



**Board of Riley County
Commissioners
Regular Meeting
Agenda
May 15, 2023**

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

Cindy Kabriel
785-565-6200

Commission Chambers

8:30 AM

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

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

[District 1 – John Ford, Vice Chair](#)

8:30 AM

Call to Order

Pledge of Allegiance

Public Comment

1. Public Comments

Commission Comments

2. Commission Comments

Business Meeting

Review Minutes

3. Board of Riley County Commissioners - Regular Meeting - May 11, 2023 8:30 AM

Review Tentative Agenda

4. Tentative Agenda

Press Conference Topics

5. Discuss Press Conference

9:00 AM

Amanda Webb, Planning/Special Projects Director

6. Out of State Travel Request for Community Rating System workshop
7. Out of State Travel Request - Soils Workshop

9:15 AM

David Adams, EMS/Ambulance Director

8. Monthly Update

9:30 AM

Press Conference

9. Election Filing Deadline - Rich Vargo (2-3 minutes)

9:40 AM

Elizabeth Ward, Human Resource Director

10. 2024 Budget Requests for Additional and Expanded Positions

10:10 AM

Craig Cox, Deputy County Counselor

- 11. Administrative Work Session
- 12. Pending County Projects County Counselor

10:30 AM**Amy Manges, Register of Deeds**

- 13. 2024 REGISTER OF DEED BUDGET REQUEST

10:45 AM**Barry Wilkerson, County Attorney**

- 14. 2024 ATTORNEY BUDGET MEMORANDUM

11:00 AM**Gina Snyder, Downtown Manhattan Director**

- 15. 2024 DOWNTOWN MANHATTAN ECONOMIC DEVELOPMENT

11:10 AM**Dennis Cook, Aggieville Business District**

- 16. 2024 AGGIEVILLE BUSINESS DISTRICT

11:20 AM**Patrick Gormely, Riley County Genealogical Society**

- 17. 2024 RILEY COUNTY GENEALOGICAL SOCIETY
APPROPRIATION REQUEST

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

- 18. Law Board Meeting Agenda

Adjournment

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



**Board of Riley County
Commissioners
Regular Meeting
TENTATIVE Agenda
May 18, 2023**

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

Cindy Kabriel
785-565-6200

Commission Chambers

9:00 AM

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

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

[District 1 – John Ford, Vice Chair](#)

9:00 AM

Call to Order

Pledge of Allegiance

Public Comment

Commission Comments

Business Meeting

1. Approve payroll/accounts payables (when completed)

Review Minutes

Review Tentative Agenda

Press Conference Topics

9:30 AM

Julie Gibbs, Health Department Director

2. Staff update
3. Out of State Travel Request

10:00 AM

Gary Fike, County Extension Director

4. Staff update

10:15 AM

Brian Peete, RCPD Director

5. RCPD update

10:30 AM

Bob Isaac, Planner

6. Public hearing for Random Woods, Unit 4 final plat

10:45 AM

Bob Isaac, Planner

7. Public hearing for Flintstone Addition, Unit 3 final plat

11:00 AM

Jessie Hubbard, Administrative Assistant II

8. Line-Item Adjustments

Attachment: 05-18-23 tentative agenda (12838 : Tentative Agenda)

- 11:15 AM Gary Fike, County Extension Director**
9. 2024 Fair budget and Extension appropriation requests
- 11:35 AM Clancy Holeman, Counselor/Director of Administrative Services**
10. Administrative Work Session
- 1:15 PM Scott Carmichael, Riley County Conservation District Director**
11. 2024 Riley County Conservation District Appropriation Request
- 1:25 PM Anne Smith, aTa Bus Director**
12. 2024 aTa Bus Appropriation Request
- 1:35 PM Rich Vargo, County Clerk**
13. 2024 Clerk, Election, Tech 2024 Budget Requests
- 1:50 PM Amanda Webb, Planning/Special Projects Director**
14. 2024 Planning and Development Budget Request
- 2:15 PM John Ellermann, Public Works Director/County Engineer**
15. 2024 Public Works, 1/2 cent sales tax, .2% sales tax, Parks, Solid Waste, County Building, Auction Budget Requests
- 4:00 PM Joint City/County/County Meeting (at City Offices)**

Adjournment**Announcement**

Good Morning Manhattan will be held today 7:15 a.m. - 8:30 a.m. at the Four Points by Sheraton, 530 Richards Drive.

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



**Board of Riley County
Commissioners
Regular Meeting
TENTATIVE Agenda
May 22, 2023**

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

Cindy Kabriel
785-565-6200

Commission Chambers

8:30 AM

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

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

[District 1 – John Ford, 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

Cory Meyer, IT/GIS Director

1. 2024 IT/GIS Budget Request

9:15 AM

Lori Feldkamp, Big Lakes Developmental Center Director

2. Big Lakes Developmental Center update

9:30 AM

Press Conference

9:40 AM

Amanda Webb, Planning/Special Projects Director

3. Comprehensive Plan update

10:10 AM

Clancy Holeman, Counselor/Director of Administrative Services

4. Administrative Work Session
5. Executive session to discuss confidential legal advice regarding potential litigation issues

10:30 AM

Amanda Webb, Planning/Special Projects Director

6. EHS Transition/Status

11:00 AM

Shelly Williams, Community Corrections Director

Attachment: 05-22-23 tentative agenda (12838 : Tentative Agenda)

7. 2024 Community Corrections Budget Request

Adjournment

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



PLANNING & DEVELOPMENT
Travel Request

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

COMMISSION AGENDA REPORT

FROM: Amanda Webb, Planning Director

MEETING: May 15, 2023

SUBJECT: Out of State Travel Request for Community Rating System workshop

PRESENTER: Amanda Webb, Planning Director

DISCUSSION

Nebraska Department of Natural Resources (DNR) and the Federal Emergency Management Agency (FEMA) are offering a Community Rating System (CRS) workshop in Lincoln, Nebraska on May 17 and 18. Darrin Hobbs, Planning Compliance Specialist, is responsible for floodplain development and administrative activities for Riley County. This workshop would greatly aid in his job duties and help further prepare him to become a Certified Floodplain Manager.

FISCAL IMPACT

The workshop does not cost, so all expenses are travel related. The total cost for this request is \$648 which will be covered by Planning & Development's budget.

RECOMMENDATION(S)

I recommend the BOCC approve the travel request for Darrin Hobbs to attend the Community Rating System workshop in Lincoln, Nebraska.

POSSIBLE MOTION(S)

Move to approve

Move to deny

The Board agreed by consensus to

Enclosures:

- Out of State Travel Req - Darrin (PDF)
- CRS Flyer_Agenda (PDF)

RILEY COUNTY OUT OF STATE TRAVEL REQUEST/AUTHORIZATION

NAME: Darrin Hobbs **DEPARTMENT:** Planning & Development

POSITION TITLE: Planning Compliance Specialist **DATE REQUESTED** 5/2/2023

FUND: General

Travel From: Manhattan, KS **Date:** May 16, 2023

Travel To: Lincoln, NE **Date:** May 18, 2023

Purpose of Travel: To attend Nebraska Department of Natural Resources / FEMA Community Rating System (CRS) workshop.

Mode of Travel: Common Carrier ☐ Riley County Vehicle ☐ Privately Owned Vehicle ☒

☒ Administratively determined to be to the advantage of Riley County

☐ Not to exceed the cost of common carrier including food and lodging
Mileage rate of

ESTIMATED COST:

Type of Expense	Description	Amount
Transportation	Mileage - to/from Wamego - 267 miles	152
Lodging	Two nights @ 160 each night.	340
Meals	Meal Allowance	156
Registration/Fees	There is no cost for the training.	0
Other		

Total Estimated Travel Costs: 648

Requested by: Mandal Webb **Date:** 5/10/2023

Approved by:

Department Head: _____ **Date:** _____

Chair: _____ **Date:** _____

Board of County Commissioners

Attest: _____ **Date:** _____

Riley County Clerk

cc: Department Head
Department Assistant

Training Opportunity

2 Day Workshop: Introduction to the CRS Program

May 17 - 18, 2023
8:30AM - 4:30PM

Join representatives from FEMA's CRS team and Region VII to get started in the Community Rating System (CRS) Program.

CRS is a voluntary incentive program that recognizes, encourages, and rewards community floodplain management practices that exceed the minimum requirements of the National Flood Insurance Program (NFIP). In CRS communities, flood insurance premium rates can be discounted up to 45% to reflect the reduced flood risk resulting from the community's efforts that address the 3 goals of the program:

- Reduce and avoid flood damage to insurable property
- Strengthen and support the insurance aspects of the National Flood Insurance Program
- Foster comprehensive floodplain management

Besides the benefit of reduced insurance rates, CRS floodplain management activities enhance public safety, reduce damages to property and public infrastructure, avoid economic disruption and losses, reduce human suffering, and protect the environment. Implementing some CRS activities can help projects qualify for certain other Federal assistance programs.

Location:

Ogallala Aquifer Conference Room
Nebraska Dept. of Natural Resources
245 Fallbrook Blvd., 2nd Floor
Lincoln , NE 68521

Hotel: See details on page 2 below.

Scholarships Available!

FEMA will fund a limited number of scholarships to attend the workshop. Funds may reimburse for hotel, mileage, and meal expenses for Nebraska Floodplain Administrators. Further eligibility details are on page 2 below and our training page.

Click *HERE* to Register!

Or visit the NeDNR training website:
<https://dnr.nebraska.gov/floodplain/training-and-workshops>

Enroll now; participation is limited. Direct any questions to Michele York at (402) 471-1214 or email: Michele.York@Nebraska.gov

NEBRASKA

DEPT. OF NATURAL RESOURCES

Scholarship Criteria

NeDNR is excited to announce that FEMA will fund a limited number of scholarships to attend the workshop. Funds may reimburse for hotel, mileage, and meal expenses for Nebraska Floodplain Administrators.

Requirements include:

1. Your community/county must be one of Nebraska's 422 National Flood Insurance Program (NFIP) participating communities and you must be the Floodplain Administrator. You can check this on our website [here](#).
2. You must have financial need or experience hardship in accessing floodplain administration training. Though not required, this could be based on your community's overall social vulnerability index (SVI), socioeconomic status, household characteristics, racial & ethnic minority status, or housing type & transportation. The 2020 CDC/ATSDR data can be viewed [here](#) by changing the SVI theme and using Statewide comparison.
3. Receipts will need to be submitted and reimbursement checks will be issued within 4 weeks of submission. Submission deadline is May 31, 2023.
4. As part of the registration process you will need to describe how the financial assistance will help you attend.
5. Full attendance of *both* days of the workshop.

Limitations include:

- Communities less than 120 miles from Lincoln may not qualify for all of the meals and/or hotel reimbursement detailed below.
- Government rate for hotel room (\$98) for nights of May 16 and 17, 2023.
- Evening meals on May 16 and 17: \$16.28 maximum each meal.
- Afternoon meals on May 17 and 18: \$10.50 maximum each meal.
- Mileage reimbursed at 65.5 cents per mile round trip from your office to Lincoln.

Hotel Information

A courtesy block of king rooms are set aside for any part of May 16-19 you may need for \$98 per night plus any taxes/fees. These hotels are just minutes from the workshop location and breakfast is included. Mention either "Floodplain" or "Nebraska Department of Natural Resources" when making your reservation by calling before April 24, 2023:

- **Holiday Inn Express** is in exciting downtown Lincoln, and walking distance of many attractions. Additional cost of \$10 for unlimited valet parking per night. Use this [reservation link](#) or make your reservation by calling (402) 904-6701.
- **Fairfield Inn and Suites** is conveniently located near the Lincoln Airport and has free parking. Use this [reservation link](#) or make your reservation by calling (402) 413-9003.

Introduction to the Community Rating System Program Two-day Workshop

May 17-18, 2023

Day 1

9:00 – Intro and 200 Series

- a. Welcome and Intro (10 minutes)
- b. CRS Basics (25 minutes)
- c. Procedures and Prerequisites (25 minutes)
- d. 310 – Elevation Certificates (30/60 minutes)

10:30 – Break (15 Minutes)

10:45 – 300 Series – continued

- a. 310 – Elevation Certificates (30/60 minutes)
- b. 320 – Map Information (20 minutes)
- c. 330 – Outreach Projects (20/45 minutes)

12:00 – Lunch On Your Own – 60 minutes

1:00 – 300 Series – continued

- c. 330 – Outreach Projects (20/45 minutes)
- d. 340 – Hazard Disclosure (20 minutes)
- e. 350 – Flood Protection Information (20 minutes)
- f. 360 – Flood Protection Assistance (20 minutes)
- g. 370 – Flood Insurance Promotion (20 minutes)

2:40 – Break – 15 minutes

2:55 – 400 Series

- a. 400 – Impact Adjustments (30 minutes)
- b. 410 – Flood Hazard Mapping (20 minutes)
- c. 420 – Open Space Preservation (60 minutes)

4:30 – Adjourn

Day 2

9:00 – 400 Series – continued

- d. 430 – Higher Regulatory Standards (30 minutes)
- e. 440 – Flood Data Maintenance (20 minutes)
- f. 450 – Stormwater Management Regulations (40 minutes)

10:30 – Break – (15 minutes)

10:45 – 500 Series

- a. 500 – Repetitive loss (45 minutes)
- b. 510 – Floodplain Management Planning (30 minutes)

12:00 – Lunch On Your Own – 60 minutes

1:00 – 500 Series – continued

- c. 520 – Acquisition and Relocation (20 minutes)
- d. 530 – Flood Protection (20 minutes)
- e. 540 – Drainage System Maintenance (45 minutes)

2:30 – Break – 15 minutes

2:45 – 600 Series

- a. 610 – Flood Warning and Response (30 minutes)
- b. 620 – Levees (20 minutes)
- c. 630 – Dams (20 minutes)

4:00 – 700 and Questions

4:30 – Adjourn



PLANNING & DEVELOPMENT
Travel Request

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

COMMISSION AGENDA REPORT

FROM: Amanda Webb, Planning Director

MEETING: May 15, 2023

SUBJECT: Out of State Travel Request - Soils Workshop

PRESENTER: Amanda Webb, Planning Director

DISCUSSION

Riley County is currently without an Environmental Health Specialist. The EHS position is heavily involved in evaluating soils to determine wastewater system suitability. We currently have temporary contract assistance for soils.

I have been joining Dr. Presley, who is helping us with soil evaluations, on site visits and she is field-training me to an extent. This workshop will be a good way to supplement that field experience, which includes how to site and design wastewater systems among many other items. The course description is attached. I've looked for classes in Kansas, and have reached out to the state as well as other jurisdictions/agencies. Right now, there are no classes scheduled for Kansas the rest of the year. This is the closest workshop I could find within a shorter time-frame.

Due to situations like these, I believe it is important for a Department Head to know how to do all, or most, of the tasks that department offers. I lack the technical skills to fully evaluate soils to determine the proper septic system. While I do not anticipate that this is something I would do regularly, it is helpful that I have this capability if needed. I could also assist in the training of the person who will fill the EHS/EHT role in the future.

FISCAL IMPACT

The total cost for my attendance at this workshop is estimated at \$1,676. This includes workshop fee, round-trip private vehicle mileage (it is cheaper than flying/renting a car), meal allowance, and three nights hotel, which I've estimated at \$175 per night. This will be covered by Planning & Development's current budget.

RECOMMENDATION(S)

I recommend the BOCC approve the travel request for me to attend the CPOW Soils Course in Golden, Colorado.

POSSIBLE MOTION(S)

Move to approve

Move to deny

The Board agreed by consensus to

Enclosures:

- Out of State Travel Req - Amanda (PDF)
- Soils Workshop agenda (PDF)

RILEY COUNTY OUT OF STATE TRAVEL REQUEST/AUTHORIZATION

NAME: Amanda Webb **DEPARTMENT:** Planning & Development

POSITION TITLE: Planning Director **DATE REQUESTED** 5/8/2023

FUND: General/Planning & Development

Travel From: Manhattan, KS **Date:** June 6, 2023

Travel To: Golden, CO **Date:** June 9, 2023

Purpose of Travel: To attend a soils/site evaluation course offered by Colorado Professionals in Onsite Wastewater (CPOW)

Mode of Travel: Common Carrier ☐ Riley County Vehicle ☐ Privately Owned Vehicle ☒

☒ Administratively determined to be to the advantage of Riley County
☐ Not to exceed the cost of common carrier including food and lodging
 Mileage rate of _____

ESTIMATED COST:

Type of Expense	Description	Amount
Transportation	Private vehicle - 1010 miles roundtrip	555
Lodging	3 nights (June 6, 7, & 8) - estimate \$175/night	525
Meals	Meal Allowance	171
Registration/Fees	Workshop fee	425
Other		

Total Estimated Travel Costs: 1676

Requested by: Amandalwebb **Date:** 5/11/2023

Approved by: _____

Department Head: _____ **Date:** _____

Chair: _____ **Date:** _____

Board of County Commissioners

Attest: _____ **Date:** _____

Riley County Clerk

cc: Department Head
Department Assistant

CPOW Soils Course – June 2023 – Jefferson County

June 7 @ 8:00 am - June 8 @ 5:00 pm

Colorado Soil and Site Evaluation Course

This course is designed to meet the requirements of the Section 43.5.1.2.b of Regulation #43 for a Competent Technician. Passing the course examination will demonstrate competency in the visual and tactile evaluation of soil. Certificates of Competency will be provided to participants that pass this exam.

Below is the description of the course as it has been presented in the past. Changes to the schedule for our upcoming 2023 courses are likely.

Day one of the course is primarily classroom instruction on the items noted below, along with a “hands-on” exercise where participants hand texture pre-determined samples of all soil types. Day 2 includes a field component, where participants will learn to apply the site evaluation principles learned from day one.

Day one includes:

1. Basic Principles of On-Site Wastewater Treatment (OWTS) siting and design
2. Regulation specific requirements for conducting preliminary and field site investigations with “real world” examples
3. Basic geology and soil formation processes
4. Percolation test methods
5. United States Department of Agriculture (USDA) soils classification system
6. Relationship between soil types and movement & treatment of effluent
7. Basics of how to identify limiting layers and high rock content (Type R soils)
8. Hands-on soil texturing

Day two includes:

1. Preview of field site
2. Site visit and test pit evaluation
3. Re-cap of site visit
4. Review and Q&A
5. Exam

Upon successful completion of the course, you will gain competency in the following activities:

- Principles of OWTS siting and design
- Identification of:
 - soil types by hand texturing and observation

- Soil structure
- Limiting layers
- Determining the most promising location for the soil treatment area infiltrative surface

Certificates of Competency will be provided to participants that pass this exam.

Course Instructors:

*Warren Brown, P.E.
Public Health Engineer
Tri County Health Department*

*Roy Laws, P.E.
Jefferson County Public Health
Environmental Health Services Division*

Cost:

2-day Attendance (Full Certification): \$325 for CPOW members and \$425 for Non-Members.

1-Day Attendance (CEU Hours): \$250 for CPOW Members & \$350 for Non-Members.

**Please note that each registration includes ONE (1) Certificate of Competency OR NAWT Renewal, and any additional requested renewals are \$75/each.*



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: May 15, 2023
SUBJECT: Monthly Update
PRESENTER: David Adams, EMS/Ambulance Director

Operations

Calls for service.

April- 454

North County- 20

911-Call volume by station:

Medic 11 located at 2011 Claflin Rd: 148

Medic 21 located at 11th & Poyntz: 135

Medic 31 located at 3060 TCB (Riley County Public Works): 100

Medic 41 located at Manhattan Regional Airport: 62

Medic 51- ALS First Response in Leonardville: 17

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

Working on new building construction related topics.

Federal Cost Reporting is being finalized, will be submitted by deadline of 5/31

Evaluating our hiring process

EMS Compliance

Updated: 5/11/2023 12:04 PM by David Adams

Page 1

Packet Pg. 18

Staff Report (ID # 13418)

Meeting of May 15, 2023

Working on budget for 2024

State report writing software update.

Preparing for state inspection

Working with Ft. Riley, VC-M for fixed wing transfers during Manhattan Airport closure.

Working with NBAF and partners ahead of Ribbon Cutting Ceremony

Working with MFD and RCFD #1 on updating our protocols

Education

100% review of all calls.

New Hire Academy has been completed, orientees are now working with FTO's on shift.

Renewed Continuing Education program provider.

Shift training.

Community Outreach:

Car seat check lanes

CPR training

Enclosures:

- EOM-May 2023 (PDF)

Runs By Day of Week

Incident Day Of Week Number And Name	Number of Runs	percent of total
01 - Sunday	77	16.96
02 - Monday	58	12.78
03 - Tuesday	57	12.56
04 - Wednesday	59	13.00
05 - Thursday	53	11.67
06 - Friday	82	18.06
07 - Saturday	68	14.96
Total: 454		Total: 100.00

Runs by Hour of Day

8.a

Incident Hour Range Of Day 24	Number of Runs	Percent of Total Runs
00:00:00 - 00:59:59	19	4.19%
01:00:00 - 01:59:59	12	2.64%
02:00:00 - 02:59:59	8	1.76%
03:00:00 - 03:59:59	5	1.10%
04:00:00 - 04:59:59	5	1.10%
05:00:00 - 05:59:59	3	0.66%
06:00:00 - 06:59:59	7	1.54%
07:00:00 - 07:59:59	18	3.96%
08:00:00 - 08:59:59	18	3.96%
09:00:00 - 09:59:59	22	4.85%
10:00:00 - 10:59:59	17	3.74%
11:00:00 - 11:59:59	24	5.29%
12:00:00 - 12:59:59	26	5.73%
13:00:00 - 13:59:59	31	6.83%
14:00:00 - 14:59:59	20	4.41%
15:00:00 - 15:59:59	22	4.85%
16:00:00 - 16:59:59	25	5.51%
17:00:00 - 17:59:59	42	9.25%
18:00:00 - 18:59:59	28	6.17%
19:00:00 - 19:59:59	21	4.63%
20:00:00 - 20:59:59	23	5.07%
21:00:00 - 21:59:59	19	4.19%
22:00:00 - 22:59:59	20	4.41%
23:00:00 - 23:59:59	19	4.19%
Total: 454		Total: 100.00%

Attachment: EOM-May 2023 (13418 : Staff Update)

Runs by Responding Unit

8.a

Response EMS Unit Call Sign (eResponse.14)	Number of Runs	Percent of Total Runs
MED11	148	32.60%
MED21	135	29.74
MED31	100	22.03
MED41	62	13.66
MED12	6	1.32
MED51	3	0.66
Total: 454		Total: 100.00

Report Criteria

Incident Month Name - Year: Is In April 2023

Attachment: EOM-May 2023 (13418 : Staff Update)



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: May 15, 2023

SUBJECT: 2024 Budget Requests for Additional and Expanded Positions

PRESENTER: Rich Vargo, County Clerk

BACKGROUND

Each budget cycle, Department Heads are given the opportunity to present their requests for expanded positions in their respective departments, as part of the Strategic Planning process.

Below is a summary of those positions being requested for inclusion in the 2024 budget. These positions would require **additional funding** for each of the associated budgets.

The totals below include the cost of wages and benefits.

FISCAL IMPACT

Department	Position	Hours	Total Request (Wage + Benefits)
Clerk - Elections	Elections Coordinator - <i>New Position</i> New PD – Expected Range 7 Starting Rate, \$20.50/hour	2080 hours	\$59,483
Clerk -Elections	Elections Clerk – <i>½ position shifted from Clerk</i> Existing PD –Range 5 Starting Rate, \$19.03/hour	1040	\$27,609
Clerk Elections	As-Needed Clerical <i>Additional positions</i> Existing PD – Range TASND Starting Rate, \$15/hour	4000	\$60,000
Clerk – HR	Human Resources Generalist – <i>New position</i> New PD – Expected Range 12 Starting Rate, \$25.92/hour	2080 hours	\$75,209
Clerk – Payroll	Payroll Clerk – <i>New position</i> New PD – Expected Range 8 Starting Rate, \$21.15/hour	2080 hours	\$61,369
	Total all New Requests		\$283,670

DISCUSSION

Please see attached enclosures for each position requested.

RECOMMENDATION(S)

Recommendation is to consider each position individually as a separate motion as to what shall be included in the 2024 budget preparation.

POSSIBLE MOTION(S)

Move to approve, deny, or amend each position individually as presented in the above chart.

Move to deny

Move to modify

Move to table

No action required.

The Board agreed by consensus to

Enclosures:

Electrons- Position Justification
HR/Payroll - Position Justification

Enclosures:

- 2024 Election Staff request (DOCX)
- 2024 HR Staff request (DOCX)

2024 Elections Staffing Request

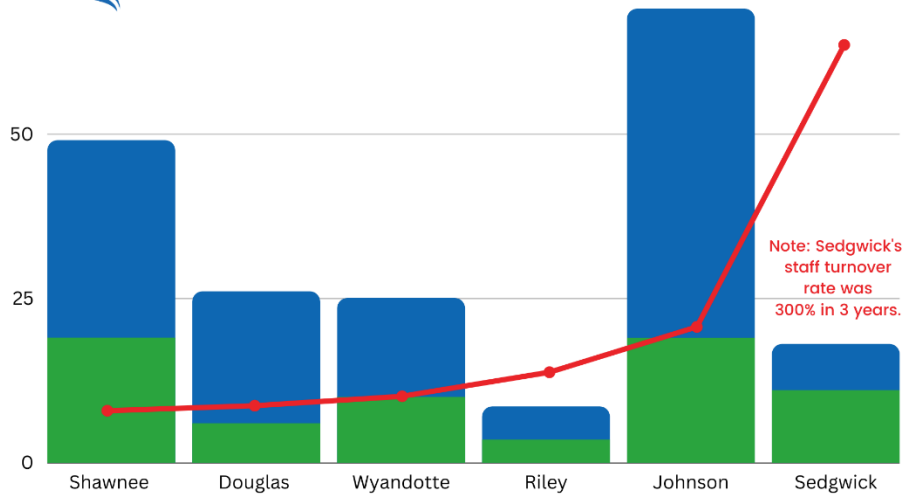
The Elections Division has increased responsibilities and statutory demands which are not optional. State and Federal laws determine the changes necessary for our County to meet expectations. In addition to the Presidential Primary this legislative session had SB 221 which is a “Clean Up Bill” and has over 65 sections of statutory changes to Elections. This does not include new bills passed. To comply with the statutory laws, Elections needs to increase the staff/registered voter ratio. Staffing has remained the same since 2008 although registrants and laws have increased job responsibilities.

2023 Research on Kansas Elections Divisions

County	Reg Voters	FT staff	PT Staff	Total EE	Ratio Workers to Voters	Notes
Shawnee	117,632	10	30	40	2,941	Manages all mail in house
Douglas	82,506	6	20	26	3,173	Manages all mail in house
Wyandotte	89,280	10	15	25	3,571	Evaluating staffing needs
Riley	39,002	3.5	5	8.5	4,588	Staffing since 2008 Fulltime & Parttime
Johnson	450,594	19	50	69	6530	Sources out their mail
Sedgewick	334,875	11	7	18	18,604	Extremely understaffed Turnover of 300% in 3 years
PROPOSED	39,002	4	10	14	2,786	



■ FT Staff ■ PT Staff
■ Registered Voters/Staff



Proposed Elections Clerk salary: \$39,582 to \$42,391 annually

Proposed PT Staff salary: \$15,000 annually

2023 Current Staffing Ratio: 4,588 voters per employee

2024 Proposed Staffing Ratio: 2,786 voters per employee

Concerns that will be addressed:

- Improve ratio of staff to registered voters (expecting registered voters to increase in 2024).
- More staff are needed to keep up with election laws and regulations.
- Provide staff to track all election equipment tracking.
 - Serial numbers on election equipment deployed to polling sites.
 - Tracking of tamper proof seals serial numbers to specific machines and their serial numbers.
 - Dual verification process for each process throughout the Election (testing, delivery, processing, Election morning, Election closing, picking up equipment, and equipment checking in.
- Post Audit requirements for dual Election Officials present for increased secured areas and dual verification/sign offs for all Election processes.
- Increase staff will reduce overtime costs.
- Will decrease clerk's office staff pulled to assist with elections during their very busy time because of legislative changes (RNR letter) and during stressful time of setting levies.
- Increase of Election staff would enable better processing and efficiency of mail ballot applications with new voter outreach mandates.

- Would help process returned mail ballots, balancing, and assist in voter outreach to fix any mail ballot issues which would result in it being rejected.
- The Elections Coordinator position was created to replace Administrative Assistant 1 because of the increased level of responsibility mandated from the State and Federal Government. This position would oversee new processes which need to be implemented to ensure we are meeting statutory requirements.
- More Elections As-Needed positions would assist in ensuring the additional responsibilities would be met.

Proposed Organizational Chart/Division of Work:

Elections Manager (Current Position)

- Develops and updates policies and procedures
- Ensures Federal, State, and local law compliance and communication
- Develop & maintain elections website
- Manages Countywide Elections
- Programs elections in ELVIS/Election Ware
- Develops, prepares, and oversees election audits/Boards
- Ballot Tabulation, balancing and reporting
- Develops complex election abstract spreadsheets
- Ensures KORA/PSR requests meet statutory deadlines & regulations
- Develops Canvass procedures presentation to Board of County Canvassers
- Certifies Election Results-State and Board of Canvassers
- Programs election media/balances for distribution
- Develop and maintain GIS voter table and GIS system for election process
- Develops testing procedures for election equipment L&A, Diagnostics, and media
- Posts Voter Credit/Closes Elections
- Election's Personnel Budget
- Political Subdivision Maintenance with voting districts and precinct
- Implements Election security under State & Federal Law
- Manages local and statewide recounts
- Manage election staff including full time and 200 election board workers
- Maintain ability and appropriate use of relevant Information & Communications Technology and other systems within the Election processes
- Processes city annexations, Wards and Precincts, assigns voting districts
- Creates candidate filing packets to comply with statutes.
- Develops Election Calendars in compliance with State & Federal Law
- Implements and oversees redistricting changes and develops options for local ones
- Develops and manages Governmental Ethics and local receipt and expenditure reports

Elections Sr Analyst (Current Position)

- Maintains, trains, and supervises all functions with voter registration
- Supervises and Processes Motor Voter
- Analyze and maintain voter registration database.
- Assist in the planning, organizing, and implementing a process to promote voter awareness
- Oversees advance voting application processing, follow-up procedures, and documentation
- Manages voter correspondence
- Assists with Write-Ins, Winners/Correspondence and Certificates
- Fulfills PSR's requests and invoices
- Manages voter outposts
- Delete and purge voters per NVRA guidelines
- Schedules and supervises as-needed workers
- Balances advance mail ballots sent
- Schedules and trains processors, field judges, and openers/closers
- Prepares processors, field judges and opener/closing supplies
- Recruits as-needed election workers
- Election night reporting to State website
- Assists Reporting Election Results to the SOS Office
- Organize supplies for field judges, processors, and opener/closers
- Fulfills advance mail ballots, balances requests, and oversees process to ensure accuracy
- Assign Election Day Responsibilities w/Office Staff

Elections Coordinator
(Currently Administrative Assistant 1))
NEW TITLE-NEW JOB DESCRIPTION

- Develops election Repair and maintenance tracking system
- Manage Electronic Pollbook programming and conversion
- Testing of E-Pollbook Ballot Styles
- Administers provisional supplies, pollbooks, and trainings
- Coordinates, Prepares, and Runs Pre & Post Public Scans
- Manages Election Night Check-In Processes and balancing
- Processes Candidate Filings, scans documents, and updates spreadsheet for postings
- Coordinates equipment and assists with testing equipment
- Manage street indexes/files in ELVIS
- Develops and maintains payroll spreadsheet
- UOCAVA processing, fulfillment, and balancing
- Analyses ballot style needs and orders ballots
- Manages Election Day supplies for Supervising Judge
- Assists with Abstracts and reporting
- Manage and inputs Improvement District homeowners
- Manages ballot chain of command and count verification pre and post--Election .
- Organizes, and prepare election security measures for election equipment.
- Prepare Audit Board Sorting processes for precincts
- Assign redistricting precinct parts to correct streets in ELVIS
- Develop & implement official election mail changes/artwork
- Manages ballot retention and destruction

Licensing & Elections Clerk
(Current Position)

- Provides all make-up training
- Reserves Polling Places
- Coordinates Trainings and Set-Up
- Hiring, Scheduling,& Notifying Election Board Workers
- Hiring, Scheduling,& Notifying Election Boards
- Elections end-year inventory
- Election supply ordering
- Provisional processing and preparing for Canvass
- Return Mail Ballot processing & balancing
- Election Mailings and USPS correspondence
- BCC reports and processing
- Coordinate Quarterly Election Equipment Maintenance
- Yearly Cleaning of Election Equipment
- Advance Voting Set-Up
- Recruits, Hires, and Staffs Student Election Workers
- Daily Deposits and Balancing
- Creates sign-in sheets for tracking training fulfillment

Election As-Needed Clerical
(New Position)

- Clerical assistant for Elections
- Assist with spreadsheets, processing poll workers
- Assist with electronic poll pads and equipment
- Assist in conducting training
- Assist with voter registration
- Answer telephones and direct messages
- Assists with processing mail ballot applications
- Help prepare all materials to be deployed for Election
- Proof reading and editing all Election documents
- Assists with advance voting opening/closing
- Assists with equipment testing

2024 Human Resources Staffing Request

Effective Human Resources divisions should help provide organizational structure and the ability to meet departmental goals of Riley County, by managing the most valuable resource we have – our employees!

There are 5 main duties in HR:

- Talent management – hiring - including posting positions on job boards, sourcing candidates through job fairs and social media, running background checks, prescreening, and coordinating interviews and final selection. Talent management also studies job satisfaction, employee engagement, organizational culture, and resolves workplace conflict. Gallup estimates disengaged employees cost U.S. businesses \$600+ billion/annually in lost productivity, so this role is critical. Talent management also focuses on workforce planning and management, including succession planning and retention efforts across Riley County.
- Training and Development – providing employees with the tools they need to succeed including new employee orientation, leadership training, personal and professional development, and technical and managerial training.
- Compliance – Legal and regulatory compliance is critical. Employment and labor laws with federal, state, and local governments such as the Fair Labor Standards Act (FLSA), the Family Medical Leave Act (FMLA), Title VII of the Civil Rights Act of 1964, the National Labor Relations Act of 1935, and dozens of other rules and regulations. HR compliance is also heavily involved in developing the employee handbook.
- Workplace Safety – developing and supporting safety training and maintaining federally mandated logs in the event injuries or fatalities happen at work. As well as Workers Compensation, Fleet Management, Safety compliance, etc.
- Compensation and benefits– evaluating competitive pay practices, establishing the compensation structure, creating job descriptions with department heads, succession planning, negotiating group health coverage rates, coordinating with 457(b) administrators, and payroll.

Historically, Riley County has had 1HR and 1 Payroll position. The payroll position has grown over the years from payroll tech to coordinator to Payroll/AP specialist and now to HR & Payroll manager.

However, most other personnel aspects at Riley County have increased drastically over that same time.

In 2005 Riley County had 172 regular employees.

- The Health Department joined Riley County in 2013 adding 47 new positions to the county.
- EMS joined the county at the end of 2017, adding 53 new positions.

- The Fire department created volunteer stipends which made them fall under the Fair Labor Standards act and added 115 employees to payroll.
- In 2019 we moved elections employees under payroll to comply with IRS regulations. HR now onboards and pays 244 additional elections employees.

In 2023, we have an average employee count of 370 (fluctuating between 301 to 481 through the seasonal cycles). This equates to 295 FTE.

This is an **115%** increase since 2005, and a **37%** increase since 2017.

Since 2020 turnover has increased dramatically nationwide, and at Riley County. The tenure of employees has decreased as well, meaning HR works harder and longer to recruit and retain quality employees. Higher levels of turnover increase our costs and our workload. As a reminder from the salary study discussions, turnover costs are estimated at 6 to 9 months salary per position. The pace Human Resources is holding is unsustainable, HR professionals are not able to do their job successfully with the current staffing, which means Riley County is poised to lose tenured staff who have been trained and invested in. This was true for both the previous and current HR directors and a contributing factor in the previous person leaving the county.

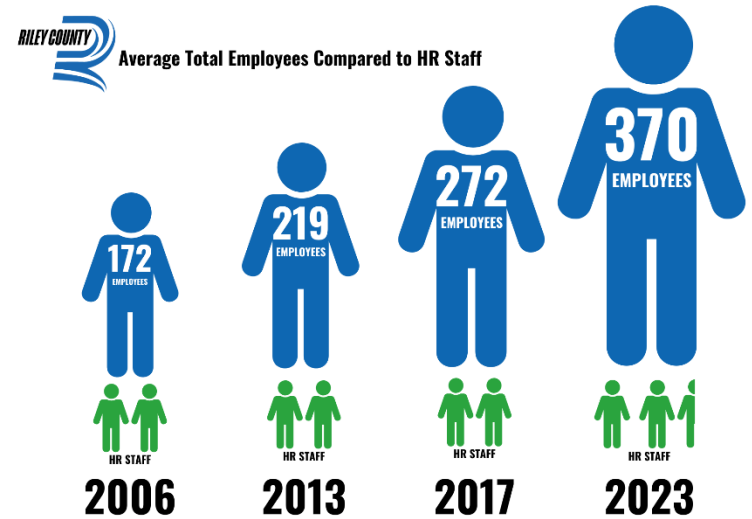
For Human Resources to support the departments of Riley County, on performance evaluation, employee satisfaction, training, onboarding, recruitment, policy revisions, employee relations and more, County Clerk's office requests two (2) new regular full-time employees, a payroll clerk, and an HR generalist.

Per SHRM, the standard for HR staffing is 1.4 HR Staff per 100 employees (employers of similar size). This standard is reflected in several studies, including one by Indeed and separately by SHRM. According to Bloomberg BNA's HR Department Benchmarks and Analysis report for 2018, HR staffing ratios have risen to 1.5 per 100 employees. Riley County currently has a staffing ratio of .68 HR staff per 100 employees. When we hire two regular full-time employees, our ratio increases to 1.22.

An International Public Management Association (IPMA)-HR Staffing Ratio Study specifically for public sectors showed that most public sector HR divisions are overworked, understaffed and unable to meet the demands required for organizations to thrive in 2023.

2023 HR Research on Kansas Human Resources Departments

- City of Manhattan: 6 HR & payroll Staff, 420 FTE employees. Staffing ratio of 1.43
- K-State: 250 HR Staff (including several divisions). 10,000 employees. Staffing ratio of 2.5



- KSU student union: 2.5 HR Staff, 120 total employees. Staffing ratio of 2.08
- Pawnee Mental Health: 4 HR Staff, 285 total employees. Staffing ratio of 1.4
- RCPD: 3 HR Staff(includes payroll). 223 total employees. Staffing ratio of 1.35
- Geary County: 3 HR staff (including payroll) with 246 employees. Staffing ratio of 1.22
- Atchison County: 2.5 HR Staff with 207 employees. Staffing ratio of 1.21

Furthermore, a sampling of private industry shows the same staffing strategy for Human Resources:

- PearlX: 3.45 staffing ratio
- Purple Wave: 3.33 staffing ratio
- Community First Bank: 1.49 staffing ratio

Proposed HR Generalist I salary: \$50,000 to \$69,000 annually

Proposed payroll clerk I salary: \$40,000 to \$54,000 annually

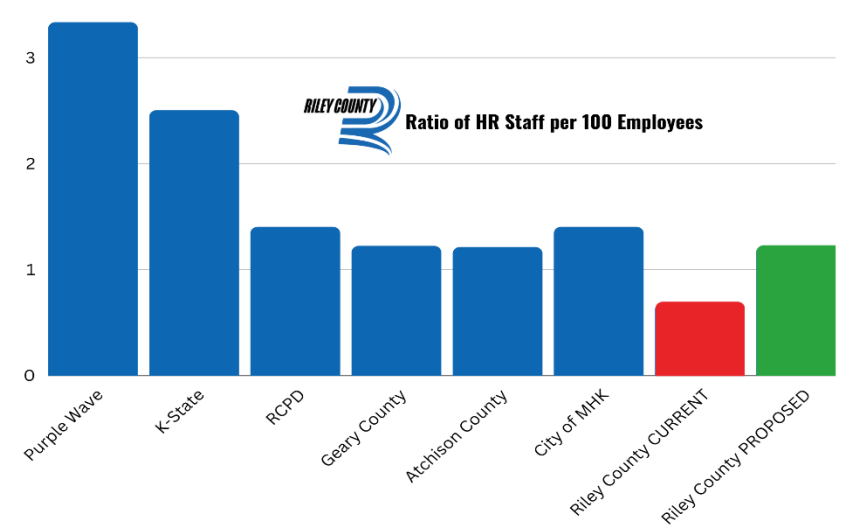
2023 Riley County Current Staffing Ratio: 0.68

2024 Proposed Staffing Ratio: 1.22

By adding more staff to HR, the goal would be to address department head concerns with a focus on recruiting, onboarding, training, employee communication, and performance review, as well as gaining the full potential of our new HRIS, Paylocity and OpenGov.

Department Heads have discussed the following concerns:

- Pressing issues:
 - Availability of HR Staff
 - FMLA management
 - ESL and Annual leave management
 - Payroll questions
- Personnel Manual
 - Complete the revision of the personnel manual which hasn't been revised since 2012.
 - Review and revise process for disciplinary and termination processes
 - Provide training on discipline processes to employees and supervisors.
 - Support supervisors, managers, and department heads in completing disciplinary documents as needed.



- Review and update leave policies and procedures
 - Combine departmental policies into one document.
 - Clarify personal appearance policies.
- Recruiting Process
 - Support for interviews and applicant screening.
 - Automating applicant basic minimum qualifications screening process.
 - Speed up time-to-hire.
 - Simplify hiring/onboarding process for both internal and external stakeholders.
- Orientation
 - complete orientation checklist.
 - Work with Departments such as IT to enhance orientation.
 - Provide tour of county offices.
- Training
 - Create a regular training schedule and increase training opportunities.
 - Compliance and performance
 - Employee systems training – Paylocity, Komtek, dept specific
 - Interview training – developing questions, assessing candidates, feedback.
 - Supervisor onboarding
 - 1st week, 1st month, 90 days, and beyond orientation program per department/division.
 - Teach new hires about the entire organization and meet with individual departments.
 - Position Description development training
 - FMLA, ADA, FLSA training
 - Accident and injury reporting training
 - Harassment prevention and reporting training
 - Performance reviews training – purpose, how-tos and role playing with new supervisors.
- Review Performance Evaluation Process –
 - What will best serve employees and supervisors in reviewing performance?
- Exit interviews-
 - Create a consistent system for gathering information from exiting employees.
 - Create an effective way to share this information and grow from it.

