Board of Riley County Commissioners
Regular Meeting
Agenda
April 21, 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. Sign Riley County Employee Action Form(s)

Review Minutes

4. Board of Riley County Commissioners - Regular Meeting - Apr 17, 2025 9:00 AM

Review Tentative Agenda

5. Tentative Agenda

Press Conference Topics

6. Discuss Press Conference

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

7. Purchase Card Clean Up

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

8. Staff Update

9:30 AM **Press Conference**

9. Public Notice - Alvin Perez (1-2 minutes)

9:35 AM **Breva Spencer, Maternal and Child Health Supervisor**

10. Flint Hills Volunteer Center MOU

9:40 AM **John Ellermann, Public Works Director/County Engineer**

11. Request to fill Public Works Operator Position
12. Public Works Reorganization and Request to Fill

10:00 AM **Vivienne Leyva, Elizabeth Ward, Tande Lentz, Megan Lewis, Doug Russell, Evan McMillan**

13. Participant Experiences from 2024 Leadership Programs

10:15 AM **Bryant Parker, Counselor/Director of Administrative Services**

14. Administrative Work Session
15. Pending County Projects County Counselor
16. Resolution Making Findings Concerning The City Of Manhattan's Request To Annex A .98 Acre Tract Of Land

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

17. Law Board Meeting Agenda

Adjournment

Announcement

The 2025 Kansas County Commissioners Association (KCCA) Annual Conference will be held April 21-23, 2025 at the Hilton Garden Inn, Manhattan, Kansas.

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

COUNTY CLERK & ELECTIONS
Personnel

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

COMMISSION AGENDA REPORT

FROM: **Elizabeth Ward, Human Resources Director**

MEETING: **April 21, 2025**

SUBJECT: **Sign Riley County Employee Action Form(s)**

PRESENTER: **Elizabeth Ward, Human Resources Director**

Enclosures:
- 2025-04 AMartinek EAF (DOCX)
- 2025-04 KAdolph EAF (DOCX)

RILEY COUNTY EMPLOYEE ACTION FORM

Company Code: 166733

Full Legal Name: Ashley Martinek

Status Change Date: 04/30/2025

Status Change: Separation

Date of Hire: 04/20/2024

Seniority: 1 Year(s), 0 Month(s)

Position: Election Day Worker

Position Type: As Needed

Pay Range: TASND

Pay Type: Non-Exempt

Base Rate: $15.00

Annualized Pay: $15,000.00

Funds Codes: 1-General, 2-Clerk, 19 - Election

Supervisor: Susan Boller

Department Head: Rich Vargo

BoCC Chair _____ Date: _____

BoCC Member _____ Date: _____

BoCC Member _____ Date: _____

Attachment: 2025-04 AMartinek EAF (15701 : Employee Action Form (Green Sheet))

Original document stored in Human Resources

Revised 2022-11

RILEY COUNTY EMPLOYEE ACTION FORM

Company Code: 166733

Full Legal Name: Keane Adolph

Status Change Date: 04/26/2025

Status Change: Promotion

Date of Hire: 04/18/2022

Seniority: 2 Year(s), 11 Month(s)

Position: Parts and Purchasing Agent

Position Type: Full Time

Pay Range: 12

Pay Type: Hourly

Base Rate: $29.52

Annualized Pay: $61,401.60

Funds Codes: County General - 1, Public Works - 40

Supervisor: Alvin Perez

Department Head: John Ellerman

Attachment: 2025-04 KAdolph EAF (15701 : Employee Action Form (Green Sheet))

BoCC Chair _____ Date: _____

BoCC Member _____ Date: _____

BoCC Member _____ Date: _____

Board of Riley County Commissioners

Regular Meeting

TENTATIVE Agenda

April 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

1. Resolution for Appraiser Appointment

Review Minutes

Review Tentative Agenda

Press Conference Topics

9:00 AM **Barry Wilkerson, Attorney**

2. Staff update

9:15 AM **Bryant Parker, Counselor/Director of Administrative Services**

3. Administrative Work Session

9:35 AM **Cory Meyer, IT/GIS Director**

4. Staff update

9:50 AM **Vivienne Leyva, PIO**

5. PIO update

10:05 AM **Russel Stukey, Emergency Management Director**

6. Emergency Management remodel
7. Temporary move of Emergency Management/Fire

10:25 AM **John Ellermann, Public Works Director/County Engineer**

8. Request to fill
9. RFQ for Courthouse Space Study

Attachment: 04-24-25 tentative agenda (15638 : Tentative 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.

Attachment: 04-24-25 tentative agenda (15638 : Tentative Agenda)

Board of Riley County Commissioners
Regular Meeting
TENTATIVE Agenda
April 28, 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

9:00 AM **Michael Rezkella, Pawnee Mental Health Services Director**

1. Pawnee Mental Health Services update

9:15 AM **Bob Isaac, Planner**

2. Public hearing for a final plat - Gerkin Addition

9:30 AM **Press Conference**

3. Election Office Closure May 1st and 2nd - Rich Vargo (1-2 minutes)

9:40 AM **Amanda Webb, Planning/Special Projects Director**

4. Solid Waste Management Plan Annual Review
5. Comprehensive Plan update

10:10 AM **Bryant Parker, Counselor/Director of Administrative Services**

6. Administrative Work Session

10:30 AM **Megan Lewis, Community Corrections Director**

7. Staff update

10:45 AM **Amanda Webb, Planning/Special Projects Director**

Attachment: 04-28-25 tentative agenda (15638 : Tentative Agenda)

8. Consideration to establish Peterson Ranch street benefit district and authorize paving of Thomas Wiard Road and Thomas Wiard Court

12:00 PM **Intergovernmental Luncheon**

Adjournment

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Attachment: 04-28-25 tentative agenda (15638 : Tentative Agenda)

COUNTY CLERK & ELECTIONS
Update

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

COMMISSION AGENDA REPORT

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

MEETING: **April 21, 2025**

SUBJECT: **Purchase Card Clean Up**

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

BACKGROUND

In August 2024, the Board of County Commissioners directed staff to conduct a county-wide cleanup of purchase cards. Since then, every department has thoroughly reviewed the purchase cards held within their department.

DISCUSSION

When this process began in August, Riley County had over 250 Purchase Cards active. Since the clean up process began, over 100 purchase cards have been cancelled. Meetings with individual departments were held to discuss how to handle travel and training expenditures.

There were also discussions in the department head meeting about the Purchase Card Policy and the process of checking in/out purchase cards.

With the cleanup of purchase cards and the recommendation of the auditor, the Budget & Planning Committee has been working on an update to the purchase card policy. This is still being drafted and reviewed by this committee. It will then be taken to the Department Head committee for review before being brought to the Commissioners for review.

Enclosures:

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: **April 21, 2025**

SUBJECT: **Staff Update**

PRESENTER: **David Adams, EMS/Ambulance Director**

Operations

Operations

Calls for service:

March- 399

911-Call volume by station:

Medic 11 located at 2011 Claflin Rd: 135

Medic 21 located at 11th & Poyntz: 106

Medic 31 located at 3060 TCB (Riley County Public Works): 74

Medic 41 located at Manhattan Regional Airport: 58

Medic 51- Leonardville: 26

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

Celebrated National Telecommunicators Week!

Working on new building construction related topics.

Hiring Process

Quality Improvement and Safety Course

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

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

Staff Rotation

Documentation Training

Medical Director case review with staff.

Observing field performance.

Event Standbys: 7- 2A Basketball, KSU Soccer, Concert at Bramlage

Education

Annual Active Violence Training

Advanced Medical Life Support

Documentation

100% review of all calls.

Review of data metrics to identify trends.

Protocol book development is ongoing.

Community Outreach:

Car seat check lanes.

Fancy Creek Bike Race

Enclosures:

- March Stats (XLSX)
- Riley County EMS Weekly Progress Report WE 3-14-25 (PDF)
- Riley County EMS Weekly Progress Report WE 3-21-25 (PDF)
- Riley County EMS Weekly Progress Report WE 3-28-25 (PDF)
- Riley County EMS Weekly Progress Report WE 4-11-25 (PDF)

EMS RESPONSES BY DAY OF THE WEEK		
Weekday	**Count**	**Percent**
01 - Sunday	45	11%
02 - Monday	66	17%
03 - Tuesday	49	12%
04 - Wednesday	43	11%
05 - Thursday	67	17%
06 - Friday	56	14%
07 - Saturday	73	18%
TOTAL	**399**	

EMS RESPONSES BY HOUR OF DAY		
Hour Range	**Count**	**Percent**
00:00:00 - 00:59:59	11	3%
01:00:00 - 01:59:59	9	2%
02:00:00 - 02:59:59	7	2%
03:00:00 - 03:59:59	6	2%
04:00:00 - 04:59:59	8	2%
05:00:00 - 05:59:59	8	2%
06:00:00 - 06:59:59	12	3%
07:00:00 - 07:59:59	16	4%
08:00:00 - 08:59:59	11	3%
09:00:00 - 09:59:59	23	6%
10:00:00 - 10:59:59	28	7%
11:00:00 - 11:59:59	18	5%
12:00:00 - 12:59:59	27	7%
13:00:00 - 13:59:59	22	6%
14:00:00 - 14:59:59	19	5%
15:00:00 - 15:59:59	23	6%
16:00:00 - 16:59:59	20	5%
17:00:00 - 17:59:59	22	6%
18:00:00 - 18:59:59	20	5%
19:00:00 - 19:59:59	20	5%
20:00:00 - 20:59:59	26	7%
21:00:00 - 21:59:59	16	4%
22:00:00 - 22:59:59	12	3%
23:00:00 - 23:59:59	15	4%

EMS RESPONSES BY UNIT CALL SIGN		
CALL SIGN	**COUNT**	**PERCENT**
Medic 11	135	34%
Medic 21	106	27%
Medic 31	74	19%

Attachment: March Stats (15690 : Staff Update)

Medic 41	58	15%
Medic 51	26	7%

TOP 5 EMS RESPONSES BY DISPATCH REASON		
Complaint	**Count**	**Percent**
Sick Person	56	14%
Falls	48	12%
None	34	9%
Breathing Problem	30	8%
Traffic Incident	30	8%

Attachment: March Stats (15690 : Staff Update)

Attachment: March Stats (15690 : Staff Update)

PROJECT DASHBOARD | PROGRESS REPORT | WEEK 46

BHS CONSTRUCTION

Riley County EMS Station 1

LOCATION: 1115 Charles Little Rd | JOB NUMBER: 24 - 104

WEEK ENDING: 3.14.25

PROJECT CURRENT STATUS REPORT

Electrical	Continued to wire lights and devices in Area C. Started running conduits for low voltage in Bay. Finished digging in the light pole base conduits.
Sheetrock	Started cutting in all the borders in the ceiling grid.
Paint	Painted the last wall of the bay and started painting door frames.
Mechanical	Installed the louver in the bay and finished trim-out in Area A.
Metal Panels	Installed panels on Area C vestibule and started installing panels on the West elevation.
Concrete	Poured the West side curb and gutter and poured all the remaining light pole bases besides the South one
BHS	Finished installing the dayroom shiplap and cabinets.

NEXT WEEK PROJECT PROJECTIONS

Electrical	Finish wiring lights in Area C and install/wire lights through areas A and B.
Concrete	Start working on enclosures and sidewalks on the West side of the building.
Paint	Finish painting doors and frames in Area B. Finish touch-up in Area C and final paint.
Dirt Work	Strip/grade North and East portions of the site.
Metal Panels	Continue installing panels on the West elevation.
Tile	Install the bathroom wall tile in Area A.
BHS	Start installing the shower basins and surrounds in Area A.

Outstanding/Hot Items:

Wall Graphics

Awnex Canopies

Attachment: Riley County EMS Weekly Progress Report WE 3-14-25 (15690 : Staff Update)

PROJECT DASHBOARD | PROGRESS REPORT | WEEK 46

BHS CONSTRUCTION

Riley County EMS Station 1

LOCATION: 1115 Charles Little Rd | JOB NUMBER: 24-104

Apparatus Bay Paint



Area C Countertops



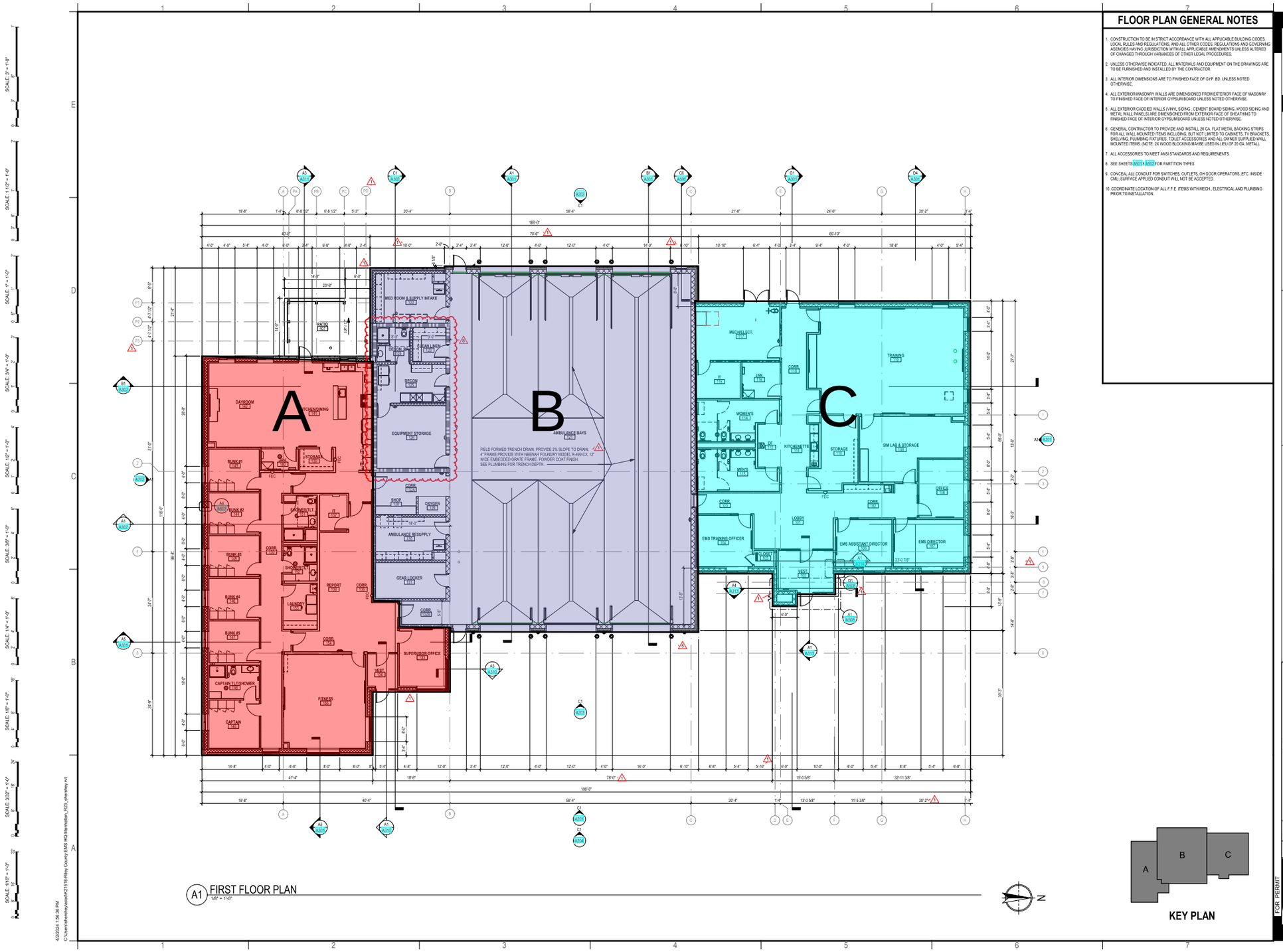
West Elevation Curb and Gutter



Area A Dayroom Shiplap



Attachment: Riley County EMS Weekly Progress Report WE 3-14-25 (15690 : Staff Update)



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

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 OF 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 CADDED WALLS (VINYL SIDING , CEMENT BOARD SIDING, WOOD SIDING AND METAL WALL PANELS) ARE DIMENSIONED FROM EXTERIOR FACE OF SHEATHING 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 MAYBE USED IN LIEU OF 20 GA. METAL)
7. ALL ACCESSORIES TO MEET ANSI STANDARDS AND REQUIREMENTS.
8. SEE SHEETS A001 & A002 FOR PARTITION TYPES
9. CONCEAL 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.

KEY PLAN

JOSEPH DAVID DIRKS LICENSED 7524 ARCHITECT
4-3-2024
Archimages architecture | interiors
KS Architectural Corporation Archimages, Inc. # A1313389
14205 W. 95th Street Lenexa, Kansas 66215
t (913) 338-8833 | f (913) 338-8833
www.archimages-ae.com

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

No.	Date	Revision
1	10-23-23	ADDENDUM NO. 1
2	02-21-24	ASI NO. 1
3	04-03-24	ASI NO. 3 - STORM SHELTER PER REVIEW COMMENTS RESPONSE

OVERALL FLOOR PLAN

FOR PERMIT
Project No.
K21518
Sheet No.
A101
Date
02/29/202

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Attachment: Riley County EMS Weekly Progress Report WE 3-14-25 (15690 : Staff Update)

PROJECT DASHBOARD | PROGRESS REPORT | WEEK 47

BHS CONSTRUCTION

Riley County EMS Station 1

LOCATION: 1115 Charles Little Rd | JOB NUMBER: 24 - 104

WEEK ENDING: 3.21.25

PROJECT CURRENT STATUS REPORT		NEXT WEEK PROJECT PROJECTIONS	
Electrical	Wire lights in Area A and start installing exterior lighting. Started running fire alarm in Area C.	**Electrical**	Finish wiring lights in Area C and install/wire lights through areas A and B. Continue to run Fire Alarm.
Concrete	Nothing new.	**Concrete**	Start working on enclosures and sidewalks on the West side of the building.
Paint	Continued painting door frames in Area B.	**Paint**	Final Paint in Area C.
Dirt Work	Tore out the concrete at the FCRC vestibule and moved fill on the North portion of the building.	**Dirt Work**	Strip/grade North and East portions of the site.
Metal Panels	Finished installing panels on the West elevation and started panels at the Vestibules.	**Metal Panels**	Finish installing metal panels on Easst vestibules and parapet cap.
Tile	Started putting tile on the bathroom walls in Area A and laid up the backsplash and wall tile in Area C.	**Tile**	Finish tile in the Area A bathrooms and finish grouting the tile wall in Area C.
BHS	Set all the shower basins in Area A and started installing the shower surrounds.	**BHS**	Finish installing the shower surrounds in Area A, finish FRP in Area A and install sink basins.

Outstanding/Hot Items:

Attachment: Riley County EMS Weekly Progress Report WE 3-21-25 (15690 : Staff Update)

PROJECT DASHBOARD | PROGRESS REPORT | WEEK 447

BHS CONSTRUCTION

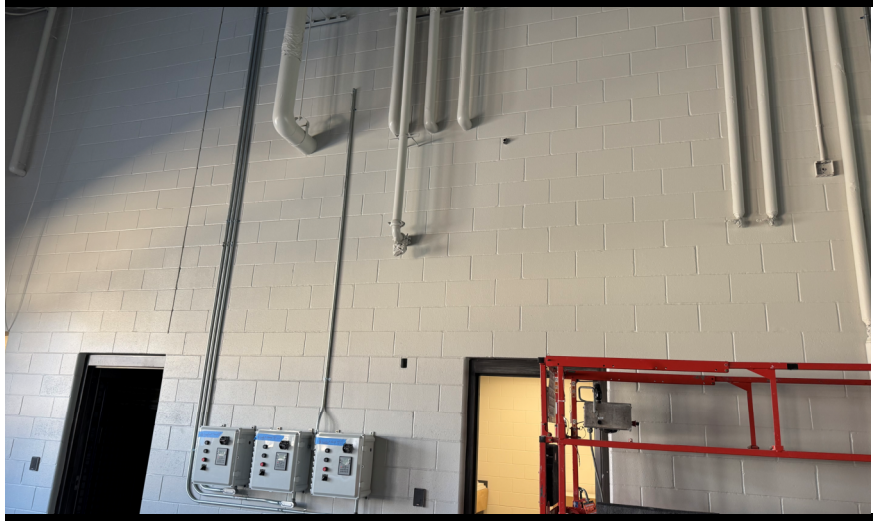
Riley County EMS Station 1

LOCATION: 1115 Charles Little Rd | JOB NUMBER: 24-104

Area C Fountain Wall



Area B Control Panels



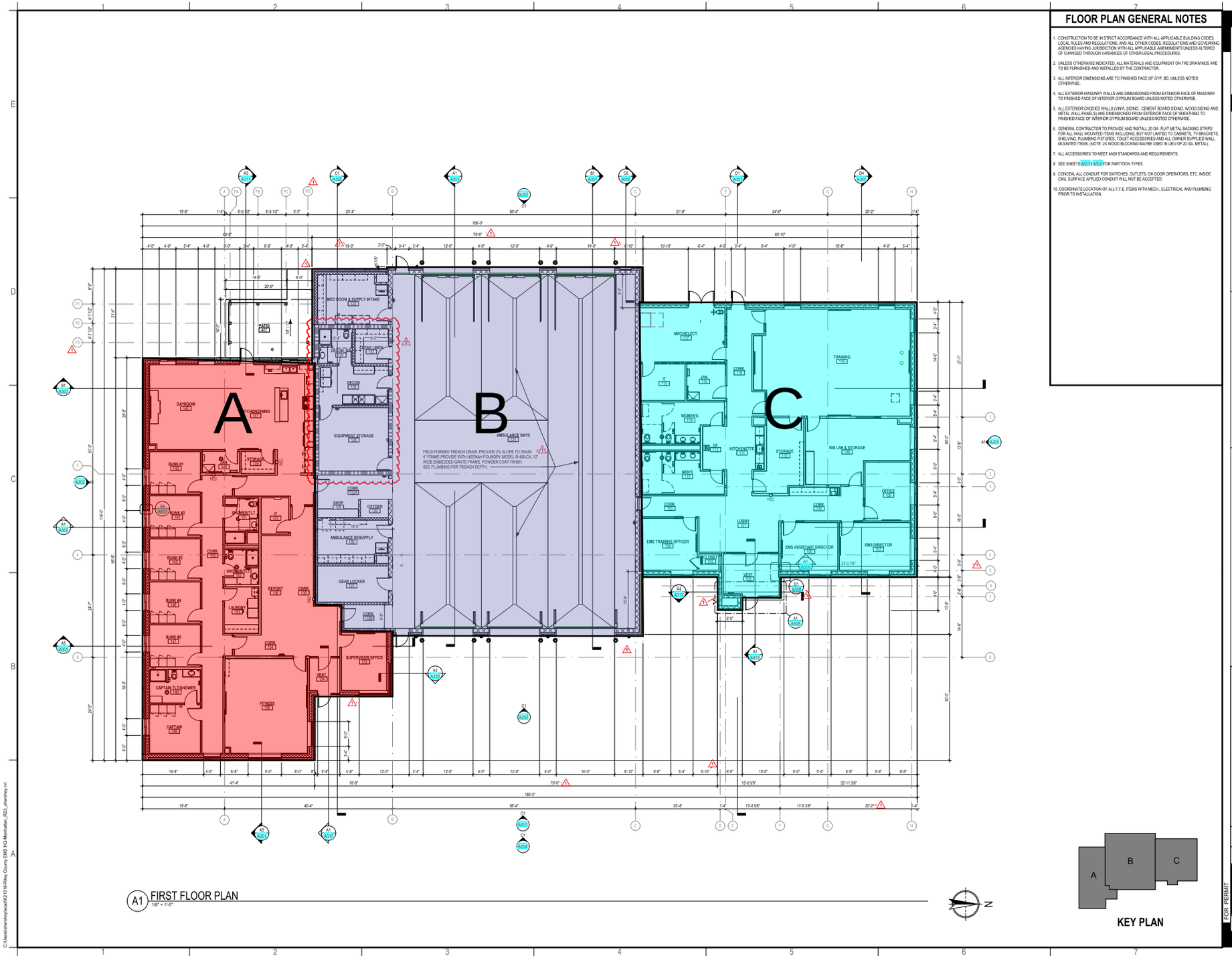
East Elevation Metal Panels



Area A Shower Basins/Surrounds



Attachment: Riley County EMS Weekly Progress Report WE 3-21-25 (15690 : Staff Update)



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FLOOR PLAN GENERAL NOTES

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Archimages architecture | interiors
KS Architectural Corporation Archimages, Inc. # A1313389
14205 W. 95th Street Lenexa, Kansas 66215
t 913.338.8833 | www.archimages-ae.com

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

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OVERALL FLOOR PLAN

FOR PERMIT
Project No. K21518
Sheet No. A101
Date 02/29/202

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Attachment: Riley County EMS Weekly Progress Report WE 3-21-25 (15690 : Staff Update)

PROJECT DASHBOARD | PROGRESS REPORT | WEEK 48

BHS CONSTRUCTION

Riley County EMS Station 1

LOCATION: 1115 Charles Little Rd | JOB NUMBER: 24 - 104

WEEK ENDING: 3.28.25

PROJECT CURRENT STATUS REPORT		NEXT WEEK PROJECT PROJECTIONS	
Electrical	Started piping controllers in the bay, finished running fire alarm cable, started installing devices in Area C and continued to run lighting in Area A.	**Electrical**	Finish installing fire alarm devices in Area C and start installing devices in Area B. Continue piping in the bay.
Concrete	Poured most of the sidewalks on the West side and started laying out enclosures.	**Concrete**	Start digging holes and installing the equipment enclosures on the West side.
Paint	Continued painting door frames in Area B.	**Paint**	Final Paint in Area C.
Dirt Work	Finished final grading and base rock on the North and most of the East portions.	**Retaining Wall**	Blueville will start installing the remaining retaining wall.
Metal Panels	Installed parapet cap and panels on the East vestibules.	**Metal Panels**	Finish installing all the metal panels.
Tile	Finished bathroom tile in Area A and grouted the rest of the tile.	**Flooring**	Epoxy will be starting and finished in Area A(ECS). Carpet tile will start in Area C.(Paramount)
BHS	Continued setting shower surround pieces and started installing the architectural panels in Area C.	**BHS**	Continue installing the architectural panels in Area C. and finish installing shelving units in Area B.

Outstanding/Hot Items:

Attachment: Riley County EMS Weekly Progress Report WE 3-28-25 (15690 : Staff Update)

PROJECT DASHBOARD | PROGRESS REPORT | WEEK 48

BHS CONSTRUCTION

Riley County EMS Station 1

LOCATION: 1115 Charles Little Rd | JOB NUMBER: 24-104

Area C Exterior Sidewalks



Area B Control Panels



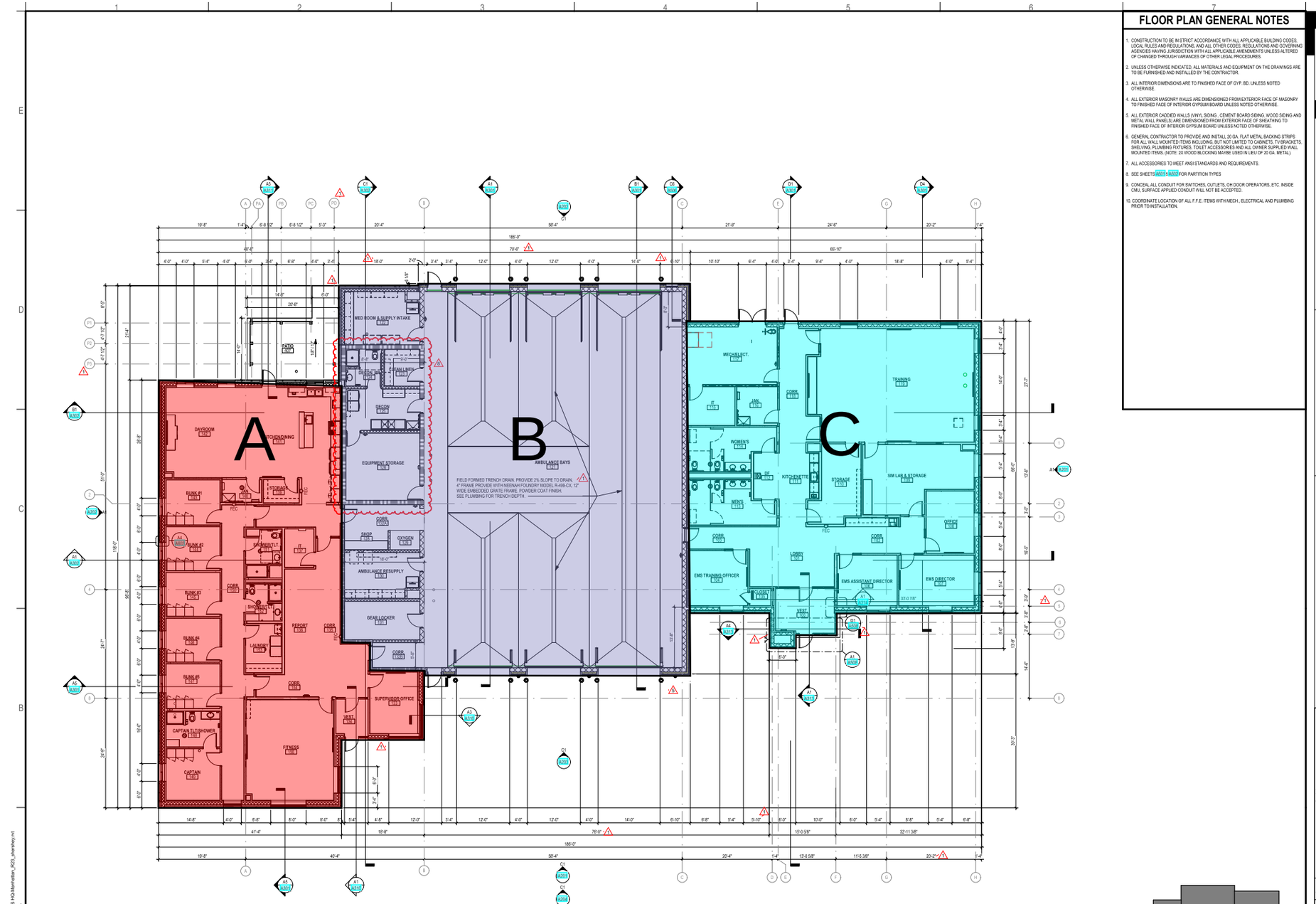
Exterior Patio Canopy



Area A Shower Basins/Surrounds



Attachment: Riley County EMS Weekly Progress Report WE 3-28-25 (15690 : Staff Update)



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

FLOOR PLAN GENERAL NOTES

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7. ALL ACCESSORIES TO MEET ANSI STANDARDS AND REQUIREMENTS.
8. SEE SHEETS A001 & A002 FOR PARTITION TYPES
9. CONCEAL 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.

KEY PLAN

JOSEPH DAVID CRAIG LICENSED 7524 KANSAS ARCHITECT
4-3-2024
Archimages architecture | interiors
KS Architectural Corporation Archimages, Inc. # A1313389
14205 W. 95th Street Lenexa, Kansas 66215
t | www.archimages-ae.com | p/f | (913) 378-9533

[Consultants]

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

No.	Date	Revision
1	10-23-23	ADDENDUM NO. 1
2	02-21-24	ASI NO. 1
3	04-03-24	ASI NO. 3 - STORM SHELTER PER REVIEW COMMENTS RESPONSE

OVERALL FLOOR PLAN

FOR PERMIT
Project No. K21518
Sheet No. A101
Date 02/29/202

4/2/2024 1:36:36 PM
C:\Users\dwensley.ksdaf\OZ1518-Riley County EMS HQ Manhattan_PO3_dwensley.rvt

Attachment: Riley County EMS Weekly Progress Report WE 3-28-25 (15690 : Staff Update)

PROJECT DASHBOARD | PROGRESS REPORT | WEEK 50

BHS CONSTRUCTION

Riley County EMS Station 1

LOCATION: 1115 Charles Little Rd | JOB NUMBER: 24 - 104

WEEK ENDING: 4.11.25

PROJECT CURRENT STATUS REPORT		NEXT WEEK PROJECT PROJECTIONS	
Electrical	Wired up light fixtures in Area A and installed all the remaining fire alarm devices. Installed pole lights.	**Electrical**	Finish wiring pole lights and install all the remaining devices in Area A and B.
Concrete	Poured the enclosures for the generator and trans-former.	**Concrete**	Start pouring more curb and sidewalk.
Paint	Continued to final paint walls and doors in Area C. Painted the Interlam Panels in Area C.	**Paint**	Final paint on door frames in Area C and Area B. Start Dryfall in Area B.
Retaining Wall	Installed the remaining wall and started installing the cap.	**Retaining Wall**	Finish installing the retaining wall cap.
Metal Panels	Installed all the substrate for the standing seam roof on the patio.	**Metal Panels**	Nothing New
Flooring	Installed all the carpet in Area C and Area A.	**Flooring**	Install all the base in Area A where the flooring is finished.
BHS	Finished installing the interlam panels in Area C and grouted the doors in Area B. Sealed Concrete in C.	**BHS**	Start installing Exterior Eyebrows over the windows.

Outstanding/Hot Items:

Attachment: Riley County EMS Weekly Progress Report WE 4-11-25 (15690 : Staff Update)

PROJECT DASHBOARD | PROGRESS REPORT | WEEK 50

BHS CONSTRUCTION

Riley County EMS Station 1

LOCATION: 1115 Charles Little Rd | JOB NUMBER: 24-104

Exterior Enclosures



Exterior Retaining Wall



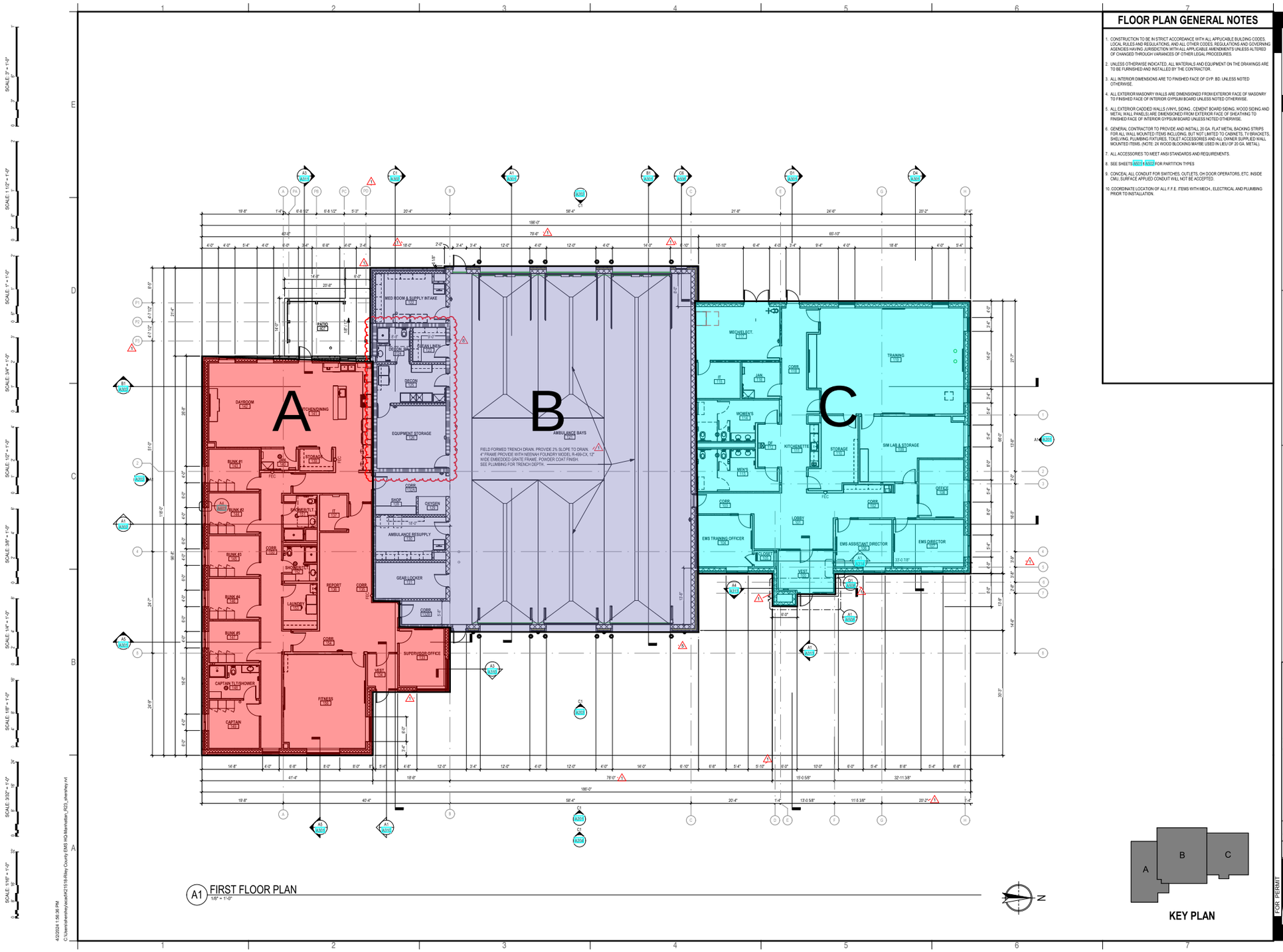
Area C Interlam Panels



Area C Carpet



Attachment: Riley County EMS Weekly Progress Report WE 4-11-25 (15690 : Staff Update)


A
B
C
MED ROOM & SUPPLY INTAKE 104
PATIO 105
DAYROOM 106
KITCHEN/DINING 107
EQUIPMENT STORAGE 108
DECON 109
DECON 110
CLEAN LINEN 111
STORAGE 112
BUNK #1 151
BUNK #2 152
BUNK #3 153
BUNK #4 154
BUNK #5 155
SHOWER 156
LAUNDRY 157
SHOP 158
OXYGEN 159
AMBULANCE RESUPPLY 160
GEAR LOCKER 161
REPORT 162
SUPERVISOR OFFICE 163
FITNESS 164
CAPTAIN TL1/SHOWER 165
CAPTAIN 166
AMBULANCE BAYS 101
FIELD FORMED TRENCH DRAIN. PROVIDE 2% SLOPE TO DRAIN. 4" FRAME PROVIDE WITH NEENAH FOUNDRY MODEL R-499-CX, 12" WIDE EMBEDDED GRATE FRAME. POWDER COAT FINISH. SEE PLUMBING FOR TRENCH DEPTH.
MECH/ELECT. 117
TRAINING 118
IT 135
JAN 136
WOMEN'S 116
MEN'S 115
KITCHENETTE 114
STORAGE 103
SIM LAB & STORAGE 102
OFFICE 104
LOBBY 105
EMS TRAINING OFFICER 106
EMS ASSISTANT DIRECTOR 203
EMS DIRECTOR 202
VEST 201
CORR 119
CORR 120
CORR 121
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CORR 124
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CORR 126
CORR 127
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CORR 130
CORR 131
CORR 132
CORR 133
CORR 134
CORR 135
CORR 136
CORR 137
CORR 138
CORR

HEALTH DEPARTMENT
Memorandum

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

COMMISSION AGENDA REPORT

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

MEETING: **April 21, 2025**

SUBJECT: **Flint Hills Volunteer Center MOU**

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

BACKGROUND

The Riley County Health Department has maintained a partnership with the Flint Hills Volunteer Center (FHVC) through a Memorandum of Understanding (MOU) that outlines roles, responsibilities, and expectations between the two parties. This MOU, originally established in 2020, has guided the collaborative efforts related to volunteer management and support in various community and health related events. The FHVC requested the MOU be updated to reflect the new Health Director, Diane Creek, who is the Health Department agency representative and will serve as the agency's liaison to FHVC.

DISCUSSION

The Flint Hills Volunteer Center is a full service volunteer organization that recruits and retains volunteers for organizations in need, offering volunteer opportunities for all ages - from middle school students to retirees. Due to the growth of the Community Baby Shower over the last few years, it's essential to have volunteers to assist with the event and ensure it runs efficiently. To request FHVC volunteers for the Community Baby Shower event on May 31, 2025, the MOU between FHVC and RCHD must be updated. The revised MOU will reinforce the strong and effective volunteer partnership between the two agencies.

FISCAL IMPACT

No fiscal impact associated with the update to the MOU.

RECOMMENDATION(S)

Move to approve the updated Memorandum of Understanding (MOU) between the Riley County

Health Department and the Flint Hill Volunteer Center.

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:

- FHVC MOU Update 2025 (PDF)

322 Houston Street Suite 104
Manhattan KS 66502
Phone – 785.776.7787
fhvcmhk@gmail.com

MEMORANDUM OF UNDERSTANDING (MoU) between Flint Hills Volunteer Center and

Agency Name: Riley County Health Department

Address: 2030 Tecumseh Road, Manhattan, KS 66502
Street **City** **ZIP Code**

Telephone # 785-776-4779 **FAX #** 785-565-6566 **Email:** dcreek@rileycountyks.gov

FHVC's partnering agencies must be a public or private non-profit organization, or a proprietary health care agency.

Assurance of non-profit Status: Public Health Department

Flint Hills Volunteer Center Responsibilities

- FHVC will recruit, interview and refer members to agency, which will make final placement decision. Agencies may also recruit members from their current staff of volunteers.
- FHVC will orient administrators and volunteer supervisors of policies, procedures and benefits whenever necessary.
- FHVC will instruct members in proper use of monthly reports, reimbursement guidance and program procedures.
- FHVC will develop publicity for FHVC such as radio, TV, print, or verbal presentations highlighting volunteers' service, accomplishments, and impact on the community.
- FHVC will provide technical assistance in Volunteer Management.

Agency Responsibilities

- Implement orientation, in-service instruction, or special training of volunteers.
- Interview and make final decision on assignment of volunteers. Agency assumes responsibility for screening volunteers for appropriateness. FHVC does not assume liability for volunteers referred to an agency.
- Agency will provide volunteers with a written position description, which includes performance expectations.
- Agency will comply with Title VI of the Civil Rights Act of 1964, prohibiting discrimination. The Agency will not discriminate against FHVC members or in the operation of its program based on race; color; national origin, including limited English proficiency; sex; sexual orientation; age; political affiliation; religion; or on the basis of disability, if the volunteer is a qualified individual with a disability.
- Furnish volunteers with appropriate and sufficient materials and equipment required for their volunteer assignment.
- Provide supervision of volunteers on their volunteer assignments.
- Provide for adequate safety of volunteers. Agency will be responsible for providing safety information and training as necessary.
- Investigate and report any accidents and injuries involving FHVC members immediately to the FHVC office. All reports will be submitted in writing.
- Agency is responsible for acquiring a Letter of Agreement for in-home volunteer assignments. The letter will be signed by all parties involved. The document will authorize volunteer service in the home and identify specific volunteer activities, periods, and conditions of service. Please note: in-home placements are dependent of funds available through the Flint Hills Volunteer Center to pay for criminal background checks.

Insurance

FHVC will provide personal accident, public liability, and supplemental automobile insurance as required by FHVC policy. This is secondary coverage and is not primary insurance. However, in the absence of primary liability coverage, the liability insurance becomes primary. This is provided at no cost to the agency or to the volunteer. Agency will investigate any accident involving FHVC members and provide a written report to FHVC within 5 days of occurrence.

Continued on Reverse

Attachment: FHVC MOU Update 2025 (15696 : Flint Hills Volunteer Center MOU)

Transportation for FHVC members
Please check all that apply:
a. Agency ☐ will ☑ will not provide transportation for FHVC members who volunteer at their agency.
b. Agency ☐ will ☑ will not pay transportation costs for FHVC members who volunteer at their agency.

Handicap Accessibility
Agency will maintain the programs and activities, to which FHVC members are assigned, accessible to persons with disabilities (including mobility, hearing, vision, mental, and cognitive impairments or addictions and diseases) and/or limited English language proficiency and provide reasonable accommodations to allow persons with disabilities to participate in programs and activities.

Terminations/Resignations
The FHVC member, Agency Representative or FHVC Project Director may terminate volunteer assignments at any time. Discussion of termination/resignation may be requested by any party to clarify the reason or to resolve any conflict that may have resulted in the termination/resignation. FHVC may contact any FHVC member to survey volunteer satisfaction with the agency or volunteer supervisor.

