



**Board of Riley County
Commissioners
Regular Meeting
Agenda
March 15, 2021**

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. Sign Riley County Personnel Action Form(s)
4. Sign Riley County Position Action Form(s)

Review Minutes

5. Board of Riley County Commissioners - Regular Meeting - Mar 11, 2021 8:30 AM

Review Tentative Agenda

6. Tentative Agenda

Press Conference Topics

7. Discuss Press Conference

9:00 AM

Dani Hallgren and Lee Wolf, Konza Prairie Community Health and Dental Center update

8. Konza Prairie Community Health Center update

9:15 AM

David Adams, EMS/Ambulance Director

9. EMS/Ambulance Staff Update

9:30 AM

Press Conference

10. Public Notice - John Ellermann (1-2 minutes)

9:45 AM

Julie Gibbs, Health Department Director

11. RCHD KDHE Aid to Local - Request to Apply for FY2022

- 10:00 AM Julie Winter, Public Works Administrative Services Manager**
12. Bid opening for trash service
- 10:10 AM Clancy Holeman, Counselor/Director of Administrative Services**
13. Administrative Work Session
14. Pending County Projects County Counselor
15. Discussion by the County Commission: If the current City of Manhattan “mask ordinance” expires, what should any necessary future Riley County Local Health Officer Order say about masks, and on what date should that County Order end?
- 10:40 AM Clancy Holeman, Counselor/Director of Administrative Services**
16. Legal Assistant Position - County Counselor's Office
- 10:50 AM Tami Robison, Budget and Finance Officer**
17. 2022 Budget Baseline
- 11:05 AM Amanda Smeller, Planning/Special Projects Director**
18. Planning & Development 101
- 12:00 PM Law Enforcement Agency Meeting**
19. Law Board Meeting Agenda

Adjournment

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



COUNTY CLERK & ELECTIONS
Personnel

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

COMMISSION AGENDA REPORT

FROM: Elizabeth Ward, Human Resource Manager

MEETING: March 15, 2021

SUBJECT: Sign Riley County Personnel Action Form(s)

PRESENTER: Elizabeth Ward, Human Resource Manager

Enclosures:

- 2021-03 C Calmes Records Assist II (green) (PDF)
- 2021-03 N Stark Mother Child Health Home Visitor (green) (PDF)

RILEY COUNTY PERSONNEL ACTION FORM

☐ Add		Fill Request Date 3/10/21
☒ Change		Employee #

☐ New Hire	☐ Rehire	☐ Transfer	☒ Promotion	☐ Separation from
☐ Step Change	☐ Status Change	☐ Demotion	☐ Other	County Service

☒ Full Time	☐ Regular	☐ As-Needed	☐ Seasonal
☐ Part Time	☐ Grant Funded	☐ Intern	☐ Temporary

Calmes	Christina		
Name: Last	First	Middle	Home Phone

Address: Street	City	State	Zip

Records Assistant II	Register of Deeds	001-006
Position Title	Department	Fund

3/20/2021	☐ Exempt	☒ Non-Exempt		☒ Yes	☐ No
Effective Date			Ending Date For Temporary	Is this a budgeted position?	

H	07	\$19.57	☒ Hour	\$	☐ Month	☒ 40	☐
Grade/Step		Pay Rate				Hours Per Workweek	

Comments:

has met all requirements for promotion from Records I to Records II position

Approvals:

Department:

Amy M. Mangus

Date:

3-11-21

Personnel:

C. B. Allen

3/11/21

BOCC:

Chairman:

Member:

Member:

Original to Division of Human Resources, copy to Payroll, hiring department; revised 2/27/03

RILEY COUNTY PERSONNEL ACTION FORM

☐ Add		Fill Request Date 2/9/2021
☒ Change		Employee #

☐ New Hire	☐ Rehire	☐ Transfer	☐ Promotion	☐ Separation from
☒ Step Change	☐ Status Change	☐ Demotion	☐ Other	County Service

☒ Full Time	☐ Regular	☐ As-Needed	☐ Seasonal
☐ Part Time	☐ Grant Funded	☐ Intern	☐ Temporary

Stark	Nanette		
Name: Last	First	Middle	Home Phone

Address: Street	City	State	Zip

Mother Child Health Supervisor	HD	030-423
Position Title	Department	Fund

4/3/2021	☒ Exempt	☐ Non-Exempt		☒ Yes	☐ No
Effective Date	Exempt	Non-Exempt	Ending Date For Temporary	Is this a budgeted position?	

M	01	\$	☐ Hour	\$1653.60	☐ Month	☒ 40	☐
Grade/Step		Pay Rate				Hours Per Workweek	

Comments:

re-classification of position

Approvals:

Department:

Date:

Personnel:

BOCC:

Chairman:

Member:

Member:

Original to Division of Human Resources, copy to Payroll, hiring department; revised 2/27/03



COUNTY CLERK & ELECTIONS
Personnel

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

COMMISSION AGENDA REPORT

FROM: Elizabeth Ward, Human Resource Manager

MEETING: March 15, 2021

SUBJECT: Sign Riley County Position Action Form(s)

PRESENTER: Elizabeth Ward, Human Resource Manager

Enclosures:

- 2021-01 PRN AEMT (gold) (PDF)

RILEY COUNTY POSITION ACTION FORM

Department EMS Date 2/18/2021 Job Title PRN - AEMT

☐ Full Time	☒ Regular	☐ Seasonal	☐ Grant Funded	Pay Grade 36	Hours per ☐ Week ☒ Month	Start Date ASAP	☒ Non-Exempt
☒ Part Time	☐ As Needed	☐ Intern	☐ Temporary			End Date	☐ Exempt

TYPE OF REQUEST

(Check one box and follow instructions in box – attach new job description if applicable)

Budgeted Position Request		Non-Budgeted Position Request	
☒ Request to hire replacement-same duties	☐ Request to change budgeted hours	☐ Request to create a new position for current fiscal year only	☐ Request to create a new position which will be included in future annual budgets
☐ Request to hire replacement-new duties	☐ Request to change position status	☐ Request for current non-budgeted position to be included in future annual budgets	
1. Name of former incumbent or current employee: several	2. Effective date of promotion, transfer, termination, or change:	1. Are there current budgeted funds available to pay for this position? ☒ Yes ☐ No ☐ Grant Funded	2. Requested hours per year:
3. If requesting a change in budgeted hours, estimated change in cost per year:	4. Would the position require re-evaluation for classification and pay grade purposes? ☐ Yes ☒ No	3. Estimated cost per year (financial impact): \$	4. Would the position require evaluation for classification and pay grade purposes? ☐ Yes ☐ No
5. Has this position been "On Hold?" ☐ Yes ☒ No If yes, date placed "On Hold":	6. Any special conditions regarding this position: 3 positions open	5. If applicable, what is the ending date for the position?:	6. Any special conditions regarding this position: 3 additional positions

1. Why is it necessary to fill this position or change its status? hiring delayed due to Covid-19, need to fill roster

2. Is it possible to fill this position internally? If no, why not? upon review

For hiring purposes, briefly state necessary and/or desirable education, training, and/or certification required as well as desirable experience and/or skills:

High school diploma or equivalent, CPR credential, AEMT Certification

Additional comments:

Approval by: _____ Date: _____

Department Head: _____

Personnel: _____

BOCC Chairman: _____

BOCC Member: _____

BOCC Member: _____



**Board of Riley County
Commissioners
Regular Meeting
TENTATIVE Agenda
March 18, 2021**

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](#)

9:00 AM

Call to Order

Pledge of Allegiance

Public Comment

Commission Comments

Business Meeting

Review Minutes

Review Tentative Agenda

Press Conference Topics

9:30 AM

Clancy Holeman, Counselor/Director of Administrative Services

1. Administrative Work Session

9:50 AM

Bob Isaac, Planner

2. Public hearing for Peterson Ranch Unit One Final Plat

10:00 AM

David Willis, Parks Manager

3. MOU with USD 383

10:15 AM

Dennis Butler, RCPD Director

4. RCPD update

10:30 AM

Russel Stukey, Emergency Management Director

5. Staff update

10:45 AM

Amanda Smeller, Planning/Special Projects Director

6. Bid opening for half ton 4x4 pickup

11:00 AM

Steve Higgins, REACH Committee

7. REACH overview and history

Attachment: 03-18-21 tentative agenda (10431 : Tentative Agenda)

4:00 PM Joint City/County/County Meeting (at County Offices)**Adjournment****Announcements**

Good Morning Manhattan will be held today 7:30 - 8:30 a.m. virtually via Zoom.

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



**Board of Riley County
Commissioners
Regular Meeting
TENTATIVE Agenda
March 22, 2021**

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

Commission Comments

Business Meeting

Review Minutes

Review Tentative Agenda

Press Conference Topics

9:15 AM

Lori Feldkamp, Big Lakes Developmental Center Director

1. Big Lakes Developmental Center update

9:30 AM

Press Conference

10:00 AM

Break

10:10 AM

Clancy Holeman, Counselor/Director of Administrative Services

2. Administrative Work Session

12:00 PM

Intergovernmental Luncheon

Adjournment

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

Attachment: 03-22-21 tentative agenda (10431 : Tentative Agenda)

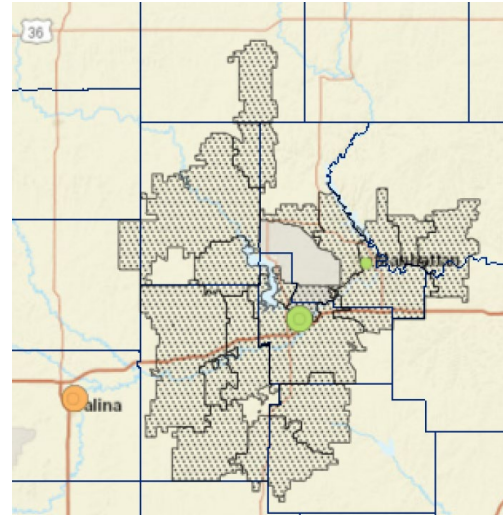


Preliminary 2020 UDS & Program Data

*Riley County Commission
March 15, 2021*

Patients

- ▶ 2020
 - ▶ 13,013 Patients
 - ▶ 31,547 Clinic Visits
 - ▶ 1,523 Virtual Visits
- ▶ 2019
 - ▶ 13,213 Patients
 - ▶ 33,221 Clinic Visits

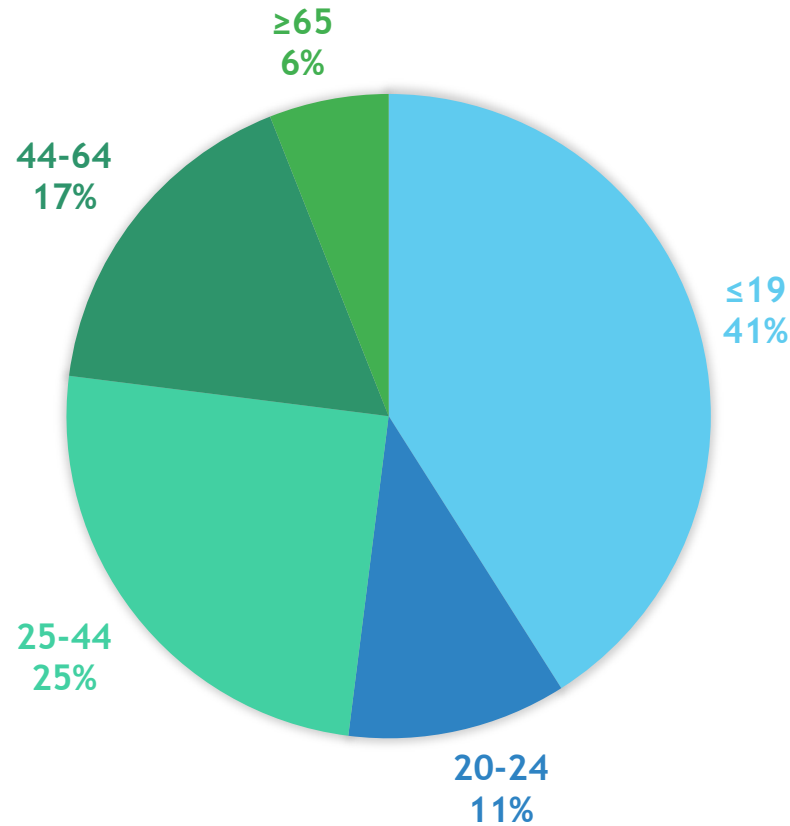


*KPCHC Service Area
2020*

- ▶ 49% Geary County ↓
- ▶ 31% Riley County ↑
- ▶ Patients from 36 ZIP codes

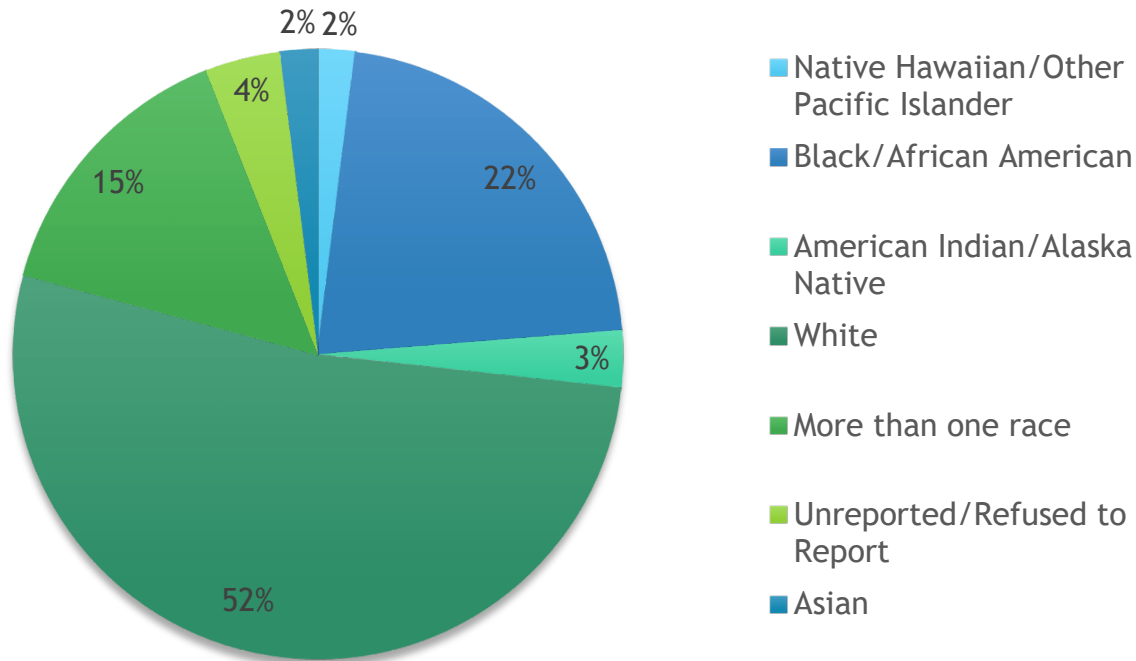
Patients

AGE



Patients

Race



13% Hispanic or Latino/a

Patients

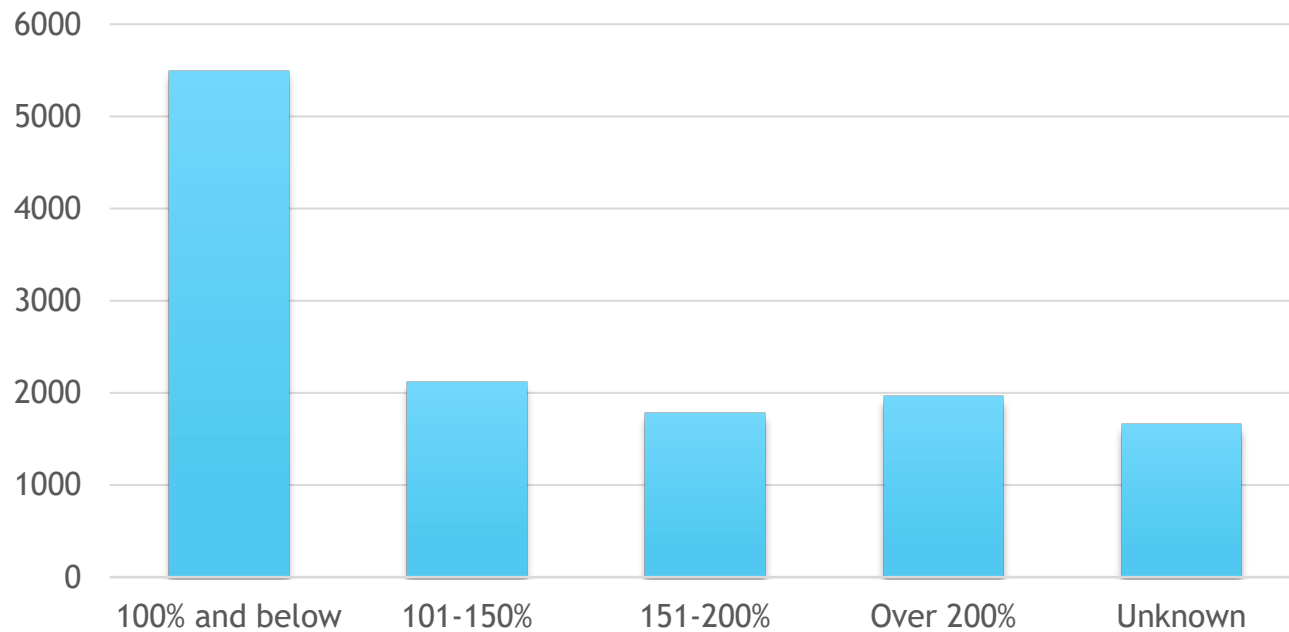
Sexual Orientation and Gender Identity

- ▶ 12% Lesbian or Gay
 - ▶ 60% Heterosexual
 - ▶ ≤1% Bisexual
 - ▶ ≤1% Something else
 - ▶ 13% Don't Know
 - ▶ 14% Chose not to Disclose
-
- ▶ 43% Male
 - ▶ 55% Female
 - ▶ ≤1% Transgender
 - ▶ 1% Other
 - ▶ 1% Chose not to disclose



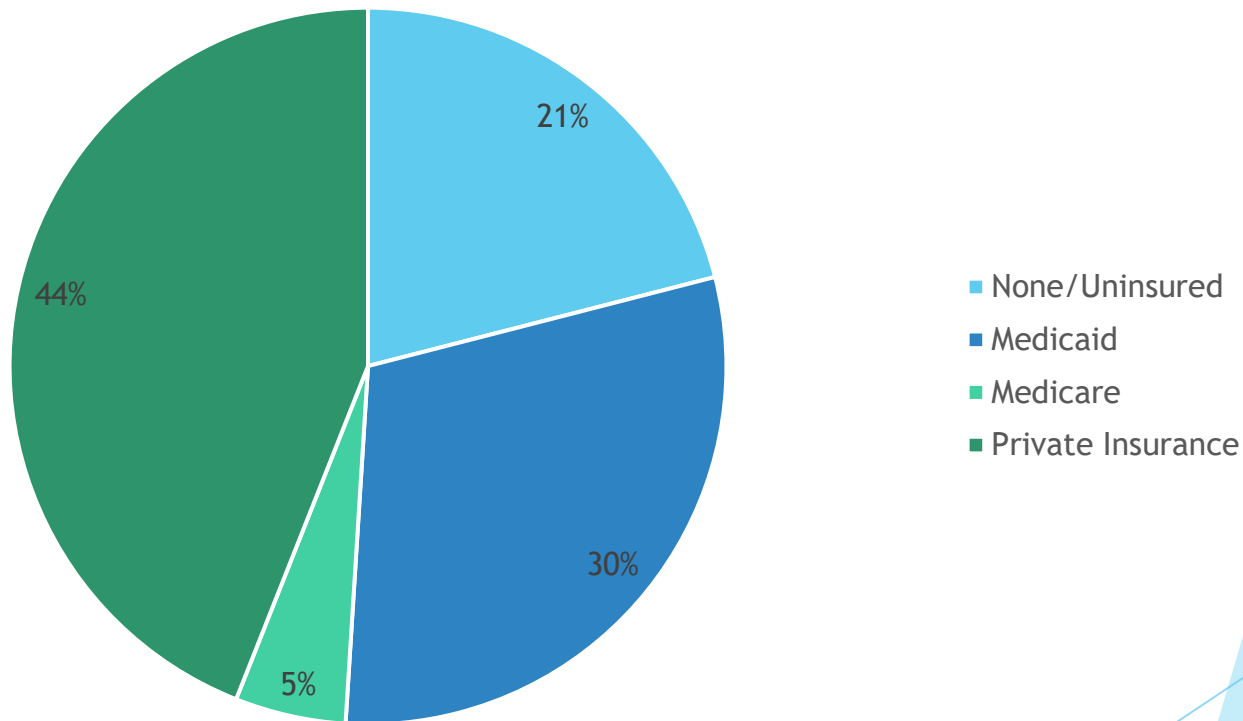
Patients

Income as a Percent of Poverty Guideline



Patients

Insurance Status



Special Populations

- ▶ Agricultural Workers or Dependents- 225 ↑
(2019- 211)
- ▶ Patients Experiencing Homelessness- 131 ↑
(2019- 122)
- ▶ Veterans- 1,410
(2019- 1,475)



Medical

2019

- ▶ 12,039 Clinic Visits
- ▶ 5,404 Patients (41%)

2020

- ▶ 13,134 Clinic/Virtual Visits
- ▶ 5,689 Patients (44%)

Other Data Collected

- ▶ Selected Diagnoses and Services Rendered
 - ▶ HIV
 - ▶ Tuberculosis
 - ▶ Sexually transmitted infections
 - ▶ Hepatitis B/C
 - ▶ Hypertension
 - ▶ Novel Coronavirus/acute respiratory illness
 - ▶ Chronic lower respiratory diseases
 - ▶ Abnormal breast findings
 - ▶ Abnormal cervical findings
 - ▶ Diabetes mellitus
- ▶ Heart disease
- ▶ Contact dermatitis
- ▶ Overweight and obesity



Dental

2019

- ▶ 19,060 Clinic Visits
- ▶ 7,444 Patients (52%)

2020

- ▶ 16,060 Clinic Visits
- ▶ 7,263 Patients (56%)

Other Data Collected

- ▶ Selected Diagnoses and Services Rendered
 - ▶ Emergency services
 - ▶ Oral exams
 - ▶ Prophylaxis-adult or child
 - ▶ Sealants
 - ▶ Fluoride treatment-adult or child
 - ▶ Restorative services
 - ▶ Oral surgery
 - ▶ Rehabilitative services



Behavioral Health

2019

- ▶ 3,446 Clinic Visits
- ▶ 589 Patients

2020 - Substance Use Disorder

- ▶ 378 Clinic/Virtual Visits
- ▶ 121 Patients

2020

- ▶ 3,392 Clinic/Virtual Visits
- ▶ 525 Patients

2020- Integrated BH visits

- ▶ 420 Clinic/Virtual Visits
- ▶ 309 Patients

Other Data Collected

▶ Selected Diagnoses and Services Rendered

- ▶ Alcohol-related disorders
- ▶ Other substance-related disorders
- ▶ Tobacco use disorder
- ▶ Depression
- ▶ Anxiety (including PTSD)
- ▶ Attention deficit disorder
- ▶ Other mental disorders
- ▶ Human trafficking
- ▶ Intimate partner violence

Enabling Services

- ▶ Case Management
- ▶ Outreach
- ▶ Interpretation



2019

- ▶ 397 Clinic Visits
- ▶ 265 Patients

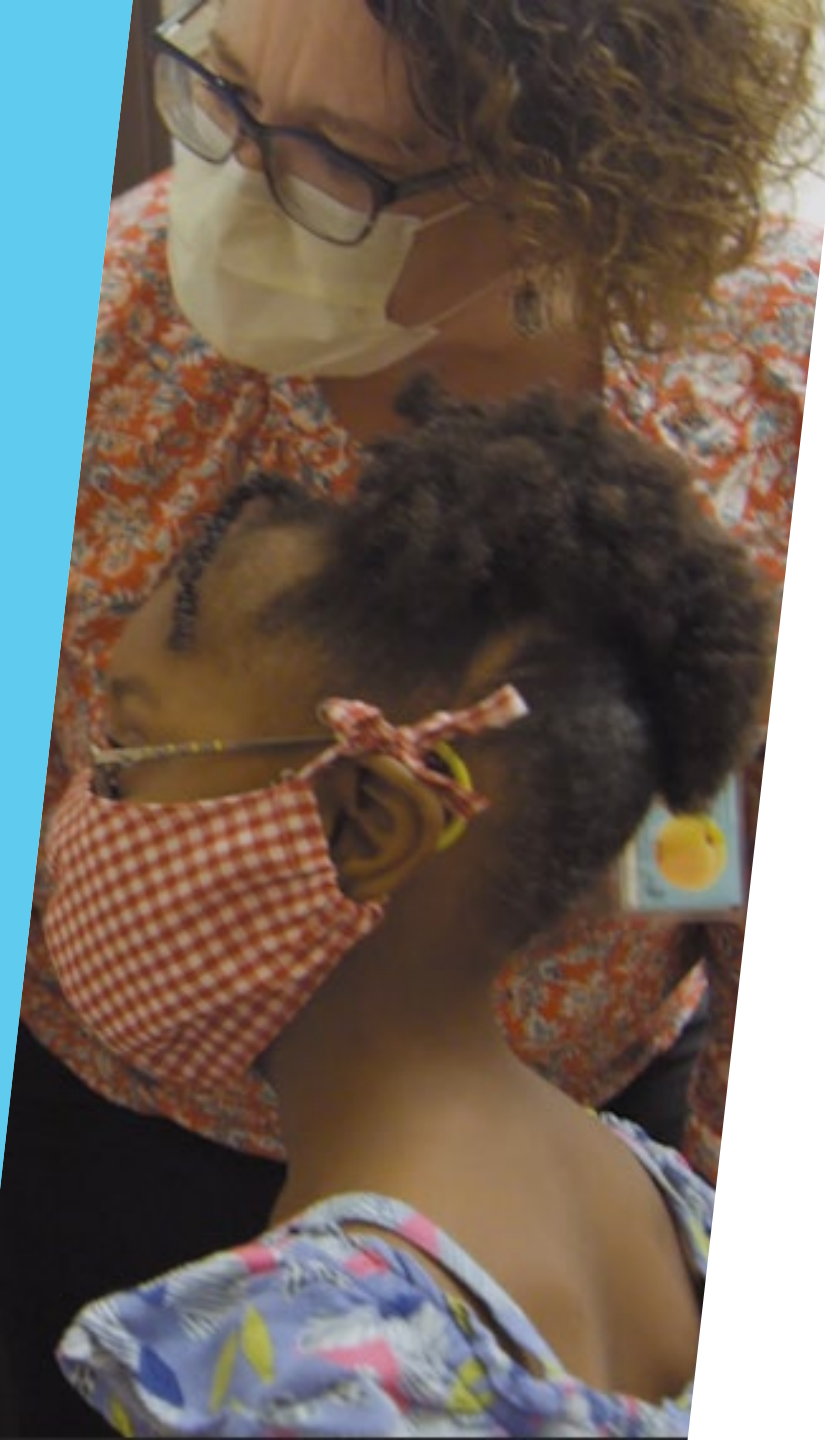
2020

- ▶ 459 Clinic Visits
- ▶ 314 Patients

COVID-19

2020

- ▶ 2,840 COVID Swabs and Evaluations
 - ▶ 1,743 Manhattan Clinic
 - ▶ 1,097 Junction City Clinic

A photograph on the left side of the slide shows a woman with curly hair, glasses, and a white face mask. She is wearing a patterned orange and white shirt. She is looking down at a young child who is also wearing a face mask (red and white checkered) and glasses. The child is wearing a blue and white patterned shirt. The background is slightly blurred, suggesting an indoor setting.

