



COUNTY COMMISSION REGULAR AGENDA

Finney County, dedicated to its citizens, serving its taxpayers

COUNTY ADMINISTRATIVE CENTER

May 15, 2017

8:30 AM

CALL TO ORDER

**CHAIRMAN LON
PISHNY**

8:30 AM

Pledge of Allegiance to the Flag and Invocation

Consent Agenda

Approval of Minutes from 05/08/2017

Approval of Accounts Payable: Payroll of 05/05/2017 \$273,185.01, A/P of 05/15/2017 \$483,858.30

FC2017-10: Thomas Third Addition Parcel Plat Kaleb Kentner

Consideration of a parcel plat

Health Department Quarterly Update Colleen Drees

Board of Health Quarterly Meeting - Update

Budget Presentations

- Fair Board
- Aging
- Conservation District
- Historical Society
- CASA

Executive Session-Non Elected Personnel

Non Elected Personnel Executive Session per KSA 75-4319 (b,1)
15 Minutes

Energy Analysis Scott Strom

Report from 360 Energy Engineers

Legislative Activity

County Administrator Report

County Administrator Updates

Adjournment

Next Commission Meetings - Thursday, 5/25/2017 (Special Meeting) and Monday, 6/5/2017



MEMORANDUM

TO: County Commission
THRU: Randy Partington, County Administrator
FROM:
DATE: May 15, 2017
RE: Approval of Minutes from 05/08/2017

DISCUSSION:

Approval of Minutes from 05/08/2017

RECOMMENDATION:

Approve Minutes



MEMORANDUM

TO: County Commission
THRU: Randy Partington, County Administrator
FROM:
DATE: May 15, 2017
RE: Approval of Accounts Payable: Payroll of 05/05/2017 \$273,185.01, A/P of 05/15/2017 \$483,858.30

DISCUSSION:

Approval of Accounts Payable: Payroll of \$273,185.01, A/P of 05/15/2017 \$483,858.30

RECOMMENDATION:

Approve Accounts Payable



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DEVELOPMENT
SERVICES

DEPARTMENT
SERVING

GARDEN CITY
HOLCOMB

AND

FINNEY COUNTY
620-276-1170

INSPECTIONS
620-276-1120

CODE COMPLIANCE
620-276-1120

PLANNING AND
ZONING
620-276-1170

CITY ADMINISTRATIVE
CENTER
301 N. 8TH
P.O. Box 998
GARDEN CITY, KS
67846-0998
PH 620.276.1170
FAX 620.276.1173
www.garden-city.org

Memo

To: Finney County Commission
From: Kaleb Kentner
CC: File
Date: May 15th, 2017
Re: FC2017-10: Thomas Third Addition Parcel Plat

ISSUE: Consideration of the parcel plat for the Thomas Third Addition.

BACKGROUND: Kenneth D. and Norma Thompson Trust, the applicant, is requesting to plat one parcel located at 3325 W. Six Mile Road, in Finney County. If the plat is approved, it would create one lot of approximately 37.6 acres. There is an existing house with garage and two small sheds on the parcel. The parcel is currently zoned "A" Agricultural District. If, in the future, anyone wants to make or do any major changes to the property the parcel will need to be rezoned. The Plat was presented at a plat review on Wednesday, March 15th, 2017, and no major concerns were brought up.

The parcel is being brought to the commission because of the dedication of the thirty (30) foot right-of-way along the entirety of the eastern portion of Lot One Block One and a forty (40) foot right-of-way along the entirety of the southern portion of Lot One Block One.

ALTERNATIVES:

1. The Finney County Commission may recommend approval of the parcel plat.
2. The Finney County Commission may recommend against approval of the parcel plat.

RECOMMENDATION:

Staff recommends approval of the plat.

PLANNING COMMISSION RECOMMENDATION:

The Planning Commission recommended approval of the parcel plat May 11th, 2017.

Present- 8
Yea – 8
Nay- 0

**Please see attached minutes from the Planning Commission pertaining to this case.*



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MINUTES

HOLCOMB - GARDEN CITY - FINNEY COUNTY AREA PLANNING COMMISSION

May 11, 2017

The Holcomb-Garden City-Finney County Area Wide Planning Commission scheduled a Public Hearing at 9:00 a.m. Thursday, May 11, 2017 in the City Commission Chambers at the City of Garden City Administrative Center located at 301 North 8th Street, Garden City, Kansas.

I. CALL TO ORDER

Chairman Lopez called to order the Area Wide Planning Commission meeting at 9:00 a.m. The following Commission members were present: Chairman Lopez, Member Howard, Member Gigot, Member Germann, Member Law, Member Stewart, Member Hitz, and Member Schneider. Also present were Secretary Kentner, Staff Davidson and Staff Larsen.

II. APPROVAL OF MINUTES- March 16, 2017

Member Howard makes motion to approve the minutes from March 16, 2017. *Member Law* seconds the motion. Votes were taken by yeas and nays and recorded as follows:

Howard	Gigot	Schwindt	Germann	Law	Lopez	Stewart	Hitz	Schneider
Yea	Yea	Not Present	Yea	Yea	Yea	Yea	Yea	Yea

Motion passed.

III. PUBLIC COMMENT- Agenda Schedule Allowance: 30 minutes (5 minutes per spokesperson)

IV. SUBMITTAL OF EXHIBITS FOR THE RECORD

- A. Finney County Zoning Regulations, Garden City Zoning Regulations and City of Holcomb Zoning Regulations all as amended
- B. Finney County, City of Garden City, and City of Holcomb Subdivision Regulations all as amended
- C. Finney County, City of Garden City, and City of Holcomb Comprehensive Plans all as amended
- D. All Visual Aid Presentations with Aerial Maps, Site Plans, and Plats
- E. All application files in their entirety including Staff Reports

NEW BUSINESS

FC2017-10 To consider a Parcel Plat of the Thomas Third Addition, located at 3325 W Six Mile Rd in Finney County, at the request of Kenneth D & Norma Thomas Trust and Ken Parks

Staff Larsen reads staff report.

MEMBER GERMANN MAKES MOTION TO APPROVE THE PARCEL PLAT OF A TRACT OF LAND LOCATED IN THE SE/4 OF SECT 10, TOWNSHIP 23S, RANGE 33W, FINNEY COUNTY, KS, THOMAS THIRD ADDITION. MEMBER LAW SECONDS THE MOTION.

Votes were taken by yeas and nays and recorded as follows:

Howard	Gigot	Schwindt	Germann	Law	Lopez	Stewart	Hitz	Schneider
Yea	Yea	Not Present	Yea	Yea	Yea	Yea	Yea	Yea



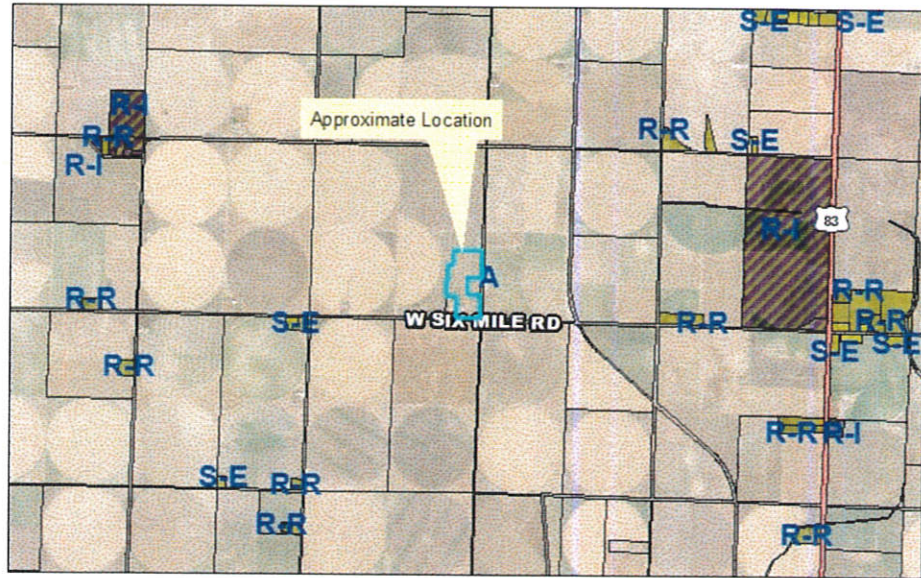
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Case Number: FC2017-10
Applicant: Kenneth D. & Norma Thomas Trust
Address: 3325 W. Six Mile Road
Request: Parcel Plat





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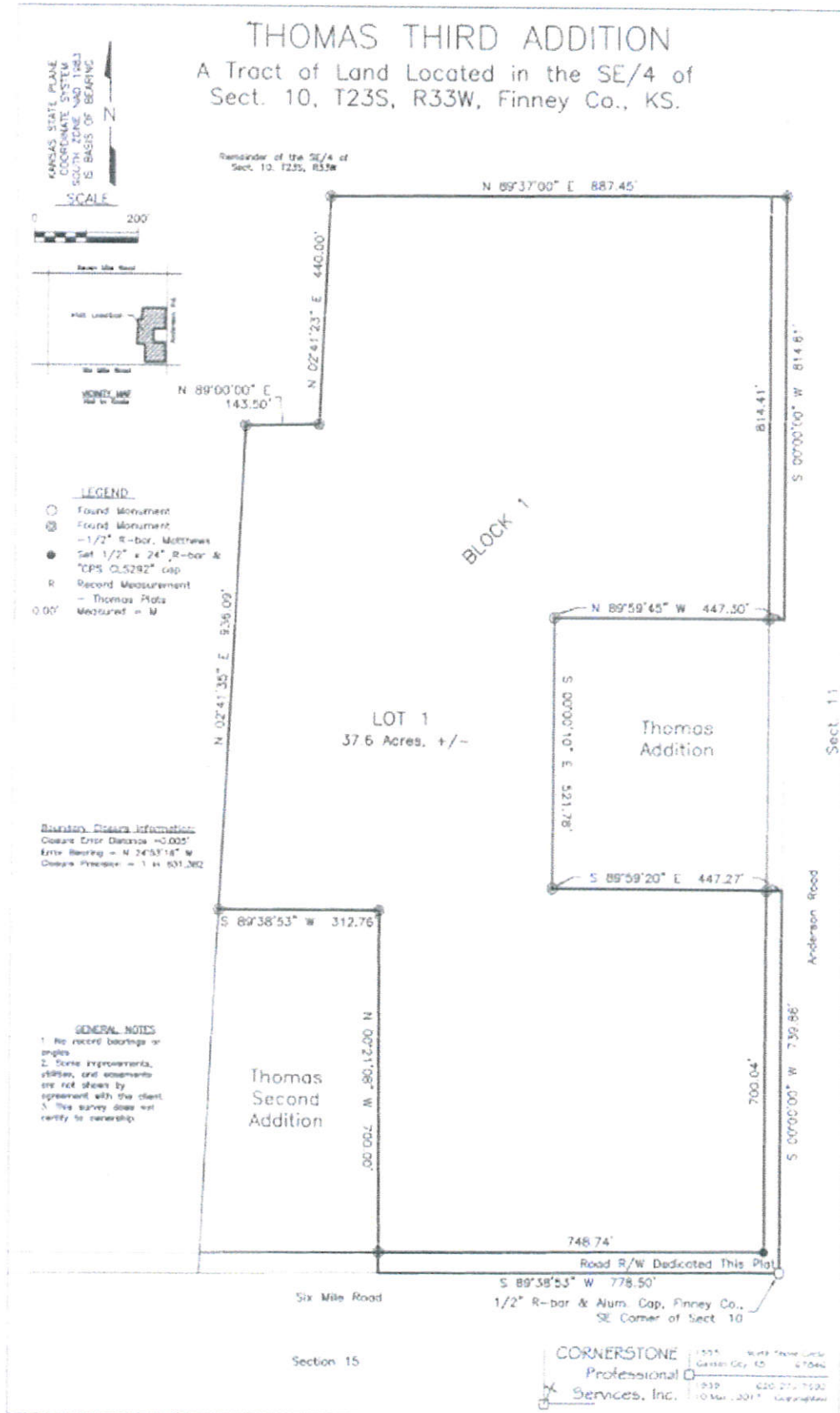
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Figure 1: View of property from the south side looking north.



