



**Board of Riley County
Commissioners
Regular Meeting
Agenda
May 19, 2025**

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

Cindy Kabriel
785-565-6200

Commission Chambers

8:30 AM

[District 1 – John Ford, Member](#)

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

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

8:30 AM

Call to Order

Pledge of Allegiance

Public Comment

1. Public Comments

Commission Comments

2. Commission Comments

Business Meeting

3. Mental Health Month 2025 Proclamation
4. Sign Riley County Employee Action Form(s)

Review Minutes

5. Board of Riley County Commissioners - Regular Meeting - May 15, 2025 9:00 AM

Review Tentative Agenda

6. Tentative Agenda

Press Conference Topics

7. Discuss Press Conference

9:00 AM

Brittany Phillips, Budget and Finance Officer

8. OpenGov Contract

9:15 AM

David Adams, EMS/Ambulance Director

9. Staff Update

9:30 AM

Press Conference

10. Recognition of John Ellermann's award for Highway Official of the Year presented by the Kansas County Highway Association – Alvin Perez (2 minutes)
11. Presentation of Mental Health Month 2025 Proclamation - Greg McKinley and Diane Hinrichs-Toburen (2 minutes)

12. Transfer Station Closure - Evan McMillan (1-2 minutes)

9:35 AM Jacob Hansen, Deputy County Counselor

13. Executive session to discuss confidential legal advice regarding potential litigation issues

9:55 AM Christine Benne, Flint Hills Veterans Coalition

14. 2026 Flint Hills Veterans Coalition Appropriation Request

10:10 AM Jacob Hansen, Deputy County Counselor

15. Administrative Work Session

10:15 AM Elizabeth Ward, Human Resources Director

16. 2026 New and Expanded Positions Request

11:00 AM Elizabeth Ward, Human Resources Director

17. Executive session to discuss a performance matter involving non-elected personnel

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.



OUTSIDE AGENCY
Proclamation

Outside Agency
110 Courthouse Plaza
Manhattan, KS 66502
Phone: 785-565-6200

COMMISSION AGENDA REPORT

FROM: Pawnee Mental Health Services

MEETING: May 19, 2025

SUBJECT: Mental Health Month 2025 Proclamation

PRESENTER: Pawnee Mental Health Services

Move to approve the Mental Health Month Proclamation for May 2025 for Pawnee Mental Health Services.

Enclosures:

- Mental Health Month 2025 (DOCX)



MENTAL HEALTH MONTH PROCLAMATION

“Where to Start: Mental Health in a Changing World.”

WHEREAS, mental health is an essential part of overall well-being, impacting individuals, families, and communities across Riley County, KS;

WHEREAS, one in five American adults experiences a mental health condition each year and everyone faces challenges in life that can impact their mental health;

WHEREAS, despite its prevalence, mental health remains shrouded in stigma, preventing many from seeking help;

WHEREAS, early intervention and access to quality care are crucial for managing mental health conditions and improving quality of life;

WHEREAS, May is recognized nationally as Mental Health Awareness Month,

THEREFORE, Riley County, does hereby proclaim **May 2025** as **MENTAL HEALTH MONTH** and calls upon the businesses, schools, government agencies, healthcare providers, organizations and citizens of Riley County to recommit our community to increasing awareness and understanding of mental health, its relationship to a strong, vibrant community, the steps our citizens can take to protect their mental health, and the need for appropriate and accessible services for all people with mental health conditions.

BOARD OF COUNTY COMMISSIONERS
OF RILEY COUNTY KANSAS

Chairman

Member

Member

ATTEST:

Rich Vargo, Riley County Clerk



**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 19, 2025

SUBJECT: Sign Riley County Employee Action Form(s)

PRESENTER: Elizabeth Ward, Human Resources Director

Enclosures:

- 2025-05 AOrellana EAF (DOCX)
- 2025-05 BParker EAF (DOCX)
- 2025-05 JHansen EAF (DOCX)

RILEY COUNTY EMPLOYEE ACTION FORM

Company Code: 166733

Full Legal Name: Andrea Orellana**Status Change Date:** 05/13/2025**Status Change:** Separation**Date of Hire:** 01/08/2024**Seniority:** 1 Year(s), 2 Month(s)**Position:** Drug Endangered Children Coordinator**Position Type:** Temp. Part Time**Pay Range:** 4**Pay Type:** Hourly**Base Rate:** \$20.54**Annualized Pay:** \$26,702.00**Funds Codes:** 30 (HD)- 400 (HD-General)**Supervisor:** Julie Gibbs**Department Head:** Diane Creek

BoCC Chair _____

Date: _____

BoCC Member _____

Date: _____

BoCC Member _____

Date: _____

Attachment: 2025-05 AOrellana EAF (15866 : Employee Action Form (Green Sheet))

RILEY COUNTY EMPLOYEE ACTION FORM

Company Code: 166733

Full Legal Name: Bryant Parker**Status Change Date:** 05/16/2025**Status Change:** Separation**Date of Hire:** 05/13/2024**Seniority:** 1 Year(s), 0 Month(s)**Position:** County Counselor**Position Type:** Full Time**Pay Range:** LL**Pay Type:** Salary**Base Rate:** \$6,918.08**Annualized Pay:** \$179,870.08**Funds Codes:** 1 (General); 4 (Counselor)**Supervisor:** BOCC**Department Head:** BOCC

BoCC Chair _____

Date: _____

BoCC Member _____

Date: _____

BoCC Member _____

Date: _____

Attachment: 2025-05 BParker EAF (15866 : Employee Action Form (Green Sheet))

RILEY COUNTY EMPLOYEE ACTION FORM

Company Code: 166733

Full Legal Name: Jacob Hansen**Status Change Date:** 05/19/2025**Status Change:** Promotion**Date of Hire:** 09/30/2024**Seniority:** 0 Year(s), 7 Month(s)**Position:** Interim County Counselor**Position Type:** Full Time**Pay Range:** LL**Pay Type:** Salary**Base Rate:** \$6,365.55**Annualized Pay:** \$165,504.27**Funds Codes:** 1 (General); 4 (Counselor)**Supervisor:** BOCC**Department Head:** BOCC

BoCC Chair _____

Date: _____

BoCC Member _____

Date: _____

BoCC Member _____

Date: _____

Attachment: 2025-05 JHansen EAF (15866 : Employee Action Form (Green Sheet))



**Board of Riley County
Commissioners
Regular Meeting
TENTATIVE Agenda
May 22, 2025**

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

Cindy Kabriel
785-565-6200

Commission Chambers

8:30 AM

[District 1 – John Ford, Member](#)

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

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

8:30 AM

Call to Order

Pledge of Allegiance

Public Comment

Commission Comments

Business Meeting

Review Minutes

Review Tentative Agenda

Press Conference Topics

9:00 AM

Barry Wilkerson, Attorney

1. Staff update

9:15 AM

Rich Vargo, County Clerk

Peterson Ranch

9:35 AM

Cory Meyer, IT/GIS Director

2. Staff update

9:50 AM

Evan McMillan, Assistant County Engineer

3. Sales tax presentation and resolution

10:05 AM

Evan McMillan, Assistant County Engineer or John Ellermann, Public Works Director/County Engineer

4. Bid opening for Transfer Station tipping floor and chute repair/replacement

10:10 AM

Evan McMillan, Assistant County Engineer

5. KDOT Funding for RFQ Bridge Project

Attachment: 05-22-25 tentative agenda (15822 : Tentative Agenda)

10:20 AM Diane Creek, Health Department Director

6. Maryville University MOU

10:30 AM Elizabeth Ward, Human Resources Director

7. Executive session to discuss a performance matter involving non-elected personnel

10:50 AM Counselor/Director of Administrative Services

8. Administrative Work Session

11:10 AM Rich Vargo, County Clerk

9. Executive session to discuss a performance matter involving non-elected personnel

Adjournment**Announcements**

Riley County Offices will be closed Monday, May 26th due to the observance of the Memorial Day Holiday.

The Board of County Commissioners will not be in session Monday, May 26th.

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 29, 2025**

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

Cindy Kabriel
785-565-6200

Commission Chambers

8:30 AM

[District 1 – John Ford, Member](#)

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

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

8:30 AM

Call to Order

Pledge of Allegiance

Public Comment

Commission Comments

Business Meeting

1. Shilling Construction Asphalt Overlay Contract
2. Approve payroll/accounts payables (when completed)

Review Minutes

Review Tentative Agenda

Press Conference Topics

9:00 AM

Counselor/Director of Administrative Services

3. Administrative Work Session

9:20 AM

Alvin Perez, Operations and Fleet Manager

4. Bid opening for 7 passenger van

9:25 AM

Amanda Webb, Planning/Special Projects Director

5. Comprehensive Plan Update

9:45 AM

Megan Lewis, Community Corrections Director

6. Recovery Court Funding

10:05 AM

Major Mark French, RCPD

7. Facilities invoice approval

Adjournment

Attachment: 05-29-25 tentative agenda (15822 : Tentative Agenda)

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



**COUNTY CLERK &
ELECTIONS**
Contract

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

COMMISSION AGENDA REPORT

FROM: Brittany Phillips, Budget & Finance Officer

MEETING: May 19, 2025

SUBJECT: OpenGov Contract

PRESENTER: Brittany Phillips, Budget & Finance Officer

BACKGROUND

In June 2021, the Board of County Commissioners entered into a contract with OpenGov. The goal of OpenGov was to streamline budgets, improve staff efficiency and strategic planning for future years.

DISCUSSION

This project has been on-going for four years with it still not being ready to launch publicly. January 2025 was the last payment to OpenGov

FISCAL IMPACT

The project cost was \$202,045 and has been completely paid out of CIP. No additional costs at this time.

RECOMMENDATION(S)

Recommend ending the contract with OpenGov.

POSSIBLE MOTION(S)

Move to approve

Move to deny

Move to modify

Move to table

No action required.

The Board agreed by consensus to

Enclosures:



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 19, 2025
SUBJECT: Staff Update
PRESENTER: David Adams, EMS/Ambulance Director

Operations

Calls for service:

April- 399

911-Call volume by station:

Medic 11 located at 2011 Claflin Rd: 144

Medic 21 located at 11th & Poyntz: 131

Medic 31 located at 3060 TCB (Riley County Public Works): 29

Medic 41 located at Manhattan Regional Airport: 64

Medic 51- Leonardville: 26

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

Working on new building construction related topics.

Quality Improvement and Safety Course

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

Staff Report (ID # 15869)

Meeting of May 19, 2025

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

Staff Rotation

Documentation Training

Medical Director case review with staff.

Observing field performance.

Event Standbys: 4- KSU Graduation, KSU Track, MHS Graduation

Education

Annual Active Violence Training

Emergency Pediatric Care

Documentation

100% review of all calls.

Review of data metrics to identify trends.

Protocol book development is ongoing.

Community Outreach:

Car seat check lanes.

Enclosures:

- May 2025 Staff Update (DOCX)
- Riley County EMS Weekly Progress Report WE 4-11-25 (PDF)
- Riley County EMS Weekly Progress Report WE 4-18-25 (PDF)
- Riley County EMS Weekly Progress Report WE 4-25-25 (PDF)
- Riley County EMS Weekly Progress Report WE 5-9-25 (PDF)

Operations

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April- 399

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Medic 21 located at 11th & Poyntz: 131

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

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

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Documentation

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Review of data metrics to identify trends.

Protocol book development is ongoing.

Community Outreach:

Car seat check lanes.



Riley County EMS Station 1

LOCATION: 1115 Charles Little Rd

| JOB NUMBER: 24 - 104

WEEK ENDING: 4.11.25

Attachment: Riley County EMS Weekly Progress Report WE 4-11-25 (15869 : Staff Update)

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

Outstanding/Hot Items:



Riley County EMS Station 1

LOCATION: 1115 Charles Little Rd

JOB NUMBER: 24-104

Exterior Enclosures



Exterior Retaining Wall



Area C Interlam Panels



Area C Carpet





Riley County EMS Station 1

LOCATION: 1115 Charles Little Rd

| JOB NUMBER: 24 - 104

WEEK ENDING: 4.18.25

PROJECT CURRENT STATUS REPORT		NEXT WEEK PROJECT PROJECTIONS	
Electrical	Installed kitchen lighting and exterior lighting on the building.	Electrical	Start installing emergency light drivers.
Concrete	Poured some paving on the West side of the building and some curb/gutter on the North side.	Concrete	Start Prepping West drive lane for paving.
Paint	Continued to final paint walls and doors in Area C. Painted the Interlam Panels in Area C.	Paint	Final paint on door frames in Area C and Area B. Start Dryfall in Area B.
Low Voltage	Parsons pulled fiberoptic to the building and started terminating wires.	Low Voltage	Finish terminating fiberoptic and start testing wires
Plumbing	Finish installing sinks and toilets.	Plumbing	Finish insulating pipes.
Sitework	Start topsoil and grading on sidewalk below the retaining wall.	Sitework	Continue to backfill with topsoil
BHS	Installed Interior doors and hardware and started installing the exterior Eyebrows over the windows.	BHS	Finish installing Exterior Eyebrows over the windows. Start installing specialties items.

Outstanding/Hot Items:

Composite siding submittal
 Shower door selection
 North Sidewalk design
 RFI 80: Kitchen Island Light Fixture



Riley County EMS Station 1

LOCATION: 1115 Charles Little Rd

JOB NUMBER: 24-104

Exterior Paving



Area A Countertops

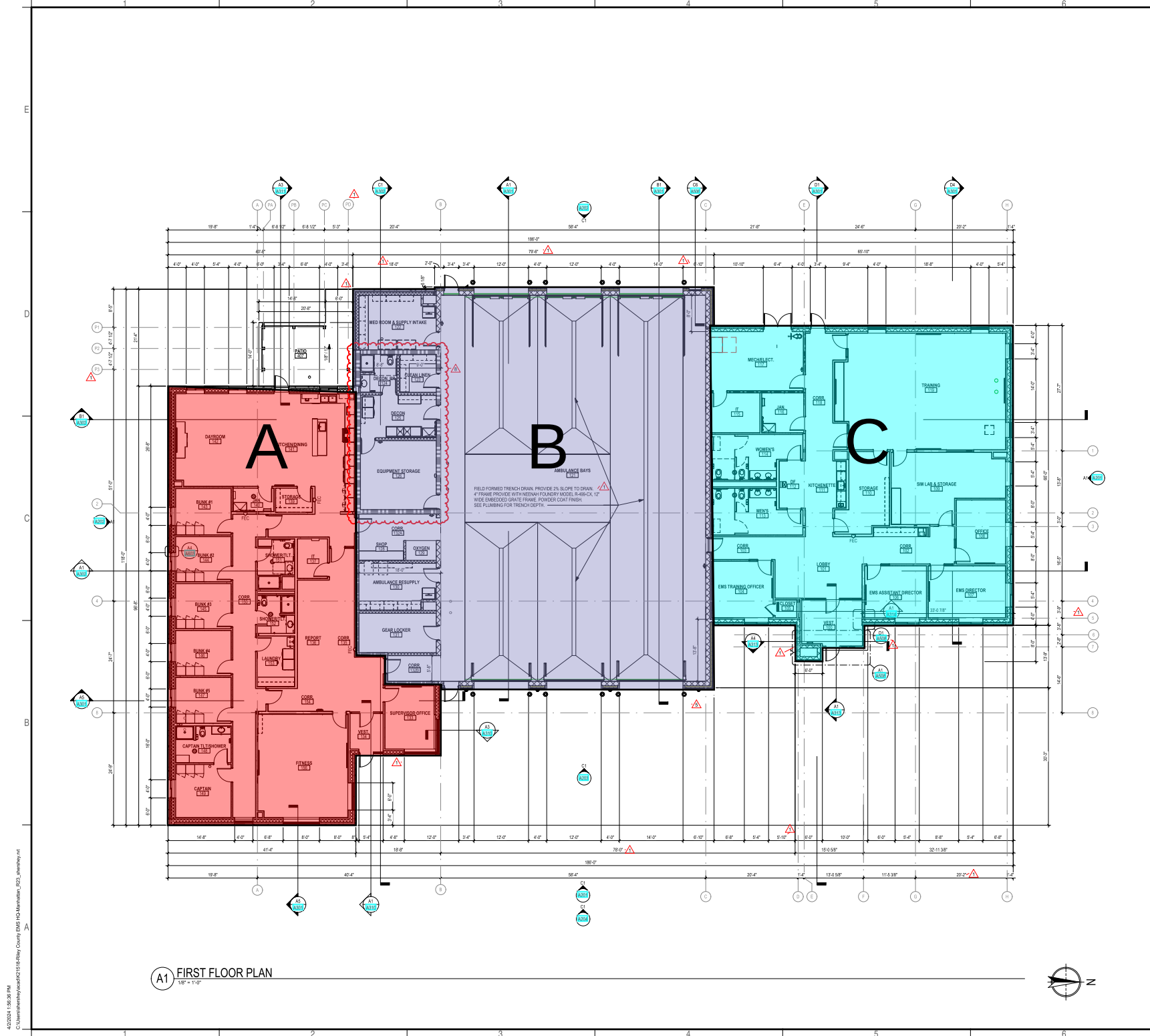


Area C Training Room Lights



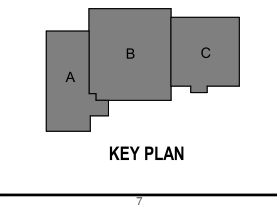
Area A Base and Doors





FLOOR PLAN GENERAL NOTES

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



Archimages
architecture | interiors
Archimages, Inc. # 4133589
14205 W. 95th Street
Leavenworth, Kansas 66215
www.archimages.com | P: (813) 370-6553

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

FOR PERMIT

No.	Date	Revision
1	02/29/2024	ISSUED FOR NO. 1
2	02/29/2024	ISSUED FOR NO. 2
3	02/29/2024	ISSUED FOR NO. 3
4	02/29/2024	ISSUED FOR NO. 4
5	02/29/2024	ISSUED FOR NO. 5
6	02/29/2024	ISSUED FOR NO. 6
7	02/29/2024	ISSUED FOR NO. 7
8	02/29/2024	ISSUED FOR NO. 8
9	02/29/2024	ISSUED FOR NO. 9
10	02/29/2024	ISSUED FOR NO. 10
11	02/29/2024	ISSUED FOR NO. 11
12	02/29/2024	ISSUED FOR NO. 12
13	02/29/2024	ISSUED FOR NO. 13
14	02/29/2024	ISSUED FOR NO. 14
15	02/29/2024	ISSUED FOR NO. 15
16	02/29/2024	ISSUED FOR NO. 16
17	02/29/2024	ISSUED FOR NO. 17
18	02/29/2024	ISSUED FOR NO. 18
19	02/29/2024	ISSUED FOR NO. 19
20	02/29/2024	ISSUED FOR NO. 20
21	02/29/2024	ISSUED FOR NO. 21
22	02/29/2024	ISSUED FOR NO. 22
23	02/29/2024	ISSUED FOR NO. 23
24	02/29/2024	ISSUED FOR NO. 24
25	02/29/2024	ISSUED FOR NO. 25
26	02/29/2024	ISSUED FOR NO. 26
27	02/29/2024	ISSUED FOR NO. 27
28	02/29/2024	ISSUED FOR NO. 28
29	02/29/2024	ISSUED FOR NO. 29
30	02/29/2024	ISSUED FOR NO. 30
31	02/29/2024	ISSUED FOR NO. 31
32	02/29/2024	ISSUED FOR NO. 32
33	02/29/2024	ISSUED FOR NO. 33
34	02/29/2024	ISSUED FOR NO. 34
35	02/29/2024	ISSUED FOR NO. 35
36	02/29/2024	ISSUED FOR NO. 36
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38	02/29/2024	ISSUED FOR NO. 38
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71	02/29/2024	ISSUED FOR NO. 71
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74	02/29/2024	ISSUED FOR NO. 74
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93	02/29/2024	ISSUED FOR NO. 93
94	02/29/2024	ISSUED FOR NO. 94
95	02/29/2024	ISSUED FOR NO. 95
96	02/29/2024	ISSUED FOR NO. 96
97	02/29/2024	ISSUED FOR NO. 97
98	02/29/2024	ISSUED FOR NO. 98
99	02/29/2024	ISSUED FOR NO. 99
100	02/29/2024	ISSUED FOR NO. 100

Project No.
K21518

Sheet No.
A101

Date
02/29/2024



Riley County EMS Station 1

LOCATION: 1115 Charles Little Rd

JOB NUMBER: 24 - 104

WEEK ENDING: 4.25.25

Attachment: Riley County EMS Weekly Progress Report WE 4-25-25 (15869 : Staff Update)

PROJECT CURRENT STATUS REPORT		NEXT WEEK PROJECT PROJECTIONS	
Electrical	Installed emergency light drivers and bathroom lights in Area C.	Electrical	Install lights in the Bay and emergency light drivers in Area A and B.
Concrete	Poured the remaining paving on the West side of the building and Curb and gutter on the North and East side.	Concrete	Prep and pour parking lanes on the North and East Sides. More curb and gutter on the North and East.
Paint	Dryfalled the bay and started painting the walk-in doors.	Paint	Finish painting door frames and touch up paint in Area B and Stripes in Area B.
Low Voltage	Started testing cameras and installing cameras.	Low Voltage	Finish testing and installing cameras. Training room speaker and camera install.
Plumbing	Started turning water on to the building.	Plumbing	Finish insulating pipes. Finish turning water on to the rest of the building.
Sitework	Nothing new.	Sitework	Start topsoil and grading on sidewalk below the retaining wall.
BHS	Finished Installing Exterior Eyebrows and started installing the West Canopy. Started layout for bathroom partitions.	BHS	Finish installing West Canopy. Install Bathroom partitions and bathroom accessories.

Outstanding/Hot Items:

Composite siding submittal
 Shower door selection
 Color Selection for Metal Soffit at Patio
 RFI 80: Kitchen Island Light Fixture
 RFI 81: Sidewalk at South Side of FCRC Building
 RFI 82: Existing FCRC Parking Lot



Riley County EMS Station 1

LOCATION: 1115 Charles Little Rd

JOB NUMBER: 24-104

Exterior Curb and Gutter East Side



Area B Dryfall



Exterior Paving West Side



Area A IT Closet



FLOOR PLAN GENERAL NOTES

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

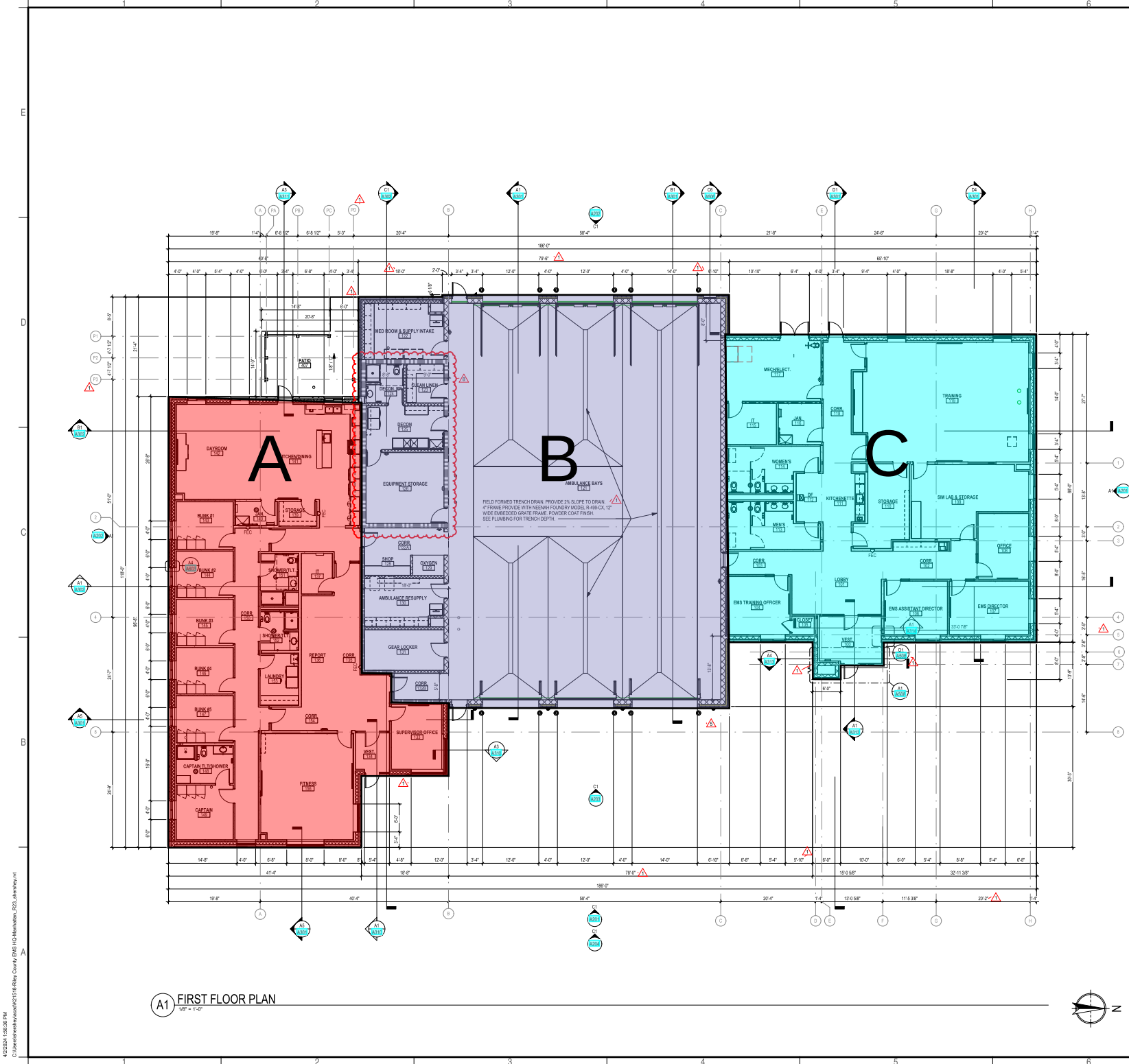


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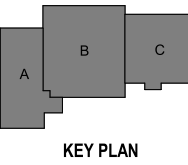
PROJECT:
RILEY COUNTY EMS
STATION NO. 1
Manhattan, KS 66502-0109
1115 CHARLES LITTLE RD
[Consultants]

FOR PERMIT
Revision
No. Date Description
1 02/29/2024 K21518.1
2 02/29/2024 K21518.2
3 04/25/2024 K21518.3 - STATION ELEC. PER REVIEW COMMENTS RESPONSE
Project No.
K21518
Sheet No.
A101
Date
02/29/2024

OVERALL FLOOR PLAN
Packet Pg. 27



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



KEY PLAN

4/23/2024 1:56:36 PM
C:\Users\jgurnea\OneDrive\Documents\Riley County EMS Station No. 1\Archimages_7924_stationing.rvt



Riley County EMS Station 1

LOCATION: 1115 Charles Little Rd

| JOB NUMBER: 24 - 104

WEEK ENDING: 5.9.25

Attachment: Riley County EMS Weekly Progress Report WE 5-9-25 (15869 : Staff Update)

PROJECT CURRENT STATUS REPORT		NEXT WEEK PROJECT PROJECTIONS	
Electrical	Wired up the doors and the exhaust fans in Area B.	Electrical	Start installing the lightning protection.
Concrete	Placed concrete on the East side of the building and started prepping the tie-in at FCRC.	Concrete	Pour the tie-in at the FCRC Vestibule and continue to work curb around on the East.
Paint	Painted the stripes in Area B. Prepped Area A for final coat.	Paint	Finish painting the stripes in Area B and final coat Area A.
Low Voltage	Wired up the paging system control panel.	Low Voltage	Continue to install cameras and active the door controls.
Plumbing	Finished trim-out in Area A.	Plumbing	Start installing appliances.
Sitework	Finished topsoil on the West side of the building and prepped the sidewalk to be placed.	Sitework	Finish grading the East and South side of the building.
BHS	Finished installing the doors and hardware. Moved the fence on the North for the FCRC paving tie-in.	BHS	Continue to install accessories.

Outstanding/Hot Items:

Nothing Currently



Riley County EMS Station 1

LOCATION: 1115 Charles Little Rd

JOB NUMBER: 24-104

Exterior Lighting



Area B Lights and Blue Stripes

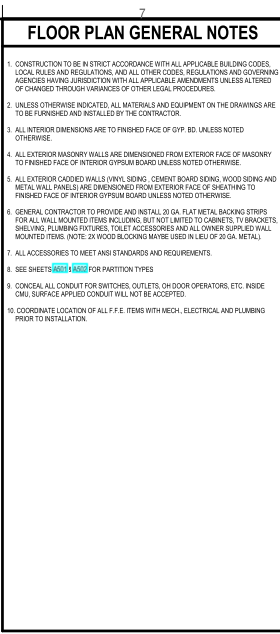


Exterior Curb/Gutter/Paving East Side



Exterior Topsoil





A bar chart with three bars labeled A, B, and C. The height of bar B is the greatest, followed by bar C, and then bar A.

KEY PLAN

_____ 7 _____

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		i

6502-0109
[Consultant]

**COUNTY EMS
ON NO. 1**

PROJECT: RILEY C
STATI
1115 CHARLES LITTLE RD

N
REVIEWER COMMENTS RESPONSE

[illegible]

Project No.
K21518

Sheet No.
A101

Date
02/29/2021

Packet Pg. 30



COUNTY CLERK & ELECTIONS
Budget

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

MEMORANDUM

FROM: Brittany Phillips, Budget & Finance Officer

MEETING: May 19, 2025

SUBJECT: 2026 Flint Hills Veterans Coalition Appropriation Request

PRESENTER: Christine Benne, Flint Hills Veterans Coalition

Enclosures:

- FHVC County Budget Request 2026 (DOC)



April 28, 2025

Greg McKinley, Chair
Riley County Board of Commissioners
110 Courthouse Plaza
Manhattan, KS 66502

RE: Flint Hills Veterans Coalition 2026 Budget Request
Requested Amount: \$1,000.00

Dear Commissioner McKinley,

Attached you will find our Mission Statement and Organization Description for your reference.

Funding Sources:

Our Coalition is fortunate to receive support from a variety of sources each year. Regular sponsors include Riley County, the City of Manhattan, the Manhattan Area Chamber of Commerce, Kansas State University Veterans Affairs, Knights of Columbus 4th Degree, Ultra Ice Corp, Greater Manhattan Community Foundation, Jack Goldstein Trust, and the Don Parish Trust.

Use of Requested Funds:

Porta Potties: \$700.00

Sound System for Indoor Ceremony: \$300.00

Goals for 2026:

Our goal for 2026 is to host the most outstanding Veterans Day activities in the State of Kansas, with a special focus on honoring the “Guardians of our Nation: Honoring the Reserve Forces.”

Thank you for your past support of the Flint Hills Veterans Coalition. We hope we can count on your continued partnership for 2026.

Sincerely,
Christine Benne
Christine Benne
Chair
Flint Hills Veterans Coalition



THE FLINT HILLS VETERANS COALITION Inc. IS A 501(C)l 9 NONPROFIT ORGANIZATION LOCATED IN' MANHATTAN, KANSAS. IT WAS ORGANJZED IN' 1993 BY WW II VETERANS IN' ORDER TO FOSTER PATRIOTISM, PROMOTE VETERANS DAY ACTIVITIES AND HONOR VETERANS. OVER THE YEARS, IT HAS ALWAYS DONE SO.

IN FURTHERANCE OF THESE GOALS THE COALITION ENGAGES IN MANY ACTIVITIES SUCH AS THE FOLLOWING WHICH IS NOT AN INCLUSIVE LIST OF SUCH ACTIVITIES:

ORGANIZES ONE OF THE LARGEST VETERANS DAY PARADE AND CELEBRATIONS IN KANSAS. OVER 2000 REGIONAL GRADE SCHOOL CHILDREN PARTICIPATE AND EACH RECEIVES A PATRIOTIC MEMENTO OF PARTICIPATION. FORT RILEY IS A LARGE PARTICIPANT. KSU ROTC CADETS AND CADRE MARSHAL THE PARADE.

PROVIDE COFFEE AND DOUGHNUTS AT PARADE MARSHALING AND REVIEWING STAND AREAS.

ORGANIZE A VETERAN'S DAY BREAKFAST FOR VETERANS AND THE GENERAL PUBLIC. IT IS FREE OF CHARGE TO VETERANS.

PROVIDE FLAGS TO PARTICIPANTS AND SPECTATORS OF PARADE. OVER 2000. PROVIDE PHOTO DISPLAYS OF THE VARIOUS CONFLICTS INVOL YING AMERICA.

VISIT AREA SCHOOLS, WHEN ASKED, TO SPEAK ABOUT MILITARY SERVICE.

PROVIDE \$3000.00 IN SCHOLARSHIPS A YEAR TO KSU, MA TC, AND MCC STUDENT VETERANS. BASED ON THE NEED WE HAVE SEEN WE WOULD LIKE TO INCREASE THE SCHOLARSHIPS.

HELP DEFRAY THE COST OF SENDING VETERANS TO WASIDNGTON, D.C. THRU LOCAL AND STATE HONOR FLIGHT PROGRAMS. ASSIST VETERANS THRU HABITAT FOR HUMANITY.

WE NEED YOUR FINANCIAL SUPPORT. PLEASE ASSIST US IN OUR EFFORTS TO HONOR AND HELP VETERANS.

THANK YOU FOR YOUR CONSIDERATION OF OUR REQUEST AND ANY ASSISTANCE YOU CAN GIVE US. CHECKS SHOULD BE MADE PAY ABLE TO: FLINT HILLS VETERANS COALITION Inc. AND SENT TO:

FLINT HILLS VETERANS COALITION Inc.
P.O. BOX 424
MANHATTAN, KS 66505



**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 19, 2025

SUBJECT: 2026 New and Expanded Positions Request

PRESENTER: Elizabeth Ward

BACKGROUND

New and Expanded position presentation for 2026. These requests have been submitted by the Department Head, Human Resources has edited and evaluated the position descriptions for placement in the pay scale.

Below is a summary of those positions being requested for inclusion in the 2026 budget. These positions require **additional funding** for each of the associated budgets.

The totals below include the cost of wages and benefits.

FISCAL IMPACT

See attached request total by position

RECOMMENDATION(S)

Recommendation to review each position request individually per department.

POSSIBLE MOTION(S)

Move to approve

Move to deny

Move to modify

Move to table decision on the new and expanded position requests.

No action required.

The Board agreed by consensus to

Enclosures:

- 2026 New and Expanded positions Memo 2025-05 (DOCX)
- Museum Expanded hours Justification memo_2026 (DOCX)
- As Needed Museum Assistant Position Description (PDF)
- Comm Corr Expanded hours justification memo_2026 (DOCX)
- On-Call Juvenile Intake Office Position Description (PDF)
- Software Systems Analyst position description (DOCX)
- Network Systems Analyst position description_fial (DOCX)
- Health Department New position justification memo_2026 (DOCX)
- Billing_Coding Clerk position description DRAFT (DOC)
- New_Expanded Investigator Position Proposal (DOCX)
- Criminal Investigator position description-DRAFT (DOCX)
- Appraiser's New position justification memo_2026 (DOCX)
- Appraisal Support I position description_DRAFT (DOC)
- Appraisal Support II position description (DOCX)
- Appraisal Support III position description (DOC)
- Public Works New position justification memo_2026 (DOCX)
- Custodian I Position Description (PDF)



HUMAN RESOURCES

Rich Vargo
County Clerk
110 Courthouse Plaza
Manhattan, KS 66502
Phone: 785-537-6303
Email: eward@rileycountyks.gov

TO: Board of County Commissioners
FROM: Elizabeth Ward, Human Resource Director
RE: New and Expanded Positions Overview

New and Expanded position presentation for 2026. These requests have been submitted by the Department Head, Human Resources has edited and evaluated the position descriptions for placement in the pay scale.

Below is a summary of those positions being requested for inclusion in the 2026 budget. These positions require **additional funding** for each of the associated budgets.

The totals below include the cost of wages and benefits.

Department	Position	Pay increase	Benefits increase	Total Request (Wage + Benefits)
Historical Museum	As-Needed Museum Assistant - <i>Expanded Position</i> Existing PD – Range TASND, As-needed Pay Rate, \$15.00 /hour -additional 650 hrs.	\$9,750	\$759	\$10,509
	Historical Museum Budget Request			<u>\$10,509</u>
Community Corrections	Juvenile Intake Officers - <i>Expanded Position</i> Existing PD – Range 1, As-needed Pay Rate, \$18.87/hour – additional 180 hrs.	\$3,397	\$265	\$3,662
	Community Corrections Budget Request			<u>\$3,662</u>
IT/GIS	Systems/Software Analyst- <i>Expanded Position</i> Existing PD – Range 13, Full Time, exempt Starting Rate, \$2557/pp – No change in pay	\$0	\$0	\$0
	Network Systems Analyst- <i>New Position</i> Existing PD – Range 13, Full Time, exempt Starting Rate, \$2557/pp	\$66,482	\$26,260	\$92,742
	IT/GIS Budget Request			<u>\$92,742</u>
Health Department	Billing and Coding Clerk - <i>New Position</i> New PD – Range , Full time, non-exempt Starting Rate, \$24.94/hour	\$51,875	\$20,491	\$72,366
	Health Department Budget Request			<u>\$72,366</u>

Attachment: 2026 New and Expanded positions Memo 2025-05 (15860 : 2026 New and Expanded Positions Request)



HUMAN RESOURCES

Rich Vargo
 County Clerk
 110 Courthouse Plaza
 Manhattan, KS 66502
 Phone: 785-537-6303
 Email: eward@rileycountyks.gov

County Attorney	Criminal Investigator - <i>New Position</i> New PD – Range 12, Full Time, Exempt Starting Rate, \$31.53/hour	\$65,582	\$25,905	\$91,487
	Attorney Budget Request			<u>\$91,487</u>
County Appraiser	Appraisal Support I, II, III - <i>Expanded Positions</i> New PDs – Range: Support I – 5, Support II – 7, Support III-8 All Full Time, non-exempt	\$48,152 \$51,875 \$53,518	\$19,020 \$20,491 \$21,140	\$67,172 \$72,366 \$74,658
	Replacement of Personal Property Appraiser I, II, III Range: Appraiser I –5, Appraiser II-7, Appraiser III - 11	(\$48,152) (\$51,875) (\$62,982)	(\$19,020) (\$20,491) (\$24,878)	(\$67,172) (\$72,366) (\$87,860)
	Appraiser Budget Request			<u>(\$13,202)</u>
Public Works	Custodian I - <i>New Position</i> Existing PD – Range 1, Full time, non-exempt Starting Rate, \$18.87.hour	\$39,250	\$15,504	\$54,754
	Public Works Budget Request			<u>\$54,754</u>
	Total all New Requests			<u>\$312,320</u>

RECOMMENDATION(S)

Consider each position request per department as part of the 20

Attachment: 2026 New and Expanded positions Memo 2025-05 (15860 : 2026 New and Expanded Positions Request)

In 2026, I am requesting an increase in the Museum's budget line item for As-Needed Museum Assistant pay by 45%. If approved, we would be going from \$21,450 in 2025 to \$31,200 for part time staff in 2026. This is an increase of \$10,511 (\$9,750 in the PT staffing line item and an increase of \$761 in benefits). The reason I request this increase is due to a few realities. The Museum is open to the public every day of the week with the exception of Mondays.