Proposed Organizational Chart/Division of Work:

Director Current Position	Manager Current Position	Generalist New Position	PT HR/Clerk Admin Assist Current PT Position	Payroll Technician New Position
•Disciplinary Actions •Salary Classification Requests •Promotion Requests •Job Description Review •Risk Management •Compensation management •Policy Development •Workers Compensation •Termination requests •Promotion requests •Training scheudle and oversight •Policy/Procedure Mnaual Updates •Succession Planning •Supervision of HR Personnel •Problem Resolution •Personnel Budget •Compensation management •Strategic Planning •Monthly Reporting •Interdepartmental Communication/Relationships	•Payroll oversight •Benefits management •FMLA management •Military Leave •Performance Evaluation adjustments to payroll records •Personnel updates •Performance Management •Compliance •Supervisor adjustments •Stipends and reimbursement management •Manage year end payroll changes •Employee stipend oversight •Salary ordinance updates •Shared Leave Program •EEO Complaints •Assists with appeal process •ADA Coordinator •Training •Unemployment Processing •Paylocity management •ACA reporting	•Recruiting management •Retention management •Open and advertise positions •Screening matrix development •Interviewing candidates •Reference Checks •Background Investigations •Process employment changes •New employee orientation •Benefit Orientation •Benefit Updates •Onboarding •HRIS Personnel updates •I-9 Management •Employee Paylocity Announcement Administrator •Benefits fair, health fair, flu shots •Employee Separation processing •Position Authorization •Workers Comp Claims Processing •Service awards/recognition •Track employee training	•New Hire Paperwork •recruiting invoices •Telephone •scheduling interviews •certificate creation •HR Filing •Training notifications •data entry •process HR invoices •DOT management •Work 1/2 as Clerk Admin	•Process Payroll •New hire payroll data entry •Review timesheets •Coordinate changes with departmens •Review leave type approval with HR Manager •Assist HR Manager with leave request processing •Process payroll •Update payroll changes •Process year-end payroll changes with HR Manager •Input performance review •Coordinate payroll and AP processing •Process 1099 contractor pay •Act as backup for A/P •*Reports to Budget & Finance Manager

Attachment: 2024 HR Staff request (13417 : New and Expanded Position Requests)



**COUNTY
COUNSELOR/ADMINISTRATIVE
SERVICES**
Staff Update

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

STAFF REPORT

FROM: Clancy Holeman, Riley County Counselor

MEETING: May 15, 2023

SUBJECT: Pending County Projects County Counselor

PRESENTER: Clancy Holeman

Enclosures:

- FINAL Commission List 05.15.2023 (DOCX)

PENDING COUNTY PROJECTS ▪ December, 2022 and through May 8, 2023 Submitted by Clancy Holeman, Riley County Counselor

NOTE: The below lists are not intended to be a comprehensive list of all “pending” Commission or other County Department projects underway. Instead, the below lists represent an ongoing “snapshot” of the current status of selected pending projects which have either consumed significant staff time or involve county issues of widespread significance. Additional entries show selected project work for individual county departments. The sequence of entries below is not intended to reflect the priority assigned to any work described. *All entries more than 6 months old have been removed (with the exception of some entries when historical information may be useful). Bold type entries are the most recent.*

COMMISSION LIST

I. Projects By Category:

American Rescue Plan: Discussion with staff about possibly engaging consultant to assist County with federal/state requirements in future use of County’s \$14M allocation of ARPA funds. Similar concept to staff’s use of consultant with prior CARES funding. Unlike CARES funding, a primary focus of ARPA funding is infrastructure. (8-31-21)

Board of Riley County Commissioners: Attend BOCC public meetings. 12-1-22;12-5-22) Legal research on fence view request. Discuss with attorney for applicant. Obtain permission to return call from applicant and provide limited information on status of request and that working with his attorney. (12-1-22; 12-5-22) Return phone call from applicant and obtain property access information from him, if viewers are sent out to examine any fence constructed by either party. Leave message with applicant’s attorney’s office staff to call me back. (12-5-22) Prepare for BOCC public meeting of 12-8-22. (12-7-22) Attend and participate in BOCC meeting. Assist with executive session. (12-8-22) Provide information to Mary Carson on reimbursement agreements for small cities based on formula approved by BOCC during December 1, 2022 regular public meeting, as presented on behalf of Budget and Planning Committee. (12-8-22) Legal research on question raised by cemetery district. (12-8-22) Legal research and opinion developed on issue requested by BOCC member. (12-11-22) Work on materials circulating among members of CPE building security working group. Purpose is to develop a CAR to circulate for working group input. Then presentation to BOCC during January. (12-12-22) Continue work on immediately preceding item. (12-13-22) Work on real property issue. (12-13-22) Work on pending litigation issue. (12-13-22) Advise Budget and Planning members of upcoming discussion of potential reimbursement agreements to small cities. (12-13-22) Further work on materials circulating among members of CPE building security working group. (12-14-22) Consult with Deputy County Counselor on upcoming annexation issue. (12-14-22) Attend and participate in BOCC public meetings. (12-15-22;12-19-22; 12-26-22; 12-29-22) Legal advice provided during public meeting. (12-19-22) Initial review of “RAISE” federal grant opportunities as described in email from U.S. Dept. of Transportation. (12-21-22) Respond to citizen inquiry regarding RCPD daily operation. Refer to RCPD and counsel to Law Board. (12-26-22) Work on annexation request forwarded by City of Manhattan. (12-21-22; 12-27-22) Discuss with Treasurer further work to develop sales tax reimbursement agreements for small cities. (12-27-22) Inquiry from our outside counsel on proposed agreements. I return call and leave voicemail with planned further discussion. (12-28-22) Obtain BOCC approval of publication notice setting date and time for public hearing on MCW annexation request—Saturday, January 14, 9 a.m., in BOCC chambers; Obtain BOCC approval of coroner services contract amendment and extension. (12-29-22) Consult with Deputy Counselor on scheduled annexation hearing. (1-3-23) Review animal control issues. (1-27-23) Prepare for upcoming work session week of 1-30-23. (1-27-23) Attend and participate in BOCC public meetings (1-26-23; 1-30-23) Attend and participate in BOCC public meetings. (2-2-23;2-6-23) Forward KORA request to this department’s staff for response. (2-6-23) Work on reimbursement agreements for small cities. (2-7-23) Review and route incoming litigation documents to relevant parties, including our insurer and insurer-

Attachment: FINAL Commission List 05.15.2023 (13412 : Clancy's Commission List)

provided counsel. Prepare CAR and discuss with Budget and Planning Committee, for approval of form of small cities' sales tax reimbursement agreement. (2-8-23) Review and approve as to form upcoming resolution for G.O. bond issuance on Public Works road project. (2-21-23) Work on hiring process for Deputy Position at retirement of incumbent scheduled for 9-30-23. (2-16-23;2-21-23; 2-22-23) Prepare for BOCC public meeting scheduled for 2-23-23. (2-21-23;2-22-23) Attend and participate in BOCC public meetings of February 23rd, February 27th, March 2nd, March 6th, 2023, March 9, 2023. Legal research on issues related to upcoming scheduled Township Officer Meeting. (2-23-23;2-24-23;2-27-23;2-28-23) Mail to counsel for respective small cities sales tax loss reimbursement agreements. (3-3-23) Prepare for annual township officers meeting scheduled for 3-8-23. (3-7-23) Return call from member of Tatarax Homeowners Association regarding Lot 70. (3-7-23) Schedule executive session for March 9, 2023 meeting. (3-7-23) Attend and participate in annual Township Officers' meeting. (3-8-23) Conversation with after phone call from City of Ogden. Discuss timeframe for return of the agreement to Riley County. (3-13-23) Work on environmental issue. (3-13-23;3-14-23) Voicemail left with bond counsel on short term financing question different project. (3-14-23) Work to schedule 2 agenda items for Thursday, March 16th public meeting. (3-14-23). Assist Departments and counsel with pending litigation claim. (3-14-23; 3-15-23) Exchange of information on pending litigation with outside counsel. (3-16-23;3-17-23) Staffing with multiple county office representatives on real property ownership issue.(3-17-23) Meeting with township official as result of Township Officers Meeting Contract discussion.(3-17-23) Prepare for BOCC public meeting scheduled 3-20-23 (3-19-23) Attend and participate in BOCC public meetings 3-16-23; 3-20-23) At request of county staff deponent in pending litigation matter, arrange to attend deposition preparation meeting. (3-22-23) At request of architect, review and approve as to form draft construction agreement for North County ambulance station in Leonardville. (3-22-23) Work on defense of appeal to District Court by Prairiewood Holdings, LLC. (3-26-23) Attend and participate in BOCC regular public meeting. (3-23-23; 3-27-23) Sit in on deposition preparation of county witness, at request of county witness, conducted by county's insurance-provided outside counsel on pending litigation. (3-27-23) Communication from insurance-provided outside counsel on different pending litigation. (3-28-23) Discuss with Deputy Counselor last week's City/County/County meeting. (3-28-23) Attend and participate in BOCC evening public meeting at City of Riley. (3-30-23) Work on hiring of Deputy Counselor to fill vacancy to be created by Fall retirement of incumbent. Discuss with HR staff. (3-30-23; 3-31-23) Prepare for 4-3-23 public meeting (4-2-23) Attend and participate in BOCC public meeting of 4-3-23. Attend and participate in BOCC public meetings. (4-6-23; 4-10-23) Review matter before Planning Board. (4-10-23) Draft CAR and Place "Interlocal Service Agreement" signed by City of Leonardville on BOCC agenda for signature during 4-13-23 public meeting (small city reimbursement agreement for sunset of county "road and bridge" sales tax 12-31-22). (4-11-23) Legal research on animal control services and RCPD. Memo prepared. (4-9-23;4-10-23; 4-11-23;4-12-23) Attend and participate in BOCC public meetings (4-13-23;4-17-23) Attend Law Board Meeting discussion of Animal Control and RCPD. (4-17-23) Draft and file Local Disaster Emergency Declaration as requested by Department and authorized by Chairwoman of BOCC. (4-18-23)) Attend and participate in City/County/County meeting on animal control and RCPD. (4-20-23) Discuss with Treasurer upcoming scheduled Teams meeting with representatives of City of Ogden on proposed "Interlocal Services Agreement" (Small Cities Sales Tax Reimbursement Agreement).(4-26-23) Attend and participate in previously described "Teams" meeting discussion with representatives of City of Ogden and County Treasurer. Plan by Ogden representatives is to present agreement to Ogden City Council for review and possible signature during its public meeting next week. (4-26-23) Discuss with Cindy Kabriel and soil conservation contact addition of locations to agenda of upcoming 'field trip' by BOCC on May 4, 2023. (4-26-23; 4-27-23) Prepare for public hearing on special use authorization on BOCC agenda 5-1-23. (4-30-23) Attend and participate in 5-1-23 BOCC public meeting. (5-1-23) Return 5-2-23 call from citizen requesting a "fence view." Leave voicemail. (5-3-23) Discuss with citizen their return call requesting a "fence view." I'll send packet for citizen to complete and return, cautioning this matter may not be subject to fence view process. Citizen says they understand that is a possibility. (5-3-23) **Attend and participate in BOCC public meeting. (5-4-23) New request for fence view. Advise packet will be mailed to them. (5-4-23) Prepare for BOCC public meeting of 5-8-23. (5-6-23;5-7-23**

“Constitutional Protection of County Home Rule”:

County Counselors Association of Kansas:

County Jail Inmate Medical Care:

Countywide Emergency Radio Communications System Upgrade: The upgrade is complete. But now the “program” phase has been completed, additional work from this department will be provided, as necessary, during the “maintenance” and “warranty” periods now underway. Discussion with contract administrator for vendor (L3Harris) scheduled for August 27, 2021. Discussion held with vendor contract administrator. Discussion with EM Director (8-30-21). Working toward final documents of “program” phase. Conversation with EM Director. (9-24-21) Conversation with L3Harris contract administrator, moving this matter toward likely resolution by the BOCC on 9-30-21. (9-24-21) Review appropriately continues among EM, KSU and Emergency Dispatch personnel regarding close out of this phase of the project. (9-24-21) Draw Commission Agenda Report and place on 9-30-21 agenda for BOCC review and approval of contract documents. (9-28-21) Discuss final contract documents for agenda separately with EM Director and L3Harris Contract Administrator. (9-29-21) Obtain BOCC approval of Amendment 1 to Master Service Agreement. (9-30-21)

“Dark Store”:

District Court: Discuss potential creation of “resolution docket” to reduce or eliminate COVID-caused backlog of identified criminal cases. (4-27-23; 4-28-23)

Federal Rules on Vaccination Mandate:

First Christian Church: Now this property is “listed” as a “historic site,” there are state law restrictions applicable whenever a “project” is undertaken involving potential repair, damage or destruction of the site or its structure. Discuss text of journal entry proposed by counsel for Respondents. (12-9-22; 12-11-22) Request transcript of Court’s ruling. Arrange for generation of check based on invoice from court reporter. (12-20-22) Work on pending appeal by neighboring property owner. (12-27-22; 12-28-22; 12-29-22) Review transcript and notify opposing counsel I will provide revised version of her proposed journal entry—in order to conform the journal entry to the text of the transcript. (1-4-23) Provide opposing counsel proposed revised journal entry. (1-29-23) Following exchange of respective journal entries in February, 2023, counsel review proposed changes and agree on final version for filing with court. (2-28-23; 3-3-23; 3-5-23) Prepare notice of appeal, following legal research. (4-3-23; 4-4-23; 4-5-23) File Notice of Appeal in District Court. (4-5-23) Finalize notice of appeal, given appointment of Lyon County District Judge at outset of appeal. Discuss with staff of Lyon County District Court Judge and with Riley County District Court Clerk staff member. Provide copy of notice of appeal to Lyon County District Court Judge who was assigned and heard appeal. (4-6-23)

Indigent Legal Services: Attorney contracts for 2022 were created and emailed to current attorneys under contract. (11-3-21) Notice to Riley County Bar Association of at least one attorney vacancy effective January 1, 2022. (11-4-21) Proposed 2022 contracts have been provided to all current lawyers under contracts. None returned as of 11-23-21. No indigent legal service contracts are in place for calendar year 2022. Work on various issues related to this service. (2-10-23; 2-13-23; 2-14-23; 2-15-23; 2-16-23; 2-19-23; 2-20-23; 2-21-23; 2-22-23; 2-24-23; 2-26-23; 2-27-23; 2-28-23; 3-1-23; 3-2-23; 3-3-23; 3-4-23; 3-6-23; 3-7-23; 3-8-23) Work on various issues related to this service. (3-19-23) Work at staff level on compensation for this service. (3-28-23) schedule next staff level discussion of compensation for this service. Discuss with Deputy Counselor compensation for this service. (3-29-23)

Legislation: Invitations out to state delegation for December 12, 2022 legislative conference, along with copy of agenda. (12-1-22) Reminders out to legislative delegation of 12-12-22 legislative conference. (12-8-22)

Preparation for legislative conference. (12-11-22) Attend and participate in legislative conference. (12-12-22) Discuss legislative issue with County Appraiser. Review information and advise. (12-27-22) Discuss with 2 other county's county counselors possibility of linking up both our respective legislative delegations and lobbyists for cooperative action on potential "nuisance abatement" statute during 2023 legislative session. (12-29-22) Discuss with County Clerk and legislative delegation member the RNR statute. (1-3-23) Drive to Topeka and pick up lobbyist badge for 2023 state legislative session. (1-3-23) Week of January 23, 2023: Work on "vacant lot" house bill (HB 2083) and discuss with our legislative delegation; Work on RNR statute modification bill (HB 2002) and provide BOCC written testimony in support. Review legislative issues identified by contract lobbyist. (1-27-23.) Work on Nuisance Abatement legislation proposal on Riley County platform. (1-25-23; 1-26-23; 1-27-23) Work on SB 90 and HB 2148—Treasurers' Association auto tag fee bill. (1-26-23; 1-27-23) Review proposed schedule for temporary financing of High Plains Road project. (1-28-23) Review testimony from County Clerk's association on HB & HB involving election matters. (2-6-23) Work on SB 162 (nuisance abatement) (2-9-23; 2-10-23) Complete testimony in support and deliver required 75 paper copies to lobbyist for routing to Senate Local Government committee secretary. (2-10-23) Provide Riley County state legislative delegation, contract lobbyist, and KAC Riley County's testimony in support of SB 162. (2-10-23) Route to Rep. Mike Dodson County Appraiser's input on: HB2232 (Appraiser Qualifications); HB 2319 (tax exemption on business property in competition with property owned or operated by government); HB 2201 (requiring 5 years valuations listed on CVNs); HB 2200 (exemption on homestead, retired, military); HB 2220 (5yr property tax exemption on startups); HB 2231 (tax exemptions for daycare); HB2056, HB 2057, HB 2237 (no position from appraisers' association or Appraiser). Provide BOCC testimony and our SB 162 to another county at that other county's request—they are struggling with a number of "nuisance" real properties. (2-10-23) Work on SB 1623 and prepare for upcoming legislative hearing. (2-13-23) Attend and participate in legislative hearing on SB 162 before Senate Local Government Committee. (2-14-23) Zoom with Treasurer and County Clerk on SB 248. (3-1-23) Work on SB 248 & 252 analysis for relay to KAC and legislative delegation. (3-2-23; 3-3-23; 3-7-23; 3-8-23) Work on analyzing SB 228 (amendment of multiple statutory provisions on jail administration) in response to legislative delegation member's question; after requesting and receiving impact opinion from RCPD on any change county might support for reimbursement of jail inmate medical costs. Communicate with legislator. (3-8-23; 3-13-23; 3-14-23) Communicate with contract lobbyist to work on scheduling "virtual" follow up legislative conference with delegation. Work with Cindy K. (3-15-23). Analyze and prepare for discussion of potential litigation in upcoming executive session. (3-15-23) Discuss legislative matter with member of delegation. (3-15-23) Communicate with legislative delegation to schedule virtual follow up legislative conference either April 10, 2023, or April 17, 2023. (3-16-23) Communicate with contract lobbyists. (3-17-23) Communicate with responding delegation members about their preferred dates. (3-18-23; 3-19-23) Review communication from delegation member on pending bills. (3-19-23) Communicate with County Appraiser on proposed SCR freezing real property tax values at no more than 3% increase annually. (3-19-23) Work with PIO and County Appraiser on public statement regarding legislative item. (3-20-23; 3-21-23) Respond to staff communication on apparent status of SB 248 (exemption for "food" in existing and future local sales taxes) and HB 2002 (RNR notice costs paid by the state). (3-22-23) Work with PIO and County Appraiser on possible press release regarding SCR 1610. (3-21-23; 3-22-23) Prepare for March 27, 2023 Intergovernmental Luncheon and legislative update to present. (3-26-23) Attend and participate in Intergovernmental Luncheon—statutory update. (3-27-23) Work with PIO and County Appraiser on possible press release regarding SCR 1610. (3-27-23) Email delegation invitation to virtual follow up legislative conference scheduled for April 10, 2023, 10:30-11:30 a.m. (4-3-23) Review amended HB 2002—eliminating that portion of existing locally voter approved sales taxes generated by food sales; SCR 1611—4% ceiling on annual property valuations. (4-6-23) Draft agenda for 4-10-23 virtual legislative conference. Invitations out to contract lobbyist and KAC lobbyist. (4-7-23) Discussion with county's contract lobbyist on status of various legislative items following legislature's 4:30 a.m. adjournment Friday morning. (4-7-23) Draft agenda for virtual legislative conference. (4-7-23) Assist BOCC with conducting virtual legislative conference. (4-10-23) Review portions of 127-page Conference Committee Report on SB 8 ('competition' and a host of other legislative issues. (4-27-23)

Leonardville North County EMS Station: Follow up call to City of Leonardville attorney. (4-11-23) Set up phone appointment with City of Leonardville Attorney—to discuss having city begin process of opening the easement as an alley for access to the site. (5-3-23) Phone discussion with City of Leonardville attorney and arrange for teams meeting next Tuesday (5-9-23) with him, Craig and me to discuss details of City legally “opening” alley to site of ambulance and performing tree trimming along that alley. (5-3-23)

Legislation: Work at county staff level on SB 248; SB 252. (3-1-23; 3-2-23; 3-3-23) Prepare for discussion with BOCC I’ll suggest at tonight’s public meeting in City of Riley. (3-30-2023) SB 323—requiring election of all county appraisers statewide. (3-30-23) Work on H Sub SB 42. Discuss with contract lobbyist. (4-2-23; 4-3-23)

National Opioid Litigation Settlement: Notice of Deadline to “opt in” to latest round of national opioid class action litigation settlements is April 18, 2023. (3-27-23) Prepare and submit CAR for BOCC 4-10-23 public meeting; with my recommendation to BOCC regarding “opt in” to latest round of national opioid class action litigation settlements—5 new defendants settling. Discuss with Assistant Attorney General managing this matter state-wide. (4-6-23) Submit electronically our “opt in” to latest round of national opioid class action settlements, as previously authorized by BOCC. Confirmation from settlement administrator that “opt in” accomplished. (4-14-23)

NG-911 Committee (Road naming): Attend and participate in committee meeting. (2-14-23)

Proposed Construction of EMS/EM/RCFD Emergency Services Headquarters: Schedule work session for discussion of design issue related to facility. (1-27-23)

Riley County Annual Legislative Conference: Discussion with County Register of Deeds to schedule meeting week of December 5th to review documentation of long-term revenue loss to Riley County caused by legislature’s past elimination of the mortgage registration fee. (12-1-22) Work preparing for 12-12-22 legislative conference. (12-8-22; 12-11-22) Discuss legislative conference information with County Appraiser. (12-8-22) Discuss legislative conference information in meeting with County Register of Deeds. (12-9-22)

Riley County District Court: Discussion regarding BOCC consideration of funding potential “resolution docket” to assist with case backlog. (4-27-23)

Rural Economic Development Advisory Board:

Staff Budget and Planning Committee:

White Canyon Benefit District: White Canyon benefit district’s residents’ request, made during this date’s public commission meeting, asking whether Riley County willing to supplement the cost of the benefit district’s proposed private road improvement project. No dollar figure provided by benefit district residents. County staff instructed to provide BOCC at upcoming meeting most recent Riley County Public Works’ “estimate” of “northern route” as an option to current benefit district project proposed. (8-30-21)

II. Projects by Department:

Administrative Services/County Counselor: Work on matters related to departmental transition. (1-25-2023; 1-26-2023; 1-27-2023) Interviews of applicants for Deputy County Counselor position in transition scheduled to take place 9-29-23.-23. (3-2-23; 3-3-23)

Riley County Appraiser’s Office: Assist with legal issue. (12-1-22) (Discuss with County Appraiser

separate legal issue. (12-2-2) Assist Department Head with legal issue and prepare for executive session on same. (12-1-22; 12-7-22) Discuss legislative conference matter with Department Head. (12-7-22) Department Head notifies of property taxpayer verbally abusive to staff. Advisee. (12-13-22) Discuss legislative issue with Department Head. (12-28-22) Discuss real property issue with Department Head and setting up staff meeting to discuss further. (12-29-22) Discuss KORA issue with Department Head and advise. (1-3-23) Review info from County Appraiser on upcoming property tax appeal. Provide additional background information to Appraiser. (1-28-23) Advise on exemption matters. (2-8-23) Meet with County Appraiser on exemption issue. (3-6-23) Meet with County Appraiser and taxpayer representatives on same exemption issue. (3-7-23) Discuss with different taxpayer representative different exemption issue. (3-7-23) Review different pending exemption request material, at request of Department Head. (3-13-23) Advise Department Head on assessment issues. (3-20-23) Discussion with Department Head of legal issue. (4-27-23) Discuss separate exemption through bond issue. (5-3-23) **Analyze IRB issue and advise Department Head. (5-5-23)**

Riley County Attorney: Work on contract for services. (2-22-23) Work on immediately preceding contract with Department Head. (2-27-23; 2-28-23; 3-1-23; 3-2-23) Respond to Department head update on pending discussion to schedule with counsel on our BOTA cases. (4-7-23) Discuss with Department Head legislative issue. (4-7-23)

Riley County Clerk: Review form of license application and its requirements at request of Clerk's staff. (12-7-22) Review revised license application provided today by Clerk's Office staff. Approve "as to form." (12-8-22) Review and respond to bond counsel question on term sheet for short term financing. (2-6-23) Advise on release of information issue. (4-19-23) Advise and assist departmental staff on release of information issue raised by state agency. (4-21-23) Assist with KORA issue. (5-3-23) **Assist with same KORA issue through communication with outside requester; communication with I.T. based on prior provision of similar information requested in 2021. (5-4-23)**

Riley County Community Corrections:

Riley County Emergency Management: Contacted by EM regarding a 911 service issue. Discuss with EM Director. I call resident and leave message with adult in home. (12-1-22) Return 12-5-22 call from resident. I describe to resident options as I understand and staff (EM and 911) work to this point and 911's referral of issue to state's 911 coordinating council—in hopes they can obtain solution for resident from A T & T landline provider (resident reports no cell service available his location). Encourage resident to try a number available to reach 911 as short-term solution while 911's involvement with state coordinating council. Encourage resident to call me with result of his use of that landline number to reach 911. Make arrangements to speak with resident by end of this week with any results of my conversations with 911. Talk with 911 and Tyler brings me up to speed on where this is with 911 coordinating council. (12-6-22) Call back resident and inform Tyler of 911 has been told should hear back "soon" from 911 coordinating council. I relay that information by phone to resident. He verifies his test of direct line call to 911 did work today. Understands that is an interim solution while coordinating council effort plays out. Encouraged him to call me back and check on progress of state coordinating council effort, within next 2 weeks, or whenever he wants to do so. (12-6-22) Contacted by PIO for information. Provide. Review info. (12-6-22) Follow up from 911 and PIO on interim solution is working based on test by resident. (12-7-22) Meet with Department Head on proposed EM personnel policies and Standard Operating Guidelines. (12-9-22) New information provided by Department Head on foregoing resident's report of continued issue with 911 contact, based on info he received from his land line provider. (1-4-23) Department Head inquires about process for development of SOGs. Consult with HR who advises Department Head. (1-4-23) Request for contract assistance. (1-30-23) Information provided on scheduling training opportunity on FLSA. (1-30-23) Information provided on CPE building security. (1-30-23) Discuss litigation matter with Department Head. (2-8-23) Discuss pending legal matter with Department Head. (4-5-23) Prepare Declaration of Local Disaster Emergency; Obtain signatures of Vice-Chairman & County Clerk; File with County Clerk; Deliver to Baldwin Fisher for transmittal to KDEM. (3-20-23) Discussion with

Department Head and confirm he wants existing Declaration of Local Disaster Emergency to expire by its terms this Monday, March 27, 2023 at 12:01 a.m. (3-22-23) Advise BOCC during public meeting of March 26, 2023 of immediately foregoing decision on Declaration of Local Disaster Emergency. (3-26-23)

Riley County Emergency Medical Services: City Commission has asked counsel for both entities to develop a document allowing County use and potential improvements to alley providing access to lot purchased by County for North County ambulance station. I send email to counsel for City of Leonardville advising of this and inviting him to call me to discuss. (12-7-22) City Attorney responds and confirms parties understand what's necessary. Consultation with Craig. (12-8-22) Discuss with Department Head arrangement for site visit on 12-21-22. (12-20-22) Site visit with Department Head and Deputy County Counselor to be rescheduled. (12-21-22) Work on North County ambulance station design project. Discuss with Department Head. (1-29-23) Respond to communication from outside counsel on pending matter. (3-19-23) ***Prepare for teams meeting tomorrow morning on opening of alley easement for estimated September, 2023 completion of Leonardville North County Ambulance station. (5-8-23)***

Riley County Extension:

Riley County Fire District No. 1: Schedule conversation with Department Head for 4-21-23 on Ashland Bottoms and University Park fire station projects—recently rejected bids—next steps. (4-17-23) Attend staff meeting on open burning issues with: Riley County Attorney; RCPD; Fire District Chief. (4-19-23) Meeting with Fire Chief on issues related to construction of two fire stations. (4-21-23) Review material on land swap proposed between Fire District and University Park, for construction of new fire station. (4-27-23) Leave message for Department Head in response to call earlier today. (4-27-23) Discussion with Department Head regarding University Park's agreement to contract terms for land swap as relayed previously by Department Head to University Park Advisory Board members. (4-27-23)

Riley County GIS:

Riley County Health Department: Work with department staff member on question about insurance coverage for staff. I ask County's insurance broker for information. (12-12-22) Follow up on question I previously asked county's insurance provider December 12. (12-28-22) Discussion with insurance agent on insurance coverage from a department's staff. Recontact staff member and advise agent will be contacting them for more detail—encourage staff member to check back with me next week if necessary. (12-28-22)

Riley County Historical Museum:

Riley County Human Resources: Discuss with Clerk's office staff contract termination issue. (12-2-22) Follow up conversation regarding immediately preceding contract termination issue—advice provided. (12-2-22) Work on performance evaluations and complete by 12-7-22 (12-5-22; 12-6-22; 12-7-22) Work on payroll approval issue. (12-12-22) Discuss with staff confirming contract termination issue resolved. (12-29-22) Work with HR Manager to assist separate Department Heads on distinct personnel matters. (1-4-23) Discuss with HR Manager and advise on personnel issue. (2-6-23) Assist with contract matter involving a different department. (2-21-23) Review contract and approve as to form. (3-18-23) Schedule discussion on two HR issues. (3-22-23) Discuss with HR Manager solicitation on county property by local business. (3-29-23) Communication from outside counsel on pending discovery matter in litigation. Communicate with HR manager and outside counsel. (4-5-23) Work with HR and Department Head on personnel matter. (4-5-23) Respond to inquiry from staff working group on building environmental concern. Meet with staff working group. (4-7-23) Communicate with HR and Department Head regarding inquiry on a court interpretation of FMLA issue. (4-7-23) Discussion with staff working group on environmental issue. (4-11-23) Communicate with Department and schedule meeting on FMLA issue. (4-14-23; 4-17-23) Assist HR with personnel matter. (4-19-23) Assist HR with two personnel matters. (4-20-23) Discussion with HR on personnel matter. (4-25-

23) Assist HR staff with contractual issue. (4-25-23) Assist HR with benefits issue for a department's workforce. (4-25-23) Review and analyze different contractual issue. (4-25-23) Assist HR with discussion of new personnel issue. (4-26-23) Work on contract issue for HR and advise. (4-27-23) Work on personnel issue with HR and a Department. (4-28-23) Advise personnel issue involving unemployment insurance. (5-3-23) ***Work with HR and Department Head on personnel issue. (5-4-23) Discuss with staff "COVID" working group (Ambulance; RCHD; HR; Clerk) end of the public health emergency and benefits question raised. ((5-4-23) Communicate with HR and Department Head on personnel issue. (5-4-23) Discussion with Deputy County Counselor Woodard regarding legal issues surrounding immediately preceding legal issue. (5-4-23) Work on immediately preceding issue. Communicate with HR and Department Head. Schedule meeting with HR and Department for 5-5-23 (5-4-23) Meet with HR and assist with unrelated personnel issue. (5-4-23) Meet with Department Head and Deputy Counselor Woodard on issue scheduled on 5-4-23. (5-5-23) Teams meeting with HR and department leadership on personnel issue. Follow up with HR on same personnel issue. (5-8-23) Conversation with HR on different personnel issue. (5-8-23)***

Riley County Information Technology/GIS: Participate in staff working group discussion of network security improvement. (12-19-22)

Riley County Museum: Advise Director on question raised on behalf of Historical Society. (5-3-23)

Noxious Weeds/Hazardous Household Waste: Discuss with department head upcoming potential property leases of county ground. (5-3-23) ***Request Department Head provide copy of deed on one of leased properties—to review restrictions on all the leased properties. (5-4-23)***

Riley County Planning & Development: Discuss issue with after phone call from County Sanitarian. (12-5-22) Discuss immediately preceding issue with Department Head (12-6-22) Phone conference with Department Head and County Sanitarian on previous issue. Possible solution reached based on input from Department Head and Sanitarian. County Sanitarian will speak with property owner. (12-7-22) Review new form proposed by P & D staff for land use regulations. Route issue to Craig for his review. (12-8-22) Discuss benefit district issue with Department Head and Deputy County Counselor. (12-20-22) Review information on preceding provided by Department Head. Further discussion on same issue. (12-20-22) Attend pretrial in District Court on Prairiewood appeal. (2-6-23) Approve draft pretrial order presented by opposing counsel; advise county staff witnesses of revised trial date. (2-7-23) Meeting with staff member to prepare for Prairiewood appeal. (2-28-23) Participate in zoom meeting with staff regarding upcoming Keats public meeting scheduled for 3-9-23, 7 p.m. (2-23-23) Analyze potential Memorandum of Understanding. (3-15-23) Discuss with Department Head benefit district question. (3-15-23) Work on Prairiewood District Court Appeal. (3-17-23) Communicate with Department Head and Craig about meeting next week to discuss issue relating to transition of EHS. (3-18-23) Discuss with Planning and Development Director possible contract for assistance with soil testing, given current lack of EHS. Meet with Director and Deputy Counselor on this subject in conference room, later same day. (3-22-23) Discuss potential contract development for soil inspections with temporary EHS assistance. Work toward potential contract (3-28-23) Work toward same potential contract. Discuss with Department Head. (3-29-23) Work on appellate argument in Prairiewood appeal to District Court. (3-29-23) Work on appellate argument in Prairiewood appeal to District Court. (3-30-23; 3-31-23) File appellate brief in Prairiewood appeal to District Court. (3-31-23) Advise Department Head on contract matter. (4-6-23) Discuss with Department Head contract matter. Draft contract for EHS assistance and provide to Department Head (4-10-23) Communicate with Department Head on their proposed revisions to EHS draft contract. Work on those revisions/additions. Complete revision/additions and forward to Department Head for review. (4-11-23) Answer staff question about planning board hearing. (4-11-23) Conversation with Department Head on pending contract issue. (4-25-23) Conversation with Department Head on pending public hearing matter. (4-25-23) Meet with GIS on upcoming public hearing on land use issue. (4-25-23) Assist department staff by updating them and Department head on results of immediately preceding meeting with GIS. (4-25-23) Discuss with insurance agent coverage issue related to above contract

for EHS assistance. (4-27-23) Discuss with Department Head movement of Prairiewood appeal to later hearing date. (4-30-23) Prepare for District Court hearing on Prairiewood; discussion with county witness. Relay information obtained to Planning & Development. (5-3-23)

Riley County Public Information Officer: Work with PIO scheduling my review of 2 proposed policies. (4-5-23) Respond to PIO question to staff working group about possible informational program for county employees. (5-8-23) Further communication with PIO and working group about same informational program. (5-8-23)

Riley County Public Works: Contacted by PW staff about new owner of county park real property and continued county lease of parking space. Provide my contact information to new owner. (12-6-22) Follow up with Department Staff about proposed meeting in their conference room this Friday. (12-7-22) Meeting with Head of Department and Assistant County Engineer to prepare for upcoming discussion with transfer station operator. (12-9-22) Learn of potential grant opportunity for road projects. Provide information to Department. (12-11-22) Discuss former with Department staff member. (12-12-22) Meeting with Department Head and Assistant County Engineer to prepare for upcoming discussion with transfer station operator. (12-13-22) Work on immediately preceding item on information from provided by operator. (12-14-22) Work with Department Head on Construction Management at Risk selection process. (12-14-22) Participate in transfer station contract negotiation with Department Head, Assistant County Engineer, Operator and Operator's counsel and principals. (12-16-22) Staff discussion of issue related to preceding negotiation. (12-19-22) Teams meeting with Budget and Finance, Department Head and Assistant County Engineer regarding contract issue. (12-28-22) Continue work toward transfer station operation agreement. (1-29-23) Advise Dept. Head after review of MOU related to bridge project. (1-29-23) Refer to Department Head City of Ogden question about sharing bridge maintenance responsibility. Referred for Department Head response back to me. (2-22-23) Meeting with outside counsel at their request regarding overflow channel maintenance proposal (2-23-23) Work toward meeting to renew transfer station operation agreement. (3-6-23;3-7-23;3-8-23) Work on Public Safety Headquarters Building project. (3-7-23) Provide counsel for transfer station operator County's position on remaining issues for putting agreement in place. Repeat offer of dates/times to zoom or teams meeting on subject for week of 3-13-23. (3-10-23) Counsel for operator advises week of 3-13-23 won't work for operator of transfer station. Proposes following weekdays and times. I commit will check on "county side" of negotiation and get back to counsel for operator. I relay proposed days/times week of 3-20-23 to Director and Assistant County Engineer, along with my availability. (3-13-23) Discuss contract matter question as result of Township Officers' annual meeting. (3-15-23) Work on scheduling next zoom with staff and transfer station operator—contract negotiation. Discussion with staff. (3-17-23) Work on Transfer Station agreement renewal issues. (3-18-23) Zoom negotiation with transfer station operator and department head. Separate conversation with county insurer afterward (3-21-23) Schedule 3-23 conversation with county insurer and department head on transfer station contract negotiation. (3-22-23) Conversation with attorney for transfer station operator about COLA in the proposed agreement and how it should work. (3-22-23) Conversation with City of Ogden Counsel about Cimmaron Bridge inspection and maintenance of overflow channel. (3-22-23) Discuss with our insurer transfer station insurance issue relevant to our negotiation for renewed contract with operator. (3-22-23) Discuss with insurer and Department Head insurance issue relevant to negotiation for renewed contract with operator. (3-26-23) Discussion with Department Head another Department Head and Division leader regarding scheduling of initial discussion at such staff level about environmental status of building. (3-28-23) Discuss with Department staff question on approval of contract for agenda. Confirm already provided to staff working group on contract's project. Relay confirmation. (3-30-23) Work with Department Head on Cimmaron Bridge inspection and City of Ogden's request. Speak with counsel for City of Ogden. (4-4-23) Work with Department Head on short term financing issues related to University Park and Lagoon Project. (4-4-23). Approve "as to form" contract extension with Howie's. (4-3-23) Respond to Craig's concept of potential new grant or loan opportunity for benefit district project. (4-5-23) Review University Park EPA consent order and work with Department Head on its use in possible project funding application. (4-5-23) Discuss contract issue with Department. (4-6-23) Analyze

contract matter for Department. (4-6-23) Field question from bond counsel regarding the U.P. lagoon project ordered by EPA. Discuss with Department Head. Department head provides me answer to bond counsel question. (4-7-23) Relay Department Head's answer to bond counsel question about UP lagoon project. (4-9-23) Different project within Department—ongoing contract issue question forwarded by Julie Winter. (4-7-23) Discuss with Department Head and Assistant County Engineer in team meeting potential renewal of transfer station operation agreement. (4-10-23) Relay update to staff member my provision of U.P. lagoon project info to bond counsel. (4-11-23) Discuss scheduling a meeting on contract development issue. (4-17-23) Leave voicemail about scheduling meeting on contract development issue. (4-18-23) Teams meeting with Department Head and contractor on construction project issue. (4-21-23) Call from attorney for transfer station operator. Discuss upcoming potential meeting. (4-27-23) Relay information to Department Head and Assistant County Engineer. (4-27-23) Voicemail left with insurance agency on status of coverage issue on potential transfer station contract. (4-27-23) Discuss with Assistant County Engineer separate contract issues on Transfer Station and County Complex waste pickup. (4-28-23) Discuss with Department Head and Assistant County Engineer transfer station operation. (5-2-23) Work toward potential agreement on parking lot. (5-3-23) ***Work toward potential agreement on parking lot. (5-4-23) Discuss potential contract and bid documents on culvert replacement. Advise Assistant County Engineer. (5-5-23)***

Riley County Register of Deeds: Discuss legislative conference issue with Department Head. (12-6-22; 12-7-22) Advise on legal issue. (2-12-23) Communicate with Department head on deed issue. (3-17-23) Discuss with Deputy Counselor correction deed prepared for filing. (3-28-23)

Riley County Treasurer: Discuss with Department Head process for Opioid Settlement Fund payments routed from Attorney General's Office. Discuss with Assistant Attorney General supervising such distributions. (12-21-22)

RILEY COUNTY POLICE DEPARTMENT—Administered by Law Enforcement Agency (“Law Board”): Conversation with jail staff about medical care legal obligation regarding former inmate. Advise. Schedule Team Meetings for later this p.m. to discuss with jail staff and Budget and Finance Officer. Meeting held: advise regarding liability/no liability for medical care on specific facts. (3-22-23)

III. Projects by Professional Association, Internal and External Committees/working groups, CLE, & Other Administrative Matters:

Ad Hoc Staff Committees/Work Groups on Multiple Subjects: Staff committee discussion of issue in recent tax sale. Clerk and staff, Treasurer, Appraiser and staff (3-6-23)

Administrative Matters: Work on annual performance reviews. (12-1-22; 12-2-22; 12-3-22; 12-4-22; 12-5-22; 12-6-22; 12-7-22) Work with Clerk staff to reschedule administrative time on upcoming BOCC agenda. (12-7-22) Register for free webinar during lunch hour December 14, 2022; “Practical Law” updates from Westlaw—our computerized legal research provider. (12-7-22) Forward to Office Manager Clerk's Office info on end-of-year vendor payments by check. (12-8-22) Discuss with Craig any updates to contact info. (12-13-22) Advise staff I'll be into office after attending 8:30 a.m. meeting at Public Works. (12-13-22) Discuss with Craig teams meeting later this a.m. with Department Heads of Appraiser's office and Planning and Development. (12-13-22) Review and Approve A/P and Accounts Payable documents. (1-30-23) Advise on chairs mistakenly moved out of CPE by CASA. (2-6-23) Work on arranging for office space for any attorney hired for vacancy of incumbent Deputy. Work on temporary location of conference room table for same purpose. Work with IT on technology need in space for same purpose. (3-15-23) Review and delete spam emails quarantined (3-19-23) Review communication from Federal District Court on amendments to local rules. (3-19-23) Approve staff request. (3-30-23) Order business cards for incoming Deputy County Counselor as of May 1, 2023. (4-5-23) Assist staff with follow up on minor structural repair of desk (donated by Treasurer) moved into office for incoming Deputy Counselor. (4-7-23) Repair of desk by Public Works

staff accomplished. (4-11-23) Advise staff of information provided by Clerk's office on address to use with P-Card purchases. (4-25-23) Approve annual leave request from staff. (4-26-23) Work with staff development of departmental 2024 budget request. (4-26-23) Work with office's staff on Departmental 2024 budget request. (4-21-23; 4-26-23) Prepare memo in support of office's 2024 budget request. (4-26-23) Complete departmental 2024 budget memo. Submit memo and 2024 budget request to Budget and Finance (4-27-23)

Continuing Legal Education:

County Counselor Association of Kansas: Contact presenter and confirm presenter availability for mid-year zoom CLE meeting of membership. Advise KAC general counsel presenter on employment law developments will attend. (February, 2023) Discuss with membership possible hypothetical for CLE presenter's use during upcoming presentation during mid-year membership meeting on ethical issue. (4-26-23) Confirm with Jay Hall presenter's availability to present during June 16th "virtual" mid-year association CLE. (4-28-23)

Department Head Committee: Attend and participate in department Head Committee Meeting. Remind Department Heads of next Monday's Legislative Conference, that they are all invited; and it is an opportunity to interact for the first time with new members of our delegation. Also described I will be inviting all delegation members to contact Department Heads throughout the legislative session when they have any questions about this county's daily operation or of counties generally. (12-7-22) Attend and participate in Committee Meeting. (12-21-22) Attend and participate in committee meeting. (2-15-23) Attend and participate in committee meeting. (3-1-23) Attend and participate in committee meeting. (4-5-23) Attend and participate in committee meeting. (4-19-23)

Intergovernmental Luncheon: Attend meeting. (2-27-23)

Kansas Association of Counties:

Staff Budget and Planning Committee: Work with B & P on development of contracts for transfers to small cities for loss of funds as countywide ½ cent sales tax sunsets 12/31/22. (11-15-22) Review material for BOCC presentation to be made by Budget and Planning during the next BOCC public meeting. (11-28-22) Attend and participate in Committee meeting. (11-29-22) Ask Shilo for her opinion on draft of agreement. (2-7-23)

Staff Riley County Employee Day Planning Committee: Discuss future scheduling of committee meetings with members. (2-21-23) Attend and participate in committee meeting. (2-21-23) Discussion with County Appraiser regarding current property tax exemption status of potential venue. (2-22-23) Discussion with County Appraiser staff regarding contact information for same potential venue. (2-22-23) Discuss with venue representative potential use of facility for event. (3-6-23). Discuss with different venue's representative potential use of facility for event. (3-7-23) Messages left at possible venue with my contact information. (3-17-23; 3-18-23) Communicate with possible venue and contact person. Advise will not be using facility and why. (3-20-23) Attend and participate in committee meeting. (3-21-23) Discussion with committee members about concept for employee day, proposed by committee member. (4-26-23)

Staff Road Renaming Committee: Respond to committee member's relay of landowner's proposed rename of private road. (12-7-22)



COUNTY CLERK & ELECTIONS
Budget

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

MEMORANDUM

FROM: AMY MANGES

MEETING: May 15, 2023

SUBJECT: 2024 REGISTER OF DEED BUDGET REQUEST

PRESENTER: AMY MANGES

Enclosures:

- 2024 Budget Presentation Memo RD (DOC)
- 2024 REG OF DEEDS (XLS)
- 2024 ROD Tech (PDF)



**REGISTER OF
DEEDS OFFICE**

Amy M. Manges
Register of Deeds
110 Courthouse Plaza
Manhattan, Kansas 66502-0109
Phone: 785-537-6340
Fax: 785-537-6343
E-mail: amanges@rileycountyks.gov

TO: Board of County Commissioners

FROM: Amy Manges

DATE: May 15, 2023

SUBJECT: 2024 Budget Request

The Register of Deeds 2024 budget reflects a \$1,750 increase in the 3 C's over the 2023 budget. The line items that reflect an increase are due to increased costs to us and continued training of new employees. Line items 2990 and 604 totaling \$35,000 are monies collected through recording fees and not items funded by the county leaving an actual request of \$25,875 after salaries.