Figure 2: View of property from the southeast corner looking northwest.



Figure 3: View of property from the northeast corner looking southwest.



MEMORANDUM

TO: County Commission
THRU: Randy Partington, County Administrator
FROM:
DATE: May 15, 2017
RE: Health Department Quarterly Update

DISCUSSION:

N/A

RECOMMENDATION:

N/A

ATTACHMENTS:

Description

Health Department

May 4th, 2017

To: County Commissioners; Randall Partington

From: Colleen Drees

Updates on Health Department/WIC April 2017

Commissioner Report

Attached is the Commissioner Report for April. April has felt a little more calm since our Mumps outbreak. Revenues so far this year have been pretty consistent. As always, we are continually looking for more opportunities for outreach in order to build up our clientele for the clinic. We will be planning additional outreach opportunities for later this year – including offering biometric screenings for several organizations.

Capital Improvement

I am currently collaborating with other health departments across the state to consider some alternative electronic medical record systems. Last week while at the Public Health Conference I was able to gather some beneficial information for some options with electronic medical records as well as some contacts at WSU who have been researching best practices relating to medical record implementation. WSU should be releasing a report in the next few months that could be beneficial. My contact there has also recommended that myself and the other supervisors should go visit other health departments that are implementing the medical records systems we are considering.

I am still waiting for plans to be drafted for the front remodel. There will be more to come concerning this.

Employee Clinic/Community Clinic

Both Clinics have been staying pretty busy but a little slower than the past couple of months. Over the next 3-4 months we should be getting a lot busier with school/sports physicals as well as back to school shots.

Wellness Committee

This month the Wellness Committee met to decide on purchases of exercise equipment for the Community Correction's Gym. All of the equipment has recently been purchased and should be arriving soon. There have also been a lot of discussions about the Beef Empire Days Parade and several departments participating this year. So far the Sheriff's office, EMS and Health have agreed to participate. The Wellness Committee purchased a Finney County Banner for the occasion as well as 500 Frisbees to hand out at the parade. We also welcome the Commissioners to walk with us all in the parade as well.

Vacancies

We just recently hired an LPN and an RN to fill vacancies. We are still needing to interview for the Electronic Medical Records Coordinator. Due to being out of the office for

two weeks of April for conferences, some of the timeline for this position has been pushed back. This is also due to the change in information that I have received from conferences and contacts outside of the health department.

Conferences

In the month of April I attended the second portion of the Kansas Leadership Center's program, Lead for Change. This opportunity has been extremely beneficial and I am very thankful for the change in perspective it has provided. I also attended the Kansas Governor's Public Health Conference where I learned very useful information pertaining to public health administration and electronic medical records. Our family planning provider, Tiffany Landa was also invited to speak at this conference about our family planning program which was a great honor and example for our clinic. At this same conference, I also graduated from the Public Health Fellowship that was an on-going fellowship that began last September.

2017 Month	Employee Clinic Count	Employee Procedures	Count	Procedures	Charges	Adjust/ Writeoffs	Accts Receivable Net	Self Pay	Insurance	KanCare formerly known as Medicaid	Medicare	Donations	Revenue Total	Employee Clinic Revenue
January	103	303	783	3,603	\$51,574.18	\$12,089.51	\$39,484.67	\$11,975.92	\$21,415.37	\$8,758.97	\$2,097.17	\$0.00	\$44,247.43	\$123.00
February	95	298	818	2,819	\$56,860.41	\$11,094.01	\$45,766.40	\$12,795.77	\$20,514.25	\$4,062.08	\$0.00	\$0.00	\$37,372.10	\$77.59
March	61	211	1,035	3,433	\$78,481.23	\$14,934.69	\$63,546.54	\$17,787.40	\$24,881.36	\$6,969.78	\$0.00	\$0.00	\$49,638.54	\$82.50
April	76	277	830	2,852	\$57,561.42	\$11,440.55	\$46,120.87	\$12,517.49	\$30,697.11	\$6,374.02	\$0.00	\$0.00	\$49,588.62	\$79.00
May														
June														
July														
August														
September														
October														
November														
December														
Total	335	1,089	3,466	12,707	\$244,477.24	\$49,558.76	\$194,918.48	\$55,076.58	\$97,508.09	\$26,164.85	\$2,097.17	\$0.00	\$180,846.69	\$362.09
Jan - April 2016 Comparison	(63)	13	847	3,483	\$88,252	\$11,084	\$77,169	\$24,174	\$10,546	(\$10,236)	(\$1,159)	\$0	\$23,325	(\$3)

ALLOCATION REQUEST FORM TO RECEIVE MONIES FROM FINNEY COUNTY
(INCLUDE WITH THE FINNEY COUNTY BUDGET REQUEST SPREADSHEET)

Agency Name: Finney County Fair Association

Fiscal Year: 2017

Funding Authorization, i.e. Statute or Resolution unk

Maximum Funding by Finney County unk

Funding Mandated? Yes ☐ No unk

Brief description of agency/ relevancy to the County's Vision Statement (stated in cover memo)

The purpose of the Finney County Fairboard is to promote education, and to encourage improvement in multiple youth activities by offering a venue for the exhibit of talents and skills learned. Youth activities involved include 4-H, FFA, Boy Scouts, Girl Scouts, Library reading program and Community Arts programs to name a few. We believe that each of these programs helps to develop youth and young adults in and around Garden City into more viable and productive members of the community. The annual County Fair brings many visitors to the community through judges for exhibits, commercial exhibitors, entertainment offered for public enjoyment, and general family entertainment. Businesses are able to display their products and get their name in front of the public eye too. We believe the event does enhance the quality of life for our community as a whole. There is something for everyone at the Finney County Fair, the longest running community event in Garden City.

Explanation of how previous allocated funds were used

Funds to cover entertainment are typically raised through solicitation of sponsorships by local businesses. The funds received through the County help to cover expenses such as payment of premiums on exhibits, purchase of ribbons, fees for judges and other staff during the fair, accounting fees, insurance expense, web hosting expense and other advertising, displays, utilities and supplies to operate and maintain an office, and other basic business expenses.

Explanation of how 2018's requested funds will be used

We anticipate using funds for 2018 in the same manner as in previous years; primarily for operating expenses, and to continue to secure sponsorships for entertainment.

Description of other funding sources

Sponsorships from local businesses and grant monies from the Finney County Convention and Visitors Bureau.

