



**Board of Riley County
Commissioners
Regular Meeting
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

1. Public Comments

Commission Comments

2. Commission Comments

Business Meeting

3. Flat Rock Road Culvert Change Order
4. Agreement with Schwab-Eaton, P.A. for the Interim Bridge Inspections - 2023
5. Discuss topics for Joint City/County/County Meeting Agenda

Review Minutes

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

Review Tentative Agenda

7. Tentative Agenda

Press Conference Topics

8. Discuss Press Conference

9:00 AM

Clancy Holeman, Counselor/Director of Administrative Services

9. Administrative Work Session

9:20 AM

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

10. Monthly Cash Flow Report for October 2023

9:30 AM

Shilo Heger, Treasurer

11. October 2023 Revenue Reporting - Riley County Treasurer

9:45 AM Jason Smith, Manhattan Area Chamber of Commerce

- 12. Economic development update

10:00 AM Julie Gibbs, Health Department Director

- 13. RCHD Monthly Update
- 14. RCHD Public Health Clinic Update

Adjournment**Announcement**

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.



PUBLIC WORKS
Change Order

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

COMMISSION AGENDA REPORT

FROM: Evan McMillan, Assistant Public Works Director

MEETING: November 9, 2023

SUBJECT: Flat Rock Road Culvert Change Order

PRESENTER: Evan McMillan, Assistant Public Works Director

BACKGROUND

A change order is required for the Flat Rock Road Culvert Replacement project. This change order consists of adding materials for a soil saver. Standard drawings were not populated with material quantities and were not included in the original construction quantities.

The Change Order and updated total project cost for this work is provided with this document.

POSSIBLE MOTION(S)

Move to approve the Change Order in the amount of \$7,968.00

Move to deny the Change Order in the amount of \$7,968.00

Enclosures:

- O.3-1.3 Change Order #1 - signed (PDF)



CHANGE ORDER

Riley County, Kansas

CHANGE ORDER NUMBER: 1

CONTRACTOR: Ebert Construction Co., Inc.

ADDRESS: PO Box 198, 103 W Valley Street
Wamego, Kansas 66547

PROJECT NO.:
PROJECT: O.3-1.3 Culvert Replacement

DESCRIPTION: Reinforced Concrete Box Culvert,
Grading, Seeding

BID ITEMS

ITEM NO.	ITEM DESCRIPTION	UNITS	CONTRACT QUANTITY	ADJUSTED QUANTITY	INCREASE/DECREASE	UNIT BID PRICE	INCREASE/DECREASE CONTRACT AMOUNT
9	Concrete Gr. 4.0 AE	CY	164.6	176.6	12.0	\$616.50	\$ 7,398.00
10	Reinforcing Steel (Gr. 60)	LBS	27520.0	27995.0	475.0	\$1.20	\$ 570.00
Subtotal							\$ 7,968.00

NEW ITEMS

ITEM NO.	ITEM DESCRIPTION	UNITS	CONTRACT QUANTITY	ADJUSTED QUANTITY	NET INCREASE	UNIT PRICE	INCREASE CONTRACT AMOUNT
Subtotal							\$ -
TOTAL							\$ 7,968.00

Amount of Original Bid:	\$ 215,012.82
Total of Previous Change Orders:	\$ -
Amount of Change Order No. 1:	\$ 7,968.00
Total Adjusted Contract Price:	\$ 222,980.82

BY: [Signature] 10/31/2023 BY: [Signature] 11-7-2023
PROJECT ENGINEER DATE DIRECTOR OF PUBLIC WORKS DATE

BY: [Signature] 11/3/23 BY: _____
CONTRACTOR DATE CHAIRMAN, BOARD OF COUNTY COMMISSIONERS DATE

Attachment: O.3-1.3 Change Order #1 - signed (14285 : Flat Rock Road Culvert Change Order)



PUBLIC WORKS
Contract

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

COMMISSION AGENDA REPORT

FROM: Mary Graham, Admin. Assistant II

MEETING: November 9, 2023

SUBJECT: Agreement with Schwab-Eaton, P.A. for the Interim Bridge Inspections - 2023

PRESENTER: Evan McMillan, Asst PW Director/Asst County Engineer

Attached for your approval is the agreement for the Interim Bridge Inspections - 2023 with Schwab Eaton P.A., in the amount of \$2,100.00.

Staff recommends approval.

POSSIBLE MOTION(S)

Move to approve and sign the agreement for the Interim Bridge Inspections - 2023 with Schwab Eaton P.A., in the amount of \$2,100.00.

Move to deny.

Move to table for further discussion.

Enclosures:

- Agreement for Professional Services RL Co (PDF)



AGREEMENT FOR PROFESSIONAL SERVICES

Between

Riley County, Kansas

And

**Schwab-Eaton, P.A.
5410 Ledge Stone Drive, Suite 100
Manhattan, Kansas 66502**

Agreement Date _____, 20____.

This AGREEMENT made and entered into by and between the Board of County Commissioners of **Riley County, KS.** (OWNER) and Schwab-Eaton, P.A. (ENGINEER), for obtaining Professional Engineering Services. The scope of services shall be as set out in Attachment A, the compensation to the ENGINEER shall be set out in Attachment B, and Contractual Provisions set out in Attachment C and made a part hereof the attached hereto.

ARTICLE 1. SCOPE OF SERVICES

The Scope of Services is set forth in Attachment A.

ARTICLE 2. COMPENSATION

ENGINEER's compensation is set forth in Attachment B.

ARTICLE 3. TERMS OF PAYMENT

Payment to the Engineer will be made as follows:

- A. **INVOICES AND TIME OF PAYMENT**
ENGINEER will issue itemized monthly invoices for all work performed under this Agreement. Invoices are due and payable on receipt. Upon completion of services enumerated in ATTACHMENT A, the final payment of any balance will be due upon receipt of the final invoice.
- B. **COMPENSATION FOR INSURANCE AND BONDING.**
The OWNER will compensate the ENGINEER for insurance required by this agreement in excess of the ENGINEER'S current level of coverage as specified in Article 4 B (a) thru (d).

ARTICLE 4. OBLIGATIONS OF THE ENGINEER

- A. **STANDARD OF CARE**
The standard of care applicable to ENGINEER'S services will be the degree of care and diligence normally employed by professional engineers or engineers performing the same or similar services. The ENGINEER will perform any services not meeting this standard without additional compensation.
- B. **ENGINEER'S INSURANCE AND BONDS**
The ENGINEER will maintain throughout this AGREEMENT the following insurance:
 - (a) Worker's compensation and employer's liability insurance as required by the State of Kansas.
 - (b) Comprehensive automobile and vehicle liability insurance covering claims for injuries to members of the public and/or damages to property of others arising from use of motor vehicles, including on-site and off-site operations, and owned, non-owned, or hired vehicles, with \$1,000,000 combined single limits.
 - (c) Commercial general liability insurance covering claims for injuries to members of the public or damage to property of others arising out of any covered negligent act or omission of the ENGINEER or of any of its employees, agents, or subcontractors, with \$1,000,000 per occurrence and in the aggregate.
 - (d) Professional liability insurance of \$500,000 per claim and in the aggregate.
 - (e) OWNER will be named as an additional insured with respect to ENGINEER'S liabilities hereunder in insurance coverage identified in items "b" and "c", and ENGINEER waives subrogation against OWNER as to said policies.

C. **GENERAL INFORMATION**

Engineer will be solely responsible for the adequacy and accuracy of the design plans, specifications, estimates, surveys and any necessary studies or investigations, including, but not limited to environment, hydraulics, and geological investigations or studies. Any review of these items performed by the County, or their representatives is not intended to and shall not be construed as a release of the Engineer's duty to provide adequate and accurate design plans, specifications, estimates, surveys, and any necessary studies or investigations, including, but not limited to environmental, hydraulic and geological investigations or studies.

ARTICLE 5. OBLIGATIONS OF THE OWNER

A. **OWNER – FURNISHED DATA**

The OWNER will provide to the ENGINEER all technical data in the OWNER'S possession relating to the ENGINEER'S services on the PROJECT. ENGINEER will reasonably rely upon the accuracy, timeliness, and completeness of the information provided by the OWNER.

B. **ADVERTISEMENTS, PERMITS, AND ACCESS**

Unless otherwise agreed to in the Scope of Services, the OWNER will obtain, arrange, and pay for all advertisements for bids; permits and licenses required by local, state, province, or federal authorities; and land, easements, rights-of-way, and access necessary for the ENGINEER'S services or PROJECT construction.

C. **TIMELY REVIEW**

The OWNER will examine the ENGINEER'S studies, reports, sketches, drawings, specifications, proposals, and other documents; obtain advice of an attorney, insurance counselor, accountant, auditor, and other consultants as OWNER deems appropriate; and render in writing decisions required of OWNER in a timely manner.

D. **CHANGES**

The OWNER may make or approve changes within the general Scope of Services in this AGREEMENT. If such changes affect the ENGINEER'S cost of or time required for performance of the services, an equitable adjustment will be made through an amendment of this AGREEMENT.

E. **SERVICES OF ENGINEER**

Unless this AGREEMENT is modified or terminated, the OWNER will have all services specified in the AGREEMENT performed by the ENGINEER, employing ENGINEER'S standard form and content of drawings, specifications and contract documents, all subject to OWNERS review and approval.

ARTICLE 6. GENERAL LEGAL PROVISIONS

Amendments to Article 6, if any, are included in Attachment C.

- A. **AUTHORIZATION TO PROCEED**
Execution of the AGREEMENT by OWNER will be authorization for ENGINEER to proceed with the work, unless otherwise provided for in this AGREEMENT.
- B. **REUSE OF PROJECT DOCUMENTS**
All engineering documents prepared in connection with this Project shall be the property of ENGINEER, whether the Project for which they are made is executed or not. However, ENGINEER will provide OWNER with a copy of final documents, including but not limited to prints and reproductions. Reports, plans, specifications and related documents are ENGINEERS copyrighted document, and ENGINEER, at his option may so identify them by appropriate markings. Provided that ENGINEER is paid in full for services, then OWNER may subsequently reuse these final documents without any additional compensation or agreement of ENGINEER. However, such reuse without written verification or adaptation by ENGINEER for specific purpose intended by OWNER shall be at OWNER'S sole risk and without any liability or legal exposure to ENGINEER whatsoever.
- C. **FORCE MAJEURE**
The OWNER is not responsible for damages or delay in performance caused by acts of God, strikes, lockouts, accidents, or other events beyond the control of the OWNER.
- D. **TERMINATION**
This AGREEMENT may be terminated for convenience on 30 days written notice or for cause if either party fails substantially to perform through no fault of the other and does not commence correction of such nonperformance within 5 days of written notice and diligently complete the correction thereafter. On termination, ENGINEER will be paid for all authorized work performed up to the termination date.
- E. **SUSPENSION, DELAY, OR INTERRUPTION OF WORK**
The OWNER may suspend, delay, or interrupt the services of the ENGINEER for the convenience of the OWNER. In the event of such suspension, delay, or interruption, an equitable adjustment in the PROJECT'S schedule, commitment and cost of ENGINEER'S personnel and subcontractors, and ENGINEER'S compensation will be made.
- F. **NO THIRD PARTY BENEFICIARIES**
This AGREEMENT gives no rights or benefits to anyone other than the OWNER and ENGINEER and has no third-party beneficiaries.

G. INDEMNIFICATION

ENGINEER agrees to indemnify the OWNER from any damage, liabilities, or costs by third parties for property damage and bodily injury, including death to the extent caused by the negligence or willful misconduct of ENGINEER or its employees in connection with the PROJECT. OWNER agrees to indemnify ENGINEER from any damage, liabilities, or cost by third parties for property damage and bodily injury, including death, caused by the negligence or willful misconduct of OWNER or its employees in connection with the PROJECT. If the negligence or willful misconduct of both the ENGINEER and OWNER (or a person identified above for whom each is liable) is a cause of such damage or injury, the loss, cost, or expense shall be shared between ENGINEER and OWNER in proportion to their relative degrees of negligence or willful misconduct and the right of indemnity shall apply for such proportion.

H. ASSIGNMENT

Neither party will assign all or any part of this AGREEMENT without prior written consent of the other party.

I. INTERPRETATION

Limitations on liability and indemnities in this AGREEMENT are business understandings between the parties and shall apply to all the different theories of recovery, including breach of contract or warranty, tort including negligence, strict or statutory liability, or any other cause of action, except for willful misconduct or gross negligence. Parties mean the OWNER and the ENGINEER, and their officers, employees, agents, affiliates and subcontractors.

J. JURISDICTION

The law of the State of Kansas shall govern the validity of this AGREEMENT, its interpretation and performance, and any other claims related to it.

K. SEVERABILITY AND SURVIVAL

If any of the provisions contained in this AGREEMENT are held for any reason to be invalid, illegal, or unenforceable in any respect, such invalidity, illegality or unenforceability will not affect any other provision, and this AGREEMENT shall be construed as if such invalid, illegal or unenforceable provision had never been contained herein. Articles 4, 5, and 6 shall survive termination of this AGREEMENT for any cause.

ARTICLE 7. ATTACHMENTS, SCHEDULES, AND SIGNATURES

The AGREEMENT, including its Attachments and Schedules, constitutes the entire AGREEMENT, supersedes all prior written or oral understandings, and may only be changed by a written amendment executed by both parties. The following Attachments and Schedules are hereby made a part of this AGREEMENT.

Attachment A - Scope of Services

Attachment B - Compensation / Hourly Billing Rates

Attachment C - Contractual Provisions

IN WITNESS WHEREOF, the parties execute below:

For Riley County, Kansas, dated this _____ day of _____, 20____.

By: _____
Kathryn G Focke, Chairperson

By: _____
Greg McKinley, Commissioner

By: _____
John Ford, Commissioner

For the ENGINEER, Schwab-Eaton, P.A., dated this 2nd day of
November, 2023.

By: Dan J. Pearl Project Manager
Name Title

ATTACHMENT A

The Engineer shall provide the services required for the Interim Bridge Inspection and Analysis for the bridges listed below on the RS and Off-System Road in Riley County.

ARTICLE 1. SCOPE OF SERVICES

The services to be performed by the ENGINEER will include:

1. Perform Interim 12-month Bridge Inspections for Structure:
DD.0-28.1 – Deep Creek
2. Perform Fracture Critical (Hands-On) Inspections for the following Structure:
DD. 0-28.1 – Deep Creek
3. Include for each bridge, new photographs showing a roadway view, one upstream and one downstream view with any additional photos necessary to show major defects. Approach photographs should include the weight limit posting signs for all load posted bridges. A record of all pictures, sorted by bridge and which can be transferred to Riley County's existing electronic bridge files, shall be submitted in electronic format.
4. Prepare for the County's bridges updated data disks containing the necessary County bridge data for Riley County and the Kansas Department of Transportation Bureau of Local Projects, and updated copies of the Structure Inventory and Appraisal (SI&A) Form for each bridge that has deteriorated, been repaired or replaced.
5. Prepare an inspection update form for each bridge to be inserted in the file for the County's records and an electronic copy of this information, sorted by bridge, which can be transferred to Riley County's existing electronic bridge files.
6. If any load limit signs are found missing, knocked down, damaged to the point of not being legible, or obscured by vegetation; the inspector shall report this information to the Owner on the same day as discovered by cell phone (if in range/service) or in person.
7. If, during the inspection, the bridge inspector observes any items affecting the safety of the public, structural integrity of the bridge, or any existing warning signs (i.e. low clearance, one lane bridge, narrow bridge, sharp turn ahead, etc.) that have been knocked down, damaged to the point of not being legible, or obscured by vegetation; the inspector shall report this information to the Owner on the same day as discovered by cell phone (if in range/service) or in person.
8. Prepare, and furnish six copies of a written report containing:
 - a. All correspondence pertaining to the submittal of project generated data.
 - b. A brief summary of the current condition of each bridge. Include any necessary structure description, posting & scour rating, sufficiency rating set forth in the Riley County Biennial Report submitted by Schwab-Eaton, P.A.
 - c. Update the County's Master List as needed.
 - d. Existing posting and recommended posting for the structures that have deteriorated or been repaired or replaced since the last inspection.

