



AGENDA ITEM

AGENDA ITEM #8.A

AGENDA DATE: June 12, 2024

PRESENTED BY: Randy Partington, County Administrator

AGENDA TOPIC:
Monthly Department Reports

SUMMARY & BACKGROUND OF TOPIC:

Every month, departments have been asked to provide an update on the previous month's major activities. The reports are intended to keep the county commission informed about the appointed and elected departments. Attached are reports for Aging-Public Transit, Appraiser, Automotive, Clerk, Community Corrections, and Communications



120 W. Avenue B, Hutchinson, KS 67501

(620)694-2911 Fax: (620)694-2767

**Monthly Report for May 2024
Submitted by
Barbara Lilyhorn
Director - Department of Aging and Public Transportation**

Budget

Aging Services spent 23% and Public Transit has spent 67 % of the Department budgets respectively – a composite total of 55% of the entire 002 expenditure budget as of 5/24/2024. Composite revenue is 56 %. The purchase of 6 buses has skewed the Public Transit report – the revenue and expenditure off set but it causes the percentages to be inflated. This will be important to keep in mind through out the remainder of the year.

As I anticipated in the April report, the receipt of the U.S.C 49-5311 “KDOT” grant award in early May necessitated the adjustment of the budget. I made the final revision and resubmitted the FY 2025 budget.

Public Transportation

Staff- The pending Rcat Driver position I mentioned in the April report was successfully filled in mid-May. Rcat currently has one driver position open.

Operations -Rcat has successfully transitioned the new buses into service during the first two weeks in May. The “old” buses are moving through the process of being retired and prepared to leave the program through sale or transferring. KDOT has the following policy in place regarding the removal of vehicles from the U.S.C. 49-5311 program.

Vehicle Retirement/Transfer to Another Agency

Agencies that have vehicles that need to be retired must follow the KDOT procedure for retiring them. The retirement of vehicles is based on age and mileage. The Federal Transit Administration depreciation rate will be used when a vehicle is being retired. If a vehicle has been requested for retirement or lien release, then it may be transferred instead to another transit agency at KDOT discretion. The agency that accepts the transferred vehicle will be responsible to pay the agency that is transferring the vehicle 20% of the current value of the vehicle. Please contact KDOT for details on the process of releasing/retiring vehicles from the KDOT program.

Rcat has 3 buses that have been requested for transfer to another agency. The FTA depreciation rate for the 3 buses is in the table below. Rcat will receive a total of \$6,519.33 from the recipient agency. The other 3 buses are proposed to be sold at auction on Purple Wave pending approval and signing of the titles at the June 12 BOCC meeting.

VIN:	Value	20%
2880	\$ 26,360.42	\$ 5,272.08
0741	\$ 5,000.00	\$ 1,000.00
9551	\$ 1,236.24	\$ 247.25
	Total	\$ 6,519.33

Aging

Staff - Jeff Moore began work as the new Social and Human Service assistant on May 6.

Operations

We have received the Senior Farmers Market Nutrition Program materials and are working to prepare the application procedures for the office. Reno County received 300 Coupon Voucher booklets. Each booklet has 10 coupons worth \$5. Press releases went out on May 28th and the Department will begin the distribution process on June 18th. This year people may call on a first come, first served basis to reserve an application, then come to the office to complete and sign the application. For the past four years the distributions have been conducted by mail. This year there are more materials in the packet, and the cost is \$2.79 per mailing, making it cost prohibitive. We are working with IT to explore the development of a shared spreadsheet to assist with sign up.

Several staff have participated in the county HPO leadership training this month.

The bi-monthly meeting of the Reno County Council on Aging was held.

Assisting people with Medicare and Medicaid remains routine and consistent.



RENO COUNTY
125 West First Ave.
Hutchinson, Kansas 67501
(620) 694-2915
Fax: (620) 694-2987

Re: Monthly report for end of May 2024

To: Randy Partington, County Administrator

Staffing changes or issues

The County Appraiser's office is fully staffed.

Financial Summary

As of 5/31/24, the Appraiser's Office has spent approximately 41% of the year-to-date budget, with approximately 72% of expenses being payroll. The remaining expenses were primarily regular and seasonal/monthly expenses.

Projects/Issues/Challenges/Concerns

Residential & Commercial Departments

- Informal appeals are complete. Real and personal property tax rolls have been certified to the Clerk.
- Staff processed 404 residential appeals and 62 commercial appeals; out of these, 13 residential and 3 commercial are continuing to BOTA's Small Claims Division.
- Staff continues to process payment under protest hearings as they come in from the Treasurer.
- Staff is continuing data collection and annual review for the 2025 valuation cycle.

Personal Property

- Staff has begun data collection in preparation for the 2025 valuation cycle.
- We expect some changes in statute that will affect personal property valuation for next year due to the special legislative session that has been called by Governor Kelly.

Support Staff

- Staff continues to process deeds and update records accordingly.
- Staff continues to work with IT to determine best practices for workflow efficiency.
- Staff recommends the county continue to review options and work toward converting away from CIC, preferably to a solution with Tyler Technologies as that is our state-mandated CAMA system.



120 W. Avenue B, Hutchinson, KS 67501
620-694-2585
Fax: 620-694-2767

Budget YTD Summary

As of May 22nd, 2024, we are at 38% of our overall budget of \$209,972. The internal services fund (fuel and parts) stands at 24% out of our budget of \$345,846. We have encumbered 94.4% of the total of \$268,213 for replacement patrol and jail vehicles.

