



**Board of Riley County
Commissioners
Regular Meeting
Agenda
May 20, 2024**

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

Cindy Kabriel
785-565-6200

Commission Chambers

8:30 AM

[District 1 – John Ford, Chair](#)

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

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

8:30 AM

Call to Order

Pledge of Allegiance

Public Comment

1. Public Comments

Commission Comments

2. Commission Comments

Business Meeting

3. Action on Mobile Device Reimbursement Request Form
4. Sign Riley County Employee Action Form(s)

Review Minutes

5. Board of Riley County Commissioners - Regular Meeting - May 16, 2024 9:00 AM

Review Tentative Agenda

6. Tentative Agenda

Press Conference Topics

7. Discuss Press Conference

9:00 AM

Bryant Parker, Deputy County Counselor

8. Administrative Work Session
9. Pending County Projects County Counselor

9:15 AM

David Adams, EMS/Ambulance Director

10. Staff Update

9:30 AM

Press Conference

11. Public Notice - Evan McMillan (1-2 minutes)

9:35 AM

Megan Lewis, Interim Community Corrections Director

12. Monthly Staff Update

12:00 PM Law Enforcement Agency Meeting

13. Law Board Meeting Agenda

Adjournment

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



COUNTY CLERK & ELECTIONS
Personnel

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

COMMISSION AGENDA REPORT

FROM: Elizabeth Ward, Human Resource Manager

MEETING: May 20, 2024

SUBJECT: Action on Mobile Device Reimbursement Request Form

PRESENTER: Elizabeth Ward, Human Resource Manager

POSSIBLE MOTION(S)

Move to approve the Mobile Device Reimbursement Request Form(s).

Move to deny the Mobile Device Reimbursement Request Form(s).

Move to table the Mobile Device Reimbursement Request Form(s).

Enclosures:

- B Parker Mobile Device Reimbursement (PDF)

Mobile Device Reimbursement Request Form

Employee Name: Bryant Parker

Job Title: Deputy County Counselor Department: Counselor's Office

Cell Phone Number: _____

Reimbursement Amount: ☐ \$25 ☐ \$40 ☒ \$65 Data Enabled (BOCC approval needed)

Employee Certification and Signature: I certify my position will require the use of my portable communication device that the county is reimbursing me for my expense. I will promptly report any changes in the level of those business use expenses to my Supervisor. I further certify that I have read, understood, and intend to comply with Riley County's Portable Mobile Device Policy.

Employee Signature: _____

Date: 5/13/24

Supervisory Certification and Signature: I certify the requested reimbursement is needed for this employee, to cover work-related expenditures due to cell phone use, or other, as described above.

Supervisor Signature: _____

Date: 5-13-24

BOCC Designation:

☐

Approved

☐

Denied

BOCC Chair Signature: _____

Date: _____

Payroll Use Only

Start Date: _____

Terminate Current Monthly Allowance effective: _____

Updated March 2023



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 20, 2024

SUBJECT: Sign Riley County Employee Action Form(s)

PRESENTER: Elizabeth Ward, Human Resources Director

Enclosures:

- 2024-05 SW LWalter EAF (DOCX)
- 2024-05 Attorney SEichem EAF (DOCX)
- 2024-05 Fire AUnderwood EAF (DOCX)
- 2024-05 Fire RDavis EAF (DOCX)

RILEY COUNTY EMPLOYEE ACTION FORM

Company Code: 166733

Full Legal Name: Lisa Walter**Status Change Date:** 05/28/2024**Status Change:** New Hire**Date of Hire:** 05/28/2024**Seniority:** 0 Year(s), 0 Month(s)**Position:** Solid Waste Operator II**Position Type:** Full Time**Pay Range:** Range 7**Pay Type:** Hourly**Base Rate:** \$24.34**Annualized Pay:** \$50,627.20**Funds Codes:** 150 – Solid Waste, 150 – Solid Waste**Supervisor:** Evan McMillan**Department Head:** John Ellermann

BoCC Chair _____

Date: _____

BoCC Member _____

Date: _____

BoCC Member _____

Date: _____

Attachment: 2024-05 SW LWalter EAF (14784 : Employee Action Form (Green Sheet))

RILEY COUNTY EMPLOYEE ACTION FORM

Company Code: 166733

Full Legal Name: Shirley Eichem**Status Change Date:** 06/10/2024**Status Change:** Separation**Date of Hire:** 04/03/2000**Seniority:** 24 Year(s), 1 Month(s)**Position:** Legal Secretary**Position Type:** Full Time**Pay Range:** Range 8**Pay Type:** Hourly**Base Rate:** \$34.08**Annualized Pay:** \$70,886.40**Funds Codes:** 1 – County General, 1 – Attorney**Supervisor:** Kimberly Lenhart**Department Head:** Barry Wilkerson

BoCC Chair _____

Date: _____

BoCC Member _____

Date: _____

BoCC Member _____

Date: _____

Attachment: 2024-05 Attorney SEichem EAF (14784 : Employee Action Form (Green Sheet))

RILEY COUNTY EMPLOYEE ACTION FORM

Company Code: 166733

Full Legal Name: Andrew Underwood**Status Change Date:** 05/16/2024**Status Change:** Separation**Date of Hire:** 04/12/2023**Seniority:** 1 Year(s), 1 Month(s)**Position:** Volunteer Firefighter Stipend**Position Type:** As Needed**Pay Range:** Stipend**Pay Type:** Hourly**Base Rate:** \$0.00**Annualized Pay:** \$0.00**Funds Codes:** 183 – Riley County Fire District #1, 183 – Fire District #1**Supervisor:** Douglas Russell**Department Head:** Russel Stukey

BoCC Chair _____

Date: _____

BoCC Member _____

Date: _____

BoCC Member _____

Date: _____

Attachment: 2024-05 Fire AUnderwood EAF (14784 : Employee Action Form (Green Sheet))

RILEY COUNTY EMPLOYEE ACTION FORM

Company Code: 166733

Full Legal Name: Riley Davis**Status Change Date:** 05/16/2024**Status Change:** Separation**Date of Hire:** 06/02/2022**Seniority:** 1 Year(s), 11 Month(s)**Position:** Volunteer Firefighter Stipend**Position Type:** As Needed**Pay Range:** Stipend**Pay Type:** Hourly**Base Rate:** \$0.00**Annualized Pay:** \$0.00**Funds Codes:** 183 – Riley County Fire District #1, 183 – Fire District #1**Supervisor:** Douglas Russell**Department Head:** Russel Stukey

BoCC Chair _____

Date: _____

BoCC Member _____

Date: _____

BoCC Member _____

Date: _____

Attachment: 2024-05 Fire RDavis EAF (14784 : Employee Action Form (Green Sheet))



**Board of Riley County
Commissioners
Regular Meeting
TENTATIVE Agenda
May 23, 2024**

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

Cindy Kabriel
785-565-6200

Commission Chambers

8:30 AM

[District 1 – John Ford, Chair](#)

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

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

8:30 AM

Call to Order

Pledge of Allegiance

Public Comment

Commission Comments

Business Meeting

Review Minutes

Review Tentative Agenda

Press Conference Topics

9:00 AM

Barry Wilkerson, County Attorney

1. Staff update

9:15 AM

Clancy Holeman, Counselor/Director of Administrative Services

2. Administrative Work Session

9:35 AM

Cory Meyer, IT/GIS Director

3. Staff update

9:50 AM

Bob Isaac, Planner

4. Text Amendments to the Land Development Regulations

10:05 AM

Vivienne Leyva, PIO

5. PIO update

10:20 AM

Bob Isaac, Planner

6. Public hearing for Macayla 2024 Addition Plat

10:35 AM

Julie Gibbs, Health Department Director

7. Request to fill

Attachment: 05-23-24 tentative agenda (14204 : Tentative Agenda)

10:45 AM John Ellermann, Public Works Director/County Engineer

8. Request to fill a Public Works Operator Position
9. Request to fill a Traffic Control Technician Position
10. City Request to Borrow/Rent Asphalt Paver

11:05 AM Amanda Webb, Planning/Special Projects Director

11. Comprehensive Plan Update Selection Committee to discuss consultant submittals

11:25 AM Elizabeth Ward, Human Resources Director

12. New and expanded positions

Adjournment**Announcements**

Riley County Offices will be closed Monday, May 27th due to the observance of the Memorial Day Holiday.

The Board of County Commissioners will not be in session Monday, May 27th.

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 30, 2024**

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

Cindy Kabriel
785-565-6200

Commission Chambers

8:30 AM

[District 1 – John Ford, Chair](#)

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

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

8:30 AM

Call to Order

Pledge of Allegiance

Public Comment

Commission Comments

Business Meeting

1. Discuss County Officials Luncheon June 10th
2. Approve payroll/accounts payables (when completed)

Review Minutes

Review Tentative Agenda

Press Conference Topics

9:00 AM

Clancy Holeman, Counselor/Director of Administrative Services

3. Administrative Work Session

9:20 AM

Gary Fike, County Extension Director

4. 2025 Extension Council Appropriation Request

9:35 AM

Anna Burson, Appraiser

5. Staff update

10:00 AM

Comp Plan consultant interviews

11:00 AM

Comp Plan consultant interviews

Adjournment

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



**COUNTY
COUNSELOR/ADMINISTRATIVE
SERVICES**
Staff Update

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

STAFF REPORT

FROM: Clancy Holeman, Riley County Counselor

MEETING: May 20, 2024

SUBJECT: Pending County Projects County Counselor

PRESENTER: Clancy Holeman, Riley County Counselor

Enclosures:

- FINAL_Commission List 05.20.2024 (DOCX)

PENDING COUNTY PROJECTS ▪ December 2023 and through May 15, 2024, Submitted by Clancy Holeman, Riley County Counselor

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

COMMISSION LIST

I. Projects By Category:

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

Board of Riley County Commissioners: Prepare letter of support for City of Ogden grant application. (9-13-23) Attend and participate in BOCC meetings. (9-7-23; 9-11-23) Assist in finalization of annual County financial audit. (9-14-23) Attend and participate in BOCC meeting. (10-12-23.) Work on pending litigation “T”. (10-13-23) Attend and participate in BOCC meeting (10-16-23.) Attend and participate in BOCC meetings. (10-19-23;10-23-23) Work on communication project. (10-24-23; 10-25-23.) Review contractual provisions for subsequent use. (10-25-23.) Attend and participate in BOCC meeting. (10-26-23.) Attend and participate in County/City/USD 383 meeting. (10-26-23.) Attend and participate in BOCC public meeting in City of Ogden. (10-30-23.) Attend and participate in BOCC meeting. (11-2-23.) Prepare for late arrival to BOCC meeting on November 6, 2023. (11-5-23.) Work on Fire District project. (11-7-23) Attend and participate in BOCC meetings. (11-9-23; 11-13-23) Attend and participate in BOCC meeting. (12-28-23) (Work on fence view issue. (1-2-24) Review agenda and prepare for 1-4-24 BOCC meeting. (1-3-24) Attend and participate in BOCC meeting. (1-4-24) Prepare for 1-8-24 BOCC meeting. (1-5-24) Work on fence view issue. (1-5-24) Attend and participate in BOCC public meetings. (1-8-24; 1-11-24) Review project contract. (1-11-24) Work on fence view. (1-14-24; 1-15-24; 1-16-24; 1-17-24) Work on Fence view. (1-18-24; 1-19-24; 1-20-24;1-21-24;1-22-24) Work on letter of support for WTC. (1-19-24; 1-20-24) Attend and participate in BOCC meeting. (1-18-24; 1-22-24) Obtain BOCC approval of letter of support for WTC. Attend and participate in BOCC meetings. (1-25-24; 1-29-24) Draft and place on BOCC agenda support letter for City of Ogden’s grant application. (1-25-24) Work on fence view. (1-25-24; 1-26-24;1-28-24; 1-29-24; 1-30-24; 1-31-24) **Attend** and participate in BOCC meetings. (2-1-24;2-5-24) Obtain BOCC signature on fence view order; file with ROD; email copies of signed order to both parties (or their counsel). (2-1-24) Regular mail and email to both parties of file-stamped originals of fence view order. (2-2-24) Attend and participate in BOCC meetings. (2-12-24; 2-15-24;2-19-24) Meet with counsel for party in pending matter. (2-16-24) Attend and participate in public BOCC meetings. (2-22-24; 2-26-24) Attend and participate in BOCC meeting. (2-29-24) **Attend** and participate in BOCC meeting (3-7-24) Attend and participate in BOCC meetings. (3-11-24;3-14-24; 3-18-24) Attend and participate in BOCC public meetings. (3-21-24;3-25-24) Work to schedule executive session. (3-21-24) Attend and participate in BOCC Meetings. (4-4-24; 4-8-24) Attend and participate in BOCC meetings. (4-11-24; 4-15-24) Enter appearance as counsel of record in multiple pending mortgage foreclosure and probate cases to process claims for unpaid real and/or personal property taxes. (4-9-24; 4-10-24; 4-11-24; 4-12-24) Review mtg. foreclosure file and answer filed. 4-16-24) Attend and participate in BOCC public meetings. (4-22-24; 4-25-24,4-29-24) Attend and participate in BOCC public

meetings. (5-2-24; 5-6-24) Attend budget presentations to BOCC of various outside agencies. (5-6-24) Work on file documentation presented today by Jason Hilgers of City's draft plan on City's proposed CICO Park Improvements. (5-2-24) Review information for BOCC agenda item scheduled for 5-6-24. (5-3-24) Work on appropriation request analysis. (5-3-24) ***Attend and participate in BOCC public meetings. (5-9-24; 5-13-24. Work on analysis of appropriation issues. (5-9-24;5-12-24) Work on appropriation issue question. (5-14-24)***

“Constitutional Protection of County Home Rule”:

County Jail Inmate Medical Care: Schedule staff discussion of contract development. (5-21-23) Meeting with Mark French on contract. Communication with staff working group to schedule teams meeting May 7, 2024. (5-1-24) Review material in preparation for Teams meeting. Participate in Teams meeting. Carry out assigned task. (5-7-24) Communication from team members regarding assigned task. (5-8-24)

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

Delinquent Real Property Tax Sale: Legal research. Prepare documents for the next stage in the process. (4-12-24) Work to review final contract signed. (May 1, 2024) Contact IT with information on underlying purchase. (5-3-24)

“Dark Store”:

District Court:

Federal Rules on Vaccination Mandate:

First Christian Church: Now this property is “listed” as a “historic site,” there are state law restrictions applicable whenever a “project” is undertaken involving potential repair, damage or destruction of the site or its structure (9-11-23;9-12-23;9-13-23) Work on Appeal. (9-14-23;9-15-23;9-16-23;9-17-23;9-18-23;9-19-23; 9-20-23; 10-4-23;10-5-23-10-6-23;10-7-23;10-8-23;10-10-23; 10-11-23.) Work on appeal. (10-12-23; 10-17-23; 10-18-23.) Conversation with opposing counsel and agree to extend her time to file brief. (11-3-23) Receive emailed brief from opposing counsel on appeal; following two extensions of time which opposing counsel had requested—which extensions were granted by the Court of Appeals. (1-19-24) Timely filed our brief in February 2024. Checked with Clerk of Court of Appeals—There have been no orders from Court of Appeals since, setting or denying both sides’ request for oral argument, etc. (5-2-24)

Indigent Legal Services: Attorney contracts for 2022 were created and emailed to current attorneys under contract. (11-3-21) Notice to Riley County Bar Association of at least one attorney vacancy effective January 1, 2022. (11-4-21) Proposed 2022 contracts have been provided to all current lawyers under contracts. None returned as of 11-23-21. No indigent legal service contracts are in place for the calendar year 2022. Work on various issues related to this service. (2-10-23; 2-13-23; 2-14-23; 2-15-23; 2-16-23; 2-19-23; 2-20-23; 2-21-

23; 2-22-23; 2-24-23; 2-26-23; 2-27-23; 2-28-23; 3-1-23; 3-2-23; 3-3-23; 3-4-23; 3-6-23; 3-7-23; 3-8-23) Work on various issues related to this service. (3-19-23) Work at staff level on compensation for this service. (3-28-23) schedule next staff level discussion of compensation for this service. Discuss with Deputy Counselor compensation for this service. (3-29-23) Work on project. (6-1-23) Work on project. (6-8-23) Draw up final version of CAR; RFP; and Contract. (6-19-23; 6-20-23) Obtain BOCC approval of form RFP and Contract. (6-22-23) Finalize RFP and contract and distribute to local Bar Association membership with encouragement to apply well before August 4, 2023, deadline for proposals because they will be considered as they are submitted. (6-29-23; 6-30-23) Create documents for publication in newspaper and placement on county website for this service. (7-7-23; 7-10-23; 7-11-23; 7-12-23) Deadline for proposals to arrive in Clerk's office 5 p.m. August 4. Work on issues related to service. (10-25-23.)

Legislation: Discuss with BOCC potential annual legislative conference dates in December 2023. (10-16-23) Notify delegation members conference scheduled on the following date which worked for a majority of responding legislators: December 14, 2023, noon to 2 pm. (10-26-23) Work on agenda for legislative conference (10-27-23; 10-30-23) Work on agenda for legislative conference. (11-13-23; 11-14-23; 11-15-23) Work on letter of BOCC support for SB 196. Obtain BOCC signatures and email to Senate Assessment and Taxation Committee. (1-4-24; 1-5-24; 1-7-24; 1-8-24) Prepare and submit timely lobbyist compensation report for 2023 legislative session. (1-10-24) Prepare BOCC opposition letter for HB 2036. (1-10-24) Present draft of HB 2036 opposition testimony. Re-draft to insert BOCC changes. Obtain BOCC final approval of letter. Timely submit to senate committee secretary final version of HB 2036 BOCC opposition testimony. (1-11-24) Communicate with House delegation on BOCC testimony submitted previously to Senate Tax on SB 196 and HB 2036. (1-15-24) Communicate with contract lobbyist on HB 2468 (a bill of concern to Emergency management) (1-16-24) Communicate with member of state delegation on SB 196; HB 2036. Work on HB 2026 opposition testimony. (1-16-24) Work on HB 2036. (1-17-24) Work on SB 162. Communicate with lobbyist. (1-18-24) Work on SB 162 (1-19-24) Appear before Senate Committee on Local Government on SB 162. (1-22-24) Review SB346(upzoning/downzoning—removal of county authority). (1-25-24) Work on SB 162. (1-25-24; 1-31-24) Discuss various bills with lobbyist. (2-2-24) Discussion with another county counselor on a bill Riley County is interested in. (2-2-24) Work on SB 162. (2-2-24) Discuss SB 162 with lobbyist. (2-21-24) Communicate with contract lobbyist on HB 2599 (KORA request fees) (2-27-24) Review legislative issues remaining in session of interest to Riley County. (2-28-24) Work on SB 162 set for hearing in House Local Government committee on Monday, March 11, 2024. (3-5-24; 3-6-24) Work with Deputy Counselor on contract issue. (3-6-24) Work on SB 162 hearing scheduled for March 11, 2024. (3-7-24; 3-8-24) Attend and participate with Commissioner McKinley in hearing before the House Committee on Local Government in support of SB 162. (3-11-24) Communicate with contract lobbyist on SB 162. (3-12-24) Communicate with delegation member on SB 311; Discuss with County Appraiser. (3-12-24) Review House calendar status of SB 162. It is on General Orders. (3-20-24)

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

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

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

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

Riley County Annual Legislative Conference: Discussion with County Register of Deeds to schedule meeting week of December 5th to review documentation of long-term revenue loss to Riley County caused by legislature's past elimination of the mortgage registration fee. (12-1-22) Work preparing for 12-12-22 legislative conference. (12-8-22; 12-11-22) Discuss legislative conference information with County Appraiser. (12-8-22) Discuss legislative conference information in meeting with County Register of Deeds. (12-9-22) Work with members of delegation; 2023 Annual Legislative Conference scheduled for Thursday, December 14th, from noon to 2 p.m., BOCC chambers. (10-23-23) Conversation with member of delegation—confirming member will attend. (10-24-23.)

