



**Board of Riley County
Commissioners
Regular Meeting
Agenda
March 17, 2025**

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

Cindy Kabriel
785-565-6200

Commission Chambers

8:30 AM

[District 1 – John Ford, Member](#)

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

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

8:30 AM

Call to Order

Pledge of Allegiance

Public Comment

1. Public Comments

Commission Comments

2. Commission Comments

Business Meeting

3. CIP Project Activation
4. CIP Amendment 24-24PW008
5. Sign Riley County Employee Action Form(s)

Review Minutes

6. Board of Riley County Commissioners - Regular Meeting - Mar 13, 2025 8:30 AM

Review Tentative Agenda

7. Tentative Agenda

Press Conference Topics

8. Discuss Press Conference

9:00 AM

Amanda Webb, Planning/Special Projects Director

9. Authorize Chairman to sign Community Rating System (CRS) recertification letter.

9:15 AM

David Adams, EMS/Ambulance Director

10. Staff Update

9:30 AM

Press Conference

9:35 AM

Jacob Hansen, Deputy County Counselor

11. Hargrave Fence View Application

9:45 AM Brittany Phillips, Budget and Finance Officer

- 12. 2026 Appropriation Discussion

9:55 AM Bryant Parker, Counselor/Director of Administrative Services

- 13. Administrative Work Session
- 14. Pending County Projects County Counselor

12:00 PM Law Enforcement Agency Meeting

- 15. 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**
Work Session

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

COMMISSION AGENDA REPORT

FROM: Brittany Phillips, Budget & Finance Officer

MEETING: March 17, 2025

SUBJECT: CIP Project Activation

PRESENTER: Brittany Phillips, Budget & Finance Officer

BACKGROUND

On March 13, 2025, a CIP project was approved for the Bala Cleanup.

DISCUSSION

The BOCC has approved the items listed below:

<u>DEPARTMENT:</u>	<u>TOTAL</u>	<u># OF PROJECTS:</u>
NW/HHW	13,244.50	1
TOTAL	13,244.50	

RECOMMENDATION(S)

Recommend approval of the CIP project activation.

POSSIBLE MOTION(S)

Move to approve CIP project activation listed above totaling \$13,244.50

Enclosures:

- 25-25NW002 (PDF)

**RILEY COUNTY CAPITAL IMPROVEMENT PROGRAM
CIP PROJECT FUNDING AUTHORIZATION FORM**

3.a

GENERAL INFORMATION (Completed by Budget & Finance Officer)

Project # _____ Fund(s) Name: CIP

PROJECT INFORMATION (Completed by Department Head)

Department: Noxious Weed Date: 3/13/2025

Category(circle): FACILITIES INFRASTRUCTURE EQUIPMENT TECHNOLOGY

Project Name: Bala Clean Up Total Cost \$: \$ 13,244.50

Brief Description:
Bala cleanup for Phase 1

Project Justification:

Clean Harbors Environmental Services Inc. conducted an inspection of the property and recommended that the cleanup be done in three phases. Phase 1 would include sampling and over packs of the existing barrels of waste and soil samples in and around the dump/burn pit.

Operating Cost Implications:

Department Head Name (PRINT): Michael Balle Department Head (SIGNATURE): [Signature]

TECHNOLOGY PROJECTS (Completed by IT/GIS Director)

For computer related projects, the Department Head must provide the following information and submit to the IT Director for approval.

- Y N
☐ Will this project be used exclusively by your department?
☐ Will this project require support from Information Technology?

Information Technology Director's Signature: _____

To be completed by IT:

- Y N
☐ Will the project require the implementation of new technologies/costs? If so, what & costs? _____
☐ Is the project duplicated in other CIP requests? _____
☐ Is the project compatible with the technology development plans of Riley County? _____

CERTIFICATION OF PROJECT AUTHORITY

CASH:

Cash Available: _____

- ☒ This project is funded for start-up as cash is available.
☐ This project is not funded for start-up as cash is not available.

Shilo Heger 3/13/2
Shilo Heger, Riley County Treasurer Date

BUDGET:

Budget Available: 13,244.50

- ☒ This project is funded for start-up as budget authority is available.
☐ This project is not funded for start-up as budget authority is not available.

Rich Vargo 3-13-2
Rich Vargo, Riley County Clerk Date

APPROVAL:

Approved Amount: _____

- ☐ This project is funded.
☐ This project is not funded.

Chair Board of County Commissioners Date

Attachment: 25-25NW002 (15562 : CIP Project Activation)



**COUNTY CLERK &
ELECTIONS**
Amendment

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

COMMISSION AGENDA REPORT

FROM: Brittany Phillips, Budget & Finance Officer

MEETING: March 17, 2025

SUBJECT: CIP Amendment 24-24PW008

PRESENTER: Brittany Phillips, Budget & Finance Officer

BACKGROUND

This CIP Project was originally approved for \$500,000 to replace windows in CPE building.

FISCAL IMPACT

The original approved project estimate was \$500,000. Bids have went out and the estimate project cost has increased after review.

On February 27th, 2025, John Ellermann, Public Works Director/County Engineer, presented bids from BHS Construction. Commission approved the base bid of \$690,000.

POSSIBLE MOTION(S)

Move to approve the amended CIP Project 24-24PW008 as presented.

Enclosures:

- 24-24PW008 Window Replacement Amendment (PDF)

**RILEY COUNTY CAPITAL IMPROVEMENT PROGRAM
CIP PROJECT AMENDMENT FORM**

CERTIFICATION OF PROJECT AMENDMENT

Project: Window Replacement - Court House Plaza East

Project #: 24-24PW008

Department: Public Works _ Facilities

Date: 3/6/2025

Approved Project Cost: \$ 500,000.00

Project Amendment #1: \$ 250,000.00

Revised Total Project Cost: \$ 750,000.00

Amendment Date _____

Project Amendment #2: \$ -

Revised Total Project Cost: \$ -

Amendment Date _____

Project Amendment #3: \$ -

Revised Total Project Cost: \$ -

Amendment Date _____

CASH:

(Only required if cash is increased by amended amount)

Cash Available: \$ -

☐

This project is **funded** as amended.

☐

This project is **not funded** as amended.

Signatures:

#1 Shilo Heger
Shilo Heger, Riley County Treasurer

#2 _____
Shilo Heger, Riley County Treasurer

#3 _____
Shilo Heger, Riley County Treasurer

BUDGET:

(Only required if budget authority is increased by amended amount)

Budget Available: \$ 750,000

☐

This project is **funded** as amended.

☐

This project is **not funded** as amended.

#1 Rich Vargo
Rich Vargo, Riley County Clerk

#2 _____
Rich Vargo, Riley County Clerk

#3 _____
Rich Vargo, Riley County Clerk

APPROVAL:

(Required)

Approved Amount: \$ -

☐

This project is **funded** as amended.

☐

This project is **not funded** as amended.

#1 _____
Chairman

#2 _____
Chairman

#3 _____
Chairman

Attachment: 24-24PW008 Window Replacement Amendment (15555 : CIP Project Amendment)



**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 Resources Director

MEETING: March 17, 2025

SUBJECT: Sign Riley County Employee Action Form(s)

PRESENTER: Elizabeth Ward, Human Resources Director

Enclosures:

- 2025-03 Election Workers EAF (DOCX)
- 2025-03 THarrman EAF (DOCX)
- 2025-03 CHazlett EAF (DOCX)
- 2025-03 Fire DTochimani EAF (DOCX)
- 2024-10 UStewart EAF (DOCX)
- 2025-03 Fire AMortimeyer EAF (DOCX)

RILEY COUNTY EMPLOYEE ACTION FORM

Company Code: 166733

Full Legal Name: See List**Status Change Date:** 03/12/2025**Status Change:** Separation**Date of Hire:****Seniority:** 0 Year(s), 0 Month(s)**Position:** Election Day Workers**Position Type:** As Needed**Pay Range:** TASND**Pay Type:** Stipend**Base Rate:** \$0.00**Annualized Pay:** \$0.00**Funds Codes:** 1-General, 2-Clerk**Supervisor:** Susan Boller**Department Head:** Rich Vargo**List:**

David Alexander

Rosemarie Alexander

Carlene Frost

Nada Ingalsbe

William Kauer

Lawrence Moeder

Sheri Storer

Jennifer Sturges

BoCC Chair _____

Date: _____

BoCC Member _____

Date: _____

BoCC Member _____

Date: _____

RILEY COUNTY EMPLOYEE ACTION FORM

Company Code: 166733

Full Legal Name: Tessa Harrman**Status Change Date:** 02/10/2025**Status Change:** Separation**Date of Hire:** 12/22/2023**Seniority:** 1 Year(s), 2 Month(s)**Position:** Volunteer Firefighter**Position Type:** As Needed**Pay Range:** TASND**Pay Type:** Stipend**Base Rate:** \$0.00**Annualized Pay:** \$0.00**Funds Codes:** 183- Fire District #1/ 183- Fire District #1**Supervisor:** Jake Konrardy**Department Head:** Russel Stukey

BoCC Chair _____

Date: _____

BoCC Member _____

Date: _____

BoCC Member _____

Date: _____

Attachment: 2025-03 THarrman EAF (15557 : Employee Action Form (Green Sheet))

RILEY COUNTY EMPLOYEE ACTION FORM

Company Code: 166733

Full Legal Name: Colton Hazlett**Status Change Date:** 02/10/2025**Status Change:** Separation**Date of Hire:** 09/03/2019**Seniority:** 5 Year(s), 6 Month(s)**Position:** Volunteer Firefighter**Position Type:** As Needed**Pay Range:** TASND**Pay Type:** Stipend**Base Rate:** \$0.00**Annualized Pay:** \$0.00**Funds Codes:** 183- Fire District #1/ 183- Fire District #1**Supervisor:** Jake Konrardy**Department Head:** Russel Stukekey

BoCC Chair _____

Date: _____

BoCC Member _____

Date: _____

BoCC Member _____

Date: _____

Attachment: 2025-03 CHazlett EAF (15557 : Employee Action Form (Green Sheet))

RILEY COUNTY EMPLOYEE ACTION FORM

Company Code: 166733

Full Legal Name: Diane Tochimani**Status Change Date:** 03/12/2025**Status Change:** New Hire**Date of Hire:** 03/24/2025**Seniority:** 0 Year(s), 0 Month(s)**Position:** Volunteer Firefighter**Position Type:** As Needed**Pay Range:** TASND**Pay Type:** Stipend**Base Rate:** \$0.00**Annualized Pay:** \$0.00**Funds Codes:** 183- Fire District #1/ 183- Fire District #1**Supervisor:** Jake Konrardy**Department Head:** Russel Stukey

BoCC Chair _____

Date: _____

BoCC Member _____

Date: _____

BoCC Member _____

Date: _____

Attachment: 2025-03 Fire DTochimani EAF (15557 : Employee Action Form (Green Sheet))

RILEY COUNTY EMPLOYEE ACTION FORM

Company Code: 166733

Full Legal Name: Ulyesses Stewart**Status Change Date:** 10/24/2024**Status Change:** Separation**Date of Hire:** 10/11/2023**Seniority:** 1 Year(s), 0 Month(s)**Position:** Volunteer Firefighter**Position Type:** As Needed**Pay Range:** TASND**Pay Type:** Stipend**Base Rate:** \$0.00**Annualized Pay:** \$0.00**Funds Codes:** 183- Fire District #1/ 183- Fire District #1**Supervisor:** Jake Konrardy**Department Head:** Russel Stukey

BoCC Chair _____

Date: _____

BoCC Member _____

Date: _____

BoCC Member _____

Date: _____

Attachment: 2024-10 UStewart EAF (15557 : Employee Action Form (Green Sheet))

RILEY COUNTY EMPLOYEE ACTION FORM

Company Code: 166733

Full Legal Name: Annabelle Mortimeyer**Status Change Date:** 03/13/2025**Status Change:** New Hire**Date of Hire:** 03/25/2025**Seniority:** 0 Year(s), 0 Month(s)**Position:** Volunteer Firefighter**Position Type:** As Needed**Pay Range:** TASND**Pay Type:** Stipend**Base Rate:** \$0.00**Annualized Pay:** \$0.00**Funds Codes:** 183- Fire District #1/ 183- Fire District #1**Supervisor:** Jake Konrardy**Department Head:** Russel Stukey

BoCC Chair _____

Date: _____

BoCC Member _____

Date: _____

BoCC Member _____

Date: _____

Attachment: 2025-03 Fire AMortimeyer EAF (15557 : Employee Action Form (Green Sheet))



**Board of Riley County
Commissioners
Regular Meeting
TENTATIVE Agenda
March 20, 2025**

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

Cindy Kabriel
785-565-6200

Commission Chambers

8:30 AM

[District 1 – John Ford, Member](#)

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

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

9:00 AM

Call to Order

Pledge of Allegiance

Public Comment

Commission Comments

Business Meeting

1. Approve payroll/accounts payables (when completed)

Review Minutes

Review Tentative Agenda

Press Conference Topics

9:30 AM

Bryant Parker, Counselor/Director of Administrative Services

2. Administrative Work Session

9:50 AM

Alvin Perez, Operations and Fleet Manager

3. Bid opening for 2025 15T Hydraulic Dovetail Trailer

10:00 AM

Daniel Skucius, Extension Director

4. Staff update

10:15 AM

Brian Peete, RCPD Director

5. RCPD update

4:00 PM

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

Adjournment

Announcement

The March Policy Breakfast will be held today 7:15 a.m. - 8:30 a.m. at the DoubleTree by Hilton, 530 Richards Drive.

Attachment: 03-20-25 tentative agenda (15461 : Tentative Agenda)

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



**Board of Riley County
Commissioners
Regular Meeting
TENTATIVE Agenda
March 24, 2025**

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

Cindy Kabriel
785-565-6200

Commission Chambers

8:30 AM

[District 1 – John Ford, Member](#)

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

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

8:30 AM

Call to Order

Pledge of Allegiance

Public Comment

Commission Comments

Business Meeting

Review Minutes

Press Conference Topics

Review Tentative Agenda

9:15 AM

Lori Feldkamp, Big Lakes Developmental Center Director

1. Big Lakes Developmental Center update

9:30 AM

Press Conference

10:10 AM

Bryant Parker, Counselor/Director of Administrative Services

2. Administrative Work Session

10:30 AM

Megan Lewis, Community Corrections Director

3. Staff update
4. Request to fill two Juvenile Intake and Assessment On Call positions
5. Opioid Settlement Funds from Clay County

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.



**PLANNING &
DEVELOPMENT**
Letter of Support

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

COMMISSION AGENDA REPORT

FROM: Amanda Webb, Planning Director

MEETING: March 17, 2025

SUBJECT: Authorize Chairman to sign Community Rating System (CRS) recertification letter.

PRESENTER: Amanda Webb, Planning Director & Darrin Hobbs, Planning Compliance Specialist

DISCUSSION

Riley County currently has a National Flood Insurance Program (NFIP) CRS community classification of 9. By performing several activities, including public outreach, mapping and regulations, and warning and response, the county earns activity points which are added up to determine the classification. Being a Class 9 community saves the residents of unincorporated Riley County 5% on their flood insurance premiums.

We are required to recertify to maintain this classification which is due April 1, 2025. We have prepared the attached documentation for submission which requires signature by the Board of County Commissioners Chairman.

FISCAL IMPACT

None.

RECOMMENDATION(S)

As recertification is required for all CRS communities, staff recommends the Chairman sign the recertification letter.

POSSIBLE MOTION(S)

Move to authorize the Chairman to sign the recertification letter for National Flood Insurance Program Community Rating System.

Enclosures:

- Act. 230 CC-230 Form_and Program Data Table OMB_exp10-31-23 (PDF)

DEPARTMENT OF HOMELAND SECURITY
Federal Emergency Management Agency

9.a

CRS COMMUNITY CERTIFICATIONS

OMB Control Number: 1660-0
Expiration: 10/31/2

Community Riley County State KS CID 200298
(6-digit NFIP Community Identification Number)

CC-230 Verification

Date of Visit	April 1, 2025	Initial FIRM Date	April 1, 1982
Population		Current FIRM Date	3/16/2015
County	Riley	ISO/CRS Specialist	Teresa Alvelo, CFM

Coordinator's Manual Year 2017

Chief Executive Officer		CRS Coordinator	
Name	Greg McKinley		Darrin Hobbs
Title	BOCC Chairman		Planning Compliance Specialist
Address	110 Courthouse Plaza Manhattan, KS 66502		110 Courthouse Plaza Manhattan, KS 66502
Phone number	785-537-6357		785-537-6332
E-mail address	gmckinley@rileycountyks.gov		dhobbs@rileycountyks.gov

The Riley County [community name] is requesting credit for implementing the following activities [check the ones that apply]. I hereby certify that we will continue to implement those activities for which we receive verified credit and will advise FEMA if any of them are not being conducted in accordance with this certification. We will cooperate with the ISO/CRS Specialist's verification visit and will submit the documentation and annual recertification needed to validate our program.

- | | |
|---|--|
| ☒ 310 (Elevation Certificates) | ☒ 440 (Flood Data Maintenance) |
| ☐ 320 (Map Information Service) | ☐ 450 (Stormwater Management) |
| ☒ 330 (Outreach Projects) | ☒ (Repetitive Loss Requirements) |
| ☐ 340 (Hazard Disclosure) | ☐ 510 (Floodplain Management Planning) |
| ☐ 350 (Flood Protection Information) | ☒ 520 (Acquisition and Relocation) |
| ☐ 360 (Flood Protection Assistance) | ☐ 530 (Flood Protection) |
| ☐ 370 (Flood Insurance Promotion) | ☐ 540 (Drainage System Maintenance) |
| ☐ 410 (Floodplain Mapping) | ☐ 610 (Flood Warning and Response) |
| ☐ 420 (Open Space Preservation) | ☐ 620 (Levees) |
| ☒ 430 (Higher Regulatory Standards) | ☐ 630 (Dams) |

I hereby certify that, to the best of my knowledge and belief, we are in full compliance with the minimum requirements of the NFIP and understand that we must remain in full compliance with the minimum requirements of the NFIP. We understand that at any time we are not in full compliance, we will retrograde to a CRS Class 10.

CC-230-1

[continued on next page]

Community Riley County State KS CID 200298
 (6-digit NFIP Community Identification Number)

I hereby certify that we will maintain FEMA Elevation Certificates on all new buildings and substantial improvements constructed in the Special Flood Hazard Area following the date at which we joined the CRS.

I hereby certify that if there are one or more repetitive loss properties in our community that we must take certain actions that include reviewing and updating the list of repetitive loss properties, mapping repetitive loss areas, describing the cause of the losses, and sending outreach project to those areas each year, and if we have fifty (50) or more repetitive loss properties must also prepare a plan of how it will address its repetitive flood problem.

I hereby certify that, to the best of my knowledge and belief, we are maintaining in force flood insurance policies for insurable buildings owned by us and located in the Special Flood Hazard Area shown on our Flood Insurance Rate Map. I further understand that disaster assistance for any community-owned building located in the Special Flood Hazard Area is reduced by the amount of National Flood Insurance Program flood insurance coverage (structural and contents) that a community should be carrying on the building, regardless of whether the community is carrying a policy.

Signature _____ (Chief Executive Officer)

Date _____

Community Riley CountyState KSCID 200298

(6-digit NFIP Community Identification Number)

CRS Program Data Table	A. In the SFHA	B. In a regulated floodplain outside the SFHA	C. In the rest of the community
1. Last report's number of buildings in the SFHA (bSF) (line 6, last report)	201		
2. Number of new buildings constructed since last report	+ 2	0	88
3. Number of buildings removed/demolished since last report	- 0	0	
4. Number of buildings affected by map revisions since last report (+ or -)	0	0	
5. Number of buildings affected by corporate limits changes (+ or -)	0	0	
6. Current total number of buildings in the SFHA (bSF) (total lines 1 -5)	203		
7. Number of substantial improvement/damage projects since last report	0	0	
8. Number of repetitive loss properties mitigated since last report	0	0	0
9. Number of LOMRs and map revisions (not LOMAs) since last report	0		
10. Acreage of the SFHA (aSFHA) as of the last report (line 13, last report)	49963		
11. Acreage of area(s) affected by map revisions since last report (+ or -)	0	0	
12. Acreage of area(s) affected by corporate limits changes (+ or -)	0	0	
13. Current acreage of the SFHA (aSFHA) (total lines 10-12)	49963		
14. Primary source for building data:	GIS Data		
15. Primary source for area data:	GIS Data		
16. Period covered:	Current FIRM date	3/16/2015	
<i>If available, the following data would be useful:</i>			
17. Number of new manufactured homes installed since last report			
18. Number of other new 1 -4 family buildings constructed since last report			
19. Number of all other buildings constructed/installed since last report			

Comments:

(Please note the number of the line to which the comment refers.)

Community Riley County State KS CID 200298
 (6-digit NFIP Community Identification Number)

Instructions

At the first verification visit after the effective date of the 2013 *CRS Coordinator's Manual*, ONLY LINES 6 AND 13 NEED TO BE COMPLETED. These lines form the baseline data about the number of buildings and area of the SFHA for when the table is completed as part of the next annual recertification. The "period covered" entered in line 16 is the date that lines 6 and 13 are first completed. At all subsequent annual recertifications and cycle verification visits, the entire table is completed. The information in lines 6 and 13 from the last report is transferred to lines 1 and 10 in the next report.

Instructions for the Columns

Column A numbers are for the SFHA (the A and V Zones shown on the Flood Insurance Rate Map) (FIRM)). Use the FIRM currently in effect, not a draft or pending revision.

Column B is completed only if the community receives CRS credit for regulating floodplain development outside the SFHA under Activity 410 (Floodplain Mapping) or Activity 430 (Higher Regulatory Standards).

Column C numbers help relate what happens in the floodplain to what is happening in the rest of the community.

Enter "0" if there are no numbers to report for this period. Do not leave a cell blank. Do not fill in the shaded boxes.

Instructions for the Lines

Lines 1-7 deal with buildings.

- o Section 301.a of the *CRS Coordinator's Manual* defines what constitutes a "building" and lists examples of structures that are not counted as "buildings" by the CRS.
- o Section 302.a of the *CRS Coordinator's Manual* describes how the CRS counts buildings. For example, accessory structures are not counted.
- o As noted in Section 302.a, to determine building counts, communities may use any method that yields reasonably good estimates of the number of buildings. Examples of acceptable methods are listed in Section 302.a. Precision is less important for large numbers. For example, the impact of the numbers will not change much if there are 10,000 buildings or 10,100 buildings.
- o If a building is out of the SFHA, but in a parcel that is partly in the SFHA, it is not counted in column A --In the SFHA.
- o In line 14, note how the building counts were obtained or estimated. Use the comments area, if needed.

Line 4 refers to map revisions. These include physical map revisions, Letters of Map Revision (LOMR), and Letters of Map Amendment (LOMA). If a building is removed from the SFHA by FEMA through a LOMA, but the community still administers its floodplain management regulations on the property, the building should not be included in the line 4 count in column A --In the SFHA. However, communities that still regulate areas removed by LOMAs can receive credit under Activities 410 or 430. If the community is receiving such credit, the building should be counted under column B --In a regulated floodplain outside the SFHA.

Line 7 is for the total number of buildings that were substantially improved plus the number of buildings that were substantially damaged during the period covered.

Lines 10 -13 deal with areas.

- o These areas are based on the areas shown on the community's FIRM including LOMRs or LOMAs. Section 403.b discusses those portions of the SFHA that are subtracted from the area of the SFHA to calculate the community's aSFHA used in credit calculations.
- o Section 403.e of the *CRS Coordinator's Manual* discusses calculating areas for CRS purposes.
- o Section 403.e notes that communities "should not spend an inordinate amount of time measuring areas." As with buildings, communities may use any method that yields reasonably good estimates. Examples of acceptable approaches are listed in Section 403.e.
- o Line 13 asks for the current acreage of the SFHA. The best source for this number is a GIS layer that shows the SFHA. If the community does not have GIS, the county, regional agency, or state NFIP mapping office may have SFHA layers and may be able to provide the data. If the community has a relatively recent FIRM, the study contractor or consulting engineer may have the data.
- o In line 15, note how the area calculations were obtained or estimated. Use the comments area, if needed.

Lines 17 -19 are voluntary, if the numbers are readily available.

- o Line 17 includes replacing an existing manufactured home with a new one. The newly placed manufactured home is counted as a new post-FIRM, building.
- o The total of lines 17 -19 should equal the value entered in line 2.

CC-230-4



EMS/AMBULANCE
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 17, 2025
SUBJECT: Staff Update
PRESENTER: David Adams, EMS/Ambulance Director

Operations

Calls for service:

February- 443

911-Call volume by station:

Medic 11 located at 2011 Claflin Rd: 149

Medic 21 located at 11th & Poyntz: 137

Medic 31 located at 3060 TCB (Riley County Public Works): 66

Medic 41 located at Manhattan Regional Airport: 63

Medic 51- Leonardville: 27

The rest of the calls (if applicable) are for event standbys and supervisors writing reports.

Working on new building construction related topics.

Quality Improvement and Safety Course

Participating in Mental Health Working Group (Josh) and Task Force (David)

Staff Report (ID # 15556)

Meeting of March 17, 2025

Participate in Substance Misuse Working Group (Josh) and Task Force (David)

Staff Rotation

Fake Paddy's Day

Documentation Training

Medical Director case review with staff.

Observing field performance.

Event Standbys: 10

Education

Documentation

Cardiac rhythm reviews.

100% review of all calls.

Review of data metrics to identify trends.

Protocol book development is ongoing.

Community Outreach:

Car seat check lanes.

Polar Plunge.

Enclosures:

- Jan 25 Stats (XLSX)
- Feb 2025 Stats (XLSX)
- Riley County EMS Weekly Progress Report WE 1-31-25 (PDF)
- Riley County EMS Weekly Progress Report WE 2-7-25 (PDF)
- Riley County EMS Weekly Progress Report WE 2-28-25 (PDF)

EMS RESPONSES BY DAY OF THE WEEK		
Weekday	Count	Percent
01 - Sunday	57	12%
02 - Monday	65	14%
03 - Tuesday	66	14%
04 - Wednesday	68	15%
05 - Thursday	75	16%
06 - Friday	65	14%
07 - Saturday	67	14%
TOTAL	463	

EMS RESPONSES BY HOUR OF DAY		
Hour Range	Count	Percent
00:00:00 - 00:59:59	19	4%
01:00:00 - 01:59:59	21	5%
02:00:00 - 02:59:59	11	2%
03:00:00 - 03:59:59	13	3%
04:00:00 - 04:59:59	11	2%
05:00:00 - 05:59:59	12	3%
06:00:00 - 06:59:59	12	3%
07:00:00 - 07:59:59	16	3%
08:00:00 - 08:59:59	18	4%
09:00:00 - 09:59:59	21	5%
10:00:00 - 10:59:59	23	5%
11:00:00 - 11:59:59	26	6%
12:00:00 - 12:59:59	29	6%
13:00:00 - 13:59:59	33	7%
14:00:00 - 14:59:59	17	4%
15:00:00 - 15:59:59	28	6%
16:00:00 - 16:59:59	14	3%
17:00:00 - 17:59:59	16	3%
18:00:00 - 18:59:59	31	7%
19:00:00 - 19:59:59	18	4%
20:00:00 - 20:59:59	25	5%
21:00:00 - 21:59:59	25	5%
22:00:00 - 22:59:59	12	3%
23:00:00 - 23:59:59	12	3%

EMS RESPONSES BY UNIT CALL SIGN		
CALL SIGN	COUNT	PERCENT
Medic 11	140	30%
Medic 21	146	32%
Medic 31	78	17%

Medic 41	73	16%
Medic 51	24	5%

TOP 5 EMS RESPONSES BY DISPATCH REASON		
Complaint	Count	Percent
Sick Person	83	18%
Falls	73	16%
Breathing Problem	35	8%
Transfer	30	6%
Unconscious	27	6%

EMS RESPONSES BY DAY OF THE WEEK		
Weekday	Count	Percent
01 - Sunday	61	14%
02 - Monday	75	17%
03 - Tuesday	44	10%
04 - Wednesday	54	12%
05 - Thursday	77	17%
06 - Friday	79	18%
07 - Saturday	53	12%
TOTAL	443	

EMS RESPONSES BY HOUR OF DAY		
Hour Range	Count	Percent
00:00:00 - 00:59:59	22	5%
01:00:00 - 01:59:59	16	4%
02:00:00 - 02:59:59	10	2%
03:00:00 - 03:59:59	7	2%
04:00:00 - 04:59:59	6	1%
05:00:00 - 05:59:59	11	2%
06:00:00 - 06:59:59	14	3%
07:00:00 - 07:59:59	8	2%
08:00:00 - 08:59:59	19	4%
09:00:00 - 09:59:59	24	5%
10:00:00 - 10:59:59	26	6%
11:00:00 - 11:59:59	14	3%
12:00:00 - 12:59:59	32	7%
13:00:00 - 13:59:59	29	7%
14:00:00 - 14:59:59	23	5%
15:00:00 - 15:59:59	23	5%
16:00:00 - 16:59:59	24	5%
17:00:00 - 17:59:59	22	5%
18:00:00 - 18:59:59	22	5%
19:00:00 - 19:59:59	30	7%
20:00:00 - 20:59:59	21	5%
21:00:00 - 21:59:59	19	4%
22:00:00 - 22:59:59	12	3%
23:00:00 - 23:59:59	9	2%

EMS RESPONSES BY UNIT CALL SIGN		
CALL SIGN	COUNT	PERCENT
Medic 11	149	34%
Medic 21	137	31%
Medic 31	66	15%

Medic 41	63	14%
Medic 51	27	6%

TOP 5 EMS RESPONSES BY DISPATCH REASON		
Complaint	Count	Percent
Sick Person	74	17%
Falls	63	14%
Transfer	36	8%
None	27	6%
Breathing Problem	25	6%



Riley County EMS Station 1

LOCATION: 1115 Charles Little Rd

JOB NUMBER: 24 - 104

WEEK ENDING: 1.31.25



PROJECT CURRENT STATUS REPORT

Electrical	Finished building primary gear and worked on secondary.
Sheetrock	Continued to hang and mud sheetrock in Area A.
Paint	Finished first coat and started cutting in door frames.
Windows	Finished installing all the windows/storefronts.
Special Systems	Parsons, CBS, and Ka-Comm ran all their wiring for Area C.
Bathroom Tile	Installed the tile in the womens restroom floor.
BHS	Continued to haul trash. Started installing door hardware in Area B. Prepping for casework.



NEXT WEEK PROJECT PROJECTIONS

Electrical	Continue to build secondary panels and start installing devices/trim-out in Area C.
Sheetrock	Continue to mud sheetrock in Area A.
Paint	Finish cutting in door frames and start block filler in Area B.
Mechanical	Ceiling trim-out in Area C. HVAC unit start ups.
Metal Panels	Start installing the ACM panels on the East side.
Bathroom Tile	Continue to lay floor tile in Area C bathrooms. Start Wall tile.
BHS	Finish installing door hardware in Area B. Start installing casework in Area C.

Outstanding/Hot Items:

Signage Approval
RFI 71 Exterior Concrete Parking Reinforcing Clarifications.
Mapes Canopy Color



Riley County EMS Station 1

LOCATION: 1115 Charles Little Rd

JOB NUMBER: 24-104

Area A Vestibule Storefronts



Area C Women's Restroom Tile

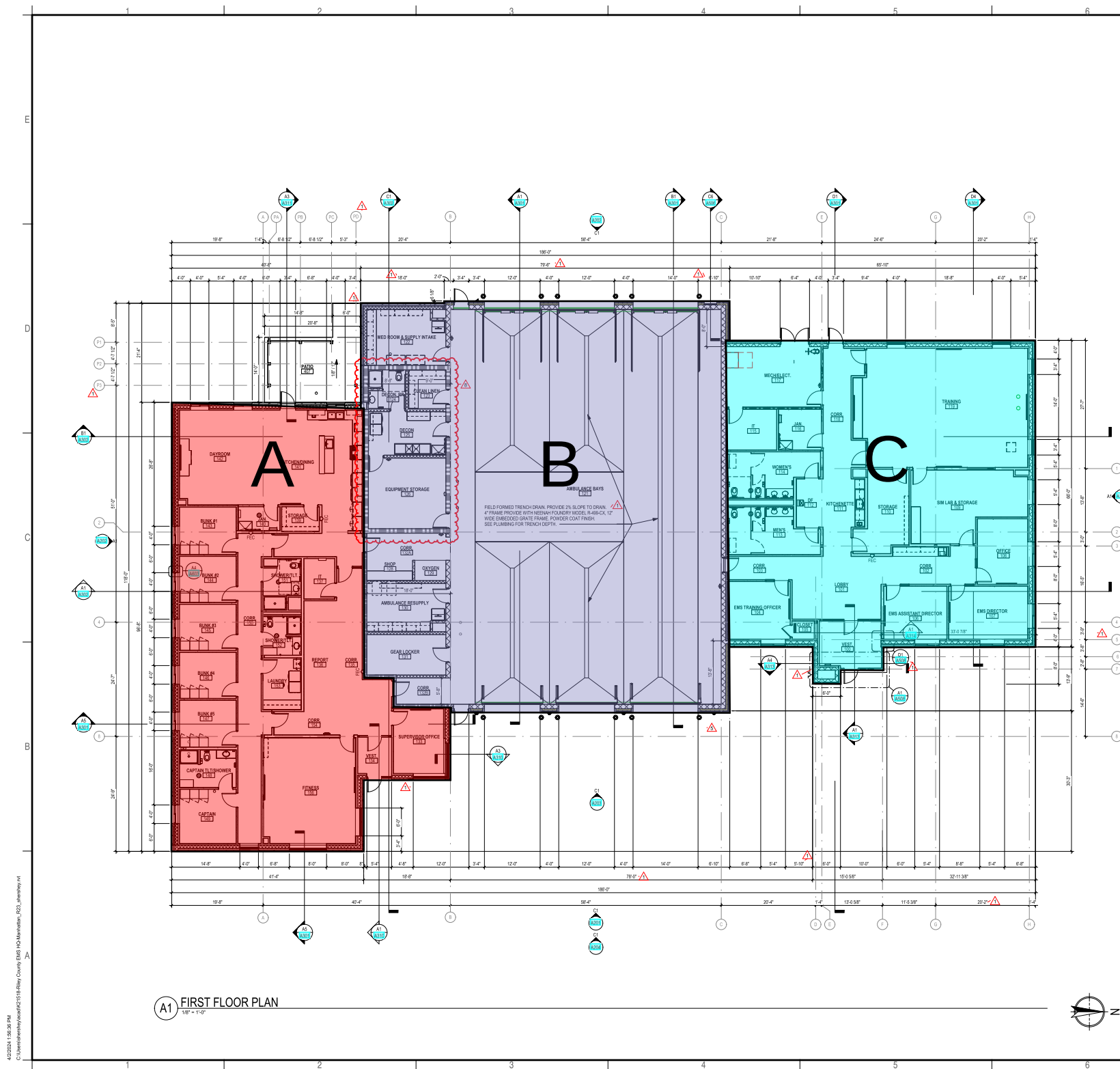


Area B Vehicle Exhaust Rough-in



Area C Ceiling Grid/Paint





FLOOR PLAN GENERAL NOTES

1. CONSTRUCTION TO BE IN STRICT ACCORDANCE WITH ALL APPLICABLE BUILDING CODES, LOCAL LAWS, REGULATIONS, AND ALL OTHER CODES, REGULATIONS AND GOVERNING AGENCIES HAVING JURISDICTION WITH APPLICABLE AMENDMENTS UNLESS ALTERED BY THE CONTRACT DOCUMENTS.
2. UNLESS OTHERWISE INDICATED, ALL MATERIALS AND EQUIPMENT ON THE DRAWINGS ARE TO BE FURNISHED AND INSTALLED BY THE CONTRACTOR.
3. ALL INTERIOR DIMENSIONS ARE TO FINISH FACE OF GYP. UNLESS NOTED OTHERWISE.
4. EXTERIOR MASONRY WALLS ARE DIMENSIONED FROM EXTERIOR FACE OF MASONRY TO EXTERIOR FACE OF INTERIOR CYPRESS BOARD UNLESS NOTED OTHERWISE.
5. ALL EXTERIOR CADED WALLS (VINYL, STONE, CEMENT BOARD, STONE, WOOD Siding AND METAL WALL PANELS) ARE DIMENSIONED FROM EXTERIOR FACE OF SEATING TO EXTERIOR FACE OF INTERIOR CYPRESS BOARD UNLESS NOTED OTHERWISE.
6. GENERAL CONTRACTOR TO PROVIDE AND INSTALL 20 GA. PLATE METAL BACKING STRIPS FOR ALL WALL MOUNTED ITEMS INCLUDING, BUT NOT LIMITED TO CLOSETS, TO BRACKETS, SHOWER HEADS, TOWEL RODS, AND OTHER ITEMS TO BE WALL MOUNTED ITEMS. (NOTE: 2X6 WOOD DIMENSION MAY BE USED IN lieu OF 20 GA. METAL).
7. ALL ACCESSORIES TO MEET LOCAL STANDARDS AND REQUIREMENTS
8. SEE SHEETS 100-1000 FOR PARTITION TYPES
9. CONSULT ALL CONSULTANT DRAWINGS, OUTLETS, OR OTHER OPERATIONS, ETC. INSIDE CLO. COORDINATE APPLIED CONDUIT NOT TO BE ACCEPTED
10. COORDINATE LOCATION OF ALL F.I. ITEMS WITH MECHAN. ELECTRICAL, AND PLUMBING CONTRACTORS



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[Consultants]

T: RILEY COUNTY EMS
STATION NO. 1

PROJECT: R

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K21518

Sheet No.

FOR A101

Date 02/29/2021

SE/EO/EOE

OVERALL FLOOR PLAN

FOR PERMIT
Sheet No.
A101

Date 02/29/2021

SE/EO/EOE

Packet Pg. 33



Riley County EMS Station 1

LOCATION: 1115 Charles Little Rd

| JOB NUMBER: 24 - 104

WEEK ENDING: 2.7.25

Attachment: Riley County EMS Weekly Progress Report WE 2-7-25 (15556 : Staff Update)

PROJECT CURRENT STATUS REPORT		NEXT WEEK PROJECT PROJECTIONS	
Electrical	Continued to work on secondary panels and pulling wire.	Electrical	Finish pulling wire to secondary panels and making them up. Start fire alarm wiring.
Sheetrock	Finish sanding sheetrock in Area A.	Sheetrock	Finish/sand Area C vestibule.
Paint	Block fill and first coat of paint in Area B rooms.	Paint	Block fill/first paint in Area B Bay.
Mechanical	Ceiling trim-out in Area C. Area C RTU start-up and bay heaters started up.	Mechanical	Hardlid rough-in in Area B.
Metal Panels	Started installing the blue metal panels on the East Elevation. Parapet cap on Area C.	Metal Panels	Continue installing on the East Elevation
Bathroom Tile	Finished floor tile and wall tile in Area C bathrooms.	Plumbing	Continue to build the water main riser.
BHS	Started installing casework in Area C.	BHS	Continue to install casework in Area C and start installing casework in Area B.