Attachment: 2024 Budget Presentation Memo RD (13403 : 2024 REGISTER OF DEED BUDGET REQUEST)

001-006

Riley County Register of Deeds

PERSONNEL	2021	2022	2023	2024
Position Title - Full-Time	<u>ACTUAL</u>	<u>ACTUAL</u>	<u>BUDGET</u>	<u>BUDGET</u>
Register of Deeds	1	1	1	1
Deeds Supervisor & Deputy Register of Deeds	1	1	1	1
Records Assistant II	1	1	1	1
Records Assistant I	2	2	2	2
TOTAL NUMBER OF EMPLOYEES	5	5	5	5
PERSONNEL SERVICES				
1001 Salaries (Regular Full-Time)	\$ 256,353	\$ 311,491	\$ 341,888	\$ 354,459
1003 Salaries (Seasonal / Temp. / As Needed)	6,712	262		
1005 Salaries (Overtime)	357	44	928	2,935
1504 FICA	18,969	22,705	26,225	27,341
1506 Health Insurance	25,343	29,865	74,905	76,804
1508 KPERS	23,989	29,508	33,939	36,669
1510 State Unemployment Tax	245	241	343	357
TOTAL PERSONNEL SERVICES	\$ 331,968	\$ 394,115	\$ 478,228	\$ 498,565
CONTRACTUAL SERVICES				
2010 Postage / Freight / Shipping	\$ 702	\$ 519	\$ 850	\$ 800
2030 Pagers & Cellular Phone Services	520	480	960	960
2110 Advertising & Legal Publications	-		100	100
2124 Other Insurance	-		-	2,200
2200 Office Equipment Rental	2,480	2,078	2,200	1,900
2240 Storage Rental	-		1,900	
2245 Other Rental Services	-		-	
2260 Security Services	130		65	65
2275 Records Preservation	78	26	500	500
2280 Permits				
2285 Bond Payment	203			
2410 Repair & Maintain Office Equipment	-		450	400
2450 Repair & Maintain Computer Hardware	-	270	700	500
2510 Mileage / Tolls / Parking / Rental	-	540	1,400	1,400
2520 Lodging	-	-	1,500	1,500
2540 Meals	-	12	800	800
2550 Dues & Memberships	375	425	850	700
2560 Training & Registrations	-	697	3,000	3,000
2570 Subscriptions	253	233	400	400
2850 Waste Disposal	10	10	200	150
2990 Other Contract Services	30,000	30,000	30,000	30,000
TOTAL CONTRACTUAL SERVICES	\$ 34,750	\$ 35,289	\$ 45,875	\$ 45,375

Attachment: 2024 REG OF DEEDS (13403 : 2024 REGISTER OF DEED BUDGET REQUEST)

COMMODITIES	BUDGET	BUDGET	BUDGET	BUDGET
3010 Office Supplies	\$ 3,177	\$ 3,759	\$ 4,500	\$ 4,500
3015 Records Management / Preservation	-		500	500
3020 Books & Publications	15		100	100
3030 Computer Supplies	191	29	250	200
3032 Supplies-Printer	217		300	300
3060 Medical Supplies	-		100	
3135 Furniture < \$100	-		100	
3140 Parts & Tools < \$100				
3150 Parts & Tools > \$100				
3304 Programming Services				
3305 Web Development				
3990 Other Supplies & Materials	1,784	(1,784)		
TOTAL COMMODITIES	\$ 5,384	\$ 2,005	\$ 5,850	\$ 5,600
CAPITAL OUTLAY				
604 Heritage Trust to General cash	\$ 20,159	\$ 8,118	\$ 5,000	\$ 5,000
4010 Office Equipment	-	224	1,000	1,000
4040 Furniture > \$100	10,928	13,898	1,000	3,500
4058 Tech Hardware-Security	-			
4061 Computer Software - Desktop	-	-	200	200
4070 Surveillance Equipment	-	-	200	200
4990 Other Capital Outlay	-			
TOTAL CAPITAL OUTLAY	\$ 31,087	\$ 22,240	\$ 7,400	\$ 9,900
TOTAL OPERATING EXPENDITURES	\$ 372,103	\$ 431,409	\$ 529,953	\$ 549,540
TOTAL EXPENDITURES LESS PERSONNEL	\$ 71,222	\$ 59,534	\$ 59,125	\$ 60,875
TOTAL EXPENDITURES	\$ 403,190	\$ 453,649	\$ 537,353	\$ 559,440

5/12/2023 9:19 AM

Fund # 106
Riley County Register of Deeds Technology

	<u>2021</u> <u>ACTUAL</u>	<u>2022</u> <u>ACTUAL</u>	<u>2023</u> <u>BUDGET</u>	<u>2024</u> <u>BUDGET</u>
BEGINNING CASH BALANCE				
Fund Balance	\$ 166,887	\$ 200,860	\$ 121,319	\$ 157,870
TOTAL BEGINNING CASH BALANCE	\$ 166,887	\$ 200,860	\$ 121,319	\$ 157,870
REVENUE				
503 Non-Collection Revenue				
402 Investment Interest	\$ 91	\$ 1,854	\$ 140	\$ 150
602 Misc. Collection	96,576	66,950	45,000	50,000
TOTAL REVENUE	\$ 96,667	\$ 68,804	\$ 45,140	\$ 50,150
TOTAL RESOURCES AVAILABLE	\$ 263,554	\$ 269,663	\$ 166,459	\$ 208,020
EXPENDITURES				
CONTRACTUAL SERVICES				
2010 Postage/Freight/Shipping	\$ -	\$ -	\$ -	\$ -
2240 Storage Rental		\$ 1,752		
2275 Records Preservation	\$ 14,082	\$ 12,058	\$ 70,500	\$ 75,800
2430 Rep,Maint,Support Software	25,761	28,755	50,713	53,500
2440 Equipment Installation	-	-	4,500	1,300
2450 Hardware Maint/Support	5,236	5,298	5,000	5,400
2990 Other Contract Services	1,699	-	4,308	6,000
TOTAL CONTRACTUAL SERVICES	\$ 46,778	\$ 47,863	\$ 135,021	\$ 142,000
COMMODITIES				
3015 Records Preservation	\$ 61		\$ 31,438	\$ 45,000
3040 Clothing				
3060 Medical Supplies				
3070 Prescriptions				
3990 Other Supplies & Materials	959	23,286	-	-
TOTAL COMMODITIES	\$ 1,020	\$ 23,286	\$ 31,438	\$ 45,000
CAPITAL OUTLAY				
4052 Tech Hardware-Desktop	\$ 1,889	\$ 7,200	\$ -	\$ 2,500
4055 Tech Hardware - Imaging	7,600	11,135	-	8,520
4060 Computer Software	-	-	-	5,000
4990 Other Capital	5,408	22,310	-	5,000
TOTAL CAPITAL OUTLAY	\$ 14,897	\$ 40,645	\$ -	\$ 21,020

Attachment: 2024 ROD Tech (13403 : 2024 REGISTER OF DEED BUDGET REQUEST)

5/12/20239:19 AM

TOTAL EXPENDITURES	\$ 62,695	\$ 111,793	\$ 166,459	\$ 208,020
TOTAL ENDING FUND BALANCE	\$ 200,860	\$ 157,870	\$ -	\$ -



COUNTY CLERK & ELECTIONS
Budget

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

MEMORANDUM

FROM: BARRY WILKERSON

MEETING: May 15, 2023

SUBJECT: 2024 ATTORNEY BUDGET MEMORANDUM

PRESENTER: BARRY WILDERSON

Enclosures:

- 2024 DRAFT 2 BOCC Budget Memorandum (PDF)
- 2024 Attorney (PDF)

MEMORANDUM

TO: BOARD OF RILEY COUNTY COMMISSIONERS

FROM: BARRY R. WILKERSON – RILEY COUNTY ATTORNEY

SUBJECT: 2024 BUDGET

DATE: MAY 4, 2023

This memorandum provides a detailed explanation of the Riley County Attorney's Office projected needs for 2024.

- **Overtime** – Approved overtime is minimal in a calendar year. In 2022 overtime paid by the County Attorney's Office to staff equaled \$6519.00. Based upon current numbers, we believe we will spend roughly \$4500.00 in overtime in 2023. We are seeking to keep this level in 2024. **Request \$4,500.00**
- **2010 – Postage** – Postal rates continue to increase. Electronic communication is utilized primarily, however traditional mail is still necessary in a number of circumstances. Postage is set to increase at least twice a year through 2024. Current postage rate for standard sized envelopes is \$0.63 per stamp. We anticipate a slight increase from 2023. **Request \$2,000.00**
- **2030 – Pagers/Cell Phones/ iPad Service** - The County Attorney's Office Spent \$480.00 in 2022 for the Attorney Duty iPad line. The same amount will be spent in 2023 and 2024. **Request \$480.00**
- **2040 – Internet Access** – Internet access is a necessity, both for 8-5 responsibilities, as well as after-hours communications with both the court and law enforcement. **Request \$1,000**
- **2080 – Printing/Duplication Services** – Letterhead, legal paper, envelopes, and business cards are necessary for the operation of the County Attorney's Office. Additionally, in some circumstances, it is necessary to print court exhibits for trial purposes. The County Attorney's Office spent 957.83 in 2022 with anticipated increases in 2024. **Request \$1,500.00**
- **2110 – Advertising & Legal Publications** – Statutorily, the Riley County Attorney's Office has responsibility to notify parties involved in Child In Need of Care Cases. This requires notification in the newspaper within the County in which a person or guardian is known to reside. With the transient nature of our population, this is a necessary method of notification. The County Attorney's Office spent \$353.04 in 2022. This cost will likely increase slightly **Request \$350.00**

- **2123 – Liability Insurance** – Liability Insurance is necessary to defend lawsuits filed against the Riley County Attorney’s Office and the assistants and to protect Riley County from exposure to liability. Liability insurance increased this year and is expected to increase in 2024, largely due to Cyber Liability Coverage. We obtain insurance through the NDAA, National District Attorney’s Association. The County Attorney’s Office spent \$13,256.25 in 2022.
Request \$ 15,000.00
- **2240 – Storage Rental - \$15,000.00** has been placed in this line item for off-site storage of files at Underground Vault & Storage (UV&S) and recovery of files when applicable – as requested by BOCC in 2008. UV&S currently maintains 340 boxes in off-site storage which results in a monthly fee of \$88.40. The cost is .26¢ per box per month. The cost to retrieve files from UV&S is \$1.50 per item with a \$15 delivery fee (includes fuel fee). We retrieve an average of 5-10 files per month. To accurately retain legal files while maintaining enough space, certain files need to be destroyed accordingly. The cost of destroying a box of files remains at \$3.50 per box. An average amount of boxes that can be destroyed within a year is around 65 boxes. Additionally, a fee of \$10.00 is assessed once a month for shredding purposes. The County Attorney’s Office spent \$1203.60 in 2022. UV&S has made it known that there is a possibility that these fees will increase when the State of Kansas’ contract expires October of 2024.
Request \$1,500.00
- **2410 – Repair & Maintain Office Equipment** – We are currently paying .0353 per black and white copy based on 225,000 copies per year and .0757 per color copy to Century Business Systems for two color copiers/fax machines. This line item is also used for cleaning and repairing all printers within the office. The County Attorney’s Office spent \$9,891.55 in 2022. In the current year, 2023, the County Attorney’s Office has spent \$9,463.73. If the current copiers and printers are replaced this number may be reduced, however if the copies are not replaced the cost in 2024 will likely equal or exceed \$20,000.
Request \$20,000.00
- **2430 – Computer Software** –
 - We currently have 17 Full Case user licenses at \$888.00 per user for a total of \$15,096.00. We are reducing the number of licenses to 2 x \$888.00 for a total of **\$1,776.00.**
 - The Riley County Attorney’s Office has recently moved forward to begin the process of switching from Odyssey to Karpel. The County Attorney’s Office will be required to pay **\$19,475 to \$20,750.00** to PbK in 2024 for a two-year annual support service. **\$20,475.00**
 - Unknown, additional upgrades to create documents in PbK, is \$25.00 per document. The County Attorney’s Office does not anticipate this will be a large number, but instead a small number of documents. 40 documents would cost **\$1,000.00**
- Total request allows for some of the unknowns: **Request \$25,000.00**

2450 – Computer Hardware – Purchase of external hard drives to maintain large files on specific cases. Since Law Enforcement adopted Body worn Cameras there is a need for the increase in electronic storage capacity. Additionally, a majority of the law enforcement reports received are sent via electronic means. **Request \$500.00**

- **2510 – Mileage/Tolls/Parking/Rental** – The attorneys travel for oral arguments before the Appellate Court. On occasion, the County Attorney is requested to testify before the Legislature on behalf of the Kansas County and District Attorneys Association. In addition, there are meetings in Wichita, Kansas City, and other locations the attorneys are required to attend. In some instances, the County Attorney may need to travel in order to interview witnesses and/or victims of crime. **Request \$500.00**
- **2520 – Lodging** – If the attorneys are required to stay overnight to meet with witnesses, prepare for trial, or attend continuing education conferences. This would be for expenses not covered by the PATF fund. **Request \$1500.00**
- **2530 Air Fare** – Airfare for prosecutors to travel to meet with witnesses out of state in rare circumstances. **Request \$1500.00**
- **2540 – Meals** – This line item is used for payment for meals for the County Attorney’s lunch or staff if they are required to attend meetings where lunch is served, and payment required. **Request \$300.00**
- **2550 – Dues and Memberships** – The attorneys are required to pay dues to several different entities:

RL CO Law Library	Jan - Jan	\$60.00 per attorney (8)	\$480.00
RL CO Bar Association	Jan - Jan	\$25.00 per attorney (8)	\$200.00
Kansas CLE Commission	June - June	\$50.00 per attorney (8)	\$400.00
KS Supreme Court	June - June	\$180 per attorney (8)	\$1440.00
Clerk US District Court	July - July	\$201 per attorney (8)	\$1608.00
Nat’l District Attorney Association	Aug - Aug	\$240 - County Attorney \$97.50 – Assistants (7)	\$825.00
KS Bar Association	Dec - Dec	\$170 per attorney (8)	\$1265.00
Ks Co. District Attorney Assoc.	Jan – Jan	4-8 Attorneys	\$580.00

TOTAL			\$6,798.00
*Dues are expected to increase in 2024			<u>Request</u> <u>\$7,000.00</u>

- **2560 – Training** – This is for training support staff, for example LeanSmart, an on-line training program. **Request \$1,000.00**
- **2570 – Subscriptions** –

Thomos Reuters/Westlaw x 8 subscriptions	\$21,237.32
KSA Statute updates and Session Laws	\$4,330.00 (\$541 x 8)
Sentencing Guidelines	\$396.00
PIK Instructions	\$1,200.00 (\$150/person – 8)
CR and TR Handbooks for Attorneys	\$300.00
Legal Directory	\$1,505.00 (2 Books)
Manhattan Mercury	\$225.00
West Group Subscriptions	\$2579.88
TOTAL	\$31,773.20

- **2605 – Administration and Clerical Fees** – When an involuntary commitment is filed, venue is transferred to Miami County where Osawatomie State Hospital is located, or Larned State Hospital, located in Pawnee County. The Miami County Attorney's Office and The Pawnee County Attorney's Office charges our office when hearings are required for further treatment on cases where a criminal defendant has been remanded to Larned State Hospital for further evaluation and treatment on a competency determination for in cases of Involuntary Commitments..
Request \$1500.00

- **2620 Court Costs** In 2022 the County Attorney's Office paid \$317.75 for expenses incurred for court. This includes payment for Certified Copies of Court Documents, Certified Driving Records, and Business Records. **Request \$400.00**
- **2710 – Transcripts** – Transcripts are the fees paid to court reporters. The cost for preparing the original transcript is \$3.50 per page and a copy of the transcript is .50¢ per page. Transcripts are necessary for the attorneys to prepare for trial, motions hearings, or in the preparation of appellate briefs. In the current years, as of March 31st, 2023, the County Attorney has spent \$4051.50 out of \$9,000.00 2023 Budget. **Request \$11,000.00**
- **2720 – Witness fees** – By statute, the Riley County Attorney's Office must pay witness expenses. This includes mileage to and from court at the County rate of \$10 per day. If a witness is required to testify on multiple days, there are additional costs including hotel and meals. Additional expenses associated with witness testimony can include airfare. Expert Witness is required in some cases requiring expenses above \$10 per day. Expert witnesses have on two occasions exceeded \$16,000. This line item is one the most unpredictable expenses in the County Attorney budget. It is dependent upon the number of hearings and the number of out-of-county or out-of-state witnesses needed for any case. Manhattan/Riley County is a transient population with Kansas State University and Ft. Riley. This requires, not infrequently, the County Attorney's Office to subpoena witnesses who have moved to another state. We try to anticipate trials and preliminary hearing that will occur between January 1, 2024, and December 31, 2024. We monitor historical trends, but we cannot predict homicides or sexual assaults that will occur and proceed to trial with any certainty. With the influx of day-to-day expenses ie; fuel, lodging, and meals, witness fees are expected to increase. Witness expenses are expected to increase due to the cost of fuel, airlines, hotel, expenses and mileage. Mileage increased to 58 ½ cents per mile. **Request \$40,000.00**
- **2725 – Interpreter/Translator** – Currently the number of cases which require the use of an interpreter for either the victim, witness, or both to assist in court proceedings has increased. **Request \$1,000.00**
- **2730- Court Reporters Fees** – In 2022, the County Attorney's Office spent \$874.09 in outside Court Reporter Fees. Due to the number of upcoming trials, these fees are expected to increase. **Request \$1,000.00**
- **2990 – Other Contractual Services** – This includes the hiring of a special prosecutor in circumstances where there is a conflict of interest, or a need to hire outside counsel that is a rare occurrence. **Request \$3,500.00**
- **3010 – Office Supplies** -- We estimated \$12,000 in costs for 2023. Office supplies encompass file folders, copy paper, pens, markers, staples, staplers, 2-hole punchers, 3-hole punchers, legal pads, multiple types of labels, multi-colored paper, etc. Records Retrieval Systems prepares our current case files and file divider tabs. This office ordered 1,000 files and tabs in 2022 with a total cost of \$6,180.00 that did not include delivery expenses- which were around \$450.00. This office will need to order file folders again. The next order for file folders will be for 1500 folders with a quoted amount of \$9999.00 that

does not include the cost of shipping/freight. Office supply expenses are expected to increase due to the cost of delivery and manufacturing costs increasing.
Request \$ 17,500.00

- **3020 – Books & Publications** – \$1,500.00 budgeted allows the attorneys the opportunity to purchase a book of interest for research such as a topic on battered women’s syndrome, child abuse, or cybercrimes.
Request \$1500.00
- **3030- Computer Supplies -** The County Attorney’s Office has the potential to spend about \$200.00 in 2024 to replace computer mice, keyboards, surge protectors, and or monitor stands.
Request \$200.00
- **3031 – Supplies Media -** The County Attorney’s Office is responsible for providing defense attorneys with certain discoverable items that are delivered in the form of a thumb drive, CD, or DVD. The costs of these devices vary due to the size of the holding capacity per device.
Request \$1,000.00
- **3032 – Supplies – Printer** -- We have 19 printers in our office. In the past, we purchased toner at a reduced rate because of being remanufactured. However, IT informed our office the warranty on the printers is not applicable when using remanufactured cartridges. Therefore, the cost for toner has increased and will continue to increase due to shipping expenses
Request \$7000.00
- **4010 – Office Equipment** – There are several printers beginning to show signs of wear and may need replacing. The cost is approximately \$250 per printer. We will replace only those printers that are necessary. Additionally, we will also need to replace the 2 Digital Duplicators that cost approximately \$1500.00 each. The 2 large copier/printers in our office are now obsolete and will need to be replaced in the near future. Parts to fix these copiers are often difficult to find.
Request \$1,500.00
- **4050 – Technology Hardware –**
- **4051 Tech Hardware-Notebook:**
- **4054 Technology Hardware –**

We have received an estimate to replace printers, the approximate cost is \$13,892.00 per year x 5 years - We will work with IT to identify the most cost effective long term approach to replacing printers and copiers in the office which would bring down line items, 2410 Repair and Maintain Office Equipment as well as 4010 Office Equipment.

Request \$13,892.00

- **4060 Computer Software: Packaged software programs.**

- The Riley County Attorney's Office uses "Sanctions" court presentation software, for evidence presentation in criminal trials. The annual fee for license is \$29.00 per person per month. There is a possibility of a 5% increase in 2024. Total for 3 people per year is \$1226.40 or 3 year at \$3132.00 .
- Adobe Acrobat Pro \$350 per user x 7 = **\$2,450.00 (per IT this price is to go up in 2024 – no available current estimate)**

Request: \$5,582.00

Riley County, Kansas
2024 Budget
Attorney Department
001-001

PERSONNEL	2022	2023	2024
Position Title - Full Time	<u>ACTUAL</u>	<u>BUDGET</u>	<u>BUDGET</u>
Attorney	1.00	1.00	1.00
Assistant Attorney	6.00	6.00	6.00
Office Manager	1.00	1.00	1.00
Victim/Witness Coordinator	2.00	2.00	2.00
Legal Secretary	6.00	6.00	6.00
Administrative Trial Assistant	1.00	1.00	1.00
Legal Receptionist	1.00	1.00	1.00
Sub-Total	18.00	18.00	18.00
Seasonal/Temporary			
Legal Intern	1.00	1.00	1.00
As-Needed Legal Clerk	1.00	1.00	1.00
Sub-Total	2.00	2.00	2.00
TOTAL NUMBER OF EMPLOYEES	20.00	20.00	20.00
EXPENDITURES			
PERSONNEL SERVICES			
1001 Salaries (Full Time)	\$ 1,432,138	\$ 1,636,817	\$ 1,666,282
1003 Seasonal/Temporary/Part Time	-	27,090	28,205
1005 Overtime	6,520	4,291	6,587
1504 FICA	103,784	127,617	130,132
1506 Health Insurance	235,233	358,582	359,500
1508 KPERS Retirement	136,351	162,470	171,636
1510 State Unemployment Tax	1,033	1,668	1,701
TOTAL PERSONNEL SERVICES	\$ 1,915,058	\$ 2,318,535	\$ 2,364,044
CONTRACTUAL SERVICES			
2010 Postage/Freight/Shipping	\$ 1,700	\$ 2,000	\$ 2,000
2030 Pagers/Dellular Phone Svc	\$ 480	\$ -	\$ 480
2040 Internet Access	679	1,050	1,000
2080 Printing/Duplication Services	958	1,000	1,500
2110 Advertising & Legal Publications	353	300	350
2123 Liability Insurance	13,256	15,000	15,000
2240 Storage Rental	1,204	1,000	1,500
2410 Repair/Maintain Office Equipment	9,892	15,000	20,000
2430 Computer Software Maintenance/Support	63,243	65,000	25,000
2450 Computer Hardware Maintenance/Support	-	500	500

Attachment: 2024 Attorney (13404 : 2024 ATTORNEY BUDGET)

2510 Mileage/Tolls/Parking/Rental	233	500	500
2520 Lodging	1,160	1,500	1,500
2530 Airfare	-	1,500	1,500
2540 Meals	148	500	300
2550 Dues & Memberships	5,139	6,738	7,000
2560 Training & Registrations	-	1,000	1,000
2570 Subscriptions	19,301	16,576	31,773
2605 Administration/Clerical Fees	1,151	1,500	-
2620 Court Costs	-	-	400
2710 Transcripts	8,183	9,000	11,000
2720 Witness Fees	34,662	40,000	40,000
2725 Interpretor/Translator	160	1,000	1,000
2730 Court Reporters Fees	-	-	1,000
2990 Other Contract Services	3,001	5,000	3,500
TOTAL CONTRACTUAL SERVICES	\$ 164,901	\$ 185,664	\$ 167,803
COMMODITIES			
3010 Office Supplies	\$ 15,372	\$ 12,000	\$ 17,500
3020 Books & Publications	1,114	2,000	1,500
3030 Computer Supplies	38	200	1,200
3032 Supplies-Printers	6,327	7,000	7,000
3080 Fuel & Lubricants	38	-	-
TOTAL COMMODITIES	\$ 22,889	\$ 21,200	\$ 27,200
CAPITAL OUTLAY			
4010 Office Equipment	\$ 938	\$ 1,500	\$ 1,500
4030 Telecommunications Equipment	214	50	-
4040 Furniture > \$100	1,209	2,000	-
4050 Technology Hardware	-	-	-
4051 Tech Hardware-Notebook	-	-	-
4054 Technology Hardware-Printers	-	-	13,892
4060 Computer Software	754	-	5,582
TOTAL CAPITAL OUTLAY	\$ 3,115	\$ 3,550	\$ 20,974
TOTAL OPERATING EXPENDITURES	\$ 2,102,848	\$ 2,525,399	\$ 2,559,047
TOTAL EXPENDITURES LESS PERSONNEL	\$ 190,905	\$ 210,414	\$ 215,977
TOTAL EXPENDITURES	\$ 2,105,963	\$ 2,528,949	\$ 2,580,021

Attachment: 2024 Attorney (13404 : 2024 ATTORNEY BUDGET)



COUNTY CLERK & ELECTIONS
Budget

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

MEMORANDUM

FROM: GINA SNYDER

MEETING: May 15, 2023

SUBJECT: 2024 DOWNTOWN MANHATTAN ECONOMIC DEVELOPMENT

PRESENTER: GINA SNYDER

Enclosures:

- DMI FY2024 Allocation Request (PDF)



County Funding Request FY2024

Downtown Manhattan, Inc is requesting that Riley County allocate \$5,000 to support our continued work in economic development in the downtown district. We are facing rising costs in all areas of our operations including labor, beautification and event programming. In order to maintain our reputation as a clean, safe and economically vibrant downtown, we need to meet both our business owners and patrons expectations.

Our downtown district brings a lot of tangible value to the city, region and state. It is extremely important that the financial investments made in the past are preserved and that our future is one of continued prosperity and consumer satisfaction.

The 2024 event season will be the most vigorous we've yet to execute with 17 events in the lineup. These are the events that our patrons have stated (through annual surveys) are important to their quality of life and our businesses have indicated are boosts to their revenue.

Both public and private entities have been tasked with the work of becoming the regional hub for arts and entertainment. With the Wareham Hall, Museum of Art & Light and tens of thousands of dollars spent on public art, the downtown district is the front porch to our regions cultural experiences. For our part, we must maintain and even enhance our beautification and public safety efforts.

Simply put, DMI cannot maintain this level of demand without the continued financial support of our partners, including Riley County.

I look forward to sharing our initiatives and reporting on the state of downtown.

On behalf of the DMI Board of Directors,

Gina Snyder, DMI Executive Director



Mission Statement/Agency Description

Downtown Manhattan, Inc is a not-for profit community volunteer organization working in the areas of economic development, street design, retail and business recruitment and marketing and promotion. It is our mission to increase consumer awareness; to strengthen retail and professional business institutions; to increase the economic vitality of the City's center and to promote and attract new businesses to the downtown.

Downtown Manhattan, Inc.

Goals and Objectives

2023

- **Initiatives Within Five Years**

- Create and support economic opportunities by promoting and advocating for the downtown district through any and all viable options
- Advocate for both public and private venues and spaces that are unique and available to all in an aesthetically appealing and walkable district.
- Mall Plaza Renovation
- Advocate for Linear Trail access from Downtown (for event utilization and patron/visitor use)
- Advocate for the District Loop ATA bus shuttle to promote economic vitality, sales tax generation and parking ease
- New Website

- **Organizational Processes and Efficiencies**

- Grow Friends of the Neighborhood Associate membership program
- Design and Implement the Featured Partners Corporate Sponsorship Program

- **Partnerships, Sponsorships and Collaborative Efforts**

- Work with Public Works to develop a process for use of public rights-of-way during construction
- Work with Public Works to ensure maintenance on infrastructure is done in a timely manner
- Work with City to create ordinances and initiatives that further enhance downtown

- **Events, Programming and Management**

- Develop public art projects with private partnerships
 - Identify locations
 - Identify funding sources
- Grow our catalog of artists and entertainers for Third Thursday
- Create new event for main fundraiser. Replace Plates & Pours

Ongoing/In Progress Completed

Downtown Manhattan, Inc.
2024 Pro-Forma Budget
January through December 2024

Ordinary Income/Expense

Income

City of Manhattan Contributions	\$	93,000.00
BID Fees	\$	103,500.00
Riley County Contributions	\$	5,000.00
Friends of the Neighborhood Memberships	\$	9,000.00
Downtown Partner Sponsorships	\$	20,000.00
Sponsorships / Donations / Events	\$	51,000.00

Total Income \$ 281,500.00

Expense

Payroll Expenses \$ 157,500.00

Total Expense \$ 157,500.00

Net Ordinary Income \$ 124,000.00

Other Income/Expense

Other Expense

Design & Streetscape Programs	\$	48,000.00
Promotion, Events, Economic Development	\$	49,000.00
Operating Expenses	\$	31,000.00

Total Other Expenses \$ 128,000.00

Net Other Income / Expense \$ (128,000.00)

Total Income \$ (4,000.00)

Net Income \$ (4000.00)

Attachment: DMI FY2024 Allocation Request (13400 : 2024 DOWNTOWN MANHATTAN ECONOMIC DEVELOPMENT)

Downtown Manhattan, Inc.
2023 Budget – revised
January through December 2023

Ordinary Income/Expense

Income

City of Manhattan Contributions	\$	93,000.00
2023 BID Fees	\$	95,658.34
Riley County Contributions	\$	5,000.00
Friends of the Neighborhood	\$	6,300.00
Downtown Partner Sponsorships	\$	20,000.00
Sponsorships / Donations / Events	\$	<u>44,500.00</u>

Total Income \$ 264,458.34

Expense

Payroll Expenses	\$	<u>154,000.00</u>
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Total Expense \$ 154,000.00

Net Ordinary Income \$ 110,458.34

Other Income / Expense

Other Expense

Design & Streetscape Programs	\$	45,000.00
Promotion, Events, Economic Development	\$	44,000.00
Operating Expenses	\$	<u>29,000.00</u>

Total Other Expenses \$ 118,000.00

Net Other Income / Expense \$ (118,000.00)

Total Income \$ (7,541.66)

Net Income \$ (7,541.66)

Attachment: DMI FY2024 Allocation Request (13400 : 2024 DOWNTOWN MANHATTAN ECONOMIC DEVELOPMENT)



COUNTY CLERK & ELECTIONS
Budget

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

MEMORANDUM

FROM: DENNIS COOK

MEETING: May 15, 2023

SUBJECT: 2024 AGGIEVILLE BUSINESS DISTRICT

PRESENTER: DENNIS COOK

Enclosures:

- 2024 Aggiville Request (DOCX)



Please accept this funding request from the Aggieville Business Association (ABA) for the budget year 2024, in the amount of \$5,000.

ABA DESCRIPTION: Aggieville Business District consists of 100+ businesses with approximately 50 property owners and 2 governing Boards.

ABA BOARD OF DIRECTORS: is led by a volunteer group including a President, Vice President, and Treasurer plus 6 members. Paid staff is the Director and 2 part-time interns. This Board meets monthly to handle planning and promotions for our District.

AGGIEVILLE BUSINESS IMPROVEMENT DISTRICT: is another voluntary group that meets quarterly with City Finance to discuss and coordinate the funds received from business dues.

The Aggieville District is possibly the best known shopping and entertainment area in Riley County. College students, Fort Riley soldiers and officers, and visitors of all types make Aggieville a place they want to visit day and night. We host many family friendly events while also being the adult entertainment hot spot at night. We are a strong economic engine for Riley County.

COMPREHENSIVE BREAKDOWN OF SOURCES OF FUNDING: We have an annual Business Improvement District (BID) process where businesses pay mandatory fees and dues. We also have many Associate Members who voluntarily contribute annually. We also receive funding from the City of Manhattan through the Transient Guest Tax (TGT).

BID varies yearly but contributes approximately \$70,000 per year. Associate memberships account for approximately \$7,000 per year. City funding through TGT is currently \$60,000 per year.

LINE ITEM FOR FUNDS REQUESTED: Aggieville continues to be an economic engine, even though construction and road work has caused some businesses to suffer. Our mission is to recapture the excitement of Aggieville and bring in new customers. We are adding new events all the time, mostly the type that are family friendly and get people to stay with us for a few days. Specifically, we have had to cut back on some general maintenance that would enhance the District and we would like to add this back in 2024. We hope you see this as an investment for a crown jewel in the County.

Dennis Cook – Director

Aggieville Business Association

1125 Moro

Manhattan, Ks 66502

director@aggieville.org

785-320-6709



COUNTY CLERK & ELECTIONS
Budget

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

MEMORANDUM

FROM: PATRICK GORMELY

MEETING: May 15, 2023

SUBJECT: 2024 RILEY COUNTY GENEALOGICAL SOCIETY
APPROPRIATION REQUEST

PRESENTER: PATRICK GORMELY

Enclosures:

- Submission to Riley County Commission April 2023 (PDF)

Request for Financial Support of the Riley County Genealogical Society Library located in the county-owned Platt House at 2005 Claflin Rd.

Mission Statement:

- Provide educational and research opportunities for genealogy and family history researchers
- Maintain a genealogical research library
- Collect, preserve and publish genealogical and historical records for Riley County and surrounding area.

Agency Description: The Library is the center of genealogical research for a 60-mile radius of Manhattan. It contains over 5000 volumes of reference materials, publications from almost all states and a large number of rolls of microfilm. These resources provide census information, information on wills and probates, family history files and other historical references. The Library offers on-line genealogical research through the use of its computers and website, www.rileycgs.com. The library catalog is available on the website. We provide a Surname Search for people looking for information about their ancestors. Volunteers assist patrons with their personal research, which can also be requested online. The Library is staffed entirely by volunteers as librarians, computer assistants, board members and janitors. Volunteers procure and schedule exceptional programs for the public on topics related to family history. Volunteers publish a semi-annual journal in color, and an online monthly newsletter.

Estimated Budget for 2024

Estimated Income

Membership dues \$4,000
Riley Co Commission \$5,000
 Publications sale \$2,000
 Donations \$2,000
 Family Research \$ 300
 Miscellaneous \$1,200

Estimated Expenditures

Utilities at the Platt House \$5,000
 Publication costs \$3,200
 Library acquisitions \$2,700
 Insurance \$1,100
 Computer and website \$1,800
 Miscellaneous \$1,000-3,000

The Riley County Genealogical Society requests the Riley County Commissioners to budget \$5,000 to support payment of utilities for the society in the Platt House. This is a small increase over the amounts the Commission has provided in recent years.

Riley County Genealogical Society Goals for 2024:

- Serve people with roots in Riley and surrounding counties with resources and assistance with family history research, both in person and on the rileycgs.com website.
- Maintain the historic Platt House which serves as a family research library.
- Continue to digitize local resources, working in close contact with Manhattan Public Library and Riley County archives.
- Publish indexes of local newspapers.
- Continue to provide educational programs and classes on family history topics for the public, such as our frequent monthly programs at the Manhattan Public Library.

Submitted to: Riley County Commissioners April 4, 2023

**RILEY COUNTY LAW ENFORCEMENT AGENCY
LAW BOARD MEETING
City Commission Meeting Room
1101 Poyntz Ave.
Manhattan, KS
May 15, 2023 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 4-7 | A. Approval of Minutes | |
| Pages 8-18 | 1. April 6, 2023 Special Law Board Meeting | |
| Pages 19-31 | 2. April 17, 2023 Law Board Meeting | |
| Pages 32-34 | B. Approve 2023 Expenditures/Credits | |
| Page 35 | C. 2023 Adjusted Financial Journal Entries- (<i>Review</i>) | |
| Pages 36-39 | D. Juvenile Transport Reimbursement | |
| Page 40 | E. RCPD Related County Expenditures- (<i>Review</i>) | |
| Pages 41-52 | F. Riley County Jail Average Daily Inmate Population- (<i>Review</i>) | |
| Pages 53-57 | G. 2023-2027 Multi-Year Strategic Plan and Department Goals/Objectives- (<i>Review</i>) | |
| | H. General Counsel Follow-Up Information Requested from the Law Board- (<i>Review</i>) | |
| Pages 58-61 | I. Approval of Department Policies | |
| Pages 62-63 | 1. Policy 2.2.6- Critical Incident Stress | |
| Pages 64-65 | 2. Policy 42.1.6 Exculpatory Evidence | |
| Page 66 | 3. Policy 45.2.3 – Accreditation Public Comment | |
| Pages 67-82 | J. Reports: Synopsis- (<i>Review</i>) | |
| | 1. Monthly | |
| | a) Monthly Crime Report- Captain Freidline | |
| Pages 83-88 | 2. Quarterly | |
| Pages 89-99 | a) 1 st Quarter Uniform Crime Report (82.1.4)- Captain Hajek | |
| Page 100 | b) 1 st Quarter Traffic Accident & Enforcement Analysis (61.1.1 A & C)- Captain Stee | |
| | c) 1 st Quarter Seizure & Forfeiture Report (84.1.8)- Captain Freidline | |

IV. GENERAL AGENDA

- | | |
|---------------|--|
| | K. Additions or Deletions |
| | L. Public Comment |
| | M. Fraternal Order of Police Lodge #17 Comments |
| | N. Board Member Comments |
| | O. Legal Analysis Regarding Animal Control Services- Law Board Attorney Michael Gillesipe- (<i>Discussion</i>) |
| | P. City Funding for Mental Health Co-Responders- Chairperson Matta- (<i>Discussion</i>) |
| Pages 101-117 | Q. 2023 Patrick Leahy Bulletproof Vest Partnership Grant- Captain Jager- (<i>Discussion</i>) |
| Pages 118-119 | R. 2024 Budget Development- Director Peete, Captain Jager & Staff- (<i>Vote Required</i>) |
| Pages 120-123 | S. Approve 2024 Budget for Publication- Director Peete & Board- (<i>Vote Required</i>) |
| | T. Genesis Health Clubs Corporate Partnership Program- Director Peete & Board- (<i>Discussion</i>) |

- U. Executive Session- *(Vote Required)*
 - 1. Non-Elected Personnel Matters
 - 2. Attorney Client Privilege
- V. Adjournment

Riley County Law Enforcement Agency (Law Board) Meetings are open to the public. Agenda items may be viewed on the Riley County Police Department website at <http://rileycountypolice.org/law-board>. In order to comply with provisions of the Americans with Disabilities Act (ADA), the Riley County Law Enforcement Agency will make reasonable efforts to accommodate the needs of persons with disabilities. Please contact Executive Offices Manager Nichole Glessner at (785) 537-2112, ext. 2468, for assistance.

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



RILEY COUNTY POLICE DEPARTMENT

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

Riley County Law Enforcement Agency Law Board Meeting

**Monday, May 15, 2023
12:00 p.m.**

City Commission Chambers
1101 Poyntz Avenue
Manhattan, Kansas

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

Attachment: 05-15-2023 Law Board Meeting Packet (12943 : Law Board Meeting Agenda)

RILEY COUNTY POLICE DEPARTMENT MONTHLY BUDGET STATUS REPORT

April 30, 2023	Budget	Current Actual	Actual-YTD	% to date	Last YTD	Remaining	% Balance
	Authorization	April	4 Months	33.33%	Actual	8 Months	66.67%
01 Salaries-Full Time	15,637,969.00	1,184,053.85	5,013,782.21	32.06%	4,360,091.92	10,624,186.79	67.94%
02 Salaries-Part Time	125,000.00	7,374.29	29,442.48	23.55%	30,378.40	95,557.52	76.45%
03 Salaries-Overtime	471,762.00	40,860.10	224,640.60	47.62%	208,937.23	247,121.40	52.38%
TOTAL SALARIES	16,234,731.00	1,232,288.24	5,267,865.29	32.45%	4,599,407.55	10,966,865.71	67.55%
36 Kansas Police & Fire	2,155,361.00	162,748.91	759,316.91	35.23%	591,555.47	1,396,044.09	64.77%
37 KPERS	646,542.00	52,335.15	225,830.48	34.93%	164,455.56	420,711.52	65.07%
38 Social Security	654,574.00	48,024.79	204,793.74	31.29%	179,245.30	449,780.26	68.71%
39 Health Insurance	1,537,150.00	120,000.00	480,000.00	31.23%	480,000.00	1,057,150.00	68.77%
40 Workers Compensation Insurance	380,000.00	20,055.22	110,849.38	29.17%	50,941.66	269,150.62	70.83%
41 Unemployment Compensation	16,234.00	1,181.15	5,030.80	30.99%	4,398.45	11,203.20	69.01%
TOTAL EMPLOYEE BENEFITS	5,389,861.00	404,345.22	1,785,821.31	33.13%	1,470,596.44	3,604,039.69	66.87%
TOTAL PERSONNEL COSTS	21,624,592.00	1,636,633.46	7,053,686.60	32.62%	6,070,003.99	14,570,905.40	67.38%
04 Utilities	205,000.00	21,020.92	62,224.74	30.35%	58,859.86	142,775.26	69.65%
05 Insurance	320,000.00	5,406.00	473,705.00	148.03%	431,370.00	-153,705.00	-48.03%
06 Legal & Accounting	85,000.00	3,052.89	20,000.17	23.53%	22,453.05	64,999.83	76.47%
07 Training & Travel	108,000.00	12,417.40	36,217.05	33.53%	39,090.21	71,782.95	66.47%
08 Postage	7,400.00	1,056.58	2,399.19	32.42%	1,051.60	5,000.81	67.58%
09 Printing	7,500.00	0.00	99.82	1.33%	1,036.78	7,400.18	98.67%
10 Rentals-Maint Agreements	60,000.00	4,510.87	14,323.61	23.87%	14,201.62	45,676.39	76.13%
11 Building & Grounds	30,000.00	1,412.60	4,804.08	16.01%	5,606.40	25,195.92	83.99%
12 Equipment Repair & Maintenance	85,000.00	1,669.38	7,579.80	8.92%	25,130.69	77,420.20	91.08%
13 Vehicle Maintenance	90,000.00	10,888.46	25,999.41	28.89%	75,437.49	64,000.59	71.11%
14 Telephone Service	62,000.00	4,934.86	13,640.45	22.00%	27,625.20	48,359.55	78.00%
16 Medical Fees	15,000.00	2,280.00	6,623.00	44.15%	14,883.15	8,377.00	55.85%
19 Contractual Services-Computers	690,000.00	11,054.81	80,962.82	11.73%	60,221.53	609,037.18	88.27%
20 Other Contractual Services	314,000.00	54,666.90	365,054.66	116.26%	169,961.67	-51,054.66	-16.26%
TOTAL CONTRACTUAL SERVICES	2,078,900.00	134,371.67	1,113,633.80	53.57%	946,929.25	965,266.20	46.43%
17 Prisoner Food & Care	195,000.00	29,913.14	90,937.27	46.63%	95,877.28	104,062.73	53.37%
21 Community Services	17,500.00	0.00	745.00	4.26%	5,827.00	16,755.00	95.74%
22 Books, Subscriptions, Memberships	10,000.00	870.79	3,418.97	34.19%	2,233.95	6,581.03	65.81%
23 Uniforms & Accessories	40,000.00	8,683.72	18,025.87	45.06%	23,046.63	21,974.13	54.94%
25 Maintenance Supplies	29,500.00	863.87	2,772.46	9.40%	3,852.68	26,727.54	90.60%
26 Fuel & Lubrication	163,000.00	21,452.38	45,964.57	28.20%	55,643.74	117,035.43	71.80%
27 Vehicle Tires	17,000.00	0.00	1,002.14	5.89%	0.00	15,997.86	94.11%
28 Office Supplies	24,000.00	2,118.33	8,906.64	37.11%	8,446.92	15,093.36	62.89%
29 Replenishment Supplies	45,000.00	4,533.53	10,026.48	22.28%	24,159.72	34,973.52	77.72%
TOTAL COMMODITIES	541,000.00	68,435.76	181,799.40	33.60%	219,087.92	359,200.60	66.40%
30 Communications Equipment	10,000.00	49.98	49.98	0.50%	17,578.72	9,950.02	99.50%
31 Guns & Crime Equipment	60,000.00	117.43	16,574.98	27.62%	240,413.14	43,425.02	72.38%
32 Furniture	15,000.00	0.00	2,850.61	19.00%	3,526.99	12,149.39	81.00%
33 Office Equipment	452,000.00	53,339.32	54,794.58	12.12%	41,464.44	397,205.42	87.88%
34 Vehicles and Equipment	270,000.00	42,083.00	42,083.00	15.59%	-25,042.37	227,917.00	84.41%
TOTAL CAPITAL OUTLAY	807,000.00	95,589.73	116,353.15	14.42%	277,940.92	690,646.85	85.58%
TOTAL NON-PERSONNEL COSTS	3,426,900.00	298,397.16	1,411,786.35	41.20%	1,443,958.09	2,015,113.65	58.80%
TOTAL EXPENDITURES	25,051,492.00	1,935,030.62	8,465,472.95	33.79%	7,513,962.08	16,586,019.05	66.21%

Attachment: 05-15-2023 Law Board Meeting Packet (12943 : Law Board Meeting Agenda)

RILEY COUNTY POLICE DEPARTMENT REPORT OF AVAILABLE BUDGET

April 30, 2023		Budget	Budget	Total	Spent-YTD	Encumbered	Total Used	% Used	Remaining
		Authorization	Credits	Spendable	4 Months		To Date	To Date	Available
01	Salaries-Full Time	15,637,969.00	30,068.78	15,668,037.78	5,013,782.21	0.00	5,013,782.21	32.00%	10,654,255.57
02	Salaries-Part Time	125,000.00	0.00	125,000.00	29,442.48	0.00	29,442.48	23.55%	95,557.52
03	Salaries-Overtime	471,762.00	8,374.22	480,136.22	224,640.60	0.00	224,640.60	46.79%	255,495.62
TOTAL SALARIES		16,234,731.00	38,443.00	16,273,174.00	5,267,865.29	0.00	5,267,865.29	32.37%	11,005,308.71
36	Kansas Police & Fire	2,155,361.00	0.00	2,155,361.00	759,316.91	0.00	759,316.91	35.23%	1,396,044.09
37	KPERS	646,542.00	0.00	646,542.00	225,830.48	0.00	225,830.48	34.93%	420,711.52
38	Social Security	654,574.00	0.00	654,574.00	204,793.74	0.00	204,793.74	31.29%	449,780.26
39	Health Insurance	1,537,150.00	0.00	1,537,150.00	480,000.00	0.00	480,000.00	31.23%	1,057,150.00
40	Workers Compensation Insurance	380,000.00	0.00	380,000.00	110,849.38	0.00	110,849.38	29.17%	269,150.62
41	Unemployment Compensation	16,234.00	0.00	16,234.00	5,030.80	0.00	5,030.80	30.99%	11,203.20
TOTAL EMPLOYEE BENEFITS		5,389,861.00	0.00	5,389,861.00	1,785,821.31	0.00	1,785,821.31	33.13%	3,604,039.69
TOTAL PERSONNEL COSTS		21,624,592.00	38,443.00	21,663,035.00	7,053,686.60	0.00	7,053,686.60	32.56%	14,609,348.40
04	Utilities	205,000.00	0.00	205,000.00	62,224.74	0.00	62,224.74	30.35%	142,775.26
05	Insurance	320,000.00	0.00	320,000.00	473,705.00	0.00	473,705.00	148.03%	-153,705.00
06	Legal & Accounting	85,000.00	0.00	85,000.00	20,000.17	0.00	20,000.17	23.53%	64,999.83
07	Training & Travel	108,000.00	3,167.37	111,167.37	36,217.05	0.00	36,217.05	32.58%	74,950.32
08	Postage	7,400.00	214.22	7,614.22	2,399.19	0.00	2,399.19	31.51%	5,215.03
09	Printing	7,500.00	0.00	7,500.00	99.82	0.00	99.82	1.33%	7,400.18
10	Rentals-Maint Agreements	60,000.00	0.00	60,000.00	14,323.61	0.00	14,323.61	23.87%	45,676.39
11	Building & Grounds	30,000.00	3,558.90	33,558.90	4,804.08	0.00	4,804.08	14.32%	28,754.82
12	Equipment Repair & Maintenance	85,000.00	0.00	85,000.00	7,579.80	0.00	7,579.80	8.92%	77,420.20
13	Vehicle Maintenance	90,000.00	0.00	90,000.00	25,999.41	0.00	25,999.41	28.89%	64,000.59
14	Telephone Service	62,000.00	606.99	62,606.99	13,640.45	0.00	13,640.45	21.79%	48,966.54
16	Medical Fees	15,000.00	0.00	15,000.00	6,623.00	0.00	6,623.00	44.15%	8,377.00
19	Contractual Services-Computers	690,000.00	4,910.00	694,910.00	80,962.82	0.00	80,962.82	11.65%	613,947.18
20	Other Contractual Services	314,000.00	2,008.32	316,008.32	365,054.66	0.00	365,054.66	115.52%	-49,046.34
TOTAL CONTRACTUAL SERVICES		2,078,900.00	14,465.80	2,093,365.80	1,113,633.80	0.00	1,113,633.80	53.20%	979,732.00
17	Prisoner Food & Care	195,000.00	1,584.01	196,584.01	90,937.27	0.00	90,937.27	46.26%	105,646.74
21	Community Services	17,500.00	0.00	17,500.00	745.00	0.00	745.00	4.26%	16,755.00
22	Books, Subscriptions, Memberships	10,000.00	0.00	10,000.00	3,418.97	0.00	3,418.97	34.19%	6,581.03
23	Uniforms & Accessories	40,000.00	0.00	40,000.00	18,025.87	0.00	18,025.87	45.06%	21,974.13
25	Maintenance Supplies	29,500.00	0.00	29,500.00	2,772.46	0.00	2,772.46	9.40%	26,727.54
26	Fuel & Lubrication	163,000.00	0.00	163,000.00	45,964.57	0.00	45,964.57	28.20%	117,035.43
27	Vehicle Tires	17,000.00	0.00	17,000.00	1,002.14	0.00	1,002.14	5.89%	15,997.86
28	Office Supplies	24,000.00	0.00	24,000.00	8,906.64	0.00	8,906.64	37.11%	15,093.36
29	Replenishment Supplies	45,000.00	28.33	45,028.33	10,026.48	0.00	10,026.48	22.27%	35,001.85
TOTAL COMMODITIES		541,000.00	1,612.34	542,612.34	181,799.40	0.00	181,799.40	33.50%	360,812.94
30	Communications Equipment	10,000.00	0.00	10,000.00	49.98	0.00	49.98	0.50%	9,950.02
31	Guns & Crime Equipment	60,000.00	0.00	60,000.00	16,574.98	0.00	16,574.98	27.62%	43,425.02
32	Furniture	15,000.00	1,188.00	16,188.00	2,850.61	0.00	2,850.61	17.61%	13,337.39
33	Office Equipment	452,000.00	0.00	452,000.00	54,794.58	0.00	54,794.58	12.12%	397,205.42
34	Vehicles and Equipment	270,000.00	14,871.60	284,871.60	42,083.00	0.00	42,083.00	14.77%	242,788.60
TOTAL CAPITAL OUTLAY		807,000.00	16,059.60	823,059.60	116,353.15	0.00	116,353.15	14.14%	706,706.45
TOTAL NON-PERSONNEL COSTS		3,426,900.00	32,137.74	3,459,037.74	1,411,786.35	0.00	1,411,786.35	40.81%	2,047,251.39
TOTALS		25,051,492.00	70,580.74	25,122,072.74	8,465,472.95	0.00	8,465,472.95	33.70%	16,656,599.79

Attachment: 05-15-2023 Law Board Meeting Packet (12943 : Law Board Meeting Agenda)

**RILEY COUNTY LAW ENFORCEMENT AGENCY
SPECIAL LAW BOARD MEETING
City Commission Meeting Room
1101 Poyntz Avenue
Manhattan, KS
April 6, 2023 12:00 p.m.
Minutes**

Members Present: Chairperson John Matta
Member Patricia Hudgins
Member Betty Mattingly-Ebert

Member Wynn Butler
Member Kaleb James

Absent: Vice Chairperson John Ford

Secretary Barry Wilkerson

Staff Present: Director Brian Peete
Captain Erin Freidline
Captain Brad Jager
Captain Derek Woods

Assistant Director Kurt Moldrup
Captain Scott Hajek
Captain 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. General Agenda:

- A. Public Comment:** None.