Riley County District Court: Discussion regarding BOCC consideration of funding potential “resolution docket” to assist with case backlog. (4-27-23) Work on project. (5-2-24)

Rural Economic Development Advisory Board:

Staff Budget and Planning Committee:

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

II. Projects by Department or Division:

Administrative Services/County Counselor: Work on matters related to departmental transition. (1-25-2023; 1-26-2023; 1-27-2023) Interviews of applicants for Deputy County Counselor position in transition scheduled to take place 9-29-23.-23. (3-2-23; 3-3-23) Work on Departmental transition matters. (4-28-24) Work on Departmental transition matters. (5-2-24; 5-3-24)

Riley County Appraiser's Office: Communicate with department Head on costs associated with BOTA appeal. (12-29-23) Communicate with staff on immediately preceding issue. (1-1-24) Communicate with Appraiser on exemption application. (1-11-24) Advise Department Head on legal issues. (1-24-24) Advise Department Head on process issue. (2-29-24;3-1-24) Communicate with department head. And Deputy Counselor. (3-4-24; 3-8-24) Advise Appraiser on KORA request. (5-1-24) Communication on legal matters. (5-1-24) Communication on different legal matters. (5-1-24; 5-2-24) Assist Department Head on pending matter. (5-6-24) **Communicate on legal matter. (5-14-24)**

Riley County Attorney: *Discuss legal issue. (2-1-24)*

Riley County Clerk: Advise and assist on open record act issue. (9-12-23;9-13-23) Schedule meeting with staff of two departments to plan means of addressing particular type of KORA request in most fair and efficient manner to reduce, potentially, two departmental workloads. (9-13-23;9-14-23) Reschedule forgoing meeting to 10-27-23. (10-19-23) Work on contract law issue. (10-24-23) Assist with legal issue. (11-3-23;11-5-23; 11-6-23.) Approve on minute track as to form revised parking lot resolution developed by Deputy Counselor. (1-2-24) Work on autopsy record storage issue. (2-2-24) *Prepare* resolution regarding Plaza reservations; present to BOCC and obtain approval. (2-27-24; 2-28-24;2-29-24) Communicate with staff on a request for a mailing address change. Communicate with counsel on client name change. Communicate with staff on records name

change issue. (3-4-24;3-5-24) Work on notice of upcoming special meeting of BOCC. (3-12-24) Work with Clerk staff member on preparing for RNR compliance during 2025 budget. (3-20-24) **Work with Department Head and his staff on election procedural matters raised by vacancy in a City of Manhattan elected office. (5-10-24)**

Riley County Community Corrections: Discuss with PIO and department Head proposed correction of recent published newspaper article on grant award to Department. (1-2-24) Further conversation with Department Head and PIO about immediately preceding newspaper article. (1-2-24) Communicate with Director on potential policy. (2-27-24) **Contact Department at request. (5-14-24) Work with Department on project involving funding. (5-15-24)**

Riley County Emergency Management: Work on project issue. (11-7-23; 11-8-23) Conversation with stakeholders on a radio tower lease amendment. (1-2-24) Communicate with Director on state winter weather disaster declaration just released. (1-24-24) **Assist** with written response to vendor. (4-22-24) Advise on KORA request. (5-2-24) Advise other staff on same KORA request. (5-2-24) Contact County PIO about foregoing, relevant to any photos or video. (5-2-24; 5-3-24) Check in with Helpdesk. (5-7-24) Work with State project manager regarding scheduling matter on roundabout project at k-13/US24, easement purchase from county of County ROW at Fire Station. Work with Cindy K. on agenda time. (5-7-24) **Work with department on personnel law matter. (5-14-24; 5-15-24)**

Riley County Emergency Medical Services: Prepare for staff discussion of proposed ride along program and its necessary requirements. Participate in staff discussion. (5-7-24)

Riley County Extension:

Riley County Fire District No. 1: Work on contract law issue. (11-7-23; 11-8-23.) Work on separate contract law issue. (11-7-23) Prepare for January 9, 2024, training presentation to District leadership. (12-27-23; 12-28-23; 12-29-23; 12-30-23; 12-31-23; 1-1-24) Conversation with HR Director regarding upcoming training to District leadership. (1-2-24) Conversation with Department Head on pending litigation. (1-2-24) Additional conversation with HR Director regarding upcoming training in District leadership. (1-2-24) Preparation for January 9, 2024, training presentation to District Leadership. (1-3-24) Check out technology at Public Works for tonight's training presentation to District Leadership. (1-16-24) Present training, along with HR Director, to District Leadership. (1-16-24) Work on Fire District/University Park fire station project. (2-23-24) Communicate with lobbyist on HB of concern to department. (2-28-24) Communicate with department on KORA issue. Communicate with outside counsel. And Deputy County Counselor. (3-4-24) Communicate with Fire Chief. (3-21-24) Work on contract issue. (3-26-24) Prepare and obtain Chairman's signature on Local Disaster Emergency Declaration regarding cybersecurity incident. Attend and participate in special BOCC public meeting. (4-1-24) Draft extension of Local Disaster Emergency Declaration on cybersecurity incident. Then obtain BOCC approval of extension of local disaster emergency declaration. (4-2-24; 4-3-24; 4-4-24) Draft local emergency declaration on Axelton Hill Road wildfire and obtain BOCC chairman signature. (4-6-24) Prepare extensions of both local disaster emergency declarations. (4-10-24) Present and obtain BOCC approval of both immediately preceding local disaster emergency declarations. (4-11-24)

Riley County GIS: Assist with provision of "shapefile" requested by company. Communicate with company representatives and GIS staff. (6-5-23; 6-6-23)

Riley County Health Department: Work on contract law issue. (10-12-23;10-13-23.) Work on contract law issue. (10-19-23;10-23-23; 10-24-23.) Advise Department on personnel policy manual upcoming revision. (3-19-24) **Communicate** with county staff on parking issue. (3-26-24)

Riley County Historical Museum:

Riley County Human Resources. Finalize Green Dot Contract. (9-12-23) Conversation with HR. (10-12-23.) Review example of proposed Performance Review new form to be completed by 10-16-23. (10-12-23) Work with a department on HR issue “IV.” (10-13-23.) Work with Department on unrelated HR issue (“V”). (10-16-23.) Work with Department on unrelated HR issue “VI”. (10-16-23.) Work with department on Personnel issue I. (10-19-23;10-23-23; 10-25-23.) Work with division on personnel law issue II. (10-24-23.) Work with Division and Department Head on personnel law issue II. (10-25-23;10-26-23;10-27-23;10-28-23-10-29-23;10-30-23) Work with Division and Department Head on personnel law issue. (11-1-23.) Work with Division and Department on personnel law issues. (11-2-23;11-3-23; 11-5-23;11-6-23.) Work on personnel law issue for Division and Department. (11-10-23). Work with Division and Department on personnel law issues. (11-9-23;11-13-23; 11-14-23). Prepare for disciplinary action appeal scheduled for January 4, 2024. (12-28-23) Communicate with team members on working group considering revision of personnel manual. Working group to reconvene 1-9-24. (1-2-24) Work on personnel issues. (1-4-24; 1-5-24) Communicate with Department head and Division head on upcoming potential meeting regarding process. (1-12-24) Communication from Division head on upcoming work group work for discussions on personnel policies. (1-12-24) Working group discussion of personnel policy issues. (1-12-23) Working group discussion of personnel policy manual. (1-18-24) Working group discussion of personnel policy practice. (1-22-24) Analyze and comment upon potential policy. (1-24-24) Analyze potential changes to personnel policy. (1-29-24; 1-30-24; 1-31-24) Advise on legal issue. (2-1-24) Work on personnel policy manual issues. (2-22-23;2-23-24) Communicate with Division director given federal law changes in identified policies. (2-27-24) Review material provided. (2-27-24) Work with Division Director on scheduling upcoming presentations to BOCC in public meetings. (3-12-24) Work on Personnel Policy issue. (3-13-24) Work on upcoming executive session. (3-12-24;3-13-24) Work on personnel policy issue. (3-14-24;3-15-24;3-17-24;3-18-24) Work on different personnel policy issues than immediately preceding entry. (3-18-24) Work on both of the immediately preceding matters. (3-19-24) Work on dress code issues. (4-9-24) Review KORA request. (4-9-24) Discuss personnel law issue. (5-8-24) **Work with Division and Department Head on two distinct personnel law issues. (5-10-12) Work with Division and Department Head on distinct personnel law issue. (5-14-24)**

Riley County Information Technology/GIS Work with department on contract law issue. (10-24-23.) Conversation with GIS staff member regarding City GIS “layer” issue. (1-2-24) Discuss legal issues involving federal act(s) and communication technology. (2-1-24) Communication from IT about on-going efforts to protect network. (5-7-24)

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

Riley County Noxious Weeds/Hazardous Household Waste: Discuss with department head upcoming potential property leases of county ground. (5-3-23) Request Department Head provide copy of deed on one of leased properties—to review restrictions on all the leased properties. (5-4-23) Schedule discussion with Department Head on real property issue. (5-22-23) Review and approve as to form weed control contract proposed by KDOT. Inform Department head I’ve done so. (1-2-24) Conversation with Department Head on immediately preceding contract. (1-2-24)

RILEY COUNTY POLICE DEPARTMENT—Administered by Law Enforcement Agency (“Law Board”): Communication from City Manager, County Clerk and County Attorney regarding RCPD question about potential ordinance or resolution. I contact Barry Wilkerson for discussion. (1-12-24) Work on project. (4-15-24; 4-16-24;4-17-24) Communication from third party on budget matter. (5-2-24)

Riley County Public Information Officer: Conversation on lawful options for final version of BOCC minutes. (10-24-23.) Schedule upcoming meeting on possible documentary. (3-12-24) Communicate with regarding Facebook change of services offered. (3-12-24)

Riley County Planning & Development: Represent County in District Court hearing on Prairiewood appeal. (8-29-23) Conversation with landowner. (10-12-23.) Review and approve Comprehensive Plan resolution “as to form” for 10-16-23 BOCC meeting. (10-12-23.) Work on pending litigation. (10-13-23) Work on pending litigation “III”. (10-13-23.) Work on pending project “I”. (10-13-23.) Conversation with opposing counsel in pending appeal “II.” (10-13-23) Work on benefit district project. (11-6-23; 11-7-23.) Work to schedule meetings with business and staff on different pending legal issues. (11-7-23; 11-8-23) Work on benefit district contract for environmental assessment. (1-26-24; 1-31-24) Complete work on benefit district contract for environmental assessment; route vendor—approved contract to this department’s Office Manager for placement on next Monday’s business meeting agenda, following conversation with Department Head. (2-1-24) Work with Department Head on contractual issue. (2-14-24) Work with Department Planner and Deputy on upcoming agenda item. (3-19-24) Work on immediately preceding entry again. (3-20-24) Work on benefit district issue. Discuss with Deputy County Counselor. (3-20-24) Review and approve as to form plat. (3-21-24) Discuss upcoming public hearing with staff member. (3-21-24) Work on upcoming land use issue. (3-26-24) Discuss with staff special use hearing before Planning Board evening of 4-8-24. (4-9-24) Conversation with opposing counsel in pending appeal. Draft motion to extend time to file our brief. I will file such agreed motion this week. Motion filed. (4-15-24) Review sanitary code issue. (4-18-24) Schedule meeting with department staff member on separate code violation enforcement matter. (4-18-24) Review correspondence on separate possible code violation matter. (4-18-24) Status report back on separate code enforcement matter. (4-18-24) Status report back on separate code enforcement matter. (4-18-24) Work on SB 384. (SB 162) as signed by Governo as part of SB 384. Meeting with staff of Planning and Development and RCHD. (4-26-24). Work solo on immediately preceding project list entry. (4-28-24) Review and approve as to form contract for project. Discuss with Department Head. (5-2-24) Communication with Department Staff on pending code enforcement matter. (5-2-24) Communicate with Department head on immediately preceding code enforcement matter. (5-3-24) Correspondence with outside professional based on citizen question regarding pending project. (5-3-24) Assist staff of this department on pending matter. (5-6-24) Communication from Department staff on different matter for calendaring. Respond. (5-6-24. Contact representative of citizen in pending matter. Relay information to staff member working on the matter. Relay information to another Department Head assisting in matter. (5-6-24) Respond to communication from Department Head on ongoing project of her department. Respond to communication from Department Head on different project of her department. (5-7-24) Communication from staff of Department on different project of her department. (5-7-24) Discuss with Department Head different project of her department; in response to communication from her of procedural question. (5-7-24) Answer question from Department Head on procedural question. Communicate with Department Head and Cindy K. (5-7-24) Review litigation material served on a co-defendant in pending code enforcement case. (5-7-24) Discuss pending enforcement matter with Code Enforcement officer. (5-7-28; 5-8-24) ***Work on pending Court of Appeals matter. (5-15-24)***

Riley County Public Information Officer: (5-8-23) Further communication with PIO and working group about same informational program. (5-8-23) Communication from PIO requesting legal advice. (7-24-23)

Riley County Public Works: Discuss land use issue with Department Head. (10-12-23.) Communicate with potential vendor on project. (10-13-23.) Communicate with county insurer on project. (10-13-23.) Contract law issue. (11-6-23.) Work on bid packet issue. (1-2-24) Contacted by KDHE requesting permission for project. Relay request to Public Works Director and invite conversation. (1-3-24) Discuss with Director Township Officers’ March 6, 2024, meeting agenda. Contact outside party as possible participant to assist with program. (2-2-24) Attend and participate in Township Officials annual meeting. (3-6-24) Review and approve contract “as to form.” (3-8-24) Review contract proposed. (3-11-24) Discuss staff contract proposed. (3-12-24) Work with Assistant County Engineer on assembly of contract for agenda. (3-19-24) Review and approve as to form immediately preceding contract. Conversation with Cindy K on delivery of contract to County Clerk’s office for this Thursday’s agenda. Place contract in delivery bin from Public Works to County Clerk’s office. (3-20-24) Work on elevator contracts and discuss with Department Head. (4-5-24; 4-6-24; 4-8-24) Conversation with Dept. Head regarding KDHE request to do well test on county site. (4-15-24)

Conversation with Dept. Head regarding drainage easement. (4-16-24) Review update on pending resolution. (4-18-24). Review and approve as to form covenant and easement documents for EMS HQ project. (4-23-24) Respond to email from KDHE on agency's planned sampling in Fairmont Park, after discussion with Department Head. (4-23-24) Conversation with Assistant County Engineer. Approve as to form transfer station truck scale Contract. (4-23-24) Work on KDOT roundabout project as it affects Riley County. (4-26-24; 4-28-24; 4-29-24; 4-30-24) **Work on preceding KDOT project as it affects Riley County. 5-8-24.**

Riley County Register of Deeds: Communicate with three offices, their staff and department heads on common legal issues. (11-7-23) Communicate with department head on same issue. (11-8-23) Work on legal issue regarding filing. (2-29-24; 3-1-24; 3-4-24) Work with department head and staff of County Clerk and County Appraiser to resolve filing issue. (3-4-24)

Riley County Treasurer: Discuss with Department Head process for Opioid Settlement Fund payments routed from Attorney General's Office. Discuss with Assistant Attorney General supervising such distributions. (12-21-22) *Work on Delinquent Real Property Tax Foreclosure case for 2024.* (4-12-24) Review claim for delinquent real property taxes in mtg foreclosure case. (4-16-24) Review claim for delinquent real property taxes in mtg foreclosure case. (4-16-24) Review probate case order directing payment of real property tax. (4-16-24) Review mtg foreclosure case and demand for payment of real property tax. (4-16-24) Review of probate case and real property tax. (4-16-24) **Review** delinquent real property tax efiling. (4-19-24) Work with legal staff on upcoming delinquent real property tax sale. (4-23-24) Process with staff response to citizen inquiry to county website about tax sale properties. (4-29-24) Process with staff response to another citizen inquiry to county website about tax sale. (4-29-24) Discuss tax sale property issue involving request from executor of titled owner. Call the executor and leave voicemail. Resolve with executor. (5-7-24) Sign order dismissing individual parcel from tax sale. (5-8-24) **Work with department staff on preparation of Motion for Default Judgement in 2024 delinquent real property tax sale. (5-10-24)**

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

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

Administrative Matters: Discuss with HR CAR I'll prepare for transition of Counselor position based upon my scheduled 2025 retirement. (5-19-23) Work on transition of Deputy position given incumbent's scheduled retirement. (5-22-23; 5-23-23) Discuss and decide with staff on renewal of "Hawver" subscription. (5-30-23) Register for June 20 webinar on Title VI requirements under ARPA; to be conducted by Officer of Recovery. (6-5-23) Information to Office Manager on invoice for Westlaw. (7-5-23) Partners' Meeting. (7-21-23) Review and approve proposed CAR drafted by H.R. for upcoming position vacancy due to retirement. (7-27-23) Work with HR and staff working group preparing for candidate interviews for 2 positions. (7-27-23; 7-28-23) Staff meeting to discuss departmental input, as requested by PIO, on survey regarding retention and recruitment and retention. Provide info to PIO. (8-2-23) Review, approve Department timecards. (8-6-23) Work on transition of department for upcoming vacancy in Office Manager position. Review all internal applications. Communicate with both Riley County Deputy County Counselors and H.R. Director. (8-6-23) Work on transition of department to fill vacancy in Legal Assistant position. (8-10-23; 8-11-23; 8-13-23) Review City/County/County agenda for 8-17-23 meeting. (8-13-23) Work on upcoming retirement receptions for department. (8-11-23; 8-14-23; 8-15-23; 8-16-23; 8-17-23) Continued work on transition of department to fill vacancy in Legal Assistant position. (8-15-23) Participate in panel interview of candidate for Legal Assistant I position.⁹ (8-18-23) Attend retirement reception in BOCC chambers for Jill Seaton. (8-31-23) Relay eflex latest to staff—No access to court of appeals or supreme court yet as of noon today. (1-26-24) Participate as donor in County/Red Cross blood donation drive. (2-14-24) Work on closing issue involving sale of a portion of a larger parcel—the sale of which does not involve a pending code enforcement proceeding.

(2-15-24) Work at PW successfully confirming, with IT assistance, our desktops there appropriately “sync” with our desktops in our CPE office. (2-26-24) Work with Public Works on key card/key fob access to that portion of Public Works building where our office will temporarily relocate. (2-27-24) Work on temporary relocation of office during 4th floor renovation project. (2-28-24) Work with I.T. to synchronize desktops at departmental CPE office and temporary space at Public Works. (3-1-24) Catch up on emails. Respond when appropriate. (4-9-24) Work on transition of Deputy County Counselor caseload to County Counselor. (4-10-24; 4-11-24; 4-12-24) Work on applicant interview scheduling for Deputy County Counselor position. (4-15-24) Work with our Office Manager on 2025 departmental budget request. (4-16-24) Work on departmental transition matters. (5-2-24; 5-2-24; 5-3-24) Brief staff meeting—my meetings schedule today. (5-7-24) Review and delete emails. (5-7-24) **Work on transition: Introduce Deputy County Counselor to BOCC members; and 3 department heads (5-13-24) Introduce Deputy County Counselor to 3 more department heads. (5-14-24)**

Continuing Legal Education: Attend online CLE program. (6-11-23) Attend CCAK CLE program. (6-16-23) Discuss *department budget preparation for 2025*. (4-18-24) Attend an open.gov zoom on “roll out” of budget creation. (4-18-24) Work on department budget request. (4-22-24; 4-23-24; 4-24-24; 4-25-24) Confirm electronically with CLE commission whether compliant for 2023 through June 30, 2024, for CLE requirements. Register for the remaining one hour CLE to be presented online. (5-2-24; 5-3-24)

County Counselor Association of Kansas: Attend and participate virtually in Board of Governors meeting of CCAK. Summer CLE planning. (2-21-24) Contact KAC about presenter’s assigned time during June 21, 2024, CCAK CLE program. Relay to presenter. Recontact KAC. Recontact presenter. (5-2-24) Contact from presenter. Relay information to Jay Hall. Confirm to presenter all in place for CLE. (5-6-24)

Department Head Committee: Attend and participate in committee meeting. (7-5-23) Attend and participate in meeting. (7-19-23) Attend and participate in committee meeting. (8-2-23) Attend and participate in Committee Meeting. (10-18-23) Attend and participate in committee meeting. (11-1-23.) Prepare for meeting scheduled for 1-3-24 (1-2-24) Attend and participate in Committee meeting. (1-3-24) Prepare for, attend and participate in committee meeting. (3-20-24) Prepare for 4-17-24 committee meeting. (4-16-24) Attend and participate in committee meeting. (5-1-24)

Intergovernmental Luncheon: Attend and participate in 2 pm. meeting of committee. (3-11-24)

Joint Task Force on Possible Fair and Rodeo Relocation: Attend 2nd meeting of group at Chamber offices. (7-14-23) Attend first ½ hour of task force meeting at KSU foundation. (8-16-23)

Kansas Association of Counties: Review communication on Kansas Supreme Court case considering self-insured entities. (3-8-24)

Staff Budget and Planning Committee: Work with B & P on development of contracts for transfers to small cities for loss of funds as countywide ½ cent sales tax sunsets 12/31/22. (11-15-22) Review material for BOCC presentation to be made by Budget and Planning during the next BOCC public meeting. (11-28-22) Attend and participate in Committee meeting. (11-29-22) Ask Shilo for her opinion on draft of agreement. (2-7-23) Prepare for scheduled 1-3-24 committee meeting. (1-2-24) Attend and participate in Committee meeting. (1-3-24) Review upcoming agenda for scheduled 1-30-24 committee meeting. Communicate with committee. (1-26-24) Attend and participate in committee meeting. (2-20-24) Work with IT/GIS staff on temporary move of department to Public Works during 4th floor CPE construction project. (2-21-24) Attend and participate in meeting of committee. (3-11-24; 3-12-24; 3-13-24) Conversation with Budget and Finance Officer. Available date of return from vacation. Accept B & P Meeting scheduled for 3 pm May 28, 2024. (5-7-24)

Staff Riley County Employee Recognition Day Planning Committee: Attend and participate in committee work planning Employee Recognition Day. (6-20-23) Analyze proposed venue contract. Conversation with County's insurer. Voicemail left with PIO. (7-5-23) Attend and participate in Committee meeting (7-18-23) Communicate with sales representative for AMC Theatre. (8-2-23; 8-3-23) Communicate with AMC representative and our insurer regarding event. (8-13-23) Attend and participate in committee meeting. (8-15-23) Communicate with our insurer and attorney for venue regarding Recognition Day. (8-15-23) Communicate with attorney for venue regarding Recognition Day. (8-16-23; 8-17-23) Attend and participate in Employee Day. (10-9-23.) Work on future Employee Recognition Day issue. (10-18-23) Contact insurer to evaluate coverage for potential site for 2024 Employee Recognition Day. (1-2-24) Attend and participate in committee meeting. (2-20-24) Communicate in response to questions about recognition for years of service by employees in attendance. (3-15-24) Attend and participate in committee meeting. (3-19-24) Check on potential keynote or breakout session speaker. Contact agent for venue to confirm paperwork necessary to finally reserve venue, obtain copy of complete contract required and obtain liability insurance coverage requirements. Contact county's insurer to confirm the required liability coverage will be in place for county on October 14th. Attend and participate in committee meeting. (4-16-24) Work on venue documentation. (4-30-24; 5-1-24) Check with C & W on status of certificate of insurance. (5-3-24; 5-7-24)

Staff Road Renaming Committee:



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 20, 2024

SUBJECT: Staff Update

PRESENTER: David Adams, EMS/Ambulance Director

Calls for service:

April- 479

911-Call volume by station:

Medic 11 located at 2011 Claflin Rd: 131

Medic 21 located at 11th & Poyntz: 154

Medic 31 located at 3060 TCB (Riley County Public Works): 90

Medic 41 located at Manhattan Regional Airport: 69

Medic 51- Leonardville: 28

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

Working on new building construction related topics.