Outstanding/Hot Items:

Signage Approval



Riley County EMS Station 1

LOCATION: 1115 Charles Little Rd

JOB NUMBER: 24-104

Area C Bathroom Tile



Area C Parapet Cap



Area C Cabinets



Area B Paint



FLOOR PLAN GENERAL NOTES

- 1. CONSTRUCTION TO BE IN STRICT ACCORDANCE WITH ALL APPLICABLE BUILDING CODES, LOCAL RULES AND REGULATIONS, AND ALL OTHER CODES, REGULATIONS AND GOVERNING AGENCIES HAVING JURISDICTION WITH ALL APPLICABLE AMENDMENTS UNLESS ALTERED OR CHANGED THROUGH VARIANCES OF OTHER LEGAL PROCEDURES.
- 2. UNLESS OTHERWISE INDICATED, ALL MATERIALS AND EQUIPMENT ON THE DRAWINGS ARE TO BE FURNISHED AND INSTALLED BY THE CONTRACTOR.
- 3. ALL INTERIOR DIMENSIONS ARE TO FINISHED FACE OF GYP. BD. UNLESS NOTED OTHERWISE.
- 4. ALL EXTERIOR MASONRY WALLS ARE DIMENSIONED FROM EXTERIOR FACE OF MASONRY TO FINISHED FACE OF INTERIOR GYPSUM BOARD UNLESS NOTED OTHERWISE.
- 5. ALL EXTERIOR CADDIED WALLS (VINYL, CEMENT BOARD, WOOD Siding AND METAL WALL PANELS) ARE DIMENSIONED FROM EXTERIOR FACE OF Siding TO FINISHED FACE OF INTERIOR GYPSUM BOARD UNLESS NOTED OTHERWISE.
- 6. GENERAL CONTRACTOR TO PROVIDE AND INSTALL 20 GA. FLAT METAL BACKING STRIPS FOR ALL WALL MOUNTED ITEMS INCLUDING, BUT NOT LIMITED TO CABINETS, TV BRACKETS, SHELVING, PLUMBING FIXTURES, TOILET ACCESSORIES AND ALL OWNER SUPPLIED WALL MOUNTED ITEMS. (NOTE: 2X WOOD BLOCKING MAY BE USED IN B.U. OF 20 GA. METAL).
- 7. ALL ACCESSORIES TO MEET ANSI STANDARDS AND REQUIREMENTS.
- 8. SEE SHEETS 1001-1002 FOR PARTITION TYPES.
- 9. CONICAL ALL CONDUIT FOR SWITCHES, OUTLETS, OH DOOR OPERATORS, ETC. INBDE CMU SURFACE APPLIED CONDUIT WALL NOT BE ACCEPTED.
- 10. COORDINATE LOCATION OF ALL F.F.E. ITEMS WITH MECH., ELECTRICAL AND PLUMBING PRIOR TO INSTALLATION.



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RILEY COUNTY EMS
STATION NO. 1

1115 CHARLES LITTLE RD
Manhattan, KS 66502-0109

PROJECT:

No.	Date	Description
1	02/29/2024	ISSUED FOR NO. 1
2	02/29/2024	ISSUED FOR NO. 2
3	02/29/2024	ISSUED FOR NO. 3
4	02/29/2024	ISSUED FOR NO. 4
5	02/29/2024	ISSUED FOR NO. 5
6	02/29/2024	ISSUED FOR NO. 6
7	02/29/2024	ISSUED FOR NO. 7
8	02/29/2024	ISSUED FOR NO. 8
9	02/29/2024	ISSUED FOR NO. 9
10	02/29/2024	ISSUED FOR NO. 10

Project No.
K21518

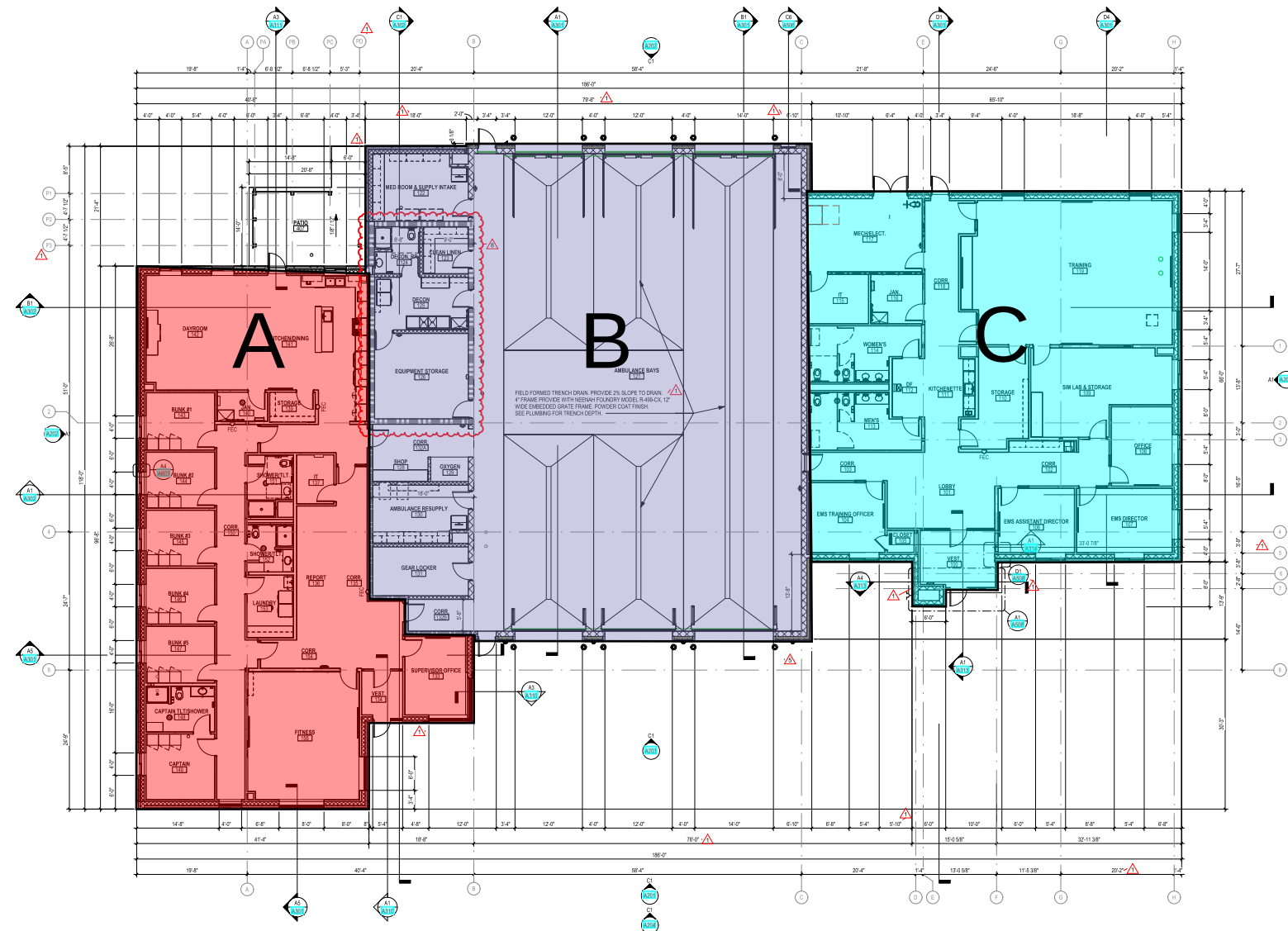
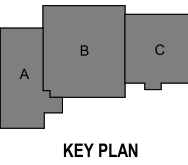
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Date
02/29/2024

Packet Pg. 36

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A1 FIRST FLOOR PLAN
1/8" = 1'-0"





Riley County EMS Station 1

LOCATION: 1115 Charles Little Rd

| JOB NUMBER: 24 - 104

WEEK ENDING: 2.28.25



PROJECT CURRENT STATUS REPORT

Electrical	Dropped light fixtures in Area B and started installing switching devices.
Sheetrock	Started installing Ceiling grid, sheetrocked the hard-lid areas, and mudded the kitchen in Area A.
Paint	Started touch up on walls in Area C and started block fill in the apparatus bay.
Mechanical	Started trim-out in Area A.
Metal Panels	Continued to install metal panels on the East Elevation
Plumbing	Turned the domestic water on to the building.
BHS	Finished installing casework/gear lockers in Area B. Started installing casework in Area A as well as installation of FRP.



NEXT WEEK PROJECT PROJECTIONS

Electrical	Continue to wire lights and devices in Area B and C.
Sheetrock	Finish mudding/sanding in Area A kitchen and start mudding the bathrooms in Area A and B.
Paint	Sand and patch imperfections in Area C in preparation for final coat. Continue painting in Area B.
Mechanical	Continue to do ceiling trim-out in grid as rooms become ready.
Metal Panels	Continue installing panels around the North and South Portions of Area B.
Plumbing	Nothing new.
BHS	Finish installing shelving in Area A and install the interlam panels in Area C.

Outstanding/Hot Items:

Wall Graphics



Riley County EMS Station 1

LOCATION: 1115 Charles Little Rd

JOB NUMBER: 24-104

Apparatus Bay Block Fill



Area A Kitchen/Dining Room



Area B Exterior Metal Panels



Area A Stone Veneer (Final Section)



FLOOR PLAN GENERAL NOTES

- 1. CONSTRUCTION TO BE IN STRICT ACCORDANCE WITH ALL APPLICABLE BUILDING CODES, LOCAL RULES AND REGULATIONS, AND ALL OTHER CODES, REGULATIONS AND GOVERNING AGENCIES HAVING JURISDICTION WITH ALL APPLICABLE AMENDMENTS UNLESS ALTERED OR CHANGED THROUGH VARIANCES OF OTHER LEGAL PROCEDURES.
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- 6. GENERAL CONTRACTOR TO PROVIDE AND INSTALL 20 GA. FLAT METAL BRACKETS FOR ALL WALL MOUNTED ITEMS INCLUDING, BUT NOT LIMITED TO CABINETS, TV BRACKETS, SHELVING, PLUMBING FIXTURES, TOILET ACCESSORIES AND ALL OWNER SUPPLIED WALL MOUNTED ITEMS. (NOTE: 2X WOOD BLOCKING MAY BE USED IN B.U. OF 20 GA. METAL).
- 7. ALL ACCESSORIES TO MEET ANSI STANDARDS AND REQUIREMENTS.
- 8. SEE SHEETS 1001 & 1002 FOR PARTITION TYPES.
- 9. CONSIDER ALL CONDUIT FOR SWITCHES, OUTLETS, OH DOOR OPERATORS, ETC. INSIDE CMU. SURFACE APPLIED CONDUIT WILL NOT BE ACCEPTED.
- 10. COORDINATE LOCATION OF ALL F.F.E. ITEMS WITH MECH., ELECTRICAL AND PLUMBING PRIOR TO INSTALLATION.

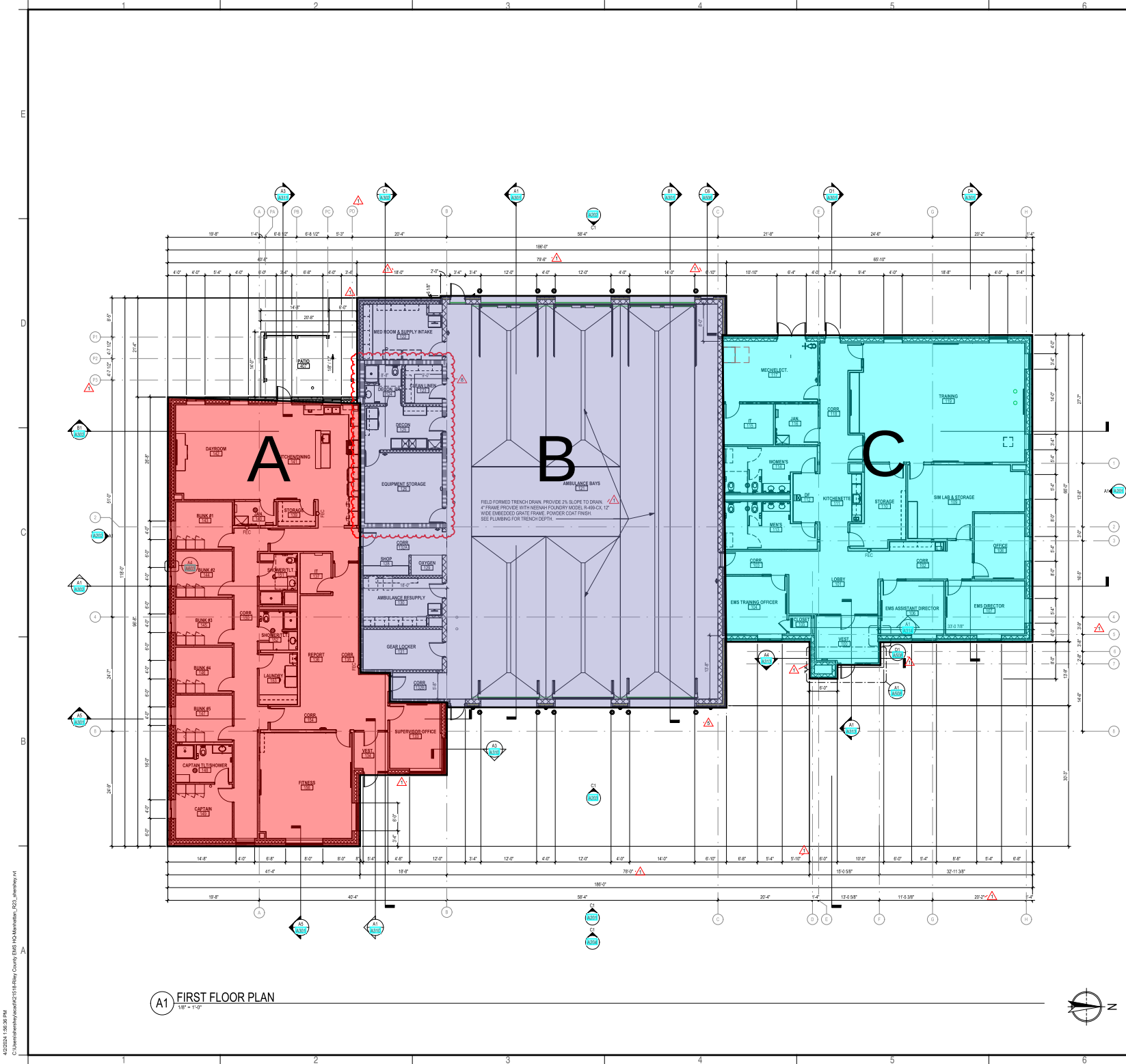


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PROJECT:
RILEY COUNTY EMS
STATION NO. 1
Manhattan, KS 66502-0109
1115 CHARLES LITTLE RD
[Consultants]

FOR PERMIT
Revision
No. Date Description
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OVERALL FLOOR PLAN
Project No. K21518
Sheet No. A101
Date 02/29/2024
Packet Pg. 39



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**COUNTY
COUNSELOR/ADMINISTRATIVE SERVICES**
Fence View

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

COMMISSION AGENDA REPORT

FROM: Jacob Hansen, Deputy County Counselor

MEETING: March 17, 2025

SUBJECT: Hargrave Fence View Application

PRESENTER: Jacob Hansen, Deputy County Counselor

BACKGROUND

Attached is an “Application for Fence Viewing” submitted by landowners Gary and Diana Hargrave. This Fence View has also been supplemented by e-mail which is also attached. Included with the application is an aerial showing the location of the fence line in dispute.

The adjoining property along the fence line is owned by Steven and Renee Salzman.

DISCUSSION

The parties have been notified there will be a fence view by the BOCC, acting as “fence viewers” pursuant to statute.

FISCAL IMPACT

Minimal, Small fee owed by the fence viewers including the recording of the fence view order.

RECOMMENDATION(S)

I recommend the BOCC conduct the fence view as requested, at a date which is reasonable to the BOCC.

POSSIBLE MOTION(S)

- A. “I move the Board conduct the fence view as requested on . . .”
- B. “I move the Board not conduct the fence view as request, but instead . . .”

Enclosures:

- Hargrave Fence View Application (PDF)

APPLICATION FOR FENCE VIEWING

INSTRUCTIONS: Provide all information requested. Application must be signed by all Owners of Record. If there is not sufficient space to provide the requested information, attach additional pages as necessary. Mail or deliver application to:

**BOARD OF COMMISSIONERS OF RILEY COUNTY, KANSAS
COURTHOUSE PLAZA EAST
115 NORTH 4TH STREET – 1ST FLOOR
MANHATTAN KS 66502**

NAMES OF APPLICANT LANDOWNER(S): Gary L. + Diana C. Hargrave

ADDRESS OF APPLICANT(S): 14770 Walnut Creek Rd., Randolph, KS
66554

NAME(S) OF ADJACENT LANDOWNER(S): Steven E. + Renee S. Salzman

ADDRESS OF ADJACENT LANDOWNER(S): 12751 Tuttle Creek BLVD
Randolph, KS 66554

LEGAL DESCRIPTION OF TRACT OF PROPERTY OWNED BY APPLICANT THAT CONTAINS THE PROPERTY LINE IN DISPUTE: S 04, T 08, R 06 E, Acres
66.34 BEG NW Corner NW 4 TH 1787'; TH SE 1/4 520';
TH SE 1/4 729'; TH S 636'; TH W 2654'; TH N 1267'
to POB Less ROW

LEGAL DESCRIPTION OF TRACT OF PROPERTY OWNED BY NEIGHBOR THAT CONTAINS THE PROPERTY LINE IN DISPUTE: S 33, T 07, R 06 E,
Acres 236.89 SW 4 + W 2 SE 4 Less ROW

DESCRIBE THE NATURE OF THE CONTROVERSY: We understand the road
is closed along our north property line adjacent to the
Salzmans. A new fence needs to be built on the
actual property line. This section of Walsburg Road
is closed.

Attachment: Hargrave Fence View Application (15552 : Hargrave Fence View Application)

STATE YOUR CLAIM: We want to reclaim property we are paying taxes on. According to Kansas fence laws, the cost of building fences dividing property lines is shared equally between land owners.

STATE YOUR NEIGHBOR'S CLAIM: The Salzmanns don't want a fence on the property line and don't want to pay their share.

ATTACH A SKETCH OR DIAGRAM SHOWING:

- (1) YOUR PROPERTY
- (2) YOUR NEIGHBOR'S PROPERTY
- (3) THE LOCATION OF THE DISPUTED FENCE LINE
- (4) THE LOCATION OF OBSTACLES WHICH MAY AFFECT THE ASSIGNMENT OF EQUAL SHARES

I (WE) APPLY TO THE BOARD OF COMMISSIONERS OF RILEY COUNTY IN THEIR CAPACITY AS FENCE VIEWERS TO VIEW THE PARTITION FENCE LINE DESCRIBED ABOVE PURSUANT TO K.S.A. 29-304, AND TO ASSIGN TO EACH PARTY THEIR EQUAL SHARE OF THE PARTITION FENCE WHICH WILL BE THAT PARTIES RESPONSIBILITY TO KEEP UP AND MAINTAIN IN GOOD REPAIR.

Dated: 1-19-2025

APPLICANT(S):

Gary L Hargrave

Printed Name

Gary L Hargrave

Signature

Diana C. Hargrave

Printed Name

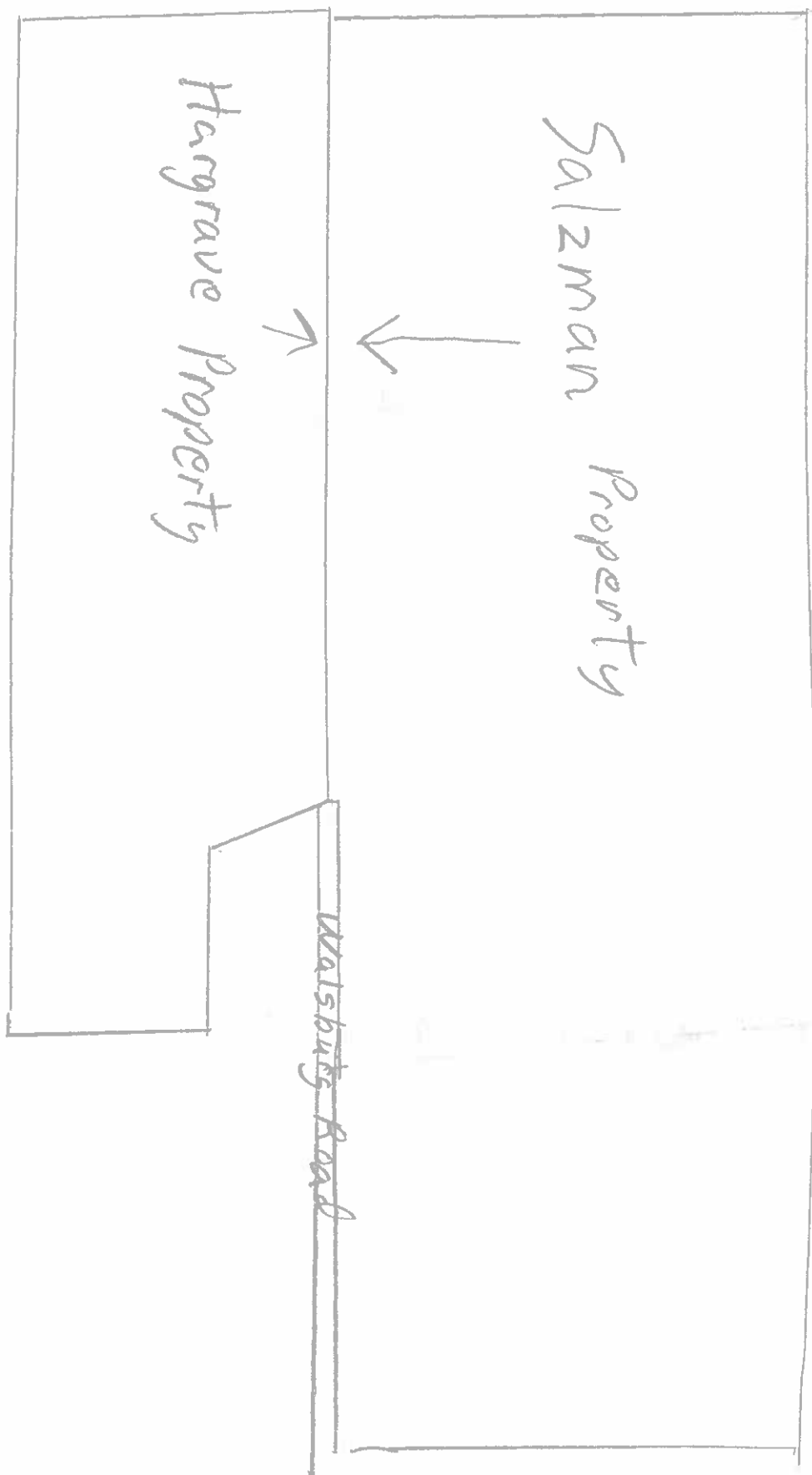
Diana C. Hargrave

Signature

Printed Name

Signature

N.T.





**COUNTY CLERK &
ELECTIONS**
Budget

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

COMMISSION AGENDA REPORT

FROM: Brittany Phillips, Budget and Finance Officer

MEETING: March 17, 2025

SUBJECT: 2026 Appropriation Discussion

PRESENTER: Brittany Phillips, Budget and Finance Officer

BACKGROUND

While prepping the 2025 Budget and setting the baseline, Commissioners directed staff to reach out to only entities the County has given appropriations to over the last few years and to not consider any other outside appropriations.

This year, Commissioners established the same baseline adopted in previous years, for staff to keep expenditures to needs only with an understanding of the economic climate.

This discussion is to determine how to handle appropriation requests for the 2026 Budget.

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:

- 2025 Appropriation Requests Summary (PDF)

Riley County Agency Appropriation Request and History

Agency	2020 Requested	2020 Approved	% Change *	2021 Requested	2021 Approved	% Change *	2022 Requested	2022 Approved	% Change *	2023 Requested	2023 Approved	% Change *	2024 Requested	2024 Approved	% Change *	2025 Requested	2025 Approved	% Change *	Fund Paid Fr
Emergency Shelter	\$22,000	\$11,000	100.00%	\$11,000	\$11,000	0.00%	\$11,000	\$11,000	0.00%	\$11,000	\$11,000	0.00%	\$25,000	\$11,000	127.27%	\$25,000	\$16,000	127.27%	General Fund
Genealogical Society	\$3,500	\$3,500	0.00%	\$3,500	\$3,500	0.00%	\$3,500	\$3,500	0.00%	\$3,500	\$3,500	0.00%	\$5,000	\$3,500	42.86%	\$5,000	\$3,500	42.86%	General Fund
Animal Shelter	\$65,000	\$60,000	0.00%	\$65,000	\$60,000	8.33%	\$60,000	\$60,000	0.00%	\$60,000	\$60,000	0.00%	\$0	\$0	-100.00%	\$60,000	\$60,000	#DIV/0!	General Fund
Extension	\$599,645	\$599,645	4.36%	\$599,645	\$599,645	0.00%	\$608,645	\$599,645	1.50%	\$671,594	\$637,500	12.00%	\$700,600	\$667,380	9.90%	\$667,380	\$667,380	0.00%	General Fund
Riley County Area Agency on Aging	\$283,757	\$275,000	17.72%	\$289,147	\$275,000	5.14%	\$287,694	\$275,000	4.62%	\$306,338	\$275,000	11.40%	\$310,105	\$275,000	12.77%	\$327,981	\$327,981	19.27%	General Fund
--HVAC request	\$30,000	\$15,000					--			--			--			--			General Fund
Pawnee Mental Health	\$531,395	\$300,000	100.44%	\$300,000	\$300,000	0.00%	\$300,000	\$300,000	0.00%	\$315,000	\$300,000	5.00%	\$600,000	\$300,000	100.00%	\$600,000	\$350,000	100.00%	General Fund
Big Lakes Development	\$217,260	\$217,260	2.00%	\$217,260	\$217,260	0.00%	\$221,605	\$217,260	2.00%	\$223,778	\$217,260	3.00%	\$228,123	\$228,123	5.00%	\$232,685	\$232,685	2.00%	General Fund
Community Corrections	\$13,875	\$7,081		\$11,795	\$7,081	66.57%	\$19,420	\$7,081	174.26%	\$69,195	\$59,602	877.19%	\$87,324	\$87,324	46.51%	\$149,884	\$149,884	71.64%	General Fund
Soil Conservation	\$55,136	\$55,136	0.00%	\$55,136	\$55,136	0.00%	\$55,136	\$55,136	0.00%	\$55,136	\$55,136	0.00%	\$55,136	\$55,136	0.00%	\$55,136	\$55,136	0.00%	General Fund
ATA Bus (Line 2780)	\$20,000	\$20,000	0.00%	\$20,000	\$20,000	0.00%	\$20,000	\$20,000	0.00%	\$20,000	\$20,000	0.00%	\$20,000	\$20,000	0.00%	\$20,000	\$20,000	0.00%	Public Works
ATA Bus	\$100,000	\$100,000	0.00%	\$70,000	\$70,000	-30.00%	\$100,000	\$100,000	42.86%	\$115,000	\$100,000	15.00%	\$150,000	\$105,000	50.00%	\$150,000	\$150,000	42.86%	General Fund
General Fund Total:	\$1,941,568	\$1,663,622		\$1,642,483	\$1,618,622		\$1,687,000	\$1,648,622		\$1,850,541	\$1,738,998		\$2,181,288	\$1,752,463		\$2,293,066	\$2,032,566		
RCPD Fund:	\$4,420,348	\$4,420,348	3.01%	\$4,391,746	\$4,391,746	-0.65%	\$4,597,175	\$4,597,175	4.68%	\$ 5,000,016	\$ 5,000,016	8.76%	\$ 5,336,092.00	\$ 5,336,092.00	6.72%	\$ 5,704,456.00	\$ 5,704,456.00	6.90%	RCPD Fund 1
Downtown Manhattan, Inc.	\$5,000	\$5,000		\$5,000	\$5,000	0.00%	\$10,000	\$5,000	100.00%	\$ 5,000	\$ 5,000	0.00%	\$ 5,000	\$ 5,000	0.00%	\$ 5,000	\$ 5,000	0.00%	Economic Dev
Manhattan Chamber of Commerce	\$60,000	\$55,000	0.00%	\$55,000	\$55,000	0.00%	\$55,000	\$55,000	0.00%	\$ 55,000	\$ 55,000	0.00%	\$ 55,000	\$ 55,000	0.00%	\$ 55,000	\$ 55,000	0.00%	Economic Dev
Governor's Military Council	\$5,000	\$5,000	0.00%	\$0	\$0	-100.00%	\$0	\$0	0.00%	\$ -	\$ -		\$ -	\$ -		\$ -	\$ -		Economic Dev
Aggieville Business Association	\$4,800	\$0		\$9,500	\$0		\$9,500	\$0		\$ 10,000	\$ -		\$ -	\$ -		\$ -	\$ -		Economic Dev
Riley County General Eco Devo	\$50,079	\$49,879	0.16%	\$74,190	\$74,190	48.74%	\$232,850	\$132,850	213.86%	\$ 132,850	\$ 132,850	0.00%	\$ 132,850	\$ 132,850	0.00%	\$ 132,850	\$ 132,850	0.00%	Economic Dev
Flint Hills Veteran's Coalition	\$1,000	\$1,000	0.00%	\$1,015	\$1,100	1.50%	\$1,015	\$1,015	-7.73%	\$ 1,015	\$ 1,015	0.00%	\$ 1,015	\$ 1,015	0.00%	\$ 1,000	\$ 1,000	-1.48%	Economic Dev
Eco. Devo. Total:	\$125,879	\$115,879		\$144,705	\$135,290		\$308,365	\$193,865		\$203,865	\$193,865		\$193,865	\$193,865		\$193,850	\$193,850		
GRAND TOTAL:	\$6,487,795	\$6,199,849		\$6,178,934	\$6,145,658		\$6,592,540	\$6,439,662		\$7,054,422	\$6,932,879		\$7,711,245	\$7,282,420		\$8,191,372	\$7,930,872		
ADD'L REQUEST:																			
Three Rivers Inc.	20,000	Not approved		-	\$0	N/A	8,000	\$0	N/A	\$ 1,200.00	\$ -		\$ -	\$ -	N/A	\$ -	\$ -	N/A	Economic Dev
Indigent Attorney Panel	\$433,819	\$407,550	8.45%	\$400,550	\$400,550	0.14%	\$424,351	\$400,550	4.12%	\$ 425,000	\$ 425,000	6.10%	\$ 520,000	\$ 520,000	22.35%	\$ 492,000	\$ 492,000	-5.38%	General Fund
NEW REQUEST TOTAL	\$453,819	\$407,550		\$400,550	\$400,550		\$432,351	\$400,550		\$426,200	\$425,000	0.064037	\$520,000	\$520,000		\$492,000	\$492,000		
NEW GRAND TOTAL WITH NEW AGENC	\$6,941,614	\$6,607,399		\$6,579,484	\$6,546,208		\$7,024,891	\$6,840,212		\$7,480,622	\$7,357,879	0.093624	\$8,231,245	\$7,802,420		\$8,683,372	\$8,422,872		



**COUNTY
COUNSELOR/ADMINISTRATIVE SERVICES**
Staff Update

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

STAFF REPORT

FROM: Bryant Parker, Riley County Counselor

MEETING: March 17, 2025

SUBJECT: Pending County Projects County Counselor

PRESENTER: Bryant Parker, Riley County Counselor

The County Counselor's Office plays a unique and active role in many of Riley County's ongoing projects and activities. We work closely with the staff of the various County departments to implement the goals and priorities of the County Commission.

Our activities frequently include negotiating contracts and other documents on behalf of the County, coordinating with state and federal regulators, working with private businesses and our local government partners on matters involving the County, and assessing and responding to potential and ongoing litigation.

We are also responsible for preparing draft resolutions for consideration by the County Commission and frequently work with other County Departments in the assembly of information requested by the Commission.

ONGOING TASKS

Our office participates in several ongoing tasks, which include the following:

- Assist County departments with responses to Kansas Open Records Act requests
- Advise upon interpretation of County policies and procedures
- Assist with human resources matters
- Advise department heads and the County Commission on the interpretation of Kansas law as it applies to the County

- Conduct and supervise the County's tax foreclosure sale
- Assist with delinquent tax collection activities, including obtaining and maintaining enforceable judgments against non-paying taxpayers

CURRENT PROJECTS

In addition to our ongoing duties, the County Counselor's Office actively participates with County staff to address any and all legal issues surrounding county projects. These may include, but are not limited to, negotiation of project contracts, resolution of disputes between parties, advice concerning compliance, and other matters. A partial list of projects recently completed or currently being worked upon follows.

- Legislative Platform - Preparation of Model Short Term Rental Statute
- Nuisance Abatement Cases in District Court
- Advise Upon Removal of Multiple Trailers Illegally Parked on County Property and/or Right-of-Way
- Fire Department Benevolent Organization Bylaws Update
- Mid-Year Property Casualty Tax Abatement Procedure Review
- Parks and Recreation Easements/Rights of Way Request Review
- Prepare for Kansas Court of Appeals Oral Arguments in *Prairiewood Holdings, LLC v. Board of County Commissioners of Riley County, KS, et al.*, Kansas Court of Appeals Case No. 24-127166
- Coordination with City of Manhattan RE Stormwater and Sidewalk Improvements
- Employee Training Forgivable Repayment
- University Park Fire Station Utilities Services
- Keats Sewer Project
- University Park Fire Station Replacement
- EMS Headquarters Construction
- Benefit District Formation at Request of Property Owners
- Multiple Benefit District Expansions at Request of Property Owners
- Comprehensive Plan Update
- Remediation of Former Firing Range
- Boundary Line Adjustment & Replatting Educational Materials Project
- University Park Sewer Improvements
- Marlatt Improvements
- Elevator Refurbishment
- Adjustment of Speed Limits
- Public Declaration of Riley County Mental Health Task Force as Professional Voice for Mental Health
- Transfer of Rural Economic Advisory Board to Planning and Development Department

Enclosures:

RILEY COUNTY LAW ENFORCEMENT AGENCY
LAW BOARD MEETING
City Commission Meeting Room
1101 Poyntz Ave.
Manhattan, KS
March 17, 2025 12:00 p.m.
Agenda

I. ESTABLISH QUORUM- Chairperson Matta

II. PLEDGE OF ALLEGIANCE- Director Peete

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 5-14 | A. | Approve February 18, 2025 Law Board Meeting Minutes |
| Pages 15-27 | B. | Approve 2024 & 2025 Expenditures/Credits |
| Pages 28-30 | C. | 2025 Adjusted Financial Journal Entries- <i>(Review)</i> |
| Pages 31-34 | D. | RCPD Related County Expenditures- <i>(Review)</i> |
| Page 35 | E. | Riley County Jail Average Daily Inmate Population- <i>(Review)</i> |
| Pages 36-43 | F. | Policy 41.3.9 - License Plate Recognition Systems and Security Cameras |
| | G. | Reports- <i>(Review)</i> |
| Pages 44-59 | 1. | Monthly Crime Report |
| Pages 60-66 | 2. | Quarterly Review of Emergency Line Performance Measurements (COMM 2.5.3)- Major Ingalls |
| Pages 67-74 | 3. | Annual IA/AA Report (26.2.5)- Major Steere |

IV. GENERAL AGENDA

- | | | |
|--------------|----|---|
| | H. | Additions or Deletions |
| | I. | Public Comment |
| | J. | Fraternal Order of Police Lodge #17 Comments |
| | K. | Board Member Comments |
| | L. | Award Presentation |
| | 1. | RCPD Legacy Award Presentation- Director Peete & Deputy Director Freidline |
| Page 75 | a) | Patrol Assistant Rusti Klym |
| Page 76 | b) | Police Officer Sonia Gregoire |
| Page 77 | c) | Dispatcher DeVonna Cottrell |
| Page 78 | d) | Corrections Officer Daniel Zoeller |
| Page 79 | 2. | Meritorious Service Award Presented to Detective Wesley Ulmer- Director Peete & Deputy Director Freidline |
| | 3. | Veterans of Foreign Wars Post #1786, 4 th District Dispatcher of the Year Award Presented to Dispatcher II Ceaven Evans- District Commander Mike Riley |
| Page 80 | M. | National Public Safety Telecommunications Week Proclamation- Chairperson Matta |
| Pages 81-98 | N. | Riley County Crime Incident Trend Analysis- Morgan Steele, Ph.D., Assistant Professor, Criminal Justice Program, Fort Hays State University- <i>(Discussion)</i> |
| | O. | Fake Patty's Day Overview- Director Peete- <i>(Discussion)</i> |
| | P. | Aggieville Road Restrictions- Director Peete & Major Hajek- <i>(Discussion)</i> |
| Pages 99-100 | Q. | School Resource Officer Program & Evaluation of Cost Sharing Opportunities- Director Peete- <i>(Discussion)</i> |
| | R. | Executive Session- <i>(Vote Required)</i> |
| | 1. | Non-Elected Personnel Matters |

2. Attorney Client Privilege
- S. Adjournment

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/law-board>. 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 Executive Offices Manager Nichole Glessner at (785) 537-2112, ext. 2468, for assistance.

The Meeting of the Riley County Law Enforcement Agency will be televised live on local Cox Cable Channel 3, on the City of Manhattan's website at <http://cityofmhk.com/tv>, and also on the RCPD website at <http://rileycountypolice.org/law-board>. A recording will be made available on the RCPD and City websites after the meeting.



