela Schnee and Jared Tremblay

POSSIBLE MOTION(S)

Move to approve Riley County be included as a regional partner on the Flint Hills MPO Regional Trails Project Letter of Intent to the U.S. DOT Thriving Communities Program.

Move to deny

Move to modify

Move to table

No action required.

The Board agreed by consensus to

Enclosures:

- 11-02-23 letter of interest MPO (PDF)



BOARD OF COMMISSIONERS

115 N. 4th Street, 1st Floor
 Manhattan, Kansas 66501
 Phone: 785-565-6841
 Fax: 785-565-6842
 E-mail: boc@rileycountyks.gov

November 2, 2023

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

Re: Partnership Agreement-Flint Hills Metropolitan Planning Organization for "Thriving Communities Program" Letter of Intent

Dear Secretary Buttigieg:

The Board of Riley County Commissioners offers its unanimous support to be included as a regional partner on the Flint Hills Metropolitan Planning Organization's (FHMPO) application (Letter of Interest) to the U.S. DOT's "Thriving Communities Program", with the intent to leverage the program to perform planning and feasibility activities to further the regional trail projects named in the FHMPO's "Regional Connections Plan". It is understood that this partnership is voluntary and requires no financial obligation from any of the participating partners.

Sincerely,

BOARD OF COMMISSIONERS OF
 RILEY COUNTY, KANSAS

Kathryn Focke, Chairwoman

John Ford, Vice-Chairman

Greg McKinley, Member

Attachment: 11-02-23 letter of interest MPO (14271 : MPO letter of interest)



COUNTY CLERK & ELECTIONS
Personnel

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

COMMISSION AGENDA REPORT

FROM: Brittany Phillips, Budget & Finance Officer

MEETING: November 2, 2023

SUBJECT: 2024 Pawnee Mental Health Contract Approval

PRESENTER: Brittany Phillips, Budget & Finance Officer

BACKGROUND

In our 2024 budget, it was authorized to give Pawnee Mental Health Services an appropriation of \$300,000.

DISCUSSION

This contract is an annual process.

FISCAL IMPACT

\$300,000 for fiscal year 2024.

RECOMMENDATION(S)

Recommendation is to approve contract as presented

POSSIBLE MOTION(S)

Move to approve the Pawnee Mental Health Services 2024 contract for services.

The Board agreed by consensus to

Enclosures:

- RILEY County CY2024 contract (DOCX)



CONTRACT

Riley County and Pawnee Mental Health Services

THIS CONTRACT, made and entered into this _____ day of _____, 20____, by and between the Board of County Commissioners of Riley County, Kansas, hereinafter referred to as “Board,” and Pawnee Mental Health Services, a non-profit corporation, an established and licensed community mental health center of Kansas, hereinafter referred to as “Center.”

WHEREAS, the Board of County Commissioners of Riley County, Kansas have determined to contract for mental health services within Riley County, Kansas, with a non-profit corporation, pursuant to K.S.A. 19-4007; and

WHEREAS, Pawnee Mental Health Services is a Kansas not-for-profit corporation, established and licensed community mental health center; and

WHEREAS, the parties desire that Pawnee Mental Health Services provide mental health services for the citizens of Riley County, by contract;

NOW, THEREFORE, in consideration of the mutual promises and covenants herein contained, it is understood and agreed by the parties hereto as follows:

1. **SERVICES TO BE RENDERED:** The Center agrees to provide all services required of a licensed community mental health center to the residents of Riley County, such as but not limited to Outpatient Services, Community Support Services, Consultation and Education, and Emergency Services.
2. **TERM:** The term of the contract shall be from January 1, 2024 to December 31, 2024. Negotiations for the renewal of this contract shall be completed by the parties hereto on or before July 15, 2024. In the event the Center anticipates renewal of this contract, Center’s proposed budget and the expected contribution from the Board shall be submitted to the Board prior to July 1, 2024 so that the Board may prepare its budget in compliance with the statutory schedule.
3. **STATUTORY COMPLIANCE:** The Center agrees to comply with the requirements of K.S.A. 19-4007 and all other applicable statutes.
4. **APPROPRIATION:** The Board has agreed to provide Pawnee Mental Health Services \$300,000 for 2024 as partial financial support of mental health services.

Attachment: RILEY County CY2024 contract (14263 : 2024 Pawnee Mental Health Contract)

5. **SELECTION OF CENTER BOARD OF DIRECTORS:** The number, qualification, geographical distribution, and method of selection of the Board of Directors of the Center shall not be changed or amended during the term of this contract without the written approval of the Board.

IN WITNESS WHEREOF, the parties hereto, by their duly authorized representatives, have executed this contract the day first above written.

ATTEST:

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

Chair

Commissioner

Commissioner

ATTEST:

PAWNEE MENTAL HEALTH SERVICES

Chair

Attachment: RILEY County CY2024 contract (14263 : 2024 Pawnee Mental Health Contract)



COUNTY CLERK & ELECTIONS
Letter

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

COMMISSION AGENDA REPORT

FROM: Cindy Kabriel, Senior Administrative Assistant

MEETING: November 2, 2023

SUBJECT: Thank you letter to Ogden City for use of their facility

PRESENTER: Rich Vargo, County Clerk

POSSIBLE MOTION(S)

Move to sign a thank you letter to Ogden City for use of their facility for a Riley County Commission Meeting.

Move to deny

Move to modify

Enclosures:

- 11-02-23 thank you letter Ogden (PDF)



Board of County Commissioners

110 Courthouse Plaza
 Manhattan, KS 66502-0109
 Phone: 785-537-6300
 Fax: 785-537-6394
 E-mail: boccc@rileycountyks.gov

November 2, 2023

Ogden City
 220 Willow Street
 Ogden, KS 66517

Dear Ogden City:

The Board of Riley County Commissioners wish to thank you for the use of the Ogden Community Center to hold our county commission meeting on Monday, October 30, 2023. This was greatly appreciated.

Sincerely,

BOARD OF COUNTY COMMISSIONERS
 OF RILEY COUNTY, KANSAS

 Chairwoman

 Member

 Member

Attachment: 11-02-23 thank you letter Ogden (14273 : Thank you letter to small city Ogden)



**Board of Riley County
Commissioners
Regular Meeting
TENTATIVE Agenda
November 06, 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. Supporting Operation Green Light for Veterans Proclamation

Review Minutes

Review Tentative Agenda

Press Conference Topics

9:00 AM

Clancy Holeman, Counselor/Director of Administrative Services

2. Administrative Work Session

9:20 AM

Anna Burson, Appraiser

3. Request to fill positions

9:30 AM

Press Conference

4. RCPD Update - Greg Steere (3-5 minutes)
5. Downtown Manhattan update - Gina Snyder (3-5 minutes)
6. KEMA President's Choice for 2023 Award Presentation to Laurie Harrison - Kathleen Fabrizius (5 minutes)
7. Recognize Bethany Fields as Prosecutor of the Year - Kathryn Focke (2-3 minutes)
8. Presentation of Supporting Operation Green Light for Veterans Proclamation - Kathryn Focke and Christian Bishop (3-5 minutes)
9. General Election - Rich Vargo (2 minutes)

10:00 AM

Russel Stukey, Emergency Management Director

10. Staff update

Attachment: 11-06-23 tentative agenda (12884 : Tentative Agenda)

10:15 AM Anna Burson, Appraiser

11. Staff update

10:30 AM Vanessa Cowie, Purple Paws Animal Shelter

12. T. Russel Reitz Animal Shelter

11:30 AM Amanda Webb, Planning/Special Projects Director

13. Keats engineering services amended agreement

Adjournment

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

Attachment: 11-06-23 tentative agenda (12884 : Tentative Agenda)



**Board of Riley County
Commissioners
Regular Meeting
TENTATIVE Agenda
November 09, 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. Discuss Joint City/County/County Meeting

Review Minutes

Review Tentative Agenda

Press Conference Topics

9:00 AM

Clancy Holeman, Counselor/Director of Administrative Services

2. Administrative Work Session

9:20 AM

Break

9:30 AM

Shilo Heger, Treasurer

3. Monthly Revenue Reports

9:45 AM

Jason Smith, Manhattan Area Chamber of Commerce

4. Economic development update

10:00 AM

Julie Gibbs, Health Department Director

5. Staff update

10:30 AM

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

6. Monthly Cash Flow Reports

10:50 AM

Clancy Holeman, Counselor/Director of Administrative Services

Attachment: 11-09-23 tentative agenda (12884 : Tentative Agenda)

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

Adjournment

Announcements

Riley County Offices will be closed Friday, November 10th due to the observance of Veterans Day.

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: 11-09-23 tentative agenda (12884 : Tentative Agenda)



Human Resources

Monthly Update

Presented by Elizabeth Ward, HRD

HR Objective

Riley County Human Resources manages:

Talent Management	Training & Development	Compliance Matters	Compensation & Employee Benefits	Workplace Safety
				

The division’s goals are to provide organizational structure, balance the needs of the employees and the business needs of Riley County and effectively manage the employee lifecycle.

Recruitment and Retention

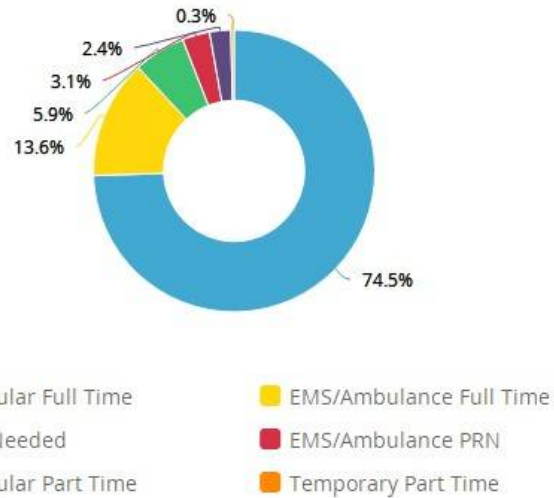
	Regular Employees	Seasonal/Stipend EE
Current headcount	286	386
Hires-current month	11	20
Hires – current year	64	51
Separations – current month	5	0
Separations - current year	52	26
Turnover Rate-annual	18.6%	
Average tenure	9.1 years	
Current openings	3	
- Community Corrections IT/GIS, and Health Department		

Demographics

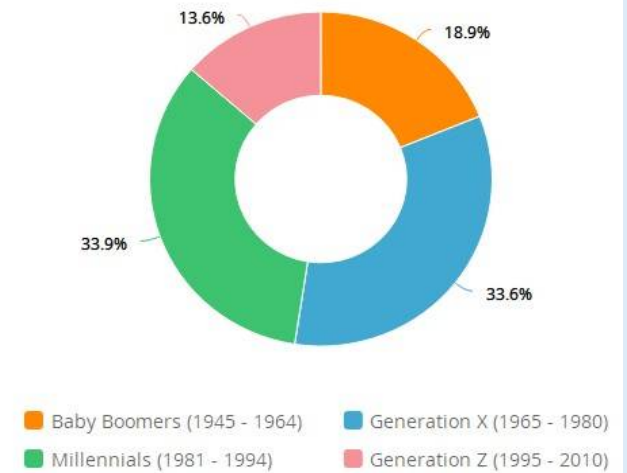
Pay Type



Employment Type



Generation



Succession Planning

Focus on 3 points:

- those eligible to retire
- those eligible to replace them
- the knowledge, skills and ability gap for training

37 employees are eligible to retire (14%)

64 employees will be eligible within 5 years (24%)

Succession Planning

HR has specific break downs per department

Would work with Department Heads to determine:

- Who is eligible to replace those retiring?
- What training/experience do they need to be successful?

Performance and Development

Annual Employee Day

235-245 in attendance

- focus on: individual leadership/responsibility
- 2024 workforce success
- working as a team (problem resolution)
- overall appreciation



HUMAN RESOURCES

Performance and Development

Employee Training workgroup

1. quarterly CPR training for all employees
2. comprehensive onboarding training for new employees
 1. includes REACH welcome kits, IT, HR, software and more
3. Supervisor training
 1. software, scheduling, difficult conversations, managing teams, compliance laws and more

Performance and Development

Flint Hills Regional Leadership

- cooperative program among 4 counties to identify and motivate leaders in the Flint Hills region
- Amanda Webb participating in 2023

NaCO High Performing Leaders

- focuses on best practices in leadership, org development and change management
 - Both Julie Gibbs and Cory Meyer participating in 2023

Current and upcoming month's focus

October is open enrollment month

- Michele held 2 benefits fairs at HD and BoCC as well as employee meetings at PW
 - had presentations on Zoom and recorded
 - 269 employees have completed enrollment

November is Performance Review month

- Dept Heads decided to use one form for all depts
- All employees have been assigned the form
 - Due Dec 8, 2023

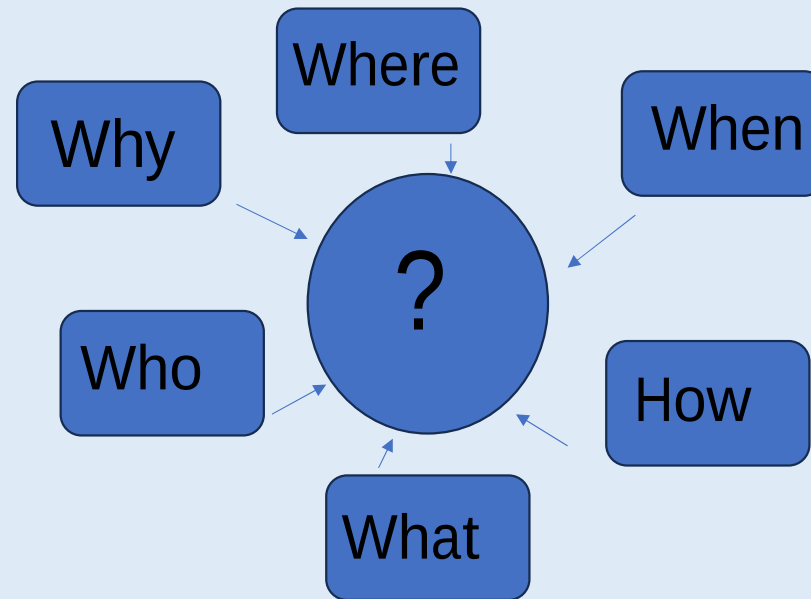
Current and upcoming month's focus

Personnel Manual

- Current manual approved in 2012
 - Several resolutions added since
- Small workgroup has revised updated proposal
- Combining edits and updates
- Expect
 - present to Dept Heads in January
 - Present to Commissioners Q1 2024

BoCC HR/Personnel reports

What information do you need and want?





NOXIOUS WEED/HHW
Staff Update

Michael Boller
Noxious Weed Director
6245 Tuttle Creek Blvd
Manhattan, KS 66503
Phone: 785-539-3202

STAFF REPORT

FROM: Director Michael Boller Riley County Noxious Weed Dept

MEETING: November 2, 2023

SUBJECT: Staff Update

PRESENTER: Director Michael Boller Riley County Noxious Weed Dept

Enclosures:

- 11-2-23 Staff Report (DOC)

Riley County Noxious Weed/HHW Department
Michael Boller, Director
November 2, 2023

Staff Report

Noxious Weed/Mowing:

- Fall solid spraying on Sections I, III were completed in the October and will resume in the spring.
- The final mowing of the year is underway and over 80% complete and is on schedule to be completed in November pending weather. We endured several mechanical issues in October as we had several flat tires as we mow out to the fence line and have punctures due to deer antlers.
- Tree trimming along roadways will begin late November. No specific areas of focus have been identified. We will be working with Public Works on this project.
- Sprayers and spray rentals are in the process of being winterized.
- Changing our spray trucks over to snowplows and salt spreaders will begin soon.
- All tractors, trucks and equipment are within service lifespan currently and there was no need to request any replacement in 2023.

HHW:

- The Riley County HHW collection trailer will be at Howie's Recycling on November 11, 2023 (Veterans Day). No business waste or truck loads of material will be accepted at this event.
- The Riley County HHW Facility has recycled latex paint to give away. We have one gallon and five gallon containers available. Our office is open Monday – Friday from 7:30am to 4:00pm for assistance.
- Clean Harbors clean-out is scheduled for November 21st.