Other Services

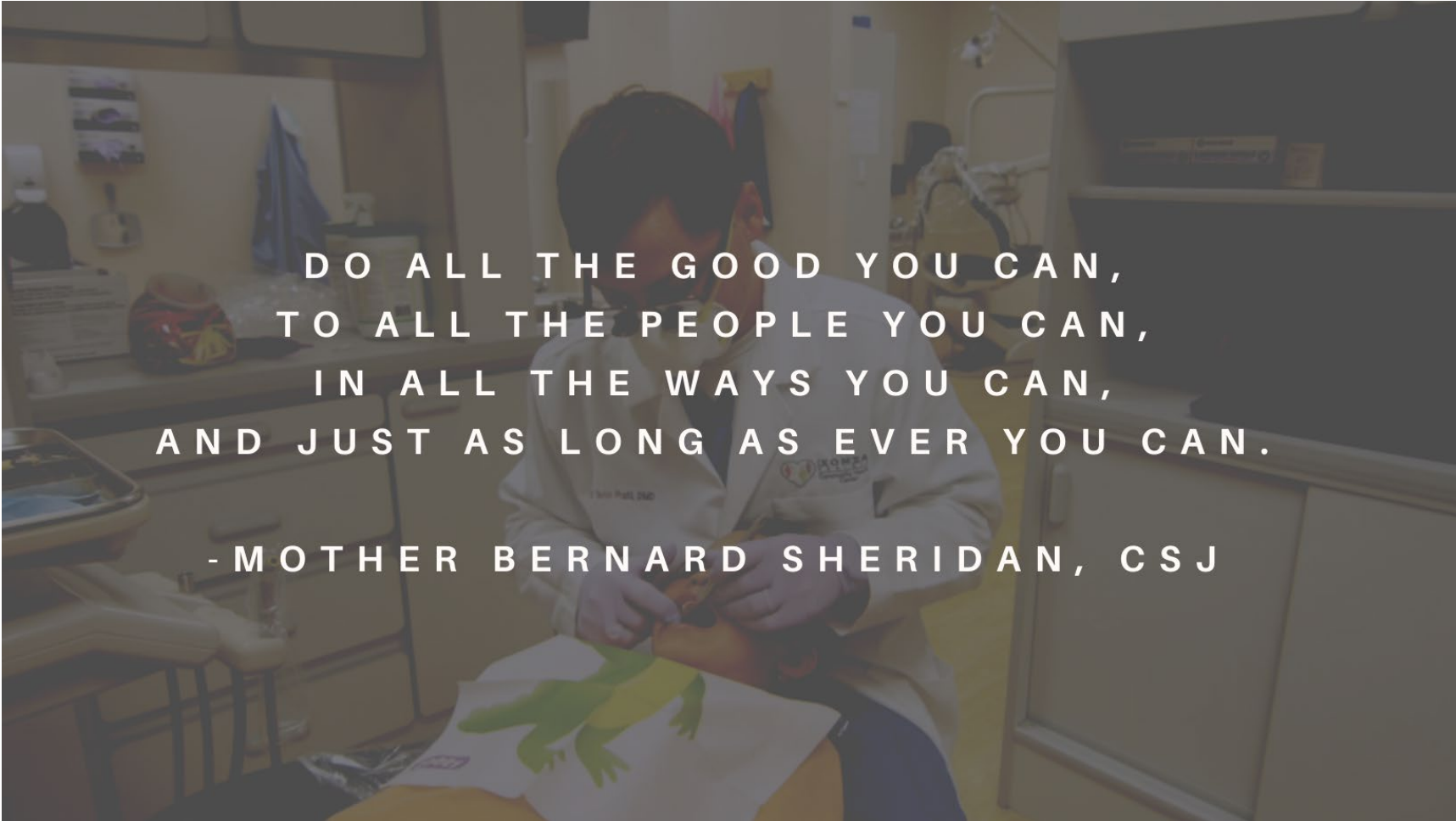
2020

- ▶ Expanded Laboratory Services
- ▶ WIC
 - ▶ 344 clients certified for services
 - ▶ Almost \$900,000 local economic impact
- ▶ 340B Pharmacy

Economic Impact

- ▶ \$1,370,145 Total Charitable Care
- ▶ \$5,348,657 generated in total economic activity
- ▶ \$4,749,745 in healthcare savings





DO ALL THE GOOD YOU CAN,
TO ALL THE PEOPLE YOU CAN,
IN ALL THE WAYS YOU CAN,
AND JUST AS LONG AS EVER YOU CAN.

- MOTHER BERNARD SHERIDAN, CSJ



www.kpchc.org

Our healthcare. *Our Community.*



EMS
Staff Update

David Adams
EMS/Ambulance
Director
2011 Claflin Rd
Manhattan, KS 66502
Phone: 785-539-3535

STAFF REPORT

FROM: David Adams, EMS/Ambulance Director
MEETING: March 15, 2021
SUBJECT: EMS/Ambulance Staff Update
PRESENTER: David Adams, EMS/Ambulance Director

Operations

Calls for service

February- 362

North County- 17

I continue to work as part of the Command Staff of the EOC.

Starting to meet in person while following all recommendations from the CDC and Health Department including masks, social distancing and hand hygiene.

Getting some good interest in our open PRN positions, we hope to begin the testing process by the end of the month.

Education

Conducting the first in person class of the year: Advanced Medical Life Support.

Staff are still working on their training calendar assignments.

Community Outreach:

EMS staff are assigned to the monitoring room at the vaccination clinics at Pottorf Hall as well as at the Rec. Center on Campus in conjunction with K State's Mass Vaccination Clinics

Staff Report (ID # 10624)

Meeting of March 15, 2021

EMS personnel are still performing in home vaccinations for those that are homebound. Sometimes it's 2 EMS Personnel and other's one EMS staff member is teamed up with a Health Department employee.

Going to begin Public Relations events on a case by case basis.

Consolidating our extra supply rooms into the lower west room of the FCRC.

Enclosures:

- Master-Ops-Report-with-Pick-List_2021-03-10_084411 (PDF)

Runs by Responding Unit

Response EMS Unit Call Sign (eResponse.14)	Number of Runs	Percent of Total Runs
MED11	122	33.70
MED21	100	27.62
MED31	84	23.20
MED41	47	12.98
MED12	5	1.38
MED10	1	0.28
MED13	1	0.28
MED35	1	0.28
MED58	1	0.28
Total: 362		Total: 100.00

Attachment: Master-Ops-Report-with-Pick-List_2021-03-10_084411 (10624 : Staff Update)

Runs By Day of Week

9.a

Incident Day Of Week Number And Name	Number of Runs	percent of total
01 - Sunday	65	17.96%
02 - Monday	53	14.64%
03 - Tuesday	47	12.96%
04 - Wednesday	58	16.02%
05 - Thursday	52	14.36%
06 - Friday	40	11.05%
07 - Saturday	47	12.96%
Total: 362		Total: 100.00%

Attachment: Master-Ops-Report-with-Pick-List_2021-03-10_084411 (10624 : Staff Update)

Runs by Hour of Day

Incident Hour Range Of Day 24	Number of Runs	Percent of Total Runs
00:00:00 - 00:59:59	10	2.76%
01:00:00 - 01:59:59	10	2.76%
02:00:00 - 02:59:59	13	3.59%
03:00:00 - 03:59:59	10	2.76%
04:00:00 - 04:59:59	8	2.21%
05:00:00 - 05:59:59	5	1.38%
06:00:00 - 06:59:59	5	1.38%
07:00:00 - 07:59:59	9	2.49%
08:00:00 - 08:59:59	6	1.66%
09:00:00 - 09:59:59	17	4.70%
10:00:00 - 10:59:59	20	5.52%
11:00:00 - 11:59:59	22	6.08%
12:00:00 - 12:59:59	17	4.70%
13:00:00 - 13:59:59	25	6.91%
14:00:00 - 14:59:59	20	5.52%
15:00:00 - 15:59:59	25	6.91%
16:00:00 - 16:59:59	10	2.76%
17:00:00 - 17:59:59	29	8.01%
18:00:00 - 18:59:59	21	5.80%
19:00:00 - 19:59:59	12	3.31%
20:00:00 - 20:59:59	20	5.52%
21:00:00 - 21:59:59	13	3.59%
22:00:00 - 22:59:59	18	4.97%
23:00:00 - 23:59:59	17	4.70%
Total: 362		Total: 100.00%

Report Criteria

Incident Month Name - Year: Is In February 2021

Attachment: Master-Ops-Report-with-Pick-List_2021-03-10_084411 (10624 : Staff Update)



HEALTH DEPARTMENT
Grant

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

COMMISSION AGENDA REPORT

FROM: Julie Gibbs

MEETING: March 15, 2021

SUBJECT: RCHD KDHE Aid to Local - Request to Apply for FY2022

PRESENTER: Julie Gibbs

BACKGROUND

The “Aid-to-Local” (ATL) process was established to standardize the methodology for allocation of funds to Local Agencies ATL grants include State Formula Funds and Categorical grant funds. State Formula Funds are available to county health departments on a formula basis to support general health services. Statute KS K.S.A. 65-242 states that, “for the purpose of insuring that adequate public health services are available to all inhabitants of the state of Kansas, the state shall assist in the financing of the operation of local health departments.” Categorical funds support more specific or targeted health service needs. Continued funding is not automatic, an annual package of applications is required. A signature page signed by the Board of Health is required (see attached).

DISCUSSION

Aid to Local application includes:

- Child Care Licensing
- Chronic Disease Risk Reduction
- Family Planning
- Immunization Action Plan (IAP)
- Maternal and Child Health
- State Formula
- Local Public Health Emergency Preparedness
- Regional Public Health Emergency Preparedness

See attached presentation. Applications are due March 15, 2021.

FISCAL IMPACT

Total funds requested for Riley County Health Department: \$1,431,305.36

Total funds requested for Wildcat Region: \$30,087

Grant period is July 1, 2021-June 30, 2022

RECOMMENDATION(S)

Move to approve and sign the Kansas Department of Health and Environment Aid to Local Grant Application Signature Page for Riley County Health Department and the Wildcat Region

POSSIBLE MOTION(S)

Move to approve

Move to deny

Move to modify

Move to table

No action required.

The Board agreed by consensus to

Enclosures:

- SignatureReportPHEP (PDF)
- SignatureReport_ATL (PDF)

Grant Application Signature Page

State of Kansas Department of Health and Environment

Grant Period: July 1, 2021 - June 30, 2022

1000 SW Jackson, Suite 340
Topeka, Kansas 66612-1365

This form, complete with signatures, is required to complete your Aid to Local application package.

Upload as an attachment to each budget section in the grant application.

All applications due March 15, 2021.

tiny-K applications are due April 21, 2021.

Applicant:(Name of Agency)

Wildcat Region

Address

2030 Tecumseh Road
Manhattan, Kansas 66502

KGMS Administrator

Julie Gibbs

KGMS Administrator Phone

Programs

Regional PHEP (RPHEP)	\$30,087.00
	\$30,087.00

Signatures

President/Chairman Local Board of Health or Board of Directors

Date: _____

Administrator/Director

Date: _____

Attachment: SignatureReportPHEP (10625 : RCHD KDHE Aid to Local)

Grant Application Signature Page

State of Kansas Department of Health and Environment

Grant Period: July 1, 2021 - June 30, 2022

1000 SW Jackson, Suite 340
Topeka, Kansas 66612-1365

This form, complete with signatures, is required to complete your Aid to Local application package.

Upload as an attachment to each budget section in the grant application.

All applications due March 15, 2021.

tiny-K applications are due April 21, 2021.

Applicant:(Name of Agency)
Riley County Health Department

Address
2030 Tecumseh Road
Manhattan,Kansas 66502-3541

KGMS Administrator
Julie Gibbs

KGMS Administrator Phone
7857764779 7639

Programs

Child Care Licensing Program (CCL)	\$273,630.00
Chronic Disease Risk Reduction (CDRR)	\$75,688.36
COVID-19 ELC Expanding Infrastructure	\$469,464.00
Family Planning (FP)	\$312,394.00
Immunization Action Plan (IAP)	\$9,060.00
Maternal & Child Health (MCH)	\$191,410.00
Public Health Emergency Preparedness (PHEP)	\$49,578.00
State Formula (SF)	\$50,081.00
	\$1,431,305.36

Signatures

President/Chairman Local Board of Health or Board of Directors

Date: _____

Administrator/Director

Date: _____

Attachment: SignatureReport_ATL (10625 : RCHD KDHE Aid to Local)



**COUNTY
COUNSELOR/ADMINISTRATIVE
SERVICES**
Staff Update

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

COMMISSION AGENDA REPORT

FROM: Jana Chingway, Administrative Assistant II

MEETING: March 15, 2021

SUBJECT: Pending County Projects County Counselor

PRESENTER: Clancy Holeman, Riley County Counselor

Enclosures:

- Final Commission List 03.15.2021 (DOC)

PENDING COUNTY PROJECTS ▪ March 15, 2021
Submitted by Clancy Holeman, Riley County Counselor
Changes from previous meetings are shown in italics.

NOTE: The below is not intended to be a comprehensive list of all “pending” departmental projects underway. Instead, it represents an ongoing snapshot of the current status of selected pending projects which have either consumed significant staff time; involve county issues of widespread significance, or which have been added to this list by the BOCC.

COMMISSION LIST

Matters Reviewed Since Last Project List Submitted:

1. Finalize draft of Fairmont Heights Sewer Benefit District Service Agreement and provide to City of Manhattan staff for review. Receive returned Agreement from City. Solicit and receive input from staff working group. Schedule county working group meeting for Friday, July 6, 2018.
2. Relay potential claim information to liability insurer.
3. Email and phone exchange with outside consulting engineer to finalize Engineering Agreement with Riley County for Fairmont Heights Sewer Benefit District; Draft CAR for final version and arrange for consulting engineer to provide originals for signature by BOCC July 5th.
4. Respond to working group inquiry about potential signage on private road. Review staff working group responses on same issue.
5. Update draft indemnity agreement for 2018 County Fair and transmit to Extension Director for review and further update. Communicate with Extension Director, then insurance company representative, for revision of certificate of insurance to provide coverage on appropriate dates. Provide agreement to Extension for circulation and signatures.
6. “Dark Store” Commercial Real Property Appraisal Theory: A local working group composed of two members of our state legislative delegation and staff from Riley County, the City of Manhattan and Pottawatomie County is scheduled to meet initially July 11, 2018. The goal is to develop legislation to address this “hypothetical” appraisal theory which, on commercial properties, represents potentially huge reductions in the property tax base for local governmental entities, a resulting shift of that tax liability to residential properties, along with local government exposure to refunds with interest from the counties’ general funds.

Staff and Departmental Meetings Attended Since Last Project List Submitted:

1. Discussion of Health Department electronic medical records and potential transition to vendor selected by consortium of regional health departments. Initial conversation on multiple issues. Staff discussion scheduled for Friday, July 6th, 2018.
2. Review Agenda items for BOCC public meeting of July 5, 2018.
3. Public Works--Carson Mobile Home Park Sewer Benefit District—sewer system improvement KDHE loan application. Met with Public Works and Budget and Finance on April 26, 2018. Conference call made to KDHE. I will provide draft of revised KDHE form contract and cover letter to Public Works week of May 7, 2018. Public Works submitted on May 10, 2018 its proposed changes to the KDHE form contract.
4. Emergency Management—Fort Riley meeting on development of tower site lease agreement held April 25, 2018. Fort will develop memorandum for Bank confirming the Fort supports this project “in principle.” All other details will remain to be worked out. Our joint theory is this memo will help financing institution go forward with closing on the loan for the entire project, even if the tower lease

with Fort Riley cannot be executed before that closing—because of the need for Corps. of Engineers’ development of a lease agreement for the use of Fort Riley’s radio tower site. Significant time expended during week of May 7, 2018 in order to finalize concepts for our tower lease agreements, including 1½ hour telephone conference May 9, 2018, with bond counsel, lawyer for financing institution and Fire Chief. Final proposed tower lease agreements were distributed.

Valleywood ROW Obstructions: Letter mailed giving the party placing obstructions in the township road ROW 15 days to remove or it will be removed by County Engineer, pursuant to statute. Deadline for removal of obstructions close of business, May 3, 2018.

Firing Range: Response due from landowner by May 10, 2018. Contacted by different counsel for landowner. Toured range with counsel for land owner.

Countywide Emergency Radio Communications System Upgrade: Established contact with federal legislative delegation members—requesting information on any available federal funding to help defray portion of total project cost—since NBAF labs and associated facilities will benefit from interoperability of improved emergency radio communications ability.

BOCC v. Archer: On April 4, 2018 District Court denied Archer’s motion to sanction me for alleged misconduct, at the close of his evidence over two days. The District did so when we made a motion for judgment as a matter of law, based upon our theory we had no reason to provide evidence, given the nature of Defendant’s evidence. We have provided a Supreme Court Rule 170 demand that Defendant’s counsel sign our journal entry or it will be submitted to the Court for consideration. Defendant’s Supreme Court Rule deadline to provide us with any objections to that journal entry was close of business, Thursday, April 26, 2018. When no response was received by opposing counsel, our journal entry was submitted to the Court pursuant to the foregoing Supreme Court Rule, un-signed by Defendant’s counsel. It was approved and signed by the Judge. That final journal entry has now been filed in the case.

Household Hazardous Waste: I provided the BOCC for signature Monday, December 12th the resolution necessary to add Marion County as a member of the Regional HHW Program. The Board signed that document. Director Dennis Peterson will offer that resolution as a template to the other 10 current members of the Program. Each one of them is required to pass a similar resolution in order to allow Marion County membership. Once all those resolutions are passed, the most recent version of the underlying interlocal agreement must be submitted to the Attorney General for review and approval. I’ve discussed with Dennis the fact that we will need to have each signing county provide proof of their resolution adoption and publication before submitting the interlocal agreement to the Attorney General. That office no longer has copies in its files of the original interlocal agreement this current agreement amends. That’s because they were disposed of according to the Attorney General’s record retention schedule. Weeks of April 3, 10, 2017: Drafting cover letter to A.G. to accompany documents from various counties showing interlocal ready for approval. I anticipate completing this cover letter and transmitting the agreements for review in July, 2018.



**COUNTY
COUNSELOR/ADMINISTRATIVE
SERVICES**
Personnel

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

COMMISSION AGENDA REPORT

FROM: Jill Seaton, Office Manager

MEETING: March 15, 2021

SUBJECT: Legal Assistant Position - County Counselor's Office

PRESENTER: Clancy Holeman, Riley County Counselor & Elizabeth Ward, Human Resource Manager

BACKGROUND

The position of Administrative Assistant II has been an integral part of the County Counselor's office since 2006. The administrative assistant provided clerical services, secretarial duties for document production, file management and organization, and performed miscellaneous office duties.

DISCUSSION

Since 2015, the position of Administrative Assistant II has transitioned into being instrumental in coordinating the annual tax foreclosure case, monitoring and collecting real and personal property tax through court proceedings, and preparing bankruptcy claims to collect taxes. Additionally, the administrative assistant assists with code enforcement cases for Planning and Development; creates all legal documents for tax collection, bankruptcy, county benefit districts, along with deeds and permits; is responsible for all court filings on both the Federal Electronic Filing System (PACER) and the State Electronic Filing System (Eflex); and maintains a calendar system with reminders for court appearances meetings and deadlines.

Because of the changes in responsibilities outlined above, the County Counselor office is requesting the position of Administrative Assistant II be changed to Legal Secretary, position description attached, which more accurately reflects the duties currently assigned to this position.

FISCAL IMPACT

County Counsel's office will do our best to keep the increased cost within our current budgets for 2021 and 2022.

Position	Current Wage Annualized	Benefits	Annual Difference (2021)
Administrative Assistant II - Current Grade K	\$47,112	\$18,609.24	\$2,669.47
Legal Assistant - Proposed Grade M	\$49,025.60	\$19,365.11	

RECOMMENDATION(S)

With the position of Administrative Assistant II transitioning into significant legal duties, counsel recommends that the Board approve the change of position from Administrative Assistant II to Legal Assistant for the County Counselor's office. The request will result in the same number of positions in the County Counselor office.

POSSIBLE MOTION(S)

- A. "I move the Board approve the position change from Administrative Assistant II in the Riley County Counselor's office to Legal Assistant in the Riley Counselor's office after reclassification by McGrath Human Resources Group."
- B. "I move the Board approve the position change from Administrative Assistant II to Legal Assistant for the Riley County Counselor's office after the following changes are made... ."
- C. "I move that the Board not approve position change from Administrative Assistant II to Legal Assistant in the Riley Counselor's office."

Enclosures:

- Administrative Assistant II job description (PDF)
- Legal Assistant job description (PDF)
- 2021-03 J Chingway Legal Secretary (green) (PDF)

RILEY COUNTY, KANSAS JOB DESCRIPTION

Job Title:	ADMINISTRATIVE ASSISTANT II		
Department:	County Counselor		
Reports To:	Riley County Counselor /Director of Administrative Services and Assistant County Counselor/ Supervisor		
Pay Grade:	K	Status:	Full Time
FLSA Status:	Non-Exempt		

POSITION SUMMARY: To provide clerical, secretarial and administrative duties to the Riley County Department of Administrative Services.

ESSENTIAL FUNCTIONS:

- To provide clerical, secretarial and administrative assistance to the Department of Administrative Services and to provide assistance to the Department of Administrative Services in the management of their schedules, to handle calls from both internal and external sources, as well as direct inquiries to appropriate individuals, and to assist in coordinating various activities within the department.
- Responsible for scheduling appointments for County Counselor/Director of Administrative Services/Assistant County Counselor, word processing/typing of letters, memos, forms, policies and procedures.
- Prepare legal documents for Riley County, i.e. deeds, leases, contracts, resolutions, as well as prepare necessary documents for various County-related issues, and monitor progress of each issue and/or document.
- Prepare documents for state and federal civil court cases involving Riley County, calendar hearings and scheduling deadlines as needed, and monitor progress of each. Provide assistance in the collection of miscellaneous County-related debts and delinquent taxes.
- Provide file management and organization as well as database management; maintain office supply inventory.
- Provide research assistance for requested information through traditional and non-traditional methods.
- Work independently and within a team on special nonrecurring and ongoing projects, which may include planning and coordinating multiple projects, researching and disseminating information, and preparing mailings.
- Act as a liaison with other departments, outside agencies, and other departments, handle confidential and non-routine information, and explain policies when necessary.
- Provide secretarial and administrative assistance to the Board of County Commissioners when requested.
- Perform miscellaneous office duties as required or requested.

SECONDARY FUNCTIONS:

Other duties as assigned by the County Counselor /Director of Administrative Services or Assistant County Counselor

POSITION REQUIREMENTS:

Education: Minimum requirements: graduation from a standard high school with two years post-high school training in clerical/secretarial work.

Knowledge: Five years of job related experience, with legal experience preferred. Must be organized and possess the ability to prioritize. Requires knowledge of a body of standardized rules, procedures or operations requiring considerable training and experience to perform a wide range of secretarial and administrative assignments. Requires ability to maintain confidentiality and ability to work independently.

Skills: Proficiency with personal computer applications, specifically experience with Excel, Access, Word, and PowerPoint. Knowledge of modern office practices and experience with common office equipment, including copiers, fax machines, scanner, and printers. Must demonstrate skills in business English, spelling, grammar, and syntax, as well as ability to communicate clearly both orally and in writing. Ability to type 60 wpm and utilize ten-key by touch.

Supervisory Controls: The County Counselor/Director of Administrative Services/Assistant County Counselor and support staff define tasks to be performed. Few tasks are recurring and cyclic; variations exist which frequently change the priorities of duties to be performed. The employee generally uses own initiative to plan and carry out duties and perform them in a timely manner. The employee reviews completed work, making corrections as necessary. Work will be reviewed for accuracy as necessary by supervisor.

Supervisory Responsibility:

None

Guidelines:

Consist of office practices learned from training and experience, manuals, dictionaries, state laws and regulations, verbal instructions from supervisor, county commissioners, and other employees. The employee continuously uses own judgment in determining priorities and procedures used, obtaining assistance in new or unusual situations.

Complexity:

Work load includes many unrelated projects and processes. Employee must be creative and resourceful in approach to establishing procedures to follow. Employee must review given data from other departments for accuracy before applying it to specific projects. The variety of tasks performed involve somewhat different disciplines and create somewhat moderate complexity.

Scope and Effect of Work:

The job contributes to the overall smooth function of the Department of Administrative Services, as well as other County departments.

Personal Contacts:

County Department Heads and personnel, Board of Commissioners, Court officials, local, State and Federal agencies, local and out-of-state attorneys, private organizations and vendors, and members of the general public.

Purpose of Contacts:

To obtain or exchange information regarding County processes as well as to clarify or give facts or

information relative to County operations.

Physical Demand/Effort:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is required to stand; walk; sit; use hands to finger, handle, or feel; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; talk or hear; and taste or smell. The employee must regularly lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

Work Environment/Conditions:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually normal; the environment has heating and ventilation.

Approved: _____ Date:
(Supervisor)

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if work is similar, related or a logical assignment of the position.

The job description does not constitute an employment agreement between the employer and the employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

RILEY COUNTY, KANSAS JOB DESCRIPTION

Job Title:	LEGAL ASSISTANT	
Department:	Administrative Services	Division: County Counselor
Reports To:	Office Manager	
Pay Grade:	M	Status: Full time
FLSA Status:	Non-Exempt	

Purpose: The legal assistant provides the County Counselor and the Deputy County Counselor with technical office skills to coordinate office procedures and to assist in the preparation from draft form of resolutions, written opinions, contracts, briefs, memoranda and pleadings for use in both District and Federal Courts. This position shall report to the Office Manager.

Essential Functions:

- Assist with annual tax foreclosure case by opening cases and drafting documents to file, facilitating mailings and preparing individual letters as needed.
- Researching and generating all background information on defendants as needed. Coordinates team meetings to keep team moving forward on the project.
- Monitor personal property tax collections by renewing warrants, creating documents to be filed when abated, and electronic filing.
- Assist with bankruptcy claim preparation and electronic filing.
- Assist with Planning & Development issues and code enforcement cases
- Maintain calendar of court appearances, meetings, deadlines and reminders for County Counselor's office and document court appearances and deadlines
- Act as liaison between the County Counselor office and other departments, agencies, officials and committees as directed by County Counselor.
- Assist with deed and permit issues
- Monitor and assist in collecting real and personal property taxes in bank foreclosure cases.
- Assist with benefit district creation documents.
- Create other legal documents as directed by the County Counselor's office.
- Maintain accurate electronic and hard-copy filing systems.
- Answer telephone & assist the public.
- Assist Board of County Commissioners with general correspondence and scheduling of meetings with staff on various projects.