Based upon the number of our open hours, which totals 40 hrs/week (Tues-Fri 8:30am-5pm [8.5 hrs/day] and Sat-Sun 2-5 [3 hrs/day]). The proposed increase above allows me to schedule one As-Needed Museum Assistant at any time for every hour we are open. Ideally, we'd have two at a time, but from a funding perspective, we cannot afford to do that. The 40 hrs/week does not include events, programs, workshops, etc. outside of facility open hours.

As-Needed Museum Assistants are our public facing staff members. They greet visitors, introduce guests to the exhibits and serve as docents, they answer questions visitors may have, staff the front desk, take phone calls and messages, handle membership payments and gift store sales, they keep the museum clean and tidy, they provide the guided Goodnow House tours, assist us with field trips, and support the curators and director with projects ranging from research requests, to helping clean out storage spaces, and helping us install new exhibits and staff education/outreach programs.

At this time, the Museum employs four As-Needed Museum Assistants (Holly Hill, Brantlee Shearmire, Lisa Jones, and Eric Gudenkauf). While they are classified as "As-Needed," these staff members really are essential to our daily operations. Their classification allows them to work up to 1,000 hrs/yr, which with four assistants on staff, totals 4,000 hrs/yr. In 2026, I am requesting funding to allow me coverage of only 2,080 hrs/yr total.

If the Museum does not have this coverage, the curators and director have to take on the tasks mentioned above, and while we are willing to do this – we do it every time that we are understaffed, it takes our professional staff away from their necessary roles.

I will note that we have tried to recruit volunteers and board members to come in and handle some of these roles, and unfortunately, they have not provided consistent, long-term, reliable support. We will always attempt to recruit and train more volunteers to assist with these roles, but as a professional museum who relies on professional, well-trained, front-facing staff, these As-Needed Museum Assistants are essential to not only providing quality customer service to our patrons, but their reliability and experience allows us to utilize them to support the greater mission of the museum through working on curatorial activities, research services, and education programs.

The four As-Needed Museum Assistants we currently employ are absolutely wonderful – all experienced professionals in the museum and education fields – well trained, and excellent ambassadors of both the museum and the County.

It is important to note that we do have one part-time, permanent Museum Assistant on staff that is funded by the historical society through a grant of \$20,000 annually who appears on our personnel budget as an expense. This position does help with some of these tasks above, but this individual is assigned to work with the library and archives and the funding from the society is restricted for that purpose. The individual in this position also has to step away from their projects to work at the front desk, give tours, etc., if As-Needed Museum Assistants are not able to work.

If the increase for 2026 is not approved, we have a few options:

1. I can always ask the historical society if they would be willing to offset the cost on anything above the approved amount for these positions. This would have to be discussed with the society as they begin their budget planning, which will begin around September of 2025.
2. We go understaffed and cannot always offer Goodnow House tours or we reduce the hours that the museum/Goodnow House is open to the public.
3. We keep trying to recruit and train volunteers willing to serve in this role and they can work on an as-available schedule.
4. Professional staff fill in for the As-Needed Museum Assistants and therefore must step away from their curatorial duties during those times.

Thanks for hearing these points and considering my request. I am happy to answer any questions.

Katharine Hensler

Riley County Historical Society Museum Director

RILEY COUNTY, KANSAS JOB DESCRIPTION

Job Title:	AS-NEEDED MUSEUM ASSISTANT	
Department:	Museum	Division:
Reports to:	Museum Director/Curator	
Pay Grade:	TASND	Status: As-Needed
FLSA Status:	Non-Exempt	

Position Summary: To assist with attendant and clerical duties of the Museum

Essential Functions:

- Greet, supervise, and provide guided tours as needed to visitors.
- Assist in maintaining the appearance and contents of the Museum, and other Museum educational program locations.
- Complete clerical and miscellaneous work as assigned.
- Open and close the Museum and supervise its operation as needed.
- Assist curatorial staff with collections management and research projects as needed.
- Other duties as assigned

Position Requirements:

Education: High school diploma or equivalent required. Degree in history, museum studies, or related field preferred.

Experience: Knowledge of a body of standardized rules, procedures or operations to perform the full range of standard clerical assignments and resolve reoccurring problems. Knowledge of Riley County history or experience in museums/library preferred.

Skills: Computer literacy required. Ability to use standard office equipment. Must be able to communicate effectively and speak publicly.

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

Employee is occasionally required to stand; walk; sit; use hands to finger, handle, or feel; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; talk or hear. The employee must regularly lift and/or move up to 40 pounds. Specific vision abilities required by this job include close vision, color vision, depth perception.

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

Employee is exposed to normal noise levels of an office setting. Some objects, items, materials are inherently dusty, musty, etc. Environmental controls to protect/preserve of materials are utilized.

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

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



Community Corrections

Megan Lewis
Director of Community Corrections
115 N 4th St 2nd Flo
Manhattan, Kansas 66502-0100
Phone: 785-565-6811
Email: mlewis@rileycountyks.gov

May 12th, 2025

To: Board of County Commissioners

From: Megan Lewis, Riley County Director of Community Corrections

RE: New and Expanded Positions Request

A roster of on-call Juvenile Intake and Assessment Services Officers rotate covering night intakes Monday to Friday from 5:00 pm to 8:00 am, Fridays from 8:00 am to 5:00 pm and 24 hours per day on Saturday and Sunday. An on-call calendar is published every month and is based on the On-Call officer's availability to cover evening and weekend shifts. The On-Call officer responds to law enforcement for any situation involving a child-in need of care or juvenile offender. On-Call officers conduct the required assessments, assess placements, make placement recommendations, and facilitate placements.

In 2025 in an effort to reduce costs, Community Corrections reduced the number of budgeted hours for Juvenile Intake and Assessment on-call call out and training hours from 650 hours to 420 hours. This proved to be unrealistic. To date we have used 113.25 hours in 2025. This does not include the upcoming peak season for Juvenile Intake and Assessment, nor does it include the training and shadowing hours that will be needed to train the 3 new Juvenile Intake and Assessment Officers.

The nature of Juvenile Intake is unpredictable, however based on past trends we can foresee that we will experience an increase in Juvenile Intake activities during the summer and fall months.

Community Corrections is asking for an increase in Juvenile Intake and Assessment on-call hours from 420 hours to 600 hours. The increase in hours would allow staff to be adequately trained and to fulfill the responsibilities of the Juvenile Intake and Assessment program.

Attachment: Comm Corr Expanded hours justification memo_2026 (15860 : 2026 New and Expanded Positions Request)

RILEY COUNTY, KANSAS JOB DESCRIPTION

Job Title:	On-Call Juvenile Intake & Assessment Officer		
Department:	Community Corrections	Division:	Intake
Reports To:	Director		
Pay Grade:	1	Status:	As Needed
FLSA Status:	Non-Exempt		

POSITION SUMMARY: The On-Call Juvenile Intake and Assessment Officer conducts intake and assessment on children-in-need-of-care (CINC), status offenders (SO) or juvenile offenders (JO) in custody by law enforcement, and coordinates emergency placement such as relatives, foster care, emergency shelter, attendant care or detention placements on evenings, weekends and holidays. The assessment interview includes an in-depth face-to-face interview with children and youth.

ESSENTIAL FUNCTIONS:

- Assist law enforcement screen, assess, place, and release children-in-need-of-care, status offenders and juvenile offenders from 5:00pm to 6:00am Monday through Friday, and 24 hours a day on weekends and county holidays.
- Respond to law enforcement by phone within 10 minutes and physically within 30 minutes.
- Determine ability of child/youth's participation in interview process by considering age, drug or alcohol impairment, cognitive challenges, and current emotional state.
- Follow local policy and procedure for mental health guidance and support when needed to respond to active trauma or when attempts are not adequate to provide support and relief.
- Assess potential placements, considering the least restrictive placement, the safety of the child/youth, safety of the community and available community resources.
- Determine if the child or youth can be returned home or if placement is appropriate pending a court hearing.
- Administer and score the Kansas Detention Risk Assessment Instrument to determine the eligibility of detention placements.
- Assess detention instrument decision and request override when necessary to the Director.
- Administer and score the MAYSI-II, and MAYSI-II Secondary Screening Instruments to identify the needs of the youth. Refer youth for mental health assessment as appropriate.
- Refer to local providers for the youth and/or family as appropriate.
- Conditionally release a CINC or a JO subject to requirements prior to Court action.
- Complete and submit applicable state-mandated forms.
- Provide crisis intervention services and serve as a resource broker.
- Maintain a working knowledge of the Kansas Juvenile Justice Code, Kansas Child-in-Need of-Care-Code and Riley County Community Corrections policies and procedures.

POSITION REQUIREMENTS:

Education: High School Diploma or equivalent required. 2 years college coursework in human services or other related field preferred

License(s)/Certificate(s): Must be 21 years of age or older, possess a valid driver's license, be qualified for access to any KS Criminal Justice Information System (KCJIS) and not be registered on the Kansas adult or child abuse registry.

Experience: 1 year experience working with juveniles and families preferred. Knowledge of RCCC Policies and Procedures, applicable KDOC JIA Standards, the CINC Code, and the Kansas Juvenile Justice Code required. Knowledge of the juvenile justice system, effective oral and writing skills and counseling skills required.

Updated May 2024

Skills: Ability to work with diverse populations in difficult situations.

Supervisory Control: The Director or their designee sets the overall policies, procedures, objectives and resources available. The Director or their designee develops deadlines and work assignments. The employee acts independently in the general aspect of screenings and placements and consults/refers to the Director or their designee when appropriate.

Guidelines: This position requires knowledge of RCCC Policies and Procedures, applicable KDOC JIA Standards, the CINC Code and Kansas Juvenile Justice Code. Due to the nature of the job, discretion is required. Depending on the level of discretion, continuous input and approval from the Director or their designee may be required.

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

Employee is required to stand; walk; sit; use hands to finger, handle, or feel; reach with hands and arms; climb; stoop, kneel, crouch, or crawl; talk or hear; smell. Must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus. Must be able to sit long periods of time, both in traveling and when working at respective workstation. Must be able to drive, be aware of alcohol/THC use.

This position is high stress and crisis-filled, therefore flexibility is needed. Due to working with CINCs and juvenile offenders, there exists the risk of possible injury and/or loss of life. When traveling, must deal with various weather elements. The JIAO must have the ability to use ones senses to perceive the detailed cues of body language, speech and reactions.

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

While performing the duties of this job, the employee is often exposed to dangerous elements of potentially criminal behaviors, wet and/or humid conditions; outside weather conditions. The noise level in the work environment is usually moderate.

LOCATION OF WORK: The primary work location will be the Riley County Law Enforcement Center, Clay Co Sheriff/Police Department, and Kansas State University Policy Department. Considerable fieldwork will be required, mostly within a radius of 50 miles. A county vehicle will ordinarily be provided, however, the employee must have access to a personal vehicle when a county car is not available.

WORK SCHEDULE: This is an as-needed, on-call position. Due to the responsibilities associated with this position, the employee will be required to carry agency- issued cell phone from 5:00pm to 6:00am, Monday through Friday, and 24 hours a day on weekends and holidays. Requires immediate response to calls and reporting in-person within thirty minutes.

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

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

RILEY COUNTY, KANSAS JOB DESCRIPTION

Job Title:	SYSTEMS/SOFTWARE ANALYST	
Department:	Information Technology/GIS	Division:
Reports To:	Information Technology/GIS Director and Network Administrator	
Pay Grade:	13	Status: Full Time
FLSA Status:	Exempt	

Position Summary: Responsible for assisting the Riley County Network Administrator with monitoring, managing, and maintaining all facets of the Riley County Local and Wide Area Networks and servers, including performance, security, and system availability. Assumes basic functions of the Network Administrator in his/her absence. Requires on call responsibility. Responsible for assigned technology including server hardware, software, and related services, as required. Serves as the primary escalation point for Helpdesk personnel requiring higher level assistance. Assists with daily Help Desk duties performed including providing first level customer support as needed as directed.

ESSENTIAL FUNCTIONS:

- Setup/config/install of both physical and virtual servers and operating Systems.
- Keep servers running in optimal condition and available to network users by applying updates and patches.
- Monitor/repair/inventory of server related equipment.
- Install and configure server-based 3rd party software applications.
- Install, configure, maintain, and monitor back-up software to perform reliable back-up and allow rapid recovery from failure or disaster scenario.
- Install, administer, and maintain telecommunication systems and cabling.
- Provide troubleshooting and support for client handsets, voicemail, etc.
- Software Administration including Intune, Singlewire, Camera Security System, Backup Software, Operating System Updates, Door Security
- Hardware Installation
- Act as back up to Information Technology Specialist, performing duties of the position
- Act as the initial escalation point for Help Desk issues needing higher-level support - resolving the issue, or escalating, as the situation dictates.
- Act as liaison between the Help Desk and the Network Administrator/IT Administration.

SECONDARY RESPONSIBILITIES:

- Assist in the administration and maintenance of network data storage for all systems.
- LAN/WAN Administration & Maintenance
- Assist in administering and maintaining County LAN/WAN/VPN infrastructure, software, and protocols.
- Assist in the installation, maintenance, and monitoring of County Wireless infrastructure.
- Assist in the monitoring of network traffic for optimal performance, recommend changes or additions to improve performance.
- Process account activations/deactivations, monitor and enforce password policies for user accounts. Implement and maintain file and share level security throughout network for users.
- Assist in monitoring and auditing network hardware and software for security irregularities, breaches, or hacking attempts.
- Assist with administration and maintenance of database server hardware/databases.
- Maintain relationships between client software and its corresponding database.
- Assist in installation, configuration, and maintenance of anti-virus and SPAM filtering systems.
- Notify end users and IT Administration of specific virus threats.
- Perform other duties as assigned

Updated May 2025

POSITION REQUIREMENTS:

Education: Certification or associate's degree in computer science, or related field preferred.

License(s)/Certification(s): CCNA certification preferred. A+, Network+, Server+, MCSA, and MCSD certifications preferred.

Knowledge and Experience: 3 years' experience as a desktop technician required. Detailed knowledge of PC hardware and software is essential, including all Microsoft Windows Operating Systems and Office productivity suites, as well as knowledge of common business software packages and 32/64 bit applications. Experience in Windows Server operating systems and server virtualization, VMWare, Microsoft SQL, and Cisco hardware, IOS and Call Manager preferred. Strong aptitude in OS repairs, spyware and virus removal, hardware, upgrades, Networking concepts, and troubleshooting.

Valid driver's license and ability to pass fingerprint background check required.

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

Skills: Ability to understand instructions and communicate both written and orally. Strong analytical, documentation, attention to detail, organization, and time management and prioritization skills required. Ability to learn new technologies quickly, communicate problems with supervisors as they become known, work with others in a team environment, adapt to challenges encountered, troubleshoot and solve problems, hardware and software support skills, strong network and Ethernet wiring skills, exercise responsibility when expected, meet deadlines, and maintain confidentiality are required. Must be able to work additional hours during the week and/or weekend, if required.

Supervisory Responsibility: None. May lead, train, or participate in team assignments.

Supervisory Controls: Position operates with minimal direction from the supervisor. Works independently and efficiently prioritizes tasks to complete projects. This position will interact and work directly with other IT staff daily. Provides regular updates regarding projects and daily activities.

Guidelines: Guidelines include state, federal and local hardware and software usage laws and copyright laws, Riley County Personnel Policies as well as protocols outlined by the IT/GIS Director.

Complexity: Requires very specific knowledge about Network and Server equipment and operations. Requires making many decisions concerning interpreting complex data, planning the work, and refining methods and techniques implemented to complete a project. The rapidly changing technology in the IT field will require frequent and extensive training. Interprets feedback from complex network equipment and use standard performance monitors and utilization results to resolve the problem.

Scope and Effect of Work: Riley County IT is a countywide resource involving network/server management and troubleshooting. This position can have a drastic impact on the performance of end users. If this position does not provide the necessary answers and correctly identify and solve various problems, county employees may not have access to their computer or the network, which could consequently affect their job performance. Reliability, accuracy, and dependability are essential.

Personal Contacts: Contacts include Riley County employees, as well as the general public, other government agencies, and vendors. Technical support and troubleshooting will often require the individual to contact the end user to resolve issues.

Purpose of Contacts: Contacts are made for the purpose of gathering or dispersing information to provide technical support and troubleshooting of the server and network systems.

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

The work encompasses both indoor and outdoor work. The work requires some physical exertion such as long periods of standing; walking over rough, or rocky surfaces; recurring bending, crouching, stooping, stretching, reaching, or similar activities; recurring lifting of moderately heavy items. The employee is required to stand; walk; sit; use hands to finger, handle, or feel; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; talk or hear. The employee must regularly lift and/or move up to 20 lbs. and occasionally up to 50 lbs. Specific vision abilities required by this job include close vision, color vision, depth perception, and ability to adjust focus.

Work Environment: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is exposed to moderate noise levels. The position may also require temporary work underneath desks and workstations. Occasional trips outdoors are necessary. The position has the potential to occasionally be exposed to dust.

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

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

RILEY COUNTY, KANSAS JOB DESCRIPTION

Job Title:	NETWORK/SECURITY ANALYST	
Department:	Information Technology/GIS	Division:
Reports To:	Information Technology/GIS Director and Network Administrator	
Pay Grade:	13	Status: Full Time
FLSA Status:	Exempt	

Position Summary: Responsible for assisting the Riley County Network Administrator with monitoring, managing, and maintaining all facets of the Riley County Local and Wide Area Networks and servers, including performance, security, and system availability. Will assume the basic functions of the Network Administrator position in his/her absence. Requires on call responsibility, except for scheduled vacation. Responsible for assigned technology related aspects of the Riley County infrastructure including server hardware, software, and related services, as required. Serves as the secondary escalation point for Helpdesk personnel requiring higher level assistance. Assists with daily Help Desk duties performed including providing first level customer support as needed as directed.

ESSENTIAL FUNCTIONS:

- Help keep County LAN/WAN/VPN networks running optimally through administration and maintenance of all network infrastructure, software, and protocols.
- Assist in the installation, maintenance, and monitoring of County Wireless infrastructure.
- Assist in the monitoring of network traffic for optimal performance, recommend changes or additions to improve performance.
- Keep all switches, routers, firewalls, and other network infrastructure updated with the latest patches, fixes, updates, or operating systems.
- Install, configure, and program routers and keep/maintain current backup of config files.
- Assist in the development of policies and procedures related to all network resources.
- Implement and maintain file and share level security throughout network.
- Maintain all administrative and maintenance accounts.
- Configure and maintain firewall & security appliance & software.
- Maintain intrusion prevention system.
- Monitor & Audit systems for security irregularities, breaches, or hacking attempts.
- Maintain knowledge of most up-to-date computer security standards, state and federal security issues, as well as industry security standards.
- Assisting the Network Administrator/Software Analyst, including setup/config/install of both physical and virtual servers and server Operating Systems.
- Assist in the administration and maintenance of network data storage for all systems.
- Assist as needed in the installation, administration, and maintenance of County telecommunication systems and cabling.
- Assist in the administration of the County VOIP system.
- Assist in the installation, configuration, and maintenance of anti-virus and SPAM filtering systems
- Notify end users and IT Administration of specific virus threats.

SECONDARY RESPONSIBILITIES:

- Perform the duties of the Information Technology Specialist, as needed.
- Serve as the secondary escalation point for issues resolution, or escalating to the Network Administrator or IT Administration, as the situation dictates.
- Must work evenings, weekends and holidays when required.
- Perform other duties as assigned

POSITION REQUIREMENTS:

Education: Certification or associate's degree in computer science, or related field preferred.

License(s)/Certification(s): CCNA certification preferred. A+, Network+, Server+, MCSA, and MCSD certifications preferred.

Knowledge and Experience: 3 years' experience as a desktop technician required. Detailed knowledge of PC hardware and software is essential, including all Microsoft Windows Operating Systems and Office productivity suites, as well as knowledge of common business software packages and 32/64 bit applications. Experience in Windows Server operating systems and server virtualization, VMWare, Microsoft SQL, and Cisco hardware, IOS and Call Manager preferred. Strong aptitude in OS repairs, spyware and virus removal, hardware, upgrades, Networking concepts, and troubleshooting.

Valid driver's license and ability to pass fingerprint background check required.

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

Skills: Ability to understand instructions and communicate both written and orally. Strong analytical, documentation, attention to detail, organization, and time management and prioritization skills required. Ability to learn new technologies quickly, communicate problems with supervisors as they become known, work with others in a team environment, adapt to challenges encountered, troubleshoot and solve problems, hardware and software support skills, strong network and Ethernet wiring skills, exercise responsibility when expected, meet deadlines, and maintain confidentiality are required. Must be able to work additional hours during the week and/or weekend, if required.

Supervisory Responsibility: None. May lead, train, or participate in team assignments.

Supervisory Controls: Position operates with minimal direction from the supervisor. Works independently and efficiently prioritizes tasks to complete projects. This position will interact and work directly with other IT staff daily. Provides regular updates regarding projects and daily activities.

Guidelines: Guidelines include state, federal and local hardware and software usage laws and copyright laws, Riley County Personnel Policies as well as protocols outlined by the IT/GIS Director.

Complexity: Requires very specific knowledge about Network and Server equipment and operations. Requires making many decisions concerning interpreting complex data, planning the work, and refining methods and techniques implemented to complete a project. The rapidly changing technology in the IT field will require frequent and extensive training. Interprets feedback from complex network equipment and use standard performance monitors and utilization results to resolve the problem.

Scope and Effect of Work: Riley County IT is a countywide resource involving network/server management and troubleshooting. This position can have a drastic impact on the performance of end users. If this position does not provide the necessary answers and correctly identify and solve various problems, county employees may not have access to their computer or the network, which could consequently affect their job performance. Reliability, accuracy, and dependability are essential.

Personal Contacts: Contacts include Riley County employees, as well as the general public, other government agencies, and vendors. Technical support and troubleshooting will often require the individual to contact the end user to resolve issues.

Purpose of Contacts: Contacts are made for the purpose of gathering or dispersing information to provide technical support and troubleshooting of the server and network systems.

Physical Demands: The physical demands described represent those required to successfully perform

the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

The work encompasses both indoor and outdoor work. The work requires some physical exertion such as long periods of standing; walking over rough, or rocky surfaces; recurring bending, crouching, stooping, stretching, reaching, or similar activities; recurring lifting of moderately heavy items. The employee is required to stand; walk; sit; use hands to finger, handle, or feel; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; talk or hear. The employee must regularly lift and/or move up to 20 lbs. and occasionally up to 50 lbs. Specific vision abilities required by this job include close vision, color vision, depth perception, and ability to adjust focus.

Work Environment: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is exposed to moderate noise levels. The position may also require temporary work underneath desks and workstations. Occasional trips outdoors are necessary. The position has the potential to occasionally be exposed to dust.

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

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Background

With the retooling of the RCHD Fiscal Analyst position now excluding billing and coding responsibilities for clinical services, these have fallen to the Clinic Supervisor and MCH Administrative Clerk to perform in the interim.

Current coding, credentialing, denial management, payment posting, and billing responsibilities are currently absorbed by the Clinic Supervisor, except for claims submission and denial management for MCH services being managed by the MCH Administrative Clerk.

The Clinic Supervisor position had previously been split into two different positions, Clinic Supervisor and Clinic Coordinator, as past incumbents had expressed that the workload was too much for a single position. The vacant Clinic Coordinator position was reabsorbed by the Clinic Supervisor in 2023 due to budget constraints.

Quantitative

While expenses and revenues for immunizations are difficult to compare across years due to unique pandemic revenue mechanisms and expansion of services post-pandemic, they are probably our most linear earned revenue vs expense comparison. As vaccine prices and private pay immunizations increased significantly post-pandemic, expenditures increased proportionally. While this metric has remained positive during this transition, it is trending toward a significantly lagging revenue cycle as we face longer intervals in the posting of third-party payments. As federal funding becomes more tenuous, we need to ensure that we're fostering this stream of revenue to sustain services in the event of substantial cuts to funds subgranted through KDHE.

Earned Immunization Revenues vs Pharmaceutical Expenses (2017-Present)						
Year	Pharm Expense	Insurance Revenues	Medicaid Revenues	Client Revenues	Combined Revenue	Combined Revenue / Pharmacy Expenses
Jan-Mar 2025	108692.35	94368.78	13271.50	19843.52	127484.67	1.17
2024	373728.30	362989.07	29010.23	40744.58	432744.85	1.16
2023	248152.22	343884.67	33108.05	21567.94	398562.05	1.61
2022	162449.99	294797.29	39391.98	13810.13	348001.21	2.14
2021	112,870.53	116,993.64	13,663.18	12,077.60	142,734.42	1.26
2020	139,504.22	106,909.55	17,479.70	12,081.95	136,471.20	0.98
2019	163,095.80	233,206.57	26,215.52	34,034.42	293,456.51	1.80
2018	196,914.17	214,579.25	8,305.81	55,065.42	277,950.48	1.41
2017	187,182.18	227,824.60	12,998.87	46,572.07	287,395.54	1.54

Personal Note and Recommendation

While the recombining of positions has been manageable, it in conjunction with billing and coding responsibilities, has created an environment in which I feel perpetually behind and ineffective in my current role. Something must give. I believe the most affordable and logical option is to hire a biller/coder for the health department. They will be able to capture the unrealized revenues with which we are currently contending. This will substantially offset the cost of the position. If approved, I would encourage the commissioners to consider a start date no later than early CY2026, as we would need the biller/coder to be on staff while implementing a new EHR.

While we would like to increase services to underserved portions of the county (e.g., partnering with existing providers in North Riley County to augment available services), it's becoming increasingly difficult to make inroads due to our understaffing.

As communicable disease outbreaks have increased across the state in the past few years, trying to juggle an outbreak response with the aforementioned billing/coding responsibilities would serve as an incredible impediment to an effective response.

RILEY COUNTY, KANSAS JOB DESCRIPTION

Job Title:	BILLING AND CODING CLERK	
Department:	Health Department	Division: Administration
Reports To:	Health Department Director	
Pay Grade:	7	Status: Full time
FLSA Status:	Non-Exempt	

Position Summary: The Billing and Coding Clerk ensures accurate and timely coding and billing of medical services provided by Riley County Health Department. This position ensures claims are processed efficiently and in compliance with State and local laws as well as Riley County policies. The ideal candidate will possess a comprehensive understanding of medical terminology, coding systems, and billing processes.

ESSENTIAL FUNCTIONS:

- Assign appropriate codes for diagnoses, procedures, and services using ICD-10, CPT, and HCPCS coding systems, ensuring accuracy in the billing process.
- Submit claims to insurance companies, Medicare, Medicaid, and other third-party payers accurately and timely.
- Verify patient insurance coverage and obtain necessary authorizations and referrals.
- Identify and resolve billing discrepancies with insurance companies and patients.
- Follow up on denied or unpaid claims, addressing and resolving issues promptly.
- Maintain up-to-date knowledge of coding and billing regulations and guidelines.
- Collaborate with healthcare providers and administrative staff to ensure accurate documentation and coding.
- Generate and review billing reports to identify and address any issues or trends.
- Work to ensure Riley County providers are credentialed with applicable payers, as needed.
- Provide coding and billing support and training to healthcare providers and staff as needed.
- Maintain patient and staff confidentiality
- Perform other duties as assigned

Position Requirements:

Education: High school diploma or equivalent required. Associate's degree in health information management or a related field preferred.

License(s)/Certification(s): Certified Professional Coder (CPC) or Certified Coding Specialist (CCS) preferred.

Experience: 2 years' experience in medical coding and billing required, preferably in a public health or clinical setting. Familiarity with ICD-10, CPT, and HCPCS coding systems required.

Skills: Strong attention to detail and organizational skills. Excellent communication and interpersonal skills, proficiency in electronic health records (EHR) and billing software and ability to work independently and as part of a team are required. Ability to manage multiple tasks and priorities effectively is required.

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

Supervisory Responsibility: None

Supervisory Control: Duties are performed regularly exercising discretion and independent judgement. Supervisor provides administrative directions. Priorities and deadlines are determined by policies, statutes or in consultation with the supervisor. Work is reviewed for completeness and accuracy, compatibility with other work, or effectiveness in meeting requirements or expected results.

Guidelines: Guidelines are both verbal and in writing. Guidelines consist of general regulations/practices, state statutes and guidelines, and Riley County policies. Rules, guides and practices are interpreted and applied by the employee. At times, guidelines require interpretation.

Complexity: Accuracy is essential, and deadlines must be met. Work requires self-motivation. The work requires strong organizational, interpersonal skills and the ability to interpret policies and procedures. Ability to prioritize is critical.

Scope and Effect of Work: Position must perform routine, specific procedures and provide follow-through to ensure efficient and timely processes. The work product affects the accuracy, reliability, or acceptability of further processes or services. Consults with supervisor to determine resources, set schedules and deadlines for projects, and define the scope of projects

Personal Contacts: Include co-workers, vendors, insurance representatives, clients, general public, and outside agencies and auditors.

Purpose of Contacts: Obtaining, clarifying, or providing facts or information. Gaining compliance with policies or regulations to influence or motivate individuals. Resolves problems, receives and relays detailed and/or complex messages, and sometimes of an emergency nature.

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

The employee is required to stand; walk; sit; use hands to finger, handle, or feel; reach with hands and arms; talk or hear. The employee occasionally lifts/pushes/pulls 20-50lbs, frequently lifts up 10-25lbs and constant lifts of up to 10lbs. Specific vision abilities required by this job include close vision, color vision. The position has a dimension which may lead to mental and physical fatigue.

Work Environment: The environment described is encountered while performing the essential functions. Reasonable accommodation may be made to perform the essential functions.

Involves everyday risks or discomforts typical of an office setting. Work is generally in an office setting with visual attention and dexterity in computer operation. There is an occasional risk the employee is potentially subject to verbal abuse. The noise level in the work environment is usually moderate.

Riley County Health Department is a smoke-free environment.

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

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

Riley County Attorney's Office Investigator:

This is a position that has been discussed for well over 10 years, most often by various law enforcement officers at the Riley County Police Department. Cases are often submitted to the Riley County Attorney's Office and in need of further follow-up investigation. Whether it be the gathering of evidence, the questioning of witnesses and or tying up loose ends. Currently the Riley County Attorney's Office relies on the Riley County Police Department who will make officers and or detectives available if possible but this creates issues for the Riley County Police Department. Victim witness coordinators often are tasked with trying to tie up loose ends on an investigation, but this is not an area where they have been trained.

On the other side of the spectrum, the prosecuting attorneys have on occasion conducted follow-ups, but this is precarious because if a witness contradicts what they tell a prosecutor on the witness stand, the prosecutor faces more than the potential of being a witness. If the prosecutor becomes a witness, they will generally be disqualified. The County Attorney's office has navigated this ethical issue by having another person, support staff generally sit in during the follow-up investigation phase.

Assisting in the service of subpoenas is a duty that would be undertaken by the investigator. Normally civil process or an investigator from the Riley County Police Department will serve the subpoena if it is within Riley County. If the witness lives in

another jurisdiction we rely on the other jurisdiction to serve the subpoena. We have on occasion had to send an intern or other employee to serve a subpoena. The investigator could serve these subpoenas.

In summation, it would be helpful to have an investigator who can conduct follow-up at the direction of the County Attorney's Office and relieve the County Attorney's Office from being at the mercy of the Riley County Police Department.

RILEY COUNTY, KANSAS JOB DESCRIPTION

Job Title:	Criminal Investigator	
Department:	County Attorney	Division:
Reports To:	County Attorney	
Pay Range:	12	Status: Full Time
FLSA Status:	Non-Exempt	

POSITION SUMMARY: The Criminal Investigator is responsible for conducting complex criminal investigations for the Riley County Attorney's office, and certain circumstances maintaining security for the office. This position requires the carrying of a firearm.

ESSENTIAL FUNCTIONS:

- Locate and personally deliver subpoenas to victims and witnesses of assigned cases for trial and pre-trial proceedings.
- Conduct follow-up investigations when additional information is required to successfully prosecute a crime that has been committed.
- Transport victims/witnesses to and from the courthouse for trial and pre-trial as needed.
- Prevent and/or detect crime and enforce criminal laws of the state.
- Obtain additional records including, but not limited to court documents in order to prove criminal history for sentencing.
- Compile and maintain in-depth departmental statistical data as required.
- Other duties as assigned.

POSITION REQUIREMENTS:

Education: Bachelor's degree in Criminal Justice or related college-level field and specialized training in law enforcement or investigation required.

License(s)/Certificate(s): Qualified Kansas Law Enforcement Certification -CPOST as defined by K.S.A. 74-5602. Must pass a criminal records background check and drug/alcohol test. Must maintain an active Law Enforcement Certificate including annual firearms qualification. Valid Kansas Driver's license required.

Experience: Minimum 10 years' experience in law enforcement or investigative work required.

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

Knowledge, Skills and Abilities: Knowledge of modern practices and techniques utilized in criminal investigative work and the ability to apply them to specific work situations. Knowledge of legal terminology and court procedures. Ability to establish and maintain effective relationships with coworkers, other law enforcement officials, agencies and the public. Ability to clearly and effectively communicate, both orally and in writing. Ability to understand the policies, procedures, and services of the County Attorney. Ability to compile and maintain accurate and complex notes and records; assemble and organize data, and prepare reports from such records. Ability to make independent decisions in accordance with established policies and procedures. Ability to learn and apply rules of evidence to collect, preserve, and use evidence.

Supervisory Controls: This position reports to the County Attorney. Instructions are accepted from Assistant Attorney's as directed by supervisor. The employee plans and carries out the successive steps and handles problems and deviations in the work assignment in accordance with instructions, policies, previous training, or accepted practices. Work is reviewed with supervisor for completeness and

accuracy.

Supervisory Responsibility: None

Guidelines: Procedures have been established and several specific guidelines are available.

Complexity: The variety of tasks and duties performed involve many different and unrelated processes and methods relative to the performance of administrative and professional tasks. Multiple tasks are pursued simultaneously, and decisions must be made based on the assessment of unusual circumstances, variations in approach or conflicting data. The obligations and duties require following standardized policies and procedures.

Scope and Effect of Work: The work involves routine, specific procedures and provide follow-through to ensure the efficient and timely process of criminal, traffic violations, mental illness, juvenile offender and child-in-need-of-care cases.

Personal Contacts: This position will have daily personal contacts with members of the general public attorneys, law enforcement, and co-workers.

Purpose of Contacts: The purpose is to obtain, clarify or verify facts or information regardless of the nature of those facts. The facts or information may range from the easily understood to the highly technical. Distributing and providing educational information is included.

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

While performing the duties of this job, the employee is required to stand, walk, sit, use hands to handle or feel, reach with hands and arms, and talk or hear. The employee must also be able to prepare documents and enter data on a computer. The employee occasionally lifts/pushes/pulls 50+lbs, frequently lifts up to 25-50lbs and constant lift of up to 25lbs. Specific vision abilities required by this job include the ability to transfer calls and monitor a computer screen.

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

While performing the duties of this job, the employee is exposed to disruptive and potentially dangerous clients and general public. The employee will need to use their own discretion and training to mitigate the threat of harm and complete the job duties. There is the regular risk the employee will have to deal with disgruntled individuals.

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

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

Today, I am presenting a proposal to remove the Personal Property I, II, III position descriptions and approve the Appraisal Support I, II, and III position descriptions.

The Appraiser's Office is fundamentally responsible for the discovery, listing, and valuation of property for ad valorem taxation purposes. As our community continues to grow, the demands on our office increase proportionally. By law, all real property must be reinspected at least once every six years. Additionally, every valid sale requires a field review, and all building permits must undergo inspection to maintain accurate property records.

Recognizing fiscal constraints, we have refrained from requesting additional personnel. Instead, we have focused on leveraging technology to improve efficiency, reallocating existing resources, redefining roles and responsibilities, and revising internal procedures to ensure statutory compliance in the most cost-effective manner possible.

The proposed changes aim to:

1. **Clarify Role Progression:** Clearly define the scope and complexity of duties at each level (Appraisal Support I, II, III) to facilitate professional growth and improve role differentiation.
2. **Optimize Workflows:** Align position responsibilities with current practices and statutory requirements, ensuring more effective management of personal, residential, and commercial property valuations.
3. **Strengthen Service Delivery:** Enhance our ability to support property owners, conduct accurate valuations, and maintain compliance with property valuation division guidelines and state statutes.

To meet the increasing demands and prepare for potential legislative changes, we have already begun realigning responsibilities and cross-training staff. Personal property staff have expanded their roles to include residential responsibilities, work file management, and quality control. These changes reflect our commitment to maintaining high standards without increasing costs. There is no negative fiscal impact, as these positions, under previous titles, are already budgeted for. This proposal simply formalizes the redefined roles to better meet the needs of our office.

Your support in adopting these revised position descriptions will enable our team to continue providing accurate, reliable, and efficient appraisal services to the community. I am happy to provide further details and address any questions you may have.

Thank you for your consideration.

RILEY COUNTY, KANSAS JOB DESCRIPTION

Job Title:	APPRAISAL SUPPORT I	
Department:	Appraiser	Division:
Reports to:	Assistant County Appraiser	
Pay Grade:	5	Status: Full Time
FLSA Status:	Non-Exempt	

Position Summary: The Appraisal Support I position assists the Riley County Appraiser's office by listing and valuing taxable personal, residential, and commercial properties in accordance with guidelines established by the Property Valuation Division, the Riley County Appraiser's Office, and state statutes. This entry-level role focuses on supporting appraisal functions, maintaining accurate property records, and providing information to internal and external stakeholders.

ESSENTIAL FUNCTIONS:

- Provides information to internal and external customers by phone, email, or in person.
- Answers inquiries from the public and directs property owners to the appropriate appraiser for additional information when necessary.
- Assists with inventorying, listing, and valuing personal property in Riley County
- Ensures accurate and complete records are kept of property on the tax roll.
- Processes departmental mail.
- Assists in performing desk and field audits.
- Assists appraisers as directed.
- Assists with data reconciliation, investigating discrepancies, and reports for certification purposes

SECONDARY FUNCTIONS:

- Assists with management of Real Estate File system (Digital Processes) and Filing
- Assists with ensuring manuals and guides are up to date.
- Assists with pro-ration and abatement paperwork.
- Assists with field data collection if needed.
- Performs other duties as assigned.

POSITION REQUIREMENTS:

Education: High school diploma or equivalent required.

Within 2 years of hire, must successfully complete: Intro to Personal Property, Kansas Property Tax Law, ORION Introduction and Overview of Basic Functionality, USPAP

Additional Course Work: Personal Property/ Motor vehicle MSRP class code basics workshop, Oil & Gas Introduction

License(s)/Certification(s): Valid driver's license.

Experience: Minimum 1 year office or clerical experience. Experience working with the public required.

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

Skills: Ability to work with modern office practices, data entry procedures and equipment. Ability to communicate using business English, spelling and arithmetic. Ability to understand and follow oral and written instructions. Ability to learn assigned tasks readily and to adhere to prescribed routines. Ability to

Updated May 2025

Attachment: Appraisal Support I position description_DRAFT (15860 : 2026 New and Expanded Positions Request)

communicate clearly and concisely, both written and oral.

Supervisory Responsibility: None

Supervisory Control: Work is reviewed by a supervisor who observes operations and provides advice and assistance on problems.

Guidelines: Procedures have been established and several specific guidelines are available. The guidelines are given by the supervisor both verbally and in writing, such as agency policies, regulations, precedents, and directions for application to assigned cases or problems. Deviation and judgement are permitted in the application of the guidelines.

Complexity: Accuracy is essential, and deadlines must be met. The variety of tasks and duties performed involve many different and unrelated processes and methods relative to the performance of administrative and professional tasks. Multiple tasks are pursued simultaneously, and decisions must be made based on the assessment of unusual circumstances, variations in approach or conflicting data.