Other:

- Noxious Weed Department will be assisting Elections staff with the deployment of election equipment and retrieval as well as election day support November 6-8.



PLANNING & DEVELOPMENT
Work Session

Amanda Webb
Planning/Special Projects
Director
110 Courthouse Plaza
Manhattan, KS 66502
Phone: 785-537-6332

COMMISSION AGENDA REPORT

FROM: Amanda Webb, Planning Director

MEETING: November 2, 2023

SUBJECT: Long Range Planning / City & County joint planning

PRESENTER: Amanda Webb, Planning Director

Please see attached staff report.

Enclosures:

- Long range planning (PDF)
- 2001 Joint Planning Agreement (PDF)
- MHK City limits & UAB (PNG)
- CiMHK FLUM (PDF)
- RC2025FLUM (PDF)



PLANNING & DEVELOPMENT ENVIRONMENTAL HEALTH

Date: November 2, 2023
To: Board of County Commissioners
From: Amanda Webb, Planning Director
Re: Long Range Planning / City & County joint planning

Long range planning

Long range plans look out over a set horizon (number of years) for a certain category or area, such as transportation planning, subarea planning, parks planning, etc. For example, the Master Food Plan is a long-range plan specific to the food system in Riley County. The City's Downtown Tomorrow and Beyond Tomorrow Downtown plans are long-range planning documents specific to the downtown core.

As these plans look out over a set amount of time, certain assumptions must be made. The actions identified within these plans don't always come to fruition. As time passes, and with more detailed research and new information, some actions become unfeasible or become misguided. The goals, objectives, and actions within a long-range plan are the hopeful, projected outcomes given a community's anticipated needs at the time the plan is adopted. An update provides the opportunity to review these items and determine if they're still valid and any obstacles to overcome.

Comprehensive planning

The Comprehensive Plan is a type of long-range plan that is broader and more general and applies to the full county. It can encompass elements such as housing, transportation, land use, economic development, and more. The plan includes goals, objectives, and actions intended to guide day-to-day decisions of elected officials and staff. Other long-range plans should coordinate with the Comprehensive Plan and are often adopted by reference.

Riley County's current comprehensive plan, Vision 2025, was adopted in 2009. We are currently at work on a major update. The plan covers all land within the unincorporated area (see attached Future Land Use Map).

The Manhattan Urban Area Plan was adopted by both entities in 2015. This plan covers all land within the mapped area (see attached Future Land Use Map (FLUM)).

There is overlap between the county's FLUM and the city's FLUM. These must be consistent.

Interlocal Agreement for joint planning

The City of Manhattan and Riley County have an interlocal agreement (ILA) in place for joint cooperation in planning and zoning within the urban area. The original agreement from 1976 created the joint board known as the Manhattan Urban Area Planning Board and has been amended multiple times by both entities. The latest iteration, adopted jointly in February 2001, is in perpetuity unless cancelled by either entity. To terminate, either entity must provide notice to the other entity by March 1 to terminate the following year.

The urban area is defined and agreed upon by both entities – see attached map for boundaries. This area can be amended by written agreement of both parties. In the urban area, the city's subdivision regulations apply while the county's zoning regulations apply.

Because of the ILA and pursuant to KSA 12-747 (comprehensive plan), the City of Manhattan and Riley County must adopt a joint Urban Area Comprehensive Plan and any amendments thereto. The ILA stipulates that this process go through the Manhattan Urban Area Planning Board for recommendation, and then on to the Board of County Commissioners and City of Manhattan Commission for approval and adoption.

Pottawatomie County is not part of the ILA and does not have jurisdiction over the Manhattan Urban Area Comprehensive Plan. The city only needs to provide Pottawatomie County with a copy of the adopted comprehensive plan for their records. For this to change, Pottawatomie County would need to be added onto the ILA or have their own ILA with the city.

Manhattan Urban Area Planning Board

This joint quasi-judicial board reviews all projects and proposals within the defined urban area. For anything outside of city limits, but within the urban area, applications are processed by Riley County. We then bring these items before the MUAPB rather than the Riley County Planning Board. The item then goes on to the BOCC for final decision.

As per the ILA, three (3) members of this board are appointed by the county, three (3) members are appointed by the city, and one (1) member is an alternate appointment between each entity. Currently, Hannah Fehr, John Ball, and Phil Anderson are the three Riley County appointed members while Ann Christian, Ben Burton, and Ken Ebert are city appointed. The BOCC recently appointed Debbie Nuss for the 7th alternating position. When that position is up for reappointment, it will be the city's turn to make that determination.

Extra Territorial Jurisdiction (ETJ)

In Kansas, cities are granted the authority to exercise extraterritorial zoning via KSA 12-715b provided certain conditions apply. This is a three-mile area surrounding a city's boundaries where cities can establish regulatory controls such as zoning, subdividing, floodplain administration, and building code authority (etc.) outside their city limits. Because of the ILA, Riley County and the City of Manhattan have agreed upon regulations within this area, so ETJ need not apply. If this agreement was not in place, and because Riley County is zoned, the city would have to request the county relinquish control before the city could adopt its own regulations in this area.

Recently, proposed House Bill 2050 sought to repeal the concept of extraterritorial jurisdiction. Regardless of the outcome, this would not impact Riley County or the City of Manhattan both because the county is zoned, and the ILA is already in place.

Annexations:

For annexations of land not adjacent to city boundaries, KSA 12-520c applies. The statute stipulates that any request for land to be annexed not contiguous with city boundaries go before the county commission to make findings that the annexation will not hinder or prevent proper growth and development of the area or any other incorporated city in the county. This does not apply if land abuts city boundaries.

The MCM petitioned annexation, completed in January 2023, was required to follow this process because it did not adjoin city boundaries (called an island annexation) and it was outside of the urban area.

Attachments:

February 2001 Joint Planning & Zoning Interlocal Agreement

Map: City limits/Urban Area

Map: City Future Land Use Map/Urban Service Area (from 2015 MUACP)

Map: Riley County Future Land Use Map (from Vision 2025)

**AGREEMENT BETWEEN THE CITY OF MANHATTAN, KANSAS, AND
RILEY COUNTY, KANSAS, RELATING TO JOINT COOPERATION IN
PLANNING AND ZONING**

THIS AGREEMENT is hereby entered into, pursuant to K.S.A. 12-744, this 6th day of February, 2001, by and between the City of Manhattan, Kansas, a Municipal Corporation, hereinafter sometimes referred to as the "City"; and the Board of County Commissioners of Riley County, Kansas, hereinafter sometimes referred to as the "County".

WHEREAS, the City and the County have previously entered into an agreement (the "Original Agreement"), pursuant to K.S.A. 12-716, which was effective on May 1, 1976; and,

WHEREAS, the Original Agreement created a Joint Planning Commission (The Manhattan Urban Area Planning Board, hereinafter sometimes referred to as "MUAPB"), to exercise planning functions, both within the corporate limits of the City, and within a designated area outside the City, but within Riley County; and,

WHEREAS, the Original Agreement was amended by the parties several different times, including, on November 6, 1979, to modify the designated area outside the City; and,

WHEREAS, the Original Agreement was again amended by the parties in 1981 to provide for a different method of appointing members of MUAPB; and,

Attachment: 2001 Joint Planning Agreement (14264 : Long Range Planning discussion)

WHEREAS, the City and the County have adopted the Original Agreement and the amendments thereto, by ordinance and resolution respectively; and,

WHEREAS, the Kansas Legislature has repealed K.S.A. 12-716 and replaced it with K.S.A. 12-744, which now provides the authority for cities and counties to cooperate, by written agreement, in the exercise and performance of planning powers, duties and functions and to establish a joint planning commission; and,

WHEREAS, the parties hereto desire to amend, and replace, in their entirety, the Original Agreement and the amendments thereto.

NOW THEREFORE, in consideration of the mutual promises contained herein, the parties hereto agree as follows:

1. That the Original Agreement, and all amendments thereto, are hereby amended and replaced, in their entirety, by the provisions set forth hereinafter.
2. The City and the County hereby agree to cooperate in the exercise and performance of planning powers, duties and functions within the Urban Area, all as more specifically set forth hereinafter.
3. That the Joint Planning Commission known as the MUAPB, as created by the Original Agreement, and amendments thereto, is hereby continued, as more specifically set forth hereinafter. The MUAPB shall consist of seven (7) members, with three (3) being appointed by the City, pursuant to its own adopted procedure governing the

appointment of members to its Boards, and three (3) being appointed by the County, pursuant to its adopted procedures governing the appointment of members to its boards, and one (1) being alternately appointed by the County and the City, again pursuant to the procedures of the appointing body. The members of the MUAPB shall be appointed for three (3) year terms and the members previously appointed pursuant to the Original Agreement shall continue to serve, and their term shall expire at the same time as it would have expired under their original appointment. The alternating appointment between the City and the County shall continue in the same order as it was previously established under the Original Agreement. The members of the MUAPB, while appointed for a term for the convenience of the jurisdiction appointing them, shall serve in that term at the pleasure of the governing body of the jurisdiction appointing them. In order to qualify for service as a member of the MUAPB, a person must reside within the area of the jurisdiction of the MUAPB.

4. The MUAPB is hereby empowered to carry into effect the provisions of Kansas law delegated to planning commissions, all as set forth in K.S.A. 12-741, et seq., pertaining to matters within the corporate limits of the City of Manhattan, Kansas, and also pertaining to matters within the Urban Area. For the purposes of this Agreement, the Urban Area shall consist of an area lying outside the corporate limits of the City of

Manhattan, but within Riley County, the boundaries of which shall be specifically agreed to, in writing, by the governing bodies of the City of Manhattan and Riley County. At the outset of this Agreement, and until modified by written agreement of the parties, the boundaries of the Urban Area are set forth on Exhibit A, attached hereto. The parties hereto agree to review, and modify if necessary, such boundaries on an annual basis, or more frequently, when events occur that cause the administrative staffs of either, or both, governing bodies, to recommend such review and/or modification.

5. (a) The parties hereto agree to cooperate with each other, and with the MUAPB, in the creation of a single Comprehensive Plan for the City and surrounding Urban Area that is consistent with the City's growth policies and plans.

(b) The parties further agree to cooperate with each other, and the MUAPB, in the creation, and maintenance, of sub-division regulations that are consistent for both the Urban Area and the City of Manhattan.

(c) Any Comprehensive Plan created pursuant to this Agreement shall not be effective until it has been adopted by the MUAPB, pursuant to K.S.A. 12-747, and approved by the governing body of the City, and the Board of the Riley County Commissioners, also pursuant to K.S.A. 12-747.

6. In addition to those duties proscribed by K.S.A. 12-741, et seq., the MUAPB shall continually, when time and priorities permit, make specific recommendations to the governing bodies regarding any matters that might facilitate cooperation between the parties in the providing of governmental services within the Urban Area. Such matters include, by way of example, but are not limited to, the following:

(a) The adoption of codes relating to minimum standards of housing, building, electrical work, plumbing work, and other related areas.

(b) The staffing for administration, inspection and enforcement of all of such codes, as well as sub-division regulations and zoning regulations within the Board's jurisdiction.

(c) The division of cost between the City and the County related to such cooperation.

7. Until such time as plans or regulations provided for herein, or recommendations by the MUAPB, are adopted by the City and the County, the separate regulations of the City shall apply within the corporate limits of the City, and the separate regulations of the County shall apply in the unincorporated area. Further, until the City and the County have adopted joint regulations which provide otherwise, the City and the County shall continue to have separate administrative staffs and personnel for administration, inspection and enforcement;

however, these separate staffs are directed to work diligently, and cooperatively, in connection with the efforts of the MUAPB and in furtherance of the purposes of this Agreement.

8. The duration of this Agreement is perpetual unless terminated on January 1 of any given year, by either the City or the County. The party desiring termination shall provide written notice to the other party on, or before, March 1 of the year preceding the effective date of termination.
9. The parties agree to adopt this Agreement, by official action of their governing bodies, pursuant to law.

(The balance of this page left blank intentionally.)

ATTEST:

CITY OF MANHATTAN

By: Brenda K. Wolf
 w BRENDA K. WOLF,
 Acting City Clerk

By: Karen McCulloh
 KAREN MCCULLOH,
 Mayor

ATTEST:

BOARD OF RILEY COUNTY
COMMISSIONERS

By: Rich Vargo
 RICH VARGO,
 County Clerk



By: James M. Williams
 Chairman

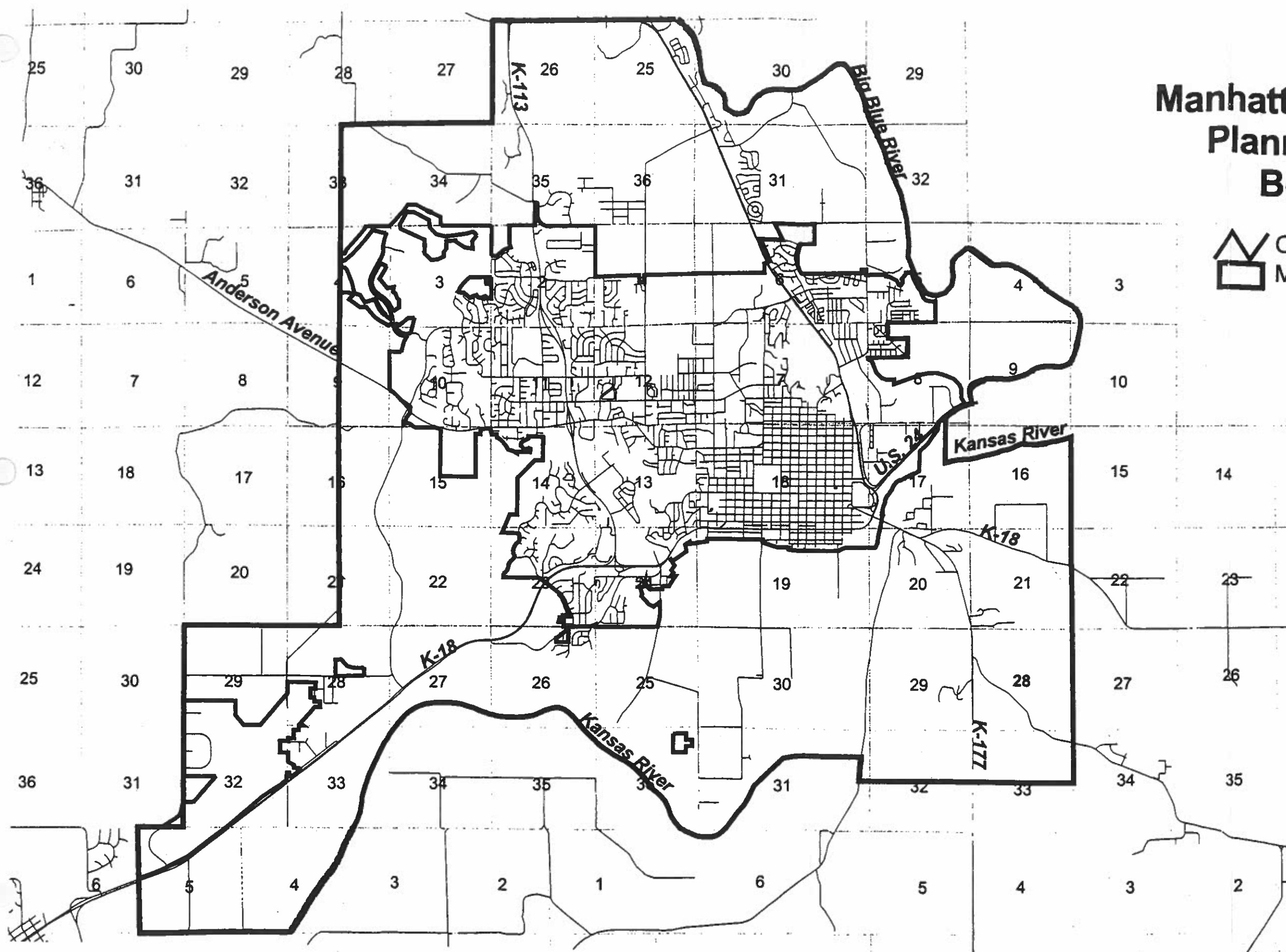
By: Russell A. Frey
 Commissioner

By: Bob Newcome
 Commissioner

THIS AGREEMENT has been approved by the Attorney General for the State of
 Kansas, pursuant to K.S.A. 12-2904, on this 21st day of February, 2001.