Secondary Functions:

- As directed by County Counselor or Deputy County Counselor.

Position Requirements:

Education: High school graduate or equivalent.

Experience: Minimum 2 years training or experience with significant administrative and clerical responsibilities. Any combination of experience, education or training which provides the following knowledge, skills and ability: knowledge of civil legal system; knowledge of procedures in the District Court system and the Federal Court system as they relate to the Riley County Counselor's Office; knowledge of required language for court documents; knowledge of Kansas Statutes and case law; knowledge of legal terminology; and ability to use discretion regarding

confidential material and to understand the legal code of ethics. Ability to establish and maintain effective working relationships with associates and the public. Ability to organize and prioritize multiple complex projects with shifting deadlines. Ability to communicate effectively, orally and in writing. Ability to defuse high pressure, conflicting situations and maintain order.

Skills: Knowledge of personal computers including word processing, spreadsheets, and other computer software. Typing proficiency. Basic bookkeeping skills. Ability to independently draft letters and legal documents.

Supervisory Control: Duties are performed regularly exercising discretion and independent judgement. County Counselor or Deputy County Counselor provides general direction. Priorities and deadlines are determined by policies, statutes, or in consultation with the Counselors. Documents are reviewed by Counselors for completeness and accuracy. Employee may develop own work sequences within established procedures, methods and policies.

Guidelines: Guidelines consists of Riley County Personnel Policies and Procedures, Kansas statutes, case law, rules of the District Court and the policies and procedures; and established internal policies and procedures.

Complexity: Work is of a standardized nature that may involve a variety of duties. Analytical thought becomes more important at this level due to increased data, responsibilities, and changing situations. Tasks usually have several steps, some of which may not be directly related. Alternatives may exist for processes or methods to be used in solving problems. Employee must exercise a moderate amount of independent judgment and self-direction. Work is controlled by routine review and reporting to or consultation with Counselors. When guidelines exist at this level, they tend to be more complicated or technical in nature requiring careful interpretation. Deadlines assigned for ongoing projects may shift with little or no advance notice.

Scope and Effect of Work: The position contributes to the overall smooth function of the County Counselor's office and its mission. Critical job functions by other staff may not be completed satisfactorily without the effective performance of this position. Ineffective performance will negatively affect the quality of service provided by the office.

Personal Contacts: This position's primary personal contact will be with the County Counselor's primary client, the Board of the County Commissioners. Additional significant personal contact will occur with the general public and the following elected officials and their staff: County Clerk, County Register of Deeds, County Treasurer and County Attorney. Significant personal contact will occur with the following appointed County Department Heads and staff; County Appraiser, Director Public Works, Director of Planning and Development, Emergency Management Director, Director of county Extension, Director of County Health Department, Director of Riley County Police Department, Director of Community Corrections, Director of Noxious Weeds/Household Hazardous Waste. Significant personal contact will occur with the Human Resource Manager and the Information Technology/GIS Director. Additional person contact will occur with Township Officials, members of all County advisory boards, Judges, staff and attorneys of the District Court and Federal Court, United States Attorney Office, District Court Administrator, the Clerk(s) of the District and Federal Courts and their office staff, civic organizations, members of the media, and office equipment and publication vendors.

Purpose of Contacts: The purpose of the contacts is to obtain, clarify, give, or s established factual information, regardless of the type (i.e., easily understood or technical) w

well-defined relationship. Normal communication skills are required. Ability to defuse high pressure situations is critical.

Physical Demands: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is required to stand; walk; sit; use hands to finger, handle, or feel; reach with hands and arms; talk or hear. The employee must regularly lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision, color vision.

Work Environment: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is exposed to a moderate noise level in the work environment. There is moderate risk involved as the employee is potentially subject to verbal or physical abuse from disgruntled individuals.

Approved: _____
(Supervisor)

Date: _____

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if work is similar, related or a logical assignment of the position.

The job description does not constitute an employment agreement between the employer and the employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

RILEY COUNTY PERSONNEL ACTION FORM

☐ Add		Fill Request Date	2/9/2021
☒ Change		Employee #	

☐ New Hire	☐ Rehire	☐ Transfer	☐ Promotion	☐ Separation from
☒ Step Change	☐ Status Change	☐ Demotion	☐ Other	County Service

☒ Full Time	☐ Regular	☐ As-Needed	☐ Seasonal
☐ Part Time	☐ Grant Funded	☐ Intern	☐ Temporary

Chingway	Jana		
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Name: Last First Middle Home Phone

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Address: Street City State Zip

Legal Assistant	Counselor	01-004
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Position Title Department Fund

4/3/2021	☐	☒		☒ Yes	☐ No
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Effective Date Exempt Non-Exempt Ending Date For Temporary Is this a budgeted position?

M	05	\$23.57	☐ Hour	\$	☐ Month	☒ 40	☐
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Grade/Step Pay Rate Hours Per Workweek

Comments:

re-classification of position

Approvals:

Department:

Date:

Personnel:

BOCC:

Chairman:

Member:

Member:



COUNTY CLERK & ELECTIONS
Budget

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

COMMISSION AGENDA REPORT

FROM: Tami Robison, Budget and Finance Officer

MEETING: March 15, 2021

SUBJECT: 2022 Budget Baseline

PRESENTER: Tami Robison, Budget and Finance Officer

BACKGROUND

After last week's review and discussion on the 2022 Budget Calendar, I am requesting your assistance in finalizing the 2022 Budget Baseline. The baselines below have been used in the past 10 budget cycles:

<u>Budget Year</u>	<u>Baseline used:</u>
2021 not part as	All budgets were requested to be frozen or reduced. Non-essential purchases were to be included. Only critical, essential and emergency purchases should be of the budget. Do not include requests for new personnel positions. Do not include strategic planning requests. Further adjustments may be requested deemed necessary.
2015-2020	Present budgets reflecting statutory requirements and business needs as well as the costs to implement each department's five-year strategic plan.
2014	Present budgets reflecting their statutory requirements and 2014 business needs.
2013	Present budgets reflecting their 2013 budgets reflecting their statutory requirements and business needs.
2012	Present budgets reflecting their departmental needs being aware of

the current economic conditions and tax sentiment of the public.

2011

2009 actual expenditure figures as well as the direction for Department Heads to request what they need to operate their departments'.

DISCUSSION

In the past, prior year actual values or budget figures have been used while other considerations have recently been used including the allowance of Department Heads to submit budget requests based on what they project is necessary for each of the 3 C's (Contractual Services, Commodities, and Capital Outlay).

FISCAL IMPACT

N/A

RECOMMENDATION(S)

N/A

POSSIBLE MOTION(S)

Move to approve

Move to deny

Move to modify

Move to table

No action required.

The Board agreed by consensus to

Enclosures:



PLANNING & DEVELOPMENT
Presentation

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

COMMISSION AGENDA REPORT

FROM: Amanda Smeller, Planning Director

MEETING: March 15, 2021

SUBJECT: Planning & Development 101

PRESENTER: Amanda Smeller, Planning Director

Please see attached PowerPoint for Planning & Development 101 presentation.

Enclosures:

- Planning & Development 101 (PPTX)

Planning & Development 101

Amanda Smeller, Planning Director

March 15, 2021

Attachment: Planning & Development 101 (10627 : Planning & Development 101)

Planning & Development Staff

- u Amanda Smeller, Planning Director
- u Lisa Daily, Administrative Assistant II
- u Perry Piper, Environmental Health Specialist
- u Steve Higgins, Zoning Enforcement Officer
- u Bob Isaac, Planner
- u TBD, As-Needed Clerical Assistant

Our Services

- u Planning
 - u Current planning (permits & land use approvals)
 - u Long range planning (Zoning & subdivision regulations, Vision 2025)
- u Environmental Health
 - u Private wastewater systems permits & inspections
 - u Private well permits & water testing
 - u Septic installer & hauler training & licensing
- u Building permits & inspections
 - u Includes sign permits
 - u Mobile home licenses
- u Floodplain Management:
 - u Development permits
 - u Regulations & mapping
- u Code Enforcement
- u Excellent Customer Service

What We Do: Planning Functions

- u Current Planning
 - u Conditional Uses, Variances, Special Uses
 - u Plats, Replats, Road/Easement Vacations
 - u Residential Use Designators, Agricultural Exemptions
 - u Rezones
 - u Lots of Record
 - u Planned Unit Developments
 - u Special Events
- u Long Range Planning
 - u Regulations
 - u Comprehensive Plan (Vision 2025)
 - u Long range plans
- u Decision making boards:
 - u Manhattan Urban Area Planning Board
 - u Riley County Planning Board/Board of Zoning Appeals
 - u Board of County Commissioners

What We Do: Environmental Health Functions

- u Private Wastewater systems (includes new, repairs, and replacements)
 - u Soil profile evaluations
 - u Permitting
 - u Inspections (including standard and alternative systems such as lagoons)
- u Private wells
 - u Permitting
 - u Inspections
 - u Water testing
- u Environmental System Evaluations
- u Code Enforcement
- u Septic installer & hauler training & licensing

What We Do: Building & Floodplain Functions

- u Building
 - u Permits for structures & signs
 - u Inspections
- u Floodplain
 - u Regulations
 - u Mapping
 - u Development permits
- u Mobile Home Park licenses
- u Code Enforcement
- u Lots of Record/Research

What We Do: Administrative Functions

- u Office management
- u Staff & clerical support
- u Customer service & reception
- u Budget & accounting
- u Electronic permit system administration
- u Database management & record-keeping

Director Functions & Special Projects

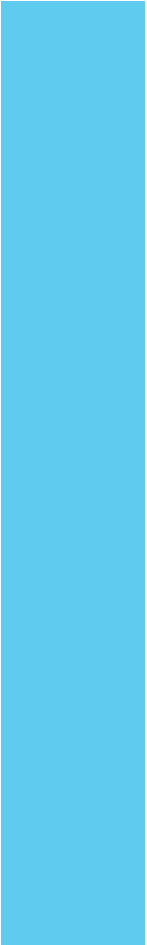
- u Overall management and supervision of the department
- u Prepare goals and Department work program
- u Long range planning
- u County & regional agency committee member
- u Special projects
- u Grant administration
- u Liaison to the Board of County Commissioners

Department Needs

- u Additional Staff
 - u Environmental Health Specialist
 - u Full time Clerical Assistant
- u Expanded & Updated Space
 - u To welcome and assist the public
 - u For new and existing staff
 - u Space for documents, maps, and other materials

Upcoming

- u Each Planning & Development staff member will attend a future BOCC meeting to discuss their tasks in more detail and answer questions.
- u Flooding and floodplain education
- u Comprehensive Plan 101
- u Any other informational sessions as requested



Thank you!

Questions?



**RILEY COUNTY LAW ENFORCEMENT AGENCY
LAW BOARD MEETING
City Commission Meeting Room
1101 Poyntz Ave.
Manhattan, KS
March 15, 2021 12:00 p.m.
Agenda**

I. ESTABLISH QUORUM- Chairperson Morse

II. PLEDGE OF ALLEGIANCE- Director Butler

III. CONSENT AGENDA

[Items on the Consent Agenda are those of a routine and housekeeping nature or those items which have previously been reviewed by the Law Board. A Law Board member may request an item be moved to the end of the General Agenda.]

- | | |
|--|---|
| Pages 4-9
Pages 10-21
Page 22
Pages 23-26
Page 27

Pages 28-42 | A. Approve February 16, 2021 Law Board Meeting Minutes
B. Approve 2020 & 2021 Expenditures/Credits
C. Juvenile Transport Reimbursement
D. RCPD Related County Expenditures- (<i>Review</i>)
E. Riley County Jail Average Daily Inmate Population- (<i>Review</i>)
F. Reports- (<i>Review</i>)
1. Monthly
a) Monthly Crime Report |
| Page 43
Page 44

Pages 45-47
Pages 48-49
Pages 50-128 | IV. <u>GENERAL AGENDA</u>
G. Additions or Deletions
H. Public Comment
I. Fraternal Order of Police Lodge #17 Comments
J. Board Member Comments
K. Promotion Announcement Captain Brad Jager- Director Butler & Assistant Director Moldrup
L. Life Saving Award Presented to Officer Joseph Lusk- Director Butler
M. National Public Safety Telecommunications Week Proclamation- Chairperson Morse
N. Annual RCPD Employee Appreciation Reception- Director Butler- (<i>Discussion</i>)
O. Community Advisory Board Update- CAB Chairperson Sigle & Vice Chairperson Riffel- (<i>Discussion</i>)
P. RCPD Firearms Range Planning Update- Captain Kyle- (<i>Discussion</i>)
Q. Approval of General Order 2019-048 Obey Lawful Orders - Assistant Director Moldrup- (<i>Vote Required</i>)
R. Approval of General Order 2020-159 Assault on officer Review - Assistant Director Moldrup- (<i>Vote Required</i>)
S. 2022 Budget Development- Director Butler & Command Staff- (<i>Discussion</i>)
T. Authorization to Convert Part-Time Finance Technician to Full-Time Payroll Technician (Related to Human Resources Reorganization)- Director Butler- (<i>Vote Required</i>)
U. Executive Session- (<i>Vote Required</i>)
1. Non-Elected Personnel Matters
2. Attorney Client Privilege
V. Adjournment |

Continued on reverse side

Attachment: 03-15-21 law board packet (9883 : Law Board Meeting Agenda)

Note: Riley County Law Enforcement Agency (Law Board) Meetings are open to the public. Agenda items may be viewed on the Riley County Police Department website at <http://rileycountypolice.org/about-us/law-board-0>. Due to precautions associated with the COVID-19 pandemic, seating for the public in the City Commission Meeting Room is limited to only 29. The public will use the north and southeast doors to enter the building. The Riley County Police Department will provide face masks to those attending the meeting in-person. The wearing of a mask is mandatory.

In order to comply with provisions of the Americans with Disabilities Act (ADA), the Riley County Law Enforcement Agency will make reasonable efforts to accommodate the needs of persons with disabilities. Please contact Nichole Glessner at (785) 537-2112, ext. 2468, for assistance.

Riley County Law Enforcement Agency Meetings are televised live on Cox Cable Channel 3, live-streamed on Facebook at <https://www.facebook.com/RileyCountyPD> and may be viewed on the City of Manhattan website at <http://cityofmhk.com/tv>. A recording will be made available on the City's website after the meeting.

Thank you for your understanding during this challenging time.



RILEY COUNTY POLICE DEPARTMENT

To reduce crime and improve the quality of life for the citizens we serve

Riley County Law Enforcement Agency Law Board Meeting

**Monday, March 15, 2021
12:00 p.m.**

**City Commission Chambers
1101 Poyntz Avenue
Manhattan, Kansas**

Contact Director Butler with any questions
(785) 537-2112 ext. 2468

Attachment: 03-15-21 law board packet (9883 : Law Board Meeting Agenda)

RILEY COUNTY POLICE DEPARTMENT MONTHLY BUDGET STATUS REPORT

	December 31, 2020 as of February 28, 2021	Budget Authorization	Current Actual after end of year	Actual-YTD Year	% to date 100%	Last YTD Actual	Remaining	% Balance
01 Salaries-Full Time		13,143,901.38	0.00	12,784,238.64	97.26%	12,053,675.41	359,662.74	2.74%
02 Salaries-Part Time		125,000.00	0.00	117,021.17	93.62%	102,929.06	7,978.83	6.38%
03 Salaries-Overtime		471,762.00	0.00	402,282.09	85.27%	632,571.91	69,479.91	14.73%
TOTAL SALARIES		13,740,663.38	0.00	13,303,541.90	96.82%	12,789,176.38	437,121.48	3.18%
36 Kansas Police & Fire		1,781,292.00	0.00	1,664,397.35	93.44%	1,758,030.12	116,894.65	6.56%
37 KPERS		540,802.00	0.00	519,361.45	96.04%	496,246.10	21,440.55	3.96%
38 Social Security		551,056.00	0.00	516,374.61	93.71%	485,714.18	34,681.39	6.29%
39 Health Insurance		1,850,000.00	100,000.00	1,540,000.00	83.24%	1,440,000.00	310,000.00	16.76%
40 Workers Compensation Insurance		360,000.00	118,063.23	404,863.70	112.46%	209,116.23	-44,863.70	-12.46%
41 Unemployment Compensation		13,740.00	0.00	12,741.38	92.73%	12,264.23	998.62	7.27%
TOTAL EMPLOYEE BENEFITS		5,096,890.00	218,063.23	4,657,738.49	91.38%	4,401,370.86	439,151.51	8.62%
TOTAL PERSONNEL COSTS		18,837,553.38	218,063.23	17,961,280.39	95.35%	17,190,547.24	876,272.99	4.65%
04 Utilities		205,000.00	31,664.17	196,713.06	95.96%	221,247.09	8,286.94	4.04%
05 Insurance		267,000.00	810.00	450,564.00	168.75%	366,249.00	-183,564.00	-68.75%
06 Legal & Accounting		85,000.00	8,547.74	117,396.23	138.11%	104,948.88	-32,396.23	-38.11%
07 Training & Travel		90,000.00	10,575.97	59,026.60	65.59%	161,905.41	30,973.40	34.41%
08 Postage		7,400.00	1,221.31	5,627.85	76.05%	6,241.46	1,772.15	23.95%
09 Printing		7,500.00	0.00	4,726.82	63.02%	7,477.28	2,773.18	36.98%
10 Rentals-Maint Agreements		60,000.00	7,079.23	52,690.35	87.82%	61,413.89	7,309.65	12.18%
11 Building & Grounds		30,000.00	19,158.77	61,500.83	205.00%	71,521.17	-31,500.83	-105.00%
12 Equipment Repair & Maintenance		85,000.00	9,795.00	113,730.66	133.80%	128,608.82	-28,730.66	-33.80%
13 Vehicle Maintenance		90,000.00	11,473.52	103,893.96	115.44%	92,259.77	-13,893.96	-15.44%
14 Telephone Service		62,000.00	12,596.73	90,390.75	145.79%	75,299.31	-28,390.75	-45.79%
16 Medical Fees		15,000.00	1,563.00	23,658.75	157.73%	18,539.05	-8,658.75	-57.73%
19 Contractual Services-Computers		690,000.00	274,166.69	684,772.38	99.24%	653,334.68	5,227.62	0.76%
20 Other Contractual Services		314,000.00	55,356.05	654,943.10	208.58%	459,391.05	-340,943.10	-108.58%
TOTAL CONTRACTUAL SERVICES		2,007,900.00	444,008.18	2,619,635.34	130.47%	2,428,436.86	-611,735.34	-30.47%
17 Prisoner Food & Care		195,000.00	37,849.31	195,021.81	100.01%	207,687.13	-21.81	-0.01%
21 Community Services		17,500.00	141.36	7,827.63	44.73%	27,435.62	9,672.37	55.27%
22 Books, Subscriptions, Memberships		10,000.00	5,785.95	17,274.09	172.74%	19,016.90	-7,274.09	-72.74%
23 Uniforms & Accessories		40,000.00	12,378.17	99,317.95	248.29%	78,669.07	-59,317.95	-148.29%
25 Maintenance Supplies		29,500.00	5,014.04	30,061.85	101.90%	30,925.02	-561.85	-1.90%
26 Fuel & Lubrication		163,000.00	15,099.11	140,344.81	86.10%	179,990.46	22,655.19	13.90%
27 Vehicle Tires		17,000.00	5,216.04	15,946.15	93.80%	18,409.40	1,053.85	6.20%
28 Office Supplies		24,000.00	2,412.25	34,987.63	145.78%	29,062.42	-10,987.63	-45.78%
29 Replenishment Supplies		45,000.00	4,678.68	70,922.07	157.60%	57,258.08	-25,922.07	-57.60%
TOTAL COMMODITIES		541,000.00	88,574.91	611,703.99	113.07%	648,454.10	-70,703.99	-13.07%
30 Communications Equipment		10,000.00	0.00	697,497.62	6974.98%	512,027.90	-687,497.62	-6874.98%
31 Guns & Crime Equipment		60,000.00	24,136.23	198,021.25	330.04%	99,266.18	-138,021.25	-230.04%
32 Furniture		15,000.00	1,643.96	26,110.73	174.07%	29,354.72	-11,110.73	-74.07%
33 Office Equipment		452,000.00	27,941.57	112,645.26	24.92%	244,553.57	339,354.74	75.08%
34 Vehicles and Equipment		270,000.00	0.00	290,819.92	107.71%	255,803.67	-20,819.92	-7.71%
35 Reserves & Contingencies		0.00	210,000.00	683,400.00	#DIV/0!	185,000.00	-683,400.00	#DIV/0!
TOTAL CAPITAL OUTLAY		807,000.00	263,721.76	2,008,494.78	248.88%	1,326,006.04	-1,201,494.78	-148.88%
TOTAL NON-PERSONNEL COSTS		3,355,900.00	796,304.85	5,239,834.11	156.14%	4,402,897.00	-1,883,934.11	-56.14%
TOTAL EXPENDITURES		22,193,453.38	1,014,368.08	23,201,114.50	104.54%	21,593,444.24	-1,007,661.12	-4.54%

Attachment: 03-15-21 law board packet (9883 : Law Board Meeting Agenda)

2.

RILEY COUNTY POLICE DEPARTMENT MONTHLY BUDGET STATUS REPORT

February 28, 2021		Budget	Current Actual	Actual-YTD	% to date	Last YTD	Remaining	% Balance
		Authorization	February	2 Months	16.67%	Actual	10 Months	83.33%
01	Salaries-Full Time	13,401,286.38	1,120,797.12	2,180,315.32	16.27%	2,116,790.63	11,220,971.06	83.73%
02	Salaries-Part Time	125,000.00	9,161.97	19,655.15	15.72%	18,159.99	105,344.85	84.28%
03	Salaries-Overtime	471,762.00	31,426.06	65,553.73	13.90%	73,653.53	406,208.27	86.10%
TOTAL SALARIES		13,998,048.38	1,161,385.15	2,265,524.20	16.18%	2,208,604.15	11,732,524.18	83.82%
36	Kansas Police & Fire	1,864,647.00	146,270.85	294,008.43	15.77%	279,256.72	1,570,638.57	84.23%
37	KPERS	564,141.00	43,666.08	87,654.12	15.54%	85,046.10	476,486.88	84.46%
38	Social Security	559,569.00	43,016.02	85,320.95	15.25%	84,432.66	474,248.05	84.75%
39	Health Insurance	1,537,150.00	120,000.00	240,000.00	15.61%	240,000.00	1,297,150.00	84.39%
40	Workers Compensation Insurance	300,000.00	60,299.28	65,740.36	21.91%	20,602.64	234,259.64	78.09%
41	Unemployment Compensation	13,998.00	1,114.76	2,170.84	15.51%	2,116.56	11,827.16	84.49%
TOTAL EMPLOYEE BENEFITS		4,839,505.00	414,366.99	774,894.70	16.01%	711,454.68	4,064,610.30	83.99%
TOTAL PERSONNEL COSTS		18,837,553.38	1,575,752.14	3,040,418.90	16.14%	2,920,058.83	15,797,134.48	83.86%
04	Utilities	205,000.00	0.00	0.00	0.00%	132.67	205,000.00	100.00%
05	Insurance	267,000.00	0.00	401,607.00	150.41%	364,849.00	-134,607.00	-50.41%
06	Legal & Accounting	85,000.00	5,457.54	8,282.54	9.74%	8,653.99	76,717.46	90.26%
07	Training & Travel	90,000.00	10,877.25	10,877.25	12.09%	10,805.94	79,122.75	87.91%
08	Postage	7,400.00	25.71	25.71	0.35%	11.17	7,374.29	99.65%
09	Printing	7,500.00	0.00	0.00	0.00%	0.00	7,500.00	100.00%
10	Rentals-Maint Agreements	60,000.00	508.25	784.85	1.31%	2,669.18	59,215.15	98.69%
11	Building & Grounds	30,000.00	198.99	198.99	0.66%	6,125.53	29,801.01	99.34%
12	Equipment Repair & Maintenance	85,000.00	25,435.98	35,225.08	41.44%	7,103.78	49,774.92	58.56%
13	Vehicle Maintenance	90,000.00	1,405.34	3,247.54	3.61%	931.27	86,752.46	96.39%
14	Telephone Service	62,000.00	1,952.93	1,952.93	3.15%	388.39	60,047.07	96.85%
16	Medical Fees	15,000.00	365.00	365.00	2.43%	745.00	14,635.00	97.57%
19	Contractual Services-Computers	690,000.00	23,619.93	38,619.93	5.60%	27,318.11	651,380.07	94.40%
20	Other Contractual Services	314,000.00	62,219.48	62,385.56	19.87%	31,494.48	251,614.44	80.13%
TOTAL CONTRACTUAL SERVICES		2,007,900.00	132,066.40	563,572.38	28.07%	461,228.51	1,444,327.62	71.93%
17	Prisoner Food & Care	195,000.00	13,011.93	16,526.12	8.47%	15,246.85	178,473.88	91.53%
21	Community Services	17,500.00	0.00	0.00	0.00%	-1,024.02	17,500.00	100.00%
22	Books, Subscriptions, Memberships	10,000.00	1,731.86	1,731.86	17.32%	1,100.00	8,268.14	82.68%
23	Uniforms & Accessories	40,000.00	1,689.41	2,367.17	5.92%	289.25	37,632.83	94.08%
25	Maintenance Supplies	29,500.00	2,191.41	2,191.41	7.43%	791.20	27,308.59	92.57%
26	Fuel & Lubrication	163,000.00	1,867.69	1,900.64	1.17%	13,751.20	161,099.36	98.83%
27	Vehicle Tires	17,000.00	0.00	0.00	0.00%	0.00	17,000.00	100.00%
28	Office Supplies	24,000.00	3,034.62	3,034.62	12.64%	1,822.48	20,965.38	87.36%
29	Replenishment Supplies	45,000.00	2,434.76	2,434.76	5.41%	2,432.10	42,565.24	94.59%
TOTAL COMMODITIES		541,000.00	25,961.68	30,186.58	5.58%	34,409.06	510,813.42	94.42%
30	Communications Equipment	10,000.00	296.24	296.24	2.96%	128,978.86	9,703.76	97.04%
31	Guns & Crime Equipment	60,000.00	17,369.15	17,369.15	28.95%	0.00	42,630.85	71.05%
32	Furniture	15,000.00	609.97	609.97	4.07%	-15.09	14,390.03	95.93%
33	Office Equipment	452,000.00	443.92	443.92	0.10%	-2,041.59	451,556.08	99.90%
34	Vehicles and Equipment	270,000.00	0.00	0.00	0.00%	0.00	270,000.00	100.00%
TOTAL CAPITAL OUTLAY		807,000.00	18,719.28	18,719.28	2.32%	126,922.18	788,280.72	97.68%
TOTAL NON-PERSONNEL COSTS		3,355,900.00	176,747.36	612,478.24	18.25%	622,559.75	2,743,421.76	81.75%
TOTAL EXPENDITURES		22,193,453.38	1,752,499.50	3,652,897.14	16.46%	3,542,618.58	18,540,556.24	83.54%

Attachment: 03-15-21 law board packet (9883 : Law Board Meeting Agenda)

**RILEY COUNTY LAW ENFORCEMENT AGENCY
LAW BOARD MEETING
City Commission Meeting Room
1101 Poyntz Avenue
Manhattan, KS
February 16, 2021 12:00 p.m.
Minutes**

Members Present: Kathryn Focke (Virtual) John Ford
Patricia Hudgins Linda Morse
BeEtta Stoney Barry Wilkerson
Robert Ward

Absent: Captain Greg Steere

Staff Present: Director Dennis Butler Assistant Director Kurt Moldrup
Captain Erin Freidline Captain Josh Kyle
Captain Derek Woods

Recorder: Executive Assistant Nichole Glessner, Riley County Police Department (RCPD)

I. Establish Quorum: By Chairperson Morse at 12:00 a.m.

II. Pledge of Allegiance: Director Butler led the Riley County Law Enforcement Agency (Law Board) in the Pledge of Allegiance.