Volunteer Reports
- Each volunteer is responsible for reporting his or her service hours to FHVC.
- Agency will work with FHVC staff to establish a specific collection system of volunteer service hours when appropriate.

Other Provisions
- The Agency will not request or assign FHVC members to conduct or engage in religious, sectarian or political activities.
- The Agency will not assign FHVC members to any assignment, which would displace employed workers or impair existing contracts for services. Agency will not provide a fee for service to the volunteer.
- Conditions of this Memorandum of Understanding may be terminated in writing at any time at the request of either party.
- This Memorandum of Understanding contains the basic provisions that will guide the working relationship between both parties.
- This Memorandum of Understanding must be renewed every three years.
- This Memorandum of Understanding contains all the terms and conditions agreed upon by the contracting parties. No other understanding, oral or otherwise, shall be deemed to exist or to bind any of the parties hereto.
- This Memorandum of Understanding will be in effect upon dated signature of the Agency's Representative and the FHVC Project Director.

Programming for Impact Statement
- Selected agencies will provide FHVC with information for the development of a Programming for Impact Statement and the data necessary to measure the impact that volunteers make on the agency and the services they provide.
- Selection criteria is based upon community needs being addressed by the agency and the ability to measure the impact that FHVC members make in addressing the needs of the community.

The Agency representative who will serve as the agency's liaison to FHVC and who will be responsible for volunteer orientation and supervision is:

Name: Diane Creek Title: Health Department Director

Phone: 785-776-4779 Ext 7639 E-Mail Address: dcreek@rileycountyks.gov

By signing this Memorandum of Understanding, the agency representative affirms that the agency is a public or non-profit private organization, or a proprietary health care agency.

Agency Representative_____ Health Department Director 4/17/2025

Signature of Agency Representative | Title | Date

FHVC Representative_____

Signature of FHVC Representative | Title | Date

Revised on March 1, 2022

Attachment: FHVC MOU Update 2025 (15696 : Flint Hills Volunteer Center MOU)

PUBLIC WORKS
Personnel

John Ellermann
Public Works Director/County Engineer
6215 Tuttle Creek Blvd
Manhattan, KS 66503
Phone: 785-537-6330

COMMISSION AGENDA REPORT

FROM: **John Ellermann, Public Works Director**

MEETING: **April 21, 2025**

SUBJECT: **Request to fill Public Works Operator Position**

PRESENTER: **John Ellermann**

BACKGROUND

We are here today to request approval to fill a Public Works Operator I or II positions in the Public Works Department/Operations Division. This position is open due to a resignation from the asphalt crew. The Public Works Operator positions are supervised by the Operations Manager or Crew Supervisor.

The Equipment Operator is responsible for operating construction equipment, maintenance equipment, other tools and equipment and performs manual tasks as needed to maintain roads, bridges, culverts, drainage structures and road right-of-way in conformance with plans, specifications and procedures as directed, to assure high quality safe public works facilities and infrastructures are properly maintained for the use by the general public.

This employee works under the direction of the supervisor in charge of the activity and is expected to carry out and complete work details as directed. Supervision is provided by the Supervisor through consultations and review of the work performed.

DISCUSSION

Discuss filling the Equipment Operator position within the Public Works Department/Operations Division.

FISCAL IMPACT

This is a budgeted position within the Public Works Department.

RECOMMENDATION(S)

Staff recommends filling the position .

POSSIBLE MOTION(S)

Move to approve the Public Works Department advertise to hire for the Public Works Operator position.

Move to deny

Move to modify

Move to table

No action required.

The Board agreed by consensus to

Enclosures:

- Operator I position description (PDF)
- Operator II Position Description (PDF)
- 2025-04 PW Operator I or II PAF (DOCX)

RILEY COUNTY, KANSAS JOB DESCRIPTION

Job Title:	**PUBLIC WORKS OPERATOR I**
Department:	Public Works **Division:** Road & Bridge, Solid Waste
Reports To:	Appropriate Crew Supervisor or the Operations Manager
Pay Grade:	**5** **Status:** Full time
FLSA Status:	Non-Exempt

Position Summary: An Operator I operates construction equipment, maintenance equipment, other tools and equipment, and performs manual tasks needed to maintain roads, bridges, culverts, drainage structures and road rights-of-way in conformance with plans, specifications and procedures as directed, to assure that high quality safe public works facilities and infrastructures are properly maintained for use by the general public. Operator I's are expected to complete work as directed.

ESSENTIAL FUNCTIONS:

- Completes duties in accordance with County and Departmental policies and guidelines.
- Assists in assuring time management on projects is sufficient.
- Operates road and bridge equipment - such as utility trucks, power brooms, tractors, compactors, crack filling machines, pothole patching equipment, air compressors, snow removal equipment, magnets, power tools such as chainsaws, concrete saws, skill saws, grinders, welders, torches, and any other tools or equipment used in the construction and maintenance of public works roads, bridges, and facilities.
- Transfers equipment to and from the job site.
- Assists with the Construction and maintenance of surfaced and unsurfaced roads, metal culverts, concrete culverts, bridges, erosion control structures, stream channels, ditches, waterways, and other drainage structures.
- Assists with the demolition of bridges and other structures.
- Loads, hauls, and stockpiles aggregates and other materials.
- Operates snow and ice removal equipment.
- Maintains daily labor, equipment, and material use records.
- Tracks material used on projects and commodities used on equipment.
- Assists in maintaining signs and other traffic control devices.
- Operates computers and other electronic equipment.

Secondary Functions:

- Maintains facilities and storage yards, picks up trash, cleans facilities, and performs general maintenance.
- Maintains a clean work area.
- Attends and participates in staff meetings and related activities.
- Attends workshops, conferences and classes to increase knowledge.
- Performs light surveying.
- Assists in inspecting equipment to ensure units are clean and maintenance is being performed.
- Assists with dispatching, answering telephone and 2-way radio communications.
- Performs basic carpentry, plumbing and electrical work.
- Performs related work as required during and after regular hours, any day of the week, including holidays.
- Works as required outside normal work hours including weekends, after hours and holidays.
- Perform other duties as assigned.

Attachment: Operator I position description (15695 : Request to refill Public Works Operator I or II Position)

POSITION REQUIREMENTS:
Employee required to provide and carry a personal cell phone and will receive designated reimbursement.

Education: High school diploma or equivalent required. Vo-Tech training preferred. Valid Class C Driver's License required, Class B Commercial Driver's License is preferred.

- Knowledge of equipment maintenance and storage.
- Knowledge of road construction and maintenance techniques.
- Knowledge of workplace safety and procedures.
- Knowledge of truck and equipment safety.

Experience:

- 1 year experience operating equipment performing general construction work.
- 1 year experience with asphalt/concrete construction and maintenance required.
- 2 years' experience operating basic computer software (i.e.. Microsoft office) required.
- Experience with proper use of equipment, materials and supplies for highway construction.

Skills:

- Good organizational, interpersonal and communication skills are required.
- Ability to follow oral and written instruction and express oneself clearly.
- Ability to acquire knowledge of materials, equipment, methods and practices essential to the maintenance of County roads.
- Ability to work independently with little or no supervision.
- Ability to analyze and solve problems.
- Ability to maintain effective working relations with employees, supervisors, other government agency officials, and the general public.
- Ability to make mathematical computations.
- Ability to use hand tools, power tools, small portable and self-propelled power tools.
- Ability to make minor repairs and adjustments to maintain assigned equipment.
- Ability to read basic engineering plans and drawings.
- Ability to maintain daily labor and equipment records.
- Willingness to work in unpleasant weather conditions.

Adequate combination of experience, education and training may be considered in lieu of the above requirements.

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

The work encompasses primarily field work. This work requires occasional to moderate physical exertion. While performing the duties of this job, the employee is required to stand; walk; sit; use hands to finger; handle; feel; reach with hands and arms; climb or balance; stoop; kneel; crouch; crawl; talk to hear. The employee may occasionally be required to lift and/or move up to 70 pounds, frequently life 25-50lbs and constantly lift up to 10 lbs. Vision abilities required include close, distance, color and peripheral vision. The work requires sufficient body flexibility and strength to access construction projects. Exposure to machinery, heights, excessive noise, corrosive solvents, hot materials, flammable liquids and work in extremes of heat, humidity, wind and cold are expected.

Updated Feb 2024

Attachment: Operator I position description (15695 : Request to refill Public Works Operator I or II Position)

Work Environment/Conditions: The work environment characteristics described represent those encountered while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work involves everyday risks or discomforts typical of such places as offices, meeting or training rooms. Work in an office setting can require visual attention and dexterity in computer operation. Majority of the work is performed in the field where conditions will vary greatly. conditions can be very hot or cold, rainy, cold, or snowy. This position is exposed to many safety hazards while working in and around work zones immediately adjacent to high volume traffic, at heights 10 feet or more above the ground, near power tools, large moving equipment, near heavy bridge and culvert materials lifted overhead, near asphalt materials with temperatures in excess of 300 degrees F, gases, corrosive solvents, petroleum fluids and other flammable liquids. This position is often required to work in deep trenches or excavations which require shoring or other special precautions. Protective clothing such as a hard hat, safety vest, ear protection, boots, gloves, safety glasses or face shield may be required.

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

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

Attachment: Operator I position description (15695 : Request to refill Public Works Operator I or II Position)

RILEY COUNTY, KANSAS JOB DESCRIPTION

Job Title:	**PUBLIC WORKS OPERATOR II**
Department:	Public Works **Division:** Road & Bridge
Reports To:	Appropriate Crew Supervisor or the Operations Manager
Pay Grade:	**7** **Status:** Full time
FLSA Status:	Non-Exempt

Position Summary: An employee in this position operates construction equipment, maintenance equipment, other tools and equipment, and performs manual tasks needed to maintain roads, bridges, culverts, drainage structures and road rights-of-way in conformance with plans, specifications and procedures as directed, to assure that high quality safe public works facilities and infrastructures are properly maintained for use by the general public.

This employee works under the direction of the supervisor in charge of the activity and is expected to carry out and complete work details as directed. Supervision is provided by the Supervisor through consultations and review of the work performed.

Essential Functions:

- Ensures duties are carried out in accordance with County and Departmental policies and guidelines.
- Ensures time management on projects is sufficient.
- Provides for regular and punctual attendance and fosters a cooperative work environment.
- Operates road and bridge equipment necessary to carry out their daily activities.
- Transfers equipment to and from the job site.
- Constructs and maintains surfaced and unsurfaced roads such as asphalt roads, gravel roads, dirt roads, road entrances and intersections. Paves, patches, crackfills, and seals asphalt roads.
- Assists with construction and maintenance of surfaced and unsurfaced roads.
- Assists with the construction and maintenance metal culverts, concrete culverts, bridges, and erosion control structures.
- Assists with the demolition of bridges and other structures.
- Constructs and maintains stream channels, ditches, waterways, and other drainage structures.
- Loads, hauls, and stockpiles aggregates and other materials.
- Maintains equipment assigned and clears a snow removal route as assigned.
- Helps maintain traffic control devices and performs traffic control in work zones in conformance with the Manual on Uniform Traffic Control Devices.
- Maintains daily labor, equipment, and material use to report time worked and equipment used.

Secondary Functions:

- Maintains signs and other traffic control devices such as regulatory, warning, guide, service, school, pedestrian, road name, hazard, and work zone signs in conformance with the Manual on Uniform Traffic Control Devices. Places temporary striping and centerline tabs on new asphalt paving and sealing projects.
- Performs daily operator maintenance to fuel, lubricate, and clean equipment.
- Maintains facilities and storage yards, picks up trash, cleans facilities, and performs general maintenance.
- Periodically inspects equipment assigned to ensure units are clean and maintenance is being performed adequately.
- Performs light surveying and other work associated with the lay out of road surfaces, shoulders,

Attachment: Operator II Position Description (15695 : Request to refill Public Works Operator I or II Position)

ditches, back-slopes, and structures.
- Assists with dispatching, telephone and 2-way radio communications.
- Operates computers and other electronic equipment such as laser levels, distance measuring equipment, underground utility locators and GPS locators.
- Inspects paved and gravel surfaced roads for condition, road hazards, traction, and other safety considerations and initiates corrective actions.
- Performs carpentry work constructing small office projects, setting concrete forms, and making wood deck repairs.
- Participates in staff meetings, safety meetings and other related activities.
- Position may require occasional overtime that will be outside normal work hours which may include weekends.
- May be required to perform related work as required during and after hours, any day of the week, including holidays.
- Perform other duties as assigned.

Position Requirements:
Any satisfactory equivalent combination of experience, education and training which provides the required knowledge, skills and abilities listed below will be accepted.

This position requires the employee to provide and carry a personal cell phone and will be reimbursed as per the County's Cell Phone Policy. The cell phone is to be utilized to carry out county related functions in accordance with Departmental Policies and Procedures.

Education:
- This position requires a high school education or equivalent.
- Vo-Tech training preferred.
- A Class A Commercial Driver's License and tanker endorsement shall be obtained within the first 90 days of employment in this position.

Experience:
- Five years' experience operating equipment performing general construction work.
- Experience in carpentry, concrete work setting forms, placing steel, and finishing preferred.
- Two years of concrete construction, asphalt maintenance, or earth grading experience.
- Two years of operating basic computer software (i.e. Microsoft office) is required.
- Knowledge of the materials, equipment, methods, and practices essential to the maintenance and construction of county roads.
- Knowledge of the general practices, laws and regulations applied to the care and safe operation of heavy duty construction and maintenance equipment.
- Knowledge of the applicable work safety rules and procedures.
- Knowledge of asphalt properties, application rates, and production timing.
- Knowledge of concrete properties, quantity calculations, finishing techniques, curing rates, and production timing.

Skills:
- Good organizational, interpersonal and communication skills are required.
- Ability to follow oral and written instruction.
- Ability to work independently with little or no supervision.
- Ability to deal tactfully with people
- Ability to analyze and solve problems
- Ability to establish and maintain effective working relations with employees, supervisors, other

Attachment: Operator II Position Description (15695 : Request to refill Public Works Operator I or II Position)

government agency officials, and the general public
- Ability to analyze and solve problems.
- Ability to make mathematical computations.
- Ability to use hand tools, power tools, small portable and self-propelled power tools.
- Ability to make minor repairs and adjustments to maintain assigned equipment.
- Ability to read basic engineering plans and drawings.
- Ability to maintain daily labor and equipment records.
- Ability to operate heavy equipment and train others in safe and efficient equipment operation.

Physical Demands/Effort: The physical demands described here are representative of those which must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The work encompasses primarily field work. This work requires occasional to moderate physical exertion. While performing the duties of this job, the employee is required to stand; walk; sit; use hands to finger; handle; feel; reach with hands and arms; climb or balance; stoop; kneel; crouch; crawl; talk to hear. The employee may occasionally be required to lift and/or move up to 70 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision and peripheral vision. The work requires sufficient body flexibility and strength to access construction projects. Exposure to machinery, heights, excessive noise, corrosive solvents, hot materials, flammable liquids and work in extremes of heat, humidity, wind and cold are expected.

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

A portion of the work involves everyday risks or discomforts which require normal safety precautions typical of such places as offices, meeting or training rooms. The work performed in the field exposes an employee to a variety of different conditions. Work is mostly performed in the field where conditions can be very hot or cold, rainy, cold, or snowy. A person in this position is exposed to many safety hazards while working in and around work zones immediately adjacent to high volume traffic, at heights 10 feet or more above the ground, near power tools, large moving equipment, near heavy bridge and culvert materials lifted overhead, near asphalt materials with temperatures in excess of 300 degrees F, gases, corrosive solvents, petroleum fluids and other flammable liquids. An employee in this position is often required to work in deep trenches or excavations which require shoring or other special precautions. This employee may be required to use protective clothing such as a hard hat, safety vest, boots, goggles, gloves, safety glasses, Nomex coveralls, face mask or shield.

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

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

Attachment: Operator II Position Description (15695 : Request to refill Public Works Operator I or II Position)

RILEY COUNTY POSITION ACTION FORM

Requisition Approval Process

Submitted by Lori Muir on 04/11/2025 at 04:25 AM

Elizabeth Ward, Final Approval

Internal Position Details (not displayed on job posting)

Company
Riley County, KS

Position Template
Public Works Operator I or II D.O.Q [PWOP]

Work Location
Public Works Building

Job ID
Operator I or II DOQ

Salary
$22.35-$24.29

Supervisor Position
No

Pay Grade
RANGE 7 [RANGE 7]

EEO Class
--

Workers Compensation
--

Cost Center 1
County General [1]

Cost Center 2
Public Works [40]

Cost Center 3
--

1 Job Slot
PUBLIC -1

Supervisor: Alvin Perez

Department Head: John Ellerman

☒No changes to Position or Budget

☒Position Description attached

Total annual hours: 2080

☒Budgeted

☐New or updated position description

☐New request for budget (details attached)

Salary: $50,523.20

Budget for Benefits: $19,956.66

Total proposed annual budget: $70,479.86

Additional Position Comments: _____

BoCC Chair _____ Date: _____

BoCC Member _____ Date: _____

BoCC Member _____ Date: _____

Original document stored in Human Resources

Revised 2023-01

Attachment: 2025-04 PW Operator I or II PAF (15695 : Request to refill Public Works Operator I or II

PUBLIC WORKS
Personnel

John Ellermann
Public Works Director/County Engineer
6215 Tuttle Creek Blvd
Manhattan, KS 66503
Phone: 785-537-6330

COMMISSION AGENDA REPORT

FROM: **John Ellermann, PE, Public Works Director**

MEETING: **April 21, 2025**

SUBJECT: **Public Works Reorganization and Request to Fill**

PRESENTER: **John Ellermann**

BACKGROUND

This request is somewhat complex. I have been planning staffing changes to improve the efficiency of the department for several years. With attrition in several positions, we have the opportunity to re-align the structure of the department to be more productive and meet the needs of the County.

I have attached an organizational chart that was approved by the Board in July of 2023 showing the department as of December 2024.

After much consideration of what is best for the department, I would like to rearrange the leadership of the Operations/Fleet Division as shown on the second organization chart. This includes eliminating the approved Traffic Control Supervisor position and changing it to the Assistant Operations/Fleet Manager. The Assistant Operation/Fleet Manager position description is attached for your review.

This will create training and succession planning for when the Operations/Fleet Manager retires. The Assistant will work closely with the Manager leading the department preparing the assistant to be able to step into the Manager position. Part of the Assistant position will be to supervise the Traffic Control division among other duties

With no longer having a working supervisor for the Traffic Control Division, I would like to change one of the two approved Traffic Control Tech positions to a Traffic Control Crew Chief. The Crew Chief will coordinate the daily tasks of the small division. The Assistant Operations

Manager will direct the priorities and jobs, the crew chief will give daily directions, track work orders, make signs and keep inventory up to date. One of our current employees has assumed this role in the interim and the division is working well with this set up. The Traffic Control Crew Chief position description is also attached.

This proposed reorganization is accomplished by reclassifying existing positions without adding any new positions to the department.

DISCUSSION

Beyond these changes, we have also made significant other staffing changes this year which have affected our personnel budget in a positive direction. We have eliminated one Operator II position and filled the Purchasing Agent position and Building Maintenance positions.

FISCAL IMPACT

Fiscally the effect of all these combined changes will result in a projected **lower** personnel cost for 2025 by $6,466.

The approved 2025 personnel budget is $5,867,253

The staffing changes made, beginning in 2024, decreased the expected personnel budget for 2025 to $5,8659,660.

Which means the changes can be made without any increased budget request for 2025.

For 2026, the proposed personnel budget, with no staffing changes is $6,182,980, this number reflects COLA of 2.7%.

The proposed staffing changes result in a personnel budget request of $6,109,102 reducing the 2026 budget request by $73,878.

Which means these requested changes can be made with a lower request for personnel budget for 2026 in Public Works.

RECOMMENDATION(S)

Staff recommends approval of the reorganization and filling of the new positions.

POSSIBLE MOTION(S)

Move to approve the reorganization of the public Works Department and to fill the positions of Assistant Operations/Fleet Manager and Traffic Control Crew Chief as presented.

Move to deny the reorganization of the public Works Department and to fill the positions of Assistant Operations/Fleet Manager and Traffic Control Crew Chief as presented.

Move to modify

Move to table

No action required.

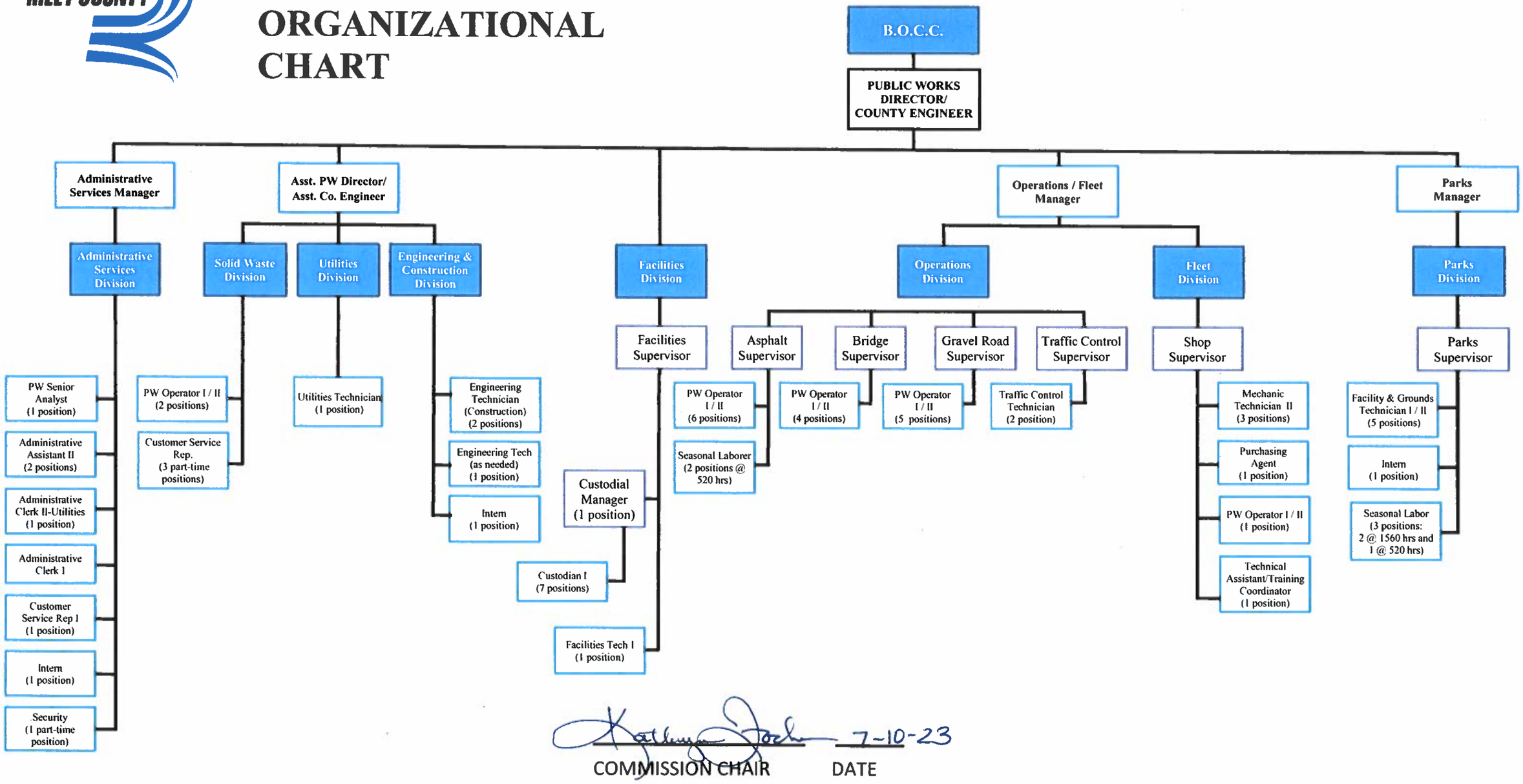
The Board agreed by consensus to

Enclosures:

- Organization Chart of Public Works Employee Positions Rev. 07-10-23 (PDF)
- Organization Chart of Public Works Employee Positions Rev. 4.15.2025-1 (PDF)
- Assistant Operations Manager position description (PDF)
- Traffic Control Crew Chief Position Description (PDF)

RILEY COUNTY

PUBLIC WORKS ORGANIZATIONAL CHART

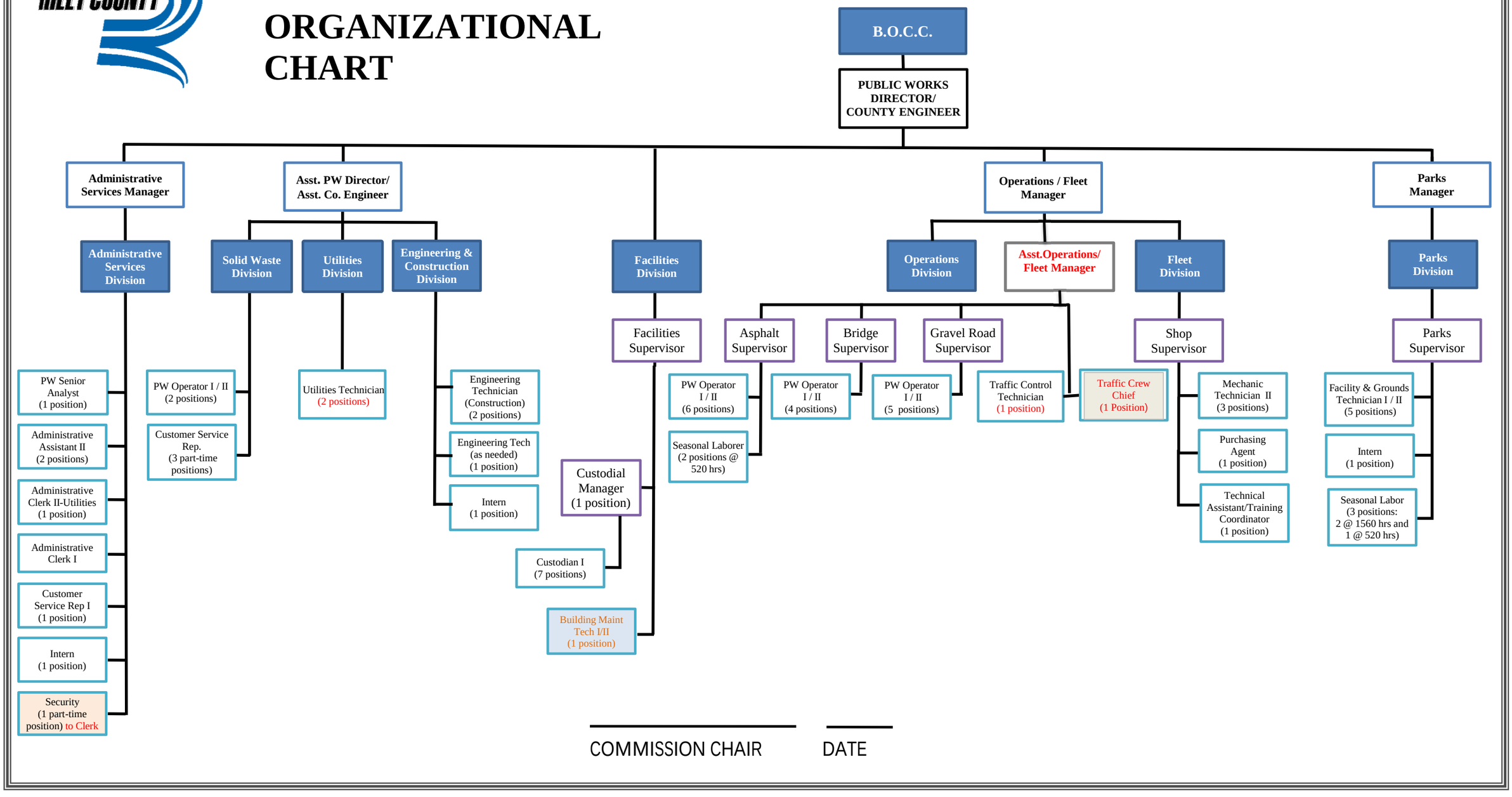


7-10-23

COMMISSION CHAIR DATE

Attachment: Organization Chart of Public Works Employee Positions Rev. 07-10-23 (15697 : Public Works Reorganization)

PUBLIC WORKS ORGANIZATIONAL CHART



Attachment: Organization Chart of Public Works Employee Positions Rev. 4.15.2025-1 (15697 : Public Works Reorganization)

RILEY COUNTY, KANSAS JOB DESCRIPTION

Job Title:	**ASSISTANT OPERATIONS/ FLEET MANAGER**		
Department:	Public Works	**Division:**	Operations/Fleet
Reports To:	Public Works Director		
Pay Grade:		**Status:**	Full time
FLSA Status:	Exempt		

Position Summary: Assist the Operations Manager coordinating the Operations/Fleet Division of Riley County Public Works. This position assists in the development, planning, and implementation of goals and objectives of the Operations/Fleet Division. A person in this position will support supervision for the repairs and maintenance of the equipment, roads, bridges and drainage infrastructure of the County and will assist the Operations Manager, and act on her/his behalf when not available to, organize, supervise, hire, train, and evaluate up to 40 employees. Work will involve scheduling, prioritizing and overseeing diverse construction and maintenance activities with minimal supervision.

Essential Functions:

- Assists in administration and management of the Operations/Fleet Division.
- Oversees the traffic control division and seasonal employees through a subordinate foreman.
- Assures timely completion of assignments and resolves conflicts and problems.
- Observes flow of daily work to ensure deadlines are met and resources are available.
- Assists with employee performance appraisals, discipline and terminations.
- Responds to emergencies, complaints or requests and takes appropriate action.
- Creates work orders and maintains project lists.
- Assists in hiring process for new employees.
- Coordinates activities with Operations Manager and crews
- Performs and supervises snow and ice removal activities.
- Assists and supports plans and schedules for short- and long-range projects.
- Administers and enforces County and departmental policies, procedures and safety training program.

Secondary Functions:

- Works with Operations Manager to recommend purchase, repair or replacement of equipment
- Maintains a clean work area.
- Attends workshops, conferences, and classes to increase knowledge.
- Performs work as required after regular working hours, and on weekends and holidays.
- Performs other duties as deemed necessary and assigned.

Position Requirements:

Education: High school diploma or equivalent required. Class A CDL with Tanker endorsement required. Vocational/technical training in one or more trades preferred. College level courses in civil engineering or civil engineering technology preferred.

Experience: 5 years' experience in Public Works maintenance or construction work required. Administrative and direct supervisory responsibilities for a multi-person crew required. Basic computer skills required (i.e. Microsoft Office). Experience with materials, methods, techniques, tools, and equipment for road & bridge construction, maintenance and repair. Experience using standard methods, practices, tools, and equipment of the mechanic trade. Experience managing occupational hazards and safety precautions related to manual labor and heavy equipment preferred. Basic engineering experience, the principles of construction inspection, and materials testing preferred.

Skills: Ability to communicate clearly and concisely, orally and written. Ability to work independently. Ability to analyze and solve problems including recognizing and identifying unsafe conditions and

Attachment: Assistant Operations Manager position description (15697 : Public Works Reorganization)

corrective actions to protect the public from unsuspected hazards. Ability to make mathematical computations with efficiency and accuracy. Ability to plan, organize, schedule, and assign work to multiple crews performing a wide variety of technical tasks on complex projects. Ability to establish and maintain effective working relationships.

Appropriate combination of experience and education considered in lieu of the above requirements.

Physical Demands: The physical demands represent those required to perform the essential functions of this job. Reasonable accommodation may be made to perform the essential functions.

The work encompasses both field and office work. Typically, the office work is sedentary, and the employee may sit comfortably in a controlled environment, which may lead to mental and physical fatigue. The fieldwork requires some physical exertion. The employee is required to stand; walk, sit, use hands to finger, handle, or feel, reach with hands and arms, climb or balance, stoop, kneel, crouch, crawl, talk or hear. The employee may occasionally be required to lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision and peripheral vision. The work requires sufficient body flexibility and strength to access construction projects. Exposure to machinery, heights, excessive noise, corrosive solvents, hot materials, flammable liquids and work in extremes of heat, humidity, wind and cold are expected.

Work Environment/Conditions: The work environment represents that encountered while performing the essential functions of this job. Reasonable accommodation may be made to perform the essential functions.

A portion of the work involves everyday risks or discomforts which require normal safety precautions typical of such places as offices, meeting or training rooms. Work in an office setting requires visual attention and dexterity in computer operation. The remainder of the time, the work is performed in the field where conditions will vary greatly. The employee is exposed to wet and/or humid conditions, moving mechanical parts, asphalt materials with temperatures in excess of 300 degrees, petroleum products, fumes or airborne particles, toxic or caustic chemicals, outside weather conditions, extreme cold, extreme heat, and vibration. The noise level in the work environment can vary from normal to very loud. On some occasions, this employee may be required to use protective clothing such as a hard hat, safety vest, ear protection, boots, gloves, safety glasses or face shield.

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

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

Attachment: Assistant Operations Manager position description (15697 : Public Works Reorganization)

RILEY COUNTY, KANSAS JOB DESCRIPTION

Job Title:	**TRAFFIC CONTROL CREW CHIEF**		
Department:	Public Works	**Division:**	Road and Bridge
Reports To:	Assistant Operations Manager		
Pay Grade:	**7**	**Status:**	Full time
FLSA Status:	Non-Exempt		

Position Summary: The Traffic Control Crew Chief is responsible for the installation, maintenance and construction of traffic control structures on roads and bridges to provide a safe and functional county-wic highway system. This position is responsible for planning and implementing a wide range of assignmen and executing planned work. A person in this position is required to schedule and prioritize work, select, and procure materials, train, and instruct staff performing diverse construction and maintenance activitie throughout the county road and bridge system.

Essential Functions:

- Issues daily activity schedules to the crew and gets crews started in a timely manner.
- Ensures compliance with County and Departmental policies and guidelines.
- Provides for regular and punctual attendance and fosters a cooperative work environment.
- Ensures time management on projects.
- Organizes employee(s) engaged in the maintenance and construction of traffic control devices.
- Ensures traffic control devices are maintained and constructed in conformance with the "Manual on Uniform Traffic Control Devices",
- Plans and schedules projects, assigns work to crews and allocates materials and equipment.
- Organize work by priority and location for economy, and efficiency.
- Responds to emergencies, complaints and requests for traffic control or repair of devices.
- Responds to requests for assistance by other authorities such as police departments, fire departments and other emergency services.
- Performs monthly inspection of all county traffic control devices and pavement marking systems
- Prepares and completes the annual traffic count.
- Participates in snow and ice removal operations.
- Maintains of traffic control inventory such as: signs, signals, posts, pavement marking material, si making material, traffic barricades, traffic cones, traffic control equipment, salt/sand material, facili maintenance services and materials, construction tools, equipment rental, and other commodity inventories.

Secondary Functions:

- Assists soliciting quotes and purchases of materials, and equipment under $500.00 in value.
- Operates and teaches others to operate computerized sign making and maintenance equipment.
- Designs signs, finishes, and installs signs in accordance with the Manual on Uniform Traffic Contr Devices (MUTCD) and the Standard Highway Signs Manual for use on county and township roads other departments, and government agencies.
- Installs and maintains barricades and signs for hazardous road conditions and construction sites.
- Removes weeds, trees, and brush from signs and delineation to ensure visibility.
- Performs sign inventory by size, type, design, location dimension, etc.
- May be required to work during and after hours, any day of the week, including holidays.
- Inspect bridges, culverts, erosion control structures for proper signage.
- Coordinates equipment maintenance and repair with the Shop Supervisor
- Inspects equipment to ensure units are clean and maintenance is being performed adequately. *
- Occasionally operates equipment including GPS units, calculators, FAX machines, distance measuring equipment, printers, plotters, computers, sign inventory, scheduling, word processing a other software applications.

Created 2025-03

Attachment: Traffic Control Crew Chief Position Description (15697 : Public Works Reorganization)

- Participates in staff meetings, safety meetings and other related activities.
- Performs other duties as assigned.

Position Requirements: Requires use of personal cell phone

Education: High school diploma or equivalent required. One year work in construction preferred. Class Commercial driver's license and tanker endorsement required within the first 90 days of hire.

Experience: 2 years' operating basic computer software (i.e., Microsoft office) required. Thorough knowledge required in:

- materials, equipment, and practices essential to maintenance and installation of traffic control devic
- "Manual on Uniform Traffic Control Devices for Streets and Highways", and other technical manuals
- the applicable work safety rules and procedures.

Skills: Ability to communicate clearly and concisely, orally and written. Ability to work independently. Abi to analyze and solve problems including recognizing and identifying unsafe conditions and corrective actions to protect the public from unsuspected hazards. Ability to make mathematical computations with efficiency and accuracy Ability to establish and maintain effective working relations with employees, supervisors, agency officials, and the public. Ability to plan, organize, schedule, and assign work to multi crews performing a wide variety of technical tasks on complex projects. Ability to establish and maintain effective working relationships.

Appropriate combination of experience and education may be considered in lieu of requirements.

Supervisory Control: Uses initiative in recurring assignments and routine tasks and handles deviations the work assignment in accordance with instructions, policies, previous training or accepted practices. Work is checked by the supervisor for appropriateness and completeness.

Supervisory Responsibility: This position leads the daily crew activities, but does not have supervisory responsibility. Occasionally supervises others in the absence of their supervisor.

Guidelines: Several guides are available for this position. For some work guidelines are scarce or non existent which requires direction from the supervisor. Some of the guides available include the "Manual C Uniform Traffic Control Devices", USDOT Standard Highway Signs, Work Zone Traffic Control Manual, ATSSA Worksite Manual, KDOT Low Volume Roads Manual, FHWA Culvert Inspection Manual, Timber Bridge Maintenance and Construction Manual, Blading Aggregate Surfaced Roads, KDOT Standard Specifications for State Road and Bridge Construction, KDOT Construction Manuals, Asphalt Institute Manuals, AASHTO Manuals, NACE Manuals, APWA Highway Maintenance Manual, USDOT Bridge Inspection Manual, USDOT Guardrail Installation Manual, ASTM Standards, Handbook of Steel Drainag and Highway Construction Products, Design and Control of Concrete Mixtures, Equipment Operator Manuals, Computer Software Manuals, Riley County Personnel Policy, and instruction from training seminars and supervisors.

Complexity: The work consists of duties that involve related steps and processing methods. The decis regarding what needs to be done involves various choices requiring the employee to recognize the existence of and differences among a few related processes and methods.

Scope & Effect of Work: The main purpose is maintenance and construction on county roads and bridges. This position is responsible for execution of the planned work. The work product affects the wo performed by the Road and Bridge Division and the economical use of department funds, efficient utilization of department resources, and the ability of the Public Works Department to provide a safe and functional county highway network system. This position is required to report and assist in solving road and bridge emergencies, and to perform corrective actions to protect the traveling public. Improper actic

Attachment: Traffic Control Crew Chief Position Description (15697 : Public Works Reorganization)

or lack of response could cause major property loss, serious injury, incapacitation, death, or legal action imposed against the county.

Personal Contacts: Typical contacts include subordinates, County employees, supervisors, vendors, contractors, other government agencies, and the general public in moderately unstructured settings erecting and maintaining traffic control devices.

Purpose of Contacts Obtains, clarifies, and gives facts ranging from easily understood to highly technic information. Must have the ability to establish and maintain effective working relations with other employees, supervisors, vendors, contractors, and the general public. Involves courtesy and tact to give clear and concise routine information. Receives complaints from the general public which are detailed, complex and sometimes of an emergency nature - often from irate or hostile persons. Consults with supervisors to set objectives, determine available resource limits, set schedules and deadlines, define th scope of projects, and to determine the type of work to be done.

Physical Demands/Effort: The physical demands described represent those required to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individu with disabilities to perform the essential functions.

The work encompasses both field and office work. Typically, the office work is sedentary, and the employ may sit comfortably in a controlled environment to perform tasks. The field work requires some physical exertion such as long periods of standing; walking over rough, or rocky surfaces; recurring bending, crouching, stooping, stretching, reaching, or similar activities; recurring lifting of moderately heavy items. While performing the duties of this job, the employee is required to stand; walk, sit, use hands to finger, handle, or feel, reach with hands and arms, climb or balance, stoop, kneel, crouch, crawl, talk or hear. T employee may occasionally be required to lift and/or move up to 70 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision and peripheral vision. The work requires sufficient body flexibility and strength to access construction projects. Exposure to machinery, heights, excessive noise, corrosive solvents, hot materials, flammable liquids and work in extremes of he humidity, wind and cold are expected.

Work Environment/Conditions: The work environment described represents those encountered while performing the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

Involves everyday risks or discomforts which require normal safety precautions typical of such places as offices or construction sites. Work in an office setting requires visual attention and dexterity in computer operation. The remainder of the time, the work is performed in the field where conditions will vary greatl The employee is exposed to wet and/or humid conditions, moving mechanical parts, asphalt materials w temperatures in excess of 300 degrees, petroleum products, fumes or airborne particles, toxic or caustic chemicals, outside weather conditions, extreme cold, extreme heat, and vibration. The noise level in the work environment can vary from normal to very loud. May be required to use protective clothing such as hard hat, safety vest, ear protection, boots, gloves, safety glasses or face shield.

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Attachment: Traffic Control Crew Chief Position Description (15697 : Public Works Reorganization)

COUNTY CLERK & ELECTIONS
Staff Update

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

MEMORANDUM

FROM: **Vivienne Leyva**

MEETING: **April 21, 2025**

SUBJECT: **Participant Experiences from 2024 Leadership Programs**

PRESENTER: **Vivienne Leyva, Elizabeth Ward, Tande Lentz, Megan Lewis, Doug Russell, Evan McMillan**

Background

Each year, Riley County employees participate in a variety leadership development programs designed to strengthen individual and team performance, build communication skills, and support long-term success in public service. These programs often required a significant investment of time and effort, and we're grateful for the opportunity to grow both personally and professionally.

In 2024, Riley County sponsored two employees to attend the NACO High Performance Leadership Academy and two to the Flint Hills Regional Leadership Program. In response to a request from elected officials, each participant has shared a short reflection about their experience. These insights are intended to help inform future decisions about continued investment in staff development.

NACo High Performance Leadership Course

Megan Lewis, Director of Community Corrections

NACo is a 12-week virtual leadership program designed to prepare county leaders for success. I started my prework for the NaCo High Performance Leadership Course in July, 2024. The official course kicked off on August 5th, 2024. Weekly course work was assigned, with the exception of two weeks where participants were provided an opportunity to catch up if they had fallen behind. Course work consisted of completing online reading, watching videos and

completing homework assignments. In addition, weekly meetings took place on the TEAMS platform, for one hour each week. These meetings consisted of smaller breakout/cohort groups. These weekly meetings were used to discuss the assigned course work and focused attention on a question or topic that had been discussed earlier in the week.

At the end of each week, a 30 minute to 1 hour live online event was held, summarizing the material covered throughout the week. The course was a commitment of approximately 8 hours each week.

The key areas of focus during the course included:

- Learning my personal leadership mindset and the impact of positive engagement
- Leading effective change
- Communication and Collaboration
- Leading High Performance Teams

I successfully completed the course on November 8th. My number one take away from the program is the importance of communication and how we communicate as leaders. In addition, Collin Powell's 13 rules of leadership were extremely powerful.

General Collin Powell's 13 Rules of Leadership

1. It ain't as bad as you think. It will look better in the morning.

2. Get mad, then get over it.

3. Avoid having your ego so close to your position that when your position falls, your ego goes with it.

4. It can be done.

5. Be careful what you choose: You may get it.

6. Don't let adverse facts stand in the way of a good decision.

7. You can't make someone else's decisions. You shouldn't let someone else make yours.

8. Check small things.

9. Share credit.

10. Remain calm. Be kind.

11. Have a vision. Be demanding.

12. Don't take counsel of your fears or naysayers.

13. Perpetual optimism is a force multiplier.

Doug Russell, Deputy Chief of Operations for RCFD#1

I was chosen to go to the NACO class in 2024. I found the class to be very beneficial. I had the opportunity to be in a group with people from many other states as well as many different jobs in government, from finance and commissioners to police officers. It helped me learn that we aren't the only location struggling with different aspects of personnel. This class has not only helped me in my day-to-day work but in my personal life as well.