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 17, 2025
12:00 p.m.**

City Commission Chambers
1101 Poyntz Avenue
Manhattan, Kansas

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

RILEY COUNTY POLICE DEPARTMENT MONTHLY BUDGET STATUS REPORT

	December 31, 2024 as of February 28, 2025	Budget Authorization	Current Actual after end of year	Actual-YTD Year	% to date 100%	Last YTD Actual	Remaining	% Balance
01 Salaries-Full Time		17,089,553.45	1.00	16,464,737.51	96.34%	14,649,737.50	624,815.94	3.66%
02 Salaries-Part Time		125,000.00	0.00	105,937.25	84.75%	87,894.36	19,062.75	15.25%
03 Salaries-Overtime		471,762.00	0.00	652,953.89	138.41%	707,235.70	-181,191.89	-38.41%
TOTAL SALARIES		17,686,315.45	1.00	17,223,628.65	97.38%	15,444,867.56	462,686.80	2.62%
36 Kansas Police & Fire		2,380,794.61	0.00	2,303,931.55	96.77%	2,124,314.10	76,863.06	3.23%
37 KPERS		798,707.30	0.00	721,910.63	90.38%	610,011.34	76,796.67	9.62%
38 Social Security		709,538.16	0.00	661,848.30	93.28%	596,504.91	47,689.86	6.72%
39 Health Insurance		1,537,150.00	0.00	1,840,000.00	119.70%	1,915,000.00	-302,850.00	-19.70%
40 Workers Compensation Insurance		380,000.00	11,026.65	99,318.47	26.14%	352,862.58	280,681.53	73.86%
41 Unemployment Compensation		17,686.65	0.00	16,419.16	92.83%	14,784.00	1,267.49	7.17%
TOTAL EMPLOYEE BENEFITS		5,823,876.72	11,026.65	5,643,428.11	96.90%	5,613,476.93	180,448.61	3.10%
TOTAL PERSONNEL COSTS		23,510,192.17	11,027.65	22,867,056.76	97.26%	21,058,344.49	643,135.41	2.74%
04 Utilities		205,000.00	43,944.79	251,472.50	122.67%	284,198.28	-46,472.50	-22.67%
05 Insurance		320,000.00	990.00	513,681.00	160.53%	542,505.00	-193,681.00	-60.53%
06 Legal & Accounting		85,000.00	11,435.08	108,951.72	128.18%	108,807.12	-23,951.72	-28.18%
07 Training & Travel		108,000.00	17,469.28	167,212.81	154.83%	142,579.25	-59,212.81	-54.83%
08 Postage		7,400.00	153.22	9,143.35	123.56%	6,896.39	-1,743.35	-23.56%
09 Printing		7,500.00	0.00	6,546.60	87.29%	6,553.37	953.40	12.71%
10 Rentals-Maint Agreements		60,000.00	7,401.93	59,373.36	98.96%	57,783.12	626.64	1.04%
11 Building & Grounds		30,000.00	527.22	45,062.08	150.21%	48,240.35	-15,062.08	-50.21%
12 Equipment Repair & Maintenance		85,000.00	1,605.22	25,319.33	29.79%	27,547.87	59,680.67	70.21%
13 Vehicle Maintenance		90,000.00	23,254.20	135,458.75	150.51%	153,210.31	-45,458.75	-50.51%
14 Telephone Service		62,000.00	11,641.88	76,895.24	124.02%	87,187.29	-14,895.24	-24.02%
16 Medical Fees		15,000.00	1,215.00	13,202.89	88.02%	25,712.35	1,797.11	11.98%
19 Contractual Services-Computers		690,000.00	61,014.50	817,039.55	118.41%	703,588.33	-127,039.55	-18.41%
20 Other Contractual Services		314,000.00	25,215.06	517,472.49	164.80%	701,847.24	-203,472.49	-64.80%
TOTAL CONTRACTUAL SERVICES		2,078,900.00	205,867.38	2,746,831.67	132.13%	2,896,656.27	-667,931.67	-32.13%
17 Prisoner Food & Care		195,000.00	45,552.34	490,688.56	251.64%	424,389.55	-295,688.56	-151.64%
21 Community Services		17,500.00	6,475.88	11,518.93	65.82%	8,957.92	5,981.07	34.18%
22 Books, Subscriptions, Memberships		10,000.00	1,073.85	9,272.95	92.73%	16,923.15	727.05	7.27%
23 Uniforms & Accessories		40,000.00	8,923.84	63,392.33	158.48%	84,397.97	-23,392.33	-58.48%
25 Maintenance Supplies		29,500.00	603.78	15,802.54	53.57%	14,952.33	13,697.46	46.43%
26 Fuel & Lubrication		163,000.00	17,779.51	239,344.75	146.84%	251,712.40	-76,344.75	-46.84%
27 Vehicle Tires		17,000.00	3,352.26	20,396.13	119.98%	13,664.34	-3,396.13	-19.98%
28 Office Supplies		24,000.00	1,057.85	38,395.59	159.98%	42,048.51	-14,395.59	-59.98%
29 Replenishment Supplies		45,000.00	2,401.49	74,306.77	165.13%	44,001.42	-29,306.77	-65.13%
TOTAL COMMODITIES		541,000.00	87,220.80	963,118.55	178.03%	901,047.59	-422,118.55	-78.03%
30 Communications Equipment		10,000.00	0.00	622.59	6.23%	13,465.93	9,377.41	93.77%
31 Guns & Crime Equipment		60,000.00	5,069.01	17,839.71	29.73%	80,004.31	42,160.29	70.27%
32 Furniture		15,000.00	2,028.28	9,420.14	62.80%	7,140.04	5,579.86	37.20%
33 Office Equipment		452,000.00	158.82	159,873.80	35.37%	122,180.32	292,126.20	64.63%
34 Vehicles and Equipment		270,000.00	2,141.31	669,809.54	248.08%	279,970.58	-399,809.54	-148.08%
35 Reserves & Contingencies		0.00	0.00	250,000.00	#DIV/0!	123,000.00	-250,000.00	#DIV/0!
TOTAL CAPITAL OUTLAY		807,000.00	9,397.42	1,107,565.78	137.24%	625,761.18	-300,565.78	-37.24%
TOTAL NON-PERSONNEL COSTS		3,426,900.00	302,485.60	4,817,516.00	140.58%	4,423,465.04	-1,390,616.00	-40.58%
TOTAL EXPENDITURES		26,937,092.17	313,513.25	27,684,572.76	102.77%	25,481,809.53	-747,480.59	-2.77%

Attachment: 03-17-2025 Law Board Packet (15563 : Law Board Meeting Agenda)

RILEY COUNTY POLICE DEPARTMENT REPORT OF AVAILABLE BUDGET

December 31, 2024 as of February 28, 2025		Budget Authorization	Budget Credits	Total Spendable	Spent-YTD Year	Encumbered	Total Used To Date	% Used To Date	Remaining Available
01	Salaries-Full Time	17,089,553.45	162,018.67	17,251,572.12	16,464,737.51	0.00	16,464,737.51	95.44%	786,834.61
02	Salaries-Part Time	125,000.00	0.00	125,000.00	105,937.25	0.00	105,937.25	84.75%	19,062.75
03	Salaries-Overtime	471,762.00	135,766.90	607,528.90	652,953.89	0.00	652,953.89	107.48%	-45,424.99
TOTAL SALARIES		17,686,315.45	297,785.57	17,984,101.02	17,223,628.65	0.00	17,223,628.65	95.77%	760,472.37
36	Kansas Police & Fire	2,380,794.61	0.00	2,380,794.61	2,303,931.55	0.00	2,303,931.55	96.77%	76,863.06
37	KPERS	798,707.30	0.00	798,707.30	721,910.63	0.00	721,910.63	90.38%	76,796.67
38	Social Security	709,538.16	0.00	709,538.16	661,848.30	0.00	661,848.30	93.28%	47,689.86
39	Health Insurance	1,537,150.00	0.00	1,537,150.00	1,840,000.00	0.00	1,840,000.00	119.70%	-302,850.00
40	Workers Compensation Insurance	380,000.00	0.00	380,000.00	99,318.47	0.00	99,318.47	26.14%	280,681.53
41	Unemployment Compensation	17,686.65	0.00	17,686.65	16,419.16	0.00	16,419.16	92.83%	1,267.49
TOTAL EMPLOYEE BENEFITS		5,823,876.72	0.00	5,823,876.72	5,643,428.11	0.00	5,643,428.11	96.90%	180,448.61
TOTAL PERSONNEL COSTS		23,510,192.17	297,785.57	23,807,977.74	22,867,056.76	0.00	22,867,056.76	96.05%	940,920.98
04	Utilities	205,000.00	0.00	205,000.00	251,472.50	0.00	251,472.50	122.67%	-46,472.50
05	Insurance	320,000.00	0.00	320,000.00	513,681.00	0.00	513,681.00	160.53%	-193,681.00
06	Legal & Accounting	85,000.00	100.00	85,100.00	108,951.72	0.00	108,951.72	128.03%	-23,851.72
07	Training & Travel	108,000.00	28,370.58	136,370.58	167,212.81	0.00	167,212.81	122.62%	-30,842.23
08	Postage	7,400.00	578.98	7,978.98	9,143.35	0.00	9,143.35	114.59%	-1,164.37
09	Printing	7,500.00	0.00	7,500.00	6,546.60	0.00	6,546.60	87.29%	953.40
10	Rentals-Maint Agreements	60,000.00	0.00	60,000.00	59,373.36	0.00	59,373.36	98.96%	626.64
11	Building & Grounds	30,000.00	186.99	30,186.99	45,062.08	0.00	45,062.08	149.28%	-14,875.09
12	Equipment Repair & Maintenance	85,000.00	0.00	85,000.00	25,319.33	0.00	25,319.33	29.79%	59,680.67
13	Vehicle Maintenance	90,000.00	6,368.07	96,368.07	135,458.75	0.00	135,458.75	140.56%	-39,090.68
14	Telephone Service	62,000.00	1,776.89	63,776.89	76,895.24	0.00	76,895.24	120.57%	-13,118.35
16	Medical Fees	15,000.00	0.00	15,000.00	13,202.89	0.00	13,202.89	88.02%	1,797.11
19	Contractual Services-Computers	690,000.00	3,610.10	693,610.10	817,039.55	0.00	817,039.55	117.80%	-123,429.45
20	Other Contractual Services	314,000.00	48,313.77	362,313.77	517,472.49	0.00	517,472.49	142.82%	-155,158.72
TOTAL CONTRACTUAL SERVICES		2,078,900.00	89,305.38	2,168,205.38	2,746,831.67	0.00	2,746,831.67	126.69%	-578,626.29
17	Prisoner Food & Care	195,000.00	85,290.18	280,290.18	490,688.56	0.00	490,688.56	175.06%	-210,398.38
21	Community Services	17,500.00	0.00	17,500.00	11,518.93	0.00	11,518.93	65.82%	5,981.07
22	Books, Subscriptions, Memberships	10,000.00	0.00	10,000.00	9,272.95	0.00	9,272.95	92.73%	727.05
23	Uniforms & Accessories	40,000.00	16,146.90	56,146.90	63,392.33	42,239.10	105,631.43	188.13%	-49,484.53
25	Maintenance Supplies	29,500.00	0.00	29,500.00	15,802.54	0.00	15,802.54	53.57%	13,697.46
26	Fuel & Lubrication	163,000.00	0.00	163,000.00	239,344.75	0.00	239,344.75	146.84%	-76,344.75
27	Vehicle Tires	17,000.00	0.00	17,000.00	20,396.13	0.00	20,396.13	119.98%	-3,396.13
28	Office Supplies	24,000.00	55.07	24,055.07	38,395.59	0.00	38,395.59	159.62%	-14,340.52
29	Replenishment Supplies	45,000.00	21,865.20	66,865.20	74,306.77	0.00	74,306.77	111.13%	-7,441.57
TOTAL COMMODITIES		541,000.00	123,357.35	664,357.35	963,118.55	42,239.10	1,005,357.65	151.33%	-341,000.30
30	Communications Equipment	10,000.00	3,871.76	13,871.76	622.59	0.00	622.59	4.49%	13,249.17
31	Guns & Crime Equipment	60,000.00	0.00	60,000.00	17,839.71	0.00	17,839.71	29.73%	42,160.29
32	Furniture	15,000.00	0.00	15,000.00	9,420.14	0.00	9,420.14	62.80%	5,579.86
33	Office Equipment	452,000.00	531,925.69	983,925.69	159,873.80	0.00	159,873.80	16.25%	824,051.89
34	Vehicles and Equipment	270,000.00	10,000.00	280,000.00	669,809.54	44,665.00	714,474.54	255.17%	-434,474.54
35	Reserves & Contingencies	0.00	0.00	0.00	250,000.00	0.00	250,000.00	#DIV/0!	-250,000.00
TOTAL CAPITAL OUTLAY		807,000.00	545,797.45	1,352,797.45	1,107,565.78	44,665.00	1,152,230.78	85.17%	200,566.67
TOTAL NON-PERSONNEL COSTS		3,426,900.00	758,460.18	4,185,360.18	4,817,516.00	86,904.10	4,904,420.10	117.18%	-719,059.92
TOTALS		26,937,092.17	1,056,245.75	27,993,337.92	27,684,572.76	86,904.10	27,771,476.86	99.21%	221,861.06

Attachment: 03-17-2025 Law Board Packet (15563 : Law Board Meeting Agenda)

RILEY COUNTY POLICE DEPARTMENT MONTHLY BUDGET STATUS REPORT

February 28, 2025		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	18,145,731.89	1,443,945.82	2,905,577.28	16.01%	2,672,945.34	15,240,154.61	83.99%
02	Salaries-Part Time	125,000.00	11,858.63	23,960.07	19.17%	21,538.31	101,039.93	80.83%
03	Salaries-Overtime	491,762.00	41,505.13	97,796.74	19.89%	112,284.56	393,965.26	80.11%
TOTAL SALARIES		18,762,493.89	1,497,309.58	3,027,334.09	16.14%	2,806,768.21	15,735,159.80	83.86%
36	Kansas Police & Fire	2,693,538.00	271,263.24	483,830.41	17.96%	372,093.50	2,209,707.59	82.04%
37	KPERS	842,704.21	66,785.38	134,047.25	15.91%	118,399.34	708,656.96	84.09%
38	Social Security	749,097.43	58,836.12	117,961.62	15.75%	108,534.60	631,135.81	84.25%
39	Health Insurance	1,650,000.00	135,000.00	270,000.00	16.36%	240,000.00	1,380,000.00	83.64%
40	Workers Compensation Insurance	374,105.00	24,064.73	24,064.73	6.43%	22,432.45	350,040.27	93.57%
41	Unemployment Compensation	18,723.40	1,424.41	2,861.66	15.28%	2,676.04	15,861.74	84.72%
TOTAL EMPLOYEE BENEFITS		6,328,168.04	557,373.88	1,032,765.67	16.32%	864,135.93	5,295,402.37	83.68%
TOTAL PERSONNEL COSTS		25,090,661.93	2,054,683.46	4,060,099.76	16.18%	3,670,904.14	21,030,562.17	83.82%
04	Utilities	205,000.00	70.00	70.00	0.03%	70.00	204,930.00	99.97%
05	Insurance	420,000.00	402,333.92	559,542.92	133.22%	504,599.00	-139,542.92	-33.22%
06	Legal & Accounting	85,000.00	6,499.03	11,006.28	12.95%	10,475.35	73,993.72	87.05%
07	Training & Travel	108,000.00	3,936.06	3,936.06	3.64%	16,192.82	104,063.94	96.36%
08	Postage	7,400.00	217.14	217.14	2.93%	1,091.30	7,182.86	97.07%
09	Printing	7,500.00	0.00	0.00	0.00%	37.50	7,500.00	100.00%
10	Rentals-Maint Agreements	60,000.00	1,772.36	1,772.36	2.95%	4,671.78	58,227.64	97.05%
11	Building & Grounds	30,000.00	445.38	445.38	1.48%	3,531.79	29,554.62	98.52%
12	Equipment Repair & Maintenance	60,000.00	1,589.98	1,689.98	2.82%	3,801.68	58,310.02	97.18%
13	Vehicle Maintenance	100,000.00	4,860.81	4,860.81	4.86%	10,043.30	95,139.19	95.14%
14	Telephone Service	62,000.00	332.08	519.08	0.84%	1,909.24	61,480.92	99.16%
16	Medical Fees	15,000.00	3,250.00	3,250.00	21.67%	725.00	11,750.00	78.33%
19	Contractual Services-Computers	763,800.00	13,889.09	14,822.03	1.94%	9,740.01	748,977.97	98.06%
20	Other Contractual Services	277,080.00	27,130.00	33,425.10	12.06%	57,734.48	243,654.90	87.94%
TOTAL CONTRACTUAL SERVICES		2,200,780.00	466,325.85	635,557.14	28.88%	624,623.25	1,565,222.86	71.12%
17	Prisoner Food & Care	345,000.00	32,235.89	37,485.84	10.87%	41,875.01	307,514.16	89.13%
21	Community Services	12,000.00	0.00	0.00	0.00%	795.00	12,000.00	100.00%
22	Books, Subscriptions, Memberships	10,000.00	3,803.68	3,803.68	38.04%	799.95	6,196.32	61.96%
23	Uniforms & Accessories	40,000.00	3,452.96	3,452.96	8.63%	5,710.31	36,547.04	91.37%
25	Maintenance Supplies	19,500.00	1,206.40	1,206.40	6.19%	2,538.77	18,293.60	93.81%
26	Fuel & Lubrication	203,000.00	21,236.63	21,384.63	10.53%	17,080.22	181,615.37	89.47%
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	1,072.10	1,072.10	4.47%	1,220.21	22,927.90	95.53%
29	Replenishment Supplies	45,000.00	5,896.68	5,896.68	13.10%	4,028.22	39,103.32	86.90%
TOTAL COMMODITIES		715,500.00	68,904.34	74,302.29	10.38%	74,047.69	641,197.71	89.62%
30	Communications Equipment	10,000.00	0.00	0.00	0.00%	0.00	10,000.00	100.00%
31	Guns & Crime Equipment	60,000.00	581.26	22,779.80	37.97%	948.12	37,220.20	62.03%
32	Furniture	10,000.00	595.09	595.09	5.95%	2,252.28	9,404.91	94.05%
33	Office Equipment	400,000.00	2.99	2.99	0.00%	27,437.36	399,997.01	100.00%
34	Vehicles and Equipment	295,000.00	873.29	86,578.79	29.35%	18.99	208,421.21	70.65%
TOTAL CAPITAL OUTLAY		775,000.00	2,052.63	109,956.67	14.19%	30,656.75	665,043.33	85.81%
TOTAL NON-PERSONNEL COSTS		3,691,280.00	537,282.82	819,816.10	22.21%	729,327.69	2,871,463.90	77.79%
TOTAL EXPENDITURES		28,781,941.93	2,591,966.28	4,879,915.86	16.95%	4,400,231.83	23,902,026.07	83.05%

Attachment: 03-17-2025 Law Board Packet (15563 : Law Board Meeting Agenda)

RILEY COUNTY POLICE DEPARTMENT REPORT OF AVAILABLE BUDGET

February 28, 2025		Budget	Budget	Total	Spent-YTD	Encumbered	Total Used	% Used	Remaining
		Authorization	Credits	Spendable	2 Months		To Date	To Date	Available
01	Salaries-Full Time	18,145,731.89	32,488.46	18,178,220.35	2,905,577.28	0.00	2,905,577.28	15.98%	15,272,643.07
02	Salaries-Part Time	125,000.00	0.00	125,000.00	23,960.07	0.00	23,960.07	19.17%	101,039.93
03	Salaries-Overtime	491,762.00	6,488.69	498,250.69	97,796.74	0.00	97,796.74	19.63%	400,453.95
TOTAL SALARIES		18,762,493.89	38,977.15	18,801,471.04	3,027,334.09	0.00	3,027,334.09	16.10%	15,774,136.95
36	Kansas Police & Fire	2,693,538.00	0.00	2,693,538.00	483,830.41	0.00	483,830.41	17.96%	2,209,707.59
37	KPERS	842,704.21	0.00	842,704.21	134,047.25	0.00	134,047.25	15.91%	708,656.96
38	Social Security	749,097.43	0.00	749,097.43	117,961.62	0.00	117,961.62	15.75%	631,135.81
39	Health Insurance	1,650,000.00	0.00	1,650,000.00	270,000.00	0.00	270,000.00	16.36%	1,380,000.00
40	Workers Compensation Insurance	374,105.00	0.00	374,105.00	24,064.73	0.00	24,064.73	6.43%	350,040.27
41	Unemployment Compensation	18,723.40	0.00	18,723.40	2,861.66	0.00	2,861.66	15.28%	15,861.74
TOTAL EMPLOYEE BENEFITS		6,328,168.04	0.00	6,328,168.04	1,032,765.67	0.00	1,032,765.67	16.32%	5,295,402.37
TOTAL PERSONNEL COSTS		25,090,661.93	38,977.15	25,129,639.08	4,060,099.76	0.00	4,060,099.76	16.16%	21,069,539.32
04	Utilities	205,000.00	0.00	205,000.00	70.00	0.00	70.00	0.03%	204,930.00
05	Insurance	420,000.00	0.00	420,000.00	559,542.92	0.00	559,542.92	133.22%	-139,542.92
06	Legal & Accounting	85,000.00	0.00	85,000.00	11,006.28	0.00	11,006.28	12.95%	73,993.72
07	Training & Travel	108,000.00	0.17	108,000.17	3,936.06	0.00	3,936.06	3.64%	104,064.11
08	Postage	7,400.00	107.63	7,507.63	217.14	0.00	217.14	2.89%	7,290.49
09	Printing	7,500.00	0.00	7,500.00	0.00	0.00	0.00	0.00%	7,500.00
10	Rentals-Maint Agreements	60,000.00	0.00	60,000.00	1,772.36	0.00	1,772.36	2.95%	58,227.64
11	Building & Grounds	30,000.00	42.38	30,042.38	445.38	0.00	445.38	1.48%	29,597.00
12	Equipment Repair & Maintenance	60,000.00	0.00	60,000.00	1,689.98	0.00	1,689.98	2.82%	58,310.02
13	Vehicle Maintenance	100,000.00	2.50	100,002.50	4,860.81	0.00	4,860.81	4.86%	95,141.69
14	Telephone Service	62,000.00	41.51	62,041.51	519.08	0.00	519.08	0.84%	61,522.43
16	Medical Fees	15,000.00	0.00	15,000.00	3,250.00	0.00	3,250.00	21.67%	11,750.00
19	Contractual Services-Computers	763,800.00	90.67	763,890.67	14,822.03	0.00	14,822.03	1.94%	749,068.64
20	Other Contractual Services	277,080.00	0.00	277,080.00	33,425.10	0.00	33,425.10	12.06%	243,654.90
TOTAL CONTRACTUAL SERVICES		2,200,780.00	284.86	2,201,064.86	635,557.14	0.00	635,557.14	28.87%	1,565,507.72
17	Prisoner Food & Care	345,000.00	2,390.60	347,390.60	37,485.84	0.00	37,485.84	10.79%	309,904.76
21	Community Services	12,000.00	0.00	12,000.00	0.00	0.00	0.00	0.00%	12,000.00
22	Books, Subscriptions, Memberships	10,000.00	0.00	10,000.00	3,803.68	0.00	3,803.68	38.04%	6,196.32
23	Uniforms & Accessories	40,000.00	5,942.25	45,942.25	3,452.96	0.00	3,452.96	7.52%	42,489.29
25	Maintenance Supplies	19,500.00	0.00	19,500.00	1,206.40	0.00	1,206.40	6.19%	18,293.60
26	Fuel & Lubrication	203,000.00	0.00	203,000.00	21,384.63	0.00	21,384.63	10.53%	181,615.37
27	Vehicle Tires	17,000.00	0.00	17,000.00	0.00	0.00	0.00	0.00%	17,000.00
28	Office Supplies	24,000.00	0.00	24,000.00	1,072.10	0.00	1,072.10	4.47%	22,927.90
29	Replenishment Supplies	45,000.00	0.00	45,000.00	5,896.68	0.00	5,896.68	13.10%	39,103.32
TOTAL COMMODITIES		715,500.00	8,332.85	723,832.85	74,302.29	0.00	74,302.29	10.27%	649,530.56
30	Communications Equipment	10,000.00	0.00	10,000.00	0.00	0.00	0.00	0.00%	10,000.00
31	Guns & Crime Equipment	60,000.00	0.00	60,000.00	22,779.80	0.00	22,779.80	37.97%	37,220.20
32	Furniture	10,000.00	0.00	10,000.00	595.09	0.00	595.09	5.95%	9,404.91
33	Office Equipment	400,000.00	27,432.31	427,432.31	2.99	0.00	2.99	0.00%	427,429.32
34	Vehicles and Equipment	295,000.00	0.00	295,000.00	86,578.79	0.00	86,578.79	29.35%	208,421.21
TOTAL CAPITAL OUTLAY		775,000.00	27,432.31	802,432.31	109,956.67	0.00	109,956.67	13.70%	692,475.64
TOTAL NON-PERSONNEL COSTS		3,691,280.00	36,050.02	3,727,330.02	819,816.10	0.00	819,816.10	21.99%	2,907,513.92
TOTALS		28,781,941.93	75,027.17	28,856,969.10	4,879,915.86	0.00	4,879,915.86	16.91%	23,977,053.24

Attachment: 03-17-2025 Law Board Packet (15563 : Law Board Meeting Agenda)

**RILEY COUNTY LAW ENFORCEMENT AGENCY
LAW BOARD MEETING
City Commission Meeting Room
1101 Poyntz Avenue
February 18, 2025 12:00 p.m.
Minutes**

Members Present: Chairperson John Matta Secretary Barry Wilkerson
Member Craig Beardsley Member Kathryn Focke
Member Kaleb James Member Greg McKinley

Absent: Member Wes Maupin

Staff Present: Director Brian Peete Deputy Director Erin Freidline
Major Daryl Ascher Major Mark French
Major Scott Hajek Major Brad Ingalls
Major Brad Jager Major Greg Steere

Recorder: Executive Offices Manager Nichole Glessner, Riley County Police Department
(RCPD or Department)

I. Establish Quorum: By Chairperson Matta at 12:00 p.m.

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

III. Consent Agenda:

- A. Consent Agenda Overview for New Law Board Members
- B. Approve January 21, 2025 Law Board Meeting Minutes
- C. Approve 2024 & 2025 Expenditures/Credits
- D. 2025 Adjusted Financial Journal Entries- *(Review)*
- E. RCPD Related County Expenditures *(Review)*
- F. Riley County Jail Average Daily Inmate Population- *(Review)*
- G. Seizure Expenditure
- H. Report 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

Deputy Director Freidline thanked the Law Board for allowing staff time to provide an overview the Consent Agenda, especially since there are new members on the Board. She noted that while the agenda is often routine, the department plans to approach it a bit differently in 2025, particularly regarding reports and crime data.

Deputy Director Freidline explained that the department will continue to provide monthly crime reports, but moving forward, operational captains, Majors Brad Jager and Scott Hajek, will present a quarterly overview of crime trends and motor vehicle accidents in the community. She stressed the importance of keeping the Board informed and having discussion on these topics, rather than simply having them listed on the Consent Agenda. Deputy Director Freidline also addressed a previous request from a board member regarding a review of the department's technology investments. That presentation is currently in progress and will be presented in March.

Deputy Director Freidline brought to the board's attention the financial reports contained in the monthly law board packets. Finance Manager Jennifer Reifschneider was present to provide an overview and offer a clearer understanding of the figures contained within the reports.

Finance Manager Reifschneider discussed the Budget Status Reports included in the packet. She explained that during the first quarter of the year, expenses from both 2024 and 2025 are recorded, requiring separate reports for each year. The Monthly Budget Status Report outlines department accounts, budget authorizations, and expenditures, while the Report of Available Budget accounts for budget credits, such as grant reimbursements and contract payments. As of the end of January, approximately \$273,000 remained available in the 2024 budget, with additional payments still to be processed through March.

Finance Manager Reifschneider also reviewed expenditure reports, adjusting journal entries, and county-generated reports detailing RCPD-related expenses, including inmate medical fees and the Aggieville rental space. She highlighted federal and state seizure reports, which track beginning balances, received funds, and expenditures, as well as periodic seizure vouchers documenting legal expenses.

Finance Manager Reifschneider addressed the credits report, which was inadvertently omitted from the Board packets but distributed at the meeting. The report details funds received in January and distinguishes between budget credits, such as city and county allocations and grant reimbursements, and non-budget credits, which include revenue from activities like recycling. Non-budget credits are not immediately available for spending but help offset future budget needs.

Chairperson Matta noted that earlier in the day, there was a discussion about the city's budget and the expenses covered by the county. He suggested creating a consolidated report that combines all these costs to present the true total cost of the police department, as no such statement currently exists. This report would also provide clarity on the percentage of the total cost covered by the county.

Reifschneider believed the information could be incorporated into the budget process in a form that clearly presents the information to the board.

Secretary Wilkerson moved to approve the consent agenda as presented. Member Beardsley seconded the motion. Chairperson Matta polled the board and the motion passed with Beardsley, Focke, James, Matta, McKinley, and Wilkerson voting in favor, and no one voting against. The motion passed 6-0.

IV. General Agenda:

I. Additions or Deletions: Chairperson Matta moved to add the topic of School Resource Officer Funding to the General Agenda for discussion. Member Beardsley seconded the motion. Chairperson Matta polled the board and the motion passed with Beardsley, Focke, James, Matta, McKinley, and Wilkerson voting in favor, and no one voting against. The motion passed 6-0.

J. Public Comment: None.

K. Fraternal Order of Police Lodge #17 Comments: Chris Combs, President, Fraternal Order of Police (FOP) Lodge #17, provided an update on the Polar Plunge, mentioning that RCPD raised just over \$1,800 in donations for the event. The total amount raised for the Polar Plunge exceeded \$10,000, and RCPD won the costume competition with their "Frozen" theme. Combs expressed his appreciation, noting that the weather was a bit warmer that day, and thanked the Board for their ongoing support.

L. Board Member Comments: Chairperson Matta thanked everyone at the police department for their hard work this morning and throughout the rest of the day, especially given the cold weather. He also expressed appreciation for the city and county employees who are out there clearing the roads and making them passable. Matta acknowledged that most schools are closed today, but that departments like the police, city, and county continue working regardless of the conditions. He reiterated that their efforts are greatly appreciated.

M. Promotion Announcement: Director Peete and Deputy Director Freidline announced the promotion of Daryl Ascher to the rank of Major. Daryl Ascher, a dedicated law enforcement professional with over 29 years of experience, was promoted to Major on January 16, 2025 and now leads the Operational Services & Community Outreach Division at the RCPD.

Daryl began his public service in 1995 with the U.S. Air Force and later joined RCPD in 2001. He excelled in various roles, including Detective and Special Investigations Unit leader, receiving multiple Meritorious Service Ribbons for his work in criminal investigations, narcotics, and leadership. Daryl was instrumental in the development of RCPD's Drug Enforcement Administration (DEA) Task Force Officer position, which strengthened the department's fight against fentanyl and other narcotics.

Daryl has always been committed to furthering education and awareness of mental health issues and crisis response. He was instrumental in developing the Flint Hills Crisis Intervention Team and still serves as its Coordinator. Daryl is a Pawnee Mental Health Task Force member and serves as a board member on the State of Kansas Crisis Intervention Team.

Daryl's commitment to ongoing professional development is evident through his participation in the FBI-LEEDA trilogy courses, CIT International, and his recent graduation from the Northwest School of Police Staff & Command Class #562.

Daryl was pinned by his wife, Alexandra Ascher, and his daughter, Lolita. His brother Ryan, and other family and friends were in the audience.

Major Ascher took a moment to thank Director Pete and the members of command staff. He expressed gratitude to the men and women of the RCPD, acknowledging their hard work in the day-to-day operations. Lastly, he thanked his wife and daughter, Lolita, for being his inspiration and motivation to do his best every day.

N. Animal Control Officers: At the request of Director Peete, Katie Jackson, City Attorney for the City of Manhattan, provided a brief PowerPoint presentation to the Law Board regarding the city's Animal Control Services in the city of Manhattan. Jackson noted that the last time the city presented to this body was in January 2023, when Wyatt Thompson, Assistant City Manager and current Acting Director of Public Works, provided an update.

Attorney Jackson explained that the city has contracted with Prairie Paws, a private nonprofit entity, to operate the animal shelter. At this time, the city does not play a significant role in the shelter's daily operations. If other cities or counties need services, they contract directly with Prairie Paws. The agreement is a five-year agreement with renewable one-year terms and has been successful so far.

Attorney Jackson stated regarding Animal Control, it is currently part of the Manhattan Fire Department, having previously been under the Parks and Recreation Department. She provided an overview of local and state animal control laws, noting that Manhattan and other jurisdictions in Riley County have varying ordinances based on population, resources, and needs. The RCPD can enforce city ordinances, including animal-related laws, within city limits. The city also provides supplemental enforcement, reducing the burden on RCPD resources.

The city has three animal control officers (ACO), with coverage seven days a week, but not 24/7, and limited backup for vacations or medical leave. The RCPD has assisted in filling these gaps. Jackson highlighted that city officers only have jurisdiction within the city limits and cannot enforce state laws or felony-related cases. The city is unable to provide public safety or wildlife response services unless contracted with RCPD.

Attorney Jackson concluded by stating that the question now is whether the city and RCPD staff should continue discussions options for RCPD to solely provide animal control services. She made herself available to answer questions regarding the city's role and jurisdiction.

Director Peete emphasized that this discussion is not related to the shelter, but rather the ACO function. In their discussions, both parties mutually believe they can provide better services. This also includes talking to individuals in and around the county, particularly in the North County and Ogden areas, to determine how they can best deliver services. Under this umbrella, they believe they can continue to improve and expand their efforts. Additionally, initial discussions have been held with organizations like the American Kennel Club in and around the county about potentially taking over this responsibility.

Member James inquired about the anticipated changes in Full-Time Equivalent (FTE) positions when expanding services to cover the entire county, as opposed to just the city limits of one to three.

Director Peete responded that, at this point, he believes the department would maintain the same number of FTE positions. He explained that given the current data from the shelter, it wouldn't be responsible to request additional positions, such as four or five, based on the projections. Initially, there were concerns

about this decision, but after reviewing the available data, he believes three FTEs are sufficient for now. If the data changes or increases, adjustments can be made later.

Member James asked if the RCPD and Law Board decided on a funding mechanism.

Chairperson Matta explained that while a contract could be created exclusively for city services, the county also seeks coverage. Using a simplified budget example, if the current cost is \$80, expanding services to the county for \$100 would align with the funding model. The city is not concerned about additional costs to RCPD, as its budget would be adjusted accordingly on the city side. However, in response to Member James' question, if staffing needs to increase to accommodate county coverage, the city would likely support it, provided the cost increase remains reasonable, ideally not exceeding 20%.

Member McKinley noted that based on the numbers received, the county's usage does not appear to be that much. There is already a separate contract with Prairie Paws for the shelter, and a report on its usage is expected in the coming weeks. Rather than establishing a separate contract or MOU, if services are placed under RCPD, the county would be responsible for 20% of the cost. McKinley also inquired about the varying regulations among cities within the county, asking whether they would need to be standardized to ensure officers are aware of consistent requirements across jurisdictions.

Director Peete stated that if the board wishes to continue pursuing this initiative, they could work closely with Mr. Bryant and the county attorney. Major Ascher would lead community outreach efforts related to the project. Additionally, they would work with Mr. Roberson for legal guidance on potential consolidated ordinances and present them to the county for a final decision.

Director Peete added that the city has already made significant investments in ACO equipment. If the ACOs were to be absorbed, there would be no immediate request to the Law Board for new equipment, such as a truck or cage. He projects that existing equipment is expected to remain sufficient for years before any upgrades or replacements are needed.

Member Beardsley expressed support for taking on the mission, agreeing that important points had been raised regarding the budget and contracts. He suggested the simplest approach would be to integrate the service into RCPD under the existing 80/20 funding model, avoiding unnecessary complexity that could lead to complications. Beardsley also discussed the importance of consistency across localities, noting that varying regulations make enforcement more challenging for officers. He recommended that Major Ascher take the lead in addressing this issue, ensuring a unified approach to animal control. Standardizing the process would provide clarity on funding, responsibilities, and expectations, making the process easier for everyone involved.

Vice Chairperson Focke said currently, county usage accounts for roughly 5%, which is a difference from the 20% funding model. Final numbers from the shelter are still pending, making this an important area for further discussion. Additionally, Focke inquired about the type of contract in place with Pottawatomie County for their portion of the services.

Attorney Jackson explained that the city does not have a contract with Pottawatomie County; they provide their services within the city limits in Pottawatomie County.

Director Peete added that, to his knowledge, any interactions related to the shelter would be handled through contracts or agreements with Prairie Paws, absent of RCPD or the city.

Member James stated that while funding needs to be determined, he would prefer to cap the number of FTEs at five.

Member McKinley asked if the plan is to start this in 2026, emphasizing that the goal is to have everything set up in advance.

Chairperson Matta said that is correct, so they could do it for the budget next year.

O. RCPD Community Survey: Director Peete summarized the results of the annual community survey, explaining that its role was to gather feedback from citizens served by the RCPD. The survey, conducted from October 1 to December 31, consisted of 21 questions and had 461 respondents. The survey used a Likert scale, ranging from 1 (very dissatisfied) to 5 (very satisfied), to assess various concerns such as theft, safety, and drug-related activities. Questions also gauged community members' experiences with officers and their trust in RCPD.

Director Peete presented the survey results to the board and explained that the department views these results as a valuable tool for improvement. He expressed the desire for higher satisfaction levels and expressed RCPD's commitment to professionalism, clear communication, and respect in their interactions with the public.

Director Peete shared that, aside from the survey, the Manhattan Chamber of Commerce conducted a business survey in which 83% of respondents rated public safety in Riley County as either good or excellent. He emphasized that, despite the range of concerns, this feedback shows that RCPD is not only doing its best to keep the community safe but also contributing to its growth by attracting businesses. He said that businesses are reassured that they don't need to worry about their products being stolen or broken into, as RCPD is committed to ensuring that our community moves forward and benefits.

He added that moving forward from this presentation, the department is making the results public as part of their transparency efforts. He encouraged everyone to participate in next year's survey, stressing that all feedback is taken seriously and used to drive improvement.

Member James shared his support for using cameras in school zones instead of stationing an officer there. He asked for an update on the progress.

Director Peete responded that they are currently seeking outside funding to support the installation of cameras in those areas.

Member James stated that the board will have a discussion about SROs and asked the rest of the board if they are comfortable approaching the school districts to partner in funding the cameras specifically for traffic violations in school zones.

Director Peete clarified that Member James meant general safety cameras, not license plate cameras. If that is the case, he has not looked into funding for speed cameras, stop cameras, or red-light cameras.

Secretary Wilkerson explained that this may be a city issue. He noted that if tickets are to be written or enforcement is to occur, it would require coordination with the city attorneys to determine how to enforce it. The city ordinances would likely need to be revised so that tickets are issued to the vehicle, rather than the driver, as identifying the driver without pulling them over would be a challenge. While some communities have this type of enforcement, he said that it would likely be driven by the city, as they would be the ones reviewing the camera footage and issuing tickets based on city ordinance violations.

Member James acknowledged the point made by Secretary Wilkerson and explained that he may have jumped the gun, noting that the city needs to have that discussion. He said that if a purchase is to be made, it's important to have a full conversation to understand what exactly is being purchased, what the city's interests are, and to ensure cost-effectiveness. He added that having the cameras would be more effective if people know they exist and understand that there will be consequences for speeding through school zones, whether or not a police officer is visible in the area.

Chairperson Matta said he would talk to the city to understand their perspective on the matter and see if they are interested in pursuing it.