- B. Fraternal Order of Police Lodge #17 Comments:** None.

- C. Board Member Comments:** None.

- D. Introduction of Phil Hayes by Captain Jager – RCPD Salary Survey Presentation by Phil Hayes, Vice President, The Arnold Group:** Captain Jager explained that in 2020, the RCPD contracted with The Arnold Group, A Human Resource Company, to conduct a salary survey of all positions within the department. The Department hadn't had a formal review of employee salaries for several years. Realizing that many of the current Law Board members were not present for those discussions, Command Staff felt it prudent to invite Phil Hayes, Vice President of The Arnold Group (TAG) to a meeting to discuss the methodology that was used to conduct the survey and the proposed implementation of the results. Captain Jager added that as the RCPD and Law Board begin budget discussions for 2024, the Department will be advocating for continued implementation of the salary survey to bring employee salaries in line with the market.

Member Mattingly-Ebert inquired about the scope of the work conducted by TAG as it is outlined in the agreement with the RCPD.

Captain Jager explained that a review of the job descriptions for each position within the RCPD was conducted and updated, if needed. The Arnold Group worked closely with RCPD Human Resources to evaluate each position taking into account the knowledge needed to do the job, the problem solving/thinking required by the job and the extent to which the job is accountable, to include levels of control/supervision. The job descriptions were then taken to the market and compared with similar positions in other organizations. The Arnold Group provided a report to Command Staff that showed where RCPD salaries should be compared to the market. Captain Jager added that the first half of the salary survey was implemented in 2023. At that time, staff understood that the results of the survey would have to be implemented incrementally over the period of a couple years in order to have all of the positions meet market standards. Staff knew that they could not address it all in one year.

Member Mattingly-Ebert wished to know how much the RCPD paid for TAG consulting services.

Captain Jager responded that it cost approximately \$17,000. *[Recorders note: The agreement with TAG contains provisions to have Mr. Hayes return to the market each year for five years to make adjustments to the initial results. This will ensure that the data is as current as possible for five years and the Department will not have to commission a new study.]*

Phil Hayes provided a detailed presentation to the Law Board on the methodology used to conduct the salary survey for all positions within the RCPD (civilian, dispatch, corrections and sworn classifications). He explained that it was the desire of the RCPD to develop a long term, strategic compensation plan that is fair, equitable and meets the organization's goals through the use of up-to-date job descriptions that are objective and defensible based on the use of a systematic job grading process. In September 2019, prior to the COVID-19 pandemic, TAG partnered with RCPD to evaluate and make recommendations on the Department's compensation strategy and provide an updated pay scale. Utilizing the Hay Method originally developed in 1951, TAG was able to define and compare job roles within the RCPD based on an objective process comprised of multiple compensable factors which include knowledge, supervisory control, guidelines, complexity, scope and effect, personal contacts, purpose of contacts, physical demands and work environment. Internal equity was then determined by completing a Point Factor Analysis (PFA) of compensable factors for each job description. An evaluation of benchmark salaries to establish external equity was also conducted and factored when constructing the final RCPD pay scale.

Hayes addressed the uncertainty that came with the COVID-19 pandemic and lingering impact it has had on the U.S. and Kansas labor markets to include supply chain issues, low labor force participation, increased labor costs, persistent inflation, and potential economic downturn. He explained that hiring challenges are expected to linger throughout 2023. Even with a looming recession, he believes there will continue to be elevated turnover, steady candidate demand for better culture fit, and an overall inability to fill open positions. Hayes noted candidate priorities have become more focused on work-life balance. As a result, employers are having to prioritize their employment brand and retool their overall employee value position.

Hayes addressed some of the actions companies are doing to remain competitive in the tough labor market such as hiring candidates at higher salary rates, adjusted or are considering adjusting salary ranges more aggressively, and providing additional workplace flexibility, to name a few. Hayes commented that the RCPD salary chart (salary step/grade system) has largely maintained itself for a number of years. The Arnold Group recalibrated positions based on the internal equity and external equity components.

Hayes went on to explain that the RCPD has remained competitive by maintaining an equitable position above market regarding compensation. External pressures, including the war for talent and an extreme jump in inflation have forced many organizations to respond by closing the pay gap. The position that the RCPD once maintained from a wage standpoint as far as leading the market has deteriorated. Deciding not to respond to inflationary pressures and maintain a leading strategy can lead to long-term challenges related to recruitment and retention, employee morale, and ability to meet organizational needs.

Member Mattingly-Ebert inquired about the employee retention rate for the RCPD.

Captain Jager could not recall exact figure but estimated that overall, RCPD currently has a 94% staffing rate (total positions filled). Although the Department's Position Status Summary Report shows the position as filled, police officers must attend the 14-week Kansas Peace Officer basic training at the Kansas Law Enforcement Training Center (KLETC) followed by an 18-week instruction at the RCPD before they can be released to solo patrol.

Member Mattingly-Ebert and Phil Hayes discussed the importance of employee retention and the direct and indirect costs associated with employee turnover.

Chairperson Matta shared his experience with workforce challenges. He explained that property valuations just came out and the City Commission has received calls from the public regarding property taxes. Matta voiced a desire for the RCPD to be innovative and use technology to potentially reduce future costs. He indicated that he would be comfortable with a RCPD budget that includes 2023 base costs plus inflation, as long as it remains under the cap. If the Law Board would like to do something extra, like transfer employment of animal control officers to the RCPD, it would need to be funded on top of the base. Chairperson Matta stated his belief that the Law Board would find an 8% Cost of Living Allowance (COLA) very difficult to accomplish. He voiced his preference for a 6% COLA because that is what he has seen in the news as the average for inflation.

Hayes explained that a 6% COLA is what is trending now for 2023. The 8% COLA was for 2022 and the RCPD is trying to gain ground that was lost.

Finance Manager Jennifer Reifschneider responded to questions regarding the phased implementation of the salary survey. Reifschneider added that she and Command Staff intend to present the proposed 2024 budget to the Law Board at the regularly scheduled April meeting. The proposed budget will include base salaries, benefits and any additional add-ons.

Member Butler explained that he has examined the needs and salary studies for the City of Manhattan, Fire Department and Riley County Police Department. All of the studies leave out one thing, what the taxpayer can truly afford. Butler said there are a lot of people who are upset with property taxes which funds the

police department. This presents a challenge because he too wants to retain employees of the RCPD. However, he feels it is going to be challenging, especially with an 8% COLA.

Captain Jager assured the Law Board that the RCPD is very cognizant and mindful of the impact to the taxpayers. Staff were mindful not to recommend that the Law Board implement the results of the salary survey in one year. The RCPD wanted to present the Law Board with the methodology used by TAG so that they better understood where the numbers came from and that the RCPD did not pull numbers that were most beneficial. This is just trying to bring employee salaries back up to market. Jager said he is confident that the RCPD and Law Board can come to a good agreement, even if it takes implementing the remainder of the salary survey over a couple of years. The Department will provide more specific numbers to the Board at the April 17, 2023 Law Board Meeting.

E. Executive Session: It was determined that an Executive Session was not needed.

F. Adjournment: Member Mattingly-Ebert moved to adjourn the meeting. Member Hudgins seconded the motion. Chairperson Matta polled the Board and the motion passed with Butler, Hudgins, James, Mattingly-Ebert and Matta voting in favor, and no one voting against. The motion passed 5-0. The April 6, 2023 Law Board Meeting adjourned at 1:17 p.m.

**RILEY COUNTY LAW ENFORCEMENT AGENCY
LAW BOARD MEETING
City Commission Meeting Room
1101 Poyntz Avenue
Manhattan, KS
April 17, 2023 12:00 p.m.
Minutes**

Members Present: Chairperson John Matta Vice Chairperson John Ford
Secretary Barry Wilkerson (Left at 2:06 p.m.) Member Wynn Butler
Member Patricia Hudgins Member Kaleb James
Member Betty Mattingly-Ebert

Absent:

Staff Present: Director Brian Peete Assistant Director Kurt Moldrup
Captain Erin Freidline Captain Scott Hajek
Captain Brad Jager Captain Greg Steere
Captain Derek Woods

Recorder: Victim/Witness Coordinator Lisa Hafliger, Riley County Attorney's Office

- 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. Approval of March 20, 2023 Law Board Meeting Minutes
 - B. Approve 2023 Expenditures/Credits
 - C. 2023 Adjusted Financial Journal Entries
 - D. Juvenile Transport Reimbursement
 - E. RCPD Related County Expenditures (*Review*)
 - F. Riley County Jail Average Daily Inmate Population- (*Review*)
 - G. Reports- (*Review*)
 1. Monthly Crime Report

Vice Chairperson Ford moved to approve the Consent Agenda as presented. Member Mattingly-Ebert seconded the motion. Chairperson Matta polled the Board and the motion passed with Butler, Ford, Hudgins, James, Matta, Mattingly-Ebert and Wilkerson voting in favor, and no one voting against. The motion passed 7-0.

IV. General Agenda:

H. Additions or Deletions: Vice Chairperson Ford moved to remove the Executive Session from the agenda. Member Mattingly-Ebert seconded the motion. Chairperson Matta polled the Board and the motion passed with Butler, Ford, Hudgins, James, Matta, Mattingly-Ebert and Wilkerson voting in favor, no one voting against. The motion passed 7-0.

I. Public Comment: None

J. Fraternal Order of Police Lodge #17 Comments: Corporal Rachel Pate, President, Fraternal Order of Police (FOP) Lodge #17, shared that they are currently scheduling the Special Olympics Torch Run for early June. The run will start in Wichita and they will partner with K-State PD to run with the athletes. Corporal Pate requested that when they review the budget today that they think about the employees. She commented on the current inflation and the impact it has had on all families and asked that they consider the high quality of service that their staff provide to Riley County. She wants to ensure that they can support their families and live a good quality of life here.

K. Board Member Comments: Member Mattingly-Ebert reminded those present that the Grow Green Match Day is Friday, April 21, 2023. She encouraged those who are able to give, to please do so as funds raised have a 50% match.

L. National Correctional Officers' Week Proclamation: Chairperson Matta read the National Correctional Officers Week Proclamation declaring that all citizens of Manhattan and Riley County observe the week of May 7th through May 13th, 2023 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. Corrections Lieutenant Jason Deehr, Corrections Sergeant John Mould and Corrections Officer Jessica Porter accepted the proclamation on behalf of their colleagues.

M. National Police Week Proclamation: Chairperson Matta read the National Police Week Proclamation declaring that all citizens of Manhattan and Riley County observe the week of May 14th through May 20th, 2023, 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.

He further called upon all citizens of Manhattan and Riley County to observe Monday, May 15th, 2023, 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. Police Officers Michael Bibb, Justin Smithson and Zachary Throneburg accepted the proclamation on behalf their colleagues.

N. Bureau of Justice Assistance Grant Opportunity: Director Peete requested Law Board approval to apply for FY 2023 Smart Policing Grant Program (category three) to implement and test applied justice information-sharing technology designed to respond to crime and improve criminal justice exchange data. The grant is \$800,000 per award with only three awards given. The performance start date is October 1, 2023 with a duration of thirty-six months. The Grants.gov deadline is May 1, 2023 and the application JustGrants deadline is May 8, 2023.

Director Peete shared that this coincides with the department's strategic plan and that no match is required. He believes they have a good chance to receive one based in part on Captain Freidline's diligent work.

Member James stated that he supports them applying for grants but wanted to know if they have identified a specific crime that has increased (as indicated on page 8) and he inquired if the costs of the research partners come out of the grant.

Director Peete said they are looking at areas that have higher population density rates and that they are considering things like drug sales, assaults, thefts, etc. He confirmed that the research costs would come out of the grant funds.

Member James commented that it references that they will give priority consideration to projects that are designed to promote racial equity and removal of barriers of access and wanted some feedback on that. He also asked about items listed on page 15 to include participation in the collection and reporting to DOJ of certain data and whether they would have to change the way they report their information. He also inquired whether or not the possession of militarized equipment would disqualify them.

Director Peete shared that there is concern that law enforcement practices do not perpetuate any types of systemic bias and ensure that they are research-based practices that are being used. He confirmed that their reporting practices would not have to change and that they are not affected by the militarized equipment as it relates more to trying to obtain surplus military supplies (ie: assault rifles or armored Humvees).

Chairperson Matta commented that the application requires that they identify a crime that has precipitously increased within the jurisdiction and wondered if they have identified that yet and had some concerns whether we would qualify if they wanted something that has skyrocketed in numbers.

Director Peete commented that he and Captain Freidline have discussed this and that one of the other factors they consider is whether the agency has the capacity and competency to incorporate the technology that is being offered. He is confident that they have the personnel to implement these tactics and commented that the talent of their department speaks to the lower crime rates here. Director Peete added that their officers are still dealing with specific issues in some of the high-density population areas.

Member James inquired how they will allocate the 40% of the award to a culturally specific organization as outlined on page 14 of the packet.

Director Peete shared that it will be based upon the populations of those who are within the areas that they're looking to implement the technology in. He commented that sometimes it can feel like certain populations are being targeted with these technologies and that they want to ensure that they don't further oppress minority populations. He clarified that the RCPD does not and historically has not done this. They are relying on their competency to implement the program versus using certain buzzwords to obtain the grant and he believes their application will speak for itself.

Member James stated that he wanted to make sure that it didn't appear that they were going to over police minority communities in order to receive funding.

Secretary Wilkerson moved to approve the application for the Bureau of Justice Assistance Grant. Member Butler seconded the motion. Chairperson Matta polled the Board and the motion passed with Butler, Hudgins, Ford, James, Matta, Mattingly-Ebert and Wilkerson all voting in favor, no one voting against. Motion passed 7-0.

O. Request to Increase Personnel Allocation- Addition of Civilian General Counsel:

Members of the Law Board were provided a Memorandum and presentation as part of their packet. Director Peete is asking for authorization to add a General Counsel position within the Riley County Police Department. He shared how his personal experiences have taught him to rely on the people with the education, training and expertise to provide the tools they need to mitigate risks, and to ensure the safety of the staff and the community. He commented that a General Counsel position would provide protections to the department's policies and procedures and how they apply them to the current laws. This position would help them understand changes to the laws and the impact those changes have on their daily operations, while reducing their fiscal risks as well. Director Peete stated that "not knowing is not good enough" and that the General Counsel would help mitigate risks and give officers additional protections. He reviewed the best practices slides provided in the packet and discussed the need to ensure their staff are protected and that the community is being treated fairly. He shared that it is a common practice among other law enforcement agencies as well as the City of Manhattan and the Law Board. This shows the need for this position and would benefit the department for day-to-day decisions that have to be made quickly. The position is supported by their insurance company and other local professionals see it as a benefit to the department. Director Peete commented that Mr. Roberson is an excellent attorney, but he has other clients, and the officers may not have direct access to him. He believes that adding this position protects their staff, the community, and it brings someone with subject matter expertise to assist with their policies and procedures.

Member James expressed concern that the proposed salary range may not match up to the job description. He also inquired how the General Counsel could remain unbiased if they report directly to the Director.

Director Peete did provide a base job description that can be refined, if needed. The job description was provided to the Arnold Group and they came up with the recommended salary range after reviewing it. He also clarified that technically everyone in the department is a direct report to him, but that they all have direct access to the Board. He intends for the General Counsel's fidelity to be to the organization, not the Director, and that all employees have a place to take any concerns or complaints to be addressed.

Member James inquired if this position could be funded within the amount of personnel funding that has already been allocated considering the number of vacancies versus adding to it the budget as a new position.

Director Peete stated that he doesn't want to create a position at the expense of the salaries or benefits of their current employees. Director Peete realizes that the Board has a serious decision when looking at the budget and that decisions made does not indicate that they not supporting the police department. He does feel that this position is important and that is why they have included it in the budget proposal. He stated that depending on the decisions and directive of the Board, they can look at changes to the existing budget or other options.

Member Butler commented that it appears the issue with retaining Mr. Roberson is that he's not full-time and he inquired how much he is being paid.

Director Peete said that he believes the current rate is \$310/hour for consultation. He commented that it's not a matter that he's not good enough, it's really more a matter of having a dedicated person to ensure they are following best practices, that staff have direct access to them when they have questions and to assist with trainings. He believes that a police department of this size and with this amount of responsibility needs a dedicated attorney.

Chairperson Matta commented that the salary seemed low to him as well to get the type of person that they would need to as they would be the sole person in the position with no mentor. He added that this position has been requested in the past and that it was decided that the need wasn't there to make it a full-time position. Regarding the budget, Chairperson Matta stated that he wants to make sure they are taking care of the officers and that he's not sure this is the right time to be adding this position. He also inquired if the insurance rates would be reduced if they have someone in this position since they support it.

Director Peete commented that as someone coming into the agency with experience in multiple jurisdictions and agencies, he feels that it is a needed position. He shared that when talking with the insurance companies they discussed it being best practice, but they didn't discuss the impact it may have on their rates. He indicated that he could inquire.

Member James inquired if they have considered alternatives to include re-addressing the current contract.

Director Peete said not that he's aware of. He elaborated and said that the benefit of having a General Counsel is that they know the officers, the culture of the department and the uniqueness of a consolidated agency.

Member James recommended that they have someone review the information regarding the work that would be completed so they can develop a financial cost analysis to see if restructuring the contract is better than hiring someone full-time. This would include looking at the estimated time to complete the reviews of the policies and procedures, etc. The initial backlog and review would take more time, but what would be the workload moving forward.

Member Mattingly-Ebert would like to know over the past 5 years what they have paid Mr. Roberson so they can compare that to the cost of a full-time person. She also has concerns that the salary is too low and that the candidates will not have the experience they are wanting. She requested comments from Secretary Wilkerson regarding how the General Counsel position and his office would work together and if it would create any problems or be beneficial.

Secretary Wilkerson commented that he was planning to stay out of this as Derek Roberson was his campaign manager back in 2004 and they are friends. He stated that they do review search warrants before they are sent to the Judge as his office defends it in court if someone challenges a warrant. The County Attorney's office has a duty attorney that is available to the officers for questions regarding searches, warrants, etc. and their office does have regular contact with the supervisors at the PD.

Member Ebert-Mattingly inquired of Secretary Wilkerson if he sees an overlap in what your employees are doing and what an attorney for the police department would do.

Secretary Wilkerson stated that his employees would still review the search warrants for the reasons listed above.

Member James inquired what would happen if the General Counsel issued an opinion and the City or County Attorney disagreed and if that would create conflict.

Director Peete indicated that he didn't think it would overstep the bounds of the CA's office and that the General Counsel would be more policy and procedures based. He anticipates the General Counsel would have a strong relationship with CA's office and that they would work together to ensure things are being done correctly.

Vice Chairperson Ford commented that he would like to see what options may be available including a contractual attorney. He also has concerns that the salary is insufficient. He stated that he feels that since they are down so many officers, that needs to be the priority before hiring outside or specialty positions. They should focus on that first and then make an analysis and consider all options.

Member Hudgins commented that she just wants to make sure they don't get caught in a situation where they are not protected and that she is open to ideas as the world is changing.

P. Initial Organizational Assessment: The Law Board members were provided a copy of the Initial Organizational Assessment as part of their packet. Director Peete said he is humbled and proud to be part of this department. The information that is gathered assists in formulating priorities and strategic planning for the police department. He added that the department has done more with less for a long time and that this shouldn't be taken for granted. Nationwide the average officer per 1000 residents is 2.4; it is 1.5 in Riley County. He reviewed the findings and commented on concerns regarding possible employee burnout. The strategic goals include investments in personnel through COLA and the salary survey and to continue to look for additional funding sources/cost saving options. Director Peete emphasized that this is a phenomenal department and he is lucky to be part of it.

Member James re-requested the data points regarding salary, overtime, etc. to allow them to weigh the needs versus the reality of the situation.

Director Peete stated that they are finishing up that information and ensuring that they can distribute it and that they should have that information soon.

Q. Animal Control Services

1. Presentation by Interim Director of Parks and Recreation Wyatt Thompson: The Law Board was provided copies of the Animal Control Services presentation as part of their packets. Wyatt Thompson shared that interim Animal Services Director Adam Sokol was present for the meeting as well as other City administrators to answer any questions. Wyatt clarified that they are not requesting that the County take over the shelter or the staffing of it; that would remain under the control of the City or possibly a thirty-party contractor for the shelter itself. They are exploring shifting the City Animal Control Officer (ACO) duties to the RCPD and the presentation provided information on the responsibilities of

animal control now and how that could look with a consolidated effort. Wyatt reviewed the slides in the packet and shared that they are advocating for a consolidated approach for animal control. They are requesting that RCPD provide all ACO services in the Manhattan city limits by shifting up to three ACO positions from the City to RCPD.

Member Mattingly-Ebert asked for clarification on the number of positions being transferred as Director Peete noted it could be up to seven positions and Wyatt referenced three. She also inquired if ACOs are currently on duty 24/7, if it's a duplication of services, what all would be included in the funding (ie: equipment) and whether or not the City and the County have discussed how this would work as the County does not currently use the services of the ACOs.

Wyatt stated that one officer is on call at all times and that they will evaluate the situation to determine if they need to respond emergent or if they will follow up the next day if the call comes in after hours. He clarified that currently the ACOs are not law enforcement officers under the City and it would be up to RCPD on how that position would exist if a transition takes place. The duplication of services is illustrated on page 152 as the police department also enforces the animal ordinances for Manhattan. Regarding funding there are many details that would still need to be worked out, but currently they fund three budgeted positions, equipment, supplies and training within the animal control budget. Wyatt said that currently the RCPD has the ability to respond to animal related issues within Riley County, while the ACOs only respond to issues within the City limits.

Chairperson Matta clarified that it was discussed at the last City/County meeting and that it will be discussed again at the next meeting.

Wyatt stated that the City has a funding relationship with Riley County for certain services, but they have never had a written agreement to define what those services entail. He would like to see that happen to define what services the City of Manhattan is providing and what the County is paying for those services.

Chairperson Matta clarified that if they reduced the City budget and increase the police budget, the County won't necessarily want to do that as they pay 20% of the police budget and it may only be enforced within the city limits. An alternative would be for the City to contract with the police department or do it on a grant basis and give the money directly outside of that. If it were to be handled that way, he would suggest leaving it up to the RCPD to decide if they want to use ACOs in the county. He stated that there are a lot of details that still need to be worked out before moving forward in any direction.

Vice Chairperson Ford inquired if the ACOs respond to areas outside of the City of Manhattan.

Wyatt explained that in 2023 they do not.

Vice Chairperson Ford has concerns that grants or other funds that they consider may not be available in the future. He also has concerns about the County paying 20% for services that they wouldn't be receiving or may not need. He stated that Ogden has their own animal control system in place. He questions whether this is legal and if they have the statutory authority to do this and believes it needs further discussion.

Member Hudgins voiced concern about the unknowns related to funding the position and that it may not be as smooth of a transition as it seems. She inquired if other police departments do this.

Wyatt shared that the consolidated department makes it harder to compare, but all but one of the municipal police departments they reached out to have the animal control functions within the police department.

2. Presentation by Riley County Police Department Director Peete: The Law Board was provided copies of the Animal Control Services memorandum and presentation as part of their packets. Director Peete emphasized that he believes more time is needed to fully understand how this could work and ensure that there are no unintended consequences for the RCPD. As a new Director, he is hopeful that this does not deteriorate their working relationship with the City, but he wants to make sure it is well thought out and that all things are taken into consideration before final decisions are made. He would like for the Board to consider that they don't have the office space for ACOs or their equipment (vehicles, etc.) Director Peete indicated that they can't provide specialized services to one just one municipality and therefore they would need seven ACOs. He voiced concern that the shelter could eventually end up under the RCPD responsibility if the ACOs are transferred. He stated that depending on one's perspective you could say the police department is helping the City enforce their animal ordinance. The City does their own enforcement for parking and code infractions and the RCPD does not assist with. There are budgetary concerns as well as the Arnold Group stated it would invalidate their salary survey. The ACOs would have to reapply for their position(s) and they would take a pay cut. Director Peete is requesting time to figure out more of the details and to ensure there are no negative impacts on the community should a change be made.

Chairperson Matta commented that it in government there is often the question of why now, can't we wait until later. He would suggest that they continue to look at the questions and get answers to them and keep the conversation going. He feels that they can give better customer service to the community under a consolidated model and that maybe it can be done in a grant or contract basis that won't affect their budget.

Director Peete commented that his word is his bond and that he would work to find ways to say yes, but he wants to be responsible in how it's done.

Member Butler shared that he's been concerned about the animal shelter for about ten years, and he has always believed that the ACOs should be under the police department. He commented that one of the issues is that people don't know who to call when animal issues arise and that consistency is key. He stated that he thinks the best approach might be to have a phased program where in January the RCPD takes over the City vehicles and ACOs, similar to the way they handled the co-responders. It would be a contract service with no impact on the RCPD budget or 110% cap. This would allow the average citizen to know who to call when they need assistance with an animal issue. If they do a phased in approach the City would maintain the level of service they have while the County has time to determine if they want to pass ordinances.

Director Peete commented that he believes those are things that need to be worked out prior to changes being made and that the RCPD shouldn't get involved with what's going on between the City and the County.

Chairperson Matta reiterated that this is not something that will be figured out at this meeting and suggested that they keep the conversation going and get answers to the question without letting it drop for another year. He added that they need to have lawyers and those with expertise contribute to the discussions before final decisions are made, but that they need to keep exploring this as an option.

Vice Chairperson Ford voiced concern that it would still include an 80/20 split and whether some of the proposals are legal as it is a consolidated department. He wants to ensure that all of the questions are answered before making final decisions.

Member James commented that it appears that the County may be increasing their animal ordinances and that the RCPD currently serves as the responders to those calls in rural areas. He said that there does need to be more dialogue, but it appears that they may be inheriting some of those responsibilities regardless of the direction this conversation goes.

Director Peete clarified that they have to prioritize their responses to calls and the more ordinances that a location passes, that doesn't guarantee they will respond just because they are the ones to call. He emphasized that they need answers regarding the financial impact and all of the other questions.

Vice Chairperson Ford wanted it on the record that he does object and that there is not a consensus. He then inquired of Director Peete what the mission of this consolidated law enforcement agency is and whether this particular service fits within the boundaries of that mission. He also inquired what additional job responsibilities would be assigned to the ACOs if they transitioned over to the RCPD.

Director Peete said the mission is to provide safety to the citizens of Riley County. He thinks this topic is more of a community service issue versus a law enforcement issue. While it can be an enforcement issue when there's allegations of animal abuse or neglect, a missing or hurt animal doesn't necessarily require a response from a sworn law enforcement officer. Director Peete indicated that he did not know what the ACO job description would include or what other tasks they could assign them at this point in time.

R. 2024 Budget Development: The Law Board were provided copies of the 2024 RCPD Budget Presentation as part of their packets. Riley County Police Department Command Staff held a series of meetings to formulate the 2024 budget proposal. Staff reviewed Department needs for funding in 2024, examined each need, and narrowed the list to what they thought was of highest priority. As a result of those internal discussions, three priority items remained: 8.0% Cost of Living Allowance (COLA) for employees, the addition of a General Council position and implementation of half the remaining salary survey. Proposed Budget Option 1 represents an 8.98% increase over the 2023 approved budget when carryover is applied. Proposed Budget Option 2 includes the aforementioned COLA and implementation of half the remaining salary survey. This option represents an 8.60% increase over the 2023 approved budget when carryover is applied. Director Peete, Captain Jager and Finance Manager Jennifer Reifschneider all provided information during the presentation.

Chairperson Matta asked for more information on the Community Resource Officer position.

Captain Jager shared that they currently have a Public Information Officer (PIO) that handles the internal and external communication efforts. In the future, they would like to have a sworn officer serve as a

Community Resource Officer to assist with speaking engagements and to be a point of contact for community members.

Member Butler asked where the co-responders fall in the budget and added that he has asked the City Commission to use the special alcohol funds to pay for those positions. This could have a significant impact on both the City and RCPD budget if it is approved.

Reifschneider clarified that the co-responders are under contractual services in the budget and they can get those amounts to the Board.

Captain Jager shared that the co-responders are Pawnee Mental Health employees and that they bill the RCPD for their services, which includes their salary, health insurance, benefits, etc.

Member James commented that the 8% COLA plus the salary survey is difficult for him. That would be an average increase of about \$10,500 a year per employee. He feels that the salary survey was promised by the previous Board, so they need to honor that, but he thinks the percentage for the COLA needs to be adjusted.

Captain Jager and Finance Manager Reifschneider explained that some positions have already hit their market and others are very close. They also noted that 1/3 of the employees have already maxed out on the merit/salary increases, so they will get no relief from current inflation if they don't have the 8% COLA.

Chairperson Matta shared that it might be helpful to have an average increase per employee and what the impact is on an individual as well as the year-to-date numbers. He is in favor of Budget 2 over Budget 1 and commented that it is still a significant increase for the taxpayers to accept.

Vice Chairperson Ford mentioned watching increases on the private side and it averages around 3.2% - 6% for non-government entities.

Member Mattingly-Ebert asked if the contractual services can be broken down so they can see what possible impact money from the Special Alcohol Fund Funds may have on that as well as additional information on the General Counsel position and whether there would be a reduction insurance, etc. She would like to see a pay increase, but she also feels that 8% is a little high.

Member Butler stated he agrees that they shouldn't go back on the salary survey since that was already approved by a previous Board and indicated that he feels that the 3-6% is more appropriate for the COLA.

Captain Jager said they would go back and look at numbers and try to get them closer to 6%.

Member James asked if there were requesting additional positions.

Captain Jager clarified the only position would be the General Counsel position.

S. 2024 Budget for Publication: No action was taken by the Board.

T. Executive Session: This item was removed from the agenda.

U. Adjournment: At 3:15 p.m. Vice Chairperson Ford moved to adjourn the meeting. Member Mattingly-Ebert seconded the motion. Chairperson Matta polled the Board and the motion passed with Butler, Ford, Hudgins, James, Matta and Mattingly-Ebert voting in favor, and no one voting against. The motion passed 6-0. The April 17, 2023 Law Board Meeting adjourned at 3:15 p.m.

RILEY COUNTY POLICE DEPARTMENT			2023 EXPENDITURES		MAY 2023	
<u>V #</u>	<u>VENDOR NAME</u>	<u>ACCT</u>	<u>DESCRIPTION</u>		<u>AMOUNT</u>	
5001	ADP LLC	20	Payroll		5,017.50	5,017.50
5002	Air Vent Cleaning Co, Inc	12	Equipment Repair		640.00	640.00
5003	The Arnold Group	20	Consulting Contract		1,558.00	1,558.00
5004	Arthur-Green Attorneys at Law	06	Retainer		2,750.00	2,750.00
5005	Iron Insurance Partners	05	Bond		100.00	100.00
5006	Bandit Locksmith Service	20	Locksmith		350.00	350.00
5007	Tamara Bauer	20	Leadership Workshops		2,625.00	2,625.00
5008	The Bella Fence Guys	11	Fence Repair		1,368.88	1,368.88
5009	B-4 Fire Extinguisher	20	Fire Extinguishers		124.00	
		20	Fire Extinguishers		155.00	279.00
5010	Bob Barker Co Inc	17	inmate supplies		569.85	
		17	inmate supplies		188.60	758.45
5011	Candlewood Vet Clinic	20	Animal Care		571.85	571.85
5012	Central Restaurant Products	17	Kitchen Supplies		277.00	277.00
5013	Clark, Mize, & Linville	06	WC Legal Fees		168.00	168.00
5014	Combative Sports Center	16	Employee Training		720.00	720.00
5015	DeepRoots	11	Landscape		1,208.60	1,208.60
5016	Double Check Co Inc	12	Equipment Repair		211.65	211.65
5017	Dry Clean City Inc	20	Dry Cleaning		556.83	556.83

RILEY COUNTY POLICE DEPARTMENT

2023 EXPENDITURES

MAY 2023

<u>V #</u>	<u>VENDOR NAME</u>	<u>ACCT</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>	
5018	Economy Electric, Inc.	11	Elevator Repair	80.00	80.00
5019	EMC Risk Services LLC	40	Stop Loss Fund	19,509.65	19,509.65
5020	Empower Flex	06	Admin Fees	1,209.40	1,209.40
5021	Evco Wholesale Food Corp	17	Inmate Food	3,982.85	
		17	Inmate Food	2,602.40	
		17	Inmate Food	3,251.96	
		17	Inmate Food	431.28	
		17	Inmate Food	3,525.83	13,794.32
5022	Mike Finnegan	20	Leadership Workshops	2,625.00	2,625.00
5023	Flint Hills Neuropsychology	16	Pre-Employment	365.00	365.00
5024	Law Office of Michael Gillespie	06	Law Board Legal	1,500.00	1,500.00
5025	Godfrey's	23	Uniforms	69.99	
		23	Ballistic Vest	890.46	
		23	Uniforms	135.48	
		23	Uniforms	206.80	
		23	Uniforms	279.96	
		23	Uniforms	219.96	
		23	Uniforms	54.99	1,857.64
5026	Grant Petroleum, Inc	26	Fuel	18,644.56	18,644.56
5027	Hiland Dairy	17	Inmate Food	100.93	
		17	Inmate Food	119.43	
		17	Inmate Food	59.72	
		17	Inmate Food	200.46	
		17	Inmate Food	79.62	
		17	Inmate Food	225.83	
		17	Inmate Food	160.65	
		17	Inmate Food	210.74	
		17	Inmate Food	122.43	1,279.81

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2023 EXPENDITURES

MAY 2023

<u>V #</u>	<u>VENDOR NAME</u>	<u>ACCT</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>	
5028	Interstate Glass Co.	11	Jail - Glass Replacement	3,284.00	3,284.00
5029	Ka-Comm, Inc	12	Equipment Repair	30.00	
		13	Vehicle Repair	4,142.13	
		13	Vehicle Repair	36.00	
		13	Vehicle Repair	43.00	
		13	Vehicle Repair	1,230.00	
		13	Vehicle Repair	426.00	
		13	Vehicle Repair	30.00	
		12	Equipment Repair	112.00	
		23	Uniforms	41.10	
		23	Uniforms	68.50	
		23	Uniforms	25.00	
		12	Monthly Service Contract	100.00	6,283.73
5030	Kansas Gas Service	04	Aggieville - Gas	91.66	
		04	LEC - Gas	5,922.19	
		04	Seth Child Garage - Gas	45.38	6,059.23
5031	Konza Lab Inc	16	Employee Testing	550.00	
		16	Pre-Employment	200.00	750.00
5032	Language Line Services	20	Interpretation Services	203.82	203.82
5033	Manhattan Wrecker Service Inc	20	Towing	50.00	
		20	Towing	50.00	
		20	Towing	50.00	
		20	Towing	71.00	221.00
5034	Marta's & Son, Inc	20	LEC Cleaning	1,957.00	1,957.00
5035	Mathis Rehab Center LLC	16	Pre-Employment	750.00	750.00
5036	McKesson Medical	17	inmate supplies	213.57	
		17	inmate supplies	-1.58	211.99
5037	MKC Headquarters	26	Fuel	17,673.97	17,673.97

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2023 EXPENDITURES

MAY 2023

<u>V #</u>	<u>VENDOR NAME</u>	<u>ACCT</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>	
5045	RCPD Health Plan	39	Health Insurance	120,000.00	120,000.00
5046	Robbins Motor Co.	13	Vehicle Repair	3,057.38	
		13	Vehicle Repair	1,631.52	
		13	Vehicle Repair	139.10	4,828.00
5047	Hali Rowland	20	PIO Consultation Services	3,697.50	
		20	PIO Consulting Services	3,436.50	7,134.00
5048	Sir Speedy	09	printing	91.32	
		09	printing	353.37	
		09	printing	453.24	
		09	printing	84.15	
		09	printing	27.83	1,009.91
5049	Smith Plumbing	11	Kitchen Repair	208.45	
		11	Plumbing Repair	155.00	363.45
5050	Waxie Sanitary Supply	29	Replenishment Supplies	-25.90	
		29	Replenishment Supplies	1,288.81	
		29	Replenishment Supplies	223.91	1,486.82
5051	Speciality Vehicle Source	13	Vehicle Repair	1,046.00	1,046.00
5052	Motorola Solutions	19	Spillman Contract	73,690.38	73,690.38
5053	Carla Swartz	20	Background Training	500.00	
		20	Pre-Employment Investigations	1,000.00	1,500.00
5054	Sysco Kansas City, Inc	17	Inmate Food	1,944.28	
		17	Inmate Food	1,126.85	
		17	Inmate Food	1,220.15	
		17	Inmate Food	80.39	
		17	Inmate Food	1,162.94	
		17	Inmate Food	1,049.68	6,584.29
5055	Axon Enterprises Inc	31	Fleet 2 Unlimited 60	3,564.00	3,564.00

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2023 EXPENDITURES

MAY 2023

<u>V #</u>	<u>VENDOR NAME</u>	<u>ACCT</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>	
5056	Konza Sign	13	Vehicle Repair	405.29	
		13	Vehicle Repair	452.85	
		13	Vehicle Repair	75.00	933.14
5057	Tommy's Express Car Wash	13	Vehicle Maint	315.00	
		13	Vehicle Maint	170.00	485.00
5058	University of Kansas-Cont Ed	20	KS Accreditation Fee	250.00	250.00
5059	US Foodservice	17	Inmate Food	1,034.73	
		17	Inmate Food	2,220.63	
		17	Inmate Food	1,816.29	
		17	Inmate Food	1,885.37	
		17	Inmate Food	1,677.70	8,634.72
5060	Vet Health Center	20	Animal Care for Investigation	884.78	884.78
5061	Via Christi Hospital Manhattan Inc	16	Suspect Testing	3.00	
		16	HMRT Physical	68.00	
		16	HMRT Physical	68.00	
		16	HMRT Physical	68.00	
		16	HMRT Physical	26.00	
		16	HMRT Physical	85.00	
		16	HMRT Physical	68.00	386.00
5062	Evergy	04	LEC Electric	11,320.33	
		04	LEC Garage Electric	28.31	
		04	Aggieville Electric	47.43	11,396.07
5063	Katie Whisman Consulting	20	May Consulting Fees	4,000.00	4,000.00
5064	Xerox Corporation	10	Admin Copier	962.24	
		10	Jail Copier	722.02	1,684.26
5065	Xerox Financial Services	10	Records Lease	602.28	
		10	Jail Copier Lease	474.12	
		10	Patrol Copier Lease	266.00	
		10	Evidence Lease	349.12	
		10	Investigations Lease	566.89	2,258.41
Subtotal				392,747.38	

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2023 EXPENDITURES

MAY 2023

<u>V #</u>	<u>VENDOR NAME</u>	<u>ACCT</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>	
5201	Adobe Systems Inc	19	Acrobat Pro	16.36	16.36
5202	Allegiant Technology	14	Admin Phone System	1,332.70	
		14	Admin Phone System	1,299.47	
		14	Phone System Support	6,609.60	9,241.77
5203	Amazon.com	28	Computer Supplies	-39.98	
		28	Office Supplies	45.99	
		28	Office Supplies	44.50	
		32	Furniture	32.99	
		28	Office Supplies	186.88	
		28	Computer Supplies	117.30	
		28	Computer Supplies	31.98	
		28	Computer Supplies	59.90	
		28	Computer Supplies	55.98	
		17	Inmate Supplies	106.70	
		17	Inmate Supplies	101.26	
		17	Inmate Supplies	29.98	
		11	Jail Kitchen Repair	63.09	
		28	Office Supplies	39.99	876.56
5204	American Cash Exchange	31	50 Gun Magazines	1,000.00	1,000.00
5205	Apple iTunes Store	19	iCloud	9.99	9.99
5206	Arlo	19	Annual Subscription	47.88	47.88
5207	Arrowhead Forensic	29	Replenish Supplies	162.90	162.90
5208	AT&T	14	LEC Line	445.48	
		14	LEC Line	445.48	890.96
5209	Best Buy	28	Computer Supplies	9.99	
		33	Chromebooks	450.64	
		28	Office Supplies	32.99	493.62
5210	Blade-Tech Holster	23	Uniforms	115.40	115.40