M. Fugh, Asst. Atty General
 BY:

Attachment: 2001 Joint Planning Agreement (14264 : Long Range Planning discussion)



Manhattan Urban Area Planning Board Boundary

 Current City Limits
 MUAPB Boundary



Exhibit A



Attachment: 2001 Joint Planning Agreement (14264 : Long Range Planning discussion)

AGREEMENT BETWEEN THE COUNTY COMMISSIONERS
OF RILEY COUNTY, KANSAS AND THE GOVERNING BODY
OF THE CITY OF MANHATTAN, KANSAS
RELATING TO JOINT COOPERATION IN AREA PLANNING AND ZONING

WHEREAS, K.S.A. 12-716 et. seq. provides for joint cooperation in area planning between cities and counties; and

WHEREAS, the City of Manhattan and the County of Riley have heretofore exercised planning and zoning power through individual boards of the City and County respectively; and

WHEREAS, at the request of the County Commissioners and the Governing Body the planning commissions of the City and County have met and conferred and made their recommendations to both the Board of County Commissioners and the Governing Body of the City of Manhattan, specifically recommending that the City of Manhattan and the County of Riley create a joint planning commission for the corporate limits of Manhattan and an urban planning area lying outside the City of Manhattan in Riley County, more specifically set out in attached Exhibit One.

NOW THEREFORE BE IT UNDERSTOOD AND AGREED BY AND BETWEEN THE COUNTY COMMISSIONERS OF RILEY COUNTY, KANSAS AND THE GOVERNING BODY OF THE CITY OF MANHATTAN, KANSAS that a joint planning commission be and is hereby created to exercise the planning and zoning function in the corporate limits of the City of Manhattan, Kansas and an area lying outside the City of Manhattan, Kansas in Riley County, Kansas (as more specifically shown on attached Exhibit One) including those duties set out in K.S.A. 12-717 or any acts amendatory or supplemental thereto.

IT IS FURTHER UNDERSTOOD AND AGREED that the joint planning commission shall be known as the MANHATTAN URBAN AREA PLANNING BOARD and that the agency shall consist of seven members, three being appointed by the City Governing Body and three being appointed by the County Commissioners and one being appointed jointly by the City and County.

The members shall serve two-year terms, provided however that the initial terms shall be as follows: (a) the member appointed jointly by the City and County shall serve for three years, (b) one member appointed each by the City and County shall serve for three years, (c) one member appointed each by the City and County shall serve for two years, and (d) one member appointed each by the City and County shall serve for one year.

IT IS FURTHER UNDERSTOOD AND AGREED that the planning commission members will be selected from those persons residing within the area of the jurisdiction of the commission.

IT IS FURTHER UNDERSTOOD AND AGREED that the said Manhattan Urban Planning Board shall formulate and make specific recommendations regarding:

A. Adoption of a Land Use Plan for the area of jurisdiction.

B. New subdivision and zoning regulations for the area within the Board's jurisdiction.

C. Adoption of codes relating to minimum standards for housing, building, electrical work, plumbing work and other related areas.

D. Staffing for administration, inspection and enforcement of all of the above.

E. Division of costs between the City and County.

FURTHER, until such time as the above recommendations are made by the Board and adopted by the City and County, the separate regulations of the City shall apply within the corporate limits of the City, and the separate regulations of the County shall apply in the affected unincorporated area; further until the Board makes its recommendations on the above items to the City and County, the City and County shall continue to have separate administrative staff and personnel for enforcement, but that these separate staffs are directed to work diligently and cooperatively in the efforts of the Board to formulate the

above recommendations and other efforts and duties of the Board.

IT IS FURTHER UNDERSTOOD AND AGREED that this agreement may be terminated effective January 1 of any given year by either the City or the County, provided written notice of termination is given to the other party on or before March 1 of the preceeding year.

TO THIS AGREEMENT WE AFFIX OUR HANDS AND SEALS THIS 16 DAY OF March, 1976.

This Agreement Takes effect May 1, 1976.
CITY OF MANHATTAN, KANSAS, BY:

[Signature]
Mayor

Th Russell Reitz
Commissioner

Dean Coughman
Commissioner

[Signature]
Commissioner

ATTEST:

Marion H. Burt
Marion H. Burt, City Clerk

Commissioner

RILEY COUNTY, KANSAS, BY:

Wallace Hild
Chairman

Iran Saml
Commissioner

[Signature]
Commissioner

ATTEST:

Wanda Codex
Wanda Codex, County Clerk

beginning at the southwest corner of Section Thirty-two (32), Township Ten South (10S), Range Seven East (7E) of the 6th P.M., thence north along the west line of Sections Thirty-two (32) and Twenty-nine (29), Township Ten South (10S), Range Seven East (7E) to the northwest corner of said Section Twenty-nine (29); thence, east along the north line of said Section Twenty-nine (29) and Section Twenty-eight (28), Township Ten South (10S), Range Seven East (7E) to the southwest corner of Section Twenty-two (22), Township Ten South (10S), Range Seven East (7E); thence north along the west line of Sections Twenty-two (22), Fifteen (15), Ten (10), and Three (3), all in Township Ten South (10S), Range Seven East (7E) to the Northwest corner of said Section Three (3); thence east along the north line of said Section Three (3) to the southwest corner of Section Thirty-five (35), Township Nine South (9S), Range Seven East (7E); thence north along the west line of said Section Thirty-five (35) to the northwest corner of Section Thirty-five (35); thence East on the North lines of Sections Thirty-five (35) and Thirty-six (36), Township Nine South (9S), Range Seven East (7E) and Section Thirty-one (31), Township Nine South (9S), Range Eight East (8E); a point approximately 3000 feet east of the northwest corner of Section Thirty-one (31), Township Nine South (9S), Range Eight (8E); thence, north to the right bank meander line of the Big Blue River; thence, following the right bank meander line of the Big Blue River to its intersection with the north right-of-way line U.S. Highway 24; thence southwesterly along the north right-of-way line of U.S. Highway 24 to the east line of Government Lot Two (2), Section Seventeen (17), Township South (10S), Range Eight East (8E); thence, south along the east line of Government Lots Two (2) and Four (4) in Section Seventeen (17); Township Ten South (10S), Range Eight East (8E) to the meander line of the Kansas River; thence east along said meander line to a point approximately 2640 feet east of the west line of Section Sixteen (16), Township Ten South (10S), Range Eight East (8E); thence south on a line parallel to and 2640 feet east of the west line of Sections Sixteen (16) and Twenty-one (21), Township Ten South (10S), Range Eight East (8E) to the south line of said Section Twenty-one (21); thence west along the south line of said Section Twenty-one (21) and Section Twenty (20), Township Ten South (10S), Range Eight East (8E) to the right bank meander line of the Kansas River to its intersection with the south line of Section Thirty-three (33) Township Ten South (10S), Range Seven East (7E); thence west along the south line of Sections Thirty-three (33) and Thirty-two (32), Township Ten South, Range Seven East to the point of beginning, all in Riley and Pottawatomie Counties, Kansas.

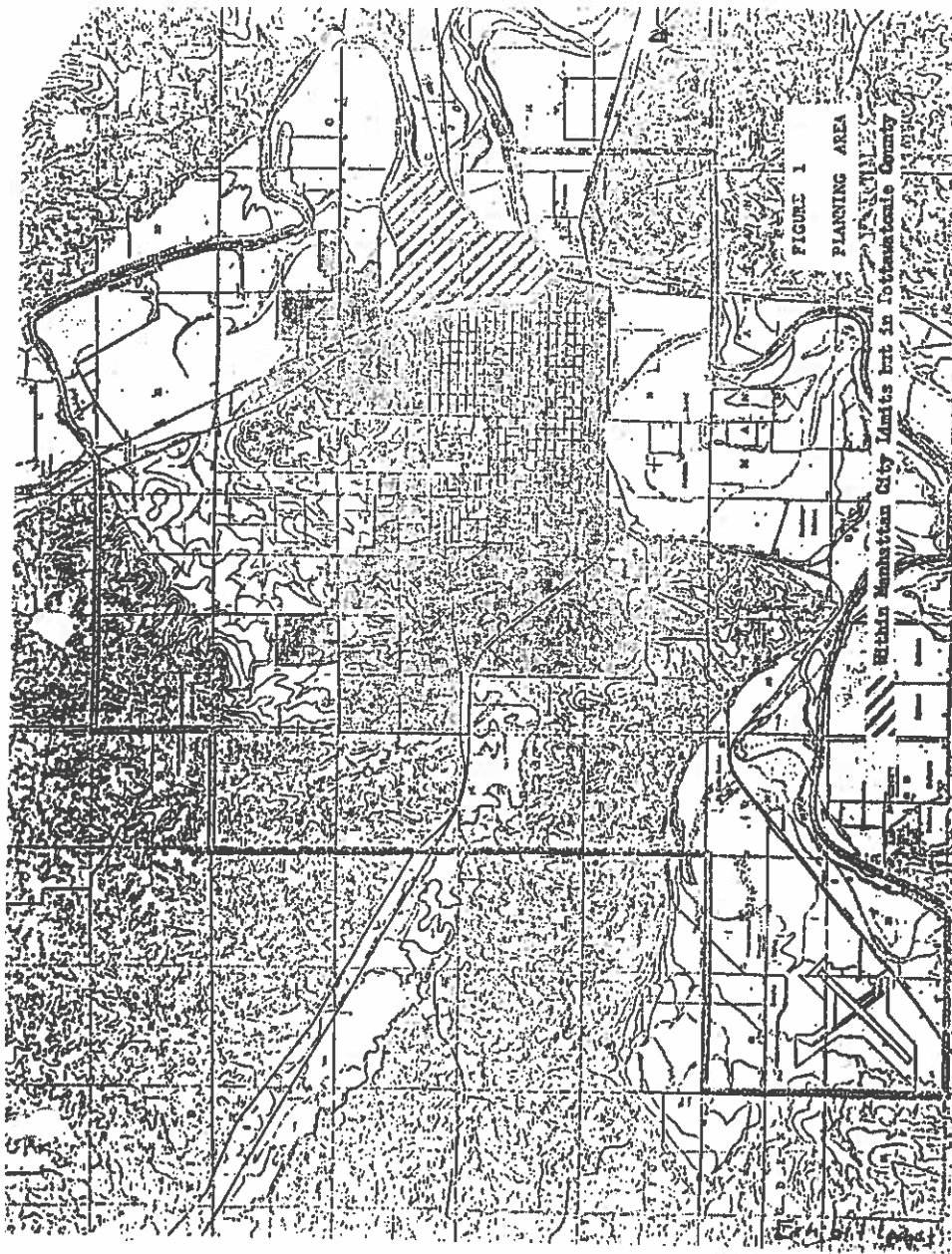
This is to certify that this is the legal description for the planning area.
Signed and dated this 16th day of March 1976.



Bruce K. McCallum
Bruce K. McCallum, P.E., City Engineer

Exhibit 1 - page 2

BOARD and that the agency shall consist of seven members, three being appointed by the City Governing Body and three being appointed by the County Commissioners and one being appointed jointly by the City and County.



BOARD and that the agency shall consist of seven members, three being appointed by the City Governing Body and three being appointed by the County Commissioners and one being appointed jointly by the City and County.

AMENDMENT TO AGREEMENT BETWEEN THE COUNTY COMMISSIONERS OF
RILEY COUNTY, KANSAS, AND THE GOVERNING BODY OF MANHATTAN,
KANSAS, OF MARCH 16, 1976

WHEREAS, on March 16, 1976, an agreement was entered into between the County and the City to facilitate joint cooperation in area planning and zoning, and

WHEREAS, provisions were made for a seven (7) person board with staggered two-year terms, and

WHEREAS, it has now been determined that staggered two-year terms for a seven (7) person board creates an undesirable amount of turnover,

NOW, THEREFORE, be it understood and agreed that the agreement of March 16, 1976, is amended to provide for three-year terms to reduce the degree of turnover on the board.

BE IT FURTHER UNDERSTOOD AND AGREED that the three-year term shall apply retroactively to the present board members.

TO THIS AGREEMENT WE AFFIX OUR HANDS AND SEALS THIS

17 DAY OF January, 1978.

Wallace Kidd
Riley County, Kansas
By: Wallace Kidd, Chairman

B. E. Parker
B. E. Parker, Chairman

Barrett Henderson
Barrett Henderson

ATTEST:

Wanda Coder
Wanda Coder, County Clerk



T. Russell Reitz
City of Manhattan, Kansas
By: T. Russell Reitz, Mayor

Robert W. Smith
Robert W. Smith

Robert D. Hinder
Robert D. Hinder

ATTEST:

Henry G. Galt
Henry G. Galt

Terry Clendinning
Terry Clendinning

ATTEST:

Marion H. Hunt
Marion H. Hunt, City Clerk

A RESOLUTION OF AGREEMENT PROVIDING FOR JOINT COOPERATION IN THE EXERCISE AND PERFORMANCE OF PLANNING POWERS, DUTIES AND FUNCTIONS WITH THE CITY OF MANHATTAN, KANSAS.

WHEREAS, Riley County, Kansas, and the City of Manhattan, Kansas, have adjoining planning jurisdictions, and

WHEREAS, the Board of County Commissioners of Riley County, Kansas, have determined that it would be in the best interest of the County to provide for joint cooperation with the City of Manhattan, Kansas, in the exercise and performance of planning powers, duties and functions as provided by state law for cities and counties, and

WHEREAS, the said Board of County Commissioners of Riley County, Kansas, have further determined that it would be in the best interest of said county to enter into an agreement providing for joint planning cooperation with the City of Manhattan, Kansas, and establishing a joint planning commission for a region, hereinafter designated, which now comprises a portion of the areas of planning jurisdiction of Riley County, Kansas, and the City of Manhattan, Kansas.

NOW, THEREFORE, BE IT RESOLVED by the Board of County Commissioners of Riley County, Kansas, that the said Board of County Commissioners do and they hereby agree with the Governing Body of the City of Manhattan, Kansas, to provide for joint cooperation in the exercise and performance of planning powers, duties and functions as provided by state law for cities and counties in a manner all as set forth in the Agreement between the said Board of County Commissioners of Riley County, Kansas, and the Governing Body of the City of Manhattan, Kansas, dated 16 day of March, 1976, identified as Exhibit "A", attached hereto and incorporated herein by reference, including all exhibits to said Exhibit "A".

BE IT FURTHER RESOLVED that a joint planning commission for the region comprising that portion of the areas of planning

2

jurisdiction of Riley County, Kansas, and the City of Manhattan, Kansas, described in Exhibit "1.", a part of Exhibit "A", attached hereto, be and the same is hereby established pursuant to the terms of Exhibit "A".

BE IT FURTHER RESOLVED that this resolution shall become effective on the 1st day of May, 1976.

Dated this 22 day of March, 1976.