Generator at St. 5 is operational.

Drywall work is continuing.

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

Updated: 5/16/2024 10:36 AM by David Adams

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Packet Pg. 24

Staff Report (ID # 14782)

Meeting of May 20, 2024

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

Hands only CPR/Stop the bleed training for county staff.

Leadership tours of NBAF and building operational plans.

Migrating operational checklists to the new state report writing software platform.

Continuing to evaluate operational equipment needs, inventory reduction where applicable.

Preparing for severe weather season.

Preparing for Active Violence training.

Annual service renewal with Board of EMS is completed.

Program Provider for Education was renewed.

Driver training for all staff.

Hybrid EPC.

Medical Director case review with staff.

Working with Dispatch to update some SOP's.

2025 budget

Observing field performance.

Medical Surge Capacity Training with local Nursing Homes

Event Standbys: 6

Education

100% review of all calls.

Review of data metrics to identify trends.

Training calendar

Protocol book development is ongoing.

Equipment updates and training.

Community Outreach:

Updated: 5/16/2024 10:36 AM by David Adams

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Staff Report (ID # 14782)

Meeting of May 20, 2024

Car seat check lanes.

Bug-a- palooza

Bike Swap

Bike Rodeo- Riley County Grade School

Enclosures:

- April 2024 Stats (XLSX)

EMS RESPONSES BY DAY OF THE WEEK		
Weekday	Count	Percent
01 - Sunday	63	13%
02 - Monday	79	16%
03 - Tuesday	73	15%
04 - Wednesday	66	14%
05 - Thursday	60	13%
06 - Friday	67	14%
07 - Saturday	71	15%
TOTAL	479	

EMS RESPONSES BY HOUR OF DAY		
Hour Range	Count	Percent
00:00:00 - 00:59:59	28	6%
01:00:00 - 01:59:59	19	4%
02:00:00 - 02:59:59	14	3%
03:00:00 - 03:59:59	14	3%
04:00:00 - 04:59:59	4	1%
05:00:00 - 05:59:59	12	3%
06:00:00 - 06:59:59	11	2%
07:00:00 - 07:59:59	13	3%
08:00:00 - 08:59:59	14	3%
09:00:00 - 09:59:59	15	3%
10:00:00 - 10:59:59	26	5%
11:00:00 - 11:59:59	21	4%
12:00:00 - 12:59:59	29	6%
13:00:00 - 13:59:59	35	7%
14:00:00 - 14:59:59	24	5%
15:00:00 - 15:59:59	27	6%
16:00:00 - 16:59:59	26	5%
17:00:00 - 17:59:59	17	4%
18:00:00 - 18:59:59	21	4%
19:00:00 - 19:59:59	25	5%
20:00:00 - 20:59:59	29	6%
21:00:00 - 21:59:59	20	4%
22:00:00 - 22:59:59	18	4%
23:00:00 - 23:59:59	17	4%

EMS RESPONSES BY UNIT CALL SIGN		
CALL SIGN	COUNT	PERCENT
Medic 11	131	31%
Medic 21	158	37%
Medic 31	90	21%

Medic 41	69	16%
Medic 51	28	7%

TOP 5 EMS RESPONSES BY DISPATCH REASON		
Complaint	Count	Percent
Sick Person	68	14%
Falls	66	13%
Breathing Problem	37	7%
Transfer	37	7%
Unconscious	36	7%



COMMUNITY CORRECTIONS
Update

Megan Lewis
Interim Community
Corrections Director
115 North 4th Street
Manhattan, KS 66502
Phone: 785-537-6380

STAFF REPORT

FROM: Megan Lewis - Interim Director
MEETING: May 20, 2024
SUBJECT: Monthly Staff Update
PRESENTER: Megan Lewis - Interim Director

Please see attached Power Point.

Enclosures:

- BOCC May 2024 Monthly Staff update (PPTX)



Riley County Community Corrections

Monthly Update

Attachment: BOCC May 2024 Monthly Staff update (14783 : Staff Update)

Juvenile Intake & Assessment Services (JIAS)

- 11 Intakes in April
- 17 Protective Homes
 - 16 local licensed foster homes
- Plan to hire 2-3 additional On-Call Officers
- Monthly On-Call Officer Meeting June 11th

FY24 Juvenile Intake & Assessment (Riley County)	Feb	Mar	Apr
Juvenile Offender	5	4	8
Status Offender (MIP, MIC, Runaway, Curfew, Truancy)	1	0	1
Child-In-Need-of-Care	3	1	3
Total	9	5	11
FY24 Juvenile Intake & Assessment (Clay County)	Feb	Mar	Apr
Juvenile Offender	0	0	0
Status Offender (MIP, MIC, Runaway, Curfew, Truancy)	1	0	0
Child-In-Need-of-Care	0	0	0
Total	1	0	0



Juvenile Intake & Assessment Services (JIAS)

- We have a balance of \$4489 from the Daniel Keating Foundation. These funds are used to provide a daily stipend to Protective Homes as well provide \$100 gift card from Wal-Mart for essential items.
- Westview Community Church continues provide age-specific clothing care bags for our children in need.



Youth Court Immediate Intervention Program (YCIIP or IIP)

FY24 Youth Court IIP (Riley County)	Feb	Mar	Apr
Participants	21	20	26
Required Jurors	4	8	3
Volunteer Jurors	4	4	5
MDT Referrals	0	0	0
Total	29	32	34
FY24 Youth Court IIP (Clay County)	Feb	Mar	Apr
Participants	1	1	0
Required Jurors	1	0	0
Volunteer Jurors	0	0	0
MDT Referrals	0	0	0
Total	2	1	0

- 2 Youth Court Sessions held in April

- 6 new juvenile offenders
 - 6 Riley County
 - No new participants in Clay County

Since April 1st we have received 31 referrals for IIP



Juvenile Intensive Supervision

FY24 Juvenile Services (Riley County)	Feb	Mar	Apr
Juvenile Intensive Supervision	11	11	9
Juvenile Correctional Facility	0	0	0
Conditional Release	1	1	1
Courtesy Supervision Out	1	1	1
ICJ	1	1	1
Total	14	14	12

FY24 Juvenile Services (Clay County)	Feb	Mar	Apr
Juvenile Intensive Supervision	0	0	0
Juvenile Correctional Facility	1	1	1
Conditional Release	0	0	0
Courtesy Supervision Out	0	0	0
ICJ	0	0	0
Total	1	1	1



Adult Intensive Supervision

Caroline Peine Charitable Foundation Grant

- To-date, spent \$5927.60 of the \$7,000 grant
- We continue to assist clients in paying for birth certificates & IDs for employment, as well as housing and transportation assistance.

FY24 Adult Services	Feb	Mar	Apr
ISP	92	84	92
In Treatment	2	6	4
In Jail	16	13	11
Total	110	103	107
Absconder ADP	52	56	56



(Adult) Drug Court

- 5 Community Corrections team members
- 13 current participants
4 graduates in April
- 11 Drug Court Staff Members will be attending RISE24, the National Drug Court Convention in Anaheim, California from May 22nd – May, 25th.
- To date, we have spent 36% of the BJA Grant w/ 17 months remaining of the 4 year grant, ending September 30th, 2025.



**RILEY COUNTY LAW ENFORCEMENT AGENCY
LAW BOARD MEETING
City Commission Meeting Room
1101 Poyntz Ave.
Manhattan, KS
May 20, 2024 12:00 p.m.
Agenda**

I. ESTABLISH QUORUM- Chairperson Matta

II. PLEDGE OF ALLEGIANCE- Director Peete

III. CONSENT AGENDA

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

- | | | |
|-------------|----|--|
| Pages 3-9 | A. | Approve April 15, 2024 Law Board Meeting Minutes |
| Pages 10-22 | B. | Approve 2024 Expenditures/Credits |
| Pages 23-24 | C. | 2024 Adjusted Financial Journal Entries- <i>(Review)</i> |
| Pages 25-28 | D. | RCPD Related County Expenditures- <i>(Review)</i> |
| Page 29 | E. | Riley County Jail Average Daily Inmate Population- <i>(Review)</i> |
| Page 30 | F. | Seizure Expenditures – <i>(Review)</i> |
| Page 31 | G. | Reports: Synopsis- <i>(Review)</i> |
| | 1. | Monthly |
| Pages 32-47 | a) | Monthly Crime Report- Captain Freidline |
| | 2. | Quarterly |
| Pages 48-52 | a) | 1 st Quarter Uniform Crime Report (82.1.4)- Captain Hajek |
| Pages 53-61 | b) | 1 st Quarter Traffic Accident & Enforcement Analysis (61.1.1 A & C)- Captain Steere |
| Page 62 | c) | 1 st Quarter Seizure & Forfeiture Report (84.1.8)- Captain Freidline |

IV. GENERAL AGENDA

- | | | |
|-------------|----|---|
| | H. | Additions or Deletions |
| | I. | Public Comment |
| | J. | Fraternal Order of Police Lodge #17 Comments |
| | K. | Board Member Comments |
| Page 63 | L. | CALEA Accreditation Award- Director Peete- <i>(Discussion)</i> |
| Pages 64-66 | M. | 2025 Special Alcohol Fund Grant Agreement for Mental Health Case Manager – Director Peete
<i>(Vote Required)</i> |
| | N. | COPS Office 2024 Technology and Equipment Program (TEP) Funding- Captain Freidline
<i>(Discussion)</i> |
| Pages 67-95 | O. | 2025 Budget Development & Publication- Director Peete, Captain Jager & Staff- <i>(Vote Required)</i> |
| | P. | Executive Session- <i>(Vote Required)</i> |
| | 1. | Non-Elected Personnel Matters |
| | 2. | Attorney Client Privilege |
| | Q. | Affirmation or Revocation of Discipline- <i>(Vote Required)</i> |
| | R. | Adjournment |

Riley County Law Enforcement Agency (Law Board) Meetings are open to the public. Agenda items may be viewed on the Riley County Police Department website at <http://rileycountypolice.org/law-board>. In order to comply with provisions of the Americans with Disabilities Act (ADA), the Riley County Law Enforcement Agency will make reasonable efforts to

Attachment: 05-20-2024 Law Board Packet (14019 : Law Board Meeting Agenda)

accommodate the needs of persons with disabilities. Please contact Executive Offices Manager Nichole Glessner at (785) 537-2112, ext. 2468, for assistance.

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



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 20, 2024
12:00 p.m.**

City Commission Chambers
1101 Poyntz Avenue
Manhattan, Kansas

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

RILEY COUNTY POLICE DEPARTMENT MONTHLY BUDGET STATUS REPORT

April 30, 2024	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	17,089,553.45	1,347,269.24	5,364,903.98	31.39%	5,013,782.21	11,724,649.47	68.61%
02 Salaries-Part Time	125,000.00	10,846.81	43,991.30	35.19%	29,442.48	81,008.70	64.81%
03 Salaries-Overtime	471,762.00	38,663.25	225,807.66	47.86%	224,640.60	245,954.34	52.14%
TOTAL SALARIES	17,686,315.45	1,396,779.30	5,634,702.94	31.86%	5,267,865.29	12,051,612.51	68.14%
36 Kansas Police & Fire	2,380,794.61	184,304.92	746,130.26	31.34%	759,316.91	1,634,664.35	68.66%
37 KPERS	798,707.30	60,310.26	240,051.85	30.06%	225,830.48	558,655.45	69.94%
38 Social Security	709,538.16	54,730.89	219,147.55	30.89%	204,793.74	490,390.61	69.11%
39 Health Insurance	1,537,150.00	120,000.00	480,000.00	31.23%	480,000.00	1,057,150.00	68.77%
40 Workers Compensation Insurance	380,000.00	13,674.84	51,482.46	13.55%	110,849.38	328,517.54	86.45%
41 Unemployment Compensation	17,686.65	1,332.55	5,375.43	30.39%	5,030.80	12,311.22	69.61%
TOTAL EMPLOYEE BENEFITS	5,823,876.72	434,353.46	1,742,187.55	29.91%	1,785,821.31	4,081,689.17	70.09%
TOTAL PERSONNEL COSTS	23,510,192.17	1,831,132.76	7,376,890.49	31.38%	7,053,686.60	16,133,301.68	68.62%
04 Utilities	205,000.00	17,852.54	33,713.87	16.45%	62,224.74	171,286.13	83.55%
05 Insurance	320,000.00	0.00	511,431.00	159.82%	473,705.00	-191,431.00	-59.82%
06 Legal & Accounting	85,000.00	5,679.65	24,087.10	28.34%	20,000.17	60,912.90	71.66%
07 Training & Travel	108,000.00	16,934.37	47,886.70	44.34%	36,217.05	60,113.30	55.66%
08 Postage	7,400.00	1,126.43	2,516.92	34.01%	2,399.19	4,883.08	65.99%
09 Printing	7,500.00	364.91	402.41	5.37%	99.82	7,097.59	94.63%
10 Rentals-Maint Agreements	60,000.00	3,216.79	14,083.11	23.47%	14,323.61	45,916.89	76.53%
11 Building & Grounds	30,000.00	4,662.41	8,791.90	29.31%	4,804.08	21,208.10	70.69%
12 Equipment Repair & Maintenance	85,000.00	3,454.51	10,383.82	12.22%	7,579.80	74,616.18	87.78%
13 Vehicle Maintenance	90,000.00	14,087.55	30,113.84	33.46%	25,999.41	59,886.16	66.54%
14 Telephone Service	62,000.00	5,128.28	13,879.76	22.39%	13,640.45	48,120.24	77.61%
16 Medical Fees	15,000.00	6.00	2,165.89	14.44%	6,623.00	12,834.11	85.56%
19 Contractual Services-Computers	690,000.00	33,581.34	266,947.20	38.69%	80,962.82	423,052.80	61.31%
20 Other Contractual Services	314,000.00	69,279.85	157,242.18	50.08%	365,054.66	156,757.82	49.92%
TOTAL CONTRACTUAL SERVICES	2,078,900.00	175,374.63	1,123,645.70	54.05%	1,113,633.80	955,254.30	45.95%
17 Prisoner Food & Care	195,000.00	36,921.33	119,082.46	61.07%	90,937.27	75,917.54	38.93%
21 Community Services	17,500.00	0.00	795.00	4.54%	745.00	16,705.00	95.46%
22 Books, Subscriptions, Memberships	10,000.00	213.85	1,268.80	12.69%	3,418.97	8,731.20	87.31%
23 Uniforms & Accessories	40,000.00	3,384.71	13,495.73	33.74%	18,025.87	26,504.27	66.26%
25 Maintenance Supplies	29,500.00	558.64	4,379.13	14.84%	2,772.46	25,120.87	85.16%
26 Fuel & Lubrication	163,000.00	21,789.79	58,174.36	35.69%	45,964.57	104,825.64	64.31%
27 Vehicle Tires	17,000.00	0.00	716.25	4.21%	1,002.14	16,283.75	95.79%
28 Office Supplies	24,000.00	6,713.37	8,540.14	35.58%	8,906.64	15,459.86	64.42%
29 Replenishment Supplies	45,000.00	6,313.72	12,836.55	28.53%	10,026.48	32,163.45	71.47%
TOTAL COMMODITIES	541,000.00	75,895.41	219,288.42	40.53%	181,799.40	321,711.58	59.47%
30 Communications Equipment	10,000.00	0.00	0.00	0.00%	49.98	10,000.00	100.00%
31 Guns & Crime Equipment	60,000.00	169.04	2,046.85	3.41%	16,574.98	57,953.15	96.59%
32 Furniture	15,000.00	0.00	2,621.98	17.48%	2,850.61	12,378.02	82.52%
33 Office Equipment	452,000.00	722.01	54,669.78	12.10%	54,794.58	397,330.22	87.90%
34 Vehicles and Equipment	270,000.00	0.00	18.99	0.01%	42,083.00	269,981.01	99.99%
TOTAL CAPITAL OUTLAY	807,000.00	891.05	59,357.60	7.36%	116,353.15	747,642.40	92.64%
TOTAL NON-PERSONNEL COSTS	3,426,900.00	252,161.09	1,402,291.72	40.92%	1,411,786.35	2,024,608.28	59.08%
TOTAL EXPENDITURES	26,937,092.17	2,083,293.85	8,779,182.21	32.59%	8,465,472.95	18,157,909.96	67.41%

Attachment: 05-20-2024 Law Board Packet (14019 : Law Board Meeting Agenda)

