# Board of Riley County Commissioners
## Regular Meeting
## Agenda
## December 12, 2024

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

Cindy Kabriel
785-565-6200

**Commission Chambers** **8:30 AM**

District 1 – John Ford, Chair | District 2 – Greg McKinley, Vice Chair | District 3 – Kathryn Focke, Member

**8:30 AM** **Call to Order**

**Pledge of Allegiance**

**Public Comment**

1. Public Comments

**Commission Comments**

2. Commission Comments

**Business Meeting**

3. Purchase Authorization for a used fire truck.
4. Travel Authorization for Deputy Chief Doug Russell and Battalion Chief David Russell
5. Discuss Joint City/County/County Meeting at County Office December 19th
6. Approve payroll/accounts payables (when completed)

**Review Minutes**

7. Board of Riley County Commissioners - Regular Meeting - Dec 9, 2024 8:30 AM

**Review Tentative Agenda**

8. Tentative Agenda

**Press Conference Topics**

9. Discuss Press Conference

**9:00 AM** **Brittany Phillips, Budget and Finance Officer**

10. RHID Policy

**9:20 AM** **Cory Meyer, IT/GIS Director**

11. IT/GIS Staff Update - December 2024

**9:30 AM** **Shilo Heger, Treasurer**

12. November 2024 Revenue Reporting - Riley County Treasurer

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

13. Economic development update

**10:00 AM** **Rich Vargo, County Clerk**

14. Health Department staff update

**10:05 AM** **Diane Creek, Health Department Director**

15. Staff update

**10:10 AM** **Breva Spencer, Maternal and Child Health Supervisor and Sarah Haybarker, Maternal & Child Health Social Worker**

16. MCH Program Updates and Safe Kids Riley County Presentation

**10:30 AM** **Laurie Harrison, Emergency Management Director**

17. Wildcat Region MRC update

**10:40 AM** **Budget and Planning Committee - Brittany Phillips, Budget and Finance Officer**

18. Monthly Cash Flow Report for November 2024

**10:50 AM** **Board of County Commissioners**

19. Law Board Member interview with Bradley Harrison

**11:10 AM** **Board of County Commissioners**

20. Law Board Member interview with Craig Beardsley

**12:00 PM** **Legislative Conference**

21. The 2024 Legislative Session Riley County Priorities

**Adjournment**

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**EMERGENCY MANAGEMENT/FIRE**
*Purchase > $10K*

**Russel Stukey**
Emergency Management Director
115 North 4th Street
Manhattan, KS 66502
Phone: 785-537-6333

# COMMISSION AGENDA REPORT

**FROM:** **Russel Stukey EM Director / Fire Chief**

**MEETING:** **December 12, 2024**

**SUBJECT:** **Purchase Authorization for a used fire truck.**

**PRESENTER:** **Doug Russell**

## BACKGROUND

As discussed with the BOCC numerous times we have an aging fleet of fire apparatus (trucks). We have identified another used truck that we feel would be a good fit in our fleet to replace our current Pumper114 which is a 1986 model that failed pump testing the past two years. Both RCFD #1 staff and Public Works maintenance staff agree P114 is not worth fixing. We propose to replace it with a 1998 4800 International dual purpose wild land pumper. This is an all wheel drive unit with 44,400 miles that is designed to fight both structure fires and wildland fires. This truck is large enough (tank/pump etc.) to perform the tasks that we need it to but still small enough to fit into station 114.

## FISCAL IMPACT

This truck is priced at $30,000 dollars which fits into our budget. A new truck like this would be in excess of $300,000. We will auction off P114 this truck would replace in the next county auction. The current P115 will bring $2,000-$5,000 dollars which would make the new used truck net price be between $25,000-$27,000. Funds used to pay for this truck would come from RCFD #1 fund 184. It is estimated to cost $1,236 to send two people down to inspect the truck via two one-way plane tickets to Tucson Arizona. We would propose that if the BOCC approves, our personal drive the truck back to save the approximately $3,000+ shipping costs or another trip down to get it.

## RECOMMENDATION(S)

Staff recommends purchasing the truck to replace P114 and disposing of P114 at the next county auction.

**POSSIBLE MOTION(S)**

Move to approve purchasing the used 1998 International 4800 wildland pumper for the amount of $30,000 with funds to come from RCFD #1 fund 184.

Move to deny

Move to modify

Move to table

No action required.

The Board agreed by consensus to

Enclosures:

- Arizona truck purchase (PDF)

RILEY COUNTY
PURCHASE AUTHORIZATION NO __________

Department RCFD #1 Date 12-12-2024

Estimated Cost $30,000 Fund #184 RCFD #1

Description Used International 4800 Type 3 Fire Truck

New ______ Replacement X

Procurement Type

____ Competitive Sealed Bid, Board of County Commission opens

____ Competitive Proposal submitted to Board of County Commission

____ Sole Source (exempt) by Department Head

____ Emergency by Department Head

X Used Equipment (exempt) by Department Head

2.204 Small Purchases.
(1) Any non-office technology related procurement valued at $ 20,000 or less may be made in accordance with small purchase procedures, provided, however, that procurement requirements shall not be artificially divided so as to constitute a small purchase under this Section. Small purchase procedures require the Department Head to approve any purchase ranging in size from no cost, to $ 20,000. Small purchases including trade services valued from $5,000 - $ 20,000 will require 3 quotes if feasible. Competitive bidding is not required for small purchases, but the purchaser shall attempt to purchase the least expensive item available.

(2) All office technology related purchases, to include, but not be limited to all hardware, software, and peripheral devices shall be ordered and purchased by the Information Systems Department. Purchases made from funds other than the General Fund shall be approved and ordered by the Information Systems Department, with the actual purchase being paid out of the appropriate funds. The Information Systems Department shall coordinate these office technology-related purchases to ensure that uniform, standardized, and necessary equipment is purchased, to obtain competitive pricing, and schedule installation of the new equipment. Exceptions to this requirement include cables, printer cartridges, and other consumable goods, which the Information Systems Department will assist with, if the Department Head so wishes.

4.402 Professional Services.
(1) Applicability. Professional services shall be procured as provided in this Section except when the cost of such services is less than $ 20,000 or when a state of emergency exists.

Requested by: Russell Stuchy

Approved by:

______________________
Chair, Board of County Commissioners

ATTEST:

______________________
Member

______________________
County Clerk

______________________
Member

______________________
Date

# SUNDANCE FIRE

**3225 W. Navajo Trail Benson, AZ. 85602 520-221-0174**

12/5/2024

**BILL TO**
Riley County Fire District #1
115 N. 4th Street Manhattan KS. 66502
Phone

**FOR**
1998 International 4800

| ITEM DESCRIPTION | AMOUNT |
|---|---|
| 1998 4800 International Type 3 engine 4x4 with 750 Gallor | $30,000.00 |
| poly tank. Milage 44k original miles. | |

| | |
|---|---|
| **Subtotal** | **$30,000.00** |
| **Tax rate** | |
| **Additional costs** | |
| TOTAL COST | $30,000.00 |

## Make all checks payable to Company Name

If you have any questions concerning this invoice, use the following contact information:
Contact Name, Phone Number, Email

Attachment: Arizona truck purchase (15214 : New Purchase Order)

Form **W-9**
(Rev. October 2018)
Department of the Treasury
Internal Revenue Service

# Request for Taxpayer Identification Number and Certification

▶ Go to *www.irs.gov/FormW9* for instructions and the latest information.

**Give Form to the requester. Do not send to the IRS.**

Print or type. See Specific Instructions on page 3.

1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.
Sundance Fire LLC

2 Business name/disregarded entity name, if different from above

3 Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only one of the following seven boxes.

☑ Individual/sole proprietor or single-member LLC ☐ C Corporation ☐ S Corporation ☐ Partnership ☐ Trust/estate

☐ Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ▶

**Note:** Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is not disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner.

☐ Other (see instructions) ▶

4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):

Exempt payee code (if any)

Exemption from FATCA reporting code (if any)

(Applies to accounts maintained outside the U.S.)

5 Address (number, street, and apt. or suite no.) See instructions.
3225 W. Navajo trail

Requester's name and address (optional)

6 City, state, and ZIP code
Benson, Az. 85602

7 List account number(s) here (optional)

## Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

**Note:** If the account is in more than one name, see the instructions for line 1. Also see *What Name and Number To Give the Requester* for guidelines on whose number to enter.

Social security number
☐☐☐ - ☐☐ - ☐☐☐☐

or

Employer identification number
93 - 1388008

## Part II Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
3. I am a U.S. citizen or other U.S. person (defined below); and
4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

**Certification instructions.** You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

**Sign Here** Signature of U.S. person ▶ [signature] Date ▶ 12/6/24

## General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

**Future developments.** For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to *www.irs.gov/FormW9*.

## Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following.

- Form 1099-INT (interest earned or paid)
- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)
- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

*If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See* What is backup withholding, *later.*



Attachment: Arizona truck purchase (15214 : New Purchase Order)

**Russel Stukey**
Emergency Management
Director
115 North 4th Street
Manhattan, KS 66502
Phone: 785-537-6333

**EMERGENCY MANAGEMENT/FIRE**
*Travel Request*

# COMMISSION AGENDA REPORT

**FROM:** **Russel Stukey EM Director / Fire Chief**

**MEETING:** **December 12, 2024**

**SUBJECT:** **Travel Authorization for Deputy Chief Doug Russell and Battalion Chief David Russell**

**PRESENTER:** **Doug Russell**

## FISCAL IMPACT

It is estimated to cost $1,187 to send two people to inspect used fire truck in Benson, Arizona. And then drive it home to save the $3,000 + shipping cost or the cost of sending people back on a second trip to pick it up.

## POSSIBLE MOTION(S)

Move to approve travel request for Doug and David Russell to go to Benson Arizona to inspect and possibly purchase a used fire truck with travel expense to be paid out of RCFD #1 fund 183.

Move to deny

Move to modify

Move to table

No action required.

The Board agreed by consensus to

Enclosures:
- Travel authorization to Arizona for used fire truck (PDF)

# RILEY COUNTY OUT OF STATE
# TRAVEL REQUEST/AUTHORIZATION

**NAME:** Doug Russell Dave Russell **DEPARTMENT:** RCFD #1

**POSITION TITLE:** Deputy Chief Bat Chief **DATE REQUESTED** 12-9-24

**FUND:** 183 Fire

**Travel From:** MHK **Date:** Dec 17th - Dec 18th

**Travel To:** Benson Arizona - MHK **Date:**

**Purpose of Travel:**

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

☐ Administratively determined to be to the advantage of Riley County
☐ Not to exceed the cost of common carrier including food and lodging
Mileage rate of

## ESTIMATED COST:

| Type of Expense | Description | Amount |
|---|---|---|
| Transportation | Airfare Both people | $785.60 |
| Lodging | 1 night 1 Room | $150 |
| Meals | 2 days x2 people @ 63 | $252 |
| Registration/Fees | | |
| Other | | |

**Total Estimated Travel Costs:** $1187.60

**Requested by:** Doug Russell **Date:** 12-9-24

**Approved by:**

**Department Head:** Russel Stutz **Date:** 12-9-24

**Chair:** **Date:**
**Board of County Commissioners**

**Attest:** **Date:**
**Riley County Clerk**

**cc: Department Head**
**Department Assistant**

Out of State Travel request/adopted 10-12-98

Attachment: Travel authorization to Arizona for used fire truck (15215 : Out of State Travel Request)

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

Cindy Kabriel
785-565-6200

# Board of Riley County Commissioners
## Regular Meeting
## TENTATIVE Agenda
## December 16, 2024

**Commission Chambers** **8:30 AM**

District 1 – John Ford, Chair | District 2 – Greg McKinley, Vice Chair | District 3 – Kathryn Focke, Member

**8:30 AM** **Call to Order**

**Pledge of Allegiance**

**Public Comment**

**Commission Comments**

**Business Meeting**

**Review Minutes**

**Review Tentative Agenda**

**Press Conference Topics**

**9:00 AM** **Anna Burson, Appraiser**

1. Staff update

**9:15 AM** **David Adams, EMS/Ambulance Director**

2. Staff update

**9:30 AM** **Press Conference**

3. Presentation of retirement plaque to Clancy Holeman - John Ford (3 minutes)
4. Presentation of retirement plaque to Julie Winter - John Ford (3 minutes)

**9:40 AM** **Rich Vargo, County Clerk**

5. Year to date budget and expenditure reports

**9:50 AM** **Amanda Webb, Planning/Special Projects Director**

6. Rual Economic Development Advisory Board

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

7. Administrative Work Session

8. Kaw Valley Engineering Construction Inspection Contract for the EMS Headquarters

**10:30 AM** **Board of County Commissioners**

9. Law Board Member interview with Linda Gibbs

**10:50 AM** **Board of County Commissioners**

10. Discuss Law Board appointments

**11:20 AM** **Executive Session to discuss department head evaluation**

11. 11:20 Michael Boller, Noxious Weed/HHW Director

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

**Adjournment**

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

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

Cindy Kabriel
785-565-6200

# Board of Riley County Commissioners
## Regular Meeting
## Agenda
## December 19, 2024

**Commission Chambers** **9:00 AM**

District 1 – John Ford, Chair District 2 – Greg McKinley, Vice Chair District 3 – Kathryn Focke, Member

**9:00 AM** **Call to Order**

**Pledge of Allegiance**

**Public Comment**

**Commission Comments**

**Business Meeting**

**Review Minutes**

**Review Tentative Agenda**

**Press Conference Topics**

**9:15 AM** **Amy Manges, Register of Deeds**

1. Staff update

**9:30 AM** **Clancy Holeman, Counselor/Director of Administrative Services**

2. Administrative Work Session

**9:50 AM** **Break**

**10:00 AM** **Gary Fike, County Extension Director**

3. Staff update

**10:15 AM** **Brian Peete, RCPD Director**

4. RCPD update

**10:30 AM** **Bob Isaac, Planner**

5. Public hearing for Reid Lane Addition final plat

**10:45 AM** **Bob Isaac, Planner**

6. Public hearing for Western Shore Acres Subdivision Unit Three Final Plat

**11:00 AM** **Bob Isaac, Planner**

7. PB's Addition final plat

**4:00 PM** **Joint City/County/County Meeting (at County 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.

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

**COUNTY CLERK & ELECTIONS**
*Policy*

# COMMISSION AGENDA REPORT

**FROM:** **Brittany Phillips, Budget & FInance Officer**

**MEETING:** **December 12, 2024**

**SUBJECT:** **RHID Policy**

**PRESENTER:** **Brittany Phillips, Budget & Finance Officer**

## BACKGROUND

K.S.A. 12-5241 et seq. Reinvestment Housing Incentive District (RHID) is designed to help developers build housing in communities. It captures the incremental increase in property taxes created by the development for up to 25 years. This increase can be used to pay debt on bonds issued or transferred to the developer as reimbursement for costs. It is not expected at this point for the Commissioners to make a decision today on this policy, we can always bring it back.

## DISCUSSION

There are multiple steps that have to occur prior to an RHID being implemented.
Step 1: City must prepare a housing needs analysis which has to reflect on the city having a shortage of quality housing.
Step 2: City must adopt a resolution making certain findings regarding establishment of the RHID and providing the legal description of the property to be contained within the District.
Step 3: City must hold a public hearing and pass an ordinance.
Step 4: County and USD have 30 days to veto after creation of RHID.

## RECOMMENDATION(S)

It is the recommendation of the Budget & Planning Committee to approve the policy as presented or as modified by the BoCC.

## POSSIBLE MOTION(S)

Move to approve the Riley County Reinvestment Housing Incentive District Policy as presented.

Move to deny

Move to modify Riley County Reinvestment Housing Incentive District Policy as discussed.

Move to table

No action required.

The Board agreed by consensus to

Enclosures:

- Riley County Reinvestment Housing Incentive District Policy (DOCX)
- RHID_Information_v3_Mark-III (PDF)
- RHID-Presentation-Grassroots-201 (PDF)

# RILEY COUNTY REINVESTMENT HOUSING INCENTIVE DISTRICT POLICY

1. **Purpose**

   Reinvestment Housing Incentive District ("RHID"), formerly known as the Rural Housing Incentive District, governed by K.S.A. 12-5241 *et seq.*, is a program designed to assist in the financing of public infrastructure to support the development of housing within cities and counties. RHID financing captures incremental property tax revenues that are created by development that occurs within the boundaries of the district. Such incremental revenue may only be used for statutorily defined costs. The use of RHID allows the sponsoring government to divert taxes levied by it and other governments to pay for those actions. If not for the public investments being made, the redevelopments and resulting tax increments being diverted to the projects would not otherwise occur. The addition of new and renovated housing units as a result of the RHID will add potential demand for county services.