P. RCPD Feasibility Study & Aggieville Substation Facility: Director Peete explained that last year, RCPD conducted a feasibility study to explore the possibility of increasing the department's work area. The need for more space was identified, and Baker McMillan AIA Architects were hired to conduct the study. He added that they are in the very early stages of discussions with the county about the potential for establishing a substation in a new location within the Aggieville area. He explained that there may be an opportunity with new construction in the area. They are exploring whether they can negotiate for a larger footprint within the Aggieville area at a similar cost per square foot. He said that these are very early discussions and that they need to work with County Clerk Rich Vargo on the matter.

Garric Baker addressed the board and outlined the progress of the feasibility study initiated by his firm last year, which aims to address both current and future needs for RCPD. Initially, they considered adding new jail pods to the north end of the law enforcement center, but they have since refined the plan to maximize space utilization. Phase one involves adding inmate 96 beds, creating individual pods for improved inmate classification. It also includes building out the current recreation room area and improving mechanical systems. Phase one addresses the overpopulation of the jail facility right now. Baker explained that even if the implementation were approved today, it would still take about three years to complete phase one that addresses the lower level of the building. Therefore, time is of the essence to address the issue.

Phase two focuses on expanding the investigations, patrol and administrative space, and improving property storage. It also includes options for training rooms and additional office space. A key feature is the potential for future expansion above the new jail facility, allowing for additional pods. The booking area that currently exists would be repurposed as a medical wing in phase two to address inmate health needs more efficiently in-house.

Baker estimated the cost for phase one at \$380 per square foot, totaling around \$11 million. With inflation, that cost could rise to approximately \$13.1 million by 2028. Phase two, which involves renovations to existing space, would cost around \$9.3 million, bringing the total cost of both phases to about \$20 to \$21

million. In contrast, building a new facility could cost upwards of \$48 million, or \$64 million with inflation.

Two construction methods were proposed: design-bid-build, which focuses on cost efficiency but may compromise quality, and construction manager at risk (CMAR), which involves collaboration with the contractor from the outset. The project is expected to take three to four years, with completion possibly occurring in 2029 if initiated by April 2025.

Baker concluded by inviting questions from the board and noting that the project timeline could be adjusted based on the chosen method and contractor.

Secretary Wilkerson asked if there have been many discussions with the county on this matter, considering that the county will be responsible for funding the project, not the Law Board. He asked if there had been conversations with the county counselor and the county commission regarding the project, noting that during last fall's space needs assessment meeting, this particular project was not mentioned.

Baker responded that they presented this to the county commission in June or July of last year, and it included pricing at that time. What is being presented today is essentially the same, but with further refinement and a focus on phasing the project in.

Member McKinley mentioned that he is thinking ahead, noting that the CMAR approach was successfully used for the new EMS station, and he is a proponent of it. However, he pointed out that getting started in April might be challenging, considering there is no funding yet.

Baker explained that the reason they included the schedule was to account for the possibility of needing to place the funding on a ballot. He referenced the Parks and Rec project, where they had to go through legal processes and state approvals to get it on the ballot. That process took until July or August before the November election. Baker emphasized the importance of considering that timeline if a similar process is required for this project.

McKinley explained that for the county to fund the project, the only option would be through bonds, and that would require an election. He noted that even if the proposal is ready in time for the November election, there is still a lot of work to be done before that can happen.

Chairperson Matta clarified that the reason this is before the board as a vote is to determine whether the law board will authorize the department to work with the county on this project. He stated that, regardless of the board's decision, it will still need to go to the county.

Director Peete said that is correct. He explained that the goal was to have an initial general discussion with the Law Board and then, as the county prioritizes its CIP (Capital Improvement Plan), ensure they are aware of these needs.

Chairperson Matta moved to authorize the police department to work with the county to develop a plan. Member James seconded the motion. Chairperson Matta polled the board and the motion passed with Beardsley, Focke, James, Matta, McKinley, and Wilkerson voting in favor, and no one voting against. The motion passed 6-0.

Q. Memorandum of Understanding between the RCPD and the United States Department of Agriculture National Bio and Agro-Defense Facility: Director Peete addressed the memorandum of understanding between RCPD and the United States Department of Agriculture National Bio and Agro-Defense Facility. In response to a question from Chairperson Matta about the minor changes between this agreement and the version previously approved by the board, Director Peete explained that the MOU was being brought back to the board because there was a request from attorneys for additional language.

Member Beardsley moved that the board accept the Memorandum of Understanding between the RCPD and the National Bio and Agro-Defense Facility. Secretary Wilkerson seconded the motion. Chairperson Matta polled the board and the motion passed with Beardsley, Focke, James, Matta, McKinley, and Wilkerson voting in favor, and no one voting against. The motion passed 6-0.

R. 2024 Equitable Sharing Agreement & Certification Form (Federal Seizure): Deputy Director Freidline explained that this is the department's annual report, which details the justice funds held, particularly focusing on the interest earned. She was available to answer any questions from the board regarding the report.

Chairperson Matta moved to approve the 2024 Equitable Sharing Agreement and Certification Form. Member Beardsley seconded the motion. Chairperson Matta polled the board and the motion passed with Beardsley, Focke, James, Matta, McKinley, and Wilkerson voting in favor, and no one voting against. The motion passed 6-0.

S. School Resource Officer Funding Options: Chairperson Matta initiated a discussion on the RCPD School Resource Officer Program. He acknowledged that the department is working on something related to the program and raised the question about the level of funding they should request from the school districts. He asked whether the department should seek full funding, a percentage of the funding, or if there should be another approach. He highlighted that currently, the department fully funds the School Resource Officers, even though the schools request them. Matta questioned whether, if the SROs are a priority for the schools, they should be responsible for funding them. He sought feedback on this matter from the board members.

Director Peete reported that staff have analyzed the costs for SROs, including equipment, training, and other related expenses. The total cost for one SRO is \$197,191.01, which translates to an hourly rate of \$94.81, with an overtime rate of \$142.22. Fifty percent of this amount equals \$98,595.50. For three SROs, the total cost is \$591,573.30, and for two SROs, the cost is \$394,382.20. The SROs are paid from the department's budget, which is split 80/20 between the city and county, respectively.

The Director and board discussed possible negotiations with the school district regarding a funding split. Various options were considered, including an 80-20 or 75-25 split with the school district covering a larger portion as the bulk of their time would be spent in the districts. Other options included starting with a 50-50 split for negotiations with the school district.

Secretary Wilkerson stressed that the SRO program is a vital community service for protecting children, which he considers the most vulnerable population. While he has no issue with asking schools to help pay,

he also emphasized the need to ensure the continuation of the SRO program, as it plays an essential role in law enforcement and child protection within the community.

Member Beardsley expressed some difficulty with discussing percentages when it comes to funding from RCPD and the school districts. He noted that, as a taxpayer, his taxes, whether they are going to the county or the city, are paying for it. Beardsley added that when percentages are involved, it can complicate the process. He agreed with Secretary Wilkerson that the SRO program is important, but he suggested it might be cleaner and simpler to incorporate the program as part of the RCPD's budget, to be discussed and funded annually.

Chairperson Matta explained that the school district requests a specific number of SROs based on their needs. He suggested that if it's a priority for the school district, they should be willing to pay for it. He emphasized that, by funding the SROs, the department is essentially deciding what the schools need.

Member James expressed that the funding split between the school district and RCPD serves as a system of checks and balances. He explained that if the department absorbs all the costs, citizens may question the budget increase, particularly if the school district requests more SROs. James believes splitting the funding is better for taxpayers, as it provides more oversight and accountability between the two entities.

Member Beardsley stated that he still views this as a request and justification process. He suggested that the school district should be required to justify the need for an SRO. Beardsley noted that there is city and county involvement due to multiple funding streams, but for simplicity, he feels it would be easier to keep the program under the RCPD umbrella. He commented on the importance of maintaining control over the SROs' training and certification, ensuring that they are fully integrated into the department's, as this is crucial for their career development.

Member Focke described the situation as a joint venture and expressed that she doesn't see the need for an 80/20 split. She suggested a 50/50 split, which would give both entities some control and ensure they are equally contributing to the funding.

A consensus was reached among the board for RCPD to approach the school districts and discuss potential cost-sharing for SROs, starting with a 50-50 funding option.

T. Executive Session: It was determined that an executive session was not needed.

U. Adjournment: Secretary Wilkerson moved to adjourn the meeting. Member James seconded the motion. Chairperson Matta polled the board and the motion passed with Beardsley, Focke, James, Matta, McKinley, and Wilkerson voting in favor, and no one voting against. The motion passed 6-0. The February 18, 2025 Law Board Meeting adjourned at 1:35 p.m.

RILEY COUNTY POLICE DEPARTMENT			2024 EXPENDITURES	MARCH 2025	
<u>V #</u>	<u>VENDOR NAME</u>	<u>ACCT</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>	
15001	Baysinger Police Supply, Inc.	23	TAC Team Ballistic Vests	42,239.10	42,239.10
15002	Shawnee Mission Ford Inc	34	Ford Police Interceptor	44,665.00	44,665.00
				Total	86,904.10

Chair, Riley County Law Enforcement Agency

RILEY COUNTY POLICE DEPARTMENT		2025 EXPENDITURES		MARCH 2025	
<u>V #</u>	<u>VENDOR NAME</u>	<u>ACCT</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>	
3001	ADP LLC	19	Open Enrollment	625.00	
		19	Tax Reporting	1,471.08	2,096.08
3002	Arthur-Green Attorneys at Law	06	Monthly Retainer	2,750.00	2,750.00
3003	B-4 Fire Extinguisher	20	Fire Extinguisher Maint	144.00	144.00
3004	Candlewood Vet Clinic	20	Animal Care	250.21	250.21
3005	CBS Manhattan, LLC	11	Maintenance Supplies	268.00	268.00
3006	Clark, Mize, & Linville	06	Legal Fees	84.00	84.00
3007	Correctional Mgmt Institute of Texas	07	Laws of Leadership	299.00	299.00
3008	DeepRoots	11	LEC Landscaping	12,784.15	12,784.15
3009	Dickinson County Jail	17	Inmate Housing	1,665.00	1,665.00
3010	Ecolab, Inc	20	Dishwasher Rental	200.00	200.00
3011	EMC Risk Services LLC	40	Stop Loss Fund	17,035.28	17,035.28
3012	Empac	20	EAP Services	1,757.25	1,757.25
3013	Empower Flex	06	Admin Services	1,252.75	1,252.75
3014	Evco Wholesale Food Corp	17	Inmate Food	2,246.65	
		17	Inmate Supplies	63.79	
		17	Inmate Food	73.40	
		17	Inmate Food	2,458.31	
		17	Inmate Supplies	53.95	
		17	Inmate Food	-253.26	
		17	Inmate Food	-126.63	
		17	Inmate Food	217.08	
		17	Inmate Food	2,486.19	
		17	Inmate Supplies	57.34	
		17	Inmate Food	2,788.85	
		17	Inmate Supplies	176.66	
		17	Inmate Food	333.00	10,575.33

Attachment: 03-17-2025 Law Board Packet (15563 : Law Board Meeting Agenda)

RILEY COUNTY POLICE DEPARTMENT		2025 EXPENDITURES		MARCH 2025	
<u>V #</u>	<u>VENDOR NAME</u>	<u>ACCT</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>	
3015	Express Employment Professionals	20	Temp Jail Cook	981.60	
		20	Temp Jail Cook	840.50	
		20	Temp Jail Cook	981.60	
		20	Temp Jail Cook	981.60	3,785.30
3016	4 My Benefits, Inc	20	Annual Filing Fee	756.00	756.00
3017	Fuelman	26	Fuel	64.36	64.36
3018	Law Office of Michael Gillespie	06	Law Board Legal	1,500.00	1,500.00
3019	Easy Ice LLC	20	Icemaker	368.00	368.00
3020	INAalert	20	Jail Camera Contract	150.00	150.00
3021	Integris	19	IT Consulting	1,500.00	1,500.00
3022	Ka-Comm, Inc	12	Equipment Repair	234.00	
		29	Replenishment Supplies	600.00	
		12	Monthly Service Contract	100.00	934.00
3023	Kansas Gas Service	04	Garage - Gas	46.17	
		04	LEC - Gas	6,866.96	
		04	Aggieville - Gas	360.70	7,273.83
3024	KS Law Enf Accredited Coalition	07	KLEAC Annual Dues	100.00	100.00
3025	Kansas Sheriffs Association	07	KS Sheriffs Assoc Seminar	75.00	75.00
3026	Karsmizki Locksmith	20	Rekey Service	514.50	514.50
3027	Kodex	06	Legal Services	245.00	245.00
3028	Konza Lab Inc	16	Employee Testing	1,265.00	
		16	Pre-Employment Testing	135.00	1,400.00

Attachment: 03-17-2025 Law Board Packet (15563 : Law Board Meeting Agenda)

RILEY COUNTY POLICE DEPARTMENT		2025 EXPENDITURES		MARCH 2025	
<u>V #</u>	<u>VENDOR NAME</u>	<u>ACCT</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>	
3029	Language Line Services	20	Translation	184.07	184.07
3030	Marta's & Son, Inc	20	Cleaning Contract	2,466.00	2,466.00
3031	Midwest Rehabilitation Services Ltd	16	Pre-Employment Testing	375.00	
		16	Employee Testing	100.00	475.00
3032	Baker McMillan AIA Architects	11	RCPD Feasibility Study	4,375.00	4,375.00
3033	MKC Headquarters	26	Fuel	16,761.94	16,761.94
3034	Kim (Hank) Nelson	20	Pre-Employment	2,000.00	2,000.00
3035	Net@Work, Inc	19	Sage 300	499.00	499.00
3036	Petty Cash	07	Fingerprint Evidence	97.98	97.98
3037	Pitney Bowes Reserve Acct	08	Postage Meter	1,000.00	1,000.00
3038	Poppy Tees	23	Tac Team Uniforms	360.00	360.00
3039	Quaker State Express Lube	26	Oil Change	42.00	
		26	Oil Change	42.00	
		26	Oil Change	42.00	
		26	Oil Change	37.00	
		26	Oil Change	42.00	
		26	Oil Change	42.00	
		26	Oil Change	42.00	
		26	Oil Change	42.00	
		26	Oil Change	42.00	
		26	Oil Change	42.00	373.00
3040	Riley County General Fund	14	SW Bell Plexar	187.00	187.00
3041	Riley County Public Works	26	Fuel	568.67	
		26	Fuel	419.95	
		26	Fuel	545.00	
		26	Fuel	475.81	2,009.43

Attachment: 03-17-2025 Law Board Packet (15563 : Law Board Meeting Agenda)

RILEY COUNTY POLICE DEPARTMENT		2025 EXPENDITURES		MARCH 2025	
<u>V #</u>	<u>VENDOR NAME</u>	<u>ACCT</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>	
3042	RCPD Health Plan	39	Budget Health Insurance	135,000.00	135,000.00
3043	Security Transport Services Inc	20	Extradition	2,464.99	2,464.99
3044	Waxie Sanitary Supply	29	Replenishment Supplies	75.08	
		29	Replenishment Supplies	124.17	
		29	Replenishment Supplies	1,508.76	
		29	Replenishment Supplies	19.85	
		17	Inmate Supplies	79.43	1,807.29
3045	StunTronics	12	Equipment Repair	224.00	224.00
3046	Sysco Kansas City, Inc	17	Inmate Supplies	-29.16	
		17	Kitchen Supplies	21.87	
		17	Inmate Food	1,696.88	
		17	Inmate Supplies	33.95	
		17	Inmate Supplies	86.80	
		29	Replenishment Supplies	21.70	
		17	Inmate Food	-84.95	
		17	Inmate Food	-53.95	
		17	Inmate Food	2,508.11	
		17	Inmate Supplies	182.24	
		17	Inmate Supplies	559.60	
		29	Replenishment Supplies	139.90	
		17	Inmate Food	-94.85	
		17	Inmate Food	3,142.53	
		17	Inmate Supplies	428.28	
		17	Inmate Food	3,679.23	
		17	Inmate Supplies	62.45	
		17	Inmate Supplies	173.60	
		29	Replenishment Supplies	145.25	
		17	Inmate Supplies	-36.22	
		17	Inmate Supplies	-24.98	
		17	Inmate Food	3,346.91	
		17	Inmate Supplies	48.98	
		17	Inmate Supplies	223.84	
		29	Replenishment Supplies	55.96	16,233.97
3047	Axon Enterprises Inc	19	BWC & Taser Contract	250,352.55	250,352.55
3048	Konza Sign	13	Vehicle Maintenance	1,038.41	
		13	Vehicle Maintenance	214.50	1,252.91

RILEY COUNTY POLICE DEPARTMENT			2025 EXPENDITURES		MARCH 2025	
<u>V #</u>	<u>VENDOR NAME</u>	<u>ACCT</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>		
3049	T-Mobile USA, Inc	20	Investigations Contract	50.00		
		20	Investigations Contract	50.00		100.00
3050	Travelers Insurance	06	Legal Fees	19.50		19.50
3051	US Foodservice	17	Inmate Food	1,209.39		
		17	Inmate Food	123.12		
		17	Inmate Food	1,138.45		
		17	Inmate Food	209.88		
		17	Inmate Food	46.15		
		17	Inmate Food	637.62		
		17	Inmate Food	956.80		4,321.41
3052	USI Insurance Services, LLC	20	Broker Contract	3,071.25		
		20	Broker Contract	3,187.50		6,258.75
3053	Via Christi Hospital Manhattan Inc	16	Employee Testing	337.00		
		16	Employee Testing	287.00		
		16	Employee Testing	432.00		
		16	Employee Testing	287.00		
		16	Employee Testing	72.00		
		16	Employee Testing	72.00		
		16	Employee Testing	72.00		1,559.00
3054	Wabaunsee RWD #2	04	range - water	35.00		35.00
3055	Wage Works Inc	06	Cobra	162.38		162.38
3056	Washington County Sheriff's Office	17	Inmate Housing	1,400.00		
		17	Inmate Housing	3,720.00		5,120.00
3057	Evergy	04	Garage - electric	33.31		
		04	LEC - electric	10,213.64		
		04	Aggieville -electric	88.07		10,335.02
3058	PEAC Solutions	10	Dispatch/Investigation copier	1,082.00		
		10	Admin Copier	1,030.41		
		10	Records copier	602.28		
		10	Patrol Copier	266.00		
		10	Jail Copier	349.12		
		10	Evidence copier	349.12		
		10	Dispatch/Investigation Copiers	966.57		
		10	Admin Copier	958.97		5,604.47
				Subtotal		541,466.70

Attachment: 03-17-2025 Law Board Packet (15563 : Law Board Meeting Agenda)

RILEY COUNTY POLICE DEPARTMENT		2025 EXPENDITURES		MARCH 2025	
<u>V #</u>	<u>VENDOR NAME</u>	<u>ACCT</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>	
3201	Adobe Systems Inc	19	Monthly Adobe	21.82	21.82
3202	Allegiant Technology	14	IP Flex Plan	1,038.54	
		14	Xima Care Support Contract	1,309.69	2,348.23
3203	Amazon.com	12	Equipment Repair	145.00	
		28	Office Supplies	45.38	
		28	Office Supplies	122.46	
		29	Replenishment Supplies	219.20	
		29	Replenishment Supplies	38.98	
		28	Computer Supplies	24.28	
		29	Replenishment Supplies	82.17	
		31	Crime Supplies	20.49	
		28	Office Supplies	39.76	
		23	Uniforms	76.35	
		29	Replenishment Supplies	116.38	
		29	Replenishment Supplies	67.96	
		28	Office Supplies	39.69	
		17	Inmate Supplies	153.00	
		17	Inmate Supplies	26.58	1,217.68
3204	Apple iTunes Store	21	PIO Software	27.28	
		19	Monthly iCloud	9.99	37.27
3205	Arrowhead Forensic Products, Inc	29	Replenishment Supplies	103.46	103.46
3206	At-A-Glance	28	Office Supplies	39.99	39.99
3207	Best Buy	28	Computer Supplies	229.99	
		28	Computer Supplies	49.99	
		29	Replenishment Supplies	97.46	377.44
3208	Bluestem Electric Co-op Inc	04	Range - electric	402.06	402.06
3209	Briggs	13	Vehicle Maintenance	304.99	
		13	Vehicle Maintenance	925.64	
		13	Vehicle Maintenance	493.17	
		13	Vehicle Maintenance	1,609.95	
		13	Vehicle Maintenance	277.50	
		13	Vehicle Maintenance	2,283.65	
		13	Vehicle Maintenance	446.27	
		13	Vehicle Maintenance	840.19	
		13	Vehicle Maintenance	1,067.45	
		13	Vehicle Maintenance	1,215.81	

RILEY COUNTY POLICE DEPARTMENT		2025 EXPENDITURES		MARCH 2025	
<u>V #</u>	<u>VENDOR NAME</u>	<u>ACCT</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>	
3209	Briggs	13	Vehicle Maintenance	408.57	
		13	Vehicle Maintenance	459.24	
		13	Vehicle Maintenance	364.44	
		13	Vehicle Maintenance	208.13	
		13	Vehicle Maintenance	99.84	11,004.84
3210	Carhartt	23	Tac Team Uniforms	-222.70	-222.70
3211	Chewy.com	20	Animal Care	72.28	72.28
3212	City of Manhattan, Utilities	04	LEC - Water	4,482.12	
		04	Aggieville - Water	78.75	
		04	LEC - Water fee	2.48	
		04	Aggieville - Water Fee	2.48	4,565.83
3213	Cox Communications, Inc	19	LEC - Internet and Cable	2,366.42	
		19	LEC - Inmate Cable	210.95	2,577.37
3214	Daigle Law Group	07	Supervisor Command Trng	3,920.00	3,920.00
3215	Dillons 15	17	Inmate Supplies	11.38	
		29	Replenishment Supplies	3.10	14.48
3216	Ebay	31	Crime Supplies	24.37	24.37
3217	Emergency Lighting	11	Maintenance Supplies	68.08	68.08
3218	FBI Nat'l Academy Associates	22	Dues	125.00	125.00
3219	Flint Hills Chrysler Dodge Jeep Ram	13	Vehicle Maintenance	5,418.76	
		13	Vehicle Maintenance	1,500.10	
		13	Vehicle Maintenance	1,030.55	
		13	Vehicle Maintenance	920.64	
		13	Vehicle Maintenance	2,155.62	
		13	Vehicle Maintenance	1,646.07	
		13	Vehicle Maintenance	981.30	
		13	Vehicle Maintenance	1,000.00	
		13	Vehicle Maintenance	383.95	
		13	Vehicle Maintenance	459.75	
		13	Vehicle Maintenance	239.90	
		13	Vehicle Maintenance	1,570.92	
		13	Vehicle Maintenance	76.35	
		13	Vehicle Maintenance	494.64	
		13	Vehicle Maintenance	452.70	18,331.25

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RILEY COUNTY POLICE DEPARTMENT		2025 EXPENDITURES		MARCH 2025	
<u>V #</u>	<u>VENDOR NAME</u>	<u>ACCT</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>	
3220	Flint Hills Power Sports	34	UTV Maintenance	461.92	461.92
3221	Founders Telecom	30	Headsets	92.85	92.85
3222	Godfrey's	23	Uniforms	105.77	
		23	Uniforms	233.20	
		23	Uniforms	233.20	572.17
3223	Google Inc - Ads	20	Ad Refund	-2.27	-2.27
3224	Grainger	25	Maintenace Supplies	12.47	
		25	Maintenace Supplies	98.62	
		31	Crime Supplies	106.80	
		25	Maintenace Supplies	54.90	272.79
3225	GT Distributors Inc	23	Bulletproof Vests	8,144.00	
		23	Uniforms	405.15	8,549.15
3226	Harbor Freight Tools	11	Maintenance Supplies	52.98	52.98
3227	Heartsmart	29	Replenishment Supplies	223.00	223.00
3228	Hertz - LAG Rentals LLC	20	HIDTA Car rental	650.00	650.00
3229	Home Depot	25	Maintenace Supplies	28.29	
		25	Maintenace Supplies	93.76	
		25	Maintenace Supplies	32.87	
		25	Maintenace Supplies	20.94	
		25	Maintenace Supplies	18.62	
		25	Maintenace Supplies	443.34	
		25	Maintenace Supplies	36.16	
		25	Maintenace Supplies	31.74	705.72
3230	Howie's Trash Service	20	LEC - Trash removal	843.00	843.00
3231	Insight Public Sector Inc	28	Computer Supplies	357.70	
		33	50 HP Computers	35,912.50	
		19	2Acrobat Pro	525.68	
		33	50 HP Care Packs	6,344.50	43,140.38

RILEY COUNTY POLICE DEPARTMENT		2025 EXPENDITURES		MARCH 2025	
<u>V #</u>	<u>VENDOR NAME</u>	<u>ACCT</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>	
3232	JJ Keller & Associates	09	Employment Law Posters	92.02	92.02
3233	Kansas Assoc Chiefs of Police	07	KACP Leadership Conf	250.00	250.00
3234	Kansas Turnpike Authority	07	Tolls	66.05	66.05
3235	Karsmizki Locksmith	20	Keys	58.10	58.10
3236	KS Gov Finance Officers Assoc.	22	Annual Membership	75.00	75.00
3237	Kully Supply Inc	11	Maintenance Supplies	148.11	148.11
3238	Ludlum Measurements, Inc	31	Repair/Calibration Batteries	349.00	349.00
3239	Lynn Peavey Company	29	Replenishment Supplies	211.22	211.22
3240	Menards	29	Replenishment Supplies	39.07	
		29	Replenishment Supplies	51.96	91.03
3241	Midwest Gun Works	31	Crime Supplies	47.78	47.78
3242	N Zone Sportswear	23	Uniforms	430.40	430.40
3243	Otter.ai, Inc	20	Otter Subscription	231.67	231.67
3244	P-Card Misc Vendors	20	Extradition	222.93	
		07	Fingerprint Evidence	367.78	
		07	Tac Ops Liability Training	295.00	
		20	Extradition	-519.94	
		07	Crisis Interv.Training	179.55	
		07	Defense Tactics Training	280.80	
		20	Extradition	1,632.23	
		20	Extradition	1,657.50	
		07	KDIAI 2025 Conference	170.00	
		07	21 Irref. Laws of Leadership	603.52	
		07	FBI LEEDA Superv. Leadership	1,590.00	
		07	KS Crime Victims Rights Conf	250.00	
		07	CAB Lunch	36.93	
		07	Human Trafficking Invest	100.00	
		20	Credit Card Membership	40.00	
		07	EMD/EPD Re-cert	139.50	
		07	SAFE Training	310.70	
		07	Human Trafficking Investigation	50.00	
		07	Cell Timing Adv. Area Search	-633.76	
		07	LELA Command School	780.00	7,552.74

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RILEY COUNTY POLICE DEPARTMENT		2025 EXPENDITURES		MARCH 2025	
<u>V #</u>	<u>VENDOR NAME</u>	<u>ACCT</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>	
3245	Pro Copy Inc	10	Evidence/Patrol/Jail/CP Copier	1,212.65	1,212.65
3246	Reconyx	20	Access/Images	70.00	70.00
3247	REDI Systems, Inc	11	Training Room Audio Repairs	2,598.14	2,598.14
3248	reMarkable	33	Monthly license	2.99	2.99
3249	Riley County Treasurer	13	Vehicle Registration	31.70	31.70
3250	Rock Auto	13	Vehicle Maintenance	93.58	93.58
3251	Security Equipment Corporation	07	SABRE OC Instructor Training	95.00	
		29	Replenishment Supplies	311.00	406.00
3252	Sharps Compliance	17	Inmate Sharps Disposal	77.25	77.25
3253	Staples Advantage	32	Office Furniture	289.99	
		28	Computer Supplies	91.80	381.79
3254	Axon Enterprises Inc	31	Axon Taser Cartridges	2,496.00	
		31	Axon Taser Cartridges	1,248.00	3,744.00
3255	Terminix	11	Pest Control	72.84	72.84
3256	TLOxp	20	Access	309.80	309.80
3257	T-Mobile US Inc	14	Phones	43.65	43.65
3258	Twin Valley Telephone, Inc	14	Riley - internet	87.99	
		14	Riley - Phone	49.76	137.75
3259	Twitter, Inc	20	X Annual (Twitter)	84.00	84.00
3260	ULINE	29	Replenishment Supplies	330.27	
		29	Replenishment Supplies	159.09	489.36

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RILEY COUNTY POLICE DEPARTMENT

2025 EXPENDITURES

MARCH 2025

<u>V #</u>	<u>VENDOR NAME</u>	<u>ACCT</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>	
3261	UPS	08	Shipping	12.16	
		08	Shipping	31.92	
		08	Shipping	3.05	
		08	Shipping	27.53	
		08	Shipping	15.42	
		08	Shipping	0.70	
		08	Shipping	13.48	104.26
3262	Verizon Wireless	14	Phones/MDTs	4,495.94	4,495.94
3263	Walgreen's	17	Inmate Supplies	3.29	3.29
3264	Wal-Mart	32	Office Furniture	87.41	
		29	Replenishment Supplies	67.28	
		32	Jail Furniture	128.05	
		31	Crime Supplies	28.64	
		31	Crime Supplies	-31.35	
		29	Replenishment Supplies	85.22	365.25
3265	WTC	19	LEC - Internet	335.95	
		19	Aggieville - internet	80.00	415.95
3266	Zoom	19	Account Access	163.61	163.61
			Subtotal	125,497.36	
			Total	666,964.06	

 Chair, Riley County Law Enforcement Agency

Attachment: 03-17-2025 Law Board Packet (15563 : Law Board Meeting Agenda)

**Riley County Police Department
Credits Report
Net Changes from 2/1/2025 to 2/28/2025**

Account Number	Description	February	YTD
600100-00	Manhattan	1,901,485.25	3,802,970.50
600200-00	Riley County	0.00	1,426,114.00
610110-00	Copy Fees-Discovery, etc.	220.00	595.00
610112-00	Copy Fees-Records	622.79	1,272.07
610113-00	Fingerprint Fees-Records	947.60	2,036.60
Budget:		1,903,275.64	5,232,988.17
620900-01	Misc Reimbursements-salaries	2,313.53	4,427.26
620900-07	Misc Reimbursements-training	0.17	0.17
620900-08	Misc Reimbursements-postage	53.91	107.63
620900-11	Misc Reimbursements-building & grounds	42.38	42.38
620900-13-130	Misc Reimbursements-vehicles	2.50	2.50
620900-14	Misc Reimbursements-phone	83.02	83.02
620900-17-170	Misc Reimbursements-jail	163.60	2,390.60
620900-19	Misc Reimbursements-Computer svc	0.00	90.67
630600-33	COPS Grants-equipment	0.00	27,432.31
631500-23	Bulletproof Vest Program	5,942.25	5,942.25
632600-03	HIDTA Grant-OT	966.14	6,488.69
632800-01-415	VOCA 2024 Grant Reimb	0.00	21,308.00
632800-01-416	VOCA 2025 Grant Reimb	6,873.00	6,873.00
Budget Credits:		16,440.50	75,188.48
Totals:		<u>1,919,716.14</u>	<u>5,308,176.65</u>

Riley County Police Department Journal Entries

From Account No. [] To [ZZZZZZZZZZZZ]

From Fiscal Period [2025-02] To [2025-02]

For Source Code [GL-JE]

Acct #/Ref	Description	Date	Year	Prd	Code	Debits	Credits
700101-01-456	Salaries-Full Time VOCA Grant 2025 Match						
Salary Feb	M Mosher	2/28/2025	2025	02	GL-JE	1,422.00	
	Total: Salaries-Full Time VOCA Grant 2025 Match					1,422.00	0.00
700120-01	Regular Salaries-----INVEST'N						
Salary Feb	M Mosher	2/28/2025	2025	02	GL-JE		7,111.00
	Total: Regular Salaries-----INVEST'N					0.00	7,111.00
700122-01-416	VOCA Grant Salaries 2025						
Salary Feb	M Mosher	2/28/2025	2025	02	GL-JE	5,689.00	
	Total: VOCA Grant Salaries 2025					5,689.00	0.00
Adjust VAC Salary entires per VOCA Grant Reporting Requirements:							
Completed by: <i>Jennifer Reifschneider</i>		Approved by: <i>[Signature]</i>					
743700-37	KPERS						
Feb KPERS	M Mosher	2/28/2025	2025	02	GL-JE		761.00
	Total: KPERS					0.00	761.00
743700-37-416	KPERS - VOCA Grant 2025						
Feb KPERS	M Mosher	2/28/2025	2025	02	GL-JE	609.00	
	Total: KPERS - VOCA Grant 2025					609.00	0.00
743700-37-456	KPERS - VOCA Grant Match 2025						
Feb KPERS	M Mosher	2/28/2025	2025	02	GL-JE	152.00	
	Total: KPERS - VOCA Grant Match 2025					152.00	0.00
Adjust VAC KPERS entires per VOCA Grant Reporting Requirements:							
Completed by: <i>Jennifer Reifschneider</i>		Approved by: <i>[Signature]</i>					
743800-38	Social Security						
Feb SS	M Mosher	2/28/2025	2025	02	GL-JE		441.00
	Total: Social Security					0.00	441.00
743800-38-416	Social Security - VOCA Grant 2025						
Feb SS	M Mosher	2/28/2025	2025	02	GL-JE	353.00	
	Total: Social Security - VOCA Grant 2025					353.00	0.00
743800-38-456	Social Security - VOCA Grant Match 2025						
Feb SS	M Mosher	2/28/2025	2025	02	GL-JE	88.00	
	Total: Social Security - VOCA Grant Match 2025					88.00	0.00

Adjust VAC SS entires per VOCA Grant Reporting Requirements:

Completed by: *Jennifer Reifschneider* Approved by: *[Signature]*

Attachment: 03-17-2025 Law Board Packet (15563 : Law Board Meeting Agenda)

Riley County Police Department Journal Entries

From Account No. [] To [ZZZZZZZZZZ]
 From Fiscal Period [2025-02] To [2025-02]
 For Source Code [GL-JE]

Acct #/Ref	Description	Date	Year	Prd	Code	Debits	Credits
743810-38	Medicare Tax						
Feb Medicare	M Mosher	2/28/2025	2025	02	GL-JE		103.00
	Total: Medicare Tax					0.00	103.00

743810-38-416	Medicare Tax- VOCA Grant 2025						
Feb Medicare	M Mosher	2/28/2025	2025	02	GL-JE	82.00	
	Total: Medicare Tax- VOCA Grant 2025					82.00	0.00

743810-38-456	Medicare Tax- VOCA Grant Match 2025						
Feb Medicare	M Mosher	2/28/2025	2025	02	GL-JE	21.00	
	Total: Medicare Tax- VOCA Grant Match 2025					21.00	0.00

Adjust VAC Medicare entires per VOCA Grant Reporting Requirements:

Completed by: <i>Jennifer Reifschneider</i>		Approved by: <i>[Signature]</i>			
743900-39	Health Insurance				
Feb Health Ins	M Mosher	2/28/2025	2025	02 GL-JE	644.00
Total: Health Insurance					0.00 644.00

743900-39-416	Health Insurance - VOCA Grant 2025						
Feb Health Ins	M Mosher	2/28/2025	2025	02	GL-JE	515.00	
	Total: Health Insurance - VOCA Grant 2025					515.00	0.00

743900-39-456	Health Insurance - VOCA Grant Match 2025						
Feb Health Ins	M Mosher	2/28/2025	2025	02	GL-JE	129.00	
	Total: Health Insurance - VOCA Grant Match 2025					129.00	0.00

Adjust VAC Health Insurance entires per VOCA Grant Reporting Requirements:

Completed by: <i>Jennifer Reifschneider</i>		Approved by: <i>[Signature]</i>				
744000-40	Workers Comp Insured deductibles					
Feb WC	M Mosher	2/28/2025	2025	02	GL-JE	167.00
Total: Workers Comp Insured deductibles						0.00 167.00

744000-40-416	Workers Comp - VOCA Grant 2025						
Feb WC	M Mosher	2/28/2025	2025	02	GL-JE	134.00	
	Total: Workers Comp - VOCA Grant 2025					134.00	0.00

744000-40-456	Workers Comp - VOCA Grant Match 2025						
Feb WC	M Mosher	2/28/2025	2025	02	GL-JE	33.00	
	Total: Workers Comp - VOCA Grant Match 2025					33.00	0.00

Adjust VAC Workers Comp Insurance entires per VOCA Grant Reporting Requirements:

Completed by: <i>Jennifer Reifschneider</i>	Approved by: <i>[Signature]</i>
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Attachment: 03-17-2025 Law Board Packet (15563 : Law Board Meeting Agenda)

Riley County Police Department Journal Entries

From Account No. [] To [ZZZZZZZZZZZZ]

From Fiscal Period [2025-02] To [2025-02]

For Source Code [GL-JE]

Acct #/Ref	Description	Date	Year	Prd	Code	Debits	Credits
744100-41	Unemployment Compensation						
Feb Unemploy Ins	M Mosher	2/28/2025	2025	02	GL-JE		7.00
	Total: Unemployment Compensation					0.00	7.00
744100-41-416	Unemployment Compensation - VOCA Grant 2025						
Feb Unemploy Ins	M Mosher	2/28/2025	2025	02	GL-JE	6.00	
	Total: Unemployment Compensation - VOCA Grant 2025					6.00	0.00
744100-41-456	Unemployment Compensation - VOCA Grant Match 2025						
Feb Unemploy Ins	M Mosher	2/28/2025	2025	02	GL-JE	1.00	
	Total: Unemployment Compensation - VOCA Grant Match 2025					1.00	0.00

Adjust VAC Unemployment Compensation entires per VOCA Grant Reporting Requirements:

Completed by: Jennifer Reifschneider Approved by: [Signature]

Attachment: 03-17-2025 Law Board Packet (15563 : Law Board Meeting Agenda)

Program Name-GLLT34 Thru FEBRUARY
Version Date- 3/21 Year 2025

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

Date. 3/04/25 Page. 146
Time.14.32.39

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								
602		Miscellaneous Collection	R	.00	.00	1,536.01		.00
402		Investment Interest	R	.00	.00	1,488.03		.00
Department Revenue.. #142				.00	.00	3,024.04 *		.00
Total Revenue Fund.... 168				.00	.00	3,024.04 **		
Total Trans. IN Fund.. 168				.00	.00	.00 **		
Total Rev. & Trans. .. 168				.00	.00	3,024.04 **		
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.....	126,304.61
YTD Revenue.....	3,024.04
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.....	129,328.65 ***

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- 3/21 Year 2025

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

Date. 3/04/25 Page. 147
Time.14.32.39

DISBURSEMENTS/REVENUES/TRANSFERS - Fund.. 169 RCPD State Seizure Fund

Obj	Prj	Description	Kind	Budget \$	M-T-D	Y-T-D	%	Remaining
Department.142 Riley Co Police Dept								
875		Misc. Expenses	D	.00	3,080.80-	3,080.80-		.00
402		Investment Interest	R	.00	.00	2,102.70		.00
		Department Revenue.. #142		.00	.00	2,102.70 *		.00
		Department Dsbmnts.. #142		.00	3,080.80-	3,080.80-*		
		Total Revenue Fund.... 169		.00	.00	2,102.70 **		
		Total Trans. IN Fund.. 169		.00	.00	.00 **		
		Total Rev. & Trans. .. 169		.00	.00	2,102.70 **		
		Total Disbursements... 169		.00	3,080.80-	3,080.80-**		

BUDGETARY EXPENDITURES - Fund.. 169 RCPD State Seizure Fund

Obj	Prj	Description	Budget \$	Used M-T-D	Used Y-T-D	%Used	Remaining	Encumbrance	Available
Total Expenditures Fund	169		.00	.00	.00		.00	.00	.00 **

SUMMARY for - Fund 169 RCPD State Seizure Fund

Beginning Year Balance.....	173,271.66
YTD Revenue.....	2,102.70
YTD Reported Expenses.....	.00
YTD Non-Reported Expenses...	.00
YTD Treasurer Disbursements.	3,080.80-
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.....	172,293.56 ***

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

Program Name-GLLT34 Thru FEBRUARY
Version Date- 3/21 Year 2025

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

Date. 3/04/25 Page. 150
Time.14.32.39

DISBURSEMENTS/REVENUES/TRANSFERS										
Obj	Prj	Description	Fund..	Kind	173 RCPD Levy/Op	Budget \$	M-T-D	Y-T-D	%	Remaining
Department. 0 Not Designated										
180		Distr - Real Current		R		5,820,795.00	.00	3,279,578.34	56.34	2,541,216.66
182		Distr - Oil & Gas Curr.		R		.00	.00	521.79		.00
184		Distr - P.P. Current		R		.00	.00	32,624.58		.00
190		Distr - 16/20M Trucks Cur		R		3,066.00	.00	2,305.07	75.18	760.93
193		Distr - Watercraft Cur		R		3,174.00	.00	1,870.07	58.92	1,303.93
181		Distr - Real Delq.		R		.00	.00	26,183.19		.00
185		Distr - P.P. Delq.		R		.00	.00	498.13		.00
194		Distr - Watercraft Del		R		.00	.00	2.00		.00
102		Distr - Motor Vehicle Tax		R		386,202.00	.00	84,689.16	21.93	301,512.84
103		Vehicle Rental Excise Tax		R		8,623.00	.00	4,516.93	52.38	4,106.07
113		Distr - RV Tax		R		3,599.00	.00	659.14	18.31	2,939.86
130		Distr - Commercial Veh		R		16,400.00	.00	180.88	1.10	16,219.12
191		Distr - TIF Adjustment		R		.00	.00	53,542.90-		.00
Department Revenue.. # 0						6,241,859.00	.00	3,380,086.38 *		2,868,059.41
Department.171 RCPD Operations										
Department.416 HD-KCCTF										
Total Revenue Fund.... 173										
						6,241,859.00	.00	3,380,086.38 **	54.15	
Total Trans. IN Fund.. 173						.00	.00	.00 **		
Total Rev. & Trans. .. 173						6,241,859.00	.00	3,380,086.38 **		
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
Department. 0 Not Designated									
Department.171 RCPD Operations									
2220		Building Space Rental	12,000.00	975.00	1,950.00	16.25	10,050.00	.00	10,050.00
2330		Transportation Servic	3,000.00	.00	.00		3,000.00	.00	3,000.00
2480		Repair/Maint Build/Gr	150,000.00	11,526.54	26,689.65	17.79	123,310.35	.00	123,310.35
2650		Physician Fees	300,000.00	40,157.88	78,160.35	26.05	221,839.65	.00	221,839.65
2655		Hospital Fees	10,000.00	.00	.00		10,000.00	.00	10,000.00
2900		Budget Appropriations	5,704,456.00	.00	1,426,114.00	25.00	4,278,342.00	.00	4,278,342.00
Total Contractual Expenses			6,179,456.00	52,659.42	1,532,914.00	24.81	4,646,542.00	.00	4,646,542.00

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- 3/21 Year 2025

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

Date. 3/04/25 Page. 151
Time.14.32.39

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)							
3010 Office Supplies	250.00	.00	.00		250.00	.00	250.00
3060 Medical Supplies	250.00	.00	.00		250.00	.00	250.00
3070 Prescriptions	250.00	.00	.00		250.00	.00	250.00
Total Commodities Expense	750.00	.00	.00		750.00	.00	750.00
Department Expense # 171	6,180,206.00	52,659.42	1,532,914.00	24.80	4,647,292.00	.00	4,647,292.00 *
Expense & Transfers# 171	6,180,206.00	52,659.42	1,532,914.00				
<u>Department.416 HD-KCCTF</u>							
Total Expenditures Fund 173	6,180,206.00	52,659.42	1,532,914.00	24.80	4,647,292.00	.00	4,647,292.00 **

SUMMARY for - Fund 173 RCPD Levy/Op

Beginning Year Balance.....	4,290.32
YTD Revenue.....	3,380,086.38
YTD Reported Expenses.....	1,532,914.00-
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.....	1,851,462.70 ***

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.