Scope & Effect of Work: The work involves basic appraisal and office duties conforming with established criteria.

Personal Contacts: The personal contacts are with the general public and internal appraisal staff.

Purpose of Contacts: The purpose is to obtain, clarify, or give facts or information regardless of the nature of those facts; the facts or information may range from easily understood to highly technical. Distributing and providing educational information is included.

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

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

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

While performing the duties of this job, the employee may be exposed to wet and/or humid conditions; both in office work environment and outside weather conditions during field work. The noise level in the work environment is usually normal.

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

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

RILEY COUNTY, KANSAS JOB DESCRIPTION

Job Title:	APPRAISAL SUPPORT II	
Department:	Appraiser	Division:
Reports To:	Assistant County Appraiser	
Pay Grade:	7	Status: Full Time
FLSA Status:	Non-Exempt	

Position Summary: The Appraisal Support II position values personal property and assists in the listing and valuation of residential and commercial properties within Riley County. Operating under guidelines from the Property Valuation Division, the Riley County Appraiser's Office, and state statutes, this intermediate-level role includes managing personal property records, conducting informal hearings, monitoring statutory deadlines, and providing quality control for appraisal data.

ESSENTIAL FUNCTIONS:

- Accurately inventories, lists, and values personal property in Riley County.
- Ensures accurate and complete records of personal property on the personal property tax roll.
- Answers inquiries from the external and internal customers and directs appropriately for additional information when necessary.
- Performs desk audits of personal property and assists with real estate as needed.
- Conducts informal hearings and payment under protest hearings with personal property owners or representatives to discuss valuation estimate or obtain an explanation of the value.
- Monitors workload throughout the appraisal calendar year to ensure statutory deadlines are met.
- Oversees and manages work files relating to residential inspections including annual reinspection, building permits, and sales.
- Gathers data pertinent to the work files being managed.
- Performs quality control and ensure accurate data entry.
- Assists with Data entry of real estate record information as needed.
- Continuously advances knowledge, skills and abilities in property appraisal. Assists with processing exemption applications.

SECONDARY FUNCTIONS:

- Assists with ensuring manuals and guides are up to date.
- Assists with pro-ration and abatement paperwork.
- Assists with reporting and verifying issues with Komtek as they arise.
- Assists with the certification of Personal property as needed.
- Conducts Field Audits as needed
- Assists with Annual Budget; including accounts payable, accounts receivable, payroll, benefits, inventory, supplies, etc. as needed
- Assists with appeals processing.
- Performs other duties as assigned.

POSITION REQUIREMENTS:

Education: High school diploma or equivalent. Successful completion of Intro to Personal Property, Kansas Property Tax Law, ORION Introduction and Overview of Basic Functionality, USPAP.

Within 2 years must successfully complete: Orion Residential/ AG Improvement Data Collection, Sales File Development

Additional Course Work: Personal Property Motor vehicle workshop, Oil & Gas Introduction, Review of Exemptions, Personal Property/ Motor vehicle MSRP class code basics workshop, IAAO 101

License(s)/Certification(s): Valid driver's license required.

Created May 2025

Attachment: Appraisal Support II position description (15860 : 2026 New and Expanded Positions Request)

Experience: 2 years' appraisal experience required. Working knowledge of Komtek and Orion preferred.

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

Skills: Must be proficient in the duties of the Appraisal Support I position. Ability to work with modern office practices, data entry procedures and equipment. Ability to communicate using business English, spelling and arithmetic. Ability to understand and follow oral and written instructions. Ability to learn assigned tasks readily and to adhere to prescribed routines. Ability to communicate clearly and concisely, both written and oral.

Supervisory Responsibility: None

Supervisory Control: Employee plans and carries out successive steps and handles problems and deviations in the work with instruction, policy and training. Employee obtains assistance from supervisor when necessary and in new/unusual situations. Supervisor reviews throughout work process.

Guidelines: Guidelines include Kansas Statutes, PVD guidelines, and Appraisal Property guides, as well as Riley County Personnel policies and internal guidelines. Employees uses guidelines, and directions for application to assigned work. Supervisor reviews and recommends application.

Complexity: Accuracy is essential, and deadlines must be met. Makes decisions regarding what needs to be done based on standard processes and review with the supervisor.

Scope & Effect of Work: The work involves treating a variety of conventional problems, questions, or situations in conformance with established criteria.

Personal Contacts: The personal contacts are with the general public and internal county staff in a moderately unstructured setting, not established on a routine basis.

Purpose of Contacts: The purpose of contacts is to attain or exchange information, clarify or give facts and inform an individual or group to obtain the desired effect, such as compliance with policies and regulations. Desk and field auditing of personal property accounts. Reconciliation of filings. Benchmark and field surveys of personal property types and income approach real estate. Informal hearings with taxpayers.

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

Employee is required to stand; walk; sit; use hands to finger; reach with hands and arms; climb or balance; stoop, kneel; talk or hear. Specific vision abilities required include close vision, distance vision, color vision, depth perception. The employee must regularly lift and/or move up to 10 pounds.

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

While performing the duties of this job, the employee may be exposed to wet and/or humid conditions; both in office work environment and outside weather conditions during field work. The noise level in the work environment is usually normal.

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

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

RILEY COUNTY, KANSAS JOB DESCRIPTION

Job Title:	APPRAISAL SUPPORT III	
Department:	Appraiser	Division:
Reports To:	Assistant County Appraiser	
Pay Grade:	8	Status: Full Time
FLSA Status:	Non-Exempt	

Position Summary: The Appraisal Support III position leads the valuation of personal property and supports the listing and valuation of residential and commercial properties in Riley County, following guidelines from the Property Valuation Division, the Riley County Appraiser's Office, and state statutes. An advanced support role, involving managing residential inspection files, conducting quality control, overseeing the certification process, handling appeals, and performing high-level administrative tasks, including budgeting and financial management.

ESSENTIAL FUNCTIONS:

- Manages residential inspections files including annual reinspection, building permits, and sales.
- Gathers data pertinent to the work files being managed.
- Performs quality control and ensures accurate data entry.
- Assists with Data entry of real estate record changes as needed.
- Ensures personal property is accurately inventoried, listed, and valued.
- Ensures personal property statutory deadlines are met throughout the appraisal cycle.
- Conducts quality control of personal property records and real estate data entry.
- Oversees the certification of Personal Property.
- Reports and verifies issues with Komtek as they arise.
- Initiates pro-ration and abatement paperwork for personal property division.
- Performs benchmark surveys and sets benchmark values for personal property valuation.
- Conducts informal, payment under protest, small claims division, and Board of Tax appeal hearings defending our personal property value and process.
- Ensures Personal property manuals and guides are up to date.
- Works with financial management records and reports relating to the annual budget, accounts payable, accounts receivable, inventory, supplies, etc.
- Tracks and manages the appeal process and work files as needed.
- Processes exemption applications and conducts initial review before submission.
- Continuously advances knowledge, skills, and abilities in appraisal.

SECONDARY FUNCTIONS:

- Answers taxpayer inquiries and investigates delinquencies.
- Performs desk and field audits of personal property files.
- Provides information to customers by phone or in person.
- Performs other duties as assigned.

POSITION REQUIREMENTS:

Education: High school diploma or equivalent required. Successful completion of Intro to Personal Property, Kansas Property Tax Law, ORION Introduction and Overview of Basic Functionality, ORION Residential/ AG Data Collection, USPAP, Sales File Development.

Within 2 years must successfully complete: IAAO 101, Review of Exemptions

Additional Course Work: Personal Property/ Motor vehicle MSRP class code basics workshop, Oil & Gas Introduction, Personal Property Valuation and Assessment, IAAO 101, Oil & Gas Advanced, IAAO

Updated May 2025

102, Personal Property Motor vehicle workshop

License(s)/Certification(s): Valid driver's license required.

Experience: Minimum 3 years' appraisal experience combined with understanding of personal property policy and appraisal procedures is required. Proficiency with Orion and Komtek systems preferred.

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

Skills: Must be proficient in the duties of Appraisal Support I and II. Ability to interpret and explain appraised values, cost sheets, aerial maps and legal descriptions, to work with modern office practices, data entry procedures and equipment and to communicate using business English, spelling and arithmetic. Ability to understand instructions and communicate both written and orally. Ability to learn assigned tasks readily and to adhere to prescribed routines. Must demonstrate clear understanding of State Statutes, Kansas Tax law, and PVD policies and procedures.

Supervisory Responsibility: None

Supervisory Control: Works independently keeping supervisor informed. Supervisor observes operations and provides advice and assistance on problems.

Guidelines: Guidelines include Kansas Statutes, PVD guidelines, Appraisal Property guides, and Riley County Personnel policies. Employee must decide which application is to be used consistently in order to conform to present appraisal laws. Some situations require discretionary judgment on specific matter on a case-by-case basis. The appraiser may deviate from the PVD guidelines with proper justification.

Complexity: There are many cases that do not fit within the prescribed guides, and data must be collected to allow the appraiser to make an independent decision. Some situations require discretionary judgment on specific matters on a case-by-case basis. The appraiser may deviate from the PVD guidelines with proper justification. Working with state laws entails the responsibility to monitor a constantly changing legal environment where all factors are potentially variable.

Scope & Effect of Work: Daily tasks form the underpinning of personal property appraisal. The quality and attention of this work affects the amount of taxes and the equity of appraisal among taxpayers.

Personal Contacts: **Personal Contacts:** Contacts include local government personnel, contractors, fee appraisers, realtors, PVD personnel, State Board of Tax Appeals members, attorneys, bankers, State Right of Way personnel, taxpayers, and representatives.

Purpose of Contacts: Exchange information and resolve conflicts regarding property valuations, giving instructions and explaining procedures, planning, and especially problem solving. Acts as the County's expert witness for BOTA appeals. In a large percentage of cases, contacts with property owners, the appraiser encounters unreceptiveness, uncooperativeness, skepticism, or hostility.

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

The employee is required to stand, walk; sit; use hands to finger, handle, or feel; reach with hands and arms; talk or hear. Must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision, color vision, depth perception, and ability to adjust focus.

Work Environment: The work environment characteristics represent those encountered while performing the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions. Employee is exposed to normal noise levels.

Updated May 2025

Attachment: Appraisal Support III position description (15860 : 2026 New and Expanded Positions Request)

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

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



PUBLIC WORKS

6215 Tuttle Creek Blvd
Manhattan, Kansas 66503
Phone: 785-537-6330
Fax: 785-565-6286

MEMORANDUM:

TO: Board of County Commissioners

FROM: Riley County Public Works

DATE: May 19 , 2025

SUBJECT: Request for Additional Custodian for 2026

I am formally requesting the addition of one full-time custodial position to the Public Works staffing plan for the 2026 fiscal year.

Currently, our custodial team includes seven custodians and one supervisor. Each custodian is assigned to a specific building, with one individual covering multiple facilities—including the Public Works office, associated shops, Noxious Weed, the Museum, and the Transfer Station. This has allowed us to operate efficiently and maintain high standards of cleanliness across our facilities.

However, with the new EMS-HQ Station scheduled to open at the end of June 2025, and the Emergency Management/Fire/EOC facility expected to come online in early to mid-2026, our current staffing levels will no longer be adequate. The addition of these two new buildings represents a significant increase in custodial workload that cannot be absorbed by the existing team without impacting the quality and consistency of services.

To address this, I am requesting one additional full-time custodial position, effective in 2026. This position would be classified as Range 1, non-exempt, with a starting wage of \$18.87 per hour. The estimated annual cost, including benefits, is \$54,754. A position description is attached for your reference.

Thank you for considering this request. I am available to provide any additional information or discuss further as needed.

Attachment: Public Works New position justification memo_2026 (15860 : 2026 New and Expanded Positions Request)

**RILEY COUNTY, KANSAS
JOB DESCRIPTION**

Job Title:	CUSTODIAL WORKER I	
Department:	Public Works	Division: Custodial
Reports To:	Custodial Manager	
Pay Grade:	1	Status Full Time
FLSA Status:	Non-Exempt	

PURPOSE: Ensures Riley County facilities are maintained in a clean and safe environment for employees and the general public. This employee will perform custodial duties and assist in special projects by following verbal and written instructions in compliance with established guidelines.

ESSENTIAL FUNCTIONS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Performs custodial tasks which include sweeping, dusting, mopping, rinsing, stripping and waxing of floors, polishing, vacuuming and spot cleaning of carpet, cleaning and sanitizing restrooms, emptying trash, wiping down walls, cleaning interior windows and cleaning glass entry doors
- Ensures restrooms are cleaned and sanitary by following prescribed cleaning procedures and supplies are replenished.
- Provides regular and predictable attendance and fosters a cooperative work environment. Participates in special cleaning projects.
- Meets daily with the Custodial Manager
- Responds to emergency situations such as water leaks, flooding, overflowing restroom fixtures and accidents.
- Reports damage to buildings, furnishings and equipment to the Custodial Manager
- Prepares meetings rooms and outside locations for meetings and special events.
- Assists in policing of paper, glass and miscellaneous waste on the Courthouse Plaza grounds,
- Empties outside trash receptacles and takes trash to dumpster.
- Assists in the removal of snow and ice from the sidewalks by shoveling snow and spreading ice melt.
- Assists with the removal of all recyclable materials from office areas and the transporting of these materials to the local recycle center.
- Attends meetings and training.
- Work overtime as needed, outside of normal work hours, including evenings and weekends
- Performs other duties as deemed necessary or assigned.

POSITION REQUIREMENTS:

License(s)/Certificate(s): Valid driver's license required. Must pass a criminal background check.

Experience: Minimum of 1 year previous custodial experience in an office environment required. Experience in operating a computer required. Experience with custodial practices and equipment in an office environment required. A combination of applicable experience, education or training which provides the required knowledge, skill and ability will be considered.

Skills: Excellent organization and communication skills, both oral and written, are required. Requires initiative. Knowledge of how to safely use cleaning supplies and chemicals. Knowledge of appropriate personal protective equipment when using cleaning chemicals, working with the threat of blood borne pathogens and the disposal of residual chemical products. Ability to deal tactfully with people. Ability to be able to multi-task with work interruptions. Ability to read and comprehend written instructions. Ability to write or print legibly. Ability to perform independently on the basis of current procedures.

Supervisory Responsibility: None

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

While performing the duties of this job, the employee is often required to stand; walk; sit; use hands to finger, handle, or feel; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; talk or hear; and smell. The employee must occasionally lifts/pushes/pulls 50+lbs, frequently lifts up of 25-50lbs and constant lift of up to 25lbs. Specific vision abilities required by this job include close vision, distance vision, color vision. Physically able to lift and bend on a continuous basis and climb a ladder to perform some duties.

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

While performing the duties of this job, the employee is exposed to wet and/or humid conditions; moving mechanical parts; fumes or airborne particles; toxic or caustic chemicals; outside weather conditions; extreme cold. The noise level in the work environment is usually moderate.

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

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

**RILEY COUNTY LAW ENFORCEMENT AGENCY
LAW BOARD MEETING
City Commission Meeting Room
1101 Poyntz Ave.
Manhattan, KS
May 19, 2025 12:00 p.m.
Agenda**

I. ESTABLISH QUORUM- Chairperson Matta

II. PLEDGE OF ALLEGIANCE- Director Peete

III. CONSENT AGENDA

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

- | | |
|-------------|--|
| Pages 4-19 | A. Approve April 21, 2025 Law Board Meeting Minutes |
| Pages 20-32 | B. Approve 2025 Expenditures/Credits |
| Pages 33-35 | C. 2025 Adjusted Financial Journal Entries- <i>(Review)</i> |
| Pages 36-39 | D. RCPD Related County Expenditures- <i>(Review)</i> |
| Page 40 | E. Riley County Jail Average Daily Inmate Population- <i>(Review)</i> |
| Page 41 | F. Reports: Synopsis- <i>(Review)</i> |
| Pages 42-57 | 1. Monthly Crime Report- Major Jager |
| | 2. Quarterly |
| Pages 58-63 | a) 1 st Quarter Uniform Crime Report (82.1.4)- Major Ingalls |
| Pages 64-71 | b) 1 st Quarter Traffic Accident & Enforcement Analysis (61.1.1 A & C)- Major Hajek |

IV. GENERAL AGENDA

- | | |
|---------------|---|
| | G. Additions or Deletions |
| | H. Public Comment |
| | I. Fraternal Order of Police Lodge #17 Comments |
| | J. Board Member Comments |
| Pages 72-75 | K. Policy 31.1.1 Agency Recruitment- Major Ascher- <i>(Vote Required)</i> |
| Pages 76-113 | L. 2026 Budget Development- Director Peete, Deputy Director Freidline & Staff- <i>(Vote Required)</i> |
| Pages 114-121 | M. Approve 2026 Budget for Publication- Director Peete & Board- <i>(Vote Required)</i> |
| | N. Executive Session- <i>(Vote Required)</i> |
| | 1. Non-Elected Personnel Matters |
| | 2. Attorney Client Privilege |
| | O. 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 19, 2025
12:00 p.m.**

City Commission Chambers
1101 Poyntz Avenue
Manhattan, Kansas

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

Attachment: 05-19-2025 Law Board Packet (15870 : Law Board Meeting Agenda)

RILEY COUNTY POLICE DEPARTMENT MONTHLY BUDGET STATUS REPORT

April 30, 2025	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	18,145,731.89	1,475,998.04	5,808,594.77	32.01%	5,364,903.98	12,337,137.12	67.99%
02 Salaries-Part Time	125,000.00	11,652.74	46,877.03	37.50%	43,991.30	78,122.97	62.50%
03 Salaries-Overtime	491,762.00	55,883.79	204,006.91	41.48%	225,807.66	287,755.09	58.52%
TOTAL SALARIES	18,762,493.89	1,543,534.57	6,059,478.71	32.30%	5,634,702.94	12,703,015.18	67.70%
36 Kansas Police & Fire	2,693,538.00	209,200.34	902,445.87	33.50%	746,130.26	1,791,092.13	66.50%
37 KPERS	842,704.21	65,624.17	265,914.65	31.55%	240,051.85	576,789.56	68.45%
38 Social Security	749,097.43	61,908.01	238,064.73	31.78%	219,147.55	511,032.70	68.22%
39 Health Insurance	1,650,000.00	135,000.00	540,000.00	32.73%	480,000.00	1,110,000.00	67.27%
40 Workers Compensation Insurance	374,105.00	22,956.39	64,056.40	17.12%	51,482.46	310,048.60	82.88%
41 Unemployment Compensation	18,723.40	1,470.29	5,746.62	30.69%	5,375.43	12,976.78	69.31%
TOTAL EMPLOYEE BENEFITS	6,328,168.04	496,159.20	2,016,228.27	31.86%	1,742,187.55	4,311,939.77	68.14%
TOTAL PERSONNEL COSTS	25,090,661.93	2,039,693.77	8,075,706.98	32.19%	7,376,890.49	17,014,954.95	67.81%
04 Utilities	205,000.00	21,372.50	44,054.24	21.49%	33,713.87	160,945.76	78.51%
05 Insurance	420,000.00	100.00	559,642.92	133.25%	511,431.00	-139,642.92	-33.25%
06 Legal & Accounting	85,000.00	5,950.63	22,725.54	26.74%	24,087.10	62,274.46	73.26%
07 Training & Travel	108,000.00	4,785.76	18,044.87	16.71%	47,886.70	89,955.13	83.29%
08 Postage	7,400.00	49.10	1,408.69	19.04%	2,516.92	5,991.31	80.96%
09 Printing	7,500.00	0.00	92.02	1.23%	402.41	7,407.98	98.77%
10 Rentals-Maint Agreements	60,000.00	6,245.51	14,834.99	24.72%	14,083.11	45,165.01	75.28%
11 Building & Grounds	30,000.00	799.04	17,236.72	57.46%	8,791.90	12,763.28	42.54%
12 Equipment Repair & Maintenance	60,000.00	381.46	2,694.93	4.49%	10,383.82	57,305.07	95.51%
13 Vehicle Maintenance	100,000.00	11,573.00	47,610.01	47.61%	30,113.84	52,389.99	52.39%
14 Telephone Service	62,000.00	6,867.08	14,598.73	23.55%	13,879.76	47,401.27	76.45%
16 Medical Fees	15,000.00	1,200.00	7,884.00	52.56%	2,165.89	7,116.00	47.44%
19 Contractual Services-Computers	763,800.00	189,964.22	462,948.30	60.61%	266,947.20	300,851.70	39.39%
20 Other Contractual Services	277,080.00	48,997.29	113,990.76	41.14%	157,242.18	163,089.24	58.86%
TOTAL CONTRACTUAL SERVICES	2,200,780.00	298,285.59	1,327,766.72	60.33%	1,123,645.70	873,013.28	39.67%
17 Prisoner Food & Care	345,000.00	46,180.79	121,570.46	35.24%	119,082.46	223,429.54	64.76%
21 Community Services	12,000.00	390.55	417.83	3.48%	795.00	11,582.17	96.52%
22 Books, Subscriptions, Memberships	10,000.00	358.85	4,362.53	43.63%	1,268.80	5,637.47	56.37%
23 Uniforms & Accessories	40,000.00	4,002.12	17,220.45	43.05%	9,159.94	22,779.55	56.95%
25 Maintenance Supplies	19,500.00	500.72	2,578.83	13.22%	4,379.13	16,921.17	86.78%
26 Fuel & Lubrication	203,000.00	19,058.27	59,651.63	29.39%	58,174.36	143,348.37	70.61%
27 Vehicle Tires	17,000.00	620.20	620.20	3.65%	716.25	16,379.80	96.35%
28 Office Supplies	24,000.00	959.34	3,072.48	12.80%	8,540.14	20,927.52	87.20%
29 Replenishment Supplies	45,000.00	4,785.89	19,321.35	42.94%	12,836.55	25,678.65	57.06%
TOTAL COMMODITIES	715,500.00	76,856.73	228,815.76	31.98%	214,952.63	486,684.24	68.02%
30 Communications Equipment	10,000.00	1,559.72	1,652.57	16.53%	0.00	8,347.43	83.47%
31 Guns & Crime Equipment	60,000.00	1,229.43	24,537.18	40.90%	2,046.85	35,462.82	59.10%
32 Furniture	10,000.00	531.24	1,631.78	16.32%	2,621.98	8,368.22	83.68%
33 Office Equipment	400,000.00	2.99	42,265.97	10.57%	54,669.78	357,734.03	89.43%
34 Vehicles and Equipment	295,000.00	1,769.52	88,348.31	29.95%	18.99	206,651.69	70.05%
TOTAL CAPITAL OUTLAY	775,000.00	5,092.90	158,435.81	20.44%	59,357.60	616,564.19	79.56%
TOTAL NON-PERSONNEL COSTS	3,691,280.00	380,235.22	1,715,018.29	46.46%	1,397,955.93	1,976,261.71	53.54%
TOTAL EXPENDITURES	28,781,941.93	2,419,928.99	9,790,725.27	34.02%	8,774,846.42	18,991,216.66	65.98%

Attachment: 05-19-2025 Law Board Packet (15870 : Law Board Meeting Agenda)

RILEY COUNTY POLICE DEPARTMENT REPORT OF AVAILABLE BUDGET

April 30, 2025		Budget	Budget	Total	Spent-YTD	Encumbered	Total Used	% Used	Remaining
		Authorization	Credits	Spendable	4 Months		To Date	To Date	Available
01	Salaries-Full Time	18,145,731.89	82,531.80	18,228,263.69	5,808,594.77	0.00	5,808,594.77	31.87%	12,419,668.92
02	Salaries-Part Time	125,000.00	0.00	125,000.00	46,877.03	0.00	46,877.03	37.50%	78,122.97
03	Salaries-Overtime	491,762.00	11,825.17	503,587.17	204,006.91	0.00	204,006.91	40.51%	299,580.26
TOTAL SALARIES		18,762,493.89	94,356.97	18,856,850.86	6,059,478.71	0.00	6,059,478.71	32.13%	12,797,372.15
36	Kansas Police & Fire	2,693,538.00	0.00	2,693,538.00	902,445.87	0.00	902,445.87	33.50%	1,791,092.13
37	KPERS	842,704.21	0.00	842,704.21	265,914.65	0.00	265,914.65	31.55%	576,789.56
38	Social Security	749,097.43	0.00	749,097.43	238,064.73	0.00	238,064.73	31.78%	511,032.70
39	Health Insurance	1,650,000.00	0.00	1,650,000.00	540,000.00	0.00	540,000.00	32.73%	1,110,000.00
40	Workers Compensation Insurance	374,105.00	0.00	374,105.00	64,056.40	0.00	64,056.40	17.12%	310,048.60
41	Unemployment Compensation	18,723.40	0.00	18,723.40	5,746.62	0.00	5,746.62	30.69%	12,976.78
TOTAL EMPLOYEE BENEFITS		6,328,168.04	0.00	6,328,168.04	2,016,228.27	0.00	2,016,228.27	31.86%	4,311,939.77
TOTAL PERSONNEL COSTS		25,090,661.93	94,356.97	25,185,018.90	8,075,706.98	0.00	8,075,706.98	32.07%	17,109,311.92
04	Utilities	205,000.00	0.00	205,000.00	44,054.24	0.00	44,054.24	21.49%	160,945.76
05	Insurance	420,000.00	97.89	420,097.89	559,642.92	0.00	559,642.92	133.22%	-139,545.03
06	Legal & Accounting	85,000.00	39.00	85,039.00	22,725.54	0.00	22,725.54	26.72%	62,313.46
07	Training & Travel	108,000.00	964.91	108,964.91	18,044.87	0.00	18,044.87	16.56%	90,920.04
08	Postage	7,400.00	207.54	7,607.54	1,408.69	0.00	1,408.69	18.52%	6,198.85
09	Printing	7,500.00	0.00	7,500.00	92.02	0.00	92.02	1.23%	7,407.98
10	Rentals-Maint Agreements	60,000.00	602.28	60,602.28	14,834.99	0.00	14,834.99	24.48%	45,767.29
11	Building & Grounds	30,000.00	68.21	30,068.21	17,236.72	0.00	17,236.72	57.33%	12,831.49
12	Equipment Repair & Maintenance	60,000.00	0.00	60,000.00	2,694.93	0.00	2,694.93	4.49%	57,305.07
13	Vehicle Maintenance	100,000.00	2.50	100,002.50	47,610.01	0.00	47,610.01	47.61%	52,392.49
14	Telephone Service	62,000.00	124.54	62,124.54	14,598.73	0.00	14,598.73	23.50%	47,525.81
16	Medical Fees	15,000.00	0.00	15,000.00	7,884.00	0.00	7,884.00	52.56%	7,116.00
19	Contractual Services-Computers	763,800.00	90.67	763,890.67	462,948.30	0.00	462,948.30	60.60%	300,942.37
20	Other Contractual Services	277,080.00	0.00	277,080.00	113,990.76	0.00	113,990.76	41.14%	163,089.24
TOTAL CONTRACTUAL SERVICES		2,200,780.00	2,197.54	2,202,977.54	1,327,766.72	0.00	1,327,766.72	60.27%	875,210.82
17	Prisoner Food & Care	345,000.00	2,907.81	347,907.81	121,570.46	0.00	121,570.46	34.94%	226,337.35
21	Community Services	12,000.00	0.00	12,000.00	417.83	0.00	417.83	3.48%	11,582.17
22	Books, Subscriptions, Memberships	10,000.00	0.00	10,000.00	4,362.53	0.00	4,362.53	43.63%	5,637.47
23	Uniforms & Accessories	40,000.00	6,352.62	46,352.62	17,220.45	0.00	17,220.45	37.15%	29,132.17
25	Maintenance Supplies	19,500.00	0.00	19,500.00	2,578.83	0.00	2,578.83	13.22%	16,921.17
26	Fuel & Lubrication	203,000.00	0.00	203,000.00	59,651.63	0.00	59,651.63	29.39%	143,348.37
27	Vehicle Tires	17,000.00	0.00	17,000.00	620.20	0.00	620.20	3.65%	16,379.80
28	Office Supplies	24,000.00	0.00	24,000.00	3,072.48	0.00	3,072.48	12.80%	20,927.52
29	Replenishment Supplies	45,000.00	445.50	45,445.50	19,321.35	0.00	19,321.35	42.52%	26,124.15
TOTAL COMMODITIES		715,500.00	9,705.93	725,205.93	228,815.76	0.00	228,815.76	31.55%	496,390.17
30	Communications Equipment	10,000.00	0.00	10,000.00	1,652.57	0.00	1,652.57	16.53%	8,347.43
31	Guns & Crime Equipment	60,000.00	4,100.00	64,100.00	24,537.18	0.00	24,537.18	38.28%	39,562.82
32	Furniture	10,000.00	0.00	10,000.00	1,631.78	0.00	1,631.78	16.32%	8,368.22
33	Office Equipment	400,000.00	27,833.69	427,833.69	42,265.97	0.00	42,265.97	9.88%	385,567.72
34	Vehicles and Equipment	295,000.00	0.00	295,000.00	88,348.31	0.00	88,348.31	29.95%	206,651.69
TOTAL CAPITAL OUTLAY		775,000.00	31,933.69	806,933.69	158,435.81	0.00	158,435.81	19.63%	648,497.88
TOTAL NON-PERSONNEL COSTS		3,691,280.00	43,837.16	3,735,117.16	1,715,018.29	0.00	1,715,018.29	45.92%	2,020,098.87
TOTALS		28,781,941.93	138,194.13	28,920,136.06	9,790,725.27	0.00	9,790,725.27	33.85%	19,129,410.79

Attachment: 05-19-2025 Law Board Packet (15870 : Law Board Meeting Agenda)

**RILEY COUNTY LAW ENFORCEMENT AGENCY
LAW BOARD MEETING
City Commission Meeting Room
1101 Poyntz Avenue
April 21, 2025 12:00 p.m.
Minutes**

Members Present: Chairperson John Matta Vice Chairperson Kathryn Focke
Secretary Barry Wilkerson (Left at 2:09 p.m.) Member Craig Beardsley
Member Kaleb James (Arrived at 12:25 p.m.) Member Greg McKinley
Member Wes Maupin

Absent:

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

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

- I. **Establish Quorum:** By Chairperson Matta at 12:00 p.m.
- II. **Pledge of Allegiance:** Director Peete led the Riley County Law Enforcement Agency (Law Board or Board) in the Pledge of Allegiance.
- III. **Consent Agenda:**
 - A. Approve March 17, 2025 Law Board Meeting Minutes
 - B. Approve 2025 Expenditures/Credits
 - C. 2025 Adjusted Financial Journal Entries- *(Review)*
 - D. RCPD Related County Expenditures *(Review)*
 - E. Riley County Jail Average Daily Inmate Population- *(Review)*
 - F. Monthly Crime Report- *(Review)*
 - G. Annual Report of Asset Seizure & Forfeitures- *(Review)*
 - H. Policy 34.1.5 Promotion Lists- *(Review)*

Secretary Wilkerson moved to approve the Consent Agenda as amended, with the removal of Item H, Policy 34.1.5 Promotion Lists, to be placed on the General Agenda and clarified that it would require a vote. Member McKinley seconded the motion. Chairperson Matta polled the Board, and the motion passed with Beardsley, Focke, James, Matta, McKinley, Maupin, and Wilkerson voting in favor, and no one voting against. The motion passed 7-0.

General Agenda:

I. Additions or Deletions: None.

J. Public Comment: Gary Olds, Manhattan resident, addressed the Law Board regarding the 2026 RCPD budget. He acknowledged the upcoming discussion on the budget and expressed a desire to better understand it, as he is also following City and County budgets. He urged the Board to have a sharp pencil as they look at the 2026 budget. When looking at the budget, he suggested the Board differentiate between management level compensation and field-level compensation. Specifically, he encouraged prioritizing frontline staff while considering a freeze on management-level compensation for the 2026 budget cycle.

Mr. Olds also raised concerns regarding the current structure of the Law Board, which is composed of appointed members by the City and County. He argued that this undermines the principle of representative governance, likening it to "taxation without representation." He asked that the Board reflect on their role and consider abstaining from budget votes, particularly those involving tax increases, given that they were appointed by other commissioners rather than elected by the people.

K. Fraternal Order of Police Lodge #17 Comments: Chris Combs, President, Fraternal Order of Police (FOP) Lodge #17, provided the Board with an update on upcoming events. He announced that the Law Enforcement Torch Run will take place on June 5, 2025, with the community run beginning at 12:30 p.m. at the Ogden Community Center and ending at the Fort Riley gate. Following the run, there will be an ice cream social back at the community center.

Combs also congratulated those receiving upcoming promotions and expressed appreciation to the Board for their continued support. He thanked them for their thoughtful approach to the budget process.

L. Board Member Comments: None.

M. Community Advisory Board Update: None.

N. Promotion Announcement: Director Peete thanked the Law Board for the opportunity to recognize this promotion cycle. He explained that the promotions were prompted by the retirement of Lieutenant Tim Shuck, who dedicated decades of service to the Department. As a result of his departure, a series of promotions are taking place across the ranks of Lieutenant, Sergeant, and Corporal to fill the vacancies.

1. Police Corporal Jonathan Shepard: Director Peete and Deputy Director Freidline announced the promotion of Jonathan Shepard to the rank of Corporal. Jonathan has served the RCPD and the citizens of Manhattan and Riley County since October of 2016. During his career with RCPD, Jonathan has served with distinction as a Patrol Officer, Police Training Officer, Range Master, Active Violence Instructor, Peer Support member, and Repeat Offender Detective. He has been recognized for his hard work and dedication on numerous occasions, receiving the Department's Core Value Award, for Initiative, Lifesaving Award, two Meritorious Service Awards, several Letters of Appreciation, and was honored as the agency's 2024 Officer of the Year.

Jonathan has completed an array of advanced training programs, including FBI-LEEDA, Law Enforcement Leadership Development, FLETC Active Shooter Threat Instructor Training, Dark Web and Human Trafficking, FBI Interview and Interrogation, and Trauma-Informed Interviews.

Jonathan was presented with a Corporal badge. He was pinned by his wife, Kelsey, and his children Dean, Ford and Wade were in the audience.

Corporal Shepard expressed his heartfelt gratitude to his family for their constant love and support, day in and day out. He extended that same appreciation to those who have supported him along the way. Although he wasn't born or raised in the area, he quickly fell in love with the community after he started visiting. He added that he is incredibly proud to serve this community in any capacity he can.

2. Police Sergeant Seth Scobee: Director Peete and Deputy Director Freidline announced the promotion of Seth Scobee to the rank of Sergeant. Prior to joining the RCPD, Seth served with the Pottawatomie County Sheriff's Department from 2006 until September 2011. Seth began his distinguished career with RCPD in September 2011. In June 2012, he became an active member of the RCPD Bike Unit. From 2012 to 2022, he also represented RCPD on the City of Manhattan's Bicycle Advisory Committee, helping shape local policies and initiatives.

In the summer of 2014, Seth was selected and trained as a Bike Unit instructor, going on to train over 20 RCPD Bike Officers and officers from multiple outside agencies. That same year, his dedication to collaboration earned him the RCPD Core Value Award for Teamwork and Cooperation. In 2015, he was further recognized with the RCPD Director's Award and achieved Master Patrol Officer status in both 2016 and 2017.

Seth's leadership qualities were further affirmed in 2016 when he was selected as a Police Training Officer. In 2018, he was promoted to the rank of Corporal. That year, he was assigned to Court Services. In 2021, Seth was assigned to the Aggieville district, bringing his experience and leadership to a high-profile area. His bravery and service were formally recognized in 2022 when he was awarded the prestigious Kansas Chiefs of Police Gold Medal of Valor.

Seth was presented with a Sergeant badge and was pinned by his wife, Kristin Scobee. His daughter Sloan was also in the audience.

Sergeant Scobee expressed his gratitude to the supervisors he worked under acknowledging their support in helping him grow into the position he holds today.

3. Police Lieutenant Dustin Weiszbrod: Director Peete and Deputy Director Freidline announced the promotion of Dustin Weiszbrod to the rank of Lieutenant. Dustin began his career with RCPD on May 15, 2005. From the start, he demonstrated exceptional initiative, skill, and dedication, serving as a Master Police Officer and Police Training Officer in the Patrol Division.

In 2007, he transferred to the Criminal Investigation Division. He played a key role in launching the agency's Repeat Offender Program, focusing on career criminals and registered offenders until 2014.

Promoted to Sergeant in 2014, Dustin led various shifts in the Patrol Division and completed numerous advanced training programs, earning several national certifications. In 2016, he became RCPD's first Task Force Officer assigned to the FBI Joint Terrorism Task Force, conducting national security investigations and building regional partnerships.

After returning to Patrol in 2019, he was appointed North County Sergeant, where he oversaw the redesign of our agency's substation in Riley, Kansas, and managed the project to update technology and officer capabilities for our rural residents. He later returned to the City of Manhattan and served multiple years as a night shift supervisor. Currently, Dustin leads the Hazardous Evidence Response Team. He is nationally certified in hazardous materials and clandestine lab response, and frequently instructs on these topics at all levels.

Since serving our agency as a Sergeant Dustin has earned many career honors and achievement awards including a Core Value Award for Professionalism, a Meritorious Service Award, nominations for Supervisor of the Year, and Letters of Appreciation.

Dustin holds a Bachelor of Science from Washburn University and a Master of Public Administration (MPA) from Kansas State University, and is active in organizations including the American Society for Public Administration (ASPA), the FBI Law Enforcement Executive Development Association (FBI-LEEDA), and the Association of Threat Assessment Professionals (ATAP).

Dustin was joined by his wife Jana, and was pinned by his son Ethan and daughter Ellie. Other family and friends joined in the audience.

Lieutenant Weiszbrod expressed his gratitude to everyone, noting the many leaders in the room who helped him reach where he is today. Most of all, he shared his deep appreciation for the three individuals standing to his left. When he first joined RCPD, two of his children hadn't even been born yet, which puts into perspective how much time 21 years of service represents.

O. 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 4th through May 10th, 2025 as National Correctional Officers Week, in honor of the men and women whose diligence in supervising incarcerated individuals and effectively providing custody and care ensure our public safety. Major Mark French accepted the proclamation on behalf of the corrections officers.

P. 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 11th through May 17th, 2025, as National Police Week to commemorate those police officers, past and present, who by their faithful and loyal devotion to their responsibilities have rendered a dedicated service to their

communities and, in doing so, have established for themselves an enviable and enduring reputation for preserving the rights and security of all citizens.

He further called upon all citizens of Manhattan and Riley County to observe Thursday, May 15th, 2025, as Peace Officers Memorial Day in honor of those police officers who, through their courageous deeds, have lost their lives or have become disabled in the performance of duty. Police Officer Chris Combs accepted the proclamation on behalf his colleagues.

Q. Cost-Sharing Discussion for School Resource Officer Program: Director Peete provided the Law Board and public with background on the School Resource Officer (SRO) program and ongoing cost-sharing discussions. He explained that in 2024, the Law Board directed RCPD staff to conduct a detailed review of all budget line items to identify potential cost-saving measures and opportunities for internal reallocation. As part of this process, the SRO program was evaluated. In May 2024, Director Peete initiated discussions with USD 383 regarding a potential cost-sharing partnership, looking for that partnership to begin in 2025.

This Law Board formally instructed RCPD to pursue cost-sharing conversations with the district for the 2026 budget cycle. Director Peete noted that on February 27, 2025, he met with Superintendent Eric Reid of USD 383 and later with Dr. Erin Flair, Superintendent of USD 378. He did not initiate discussions with USDs 384 or 387, as he was already aware of the financial limitations facing those districts.