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2023 EXPENDITURES

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<u>V #</u>	<u>VENDOR NAME</u>	<u>ACCT</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>	
5211	Bluestem Electric Co-op	04	Electric	225.47	225.47
5212	Briggs	13	Vehicle Repair	-49.17	
		13	Vehicle Repair	264.56	
		13	Vehicle Repair	135.00	
		13	Vehicle Repair	643.73	
		13	Vehicle Repair	154.17	
		13	Vehicle Repair	291.84	
		13	Vehicle Repair	154.85	
		13	Vehicle Repair	59.73	
		13	Vehicle Repair	1,000.00	2,654.71
5213	Charm-Tex Inc	17	Inmate Supplies	56.90	56.90
5214	City of Manhattan, Utilities	04	LEC - Water	3,320.89	
		04	Aggieville - Water	73.33	
		04	LEC -Water Fee	2.25	
		04	Aggieville -Water Fee	2.48	3,398.95
5215	Cleverbridge	19	Annual Renewal	124.99	124.99
5216	Cox Communications, Inc	19	Aggieville Internet	94.48	
		19	Inmate Cable	210.95	
		19	LEC Cable & Internet	2,310.96	
		19	JTTF Internet	79.39	2,695.78
5217	Dara's Fast Lane	26	Fuel (local pumps down)	22.23	
		26	Fuel (local pumps down)	20.54	
		26	Fuel (local pumps down)	43.96	86.73
5218	Dillons #94	17	Inmate Food	193.80	193.80
5219	EPolice Supply	23	Uniforms	111.35	
		23	Uniforms	43.75	155.10
5220	Express Office Solutions	28	Office Supplies	2,027.60	2,027.60
5221	FAA	19	FAA Drone Registration	5.00	5.00
5222	Ferguson Enterprises	25	Maintenance Supplies	133.16	133.16

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2023 EXPENDITURES

MAY 2023

<u>V #</u>	<u>VENDOR NAME</u>	<u>ACCT</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>	
5223	Gall's Inc.	23	Uniforms	351.99	
		23	Uniforms	224.73	
		23	Uniforms	160.00	
		23	Uniforms	315.80	
		23	Uniforms	70.00	
		23	Uniforms	156.00	
		23	Uniforms	80.00	1,358.52
5224	GT Distributors Inc	23	Uniforms	80.90	
		23	Uniforms	35.00	
		23	Uniforms	334.00	449.90
5225	Hertz - LAG Rentals LLC	20	Toll Reimbursement	-32.25	
		20	HIDTA Rental Car	650.00	617.75
5226	Home Depot	25	Maintenance Supplies	66.34	
		25	Maintenance Supplies	99.97	
		25	Maintenance Supplies	56.14	
		25	Maintenance Supplies	20.75	
		25	Maintenance Supplies	15.88	
		11	Building Supplies	13.98	
		25	Maintenance Supplies	28.97	302.03
5227	Howie's Trash Service	20	Trash Services	1,620.00	
		20	Trash Services	810.00	2,430.00
5228	One Eleven	19	CAB Website	35.00	35.00
5229	Insight Public Sector Inc	33	Monitor	-170.88	
		19	Adobe Subscription	155.20	
		19	Crystal Reports License	400.69	
		19	Adobe Acrobat Pro for new user	139.68	
		19	Microsoft contracts untl 2025	81,759.99	
		28	Computer Supplies	327.30	
		33	Transceiver Module	5,569.28	
		33	6 Monitors	-1,251.30	86,929.96
5230	Int'l Public Mgmt Assn-HR	22	Membership	175.00	175.00
5231	KS Assn of PIOs	22	Membership	50.00	50.00
5232	Kansas Turnpike Authority	07	Tools	20.45	20.45
5233	Karsmizki Locksmith	20	Locksmith	220.00	
		20	Locksmith	13.00	233.00

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RILEY COUNTY POLICE DEPARTMENT			2023 EXPENDITURES	MAY 2023	
<u>V #</u>	<u>VENDOR NAME</u>	<u>ACCT</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>	
5234	Kwik Shop	17	Inmate Food (After hours)	34.02	34.02
5235	Lexis Nexis Risk Solutions	19	Users	141.43	
		20	Analyst	8,260.09	8,401.52
5236	Mallory Safety & Supply	23	Uniforms	778.70	778.70
5237	MHK Chamber of Commerce	07	Good Morning Manhattan	25.00	25.00
5238	Maverick Elevator Inspections	11	LEC Elevator Registration	500.00	500.00
5239	Menards	11	HVAC Supplies	19.56	
		11	Building Supplies	15.98	
		11	Building Supplies	129.78	
		17	Inmate Supplies	5.99	171.31
5240	Office Plus	28	Office Supplies	417.54	417.54
5241	O'Reilly Auto Parts	13	Vehicle Repair	5.45	5.45
5242	P-Card Misc Vendors	07	K-9 Tactics & Problem Solving	299.99	
		07	Background Invest for Applications	425.00	
		07	Investigating Overdose Homicides	95.00	
		07	APCO Conference	329.96	
		07	LEEDA SLI	75.00	
		07	First Responders Support Trng	400.00	
		07	First Responders Support Trng	400.00	
		07	First Responders Support Trng	400.00	
		20	Cashback	-4,000.00	
		07	Spillman Conference	987.04	
		07	Death Investigations Trng	2,369.65	
		07	ABA Lunch	15.10	
		07	IACP Community Policing	746.05	
		07	Negligent Hiring Liability	145.00	
		07	KSU Speaking engagement	7.50	
		07	Leadership Development Meeting	72.50	
		07	Navigator Conference	353.04	
		07	Sexual Offenses: Mind/Motivation	353.54	
		07	FBI LEEDA Training	1,381.64	
		07	Hazardous Materials Tech	66.83	
		07	KDIAI Conf	812.63	
		07	Intergovernmental Lunch	14.00	
		07	Intergovernmental Lunch	14.00	
		07	Grant Proposal Writing Trng	512.56	

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2023 EXPENDITURES

MAY 2023

<u>V #</u>	<u>VENDOR NAME</u>	<u>ACCT</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>	
5242	P-Card Misc Vendors	07	IAI National Educational Conf	1,347.22	
		07	FEMA Training	106.36	
		20	Extradition	90.82	
		20	Extradition	52.50	
		07	CAB Luncheon	155.64	
		07	KS Crime Victims Rights Conf	26.54	
		20	Hotel for Investigations Case	138.68	8,193.79
5243	Propper	23	Uniforms	174.95	174.95
5244	Reconyx	20	Image Charges	20.00	20.00
5245	reMarkable	33	Software	2.99	2.99
5246	Ring	19	Yearly Ring acct	107.20	107.20
5247	Rock Auto	13	Vehicle Repair	37.99	
		13	Vehicle Repair	136.77	174.76
5248	Sage Software Inc	19	Sage license	127.00	
		19	Sage License	127.00	254.00
5249	Shurle's Water Conditioning	29	Replenish Supplies	54.86	54.86
5250	Sharps Compliance	17	Inmate Supplies Disposal	110.00	110.00
5251	Shop Quick	26	Fuel (local pumps down)	354.60	354.60
5252	Staples Advantage	28	Office Supplies	48.83	
		28	Office Supplies	63.75	
		28	Office Supplies	87.32	
		28	Computer Supplies	69.60	
		28	Computer Supplies	183.10	452.60
5253	T38 Fax	14	Civil Process Fax	16.87	16.87
5254	Target	33	2 Trac Phones	155.51	155.51

Attachment: 05-15-2023 Law Board Meeting Packet (12943 : Law Board Meeting Agenda)

RILEY COUNTY POLICE DEPARTMENT

2023 EXPENDITURES

MAY 2023

<u>V #</u>	<u>VENDOR NAME</u>	<u>ACCT</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>	
5255	Terminix	11	Pest Control - Range	173.23	
		11	Pest Control - LEC	138.00	311.23
5256	TLOxp	20	access	342.40	
		20	access	307.00	649.40
5257	T-Mobile US Inc	14	Patrol Car Phones	4.00	4.00
5258	Twin Valley Telephone, Inc	14	Riley Substation - Phone	47.05	
		19	Riley Substation Internet	79.99	
		14	Phone - Randolph Substation	45.18	
		14	Riley Substation Phones	49.54	
		14	Randolph Substation - phones	45.18	
		19	Riley Substation - Internet	79.99	346.93
5259	UPS	08	Shipping	126.76	126.76
5260	Verizon Wireless	14	Agency Phones/Data	4,823.46	4,823.46
5261	Wal-Mart	29	Replenish Supplies	68.40	
		28	Office Supplies	92.00	
		28	Office Supplies	59.80	
		17	Inmate Supplies	196.11	416.31
5262	WTC	19	Downtown JTTF Internet	79.73	
		19	Aggieville - Internet	79.73	
		19	LEC Internet	594.70	
		19	Aggieville -internet	79.73	
		19	Downtown JTTF Internet	79.73	913.62
				Subtotal	145,212.62
				Total	537,960.00

 Chair, Riley County Law Enforcement Agency

Attachment: 05-15-2023 Law Board Meeting Packet (12943 : Law Board Meeting Agenda)

**Riley County Police Department
Net Changes from 4/1/2023 to 4/30/2023
Credits Report**

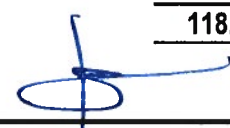
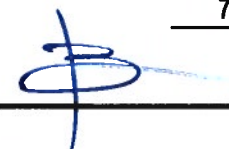
Account Number	Description	April	YTD
600100-00	Manhattan	1,666,672.00	6,666,688.00
600200-00	Riley County	1,340,729.00	2,681,457.00
610110-00	Copy Fees-Discovery, etc.	215.00	685.00
610112-00	Copy Fees-Records	514.67	2,219.72
610113-00	Fingerprint Fees-Records	1,356.93	3,611.03
Budget:		3,009,487.60	9,354,660.75
620900-01	Misc Reimbursements-salaries	0.00	6,732.78
620900-07	Misc Reimbursements-training	60.00	3,167.37
620900-08	Misc Reimbursements-postage	0.00	214.22
620900-11	Misc Reimbursements-building & grounds	2,800.00	3,558.90
620900-14	Misc Reimbursements-phone	41.34	606.99
620900-17-170	Misc Reimbursements-jail	1,584.01	1,584.01
620900-19	Misc Reimbursements-Computer svc	0.00	4,910.00
620900-20-400	Misc Reimbursements-Car Lease HIDTA	0.00	2,008.32
620900-29	Misc Reimbursements-Supplies	28.33	28.33
620900-32	Misc Reimbursements-Furniture	0.00	1,188.00
620900-34-130	Misc Reimbursements-vehicles	0.00	14,871.60
632500-03	JTTF Grant-OT	0.00	192.54
632600-03	HIDTA Grant-OT	1,706.40	5,048.95
632700-03	STEP Grant-OT	0.00	3,132.73
632800-01-414	VOCA 2023 Grant Reimb	0.00	23,336.00
Budget Credits:		6,220.08	70,580.74
640900-00	Misc Non-Budget Credit Reimb	13.30	1,108.60
640902-00	Prior year Restitution	521.02	2,513.65
Non-Budget Credits:		534.32	3,622.25
Total:		3,016,242.00	9,428,863.74

Attachment: 05-15-2023 Law Board Meeting Packet (12943 : Law Board Meeting Agenda)

Riley County Police Department

Journal entries

From Account No. [100200-00] To [744100-41-454]
 From Fiscal Period [2023-04] To [2023-04]

Acct # /Ref	Description	Date	Year	Prd	Code	Debits	Credits
700101-01-454	Salaries-Full Time VOCA Grant 2023 Match						
Salary April	M Mosher	4/30/2023	2023	04	GL-JE	1,189.00	
	Total: Salaries-Full Time VOCA Grant 2023 Match					1,189.00	0.00
700120-01	Regular Salaries-----INVEST'N						
Salary April	M Mosher	4/30/2023	2023	04	GL-JE		5,947.00
	Total: Regular Salaries-----INVEST'N					0.00	5,947.00
700122-01-414	VOCA Grant Salaries 2023						
Salary April	M Mosher	4/30/2023	2023	04	GL-JE	4,758.00	
	Total: VOCA Grant Salaries 2023					4,758.00	0.00
Adjust VAC Salary entires per VOCA Grant Reporting Requirements: Completed by: <i>Jennifer R. Schneider</i> Approved by: 							
743700-37	KPERS						
April KPERS	M Mosher	4/30/2023	2023	04	GL-JE		589.00
	Total: KPERS					0.00	589.00
743700-37-414	KPERS - VOCA Grant 2023						
April KPERS	M Mosher	4/30/2023	2023	04	GL-JE	471.00	
	Total: KPERS - VOCA Grant 2023					471.00	0.00
743700-37-454	KPERS - VOCA Grant Match 2023						
April KPERS	M Mosher	4/30/2023	2023	04	GL-JE	118.00	
	Total: KPERS - VOCA Grant Match 2023					118.00	0.00
Adjust VAC KPERS entires per VOCA Grant Reporting Requirements: Completed by: <i>Jennifer R. Schneider</i> Approved by: 							
743800-38	Social Security						
April SS	M Mosher	4/30/2023	2023	04	GL-JE		369.00
	Total: Social Security					0.00	369.00
743800-38-414	Social Security - VOCA Grant 2023						
April SS	M Mosher	4/30/2023	2023	04	GL-JE	295.00	
	Total: Social Security - VOCA Grant 2023					295.00	0.00
743800-38-454	Social Security - VOCA Grant Match 2023						
April SS	M Mosher	4/30/2023	2023	04	GL-JE	74.00	
	Total: Social Security - VOCA Grant Match 2023					74.00	0.00
Adjust VAC SS entires per VOCA Grant Reporting Requirements: Completed by: <i>Jennifer R. Schneider</i> Approved by: 							

Attachment: 05-15-2023 Law Board Meeting Packet (12943 : Law Board Meeting Agenda)

Riley County Police Department

Journal entries

From Account No. [100200-00] To [744100-41-454]
 From Fiscal Period [2023-04] To [2023-04]

Acct # /Ref	Description	Date	Year	Prd	Code	Debits	Credits
743810-38	Medicare Tax						
April Medicare	M Mosher	4/30/2023	2023	04	GL-JE		86.00
	Total: Medicare Tax					0.00	86.00
743810-38-414	Medicare Tax- VOCA Grant 2023						
April Medicare	M Mosher	4/30/2023	2023	04	GL-JE	69.00	
	Total: Medicare Tax- VOCA Grant 2023					69.00	0.00
743810-38-454	Medicare Tax- VOCA Grant Match 2023						
April Medicare	M Mosher	4/30/2023	2023	04	GL-JE	17.00	
	Total: Medicare Tax- VOCA Grant Match 2023					17.00	0.00
Adjust VAC Medicare entires per VOCA Grant Reporting Requirements:							
Completed by: <i>Jennifer R. Schneider</i> Approved by:							
743900-39	Health Insurance						
April Health Insurance	M Mosher	4/30/2023	2023	04	GL-JE		594.00
	Total: Health Insurance					0.00	594.00
743900-39-414	Health Insurance - VOCA Grant 2023						
April Health Insurance	M Mosher	4/30/2023	2023	04	GL-JE	475.00	
	Total: Health Insurance - VOCA Grant 2023					475.00	0.00
743900-39-454	Health Insurance - VOCA Grant Match 2023						
April Health Insurance	M Mosher	4/30/2023	2023	04	GL-JE	119.00	
	Total: Health Insurance - VOCA Grant Match 2023					119.00	0.00
Adjust VAC Health Ins entires per VOCA Grant Reporting Requirements:							
Completed by: <i>Jennifer R. Schneider</i> Approved by:							
744000-40	Workers Comp Insured deductibles						
April WC	M Mosher	4/30/2023	2023	04	GL-JE		140.00
	Total: Workers Comp Insured deductibles					0.00	140.00
744000-40-414	Workers Comp - VOCA Grant 2023						
April WC	M Mosher	4/30/2023	2023	04	GL-JE	112.00	
	Total: Workers Comp - VOCA Grant 2023					112.00	0.00
744000-40-454	Workers Comp - VOCA Grant Match 2023						
April WC	M Mosher	4/30/2023	2023	04	GL-JE	28.00	
	Total: Workers Comp - VOCA Grant Match 2023					28.00	0.00
Adjust VAC WC entires per VOCA Grant Reporting Requirements:							
Completed by: <i>Jennifer R. Schneider</i> Approved by:							

Attachment: 05-15-2023 Law Board Meeting Packet (12943 : Law Board Meeting Agenda)

Riley County Police Department Journal entries

From Account No. [100200-00] To [744100-41-454]

From Fiscal Period [2023-04] To [2023-04]

Acct # /Ref	Description	Date	Year	Prd	Code	Debits	Credits
744100-41	Unemployment Compensation						
April Unemployment Ins	M Mosher	4/30/2023	2023	04	GL-JE		6.00
	Total: Unemployment Compensation					0.00	6.00
744100-41-414	Unemployment Compensation - VOCA Grant 2023						
April Unemployment Ins	M Mosher	4/30/2023	2023	04	GL-JE	5.00	
	Total: Unemployment Compensation - VOCA Grant 2023					5.00	0.00
744100-41-454	Unemployment Compensation - VOCA Grant Match 2023						
April Unemployment Ins	M Mosher	4/30/2023	2023	04	GL-JE	1.00	
	Total: Unemployment Compensation - VOCA Grant Match 2023					1.00	0.00
Adjust VAC Unemployment Comp entires per VOCA Grant Reporting Requirements:							
Completed by: <i>Jennifer R. Schneider</i> Approved by:							

23-118

RILEY COUNTY POLICE DEPARTMENT
Memorandum

Original to: _____
 Action: _____
 Copy to: _____

Comments:

To: Director Peete *BRP 9 May 23*
Thru: Assistant Director Moldrup *KMM 5.6.23*
From: Captain Derek Woods
Ref: Juvenile Transportation Report for April 2023
Date: May 1, 2023

Total Number of Juveniles Transported:	0
Total Mileage for Transports 76 X \$.58.5 (Cents per mile)	\$0
Total Pay Amount for 2 Transport Officers Hours:	\$0
Total:	\$0

.

Approved: _____

Chair, Riley County Law Enforcement Agency

Attachment: 05-15-2023 Law Board Meeting Packet (12943 : Law Board Meeting Agenda)

Program Name-GLLT34 Thru APRIL
Version Date- 3/21 Year 2023

RILEY COUNTY
Fund Summary of Revenue/Expense
Percent of Year 33.3%

Date. 5/01/23 Page. 157
Time.17.09.20

DISBURSEMENTS/REVENUES/TRANSFERS - Fund.. 173 RCPD Levy/Op								
Obj	Prj	Description	Kind	Budget \$	M-T-D	Y-T-D	%	Remaining
<u>Department. 0</u> Not Designated								
180		Distr - Real Current	R	4,878,478.00	.00	2,842,304.73	58.26	2,036,173.27
182		Distr - Oil & Gas Curr.	R	.00	.00	549.07		.00
184		Distr - P.P. Current	R	.00	.00	32,872.39		.00
190		Distr - 16/20M Trucks Cur	R	3,025.00	.00	1,824.90	60.33	1,200.10
193		Distr - Watercraft Cur	R	1,450.00	.00	1,840.39	126.92	390.39-
181		Distr - Real Delq.	R	.00	.00	27,743.72		.00
183		Distr - Oil & Gas Delinq	R	.00	.00	6.13		.00
185		Distr - P.P. Delq.	R	.00	.00	1,433.75		.00
192		Distr - 16/20M Trucks Del	R	.00	.00	143.82		.00
194		Distr - Watercraft Del	R	.00	.00	222.34		.00
102		Distr - Motor Vehicle Tax	R	383,909.00	.00	106,437.04	27.72	277,471.96
103		Vehicle Rental Excise Tax	R	3,994.00	.00	3,835.74	96.04	158.26
113		Distr - RV Tax	R	3,562.00	.00	965.19	27.10	2,596.81
130		Distr - Commercial Veh	R	15,173.00	.00	4,937.37	32.54	10,235.63
191		Distr - TIF Adjustment	R	.00	.00	62,149.79-		.00
Department Revenue.. # 0				5,289,591.00	.00	2,962,966.79 *		2,327,445.64
<u>Department.171</u> RCPD Operations								
<u>Department.416</u> HD-KCCTF								
Total Revenue Fund.... 173				5,289,591.00	.00	2,962,966.79 **	56.02	
Total Trans. IN Fund.. 173				.00	.00	.00 **		
Total Rev. & Trans. .. 173				5,289,591.00	.00	2,962,966.79 **		
Total Disbursements... 173				.00	.00	.00 **		

BUDGETARY EXPENDITURES - Fund.. 173 RCPD Levy/Op								
Obj	Prj	Description	Budget \$	Used M-T-D	Used Y-T-D	%Used	Remaining	Encumbrance Available
<u>Department. 0</u> Not Designated								
<u>Department.171</u> RCPD Operations								
2220		Building Space Rental	10,500.00	900.00	3,600.00	34.29	6,900.00	.00 6,900.00
2330		Transportation Serv	6,000.00	.00	.00		6,000.00	.00 6,000.00
2480		Repair/Maint Build/Gr	90,000.00	7,700.32	15,021.12	16.69	74,978.88	.00 74,978.88
2650		Physician Fees	165,000.00	16,219.26	66,000.20	40.00	98,999.80	.00 98,999.80
2655		Hospital Fees	10,000.00	.00	.00		10,000.00	.00 10,000.00
2810		Electric/Gas Services	10,000.00	.00	.00		10,000.00	.00 10,000.00
2830		Water	5,000.00	35.00	99.00	1.98	4,901.00	.00 4,901.00

Program Name-GLLT34 Thru APRIL
Version Date- 3/21 Year 2023

RILEY COUNTY
Fund Summary of Revenue/Expense
Percent of Year 33.3%

Date. 5/01/23 Page. 158
Time.17.09.20

BUDGETARY EXPENDITURES - Fund.. 173 RCPD Levy/Op

Obj Prj Description	Budget \$	Used M-T-D	Used Y-T-D	%Used	Remaining	Encumbrance	Available
Department.171 (continued)							
2840 Sewage Charges	2,000.00	.00	.00		2,000.00	.00	2,000.00
2900 Budget Appropriations	5,362,913.00	1,340,729.00	2,681,457.00	50.00	2,681,456.00	.00	2,681,456.00
Total Contractual Expenses	5,661,413.00	1,365,583.58	2,766,177.32	48.86	2,895,235.68	.00	2,895,235.68
3010 Office Supplies	500.00	.00	.00		500.00	.00	500.00
3060 Medical Supplies	500.00	.00	.00		500.00	.00	500.00
3990 Other Supplies & Mate	500.00	.00	.00		500.00	.00	500.00
Total Commodities Expense	1,500.00	.00	.00		1,500.00	.00	1,500.00
Department Expense # 171	5,662,913.00	1,365,583.58	2,766,177.32	48.85	2,896,735.68	.00	2,896,735.68 *
Expense & Transfers# 171	5,662,913.00	1,365,583.58	2,766,177.32				
Department.416 HD-KCCTF							
Total Expenditures Fund 173	5,662,913.00	1,365,583.58	2,766,177.32	48.85	2,896,735.68	.00	2,896,735.68 **

SUMMARY for - Fund 173 RCPD Levy/Op

Beginning Year Balance.....	241,235.15
YTD Revenue.....	2,962,966.79
YTD Reported Expenses.....	2,766,177.32-
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	9,001.17-
Prior Year Revenues	.00
Prior Year Corrections.....	.00
Ending Fund Balance.....	429,023.45 ***

Program Name-GLLT34 Thru APRIL
Version Date- 3/21 Year 2023

RILEY COUNTY
Fund Summary of Revenue/Expense
Percent of Year 33.3%

Date. 5/01/23 Page. 153
Time.17.09.20

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								
875		Misc. Expenses	D	.00	.00	30,998.45-		.00
402		Investment Interest	R	.00	1,550.73	3,198.31		.00
		Department Revenue.. #142		.00	1,550.73	3,198.31 *		.00
		Department Dsbmnts.. #142		.00	.00	30,998.45-*		
		Total Revenue Fund.... 168		.00	1,550.73	3,198.31 **		
		Total Trans. IN Fund.. 168		.00	.00	.00 **		
		Total Rev. & Trans. .. 168		.00	1,550.73	3,198.31 **		
		Total Disbursements... 168		.00	.00	30,998.45-**		

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.....	159,315.25
YTD Revenue.....	3,198.31
YTD Reported Expenses.....	.00
YTD Non-Reported Expenses...	.00
YTD Treasurer Disbursements.	30,998.45-
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.....	131,515.11 ***

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

Program Name-GLLT34 Thru APRIL
Version Date- 3/21 Year 2023

RILEY COUNTY
Fund Summary of Revenue/Expense
Percent of Year 33.3%

Date. 5/01/23 Page. 154
Time.17.09.20

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	682.99-		.00
602		Miscellaneous Collection	R	.00	810.90	810.90		.00
402		Investment Interest	R	.00	2,029.06	3,846.82		.00
Department Revenue.. #142				.00	2,839.96	4,657.72 *		.00
Department Dsbmnts.. #142				.00	.00	682.99-*		
Total Revenue Fund.... 169				.00	2,839.96	4,657.72 **		
Total Trans. IN Fund.. 169				.00	.00	.00 **		
Total Rev. & Trans. .. 169				.00	2,839.96	4,657.72 **		
Total Disbursements... 169				.00	.00	682.99-**		

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.....	175,548.83
YTD Revenue.....	4,657.72
YTD Reported Expenses.....	.00
YTD Non-Reported Expenses...	.00
YTD Treasurer Disbursements.	682.99-
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.....	179,523.56 ***

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

RILEY COUNTY POLICE DEPARTMENT

Report Submission

To: Director Peete BRP 9 May 23

Thru: Assistant Director Moldrup KMM 5.6.23

From: Cpt. Derek Woods

Position: Commander **Division:** Jail

Report Title: Monthly Inmate Population Report

Rpt Freq./Year: April 2023

Policy #:

Date: May 1, 2023

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

	<u>2013</u>	<u>2014</u>	<u>2015</u>	<u>2016</u>	<u>2017</u>	<u>2018</u>	<u>2019</u>	<u>2020</u>	<u>2021</u>	<u>2022</u>	<u>2023</u>
JAN	95.1	73.7	70.2	87.0	75.0	72.6	84.8	71.6	67.3	100.1	102.3
FEB	95.2	68.9	74.3	93.1	82.9	68.4	85.5	64.8	67.1	111.5	109.5
MAR	92.1	66.2	71.8	91.9	73.2	75.2	88.4	68.6	78.6	112.1	115.0
APR	64.2	62.0	74.2	89.1	74.1	81.0	81.6	58.9	80.4	114.6	117.5
MAY	71.3	68.9	80.3	81.9	77.4	87.5	79.4	47.4	74.2	104.6	
JUN	72.4	63.9	82.0	87.8	73.1	88.5	78.4	50.0	66.0	100.5	
JUL	72.1	68.8	77.8	83.6	80.0	83.8	71.9	53.7	71.5	99.5	
AUG	74.0	74.5	72.7	75.7	82.4	80.6	82.3	55.8	85.2	95.7	
SEPT	77.4	61.7	73.6	75.8	84.3	81.2	74.6	61.3	90.2	109.0	
OCT	73.2	76.3	73.5	73.4	74.3	72.8	76.2	60.0	91.5	115.9	
NOV	70.1	77.0	76.7	73.0	76.2	78.3	71.3	69.3	96.0	106.1	
DEC	65.1	71.0	77.4	69.6	78.9	79.9	72.9	69.4	97.9	99.4	
YADP	76.85	64.2	75.4	81.8	77.7	79.15	78.9	60.9	80.5	105.8	111.0

Attachment: 05-15-2023 Law Board Meeting Packet (12943 : Law Board Meeting Agenda)

RILEY COUNTY POLICE DEPARTMENT
Report Submission

Assigned Tracking# _____

To:	Riley County Law Board		
From:	Brian R. Peete		
Position:	Director	Division:	Administration
Report Title:	2023-2027 Multi-Year Strategic Plan and Department/Divisional Goals/Objectives		
Rpt Freq./Year:	Annual		
Policy #:	Multi-Year Plan: 15.1.3, Establish Goals and Objectives: 15.2.1, Evaluating Progress Towards Department Goals and Objectives: 15.2.2		
Date:	March 10, 2023		

Purpose: The purpose of this document is to record, in one location, the Riley County Police Department's (RCPD) internal planning process of evaluating the progress of annual departmental and division-level goals and objectives, conducting an annual Strength, Weaknesses, Opportunity, Threat (SWOT) analysis, and revisiting the multi-year plan, and completing significant portions of the CALEA Information Management and Reporting System (CIMRS) report. This report will allow for Division Commanders to develop specific plans and approaches to attain the Director's strategic priorities. It also allows for governments within the county to forecast economic stratagems in preparation of RCPD's projected asks.

Strategic goals and objectives are rooted in four long term foundational goals:

- #1 Minimize the financial and social cost of public safety
- #2 Maintain a safe and secure community
- #3 Promote legitimacy in the eyes of the public
- #4 Create a culture of service throughout the organization

Using these foundational goals, five-year strategic goals were created and are listed in the following five tables from 2023 to 2027 (Figures 1-5). There may be delays in the completion and/or implementation of these goals due to infrastructure, personnel, or fiscal restraints. It should be noted that strategic plans should be considered as "living and breathing" documents, as priorities can shift based on need and exigency. Lastly, RCPD has been directed by the Law Board, and will continue, to research and coordinate with the City of Manhattan for the possibility to absorbing Animal Control Officer responsibilities countywide. This is not listed in the strategic plan pending research completion and further guidance from the Law Board.

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RCPD's department goals are rooted in the six pillars identified in the President's Task Force on 21st Century policing (May 2015). Below is a summarization of those pillars¹, as well as RCPD's philosophy and intentional focus for each:

Pillar One: Building Trust and Legitimacy

"Building trust and nurturing legitimacy on both sides of the police/citizen divide is the foundational principle underlying the nature of relations between law enforcement agencies and the communities they serve. Decades of research and practice support the premise that people are more likely to obey the law when they believe that those who are enforcing it have authority that is perceived as legitimate by those subject to the authority. The public confers legitimacy only on those whom they believe are acting in procedurally just ways."

We will strive for continued transparency and accountability: Maximum information with minimal delay. RCPD applies Peelian principals, and understands the importance of earning trust from our community through mutual respect and the preservation of dignity in each interaction we have with our community. Legitimacy is also earned through professionalism and competency in everything we do.

Pillar Two: Policy and Oversight

"Pillar two emphasizes that if police are to carry out their responsibilities according to established policies, those policies must reflect community values. Law enforcement agencies should collaborate with community members, especially in communities and neighborhoods disproportionately affected by crime, to develop policies and strategies for deploying resources that aim to reduce crime by improving relationships, increasing community engagement, and fostering cooperation."

RCPD will continue to maintain and update policies based on ever changing case law, and will leverage our strong working relationships with community organizations to ensure legitimacy. This category is crucial in mitigating risks for staff, the department, and our communities as a whole. RCPD is an accredited agency and constantly updates policies and procedures in accordance with accreditation standards which align with best practices in law enforcement.

Pillar Three: Technology and Social Media

"The use of technology can improve policing practices and build community trust and legitimacy, but its implementation must be built on a defined policy framework with its purposes and goals clearly delineated. Implementing new technologies can give police departments an opportunity to fully engage and educate communities in a dialogue about their expectations for transparency, accountability, and privacy. But technology changes quickly in terms of new hardware, software, and other options. Law enforcement agencies and leaders need to be able to identify, assess, and evaluate new technology for adoption and do so in ways that improve their effectiveness, efficiency, and evolution without infringing on individual rights."

RCPD will look for ways to augment staff levels by incorporating technology that assists in proactive and reactive investigations. We will also leverage technology and social media to

¹ http://www.americanbarfoundation.org/uploads/cms/documents/executive_summary_policing_task_force.pdf

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provide information to the public and solicit feedback, increase investigative capabilities, and reduce administrative tasking and workloads.

Pillar Four: Community Policing and Crime Reduction

“Pillar four focuses on the importance of community policing as a guiding philosophy for all stakeholders. Community policing emphasizes working with neighborhood residents to coproduce public safety. Law enforcement agencies should, therefore, work with community residents to identify problems and collaborate on implementing solutions that produce meaningful results for the community. Specifically, law enforcement agencies should develop and adopt policies and strategies that reinforce the importance of community engagement in managing public safety. Law enforcement agencies should also engage in multidisciplinary, community team approaches for planning, implementing, and responding to crisis situations with complex causal factors.”

Through legitimacy, RCPD will continue to reduce crime and the perception of crime within the county. Mutual trust develops relationships of cooperation, and RCPD shall focus on combining strong partnerships with modern technology to proactively provide security and safety, as well as to effectively respond and react to crime to identify and arrest offenders.

Pillar Five: Training and Education

“As our nation becomes more pluralistic and the scope of law enforcement’s responsibilities expands, the need for expanded and more effective training has become critical. Today’s line officers and leaders must be trained and capable to address a wide variety of challenges including international terrorism, evolving technologies, rising immigration, changing laws, new cultural mores, and a growing mental health crisis. Pillar five focuses on the training and education needs of law enforcement. To ensure the high quality and effectiveness of training and education, law enforcement agencies should engage community members, particularly those with special expertise, in the training process and provide leadership training to all personnel throughout their careers.”

An increase in the budget is necessary to allow more advanced training for all of its staff. Training improves safety, minimizes risks, and increases the technical expertise of our staff so to combat crime. As good stewards, RCPD must also look for outside funding opportunities to support advanced training. Training should be scenario-based, and incorporate modern concepts that increase officer safety while meeting the public’s expectations of applying only the amount of force necessary to gain control or affect an arrest. Training opportunities also increase morale and instill confidence. RCPD should also invest in continuous leadership training and opportunity so to ensure a robust succession plan is in place.

Pillar Six: Officer Wellness & Safety

“The wellness and safety of law enforcement officers is critical not only for the officers, their colleagues, and their agencies but also to public safety. Pillar six emphasizes the support and proper implementation of officer wellness and safety as a multi-partner effort.”

This is one of my highest priorities and responsibilities, as without this pillar, the others would not exist. RCPD will look for ways to provide more options for staff and their families to include additions to the Employee Assistance Program (EAP). RCPD should continue to promote its

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awards program to continue to recognize and celebrate the many accomplishments of its members. While there is an existing Peer Support group and Employee Assistance Program (EAP), RCPD should look for ways to increase the robustness of its EAP for more coverage for staff and their families, and implement best-practice programs for mental health,² such as wellness trainings, trainings for supervisors on suicide indicators, routine mental health checks (to include families), financial planning and living will seminars, and de-stressing programs such as yoga, meditation and exercise regiments. There are also app-based programs which can help guide officers in meditation techniques to help decrease anxiety. RCPD should also take proactive steps to aid and support its retirees, who are also at higher risk. It should be noted that personnel limitations also lead to repetitive overtime which can compound issues and lead to lack of sleep, poor judgment in tactics and dealing with the public, which increases liability and adds to the need to increase the number of officers within the department. It is also paramount that the department conduct periodic climate assessments to so monitor morale and the department's direction and needs.

Note: RCPD recently applied for a BJA grant to implement technology for a real time intelligence and information center within RCPD. If awarded the grant, RCPD will have to evaluate the process in how the technology is used, as well as how data usage and validity. This may require an increase in staffing to the department's CIU. Additionally, for RCPD to conduct more proactive research in crimes involving human trafficking and the dark web, additional staffing within Investigations will most likely be needed.

² <https://www.policeforum.org/assets/PreventOfficerSuicide.pdf>

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Year	Pillar 1: Building Trust and Legitimacy (Professionalism & Competency)	Pillar 2: Policy and Oversight (Risk Mitigation)	Pillar 3: Technology and Social Media	Pillar 4: Community Policing and Crime Reduction	Pillar 5: Training and Education	Pillar 6: Wellness and Safety (Morale)
2024	Create General Counsel Position Procure additional tactical survivability training for Sworn & Corrections Officers Revise the promotional system Implement a Real Time Information Center Improve Sworn & Corrections recruitment & retention & hire qualified people who reflect the community Review annual contracts for improved technology & cost reduction opportunities Implement technology that increases investigative capabilities while reducing administrative taskings Provide annual legal-based training for all staff Conduct a Preliminary Organizational Assessment	Create General Counsel Position Procure additional tactical survivability training for Sworn & Corrections Officers Conduct a Preliminary Organizational Assessment Revise the promotional system Update policies as applicable: Implement Whistleblower policy Strengthen internal communications & ensure continuous solicitation of feedback Streamline hiring process w/ focus on Emotional Intelligence	Implement a Real Time Information Center Review annual contracts for improved technology & cost reduction opportunities Implement technology that increases investigative capabilities while reducing administrative taskings	Implement a Real Time Information Center Improve Sworn & Corrections recruitment & retention & hire qualified people who reflect the community Procure training to aid in combating crimes related to the Dark Web Conduct a Preliminary Organizational Assessment Streamline hiring process w/ focus on Emotional Intelligence Implement technology that increases investigative capabilities while reducing administrative taskings	Procure additional tactical survivability training for Sworn & Corrections Officers Procure training to aid in combating human and sex trafficking Revise the promotional system Streamline hiring process w/ focus on Emotional Intelligence Provide annual legal-based training for all staff	Implement 50% of TAO Salary Survey Increase COLA rate w/ inflation Revise the promotional system Procure additional tactical survivability training for Sworn & Corrections Officers Create General Counsel Position Improve Sworn & Corrections recruitment & retention & hire qualified people who reflect the community Strengthen internal communications & ensure continuous solicitation of feedback Streamline hiring process w/ focus on Emotional Intelligence Provide annual legal-based training for all staff Update maternity/paternity leave policy

Attachment: 05-15-2023 Law Board Meeting Packet (12943 : Law Board Meeting Agenda)

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Year	Pillar 1: Building Trust and Legitimacy (Professionalism & Competency)	Pillar 2: Policy and Oversight (Risk Mitigation)	Pillar 3: Technology and Social Media	Pillar 4: Community Policing and Crime Reduction	Pillar 5: Training and Education	Pillar 6: Wellness and Safe (Morale)
2025	Implement new partnerships, procedures, & technology to increase proactive investigations combating Narcotics & Human & Sex Trafficking Increase proactive research efforts for crimes revolving around Extremism, the Dark Web, & Human Trafficking Minimize/mitigate overdoses, theft & violence w/in the county w/ proactive drug investigations Create specialized teams w/in Corrections Acquire ABLE/EPIC Training Implement technology that increases investigative capabilities while reducing administrative taskings Seek grant opportunities to reduce operational costs Continued annual legal-based training for all staff Provide as many possible resources to ensure physical, mental health & resiliency for staff & families	Update policies as applicable: Annual legal policy reviews & partner w/ academic bodies for evidence-based strategies Strengthen internal communications & ensure continuous solicitation of feedback	Implement new partnerships, procedures, & technology to increase proactive investigations combating Human & Sex Trafficking Increase proactive research efforts for crimes revolving around Extremism, the Dark Web, & Human Trafficking Increase Sworn Staffing to 1.7 officers per 1,000 residents Implement technology that increases investigative capabilities while reducing administrative taskings Seek grant opportunities to reduce operational costs Increase Corrections staffing by six as Corrections stabilizes Provide as many possible resources to ensure physical, mental health & resiliency for staff & families	Implement new partnerships, procedures, & technology to increase proactive investigations combating Human & Sex Trafficking Increase proactive research efforts for crimes revolving around Extremism, the Dark Web, & Human Trafficking Increase Sworn Staffing to 1.7 officers per 1,000 residents Increase Corrections staffing by six as Corrections stabilizes Create specialized teams w/in Corrections Implement technology that increases investigative capabilities while reducing administrative taskings Minimize/mitigate overdoses, theft & violence w/in the county w/ proactive drug investigations	Acquire ABLE/EPIC Training Acquire additional training for Corrections Staff to create additional programs & teams Create specialized teams w/in Corrections Continued annual legal-based training for all staff Provide as many possible resources to ensure physical, mental health & resiliency for staff & families	Increase Corrections staffing by six as Corrections stabilizes retention Create specialized team w/in Corrections Strengthen internal communications & ensure continuous solicitation of feedback Acquire ABLE/EPIC Training Continued annual legal-based training for all staff Provide as many possible resources to ensure physical, mental health & resiliency for staff & families Update safety and security features at the Aggieville substation. Implement remaining of TAG Salary Survey and stay current with COLA Increase Sworn Staffing to 1.7 officers per 1,000 residents

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Year	Pillar 1: Building Trust and Legitimacy (Professionalism & Competency)	Pillar 2: Policy and Oversight (Risk Mitigation)	Pillar 3: Technology and Social Media	Pillar 4: Community Policing and Crime Reduction	Pillar 5: Training and Education	Pillar 6: Wellness and Safe (Morale)
2026	Implement new partnerships, procedures, & technology to increase proactive investigations combating Narcotics & Human & Sex Trafficking Increase proactive research efforts for crimes revolving around Extremism, the Dark Web, & Human Trafficking Minimize/mitigate overdoses, theft & violence w/in the county w/ proactive drug investigations Implement technology that increases investigative capabilities while reducing administrative taskings Seek grant opportunities to reduce operational costs Continued annual legal-based training for all staff Provide as many possible resources to ensure physical, mental health & resiliency for staff & families	Update policies as applicable: Annual legal policy reviews & partner w/ academic bodies for evidence-based strategies Strengthen internal communications & ensure continuous solicitation of feedback	Implement new partnerships, procedures, & technology to increase proactive investigations combating Human & Sex Trafficking Increase proactive research efforts for crimes revolving around Extremism, the Dark Web, & Human Trafficking Increase Sworn Staffing to 1.7 officers per 1,000 residents Implement technology that increases investigative capabilities while reducing administrative taskings Seek grant opportunities to reduce operational costs Increase Corrections staffing by six as Corrections stabilizes Provide as many possible resources to ensure physical, mental health & resiliency for staff & families	Implement new partnerships, procedures, & technology to increase proactive investigations combating Human & Sex Trafficking Increase proactive research efforts for crimes revolving around Extremism, the Dark Web, & Human Trafficking Increase Sworn Staffing to 1.7 officers per 1,000 residents Increase Corrections staffing by six as Corrections stabilizes Create specialized teams w/in Corrections Implement technology that increases investigative capabilities while reducing administrative taskings Minimize/mitigate overdoses, theft & violence w/in the county w/ proactive drug investigations	Acquire additional training for Corrections Staff to create additional programs & teams Continued annual legal-based training for all staff Provide as many possible resources to ensure physical, mental health & resiliency for staff & families	Increase Corrections staffing by six as Corrections stabilizes retention Strengthen internal communications & ensure continuous solicitation of feedback Continued annual legal-based training for all staff Provide as many possible resources to ensure physical, mental health & resiliency for staff & families Implement remaining of TAG Salary Survey and stay current with COLA Increase Sworn Staffing to 1.7 officers per 1,000 residents

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Figure 3

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Year	Pillar 1: Building Trust and Legitimacy (Professionalism & Competency)	Pillar 2: Policy and Oversight (Risk Mitigation)	Pillar 3: Technology and Social Media	Pillar 4: Community Policing and Crime Reduction	Pillar 5: Training and Education	Pillar 6: Wellness and Safe (Morale)
2027	Implement new partnerships, procedures, & technology to increase proactive investigations combating Narcotics & Human & Sex Trafficking Increase proactive research efforts for crimes revolving around Extremism, the Dark Web, & Human Trafficking Minimize/mitigate overdoses, theft & violence w/in the county w/ proactive drug investigations Implement technology that increases investigative capabilities while reducing administrative taskings Seek grant opportunities to reduce operational costs Continued annual legal-based training for all staff Provide as many possible resources to ensure physical, mental health & resiliency for staff & families	Update policies as applicable: Annual legal policy reviews & partner w/ academic bodies for evidence-based strategies Strengthen internal communications & ensure continuous solicitation of feedback Increase line item budgets for training & operations costs	Implement new partnerships, procedures, & technology to increase proactive investigations combating Human & Sex Trafficking Increase proactive research efforts for crimes revolving around Extremism, the Dark Web, & Human Trafficking Increase Sworn Staffing to 1.7 officers per 1,000 residents Implement technology that increases investigative capabilities while reducing administrative taskings Seek grant opportunities to reduce operational costs Increase Corrections staffing by six as Corrections stabilizes Provide as many possible resources to ensure physical, mental health & resiliency for staff & families Increase line item budgets for training & operations costs	Implement new partnerships, procedures, & technology to increase proactive investigations combating Human & Sex Trafficking Increase proactive research efforts for crimes revolving around Extremism, the Dark Web, & Human Trafficking Increase Sworn Staffing to 1.7 officers per 1,000 residents Increase Corrections staffing by six as Corrections stabilizes Create specialized teams w/in Corrections Implement technology that increases investigative capabilities while reducing administrative taskings Increase line item budgets for training & operations costs Minimize/mitigate overdoses, theft & violence w/in the county w/ proactive drug investigations	Acquire additional training for Corrections Staff to create additional programs & teams Continued annual legal-based training for all staff Provide as many possible resources to ensure physical, mental health & resiliency for staff & families Increase line item budgets for training & operations costs	Increase Corrections staffing by six as Corrections stabilizes retention Strengthen internal communications & ensure continuous solicitation of feedback Continued annual legal-based training for all staff Provide as many possible resources to ensure physical, mental health & resiliency for staff & families Increase line item budgets for training & operations costs Implement remaining of TAG Salary Survey and stay current with COLA Increase Sworn Staffing to 1.7 officers per 1,000 residents

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Year	Pillar 1: Building Trust and Legitimacy (Professionalism & Competency)	Pillar 2: Policy and Oversight (Risk Mitigation)	Pillar 3: Technology and Social Media	Pillar 4: Community Policing and Crime Reduction	Pillar 5: Training and Education	Pillar 6: Wellness and Safe (Morale)
2028	Implement new partnerships, procedures, & technology to increase proactive investigations combating Narcotics & Human & Sex Trafficking Increase proactive research efforts for crimes revolving around Extremism, the Dark Web, & Human Trafficking Minimize/mitigate overdoses, theft & violence w/in the county w/ proactive drug investigations Implement technology that increases investigative capabilities while reducing administrative taskings Seek grant opportunities to reduce operational costs Continued annual legal-based training for all staff Provide as many possible resources to ensure physical, mental health & resiliency for staff & families New RCPD facility	Update policies as applicable: Annual legal policy reviews & partner w/ academic bodies for evidence-based strategies Strengthen internal communications & ensure continuous solicitation of feedback Increase line item budgets for training & operations costs	Implement new partnerships, procedures, & technology to increase proactive investigations combating Human & Sex Trafficking Increase proactive research efforts for crimes revolving around Extremism, the Dark Web, & Human Trafficking Increase Sworn Staffing to 1.7 officers per 1,000 residents Implement technology that increases investigative capabilities while reducing administrative taskings Seek grant opportunities to reduce operational costs Increase Corrections staffing by six as Corrections stabilizes Provide as many possible resources to ensure physical, mental health & resiliency for staff & families Increase line item budgets for training & operations costs	Implement new partnerships, procedures, & technology to increase proactive investigations combating Human & Sex Trafficking Increase proactive research efforts for crimes revolving around Extremism, the Dark Web, & Human Trafficking Increase Sworn Staffing to 1.7 officers per 1,000 residents Increase Corrections staffing by six as Corrections stabilizes Create specialized teams w/in Corrections Implement technology that increases investigative capabilities while reducing administrative taskings Increase line item budgets for training & operations costs Minimize/mitigate overdoses, theft & violence w/in the county w/ proactive drug investigations New RCPD facility	Acquire additional training for Corrections Staff to create additional programs & teams Continued annual legal-based training for all staff Provide as many possible resources to ensure physical, mental health & resiliency for staff & families Increase line item budgets for training & operations costs	Increase Corrections staffing by six as Corrections stabilizes retention Strengthen internal communications & ensure continuous solicitation of feedback Continued annual legal-based training for all staff Provide as many possible resources to ensure physical, mental health & resiliency for staff & families Increase line item budgets for training & operations costs Implement remaining of TAG Salary Survey and stay current with COLA Increase Sworn Staffing to 1.7 officers per 1,000 residents New RCPD facility

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Policies

Multi-Year Planning: (CALEA 15.1.3a, 15.1.3b, 15.1.3c, 15.1.3d)

The department must prepare and clearly articulate the goals and objectives of the Department and a plan for achieving them. Long range planning outside the current budget year is critical. The Director will lead and manage the necessary planning beyond the current budget year. The multiyear plan will begin with an internal and external assessment that will take into consideration areas of opportunities, what led to the need for improvement, feedback from employees, and what is expected to occur that will bring value to the agency. The impact on present or potential future risks shall also be examined. Multiyear goals will be developed in view of these assessments and will include:

- 1) Long-term goals and operational objectives. (CALEA 15.1.3a)
- 2) Anticipate workload in relation to population trends. (CALEA 15.1.3b)
- 3) Anticipated personnel levels. (CALEA 15.1.3c)
- 4) Anticipated capital improvements and equipment needs. (CALEA 15.1.3d)
- 5) A multi-year plan will be developed to address the above items for the 5-year period beyond the current budget year. The multi-year plan will be reviewed and revised annually by the Command Staff and will reflect a new 5-year period. For example; after the 2020- 2024 review, the next plan period will be 2021-2025 and so on. (CALEA 15.1.3e).