III. Consent Agenda:

- A. Approval of Minutes
 - 1. January 19, 2021 Law Board Meeting
 - 2. February 8, 2021 Special Law Board Meeting
- B. Approve 2020 & 2021 Expenditures/Credits
- C. Juvenile Transport Reimbursement
- D. RCPD Related County Expenditures (*Review*)
- E. Riley County Jail Average Daily Inmate Population- (*Review*)
- F. Reports: Synopsis- (*Review*)
 - 1. Monthly
 - a) Monthly Crime Report
 - 2. Quarterly
 - a) 4th Quarter Uniform Crime Report (82.1.4)
 - b) 4th Quarter Traffic Accident & Enforcement Analysis (61.1.1 A&C)
 - c) 4th Quarter Seizure & Forfeiture Report (84.1.8)
 - 3. Semiannual
 - a) Semiannual Alcohol Enforcement Report
 - 4. Annual
 - a) Annual report of Asset Seizure & Forfeitures

b) Annual IA/AA Report (26.2.5)

Vice-Chairperson Ward proposed an amendment to the February 8, 2021 Special Law Board Meeting minutes. The minutes should read "At 5:05 p.m. Ward moved to recess into Executive Session until 5:45 p.m. to conduct an annual performance evaluation of the RCPD Director pursuant to the sections set forth in K.S.A. 75-4319 (b)(1) ~~along with discussion of personnel matters among elected personnel.~~ *for a discussion of non-elected personnel matters.*"

Vice-Chairperson Ward inquired about Voucher #14217 payable to Lexis Nexis Risk Solutions in the amount of \$7,711.07.

Director Butler explained that the RCPD contracts with Lexis Nexis Risk Solutions for the embedded crime analyst position. The crime analyst is an employee of Lexis Nexis Risk Solutions who has a workspace at the RCPD and is a part of the Department's Criminal Intelligence Unit. Among other duties, the crime analyst compiles and interprets data to identify crime trends, and authors the Monthly Crime Report. The RCPD pays a monthly fee to Lexis Nexis Risk Solutions for crime analyst services.

Vice-Chairperson Ward sought additional information regarding Voucher #2006 payable to EMC Risk Services (loss fund January) in the amount of \$20,199.28.

Director Butler responded that EMC Risk Services is the insurance company that provides the Department's workers compensation coverage.

Member Stoney referred to Voucher #2244 in the amount of \$850.00. The expenditure description states that the funds were used for a teaching diversity course. She wished to know if it was a course that the RCPD sent officers to or if they had an instructor come to the Department.

Director Butler stated that a new sergeant was recently assigned to the Training Unit. The aforementioned training opportunity will allow the sergeant to become a certified instructor and provide diversity training to RCPD employees.

Member Ford moved to approve the Consent Agenda as amended. Member Stoney seconded the motion. Chairperson Morse polled the Board and the motion passed with Focke, Ford, Hudgins, Morse, Stoney, Ward and Wilkerson voting in favor, and no one voting against. The motion passed 7-0.

G. Additions or Deletions: None.

H. Public Comment: None.

I. Fraternal Order of Police Lodge#17 Comments: None.

J. Board Member Comments: Vice-Chairperson Ward stated that as the new Vice-Chair of the Law Board, he thoroughly researched applicable Kansas statutes and other sources to better understand the responsibilities of the position. Other than filling in for the Chair when needed, his search yielded very little. Ward stated that he has taken it upon himself to meet with the RCPD Community Advisory Board (CAB) at their monthly meetings. He noted that he attended his first meeting in February and found the

atmosphere to be very relaxed and pleasant. It is his hope to be a liaison between the Law Board and the CAB.

Vice-Chairperson Ward observed that the word “playbook” is used frequently in RCPD reports. He sought clarification regarding the meaning of the term.

Director Butler explained that the RCPD relies heavily on proactive policing initiatives. When a crime trend is identified in the community, the Patrol Division develops a strategy to address the particular issue. The Playbook contains plays that address specific problems and are built from knowledge about effective strategies, tactics and techniques combined with law enforcement experience. Officers assigned to the Patrol Division direct their uncommitted time to address those issues in an effort to reduce crime and also improve relations with members of the community.

Member Ford took a moment to thank the RCPD and staff for their efforts February 15-16th, 2021 at the warming center located at the Four Points Sheraton in Manhattan.

Director Butler pointed out that much of the credit goes to Assistant Director Moldrup for coordinating those efforts on behalf of the RCPD.

K. Annual Ka-Comm., Inc. Police Radio Maintenance Agreement: Captain Freidline explained that the Ka-Comm., Inc. Maintenance Agreement is renewed annually to maintain the Department’s police radios. The agreement was significantly revamped this year due to the County’s effort to install the new radio system. She noted a significant reduction (\$28,374.00) in the proposed 2021 maintenance agreement compared to the 2020 agreement. She went in to state that with the newer technology, Ka-Comm., Inc will not have to perform as much annual maintenance on the radios as they have in the past.

Vice-Chairperson Ward moved to approve the agreement between Ka-Comm., Inc. and the RCPD for police radio maintenance for 2021. Member Ford seconded the motion. Chairperson Morse polled the Board and the motion passed with Focke, Ford, Hudgins, Morse, Stoney, Ward and Wilkerson voting in favor, and no one voting against. The motion passed 7-0.

L. RCPD Firearms Range Planning Update: Captain Kyle reported that the RCPD firearms range is progressing and construction remains on schedule to be completed around March 15, 2021. At the end of March, the Department should be using the range for its intended purpose. After the range is fully operational (springtime), the Department will host an open house for members of the Law Board and community to attend.

M. Fake Patty’s Day: Assistant Director Moldrup informed members of the Law Board that there will not be a Fake Patty’s Day event this year. He explained that there were a few factors that played a part in the elimination of this year’s event to include the pandemic, Kansas State University’s altered spring schedule which eliminated spring break, and the decision of the Aggieville Business Association (ABA) to no longer promote the event.

Dennis Cook, Executive Director, Aggieville Business Association, echoed the comments made by Assistant Director Moldrup and stated that the ABA will no longer support and plan for any future Fake

Patty's Day event. He added that the ABA has discussed the matter with bar owners and it (Fake Patty's Day) is something that everyone wants to let go.

Member Ford asked if there is a plan or strategy to address house parties that spread to the surrounding neighborhoods.

Assistant Director Moldrup responded that the RCPD will have staffing levels that are typical for a weekend. During this time of year, when the weather gets warm, the number of house parties increase. The RCPD receives and responds to those calls for service already. Since there will be no scheduled spring break, he does not anticipate there being a large number of house parties on what was formerly Fake Patty's Day. If one weekend there happens to be a large number of house parties, the Department has staff available to call in to handle it.

Member Hudgins suggested the RCPD provide a statement to the Kansas State University Student Government Association to share with their leadership informing them that Fake Patty's Day is not taking place.

Director Butler said that he would mention it to the two newly appointed members of the RCPD Community Advisory Board who are K-State Student Ambassadors.

In response to the question previously posed by Member Ford, Director Butler added that the Department closely monitors social media and other sources to see if Fake Patty's Day is being planned or promoted. Riley County Police Department staff have discussed how best to prepare moving forward. Just because the event is not promoted by the ABA or their businesses does not mean that the students have decided to let it go. The Department will be as prepared as it can be.

Chairperson Morse stated that it would be important to reach out to the Kansas State University Student Body President or Vice President to let them know that the RCPD would like their cooperation at any opportunity.

Member Ford stated that use of individual social media outlets and the Public Information Officer group could be used to release a statement as well.

N. Reorganization of Human Resources: Director Butler explained that after being with the RCPD for a couple of years, he noticed that multiple employees were performing different Human Resources related activities and functions. With his experience at other police departments, he came to realize that the RCPD was quite different, but did not want to immediately rush into making large-scale divisional changes. Over time, he noticed some inefficiencies within the Human Resources function. He met with staff and the affected employees to discuss his plan to reorganize and merge trifurcated Human Resources activities, which would include the reclassification of the Human Resources Specialist to the Human Resources Manager.

Director Butler went on to explain that as part of the proposed reorganization, the Human Resources Technician and payroll functions of the Accountant would fall under the supervision of the Human Resources Manager. It would also call for the conversion of the existing part-time Finance Technician position to a full-time Payroll Technician and be part of the 2022 budget proposal. However, he would like

to make the current part-time position full-time as soon as practical which would be accomplished utilizing \$50,000 of 2021 budgeted funds with an increase to the 2022 budget in the amount of \$50,000. The Accountant's Office would be re-named the Budget and Finance Office and the current Accountant would become the Budget and Finance Officer.

Director Butler addressed the additional recommendation from the Human Resources and Accountant Offices. Staff recognized that the conversion of the part-time Accountant position to a full-time Payroll Technician would create an operational void in the Budget and Finance Office. Therefore, they request Law Board consideration to hire a part-time position redirected solely for the Budget and Finance Office to ensure the agency meets auditing requirements related to segregation of duties by creating much needed checks and balances.

Director Butler requested authorization from the Law Board to begin the reorganization process now as described above and convert the existing part-time Finance Technician position to a full-time Payroll Technician. The request to hire a part-time position to meet auditing requirements would be part of the 2022 budget proposal and not included in this request.

Vice-Chairperson Ward moved to have the Law Board authorize the Director to convert the part-time Finance Technician position to a full-time position in 2021. Member Stoney seconded the motion.

It was noted that the agenda item N. (Reorganization of Human Resources) was listed as a discussion item only and not advertised as an action item for a vote to be taken. Therefore, a call for the vote was not made and the motion failed.

Chairperson Morse stated that it is important that the Law Board and Department acknowledge the recommendation from the auditors.

A consensus was reached among the Board to allow the Director to proceed with the reorganization of the Human Resources and Accountant offices and return at the regularly scheduled March Law Board Meeting for formal vote.

O. Executive Session: At 12:40 p.m. Secretary Wilkerson moved to recess into Executive Session until 12:55 p.m. to discuss non-elected personnel matters. Member Ford seconded the motion. Chairperson Morse polled the Board and the motion passed with Focke, Ford, Hudgins, Morse, Stoney, Ward and Wilkerson voting in favor, and no one voting against. The motion passed 7-0.

At 12:56 p.m. the open meeting reconvened.

P. Affirmation or Revocation of Discipline: Secretary Wilkerson moved to affirm the Director's disciplinary actions. Vice-Chairperson Ward seconded the motion. Chairperson Morse polled the Board and the motion passed with Focke, Ford, Hudgins, Morse, Stoney, Ward and Wilkerson voting in favor, and no one voting against. The motion passed 7-0.

At 12:57 p.m. Secretary Wilkerson moved to recess into Executive Session until 1:42 p.m. to discuss non-elected personnel matters and attorney client privilege. Vice-Chairperson Ward seconded the motion.

Chairperson Morse polled the Board and the motion passed with Focke, Ford, Hudgins, Morse, Stoney, Ward and Wilkerson voting in favor, and no one voting against. The motion passed 7-0.

At 1:42 p.m. the open meeting reconvened.

At 1:42 p.m. Secretary Wilkerson moved to recess into Executive Session until 1:55 p.m. to discuss non-elected personnel matters. Member Stoney seconded the motion. Secretary Wilkerson amended his original motion to include attorney client privilege.

At 1:57 p.m. the open meeting reconvened.

Q. Authorize the Chair to execute a modified Employment Agreement between the Riley County Law Enforcement Agency and Director Dennis P. Butler, beginning with the first pay period of 2021: The following motion was made by Vice-Chairperson Ward: In as much as Director Butler has met the conditions of his employment contract and is being awarded the merit increase earned by receiving an acceptable annual performance evaluation since his last annual performance evaluation of December 31, 2019, he will move from step F to step G on the Director's salary scale and be retroactive back to January 1, 2021. The Board is also mindful that a Cost of Living Allowance (COLA) and merits were not funded in the calendar year 2021 budget and no RCPD employees will receive merits nor COLAs during calendar year 2021. This too applies to Director Butler and he will not receive the increased compensation even if he receives an acceptable annual performance evaluation in his next evaluation date of December 31, 2021. This merit increase pertains to 2020 only.

Member Stoney seconded the motion. Chairperson Morse polled the Board and the motion passed with Focke, Hudgins, Morse, Stoney and Ward voting in favor, and Ford and Wilkerson voting against. The motion passed 5-2.

R. Adjournment: The February 16, 2021 Law Board Meeting adjourned at 2:00 p.m.

RILEY COUNTY POLICE DEPARTMENT		2020 EXPENDITURES		MARCH 2021	
V #	VENDOR NAME	ACCT	DESCRIPTION	AMOUNT	
15001	Benchmark Analytics	19	software subscription	13,608.00	
		19	software subscription	14,153.00	27,761.00
15002	Briggs	13	credit on account	-1,139.04	
		13	vehicle repair/maintenance	2,477.03	
		13	vehicle repair/maintenance	1,624.45	
		13	vehicle repair/maintenance	628.00	
		13	vehicle repair/maintenance	942.97	
		13	vehicle repair/maintenance	309.60	
		13	vehicle repair/maintenance	286.00	
		13	vehicle repair/maintenance	664.00	5,793.01
15003	Flint Hills Power Sports	34	atv	20,200.00	
		34	atv	22,800.00	43,000.00
15004	GT Distributors Inc	31	bullet proof vests	15,198.50	15,198.50
			Total		<u>\$91,752.51</u>

Chair, Riley County Law Enforcement Agency

Attachment: 03-15-21 law board packet (9883 : Law Board Meeting Agenda)

RILEY COUNTY POLICE DEPARTMENT			2021 EXPENDITURES	MARCH 2021	
<u>V #</u>	<u>VENDOR NAME</u>	<u>ACCT</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>	
3001	ADP	20	payroll processing fees	1,341.42	1,341.42
3002	Nationwide	06	notary bond	50.00	50.00
3003	Clark, Mize, & Linville	06	wc legal fees	599.60	
		06	wc legal fees	1,235.00	
		06	wc legal fees	91.00	
		06	wc legal fees	208.00	2,133.60
3004	CALEA	20	annual continuation fee	4,595.00	4,595.00
3005	Double Check	12	gas pump repair	1,195.73	1,195.73
3006	Dragon Lazer	29	custom engraving	90.44	90.44
3007	EDI	31	crime equipment	8,746.00	8,746.00
3008	EMC Risk Services	40	wc loss fund	12,842.66	12,842.66
3009	Empower Flex	06	hsa/fsa admin fee	1,046.95	1,046.95
3010	Evco	17	inmate food	660.94	
		17	inmate food	18.11	
		17	inmate food	1,501.53	
		17	inmate food	1,772.44	
		17	inmate food	2,006.04	5,959.06
3011	Flint Hills Auto	13	vehicle repair/maintenance	38.05	
		13	vehicle repair/maintenance	265.99	304.04
3012	4 My Benefits	20	1095 filing fees	588.00	588.00
3013	Law Office of M Gillespie	06	legal fees	1,500.00	1,500.00
3014	Grant Petroleum	26	fuel	10,425.06	10,425.06

RILEY COUNTY POLICE DEPARTMENT			2021 EXPENDITURES	MARCH 2021	
<u>V #</u>	<u>VENDOR NAME</u>	<u>ACCT</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>	
3015	Gary Grubbs	20	pre-employment testing	300.00	300.00
3016	Hiland Dairy	17	inmate food	80.48	
		17	inmate food	96.48	
		17	inmate food	32.19	
		17	inmate food	100.12	
		17	inmate food	80.48	
		17	inmate food	96.48	
		17	inmate food	96.57	
		17	inmate food	96.48	679.28
3017	Imaging Office Systems	19	support renewal	1,000.00	1,000.00
3018	Ka-Comm	12	equipment repair/maintenance	462.50	
		12	equipment repair/maintenance	306.00	
		12	shipping for warranty repairs	20.00	
		12	equipment repair/maintenance	104.35	
		12	equipment repair/maintenance	449.00	
		12	equipment repair/maintenance	276.20	
		12	monthly svc fee	613.50	
		12	monthly svc fee	613.50	
		12	svc contract credit	-2,978.00	
		12	equipment repair/maintenance	42.66	
		12	equipment repair/maintenance	55.00	
		12	equipment repair/maintenance	28.75	
		12	equipment repair/maintenance	79.82	
		12	equipment repair/maintenance	513.30	586.58
3019	Kansas Gas	04	lec gas svc	4,030.12	
		04	garage gas svc	114.05	
		04	aggieville gas svc	231.16	4,375.33
3020	Key Staffing	20	jail cook	332.16	
		20	jail cook	166.08	
		20	jail cook	332.16	
		20	jail cook	332.16	
		20	jail cook	166.08	
		20	jail cook	332.16	1,660.80
3021	Mathis Rehab Center	16	pre-employment physicals	1,000.00	1,000.00

Attachment: 03-15-21 law board packet (9883 : Law Board Meeting Agenda)

RILEY COUNTY POLICE DEPARTMENT			2021 EXPENDITURES	MARCH 2021	
<u>V #</u>	<u>VENDOR NAME</u>	<u>ACCT</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>	
3022	Kim (Hank) Nelson	20	pre-employment backgrounds	2,000.00	2,000.00
3023	Olympic Uniforms	23	uniform accessories	520.00	520.00
3024	Pawnee Mental Health	20	co-responder salaries	13,886.26	13,886.26
3025	Phillips 66	26	fuel	74.18	74.18
3026	Precision Delta	29	ammunition	19,421.80	19,421.80
3027	Pro Copy	28	office supplies	121.00	
		10	copier fees	185.26	
		10	copier fees	312.47	
		10	copier fees	55.96	674.69
3028	Quaker State	26	oil change	37.00	
		26	oil change	37.00	
		26	oil change	37.00	
		26	oil change	42.00	153.00
3029	RAZ Automotive	26	oil change	42.45	
		26	oil change	46.56	
		26	oil change	43.81	132.82
3030	Riley Co General Fund	14	phone svc	186.03	
		14	phone svc	184.16	370.19
3031	RCPD Health Plan	39	department health plan	120,000.00	120,000.00
3032	Robbins Motor	13	vehicle repair/maintenance	1,382.00	1,382.00
3033	Hali Rowland	20	pio consult fees	2,849.00	
		20	pio consult fees	3,003.00	5,852.00
3034	Secretary of State, KS	06	notary bond	25.00	25.00

13.

RILEY COUNTY POLICE DEPARTMENT			2021 EXPENDITURES	MARCH 2021	
<u>V #</u>	<u>VENDOR NAME</u>	<u>ACCT</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>	
3035	Sir Speedy	09	office supplies	295.83	
		09	printing svcs	168.99	464.82
3036	Smith Plumbing	11	plumbing repair	716.48	716.48
3037	WAXIE	29	replenishment supplies	422.23	
		11	replenishment supplies	158.25	580.48
3038	Stanard & Assoc	20	test forms/manuals	809.50	809.50
3039	Carla Swartz	20	pre-employment backgrounds	2,000.00	2,000.00
3040	Sysco	17	inmate food	203.92	
		17	inmate food	682.79	
		17	inmate food	1,118.58	
		17	inmate food	728.87	2,734.16
3041	Tommy's Express	13	car washes	485.00	485.00
3042	Travelers Insurance	06	legal fees	49.50	49.50
3043	US Foodservice	17	inmate food	563.03	
		17	inmate food	688.30	
		17	inmate food	819.90	
		17	inmate food	762.97	2,834.20
3044	USI Insurance Services	20	policy installment	3,071.25	3,071.25
3045	Wage Works	06	cobra admin fee	168.49	168.49
3046	Wamego Health Center	16	medical testing	370.00	370.00
3047	Weis Fire & Safety	20	equipment calibration	198.02	198.02
3048	Wellworks For You	20	program participation fee	1,000.00	1,000.00

Attachment: 03-15-21 law board packet (9883 : Law Board Meeting Agenda)

RILEY COUNTY POLICE DEPARTMENT			2021 EXPENDITURES	MARCH 2021	
<u>V #</u>	<u>VENDOR NAME</u>	<u>ACCT</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>	
3049	Evergy	04	garage electric	54.81	
		04	lec electric	9,388.36	
		04	aggieville electric	55.39	9,498.56
3050	Xerox Corporation	10	copier fees	806.61	
		10	copier fees	664.39	
		10	copier fees	300.87	
		10	copier fees	641.17	2,413.04
3051	Xerox Financial Svcs	10	copier lease	430.11	
		10	copier lease	602.28	
		10	copier lease	588.03	
		10	copier lease	602.28	2,222.70
			Subtotal	\$254,528.09	
3201	Adobe	19	monthly svc fee	16.33	16.33
3202	Allegiant Technology	14	support contract	456.00	
		14	phone svc contract	1,330.32	1,786.32
3203	Amazon	29	office supplies	47.78	
		28	computer supplies	22.43	
		25	automotive supplies	159.95	
		28	computer supplies	7.85	
		25	office supplies	28.99	
		28	office supplies	5.95	
		28	maintenance supplies	108.00	
		28	computer supplies	-23.00	
		28	computer supplies	37.99	
		28	computer supplies	713.34	
		28	computer supplies	23.00	
		28	computer supplies	21.93	1,154.21
3204	Apple	19	cloud storage	9.99	9.99
3205	APCO	22	group & staff membership	893.00	893.00
3206	AT&T	14	phone svcs	437.60	437.60
3207	Battery Junction	29	replenishment supplies	112.32	112.32

RILEY COUNTY POLICE DEPARTMENT			2021 EXPENDITURES	MARCH 2021	
<u>V #</u>	<u>VENDOR NAME</u>	<u>ACCT</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>	
3208	Best Buy	28	computer supplies	79.99	79.99
3209	Bimbo Bakeries	17	inmate food	121.52	
		17	inmate food	121.52	
		17	inmate food	124.74	
		17	inmate food	135.17	502.95
3210	Bob Barker	17	bedding	439.15	
		32	office furniture	284.00	723.15
3211	Briggs	13	vehicle repair/maintenance	2,166.79	
		13	vehicle repair/maintenance	24.95	
		13	vehicle repair/maintenance	319.30	
		13	vehicle repair/maintenance	60.45	
		13	vehicle repair/maintenance	106.45	
		13	vehicle repair/maintenance	173.95	
		13	vehicle repair/maintenance	1,984.43	
		13	vehicle repair/maintenance	44.40	
		13	vehicle repair/maintenance	449.01	
		13	vehicle repair/maintenance	149.45	
		13	vehicle repair/maintenance	184.98	5,664.16
3212	Burnett Automotive	27	vehicle repair/maintenance	494.29	
		27	tires	151.05	
		27	tires	604.20	1,249.54
3213	City of Manhattan, Utilities	04	lec water	1,926.03	
		04	aggieville water	62.64	1,988.67
3214	Cox Communications	19	aggieville internet	84.57	
		19	jail cable	234.93	
		19	lec cable/internet	2,236.64	
		19	jttf internet	79.38	2,635.52
3215	Underground Vaults	20	document destruction	67.50	67.50
3216	Dry Clean City	20	uniform cleaning	813.50	813.50
3217	Enterprise	20	car rental	873.99	873.99

RILEY COUNTY POLICE DEPARTMENT			2021 EXPENDITURES	MARCH 2021	
<u>V #</u>	<u>VENDOR NAME</u>	<u>ACCT</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>	
3218	Ecessa	19	service contract	1,449.00	1,449.00
3219	Express Office Solutions	28	office supplies	20.11	
		28	refund	-20.11	
		28	office supplies	27.53	
		28	refund	-27.53	
		28	office supplies	36.42	
		28	office supplies	29.99	
		28	refund	-29.99	36.42
3220	EZ Office Products	28	office supplies	29.94	29.94
3221	Facebook	20	employment post boosts	33.00	33.00
3222	Gall's	23	uniforms	175.84	
		23	uniforms	59.83	
		23	uniforms	300.87	
		23	uniforms	111.45	
		23	uniforms	43.96	
		23	uniforms	25.13	717.08
3223	GT Distributors	23	uniform accessories	134.00	134.00
3224	Home Depot	25	maintenance supplies	16.22	
		25	maintenance supplies	65.17	
		25	maintenance supplies	42.94	
		25	maintenance supplies	3.75	
		33	office equipment	617.76	745.84
3225	ICG Link	19	email hosting	25.00	25.00
3226	iKey	12	computer repair	195.00	
		12	computer repair	105.00	300.00
3227	Insight	28	computer equipment	604.86	
		33	network equipment	29,057.58	
		19	software renewal	3,304.92	
		33	network equipment	2,265.70	
		33	license renewal	11,492.41	
		33	computer equipment	334.48	
		33	computer equipment	1,149.26	48,209.21

RILEY COUNTY POLICE DEPARTMENT			2021 EXPENDITURES	MARCH 2021	
<u>V #</u>	<u>VENDOR NAME</u>	<u>ACCT</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>	
3228	Jones & Bartlett Learning	22	sales tax	43.78	
		22	refund	-43.78	0.00
3229	Kansas Turnpike Authority	07	tolls	47.40	47.40
3230	Kully Supply	11	plumbing supplies	74.58	
		11	plumbing supplies	33.00	107.58
3231	Language Line Svcs	20	translation svcs	53.72	
		20	translation svcs	64.78	118.50
3232	Lexis Nexis	20	database user fee	266.62	
		20	crime analyst svcs	7,711.07	7,977.69
3233	Ludlum Measurements	31	equipment calibration	307.24	307.24
3234	Menards	29	replenishment supplies	65.64	
		29	replenishment supplies	136.75	202.39
3235	Midwest Hardware	29	keys	11.96	11.96
3236	Optiv Security	28	security equipment	1,797.30	1,797.30
3237	O'Reilly Auto Parts	13	vehicle repair/maintenance	40.52	40.52
3238	Pathfinder	23	bike safety equipment	465.00	
		23	return	-80.00	385.00
3239	P-Card Misc Vendors	28	refund	-20.11	
		28	refund	-27.53	
		07	cab meeting	78.10	
		20	cc fee	10.00	
		20	cc fee	10.00	
		07	aba meeting	15.98	
		20	cc fee	10.00	
		07	investigation	664.35	
		20	extradition	323.82	
		07	emd training	379.85	