   Of the statutorily required steps for the creation of an RHID, Riley County will consider in its review establishing the RHID:

   A. The Housing Needs Analysis created pursuant to statute which demonstrates:
      i. That there is a shortage of quality housing within the County;
      ii. That the shortage of housing is expected to persist;
      iii. That the shortage of housing is a substantial deterrent to future economic growth in the County; and
      iv. That the future economic well-being of the County depends on the Board ratifying the provision of additional incentives for the construction or renovation of quality housing in the County.

   B. The County is authorized by statute to, within thirty (30) days of the date of the City's public hearing establishing and creating the RHID, nullify the creation of the RHIB if the Board of County Commissioners determines the RHID will have an adverse effect on Riley County.

2. **Scope**

   The Board of County Commissioners ("BOCC") has adopted this policy to guide County staff in the analysis of proposed RHIDs to provide framework within which staff and the BOCC can evaluate and inform the public of the County's position on a proposed RHID.

3. **Policy Statement**

   Riley County shall analyze proposed RHIDs and determine whether or not the proposed RHID creates an adverse effect to Riley County. Due to the amount of eligible infrastructure required, Riley County is predisposed to support urban infill efforts over suburban sprawl. Riley County is also predisposed to support the creation of affordable housing over other types of development. Further, Riley County will favor RHIDs with predetermined and agreed upon limitations on either the term of the RHID or the total monetary incentive distributed to, and expended from, the RHID fund. Communication with Riley County as early as possible in the process of considering utilizing the RHID incentive is preferred over waiting to engage the County until the statutorily required notification. A presumption of an adverse effect will occur in the event the County is only notified by the statutorily required period.

4. **Adverse Effect**
Adverse effect to the county shall be cause for disapproval of a RHID, pursuant to the statutory requirements. Criteria to assist in determining adverse effect to Riley County shall include, but is not limited to, the following list:
   A. Proposed project is economically feasible without RHID funding support. Such economic feasibility shall be determined using industry standard principles.
   B. Potential loss of tax revenue;
   C. Potential increase in public services hindering the effective delivery of said public services;
   D. Places an undue burden on the County;
   E. Proposed private equity funding and financial guarantees are deemed insufficient to mitigate against default risk.
   F. Developer or principal, is not current in payment of ad valorem tax or special assessments.
   G. Current and potential fiscal impacts to county governance are greater than the benefit.
   H. Sufficient data or notification was not provided for County staff to adequately review the proposal for a RHID.
   I. RHID overlaps with other economic development incentives, thus creating an inherently incompatible public financing support arrangement.
   J. Project creates an incentive or equity issue that is determined to create an unfair advantage for one housing developer over another.

5. **Minimum Data Requirements**
The proposed RHID shall describe how it would fulfill the basic statutory requirements, follow statutory procedures, and citation of specific applicable authority for the creation of the RHID.

The City or other government entity providing official notice to Riley County pursuant to K.S.A. 12-5245, shall include the following documents to assist in fiscal analysis demonstrating the need for public funding assistance.
   A. The legal description and map required by K.S.A. 12-5244(a), and amendments thereto;

B. The existing assessed valuation of the real estate in the proposed district, listing the land and improvement values separately;
C. A list of the names and addresses of the owners of record of all real estate parcels within the proposed district;
D. A description of the housing and public facilities project or projects that are proposed to be constructed or improved in the proposed district, and the location thereof;
E. A listing of the names, addresses and specific interests in real estate in the proposed district of the developers responsible for development of the housing and public facilities in the proposed district;
F. The contractual assurances, if any, the governing body has received from such developer or developers, guaranteeing the financial feasibility of specific housing tax incentive projects in the proposed district;
G. A comprehensive analysis of the feasibility of providing housing tax incentives in the district, as provided in this act, that shows the public benefits derived from such district will exceed the costs and that the income therefrom, together with other sources of funding, will be sufficient to pay for the public improvements that may be undertaken in such district. If other sources of public or private funds are to be used to finance the improvements, they shall be identified in the analysis;
H. A comprehensive fiscal analysis demonstrating that the project is not economically feasible without creating a RHID;
I. A certified copy of the resolution adopted by the City's governing body;
J. Other information deemed necessary by the BOCC or County staff in order to complete reasonable due diligence in determining potential adverse effect(s) to the County.

6. **Economic Analysis, Evaluation Criteria and Risk Assessment Process**
   A. Proposed uses of RHID financing will be subject to rigorous economic analysis and risk assessment. Riley County Clerk's Office in conjunction with the Rilely County Appraiser's Office will be jointly responsible for overseeing the analysis and assessment process.
   B. The analysis and assessment of all proposed uses of RHID financing will address the following questions as part of the standard format for reports to the BOCC:
      i. That there is a shortage of quality housing within the City that will be mitigated by the creation of the RHID.
      ii. That the shortage of housing is expected to persist due to the financial infeasibility of the development or other circumstances that require public funding assistance.

iii. That the shortage of housing is a substantial deterrent to future value added economic growth in the City and County that, among other factors, can be expected to:
   a. Create and retain quality jobs.
   b. Encourage additional capital investments.
   c. Broaden and diversify the tax base.
   d. Increase regional cooperation for economic development.

iv. That the future economic well-being of the City depends on the governing body providing additional incentives for the construction or renovation of quality housing in the City which may be demonstrated by:
   a. Redeveloping neighborhoods.
   b. Reducing crime.
   c. Encouraging urban infill.

C. Additional considerations include, but are not limited to:

i. How the proposed development aligns with the objectives contained within the City's housing plan or substantially similar plan.

ii. How much private equity is being invested relative to the public funding support.

iii. The project's fulfillment of the public purpose of providing quality affordable housing to support job growth, economic development, and mitigate urban decay.

iv. Developer qualifications and experience will be reviewed based on:
   a. Credit history, including letters of good standing from lenders.
   b. Experience with similar development projects.
   c. Previous credit defaults, if any.
   d. Other considerations on a case-by-case basis.

v. Total cost of the project.

vi. Total number of units being developed.

vii. Other available funding sources that could reduce the need of public funding.

viii. The project's ability to provide quality, affordable housing options to those otherwise unable to afford such housing options.

ix. The project's ability to provide quality housing for occupants with an income below the area median income.

x. The project's ability to contribute to efforts to improve areas where urban decay is present.

D. The results of the economic analysis and risk assessment will be presented to the BOCC at the time of its review of the proposed use of the RHID financing. The report will identify any elements of the proposed project that are not in conformance with this Reinvestment Housing Incentive District Policy.

E. Need for Public Assistance
In all cases, it is required that the need for RHID financing be demonstrated and documented by the City to the satisfaction of the Riley County Clerk's Office, the Planning and Development Department, Riley County Appraiser's Office, County Counselor's Department and the Public Works Department. To the extent it is not part of the Minimum Data Requirements listed above, all such documentation, including development budgets, cash flow projections, market studies and other financial and market information, must be submitted upon request. If the request is based on financial gap considerations, the City proposing to create the RHID will demonstrate the profitability and feasibility of the project (i.e. gross profit, cash flow before taxes, cash-on-cash return, IRR, and other metrics used consistent with industry practices), both with and without RHID financing. The County favors using RHID incremental taxes to reimburse the developer for upfront infrastructure expenditures versus utilizing RHID to supplant special assessments as a way to pay for special revenue bond financing. Should bond financing be employed in the project funding stack, a compelling case must be made by the City to show why RHID financing is required and preferred over special assessment or other repayment methods that do not involve County and other jurisdiction funding support.

F. Amount of RHID financing Compared to Private Investment
All RHID proposals should seek to maximize the amount of private investment per dollar of RHID financing. RHID financing as a percentage of total development costs and private equity funding will be reviewed for each project.

G. Term of RHID Financing
Although statutorily authorized for up to twenty-five (25) years, the term of the RHID shall be kept to a minimum. The proposed maximum term of any RHID financing shall be fully documented and explained to the BOCC. The BOCC prefers to support a RHID that establishes a pre-determined date for cessation of the RHID or a "not to exceed" amount of RHID incremental revenues. Such limitation on the term or total amount of public funding shall be a part of agreements between the City and the developer, and shall be included in the City's ordinance and County Resolution approving a RHID. Annual reports from the City to the County setting forth the annual and cumulative incremental

taxes distributed, expenditures of RHID revenues, total project costs and remaining expenditures to satisfy the agreed upon expenditures shall be provided for tracking the progress toward cessation of the RHID incentive.

RURAL HOUSING INCENTIVE DISTRICT ACT

# RHID

*(K.S.A. 12-5241 et seq.)*

Kansas Department of Commerce

**RHID IS A PROGRAM DESIGNED TO AID CITIES, COUNTIES, AND DEVELOPERS IN BUILDING HOUSING WITHIN RURAL COMMUNITIES BY ASSISTING IN THE FINANCING OF ELIGIBLE IMPROVEMENTS. RHID CAPTURES THE INCREMENTAL INCREASE IN REAL PROPERTY TAXES CREATED BY A HOUSING DEVELOPMENT PROJECT FOR UP TO 25 YEARS.**

## QUICK STATS:

- The Act provides a financing tool for Cities and Counties to address housing shortages within their communities.
- RHID may be utilized by any City or County with less than 60,000 residents.
- RHID works by allowing the City/County to capture the incremental gain in property tax created by the housing project.
- RHID allows Cities and Counties to address specific types of housing needs (e.g. multi-family or single family) in a variety of price ranges.
- The process involves using the property tax increase created by the new housing project to pay for or reimburse certain eligible improvements.
- The incremental increase can be used to pay debt service on bonds issued to fund the project or transferred to the developer as reimbursement for costs incurred.
- The property tax "baseline" is determined at the time the District is created.
- As the developer adds infrastructure and the housing itself, the incremental gain in property tax over the baseline may be returned to the developer as reimbursement for the infrastructure costs.
- If the City/County issued bonds to pay for the infrastructure, then the increment may be used for debt service.
- Reimbursement can be up to 25 years.
- City/County has discretion over what percentage of the increment is paid to the developer.

## TWO PRIMARY FINANCING STRUCTURES

### 1. BOND FINANCING 2. "PAY AS YOU GO"

- The developer is reimbursed for the eligible costs incurred in developing the project.
- The difference in real property taxes between the value of the project prior to the development and after it has been built or improved, is available to fund the reimbursement process.
- This reimbursement is for a period of up to 25 years and the amount of the property tax increase returned to the developer is typically negotiated between the city and the developer.

- For example, a greenfield is categorized as "ag land" and generates $100 a year in real property taxes. That land is developed, and houses are built, and the land now generates $1000 in property tax. The $900 increase is available to be used for most RHID projects.

*Most RHID projects will likely be too small to support the issuance of bonds. While bonds offer a huge advantage in having all the funds available at the beginning of a project, the Costs of Issuance and interest on the bonds may make this option a relatively inefficient financing structure for most projects.

**The increment can be used to reimburse costs for the following items:**

Land Acquisitions

Site Preparation

Sanitary/ Storm Sewers

Drainage Conduits

Channels and Levees

Street Grading

Paving

Street Lighting Fixtures

Connections and Facilities

Gas, Water, Heating, Electrical Services in Public Right of Way

Sidewalks

Water Mains and Extensions

Permanent improvements for upper levels in Downtown Buildings 25 years or older.



## STEP 1: THE CITY/COUNTY PREPARES A HOUSING NEEDS ANALYSIS

**THE HNA MUST DEMONSTRATE THE FOLLOWING:**

1. SHORTAGE OF QUALITY HOUSING WITHIN CITY/COUNTY
2. SHORTAGE OF HOUSING EXPECTED TO PERSIST AND INCENTIVES ARE NEEDED
3. SHORTAGE OF HOUSING IS A SUBSTANTIAL DETERRENT TO FUTURE ECONOMIC GROWTH IN CITY/COUNTY
4. FUTURE ECONOMIC WELL-BEING OF THE CITY/ COUNTY DEPENDS ON GOVERNING BODY

**This process can take up up to two months...**

RURAL HOUSING INCENTIVE DISTRICT

# STEP TWO:

Once the HNA is completed the City/County takes action to adopt a Resolution making certain findings regarding establishment of the RHID and providing the legal description of the property to be contained within the District. After publishing the Resolution, a copy of the Resolution and the HNA are sent to the Secretary of Commerce requesting agreement with the findings in the HNA. Holding a public hearing is a requirement at this stage of the RHID process.

If the Secretary agrees with the findings, the City/ County may proceed with the establishment of the District and adopt a plan for the redevelopment or development of the housing project in the District.

**THIS PROCESS CAN TAKE UP TO ONE MONTH**

# STEP 3:
## THE CITY/COUNTY MUST ADOPT A REDEVELOPMENT PLAN

(1) Legal description and map
(2) Existing assessed valuation
(3) Names and addresses of all owners
(4) Description of the housing public facilities project proposed to be constructed or improved and location
(5) Names and addresses of developer and property owned in District
(6) Contractual assurances of Developer
(7) Comprehensive feasibility analysis

# STEP 4: START YOUR PROJECT

***Once the Secretary approves the HNA and the District is established via the redevelopment plan, the project may begin.***

## OTHER ATTRIBUTES

- School District and County have a veto similar to TIF
- Special Obligation Bonds may be issued
- Property tax increment diverted for up to 25 years
- Bonds or “pay as you go” increment may be used for similar purposes as TIF
- 2021 SB 90 expanded the use of RHID to include the renovation of buildings or other structures more than 25 years old primary for residential use located in a central business district. Vertical improvements are included rather than limited to infrastructure under typical RHID.