Projects/Issues

We have received a 2024 Dodge Durango as a jail transport vehicle and the upfit has been completed except for the front grill guard which is on backorder. This unit will replace a used highway patrol vehicle that was purchased for the jail, a 2013 Ford Interceptor Sedan, which will be sold later on Purple Wave. A Ford Maverick has been ordered for the Sheriff's Department and should arrive in about 4 months.

With the windstorm we had one vehicle that will probably be totaled when a tree fell on it and a couple vehicles that lost window glass.

March fuel expenses came in at \$17,309.86.



Donna Patton
County Clerk

RENO COUNTY
125 West 1st Ave.
Hutchinson, Kansas 67501
(620) 694-2934
Fax: (620) 694-2534
TDD: Kansas Relay Center 1-800-766-3777

Clerk/Election Monthly Report for May.

In the Election's Office we are calling Board Workers to get them scheduled to work and for Board Worker Training for the August Primary. There is an up-to-date list on our website of the candidates who have filed for office. The deadline for filing for office is June 3rd at noon.

In the Clerk's Office we have received the valuation certifications from the Appraiser's Office. We will be getting the Estimated Budget Information Worksheets to the taxing entities by the first or second week of June.

By the end of May, 49% of the year-to-date budget has been used in the Clerk's Office with the majority of that for payroll and 37% in the Election's Office has been used, with the majority of that for payroll.

Donna Patton



COMMUNITY CORRECTIONS

115 West 1st
Hutchinson, Ks. 67501
Phone 620-665-7042
Fax 620-662-8613

County Commission Report

May 2024

Staffing

Community Corrections will be opening an Intensive Supervision Officer I position and a part-time Administrative Assistant position.

Projects/Concerns

One of the tasks five officers have is to facilitate groups to help change client behavior. Currently the curriculum used is the Substance Abuse Program from the University of Missouri in Kansas City. There is a group for men and one for women and the groups meet twice a week. The groups are close-ended and it takes about five months to complete the curriculum. While the program is helpful in changing client's thinking and behavior it can be difficult to get high-risk people through because of its length.

We are exploring other group curriculum options with a primary focus of offering open-ended groups. With open-ended groups clients can start at anytime and they graduate once they've met the requirements. This is an advantage over closed groups which have a hard start and end date. This will add more flexibility for officers to make referrals at any time and groups can maintain a higher number of participants. We will continue to work through this evaluation process with the goal of getting staff trained this summer.

Financial

Reno County was allocated an additional \$203,957.81 for FY 2025. This is the result of collaborative work to advocate for additional State funding for adding supervision officers and money for operations costs. This additional funding will allow us to open the two positions mentioned above. An amended budget will need to be approved by the Advisory Board and County Commissioners.

Communications Monthly Report – April 25, 2024 – May 31, 2024

Press Release: Reno County Declares Disaster, Officials track storm expenditures, Senior Citizens Farmers Market Vouchers.

Graphic Design: Reminder that June 3rd is deadline to file as a candidate or change party affiliation for Aug. 6 Primary Election, election reminder with link to list of candidates who have filed for office, job graphics for Public Works Department, Bus Driver for Dept. of Aging and Public Transportation and Dietician for Reno County Health Dept., Kansas Senior Farmers Market Nutrition Program vouchers, and Memorial Day graphics for courthouse and landfill.

Website: Reno County Declares Local Disaster, You're Just Who We Need – Kansas Medical Reserve Corps, Reno County Commission recognizes VALOR Silver Award Winners from Reno County Sheriff's Office, Photos from Reno County Commission Meeting on May 22, 2024, Kansas Senior Farmers Market Nutrition Program vouchers, National Treatment Court Month, June 3rd reminder to file as a candidate or change party affiliation.

Videos/Photos: Videos: Video celebrating National Treatment Court Month highlighting the Reno County Drug Court. **Photos:** Storm clouds for Facebook cover page, Leadership class group photos at Cosmosphere and at Stringer Fine Arts Center, Reno County employee Game Night at the library, Career Quest Public Service Days at Reno County, Reno County Commission meetings on May 8, 22, and 29, Northern Lights for Facebook cover page, Kansas Law Enforcement Torch Run, National Peace Officers Memorial Day ceremony, storm damage: in Hutchinson, at the courthouse, at the Haven Fire Station District #5 and damage along Main Street and the eastern part of Haven, Reno County Community Baby Shower, Jeanette Ladd retirement party, and Reno County Health Department car seat winner.

Social Media: April 25 – May 31, 2024

- **Facebook Reno County:** 4,339 followers (+94), 51 posts
 - Top Post: Reno County Declares Local Disaster After Storm Damage (05.20.24)
 - 33,305 reach, 16,495 engagements, 292 shares, 1,079 reactions, 48 comments
- **Twitter:** 901 followers (+21), 34 tweets
 - Top Tweet: High Point Road Bridge closed. (05.29.24)
 - 43 impressions, 1 media engagement
- **YouTube:** 385 subscribers (+4)
 - Top video: Reno County Board of County Commissioners (05.22.24)
 - 130 views
- **LinkedIn:** 124 followers (+1), 0 posts.
- **Instagram:** 39 followers (+7), 18 posts.

Meetings: Hutchinson Community Foundation Strategic Impact Committee meetings, Reno County Collaborative meeting and Employee Engagement Committee meeting.