BOARD OF COUNTY COMMISSIONERS
OF RILEY COUNTY, KANSAS

Harold Kild
Chairman

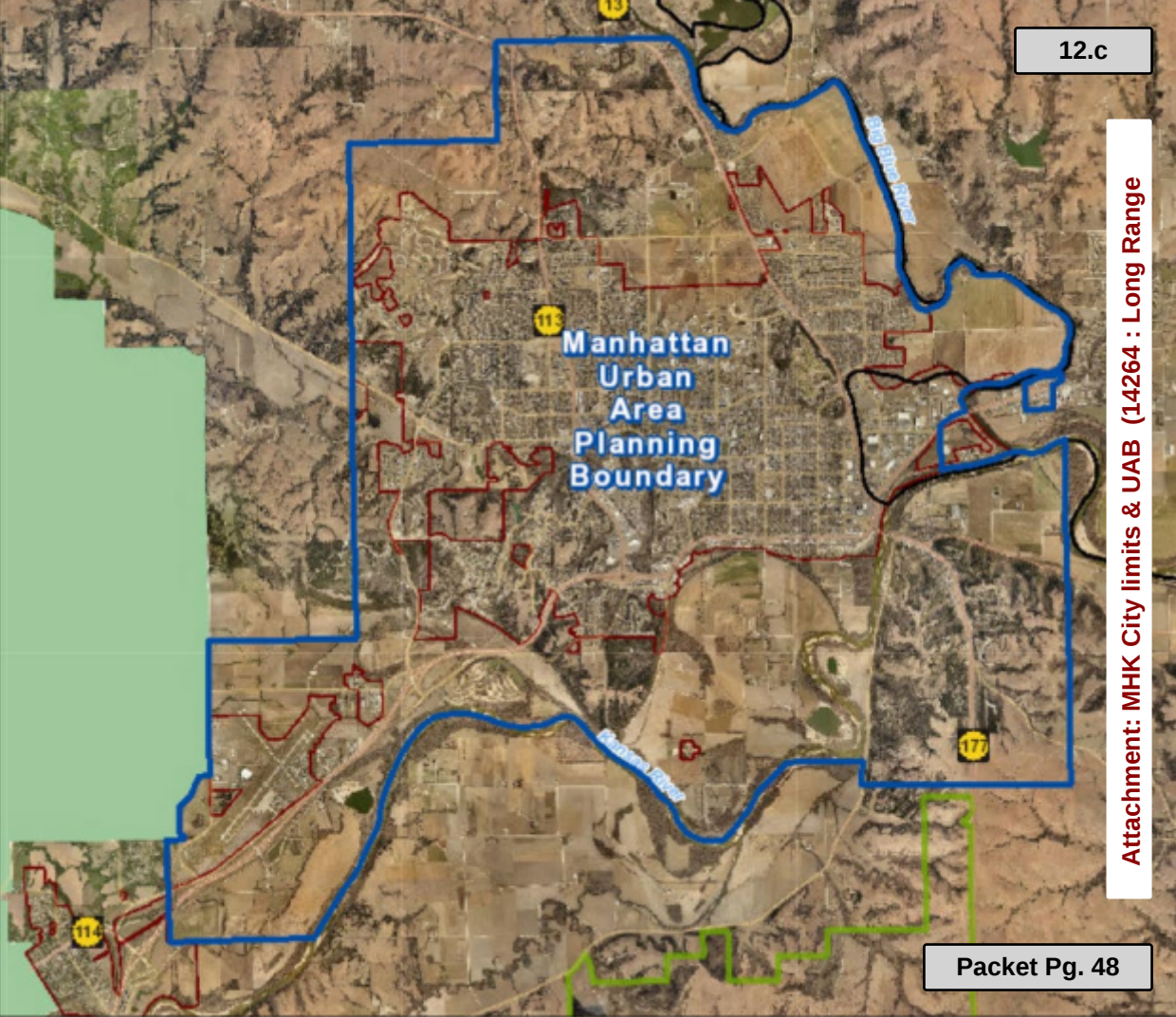
Gran Sand
Member

DE Parker
Member

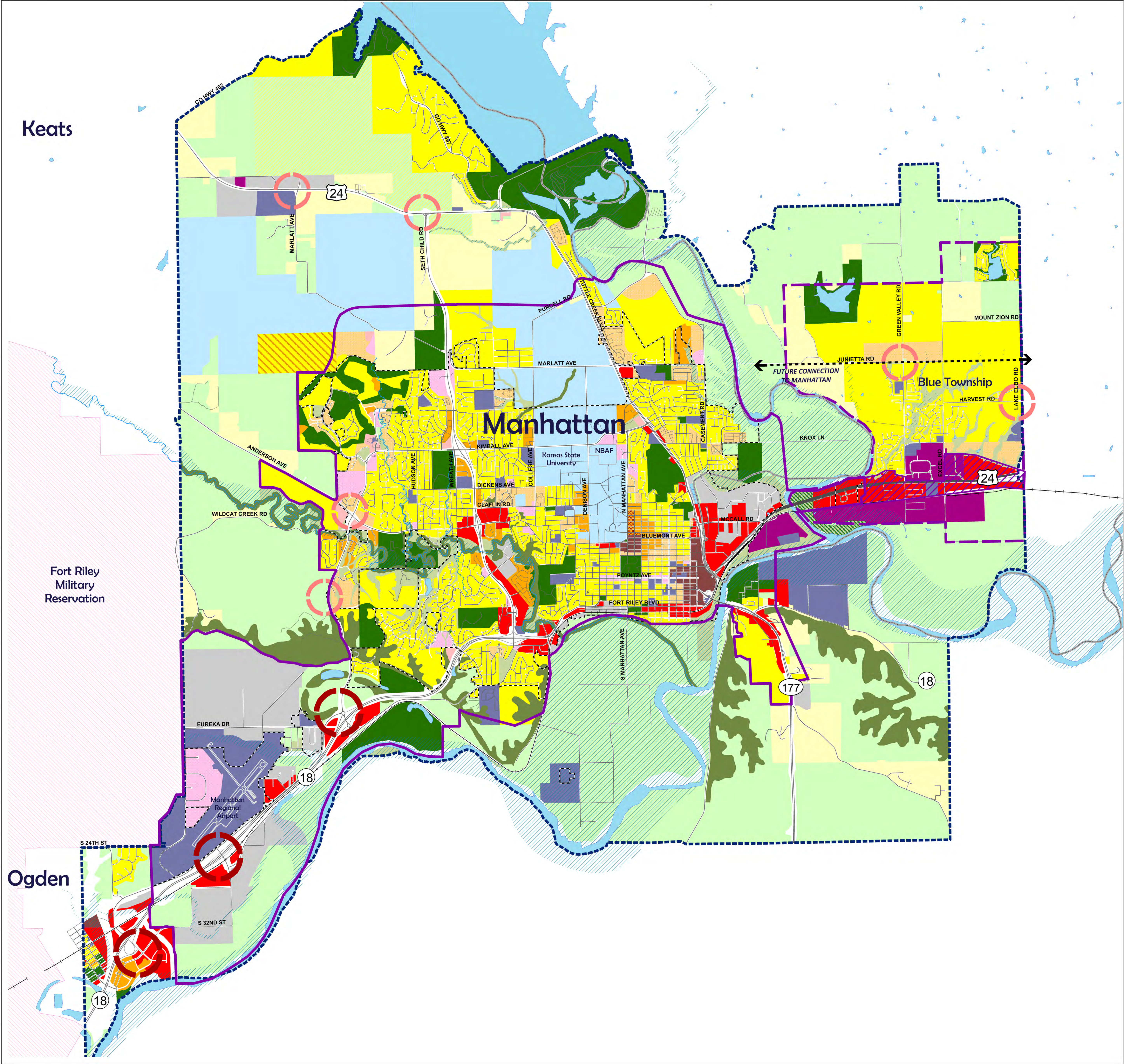
ATTEST:

Marvin Crow
Riley County Clerk

Attachment: 2001 Joint Planning Agreement (14264 : Long Range Planning discussion)



Manhattan
Urban
Area
Planning
Boundary



FUTURE LAND USE

Legend

Residential

- Urban Core Residential
- Residential High Density
- Residential Medium to High Density
- Residential Low to Medium Density
- Rural Residential
- Future Master Plan Area *
- Potential Growth Area (contingent upon preparation of a detailed plan for circulation and infrastructure provision)

Commercial / Mixed Use

- Future Community Commercial Center
- Future Neighborhood Commercial Center
- Central Core District
- Community Commercial
- Neighborhood Commercial

Industrial/Office

- Service Commercial
- Industrial
- Office-Research Park

Public/Institutional

- Kansas State University
- Parks and Recreation
- Public/Semi-Public
- Preserved Open Space
- Environmentally Sensitive Areas**
- Special Floodway Overflow Area ***
- Agriculture
- Flood Hazard Area (Floodway and 1993 Event)****
- Wetlands and Streams

- Comprehensive Plan Boundary
- Manhattan City Boundary
- County Line
- Urban Service Area Boundary
- Potential Future Urban Service Area
- Blue Township Urban Growth Area

* Note: Master plan underway for this area; land uses to be refined as new information becomes available.

** Environmentally Sensitive Areas are areas identified in previous Comprehensive Plan efforts, consisting of steep slopes (>20%) and riparian corridors; and natural areas of the high priority for preservation identified by the Northern Flint Hills Audubon Society.

*** Special Floodway Overflow Area: This area is proposed to be Preserved Open Space and has been identified as part of a series of recommendations to protect the levee and bridges from being overtopped by flood events. Strategies to ensure the permanent protection of these areas will be identified as part of the Manhattan Urban Area Comprehensive Plan Update process.

**** Flood Hazard Areas include designated FEMA floodway and areas inundated during the 1993 Flood Event where new development would be prohibited.

Source: City of Manhattan, Riley County, Pottawatomie County



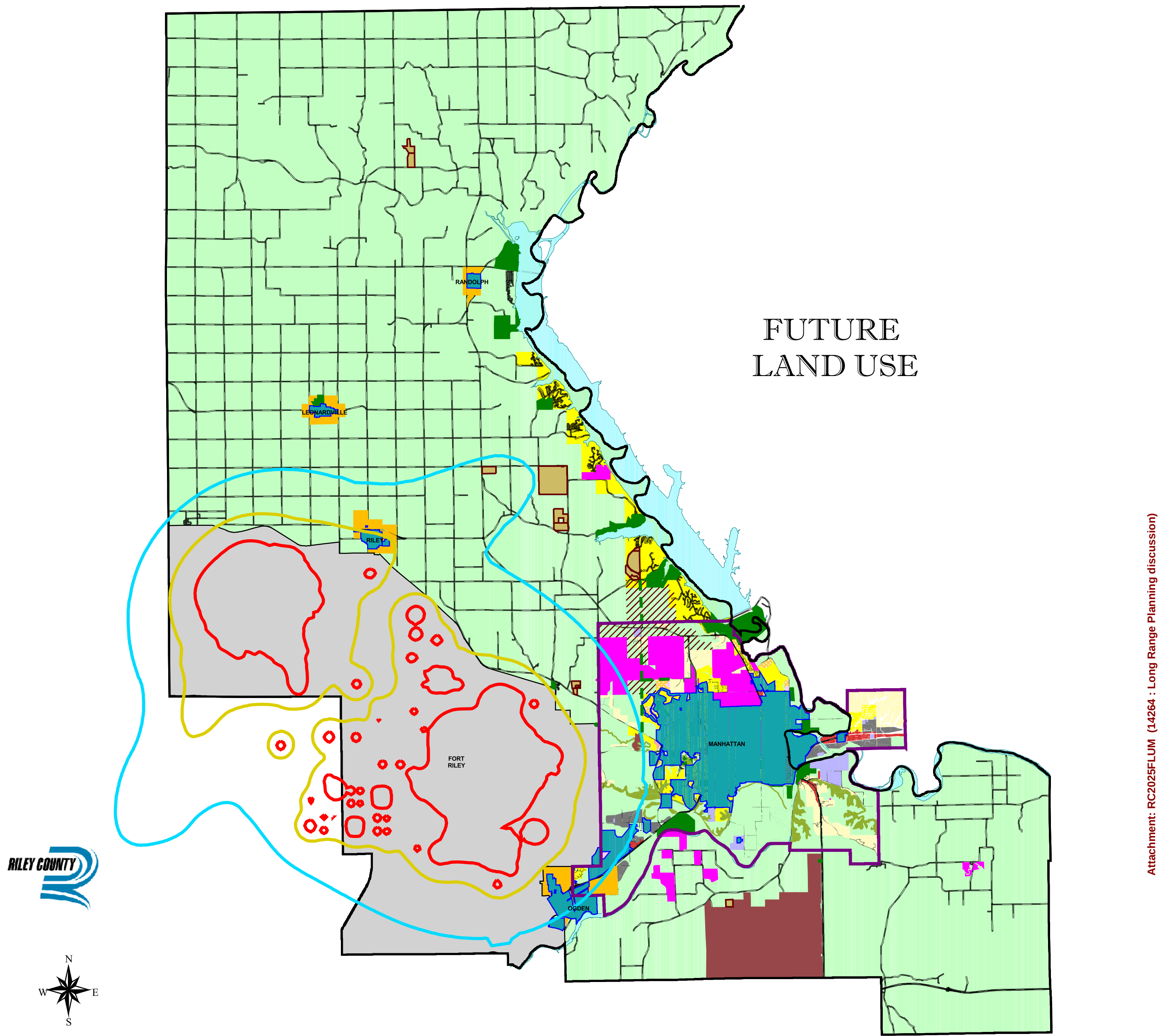


Figure 11.2 FUTURE LAND USE



OUTSIDE AGENCY
Letter of Support

Outside Agency
110 Courthouse Plaza
Manhattan, KS 66502
Phone: 785-565-6200

COMMISSION AGENDA REPORT

FROM: Anne Smith, aTa Bus Director

MEETING: November 2, 2023

SUBJECT: Letter of support for aTa Bus for a grant application

PRESENTER: Anne Smith, aTa Bus Director

POSSIBLE MOTION(S)

Move to approve a letter of support for a grant for aTa Bus.

Enclosures:

- 11-02-23 aTa Bus letter of support (PDF)
- 2025 Rural County Request for Support Letter (2) (PDF)



BOARD OF COMMISSIONERS

115 N. 4th Street, 1st Floor
 Manhattan, Kansas 6650
 Phone: 785-565-684
 Fax: 785-565-684
 E-mail: boccc@rileycountyks.gov

November 2, 2023

Bureau of Transportation, Planning
 700 SW Harrison Street
 Topeka, KS 66603

To Whom It May Concern:

We are pleased to write this letter of support for the Flint Hills Area Transportation Agency (aTa Bus). Since 1976 Riley County aTa has provided safe reliable and affordable public transportation to the citizens of Riley County.

Riley County has for many years provided financial assistance to allow this agency to operate, and we assure you that any funding provided by the state to this agency will be gratefully received and used solely to complete its mission.

The test of the character of a community can be seen most clearly in the efforts it makes to provide for those who are unable to help themselves. Your support in this endeavor is an indication that in this case it is not only the local community but also the State of Kansas that meets the test.

In 2024, Riley County has allocated funding in the amount of \$105,000. These funds are distributed quarterly. An ADA grant of \$20,000 has been allocated to aTa Bus through Riley County Roads and Bridges. These funds are distributed annually.

Riley County anticipates continuing to support funding for aTa Bus in 2025. In the coming months Riley County will begin its annual budget process. At present, Riley County cannot commit to a specific funding level prior to the completion of the annual budget process.

We wholeheartedly support aTa Bus and its mission. Thank you very much for the assistance you may provide for this essential community service.

Sincerely,

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

Kathryn Focke, Chairwoman

John Ford, Member

Greg McKinley, Member



Flint Hills Area Transportation Agency

5815 Marlatt Ave. Manhattan, Kansas 66503 • (785) 537-6345 • www.flinthillsatabus.com

- Courteous
- Reliable
- Safe

31 October 2023

Board of County Commissioners
Of Riley County Kansas
115 N 4th St
Manhattan, Kansas 66502

Dear County Commissioners:

The Flint Hills Area Transportation Agency has been providing public transportation to the citizens of Manhattan and Riley County since 1976.

We are currently preparing application for Federal and State grants for the State FY25. Thanks to the support of the City of Manhattan, Riley County and the citizens of our community we are able to meet local matching requirements.

In this current grant application cycle we will seek funding to meet the growing demand for public transportation service.

The primary rural Federal and State transit program we participate in is called Section 5311.

The §5311 program pays for 80% of the cost of new vehicles and reimburses the organization for 50% of our vehicle operating expenses and KDOT may contribute up to an additional 20%. It also provides reimbursement for a portion our administrative expenses. This program provides funding to services that are outside of the Manhattan urbanized area.

We are requesting operating and administrative reimbursement funds for services in northern Riley County and in support of the "Inter City" shuttle, which provides services to and from Manhattan-Fort Riley-Ogden and Junction City. The Geary County Commission provides half of the local match for the "Inter-City" shuttle and Riley County provides the other half.

We are required in these application processes to inform our City and County governments of our transportation proposals. This process offers you the opportunity to review and comment on our proposal.