There were several topics and books which I have looked into to further my knowledge and abilities as a supervisor going forward. This course does require some time commitment but I believe you get out of it what you put into it. I would suggest if possible, to continue to allow members to attend this training.

Flint Hills Regional Leadership Program

Tande Lentz, Assistant Vehicle Supervisor

I would like to extend my sincere gratitude to Shilo, the Human Resources Department, and the Board of County Commissioners for the opportunity to participate in the Flint Hills Regional Leadership Program. I was honored to be part of the 2024-2025 cohort.

This program has significantly contributed to my growth, both personally and professionally. From the very beginning, it encouraged a mindset centered on service to others-placing "service above self." It provided valuable insight into the importance of leadership through community engagement, whether within my home community or neighboring regions.

Through this experience, I gained a deeper understanding of how surrounding communities and municipalities operate, as well as the unique challenges and opportunities they face. The relationships built throughout the program will remain lasting professional connections, and I’ve come to better appreciate the perspectives of others. Most importantly, I’ve learned how collaboration and shared goals can bring us together to serve more effectively.

Enclosures:

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: **April 21, 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.

- Review updates to terms of leases for the use of flood-prone properties acquired by FEMA and transferred to the County
- 2025 Prairie Paws Animal Shelter Services Fees Renegotiation
- Kansas Court of Appeals Oral Arguments in Board of County Commissioners of Riley County, KS vs. Kansas Historical Society, et al., Kansas Court of Appeals Case No. 23-126435-A
- 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
- Review and Approve FRA Certification Form
- Space Needs Study Process
- Rural Water District Water Supply Forms
- Disaster Declarations
- Legislative Platform - Preparation of Model Short Term Rental Statute
- Legislation Updates
- Legislation Letters of Support
- Legislative Testimony
- 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
- 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

Enclosures:

County Counselor/Administrative Services
Resolution

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

RESOLUTION

FROM: **Bryant Parker, Riley County Counselor**

MEETING: **April 21, 2025**

SUBJECT: **Resolution Making Findings Concerning The City Of Manhattan's Request To Annex A .98 Acre Tract Of Land**

PRESENTER: **Jacob Hansen, Deputy County Counselor**

POSSIBLE MOTION(S)

Move to approve

Enclosures:

- Resolution - Findings of Fact for 5111 Murray Annexation (DOCX)

RESOLUTION NO. 042125-____

RESOLUTION MAKING FINDINGS CONCERNING THE CITY OF MANHATTAN'S REQUEST TO ANNEX A .98 ACRE TRACT OF LAND

WHEREAS, pursuant to the provisions of K.S.A. 12-520c, the City of Manhattan, Kansas (hereinafter "City of Manhattan"), and the owners within the unincorporated area of Riley County, Kansas have requested the Board of Riley County Commissioners (hereinafter "Board") find the City of Manhattan's proposed annexation of such land does not hinder or prevent the proper growth and development of the area or that of any incorporated city within Riley County; and

WHEREAS, after appropriate deliberation, and after having reviewed all written materials which were made a part of its public agenda packet on April 17, 2025; and having made available time for public comment in which no comment was provided by the public.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COUNTY COMMISSIONERS OF RILEY COUNTY, KANSAS:

Section 1. All information presented has been carefully considered by the Board.

Section 2. The legal description of the property subject to annexation is as follows (hereinafter "Property"):

LOT 6, MURRAY ADDITION, RILEY COUNTY, KANSAS

Section 3. The Board finds the following facts with respect to the annexation of the Property to the City of Manhattan:

(1) The Property is located within the City of Manhattan Urban Area and Urban Service Area which falls under the City of Manhattan's Comprehensive Plan.

Attachment: Resolution - Findings of Fact for 5111 Murray Annexation (15702 : The City Annexation Request Resolution)

(2) The future land use map from the City of Manhattan's Comprehensive Plan indicates the area where the Property is located is to be annexed into the city and zoned either commercial or industrial.

(3) The Property is intended to be zoned commercial or industrial once annexed into the City of Manhattan.

Section 4. The annexation of the Property will not hinder or prevent the proper growth and development of the area or that of any other incorporated city within Riley County.

ADOPTED this 21st day of April, 2025.

BOARD OF COMMISSIONERS
OF RILEY COUNTY, KANSAS

_____
Greg McKinley, Chair

_____
Kathryn Focke, Vice Chair

_____
John Ford, Member

ATTEST:

_____
Rich Vargo, Riley County Clerk

Attachment: Resolution - Findings of Fact for 5111 Murray Annexation (15702 : The City Annexation Request Resolution)

RILEY COUNTY LAW ENFORCEMENT AGENCY
LAW BOARD MEETING
City Commission Meeting Room
1101 Poyntz Ave.
Manhattan, KS
April 21, 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 5-17	A.	Approve March 17, 2025 Law Board Meeting Minutes
Pages 18-30	B.	Approve 2025 Expenditures/Credits
Pages 31-32	C.	2025 Adjusted Financial Journal Entries- *(Review)*
Pages 33-36	D.	RCPD Related County Expenditures- *(Review)*
Page 37	E.	Riley County Jail Average Daily Inmate Population- *(Review)*
Pages 38-53	F.	Monthly Crime Report- *(Review)*
Pages 54-67	G.	Annual Report of Asset Seizure & Forfeitures- Deputy Director Freidline- *(Review)*
Pages 68-72	H.	Policy 34.1.5 Promotion Lists- Deputy Director Freidline- *(Review)*

IV. GENERAL AGENDA

	I.	Additions or Deletions
	J.	Public Comment
	K.	Fraternal Order of Police Lodge #17 Comments
	L.	Board Member Comments
	M.	Community Advisory Board Update- CAB Chairperson Kirk Crabtree- *(Discussion)*
	N.	Promotion Announcement- Director Peete & Deputy Director Freidline
Page 73		1. Police Corporal Jonathan Shepard
Page 74		2. Police Sergeant Seth Scobee
Page 75		3. Police Lieutenant Dustin Weiszbrod
Page 76	O.	National Correctional Officers' Week Proclamation- Chairperson Matta
Page 77	P.	National Police Week Proclamation- Chairperson Matta
Pages 78-108	Q.	Cost-Sharing Discussion for School Resource Officer Program- Director Peete & Board- *(Discussion)*
Pages 109-115	R.	Fake Patty's Day Analysis 2025- Major Hajek- *(Discussion)*
Pages 116-118	S.	2026 Special Alcohol Fund Grant Agreement- Deputy Director Freidline- *(Vote Required)*
Pages 119-168	T.	2025 Budget Development & Publication- Director Peete, Deputy Director Freidline & Staff- *(Discussion/Possible Vote)*
	U.	Executive Session- *(Vote Required)*
		1. Non-Elected Personnel Matters
		2. Attorney Client Privilege
	V.	Affirmation or Revocation of Discipline- *(Vote Required)*
	W.	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

Attachment: 04-21-2025 Law Board Packet (15698 : Law Board Meeting Agenda)

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.

Attachment: 04-21-2025 Law Board Packet (15698 : Law Board Meeting Agenda)

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, April 21, 2025
12:00 p.m.

City Commission Chambers
1101 Poyntz Avenue
Manhattan, Kansas

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

Attachment: 04-21-2025 Law Board Packet (15698 : Law Board Meeting Agenda)

RILEY COUNTY POLICE DEPARTMENT
MONTHLY BUDGET STATUS REPORT

	December 31, 2024 as of March 31, 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	51,162.94	105,631.43	264.08%	84,397.97	-65,631.43	-164.08%
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**	**129,459.90**	**1,005,357.65**	**185.83%**	**901,047.59**	**-464,357.65**	**-85.83%**
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	46,806.31	714,474.54	264.62%	279,970.58	-444,474.54	-164.62%
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**	**54,062.42**	**1,152,230.78**	**142.78%**	**625,761.18**	**-345,230.78**	**-42.78%**
TOTAL NON-PERSONNEL COSTS		**3,426,900.00**	**389,389.70**	**4,904,420.10**	**143.12%**	**4,423,465.04**	**-1,477,520.10**	**-43.12%**
TOTAL EXPENDITURES		**26,937,092.17**	**400,417.35**	**27,771,476.86**	**103.10%**	**25,481,809.53**	**-834,384.69**	**-3.10%**

Attachment: 04-21-2025 Law Board Packet (15698 : Law Board Meeting Agenda)

Date Printed 4/10/2025

RILEY COUNTY POLICE DEPARTMENT
MONTHLY BUDGET STATUS REPORT

	March 31, 2025	Budget Authorization	Current Actual March	Actual-YTD 3 Months	% to date 25.00%	Last YTD Actual	Remaining 9 Months	% Balance 75.00%
01	Salaries-Full Time	18,145,731.89	1,427,019.45	4,332,596.73	23.88%	4,017,634.74	13,813,135.16	76.12%
02	Salaries-Part Time	125,000.00	11,264.22	35,224.29	28.18%	33,144.49	89,775.71	71.82%
03	Salaries-Overtime	491,762.00	50,326.38	148,123.12	30.12%	187,144.41	343,638.88	69.88%
TOTAL SALARIES		**18,762,493.89**	**1,488,610.05**	**4,515,944.14**	**24.07%**	**4,237,923.64**	**14,246,549.75**	**75.93%**
36	Kansas Police & Fire	2,693,538.00	209,415.12	693,245.53	25.74%	561,825.34	2,000,292.47	74.26%
37	KPERS	842,704.21	66,243.23	200,290.48	23.77%	179,741.59	642,413.73	76.23%
38	Social Security	749,097.43	58,195.10	176,156.72	23.52%	164,416.66	572,940.71	76.48%
39	Health Insurance	1,650,000.00	135,000.00	405,000.00	24.55%	360,000.00	1,245,000.00	75.45%
40	Workers Compensation Insurance	374,105.00	17,035.28	41,100.01	10.99%	37,807.62	333,004.99	89.01%
41	Unemployment Compensation	18,723.40	1,414.67	4,276.33	22.84%	4,042.88	14,447.07	77.16%
TOTAL EMPLOYEE BENEFITS		**6,328,168.04**	**487,303.40**	**1,520,069.07**	**24.02%**	**1,307,834.09**	**4,808,098.97**	**75.98%**
TOTAL PERSONNEL COSTS		**25,090,661.93**	**1,975,913.45**	**6,036,013.21**	**24.06%**	**5,545,757.73**	**19,054,648.72**	**75.94%**
04	Utilities	205,000.00	22,611.74	22,681.74	11.06%	15,861.33	182,318.26	88.94%
05	Insurance	420,000.00	0.00	559,542.92	133.22%	511,431.00	-139,542.92	-33.22%
06	Legal & Accounting	85,000.00	5,768.63	16,774.91	19.74%	18,407.45	68,225.09	80.26%
07	Training & Travel	108,000.00	9,323.05	13,259.11	12.28%	30,952.33	94,740.89	87.72%
08	Postage	7,400.00	1,104.26	1,321.40	17.86%	1,390.49	6,078.60	82.14%
09	Printing	7,500.00	92.02	92.02	1.23%	37.50	7,407.98	98.77%
10	Rentals-Maint Agreements	60,000.00	6,817.12	8,589.48	14.32%	10,866.32	51,410.52	85.68%
11	Building & Grounds	30,000.00	15,992.30	16,437.68	54.79%	4,129.49	13,562.32	45.21%
12	Equipment Repair & Maintenance	60,000.00	623.49	2,313.47	3.86%	6,929.31	57,686.53	96.14%
13	Vehicle Maintenance	100,000.00	31,176.20	36,037.01	36.04%	16,026.29	63,962.99	63.96%
14	Telephone Service	62,000.00	7,212.57	7,731.65	12.47%	8,751.48	54,268.35	87.53%
16	Medical Fees	15,000.00	3,434.00	6,684.00	44.56%	2,159.89	8,316.00	55.44%
19	Contractual Services-Computers	763,800.00	258,162.05	272,984.08	35.74%	233,365.86	490,815.92	64.26%
20	Other Contractual Services	277,080.00	31,568.37	64,993.47	23.46%	87,962.33	212,086.53	76.54%
TOTAL CONTRACTUAL SERVICES		**2,200,780.00**	**393,885.80**	**1,029,442.94**	**46.78%**	**948,271.07**	**1,171,337.06**	**53.22%**
17	Prisoner Food & Care	345,000.00	37,903.83	75,389.67	21.85%	82,161.13	269,610.33	78.15%
21	Community Services	12,000.00	27.28	27.28	0.23%	795.00	11,972.72	99.77%
22	Books, Subscriptions, Memberships	10,000.00	200.00	4,003.68	40.04%	1,054.95	5,996.32	59.96%
23	Uniforms & Accessories	40,000.00	9,765.37	13,218.33	33.05%	8,105.91	26,781.67	66.95%
25	Maintenance Supplies	19,500.00	871.71	2,078.11	10.66%	3,820.49	17,421.89	89.34%
26	Fuel & Lubrication	203,000.00	19,208.73	40,593.36	20.00%	36,384.57	162,406.64	80.00%
27	Vehicle Tires	17,000.00	0.00	0.00	0.00%	716.25	17,000.00	100.00%
28	Office Supplies	24,000.00	1,041.04	2,113.14	8.80%	1,826.77	21,886.86	91.20%
29	Replenishment Supplies	45,000.00	8,638.78	14,535.46	32.30%	6,522.83	30,464.54	67.70%
TOTAL COMMODITIES		**715,500.00**	**77,656.74**	**151,959.03**	**21.24%**	**141,387.90**	**563,540.97**	**78.76%**
30	Communications Equipment	10,000.00	92.85	92.85	0.93%	0.00	9,907.15	99.07%
31	Guns & Crime Equipment	60,000.00	527.95	23,307.75	38.85%	1,877.81	36,692.25	61.15%
32	Furniture	10,000.00	505.45	1,100.54	11.01%	2,621.98	8,899.46	88.99%
33	Office Equipment	400,000.00	42,259.99	42,262.98	10.57%	53,947.77	357,737.02	89.43%
34	Vehicles and Equipment	295,000.00	0.00	86,578.79	29.35%	18.99	208,421.21	70.65%
TOTAL CAPITAL OUTLAY		**775,000.00**	**43,386.24**	**153,342.91**	**19.79%**	**58,466.55**	**621,657.09**	**80.21%**
TOTAL NON-PERSONNEL COSTS		**3,691,280.00**	**514,928.78**	**1,334,744.88**	**36.16%**	**1,148,125.52**	**2,356,535.12**	**63.84%**
TOTAL EXPENDITURES		**28,781,941.93**	**2,490,842.23**	**7,370,758.09**	**25.61%**	**6,693,883.25**	**21,411,183.84**	**74.39%**

Attachment: 04-21-2025 Law Board Packet (15698 : Law Board Meeting Agenda)

Date Printed 4/7/2025

RILEY COUNTY POLICE DEPARTMENT
REPORT OF AVAILABLE BUDGET

	December 31, 2024 as of March 31, 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	105,631.43	0.00	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**	**1,005,357.65**	**0.00**	**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	714,474.54	0.00	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**	**1,152,230.78**	**0.00**	**1,152,230.78**	**85.17%**	**200,566.67**
TOTAL NON-PERSONNEL COSTS		**3,426,900.00**	**758,460.18**	**4,185,360.18**	**4,904,420.10**	**0.00**	**4,904,420.10**	**117.18%**	**-719,059.92**
TOTALS		**26,937,092.17**	**1,056,245.75**	**27,993,337.92**	**27,771,476.86**	**0.00**	**27,771,476.86**	**99.21%**	**221,861.06**

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RILEY COUNTY POLICE DEPARTMENT
REPORT OF AVAILABLE BUDGET

	March 31, 2025	Budget Authorization	Budget Credits	Total Spendable	Spent-YTD 3 Months	Encumbered	Total Used To Date	% Used To Date	Remaining Available
01	Salaries-Full Time	18,145,731.89	79,886.86	18,225,618.75	4,332,596.73	0.00	4,332,596.73	23.77%	13,893,022.02
02	Salaries-Part Time	125,000.00	0.00	125,000.00	35,224.29	0.00	35,224.29	28.18%	89,775.71
03	Salaries-Overtime	491,762.00	10,875.64	502,637.64	148,123.12	0.00	148,123.12	29.47%	354,514.52
TOTAL SALARIES		**18,762,493.89**	**90,762.50**	**18,853,256.39**	**4,515,944.14**	**0.00**	**4,515,944.14**	**23.95%**	**14,337,312.25**
36	Kansas Police & Fire	2,693,538.00	0.00	2,693,538.00	693,245.53	0.00	693,245.53	25.74%	2,000,292.47
37	KPERS	842,704.21	0.00	842,704.21	200,290.48	0.00	200,290.48	23.77%	642,413.73
38	Social Security	749,097.43	0.00	749,097.43	176,156.72	0.00	176,156.72	23.52%	572,940.71
39	Health Insurance	1,650,000.00	0.00	1,650,000.00	405,000.00	0.00	405,000.00	24.55%	1,245,000.00
40	Workers Compensation Insurance	374,105.00	0.00	374,105.00	41,100.01	0.00	41,100.01	10.99%	333,004.99
41	Unemployment Compensation	18,723.40	0.00	18,723.40	4,276.33	0.00	4,276.33	22.84%	14,447.07
TOTAL EMPLOYEE BENEFITS		**6,328,168.04**	**0.00**	**6,328,168.04**	**1,520,069.07**	**0.00**	**1,520,069.07**	**24.02%**	**4,808,098.97**
TOTAL PERSONNEL COSTS		**25,090,661.93**	**90,762.50**	**25,181,424.43**	**6,036,013.21**	**0.00**	**6,036,013.21**	**23.97%**	**19,145,411.22**
04	Utilities	205,000.00	0.00	205,000.00	22,681.74	0.00	22,681.74	11.06%	182,318.26
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	16,774.91	0.00	16,774.91	19.74%	68,225.09
07	Training & Travel	108,000.00	963.17	108,963.17	13,259.11	0.00	13,259.11	12.17%	95,704.06
08	Postage	7,400.00	163.55	7,563.55	1,321.40	0.00	1,321.40	17.47%	6,242.15
09	Printing	7,500.00	0.00	7,500.00	92.02	0.00	92.02	1.23%	7,407.98
10	Rentals-Maint Agreements	60,000.00	0.00	60,000.00	8,589.48	0.00	8,589.48	14.32%	51,410.52
11	Building & Grounds	30,000.00	68.21	30,068.21	16,437.68	0.00	16,437.68	54.67%	13,630.53
12	Equipment Repair & Maintenance	60,000.00	0.00	60,000.00	2,313.47	0.00	2,313.47	3.86%	57,686.53
13	Vehicle Maintenance	100,000.00	2.50	100,002.50	36,037.01	0.00	36,037.01	36.04%	63,965.49
14	Telephone Service	62,000.00	124.54	62,124.54	7,731.65	0.00	7,731.65	12.45%	54,392.89
16	Medical Fees	15,000.00	0.00	15,000.00	6,684.00	0.00	6,684.00	44.56%	8,316.00
19	Contractual Services-Computers	763,800.00	90.67	763,890.67	272,984.08	0.00	272,984.08	35.74%	490,906.59
20	Other Contractual Services	277,080.00	0.00	277,080.00	64,993.47	0.00	64,993.47	23.46%	212,086.53
TOTAL CONTRACTUAL SERVICES		**2,200,780.00**	**1,412.64**	**2,202,192.64**	**1,029,442.94**	**0.00**	**1,029,442.94**	**46.75%**	**1,172,749.70**
17	Prisoner Food & Care	345,000.00	2,418.66	347,418.66	75,389.67	0.00	75,389.67	21.70%	272,028.99
21	Community Services	12,000.00	0.00	12,000.00	27.28	0.00	27.28	0.23%	11,972.72
22	Books, Subscriptions, Memberships	10,000.00	0.00	10,000.00	4,003.68	0.00	4,003.68	40.04%	5,996.32
23	Uniforms & Accessories	40,000.00	5,942.25	45,942.25	13,218.33	0.00	13,218.33	28.77%	32,723.92
25	Maintenance Supplies	19,500.00	0.00	19,500.00	2,078.11	0.00	2,078.11	10.66%	17,421.89
26	Fuel & Lubrication	203,000.00	0.00	203,000.00	40,593.36	0.00	40,593.36	20.00%	162,406.64
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	2,113.14	0.00	2,113.14	8.80%	21,886.86
29	Replenishment Supplies	45,000.00	445.50	45,445.50	14,535.46	0.00	14,535.46	31.98%	30,910.04
TOTAL COMMODITIES		**715,500.00**	**8,806.41**	**724,306.41**	**151,959.03**	**0.00**	**151,959.03**	**20.98%**	**572,347.38**
30	Communications Equipment	10,000.00	0.00	10,000.00	92.85	0.00	92.85	0.93%	9,907.15
31	Guns & Crime Equipment	60,000.00	4,100.00	64,100.00	23,307.75	0.00	23,307.75	36.36%	40,792.25
32	Furniture	10,000.00	0.00	10,000.00	1,100.54	0.00	1,100.54	11.01%	8,899.46
33	Office Equipment	400,000.00	27,432.31	427,432.31	42,262.98	0.00	42,262.98	9.89%	385,169.33
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**	**31,532.31**	**806,532.31**	**153,342.91**	**0.00**	**153,342.91**	**19.01%**	**653,189.40**
TOTAL NON-PERSONNEL COSTS		**3,691,280.00**	**41,751.36**	**3,733,031.36**	**1,334,744.88**	**0.00**	**1,334,744.88**	**35.75%**	**2,398,286.48**
TOTALS		**28,781,941.93**	**132,513.86**	**28,914,455.79**	**7,370,758.09**	**0.00**	**7,370,758.09**	**25.49%**	**21,543,697.70**

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RILEY COUNTY LAW ENFORCEMENT AGENCY
LAW BOARD MEETING
City Commission Meeting Room
1101 Poyntz Avenue
March 17, 2025 12:00 p.m.
Minutes

Members Present:	Chairperson John Matta	Vice Chairperson Kathryn Focke
	Secretary Barry Wilkerson	Member Craig Beardsley
	Member Wes Maupin	Member Greg McKinley
Absent:	Member Kaleb James	Major Daryl Ascher
	Major Brad Ingalls	Major Brad Jager
Staff Present:	Director Brian Peete	Deputy Director Erin Freidline
	Major Mark French	Major Scott Hajek
	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.** Approve February 18, 2025 Law Board Meeting Minutes
- **B.** Approve 2024 & 2025 Expenditures/Credits
- **C.** 2025 Adjusted Financial Journal Entries- *(Review)*
- **D.** RCPD Related County Expenditures *(Review)*
- **E.** Riley County Jail Average Daily Inmate Population- *(Review)*
- **F.** Policy 41.3.9 – License Plate Recognition Systems and Security Cameras
- **G.** Reports- *(Review)*
  1. Monthly Crime Report
  2. Quarterly Review of Emergency Line Performance Measurements (COMM 2.5.3)
  3. Annual IA/AA Report (26.2.5)

Member McKinley addressed Policy 41.3.9 – License Plate Recognition Systems and Security Cameras, which was part of the Consent Agenda. He inquired whether it was a new policy or a revision.

Director Peete confirmed that it was a new policy.

Member McKinley requested the item be discussed as part of the General Agenda.

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A consensus among the board was reached to move the item to the end of the General Agenda for Law Board discussion.

Chairperson Matta had a question regarding the expenditure for the Daigle Law Group's supervisor command training. He asked for an explanation of that.

Major Steere explained that last year, the department enrolled several supervisors in an online training portal provided by the Daigle Law Group. This year, they participated in another online training through the same group, which has a good reputation for delivering quality training and conducting presentations nationwide. He added that last year, the training was conducted with sergeants and corporals. This year, a few more individuals may be enrolled to take it. The portal remains open for a year, allowing participants to work through the modules at their own pace.

Director Peete added that this initiative is part of the succession plan, recognizing that in law enforcement, leadership training opportunities typically don't occur until individuals reach the lieutenant or captain level. The goal is to provide leadership training in the beginning stages of the officer's careers.

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

IV. General Agenda:

H. Additions or Deletions: It was determined that an executive session was not needed.

I. Public Comment: None.

J. Fraternal Order of Police Lodge #17 Comments: Chris Combs, President of Fraternal Order of Police (FOP) Lodge #17, provided a brief update on Fake Patty's Day. He expressed gratitude to all the outside agencies that assisted, noting that everyone remained in good spirits. He shared that those he worked and interacted with were fairly positive throughout the day. He also thanked the Law Board for their continued support.

K. Board Member Comments: None.

L. Award Presentation:

1. RCPD Legacy Award Presentation: Deputy Director Freidline called Rusti Klym, Sonia Gregoire, DeVonna Cottrell, and Daniel Zoeller to the front of the room to join her and Director Peete. Each were presented with a Legacy Award in recognition of their exceptional dedication, longevity, and commitment to the RCPD. As the most senior professional staff members in their field, these employees exemplify steadfast service, deep institutional knowledge, and a lasting impact on the department's culture and success.

The Legacy Award is a distinguished honor reserved for those whose careers have been defined by loyalty, experience, and excellence. Through their years of service, these

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employees have become pillars of the organization, embodying the mission and values of the RCPD.

Director Peete and Deputy Director Freidline recognized the following Legacy Award recipients.

- Patrol Assistant Rusti Klym, who has served with the department since July 10, 2000.
- Police Officer Sonia Gregoire, who has served with the department since August 26, 2001.
- Dispatcher DeVonna Cottrell, who has served with the department since April 29, 2007
- Corrections Officer Daniel Zoeller, who has served with the department since May 9, 2010.

2. **Meritorious Service Award Presented to Detective Wesley Ulmer:** Director Peete and Deputy Director Freidline presented the Riley County Police Department Meritorious Service Award 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.

3. **Veterans of Foreign Wars Post 1786, 4th District Dispatcher of the Year Award Presented to Dispatcher II Ceaven Evans:** The Veterans of Foreign Wars (VFW) Post 1786 and the 4th District honored Dispatcher II Ceaven Evans as the District Dispatcher of the Year.

   District Commander Mike Riley introduced himself and acknowledged Manhattan Post Commander Crystal Reds' absence. He went on to state that Ceaven Evans was first recognized as Dispatcher of the Year by the Manhattan post and was later selected for the district honor. Due to delays, she had not yet received her plaque, which he formally presented. District Commander Riley highlighted the significance of this recognition, as Ceaven Evans nomination advanced through a competitive selection process among 20 posts.

M. National Public Safety Telecommunications Week Proclamation: Chairperson Matta read the National Public Safety Telecommunications Week Proclamation proclaiming that all citizens of Manhattan and Riley County observe the week of April 13th through April 19, 2025 as National Telecommunications Week, in honor of the men and women whose diligence and professionalism keep the

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city, county and citizens safe. Communications Center Manager (CCM) Tyler Siefkes along with Dispatchers Ceaven Evans and DeVonna Cottrell accepted the proclamation on behalf of the Department.

CCM Siefkes expressed his appreciation for working with a great team in dispatch, as illustrated by Ceaven Evans and DeVonna Cottrell, who were present. He also highlighted the communications center's significant achievement last year of becoming accredited through the Commission on Accreditation for Law Enforcement Agencies (CALEA).

CCM Siefkes acknowledged that RCPD is not the only dispatchers in town and took a moment to recognize the work of the dispatchers at the Kansas State University Police Department. He thanked the members of the Law Board and police department for their continued recognition, especially during National Public Safety Telecommunications Week.

N. Riley County Crime Incident Trend Analysis: Director Peete introduced Dr. Morgan Steele, Assistant Professor of the Criminal Justice Program at Fort Hays State University. Director Peete stated that, as the board is aware, the RCPD is a data-driven department. Data plays an important role in shaping department strategies, policies, and procedures. He noted that Dr. Steele is one of Kansas' leading experts on policing and data and will be delivering an unbiased presentation based on RCPD statistics.

Dr. Steele provided an overview of the report on crime trends in Riley County from 2014 to May of 2024. He focused on trends in 10 crime types, and highlighted patterns in violent crimes, disorder-based crimes, and property and vehicle incidents.

Dr. Steele found a slight increase in aggravated assaults (violent crime) since 2021 but noted it was not significant. He reported there were no consistent changes in rape, sexual offenses, or simple assaults since 2014. Notably, there was a substantial decrease in driving while intoxicated (DWI) and minor alcohol offenses, indicating safer and more responsible behavior in the community. Additionally, disorderly conduct incidents returned to normal post-COVID-19 restrictions. Larceny and vehicle burglaries showed a decline since the pandemic, and car accidents significantly dropped after 2021. These trends reflect the effectiveness of RCPD in addressing disorder and property crimes.

Dr. Steele stated that while violent crime has remained stable over the last decade, it is challenging to prevent serious violence through policing alone, particularly with the increasing population in Riley County and neighboring areas. These kinds of serious acts of violence require a very coordinated approach that is often very difficult for even the largest and most well-funded agencies to handle. Therefore, the fact that everything has remained consistent, even while society has gone through significant changes, speaks a lot about what the RCPD has been doing. Dr. Steele concluded by thanking Director Peete and RCPD staff for their cooperation and offered to answer any questions from the board.

Chairperson Matta commented that it was a good report and that it seems things are heading in the right direction. He noted that in the past, there was a perception that crime was rising, although that hasn't been the case recently. He acknowledged that there have been some gun-related and homeless issues, and while some people might feel there's something more going on, the statistics show that the community remains very safe. He praised the police department for their efforts in maintaining safety.

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O. Fake Patty's Day Overview: Director Peete shared preliminary Fake Patty's Day statistics with the Law Board and public. He thanked the employees of the police department, particularly Major Steere and Major Hajek, for their effective planning, which led to fewer participant and officer injuries.

Director Peete stated that for this year's St. Patrick's Day, calls for service totaled 503, which was a decrease of 30 from the previous year. The five-year average was 435.6. While calls for service increased slightly, there was a 5.6% reduction in calls compared to the previous year. Traffic stops and minor-related offenses (such as open containers) were the top calls for service, with 96 calls related to open containers and 74 traffic-related calls. There were 177 citizen-initiated calls, down from the five-year average of 190. The most common citizen complaints were parking issues, unwanted individuals, and noise. The highest concentration of calls occurred in the Aggieville boundary, particularly at night.

Regarding reports filed, excluding alcohol violations, 43 reports were filed this year, compared to the five-year average of 56.4. The top five offenses were found property, simple battery, possession of drugs, larceny, and disorderly conduct. Citations issued were up by 3.6% compared to last year, with 284 citations, primarily for open containers (110 citations). Parking on private property and trespassing also ranked highly.

Director Peete reported that custody arrests were down by 40% compared to the five-year average, with DUIs being the top arresting offense. There were six DUI arrests, five for other traffic violations, five for interference or obstruction of officers, and five related to minors in possession or consumption of alcohol. There were also four disorderly conduct incidents, and one arrest connected to an aggravated assault.

Director Peete thanked the department and especially the community, noting the strong support received this time around. He highlighted the department's transparent campaign through social media and public engagement, and said that, so far there have been no complaints from community members. He emphasized the goal is to ensure people enjoy themselves while doing so responsibly.

Chairperson Matta thanked Director Peete and the RCPD employees for their work. He stated that this year he did not receive any complaints or concerns via email, calls, or at City Commission meetings. He shared his own experience, mentioning that he was out in Aggieville early in the morning, walked the neighborhoods, and spent time there until late in the afternoon. While there were some instances of people getting out of hand, he observed that many attendees were enjoying the day. Officers mentioned that spreading people out helped reduce large crowds in one area, and some residents posted "No Trespassing" signs on their properties, which was helpful for officers in managing the crowd.

P. Aggieville Road Restrictions: Director Peete read the below statement he prepared in which he expressed gratitude for the opportunity to discuss RCPD's road restriction process with the Law Board, community stakeholders, and businesses. Director Peete emphasized RCPD's commitment to transparency, particularly in how it engages with the community and local businesses. He stressed the department's goal to strike a balance between ensuring public safety and enhancing the businesses in Aggieville.

> "I am grateful for this opportunity to openly discuss RCPD's road restriction process with the Law Board, our community, and all stakeholders. I also want to thank several of the businesses and their staff for their cooperation and support to our Aggieville officers. Over the last year and a half, we've strengthened ties and improved safety for patrons and each other.

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Road restrictions are RCPD's practice of restricting traffic coming into Aggieville, but allowing for vehicles already parked within its corridors to exit. During the night time when there are larger crowds, and/or if officers observe behaviors or incidents that give alarm to safety such as people falling into the streets, people walking in the streets to move around crowds and lines on sidewalks, consistent occurrences where people are have arguments that may spill into the streets, or when we witness repeated reckless or inattentive driving, officers have implemented these restrictions. Keeping in mind that often, traffic has already been significantly stalled where it takes ten or more minutes for vehicles to come into and exit out of Aggieville.

RCPD understands Aggieville's importance. For generations it has been, and will continue to be, a staple and tradition of entertainment. It draws families and visitors during the day and night, scores of young people get to "enhance" their "college experience," and Aggieville caters to the young soldiers and civilians of Ft. Riley of whom are on record saying that they want even more nightlife opportunities. A safe and thriving Aggieville increases the appeal and draw for soldiers to PCS into Ft. Riley, contributes to higher student enrollment at K-State, and supports business growth and revenue for the City and County. What our road restrictions are intended to avoid, is an environment where there are constant fights and violence, drug use, poisonings and overdoses, and DUIs and pedestrian injuries. Because of these restrictions - combined with new camera technology, we have prevented crime and, in some cases, reduced it, leading to an increased positive perception of safety in and around Aggieville. We acknowledge the closures may not be popular with some business owners and want to continue to work with the ABA to find compromise.

I ask for both positive and especially critical questions and feedback so that I and the department can fully comprehend all points of view. Until now, RCPD may have been operating off of incomplete feedback and information as we understood the adjustments we've made with implementing road restrictions were acceptable. Please allow me to give our insight as to how we've weighed the many considerations involved.

Emergency Vehicle Access:
Without road restrictions it is difficult for responding units, transport vehicles, and EMS and Fire Department personnel to assist assigned Aggieville officers and those in need during exigent circumstances.

Vehicles as Weapons:
RCPD does not have vehicle arresting barriers, and the current use of plastic barricades, rubber cones, and police cars are as not effective, nor is the current installed bollard system. Officers can respond sooner to neutralize any such vehicular threats with reduced bystander injury with road restrictions in effect.

Weapons in Vehicles:
Officers have first-hand accounts of intervening in or de-escalating situations where individuals have left the bars or the Aggieville area to retrieve weapons from their cars, then attempted to come back to the scene with the intent to use said weapons. Road restrictions increase the probability of officers observing concerning behaviors in time to stop them, as well as decreases the probability of

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incidents such as drive-bys. Having restricted roads also increases the number of safer egress routes for people to take in the unfortunate event a critical incident occurs.

Investments:
In efforts to overcome lower staffing numbers, to include not being able to assign more officers in entertainment districts, RCPD has dedicated cutting edge crime-fighting technology within Aggieville to the tune of over $78,000. RCPD also continues to maintain its substation in Aggieville. We also hope to work with businesses to jointly identify and procure more monies to continue adding to this technology.

Staffing:
As I discuss personnel, it is important to remember officers are needed outside of Aggieville to patrol the City and County so to respond to calls for service. A loss of control in Aggieville will mean the inability to respond to the many other calls for service or exigencies. This means it is critical that supervisors have the flexibility to implement road restrictions when they deem them necessary. RCPD has officers specifically assigned to Aggieville meaning they do not respond to other calls for service within the City or County. Assigning more officers would mean fewer officers available to respond during peak days and times. It would also bring significant increases in mandatory overtime which equates to a higher budget, and adds to reduced quality of life and increased burnout for officers. Adjusting current patrol schedules just to increase the numbers of officers solely devoted to Aggieville is ill-advised because our current scheduling maximizes overall officer availability for the entire county, allows for some proactive policing, and allows us to reliably schedule officer training. Lastly, any increased staffing within Aggieville would be best served for those officers to focus their attention on monitoring the crowds through foot or bike patrols, rather than providing traffic control. During peak days and hours, there could be thousands of people in Aggieville and officers need to prioritize observing these crowds. As I mentioned earlier, there have been numerous times where officers were able to stop incidents before they occurred, including this past Fake Patty's Day where officers intervened when an offender on the street pulled out and pointed a weapon at several people before being challenged and stopped by officers who were right there on-scene. This was because of our ability to assign officers to that specific location, with that specific focus, and at that specific time. This is not an isolated example. On that same night, officers were able to prevent a highly intoxicated offender from committing continued acts of domestic violence in an alleyway parking lot: another on-view event. Again, this was because these officers were free to walk the streets and alleyways rather than moving cars up and down the district. These interventions happen almost every night because officers have less distractions - allowing them to focus on people and their behaviors. I'll again drawn everyone's attention to this past Fake Patty's Day where staffing was increased six-fold: not including Alcohol and Beverage Control officers from the State, KHP patrols, or the addition of Corrections Staff and Police Service Aides in the substation. RCPD still did not have enough officers to both adequately control traffic and focus on crowds and calls for service within Aggieville. In addition to having to deal with the traffic and crowds, officers responded to several calls to trespass and remove individuals, as well as a battery against a security member at a bar.

Road restrictions also decrease the likelihood of people being hit by vehicles when there are excessive lines of patrons attempting to enter the bars. Patrons often line themselves three or four across making it impossible for others to use the sidewalks. Thus, people have resorted to walking

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in the streets which elevates safety risks. Also, we have witnessed tense situations where verbal and physical altercations took place because someone wasn't given enough space on a sidewalk, or inadvertently bumped into someone standing in a line. When vehicle or pedestrian-involved accidents do occur, multiple officers are moved from proactive foot patrols for one to two hours to render first aid, complete accident reports, work with EMS and Fire Department personnel, and to arrange and wait for tow service. By responsibly restricting traffic, the possibility of dealing with such incidents reduces. Should these traffic incidents occur within Aggieville, they often have even more of a negative impact on pedestrian and vehicular access and traffic than the simple initiation of a restriction.

My final note on staffing is to highlight what happens during bar close. There may be several officers assigned to Aggieville in the beginning of a shift, but more often than not, that number is reduced because some officers may have to stay with an arrestee inside of the substation and cannot leave, others may have to remove a disorderly patron from a business, or there may be an officer who responded to help a citizen in another capacity, or to assist EMS or Fire. This means, if we are lucky, we have at least two or three officers left to contend with monitoring streets and alleys during close. Imagine yourself in this situation: within three to five minutes, you and only a handful of others now have to contend with hundreds of people post party.

I've had previous discussions with the ABA on this matter and diligently worked with RCPD Chiefs, supervisors, and officers to hone restrictions into a safety solution. I believe our use of road restrictions has been measured responsibly, and contributed to overall operational success and community safety. Our goal is to be very responsive to, and cooperative with all businesses in Aggieville. We want our ABA partners to know our desire is to do what we can to help them meet their business goals and obligations to keep their staff and patrons safe. My assumption was our current restrictions struck an acceptable balance, but if I need to be corrected, I sincerely ask to be as I need for attendees and the public to give me their candid feedback and perspective. With that, I want to take this moment to remind the Board that RCPD will continue to offer our assistance to business owners in providing them with information on weapons detection technology, safety-related best practices, staff training, and technology to help with fake/altered ID."

Chairperson Matta asked about the frequency of the road restrictions, wishing to know how often they are implemented and what the triggering events are for deciding when to restrict the roads. He wanted to know if closures occur every Saturday night, or if there is a specific determining factor or plan in place for when these closures are put into effect.

Major Hajek explained that the standard procedure for road restrictions is to implement them on Friday and Saturday nights, starting at 11:00 p.m., and lifting them after bar closing, typically between 2:30 and 3:00 a.m. This practice has been in place from early September through the end of February, covering 35 Friday and Saturday nights. The restrictions are logged via radio, and on 34th of those nights, the restrictions were put in place within one to five minutes of 11:00 p.m., except for one weekend in October during Halloween, when the restrictions were enacted at 10:17 p.m. due to an unusually high volume of people in the streets and sidewalks. The road closures are generally scheduled for 11:00 p.m. on those nights but can be adjusted based on factors like when school is out of session or weather conditions, such as during the January blizzard when fewer people were out. Major Hajek also mentioned that Corporal Janelle

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Compagnone and Lieutenant Dan Bortnick, who are directly involved in the process each weekend, were available to answer specific questions about the procedure.

Chairperson Matta opened the floor to public comment.

Dennis Cook, Director of the Aggieville Business Association (ABA), inquired whether the Law Board received their letter. He expressed support for safety efforts but raised concerns about the impact of nighttime road closures on businesses. He noted that the closures, implemented every Friday and Saturday night, have negatively affected the perception of Aggieville's safety, even impacting daytime businesses. Prior to 2023, there were no road closures, but during the 2023 football season, Morrow and 12th Streets were closed unexpectedly. This was due to RCPD feeling overwhelmed rather than increasing manpower. Cook mentioned that for both game and non-game weekends, only six or seven officers were assigned to Aggieville, which he felt was insufficient given the busy nature of the area. Although there was an apology and assurance that the road restrictions would only occur under extreme circumstances, they continued through the football season. Ahead of the fall semester, a meeting was held where the decision was made to implement closures every Friday and Saturday night at 11:00 p.m., which Cook felt would address safety concerns but it led to unintended consequences, harming both daytime and nighttime businesses. He stated they desire more police presence, citing the French Quarter model in New Orleans, where officers are more visible and engaged with the community. Cook stated that he would prefer higher visibility and engagement with patrons rather than road closures, and requested the Law Board and RCPD reconsider making road closures a standard practice.

Rob Goode, owner of So Long Saloon and Taco Lucha, addressed the board, expressing concerns about the impact of road closures in Aggieville. He explained that the flashing police lights and street blockages create an unwelcoming environment, which contradicts the festive, accommodating atmosphere that Aggieville aims for. Goode referenced a meeting from October 2023 where police acknowledged that flashing lights were a detriment and possibly an overreaction. He provided the board with flash drives containing audio of the meeting that was recorded. He also pointed out that there is no clear trigger for the closures, other than they are scheduled for 11:00 p.m. on Fridays and Saturdays, regardless of the situation. Goode stated that managing crowds, particularly after football games, is a key part of doing business in the district, and the current road closures seem like an overreaction. He called for a balance and reconsideration of the arbitrary scheduling of street blockages.

Director Peete stated that when RCPD first implemented the road restrictions, the ABA raised concerns about the use of flashing lights. He clarified that RCPD has not been using flashing lights for several months.

Major Hajek added that flashing lights are only used in extreme situations or when there is a legitimate safety reason to do so. Otherwise, they have stopped using flashing lights.

Cam Ward, ABA Board Member and Aggieville Business Owner, addressed the Law Board, acknowledging the importance of safety while highlighting issues with the street restrictions, including police vehicles blocking streets, which creates a negative perception, discourages people from visiting, and negatively impacts businesses. He also raised concerns about safety and ride-share difficulties, making it challenging for patrons to safely get home. He also mentioned issues with the bollards that would be used

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to close the streets. Ward emphasized the importance of finding a better solution for both safety and business, including ensuring safe transportation for patrons after bar hours.

Scott Sieben, owner of Kite's in Aggieville, echoed the concerns previously mentioned, emphasizing that the core issue is confusion. Business owners and drivers alike are unclear about when changes are happening and where ride services can safely pick up customers. He expressed appreciation for the efforts being made and stressed that the safety of patrons and visitors remains a top priority. Sieben highlighted the need for clear, decisive communication and the timely installation of bollards instead of using police vehicles to restrict traffic. With upcoming construction on 12th Street, he noted that traffic will be limited regardless, making it even more important to prioritize these infrastructure updates.

Jason Hume with So Long Saloon, expressed confusion following a presentation by the RCPD regarding crime data, which indicated that crime levels have remained consistent over the past ten years. He questioned the basis for recent changes being implemented in Aggieville, pointing out a discrepancy between the data presented and the rationale for those changes. Hume asked specifically what data has been used over the last two years to justify the shift in approach.

Director Peete stated that he could go back and retrieve the requested data. While not fully prepared to answer in the moment, he emphasized that, anecdotally, there have been fewer incidents of violent crime in the Aggieville area. He also noted that law enforcement has successfully intervened in several situations that could have escalated into shootings, including during events like Fake Patty's Day.

Hume stated that is not reflected in the data that was presented earlier in the meeting.