Bill McNeill, President

Signature: Janet Ballard
Secretary/Treasurer

Date: 05/08/2017

FINNEY COUNTY, KANSAS
2018
BUDGET REQUEST
OF FAIR BOARD

	<u>2012 Actual</u>	<u>2013 Actual</u>	<u>2014 Actual</u>	<u>2015 Actual</u>	<u>2016 Actual</u>	<u>2017 Budget</u>	<u>2018 Request</u>
1. Cash:							
1a Cash in Bank, Jan 1	\$ 13,190.00	\$ 1,278.00	\$ (4,873.00)	\$ 5,072.12	\$ 16,315.40	\$ 20,179.81	\$18,479.81
1b Other Cash Available	\$	\$ (14,359.00)	\$	\$	\$	\$	\$
1c TOTAL CASH	\$ 13,190.00	\$ (13,081.00)	\$ (4,873.00)	\$ 5,072.12	\$ 16,315.40	\$ 20,179.81	\$18,479.81
2. Revenues:							
2a Finney County	\$ 53,000.00	\$ 53,000.00	\$ 53,000.00	\$ 47,700.00	\$ 53,000.00	\$ 53,000.00	\$53,000.00
2b Federal Funds							
2c State Funds							
2d Interest Earned	\$ 31.00	\$ -	\$ -	\$ -	\$ -		
2e Demo Derby	\$ 18,298.00	\$ 25,570.00	\$ 11,134.00	\$ -			\$5,000.00
2f Carnival & Entertainment	\$ 29,310.00	\$ 14,892.00	\$ 12,046.00	\$ 12,195.00	\$ 11,611.00	\$ 10,000.00	\$10,000.00
2g Commercial Booths	\$ 2,795.00	\$ 1,730.00	\$ 770.00	\$ 1,703.00	\$ 1,395.80	\$ 2,000.00	\$2,000.00
2h Monster Truck		\$ 24,206.00	\$ 17,100.00	\$ -			
2i Tractor Pull				\$ 4,630.00			
2j Bedding/camping fees & Misc				\$ 2,982.38	\$ 1,781.00	\$ 1,800.00	\$1,500.00
2k Sponsorships/Entertainment	\$ 49,189.00	\$ 38,488.00	\$ 50,750.00	\$ 38,250.00	\$ 31,294.13	\$ 20,000.00	\$28,000.00
2l Sponsorships/Awards					\$ 5,223.59	\$ 5,000.00	\$5,000.00
3. TOTAL REVENUES	\$ 152,623.00	\$ 157,886.00	\$ 144,800.00	\$ 107,460.38	\$ 104,305.52	\$ 91,800.00	\$104,500.00
4. TOTAL FUNDS AVAILABLE	\$ 165,813.00	\$ 144,805.00	\$ 139,927.00	\$ 112,532.50	\$ 120,620.92	\$ 111,979.81	\$122,979.81
5. Expenditures:							
5a Personal Services				\$ -	\$ -		
5b Commodities				\$ -	\$ -		
5c Contractual	\$ 16,236.00	\$ 36,965.00	\$ 55,025.00	\$ 8,200.00	\$ 17,411.60	\$ 18,000.00	\$18,000.00
5d Capital Outlay	\$ 2,160.00	\$ -	\$ -	\$ 500.00	\$ 17,129.31	\$ 8,000.00	\$10,000.00
5e Transfers							
5f Other Printing/Advertising	\$ 28,119.00	\$ 29,746.00	\$ 6,992.89	\$ 12,206.00	\$ 7,559.60	\$ 10,000.00	\$12,000.00
5g Carnival & Entertainment	\$ 61,994.00	\$ 62,972.00	\$ 56,968.54	\$ 36,094.90	\$ 20,761.27	\$ 20,000.00	\$25,000.00
5h Equip Rental/Repairs/Misc	\$ 59,805.00	\$ 10,766.00	\$ 7,855.19	\$ 8,114.70	\$ 7,618.35	\$ 8,000.00	\$8,000.00
5i Insurance/Utilities	\$ 10,580.00	\$ 9,229.00	\$ 8,013.26	\$ 10,156.63	\$ 7,321.63	\$ 7,500.00	\$7,500.00
5j Judges/ribbons/awards				\$ 18,395.91	\$ 20,690.31	\$ 20,000.00	\$22,000.00
5k Accounting				\$ 1,553.04	\$ 1,190.70	\$ 1,200.00	\$1,200.00
5l Taxes/Liabilities				\$ 995.92	\$ 758.34	\$ 800.00	\$800.00
6. TOTAL EXPENDITURES	\$ 178,894.00	\$ 149,678.00	\$ 134,854.88	\$ 96,217.10	\$ 100,441.11	\$ 93,500.00	\$104,500.00
7. Cash Balance, Dec. 31st	\$ (13,081.00)	\$ (4,873.00)	\$ 5,072.12	\$ 16,315.40	\$ 20,179.81	\$ 18,479.81	\$18,479.81

ALLOCATION REQUEST FORM TO RECEIVE MONIES FROM FINNEY COUNTY
(INCLUDE WITH THE FINNEY COUNTY BUDGET REQUEST SPREADSHEET)

Agency Name: Finney County Committee on Aging, Inc.

Fiscal Year: 2018

Funding Authorization, i.e. Statute or Resolution _____

Maximum Funding by Finney County _____

Funding Mandated? Yes ☐ No ☐

Brief description of agency/ relevancy to the County's Vision Statement (stated in cover memo)

At the Senior Center, we offer a place for residents and visitors of Finney County to get a hot meal every weekday, participate in activities, join exercise groups, and continue learning at classes/programs focused on a variety of topics. We believe having opportunities for seniors to stay active, build relationships, and get involved enhances their lives and helps them continue to thrive in Finney County, rather than looking to move away. Finney County Transit Mini Bus allows seniors and disabled persons retain their independence by having access to transportation while continuing to live at home. Being able to travel to stores, appointments, etc. supports the local economy, which helps the County grow. We also believe having a public transit system is appealing to potential residents of Finney County, who might be looking for a "big city" feel within a smaller, close-knit community.

Explanation of how previous allocated funds were used

For Meals on Wheels, some of the funds were designated for free/reduced meals offered to clients with limited funds. Gasoline is also always a significant expense for both the Senior Center and Finney County Transit as fuel prices fluctuate continually. They are also used to provide an average of 3,000 meals per month to seniors and the homebound residents of Finney County. We also have a contract with St. Catherine Hospital to have a registered nurse at the Senior Center on a weekly basis to provide free health checks for seniors. The grant we provide to RSVP is used to file an average of 1,400 state and federal tax returns for seniors and low-income residents of Finney County. In addition to these, we also use the funds to offer educational opportunities to teach about health, exercise, safety, Medicare, and offer transportation to/from doctor appointments, shopping, etc. all with the intent of keeping seniors in their own homes for as long as possible.

Explanation of how 2018's requested funds will be used

There are several goals we have for the Senior Center and Finney County Transit. We would like to participate in continuing education opportunities, which have needed to be set aside in past years, but we feel they are important to not only the growth of the employees, but also to the organization. We also have several significant repairs that need to be made to the Senior Center building, the most imperative being the replacement of our roof. We would like to minimally increase the grant we provide to RSVP as we believe they are a vital piece to helping the community as well as Finney County. We would also like to be able to offer free meals to veterans who are now using Meals on Wheels services. In Finney County Transit, we are looking to continue marketing efforts to help inform the County of the wonderful services offered. We also have implemented a fantastic new dispatch system, which helps streamline the reservation/pick-up/drop-off processes. We are excited about the potential for the Senior Center and Finney County Transit in 2018.

Description of other funding sources

The Kansas Department of Transportation (KDOT) reimburses a percentage of monies spent for administrative and operating purposes for the Finney County Transit. Our Meals on Wheels and Senior Center programs receive grants from: United Way, Mary Jo Williams Foundation, Finnup Foundation, Western Kansas Community Foundation, Kansas Department of Health & Environment, and City of Garden City. We also rely heavily on donations/fundraising as well as the fees/fares paid for meals and bus rides.

Signature: _____

Date: _____

Finney County Committee on Aging, Inc.

	2012 ACTUAL	2013 ACTUAL	2014 ACTUAL	2015 ACTUAL	2016 ACTUAL	2017 BUDGET	2018 REQUEST
1. Cash:							
1a. Cash in Bank, Jan 1	80981	47492	95622	84238	32551	28663	28660
1b. Other Cash Available							
1c. TOTAL CASH.....	80981	47492	95622	84238	32551	28663	28660
2. REVENUES:							
2a. Finney County	370000	330000	330000	297024	297000	297000	375000
2b. Other Counties							
2c. Federal Funds	16770	16492	16141	16280	15979	16250	10000
2d. State Funds	111902	100523	77621	86696	126729	167552	127000
2e. Fees/Fares/Donations	78494	84545	108855	104370	104192	103350	105685
2f. Interest Earned	2755	3731	2786	5059	1622	1937	2562
2g. Misc-Stamps, copies, fax		1033	579	590			
2h. City of Garden City							
2i. Grants/Memorials	53932	77366	64264	42825	80800	70200	75025
2j. Rentals/Fund Raising	9361	13469	13027	16653	9204	13000	12000
2k. Ins. Reimbursement	3235	2517	5000	500	557		
2l. From Reserves						50000	10800
3. TOTAL REVENUES	646449	629676	618273	569997	636083	719289	718072
4. TOTAL FUNDS AVAILABLE (Line 1c. Plus line 3)	727430	677168	713895	654235	668634	747952	746732
5. Expenditures:							
5a. Personal Services	323584	314930	321106	373229	375129	434328	385382
5b. Commodities	59031	64889	127227	111579	131744	148294	178500
5c. Contractual	127043	96349	109567	104219	107945	113270	129190
5d. Capital Outlay	7440	74062	8373	9257	1753		
5e. Transfers	60675						
5f. Other RSVP	25650	25650	26000	23400	23400	23400	25000
5g. To Restricted Reserves	76515	56000	26000				
5h. _____							
5i. _____							
6. TOTAL EXPENDITURES	679938	631680	618273	621684	639971	719292	718072
7. Cash Balance, December 31 (Line 4 minus Line 6)	47492	45488	95622	32551	28663	28660	28660

ALLOCATION REQUEST FORM TO RECEIVE MONIES FROM FINNEY COUNTY
(INCLUDE WITH THE FINNEY COUNTY BUDGET REQUEST SPREADSHEET)

Agency Name: Finney County Conservation District

Fiscal Year: 2018

Funding Authorization, i.e. Statute or Resolution KSA 2-1907b

Maximum Funding by Finney County \$46,000

Funding Mandated? Yes ☐ No ☒

Brief description of agency/ relevancy to the County's Vision Statement (stated in cover memo)

The Finney County Conservation District provides essential and relevant services to the residents of Finney County through financial assistance on conservation practices, technical assistance to promote proper conservation practices, and up-to-date technology and information. The quality of life for Finney County residents is enhanced when land treatment needs are met. Property values also increase which provides a stronger tax base and tax revenues for the county. The Finney County Conservation District works closely with several government agencies and local businesses to provide opportunities throughout Finney County.

Explanation of how previous allocated funds were used

Funds received in the past were used to maintain an office presence to handle all public interaction including questions, outreach, cost-share applications, develop and host workshops. It was also used to maintain insurance and bonds, pay audit and dues, cover the cost of maintaining all district owned equipment.

Explanation of how 2018's requested funds will be used

Funds for 2018 will used to host conservation workshops, and address administrative expenses including audit, insurance and bonds. Finney County Conservation District will maintain one full-time employee in order to provide services to Finney County Residents by keeping an office presence.

Description of other funding sources

The Finney County Conservation District receives matching funds from the Kansas Department of Agriculture Division of Conservation up to \$25,000. Finney County Conservation District also seeks donations for producer workshop and other programs to address the conservation needs in Finney County.

Signature: Andrew E. Larson Jr.