RILEY COUNTY POLICE DEPARTMENT REPORT OF AVAILABLE BUDGET

April 30, 2024		Budget	Budget	Total	Spent-YTD	Encumbered	Total Used	% Used	Remaining
		Authorization	Credits	Spendable	4 Months		To Date	To Date	Available
01	Salaries-Full Time	17,089,553.45	61,216.09	17,150,769.54	5,364,903.98	0.00	5,364,903.98	31.28%	11,785,865.56
02	Salaries-Part Time	125,000.00	0.00	125,000.00	43,991.30	0.00	43,991.30	35.19%	81,008.70
03	Salaries-Overtime	471,762.00	5,719.30	477,481.30	225,807.66	0.00	225,807.66	47.29%	251,673.64
TOTAL SALARIES		17,686,315.45	66,935.39	17,753,250.84	5,634,702.94	0.00	5,634,702.94	31.74%	12,118,547.90
36	Kansas Police & Fire	2,380,794.61	0.00	2,380,794.61	746,130.26	0.00	746,130.26	31.34%	1,634,664.35
37	KPERS	798,707.30	0.00	798,707.30	240,051.85	0.00	240,051.85	30.06%	558,655.45
38	Social Security	709,538.16	0.00	709,538.16	219,147.55	0.00	219,147.55	30.89%	490,390.61
39	Health Insurance	1,537,150.00	0.00	1,537,150.00	480,000.00	0.00	480,000.00	31.23%	1,057,150.00
40	Workers Compensation Insurance	380,000.00	0.00	380,000.00	51,482.46	0.00	51,482.46	13.55%	328,517.54
41	Unemployment Compensation	17,686.65	0.00	17,686.65	5,375.43	0.00	5,375.43	30.39%	12,311.22
TOTAL EMPLOYEE BENEFITS		5,823,876.72	0.00	5,823,876.72	1,742,187.55	0.00	1,742,187.55	29.91%	4,081,689.17
TOTAL PERSONNEL COSTS		23,510,192.17	66,935.39	23,577,127.56	7,376,890.49	0.00	7,376,890.49	31.29%	16,200,237.07
04	Utilities	205,000.00	0.00	205,000.00	33,713.87	0.00	33,713.87	16.45%	171,286.13
05	Insurance	320,000.00	0.00	320,000.00	511,431.00	0.00	511,431.00	159.82%	-191,431.00
06	Legal & Accounting	85,000.00	50.00	85,050.00	24,087.10	0.00	24,087.10	28.32%	60,962.90
07	Training & Travel	108,000.00	1,482.50	109,482.50	47,886.70	0.00	47,886.70	43.74%	61,595.80
08	Postage	7,400.00	146.62	7,546.62	2,516.92	0.00	2,516.92	33.35%	5,029.70
09	Printing	7,500.00	0.00	7,500.00	402.41	0.00	402.41	5.37%	7,097.59
10	Rentals-Maint Agreements	60,000.00	0.00	60,000.00	14,083.11	0.00	14,083.11	23.47%	45,916.89
11	Building & Grounds	30,000.00	20.35	30,020.35	8,791.90	0.00	8,791.90	29.29%	21,228.45
12	Equipment Repair & Maintenance	85,000.00	0.00	85,000.00	10,383.82	0.00	10,383.82	12.22%	74,616.18
13	Vehicle Maintenance	90,000.00	6,370.57	96,370.57	30,113.84	0.00	30,113.84	31.25%	66,256.73
14	Telephone Service	62,000.00	698.65	62,698.65	13,879.76	0.00	13,879.76	22.14%	48,818.89
16	Medical Fees	15,000.00	0.00	15,000.00	2,165.89	0.00	2,165.89	14.44%	12,834.11
19	Contractual Services-Computers	690,000.00	3,610.10	693,610.10	266,947.20	0.00	266,947.20	38.49%	426,662.90
20	Other Contractual Services	314,000.00	9,129.67	323,129.67	157,242.18	0.00	157,242.18	48.66%	165,887.49
TOTAL CONTRACTUAL SERVICES		2,078,900.00	21,508.46	2,100,408.46	1,123,645.70	0.00	1,123,645.70	53.50%	976,762.76
17	Prisoner Food & Care	195,000.00	48,633.09	243,633.09	119,082.46	0.00	119,082.46	48.88%	124,550.63
21	Community Services	17,500.00	0.00	17,500.00	795.00	0.00	795.00	4.54%	16,705.00
22	Books, Subscriptions, Memberships	10,000.00	0.00	10,000.00	1,268.80	0.00	1,268.80	12.69%	8,731.20
23	Uniforms & Accessories	40,000.00	7,090.51	47,090.51	13,495.73	0.00	13,495.73	28.66%	33,594.78
25	Maintenance Supplies	29,500.00	0.00	29,500.00	4,379.13	0.00	4,379.13	14.84%	25,120.87
26	Fuel & Lubrication	163,000.00	0.00	163,000.00	58,174.36	0.00	58,174.36	35.69%	104,825.64
27	Vehicle Tires	17,000.00	0.00	17,000.00	716.25	0.00	716.25	4.21%	16,283.75
28	Office Supplies	24,000.00	55.07	24,055.07	8,540.14	0.00	8,540.14	35.50%	15,514.93
29	Replenishment Supplies	45,000.00	21,455.20	66,455.20	12,836.55	0.00	12,836.55	19.32%	53,618.65
TOTAL COMMODITIES		541,000.00	77,233.87	618,233.87	219,288.42	0.00	219,288.42	35.47%	398,945.45
30	Communications Equipment	10,000.00	2,961.00	12,961.00	0.00	0.00	0.00	0.00%	12,961.00
31	Guns & Crime Equipment	60,000.00	0.00	60,000.00	2,046.85	0.00	2,046.85	3.41%	57,953.15
32	Furniture	15,000.00	0.00	15,000.00	2,621.98	0.00	2,621.98	17.48%	12,378.02
33	Office Equipment	452,000.00	42,747.00	494,747.00	54,669.78	0.00	54,669.78	11.05%	440,077.22
34	Vehicles and Equipment	270,000.00	0.00	270,000.00	18.99	0.00	18.99	0.01%	269,981.01
TOTAL CAPITAL OUTLAY		807,000.00	45,708.00	852,708.00	59,357.60	0.00	59,357.60	6.96%	793,350.40
TOTAL NON-PERSONNEL COSTS		3,426,900.00	144,450.33	3,571,350.33	1,402,291.72	0.00	1,402,291.72	39.27%	2,169,058.61
TOTALS		26,937,092.17	211,385.72	27,148,477.89	8,779,182.21	0.00	8,779,182.21	32.34%	18,369,295.68

Attachment: 05-20-2024 Law Board Packet (14019 : Law Board Meeting Agenda)

**RILEY COUNTY LAW ENFORCEMENT AGENCY
LAW BOARD MEETING
City Commission Meeting Room
1101 Poyntz Avenue
Manhattan, KS
April 16, 2024 12:00 p.m.
Minutes**

Members Present: Chairperson John Matta Vice Chairperson John Ford
Secretary Barry Wilkerson Member Patricia Hudgins
Member Kaleb James Member Betty Mattingly-Ebert

Absent: Member Wynn Butler

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

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

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

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

III. Consent Agenda:

- A. Approve March 18, 2024 Law Board Meeting Minutes
- B. Approve 2024 Expenditures/Credits
- C. 2024 Adjusted Financial Journal Entries
- D. RCPD Related County Expenditures (*Review*)
- E. Riley County Jail Average Daily Inmate Population- (*Review*)
- F. Approval of Department Policy 46.1.13 Continuity of Operations Plan
- G. License Plate Reader (LPR) Agreement
- H. Monthly Crime Report

Vice Chairperson Ford requested to move Item G, the License Plate Reader (LPR) Agreement to the end of the Agenda and moved to approve the Consent Agenda with the requested change. Member Hudgins seconded the motion. Chairperson Matta polled the Board and the motion passed with Ford, Hudgins, James, Matta, Mattingly-Ebert and Wilkerson voting in favor, and no one voting against. The motion passed 6-0.

IV. General Agenda:

- I. **Additions or Deletions:** None.

J. Public Comment: Gary Olds, 3308 Frontier Circle, Manhattan, KS shared that he recognizes that budget season has started and he while he doesn't want to come across as someone who recommends defunding the police, he does have some concerns regarding the increases in the budget over the past few years. He inquired if anyone has ever looked at what the cost is per person for Law Enforcement in Riley County compared to other agencies. He stated that by looking over the budgets it seems to be about \$500 per person, he encourages the Law Board to consider what that cost is. Gary stated that he noticed over 80% is salaries and personnel, which he believes assures that taxes are going to go up. The budget presentation will include an increase of around 6.5%; he wants to ensure that citizens understand what the cost of Law Enforcement is. Gary added that it is priceless when you need it, just like the fire department, but what is the cost for government and the impact it will have on the cost of living in Riley County. He added that he is interested in learning more about the license plate reader and the impact it may have in the future.

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

L. Board Member Comments: Member Mattingly-Ebert wanted to thank the officer that assisted her and her husband last week when they were walking through their neighborhood with their dogs when a loose pit-bull came after them. The dog was jumping up on her and her husband. Thankfully a citizen stopped to help them and then an officer happened to drive by and stopped to help as well. She does not know the officer's name, but commented on how helpful he was, and she is grateful they have officers like that.

M. Award Presentation

- 1. Commendation Award:** Director Peete and Assistant Director Moldrup presented the Riley County Police Department Commendation Award to Officers Jeffrey Nelson and Wesley Ulmer in recognition of their exceptional teamwork and valor during a dangerous encounter. In the morning hours of November 13, 2023, Officers Wesley Ulmer and Jeffrey Nelson responded to a distress call at Walmart in Manhattan, Kansas, concerning a male individual who officers believed was potentially armed and had been involved in multiple felony flee and elude incidents with the RCPD earlier that day.

Upon arrival, the officers swiftly evaluated and managed the rapidly evolving situation. Confronted with an individual who was exhibiting concerning behavioral cues and pre-force indicators, the officers demonstrated commendable restraint and tact in their interaction with him.

Upon observing a concealed firearm in the individual's pocket, both officers moved to restrain his arms to prevent access to the weapon. Despite resistance, the officers pursued the individual deeper into the store, where he attempted to retrieve the firearm. Fearing for their safety and that of bystanders, Officers Ulmer and Nelson drew their firearms and issued repeated commands in an effort to de-escalate the situation.

Ultimately, the individual complied, allowing for his apprehension without further incident. Through their swift actions and effective teamwork, both officers successfully secured the individual and recovered the firearm, ensuring the safety of all involved. Moreover, the subsequent statements made by the individual underscore the danger posed to law

enforcement personnel, further highlighting the significance of Officers Ulmer and Nelson's actions. For their commitment to duty and exceptional performance under duress, they were presented the Riley County Police Department Commendation Award.

2. **Life Saving Award:** Director Peete and Assistant Director Moldrup presented the Riley County Police Department Life Saving Award to Corrections Officers Keegan Anschutz, Ashley Britt, and Nicholas Schmidt (Nicholas was unable to attend) in recognition of their efforts and dedication to duty while providing critical lifesaving assistance. On March 13, 2024 at approximately 4:37 a.m., corrections officers were alerted by Master Control of an urgent situation in A Pod. Upon arrival, they discovered an inmate unresponsive, and cold to the touch with a blue complexion.

Corrections Officers Keegan Anschutz, Ashley Britt, and Nicholas Schmidt assessed the situation, attempting to locate a pulse without success. Corrections Sergeant Jayme Klym summoned Emergency Medical Services (EMS), while Officers Schmidt and Anschutz began chest compressions and Officer Britt ensured proper airway clearance. Despite the challenging circumstances, their persistent efforts led to the inmate eventually regaining a pulse. They continued their life-saving actions until EMS arrived, aiding the inmate's recovery and transfer to Via Christi Hospital for further treatment.

The actions of these Corrections Officers epitomize the highest standards of professionalism and humanity. For their decisive response and remarkable teamwork which played a pivotal role in preserving life, they were presented the Riley County Police Department Life Saving Award.

3. **Community Advisory Board Member Recognition, Dr. Lorenza Lockett:** Not addressed.

N. 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 5th through May 11th, 2024 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. Eight Corrections Officers accepted the proclamation on behalf of their colleagues.

O. 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 12th through May 18th, 2024, 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 Wednesday, May 15th, 2024, as Peace Officers Memorial Day in honor of those police officers who, through their courageous deeds, have lost their lives or have become disabled in the performance of duty. Police Officers Jeffrey Nelson and Wesley Ulmer accepted the proclamation on behalf their colleagues.

P. Audit Engagement Letter, James Gordon & Associates CPA, P.A.: Captain Jager referred to the engagement letter from James Gordon & Associates, CPA, P.A., to audit the financial statements of the Department for the year ended December 31, 2023. He explained that if approved, they will begin the audit around August 2024 and provide a report of their findings shortly thereafter. The fee for their services will be \$8,300. The agreement with James Gordon & Associates, CPA, P.A., is for a period of three years. The Department does solicit bids for the service. The 2023 audit would be the third year of the current three-year agreement.

Vice Chairperson Ford moved to approve the Audit Engagement Letter with James Gordon and Associates, CPA, P.A. Secretary Wilkerson seconded the motion. Chairperson Matta polled the Board and the motion passed with Ford, Hudgins, James, Matta, Mattingly-Ebert and Wilkerson voting in favor, and no one voting against. The motion passed 6-0.

Q. Office of Community Oriented Policing Services FY24 Promoting Access to Crisis Teams- Community Policing Development Program Grant Application: The Riley County Police Department requested Law Board support to apply for the Community Oriented Policing Services (COPS) Grant via the promoting Access to Crisis Teams (CACT) solicitation. Captain Freidline explained that this is a competitive grant with the COPS office and if selected allows for funding up to two (2) years for personnel and program implementation.

Captain Freidline provided a bit of background to the Board and explained that the RCPD determined a need to assist inmates with an opportunity to improve life skills and promote positive mental health behaviors. The Jail has an environment where program consistency can be enhanced for inmates to learn skills and coping mechanisms for re-entry into the community. The program director can teach and connect inmates to resources available upon release and how to improve their skill sets while in both a pre-trial or post-trial status to reduce recidivism. The grant solicitation includes funding for mental and behavior health services employed within a law enforcement setting. A competitive grant was offered through the COPS Office and RCPD intends to apply for funding and believes the grant can start funding for the position and training materials. The Director will be notified, if selected, around September 2024.

Secretary Wilkerson moved to approve the department's application for the Office of Community Oriented Policing Services FY24 Promoting Access to Crisis Teams- Community Policing Development Program Grant for the purposes previously stated. Vice Chairperson Ford seconded the motion. Chairperson Matta polled the Board and the motion passed with Ford, Hudgins, James, Matta, Mattingly-Ebert and Wilkerson voting in favor, and no one voting against. The motion passed 6-0.

R. Bureau of Justice Assistance FY24 Rural and Small Department Violent Crime Reduction Program Grant Application: The Riley County Police Department (RCPD) requested Law Board support to apply for the Bureau of Justice Assistance (BJA) FY24 Rural and Small Department Violent Reduction Program grant solicitation. Director Peete explained that this is a competitive grant with the BJA and if selected will award up to 15 agencies up to \$300,000 with a period of performance start date on October 1, 2024 for a duration of 36 months. There is no match requirement.

If awarded, RCPD would use some of the funding for License Plate Readers (LPRs) in main thoroughfare areas, cameras in the entertainment districts throughout Manhattan, and potentially a portable traffic-related

camera which could be used in Ogden and other areas of safety and concern, and training equipment that would strengthen de-escalation techniques. Funds would also be applied to case management and recidivism programs in the jail, mentorship programs with community groups such as YouthBuild and the House Café, Be Able. Lastly, there may be an opportunity to procure Crisis Intervention Team (CIT) case management software for RCPD and external stakeholder partners in Riley County such as USD 383 and Ascension Via Christi. They are also looking at partnering with WTC to help provide free Wi Fi access in areas that need it the most to assist with telehealth appointments. The department would be notified presumably around September of the grant award.

Member James indicated that he is in favor of this, but he wants to ensure that any software contracts generated through the grant do not exceed the length of the grant without prior approval from the Board.

Director Peete confirmed that they would get approval before investing in technology that has an ongoing perpetuity cost to the department.

Vice Chairperson Ford wanted to clarify if the \$300,000 is for the full three years or if it \$300,000 per year, for three years.

Director Peete shared that it is for a total of \$300,000.

Secretary Wilkerson moved to approve the department's application for the BJA FY24 Rural and Small Department Violent Reduction Program Grant for the purposes previously stated. Member Mattingly-Ebert seconded the motion. Chairperson Matta polled the Board and the motion passed with Ford, Hudgins, James, Matta, Mattingly-Ebert and Wilkerson voting in favor, and no one voting against. The motion passed 6-0.

S. 2025 Budget Development & Publication: Director Peete commented that he appreciates the support from the Law Board in allowing them to remain competitive with other agencies. The increases they are requesting keep pace with the cost-of-living allowances and the salary survey. He recognizes that it will be a hard decision for the Board, but he appreciates the opportunity to work together on this.

Captain Jager shared that the foundation of their budget is based on their four long term goals and shared that they build the budget around their goals. The annual planning cycle begins at the end of the year and consists of creating goals and determining what funding is needed to meet the goals. The two main factors/ concerns are inflation, which has increased around 18% the last three years, and salaries. He commented that the employees are their number one resource and they must invest in them while being good stewards of their funding. Initially the Salary Survey by the Arnold Group was to be implemented in two years, but they ended up having to spread that out over five years, with three years remaining. Captain Jager shared that currently they are almost fully staffed, which is related to the ability to attract and retain quality employees and the hard work of the recruiters and their HR department, as well as the support of the community and Law Board. In preparing the 2025 Budget, they looked internally to see how they can improve efficiency and reallocate funds to pay down debt on their non-personnel accounts. By doing this, they were able to reallocate over \$930,000 to put towards other expenses and reduce their ask for the 2025 Budget and address nearly half of their identified needs.

Jennifer Reifschneider reviewed the Five-Year Strategic Goal and then moved on to the Base Adjustments. She stated that they look at the 2024 Budget as they are always comparing everything to a percentage increase

over the previous year's budget. Through turnover they saved just under \$300,000, which is 1.10% decrease from the 2024 Budget. Regarding benefits, both KPERS and KP&F will be increasing, going up to \$177,000, which is a .66% increase from last year. The final base adjustment is employee merits; this will cost approximately \$478,000, which is a 1.77% increase over 2024. For the base adjustment combined, they are looking at an increase of \$358,000, or 1.33% over last year's budget. The Cost-of-Living Adjustment comes from the Annual Average from the US Dept. of Labor and they use this every year. The CPI for 2023 was an increase of 3.8%, which is what they are requesting. She shared that the two years they did not implement the full COLA was related to Covid in 2020 and last year when it was 8% and they received 6.5%. The 3.8% will cost \$815,000. Captain Jager reminded the Board that for employees that are topped out on their pay scale, the only increase they receive is COLA. Jennifer shared that they have 1.4 million remaining in the salary survey adjustments for the 2025 budget year, and they are requesting to implement one-third of that for \$439,000 at a 1.63% increase over last year. Their health insurance costs are projected to increase significantly next year with an estimated shortfall of \$400,000. An increase in the 2025 Budget will help offset the rise to the premiums for the employees. For the 2025 Budget they are requesting \$112,850 for health insurance, which is a .42% increase.

Captain Jager shared that they intend to use their insurance consultants to conduct a RFP and go to market to see if there are any better options out there, but added that the reality is that inflation continues to be placed on the consumer.

Jennifer reviewed information on their Liability Insurance, which includes reallocating \$26,000 and requesting a \$74,000 increase, for an overall increase of .27%. For Prisoner Food & Care they need \$195,000. They are requesting \$150,000 for 2025, but only \$68,000 as a budget increase and the remaining \$81,000 will come from reallocation, for a total of .25% increase for this item. For Fuel Costs they anticipate needing an additional \$40,000 to cover the costs due to inflation. This is a .15% increase over last year's budget. The current Crime Analyst contract costs them \$105,000. If they bring the crime analyst on site, the actual cost will decrease by \$20,000, but they will still need to move funding from contracted funds to salaries. They also need to increase the budgeted funds by \$19,175, which is .07%. The final item is three additional officers through a Cops grant that provides a 50/50 match (RCPD would only pay half of the cost). The cost for three officers through the grant would be \$121,000, which is a .45% increase over last year's budget. The proposed budget for 2025 has a total increase of 6.64%, once carryover is accounted for.

Director Peete thanked Captain Jager and Jennifer Reifschneider for their hard work on this budget. He understands the importance of being stewards of the tax money. He indicated that they will be transparent with their budget and he wants the public to know that they are not looking at physical purchases, but focusing on keeping everyone safe. He requested that the Law Board allow this budget to move forward, with the option of reducing it later.

Chairperson Matta commended them on their hard work and efforts to keep the numbers down. He added that they are in challenging positions and as a City Commissioner they reduced their budget last year to allow for increases in the police budget while keeping the tax rate at a reasonable level. This year the city staff is also lobbying for a sales tax increase to be able to make ends meet. He would like to see some other budget options, possibly two more, so they have three options to consider.

Vice Chairperson Ford shared as a County Commissioner they are just starting their budget process and he continues to struggle with unknown inflation and concerns over insurance costs. He also commends the work

they have done on the budget. He stated that he would like to see something closer to 5%. He stated that the salary survey needs to be implemented and he appreciates that they have broken it down over a few years. He did voice concern that by the time they get to year five, will this still be competitive, but that is something they can address in the future.

Member James commented that he was initially going to recommend getting the Budget to a 4% increase, but with technology challenges he thinks 5% is appropriate and would like to see what the options are for a 5% increase. He also believes that the salary survey must be implemented.

Member Mattingly-Ebert shared that she really appreciates their work on the budget and diligence to reallocate funds. She thinks that they will end up somewhere around 6%, but if they are requesting a budget at 5%, would like to see how that would look.

Discussion was held regarding possible budget options (5%, 5.75%, 6%) and it was determined they would like to see budget options with increases of 5% and 6%.

Captain Jager stated they will work on those budget options and indicated that it would likely include reducing staff.

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

Item G: License Plate Reader (LPR) Agreement: Mike Gillespie shared that the police department has that liability insurance coverage that is needed and that this has been confirmed by the carrier, there is some question regarding the Law Board's coverage. As the police department is ready to move forward with the agreement, he offered as a potential resolution would be for the Law Board to give conditional approval to the agreement as drafted and to conditionally authorize the chair to sign the agreement. Then once the liability carrier confirms that the Board has coverage or the City determines that the taking the police departments warranty by itself is sufficient, then the issue can move forward sooner without waiting until the meeting in May for approval.