- e. A general description of recommended repair or rehabilitation.
- f. A description of any items of concern for FC structures.
- g. A listing of bridges that need immediate attention.
- h. Listings of FC and scour critical structures.
- i. Tables for each of the following:
 - All bridges with current and “unresolved” Critical Inspection Findings (CIF)’s.
 - All bridges with current and “unresolved” Scour Plan of Actions (POA)’s.

ATTACHMENT B**Schwab-Eaton, P.A.
Compensation**

Attachment B to the AGREEMENT between Schwab-Eaton, P.A. (the ENGINEER), and Riley County, Kansas, (the OWNER), for a PROJECT generally described as:

Interim Bridge Inspections- 2023

Compensation by the OWNER to the ENGINEER will be as follows:

A. BUDGET

A project lump sum amount of **Two Thousand, One Hundred Dollars (\$2,100.00)**, excluding taxes, is hereby established for services in Attachment A. The total payments to the ENGINEER shall not exceed the budget unless approved by the OWNER.

B. SUPPLEMENTAL SERVICES

Compensation for Supplemental Services shall be made when authorized in writing by the Owner. The maximum limit for each item of additional service shall be established individually and specifically agreed to by the Owner prior to authorization.

C. Current Billing Rates will apply for this project.**D. Any work outside the scope of this contract shall be approved in writing by the OWNER prior to commencement of additional work.****E. The total payments to the ENGINEER shall not exceed the budget unless approved by the OWNER.**

This Attachment B supersedes all prior written or oral understandings of the Compensation and may only be changed by a written amendment executed by both parties.

IN WITNESS WHEREOF, the parties execute below:

FOR THE OWNER, **RILEY COUNTY, KANSAS**

Dated this _____ day of _____, 20____.

By: _____
Kathryn G. Focke, Chairperson

By: _____
Greg McKinley, Commissioner

By: _____
John Ford, Commissioner

For the ENGINEER, **Schwab-Eaton**

By: Daniel T. Deaton Project Manager
Name Title

Attachment: Agreement for Professional Services RL Co (14282 : Agreement for Professional Services)

ATTACHMENT C

Attachment C to “Contract” Between Riley County, Ks (hereinafter “County”), and
Schwab-Eaton, P.A. (hereinafter “Engineer”).

The undersigned parties agree that the following provisions are hereby incorporated into the contract to which it is attached and made a part thereof.

1. **TERMS HEREIN CONTROLLING PROVISIONS.** It is expressly agreed that the terms of each and every provision in this attachment shall prevail and control over the terms of any other conflicting provision in the contract and any other document relating to and a part of the contract in which this attachment is incorporated. All terms hereof survive termination of the contract.
2. **AGREEMENT WITH KANSAS LAW.** It is agreed by and between the undersigned that all disputes and matters whatsoever arising under, in connection with or incident to the contract shall be litigated, if at all, in and before a state Court located in the State of Kansas, County of Riley, or if in Federal Court, at a Federal Court located in Topeka, Kansas, to the exclusion of the Courts of any other states or country. All contractual promises shall be subject to, governed by, and construed according to the laws of the State of Kansas, without reference to its conflict of laws principles. Both parties submit to venue and jurisdiction in these courts. In the event an action or claim arises outside of the exclusive jurisdiction specified herein which names County as a party, Engineer agrees to initiate, consent to and/or cooperate with any and all efforts to remove the matter to the exclusive jurisdiction named herein and otherwise to take any and all reasonable actions to achieve County’s objectives of this provision.
3. **COMPLIANCE WITH APPLICABLE LAWS, SERVICE STANDARDS AND REQUIRED PROCEDURES.**
 - 3.1. **Service Standards and Procedures.** Engineer shall perform the services set forth in the Contract in compliance with applicable standards and procedures specified in the Contract.
 - 3.2. **Compliance With Law.** Engineer shall comply with all applicable local, state and federal laws and regulations, in carrying out the Contract, regardless of whether those legal requirements are specifically referenced in the Contract.
4. **CASH BASIS AND BUDGET LAWS.** The right of the County to enter into the Contract is subject to the provisions of the Cash Basis Law (K.S.A. 10-1112 and 10-1113), the Budget Law (K.S.A. 79-2935), and other laws of the State of Kansas. The Contract shall be construed and interpreted so as to ensure that the County shall at all times stay in conformity with such laws, and as a condition of the Contract the County reserves the right to unilaterally terminate the Contract at any time if, in the opinion of its legal counsel, the Contract may be deemed to violate the terms of such laws. Any Contract for a term of more than one year shall be interpreted by the parties to provide County the sole option to renew that Contract before the end of each one year term.
5. **TERMINATION DUE TO LACK OF FUNDING APPROPRIATION.** If, in the judgment of the Riley County Commissioners, after consultation with their Budget and Finance Officer or other county officials, sufficient funds are not appropriated to continue

the function performed in the contract and for the payment of the charges hereunder, County may terminate the contract at the end of its current fiscal year. Termination shall be effective 30 days after County mails written notice to Engineer. In the event of such termination, County agrees to give written notice of termination to Engineer. The termination of the contract pursuant to this paragraph shall not cause any penalty to be charged to the County or the Engineer.

6. **ANTI-DISCRIMINATION CLAUSE.**

- 6.1. In carrying out the Contract, Engineer shall comply with K.S.A. 44-1001 *et seq.*
- 6.2. Engineer shall observe the provisions of the Kansas act against discrimination and the Kansas age discrimination in employment act, and shall not discriminate against any person in the performance of work under the Contract because of race, religion, color, sex, disability, national origin, ancestry, or age.
- 6.3. In all solicitations or advertisements for employees, Engineer shall include the phrase "equal opportunity employer" or a similar phrase to be approved by the Kansas Human Rights Commission.
- 6.4. If Engineer fails to comply with the provisions of K.S.A. 44-1031, requiring reports to be submitted to the Kansas Human Rights Commission when requested by that Commission, Engineer shall be deemed to have breached the Contract and it may be canceled, terminated or suspended, in whole or in part, by County.
- 6.5. If Engineer is found guilty of a violation of the Kansas act against discrimination under a decision or order of the Kansas Human Rights Commission which has become final, Engineer shall be deemed to have breached the Contract and it may be canceled, terminated or suspended, in whole or in part by County.
- 6.6. Engineer shall include the provisions of paragraphs 6.1 through 6.5 inclusively of this section in every subcontract or purchase order so that such provisions will be binding upon such subcontractor of Engineer.
- 6.7. Parties to the contract understand that this paragraph number 6 is not applicable if Engineer employs fewer than four employees or if Engineer's contracts with the County cumulatively total \$5,000 or less during the County's fiscal year.

7. **ACCEPTANCE OF CONTRACT.** The contract shall not be considered accepted, approved or otherwise effective until the required approvals and certifications have been given and this Contractual Provisions Attachment is signed by the Board of County Commissioners of Riley County, Kansas.
8. **ARBITRATION, DAMAGES, WARRANTIES.** Notwithstanding any language to the contrary, no interpretation shall be allowed to find the County has agreed to binding arbitration, or the payment of damages or penalties upon the occurrence of a contingency. Further, the County does not agree to pay attorney fees and late payment charges; and no provisions will be given effect that attempts to exclude, modify, disclaim or otherwise attempt to limit implied warranties of merchantability and fitness for a particular purpose.
9. **REPRESENTATIVE'S AUTHORITY TO CONTRACT/REQUIRED DOCUMENTATION.** By signing the Contract, the representative of Engineer thereby represents that such person is duly authorized by Engineer to execute the document on

behalf of Engineer and Engineer agrees to be bound by the provisions thereof. Engineer shall furnish evidence of authority to transact business in Kansas, in the form of a certificate signed by the Kansas Secretary of State.

10. **RESPONSIBILITY FOR TAXES.** The County shall not be responsible for, nor indemnify Engineer for, any federal, state or local taxes that may be imposed or levied upon the subject matter of the contract.
11. **NO INSURANCE PROVIDED BY COUNTY.** The County shall not be required to purchase, any insurance against loss or damage to any personal property to which the contract relates, nor shall the contract require the County to establish a "self-insurance" fund to protect against any such loss or damage. Subject to any applicable provisions of the Kansas Tort Claims Act (K.S.A. 75-6101 *et seq.*), Engineer shall bear the risk of any loss or damage to any personal property to which Engineer holds title.
12. **TERM AND TERMINATION.**
 - 12.1. **Term.** This Contractual Provisions Attachment shall be effective as of its date of execution by the parties and shall remain in effect during the term of the Contract, or until terminated either for convenience, breach or default, as set out herein. Thirty (30) days written notice to the breaching party is required.
 - 12.2. **Termination for Cause.** If Engineer shall fail to fulfill in a timely and proper manner its obligations under the Contract, or if Engineer shall violate any of the terms, covenants, conditions, or stipulations of the Contract, County shall thereupon have the right to terminate the Contract by promptly giving written notice to Engineer of such termination and specifying the reasons for the termination and the effective date thereof. A breach shall include, but not be limited to, failure to comply with any or all items contained in the Contract and any appendices, exhibits or amendments thereto, if any.
 - 12.3. Notwithstanding the above, Engineer shall not be relieved of liability to County by virtue of any breach of the Contract by Engineer.
 - 12.4. **Termination for Convenience.** County may terminate the Contract in whole or in part, upon thirty (30) days written notice to Engineer, stating the effective date of the termination for convenience.
 - 12.5. **Payment Calculation upon Termination.** In the event of termination under the Contract by either party, any amount owed Engineer will be calculated based solely upon payment for fair value of acceptable services provided by Engineer to the point of termination, which fair value is not the subject of a good faith dispute. That determination of fair value of acceptable services shall be made solely by County.
13. **INDEPENDENT CONTRACTOR RELATIONSHIP.** It is agreed that the legal relationship between Engineer and County is of a contractual nature. Both parties assert and believe that Engineer is acting as an independent contractor in providing the services and performing the duties required by County hereunder. Engineer is at all times acting as an independent contractor and not as an officer, agent, or employee of County. As an independent contractor, Engineer, and employees of Engineer, will not be within the protection or coverage of County's worker's compensation insurance, nor shall Engineer, and employees of Engineer, be entitled to any current or future benefits provided to

employees of County. Further, County shall not be responsible for withholding of social security, federal, and/or state income tax, or unemployment compensation from payments made by County to Engineer. Engineer shall supply all labor, equipment, supplies and materials necessary to complete the required services, at Engineer's sole expense.

14. **PERSONNEL.**

- 14.1. **Qualified Personnel.** Engineer represents that it has, or shall secure at its own expense, all personnel required in performing the services under the Contract. Such personnel shall not be employees of or have any other contractual relationship with County. All personnel engaged in the work shall be fully qualified according to the laws of the State of Kansas and the provisions of this Contract.
- 14.2. **Minimum Wages.** Engineer will comply with the minimum wage and maximum hour's provisions of the Federal Fair Labor Standards Act.
- 14.3. **Employee Conflict of Interest.** Engineer shall establish safeguards to prohibit employees from using their positions for a purpose that is or gives the appearance of being motivated by a desire for private gain for themselves or others, particularly those with whom they have family, business, or other ties.

15. **PROHIBITION OF CONFLICTS OF INTEREST.**

- 15.1. **Interest of Public Officials and Others.** No officer or employee of Riley County, no member of its governing body, and no other public official who exercises any functions or responsibilities in the review or approval of the undertaking or carrying out of the Contract shall participate in any decision relating to the Contract which affects such person's personal interest or the interest of any corporation, partnership, or association in which such person is directly or indirectly interested; nor shall any officer or employee of Riley County or any member of its governing body or other public official have any interest, direct or indirect, in the Contract or the proceeds thereof.
- 15.2. **Interest of Engineer.** Engineer covenants that it presently has no interest and shall not acquire any interest, direct or indirect, which would conflict in any manner or degree with the performance of services required to be performed under the Contract.
- 15.3. **Notice to Bidders.** Requests for proposal or invitations for bid issued by Engineer to implement the Contract will provide notice to prospective bidders that Riley County's conflict of interest provision is applicable and that prospective bidders who develop or draft specifications, requirements, statements of work and/or RFPs for a proposed procurement shall be excluded from bidding or submitting a proposal to compete for the award of such procurement.

- 16. **ASSIGNMENT.** Neither the Contract nor any rights or obligations hereunder shall be assigned or otherwise transferred by either party without the prior written consent of the other.

- 17. **SUBCONTRACTING.** None of the work or services covered by the Contract shall be subcontracted without the prior written approval of County. All approved subcontracts

must conform to all terms set forth in the Contract and the Contractual Provisions Attachment.

18. RECORDS, REPORTS AND INSPECTION.

- 18.1. **Documentation of Costs.** All costs incurred by Engineer for which Engineer purports to be entitled to reimbursement under the express terms of the Contract shall be supported by properly executed payrolls, time records, invoices, contracts or vouchers, or other official documentation evidencing in proper detail the nature and propriety of charges. All checks, payrolls, invoices, contracts, vouchers, orders or other accounting documents pertaining in whole or in part to the Contract shall be clearly identified and readily accessible to both parties to the Contract.
- 18.2. **Maintenance of Records.** Except as otherwise authorized by County, Engineer shall retain such documentation for a period of three (3) years after receipt of any applicable final expenditure report under the Contract, unless action, including but not limited to litigation or audit resolution proceedings, necessitate maintenance of records beyond this three (3) year period.
- 18.3. **Reports.** During the term of this contract, Engineer shall furnish to County, in such form, as County may require, such statements, records, reports, data and information as County requests pertaining to matters covered by this contract. Payments to Engineer will be withheld by County if Engineer fails to provide all required reports in a timely and accurate manner, until such time as all reports are furnished to County. Incomplete reports may be considered a breach of this contract.
- 18.4. **Audit.** Engineer shall provide for an annual independent audit of its financial records which apply to this Contract only and shall provide a copy of said audit to County, if requested.
- 18.5. **Availability of Records.** Upon advance written notice Engineer agrees to make any and all of its records, books, papers, documents and data available to County, or the authorized representative of a State agency with statutory oversight authority, for the purpose of assisting in litigation or pending litigation, or making audits, examinations, excerpts, copies and transcriptions at any time during the terms of this contract and for a three (3) year period following final payment under the terms of this contract.
- 18.6. **Confidentiality.** Both parties will comply with the provisions of State and federal regulations in regard to confidentiality of eligible participant records.
- 18.7. **Engineer's Purchasing Procedure.** Engineer certifies that it does not practice any form of discrimination based on race, ethnic origin, gender or religion or disability in its purchasing procedures. Engineer agrees to make available a written description of its purchasing procedures if requested by County.

19. METHOD OF BILLING AND PAYMENT.

- 19.1. **Billing Procedures.** Engineer agrees that billings and payments under the Contract shall be processed in accordance with established budgeting, purchasing and accounting procedures of Riley County, Kansas. Subject to the maximum amount of compensation prescribed herein, payment shall be made after receipt of

billing, and the amount of payment shall not exceed the maximum amount allowed by the Contract.