RILEY COUNTY POLICE DEPARTMENT

Report Submission

Assigned Tracking # **25-031**

To:	Director Peete	<i>BRP 4 Mar 25</i>
Thru:	Assistant Director Freidline	<i>Noted. EF 3/4/25</i>
From:	Cpt. Mark French	
Position:	Commander	Division: Jail
Report Title:	Monthly Inmate Population Report	
Rpt Freq./Year:	2024	
Policy #:	N/A	
Date:	February 28, 2025	

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>2015</u>	<u>2016</u>	<u>2017</u>	<u>2018</u>	<u>2019</u>	<u>2020</u>	<u>2021</u>	<u>2022</u>	<u>2023</u>	<u>2024</u>	<u>2025</u>
JAN	70.2	87.0	75.0	72.6	84.8	71.6	67.3	100.1	102.3	104.2	121.4
FEB	74.3	93.1	82.9	68.4	85.5	64.8	67.1	111.5	109.5	104.1	125.5
MAR	71.8	91.9	73.2	75.2	88.4	68.6	78.6	112.1	115.0	103.2	
APR	74.2	89.1	74.1	81.0	81.6	58.9	80.4	114.6	117.5	100.1	
MAY	80.3	81.9	77.4	87.5	79.4	47.4	74.2	104.6	113.4	106.2	
JUN	82.0	87.8	73.1	88.5	78.4	50.0	66.0	100.5	115.6	113.0	
JUL	77.8	83.6	80.0	83.8	71.9	53.7	71.5	99.5	121.0	115.6	
AUG	72.7	75.7	82.4	80.6	82.3	55.8	85.2	95.7	123.5	119.0	
SEPT	73.6	75.8	84.3	81.2	74.6	61.3	90.2	109.0	123.6	123.7	
OCT	73.5	73.4	74.3	72.8	76.2	60.0	91.5	115.9	125.9	124.5	
NOV	76.7	73.0	76.2	78.3	71.3	69.3	96.0	106.1	112.5	130.0	
DEC	77.4	69.6	78.9	79.9	72.9	69.4	97.9	99.4	106.7	124.3	
YADP	75.4	81.8	77.7	79.15	78.9	60.9	80.5	105.8	115.5	114.0	123.5

Attachment: 03-17-2025 Law Board Packet (15563 : 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	N/A	
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: N/A

☐ **SPECIAL ORDER**
☐ New Policy

☒ Update Existing Policy

POLICY: 41.3.9 - License Plate Recognition Systems and Security Cameras
PURPOSE: New policy

 Date Proposed Policy Disseminated: 9/4/2024

Date Approved Policy Disseminated: _____

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:

KM

Date:

9/4/2024

APPROVALS:

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

N/A

Policy Review Committee Chair Approval

DD Freidline

Assistant Director's Approval

Director Peete

Director's Approval

Law Board Chair Approval (General Orders Only)

N/A

Date

2/28/2025

Date

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]

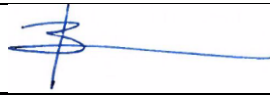
☐ **L Jail - Support Staff** [Jail Assistant]

☐ **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: 03-17-2025 Law Board Packet (15563 : Law Board Meeting Agenda)

Policy Title: 41.3.9 License Plate Recognition Systems and Security Cameras		
Policy & Procedures	Approved On:	Order:
 RILEY COUNTY POLICE DEPARTMENT To reduce crime and improve the quality of life for the citizens we serve	Approved: 	
	Brian R. Peete, Director	
Riley County Police Department	CALEA Standard:	
Manhattan, KS	41.3.9	
Chapter: 41 – Patrol		

1. **Purpose:**

- A. To provide general guidelines and procedures concerning the operational use of the Automated License Plate Readers (ALPR) and security cameras utilized by the Riley County Police Department. It is the policy of RCPD to utilize ALPRs to increase proactive police enforcement, aide in apprehension of perpetrators, enhance effectiveness through technology, improve officer safety, and increase solvability of criminal activity committed within Riley County.

2. **License Plate Readers and Security Cameras: Definitions:**

- A. Administrator: Person(s) designated to create users, maintain permissions, and monitor operational performance of installed ALPRs and security cameras.
- B. Alert: A visual and/or audible notice triggered when the ALPR system or security cameras receives a potential hit on a license plate or POI.
- C. Detection: Data obtained by an ALPR of an image (such as the license or rear of the vehicle) within public view that was read by the device, including potential images (such as the plate and/or the description of the vehicle) and information regarding the date, time, and location of the vehicle at the time of the ALPR read.
- D. Evidentiary Hit: A hit resulting in either law enforcement action (for example: arrest or traffic stop) or documentation related to or furthering an active investigation. This ALPR or security camera information may be downloaded and logged into evidence.
- E. Flock Safety: The company providing and maintaining the ALPRs, and storing the data in their cloud-based system for public safety purposes.
- F. Verkada: a cloud-based enterprise security company that offers a platform integrating video surveillance, access control, and environmental monitoring, all designed for real-time insights, scalability, and ease of use.
- G. Hit: A detection matched to a license plate that has been previously registered to the Department's "hot list" of vehicle plates, in NCIC, or an individual user's "hot list" related to an investigation. Reasons for including a vehicle in a "hot list" include, but are not limited to, being

Policy Title: 41.3.9 License Plate Recognition Systems and Security Cameras
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related to a stolen vehicle, a wanted person, a missing person, domestic violence protection order, ongoing investigation, or terrorist-related activity.

- H. AXON ALPR: a system integrated into AXON's Fleet 3 in-car video system, allowing law enforcement agencies to capture and analyze license plate data in real-time, aiding in community safety, crime prevention, and solving cases.
- I. Historical ALPR Data: Flock ALPR stores up to 30 days of historical data in their cloud-based system.
- J. Historical Verkada Data: Verkada stores up to 30 days of historical data in their cloud-based system.
- K. Hot List: A list of license plates associated with vehicles or persons of interest compiled from one or more sources including, but not limited to, NCIC, DMV, Amber Alerts, and locally created lists for agency or regionally specific vehicles or persons of interest.
- L. ALPR: Automated License Plate Reader
- M. Person of Interest: a picture of a person added into Verkada as a "person of interest" based on being linked to a crime, having current intelligence regarding criminal or suspicious behavior or needing to be identified due to being a suspect, victim, or possible witness to a crime.
- N. Vehicles of Interest: Including, but not limited to vehicles which are reported as stolen, display stolen license plates or tags; linked to missing and/or wanted persons; flagged by the Department of Motor Vehicles; or entered in NCIC.
- O. Privacy: The Riley County Police Department values the privacy of the citizens of Riley County. The data gained from ALPRs or security cameras is limited to vehicles or people exposed to public view, vehicles or people on a public roadway or street, sidewalk, business, or that are on private property but whose license plate(s) are visible from a public place. It is a violation of this policy to use ALPRs or any data gained from ALPRs or security cameras solely based on race, gender, religion, political affiliation, nationality, ethnicity, sexual orientation, disability, or other classification protected by law.
- P. User: Individual with unique username and password allowing access to the ALPR or security camera system. User privileges may allow only a view of a hit; access to searching capabilities; abilities to create hot lists; or some combination of the aforementioned abilities.

3. Procedure:

- A. Flock Safety's ALPRs allow for the automated detection of license plates, permanent or temporary, along with the vehicle make, color, and unique identifiers. License plate and/or vehicle characteristic information obtained from ALPRs will be utilized for official law enforcement purposes only. Official law enforcement purposes include, but are not limited to: identifying stolen or wanted vehicles, stolen license plates, missing persons, Amber Alerts, Silver Alerts, active warrant subjects, persons of interest in investigations, homeland security information, electronic surveillance, drug interdiction, and stolen property recovery. ALPRs are mounted in fixed locations

Policy Title: 41.3.9 License Plate Recognition Systems and Security Cameras
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along public roadways throughout the city/county, but the locations may be changed based on the quality of information received from each specific ALPR or investigative needs of RCPD.

- B. Flock Safety's ALPRs are updated and synced with the NCIC database twice a day. Information received from ALPR alerts should be independently verified to determine the validity of the alert. If any discrepancies are observed, they will be reported to the ALPR Administrator.
- 1) Due to the possibility of a false alert, independent validity of a license plate alert must be completed by the officer or dispatcher prior to conducting a stop.
 - 2) When an officer gets a false alert, it should be suppressed in Flock or "NOT CONFIRMED" in AXON.
 - 3) When alerted in the AXON Fleet 3 System the Officer should attempt to follow the vehicle, if mobile, and notify dispatch of the alert, tag, and vehicle description. Once confirmed, the officer should attempt, either to develop further reasonable suspicion (traffic infraction, confirm subject driving or riding in a vehicle, etc) to conduct a traffic stop if there is already reasonable suspicion or probable cause when safe to do so or coordinate a high-risk traffic stop if dictated by the alert and situation. If the alert is not confirmed or if it is a false hit, the officer will not conduct a traffic stop based on the alert.
 - 4) Only the authorized CIU Sgt., Investigations Supervisor, or Dispatch Supervisor are allowed to create and maintain an internal hotlist. Supervisors that create hot lists for vehicles and/or the people driving the specified vehicles are responsible for the information entered in the search criteria. Once the vehicle and/or person related to the hot list entry has been recovered, apprehended, or the information is no longer pertinent, the hot list entry ~~must~~ should be deleted as soon as possible. Users that locate a stolen vehicle, stolen plate, or other information related to an NCIC alert or hot list entry that is no longer pertinent, should suppress the alerts until the item is removed from NCIC or the hot list deleted to prevent other users from acting upon the information. Notify the dispatch supervisor to delete the hot list entry. If no dispatch supervisor is available, notification will be made to the Communications Center Manager or the CIU Sergeant. Suppressions should be set with an expiration of no more than 7 days. Should recurring false hits continue, the suppression can be extended for another 7 days until such time as the false hits cease. The ALPR administrator/CIU Sgt. should be notified of the recovery or removal from the hotlist. (CALEA 41.3.9d)
 - 5) The CIU Sgt. Can enter tags into a custom hotlist based on credible intelligence/information for up to 30 days. After 30 days, the need for the tag to stay in the custom hotlist should be re-evaluated.
 - a. If a step is made based on this type of alert, notification should be made to CIU via F.I or e-mail.
 - 6) For probable cause related incidents, Officers can request to have a tag entered into a custom hotlist for 24 hours upon supervisor approval. Prior to or after the expiration, it should be re-

Policy Title:	41.3.9 License Plate Recognition Systems and Security Cameras
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evaluated by the officer, supervisor, or CIU Sgt to determine if the tag needs to remain in the custom hotlist. Once an arrest has been made, or upon completion of an investigation, or it is no longer needed in the custom hotlist, the tag should be removed by dispatch or the CIU Sgt.

- C. All information in the ALPR system will be considered confidential and law-enforcement sensitive. Users must be able to articulate a legitimate law enforcement purpose for the use and dissemination of ALPR information. In order to conduct a search, the Flock Safety user portal requires officers to provide an articulable reason justifying the search, which includes, but is not limited to a case number, F.I. number, intelligence, long-term call ID, type of case (such as narcotics investigation) **test**, or training.
- D. Evidentiary hits or searched images leading to case evidence should be logged into evidence.com following the RCPD Policy 83.2.1 – Guidelines and Procedures. The reporting officer will specify how the ALPR image was entered in their report.
- E. Patrol officers should ensure that their MDT is activated at the beginning of their shift to facilitate proper utilization of the ALPR system and assist with proactive policing efforts. Patrol supervisors will determine whether resources, call load, and the type of alert received allows for or requires immediate response. The Communications Center will also assess the availability of units, the type of alert received, and coordinate with supervisors and officers to respond, if feasible. The Communications Center may provide officers with up-to-date information, direction of travel, video support, and information on subsequent ALPR alerts, when possible.
- F. If an ALPR hit is utilized for a stolen vehicle, warrant arrest, or in any other way related to an investigation or arrest, officers should include that information and report it to the Criminal Intelligence Unit (CIU) to document the use of ALPR and to ensure Dispatchers appropriately log the ALPR use.
- G. Officers requiring a specific hot list alert should contact the Communications Center to create the alert. Case number, vehicle information, suspect information, and a short synopsis, should be provided to the Communications Center. Additionally, officers should notify the Communications Center when an alert is no longer necessary based on arrest, recovery of property, successful case resolution, or other articulable reason.
- H. Officers requesting a person to be entered into Verkada should request the CIU Sgt. to complete the entry. The person should be considered a person of interest.

4. Approved circumstances for accessing ALPR, Verkada or Security Camera data: (CALEA 41.3.9a, b)

- A. Calls for service indicating that criminal activity may occur, is occurring, or has occurred involving a vehicle, or person driving a vehicle, and the vehicle and/or its license plate may have been captured in ALPR data, and access to that data may further the investigation, improve the solvability of a case, or enhance officer safety efforts.

Policy Title: 41.3.9 License Plate Recognition Systems and Security Cameras
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- B. Investigations involving a vehicle, or a person driving a vehicle, and the vehicle and/or its license plate may have been captured in ALPR data, and access to that data may further the investigation, improve the solvability of a case, or enhance officer safety efforts.
- C. Agency assists relating to calls for service or active investigations involving a vehicle, or a person driving a vehicle, and the vehicle and/or its license plate may have been captured in ALPR data, and access to that data may further the investigation, improve the solvability of a case, or enhance officer safety efforts.
- D. Emergency circumstances with articulable facts that lead a reasonable officer, user, or dispatcher to believe criminal activity may occur, is occurring, or has occurred and that data, including historical data, may improve utilization of emergency response efforts.
- E. Scheduled, approved training activities, such as Emergency Operation Center drills, that will improve multi-discipline, multi-jurisdiction response efforts to emergency situations and access to ALPR data, including data specifically engineered for the training scenario, is necessary. For example, ALPR data captured from vehicles specifically involved in the training scenario.
- F. Function Check for the testing of the system by a supervisor.
- G. For security camera data, there should be a criminal investigation, suspicious behavior, an attempt to identify a suspect, witness, witness, other person of interest, or any other articulable valid reason.

5. **Prohibited circumstances for accessing ALPR data:** (CALEA 41.3.9a)

- A. Curiosity, boredom, showmanship, or personal reasons.
- B. Any reason other than a call for service, function check, active investigation, emergency situation, or scheduled training activity justifying the use of the cameras.

6. **Training:** (CALEA 41.3.9c)

- A. All users will be trained prior to use of the ALPR or Verkada systems. Users must be familiar with the ALPR policy prior to using the ALPR and Verkada system. Users will be taught to:
 - 1) Search for a vehicle with or without a license plate;
 - 2) Search for a vehicle with a specific license plate;
 - 3) Apply state, body, make, color, specific identifiers, and residency filters to tailor their search;
 - 4) Adjust the time frame to search;
 - 5) Enter the search reason for **EACH** search;
 - 6) Toggle on/off alerts for SMS messages and emails.

7. ALPR/Verkada Administrator:

- A. The CIU Supervisor will be designated as the ALPR and Verkada administrator. The CIU Supervisor will be responsible for creating, deleting, and setting permissions for the user accounts. The CIU Supervisor will also be responsible for creating designated unit roles and establishing permissions for those roles. User accounts will be restricted to sworn officers, analysts, and dispatchers.

8. Auditing Procedures:

- A. Users will log each event justifying camera access in the CIU Daily Log. Logged information will include the user accessing the cameras, case number, reason for access, and whether information is in support of the crime or emergency situation was located.
- B. The Flock Safety user portal automatically creates an audit trail of user search information, including username, date, time, and information searched.
- C. Internal Affairs will conduct an audit of ALPR and security camera logs, both those created by RCPD users Flock Safety, AXON and Verkada biannually;
 - 1) One scheduled audit per year.
 - 2) One unscheduled unannounced audit per year.
- D. The Internal Affairs Officer will submit the audit reports to the Director through the chain of command.



Monthly Report

February 2025

Chris Mould, Crime Analyst
Criminal Intelligence Unit
Riley County Police Department

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

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

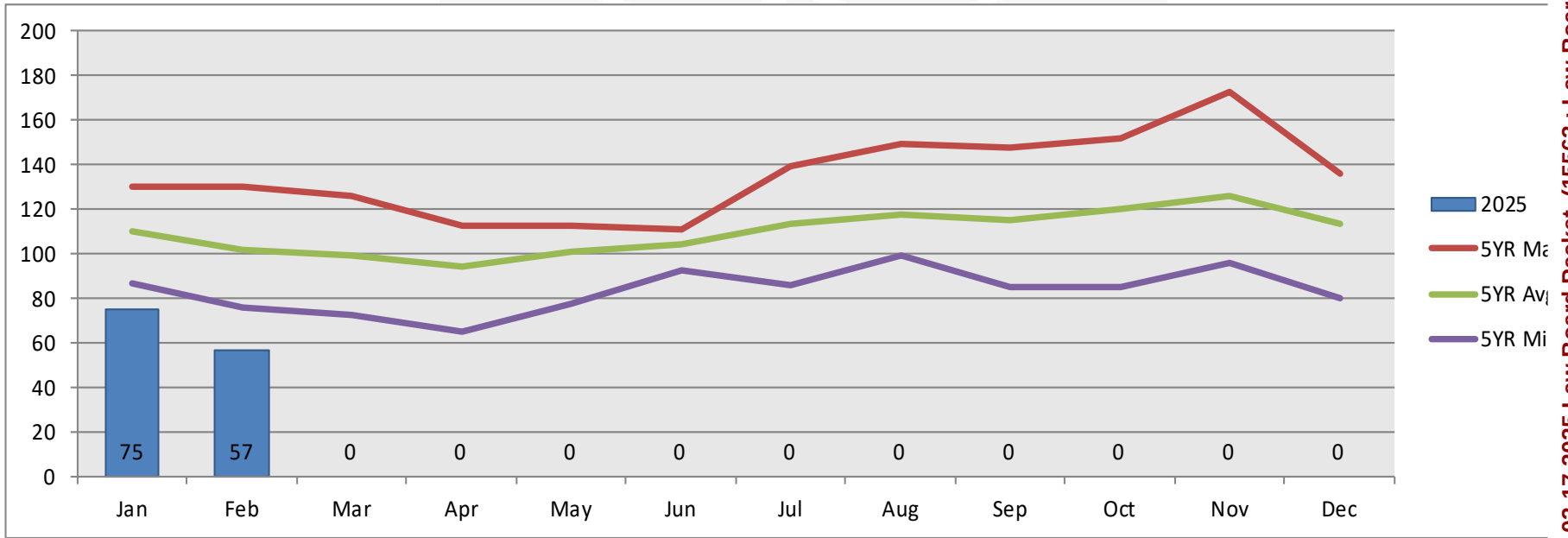
Offense Codes: 0100-0810

All Data As Of: 3/12/25 12:00 AM

15.a

- Part I crime in February 2025 was 44.2% below the 5 year average.
- Compared to February 2024, there was a 36.7% decrease.
- In February, Part I violent crime and Part I property crime were both below the 5 year average.

	Feb	Year to Date	Yearly Total
2020	130	260	1493
2021	76	197	1420
2022	106	208	1154
2023	109	221	1321
2024	90	177	1205
2025	57	132	
% Change	-36.7%	-25.4%	-32.2%
Yearly Total Projection:			818



	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
2020	130	130	84	65	113	107	139	125	148	152	173	125
2021	121	76	120	111	104	106	114	149	127	123	156	113
2022	102	106	95	100	108	103	86	99	94	85	96	80
2023	112	109	126	113	101	111	123	113	85	116	99	113
2024	87	90	73	83	78	93	107	104	122	124	108	130
2025	75	57										

Attachment: 03-17-2025 Law Board Packet (15563 : Law Board Meeting Agenda)

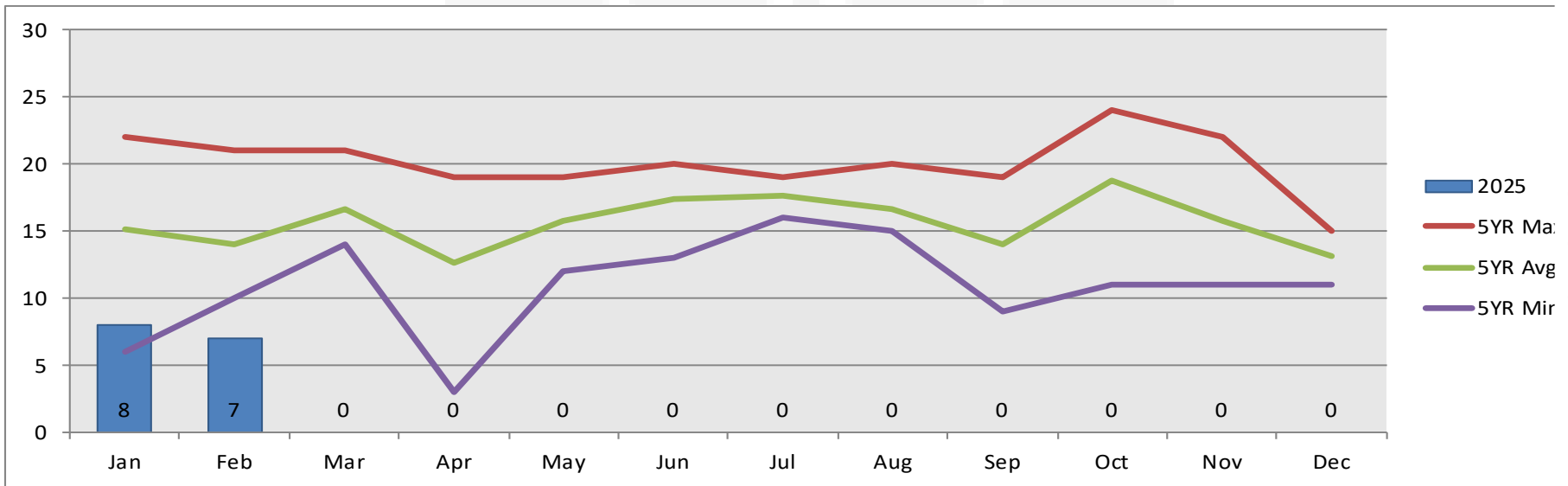
Part 1 Violent Crimes

Offense Codes: 0100-0440

All Data As Of: 3/12/25 12:00 AM

- February 2025 was 50% below the 5 year average for Part I violent crime.
- There were 5 aggravated assaults / batteries, 2 rapes, 0 robberies, and 0 homicides reported during February 2025.

	Feb	Year to Date	Ye 15.a
2020	21	39	197
2021	16	34	198
2022	11	17	183
2023	10	32	182
2024	12	24	178
2025	7	15	
% Change	-41.7%	-37.5%	-45.5%
Yearly Total Projection:			97



	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
2020	18	21	14	3	15	20	19	20	18	22	16	11
2021	18	16	16	18	19	20	16	15	9	15	22	14
2022	6	11	21	19	18	15	19	17	19	11	15	12
2023	22	10	18	9	15	13	17	15	10	24	15	14
2024	12	12	14	14	12	19	17	16	14	22	11	15
2025	8	7										

Attachment: 03-17-2025 Law Board Packet (15563 : Law Board Meeting Agenda)

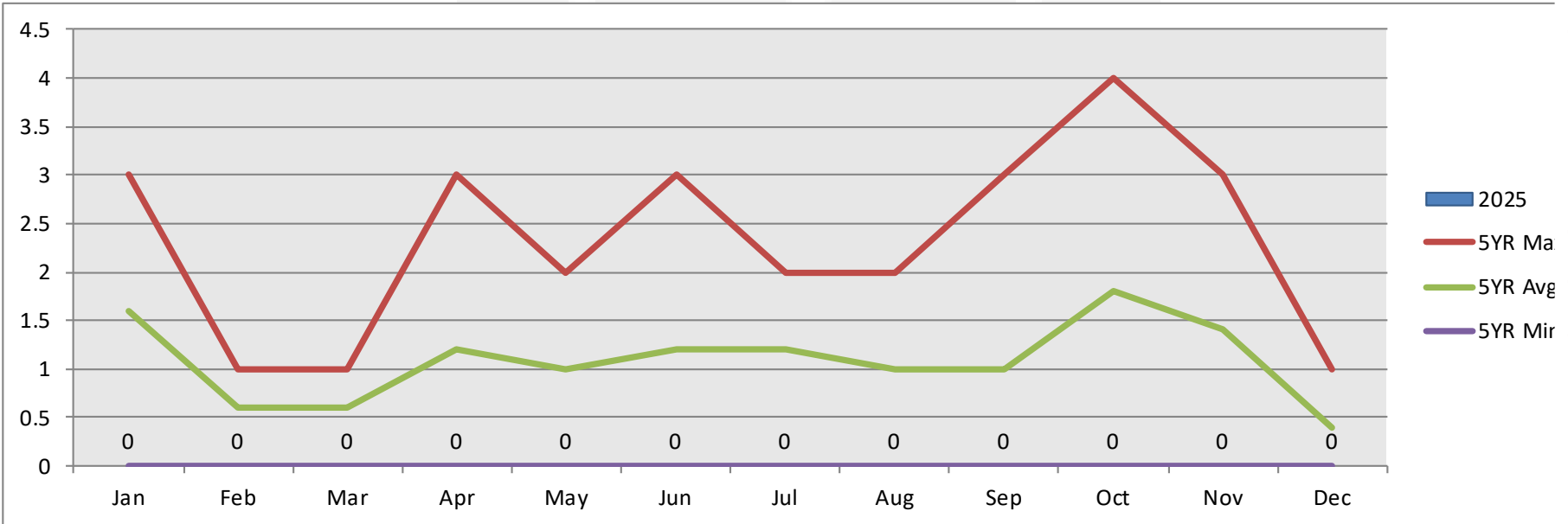
Robbery

Offense Codes: 0310

All Data As Of: 3/12/25 12:00 AM

	Feb	Year to Date	Year
2020	1	3	17
2021	1	3	18
2022	0	0	11
2023	0	3	10
2024	1	2	9
2025	0	0	
% Change	-100.0%	-100.0%	-100.0%
Yearly Total Projection:			0

➤ There was no robberies reported in February 2025 which is 100% below the 5 year average.



	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
2020	2	1	1	1	2	3	2	1	0	4	0	0
2021	2	1	0	3	2	2	2	2	1	0	2	1
2022	0	0	1	1	1	0	2	2	3	0	1	0
2023	3	0	1	0	0	0	0	0	1	2	3	0
2024	1	1	0	1	0	1	0	0	0	3	1	1
2025	0	0										

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Aggravated Assault and Battery

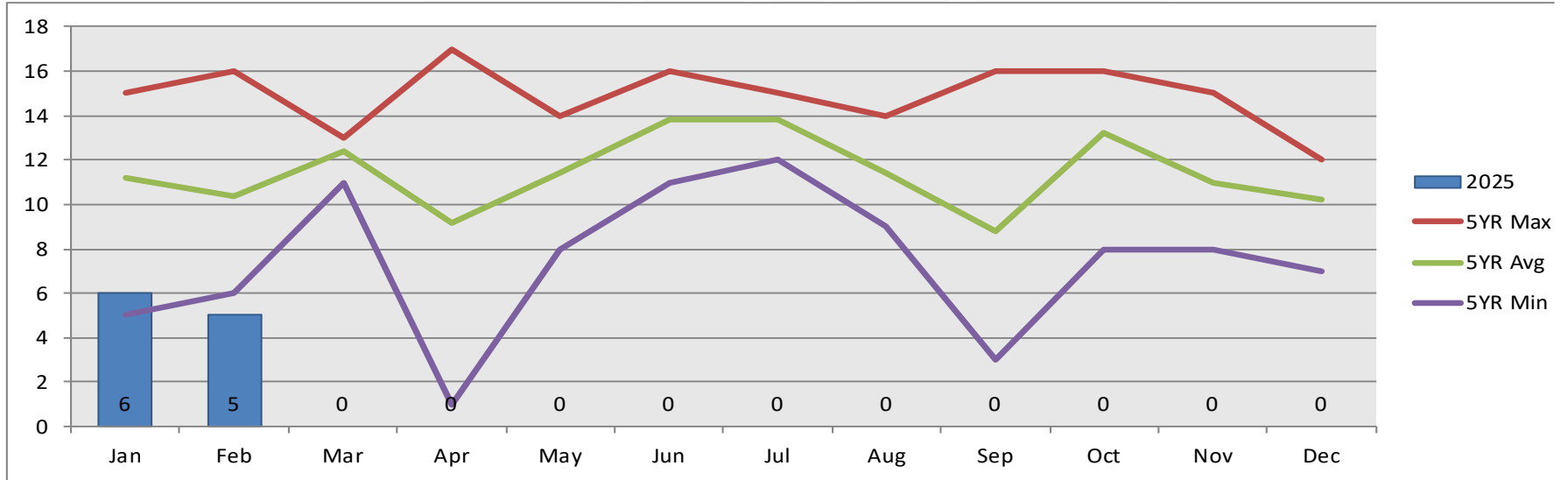
Offense Codes: 0410-0440

All Data As Of: 3/12/25 12:00 AM

15.a

- There were 2 aggravated batteries and 3 aggravated assaults reported during the month of February. This is 51.9% below the 5 year average.
- 2 of the incidents in February were domestic.
- As of 3/12/2025, there were arrests in 2 of the incidents.

	Feb	Year to Date	Yearly Total
2020	16	31	145
2021	12	26	145
2022	6	11	130
2023	9	24	134
2024	9	16	130
2025	5	11	
% Change	-44.4%	-31.3%	-45.8%
Yearly Total Projection:			71



	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
2020	15	16	12	1	11	13	14	14	16	16	10	7
2021	14	12	13	13	14	16	13	9	3	13	15	10
2022	5	6	11	17	11	14	15	10	11	8	11	11
2023	15	9	13	4	13	11	15	11	5	16	11	11
2024	7	9	13	11	8	15	12	13	9	13	8	12
2025	6	5										

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

Part I Property Crime

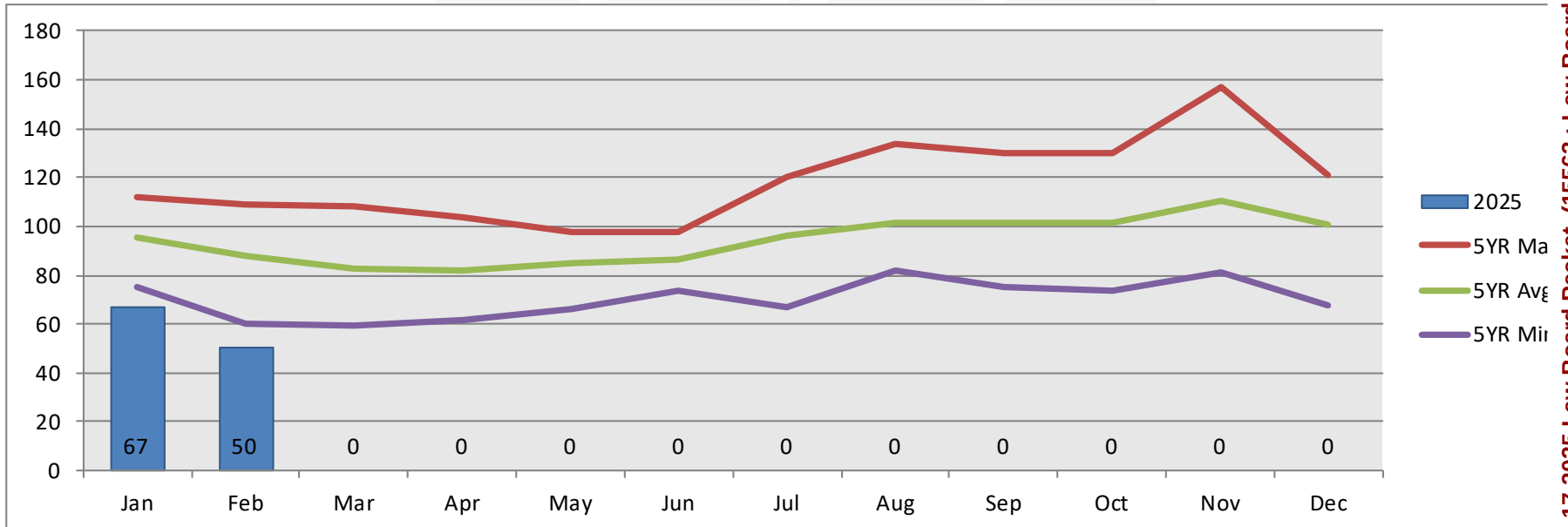
Offense Codes: 0500-0810

All Data As Of: 3/12/25 12:00 AM

15.a

- For February, Part I property crime was 43.3% below the 5 year average.
- The property crime for February 2025 included 4 burglaries, 3 larcenies from motor vehicle, 1 auto thefts, and 2 arson incidents. The rest of the incidents were larcenies (40 incidents).