Policy 15.2.1:

1. Goals and Objectives: Planning is essential to providing effective police service to the community. The Director must devise long range plans involving all the Department's resources. Therefore, input from all organizational levels is essential in establishing priorities and goals.

A. Each Division is responsible for the formulation and annual updating of written goals and objectives and will submit these to the Director by the date specified on the Department's Report Tracking Log. Involvement from all levels of the Division is important to ensure objectives are realistic and relevant to assigned tasks. The Director will review submitted goals and objectives and submit a consolidated list to the Law Board. The Law Board will typically review the Director's proposals and promulgate a list of goals and objectives for the upcoming year.

B. The established goals and objectives will be distributed within the Department.

Policy 15.2.2:

1. Evaluating Progress Towards Department Goals and Objectives:

A. Division Commanders set goals and objectives for their Divisions (See Policy 15.2.1 – Formulation and Annual Updating of Written Goals). They will measure progress toward the attainment of these goals throughout the year. The Division Commanders will submit to the Assistant Director a written review of the previous year's goals. The Assistant Director, as well as the Director and Command Staff will annually revise the Multi-Year Plan to evaluate each Division's success in attaining each goal and objective. (See Policy 15.1.3 – Multi-Year Plan). Written documentation will accompany each report when available.

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B. An annual summary of progress made in accomplishing the year's goals and objectives will be made available to department employees and the Law Board.

Evaluating Progress toward Annual Department and Divisional Goals – 2021 (CALEA 15.2.2)
The planning process begins with command staff evaluating progress toward the previous year's goals. This information is used to help inform a number of factors including internal strengths and weaknesses (see SWOT analysis). The Department and individual divisional reports can be found in the workflow history of this document in PowerDMS. CALEA accredited agencies are required to submit a SWOT analysis in their annual report (CIMRS). The analysis that follows is the product of meetings with RCPD Command Staff. The full analysis can be found in a supplemental document within PowerDMS.

Anticipated personnel levels. (CALEA 15.1.3c):

Sworn

RCPD has been operating with approximately 1.5 sworn officers per 1,000 residents, well below the national average of 2.4 per 1,000 residents (the average in the state of Kansas is 2.6 per 1,000 residents). Additionally, population trends within the county have historically trended upwards, and with projected increases in business growth translate to a need for more officers. These levels present risks for safety, burnout, morale, and response to community calls for service and mutual aid assistance. It is recommended RCPD progressively add additional officers so to achieve a rate of 1.7 sworn officers per 1,000 residents.

Corrections

RCPD has an allotted staff of 51 Correctional Officers. Corrections has been experiencing significant recruiting and retention difficulties due to a myriad of issues, several of which are outside of the direct control of the department. RCPD will perform an in-depth analysis of its Corrections Division and implement programs and strategies designed to improve retention, staff training and knowledge, and overall operational capability. Based on historic trends, daily inmate populations are anticipated to increase. Currently, Corrections is to the point where it is consistently approaching or operating at its maximum occupancy. Even when fully staffed, Corrections officers are overworked with the many additional duties asked of them, especially in working with individuals suffering from mental health and behavioral disorders. It is recommended, as in previous multi-year plans, to increase the corrections allotment to 57.

Professional Staff

Currently, professional staff is successfully meeting their administrative taskings, however, those tasked with responsibilities relating to social and community outreach, as well as finance are seeing increasing workloads. As Sworn and Corrections staff increases, RCPD will have to assess the need for additional professional staff in the areas of public information, finance, and human relations.

Anticipated capital improvements and equipment needs. (CALEA 15.1.3d):

RCPD is already operating in a facility in which maximum capacity for workplace is exceeded. With the need for additional staff and additional space for a rising inmate population, a new facility will be needed by 2027 (especially if RCPD assimilates the ACO function). RCPD should conduct a feasibility study to determine estimated costs to add on to its existing structure,

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as well as costs for a new structure. Any upgrades or new facility should consider to incorporate space for partner agencies as well as factor future growth/need.

Establish Future Divisional Goals and Objectives (CALEA 15.2.1):

Based on SWOT analysis, the multi-year plan, and the CIMRS report, the Director has developed Department Goals (see Figures 1-5 in this report). Division Commanders will then develop divisional goals based on the Director's stated priorities.

Annual CALEA Information Management Reporting System (CIMRS) Report:

The annual CIMRS includes a number of elements which directly relate to the planning process and multi-year plan. This is especially true of the SWOT analysis (see SWOT reporting) but also includes other questions which are answered in the portal.

RILEY COUNTY POLICE DEPARTMENT
Memorandum

Original to: Riley Co. Law Board

Action: _____

Copy to: _____

Comments:

To: The Riley County Law Board**From: Brian R. Peete, Director****Ref: General Counsel Follow up Information Requested from the Law Board****Date: April 27, 2023**

At the Law Board meeting on April 17, 2023, I presented the Board with information and memorandums regarding my request for a General Counsel. Members of the Board asked several questions relating to the position. I sent an email to the Board on April 26, 2023, summarizing those questions asked which are categorized and answered below.

Would insurance rates be reduced if a General Counsel is on staff

RCPD is already awarded the highest possible insurance ranking which translates to the lowest possible rate. There are no certain staff or equipment items that automatically lower our premiums, instead the layers of risk management strategies (such as CALEA certification, training, policy review, workplace incident review teams, attorneys, equipment items, etc.,) and history of incidents and lawsuits are among the top formula considerations in determining low or high-risk insurance scoring. Public safety insurance coverage is a loss ratio-driven issue; when claims increase against the department, our rates increase. However, the focus of adding these risk management layers makes us very attractive to insurers as a lower risk. As a Board and agency, the investments we have control over for our rates are the implementation of procedures, policies, people, and training that minimize critical incidents from occurring in the first place. Proactivity rather than reactivity.

If the salary is accurate/Job requirement to Cost Comparison for PT Counsel

TAG provided a salary survey of the proposed General Counsel position with a range of \$100,828.97 to \$149,251.51. TAG is the organization to which RCPD has based its recommended salary survey. On February 6, 2023, RCPD also was provided with a compensation study from 3C – Compensation Consulting Consortium, LLC who provided the following information:

Job Title	Market Compensation Findings					
	Base Pay (\$)			Total Cash Compensation (\$)		
	25th %ile	50th %ile	75th %ile	25th %ile	50th %ile	75th %ile
General Counsel	133,800	161,100	212,500	135,100	166,900	219,800

In my communications with the Sheriff of Leavenworth County, the salary range for his General Counsel is \$39.74/\$82,659.20 - \$61.87/\$128,689.60. The current General Counsel there earns \$52.79/\$109,803.20, but is slated for a 4% increase in January 2024. There was some discussion amongst the Law Board as to the role a General Counsel would p/ay in relation to coordination and work with the County Attorney's office and other legal bodies. As any such responsibilities/duties decrease, so too would the base salary. Should RCPD be allowed this position, we could offer a salary range, and depending on qualifications, adjust hire a qualified applicant as needed. I would recommend posting the range as listed by TAG. As it relates to a Part Time attorney, it has been my experience that attorneys do not offer part-time services, but instead charge on an hourly basis. Based on my knowledge, the hourly rate for attorneys ranges from \$250 per hour to over \$300. I note that we are under retainer with Arthur-Green, LLP at a rate of over \$300 per hour.

Benefit/Cost analysis on having a General Counsel

Using a very basic cost analysis review of some of the basic responsibilities of the position, legal-based training, policy review and CALEA assistance, and consultation to HR, Corrections, and Officers in the field, I estimate utilizing a retained counsel would equate to significantly more in costs as compared to onboarding a salaried employee.

*Training: Sworn and Corrections staff are required to complete 40 training hours annually. Biased-based policing, EAP and other Human Resources-based training, and mental health-related trainings are mandatory per state and CALEA requirements. RCPD also solicits legal-based training from both the City of Manhattan and State when possible. As previously discussed, state and federal laws relating to Corrections and Law Enforcement are everchanging. It is my intention to implement mandatory legal training for all staff ranging from 2 hours for administrative personnel (38 total), to approximately (maybe more) 3 hours for dispatchers (24) and both sworn (110) and corrections (51). This does not include providing immediate training (whether in person or via bulletin) for incidents that require immediate change in law or policy (case law). In all, and for training alone, this translates to 76 hours for professional staff, 72 hours for dispatcher, 330 hours for sworn, and 153 hours for corrections staff. For an anticipated combined 631 hours for legal training, multiplied by the minimum known number for legal retention of \$250 per hour, equates to \$157,750. Because we are a 24/7 agency, these trainings must occur at all times of the day. In my experience, these are **minimum** training hours that should be devoted to legal-based topics. Policy review/CALEA assistance: RCPD has over well over 400 policies for professional staff and officers, and Corrections also has mammoth regulations to adhere to. It has been my intent since arrival to not only have a legal review of each of our policies, but to implement new ones as well. I have refrained from doing this because of the costs the department would incur. Should an incident occur where any of our policies were found to be contributing risk factors to a critical incident, not having money for a legal policy review would not be a valid defense for either the department, the Board, or the unfortunate staff members involved. Consultation to HR, Corrections and Sworn staff: These are daily requirements as personnel-related issues, KORA-related questions, and citizen and internal complaints happen daily. Corrections and police-related critical incidents also occur daily with many higher-risk responses and investigations occurring several times a week. I cannot stress enough the need and benefit for our staff to have immediate access to legal counsel expertise.*

Due to the uniqueness of our profession, and the responsibilities of a legal professional, there are numerous intangibles that contribute to a positive analytical outcome which cannot be measured with fiscal calculations. These intangibles are a direct correlation to efficiency and effectiveness of the organization; support, training and legal guidance, reduce reluctance, uncertainty, an inadequacy. When staff is confident, competent, and knowledgeable, their actions translate to increased personal safety and the safety of those we come into contact with. These are results measured in injury reduction, reductions to litigation and risk management to the individual, the department, the Law Board and the community, and most importantly life and death.

How much has been paid out by RCPD in the past

There is an existing personnel-related claim against RCPD by a former employee¹ who is seeking damages in excess of \$75,000. In 2011, RCPD and the Law Board were sued by a former employee.² In 2003, RCPD was sued regarding civil rights violations³ for a conviction which occurred in 1982. The suit settled for \$7.5m in which the City of Manhattan was responsible for payment for a very significant portion. It is unknown what if any claims may be made regarding recent events which have transpired regarding individuals in custody.

If there are other potential options for a General Counsel/How much would Part Time Counsel Cost

As previously mentioned, it has been my experience that attorneys do not offer part time services, but instead charge on an hourly basis. Based on my knowledge, the hourly rate for attorneys ranges from \$250 per hour to over \$300. I note that we are under retainer with Arthur-Green, LLP at a rate of over \$300 per hour. I am not aware of any other potential options for a General Counsel, save a memorandum of agreement that would allow officers and staff access to Manhattan City Attorneys. However, I do not know if the City Attorneys have the bandwidth or desire to respond to the current and projected need.

In closing, I strongly reiterate the confirmations regarding the General Counsel position provided to you by both our insurer and one of the leading subject matter expert attorneys in this state regarding law enforcement-related legal practice and risk mitigation; both of whom endorsed the department adopting a General Counsel. During our most recent Board meeting, there were several statements and good points made regarding how a General Counsel would interact with the County Attorney's office. For the record, while such a relationship between an in-house attorney and the County Attorney is very important, the role of a General Counsel does not solely revolve around issues of arrest and probable cause as I discussed early in this memo, as well as what has been captured in the recommended job description. Any matters relating to the County Attorney's office can always be edited or deleted, but must not be the sole reasoning as to why a General Counsel is needed by this department. That being said, County Attorneys have no duty or responsibility to protect the department relating to future circumstances once cases are completed and filed. RCPD does not have representation to help us with that. County Attorneys are not available to routinely assist officers and corrections staff in the field, where a legal expert familiar with the basics of case law

¹ https://themercury.com/news/courts/former-officer-suing-rcpd/article_38730dc8-bfac-50b8-aa33-1349e6be6069.html

² <https://www.cjonline.com/story/news/politics/state/2011/07/14/fired-riley-co-cop-sues-county-colleagues/16462888007/>

³ <https://www.manhattanfreepress.com/efreepress/efreepress2008/eFreePress%2004.17.08.pdf> and <https://www.law.umich.edu/special/exoneration/Pages/casedetail.aspx?caseid=3394>

can help staff avoid potential issues related to safety or liability; he or she can provide the fundamental research and response needed for preliminary response, ongoing complex investigations, and warrant services. Our staff must make immediate crucial decisions in moments of high stress. This occurs daily and when a legal expert is needed where there is no benefit of waiting for in-person, telephonic, or an emailed response. I also emphasize the support for the creation of this position by the Riley County District Court judges who recognized the validity for our staff to have immediate access to an attorney who specializes in this area of law. It is incumbent upon the Board and the Department to implement as many risk mitigation strategies that protect both the department, its staff, and the public as possible. The need for a General Counsel has not only been identified by my predecessors, but by myself as well. In my previous memorandums to you, an in-house attorney is a recognized legal best practice of which many local governments are adhering to.

One of my charges is to provide the Law Board with my professional opinion on a variety of issues, and my recommendations are rooted in over 20 years of federal and municipal law enforcement service, risk management and liability within a multitude of states and cities. The law enforcement and corrections professions represent the highest risk of all public service, and for an agency of this size and scope to not have dedicated full-time General Counsel increases the odds of risk for everyone. It is my strongest advice for the Law Board to allow for the RCPD to onboard a full-time, dedicated legal subject matter expert for all of my staff to have access to.

Legal Position	Client	Responsibilities	Availability to RCPD	Legal advice specific to law enforcement and corrections interactions in the field	Legal advice to RCPD administrative staff and supervision	Proactive, ongoing legal guidance to the department	Ongoing review of RCPD policies and procedures
Riley County Attorney's Office	Citizens of Riley County	Prosecutes criminal violations within Riley County once police reports are investigated and forwarded for review	On Duty Attorney available for emergencies when not in court: In-Person Availability is primarily based on court schedules and as duty permits (Normal Work Hours are M-F 8-5). Attorneys are very responsive to RCPD in cases and investigations.	Available for questions related to investigations. Response to investigators, sworn, and corrections may not be immediate based on caseload, scheduling, and exigency. Does not provide legal guidance and recommendations for administrative issues, policies, and non-law enforcement related-related legal training.	No	No	No
Riley County Counselor	Riley County Commission	Advise the Commission and Riley County Department heads	None. RCPD is not the client.	No	No	No	No
City (Manhattan) Attorney	City of Manhattan	Legal advice to City Commission and City Departments: Researches, drafts, and explains ordinances and policies	None. RCPD is not the client.	No	No	No	No
City (Manhattan) Prosecutor	City of Manhattan	Prosecutes ordinance violations that occur within Manhattan	Available as court schedule and duties permit (M-F 8-5). Will not provide legal advice or guidance, only available on specific complaints/cases related to the City of Manhattan once investigation is complete and cases is forwarded for prosecution.	No	No	No	No
Law Board Attorney	Law Board	Advises Law Board	None	No	No	No	No
Outside Legal Counselor (Retained)	RCPD is one of several clients	Provides legal guidance on specific issues when requested: cannot fully utilize legal subject matter expertise due to fiscal restraints (allotted budget)	Limited by caseload/workload/client demands (RCPD or other clientele)	No	Sometimes in specific situations if/when available and if counsel is familiar with the issue at hand. Depending on the subject matter expertise of the contacted counsel, advice/guidance may be needed and not immediately provided.	No	No
RCPD in-house General Counsel	RCPD	Advises the Director and Assistant Director, division heads, and all staff on matters directly related to their respective job functions. Provides ongoing policy and certification review, up-to-date legal training for all staff	24/7	Yes	Yes	Yes	Yes

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

1. **Applicability:** The policies and procedures annotated in the following Chapters and Sections are applicable to all personnel of the Riley County Police Department and are hereby referred to collectively as the RCPD Policy Manual.
2. **Change:** The Policy Manual is a living document that requires modification as legal guidelines, legislation, common practice, and professional standards change. When alteration is necessary, the following procedures will be observed to affect those changes:
 - A. All content written in *blue/green* font with grey background shading requires the review and approval (by a majority consensus) of an established group of Department employees, hereinafter referred to as the Policy Review Committee (PRC). (*blue FOP Sworn Contract wording/green FOP Non-Sworn Contract wording*) Further, such content may not be altered – permanently or temporarily – without the approval of the Riley County Law Enforcement Agency (Law Board).
 - B. All other content may be altered in accordance with Policy 12.2.1, Written Directive System.
 - C. All changes become effective when approved in writing by the Director or the authorized signatory of the Law Board.
3. **CALEA On-Site Assessment:** If needed, the Director may authorize minor policy changes during an on-site assessment to allow the Department to successfully complete the accreditation process. Any changes authorized will be routed through the above listed procedures as soon as applicable.

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

NUMBER: N/A

☐ **SPECIAL ORDER**
☒ New Policy

☐ Update Existing Policy

POLICY: 2.2.6 - Critical Incident Stress

PURPOSE: New policy per CALEA Dispatch Standards

Date Proposed Policy Disseminated: 2/20/2023

Date Approved Policy Disseminated: 5/8/2023

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

☒
☐

2/6/2023

APPROVALS:

Brad Ingalls

Policy Review Committee Chair Approval

Assistant Director's Approval

Director Peete

Director's Approval

Law Board Chair Approval (General Orders Only)

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

4/18/2023

Date

Date

5/6/2023

Date

Date

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

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

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

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

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

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

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

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

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

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

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

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

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

☐ **K1 Jail** [Lieutenants]

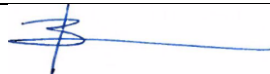
☐ **K2 Jail** [Correction Officers, Sergeants]

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

☐ **M Jail** [Lieutenants]

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

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

Policy Title: 2.2.6 – Critical Incident Stress		
Policy & Procedures	Approved On:	Order:
 RILEY COUNTY POLICE DEPARTMENT To reduce crime and improve the quality of life for the citizens we serve	Approved: 	
	Brian R. Peete, Director	
Riley County Police Department	CALEA Standard:	
Manhattan, KS	COMM 2.2.6	
Chapter: 2- Direction and Supervision		

1. **Purpose:** Dispatch personnel are often first-hand witnesses to trauma by repeated exposure to critical situations. The purpose of this policy is to mitigate the stressors that occur on a daily basis to communications personnel. The Riley County Police Department will assure a consistent means for assisting personnel to mitigate the stress that follows and minimize the cumulative effects of Critical Incident Stress.

2. **Relief From Duty:** A supervisor may relieve an employee from duty, with pay, when it is believed that their physical or psychological well-being is such that it is adversely affecting the employee's job performance, specifically, following a traumatic critical incident. (See Policy [26.3.7 – Relieved from Duty](#)). The employee, their Division Commander, and the Human Resources Manager will meet with the Director (or his designee) to review the circumstances and determine a course of action the next business day or as early as possible. (CALEA COMM 2.2.6a)
 - A. The involved Supervisor should first attempt to contact the Director, or in the Director's absence, the Assistant Director as well as the appropriate Division Commander.
 - B. The supervisor should fully brief the Director on the circumstances that led to this action and document those circumstances in a written report as soon as possible.
 - C. When the employee is relieved from duty, arrangements must be made for a scheduled meeting with the Director or designee at their earliest convenience to review the incident.
 - D. When an employee is relieved from duty due to a pending internal affair's investigation they will receive written notice that they have been placed on administrative leave. The Human Resources Specialist will be notified when an employee is placed on Administrative Leave with pay. It will be at the discretion of the Director when the employee is either relieved of duty or placed back to active status.

3. **Critical Incident Stress Debrief -** For dispatch personnel who experience calls in which serious injury or death of a department member has occurred, a department member is involved in the use of deadly force, calls for service that shock the conscience, or for any reason that is deemed necessary by a dispatch supervisor, there will be an opportunity for dispatch employees to attend a Critical Incident Stress Debrief (CISD). It will incumbent upon the Communications Center Manager or Shift Supervisor

Policy Title: 2.2.6 – Critical Incident Stress

to notify the Peer Support Team Manager to request a CISD. (See Policy [22.1.5.01 - Peer Support Program](#)).

4. **Referral Services:** The Riley County Police Department employs two referral services. Referral to these services may be self-referral, supervisor-referral, or Director mandated;
 - A. **Employee Assistance Program:** An Employee Assistance Program (EAP) is available to all employees and their family members. The purpose of the EAP is two-fold: (1) to assist an employee who is experiencing difficulties in either their own or their family's personal or professional life; and (2) to whenever possible retain employees who are experiencing personal or professional circumstances that are adversely impacting job performance. (See Policy [22.1.7 - Employee Assistance Program](#)).
 - B. **Peer Support Program:** The Riley County Police Department's Peer Support Program is designed to provide confidential emotional support during and after times of personal or professional crisis to members who express a need for assistance. The program shall promote trust, allow anonymity and preserve confidentiality for all members utilizing the peer support program. The Peer Support Program will participate in the Riley County Police Department's comprehensive response to an officer involved shooting, critical incidents, or any other potentially traumatic event. (See Policy [22.1.5.01 - Peer Support Program](#)). (CALEA COMM 2.2.6b)
5. **Stress Recognition Training:** Due to frequent and ongoing exposure to traumatic events, first responders and dispatchers are heavily impacted by occupational stress. The Department is committed to providing all employees emotional and tangible support through times of professional or personal crisis. In order to enhance our recognition of vicarious trauma, compassion fatigue and other stressors amongst our peers, all employees will attend a course that addresses responding to citizens with mental health issues, a stress recognition training provided by a local mental health service provider, during annual in-service training. (CALEA COMM 2.2.6c)
6. **Follow up Action:** Shift Supervisors are responsible for paying close attention to the employee to determine whether or not follow up is required based on observable work behaviors or conversations with the affected individual. (CALEA COMM 2.2.6d)

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

NUMBER: N/A

☐ **SPECIAL ORDER**
☒ New Policy

☐ Update Existing Policy

POLICY: 42.1.6 - Exculpatory Evidence
PURPOSE: New policy per CALEA

Date Proposed Policy Disseminated: 2/22/2023

Date Approved Policy Disseminated: 5/8/2023

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

2/22/2023

APPROVALS:

Brad Ingalls

Policy Review Committee Chair Approval

Assistant Director's Approval

Director Peete

Director's Approval

Law Board Chair Approval (General Orders Only)

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

4/25/2023

Date

Date

5/6/2023

Date

Date

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

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

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

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

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

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

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

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

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

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

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

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

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

☐ **K1 Jail** [Lieutenants]

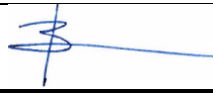
☐ **K2 Jail** [Correction Officers, Sergeants]

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

☐ **M Jail** [Lieutenants]

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

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

Policy Title: 42.1.6 Exculpatory Evidence		
Policy & Procedures	Approved On:	Order:
 RILEY COUNTY POLICE DEPARTMENT To reduce crime and improve the quality of life for the citizens we serve	Approved: 	
	Brian Peete, Director	
Riley County Police Department	CALEA Standard:	
Manhattan, KS	42.1.6	
Chapter: 42 - Criminal Investigations		

1. **Policy:** The discovery and reporting of exculpatory evidence are part of being professional, transparent and thorough in every facet of an investigation. It is crucial to ensure no one is prosecuted without all of the facts presented to the prosecuting and defense attorneys. This directive describes procedures to ensure exculpatory evidence is provided to prosecuting authorities in current and post-conviction investigations.

2. **Definitions:**

A. **Exculpatory evidence:** Information that is favorable to the defendant or fact that may disprove the allegation or charge.

B. **Duty to Disclose:** Pertinent Supreme Court decisions – [Brady v. Maryland, 373 U.S. 83 \(1963\)](#) and [Giglio v. United States, 405 U.S. 154 \(1972\)](#) and subsequent cases require the prosecution in any criminal case to present the defense all exculpatory evidence and material that may impeach the testimony of any witness. This duty has been extended to police agencies through case law, requiring law enforcement agencies to notify the prosecutor of any potential exculpatory information. This includes information that may show a lack of credibility on the part of any witness involved in the investigation, including police officers and other Department employees.

3. **Procedure:** When a Department employee discovers evidence that is potentially exculpatory in nature, the employee will follow the below procedure:

A. Record, with accuracy and completeness, all pertinent information on the report forms. The documentation of any exculpatory information – that which may be favorable to the future defendant or tends to disprove the charge(s) – shall be as fully and accurately detailed in the report as that information which is unfavorable to the future defendant and supports the charge(s).

B. Any department employee who discovers evidence that is potentially exculpatory in nature will immediately document the discovery in a supplement report and forward that documentation to the prosecuting authority and to Records for inclusion with the case file.

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

NUMBER: N/A

☐ **SPECIAL ORDER**
☒ New Policy

☐ Update Existing Policy

POLICY: 45.2.3 - Accreditation Public Comment

PURPOSE: New policy per CALEA Standards

Date Proposed Policy Disseminated: 12/15/2022

Date Approved Policy Disseminated: 5/8/2023

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: 12/5/2022
 Assistant Director - Initial Review

APPROVALS:

Brad Ingalls
 Policy Review Committee Chair Approval

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

4/18/2023
 Date

Assistant Director's Approval

Date

Director Peete
 Director's Approval

5/6/2023
 Date

Law Board Chair Approval (General Orders Only)

Date

☒ **A RCPD-All**
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☐ **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]

Policy Title: 45.2.3 Accreditation Public Comment		
Policy & Procedures	Approved On:	Order:
 RILEY COUNTY POLICE DEPARTMENT To reduce crime and improve the quality of life for the citizens we serve	Approved: <i>Kurt M. Moldrup</i>	
	Kurt Moldrup, Interim Director	
Riley County Police Department	CALEA Standard:	
Manhattan, KS	45.2.3, COMM 2.6.8	
Chapter: Chapter 45- Crime Prevention and Community Involvement		

1. At least annually, the Riley County Police Department will post, for a period of at least 60 days, a notice to the community announcing the availability of the CALEA public access portal to allow for comment on the performance of the agency.

RILEY COUNTY POLICE DEPARTMENT
Memorandum

Original to: _____
Action: _____
Copy to: _____

Comments:

To: Riley County Law Enforcement Agency
From: Director Peete
Ref: Quarterly Report Synopsis
Date: May 9, 2023

At the Law Board's request, below is a synopsis of the department's quarterly reports, while the actual reports are on the pages immediately following this memo. Due to the volume and self-evident nature of some data, one of the reports (Monthly Crime Report) contains an array of data for which no synopsis is reported.

Monthly Crime Report

See report.

1st Quarter Uniform Crime Report (UCR)

For the 1st quarter of 2023 (January through March), Part 1 crimes increased 14.3%, an overall increase of 44 incidents. Part 1 violent crime rose 26.1%, an increase of 12 incidents. Part 1 property crimes rose 12.3%, an increase of 32 incidents. When looking at the numbers as they relate to the entire county, the majority of reported incidents occurred within the city limits of Manhattan.

1st Quarter Traffic Accident & Enforcement Analysis

There were 194 preventable accidents reported in the 1st quarter of 2023. This is the second lowest 1st quarter count and a 0.5% decrease from previous 1st quarter averages.

1st Quarter Seizure & Forfeiture Report

There was one (1) seizure made during the 1st quarter of 2023. During the same period, zero (0) seizures were completed and zero (0) are pending court disposition.

Attachment: 05-15-2023 Law Board Meeting Packet (12943 : Law Board Meeting Agenda)



Monthly Report

April 2023

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

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

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

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

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

Part I Crime

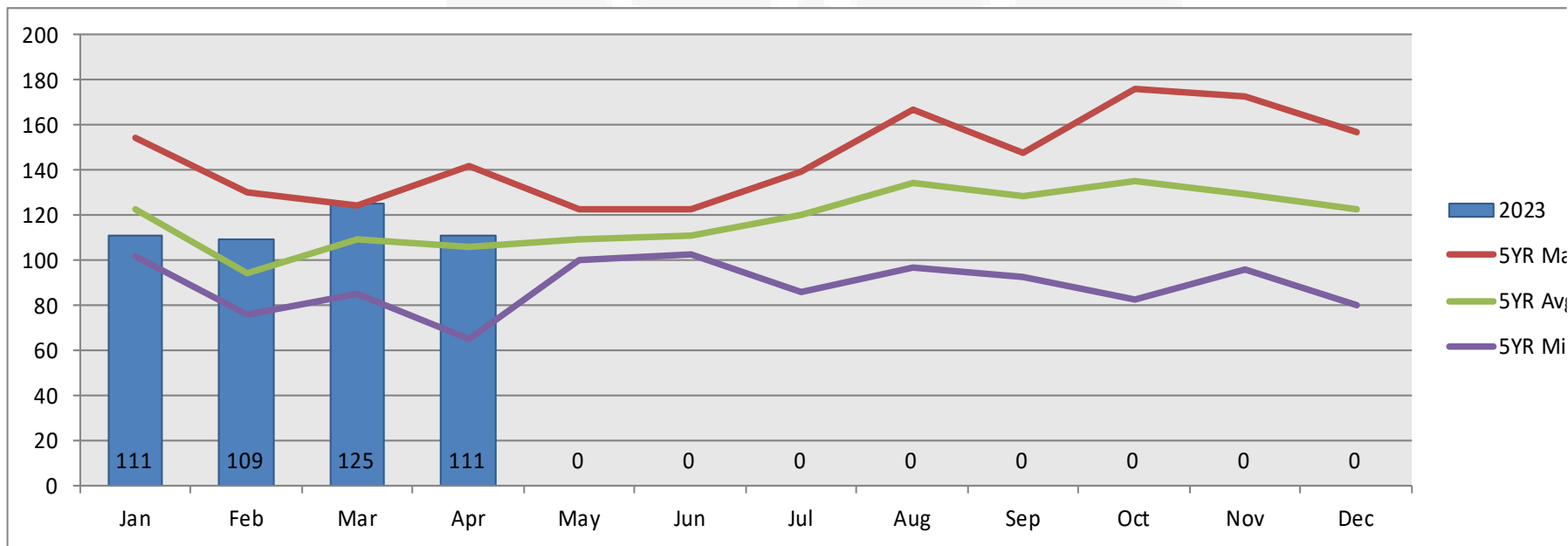
Offense Codes: 0100-0810

All Data As Of: 4/30/23 12:00 AM

18.a

- Part I crime in April 2023 was 4.5% above the 5 year average. Compared to April 2022 there was a 11.0% increase.
- In April, Part I violent crime was below the 5 year average, and Part I property crime was above the 5 year average.

	Apr	Year to Date	Yearly Total
2018	113	429	1475
2019	142	497	1583
2020	65	410	1494
2021	111	428	1421
2022	100	403	1149
2023	111	456	
% Change	+11.0%	+13.2%	+29.6%
Yearly Total Projection:			1489



	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
2018	108	84	124	113	100	123	123	134	128	176	105	151
2019	154	77	124	142	123	114	138	167	148	143	116	131
2020	130	130	85	65	113	108	139	125	148	151	173	121
2021	121	76	120	111	104	106	114	149	127	123	157	111
2022	102	106	95	100	108	103	86	97	93	83	96	80
2023	111	109	125	111	0	0	0	0	0	0	0	0

Attachment: 05-15-2023 Law Board Meeting Packet (12943 : Law Board Meeting Agenda)

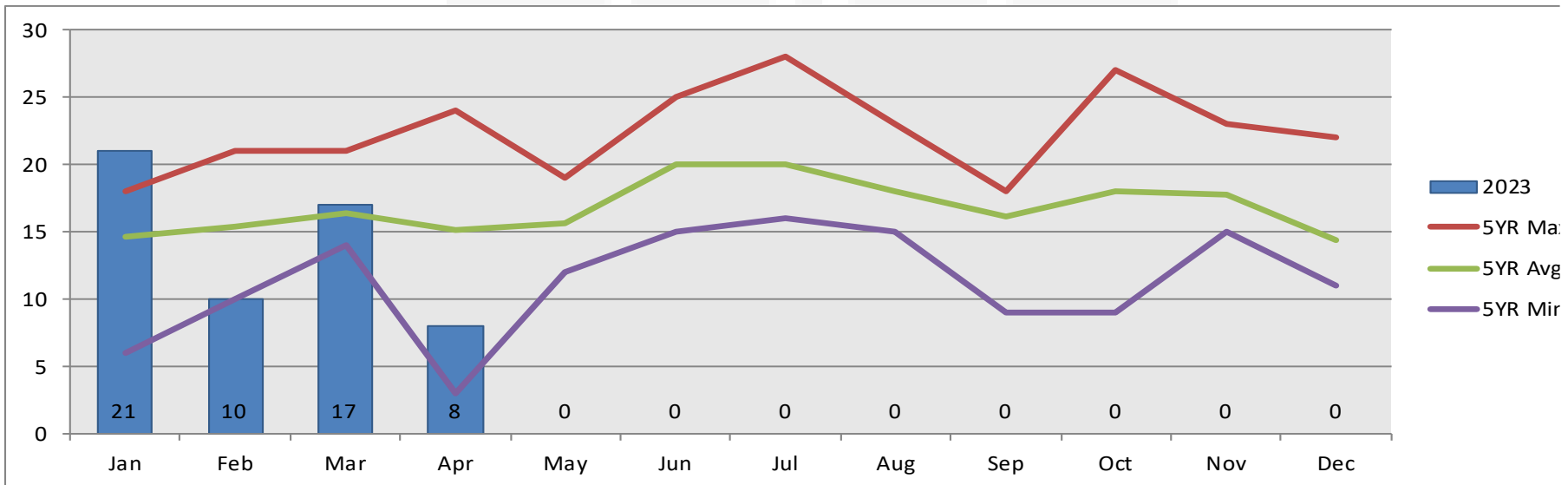
Part 1 Violent Crimes

Offense Codes: 0100-0440

All Data As Of: 4/30/23 12:00 AM

- April 2023 was 47.4% below the 5 year average in Part I violent crime.
- There were 4 aggravated assaults / batteries, 4 rapes, 0 robberies, and 0 homicides reported during April 2023.

	Apr	Year to Date	Year to Date % Change
2018	12	63	218
2019	24	64	217
2020	3	56	196
2021	18	68	199
2022	19	57	178
2023	8	56	183
% Change	-57.9%	-1.8%	+2.7%
Yearly Total Projection:			183



	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
2018	15	19	17	12	14	20	28	17	18	27	18	13
2019	16	10	14	24	12	25	18	23	18	18	17	22
2020	18	21	14	3	15	20	19	20	18	21	16	11
2021	18	16	16	18	19	20	16	15	9	15	23	14
2022	6	11	21	19	18	15	19	15	18	9	15	12
2023	21	10	17	8	0	0	0	0	0	0	0	0

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

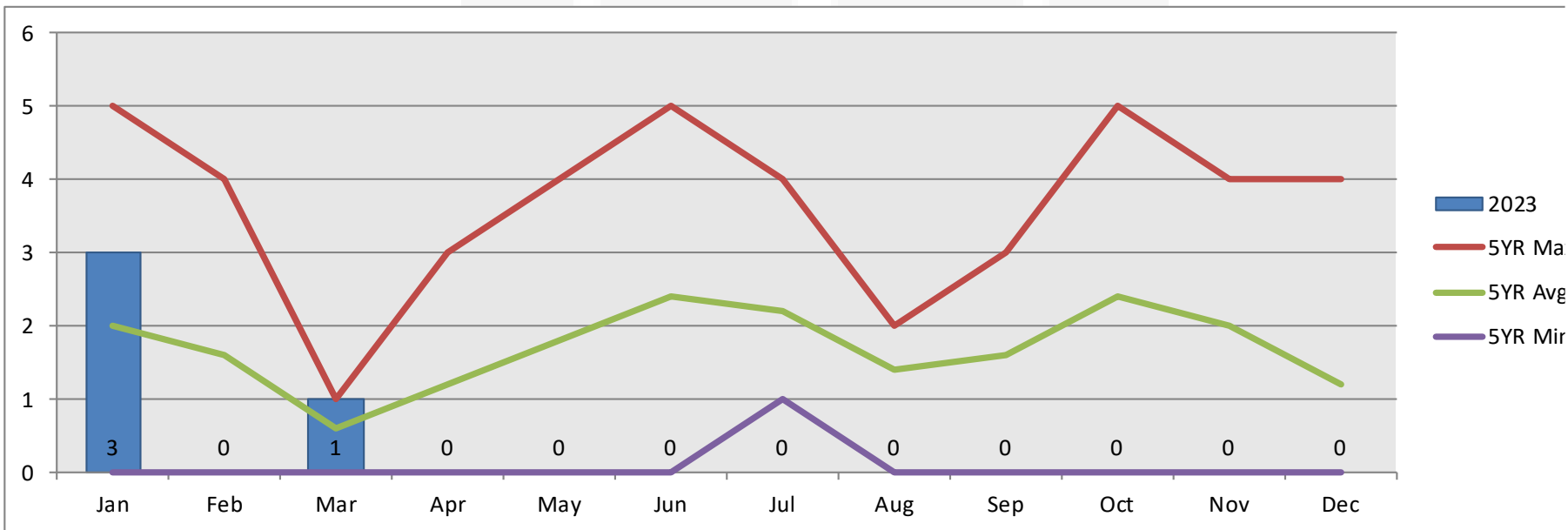
Robbery

Offense Codes: 0310

All Data As Of: 4/30/23 12:00 AM

	Apr	Year to Date	Year
2018	1	7	30
2019	0	7	26
2020	1	5	17
2021	3	6	18
2022	1	2	11
2023	0	4	
% Change	-100.0%	+100.0%	+38.6%
Yearly Total Projection:			15

➤ There were 0 robberies reported in April 2023.



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

Attachment: 05-15-2023 Law Board Meeting Packet (12943 : Law Board Meeting Agenda)

Aggravated Assault and Battery

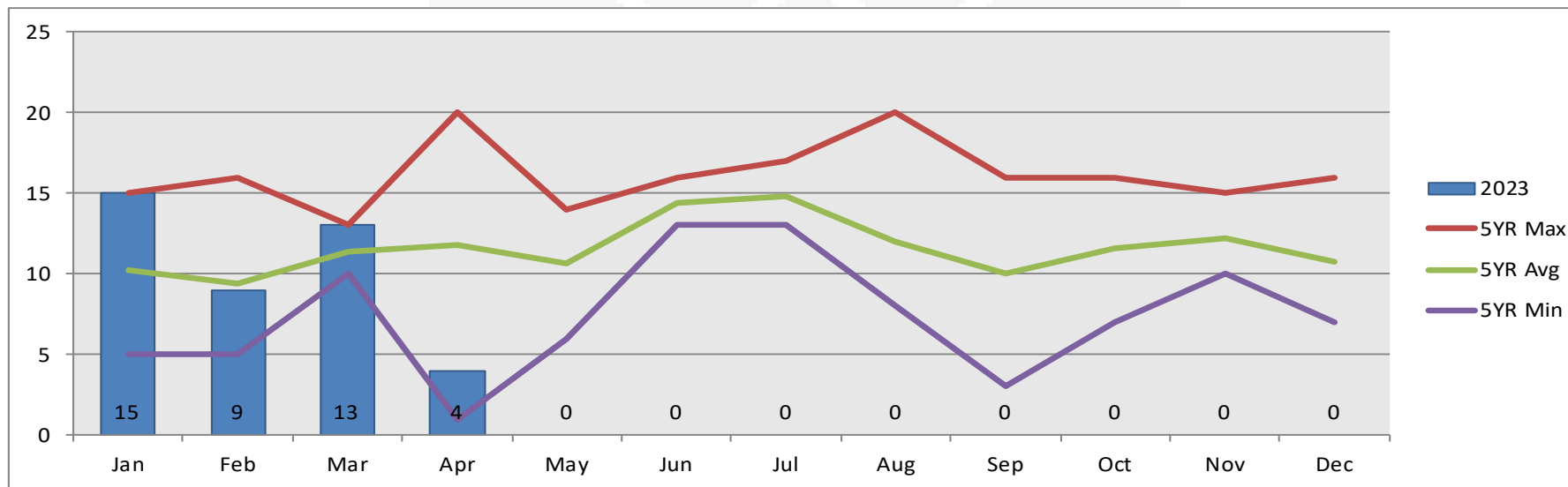
Offense Codes: 0410-0440

All Data As Of: 4/30/23 12:00 AM

18.a

- There were 3 aggravated assaults and 1 aggravated battery reported during the month of April.
- This is 66.1% below the 5 year average.
- One of the incidents was domestic.
- As of 05/8/2023, there was an arrest in 1 of the incidents.

	Apr	Year to Date	Yearly Total
2018	8	35	126
2019	20	44	155
2020	1	44	145
2021	13	52	145
2022	17	39	125
2023	4	41	
% Change	-76.5%	+5.1%	+6.8%
Yearly Total Projection:			133



	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
2018	9	8	10	8	6	15	17	9	11	11	12	10
2019	8	5	11	20	11	14	15	20	11	11	13	16
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	8	9	7	11	11
2023	15	9	13	4	0	0	0	0	0	0	0	0

Includes aggravated assaults and battery crimes that were the primary offense only. 72.