Vice Chairperson Ford offered that pending any issue with liability coverage for the Law Board, he moves to authorize the chair to conditionally sign the license plate reader agreement. Member James seconded the motion. Matta polled the Board and the motion passed with Ford, Hudgins, James, Matta, Mattingly-Ebert and Wilkerson voting in favor, and no one voting against. The motion passed 6-0.

U. Adjournment: Vice Chairperson Ford moved to adjourn the meeting. Secretary Wilkerson seconded the motion. Chairperson Matta polled the Board and the motion passed with Ford, Hudgins, James, Matta, Mattingly-Ebert and Wilkerson voting in favor, and no one voting against. The motion passed 6-0. The April 16, 2024 Law Board Meeting adjourned at 1:12 p.m.

**Riley County Police Department
Credits Report
Net Changes from 4/1/2024 to 4/30/2024**

Account Number	Description	April	YTD
600100-00	Manhattan	1,778,697.00	7,114,788.00
600200-00	Riley County	1,334,023.00	2,668,046.00
610110-00	Copy Fees-Discovery, etc.	190.00	1,065.00
610112-00	Copy Fees-Records	597.86	2,302.77
610113-00	Fingerprint Fees-Records	1,757.19	4,827.59
Budget:		3,115,265.05	9,791,029.36
620900-01	Misc Reimbursements-salaries	26,829.41	28,441.59
620900-06	Misc Reimbursements-legal fees	50.00	50.00
620900-07	Misc Reimbursements-training	658.54	1,482.50
620900-08	Misc Reimbursements-postage	24.95	146.62
620900-11	Misc Reimbursements-building & grounds	0.00	20.35
620900-13-130	Misc Reimbursements-vehicles	0.00	6,368.07
620900-14	Misc Reimbursements-phone	165.86	698.65
620900-17-170	Misc Reimbursements-jail	19,712.91	48,633.09
620900-19	Misc Reimbursements-Computer svc	3,409.41	3,610.10
620900-20	Misc Reimbursements-Cont Svc	0.00	1,678.84
620900-20-400	Misc Reimbursements-Car Lease HIDTA	0.00	7,450.83
620900-23	Misc Reimbursements-Uniforms	1,061.93	2,379.72
620900-28	Misc Reimbursements-Office Sup	0.00	55.07
620900-29	Misc Reimbursements-Supplies	0.00	21,455.20
620900-30	Misc Reimbursements-comm eq	0.00	2,961.00
620900-33	Misc Reimbursements-equip	0.00	42,747.00
631500-23	Bulletproof Vest Program	0.00	5,241.76
632500-03	JTTF Grant-OT	0.00	2,881.71
632600-03	HIDTA Grant-OT	1,779.70	1,779.70
632700-03	STEP Grant-OT	0.00	1,057.89
632800-01-415	VOCA 2024 Grant Reimb	6,810.00	32,777.00
Budget Credits:		60,502.71	211,916.69
640900-00	Misc Non-Budget Credit Reimb	714.40	714.40
640902-00	Prior year Restitution	221.76	373.46
Non-Budget Credits:		936.16	1,087.86
Totals:		3,176,703.92	10,004,033.91

Attachment: 05-20-2024 Law Board Packet (14019 : Law Board Meeting Agenda)

RILEY COUNTY POLICE DEPARTMENT			2024 EXPENDITURES	MAY 2024	
<u>V #</u>	<u>VENDOR NAME</u>	<u>ACCT</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>	
6001	Able Printing Company LLC	09	Printing	277.50	277.50
6002	ADP LLC	19	Payroll Services	5,334.75	5,334.75
6003	Arthur-Green Attorneys at Law	06	Monthly Retainer	2,750.00	2,750.00
6004	Bob Barker Co Inc	17	Inmate Clothes	270.64	
		17	Inmate Supplies	226.72	
		17	Inmate tops	40.24	
		17	Inmate Supplies	142.85	
		17	Inmate Supplies	28.60	
		29	Replenishment Supplies	96.90	805.95
6005	CovertTrack Group, Inc	31	Annual Service	1,200.00	1,200.00
6006	DeepRoots	11	Landscape Maintenance	-31.86	
		11	Landscape Maintenance	90.43	
		11	Landscaping	1,208.98	1,267.55
6007	Dickinson County Jail	17	Inmate Housing	1,350.00	1,350.00
6008	Krispy Clean Cleaners #1	20	Uniform Cleaning	191.94	191.94
6009	Ecolab, Inc	20	Dishwasher Rental	200.00	200.00
6010	Economy Electric, Inc.	12	Building Repairs	972.46	972.46
6011	EMC Risk Services LLC	40	Stop Loss Fund	7,160.75	7,160.75
6012	Empower Flex	06	Admin Services	1,232.05	
		06	Admin Services	1,245.85	2,477.90

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RILEY COUNTY POLICE DEPARTMENT			2024 EXPENDITURES	MAY 2024	
<u>V #</u>	<u>VENDOR NAME</u>	<u>ACCT</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>	
6013	Evco Wholesale Food Corp	17	Inmate Food	-30.34	
		17	Inmate Food	1,708.98	
		17	Kitchen Supplies	97.28	
		17	Inmate Food	1,653.19	
		17	Kitchen Supplies	73.05	
		17	Inmate Food	1,537.92	
		29	Replenishment Supplies	60.68	
		17	Kitchen Supplies	35.83	
		17	Inmate Food	2,634.62	
		17	Inmate Supplies	162.95	
		29	Replenishment Supplies	37.87	7,972.03
6014	Law Office of Michael Gillespie	06	Law Board Legal Services	1,500.00	1,500.00
6015	Grainger	25	Maintenance Supplies	158.15	
		25	Maintenance Supplies	78.72	236.87
6016	Hiland Dairy	17	Inmate Food	172.00	
		17	Inmate Food	108.00	
		17	Inmate Food	129.00	
		17	Inmate Food	194.00	
		17	Inmate Food	86.00	
		17	Inmate Food	170.56	
		17	Inmate Food	172.00	
		17	Inmate Food	213.56	1,245.12
6017	Hinkle Law Firm	06	Legal Services	1,923.00	1,923.00
6018	Dustin Johnson	06	Legal Consultation	1,237.50	1,237.50
6019	Ka-Comm, Inc	12	Contract	100.00	
		12	Contract	-92.00	
		12	Equipment Repair	30.00	
		12	Contract	100.00	138.00
6020	Kansas Gas Service	04	LEC Garage - Gas	44.18	
		04	LEC - gas	3,094.41	
		04	Moro - Gas	62.99	3,201.58

Attachment: 05-20-2024 Law Board Packet (14019 : Law Board Meeting Agenda)

RILEY COUNTY POLICE DEPARTMENT			2024 EXPENDITURES	MAY 2024	
<u>V #</u>	<u>VENDOR NAME</u>	<u>ACCT</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>	
6021	Konza Lab Inc	16	Pre-Employment Testing	90.00	
		16	Pre-Employment Testing	380.00	470.00
6022	Language Line Services	20	Interpretation Services	400.53	400.53
6023	Little Apple Toyota	13	Vehicle Repairs	490.05	490.05
6024	Manhattan Wrecker Service	20	Towing	50.00	
		20	Towing	55.00	105.00
6025	Marta's & Son, Inc	20	Custodian Services	2,466.00	2,466.00
6026	Midwest Rehabilitation Srvcs	16	Pre-Employment Testing	625.00	
		16	Pre-Employment Testing	625.00	1,250.00
6027	Baker McMillan AIA Architects	11	Architectural Services	5,420.00	5,420.00
6028	Mike's Wrecker Service, Inc.	20	Towing	90.00	90.00
6029	MKC Headquarters	26	Fuel	17,948.80	17,948.80
6030	Net@Work, Inc	19	Sage	499.00	499.00
6031	Pawnee Mental Health	20	Co-Responder Contract	9,956.09	9,956.09
6032	Petty Cash	07	End Violence Against Women Conf	26.44	
		17	Inmate Medical Supplies	36.10	
		29	Replenishment Supplies	34.00	
		07	Fuel	30.56	
		26	Fuel	81.97	
		17	Inmate Supplies	60.00	269.07
6033	Pitney Bowes Reserve Acct	08	Postage	1,000.00	1,000.00
6034	Pottawatomie County Sheriff	17	Inmate Housing	1,350.00	1,350.00

RILEY COUNTY POLICE DEPARTMENT			2024 EXPENDITURES	MAY 2024	
<u>V #</u>	<u>VENDOR NAME</u>	<u>ACCT</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>	
6035	Quaker State Express Lube	26	Oil Change	42.00	
		26	Oil Change	37.00	
		26	Oil Change	37.00	
		26	Oil Change	47.00	
		26	Oil Change	42.00	
		26	Oil Change	42.00	
		26	Oil Change	42.00	
		26	Oil Change	42.00	
		26	Oil Change	44.95	
		26	Oil Change	42.00	
		26	Oil Change	42.00	
		26	Oil Change	42.00	
		26	Oil Change	42.00	
		26	Oil Change	42.00	543.95
6036	Riley County General Fund	14	SW Bell Plexar	187.00	187.00
6037	Riley County Public Works	26	Fuel	314.61	
		26	Fuel	562.15	
		26	Fuel	635.64	
		26	Fuel	566.80	
		26	Fuel	534.29	2,613.49
6038	RCPD Health Plan	39	Health Insurance	120,000.00	120,000.00
6039	Robbins Motor Co.	13	Vehicle Repairs	1,082.80	
		13	Vehicle Repairs	4,304.10	
		13	Vehicle Repairs	32.10	
		13	Vehicle Repairs	64.44	5,483.44
6040	Hali Rowland	20	PIO Consultation	2,835.00	2,835.00
6041	Security Transport Services	20	Transport	1,456.00	1,456.00
6042	Sir Speedy	09	Printing	65.75	
		09	Printing	248.90	314.65
6043	Waxie Sanitary Supply	29	Replenishment Supplies	83.39	
		29	Replenishment Supplies	898.34	981.73
6044	Motorola Solutions	19	Spillman Annual	76,637.99	76,637.99

RILEY COUNTY POLICE DEPARTMENT			2024 EXPENDITURES	MAY 2024	
<u>V #</u>	<u>VENDOR NAME</u>	<u>ACCT</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>	
6045	Sysco Kansas City, Inc	17	Inmate Food	2,537.81	
		17	Kitchen Supplies	103.50	
		17	Kitchen Supplies	54.55	
		17	Inmate Supplies	507.92	
		29	Replenishment Supplies	126.98	
		17	Inmate Food	2,473.17	
		17	Kitchen Supplies	116.35	
		17	Kitchen Supplies	111.58	
		17	Inmate Supplies	467.54	
		17	Inmate Food	-70.85	
		17	Inmate Food	2,446.68	
		17	Inmate Clothes	366.54	
		29	Replenishment Supplies	1,309.39	
		17	Kitchen Supplies	203.17	
		17	Inmate Supplies	522.19	
		17	Inmate Food	2,892.26	
		29	Replenishment Supplies	252.20	
		17	Inmate Supplies	24.39	14,445.37
6046	Wildcat Partners	13	Vehicle Maintenance	235.00	235.00
6047	University Printing Services	21	Community Engagement	166.92	166.92
6048	US Foodservice	17	Inmate Food	1,180.45	
		17	Inmate Food	215.34	
		17	Inmate Food	259.94	
		17	Inmate Food	1,297.84	
		17	Inmate Food	88.35	
		17	Inmate Food	54.83	
		17	Inmate Food	192.40	
		17	Inmate Food	265.30	
		17	Inmate Food	151.50	
		17	Inmate Food	1,360.69	
		17	Inmate Food	69.96	
		17	Inmate Food	1,343.68	
		17	Inmate Food	73.57	6,553.85
6049	USI Insurance Services, LLC	20	Contract	3,071.25	3,071.25
6050	Via Christi Hospital Manhattan	16	Employee Testing	476.00	476.00
6051	Wabaunsee RWD #2	04	Range - Water	35.00	
		04	Range - Water	35.00	70.00

RILEY COUNTY POLICE DEPARTMENT			2024 EXPENDITURES	MAY 2024	
<u>V #</u>	<u>VENDOR NAME</u>	<u>ACCT</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>	
6052	Wage Works Inc	06	COBRA	166.00	166.00
6053	Evergy	04	LEC Garage - Electric	31.11	
		04	LEC - Electric	11,479.80	
		04	Moro - Electric	53.60	11,564.51
6054	Xerox Financial Services	10	Records Copier	602.28	
		10	Admin - Copier	1,765.63	
		10	Patrol Copier	266.00	
		10	Jail Copier	349.12	
		10	Evidence Copier	349.12	
		10	Dispatch/Investigation Copier	566.89	
		10	Records Copier	602.28	4,501.32
			Subtotal	335,460.91	
6201	Adobe Systems Inc	19	Adobe	21.82	21.82
6202	Allegiant Technology	14	IP Flex Plan	1,349.88	
		14	IP Flex Plan	1,333.26	2,683.14
6203	Amazon.com	32	Office Furniture	399.96	
		29	Replenishment Supplies	78.64	
		17	Inmate Supplies	10.58	
		17	Inmate Supplies	35.96	
		28	Office Supplies	18.99	
		28	Computer Supplies	29.13	
		28	Computer Supplies	38.00	
		25	Maintenance Supplies	37.44	
		29	Replenishment Supplies	89.25	
		25	Maintenance Supplies	89.40	
		28	Office Supplies	38.94	
		28	Computer Supplies	77.91	
		17	Inmate Supplies	40.95	
		28	Office Supplies	39.54	
		25	Maintenance Supplies	32.90	
		13	Vehicle Repairs	12.89	
		25	Maintenance Supplies	47.98	
		25	Maintenance Supplies	48.96	
		25	Maintenance Supplies	30.08	
		29	Replenishment Supplies	219.20	1,416.70

RILEY COUNTY POLICE DEPARTMENT			2024 EXPENDITURES	MAY 2024	
<u>V #</u>	<u>VENDOR NAME</u>	<u>ACCT</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>	
6204	Apple iTunes Store	19	iCloud	9.99	9.99
6205	Arrowhead Forensic Products	29	Replenishment Supplies	63.63	63.63
6206	Battery Junction	29	Replenishment Supplies	241.48	241.48
6207	Best Buy	28	Computer Supplies	33.98	
		28	Computer Supplies	42.87	76.85
6208	Blade-Tech Holster	23	Uniforms	108.72	108.72
6209	Bluestem Electric Co-op Inc	04	Range - electric	231.07	231.07
6210	Briggs	13	Vehicle Repairs	259.34	
		13	Vehicle Repairs	1,157.71	
		13	Vehicle Repairs	1,126.26	
		13	Vehicle Repairs	199.31	
		13	Vehicle Repairs	844.77	
		13	Vehicle Repairs	1,057.76	
		13	Vehicle Repairs	188.70	
		13	Vehicle Repairs	49.95	
		13	Vehicle Repairs	936.63	
		13	Vehicle Repairs	1,287.48	7,107.91
6211	Carrot-Top Industries Inc.	29	Replenishment Supplies	183.04	183.04
6212	Chewy.com	20	Animal Care	91.58	
		20	Animal Care	30.59	122.17
6213	City of Manhattan, Utilities	04	Aggieville - Water/Sewer	60.84	
		04	LEC - Water/Sewer	3,922.77	
		04	LEC - Water/Sewer Fee	2.48	
		04	Aggieville - Water/Sewer Fee	2.48	3,988.57
6214	Cleverbridge	22	Parallels Desktop	149.99	149.99
6215	CALEA	28	Office Supplies	152.08	152.08

RILEY COUNTY POLICE DEPARTMENT			2024 EXPENDITURES	MAY 2024	
<u>V #</u>	<u>VENDOR NAME</u>	<u>ACCT</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>	
6216	Cox Communications, Inc	19	LEC - Internet and Cable	2,348.65	
		19	Inmate Cable	210.95	2,559.60
6217	Dairy Queen	12	Inmate Wokers	28.36	28.36
6218	Detectachem	29	Replenishment Supplies	97.52	97.52
6219	Underground Vaults	20	Shredding	50.00	50.00
6220	GMIS International	22	GMIS Kansas Chapter Dues	525.00	525.00
6221	GT Distributors Inc	23	Uniforms	219.00	
		23	Uniforms	63.00	
		23	Vest and Carrier	994.00	
		23	Shirts/Pants	1,440.00	
		23	Shirts/Pants	1,581.00	
		23	Shirts/Pants	747.13	5,044.13
6222	Harbor Freight Tools	29	Replenishment Supplies	25.98	25.98
6223	Hertz - LAG Rentals LLC	20	Car Rental	650.00	650.00
6224	Home Depot	29	Replenishment Supplies	50.94	
		25	Maintenance Supplies	-31.97	
		25	Maintenance Supplies	63.58	
		25	Maintenance Supplies	102.19	
		25	Maintenance Supplies	35.76	
		17	Inmate Supplies	26.17	
		25	Maintenance Supplies	9.11	
		25	Maintenance Supplies	38.53	
		25	Maintenance Supplies	65.81	
		25	Maintenance Supplies	59.46	
		25	Maintenance Supplies	36.85	
		25	Maintenance Supplies	62.17	
		25	Maintenance Supplies	44.68	
		25	Maintenance Supplies	39.60	
		25	Maintenance Supplies	26.98	
		25	Maintenance Supplies	109.99	739.85
6225	Howie's Trash Service	20	Trash	843.00	843.00

Attachment: 05-20-2024 Law Board Packet (14019 : Law Board Meeting Agenda)

RILEY COUNTY POLICE DEPARTMENT			2024 EXPENDITURES	MAY 2024	
<u>V #</u>	<u>VENDOR NAME</u>	<u>ACCT</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>	
6226	iKey Ltd	12	Equipment Repair	59.00	59.00
6227	Insight Public Sector Inc	28	Computer Supplies	148.65	
		33	ProBook and Docking station	1,285.18	
		33	Monitor	-151.83	
		19	HP Reneal Annuity	1,763.87	3,045.87
6228	KSU Veterinary Hospital	20	Animal Care	4,630.50	4,630.50
6229	Kansas Turnpike Authority	07	Tolls	85.95	85.95
6230	Karsmizki Locksmith	20	Keys	7.00	
		20	Keys	20.50	
		20	Keys	62.85	90.35
6231	Lexis Nexis Risk Solutions	20	Users	145.67	
		20	Users	145.67	
		20	Crime Analyst	8,507.90	
		20	Crime Analyst	8,507.90	17,307.14
6232	Lynn Peavey Company	29	Replenishment Supplies	42.36	
		29	Replenishment Supplies	102.85	145.21
6233	Manh Chamber of Commerce	22	Good Morning Manhattan	25.00	25.00
6234	Menards	29	Replenishment Supplies	115.37	
		29	Replenishment Supplies	23.78	
		25	Maintenance Supplies	189.12	
		25	Maintenance Supplies	11.99	
		29	Replenishment Supplies	14.98	355.24
6235	Military Names	23	Uniforms	19.00	
		23	Uniforms	28.75	47.75
6236	NAPA of Manhattan	13	Vehicle Repairs	216.43	216.43

RILEY COUNTY POLICE DEPARTMENT			2024 EXPENDITURES	MAY 2024	
<u>V #</u>	<u>VENDOR NAME</u>	<u>ACCT</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>	
6237	NMS Labs	20	Testing	127.00	127.00
6238	O'Reilly Auto Parts	13	Vehicle Repairs	46.97	46.97
6239	Parts Town	11	Building Repairs	136.84	136.84
6240	P-Card Misc Vendors	07	LELA	28.72	
		07	Intergovernmental Lunch	13.00	
		07	Intergovernmental Lunch	13.00	
		07	LE NVG Instructor	613.85	
		07	WIBW Interview	31.54	
		07	Basic Swat	2,502.00	
		07	Detection of Blood at Crime scene	17.60	
		07	Basic Evidence Management	195.00	
		07	ABA Lunch	17.09	
		07	2024 KS Crime Victims Rights Conf	131.48	
		07	IACP Comm. Policing Policy Council	882.25	
		20	Extradition	1,582.45	
		07	Cybersecurity Summit	124.39	
		07	NENA	656.16	
		07	End Violence Against Women Conf	101.82	
		07	Intergovernmental Lunch	52.00	
		07	NAWLEE Conference	1,004.54	
		07	FBI LEEDA Training	118.85	
		07	Prof Law Enforce Comm Engagement	1,687.86	
		07	CAB Luncheon	15.00	
		07	CAB Luncheon	45.00	
		07	KS 911 Admin Day Training	60.00	
		07	KACP Spring Conference	74.71	
		07	End Violence Against Women Conf	23.85	
		07	End Violence Against Women Conf	2,175.29	
		07	PERF Conf - Battle against Fentanyl	795.20	
		07	KLETC Graduation	10.03	
		07	Shooting Reconstruction	495.00	
		07	IPMBA Conf	600.00	
		07	KS IAI Conf	618.23	
		07	Forensic Genetic Genealogy Trng	250.00	
		20	Extradition	78.58	
		07	Fuel	15.00	15,029.49