	Feb	Year to Date	Yearly Total
2020	109	221	1296
2021	60	163	1222
2022	95	191	971
2023	99	189	1139
2024	78	153	1027
2025	50	117	
% Change	-35.9%	-23.5%	-30.2%
Yearly Total Projection:			717



	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
2020	112	109	70	62	98	87	120	105	130	130	157	116
2021	103	60	104	93	85	86	98	134	118	108	134	99
2022	96	95	74	81	90	88	67	82	75	74	81	68
2023	90	99	108	104	86	98	106	98	75	92	84	99
2024	75	78	59	69	66	74	90	88	108	102	97	121
2025	67	50										

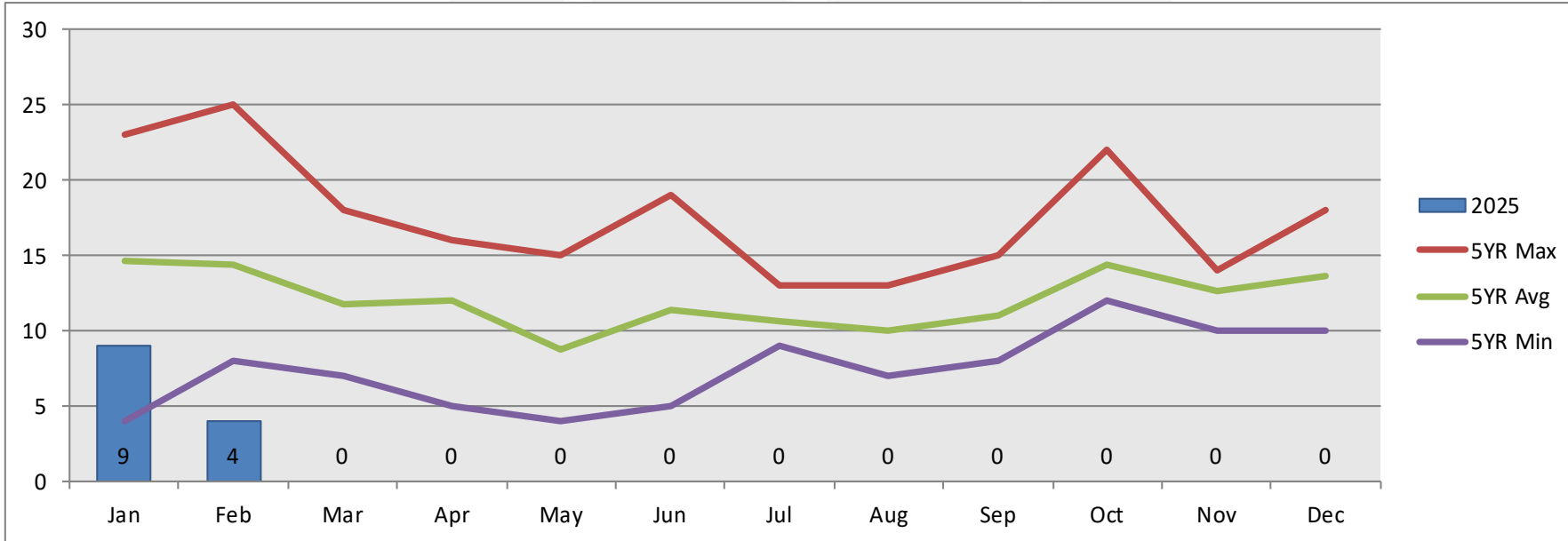
Structural Burglary

Offense Code: 0510

All Data As Of: 3/12/25 12:00 AM

- Structural burglaries were 72.2% below the 5 year average for February.
- 1 of the burglaries was non-residential and 3 were residential.
- 2 of the burglaries occurred in Manhattan and 2 occurred in Ogden.

	Feb	Year to Date	Year
2020	25	43	174
2021	10	28	157
2022	18	41	150
2023	11	21	136
2024	8	12	109
2025	4	13	
% Change	-50.0%	+8.3%	-38.1%
Yearly Total Projection:			67



	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
2020	18	25	14	12	7	5	11	13	15	22	14	18
2021	18	10	18	16	15	10	9	9	11	13	10	18
2022	23	18	7	15	5	19	11	10	8	12	12	10
2023	10	11	12	12	13	13	9	11	9	13	13	10
2024	4	8	8	5	4	10	13	7	12	12	14	12
2025	9	4										

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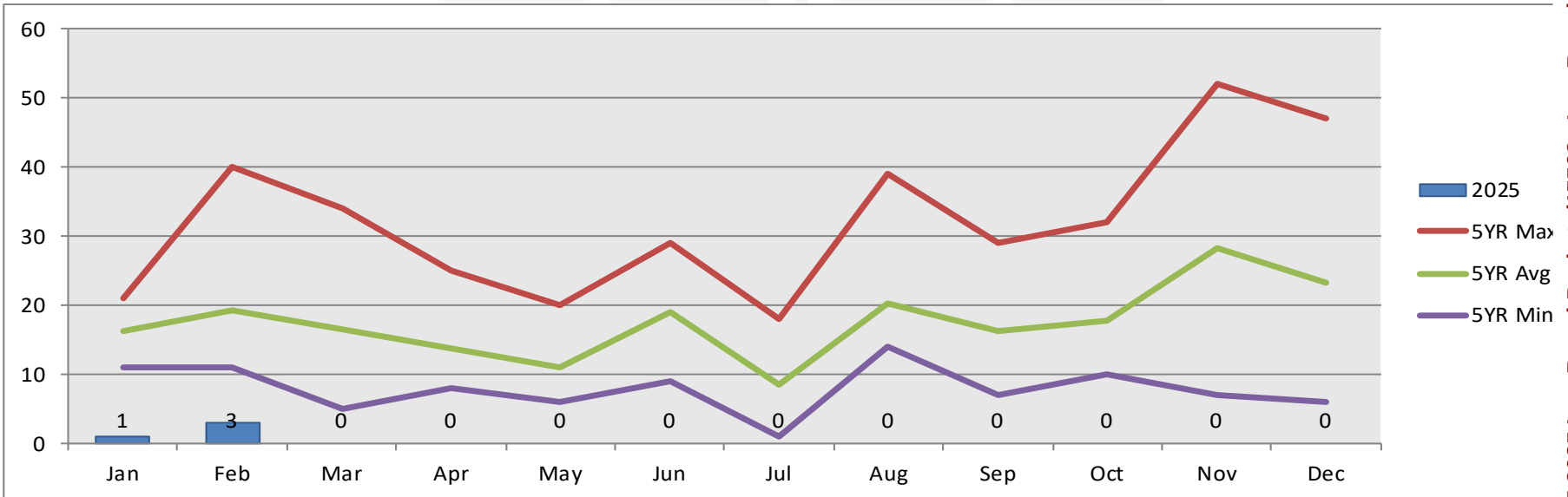
Vehicle Burglary

Offense Code: 0640

All Data As Of: 3/12/25 12:00 AM

- February 2025 was 84.5% below the 5 year average for vehicle burglary.
- There were no signs of forced entry in any of the reports.

	Feb	Year to Date	Yearly Total
2020	13	31	255
2021	14	33	255
2022	19	30	121
2023	40	61	234
2024	11	23	188
2025	3	4	
% Change	-72.7%	-82.6%	-87.9%
Yearly Total Projection:			23



	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
2020	18	13	7	9	20	29	1	16	28	32	52	30
2021	19	14	27	18	6	22	18	39	11	13	51	17
2022	11	19	10	9	11	9	6	16	7	10	7	6
2023	21	40	34	25	11	19	9	16	7	16	19	17
2024	12	11	5	8	7	16	9	14	29	18	12	47
2025	1	3										

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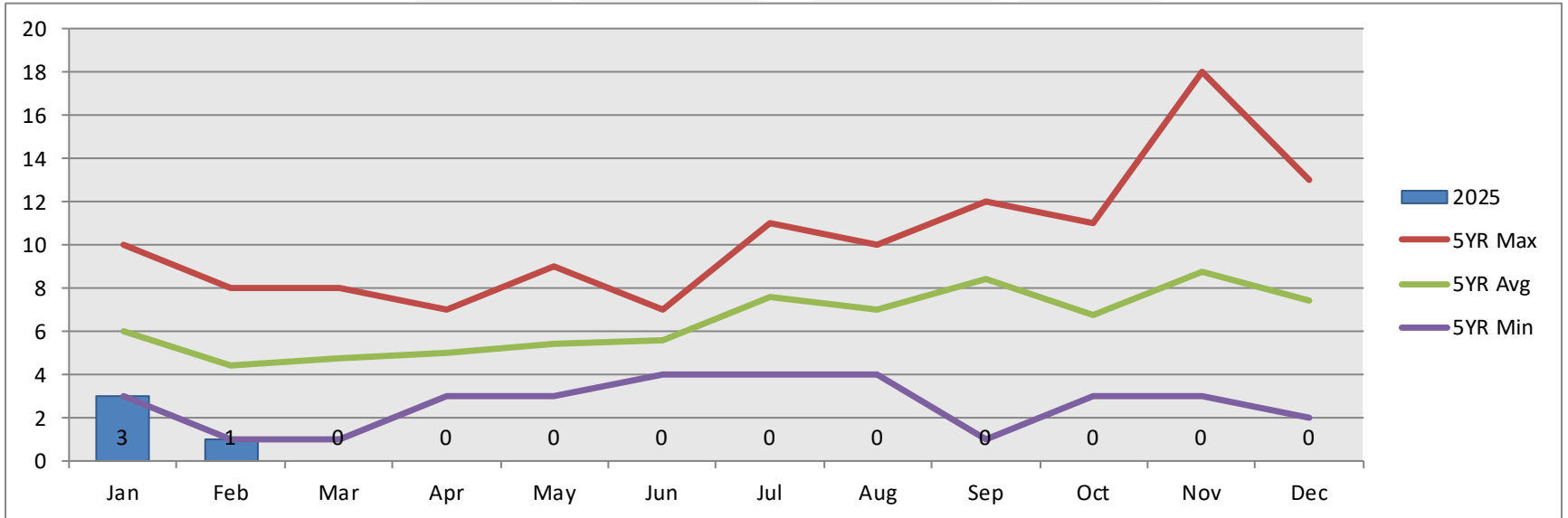
Motor Vehicle Thefts

Offense Code: 0710

All Data As Of: 3/12/25 12:00 AM

- Motor vehicle thefts were down 77.3% from the 5 year average in February.
- The vehicle has been recovered as of 3/12/2025.

	Feb	Year to Date	Yearly
2020	7	10	96
2021	3	10	85
2022	1	11	67
2023	8	11	65
2024	3	10	73
2025	1	4	
% Change	-66.7%	-60.0%	-60.4%
Yearly Total Projection:			29



	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
2020	3	7	3	5	9	7	4	6	10	11	18	13
2021	7	3	6	3	4	4	11	10	11	7	13	6
2022	10	1	8	7	4	4	5	6	12	3	5	2
2023	3	8	6	6	7	7	8	4	1	4	3	8
2024	7	3	1	4	3	6	10	9	8	9	5	8
2025	3	1										

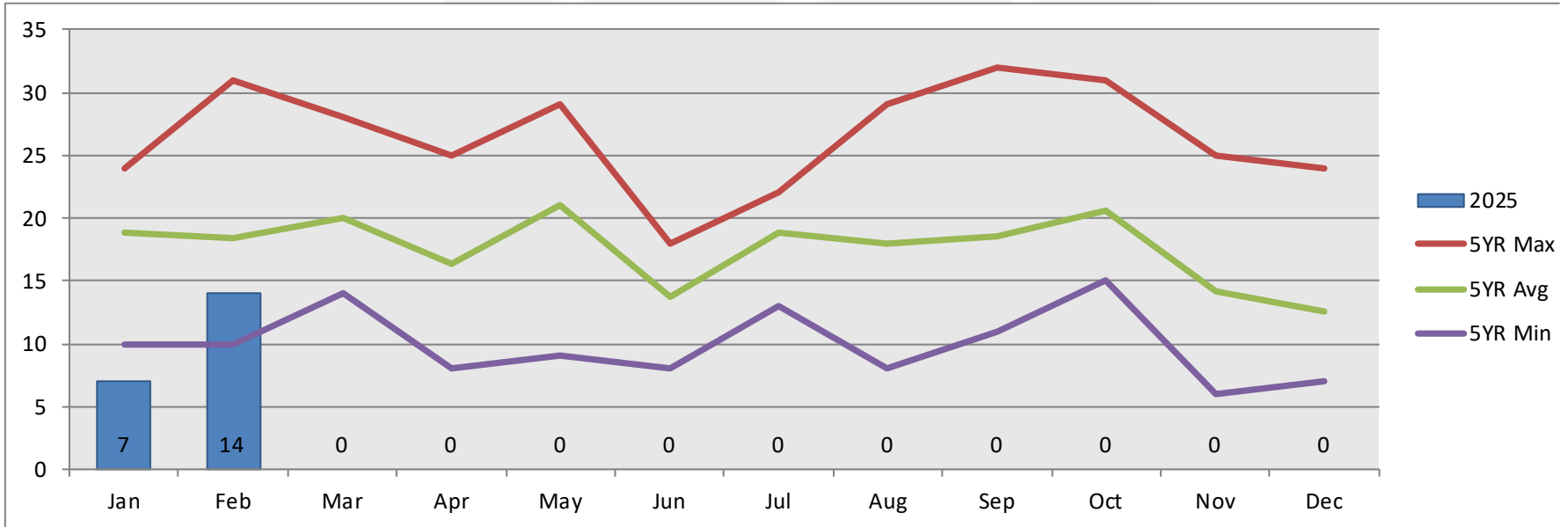
DUIs

Offense Code: 2110

All Data As Of: 3/12/25 12:00 AM

➤The number of DUIs for February 2025 was 23.9% below the 5 year average for February.

	Feb	Year to Date	Year
2020	12	34	168
2021	17	27	191
2022	10	29	208
2023	31	55	282
2024	22	41	207
2025	14	21	
% Change	-36.4%	-48.8%	-42.1%
Yearly Total Projection:			120



	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
2020	22	12	14	8	9	15	19	17	16	15	12	9
2021	10	17	26	25	20	14	22	8	12	21	6	10
2022	19	10	18	13	20	8	13	16	22	31	25	13
2023	24	31	28	16	29	18	19	29	32	18	14	24
2024	19	22	14	20	27	14	21	20	11	18	14	7
2025	7	14										

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Traffic Accidents

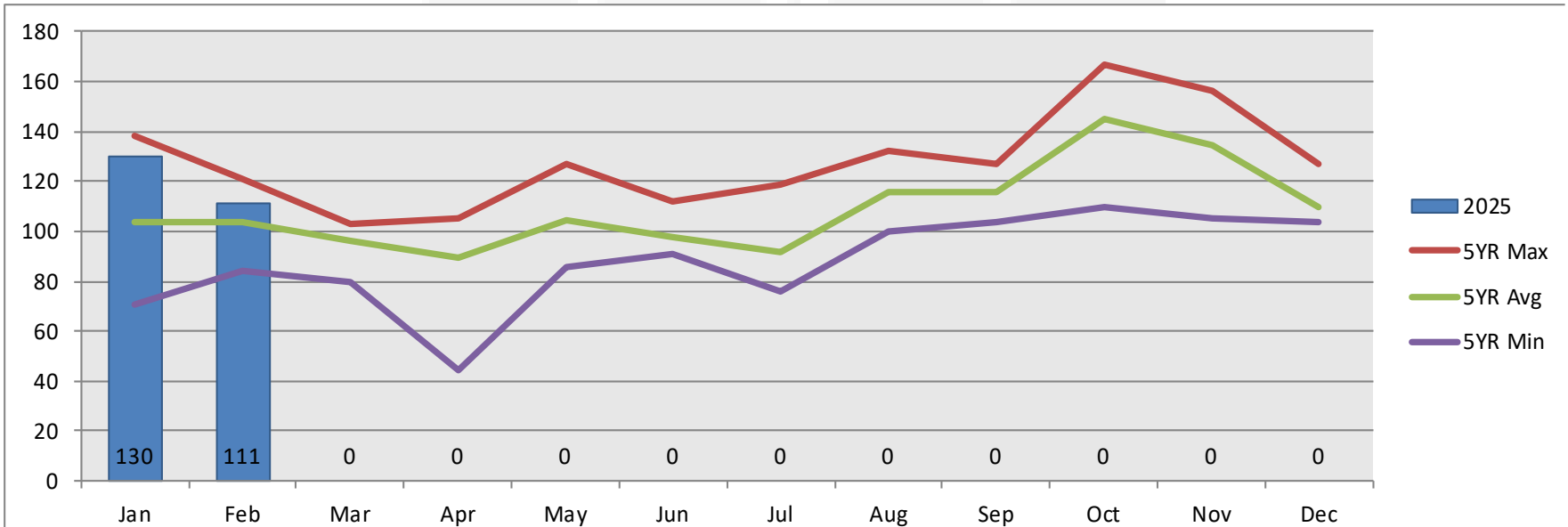
Offense Codes: 5000-5139

All Data As Of: 3/12/25 12:00 AM

15.a

➤ The number of traffic accidents in February 2025 was 6.7% above the 5 year average.

	Feb	Year to Date	Yearly Total
2020	109	231	1220
2021	84	155	1314
2022	104	200	1283
2023	102	192	1263
2024	121	259	1457
2025	111	241	
% Change	-8.3%	-6.9%	+4.3%
Yearly Total Projection:			1520



	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
2020	122	109	96	44	86	91	90	111	114	147	105	105
2021	71	84	103	100	107	91	91	122	127	156	156	106
2022	96	104	103	105	127	102	76	115	104	110	134	107
2023	90	102	80	100	112	112	84	100	106	146	127	104
2024	138	121	97	98	89	93	119	132	126	167	150	127
2025	130	111										

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Preventable Traffic Accidents

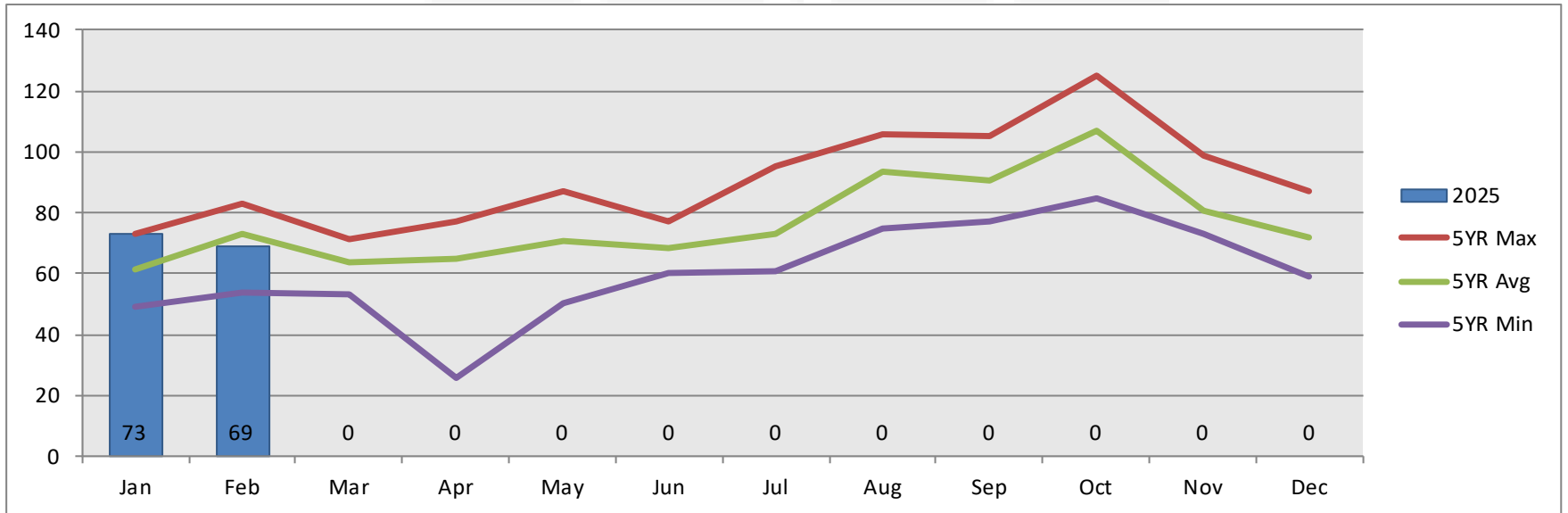
Offense Codes: 5000-5139

All Data As Of: 3/12/25 12:00 AM

- The number of preventable traffic accidents in February 2025 was 5.5% below the 5 year average.
- Numbers may change as data entry corrections continue (as of 3/12/2025).

	Feb	Year to Date	Yearly Total
2020	81	154	855
2021	54	103	965
2022	67	132	897
2023	80	141	891
2024	83	141	980
2025	69	142	
% Change	-16.9%	+0.7%	-1.6%
Yearly Total Projection:			964

15.a



	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
2020	73	81	60	26	50	71	69	92	89	105	73	66
2021	49	54	67	71	76	67	75	106	105	109	99	87
2022	65	67	68	77	87	67	65	94	77	85	82	63
2023	61	80	53	77	86	77	61	75	79	110	73	59
2024	58	83	71	72	54	60	95	99	102	125	76	85
2025	73	69										

Attachment: 03-17-2025 Law Board Packet (15563 : Law Board Meeting Agenda)

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

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).

Larceny-theft: (except motor vehicle theft)—The unlawful taking, carrying, leading, or riding away of property from the possession or constructive possession of another. Examples are thefts of bicycles, motor vehicle parts and accessories, shoplifting, pocket-picking, or the stealing of any property or article that is not taken by force and violence or by fraud. Attempted larcenies are included. Embezzlement, confidence games, forgery, check fraud, etc., are excluded.

Motor vehicle theft: The theft or attempted theft of a motor vehicle. A motor vehicle is self-propelled and runs on land surface and not on rails. Motorboats, construction equipment, airplanes, and farming equipment are specifically excluded from this category.

Arson: Any willful or malicious burning or attempt to burn, with or without intent to defraud, a dwelling house, public building, motor vehicle or aircraft, personal property of another, etc.

Traffic Related Definitions

In the Kansas Legislature uniform act regulating traffic; rules of the road, 8-1567 DUI is the following: (a) Driving under the influence is operating or attempting to operate any vehicle within this state while:

- (1) The alcohol concentration in the person's blood or breath as shown by any competent evidence, including other competent evidence, as defined in paragraph (1) of subsection (f) of K.S.A. 8-1013, and amendments thereto, is .08 or more;
- (2) the alcohol concentration in the person's blood or breath, as measured within three hours of the time of operating or attempting to operate a vehicle, is .08 or more;
- (3) under the influence of alcohol to a degree that renders the person incapable of safely driving a vehicle;
- (4) under the influence of any drug or combination of drugs to a degree that renders the person incapable of safely driving a vehicle; or
- (5) under the influence of a combination of alcohol and any drug or drugs to a degree that renders the person incapable of safely driving a vehicle.

Traffic Accidents: All accidents.

Preventable Traffic Accidents: Accidents that are not weather and/or animal related.

RILEY COUNTY POLICE DEPARTMENT

Report Submission

To:	Director Peete	BRP 14 Jan 25
Thru:	Deputy Director Freidline	
Thru:	Captain Hajek	
From:	Tyler Siefkes	
Position:	Communication Center Manager	Division: Support/Dispatch
Report Title:	Review of Emergency Line & Performance Measurements	
Rpt Freq./Year:	Quarter 4/2024	
Policy #:	COMM 2.5.1/2.5.2/2.5.3/2.5.4	
Date:	01-15-2025	

The purpose of CALEA COMM Standard 2.5.1 is to establish a Performance Measurement Program that "should provide timely, accurate, and useful information about the quality and efficiency of service delivery. Carefully conducted, performance measurement is a management tool that can help to identify progress toward goals and objectives and may also identify ways in which to improve service delivery by pinpointing opportunities for improvement."

CALEA COMM Standard 2.5.2 requires the agency to establish performance measurements for processing times for all incoming emergency lines. This information can then be reviewed to identify any areas of improvement, adjust personnel allocation to adjust for call volume, and ensure a professional level of service at all times.

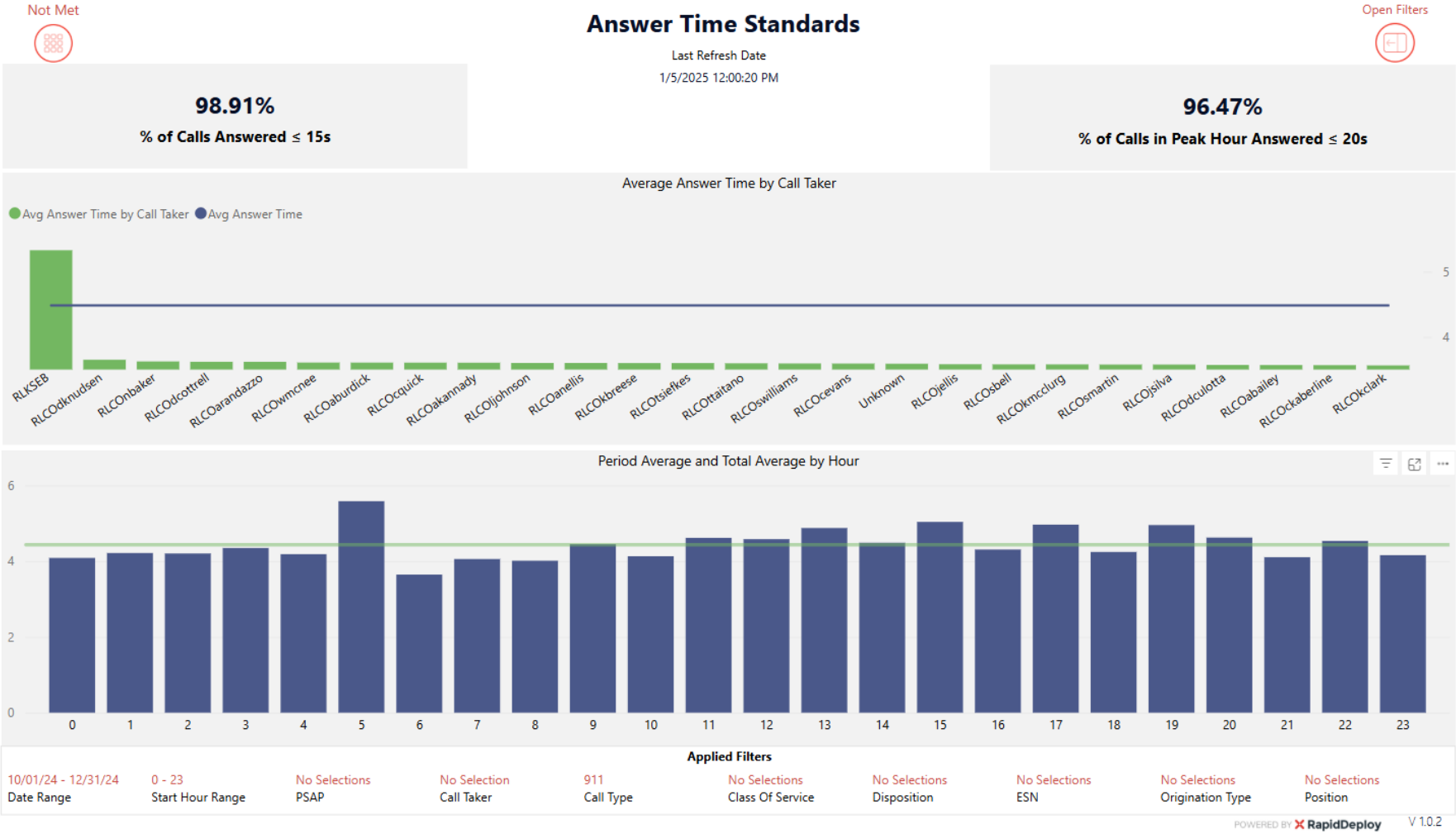
This report will break down the Communication Center's performance in relation to the core services provided, which include call answering, call processing and call dispatching. Other quantitative metrics relating to quality assurance, workload and staffing are also included in this report. Any benchmarks not met will have corresponding action items regarding remedial training, changes to policy or procedures, staffing etc.

Call Answering (Reported Quarterly):

The benchmark for call answering is measured by the National Emergency Numbers Association (NENA) standard which states that Ninety percent (90%) of all 9-1-1 calls arriving at the Public Safety Answering Point (PSAP) SHALL be answered within ($\leq$) fifteen (15) seconds. Ninety-five percent (95%) of all 9-1-1 calls SHOULD be answered within ($\leq$) twenty (20) seconds. Below is the monthly Agent Speed of answer report for the 9-1-1 phone system. Call-takers exceeded the NENA standard for the quarter.

Chart #1 below shows the PSAP Answer Time Report, which is representative of the caller's answer time experience. Seizure-to-answer time is measured from the time of call seizure to the time of agent answer. Times shown include setup and ring seconds.

RILEY COUNTY POLICE DEPARTMENT
Report Submission

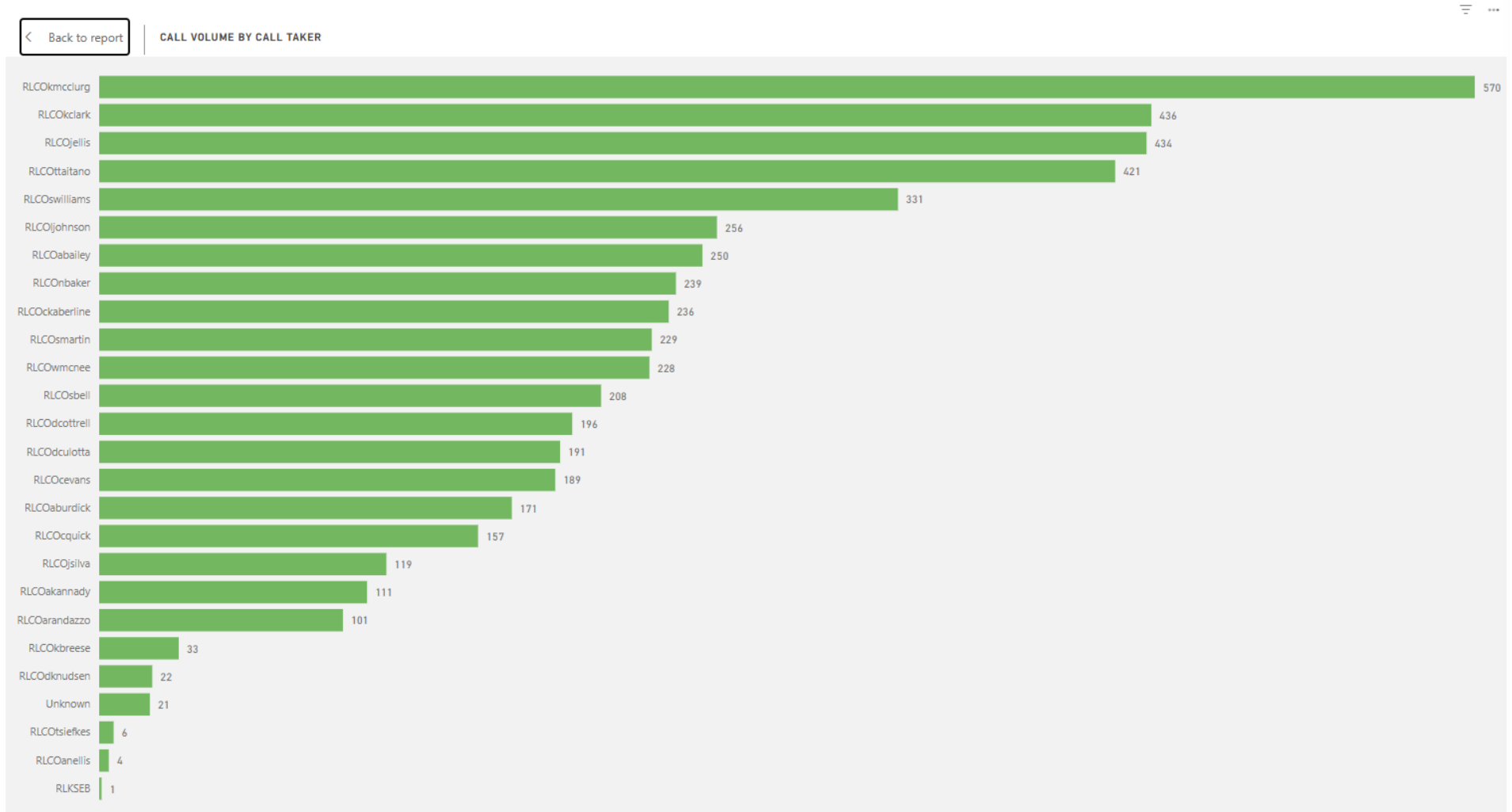


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RILEY COUNTY POLICE DEPARTMENT

Report Submission

Chart #2 below represents the number of 9-1-1 calls handled by each call-taker on the Vesta system for the previous quarter. Unknown Agent will show on the report if there are calls that do not have an agent associated with them. Typically, this occurs if the caller hung up before the call could be routed to a station.

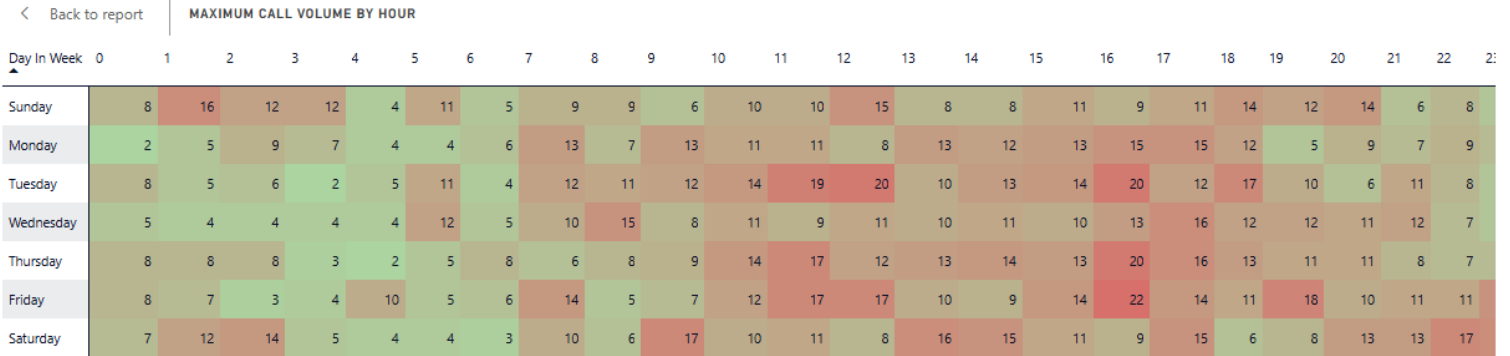


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RILEY COUNTY POLICE DEPARTMENT

Report Submission

Chart #3 below displays the quarterly 9-1-1 call volume by hour and day of the week. The first peak in call volume occurs from 1100-1300 hours. Call volume ultimately peaks at 1600 hours and slows again at 1800 hours. These peak hours will be addressed by additional staffing beginning in February, 2025. All regular dispatch shifts will include a supervisor plus four Dispatcher II's. A split shift will also be filled from 1000-2200 hours.



Below is the quarterly Inbound Call Performance report for the Avaya administrative phone system. As with the emergency lines, call-takers exceeded the NENA standard with an average answer time of 3 seconds. Highest call volumes on the administrative lines match those seen on the 911 system.

Inbound Call Performance										
Tuesday, October 1, 2024	Tuesday, December 31, 2024 11:59:59 PM							Answered Within		
Hour of Day	Calls Presented	Calls Answered	Calls Abandoned	% Answered	% Abandoned	Avg Call Duration	Avg Speed of Answer	10 sec	15 sec	30 sec
00:00	174	171	4	98.3%	2.3%	3:21	0:00:03	170	1	
01:00	139	138	2	99.3%	1.4%	3:15	0:00:03	138		
02:00	123	123		100.0%	0.0%	2:58	0:00:03	123		
03:00	83	81	2	97.6%	2.4%	2:46	0:00:03	81		
04:00	73	72	1	98.6%	1.4%	3:43	0:00:03	72		
05:00	87	86	1	98.9%	1.1%	2:43	0:00:03	86		
06:00	121	121	1	100.0%	0.8%	2:37	0:00:03	121		
07:00	312	306	14	96.2%	4.4%	2:29	0:00:03	305	1	
08:00	385	384	11	97.2%	2.8%	2:41	0:00:03	384		
09:00	473	471	13	98.3%	2.7%	2:40	0:00:03	470		1
10:00	473	471	11	99.0%	2.3%	2:39	0:00:03	470	1	
11:00	516	515	23	97.0%	4.3%	2:39	0:00:03	511	4	
12:00	497	497	7	99.2%	1.4%	2:50	0:00:03	494	2	1
13:00	482	482	9	98.6%	1.8%	2:44	0:00:03	481	1	
14:00	478	478	10	98.6%	2.1%	2:41	0:00:03	475	2	1
15:00	501	501	14	98.2%	2.7%	2:50	0:00:03	500	1	
16:00	563	562	7	99.3%	1.2%	2:50	0:00:03	556	3	3
17:00	668	661	18	98.1%	2.7%	2:48	0:00:03	657	4	
18:00	591	587	14	98.0%	2.3%	2:56	0:00:03	586	1	
19:00	443	441	5	99.1%	1.1%	3:08	0:00:03	440		1
20:00	362	359	3	99.2%	0.8%	2:59	0:00:03	359		
21:00	368	365	4	99.2%	1.1%	2:50	0:00:03	363	1	1
22:00	267	264	4	98.5%	1.5%	3:05	0:00:03	263	1	
23:00	265	263	2	99.2%	0.8%	2:40	0:00:03	262		1
TOTALS	8444	8399	180	98.6%	1.9%	2:52	0:00:03	8367	23	9

RILEY COUNTY POLICE DEPARTMENT

Report Submission

Call Processing (Reported Monthly):

- 1) The first call processing measurement is the average time it takes call-takers to add dispatchable information into Priority 1 and Priority 2 CAD calls. This measures the time between the call initiation and selection of address and nature in CAD.
 - a. The benchmark for this measurement is 60 seconds or less for both priority levels.
 - b. For the month of December, the average time it took for call-takers to select address/nature for Priority 1 calls was 44 seconds, down four seconds from the previous month.
 - c. In the month of December, the average time it took for call-takers to select address/nature for Priority 2 calls was 99 seconds, which was five seconds faster than the previous month. This data is presented monthly due to some skewed data. In January, the addition of some call natures that will better represent the corresponding priorities, should help get better data for this report. That said, dispatchers have continually improved this figure month by month.
- 2) The second call processing measurement is the average call processing time on emergency phone lines. This measures the time between call initiation and input of relevant call information including EMD/EFD protocols through post-dispatch instructions.
 - a. Benchmarks: The average call processing time for all incoming 9-1-1 Priority 1 calls is three minutes or less. The average call processing time for all incoming 9-1-1 Priority 2 calls is four minutes or less.
 - b. During month of December, the average call duration on the Vesta 9-1-1 system was 1 minute 47 seconds, down by nearly 40 seconds from the month prior. This includes all calls received on 9-1-1 and the designated alarm line.

Dispatching (Reported Quarterly):

- 1) The time it takes to initiate dispatch of Priority 1 calls for each discipline (law/fire/medical) is measured each month. The benchmark for dispatching of Priority 1 calls is 60 seconds or less for 90% of the incidents. During the quarter, the PSAP met the benchmark. The below chart indicates the number of Priority 1 incidents dispatched for each call type (fire, law, medical) during the quarter. It should be noted that some incidents (injury accidents, respiratory and cardiac arrests, structure fires, suicide attempts, etc.) are counted multiple times depending upon scene circumstances.