Our FY24 grant proposal will seek funding in support of existing services, we are not planning for any major service increases during FY25.

Attachment: 2025 Rural County Request for Support Letter (2) (14272 : Grant Application for aTa Bus)

We welcome your comments and will be glad to answer additional questions about our service that you may have.

On behalf of the staff and Board of Directors we would like to express our gratitude to you for the support that you have shown in your commitment to public transportation in Manhattan and Riley County.

Sincerely,

A handwritten signature in black ink, appearing to read "Anne Smith", written in a cursive style.

Anne Smith
Executive Director
Flint Hills Area Transportation Agency



PLANNING & DEVELOPMENT
Staff Update

Amanda Webb
Planning/Special Projects
Director
110 Courthouse Plaza
Manhattan, KS 66502
Phone: 785-537-6332

STAFF REPORT

FROM: Amanda Webb, Planning Director

MEETING: November 2, 2023

SUBJECT: Planning & Development - Staff Update

PRESENTER: Amanda Webb, Planning Director

Enclosures:

- September October PD Update (PDF)
- Staff Update (PDF)



PLANNING & DEVELOPMENT ENVIRONMENTAL HEALTH

Date: November 2, 2023

To: Riley County Board of County Commissioners

From: Amanda Webb, Planning & Special Projects Director

Re: Planning & Development September & October 2023 Staff Report

Keats sewer benefit district

- The USDA application was submitted on September 29, 2023. On October 1, USDA began utilizing updated census data. Should we have missed submitting our application by that date, we would have been required to redo the income survey. This takes time and there's no guarantee the project would still be eligible for USDA grant funding as the population has changed since the last time the income surveys were completed in 2021. We've received confirmation and Notice of Eligibility from USDA that Keats is eligible for funding. There are several documents we are now working on to make the application complete.
- "Team Keats" held a community meeting at the Keats Lydia Church on the evening of September 20. We provided an update on cost information, the work we've done to contact neighbors and property owners, and stressed the critical point we have come to.
- We continue to search for land to evaluate the feasibility of a lagoon. We have not been able to come to an agreement with any property owners to date.

Comprehensive Plan update:

- Comprehensive Plan update webpage: <https://www.rileycountyks.gov/plan>.
- The community meetings are on-going. As of this report, we've held seven of the 11 meetings, with four more to go. We notify each township of their corresponding meeting two weeks in advance via mailed postcard.
- The public survey is live. We've received 505 responses as of writing this report. The survey was originally to close on September 15, but in the interest of gaining as much input as possible, it will remain open through at least November 15.
 - We've sent postcards to an additional 250 random addresses outside of Manhattan city limits.
 - We've asked committee members to utilize their social media and other outreach platforms to share the survey.
 - At each community meeting, I've asked for a "show of hands" who has taken the survey. Over the seven meetings we've had so far, and the well over 100 people who've attended, we've only had a couple folks raise their hands. This has provided an ideal opportunity to stress the importance of taking the survey.
- The subcommittees continue to meet and have generated great discussion. I've recently provided each group a customized worksheet to help them craft goals, objectives, and actions for their respective sections.
- Next full update will be 9:40 AM on Monday, November 27.
- I will give a more in depth, "year to date" report on Monday, December 18 at 10:30.

Attachment: September October PD Update (13826 : Staff Update)

Current Planning:

- At their September 11, 2023 meeting, the Riley County Planning Board (RCPB):
 - Considered a request by Barry Wilkerson to replat Lots 11, 12, and 13 of Vista Acres into two (2) lots. Forwarded a recommendation of approval to BOCC who approved the request at their September 21 meeting.
 - Considered a request by David Alexander to replat Lots 1 through 5 and 9 through 12, Block 9, Lakeside Heights into one (1) lot. Forwarded a recommendation of approval to BOCC who approved the request at their September 21 meeting.
- October RCPB cancelled due to lack of agenda items.
- November RCPB cancelled due to lack of agenda items.
- Granted preliminary approval for an agricultural exemption to subdivide a property for the purpose of constructing a home.
- One pre-application meeting held for a replat on Lasita Road.

RCPB membership:

- Diane Hoobler, RCPB member, has submitted her resignation effective December 31, 2023. She shared a replacement name who has since submitted his application.
- John Wienck and Nathan Larson both have terms expiring at the end of this year. John has expressed interest in being reappointed. I have not confirmed with Nathan as of the writing of this report. The Clerk's office will be sending out notification letters within the next couple of weeks.

Other Planning items:

- October is National Community Planning Month. The BOCC approved a proclamation at their September 25 meeting designating such.
- Manhattan Urban Area Comprehensive Plan (MUACP) amendment – the city proposed amending the Future Land Use Map, the Urban Service Area Boundary, and the removal of three separately bound documents referenced in the current plan. This was approved on October 16, 2023, by the BOCC with Resolution 101623-57. City Commission would subsequently approve the request as well.
- Annual MUACP review – we completed the city's annual request for Riley and Pottawatomie counties and other entities to review the city's workplan and make comments accordingly.

Solid Waste Management Committee:

- Additional committee members are always needed and welcome (up to 30 as per state statute; we currently sit at 18), including a representative from a third-class city. The BOCC recently appointed a new member, Joseph Whitlock, member at large.
- David Kreller, Chair, and I have contacted Leonardville and Riley in the hopes of adding representatives from either, or both, of the small cities ("third-class cities"). Both city councils reviewed the information and will provide nominations as they become available. The city would need to approve the nominee and the BOCC would complete the final appointment. We're also working to contact staff from Ogden and Randolph for potential representation from those entities as well.
- Gearing up for 5-year update, due May 2024. The kick-off meeting is scheduled for November 16 to start discussions.

Battery recycling educational program:

- There are many stickers and flyers still available for distribution. Anyone is welcome to pick up stickers and/or flyers. We are always looking for volunteers to help get stickers on trash totes.
- Website address: <https://www.rileycountyks.gov/2024/Battery-Recycling>

New permit software implementation:

- GovBuilt is Planning & Development's new permit software program. It is fully online and can be found here: <https://rileycountyks.govbuilt.com/>. All permitting can be done online, but people can still submit paper copies and pay over the counter here in our office.
- P&D staff continue to work with GovBuilt to tailor the system to our needs.

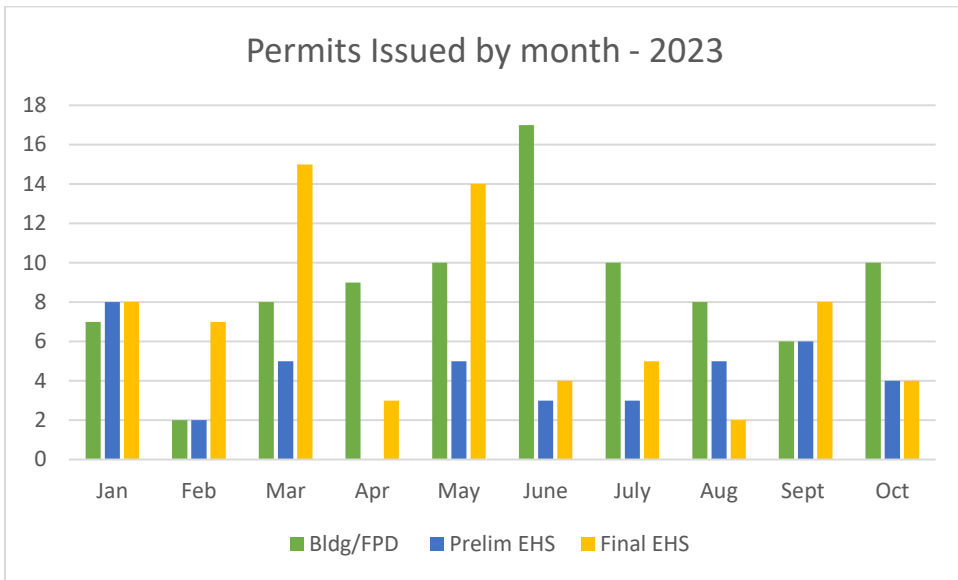
Also attended/participated in:

- Attended KS/MO Bi-state APA conference.
- Flint Hills Regional Leadership Program: The program officially kicked off in Geary County with a stay at the 4H camp and a subsequent visit to Junction City. We've also visited Wabaunsee County and Pottawatomie County as well as KSU. Next up is a two-day visit to Fort Riley.
- Assisted with a KSU graduate planning class.
- Budget & Planning committee
- KACPZO Board meetings
- Everyone Leads Virtual Course
- Bi-State APA conference planning committee
- Department Head Committee
- Employee Training Committee
- Intergovernmental luncheon
- Emergency Management/Public Works/Planning Coordination meeting
- Compensation & benefits workgroup meeting
- Legal roundtable

*Ben Hamill attended the Kansas Environmental Health Association (KEHA) annual conference.

September 2023 permits issued:	
Building/Sign permits:	6
Floodplain development permits:	0
Environmental Health Permits (Preliminary Approval)	6
Environmental Health Permits (Final/Use)	8

October 2023 permits issued:	
Building/Sign permits:	10
Floodplain development permits:	0
Environmental Health Permits (Preliminary Approval)	4
Environmental Health Permits (Final/Use)	4



Planning and Development
Staff Update
October 25, 2023

Projects	Staff	Status	Task	Start Date	Request to Prosecute	Deadline
Long Range Planning						
Comprehensive Plan Update	Amanda Webb & Bob Isaac	Vision 2025 adopted in October 2009 and is need of an update. Held committee kickoff meeting, created survey, issued RFQ with no responses.	Monthly BOCC updates on going. Community meetings ongoing, survey open through Nov 15. Sub committee meetings ongoing.	11/1/2021		6/30/2025
Keats Sewer District	Amanda Webb & EHS staff	Cost have risen significantly since original estimates and there are concerns with higher property owner cost. BOCC committed \$800,000 in ARPA funding. Held public meetings on March 9th and Sept 20th. BOCC approved amended agreement BG Consultants to evaluate lagoon option. Submitted USDA Application.	Exploring additional funding options and lagoon sites.	11/1/2014		12/31/2023
NG911 - Private Road Naming	Amanda Webb & Lisa Daily	NG911 Committee meeting scheduled for 2/13/2023 to discuss property owners on Boller Road using wrong numbers for their address. Discussed a property owner who applied for a building permit in which there are two tracts of land involved. Driveway is one tract and there the proposed building will be on the other tract which will create a private road. Planning & Development is to contact the property to start the process for the private road name and will assess the \$100.00 road name fee. Property owner decided to look to build elsewhere. Emergency Responders on NG911 Committee agreed to common sense exception and to address the Ashland fire station off of McDowell Creek Road.	NG911 meeting was held and the committee agreed for GIS to contact property owners to approve the use of the 12865 and 12869 Boller Rd.	8/1/2015		12/31/2023
Develop Riley County - historic land use changes in Wildcat Creek Watershed	Darrin Hobbs	Information gathering from NASA complete for report. Report has been finalized. Waiting for end product.	Present report to all participating entities.	6/1/2020		12/31/2023
Regulations						
Grants						
Keats Sewer District	Amanda Webb	Cost have risen significantly since original estimates and there are concerns with higher property owner cost. BOCC committed \$800,000 in ARPA funding. Held public meeting on March 9th and Sept 20th. BOCC approved amended agreement BG Consultants to evaluate lagoon option. Submitted USDA Application.	Exploring additional funding options and lagoon sites. BG Consultants to evaluate lagoon option.	TBD		12/31/2023
Current Planning						
Bachamp - Replat & Rezone	Bob Isaac	Resolution published and plat filed.	Project closed.	6/30/2023		9/6/2023
Cox - Replat	Bob Isaac	Plat filed.	Project closed.	6/21/2023		9/6/2023
Alexander - Replat	Bob Isaac	Plat filed.	Project closed.	7/27/2023		9/25/2023
Tegtmeier/LAWE LLC - PUD Amendment	Bob Isaac	Conducted the RCPB and BOCC hearings. Resolution published. Appeal received and under review by legal. Court held Aug 29th.	Appeal was denied. Plat needs to be filed.	3/28/2022		11/30/2023
Wilkerson-Schlegal - Replat	Bob Isaac	RCPB and BOCC hearings conducted.	File plat.	6/30/2023		11/15/2023
Permits						
21-0146-MRWW Worrel	Ben Hamill & Shelly Woodard	Application received and inspection completed. Spoke to property owner and mailed repair application with no response, additionally lateral field installed unlawfully. Repair application received. Met with Mrs. Worrel, she stated no Conservation money available. Told to contact USDA to see if they would qualify for low interest loan, they never. Sanitary Code Violation 21-0038.	Sent a letter on April 12, 2023 requesting they call to set up appointment. To date, no response from Worrell's.	7/8/2021		9/1/2023
21-0185-ADGR Myers & Maupin (shed)	Darrin Hobbs	Inspections completed, determined a variance is required. Bob and Darrin contacted property owner. Followed up with Mr. Maupin and advised him to visit the Planner, Bob Isaac. Property owner to date has not contacted the Planner.	Send violation notice.	8/23/2021		12/31/2023
22-010-ACC Meader	Darrin Hobbs & Ben Hamill	Application received and processed.	Property owner to provide construction plans to determine use of building. I have contacted the owner and he hasn't presented plans yet.	11/4/2022		12/31/2023
23-008-ACC Klein (15120 Green Randolph Rd)	Darrin Hobbs & Ben Hamill	Application received and processed. Notified property owner that septic tank needs pumped.	Waiting on pumping report. I have contacted the owner and have not received pumping report or a plan of action yet.	4/13/2023		12/31/2023
23-009-ACC Savener (1299 S Manhattan Ave)	Darrin Hobbs	Application received and processed. Property owner has applied for floodplain development permit.	Property owner needs to raise structure 1 additional foot, and submit updated elevation certificate.	4/21/2023		12/31/2023
Property Maintenance Code Violations						
Kilner - Unsafe structure	Darrin Hobbs & Shelley Woodard	Judge Bosch found Kilner in contempt.	Starting August 1, he will be assessed a \$100/day fine until property is in compliance. Planning Compliance Specialist to take weekly photos of site. Mr. Kilner hired an attorney (Bernard Irvine) who filed a motion to docket appeal out-of-time asked for extension to 2/8/23. Mr. Irvine filed a 2nd extension of time, new date is March 10. Waiting on the opinion from the Court of Appeals.	8/18/2016		12/1/2023
Zoning Violations						
Doyle - Illegal mobile home storage (Mobile Gardens) Violation #10-0050	Shelly Woodard	Staff met with Charlotte Doyle on 8.31.2021. Staff inspected septic on July 25, 2022. Septic surfacing. Met with property owner regarding Lot 17. Home is not occupied.	Replat property and comply with zoning regulations. Replace septic system. Home is unoccupied. Sent a letter on April 12, 2023 requesting they call to set up appointment. Meeting scheduled for May 11, 2023. Met with property owner. She is trying to sell to neighbor.	12/17/2010	4/17/2012	12/31/2023
Doyle - Illegal salvage at residence Violation #05-0007	Shelly Woodard	Counsel and staff conducted site visits on 6/25/18 and 7/20/18. Mr. Doyle removed 600 tires and 3 mobile homes. March 19, 2021 conference with Mr. Doyle. He agreed to remove vehicles from the property. Set site visit for May 4, 2021. Mr. Doyle has moved about 90% of the tires and multiple vehicles to a staging area across from his residence for a salvage company to pick up, and will continue with this method. Next site visit 08/11/2021. Staff met with Charlotte Doyle on 08/31/2021. 6/15/2023 Staff and Counsel meet with Charlotte to come up with a plan on removing vehicles and mobile homes from the property. 7/13/2023 Darrin met with Charlotte to talk about the plan and also to review pictures provided of things needing remove. Darrin will be visiting the property 7/18/2023 to view first hand.	Sent a letter on April 12, 2023 requesting they call to set up appointment. Meeting scheduled for May 11, 2023. Met with property owner. Set goad to remove a certain number of cars by 8/31 or a course case will be filed. 6/15/2023 Counsel and staff stet down with Charlotte and came up with a plan for removal of vehicles. Charlotte thought there were around 30 vehicles. Goal is to be down to 20 by 8/31/23, down to 10 by 10/10/23, and down to compliant vehicles by 11/9/23. There were more vehicles than originally thought and so numbers were revised accordingly. If they fail to meet any deadlines an injunction will be filed. The Doyles have removed some vehicles. They are currently about 3 vehicles behind schedule. Working to get them back on track.	4/15/2013		12/31/2023
Kilner - Unsafe structure	Darrin Hobbs & Shelley Woodard	Judge Bosch found Kilner in contempt.	Starting August 1, he will be assessed a \$100/day fine until property is in compliance. Planning Compliance Specialist to take weekly photos of site. Mr. Kilner hired an attorney (Bernard Irvine) who filed a motion to docket appeal out-of-time asked for extension to 2/8/23. Mr. Irvine filed a 2nd extension of time, new date is March 10. Waiting on the opinion from the Court of Appeals.	8/18/2016		12/1/2023
20-0063 - Satterlee: Inoperable vehicles and campers	Darrin Hobbs	Determined to be a violation. Notification letter sent. The Notification letter was resent by me for a fresh start to make contact with the property owner. Contacted property owner on what still needs to be removed and provided an aerial map. I sent another letter to the property owner on 6/15/2022, stating that this will be turned over to legal if no progress is made.	Request to Prosecute pending.	9/27/2021		12/31/2023