Corporal Compagnone addressed the Law Board, explaining that she is currently assigned to the Aggieville Business District and regularly patrols the area from Wednesday through Saturday, 7 p.m. to 5 a.m. She shared that back in August, she advocated for the current road restrictions as a means of improving safety in this heavily populated area. The increased field of view provided by the restrictions allows officers to identify and respond to situations much earlier, often before incidents escalate or are even reported. While she acknowledged that using police vehicles to block access is not a long-term solution, she emphasized that it's the best temporary measure available to maintain these safety protocols.

Corporal Compagnone clarified that this is not a road closure, but a restriction, only affecting Morro Street and a portion of 12th Street between the north and south alleys of Morro, and for less than eight hours a week. Vehicles already on Morro are still able to exit; the restriction simply limits incoming traffic during these times. Compagnone described a recent example where, thanks to the unobstructed view, she was able to intervene in a developing situation between two bars before a call was made to dispatch.

Due to staffing demands, Corporal Compagnone and her partner often patrol the district alone until 11:30 p.m. or midnight during busy weekends because of staffing needs on the road, making visibility even more important. Compagnone stated that the goal is not to hurt businesses but to ensure the safety of patrons, bar staff, and officers. She noted that bar staff she interacts with regularly have expressed support for the road restrictions and added that she has not received the same complaints that everyone is hearing today.

Secretary Wilkerson shared a few remarks based on conversations he's had over the years with various agencies, including the RCPD and County Attorney's Office. He recalled one of the most heartbreaking

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moments, hearing from a mother whose son, a soldier who had survived combat deployments, was killed in Aggieville after a man retrieved a gun from his vehicle and shot him. She had come to America from Africa seeking safety, only to lose her son in Aggieville.

Secretary Wilkerson also referenced past incidents involving gun violence tied to bars in Aggieville, including one where over 40 shell casings were recovered, and another where a 16-year-old, who had been drinking underage, was shot and later died. At one point, due to repeated issues from just two or three bars, there were even discussions about Fort Riley declaring Aggieville off-limits to soldiers.

Secretary Wilkerson emphasized that most businesses in the district work well with law enforcement, but maintaining safety requires a collective effort. Wilkerson expressed his desire to support the local establishments while ensuring the area remains safe and welcoming. He called for continued open dialogue and collaboration toward a shared goal of a safe and friendly Aggieville, which is in everyone's best interest.

Chairperson Matta agreed on the importance of continuing the dialogue, emphasizing the need to work together toward a solution. He acknowledged that Aggieville has faced significant challenges, including ongoing construction, change of plans, and the loss of businesses. He stressed the importance of collaboration to keep the district viable and find a path forward that works for everyone.

Q. School Resource Officer Program & Evaluation of Cost Sharing Opportunities: Director Peete shared that he has been in discussions with USD 378 and 383 regarding School Resource Officer (SRO) funding, though he has not yet reached out to Rex and the School Board due to their different circumstances. Through those conversations, they've identified an average hourly rate of $64.75 for SROs, with overtime calculated at time and a half. He plans to continue conversations with the school districts and is waiting for some feedback from the them. Director Peete also noted that in a recent meeting with central region police chiefs, RCPD was the only agency fully funding its SRO program, whereas most others are funded entirely by the school districts or through a shared-cost model, which also includes training.

Chairperson Matta expressed appreciation for narrowing down the cost estimate, noting that the original figure was a bit of a sticker shock. He acknowledged the important point that RCPD is currently the only agency covering the full cost of the SRO program. Matta added that he thinks there is a good plan move toward a shared funding model, starting with a percentage-based approach to help ease into it and get things started.

Member McKinley shared that he spoke with USD 378 Superintendent Erin Flair, who noted that even a 50/50 funding split for the $135 full SRO rate would be difficult for Riley County schools, and likely impossible for USD 384, which is too small to afford. He emphasized that having SROs in schools benefits both students and RCPD by building positive relationships and trust. However, he noted that schools are only open about 70% of the year, and in North County, SROs are often pulled from schools during the day to respond to calls. They also miss days for training, making it hard to justify full funding when they're not present consistently, sometimes not even 50% of the time.

Chairperson Matta noted that previous discussions had touched on the idea of using an hourly rate.

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Director Peete explained that this has been an ongoing ask for several years now as they worked to find a practical solution. At the heart of it, the focus has been on how to share tax-funded assets in a way that doesn't overburden one agency while leaving the other unaffected. When he spoke with Dr. Flair, she shared several challenges they've faced.

Director Peete said the department's goal is to gather information and bring it back to the Law Board. Based on what he understands, the spirit of what he has been tasked with is to explore realistic and fair options and present them to the Law Board.

Director Peete said he and Dr. Flair also discussed the potential for partnerships, especially around federal and state grant opportunities. When she's looking at improvements like locks, cameras, or fencing, the question becomes: how can RCPD help? Whether it's working with community partners like the Knights of Columbus, they are exploring ways to offset costs.

Director Peete noted that Dr Flair was very cooperative, and the two had a clear understanding of the budget constraints she's working within. They even discussed a 50/50 cost-sharing split, then possibly narrowing that down to a quarter of that 50, given that officers aren't always present there. He added that if something like that were to come up, the department would bring the information back to the Law Board and say, 'Here's what we believe could be the fairest possible approach, if we want to continue exploring this as an option.' That was really the heart of those conversations. Director Peete added that he would report back to the board with any updates.

R. Policy 41.3.9 – License Plate Recognition Systems and Security Cameras: Member McKinley asked if this is a new policy, clarifying that he wasn't questioning the need for it, but was seeking an explanation. He asked whether the policy is related to plans for adding more cameras, license plate readers, or other equipment, and simply wanted to understand the purpose behind it.

Deputy Director Freidline explained that the initiative began when she was in investigations, and the department had the opportunity to partner with a company to install fixed license plate reader cameras in 2024. Additionally, an upgrade to their current contract now enables officers to read license plates while driving. As they gathered data from the fixed system, the intelligence section began using it to assist officers and detectives. With a solid baseline established, they developed a policy around the new technology, which is also part of their accreditation process. After several months of trial and error, the policy is now ready for presentation to the Law Board.

Member Beardsley expressed concern about the change from "must" to "should," noting that "must" carries a directive tone, while "should" implies a recommendation rather than a requirement. He asked if there was a specific reason for removing the word "must" from the policy.

Director Peete explained that the change from "must" to "should" was made to align with best practices and ensure there was no room for interpretation. He acknowledged that it was a good catch by the attorneys, and although the version provided to the board did not reflect this change (since it was distributed before the change), the policy has since been updated.

Chairperson Matta moved to approve item F with the following revisions:

- In section 3b(2), change the word *"should"* to *"must."*

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- In section 3b(4), in the sentence where the word *"must"* is crossed out and followed by *"should,"* remove *"should"* and restore *"must."*

Secretary Wilkerson seconded the motion. Chairperson Matta polled the board and the motion passed with Beardsley, Focke, Matta, Maupin, McKinley, and Wilkerson voting in favor, and no one voting against. The motion passed 6-0.

S. Executive Session: An executive session was not needed.

T. Adjournment: Member Beardsley moved to adjourn the meeting. Member Maupin seconded the motion. Chairperson Matta polled the board and the motion passed with Beardsley, Focke, Matta, Maupin, McKinley, and Wilkerson voting in favor, and no one voting against. The motion passed 6-0. The March 17, 2025 Law Board Meeting adjourned at 1:35 p.m.

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RILEY COUNTY POLICE DEPARTMENT **2025 EXPENDITURES** **APRIL 2025**

V #	VENDOR NAME	ACCT	DESCRIPTION	AMOUNT	
4001	ADP LLC	19	Payroll Services	5,561.85	
		19	Payroll Services	5,512.95	**11,074.80**
4002	The Arnold Group	20	Consulting Contract	7,500.00	**7,500.00**
4003	Arthur-Green Attorneys at Law	06	Legal Retainer	2,750.00	**2,750.00**
4004	Iron Insurance Partners	05	Surety Bond	100.00	**100.00**
4005	Bob Barker Co Inc	17	Inmate Supplies	1,141.20	
		17	Inmate Clothing	232.20	
		17	Inmate Supplies	101.69	
		17	Inmate Supplies	79.85	**1,554.94**
4006	Charm-Tex Inc	17	Inmate Supplies	292.80	**292.80**
4007	Clark, Mize, & Linville	06	Legal Fees	193.50	**193.50**
4008	Dickinson County Jail	17	Inmate Housing	2,790.00	**2,790.00**
4009	Krispy Clean Cleaners #1	20	Dry Cleaning	21.00	**21.00**
4010	Ecolab, Inc	20	Dishwasher Rental	200.00	**200.00**
4011	Economy Electric, Inc.	11	Electric Repair	169.16	**169.16**
4012	EMC Risk Services LLC	40	Stop Loss Fund	9,612.30	**9,612.30**
4013	Empower Flex	06	Admin Fees	1,252.75	**1,252.75**
4014	Evco Wholesale Food Corp	17	Inmate Food	2,344.80	
		17	Kitchen Supplies	275.25	
		17	Inmate Food	2,973.83	
		17	Kitchen Supplies	53.95	
		17	Inmate Food	2,245.28	
		17	Kitchen Supplies	94.28	
		17	Inmate food	2,052.40	
		17	Kitchen Supplies	201.05	**10,240.84**
4015	Express Employment Pros	20	Temp Jail Cook	974.73	
		20	Temp Jail Cook	981.60	
		20	Temp Jail Cook	981.60	
		20	Temp Jail Cook	981.60	
		20	Temp Jail Cook	981.60	**4,901.13**

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V #	VENDOR NAME	ACCT	DESCRIPTION	AMOUNT	
4016	Fuelman	26	Fuel	32.40	**32.40**
4017	Law Office of Michael Gillespie	06	Law Board Legal Fees	1,500.00	**1,500.00**
4018	Godfrey's	23	Uniforms	87.92	
		23	Uniforms	63.30	
		23	Uniforms	936.00	
		23	Uniforms	65.94	**1,153.16**
4019	Easy Ice LLC	20	Ice Maker	368.00	**368.00**
4020	INAalert	20	Camera Contract	150.00	**150.00**
4021	Interstate Glass Co.	13	Vehicle Repair	307.00	**307.00**
4022	Ka-Comm, Inc	13	Vehicle Repair	36.99	
		13	Vehicle Repair	105.00	
		13	Vehicle Repair	234.80	
		13	Vehicle Repair	35.00	
		13	Vehicle Repair	560.50	
		12	Contract	100.00	**1,072.29**
4023	Kansas Gas Service	04	Garage - Gas Utilities	48.40	
		04	LEC - Gas Service	5,927.72	
		04	Aggieville - Gas Utilities	150.09	**6,126.21**
4024	Konza Lab Inc	16	Employee Medical	590.00	
		16	Pre-Employment Medical	135.00	**725.00**
4025	Language Line Services	20	Translation Services	350.99	**350.99**
4026	LiftOff, LLC	19	Agency Microsoft Licensing	104,604.12	**104,604.12**
4027	Marta's & Son, Inc	20	LEC - Cleaning	2,466.00	**2,466.00**
4028	Midwest Rehabilitation Services	16	Employee Medical	100.00	
		16	Pre-Employment Medical	375.00	**475.00**
4029	MKC Headquarters	26	Fuel	16,721.54	**16,721.54**
4030	Kim (Hank) Nelson	20	Pre-Employment	1,500.00	
		20	Pre-Employment	1,500.00	**3,000.00**

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V #	VENDOR NAME	ACCT	DESCRIPTION	AMOUNT	
4031	Net@Work, Inc	19	Monthly Support	499.00	**499.00**
4032	N Zone Sportswear	23	Uniforms	95.52	
		23	Uniforms	107.94	**203.46**
4033	Office Plus	29	Replenishment Supplies	45.85	
		32	File Cabinet	156.28	
		28	Office Supplies	156.28	
		29	Replenishment Supplies	2,038.40	**2,396.81**
4034	Pathfinder, Inc	12	Equipment Repair	40.00	**40.00**
4035	Pawnee Mental Health Services	20	Co-Responder Contract	10,497.62	
		20	Co-Responder Contract	10,497.62	**20,995.24**
4036	Power DMS	19	Annual Subscription	8,561.27	**8,561.27**
4037	Priority Dispatch Corp	19	Annual Renewal	17,736.36	**17,736.36**
4038	Pur-O-Zone	12	Equipment Repair	241.46	**241.46**
4039	Quaker State Express Lube	26	Oil Change	42.00	
		26	Oil Change	75.00	
		26	Oil Change	42.00	
		26	Oil Change	42.00	
		26	Oil Change	37.00	
		26	Oil Change	37.00	
		26	Oil Change	42.00	
		26	Oil Change	37.00	
		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	**769.00**
4040	Riley County General Fund	14	SW Bell Plexar	187.00	**187.00**

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V #	VENDOR NAME	ACCT	DESCRIPTION	AMOUNT	
4041	Riley County Public Works	26	Fuel	498.54	
		26	Fuel	355.41	
		26	Fuel	324.29	
		26	Fuel	29.77	
		26	Fuel	323.34	**1,531.35**
4042	RCPD Health Plan	39	Health Insurance	135,000.00	**135,000.00**
4043	RCPD Workers Comp Reserve	40	Workers Comp Special Request	13,344.09	**13,344.09**
4044	R.K. Black	19	Annual Support - Docuware	3,746.95	**3,746.95**
4045	Secretary of State, Kansas	06	Notary	25.00	
		06	Notary	25.00	**50.00**
4046	Security Transport Services Inc	20	Extradition	1,747.48	**1,747.48**
4047	Waxie Sanitary Supply	25	Maintenance Supplies	91.21	
		29	Replenishment Supplies	192.26	
		29	Replenishment Supplies	396.18	**679.65**
4048	Carla Swartz	20	Pre-Employment	3,000.00	**3,000.00**
4049	Sysco Kansas City, Inc	17	Inmate Food	-32.95	
		17	Foam Trays	-52.99	
		17	Inmate Food	2,521.02	
		17	Kitchen Supplies	211.66	
		17	Inmate Supplies	391.00	
		17	Inmate Supplies	545.05	
		29	Replenishment Supplies	127.34	
		17	Inmate Food	-17.45	
		17	Inmate Food	3,257.92	
		17	Kitchen Supplies	22.99	
		17	Inmate Food	4,250.17	
		17	Inmate Supplies	124.90	
		17	Inmate Supplies	338.60	
		17	Inmate Supplies	57.85	
		17	Inmate Supplies	577.88	
		17	Inmate Supplies	323.61	
		29	Replenishment Supplies	178.42	
		17	Toilet Paper	-55.96	
		29	Replenishment Supplies	-13.99	
		17	Inmate Food	4,928.12	

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V #	VENDOR NAME	ACCT	DESCRIPTION	AMOUNT	
4049	Sysco Kansas City, Inc	17	Inmate Supplies	66.83	
		17	Inmate Supplies	68.49	
		17	Inmate Supplies	107.87	
		17	Inmate Food	-155.07	
		17	Inmate Food	5,276.45	
		17	Inmate Supplies	338.60	
		17	Inmate Supplies	34.95	
		17	Inmate Supplies	54.25	
		17	Inmate Supplies	539.95	
		17	Inmate Food	75.85	**24,091.36**
4050	Axon Enterprises Inc	19	Axon Credit	-520.00	
		19	Axon Credit	-8,780.06	
		19	Interview Rooms Contract	8,780.06	
		19	Jail Docking Stations Contract	282.05	
		19	ALPR Contract-Grant	20,515.84	**20,277.89**
4051	Wildcat Partners	13	Vehicle Maintenance	578.50	
		13	Vehicle Maintenance	637.00	
		13	Vehicle Maintenance	266.50	
		13	Vehicle Maintenance	331.50	**1,813.50**
4052	Transend	19	Email Migration- 50%	5,285.00	**5,285.00**
4053	US Foodservice	17	Inmate Food	1,121.37	
		17	Inmate Food	69.98	
		17	Inmate Food	1,171.62	
		17	Inmate Supplies	67.95	
		17	Inmate Food	199.61	
		17	Inmate Food	86.04	
		17	Inmate Food	997.97	
		17	Inmate Food	141.51	
		17	Inmate Food	721.39	
		17	Inmate Food	648.33	
		17	Inmate Food	72.18	**5,297.95**
4054	Wabaunsee RWD #2	04	Range - Water	41.50	**41.50**
4055	Wage Works Inc	06	Admin Services	154.38	**154.38**
4056	Washington County Sheriff	17	Inmate Housing	400.00	
		17	Inmate Housing	1,600.00	**2,000.00**

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V #	VENDOR NAME	ACCT	DESCRIPTION	AMOUNT	
4057	Waters True Value	29	Replenishment Supplies	44.95	
		25	Maintenance Supplies	3.98	**48.93**
4058	Evergy	04	LEC - Electric	10,625.35	
		04	Garage - Electric	31.99	
		04	Aggieville - Electric	64.03	**10,721.37**
4059	PEAC Solutions	10	Records Copier	727.28	
		10	Records Copier	602.28	
		10	Patrol Copier	266.00	
		10	Jail Copier	349.12	
		10	Evidence Copier	349.12	
		10	Dispatch & Investigation Copiers	949.45	
		10	Records Copier - April	975.35	
		10	Admin Copier	650.30	**4,868.90**
				Subtotal	**477,034.83**
4201	Adobe Systems Inc	19	Monthly Adobe	21.82	**21.82**
4202	Allegiant Technology	14	IP Flex Plan	1,038.54	
		14	IP Flex Plan	1,038.54	**2,077.08**
4203	Nationwide	06	Notary	50.00	**50.00**
4204	Amazon.com	13	Vehicle Repair	37.20	
		34	TAC Truck Supplies	34.57	
		28	Computer Supplies	116.49	
		32	Seating	32.73	
		28	Computer Supplies	39.72	
		29	Replenishment Supplies	328.80	
		32	Seating	36.88	
		28	Office Supplies	65.00	
		17	Inmate Supplies	30.36	**721.75**
4205	Apple ITunes Store	19	iCloud Storage	9.99	**9.99**
4206	Arrowhead Forensic Products	31	Crime Scene Supplies	1,102.93	
		29	Replenishment Supplies	60.43	**1,163.36**

Attachment: 04-21-2025 Law Board Packet (15698 : Law Board Meeting Agenda)

RILEY COUNTY POLICE DEPARTMENT **2025 EXPENDITURES** **APRIL 2025**

V #	VENDOR NAME	ACCT	DESCRIPTION	AMOUNT	
4207	Bluestem Electric Co-op Inc	04	Range - Electric	378.16	**378.16**
4208	Briggs	13	Vehicle Repair	3,822.79	
		13	Vehicle Repair	483.22	
		13	Vehicle Repair	-1.00	
		13	Vehicle Repair	460.48	
		13	Vehicle Repair	1,308.61	
		13	Vehicle Repair	1,821.55	**7,895.65**
4209	Burnett Automotive	27	Tires	620.20	
		13	Vehicle Repair	430.29	**1,050.49**
4210	Chewy.com	20	Animal Care	71.79	**71.79**
4211	City of Manhattan, Utilities	04	LEC - Water	4,045.00	
		04	LEC - Water fee	2.48	
		04	Aggiville - Water	55.30	
		04	Aggieville - Water Fee	2.48	**4,105.26**
4212	Cox Communications, Inc	19	LEC - Internet and Cable	2,366.43	
		19	Inmate Cable	210.95	**2,577.38**
4213	Dara's Fast Lane	26	Fuel	3.98	**3.98**
4214	Detectachem	29	Replenishment Supplies	100.85	**100.85**
4215	DigiCert	19	SSL Certificate Renewal	1,083.00	**1,083.00**
4216	Ebay	31	Gun Supplies	32.24	
		31	Gun Supplies	54.77	**87.01**
4217	FBI Nat'l Academy Associates	07	FBINAA Spring training Conf	150.00	**150.00**
4218	Ferguson Enterprises LLC #215	11	Plumbing Repair	83.32	**83.32**
4219	GMIS International	07	GMIS Int'l Annual Conf	199.00	**199.00**

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RILEY COUNTY POLICE DEPARTMENT **2025 EXPENDITURES** **APRIL 2025**

V #	VENDOR NAME	ACCT	DESCRIPTION	AMOUNT	
4220	Godfrey's	23	Uniforms	259.01	
		23	Uniforms	174.90	
		23	Uniforms	284.82	**718.73**
4221	Grainger	11	Plumbing Repair	154.92	**154.92**
4222	GT Distributors Inc	23	Uniforms	55.20	
		23	Uniforms	852.72	
		23	Uniforms	30.50	
		23	Uniforms	30.50	**968.92**
4223	Hertz - LAG Rentals LLC	20	HIDTA Car rental	650.00	**650.00**
4224	Home Depot	25	Maintenance Supplies	47.08	
		25	Maintenance Supplies	89.73	
		25	Maintenance Supplies	13.34	
		25	Maintenance Supplies	9.93	
		25	Maintenance Supplies	23.48	
		17	Inmate Supplies	114.43	
		28	Office Supplies	12.28	
		25	Maintenance Supplies	23.94	
		29	Replenishment Supplies	23.96	
		25	Maintenance Supplies	112.77	
		32	Standing Desk Concerter	144.99	**615.93**
4225	Howie's Trash Service	20	LEC -Trash Removal	843.00	**843.00**
4226	Insight Public Sector Inc	30	Ipad/Case	1,301.32	
		30	Apple Pencil pro	258.40	
		19	2 SQL Server licenses/software	13,485.08	**15,044.80**
4227	Int'l Assn of Chiefs of Police	22	Annual Membership	270.00	**270.00**
4228	International Plastics Inc	29	Replenishment Supplies	60.47	**60.47**
4229	KS Dept of Health/Environment	19	Permit	27.63	**27.63**
4230	Kansas Turnpike Authority	07	Tolls	27.52	**27.52**

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RILEY COUNTY POLICE DEPARTMENT **2025 EXPENDITURES** **APRIL 2025**

V #	VENDOR NAME	ACCT	DESCRIPTION	AMOUNT	
4231	Kiesler's Police Supply, Inc	23	Uniforms	737.85	**737.85**
4232	KU Edwards Campus	07	Building Resilience Training	50.00	**50.00**
4233	Line-X	34	Floor Liners	549.95	
		34	Seat Covers	1,185.00	**1,734.95**
4234	Loomly	19	Annual Subscription	300.00	**300.00**
4235	Lynn Peavey Company	29	Replenishment Supplies	44.11	**44.11**
4236	Manh Chamber of Commerce	07	Military Relations Luncheon	20.00	
		07	Military Relations Luncheon	20.00	
		07	Military Relations Luncheon	20.00	
		07	Military Relations Luncheon	20.00	
		07	Chamber Policy Breakfast	50.00	
		07	Chamber Policy Breakfast	25.00	
		07	Chamber Policy Breakfast	25.00	
		07	Chamber Policy Breakfast	25.00	**205.00**
4237	Manhattan Mercury	22	Subscription	38.85	**38.85**
4238	Menards	25	Maintenance Supplies	15.98	
		11	Plumbing Maint	120.80	
		13	Vehicle Repair	104.12	**240.90**
4239	Midwest Gun Works	31	Gun Supplies	14.49	**14.49**
4240	Old Arms of Idaho	31	Gun Supplies	25.00	**25.00**
4241	1000Bulbs.com	29	Replenishment Supplies	264.27	**264.27**
4242	Paddle.com	19	Renewal	169.99	**169.99**

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RILEY COUNTY POLICE DEPARTMENT **2025 EXPENDITURES** **APRIL 2025**

V #	VENDOR NAME	ACCT	DESCRIPTION	AMOUNT	
4243	P-Card Misc Vendors	07	KDIAI Annual Conf	200.00	
		07	Laws of Leadership Training	21.32	
		07	LELA Command School	275.64	
		07	Cellebrite Certified Analyst	334.15	
		07	Hacking HR Series	159.00	
		20	Extradition	2,017.95	
		20	Extradition	278.11	
		07	SAFE Training	249.31	
		07	KCJIS Conference	132.23	
		07	KLEAP Training Conf	408.08	
		07	Intergov Luncheon	15.00	
		07	Child Abuse Invest.	395.00	
		07	FBI LEEDA Supervisor Leadership	49.80	
		07	KDIAI Annual Conf	100.00	
		07	CAB Luncheon	45.00	
		07	NDTC De-escalation Training	97.34	
		07	NDTC De-escalation Training	97.34	
		07	NDTC De-escalation Training	97.34	
		07	Law Enforce. Leadership Academy	377.48	
		20	Annual Fee	20.00	
		07	IADLEST Conference	584.98	
		07	EMD/EFD Recert	93.00	
		07	Enhanced Caller Mgmt	290.00	
		07	KJIS Annual Conf	132.23	**6,470.30**
4244	Pitney Bowes Global Financial	10	Meter/Scale	421.74	**421.74**
4245	Pro Copy Inc	10	Copiers	954.87	**954.87**
4246	PSCAN	22	Annual Membership	50.00	**50.00**
4247	Reconyx	20	Monthly Cell phone and images	115.00	**115.00**
4248	reMarkable	33	Monthly License	2.99	**2.99**
4249	Riley County Treasurer	13	Vehicle Maintenance	12.95	**12.95**
4250	Showfire Displays	21	RCPD Backdrop	390.55	**390.55**
4251	Sirchie Finger Print Lab	29	Replenishment Supplies	42.92	**42.92**

Attachment: 04-21-2025 Law Board Packet (15698 : Law Board Meeting Agenda)

RILEY COUNTY POLICE DEPARTMENT **2025 EXPENDITURES** **APRIL 2025**

V #	VENDOR NAME	ACCT	DESCRIPTION	AMOUNT	
4252	Staples Advantage	28	Office Supplies	16.41	
		28	Office Supplies	-15.68	
		29	Replenishment Supplies	151.78	
		28	Computer Supplies	541.44	
		28	Office Supplies	541.44	
		28	Office Supplies	-514.04	
		29	Replenishment Supplies	32.35	
		29	Replenishment Supplies	292.79	**1,046.49**
4253	T38 Fax	14	Fax	15.00	
		14	Fax	14.00	**29.00**
4254	Target	17	Inmate Good	19.89	
		29	Replenishment Supplies	11.76	**31.65**
4255	Terminix	11	Range - Pest Control	198.00	
		11	LEC - Pest Control	72.84	**270.84**
4256	TLOxp	20	Access	301.60	**301.60**
4257	T-Mobile US Inc	14	Patrol Car Phones	43.65	**43.65**
4258	Tri-Tech Forensics	29	Replenishment Supplies	361.99	**361.99**
4259	Twin Valley Telephone, Inc	14	Riley Substation - Phone	54.63	
		19	Riley Substation - Internet	87.99	**142.62**
4260	ULINE	32	Office Chair	160.36	**160.36**
4261	UPS	08	Shipping	38.19	
		08	Shipping	0.76	
		08	Shipping	28.45	
		08	Shipping	18.94	
		08	Shipping	0.95	**87.29**
4262	USA Clean	25	Maintenance Supplies	67.00	**67.00**
4263	Verizon Wireless	14	MDT's and staff wireless	4,475.72	**4,475.72**

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RILEY COUNTY POLICE DEPARTMENT **2025 EXPENDITURES** **APRIL 2025**

V #	VENDOR NAME	ACCT	DESCRIPTION	AMOUNT	
4264	Walgreen's	17	Inmate Medical	39.99	**39.99**
4265	Waters True Value	25	Maintenance Supplies	1.14	
		25	Maintenance Supplies	1.14	**2.28**
4266	Werkz	23	Uniforms	220.00	**220.00**
4267	WTC	19	Aggieville - Internet	80.00	
		19	LEC - Internet	335.95	**415.95**
				Subtotal	**61,194.97**
				Total	**538,229.80**

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Chair, Riley County Law Enforcement Agency

Attachment: 04-21-2025 Law Board Packet (15698 : Law Board Meeting Agenda)

Riley County Police Department
Net Changes from 3/1/2025 to 3/31/2025
Cash Receipts Report

From Year-Period [2025 - 03] To [2025 - 03]
From Account No. [600100-00] To [640902-00]

Account Number	Description	March	YTD
600100-00	Manhattan	1,901,485.25	5,704,455.75
600200-00	Riley County	0.00	1,426,114.00
610110-00	Copy Fees-Discovery, etc.	0.00	595.00
610112-00	Copy Fees-Records	879.13	2,151.20
610113-00	Fingerprint Fees-Records	1,122.51	3,159.11
	Budget:	**1,903,486.89**	**7,136,475.06**
620900-01	Misc Reimbursements-salaries	17,890.60	22,317.86
620900-07	Misc Reimbursements-training	963.00	963.17
620900-08	Misc Reimbursements-postage	55.92	163.55
620900-11	Misc Reimbursements-building & grounds	25.83	68.21
620900-13-130	Misc Reimbursements-vehicles	0.00	2.50
620900-14	Misc Reimbursements-phone	41.52	124.54
620900-17-170	Misc Reimbursements-jail	13.39	2,403.99
620900-19	Misc Reimbursements-Computer svc	0.00	90.67
620900-29	Misc Reimbursements-Supplies	445.50	445.50
620900-31	Misc Reimbursements-crime eq	4,100.00	4,100.00
620950-17-170	Misc Reimbursements-inmate medical	14.67	14.67
630500-01	Special Alcohol Funds-Salaries	22,000.00	22,000.00
630600-33	COPS Grants-equipment	0.00	27,432.31
631500-23	Bulletproof Vest Program	0.00	5,942.25
632600-03	HIDTA Grant-OT	1,799.03	8,287.72
632700-03	STEP Grant-OT	2,587.92	2,587.92
632800-01-415	VOCA 2024 Grant Reimb	0.00	21,308.00
632800-01-416	VOCA 2025 Grant Reimb	7,388.00	14,261.00
	Budget Credits:	**57,325.38**	**132,513.86**
640902-00	Prior year Restitution	3,704.80	3,704.80
	Non Budget Credits:	**3,704.80**	**3,704.80**
	Total:	**1,964,517.07**	**7,272,693.72**

24 accounts printed

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Riley County Police Department - Journal Entries

From Account No. [ ] To [ZZZZZZZZZZ]
From Fiscal Prd [2025-03] To [2025-03]
For Source Code [GL-JE]

Acct #/Reference	Description	Date	Year	Prd	Code	Debits	Credits
700101-01-456	Salaries-Full Time VOCA Grant 2025 Match						
Salary March	M Mosher	3/31/2025	2025	03	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 March	M Mosher	3/31/2025	2025	03	GL-JE		7,111.00
	Total: Regular Salaries------INVEST'N					**0.00**	**7,111.00**
700122-01-416	VOCA Grant Salaries 2025						
Salary March	M Mosher	3/31/2025	2025	03	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:		Approved by:					
743700-37	KPERS						
March KPERS	M Mosher	3/31/2025	2025	03	GL-JE		761.00
	Total: KPERS					**0.00**	**761.00**
743700-37-416	KPERS - VOCA Grant 2025						
March KPERS	M Mosher	3/31/2025	2025	03	GL-JE	609.00	
	Total: KPERS - VOCA Grant 2025					**609.00**	**0.00**
743700-37-456	KPERS - VOCA Grant Match 2025						
March KPERS	M Mosher	3/31/2025	2025	03	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:		Approved by:					
743800-38	Social Security						
March SS	M Mosher	3/31/2025	2025	03	GL-JE		441.00
	Total: Social Security					**0.00**	**441.00**
743800-38-416	Social Security - VOCA Grant 2025						
March SS	M Mosher	3/31/2025	2025	03	GL-JE	353.00	
	Total: Social Security - VOCA Grant 2025					**353.00**	**0.00**
743800-38-456	Social Security - VOCA Grant Match 2025						
March SS	M Mosher	3/31/2025	2025	03	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:		Approved by:					
743810-38	Medicare Tax						
March Medicare	M Mosher	3/31/2025	2025	03	GL-JE		103.00
	Total: Medicare Tax					**0.00**	**103.00**
743810-38-416	Medicare Tax- VOCA Grant 2025						
March Medicare	M Mosher	3/31/2025	2025	03	GL-JE	82.00	

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Riley County Police Department - Journal Entries

From Account No. [ ] To [ZZZZZZZZZZ]
From Fiscal Prd [2025-03] To [2025-03]
For Source Code [GL-JE]

Acct #/Reference	Description	Date	Year	Prd	Code	Debits	Credits
	Total: Medicare Tax- VOCA Grant 2025					**82.00**	**0.00**
743810-38-456	Medicare Tax- VOCA Grant Match 2025						
March Medicare	M Mosher	3/31/2025	2025	03	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:		Approved by:					
743900-39	Health Insurance						
March Health Ins	M Mosher	3/31/2025	2025	03	GL-JE		644.00
	Total: Health Insurance					**0.00**	**644.00**
743900-39-416	Health Insurance - VOCA Grant 2025						
March Health Ins	M Mosher	3/31/2025	2025	03	GL-JE	515.00	
	Total: Health Insurance - VOCA Grant 2025					**515.00**	**0.00**
743900-39-456	Health Insurance - VOCA Grant Match 2025						
March Health Ins	M Mosher	3/31/2025	2025	03	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:		Approved by:					
744000-40	Workers Comp Insured deductibles						
March WC	M Mosher	3/31/2025	2025	03	GL-JE		167.00
	Total: Workers Comp Insured deductibles					**0.00**	**167.00**
744000-40-416	Workers Comp - VOCA Grant 2025						
March WC	M Mosher	3/31/2025	2025	03	GL-JE	134.00	
	Total: Workers Comp - VOCA Grant 2025					**134.00**	**0.00**
744000-40-456	Workers Comp - VOCA Grant Match 2025						
March WC	M Mosher	3/31/2025	2025	03	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:		Approved by:					
744100-41	Unemployment Compensation						
March Unemploy Ins	M Mosher	3/31/2025	2025	03	GL-JE		7.00
	Total: Unemployment Compensation					**0.00**	**7.00**
744100-41-416	Unemployment Compensation - VOCA Grant 2025						
March Unemploy Ins	M Mosher	3/31/2025	2025	03	GL-JE	6.00	
	Total: Unemployment Compensation - VOCA Grant 2025					**6.00**	**0.00**
744100-41-456	Unemployment Compensation - VOCA Grant Match 2025						
March Unemploy Ins	M Mosher	3/31/2025	2025	03	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:		Approved by:					

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Program Name-GLLT34 Thru MARCH | RILEY COUNTY | Date. 4/01/25 Page. 147
Version Date- 3/21 Year 2025 | Fund Summary of Revenue/Expense | Time.14.15.37
Percent of Year 25.0%

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	1,930.50	3,466.51		.00
402		Investment Interest	R	.00	.00	1,488.03		.00
		Department Revenue.. #142		.00	1,930.50	4,954.54 *		.00
		Total Revenue Fund.... 168		.00	1,930.50	4,954.54 **		
		Total Trans. IN Fund.. 168		.00	.00	.00 **		
		Total Rev. & Trans. .. 168		.00	1,930.50	4,954.54 **		
		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.....	4,954.54
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.....	131,259.15 ***

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

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Program Name-GLLT34 Thru MARCH | RILEY COUNTY | Date. 4/01/25 Page. 148
Version Date- 3/21 Year 2025 | Fund Summary of Revenue/Expense | Time.14.15.37
Percent of Year 25.0%

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	.00	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	.00	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	.00	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.

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Program Name-GLLT34 Thru MARCH | RILEY COUNTY | Date. 4/01/25 Page. 151
Version Date- 3/21 Year 2025 | Fund Summary of Revenue/Expense | Time.14.15.37
Percent of Year 25.0%

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

Obj	Prj	Description	Kind	Budget $	M-T-D	Y-T-D	%	Remaining
Department. 0 Not Designated								
180		Distr - Real Current	R	5,820,795.00	118,666.55	3,398,244.89	58.38	2,422,550.11
182		Distr - Oil & Gas Curr.	R	.00	10.19	531.98		.00
184		Distr - P.P. Current	R	.00	2,769.73	35,394.31		.00
190		Distr - 16/20M Trucks Cur	R	3,066.00	84.51	2,389.58	77.94	676.42
193		Distr - Watercraft Cur	R	3,174.00	348.03	2,218.10	69.88	955.90
181		Distr - Real Delq.	R	.00	15,487.26	41,670.45		.00
185		Distr - P.P. Delq.	R	.00	1,647.66	2,145.79		.00
192		Distr - 16/20M Trucks Del	R	.00	73.95	73.95		.00
194		Distr - Watercraft Del	R	.00	254.83	256.83		.00
102		Distr - Motor Vehicle Tax	R	386,202.00	33,169.88	117,859.04	30.52	268,342.96
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	211.13	870.27	24.18	2,728.73
130		Distr - Commercial Veh	R	16,400.00	3,154.87	3,335.75	20.34	13,064.25
191		Distr - TIF Adjustment	R	.00	690.48-	54,233.38-		.00
Department Revenue.. # 0				6,241,859.00	175,188.11	3,555,274.49 *		2,712,424.44
Department.171 RCPD Operations								
Department.416 HD-KCCTF								
Total Revenue Fund.... 173				6,241,859.00	175,188.11	3,555,274.49 **	56.96	
Total Trans. IN Fund.. 173				.00	.00	.00 **		
Total Rev. & Trans. .. 173				6,241,859.00	175,188.11	3,555,274.49 **		
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	2,925.00	24.38	9,075.00	.00	9,075.00
2330		Transportation Servic	3,000.00	.00	.00		3,000.00	.00	3,000.00
2480		Repair/Maint Build/Gr	150,000.00	9,001.36	35,691.01	23.79	114,308.99	.00	114,308.99
2650		Physician Fees	300,000.00	26,229.27	104,389.62	34.80	195,610.38	.00	195,610.38
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	36,205.63	1,569,119.63	25.39	4,610,336.37	.00	4,610,336.37

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 B

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Program Name-GLLT34 Thru MARCH | RILEY COUNTY | Date. 4/01/25 Page. 152
Version Date- 3/21 Year 2025 | Fund Summary of Revenue/Expense | Time.14.15.37
Percent of Year 25.0%

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	36,205.63	1,569,119.63	25.39	4,611,086.37	.00	4,611,086.37	*
Expense & Transfers# 171			6,180,206.00	36,205.63	1,569,119.63					
Department.416 HD-KCCTF										
Total Expenditures Fund 173			6,180,206.00	36,205.63	1,569,119.63	25.39	4,611,086.37	.00	4,611,086.37	**

SUMMARY for - Fund 173 RCPD Levy/Op

Beginning Year Balance.....	4,290.32
YTD Revenue.....	3,555,274.49
YTD Reported Expenses.....	1,569,119.63-
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.....	1,990,445.18 ***

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.

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RILEY COUNTY POLICE DEPARTMENT
Report Submission

Assigned Tracking # **25-059**

To:	Director Peete
Thru:	Deputy Director Freidline *Noted. EF 4/4/25*
From:	Major Mark French
Position:	Commander **Division:** Jail
Report Title:	Monthly Inmate Population Report
Rpt Freq./Year:	2024
Policy #:	N/A
Date:	March 31, 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.

	2015	2016	2017	2018	2019	2020	2021	2022	2023	2024	2025
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	123.9
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	123.6

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Monthly Report

March 2025

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

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

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Data Disclaimer

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

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

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

Attachment: 04-21-2025 Law Board Packet (15698 : Law Board Meeting Agenda)

RILEY COUNTY POLICE DEPARTMENT
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Part I Crime

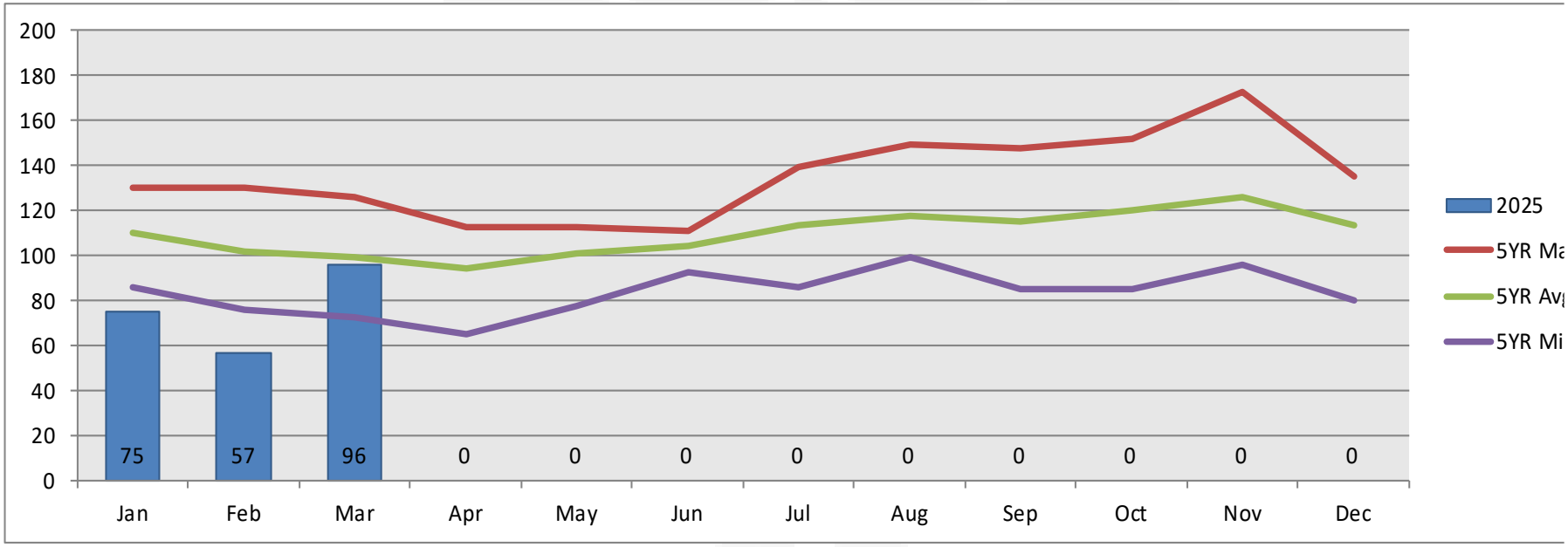
Offense Codes: 0100-0810

All Data As Of:	4/1/25 12:00 AM

	Mar	Year to Date	Yearly Total
2020	84	344	1493
2021	120	317	1420
2022	95	303	1154
2023	126	347	1321
2024	73	249	1202
2025	96	228	
% Change	+31.5%	-8.4%	-20.0%
Yearly Total Projection:			961

- Part I crime in March 2025 was 3.6% below the 5 year average.
- Compared to March 2024, there was a 31.5% increase, however, last year was the lowest recorded number of Part I crimes in the last 5 years.
- In March, Part I violent crime was slightly above the 5 year average while Part I property crime was slightly below average.

**This report is based on Primary offense only.*



	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	De
2020	130	130	84	65	113	107	139	125	148	152	173	12
2021	121	76	120	111	104	106	114	149	127	123	156	11
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	11
2024	86	90	73	83	78	93	106	104	122	124	108	13
2025	75	57	96									

Includes Part 1 crimes that were the primary offense only.