- 19.2. **Support Documentation.** Billing shall be supported with documentation required by County including, but not necessarily limited to, that documentation described in paragraph 18, above.
- 19.3. **Reimbursement Restrictions.** Payments shall be made to Engineer only for items and services provided to support the Contract purpose when such items and services are specifically authorized by the Contract. County reserves the right to disallow reimbursement for any item or service billed by Engineer if County believes that such item or service was not provided to support the Contract purpose, or was not authorized by the Contract.
- 19.4. **Pre-disbursement Requirements.** Engineer must provide to County the documentation required pursuant to the Contract prior to any disbursements being made by County to Engineer.
- 19.5. **Mailing Address.** Payments shall be mailed to Engineer's address as set forth herein.
20. **LICENSES AND PERMITS.** Engineer shall maintain all licenses, permits, certifications, bonds, and insurance required by federal, state or local authority for carrying out the Contract. Engineer shall notify County immediately if any required license, permit, bond or insurance is canceled, suspended or is otherwise ineffective. Such cancellation, suspension, or other ineffectiveness may form the basis for immediate revocation or cancellation of the Contract by County, in County's sole discretion.
21. **PUBLIC DOCUMENTS.** It is agreed that the Contract, and all subsequent agreed amendments or addenda thereto are public documents which will be filed with the Riley County Clerk, and will be open to public inspection.
22. **LIMITATION OF LIABILITY.** It is agreed that notwithstanding any language in the Contract to the contrary, County waives no defense, immunity or limitation of liability otherwise available to County under the terms of the Kansas Tort Claims Act or other applicable law.
23. **MERGER/SALE/TRANSFER OF ENGINEER ASSETS.** Engineer will notify County in writing at least thirty (30) calendar days in advance of Engineer's merger with any other business entity, or of any sale or other transfer of Engineer's assets to any other business entity. In the event of any such merger, sale or other transfer of Engineer assets, Engineer will reasonably cooperate with County in assuring that provision of all products and services under this Contract are not disrupted before, during and after such merger, sale or other transfer of Engineer assets. After such merger, sale or other transfer of Engineer assets, Engineer will reasonably cooperate with County in providing any documents or information necessary to establish any prior payments made by County to Engineer under this Contract.
24. **LIABILITY INSURANCE.** Engineer agrees to maintain the minimum limits of insurance coverage throughout the term of the agreement, as outlined in the Request for Proposal. Liability insurance coverage must be considered as primary and not as excess insurance (excluding Workers' Compensation and Professional Liability). Engineer shall

furnish a certificate evidencing such coverage, with County named as an additional insured (excluding Workers' Compensation and Professional Liability), which shall be delivered to the Office of the Riley County Counselor for approval. Such certificate shall contain a provision that coverage afforded under the policies will not be canceled, or non-renewed until thirty (30) days after County receives notice of such change by registered mail.

25. **REMOVAL OF REPRESENTATIVE.** Should County reasonably object to an individual employed or engaged by Vendor to perform the services hereunder, Vendor agrees to promptly replace that person with an individual approved by County.
26. **MODIFICATION.** This agreement may not be modified except in writing signed by the parties hereto.
27. **SURVIVABILITY.** All terms of this Contractual Provisions Attachment shall survive termination of the Contract.

COUNTY

BOARD OF COUNTY COMMISSIONERS
OF RILEY COUNTY, KANSAS

By: _____
Kathryn G Focke, Chairperson

Date

(seal)

ENGINEER

SCHWAB EATON, P.A.

By: *Dan J. Reed*
Name

November 2nd 2023
Date

ATTEST:

Rich Vargo, County Clerk

Approved as to Form

By: _____
Clancy Holeman
Riley County Counselor

Date: _____

Attachment: Agreement for Professional Services RL Co (14282 : Agreement for Professional Services)



**Board of Riley County
Commissioners
Regular Meeting
TENTATIVE Agenda
November 13, 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

Review Minutes

Review Tentative Agenda

Press Conference Topics

9:00 AM

Rich Vargo, County Clerk

1. Year to date budget and expenditure reports

9:30 AM

Press Conference

10:10 AM

John Ellermann, Public Works Director/County Engineer

2. Project update

10:40 AM

Clancy Holeman, Counselor/Director of Administrative Services

3. Administrative Work Session

12:00 PM

County Officials Luncheon

Adjournment

Announcements

A commissioner will be on In Focus live at 9:05 a.m. Tuesday, November 14, 2023 (JF).

Attachment: 11-13-23 tentative agenda (12886 : Tentative Agenda)

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



**Board of Riley County
Commissioners
Regular Meeting
TENTATIVE Agenda
November 16, 2023**

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

Cindy Kabriel
785-565-6200

Commission Chambers

9:00 AM

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

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

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

9:00 AM

Call to Order

Pledge of Allegiance

Public Comment

Commission Comments

Business Meeting

1. Discuss Intergovernmental Luncheon
2. Approve payroll/accounts payables (when completed)

Review Minutes

Review Tentative Agenda

Press Conference Topics

9:30 AM

Clancy Holeman, Counselor/Director of Administrative Services

3. Administrative Work Session

9:50 AM

Break

10:00 AM

Gary Fike, County Extension Director

4. Staff update

10:15 AM

Brian Peete, RCPD Director

5. RCPD update

10:30 AM

Elizabeth Ward, Human Resource Director

6. Strategic Planning in 2021

10:50 AM

Kevin Larson, Riley County Council on Aging

7. Riley County Council on Aging update

11:05 AM

Shelley Woodard, Deputy County Counselor

Attachment: 11-16-23 tentative agenda (12886 : Tentative Agenda)

8. Public hearing for Keats Sewer

4:00 PM

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

Adjournment

Announcements

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

The Northeast Kansas County Officials Meeting will be held Friday, November 17th at 8:00 a.m. at the Nemaha County Community Building, 1500 Community Drive, Seneca, Kansas.

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: 11-16-23 tentative agenda (12886 : Tentative Agenda)



COUNTY CLERK & ELECTIONS
Budget

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

MEMORANDUM

FROM: Brittany Phillips, Budget & Finance Officer

MEETING: November 9, 2023

SUBJECT: Monthly Cash Flow Report for October 2023

PRESENTER: Brittany Phillips, Budget & Finance Officer

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

Enclosures:

- 2023 October updated cash flows (PDF)

2023 Riley County Economic Development Cash Flow Analysis

% of Year: 83.3

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

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

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

Attachment: 2023 October updated cash flows (14283 : Monthly Cash Flow Reports for October 2023)

2023 Detailed Expenditures per Project and per Department

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

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

Completed Projects

2023 Riley County Building Cash Flow Analysis FUND 152

% of Year: 83.3

Month	Revenue	Reimbursements	Other	Total Revenue	Expenditures	Encumbrances	Jan/Feb/Mar A/P	Total Expenditures
Jan	\$149,608.81		\$33.50	\$149,642.31	\$13,901.75			\$13,901.75
Feb		\$10.00	\$33.50	\$43.50	\$31,597.04	\$6,705.00		\$38,302.04
Mar	\$8,632.12	\$43.50		\$8,675.62	\$26,712.00		\$7,743.19	\$34,455.19
Apr			\$33.50	\$33.50	\$65,361.32			\$65,361.32
May	\$102,430.28		\$43.50	\$102,473.78	\$48,444.94			\$48,444.94
Jun		\$10.00	\$33.50	\$43.50	\$42,492.55			\$42,492.55
Jul		\$40.00		\$40.00	\$20,476.91			\$20,476.91
Aug				\$0.00	\$27,066.17			\$27,066.17
Sep	\$20,290.96	\$20.00		\$20,310.96	\$10,178.06			\$10,178.06
Oct	\$4,832.69			\$4,832.69	\$6,575.53			\$6,575.53
Nov				\$0.00				\$0.00
Dec				\$0.00				\$0.00
	\$285,794.86	\$123.50	\$177.50	\$286,095.86	\$292,806.27	\$6,705.00	\$7,743.19	\$307,254.46

Cash Reconciliation	
2023 Beginning Unencumbered Cash	\$226,096.00
2023 Revenue	\$286,095.86
Less 2023 Expenditures/Encumbrances	\$307,254.46
2023 Ending Unencumbered Cash	\$204,937.40

Riley County 2023 Budget Authority Summary		
2023 Budgeted Expenditures	\$393,000	% Budget Expended
Expenditures to Date	\$307,254	
2022 Remaining Budget Authority	\$85,746	

Riley County 2023 Budgeted Revenue		
2023 Budgeted Revenue	\$286,015	% Budgeted Revenue
Revenue to Date	\$286,096	

Attachment: 2023 October updated cash flows (14283 : Monthly Cash Flow Reports for October 2023)

2023 Riley County CIP Cash Flow Analysis

% of Year: 83.3

FUND 145

Month	Revenue	Transfers In	Reimbursements	Total Revenue	Expenditures	Encumbrances	Jan/Feb/Mar A/P	Total Expenditures
Jan	\$93,613.31	\$1,786,668.00		\$1,880,281.31	\$288,002.84			\$288,002.84
Feb				\$0.00	\$41,874.67			\$41,874.67
Mar				\$0.00	\$10,736.96		\$83,051.19	\$93,788.15
Apr	\$117,085.12	\$99,535.00		\$216,620.12	\$366,903.19			\$366,903.19
May	\$3,812.00			\$3,812.00	\$11,539.12			\$11,539.12
Jun	\$5,805.00	\$4,890,132.96		\$4,895,937.96		\$44,303.00		\$44,303.00
Jul	\$136,765.15			\$136,765.15	\$605,137.50			\$605,137.50
Aug			\$405.00	\$405.00	\$155,537.50	\$410,043.65		\$565,581.15
Sep	\$216,868.67			\$216,868.67	\$122,421.71			\$122,421.71
Oct	\$203,876.32			\$203,876.32	\$4,655.00	\$234,021.00		\$238,676.00
Nov				\$0.00				\$0.00
Dec				\$0.00				\$0.00
Totals	\$777,825.57	\$6,776,335.96	\$405.00	\$7,554,566.53	\$1,606,808.49	\$688,367.65	\$83,051.19	\$2,378,227.33

Cash Reconciliation	
2023 Beginning Unencumbered Cash	\$8,026,215.00
2023 Revenue	\$7,554,566.53
Less 2023 Expenditures/Encumbrances	\$2,378,227.33
2023 Ending Unencumbered Cash	\$13,202,554.20
Less Remaining Approved Projects	\$2,176,952.85
2023 Projected Unencumbered Cash	\$11,025,601.35
LESS RESERVED FUNDS	\$4,545,450.27
Projected 2023 Cash w/out Reserves	\$6,480,151.08

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

Riley County 2023 CIP Budget Authority Summary		
2023 CIP Budgeted Expenditures	\$7,987,210	% Budget Expended
Expenditures to Date	\$1,606,808	
2023 Remaining Budget Authority	\$6,380,402	
Riley County 2023 CIP Budgeted Revenue		
2023 CIP Budgeted Revenue	\$4,996,668	% Budgeted Revenue
Revenue to Date	\$7,554,567	151.19%

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

Attachment: 2023 October updated cash flows (14283 : Monthly Cash Flow Reports for October 2023)

2023 CIP Detailed Expenditures per Project and per Dept

Project #	Project Code	Projects	Approved Project Estimate	Prior Year Expenditures	Reserved for Approved Projects	Paid Prior Year(s) Encumbrances	2023 Actual Expenditures	Remaining Project Estimate	Completed Projects (Over) Under Approved Estimate
PUBLIC WORKS:									
13-13PW005		Unassigned - design cost for culverts	\$35,000.00	\$16,100.00				\$18,900.00	
14-14PW004	465	Tabor Valley Bridge	\$35,000.00	\$34,128.25		\$807.00		\$0.00	\$64.75
16-16PK003	71	Parking lot for CICO Playground	\$18,000.00	\$7,078.29			\$10,921.71	\$0.00	
18-18PW012	27	Fairgrounds ADA Walkway	\$170,000.00	\$104,648.05				\$65,351.95	
19-19LEC005		Andover Control Replacement	\$297,000.00	\$253,504.00		\$43,496.00		\$0.00	
20-20LEC002		Replace Air Regulators on 1/2 Jail Doors	\$30,000.00	\$13,238.55				\$0.00	\$16,761.45
20-20LEC003		Rewire Elevator Safety Systems	\$40,000.00	\$0.00				\$40,000.00	
20-20PK004		CICO Parking Lot Engineering	\$10,000.00	\$0.00				\$10,000.00	
21-21LEC002		Elevator Repair-LEC Lobby	\$45,000.00	\$0.00				\$45,000.00	
21-21LEC004		Canopy to Cover Fuel Island	\$45,000.00	\$0.00				\$0.00	\$45,000.00
22-22LEC001		Master Control Door and Camera - American Digital Security	\$275,000.00	\$0.00		\$209,348.65		\$0.00	\$65,651.35
22-22LEC002		New Roof top HVAC Unit	\$60,000.00	\$0.00				\$60,000.00	
21-21PW001		Tandem Axle Truck w/Plow & Spreader	\$205,000.00	\$0.00		\$200,695.00	\$4,305.00	\$0.00	
21-21PW002		Semi Truck	\$85,000.00	\$0.00				\$85,000.00	
21-21PW007		Imaging Software & Conversion	\$75,000.00	\$0.00				\$75,000.00	
21-21PW009		Tandem Axle Truck w/ Plow & Spreader	\$238,676.00	\$0.00		\$234,021.00	\$4,655.00	\$0.00	\$0.00
21-21PW010		Tandem Axle Truck w/ Plow & Spreader	\$238,676.00	\$0.00				\$238,676.00	
22-22PW001	465	Tabor Valley Bridge	\$255,000.00	\$166,860.83			\$53,524.89	\$0.00	\$34,614.28
23-23PW001		Carnegie Elevator Modernization	\$75,000.00					\$75,000.00	
23-23PW002		Health Department Elevator Modernization	\$75,000.00					\$75,000.00	
23-23PW003		Carnegie Boiler	\$75,000.00					\$75,000.00	
23-23PW004		Dump Truck Bed (Unit 26)	\$70,000.00					\$70,000.00	
23-23PW005		Dump Truck Bed (Unit 27)	\$70,000.00					\$70,000.00	
23-23PW006		550 Diesel Truck w/ Snow Plow & Spreader	\$120,000.00					\$120,000.00	
23-23PW007		32' Hydraulic Gooseneck Trailer	\$45,000.00					\$45,000.00	
23-23LEC001		Replace Roof	\$400,000.00					\$400,000.00	
23-23PK001		Large Area Mower w/ Cab	\$72,000.00					\$72,000.00	
23-23PK002		Playground Equipment CICO Park (PK trx \$75000) & 18-18PK003, 21-21PK008	\$375,000.00	\$0.00				\$375,000.00	
		PUBLIC WORKS TOTAL	\$3,534,352.00	\$595,557.97		\$688,367.65	\$73,406.60	\$637,927.95	\$162,091.83
EMERGENCY MEDICAL SERVICE									
13-13AM001	302	Design of the EMS Facility Enhancement	\$100,000.00	\$25,770.00				\$74,230.00	
20-20AM003	302	EMS Facility Engineering Design Cost	\$50,000.00	\$0.00				\$50,000.00	
21-21AM003	302	2 SUV Replacement Vehicles	\$120,000.00	\$111,539.00			\$8,461.00	\$0.00	\$0.00
22-22AM001		EMS AMBULANCE	\$325,000.00	\$0.00				\$325,000.00	
22-22AM002		ZOLL "X" ERIES Cardiac Monitor	\$94,000.00	\$94,000.00			\$0.00	\$0.00	
23-23AM001		Overhead Alerting Systems	\$187,545.61					\$187,545.61	
23-23AM002		Patient Mover Replacement	\$69,265.00					\$69,265.00	
23-23AM003		ZOLL "X" ERIES Cardiac Monitor	\$48,726.00					\$48,726.00	
		EMS TOTAL	\$994,536.61	\$231,309.00			\$8,461.00	\$754,766.61	\$0.00