Attachment: 05-20-2024 Law Board Packet (14019 : Law Board Meeting Agenda)

RILEY COUNTY POLICE DEPARTMENT			2024 EXPENDITURES	MAY 2024	
<u>V #</u>	<u>VENDOR NAME</u>	<u>ACCT</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>	
6241	Priority Dispatch Corp	07	EMD/EFD Training Course	1,700.00	1,700.00
6242	Pro Copy Inc	10	Copies	1,573.30	1,573.30
6243	Reconyx	20	Usage	50.00	50.00
6244	reMarkable	33	Subscription	2.99	
		33	Subscription	2.99	5.98
6245	Ring	19	Annual Range	107.20	107.20
6246	Rock Auto	13	Vehicle Repairs	96.78	96.78
6247	Show Me Cables	28	Computer Supplies	93.79	93.79
6248	Staples Advantage	29	Replenishment Supplies	96.70	
		28	Office Supplies	10.84	
		29	Replenishment Supplies	621.83	
		28	Office Supplies	79.87	809.24
6249	T38 Fax	14	Fax	14.40	
		14	Fax	14.71	29.11
6250	Terminix	11	LEC - Pest Control	69.00	69.00
6251	TLOxp	20	Access	300.40	300.40
6252	T-Mobile US Inc	14	Patrol Car Phones	43.65	43.65
6253	Tri-Tech Forensics	29	Replenishment Supplies	298.63	298.63
6254	Twin Valley Telephone, Inc	14	Riley Substation - phone	47.59	
		14	Riley Substation - internet	79.99	127.58

RILEY COUNTY POLICE DEPARTMENT			2024 EXPENDITURES	MAY 2024	
<u>V #</u>	<u>VENDOR NAME</u>	<u>ACCT</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>	
6255	ULINE	29	Replenishment Supplies	139.25	
		29	Replenishment Supplies	399.12	538.37
6256	UPS	08	Shipping	9.91	
		08	Shipping	28.36	
		08	Shipping	35.65	
		08	Shipping	184.44	
		08	Shipping	66.06	
		08	Shipping	105.16	429.58
6257	Verizon Wireless	14	Cell Phones and MDT's	4,689.24	4,689.24
6258	Waters True Value	25	Maintenance Supplies	28.57	28.57
6259	WTC	19	Aggieville - Internet	80.00	
		19	Downtown - Internet	80.00	
		19	LEC - Internet	335.95	495.95
Subtotal				79,955.71	
Total				415,416.62	

Chair, Riley County Law Enforcement Agency

Attachment: 05-20-2024 Law Board Packet (14019 : Law Board Meeting Agenda)

**Riley County Police Department
Journal entries**

From Fiscal Prd [2024-04] To [2024-04]
Source Code [GL-JE]

Acct #/ Ref Code	Description	Date	Year	Prd.	Code	Debits	Credits
700120-01	Regular Salaries-----INVEST'N						
Salary April	M Mosher	4/30/2024	2024	04	GL-JE		5,252.00
	Total: Regular Salaries-----INVEST'N					0.00	5,252.00
700122-01-415	VOCA Grant Salaries 2024						
Salary April	M Mosher	4/30/2024	2024	04	GL-JE	5,252.00	
	Total: VOCA Grant Salaries 2024					5,252.00	0.00
743700-37	KPERS						
April KPERS	M Mosher	4/30/2024	2024	04	GL-JE		539.00
	Total: KPERS					0.00	539.00
743700-37-415	KPERS - VOCA Grant 2024						
April KPERS	M Mosher	4/30/2024	2024	04	GL-JE	539.00	
	Total: KPERS - VOCA Grant 2024					539.00	0.00
743800-38	Social Security						
April SS	M Mosher	4/30/2024	2024	04	GL-JE		326.00
	Total: Social Security					0.00	326.00
743800-38-415	Social Security - VOCA Grant 2024						
April SS	M Mosher	4/30/2024	2024	04	GL-JE	326.00	
	Total: Social Security - VOCA Grant 2024					326.00	0.00
743810-38	Medicare Tax						
April Medicare	M Mosher	4/30/2024	2024	04	GL-JE		76.00
	Total: Medicare Tax					0.00	76.00
743810-38-415	Medicare Tax- VOCA Grant 2024						
April Medicare	M Mosher	4/30/2024	2024	04	GL-JE	76.00	
	Total: Medicare Tax- VOCA Grant 2024					76.00	0.00

Adjust G/L Account for VOCA 2024 Grant Requirements

Completed by:

Jennifer Reifschneider

Approved By:

[Signature]

Attachment: 05-20-2024 Law Board Packet (14019 : Law Board Meeting Agenda)

**Riley County Police Department
Journal entries**

From Fiscal Prd [2024-04] To [2024-04]
Source Code [GL-JE]

Acct #/ Ref Code	Description	Date	Year	Prd.	Code	Debits	Credits
743900-39	Health Insurance						
April Health Ins	M Mosher	4/30/2024	2024	04	GL-JE		489.00
	Total: Health Insurance					0.00	489.00
743900-39-415	Health Insurance - VOCA Grant 2024						
April Health Ins	M Mosher	4/30/2024	2024	04	GL-JE	489.00	
	Total: Health Insurance - VOCA Grant 2024					489.00	0.00
744000-40	Workers Comp Insured deductibles						
April WC	M Mosher	4/30/2024	2024	04	GL-JE		123.00
	Total: Workers Comp Insured deductibles					0.00	123.00
744000-40-415	Workers Comp - VOCA Grant 2024						
April WC	M Mosher	4/30/2024	2024	04	GL-JE	123.00	
	Total: Workers Comp - VOCA Grant 2024					123.00	0.00
744100-41	Unemployment Compensation						
April Unemploy Ins	M Mosher	4/30/2024	2024	04	GL-JE		5.00
	Total: Unemployment Compensation					0.00	5.00
744100-41-415	Unemployment Compensation - VOCA Grant 2024						
April Unemploy Ins	M Mosher	4/30/2024	2024	04	GL-JE	5.00	
	Total: Unemployment Compensation - VOCA Grant 2024					5.00	0.00

Adjust G/L Account for VOCA 2024 Grant Requirements

Completed by:

Jennifer R. Schneider

Approved By:

[Signature]

Attachment: 05-20-2024 Law Board Packet (14019 : Law Board Meeting Agenda)

Program Name-GLLT34 Thru APRIL
Version Date- 3/21 Year 2024

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

Date. 5/01/24 Page. 152
Time.14.44.37

DISBURSEMENTS/REVENUES/TRANSFERS - Fund.. 168 RCPD Federal Seizure Fund							
Obj	Prj	Description	Kind	Budget \$	M-T-D	Y-T-D	% Remaining
Department.142 Riley Co Police Dept							
402		Investment Interest	R	.00	1,608.37	3,262.49	.00
		Department Revenue.. #142		.00	1,608.37	3,262.49 *	.00
		Total Revenue Fund.... 168		.00	1,608.37	3,262.49 **	
		Total Trans. IN Fund.. 168		.00	.00	.00 **	
		Total Rev. & Trans. .. 168		.00	1,608.37	3,262.49 **	
		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.....	116,018.19
YTD Revenue.....	3,262.49
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.....	119,280.68 ***

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 2024

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

Date. 5/01/24 Page. 153
Time.14.44.37

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	6,000.00-		.00
402		Investment Interest	R	.00	2,411.90	4,867.42		.00
		Department Revenue.. #142		.00	2,411.90	4,867.42 *		.00
		Department Dsbmnts.. #142		.00	.00	6,000.00-*		
		Total Revenue Fund.... 169		.00	2,411.90	4,867.42 **		
		Total Trans. IN Fund.. 169		.00	.00	.00 **		
		Total Rev. & Trans. .. 169		.00	2,411.90	4,867.42 **		
		Total Disbursements... 169		.00	.00	6,000.00-**		

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.....	176,457.01
YTD Revenue.....	4,867.42
YTD Reported Expenses.....	.00
YTD Non-Reported Expenses...	.00
YTD Treasurer Disbursements.	6,000.00-
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.....	175,324.43 ***

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 2024

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

Date. 5/01/24 Page. 156
Time.14.44.37

DISBURSEMENTS/REVENUES/TRANSFERS Fund.. 173 RCPD Levy/Op								
Obj	Prj	Description	Kind	Budget \$	M-T-D	Y-T-D	%	Remaining
Department. 0 Not Designated								
180		Distr - Real Current	R	5,219,242.00	.00	3,040,946.55	58.26	2,178,295.45
182		Distr - Oil & Gas Curr.	R	.00	.00	642.12		.00
184		Distr - P.P. Current	R	.00	.00	35,150.98		.00
190		Distr - 16/20M Trucks Cur	R	2,896.00	.00	2,249.35	77.67	646.65
193		Distr - Watercraft Cur	R	3,022.00	.00	2,549.97	84.38	472.03
181		Distr - Real Delq.	R	.00	.00	28,052.46		.00
185		Distr - P.P. Delq.	R	.00	.00	1,992.29		.00
192		Distr - 16/20M Trucks Del	R	.00	.00	179.30		.00
194		Distr - Watercraft Del	R	.00	.00	230.93		.00
102		Distr - Motor Vehicle Tax	R	385,401.00	.00	107,594.65	27.92	277,806.35
103		Vehicle Rental Excise Tax	R	8,690.00	.00	3,111.35	35.80	5,578.65
113		Distr - RV Tax	R	3,781.00	.00	896.79	23.72	2,884.21
130		Distr - Commercial Veh	R	16,285.00	.00	4,082.89	25.07	12,202.11
191		Distr - TIF Adjustment	R	.00	.00	78,073.25-		.00
Department Revenue.. # 0				5,639,317.00	.00	3,149,606.38 *		2,477,885.45
Department.171 RCPD Operations								
Department.416 HD-KCCTF								
Total Revenue Fund.... 173				5,639,317.00	.00	3,149,606.38 **	55.85	
Total Trans. IN Fund.. 173				.00	.00	.00 **		
Total Rev. & Trans. .. 173				5,639,317.00	.00	3,149,606.38 **		
Total Disbursements... 173				.00	.00	.00 **		

BUDGETARY EXPENDITURES - Fund.. 173 RCPD Levy/Op									
Obj	Prj	Description	Budget \$	Used M-T-D	Used Y-T-D	%Used	Remaining	Encumbrance	Available
<u>Department. 0</u> Not Designated									
<u>Department.171</u> RCPD Operations									
2200		Office Equipment Rental		.00	1,900.00		1,900.00-	.00	1,900.00-
2220		Building Space Rental	12,000.00	950.00	1,900.00	15.83	10,100.00	.00	10,100.00
2330		Transportation Servic	6,000.00	.00	.00		6,000.00	.00	6,000.00
2480		Repair/Maint Build/Gr	140,000.00	1,072.92	18,113.67	12.94	121,886.33	.00	121,886.33
2650		Physician Fees	240,000.00	26,029.10	94,278.23	39.28	145,721.77	.00	145,721.77
2655		Hospital Fees	10,000.00	.00	.00		10,000.00	.00	10,000.00
2900		Budget Appropriations	5,336,092.00	1,334,023.00	2,668,046.00	50.00	2,668,046.00	.00	2,668,046.00

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

Program Name-GLLT34 Thru APRIL
Version Date- 3/21 Year 2024

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

Date. 5/01/24 Page. 157
Time.14.44.37

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)									
		Total Contractual Expenses	5,744,092.00	1,362,075.02	2,784,237.90	48.47	2,959,854.10	.00	2,959,854.10
3010		Office Supplies	500.00	.00	.00		500.00	.00	500.00
3060		Medical Supplies	500.00	.00	.00		500.00	.00	500.00
3070		Prescriptions	500.00	.00	.00		500.00	.00	500.00
		Total Commodities Expense	1,500.00	.00	.00		1,500.00	.00	1,500.00
		Department Expense # 171	5,745,592.00	1,362,075.02	2,784,237.90	48.46	2,961,354.10	.00	2,961,354.10 *
		Expense & Transfers# 171	5,745,592.00	1,362,075.02	2,784,237.90				
Department.416 HD-KCCTF									
		Total Expenditures Fund 173	5,745,592.00	1,362,075.02	2,784,237.90	48.46	2,961,354.10	.00	2,961,354.10 **

SUMMARY for - Fund 173 RCPD Levy/Op	
Beginning Year Balance.....	137,841.73
YTD Revenue.....	3,149,606.38
YTD Reported Expenses.....	2,784,237.90-
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	13,252.42-
Prior Year Revenues	.00
Prior Year Corrections.....	.00
Ending Fund Balance.....	489,957.79 ***

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

RILEY COUNTY POLICE DEPARTMENT
Report Submission

Assigned Tracking # _____

To:	Director Peete		
Thru:	Assistant Director Moldrup		
From:	Cpt. Mark French		
Position:	Commander	Division:	Jail
Report Title:	Monthly Inmate Population Report		
Rpt Freq./Year:	March 2024		
Policy #:	N/A		
Date:	May 14, 2024		

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>2014</u>	<u>2015</u>	<u>2016</u>	<u>2017</u>	<u>2018</u>	<u>2019</u>	<u>2020</u>	<u>2021</u>	<u>2022</u>	<u>2023</u>	<u>2024</u>
JAN	73.7	70.2	87.0	75.0	72.6	84.8	71.6	67.3	100.1	102.3	104.2
FEB	68.9	74.3	93.1	82.9	68.4	85.5	64.8	67.1	111.5	109.5	104.1
MAR	66.2	71.8	91.9	73.2	75.2	88.4	68.6	78.6	112.1	115.0	103.2
APR	62.0	74.2	89.1	74.1	81.0	81.6	58.9	80.4	114.6	117.5	100.1
MAY	68.9	80.3	81.9	77.4	87.5	79.4	47.4	74.2	104.6	113.4	
JUN	63.9	82.0	87.8	73.1	88.5	78.4	50.0	66.0	100.5	115.6	
JUL	68.8	77.8	83.6	80.0	83.8	71.9	53.7	71.5	99.5	121.0	
AUG	74.5	72.7	75.7	82.4	80.6	82.3	55.8	85.2	95.7	123.5	
SEPT	61.7	73.6	75.8	84.3	81.2	74.6	61.3	90.2	109.0	123.6	
OCT	76.3	73.5	73.4	74.3	72.8	76.2	60.0	91.5	115.9	125.9	
NOV	77.0	76.7	73.0	76.2	78.3	71.3	69.3	96.0	106.1	112.5	
DEC	71.0	77.4	69.6	78.9	79.9	72.9	69.4	97.9	99.4	106.7	
YADP	64.2	75.4	81.8	77.7	79.15	78.9	60.9	80.5	105.8	115.5	102.9

Attachment: 05-20-2024 Law Board Packet (14019 : Law Board Meeting Agenda)

Riley County Police Department

Date: May 14, 2024

Voucher #: 24-002

Check #:

Acct. Name: State Seizure Funds Acct

Invoice #:	Services Provided:	RCPD Case #:	Description:	Cost/Split:	Payment Amount:
	Director Peete flights for Police Executive Research Forum				\$795.20
				TOTAL	\$795.20



Packet Pg. 69

Attachment: 05-20-2024 Law Board Packet (14019 : 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 8, 2024

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)

In March 2024, Riley County experienced a decrease in Part 1 crimes when compared to March 2023. The overall decrease was 40.8%, down from 130 incidents in March 2023 to 77 in March 2024. Part 1 violent crime dropped 21.7%, from 23 incident to 18. Part 1 property crime dropped 44.9%, from 107 incidents to 59.

For the 1st quarter of 2024, Part 1 crimes also saw a strong decrease. There was a decrease of 28.2%, from 355 incidents to 253. Part 1 violent crime dropped 31.1%, from 61 incidents to 42, and Part 1 property crime dropped 28.2%, from 294 incidents to 211.

The vast majority of the reported incidents occurred within Manhattan and Ogden. Outside of those two jurisdictions, there were only 6 reported part 1 crimes in the remainder of the county. This is a decrease of 62.5% from the 1st quarter of 2023, from 16 incidents to 6.

1st Quarter Traffic Accident & Enforcement Analysis

There were 213 preventable accidents reported in the 1st quarter of 2024. This is the highest 1st quarter count and a 13.3% increase from previous 1st quarter averages.

1st Quarter Seizure & Forfeiture Report

There were no seizures made during the 1st quarter of 2024. During the same period, zero (0) seizures were completed and one (1) is pending court disposition.

Attachment: 05-20-2024 Law Board Packet (14019 : Law Board Meeting Agenda)



Monthly Report

April 2024

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

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

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

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

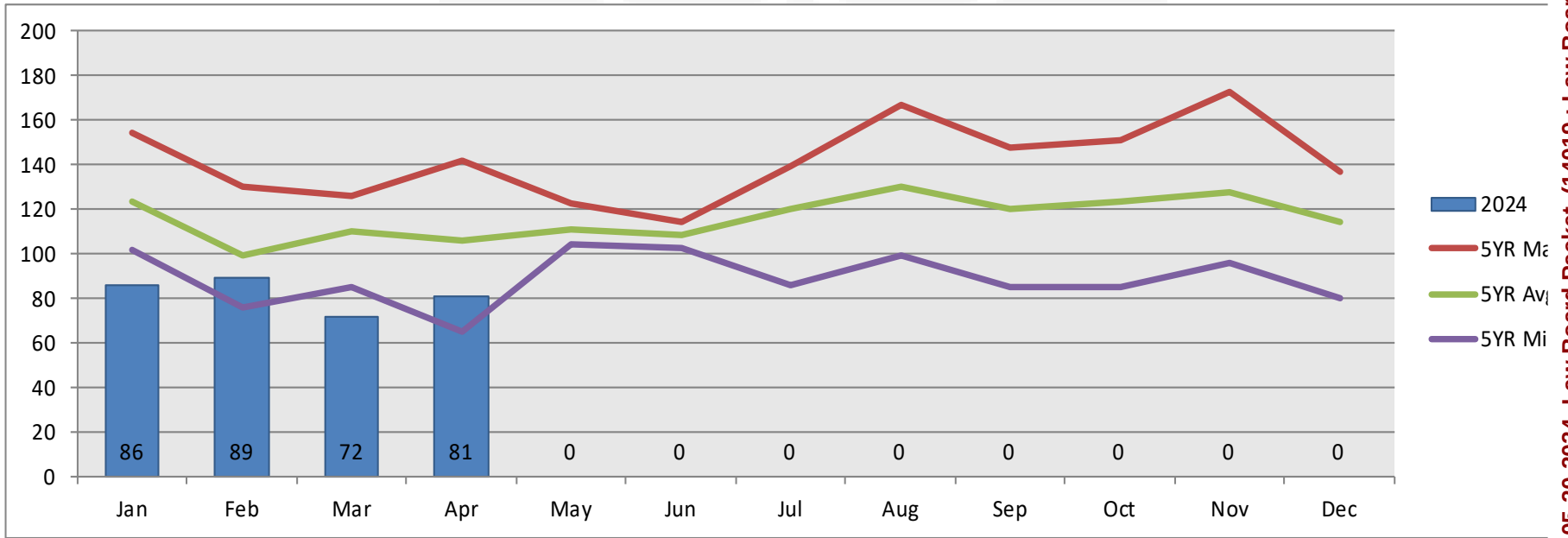
Offense Codes: 0100-0810

All Data As Of: 5/1/24 12:00 AM

13.a

- Part I crime in April 2024 was 23.7% below the 5 year average. Compared to April 2023 there was a 28.3% decrease.
- Year to date 2024 is down 25.4% from the 5 year average.
- In April, both Part I violent and property crimes were below the 5 year average.