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RILEY COUNTY POLICE DEPARTMENT
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Part 1 Violent Crimes

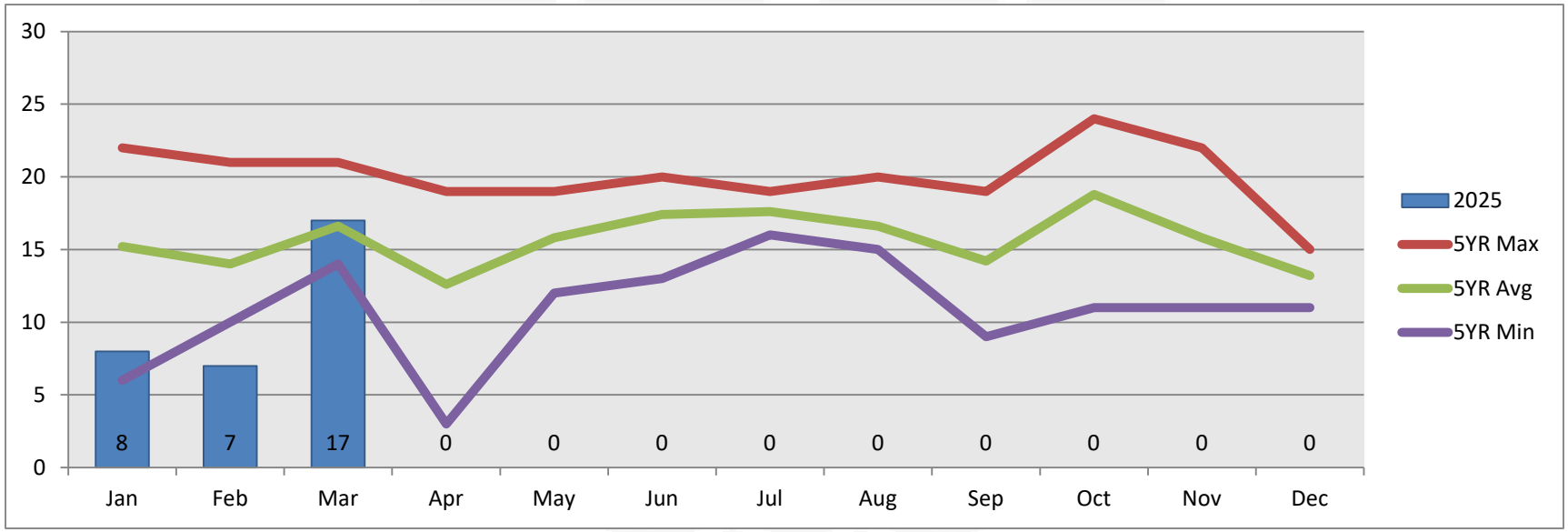
Offense Codes: 0100-0440

All Data As Of:	4/1/25 12:00 AM

- March 2025 was 2.4% above the 5 year average for Part I violent crime.
- There were 11 aggravated assaults / batteries, 6 rapes, 0 robberies, and 0 homicides reported during March 2025.

**This report is based on Primary offense only.*

	Mar	Year to Date	Ye
2020	14	53	197
2021	16	50	198
2022	21	38	183
2023	18	50	182
2024	14	38	179
2025	17	32	
% Change	+21.4%	-15.8%	-26.5%
Yearly Total Projection:			132



	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	15	22	11	15
2025	8	7	17									

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

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RILEY COUNTY POLICE DEPARTMENT
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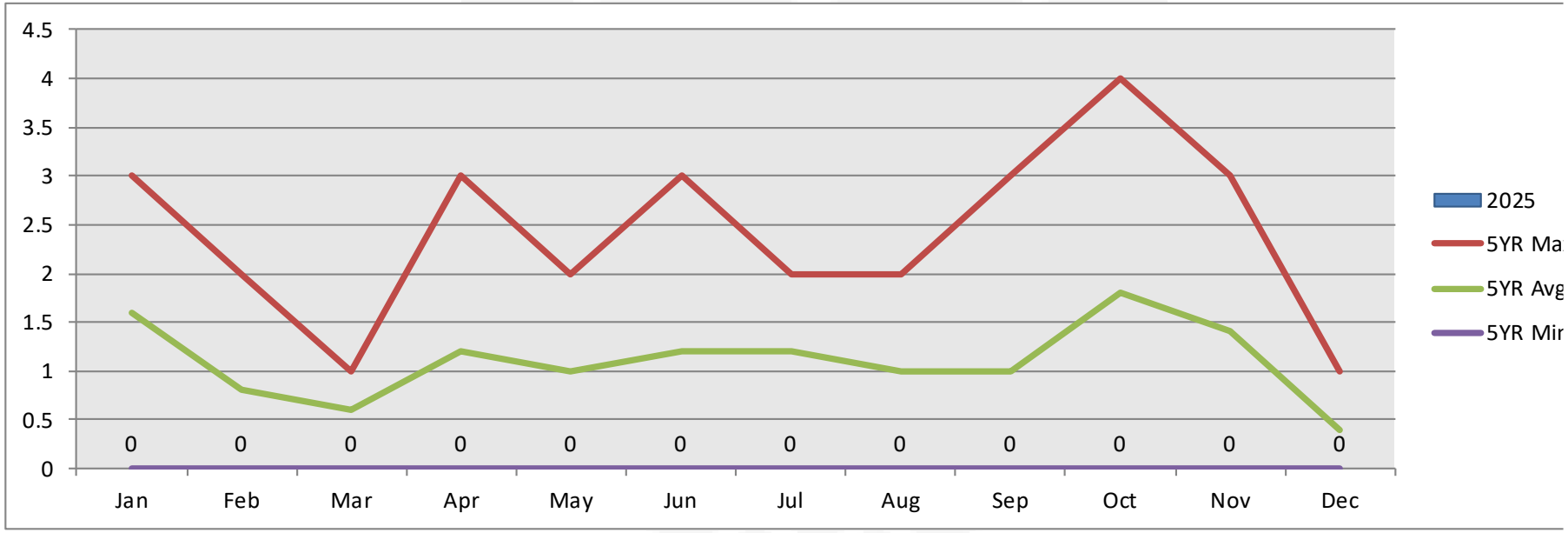
Robbery

Offense Codes: 0310

All Data As Of:	4/1/25 12:00 AM

➢There were no robberies reported in March 2025 which is 100% below the 5 year average.

	Mar	Year to Date	Ye
2020	1	4	17
2021	0	3	18
2022	1	1	11
2023	1	4	10
2024	0	3	10
2025	0	0	
% Change	N/A	-100.0%	-100.0%
Yearly Total Projection:			0



	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	2	0	1	0	1	0	0	0	3	1	1
2025	0	0	0									

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RILEY COUNTY POLICE DEPARTMENT
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Aggravated Assault and Battery

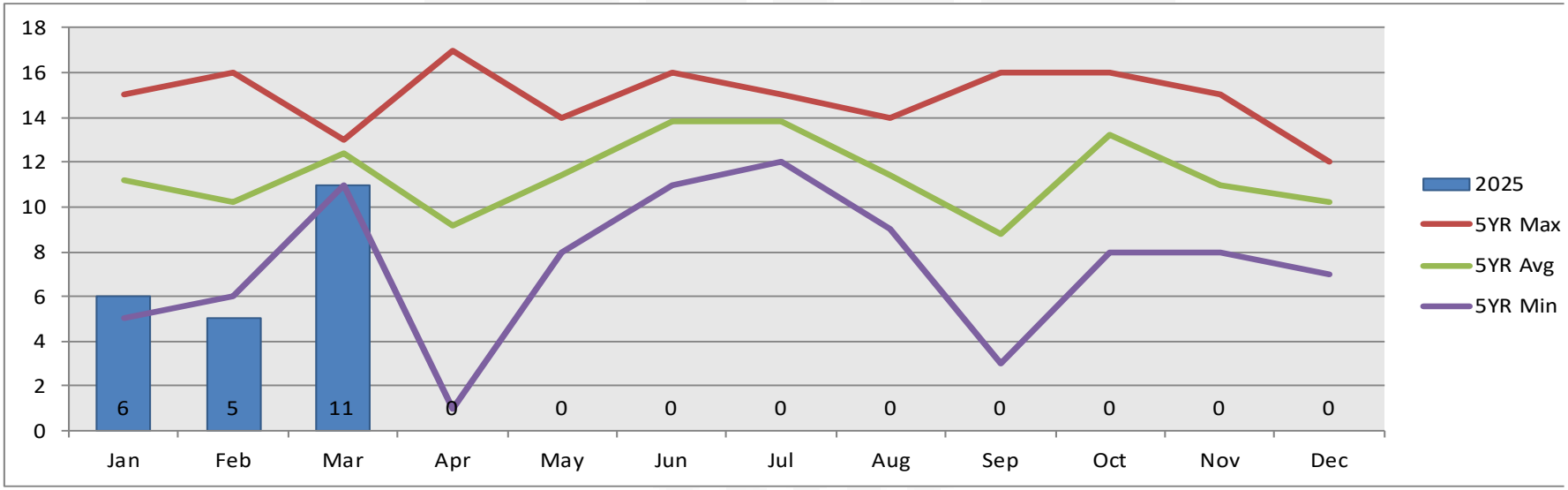
Offense Codes: 0410-0440

All Data As Of:	4/1/25 12:00 AM

	Mar	Year to Date	Yearly Total
2020	12	43	145
2021	13	39	145
2022	11	22	130
2023	13	37	134
2024	13	28	129
2025	11	22	
% Change	-15.4%	-21.4%	-30.6%
Yearly Total Projection:			90

- There were 8 aggravated batteries and 3 aggravated assaults reported during the month of March. This is 11.3% below the 5 year average.
- 4 of the incidents in March were domestic.
- As of 4/9/2025, there were arrests in 8 of the 11 incidents.

**This report is based on Primary offense only.*



	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	8	13	11	8	15	12	13	9	13	8	12
2025	6	5	11									

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

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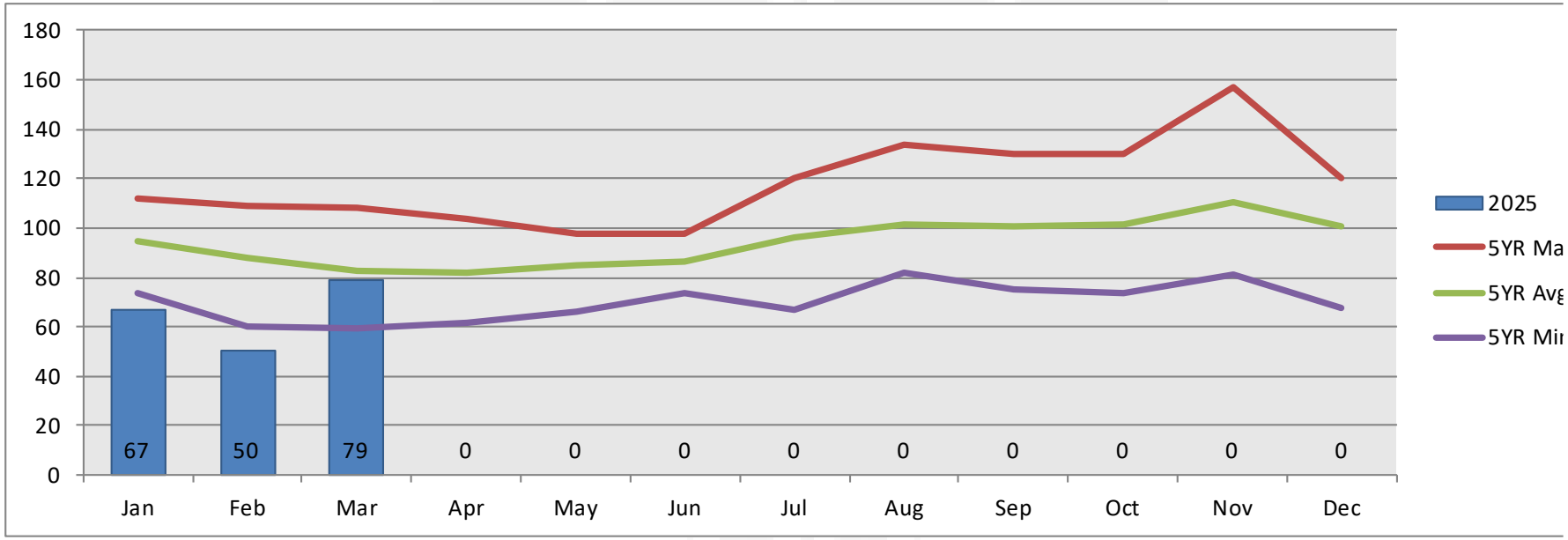
Part I Property Crime

Offense Codes: 0500-0810

All Data As Of:	4/1/25 12:00 AM

- For March, Part I property crime was 4.8% below the 5 year average.
- The property crime for March 2025 included 6 burglaries, 5 larcenies from motor vehicle, 0 auto thefts, and 0 arson incidents. The rest of the incidents were other larcenies (68 incidents).

	Mar	Year to Date	Yearly Total
2020	70	291	1296
2021	104	267	1222
2022	74	265	971
2023	108	297	1139
2024	59	211	1023
2025	79	196	
% Change	+33.9%	-7.1%	-19.0%
Yearly Total Projection:			828



	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	74	78	59	69	66	74	89	88	107	102	97	120
2025	67	50	79									

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

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RILEY COUNTY POLICE DEPARTMENT
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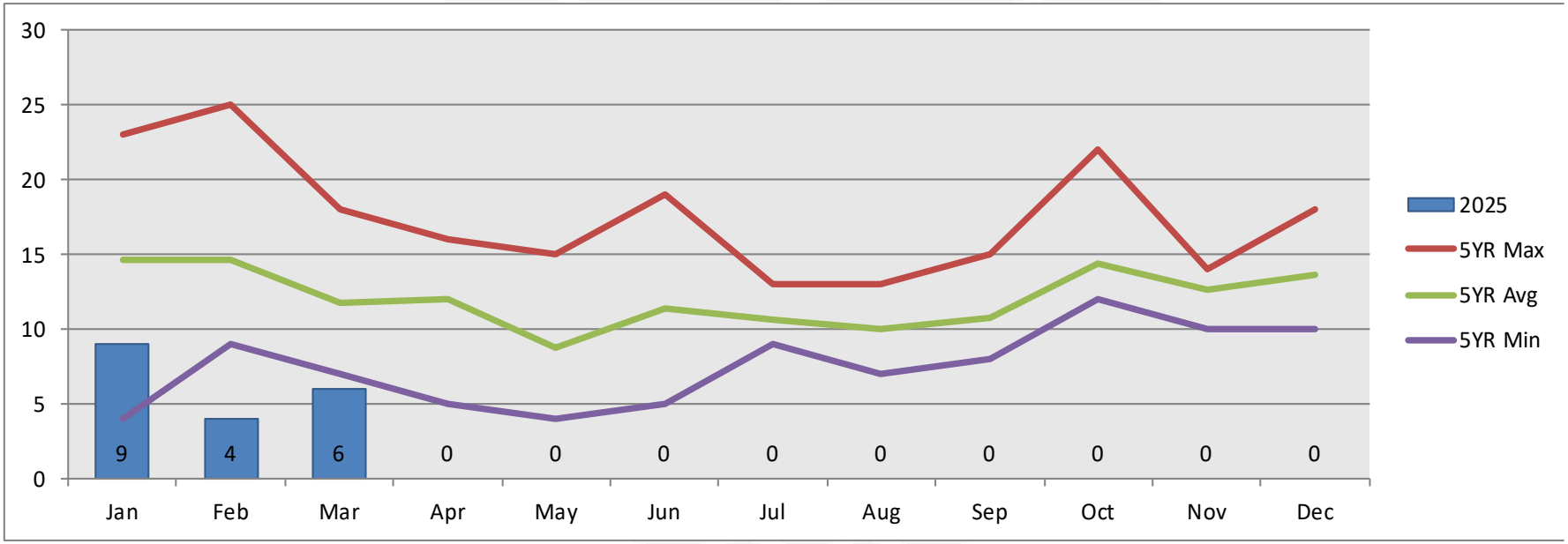
Structural Burglary

Offense Code: 0510

All Data As Of:	4/1/25 12:00 AM

- Structural burglaries were 49.2% below the 5 year average for March, the lowest in the last 5 years.
- All 6 of the burglaries were residential: 3 domestic related, 2 reports of past incidents, and 1 active burglary.
- All 6 of the burglaries occurred in Manhattan.

	Mar	Year to Date	Year
2020	14	57	174
2021	18	46	157
2022	7	48	150
2023	12	33	136
2024	8	21	109
2025	6	19	
% Change	-25.0%	-9.5%	-36.7%
Yearly Total Projection:			69



	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	9	8	5	4	10	13	7	11	12	14	12
2025	9	4	6									

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RILEY COUNTY POLICE DEPARTMENT
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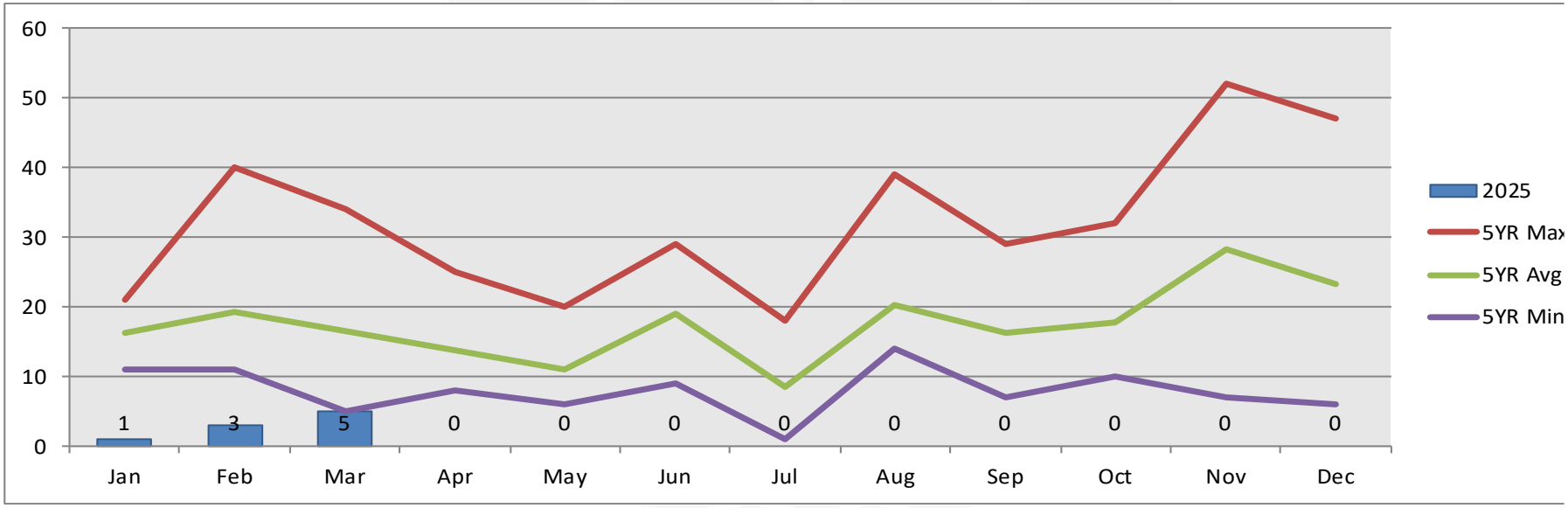
Vehicle Burglary

Offense Code: 0640

All Data As Of:	4/1/25 12:00 AM

- March 2025 was 69.9% below the 5 year average for vehicle burglary, matching last year's 5 year low.
- There were 2 incidents with signs of forced entry.

	Mar	Year to Date	Yearly Total
2020	7	38	255
2021	27	60	255
2022	10	40	121
2023	34	95	234
2024	5	28	188
2025	5	9	
% Change	0.0%	-67.9%	-81.1%
Yearly Total Projection:			35



	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	5									

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RILEY COUNTY POLICE DEPARTMENT
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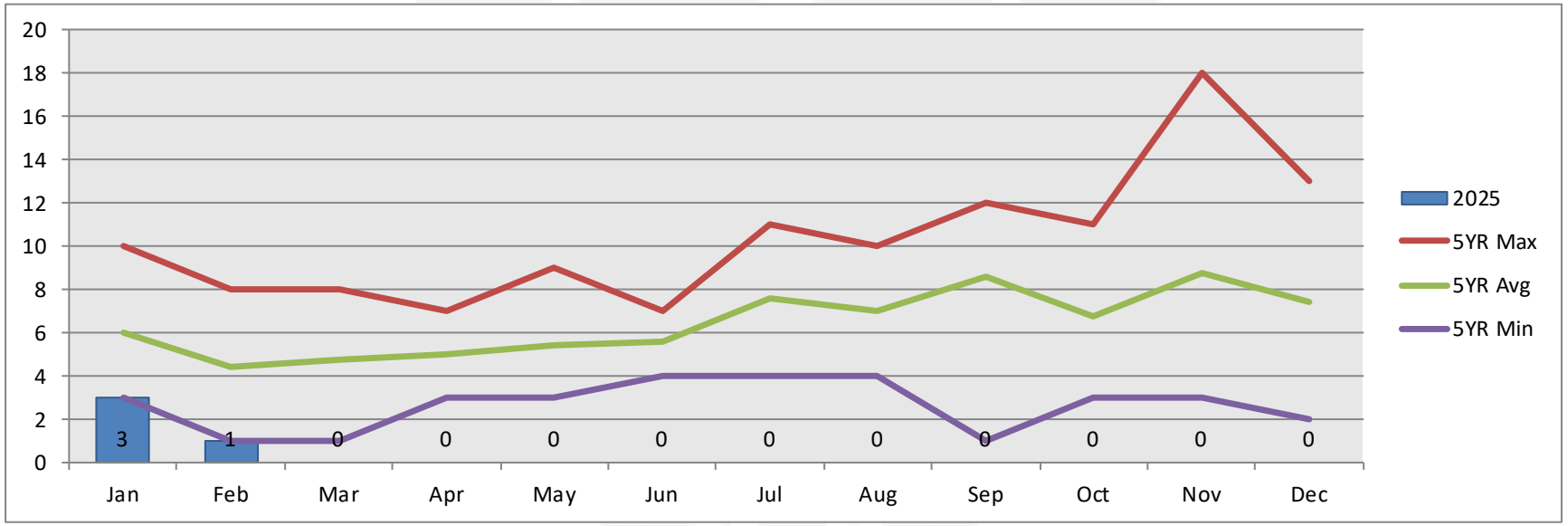
Motor Vehicle Thefts

Offense Code: 0710

All Data As Of:	4/1/25 12:00 AM

➢There were no motor vehicle thefts reported in March 2025.

	Mar	Year to Date	Yearly
2020	3	13	96
2021	6	16	85
2022	8	19	67
2023	6	17	65
2024	1	11	74
2025	0	4	
% Change	-100.0%	-63.6%	-73.4%
Yearly Total Projection:			20



	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	9	9	5	8
2025	3	1	0									

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RILEY COUNTY POLICE DEPARTMENT
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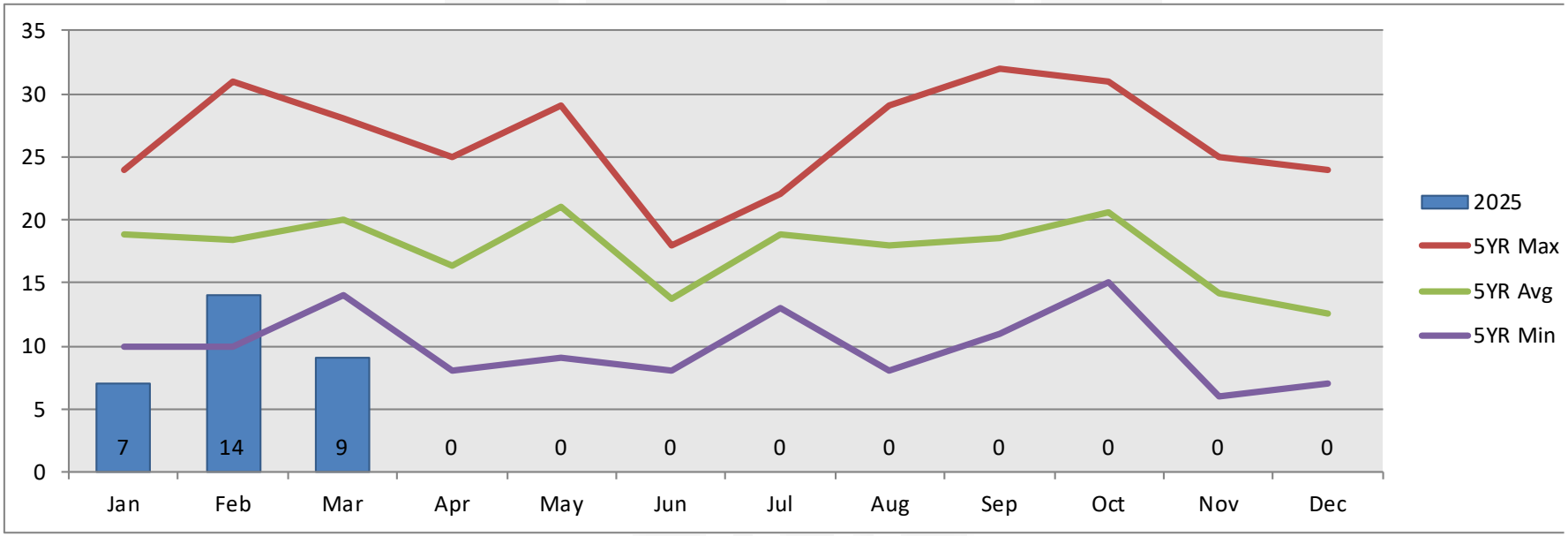
DUIs

Offense Code: 2110

All Data As Of:	4/1/25 12:00 AM

➢The number of DUIs for March 2025 was 55.0% below the 5 year average for March; a 5 year low.

	Mar	Year to Date	Ye
2020	14	48	168
2021	26	53	191
2022	18	47	208
2023	28	83	282
2024	14	55	207
2025	9	30	
% Change	-35.7%	-45.5%	-46.3%
Yearly Total Projection:			111



	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	9									

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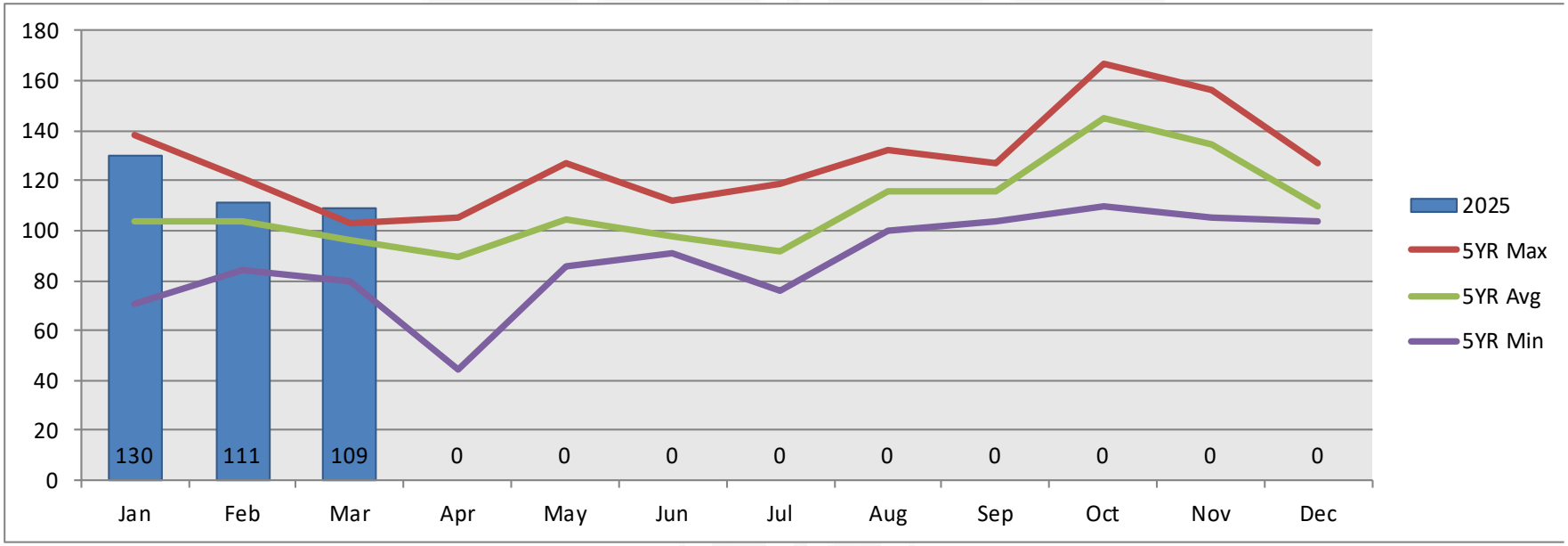
Traffic Accidents

Offense Codes: 5000-5139

All Data As Of:	4/1/25 12:00 AM

- The number of traffic accidents in March 2025 was 13.8% above the 5 year average.
- This is the highest number of accidents in March in the past 5 years.

	Mar	Year to Date	Yearly Total
2020	96	327	1220
2021	103	258	1314
2022	103	303	1283
2023	80	272	1263
2024	97	356	1457
2025	109	350	
% Change	+12.4%	-1.7%	+3.5%
		Yearly Total Projection:	1508



	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	109									

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RILEY COUNTY POLICE DEPARTMENT
To reduce crime and improve the quality of life for the citizens we serve

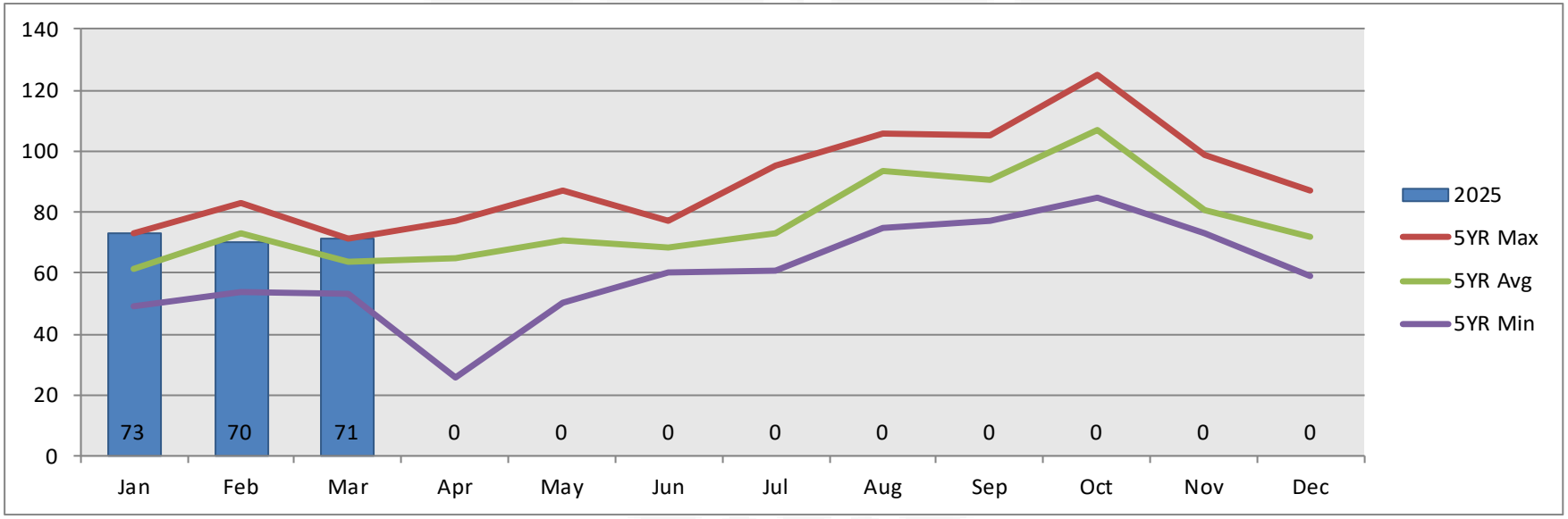
Preventable Traffic Accidents

Offense Codes: 5000-5139

All Data As Of:	4/1/25 12:00 AM

- The number of preventable traffic accidents in March 2025 was 11.3% above the 5 year average.
- This is one of the highest 5 year averages, both last year and this year.
- Numbers may change as data entry corrections continue (as of 4/9/2025).

	Mar	Year to Date	Yearly Total
2020	60	214	855
2021	67	170	965
2022	68	200	897
2023	53	194	891
2024	71	212	980
2025	71	214	
% Change	0.0%	+0.9%	+0.8%
Yearly Total Projection:			988



	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	70	71			50.						

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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

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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).

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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.

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Application: 5980848154

Tim Schuck - tschuck@rileycountypolice.org
KASFR - Annual Report 2024

Summary

ID: 5980848154

Kansas Asset Seizure and Forfeiture Annual Financial Report

Completed - Jan 27 2025

KASFR - Annual Financial Report

Calendar Year

2024

ORI:

KS0810000 RILEY COUNTY PD

Agency Information

Mailing Address	1001 S Seth Child Rd
City	Manhattan
State	Kansas
Zip	66502

STATE FORFEITURE

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State - Beginning account balance as of January 1 ($):

Please make sure this matches the previous year's submitted ending balance.

184702.43

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State - Total year's deposits of forfeited currency ($):

This field **SHOULD** include the following:

- Any currency that was **forfeited in 2024 and deposited in 2024**. (Note, if you had currency that was forfeited in 2024 but wasn't physically deposited in 2024, please report that under "**Forfeited Currency not yet Received or Deposited by Dec 31**." It is important that all forfeited currency is accounted for in order to determine compliance. ***NOTE: This field must include the **GROSS** forfeited currency as reported on the KASFR Incident Report, which should match the total amount of cash that was forfeited before any costs or fees are deducted. If you had any costs or fees, those should be reported under "**Total Cost of Forfeiture Action**." By doing this, the account should still balance regardless of whether those fees were either paid from this account or paid before the forfeited currency was deposited.
- Any currency that was received and deposited from another agency as **shared proceeds** from a currency forfeiture that received the forfeiture disposition in 2024. (If it was from a prior year's forfeiture, it should be reported under "**Other Deposits.**" If it is shared proceeds from selling forfeited property, it should be reported under "**Proceeds from Selling Forfeited Property**.")
- Any currency deposited from doing a **settlement** with the owner/possessor.

This field **SHOULD NOT** include:

- Currency that was forfeited in a prior year, but deposited in 2024 (See "**Other Deposits**")

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- Currency that was received from selling forfeited property (See "**Proceeds from Selling Forfeited Property**")

0

State - Interest income ($):

9639.07

State - Proceeds from sale of forfeited property ($):

Total of all deposits to your state forfeiture fund from selling forfeited property, regardless of when it was forfeited.

0

State - Other Deposits

Total of all other deposits to your state forfeiture fund. This could include:

- Grant reimbursement
- Forfeited currency from a previous reporting period.
- Administrative fees

*Please note, this should ONLY include deposits related to civil forfeiture.

0

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State - Other deposits - Describe

Please describe what the other deposits as reported in previous question were for, including the dollar amounts.

Please note, this should ONLY include deposits related to civil forfeiture.

For example:

$1500 - Vest grant reimbursement

$2500 - Forfeited currency from 2022 forfeiture case

0

State - Drug Tax

Total of any drug tax deposited in your state forfeiture fund.

0

Total Deposits

$9639.07

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Expenditures from the special law enforcement trust fund/forfeiture fund ($):

Refer to K.S.A. 60-4117 for acceptable use of state civil forfeiture funds

State - LE operations (A)	6000
State - Evidence purchase funds (A)	0
State - Overtime (A)	0
State - Training expenses (B)	6824.42
State - Building & Facilities (C)	0
State - Law enforcement equipment (D)	0
State - Vehicles (D)	0
State - Joint LE/Non-LE use (E)	0
State - Administrative/multi-use equipment (E)	0
State - Professional services (F)	0
State - Travel Expenses (G)	0
State - Employee/Partner/Citizen recognitions (H)	0
State - Prevention/awareness programs (I)	0
State - Grant match (J)	0
State - Transfers to other LE agencies (K)	0

Total cost of forfeiture action: Safekeeping, publication, plaintiff's attorney fees, etc.

Total of all fees paid from forfeiture fund for forfeiture action

0

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Drug Tax Expenditures

Total drug tax revenue that was spent out of this fund.

*Note, drug tax revenue is not civil forfeiture money, therefore the spending of this money should be reported separately from the state forfeiture expenditure categories above.

0

Total year's expenditures ($):

12824.42

State - Ending account balance as of December 31 ($):

181517.08

Difference ($):

If there is a difference other than $0.00, please review the information entered thus far for accuracy. The Kansas Bureau of Investigation will use this difference to determine if an agency meets substantial compliance. If your account balances, you should see a difference of $0.00.

$0.00

State - Estimated value of property converted to agency use ($):

Total property that is forfeited and converted to agency use during the reporting period. Please note that this also includes property awarded to your agency that has not yet been sold.

0

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State - Firearms destroyed ($):

Total estimated value of all civil forfeiture related firearms destroyed during reporting period.

0

Forfeited currency not yet received or deposited by December 31 ($):

Total value of currency that was forfeited during the reporting period but not physically deposited by the end of the year due to an ongoing criminal case, shared proceeds not yet received, or any other reason. ***This value should not be included in your ending balance.**

0

PENDING STATE FORFEITURE

This holding account is used to track currency from the point it was seized through disposition. Even if you do not have an actual pending account, you should still report seized currency as if it were in an account. To assist with reporting this, we have added some explanations for each field below.

Pending - Beginning account balance as of January 1 ($):

The total of any seized currency that had not yet been forfeited as of January 1, 2024.

Please make sure this number matches the Pending ending account balance on the previous year's Annual Report.

0

Pending - Total year's deposits ($):

The total amount of currency that was seized in 2024, regardless of whether it was also forfeited in 2024 or not.

0

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Pending - Interest income ($):

Any interest accrued, if applicable.

0

Pending - Total year's transfers ($):

The total amount of currency that received a disposition in 2024 and is no longer pending forfeiture as of December 31, 2024.

0

Pending - Ending account balance as of December 31 ($):

The total seized currency that as of December 31, 2024 had not yet received a disposition.

0

Difference ($):

If there is a difference other than $0.00, please review the information entered thus far for accuracy. The Kansas Bureau of Investigation will use this difference to determine if an agency meets substantial compliance. If your account balances, you should see a difference of $0.00.

$0.00

Property Pending State Forfeiture:

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Pending - Estimated value of property held as of December 31 ($):

Total estimated value of all property that had not received a forfeiture disposition by December 31, 2024.

0

FEDERAL FORFEITURE

Federal - Beginning account balance as of January 1 ($):

Please ensure that the number entered in this field matches the Federal ending account balance from the previous year.

116018.19

Federal - Total year's deposits of forfeited currency ($):

Please note: Any currency deposited that was received from selling federally forfeited property should not be included here. (See "**Proceeds from sale of forfeited property**.")

3723.52

Federal - Interest income ($):

6562.90

Federal - Proceeds from sale of forfeited property ($):

Total of all deposits to your federal forfeiture fund from selling federally forfeited property.

0

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Federal - Other Deposits ($):

Total of all other deposits to your federal forfeiture fund. This could include deposits such as grant reimbursement (related to a forfeiture), administrative fees, etc. Please note, this should ONLY include deposits related to federal civil forfeiture.

0

Federal - Other Deposits - Describe:

Please describe what the other deposits as reported in previous question were for, including the dollar amounts. Please note, this should ONLY include deposits related to civil forfeiture.

For example:
$1500 - vest grant reimbursement
$1000 - administrative fee

0

Federal - Total Deposits

$10286.42

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Expenditures from the federal forfeiture fund ($):

Refer to the U.S Department of Justice's Guide to Equitable Sharing, Use of Shared Funds, for acceptable use of state civil forfeiture funds

Federal - Law enforcement operations and investigations (a)	0
Federal - Evidence purchase (a)	0
Federal - Training and education (b)	0
Federal - Law enforcement, public safety and detention facilities (c)	0
Federal - Law enforcement equipment (d)	0
Federal - Vehicles (d)	0
Federal - Joint law enforcement/public safety operations (e)	0
Federal - Contracting for services (f)	0
Federal - Law enforcement travel and per diem (g)	0
Federal - Law enforcement awards and memorials (h)	0
Federal - Drug, gang and other education or awareness programs (i)	0
Federal - Matching grants (j)	0
Federal - Support of community-based programs (k)	0
Federal - Non-categorized expenditures/other	0
Federal - Transfers to other participating LE agencies (With appropriate Waiver)	0
Federal - Salaries (Appropriate Exception Required)	0
Federal - Overtime (Appropriate Exception Required)	0

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Federal - Total year's expenditures:

0.00

Federal - Ending account balance as of December 31 ($):

126304.61

Federal - Difference

$0.00

Federal - Estimated value of property converted to agency use ($):

0

Federal - Firearms destroyed ($):

0

Comments:

(No response)

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Esignature (submitter):



Printed Name (submitter):

Jennifer Reifschneider

Email Address (submitter):

jreifschneider@rileycountypolice.org

Phone Number (submitter):

Format: XXX-XXX-XXXX

785-473-2307

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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: 	
	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.

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Policy Approval Transmittal Form

RILEY COUNTY POLICE DEPARTMENT

☑ **GENERAL ORDER (Requires Law Board Approval)** NUMBER: N/A

☐ **SPECIAL ORDER** ○ New Policy ◉ Update Existing Policy

POLICY: 34.1.5 - Promotion Lists

PURPOSE: Added language about interim promotions and promotion pay

Date Proposed Policy Disseminated: ######### Date Approved Policy Disseminated: N/A

INITIAL REVIEW & RECOMMENDATION:

☑ Sworn - Command Staff ☑ Non-Sworn - Jail Lieutenants ☑ Non-Sworn - RMS Supervisor

☑ Sworn - Command Level ☑ Non-Sworn - Communication Mgr. ☑ Non-Sworn - Accreditation Mgr.

Electronic Review Via PowerDMS - See Report

	Approved:	Revision Suggested:	Initials:	Date:
Assistant Director - Initial Review	☑	☐	KM	10/30/2023

APPROVALS:

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

N/A *Policy Review Committee Chair Approval*	N/A *Date*
DD Freidline *Assistant Director's Approval*	2/20/2025 *Date*
Director Peete *Director's Approval*	2/14/2025 *Date*
Law Board Chair Approval (General Orders Only)	*Date*

- [X] **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]*

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Policy Title:	34.1.5 Promotion Lists

Policy & Procedures	Approved On: 02-14-2020	Order: SO 2020-220
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	*34.1.6 a - e*	
Chapter: 34 – Promotion – Professional and Legal Requirements		

1. Promotion – Eligibility Lists:

A. Definitions:

1) **Eligibility List**: Employees who meet the required years of service and are not engaged in a Performance Improvement Plan (PIP) or subject to a "Last Chance" Agreement or Sick Leave Oversight Plan as outlined in Policy 26.1.4, Disciplinary System at the time of the promotion process.

2) **Qualified List**: Department members who meet the minimum standards of the promotion process.

3) **Promotion List**: Department members, arranged alphabetically, who constitute the pool from which promotions will be made.

B. Numerical Weight of Eligibility Requirements: Department members competing for promotion will be ranked according to the numerical ratings received in the promotion process. This ranking will constitute a list of employees qualified for promotion to the given position and is known as the Qualified List. (CALEA 34.1.6a)

1) **Written Examination**: A written promotion examination, if used, will have a value of 30% of the overall score. Each question may be valued at no more than five (5) points and no less than (1) point.

2) **Oral Interviews**: Oral interviews may be conducted by the promotion board and given a maximum value of 45% of the overall score.

3) ~~**Assistant**~~ **Deputy Director's Assessment**: Past evaluations, work performance and the official personnel file will be given a maximum value of 25% of the overall score.

C. Ranking Eligible Candidates: Upon completion of the promotion process, employees who qualified for promotion will be ranked on the Qualified List according to the numerical ratings received. From the qualified list, the Human Resources Manager will identify the top three (3) or top 50% of the qualified candidates, whichever is greater, and place them in alphabetical order on the Promotion List. The Promotion List will then be forwarded to the Director. If there are less than three (3) qualified candidates, all names will be placed on the Promotion List. The Director may promote any employee on the Promotion List (CALEA 34.1.6b)

D. Veterans Preference: The Department offers veterans preference in the initial hiring and first promotion of veterans. See K.S.A. 73-201 for the definition of Veteran and applicability of the statute. The veteran's preference will be applied in the following manner during a first promotion process.

1) Promotional candidates must complete the Veteran's Preference Request Form, provide

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supporting documentation, and indicate an affirmative response to at least one of the defining conditions described in the applicable statute.

2) At the conclusion of each step in the promotion process, if that step requires a minimum "passing" score to progress to the next step, each candidate with a veteran's preference who meets the minimum score standard for that step will progress in the promotion process.

E. Time in Grade and/or Rank Eligibility Requirements: Department members who meet the promotion eligibility requirements specified in the job description are considered eligible to compete for promotion, unless deemed ineligible by the Director. This group will constitute the Eligibility List. Any Department member who has not completed their probationary period on the posting date of the promotional process will not be eligible for the promotion process. Time in grade and/or rank eligibility requirement for promotions are indicated in the applicable policies ~~or~~ and job descriptions. (CALEA 34.1.6c)

F. Duration of Promotion Lists: The Human Resources ~~Coordinator~~ Manager will, upon completion of the promotion process publish the Promotion List. (CALEA 34.1.6d) The list will specify an expiration date, as determined by the Director. The Director has the discretion to extend the list in six-month increments up to one year beyond the initial expiration date.