Date: 5-9-17

FINNEY COUNTY, KANSAS
2018 BUDGET REQUEST
Finney County Conservation District

	2012	2013	2014	2015	2016	2017	2018
	ACTUAL	ACTUAL	ACTUAL	ACTUAL	ACTUAL	BUDGET	REQUEST
1. Cash:							
1a. Cash in Bank, January 1	38,003.09	34,027.43	22,567.74	10,853.93	2,674.43	8,859.13	8,669.13
1b. Other Cash Available							
1c. TOTAL CASH							
2. REVENUES:							
2a. Finney County	24,600.00	25,000.00	25,000.00	25,000.00	34,000.00	34,000.00	30,000.00
2b. Other Counties							
2c. Federal Funds							
2d. State Funds	24,482.00	23,892.00	22,211.00	21,975.00	21,785.00	25,000.00	21,785.00
2e. Fees							
2f. Interest Earned	300.00	37.93	12.39	5.87	7.71	10.00	10.00
2g. Other (Explain)							
2h. NPS		548.70	528.00				
2i. Grants/Agreements		5000.00	10,000.00	19,500.00	13,000.00	10,000.00	10,000.00
2j. _____							
2k. ARWF _____							
3. TOTAL REVENUES	49,382.00	54,478.63	57,751.39	66,480.87	68,792.71	69,010.00	61,795.00
4. TOTAL FUNDS AVAILABLE	87,385.09	88,506.06	80,319.13	77,334.80	71,467.14	77,869.13	70,464.13
[Line 1c. plus Line 3]							
5. Expenditures:							
5a. Personal Services	50,307.66	61,240.74	66,567.51	69,851.81	57,917.27	66,000.00	49,800.00
5b. Commodities	3,050.00	4,697.58	2,897.69	4,808.56	4,690.74	3,200.00	3,400.00
5c. Contractual							
5d. Capital Outlay							
5e. Transfers							
5f. Other (Explain)							
5g. _____							
5h. _____							
5i. _____							
6. TOTAL EXPENDITURES	53,357.66	65,938.32	69,465.20	74,660.37	62,608.01	69,200.00	53,200.00
7. Cash Balance, December 31	34,027.43	22,567.74	10,853.93	2,674.43	8,859.13	8,669.13	17,264.13
[Line 4 minus Line 6]							

**Finney County
Conservation District
2018 Operation Budget**

OPERATIONS FUNDS	Actual	Estimated	Proposed Budget	Adopted Budget	
	2016	2017	2018	2018	
	Column 1	Column 2	Column 3	Column 4	
Expenditure Classifications:					
Salaries & Wages (gross)	47,321.28	54,500.00	40,000.00		
Employee Benefits	8,897.65	11,500.00	8,000.00		
Supervisors Expenses	1,422.34	100.00	500.00		
Audit	2,268.76	980.00	1,750.00		
Equipment & Maintenance					
Information & Education	53.28	500.00	500.00		
Administrative Expenses	494.46	500.00	500.00		
3-I Show					
Dues	1,698.34	1,000.00	1,800.00		
NPS	294.00				
Annual Meeting Expenses	157.90	120.00	150.00		
Miscellaneous					
Total Expenditures	62,608.01	69,200.00	53,200.00		
Receipt Classifications:					
Cash on Hand January 1					
Checking Account					
Savings/Investment Account					
Other					
County Commission General Fund	34,000.00	34,000.00	30,000.00		
County Commission Special Levy					
County Commission Other					
State of Kansas	21,785.00	25,000.00	21,785.00		
Interest	7.71	10.00	10.00		
3-I Show					
Grants	13,000.00	10,000.00	10,000.00		
NPS					
Newsletter					
Miscellaneous					
Total Receipts	68,792.71	69,010.00	61,795.00		
Less Expenditures	62,608.01	69,200.00	53,200.00		
Cash on Hand, December 31,	8,859.13	8,669.13	17,264.13		

Memo

To: Finney County Committee on Aging – Hilary Whiteley
Finney County Historical Museum – Steve Quakenbush
CASA – Lori Jacobs
Finney County Economic Development – Lona DuVall
Finney County Fair Board – Janet Gallardo
SDSI & RCDC – Mark Hinde & Deanna Berry
Finney County Library – Stephanie Juarez
Finney County Extension – Tayla Cannella
Finney County Conservation District – Carmen Rhodes
Compass Behavioral Health – Ric Dalke & Lisa Southern
Finney County CVB – Roxanne Morgan

From: Randy Partington
Date: February 13, 2017
Re: 2018 Budget Requests

This memo is to begin the 2018 budget process for agencies receiving funds through Finney County. It is requested that your organization plan to submit a written budget request and make a formal presentation to the Board of County Commissioners no later than May 18, 2017. Please contact County Clerk Anita Garcia or myself to make an appointment on the Commissioners agenda. Meeting dates available are May 1st, 8th, and 15th.

A digital copy of the enclosed 2018 allocation request form and 2018 budget request spreadsheet should be provided to the county administrator by noon on the Wednesday proceeding your appointment with the Board. Please note that the Commissioners find it important to see 5-years of historic budget information on the request form, along with a detailed explanation of how your agencies money request is tied to the county's vision statement (shown below).

Finney County seeks to provide essential and relevant services that promote a growing community for residents, businesses and visitors. The county government shall be a convener and assist other government entities and businesses in efforts to enhance the quality of life, providing opportunities for all of its citizens.

If you have any questions, call or email me at 272-3506 / rpartington@finneycounty.org.

Attachments

ALLOCATION REQUEST FORM TO RECEIVE MONIES FROM FINNEY COUNTY
(INCLUDE WITH THE FINNEY COUNTY BUDGET REQUEST SPREADSHEET)

Agency Name: _____

Fiscal Year: _____

Funding Authorization, i.e. Statute or Resolution _____

Maximum Funding by Finney County _____

Funding Mandated? Yes___ No___

Brief description of agency/ relevancy to the County's Vision Statement (stated in cover memo)

Explanation of how previous allocated funds were used

Explanation of how 2018's requested funds will be used

Description of other funding sources

Signature: _____

Date: _____

AGENCY NAME

	2012 ACTUAL	2013 ACTUAL	2014 ACTUAL	2015 ACTUAL	2016 ACTUAL	2017 BUDGET	2018 REQUEST
1. Cash:							
1a. Cash in Bank, Jan 1	7828	9483	13168	19729	16467.9	23827.72	
1b. Other Cash Available	0	0	0	0	0	0	
1c. TOTAL CASH.....	7828	9483	13168	19729	16467.9	23827.72	
2. REVENUES:							
2a. Finney County	296400	200000	209986	210000	210000	210000	210000
2b. Other Counties	0	0	0	0	0	0	0
2c. Federal Funds	0	0	0	0	0	0	0
2d. State Funds	0	0	0	0	0	0	0
2e. Fees	9976	11164	12312	14917	12726.99	13505	14205
2f. Interest Earned	934	389	815	882	729.68	735	850
2g. Other (Spec. events)	22983	36879	22723	30132	28409.5	29535	30955
2h. Store	9046	10055	11614	9729	10701.77	10105	9300
2i. Donations	26309	25542	13055	18851	44352.44	18105	20825
2j. Grants	37344	36009	34785	19329	9413.93	10316	14205
2k. Reserve Projects	37733	24730	991	0			
3. TOTAL REVENUES	350725	344768	306281	293840	316334.31	292321	300340
4. TOTAL FUNDS AVAILABLE (Line 1c. Plus line 3)	358553	354251	319449	313569	332802.21		
5. Expenditures:							
5a. Personal Services	174688	182352	181780	185115	185061.17	201281	217736
5b. Commodities	45254	50870	27290	38265	39272.68	58642	47688
5c. Contractual	19834	18267	37072	33038	29606.36	23190	31116
5d. Capital Outlay	0	0	0	0	0	0	0
5e. Transfers	0	0	0	0	0	0	0
5f. Other (Explain)	0	0	0	0	0	0	0
5g. Grants	36413	36639	20437	12916	41819.69	4750	3800
5h. Reserve Projects	47980	40846	37015	32117	18000	0	0
5i. Special Projects	32129	21458	12855	8200	13782.71	4458	0
6. TOTAL EXPENDITURES	356298	350432	315449	309651	327442.61	292321	300340
7. Cash Balance, December 31 (Line 4 minus Line 6)	2235	3800	4000	3918	5359.6		

ALLOCATION REQUEST FORM TO RECEIVE MONIES FROM FINNEY COUNTY
(INCLUDE WITH THE FINNEY COUNTY BUDGET REQUEST SPREADSHEET)

Agency Name: Spirit of the Plains, CASA

Fiscal Year: 2018

Funding Authorization, i.e. Statute or Resolution Resolution

Maximum Funding by Finney County \$12,000

Funding Mandated? Yes ☐ No ☒

Brief description of agency/ relevancy to the County's Vision Statement (stated in cover memo)

Spirit of the Plains, CASA advocates for our community's most vulnerable citizens, its children. Through the use of trained volunteers, CASA works in cooperation with the Finney County District Court to ensure the best interests of the abused and neglected children in the court system are represented and a safe, permanent home is achieved as quickly as possible. CASA volunteers save the community thousands of dollars each year by volunteering their time to these very deserving children. Children with a CASA volunteer spend less time in long-term foster care and have significantly improved educational performance. By being a positive mentor, CASA volunteers guide these children to become productive, law-abiding members of society.

Explanation of how previous allocated funds were used

Funds received for 2016 (\$12,000) were utilized to recruit, train, and provide supervision to CASA volunteers. It is estimated that the agency spends approximately \$700 per volunteer to reach certification. This includes 30 hours of training, multiple background checks, and ongoing supervision by staff to ensure appropriate services are being provided to the children we serve. In 2016, we trained 7 new volunteers with 6 reaching certification. Additionally a portion of these funds were used to provide inservice training to staff, current volunteers, and the Board of Directors to maintain standards for advocacy and to keep up-to-date on child welfare issues.