RILEY COUNTY POLICE DEPARTMENT			2021 EXPENDITURES	MARCH 2021	
<u>V #</u>	<u>VENDOR NAME</u>	<u>ACCT</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>	
3239	P-Card Misc Vendors	28	refund	-29.99	
		07	eoc meeting	20.14	
		07	chamber leadership panel	2.75	
		29	accidental charge - reimbursed	29.86	
		07	force science course	220.83	
		07	force science course	220.84	
		20	extradition	1,068.84	
		20	fraudulent charge	67.24	
		07	investigation/extradition	829.50	
		20	cc fee	280.00	
		20	cc fee	237.93	
		07	de-escalation training	325.00	
		07	de-escalation training	325.00	
		07	de-escalation training	650.00	
		07	nbras training	399.00	
		07	fbinaa kc relaxer	25.00	
		07	fbinaa spring conference	150.00	
		07	fbinaa spring conference	150.00	
		07	fbinaa spring conference	150.00	
		07	special law board meeting	146.36	
		22	refund	-43.78	6,668.98
3240	Pfeifley's	11	custom engraving	17.00	17.00
3241	Pitney Bowes Global	10	mail machine lease	408.99	408.99
3242	RedBox	17	movie rentals	3.92	3.92
3243	Robbins Motors	13	vehicle repair/maintenance	46.94	46.94
3244	Sage Software	19	monthly software fee	117.00	
		19	monthly software fee	117.00	234.00
3245	Staples	28	office supplies	178.51	
		28	office supplies	68.94	
		28	office supplies	193.25	440.70
3246	T38 Fax	14	fax svcs	16.34	16.34
3247	Terminix	11	pest control svcs	69.00	69.00

RILEY COUNTY POLICE DEPARTMENT			2021 EXPENDITURES	MARCH 2021	
V #	VENDOR NAME	ACCT	DESCRIPTION	AMOUNT	
3248	Thomas Sign	13	vehicle repair/maintenance	12.60	
		11	vehicle repair/maintenance	36.00	48.60
3249	3SI Security Systems	31	crime equipment	1,091.00	1,091.00
3250	Timekeeping Systems	20	software subscription/support	395.00	395.00
3251	TLOxp	20	database access	789.00	789.00
3252	Tri-Tech Forensics	29	replenishment supplies	463.50	463.50
3253	Twin Valley Telephone	14	randolph substation phone	45.29	
		14	riley substation internet	79.99	
		14	riley substation phone	73.97	199.25
3254	UPS	08	shipping	18.77	
		08	shipping	64.02	
		08	shipping	21.41	104.20
3255	Urban Armor Gear	28	computer supplies	241.79	241.79
3256	Verizon Wireless	14	dept cell phones	5,718.46	5,718.46
3257	Wal-Mart	28	office supplies	24.72	
		29	replenishment supplies	22.78	
		29	replenishment supplies	171.12	218.62
3258	Waste Management	20	garbage svc	674.62	674.62
3259	WTC	19	internet svc	594.70	
		19	internet svc	594.70	1,189.40
3260	Zoom	19	yearly renewal	163.31	163.31
			Subtotal	\$100,886.43	
			Total	\$355,414.52	

Chair, Riley County Law Enforcement Agency

Attachment: 03-15-21 law board packet (9883 : Law Board Meeting Agenda)

**Riley County Police Department
Cash Receipts Report
From Date: February 1, 2021 - February 28, 2021**

Account Number	Description	February	YTD
600100-00	Manhattan	1,463,915.17	2,927,830.34
600200-00	Riley County	1,097,937.00	1,097,937.00
610110-00	Copy Fees-Discovery, etc.	188.00	188.00
610112-00	Copy Fees-Records	120.00	375.00
Budget:		2,562,160.17	4,026,330.34
620900-01	Misc Reimbursements-salaries	5.00	5.00
620900-07	Misc Reimbursements-training	1.10	62.69
620900-08	Misc Reimbursements-postage	0.00	101.64
620900-13-130	Misc Reimbursements-vehicles	309.00	309.00
620900-14	Misc Reimbursements-phone	200.59	242.09
620900-17-170	Misc Reimbursements-jail	0.00	757.58
620900-29	Misc Reimbursements-Supplies	29.86	29.86
620900-31	Misc Reimbursements-crime eq	0.00	53.16
630400-03	IDDP-overtime	0.00	521.32
632500-03	JTTF Grant-OT	265.27	566.71
632600-03	HIDTA Grant-OT	1,601.00	3,047.06
632700-03	STEP Grant-OT	2,715.65	4,761.65
632800-02-410	VOCA 2019 Grant Reimb	0.00	4,179.00
Budget Credits:		5,127.47	14,636.76
640902-00	Prior year Restitution	3.70	53.70
Non-Budget Credits:		3.70	53.70
Total Credits Received:		2,567,291.34	4,041,020.80

This report shows the checks RCPD received during February 1 - 28 and year to date. This report shows checks from the city and county as part of their RCPD obligation to the budget.

Year to date The City of Manhattan has contributed **16.67%** of their 2020 Budget Obligation.

Year to date Riley County has contributed **25%** of their 2021 budget obligation.

We are currently 16.67% through the budget year.

RILEY COUNTY POLICE DEPARTMENT 21-026
Memorandum

Original to: _____
 Action: _____
 Copy to: _____

To: Director Butler
Thru: Assistant Director Moldrup
From: Captain Derek Woods
Ref: Juvenile Transportation Report for February 2021
Date: March 1, 2021

Comments:
Noted: dpb 3/8/21
KMM 3.8.21

Total Number of Juveniles Transported:	0
Total Mileage for Transports 0 X \$.56 (Cents per mile)	\$0
 Total Pay Amount for Transport Officers Hours:	 \$0
Total:	\$0

There were no Juvenile's for the month of February 2021.

Approved: _____

Chair, Riley County Law Enforcement Agency

Attachment: 03-15-21 law board packet (9883 : Law Board Meeting Agenda)

Program Name-GLLT34 Thru FEBRUARY
Version Date- 3/13 Year 2021

RILEY COUNTY
Fund Summary of Revenue/Expense
Percent of Year 16.7%

Date. 3/01/21 Page. 1
Time.16.24.32

Beginning Fund..... 173 RCPD Levy/Op
Ending Fund..... 173 RCPD Levy/Op
Last Month Included.... 02 Print Revenue... Y Print Disbursements. Y
Print Department Detail. Y Print Expenses.. Y
Exclude Non-Active..... Y Separate Pages.. Y

DISBURSEMENTS/REVENUES/TRANSFERS - Fund.. 173 RCPD Levy/Op

Obj	Prj	Description	Kind	Budget \$	M-T-D	Y-T-D	%	Remaining
<u>Department. 0 Not Designated</u>								
180		Distr - Real Current	R	4,271,376.00	.00	2,288,732.51	53.58	1,982,643.49
182		Distr - Oil & Gas Curr.	R	.00	.00	188.44		.00
184		Distr - P.P. Current	R	.00	.00	24,325.09		.00
190		Distr - 16/20M Trucks Cur	R	2,970.00	.00	2,163.01	72.83	806.99
193		Distr - Watercraft Cur	R	2,008.00	.00	1,345.54	67.01	662.46
181		Distr - Real Delq.	R	83,752.00	.00	17,700.16	21.13	66,051.84
185		Distr - P.P. Delq.	R	.00	.00	76.12		.00
192		Distr - 16/20M Trucks Del	R	.00	.00	20.82		.00
194		Distr - Watercraft Del	R	.00	.00	5.98		.00
102		Distr - Motor Vehicle Tax	R	369,002.00	.00	76,359.41	20.69	292,642.59
103		Vehicle Rental Excise Tax	R	6,265.00	.00	1,134.14	18.10	5,130.86
113		Distr - RV Tax	R	3,305.00	.00	794.00	24.02	2,511.00
130		Distr - Commercial Veh	R	15,305.00	.00	114.10	.75	15,190.90
191		Distr - TIF Adjustment	R	.00	.00	51,963.57-		.00
Department Revenue.. # 0				4,753,983.00	.00	2,360,995.75 *		2,365,640.13
<u>Department.171 RCPD Operations</u>								
Total Revenue Fund.... 173				4,753,983.00	.00	2,360,995.75 **	49.66	
Total Trans. IN Fund.. 173				.00	.00	.00 **		
Total Rev. & Trans. .. 173				4,753,983.00	.00	2,360,995.75 **		
Total Disbursements... 173				.00	.00	.00 **		

BUDGETARY EXPENDITURES - Fund.. 173 RCPD Levy/Op

Obj	Prj	Description	Budget \$	Used M-T-D	Used Y-T-D	%Used	Remaining	Encumbrance	Available
<u>Department. 0 Not Designated</u>									
<u>Department.171 RCPD Operations</u>									
2220		Building Space Rental	10,500.00	875.00	1,750.00	16.67	8,750.00	.00	8,750.00
2330		Transportation Serv	6,000.00	.00	.00		6,000.00	.00	6,000.00
2480		Repair/Maint Build/Gr	120,000.00	3,120.22	6,175.49	5.15	113,824.51	.00	113,824.51
2650		Physician Fees	150,269.00	22,811.48	43,947.60	29.25	106,321.40	.00	106,321.40
2655		Hospital Fees	10,000.00	.00	.00		10,000.00	.00	10,000.00
2810		Electric/Gas Services	10,000.00	.00	.00		10,000.00	.00	10,000.00
2830		Water	10,000.00	84.00	84.00	.84	9,916.00	.00	9,916.00

This report is generated by Riley County. It shows the County's Expenditures on the Riley County Police Department including contributions towards their budget obligation and payments on RCPD's facilities. For further information please refer to the County's Finance and Budget Section.

Program Name-GLLT34 Thru FEBRUARY
Version Date- 3/13 Year 2021

RILEY COUNTY
Fund Summary of Revenue/Expense
Percent of Year 16.7%

Date. 3/01/21 Page. 2
Time.16.24.32

BUDGETARY EXPENDITURES - Fund.. 173 RCPD Levy/Op							
Obj	Prj Description	Budget \$	Used M-T-D	Used Y-T-D	%Used	Remaining	Encumbrance Available
Department.171 (continued)							
2840	Sewage Charges	2,200.00	.00	.00		2,200.00	.00 2,200.00
2900	Budget Appropriations	4,391,746.00	.00	1,097,937.00	25.00	3,293,809.00	.00 3,293,809.00
Total Contractual Expenses		4,710,715.00	26,890.70	1,149,894.09	24.41	3,560,820.91	.00 3,560,820.91
3010	Office Supplies	500.00	.00	.00		500.00	.00 500.00
3060	Medical Supplies	500.00	.00	.00		500.00	.00 500.00
3070	Prescriptions	500.00	.00	.00		500.00	.00 500.00
Total Commodities Expense		1,500.00	.00	.00		1,500.00	.00 1,500.00
Department Expense # 171		4,712,215.00	26,890.70	1,149,894.09	24.40	3,562,320.91	.00 3,562,320.91 *
Expense & Transfers# 171		4,712,215.00	26,890.70	1,149,894.09			
Total Expenditures Fund 173		4,712,215.00	26,890.70	1,149,894.09	24.40	3,562,320.91	.00 3,562,320.91 **
SUMMARY for - Fund 173 RCPD Levy/Op							
Beginning Year Balance.....		305,512.74					
YTD Revenue.....		2,360,995.75					
YTD Reported Expenses.....		1,149,894.09-					
YTD Non-Reported Expenses...		.00					
YTD Treasurer Disbursements.		.00					
YTD Transfers In.....		.00					
YTD Transfers Out.....		.00					
Prior Year Voided Checks....		.00					
Prior Year Expenses		.00					
Prior Year Revenues		.00					
Prior Year Corrections.....		.00					
Ending Fund Balance.....		1,516,614.40 ***					

This report is generated by Riley County. It shows the County's Expenditures on the Riley County Police Department including contributions towards their budget obligation and payments on RCPD's facilities. For further information please refer to the County's Finance and Budget Section.

Program Name-GLLT34 Thru FEBRUARY			RILEY COUNTY			Date. 3/01/21		Page. 148	
Version Date- 3/13 Year 2021			Fund Summary of Revenue/Expense			Time.16.23.32			
			Percent of Year 16.7%						
DISBURSEMENTS/REVENUES/TRANSFERS - Fund.. 168 RCPD Federal Seizure Fund									
Obj Prj Description		Kind	Budget \$	M-T-D	Y-T-D	%	Remaining		
Department.142 Riley Co Police Dept									
402 Investment Interest		R	.00	.00	35.42		.00		
Department Revenue.. #142			.00	.00	35.42 *		.00		
Total Revenue Fund....		168	.00	.00	35.42 **				
Total Trans. IN Fund..		168	.00	.00	.00 **				
Total Rev. & Trans. ..		168	.00	.00	35.42 **				
Total Disbursements...		168	.00	.00	.00 **				
BUDGETARY EXPENDITURES - Fund.. 168 RCPD Federal Seizure Fund									
Obj Prj Description		Budget \$	Used M-T-D	Used Y-T-D	%Used	Remaining	Encumbrance	Available	
Total Expenditures Fund 168		.00	.00	.00		.00	.00	.00 **	
SUMMARY for - Fund 168 RCPD Federal Seizure Fund									
Beginning Year Balance.....		156,157.89							
YTD Revenue.....		35.42							
YTD Reported Expenses.....		.00							
YTD Non-Reported Expenses...		.00							
YTD Treasurer Disbursements.		.00							
YTD Transfers In.....		.00							
YTD Transfers Out.....		.00							
Prior Year Voided Checks....		.00							
Prior Year Expenses		.00							
Prior Year Revenues		.00							
Prior Year Corrections.....		.00							
Ending Fund Balance.....		156,193.31 ***							

This report is generated by Riley County. It shows RCPD's Federal Seizure Activity throughout the last month.

Program Name-GLLT34 Thru FEBRUARY
Version Date- 3/13 Year 2021

RILEY COUNTY
Fund Summary of Revenue/Expense
Percent of Year 16.7%

Date. 3/01/21 Page. 149
Time.16.23.32

DISBURSEMENTS/REVENUES/TRANSFERS - Fund.. 169 RCPD State Seizure Fund							
Obj	Prj	Description	Kind	Budget \$	M-T-D	Y-T-D	Remaining
<u>Department.142 Riley Co Police Dept</u>							
402		Investment Interest	R	.00	.00	32.00	.00
		Department Revenue.. #142		.00	.00	32.00 *	.00
		Total Revenue Fund....	169	.00	.00	32.00 **	
		Total Trans. IN Fund..	169	.00	.00	.00 **	
		Total Rev. & Trans. ..	169	.00	.00	32.00 **	
		Total Disbursements...	169	.00	.00	.00 **	

BUDGETARY EXPENDITURES - Fund.. 169 RCPD State Seizure Fund							
Obj	Prj	Description	Budget \$	Used M-T-D	Used Y-T-D	%Used	Remaining
<u>Total Expenditures Fund 169</u>							
			.00	.00	.00		.00
							.00
							.00 **

SUMMARY for - Fund 169 RCPD State Seizure Fund		
Beginning Year Balance.....	121,689.60	
YTD Revenue.....	32.00	
YTD Reported Expenses.....	.00	
YTD Non-Reported Expenses...	.00	
YTD Treasurer Disbursements.	.00	
YTD Transfers In.....	.00	
YTD Transfers Out.....	.00	
Prior Year Voided Checks....	.00	
Prior Year Expenses	.00	
Prior Year Revenues	.00	
Prior Year Corrections.....	.00	
Ending Fund Balance.....	121,721.60 ***	

This report is generated by Riley County. It shows RCPD's State Seizure Activity throughout the last month.

RILEY COUNTY POLICE DEPARTMENT **Report Submission**

To:	Director Butler	<i>Noted: dpb 3/4/21</i>
Thru:	AD Moldrup	KMM 3.3.21
From:	Cpt. Derek Woods	
Position:	Commander	Division: Jail
Report Title:	Monthly Inmate Population Report	
Rpt Freq./Year:	February 2021	
Date:	March 1, 2021	

Presented below is a summary of Average Daily Population (ADP) for the Riley County Jail. This report is being submitted monthly at the request of the Law Board.

	<u>2011</u>	<u>2012</u>	<u>2013</u>	<u>2014</u>	<u>2015</u>	<u>2016</u>	<u>2017</u>	<u>2018</u>	<u>2019</u>	<u>2020</u>	<u>2021</u>
JAN	99.7	105.3	95.1	73.7	70.2	87.0	75.0	72.6	84.8	71.6	67.3
FEB	105.3	110.3	95.2	68.9	74.3	93.1	82.9	68.4	85.5	64.8	67.1
MAR	97.2	106.7	92.1	66.2	71.8	91.9	73.2	75.2	88.4	68.6	
APR	90.6	103.9	64.2	62.0	74.2	89.1	74.1	81.0	81.6	58.9	
MAY	96.4	101.4	71.3	68.9	80.3	81.9	77.4	87.5	79.4	47.4	
JUN	95.7	102.0	72.4	63.9	82.0	87.8	73.1	88.5	78.4	50.0	
JUL	97.1	96.1	72.1	68.8	77.8	83.6	80.0	83.8	71.9	53.7	
AUG	89.5	114.1	74.0	74.5	72.7	75.7	82.4	80.6	82.3	55.8	
SEPT	87.1	101.6	77.4	61.7	73.6	75.8	84.3	81.2	74.6	61.3	
OCT	93.6	93.9	73.2	76.3	73.5	73.4	74.3	72.8	76.2	60.0	
NOV	92.4	102.0	70.1	77.0	76.7	73.0	76.2	78.3	71.3	69.3	
DEC	95.4	95.7	65.1	71.0	77.4	69.6	78.9	79.9	72.9	69.4	
YADP	95.0	102.7	76.85	64.2	75.4	81.8	77.7	79.15	78.9	60.9	67.2

Attachment: 03-15-21 law board packet (9883 : Law Board Meeting Agenda)

In the FBI's Uniform Crime Reporting (UCR) Program, Part I offenses are broken down into two categories (Violent Crimes and Property Crimes):

Part I Violent Crime Definition

In the FBI's Uniform Crime Reporting (UCR) Program, violent crime is composed of four offenses: murder and nonnegligent manslaughter, rape, robbery, and aggravated assault. Violent crimes are defined in the UCR Program as those offenses that involve force or threat of force.

Murder and nonnegligent manslaughter: the willful (nonnegligent) killing of one human being by another.

Forcible rape: Penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration by a sex organ of another person, without the consent of the victim.

Robbery: The taking or attempting to take anything of value from the care, custody, or control of a person or persons by force or threat of force or violence and/or by putting the victim in fear.

Aggravated assault: An unlawful attack by one person upon another for the purpose of inflicting severe or aggravated bodily injury. This type of assault usually is accompanied by the use of a weapon or by means likely to produce death or great bodily harm. Simple assaults are excluded.

Part 1 Property Crime Definition

In the FBI's Uniform Crime Reporting (UCR) Program, property crime includes the offenses of burglary, larceny-theft, motor vehicle theft, and arson. The object of the theft-type offenses is the taking of money or property, but there is no force or threat of force against the victims. The property crime category includes arson because the offense involves the destruction of property; however, arson victims may be subjected to force.

Burglary: Unlawful entry of a structure to commit a felony or theft. To classify an offense as a burglary, the use of force to gain entry need not have occurred. The UCR Program has three subclassifications for burglary: forcible entry, unlawful entry where no force is used, and attempted forcible entry. The UCR definition of "structure" includes an apartment, barn, house trailer, or houseboat when used as a permanent dwelling, office, railroad car (but not automobile), stable, or vessel (i.e., ship).

The seal of Riley County, Kansas, is located on the left side of the page. It features a circular emblem with a landscape scene including a sun, mountains, a river, and a plow. The words "PER ASPERA" are at the top, and "RILEY COUNTY" is written in a banner across the middle. The number "974" is visible at the bottom left of the seal.

Monthly Report

February 2021

Alyssa Green, Crime Analyst
Criminal Intelligence Unit
Riley County Police Department

29.
To **reduce crime** and
improve the quality
of life for
the **citizens we serve**

Data Disclaimer

For the purposes of this report, data is extracted from the RMS using specific parameters. The results may differ slightly from other reports, such as Uniform Crime Reports (UCR), which measure the same variables but have slightly different search parameters, filters, and/or methods. The following summarizes the most common attributes of this report that result in differences in reporting:

- The data in the report reflects what was available at the time of extraction. It is common for numbers to change over time for various reasons. Most commonly:
 - Final data entry by records can be delayed due to the RTO status of a case.
 - Clerical errors can be discovered, leading to corrections being made at a later date.
- Some categories in this report use a hierarchy rule. This means that the offense with the highest offense code number in an incident is the only offense counted. Other reports may apply the hierarchy rule to certain offenses. For instance, UCR counts every occurrence of Part I violent crimes in an incident (murder, rape, robbery, aggravated battery). Each slide should notate the method used.
- This report includes the property crime of arson which is excluded from other reporting.
- Crimes are extracted based on the date and time they were reported. Other reports may use the earliest and/or latest date and time the crime may have occurred.

Monthly and yearly projections are calculated using different methods. Projections will have a higher degree of error when the time period used to project is small (i.e. projecting an entire year based off the first two weeks of that year).



Part I Crime

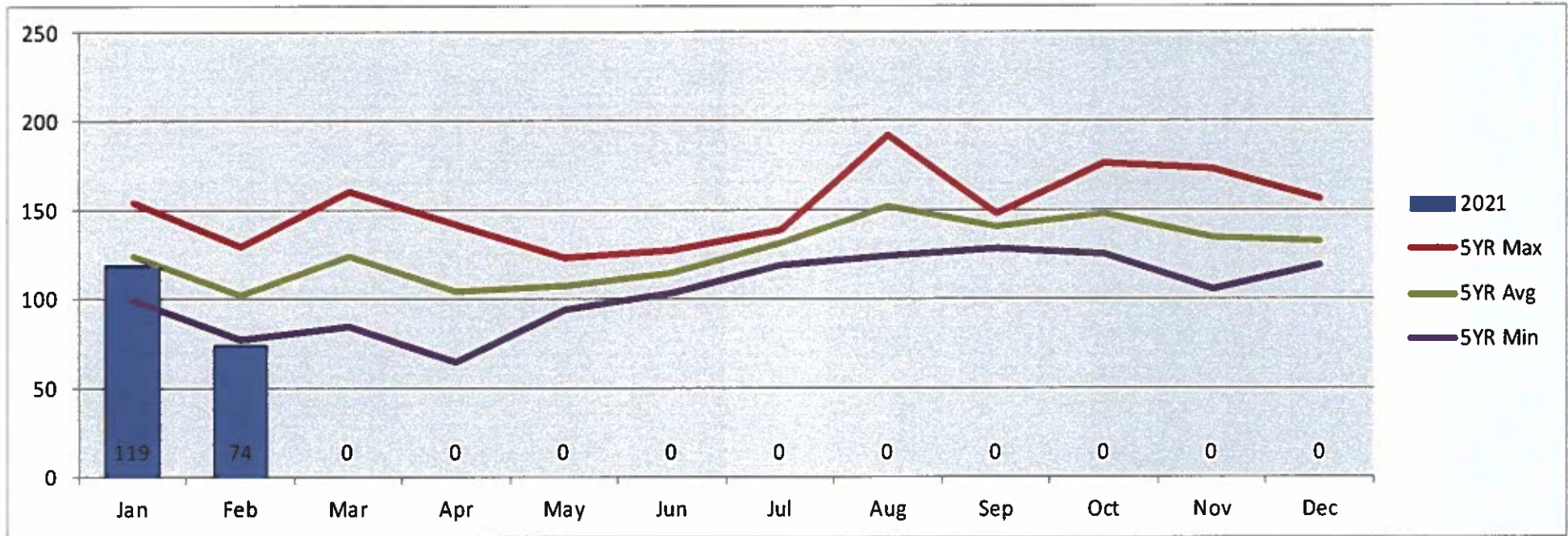
Offense Codes: 0100-0810

All Data As Of: 2/28/21 11:59 PM

19.a

- Part I crime in February 2021 was 27.5% below the 5 year average. Compared to February 2020 there was an 42.6% decrease.
- In February, both Part I violent and property crimes were below the 5 year average.

	Feb	Year to Date	Yearly Total
2016	121	220	1448
2017	99	231	1593
2018	84	192	1475
2019	77	231	1581
2020	129	259	1492
2021	74	193	
% Change	-42.6%	-25.5%	-13.4%
Yearly Projection:			1292



	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
2016	99	121	125	107	109	103	136	147	143	125	114	119
2017	132	99	161	97	94	127	119	192	137	148	166	121
2018	108	84	124	113	100	123	123	134	128	176	105	157
2019	154	77	124	142	123	113	138	167	148	142	116	137
2020	130	129	85	65	113	108	139	124	148	151	173	127
2021	119	74	0	0	0	0	0	0	0	0	0	0

Includes Part 1 crimes that were the primary offense only.

Attachment: 03-15-21 law board packet (9883 : Law Board Meeting Agenda)

Part 1 Violent Crimes

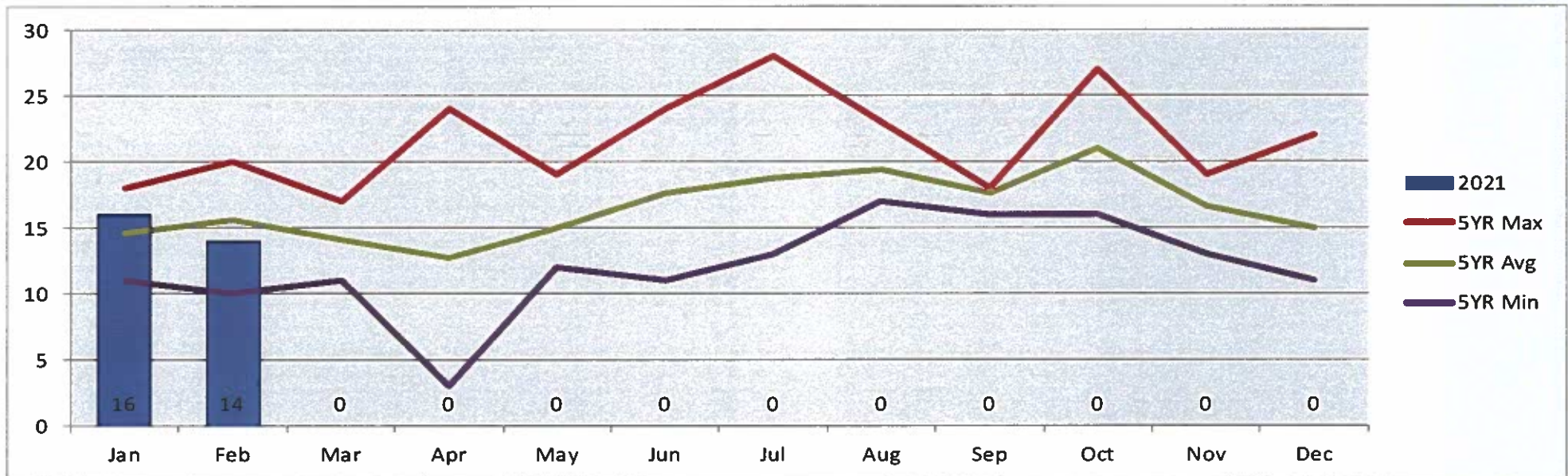
Offense Codes: 0100-0440

All Data As Of: 2/28/21 11:59 PM

➤ February 2021 was 10.3% lower than the 5 year average in Part I violent crimes and 30.0% below 2020.

➤ There were 11 aggravated assaults / batteries, 2 rapes, 1 robbery, and 0 homicides reported during February 2021.