G. Selecting Names from the Promotion List: Employees not immediately promoted from the Promotion List will remain on the list. The name(s) of the employees with the next highest score(s) on the Qualified List will be added to the Promotion List. The Promotion List will include an expiration date each time it is reconstituted and will be posted by the Human Resources ~~Coordinator~~ Manager to the Director's bulletin board. If additional promotion opportunities arise prior to the expiration date, any employee on the Promotion List may be promoted by the Director. (CALEA 34.1.6e)

H. Promotion Pay Increase: Promoted employees will be placed on the salary schedule in the first step of the new position that results in a minimum of a 5% pay increase.

1) If employee's promotion date is within three (3) months of merit date, step increase will be honored due to majority completion of evaluation period.

a. The Promotion Pay Increase of 5% minimum will be calculated from the new merit step.

I. Interim Promotions – Promotion Pay: The Director will determine when an interim promotion is warranted, based on the circumstances of the vacancy. Temporary assignments for less than one pay period generally will not qualify for an interim promotion. Interim promotion pay will be handled in the following manner:

1) Personnel who receive an interim promotion will receive pay consistent with the new position to include the provisions found in section H.

a. Personnel who receive an interim promotion may elect to forgo a change in pay and merit date.

2) While in an interim status, the employee's interim promotion date will become their new anniversary date when calculating merit pay. In other words, the employee's previous anniversary date is no longer considered a merit date while the employee is in an interim status. Employees serving in an interim promoted status will receive a merit increase if they remain in said status for more than a calendar year, provided they meet the other provisions for merit pay (e.g. acceptable evaluation).

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a. If an employee in an interim status is formally promoted to the same position, their anniversary date will remain the day that they received the interim promotion.

b. If the employee in an interim status is not formally promoted to the same position, but instead returns to their previous position, their anniversary date will revert back to the one they had prior to the interim promotion. Additionally, if the duration of the interim promotion is less than a calendar year then the employee's pay will revert back to what they received prior to the temporary promotion. In the event the duration of the interim promotion extended beyond one calendar year, then the employee in an interim status not formally promoted will be advanced for any previous merit dates which elapsed while they were in an interim status. If the employee's performance was a factor in not being formally promoted the Deputy Director will determine the appropriate course of action as it pertains to reestablishing the employee's merit increases.

i. If the temporarily promoted employee transitions to an entirely new position their merit date and pay will be determined by the Deputy Director in accordance with Policy 22.1.1and 35.1.1.

J. Employees in an interim promotion status may not compete for advancement in rank, regardless of their length of service in an interim status. For example, an interim Sergeant may not compete for promotion to Lieutenant.

K. Promotion Processes and Grievances: The criteria for grievances concerning promotional processes will be described in promotional announcements. Employees may file grievances to address what they perceive to be deviations, irregularities, and/or departures from the process criteria, including the application of policy when creating Eligibility and Promotion Lists. However, once a grievance is resolved, the Eligibility and/or Promotion List will be firmly established and no grievances will be permitted when selections are made. Also, the Director's final selection for promotion from a Promotion List cannot be grieved (see policy 22.4.1 Grievances).

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RILEY COUNTY POLICE DEPARTMENT

CERTIFICATE OF PROMOTION

PRESENTED TO

CORPORAL JONATHAN SHEPARD

I do solemnly declare upon my honor and conscience that I will act at all times to the best of my ability and knowledge in a manner befitting a Police Officer. I will preserve the dignity and will respect the rights of all individuals. I will discharge my duties with integrity and will promote understanding and conciliation. I will exercise my authority as a Police Officer in the manner intended by the law. I will faithfully obey the orders of my superiors and will be ready to confront danger in the line of duty. I will act with honesty, courtesy and regard for the welfare of others, and will endeavor to develop the Esprit De Corps. I will act justly and impartially and with propriety towards my fellow officers. I will constantly strive to honor this oath in my service as a Police Officer.





PROMOTED THIS
20TH DAY OF APRIL 2025

Presented by Director Brian R. Peete

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RILEY COUNTY POLICE DEPARTMENT

CERTIFICATE OF PROMOTION

PRESENTED TO

SERGEANT SETH SCOBEE

I do solemnly declare upon my honor and conscience that I will act at all times to the best of my ability and knowledge in a manner befitting a Police Officer. I will preserve the dignity and will respect the rights of all individuals. I will discharge my duties with integrity and will promote understanding and conciliation. I will exercise my authority as a Police Officer in the manner intended by the law. I will faithfully obey the orders of my superiors and will be ready to confront danger in the line of duty. I will act with honesty, courtesy and regard for the welfare of others, and will endeavor to develop the Esprit De Corps. I will act justly and impartially and with propriety towards my fellow officers. I will constantly strive to honor this oath in my service as a Police Officer.





RILEY COUNTY POLICE DEPARTMENT

PROMOTED THIS
20TH DAY OF APRIL 2025

Presented by Director Brian R. Peete

Attachment: 04-21-2025 Law Board Packet (15698 : Law Board Meeting Agenda)

RILEY COUNTY POLICE DEPARTMENT

CERTIFICATE OF PROMOTION

PRESENTED TO

LIEUTENANT DUSTIN WEISZBROD

I do solemnly declare upon my honor and conscience that I will act at all times to the best of my ability and knowledge in a manner befitting a Police Officer. I will preserve the dignity and will respect the rights of all individuals. I will discharge my duties with integrity and will promote understanding and conciliation. I will exercise my authority as a Police Officer in the manner intended by the law. I will faithfully obey the orders of my superiors and will be ready to confront danger in the line of duty. I will act with honesty, courtesy and regard for the welfare of others, and will endeavor to develop the Esprit De Corps. I will act justly and impartially and with propriety towards my fellow officers. I will constantly strive to honor this oath in my service as a Police Officer.





RILEY COUNTY POLICE DEPARTMENT

PROMOTED THIS
20TH DAY OF APRIL 2025

Presented by Director Brian R. Peete

Attachment: 04-21-2025 Law Board Packet (15698 : Law Board Meeting Agenda)

Proclamation

NATIONAL CORRECTIONAL OFFICERS' WEEK

WHEREAS, Correctional Officers are essential to the success of our judicial process, and to the health, safety, and general welfare of law-abiding citizens everywhere. A correctional officer's work includes daily exposure to a hostile environment with many of society's most dangerous individuals and

WHEREAS, the morale of Correctional Officers is affected by many factors including public perception of the role of correctional officers, and is important in the performance of their duties as they carry out their work with courage, pride, and true professionalism; and

WHEREAS, the Correctional Officers maintain a high degree of professionalism through career development, training, and education, making them assets to Riley County in a job of continuing high stress and challenge; and

WHEREAS, the Correctional Officers of the Riley County Law Enforcement Agency are an integral part of the criminal justice framework and coordinate with law enforcement and judicial professionals, constantly striving to provide a correctional system which exceeds all recognized standards; and

WHEREAS, the week of May 4th - May 10th, 2025 will be devoted to increasing awareness of the excellent job performance of the Riley County Correction Officers and their efforts to protect the public safety; and

THEREFORE, BE IT RESOLVED, that the citizens of Manhattan and Riley County observe the week of May 4th - May 10th, 2025 as National Correctional Officers' Week, in honor of the men and women whose diligence in supervising incarcerated individuals and effectively providing custody and care ensure our public safety.

_____

John E. Matta
Chair of the Riley County Law Board

Attachment: 04-21-2025 Law Board Packet (15698 : Law Board Meeting Agenda)

Proclamation

NATIONAL POLICE WEEK

WHEREAS, the Congress and President of the United States have designated May 11th to May 17th, 2025 as National Police Week; and,

WHEREAS, the members of the Riley County Law Enforcement Agency play an essential role in safeguarding the rights and freedoms of the citizens of Manhattan and Riley County; and

WHEREAS, it is important that all citizens know and understand the problems, duties and responsibilities of their police department, and that members of our police department recognize their duty to serve the people by safeguarding life and property, by protecting them against violence or disorder and by protecting the innocent against deception and the weak against oppression or intimidation; and

WHEREAS, the men and women of the Riley County Law Enforcement Agency unceasingly provide a vital public service;

NOW, THEREFORE, I, John Matta, Chair of the Riley County Law Enforcement Agency, call upon all citizens of Manhattan and Riley County to observe the week of May 11th through May 17th, 2025, as National Police Week to commemorate those police officers, past and present, who by their faithful and loyal devotion to their responsibilities have rendered a dedicated service to their communities and, in doing so, have established for themselves an enviable and enduring reputation for preserving the rights and security of all citizens.

I FURTHER call upon all citizens of Manhattan and Riley County to observe Thursday, May 15th, 2025, as Peace Officers Memorial Day in honor of those police officers who, through their courageous deeds, have lost their lives or have become disabled in the performance of duty.

_____

John E. Matta
Chair of the Riley County Law Board

Attachment: 04-21-2025 Law Board Packet (15698 : Law Board Meeting Agenda)

March 18, 2025

Riley County Law Board,

As school superintendents within Riley County we have closely monitored your Board's review of the School Resource Officer Program and the evaluation of cost within the Police budget. Over the past few weeks RCPD Director, Brian Peete, has met with USD 383 and USD 378 to seek school district funding for personnel and operational costs per SRO within our school districts. To date of this letter, RCPD has yet to set up a meeting with USD 384. Within these meetings, RCPD has requested financial assistance from each school district to pay half of the projected annual cost of $197,191.01 at a rate of $98,595.50 for each School Resource Officer.

We firmly believe the School Resource Officer Program plays an essential role in local law enforcement as well as enhancing the educational setting within each of our school districts. We understand the Police Department budget consists of the tax collection of both the city and county, specifically with an 80/20 split. School district funds are generated by statute based on the number of students and the needs of those students to be educated. Diverting educational funds to police services would lead to a reduction in educational services. This is a complex matter that involves competing priorities to be considered.

With the Law Board's permission we would be willing to share the school district's perspective of the proposed financial agreement for Police Services. We value the School Resource Officer Program and understand that each public entity must consider the fiscal and ethical responsibility of any possible changes moving forward. With the uncertainty of State and Federal Funding of public education within Kansas, we have serious financial concerns with the current proposal of the Law Board. We look forward to the opportunity to share our concerns with you and work together to determine the best course of action for the safety of all students and staff within the schools of Riley County.

Respectfully,

USD 378 Superintendent of Schools, Dr. Erin Flair
USD 383 Superintendent of Schools, Mr. Eric Reid
USD 384 Superintendent of Schools, Mr. Rex Boley

Attachment: 04-21-2025 Law Board Packet (15698 : Law Board Meeting Agenda)

RILEY COUNTY POLICE DEPARTMENT
Memorandum

Original to: Riley Co. Law Board
Action: Riley Co. Law Board
Copy to:

Comments:

To: **Riley County Police Law Enforcement Agency**
From: **Brian R. Peete, Director**

Ref: **School Resource Officer Program – Riley County**

Date: **April 20, 2025**

Attachment: 04-21-2025 Law Board Packet (15698 : Law Board Meeting Agenda)

Summary Statement

The purpose of this memorandum is to provide all available information to the Law Board regarding the Department's School Resource Officer (SRO) program, as well as an update on RCPD's communications and diligence with the local school districts for potential joint funding options to maintain the program. RCPD has held only one formal meeting with USD 383, and only one initial meeting with 378. The School Districts have since opted (via their direct letter to the Law Board) to reach out to RCPD's governing board instead of continuing discussions through the proxy offices of the Director and Superintendents.

Over the last few years, RCPD has seen unprecedented upsurges in operational costs resulting in substantial annual budgetary increases. In efforts to reduce the burden on taxpayers, RCPD is forced to consider new measures that prioritize operational, equipment, and personnel programs and their associated costs. One potential option for cost savings would be the implementation of a cost sharing agreement with the Unified School Districts to aid in funding the SRO program. In 1999, RCPD partnered with USD 383, 378, and 384 to assign dedicated officers from the streets to the schools to assist in maintaining security and safety for students, staff, and visitors. RCPD strongly believes in the SRO program and can point to multiple instances where this partnership has made a positive difference. RCPD wishes for the SRO program to continue, however, it can no longer afford to bare all of the costs associated with augmenting security exclusively for district campuses, especially when additional officers are needed for patrol, investigations, and other internal roles. Per direction from the 2024 Law Board, and in continued guidance from the 2025 Law Board, I have engaged in preliminary discussions with USD 383 (primarily) about cost sharing options for the SRO program as far back as May 21, 2024. I only recently began preliminary discussions with USD 378 and 384 on February 27, 2025, and in March 2025 respectively. RCPD acknowledges the budgets of all involved government agencies are stretched, though some agencies have more limited options (in this particular case USD 384 and 378 have less resources and flexibility whereas RCPD and USD 383 would suffer less of a negative financial impact in shouldering a majority of SRO program cost sharing). Furthermore, the level of involvement, perceptive need, and calls for service within USD 383 schools are vastly higher when compared to the rural districts. In reading this memorandum, it is important to remember the SRO program is not solely a police program. It is a partnership between law enforcement and school districts where police agencies provide schools with dedicated and specially trained sworn officers to assist a school with its security needs. Reputable information on SROs can be found at https://www.edweek.org/leadership/school-resource-officer-sro-duties-effectiveness/2021/11, and https://www.nasro.org/faq/.

SRO Calls for Service Data
RCPD has assigned sworn officers to work at, and/or respond to the following USD 383 schools: Anthony Middle School, Eisenhower Middle School, and Manhattan High School, and below are SRO and school-related calls for service statistics for the past three years. It should be noted the only year an SRO was assigned specifically to a USD 383 Middle School was 2023-2024 due to a state grant which allowed for the department to fund an additional officer to serve at the Middle Schools.

2022 through 2023 (8-17-2022 to 5-19-2023)

Anthony Middle School
During the 2022-2023 time frame, there was a total of 73 calls for service with officer-initiated calls representing 53% of those calls. The top two call nature of the calls were Playbook ARC/Traffic and juvenile problems. 88% of calls for service there were handled by a non-SRO officer, with 25 crime reports during the school year. The top crime category was Other Part II crimes (14).

Eisenhower Middle School
During the 2022-2023 time frame, there was a total of 68 calls for service with only 40% of those calls being officer-initiated. The top nature of the calls were Playbook ARC and juvenile problems. 75% of total calls at Eisenhower were responded to by a non-SRO with a total of 27 crime reports. The majority of these reports were Other Part II primary offences (12).

Manhattan High School-West
During the 2022-2023 time frame, there was a total of 269 calls to MHS-West with 89% being officer initiated with the top call nature being speaking with an officer (139). Tobacco-related calls followed (20 calls). 77% of these calls were handled by the SRO alone. MHS-West have a total of 94 crime reports filed during this school year with the majority being Part II criminal offenses.

Manhattan High School-East
During the 2022-2023 time frame, there was a total of 84 calls for service to MHS-East with 87% being officer initiated with the top nature being speaking with an officer, seconded by tobacco problems. 71% of these calls were handled by an SRO only. There were 35 crime reports with a majority being Other Part II crimes (21).

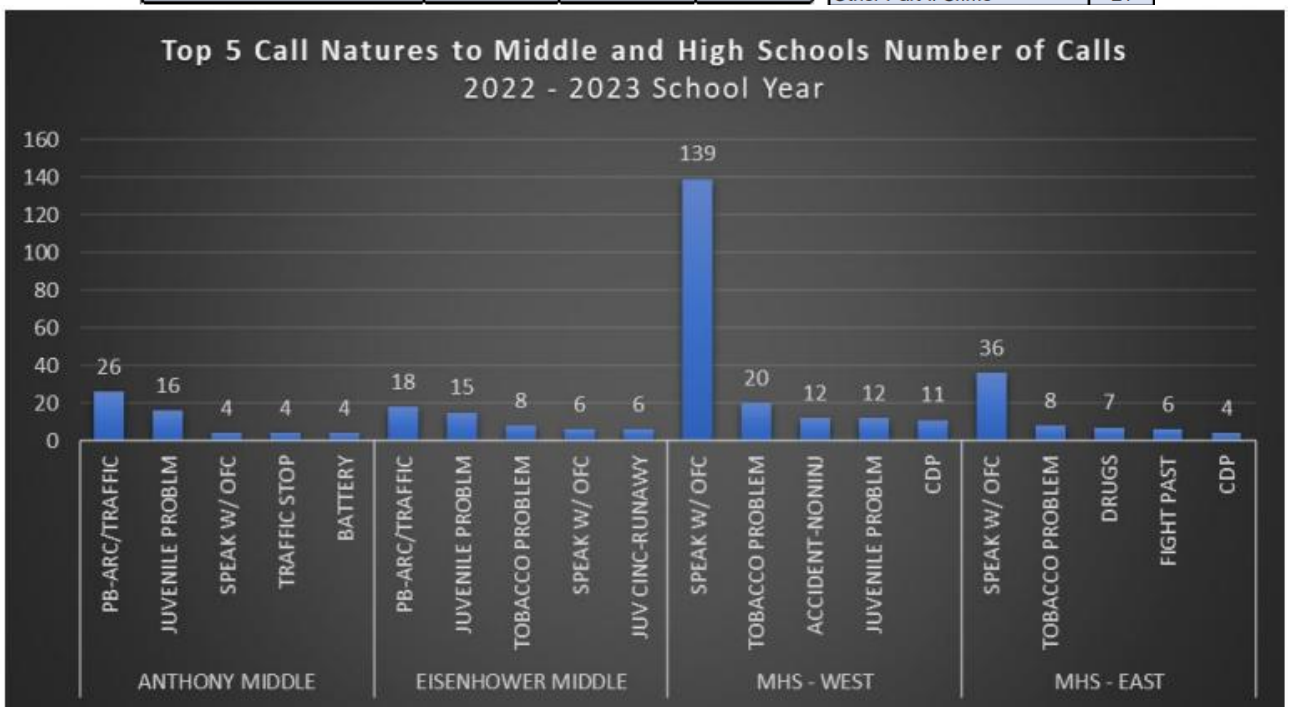
See the following charts

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Attachment: 04-21-2025 Law Board Packet (15698 : Law Board Meeting Agenda)

Law Calls for Service to USD 383 Middle and High Schools by How Received and Who Responded 8/17/2022 - 5/19/2023 Monday - Friday 0700-1459			
School and Who Responded	Cit. Initiated	Off. Initiated	Year Total
ANTHONY MIDDLE	**34**	**39**	**73**
SRO(S)	0	7	7
SRO(S) + OFFICER(S)	2	0	2
NON-SRO RESPONSE	32	32	64
EISENHOWER MIDDLE	**41**	**27**	**68**
SRO(S)	4	7	11
SRO(S) + OFFICER(S)	5	1	6
NON-SRO RESPONSE	32	19	51
MHS - WEST	**29**	**240**	**269**
SRO(S)	12	195	207
SRO(S) + OFFICER(S)	11	42	53
NON-SRO RESPONSE	6	3	9
MHS - EAST	**11**	**73**	**84**
SRO(S)	4	56	60
SRO(S) + OFFICER(S)	3	14	17
NON-SRO RESPONSE	4	3	7

Crimes Reported During the School Year by Primary Offense 2022 - 2023 School Year	
School / Crime Categories	Count
ANTHONY MIDDLE	**25**
Part I Violent	0
Part I Proptery	0
Simple Battery / Assault	10
Drugs / Alcohol	1
Other Part II Crime	14
EISENHOWER MIDDLE	**27**
Part I Violent	0
Part I Proptery	2
Simple Battery / Assault	9
Drugs / Alcohol	4
Other Part II Crime	12
MHS - WEST	**94**
Part I Violent	3
Part I Proptery	5
Simple Battery / Assault	17
Drugs / Alcohol	15
Other Part II Crime	54
MHS - EAST	**35**
Part I Violent	1
Part I Proptery	0
Simple Battery / Assault	6
Drugs / Alcohol	7
Other Part II Crime	21



Attachment: 04-21-2025 Law Board Packet (15698 : Law Board Meeting Agenda)

2023 through 2024 (8-18-2023 to 5-20-2024)

Anthony Middle School: NOTE this was the only year in which an SRO was assigned to the Middle Schools. The SRO costs were paid via a state grant available to Kansas Unified School Districts where USD 383 applied for and was awarded a one-year grant. Additionally, this was the first year in which MHS East and West were merged.

During the 2023-2024 time frame, there was a total of 153 calls for service with officer-initiated calls representing 92% of those calls. The top call nature of the calls was to speak with an officer (130 calls). 84% of calls for service there were handled by an SRO only, with 6 criminal reports being filed at Anthony: 3 for simple battery/assault and 3 for other part II crime primary offence categories.

Eisenhower Middle School

During the 2023-2024 time frame, there was a total of 136 calls for service with 93% of those calls being officer-initiated. The top nature of the calls was to speak with an officer (112 calls). 82% of total calls at Eisenhower were responded to by an SRO with a total of 21 crimes being reported. A majority of these crimes fell in the Other Part II primary offence category (13), followed by simple assault/battery (8).

Manhattan High School-West

During the 2023-2024 time frame, two SROs were assigned to MHS due to the school's consolidation (the East SRO moved to MHS West). There was a total of 612 calls to MHS-West with 97% being officer initiated with the top call nature being speaking with an officer. 66% of these calls were handled by the SROs alone. MHS-West had a total of 76 crime reports filed during this school year with 44 of the reports having a primary offense that fell into Other Part II criminal offenses, followed by 15 Drug/Alcohol and 13 Simple Battery/Assaults.

See the following charts

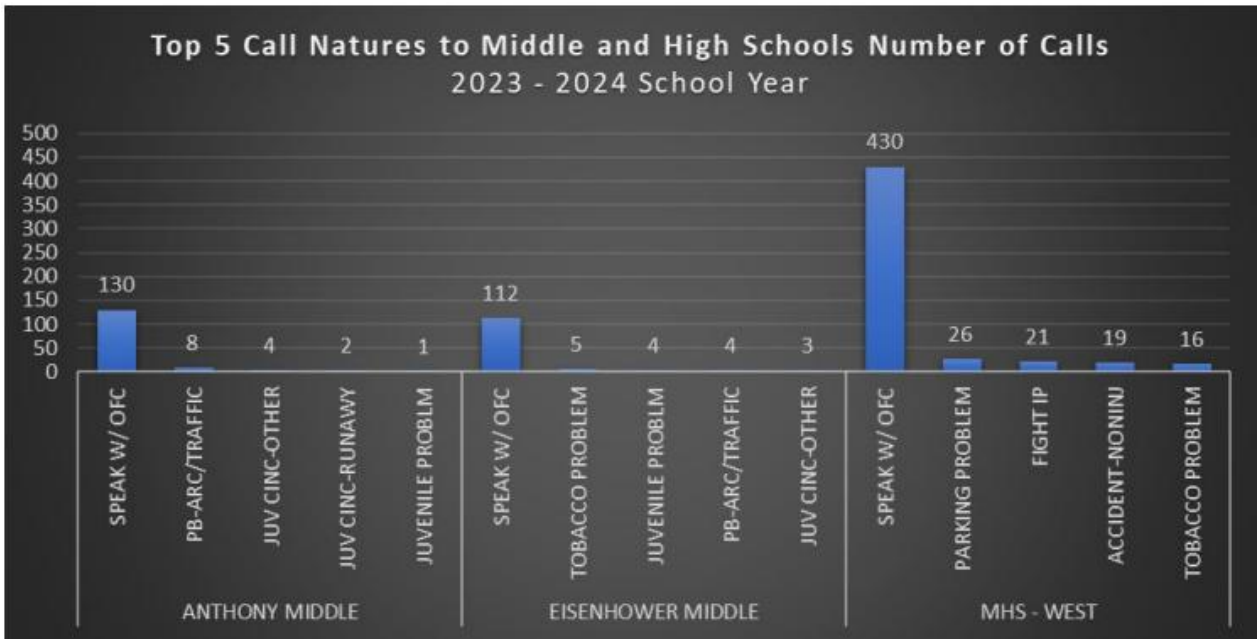
Law Calls for Service to USD 383 Middle and High Schools by How Received and Who Responded
8/18/2023 - 5/12/2024
Monday - Friday 0700-1459

School and Who Responded	Cit. Initiated	Off. Initiated	Year Total
ANTHONY MIDDLE	12	141	153
SRO(S)	4	124	128
SRO(S) + OFFICER(S)	5	8	13
NON-SRO RESPONSE	3	9	12
EISENHOWER MIDDLE	10	126	136
SRO(S)	0	112	112
SRO(S) + OFFICER(S)	4	10	14
NON-SRO RESPONSE	6	4	10
MHS - WEST	18	594	612
SRO(S)	3	401	404
SRO(S) + OFFICER(S)	8	109	117
NON-SRO RESPONSE	7	84	91

Crimes Reported During the School Year by Primary Offense
2023 - 2024 School Year

School / Crime Categories	Count
ANTHONY MIDDLE	6
Part I Violent	0
Part I Proptery	0
Simple Battery / Assault	3
Drugs / Alcohol	0
Other Part II Crime	3
EISENHOWER MIDDLE	21
Part I Violent	0
Part I Proptery	0
Simple Battery / Assault	8
Drugs / Alcohol	0
Other Part II Crime	13
MHS - WEST	76
Part I Violent	2
Part I Proptery	2
Simple Battery / Assault	13
Drugs / Alcohol	15
Other Part II Crime	44

Attachment: 04-21-2025 Law Board Packet (15698 : Law Board Meeting Agenda)



2024 through 2025 (8-13-2024 to 2/28/2025)
Anthony Middle School: NOTE- no SRO was assigned to any Middle School as the School District State Grant to fund the SRO had expired.

To date, during the 2024-2025 time frame, there has been a total of 26 calls for service with an SRO responding to only 27% of the calls. The top call nature of the calls have been Juvenile Problems (7 calls), with 15 criminal reports being filed at Anthony. 9 were Other Part II crime primary offence categories followed by 4 Simple Battery/Assault primary offense categories.

Eisenhower Middle School
To date, during the 2024-2025 time frame, there has been a total of 37 calls for service with 27% of those calls being responded to by an SRO. The top nature of the calls have been PB ARC/Traffic (8 calls). There were 23 crimes reported at Eisenhower with a majority falling into the Other Part II primary offense category.

Manhattan High School-West
To date, during the 2024-2025 time frame, there have been 249 calls for service with 97% of them being officer-initiated with the top call nature being speaking with an officer. 83% of the calls were responded to by an SRO only. There have been 84 crime reports, 45 of which having a primary offense as Other Part II crimes. The second highest was Drugs/Alcohol (17).

See the following charts

Attachment: 04-21-2025 Law Board Packet (15698 : Law Board Meeting Agenda)

Law Calls for Service to USD 383 Middle and High Schools by How Received and Who Responded

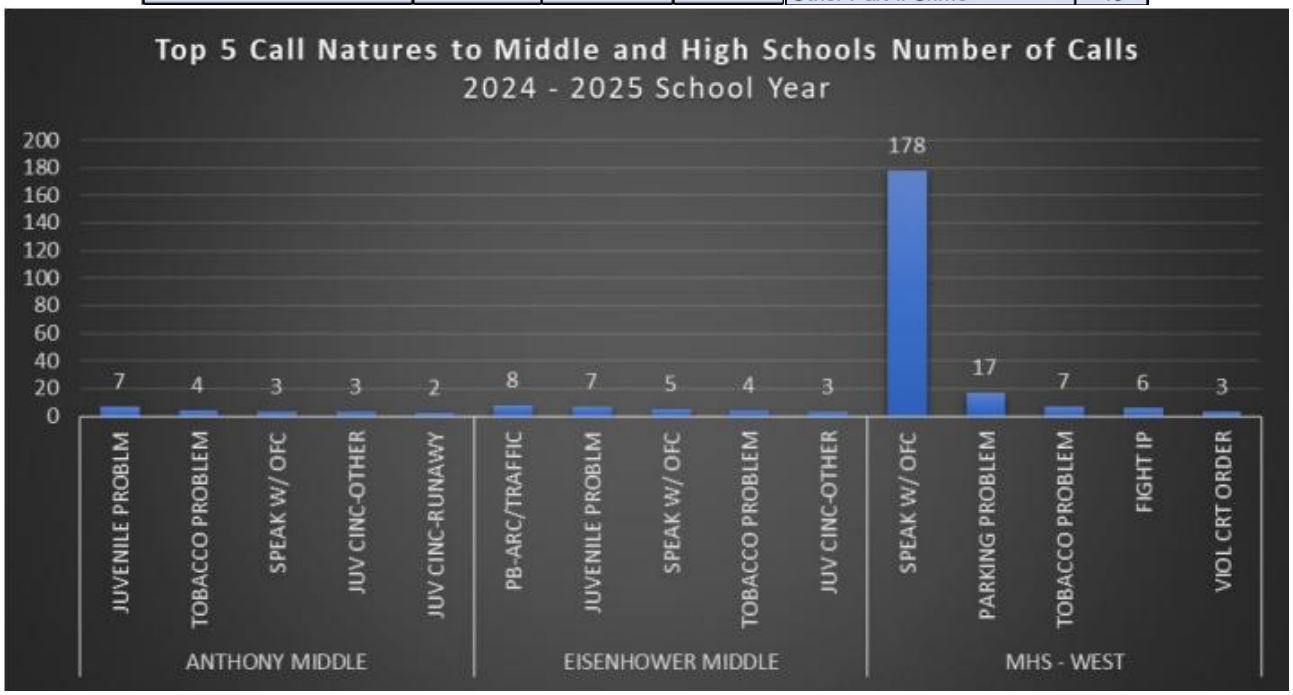
8/13/2024 - 3/28/2025
Monday - Friday 0700-1459

School and Who Responded	Cit. Initiated	Off. Initiated	Year Total
ANTHONY MIDDLE	20	6	26
SRO(S)	1	1	2
SRO(S) + OFFICER(S)	3	1	4
NON-SRO RESPONSE	16	4	20
EISENHOWER MIDDLE	14	23	37
SRO(S)	0	10	10
SRO(S) + OFFICER(S)	2	1	3
NON-SRO RESPONSE	12	12	24
MHS - WEST	6	243	249
SRO(S)	1	206	207
SRO(S) + OFFICER(S)	3	28	31
NON-SRO RESPONSE	2	9	11

Crimes Reported During the School Year by Primary Offense

2024 - 2025 School Year

School / Crime Categories	Count
ANTHONY MIDDLE	15
Part I Violent	1
Part I Proptery	1
Simple Battery / Assault	4
Drugs / Alcohol	0
Other Part II Crime	9
EISENHOWER MIDDLE	23
Part I Violent	0
Part I Proptery	3
Simple Battery / Assault	2
Drugs / Alcohol	5
Other Part II Crime	13
MHS - WEST	84
Part I Violent	5
Part I Proptery	7
Simple Battery / Assault	10
Drugs / Alcohol	17
Other Part II Crime	45



Attachment: 04-21-2025 Law Board Packet (15698 : Law Board Meeting Agenda)

SRO Program Costs

Since the SRO program was introduced in Riley County, RCPD has fully funded all associated costs. As of 1999, the department has estimated it has spent a total of $2,720,098.03 in salary and benefits for assigned SROs for Manhattan High Schools, $1,762,607.70 in salary and benefits for assigned SROs in the North County Schools, and $69,509.32 in salary and benefits for assigned SROs in Manhattan Middle Schools. This is a total of $4,552,215.05. February 2025, RCPD provided the School Districts and the Law Board with an encompassed annual estimate of SRO costs of $197,191.01 (hourly rate of $94.81) based on salary, benefits, and all logistic costs (uniform, vehicle, training, gas, etc.). At the direction of the Law Board, the department has removed all logistic-related costs and only included salary and benefits which came to an average of $134,677.01 per SRO at an hourly rate of $64.75 for salary and benefits. Overtime costs (time and a half) are $97.12 per hour.

The below charts provide information for the hours of overtime the SROs have worked from 2021 to February 2025, and hours paid for the overtime.

HOURS

Name	Location	2021	2022	2023	2024	2025
[redacted]	MHS	62.25	49.5	14.5		
	MHS	167.5	118	117.5	48	
	MHS			15.5	27	2
	AMS/EMS			25		
	Riley/BV	7.5	25.5	31	25.25	
	Total:	**237.25**	**193**	**203.5**	**100.25**	**2**

Hours Paid

Name	Location	2021	2022	2023	2024	2025
[redacted]	MHS	$ 2,093.63	$ 1,714.55	$ 578.97	$ -	$ -
	MHS	$ 7,992.40	$ 5,799.21	$ 6,405.16	$ 2,884.28	$ -
	MHS	$ -	$ -	$ 857.94	$ 1,645.07	$ 130.22
	AMS/EMS	$ -	$ -	$ 1,154.67	$ -	$ -
	Riley/BV	$ 376.58	$ 1,316.85	$ 1,767.23	$ 1,580.26	$ -
	Total:	**$ 10,462.61**	**$ 8,830.61**	**$ 10,763.97**	**$ 6,109.61**	**$ 130.22**

Anticipated Budgetary Implications

Currently, RCPD re-assigns three officers from Patrol as SROs. Assuming the SROs work 40 hours a week at the average hourly rate of $64.75, the weekly costs for one SRO totals $2,590 ($5,180 for two SROs at USD 383, and $2,590 for an SRO at USD 378 and 384). Referencing a school year between August 13 to May 2024 (not accounting for holidays, etc.,), there would be approximately 40 weeks an SRO would be assigned specifically to a school district. This equates to a roughly estimated cost of $103,600 per SRO. These costs do not include overtime (Note: RCPD pays 100% of all overtime costs for SROs for USD-related events).

Attachment: 04-21-2025 Law Board Packet (15698 : Law Board Meeting Agenda)

SRO Program Funding Sources

On March 11, 2025, during a meeting with the Region 1 Kansas Association of Chiefs of Police, it was learned that RCPD is the only agency in the central Kansas area (amongst those who attended the meeting) which fully funds its district's SRO program. Furthermore, on March 21, 2025, RCPD contacted the National Association of School Resource Officers (NASRO) who informed the Department NASRO did not track specific data, but it is aware that many police departments and schools share SRO costs. NASRO also pointed RCPD to the following open source information: https://resources.volt.ai/blog/school-resource-officer-job-description-balancing-security-costs, https://resources.volt.ai/blog/how-much-does-a-school-resource-officer-cost, and https://www.cato.org/blog/costs-school-policing which is a 2023 article from the CATO Institute which cited Bureau of Justice Statistics that 4.3% of SRO program funding came from federal grants, 78.6 came from school districts, and 10.2 came from state or local grants, as well as taxes.

On March 26, 2025, at the behest of RCPD, the Kansas of Association of Chiefs of Police shared a six-question survey to Police Chiefs throughout Kansas on SRO program funding. Due to the timeline involved, the survey was only active for two weeks. There was a total of 22 agencies which responded with the following results:

1. 95% of respondents had an SRO program (21 of 22)
2. None of the departments/municipalities/county's fully funded the SRO program.
3. None of the school districts funded the entire SRO program.
4. 100% of respondents, both the departments and the school districts shared in the costs of the SRO program.
5. Of the respondents that had SRO programs (21):
   In 42.86% of the SRO programs, the school paid more of the costs (9)
   In 19.05% of the SRO programs, the school reimbursed the police using an hourly rate (4)
   In 23.80% of the SRO programs, costs were split 50/50 (5)
   In 14.28% of the SRO programs, the police paid more of the costs (3)
6. Of the respondents that had SRO programs (21), 66.67% of the schools paid for training or OT costs (14), and 33.33% of schools did not pay for training or OT costs

RCPD to Advocate for USD on State Funding

During initial discussion with USD 383, RCPD was informed that regulations limit the pools of internal funding USD 383 can use to cover potential SRO costs. However, at that time there were legal efforts introduced to expand the financial options for Districts. The referenced efforts were a part of the Governor's initial budget to the legislature, but that option was removed upon the budget's arrival to the House: SB68 https://www.kslegislature.gov/li/b2025_26/measures/documents/sb68_00_0000.pdf (p. 149, line 29), HB2082 https://www.kslegislature.gov/li/b2025_26/measures/documents/hb2082_00_0000.pdf (p. 149, line 29). The only budget bill with any legislative action that has since moved through the legislature had no mention of SROs: https://www.kslegislature.gov/li/b2025_26/measures/documents/hb2007_02_0000.pdf.
RCPD has since agreed with USD 383 to approach the Kansas Police Chiefs and Sheriffs to support current and future efforts that provide School District's with more flexibility for security-related funding (but more diligence and research is required by the Police Chiefs and Sheriffs).

Attachment: 04-21-2025 Law Board Packet (15698 : Law Board Meeting Agenda)

Other Security-Related Courses of Action
RCPD, through the Operational Services and Community Outreach Division, plans to hold additional discussions with the school district to discuss their security needs and priorities. RCPD will look for and apply to state and federal grants to help the districts upgrade security infrastructure, and the Department will look for ways (within its own budget) to procure technology (such as cameras and door locks) for the schools, especially the rural schools. The Operational Services and Community Outreach Division will also work with local community organizations to coordinate volunteer efforts to build new security infrastructure (e.g., fences, etc.) or strengthen existing infrastructure to provide more safety for students, staff, and visitors especially as officer response times to USD 384 and 378 would not be as immediate as they are for USD 383.

RCPD's Position
SRO programs were primarily introduced due to the increase of targeted violence threats to our nation's schools and as such, RCPD maintains SROs are not an exclusive law enforcement program. Rather it is a cooperative partnership between school districts and local police departments where both equally distribute resources to provide additional training, safety, and security to schools. RCPD endorses its joint SRO program and points to its many achievements as proof of its necessity. As a matter of fact, due to the effectiveness and success of the program, each year the Department fields inquiries as to whether additional SROs could be added to other schools within the City and County. SROs help provide security and assistance to District students and faculty, and provide comfort and peace of mind to parents. SROs have been mentors, de-escalated critical situations, maintained lower crimes occurring in the schools, and have gotten social services and resources to many youths and families. SROs have also diverted untold numbers of students from further involvement within the criminal justice system.

The SRO program began in 1999, with a 3-year tiered grant. They during the 2001-2002 school year, RCPD fully absorbed the cost and has since been the sole financier of the SRO Program at a cost of $4,552,215.05 in just salary and benefits alone. These costs do not include what the department has spent in vehicles, training, and other logistical costs, nor does it account for the overtime the department has paid for officers to respond to regular calls for service as SROs have not been assigned to patrol duties where they are most needed. The salaries for sworn police have grown dramatically over the past five years due to increases in COLA and competitive salaries. Like businesses and even government institutions, the Department continues to experience astronomical annual surges in insurance and operational costs. In attempts to keep budgets as flat as possible, RCPD can no longer afford to be the only partner in this program that provides fiscal support, especially when the Department is projecting the need for several more officers and staff over the course of the next ten years.

If the one or all the districts are asked to provide financial support to the program, any future agreements must provide the same level of autonomy, discretion, and flexibility allowing SROs to enforce laws, but not to administrative rules. Police officers cannot enforce the rules of an institution or private business. Doing so presents significant liability risks for both school and agency as police officers should reframe from using their state-granted powers just to ensure administrative compliance. This means SROs should not and cannot perform the tasks routinely assigned to other District employees (i.e., hall monitor, teaching classes, or performing bathroom checks, etc.). Attached to this memo is the most current SRO MOU between USD 383 and RCPD,

Attachment: 04-21-2025 Law Board Packet (15698 : Law Board Meeting Agenda)

and a new proposed draft MOU. As a reference for the Law Board, also attached is the current MOU agreement between the Junction City Police Department and USD 475.

Attachment: 04-21-2025 Law Board Packet (15698 : Law Board Meeting Agenda)

Riley County Police Dept

SRO Cost Sharing Discussion

Director Peete

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

Attachment: 04-21-2025 Law Board Packet (15698 : Law Board Meeting Agenda)

Timeline and Summary

- The 2024 Law Board wanted RCPD to present line item options for budgetary savings. RCPD reviewed all line items to include SRO costs. Since 2024, Director Peete has informally spoken to District representatives about this possibility
- May 21, 2024, Director Peete reached out to USD 383 to formally tell the District that RCPD wanted to talk about an option for the District to consider RCPD in funding the SRO partnership program
- In early 2025, the current Law Board instructed RCPD to start conversations with the USDs about potential SRO cost sharing for next year's 2026 budget

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Timeline and Summary Cont.

- On February 27, RCPD met with USD 383 to discuss potential cost-sharing. RCPD then met with USD 378 in early March. There was no meeting with 384.
- There was no significant focus to approach USD 384 or 387 due to their budgets being significantly less that RCPD and USD 383 (less of a financial disruption to the community at-large if the agencies with the two largest budgets -RCPD ($28,781,941) and 383 ($139,895,046*) - were able to absorb the cost-sharing)
- RCPD's initial estimated number for an SRO was $197,191.01 (included salary, benefits and all logistical and operational costs). The Law Board directed RCPD to reduce the estimate to just salary and benefits. As such, the new estimate is an average of $134,677.01 *(hourly rate of $64.75, & OT hourly rate of $97.12 per SRO)*
- On March 18, 2025, the USDs sent a letter to three Law Board members expressing willingness to share with the LB their perspective on proposed financial agreements for Police Services. That resulted in RCPD placing this as a discussion item for today's LB meeting.

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What is an SRO Program?

- SROs, (School Resource Officers), are sworn police officers permanently assigned to schools through a partnership between the police and the school, established by the school districts. These are officers that do not answer calls for service in other parts of the City or County
- The SRO partnership dates back to the late 1950s in Flint, MI. In the 1990s, SRO partnership programs became more prevalent due to the Columbine and Jonestown school shootings. Significant federal grants also became available for communities to implement more SROs

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How Has the SRO Partnership Been Funded?

- Our local SRO partnership program began in 1999 with a 3-year tiered grant. In the 2001-2002 school year, RCPD fully absorbed all costs of the program
- Since then, RCPD estimates it has spent at least $4,552,215.05 in salary and benefits alone for SROs
- RCPD estimates it has spent approximately $36,297.02 in SRO OT costs just from 2021 to Feb 2025
- These costs are expected to increase because of the growth in salary and benefits

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Do Other Partnerships Share Costs?

- NASRO does not track such data, but is aware that many police departments and schools share SRO costs
- An article from the CATO Institute cited BJA stats that 4.3% of SRO program funding came from federal grants, 78.6% came from school districts, and 10.2% came from state or local grants. The 78.6% verifies the SRO program is widely recognized and primarily seen as a School District program
- During a March 11, 2025 meeting with Region 1 KS Police Chiefs, it was revealed that RCPD is the only police department in central KS that fully funds its local SRO partnership program

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KS SRO Partnership Program Survey

The Kansas Association of Chiefs of Police conducted a brief 2-week statewide survey at the request of RCPD. 22 agencies completed the six question survey which revealed the following:

a. None of the police departments fully funded the partnership

b. None of the school districts fully funded the partnership

c. 100% of respondents reported both police and schools shared in program costs

d. In ~43% of respondents, the school paid a majority of costs, in ~19% of respondents, the school paid the police an hourly rate. ~23% of respondents reported costs were split 50/50, and ~14% of respondents reported the police paid a majority of the associated costs. Finally, ~67% of respondents reported the schools paid for the training and SRO OT costs, with ~33% not paying for training or OT costs

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Summary

- RCPD strongly supports the SRO partnership program and is committed to providing trained SROs to help augment school security. We know the community wants to keep the SRO program as it augments school security, as well as provides peace of mind for students, staff, and parents. Our intent and approach to the USDs has been –and remains- professional, transparent, cooperative, hopeful, and friendly
- Over the years, there have been numerous inquiries, asks, and suggestions from the public (including from some members of School Board, teachers, and school staff) to add additional SROs at schools in Manhattan and throughout the County. Unfortunately, RCPD can no longer shoulder the full costs of this partnership even with it's current level of just three SROs as we sorely need additional officers in patrol and investigative capacities (Note: due to budgetary restraints, RCPD has refrained from asking the LB to allow it add 3 additional sworn officers for the 2026 budget)
- Because ours are the largest budgets, RCPD is hoping that USD 383 can both contribute to sharing the costs of the SRO partnership

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Questions?

Riley County Police Departme

1001 South Seth Child Ro
Manhattan, Kansas 665

(785) 537-21

www.RileyCountyPolice.

@RileyCountyPD

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

Attachment: 04-21-2025 Law Board Packet (15698 : Law Board Meeting Agenda)

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.