Attachment: Staff Update (13826 : Staff Update)

Projects	Staff	Status	Task	Start Date	Request to Prosecute	Deadline
21-0053 Myers - building within setback	Darrin Hobbs	Inspection completed, Notification Letter and Violation Notice sent. Applications received and processed. Bob and Darrin visited with property owner on 10/27/21 to confirm a Certificate of Survey would need to be done to confirm if the "well house" is located in the building setback. Property owner indicated he wanted to seek legal counsel. 6/15/2022 I spoke with Wes Maupin today about where he was at on the variance process. I encouraged him to call and talk to Bob about the situation. He said that he has never talked to Bob. Send notice of violation for failing to apply for a variance.	Send letter to property owner.	7/14/2021		12/31/2023
20-0079 Miller - Illegal auto repair and salvage operation 1382 Pillsbury Dr	Darrin Hobbs & Shelley Woodard	Inspection completed and sent notification letter to property owner. Property owner is making progress but no contact. Staff met with property owner and agreed to provide a plan to abate violations by 1/29/2021. Final notice of violation sent to property owner. Sent violation, final notice, property owner met with staff and agreed to provide a plan to abate the violation. No response or plan received. Per legal recommendations, starting process again with a new violation number. New notice of violation and final notice have been sent.	Awaiting response from property owner. Working with legal on violation. Mr. Miller sent an application to the state to operate a salvage yard. That was denied. The state also held a hearing to revoke his license. The final decision on that is due at the end of August. Once that final decision is sent, Riley County will send updated notices of violation and then file an injunction if necessary. A notice of violation has been sent. Working on trying to speak with Mr. Miller.	12/8/2020		12/1/2023
20-0087 Miller - Illegal auto repair and salvage operation 1420 Pillsbury Dr	Darrin Hobbs & Shelley Woodard	Inspection completed and sent notification letter to property owner. Property owner is making progress but no contact. Staff met with property owner and agreed to provide a plan to abate violations by 1/29/2021. Final notice of violation sent to property owner. Sent violation, final notice, property owner met with staff and agreed to provide a plan to abate the violation. No response or plan received. Sent notification letter.	Send final notice of violation. Working with legal on violation.	12/21/2020		12/1/2023
20-0090 Fishgill LLC - Illegal auto repair and salvage operation 1312 Pillsbury Dr	Darrin Hobbs	Inspection completed and sent notification letter to property owner. Property owner wants an extension to remove tenant. Vehicles being removed. Sent notice of violation. No response.	Send notification letter. Working with legal on violation.	12/22/2020		12/31/2023
L21MHP-0004 TDJ Stables	Darrin Hobbs & Shelley Woodard	Renewal applications and fees received. License can't be issued until property is compliance sanitary code. EHS conducted site inspection, not in compliance with sanitary	Legal counsel to determine next course of action.	11/20/2020		12/31/2023
21-0019 Britt - non compliance in flood hazard area/floodway	Darrin Hobbs & Shelley Woodard	Temporary Agreed Injunction filed with the Court. Review dates: July 15-DWS, August 15-No Rise, September 15-Riley County permit, November 1-Remove trees.	Settlement agreement filed. Darrin Hobbs to monitor for compliance, Darrin to monitor compliance and set contract date. Riley County FPD Permit issued 5/24/2022, and remove trees from property.	4/6/2021		12/31/2023
22-008-CE Fowler-641 Zeandale Rd	Darrin Hobbs & Shelley Woodard	Building without a building permit.	Craig sent a letter and permit form requesting the completed permit application and check by April 28, 2023. Waiting on bank foreclosure. Court systems are down.	3/16/2023		12/1/2023
21-0091 Rogers - Inoperable/Unregistered vehicle, also outside storage.	Darrin Hobbs	Inspection conducted and notification letter sent. Sent notice of violation. Owner replied and working with me.	Monitoring progress.	12/21/2021		12/1/2023
23-007-CE Jones - 3981 Zeandale Rd	Darrin Hobbs & Shelley Woodard	Inspection conducted on 3/9/23 and confirmed someone is living a camper. Sent notification letter. No response from property owner, sent notice of violation and final notice of violation. Conducted final site inspection on 4/24/23 and someone is still living in camper.	Sent to Counselor's office to prosecute. Court system is down.	3/16/2023		12/1/2023
Sanitary Code Violations						
21-0038 Worrell - Sanitation Violation	Ben Hamill & Shelly Woodard	Spoke to property owner and mailed repair application with no response, additionally lateral field installed unlawfully. Repair application received, no work done. Referred to legal for enforcement.	Met with Mrs. Worrel, she stated no Conservation money available. Told to contact USDA to see if they would qualify for low interest loan, they never. Legal sent compliance letter 08.05.2021. Staff to review compliance options. Counsel preparing a letter requesting a call to set up meeting (to include new staff). Sent a letter on April 12, 2023 requesting they call to set up appointment. To date, no response from Worrell's.	6/23/2021		12/31/2023
21-0048 Wurtz - lagoon fencing requirement not completed	Ben Hamill & Shelly Woodard	Violation letter sent to property owner. Counsel sent a letter to property owner. Fencing deadline 8/31/2021 and seeding deadline 9/30/2021. No trespassing sign placed at entrance. Legal to to schedule meeting with staff.	Counsel preparing a letter requesting a call to set up meeting (to include new staff). Sent a letter on April 12, 2023 requesting they call to set up appointment. Mrs. Wurtz called. They are not living on the property. Will call once they are and lagoon is complete. Signed agreement is in place for property owner to install fence and seed.	7/9/2021		12/31/2023
22-0016 Doyle - sewage on ground	Ben Hamill	Sent Emergency Order to property owner. Spoke with property owner and agreed to make repairs.	Home condemned until repairs are made. Home is vacant and waiting on property owner to replat so lateral field can be replaced.	7/22/2022		12/31/2023
23-CES-004 Innes - Alternative system pump and alarm float not working.	Ben Hamill	Friendly notification by phone 12-14-22, no reply. Notice of Violation sent 1-20-23. Received repair permit.	Wait for replacement of failed alarm and pump.	12/14/2022		12/31/2023
23-CES-005 Bean - Alternative system blower not working. Failed pump report on field.	Ben Hamill & Shelly Woodard	Friendly letter sent 12-19-22, no reply. Notice of Violation sent 1-20-23. \$100.00 inspection fee final notice was due 1-19-23 and has not been paid yet.	Set up meeting with legal counsel.	12/14/2022		12/31/2023

Attachment: Staff Update (13826 : Staff Update)



COUNTY CLERK & ELECTIONS
Personnel

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

COMMISSION AGENDA REPORT

FROM: Elizabeth Ward, Human Resources Director
MEETING: November 2, 2023
SUBJECT: 2024 Pay scale implementation and resolution
PRESENTER: Elizabeth Ward, Human Resources Director

In 2022 and 2023, Riley County has made a strong commitment to compensation and adopted a multi-phase salary study.

The Commissioners also approved the pay scale and pay process for 2023 which outlined the process for new employees as well as any change in pay throughout an employee's lifecycle at Riley County.

For the 2024 budget year, the Commissioners approved a merit and COLA increase to be effective for the start of the 2024 payroll year.

In previous years, a "step and Grade" chart was used to determine pay rates for each employee based on the grade of the position and the "step" the employee was in.

The 2023 approved pay process outlined weighted merit increases for each year of experience directly related to the position duties. In 2024 the years of experience have been placed in a consistent chart outlining the exact rate of pay for each position Range and applicable years of experience.

DISCUSSION

Implementation:

Phase 1 of Riley County's compensation study was effective mid-year 2022 and increased each position 10.5%, as well as those 5% for those employees who had served more than 10 years at Riley County. This effort moved many of our positions into market rate.

Phase 2 moved those positions that remained out of alignment with the market rate into a competitive position. This change was effective for the 2023 pay roll year.

It is important to note that current employees did not experience a decrease in their rate of pay. However, several positions were compensated above the market rate for similar positions. Some of these positions will be held at the current rate of pay for 2024.

After placing every employee into the correct Range and years of experience based on their original hire data, the Salary study increases, and market rate for the position, the actual rates of pay fell between the scheduled pay scale rates. Therefore in 2024 each employee will experience different percentage increases based on where their current rate fell within the pay rate scale.

Because of the percentage shifts to individual employee rates, the pay rate increases for 2024 will vary from 5.12% for some of the staff with the biggest previous increases to 9.75% for staff who were hired after the salary study implementation. This is in line with the 2024 departmental budget as approved.

FISCAL IMPACT

There is no additional fiscal impact from the approved 2024 budget.

RECOMMENDATION(S)

Recommendation is to approve the proposed 2024 pay scales, pay scale rates and salary resolutions for the 2024 payroll year, effective December 23, 2023.

POSSIBLE MOTION(S)

I move the Board approve the proposed 2024 pay scales, pay scale rates and salary resolutions for the 2024 payroll year, effective December 23, 2023.

Move to deny

Move to modify

Move to table

No action required.

The Board agreed by consensus to

Enclosures:

- 2024 Pay Scale resolution (DOCX)
- 2024 Elected and Appointed Professional Positions Salary Resolution (DOCX)
- 2024 Riley County Pay Scale-Nonexempt (PDF)
- 2024 Riley County Pay Scale-Professional (PDF)
- 2024 Riley County Pay Scale-EMS (PDF)
- 2024 payscale rates (PDF)

RESOLUTION NO. 110223-**A RESOLUTION ESTABLISHING THE PAY SCALE FOR CLASSIFIED,
PROFESSIONAL AND EMS EMPLOYEES OF RILEY COUNTY, KANSAS**

WHEREAS K.S.A. 19-101a, as amended, provides that all counties are empowered to transact all county business and perform such powers of local legislation and administration as they deem appropriate when the Legislature of the State of Kansas has not enacted legislation which applies uniformly to all counties.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COUNTY COMMISSIONERS OF RILEY COUNTY, KANSAS:

Section 1. Effective December 23, 2023, the pay scales for the classified, professional and EMS employees of Riley County, Kansas, shall be modified and established as shown on Exhibit A, attached.

ADOPTED AND APPROVED this 2nd day of November 2023.

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

Kathryn Focke, Chairwoman

John Ford, Member

Greg McKinley, Member

ATTEST:

Rich Vargo, Riley County Clerk

Attachment: 2024 Pay Scale resolution (14269 : 2024 Pay scale implementation and resolution)

RESOLUTION NO. 110223-**A RESOLUTION ESTABLISHING THE SALARIES FOR CERTAIN ELECTED AND APPOINTED OFFICIALS AND OTHER PROFESSIONAL POSITIONS OF RILEY COUNTY, KANSAS**

WHEREAS, in 1975 Riley County passed Charter Resolution No.1, which provided authority for the Riley County Commissioners, by ordinary resolution, to establish the salaries of the Riley County Attorney, County Clerk, County Treasurer, Register of Deeds, County Counselor and County Commissioners; and

WHEREAS, Charter Resolution No. 1 authorized the Riley County Board of County Commissioners, by ordinary resolution, to modify those officials' salaries at any time; and

WHEREAS, K.S.A. 19-101a, as amended, provides that all counties are empowered to transact all county business and perform such powers of local legislation and administration as they deem appropriate when the Legislature of the State of Kansas has not enacted legislation which applies uniformly to all counties; and

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COUNTY COMMISSIONERS OF RILEY COUNTY, KANSAS:

Effective December 23, 2023, the salaries of the following elected and appointed County officials and other professional positions of Riley County, Kansas, shall be established as shown in the below chart.

All salaries of appointed County officials and other professional positions are conditional upon a satisfactory or above performance evaluation.

<u>Appointed/Elected Official/ Other Professional Position</u>	<u>2022 Adjusted Annualized Salary</u>
County Commissioner (District 1)	\$ 56,613.93
County Commissioner (District 2)	\$ 56,613.93
County Commissioner (District 3)	\$ 56,613.93
Museum Director	\$ 109,518.23
County Attorney	\$ 201,860.22
Assistant Attorney – 1	\$ 122,136.46
Assistant County Attorney – 2	\$ 122,136.46

Assistant Co Attorney – Deputy*	\$	169,886.15
Assistant County Attorney – 4	\$	160,133.99
Assistant County Attorney – 5	\$	164,938.01
Assistant County Attorney – 6	\$	117,438.90
Assistant County Attorney – 7	\$	122,136.46
Noxious Weed Director	\$	112,524.25
Public Works Director	\$	164,355.53
Assistant County Engineer PE	\$	117,438.33
Community Corrections Director	\$	134,295.20
Information Technology Director	\$	134,109.69
Health Department Admin	\$	150,525.45
Advanced Register Nurse Practitioner (ARNP)	\$	174,982.86
Emergency Services Director/Fire Chief	\$	134,109.82
Planning & Development Director	\$	138,132.98
EMS/Ambulance Director	\$	155,041.21
Assistant EMS/Ambulance Director	\$	115,844.31
EMS Staff Development Specialist	\$	103,231.44
Register of Deeds	\$	151,150.56
County Treasurer	\$	160,265.19
County Clerk	\$	190,900.35
Human Resource Director	\$	112,470.20
Budget and Finance Officer	\$	94,293.47
Public Information Officer	\$	91,372.22
County Appraiser	\$	138,132.98
County Counselor	\$	220,578.12
Deputy County Counselor	\$	134,109.69

**Deputy positions indicated with * also receive a deputy stipend of \$3,000 annually.*

ADOPTED this 2nd day of November, 2023.