	Apr	Year to Date	Yearly Total
2019	142	497	1583
2020	65	410	1493
2021	111	428	1420
2022	100	403	1153
2023	113	460	1327
2024	81	328	
% Change	-28.3%	-28.7%	-22.1%
Yearly Total Projection:			1034



	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
2019	154	77	124	142	123	114	138	167	148	143	116	135
2020	130	130	85	65	113	107	139	125	148	151	173	125
2021	121	76	120	111	104	106	114	149	127	123	156	115
2022	102	106	95	100	108	103	86	99	93	85	96	80
2023	112	109	126	113	107	111	123	113	85	116	99	115
2024	86	89	72	81	0	0	0	0	0	0	0	0

Attachment: 05-20-2024 Law Board Packet (14019 : Law Board Meeting Agenda)

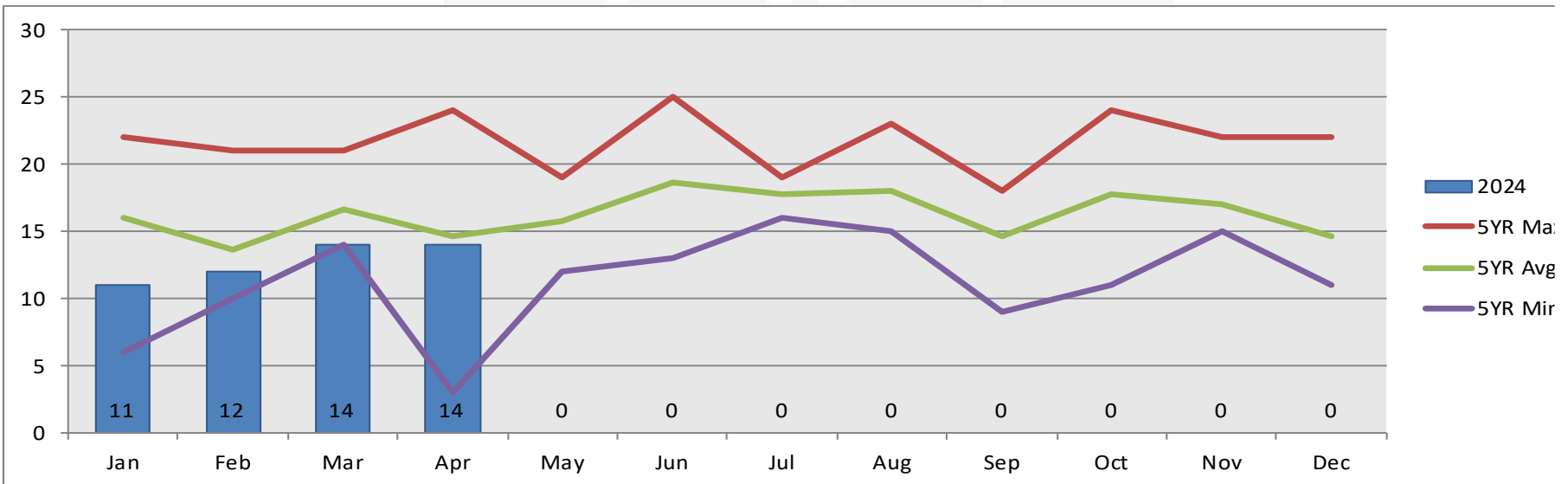
Part 1 Violent Crimes

Offense Codes: 0100-0440

All Data As Of: 5/1/24 12:00 AM

- April 2024 was 4.1% below the 5 year average in Part I violent crime.
- Year to date Part I violent crime is down 16.1% from the 5 year average.
- There were 13 aggravated assaults / batteries, 1 rape, 0 robberies, and 0 homicides reported during April 2024.

	Apr	Year to Date	Year to Date % Change
2019	24	64	217
2020	3	56	196
2021	18	68	198
2022	19	57	182
2023	9	59	182
2024	14	51	
% Change	+55.6%	-13.6%	-10.3%
Yearly Total Projection:			163



	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
2019	16	10	14	24	12	25	18	23	18	18	17	22
2020	18	21	14	3	15	20	19	20	18	21	16	11
2021	18	16	16	18	19	20	16	15	9	15	22	14
2022	6	11	21	19	18	15	19	17	18	11	15	12
2023	22	10	18	9	15	13	17	15	10	24	15	14
2024	11	12	14	14	0	0	0	0	0	0	0	0

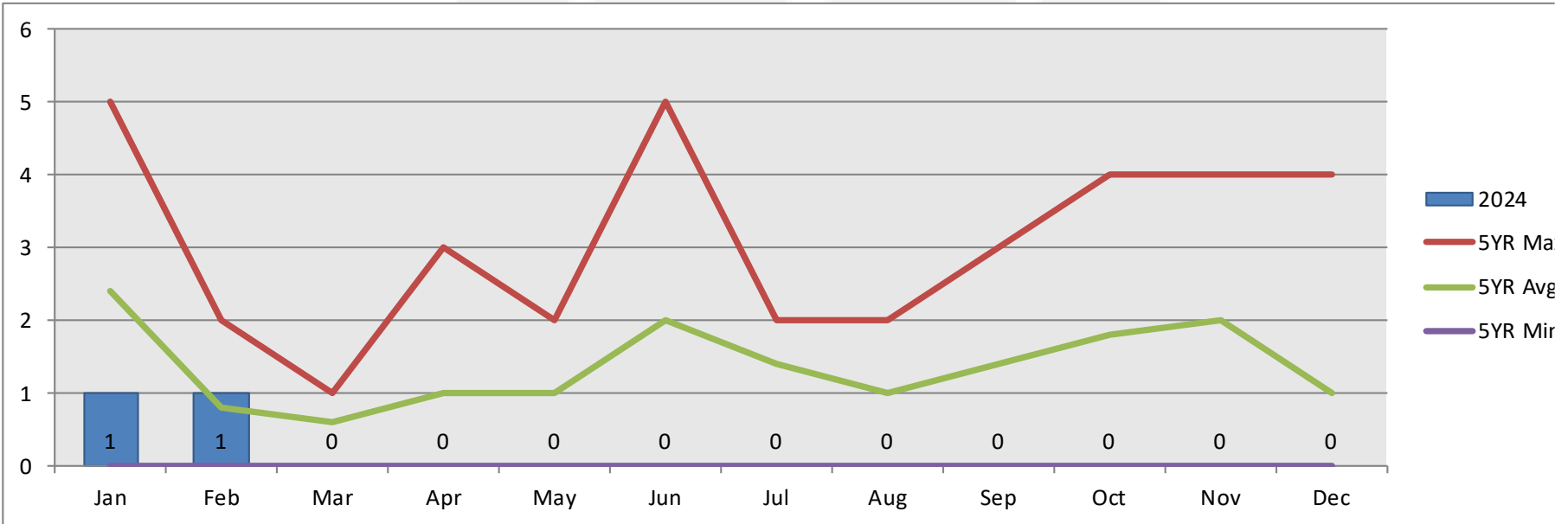
Robbery

Offense Codes: 0310

All Data As Of: 5/1/24 12:00 AM

	Apr	Year to Date	Year to Date
2019	0	7	26
2020	1	5	17
2021	3	6	18
2022	1	2	11
2023	0	4	10
2024	0	2	
% Change	N/A	-50.0%	-32.4%
Yearly Total Projection:			7

➤ There were no robberies reported in April.



	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
2019	5	2	0	0	0	5	1	0	2	3	4	4
2020	2	1	1	1	2	3	2	1	0	4	0	0
2021	2	1	0	3	2	2	2	2	1	0	2	1
2022	0	0	1	1	1	0	2	2	3	0	1	0
2023	3	0	1	0	0	0	0	0	1	2	3	0
2024	1	1	0	0	0	0	0	0	0	0	0	0

Attachment: 05-20-2024 Law Board Packet (14019 : Law Board Meeting Agenda)

Aggravated Assault and Battery

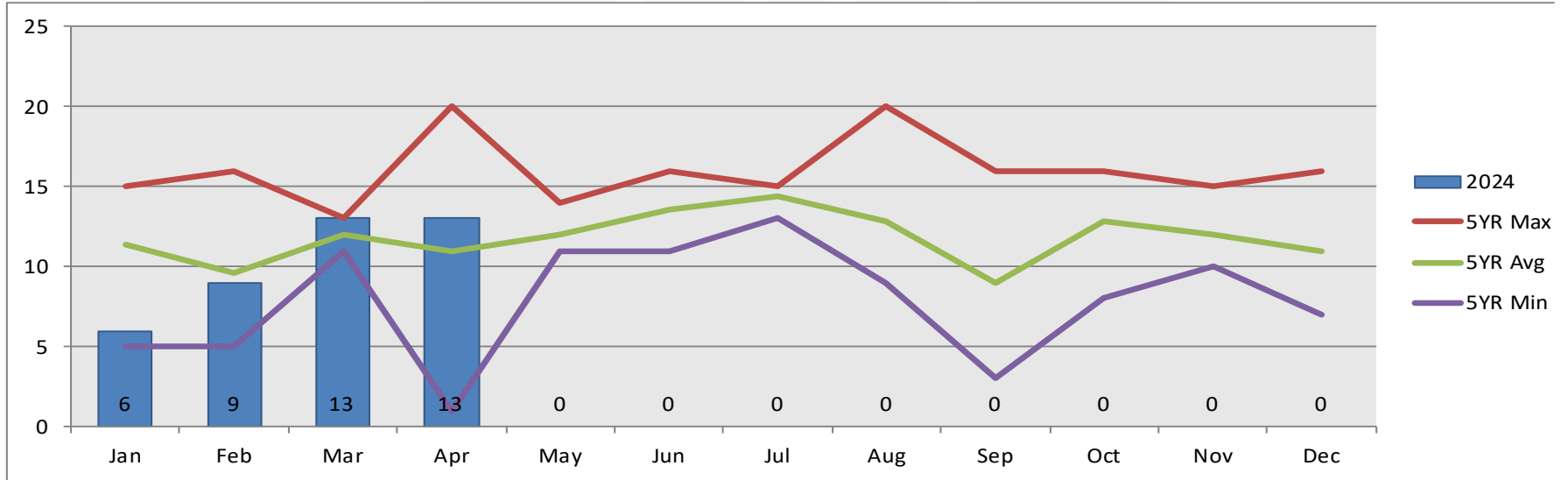
Offense Codes: 0410-0440

All Data As Of: 5/1/24 12:00 AM

13.a

- There were 4 aggravated batteries and 9 aggravated assaults reported during the month of April. This is 18.2% above the 5 year average.
- Three of the incidents in April were domestic.
- As of 5/7/2024, there were arrests in 4 of the incidents.

	Apr	Year to Date	Yearly Total
2019	20	44	155
2020	1	44	145
2021	13	52	145
2022	17	39	129
2023	4	41	134
2024	13	41	
% Change	+225.0%	0.0%	-1.6%
Yearly Total Projection:			132



	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
2019	8	5	11	20	11	14	15	20	11	11	13	16
2020	15	16	12	1	11	13	14	14	16	16	10	7
2021	14	12	13	13	14	16	13	9	3	13	15	10
2022	5	6	11	17	11	14	15	10	10	8	11	11
2023	15	9	13	4	13	11	15	11	5	16	11	11
2024	6	9	13	13	0	0	0	0	0	0	0	0

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

Part I Property Crime

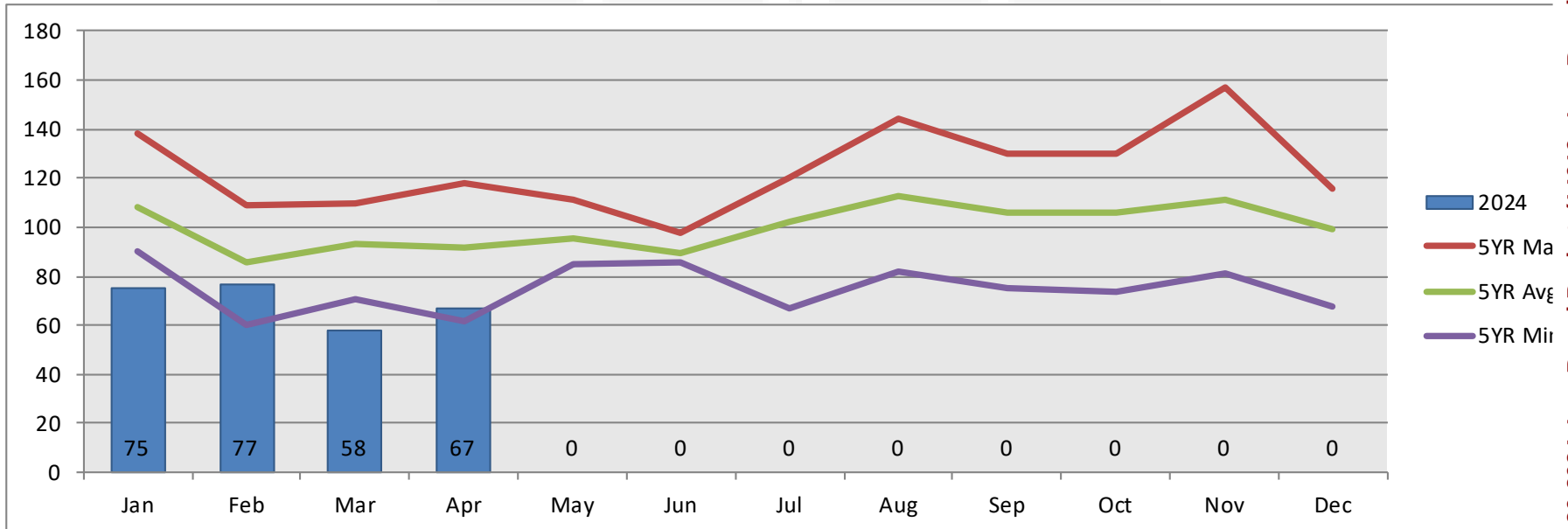
Offense Codes: 0500-0810

All Data As Of: 5/1/24 12:00 AM

13.a

- For April, Part I property crime was down 26.9% from the 5 year average.
- Part I property crime year to date is 26.9% below the 5 year average.
- The property crime for April 2024 included 4 structural burglaries, 8 larcenies from motor vehicle, 4 auto thefts, and 3 arson incidents. The rest of the incidents were larcenies (48 incidents).

	Apr	Year to Date	Yearly Total
2019	118	433	1366
2020	62	354	1297
2021	93	360	1222
2022	81	346	971
2023	104	401	1145
2024	67	277	
% Change	-35.6%	-30.9%	-24.0%
Yearly Total Projection:			870



	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
2019	138	67	110	118	111	89	120	144	130	125	99	115
2020	112	109	71	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	92	98	106	98	75	92	84	99
2024	75	77	58	67	0	0	0	0	0	0	0	0

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

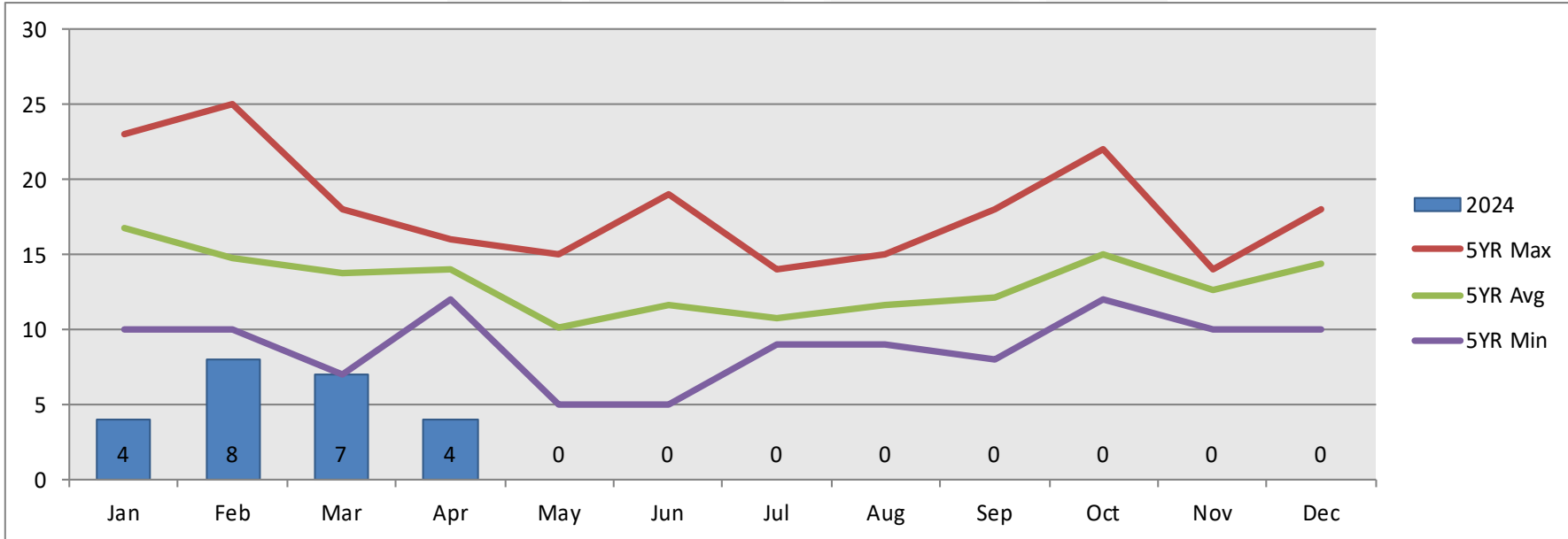
Structural Burglary

Offense Code: 0510

All Data As Of: 5/1/24 12:00 AM

- Structural burglaries were 71.4% below the 5 year average for April.
- Three of the burglaries were non-residential and one was residential.
- All of them occurred in Manhattan.

	Apr	Year to Date	Year
2019	15	58	171
2020	12	69	174
2021	16	62	157
2022	15	63	150
2023	12	45	137
2024	4	23	
% Change	-66.7%	-48.9%	-55.3%
Yearly Total Projection:			61



	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
2019	15	10	18	15	11	11	14	15	18	14	14	16
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	14	13	10
2024	4	8	7	4	0	0	0	0	0	0	0	0

Vehicle Burglary

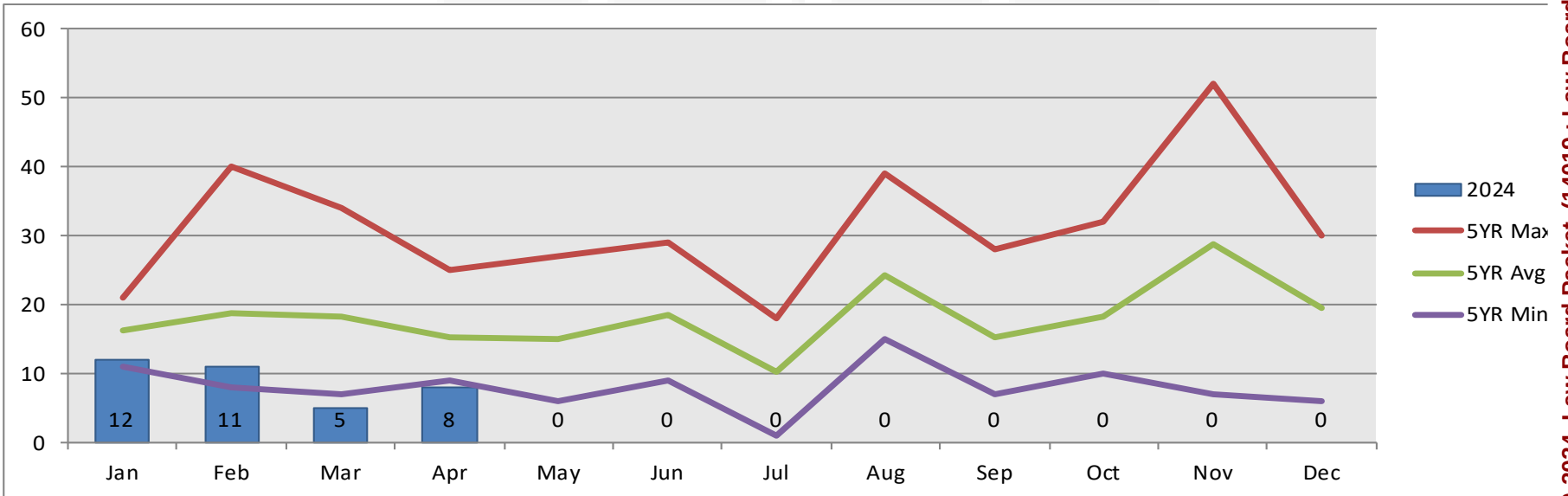
Offense Code: 0640

All Data As Of: 5/1/24 12:00 AM

13.a

- April 2024 was 48.1% below the 5 year average for vehicle burglary.
- There were no signs of forced entry in any of the incidents.