Director Peete explained that the Department initially estimated the total annual cost of the SRO program to include salary, benefits, fuel, vehicles, and uniforms, at approximately \$197,000 per officer. However, at the Law Board's direction, RCPD narrowed the focus to just salary and benefits, which total about \$104,000 annually per officer. He noted that SROs are typically more experienced officers due to the discretion, professionalism, and life experience required for the role, contributing to the higher salary range.

On March 18, 2025, the Law Board received a letter from USD 383 expressing a desire to provide perspective to the ongoing discussion, prompting Director Peete to provide this background. He provided context, explaining that SROs are sworn police officers permanently assigned to schools as part of a formal partnership between law enforcement and school districts. In Riley County, this partnership began in 1999, funded initially by a three-year tiered federal grant. Since the grant's conclusion in 2002, RCPD has absorbed 100% of the program's costs, totaling approximately \$4.5 million in salary and benefits alone. Between 2021 and 2025, the Department also spent an estimated \$36,000 in overtime costs related to the program.

To better understand how other Departments handle SRO funding, Director Peete consulted the National Association of School Resource Officers (NASRO) and conducted a survey through the Kansas Association of Chiefs of Police. While NASRO does not track specific financial data, they confirmed that cost-sharing or school-funded models are common. Of the 22 agencies that responded to the survey:

- 100% reported shared funding between the police and schools.
- Approximately 43% said the school pays the majority of costs.
- Approximately 23% reported a 50/50 split.
- Approximately 14% said the police agency pays the majority.

- Roughly 67% said schools pay for training and SRO-related overtime.

Director Peete stated that from these results, it's clear that fully funding the program through the police department is the exception, not the norm. He also noted that during a March 2024 Region 1 meeting of Kansas law enforcement leaders, RCPD was identified as the only agency covering 100% of its SRO program costs.

He clarified that this presentation was delivered at the direction of the Law Board, as part of a broader commitment to the responsible stewardship of tax dollars. He reaffirmed RCPD's strong support for the SRO program and emphasized that the Department does not want to see it discontinued, nor does he believe the school districts do.

Director Peete added that approximately a year and a half ago, RCPD partnered with USD 383 to secure a state grant, funded with federal dollars, to support the addition of a third SRO at the middle school. This grant required an in-kind cost match, which the Department provided. However, with that funding no longer available and costs continuing to rise, RCPD is finding it increasingly difficult to sustain the program on its own.

Finally, Director Peete noted that although the Department had planned to request three additional officer positions in this budget cycle, the absence of available grant funding and ongoing financial constraints have made such a request unfeasible at this time.

Chairperson Matta stated that the Law Board has been examining this issue for several years, though membership on the Board has changed over time. One of the key pieces of information they've wanted, and are now pleased to have, is the research into how other school districts structure and fund their SRO programs. He noted that this data confirms they are moving in the right direction to get in line with what other school districts are doing.

Chairperson Matta emphasized that the focus of this discussion has always been about building a partnership between the police department and the school districts. In his view, the partnership should include shared funding. Chairperson Matta concluded by inviting Superintendent Eric Reid and other school district representatives present to share any feedback or comments, if they wished to do so.

Dr. Erin Flair, Superintendent of USD 378, was present at the meeting along with Superintendent Reed of USD 383. Dr. Flair stated that their district submitted a letter to the Law Board on March 18, 2025. She explained that, as school leaders, they simply wanted to clarify a few points and be available to answer any questions the Board might have.

Dr. Flair emphasized the significant differences in school district budgets and how those differences greatly influence decision-making. To provide perspective, she shared that an unexpected cost of \$98,000 to her district would be the equivalent of five bus drivers, five food service staff, or approximately one and a half to two teaching positions.

Dr. Flair, who has been with USD 378 for 16 years, expressed appreciation for the district's long-standing and positive relationship with RCPD. She praised their current SRO and affirmed that the partnership is strong and valuable for the students and community. However, she noted that the sudden introduction of

this level of cost was unexpected and challenging for their budget planning. If a cost-sharing arrangement were to be pursued, Dr. Flair stressed the importance of allowing at least one to two years of lead time so the district could prepare for and plan for the added expenses in order to absorb the cost.

Superintendent Eric Reid, USD 383, thanked the Law Board for the opportunity to speak. He noted that Superintendent Rex Boley from USD 384 could not attend due to a funeral but shared similar concerns.

Reid explained that school budgeting is complex and statute based. Unlike other public budgets, school districts don't deal with fixed dollar amounts, but rather their budgets are based on student counts and needs. Actual funding levels aren't known until late in the fiscal year. For USD 383, this means he won't know final numbers until the end of May, at best.

Reid stressed that any unexpected cost, such as \$200,000 for SRO support, could equate to losing three or four teaching positions. While they heavily invest in school safety, including infrastructure, counseling, and student support, paying for SROs would require trade-offs that impact educational services. He explained that current law limits their flexibility, as SROs cannot be funded from capital outlay, which covers facilities and safety equipment like cameras.

Reid reiterated the importance of clear lines of responsibility between schools and law enforcement, which has been handled well in the past. If cost-sharing were implemented, it would raise questions about authority and expectations. Reid also expressed concern about the potential loss of federal funding, including Title I and Special Education, which could further constrain budgets. Despite USD 383 being a larger district, they face serious budget limitations due to equalized per-student funding and rising costs.

Reid stated that USD 383 has had a great relationship with RCPD for years, especially at Manhattan High School. He echoed the comments made by Dr. Flair stating that they need time to plan. He added that the district and RCPD had a longstanding, relatively simple memorandum of understanding. However, what they were presented with at the recent meeting was significantly different, as it was a much more formal legal document that seemed to come out of nowhere. While they understand and fully support the need for this discussion, the way it was presented initially put them on the defensive.

Chairperson Matta asked about the complications that prevent the district from paying out of its budget due to certain restrictions. He noted that nearly every other school district in Kansas contributes financially. He questioned why Riley County's situation is unique and why it seems more complicated and harder to do compared to others.

Reid responded that if the district had already been covering some of the cost when he arrived 10 years ago, it would be a different conversation because one can adapt to the budget over time. That said, he acknowledged that budgets do change.

Vice Chairperson Focke said it sounds like the SROs are important to the school districts. She asked whether there might be a way to phase in a cost-sharing model, aligning with future budget planning. She noted that, ultimately, all public funding comes from the same taxpayers, so while it's divided into separate budgets, it's essentially one shared pool. Her primary concern is the safety of children in schools. If the districts believe the SRO program truly enhances that safety, then perhaps a collaborative solution can be found that works for both the schools and the taxpayers.

Member James noted that while the Director had approached the district last year, the topic did not make it into the budget cycle. He asked, for this year, what is the earliest the district could participate in a cost-sharing initiative.

Dr. Flair said she feels it may already be too late for the upcoming budget cycle. The district is currently entering teacher negotiations and working through property and liability insurance, as well as health insurance. As Mr. Reid mentioned, special education funding remains uncertain. She emphasized that the uncertainty created by the legislature, along with outstanding questions about grant funding that may need to be repaid, makes the situation even more complex. She noted that this would take time to talk through and explore possibilities. Right now, their hands are somewhat tied.

Chairperson Matta stated that all parties need to understand certain realities and work together to move forward in the best way possible to reach a solution. He noted the budget timeline and drop-dead date of June 6. In order for the Law Board to incorporate anything into its budget, there would need to be some form of agreement in place by that date or at least enough to determine the appropriate funding levels moving forward.

Member James stated that he believes the Board had voted to empower the Director to handle those negotiations. He noted that the reason this conversation is now taking place is because those negotiations were not pursued, and instead, a request was made to address the Board directly rather than continuing negotiations with the designated representative.

Chairperson Matta opened for public comment.

Gary Olds acknowledged that it's a complicated issue. From a taxpayer's perspective, he compared it to RCPD's agreement with Kansas State University, where officers are reimbursed at a set rate for coverage at games. However, he noted that taxpayers are still assessed in advance, and the reimbursement simply returns to the RCPD budget which offers no direct tax relief. He suggested a similar arrangement could be explored with the school district but pointed out that schools and the university don't pay property taxes. Since statutes don't allow sales tax to fund RCPD, the financial burden remains with local taxpayers.

Olds stressed that while reimbursement helps the Department, it doesn't lessen the public's tax burden, as the budget is still funded 80% by the City and 20% by the County, of which the school district extends beyond the county. For example, parents of students who attend school in Pottawatomie County contribute nothing to the RCPD budget. That is just the reality. He encouraged ongoing discussions, keeping the taxpayer in mind.

R. Fake Patty's Day Analysis 2025: Major Scott Hajek, Patrol Division Commander, stated that while preliminary data was shared last month, the final numbers for this year are now available. He provided a comparison to recent years, excluding 2020 and 2021 due to limited activity during COVID.

Major Hajek reported that calls for service were slightly down from 2024 but still above the five-year average of 435. Officers responded more frequently to open container violations, traffic stops, and citizen contacts. Officers issued a total of 284 citations, slightly exceeding the five-year average of 274. Most of these citations were for open container offenses, parking violations, and minors in possession of alcohol.

He noted that the most encouraging data point was a significant drop in physical arrests. Arrests were down 50% from last year and 38% below the five-year average, following a spike in 2024.

Finally, he highlighted Fake Patty's Day overtime costs. Despite deploying more personnel this year, costs were cut in half compared to 2024. This was achieved by creatively adjusting officer schedules to align coverage with regular workdays, minimizing overtime pay.

Member James noted that overtime costs included data from 2021, but when examining the five-year arrest history, both 2020 and 2021 were excluded. He asked why 2021 was left out of the five-year average.

Major Hajek responded that the tables intentionally excluded both 2020 and 2021. He explained that 2020 was excluded because there was essentially no activity. In addition, 2021 was also left out because, although there were a few minor events that required limited staffing, the data from that year was minimal and considered an anomaly.

Member James stated that including 2021 in the five-year average may have brought this year's arrest numbers closer to that average, reducing the 30% difference that was presented.

Major Hajek took a moment to thank all of the RCPD employees and agencies that participated this year. This was the first year since COVID that outside entities, including the Lawrence and Emporia Police Departments, were asked to assist. He anticipates a similar response for the next event in 2026.

S. 2025 Special Alcohol Fund Grant Agreement: Deputy Director Freidline explained that the Department is seeking approval from the Board to apply for the 2026 Special Alcohol Grant funding. This funding supports the reintegration coordinator position within the Corrections Division, which was filled at the beginning of 2025. This position has been vital in helping inmates with tasks like obtaining IDs, filling out job applications, and preparing for post-release opportunities to reduce recidivism.

The program has also facilitated placements in Oxford House or emergency centers and helped inmates better understand their treatment options and address underlying issues. Deputy Director Freidline stressed the importance of this funding, as it directly supports the reintegration coordinator role, and the Department would like to continue applying for the grant in 2026.

Member James stated that he believes the position is critical to the Department's mission. He added that even if the funding wasn't secured, he would strongly advocate for it to be included in the budget.

Secretary Wilkerson moved to support the Department's application for the 2026 Special Alcohol Grant. Member McKinley seconded the motion. Chairperson Matta polled the Board and the motion passed with Beardsley, Focke, James, Matta, McKinley, Maupin and Wilkerson voting in favor, and no one voting against. The motion passed 7-0.

T. 2025 Budget Development & Publication: Prior to the formal budget presentation, Director Peete addressed the Law Board to highlight the Department's recent and ongoing efforts to remain fiscal responsible. He explained that the Department continues to closely review both line items and personnel

costs, taking internal steps to control spending. Over the past few years, nearly \$933,000 has been cut or reallocated internally.

Director Peete noted that one of the Department's longstanding challenges has been inaccurate line item budgeting. For instance, fuel may have been budgeted at \$10,000 when the actual cost was closer to \$80,000. The Department has been working to correct those inconsistencies so that the budget better reflects real operational costs.

He stated that much of the current budget increase stems from inflation-related rises in operational expenses and the ongoing implementation of the employee salary survey. He reminded the Board that the salary survey was not implemented in one year, but rather it has been implemented in phases. He explained that this is something that remains a priority.

Deputy Director Freidline explained that as they build the 2026 budget, the Department also explores options for strategic growth. Budget planning is guided by the Department's four long-term goals, which the director consistently emphasizes when evaluating new initiatives or funding requests.

In December, staff completed a SWOT analysis to help establish departmental goals. Division majors were then asked to assess their needs and priorities. In February, that information was used to develop the Needs Assessment, which helps build out budgetary requests.

Deputy Director Freidline said that as staff continue to evaluate operations, the efficiency of RCPD's policing model remains a key focus. This is especially true given the Department's structure as a consolidated agency. The Department is frequently asked what that means and whether it results in cost savings. She stated that RCPD is proud of the community's relatively low crime rate and is committed to maintaining that level of safety. With just 1.5 officers per 1,000 residents, the Department has found this staffing model effective, especially when compared to state and national averages. That efficiency plays an important role in managing the overall cost of policing.

Finance Manager Jennifer Reifschneider addressed the Board and noted that RCPD is unique as a consolidated agency serving both Riley County and the City of Manhattan, including smaller municipalities. To better understand the cost of policing, she said they compare RCPD's budget to those of two counties with smaller and two with larger populations. By calculating what each jurisdiction spends on policing as a percentage of their total budgets, they create a more accurate, apples-to-apples comparison. Riley County consistently falls in the middle of that range and is gradually aligning with Saline County. Reifschneider added that RCPD's all-encompassing budget includes services like human resources and administration, which may not be reflected in other agencies' police budgets. Still, this comparison helps the Department monitor and stay mindful of policing costs.

Reifschneider said staff reviewed both the efficiency and cost of policing at RCPD. She noted that an independent analysis commissioned by the Manhattan Chamber of Commerce highlighted how highly the business community values public safety. They ranked it highest in "good to excellent" ratings and lowest in "poor to average." Though RCPD had no role in that report, it reinforces the Department's positive impact.

She also discussed inflation trends and budget planning. While inflation rose 26% over the past decade—and 20% just in the last four years—RCPD’s budget has tracked closely with those increases. She credited the Law Board for helping the Department catch up, especially while also implementing a salary survey. Now that the budget is on pace with inflation, she emphasized the importance of staying ahead so as not to lose ground.

Reifschneider explained that the Department had originally planned to complete the salary survey within two years, but due to budget constraints, it has been extended to five years. She noted that they are confident that the 2026 budget will be the final year for these adjustments, which will no longer be a separate line item. The cost of living adjustment remains a priority to help maintain competitiveness and keep up with inflation, supporting employees' buying power and offsetting increases in health insurance premiums.

As the needs assessment was prepared, the Department identified nearly \$3 million in potential changes, including personnel and non-personnel items. After discussing with the Director, several priorities were cut back. The focus for 2026 will be on the most essential items, with a strategic five-year plan in place to address the broader goals through incremental steps.

Reifschneider reviewed the base adjustments for the budget. The first item discussed was turnover, which reflects the cost of replacing senior employees with newer ones. This resulted in a \$235,936 decrease, or 0.82%. The second adjustment was for benefits, with a decrease in employer contributions to KPERS and KP&F, totaling \$81,784 (a 0.28% reduction). Merits for employees eligible for step increases will add over \$606,212 (2.11%).

In terms of cost of living adjustments, Reifschneider highlighted that the Midwest CPI for 2024 is expected to be around 2.7%, which would be applied to the 2026 budget, amounting to \$589,719 (a 2.05% increase over 2025). The salary survey continues, with an additional \$469,072 (1.63%) requested for its completion.

Reifschneider addressed health insurance. After reducing the health insurance budget by \$313,000 in 2021 due to COVID, rising prescription and medical costs have created a \$400,000 shortfall for 2025. To address this, \$125,000 is being requested for the health insurance line item, which will be a 0.44% increase. In addition, employee premiums have experienced significant increases since 2022.

Reifschneider discussed the Department’s efforts to review and optimize agency contracts. Over the past few years, contracts have been trimmed, eliminated, or modified to reduce costs. However, there is still a need to increase the budget for certain contracts to support technology advancements and other services. Notably, the body-worn camera contract is set to increase in 2026 due to a long-term agreement. The Department has also made strategic investments, such as purchasing a commercial dishwasher for the jail, which helps reduce maintenance costs. Overall, the Department is seeking a \$176,150 increase (0.61%) for contract-related expenses.

Member James emphasized sought clarification for the public, noting that some may mistakenly believe the health insurance cost is only increasing by 0.44% compared to last year’s health insurance spending. In reality, that percentage reflects the increase relative to the total \$28 million budget and not the health insurance line item itself.

Major Brad Jager and Sergeant Mike Dunn updated the Board on the Department's camera initiative. Major Jager discussed the importance of leveraging technology, to include cameras, to maximize efficiency and effectiveness while staying mindful of budget constraints. He noted that although return on investment can be difficult to quantify in dollar terms, the impact on crime reduction and investigative efficiency is clear.

Over the past 21 years, Riley County has maintained a crime rate lower than the state average. Major Jager credited this success to a forward-thinking approach, including agency consolidation, investing in quality personnel, and embracing technology tailored to the community's needs. He stated that the Department doesn't adopt tech for its own sake, but focuses on tools that meaningfully enhance public safety.

As part of that effort, the Department began implementing new camera technologies in 2024. They installed 11 automated license plate readers (ALPRs) in partnership with Flock Safety, strategically placed around Manhattan's perimeter. These cameras capture license plate images and run them through national and local databases to identify wanted individuals, vehicles tied to investigations, or alerts like Silver Alerts or Amber Alerts.

Additionally, the Department partnered with WTC and the Aggieville Business Association to deploy AI-powered video cameras in Aggieville. These cameras provide searchable video to assist with identifying persons of interest in incidents that raise safety concerns.

Sergeant Dunn, who leads the Criminal Intelligence Unit, manages the data gathered through this initiative. He reviews camera footage and intelligence to help prevent and solve crimes more efficiently. Jager concluded by noting that the use of these technologies has significantly reduced investigation time and enhanced the Department's overall effectiveness.

Sergeant Dunn addressed the Board to share the impact of the Department's camera initiatives. Since taking over the role in December, he's seen firsthand how these technologies are helping solve crimes more efficiently. He presented a summary of documented successes, many of which began under his predecessor.

Sergeant Dunn also highlighted results from the Verkada security cameras in Aggieville. These have supported investigations into DUIs, hit-and-runs, property damage, shoplifting, aggravated assault, and firearm violations. They've contributed to several arrests, including two for drug offenses, seven for warrants, and one for illegal firearm possession. In that case, a wanted individual was seen repeatedly on camera appearing to carry a concealed weapon. Officers used the footage to time their approach and safely arrest the subject, who was found to be illegally armed.

Major Jager noted that, after discussions with the Deputy Director, Director, and staff, they believe it's both strategic and cost-effective to allocate an additional \$40,000 to the contract line. This supports expanding the Department's use of LPR cameras through Flock. He noted that Flock cost approximately \$3,000 per camera annually, Verkada ranges from \$1,000 to \$5,000 per camera depending on what camera is deployed and it is a one-time cost, and Axon includes recurring fees per camera. Currently, RCPD operates 11 LPRs and 11 Verkada cameras. He emphasized that as an intelligence-led policing department, which takes pride in strategically deploying personnel, this investment is a key way to support that mission.

Major French explained that when he assumed command of the jail in August 2023, there were 40 corrections officers. That number was reduced to 37 through reallocation and conversion of some roles to

civilian positions. He was given two clear directives by the Director: improve the jail environment to retain staff and develop true succession planning.

The first goal of improving the work environment has been successful without requiring a budget increase. The second, succession planning, took more time to evaluate. Initially, it seemed more training might be sufficient, but it became clear that meaningful development requires broader agency exposure. To prepare future leaders, staff must understand how the agency functions as a whole, including patrol, investigations, training, and internal affairs.

To achieve this, the Department is requesting the addition of a corrections sergeant position, which Major French plans to rotate through Professional Standards for six months to a year. This will not only develop leadership skills but also support efforts toward jail accreditation, which, while not a mandated goal, is encouraged by the Director. He acknowledged budget constraints but emphasized that this request is a long-term investment in the stability and growth of jail leadership. Therefore, the recommendation is to add \$86,000 to the budget.

Deputy Director Freidline explained that, in light of recent discussions, she plans to reconnect with school districts to explore a potential cost-sharing model, ideally starting in January 2026, although August 2026 may be more realistic. She hopes to have a clearer estimate within the next month.

She also noted that officers are currently assigned to races on an overtime basis without billing event sponsors. Starting in 2026, the Department intends to implement charges for those services, potentially recouping \$7,000–\$8,000 annually. These efforts are part of a broader push to recover costs the agency is currently absorbing.

Chairperson Matta suggested that the SRO cost could be broken down to an hourly rate, based on approximately 40 weeks of service. He noted that this approach could help resolve issues that arise when officers are pulled away unexpectedly. He added that a 25/50 first year and eventual 50/50 cost-share model, calculated on an hourly basis, might be a fair solution.

Member James agreed with a 50/50 cost-share model.

Member McKinley noted that someone would need to track those hours. He suggested it might be simpler to establish a flat rate, as otherwise each school, the officer, and RCPD Finance would all need to keep record of the hours.

Member McKinley asked for clarification on the \$8,000 figure for parades and races, questioning whether it was a total or an estimate.

Finance Manager Reifschneider explained that the amount is based on a five- to six-year average of officer overtime, primarily for parades and races. The estimate was slightly reduced to exclude major community events like the Mayor's Parade.

Deputy Director Freidline added that events such as Veterans Day, where there is a clear obligation to provide support, were also excluded from the cost estimate.

Director Peete noted that preliminary discussions have begun with the Chamber of Commerce and the Downtown Business Association. The goal is to define which events are considered community-critical versus private events where cost recovery may be appropriate. Many stakeholders have expressed openness to the idea, with some even surprised the Department hasn't already been charging.

Member James suggested the Law Board consider setting a fixed number of races, maybe three per year, that the agency would cover at no cost. Any additional events would require an application and be subject to review, either by the Law Board or a designated committee led by the Director and senior staff. He emphasized the importance of establishing a clear, numerical limit to ensure fairness and ensure the requests are continually being evaluated.

Chairperson Matta said he wasn't opposed to the idea and suggested that, moving forward, the model should be that anyone who wants to host an event should pay for it.

Member Beardsley agreed, adding that a simpler and fairer approach would be to either charge for all events or none, as the agency shouldn't be in the position of deciding which events take priority.

Director Peete added that this ties into ongoing strategic discussions with the City and County about identifying dedicated event routes. With limited resources, having set routes allows for better control of environmental factors and improves safety. It's more efficient than managing eight or nine different routes across the City and County, which would require more staffing levels.

Chairperson Matta suggested taking a gradual approach to avoid a sudden full charge for everyone.

Member James proposed starting with a 50% cost-share in year one, moving to full reimbursement in year two.

Deputy Director Freidline addressed the potential impact on the budget if RCPD were to absorb the Animal Control Officers (ACOs).

Finance Manager Reifschneider reviewed the City of Manhattan's ACO budget of \$212,450 and compared it to where their salaries and benefits would fall on RCPD's scale. She discussed additional costs which include contractual services such as body-worn cameras, vehicle maintenance and equipment. Overall, absorbing the ACOs would raise the RCPD budget to roughly \$290,000 which is an increase of about \$78,500 over the City's current allocation.

Deputy Director Freidline noted the benefits cost was unknown.

Chairperson Matta responded that the City estimated benefits at \$60,000. He added that he would prefer rolling the ACO costs into RCPD's general budget instead of maintaining a separate City contract. That way, the funding covers all areas without separate accounting for the City and County.

Member McKinley clarified that coverage would extend to the other cities as well, not just the City.

Deputy Director Freidline confirmed it would include Ogden, Randolph, and the rural areas.

Member McKinley added that there has been discussion about the need to coordinate enforcement of regulations across those areas, and that counsel will need to work with each city to ensure consistency in their ordinances.

Finance Manager Reifschneider said that the addition of three ACOs would add about 1% to the current budget request, with a total budget increase of just over \$2 million, or 7.18%, which would also raise the funding obligations for both the City of Manhattan and Riley County.

Member Beardsley asked if the proposed budget accounts for everything currently known and whether anything on the horizon might cause disruptions or require reallocations.

Chairperson Matta asked if any grants were included that might expire and create funding gaps.

Director Peete responded that staff have gone through the strategic plan and believes this budget reflects where the Department needs to be. The biggest risk lies in the IT Reserve Fund.

Member Beardsley noted long-standing concerns about what would happen in a catastrophic event and highlighting the importance of the IT Reserve Fund.

Deputy Director Freidline mentioned that the Victim Advocate Coordinator position is funded through a three-year grant, which has so far remained stable with no signs of discontinuation. Chairperson Matta thanked staff for their hard work in putting the budget together.

Director Peete shared that IACP reached out to feature RCPD in a video at their upcoming conference and that the Department is also under consideration for the Weber Seavey Award. He emphasized that these recognitions reflect the value of the Department's work as a positive contributor to the growth of the area.

Chairperson Matta encouraged staff to "sharpen the pencils" with respect to the proposed budget and look for ways to trim costs.

Member McKinley noted that the base pay, step increases, longevity, COLA, and the salary survey make up the bulk of the budget increase.

Member Beardsley asked what percentile RCPD aims to maintain within its peer group of agencies.

Deputy Director Freidline said the goal is the 70th percentile which is above the median but below the top end.

Member Beardsley asked how often salary surveys would need to be conducted.

Deputy Director Freidline said ideally, with COLA adjustments maintaining alignment, the hope is that they would only need to revisit surveys every decade. She noted that the pandemic disrupted hiring, and agencies resorted to throwing money at recruitment rather than addressing cultural issues.

Director Peete reminded the Board that last year RCPD provided three budget options and would welcome guidance again if the Board wants to target a specific figure.

Member Beardsley stressed the importance of understanding not just dollar reductions, but also what services would be impacted.

Member James questioned the 2026 base salary increase and what drives that figure.

Finance Manager Reifschneider clarified that it reflects step increases and longevity, offset somewhat by turnover and KP&F retirement benefits.

Member James recommended reducing the proposed COLA.

Following discussion, the Board reached a consensus for RCPD to return with budget increase proposals of 3.5%, 4.5%, and 5.5%, excluding the addition of the ACOs in the calculations. Staff were also asked to incorporate School Resource Officer services into those calculations.

U. Policy 34.1.5 Promotion Lists: Member McKinley moved to approve Policy 34.1.5 Promotion Lists as presented. Member Beardsley seconded the motion. Chairperson Matta polled the Board and the motion passed with Beardsley, Focke, James, Matta, McKinley, and Maupin voting in favor, and no one voting against. The motion passed 6-0.

V. Executive Session: At 2:46 p.m., Chairperson Matta moved to recess into Executive Session to discuss non-elected personnel matters for five minutes, reconvening at 2:51 p.m. Member Beardsley seconded the motion. Chairperson Matta polled the Board and the motion passed with Beardsley, Focke, James, Matta, McKinley, and Maupin voting in favor, and no one voting against. The motion passed 6-0.

W. Affirmation or Revocation of Discipline: Chairperson Matta moved to affirm the Director's disciplinary actions. Member James seconded the motion. Chairperson Matta polled the Board and the motion passed with Beardsley, Focke, James, Matta, McKinley, and Maupin voting in favor, and no one voting against. The motion passed 6-0.

X. Adjournment: Chairperson Matta moved to adjourn the meeting. Member Beardsley seconded the motion. . Chairperson Matta polled the Board and the motion passed with Beardsley, Focke, James, Matta, McKinley, and Maupin voting in favor, and no one voting against. The motion passed 6-0. The April 21, 2025 Law Board Meeting adjourned at 2:52 p.m.

RILEY COUNTY POLICE DEPARTMENT		2025 EXPENDITURES		MAY 2025	
<u>V #</u>	<u>VENDOR NAME</u>	<u>ACCT</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>	
6001	ADP LLC	19	Payroll Services	5,537.40	5,537.40
6002	Air Vent Cleaning Co, Inc	12	Kitchen Exhaust Cleaning	695.00	695.00
6003	Arthur-Green Attorneys at Law	06	Retainer	2,750.00	2,750.00
6004	Iron Insurance Partners	05	Auto Insurance Audit	4,609.00	4,609.00
6005	Bob Barker Co Inc	17	Inmate Clothing	299.70	
		17	Inmate Clothing	801.78	1,101.48
6006	Civic Research Institute	22	Correctional Health Care Report	249.95	249.95
6007	Clark, Mize, & Linville	06	Legal Fees	28.00	28.00
6008	Clinical Associates	16	Pre-Employment Medical	450.00	
		16	Employee Medical	450.00	
		16	Pre-Employment Medical	450.00	1,350.00
6009	Dickinson County Jail	17	Inmate Housing	1,395.00	1,395.00
6010	Ecolab, Inc	20	Dishwasher Rental	200.00	200.00
6011	EMC Risk Services LLC	40	Stop Loss Fund	14,544.31	14,544.31
6012	Empower Flex	06	Admin Services	1,290.35	1,290.35
6013	Evco Wholesale Food Corp	17	Inmate Milk Return	-310.93	
		17	Inmate Food	131.88	
		17	Inmate Food	2,959.27	
		17	Inmate Supplies	93.30	
		29	Replenishment Supplies	8.06	
		17	Inmate Food	2,306.16	
		17	Inmate Supplies	134.17	
		17	Inmate Food	1,837.63	
		17	Inmate Supplies	214.02	
		17	Inmate Food	2,802.89	
		17	Inmate Supplies	53.18	10,229.63

RILEY COUNTY POLICE DEPARTMENT		2025 EXPENDITURES		MAY 2025	
<u>V #</u>	<u>VENDOR NAME</u>	<u>ACCT</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>	
6014	Express Employment Professionals	20	Jail Cook	852.77	
		20	Jail Cook	981.60	
		20	Jail Cook	981.60	
		20	Jail Cook	981.60	3,797.57
6015	Flock Safety	20	Annual Contract	33,000.00	33,000.00
6016	Fuelman	26	Fuel	43.53	43.53
6017	Law Office of Michael Gillespie	06	Law Board Legal	1,500.00	1,500.00
6018	Easy Ice LLC	20	Icemaker Rental	368.00	368.00
6019	INAalert	20	Contract	150.00	150.00
6020	Interstate Glass Co.	13	Vehicle Repairs	1,047.00	1,047.00
6021	Ka-Comm, Inc	12	Equipment Repair	52.00	
		23	Uniforms	25.00	
		13	Vehicle Repairs	53.50	
		34	Vehicle Repairs	73.00	
		13	Vehicle Repairs	433.00	
		13	Vehicle Repairs	39.00	
		34	Vehicle New Build	1,020.59	
		34	Vehicle New Build	1,503.19	
		34	Vehicle Repairs	35.00	
		34	Vehicle New Build	1,110.34	
		34	Vehicle Repairs	29.50	
		12	Equipment Repair	417.94	
		20	Contract	100.00	4,892.06
6022	Kansas Department of Labor	40	2023 Workers Comp Assessment	3,438.91	
		40	2024 Workers Comp Assessment	3,185.11	6,624.02
6023	Kansas Gas Service	04	Garage - Gas	48.40	
		04	LEC - Gas	3,637.50	
		04	Aggieville - Gas	79.65	3,765.55
6024	Karsmizki Locksmith	20	Locksmith	95.00	95.00
6025	Konza Lab Inc	16	Employee Medical	385.00	
		16	Pre-Employment Medical	230.00	615.00

RILEY COUNTY POLICE DEPARTMENT		2025 EXPENDITURES		MAY 2025	
<u>V #</u>	<u>VENDOR NAME</u>	<u>ACCT</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>	
6026	KU Edwards Campus	22	Annual KLEAP Fee	250.00	250.00
6027	Language Line Services	20	Language Interpretation Svcs	611.46	611.46
6028	LiftOff, LLC	19	Entra	93.50	
		19	Defender	4,777.08	4,870.58
6029	Manhattan Wrecker Service Inc	20	Towing	50.00	
		20	Towing	155.00	
		20	Towing	50.00	
		20	Towing	50.00	
		20	Towing	50.00	
		20	Towing	50.00	
		20	Towing	50.00	
		20	Towing	50.00	
		20	Towing	50.00	
		20	Towing	50.00	
		20	Towing	50.00	655.00
6030	Marta's & Son, Inc	20	LEC - Monthly Cleaning	2,466.00	2,466.00
6031	Midwest Rehabilitation Services	16	Pre-Employment Medical	375.00	
		16	Pre-Employment Medical	100.00	
		16	Pre-Employment Medical	250.00	
		16	Employee Medical	100.00	825.00
6032	MKC Headquarters	26	Fuel	17,300.55	17,300.55
6033	NAPA of Manhattan	13	Vehicle Repairs	180.86	180.86
6034	Net@Work, Inc	19	Support Plan	499.00	499.00
6035	Optiv Security Inc	33	Firewall	-707.00	
		33	RSA Token Replacements	829.64	122.64
6036	Parsons Communications Inc	20	Installation	640.12	640.12
6037	Pawnee Mental Health Services	20	April Co-Responder	10,497.62	
		20	May Co-Responder	10,497.62	20,995.24

RILEY COUNTY POLICE DEPARTMENT		2025 EXPENDITURES		MAY 2025	
<u>V #</u>	<u>VENDOR NAME</u>	<u>ACCT</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>	
6038	Petty Cash	07	FBI LEEDA	69.68	
		31	Ammo	38.19	107.87
6039	Pitney Bowes Reserve Acct	08	Postage	1,000.00	1,000.00
6040	Quaker State Express Lube	26	Oil Change	42.00	
		26	Oil Change	42.00	
		26	Oil Change	37.00	
		26	Oil Change	32.00	
		26	Oil Change	32.00	
		26	Oil Change	42.00	
		26	Oil Change	42.00	
		26	Oil Change	42.00	311.00
6041	Riley County General Fund	14	SW Bell Plexar	187.00	187.00
6042	Riley County Public Works	26	Fuel	444.10	
		26	Fuel	439.00	
		26	Fuel	150.79	
		26	Fuel	370.75	
		26	Fuel	196.50	1,601.14
6043	RCPD Health Plan	39	Health Insurance	135,000.00	135,000.00
6044	Rocky Mountain Accred Network	20	Membership	225.00	225.00
6045	Safariland, LLC	29	Replenishment Supplies	6,509.30	6,509.30
6046	Shawnee Mission Ford Inc	34	4 Ford Police Interceptors	178,660.00	
		34	Ford Transit Cargo Van	54,657.00	233,317.00
6047	Waxie Sanitary Supply	29	Replenishment Supplies	99.28	99.28
6048	Motorola Solutions	19	Annual Spillman	79,703.48	79,703.48
6049	StarNet Solutions Inc	19	service retainer	3,625.00	3,625.00
6050	Carla Swartz	20	Pre-Employment	3,000.00	3,000.00

RILEY COUNTY POLICE DEPARTMENT		2025 EXPENDITURES		MAY 2025	
<u>V #</u>	<u>VENDOR NAME</u>	<u>ACCT</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>	
6051	Sysco Kansas City, Inc	17	Bags	-134.50	
		17	Inmate Food	-99.78	
		17	Inmate Food	4,553.98	
		17	Inmate Supplies	710.59	
		17	Inmate Food	-321.81	
		17	Inmate Supplies	2,334.49	
		17	Inmate Food	2,699.14	
		29	Replenishment Supplies	674.78	
		17	Inmate Supplies	215.74	
		17	Inmate Food	275.65	
		17	Inmate Food	-19.95	
		17	Inmate Food	5,385.78	
		17	Inmate Supplies	48.90	
		17	Inmate Supplies	447.25	
		17	Inmate Supplies	51.79	
		17	Inmate Food	312.44	
		17	Inmate Food	-107.97	
		17	Inmate Food	-21.95	
		17	Inmate Food	4,673.55	
		17	Inmate Supplies	96.19	
		17	Inmate Supplies	213.60	
		17	Inmate Supplies	57.85	
		17	Inmate Supplies	271.25	
		17	Inmate Supplies	215.74	22,532.75
6052	Konza Sign	25	Perforated Vinyl Window	1,211.75	
		13	Vehicle Repairs	1,038.41	
		25	Maintenance Supplies	101.39	
		13	Vehicle Repairs	303.75	2,655.30
6053	Townsend Counseling	16	Employee Medical	360.00	360.00
6054	Transend	19	Enterprise Migration Services	5,285.00	5,285.00
6055	US Foodservice	17	Inmate Food	23.71	
		17	Inmate Food	793.27	
		17	Inmate Food	887.38	
		17	Inmate Food	118.84	
		17	Inmate Food	805.76	
		17	Inmate Food	425.49	
		17	Inmate Food	49.58	
		17	Inmate Food	1,126.02	
		17	Inmate Food	-286.69	3,943.36
6056	Via Christi Hospital Manhattan Inc	16	Pre-Employment Medical	72.00	
		16	Employee Medical	78.00	150.00
6057	Wabaunsee RWD #2	04	Range - Water	50.00	50.00

RILEY COUNTY POLICE DEPARTMENT		2025 EXPENDITURES		MAY 2025	
<u>V #</u>	<u>VENDOR NAME</u>	<u>ACCT</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>	
6058	Wage Works Inc	06	Cobra	154.38	154.38
6059	Washington County Sheriff's	17	Inmate Housing	1,200.00	
		17	Inmate Housing	240.00	
		17	Inmate Housing	240.00	
		17	Inmate Housing	240.00	
		17	Inmate Housing	840.00	
		17	Inmate Housing	40.00	
		17	Inmate Housing	40.00	2,840.00
6060	Evergy	04	LEC - Electric	10,786.64	
		04	Garage - electric	31.19	
		04	Aggieville - Electric	62.02	10,879.85
6061	PEAC Solutions	10	Admin Copier	826.62	
		10	Patrol Copier	266.00	
		10	Jail Copier	349.12	
		10	Evidence Copier	349.12	
		10	Dispatch/Investigation Copiers	966.67	
		10	Records Copier	797.66	3,555.19
			Subtotal	666,386.20	
6201	Adobe Systems Inc	19	Monthly Service	21.82	21.82
6202	Nationwide	06	Notary	50.00	50.00
6203	Amazon.com	33	Window Speaker/Intercom System	111.01	
		32	Office Supplies	-32.73	
		28	Office Supplies	59.99	
		28	Computer Supplies	54.00	
		28	Office Supplies	41.84	
		29	Replenishment Supplies	43.01	
		29	Replenishment Supplies	111.54	
		28	Computer Supplies	15.98	
		29	Replenishment Supplies	63.99	
		28	Computer Supplies	46.93	
		29	Replenishment Supplies	7.79	
		28	Office Supplies	46.12	
		28	Computer Supplies	58.30	
		23	Uniforms	59.95	
		17	Inmate Supplies	27.99	
		29	Replenishment Supplies	167.67	
		25	Maintenance Supplies	189.99	
		17	Inmate Supplies	38.67	
		29	Replenishment Supplies	237.13	
		29	Replenishment Supplies	18.04	
		23	Uniforms	49.99	1,417.20