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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.

Aug 8, 2023

Brian Peete *Date*
Director RCPD

7/31/23

Eric Reid *Date*
Superintendent USD 383

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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 (SROs) assigned to District schools during school days and at such other times as may be contemplated herein to provide safety for students, staff, and visitors and take appropriate steps consistent with Kansas law enforcement duties if a crime occurs on District property. The District and RCPD hereby agree the dedicated assignment of an SRO (or substitute) is the subject to RCPD's operational need and/or discretion as emergencies arise and priority services may be required to temporarily reassign an SRO. RCPD will make all reasonable efforts to have an SRO available for duty in service to the District each day school is in session during the regular school year. RCPD is not required to provide a substitute SRO on days when regularly assigned SROs are absent due to illness or advanced scheduled department-related requirements. SROs shall be full-time certified and uniformed RCPD officers, duly licensed and qualified to carry/use firearms and operate patrol cars, and shall otherwise meet the physical demands of the services described herein. SRO duties may include but are not limited to:

   a. Regular Patrol duties (foot, vehicle, etc.) within and around District campuses;
   b. Regular Patrol duties (foot, vehicle, etc.), when available, at special events as requested by the District;
   c. Act as a communication liaison between RCPD, other law enforcement agencies and the District for large, planned events;
   d. Assist all District schools with emergency planning and preparedness;
   e. Maintain the confidentiality of student records in accordance with District regulations and state and federal requirements;
   f. Coordinate with RCPD and other stakeholders in support of the department's Handle with Care program;
   g. Refer students and/or their families and staff to the appropriate agencies for assistance when a need is determined;
   h. Mentor students as available;
   i. Foster relationships with students to promote campus safety, and;
   j. Aid teachers with instruction on police and/or SRO-related topics as requested.

   SROs shall not act as a school disciplinarian nor enforce rules violations or otherwise administrative violations against students, staff, or visitors, nor shall the SROs make recommendations regarding school discipline. If there are unusual/temporary problems, SROs may assist District employees in de-escalating situations, maintaining peace, and aiding in resolution.

   Notwithstanding anything herein, or contrary, in the event an SRO should, for any reason, be injured or sick for an extended period of time, or fail to remain qualified to serve as an SRO or as a law enforcement officer in the state of Kansas, RCPD shall

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provide a substitute officer to perform SRO services until such time as a new SRO can be identified and assigned.

2. **SRO SELECTION, TRAINING, AND PERFROMANCE FEEDBACK:**
RCPD retains sole decision-making responsibility in selecting and training all SROs assigned to the District. However, the District may be a part of all review and interviewing processes for assigned SROs, and their preferred SROs shall be strongly considered and weighted by RCPD. It is the spirit and the intent of RCPD to provide an officer with at least three years' experience as a law enforcement officer, strong interpersonal, de-escalatory and communications skills, robust patience necessary to effectively work with youth and parents, and other related traits essential in the National Association of School Resources Officers' (NASRO) Triad model of SRO roles which includes law enforcement officer, public safety educator, and informal counselor/mentor.

   RCPD shall be solely responsible for training costs associated to assigned SROs in the performance of their duties as law enforcement officers. It is best practice for SROs to received specialized training unique to the roles and responsibilities of an SRO. SRO training, at a minimum, shall consist of NASRO's basic and advanced SRO courses and its Adolescent Mental Health Training. SROs shall also successfully complete Crisis Intervention Team training, and any minimum standards set by RCPD and the State of Kansas which are required to maintain Law Enforcement certification. Any training costs for an SRO required or requested by the District outside of the above basic requirements shall be the responsibility of the District.

   The District shall provide input as to an SRO's performance for annual performance evaluations, and the feedback shall be provided to the applicable SRO. RCPD maintains sole responsibility and decision authority in any SRO's annual performance evaluation.

   In the event that the District wishes that RCPD provide a different SRO other than the SRO provided, RCPD shall enter into good faith discussions with the District as to SRO selection and assignment to accommodate District preferences. Ultimately, RCPD can only provide SROs based on the operational needs of the Department.

3. **SEARCH AND SEIZURE, QUESTIONING, AND INTERROGATIONS:**
Any search of students and any searches and/or seizures of property conducted by SROs for law enforcement purposes shall be performed in accordance with RCPD policies. Any interviews of students conducted by SROs for law enforcement purposes shall be performed in accordance with RCPD policies.

4. **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.

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5. **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 ability, authority, or power to direct, control, or supervise RCPD members, who shall remain under the sole authority, direction and supervision of RCPD.

Unless and as otherwise provided by the Agreement, RCPD and the District shall obtain and provide their own independent 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.

6. **FINANCIAL AGREEMENT**:
TBD

7. **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 law enforcement-related 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, basic necessary accommodations for conducting day-to-day SRO operations at the campuses. This includes, but may not be limited to a dedicated parking spaces, work space capable of being secured (locked door/access), basic furniture such as a desk and chairs, computer and printer, and internet access.

8. **INDEMNITY:**
Indemnification for both the District and RCPD will be governed by the Kansas Tort Act.

9. **DISCLAIMER OF LIABILITY:**
No provision of this contract will be given effect that attempts to require the State of Kansas or the parties to defend, hold harmless, or indemnify either party or third party for any acts or omissions. Nothing in this Agreement shall be construed as a limitation on the powers, rights, authority, duty and responsibilities conferred upon either party under Kansas law.

10. **REVIEW AND REVISION PROCEDURES:**
This Agreement shall be reviewed annually by both RCPD and the District. This Agreement is also subject to review and revision at the request of either party, provided

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that such party gives thirty (30) days advanced 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 agreements 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.

11. **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.

12. **TERM OF AGREEMENT:**
It is mutually agreed that this Agreement shall be for the period beginning January 1, 2026, and continuing until it may be edited, changed, or terminated as provided for herein.

13. **LEGAL CONTINGENCIES AND TERMINATION:**
This Agreement is subject to termination at the request of either party, provided that such party gives thirty (30) days advanced written notice to the other party. Both parties shall retain their respective properties previously dedicated to the SRO function.

14. **TERMINATION DUE TO LACK OF FUNDING APPROPRIATION:**
If sufficient funds are not appropriated to continue the functions performed in this agreement and for the payment of the charges hereunder, the District and/or RCPD may terminate this agreement at the end of its current fiscal year. The District agrees to give written notice of termination to RCPD at least thirty (30) days prior to the end of its current fiscal year and shall give such notice for a greater period prior to the end of such fiscal year as may be provided in this contract, except that such notice shall not be required prior to ninety (90) days before the end of such fiscal year. The District shall have the right, at the end of such fiscal year, to take possession of any equipment provided by the District under the contract. The District will pay RCPD all regular contractual payments incurred through the end of such fiscal year. Upon termination of the agreement by either party, titles to any applicable equipment shall revert to the originating agency at the end of the contracted year.

15. MISCELLANEOUS:
Any contractual attachment appended hereto will be incorporated in, and made part of, this Agreement.

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

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Brian R. Peete	*Date*
Director	
Eric Reid	*Date*
Superintendent USD 383	

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Agreement for Providing School Resource Officers

This agreement is entered into this _____ day of _____ 2024, by and between the City of Junction City, Kansas, Police Department, a division of a municipal corporation, hereinafter referred to as "Department", and the Geary County Unified School District #475, a political subdivision of the State of Kansas, hereinafter referred to as "District", as follows:

WITNESSETH

For and in consideration of the mutual promises, terms, covenants, and conditions set forth herein, the parties agree as follows:

Purpose of Agreement. The purpose of this Agreement is for the Department to assign Police Officers to work in District schools as School Resource Officers (SRO's). The SRO's will work with school administrators in providing alcohol, drug, and other education, maintaining a peaceful campus environment and will take appropriate action regarding on campus or school related criminal activity.

1. **Term**. The term of this Agreement shall be for the 2024-25 school year based on the academic calendar as approved by the Board of Education.

2. **Staffing**.

   2.1. Unless there is a prior mutual agreement between the parties, the Department agrees to provide four (4) SRO's.

   2.2. The annual performance period for SRO's shall be a ten-month period commencing August 1st and ending the final day of school for teachers of each academic year.

   2.3. The parties agree the process of assigning SRO's to buildings should be determined by mutual agreement when possible. However, the Junction City Police Department will determine what Officers are assigned to said buildings.

   2.4. The Department agrees to communicate any planned changes or adjustments in staffing to the respective building administrators in advance of the change. Non-planned changes shall be communicated to the respective building administrator the same day. In addition, the District Security Center shall maintain an accountability system of the security assets available in the District each day. The accountability system is a list of SROs that are available on any given day.

   2.5. Minimum staffing by the Department shall be three SROs to cover Junction City High School, Junction City Middle School, and the HD Karns building while students are in session.

3. **Training**. The parties agree that Police Officers assigned to serve as SRO's will have basic law enforcement training prior to assignment. The parties agree that SRO's shall complete the following as soon as possible after assignment: the basic School Resource Officer course offered by the Kansas Law Enforcement Training Center, Mitigating Juvenile Exposure to the Criminal Justice System: Training for SB 367 as offered through the Kansas Law Enforcement

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Training Center, and annual training on the local inter-agency agreement regarding the treatment of juveniles. The District will also provide bi-annual training in August on topics related to SB 367 related issues. Substitute officers should have "awareness level" training on the local inter-agency agreement regarding the treatment of juveniles. The SRO's will also be required to complete annual training on FERPA considerations in August of each year. The SRO's will also be required to complete ALICE online training in August. The training is provided by the District.

4. **Termination**. This Agreement may be terminated without cause by either party upon 30 days prior written notice.

5. **Relationship of Parties**. The Police Officers assigned to SRO duties with the District are employees of the Department and shall be subject to its control and supervision. The assigned officers will be subject to current procedures in effect for Junction City, Kansas, Police Officers, including attendance at all mandated training and testing to maintain State peace officer certification. This Agreement is not intended to and will not constitute, create, give rise to, or otherwise recognize a joint venture, partnership, or formal business association or organization of any kind between the parties, and the rights and obligations of the parties shall be only those expressly set forth in this Agreement.

6. **Officer Responsibilities**. Officers regularly assigned the duties of SRO shall:

   6.1. Provide a program of educational topics addressing tobacco, alcohol, other drugs, gangs, and violence diffusion, violence prevention and safety issues in the school community.

   6.2. Present programs to parents on issues related to tobacco, alcohol, drugs, violence prevention and safety.

   6.3. Provide informational in-services for faculty and staff on issues related to alcohol and other drugs and the law, violence, gangs, safety, and security.

   6.4. The officers will gather and document in writing intelligence regarding potential problems such as criminal activity, gang activity and student unrest and identify particular individuals who may be a disruptive influence to the school and/or students.

   6.5. When a crime occurs, on school property, the officer will take the appropriate steps consistent with a Police Officer's duties.

   6.6. The officer will present educational programs to students and school staff on topics agreed to by both parties.

   6.7. The officer will refer students and/or their families to the appropriate agencies when a need is determined.

   6.8. The officer will not function as a Hall Monitor, Gym Monitor, Cafeteria Monitor, Classroom Monitor, or perform any duties associated with those functions and assigned to regular employees of the District. The parties agree that the officers should be visible in the school when not involved in other activities and that key periods of the day include for visibility include entry, dismissal, passing periods and lunch time.

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6.9. Provided further that nothing required herein is intended to or will it constitute a relationship or duty for the assigned Police Officers or the Department beyond the general duties that exist for law enforcement officers within the State.

7. **Time and Place of Performance**. The Department will endeavor to have the officers available for duty at their assigned school during all regular school hours each day school is in session during the regular school year. The Department will endeavor to furnish substitute officers on days when regular assigned SRO's are absent.

   The Officers activities will be restricted to their assigned schools except for:

   7.1. Follow-up investigations as needed for assigned school related criminal activity or student related problems.

   7.2. To serve as part of a "threat assessment team" at a building in the district without a regularly assigned SRO located in Junction City.

   7.3. Incentive programs administered by the District for students requiring the School Resource Officer's presence at a time other than the normal school day so long as the SRO's presence has been approved in writing by both parties.

   7.4. In response to off-campus but school related, criminal activity.

   7.5. In response to emergency police activities.

   7.6. The parties agree that every effort will be made to schedule required training for SRO's on days when school is not in session.

   7.7. The parties agree that every effort will be made to schedule SRO's to be on site of their assigned school fifteen (15) minutes prior to the start of the posted start time.

   7.8. The parties agree that every effort will be made to schedule SRO's to be on site during the school lunch period.

   7.9. The parties agree that every effort will be made to schedule SRO's to be on site of their assigned school fifteen (15) minutes following the end of the school day.

8. **District Responsibilities**. District will provide the Police Officers a securable office and such equipment as necessary at their assigned schools. This equipment shall include a telephone, computer, desk, chair, keys, radio, printer, and securable file cabinets in addition to other required equipment aside from "law enforcement officer" only equipment. This office shall be a private office and not a shared office. The district will also provide an area where a secured weapons safe can be installed and understands that the SRO's weapons may be secured there.

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9. **Compensation.**

   9.1. The District will compensate the Department monthly beginning in September of each school year and the invoices will be based on the hours worked in the District by the SROs and substitute SROs provided by the Department from the previous month.

   9.2. During the 2024-25 school year, the District will compensate the Department $46.00 per hour per officer when an officer is performing SRO duties as is stated in section 6.

   9.3. During the 2024-25 school year, the District will compensate the Department $46.00 per hour per officer when an officer is performing security for after hours activities such as sporting events, graduation, other school events, etc.

   9.4. Payments shall be invoiced monthly beginning in September. Final academic year invoicing for May performance will be submitted in June.

   9.5. USD 475 agrees to pay for the registration costs of mutually agreed upon professional development opportunities for SROs as funding allows. All other expenses are the responsibility of the Department.

10. **Law Enforcement Unit**- The SROs working in the District are officially recognized as the Law Enforcement Unit (LEU) for USD 475.

11. **Evaluation** – There will be at least one evaluation of the program in June yearly which is simply an opportunity for both parties to explore any enhancements or changes that could of benefit.

12. **DA-146a** – All parties agree to the terms laid out in State of Kansas Department of Administration Contractual Provisions Attachments.

IN WITNESS WHEREOF the parties have duly executed this Service Agreement the _____ day of _____, 2024. SIGNED, SEALED AND DELIVERED in the presence of:

By: _____

Mayor, City of Junction City

By: _____

Chief Operations Officer, Unified School District #475

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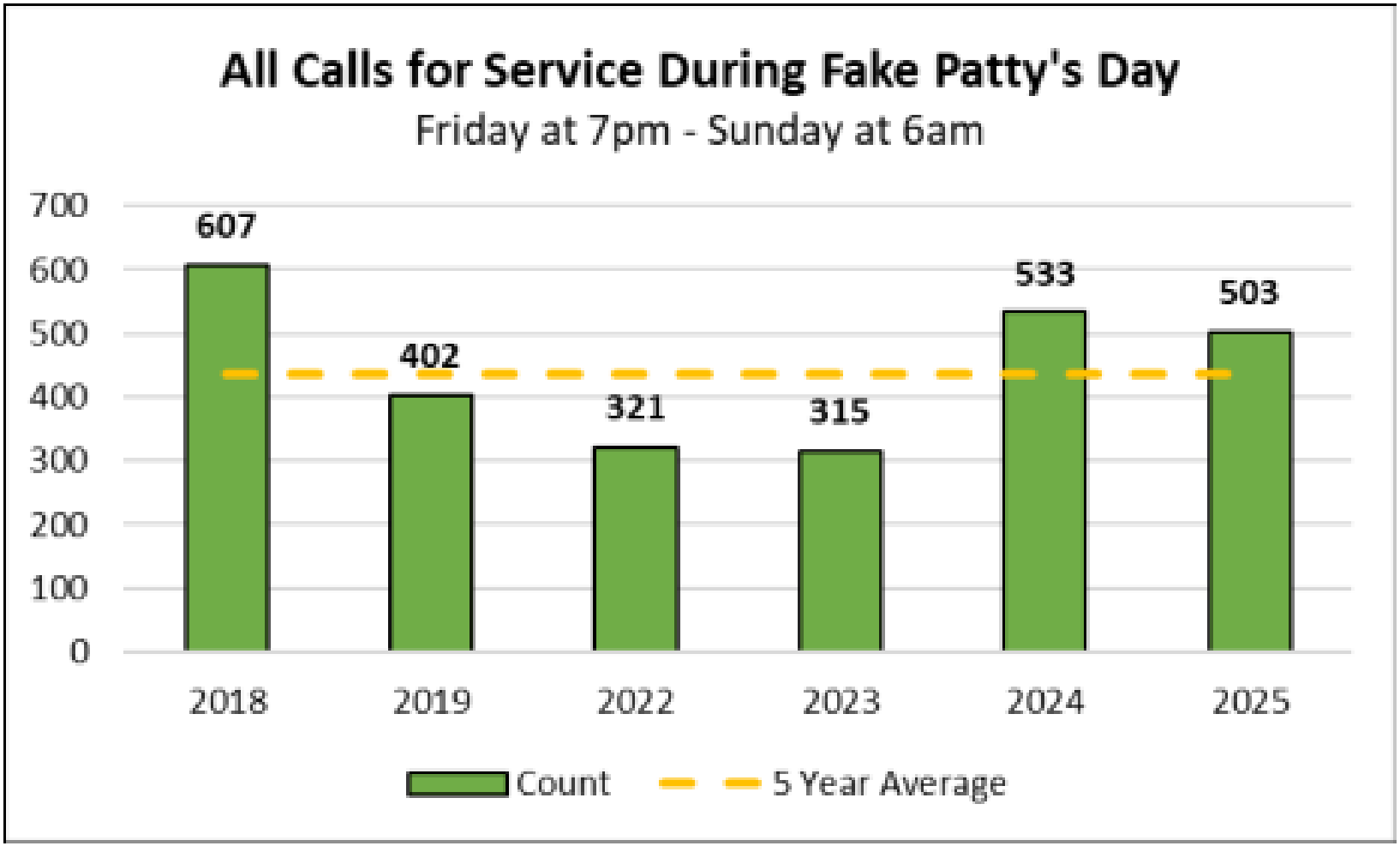
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Fake Patty's Day

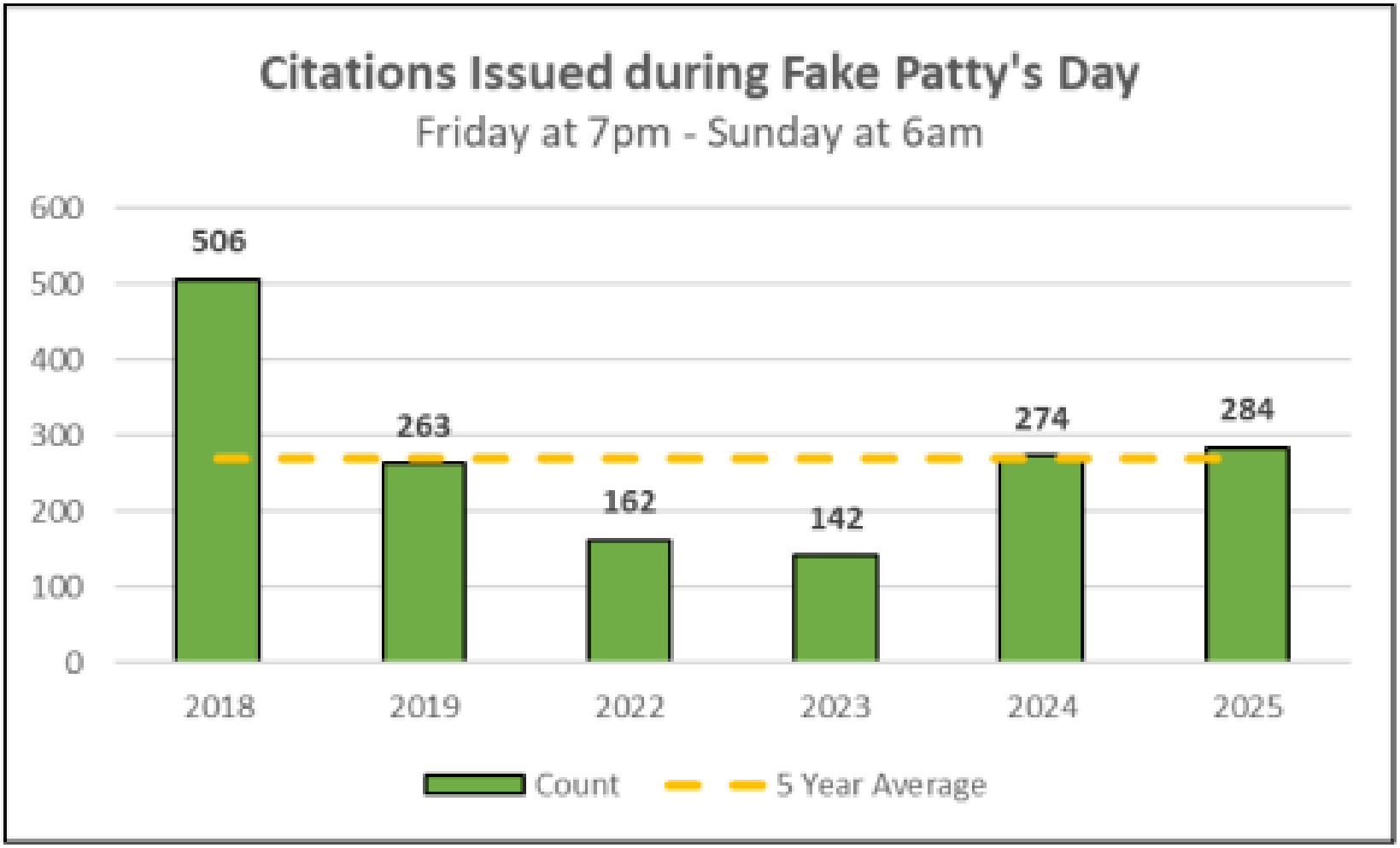
March 8, 2025

Major Scott Hajek

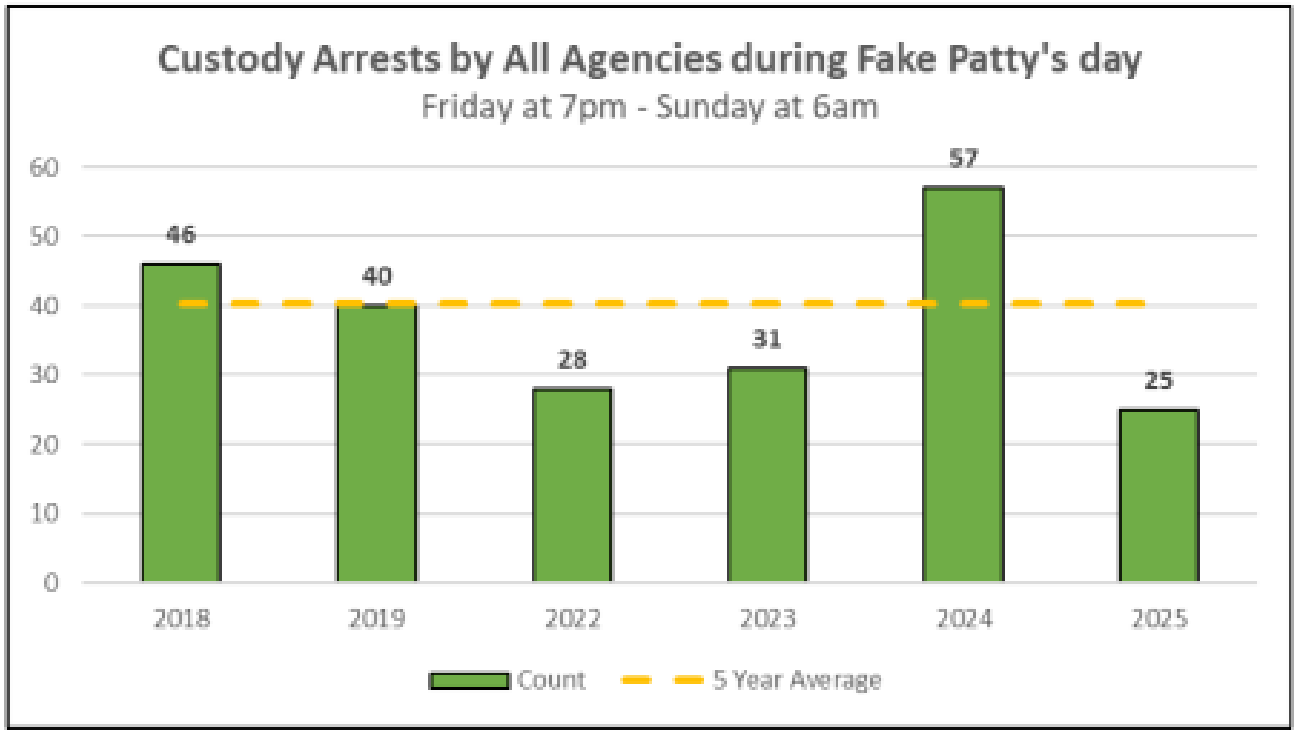
To **reduce crime** and **improve the quality** of life for the **citizens we serve**



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Attachment: 04-21-2025 Law Board Packet (15698 : Law Board Meeting Agenda)



Top 5 Arrest Offenses during Fake Patty's Day

Arrest Offense	2018	2019	2022	2023	2024	2025	Total
DUI-ALCOHOL OR DRUGS	13	19	19	16	12	6	**85**
TRAFFIC-OTHER VIOL (NOT DUI)	5	4	0	6	3	5	**23**
INTERFERENCE/OBSTRUCTION	0	1	1	1	23	5	**31**
ALCOHOL-MIP/MIC	13	3	0	4	7	5	**32**
DISORDERLY CONDUCT	17	5	3	2	14	4	**45**

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RCPD Overtime and other costs:

	Overtime	Other Costs	**Total Cost**
2013	50,244.32	4,800.62	**55,044.94**
2014	44,866.96	2,192.93	**47,059.89**
2015	40,466.53	1,963.04	**42,429.57**
2016	42,341.90	3,772.33	**46,114.23**
2017	31,829.88	1,016.81	**32,846.69**
2018	48,545.75	756.38	**49,302.13**
2019	63,915.53	324.31	**64,239.84**
2020	-	-	**-**
2021	6,794.04	634.42	**7,428.46**
2022	12,421.04	660.41	**13,081.45**
2023	5,540.58	585.40	**6,125.98**
2024	26,843.95	1,789.07	**28,633.02**
2025	12,895.37	2,250.13	**15,145.50**

Attachment: 04-21-2025 Law Board Packet (15698 : Law Board Meeting Agenda)

RILEY COUNTY
POLICE DEPARTMENT

Participating Agencies

- RCPD – every sworn, many non-sworn
- KSUPD
- Pott. County SO
- Lawrence Police Depart.
- Emporia Police Depart.
- KHP
- ABC
- MFD
- EMS
- Emergency Management

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Thank you!

Riley County Police Departme

1001 South Seth Child Ro
Manhattan, Kansas 665

(785) 537-21

www.RileyCountyPolice.

@RileyCountyPD

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

City of Manhattan Kansas

2026 Special Alcohol Fund Grant Agreement
Riley County Police Department

THIS AGREEMENT is entered into this _____ day of _____, 2025, by and between the City of Manhattan, Kansas, a municipal corporation, ("City"); the Riley County Police Department ("RCPD") and the Riley County Law Enforcement Agency ("the Agency").

WHEREAS, pursuant to K.S.A. 79-41a04, the City receives a portion of the State of Kansas alcoholic liquor sales tax that is deposited into the City's Special Alcohol Fund ("Funds"); and,

WHEREAS, K.S.A. 79-41a04(d) states that a portion of the Funds "shall be expended only for the purchase, establishment, maintenance, or expansion of services or programs whose principal purpose is alcoholism and drug abuse prevention and education, alcohol and drug detoxification, intervention in alcohol and drug abuse or treatment of persons who are alcoholics or drug abusers or are in danger of becoming alcoholics or drug abusers;" and,

WHEREAS, in 2026, RCPD will employ a Mental Health Case Manager, ("Case Manager") as described in Exhibit A, Position Description, whose duties have a heavy emphasis on serving inmates who suffer from alcohol and drug substance use disorder; and,

WHEREAS, the City Commission finds that the Case Manager position meets the requirements of K.S.A. 79-41a04(d) and desires to fund the position with the Funds.

NOW THEREFORE, IN CONSIDERATION OF THE MUTUAL PROMISES CONTAINED HEREIN, THE PARTIES AGREE AS FOLLOWS:

1. The Agreement term is from January 1, 2026, through December 31, 2026, unless terminated earlier.

2. The City agrees to provide funds to RCPD in the amount of **$88,000** ("Grant Funds") from the 2025 CSFAB Special Alcohol Fund, subject to the availability of Grant Funds as described in Section 7. The City will pay the Grant Funds in four equal installments of **$22,000.00,** each on or before March 15, June 15, September 15, and December 15, of 2026. RCPD shall use the Grant Funds only for a Case Manager position, as described in Exhibit A. Subject only to the provisions of this Agreement, RCPD has administrative control of the Grant Funds. RCPD shall return any Grant Funds that are unused as of

Attachment: 04-21-2025 Law Board Packet (15698 : Law Board Meeting Agenda)

December 31, 2027, to the City by January 31, 2026, for the City to deposit to the Special Alcohol Fund.

3. RCPD agrees to use the Grant Funds consistent with K.S.A. 79-41a04 and this Agreement, and for no other purposes.

4. If requested by the City, RCPD agrees to fully participate in a site visit to confirm compliance with this Agreement, to be scheduled and performed within 30 calendar days of the City's request for the site visit. Prior to the site visit, RCPD must complete and return the City's site visit form. Additional site visits may be requested at the City's discretion. RCPD agrees to comply with City requests for additional site visits.

5. If requested by the City, RCPD agrees to provide financial data deemed necessary or appropriate to assist the City in analyzing the financial condition of RCPD and to confirm compliance with this Agreement. Financial data requested may include information on revenues, expenses, assets, liabilities, or cash balances for the previous fiscal year. If requested by the City, RCPD agrees to provide further information for the City to make an evaluation of the impacts and efficacy of the Case Manager position. RCPD also understands and agrees that all reports submitted to the City may be a public record subject to disclosure pursuant to the Kansas Open Records Act, K.S.A. 45-216 et seq.

6. If RCPD fails to participate in any site visit, or fails to provide complete information or reports as required by this Agreement, by the relevant deadline, the City may refuse to pay any installment and/or the City may decline to award a future Special Alcohol Fund grant to RCPD.

7. RCPD understands and agrees that the City's provision of Grant Funds is based upon the State of Kansas transferring the Funds to the City. If the State does not provide the City with any, or all, Funds as anticipated by the City, the City may, at its option, eliminate all or some of the Grant Funds due to RCPD.

8. RCPD agrees to comply with applicable federal, state, and local laws, regulations, and ordinances in its performance of this Agreement. RCPD agrees: (a) to comply with the Kansas Act Against Discrimination (K.S.A. 44-1001, et seq.) and the Kansas Age Discrimination in Employment Act (K.S.A. 44-1111, et seq.) and the applicable provisions of the Americans With Disabilities Act (42 U.S.C. 12101, et seq.) (ADA), and to not discriminate against any person because of race, color, gender, sexual orientation, gender identity or expression, religion, national origin, ancestry, age, military or veteran status, disability status, marital or family status, genetic information, or political affiliation that is unrelated to the person's ability to reasonably perform the duties of a particular job or position; (b) to include in all solicitations or advertisements for employees, the phrase "equal opportunity employer"; (c) to comply with the reporting requirements set out at K.S.A. 44-1031 and K.S.A. 44-1116; (d) to include those provisions in every subcontract or purchase order so that they are binding upon such subcontractor or vendor; (e) that a failure to comply with the reporting requirements of (c) above or if the RCPD is

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found guilty of any violation of such acts by the Kansas Human Rights Commission, such violation shall constitute a breach of contract and the contract may be cancelled, terminated or suspended, in whole or in part, by the contracting state agency or the Kansas Department of Administration; (f) RCPD agrees to comply with all applicable state and federal anti-discrimination laws and regulations; (g) RCPD agrees all hiring must be on the basis of individual merit and qualifications, and discrimination or harassment of persons for the reasons stated above is prohibited; and (h) if is determined that the RCPD has violated the provisions of any portion of this paragraph, such violation shall constitute a breach of contract and the contract may be canceled, terminated, or suspended, in whole or in part, by the contracting state agency or the Kansas Department of Administration.

9. Either party may terminate this Agreement upon thirty (30) days written notice to the other party.

IN WITNESS WHEREOF, the parties have executed this Agreement on the date above written.

City of Manhattan, Kansas

Susan E. Adamchak, Mayor

Attest:

Brenda K. Wolf, CMC, City Clerk

Riley County Police Department

Brian Peete, Director

Approved by:
Riley County Law Enforcement Agency

John Matta, Chairperson

Attachment: 04-21-2025 Law Board Packet (15698 : Law Board Meeting Agenda)

2026 Budget Presentation

Director Brian Peete

Deputy Director Erin Freidline

Finance Manager Jennifer Reifschneider



Attachment: 04-21-2025 Law Board Packet (15698 : Law Board Meeting Agenda)

Today's Agenda

Introduction of the Budget

2025-2026 Base Adjustments

Item A: COLA

Item B: Salary Survey

Item C: Health Insurance

Item D: Contracts

Item E: Camera Initiative

Item F: Corrections Sergeant

Proposed Budget

Item G: Animal Control Officers

Proposed Budget

Attachment: 04-21-2025 Law Board Packet (15698 : Law Board Meeting Agenda)

Introduction to the Budget

Director Peete

Deputy Director Freidline

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



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Four Long-Term Goals

Minimize the Financial and Social Cost of Public Safety

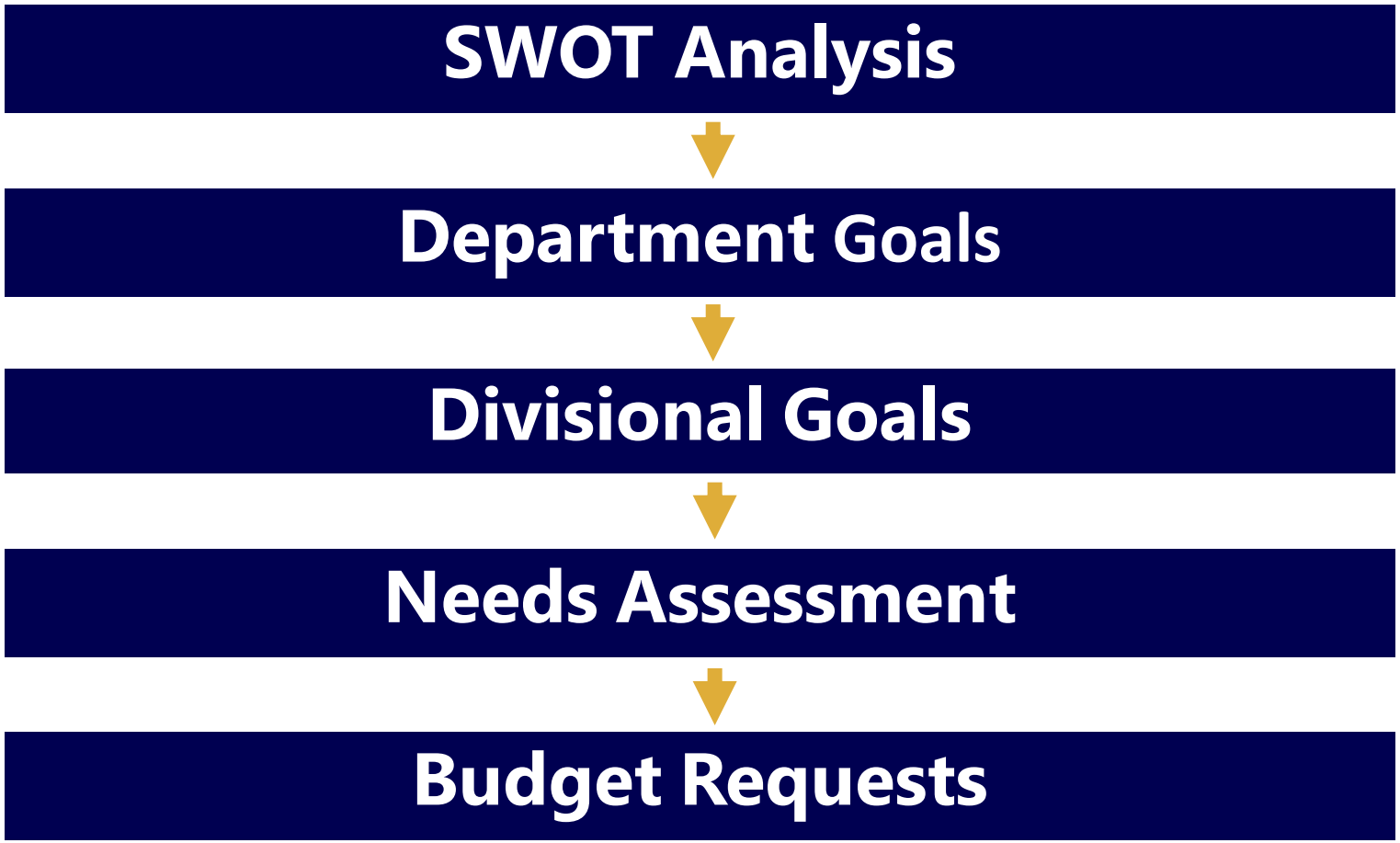
Maintain a Safe and Secure Community

Promote Legitimacy in the Eyes of the Public

Safeguard operational readiness by increasing resiliency and wellness for staff while creating a culture of service throughout the organization.

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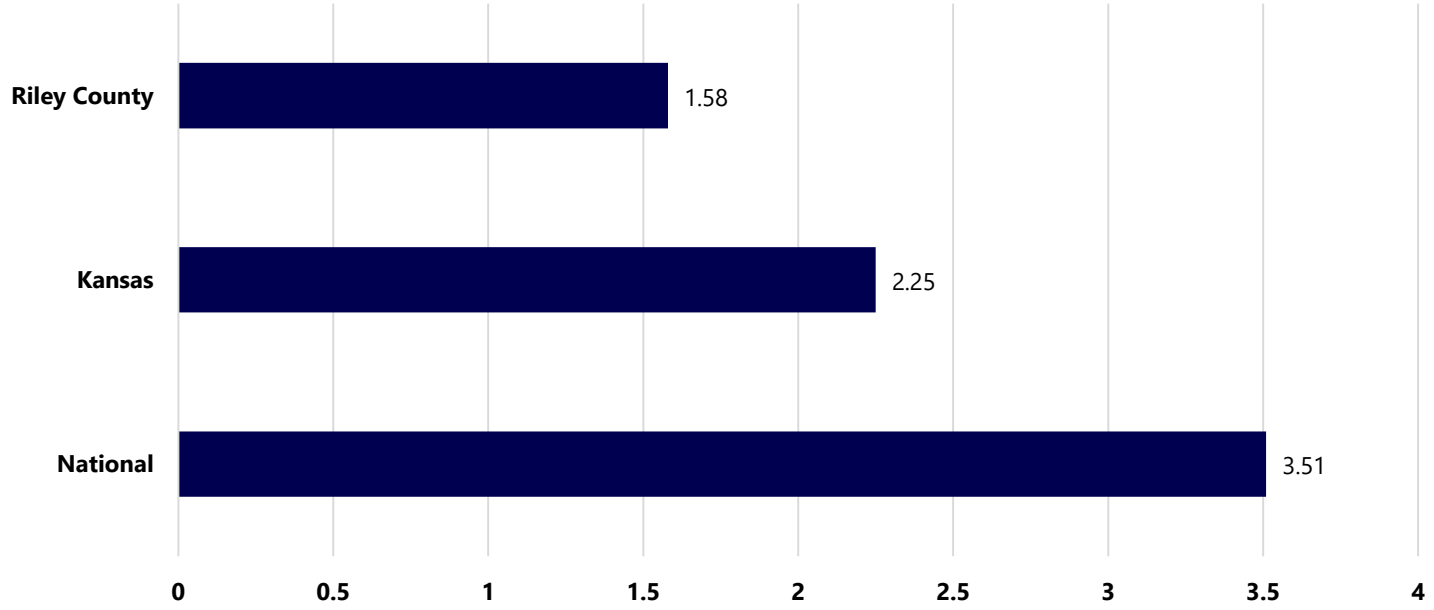
Annual Planning Cycle



Attachment: 04-21-2025 Law Board Packet (15698 : Law Board Meeting Agenda)

Efficiency of Policing

Officers per 1,000 Residents



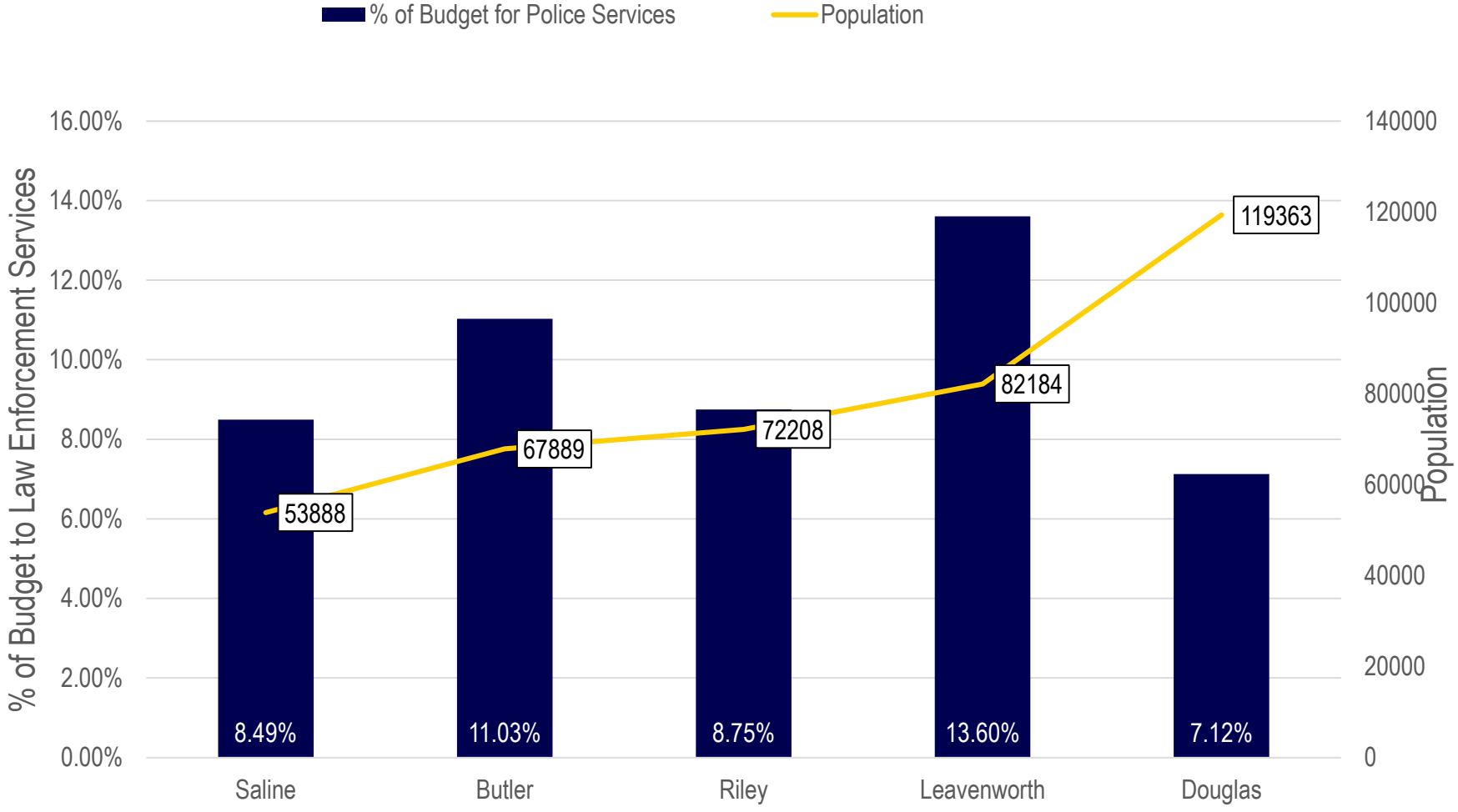
Sources: Kansas Bureau of Investigation and Federal Bureau of Investigation