Packet Pg. 148

Part I Property Crime

Offense Codes: 0500-0810

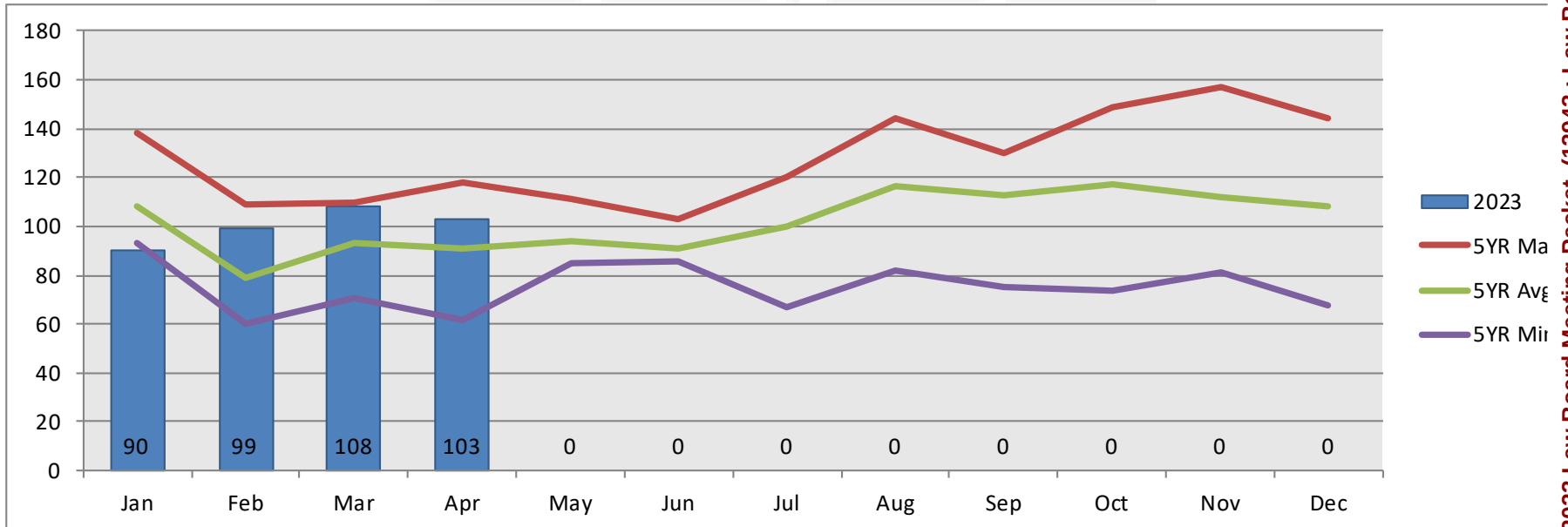
All Data As Of: 4/30/23 12:00 AM

18.a

➤ For April, Part I property crime was up 13.2% from the 5 year average. Compared to April 2022, there was a 27.2% increase.

➤ The property crime for April 2023 included 12 structural burglaries, 25 larcenies from motor vehicle, 6 auto thefts, and 0 arson. The rest of the incidents were larcenies (60 incidents).

	Apr	Year to Date	Yearly Total
2018	101	366	1257
2019	118	433	1366
2020	62	354	1298
2021	93	360	1222
2022	81	346	971
2023	103	400	
% Change	+27.2%	+15.6%	+34.5%
Yearly Total Projection:			1306



	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
2018	93	65	107	101	86	103	95	117	110	149	87	144
2019	138	67	110	118	111	89	120	144	130	125	99	115
2020	112	109	71	62	98	88	120	105	130	130	157	116
2021	103	60	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	103	0	0	0	0	0	0	0	0

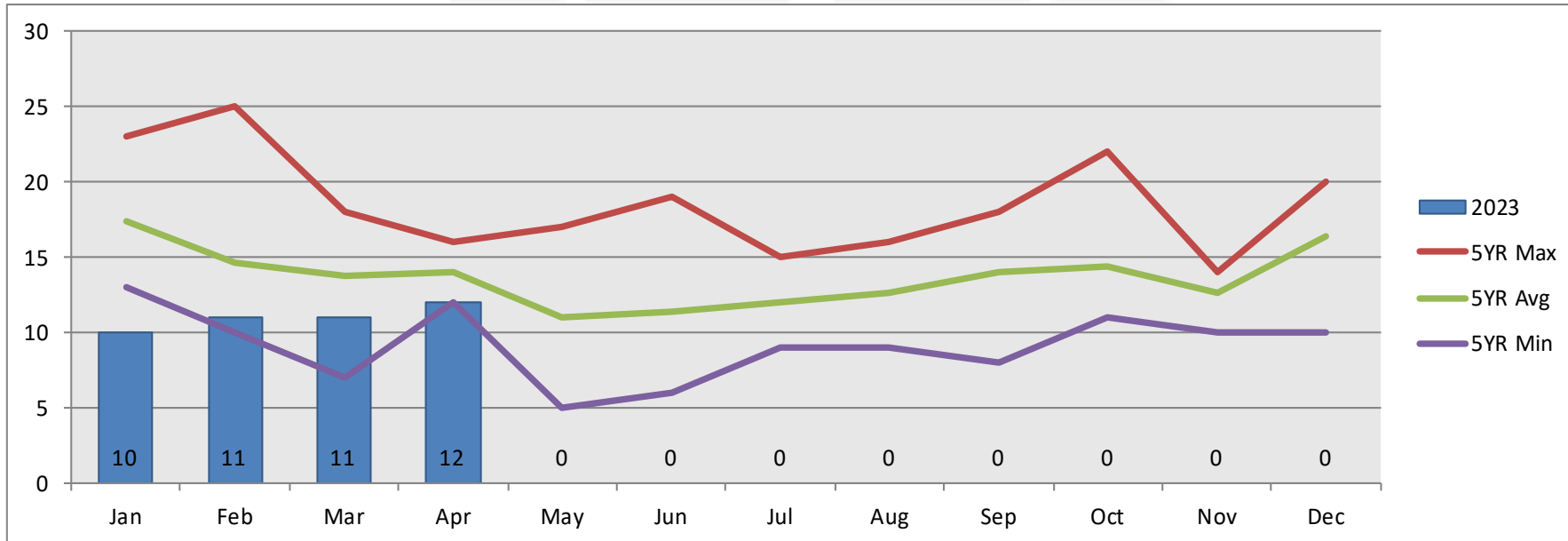
Structural Burglary

Offense Code: 0510

All Data As Of: 4/30/23 12:00 AM

- Structural burglaries were 14.3% below the 5 year average for April.
- There were 10 residential and 2 non-residential burglaries.
- There were 1 burglaries in Ogden, 0 in North County, and 11 in Manhattan.

	Apr	Year to Date	Year	18.a
2018	12	47	168	
2019	15	58	171	
2020	12	69	175	
2021	16	62	157	
2022	15	63	150	
2023	12	44		
% Change	-20.0%	-30.2%	-19.8%	
Yearly Total Projection:			120	



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

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Vehicle Burglary

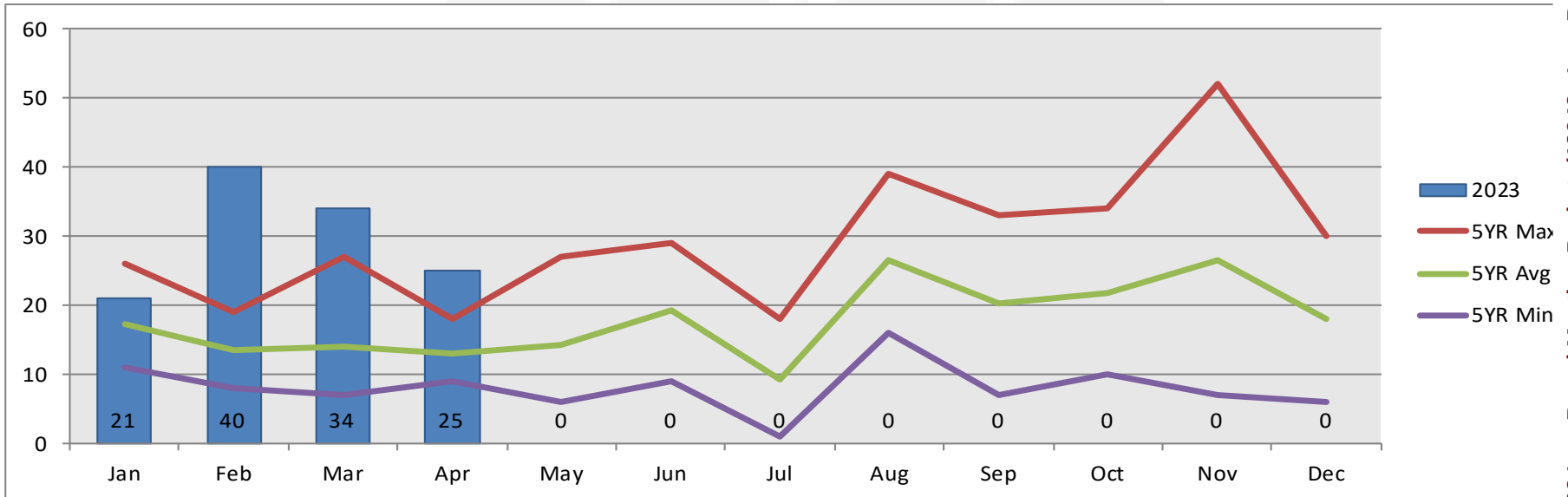
Offense Code: 0640

All Data As Of: 4/30/23 12:00 AM

18.a

- April 2023 was 92.3% above the 5 year average.
- In 24 of the incidents there were no signs of forced entry noted in the report.

	Apr	Year to Date	Yearly Total
2018	13	66	212
2019	16	50	228
2020	9	47	255
2021	18	78	255
2022	9	49	121
2023	25	120	
% Change	+177.8%	+144.9%	+247.8%
Yearly Total Projection:			421



	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
2018	26	14	13	13	7	22	5	28	33	34	8	9
2019	13	8	13	16	27	14	17	34	23	20	15	28
2020	18	13	7	9	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	0	0	0	0	0	0	0	0

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Motor Vehicle Thefts

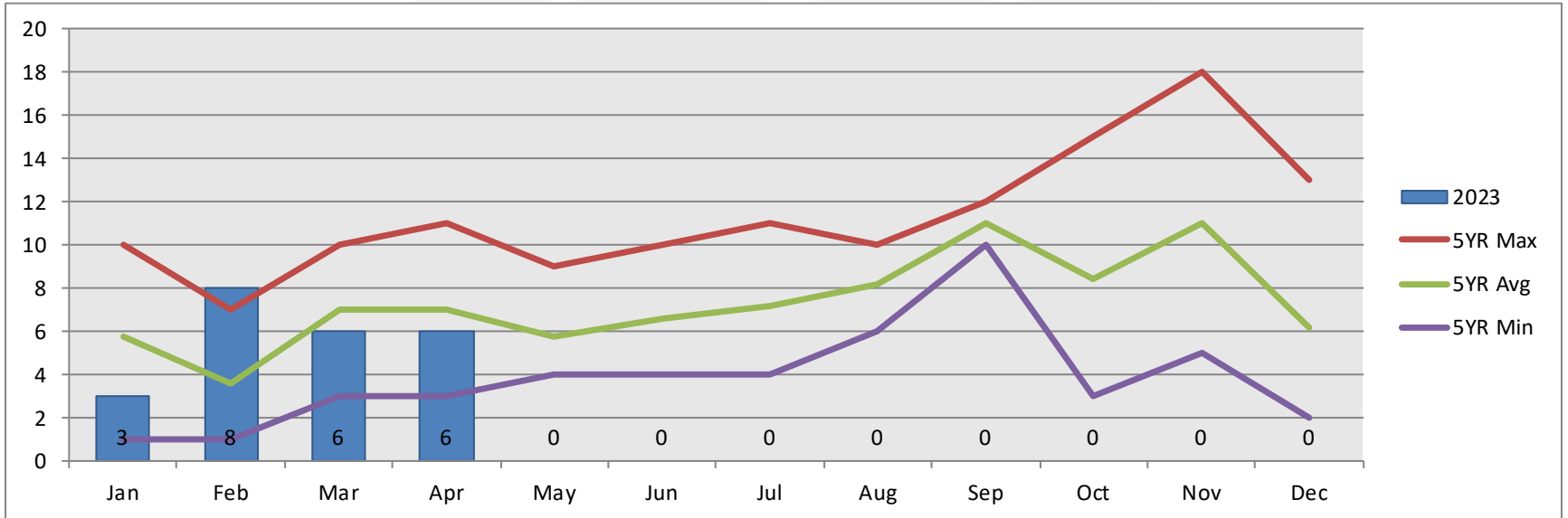
Offense Code: 0710

All Data As Of: 4/30/23 12:00 AM

- For April, motor vehicle thefts were down 14.3% from the 5 year average.
- All of the vehicles have been recovered as of 5/8/2023.
- Two of the incidents were of a rental vehicle that hadn't been returned.

	Apr	Year to Date	Yearly
2018	11	22	86
2019	9	31	104
2020	5	18	96
2021	3	20	86
2022	7	26	67
2023	6	23	
% Change	-14.3%	-11.5%	+26.0%
Yearly Total Projection:			84

18.a



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

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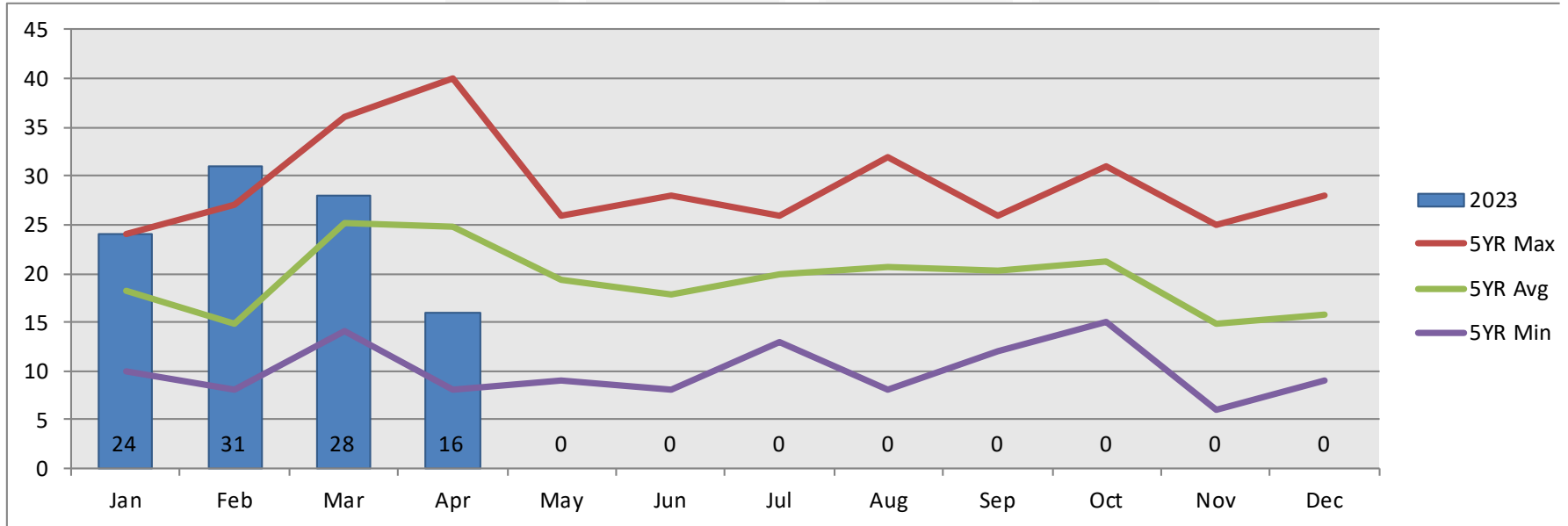
DUIs

Offense Code: 2110

All Data As Of: 4/30/23 12:00 AM

	Apr	Year to Date	Year
2018	40	119	312
2019	38	102	285
2020	8	56	168
2021	25	78	191
2022	13	60	208
2023	16	99	
% Change	+23.1%	+65.0%	+34.5%
Yearly Total Projection:			280

➤ The number of DUIs for April 2023 was 35.5% below the 5 year average.



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

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Traffic Accidents

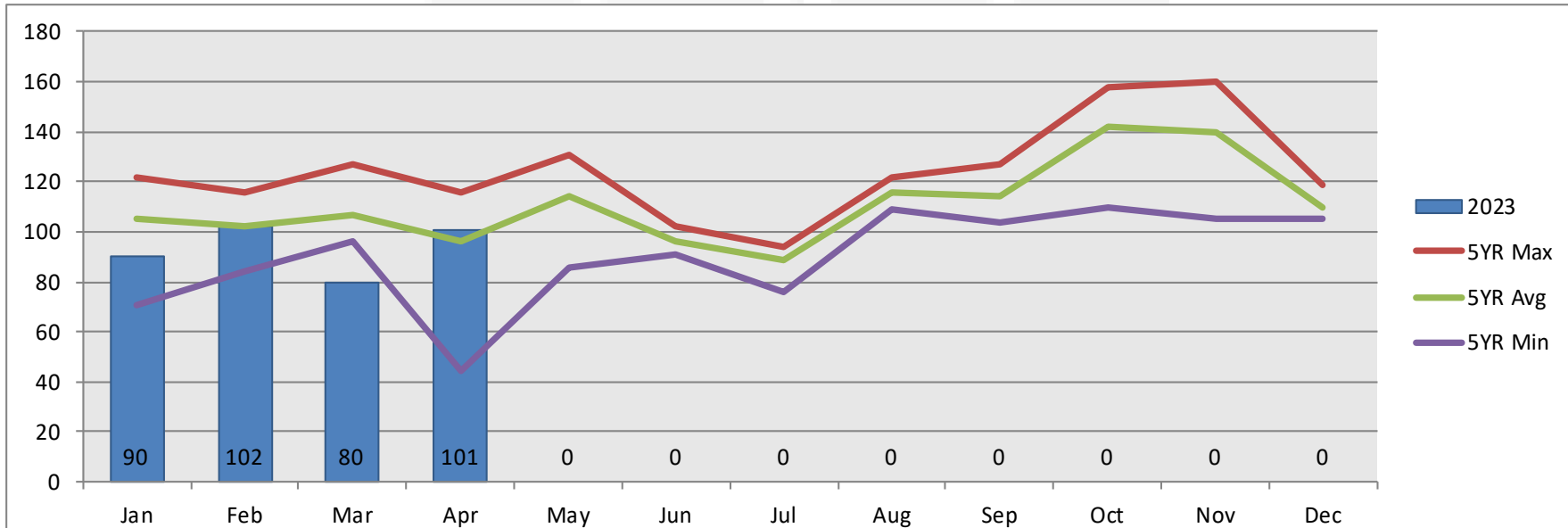
Offense Codes: 5000-5139

All Data As Of: 4/30/23 12:00 AM

18.a

➤ The number of traffic accidents in April 2023 was 5.2% above the 5 year average.

	Apr	Year to Date	Yearly Total
2018	115	459	1397
2019	116	454	1436
2020	44	371	1220
2021	100	358	1314
2022	105	408	1282
2023	101	373	
% Change	-3.8%	-8.6%	-5.5%
Yearly Total Projection:			1211



	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
2018	119	98	127	115	121	97	92	109	108	140	160	111
2019	119	116	103	116	131	99	94	121	117	158	143	119
2020	122	109	96	44	86	91	90	111	114	147	105	105
2021	71	84	103	100	107	91	91	122	127	156	156	106
2022	96	104	103	105	127	102	76	115	104	110	134	106
2023	90	102	80	101	0	0	0	0	0	0	0	0

Attachment: 05-15-2023 Law Board Meeting Packet (12943 : Law Board Meeting Agenda)

Preventable Traffic Accidents

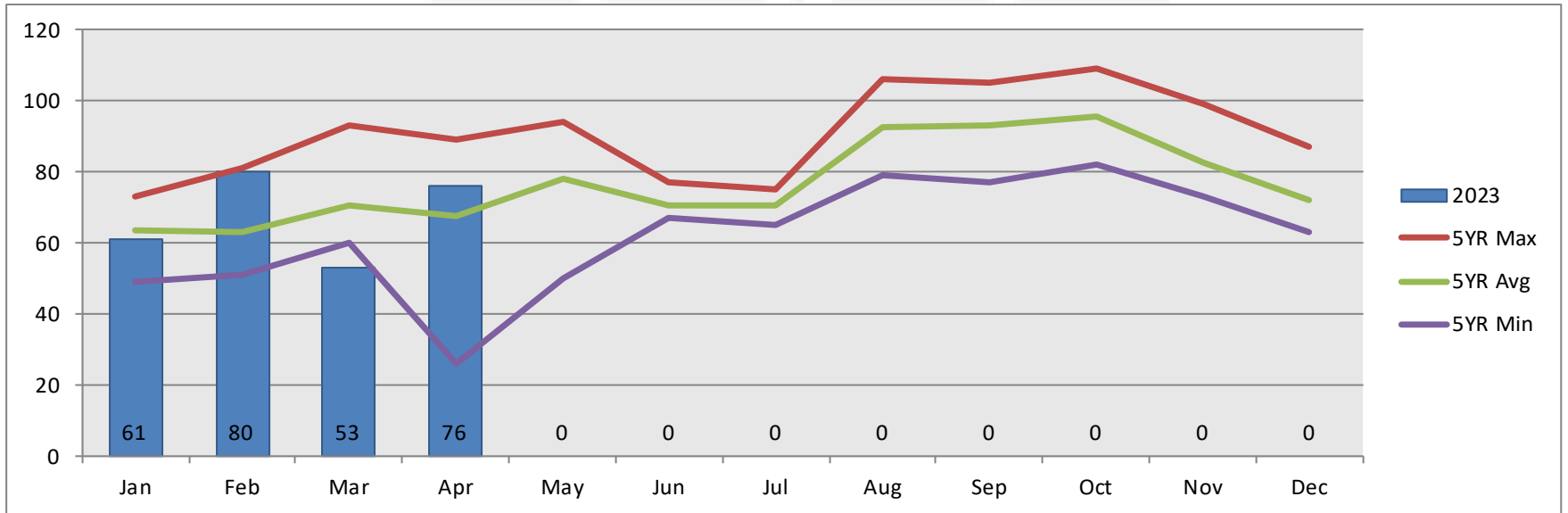
Offense Codes: 5000-5139

All Data As Of: 4/30/23 12:00 AM

18.a

- The number of preventable traffic accidents in April 2023 was 12.4% above the 5 year average.
- Number may change as data entry corrections continue.

	Apr	Year to Date	Yearly Total
2018	75	302	944
2019	89	266	945
2020	26	240	855
2021	71	241	965
2022	77	277	897
2023	76	270	
% Change	-1.3%	-2.5%	+4.5%
Yearly Total Projection:			937



	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
2018	71	63	93	75	94	71	71	79	93	82	82	70
2019	60	51	66	89	84	77	74	93	102	98	76	75
2020	73	81	60	26	50	71	69	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	76	0	0	0	0	0	0	0	0

Riley County Police Department

1001 South Seth Child Road
Manhattan, Kansas 66502

(785) 537-2112

www.RileyCountyPolice.org



RILEY COUNTY
POLICE DEPARTMENT

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

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

Part I Violent Crime Definition

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

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

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

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

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

Part 1 Property Crime Definition

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

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

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

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

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

Traffic Related Definitions

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

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

Traffic Accidents: All accidents.

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

RILEY COUNTY POLICE DEPARTMENT

Report Submission

To:	Director Peete		
Thru:	Assistant Director Moldrup	KMM 5.10.23	
From:	Captain Hajek		
Position:	Commander	Division:	Support
Report Title:	April 2023 UCR Report		
Rpt Freq./Year:	Quarterly/ April 2023		
Policy #:	82.1.4 & 82.3.2		
Date:	May 8, 2023		

April 2023 / 1st Quarter

In April 2023, Riley County experienced an overall increase in Part 1 UCR crimes of 10.9%, an increase of 11 incidents, as opposed to April 2022. During the same time frame, Part 1 violent crimes decreased 61.9%, with a 13 fewer incidents occurring. Part 1 property crimes rose 30%, with an increase of 24 incidents reported.

For the first quarter of 2023 (January through March), Part 1 crimes increased 14.3%, an overall increase of 44 incidents. Part 1 violent crime rose 26.1%, an increase of 12 incidents. Part 1 property crimes rose 12.3%, an increase of 32 incidents. When looking at the numbers as they relate to the entire county, the majority of reported incidents occurred within the city limits of Manhattan.

See the below tables for all information.

Submitted,

Scott Hajek
Support Division Captain
Riley County Police Department

Attachment: 05-15-2023 Law Board Meeting Packet (12943 : Law Board Meeting Agenda)

RILEY COUNTY POLICE DEPARTMENT
Report Submission

Attachment: 05-15-2023 Law Board Meeting Packet (12943 : Law Board Meeting Agenda)

RILEY COUNTY POLICE DEPARTMENT
Report Submission

							April 2023																		
				RILEY COUNTY ALL JURISDICTION																					
	RILEY COUNTY POLICE DEPARTMENT																								
							MONTHLY UNIFORM CRIME REPORT																		
							82.1.4																		
	ACTUAL OFFENSES										OFFENSES CLEARED														
	MONTH			YEAR TO DATE			QUARTER			MONTH			YEAR TO DATE			QUARTER			CLEARANCE P						
Year	2022	2023	-%+	2022	2023	-%+	2022	2023	-%+	2022	2023	-%+	2022	2023	-%+	2022	2023	-%+	2022	20					
Murder	0	0	0.0%	1	0	-100.0%	0	0	0.0%	0	0	0.0%	1	0	-100.0%	0	0	0.0%	100.0%	0.0%					
Rape	1	4	300.0%	15	12	-20.0%	1	4	300.0%	1	0	-100.0%	7	4	-42.9%	1	0	-100.0%	46.7%	33.3%					
Robbery	1	0	-100.0%	2	4	100.0%	1	0	-100.0%	0	1	100.0%	1	5	400.0%	0	1	100.0%	50.0%	125.0%					
Ag. Asslt	19	4	-78.9%	49	50	2.0%	19	4	-78.9%	14	5	-64.3%	48	40	-16.7%	14	5	-64.3%	98.0%	80.0%					
Total	21	8	-61.9%	67	66	-1.5%	21	8	-61.9%	15	6	-60.0%	57	49	-14.0%	15	6	-60.0%	85.1%	74.1%					
Burglary	15	12	-20.0%	60	42	-30.0%	15	12	-20.0%	1	2	100.0%	9	11	22.2%	1	2	100.0%	15.0%	26.7%					
Larceny	59	86	45.8%	256	333	30.1%	59	86	45.8%	15	16	6.7%	86	58	-32.6%	15	16	6.7%	33.6%	17.4%					
Auto Theft	6	6	0.0%	25	23	-8.0%	6	6	0.0%	1	2	100.0%	5	4	-20.0%	1	2	100.0%	20.0%	17.4%					
Total	80	104	30.0%	341	398	16.7%	80	104	30.0%	17	20	17.6%	100	73	-27.0%	17	20	17.6%	29.3%	18.4%					
Overall Total	101	112	10.9%	408	464	13.7%	101	112	10.9%	32	26	-18.8%	157	122	-22.3%	32	26	-18.8%	38.5%	26.0%					

Attachment: 05-15-2023 Law Board Meeting Packet (12943 : Law Board Meeting Agenda)

RILEY COUNTY POLICE DEPARTMENT
Report Submission

April 2023

RILEY COUNTY EXCLUDING MANHATTAN & OGDEN

RILEY COUNTY POLICE DEPARTMENT

MONTHLY UNIFORM CRIME REPORT
82.1.4

	ACTUAL OFFENSES									OFFENSES CLEARED										
	MONTH			YEAR TO DATE			QUARTER			MONTH			YEAR TO DATE			QUARTER			CLEARANCE %	
Year	2022	2023	-%+	2022	2023	-%+	2022	2023	-%+	2022	2023	-%+	2022	2023	-%+	2022	2023	-%+	2022	2023
Murder	0	0	0.0%	0	0	0.0%	0	0	0.0%	0	0	0.0%	0	0	0.0%	0	0	0.0%	0.0%	0.0%
Rape	0	0	0.0%	1	0	-100.0%	0	0	0.0%	0	0	0.0%	1	0	-100.0%	0	0	0.0%	100.0%	0.0%
Robbery	0	0	0.0%	0	0	0.0%	0	0	0.0%	0	0	0.0%	0	0	0.0%	0	0	0.0%	0.0%	0.0%
Ag. Asslt	1	0	-100.0%	2	1	-50.0%	1	0	-100.0%	1	0	-100.0%	2	1	-50.0%	1	0	-100.0%	100.0%	100.0%
Total	1	0	-100.0%	3	1	-66.7%	1	0	-100.0%	1	0	-100.0%	3	1	-66.7%	1	0	-100.0%	100.0%	100.0%
Burglary	4	0	-100.0%	14	5	-64.3%	4	0	-100.0%	1	0	-100.0%	6	3	-50.0%	1	0	-100.0%	42.9%	60.0%
Larceny	3	1	-66.7%	12	9	-25.0%	3	1	-66.7%	1	0	-100.0%	1	1	0.0%	1	0	-100.0%	8.3%	11.1%
Auto Theft	2	0	-100.0%	4	2	-50.0%	2	0	-100.0%	0	0	0.0%	1	1	0.0%	0	0	0.0%	25.0%	50.0%
Total	9	1	-88.9%	30	16	-46.7%	9	1	-88.9%	2	0	-100.0%	8	5	-37.5%	2	0	-100.0%	26.7%	31.1%
Overall Total	10	1	-90.0%	33	17	-48.5%	10	1	-90.0%	3	0	-100.0%	11	6	-45.5%	3	0	-100.0%	33.3%	35.0%

Attachment: 05-15-2023 Law Board Meeting Packet (12943 : Law Board Meeting Agenda)

RILEY COUNTY POLICE DEPARTMENT
Report Submission

April 2023

MANHATTAN

RILEY COUNTY POLICE DEPARTMENT

MONTHLY UNIFORM CRIME REPORT

82.1.4

	ACTUAL OFFENSES									OFFENSES CLEARED										
	MONTH			YEAR TO DATE			QUARTER			MONTH			YEAR TO DATE			QUARTER			CLEARANCE P	
Year	2022	2023	-%+	2022	2023	-%+	2022	2023	-%+	2022	2023	-%+	2022	2023	-%+	2022	2023	-%+	2022	2023
Murder	0	0	0.0%	1	0	-100.0%	0	0	0.0%	0	0	0.0%	1	0	-100.0%	0	0	0.0%	100.0%	0.0%
Rape	1	4	300.0%	12	12	0.0%	1	4	300.0%	1	0	-100.0%	6	4	-33.3%	1	0	-100.0%	50.0%	33.3%
Robbery	1	0	-100.0%	2	4	100.0%	1	0	-100.0%	0	1	100.0%	1	5	400.0%	0	1	100.0%	50.0%	125.0%
Ag. Asslt	16	4	-75.0%	45	46	2.2%	16	4	-75.0%	12	5	-58.3%	42	38	-9.5%	12	5	-58.3%	93.3%	82.2%
Total	18	8	-55.6%	60	62	3.3%	18	8	-55.6%	13	6	-53.8%	50	47	-6.0%	13	6	-53.8%	83.3%	75.0%
Burglary	10	11	10.0%	38	35	-7.9%	10	11	10.0%	0	2	200.0%	3	7	133.3%	0	2	200.0%	7.9%	20.5%
Larceny	56	84	50.0%	238	321	34.9%	56	84	50.0%	14	16	14.3%	83	55	-33.7%	14	16	14.3%	34.9%	17.2%
Auto Theft	4	6	50.0%	20	20	0.0%	4	6	50.0%	1	2	100.0%	3	2	-33.3%	1	2	100.0%	15.0%	10.0%
Total	70	101	44.3%	296	376	27.0%	70	101	44.3%	15	20	33.3%	89	64	-28.1%	15	20	33.3%	30.1%	17.2%
Overall Total	88	109	23.9%	356	438	23.0%	88	109	23.9%	28	26	-7.1%	139	111	-20.1%	28	26	-7.1%	39.0%	25.0%

Attachment: 05-15-2023 Law Board Meeting Packet (12943 : Law Board Meeting Agenda)

RILEY COUNTY POLICE DEPARTMENT
Report Submission

April 2023

OGDEN

RILEY COUNTY POLICE DEPARTMENT

MONTHLY UNIFORM CRIME REPORT

82.1.4

	ACTUAL OFFENSES									OFFENSES CLEARED										
	MONTH			YEAR TO DATE			QUARTER			MONTH			YEAR TO DATE			QUARTER			CLEARANCE	
Year	2022	2023	-%+	2022	2023	-%+	2022	2023	-%+	2022	2023	-%+	2022	2023	-%+	2022	2023	-%+	2022	2023
Murder	0	0	0.0%	0	0	0.0%	0	0	0.0%	0	0	0.0%	0	0	0.0%	0	0	0.0%	0.0%	0.0%
Rape	0	0	0.0%	2	0	-100.0%	0	0	0.0%	0	0	0.0%	0	0	0.0%	0	0	0.0%	0.0%	0.0%
Robbery	0	0	0.0%	0	0	0.0%	0	0	0.0%	0	0	0.0%	0	0	0.0%	0	0	0.0%	0.0%	0.0%
Ag. Asslt	2	0	-100.0%	2	3	50.0%	2	0	-100.0%	1	0	-100.0%	4	1	-75.0%	1	0	-100.0%	200.0%	33.3%
Total	2	0	-100.0%	4	3	-25.0%	2	0	-100.0%	1	0	-100.0%	4	1	-75.0%	1	0	-100.0%	100.0%	33.3%
Burglary	1	1	0.0%	8	2	-75.0%	1	1	0.0%	0	0	0.0%	0	1	100.0%	0	0	0.0%	0.0%	50.0%
Larceny	0	1	100.0%	6	3	-50.0%	0	1	100.0%	0	0	0.0%	2	2	0.0%	0	0	0.0%	33.3%	66.7%
Auto Theft	0	0	0.0%	1	1	0.0%	0	0	0.0%	0	0	0.0%	1	1	0.0%	0	0	0.0%	100.0%	100.0%
Total	1	2	100.0%	15	6	-60.0%	1	2	100.0%	0	0	0.0%	3	4	33.3%	0	0	0.0%	20.0%	66.7%
Overall Total	3	2	-33.3%	19	9	-52.6%	3	2	-33.3%	1	0	-100.0%	7	5	-28.6%	1	0	-100.0%	36.8%	55.6%

Note: "JUVENILE CLEARANCES" are included in the total of "OFFENSES CLEARED"

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RILEY COUNTY POLICE DEPARTMENT

Report Submission

To:	Director Peete	BRP 9 May 23
Thru:	Assistant Director Moldrup	KMM 4.29.23
From:	Captain Greg Steere	
Position:	Division Commander	Division: Patrol
Report Title:	Traffic Analysis	
Rpt Freq./Year:	1st Quarter, 2023	
Policy #:	61.1.1	
Date:	April 21 st , 2023	

1. Selective Enforcement Activities - Enforcement:

The Department will vigorously enforce all traffic laws and ordinances to prevent crashes, and assist citizen's movement about the roadways in an orderly and safe manner and encourage voluntary compliance to traffic regulations. The Patrol Division Commander is responsible for the administration of traffic enforcement. The Patrol Division Commander will designate sufficient staff within the patrol section to plan, review, inspect and coordinate the agency's traffic activities.

2. Selective Enforcement Activities - Crash Causation Comparison/Review:

A. The Patrol Division will compile and review traffic collision data available data to attempt to determine traffic crashes causes. This data will be used to develop strategies and plans for reducing instances of automobile collisions. This data includes: (CALEA 61.1.1a)

- 1) Locations;
- 2) Time of day;
- 3) Day of the week;
- 4) Traffic violations; and
- 5) Enforcement actions.

B. The Patrol Division will deploy officers for traffic enforcement in:

- 1) Areas of high crash occurrence;
- 2) Areas of high traffic flow;
- 3) Areas of increased pedestrian activity.

C. The crash comparison and review will attempt to determine whether high crash locations result from environmental factors requiring traffic engineering notification or poor driving habits requiring increased

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RILEY COUNTY POLICE DEPARTMENT

Report Submission

enforcement. The Patrol Division will coordinate with the appropriate traffic engineers to correct engineering problems.

3. Selective Enforcement Activities - Patrol Division Procedures: Watch supervisors will establish targeted enforcement locations in order to address and rectify perceived and actual traffic problems. As time and workload allows, officers should monitor targeted enforcement locations in their patrol areas and take enforcement action as warranted. (CALEA 61.1.1d)

A. Selective enforcement locations will be determined by patrol supervisors according to the following criteria. (CALEA 61.1.1e)

- 1) Comparison of crash locations;
- 2) Past enforcement locations;
- 3) Response to citizen complaints;
- 4) DUI arrests.

B. The Patrol Division Commander, or designee, will analyze and evaluate the effectiveness of targeted enforcement in reducing crashes at selected locations. Officers will facilitate this analysis by documenting their targeted enforcement activities in a quarterly report to the Director. (CALEA 61.1.1b, 61.1.1c, 61.1.1f)

1st Quarter Synopsis:

This report is an overview of preventable crashes reported in the 1st quarter of 2023. A preventable accident is an accident that occurs on a public roadway and is not caused by weather or animal related factors.

There were 194 preventable accidents reported in the first quarter of 2023. This is the second lowest 1st quarter count and a 0.5% decrease from previous 1st quarter averages.

Injuries and Fatalities

- There was 1 fatal crash and 32 injury crashes reported in the 1st quarter of 2023 with 43 injuries.
- This is the 2nd lowest injury count for the first quarter in this tracking period.
- There was 1 fatal accident with 1 fatality during the 1st quarter of 2023.

Year	2020				2021				2022				2023			
Quarter	Qtr1	Qtr2	Qtr3	Qtr4	Qtr1	Qtr2	Qtr3	Qtr4	Qtr1	Qtr2	Qtr3	Qtr4	Qtr1	Qtr2	Qtr3	Qtr4
Preventable Accidents	215	146	250	244	169	214	286	295	201	230	237	231	194			
Accident Rates per 1,000 Inhabitants	11.68				13.35				12.45				Projected 12.3			
Preventable Injury Accidents	39	34	63	50	30	56	73	71	41	56	60	55	32			
Injury Rates per 1,000 Inhabitants	2.54				3.19				2.94				Projected 2.49			
Persons Injured in Preventable Accidents	55	50	86	64	35	72	96	93	58	80	81	71	43			
Fatalities in Preventable Accidents	4	0	1	1	1	1	2	3	2	1	1	1	1			

Color coding (Green Lowest, Red Highest) is for each individual row in the chart

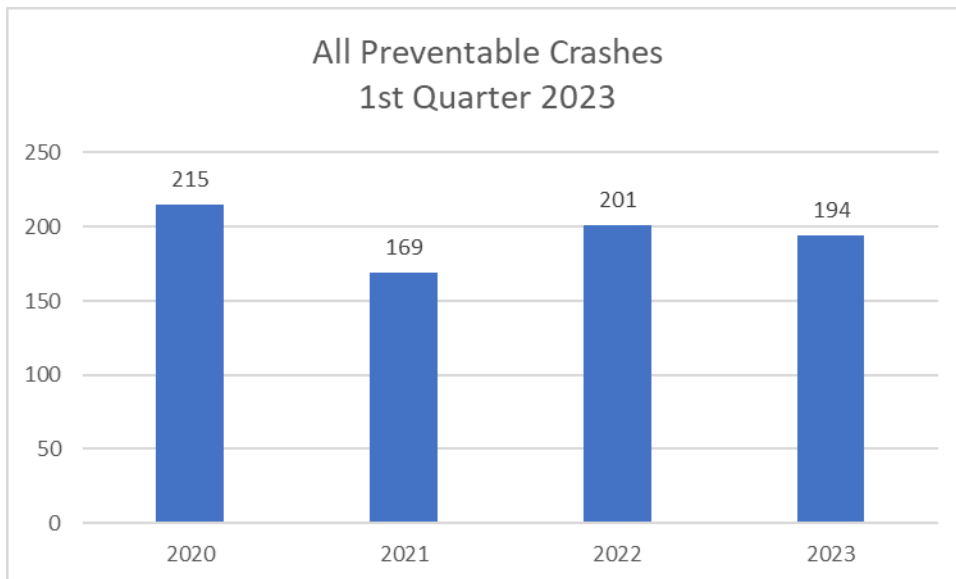
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Driver Actions

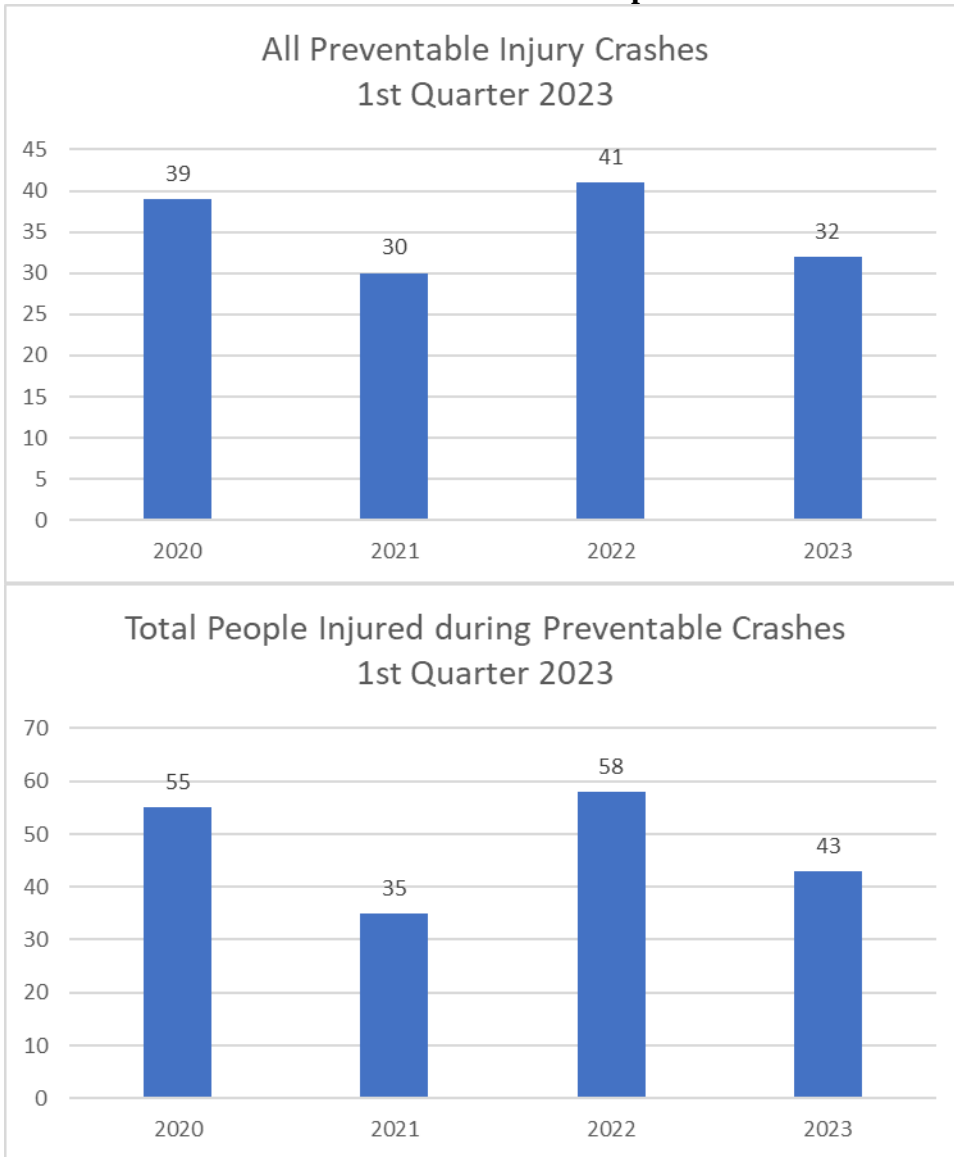
- The chart below shows the top five driver actions leading to preventable accidents.
- Inattention, Failed to Yield Right of Way, and Followed Too Closely historically are the top three.
- Under the Influence of Alcohol remained the fourth most common driver action this quarter, and Improper Lane Change was replaced by No Driver Contributing Circumstance.

Year	2020				2021				2022				2023			
Quarter	Qtr1	Qtr2	Qtr3	Qtr4	Qtr1	Qtr2	Qtr3	Qtr4	Qtr1	Qtr2	Qtr3	Qtr4	Qtr1	Qtr2	Qtr3	Qtr4
Failed to Yield Right of Way	46	24	54	54	32	46	61	63	46	44	47	40	41			
Inattention (General Sense)	52	37	63	68	42	58	74	62	43	57	54	47	35			
Followed Too Closely	33	18	34	20	24	16	33	38	27	28	25	25	27			
Under the Influence of Alcohol	8	11	13	12	6	12	14	9	10	7	10	18	19			
No Driver Contributing Circumstance	1	2	0	0	0	0	0	0	0	0	0	0	11			

The color coding (Green lowest, Red Highest) is for each individual charge, not the table as a whole.