	Feb	Year to Date	Yearly Total
2016	13	26	166
2017	16	27	198
2018	19	34	218
2019	10	26	215
2020	20	38	194
2021	14	30	
% Change	-30.0%	-21.1%	+1.0%
Yearly Projection:			196



	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
2016	13	13	11	12	19	11	13	17	16	16	13	12
2017	11	16	15	13	15	13	16	21	18	24	19	17
2018	15	19	17	12	14	20	28	17	18	27	18	13
2019	16	10	14	24	12	24	18	23	18	17	17	22
2020	18	20	14	3	15	20	19	19	18	21	16	11
2021	16	14	0	0	0	0	0	0	0	0	0	0

Includes Part 1 violent crimes that were the primary offense only.



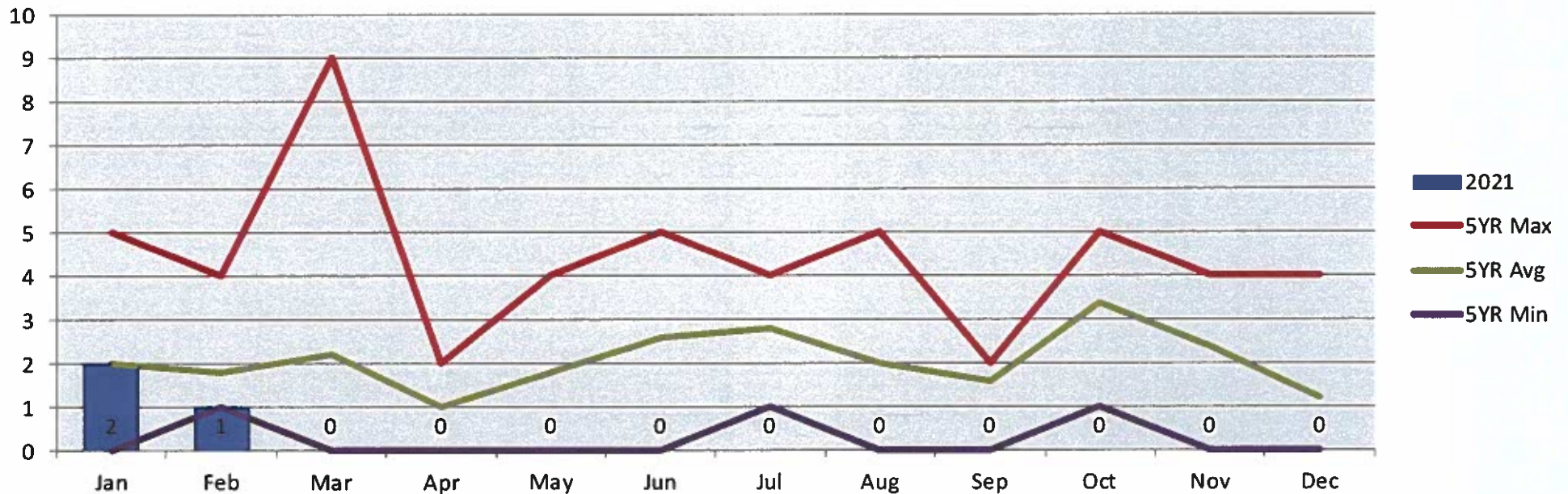
Robbery

Offense Codes: 0310

All Data As Of: 2/28/21 11:59 PM

- February 2021 was 44.4% lower than the 5 year average.
- There was 1 robbery reported in February which was a robbery from person.
- This case is still active.

	Feb	Year to Date	Yearly Total
2016	1	3	29
2017	1	1	23
2018	4	5	30
2019	2	7	25
2020	1	3	17
2021	1	3	
% Change	0.0%	0.0%	+14.6%
Yearly Projection:			19



	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
2016	2	1	9	1	2	0	4	2	2	4	2	0
2017	0	1	0	2	1	3	3	5	2	1	4	1
2018	1	4	1	1	4	2	4	2	2	5	3	1
2019	5	2	0	0	0	5	1	0	2	3	3	4
2020	2	1	1	1	2	3	2	1	0	4	0	0
2021	2	1	0	0	0	0	0	0	0	0	0	0

Aggravated Assault and Battery

Offense Codes: 0410-0440

All Data As Of: 2/28/21 11:59 PM

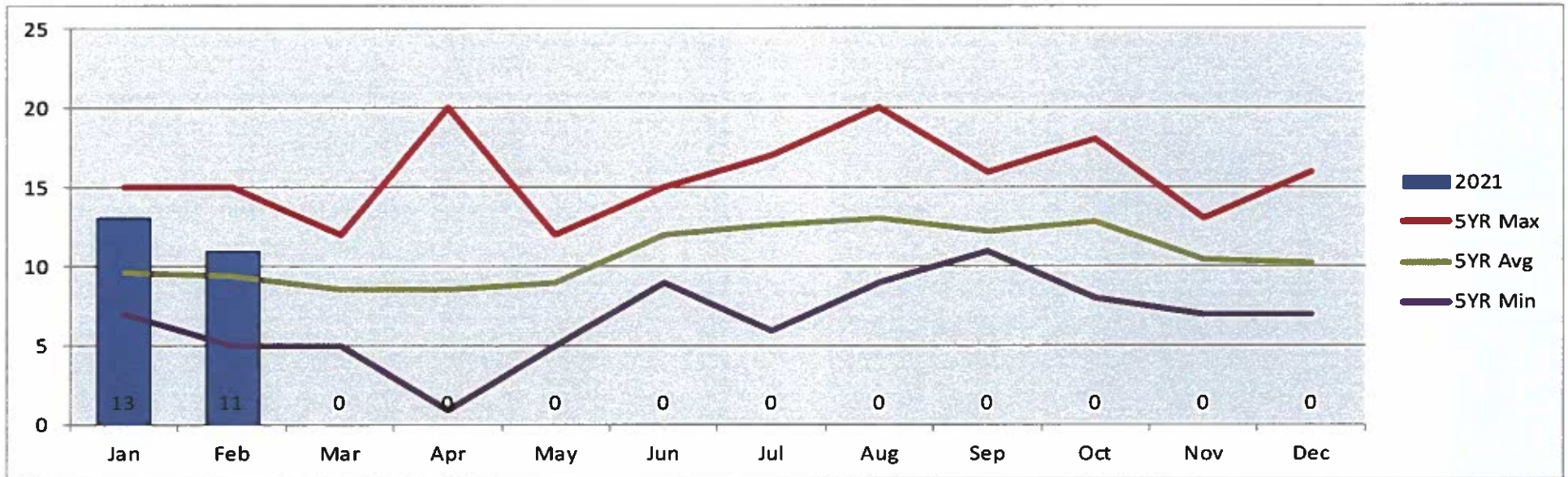
19.a

➤ There were 4 aggravated assaults and 7 aggravated batteries reported during the month of February.

➤ This is 17.0% higher than the 5 year average.

➤ Six of the incidents were domestic incidents.

	Feb	Year to Date	Yearly Total
2016	9	16	102
2017	10	19	116
2018	8	17	126
2019	5	13	154
2020	15	30	144
2021	11	24	
% Change	-26.7%	-20.0%	+11.4%
Yearly Projection:			160



	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
2016	7	9	5	9	12	9	6	11	11	8	7	8
2017	9	10	5	5	5	10	11	11	12	18	10	10
2018	9	8	10	8	6	15	17	9	11	11	12	10
2019	8	5	11	20	11	13	15	20	11	11	13	16
2020	15	15	12	1	11	13	14	14	16	16	10	7
2021	13	11	0	0	0	0	0	0	0	0	0	0

Includes aggravated assaults and battery crimes that were the primary offense only.

Part I Property Crime

Offense Codes: 0500-0810

All Data As Of: 2/28/21 11:59 PM

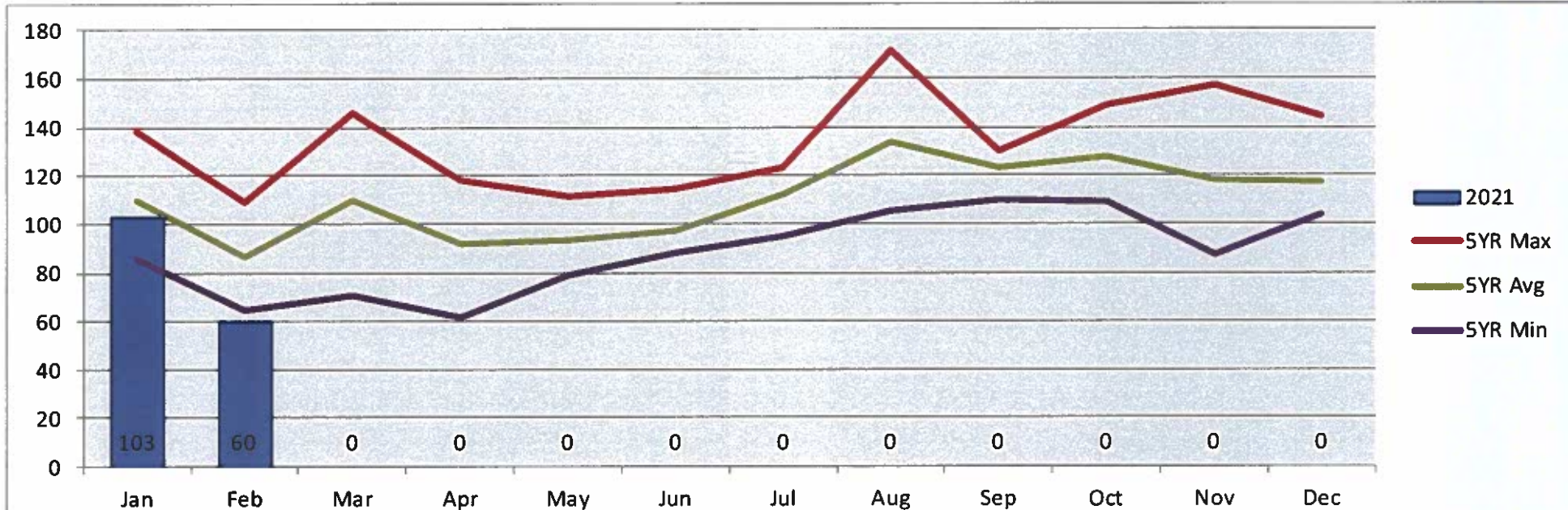
19.a

➤ For February, Part I property crime was down 30.6% from the 5 year average.

Compared to February 2020, there was an 45.0% decrease.

➤ The property crime for January 2021 included 10 structural burglaries, 13 larcenies from motor vehicle, 3 auto thefts, and 1 arson. The rest of the incidents were larcenies (33 incidents).

	Feb	Year to Date	Yearly Total
2016	108	194	1282
2017	83	204	1395
2018	65	158	1257
2019	67	205	1366
2020	109	221	1298
2021	60	163	
% Change	-45.0%	-26.2%	-15.6%
Yearly Projection:			1096



	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
2016	86	108	114	95	90	92	123	130	127	109	101	107
2017	121	83	146	84	79	114	103	171	119	124	147	104
2018	93	65	107	101	86	103	95	117	110	149	87	144
2019	138	67	110	118	111	89	120	144	130	125	99	115
2020	112	109	71	62	98	88	120	105	130	130	157	116
2021	103	60	0	0	0	0	0	0	0	0	0	0

Includes Part 1 property crimes that were the primary offense only.

Structural Burglary

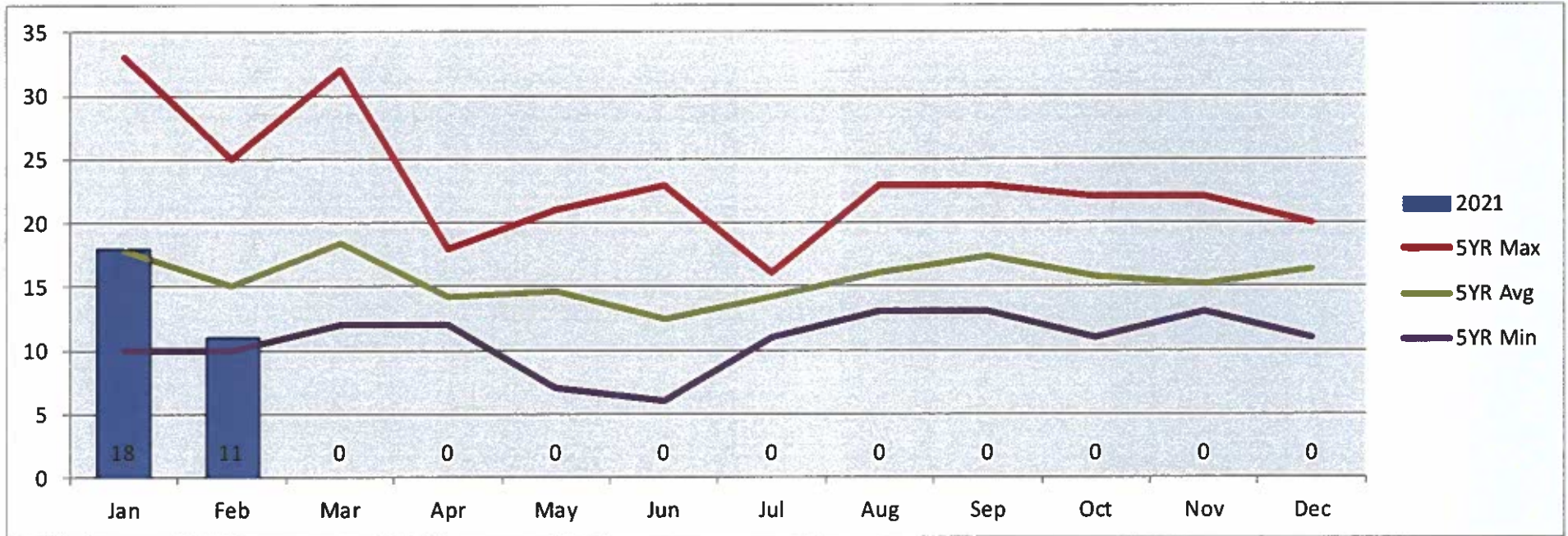
Offense Code: 0510

All Data As Of: 2/28/21 11:59 PM

19.a

- Structural burglaries were 26.7% below the 5 year average for February.
- Three occurred in Ogden, 1 in North County, and 7 occurred in Manhattan.
- There were 7 residential burglaries and 4 non-residential burglaries, 1 of those from a storage facility.

	Feb	Year to Date	Yearly Total
2016	16	26	179
2017	14	47	244
2018	10	23	168
2019	10	25	171
2020	25	43	175
2021	11	29	
% Change	-56.0%	-32.6%	-4.4%
Yearly Projection:			167



	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
2016	10	16	16	14	17	11	15	13	23	14	13	17
2017	33	14	32	18	21	23	16	23	13	18	22	11
2018	13	10	12	12	17	11	15	16	18	11	13	20
2019	15	10	18	15	11	11	14	15	18	14	14	16
2020	18	25	14	12	7	6	11	13	15	22	14	18
2021	18	11	0	0	0	0	0	0	0	0	0	0

Vehicle Burglary

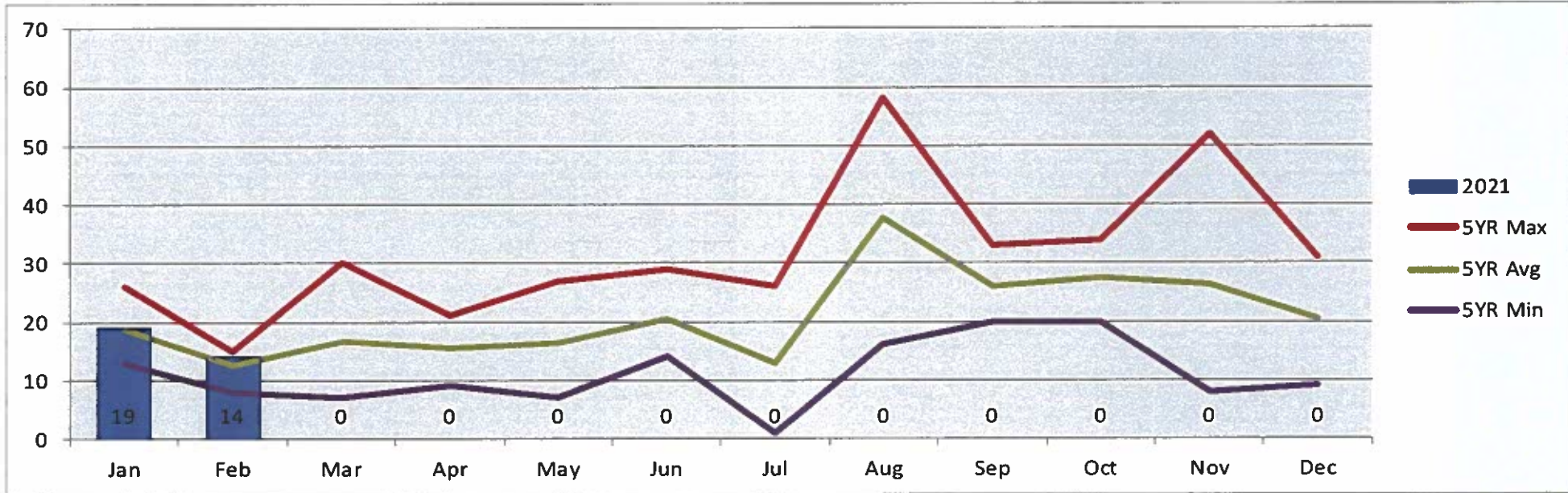
Offense Code: 0640

All Data As Of: 2/28/21 11:59 PM

19.a

- February 2021 was 11.1% above the 5 year average and 7.7% above February 2020.
- In 9 of the incidents, the vehicle was unsecured when the items were taken.

	Feb	Year to Date	Yearly Total
2016	13	32	272
2017	15	33	289
2018	14	40	212
2019	8	21	228
2020	13	31	255
2021	14	33	
% Change	+7.7%	+6.5%	+2.0%
Yearly Projection:			260



	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
2016	19	13	20	18	15	21	26	53	26	30	14	17
2017	18	15	30	21	14	16	16	58	20	21	42	18
2018	26	14	13	13	7	22	5	28	33	34	8	9
2019	13	8	13	16	27	14	17	34	23	20	15	28
2020	18	13	7	9	19	29	1	16	28	32	52	31
2021	19	14	0	0	0	0	0	0	0	0	0	0

Motor Vehicle Thefts

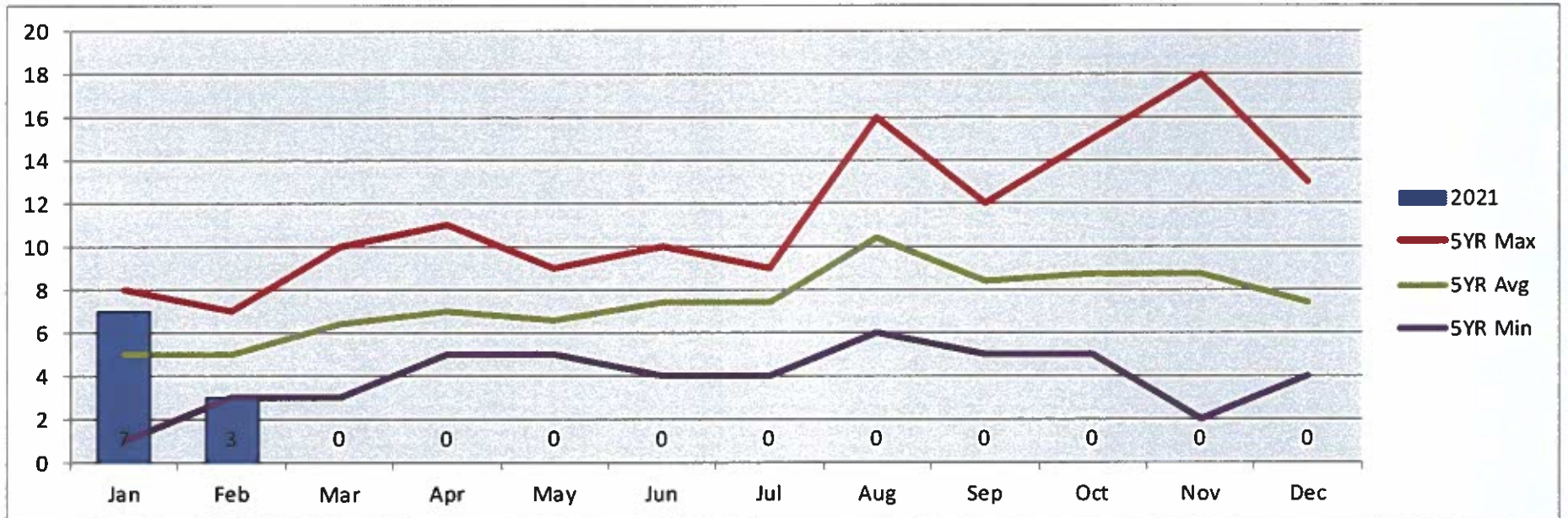
Offense Code: 0710

All Data As Of: 2/28/21 11:59 PM

19.a

- For February, motor vehicle thefts were down 40.0% from the 5 year average.
- Keys were left in one of the vehicles.
- Two of the vehicles have been recovered as of 3/9/2021.

	Feb	Year to Date	Yearly Total
2016	6	11	71
2017	5	13	86
2018	3	4	86
2019	4	12	104
2020	7	10	96
2021	3	10	
% Change	-57.1%	0.0%	-9.0%
Yearly Projection:			87



	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
2016	5	6	7	5	6	4	9	11	5	5	2	6
2017	8	5	5	5	6	8	8	16	5	7	5	8
2018	1	3	7	11	5	10	9	10	10	6	8	6
2019	8	4	10	9	7	8	7	9	12	15	11	4
2020	3	7	3	5	9	7	4	6	10	11	18	13
2021	7	3	0	0	0	0	0	0	0	0	0	0

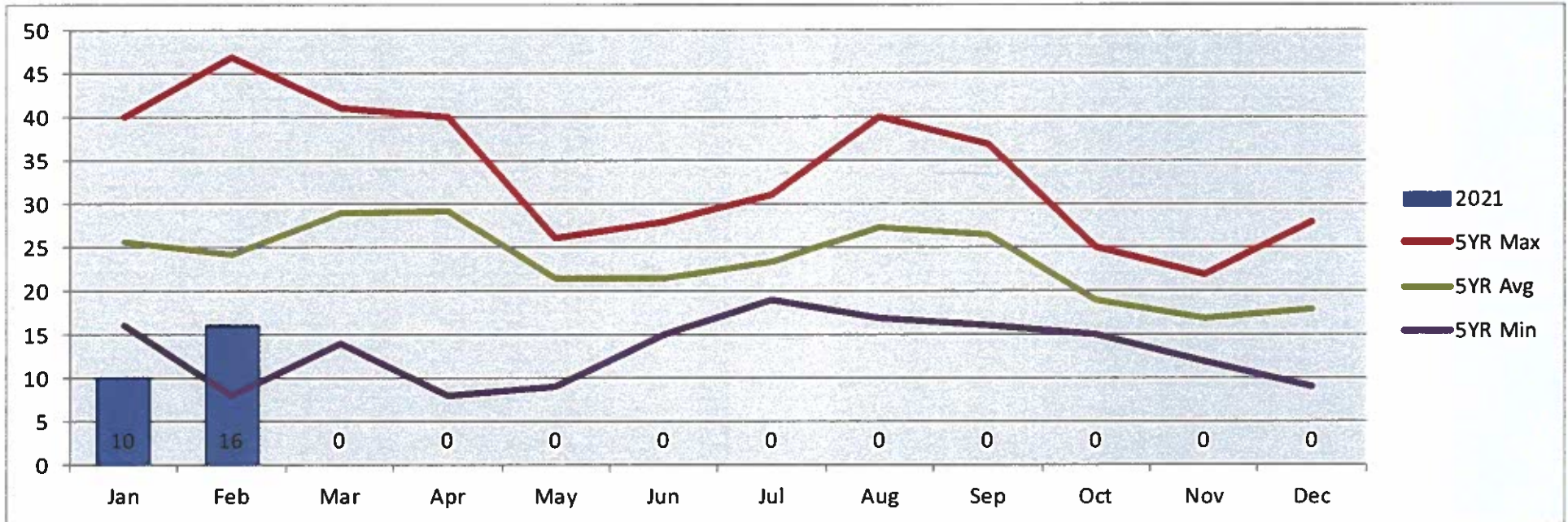
DUIs

Offense Code: 2110

All Data As Of: 2/28/21 11:59 PM

➤The number of DUIs for February 2021 is 33.9% below the 5 year average.

	Feb	Year to Date	Yearly
2016	47	87	380
2017	27	53	266
2018	27	43	312
2019	8	32	285
2020	12	34	168
2021	16	26	
% Change	+33.3%	-23.5%	-12.1%
Yearly Projection:			148



	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
2016	40	47	41	31	25	22	31	40	37	25	22	19
2017	26	27	22	29	25	18	21	18	29	16	20	15
2018	16	27	36	40	22	28	26	30	25	19	15	28
2019	24	8	32	38	26	24	20	32	26	20	16	19
2020	22	12	14	8	9	15	19	17	16	15	12	9
2021	10	16	0	0	0	0	0	0	0	0	0	0

Traffic Accidents

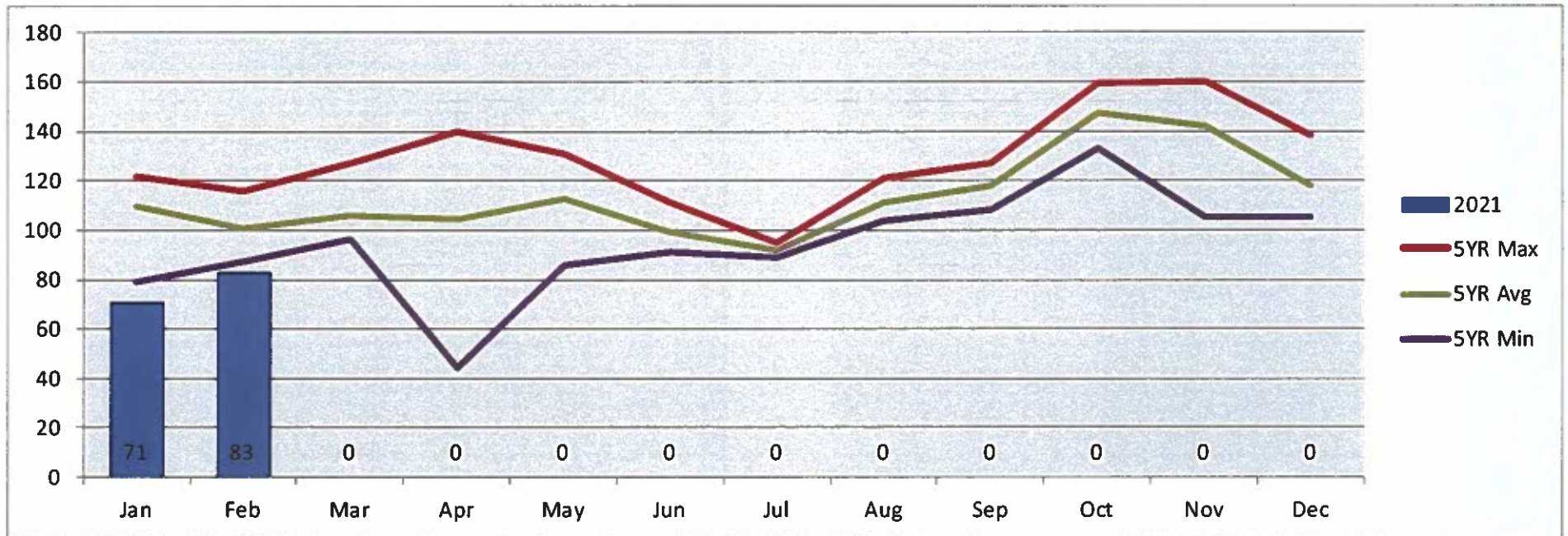
Offense Codes: 5000-5139

All Data As Of: 2/28/21 11:59 PM

19.a

➤ The number of traffic accidents in February 2021 is 17.5% below the 5 year average.