RILEY COUNTY POLICE DEPARTMENT			2025 EXPENDITURES	MAY 2025	
<u>V #</u>	<u>VENDOR NAME</u>	<u>ACCT</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>	
6204	Apple iTunes Store	19	Monthly icloud	9.99	9.99
6205	Bandit Locksmith Service	20	Locksmith	50.00	50.00
6206	Best Buy	28	Computer Supplies	59.18	
		28	Computer Supplies	35.07	
		33	Inmate Supplies	299.98	394.23
6207	Bluestem Electric Co-op Inc	04	Range - Electric	208.52	208.52
6208	Briggs	13	Vehicle Repairs	3,460.81	
		13	Vehicle Repairs	998.28	
		13	Vehicle Repairs	584.77	
		13	Vehicle Repairs	626.32	
		13	Vehicle Repairs	3,135.09	8,805.27
6209	Built So-well LLC	13	Vehicle Repairs	623.63	623.63
6210	Chewy.com	20	Animal Care	71.79	71.79
6211	City of Manhattan, Utilities	04	LEC - Water/Sewer	3,781.20	
		04	Aggieville - Water/Sewer	63.30	
		04	LEC - Water/Sewer Fee	2.48	
		04	Aggieville - Water/Sewer Fee	2.48	3,849.46
6212	Cleverbridge	19	Parallels Desktop	149.99	149.99
6213	CopQuest, Inc	23	Uniforms	83.05	83.05
6214	Cox Communications, Inc	19	LEC - Internet/Cable	2,366.43	
		19	Inmate Cable	210.95	2,577.38
6215	Dillons 15	17	Inmate Medical Supplies	5.56	5.56
6216	Underground Vaults	20	March Shredding	50.00	
		20	April Shredding	50.00	100.00
6217	Evident Crime Scene Products	29	Replenishment Supplies	82.00	82.00

RILEY COUNTY POLICE DEPARTMENT		2025 EXPENDITURES		MAY 2025	
<u>V #</u>	<u>VENDOR NAME</u>	<u>ACCT</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>	
6218	Flint Hills Chrysler Dodge Jeep	13	Vehicle Repairs	524.24	
		13	Vehicle Repairs	1,445.15	
		13	Vehicle Repairs	160.00	
		13	Vehicle Repairs	525.05	
		13	Vehicle Repairs	755.75	
		13	Vehicle Repairs	917.60	
		13	Vehicle Repairs	793.95	
		13	Vehicle Repairs	932.23	
		13	Vehicle Repairs	37.62	6,091.59
6219	Glock Shop	31	Gun Supplies	47.24	47.24
6220	GMIS International	22	Membership	525.00	525.00
6221	Godfrey's	23	Uniforms	710.90	710.90
6222	Grainger	25	Maintenance Supplies	154.92	
		11	Range Repairs	64.55	
		11	Plumbing Repairs	37.86	
		25	Maintenance Supplies	5.90	
		25	Maintenance Supplies	23.78	287.01
6223	GT Distributors Inc	23	Uniforms	91.92	
		23	Uniforms	21.72	
		29	Replenishment Supplies	187.92	
		23	Uniforms	125.00	
		23	Uniforms	21.72	
		23	Uniforms	57.41	
		23	Uniforms	644.75	
		23	Badges	835.00	1,985.44
6224	Harbor Freight Tools	25	Maintenance Supplies	57.98	57.98
6225	Hertz - LAG Rentals LLC	20	HIDTA Vehicle rental	650.00	650.00
6226	Home Depot	25	Maintenance Supplies	14.66	
		25	Maintenance Supplies	36.29	
		11	Building Repairs	43.32	
		25	Maintenance Supplies	11.81	
		25	Maintenance Supplies	8.48	
		25	Maintenance Supplies	13.97	
		25	Maintenance Supplies	12.32	
		25	Maintenance Supplies	61.86	202.71

Attachment: 05-19-2025 Law Board Packet (15870 : Law Board Meeting Agenda)

RILEY COUNTY POLICE DEPARTMENT		2025 EXPENDITURES		MAY 2025	
<u>V #</u>	<u>VENDOR NAME</u>	<u>ACCT</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>	
6227	Howie's Trash Service	20	Monthly Trash - LEC & Range	843.00	843.00
6228	iKey Ltd	12	Equipment Repair	130.00	130.00
6229	Insight Public Sector Inc	30	Wireless Headset	286.82	286.82
6230	Kansas Turnpike Authority	07	Tolls	57.02	57.02
6231	Kodex	06	Subpoena	45.00	45.00
6232	Kully Supply Inc	11	Plumbing Repairs	80.81	80.81
6233	Lexmark	29	Replenishment Supplies	187.73	187.73
6234	Manh Area Chamber of Commerce	07	Chamber Breakfast	25.00	
		07	Military Relations	20.00	
		07	Military Relations	20.00	
		07	Chamber Breakfast	50.00	
		07	Chamber Breakfast	25.00	
		07	Chamber Breakfast	25.00	165.00
6235	Menards	32	Jail Equipment	143.17	
		25	Maintenance Supplies	16.99	
		29	Replenishment Supplies	120.80	
		28	Office Supplies	18.48	299.44
6236	Midwest Gun Works	31	Gun Supplies	42.55	42.55
6237	MHS Beyond Assessments	07	Hare Psychopathy Webinar Training	894.03	
		07	Hare Psychopathy Webinar Training	894.03	1,788.06
6238	MidStates Organized Crime Center	22	Membership	300.00	300.00
6239	Military Names	23	Uniforms	14.90	
		23	Uniforms	42.55	57.45
6240	1000Bulbs.com	29	Replenishment Supplies	270.79	270.79

Attachment: 05-19-2025 Law Board Packet (15870 : Law Board Meeting Agenda)

RILEY COUNTY POLICE DEPARTMENT

		2025 EXPENDITURES		MAY 2025	
<u>V #</u>	<u>VENDOR NAME</u>	<u>ACCT</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>	
6241	P-Card Misc Vendors	07	Building Resilience Surviving Trauma	-50.00	
		07	SPIAA Annual Conf	475.00	
		07	Int'l Assoc of Dir of LE Conf	650.00	
		07	Death & Homicide Invest Trng	1,138.25	
		07	KLETC Graduation	10.00	
		07	KS Assoc of Chiefs Leadership Conf	425.40	
		07	Exterior Response to Active Shooter	1,134.71	
		07	K9 Maintenance Training	54.25	
		07	KS Narcotics Officers Conf	731.30	
		07	KS Assoc of Chiefs Leadership Conf	28.62	
		07	KDIAI Conference refund	-100.00	
		07	LELA Front line supv school	3,500.00	
		20	Extradition	392.18	
		07	LELA Command School	304.09	
		07	CAB Lunch	35.93	
		20	Extradition	2,266.26	
		07	IACP Community Policing	358.98	
		07	Crime Victims Rights Conf.	192.12	
		20	Extradition	1,709.71	
		07	Practical Report Writing for Line Officer	317.98	
		07	NDTC De-escalation	127.92	
		07	NDTC De-escalation	127.92	
		07	NDTC De-escalation	255.85	
		07	AJA Conference	930.00	
		07	FBI Post Blast Invest School	499.37	
		07	Basic Sniper Training	2,400.00	17,915.84
6242	Petsmart	20	Animal Care	14.17	14.17
6243	Pro Copy Inc	10	Copies-Jail/Patrol/CP/Evidence	991.97	991.97
6244	Reconyx	20	Monthly Cell phone and images	60.00	60.00
6245	reMarkable	33	Monthly License	2.99	2.99
6246	Ring	19	Annual Subscription	107.19	
		19	Annual Subscription	107.19	214.38
6247	Rock Auto	13	Vehicle Repairs	149.49	
		13	Vehicle Repairs	600.78	750.27
6248	Rockin K's	07	Intergovernmental Luncheon	18.44	
		07	Intergovernmental Luncheon	18.44	
		07	Intergovernmental Luncheon	18.43	55.31

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RILEY COUNTY POLICE DEPARTMENT		2025 EXPENDITURES		MAY 2025	
<u>V #</u>	<u>VENDOR NAME</u>	<u>ACCT</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>	
6249	Safe Restraints	33	Wrap Restraint	1,627.12	1,627.12
6250	Schurle's Water Conditioning	29	Replenishment Supplies	56.31	56.31
6251	Staples Advantage	29	Replenishment Supplies	142.27	
		29	Replenishment Supplies	219.21	
		29	Replenishment Supplies	82.86	
		29	Replenishment Supplies	52.02	
		29	Replenishment Supplies	77.12	
		28	Office Supplies	54.13	
		29	Replenishment Supplies	148.60	
		28	Office Supplies	89.92	866.13
6252	T38 Fax	14	Civil Process Fax	14.59	14.59
6253	Target Sports USA	31	Ammo	2,967.48	2,967.48
6254	TLOxp	20	Access	301.20	301.20
6255	T-Mobile US Inc	14	Patrol Phones	43.65	43.65
6256	Twin Valley Telephone, Inc	14	Riley - Internet	87.99	
		14	Riley - Phone	54.26	142.25
6257	UPS	08	Shipping	18.97	
		08	Shipping	27.36	
		08	Shipping	0.38	
		08	Shipping	0.32	
		08	Shipping	11.33	
		08	Shipping	17.18	
		08	Shipping	20.49	
		08	Shipping	20.57	
		08	Shipping	15.45	
		08	Shipping	0.55	132.60
6258	Verizon Wireless	14	MDT's and Staff wireless	4,484.84	4,484.84
6259	Wal-Mart	29	Replenishment Supplies	59.99	
		29	Replenishment Supplies	39.27	99.26
6260	Walson Ink LLC	23	Uniform Patches	319.50	319.50

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RILEY COUNTY POLICE DEPARTMENT

2025 EXPENDITURES

MAY 2025

<u>V #</u>	<u>VENDOR NAME</u>	<u>ACCT</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>	
6261	Waters True Value	13	Vehicle Repairs	21.09	21.09
6262	WTC	19	Aggieville - Internet	80.00	
		19	LEC - Internet	335.95	415.95
				Subtotal	65,108.33
				Total	731,494.53

 Chair, Riley County Law Enforcement Agency

Attachment: 05-19-2025 Law Board Packet (15870 : Law Board Meeting Agenda)

Riley County Police Department

Cash Receipts Report

Net Changes from 4/1/2025 to 4/30/2025

Sort By [Account No.]
 From Year-Period [2025 - 04] To [2025 - 04]
 From Acct # [600100-00] To [640902-00]

Acct #	Description	April	YTD
600100-00	Manhattan	1,901,485.25	7,605,941.00
600200-00	Riley County	1,426,114.00	2,852,228.00
610110-00	Copy Fees-Discovery, etc.	740.00	1,335.00
610112-00	Copy Fees-Records	544.89	2,696.09
610113-00	Fingerprint Fees-Records	1,224.22	4,383.33
Budget:		3,330,108.36	10,466,583.42
620900-01	Misc Reimbursements-salaries	2,644.94	24,962.80
620900-03	Misc Reimbursements-overtime	100.00	100.00
620900-05	Misc Reimbursements-insurance	97.89	97.89
620900-06	Misc Reimbursements-legal fees	39.00	39.00
620900-07	Misc Reimbursements-training	1.74	964.91
620900-08	Misc Reimbursements-postage	43.99	207.54
620900-10	Misc Reimbursements-leases	602.28	602.28
620900-11	Misc Reimbursements-building & grounds	0.00	68.21
620900-13-130	Misc Reimbursements-vehicles	0.00	2.50
620900-14	Misc Reimbursements-phone	0.00	124.54
620900-17-170	Misc Reimbursements-jail	489.15	2,893.14
620900-19	Misc Reimbursements-Computer svc	0.00	90.67
620900-23	Misc Reimbursements-Uniforms	410.37	410.37
620900-29	Misc Reimbursements-Supplies	0.00	445.50
620900-31	Misc Reimbursements-crime eq	0.00	4,100.00
620900-33-300	Misc Reimbursements-comp equip	401.38	401.38
620950-17-170	Misc Reimbursements-inmate medical	0.00	14.67
630500-01	Special Alcohol Funds-Salaries	0.00	22,000.00
630600-33	COPS Grants-equipment	0.00	27,432.31
631500-23	Bulletproof Vest Program	0.00	5,942.25
632600-03	HIDTA Grant-OT	849.53	9,137.25
632700-03	STEP Grant-OT	0.00	2,587.92
632800-01-415	VOCA 2024 Grant Reimb	0.00	21,308.00
632800-01-416	VOCA 2025 Grant Reimb	0.00	14,261.00
Budget Credits:		5,680.27	138,194.13
640902-00	Prior year Restitution	0.00	3,704.80
Non-Budget Credits:		0.00	3,704.80
Totals:		3,335,788.63	10,608,482.35

Attachment: 05-19-2025 Law Board Packet (15870 : Law Board Meeting Agenda)

Riley County Police Department - Journal Entries

From Account No. [] To [ZZZZZZ]
 From Fiscal Period [2025-04] To [2025-04]
 For Source Code [GL-JE]

Acct #/Reference	Description	Date	Year	Prd Code	Debits	Credits
700101-01-456	Salaries-Full Time VOCA Grant 2025 Match					
Salary April	M Mosher	4/30/2025	2025	04 GL-JE	1,422.00	
	Total: Salaries-Full Time VOCA Grant 2025 Match				1,422.00	0.00
700120-01	Regular Salaries-----INVEST'N					
Salary April	M Mosher	4/30/2025	2025	04 GL-JE		7,111.00
	Total: Regular Salaries-----INVEST'N				0.00	7,111.00
700122-01-416	VOCA Grant Salaries 2025					
Salary April	M Mosher	4/30/2025	2025	04 GL-JE	5,689.00	
	Total: VOCA Grant Salaries 2025				5,689.00	0.00
Adjust VAC Salary entires per VOCA Grant Reporting Requirements:						
Completed by: <i>Jennifer R. Schneider</i>		Approved by: <i>[Signature]</i>				
743700-37	KPERS					
April KPERS	M Mosher	4/30/2025	2025	04 GL-JE		761.00
	Total: KPERS				0.00	761.00
743700-37-416	KPERS - VOCA Grant 2025					
April KPERS	M Mosher	4/30/2025	2025	04 GL-JE	609.00	
	Total: KPERS - VOCA Grant 2025				609.00	0.00
743700-37-456	KPERS - VOCA Grant Match 2025					
April KPERS	M Mosher	4/30/2025	2025	04 GL-JE	152.00	
	Total: KPERS - VOCA Grant Match 2025				152.00	0.00
Adjust VAC KPERS entires per VOCA Grant Reporting Requirements:						
Completed by: <i>Jennifer R. Schneider</i>		Approved by: <i>[Signature]</i>				
743800-38	Social Security					
April SS	M Mosher	4/30/2025	2025	04 GL-JE		441.00
	Total: Social Security				0.00	441.00
743800-38-416	Social Security - VOCA Grant 2025					
April SS	M Mosher	4/30/2025	2025	04 GL-JE	353.00	
	Total: Social Security - VOCA Grant 2025				353.00	0.00
743800-38-456	Social Security - VOCA Grant Match 2025					
April SS	M Mosher	4/30/2025	2025	04 GL-JE	88.00	
	Total: Social Security - VOCA Grant Match 2025				88.00	0.00
Adjust VAC SS entires per VOCA Grant Reporting Requirements:						
Completed by: <i>Jennifer R. Schneider</i>		Approved by: <i>[Signature]</i>				

Attachment: 05-19-2025 Law Board Packet (15870 : Law Board Meeting Agenda)

Riley County Police Department - Journal Entries

From Account No. [] To [ZZZZZZ]
 From Fiscal Period [2025-04] To [2025-04]
 For Source Code [GL-JE]

Acct #/Reference	Description	Date	Year	Prd Code	Debits	Credits
743810-38	Medicare Tax					
April Medicare	M Mosher	4/30/2025	2025	04 GL-JE		103.00
	Total: Medicare Tax				0.00	103.00
743810-38-416	Medicare Tax- VOCA Grant 2025					
April Medicare	M Mosher	4/30/2025	2025	04 GL-JE	82.00	
	Total: Medicare Tax- VOCA Grant 2025				82.00	0.00
743810-38-456	Medicare Tax- VOCA Grant Match 2025					
April Medicare	M Mosher	4/30/2025	2025	04 GL-JE	21.00	
	Total: Medicare Tax- VOCA Grant Match 2025				21.00	0.00
Adjust VAC Medicare entires per VOCA Grant Reporting Requirements:						
Completed by: <i>Jennifer R. Schneider</i>		Approved by: <i>[Signature]</i>				
743900-39	Health Insurance					
April Health Insurance	M Mosher	4/30/2025	2025	04 GL-JE		644.00
	Total: Health Insurance				0.00	644.00
743900-39-416	Health Insurance - VOCA Grant 2025					
April Health Insurance	M Mosher	4/30/2025	2025	04 GL-JE	515.00	
	Total: Health Insurance - VOCA Grant 2025				515.00	0.00
743900-39-456	Health Insurance - VOCA Grant Match 2025					
April Health Insurance	M Mosher	4/30/2025	2025	04 GL-JE	129.00	
	Total: Health Insurance - VOCA Grant Match 2025				129.00	0.00
Adjust VAC Health Insurance entires per VOCA Grant Reporting Requirements:						
Completed by: <i>Jennifer R. Schneider</i>		Approved by: <i>[Signature]</i>				
744000-40	Workers Comp Insured deductibles					
April WC	M Mosher	4/30/2025	2025	04 GL-JE		167.00
	Total: Workers Comp Insured deductibles				0.00	167.00
744000-40-416	Workers Comp - VOCA Grant 2025					
April WC	M Mosher	4/30/2025	2025	04 GL-JE	134.00	
	Total: Workers Comp - VOCA Grant 2025				134.00	0.00
744000-40-456	Workers Comp - VOCA Grant Match 2025					
April WC	M Mosher	4/30/2025	2025	04 GL-JE	33.00	
	Total: Workers Comp - VOCA Grant Match 2025				33.00	0.00

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

Completed by: *Jennifer R. Schneider* Approved by: *[Signature]*

Attachment: 05-19-2025 Law Board Packet (15870 : Law Board Meeting Agenda)

Riley County Police Department - Journal Entries

From Account No. [] To [ZZZZZZ]
 From Fiscal Period [2025-04] To [2025-04]
 For Source Code [GL-JE]

Acct #/Reference	Description	Date	Year	Prd Code	Debits	Credits
744100-41	Unemployment Compensation					
April Unempl Ins	M Mosher	4/30/2025	2025	04 GL-JE		7.00
	Total: Unemployment Compensation				0.00	7.00
744100-41-416	Unemployment Compensation - VOCA Grant 2025					
April Unempl Ins	M Mosher	4/30/2025	2025	04 GL-JE	6.00	
	Total: Unemployment Compensation - VOCA Grant 2025				6.00	0.00
744100-41-456	Unemployment Compensation - VOCA Grant Match 2025					
April Unempl Ins	M Mosher	4/30/2025	2025	04 GL-JE	1.00	
	Total: Unemployment Compensation - VOCA Grant Match 2025				1.00	0.00

Adjust VAC Unemployment Compensation entries per VOCA Grant Reporting Requirements:

Completed by:

Approved by:

Attachment: 05-19-2025 Law Board Packet (15870 : Law Board Meeting Agenda)

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

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

Date. 5/01/25 Page. 149
Time.13.46.19

DISBURSEMENTS/REVENUES/TRANSFERS - Fund.. 168 RCPD Federal Seizure Fund

Obj	Prj	Description	Kind	Budget \$	M-T-D	Y-T-D	%	Remaining
Department.142 Riley Co Police Dept								
602		Miscellaneous Collection	R	.00	.00	3,466.51		.00
402		Investment Interest	R	.00	1,411.95	2,899.98		.00
Department Revenue.. #142				.00	1,411.95	6,366.49 *		.00
Total Revenue Fund.... 168				.00	1,411.95	6,366.49 **		
Total Trans. IN Fund.. 168				.00	.00	.00 **		
Total Rev. & Trans. .. 168				.00	1,411.95	6,366.49 **		
Total Disbursements... 168				.00	.00	.00 **		

BUDGETARY EXPENDITURES - Fund.. 168 RCPD Federal Seizure Fund

Obj	Prj	Description	Budget \$	Used M-T-D	Used Y-T-D	%Used	Remaining	Encumbrance	Available
Total Expenditures Fund 168									
			.00	.00	.00		.00	.00	.00 **

SUMMARY for - Fund 168 RCPD Federal Seizure Fund

Beginning Year Balance.....	126,304.61
YTD Revenue.....	6,366.49
YTD Reported Expenses.....	.00
YTD Non-Reported Expenses...	.00
YTD Treasurer Disbursements.	.00
YTD Transfers In.....	.00
YTD Transfers Out.....	.00
Prior Year Voided Checks....	.00
Prior Year Expenses	.00
Prior Year Revenues	.00
Prior Year Corrections.....	.00
Ending Fund Balance.....	132,671.10 ***

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 2025

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

Date. 5/01/25 Page. 150
Time.13.46.19

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

Obj	Prj	Description	Kind	Budget \$	M-T-D	Y-T-D	%	Remaining
Department.142 Riley Co Police Dept								
875		Misc. Expenses	D	.00	.00	3,080.80-		.00
402		Investment Interest	R	.00	1,907.88	4,010.58		.00
		Department Revenue.. #142		.00	1,907.88	4,010.58 *		.00
		Department Dsbmnts.. #142		.00	.00	3,080.80-*		
		Total Revenue Fund... 169		.00	1,907.88	4,010.58 **		
		Total Trans. IN Fund.. 169		.00	.00	.00 **		
		Total Rev. & Trans. .. 169		.00	1,907.88	4,010.58 **		
		Total Disbursements... 169		.00	.00	3,080.80-**		

BUDGETARY EXPENDITURES - Fund.. 169 RCPD State Seizure Fund

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

SUMMARY for - Fund 169 RCPD State Seizure Fund

Beginning Year Balance.....	173,271.66
YTD Revenue.....	4,010.58
YTD Reported Expenses.....	.00
YTD Non-Reported Expenses...	.00
YTD Treasurer Disbursements.	3,080.80-
YTD Transfers In.....	.00
YTD Transfers Out.....	.00
Prior Year Voided Checks....	.00
Prior Year Expenses	.00
Prior Year Revenues	.00
Prior Year Corrections.....	.00
Ending Fund Balance.....	174,201.44 ***

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

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

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

Date. 5/01/25 Page. 153
Time.13.46.19

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	5,820,795.00	.00	3,398,244.89	58.38	2,422,550.11
182		Distr - Oil & Gas Curr.	R	.00	.00	531.98		.00
184		Distr - P.P. Current	R	.00	.00	35,394.31		.00
190		Distr - 16/20M Trucks Cur	R	3,066.00	.00	2,389.58	77.94	676.42
193		Distr - Watercraft Cur	R	3,174.00	.00	2,218.10	69.88	955.90
181		Distr - Real Delq.	R	.00	.00	41,670.45		.00
185		Distr - P.P. Delq.	R	.00	.00	2,145.79		.00
192		Distr - 16/20M Trucks Del	R	.00	.00	73.95		.00
194		Distr - Watercraft Del	R	.00	.00	256.83		.00
102		Distr - Motor Vehicle Tax	R	386,202.00	.00	117,859.04	30.52	268,342.96
103		Vehicle Rental Excise Tax	R	8,623.00	.00	4,516.93	52.38	4,106.07
113		Distr - RV Tax	R	3,599.00	.00	870.27	24.18	2,728.73
130		Distr - Commercial Veh	R	16,400.00	.00	3,335.75	20.34	13,064.25
191		Distr - TIF Adjustment	R	.00	.00	54,233.38		.00
Department Revenue.. # 0				6,241,859.00	.00	3,555,274.49 *		2,712,424.44
<u>Department.171</u> RCPD Operations								
<u>Department.416</u> HD-KCCTF								
Total Revenue Fund... 173								
				6,241,859.00	.00	3,555,274.49 **	56.96	
Total Trans. IN Fund.. 173				.00	.00	.00 **		
Total Rev. & Trans. .. 173				6,241,859.00	.00	3,555,274.49 **		
Total Disbursements... 173				.00	.00	.00 **		

BUDGETARY EXPENDITURES - Fund.. 173 RCPD Levy/Op								
Obj	Prj	Description	Budget \$	Used M-T-D	Used Y-T-D	%Used	Remaining	Encumbrance
<u>Department. 0</u> Not Designated								
<u>Department.171</u> RCPD Operations								
2220		Building Space Rental	12,000.00	975.00	3,900.00	32.50	8,100.00	.00
2330		Transportation Servic	3,000.00	.00	.00		3,000.00	.00
2480		Repair/Maint Build/Gr	150,000.00	7,041.29	42,732.30	28.49	107,267.70	.00
2650		Physician Fees	300,000.00	34,385.67	138,775.29	46.26	161,224.71	.00
2655		Hospital Fees	10,000.00	.00	.00		10,000.00	.00
2900		Budget Appropriations	5,704,456.00	1,426,114.00	2,852,228.00	50.00	2,852,228.00	.00
Total Contractual Expenses			6,179,456.00	1,468,515.96	3,037,635.59	49.16	3,141,820.41	.00

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

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

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

Date. 5/01/25 Page. 154
Time.13.46.19

BUDGETARY EXPENDITURES - Fund.. 173 RCPD Levy/Op

Obj Prj Description	Budget \$	Used M-T-D	Used Y-T-D	%Used	Remaining	Encumbrance	Available
Department.171 (continued)							
3010 Office Supplies	250.00	.00	.00		250.00	.00	250.00
3060 Medical Supplies	250.00	.00	.00		250.00	.00	250.00
3070 Prescriptions	250.00	.00	.00		250.00	.00	250.00
Total Commodities Expense	750.00	.00	.00		750.00	.00	750.00
Department Expense # 171	6,180,206.00	1,468,515.96	3,037,635.59	49.15	3,142,570.41	.00	3,142,570.41 *
Expense & Transfers# 171	6,180,206.00	1,468,515.96	3,037,635.59				
Department.416 HD-KCCTF							
Total Expenditures Fund 173	6,180,206.00	1,468,515.96	3,037,635.59	49.15	3,142,570.41	.00	3,142,570.41 **

SUMMARY for - Fund 173 RCPD Levy/Op

Beginning Year Balance.....	4,290.32
YTD Revenue.....	3,555,274.49
YTD Reported Expenses.....	3,037,635.59-
YTD Non-Reported Expenses...	.00
YTD Treasurer Disbursements.	.00
YTD Transfers In.....	.00
YTD Transfers Out.....	.00
Prior Year Voided Checks....	.00
Prior Year Expenses	.00
Prior Year Revenues	.00
Prior Year Corrections.....	.00
Ending Fund Balance.....	521,929.22 ***

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

Assigned Tracking # **25-108**

To:	Director Peete	<i>BRP 5 May 25</i>
Thru:	Deputy Director Freidline	<i>Noted. EF 5/5/25</i>
From:	Major Mark French	
Position:	Commander	Division: Jail
Report Title:	Monthly Inmate Population Report	
Rpt Freq./Year:	2025	
Policy #:	N/A	
Date:	May 1, 2025	

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

	<u>2015</u>	<u>2016</u>	<u>2017</u>	<u>2018</u>	<u>2019</u>	<u>2020</u>	<u>2021</u>	<u>2022</u>	<u>2023</u>	<u>2024</u>	<u>2025</u>
JAN	70.2	87.0	75.0	72.6	84.8	71.6	67.3	100.1	102.3	104.2	121.4
FEB	74.3	93.1	82.9	68.4	85.5	64.8	67.1	111.5	109.5	104.1	125.5
MAR	71.8	91.9	73.2	75.2	88.4	68.6	78.6	112.1	115.0	103.2	123.9
APR	74.2	89.1	74.1	81.0	81.6	58.9	80.4	114.6	117.5	100.1	125.9
MAY	80.3	81.9	77.4	87.5	79.4	47.4	74.2	104.6	113.4	106.2	
JUN	82.0	87.8	73.1	88.5	78.4	50.0	66.0	100.5	115.6	113.0	
JUL	77.8	83.6	80.0	83.8	71.9	53.7	71.5	99.5	121.0	115.6	
AUG	72.7	75.7	82.4	80.6	82.3	55.8	85.2	95.7	123.5	119.0	
SEPT	73.6	75.8	84.3	81.2	74.6	61.3	90.2	109.0	123.6	123.7	
OCT	73.5	73.4	74.3	72.8	76.2	60.0	91.5	115.9	125.9	124.5	
NOV	76.7	73.0	76.2	78.3	71.3	69.3	96.0	106.1	112.5	130.0	
DEC	77.4	69.6	78.9	79.9	72.9	69.4	97.9	99.4	106.7	124.3	
YADP	75.4	81.8	77.7	79.15	78.9	60.9	80.5	105.8	115.5	114.0	124.2

Attachment: 05-19-2025 Law Board Packet (15870 : Law Board Meeting Agenda)

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 11, 2025

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)

Part 1 Violent Crimes are down -29.3% year to date when compared to 2024 through the first four months of the year. The only Part 1 Violent Crime showing an increase at this time is Rape, which shows two more incidents when compared to 2024. Part 1 property crimes are down -2.2%. When combining all Part 1 Crimes (Violent and Property) we are down -6.9% YTD compared with 2024. part 1 crime categories that increased from 2023 to 2024 are Murder (+1) and Auto Theft (+10).

1st Quarter Traffic Accident & Enforcement Analysis

The total number of preventable crashes during the first quarter of 2025 were very similar to the first quarter of 2024: 215 and 214, respectively. There was a decrease of injury accidents, from 44 to 36; however, there was an increase in injured parties, from 56 to 63. For the second year in a row, there are zero fatal accidents in Riley County during the first quarter of the year.

Attachment: 05-19-2025 Law Board Packet (15870 : Law Board Meeting Agenda)



Monthly Report

April 2025

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

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

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

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

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

Part I Crime

Offense Codes: 0100-0810

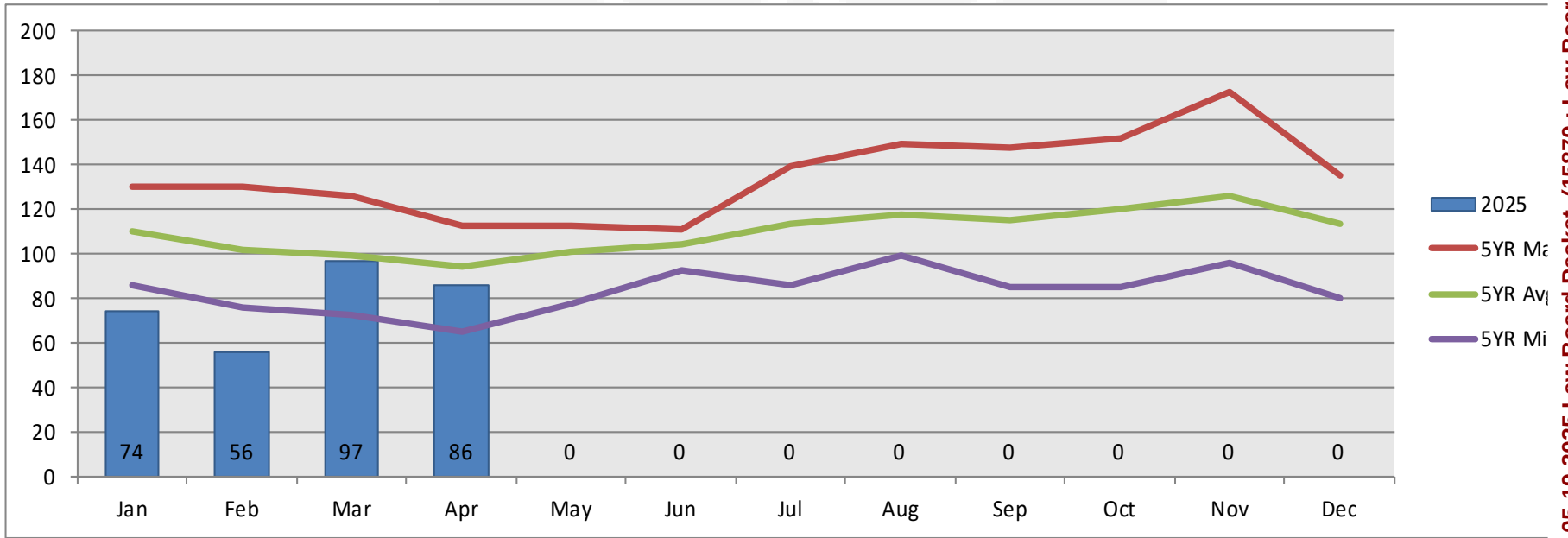
All Data As Of: 5/1/25 12:00 AM

18.a

- Part I crime in April 2025 was 8.9% below the 5 year average.
- Compared to April 2024, there was a 3.6% increase.
- In April, Part I violent crime was below the 5 year average while Part I property crime was slightly below average.

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

	Apr	Year to Date	Yearly Total
2020	65	409	1493
2021	111	428	1420
2022	100	403	1154
2023	113	460	1321
2024	83	332	1202
2025	86	313	
% Change	+3.6%	-5.7%	-15.9%
Yearly Total Projection:			1010



	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
2020	130	130	84	65	113	107	139	125	148	152	173	127
2021	121	76	120	111	104	106	114	149	127	123	156	113
2022	102	106	95	100	108	103	86	99	94	85	96	80
2023	112	109	126	113	101	111	123	113	85	116	99	113
2024	86	90	73	83	78	93	106	104	122	124	108	132
2025	74	56	97	86								

Attachment: 05-19-2025 Law Board Packet (15870 : Law Board Meeting Agenda)

Part 1 Violent Crimes

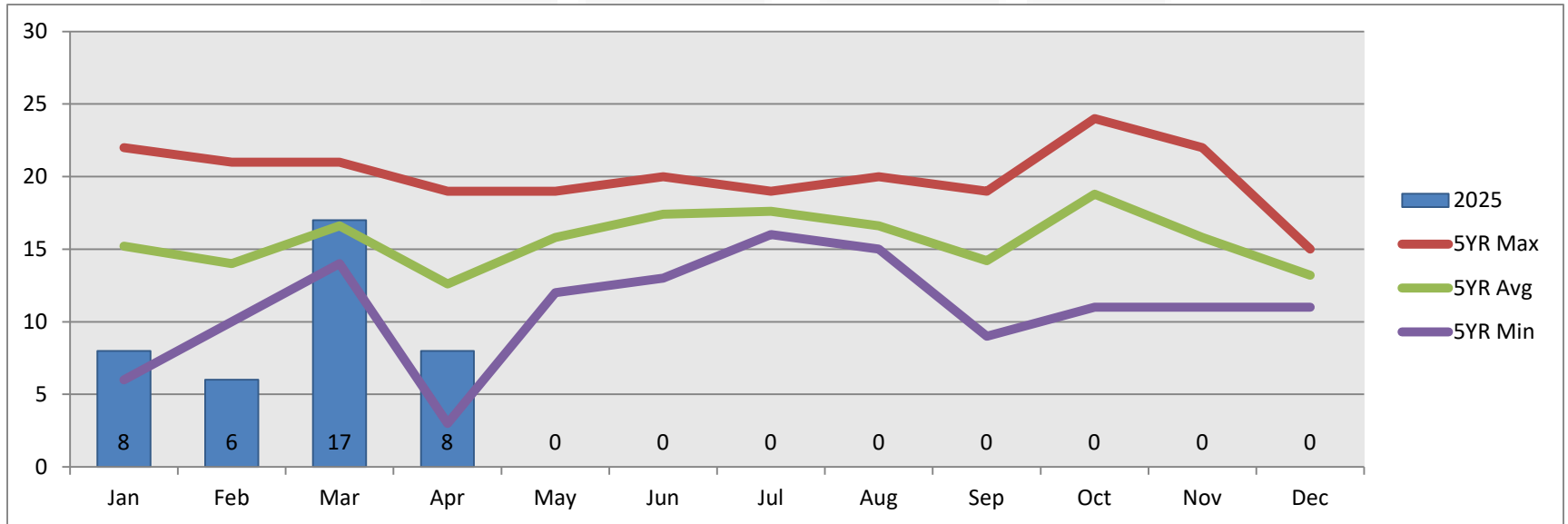
Offense Codes: 0100-0440

All Data As Of: 5/1/25 12:00 AM

- April 2025 was 36.5% below the 5 year average for Part I violent crime.
- There were 4 aggravated assaults / batteries, 1 rape, 3 robberies, and 0 homicides reported during April 2025.

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

	Apr	Year to Date Ye	18.a
2020	3	56	197
2021	18	68	198
2022	19	57	183
2023	9	59	182
2024	14	52	179
2025	8	39	
% Change	-42.9%	-25.0%	-29.9%
Yearly Total Projection:			125



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

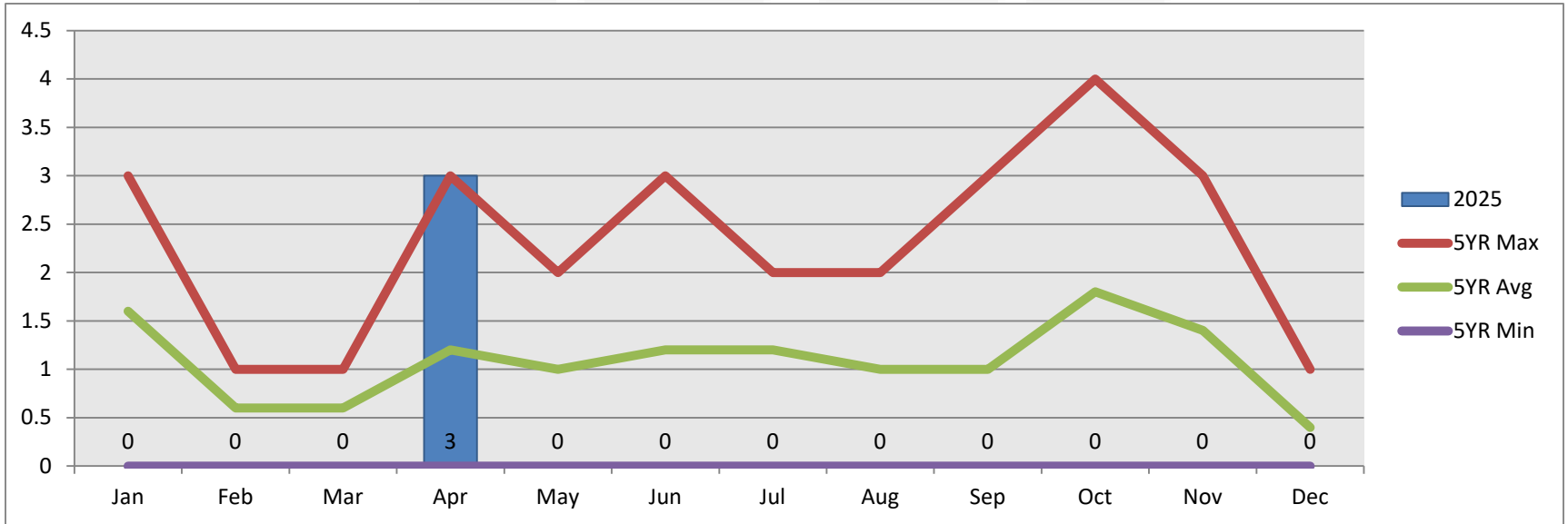
Robbery

Offense Codes: 0310

All Data As Of: 5/1/25 12:00 AM

	Apr	Year to Date	Year
2020	1	5	17
2021	3	6	18
2022	1	2	11
2023	0	4	10
2024	1	3	9
2025	3	3	
% Change	+200.0%	0.0%	+8.0%
Yearly Total Projection:			10

- There were 3 robberies reported in April 2025 which is 150% above the 5 year average.
- This is the highest (and only) number of robberies for 2025, so far.
- Two of these robberies were related and reported at different times and involved juveniles.