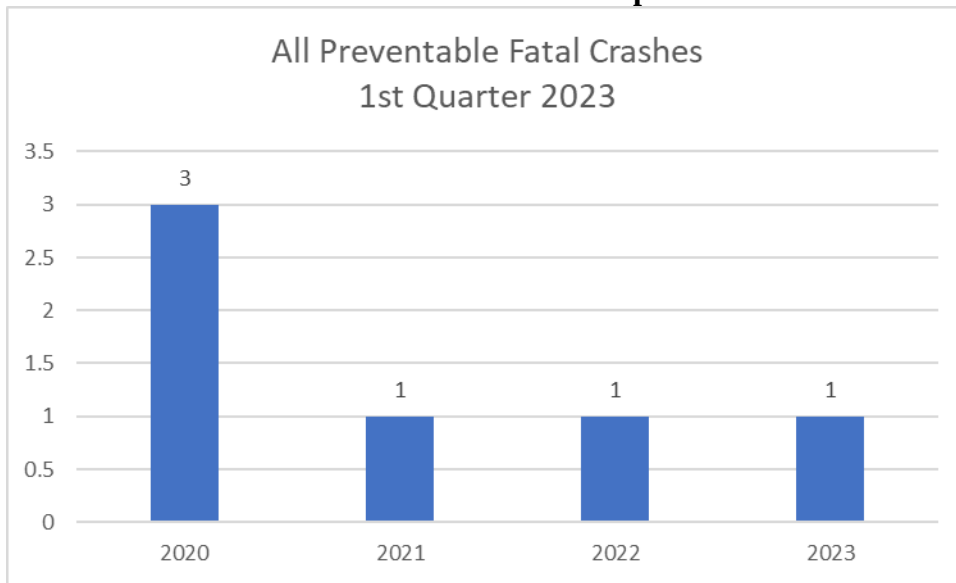


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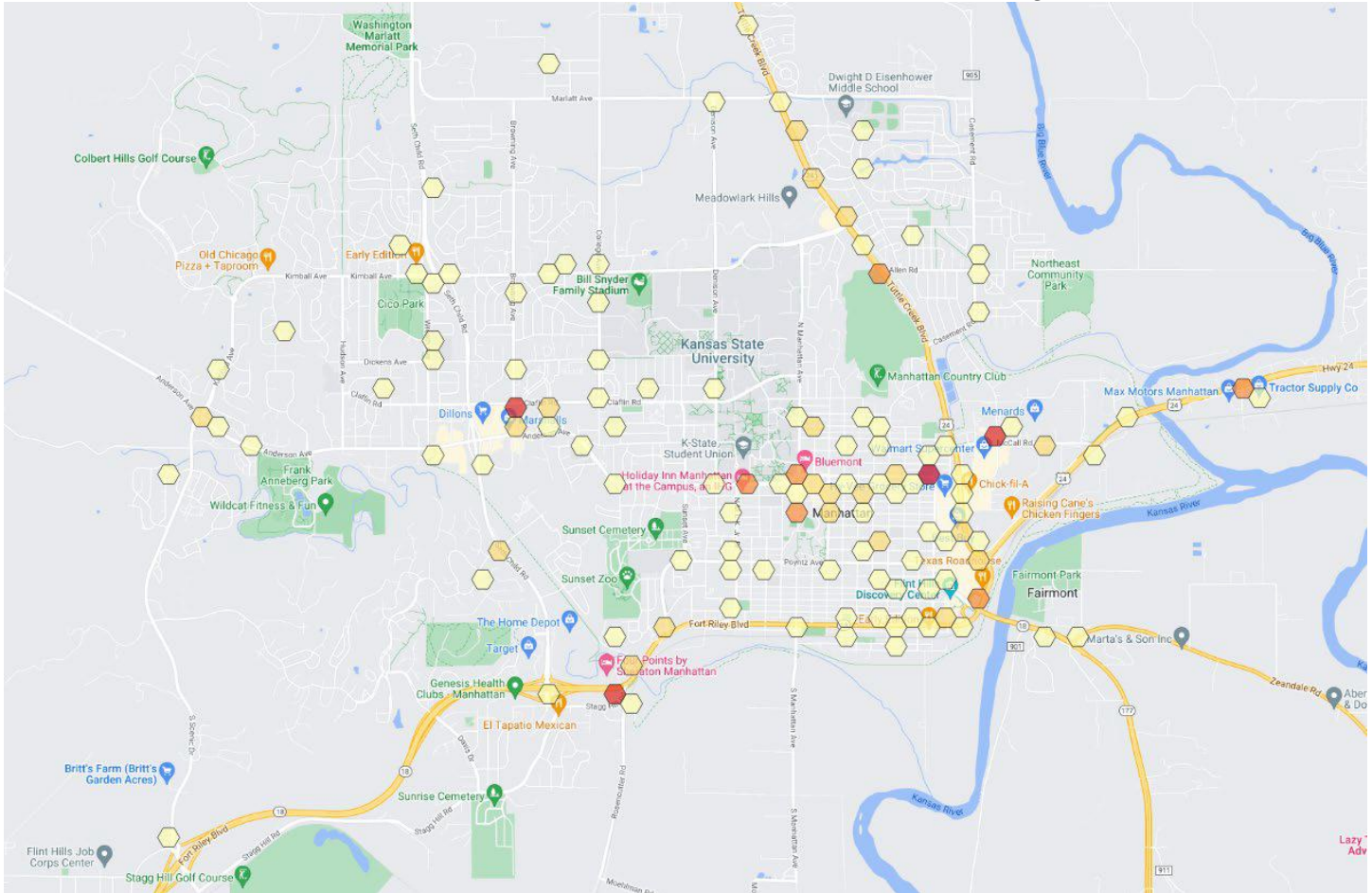


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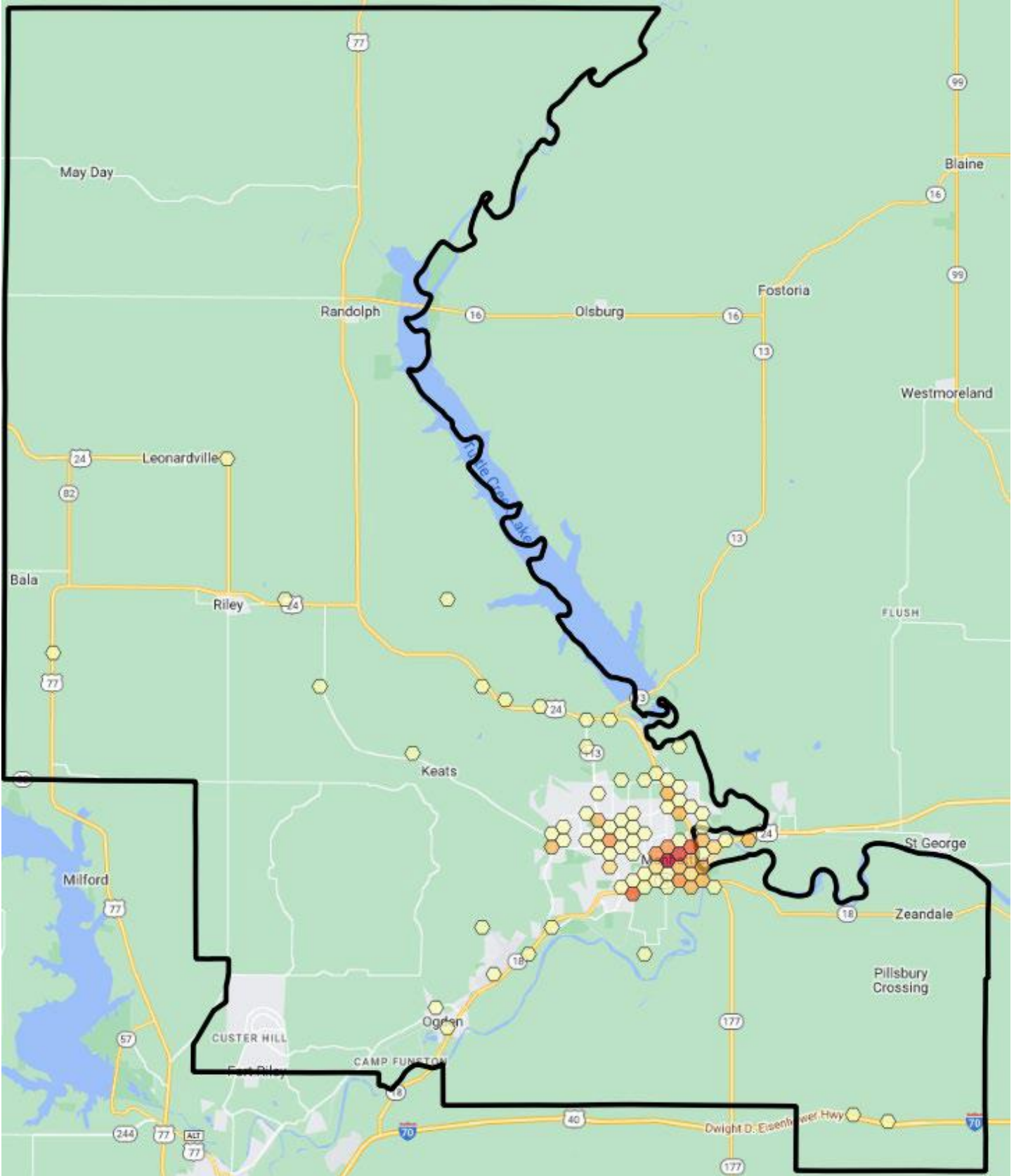
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MANHATTAN AREA DENSITY MAP OF TRAFFIC CRASHES IN THE 1st Quarter 2023



Geographic hot spots

- There were 5 crashes at the Bluemont and 4th St roundabout and the intersection at E Poyntz Ave & Fort Riley / Tuttle Creek Blvd.
- There were 4 crashes at the intersection of Fort Riley Blvd & Richards Dr.
- Below is a list of locations with 3 crashes in the quarter:
 - Tuttle Creek BLVD and Allen Road
 - Fremont St & N Manhattan Ave
 - Fort Riley Blvd & Pillsbury Dr

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COUNTY WIDE DENSITY MAP OF TRAFFIC CRASHES IN THE 4th Quarter 2022



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Temporal Density

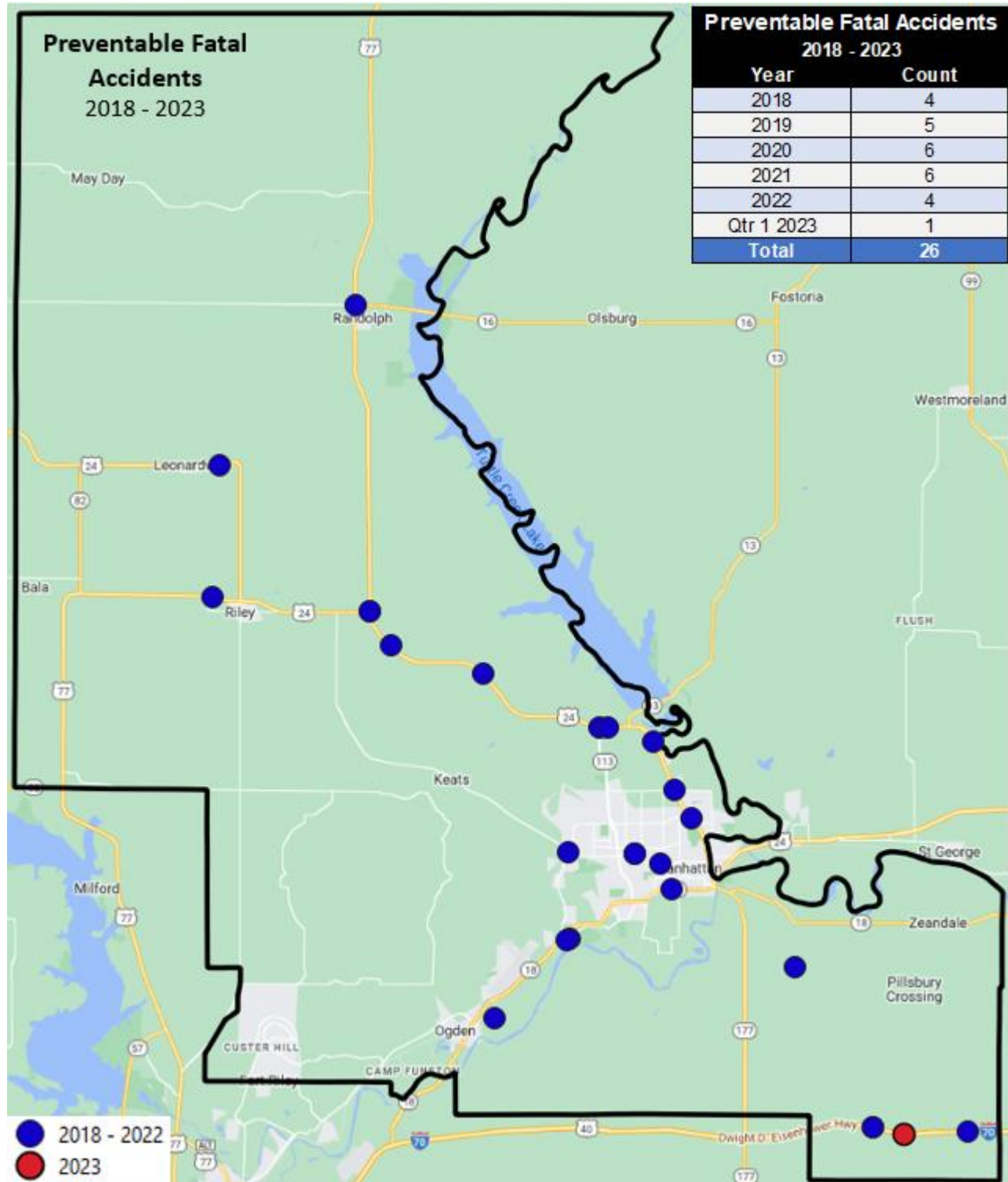
- 54% of all crashes occurred between 11:00 AM – 6:59 PM.
- 30% of crashes occurred between 3:00 PM – 6:59 PM.
- Thursday and Friday were the days of the week with the most crashes with 32 each, and the 4 PM hour was the hour with the highest number of crashes (18).
- Monday during the 4 PM hour, Tuesday during the 7 AM and 5 PM hours, Thursday during the 4 PM hour, and Saturday during the 2 PM and 4 PM hours all had 4 crashes. Unlike previous quarters, there was not a single hour of day / day of week with a spike.

	00	01	02	03	04	05	06	07	08	09	10	11	12	13	14	15	16	17	18	19	20	21	22	23	Count	Percentage
Monday	0	0	0	0	0	0	0	1	2	2	1	0	3	0	0	1	4	3	1	1	1	1	1	0	22	11%
Tuesday	0	0	0	0	1	1	0	4	3	0	0	2	3	3	2	1	1	4	2	0	1	1	1	1	31	16%
Wednesday	0	0	0	0	0	0	2	3	0	2	1	3	2	1	2	0	2	2	1	0	0	0	1	0	22	11%
Thursday	2	0	0	0	0	0	1	3	0	0	3	2	3	0	0	3	4	3	3	3	0	1	0	1	32	16%
Friday	1	1	0	0	0	0	1	2	3	1	2	1	3	0	1	3	3	2	3	0	1	1	2	1	32	16%
Saturday	2	1	1	1	0	0	0	0	0	3	2	3	1	2	4	1	4	0	0	0	0	2	1	2	30	15%
Sunday	0	2	3	2	0	0	0	1	0	1	1	0	2	2	1	2	0	2	3	0	0	2	1	0	25	13%
Count	5	4	4	3	1	1	4	14	8	9	10	11	17	8	10	11	18	16	13	4	3	8	7	5	194	
Percentage	3%	2%	2%	2%	1%	1%	2%	7%	4%	5%	5%	6%	9%	4%	5%	6%	9%	8%	7%	2%	2%	4%	4%	3%		

RILEY COUNTY POLICE DEPARTMENT
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Preventable Fatal Accidents

Below are the mapped locations of the preventable fatal accidents that have occurred in Riley County during 2018 through 2023. There was a total of 26 fatal accidents during this time frame. The accident that occurred in 2023 is symbolized by a red dot. The accidents that occurred in 2018 – 2022 are blue dots.

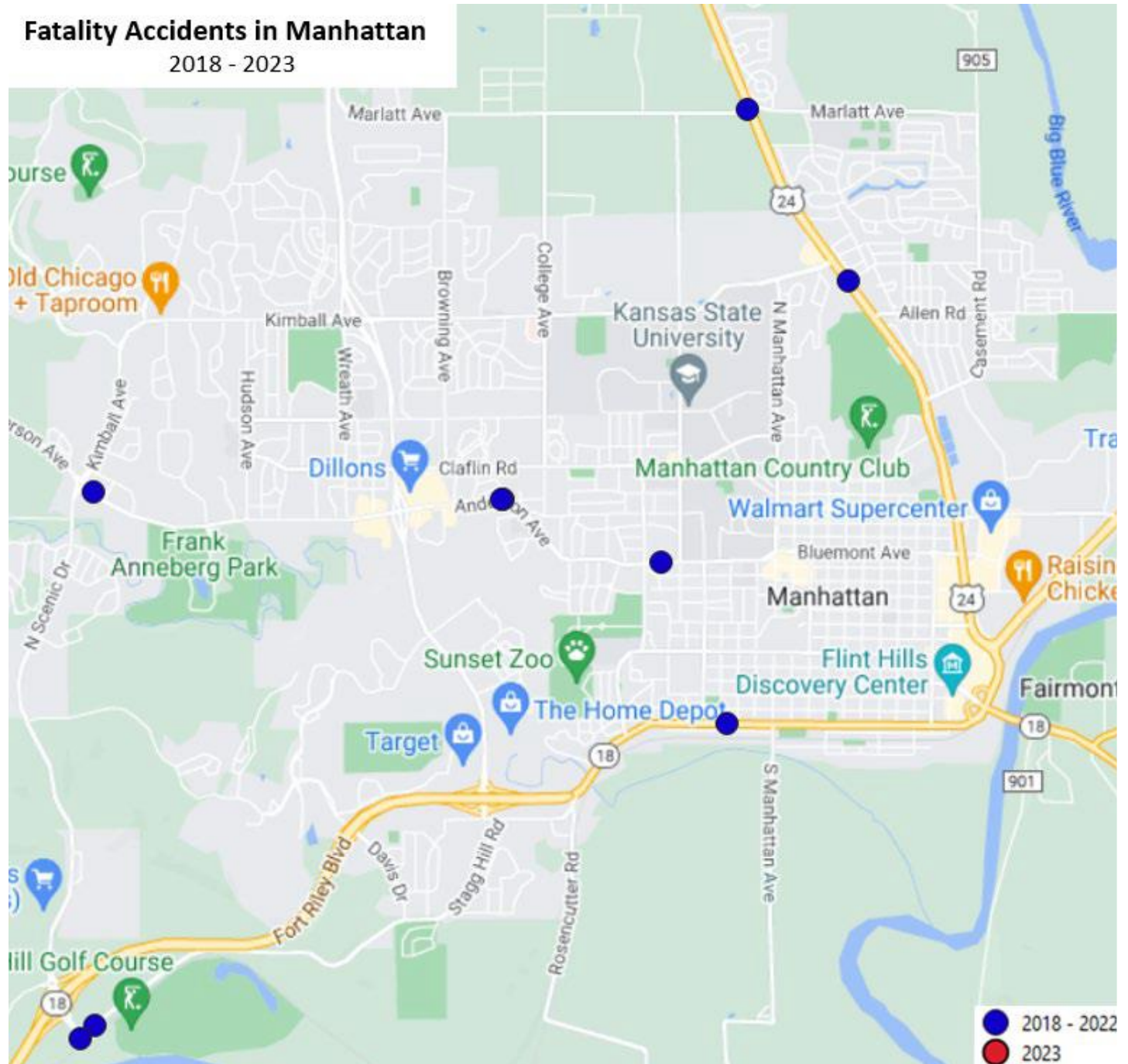


RILEY COUNTY POLICE DEPARTMENT Report Submission

NOTES:

- There was 1 fatal accident in the 1st quarter of 2023.
- This accident occurred on Interstate 70.
- Tuttle Creek Blvd had the most fatal accidents during this time frame. Specifically, the most occurred on TCB between Marlatt Ave and Seth Child Rd (4 fatal crashes).

Preventable Fatal Accidents in City of Manhattan



Attachment: 05-15-2023 Law Board Meeting Packet (12943 : Law Board Meeting Agenda)

RILEY COUNTY POLICE DEPARTMENT
Report Submission

The Criminal Intelligence Unit (CIU) on a weekly basis determines all Traffic Playbook areas. These areas are selected based upon frequency and seriousness of crashes in a single location. Some enforcement areas are based upon citizen complaints.

Our strategy for crash reduction in 2023 is to continue enhanced enforcement of traffic laws relevant to the primary causes of crashes in our cities and county. Special attention will also be directed toward the morning and afternoon work and school rush with a focus on driving behaviors that most commonly cause crashes (inattention, failure to yield and following too close). School zones (as always) will also continue to be an area for extra enforcement for us whenever we are able. It is our goal to keep the number of preventable crashes below **13 per one thousand residents**. In 2022, our final number was **12.45 preventable accidents per one thousand residents**. This final number was well below our goal. So far in 2023, we are projected to be at **12.39 preventable accidents per one thousand residents**. Project ARC will continue to be heavily emphasized in 2023.

Attachment: 05-15-2023 Law Board Meeting Packet (12943 : Law Board Meeting Agenda)

RILEY COUNTY POLICE DEPARTMENT

Report Submission

To:	Director Brian Peete	BRP 9 May 23
Thru:	Asst. Director Kurt Moldrup	KMM 4.5.23
Thru:	Captain Erin Freidline	Noted. EKF #6 4/5/23
From:	Lieutenant Tim Schuck	
Position:	SIU Supervisor	Division: Investigations
Report Title:	Seizure and Forfeiture Report	
Rpt Freq./Year:	1st Quarter, 2023	
Policy #:	84.1.8	
Date:	April 4, 2023	

Seizures made during the 1st Quarter of 2023

CASE	DESCRIPTION OF PROPERTY	OWNER	SENT TO COLIN WOOD
23-000821	\$9,097.00 +/- US Currency & One Mini Draco Rifle (S/N – ROA22PG4489)		March 02, 2023

Active Seizures as of 1st Quarter of 2023

CASE	DESCRIPTION OF PROPERTY	OWNER	STATUS OF SEIZURE
	N/A		

Completed Seizures 1st Quarter of 2023

CASE	DESCRIPTION OF PROPERTY	OWNER	STATUS OF SEIZURE
	N/A		



2024 Budget Presentation

Director Brian Peete
Captain Brad Jager



2024 Budget Review

Captain Brad Jager

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

Total Base Adjustments

\$25,051,492	Total Base Adjustments			
2023 Approved Budget	Turnover	Benefits	Merits	Total Base
\$ Change	(480,959.00)	67,647.00	472,058.00	58,746.00
% Change	-1.92%	0.27%	1.88%	0.23%
		-1.65%	0.23%	0.23%

Item A: Cost of Living Adjustment

18.a

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

Attachment: 05-15-2023 Law Board Meeting Packet (12943 : Law Board Meeting Agenda)



Item A: COLA

Annual average since 2014

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

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		5.1
2024		8.0

Item A: COLA

\$25,051,492 2023 Approved Budget	Items		
	2024 Base	A	A-2
		COLA (8%)	COLA (6.5%)
% Change	0.23%	5.80%	4.79%
\$ Change	58,745.64	1,452,656.00	1,199,891.00

Item C: Salary Survey

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

Item C: Salary Survey

2023 – Phase 1:

**Implemented*

\$1,848,000 51%



Item C

2024 – Phase 2:

\$847,304 25%



*\$1,696,834 remaining to
implement Salary Survey
over 2024-2025.*

30% of agency positions will hit market
66 people (19 job titles 44% of agency)

Will complete 50% of remaining survey

Item C: Salary Survey

2024 Proposed Budget 2

\$25,051,492 2023 Approved Budget	Items		
	2024 Base	A	C
		COLA (8%)	50% Remaining Salary Survey
% Change	0.23%	5.80%	3.59%
\$ Change	58,745.64	1,452,656.00	898,459.80
		6.03%	9.62%

2024 Proposed Budget 3

\$25,051,492 2023 Approved Budget	Items		
	2024 Base	A-2	C
		COLA (6.5%)	50% Remaining Salary Survey
% Change	0.23%	4.79%	3.38%
\$ Change	58,745.64	1,199,891.00	847,304.53
		5.02%	8.41%

Proposed Budget 2

+	\$58,746	Base Adjustments
+	\$1,452,656	8% COLA
+	\$898,460	50% Remaining Salary Survey
=	\$2,409,862	Total Increase
9.62%	\$27,461,353	2024 Proposed Budget 2
-	(\$256,633)	Carryover
8.60%	\$27,204,720	2024 Proposed Budget 2 Realized

Proposed Budget 3

+	\$58,746	Base Adjustments
+	\$1,199,891	6.5% COLA
+	\$847,304	50% Remaining Salary Survey
=	\$2,105,941	Total Increase
8.41%	\$27,157,433	2024 Proposed Budget 3
-	(\$256,633)	Carryover
7.38%	\$26,900,800	2024 Proposed Budget 3 Realized

Proposed Budgets

	Proposed Budget 2		Proposed Budget 3	
Total Increase	\$2,409,861	9.62%	\$2,105,941	8.41%
Total Proposed Budget	\$27,461,353		\$27,157,433	
Less: Carryover	(\$256,633)	-1.02%	(\$256,633)	-1.02%
Proposed Realized Budget	\$27,204,720	8.60%	\$26,900,800	7.38%
	<i>Base Changes, 8% COLA, 50% Remaining Salary Survey</i>		<i>Base Changes, 6.5% COLA, 50% Remaining Salary Survey</i>	

Proposed Budgets

Attached:

Official Budgets: Proposed Budget 2 & 3

Budget Publications: Proposed Budget 2 & 3

Recommendation:

Publish 2024 Proposed Budget 2

Action Item:

Move to approve a Budget for Publication in
Manhattan Mercury

Budget Timeline

The following is the proposed timeline for development of the 2024 RCPD budget.

At the January 17, 2023 Law Board meeting, discuss, modify as necessary and approve the 2024 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 17, 2023 Law Board meeting, update the Board on budget development and provide a draft 2024 budget. Determine the need for additional special Law Board meetings as necessary for budget development.

At the May 15, 2023 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 10, 2023 publish the proposed 2024 budget of expenditures with the City and County Revenue Neutral Rate (if available) in the Manhattan Mercury.

At the June 20, 2023 Law Board meeting, conduct a public hearing on the 2024 budget of expenditures and formally adopt the budget.

On or before July 3, 2023 certify to the Riley County Board of County Commissioners and the City of Manhattan a budget of expenditures for the 2024 operation of the Riley County Law Enforcement Agency/Riley County Police Department.



Thank You!

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

Riley County Police Department

1001 South Seth Child Road
 Manhattan, Kansas 66506

(785) 537-2100

www.RileyCountyPolice.com

@RileyCountyPD

Packet Pg. 191

Personnel

8.0% COLA

50% Salary Survey Adjustment

Riley County Police Department

2024 Proposed Budget 2

Acct	Description	2021 Actual Expenditures	2022 Approved Budget	2022 Actual Expenditures	2023 Approved Budget	2024 Proposed Budget	Budget Difference	
01	Salaries-Full Time	12,787,711.85	13,980,077.00	13,039,960.34	15,637,969.00	17,561,882.49	1,923,913.49	
02	Salaries-Part Time	99,883.42	125,000.00	68,768.31	125,000.00	125,000.00	-	
03	Salaries-Overtime	574,030.70	471,762.00	657,706.61	471,762.00	471,762.00	-	
Total Salaries		13,461,625.97	14,576,839.00	13,766,435.26	16,234,731.00	18,158,644.49	1,923,913.49	
36	Kansas Police & Fire	1,756,178.36	1,932,211.00	1,792,200.54	2,155,361.00	2,442,228.74	286,867.74	
37	KPERS	503,009.36	611,788.00	527,749.63	646,542.00	769,281.55	122,739.55	
38	Social Security	517,479.42	590,623.00	539,001.24	654,574.00	728,989.54	74,415.54	
39	Health Insurance	1,540,000.00	1,537,150.00	1,500,000.00	1,537,150.00	1,537,150.00	-	
40	Workers Comp Insurance	258,737.48	380,000.00	149,906.04	380,000.00	380,000.00	-	
41	Unemployment Compensation	12,896.48	14,577.00	13,183.22	16,234.00	18,159.12	1,925.12	
Total Employee Benefits		4,588,301.10	5,066,349.00	4,522,040.67	5,389,861.00	5,875,808.95	485,947.95	
Total Personnel Costs		18,049,927.07	19,643,188.00	18,288,475.93	21,624,592.00	24,034,453.44	2,409,861.44	11.144%
04	Utilities	201,709.54	205,000.00	284,888.18	205,000.00	205,000.00	-	
05	Insurance	480,280.96	320,000.00	567,777.00	320,000.00	320,000.00	-	
06	Legal & Accounting	99,050.14	85,000.00	84,491.89	85,000.00	85,000.00	-	
07	Training & Travel	123,829.00	108,000.00	163,643.81	108,000.00	108,000.00	-	
08	Postage	5,688.28	7,400.00	5,545.85	7,400.00	7,400.00	-	
09	Printing	6,558.91	7,500.00	10,825.48	7,500.00	7,500.00	-	
10	Rentals-Maintenance Agreements	46,800.66	60,000.00	55,470.65	60,000.00	60,000.00	-	
11	Building & Grounds	74,521.68	30,000.00	36,034.75	30,000.00	30,000.00	-	
12	Equipment Repair & Maintenance	75,319.03	85,000.00	75,705.83	85,000.00	85,000.00	-	
13	Vehicle Maintenance	137,840.89	90,000.00	182,746.38	90,000.00	90,000.00	-	
14	Telephone Service	90,140.17	62,000.00	96,113.93	62,000.00	62,000.00	-	
16	Medical Fees	64,535.41	15,000.00	41,319.15	15,000.00	15,000.00	-	
19	Contractual services-Computer	648,392.29	690,000.00	763,513.38	690,000.00	690,000.00	-	
20	Other Contractual Services	660,584.39	314,000.00	672,934.96	314,000.00	314,000.00	-	
Total Contractual Services		2,715,251.35	2,078,900.00	3,041,011.24	2,078,900.00	2,078,900.00	-	
17	Prisoner Food & Care	253,390.20	195,000.00	380,525.36	195,000.00	195,000.00	-	
21	Community Services/Recruiting	20,843.65	17,500.00	19,953.68	17,500.00	17,500.00	-	
22	Books, Papers, Memberships	16,918.76	10,000.00	18,972.08	10,000.00	10,000.00	-	
23	Uniforms & Accessories	67,609.47	40,000.00	126,374.95	40,000.00	40,000.00	-	
25	Maintenance Supplies	19,842.46	29,500.00	21,211.75	29,500.00	29,500.00	-	
26	Fuel & Lubrication	220,100.62	163,000.00	314,684.96	163,000.00	163,000.00	-	
27	Vehicle Tires	16,493.23	17,000.00	19,664.94	17,000.00	17,000.00	-	
28	Office Supplies	28,327.74	24,000.00	48,983.02	24,000.00	24,000.00	-	
29	Replenishment Supplies	143,850.46	45,000.00	65,851.94	45,000.00	45,000.00	-	
Total Commodities		787,376.59	541,000.00	1,016,222.68	541,000.00	541,000.00	-	
30	Communications Equipment	37,594.26	10,000.00	119,010.42	10,000.00	10,000.00	-	
31	Guns & Crime Equipment	159,745.36	60,000.00	132,035.88	60,000.00	60,000.00	-	
32	Furniture	5,873.27	15,000.00	11,787.54	15,000.00	15,000.00	-	
33	Equipment	261,937.99	452,000.00	64,018.21	452,000.00	452,000.00	-	
34	Vehicles and Equipment	510,019.94	270,000.00	448,004.58	270,000.00	270,000.00	-	
35A	Reserves & Contingencies	69,338.00		35,065.00			-	
Total Capital Outlay		1,044,508.82	807,000.00	809,921.63	807,000.00	807,000.00	-	
Total Non-Personnel Costs		4,547,136.76	3,426,900.00	4,867,155.55	3,426,900.00	3,426,900.00	-	0.000%
Total		22,597,063.83	23,070,088.00	23,155,631.48	25,051,492.00	27,461,353.44	2,409,861.44	9.620%
					2022 Carry Over	(256,633.44)		-1.024%
						27,204,720.00		8.595%

printed 4/12/2023

Attachment: 05-15-2023 Law Board Meeting Packet (12943 : Law Board Meeting Agenda)

Personnel

6.5% COLA

50% Salary Survey Adjustment

Riley County Police Department

2024 Proposed Budget 3

Acct	Description	2021 Actual Expenditures	2022 Approved Budget	2022 Actual Expenditures	2023 Approved Budget	2024 Proposed Budget	Budget Difference	
01	Salaries-Full Time	12,787,711.85	13,980,077.00	13,039,960.34	15,637,969.00	17,270,057.65	1,632,088.65	
02	Salaries-Part Time	99,883.42	125,000.00	68,768.31	125,000.00	125,000.00	-	
03	Salaries-Overtime	574,030.70	471,762.00	657,706.61	471,762.00	471,762.00	-	
Total Salaries		13,461,625.97	14,576,839.00	13,766,435.26	16,234,731.00	17,866,819.65	1,632,088.65	
36	Kansas Police & Fire	1,756,178.36	1,932,211.00	1,792,200.54	2,155,361.00	2,406,482.35	251,121.35	
37	KPERS	503,009.36	611,788.00	527,749.63	646,542.00	805,817.58	159,275.58	
38	Social Security	517,479.42	590,623.00	539,001.24	654,574.00	716,396.43	61,822.43	
39	Health Insurance	1,540,000.00	1,537,150.00	1,500,000.00	1,537,150.00	1,537,150.00	-	
40	Workers Comp Insurance	258,737.48	380,000.00	149,906.04	380,000.00	380,000.00	-	
41	Unemployment Compensation	12,896.48	14,577.00	13,183.22	16,234.00	17,867.16	1,633.16	
Total Employee Benefits		4,588,301.10	5,066,349.00	4,522,040.67	5,389,861.00	5,863,713.52	473,852.52	
Total Personnel Costs		18,049,927.07	19,643,188.00	18,288,475.93	21,624,592.00	23,730,533.17	2,105,941.17	9.739%
04	Utilities	201,709.54	205,000.00	284,888.18	205,000.00	205,000.00	-	
05	Insurance	480,280.96	320,000.00	567,777.00	320,000.00	320,000.00	-	
06	Legal & Accounting	99,050.14	85,000.00	84,491.89	85,000.00	85,000.00	-	
07	Training & Travel	123,829.00	108,000.00	163,643.81	108,000.00	108,000.00	-	
08	Postage	5,688.28	7,400.00	5,545.85	7,400.00	7,400.00	-	
09	Printing	6,558.91	7,500.00	10,825.48	7,500.00	7,500.00	-	
10	Rentals-Maintenance Agreements	46,800.66	60,000.00	55,470.65	60,000.00	60,000.00	-	
11	Building & Grounds	74,521.68	30,000.00	36,034.75	30,000.00	30,000.00	-	
12	Equipment Repair & Maintenance	75,319.03	85,000.00	75,705.83	85,000.00	85,000.00	-	
13	Vehicle Maintenance	137,840.89	90,000.00	182,746.38	90,000.00	90,000.00	-	
14	Telephone Service	90,140.17	62,000.00	96,113.93	62,000.00	62,000.00	-	
16	Medical Fees	64,535.41	15,000.00	41,319.15	15,000.00	15,000.00	-	
19	Contractual services-Computer	648,392.29	690,000.00	763,513.38	690,000.00	690,000.00	-	
20	Other Contractual Services	660,584.39	314,000.00	672,934.96	314,000.00	314,000.00	-	
Total Contractual Services		2,715,251.35	2,078,900.00	3,041,011.24	2,078,900.00	2,078,900.00	-	
17	Prisoner Food & Care	253,390.20	195,000.00	380,525.36	195,000.00	195,000.00	-	
21	Community Services/Recruiting	20,843.65	17,500.00	19,953.68	17,500.00	17,500.00	-	
22	Books, Papers, Memberships	16,918.76	10,000.00	18,972.08	10,000.00	10,000.00	-	
23	Uniforms & Accessories	67,609.47	40,000.00	126,374.95	40,000.00	40,000.00	-	
25	Maintenance Supplies	19,842.46	29,500.00	21,211.75	29,500.00	29,500.00	-	
26	Fuel & Lubrication	220,100.62	163,000.00	314,684.96	163,000.00	163,000.00	-	
27	Vehicle Tires	16,493.23	17,000.00	19,664.94	17,000.00	17,000.00	-	
28	Office Supplies	28,327.74	24,000.00	48,983.02	24,000.00	24,000.00	-	
29	Replenishment Supplies	143,850.46	45,000.00	65,851.94	45,000.00	45,000.00	-	
Total Commodities		787,376.59	541,000.00	1,016,222.68	541,000.00	541,000.00	-	
30	Communications Equipment	37,594.26	10,000.00	119,010.42	10,000.00	10,000.00	-	
31	Guns & Crime Equipment	159,745.36	60,000.00	132,035.88	60,000.00	60,000.00	-	
32	Furniture	5,873.27	15,000.00	11,787.54	15,000.00	15,000.00	-	
33	Equipment	261,937.99	452,000.00	64,018.21	452,000.00	452,000.00	-	
34	Vehicles and Equipment	510,019.94	270,000.00	448,004.58	270,000.00	270,000.00	-	
35A	Reserves & Contingencies	69,338.00		35,065.00			-	
Total Capital Outlay		1,044,508.82	807,000.00	809,921.63	807,000.00	807,000.00	-	
Total Non-Personnel Costs		4,547,136.76	3,426,900.00	4,867,155.55	3,426,900.00	3,426,900.00	-	0.000%
Total		22,597,063.83	23,070,088.00	23,155,631.48	25,051,492.00	27,157,433.17	2,105,941.17	8.406%
					2022 Carry Over	(256,633.17)		-1.024%
						26,900,800.00		7.382%

printed 5/5/2023

Attachment: 05-15-2023 Law Board Meeting Packet (12943 : Law Board Meeting Agenda)

**Riley County Police Department
NOTICE OF BUDGET HEARING**

18.a

First published in the Manhattan Mercury on June 8, 2023.

In compliance with the provisions of K.S.A. 79-2929, public notice is hereby given that the governing body of the Riley County Police Department will meet on June 20, 2023 at 12:00 noon in the Manhattan City Commission Room, 1101 Poyntz Avenue, Manhattan, Kansas, for the purpose of hearing objections and answering questions of taxpayers relating to the following budget, for the proposed tax levy, and considering amendments relating thereto.

John Matta
Chair

Barry Wilkerson
Secretary

In accordance with K.S.A. 19-4401 *et seq.*, K.S.A. 19-4443, as amended, and K.S.A. 79-2929, as amended:

The Riley County Law Enforcement Agency submits the following budget requirements to the governmental units concerned and asks that the funds shown as needed be provided for 2024.

The total of the estimated budget is \$27,461,353.44, which is within the 110% spending lid imposed by K.S.A. 19-4443, as amended in 1981.

This proposal for the 2024 budget for the Riley County Police Department reflects the following significant issues/factors:

- Step increases for eligible personnel
- 50% Salary Survey Implementation
- 8.0% cost of living increase

The division of the request to the governmental units is provided for in K.S.A. 19-4443 (d) as amended in 1997. The City of Manhattan shall levy a tax at a mill rate sufficient to fund 80% of the budget of the law enforcement agency and department and the County shall levy a tax at a mill rate sufficient to fund 20% of the budget of the law enforcement agency and department.

<u>EXPENDITURE DETAIL</u>	<u>2023</u>	<u>2024</u>
	<u>Budget</u>	<u>Requested</u>
Personnel Services	16,234,731.00	18,158,644.49
Employee Benefits	5,389,861.00	5,875,808.95
Contractual Services	2,078,900.00	2,078,900.00
Commodities	541,000.00	541,000.00
Capital Outlay	807,000.00	807,000.00
TOTAL EXPENDITURES	25,051,492.00	27,461,353.44

<u>DISTRIBUTION OF BUDGET REQUEST</u>	<u>2023</u>	<u>2024</u>
City of Manhattan Levy	20,000,064.00	21,763,776.00
Riley County Levy	5,000,016.00	5,440,944.00
Carryover Funds	33,643.88	237,333.06
Copy Fees	17,768.12	19,300.38
REVENUE TOTAL	25,051,492.00	27,461,353.44

Revenue Neutral Rate

The Revenue Neutral Rate was not available from the Riley County Clerk at the time of this publication.

Special Emergency Reserve Fund

K.S.A. 19-4443 (b), as amended in 1997, established a special accruing emergency reserve fund not to exceed 15% of [the] annual budget.

	<u>2022</u>	<u>2023</u>	<u>2024</u>
Balance January 1	750,000.00	750,000.00	750,000.00
Receipts			-
Expenditures	-	-	-
Balance December 31	750,000.00	750,000.00	750,000.00

IT Reserve Fund

	<u>2022</u>	<u>2023</u>	<u>2024</u>
Balance January 1	887,738.00	922,803.00	922,803.00
Receipts	36,065.00		
Expenditures	-	-	-
Balance December 31	923,803.00	922,803.00	922,803.00

**Riley County Police Department
NOTICE OF BUDGET HEARING**

18.a

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John Matta
Chair

Barry Wilkerson
Secretary

In accordance with K.S.A. 19-4401 *et seq.* K.S.A. 19-4443, as amended, and K.S.A. 79-2929, as amended:

The Riley County Law Enforcement Agency submits the following budget requirements to the governmental units concerned and asks that the funds shown as needed be provided for 2024.

The total of the estimated budget is \$27,157,433.17, which is within the 110% spending lid imposed by K.S.A. 19-4443, as amended in 1981.

This proposal for the 2024 budget for the Riley County Police Department reflects the following significant issues/factors:

- Step increases for eligible personnel
- 50% Salary Survey Implementation
- 6.5% cost of living increase

The division of the request to the governmental units is provided for in K.S.A. 19-4443 (d) as amended in 1997. The City of Manhattan shall levy a tax at a mill rate sufficient to fund 80% of the budget of the law enforcement agency and department and the County shall levy a tax at a mill rate sufficient to fund 20% of the budget of the law enforcement agency and department.

<u>EXPENDITURE DETAIL</u>	<u>2023</u>	<u>2024</u>
	<u>Budget</u>	<u>Requested</u>
Personnel Services	16,234,731.00	17,866,819.65
Employee Benefits	5,389,861.00	5,863,713.52
Contractual Services	2,078,900.00	2,078,900.00
Commodities	541,000.00	541,000.00
Capital Outlay	807,000.00	807,000.00
TOTAL EXPENDITURES	25,051,492.00	27,157,433.17

<u>DISTRIBUTION OF BUDGET REQUEST</u>	<u>2023</u>	<u>2024</u>
City of Manhattan Levy	20,000,064.00	21,520,640.00
Riley County Levy	5,000,016.00	5,380,160.00
Carryover Funds	33,643.88	237,333.06
Copy Fees	17,768.12	19,300.11
REVENUE TOTAL	25,051,492.00	27,157,433.17

Revenue Neutral Rate

The Revenue Neutral Rate was not available from the Riley County Clerk at the time of this publication.

Special Emergency Reserve Fund

K.S.A. 19-4443 (b), as amended in 1997, established a special accruing emergency reserve fund not to exceed 15% of [the] annual budget.

	<u>2022</u>	<u>2023</u>	<u>2024</u>
Balance January 1	750,000.00	750,000.00	750,000.00
Receipts			-
Expenditures	-	-	-
Balance December 31	<u>750,000.00</u>	<u>750,000.00</u>	<u>750,000.00</u>

IT Reserve Fund

	<u>2022</u>	<u>2023</u>	<u>2024</u>
Balance January 1	887,738.00	922,803.00	922,803.00
Receipts	36,065.00		
Expenditures	-	-	-
Balance December 31	<u>923,803.00</u>	<u>922,803.00</u>	<u>922,803.00</u>



Genesis Health Club Discussion

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

History

- Additional space needed for Evidence storage
- Survey to determine workout needs for staff
- Dec 2019, 2-yr contract with Genesis initiated but RFP was required
- Aug-Nov 2021 RFP process started, Genesis contracted
Current Contract is monthly auto-renewal
- Considered Gyms: Eat the Frog, The Foundation, Konza strength, Maximum Performance, 785 Crossfit, MHK Fitness and Fun, Wildcat Fitness and Fun: 8 responded to the RFP.
- RCPD weighed many factors including flexibility, proximity, space for training and physical testing, statistical data of usage, family discounts

Current Usage

YEAR	STAFF SIGNED UP	RECORDED USAGE
2020	163	3,784
2021	185	5,032
2022	194	4,741
2023	176	1,220 (as of April)

YEAR	FAMILY SIGNED UP	RECORDED USAGE
2020	79	716
2021	80	1,206
2022	67	1,310
2023	59	371 (as of April)

Questions?