Explanation of how 2018's requested funds will be used

Updated training manuals for 10 new CASA volunteers--curriculum will be updated in 2018. = \$500
Advocacy services to approximately 80 children at \$100 per child = \$8,000
Volunteer Recruitment and Marketing = \$1,000
Website Update = \$500

Description of other funding sources

City/County Alcohol Fund: \$12,000 Awarded for 2017
Other Counties: \$5,000 Requested for 2017
Permanent Families Fund: \$18,000 Projected
Crime Victim's Assistance Fund: \$9,500 Projected
Finney County United Way: \$30,000 Requested for 2018
Foundations/Grants: \$42,000 Projected
Contributions/Fundraisers: \$40,000 Projected

Signature: _____

Date: 5/10/17

FINNEY COUNTY, KANSAS
2018
BUDGET REQUEST
OF SPIRIT OF THE PLAINS, CASA

	2012 ACTUAL	2013 ACTUAL	2014 ACTUAL	2015 ACTUAL	2016 ACTUAL	2017 BUDGET	2018 REQUEST
1. Cash:							
1a. Cash in Bank, Jan 1	55,274.91	50,728.85	25,445.13	26,432.79	27,581.12	27,000.00	27,000.00
1b. Other Cash Available	227,235.37	219,475.30	215,995.02	217,196.27	217,196.27	217,200.00	207,000.00
1c. TOTAL CASH.....	282,510.28	270,204.15	241,440.15	243,629.06	244,777.39	244,200.00	234,000.00
2. REVENUES:							
2a. Finney County	10,000.00	10,000.00	10,000.00	9,000.00	12,000.00	12,000.00	10,000.00
2b. Other Counties	5,000.00	5,500.00	5,500.00	3,500.00	3,000.00	5,000.00	5,000.00
2c. Federal Funds							
2d. State Funds	21,952.64	19,199.78	23,709.66	26,999.83	29,269.47	28,664.06	25,000.00
2e. Fees							
2f. Interest Earned	3,370.27	1,701.47	1,229.24	1,213.75	1,234.77	1,000.00	1,300.00
2g. Other (Diversion Fees)	690.00	330.00	1,595.00	750.00	1,020.00	850.00	850.00
2h. City/County Alcohol Fd.	7,500.00	10,380.00	9,995.00	11,875.00	10,000.00	10,000.00	12,000.00
2i. Grants/Contributions	50,673.97	44,095.54	43,910.04	43,958.80	52,555.89	56,600.00	55,000.00
2j. United Way	35,000.00	35,000.00	35,000.00	35,000.00	30,000.00	25,000.00	20,000.00
2k. Fundraising	71,580.82	48,234.35	53,902.81	34,325.42	27,673.69	34,500.00	33,350.00
3. TOTAL REVENUES	205,767.70	174,441.14	184,841.75	166,622.80	166,753.82	173,614.06	162,500.00
4. TOTAL FUNDS AVAILABLE (Line 1c. Plus line 3)	488,277.98	444,645.29	426,281.90	410,251.86	411,531.21	417,814.06	396,500.00
5. Expenditures:							
5a. Personal Services	122,209.46	134,215.92	140,565.38	118,571.63	144,368.84	132,708.00	133,000.00
5b. Commodities							
5c. Contractual	50.00	440.00	2,073.00	1,170.00	1,455.00	500.00	500.00
5d. Capital Outlay							
5e. Transfers							
5f. Other (Fundraising)	12,719.29	12,783.29	14,165.42	10,548.42	11,923.50	2,850.00	3,000.00
5g. Program Expenses	46,214.60	44,031.55	36,251.48	25,568.05	29,237.22	29,481.06	15,000.00
5h. Equipment/Insurance	5,332.17	3,716.58	5,349.80	4,609.97	3,037.93	2,350.00	5,000.00
5i. Volunteer Training/Retention	471.25	1,817.32	3,111.93	1,837.09	2,536.61	2,425.00	2,500.00
5j. Professional Fees/Audit	2040.00	2,120.00	2,230.00	3,316.44	3,200.88	3,300.00	3,500.00
6. TOTAL EXPENDITURES	189,036.77	199,124.66	203,747.01	165,621.60	195,759.98	173,614.06	162,500.00
7. Cash Balance, December 31 (Line 4 minus Line 6)	299,241.21	245,520.63	222,534.89	244,630.26	215,771.23	244,200.00	234,000.00



MEMORANDUM

TO: County Commission
THRU: Randy Partington, County Administrator
FROM: Randy Partington
DATE: May 15, 2017
RE: Executive Session-Non Elected Personnel

DISCUSSION:

Discussion of non elected personnel in an executive session.

RECOMMENDATION:

N/A

360 Engineering Analysis Overview



Introduction

The Preliminary Engineering Analysis conducted by 360 Energy Engineers has identified a number of opportunities for Finney County to upgrade the selected facilities as the county looks at proactively addressing aging, ineffective and problematic HVAC systems and other infrastructure challenges at its facilities. The county is at a significant decision point: it can decide to continue to address the problematic systems and infrastructure on a reactive, piecemeal basis or look at the facilities on a "clean slate" and plan these needed improvements in a proactive manner that will result in more comfortable, reliable and cost effective systems and infrastructure for many years to come.

During this study, the 360 engineering team focused primarily on the HVAC and control systems, but also identified numerous other infrastructure and energy improvements related to plumbing, domestic water, electrical and lighting at the five county buildings analyzed. 360's approach is to look at the facilities free of any bias or influence, and find what makes the most sense for Finney County's best interest in the near- and long-term. This process leads to finding ideal, cost-effective solutions; not just "band-aid" fixes or unnecessary, expensive "Cadillac" replacements.

County Goals

The overall guiding principles of the engineering study and potential facility improvement projects are to solve the imminent issues with the problematic and aging HVAC systems and equipment at multiple county facilities, significantly reduce maintenance time and expenditures for facility staff, cut utility and other operating costs to improve the county's operational budget, and provide a funding vehicle that allows Finney County to implement these needed improvements in a fiscally responsible manner that fits into the overall plan the county has for the future use and operation of its buildings.

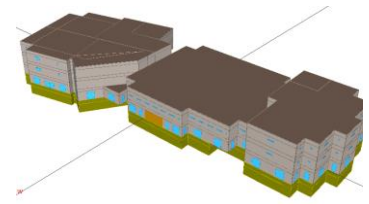
The 360 engineering team has weighed the cost and benefit of multiple options and paths the county could potentially take in addressing the HVAC systems and other infrastructure in its facilities. A number of solutions make more sense than others and would be a good fit for the county keeping in mind the goals and priorities Finney County has expressed for its buildings including:

1. Proactively redesign and replace aging and ineffective HVAC systems to solve the "systemic" (root) issues plaguing each of the five buildings related to comfort, maintenance and operations.
2. Resolve comfort, humidity, and ventilation issues in each of the buildings enhancing the overall indoor environment quality (IEQ) for county employees and visitors for the long-term.
3. Drastically reduce the risk of equipment failure (e.g. chiller at Administration Building, boiler at Library, etc.) and provide redundancy for centralized systems to avoid any risk of downtime in the future.

Buildings Assessed:

- Administration Building
- Public Library
- Courthouse
- Law Enforcement Center
- Attorney's Office

Example Building Model of Law Enforcement Center:



Engineering Analysis Goal:

To determine solutions to fix HVAC systems and other facility infrastructure at each county building for the long-term; and establish a comprehensive plan to significantly reduce maintenance and operating expenditures.

Estimates:

The costs and savings outlined in the 360 Engineering report are based on engineers' estimates. Final costs will be determined through a competitive pricing process including local, preferred and highly qualified contractors.





Ineffective and problematic multi-zone unit that does a poor job of providing comfort to spaces in the Administration Building



Air-cooled chiller that has had numerous major maintenance issues in recent years and is at the end of its life serving the Administration Building



Significant humidity problems in the Main Courtroom at the Courthouse



The existing chiller from 1999 at the Courthouse is reaching the end of its expected life and causes major noise issues for spaces near its location

4. Incorporate equipment and infrastructure (water softeners, chemical treatment systems, operational alarms, controls strategies, etc.) at each of the buildings to ensure the full life of major building equipment and infrastructure getting the most out of the county's most significant investments for the long-term.
5. Establish more standardization of systems and equipment both at the specific buildings (HVAC systems, control systems, LED lighting, etc.) and also a migration county-wide for more consistency, efficiency, operation and inventory purposes.
6. Incorporate better operational strategies and more capabilities for maintenance staff as it relates to the HVAC systems and controls; provide additional training on the HVAC and control system operation for maintenance staff.
7. Significantly reduce overall utility expenditures and improve efficiencies while still solving major infrastructure issues/concerns at all five of the selected buildings.
8. Decrease maintenance and repair expenditures on aging and failing mechanical systems which continue to increase each year.
9. Achieve substantial General Fund savings that can either be used towards the projects or can be reallocated for other uses by utilizing Capital Budget dollars put towards long-term lease purchases that will have the least impact on the county's overall budget.
10. Establish and continue to refine collaboratively a County-wide Facility Master Plan to more systematically address facility needs in a strategic, proactive and fiscally responsible manner for many years to come.

Preliminary Needs & Priorities Assessment

Several facility improvement (FIM) and energy conservation measures (ECM) were identified by 360 Energy Engineers' Professional Engineers (PEs) and Certified Energy Managers (CEMs) as they conducted the engineering study of the county's buildings. The information in the Preliminary Engineering Analysis report is intended to provide realistic projections of estimated cost, energy and direct maintenance savings potential, detailed data regarding potential upgrades to building systems, and the resources to aid Finney County in making decisions with the 360 team on the improvements that make the most sense and represent the best ideal long-term solutions for the county's buildings.

Here is a quick overview of the list of needs, risks, and priorities to be addressed at each of the five buildings analyzed as part of the engineering analysis conducted by 360 Energy Engineers. Detailed description and prioritizing projects by urgency and budget are fully outlined in the 360 Preliminary Engineering Analysis Report.

Administration

- #1 building with comfort issues.
- Concern over chiller maintenance and eventual failure.
- Age of other system components such as boilers, controls, water softener are all antiquated and at the end of their useful life.
- Wasting any more money on limping this current system by any longer is not financially wise, especially considering comfort issues.
- Lack of ability of the control system; Maintenance staff manages building manually which is a major headache.



Courthouse

- Chiller aging and concern of failure, no redundancy.
- Chiller noise to the offices on the north side of the building is a significant concern.
- Humidity issues and poor control over ventilation air are present throughout the building.
- Controls issues.
- Significant comfort issues due to poor zoning, thermostat locations, etc.



Rooftop units serving fourth floor at Courthouse are failing

Library

- Boiler failure concern, no redundancy.
- Chiller evaporator barrel and one condensing unit are still original and have exceeded their expected lives making them a failure concern as well.
- Age of rest of components of system (31 years) – spending any more wasted money on controls, piping, multi-zone air-handlers, etc.



Low pressure steam boiler at the Library is a major source of concern for failure without any backup

Law Enforcement Center

- Water Source Heat Pump system (majority of building) is in poor condition and will continue to be a source of major repair costs until replaced. Major issues include failing reversing valves in WSHP boxes and also failing WSHP piping. This debatably is the most expensive infrastructure and probably most wasted repair costs of any system the county has at any building.
- Well/Heat Exchanger with no redundancy. Heat exchanger is also very difficult to maintain.
- Boiler with no redundancy.
- Chiller on roof rapidly degrading. Pumps replaced every two years. Life is probably shortened to half what it should be due to exposure to elements.
- Poor control over ventilation air.



Reverse-cycle water source heat pumps in the Law enforcement Center cause major maintenance issues and are beginning to leak and fail

Attorney Office Building

- Significant comfort issues because of poor zoning and design. Will never be solved until a new system is designed with better zoning.
- Current units will fail no further out than the next 3-5 years. Buying new units will be sunk costs if eventually go to a new system as proposed.