Seconds	Fire Incidents	Law Incidents	Medical Incidents	Totals
0-60	180 (90%)	58 (91%)	348 (97%)	586 (94%)
61-90	16 (8%)	5 (8%)	8 (2%)	29 (5%)
91+	3 (2%)	1 (2%)	3 (1%)	7 (1%)
Total	199	64	359	622

Quality Assurance (Reported Quarterly):

- 1) Emergency Medical (EMD) and Fire (EFD) Call-taking Performance is measured monthly utilizing Individual Performance Reports completed by Dispatch Supervisors and designated Quality Assurance Personnel. Performance benchmarks from the International Academies of Emergency Dispatch's (IAED) ACE accreditation program are utilized for measurement. Ace standards for performance are as follows:
 - a. No more than 10% of calls rated as Partial Compliance
 - b. No more than 10% of calls rated as Low Compliance
 - c. No more than 7% of calls rated as Non-Compliant
- 2) During the quarter, the center's EMD performance nearly met the IAED's ACE accreditation levels as seen on the chart below. Non-Compliant calls were reduced by 4% from the previous quarter, and were only 3 percentage points away from being ACE level compliant. Additionally, the number of

RILEY COUNTY POLICE DEPARTMENT

Report Submission

Low Compliance calls also fell by 4% while both High Compliance and Compliant call percentages rose from Q3 to Q4. All of these were very positive signs that call-takers are taking the feedback and implementing it in their interview routines.

Selected Discipline: EMD

Agency: RILEY COUNTY PD

Date Range: 10/1/2024 ... 12/31/2024

	Percent	Number of Cases
High Compliance	59%	47
Compliant	21%	17
Partial Compliance	8%	6
Low Compliance	2%	2
Non-Compliant	10%	8
Totals	100%	80

- Indicates Accreditation Level

- 3) During the quarter, the center's EFD performance stayed relatively the same from the previous quarter. As seen below, the Partial and Low Compliance figures fell within the benchmarks. However, Non-Compliant calls are still 10% higher than the ACE goal. Areas of concern are minor deviations during Case Entry as well as major deviations during Final Coding of calls. The final coding section deals with the type of response the call receives, so this will be a training focus in the first quarter of 2025.

Selected Discipline: EFD

Agency: RILEY COUNTY PD

Date Range: 10/1/2024 ... 12/31/2024

	Percent	Number of Cases
High Compliance	55%	29
Compliant	15%	8
Partial Compliance	9%	5
Low Compliance	4%	2
Non-Compliant	17%	9
Totals	100%	53

- Indicates Accreditation Level

Percentage of Deviations	Critical	Major	Moderate	Minor
Case Entry	0.00%	0.00%	1.85%	5.36%
Chief Complaint	0.00%	0.94%	0.00%	0.00%
Key Questions	1.23%	2.87%	2.06%	1.15%
Final Coding	3.77%	13.21%	0.00%	0.00%
Dispatch Life Support	3.21%	0.97%	0.97%	1.94%
Customer Service	0.00%	0.00%	0.00%	0.54%
Total Accreditation Acceptance	1.52%	2.86%	1.85%	1.24%

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- 4) The Agency Performance Threshold report delivers a cumulative performance value for call-takers in the center. This report then provides a Performance Improvement Plan Threshold for individual call-takers who have repeated issues obtaining compliant calls. These reports are run twice per year and call-takers falling below the threshold will receive additional training and an additional number of call reviews per month. Call-takers will come off the EMD/EMD PIP once they come back above the threshold in the subsequent reporting cycles.
- a. Four call-takers have been identified as requiring a Performance Improvement Plan in the EMD discipline.
 - b. Two call-takers have been identified as requiring a Performance Improvement Plan in the EFD discipline.
 - c. Shift Supervisors and the CCM will provide further training and extra performance reviews to the identified call-takers throughout the first half of 2025.

Respectfully Submitted,
CCM Tyler Siefkes

RILEY COUNTY POLICE DEPARTMENT

Report Submission

To:	Director Peete		
Thru:	Deputy Director Freidline	<i>Noted. EF 3/7/25</i>	
From:	Lt. Ascher		
Position:	Internal Affairs	Division:	Professional Standards & Accreditation
Report Title:	Internal Affairs Annual Summary		
Rpt Freq./Year:	Annual/2024		
Policy #:	26.2.5		
Date:	January 10, 2025		

Policy:

The Internal Affairs Officer will complete and submit an annual Internal Affairs Summary report to the Director. The report will recap the past year's activities, reports, statistical analysis, an analysis of complaint areas, and the findings of cases.

Investigations:

In 2024, the Internal Affairs Section was assigned and investigated a total of (40) cases. Below are the number of internal and external complaints filed.

Seven (7) cases were Internal Affairs cases reported by members of the public and involved:

1. (7) Police Officers
2. (0) Correction Officers
3. (0) Support/Professional Staff
4. (1) Communication Staff

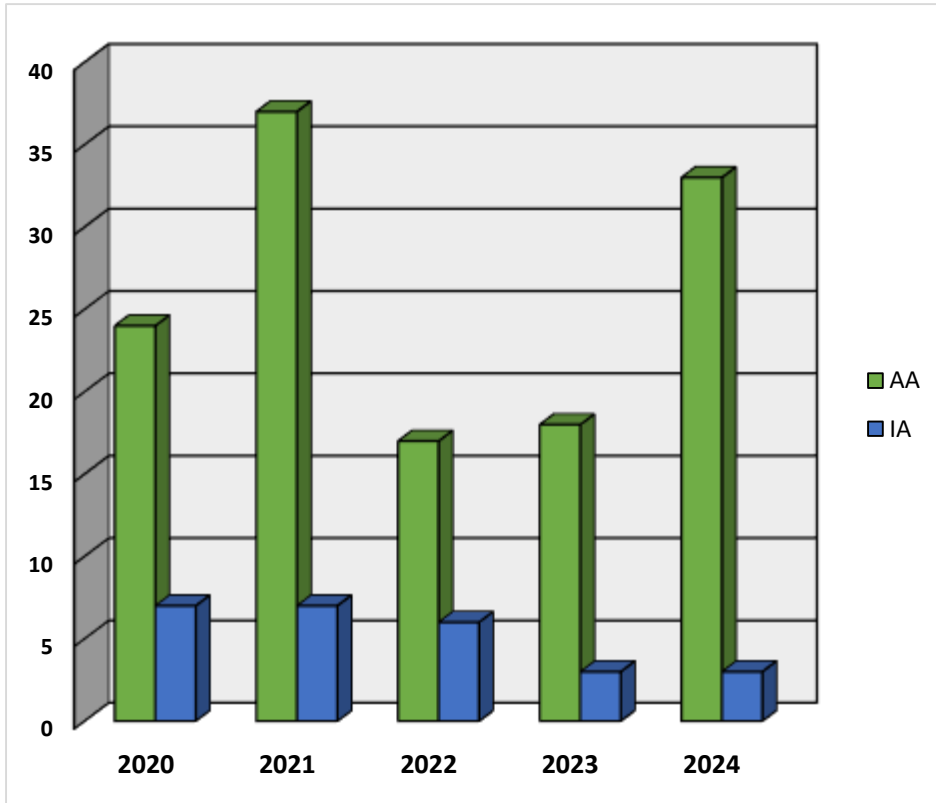
Thirty-three (33) cases were Administrative Action cases reported internally and involved:

1. (20) Police Officers
2. (9) Corrections Officers
3. (4) Support/Professional Staff
4. (2) Communication Staff

Total Internal Affairs and Administrative Action reports for the Past Five Years:

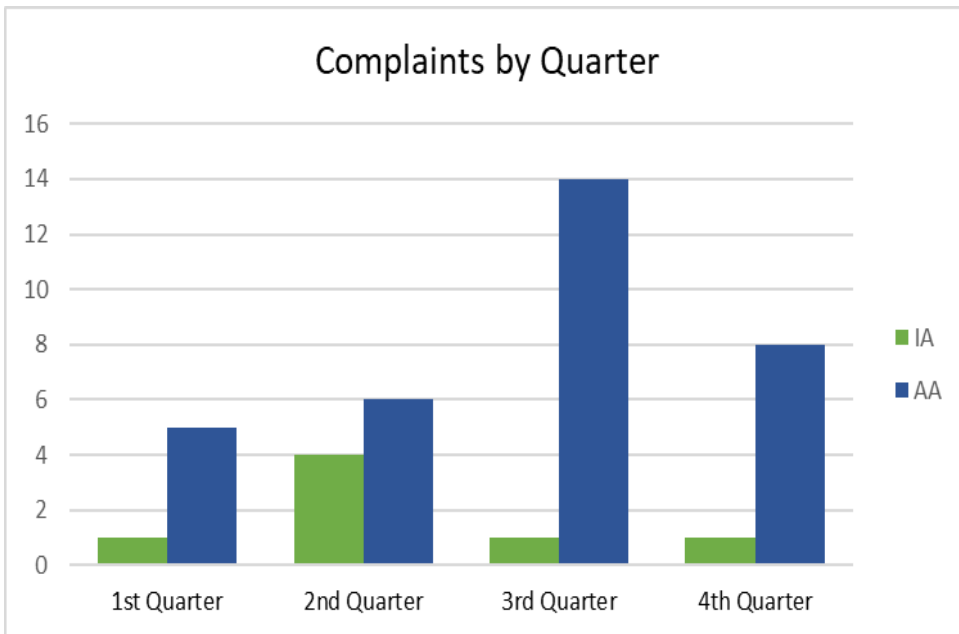
Pg. 1	All Cases	2020	2021	2022	2023	2024
	AA	24	37	17	18	33
	IA	7	6	3	3	7

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The following chart details complaints by Quarter for 2024:

Pg. 2	Quarter	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter
	AA	5	6	14	8
	IA	1	4	1	1



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2024 Types of Complaints Received and findings of investigations:

Allegations	Allegation total	Unfounded	Exonerated	Unsubstantiated	Improper Conduct	Disposition pending
Failure to take appropriate action	10	4	1	2	3	
Obedience to policies	4	1		1	2	
Core Value	14			5	9	
Collection of Evidence	5				5	
Reporting for duty	3				3	
Use of force	1				1	
Departmental Report submission	1				1	
Courtesy	3				3	
Operation of a department vehicle	1				1	
Dissemination of Information	2				2	
Misdemeanor Crime	4		2		2	
General Rules of Conduct	5		1		4	
Use of Alcohol While Off-Duty	3				3	
Insubordination	1				1	
Immoral Conduct	2				2	
Conformance to Laws	1				1	
Unprofessional Conduct	3			1	2	
Truthfulness	2			1	1	
Department Equipment	3	2			1	
Departmental Computer/IT	1				1	
Reporting Policy Violations	1				1	
Reporting Internal Relationship	2				2	
Misuse of Sick Leave	1				1	
Lawful Orders	2			1	1	
Intervention	2			1	1	
Abuse of Position	2	2				
Entertainment While On-Duty	1			1		
Improper Use of Resources	1				1	
Total:	81	9	4	13	55	0

Attachment: 03-17-2025 Law Board Packet (15563 : Law Board Meeting Agenda)

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Allegations Reflected and Dispositions:

Seven (7) Internal Affairs investigations were initiated because of allegations made by the public. Thirty-three (33) Administrative Action investigations were initiated for internal review. Some of the complaints and/or investigations revealed the accusation of more than one policy violation. Due to the reflection of multiple violations within some investigations, the number of charges may be greater than the total number of investigations. The number of personnel involved may be higher than the number of allegations because, in some instances, multiple department members were involved in the investigation.

RCPD Policy 26.3.8 Conclusion of Fact list that all IA/AA complaints will result in one of the following conclusions of fact:

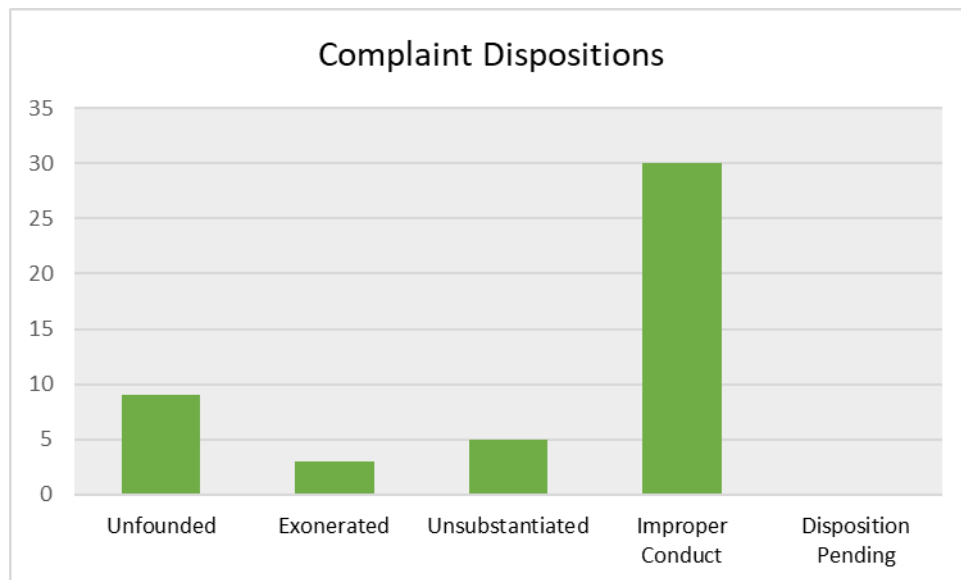
UNFOUNDED: Allegation(s) is (are) false or not factual.

B. EXONERATED: Incident occurred, but was lawful and proper.

C. UNSUBSTANTIATED: Insufficient evidence exists to either prove or disprove the allegation.

D. IMPROPER CONDUCT: An allegation is supported by sufficient evidence to justify a reasonable conclusion of guilt

Page 4 Chart	Allegation Dispos	Total
	Unfounded	9
	Exonerated	3
	Unsubstantiated	5
	Improper Conduct	30
	Disposition Pending	0

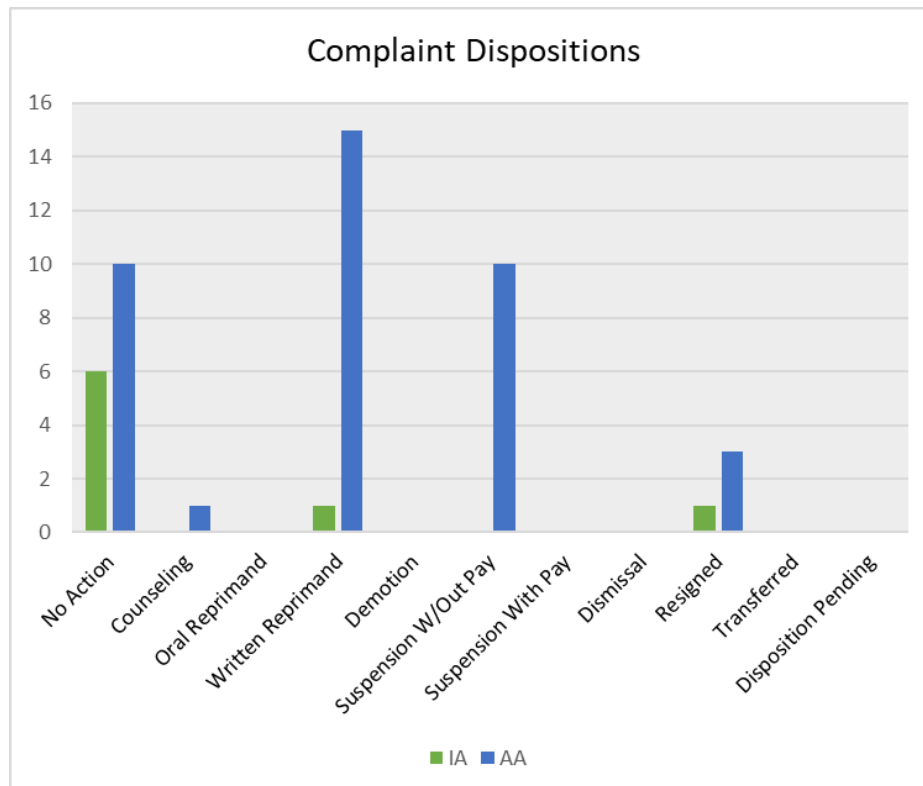


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2024 Complaint Dispositions:

The previous graph indicates that most dispositions result in a finding of improper conduct. The reason for this is that the majority of the complaints received by the Internal Affairs Office are a result of an Administrative Action investigation initiated by an internal complaint and not the result of an external complaint. Most of the investigated incidents revolved around a policy violation that a supervisor reported on the RCPD Agency Liability form. The Agency Liability form was sent through the Chain of Command for review and assigned by the Director or his designee as a formal complaint to the Internal Affairs officer. The figures below reinforce the previous information.

Page 4 Chart	Allegation Dispos	IA	AA
	No Action	6	10
	Counseling	0	1
	Oral Reprimand	0	0
	Written Reprimand	1	15
	Demotion	0	0
	Suspension W/Out Pay	0	10
	Suspension With Pay	0	0
	Dismissal	0	0
	Resigned	1	3
	Transferred	0	0
	Disposition Pending	0	0

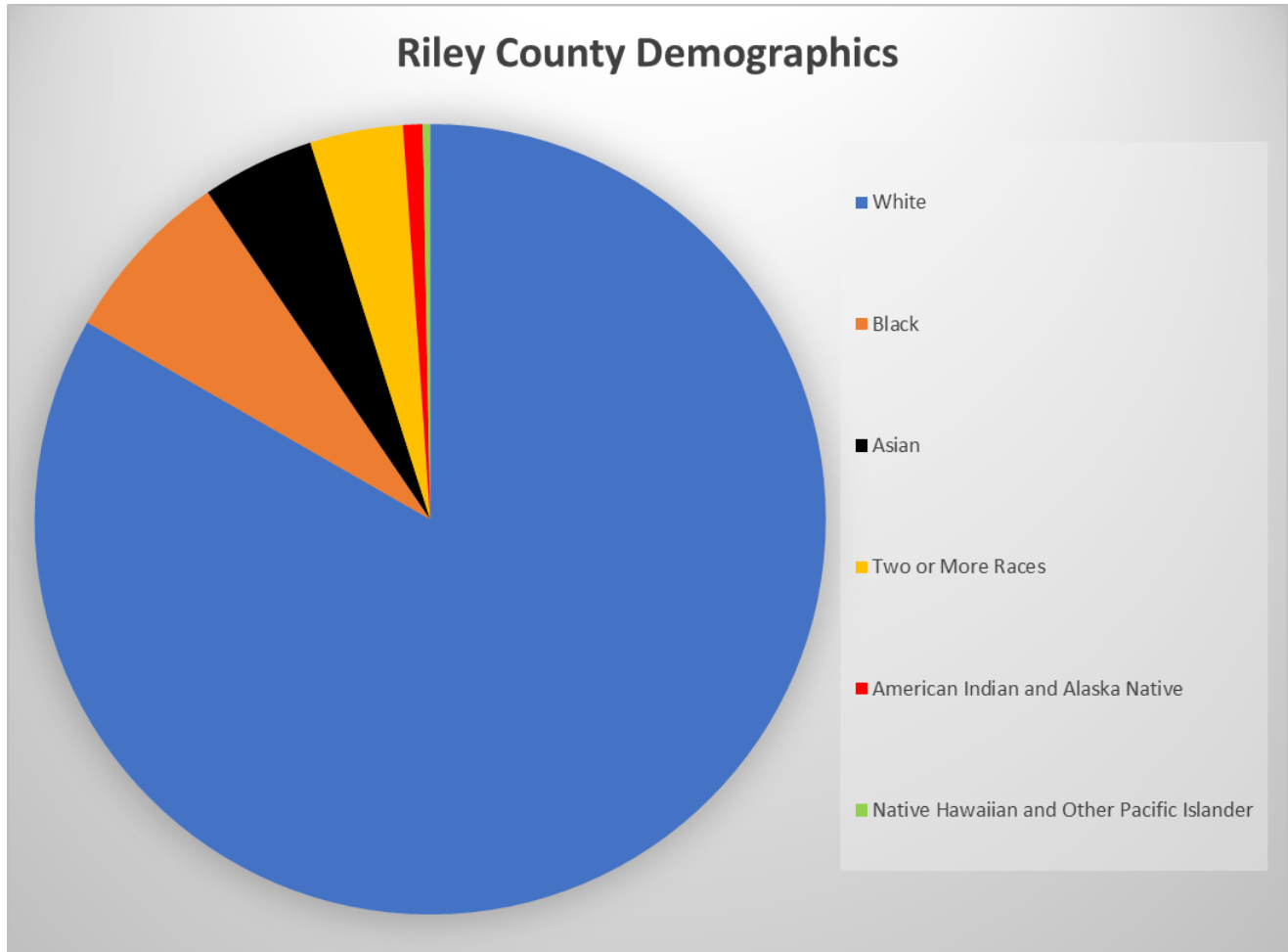


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Demographics Breakdown of Race:

Our department is responsible for policing Riley County, KS, which encompasses 609 square miles. The 2020 US Census Bureau estimates the population for our policing area as 71,959 people, and the race profile is as follows:

Page 5 Chart	Race	%
	White	83.3
	Black	7.2
	Asian	4.6
	Two or More Races	3.8
	American Indian and Alaska Native	0.8
	Native Hawaiian and Other Pacific Islander	0.3



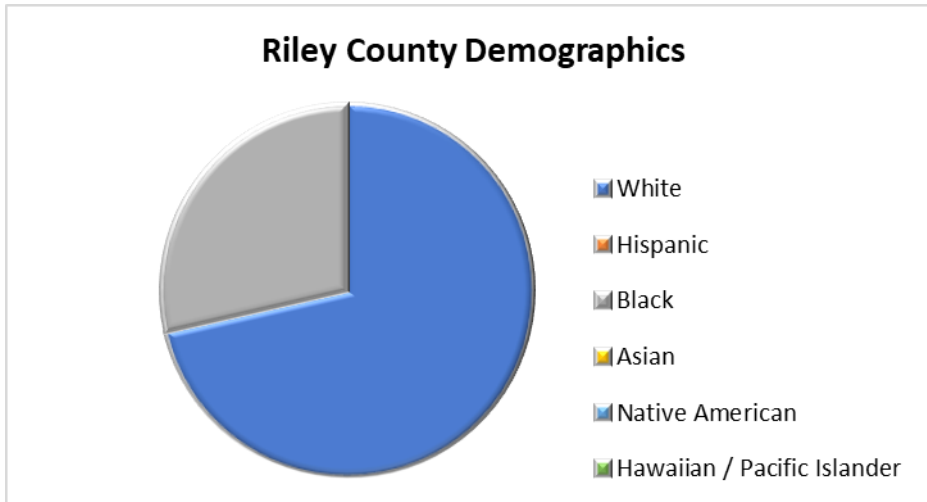
RILEY COUNTY POLICE DEPARTMENT Report Submission

Demographic breakdown of External Complaints reported by Gender:

External complaints by Gender	Total
Male	4
Female	4

Demographic breakdown of External Complaints reported by Race:

External Complaints by Race	Number
White	5
Hispanic	0
Black	2
Asian	0
Native American	0
Hawaiian / Pacific Islander	0



Overall Summary of internal and external complaints filed:

In 2024, we received seven (7) complaints from members of the public, and in 2023, we received three (3) complaints from the public. The seven (7) complaints from 2024 involved allegations in which a formal investigation was conducted. Each complaint had the potential to contain multiple alleged policy violations for review. Considering that during the 2024 calendar year, RCPD received 49,093 calls for service, the number of complaints from the public should be regarded as very low. It should be understood that of the 49,093 calls for service, 9,124 were playbook activities, 8618 were traffic stops, and 1604 were instances where an RCPD officer conducted a standby during a flight at the airport. Playbook activities are proactive crime-fighting measures used by RCPD patrol personnel to place our uniformed personnel where past crime data suggests a crime may be more likely to occur or other activity is utilized in an attempt to reduce crime. Playbook activities do not always include interaction with the public. It may or may not include interaction with the public, and the department does not currently track these interactions for that data. It should also be considered that if the playbook data was removed, the total number of calls for service would be 39,951. The interaction with the public during these incidents may be limited to a simple phone interaction with a dispatcher. Alternatively, the call for service could require an officer or officers to interact with a large

RILEY COUNTY POLICE DEPARTMENT

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number of people. The data may also be misleading regarding the number of people our officers interact with which no record exists. An example of this type of interaction may include someone approaching an officer with a question when they are out in public or simply a conversational interaction. The number of these types of interaction would be impossible to quantify or track appropriately at this time.

Our arrest data indicates 1,876 people were arrested and booked into the Riley County Jail. Of the 1,876 people booked into the Riley County Jail, 1,655 were persons arrested by RCPD officers. The other 221 people were arrested by agencies other than RCPD. The Kansas Highway Patrol, the Pottawatomie County Sheriff's Office, and the Kansas State University Police Department share portions of RCPD's jurisdiction. The Kansas Highway Patrol arrested fifty-three (53) people. The Kansas State University Police arrested thirty (30) people, the Pottawatomie Sheriff's Office arrested 26 people, and the Kansas Dept. of Wildlife and Park arrested one (1) person. The remaining 111 people were arrested by agencies throughout the state of Kansas. These arrests are attributed to outside agencies arresting these individuals as a result of an arrest warrant stemming from charges within Riley County, which was investigated by RCPD. This arrest number includes probable cause arrests, warrant arrests, and juveniles who were taken into custody. This number does not include those who were issued a notice to appear, those who were forced to appear before a court under the power of a summons, those who were sentenced and remanded in our custody, and those who were detained and released.

In reviewing the complaints filed and internal administrative action, I found no alarming trends or patterns that would suggest bias. I would also conclude that due to the very low number of external complaints that the number is so low that statistical relevance may be questioned because of the low sample size.

Our department utilizes an Early Warning System (EWS) to identify employees who, by virtue of engaging in a pattern of behavior or misconduct, may need intervention to resolve an employee issue or problem. The criteria to initiate the EWS are to have two substantiated IA/AA complaints within a quarter or four substantiated IA/AA's in one year. In 2024, we initiated zero (0) EWS cases based on the aforementioned criteria.

The following chart depicts how many members of the public or supervisors-initiated complaints against employees. Each complaint may involve only one allegation or multiple allegations of misconduct by an employee; therefore, the conclusion of facts may exceed the number of complaints.

Calea Proof:

Internal Affairs Investigations and Findings of Allegations			
External Complaints	2022	2022	2024
Citizen Complaint	3	3	7
Improper Conduct	2	1	5
Unsubstantiated	0	0	0
Unfounded	0	0	3
Exonerated	1	2	2

Administrative Action Investigation and Findings of Allegations			
Internal Complaints	2022	2022	2024
Citizen Complaint	17	18	33
Improper Conduct	14	10	50
Unsubstantiated	2	7	13
Unfounded	0	3	6
Exonerated	1	3	2

RILEY COUNTY POLICE DEPARTMENT

LEGACY AWARD

Presented to

Patrol Assistant Rusti Klym

The Legacy Award is presented to Patrol Assistant Rusti Klym in recognition of her exceptional dedication, longevity, and commitment to the Riley County Police Department. As the most senior professional staff member, Rusti has exemplified steadfast service, deep institutional knowledge, and a lasting impact on the department's culture and success.

This Legacy Award is a distinguished honor reserved for those whose careers have been defined by loyalty, experience, and excellence. Through her years of service, Rusti has become a pillar of the organization, embodying the mission of the Riley County Police Department since July 10, 2000.

Presented March 17, 2025



Erin K. Freidline
Deputy Director
Riley County Police Department



Brian R. Peete
Director
Riley County Police Department

RILEY COUNTY POLICE DEPARTMENT

LEGACY AWARD

Presented to

Police Officer Sonia Gregoire

The Legacy Award is presented to Police Officer Sonia Gregoire in recognition of her exceptional dedication, longevity, and commitment to the Riley County Police Department. As the most senior law enforcement officer, Sonia has exemplified steadfast service, deep institutional knowledge, and a lasting impact on the department's culture and success.

This Legacy Award is a distinguished honor reserved for those whose careers have been defined by loyalty, experience, and excellence. Through her years of service, Sonia has become a pillar of the organization, embodying the mission of the Riley County Police Department since August 26, 2001.

Presented March 17, 2025



Erin K. Freidline
Deputy Director
Riley County Police Department



Brian R. Peete
Director
Riley County Police Department

RILEY COUNTY POLICE DEPARTMENT

LEGACY AWARD

Presented to

Dispatcher DeVonna Cottrell

The Legacy Award is presented to Dispatcher DeVonna Cottrell in recognition of her exceptional dedication, longevity, and commitment to the Riley County Police Department. As the most senior dispatcher, DeVonna has exemplified steadfast service, deep institutional knowledge, and a lasting impact on the department's culture and success.

This Legacy Award is a distinguished honor reserved for those whose careers have been defined by loyalty, experience, and excellence. Through her years of service, DeVonna has become a pillar of the organization, embodying the mission of the Riley County Police Department since April 29, 2007.

Presented March 17, 2025



Erin K. Freidline
Deputy Director
Riley County Police Department



Brian R. Peete
Director
Riley County Police Department

RILEY COUNTY POLICE DEPARTMENT

LEGACY AWARD

Presented to

Corrections Officer Daniel Zoeller

The Legacy Award is presented to Corrections Officer Daniel “Dan” Zoeller in recognition of his exceptional dedication, longevity, and commitment to the Riley County Police Department. As the most senior corrections officer, Dan has exemplified steadfast service, deep institutional knowledge, and a lasting impact on the department’s culture and success.

This Legacy Award is a distinguished honor reserved for those whose careers have been defined by loyalty, experience, and excellence. Through his years of service, Dan has become a pillar of the organization, embodying the mission of the Riley County Police Department since May 9, 2010.

Presented March 17, 2025



Erin K. Freidline
Deputy Director
Riley County Police Department



Brian R. Peete
Director
Riley County Police Department

RILEY COUNTY POLICE DEPARTMENT

MERITORIOUS SERVICE AWARD

Presented to

Detective Wesley Ulmer

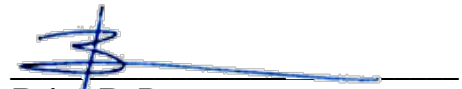
The Riley County Police Department's Meritorious Service Award is presented to Detective Wesley "Wes" Ulmer for his dedication and service. As RCPD's Lead Range Master for the past five years, Detective Ulmer has transformed the department's firearms program through his commitment to officer training and safety. He has invested time and resources to advance his expertise, ensuring RCPD officers receive the latest and most effective firearms instruction. His leadership has introduced new courses of fire, modern tactics and equipment, including the approval and fielding of weapon optics and lights, which have significantly enhanced officer readiness.

Under Officer Ulmer's guidance, RCPD firearms training has evolved from static drills to real-world scenarios, preparing officers for high-risk situations based on national best practices. His expertise, dedication, and passion have helped redefine how RCPD trains for the challenges of modern policing.

For his actions that have made a significant, tangible, and conspicuous contribution to the progress of the Department, and in recognition of his dedicated service and impact on his fellow officers, the Meritorious Service Award is presented to Detective Wes Ulmer.

Presented this 17th day of March 2025




 Brian R. Peete
 Director
 Riley County Police Department



Proclamation

NATIONAL PUBLIC SAFETY TELECOMMUNICATIONS WEEK

WHEREAS, emergencies can occur at any time 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 13th through April 19th, 2025 as National Public Safety Telecommunications Week, in honor of the men and women whose diligence and professionalism keep our city, county and citizens safe.

John E. Matta
Chair of the Riley County Law Board

RILEY COUNTY CRIME INCIDENT TREND ANALYSIS

Morgan Steele, Ph.D.
Assistant Professor
Criminal Justice Program
Fort Hays State University

May 2014 – May 2024

Riley County Police Department Trend Analysis

Executive Summary:

The Riley County Police Department's mission is "to reduce crime and improve the quality of life for the citizens we serve". In keeping with this mission, RCPD has served the entirety of Riley County for fifty years – protecting urban, suburban, and rural citizens and providing essential services to the public. However, a key component of RCPD's drive to maintain excellence is to reflect on its performance with an eye towards improving their work. This drive towards improvement and self-assessment is a significant component within the realm of evidence-based policing, and reinforced through the high-profile agency certifications that RCPD maintains through its accreditations awarded by the Commission on Accreditation for Law Enforcement Agencies (CALEA) and the Kansas Law Enforcement Accreditation Program (KLEAP)

The analysis of monthly crime patterns presented below represent the crimes and incidents reported to the Riley County Police Department during each month from May 2014 to May 2024. During that ten-year period, society experienced significant upheaval due to the COVID-19 pandemic. Consequently, conducting month-to-month or even year-to-year comparisons to identify potential problems presents a significant issue. That is why several statistical tests are used throughout this report to answer the question – how have crime trends changed in Riley County?

Based on the data provided by RCPD, one can reach several conclusions:

- There has been a substantial reduction in several crime types reported by RCPD officers.

These include:

- Larceny
 - Driving Under the Influence
 - Minor in Possession or Consumption
 - Vehicle Accidents
- Two crime types saw a statistically significant increase. However, these increases do not indicate a substantial change in offending patterns on their own. These two crime types are:
- Aggravated Assault/Battery
 - Disorderly Conduct

Taken together, these trends indicate that the Riley County Police Department has made great strides in protecting the community and addressing crimes that represent significant problems for the community. Of the two crime types that saw an increase from the pre-COVID period, the increases were an average of two assaults and disorderly conduct reports during the post-COVID period. This suggests that these may be normal fluctuations in trends, rather than a change in offending or reporting patterns. However, a more in-depth view of the incidents themselves rather than a strict statistical analysis may yield more insight into potential causes of the changes seen.

Monthly Average Number of Incidents Reported to Police

Violent Crime

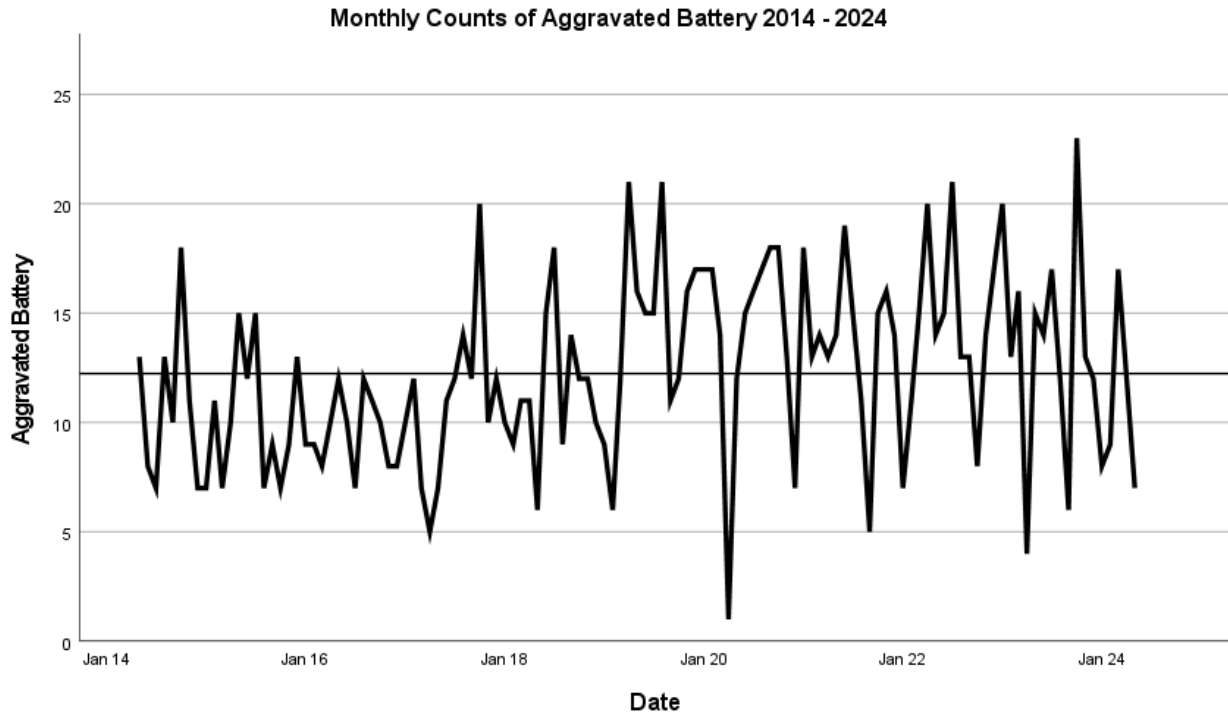
Violent Crime Descriptive Statistics

	Total Mean (S.D.)	Pre-COVID Mean (S.D.)	Peri- COVID Mean (S.D.)	Post- COVID Mean (S.D.)	Pre/Post (P)**	Pre/Peri /Post (P)
Aggravated Battery	12.24 (4.15)	11.39 (3.69)	13.55 (5.07)	13.38 (4.26)	2.711 (0.008)	3.683 (0.028)
Rape	3.41 (2.01)	3.67 (2.15)	2.82 (1.70)	3.13 (1.76)	-1.488 (0.139)	1.136 (0.325)
Sex-Offenses	4.26 (2.78)	4.33 (2.64)	3.36 (1.61)	4.40 (3.19)	-0.295 (0.769)	0.222 (0.801)
Simple Assault	59.49 (9.87)	60.26 (8.91)	53.55 (10.34)	59.78 (10.75)	-1.001 (0.319)	2.975 (0.055)

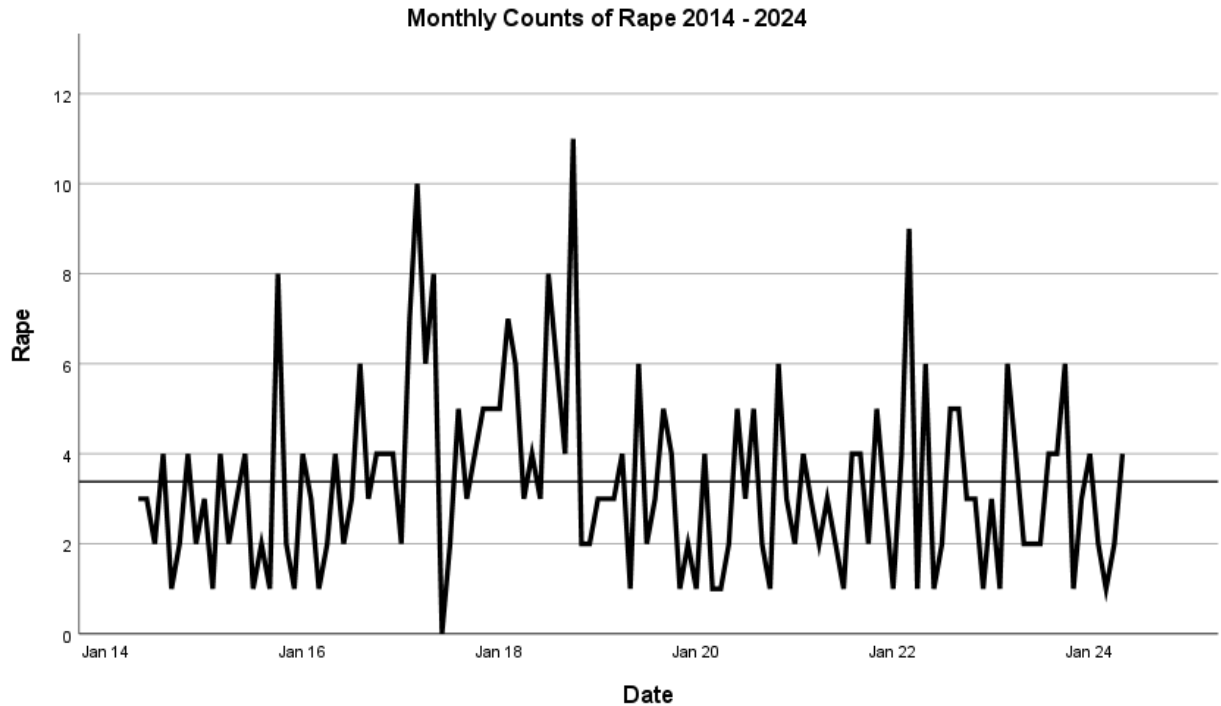
*(S.D.) is standard deviation or how much does the distribution of counts vary around the mean

** (P) is p-value, which is an indication of how likely a given test statistic would be seen if the difference found in the test was random.