	Feb	Year to Date	Yearly Total
2016	93	203	1364
2017	87	166	1387
2018	98	217	1397
2019	116	235	1436
2020	109	231	1220
2021	83	154	
% Change	-23.9%	-33.3%	-18.8%
Yearly Projection:			991



	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
2016	110	93	101	107	100	111	95	104	127	133	145	138
2017	79	87	101	140	127	97	89	112	124	159	157	115
2018	119	98	127	115	121	97	92	109	108	140	160	111
2019	119	116	103	116	131	99	94	121	117	158	143	119
2020	122	109	96	44	86	91	90	111	114	147	105	105
2021	71	83	0	0	0	0	0	0	0	0	0	0

Preventable Traffic Accidents

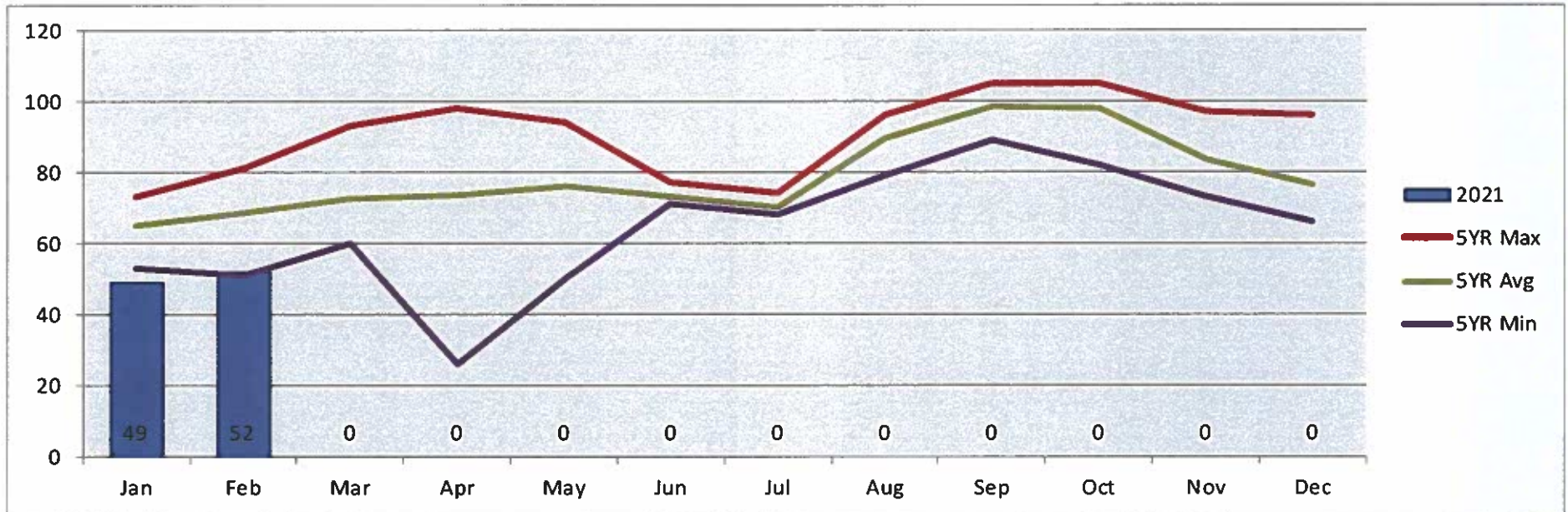
Offense Codes: 5000-5139

All Data As Of: 2/28/21 11:59 PM

19.a

➤ Number may change as data entry corrections continue.

	Feb	Year to Date	Yearly Total
2016	81	150	998
2017	67	120	991
2018	63	134	944
2019	51	111	945
2020	81	154	854
2021	52	101	
% Change	-35.8%	-34.4%	-16.8%
Yearly Projection:			710



	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
2016	69	81	74	80	61	74	69	90	105	102	97	96
2017	53	67	70	98	92	73	68	96	104	104	90	76
2018	71	63	93	75	94	71	71	79	93	82	82	70
2019	60	51	66	89	84	77	74	93	102	98	76	75
2020	73	81	60	26	50	71	69	91	89	105	73	66
2021	49	52	0	0	0	0	0	0	0	0	0	0

Riley County Police Department

1001 South Seth Child Road
Manhattan, Kansas 66502

(785) 537-2112

www.RileyCountyPolice.org



RILEY COUNTY POLICE DEPARTMENT

To reduce crime and improve the quality of life for the citizens we serve

RILEY COUNTY POLICE DEPARTMENT

LIFE SAVING AWARD

Presented to

Officer Joseph Lusk

The Riley County Police Department Life Saving Award is presented to Officer Joseph Lusk in recognition for his efforts while providing critical lifesaving assistance to a man in cardiac distress. On November 12, 2020, Officer Joseph Lusk was dispatched to the report of an unresponsive man who was not breathing and appeared to be in cardiac arrest. Officer Lusk responded quickly and upon arrival he observed the man unconscious and non-responsive with his wife nearby. Officer Lusk confirmed that the man was not breathing and did not have a pulse. Officer Lusk quickly and calmly began to perform CPR and continued to do so for several minutes until relieved by Fire and EMS personnel when they arrived on scene. While Fire and EMS were performing CPR, a pulse was detected and the man began to breath on his own.

Following the incident, EMS staff on scene credited the quick response and initiation of CPR by Officer Lusk in saving this man's life. They commented that a few minutes, or even seconds, can make the difference between life and death in a critical medical emergency.

It is clear that Officer Lusk's actions contributed significantly to the saving of this man's life. On behalf of the citizens of Manhattan and Riley County it is with pleasure that I present this Life Saving Award to Police Officer Joseph Lusk.

Presented this 15th day of March 2021



Dennis P. Butler

Dennis P. Butler
Director
Riley County Police Department

43.



Proclamation

NATIONAL PUBLIC SAFETY TELECOMMUNICATIONS WEEK

WHEREAS, emergencies can occur at anytime that require police, fire or emergency medical services;

WHEREAS, when an emergency occurs the prompt response of police officers, firefighters, and paramedics is critical to the protection of life and preservation of property;

WHEREAS, the safety of our police officers, firefighters, and paramedics is dependent upon the quality and accuracy of information obtained from citizens who telephone the police-fire communications center;

WHEREAS, Public Safety Dispatchers are the first and most critical contact our citizens have with emergency services;

WHEREAS; Public Safety Dispatchers are the single vital link for our police officers, firefighters, and paramedics by monitoring their activities by radio, providing them information and ensuring their safety;

WHEREAS; Public Safety Dispatchers of the Riley County Police Department have contributed substantially to the apprehension of criminals, suppression of fires, and treatment of patients;

WHEREAS; each dispatcher has exhibited compassion, understanding, and professionalism during the performance of their job in the past year;

THEREFORE BE IT RESOLVED, that all citizens of Manhattan and Riley County observe the week of April 11th through April 17th, 2021 as National Public Safety Telecommunications Week, in honor of the men and women whose diligence and professionalism keep our city, county and citizens safe.

Linda L. Morse
Chair of the Riley County Law Board

Attachment: 03-15-21 law board packet (9883 : Law Board Meeting Agenda)

Policy Title: 0.0.0 Applicability And Change		
Policy & Procedures	Approved On: 04-13-2011	Order: GO 2011-001
 RILEY COUNTY POLICE DEPARTMENT To reduce crime and improve the quality of life for the citizens we serve	Approved: <i>B. Schoen</i>	
	Brad Schoen Director	
Riley County Police Department	CALEA Standard:	
Manhattan, KS	<i>N/A</i>	
Chapter: 0 – Introduction – General Provisions		

1. **Applicability:** The policies and procedures annotated in the following Chapters and Sections are applicable to all personnel of the Riley County Police Department and are hereby referred to collectively as the RCPD Policy Manual.

2. **Change:** The Policy Manual is a living document that requires modification as legal guidelines, legislation, common practice, and professional standards change. When alteration is necessary, the following procedures will be observed to affect those changes:

A. All content written in *blue/green* font with grey background shading requires the review and approval (by a majority consensus) of an established group of Department employees, hereinafter referred to as the Policy Review Committee (PRC). (*blue FOP Sworn Contract wording/green FOP Non-Sworn Contract wording*) Further, such content may not be altered – permanently or temporarily – without the approval of the Riley County Law Enforcement Agency (Law Board).

B. All other content may be altered in accordance with Policy 12.2.1, Written Directive System.

C. All changes become effective when approved in writing by the Director or the authorized signatory of the Law Board.

3. **CALEA On-Site Assessment:** If needed, the Director may authorize minor policy changes during an on-site assessment to allow the Department to successfully complete the accreditation process. Any changes authorized will be routed through the above listed procedures as soon as applicable.

☒ **GENERAL ORDER** (Requires Law Board Approval)

NUMBER: 2019-048

☐ **SPECIAL ORDER**
☐ New Policy

☒ Update Existing Policy

POLICY: 12.1.3 - Obey Lawful Orders
PURPOSE: Policy revised per the Director

Date Proposed Policy Disseminated: 1/28/2020

Date Approved Policy Disseminated: N/A

INITIAL REVIEW & RECOMMENDATION:

☒ Sworn - Command Staff

☐ Non-Sworn - Jail Lieutenants

☐ Non-Sworn - RMS Supervisor

☒ Sworn - Command Level

☐ Non-Sworn - Communication Mgr.

☐ Non-Sworn - Accreditation Mgr.

Electronic Review Via PowerDMS - See Report

Assistant Director - Initial Review

Approved: ☒ Revision Suggested: ☐

Initials:

Date:

via PDMS
9/11/2020

APPROVALS:

Vote Outcome:	# Agreed	# Disagree
PRC Majority Approved		
PRC Majority Rejected		

See PowerDMS

Policy Review Committee Chair Approval

3/5/2021

Date

See PowerDMS

Assistant Director's Approval

12/17/2020

Date

See PowerDMS

Director's Approval

3/5/2021

Date

Law Board Chair Approval (General Orders Only)

Date

☒ **A RCPD-All**
☐ **B1 Sworn - Command Staff** [Captains, Asst. Director, Director]

☐ **B2 Sworn - Command Level** [Lieutenants]

☐ **B3 Sworn** [Police Officers, Sergeants]

☐ **B4 Sworn - Court Security** [Sworn, Sgt, Court Screeners]

☐ **B5 Sworn - Patrol Sergeants**
☐ **C Investigations - Other** [Evidence Technician, Evidence Supervisor, CSI Technician]

☐ **C2 Investigations - Other** [Crime Analyst]

☐ **D Admin - Non-Sworn - Clerical** [Accountant, Accreditation Manager, Executive Secretary, HR Coordinator, HR Technician, PIO]

☐ **E Admin -** [Supply Technician, Maintenance Technician I & II, Custodian, Maintenance Supervisor]

☐ **F Admin - Other**
☐ **G1 Support - Dispatch** [Communication Manger]

☐ **G2 Support - Dispatch** [Dispatcher, Dispatch Supervisor]

☐ **H1 Support - Clerical** [RMS Supervisor]

☐ **H2 Support - Clerical** [Clerk, Secretary, RMS Technician]

☐ **I Support - Other**
☐ **J Support - IT** [Computer Technician I & II, Systems Administrator]

☐ **K1 Jail** [Lieutenants]

☐ **K2 Jail** [Correction Officers, Sergeants]

☐ **L Jail - Support Staff** [Jail Assistant]

☐ **M Jail** [Lieutenants]

☐ **N PSA's**
☐ **O Legal Counsel** [Derrick Roberson]

☐ **P READ ALL PROPOSED POLICIES** [Includes PRC members and other employees at their request]

Attachment: 03-15-21 law board packet (9883 : Law Board Meeting Agenda)

Policy Title: 12.1.3 Obey Lawful Orders		
Policy & Procedures	Approved On: 12-07-2009	Order: GO 2019-048
 RILEY COUNTY POLICE DEPARTMENT To Reduce Crime and improve the quality of life for the citizens we serve	Approved: <i>Dennis P. Butler</i>	
	Dennis P. Butler, Director	
Riley County Police Department	CALEA Standard:	
Manhattan, KS	12.1.3	
Chapter: 12 - Direction		

1. Department members will obey any lawful order of a superior, including any order relayed from a superior by an employee of the same or lesser rank. Orders from a superior to a subordinate will be in clear, understandable language, contextually appropriate in tone and issued in regard to Department interests.
2. Any Department member who willfully disobeys or disregards the direct order (verbal or written) of a superior officer will be considered to be insubordinate.
 - A. Conflicting Order: In the event a Department member receives a conflicting order or directive, the member will respectfully call the conflict to the attention of the superior officer giving the last order. Should the latter not change the order, it will be obeyed and the member will not be responsible for disobedience of the first order. The responsibility for rescinding the original order or instruction rests with the individual who issued the second order.
 - B. Unlawful Order: Employees must never obey any order they know or should know is unlawful.
3. No superior will knowingly issue any order that is in violation of any law, ordinance or Department policy. No Department member is required to obey any order which is contrary to federal, state or local law. An employee's refusal to obey is their responsibility and they must remain accountable for their decision. The Department member has a responsibility to inform the superior of their decision to not follow the direction of the order. The Department member shall contact the superior's supervisor if they choose to not carry out an order or directive and provide their reasoning for not acting in accordance with an order.

☒ **GENERAL ORDER** (Requires Law Board Approval)

NUMBER: 2020-159

☐ **SPECIAL ORDER**

☒ New Policy

☐ Update Existing Policy

POLICY: 4.2.5 - Assault on Officer Review

PURPOSE: New policy was created per 6th Edition requirements

Date Proposed Policy Disseminated: 1/26/2021

Date Approved Policy Disseminated: N/A

INITIAL REVIEW & RECOMMENDATION:

☒ Sworn - Command Staff

☐ Non-Sworn - Jail Lieutenants

☐ Non-Sworn - RMS Supervisor

☒ Sworn - Command Level

☐ Non-Sworn - Communication Mgr.

☐ Non-Sworn - Accreditation Mgr.

Electronic Review Via PowerDMS - See Report

Assistant Director - Initial Review

Approved:

☒

Revision Suggested:

☐

Initials:

via PDMS

Date:

9/11/2020

APPROVALS:

See PowerDMS

Policy Review Committee Chair Approval

See PowerDMS

Assistant Director's Approval

See PowerDMS

Director's Approval

Law Board Chair Approval (General Orders Only)

Vote Outcome:	# Agreed	# Disagree
PRC Majority Approved		
PRC Majority Rejected		

3/1/2021

Date

2/8/2021

Date

3/5/2021

Date

Date

☐ A RCPD-All

☒ B1 Sworn - Command Staff [Captains, Asst. Director, Director]

☒ B2 Sworn - Command Level [Lieutenants]

☒ B3 Sworn [Police Officers, Sergeants]

☐ B4 Sworn - Court Security [Sworn, Sgt, Court Screeners]

☐ B5 Sworn - Patrol Sergeants

☐ C Investigations - Other [Evidence Technician, Evidence Supervisor, CSI Technician]

☐ C2 Investigations - Other [Crime Analyst]

☐ D Admin - Non-Sworn - Clerical [Accountant, Accreditation Manager, Executive Secretary, HR Coordinator, HR Technician, PIO]

☐ E Admin - [Supply Technician, Maintenance Technician I & II, Custodian, Maintenance Supervisor]

☐ F Admin - Other

☐ G1 Support - Dispatch [Communication Manger]

☐ G2 Support - Dispatch [Dispatcher, Dispatch Supervisor]

☐ H1 Support - Clerical [RMS Supervisor]

☐ H2 Support - Clerical [Clerk, Secretary, RMS Technician]

☐ I Support - Other

☐ J Support - IT [Computer Technician I & II, Systems Administrator]

☒ K1 Jail [Lieutenants]

☒ K2 Jail [Correction Officers, Sergeants]

☐ L Jail - Support Staff [Jail Assistant]

☐ M Jail [Lieutenants]

☐ N PSA's

☐ O Legal Counsel [Derrick Roberson]

☐ P READ ALL PROPOSED POLICIES [Includes PRC members and other employees at their request]

Attachment: 03-15-21 law board packet (9883 : Law Board Meeting Agenda)

Policy Title: 4.2.5 Assault on Officer Review		
Policy & Procedures	Approved On:	Order: GO 2020-159
 RILEY COUNTY POLICE DEPARTMENT To reduce crime and improve the quality of life for the citizens we serve	Approved: <i>Dennis P. Butler</i>	
	Dennis P. Butler, Director	
Riley County Police Department	CALEA Standard:	
Manhattan, KS	4.2.5	
Chapter: 4 - Use of Force		

1. **Use of Force – Assault on Officer Review:** Assaults on Corrections and Sworn officers along with Police Service Aides (PSA) will be reviewed annually and produce:

A. An annual report, prepared by the Training Officer, will be submitted through the chain of command to the Director. The report will evaluate the implications of each type of event and may include a breakdown of time of day, type of initial call, presence of multiple officers, and prior history of the arrestee/inmate. The purpose of the review is to determine what actions the agency may take to enhance officer safety, prepare the organization for requests for information regarding use of force events, and maintain training curriculums that are predicated on real data from field-based events.

B. The annual report will include at a minimum:

- 1) A break down by working groups (e.g. Corrections, Sworn, and PSA).
- 2) Multiyear analysis as data becomes available.

C. Typically the information found in the annual report will be derived from use of force reports. However, the creation or enhancement of department forms may be necessary to ensure that all assaults on agency personnel are captured.

D. In order to avoid duplicate work and inconsistencies between internal and external reporting; care must be taken to ensure that the internal annual report comports with State of Kansas reporting requirements (if applicable) whenever possible.



2022 Budget Presentation

Director Dennis P. Butler
RCPD Captains

*"To reduce crime and improve the
quality of life for the citizens we serve."*

"To reduce Crime and Improve the quality of life for the citizens we serve"

Mission Statement



Minimize the financial and social cost of public safety

Strategic Goal #1



Maintain a Safe and Secure Community

Strategic Goal #2



54

Promote Legitimacy in the Eyes of the Public

Strategic Goal #3



Create a Culture of Service Throughout the Organization

Strategic Goal #4



55.

Needs Assessment

- Staff Meeting: 14 Needs identified.
 - Steps
 - COLA
 - Payroll technician
 - Court screener
 - Training budget
 - Metal detectors (Jail)
 - Jail Cook
 - License Plate Readers
 - Cell phones in patrol cars
 - Online reporting
 - Spillman Touch
 - Temperature scanners
 - X-ray machine (Jail)
 - Underfunding



Needs Assessment

- Staff Meeting: 14 Needs identified.
 - Steps
 - COLA
 - Payroll technician
 - Court screener
 - Training budget
 - ~~Metal detectors (Jail)~~
 - Jail Cook
 - ~~License Plate Readers~~
 - ~~Cell phones in patrol cars~~
 - ~~Online reporting~~
 - ~~Spillman Touch~~
 - ~~Temperature scanners~~
 - ~~X-ray machine (Jail)~~
 - Underfunding



58.

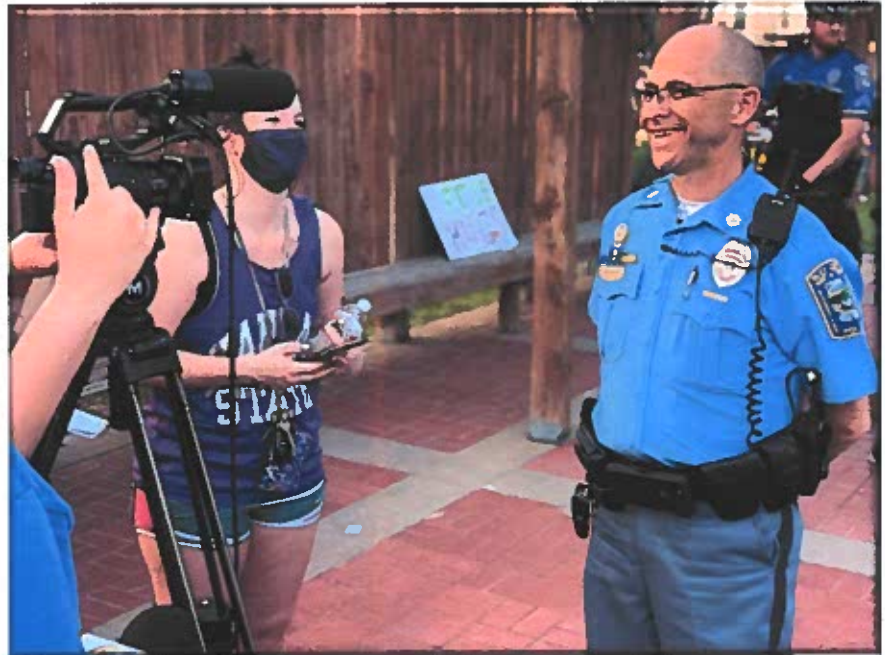
Needs Assessment

- Removed \$114K+ from consideration
 - One-time expenditures
 - More development



Today's Agenda

- Approach to Budget
- 2020-2021 Base Adjustments
- Item A: COLA
- Item B (1): Part-time to full-time Finance/Payroll Technician
- Item B (2): Full-time Payroll Technician
- Item C: Training Budget
- Item D: Jail Cook
- Item E: Court Security Screener
- Item F: Underfunding - Insurance





Approach to Budget

Captain Josh Kyle

*"To reduce crime and improve the
quality of life for the citizens we serve."*

Begin with Personnel

- 85% of budget
- Establish base change from 2021 to 2022
- Present needs for 2022
- Lock-in budget numbers
- Possibly address non-personnel accounts



Underfunding

- Several accounts are underfunded
- Eighteen (18) accounts totaling approximately \$659K.
- Rely on unused personnel funds
- Average of \$924K over last three years



For Example:



	Patrol Personnel	Corrections Personnel	Dispatchers	Total
Authorized	88	51	24	
Vacant	1	9	2	12
In Training	6	3	2	
Total Available*	81	39	20	
Additional Info:		1 Military Leave	1 Part-time, Filling In	
*As of 3/5/2021				



43.

64.

Proper Funding

- Closer monitoring of accounts
- Announce if unexpended personnel funds are needed
- Approach Law Board with end-of-year spending
- It's a process & proper funding will take several years





2020-2021 Base Adjustments

Captain Josh Kyle

*"To reduce crime and improve the
quality of life for the citizens we serve."*

Base Adjustment

\$22,193,453
2021 Approved Budget

2021 Budget*

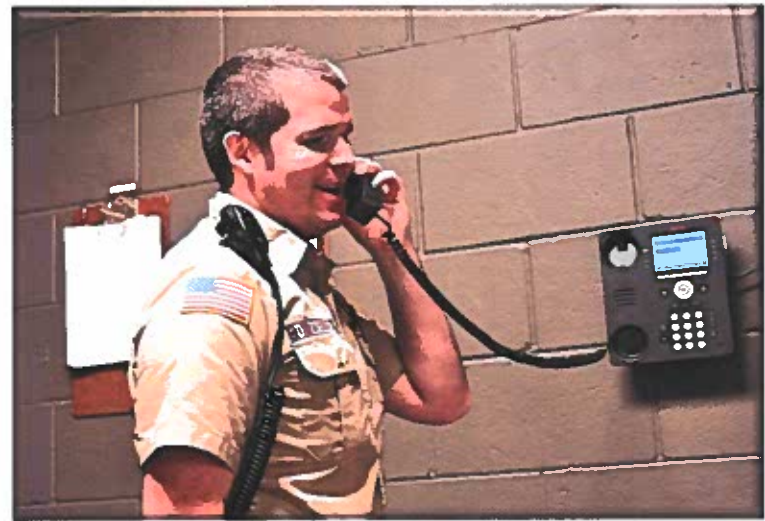
Approved

Full Time Salaries	\$13,401,286
Part Time Salaries	125,000
Overtime	471,762
Total Salaries & OT	\$13,998,048
 KPF	 \$1,864,647
KPERS	564,141
FICA	559,569
Health Insurance	1,537,150
Workers Comp.	300,000
Unemployment	13,998
Total Benefits	\$4,839,505

Total Personnel

\$18,837,553

**Personnel Budget Only*



Base Adjustment

\$22,193,453
2021 Approved Budget

	2021 Budget*	Turnover
	Approved	
Full Time Salaries	\$13,401,286	(\$62,464)
Part Time Salaries	125,000	
Overtime	471,762	
Total Salaries & OT	\$13,998,048	(\$62,464)
KPF	\$1,864,647	(\$12,564)
KPERS	564,141	11,059
FICA	559,569	82
Health Insurance	1,537,150	
Workers Comp.	300,000	
Unemployment	13,998	(62)
Total Benefits	\$4,839,505	(\$1,485)
Total Personnel	\$18,837,553	(\$63,950)
*Personnel Budget Only		-0.29%



67.