Next Steps

The next engineering step in the partnership between Finney County and 360 Energy Engineers is to perform an Investment Grade Audit (IGA) and design service. During the IGA, the 360 team will further develop and design the new systems and other facility improvements that make the most financial sense and solve the most pressing issues and priorities of the Finney County decision-makers. In the IGA, 360 Energy Engineers will outline the details of the facility improvement opportunities, final pricing, and their annual energy and operational savings impact; along with implementation planning. 360 will also fully produce design drawings, specifications, bid documents, and manage the competitive pricing process with local and high-qualified subcontractors.



Numerous pipe leaks above the ceilings are problematic at the Law Enforcement Center

The 360 Energy Engineers team will work closely with Finney County through the Investment Grade Audit process to collaboratively continue honing the project scope, budget, timeline and strategic plan to approach the development and implementation of the projects given the importance of work that will be conducted at each of the buildings and the importance of minimizing disruption of day-to-day activities for the county. The recommended next steps for Finney County are:

1. *Determine Priority Projects to Pursue for Phase One:* Facility Committee, Capital Improvement Planning Committee, & County Commissioners agree on the priority projects to be pursued for a Phase One project to be implemented later in 2017 and early 2018.
2. *Move forward with Investment Grade Engineering Audit (IGA) & Design Service:* Contingent contract for actual design of projects and turn-key project development implementation planning services provided by 360 Energy Engineers. The "exit" fee is \$20,000. This fee is waived if the county moves forward with a turn-key performance contracting project with 360 Energy Engineers.

Moving Forward

Moving forward as partners with Finney County, 360 Energy Engineers hopes to display our commitment to providing the county incomparable experience, expertise and value.

- Our team of engineers will complete 100% design of the systems being upgraded prior to the competitive pricing process, leaving nothing up to subcontractors to develop themselves and being fully accountable for the design of the new equipment and systems.
- 360 is a product independent firm with no bias or agenda to utilize certain equipment, systems or any other relationships that dictate the recommendations for our solutions.
- 360's goal is to design solutions that make the most sense for the facilities and are fiscally responsible for Finney County to pursue ensuring they align with the county's future plans for its buildings.
- Through efficient operation, an independent structure and a collaborative, flexible approach, 360 Energy Engineers is able to deliver higher quality at a lower cost than other firms in the marketplace.

We at 360 Energy Engineers feel strongly that our industry experience, engineering and turn-key construction expertise, along with the superior value we tirelessly strive to provide will ensure a successful partnership with Finney County to systematically address its facility priorities as part of the *County-Wide Facility Master Plan*. We look forward for the opportunity to continue to collaboratively work with the county to proactively improve its buildings for the long-term.

Sincerely,



Scott Strom
Business Development/Program Manager
Western Kansas





MEMORANDUM

TO: County Commission
THRU: Randy Partington, County Administrator
FROM:
DATE: May 15, 2017
RE: Legislative Activity

DISCUSSION:

Updates and discussion by commissioners of the legislative activity at the State of Kansas.

RECOMMENDATION:

Discussion

Human Resource Department

The following is a high level overview of the HR department's activity for the month of April 2017. Day to day tasks are not included in this report.

PERSONNEL

Recruitment-

Jail recruitment continues to be an issue and a very expensive item. The Sheriff's department must conduct pre-psychological testing, extensive criminal background, physical agility and drug screens prior to hiring. Total cost per candidate is between \$400 and \$500.

Social Media is our best avenue for recruitment. We are using Face Book. Kelly Munyan has been very involved in this. In addition to social media, we use the GC Telegram and Finney County website. It would be nice to have someone on full-time to assist 17 departments. This position could administer focus groups, continual postings whether for jobs or happenings around the county. A Personal Relations Officer is becoming more prevalent for counties and cities our size.

VACANCIES

Health Dept.

- EMR (Electronic Medical Records) Coordinator(Full-Time)

Road and Bridge-Engineering

- Operator I
- 2-Seasonal General Laborers
- 1-Engineering Tech

Fairgrounds

- 2 - Fairgrounds Event Maintenance Worker (Full-Time)

TERMINATIONS

- 2 non voluntary terminations

RETIREMENTS

No retirements in March

Payroll Periods

The following numbers reflect the total payroll in the 2 week payroll cycle.

April 7, 2017 - \$564,910.85

April 21, 2017 - \$532,164.38

Longevity*- \$11,449.93- We paid out \$6,066.53 more in Longevity than we did in March-\$5,383.40.

*Employees receive longevity every 5 years. 5 employees received longevity in the month of April.

EMPLOYEE BENEFITS

FLEX-Unreimbursed Medical

Employee Contribution - \$12,243.09-Contribution is down from March by \$404.83. The assumption is we have had employees leave therefore, no longer contributing.

Distribution to Date - \$80,784.11. The distribution is up \$16,439.66. This increase is a concern because it tells me that many employees are using more than they have contributed. This is a risk the county assumes because IRS rules allow employees to access their total commitment before they have made their total contributing which is pro-rated through the end of the year. Also, it tells me our employees are more likely sicker or had medical conditions that caused them to use their Flex more this month than in March.

DEPENDENT DAYCARE (Supplemental Benefit)-Dependent Daycare-Employees have to contribute and cannot draw more than is in their contribution bank. Much different than Unreimbursed Medical.

Employee Contribution - \$769.24

Distribution Date - \$728.00

KPERS

Employer's Contribution - \$90,635.85. This amount is up \$3,226.12 from March-\$87,409.73. The increase is due to the 2% merit employees received last month.

Employee - \$64,280.81. Up \$2,288.26. from March-\$61,992.55

Medical/Dental Enrollment

Employee/Spouse - 53

Employee/Dependent - 35

Family - 106

Employee Only - 90

Medical Claims for the Month (Includes

Total Medical, Rx & Dental Claims through April: \$1,010,114

Stop Loss Reimbursements through April: \$36,885

Total Claims minus Stop Loss Reimbursements through April: \$973,230

Total Admin/Stop Loss Fees through April: \$229,466

Total Cost through April (Claims plus Admin/Stop Loss): \$1,202,696

COMPLIANCE

FMLA-Number of Employees on FMLA - 12

Number of Work Comp Claims

FMLA

- Currently, there are 12 people on FMLA. 4% of the workforce. This is a 1% increase from March.

Unemployment Claims

We had 2 unemployment claims the month of April. Responses and documentation to demonstrate "for cause" or "voluntary".

Leadership/Training

- Continue to support the B2B representing the County's commitment to supporting our partners.
- On April 17, the FCBOCC received a Stewardship Report regarding our current medical claims and trends. Since the meeting, I continue to meet with departments sharing concerns over high ER visits. Employees are engaged and asking lots of questions to assist with driving down claims. All employees are reminded to use the Employee Clinic whenever possible.
- We continue to hear rave reviews about the training at the Kansas Leadership Center. Employees are excited for the opportunity. Many are implementing the techniques being taught at the Leadership Center.
- Safety training schedule for next quarter should be delivered first week of May. Gilbert/Anthony ensure everyone receives a copy of the schedule.

COMMITTEES

Benefits

Policy

Policy Committee continues to review the personnel policy. We are over one-half complete.

Community Involvement

Partners 4 Success-Finney County HR department continues to support this important community partnership. The purpose of this program empowers low-income individuals to establish workforce skills to enter the workforce. Individuals must attend classes for 6 weeks and graduate.

B2B- Continued support and attendance of monthly meetings

SHRM of SWKS-Forming a business partnership with SW KS Chamber of Commerce to bring a national business speaker to Finney County in August to present about Conflict in the Workforce.

PROJECTS

Compensation-Meeting with vendor to discuss

Financial Director

Summer Intern

Job Descriptions

Leadership Development

Medical Plan

COMMUNITY COLLABORATION

Building Bridges-High School

Freshmen Academy SRC

Workforce Connection

SHRM of SWKS

CULTURE/EMPLOYEE ENGAGEMENT

- ENHANCING THE NEW EMPLOYEE ORIENTATION EXPERIENCE (3-DAY QUARTERLY)

LEADERSHIP DEVELOPMENT

KLA Leadership Grant

Trey Phillips
GIS Supervisor
May 3, 2017

Finney County GIS

Monthly department report

Staffing

The GIS department is staffed with 2 full time employees.

Projects

Wrapping up the Cemetery Database redesign. This is our biggest project at the moment. We will be training the Cemetery on the new database and this project should be nearing the end.

The Finney County Fair schedule Web App is completed. It can be viewed here:

www.FinneyCountyGIS.com/Fair

Working with the Planning Department on the new Trail Head signs. We are providing a web application that shows where there is to do in the community. It buffers your location and returns points of interest by category (ie, Shopping, Food, Parks, Banks, etc) This can be view here: www.FinneyCountyGIS.com/ExploreMyCommunity

Along with the Explore My Community app we are working on a Park Finder app as well. You can find what parks and trails are available, and find what park will work for you base on the amenities you may need.

Leadership Kansas is coming up and Jennifer Cunningham the Assistant City Manager has came to us to provide some design work and some maps to help contribute into bringing Leadership Kansas to our community. The map handout will have a link to the Explore My Community application as well.

Financial

The FAA has changed it's rules and regulations on become a drone pilot. This opens the door for Finney County to look into drone capabilities. The GIS department has transferred \$40,000 to 2017's budget to explore this possibility.

Out of Office

Trey Phillips will be out of the office from July 10th to July 14th for the ESRI User Conference. ESRI is the software provider for the GIS System.

Trey Phillips will also be out of the office from August 28th to September 1st because he is getting married.

Randall Partington

From: Doug Peters
Sent: Thursday, May 04, 2017 8:35 AM
To: Randall Partington
Subject: monthly

Personnel finished review of first position description per recommendation of Darlene. She has the new description and will revise it. Upon completion I will continue the review process for the rest of the descriptions in this department.

Projects

New building wireless purchased and parts are starting to show up. Scheduled classroom install with contractor.

Storm caused various outages and took out district courts telephone pole, City Utility was contacted to place a new pole and re-hang our current fiber.

New fiber project to district court signed off with an install date of May 12th. This will give a 10gb connection to DC.

Review of fair grounds security camera system and quote given to Angie for replacement, waiting for Angie to sign off before timeline for new camera system install.

Darlene initiated SSO request for Kronos. Initial meeting on Monday the 8th to determine scope of work.

Phone system project engineering phase complete, waiting on recommendation documentation from AOS, to begin phase 2.

SSO for iSeries signed off, waiting on timeline for project installation.

Randall Partington

From: Doug Peters
Sent: Thursday, May 04, 2017 10:52 AM
To: Randall Partington
Subject: extra

I was thinking I should probably add these as they are projects I.T. is assisting with.