Attachment: 2023 October updated cash flows (14283 : Monthly Cash Flow Reports for October 2023)

CLERK						
21-21CK001	Open.Gov software	\$202,620.00	\$88,370.00	\$44,675.00	\$69,575.00	
	CLERK TOTAL	\$202,620.00	\$88,370.00	\$44,675.00	\$69,575.00	\$0.00
Elections						
23-23EL001	Election Systems Software Equipment Upgrade	\$300,475.00	\$0.00	\$296,370.00	\$0.00	\$4,105.00
23-23EL002	985 CPE 4th Floor Renovations - Elections	\$350,000.00			\$350,000.00	
	CLERK TOTAL	\$300,475.00	\$0.00	\$296,370.00	\$350,000.00	\$4,105.00
ATTORNEY						
	ATTORNEY TOTAL	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
APPRAISER						
21-21AP001	Replacement Vehicle	\$35,144.00	\$0.00		\$35,144.00	
	APPRAISER TOTAL	\$35,144.00	\$0.00	\$0.00	\$35,144.00	\$0.00
BOCC						
	BOCC TOTAL	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
PLANNING & DEVELOPMENT						
	PLANNING & DEVELOPMENT TOTAL	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

Project #	Project Code	Projects	Approved Project Estimate	Prior Year Expenditures	Reserved for Approved Projects	Paid Prior Year(s) Encumbrances	2023 Actual Expenditures	Remaining Project Estimate	Completed Projects (Over) Under Approved Estimate
NOXIOUS WEED									
22-22NW001		Mower Replacement	\$135,000.00	\$0.00			\$111,500.00	\$23,500.00	
		NOXIOUS WEED TOTAL	\$135,000.00	\$0.00			\$111,500.00	\$23,500.00	\$0.00
EMERGENCY MANAGEMENT									
16-16EM002		Standby/Backup Generator Pottorf Hall	\$40,000.00	\$0.00				\$40,000.00	
20-20EM005		Bi-directional amplifiers (radio project)	\$35,000.00	\$18,960.71				\$16,039.29	
21-21EM001		Mobile Command Post Upgrade/Equip Refresh	\$125,000.00	\$0.00				\$125,000.00	
21-21EM002		EM Storage Building	\$125,000.00	\$0.00				\$125,000.00	
23-23EM001		Outdoor Warning Siren Upgrade	\$85,000.00					\$85,000.00	
		EMERGENCY MANAGEMENT TOTAL	\$410,000.00	\$18,960.71			\$0.00	\$306,039.29	\$0.00
OTHER									
13-13PW009		Motor Grader (Lease Purchase through 2023)	\$1,010,604.70	\$550,604.70			\$460,000.00	\$0.00	\$0.00
18-18EM003	21	Hardware Refresh Reserve (through 2025)	\$1,182,221.00		\$886,668.00			\$1,182,221.00	
Lease pmt to 2033	21	Radio Infrastructure Project Lease (15 yr term through 2033)	\$6,401,938.00	\$1,707,184.00			\$426,795.89	\$4,267,958.11	
B&I Trx to 2025		2010-B G.O. Bond payment (15 yr term through 2025)	\$2,849,815.47	\$2,298,515.63			\$185,600.00	\$365,699.84	
CARES Funds	977/978	North Co. EMS Facility & Public Safety HQ Reserved			\$1,890,133			\$0.00	
		OTHER TOTAL	\$11,444,579.17	\$4,556,304.33	\$2,776,800.96		\$1,072,395.89	\$5,815,878.95	\$0.00
TOTAL			\$17,056,706.78	\$5,490,502.01	\$2,776,800.96	\$688,367.65	\$1,606,808.49	\$7,992,831.80	\$166,196.83

Remaining Approved Projects less lease/debt payments \$2,176,952.85
(not included as these payments are subject to approval with annual budget)

Completed Projects

2023 Detailed Expenditures per Project by Month

Project #	Project Code	Projects	Approved Project Estimate	Prior Year Expenditures	Reserved for Approved Projects	Jul	Aug	Sep	Oct	Nov	Dec	Encumbrances	Jan/Feb Mar	Expenditures to Date	Remaining Project Estimate	Completed Projects (Over) Under Approved Estimate
PUBLIC WORKS:																
13-13PW005		Unassigned - design cost for culverts	\$35,000.00	\$16,100.00										\$16,100.00	\$18,900.00	
14-14PW004	465	Tabor Valley Bridge	\$35,000.00	\$34,128.25								\$807.00		\$34,935.25	\$0.00	\$64.75
16-16PK003	71	Parking lot for CICO Playground	\$18,000.00	\$7,078.29				\$10,921.71						\$18,000.00	\$0.00	
18-18PW012	27	Fairgrounds ADA Walkway	\$170,000.00	\$104,648.05										\$104,648.05	\$65,351.95	
19-19LEC005		Andover Control Replacement	\$297,000.00	\$253,504.00								\$43,496.00		\$297,000.00	\$0.00	
20-20LEC002		Replace Air Regulators on 1/2 Jail Doors	\$30,000.00	\$13,238.55										\$13,238.55	\$0.00	\$16,761.45
20-20LEC003		Rewire Elevator Safety Systems	\$40,000.00	\$0.00										\$0.00	\$40,000.00	
20-20PK004		CICO Parking Lot Engineering	\$10,000.00	\$0.00										\$0.00	\$10,000.00	
21-21LEC002		Elevator Repair-LEC Lobby	\$45,000.00	\$0.00										\$0.00	\$45,000.00	
21-21LEC004		Canopy to Cover Fuel Island	\$45,000.00	\$0.00										\$0.00	\$0.00	Cancelled
22-22LEC001		Master Control Door and Camera - American Digital Security	\$275,000.00	\$0.00								\$209,348.65		\$209,348.65	\$0.00	\$65,651.35
22-22LEC002		New Roof top HVAC Unit	\$60,000.00	\$0.00										\$0.00	\$60,000.00	
21-21PW001		Tandem Axle Truck w/ Plow & Spreader	\$205,000.00	\$0.00			\$4,305.00					\$200,695.00		\$205,000.00	\$0.00	
21-21PW002		Semi Truck	\$85,000.00	\$0.00										\$0.00	\$85,000.00	
21-21PW007		Imaging Software & Conversion	\$75,000.00	\$0.00										\$0.00	\$75,000.00	
21-21PW009		Tandem Axle Truck w/ Plow & Spreader	\$238,676.00	\$0.00					\$4,655.00			\$234,021.00		\$238,676.00	\$0.00	
21-21PW010		Tandem Axle Truck w/ Plow & Spreader	\$238,676.00	\$0.00										\$0.00	\$238,676.00	
22-22PW001	465	Tabor Valley Bridge	\$255,000.00	\$166,860.83										\$220,385.72	\$0.00	\$34,614.28
23-23PW001		Carnegie Elevator Modernization	\$75,000.00	\$0.00										\$0.00	\$75,000.00	
23-23PW002		Health Department Elevator Modernization	\$75,000.00	\$0.00										\$0.00	\$75,000.00	
23-23PW003		Carnegie Boiler	\$75,000.00	\$0.00										\$0.00	\$75,000.00	
23-23PW004		Dump Truck Bed (Unit 26)	\$70,000.00	\$0.00										\$0.00	\$70,000.00	
23-23PW005		Dump Truck Bed (Unit 27)	\$70,000.00	\$0.00										\$0.00	\$70,000.00	
23-23PW006		550 Diesel Truck w/ Snow Plow & Spreader	\$120,000.00	\$0.00										\$0.00	\$120,000.00	
23-23PW007		32' Hydraulic Gooseneck Trailer	\$45,000.00	\$0.00										\$0.00	\$45,000.00	
23-23LEC001		Replace Roof	\$400,000.00	\$0.00										\$0.00	\$400,000.00	
23-23PK001		Large Area Mower w/ Cab	\$72,000.00	\$0.00										\$0.00	\$72,000.00	
23-23PK002		Playground Equipment CICO Park (PK trx \$75000) & 18-18PK003, 21-21PK008	\$375,000.00	\$0.00										\$0.00	\$375,000.00	
EMERGENCY MEDICAL SERVICE																
13-13AM001	302	Design of the EMS Facility Enhancement	\$100,000.00	\$25,770.00										\$25,770.00	\$74,230.00	
20-20AM003	302	EMS Facility Engineering Design Cost	\$50,000.00	\$0.00										\$0.00	\$50,000.00	
21-21AM003	302	2 SUV Replacement Vehicles	\$120,000.00	\$111,539.00										\$120,000.00	\$0.00	
22-22AM001		EMS AMBULANCE	\$325,000.00	\$0.00										\$0.00	\$325,000.00	
22-22AM002		ZOLL "X" ERIES Cardiac Monitor	\$94,000.00	\$94,000.00										\$94,000.00	\$0.00	
23-23AM001		Overhead Alerting Systems	\$187,545.61	\$0.00										\$0.00		
23-23AM002		Patient Mover Replacement	\$69,265.00	\$0.00										\$0.00		
23-23AM003		ZOLL "X" ERIES Cardiac Monitor	\$48,726.00	\$0.00										\$0.00		
CLERK																
21-21CK001		Open.Gov software	\$202,620.00	\$88,370.00										\$133,045.00	\$69,575.00	
Election																
23-23EL001		Election Systems Software Equipment Upgrade	\$300,475.00	\$0.00		\$145,137.50	\$151,232.50							\$296,370.00	\$0.00	\$4,105.00
23-23EL002	985	CPE 4th Floor Renovations - Elections	\$350,000.00	\$0.00										\$0.00	\$350,000.00	
ATTORNEY																
APPRAISER																
21-21AP001		Replacement Vehicle	\$35,144.00	\$0.00										\$0.00	\$35,144.00	
BOCC																
PLANNING & DEVELOPMENT																
NOXIOUS WEED																
22-22NW001		Mower Replacement	\$135,000.00	\$0.00				\$111,500.00						\$111,500.00	\$23,500.00	
EMERGENCY MANAGEMENT																
16-16EM002		Standby/Backup Generator Pottorf Hall	\$40,000.00	\$0.00										\$0.00	\$40,000.00	
20-20EM005		Bi-directional amplifiers (radio project)	\$35,000.00	\$18,960.71										\$18,960.71	\$16,039.29	
21-21EM001		Mobile Command Post Upgrade/Equip Refresh	\$125,000.00	\$0.00										\$0.00	\$125,000.00	
21-21EM002		EM Storage Building	\$125,000.00	\$0.00										\$0.00	\$125,000.00	
23-23EM001		Outdoor Warning Siren Upgrade	\$85,000.00	\$0.00										\$0.00	\$85,000.00	
OTHER																
13-13PW009		Motor Grader (Lease Purchase through 2023)	\$1,010,604.70	\$550,604.70		\$460,000.00								\$1,010,604.70	\$0.00	\$0.00
18-18EM003	21	Hardware Refresh Reserve (through 2025)	\$1,182,221.00	\$0.00	\$886,668.00									\$886,668.00	\$295,553.00	
Lease to 2033	21	Radio Project Lease (15 yr term through 2033)	\$6,401,938.00	\$1,707,184.00										\$2,133,979.89	\$4,267,958.11	
B&I Trx to 2025		2010-B G.O. Bond pmt (15 yr term through 2025)	\$2,849,815.47	\$2,298,515.63										\$2,484,115.63	\$365,699.84	
CARES Money	977/978	North Co. EMS Facility & Public Safety HQ Reserved		\$1,890,133										\$0.00		
TOTALS			\$17,406,706.78	\$5,490,502.01	\$2,776,800.96	\$605,137.50	\$155,537.50	\$122,421.71	\$4,655.00	\$0.00	\$0.00	\$688,367.65	\$0.00	\$8,672,346.15	\$8,262,627.19	\$166,196.83

Completed Projects

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

\$2,295,176.14

Attachment: 2023 October updated cash flows (14283 : Monthly Cash Flow Reports for October 2023)

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

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

% of Year: 83.3

Month	Sales Tax Revenue	Reimbursements	KDOT	Total Revenue	Expenditures	Encumbrances	Jan/Feb/Mar A/P	Total Expenditures
Jan	\$193,878.40			\$193,878.40				\$0.00
Feb	\$211,882.25			\$211,882.25				\$0.00
Mar				\$0.00			\$368.01	\$368.01
Apr				\$0.00		\$675.00		\$675.00
May				\$0.00	\$2,900.00	\$1,458.75		\$4,358.75
Jun				\$0.00	\$3,392.00	\$508.75		\$3,900.75
Jul				\$0.00	\$769.36			\$769.36
Aug				\$0.00	\$36.00	\$4,323.00		\$4,359.00
Sep				\$0.00		\$158.75		\$158.75
Oct			\$1,905.58	\$1,905.58	\$22,815.62	\$11,989.50		\$34,805.12
Nov				\$0.00				\$0.00
Dec				\$0.00				\$0.00
	\$405,760.65	\$0.00	\$1,905.58	\$407,666.23	\$29,912.98	\$19,113.75	\$368.01	\$49,394.74

Cash Reconciliation	
2023 Beginning Unencumbered Cash	\$6,553,284.91
2023 Revenue	\$407,666.23
Less 2023 Expenditures/Encumbrances	\$49,394.74
2023 Ending Unencumbered Cash	\$6,911,556.40
Remaining 2023 Projected Revenue	-\$107,666.23
Less Est. Project Balance for Projects	\$5,087,320.67
Less Est. Project Balance for Overlay	\$350,000.00
2023 Projected Unencumbered Cash	\$1,366,569.50

Riley County 2023 Budget Authority Summary		
2023 Budgeted Expenditures	\$3,736,590	% Budget Expended
Expenditures to Date	\$49,395	
2023 Remaining Budget Authority	\$3,687,195	
1.32%		
Riley County 2023 Budgeted Revenue		
2023 Budgeted Revenue	\$300,000	% Budgeted Revenue
Revenue to Date	\$407,666	
135.89%		

Attachment: 2023 October updated cash flows (14283 : Monthly Cash Flow Reports for October 2023)

2023 Detailed Expenditures per Project and per Department

Project Code	Projects	Project Estimate	Prior Year Expenditures	Paid Prior Year(s) Encumbrances	2023 Actual Expenditures	Remaining Project Estimate Totals	Completed Projects (Over) Under Estimate
CULVERTS							
457	Flat Rock Road	\$113,500.00	\$52,707.29	\$1,220.00	\$5,525.45	\$54,047.26	
458	Parallel Road	\$117,000.00	\$51,440.37	\$6,419.50		\$59,140.13	
403	Kitten Creek Road	\$148,000.00	\$54,790.60	\$4,953.00		\$88,256.40	
459	Union Road	\$125,000.00	\$56,605.00	\$951.25	\$24,031.67	\$43,412.08	
CULVERT TOTALS		\$503,500.00	\$215,543.26	\$13,543.75	\$29,557.12	\$244,855.87	\$0.00
BRIDGES							
461	Fancy Creek K.O/6.2	\$653,800.00	\$53,909.92	\$5,570.00	\$355.86	\$593,964.22	
454	West 32nd Avenue	\$1,004,750.00	\$1,457,716.60			-\$452,966.60	-\$452,966.60
455	Rose Hill	\$654,200.00	\$159,048.83		\$0.00	\$495,151.17	
460	Winkler Mills Bridge	\$1,200,000.00	\$102,835.61		\$0.00	\$1,097,164.39	\$1,097,164.39
BRIDGE TOTALS		\$3,512,750.00	\$1,773,510.96	\$5,570.00	\$355.86	\$1,733,313.18	\$644,197.79
RECONSTRUCTION							
431	McDowell Creek Road (north end)	\$3,000,000.00	\$515,848.38		\$0.00	\$2,484,151.62	\$2,484,151.62
RECONSTRUCTION TOTALS		\$3,000,000.00	\$515,848.38	\$0.00	\$0.00	\$2,484,151.62	\$2,484,151.62
OVERLAY							
4	Unidentified Overlays	\$800,000.00	\$175,000.00			\$625,000.00	
OVERLAY TOTALS		\$800,000.00	\$175,000.00	\$0.00	\$0.00	\$625,000.00	\$0.00
TOTALS		\$7,816,250.00	\$2,679,902.60	\$19,113.75	\$29,912.98	\$5,087,320.67	\$3,128,349.41