Base Adjustment

\$22,193,453
2021 Approved Budget

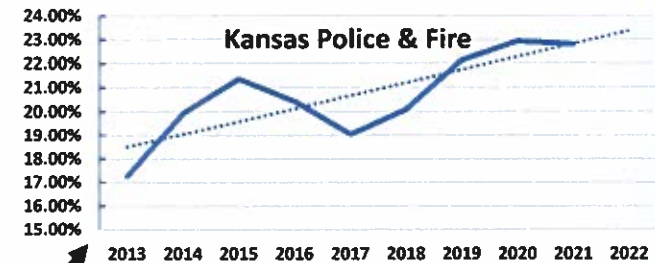
	2021 Budget*	Turnover	Benefit Changes
	Approved		
Full Time Salaries	\$13,401,286	(\$62,464)	
Part Time Salaries	125,000		
Overtime	471,762		
Total Salaries & OT	\$13,998,048	(\$62,464)	\$0
KPF	\$1,864,647	(\$12,564)	\$20,966
KPERS	564,141	11,059	
FICA	559,569	82	
Health Insurance	1,537,150		
Workers Comp.	300,000		80,000
Unemployment	13,998	-62.42	
Total Benefits	\$4,839,505	(\$1,485)	\$100,966
Total Personnel	\$18,837,553	(\$63,950)	\$100,966
*Personnel Budget Only		-0.29%	0.45%



Base Adjustment

\$22,193,453
2021 Approved Budget

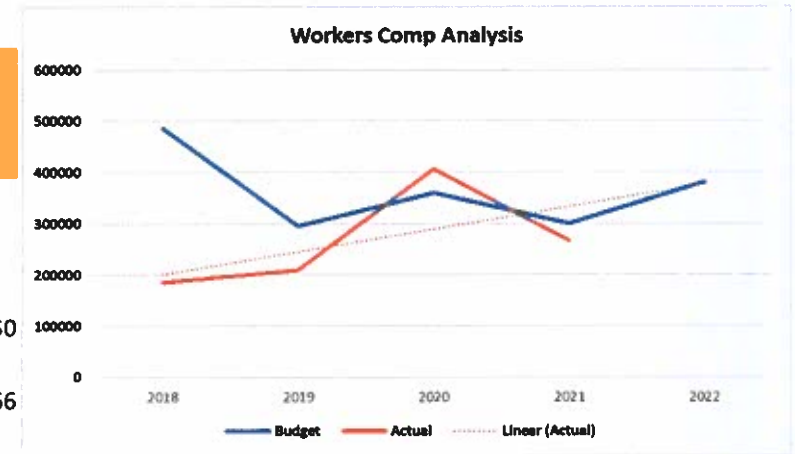
	2021 Budget*	Turnover	Benefit Changes
	Approved		
Full Time Salaries	\$13,401,286	(\$62,464)	
Part Time Salaries	125,000		
Overtime	471,762		
Total Salaries & OT	\$13,998,048	(\$62,464)	\$0
KPF	\$1,864,647	(\$12,564)	\$20,966
KPERS	564,141	11,059	
FICA	559,569	82	
Health Insurance	1,537,150		
Workers Comp.	300,000		80,000
Unemployment	13,998	-62.42	
Total Benefits	\$4,839,505	(\$1,485)	\$100,966
Total Personnel	\$18,837,553	(\$63,950)	\$100,966
*Personnel Budget Only		-0.29%	0.45%



Base Adjustment

\$22,193,453
2021 Approved Budget

	2021 Budget*	Turnover	Benefit Changes
	Approved		
Full Time Salaries	\$13,401,286	(\$62,464)	
Part Time Salaries	125,000		
Overtime	471,762		
Total Salaries & OT	\$13,998,048	(\$62,464)	\$0
KPF	\$1,864,647	(\$12,564)	\$20,966
KPERS	564,141	11,059	
FICA	559,569	82	
Health Insurance	1,537,150		
Workers Comp.	300,000		80,000
Unemployment	13,998	-62.42	
Total Benefits	\$4,839,505	(\$1,485)	\$100,966
Total Personnel	\$18,837,553	(\$63,950)	\$100,966
*Personnel Budget Only		-0.29%	0.45%



Base Adjustment

\$22,193,453
2021 Approved Budget

	2021 Budget*	Turnover	Benefit Changes	Steps & Longevity Pay
	Approved			
Full Time Salaries	\$13,401,286	(\$62,464)		\$134,924
Part Time Salaries	125,000			
Overtime	471,762			
Total Salaries & OT	\$13,998,048	(\$62,464)	\$0	\$134,924
KPF	\$1,864,647	(\$12,564)	\$20,966	\$10,015
KPERS	564,141	11,059		6,873
FICA	559,569	82		6,203
Health Insurance	1,537,150			
Workers Comp.	300,000		80,000	
Unemployment	13,998	-62.42		135
Total Benefits	\$4,839,505	(\$1,485)	\$100,966	\$23,226
Total Personnel	\$18,837,553	(\$63,950)	\$100,966	\$158,150
*Personnel Budget Only		-0.29%	0.45%	0.71%



Base Adjustment

\$22,193,453
2021 Approved Budget

	2022 Base Calculation			
	2021 Budget*	Turnover	Benefit Changes	Total Adjustments
	Approved			
Full Time Salaries	\$13,401,286	(\$62,464)		\$134,924
Part Time Salaries	125,000			\$0
Overtime	471,762			\$0
Total Salaries & OT	\$13,998,048	(\$62,464)	\$0	\$134,924
KPF	\$1,864,647	(\$12,564)	\$20,966	\$10,015
KPERS	564,141	11,059		6,873
FICA	559,569	82		6,203
Health Insurance	1,537,150			\$0
Workers Comp.	300,000		80,000	\$80,000
Unemployment	13,998	-62.42		135
Total Benefits	\$4,839,505	(\$1,485)	\$100,966	\$23,226
Total Personnel	\$18,837,553	(\$63,950)	\$100,966	\$158,150
*Personnel Budget Only		-0.29%	0.45%	0.71%



Base Adjustment

\$22,193,453
2021 Approved Budget

	2022 Base Calculation				
	2021 Budget*	Turnover	Benefit Changes	Steps & Longevity Pay	Total Adjustments
	Approved				
Full Time Salaries	\$13,401,286	(\$62,464)		\$134,924	\$72,460
Part Time Salaries	125,000				\$0
Overtime	471,762				\$0
Total Salaries & OT	\$13,998,048	(\$62,464)	\$0	\$134,924	\$72,460
KPF	\$1,864,647	(\$12,564)	\$20,966	\$10,015	\$18,417
KPERS	564,141	11,059		6,873	\$17,932
FICA	559,569	82		6,203	\$6,285
Health Insurance	1,537,150				\$0
Workers Comp.	300,000		80,000		\$80,000
Unemployment	13,998	-62.42		135	\$73
Total Benefits	\$4,839,505	(\$1,485)	\$100,966	\$23,226	\$122,706
Total Personnel	\$18,837,553	(\$63,950)	\$100,966	\$158,150	\$195,166
*Personnel Budget Only		-0.29%	0.45%	0.71%	0.88%





Item A: Cost of Living Allowance

Captain Josh Kyle

*"To reduce crime and improve the
quality of life for the citizens we serve."*

Item A: COLA

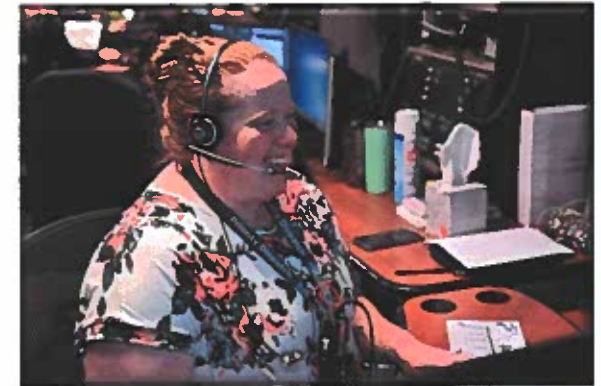
- Provided by US Dept. of Labor, Bureau of Labor Statistics (BLS)
 - Assert that monthly and annual averages are appropriate
 - Reduce volatility
 - Avoid:
 - Seasonal adjustments
 - Local indexes
- Annual averages reduce volatility



Item A: CPI - Midwest

- Consumer Price Index (CPI) Midwest Region
- Used by the City of Manhattan & Riley County

Year	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Annual	HALF1	HALF2
2011	1.9	2.2	2.7	3.3	3.8	3.9	3.8	3.8	3.9	3.3	3.3	2.8	3.2	2.9	3.5
2012	2.8	2.7	2.8	2.3	1.5	1.4	1.3	1.8	1.9	2.2	1.8	1.8	2.0	2.3	1.8
2013	1.3	2.2	1.4	1.2	1.8	2.2	1.8	1.2	1.0	0.8	1.0	1.0	1.4	1.7	1.1
2014	1.4	0.9	1.5	1.9	1.6	1.7	1.8	1.6	1.6	1.6	1.2	0.7	1.5	1.5	1.4
2015	-0.3	-0.5	-0.9	-1.1	-0.8	-0.7	-0.5	-0.3	-0.8	-0.3	-0.2	0.0	-0.5	-0.7	-0.4
2016	0.8	0.4	0.5	0.8	0.8	0.8	0.4	0.6	1.1	1.0	1.2	1.8	0.8	0.7	1.0
2017	2.2	2.4	1.9	1.8	1.4	0.9	1.3	1.5	1.5	1.5	1.9	1.7	1.7	1.8	1.6
2018	1.6	1.7	1.8	1.8	2.3	2.5	2.4	2.1	1.9	2.2	1.4	1.3	1.9	2.0	1.9
2019	0.8	1.3	1.7	1.5	1.3	1.2	1.5	1.5	1.4	1.5	1.9	2.3	1.5	1.3	1.7
2020	2.5	2.1	1.0	-0.4	-0.4	0.4	0.7	1.1	1.3	1.0	1.0	1.1	1.0	0.9	1.0



Item A: COLA

- Annual average since 2013

CPI Comparison		
	Annual Average	RCPD Budget
2013	1.4	
2014	1.5	
2015	-0.5	1.4
2016	0.8	1.5
2017	1.7	-0.5*
2018	1.9	0.8
2019	1.5	1.7
2020	1.0	1.9
2021		0
2022		1.0

*Decrease in benefits



Item A: COLA

	\$22,193,453	
2021 Approved Budget		
	2022 Base	A
		COLA (1%)
\$ Change	\$195,166	\$155,905
% Change	0.88%	0.70%





Item B(1): PT to FT

Captain Josh Kyle

*"To reduce crime and improve the
quality of life for the citizens we serve."*

Item B (1): Convert Part-time Finance Tech to Full-time Payroll Tech

Current Structure:

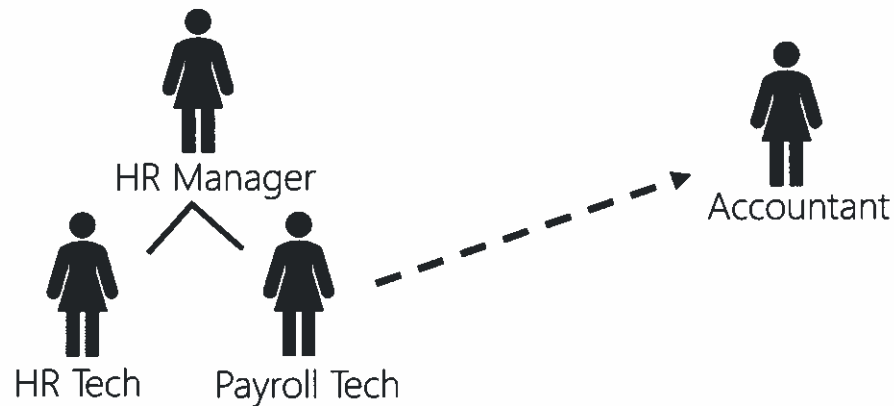


Item B (1): Convert Part-time Finance Tech to Full-time Payroll Tech

Current Structure:



New Structure:



B2.

ITEM B (1): PT to FT

- OT
- "Part-time"
- 2020 Workload Assessment



ITEM B (1): PT to FT

- Separation of Duties
- Budget and Finance Office
 - Budget Development
 - Budget Communication
 - Accounts Payable
 - Big picture projects
- Leave Time
- Right now solution



Item B (1): PT to FT

	\$22,193,453		
2021 Approved Budget			
	2022 Base	A	B (1)
		COLA (1%)	PT to FT
\$ Change	\$195,166	\$155,905	\$46,511
% Change	0.88%	0.70%	0.21%





Item B(2): Payroll Technician

Captain Josh Kyle

*"To reduce crime and improve the
quality of life for the citizens we serve."*

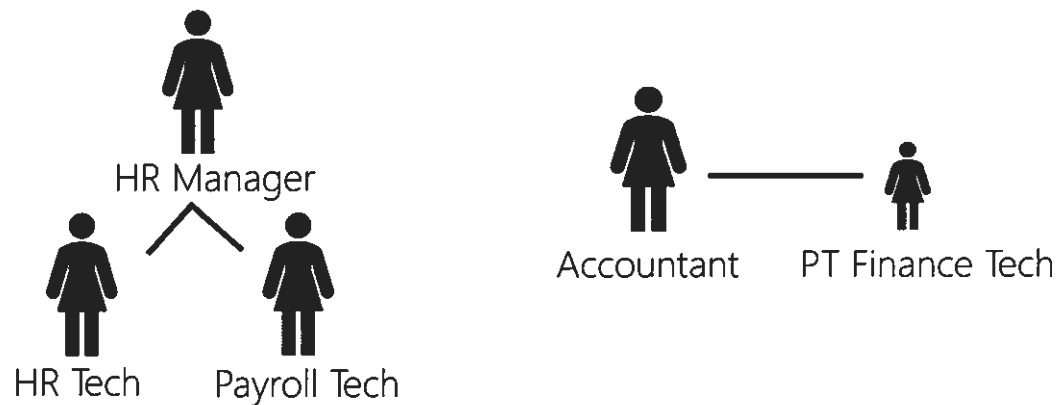
86

Item B (2): Stand Alone Payroll Technician

Current Structure:



New Structure:



Item B (2): Stand alone Payroll Technician

- Strategic Goal #4: "Create a Culture of Service Throughout the Organization"



Item B (2): Stand Alone Payroll Technician

	\$22,193,453			
2021 Approved Budget	2022 Base	A	B (1)	B (2)
		COLA (1%)	PT to FT	FT PAYROLL TECH
\$ Change	\$195,166	\$155,905	\$46,511	\$61,511
% Change	0.88%	0.70%	0.21%	0.28%





Item C: Training Budget

Captain Greg Steere
Captain Erin Freidline

*"To reduce crime and improve the
quality of life for the citizens we serve."*



Item C: Patrol Division

Captain Greg Steere

*"To reduce crime and improve the
quality of life for the citizens we serve."*

Item C: Patrol Training Budget

- Current Budget is \$23,000
- 82 total employees assigned to Patrol



92.

Item C: Patrol Training Budget

- Some examples of training that comes out of this budget:
all certifications, K9, Mental Health, Community Policing, Seat belt Installation, Crisis Intervention Training, Interview Schools, Terrorism, School Resource Officer, Crime Scene Investigation, Police Training Officer, Leadership, New Supervisors, Firearms, Armorer Schools, Training Conferences, Computer Voice Stress Analyzer, Command Schools, Court Security Training, ARIDE, Arson, OC, Spike Strips, Driving/Pursuits, Bike Training, Suicide Prevention, Taser, Defensive Tactics, Child Advocacy, Clandestine Labs, Reality Based Training, Field Force/Riot Control, Trauma Informed Sexual Assault Training, Human Trafficking, Peer Support, Active Violence, Less Lethal, Planning and Design of Facilities, Fair and Impartial Policing, and others.



Item C: Patrol Training Budget

- Actual Expenditures out of this budget

2016	2017	2018	2019	2020
\$31,613	\$42,864	\$28,476	\$48,822	\$18,714

- Average= \$34,098



94.

Item C: Patrol Training Budget

- Recommendation is to increase this budget from \$23,000 to \$30,000.





Item C: Emergency Response Unit (ERU) Training Budget

Captain Greg Steere

*"To reduce crime and improve the
quality of life for the citizens we serve."*

Item C: ERU Training Budget

- Current Budget is \$7,000
- Tactical Team-14 team members/ 3 assigned medics
- Bomb Team-4 team members
- Hostage Negotiators-5 team members
- Drone Team- 4 team members
- Hazardous Evidence Response Team- 4 members



Item C: ERU Training Budget

- Recommendation is to increase this budget from \$7,000 to \$12,000.



98.

Item C: Patrol and Specialty Teams

Maintain a Safe and
Secure Community
Strategic Goal #2

Promote Legitimacy in the
Eyes of the Public
Strategic Goal #3





Item C: Investigations Division

Captain Erin Freidline

*"To reduce crime and improve the
quality of life for the citizens we serve."*

Item C: Investigations Training Budget

Division	Current Budget	2016	2017	2018	2019	2020	5 Year Average
Investigations	\$15,000	\$12,993	\$29,783	\$36,813	\$33,937	\$9,168	\$24,539

Demands and training costs continue to increase as case knowledge and expectations increase.

Item C: Investigations Training Budget

Investigations Personnel:

- Detectives
- Crime Scene Investigators
- Evidence personnel
- Victim Advocate Coordinator
- Criminal Intelligence Unit



Item C: Top Categories for Investigations Training

- Interview training \$16,550
- Major crime scene/Homicide training \$29,400
- Cellular Phone training \$10,500



Item C: Investigations Training Budget

- Increase training budget from \$15,000 to \$21,000 (+\$6000)
- Addresses needs for division comprised of 24 employees with significant specialized skill sets
- Reduces gap in underfunded account



164.

Item C: Investigations Training Budget

- Promoting Legitimacy in the Eyes of the Public (goal #3)
- Strategic Goals – Create a Culture of Service (goal #4)



Item C: Training Budget

\$22,193,453					
2021 Approved Budget					
	2022 Base	A	B (1)	B (2)	C
		COLA (1%)	PT to FT	FT PAYROLL TECH	TRAINING
\$ Change	\$195,166	\$155,905	\$46,511	\$61,511	\$18,000
% Change	0.88%	0.70%	0.21%	0.28%	0.08%





Item D: Jail Cook

Captain Derek Woods

*"To reduce crime and improve the
quality of life for the citizens we serve."*

Item D: Jail Cook Addition

- Increase Jail Cook Positions from 2 to 3
- Critical Position
 - Responsible for every meal



Item D: Jail Cook Addition

- In 2020 the Jail lost institutional knowledge as it pertains to the jail kitchen
- Changes in oversight of kitchen
- Safety & Security
- Optimal Staffing at all times
- Allows for training
- Reduces Burn Out



Item D: Jail Cook Addition

- Reduction in Jail Overtime
- Current absences are covered by Corrections Staff
- Corrections is short-staffed
- Not an easy position to fill- Takes the right person because of environment



Item D: Jail Cook Addition

Strategic Goals:

- Minimize the financial and social cost of public safety
 - Reduction in OT for both Corrections Officers and Kitchen staff
- Maintain a Safe and Secure Community
 - Allows Corrections to focus on inmate behavior
- Promote Legitimacy in the Eyes of the Public
 - Reduction in Burn-out



Item D: Jail Cook



\$22,193,453

2021 Approved Budget

	2022 Base	A	B (1)	B (2)	C	D
		COLA (1%)	PT to FT	FT PAYROLL TECH	TRAINING	COOK
\$ Change	\$195,166	\$155,905	\$46,511	\$61,511	\$18,000	\$37,469
% Change	0.88%	0.70%	0.21%	0.28%	0.08%	0.17%



Item E: Court Security Screener

Captain Greg Steere

*"To reduce crime and improve the
quality of life for the citizens we serve."*

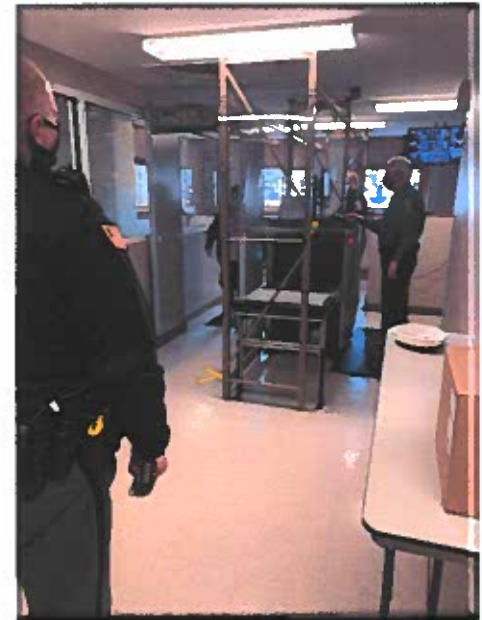
Item E: Court Security Screener (CSS)

- Court Security Unit was created in 2017
- At that time the unit included:
 - 1 Sergeant
 - 4 Court Security Officers (Police Officers)
 - 4 Court Security Screeners (non-sworn personnel)
- Unit is responsible for screening and all physical security at Riley County District Court and Manhattan Municipal Court from approximately 7am-6pm during normal operating hours.



Item E: CSS

- In 2018, during budget negotiations, one of the Court Security Screener (non-sworn personnel) positions was eliminated.
- Current allocated staffing:
 - 1 Sergeant
 - 4 Court Security Officers (Police Officers)
 - 3 Court Security Screeners (non-sworn personnel)



Item E: CSS

- COVID effects in 2021
- Beginning this month the Court Security Unit will be responsible for screening and physical security at a third location to accommodate more space for Jury Trials



Former Seth Child Cinema, 2610 Farm Bureau Rd.

Item E: CSS

- Recommendation is to restore the Court Security Unit to it's original staffing level by adding one Court Security Screener position.



Item E: CSS

Maintain a Safe and Secure Community
Strategic Goal #2



Item E: Court Security Screener

	\$22,193,453						
2021 Approved Budget							
	2022 Base	A	B (1)	B (2)	C	D	E
		COLA (1%)	PT to FT	FT PAYROLL TECH	TRAINING	COOK	CSS
\$ Change	\$195,166	\$155,905	\$46,511	\$61,511	\$18,000	\$37,469	\$44,804
% Change	0.88%	0.70%	0.21%	0.28%	0.08%	0.17%	0.20%



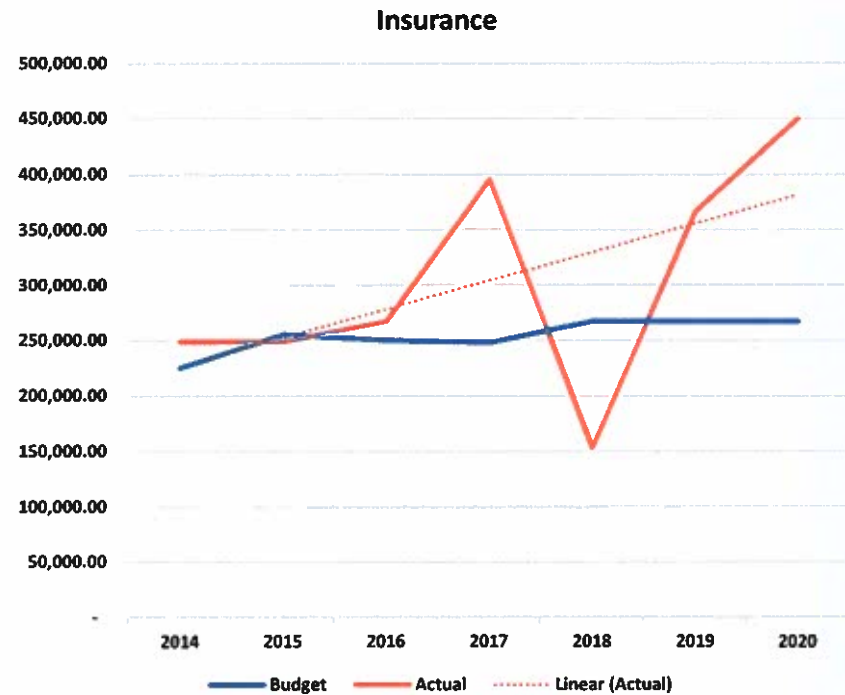
Item F: Underfunding - Insurance

Captain Josh Kyle

*"To reduce crime and improve the
quality of life for the citizens we serve."*

Item F: Insurance

- Current budget: \$267K
- 2014 budget: \$225K
- Gap of \$53K
- 2022 proposed: \$320K



Item F: Underfunding - Insurance

	\$22,193,453							
2021 Approved Budget	Items							
	2022 Base	A	B (1)	B (2)	C	D	E	F
		COLA (1%)	PT to FT	FT PAYROLL TECH	TRAINING	COOK	CSS	Insurance
\$ Change	\$195,166	\$155,905	\$46,511	\$61,511	\$18,000	\$37,469	\$44,804	\$53,000
% Change	0.88%	0.70%	0.21%	0.28%	0.08%	0.17%	0.20%	0.24%



Summary

Director Dennis P. Butler

*"To reduce crime and improve the
quality of life for the citizens we serve."*

Summary

\$22,193,453	Items								
2021 Approved Budget	2022 Base	A	B (1)	B (2)	C	D	E	F	Total Increase
		COLA (1%)	PT to FT	FT PAYROLL TECH	TRAINING	COOK	CSS	Insurance	
	\$ Change	\$195,166	\$155,905	\$46,511	\$61,511	\$18,000	\$37,469	\$44,804	\$53,000
% Change	0.88%	0.70%	0.21%	0.28%	0.08%	0.17%	0.20%	0.24%	2.48%



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Summary

\$22,193,453		Items									
2021 Approved Budget		2022 Base	A	B (1)	B (2)	C	D	E	F	Total Increase	Total Increase
			COLA (1%)	PT to FT	FT PAYROLL TECH	TRAINING	COOK	CSS	Insurance	with B (1)	with B (2)
\$ Change	\$195,166	\$155,905	\$46,511	\$61,511	\$18,000	\$37,469	\$44,804	\$53,000	\$550,855	\$565,855	
% Change	0.88%	0.70%	0.21%	0.28%	0.08%	0.17%	0.20%	0.24%	2.48%	2.55%	



Summary

\$22,193,453									
2021 Approved Budget									
	Items								
	2022 Base	A	B (1)	B (2)	C	D	E	F	
		COLA (1%)	PT to FT	FT PAYROLL TECH	TRAINING	COOK	CSS	Insurance	
\$ Change	\$195,166	\$155,905	\$46,511	\$61,511	\$18,000	\$37,469	\$44,804	\$53,000	Total Increase with B (1)
% Change	0.88%	0.70%	0.21%	0.28%	0.08%	0.17%	0.20%	0.24%	Total Increase with B (2)
									\$550,855
									\$565,855

Percent Breakdown of Maximum Increase			
Personnel	2.23%	87.5%	\$494,855
Non-Personnel	0.32%	12.5%	\$71,000
Total	2.55%	100.0%	\$565,855



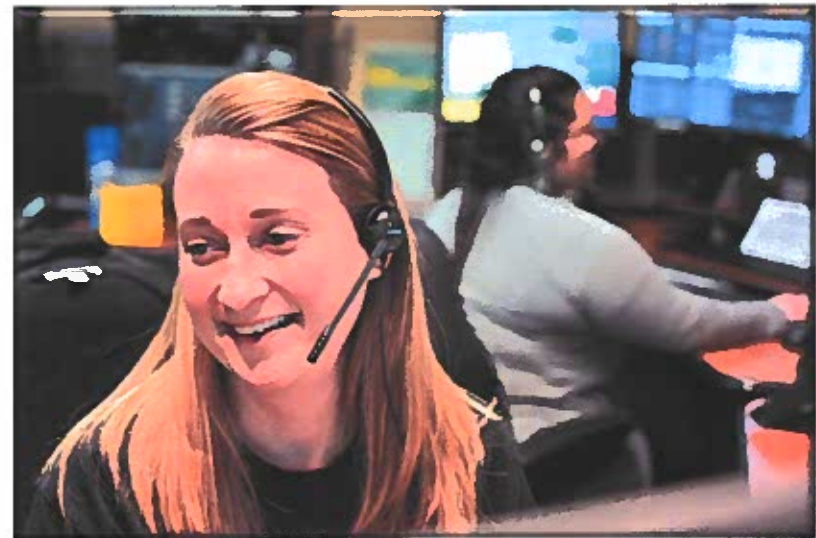
Financial Needs

- Personnel Needs 80/20 Split
 - Salary base change and COLA
 - Finance Technician
 - Jail Cook
 - Court Security Screener
- Operating Needs 80/20 Split
 - Training Funds
 - Insurance Account
- Capital Purchases Needs County Only
 - ~~Range Facilities (Completed)~~
 - Aggieville Substation
 - LEC Expansion
 - Misc. projects



Future Meetings

- Make adjustments to this proposal as needed
- Provide detailed account information if desired



128.

Thank You!



Riley County Police Department

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Manhattan, Kansas 66502**

(785) 537-2112

www.RileyCountyPolice.org

*"To reduce crime and improve the
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