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

Kathryn Focke, Chairwoman

John Ford, Member

Greg McKinley, Member

ATTEST:

Rich Vargo, Riley County Clerk

(Seal)

Title		Title		17.c
2024 Pay Ranges	ELECTION		RANGE 6	
	MN	\$11.00	MN	\$20.74
	MX	\$14.08	MX	\$34.68
	Temp Election		Appraiser I-Residential	
	SEASONAL		Facility & Grounds Technician II	
	MN	\$14.00	Mechanic Technician I	
	MX	\$17.72	RANGE 7	
	Seasonal Labor		MN	\$21.53
	TASND		MX	\$36.03
	MN	\$15.00	Administrative Assisant II	
2024 Pay Ranges	MX	\$19.20	Administrative Clerk II	
	As-Needed Adult		Appraiser I-Commercial	
	As-Needed Clerical		Appraiser II-Personal Property	
	As-Needed Museum		Breastfeeding Peer Counselor/Coordinator	
	Interns		Medical Clerk II	
	RANGE 1		Operator II	
	MN	\$16.28	Records Assistant II	
	MX	\$27.22	Sales Verification& QC	
	As-Needed Legal Clerk		RANGE 8	
	Custodian I		MN	\$22.21
2024 Pay Ranges	Legal Intern		MX	\$37.14
	On Call JIAS		Administrative Analyst	
	Receptionist		Appraiser II-Residential	
	UA Tech		Clerk Analyst (Tax, AP, HD, Levy)	
	RANGE 2		Legal Secretary	
	MN	\$16.80	Mechanic Technician II	
	MX	\$28.10	RANGE 9	
	As-Needed Security		MN	\$23.24
	Legal Receptionist		MX	\$38.92
	Museum Assistant		Clerk Analyst II	
2024 Pay Ranges	Weekend Museum Assist		Emergency Management Planner	
	RANGE 3		RANGE 10	
	MN	\$17.85	MN	\$25.13
	MX	\$29.85	MX	\$42.03
	Custodian II		Appraiser II-Commercial	
	RANGE 4		Commercial Pesticide Applicator	
	MN	\$18.21	Community Liaison-Health Foundation	
	MX	\$30.45	Utility Techncian	
	Adminstrative Assist I		RANGE 11	
	Community Health Educator		MN	\$26.15
2024 Pay Ranges	Customer Service Representative I		MX	\$43.73
	Facility & Grounds Technician I		Administrative Trial Assistant	
	Facility Technician		Appraiser III-Personal Property	
	Records Assistant I		Child Care Facilitator	
	RANGE 5		GIS Techncian	
	MN	\$19.98	Information Technology Technician	
	MX	\$33.42	Intensive Supervision Officer/Case Mgr I	
	Account Clerk		IRIS Community Coordinator	
	Administrative Clerk I		Licensed Practical Nurse	
	Appraiser I Personal Property		Maternal Child Health Home Visitor	
2024 Pay Ranges	Customer Service Representative II		Raising Riley Early Childhood Facilitator	
	Medical Clerk		Victim/Witness Coordinator	
	Operator I			
	Roadside Mowing/Equipment Operator			
	Technical Assistant/Training & Safety Coord			
	Traffic Control Technician			
	WIC Clerk			

Title		Title		17.c
2024 Pay Ranges	RANGE 12		RANGE 16	
	MN	\$27.22	MN	\$32.04
	MX	\$45.53	MX	\$53.59
	Appraiser III -Commercial		As-Needed Commerical Real Estate Analyst	
	Appraiser III-Residential		Commercial Real Estate Analyst	
	Assistant Vehicle Supervisor		Deeds Supervisor	
	Child Care Surveyor		Environmental Health Specialist	
	Curator		Office Manager	
	Custodial Manager		Senior GIS Analyst	
	GIS Specialist		Social Worker	
	Information Technology Specialist			
	Interpreter			
2024 Pay Ranges	RANGE 13		RANGE 17	
	MN	\$28.33	MN	\$33.39
	MX	\$47.39	MX	\$55.87
	Appraiser III -Land/Commercial		Adminstrative Services Manager	
	As-Needed Engineering Technician		Child Care Licensing Supervisor	
	Emergency Response Coordinator		Payroll, Benefist/Employee Relations Mgr	
	Engineering Technician		Raising Riley Supervisor	
	GIS Analyst		Tax Supervisor	
	P&D Compliance Specialist		Vehicle Supervisor	
	Real Estate Specialist		WIC Supervisor	
	Senior Analyst			
	System Analyst			
2024 Pay Ranges	RANGE 14		RANGE 18	
	MN	\$29.51	MN	\$36.57
	MX	\$49.36	MX	\$58.25
	Appraiser IV-Commercial		Elections Manager	
	Asphalt Supervisor		GIS Manager	
	Bridge Supervisor		Health Equity Nurse	
	Dietitian		Public Health Nurse (MCH & Clinic)	
	Facility Supervisor			
	Gravel Road Supervisor			
	Hazardous Waste Program Coordinator			
	Health Educator			
	Intensive Supervision Manager			
2024 Pay Ranges	RANGE 15		RANGE 19	
	MN	\$30.74	MN	\$36.33
	MX	\$51.43	MX	\$60.76
	Appraisal Analyst		Clinic Supervisor	
	Assist Director of Emergency Management		Maternal Child Health Supervisor	
	Bilingual Navigator		P&D Planner	
	Deputy Fire Chief			
	Parks Manager			
	Senior Administrative Assistant			
	Senior Legal Assistant			
2024 Pay Ranges	RANGE 20		RANGE 21	
	MN	\$37.89	MN	\$39.55
	MX	\$63.40	MX	\$66.17
			Network Systems Administrator	
2024 Pay Ranges	RANGE 22		RANGE 23	
	MN	\$41.29	MN	\$43.10
	MX	\$69.07	MX	\$72.11
			Assistant County Appraiser	
			Ops/Fleet Manager	

Attachment: 2024 Riley County Pay Scale-Nonexempt (14269 : 2024 Pay scale implementation and resolution)

2024 Riley County Professional Pay Scale

Position	Pay Grade	Minimum	Mid-range	Maximum
Commissioner	COMM	\$44,718.22	\$58,116.93	\$ 71,515.64
Public Information Officer	AA	\$84,074.55	\$109,282.07	\$ 134,489.60
EMS/Ambulance Staff Development Spec	BB	\$89,101.45	\$115,815.14	\$ 142,528.83
Museum Director	BB	\$89,101.45	\$115,815.14	\$ 142,528.83
Budget & Finance Officer	CC	\$94,293.47	\$122,598.24	\$ 150,903.02
Noxious Weed Director	CC	\$94,293.47	\$122,598.24	\$ 150,903.02
Assistant EMS/Ambulance Director	DD	\$99,987.91	\$129,967.54	\$ 159,947.17
Community Corrections Director	DD	\$99,987.91	\$129,967.54	\$ 159,947.17
Human Resources Director	DD	\$99,987.91	\$129,967.54	\$ 159,947.17
Register of Deeds	DD	\$99,987.91	\$129,967.54	\$ 159,947.17
County Treasurer	EE	\$106,017.35	\$133,799.74	\$ 161,582.13
Advanced Practice Register Nurse (APRN)	FF	\$107,030.21	\$143,453.97	\$ 179,877.74
Assistant County Attorney	FF	\$107,031.21	\$143,454.47	\$ 179,877.74
Assistant County Counselor	FF	\$107,032.21	\$143,454.97	\$ 179,877.74
Assistant County Engineer	FF	\$107,033.21	\$143,455.47	\$ 179,877.74
County Appraiser	FF	\$107,034.21	\$143,455.97	\$ 179,877.74
Emergency Management Director-Fire Chief	FF	\$107,035.21	\$143,456.47	\$ 179,877.74
Information Technology/GIS Director	FF	\$107,036.21	\$143,456.97	\$ 179,877.74
Planning and Development Director	FF	\$107,037.21	\$143,457.47	\$ 179,877.74
No Position	GG	\$119,081.08	\$147,433.72	\$ 190,596.72
County Clerk	HH	\$126,282.90	\$164,134.26	\$ 201,985.62
EMS/Ambulance Director	II	\$133,819.67	\$173,932.07	\$ 214,044.48
Health Dept Administrator	II	\$133,819.67	\$173,932.07	\$ 214,044.48
Public Works Director/Engineer	JJ	\$141,858.90	\$184,399.82	\$ 226,940.74
No Position	KK	\$149,898.13	\$195,286.27	\$ 240,674.42
County Attorney	LL	\$159,445.35	\$207,261.69	\$ 255,078.04
County Counselor	LL	\$159,445.35	\$207,261.69	\$ 255,078.04

Attachment: 2024 Riley County Pay Scale-Professional (14269 : 2024 Pay scale implementation and resolution)

2024 Riley County EMS Pay Scale

	Title	
2024 Pay Ranges	MN	\$17.20
	MX	\$28.30
	EMT	
	MN	\$18.55
	MX	\$30.48
	AEMT	
	MN	\$20.98
	MX	\$34.34
	Paramedic	
	MN	\$23.70
	MX	\$38.96
	EMS Lieutenant	
	MN	\$27.30
	MX	\$44.87
	EMSCaptain	

2024 INTERNAL Nonexempt pay rates																		
Range	0 years	1 year	2 years	3 years	4 years	5 years	6 years	7 years	Mid	9 years	10 years	11 years	12 years	13 years	14 years	15 years	Max	Range
Election	\$11.00	\$11.55	\$12.01	\$12.37	\$12.74	\$13.12	\$13.51	\$13.92	\$14.08									Election
Seasonal	\$14.00	\$14.42	\$15.07	\$15.52	\$15.99	\$16.47	\$16.96	\$17.47	\$17.72									Seasona
TASND	\$15.00	\$15.68	\$16.39	\$16.96	\$17.47	\$17.99	\$18.53	\$19.09	\$19.20									TASND
1	\$16.28	\$17.01	\$17.69	\$18.40	\$19.04	\$19.71	\$20.30	\$20.91	\$21.54	\$22.19	\$22.86	\$23.55	\$24.26	\$24.99	\$25.74	\$26.51	\$27.22	1
2	\$16.80	\$17.56	\$18.26	\$18.99	\$19.65	\$20.34	\$20.95	\$21.58	\$22.23	\$22.90	\$23.59	\$24.30	\$25.03	\$25.78	\$26.55	\$27.35	\$28.10	2
3	\$17.85	\$18.65	\$19.40	\$20.18	\$20.89	\$21.62	\$22.27	\$22.94	\$23.63	\$24.34	\$25.07	\$25.82	\$26.59	\$27.39	\$28.21	\$29.06	\$29.85	3
4	\$18.21	\$19.03	\$19.79	\$20.58	\$21.30	\$22.05	\$22.71	\$23.39	\$24.09	\$24.81	\$25.55	\$26.32	\$27.11	\$27.92	\$28.76	\$29.62	\$30.45	4
5	\$19.98	\$20.88	\$21.72	\$22.59	\$23.38	\$24.20	\$24.93	\$25.68	\$26.45	\$27.24	\$28.06	\$28.90	\$29.77	\$30.66	\$31.58	\$32.53	\$33.42	5
6	\$20.74	\$21.67	\$22.54	\$23.44	\$24.26	\$25.11	\$25.86	\$26.64	\$27.44	\$28.26	\$29.11	\$29.98	\$30.88	\$31.81	\$32.76	\$33.74	\$34.68	6
7	\$21.53	\$22.50	\$23.40	\$24.34	\$25.19	\$26.07	\$26.85	\$27.66	\$28.49	\$29.34	\$30.22	\$31.13	\$32.06	\$33.02	\$34.01	\$35.03	\$36.03	7
8	\$22.21	\$23.21	\$24.14	\$25.11	\$25.99	\$26.90	\$27.71	\$28.54	\$29.40	\$30.28	\$31.19	\$32.13	\$33.09	\$34.08	\$35.10	\$36.15	\$37.14	8
9	\$23.24	\$24.29	\$25.26	\$26.27	\$27.19	\$28.14	\$28.98	\$29.85	\$30.75	\$31.67	\$32.62	\$33.60	\$34.61	\$35.65	\$36.72	\$37.82	\$38.92	9
10	\$25.13	\$26.26	\$27.31	\$28.40	\$29.39	\$30.42	\$31.33	\$32.27	\$33.24	\$34.24	\$35.27	\$36.33	\$37.42	\$38.54	\$39.70	\$40.89	\$42.03	10
11	\$26.15	\$27.33	\$28.42	\$29.56	\$30.59	\$31.66	\$32.61	\$33.59	\$34.60	\$35.64	\$36.71	\$37.81	\$38.94	\$40.11	\$41.31	\$42.55	\$43.73	11
12	\$27.22	\$28.44	\$29.58	\$30.76	\$31.84	\$32.95	\$33.94	\$34.96	\$36.01	\$37.09	\$38.20	\$39.35	\$40.53	\$41.75	\$43.00	\$44.29	\$45.53	12
13	\$28.33	\$29.60	\$30.78	\$32.01	\$33.13	\$34.29	\$35.32	\$36.38	\$37.47	\$38.59	\$39.75	\$40.94	\$42.17	\$43.44	\$44.74	\$46.08	\$47.39	13
14	\$29.51	\$30.84	\$32.07	\$33.35	\$34.52	\$35.73	\$36.80	\$37.90	\$39.04	\$40.21	\$41.42	\$42.66	\$43.94	\$45.26	\$46.62	\$48.02	\$49.36	14
15	\$30.74	\$32.12	\$33.40	\$34.74	\$35.96	\$37.22	\$38.34	\$39.49	\$40.67	\$41.89	\$43.15	\$44.44	\$45.77	\$47.14	\$48.55	\$50.01	\$51.43	15
16	\$32.04	\$33.48	\$34.82	\$36.21	\$37.48	\$38.79	\$39.95	\$41.15	\$42.38	\$43.65	\$44.96	\$46.31	\$47.70	\$49.13	\$50.60	\$52.12	\$53.59	16
17	\$33.39	\$34.89	\$36.29	\$37.74	\$39.06	\$40.43	\$41.64	\$42.89	\$44.18	\$45.51	\$46.88	\$48.29	\$49.74	\$51.23	\$52.77	\$54.35	\$55.87	17
18	\$36.57	\$38.22	\$39.75	\$41.34	\$42.79	\$44.29	\$45.62	\$46.99	\$48.40	\$49.85	\$51.35	\$52.89	\$54.48	\$56.11	\$57.79	\$59.52	\$58.25	18
19	\$36.33	\$37.96	\$39.48	\$41.06	\$42.50	\$43.99	\$45.31	\$46.67	\$48.07	\$49.51	\$51.00	\$52.53	\$54.11	\$55.73	\$57.40	\$59.12	\$60.76	19
20	\$37.89	\$39.60	\$41.18	\$42.83	\$44.33	\$45.88	\$47.26	\$48.68	\$50.14	\$51.64	\$53.19	\$54.79	\$56.43	\$58.12	\$59.86	\$61.66	\$63.40	20
21	\$39.55	\$41.33	\$42.98	\$44.70	\$46.26	\$47.88	\$49.32	\$50.80	\$52.32	\$53.89	\$55.51	\$57.18	\$58.90	\$60.67	\$62.49	\$64.36	\$66.17	21
22	\$41.29	\$43.15	\$44.88	\$46.68	\$48.31	\$50.00	\$51.50	\$53.05	\$54.64	\$56.28	\$57.97	\$59.71	\$61.50	\$63.35	\$65.25	\$67.21	\$69.07	22
23	\$43.10	\$45.04	\$46.84	\$48.71	\$50.41	\$52.17	\$53.74	\$55.35	\$57.01	\$58.72	\$60.48	\$62.29	\$64.16	\$66.08	\$68.06	\$70.10	\$72.11	23
		4.50%	4.00%	4%	4%	3.50%	3.00%	3.00%	3.0%	3%	3%	3%	3%	3%	3%	3%	2.80%	

Attachment: 2024 pay scale rates (14269 : 2024 Pay scale implementation and resolution)



COUNTY CLERK & ELECTIONS
Personnel

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

COMMISSION AGENDA REPORT

FROM: Elizabeth Ward, Human Resources Director

MEETING: November 2, 2023

SUBJECT: Riley County 2024 Performance Review Proposal

PRESENTER: Elizabeth Ward, Human Resources Director

BACKGROUND

The Riley County personnel policy requires performance evaluations for new employees at 6 months after placement in a new position as well as a formal annual evaluation as a means to identify improvements in the ways we provide service to the citizens of Riley County.

A satisfactory annual review is also tied to eligibility for some Riley County benefits including shared leave and merit-based pay increases.

DISCUSSION

In 2022 our transition to Paylocity as an HRIS was not complete in time to utilize the performance review module, therefore Riley County utilized a simple, hard-copy evaluation form for most employees and scanned those into a folder on the employee's file. For 2023 non-department head employees will use a county-wide review, designed by Department Heads on Paylocity.

For Department Head evaluations, the Commissioners once again requested a new evaluation form related to the overarching responsibilities of the head of a department. Attached, please find 3 versions of the department head evaluation form. The 2020/2021 version, the 2022 version and the proposed 2023 version.

Once the form and process are chosen for 2023, I will begin scheduling Department Head evaluations for November 20th, November 30th.

FISCAL IMPACT

None

RECOMMENDATION(S)

Recommendation is for the Commissioners to determine the best form and process for the 2023 Department Head performance review.

POSSIBLE MOTION(S)

Move to approve the chosen Department Head Performance Review template for 2023 Department Head performance.

Move to deny

Move to modify

Move to table

No action required.