Completed Projects

Project Estimates for 2023	Total	Updated
Culverts-Fancy Creek/Sherman	\$ -	\$ -
Rosehill Road Bridge	\$ -	\$ -
Senn Road Bridge	\$ -	\$ -
Overlay TBD and approved by BOCC	\$ 350,000	\$ 350,000
TOTAL	\$ 350,000	\$ 350,000

2023 Detailed Expenditures per Project by Month

10.a

Project Code	Projects	Project Estimate	Prior Year Expenditures	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Encumbrances	Expenditures to Date	Remaining Project Estimate
CULVERTS													
457	Flat Rock Road	\$113,500.00	\$52,707.29	\$89.00	\$384.68	\$36.00		\$2,115.77			\$1,220.00	\$59,452.74	\$54,047.26
458	Parallel Road	\$117,000.00	\$51,440.37								\$6,419.50	\$57,859.87	\$59,140.13
403	Kitten Creek Road	\$148,000.00	\$54,790.60								\$4,953.00	\$59,743.60	\$88,256.40
459	Union Road	\$125,000.00	\$56,605.00	\$3,303.00	\$384.68			\$20,343.99			\$951.25	\$81,587.92	\$43,412.08
BRIDGES													
461	Fancy Creek K.0/6.2	\$653,800.00	\$53,909.92					\$355.86			\$5,570.00	\$59,835.78	\$593,964.22
454	West 32nd Avenue	\$1,004,750.00	\$1,464,031.69									\$1,464,031.69	-\$459,281.69
455	Rose Hill	\$654,200.00	\$159,048.83									\$159,048.83	\$495,151.17
460	Winkler Mills Bridge	\$1,200,000.00	\$102,835.61									\$102,835.61	\$1,097,164.39
RECONSTRUCTION													
431	McDowell Creek Road (north end)	\$3,000,000.00	\$515,848.38									\$515,848.38	\$2,484,151.62
OVERLAY													
	4 overlays unidentified	\$800,000.00	\$175,000.00									\$175,000.00	\$625,000.00
TOTALS		\$7,816,250.00	\$2,686,217.69	\$3,392.00	\$769.36	\$36.00	\$0.00	\$22,815.62	\$0.00	\$0.00	\$19,113.75	\$2,735,244.42	\$5,081,005.58
											\$49,026.73		

Completed Projects

Attachment: 2023 October updated cash flows (14283 : Monthly Cash Flow Reports for October 2023)

2023 Detailed Expenditures per Project by Month

10.a

Project Code	Projects	Project Estimate	Prior Year Expenditures	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Encumbrances	Expenditures to Date	Remaining Project Estimate
CULVERTS													
457	Flat Rock Road	\$113,500.00	\$52,707.29	\$89.00	\$384.68	\$36.00		\$2,115.77			\$1,220.00	\$59,452.74	\$54,047.26
458	Parallel Road	\$117,000.00	\$51,440.37								\$6,419.50	\$57,859.87	\$59,140.13
403	Kitten Creek Road	\$148,000.00	\$54,790.60								\$4,953.00	\$59,743.60	\$88,256.40
459	Union Road	\$125,000.00	\$56,605.00	\$3,303.00	\$384.68			\$20,343.99			\$951.25	\$81,587.92	\$43,412.08
BRIDGES													
461	Fancy Creek K.0/6.2	\$653,800.00	\$53,909.92					\$355.86			\$5,570.00	\$59,835.78	\$593,964.22
454	West 32nd Avenue	\$1,004,750.00	\$1,464,031.69									\$1,464,031.69	-\$459,281.69
455	Rose Hill	\$654,200.00	\$159,048.83									\$159,048.83	\$495,151.17
460	Winkler Mills Bridge	\$1,200,000.00	\$102,835.61									\$102,835.61	\$1,097,164.39
RECONSTRUCTION													
431	McDowell Creek Road (north end)	\$3,000,000.00	\$515,848.38									\$515,848.38	\$2,484,151.62
OVERLAY													
	4 overlays unidentified	\$800,000.00	\$175,000.00									\$175,000.00	\$625,000.00
TOTALS		\$7,816,250.00	\$2,686,217.69	\$3,392.00	\$769.36	\$36.00	\$0.00	\$22,815.62	\$0.00	\$0.00	\$19,113.75	\$2,735,244.42	\$5,081,005.58
											\$49,026.73		

Completed Projects

Attachment: 2023 October updated cash flows (14283 : Monthly Cash Flow Reports for October 2023)

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

% of Year: 83.3

Month	Sales Tax Revenue	Reimbursements	KDOT	Total Revenue	Expenditures	Encumbrances	Jan/Feb/Mar A/P	Total Expenditures
Jan				\$0.00				\$0.00
Feb				\$0.00				\$0.00
Mar	\$195,644.52			\$195,644.52				\$0.00
Apr	\$197,885.43			\$197,885.43				\$0.00
May	\$228,702.28			\$228,702.28				\$0.00
Jun	\$204,158.59			\$204,158.59				\$0.00
Jul	\$211,890.83			\$211,890.83				\$0.00
Aug	\$232,392.78			\$232,392.78				\$0.00
Sep	\$193,115.20			\$193,115.20				\$0.00
Oct	\$223,209.72			\$223,209.72				\$0.00
Nov				\$0.00				\$0.00
Dec				\$0.00				\$0.00
	\$1,686,999.35	\$0.00	\$0.00	\$1,686,999.35	\$0.00	\$0.00	\$0.00	\$0.00

Cash Reconciliation	
2023 Beginning Unencumbered Cash	\$0.00
2023 Revenue	\$1,686,999.35
Less 2023 Expenditures/Encumbrances	\$0.00
2023 Ending Unencumbered Cash	\$1,686,999.35
Remaining 2023 Projected Revenue	\$0.00
Less Est. Project Balance for CY	\$0.00
2023 Projected Unencumbered Cash	\$1,686,999.35

Riley County 2023 Budget Authority Summary		
2023 Budgeted Expenditures	\$0	% Budget Expended #DIV/0!
Expenditures to Date	\$0	
2023 Remaining Budget Authority	\$0	
Riley County 2023 Budgeted Revenue		
2023 Budgeted Revenue	\$1,500,000	% Budgeted Revenue 112.47%
Revenue to Date	\$1,686,999	

Attachment: 2023 October updated cash flows (14283 : Monthly Cash Flow Reports for October 2023)

2023 Detailed Expenditures per Project and per Department

Project Code	Projects	Project Estimate	Prior Year Expenditures	2023 Actual Expenditures/ Encumbrances	Remaining Project Estimate Totals	Completed Projects (Over) Under Estimate
CULVERTS						
CULVERT TOTALS		\$0	-	-	-	-
BRIDGES						
BRIDGE TOTALS		0.00	-	-	-	-
RECONSTRUCTION						
RECONSTRUCTION TOTALS		\$0	-	-	-	-

OVERLAY

OVERLAY TOTALS	\$0	-	-	-	-
TOTALS	\$0	-	-	-	-

Completed Projects

Project Estimates for 2021	Total	Updated
Culverts-Fancy Creek/Sherman	\$ -	\$ -
Rosehill Road Bridge	\$ -	\$ -
Senn Road Bridge	\$ -	\$ -
Overlay TBD and approved by BOCC		
TOTAL	\$ -	\$ -

2023 Detailed Expenditures per Project by Month

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

Completed Projects



COUNTY TREASURER'S OFFICE
Staff Update

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

STAFF REPORT

FROM: Shilo Heger

MEETING: November 9, 2023

SUBJECT: October 2023 Revenue Reporting - Riley County Treasurer

PRESENTER: Shilo Heger

Enclosures:

- October 2023 Financial Reports (PDF)

Riley County Balance Sheet
October 31, 2023

11.a

Assets		Liabilities/Fund Balances		
KS State Bank-Checking	47,446,138.06	County General		22,783,496.73
KS State Bank-ARP	13,489,806.04	Disaster Fund (ARPA Funds)		13,489,806.04
Riley State Bank	137,107.08	Health Department		1,106,703.34
Leonardville State Bank	5,000.00	Capital Improvements Fund		14,109,097.41
Sunflower Bank	0.00	Economic Development		340,085.60
Cash on Hand	48,126.59	RCPD Levy/Inmate Medical		1,442,625.75
CD/CDARS	11,566,475.37	Bond & Interest		249,004.92
		Road & Bridge Capital Projects		6,911,556.40
		Road & Bridge .20 Sales Tax		1,686,999.35
		Landfill Closure		43,261.60
		County Building		203,164.79
		County Auction		307,049.92
		Solid Waste		610,807.40
		Emergency Management		678,034.70
		Fire District #1		974,609.01
		Register of Deeds Tech Fund		163,313.19
		Clerk Tech Fund		165,537.08
		Treasurer Tech Fund		110,229.99
		Motor Vehicle Operations		321,468.03
		RCPD Ops/IT Reserve/Seizure		2,748,665.89
		District Court-Technology		163,514.38
		Court Services		3,550.00
		EMS Grants		6,610.91
		Museum Bequest		6,582.25
		War Memorial Fund		11,310.07
		KS Opioid Settlement		133,368.74
		LATCF Funds		100,000.00
		Miscellaneous		42,721.18
		Community Corrections		491,365.28
		JJA Prevention	Teen Court	Adult Services
		Juvenile Intake Case Manager	Juvenile Service	Special Alcohol
		County Attorney		3,168.17
		Special Prosecutor Trust	PATF	
		Benefit Districts		1,289,423.09
		University Park	Moehlman Bottoms	Deep Creek
		Carson Sewer	Valleywood	Lakeside Heights
		Hunters Island	Terra Heights	Konza
		Mertz/McGehee Drainage		
		Funds to be Distributed		-15,218.73
		City Funds	Wildlife & Parks	School Funds
		Township Funds	Special Assessments	State Funds
		Cemetery Funds		
		Tax Holding Funds		2,010,740.66
		Commercial Vehicle Fees	16/20M Truck Taxes	Advance Tax
		Recreational Vehicle Tax	Current Ad Valorem Tax	Sales Tax Coll
		Motor Vehicle Tax	Delinquent PP Tax	Driver's License
		Motor Vehicle Registrations	Delinquent RL Tax	Veh Rental Excise
TOTAL ASSETS	\$ 72,692,653.14	TOTAL LIABILITIES & FUND BAL		72,692,653.14

Investments and Interest
October 31, 2023
Investments & Year to Date Interest

Bank	CDs	Checking Savings	Year to Date Interest	2022 Interest
KS State Bank	\$0.00	\$60,935,944.10	\$2,622,583.48	
Riley State Bank	\$2,900,000.00	\$137,107.08	\$457.18	
Peoples State Bank	\$0.00	\$5,000.00	\$35.70	
Sunflower	\$0.00	\$0.00	\$0.00	
UMB	\$0.00	\$0.00	\$56,399.99	
Landmark National Bank	\$0.00	\$0.00	\$0.00	
Intrust	\$6,300,000.00	\$0.00	\$0.00	
Capitol Federal	\$1,000,000.00	\$0.00	\$0.00	
Community 1st National Bank	\$0.00	\$0.00	\$0.00	
United Bank	\$400,000.00	\$0.00	\$0.00	
Municipal Investment Pool	\$0.00	\$0.00	\$27,911.07	
Commerce Bank	\$966,475.37	\$0.00	\$72,095.49	
Central National Bank	\$0.00	\$0.00	\$0.00	
Total	\$11,566,475.37	\$61,078,051.18	\$2,779,482.91	\$866,534.32
Cash & Transfer items	\$48,126.59			
Total on Deposit	\$72,692,653.14			
			2023	2022
Interest Transfers				
Capital Improvements #145			\$545,253.65	\$97,892.50
Emergency 911 #148			\$34,542.01	\$8,038.12
Reg of Deeds Technology #106			\$7,849.63	\$1,853.76
Clerk Technology #107			\$7,391.06	\$1,420.31
Treasurer Technology #108			\$4,796.87	\$885.32
RCPD Seizure Funds			\$15,305.20	\$2,912.10
Total Transfers			\$615,138.42	\$113,002.11
Net Interest to County General			\$2,164,344.49	\$753,532.21
Less Interest Paid for Treasury Bond			\$0.00	-\$2,633.40
Net Interest Earned			\$2,164,344.49	\$750,898.81
Budget			\$ 100,000.00	\$25,000.00
% Collected			2164.34%	3014.13%
Interest - ARPA Fund			\$573,551.57	\$888.53
Interest rate on active checking account		5.49%		
Interest rate on one year investments		5.56%		

Attachment: October 2023 Financial Reports (14276 : October Treasurer's Report-2023)

**General Fund Revenue Detail
Through October 31, 2023**

	October		Year To Date		
	Actual	Budget	Actual	Budget	Variance
Motor Vehicle					
Motor Vehicle	264,016.28	183,035.00	2,095,437.68	2,033,757.00	61,680.68
Vehicle Rental Excise	0.00	0.00	48,426.20	21,156.00	27,270.20
Recreational Vehicle	2,612.21	1,701.00	19,895.58	18,872.00	1,023.58
Commercial Vehicles	2,972.00	0.00	86,778.86	80,380.00	6,398.86
Ad Valorem					
RL/Oil/PP	-19,000.91	0.00	24,684,539.89	25,294,617.00	-610,077.11
Intangible	0.00	0.00	253,697.20	195,087.00	58,610.20
16/20 M Trucks	0.00	0.00	13,472.22	16,770.00	-3,297.78
Watercraft	2.67	0.00	11,090.67	7,683.00	3,407.67
Delinquent Tax	95,613.60	0.00	372,856.94	0.00	372,856.94
Sales Tax	193,329.61	150,000.00	1,863,529.51	1,500,000.00	363,529.51
Payment In Lieu of Tax	0.00	0.00	42,953.00	20,000.00	22,953.00
City/County Highway	260,941.59	276,252.75	1,033,936.67	1,105,011.00	-71,074.33
Interest/Penalties	45,582.20	25,000.00	286,475.80	250,000.00	36,475.80
Investment Interest	45,870.05	8,333.33	2,164,344.49	83,333.33	2,081,011.16
Recording Fees	30,426.00	25,000.00	310,746.00	250,000.00	60,746.00
Hertiage Trust Fund	2,236.00	2,083.33	22,951.00	20,833.33	2,117.67
Juvenile Supervision Fees	0.00	41.67	138.15	416.67	-278.52
Diversion Fees	10,491.74	4,666.67	46,432.30	46,666.67	-234.37
Franchise Fees	5,732.77	8,750.00	24,997.19	35,000.00	-10,002.81
Miscellaneous	0.00	0.00	1,123.52	0.00	1,123.52
Departments					
Clerk	181.00	250.00	18,542.23	2,500.00	16,042.23
Register of Deeds	1,858.10	2,083.33	31,513.65	20,833.33	10,680.32
Treasurer	670.53	666.67	3,429.08	6,666.67	-3,237.59
Clerk of the District Court	4,612.66	3,750.00	44,110.33	37,500.00	6,610.33
Emergency Management	0.00	375.00	86,517.30	3,750.00	82,767.30
Coroner	0.00	0.00	4,193.60	0.00	4,193.60
Fair	2,741.00	1,666.67	26,584.00	16,666.67	9,917.33
Museum	0.00	0.00	0.00	0.00	0.00
Election	237.08	416.67	2,308.75	4,166.67	-1,857.92
Ambulance/EMS	178,800.95	110,430.42	1,599,218.71	1,104,304.17	494,914.54
Appraiser	126.00	1,416.67	5,076.08	14,166.67	-9,090.59
Planning & Development	3,479.25	3,166.67	31,841.57	31,666.67	174.90
Information Systems	10.66	0.00	24,932.44	0.00	24,932.44
General-General	15,302.15	0.00	132,717.33	0.00	132,717.33
Public Works	25,159.56	40,000.00	329,731.69	400,000.00	-70,268.31
Noxious Weed	5,175.28	10,000.00	99,537.26	100,000.00	-462.74
Total Before Transfers	1,179,180.03	859,085.83	35,824,076.89	32,721,803.83	3,102,273.06
Transfers In	0.00		28,183.06	0.00	0.00
Total After Transfers	1,179,180.03	859,085.83	35,852,259.95	32,721,803.83	3,130,456.12
Over/Under Budget Before Transfers	37.26%		9.48%		
Over/Under Budget After Transfers	37.26%		9.57%		