## CONTACT

**COMMUNITY DVELOPMENT**
*KAYLA SAVAGE*
*Community Development Division Dire*
*kayla.savage@ks.gov*

**RHID QUESTIONS**
*ROBERT NORTH*
*Chief Counsel*
*robert.north@ks.gov*

**MEDIA REQUEST**
*DENA SATTLER*
*Senior Director of Public Affairs*
*dena.sattler@ks.gov*

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# Rural Housing Incentive Districts

## Kansas Department of Commerce
## Grassroots Economic Development 201

**Presented by:**

**GILMORE & BELL, P.C.**

**Garth Herrmann**
**Dominic Eck**

**June 9, 2022**

# RHID Basics (K.S.A. 12-5241 *et seq.)*

- Any city with a population < 60,000
- Any county with a population < 80,000
- City of Topeka
- Cities with a "qualified census tract" as designated by HUD
- Can finance property acquisition, site preparation, infrastructure – but no construction of buildings/structures EXCEPT:
  - > 25 years of age
  - Primarily for residential use
  - Located in a central business district as approved by the secretary of commerce or a qualified census tract

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# District Eligibility

- Housing Needs Analysis
  - Shortage of quality housing
  - Shortage is expected to persist
  - Shortage is a substantial deterrent to future economic growth
  - Development of quality housing dependent on incentives
- Commerce Secretary must agree with findings

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# Development Plan

- Legal description of District and map
- Existing Assessed Valuation
- Names & addresses of all owners
- Description of housing and public facilities project(s) proposed to be constructed or improved and the location
- Names & addresses of developer and property owners
- Contractual assurances of the developer
- Comprehensive feasibility analysis showing income sufficient to pay the public improvement costs

# How RHID Works

- Diverts new (incremental) real property taxes created by a project
  - State 1.5 mills not diverted
  - School District 20 mills not diverted
  - Capital outlay for schools are included in increment (different than TIF)
- All taxing districts included
- Up to 25 years
- Increment used on a pay-as-you-go basis or to pay special obligation RHID bonds

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# The "Base" and the "Increment"

**Base**
**Property Assessed Value - $1,000**

**Total Mill Levy - $100/$1000 of Assessed Value**

**Total Tax Revenue - $100**

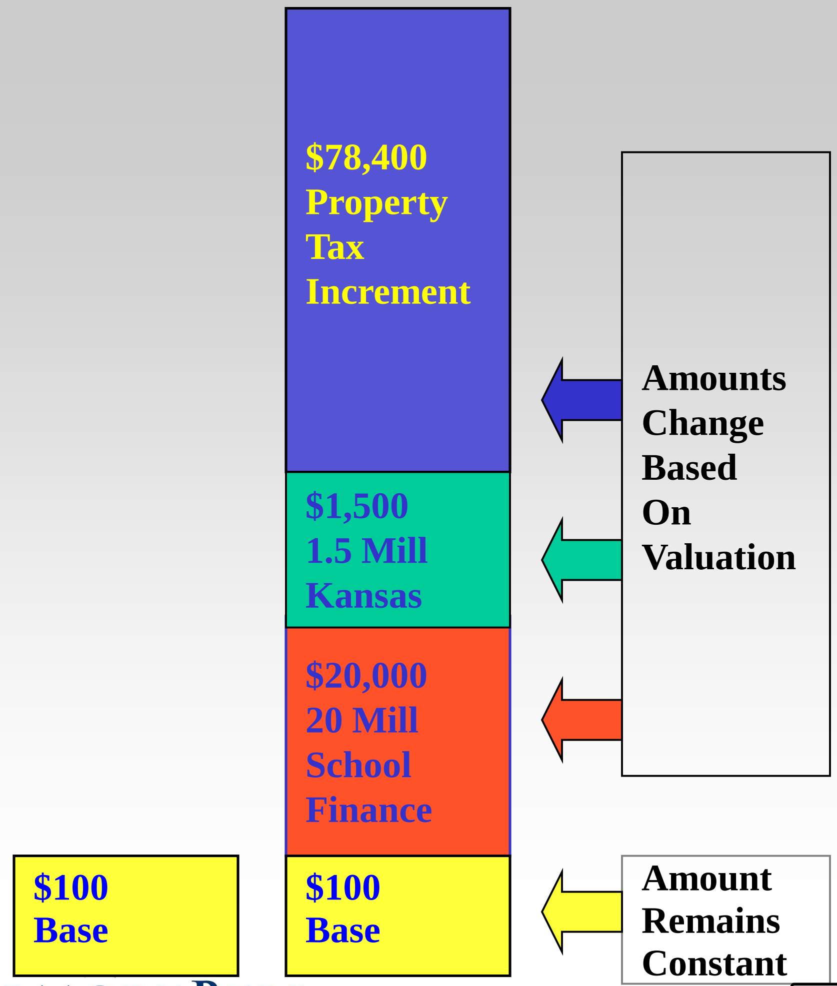
**Property Tax Increment**

**Total Assessed Value After Development - $1,000,000**

**Total Mill Levy - $100/$1000 of Assessed Value**

| | |
|---|---|
| **Total Revenue - $100,000** | |
| **Less Base** | **(100)** |
| **Less 20 Mills** | **(20,000)** |
| **Less 1.5 Mills** | **(1,500)** |

**Total Increment - $78,400**



# Effect on Taxing Districts

- All taxing jurisdictions held harmless at base property tax level
- At expiration of RHID, total improved valuation restored to all taxing jurisdictions
- Public hearing required
- Veto rights – action required within 30 days after RHID creation
  - USD
  - County
  - City within 3 miles (if County RHID)

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# RHID Steps

- **Preparation of Housing Need Analysis**
- **Resolution finding shortage of quality housing**
- **Secretary of Commerce approves findings**
- **Negotiation of Development Agreement**
- **District boundaries identified and development Plan prepared**
- **Resolution Calling Public Hearing on District and adoption of Plan**
  - 30 to 70 days prior to Public Hearing
- **Notice delivered to PC, USD, and County**
- **Published Notices**
  - Not less than 1 week nor more than 2 weeks prior to Public Hearing
- **Public Hearing on District Creation and adoption of Plan and consideration of Ordinance creating District and adopting Plan**
- **30-day Protest Period (County/USD)**

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# Questions?

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IT/GIS
*Staff Update*

**Cory Meyer**
IT/GIS Director
110 Courthouse Plaza
Manhattan, KS 66502
Phone: 785-537-6305

# STAFF REPORT

**FROM:** **Cory Meyer**

**MEETING:** **December 12, 2024**

**SUBJECT:** **IT/GIS Staff Update - December 2024**

**PRESENTER:** **Cory Meyer**

**Information Technology (IT)**

- Assist with Zoom and BOCC meetings, emergency Website updates, etc.
- Completed monthly transfer of SVQs & Deeds to the State; various customer requested phone programming changes.
- Ongoing account activation/deactivation, answering of help desk calls, Komtek/AS400 backups, resolution of user issues, swap of older/replacement of failed equipment, etc.
- Budget Update: Review, Pricing, Quotes – 8 year projections
- Internal and External Security – Email & Internet Filter
- New EMS HQ Building – Server Built, Setup, Data Migration
- ATABus Remodel
- Election Assistance – November Election
- House Bill 2842 – Courts
- Fax Line Migration
- Planning Phone System Upgrade for 2025
- MinuteTraq replacement to CivicClerk
- Inventory for 2024
- Monitor Upgrades for 2025
- Laptop Replacements for 2025
- Desktop Replacements for 2025
- Health Director Meeting
- Commission AV Upgrade

- FCRC Conference Room AV Upgrade

**Geographic Information Systems (GIS)**

- Eagleview Imagery Flight
- ESRi User Conference
- Historical Imagery Application
- Damage Assessment Application for Field Collection
- Participated in NG911 road renaming committee meeting.
- Working with Avineon on updates to GIS website for new esri map viewer
- Finalize planning/back-end work to supply access to Ortho Oblique imagery to non-County (ie. RCPD, KSUPD, KSU) users.
- Make monthly NG911 data submissions, and attend State NG911 Strategic Planning yearly meeting (via Zoom).
- Ag Survey, end of month Building Permit, Enviro. Health, and Zoning updates, etc.
- Updated GIS Website with latest city utility data, updated city zoning data, USD 383 Early learning boundaries, Impaired Streams-KDHE
- ImageNow System Replacement
- ESRi Major Version Upgrade Testing
- City/County Layer Breakdown
- Riley County UC Presentation

Enclosures:

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

**COUNTY TREASURER'S OFFICE**
*Staff Update*

# STAFF REPORT

**FROM:** **Shilo Heger**

**MEETING:** **December 12, 2024**

**SUBJECT:** **November 2024 Revenue Reporting - Riley County Treasurer**

**PRESENTER:** **Shilo Heger**

Enclosures:

- November 2024 Financials (PDF)

# Riley County Balance Sheet
## November 30, 2024

| Assets | |
|---|---|
| KS State Bank-Checking | 55,217,520.80 |
| KS State Bank-ARP | 8,299,645.26 |
| Riley State Bank | 178,929.19 |
| Outdoor Bank | 5,000.00 |
| Cash on Hand | 41,919.72 |
| CD/CDARS | 14,977,189.33 |
| **TOTAL ASSETS** | **$ 78,720,204.30** |

| Liabilities/Fund Balances | |
|---|---|
| County General | 10,335,198.33 |
| Disaster Fund (ARPA Funds) | 8,299,645.26 |
| Health Department | 874,112.01 |
| Capital Improvements Fund | 26,276,446.76 |
| Economic Development | 315,128.18 |
| RCPD Levy/Inmate Medical | 1,325,837.42 |
| Bond & Interest | 260,868.11 |
| Road & Bridge Capital Projects | 5,557,297.10 |
| Road & Bridge .20 Sales Tax | 4,610,602.46 |
| Landfill Closure | 40,287.34 |
| Special Parks & Recreation | 18,794.55 |
| County Building | 193,350.62 |
| County Auction | 428,221.51 |
| Solid Waste | 792,590.59 |
| Emergency Management | 677,056.11 |
| Fire District #1 | 945,418.91 |
| Register of Deeds Tech Fund | 176,862.27 |
| Clerk Tech Fund | 189,707.03 |
| Treasurer Tech Fund | 120,990.15 |
| Motor Vehicle Operations | 372,084.61 |
| RCPD Ops/IT Reserve/Seizure | 2,575,404.47 |
| District Court-Technology | 151,577.38 |
| Court Services | 4,138.05 |
| EMS Grants | 5,185.21 |
| Museum Bequest | 6,582.25 |
| War Memorial Fund | 11,010.07 |
| KS Opioid Settlement | 267,776.02 |
| LATCF Funds | 100,000.00 |
| LEPP Grant | 50,000.00 |
| Miscellaneous | 26,294.44 |

| **Community Corrections** | | 340,619.56 |
|---|---|---|
| JJA Prevention | Teen Court | Adult Services |
| Juvenile Intake Case Manager | Juvenile Service | Special Alcohol |

| **County Attorney** | | 2,517.33 |
|---|---|---|
| Special Prosecutor Trust | PATF | |

| **Benefit Districts** | | 1,192,362.04 |
|---|---|---|
| University Park | Moehlman Bottoms | Deep Creek |
| Carson Sewer | Valleywood | Lakeside Heights |
| Hunters Island | Terra Heights | Konza |
| Mertz/McGehee Drainage | | |

| **Funds to be Distributed** | | 470,005.38 |
|---|---|---|
| City Funds | Wildlife & Parks | School Funds |
| Township Funds | Special Assessments | State Funds |
| Cemetery Funds | | |

| **Tax Holding Funds** | | 11,706,232.78 |
|---|---|---|
| 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 LIABILITIES & FUND BAL** | **78,720,204.30** |
|---|---|

## Investments and Interest
## November 30, 2024
### Investments & Year to Date Interest

| Bank | CDs | Checking Savings | Year to Date Interest | 2023 Interest |
|---|---|---|---|---|
| KS State Bank | $0.00 | $63,517,166.06 | $3,270,281.60 | |
| Riley State Bank | $5,800,000.00 | $178,929.19 | $178,852.60 | |
| Peoples State Bank | $0.00 | $5,000.00 | $49.64 | |
| Sunflower | $0.00 | $0.00 | $0.00 | |
| UMB | $0.00 | $0.00 | $0.00 | |
| Landmark National Bank | $0.00 | $0.00 | $0.00 | |
| Intrust | $1,500,000.00 | $0.00 | $324,977.90 | |
| Capitol Federal | $0.00 | $0.00 | $48,061.92 | |
| Community 1st National Bank | $2,400,000.00 | $0.00 | $0.00 | |
| United Bank | $4,800,000.00 | $0.00 | $22,249.59 | |
| Municipal Investment Pool | $0.00 | $0.00 | $0.00 | |
| Commerce Bank | $477,189.33 | $0.00 | $40,399.63 | |
| Central National Bank | $0.00 | $0.00 | $0.00 | |
| **Total** | **$14,977,189.33** | **$63,701,095.25** | **$3,884,872.88** | **$3,212,456.84** |
| Cash & Transfer items | $41,919.72 | | | |
| **Total on Deposit** | **$78,720,204.30** | | | |

| | 2024 | 2023 |
|---|---|---|
| Interest Transfers | | |
| Capital Improvements #145 | $1,052,690.08 | $545,253.65 |
| Emergency 911 #148 | $38,967.79 | $34,542.01 |
| Reg of Deeds Technology #106 | $9,245.12 | $7,849.63 |
| Clerk Technology #107 | $9,595.45 | $7,391.06 |
| Treasurer Technology #108 | $6,085.66 | $4,796.87 |
| RCPD Seizure Funds | $16,201.97 | $15,305.20 |
| Total Transfers | $1,132,786.07 | $615,138.42 |
| **Net Interest to County General** | **$2,752,086.81** | **$2,597,318.42** |
| **Budget** | **$ 2,000,000.00** | **$100,000.00** |
| % Collected | 137.60% | 2597.32% |
| **Interest - ARPA Fund** | **$615,043.63** | **$695,016.71** |

| | |
|---|---|
| **Interest rate on active checking account** | 4.77% |
| **Interest rate on one year investments** | 4.45% |

Attachment: November 2024 Financials (15208 : November Treasurer's Report-2024)

# General Fund Revenue Detail
## Through November 30, 2024

| | November | | Year To Date | | |
|---|---|---|---|---|---|
| | Actual | Budget | Actual | Budget | Variance |
| **Motor Vehicle** | | | | | |
| Motor Vehicle | 0 | 0 | 2,157,299 | 1,998,282 | 159,017 |
| Vehicle Rental Excise | 0 | 0 | 44,130 | 45,059 | -929 |
| Recreational Vehicle | 0 | 0 | 19,289 | 19,606 | -317 |
| Commercial Vehicles | 0 | 0 | 86,471 | 84,447 | 2,024 |
| **Ad Valorem** | | | | | |
| RL/Oil/PP | 0 | 0 | 25,456,475 | 26,155,925 | -699,450 |
| Intangible | 0 | 0 | 271,181 | 199,608 | 71,573 |
| 16/20 M Trucks | 0 | 0 | 15,102 | 15,017 | 85 |
| Watercraft | 0 | 0 | 15,450 | 15,667 | -217 |
| Delinquent Tax | 0 | 0 | 336,068 | 0 | 336,068 |
| Sales Tax | 193,729 | 166,666 | 2,133,905 | 1,833,334 | 300,571 |
| Payment In Lieu of Tax | 0 | 0 | 45,682 | 40,000 | 5,682 |
| City/County Highway | 0 | 0 | 1,038,498 | 1,105,011 | -66,513 |
| Interest/Penalties | 26,510 | 25,000 | 334,762 | 275,000 | 59,762 |
| Investment Interest | 234,621 | 166,666 | 2,752,087 | 1,833,334 | 918,753 |
| Recording Fees | 27,370 | 25,000 | 349,206 | 275,000 | 74,206 |
| Hertiage Trust Fund | 2,015 | 0 | 25,813 | 0 | 25,813 |
| Juvenile Supervision Fees | 0 | 41 | 156 | 459 | -303 |
| Diversion Fees | 11,275 | 5,000 | 54,234 | 55,000 | -766 |
| Franchise Fees | 190 | 0 | 23,174 | 35,000 | -11,826 |
| Miscellaneous | 69 | 0 | 27,110 | 0 | 27,110 |
| **Departments** | | | | | |
| Clerk | 390 | 250 | 19,860 | 2,750 | 17,110 |
| Register of Deeds | 2,305 | 2,084 | 38,252 | 22,916 | 15,336 |
| Treasurer | 1,802 | 666 | 4,651 | 7,334 | -2,683 |
| Clerk of the District Court | 2,197 | 3,334 | 29,652 | 36,666 | -7,014 |
| Emergency Management | 0 | 0 | 80,814 | 85,907 | -5,093 |
| Coroner | 1,777 | 0 | 6,777 | 0 | 6,777 |
| Fair | 4,264 | 1,666 | 31,740 | 18,334 | 13,406 |
| Museum | 0 | 0 | 0 | 0 | 0 |
| Election | 0 | 1,000 | 67,380 | 11,000 | 56,380 |
| Ambulance/EMS | 149,367 | 135,412 | 1,763,086 | 1,489,539 | 273,547 |
| Appraiser | 1,330 | 1,500 | 7,686 | 16,500 | -8,814 |
| Planning & Development | 3,950 | 3,166 | 33,850 | 34,834 | -985 |
| Information Systems | 35 | 0 | 15,275 | 0 | 15,275 |
| General-General | 3,830 | 0 | 73,400 | 0 | 73,400 |
| Public Works | 7,449 | 40,000 | 464,261 | 440,000 | 24,261 |
| Noxious Weed | 4,813 | 9,166 | 100,394 | 100,834 | -440 |
| **Total Before Transfers** | **679,288** | **586,617** | **37,923,171** | **36,252,363** | **1,670,808** |
| Transfers In | 0 | 0 | 48,448 | 0 | 0 |
| **Total After Transfers** | **679,288** | **586,617** | **37,971,619** | **36,252,363** | **1,719,256** |
| **Over/Under Budget Before Transfers** | **15.80%** | | **4.61%** | | |
| **Over/Under Budget After Transfers** | **15.80%** | | **4.74%** | | |