- Staffing and creation of an EMR/EHR specialist for north FI locations
- Staffing and Creation for a state funded County I.T. position for PHYSICAL I.T. issues to cover 25th District.
- Fair Grounds Fiber Project to connect grand-stands room.

And I have put the upgrade of the servers and some of the infrastructure bits on temporary hold due to some of the other projects being more time sensitive.



Finney County Emergency Management/Work Safety

304 N Ninth St, Garden City KS 67846

Telephone: 620-272-3746

Gilbert Valerio
Director
gvalerio@finneycounty.org

Fax: 620-271-6273

Anthony Cruz
Deputy Director
acruz@finneycounty.org

TO: Skylar Swords/ Randy Partington

FROM: Gilbert Valerio

DATE: May 5, 2017

SUBJECT: April Overview

Training: Attended Staff to Supervisor training here in Garden City hosted by Fred Pryor. A YMCA staff First Aid/CPR class was conducted April 1 here in the EOC. We conducted a three day CERT (Community Emergency Response Team) team training on 4-7 thru 4-9 with another 8 people getting trained for our CERT team. We hosted a two day training for PIO's (Public Information Officers) this training had an attendance of 27 students this training was at the Finney County Fairgrounds. Anthony attended a three day CAMEO (Computer Aided Management of Emergency Operations) in Dodge City.

Safety: I have currently 8 incidents that will be reviewed by the Safety Committee. One is work compensation related that needs reviewed. I have submitted a revised Work Safety Plan for the Safety Committee to review and get submitted for approval.

Planning Meetings: Monthly Red Cross Meeting these meetings will now move to different counties since there is no longer an office in Garden City, PIO Society meeting at the Clarion, Finney County Transit meeting, we had two meetings this month first one was our initial with new board members get together and the second one was our regular meeting. SW Coordinators meeting in Haskell Co, our LEPC (Local Emergency Planning Committee) meeting was held this month also.

Spring Storm: A spring storm rolled into Finney County early Saturday morning and ramped up Sunday knocking out power across the county. This resulted in widespread road closures at included US and state highways 83, 50, 400 and 156. The entire county at some point was without power being either power by Garden City Electric or Wheatland's. The official snow total for our area was a foot of snow but by drifting of snow and location of where you are in the county those totals could be different. Wind speeds were 40 mph with gusts about 55 mph. This made travel almost impossible and visibility almost zero. Several stranded motorists, first responders and road crews also were stuck in the snow. Two shelters were opened up one at Horace Good Middle School and at the High School wrestling room in Holcomb. There are three collection points for debris one at the West end of the Fairgrounds for the general public and contractors, Bruno Pit for County Public Works and City of Garden City employee's and Railroad and Sonny Baird Ave for Holcomb. A local disaster was declared and at this time gathering data needed for submission to FEMA that this incident does get declared a presidential disaster. It was also reported that 300 heads of livestock were lost during the storm.

Monday 5/1 all school districts and private schools were closed in the county. County and City Administration buildings were closed only essential personnel worked Monday.

FINNEY COUNTY FAIRGROUNDS

Come One, Come All to the Finney County Fairgrounds!

Director's Report April, 2017

To: Randy Partington, County Administrator

From: Angie Clark, CFE
Fairgrounds Director

Facility Usage in 2017

April update

We hosted 64 events in April 2017, generating revenue of \$14,628.

11 community events, and 53 private events

Total year to date revenue is \$53,881 from events.

Event staff team members worked four weekends this month, except on Easter Sunday.

Fastbook scheduling software new operating procedures

We are using it all the time. Our event workers are reading their tasks, entering completing them and timestamping the tasks with our software. We have stopped using paper event detail forms.

During monthly Director's meeting with County Administrator, we discussed these items:

Reviewed the Endowment Auction event.

Discussed the options of modifying our Annual Customer's booking policies, by moving them back a month to align better with completed County budget workshops, and County Fair. This would have a compound effect on our General Public 2018 event bookings opening date, moving it back to October 1. This could be a very viable option for improving our service to the community. Discussed how we could reach out to our customers well in advance of the date change with our website newsflashes, website calendar listings, and social media.

Discussed the option for using Fairgrounds Capital Reserve funds for repairing the water leaks in the Exhibition bldg.

Reviewed the topic of inquiring with Kan Pay our credit card provider to learn what options exist for advanced verification/pre-approval of checks. The one insufficient fund returned check, for \$48, has been corrected.

TEAM status update

Maintenance department has been very helpful with Fair Board office remake, it is now complete.

Noxious weed has been very diligent in assisting us with weed control.

Fly/pest control for this season has been scheduled, we will continue to use what worked last summer.

Office Clerk II position opening has been filled with this candidate starting May 4, 2017.

Two, Event maintenance worker positions remain open.

Event crew has been busy with events scheduled.

They have attended electrical safety training offered by Wheatland in conjunction with Public Works, hosted by the Noxious Weed department. They also attended and participated in the Finney County Health Stewardship seminar.

Commercial, Residential, and Ag Real Estate:

Informal Hearings are done. Second half payment under protests start a week or so after May 10th. Starting 17% this month, around 2,500 parcels will be reviewed this summer. Field review of sales and building permit inspections continue. Summer projects like attaching apex sketches, reviewing grades and CDU, reviewing neighborhoods, and working water rights on irrigated parcels. We protested sales to PVD that were in the 2016 Sales Ratio Study. Sending out income and expense forms to commercial businesses.

Oil & Gas Field Appraiser:

Value notices went out before May 1. They have until May 15th, 2017, to protest their value. Hold oil & gas hearings. Checking Royalty owner changes. Certify oil and gas and real estate to County Clerk later in May. Certifies real estate to the clerk before June 1, 2017 and helps real estate roll into tax year 2018.

PP Appraiser:

Value notices for PP went out May 1, 2017. They have until May 15, 2017 to protest their value. Hold hearings. Certify personal property to Clerk before June 1, 2017. Cross training staff.

GIS Cartographer:

Making mapping changes to GIS/Ownership changes/Checking deeds/Answering Taxpayer questions on deeds etc. Working on non-sale deeds and checking SVQs. Cleaning up Orion parcel records and party records.

Field Appraiser staff:

Working on Sales, uploaded April sales to PVD, building permits, helping with oil & gas royalty owners, taxpayer requests, and tax payer questions. We are all doing a lot more cross training. Data entry of all 2018 property value changes that have been on hold.

Administration:

Working on budget for 2018- review

Worked on 2017 Procedural compliance Review Checklist. Sent in 13 documents

Appraiser and staff volunteer work: Meals on Wheels week May 8th-12th

Regional Suppers for Kansas Association of Counties attending on May 10th.

*Send Economic Development Exemption (EDX) spreadsheet to Clerk

*Send Tax Increment Finance (TIF) spreadsheet to the City of Garden City staff, and County Clerk.

Building Maintenance Monthly Report

April 2017

- Changed a few office lights over to LED, have a very positive response to that.
- Had major water line blowout in the fair board office. Took care of it.
- Fully staffed once again
- Juan, our electrician has been out with Public works for a while working on pumps. They really like him also. Saving them a lot of money on repairs
- Mowing season is starting. I will be limited on my building cosmetics until winter again.
- With our capital, we have completed the change over at the County Health Department exterior to LED. My custodian says it looks like daylight out there. She is very pleased. This eliminated 8 130 watt bulbs and 3 70 watt fixtures and installed 7 12 watt lights. This will save a bundle in costs per kilowatt hour. Next, we will do the Library and underneath the grandstands.
- We have 1 new celebrity on staff. Washington Huynh our maintenance Technician made the newspaper as a coach for an ancient Chinese Dragon dancing coach teaching the younger generation the art.
- We have 2 custodians to brag on. Martha Torres at the Health Department and Paula Solorzano at the Administration building were recognized by their building occupants as doing an excellent job.
- We lost LuEllen Morris for 6 weeks. She had reconstructive knee surgery and lost her once again for a week for jury duty. I think she is back now to stay. She has done an excellent job training the 2 new custodians. I will say I think the rest of them are doing very well also.
- We have had numerous leaks in the L.E.C., many of those were bored inmates. We've pulled out books and clothes and many other objects from their sewer lines.
- We have finally received the new door to the Delivery area at the LEC. And will install it as soon as the hinges arrive.

- Timothy Allen, Javier Meza, and Juan Sepulveda have completed the renovation at the Attorneys office, removing the rolling file cabinets, repairing and painting the walls, and will install carpet squares as soon as they are purchased making it another office area.
- Javier is starting on his landscaping.
- Timothy is starting his mowing and weed eating.
- Everyone is busy every day with projects and new adventures.
- April 30th nasty storms. Tim Wasinger and Ruben Nungaray were out checking generators and fueling the one at the JDC.
- Moved snow as much as possible. Will continue on Monday May 1.

Monthly Road and Bridge Report

5-7-2017

Personnel:

Road and Bridge is short 1 person, we are short one mechanic. One of the summer help that accepted the job has instead taken a job at a feed yard, this leaves us in need of TWO (2) summer help as 2 has been hired.

Expenditures:

Accepted bids for culvert. Lowest bid was received from J&J Drainage.

Hoidale will be installing the new fuel system in the coming weeks.

Other:

Wheatland Electric put on an electrical safety meeting for the entire crew. This helps keep in compliance with MSHA.

Met with 360 engineering to discuss HVAC audit.

Have had multiple requests for a "millings" type road, like we did on 6 mile road.

Dust suppressant is to be ordered soon.

Met with Josh about PBB.

Worked snow storm

Hauled snow and trees for city and multiple locations around the county. The west end of the 3 I lot is being used by city and County residence for tree disposal.

Contacted Shawnee, Reno and Saline counties and questioned them on tree removal. All 3 said they do not remove trees unless it is some kind of road hazard.

Electrician on Building Maintenance staff has been utilized at Public Works.

Randall Partington

From: Robert Boyd
Sent: Thursday, May 04, 2017 4:51 PM
To: Randall Partington
Cc: Roger Calkins
Subject: May Monthly Report

The noxious weed dept is working on Musk thistle and Canada thistle spots. We started chemicals sales . We are currently helping with tree removal at Southwind

Robert Boyd

Noxious Weed Director

Finney County Noxious Weed

101 W. Maple St.

Garden City, KS 67846

620-272-3692

620-272-3567 FAX



Memo

To: Board of County Commissioners
From: County Engineer
CC: County Administrator
Date: May 6, 2017
Re: Monthly Report

The Sign Department is down 1 employee. We are currently advertising to fill the position. One of the summer help has started this week and will help out in the sign department, as well as engineering and utilities.