Attachment: October 2023 Financial Reports (14276 : October Treasurer's Report-2023)

2023 General Fund Revenue
Year To Date

11.a

	October		Year To Date		
	Actual	Budget	Actual	Budget	% of Budget Collected
Motor Vehicle					
Motor Vehicle	264,016.28	183,035.00	2,095,437.68	2,033,757.00	103.03%
Vehicle Rental Excise	0.00	0.00	48,426.20	21,156.00	228.90%
Recreational Vehicle	2,612.21	1,701.00	19,895.58	18,872.00	105.42%
Commercial Vehicles	2,972.00	0.00	86,778.86	80,380.00	107.96%
Ad Valorem					
RL/Oil/PP	-19,000.91	0.00	24,684,539.89	25,294,617.00	97.59%
Intangible	0.00	0.00	253,697.20	195,087.00	130.04%
16/20 M Trucks	0.00	0.00	13,472.22	16,770.00	80.34%
Watercraft	2.67	0.00	11,090.67	7,683.00	144.35%
Delinquent Tax	95,613.60	0.00	372,856.94	0.00	0.00%
Sales Tax	193,329.61	150,000.00	1,863,529.51	1,800,000.00	103.53%
Payment In Lieu of Tax	0.00	0.00	42,953.00	40,000.00	107.38%
City/County Highway	260,941.59	276,252.75	1,033,936.67	1,105,011.00	93.57%
Interest/Penalties	45,582.20	25,000.00	286,475.80	300,000.00	95.49%
Investment Interest	45,870.05	8,333.33	2,164,344.49	100,000.00	2164.34%
Recording Fees	30,426.00	25,000.00	310,746.00	300,000.00	103.58%
Hertiage Trust Fund	2,236.00	2,083.33	22,951.00	25,000.00	0.00%
Juvenile Supervision Fees	0.00	41.67	138.15	500.00	27.63%
Diversion Fees	10,491.74	4,666.67	46,432.30	56,000.00	82.91%
Franchise Fees	5,732.77	8,750.00	24,997.19	35,000.00	71.42%
Miscellaneous	0.00	0.00	1,123.52	0.00	0.00%
Departments					
Clerk	181.00	250.00	18,542.23	3,000.00	618.07%
Register of Deeds	1,858.10	2,083.33	31,513.65	25,000.00	126.05%
Treasurer	670.53	666.67	3,429.08	8,000.00	42.86%
Clerk of the District Court	4,612.66	3,750.00	44,110.33	45,000.00	98.02%
Emergency Management	0.00	375.00	86,517.30	4,500.00	0.00%
Coroner	0.00	0.00	4,193.60	0.00	0.00%
Fair	2,741.00	1,666.67	26,584.00	20,000.00	132.92%
Museum	0.00	0.00	0.00	0.00	0.00%
Election	237.08	416.67	2,308.75	5,000.00	46.18%
Ambulance/EMS	178,800.95	110,430.42	1,599,218.71	1,325,165.00	120.68%
Appraiser	126.00	1,416.67	5,076.08	17,000.00	29.86%
Planning & Development	3,479.25	3,166.67	31,841.57	38,000.00	83.79%
Information Systems	10.66	0.00	24,932.44	0.00	0.00%
General-General	15,302.15	0.00	132,717.33	0.00	0.00%
Public Works	25,159.56	40,000.00	329,731.69	480,000.00	68.69%
Noxious Weed	5,175.28	10,000.00	99,537.26	120,000.00	82.95%
Total Before Transfers	1,179,180.03	859,085.83	35,824,076.89	33,520,498.00	106.87%
Transfers In	0.00	0.00	28,183.06	300,000.00	0.00%
Total After Transfers	1,179,180.03	859,085.83	35,852,259.95	33,820,498.00	106.01%
Over/Under Budget Before Transfers	37.26%				
Over/Under Budget After Transfers	37.26%				
October = 83.33% of the Budget					

Attachment: October 2023 Financial Reports (14276 : October Treasurer's Report-2023)

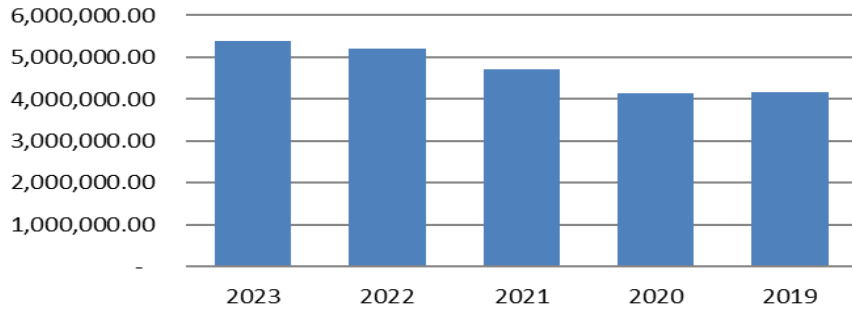
**Sales Tax Received
October 31, 2023**

	County General			2013 R&B .50% Sales Tax	2013 R&B .50% Sales Tax	2023 R&B .20% Sales Tax	Prior Year Variance	Total Collected	2023 Budget	% Over Budget
	2022	2023	Prior Year Variance	2022	2023					
January (Nov)	176,613.72	193,878.41	9.78%	176,613.72	193,878.40	0.00	9.78%	387,756.81	300,000.00	29.25%
February (Dec)	203,380.11	211,882.26	4.18%	203,380.11	211,882.25	0.00	4.18%	423,764.51	300,000.00	41.25%
March (Jan)	164,982.21	168,813.93	2.32%	164,982.20	0.00	195,644.52	18.59%	364,458.45	300,000.00	21.49%
April (Feb)	153,999.52	170,747.53	10.88%	153,999.52	0.00	197,885.43	28.50%	368,632.96	300,000.00	22.88%
May (Mar)	191,055.04	197,338.15	3.29%	191,055.03	0.00	228,702.28	19.70%	426,040.43	300,000.00	42.01%
June (Apr)	194,557.33	176,160.38	-9.46%	194,557.33	0.00	204,158.59	4.93%	380,318.97	300,000.00	26.77%
July (May)	166,841.98	182,832.23	9.58%	166,841.98	0.00	211,890.83	27.00%	394,723.06	300,000.00	31.57%
August (June)	188,561.83	201,283.34	6.75%	188,561.83	0.00	232,392.78	23.24%	433,676.12	300,000.00	44.56%
September (July)	227,154.27	167,263.67	-26.37%	227,154.26	0.00	193,115.20	-14.98%	360,378.87	300,000.00	20.13%
October (Aug)	146,657.85	193,329.61	31.82%	146,657.84	0.00	223,209.72	52.20%	416,539.33	300,000.00	38.85%
November (Sept)	215,216.37		-100.00%	215,216.36	0.00		-100.00%	0.00	300,000.00	-100.00%
December (Oct)	194,581.96		-100.00%	194,581.95	0.00		-100.00%	0.00	300,000.00	-100.00%
Year to Date	\$2,223,602.19	\$1,863,529.51		\$2,223,602.13	\$405,760.65	\$1,686,999.35	-16.19%	\$3,956,289.51	\$3,600,000.00	9.90%

	2022	2023
Sales Tax Collected	\$4,447,204.32	\$3,956,289.51
Budget	\$3,400,000.00	\$3,600,000.00
% of Budget Collected	130.80%	109.90%
% Over Budget	30.80%	26.56%

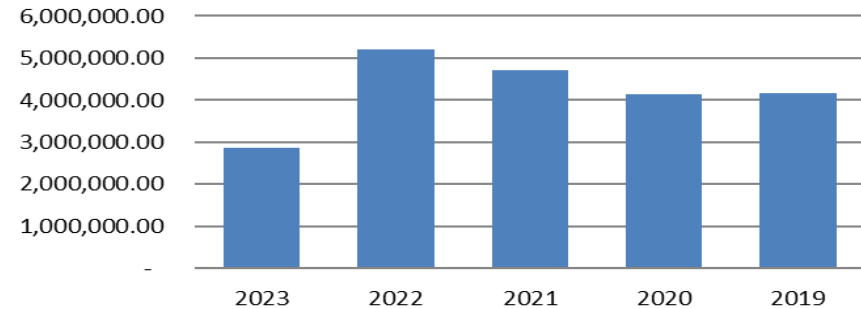
Attachment: October 2023 Financial Reports (14276 : October Treasurer's Report-2023)

.50% General Fund Sales Tax Year to Date Oct. (Aug. Sales)



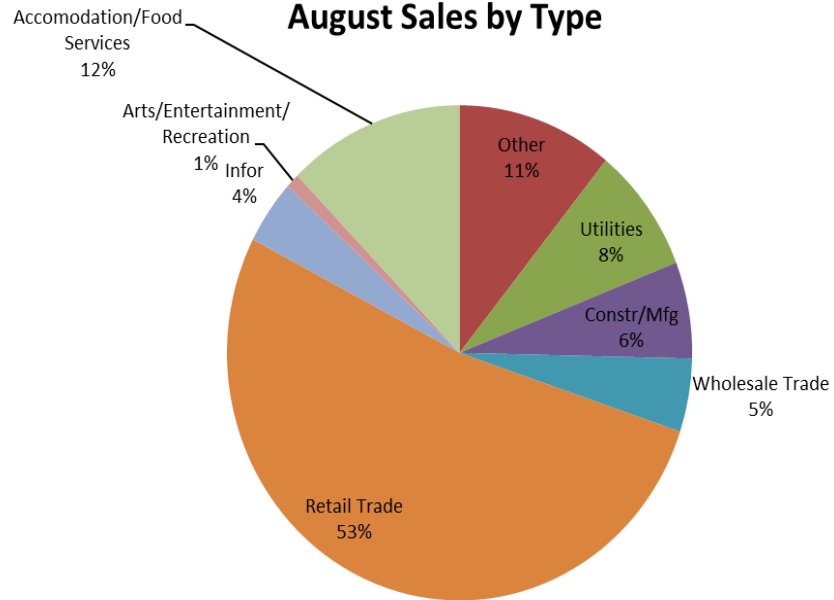
October 2023 YTD increase of 3.38%

Road & Bridge Sales Tax Year to Date Oct. (Aug. Sales)

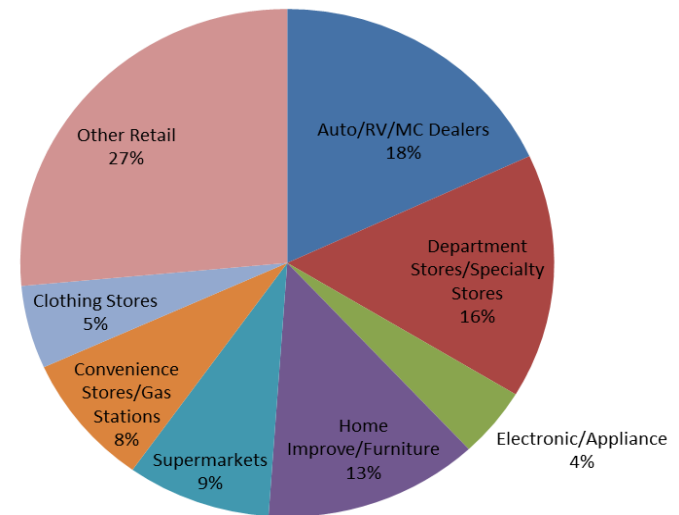


October 2023 YTD decrease of 45.08%

October Sales Tax Report August Sales by Type



October Sales Tax Report August Retail Sales



October 2023 (Aug Sales)

			State
Sales Tax			Treasurer
Leonardville	452,984.09	0.003644	1,650.53
Ogden	452,984.09	0.015265	6,914.79
Randolph	452,984.09	0.001253	567.60
Riley	452,984.09	0.009492	4,299.62
Manhattan	452,984.09	0.623408	282,393.73
County	452,984.09	0.346939	157,157.82
		1.000001	452,984.09

Use Tax			
Leonardville	104,259.77	0.003644	379.88
Ogden	104,259.77	0.015265	1,591.52
Randolph	104,259.77	0.001253	130.65
Riley	104,259.77	0.009492	989.60
Manhattan	104,259.77	0.623408	64,996.33
County	104,259.77	0.346939	36,171.79
		1.000001	104,259.77

.50 Sales Tax	557,243.86
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.20 Sales Tax	223,209.72
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Total Sales Tax	780,453.58
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HEALTH DEPARTMENT
Update

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

COMMISSION AGENDA REPORT

FROM: Julie Gibbs
MEETING: November 9, 2023
SUBJECT: RCHD Monthly Update
PRESENTER: Julie Gibbs

See attached

Enclosures:

- BOCCmonthlypresnov23 [Autosaved] [Autosaved] (PDF)



BOH Monthly Report November 2023

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



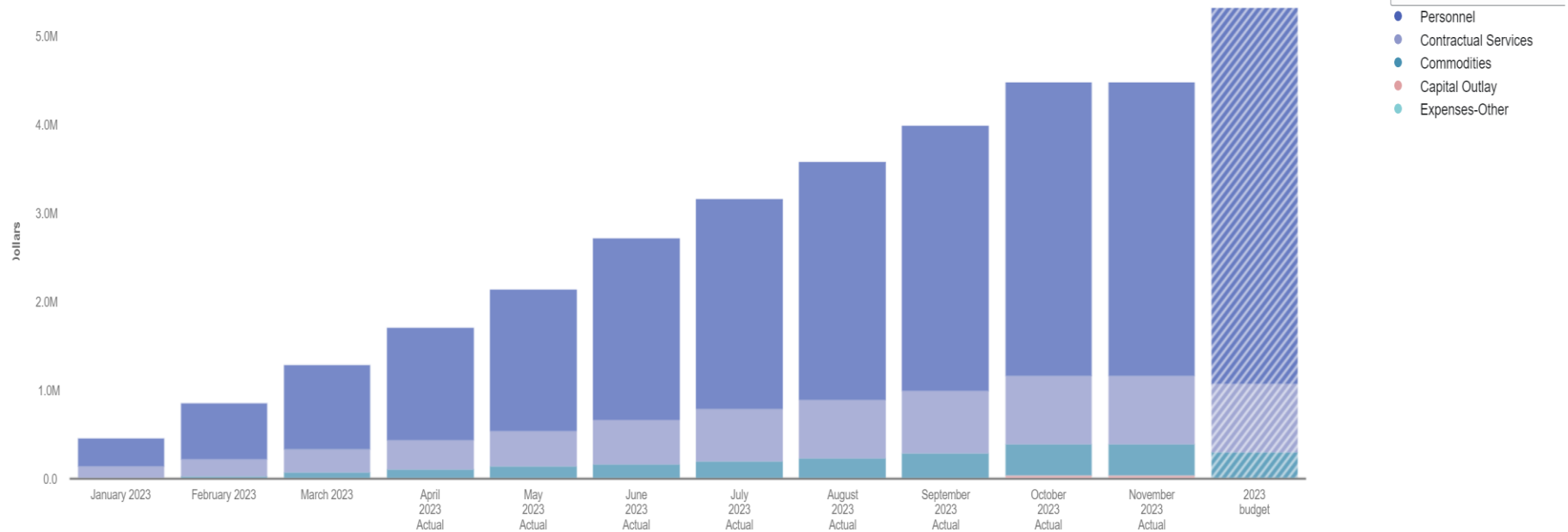
RCHD Expenses

13.a

Cumulative Expenses by Department

General Fund Cumulative Revenues by Department.