Prepared by Shilo Heger
12/03/2024

# 2024 General Fund Revenue
## Year To Date

| | November Actual | November Budget | Year To Date Actual | Year To Date Budget | % of Budget Collected |
|---|---|---|---|---|---|
| **Motor Vehicle** | | | | | |
| Motor Vehicle | 0 | 0 | 2,157,299 | 1,998,282 | 107.96% |
| Vehicle Rental Excise | 0 | 0 | 44,130 | 45,059 | 97.94% |
| Recreational Vehicle | 0 | 0 | 19,289 | 19,606 | 98.38% |
| Commercial Vehicles | 0 | 0 | 86,471 | 84,447 | 102.40% |
| **Ad Valorem** | | | | | |
| RL/Oil/PP | 0 | 0 | 25,456,475 | 26,155,925 | 97.33% |
| Intangible | 0 | 0 | 271,181 | 199,608 | 135.86% |
| 16/20 M Trucks | 0 | 0 | 15,102 | 15,017 | 100.56% |
| Watercraft | 0 | 0 | 15,450 | 15,667 | 98.62% |
| Delinquent Tax | 0 | 0 | 336,068 | 0 | 0.00% |
| Sales Tax | 193,729 | 166,666 | 2,133,905 | 2,000,000 | 106.70% |
| Payment In Lieu of Tax | 0 | 0 | 45,682 | 40,000 | 114.21% |
| City/County Highway | 0 | 0 | 1,038,498 | 1,105,011 | 93.98% |
| Interest/Penalties | 26,510 | 25,000 | 334,762 | 300,000 | 111.59% |
| Investment Interest | 234,621 | 166,666 | 2,752,087 | 2,000,000 | 137.60% |
| Recording Fees | 27,370 | 25,000 | 349,206 | 300,000 | 116.40% |
| Hertiage Trust Fund | 2,015 | 0 | 25,813 | 0 | 0.00% |
| Juvenile Supervision Fees | 0 | 41 | 156 | 500 | 31.13% |
| Diversion Fees | 11,275 | 5,000 | 54,234 | 60,000 | 90.39% |
| Franchise Fees | 190 | 0 | 23,174 | 35,000 | 66.21% |
| Miscellaneous | 69 | 0 | 27,110 | 0 | 0.00% |
| **Departments** | | | | | |
| Clerk | 390 | 250 | 19,860 | 3,000 | 662.01% |
| Register of Deeds | 2,305 | 2,084 | 38,252 | 25,000 | 153.01% |
| Treasurer | 1,802 | 666 | 4,651 | 8,000 | 58.13% |
| Clerk of the District Court | 2,197 | 3,334 | 29,652 | 40,000 | 74.13% |
| Emergency Management | 0 | 0 | 80,814 | 85,907 | 0.00% |
| Coroner | 1,777 | 0 | 6,777 | 0 | 0.00% |
| Fair | 4,264 | 1,666 | 31,740 | 20,000 | 158.70% |
| Museum | 0 | 0 | 0 | 0 | 0.00% |
| Election | 0 | 1,000 | 67,380 | 12,000 | 561.50% |
| Ambulance/EMS | 149,367 | 135,412 | 1,763,086 | 1,624,951 | 108.50% |
| Appraiser | 1,330 | 1,500 | 7,686 | 18,000 | 42.70% |
| Planning & Development | 3,950 | 3,166 | 33,850 | 38,000 | 89.08% |
| Information Systems | 35 | 0 | 15,275 | 0 | 0.00% |
| General-General | 3,830 | 0 | 73,400 | 0 | 0.00% |
| Public Works | 7,449 | 40,000 | 464,261 | 480,000 | 96.72% |
| Noxious Weed | 4,813 | 9,166 | 100,394 | 110,000 | 91.27% |
| **Total Before Transfers** | **679,288** | **586,617** | **37,923,171** | **36,838,980** | **102.94%** |
| Transfers In | 0 | 0 | 58,159 | 300,000 | 19.39% |
| **Total After Transfers** | **679,288** | **586,617** | **37,981,330** | **37,138,980** | **102.27%** |
| **Over/Under Budget Before Transfers** | **15.80%** | | | | |
| **Over/Under Budget After Transfers** | **15.80%** | | | | |
| **November = 91.67% of the Budget** | | | | | |

Prepared by Shilo Heger 12/03/2024

## Sales Tax Received
## November 30, 2024

| | County General | | | | |
|---|---|---|---|---|---|
| | 2023 | 2024 | Prior Year Variance | 2024 Budget | % Over Budget |
| January (Nov) | 193,878.41 | 183,689.10 | -5.26% | 166,667 | 10.21% |
| February (Dec) | 211,882.26 | 207,797.81 | -1.93% | 166,667 | 24.68% |
| March (Jan) | 168,813.93 | 170,859.67 | 1.21% | 166,667 | 2.52% |
| April (Feb) | 170,747.53 | 174,539.13 | 2.22% | 166,667 | 4.72% |
| May (Mar) | 197,338.15 | 188,313.31 | -4.57% | 166,667 | 12.99% |
| June (Apr) | 176,160.38 | 186,323.40 | 5.77% | 166,667 | 11.79% |
| July (May) | 182,832.23 | 195,968.02 | 7.18% | 166,667 | 17.58% |
| August (June) | 201,283.34 | 193,612.81 | -3.81% | 166,667 | 16.17% |
| September (July) | 167,263.67 | 207,620.11 | 24.13% | 166,667 | 24.57% |
| October (Aug) | 193,329.61 | 231,452.41 | 19.72% | 166,667 | 38.87% |
| November (Sept) | 216,907.02 | 193,728.85 | -10.69% | 166,667 | 16.24% |
| December (Oct) | 193,516.34 | 0.00 | -100.00% | 166,667 | -100.00% |
| **Year to Date** | **$2,273,952.87** | **$2,133,904.62** | | **$ 2,000,000.00** | **6.70%** |

| | 2023 | 2024 |
|---|---|---|
| **Sales Tax Collected** | **$2,273,952.87** | **$2,133,904.62** |
| **Budget** | **$1,800,000.00** | **$2,000,000.00** |
| | | |
| **% of Budget Collected** | **126.33%** | **106.70%** |
| **% Over Budget** | **26.33%** | **15.03%** |

Prepared by Shilo Heger 12/03/2024

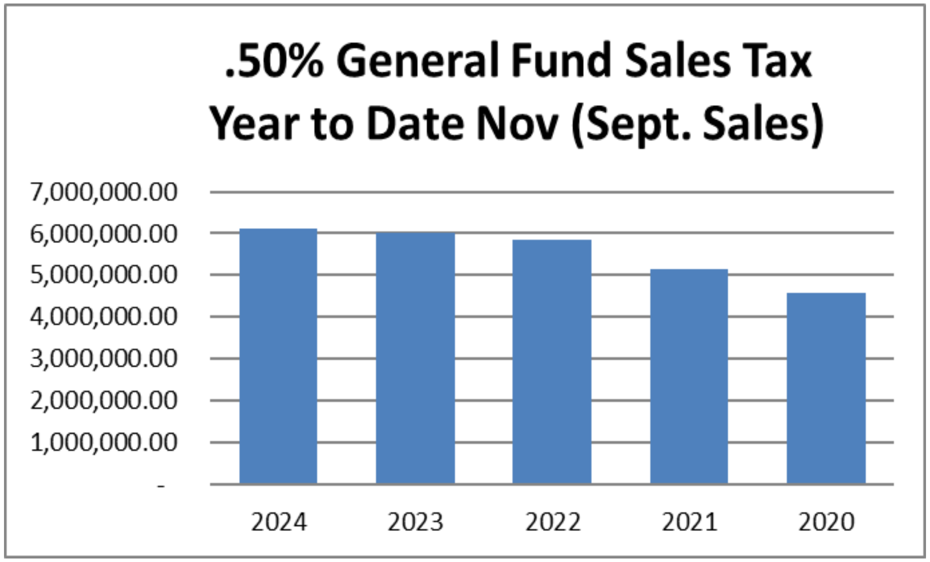
# Sales Tax Received
## November 30, 2024

| | Road & Bridge | | | | |
|---|---|---|---|---|---|
| | **2023** | **2024** | **Prior Year Variance** | **2024 Budget** | **% Over Budget** |
| January (Nov) | 193,878.40 | 212,079.24 | 9.39% | 166,667 | 27.25% |
| February (Dec) | 211,882.25 | 239,257.27 | 12.92% | 166,667 | 43.55% |
| March (Jan) | 195,644.52 | 196,726.95 | 0.55% | 166,667 | 18.04% |
| April (Feb) | 197,885.43 | 200,963.47 | 1.56% | 166,667 | 20.58% |
| May (Mar) | 228,702.28 | 216,822.94 | -5.19% | 166,667 | 30.09% |
| June (Apr) | 204,158.59 | 214,531.81 | 5.08% | 166,667 | 28.72% |
| July (May) | 211,890.83 | 225,636.56 | 6.49% | 166,667 | 35.38% |
| August (June) | 232,392.78 | 221,097.24 | -4.86% | 166,667 | 32.66% |
| September (July) | 193,115.20 | 237,092.96 | 22.77% | 166,667 | 42.26% |
| October (Aug) | 223,209.72 | 264,308.42 | 18.41% | 166,667 | 58.59% |
| November (Sept) | 250,431.18 | 221,229.73 | -11.66% | 166,667 | 32.74% |
| December (Oct) | 223,425.34 | 0.00 | -100.00% | 166,667 | -100.00% |
| **Year to Date** | **$2,566,616.52** | **$2,449,746.59** | | **$ 2,000,000.00** | **22.49%** |

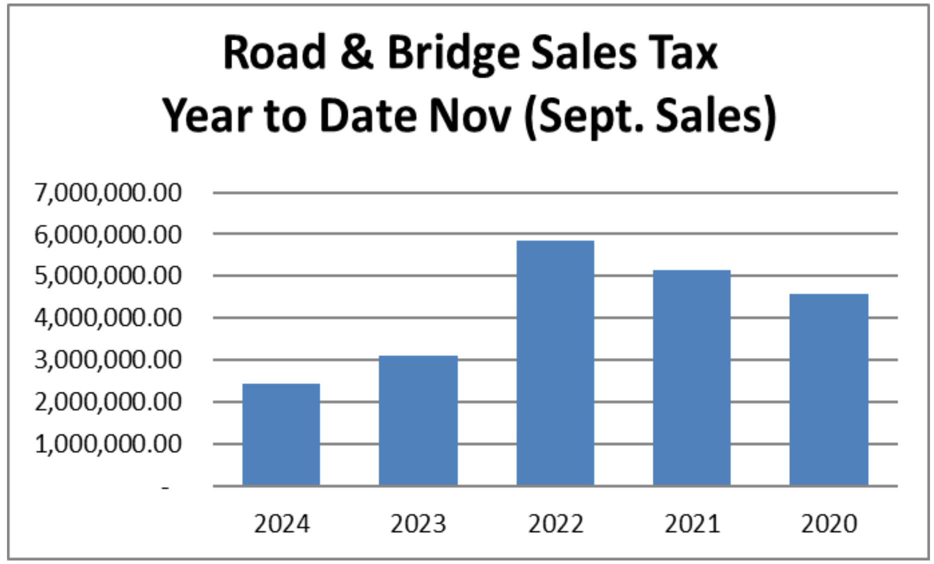
| | 2023 | 2024 |
|---|---|---|
| **Sales Tax Collected** | **$2,566,616.52** | **$2,449,746.59** |
| **Budget** | **$1,800,000.00** | **$2,000,000.00** |
| | | |
| **% of Budget Collected** | **142.59%** | **122.49%** |
| **% Over Budget** | **42.59%** | **30.82%** |

Prepared by Shilo Heger 12/03/2024

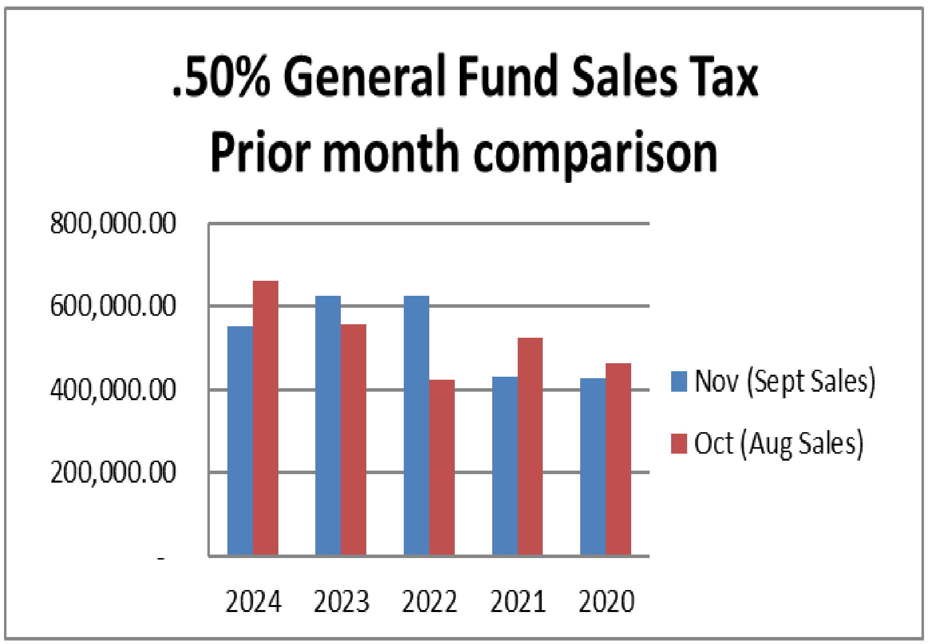
# Sales Tax Data
## November 2024



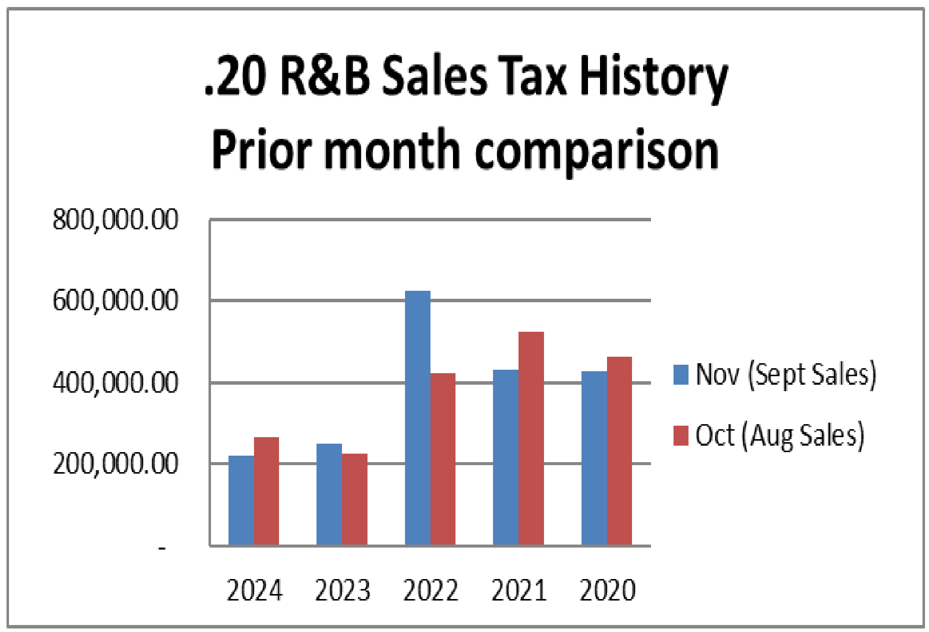

General Fund Sales Tax year to date is 1.75% higher than November 2023




Road & Bridge Sales Tax year to date is 21.26% lower than November 2023

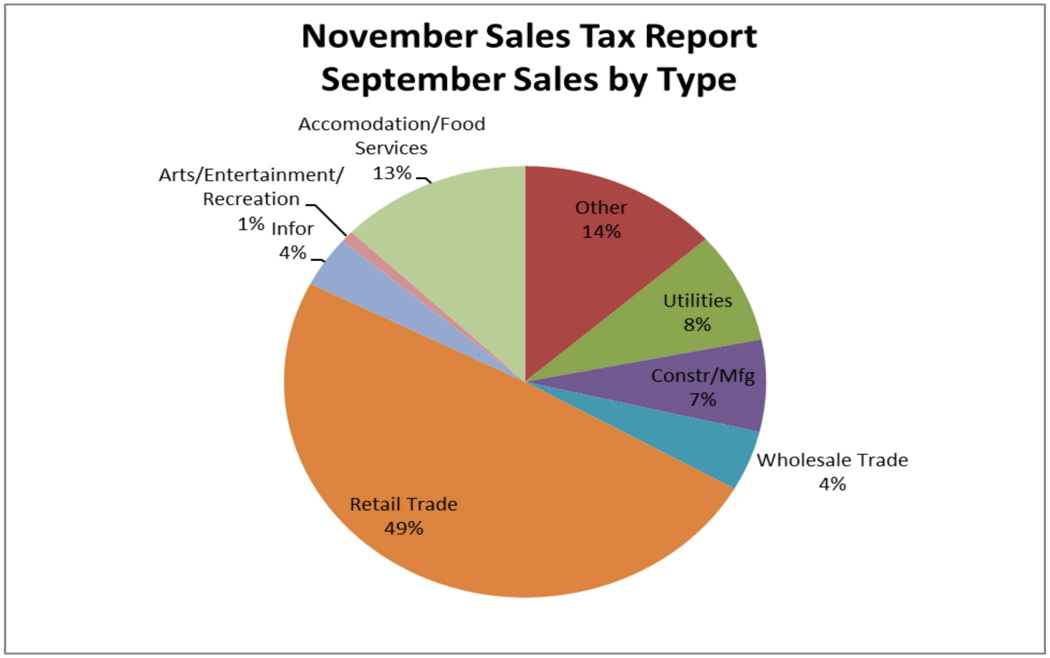



General Fund Sales Tax is 16.30% lower than October 2024.