Attachment: 04-21-2025 Law Board Packet (15698 : Law Board Meeting Agenda)

RILEY COUNTY
POLICE DEPARTMENT

Cost of Policing

2025 Law Enforcement Services Cost Comparison



Source: Kansas Department of Administration – 2025 Municipal Budgets
https://admin.ks.gov/offices/accounts-reports/local-government/municipal-services/municipal-budgets/categories/f0f3c6887d324e61a8b18748e9dc5249

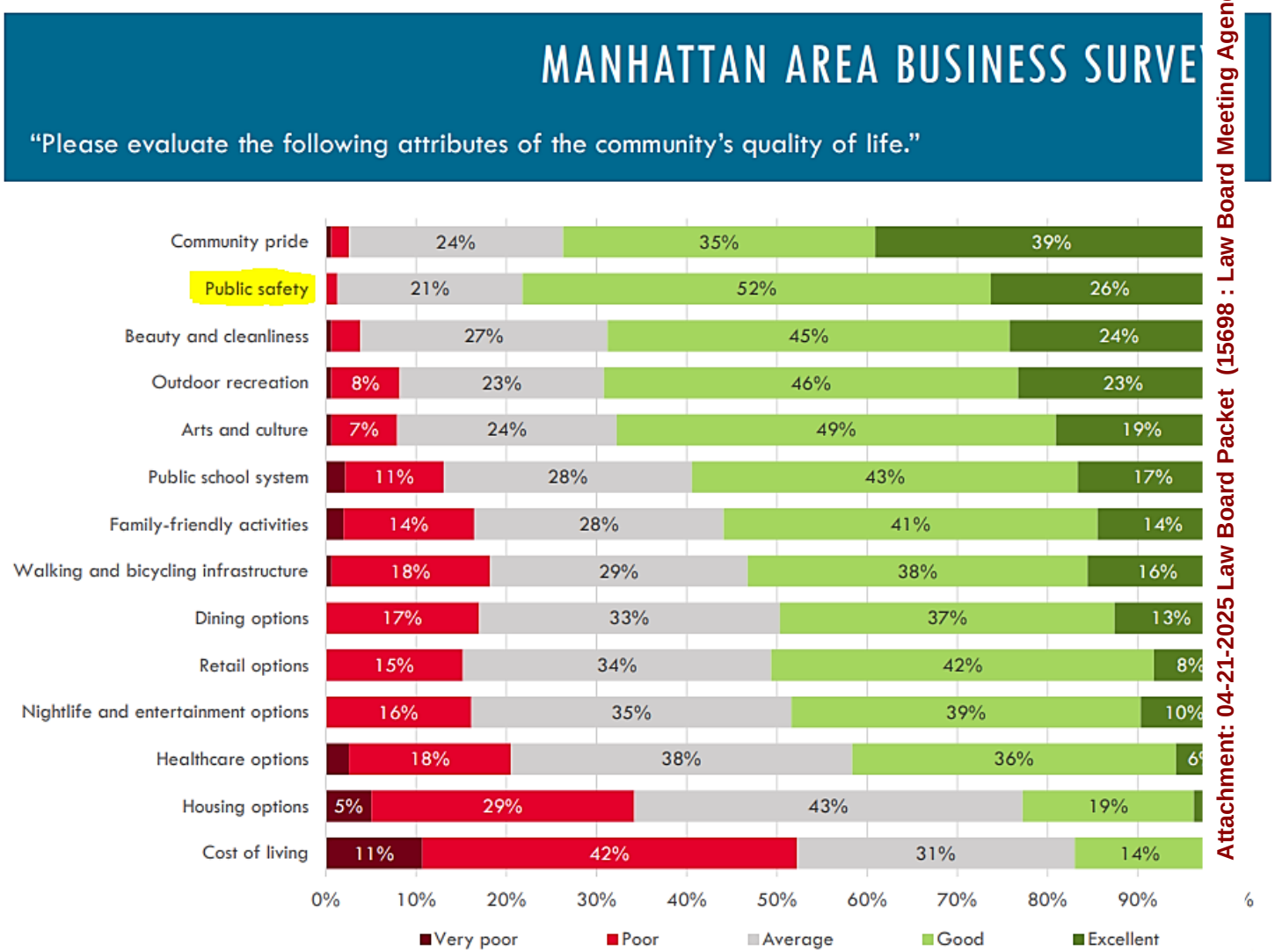
Attachment: 04-21-2025 Law Board Packet (15698 : Law Board Meeting Agenda)

RILEY COUNTY
POLICE DEPARTMENT

Manhattan Area Economic Growth Assessmen

Public Safety ranked the **highest** at Good - Excellent

Public Safety ranked the **lowest** at Poor - Average

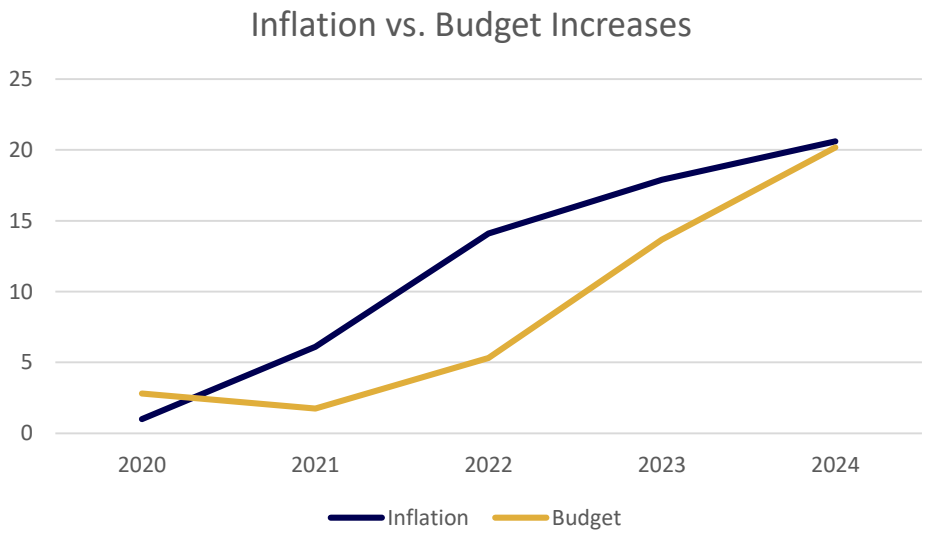


RILEY COUNTY POLICE DEPARTMENT

Attachment: 04-21-2025 Law Board Packet (15698 : Law Board Meeting Agenda)

Budget Considerations

- Inflation
  - 26% inflation in the last 10 years
    - *2020 to 2024 inflation - 19.6%*



Attachment: 04-21-2025 Law Board Packet (15698 : Law Board Meeting Agenda)

Budget Considerations

Salaries

Salary Survey – Final Year of Implementation

- Retention of current employees with implementation of salary adjustments to market
- Recruitment and Competing Workforce
  - Intent was 2 years – moved to 5-year total implementation
    - 2022-2026

Cost of Living Adjustment

- Agency Priority: keep up with wage compression
- 87% of budget is personnel



Non-Personnel Accounts

Attachment: 04-21-2025 Law Board Packet (15698 : Law Board Meeting Agenda)

SWOT Analysis

Department Goals

Divisional Goals

Needs Assessment

Budget Requests

Needs Assessment

Initial Assessment shows agency needs over $3 million in increases. This increases are to meet agency needs/goals. The list below is a prioritized list of agency needs:

Personnel:

Cost of Living Adjustment
Salary Survey Completion
Corrections Sergeant
3 Police Officers

Non-Personnel:

Health Insurance
Liability Insurance
Camera Equipment/Contract
Contractual Services
Prisoner Food & Care
Fuel
Virtual Reality Training
Training Budget Increase

Attachment: 04-21-2025 Law Board Packet (15698 : Law Board Meeting Agenda)

SWOT Analysis

Department Goals

Divisional Goals

Needs Assessment

Budget Requests

Needs Assessment

There were significant needs that were removed from our 2026 budget request. This was done through our internal budget assessment using our 5-Year Strategic Plan.

Personnel:

Cost of Living Adjustment
Salary Survey Completion
Corrections Sergeant
~~3 Police Officers~~

Non-Personnel:

Health Insurance
Camera Equipment/Contract
Contractual Services
~~Prisoner Food & Care~~
~~Liability Insurance~~
~~Fuel~~
~~Virtual Reality Training~~
~~Training Budget Increase~~

Attachment: 04-21-2025 Law Board Packet (15698 : Law Board Meeting Agenda)

5-Year Strategic Plan

2026 Budget Input Requests	Est. Cost	2026	2027	2028	2029	2030	Total	Remaining
Patrol								
Police Officer Training Budget Line Increase	$5,000		$5,000				$5,000	$0
COPS Grant - Officer	$80,000		$40,000			$40,000	$80,000	$0
COPS Grant - Officer	$80,000		$40,000			$40,000	$80,000	$0
COPS Grant - Officer	$80,000		$40,000			$40,000	$80,000	$0
Convert Sgt to Lt	$10,000	$10,000					$10,000	$0
Axon Fleet	$78,000	$78,000					$78,000	$0
Axon LPR	$33,000	*appropriations funded		$33,000			$33,000	$0
ERU Training Budget	$3,000		$1,500	$1,500			$3,000	$0
Investigations								
Detective Training Budget Line Increase	$4,000		$2,000	$2,000			$4,000	$0
Aggieville Cameras - WTC Contract	$6,500				$6,500		$6,500	$0
Cellebrite Contract	$10,000	$10,000					$10,000	$0
Crime Analyst	$100,000			$100,000			$100,000	$0
Investigations Contracts (Line 20)	$56,000	$5,250		$50,750			$56,000	$0
Camera Contracts	$33,000	$33,000					$33,000	$0
Corrections								
Corrections Officers	**$230,424**		$57,606	$57,606	$57,606	$57,606	$230,424	$0
Corrections Sergeant - Training	**$88,000**	$88,000					$88,000	$0
Jail Therapist	**$125,000**				$125,000		$125,000	$0
Jail Contracts (body scanner, inmate accountability)	**$50,000**	$28,700	$21,300				$50,000	$0
Axon Cameras	$4,500	$4,500					$4,500	$0
Prisoner Food and Care Line Increase	$115,000	$60,000	$55,000				$115,000	$0
Support & Admin Services								
Fleet Maintenance	$80,000		$80,000				$80,000	$0
Replenish IT Reserve Fund	$150,000						$0	$150,000
Easy Ice Contract	$4,200	$4,200					$4,200	$0
Dispatch Consoles	$50,000		$25,000	$25,000			$50,000	$0
Line 12 - Equipment Repair/Maint	($20,000)	($20,000)					($20,000)	$0
Line 13 - Vehicle Maintenance	$50,000	$20,000	$10,000	$10,000	$10,000		$50,000	$0
Line 14 - Telephones	$20,000		$10,000	$10,000			$20,000	$0
Line 23 - Uniforms	$10,000		$3,000	$3,000	$4,000		$10,000	$0
Line 26 - Fuel	$40,000		$10,000	$10,000	$10,000	$10,000	$40,000	$0
Professional Standards								
Metal Building at Range (Training)	$250,000						$0	$250,000
Office of the Director								
Compensation Coordinator	$7,300	$7,300					$7,300	$0
Financial Analyst	$85,000		$85,000				$85,000	$0
Line 5 - Insurance	$185,000		$100,000	$65,000	$20,000		$185,000	$0
Line 39 - Health Insurance Increase	$400,000	$125,000	$100,000	$100,000	$75,000		$400,000	$0
Community Outreach								
Animal Control	$309,306	$309,306					$309,306	$0
Part Time - Intern PIO	$15,000		$15,000				$15,000	$0
Social Media Technology	$500	$500					$500	$0
Other Expenses								
Salary Survey Adjustments	**$469,072**	$469,072					$469,072	$0
2026 Cost of Living Adjustments 2.7%	**$589,719**	$589,719					$589,719	$0
2026 Base Adjustments	**$288,492**	$288,492					$288,492	$0
Line 3 - Overtime Increase	**$69,000**		$25,000	$30,000	$14,000		$69,000	$0
Line 4 - Utilites	$45,000		$25,000	$20,000			$45,000	$0
Line 7 - Training	$33,000		$10,000	$10,000	$13,000		$33,000	$0
Line 22 - Books, Subscriptions, Memberships	$8,000			$4,000	$4,000		$8,000	$0
Line 31 - Guns & Crime Equipment	$15,000		$8,000	$7,000			$15,000	$0
Total	**$4,665,013**	**$2,111,039**	**$760,406**	**$538,856**	**$339,106**	**$187,606**	**$3,945,013**	**$ 400,000.00**
	16.2%	7.3%	2.6%	1.9%	1.2%	0.7%		

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2025-2026 Base Adjustments

Finance Manager Jennifer Reifschneider

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



Attachment: 04-21-2025 Law Board Packet (15698 : Law Board Meeting Agenda)

Base Adjustment – 2025 Budget

$28,781,942
2025 Approved Budget

	2025 Budget*
	Approved
Full Time Salaries	$18,145,732
Part Time Salaries	$125,000
Overtime	$491,762
Total Salaries & OT	$18,762,494
KPF	$2,693,538
KPERS	$842,704
FICA	$749,097
Health Insurance	$1,650,000
Workers Comp.	$374,105
Unemployment	$18,723
Total Benefits	$6,328,168
Non-Personnel	
Total Personnel	**$25,090,662**
***Increase**	
***total Increase**	



RILEY COUNTY
POLICE DEPARTMENT

Attachment: 04-21-2025 Law Board Packet (15698 : Law Board Meeting Agenda)

Base Adjustment – Turnover

$28,781,942 2025 Approved Budget	2025 Budget* Approved	Turnover
Full Time Salaries	$18,145,732	($176,078)
Part Time Salaries	$125,000	
Overtime	$491,762	
Total Salaries & OT	$18,762,494	($176,078)
KPF	$2,693,538	($40,889)
KPERS	$842,704	($17,082)
FICA	$749,097	($1,750)
Health Insurance	$1,650,000	
Workers Comp.	$374,105	
Unemployment	$18,723	($137)
Total Benefits	$6,328,168	($59,858)
Non-Personnel		
Total Personnel	**$25,090,662**	**($235,936)**
Increase		**-0.82%**
Total Increase		**-0.82%**



Attachment: 04-21-2025 Law Board Packet (15698 : Law Board Meeting Agenda)

Base Adjustment – Benefits

$28,781,942 2025 Approved Budget	2025 Budget* Approved	Turnover	Benefit Changes
Full Time Salaries	$18,145,732	($176,078)	
Part Time Salaries	$125,000		
Overtime	$491,762		
Total Salaries & OT	$18,762,494	($176,078)	
KPF	$2,693,538	($40,889)	($72,314)
KPERS	$842,704	($17,082)	($9,470)
FICA	$749,097	($1,750)	
Health Insurance	$1,650,000		
Workers Comp.	$374,105		
Unemployment	$18,723	($137)	
Total Benefits	$6,328,168	($59,858)	($81,784)
Non-Personnel			
Total Personnel	**$25,090,662**	**($235,936)**	**($81,784)**
**Increase*		**-0.82%**	**-0.28%**
**Total Increase*		**-0.82%**	***-1.10%***

KPF Employer Contribution
24.67% to 24.00%

KPERS Employer Contribution
10.71% to 10.59%



RILEY COUNTY
POLICE DEPARTMENT

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Base Adjustment – Merits

$28,781,942 2025 Approved Budget	2025 Budget* Approved	Turnover	Benefit Changes	Steps & Longevity Pay
Full Time Salaries	$18,145,732	($176,078)		$466,602
Part Time Salaries	$125,000			
Overtime	$491,762			
Total Salaries & OT	$18,762,494	($176,078)		$466,602
KPF	$2,693,538	($40,889)	($72,314)	$96,778
KPERS	$842,704	($17,082)	($9,470)	$22,595
FICA	$749,097	($1,750)		$19,770
Health Insurance	$1,650,000			
Workers Comp.	$374,105			
Unemployment	$18,723	($137)		$467
Total Benefits	$6,328,168	($59,858)	($81,784)	$139,610
Non-Personnel				
Total Personnel	**$25,090,662**	**($235,936)**	**($81,784)**	**$606,212**
**Increase*		**-0.82%**	**-0.28%**	**2.11%**
**Total Increase*		**-0.82%**	***-1.10%***	***1.00%***



Attachment: 04-21-2025 Law Board Packet (15698 : Law Board Meeting Agenda)

Total Base Adjustment

$28,781,942 2025 Approved Budget	Base Budget					
	2025 Budget* Approved	Turnover	Benefit Changes	Steps & Longevity Pay	Total Adjustments	2026 Base Budget
Full Time Salaries	$18,145,732	($176,078)		$466,602	$290,524	$18,436,256
Part Time Salaries	$125,000					$125,000
Overtime	$491,762					$491,762
Total Salaries & OT	$18,762,494	($176,078)		$466,602	$290,524	$19,053,018
KPF	$2,693,538	($40,889)	($72,314)	$96,778	($16,425)	$2,677,113
KPERS	$842,704	($17,082)	($9,470)	$22,595	($3,957)	$838,747
FICA	$749,097	($1,750)		$19,770	$18,020	$767,117
Health Insurance	$1,650,000					$1,650,000
Workers Comp.	$374,105					$374,105
Unemployment	$18,723	($137)		$467	$330	$19,053
Total Benefits	$6,328,168	($59,858)	($81,784)	$139,610	($2,032)	$6,326,136
Non-Personnel						
Total Personnel	**$25,090,662**	**($235,936)**	**($81,784)**	**$606,212**	**$288,492**	**$25,379,154**
***Increase**		**-0.82%**	**-0.28%**	**2.11%**	**1.00%**	**1.00%**
***Total Increase**		**-0.82%**	***-1.10%***	***1.00%***	***1.00%***	***1.00%***

Attachment: 04-21-2025 Law Board Packet (15698 : Law Board Meeting Agenda)

RILEY COUNTY
POLICE DEPARTMENT

Item A: Cost of Living Adjustment

Deputy Director Erin Freidline

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



Attachment: 04-21-2025 Law Board Packet (15698 : Law Board Meeting Agenda)

Item A: COLA

Data provided by US Dept. of Labor, Bureau of Labor Statistics

- **Assert that monthly and annual averages are appropriate when used consistently**
  - Reduce volatility
  - Avoid using seasonal adjustments and local indexes
- **Annual averages reduce volatility**

Attachment: 04-21-2025 Law Board Packet (15698 : Law Board Meeting Agenda)

Item A: CPI - Midwest

Consumer Price Index (CPI) Midwest Region

Used by the City of Manhattan & Riley County

Year	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Annual	HALF1	HALF2
2018	1.6	1.7	1.8	1.8	2.3	2.5	2.4	2.1	1.9	2.2	1.4	1.3	1.9	2.0	1.9
2019	0.8	1.3	1.7	1.5	1.3	1.2	1.5	1.5	1.4	1.5	1.9	2.3	1.5	1.3	1.7
2020	2.5	2.1	1.0	-0.4	-0.4	0.4	0.7	1.1	1.3	1.0	1.0	1.1	1.0	0.9	1.0
2021	1.2	1.7	3.0	4.9	5.6	5.8	5.9	5.7	5.7	6.6	7.3	7.5	5.1	3.7	6.5
2022	7.9	8.0	8.6	8.2	8.8	9.5	8.6	8.1	8.1	7.4	6.8	6.0	8.0	8.5	7.5
2023	6.0	5.6	4.9	4.9	3.7	2.4	2.9	3.4	3.2	2.9	2.9	3.2	3.8	4.5	3.1
2024	2.7	2.8	2.8	2.8	2.7	2.5	2.7	2.6	2.5	2.6	2.6	3.0	2.7	2.7	2.7
2025	3.4	3.1	2.7												

Attachment: 04-21-2025 Law Board Packet (15698 : Law Board Meeting Agenda)

RILEY COUNTY
POLICE DEPARTMENT

Item A: COLA

Annual average since 2014

Year	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Annual	HALF1	HALF2
2018	1.6	1.7	1.8	1.8	2.3	2.5	2.4	2.1	1.9	2.2	1.4	1.3	1.9	2.0	1.9
2019	0.8	1.3	1.7	1.5	1.3	1.2	1.5	1.5	1.4	1.5	1.9	2.3	1.5	1.3	1.7
2020	2.5	2.1	1.0	-0.4	-0.4	0.4	0.7	1.1	1.3	1.0	1.0	1.1	1.0	0.9	1.0
2021	1.2	1.7	3.0	4.9	5.6	5.8	5.9	5.7	5.7	6.6	7.3	7.5	5.1	3.7	6.5
2022	7.9	8.0	8.6	8.2	8.8	9.5	8.6	8.1	8.1	7.4	6.8	6.0	8.0	8.5	7.5
2023	6.0	5.6	4.9	4.9	3.7	2.4	2.9	3.4	3.2	2.9	2.9	3.2	3.8	4.5	3.1
2024	2.7	2.8	2.8	2.8	2.7	2.5	2.7	2.6	2.5	2.6	2.6	3.0	2.7	2.7	2.7
2025	3.4	3.1	2.7												

CPI Comparison		
Year	Annual Average	RCPD Budget
2014	1.5	
2015	-0.5	
2016	0.8	1.5
2017	1.7	-0.5
2018	1.9	0.8
2019	1.5	1.7
2020	1	1.9
2021	5.1	0*
2022	8.0	1
2023	3.8	5.1
2024	2.7	6.5*
2025		3.8
2026		2.7

RILEY COUNTY
POLICE DEPARTMENT

Attachment: 04-21-2025 Law Board Packet (15698 : Law Board Meeting Agenda)

Item A: COLA

$28,781,942 2025 Approved Budget	Items	
	2026 Base	A COLA (2.7%)
$ Change	$288,492	$589,719
% Change	1.00%	2.05%

Attachment: 04-21-2025 Law Board Packet (15698 : Law Board Meeting Agenda)

Item B: Salary Survey

Deputy Director Erin Freidline

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



Attachment: 04-21-2025 Law Board Packet (15698 : Law Board Meeting Agenda)

Item B: Salary Survey

History with The Arnold Group (TAG)

- Started initial conversations in 2019 (pre-covid)
- Battling wage compression, inflation, and market pressures
- 2026 is the 5th year of implementation (final completion)
- Salary chart at market level across all agency positions



RILEY COUNTY
POLICE DEPARTMENT

Attachment: 04-21-2025 Law Board Packet (15698 : Law Board Meeting Agenda)

Item B: Salary Survey

$28,781,942 2025 Approved Budget	Items		
	2026 Base	A COLA (2.7%)	B Finish Salary Survey
$ Change	$288,492	$589,719	$469,072
% Change	1.00%	2.05%	1.63%

Attachment: 04-21-2025 Law Board Packet (15698 : Law Board Meeting Agenda)

Item C: Health Insurance

Deputy Director Freidline

Finance Manager Jennifer Reifschneider

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



Attachment: 04-21-2025 Law Board Packet (15698 : Law Board Meeting Agenda)

Item C: Health Insurance

2025 Estimated Shortfalls of $400,000

- Initial internal proposal was for budget increase of $250,000 - decreased to $125,000
- Prescription price increases

Employee premiums have experienced significant increases since 2022:

- Family (56%)
- Single (202%)



Attachment: 04-21-2025 Law Board Packet (15698 : Law Board Meeting Agenda)

Item C: Health Insurance

$28,781,942 2025 Approved Budget	Items			
	2026 Base	A	B	C
		COLA (2.7%)	Finish Salary Survey	Health Insurance
$ Change	$288,492	$589,719	$469,072	$125,000
% Change	1.00%	2.05%	1.63%	0.44%

Attachment: 04-21-2025 Law Board Packet (15698 : Law Board Meeting Agenda)

Item D: Agency Contracts

Deputy Director Freidline

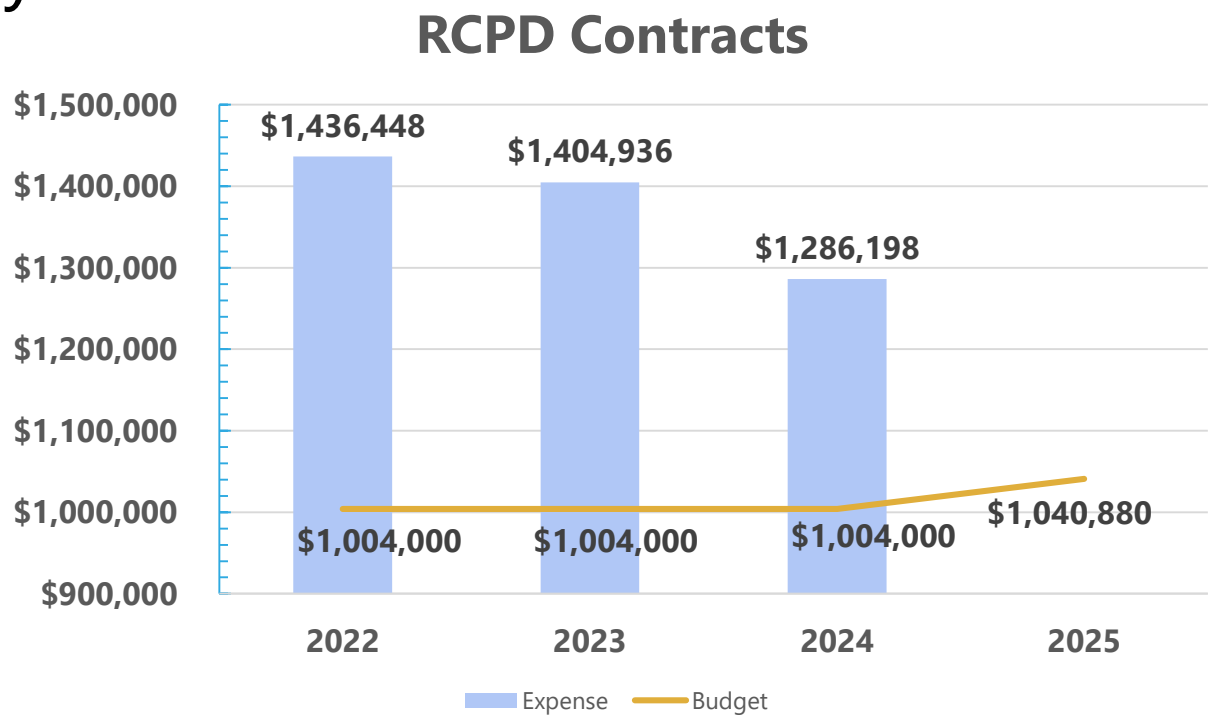
To ***reduce crime*** *and*
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of life for
the ***citizens we serve***



Attachment: 04-21-2025 Law Board Packet (15698 : Law Board Meeting Agenda)

Item D: Agency Contracts

History:



***2025 Budget removed Crime Analyst from contracts ($60,000 budgeted - $100,000 expense) and transferred position to RCPD personnel*

Attachment: 04-21-2025 Law Board Packet (15698 : Law Board Meeting Agenda)

Item D: Agency Contracts

Budget Increase: $176,150 (.61%)

- Axon Fleet - $78,000
- Axon BWC/Tasers - $50,000
- Cellebrite - $10,000
- PenLink - $5,250
- Axon BWC (Jail) - $4,500
- INAlert Contract - $1,800
- EcoLab Dishwasher Contract - $2,400
- Body Scanner - $20,000
- Easy Ice - $4,200

Attachment: 04-21-2025 Law Board Packet (15698 : Law Board Meeting Agenda)

Item D: Agency Contracts

$28,781,942 2025 Approved Budget	Items				
	2026 Base	A	B	C	D
		COLA (2.7%)	Finish Salary Survey	Health Insurance	Contracts
$ Change	$288,492	$589,719	$469,072	$125,000	$176,150
% Change	1.00%	2.05%	1.63%	0.44%	0.61%

Attachment: 04-21-2025 Law Board Packet (15698 : Law Board Meeting Agenda)

Item E: Camera Initiative

Major Brad Jager

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Attachment: 04-21-2025 Law Board Packet (15698 : Law Board Meeting Agenda)

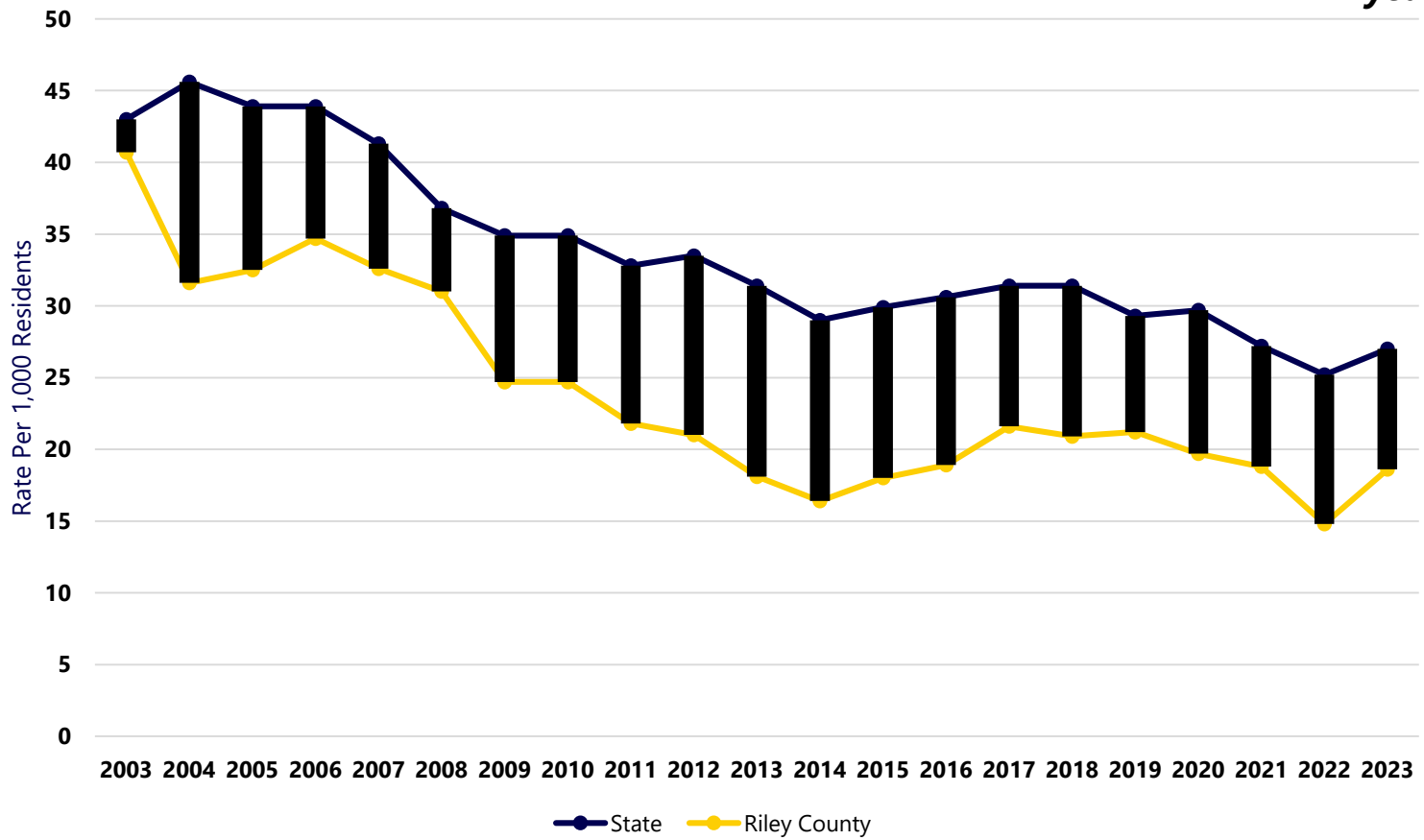
Item E: Camera Initiative

Riley County has e... lower crime rates than the state average for the pa...

21 years

Crime Statistics

Total Crime



Source: Kansas Bureau of Investigation

RILEY COUNTY
POLICE DEPARTMENT

Attachment: 04-21-2025 Law Board Packet (15698 : Law Board Meeting Agenda)

Item E: Camera Initiative

- Expansion of camera footprint in Riley County
- Future of policing
- Success stories
- Request: $40,000



RILEY COUNTY
POLICE DEPARTMENT

Attachment: 04-21-2025 Law Board Packet (15698 : Law Board Meeting Agenda)

Item E: Camera Initiative

$28,781,942 2025 Approved Budget	Items					
	2026 Base	A	B	C	D	E
		COLA (2.7%)	Finish Salary Survey	Health Insurance	Contracts	Cameras
$ Change	$288,492	$589,719	$469,072	$125,000	$176,150	$40,000
% Change	1.00%	2.05%	1.63%	0.44%	0.61%	0.14%

Attachment: 04-21-2025 Law Board Packet (15698 : Law Board Meeting Agenda)

Item F: Corrections Sergeant

Major Mark French

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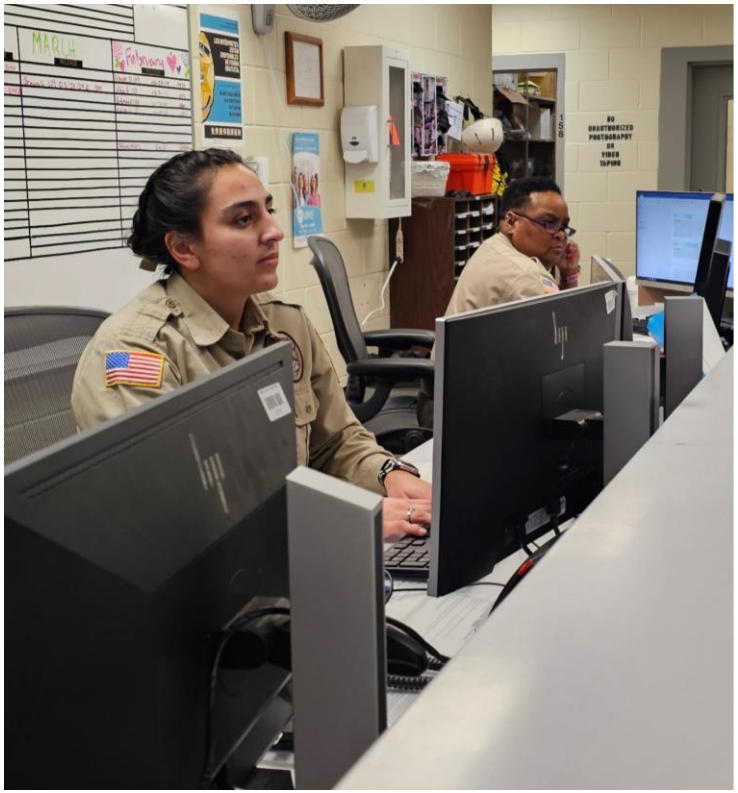


Attachment: 04-21-2025 Law Board Packet (15698 : Law Board Meeting Agenda)

Item F: Corrections Sergeant

A need was identified for proper succession planning. This includes corrections staff having a better understanding of Riley County Law Enforcement Agency as a whole.

This position will accomplish the above as well as allow Corrections to work towards Jail Accreditation.



Attachment: 04-21-2025 Law Board Packet (15698 : Law Board Meeting Agenda)

Item F: Corrections Sergeant

$28,781,942 2025 Approved Budget	Items						
	2026 Base	A	B	C	D	E	F
		COLA (2.7%)	Finish Salary Survey	Health Insurance	Contracts	Cameras	Corrections Sgt
$ Change	$288,492	$589,719	$469,072	$125,000	$176.150	$40,000	$86,8
% Change	1.00%	2.05%	1.63%	0.44%	0.61%	0.14%	0.30

Attachment: 04-21-2025 Law Board Packet (15698 : Law Board Meeting Agenda)

RILEY COUNTY
POLICE DEPARTMENT

Proposed Budget

$28,781,942 2025 Approved Budget	Items							
	2026 Base	A	B	C	D	E	F	Total Increase
		COLA (2.7%)	Finish Salary Survey	Health Insurance	Contracts	Cameras	Corrections Sgt	
$ Change	$288,492	$589,719	$469,072	$125,000	$176,150	$40,000	$86,883	$1,775,31
% Change	1.00%	2.05%	1.63%	0.44%	0.61%	0.14%	0.30%	6.17%

Proposed Budget	$30,557,258	6.17%
Carry Over	<$249,500>	<.87%>
Proposed Budget-Realized	**$30,307,758**	**5.30%**

RILEY COUNTY POLICE DEPARTMENT

City of Manhattan Obligation – Increase of $1,428,383 or 6.26%

Riley County Obligation - Increase of $357,096 or 6.26%

Attachment: 04-21-2025 Law Board Packet (15698 : Law Board Meeting Agenda)

Modifications/Reductions to Proposal

School Resource Officers

- Billable model for cost sharing

Parades/Races

- Work with City of Manhattan to expense overtime costs (set standard rate) to the entities registering for permits for races/parades

Animal Control Officers

Attachment: 04-21-2025 Law Board Packet (15698 : Law Board Meeting Agenda)

Item G: Animal Control Officers

Director Peete

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



Attachment: 04-21-2025 Law Board Packet (15698 : Law Board Meeting Agenda)

Item G: Animal Control Officers

Budget Category	City of Manhattan	RCPD	Change
EXEMPT-FULL TIME	$ 194,000	$ 161,057	**$(32,943)**
Benefits	$ -	$ 70,999	**$ 70,999**
VETERINARY SERVICES	$ 5,000	$ 5,000	**$ -**
Contractual Services	$ -	$ 4,800	**$ 4,800**
DUES & MEMBERSHIPS	$ 650	$ 650	**$ -**
IN-HOUSE TRAINING	$ 500	$ 500	**$ -**
UNIFORMS	$ 1,000	$ 1,000	**$ -**
OPERATING SUPPLIES	$ 2,000	$ 2,000	**$ -**
VETERINARY SUPPLIES	$ 5,500	$ 5,500	**$ -**
JANITORIAL SUPPLIES	$ 300	$ 300	**$ -**
Vehicle Maintenance	$ -	$ 15,000	**$ 15,000**
OPERATING EQUIPMENT	$ 3,000	$ 3,000	**$ -**
OFFICE EQUIPMENT (INV)	$ 500	$ 500	**$ -**
Vehicles & Equipment	$ -	$ 20,625	**$ 20,625**
Animal Control Officers	**$ 212,450**	**$ 290,931**	**$ 78,481**

**benefits inclusive of KPERS, FICA, health, workers compensation, & unemployment*

**outfit ACOs with body worn cameras*

**adding 3 used cars to fleet; estimated costs b ed on fleet experience*

**adding 3 cars to fleet; car replacement every s This adds 0.375 vehicles to be replaced each y r ($55,000 cost of car and equipment x 0.375) = $20,625*

Attachment: 04-21-2025 Law Board Packet (15698 : Law Board Meeting Agenda)

Item G: Animal Control Officers

$28,781,942 2025 Approved Budget	Items							
	2026 Base	A	B	C	D	E	F	G
		COLA (2.7%)	Finish Salary Survey	Health Insurance	Contracts	Cameras	Corrections Sgt	3 ACOs
$ Change	$288,492	$589,719	$469,072	$125,000	$176,150	$40,000	$86,883	$290,931
% Change	1.00%	2.05%	1.63%	0.43%	0.61%	0.14%	0.30%	1.01%

Attachment: 04-21-2025 Law Board Packet (15698 : Law Board Meeting Agenda)

Proposed Budget

$28,781,942 2025 Approved Budget	Items								
	2026 Base	A	B	C	D	E	F	G	Total Increas
		COLA (2.7%)	Finish Salary Survey	Health Insurance	Contracts	Cameras	Corrections Sgt	3 ACOs	
$ Change	$288,492	$589,719	$469,072	$125,000	$176,150	$40,000	$86,883	$290,931	$2,066,
% Change	1.00%	2.05%	1.63%	0.44%	0.61%	0.14%	0.30%	1.01%	7.1

Proposed Budget	$30,848,189	7.18%
Carry Over	<$249,500>	<.87%>
Proposed Budget-Realized	**$30,598,689**	**6.31%**

RILEY COUNTY
POLICE DEPARTMENT

City of Manhattan Obligation – Increase of $1,661,128 or 7.28%

Riley County Obligation - Increase of $415,282 or 7.28%

Attachment: 04-21-2025 Law Board Packet (15698 : Law Board Meeting Agenda)

Proposed Budget

Possible Action Items

Move to approve a budget for publication in The Manhattan Mercury

Suggest modifications for May Law Board Meeting

Schedule Special Law Board Meeting

Attachment: 04-21-2025 Law Board Packet (15698 : Law Board Meeting Agenda)

Budget Timeline

The following is the proposed timeline for development of the 2026 RCPD budget.

At the **January 21, 2025** Law Board meeting, discuss, modify as necessary and approve the 2026 budget development timeline.

During the month of March conduct special Law Board meetings, as the Board deems necessary, to begin preliminary budget discussions and obtain Law Board guidance.

At the **April 21, 2025** Law Board meeting, update the Board on budget development and provide a draft 2025 budget. Determine the need for additional special Law Board meetings as necessary for budget development.

At the **May 19, 2025** Law Board meeting, approve a budget of expenditures for publication prior to the mandatory public hearing, unless additional special budget meetings are deemed necessary.

No later than **June 6, 2025** publish the proposed 2026 budget of expenditures with the City and County Revenue Neutral Rate (if available) in the Manhattan Mercury.

At the **June 16, 2025** Law Board meeting, conduct a public hearing on the 2026 budget of expenditures and formally adopt the budget.

On or before **July 7, 2025** certify to the Riley County Board of County Commissioners and the City of Manhattan a budget of expenditures for the 2026 operation of the Riley County Law Enforcement Agency/Riley County Police Department.

Attachment: 04-21-2025 Law Board Packet (15698 : Law Board Meeting Agenda)

Thank You!

Riley County Police Departme

1001 South Seth Child Ro
Manhattan, Kansas 665

(785) 537-21

www.RileyCountyPolice.

@RileyCountyPD

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

Attachment: 04-21-2025 Law Board Packet (15698 : Law Board Meeting Agenda)

Citizen Compliment

The Riley County Police Department strives to reduce crime and improve the quality of life for the citizens we serve.

Citizens often have positive interactions with members of our department and the Director welcomes hearing from citizens about these experiences.

Please provide all requested information so we may contact you if additional details are needed.

Contact Information	
Name	S. Garcia
City	Manhattan
State	KS
Date of Incident	3/20/2025
Case Number (if Applicable)	*Field not completed.*
Employee's Name	Officer S. Wint
Comments	I was pulled over by Officer Wint for failing to reduce my speed while entering town by Briggs Auto. I had 2 cranky toddlers and a screaming infant I was trying to get home ASAP. Officer Wint showed me an exceptional amount of compassion, patience, a genuine human understanding. He was relatable and made it clear he had “been there”. This was an entirely different experience than one I had had earlier than the year where I felt like RCPD was intentionally being un-family friendly towards my situation. My encounter with Officer Wint restored my faith in RCPD as well as society in general. I am 100 fold more likely to pay better attention to the driving laws after a compassionate encounter like the one I had with Officer Wint vs feeling like the officer was trying to “stick it to me” earlier in the year. RCPD is lucky to have him and I hope he will be properly acknowledged!

Attachment: 04-21-2025 Law Board Packet (15698 : Law Board Meeting Agenda)

Citizen Compliment

The Riley County Police Department strives to reduce crime and improve the quality of life for the citizens we serve.

Citizens often have positive interactions with members of our department and the Director welcomes hearing from citizens about these experiences.

Please provide all requested information so we may contact you if additional details are needed.

Contact Information

Name	L. Brandon
City	Manhattan
State	Ks

Incident Information

Date of Incident	4/11/2025
Case Number (if Applicable)	*Field not completed.*
Employee's Name	Zach ?
Comments	I did not get the Office's last name, I was still in panic mode. Me and my daughter (almost 3) got separated while mushroom hunting at Fairmont Park. The people that she went to called it in, so they asked me to wait when I got to her. When he arrived, he was very kind, took my information and engaged with both of us while we waited. She was scared, and I felt terrible. He did reiterate some things that I need to go over with her, but he was nonjudgmental and understanding. It was very scary for both of us and he made the best of a bad situation. He even wished her a happy birthday, which is tomorrow.

Attachment: 04-21-2025 Law Board Packet (15698 : Law Board Meeting Agenda)