Visualization



Cumulative Expenses

Expand All	January 2023	February 2023	March 2023	April 2023 Actual	May 2023 Actual	June 2023 Actual	July 2023 Actual	August 2023 Actual	September 2023 Actual	October 2023 Actual	November 2023 Actual	2023 budget	2023 Variance	2023
▶ Personnel	\$ 316,225	\$ 635,804	\$ 957,460	\$ 1,277,230	\$ 1,598,696	\$ 2,056,369	\$ 2,373,435	\$ 2,689,581	\$ 3,003,632	\$ 3,319,880	\$ 3,319,880	\$ 4,241,089	-921,209	%
▶ Contractual Services	138,422	190,851	264,141	335,358	397,048	495,896	589,581	659,948	706,512	775,238	775,238	774,180	1,058	%
▶ Commodities	8,548	35,099	67,670	103,118	144,430	165,446	202,699	231,960	283,371	346,276	346,276	306,549	39,727	%
▶ Capital Outlay	0	2,690	6,418	6,418	6,418	6,418	6,418	7,017	11,956	48,918	48,918	0	48,918	--
▶ Expenses-Other	0	0	0	0	0	100	182	182	182	182	182	0	182	--
Total	\$ 463,195	\$ 864,443	\$ 1,295,689	\$ 1,722,124	\$ 2,146,592	\$ 2,724,230	\$ 3,172,315	\$ 3,588,688	\$ 4,005,653	\$ 4,490,494	\$ 4,490,494	\$ 5,311,016	\$ 820,522	18%

Data filtered by Expenses, Health Department and exported on November 6, 2023. Created with OpenGov

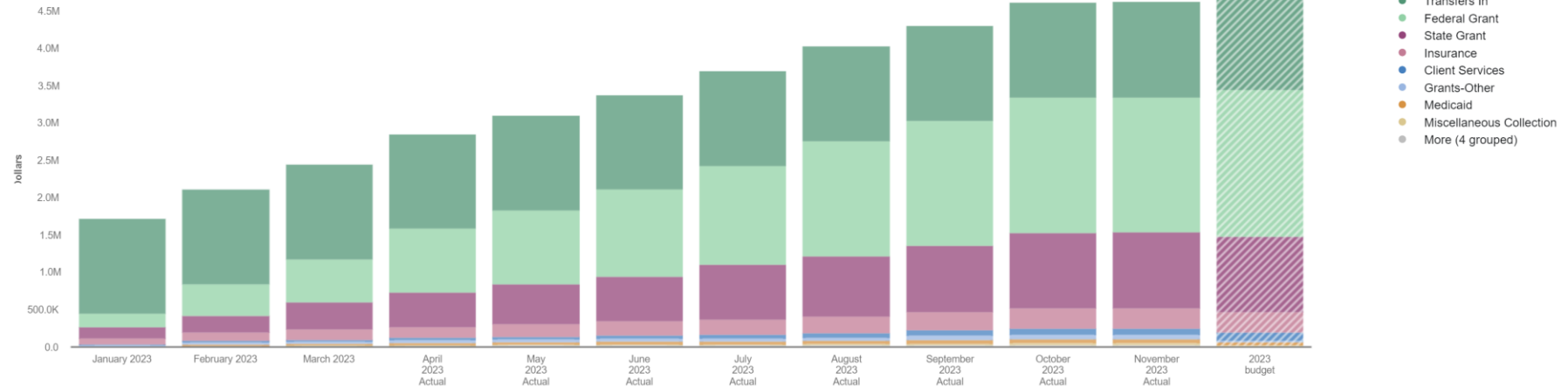
RCHD Revenue

13.a

Cumulative Revenues by Department

General Fund Cumulative Revenues by Department.

Visualization



Cumulative Revenues

	January 2023	February 2023	March 2023	April 2023 Actual	May 2023 Actual	June 2023 Actual	July 2023 Actual	August 2023 Actual	September 2023 Actual	October 2023 Actual	November 2023 Actual	2023 budget	2023 Variance	2023 %
Transfers In	\$ 1,269,979	\$ 1,269,979	\$ 1,269,979	\$ 1,269,979	\$ 1,269,979	\$ 1,269,979	\$ 1,269,979	\$ 1,269,979	\$ 1,269,979	\$ 1,276,635	\$ 1,276,635	\$ 1,269,979	6,656	2%
Federal Grant	186,394	429,065	581,728	859,352	993,423	1,164,533	1,320,304	1,544,413	1,685,598	1,814,502	1,814,502	1,973,964	-159,462	3%
State Grant	152,875	217,072	361,057	456,319	529,364	595,356	734,141	809,096	882,271	1,015,174	1,015,174	1,005,892	9,282	2%
Insurance	76,831	117,027	137,749	146,922	168,477	193,533	203,052	222,498	245,937	274,526	278,764	277,500	1,264	3%
Client Services	9,252	16,864	22,332	29,157	36,055	43,361	49,263	58,676	65,822	72,592	72,592	105,150	-32,558	3%
Grants-Other	17,250	33,650	33,650	42,150	43,150	43,530	43,530	43,530	66,530	66,530	66,530	21,030	45,500	3%
Medicaid	4,315	17,622	21,629	25,665	28,265	34,165	37,530	43,561	47,232	50,884	50,884	46,500	4,384	3%
Miscellaneous Collection	2,108	4,461	7,319	9,427	11,955	14,071	16,330	18,448	21,056	25,819	25,819	25,296	523	7%
Special Collections	4,170	9,960	13,260	15,450	18,090	18,480	18,630	18,630	18,630	18,630	18,630	0	18,630	--
Expense Reimbursement	3,848	5,350	5,480	6,762	7,272	8,337	9,110	9,612	10,126	10,786	10,786	0	10,786	--
Prior Year Voids	0	0	234	234	837	837	837	837	837	837	837	0	837	--
Miscellaneous Reimb	0	0	0	0	0	0	0	0	0	1,609	1,609	0	1,609	--
Total	\$ 1,727,023	\$ 2,121,049	\$ 2,454,416	\$ 2,861,416	\$ 3,106,867	\$ 3,386,181	\$ 3,702,706	\$ 4,039,280	\$ 4,314,018	\$ 4,628,524	\$ 4,632,762	\$ 4,725,311	-92,549	3%

Data filtered by Revenues, Health Department and exported on November 6, 2023. Created with OpenGov

Attachment: BOCCmonthlypresnov23 [Autosaved] [Autosaved] (14284 : RCHD Update)

MCH Update

13.a

BaM classes in October = 73 participants!

BaF classes in October – 12 participants

- 19 Spanish speaking participants

Health Equity Project – Yoga “well-being” classes = average of 20 participants

- FREE Childcare provided

Final Report submitted for KDHE Injury Prevention mini-grant

- Class incentives/injury prevention items

CCL Update

October	Riley	Geary	Clay	Dickinson	Pottawatomie	Total
Initial Inspections	1	1				2
Initial Compliance						
Annual Inspections	15	2	5	3	3	28
Annual Compliance	1		1			2
KDHE compliance Inspections	2	4	2			8
Complaint First Visit	2	1		1		4
Complaint Second Visit						
Illegal Care Complaints						
	21	8	8	4	3	44
Amendments						
Exceptions	1	1		1		3
Consults						
Home Orientation		3				3

CCL Update

November		Riley	Geary	Clay	Dickinson	Pott	Total
School Age Program		7				1	8
Child Care Center		15	7	1	7	7	37
R & R Agency		1					1
School Age Drop In Program		9				3	12
Group Day Care Home		30	13	11	10	15	79
Head Start Child Care							
Licensed Day Care Home		41	14	13	15	33	116
Preschool			1	3	3		7
Totals		103	35	28	35	59	260
		-1	-1		-1	1	-2

Raising Riley Update

13.a

Parent Education

October 4 – Last class with MART = 9 participants

October 10 – Laundry Love = 9 children

Provider Education and Support

October 7– Emergency Preparedness = 7 providers

Outreach

Bewitching Westloop on Halloween = more than 250 kids!

Attachment: BOCCmonthlypresnov23 [Autosaved] [Autosaved] (14284 : RCHD Update)

WIC Update

Outreach – Oktfluberfest, Trunk or Treat, Bewitching Westloop

Hosted Amy King, Data and Systems Manager at KDHE.

Attended Breastfeeding Coalition conference in Wichita



PHEP Update



Howl and Prowl on
October 22 – 140 surveys
distributed



PHEP hosted ESF-8 exercise
on November 7 at the HD

Grant Update

MRC Coordinator – three applicants and one interview scheduled

DECK Coordinator – conducted 5 interviews, 5 more scheduled for next week



WHO is CKF Addiction Treatment

We are a treatment facility that has been providing addiction health care since 1967. We are continuously focusing on innovating our care delivery to match the needs of our patients.

We provide a variety of services including:

- Assessments
- Social Detox
- Inpatient Treatment
- Outpatient Treatment (in-person or via telemedicine)
- MAT (Medication Assisted Treatment)
- Peer Support Services
- Housed Intensive Outpatient for Women & Women with Children
- Medical Integrated Addiction Treatment





Addiction Health Care Services ACROSS THE STATE



What is a mentor?

TIME

The Peer Mentor can take the time to sit and build rapport with the patients struggling with addiction and give time back to the medical staff to tend to their already busy schedules.

SPECIALTY

Peer Mentors are trained in the specialty of addiction. They understand the nuances of how to engage this population and motivate them to make changes towards recovery.

RESOURCE

The Peer Mentors have access to an extensive network of resources that range across a variety of levels of care. This allows the peer to provide resources that fit any level of motivation.

REFER

Peer Mentors can assess a patient's needs and motivation for an SUD service and then assist that patient in getting an appointment to begin care. Peers can also follow-up with the patient to help them maintain motivation.

Data to Support

46%

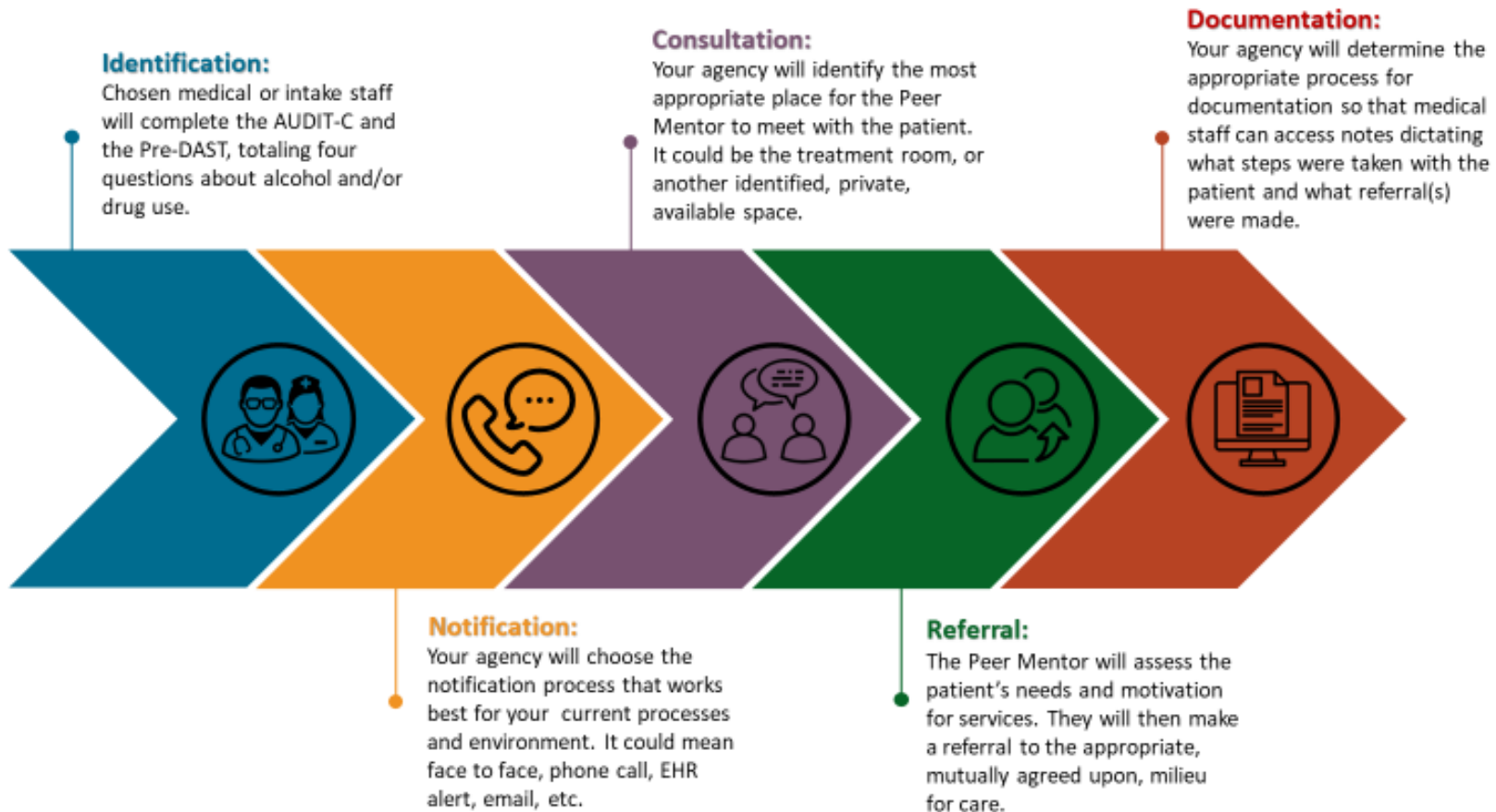
of patients in
primary care have
used drugs or
misused alcohol

23%

of patients in
primary care have
moderate to high
substance use

less than
7%

of patients in
SUD treatment were
referred by primary
care



You're invited!

13.a

RILEY COUNTY HEALTH DEPARTMENT

Professional Development and Holiday Party

DECEMBER 12, 2023

8:30 - 11:30 Professional Development
11:30 - 1:00 Lunch and Party!