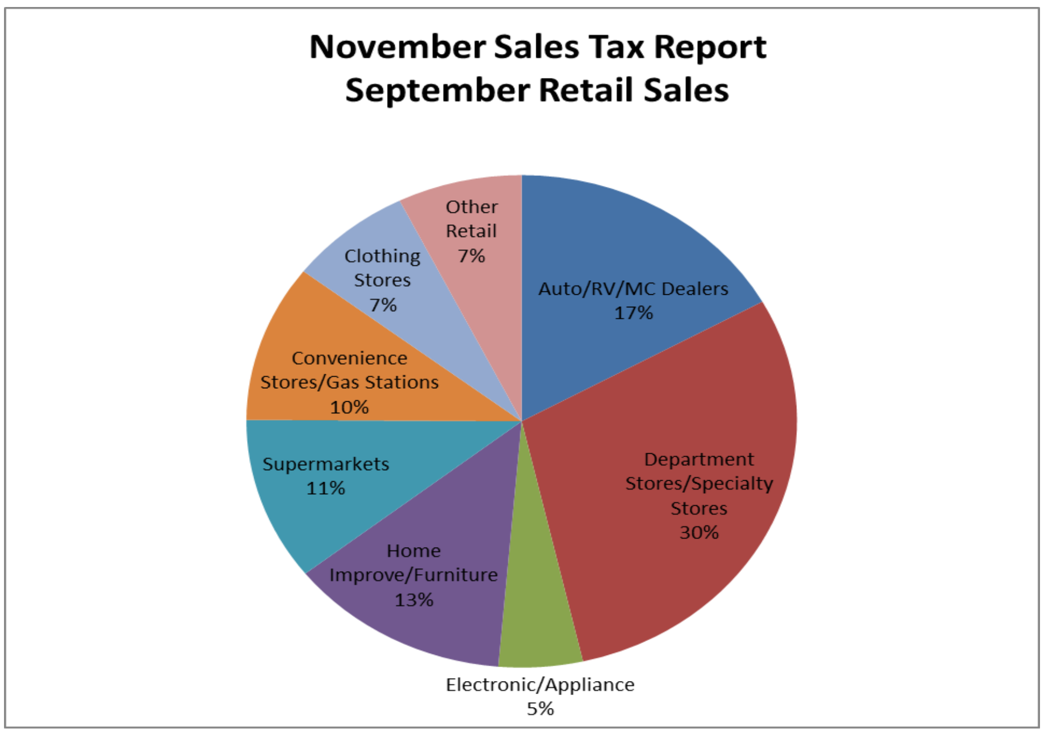



Road & Bridge Sales Tax is 16.30% lower than October 2024.

**NAICS Sales Tax Data**
**November 2024**




| | | |
|---|---|---|
| Other | 13.50% | 104,449.58 |
| Utilities | 8.34% | 64,524.82 |
| Constr/Mfg | 6.90% | 53,390.71 |
| Wholesale Trade | 4.50% | 34,827.11 |
| Retail Trade | 49.26% | 381,065.84 |
| Infor | 3.81% | 29,489.17 |
| Arts/Entertainment/ Recreation | 0.89% | 6,868.22 |
| Accomodation/Food Services | 12.79% | 98,915.08 |
| | | 773,530.53 |




| | | |
|---|---|---|
| Auto/RV/MC Dealers | 16.93% | 64,502.88 |
| Department Stores/Specialty Stores | 29.50% | 112,399.98 |
| Electronic/Appliance | 4.94% | 18,808.92 |
| Home Improve/Furniture | 13.03% | 49,660.57 |
| Supermarkets | 10.70% | 40,781.76 |
| Convenience Stores/Gas Stations | 10.34% | 39,401.77 |
| Clothing Stores | 7.26% | 27,658.61 |
| Other Retail | 7.31% | 27,851.35 |
| | | 381,065.84 |

**November 2024 (Sept Sales)**

| | | | State Treasurer |
|---|---|---|---|
| Sales Tax | | | |
| Leonardville | 462,175.46 | 0.003658 | 1,690.82 |
| Ogden | 462,175.46 | 0.015006 | 6,935.31 |
| Randolph | 462,175.46 | 0.001236 | 571.31 |
| Riley | 462,175.46 | 0.009616 | 4,444.51 |
| Manhattan | 462,175.46 | 0.619716 | 286,417.66 |
| County | 462,175.46 | 0.350767 | 162,115.85 |
| | | 0.999999 | 462,175.46 |
| Use Tax | | | |
| Leonardville | 90,125.34 | 0.003658 | 329.71 |
| Ogden | 90,125.34 | 0.015006 | 1,352.40 |
| Randolph | 90,125.34 | 0.001236 | 111.40 |
| Riley | 90,125.34 | 0.009616 | 866.68 |
| Manhattan | 90,125.34 | 0.619716 | 55,852.15 |
| County | 90,125.34 | 0.350767 | 31,613.00 |
| | | 0.999999 | 90,125.34 |
| | 552,300.80 | | 552,300.80 |
| | R&B Sales Tax | | 221,229.73 |
| | | | 773,530.53 |

**Diane Creek**
Health Department
Director
2030 Tecumseh Rd
Manhattan, KS 66502
Phone: 785-776-4779

**HEALTH DEPARTMENT**
*Report*

# STAFF REPORT

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**FROM:** **Breva Spencer, Maternal and Child Health Supervisor**

**MEETING:** **December 12, 2024**

**SUBJECT:** **MCH Program Updates and Safe Kids Riley County Presentation**

**PRESENTER:** **Breva Spencer, Maternal and Child Health Supervisor**

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See attached presentations: MCH Program Updates PPT and Safe Kids Riley County PPT.

Enclosures:

- BOCC MCH Program Update Highlights (PDF)
- SK-Presentation (PDF)

# Maternal and Child Health Program

Breva Spencer, LBSW
Maternal and Child Health Supervisor

# Overview of Program Services

- Maternal & Infant
- MCH home/newborn visits
- Weekly Home visiting
- Becoming a Mom® (BaM®) Classes
- Becoming a Family - Fourth Trimester Parenting classes
- Certified Lactation Counseling (CLC)
- Pregnancy Testing/Confirmation
- On-Site Behavioral Health – KSU Student Therapist
- Presumptive Eligibility
- Riley County Perinatal Coalition Co-Chair and Grant Coordinator
- Safe Kids Coordinator

# MCH Program Data – July 1, 2023 - June 30, 2024

MCH services:

Served 318 prenatal/pregnant women

Served 204 postpartum women

Served 107 Women & Adolescent (12-22)

Served 173 infants

Served 105 children

Total Visits Completed: 2,577

# MCH Program Data – July 1, 2023 - June 30, 2024

**Becoming a Mom®**

359 enrolled participants

72 classes held and 1,060 participants educated

**Becoming a Mom® – Spanish**

12 classes held and 124 participants educated

**Becoming a Family**

16 classes held and 180 participants educated

# 2024 Highlights

- Community Baby Shower
- Perinatal Yoga
- Delta Dental of Kansas Smile Kit Program

# Community Baby Shower
# June 8, 2024, 9am-11:30am

Funding Sources: KDHE Core State Injury Prevention Program (Core SIPP) and Greater Manhattan Community Foundation

394 total in attendance

135 families educated on safe sleep and received a safe sleep bundle

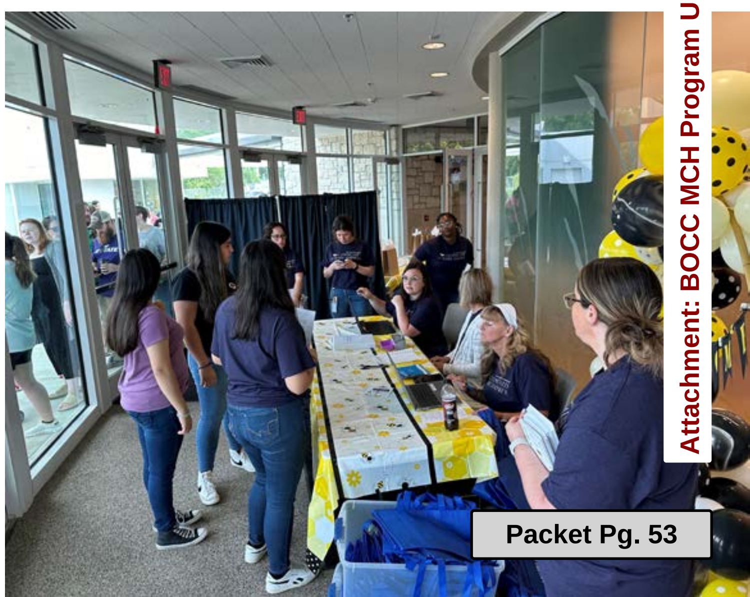
28 Community agencies attended the event


NATURE EXPLORATION CENTER
Ascension
Via Christi
Obstetric Care


COMMUNITY
BABY SHOWER

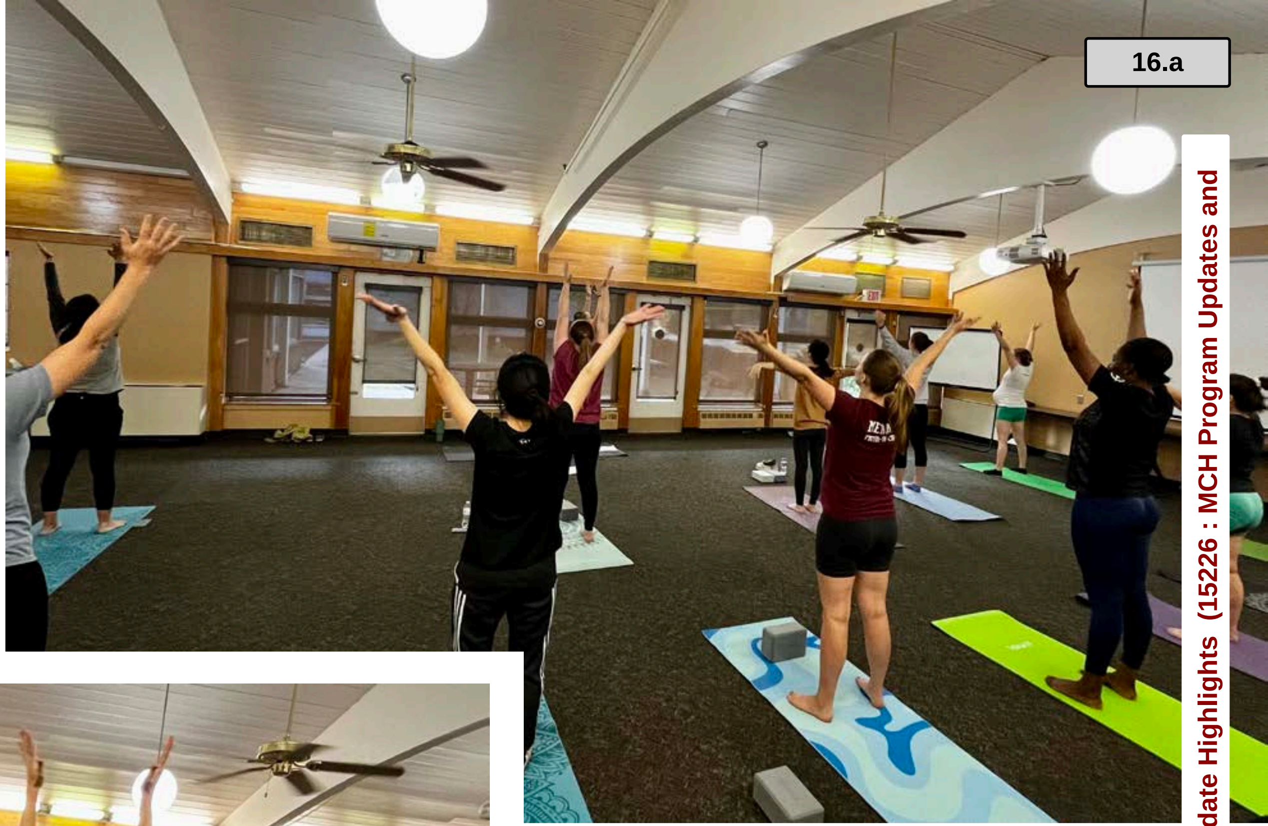

WELCOME


CENTER



# Perinatal Yoga

- 126 registered to attend from Sept 2023 - June 2024
- Average class size is 10 participants each week
- Objectives and Final Data
- Sustainability



# Delta Dental of Kansas Smile Kit Program

A Smile Kit includes a toothbrush, toothpaste and floss in a reusable plastic pouch! They are provided to Kansas-based organizations with programs and projects that include an oral health education or outreach component.

Agencies Receiving Smile Kit:

WIC, Senior Center, Raising Riley, RCHD Clinic, Ogden Friendship House, MESI, MCH, Flint Hills Volunteer Center, DCF, Crisis Center, Be Able and Area Agency on Aging

Total Given in 2023:

Adult – 1305

Children - 2335

RILEY COUNTY

# Questions?

# Thank you!

SAFE KIDS WORLDWIDE

# OVERVIEW

# OUR MISSION

TO KEEP ALL KIDS SAFE FROM **PREVENTABLE** INJURIES.

# Our U.S. Coalitions

Safe Kids works with more than 400 coalitions in 49 states and the District of Columbia across the country.


Each coalition is led by a local organization such as a hospital, health department or community-based organization that provides staff and operational support.

Our coalitions consist of incredibly dedicated and caring volunteers.

They are nurses, police officers, firefighters, paramedics, doctors, teachers, business leaders, legislators and parents.

They go above and bey
for one common goa
keeping kids safe.

# Safe Kids Riley County Coalition

- Riley County Health Department-Lead Agency
- Riley County EMS
- Riley County Police Department
- Manhattan Fire Department
- Next Step
- Parents as Teachers
- USD 383

# Riley County Programs

Safe Kids Worldwide provides resources to **deliver community programs**.

## At Home

- Safe Infant Sleep
- Fire Safety/Burn Prevention
- Poison Prevention/Medicine Safety
- Falls Prevention

## At Play

- Wheeled Sports Safety

## On the Road

- Child Passenger Safety
- Pedestrian Safety
- Bike Safety


POLARIS
MATERNAL & CHILD
Can you spot the 19 differences?


RILEY COUNTY
POLICE DEPARTMENT


POLICE


RILEY COUNTY

MANHATTAN
FIRE RESCUE
FIRE DEPT
KANS
HAZ MAT
EST. 1892

next step
PREGNANCY & FAMILY RESOURCES

POLICE
RILEY COUNTY
POLICE DEPARTMENT


SAFE KIDS
SAFE KIDS


Heather

# Safe Kids Riley County

## Recognized in December as Coalition of the Month

SAFE KIDS
RILEY COUNTY

Thank you.