The Board agreed by consensus to

Enclosures:

- Department Head Annual Performance Review Template 2020-12 (DOCX)
- 2022 Riley County Department Head Performance Evaluation (DOCX)
- 2023 Department Head Commiss Eval-DRAFT (DOCX)
- 2023 Department Head Self Eval-DRAFT (DOCX)
- Dept Head Performance Evaluation schedule 2023(XLSX)



2020/2021

RILEY COUNTY DEPARTMENT HEAD ANNUAL EVALUATION FORM

Dept Head Name/Dept _____

Date: _____

- Base the appraisal on the employees' performance during the entire review period, not isolated incidents or performance prior to the current review period. Obtain/review necessary input and supporting data.
- Rate each factor in relation to the standards established and the guidelines listed on the form for each rating.
- Provide an overall rating based on the rating of the individual factors, adherence to significant performance standards, and accomplishment of essential functions. Each factor need not be of equal weight but comments should justify significant differences impacting on the overall rating.

1) Quality of Work

Measures employee's results in meeting established objectives/ expectations/standards of quality, quantity, customer service and timelines both individually and in a team.

Outstanding

☐

Commendable

☐

Satisfactory

☐

Needs/Improvement

☐

Unsatisfactory

☐

Comments:

2) Quantity of Work

Completes assigned work efficiently and in an organized manner within an established time frame, works to complete objectives and sees a task through.

Outstanding

☐

Commendable

☐

Satisfactory

☐

Needs/Improvement

☐

Unsatisfactory

☐

Comments:

3) Job knowledge/Skills

Measures employee's demonstrated job relevant knowledge and essential skills, such as work practices, policies, procedures, resources, laws, customer service, and technical information, as well as the relationship of work to the organization's mission.

Outstanding

☐

Commendable

☐

Satisfactory

☐

Needs/Improvement

☐

Unsatisfactory

☐

Comments:

Attachment: Department Head Annual Performance Review Template 2020-12 (14267 : 2024 Performance Review Proposal)

4) **Decision Making/Problem Solving**

Realistically weighs and evaluates information, separates important from unimportant, assesses probable consequences and takes appropriate action.

Outstanding

☐

Commendable

☐

Satisfactory

☐

Needs/Improvement

☐

Unsatisfactory

☐

Comments:

5) **Communications**

Expresses ideas and information in writing and verbally, in a manner that is complete, clear, concise, organized and appropriate to the audience.

Outstanding

☐

Commendable

☐

Satisfactory

☐

Needs/Improvement

☐

Unsatisfactory

☐

Comments:

6) **Interpersonal Relations/Team Building**

Measures employee's development and maintenance of positive and constructive internal/external relationships.

Consideration should be given to the employee's demonstrated willingness to function as a team player, give and receive constructive criticism, accept supervision, resolve conflicts, recognize needs and sensitivities and treat others in a fair and equitable manner.

Achieves group participation to improve work, sets priorities, is innovative and solves problems.

Outstanding

☐

Commendable

☐

Satisfactory

☐

Needs/Improvement

☐

Unsatisfactory

☐

Comments:

7) **Work Habits/Safety**

Measures employee's performance relative to efficient methods of:

1. Efficient methods of operation
2. Customer Service
3. Proper Conduct
4. Organization and department work policies and procedures
5. Attendance and punctuality

Outstanding

☐

Commendable

☐

Satisfactory

☐

Needs/Improvement

☐

Unsatisfactory

☐

Comments:

8) **Supervision/Management** Measures leadership, judgement, initiative and achievement of expectations.

Effectively manages – programs, projects, employees, budget, technology and organizational change to produce positive results.

Engages in strategic planning and measurement, performance management, teamwork, staff development and recognition of accomplishments.

Promotes customer service, diversity, inclusiveness. Collaboration, effective communication, and positive labor/management relations.

Uses innovation and fulfills administrative requirements.

Adheres and enforces Riley County Policies and Procedures, and Departmental Policies.

Outstanding

Commendable

Satisfactory

Needs/Improvement

Unsatisfactory

☐
☐
☐
☐
☐

Comments:

9) **Overall Performance Rating** Provide an overall rating based on the rating of the individual factors, adherence to significant performance standards, and accomplishment of essential functions.

This rating provides an overall impression of job performance that is supported by the job factor ratings, not necessarily an average of those ratings. Thus, each factor need not be of equal weight by comments should justify significant differences on the overall rating.

Outstanding

Commendable

Satisfactory

Needs/Improvement

Unsatisfactory

☐
☐
☐
☐
☐

Comments:

Commissioner signature: _____



2022

HUMAN RESOURCE DIVISION

DEPARTMENT HEAD PERFORMANCE EVALUATION

Employee Name: _____

Department: _____

Observation Frequency Scale:

Exceeds Expectations	This competency/skill is observed regularly; most interactions with this person observe above average experiences in this area
Meets Expectations	This competency/skill is observed, please continue to focus on it so that it is observed constantly without exception
Needs Improvement	The competency/skill is observed on an infrequent basis, there is a clear development opportunity here
Unsatisfactory	Needs immediate improvement
Not Observed	This area of evaluation was not observed during this rating period

1. **PLANNING:** ability to plan and administer the department as expected by the Commissioners

RATING: Choose an item.**COMMENTS:**

2. **INTERNAL RELATIONSHIPS:** ability to create strong relationships with county staff, departments, and Commissioners

RATING: Choose an item.**COMMENTS:**

3. **PUBLIC RELATIONSHIPS:** ability to work with and communicate with the residents of Riley County to understand and meet their needs as related to the county

RATING: Choose an item.

COMMENTS:

4. **DECISION MAKING:** ability to work with and communicate with the citizens of Riley County to understand and meet their needs as related to the County

RATING: Choose an item.

COMMENTS:

5. **ADAPTABILITY AND FOLLOW THROUGH:** ability to respond to changes and adapt to meet the changing needs of the County and bring projects to fruition

RATING: Choose an item.

COMMENTS:

6. **OVERALL PERFORMANCE RATING:** This rating is based upon preceding evaluation criteria. This final rating is not necessarily an average of the factors, however, since some are more important than others. Please carefully read the criteria for each of the performance levels and check the term which best describes the employee's overall performance for the evaluation period.

RATING: Choose an item.

RECOMMENDED ACTION:

7. **GOALS/DEVELOPMENTAL ACTIVITIES:** Actions which the supervisor and employee have agreed upon to further develop the employee's capabilities and to prepare for greater responsibility:

County Commissioner Signature: _____ Date _____

County Commissioner Signature: _____ Date _____

County Commissioner Signature: _____ Date _____

Employee Signature: _____ Date _____

(signature indicates only that the appraisal has been reviewed with employee)

DEPARTMENT HEAD PERFORMANCE REVIEW

Name: _____

Department: _____ Date of Evaluation: _____

Commissioner: _____

EMPLOYEE EXCELLENCE –REVIEW

The Department Head Performance Evaluation is a tool for use in evaluating administrative leaders. This system allows for meaningful feedback in four key areas of performance:

- ☐ Leading Change
- ☐ Leading People
- ☐ Knowledge
- ☐ Results Driven.

This process includes a self-appraisal, as well as evaluation by the Commissioners. The evaluation also facilitates an opportunity to talk about important goals and initiatives, and to discuss how these goals align with the strategic plan.

After completing the self-assessment and evaluation, the Department Head and Commissioners will meet to discuss the assessment, focusing the discussion on contributions made despite the challenges faced. This is the moment to recognize excellence in our employees; address areas of improvement in situations where it is warranted; and focus on growth, empathy, resilience, and capacity to adapt.

This discussion will assist the Department Head in determining the plans and goals for the upcoming year.

INSTRUCTIONS Performance Standards for Critical Elements (The performance standard for each critical element is specified below.)

- **Level 5:** The Department Head demonstrates exceptional performance, creating a climate of excellence and optimizes results. This represents the highest level of Department Head performance, as shown by the extraordinary impact on the mission. The Department Head is an inspirational leader and is considered a role model by leadership, peers, and employees. The Department Head continually contributes to or spearheads efforts that address or accomplish important goals, consistently achieves expectations at the highest level of quality possible, and consistently handles challenges, exceeds targets, and completes assignments ahead of schedule at every step along the way.
- **Level 4:** The Department Head demonstrates a very high level of performance beyond that required for successful performance in the Department Head's position and scope of responsibilities. The Department Head is a proven, highly effective leader who builds trust and instills confidence in leadership, peers, and employees. The Department Head consistently exceeds established performance expectations, timelines, or targets, as applicable.
- **Level 3:** The Department Head demonstrates the high level of performance expected and the Department Head's actions and leadership contribute positively toward the achievement of strategic goals and meaningful results. The Department Head is an effective, solid, and dependable leader who delivers high-quality results

based on measures of quality, quantity, efficiency, and/or effectiveness within agreed upon timelines. The Department Head meets and often exceeds challenging performance expectations established for the position.

- **Level 2:** The Department Head's contributions to the organization are acceptable in the short term but do not appreciably advance the goals and objectives. While the Department Head generally meets established performance expectations, timelines and targets, there are occasional lapses that impair operations and/or cause concern. While showing basic ability to accomplish work through others, the Department Head may demonstrate limited ability to inspire subordinates to give their best efforts or to marshal those efforts effectively to address problems characteristic of the organization and its work.
- **Level 1:** In repeated instances, the Department Head demonstrates performance deficiencies that detract from mission goals and objectives. The Department Head generally is viewed as ineffectual by leadership, peers, or employees. The Department Head does not meet established performance expectations/timelines/targets and fails to produce - or produces unacceptable – work products, services or outcomes.

Element Rating Level Points:

- Level 5 = 5 points
- Level 4 = 4 points
- Level 3 = 3 points
- Level 2 = 2 points
- Level 1 = 0 points

I. FUTURE-YEAR GOALS

Think about the current strengths, weaknesses, opportunities, and threats (SWOT) in the department and how they align to the Mission of Riley County *'To provide quality public services that preserve the past, protect the present and enhance the health, safety and general well-being of the citizens of Riley County'*.

Consider what goals you, as a Commissioner, have for the Department Head/Department in the upcoming year.

Goals:

II. LEADING CHANGE

- ❓ **LEADING CHANGE** is a leader who develops and implements a vision that integrates key goals, priorities, values, and other factors. This leader assesses and adjusts to changing situations, implementing solutions to make organizational improvements, whether incremental or major shifts in direction or approach. S/he balances change and strives to improve services; creates a work environment that encourages creative thinking, collaboration, and transparency; and maintains focus, even under adversity.

Leading Change:

Rating:

III. LEADING PEOPLE

- ❑ **LEADING PEOPLE** is a leader who maximizes employee potential, connects the organization, and fosters high ethical standards to meet the vision, mission, and goals. This leader provides an inclusive workplace that develops others to their full potential; allows for all employees to participate; facilitates collaboration, cooperation, and teamwork, and supports constructive resolution of conflicts. S/he ensures employee performance plans are aligned with the organization's mission and goals, that employees receive constructive feedback, and that employees are realistically appraised against clearly defined and communicated performance standards. This Department Head holds employees accountable for performance and conduct, seeks and considers employee input, and recruits, retains, and develops the talent needed for a high quality, diverse workforce that reflects the communities we serve, with the skills to accomplish objectives.

Leading People:

Rating:

III. KNOWLEDGE

- ❑ **KNOWLEDGE** refers to the skills to assess, analyze, acquire, and administer human, financial, material, and information resources in a manner that instills public trust and accomplishes the organization's mission. This leader uses technology to enhance processes and decision making. S/he also executes the operating budget; prepares budget requirements with justifications; and manages resources.

Knowledge:

Rating:

IV. RESULTS DRIVEN

- 2 The **RESULTS DRIVEN** critical element includes specific performance requirements expected of the Department Head during the year, focusing on measurable outcomes clearly aligned to organizational goals and objectives.

Results Driven:

Rating:

V. DEPARTMENT HEAD PERFORMANCE ASSESSMENT

The Commissioners will provide their assessment of the goals and achievements described in the Employee Self-Assessment; and as covered in the discussion with the employee. Please highlight any additional notable achievements from the year, and/or areas needing improvement.

SIGNATURE OF DEPARTMENT HEAD: _____

DATE: _____

SIGNATURE OF COMMISSIONER: _____

DATE: _____

DEPARTMENT HEAD SELF ASSESSMENT

Name: _____

Department: _____ Date of Evaluation: _____

I. EMPLOYEE EXCELLENCE – SELF ASSESSMENT

The Department Head being evaluated should prepare a brief narrative assessment (**not to exceed three pages**) of their own performance focusing on the challenges and opportunities faced in their position.

Please include the following items in your narrative assessment:

- What do you enjoy about your role?
- Your major accomplishments over the year, with a brief description. These may refer to the goals that you set when you submitted your Evaluation in the previous year.
- A concise description of each selected prior-year goal and how you progressed against its milestones. In your response, please highlight:
 - How you enlisted the assistance of your colleagues, direct reports, and/or other County employees towards achieving the milestones.
 - How you communicated the goal, changes, and progress to your supervisor, colleagues, employees, and/or key stakeholders.
 - Major lessons learned that could be applied to future goals and how you shared these lessons with your supervisor, colleagues, employees, and/or key stakeholders.
- What support do you want or need from the Commissioners or others?

Following completion of the self-assessment, the employee and Commissioners will meet to discuss the assessment, focusing the discussion on contributions made despite the challenges faced. This is the moment to recognize excellence in our employees; address areas of improvement in situations where it is warranted; and focus on growth, empathy, resilience, and capacity to adapt.

This discussion will assist the Department Head in determining the plans and goals for the upcoming year.

II. FUTURE-YEAR GOALS

Think about the current strengths, weaknesses, opportunities, and threats (SWOT) in your areas of responsibility and how they align to the Mission of Riley County *‘To provide quality public services that preserve the past, protect the present and enhance the health, safety and general well-being of the citizens of Riley County’*.

Consider how you might leverage strengths and opportunities, while mitigating threats and weaknesses, to move your areas of responsibility to the next level of performance.

After considering the above, please identify specific goals for the upcoming year.

III. LEADERSHIP, VISION, AND INSPIRATION – NOW AND LOOKING FORWARD

Please provide **brief** answers to the following questions.

1. What do you see as your department's greatest strengths?

Consider specifically what strengths you believe the rest of the County could leverage or benefit from collaboration, sharing of best practices, or inter-departmental support.

2. What do you see as key areas of potential growth and improvement for your department's greatest strengths?

Specifically what areas you believe should be areas of focus and growth in the coming years, to improve service to the community, increase efficiency, grow capacity, or shift to more effective and innovative practices.

3. As a leader in the County, how do you engage with the public and employees?

You may include information related to customer and client satisfaction, enhancing staff performance, supporting employee learning and development, improving morale, and/or process improvements.

4. What do you find inspiring in your department or the part of the organization for which you are responsible and why?

You may share more than one inspiration. The goal is to provide Commissioners with a good understanding of what motivates our Department Heads. This information will also help inform topics of interest for future focus areas, and professional development opportunities for Department Heads.

5. How have you supported and encouraged professional growth and development?

As you think about your employees' career goals, how have you supported and encouraged them? How have you supported newer staff to learn about the County, the work of your department/agency, and provided meaningful support for and feedback on their work?

6. Are there specific outcomes, information, data, and assessments you utilize to evaluate your department or the part of the organization for which you are responsible?

Consider what specific information or materials you believe would be beneficial for Commissioners to review or utilize to understand performance and outcomes in your area.

7. Is there anything you would like to share with the Commissioners?

Please identify **two** things that you feel would be important for the Commissioners to know.

2023 Department Head Performance Evaluations		
Monday Nov 20, 2023		
11:00 AM		
11:20 AM		
2:00 PM		
<u>2:20 PM</u>		
2:40 PM		
Thursday Nov 30th		
10:40		
11:00 AM		
11:20 AM		
11:40 AM		
LUNCH		
12:40 PM		
1:00 PM		
1:20 PM		

To Be Scheduled
Cory Meyer
Julie Gibbs
Anna Burson
Clancy Holeman
Russel Stukey
David Adams
Katharine Hensler
Michael Boller
Amanda Webb
John Ellermann

Elected -Open Meeting
Rich Vargo
Barry Wilkerson
Amy Mangas
Shilo Heger