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

Attachment: 05-19-2025 Law Board Packet (15870 : Law Board Meeting Agenda)

Aggravated Assault and Battery

Offense Codes: 0410-0440

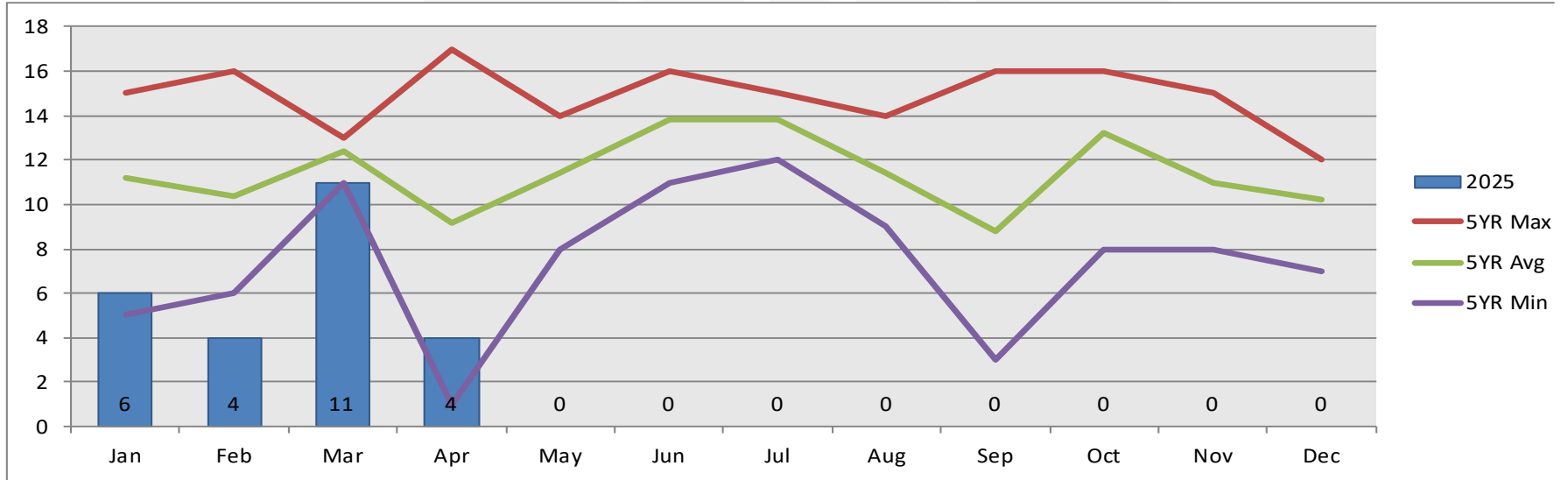
All Data As Of: 5/1/25 12:00 AM

18.a

- There were 2 aggravated batteries and 2 aggravated assaults reported during the month of April. This is 56.5% below the 5 year average.
- Both of the aggravated batteries in April were domestic.
- As of 5/12/2025, there was an arrest in 1 of the 4 incidents.

	Apr	Year to Date	Yearly Total
2020	1	44	145
2021	13	52	145
2022	17	39	130
2023	4	41	134
2024	11	40	130
2025	4	25	
% Change	-63.6%	-37.5%	-39.0%
Yearly Total Projection:			79

*This report is based on Primary offense only.



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

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

Part I Property Crime

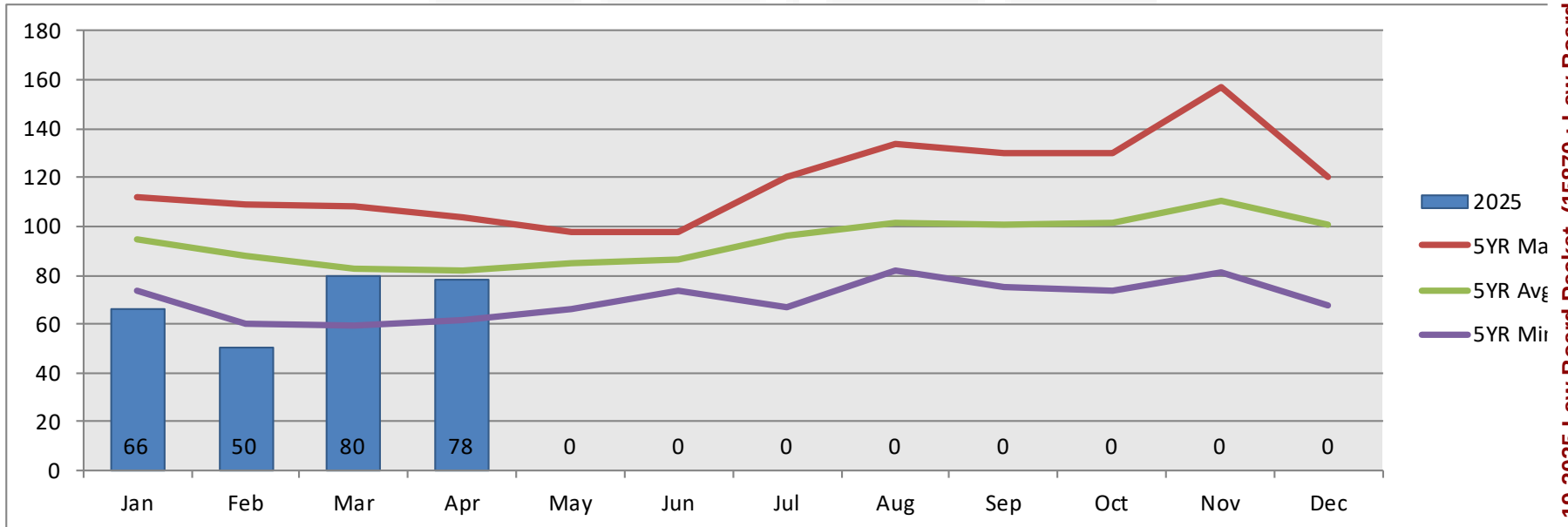
Offense Codes: 0500-0810

All Data As Of: 5/1/25 12:00 AM

18.a

- For April, Part I property crime was 4.6% below the 5 year average.
- The property crime for April 2025 included 2 burglaries, 6 larcenies from motor vehicle, 4 auto thefts, and 0 arson incidents. The rest of the incidents were other larcenies (66 incidents).

	Apr	Year to Date	Yearly Total
2020	62	353	1296
2021	93	360	1222
2022	81	346	971
2023	104	401	1139
2024	69	280	1023
2025	78	274	
% Change	+13.0%	-2.1%	-13.5%
Yearly Total Projection:			884



	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
2020	112	109	70	62	98	87	120	105	130	130	157	116
2021	103	60	104	93	85	86	98	134	118	108	134	99
2022	96	95	74	81	90	88	67	82	75	74	81	68
2023	90	99	108	104	86	98	106	98	75	92	84	99
2024	74	78	59	69	66	74	89	88	107	102	97	120
2025	66	50	80	78								

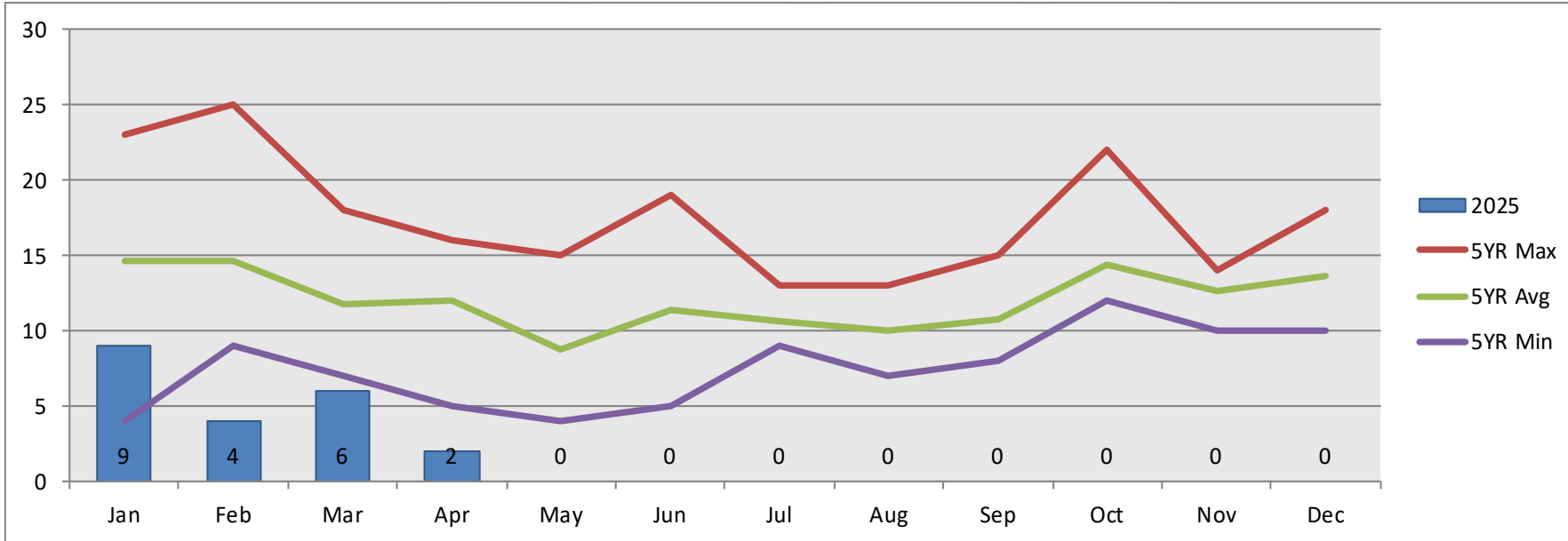
Structural Burglary

Offense Code: 0510

All Data As Of: 5/1/25 12:00 AM

- Structural burglaries were 83.3% below the 5 year average for April, the lowest in the last 5 years.
- Both of the burglaries were residential and domestic related.
- Both of the burglaries occurred in the city of Manhattan.

	Apr	Year to Date	Year
2020	12	69	174
2021	16	62	157
2022	15	63	150
2023	12	45	136
2024	5	26	109
2025	2	21	
% Change	-60.0%	-19.2%	-45.9%
Yearly Total Projection:			59



	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
2020	18	25	14	12	7	5	11	13	15	22	14	18
2021	18	10	18	16	15	10	9	9	11	13	10	18
2022	23	18	7	15	5	19	11	10	8	12	12	10
2023	10	11	12	12	13	13	9	11	9	13	13	10
2024	4	9	8	5	4	10	13	7	11	12	14	12
2025	9	4	6	2								

Attachment: 05-19-2025 Law Board Packet (15870 : Law Board Meeting Agenda)

Vehicle Burglary

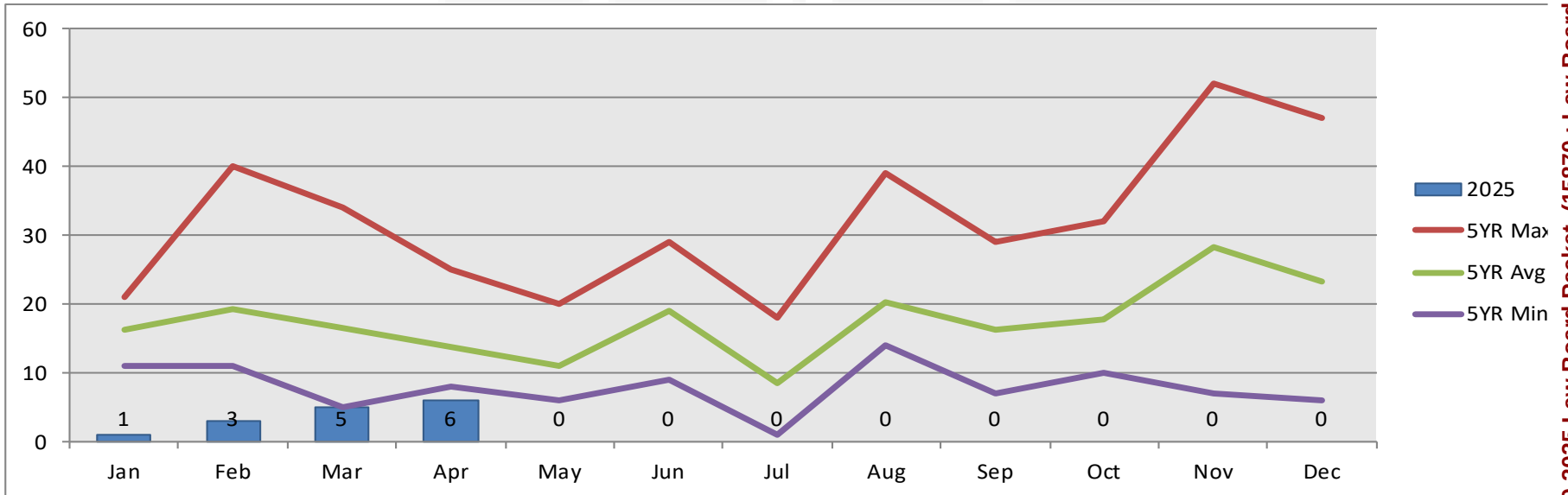
Offense Code: 0640

All Data As Of: 5/1/25 12:00 AM

18.a

- April 2025 was 56.5% below the 5 year average for vehicle burglary.
- This is the 4th consecutive 5 year low for vehicle burglaries since December 2024, which had the second highest reports in the last 5 years.
- There were no incidents with signs of forced entry.

	Apr	Year to Date	Yearly Total
2020	9	47	255
2021	18	78	255
2022	9	49	121
2023	25	120	234
2024	8	36	188
2025	6	15	
% Change	-25.0%	-58.3%	-75.1%
Yearly Total Projection:			47



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

Attachment: 05-19-2025 Law Board Packet (15870 : Law Board Meeting Agenda)

Motor Vehicle Thefts

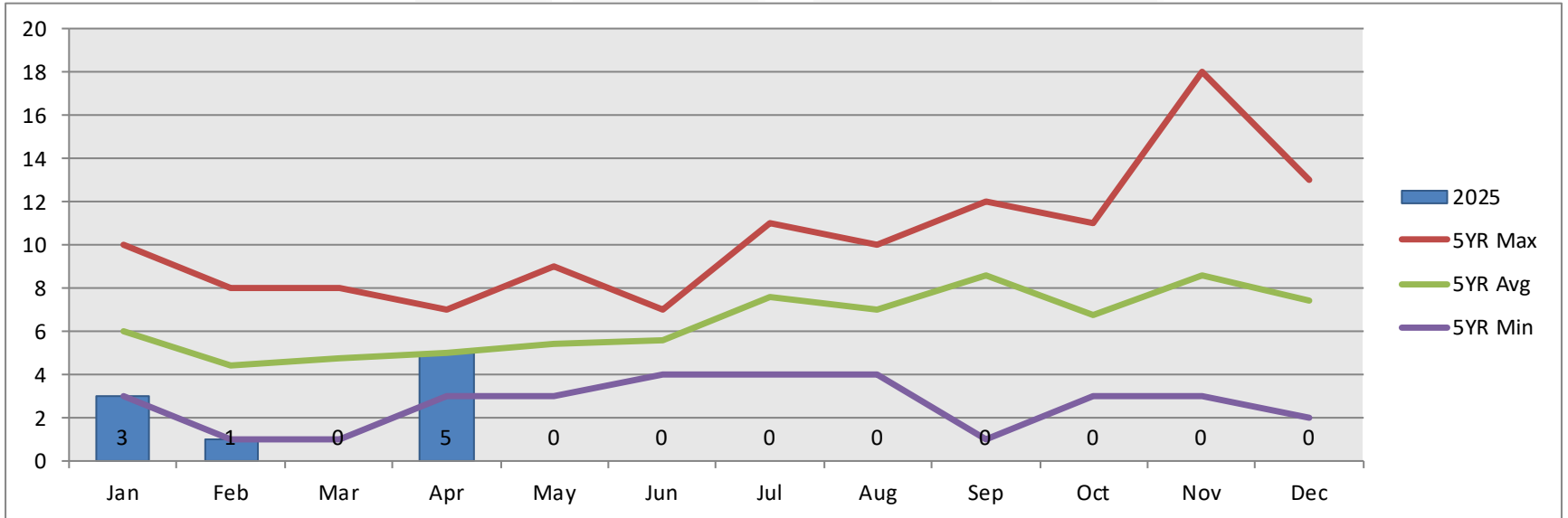
Offense Code: 0710

All Data As Of: 5/1/25 12:00 AM

18.a

- Compared to the 5 year average for April, there was a 0% change in vehicle thefts reported in April 2025.
- This is the highest monthly number of reported MVTs in 2025, so far.
- Of the 4 auto thefts, 1 vehicle has been recovered (as of 5/12/2025).

	Apr	Year to Date	Yearly
2020	5	18	96
2021	3	19	85
2022	7	26	67
2023	6	23	65
2024	4	15	73
2025	5	9	
% Change	+25.0%	-40.0%	-54.6%
Yearly Total Projection:			33



	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
2020	3	7	3	5	9	7	4	6	10	11	18	13
2021	7	3	6	3	4	4	11	10	11	7	13	6
2022	10	1	8	7	4	4	5	6	12	3	5	2
2023	3	8	6	6	7	7	8	4	1	4	3	8
2024	7	3	1	4	3	6	10	9	9	9	4	8
2025	3	1	0	5								

Attachment: 05-19-2025 Law Board Packet (15870 : Law Board Meeting Agenda)

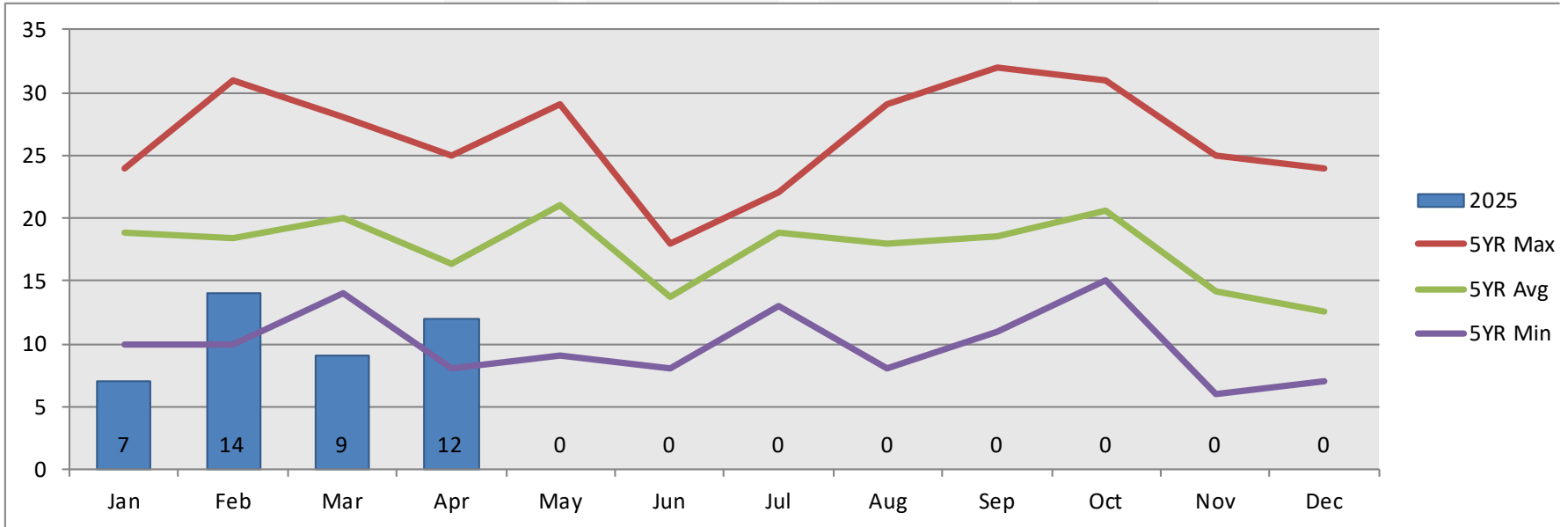
DUIs

Offense Code: 2110

All Data As Of: 5/1/25 12:00 AM

➤ The number of DUIs for April 2025 was 26.8% below the 5 year average for April.

	Apr	Year to Date	Yearly Total
2020	8	56	168
2021	25	78	191
2022	13	60	208
2023	16	99	282
2024	20	75	207
2025	12	42	
% Change	-40.0%	-44.0%	-41.8%
Yearly Total Projection:			120



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

Attachment: 05-19-2025 Law Board Packet (15870 : Law Board Meeting Agenda)

Traffic Accidents

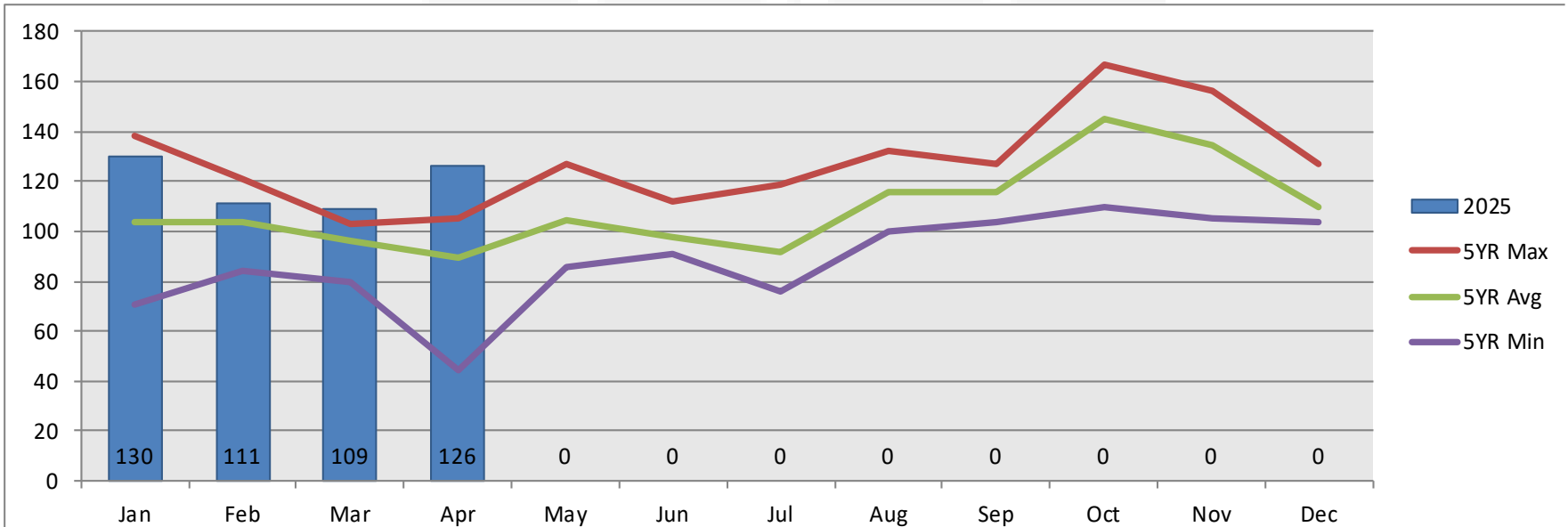
Offense Codes: 5000-5139

All Data As Of: 5/1/25 12:00 AM

18.a

- The number of traffic accidents in April 2025 was 40.9% above the 5 year average.
- This is the highest number of accidents in April in the past 5 years.
- Each monthly reported traffic accidents for 2025 have been above the 5 year average, the last two months having been a 5 year record high.

	Apr	Year to Date	Yearly Total
2020	44	371	1220
2021	100	358	1314
2022	105	408	1283
2023	100	372	1263
2024	98	454	1457
2025	126	476	
% Change	+28.6%	+4.8%	+8.8%
Yearly Total Projection:			1586



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

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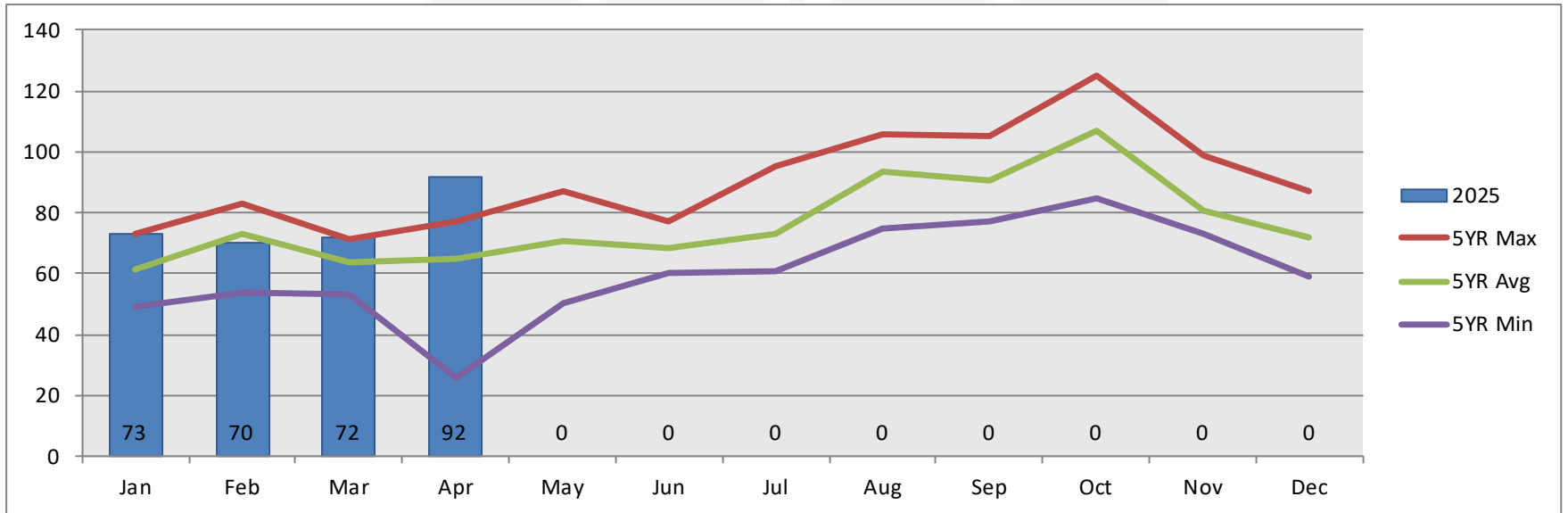
Preventable Traffic Accidents

Offense Codes: 5000-5139

All Data As Of: 5/1/25 12:00 AM

- The number of preventable traffic accidents in April 2025 was 42.4% above the 5 year average.
- This is one of the highest 5 year averages for April. Numbers may change as data entry corrections continue (as of 5/12/2025).

	Apr	Year to Date	Yearly Total
2020	26	240	855
2021	71	241	965
2022	77	277	897
2023	77	271	891
2024	72	284	980
2025	92	307	
% Change	+27.8%	+8.1%	+9.3%
Yearly Total Projection:			1071



	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
2020	73	81	60	26	50	71	69	92	89	105	73	66
2021	49	54	67	71	76	67	75	106	105	109	99	87
2022	65	67	68	77	87	67	65	94	77	85	82	63
2023	61	80	53	77	86	77	61	75	79	110	73	59
2024	58	83	71	72	54	60	95	99	102	125	76	85
2025	73	70	72	92								

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.

To: Director Brian Peete
Thru: Deputy Dir. Erin Freidline
From: Major Brad Ingalls
Position: Commander **Division:** Support & Administrative Services
Report Title: April 2025 UCR Report
Rpt Freq./Year: Quarterly/ April 2025
Policy #: 82.1.4 & 82.3.2
Date: May 12, 2025

Executive Summary: Part 1 Violent Crimes are down -29.3% year to date when compared to 2024 through the first four months of the year. The only Part 1 Violent Crime showing an increase at this time is Rape, which shows two more incidents when compared to 2024. Part 1 property crimes are down -2.2%. When combining all Part 1 Crimes (Violent and Property) we are down -6.9% YTD compared with 2024.

April 2025																			
RILEY COUNTY ALL JURISDICTION																			
RILEY COUNTY POLICE DEPARTMENT																			
MONTHLY UNIFORM CRIME REPORT																			
82.1.4																			
ACTUAL OFFENSES										OFFENSES CLEARED									
Year	MONTH			YEAR TO DATE			QUARTER			MONTH			YEAR TO DATE			QUARTER			CLEARANCE %
	2024	2025	-%+	2024	2025	-%+	2024	2025	-%+	2024	2025	-%+	2024	2025	-%+	2024	2025	-%+	2024
Murder	0	0	0.0%	0	0	0.0%	0	0	0.0%	0	0	0.0%	1	0	-100.0%	0	0	0.0%	100.0%
Rape	2	1	-50.0%	9	11	22.2%	2	1	-50.0%	3	2	-33.3%	11	13	18.2%	3	2	-33.3%	122.2%
Robbery	1	3	200.0%	4	3	-25.0%	1	3	200.0%	1	2	100.0%	1	3	200.0%	1	2	100.0%	25.0%
Ag. Asslt	11	4	-63.6%	45	27	-40.0%	11	4	-63.6%	8	8	0.0%	32	42	31.3%	8	8	0.0%	71.1%
Total	14	8	-42.9%	58	41	-29.3%	14	8	-42.9%	12	12	0.0%	45	58	28.9%	12	12	0.0%	77.6%
Burglary	5	2	-60.0%	25	20	-20.0%	5	2	-60.0%	3	2	-33.3%	6	9	50.0%	3	2	-33.3%	24.0%
Larceny	57	70	22.8%	237	242	2.1%	57	70	22.8%	19	27	42.1%	67	119	77.6%	19	27	42.1%	28.3%
Auto Theft	4	5	25.0%	15	9	-40.0%	4	5	25.0%	1	2	100.0%	8	3	-62.5%	1	2	100.0%	53.3%
Total	66	77	16.7%	277	271	-2.2%	66	77	16.7%	23	31	34.8%	81	131	61.7%	23	31	34.8%	29.2%
Overall Total	80	85	6.3%	335	312	-6.9%	80	85	6.3%	35	43	22.9%	126	189	50.0%	35	43	22.9%	37.6%

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April 2025

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 F	
Year	2024	2025	-%+	2024	2025	-%+	2024	2025	-%+	2024	2025	-%+	2024	2025	-%+	2024	2025	-%+	2024	2025
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%	0	0	0.0%	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	0	0	0.0%	2	0	-100.0%	0	0	0.0%	1	0	-100.0%	2	0	-100.0%	1	0	-100.0%	100.0%	0.0%
Total	0	0	0.0%	2	0	-100.0%	0	0	0.0%	1	0	-100.0%	2	0	-100.0%	1	0	-100.0%	100.0%	0.0%
Burglary	0	0	0.0%	1	0	-100.0%	0	0	0.0%	0	0	0.0%	0	0	0.0%	0	0	0.0%	0.0%	0.0%
Larceny	1	1	0.0%	4	4	0.0%	1	1	0.0%	0	0	0.0%	3	0	-100.0%	0	0	0.0%	75.0%	0.0%
Auto Theft	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%
Total	1	1	0.0%	5	4	-20.0%	1	1	0.0%	0	0	0.0%	3	0	-100.0%	0	0	0.0%	60.0%	0.0%
Overall Total	1	1	0.0%	7	4	-42.9%	1	1	0.0%	1	0	-100.0%	5	0	-100.0%	1	0	-100.0%	71.4%	0.0%

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April 2025																					
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	2024	2025	-%+	2024	2025	-%+	2024	2025	-%+	2024	2025	-%+	2024	2025	-%+	2024	2025	-%+	2024	2025	2025
Murder	0	0	0.0%	0	0	0.0%	0	0	0.0%	0	0	0.0%	1	0	-100.0%	0	0	0.0%	100.0%	0.0%	0.0%
Rape	1	1	0.0%	5	9	80.0%	1	1	0.0%	3	2	-33.3%	9	11	22.2%	3	2	-33.3%	180.0%	122.2%	122.2%
Robbery	1	3	200.0%	4	3	-25.0%	1	3	200.0%	1	2	100.0%	1	3	200.0%	1	2	100.0%	25.0%	100.0%	100.0%
Ag. Asslt	7	4	-42.9%	37	26	-29.7%	7	4	-42.9%	6	8	33.3%	27	38	40.7%	6	8	33.3%	73.0%	146.7%	146.7%
Total	9	8	-11.1%	46	38	-17.4%	9	8	-11.1%	10	12	20.0%	38	52	36.8%	10	12	20.0%	82.6%	136.4%	136.4%
Burglary	5	2	-60.0%	22	16	-27.3%	5	2	-60.0%	3	2	-33.3%	5	8	60.0%	3	2	-33.3%	22.7%	50.0%	50.0%
Larceny	55	67	21.8%	223	233	4.5%	55	67	21.8%	18	27	50.0%	62	119	91.9%	18	27	50.0%	27.8%	51.1%	51.1%
Auto Theft	4	5	25.0%	15	9	-40.0%	4	5	25.0%	1	2	100.0%	7	3	-57.1%	1	2	100.0%	46.7%	33.3%	33.3%
Total	64	74	15.6%	260	258	-0.8%	64	74	15.6%	22	31	40.9%	74	130	75.7%	22	31	40.9%	28.5%	50.0%	50.0%
Overall Total	73	82	12.3%	306	296	-3.3%	73	82	12.3%	32	43	34.4%	112	182	62.5%	32	43	34.4%	36.6%	61.1%	61.1%

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April 2025																					
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	2024	2025	-%+	2024	2025	-%+	2024	2025	-%+	2024	2025	-%+	2024	2025	-%+	2024	2025	-%+	2024	2025	2025
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%	0.0%
Rape	1	0	-100.0%	4	2	-50.0%	1	0	-100.0%	0	0	0.0%	2	2	0.0%	0	0	0.0%	50.0%	100.0%	100.0%
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%	0.0%
Ag. Asslt	4	0	-100.0%	6	1	-83.3%	4	0	-100.0%	1	0	-100.0%	3	4	33.3%	1	0	-100.0%	50.0%	400.0%	400.0%
Total	5	0	-100.0%	10	3	-70.0%	5	0	-100.0%	1	0	-100.0%	5	6	20.0%	1	0	-100.0%	50.0%	200.0%	200.0%
Burglary	0	0	0.0%	2	4	100.0%	0	0	0.0%	0	0	0.0%	1	1	0.0%	0	0	0.0%	50.0%	25.0%	25.0%
Larceny	1	2	100.0%	10	5	-50.0%	1	2	100.0%	1	0	-100.0%	2	0	-100.0%	1	0	-100.0%	20.0%	0.0%	0.0%
Auto Theft	0	0	0.0%	0	0	0.0%	0	0	0.0%	0	0	0.0%	1	0	-100.0%	0	0	0.0%	100.0%	0.0%	0.0%
Total	1	2	100.0%	12	9	-25.0%	1	2	100.0%	1	0	-100.0%	4	1	-75.0%	1	0	-100.0%	33.3%	11.1%	11.1%
Overall Total	6	2	-66.7%	22	12	-45.5%	6	2	-66.7%	2	0	-100.0%	9	7	-22.2%	2	0	-100.0%	40.9%	58.3%	58.3%

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

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To:	Director Peete	<i>This is very, very interesting data. Thanks for putting it together. Please also share this information with the City so they can be aware of the intersections and areas where they may want to do traffic studies. Deputy Director Freidline is right, and I also ask if we consider looking at placing cameras at Seth Child and Marlatt to deter the drag racers that meet there Thursdays through Saturday nights. Lastly, do we have data on the age groups? BRP 6 May 25</i>
Thru:	Deputy Director Freidline	<i>Marlatt Ave needs to be an enforcement focus area in relation to your noted construction concerns. EF 5/2/25</i>
From:	Major Scott Hajek	
Position:	Chief	Division: Patrol
Report Title:	Traffic Analysis	
Rpt Freq./Year:	1 st Quarter, 2025	
Policy #:	61.1.1	
Date:	April 23, 2025	

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 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)

First Quarter, 2025

As the tables and charts below list out in detail, the total number of preventable crashes during the first quarter of 2025 were very similar to the first quarter of 2024: 215 and 214, respectively. There was a decrease of injury accidents, from 44 to 36; however, there was an increase in injured parties, from 56 to 63. For the second year in a row, there are zero fatal accidents in Riley County during the first quarter of the year.

Similar to the trend of the past several years, the three main causes of preventable accidents were inattention, failing to yield the right of way, and following too closely. Too fast for conditions and improper backing rounded out the top 5. While speeding isn't listed as a cause for many crashes, it is a factor in accident severity and injuries.

Regarding locations, the Bluemont Corridor saw the largest collection of accidents. 11th and Bluemont had 6 crashes, 4th and Bluemont had 5, and Tuttle Creek and Bluemont had at least 3. Other common accident intersections were Seth Child Rd and Commons Pl, Kimball and College Ave, and Ft. Riley Blvd. and Westwood Ave.

Nearly 50% of preventable crashes occurred between 1300-2000 hours, and 30% occurred between 1600-2000 hours. Unsurprisingly, the hour block with the most crashes (23) was 1700. 54% of the accidents occurred on three days: Wednesday, Thursday, and Friday. However, with the exception of Friday (50), the number of accidents on the other 6 days only ranged from a count of 21 to 34, with an average of 27.5. This data tells us the time frame when accidents are most likely to occur (afternoon and evening), but the day of the week doesn't have as big an impact.

1st Quarter 2025 Preventable Accident Review

This report is an overview of preventable crashes reported in the 1st quarter of 2025. A preventable accident is an accident that occurs on a public roadway and is not caused by weather or animal related factors.

There were 215 preventable accidents reported in the first quarter of 2025. This is the highest 1st quarter count and a 5.9% increase from previous 1st quarter averages.

Injuries and Fatalities

- There were 0 fatal crashes and 36 injury crashes reported in the 1st quarter of 2025 with 63 injuries.
- This is the 2nd lowest injury accident count, but highest injury count, for the first quarter in this tracking period.
- There were 0 fatal accidents with 0 fatalities during the 1st quarter of 2025.

Year	2022				2023				2024				2025			
Quarter	Qtr1	Qtr2	Qtr3	Qtr4	Qtr1	Qtr2	Qtr3	Qtr4	Qtr1	Qtr2	Qtr3	Qtr4	Qtr1	Qtr2	Qtr3	Qtr4
Preventable Accidents	201	230	237	231	194	241	217	241	214	185	297	286	215			
Accident Rates per 1,000 Inhabitants	12.64				12.56				13.81				Projected 13.21			
Preventable Injury Accidents	41	56	60	55	32	51	42	51	44	41	59	70	36			
Injury Rates per 1,000 Inhabitants	3.19				2.98				2.48				Projected 2.29			
Persons Injured in Preventable Accidents	58	80	81	71	43	70	62	73	56	58	79	99	63			
Fatalities in Preventable Accidents	2	1	1	1	1	1	2	3	0	0	3	0	0			

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

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 driver actions, which is reflected in the first quarter of 2025.
- Too Fast For Conditions was the fourth highest followed by Improper Backing.