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

**COUNTY CLERK & ELECTIONS**
*Budget*

# MEMORANDUM

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**FROM:** **Brittany Phillips, Budget & Finance Officer**

**MEETING:** **December 12, 2024**

**SUBJECT:** **Monthly Cash Flow Report for November 2024**

**PRESENTER:** **Brittany Phillips, Budget & Finance Officer**

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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:

- November 2024 updated cash flows (PDF)

# 2024 Riley County Economic Development Cash Flow Analysis

**% of Year: 91.7**

| Month | Revenue | Reimbursements | Other | Total Revenue | Expenditures | Jan/Feb/Mar 2023 A/P | Total Expenditures |
|---|---|---|---|---|---|---|---|
| Jan | $107,100.00 | | | $107,100.00 | $84,542.15 | | $84,542.15 |
| Feb | | | | $0.00 | $0.00 | | $0.00 |
| Mar | | | | $0.00 | $1,895.00 | | $1,895.00 |
| Apr | | | | $0.00 | $0.00 | | $0.00 |
| May | | | | $0.00 | $1,899.31 | | $1,899.31 |
| Jun | | | | $0.00 | $1,000.00 | | $1,000.00 |
| Jul | | | | $0.00 | $30,507.00 | | $30,507.00 |
| Aug | | | | $0.00 | $12,213.96 | | $12,213.96 |
| Sep | | | | $0.00 | $0.00 | | $0.00 |
| Oct | | | | $0.00 | $0.00 | | $0.00 |
| Nov | | | | $0.00 | $0.00 | | $0.00 |
| Dec | | | | $0.00 | | | $0.00 |
| | $107,100.00 | $0.00 | $0.00 | $107,100.00 | $132,057.42 | $0.00 | $132,057.42 |

| Cash Reconciliation | |
|---|---|
| 2024 Beginning Unencumbered Cash | $340,085.60 |
| 2024 Revenue | $107,100.00 |
| Less 2024 Expenditures/Encumbrances | $132,057.42 |
| 2024 Ending Unencumbered Cash | $315,128.18 |
| Less Est. Project Balance for CY | $134,269.54 |
| 2024 Projected Unencumbered Cash | $180,858.64 |

| Riley County 2024 Budget Authority Summary | | % Budget Expended |
|---|---|---|
| 2024 Budgeted Expenditures | $259,053 | |
| Expenditures to Date | $132,057 | 50.98% |
| 2024 Remaining Budget Authority | $126,996 | |

| Riley County 2024 Budgeted Revenue | | % Budgeted Revenue |
|---|---|---|
| 2024 Budgeted Revenue | $107,100 | |
| Revenue to Date | $107,100 | 100.00% |

# 2024 Detailed Expenditures per Project and per Department

| Projects | Project Estimate | Prior Year Expenditures | 2024 Actual Expenditures | Jan/Feb/Mar 2023 A/P | 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 | $1,015.00 | | $0.00 | $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 | $61,015.00 | $0.00 | $132,850.00 | $0.00 |
| ***MEMBERSHIPS*** | | | | | | |
| FHMPO Contribution | $5,200.00 | $0.00 | $3,780.46 | | $1,419.54 | $0.00 |
| FHRLP Underwriters & Sponsors | | | | | $0.00 | $0.00 |
| MEMBERSHIP TOTALS | $5,200.00 | $0.00 | $3,780.46 | $0.00 | $1,419.54 | $0.00 |
| ***CONTRACTS*** | | | | | | |
| Auto Lane Development (2024) | $121,139.60 | $109,025.64 | $12,113.96 | | $0.00 | $0.00 |
| CONTRACT TOTALS | $121,139.60 | $109,025.64 | $12,113.96 | $0.00 | $0.00 | $0.00 |
| ***DEBT OBLIGATION TRANSFER*** | | | | | | |
| Konza Water Debt | $658,501.67 | $359,504.67 | $52,153.00 | | $246,844.00 | $0.00 |
| DEBT OBLIGATION TRANSFER TOTALS | $658,501.67 | $359,504.67 | $52,153.00 | $0.00 | $246,844.00 | $0.00 |
| ***PROJECTS*** | | | | | | |
| Comprehensive Plan Update | $150,000.00 | $325.75 | $1,995.00 | | $147,679.25 | $0.00 |
| PROJECT TOTALS | $150,000.00 | $325.75 | $1,995.00 | $0.00 | $147,679.25 | $0.00 |
| **TOTALS** | $1,128,706.27 | $468,856.06 | $131,057.42 | $0.00 | $528,792.79 | $0.00 |

Remaining Approved Projects less lease/debt payments/reserve payments/reserve $134,269.54

*(not included as these payments are subject to approval with annual budget) al with annual budget)*

Completed Projects

# 2024 Riley County Building Cash Flow Analysis FUND 152

**% of Year: 91.7**

| Month | Revenue | Reimbursements | Other | Total Revenue | Expenditures | Encumbrances | Jan/Feb/Mar 2023 A/P | Total Expenditures |
|---|---|---|---|---|---|---|---|---|
| Jan | $175,365.42 | | | $175,365.42 | $6,436.16 | | $31,441.99 | $37,878.15 |
| Feb | | $10.00 | | $10.00 | $23,518.23 | | | $23,518.23 |
| Mar | $8,405.63 | $4,008.00 | | $12,413.63 | $19,027.22 | | | $19,027.22 |
| Apr | | $10.00 | | $10.00 | $31,517.31 | | | $31,517.31 |
| May | $117,721.14 | | | $117,721.14 | $23,468.96 | | | $23,468.96 |
| Jun | | | | $0.00 | $31,426.38 | | | $31,426.38 |
| Jul | | | | $0.00 | $25,504.17 | | | $25,504.17 |
| Aug | $33.50 | | | $33.50 | $16,749.15 | | | $16,749.15 |
| Sep | $18,180.40 | $53.50 | | $18,233.90 | $18,299.90 | | | $18,299.90 |
| Oct | $3,368.69 | $43.50 | | $3,412.19 | $17,075.89 | | | $17,075.89 |
| Nov | | $33.50 | | $33.50 | $25,630.73 | | | $25,630.73 |
| Dec | | | | $0.00 | | | | $0.00 |
| | $323,074.78 | $4,158.50 | $0.00 | $327,233.28 | $238,654.10 | $0.00 | $31,441.99 | $270,096.09 |

| Cash Reconciliation | |
|---|---|
| 2024 Beginning Unencumbered Cash | $104,325.94 |
| 2024 Revenue | $327,233.28 |
| Less 2024 Expenditures/Encumbrances | $238,654.10 |
| 2024 Ending Unencumbered Cash | $192,905.12 |

| Riley County 2024 Budget Authority Summary | | % Budget Expended |
|---|---|---|
| 2024 Budgeted Expenditures | $430,000 | |
| Expenditures to Date | $270,096 | 62.81% |
| 2022 Remaining Budget Authority | $159,904 | |

| Riley County 2024 Budgeted Revenue | | % Budgeted Revenue |
|---|---|---|
| 2024 Budgeted Revenue | $323,370 | |
| Revenue to Date | $327,233 | 101.19% |

# 2024 Riley County CIP Cash Flow Analysis

**% of Year: 91.7**

| Month | Revenue | Transfers In | Reimbursements | Total Revenue | Expenditures | Jan/Feb/Mar 2023 A/P | Total Expenditures |
|---|---|---|---|---|---|---|---|
| Jan | $194,820.52 | $5,509,446.00 | | $5,704,266.52 | $216,786.25 | $50,114.59 | $266,900.84 |
| Feb | | | | $0.00 | $32,510.85 | | $32,510.85 |
| Mar | | | | $0.00 | $11,288.77 | | $11,288.77 |
| Apr | $241,088.96 | | | $241,088.96 | $85,906.94 | | $85,906.94 |
| May | $865.00 | | | $865.00 | $655,386.99 | | $655,386.99 |
| Jun | $196,597.36 | | | $196,597.36 | $132,895.51 | | $132,895.51 |
| Jul | $256,207.09 | $8,933,000.00 | | $9,189,207.09 | $361,893.80 | | $361,893.80 |
| Aug | $32,462.04 | | | $32,462.04 | $12,298.05 | | $12,298.05 |
| Sep | $10,418.63 | | | $10,418.63 | $406,812.25 | | $406,812.25 |
| Oct | $360,978.51 | | | $360,978.51 | $286,166.71 | | $286,166.71 |
| Nov | | | | $0.00 | $671,610.40 | | $671,610.40 |
| Dec | | | | $0.00 | | | $0.00 |
| Totals | $1,293,438.11 | $14,442,446.00 | $0.00 | $15,735,884.11 | $2,873,556.52 | $50,114.59 | $2,923,671.11 |

| Cash Reconciliation | |
|---|---|
| 2024 Beginning Unencumbered Cash | $13,413,482.00 |
| 2024 Revenue | $15,735,884.11 |
| Less 2024 Expenditures/Encumbrances | $2,923,671.11 |
| 2024 Ending Unencumbered Cash | $26,225,695.00 |
| Less Remaining Approved Projects | $4,339,708.11 |
| 2024 Projected Unencumbered Cash | $21,885,986.89 |
| LESS RESERVED FUNDS | $4,867,053.62 |
| Projected 2024 Cash w/out Reserves | $17,018,933.27 |

| Riley County 2024 CIP Budget Authority Summary | | % Budget Expended |
|---|---|---|
| 2024 CIP Budgeted Expenditures | $7,990,119 | |
| Expenditures to Date | $2,873,557 | 35.96% |
| 2024 Remaining Budget Authority | $5,116,562 | |

| Riley County 2024 CIP Budgeted Revenue | | % Budgeted Revenue |
|---|---|---|
| 2024 CIP Budgeted Revenue | $5,929,446 | |
| Revenue to Date | $15,735,884 | 265.39% |

| Reserved Funds: | |
|---|---|
| CIP Reserve | 500,000.00 |
| Fair Reserve | 83,888.13 |
| FFE Reserve | 1,358,586.53 |
| Other Projects TBD | 1,034,446.00 |
| CARES Funds | 1,890,133 |
| TOTAL RESERVE | 4,867,053.62 |

To be spent on North Co. EMS Facility & Public Safety HQ after ARPA funds are used

# 2024 CIP Detailed Expenditures per Project and per Dept

| Project # | Project Code | Projects | Approved Project Estimate | Prior Year Expenditures | Reserved for Approved Projects | 2024 Actual Expenditures | Jan/Feb/Mar 2023 A/P | Remaining Project Estimate | Completed Projects (Over) Under Approved Estimate |
|---|---|---|---|---|---|---|---|---|---|
| | | ***PUBLIC WORKS:*** | | | | | | | |
| 13-13PW005 | | Unassigned - design cost for culverts | $35,000.00 | $16,100.00 | | | | $0.00 | $18,900.00 |
| 18-18PW012 | 27 | Fairgrounds ADA Walkway | $170,000.00 | $104,648.05 | | $2,837.10 | | $0.00 | $62,514.85 |
| 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 | | | | $0.00 | $10,000.00 |
| 21-21LEC002 | | Elevator Repair-LEC Lobby | $45,000.00 | $0.00 | | | | $45,000.00 | |
| 21-21PW002 | | Semi Truck | $85,000.00 | $0.00 | | | | $0.00 | $85,000.00 |
| 21-21PW007 | | Imaging Software & Conversion | $75,000.00 | $0.00 | | | | $75,000.00 | |
| 23-23PW001 | | Carnegie Elevator Modernization | $220,000.00 | $0.00 | | | | $220,000.00 | |
| 23-23PW003 | | Carnegie Boiler | $75,000.00 | $11,604.00 | | | | $0.00 | $63,396.00 |
| 23-23PW004 | | Dump Truck Bed (Unit 26) | $70,000.00 | $0.00 | | | | $70,000.00 | |
| 23-23PW005 | | Dump Truck Bed (Unit 27) | $70,000.00 | $0.00 | | | | $70,000.00 | |
| 23-23PW006 | | 550 Diesel Truck w/ Snow Plow & Spreader | $120,000.00 | $7,475.00 | | $106,720.00 | | $5,805.00 | |
| 23-23PW007 | | 32' Hydraulic Gooseneck Trailer | $45,000.00 | $0.00 | | $40,200.00 | | $0.00 | $4,800.00 |
| 23-23LEC001 | 986 | Replace Roof - LEC | $404,000.00 | $0.00 | | $403,660.00 | | $0.00 | $340.00 |
| 23-23PK001 | | Large Area Mower w/ Cab | $72,000.00 | $0.00 | | $70,633.73 | | $1,366.27 | |
| 23-23PK002 | | Playground Equipment CICO Park (PK trx $75000) & 18-18PK003, 21-21PK008 | $375,000.00 | $0.00 | | | | $375,000.00 | |
| 24-24PW001 | | Courthouse & Health Department Elevator Modernization | $385,000.00 | | | | | $385,000.00 | |
| 24-24PK001 | | 30" Aerator | $11,000.00 | | | $8,992.00 | | $2,008.00 | |
| 24-24PK002 | | University Park Pickleball/Basketball Courts | $11,000.00 | | | | | $11,000.00 | |
| 24-24PK003 | | Restroom in Ogden Community Park | $11,000.00 | | | | | $11,000.00 | |
| 24-24PK004 | | Restroom Leonardville Park | $11,000.00 | | | | | $11,000.00 | |
| 24-24PW002 | | FCRC Replace Roof | $150,000.00 | | | | | $150,000.00 | |
| 24-24PW003 | | Museum - Replace HVAC | $35,000.00 | | | | | $35,000.00 | |
| 24-24PW004 | | Museum - Lighting | $75,000.00 | | | | | $75,000.00 | |
| 24-24PW005 | | 1/2 Ton 4x4 Extended Cab Pickup | $65,000.00 | | | $46,313.00 | | $0.00 | $18,687.00 |
| 24-24PW006 | | 550 Diesel Truck w/ snow plow & spreader | $125,000.00 | | | $76,711.00 | | $48,289.00 | |
| 24-24PW007 | | 3/4 Ton 4x4 Extended Cab Pickup w/Plow & Spreader | $75,000.00 | | | $64,508.08 | | $10,491.92 | |
| 24-24PW008 | 993 | Window Replacement - CPE building | $500,000.00 | | | $1,050.00 | | $498,950.00 | |
| 24-24LEC001 | | Kitchen Floor Replacement | $30,000.00 | | | $28,079.38 | | $1,920.62 | |
| 24-24LEC002 | | Jail Intake Shower | $10,000.00 | | | $5,937.64 | | $4,062.36 | |
| 24-24LEC003 | | Isolation Room | $10,000.00 | | | $6,252.98 | | $3,747.02 | |
| 24-24PW009 | | RCOB Fire Alarm Panel Replacement | $26,500.00 | | | | | $26,500.00 | |
| 24-24PW010 | | CPE 1st Floor HVAC | $30,000.00 | | | | | $30,000.00 | |
| 24-24PW011 | | Courthouse Cooling Tower Pump | $30,000.00 | | | | | $30,000.00 | |
| 24-24PW012 | | Tandem Axle Truck Chasis | $200,000.00 | | | | | $200,000.00 | |
| 24-24PK005 | | Standing Spreader/Sprayer | $28,000.00 | | | | | $28,000.00 | |
| 24-24PK006 | | Standing 72" Mower w/ Bagger | $20,000.00 | | | | | $20,000.00 | |
| 24-24PK007 | | Tractor | $55,000.00 | | | | | $55,000.00 | |
| 24-24LEC004 | | RCPD Rage Cleanup | $220,000.00 | | | | | $220,000.00 | |

| | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|
| 24-24LEC005 | | Jail Camera Software | $25,000.00 | | | | | $25,000.00 | |
| | | PUBLIC WORKS TOTAL | $2,989,500.00 | $139,827.05 | $0.00 | $861,894.91 | $0.00 | $2,784,140.19 | $263,637.85 |
| | | ***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 | |
| 22-22AM001 | 302 | EMS AMBULANCE | $325,000.00 | $302,902.00 | | $17,289.02 | $4,808.98 | $0.00 | |
| 23-23AM001 | | Overhead Alerting Systems | $187,545.61 | $0.00 | | $98,872.98 | | $88,672.63 | |
| 23-23AM002 | | Patient Mover Replacement | $69,265.00 | $0.00 | | $8,535.00 | | $60,730.00 | |
| 24-24AM001 | | New Ambulance | $390,441.00 | | | | | $390,441.00 | |
| 24-24AM002 | | Zoll X Series Cardiac Monitor | $46,000.00 | | | $43,958.88 | | $2,041.12 | |
| 24-24AM003 | | Strker Powercot | $30,806.97 | | | $28,733.03 | | $2,073.94 | |
| 24-24AM004 | | Ambulance Remount | $303,442.00 | | | | | $303,442.00 | |
| | | EMS TOTAL | $1,502,500.58 | $328,672.00 | $0.00 | $197,388.91 | $4,808.98 | $971,630.69 | $0.00 |
| | | ***CLERK*** | | | | | | | |
| 21-21CK001 | | Open.Gov software | $202,620.00 | $133,045.00 | | $34,500.00 | | $35,075.00 | |
| | | CLERK TOTAL | $202,620.00 | $133,045.00 | | $34,500.00 | $0.00 | $35,075.00 | $0.00 |
| | | ***Elections*** | | | | | | | |
| 23-23EL002 | 985 | CPE 4th Floor Renovations - Elections | $720,000.00 | $8,595.00 | | $684,567.51 | $10,161.61 | $0.00 | $16,675.88 |
| | | CLERK TOTAL | $720,000.00 | $8,595.00 | $0.00 | $684,567.51 | $10,161.61 | $0.00 | $16,675.88 |
| | | ***ATTORNEY*** | | | | | | | |
| | | ATTORNEY 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 | 2024 Actual Expenditures | Jan/Feb/Mar 2023 A/P | Remaining Project Estimate | Completed Projects (Over) Under Approved Estimate |
|---|---|---|---|---|---|---|---|---|---|
| | | ***APPRAISER*** | | | | | | | |
| 21-21AP001 | | Replacement Vehicle | $35,144.00 | $0.00 | | | $35,144.00 | $0.00 | $0.00 |
| 24-24AP002 | | Replacement Vehicle | $46,000.00 | | | | $46,000.00 | | |
| | | APPRAISER TOTAL | $81,144.00 | $0.00 | | | $81,144.00 | $0.00 | $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 |
| | | ***NOXIOUS WEED*** | | | | | | | |
| 24-24NW001 | | 10' Pull Behind Mower | $32,000.00 | | | | | $32,000.00 | |
| 24-24NW002 | | Mower Tractor 6100 series | $135,000.00 | | | | | $135,000.00 | |
| 24-24NW003 | | 3/4 Ton 4x4 Crew Cab Truck W/ Standard Bed | $60,000.00 | | | | | $60,000.00 | |
| | | NOXIOUS WEED TOTAL | $227,000.00 | $0.00 | $0.00 | $0.00 | $0.00 | $227,000.00 | $0.00 |
| | | ***EMERGENCY MANAGEMENT*** | | | | | | | |
| 16-16EM002 | | Standby/Backup Generator Pottorf Hall | $40,126.00 | $0.00 | | $40,126.00 | | $0.00 | $0.00 |
| 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 | | $8,434.96 | | $116,565.04 | |
| 21-21EM002 | | EM Storage Building | $125,000.00 | $0.00 | | | | $125,000.00 | |
| 23-23EM001 | | Outdoor Warning Siren Upgrade | $85,000.00 | $0.00 | | $80,742.10 | | $4,257.90 | |
| 24-24EM001 | | EM SUV Replacement | $60,000.00 | | | | | $60,000.00 | |
| | | EMERGENCY MANAGEMENT TOTAL | $470,126.00 | $18,960.71 | $0.00 | $129,303.06 | $0.00 | $321,862.23 | $0.00 |
| | | ***OTHER*** | | | | | | | |
| | | Other Projects TBD | $1,182,224.00 | | $1,034,446.00 | | | $1,182,224.00 | |
| | 988 | Ka-Comm/L3 Harris Radio Replacement | $400,000.00 | | | $332,939.82 | | $67,060.18 | |
| Lease pmt to 2033 | 21 | Radio Infrastructure Project Lease (15 yr term through 2033) | $6,401,938.00 | $2,133,979.89 | | $426,795.89 | | $3,841,162.22 | |
| B&I Trx to 2025 | | 2010-B G.O. Bond payment (15 yr term through 2025) | $2,849,815.47 | $2,484,115.63 | | $182,100.00 | | $183,599.84 | |
| Fair Reserve | 74 | Fair | | $3,485.20 | 111,439.75 | $24,066.42 | | $83,888.13 | |
| CARES Funds | 977/978 | North Co. EMS Facility & EMS HQ Reserved | | | $1,890,133 | | | $1,890,132.96 | |
| | | OTHER TOTAL | $10,833,977.47 | $4,621,580.72 | $3,036,018.71 | $965,902.13 | $0.00 | $7,248,067.33 | $0.00 |
| | | **TOTAL** | $17,026,868.05 | $5,250,680.48 | $3,036,018.71 | $2,873,556.52 | $96,114.59 | $11,587,775.44 | $280,313.73 |

Remaining Approved Projects less lease/debt payments $4,339,708.11

*(not included as these payments are subject to approval with annual budget)*

Attachment: November 2024 updated cash flows (15212 : Monthly Cash Flow Reports for November 2024)

# 2024 Detailed Expenditures per Project by Month

| Project # | Project Code | Projects | Approved Project Estimate | Prior Year Expenditures | Reserved for Approved Projects | Oct | Nov | Dec | Jan/Feb/Mar 2023 A/P | 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 | $0.00 | $18,900.00 |
| 18-18PW012 | 27 | Fairgrounds ADA Walkway | $170,000.00 | $104,648.05 | | | | | | $107,485.15 | $0.00 | $62,514.85 |
| 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 | $0.00 | $10,000.00 |
| 21-21LEC002 | | Elevator Repair-LEC Lobby | $45,000.00 | $0.00 | | | | | | $0.00 | $45,000.00 | |
| 21-21PW002 | | Semi Truck | $85,000.00 | $0.00 | | | | | | $0.00 | $0.00 | $85,000.00 |
| 21-21PW007 | | Imaging Software & Conversion | $75,000.00 | $0.00 | | | | | | $0.00 | $75,000.00 | |
| 23-23PW001 | | Carnegie Elevator Modernization | $220,000.00 | $0.00 | | | | | | $0.00 | $220,000.00 | |
| 23-23PW003 | | Carnegie Boiler | $75,000.00 | $11,604.00 | | | | | | $11,604.00 | $0.00 | $63,396.00 |
| 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 | $7,475.00 | | | $96,860.00 | | | $114,195.00 | $5,805.00 | |
| 23-23PW007 | | 32' Hydraulic Gooseneck Trailer | $45,000.00 | $0.00 | | | | | | $40,200.00 | $0.00 | $4,800.00 |
| 23-23LEC001 | 986 | Replace Roof | $404,000.00 | $0.00 | | | $403,660.00 | | | $403,660.00 | $0.00 | $340.00 |
| 23-23PK001 | | Large Area Mower w/ Cab | $72,000.00 | $0.00 | | | | | | $70,633.73 | $1,366.27 | |
| 23-23PK002 | | Playground Equipment CICO Park (PK trx $75000) & 18-18PK003, 21-21PK008 | $375,000.00 | $0.00 | | | | | | $0.00 | $375,000.00 | |
| 24-24PK001 | | 30" Aerator | $11,000.00 | $0.00 | | $8,992.00 | | | | $8,992.00 | $2,008.00 | |
| 24-24PK002 | | Basketball/Pickleball Courts for University Park | $11,000.00 | $0.00 | | | | | | $0.00 | $11,000.00 | |
| 24-24PK003 | | Bathroom in Ogden Community Park | $11,000.00 | $0.00 | | | | | | $0.00 | $11,000.00 | |
| 24-24PK004 | | Restroom Leonardville Park | $11,000.00 | $0.00 | | | | | | $0.00 | $11,000.00 | |
| 24-24PW001 | | Courthouse & Health Department Elevator Modernization | $385,000.00 | $0.00 | | | | | | $0.00 | $385,000.00 | |
| 24-24PW002 | | FCRC Replace Roof | $150,000.00 | $0.00 | | | | | | $0.00 | $150,000.00 | |
| 24-24PW003 | | Museum - Replace HVAC | $35,000.00 | $0.00 | | | | | | $0.00 | $35,000.00 | |
| 24-24PW004 | | Museum - Lighting | $75,000.00 | $0.00 | | | | | | $0.00 | $75,000.00 | |
| 24-24PW005 | | 1/2 Ton 4x4 Extended Cab Pickup | $65,000.00 | $0.00 | | $46,313.00 | | | | $46,313.00 | $0.00 | $18,687.00 |
| 24-24PW006 | | 550 Diesel Truck w/ snow plow & spreader | $125,000.00 | $0.00 | | $76,711.00 | | | | $76,711.00 | $48,289.00 | |
| 24-24PW007 | | 3/4 Ton 4x4 Extended Cab Pickup w/Plow & spreader | $75,000.00 | $0.00 | | $59,844.08 | | | | $64,508.08 | $10,491.92 | |
| 24-24PW008 | 993 | Window Replacement | $500,000.00 | $0.00 | | | $1,050.00 | | | $1,050.00 | $498,950.00 | |
| 24-24LEC001 | | Kitchen Floor Replacement | $30,000.00 | $0.00 | | | $4,316.50 | | | $28,079.38 | $1,920.62 | |
| 24-24LEC002 | | Jail Intake Shower | $10,000.00 | $0.00 | | | | | | $5,937.64 | $4,062.36 | |
| 24-24LEC003 | | Isolation Room | $10,000.00 | $0.00 | | | | | | $6,252.98 | $3,747.02 | |
| 24-24PW009 | | RCOB Fire Alarm Panel Replacement | $26,500.00 | | | | | | | $0.00 | $26,500.00 | |
| 24-24PW010 | | CPE 1st Floor HVAC | $30,000.00 | | | | | | | $0.00 | $30,000.00 | |
| 24-24PW011 | | Courthouse Cooling Tower Pump | $30,000.00 | | | | | | | $0.00 | $30,000.00 | |
| 24-24PW012 | | Tandem Axle Truck Chasis | $200,000.00 | | | | | | | $0.00 | $200,000.00 | |
| 24-24PK005 | | Standing Spreader/Sprayer | $28,000.00 | | | | | | | $0.00 | $28,000.00 | |
| 24-24PK006 | | Standing 72" Mower w/ Bagger | $20,000.00 | | | | | | | $0.00 | $20,000.00 | |
| 24-24PK007 | | Tractor | $55,000.00 | | | | | | | $0.00 | $55,000.00 | |
| 24-24LEC004 | | RCPD Rage Cleanup | $220,000.00 | | | | | | | $0.00 | $220,000.00 | |
| 24-24LEC005 | | Jail Camera Software | $25,000.00 | | | | | | | $0.00 | $25,000.00 | |
| | | ***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 | |
| 22-22AM001 | | EMS AMBULANCE | $325,000.00 | $302,902.00 | | | | | $4,808.98 | $325,000.00 | $0.00 | |
| 23-23AM001 | | Overhead Alerting Systems | $187,545.61 | $0.00 | | $15,151.03 | $48,850.80 | | | $98,872.98 | $88,672.63 | |
| 23-23AM002 | | Patient Mover Replacement | $69,265.00 | $0.00 | | | | | | $8,535.00 | $60,730.00 | |
| 24-24AM001 | | New Ambulance | $390,441.00 | $0.00 | | | | | | $0.00 | $390,441.00 | |
| 24-24AM002 | | Zoll X Series Cardiac Monitor | $46,000.00 | $0.00 | | | | | | $43,958.88 | $2,041.12 | |
| 24-24AM003 | | Strker Powercot | $30,806.97 | $0.00 | | | | | | $28,733.03 | $2,073.94 | |
| 24-24AM004 | | Ambulance Remount | $303,442.00 | | | | | | | | | |
| | | ***CLERK*** | | | | | | | | | | |
| 21-21CK001 | | Open.Gov software | $202,620.00 | $133,045.00 | | | | | | $167,545.00 | $35,075.00 | |
| | | ***Election*** | | | | | | | | | | |
| 23-23EL002 | 985 | CPE 4th Floor Renovations - Elections | $720,000.00 | $8,595.00 | | | $51,557.30 | | $10,161.61 | $703,324.12 | $0.00 | $16,675.88 |
| | | ***ATTORNEY*** | | | | | | | | | | |
| | | ***APPRAISER*** | | | | | | | | | | |
| 21-21AP001 | | Replacement Vehicle | $35,144.00 | $0.00 | | | | | $35,144.00 | $35,144.00 | $0.00 | $0.00 |
| 24-24AP002 | | Replacement Vehicle | $46,000.00 | | | | | | | $0.00 | | |
| | | ***BOCC*** | | | | | | | | | | |
| | | | | | | | | | | $0.00 | $0.00 | |
| | | ***PLANNING & DEVELOPMENT*** | | | | | | | | | | |
| | | | $0.00 | $0.00 | | | | | | $0.00 | $0.00 | |
| | | | | | | | | | | $0.00 | | |
| | | ***NOXIOUS WEED*** | | | | | | | | $0.00 | | |
| 24-24NW001 | | 10' Pull Behind Mower | $32,000.00 | | | | | | | $0.00 | $32,000.00 | |
| 24-24NW002 | | Mower Tractor 6100 series | $135,000.00 | | | | | | | $0.00 | $135,000.00 | |
| 24-24NW003 | | 3/4 Ton 4x4 Crew Cab Truck W/ Standard Bed | $60,000.00 | | | | | | | $0.00 | $60,000.00 | |
| | | ***EMERGENCY MANAGEMENT*** | | | | | | | | | | |
| 16-16EM002 | | Standby/Backup Generator Pottorf Hall | $40,126.00 | $0.00 | | | $40,126.00 | | | $40,126.00 | $0.00 | $0.00 |
| 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 | | | | | | $8,434.96 | $116,565.04 | |
| 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 | | $79,155.60 | | | | $80,742.10 | $4,257.90 | |
| 24-24EM001 | | EM SUV Replacement | $60,000.00 | | | | | | | $0.00 | $60,000.00 | |
| | | ***OTHER*** | | | | | | | | | | |
| | | Other Projects TBD | $1,182,224.00 | $0.00 | $1,034,446.00 | | | | | $0.00 | $147,778.00 | |
| | 988 | Ka-Comm/L3Harris Radio Replacement | $400,000.00 | | | | $ 2,939.82 | | | $332,939.82 | $67,060.18 | |
| Lease to 2033 | 21 | Radio Project Lease (15 yr term through 2033) | $6,401,938.00 | $2,133,979.89 | | | | | | $2,560,775.78 | $3,841,162.22 | |
| B&I Trx to 2025 | | 2010-B G.O. Bond pmt (15 yr term through 2025) | $2,849,815.47 | $2,484,115.63 | | | | | | $2,666,215.63 | $183,599.84 | |
| Fair Reserve | 74 | Fair | | $3,485.20 | $111,439.75 | | $ 22,249.98 | | | $27,551.62 | $83,888.13 | |
| CARES Money | 977/978 | North Co. EMS Facility & EMS HQ Reserved | | | $1,890,133 | | | | | $0.00 | $1,890,132.96 | |
| | | **TOTALS** | $18,086,868.05 | $5,250,680.48 | $3,036,018.71 | $286,166.71 | $671,610.40 | $0.00 | $50,114.59 | $8,174,351.59 | $10,249,887.44 | $280,313.73 |
| | | | | | | | | | | $2,923,671.11 | | |
| | | Completed Projects | | | | | | | | | | |