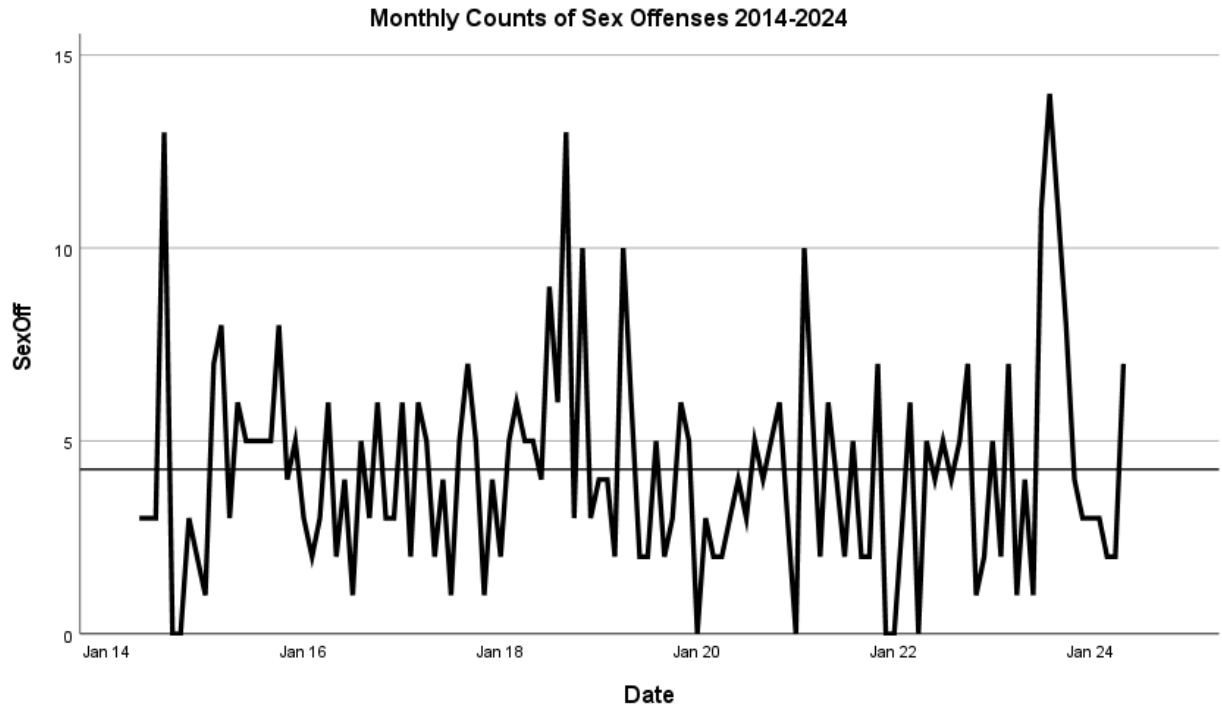
During the ten-year period, Riley County reported 9605 violent incidents to the Riley County Police Department. I analyzed four key violent crime types, examining monthly counts of incidents reported to Riley County Police Department between May 2014 and May 2024. This included 1482 Aggravated Batteries, 409 Rapes, 516 Total Sex-Offenses, and 7198 Simple Assaults.



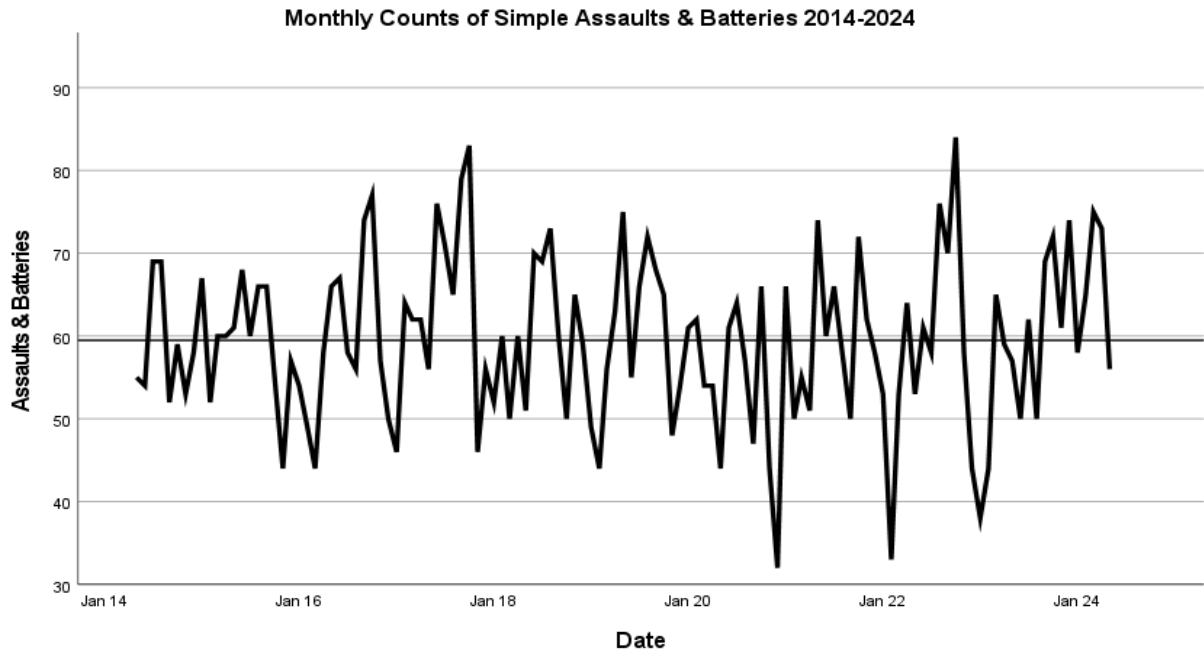
For Aggravated Batteries, there were an average of 12.24 incidents per month reported, ranging from 1 in April 2020 to 23 in October 2023. Prior to the start of the COVID-19 pandemic in March 2020, the monthly average number of incidents was 11.39, with this increasing slightly during the pandemic to an average of 13.55 per month. Once the pandemic ended, these incidents decreased slightly to 13.38 incidents-per-month. These changes were statistically significant in comparing the pre- and post-pandemic periods ($p = 0.008$) as well as the pre-during-post pandemic periods ($p = 0.028$). A more rigorous analysis of the trends in monthly counts of aggravated assaults indicates that there has been an increase in aggravated assaults in the post-COVID period, after accounting for seasonal shifts in behavior. However, the relative increase of two additional aggravated assaults per month may not warrant substantial changes to agency policy without further analysis and discussion.



Rapes and Sexual Offense incidents averaged 3.4 rapes and 4.26 sex-offenses during the ten-year period. Prior to the start of the pandemic, there were 3.67 rapes and 4.33 sexual offenses per month, with this slightly decreasing during the pandemic to 2.82 rapes and 3.36 sexual offenses per month. At the end of the pandemic, the average number of incidents returned to their pre-pandemic averages of 3.13 and 4.40 incidents per month, respectively. These changes were not statistically significant across the time periods, either through direct comparisons or after accounting for seasonality and lagged effects.



Finally, Riley County averaged 59.49 simple assaults per month from May 2014-May 2024. The pre-pandemic average was 60.26 assaults per month, with this declining to 53.55 during the pandemic. Once the pandemic restrictions ended, the average number of simple assaults increased to 59.78 incidents per month. These changes were not statistically significant compared to pre- and post-pandemic numbers, or pre-during-post, nor after accounting for the impacts of seasonality and lagged effects.

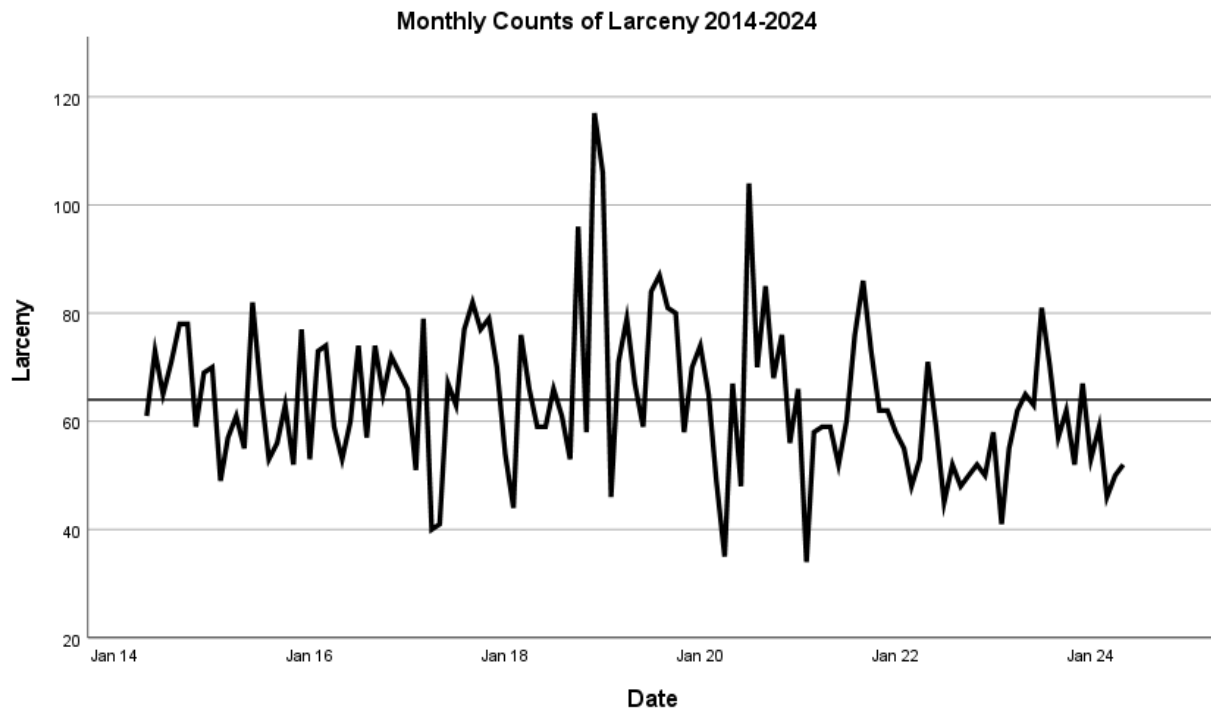


Property Crime

Property Crime Descriptive Statistics

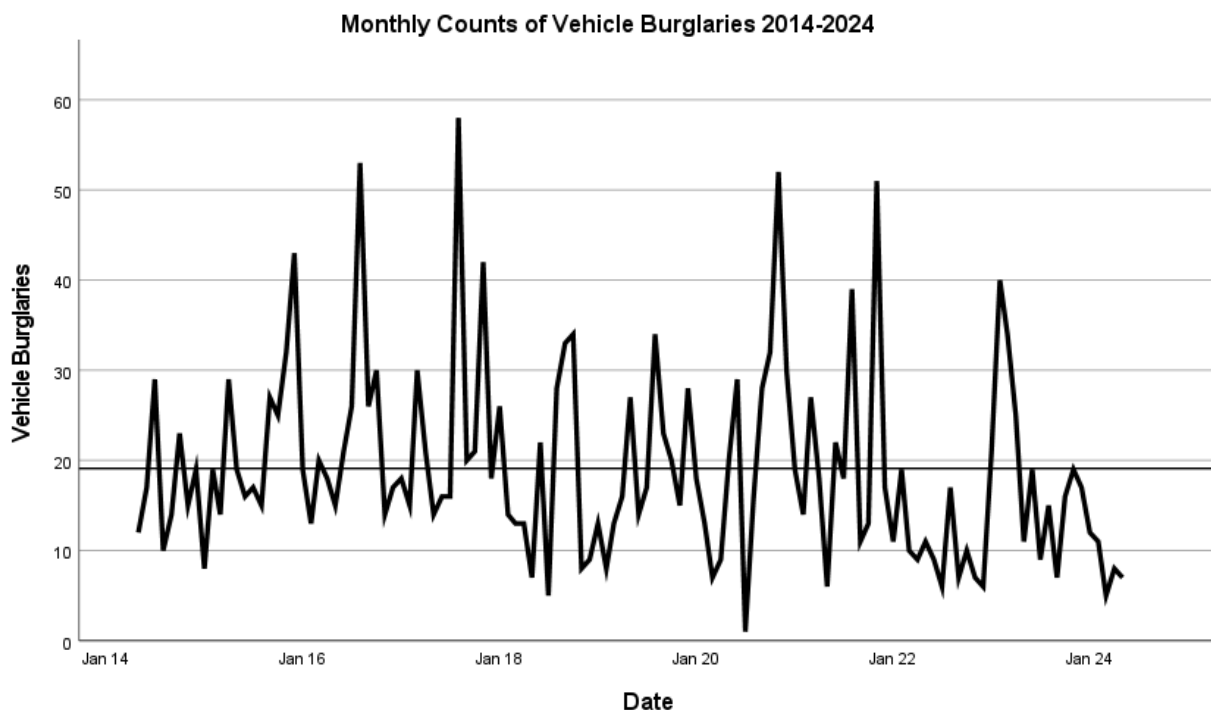
	Total Mean (S.D.)	Pre-COVID Mean (S.D.)	Peri- COVID Mean (S.D.)	Post- COVID Mean (S.D.)	Pre/Post (P)	Pre/Peri /Post (P)
Larceny	64.01 (13.83)	67.23 (13.66)	65.82 (18.09)	57.88 (10.27)	-3.093 (0.002)	6.203 (0.003)
Vehicle Burglary	19.11 (10.63)	20.50 (9.89)	22.09 (13.59)	15.85 (10.17)	-1.694 (0.094)	2.987 (0.054)

During the ten-year period, Riley County reported 10,057 property crime incidents to the Riley County Police Department. I analyzed two property crime types, larceny and vehicle burglary, and examined monthly counts of incidents reported between May 2014 and May 2024. This included 7745 Larcenies and 2312 Theft from Vehicles.



Prior to the start of the COVID-19 pandemic, RCPD received 67.23 reports of larceny per month, with this ranging from a high of 117 in December 2019 to a low of 34 in February 2021. Once the pandemic and associated lockdowns began in March 2020, there was a slight decline in larcenies reported to an average of 65.82. However, once the pandemic restrictions were over in

2021, the average number of larcenies reported declined to 57.88. Comparing pre- to post-COVID, this represents a statistically significant decline of nearly 14%. Across the pre-, peri-, and post-COVID periods, residents reported significantly different numbers of larcenies each month, though this was driven by the significant decline in reported larcenies post-COVID. Further, this sharp decline in post-COVID was present even after accounting for seasonal and patterns and lagged effects.



Similarly, vehicle burglaries exhibited a similar pattern. Between May 2014 and February 2020, Riley County residents reported an average of 20.50 burglaries from vehicles per month. This average increased slightly during the pandemic lockdown to 22.09 per month. However, the average number of burglaries from vehicles declined to 15.85 per month after the pandemic. This difference was not statistically significant when examined directly or after accounting for seasonality and lagged effects. Consequently, this decline may be explained by random

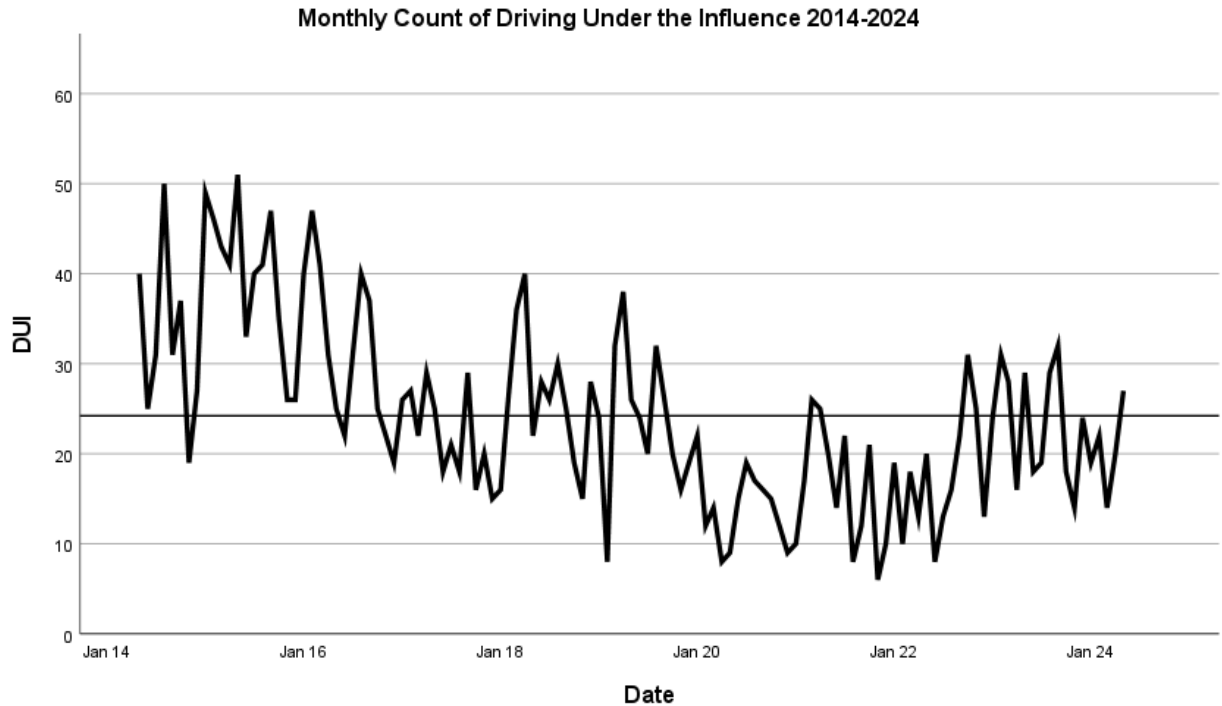
fluctuations in reporting patterns or the sharp peaks in larcenies reported in late 2020, early 2022, and mid-2023.

Substance and Disorder-Related Crime

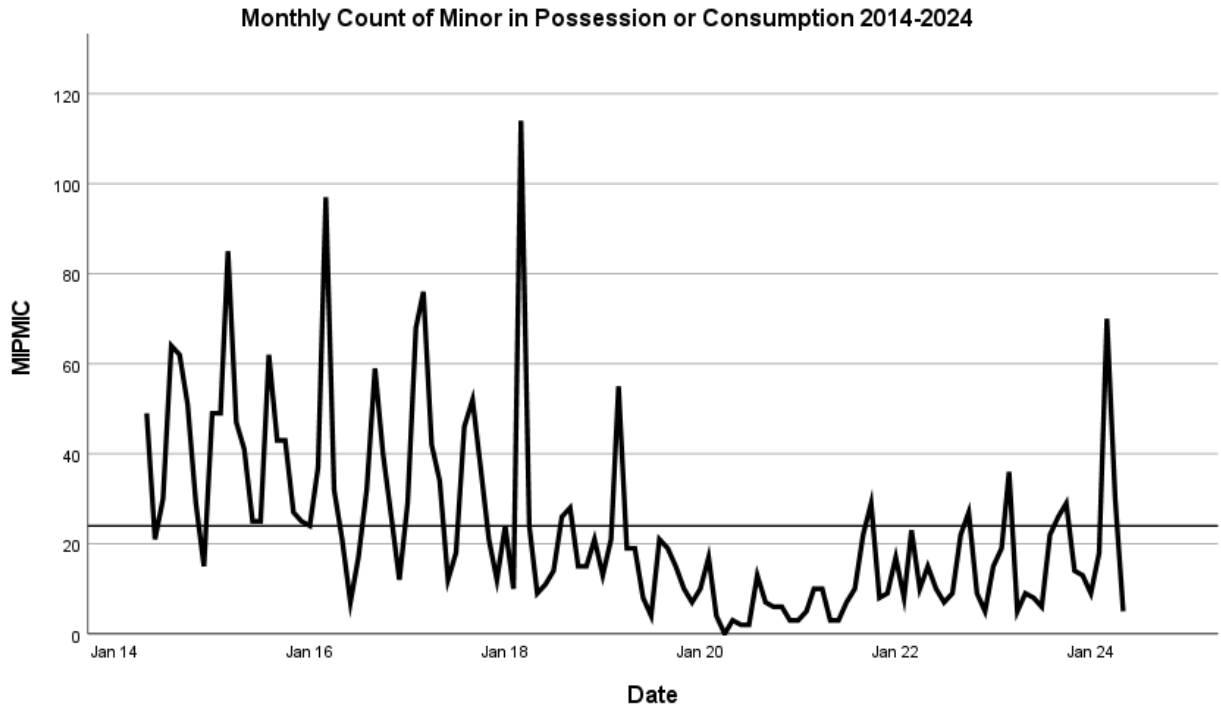
Descriptive Statistics

	Total Mean (S.D.)	Pre-COVID Mean (S.D.)	Peri- COVID Mean (S.D.)	Post- COVID Mean (S.D.)	Pre/Post (P)	Pre/Peri /Post (P)
Driving While Intoxicated	24.23 (10.21)	28.79 (9.90)	13.09 (3.53)	19.33 (6.77)	-7.088 (0.000)	24.561 (0.000)
Minor in Possession / Consumption	23.99 (20.71)	32.03 (22.07)	4.45 (3.34)	15.30 (12.18)	-6.081 (0.000)	16.980 (0.000)
Disorderly Conduct	16.30 (5.97)	16.13 (5.37)	11.91 (4.46)	17.80 (6.64)	0.362 (0.718)	5.792 (0.004)
Car Accidents	111.84 (20.59)	116.29 (19.23)	96.36 (24.86)	109.33 (18.79)	-2.849 (0.005)	4.800 (0.010)

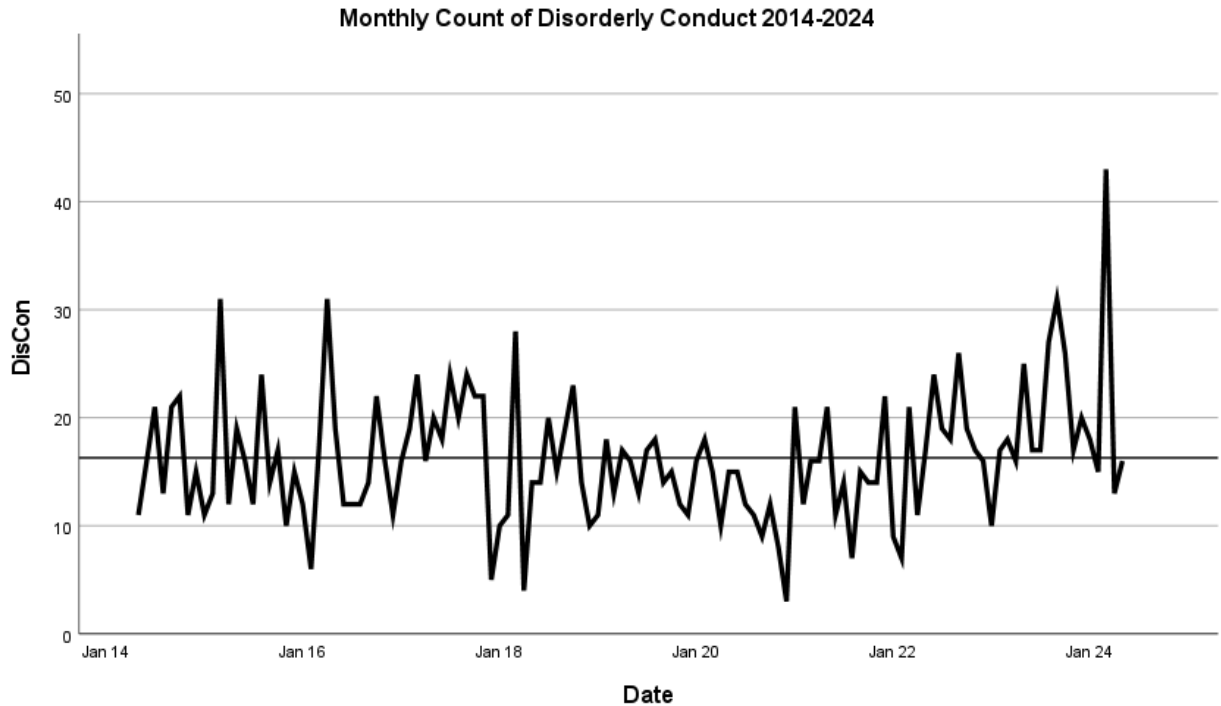
During the ten-year period, Riley County Police Department reported xxx disorder and motor vehicle-related incidents. Given that these incidents are primarily officer-initiated, there is less impact on these numbers due to the victim(s) or witness(es) willingness to report an incident. I analyzed five key crime types, examining monthly counts of incidents identified by Riley County Police Department between May 2014 and May 2024. This included 2932 Driving Under the Influence, 2903 Minor in Possession/Minor in Consumption, 1972 Disorderly Conduct, and 13,533 Vehicle Accidents.



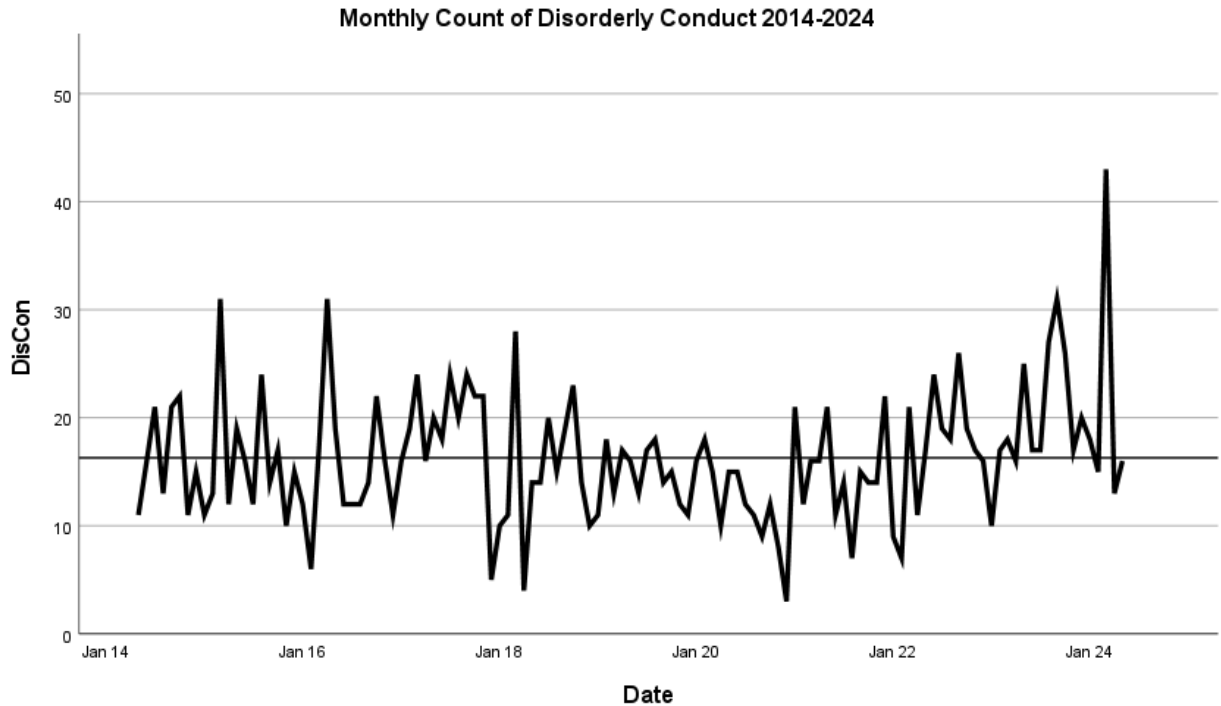
Between May 2014 and February 2020, RCPD officers made an average of 28.79 arrests for DUI per month, with this declining to 13.09 arrests per month during the peri-COVID period. After the lockdowns ended, DUI arrests increased to 19.33 per month, which represents a statistically significant decline. Further, the three periods were also statistically distinct from each other, reinforcing the decline shown through the direct comparison. However, once the seasonal differences and lagged effects were accounted for, the true cause of the decrease is more likely to be changes in behavior because of the month rather than a post-COVID change. Consequently, examining DUI patterns after high-risk periods like sporting events may prove helpful in addressing these issues.



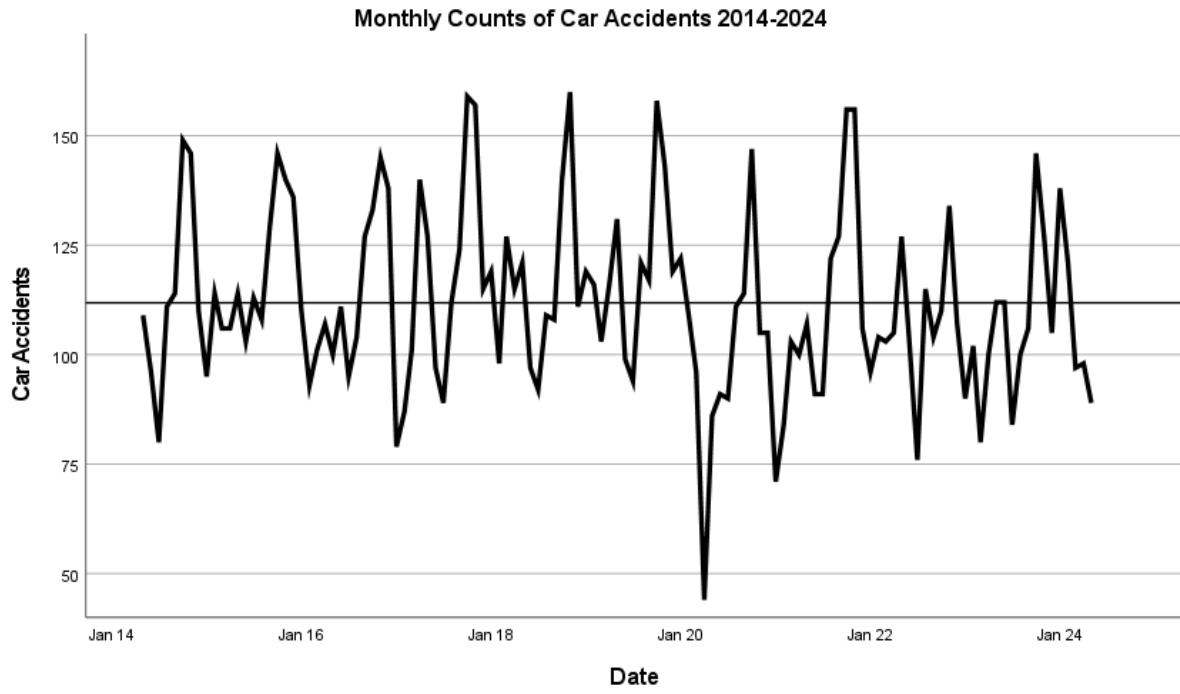
Minor in Possession or Consumption citations followed a similar pattern. Prior to the start of the pandemic, RCPD officers cited an average of 32.03 individuals per month for MIP/MIC. Once the lockdowns began, this sharply decreased to an average of 4.45 MIP/MIC citations per month, before increasing to 15.30 per month once the lockdowns relaxed. This decline remained even after accounting for seasonal differences and lagged effect, which indicates that the sharp decline seen after the COVID lockdowns was a true effect.



In contrast, arrests for disorderly conduct appear to have rebounded from the pandemic. Between May 2014 and February 2020, officers made an average of 16.13 disorderly conduct arrests per month, with this declining to 11.91 arrests per month during the lockdown. However, this rebounded to an average of 17.80 disorderly conduct arrests per month in the post-COVID period. As one would expect, the change between pre- and post-COVID periods was not statistically significant, though the comparison between pre-, peri-, and post-COVID was. Similarly, the decline seen in disorderly conduct arrests was statistically significant during the peri-COVID period, after accounting for seasonality and lagged effects.



Finally, vehicle accidents reported to the Riley County Police Department also appear to have rebounded, though to a reduced degree. Prior to the pandemic, citizens reported 116.29 accidents to the police per month, with this declining to 96.36 accidents per month during the peri-COVID period. After the lockdowns expired, the number of accidents increased to 109.33 per month, which represents a statistically significant decline. The specific month in question also represented a consistent difference in the number of accidents that occur. This sharp decrease in the number of vehicle accidents persisted even after accounting for seasonality and lagged effects. However, further investigations can examine whether particular types of vehicle accidents are more or less common or if the decline was seen across all types of accidents.



Methodology

The results discussed above are the number of incidents per month reported to the Riley County Police Department. Consequently, these data points do not capture any population, demographic, or behavioral changes within the county. To determine whether there has been a change in reported incident patterns before, during, and after the COVID-19 pandemic, I used two standard statistical tests. First, I used a one-sample t-test to determine whether there were any differences before and after COVID-19, excluding the intervening period of March 2020 to June 2021, when Kansas ended the pandemic restrictions. Second, I used a one-way Analysis of Variance (ANOVA) test to determine if the pre, peri, and post-COVID periods were similar. These tests determine whether there have been any consistent changes in the reported incident patterns over time. However, they do not determine whether any changes have been substantial in terms of an increase necessitating a change in policy or practice. That will depend on further analysis to identify the cause(s) of the increase in incidents.

For the trend analyses described above, I used an Auto-Regressive Integrated Moving Average analysis on the ten categories of interest. This accounted for the seasonal variation and lagged effects in the data while capturing the differences between the pre-COVID, the intervening period during COVID-restrictions (hereafter peri-COVID), and Post-COVID time periods.



Agreement for Police Services



This is an agreement ("Agreement") for police services between the Riley County Police Department ("RCPD") and Unified School District No. 383 ("District").

1. **SPECIFIC SERVICES TO BE PROVIDED:** RCPD agrees to provide two (2) police officers to the District for the purpose of providing certain police services as School Resource Officers (SRO) on and around the premises of the Manhattan High School (MHS) during school days and at such other times as may be contemplated herein. The District and RCPD hereby agree that the availability of the SRO's is subject to RCPD discretion as emergencies arise and police services are required by the SRO away from the campus. However, when available, SRO duties include but are not limited to:
 - a. Regular Patrol duties within and around the campus;
 - b. Regular Patrol duties, when available, at special events as requested by MHS;
 - c. Act as a liaison between RCPD and MHS for large, planned events;
 - d. Assist all District schools with emergency planning and preparedness;
 - e. Mentor to students as available;
 - f. Foster relationships with students to promote campus safety and,
 - g. Aid teachers with instruction on police-related topics as requested.
2. **FINANCIAL AGREEMENT:** RCPD shall incur all costs associated with SRO compensation, fringe benefits, health insurance, unemployment insurance and worker compensation benefits. The District shall not bear any of such costs associated with the SRO.
3. **SPECIFIC PERFORMANCE RECORDS TO BE MAINTAINED BY RCPD.** Members of RCPD will complete any required departmental reports related to enforcement or other actions taken associated with the services it is to provide under this Agreement.
4. **TERM OF AGREEMENT:** It is mutually agreed that this Agreement shall be for the period beginning August 1, 2023 and continuing until it may be terminated as provided for herein.
5. **REVIEW AND REVISION PROCEDURES:** This Agreement is subject to review and revision at the request of either party, provided that such party gives 30 days advance written notice to the other party. Upon receipt of the written notice, both parties agree to in good faith make their best efforts to reach agreement concerning any revisions. Any new revised agreement shall be effective at such time as both parties have executed it, or at such later time as the revised agreement may provide.

- 6. LEGAL CONTINGENCIES AND TERMINATION:** This Agreement is subject to termination at the request of either party, provided that such party gives 30 days advance written notice to the other party. Both parties shall retain their respective properties previously dedicated to the SRO function.
- 7. CONTROL OF SRO PERSONNEL; INSURANCE AND LIABILITY:** Members of RCPD assigned to fulfill services contemplated by this Agreement are not and shall not be considered employees of the District. The District and its employees and agents have no, and shall have no, ability, authority, or power to direct, control, or supervise such RCPD members, who shall remain under the sole authority, direction and supervision of RCPD.

Unless and as otherwise provided by this Agreement, RCPD and the District shall obtain and provide their own general liability, directors and officers, employment, workers compensation, vehicle, accident, professional liability, and other operations-related insurance coverage, and RCPD shall not be liable for the acts or omissions of the District, its officers, employees, agents, representatives, and/or any other persons or entities acting at the District's direction, behest, or behalf, and the District shall not be liable for the acts or omissions of the RCPD, its officers, employees, agents, representatives, and/or any other persons or entities acting at its respective or collective direction, behest, or behalf.

- 8. USE OF EQUIPMENT AND FACILITIES:** RCPD will furnish and supply, and retain control and ownership of all necessary labor, supervision, personal equipment, vehicles, communications equipment, and supplies necessary to maintain the performance of services to be rendered under this Agreement. District employees shall not use or attempt to use any such property and equipment.

The District shall provide, at its expense and at no expense to RCPD, basic necessary accommodations for conducting day-to-day SRO operations at the campuses. This includes, but is not limited to, an office, furniture, computer, printer, etc.

- 9. COMPLETE AGREEMENT.** This Agreement constitutes the entire Agreement between the parties with respect to the Event. There are no verbal understandings, contracts, agreements, representations or warranties between the parties which are not expressly set forth herein. This Agreement supersedes all prior written and/or oral agreements and understandings between the parties.

IN WITNESS WHEREOF, the parties hereto have executed or have caused this contract to be so executed by them and their duly authorized personnel.


 Brian Peete
 Director RCPD

Aug 8, 2023
 Date


 Eric Reid
 Superintendent USD 383

7/31/23
 Date