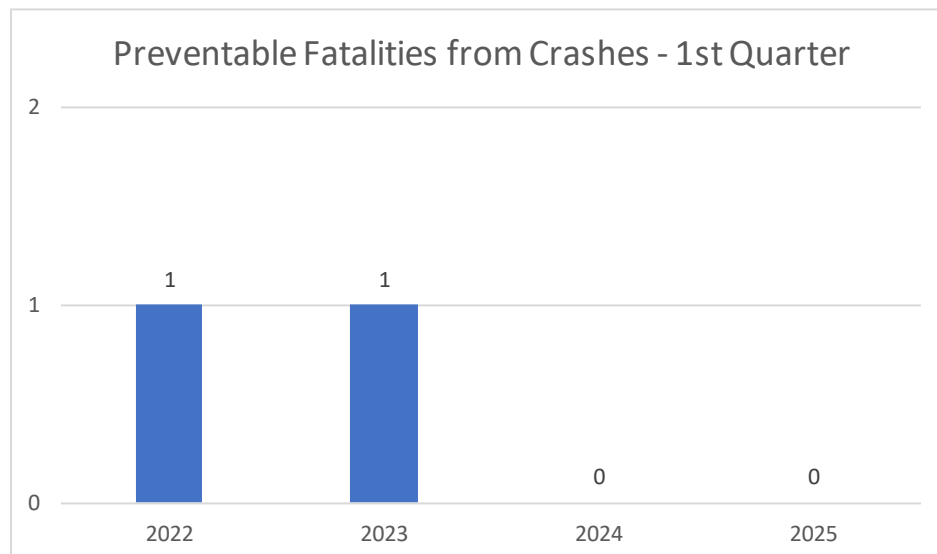
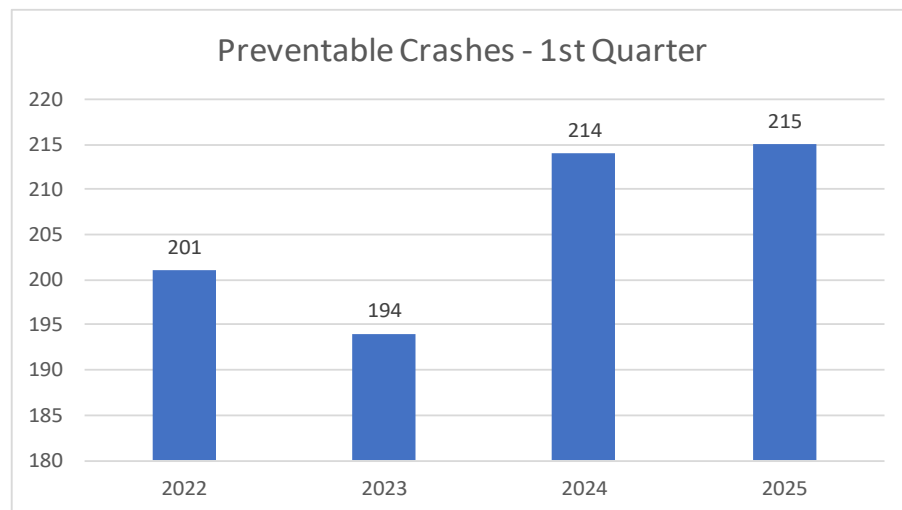
Year	2022				2023				2024				2025			
Quarter	Qtr1	Qtr2	Qtr3	Qtr4	Qtr1	Qtr2	Qtr3	Qtr4	Qtr1	Qtr2	Qtr3	Qtr4	Qtr1	Qtr2	Qtr3	Qtr4
Inattention (General Sense)	43	57	54	47	35	42	52	60	38	31	80	69	43			
Failed to Yield Right of Way	46	44	47	40	41	42	49	48	42	42	71	76	37			
Followed Too Closely	27	28	26	25	27	31	25	25	25	20	31	30	24			
Too Fast For Conditions	2	1	8	4	3	2	3	2	7	3	5	4	12			
Improper Backing	4	6	10	7	7	4	7	6	7	5	13	7	10			

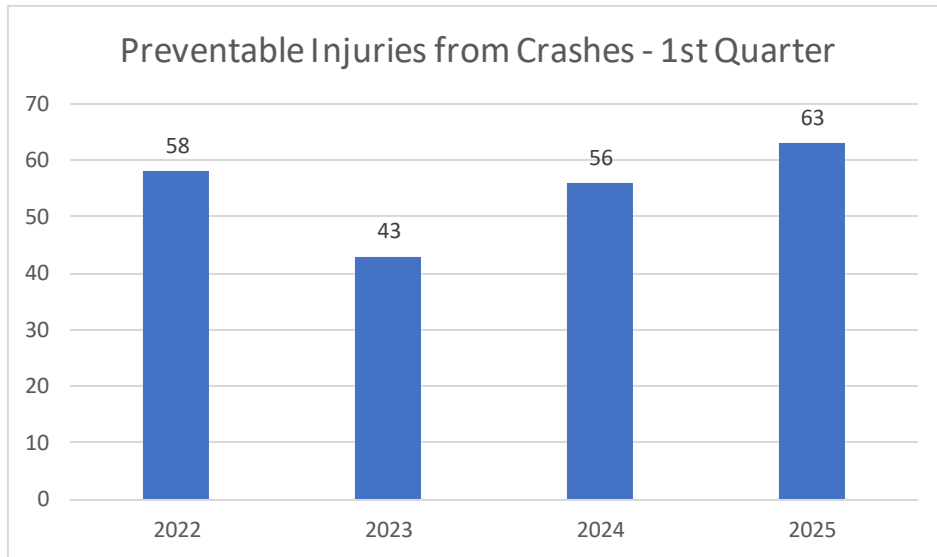
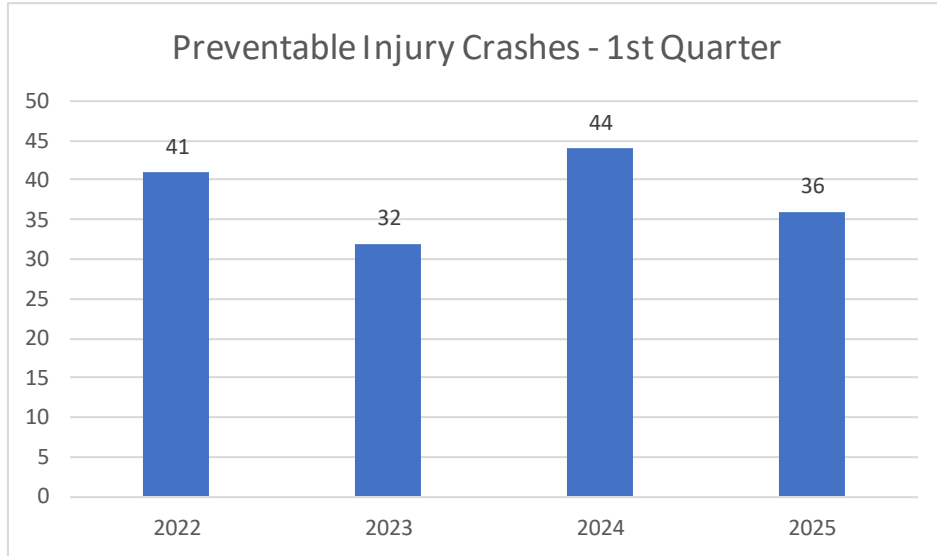
The color coding (Green lowest, Red Highest) is for each individual charge, not the table as a whole.

Temporal Density

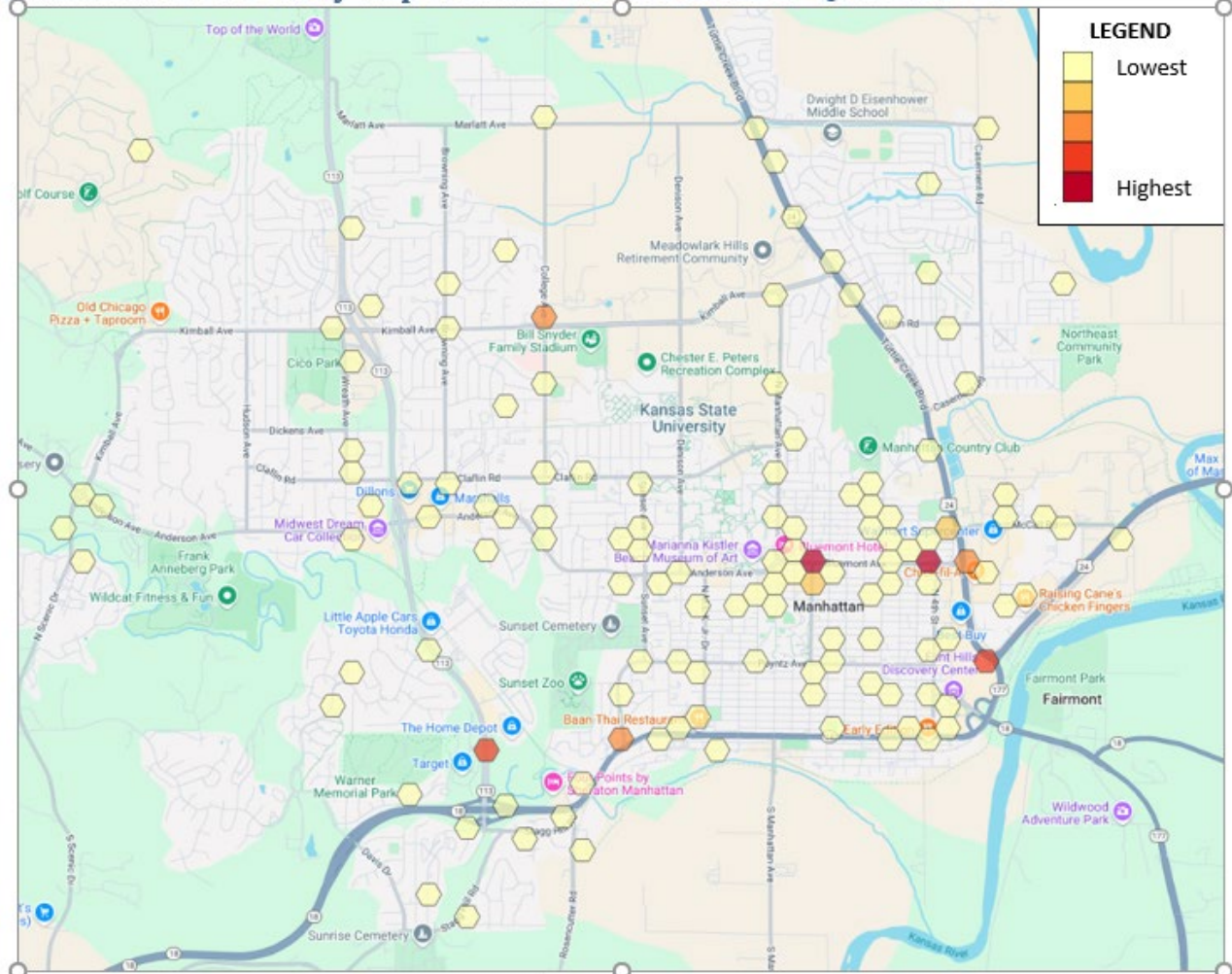
- 49% of all crashes occurred between 13:00 PM – 19:59 PM.
- 30% of crashes occurred between 16:00 PM – 19:59 PM.
- Friday was the day of the week with the highest overall number of crashes (50).
- The 1700 PM hour was the hour with the highest overall crash count (23).
- Friday during the 1400 PM hour had the most (7) crashes, followed by Tuesday at 1700 pm with 6 crashes.

DOW / HOD	00	01	02	03	04	05	06	07	08	09	10	11	12	13	14	15	16	17	18	19	20	21	22	23	Total	%
Sunday	5	2	0	0	0	1	0	0	0	1	0	2	2	1	1	2	0	2	0	3	3	0	0	2	27	13%
Monday	0	0	0	0	0	0	0	0	1	1	1	0	1	2	3	0	0	2	1	4	4	2	0	0	22	10%
Tuesday	2	0	0	0	0	0	2	1	1	2	1	1	2	2	1	2	3	6	2	0	1	0	0	0	29	13%
Wednesday	0	1	0	0	1	0	0	4	3	3	1	0	0	4	1	0	3	5	1	3	2	1	0	1	34	16%
Thursday	0	0	0	0	0	1	4	3	3	1	1	1	3	1	1	4	4	1	1	0	1	2	0	0	32	15%
Friday	1	0	0	0	0	0	0	5	3	0	3	1	5	4	7	3	3	4	2	4	0	3	1	1	50	23%
Saturday	1	1	2	1	0	0	1	2	1	0	1	1	0	1	1	1	2	0	1	2	1	0	0	1	21	10%
Total	9	4	2	1	1	1	4	16	12	10	8	6	11	17	15	9	15	23	8	17	11	7	3	5	215	
%	4%	2%	1%	0%	0%	0%	2%	7%	6%	5%	4%	3%	5%	8%	7%	4%	7%	11%	4%	8%	5%	3%	1%	2%		



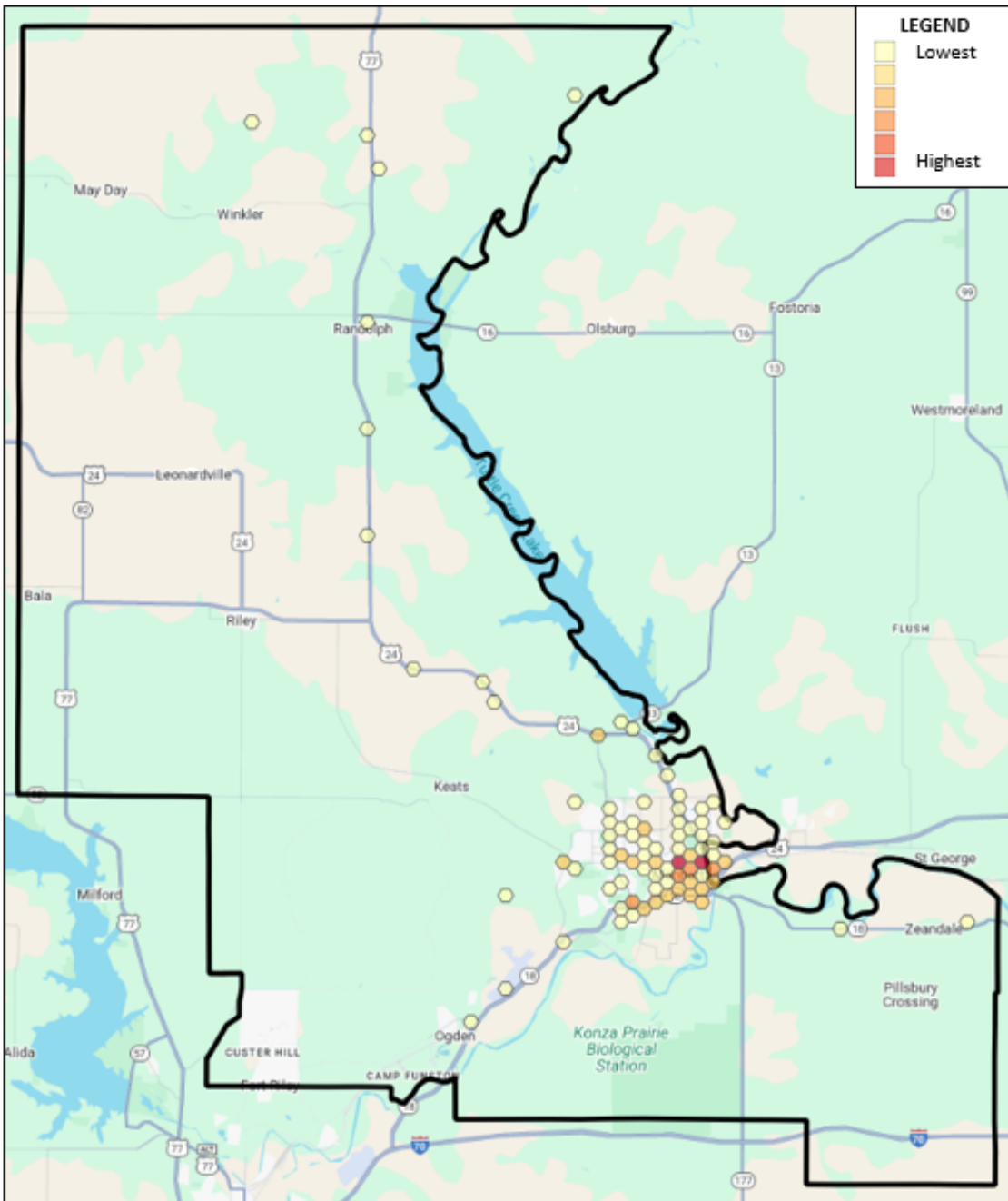


Manhattan Area Density Map of Traffic Crashes in the 1st Quarter 2025



- There were 6 crashes at the Bluemont Ave & 11th St.
- There were 5 crashes at Bluemont Ave & 4th St.
- Below is a list of locations with 3 or more crashes in the first quarter:
 - S Seth Child Rd & Commons Pl
 - Fort Riley Blvd & Westwood Rd
 - Tuttle Creek Blvd & E Poyntz Ave
 - Tuttle Creek Blvd & Bluemont Ave
 - Bluemont Ave & 4th St
 - Bluemont Ave & 11th St
 - Kimball Ave & College Ave

County Wide Density Map of Traffic Crashes in the 1st Quarter 2025



Attachment: 05-19-2025 Law Board Packet (15870 : Law Board Meeting Agenda)

Conclusion

Every month, the Criminal Intelligence Unit (CIU) determines all Traffic Playbook areas. These areas are selected based on the frequency and seriousness of crashes in a single location. Some enforcement areas are selected after citizen complaints. These Playbooks will continue to be utilized, with appropriate enforcement action being taken.

The Patrol Division will continue to strive to lower the number of preventable accidents in our jurisdiction. Challenges that will be in place for the remainder of 2025 will largely revolve around construction projects on major thoroughfares throughout the county. This construction will detour traffic onto roads they aren't familiar with, which can often increase accidents. We will focus on patrolling those roadways, as well as Playbook locations.

Major Scott Hajek
Chief of Patrol
Riley County Police Department

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: 31.1.1 - Agerney Recruitment

PURPOSE: Added language to include the new Division

Date Proposed Policy Disseminated: 4/17/2025

Date Approved Policy Disseminated: N/A

INITIAL REVIEW & RECOMMENDATION:

☒ **Sworn - Command Staff**

☒ **Non-Sworn - Jail Lieutenants**

☒ **Non-Sworn - RMS Supervisor**

☒ **Sworn - Command Level**

☒ **Non-Sworn - Communication Mgr.**

☒ **Non-Sworn - Accreditation Mgr.**

Electronic Review Via PowerDMS - See Report

Assistant Director - Initial Review

Approved: ☒

Revision Suggested: ☐

Initials: EF

Date: 3/31/2025

APPROVALS:

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

N/A

Policy Review Committee Chair Approval

DD Freidline

Assistant Director's Approval

Director Peete

Director's Approval

Law Board Chair Approval (General Orders Only)

N/A

Date

4/9/2025

Date

4/1/2025

Date

Date

☒ **A RCPD-All**

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

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

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

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

☐ **B5 Sworn - Patrol Sergeants**

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

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

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

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

☐ **F Admin - Other**

☐ **G1 Support - Dispatch** [Communication Manger]

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

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

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

☐ **I Support - Other**

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

☐ **K1 Jail** [Lieutenants]

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

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

☐ **M Jail** [Lieutenants]

☐ **N PSA's**

☐ **O Legal Counsel** [Derrick Roberson]

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

Attachment: 05-19-2025 Law Board Packet (15870 : Law Board Meeting Agenda)

Policy Title: 31.1.1 Agency Recruitment		
Policy & Procedures	Approved On: 02-20-2024	Order: SO 2022-030
 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	31.1.1, COMM 4.1.1	
Chapter: 31 – Recruitment – Administrative Practices and Procedures		

1. **Recruitment – General:** The Department is responsible to actively recruit and hire fully qualified employees. Recruitment activities are generally coordinated by the Human Resources Section and the Recruitment Team, but all employees have a common interest in the process; that being the attraction of qualified individuals who possess the desired core values to the Department's ranks. As a result, all department personnel may be required to actively participate in recruitment activities and community outreach initiatives.
2. **General Purpose:** This policy establishes guidance concerning the personnel, equipment, and training requirements of the Department's Recruitment Team.
3. **Mission:**
 - A. Recruitment Team: The RCPD Recruitment Team's primary responsibility is to recruit qualified applicants to the Department while striving to ensure that RCPD's workforce is reflective of the community it serves. Recruiters will provide guidance and support to applicants through the application process.
4. **Composition:**
 - A. **The Chief of Operational Services and Community Outreach will serve as the Recruitment Coordinator and oversee the Recruitment Team.** The Recruitment Team will consist of at least ~~seven~~ **three** specially selected and trained members of the Department. The team will consist of sworn and non-sworn members ~~that are~~ **who are** approved by the director. **The Recruitment Coordinator will work with the Recruitment team members to develop a Recruitment Plan and strategy.** ~~The Human Resources Manager will oversee the team as the Recruitment Coordinator and be responsible for the Recruitment Plan and strategy.~~
5. **Selection:**
 - A. The Recruitment Team is a specialized assignment within the Department. The Department will utilize its existing career development process to select department members for the Recruitment Team (see policy [16.2.1 – Specialized Assignments](#)). Recruitment Team members will receive \$75.00/month to compensate for the possibility of members speaking with applicants at times when they are not regularly scheduled to work.
6. **Operational Procedures:**
 - A. ~~The Recruitment Team and Coordinator will develop a Recruitment strategy utilizing the Recruitment Plan. The team will meet on a quarterly~~ **regular** basis to ~~determine involvement~~ **discuss involvement** in recruitment and community outreach events. Participation in **each** event will be documented **and provided to the Recruitment Coordinator.** ~~on the department's Recruitment Event form. The Recruitment Coordinator will analyze the Recruitment Events attended and submit an annual report through the chain of Command to the Director forms to determine the outcomes of the events and~~

Policy Title: 31.1.1 Agency Recruitment
--

~~submit semi-annual reports (see [policy 31.2.2 – Recruitment Plan – Annual Analysis](#)) . The Analysis will be sent through the Chain of Command to the Director.~~

- B. ~~The Recruitment Coordinator will review the participation of each team member on an annual basis to ensure the active participation of each member. Participation will be tracked through attendance of regular meetings, attendance of recruitment events, and contacts made with applicants.~~
- C. ~~The Recruitment Coordinator will then meet with each team member to discuss the findings of this review and document the general nature of the discussion in the Department’s Guardian Tracking software.~~

7. Equipment:

- A. ~~Recruitment Team members will be issued department cellular phones and polo-style shirts.~~

8. Training:

- A. All Recruitment Team members will receive initial training from the Recruitment Coordinator regarding EEOC Guidelines, information on the Fair Labor Standards Act, and on [policy 31.1.2 – Recruitment Training](#). Guidelines for initial and recurring training can be found in RCPD [policy 33.6.1](#).



2026 Budget Presentation

Director Brian Peete

Deputy Director Erin Freidline

Finance Manager Jennifer Reifschneider



Today's Agenda

Budget Priorities

Budget Discussion

Animal Control Program

Proposed Budgets

Recommendation

Timeline

Budget Priorities

Director Peete

Deputy Director Freidline

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

Budgetary Priorities

Supporting Those Who Built
& Sustained Our Success

Supporting our Workforce

(Addressing COLA & Salary Survey for Recruitment & Retention)

Keeping up with Increasing Operational Costs

(Liability Insurance, Health Insurance, Vehicles, Fuel, Contracts, etc.)

Law Enforcement Nexus:

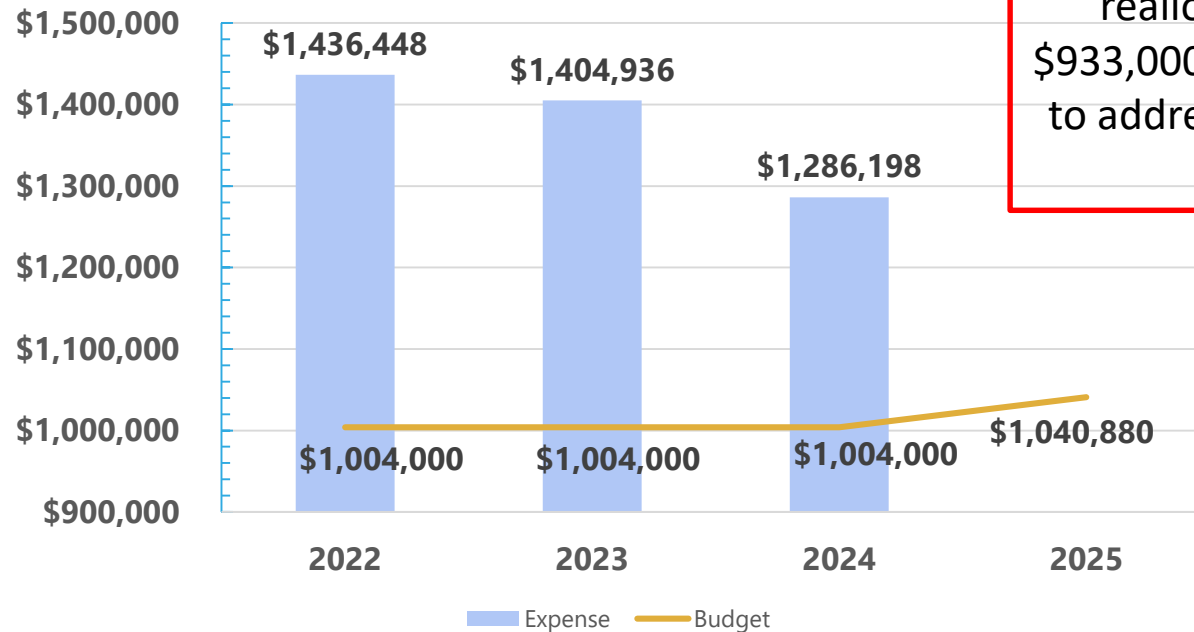
Roles Directly Associated with Policing & Correctional Functions

Continue to review existing contracts by benchmarking against competitors to identify cost-saving opportunities, with particular emphasis on high-cost line items

Agency Contracts

History:

RCPD Contracts



In the 2025 Budget, the Crime Analyst position was removed from contracted services (previously budgeted at \$60,000, with an actual cost of \$100,000) and transitioned to a full-time RCPD staff position.

A total reduction of \$150,250 in contractual expenditures has been achieved. When combined with other cost-saving initiatives, the Riley County Police Department (RCPD) has internally reallocated approximately \$933,000 over the past two years to address underfunded budget line items.

Needs Assessment

Personnel Requirements

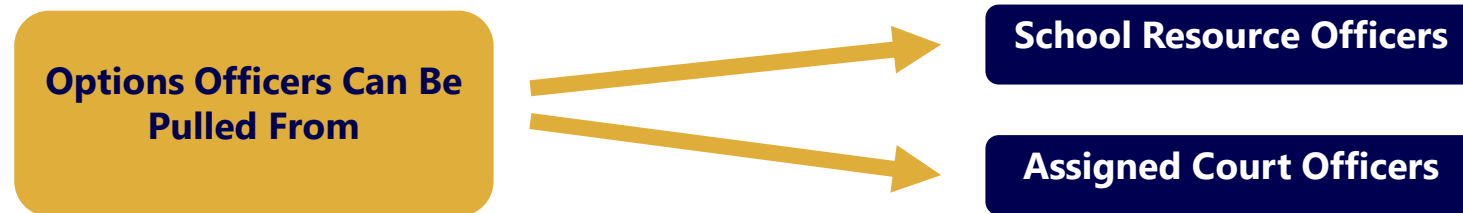
- Three additional police officers are currently needed:
 - Two assigned to Patrol Squads
 - One assigned to Investigations
- Future growth projections indicate the likelihood of further staffing needs

Supervisory Support

- One Correction Sergeant is needed to advance agency accreditation processes and to help mitigate organizational liability

Infrastructure & Technology Considerations

- Investments in technology and facility enhancements are essential to reduce long-term staffing demands and operational strain.



School Resource Officers – Current Status & Potential Reallocations

Current Status

- 3 Police Officers currently serve as School Resource Officers (SROs)
- In negotiations with:
 - Manhattan School District (*1 Officer*)
 - Riley County School District (*less than 20 hours/week*)
 - Blue Valley School District (*No Officer*)

Potential Reallocation (if SROs return to traditional duty assignments)

- Personnel Needs:
 - 1 Officer reassigned to Patrol Squads
 - 1 Officer reassigned to Investigations
- Reflects current staffing shortages in core policing areas

Modifications and Reductions Required to Meet Immediate Strategic Objectives

School Resource Officers

Implement a billable model to facilitate cost-sharing arrangements with School Districts in Riley County (Manhattan, Riley County, and Blue Valley).

Parades, Races, & Festivals

Collaborate with the City of Manhattan and local community organizations to recover overtime expenses by establishing a standardized billing rate. These costs would be applied to entities requesting permits for events such as races, parades, and festivals.

Courthouse Officers

Evaluate the potential reassignment of personnel currently dedicated to courthouse duties, reallocating these staff members to patrol operations.

Animal Control Program

Should the Law Board approve the addition of the Animal Control Program, RCPD will be prepared with a comprehensive cost projection analysis. This analysis will support accurate budgeting and help avoid placing additional strain on already limited financial resources.

2026 Budget Discussion

Director Peete

Deputy Director Freidline

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

Proposed Budget 1a

\$28,781,942 2025 Approved Budget	Items							Total Increase
	2026 Base	A	B	C	D	E	F	
		COLA (2.7%)	Finish Salary Survey	Health Insurance	Contracts	Cameras	Corrections Sgt	
\$ Change	\$288,492	\$589,719	\$469,072	\$125,000	\$176,150	\$40,000	\$86,883	\$1,775,31
% Change	1.00%	2.05%	1.63%	0.44%	0.61%	0.14%	0.30%	6.17%

Proposed Budget	\$30,557,258	6.17%
Carry Over	<\$249,500>	<.87%>
Proposed Budget-Realized	\$30,307,758	5.30%

Proposed Budget 2a

\$28,781,942 2025 Approved Budget	Items								
	2025 Base	A	B	C	D	E	F	G	RCPD Incre
		COLA (2.7%)	Finish Salary Survey	Health Insurance	Contracts	Cameras	IT Reserve	Workers Comp	
\$ Change	\$288,492	\$589,719	\$469,072	\$100,000	\$171,150	\$20,000	(\$45,000)	(\$13,000)	\$1,580,438
% Change	1.00%	2.05%	1.63%	0.35%	0.59%	0.07%	-0.16%	-0.05%	5.49%

\$194,883 Reduction

- Corrections Sergeant: <\$86,883>
- Cameras/Contracts: <\$20,000>
- Health Insurance: <\$25,000>
- IT Reserve Funding: <\$45,000>
- Workers Compensation: <\$13,000>

Proposed Budget: \$30,362,375 5.491%

Proposed Budget Draft 3a

18.a

\$28,781,942 2025 Approved Budget	Items											
	2025 Base	A COLA (2.4%)	B Finish Salary Survey	C Health Insurance	D Contracts	E Cameras	F IT Reserve	G Pawnee On Call	H Dispatcher	I Vehicles	J Worker's Comp	RC Inc
\$ Change	\$288,492	\$521,915	\$419,923	\$90,000	\$171,150	\$20,000	(\$45,000)	(\$18,000)	(\$64,093)	(\$55,000)	(\$35,000)	\$1,287
% Change	1.00%	1.81%	1.46%	0.31%	0.59%	0.07%	-0.16%	-0.06%	-0.22%	-0.19%	-0.12%	0%

\$480,929 Reduction

- Corrections Sergeant: <\$86,883>
- COLA/Salary Survey: <116,953>
- Health Insurance: <\$35,000>
- Cameras/Contracts: <\$25,000>
- IT Reserve Funding: <\$45,000>
- Mental Health Co-Responder On Call: <\$18,000>
- Current Authorized Dispatcher: <\$64,093>
- Vehicles: <\$55,000>
- Workers Compensation: <\$35,000>

Proposed Budget: \$30,073,329 4.497%

Proposed Budget Draft 4a

\$28,781,942 2025 Approved Budget	Items											
	2025 Base	A COLA (2.4%)	B Finish Salary Survey	C Health Insurance	D Contracts	E Co- Responder	F IT Reserve	G Vehicles	H Dispatcher	J Worker's Comp	K Corporal	RC Inc
\$ Change	\$288,492	\$521,915	\$419,923	\$82,000	\$171,150	(\$107,950)	(\$70,000)	(\$55,000)	(\$64,093)	(\$45,000)	(\$135,375)	\$1,062
% Change	1.00%	1.81%	1.46%	0.28%	0.59%	-0.38%	-0.24%	-0.19%	-0.22%	-0.16%	-0.47%	0%

\$769,254 Reduction

- Corrections Sergeant: <\$86,883>
- COLA/Salary Survey: <116,953>
- Health Insurance: <\$43,000>
- Cameras/Contracts: <\$45,000>
- Mental Health Co-Responder: <\$107,950>
- IT Reserve Funding: <\$70,000>
- Vehicles: <\$55,000>
- Current Authorized Dispatcher: <\$64,093>
- Workers Compensation: <\$45,000>
- Corporal: <135,375>

Proposed Budget: \$29,788,004 3.495%

Animal Control Program

Director Peete

Deputy Director Freidline

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

Animal Control Program

Acct	Budget Category	Manhattan	RCPD	Change
1	Salaries	\$ 194,000	\$ 189,986	\$ (4,014)
37	KPERS	\$ 60,000	\$ 19,493	\$ 8,598
38	Social Security/Medicare		\$ 14,535	
39	Health Insurance		\$ 22,296	
40	Workers Compensation		\$ 12,084	
41	Unemployment Compensation		\$ 190	
	Total Personnel	\$ 254,000	\$ 258,584	\$ 4,584
5	Insurance	\$ -	\$ 5,250	\$ 5,250
7	Training	\$ 500	\$ 500	\$ -
13	Vehicle Maintenace	\$ -	\$ 7,500	\$ 7,500
20	Contractual Services	\$ 10,500	\$ 15,750	\$ 5,250
22	Memberships	\$ 650	\$ 650	\$ -
23	Uniforms	\$ 1,000	\$ 3,150	\$ 2,150
26	Fuel	\$ -	\$ 11,000	\$ 11,000
28	Office Supplies	\$ 500	\$ 500	\$ -
29	Replishment Supplies	\$ 2,300	\$ 2,300	\$ -
33	Equipment	\$ 3,000	\$ 10,200	\$ 7,200
34	Vehicles & Equipment	\$ -	\$ 26,250	\$ 26,250
	Total Non Personnel	\$ 18,450	\$ 83,050	\$ 64,600
	Animal Control Program	\$ 272,450	\$ 341,634	\$ 69,184

Unknown Expenses: Animal Control Program

Facility Needs

- Working Office Space

Operational Requirements

- Adequate Staffing Levels
- Equipment Storage Solutions
- Vehicle Repairs (Damaged Units)

Partnership Consideration

- Memorandum of Understanding (MOU) with Prairie Paws Animal Shelter and RCPD

Proposed Budget 1b

(with Animal Control Program)

\$28,781,942 2025 Approved Budget	Items								
	2026 Base	A	B	C	D	E	F	G	Total
		COLA (2.7%)	Finish Salary Survey	Health Insurance	Contracts	Cameras	Corrections Sgt	3 ACOs	Increase
\$ Change	\$288,492	\$589,719	\$469,072	\$125,000	\$176,150	\$40,000	\$86,883	\$341,634	\$2,116,600
% Change	1.00%	2.05%	1.63%	0.44%	0.61%	0.14%	0.30%	1.19%	7.35%

Proposed Budget	\$30,898,892	7.355%
Carry Over	<\$249,500>	<.87%>
Proposed Budget-Realized	\$30,649,392	6.485%

Proposed Budget 2b

(with Animal Control Program)

\$28,781,942 2025 Approved Budget	Items										
	2025 Base	A COLA (2.7%)	B Finish Salary Survey	C Health Insurance	D Contracts	E Cameras	F IT Reserve	G Workers Comp	RCPD Increase	H 3 ACOs	T Incr
\$ Change	\$288,492	\$589,719	\$469,072	\$100,000	\$171,150	\$20,000	(\$45,000)	(\$13,000)	\$ 1,580,432.78	\$341,634	\$1,9
% Change	1.00%	2.05%	1.63%	0.35%	0.59%	0.07%	-0.16%	-0.05%	5.49%	1.19%	8%

\$194,883 Reduction

- Corrections Sergeant: <\$86,883>
- Cameras/Contracts: <\$20,000>
- Health Insurance: <\$25,000>
- IT Reserve Funding: <\$45,000>
- Workers Compensation: <\$13,000>
- **Animal Control Program: +\$341,634**

Proposed Budget: \$30,704,009 6.678%

Proposed Budget Draft 3b

(with Animal Control Program)

\$28,781,942 2025 Approved Budget	Items												
	2025 Base	A	B	C	D	E	F	G	H	J	RCPD Increase	K	Total
		COLA (2.4%)	Finish Salary Survey	Health Insurance	Contracts	Cameras	IT Reserve	Pawnee On Call	Dispatcher	Worker's Comp		3 ACOs	Incr
\$ Change	\$288,492	\$521,915	\$419,923	\$90,000	\$171,150	\$20,000	(\$45,000)	(\$18,000)	(\$64,093)	(\$35,000)	\$1,294,387	\$341,634	\$1,634,131
% Change	1.00%	1.81%	1.46%	0.31%	0.59%	0.07%	-0.16%	-0.06%	-0.22%	-0.12%	4.50%	1.19%	5.68%

\$480,929 Reduction

- Corrections Sergeant: <\$86,883>
- COLA/Salary Survey: <116,953>
- Health Insurance: <\$35,000>
- Cameras/Contracts: <\$25,000>
- IT Reserve Funding: <\$45,000>
- Mental Health Co-Responder On Call: <\$18,000>
- Current Authorized Dispatcher: <\$64,093>
- Vehicles: <\$55,000>
- Workers Compensation: <\$35,000>
- **Animal Control Program: +\$341,634**

Proposed Budget: \$30,417,963 5.684%

Proposed Budget Draft 4b

(with Animal Control Program)

\$28,781,942 2025 Approved Budget	Items													
	2025 Base	A COLA (2.4%)	B Finish Salary Survey	C Health Insurance	D Contracts	E Co- Responder	F IT Reserve	G Vehicles	H Dispatcher	J Worker's Comp	K Corporal	RCPD Increase	L 3 ACOs	Total
\$ Change	\$288,492	\$521,915	\$419,923	\$82,000	\$171,150	(\$107,950)	(\$70,000)	(\$55,000)	(\$64,093)	(\$45,000)	(\$135,375)	\$1,006,062	\$341,634	\$1,696,000
% Change	1.00%	1.81%	1.46%	0.28%	0.59%	-0.38%	-0.24%	-0.19%	-0.22%	-0.16%	-0.47%	3.50%	1.19%	5.88%

\$769,254 Reduction

- Corrections Sergeant: <\$86,883>
- COLA/Salary Survey: <116,953>
- Health Insurance: <\$42,000>
- Cameras/Contracts: <\$45,000>
- Mental Health Co-Responder: <\$107,950>
- IT Reserve Funding: <\$70,000>
- Vehicles: <\$55,000>
- Current Authorized Dispatcher: <\$64,093>
- Workers Compensation: <\$45,000>
- Corporal: <\$135,375>
- **Animal Control Program: +\$341,634**

Proposed Budget: \$29,880,138 4.682%

Proposed Budgets WITHOUT Animal Control Program

<u>Budget 1a</u>	<u>Budget 2a</u>	<u>Budget 3a</u>	<u>Budget 4a</u>
\$1,775,316	\$1,580,433	\$1,294,387	\$1,006,062
6.168%	5.491%	4.497%	3.495%
Total Increase	Total Increase	Total Increase	Total Increase
	\$194,883 Reduction	\$480,929 Reduction	\$769,254 Reduction
	Corrections Sergeant	COLA decrease	COLA decrease
	Cameras/Contracts	Corrections Sergeant	Corrections Sergeant
	Health Insurance	Dispatcher	Dispatcher
	IT Reserve Funding	Cameras/Contracts	Corporal
	Workers Compensation	On Call Mental Health Contract	Mental Health Co-Response
		Vehicles	Cameras/Contracts
		Health Insurance	Vehicles
		IT Reserve Funding	Health Insurance
		Workers Compensation	IT Reserve Funding
			Workers Compensation

Proposed Budgets WITH Animal Control Program

<u>Budget 1b</u>	<u>Budget 2b</u>	<u>Budget 3b</u>	<u>Budget 4b</u>
\$2,116,950	\$1,922,067	\$1,636,021	\$1,347,696
7.355%	6.678%	5.684%	4.682%
Total Increase	Total Increase	Total Increase	Total Increase

Animal Control Program adds \$341,634 (1.19%) to RCPD Budget Program

Proposed Budget

Attached:

Official copies of all proposed budget drafts for review
May Budget Narrative

Recommendation:

Approval of **Budget Draft 2a** for publication is recommended based on current fiscal and operational priorities

Action Items:

Move to approve a budget for publication in the Manhattan Mercury in accordance with Statutory requirements

Budget Timeline

The following is the proposed timeline for development of the 2026 RCPD budget.