The Lake Rd. Bridges are complete and the final pay estimate has been submitted for payment. Final cost of the project \$605,187.69. I am having problems finding a fence builder for less than \$6/ft.

I continue to work with the engineers designing the sewer a lateral sewer district to connect a new building on the TransLoad site, Garden City Industrial Park, LLC. Part of the problem they are having is how much of the property that they want to include in the district. The lateral district will consist of approximately 600 feet of new gravity main and 3 manholes. KDHE will review the design before construction begins.

We continue to have problems with the lift stations at Sewer District #3. Every time the power goes out the pumps don't seem to be able handle the load. We had Enviroline come out to help troubleshoot the problem and we thought that we had it fixed until this weekend.

We have received signs to point the trucks to the Tyson plant and they will be installed by next week. We will install one sign on the north side of the traffic signal, as they cross the overpass and come off the ramp, and the other just south of the traffic signal.

Letters to the homeowners of Skyview Estates had been mailed last month. I have only had two residents call contact me about it.

Meis Trucking has submitted their zoning change request and site plan. The project on US-83 is moving along and plan to shut off traffic while they lay asphalt. The detour for the DFA workers will be Farmland Rd to Mansfield Rd. When this happens APAC is to have a motor grader available to maintain Mansfield Rd as needed. They were hoping to start Wednesday, May 3rd.

I will be attending the annual KCHA Spring Conference, May 8 – 10, 2017 in Salina.
Larry B. and I will be attending an AutoCAD class in Kansas City June 5 – 9, 2017.

Last month I attended a meeting along with City staff to coordinate sewage needs and options to help the Acosta Mobile Home Park and new subdivision development.

I have acquired general location information from utilities to begin looking for possible areas to serve some of the county's housing needs.

5/12/2017



KEVIN BASCUE, SHERIFF

PHONE
620 272-3700
FAX NUMBER
620 272-3777

Office of the SHERIFF

**Finney County Law Enforcement Center
304 NORTH NINTH STREET
GARDEN CITY, KANSAS 67846-5395**

E-MAIL

DEPARTMENT
fiso@gcnet.com
SHERIFF BASCUE
sheriff@ficolec.org

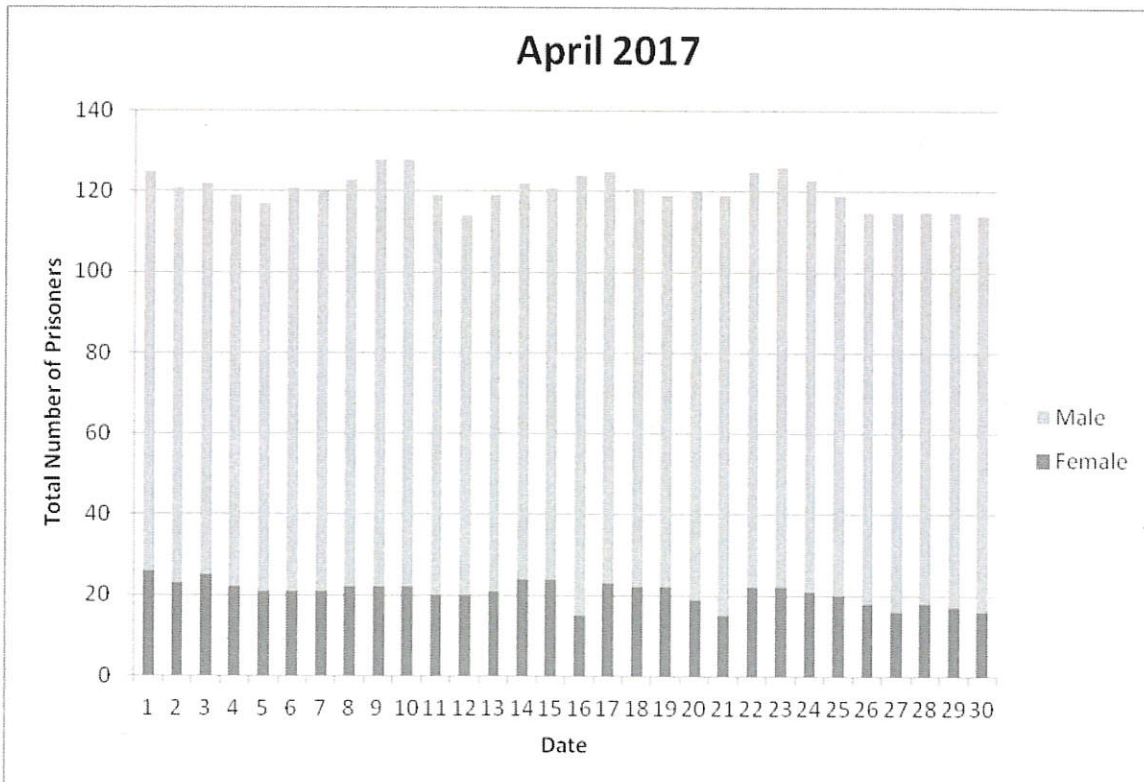
May 2, 2017

To: Kevin Bascue
Sheriff

From: Mark Welch
Jail Administrator

Re: April prisoner report

For the month of April we averaged 120 prisoners. That average breaks down to 100 male prisoners and 20 female prisoners. In comparison to last month our monthly average has gone up slightly for male prisoners and down slightly for female prisoners. The highest total for the month of April was 128 and the lowest was 114. Our female prisoner population fluctuated from a high of 26 to a low of 15 during the month. Last years average for the month of April was 120 total prisoners and 19 female prisoners.



Finney County Dept. of Corrections Monthly Report for April 2017

Held meetings in the following counties to train Sheriff's, Police Dept's, County Attorney's on SB367:

Scott City 4/3

Lakin 4/4

Attended County Commission meetings in the following counties to go over Comprehensive plan for FY2018:

Kearny April 10 (Katrina)

Greeley April 10 (Katrina)

Finney April 17 (Beth)

Wichita (Stephanie)

Hamilton April 18 (Katrina)

Scott April 18 (Katrina)

Attended the Behavioral Health and Prevention Committee meeting at St Catherine's on April 4

Took part in the State TAT call on April 7 to discuss updates on the juvenile side

We had 2 meetings with Rex and Roger to discuss issues with housekeeping. These issues are getting resolved satisfactorily

Met with IT to discuss IT issues in the new building

Prevention Task force/Live well Finney County met at CSC and we attended

Department Head lunch

Appointed Senior Directors meeting

Big Brothers Big Sisters met at our building to discuss a summer program

Attended "Mock Interviews" day at the High School and participated in conducting interviews for students

National Association of Mental Illness met at CSC which I also attended

Met with Brock Lanswehr from the State of Kansas to discuss Disproportionate Minority Contact

Met with AOS

Attended the Child In Need of Care meeting at the CSC that is held quarterly

Attended 4 JDC staff training events

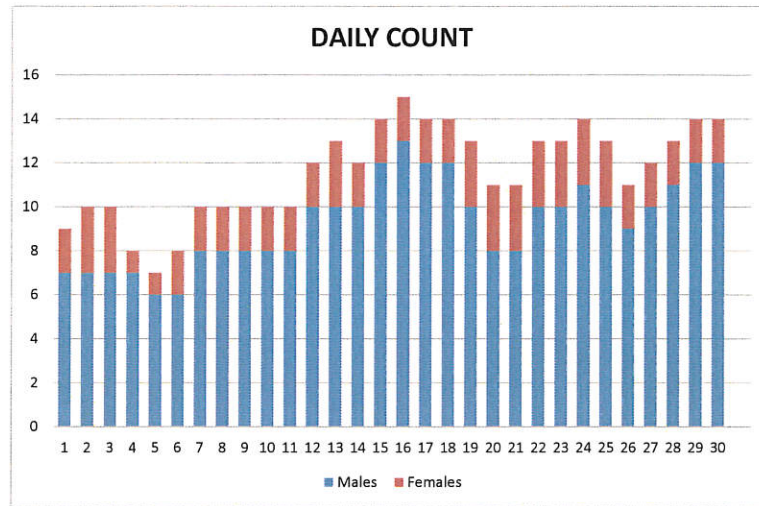
JDC Advisory Board meeting was held in which Larry Jones participated

Attended the B2B leadership training

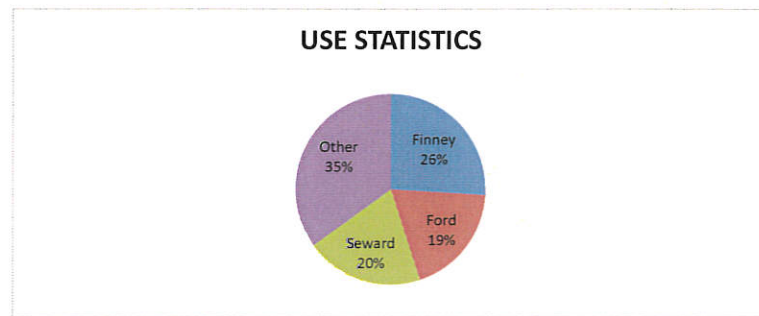
Numerous staff have been attending conferences throughout the State from both buildings including Kansas Leadership Conference (2 JDC); Moral Reconation Therapy (5 staff both adult and juvenile); Jail Association National Meeting (Mary).

**SOUTHWEST REGIONAL JUVENILE
DETENTION CENTER
APRIL 2017**

	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30
Males	7	7	7	7	6	6	8	8	8	8	8	10	10	10	12	13	12	12	10	8	8	10	10	11	10	9	10	11	12	12
Females	2	3	3	1	1	2	2	2	2	2	2	2	3	2	2	2	2	2	3	3	3	3	3	3	3	2	2	2	2	2



Finney	26
Ford	19
Seward	20
Other	35



Total service days in April	840
Bed days utilized	343
Average daily population	11.1
Capacity	41%



MEMORANDUM

TO: County Commission
THRU: Randy Partington, County Administrator
FROM:
DATE: May 15, 2017
RE: Next Commission Meetings - Thursday, 5/25/2017 (Special Meeting) and Monday, 6/5/2017

DISCUSSION:

County departments and District Court will be scheduled for budget presentations on 1 of the first 3 Mondays in June. ***June 5th, 12th and 19th***

Reminder that the commission has moved the first meeting in July to the 2nd Monday (7/10/2017), as the first Monday is the day before a federal holiday.

RECOMMENDATION:

For Your Information