Attachment: November 2024 updated cash flows (15212 : Monthly Cash Flow Reports for November 2024)

| 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 | $ 315,709.25 | | $ 147,260.53 | $ 168,448.72 |
| | | *Unassigned* | $ 553,254.73 | | | $ 553,254.73 |
| | | *Unassigned* | | | | $ - |
| 18-18PW013 | | Wieter Rd Project | | $ 27,260.00 | $ 27,260.00 | $ (27,260.00) |
| 20-20PW010 | 509 | Welsh Road Overlay | $ 243,640.58 | | $ 233,509.12 | $ 10,131.46 |
| | | *Unassigned* | $ 234,041.53 | | | $ 234,041.53 |
| 22-22PW001 | 465 | Tabor Bridge Project | | $ 255,000.00 | $ 211,708.44 | $ (211,708.44) |
| | | *Unassigned* | $ 228,497.50 | | | $ 228,497.50 |
| | | *Unassigned* | $ 216,868.67 | | | $ 216,868.67 |
| | | *Unassigned* | $ 186,312.36 | | | $ 186,312.36 |
| | | | | | | $ - |
| | | | | | | $ - |
| | | | | | | $ - |
| | | | | | | $ - |
| | | | | | | $ - |
| | | | | | | $ - |
| | | | | | | $ - |
| | | | | | | $ - |
| | | | | | | $ - |
| | | | | | | $ - |
| | | | | | | $ - |
| | | | | | | $ - |
| **Total** | | | $ 2,495,316.82 | $ 282,260.00 | $ 1,136,730.29 | $ 1,358,586.53 |

# 2024 Riley County 1/2 Cent Sales Tax Cash Flow Analysis

**% of Year: 91.7**

| Month | Sales Tax Revenue | Reimbursements | KDOT | Total Revenue | Expenditures | Jan/Feb/Mar 2023 AP | Total Expenditures |
|---|---|---|---|---|---|---|---|
| Jan | | | | $0.00 | $35,096.58 | $84,819.38 | $119,915.96 |
| Feb | | | | $0.00 | $4,391.61 | | $4,391.61 |
| Mar | | | | $0.00 | $16,627.53 | | $16,627.53 |
| Apr | | | | $0.00 | $89,630.59 | | $89,630.59 |
| May | | | | $0.00 | $196,362.47 | | $196,362.47 |
| Jun | | | | $0.00 | $100,470.37 | | $100,470.37 |
| Jul | | | | $0.00 | $552.25 | | $552.25 |
| Aug | | | | $0.00 | $101,208.23 | | $101,208.23 |
| Sep | | | | $0.00 | $137,928.10 | | $137,928.10 |
| Oct | | | | $0.00 | $68,703.10 | | $68,703.10 |
| Nov | | | | $0.00 | $167,409.23 | | $167,409.23 |
| Dec | | | | $0.00 | | | $0.00 |
| | $0.00 | $0.00 | $0.00 | $0.00 | $918,380.06 | $84,819.38 | $1,003,199.44 |

| Cash Reconciliation | |
|---|---|
| 2024 Beginning Unencumbered Cash | $6,475,677.16 |
| 2024 Revenue | $0.00 |
| Less 2024 Expenditures/Encumbrances | $918,380.06 |
| 2024 Ending Unencumbered Cash | $5,557,297.10 |
| Remaining 2024 Projected Revenue | $0.00 |
| Less Est. Project Balance for Projects | $1,376,409.69 |
| Less Est. Project Balance for Overlay | $350,000.00 |
| 2024 Projected Unencumbered Cash | $3,830,887.41 |

| Riley County 2024 Budget Authority Summary | | % Budget Expended |
|---|---|---|
| 2024 Budgeted Expenditures | $6,892,240 | |
| Expenditures to Date | $1,003,199 | 14.56% |
| 2024 Remaining Budget Authority | $5,889,041 | |

| Riley County 2024 Budgeted Revenue | | % Budgeted Revenue |
|---|---|---|
| 2024 Budgeted Revenue | $0 | |
| Revenue to Date | $0 | #DIV/0! |

Attachment: November 2024 updated cash flows (15212 : Monthly Cash Flow Reports for November 2024)

# 2024 Detailed Expenditures per Project and per Department

| Project Code | Projects | Project Estimate | Prior Year Expenditures | 2024 Actual Expenditures | Jan/Feb/Mar 2023 AP | Remaining Project Estimate Totals | Completed Projects (Over) Under Estimate |
|---|---|---|---|---|---|---|---|
| | ***CULVERTS*** | | | | | | |
| 457 | Flat Rock Road | $113,500.00 | $261,433.71 | $467.50 | $35,925.17 | -$184,326.38 | |
| 458 | Parallel Road | $117,000.00 | $58,024.87 | $326,581.44 | | -$267,606.31 | |
| 403 | Kitten Creek Road | $148,000.00 | $53,881.60 | $2,166.99 | | $91,951.41 | |
| 459 | Union Road | $125,000.00 | $226,570.41 | $273.75 | $48,894.21 | -$150,738.37 | |
| 990 | Wildcat Creek Rd | $71,853.73 | | $77,373.14 | | -$5,519.41 | |
| 991 | Lasita Rd | $52,273.55 | | $60,680.46 | | -$8,406.91 | |
| | CULVERT TOTALS | $627,627.28 | $599,910.59 | $467,543.28 | $84,819.38 | -$524,645.97 | $0.00 |
| | ***BRIDGES*** | | | | | | |
| 461 | Fancy Creek K.0/6.2 | $653,800.00 | $59,941.43 | $411,653.17 | | $182,205.40 | |
| 454 | West 32nd Avenue | $1,004,750.00 | $1,464,031.69 | | | -$459,281.69 | -$459,281.69 |
| 455 | Rose Hill | $654,200.00 | $159,048.83 | | | $495,151.17 | |
| 460 | Winkler Mills Bridge | $1,200,000.00 | $102,835.61 | $9,043.21 | | $1,088,121.18 | $1,088,121.18 |
| | BRIDGE TOTALS | $3,512,750.00 | $1,785,857.56 | $420,696.38 | $0.00 | $1,306,196.06 | $628,839.49 |
| | ***RECONSTRUCTION*** | | | | | | |
| 431 | McDowell Creek Road (north end) | $515,848.38 | $515,848.38 | $0.00 | | $0.00 | $0.00 |
| | RECONSTRUCTION TOTALS | $515,848.38 | $515,848.38 | $0.00 | $0.00 | $0.00 | $0.00 |
| | ***OVERLAY*** | | | | | | |
| | 4 Unidentified Overlays | $800,000.00 | $175,000.00 | $30,140.40 | | $594,859.60 | |
| | OVERLAY TOTALS | $800,000.00 | $175,000.00 | $30,140.40 | $0.00 | $594,859.60 | $0.00 |
| | **TOTALS** | $5,456,225.66 | $3,076,616.53 | $918,380.06 | $84,819.38 | $1,376,409.69 | $628,839.49 |

Completed Projects

| Project Estimates for 2024 | 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 |

# 2024 Detailed Expenditures per Project by Month

| Project Code | Projects | Project Estimate | Prior Year Expenditures | Oct | Nov | Jan/Feb/Mar 2023 AP | Expenditures to Date | Remaining Project Estimate |
|---|---|---|---|---|---|---|---|---|
| | ***CULVERTS*** | | | | | | | |
| 457 | Flat Rock Road | $113,500.00 | $261,433.71 | | | $35,925.17 | $297,826.38 | -$184,326.38 |
| 458 | Parallel Road | $117,000.00 | $58,024.87 | $5,804.14 | $89,211.60 | | $384,606.31 | -$267,606.31 |
| 403 | Kitten Creek Road | $148,000.00 | $53,881.60 | $1,103.50 | $824.49 | | $56,048.59 | $91,951.41 |
| 459 | Union Road | $125,000.00 | $226,570.41 | | | $48,894.21 | $275,738.37 | -$150,738.37 |
| 990 | Wildcat Creek Rd | $71,853.73 | | | $77,373.14 | | $77,373.14 | -$5,519.41 |
| 991 | Lasita Rd | $52,273.55 | | $60,680.46 | | | $60,680.46 | -$8,406.91 |
| | ***BRIDGES*** | | | | | | | |
| 461 | Fancy Creek K.0/6.2 | $653,800.00 | $59,941.43 | | | | $471,594.60 | $182,205.40 |
| 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 | $1,115.00 | | | $111,878.82 | $1,088,121.18 |
| | ***RECONSTRUCTION*** | | | | | | | |
| 431 | McDowell Creek Road (north end) | $515,848.38 | $515,848.38 | | | | $515,848.38 | $0.00 |
| | ***OVERLAY*** | | | | | | | |
| | 4 overlays unidentifed | $800,000.00 | $175,000.00 | | | | $205,140.40 | $594,859.60 |
| | **TOTALS** | $5,456,225.66 | $3,076,616.53 | $68,703.10 | $167,409.23 | $84,819.38 | $4,079,815.97 | $1,376,409.69 |
| | | | | | | $1,003,199 | | |

Completed Projects

# 2024 Riley County .2% Cent Sales Tax Cash Flow Analysis

**% of Year: 91.7**

| Month | Sales Tax Revenue | Reimbursements | KDOT | Total Revenue | Expenditures | Jan/Feb/Mar 2023 A/P | Total Expenditures |
|---|---|---|---|---|---|---|---|
| Jan | $212,079.24 | | | $212,079.24 | | | $0.00 |
| Feb | $239,257.27 | | | $239,257.27 | | | $0.00 |
| Mar | $196,726.95 | | | $196,726.95 | | | $0.00 |
| Apr | $200,963.47 | | | $200,963.47 | | | $0.00 |
| May | $216,822.94 | | | $216,822.94 | | | $0.00 |
| Jun | $214,531.81 | | | $214,531.81 | | | $0.00 |
| Jul | $225,636.56 | | | $225,636.56 | | | $0.00 |
| Aug | $221,097.24 | | | $221,097.24 | | | $0.00 |
| Sep | $237,092.96 | | | $237,092.96 | | | $0.00 |
| Oct | $264,308.42 | | | $264,308.42 | | | $0.00 |
| Nov | $221,229.73 | | | $221,229.73 | | | $0.00 |
| Dec | | | | $0.00 | | | $0.00 |
| | $2,449,746.59 | $0.00 | $0.00 | $2,449,746.59 | $0.00 | $0.00 | $0.00 |

| Cash Reconciliation | |
|---|---|
| 2024 Beginning Unencumbered Cash | $2,160,855.87 |
| 2024 Revenue | $2,449,746.59 |
| Less 2024 Expenditures/Encumbrances | $0.00 |
| 2024 Ending Unencumbered Cash | $4,610,602.46 |
| Remaining 2024 Projected Revenue | $0.00 |
| Less Est. Project Balance for CY | $0.00 |
| 2024 Projected Unencumbered Cash | $4,610,602.46 |

| Riley County 2024 Budget Authority Summary | | % Budget Expended |
|---|---|---|
| 2024 Budgeted Expenditures | $3,967,650 | |
| Expenditures to Date | $0 | 0.00% |
| 2024 Remaining Budget Authority | $3,967,650 | |

| Riley County 2024 Budgeted Revenue | | % Budgeted Revenue |
|---|---|---|
| 2024 Budgeted Revenue | $2,000,000 | |
| Revenue to Date | $2,449,747 | 122.49% |

# 2024 Detailed Expenditures per Project and per Department

| Project Code | Projects | Project Estimate | Prior Year Expenditures | 2024 Actual Expenditures | Jan/Feb/Mar 2023 AP | 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 | $ - | $ - |

# 2024 Detailed Expenditures per Project by Month

| Project Code | Projects | Project Estimate | Prior Year Expenditures | Jan | Jan/Feb/Mar 2023 AP | Expenditures to Date | Remaining Project Estimate |
|---|---|---|---|---|---|---|---|
| | ***CULVERTS*** | | | | | | |
| | ***BRIDGES*** | | | | | | |
| | ***RECONSTRUCTION*** | | | | | | |
| | **TOTALS** | $0 | $0 | $0 | $0.00 | - | $0 |
| | | | | | $0.00 | | |

Completed Projects

**COUNTY CLERK & ELECTIONS**
*Boards*

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

# MEMORANDUM

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**FROM:** **Board of County Commissioners**

**MEETING:** **December 12, 2024**

**SUBJECT:** **Law Board Member interview with Bradley Harrison**

**PRESENTER:** **Board of County Commissioners**

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Enclosures:

**COUNTY CLERK & ELECTIONS**
*Boards*

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

# MEMORANDUM

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**FROM:** **Board of County Commissioners**

**MEETING:** **December 12, 2024**

**SUBJECT:** **Law Board Member interview with Craig Beardsley**

**PRESENTER:** **Board of County Commissioners**

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Enclosures:

RILEY COUNTY

**COUNTY COUNSELOR/ADMINISTRATIVE SERVICES**
*Luncheon Agenda*

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

# MEMORANDUM

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**FROM:** **Jana Chingway, Office Manager**

**MEETING:** **December 12, 2024**

**SUBJECT:** **The 2024 Legislative Session Riley County Priorities**

**PRESENTER:** **Clancy Holeman, Riley County Counselor**

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Enclosures:

- Legislative Conference Agenda 2025 (DOC)

# RILEY COUNTY LEGISLATIVE CONFERENCE AGENDA

Thursday, December 12, 2024
12:00 p.m. – 2:00 p.m.
County Commission Meeting Room
115 North Fourth Street - First Floor

## THE 2025 LEGISLATIVE SESSION

**12:00 pm:** **Catered Lunch**

**12:30 pm:** **Welcome and Introductions**

- John Ford, Chairman
- Greg McKinley, Vice Chairman
- Kathryn Focke, Member

**Riley County Priorities - Clancy Holeman, Riley County Counselor:**

**12:35 pm:** **1. Proposed County Short Term Rental Regulatory Authority (See attached Exhibit 1)**

a. The Statewide Problem—Bryant Parker, Deputy County Counselor
b. The Legislative Solution - (See attached Exhibit 1)
c. Discussion by Commissioners and Delegation

**1:00 pm:** **2. Support of Kansas County Treasurers' Association Legislation**

a. The Statewide Problem—Shilo Heger, Riley County Treasurer
b. The Legislative Solution
c. Discussion by Commissioners and Delegation

**1:30 pm:** **3. Individual Delegation Members:**

What do you expect will be the most important issues in the 2025 session?

**2:00 pm:** **Closing Remarks by the Board of Riley County Commissioners**

## ADJOURNMENT

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

# PROPOSED SHORT TERM RENTAL STATUTE

Unlawful use of short term rental property; permitting an unlawful short term rental property; penalties.

(a) Unlawful use of a short term rental property is knowingly renting, causing, allowing, soliciting or advertising for a short term rental property: (1) to be used in violation of any ordinance, resolution, code or regulation of any city or county or any state law; (2) to be occupied by one or more persons committing any crime or offense under state law; (3) to be occupied by one or more persons committing any violation of any ordinance, resolution, code or regulation of any city or county; or (4) to be occupied and/or used in any way which injures or endangers the public health, safety or welfare or which interferes with any other property owner's right to peacefully enjoy access to and occupation of their property.

(b) Unlawful use of a short term rental property is: (1) on a first or second conviction within any calendar year a class C, nonperson misdemeanor; and (2) on a third or any subsequent conviction within any calendar year a class A, nonperson misdemeanor.

(c) Permitting the unlawful use of a short term rental property is knowingly permitting property under the control of the offender: (1) to be used in violation of any ordinance, resolution, code or regulation of any city or county or any state law; (2) to be occupied by one or more persons committing any crime or offense under state law; (3) to be occupied by one or more persons committing any violation of any ordinance, resolution, code or regulation of any city or county; or (4) to be occupied and/or used in any way which injures or endangers the public health, safety or welfare or which interferes with any other property owner's right to peacefully enjoy access to and occupation of their property.

(d) Permitting the unlawful use of a short term rental property is: (1) on a first or second conviction within any calendar year a class C, nonperson misdemeanor; and (2) on a third or any subsequent conviction within any calendar year a class A, nonperson misdemeanor.

(e) A short term rental is defined as a residential dwelling unit, or portion thereof, rented for compensation for a period of less than 30 consecutive days, excluding licensed health care facilities and group homes. This term includes bed & breakfast establishments, vacation rentals, tourist homes, and similar uses, whether or not owner occupied and whether or not meals are provided. This term does not include meeting rooms and other conferencing facilities.

(f) It shall not be a violation of this section to create, maintain, or host any platform or reservation system which permits or allows any property owner to rent, advertise for rent, or otherwise make available for occupancy any property.

Exhibit 1