At the **January 21, 2025** Law Board meeting, discuss, modify as necessary and approve the 2026 budget development timeline.

During the month of March conduct special Law Board meetings, as the Board deems necessary, to begin preliminary budget discussions and obtain Law Board guidance.

At the **April 21, 2025** Law Board meeting, update the Board on budget development and provide a draft 2025 budget. Determine the need for additional special Law Board meetings as necessary for budget development.

At the **May 19, 2025** Law Board meeting, approve a budget of expenditures for publication prior to the mandatory public hearing, unless additional special budget meetings are deemed necessary.

No later than **June 6, 2025** publish the proposed 2026 budget of expenditures with the City and County Revenue Neutral Rate (if available) in the Manhattan Mercury.

At the **June 16, 2025** Law Board meeting, conduct a public hearing on the 2026 budget of expenditures and formally adopt the budget.

On or before **July 7, 2025** certify to the Riley County Board of County Commissioners and the City of Manhattan a budget of expenditures for the 2026 operation of the Riley County Law Enforcement Agency/Riley County Police Department.



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. 170



RILEY COUNTY POLICE DEPARTMENT

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

Director Brian Peete
1001 S. Seth Child Road
Manhattan, Kansas 66502-3115
(785) 537-2112
www.RileyCountyPolice.org

FROM: Director Peete and Staff

MEETING: May 19, 2025

SUBJECT: May 2025 Law Board Meeting – 2026 Budget

BACKGROUND

Riley County Law Enforcement Agency (RCLEA or Law Board)

The Law Board is comprised of seven members which include (19-4427):

- A member of the Board of County Commissioners (BOCC)
- A resident of Riley County, selected by the BOCC
- A member of the Manhattan City Commission (MCC)
- Two residents of the City of Manhattan, selected by the MCC
- The County Attorney
- A member of the BOCC or MCC, selected on alternating terms

By statute (19-4443), the Law Board must submit a budget to the City and County on or before the first Monday in July for the next budget year. Not less than ten days prior to submitting the budget, a public hearing must take place. The budget of expenditures may not exceed 110% of the preceding fiscal year's budget for the same such expenditures.

Riley County Police Department (RCPD)

The mission of the Riley County Police Department is:

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

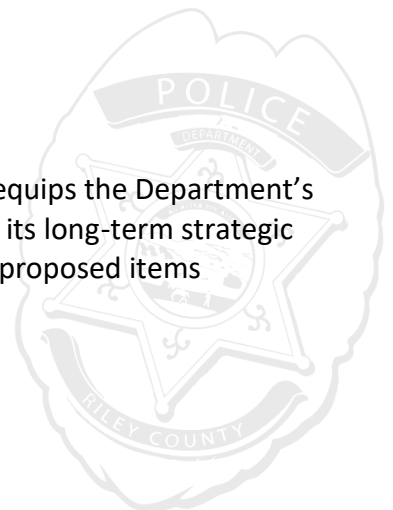
The Department accomplishes this mission through four long-term (strategic) goals:

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

It is the intent of RCPD staff to present a budget to the Law Board that equips the Department's personnel with the necessary resources to fulfill its mission and achieve its long-term strategic objectives. Accordingly, all budget presentations will demonstrate how proposed items contribute to the advancement of these goals.



First CALEA Law Enforcement Agency In Kansas Accredited Since 1991



RCPD is an Intelligence-Led,¹ Evidence-Based Policing² organization that practices community engagement to earn and maintain the trust of those we serve. We seek to collaborate with community partners in solving community harms through the most cost-effective manner possible.

The organizational structure of RCPD offers inherent efficiencies not typically present in traditional county models. As a county-wide, consolidated law enforcement agency, RCPD also manages a unified Communications Center—serving police, city and county fire departments, and EMS—as well as a consolidated correctional facility. In 2025, RCPD’s budget represented 9.94% of the City of Manhattan’s annual budget and was 5.45% of Riley County’s annual budget.³ Past research, backed up by recent inquiries, has revealed that RCPD’s percentage of city/county’s overall budget is comparable to or lower than similarly-sized agencies in Kansas. Additionally, RCPD maintains a staffing level of 1.58 police officers per 1,000 residents in Riley County. This figure is notably below both the national average of 3.51 officers per 1,000 residents and the Kansas state average of 2.5 officers per 1,000 Kansas residents.⁴ Despite the low officer to citizen ratio, the citizens of Riley County have enjoyed lower crime rates than the state average for the past 20 years (2003 – 2023).⁵

Funds and Reserves

By law, all of RCPD’s budgeted operational funds derive from property taxes (19-4443).⁶ In 2024, RCPD accounted for 15.88% of Riley County residents’ property taxes and 19.54% of City of Manhattan residents’ property taxes. RCPD maintains several special accounts, funds, and reserves. As of December 31, 2024, RCPD held the following accounts outside of the General Fund, along with their respective balances:⁷

¹ Intelligence-Led Policing – crime concentrates upon a small number of places and a small number of repeat offenders. Therefore, the efficient and effective law enforcement agency will purposefully gather information to determine these places and persons and commit assets with the purpose of reducing their harm to society.

² Evidence-Based Policing – the efficient and effective law enforcement agency will identify those intervening tactics and programs which have been proven to work through social science research and apply them within the local context.

³ It is important to note that Riley County is also financially responsible for RCPD’s facilities, building maintenance, and inmate medical costs (19-4437 & 19-4444).

⁴ See the FBI 2023 UCR report <https://cde.ucr.cjis.gov/LATEST/webapp/#/pages/le/pe>

⁵ See the KBI Crime Statistics Report https://www.kansas.gov/kbi/stats/stats_crime.shtml

⁶ RCPD receives monies from the public for non-criminal fingerprinting services and copy fees. Per Kansas law, all fees received are returned to the General Fund in the form of carryover.

⁷ RCPD also maintains asset forfeiture funds. These are authorized at the sole discretion of the Director of the RCPD for purposes defined by law and may not be used to supplant the operating budget (60-4117 & U.S. Dept. of Justice Guide to Equitable Sharing <https://www.justice.gov/criminal-afmls/file/794696/download>). A public, annual report concerning RCPD’s asset forfeiture funds can be found at <https://kasfr.kbi.ks.gov/res/p/Annual-Report/>.

- **Emergency Reserve Fund: \$750,000**
 - K.S.A. 19-4443 provides an emergency reserve fund for use in the event of a major unplanned event (natural or man-made disaster, civil disturbance, etc.). Emergency reserve fund use is only authorized with the approval of the Law Board. This fund cannot exceed 15% of the annual budget. \$750,000 represents approximately 2.6% of the current budget.
- **Information Technology (Budgeted Reserve Fund): \$665,345**
 - The IT Reserve Fund is defined as operational monies set aside on an annual basis to offset significant infrastructure expenses and unplanned outages of technical equipment. Use of the Information Technology Fund must be authorized by the Law Board.
- **Workers' Compensation Reserve Fund: \$1,290,715**
 - A Reserve Fund is required for a Self-Insured Workers' Compensation Plan.
 - In the past, the State of Kansas has enforced a minimum balance for Self-Insured Plans. At this time there is no balance requirement, but in the future, they could revert to a mandatory minimum reserve balance.
 - Our Workers' Compensation Broker advises this is a reasonable amount to have on hand.
- **Statutory Fees Fund: \$96,113**
 - Funded by Concealed Carry registration fees and Registration of Offenders fees.
 - Concealed Carry fees may be used solely for "the purpose of administering this act" (K.S.A. 75-7c05 (c3)).
 - Registration of Offenders fees may be used only for law enforcement and criminal prosecution purposes and shall not be used to meet normal operating expenses, or as revenue to reduce funding for the department (K.S.A. 22-4904 (d9)).
- **Medical Plan Reserve Fund: \$1,084,850**
 - A Reserve Fund is required for self-insured health plans and covers significant losses to the RCPD plan.
 - RCPD's Health Insurance Broker recommends maintaining a reserve at or above \$1,000,000.
- **Special Activities Fund: \$211,267**
 - Funding is derived from various departmental commissary sources, including vending and ATM commissions, as well as revenue from inmate video services, messaging, and phone usage.
 - Expenditures from this account require the Director's approval. Typical uses include department banquets, retirement receptions, etc.
 - Anticipate a portion of these funds will be used to implement inmate programs in the Jail.

2026 RCPD BUDGET – INITIAL PROPOSAL

The 2026 budget development cycle began in early 2025. After conducting an annual SWOT analysis,⁸ RCPD staff reviewed long-term goals and created annual goals for 2025. This review led RCPD staff to build a needs assessment on which the 2026 budget requests were based. Through this needs assessment, RCPD staff identified needs in both personnel and non-personnel budgets:

Personnel:

- Cost of Living Adjustment (COLA)
- Completion of Salary Survey Implementation
- Corrections Sergeant
- Three (3) Police Officers

Non-Personnel:

- Health Insurance
- Contractual Services
- Camera Equipment and Contracts
- Inmate Food
- Overtime
- Training
- Fuel
- Vehicle Maintenance

This year, RCPD staff looked at long-term goals along with the budgetary requests needed to accomplish these goals. In doing so, we continued to update our 5-year Strategic Financial Plan. As a service-based department, this allows us to recognize our employees as our greatest asset and our first priority, specifically in retention and recruitment. This plan shows how RCPD will continue to request the necessary people and funding to support the goals of the agency over the next 5 years.

Throughout the budget preparation process, we acknowledged the significance of our financial needs. Command Staff conducted a comprehensive evaluation of all positions, programs, and contracts, resulting in strategic reductions. The funds recovered through these cuts were reallocated to line items that more effectively support departmental operations and objectives, enabling us to meet our goals without increasing the overall budget.

⁸ SWOT stands for internal Strengths & Weaknesses and external Opportunities & Threats.

The initial proposed 2026 RCPD budget included the following items, listed in order of perceived priority:

- **Base Adjustment:** This is a request of \$288,492 (1.00%)

This increase of \$288,492 (1.00%) is over the 2025 budget of \$28,781,942. This increase is required to maintain the benefits and other administrative costs necessary to maintain current staffing levels. This increase includes salary step increases (merit pay) and longevity pay.

- *Benefit decreases: KPERS Employers Contribution 10.71% to 10.59% and KPF Employers Contribution 24.67% to 24.00%*

- **Item A – COLA:** This is a request of \$589,719 (2.05%)

The Consumer Price Index (CPI)—Midwest Region reported the 2024 annual average COLA at 2.7%. For over a decade, RCPD has utilized the CPI for the Midwest Region as the basis for calculating COLA in its budgeting process, as it provides the most objective measure of inflation. The Salary Survey also fundamentally relies on and is calibrated to COLA data to maintain its accuracy and relevance. Therefore, it is essential that RCPD prioritizes and implements a COLA to preserve the integrity of the Salary Survey. Due to the structure of the budgetary process, COLA is implemented two years after the corresponding inflation is experienced. As a result, RCPD employees are currently facing the cumulative effects of two years of inflationary pressure and diminished purchasing power. The COLA scheduled for implementation in 2026 will correspond to the inflation rate recorded in 2024.

- **Item B – Salary Survey:** This is a request of \$469,072 (1.63%)

The 2026 budget year marks the fourth and final phase of implementing RCPD's Salary Survey. In year one (2023), \$1,848,000 was implemented, representing 55% of the total adjustment. Year two (2024) saw the implementation of \$626,964 (19%), followed by \$439,100 (13%) in year three (2025). The remaining \$469,072 (14%) is scheduled for implementation in 2026, which will complete the full execution of the Salary Survey. Completion of the Salary Survey will position RCPD to offer competitive compensation, support employee retention, and maintain a high-quality workforce aligned with industry standards.



- **Item C – Health Insurance:** This is a request of \$125,000 (0.44%)

The 2025 Health Insurance Budget is set at \$1,650,000. For fiscal year 2026, we are requesting an increase of \$125,000 to address the continued rise in health insurance costs. This represents a 7.5% increase to the Health Insurance Budget.

Since 2021, our organization has experienced a 67% increase in medical claims, significantly impacting our healthcare expenditures. In the 2021 budget cycle, the health insurance line item was reduced by \$313,000 to support a 0% overall budget increase. While fiscally necessary at the time, this reduction has contributed to current funding challenges.

In the 2025 budget, an additional \$112,500 was allocated to begin addressing these rising costs. However, projections indicate continued increases across all aspects of health insurance, including premiums, claims, prescription costs, and plan administration.

Employee premiums have increased substantially in recent years and this trend is expected to continue. The requested budget increase for 2026 is intended to mitigate the financial impact on employees by reducing the amount of cost increases passed on to them. This adjustment will help the organization maintain competitive benefits and support workforce well-being and retention.

- **Item D – Contractual Services:** This is a request of \$176,150 (0.61%)

The 2025 Budget for Contractual Services is \$277,080. The requested increase of \$176,150 is an increase to the budget line of 63.6%. This increase is due to the rising cost of continuing contracts and the initiative of looking to increase technology advancements. Below is a list of the specific contracts needing increases:

- Axon - \$132,500 (Fleet, BWC, Tasers)
- Cellebrite - \$10,000
- PenLink - \$5,250
- INAlert - \$1,800
- EcoLab - \$2,400
- Easy Ice - \$4,200
- Body Scanner - \$20,000



- **Item E – Camera Initiative:** This is a request of \$40,000 (0.14%)

RCPD continues to expand its use of camera-based technology to enhance public safety and improve investigative capabilities. Currently, RCPD utilizes:

- 11 fixed License Plate Readers (LPRs) across Riley County
- 11 security cameras strategically placed in the Aggieville Business District
- Automated License Plate Readers integrated into patrol vehicles

To support the continuation and growth of this initiative, the Department is requesting \$40,000 in the upcoming budget cycle. These funds will be used to expand and maintain camera infrastructure, further supporting proactive and evidence-based policing.

The deployment of advanced surveillance tools represents the future of policing. This enables the Department to solve crimes more quickly and effectively, including those that may have otherwise gone unresolved. This investment not only enhances investigative efficiency but also strengthens public safety and community trust through data-driven law enforcement practices.

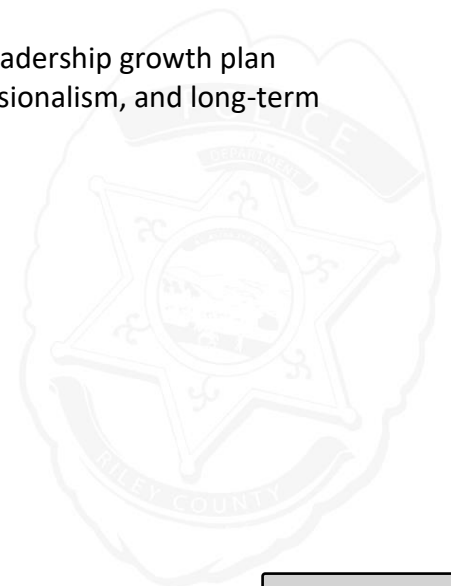
- **Item F – Corrections Sergeant:** This is a request of \$86,883 (0.30%)

A critical need has been identified within the Corrections Division to strengthen succession planning and enhance operational alignment with the broader mission of the Riley County Law Enforcement Agency. To address this need, the addition of one Correctional Sergeant is being proposed.

This position will serve a dual purpose:

1. Support succession planning efforts by ensuring that correctional staff gain a comprehensive understanding of agency operations, leadership expectations, and inter-divisional collaboration.
2. Advance the agency's efforts toward Jail Accreditation, which is essential for improving facility standards, increasing professional accountability, and reducing organizational risk.

The addition of this position will help build a more strategic leadership growth plan while directly contributing to the agency's compliance, professionalism, and long-term goals.



Budget Proposal:**Proposed Budget 1a**

Base Adjustment
 Item A: 2.7% COLA
 Item B: Salary Survey Implementation
 Item C: Health Insurance
 Item D: Contractual Services
 Item E: Camera Initiative
 Item F: Corrections Sergeant

This budget reflects an increase of \$1,775,316 (6.17%) over the approved 2025 budget. With a carryover of \$249,500, the realized budget totals \$30,307,758, representing a 6.26% increase in the property tax obligation for Manhattan and Riley County.

Potential Modifications and/or Reductions to Budget Proposal 1a

- School Resource Officers (SROs):
 Implement a billable model to facilitate cost-sharing arrangements with local school districts, including Manhattan-Ogden USD 383, Riley County USD 378, and Blue Valley USD 384. RCPD will initiate external meetings with school district representatives to collaboratively develop a cost-sharing solution that aligns with each district's needs and financial capacity.
- Parades/Races:
 Collaborate with the City of Manhattan and local community organizations to establish a standardized billing rate aimed at recovering overtime costs. These charges would be applied to entities requesting permits for public events such as races, parades, and festivals.
- Animal Control Officers



- **Item G – Animal Control Program:** This is a request of \$341,634 (1.19%)

Currently, Animal Control Officers are housed within the Manhattan Fire Department and employed by the City of Manhattan. The proposed transition of the Animal Control Program to RCPD in 2026 would require a minimum of \$341,634 in additional funding. This estimate includes the following projected expenses:

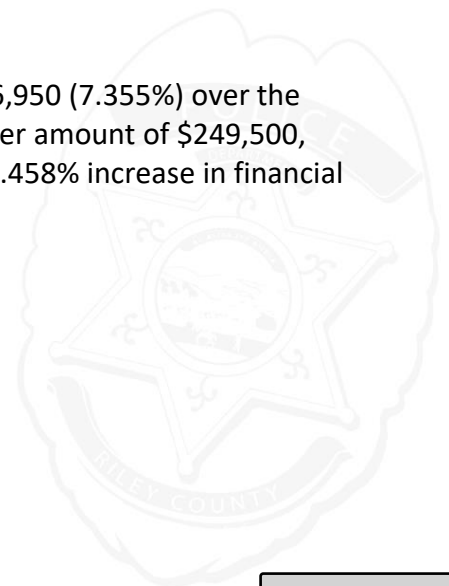
- Salaries: \$189,986
- Benefits: \$68,598
- Insurance: \$5,250
- Training: \$500
- Vehicle Maintenance: \$7,500
- Contractual Services: \$15,750
- Memberships: \$650
- Uniforms: \$3,150
- Fuel: \$11,000
- Office Supplies: \$500
- Replenishment Supplies: \$2,300
- Equipment: \$10,200
- Vehicles & Equipment: \$26,250

For comparison, the City of Manhattan's 2025 budget for Animal Control totals \$272,450, which includes \$212,450 for operating costs and an estimated \$60,000 for benefits. The proposed transition to RCPD would require an increased investment to support the full integration of personnel, equipment, and operational infrastructure.

Proposed Budget 1b

Base Adjustment
 Item A: 2.7% COLA
 Item B: Salary Survey Implementation
 Item C: Health Insurance
 Item D: Contractual Services
 Item E: Camera Initiative
 Item F: Corrections Sergeant
 Item G: Animal Control Program

This proposal reflects a total budget increase of \$2,116,950 (7.355%) over the approved 2025 budget. With the inclusion of a carryover amount of \$249,500, the realized budget totals \$30,649,392, resulting in a 7.458% increase in financial obligation for the City of Manhattan and Riley County.



During the Riley County Law Board meeting held on April 21, 2025, members formally requested that RCPD present budget scenarios reflecting increases of 5.5%, 4.5%, and 3.5% for the upcoming fiscal year. Additionally, the Law Board requested RCPD to take a more in-depth look at the Animal Control Program costs and impact to RCPD.

These alternative budget options will assist the Board in evaluating funding levels based on operational priorities, fiscal constraints, and community needs.

Budget Proposals:

Proposed Budget 2a

Base Adjustment

Item A: 2.7% COLA

Item B: Salary Survey Implementation

Item C: Health Insurance

Item D: Contractual Services

Item E: Camera Initiative

Reductions Applied:

- *Corrections Sergeant*
- *Health Insurance Request*
- *Camera Initiative Funding*
- *Information Technology Reserve Funding*
- *Workers' Compensation Budget*

This budget was decreased by \$194,833 from the initial proposal (Budget 1a).

This proposal reflects a total budget increase of \$1,580,432.78 (5.491%) over the approved 2025 budget. With the inclusion of a carryover amount of \$249,500, the realized budget totals \$30,112,875, resulting in a 5.577% increase in financial obligation for the City of Manhattan and Riley County.

Proposed Budget 3a

Base Adjustment

Item A: 2.4% COLA

Item B: Salary Survey Implementation

Item C: Health Insurance

Item D: Contractual Services

Item E: Camera Initiative

Reductions Applied:

- *Corrections Sergeant*
- *COLA/Salary Survey*
- *Health Insurance Request*
- *Camera Initiative Funding*
- *Information Technology Reserve Funding*
- *Mental Health Co-Responder On-Call Contract*
- *Current Authorized Dispatcher*
- *Vehicles Budget Decrease (equivalent of 1 vehicle)*
- *Workers' Compensation Budget*



This budget was decreased by \$480,929 from the initial proposal (Budget 1a). This proposal reflects a total budget increase of \$1,294,387 (4.497%) over the approved 2025 budget. With the inclusion of a carryover amount of \$249,500, the realized budget totals \$29,826,829, resulting in a 4.574% increase in financial obligation for the City of Manhattan and Riley County.

Proposed Budget 4a

Base Adjustment

Item A: 2.4% COLA

Item B: Salary Survey Implementation

Item C: Health Insurance

Item D: Contractual Services

Reductions Applied:

- *Corrections Sergeant*
- *COLA/Salary Survey*
- *Health Insurance Request*
- *Camera Initiative Funding Removed*
- *Mental Health Co-Responder Contract*
- *Information Technology Reserve Funding*
- *Vehicles Budget Decrease (equivalent of 1 vehicle)*
- *Current Authorized Dispatcher*
- *Workers' Compensation Budget*
- *Police Corporal*

This budget was decreased by \$769,254 from the initial proposal (Budget 1a). This proposal reflects a total budget increase of \$1,006,062 (3.495%) over the approved 2025 budget. With the inclusion of a carryover amount of \$249,500, the realized budget totals \$29,538,504, resulting in a 3.563% increase in financial obligation for the City of Manhattan and Riley County.

Animal Control Program Transition: Additional Costs & Considerations

While preliminary cost estimates (\$341,634) for transitioning the Animal Control Program to RCPD have been developed, several important unknowns remain that could impact the total financial obligation. A primary concern is facility capacity. RCPD has previously discussed with the Law Board the limitations of the current building, which no longer adequately supports operational needs. Several employees are currently sharing offices or working in repurposed spaces originally designed as storage closets. As a result, no vacant or suitable space is available to accommodate additional staff, including Animal Control Officers.

To address this, facility renovations will be required to create appropriate office space for both current personnel and incoming Animal Control staff. Additionally, a potential renovation of the existing back shed is under consideration to serve as a temporary, animal holding facility. It is important to note that all facility-related expenses for RCPD are funded by Riley County.

Other notable considerations include:

- **Adequate Staffing Levels:** The current Animal Control Program operates exclusively within the Manhattan city limits. Should services be expanded county-wide, there may be a need to hire additional staff to meet increased demand.
- **Vehicle Condition:** The three vehicles proposed for transfer from the City of Manhattan to RCPD include two that are damaged and will require immediate repair costs.
- **Interagency Agreements:** It is yet to be determined whether RCPD will need to enter into a Memorandum of Understanding (MOU) with Prairie Paws Animal Shelter. Clarification is needed on whether existing MOUs between Riley County, the City of Manhattan, and Prairie Paws will suffice, or if a separate agreement will be necessary for RCPD operations.

These factors must be further explored and resolved to ensure a smooth and cost-effective transition of the Animal Control Program to RCPD.

Proposed Budgets 2b, 3b, and 4b are listed below. These budgets are the combination of 2a, 3a, and 4a with the addition of \$341,634 (1.19%) for the Animal Control Program:

Budget Proposals:

Proposed Budget 2b

Base Adjustment
 Item A: 2.7% COLA
 Item B: Salary Survey Implementation
 Item C: Health Insurance
 Item D: Contractual Services
 Item E: Camera Initiative

Item G: Animal Control Program

Reductions Applied:

- *Corrections Sergeant*
- *Health Insurance Request*
- *Camera Initiative Funding*
- *Information Technology Reserve Funding*
- *Workers' Compensation Budget*

This budget was decreased by \$194,833 from the initial proposal (Budget 1a). This proposal reflects a total budget increase of \$1,922,067 (6.68%) over the approved 2025 budget. With the inclusion of a carryover amount of \$249,500, the realized budget totals \$30,454,509, resulting in a 6.774% increase in financial obligation for the City of Manhattan and Riley County.

Proposed Budget 3b

Base Adjustment
 Item A: 2.4% COLA
 Item B: Salary Survey Implementation
 Item C: Health Insurance
 Item D: Contractual Services
 Item E: Camera Initiative

Item G: Animal Control Program*Reductions Applied:*

- *Corrections Sergeant*
- *COLA/Salary Survey*
- *Health Insurance Request*
- *Camera Initiative Funding*
- *Information Technology Reserve Funding*
- *Mental Health Co-Responder On-Call Contract*
- *Current Authorized Dispatcher*
- *Vehicles Budget Decrease (equivalent of 1 vehicle)*
- *Workers' Compensation Budget*

This budget was decreased by \$480,929 from the initial proposal (Budget 1a). This proposal reflects a total budget increase of \$1,636,021 (5.68%) over the approved 2025 budget. With the inclusion of a carryover amount of \$249,500, the realized budget totals \$30,168,463, resulting in a 5.772% increase in financial obligation for the City of Manhattan and Riley County.

Proposed Budget 4b

Base Adjustment
 Item A: 2.4% COLA
 Item B: Salary Survey Implementation
 Item C: Health Insurance
 Item D: Contractual Services

Item G: Animal Control Program*Reductions Applied:*

- *Corrections Sergeant*
- *COLA/Salary Survey*
- *Health Insurance Request*
- *Camera Initiative Funding Removed*
- *Mental Health Co-Responder Contract*
- *Information Technology Reserve Funding*
- *Vehicles Budget Decrease (equivalent of 1 vehicle)*
- *Current Authorized Dispatcher*
- *Workers' Compensation Budget*
- *Police Corporal*



This budget was decreased by \$769,254 from the initial proposal (Budget 1a). This proposal reflects a total budget increase of \$1,347,696 (4.68%) over the approved 2025 budget. With the inclusion of a carryover amount of \$249,500, the realized budget totals \$29,880,138, resulting in a 4.761% increase in financial obligation for the City of Manhattan and Riley County.

RECOMMENDATION

RCPD staff recommend the adoption of **Proposed Budget 2a** as the published 2026 budget. This budget will continue to provide the financial resources necessary for the agency to meet its goals. It will also provide funding to retain our most important asset, our employees, while attracting the talent the community is accustomed to and deserves.



First published in the Manhattan Mercury on June 5, 2025.

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 16, 2025 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 2026.

The total of the estimated budget is \$30,557,258.00, which is within the 110% spending lid imposed by K.S.A. 19-4443, as amended in 1981.

This proposal for the 2026 budget for the Riley County Police Department reflects the following significant issues/factors:

- Step increases for eligible personnel
- 2.4% cost of living increase
- Health Insurance Increase
- Salary Survey Implementation
- Contractual Services
- Corrections Sergeant

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.

Expenditure Detail

	2025 Budget	2026 Requested
Personnel	\$18,762,493.89	\$19,987,067.00
Benefits	\$6,328,168.04	\$6,662,761.00
Non-Personnel	\$3,691,280.00	\$3,907,430.00
Total Expenditures	\$28,781,941.93	\$30,557,258.00

Distribution of Budget Request

	2024	2025
City of Manhattan	\$22,817,823.01	\$24,246,206.40
Riley County	\$5,704,455.75	\$6,061,551.60
Carry Over/Copy Fees	\$259,663.17	\$249,500.00
Total	\$28,781,941.93	\$30,557,258.00

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.

December 31, 2024 Balance	\$750,000
Proposed 2026 Balance	\$750,000

IT Reserve Fund

December 31, 2024 Balance:	\$665,345
Proposed 2025 Increases	+\$145,000
Estimated 2025 EOY	\$810,345

First published in the Manhattan Mercury on June 5, 2025.

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 16, 2025 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.

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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 2026.

The total of the estimated budget is \$30,898,892, which is within the 110% spending lid imposed by K.S.A. 19-4443, as amended in 1981.

This proposal for the 2026 budget for the Riley County Police Department reflects the following significant issues/factors:

- Step increases for eligible personnel
- 2.4% cost of living increase
- Health Insurance Increase
- Salary Survey Implementation
- Contractual Services
- Corrections Sergeant
- Animal Control Program

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.

Expenditure Detail

	2025 Budget	2026 Requested
Personnel	\$18,762,493.89	\$20,177,053.00
Benefits	\$6,328,168.04	\$6,731,359.00
Non-Personnel	\$3,691,280.00	\$3,990,480.00
Total Expenditures	\$28,781,941.93	\$30,898,892.00

Distribution of Budget Request

	2024	2025
City of Manhattan	\$22,817,823.01	\$24,519,513.60
Riley County	\$5,704,455.75	\$6,129,878.40
Carry Over/Copy Fees	\$259,663.17	\$249,500.00
Total	\$28,781,941.93	\$30,898,892.00

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.

December 31, 2024 Balance	\$750,000
Proposed 2026 Balance	\$750,000

IT Reserve Fund

December 31, 2024 Balance:	\$665,345
Proposed 2025 Increases	+\$145,000
Estimated 2025 EOY	\$810,345

First published in the Manhattan Mercury on June 5, 2025.

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 16, 2025 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 2026.

The total of the estimated budget is \$30,362,375.00, which is within the 110% spending lid imposed by K.S.A. 19-4443, as amended in 1981.

This proposal for the 2026 budget for the Riley County Police Department reflects the following significant issues/factors:

- Step increases for eligible personnel
- 2.7% cost of living increase
- Salary Survey Implementation
- Camera Initiative
- Contractual Services

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.

Expenditure Detail

	2025 Budget	2026 Requested
Personnel	\$18,762,493.89	\$19,913,761.00
Benefits	\$6,328,168.04	\$6,611,184.00
Non-Personnel	\$3,691,280.00	\$3,837,430.00
Total Expenditures	\$28,781,941.93	\$30,362,375.00

Distribution of Budget Request

	2024	2025
City of Manhattan	\$22,817,823.01	\$24,090,300.00
Riley County	\$5,704,455.75	\$6,022,575.00
Carry Over/Copy Fees	\$259,663.17	\$249,500.00
Total	\$28,781,941.93	\$30,362,375.00

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.

December 31, 2024 Balance	\$750,000
Proposed 2026 Balance	\$750,000

IT Reserve Fund

December 31, 2024 Balance:	\$665,345
Proposed 2025 Increases	+\$145,000
Estimated 2025 EOY	\$810,345

First published in the Manhattan Mercury on June 5, 2025.

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 16, 2025 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 2026.

The total of the estimated budget is \$30,704,009, which is within the 110% spending lid imposed by K.S.A. 19-4443, as amended in 1981.

This proposal for the 2026 budget for the Riley County Police Department reflects the following significant issues/factors:

- Step increases for eligible personnel
- 2.7% cost of living increase
- Animal Control Program
- Salary Survey Implementation
- Camera Initiative
- Contractual Services

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.

Expenditure Detail

	2025 Budget	2026 Requested
Personnel	\$18,762,493.89	\$20,103,747.00
Benefits	\$6,328,168.04	\$6,679,782.00
Non-Personnel	\$3,691,280.00	\$3,920,480.00
Total Expenditures	\$28,781,941.93	\$30,704,009.00

Distribution of Budget Request

	2024	2025
City of Manhattan	\$22,817,823.01	\$24,363,607.20
Riley County	\$5,704,455.75	\$6,090,901.80
Carry Over/Copy Fees	\$259,663.17	\$249,500.00
Total	\$28,781,941.93	\$30,704,009.00

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.

December 31, 2024 Balance	\$750,000
Proposed 2026 Balance	\$750,000

IT Reserve Fund

December 31, 2024 Balance:	\$665,345
Proposed 2025 Increases	+\$145,000
Estimated 2025 EOY	\$810,345

First published in the Manhattan Mercury on June 5, 2025.

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 16, 2025 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 2026.

The total of the estimated budget is \$30,076,329, which is within the 110% spending lid imposed by K.S.A. 19-4443, as amended in 1981.

This proposal for the 2026 budget for the Riley County Police Department reflects the following significant issues/factors:

- Step increases for eligible personnel
- 2.4% cost of living increase
- Health Insurance Increase
- Salary Survey Implementation
- Camera Initiative
- Contractual Services

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.

Expenditure Detail

	2025 Budget	2026 Requested
Personnel	\$18,762,493.89	\$19,768,196.00
Benefits	\$6,328,168.04	\$6,543,703.00
Non-Personnel	\$3,691,280.00	\$3,764,430.00
Total Expenditures	\$28,781,941.93	\$30,076,329.00

Distribution of Budget Request

	2024	2025
City of Manhattan	\$22,817,823.01	\$23,861,463.20
Riley County	\$5,704,455.75	\$5,965,365.80
Carry Over/Copy Fees	\$259,663.17	\$249,500.00
Total	\$28,781,941.93	\$30,076,329.00

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.

December 31, 2024 Balance	\$750,000
Proposed 2026 Balance	\$750,000

IT Reserve Fund

December 31, 2024 Balance:	\$665,345
Proposed 2025 Increases	+\$145,000
Estimated 2025 EOY	\$810,345

First published in the Manhattan Mercury on June 5, 2025.

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 16, 2025 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 2026.

The total of the estimated budget is \$30,417,963, which is within the 110% spending lid imposed by K.S.A. 19-4443, as amended in 1981.

This proposal for the 2026 budget for the Riley County Police Department reflects the following significant issues/factors:

- Step increases for eligible personnel
- 2.4% cost of living increase
- Health Insurance Increase
- Salary Survey Implementation
- Camera Initiative
- Contractual Services
- Animal Control Program

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.

Expenditure Detail

	2025 Budget	2026 Requested
Personnel	\$18,762,493.89	\$19,958,182.00
Benefits	\$6,328,168.04	\$6,612,301.00
Non-Personnel	\$3,691,280.00	\$3,847,480.00
Total Expenditures	\$28,781,941.93	\$30,417,963.00

Distribution of Budget Request

	2024	2025
City of Manhattan	\$22,817,823.01	\$24,134,770.40
Riley County	\$5,704,455.75	\$6,033,692.60
Carry Over/Copy Fees	\$259,663.17	\$249,500.00
Total	\$28,781,941.93	\$30,417,963.00

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.

December 31, 2024 Balance	\$750,000
Proposed 2026 Balance	\$750,000

IT Reserve Fund

December 31, 2024 Balance:	\$665,345
Proposed 2025 Increases	+\$145,000
Estimated 2025 EOY	\$810,345

First published in the Manhattan Mercury on June 5, 2025.

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 16, 2025 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 2026.

The total of the estimated budget is \$29,788,004, which is within the 110% spending lid imposed by K.S.A. 19-4443, as amended in 1981.

This proposal for the 2026 budget for the Riley County Police Department reflects the following significant issues/factors:

- Step increases for eligible personnel
- 2.4% cost of living increase
- Health Insurance Increase
- Salary Survey Implementation
- Contractual Services
- Remove Dispatcher
- Remove Corporal

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.

Expenditure Detail

	2025 Budget	2026 Requested
Personnel	\$18,762,493.89	\$19,668,294.00
Benefits	\$6,328,168.04	\$6,490,230.00
Non-Personnel	\$3,691,280.00	\$3,629,480.00
Total Expenditures	\$28,781,941.93	\$29,788,004.00

Distribution of Budget Request

	2024	2025
City of Manhattan	\$22,817,823.01	\$23,630,803.20
Riley County	\$5,704,455.75	\$5,907,700.80
Carry Over/Copy Fees	\$259,663.17	\$249,500.00
Total	\$28,781,941.93	\$29,788,004.00

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.

December 31, 2024 Balance	\$750,000
Proposed 2026 Balance	\$750,000

IT Reserve Fund

December 31, 2024 Balance:	\$665,345
Proposed 2025 Increases	+\$145,000
Estimated 2025 EOY	\$810,345

First published in the Manhattan Mercury on June 5, 2025.

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 16, 2025 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 2026.

The total of the estimated budget is \$30,129,638.00, which is within the 110% spending lid imposed by K.S.A. 19-4443, as amended in 1981.

This proposal for the 2026 budget for the Riley County Police Department reflects the following significant issues/factors:

- Step increases for eligible personnel
- 2.4% cost of living increase
- Health Insurance Increase
- Animal Control Program
- Salary Survey Implementation
- Contractual Services
- Remove Dispatcher
- Remove Corporal

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.

Expenditure Detail

	2025 Budget	2026 Requested
Personnel	\$18,762,493.89	\$19,858,280.00
Benefits	\$6,328,168.04	\$6,558,828.00
Non-Personnel	\$3,691,280.00	\$3,712,530.00
Total Expenditures	\$28,781,941.93	\$30,129,638.00

Distribution of Budget Request

	2024	2025
City of Manhattan	\$22,817,823.01	\$23,904,110.40
Riley County	\$5,704,455.75	\$5,976,027.60
Carry Over/Copy Fees	\$259,663.17	\$249,500.00
Total	\$28,781,941.93	\$30,129,638.00

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.

December 31, 2024 Balance	\$750,000
Proposed 2026 Balance	\$750,000

IT Reserve Fund

December 31, 2024 Balance:	\$665,345
Proposed 2025 Increases	+\$145,000
Estimated 2025 EOY	\$810,345

⑩ Apr 23, 2025

Dear Chief Peete,

I hope this message finds you well. My name is Courtney Cantrell, and while we have never met personally, I wanted to take a moment to sincerely thank you for work you do, and for the leadership you provide to your department and our community. I can only imagine the level of responsibility that comes with your role. It takes strength, integrity, and deep commitment to serve and protect others, and I want you to know your efforts don't go unnoticed. Please extend my gratitude to your entire team as well. The sacrifices, long hours, and challenges faced by law enforcement are often underappreciated, but they matter more than many people realize. Thank you again for all that you do. I wish you continued strength, wisdom, and safety in your service.

With respect and appreciation, Courtney

Dear Major Asher,

Thank you for
making time to con
read to first grade
today! We really
appreciate your time!
Thank you for
protecting our city!

Love,
Northview
1st Gr