HEALTH DEPARTMENT
Update

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

COMMISSION AGENDA REPORT

FROM: Jacob Clarke
MEETING: November 9, 2023
SUBJECT: RCHD Public Health Clinic Update
PRESENTER: Jacob Clarke

See attached

Enclosures:

- BOCC presentation (PDF)



Public Health Clinic Overview

As prepared by Jacob Clarke, MD

Framework

- Service Line Structure
 - Current
 - Growth Potential
- Performance
 - Volume
 - Financial
- Strategy
 - Community Partnerships and Initiatives
- 2023 Highlights
- Future Consideration

Primary Service Review

- Immunizations
 - Routine and seasonal
- Family Planning
 - Contraceptives (emergency, injectable, long-acting reversible, oral)
 - Prophylactics provided by KDHE
- Women's Health
 - Annual and acute visits
 - Cancer screening (breast and cervical)
- Communicable Disease
 - STIs
 - TB
 - Reportable disease investigations



Public Health Clinic Performance

October 2023 Immunization Clinical Volume

- 1375 patient encounters
- 1,545 immunizations across 1,179 patients
- Adjusted, non-COVID immunizations increased 4.3% from Oct2022 (1294) to Oct 2023 (1350)
- 105 family planning visits

Financial Performance

- Through **83.3%** of the year:
- Immunization Action Plan
 - Received **91.2%** of projected revenues
 - Nov projected to be the highest-yielding month
 - Spent **85.1%** of budget
 - Driven largely by:
 - New vaccines to market
 - COVID grant spend-downs on refreshing tech devices in the clinic
 - Will likely exceed 100% by EOY

“New” Immunizations to Market

- COVID vaccines now commercialized
 - Offering Moderna 2023-2024 formulation at RCHD
 - Ages 6 mo and up
 - Retails at ≈ \$130
- RSV vaccine for ages 60 yr and older + pregnant people
 - Abrysvo
 - Retails at ≈ \$295
- RSV antibody product for infants, ages birth-6mo (temporary)
 - Beyfortus (nirsevimab)
 - Retails at ≈ \$500
- Prevnar 20
 - “One-and-done” pneumonia vaccine
 - Retails at ≈ \$250

Financial Performance (cont)

- Through **83.3%** of the year:
- Family Planning
 - Received **87.83%** of projected revenues, additional relief grant for pharmaceutical purchases incoming
 - Spent **79.0%** of budget
 - **>\$14k** over budget for pharmaceutical expenses, makes up 88.7% of total commodity spend

Concerning Trends

- STI rates
 - Proximity to post and county demographics
 - Doxycycline PEP is currently being investigated by CDC for high-risk populations
- Kindergarten vaccination rates
 - Partnering w/ USD 383 ELC

STI Rates

County: Riley

9.0

cases/ 1,000 population

Source: Kansas Department of Health and Environment
Measurement period: 2022
Maintained by: Kansas Department of Health and Environment
Last update: September 2023
Filter(s) for this location: Public Health Preparedness Region: Wildcat

COMPARED TO



KS Value
(6.7)



Prior Value
(8.1)



Trend

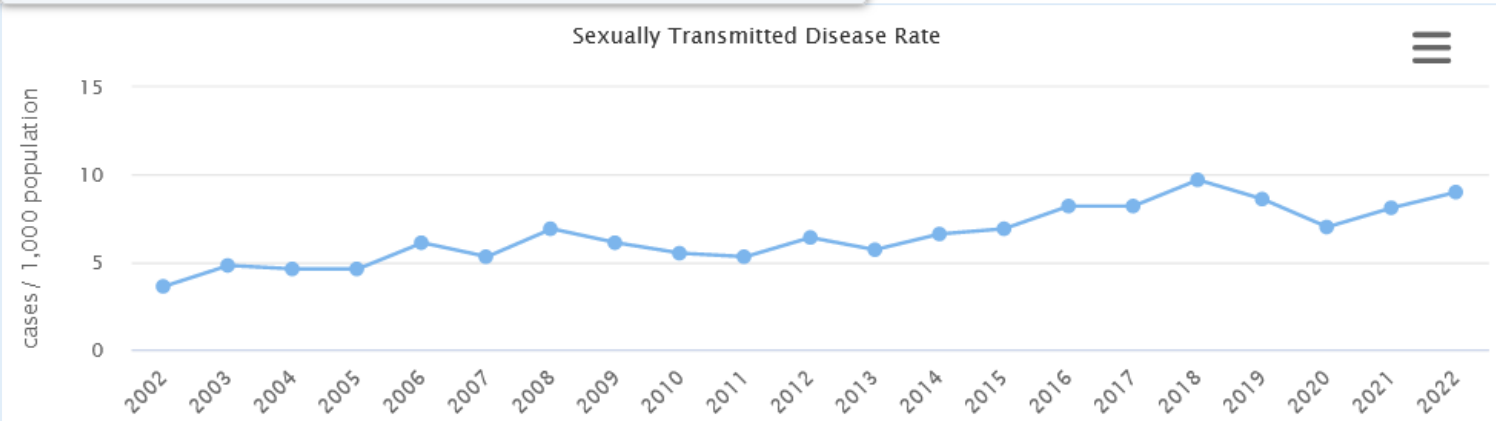
Compared to the KS Value (6.7), Riley has a value of 9.0 which is higher and worse.

Technical note: The regional value is compared to the Kansas State value.

Graph Selections

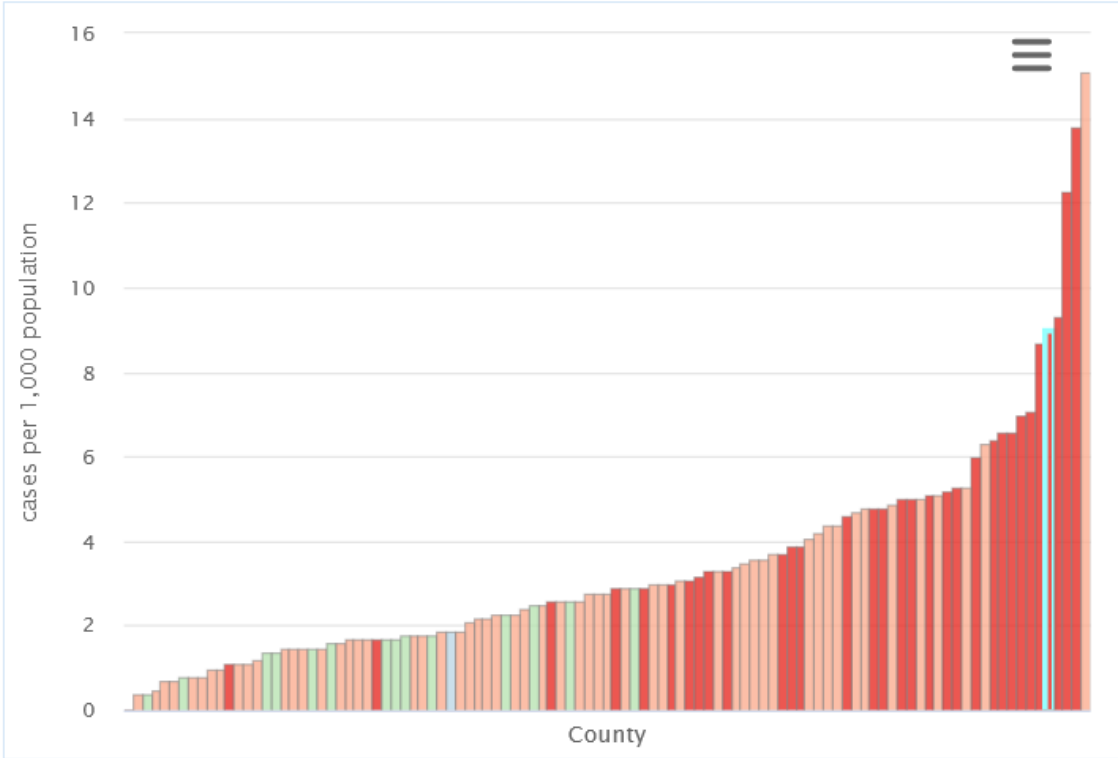
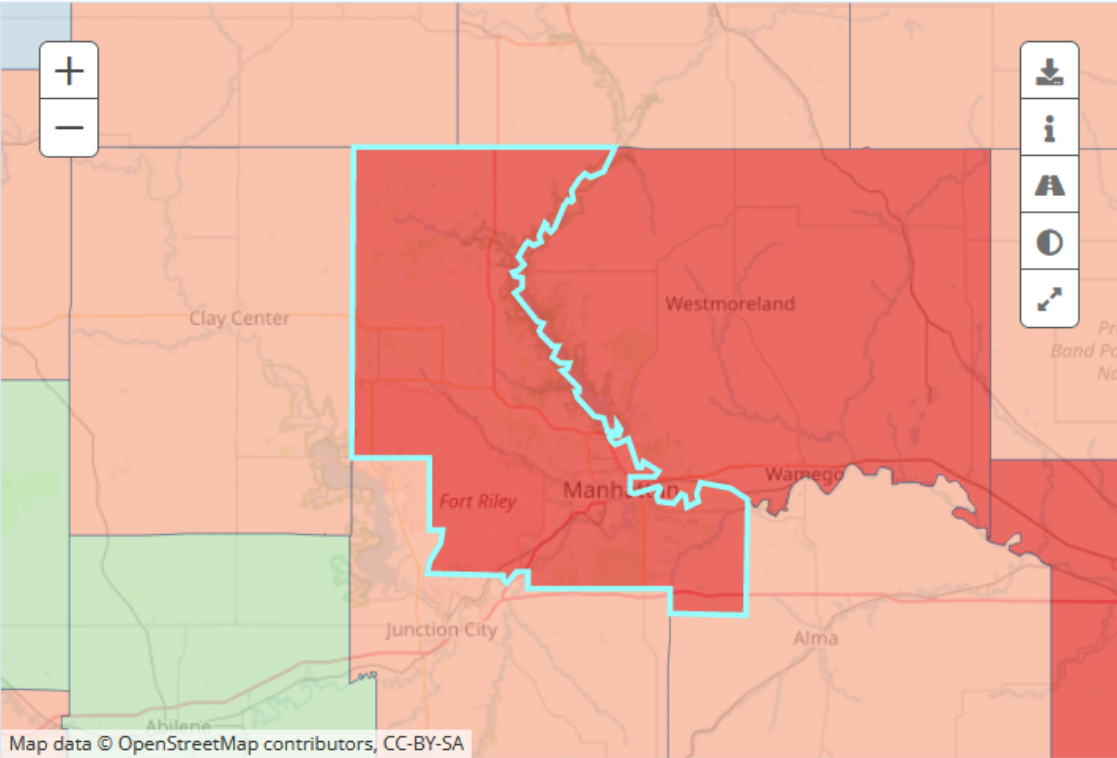
INDICATOR VALUES

☒ Change over Time



Source: Kansas Health Matters, <https://www.kansashealthmatters.org/indicators/index/view?indicatorId=1395&periodId=246&localeId=1020&comparisonId=927>

STI Rates (cont)



Better, significant

Better, not significant

No change

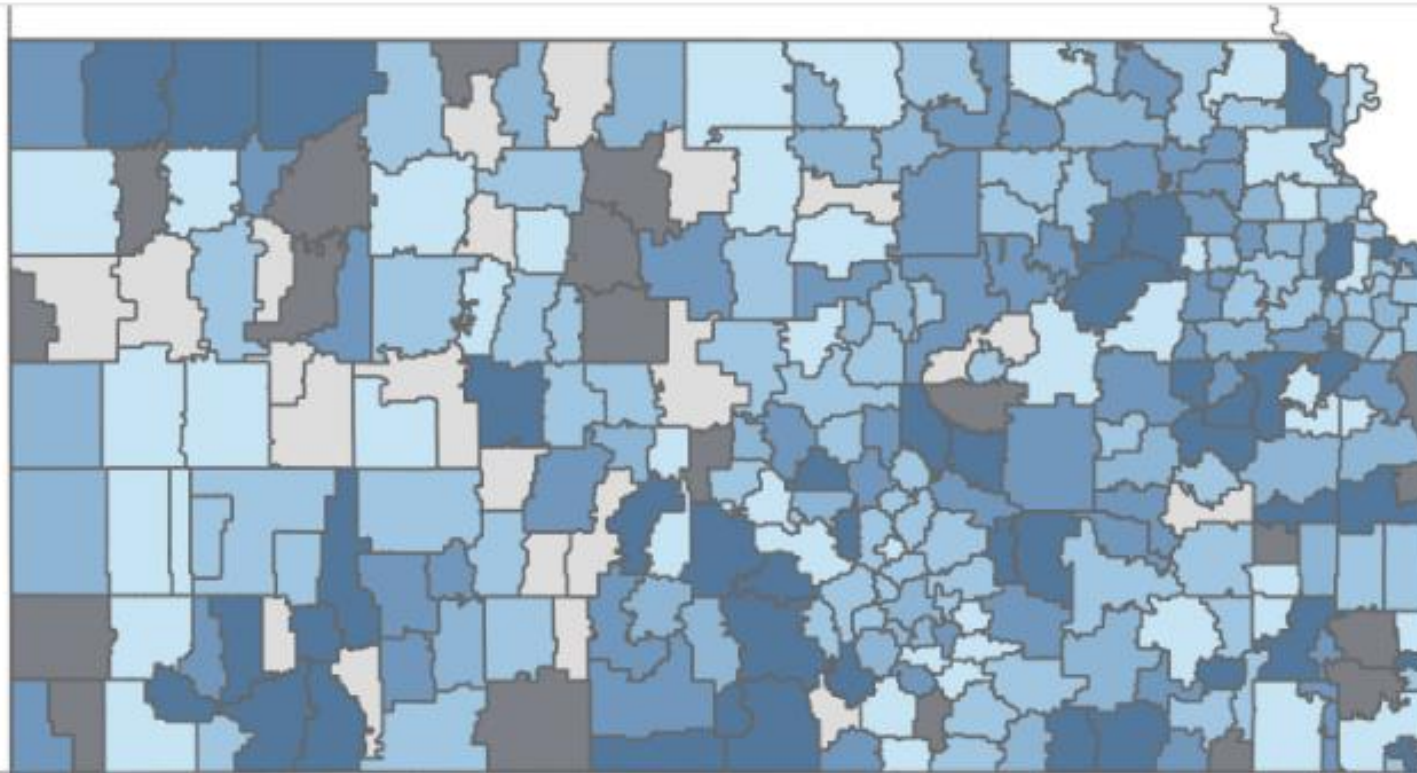
Worse, not significant

Worse, significant

Source: Kansas Health Matters, <https://www.kansashealthmatters.org/indicators/index/view?indicatorId=1395&periodId=246&localeId=1020&comparisonId=927>

Kindergarten Immunization Rates

REQUIRED Vaccine Coverage by School District for 2022-2023 Academic Year



Source: Kansas Immunization Dashboard, <https://www.kdhe.ks.gov/2016/Kindergarten-Immunization-Data>

Recent Developments

- Travel vaccine resumption
 - Yellow fever vax to be added Q1 2024
- Increased partnerships with area schools
 - Vax outreach at N. RC schools and USD 383 ELC
- Expanding payor pool
 - Two applications pending
- Increasing available pharmaceutical vendors
 - Added additional vendor Q4 2023, contract alignment to follow
- Reducing off-contract purchasing
 - Now directly purchasing from two additional vaccine manufacturers

New Strategic Partnerships and Initiatives

- Strengthening referral base with Clay County Medical Center
 - Increase awareness and access to care in N. Riley County
- Building out online scheduling for vaccine outreach
- Finalizing patient portal layout
- Streamlining electronic disease reporting to KDHE

Notable Acknowledgements

- 2023 National Title X Family Planning Grantee Conference
 - Admiral Rachel Levine, the 17th Assistant Health Secretary for the United States congratulated Riley County and KDHE for our combined efforts to serve the LGBTQ+ community in Riley County
 - Credit to Thereasa Stewart, APRN; Alyssa McCoy, RN, BSN, Deb Shaver, RN, BSN; Kayla Mathis RN, BSN; and Mallory Breeden, RN for their continual patient education and community outreach
 - Also, credit to the KDHE Family Planning Team; local KDHE DIS, Taliesin Hutson; and the Positive Connections team for their continual collaboration

Prospective staffing considerations

- Part-time, grant-funded public health clerk
 - Grant expiring Summer 2024
 - 30-hour/week, Range 5
- Proposal:
 - Convert position to permanent
 - Will further assess feasibility 2024