	Apr	Year to Date	Yearly Total
2019	16	50	228
2020	9	47	255
2021	18	78	255
2022	9	49	122
2023	25	120	233
2024	8	36	
% Change	-68.0%	-70.0%	-52.5%
Yearly Total Projection:			111



	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
2019	13	8	13	16	27	14	17	34	23	20	15	28
2020	18	13	7	9	20	29	1	16	28	32	52	30
2021	19	14	27	18	6	22	18	39	11	13	51	17
2022	11	19	10	9	11	9	6	17	7	10	7	6
2023	21	40	34	25	11	19	9	15	7	16	19	17
2024	12	11	5	8	0	0	0	0	0	0	0	0

Attachment: 05-20-2024 Law Board Packet (14019 : Law Board Meeting Agenda)

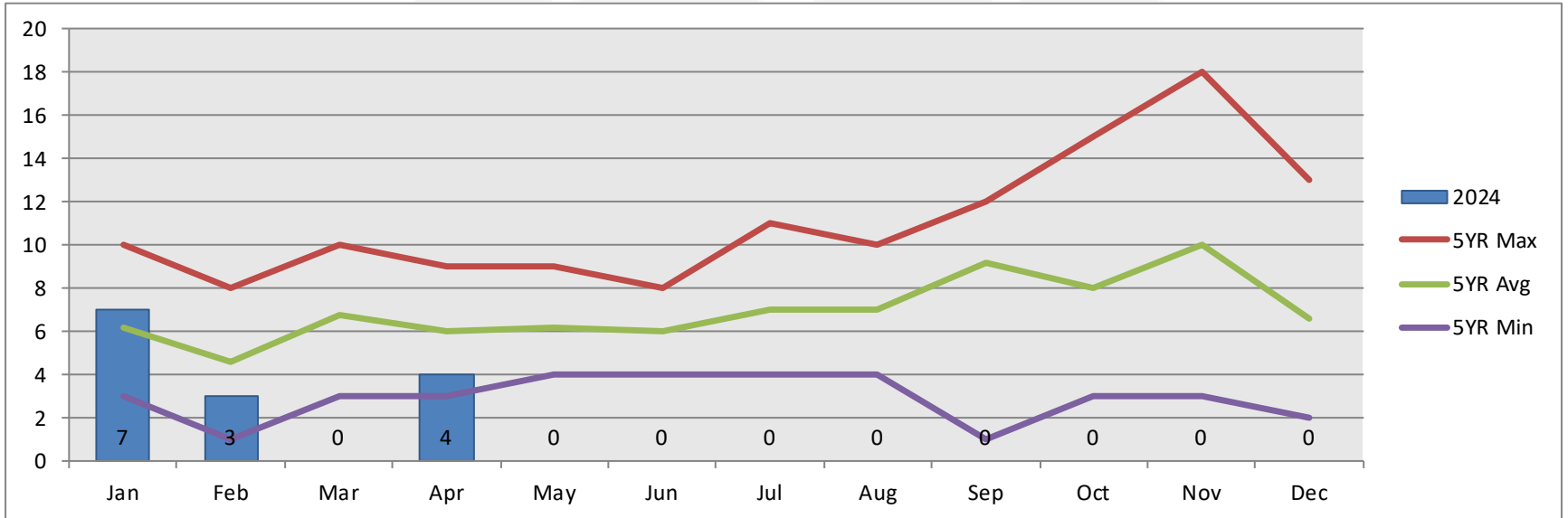
Motor Vehicle Thefts

Offense Code: 0710

All Data As Of: 5/1/24 12:00 AM

- Motor vehicle thefts were down 33.3% from the 5 year average in April.
- Two of the incidents were deprivation of property. One of the vehicles was an attempted motor vehicle theft.
- Two of the vehicles has been recovered as of 5/7/2024.

	Apr	Year to Date	Yearly
2019	9	31	104
2020	5	18	96
2021	3	20	86
2022	7	26	67
2023	6	23	65
2024	4	14	
% Change	-33.3%	-39.1%	-26.2%
Yearly Total Projection:			48



	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
2019	8	4	10	9	7	8	7	9	12	15	11	4
2020	3	7	3	5	9	7	4	6	10	11	18	13
2021	7	3	7	3	4	4	11	10	11	7	13	6
2022	10	1	8	7	4	4	5	6	12	3	5	2
2023	3	8	6	6	7	7	8	4	1	4	3	8
2024	7	3	0	4	0	0	0	0	0	0	0	0

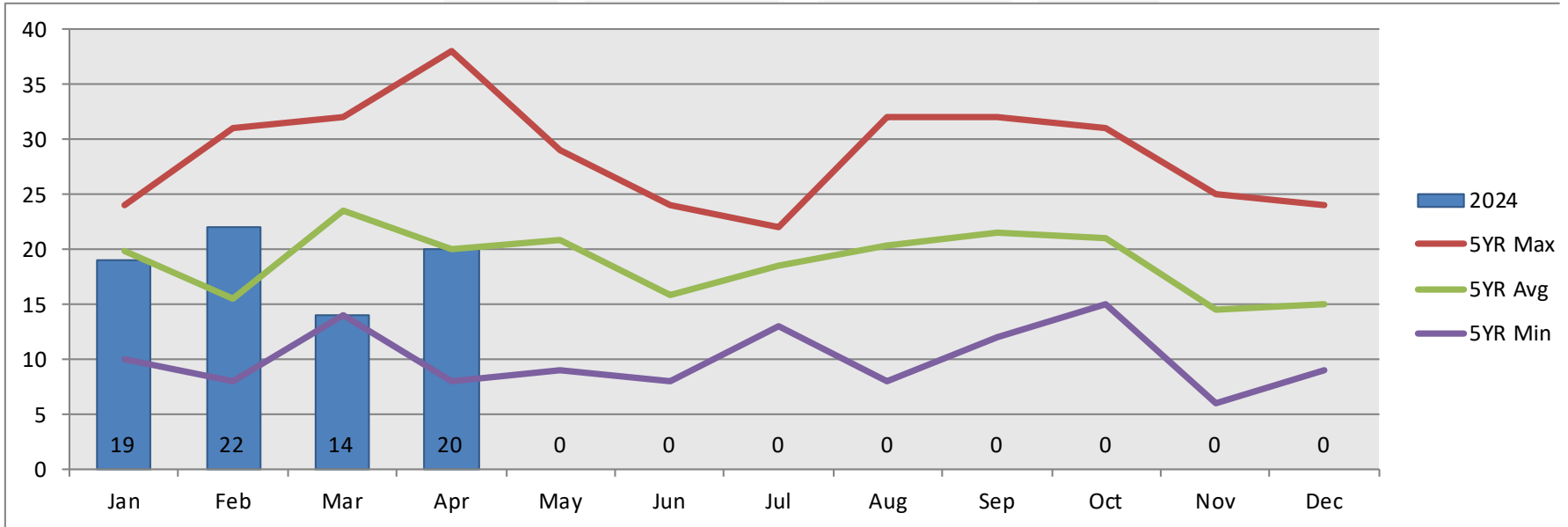
DUIs

Offense Code: 2110

All Data As Of: 5/1/24 12:00 AM

	Apr	Year to Date	Yearly Total
2019	38	102	265
2020	8	56	168
2021	25	78	191
2022	13	60	208
2023	16	99	282
2024	20	75	
% Change	+25.0%	-24.2%	-23.5%
Yearly Total Projection:			216

➤ The number of DUIs for April 2024 was right at the 5 year average.



	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
2019	24	8	32	38	26	24	20	32	26	20	16	19
2020	22	12	14	8	9	15	19	17	16	15	12	9
2021	10	17	26	25	20	14	22	8	12	21	6	10
2022	19	10	18	13	20	8	13	16	22	31	25	13
2023	24	31	28	16	29	18	19	29	32	18	14	24
2024	19	22	14	20	0	0	0	0	0	0	0	0

Attachment: 05-20-2024 Law Board Packet (14019 : Law Board Meeting Agenda)

Traffic Accidents

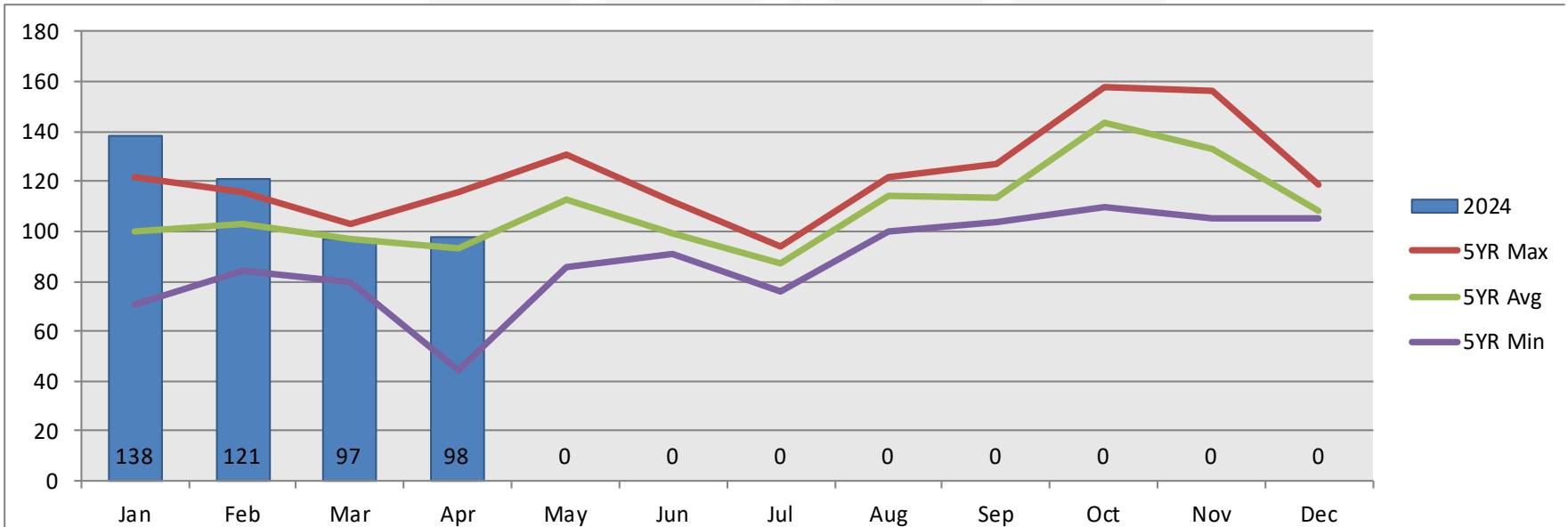
Offense Codes: 5000-5139

All Data As Of: 5/1/24 12:00 AM

13.a

➤ The number of traffic accidents in April 2024 was 5.4% above the 5 year average.

	Apr	Year to Date	Yearly Total
2019	116	454	1436
2020	44	371	1220
2021	100	358	1314
2022	105	408	1283
2023	100	372	1264
2024	98	454	
% Change	-2.0%	+22.0%	+19.3%
Yearly Total Projection:			1508



	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
2019	119	116	103	116	131	99	94	121	117	158	143	119
2020	122	109	96	44	86	91	90	111	114	147	105	105
2021	71	84	103	100	107	91	91	122	127	156	156	106
2022	96	104	103	105	127	102	76	115	104	110	134	107
2023	90	102	80	100	112	112	84	100	106	146	127	105
2024	138	121	97	98	0	0	0	0	0	0	0	0

Attachment: 05-20-2024 Law Board Packet (14019 : Law Board Meeting Agenda)

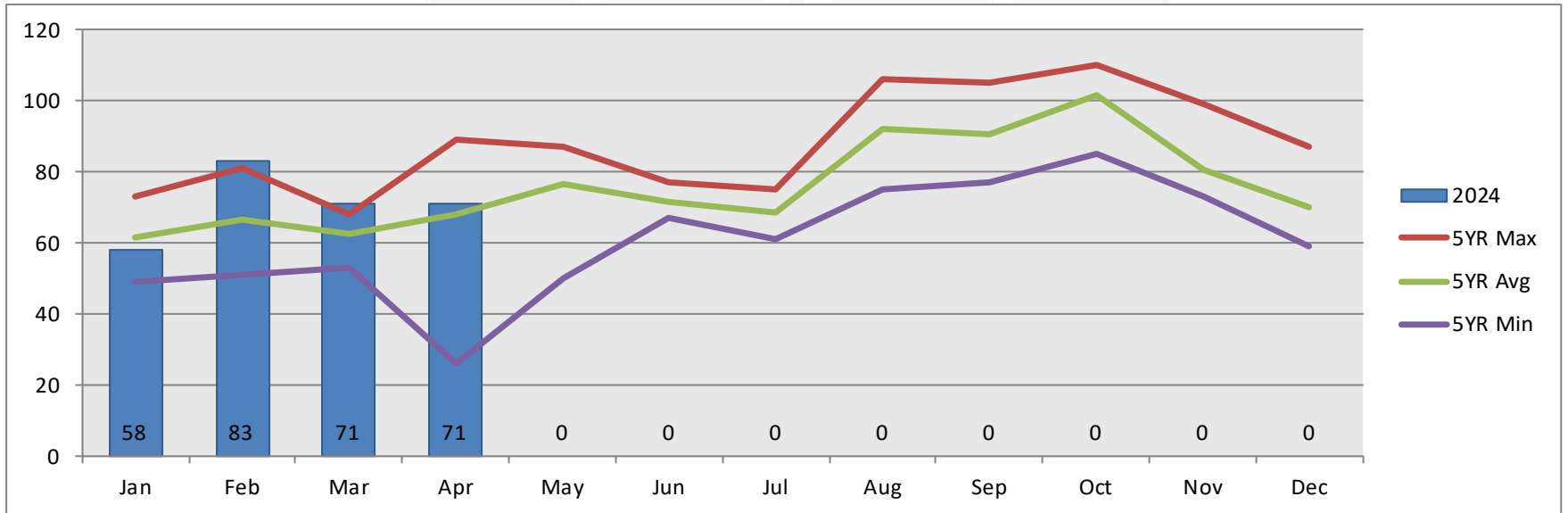
Preventable Traffic Accidents

Offense Codes: 5000-5139

All Data As Of: 5/1/24 12:00 AM

- The number of preventable traffic accidents in April 2024 was 4.4% above the 5 year average.
- Number may change as data entry corrections continue.

	Apr	Year to Date	Yearly Total
2019	89	266	945
2020	26	240	855
2021	71	241	965
2022	77	277	897
2023	77	271	891
2024	71	283	
% Change	-7.8%	+4.4%	+11.5%
Yearly Total Projection:			993



	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
2019	60	51	66	89	84	77	74	93	102	98	76	75
2020	73	81	60	26	50	71	69	92	89	105	73	66
2021	49	54	67	71	76	67	75	106	105	109	99	87
2022	65	67	68	77	87	67	65	94	77	85	82	63
2023	61	80	53	77	86	77	61	75	79	110	73	59
2024	58	83	71	71	0	0	0	0	0	0	0	0

Riley County Police Department

1001 South Seth Child Road
Manhattan, Kansas 66502

(785) 537-2112

www.RileyCountyPolice.org



RILEY COUNTY
POLICE DEPARTMENT

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

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

Part I Violent Crime Definition

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

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

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

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

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

Part 1 Property Crime Definition

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

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

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

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

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

Traffic Related Definitions

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

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

Traffic Accidents: All accidents.

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

RILEY COUNTY POLICE DEPARTMENT
Report Submission

To:	Director Peete	BRP 23 Apr 24
Thru:	Assistant Director Moldrup	KMM 4.17.23
From:	Captain Hajek	
Position:	Commander	Division: Support
Report Title:	March 2024 UCR Report	
Rpt Freq./Year:	Quarterly/ March 2024	
Policy #:	82.1.4 & 82.3.2	
Date:	April 9, 2024	

March 2024 / 1st Quarter

In March 2024, Riley County experienced a decrease in Part 1 crimes when compared to March 2023. The overall decrease was 40.8%, down from 130 incidents in March 2023 to 77 in March 2024. Part 1 violent crime dropped 21.7%, from 23 incident to 18. Part 1 property crime dropped 44.9%, from 107 incidents to 59.

For the first quarter of 2024, Part 1 crimes also saw a strong decrease. There was a decrease of 28.2%, from 355 incidents to 253. Part 1 violent crime dropped 31.1%, from 61 incidents to 42, and Part 1 property crime dropped 28.2%, from 294 incidents to 211.

The vast majority of the reported incidents occurred within Manhattan and Ogden. Outside of those two jurisdictions, there were only 6 reported part 1 crimes in the remainder of the county. This is a decrease of 62.5% from the first quarter of 2023, from 16 incidents to 6.

Please see the below tables for more information.

Submitted,

Captain Scott Hajek
Support Division
Riley County Police Department

Attachment: 05-20-2024 Law Board Packet (14019 : Law Board Meeting Agenda)

RILEY COUNTY POLICE DEPARTMENT
Report Submission

March 2024

RILEY COUNTY ALL JURISDICTION

RILEY COUNTY POLICE DEPARTMENT

MONTHLY UNIFORM CRIME REPORT
82.1.4

	ACTUAL OFFENSES									OFFENSES CLEARED										
	MONTH			YEAR TO DATE			QUARTER			MONTH			YEAR TO DATE			QUARTER			CLEARANCE P	
Year	2023	2024	-%+	2023	2024	-%+	2023	2024	-%+	2023	2024	-%+	2023	2024	-%+	2023	2024	-%+	2023	20
Murder	0	0	0.0%	1	0	-100.0%	1	0	-100.0%	0	1	100.0%	0	1	100.0%	0	1	100.0%	0.0%	100
Rape	6	1	-83.3%	10	7	-30.0%	10	7	-30.0%	3	0	-100.0%	3	5	66.7%	3	5	66.7%	30.0%	71.
Robbery	1	0	-100.0%	4	3	-25.0%	4	3	-25.0%	2	1	-50.0%	4	3	-25.0%	4	3	-25.0%	100.0%	100
Ag. Asslt	16	17	6.3%	46	32	-30.4%	46	32	-30.4%	11	13	18.2%	35	26	-25.7%	35	26	-25.7%	76.1%	81.
Total	23	18	-21.7%	61	42	-31.1%	61	42	-31.1%	16	15	-6.3%	42	35	-16.7%	42	35	-16.7%	68.9%	83.
Burglary	12	7	-41.7%	31	19	-38.7%	31	19	-38.7%	5	1	-80.0%	9	6	-33.3%	9	6	-33.3%	29.0%	31.
Larceny	89	51	-42.7%	246	181	-26.4%	246	181	-26.4%	23	19	-17.4%	44	67	52.3%	44	67	52.3%	17.9%	37.
Auto Theft	6	1	-83.3%	17	11	-35.3%	17	11	-35.3%	0	2	200.0%	2	5	150.0%	2	5	150.0%	11.8%	45.
Total	107	59	-44.9%	294	211	-28.2%	294	211	-28.2%	28	22	-21.4%	55	78	41.8%	55	78	41.8%	18.7%	37.
Overall Total	130	77	-40.8%	355	253	-28.7%	355	253	-28.7%	44	37	-15.9%	97	113	16.5%	97	113	16.5%	27.3%	44.

Attachment: 05-20-2024 Law Board Packet (14019 : Law Board Meeting Agenda)

RILEY COUNTY POLICE DEPARTMENT
Report Submission

							March 2024																			
							RILEY COUNTY EXCLUDING MANHATTAN & OGDEN																			
	RILEY COUNTY POLICE DEPARTMENT																									
							MONTHLY UNIFORM CRIME REPORT																			
							82.1.4																			
	ACTUAL OFFENSES										OFFENSES CLEARED															
	MONTH			YEAR TO DATE			QUARTER			MONTH			YEAR TO DATE			QUARTER			CLEARANCE							
Year	2023	2024	-%+	2023	2024	-%+	2023	2024	-%+	2023	2024	-%+	2023	2024	-%+	2023	2024	-%+	2023	2024						
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%	1	2	100.0%	1	2	100.0%	1	0	-100.0%	1	1	0.0%	1	1	0.0%	100.0%	50.0%						
Total	0	0	0.0%	1	2	100.0%	1	2	100.0%	1	0	-100.0%	1	1	0.0%	1	1	0.0%	100.0%	50.0%						
Burglary	3	0	-100.0%	5	1	-80.0%	5	1	-80.0%	2	0	-100.0%	3	0	-100.0%	3	0	-100.0%	60.0%	0.0%						
Larceny	4	1	-75.0%	8	3	-62.5%	8	3	-62.5%	1	1	0.0%	1	3	200.0%	1	3	200.0%	12.5%	100.0%						
Auto Theft	0	0	0.0%	2	0	-100.0%	2	0	-100.0%	0	0	0.0%	1	0	-100.0%	1	0	-100.0%	50.0%	0.0%						
Total	7	1	-85.7%	15	4	-73.3%	15	4	-73.3%	3	1	-66.7%	5	3	-40.0%	5	3	-40.0%	33.3%	75.0%						
Overall Total	7	1	-85.7%	16	6	-62.5%	16	6	-62.5%	4	1	-75.0%	6	4	-33.3%	6	4	-33.3%	37.5%	66.7%						

Attachment: 05-20-2024 Law Board Packet (14019 : Law Board Meeting Agenda)

RILEY COUNTY POLICE DEPARTMENT
Report Submission

March 2024

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 RATE	
Year	2023	2024	-%+	2023	2024	-%+	2023	2024	-%+	2023	2024	-%+	2023	2024	-%+	2023	2024	-%+	2023	2024
Murder	0	0	0.0%	1	0	-100.0%	1	0	-100.0%	0	1	100.0%	0	1	100.0%	0	1	100.0%	0.0%	100.0%
Rape	4	1	-75.0%	8	4	-50.0%	8	4	-50.0%	3	0	-100.0%	3	3	0.0%	3	3	0.0%	37.5%	75.0%
Robbery	1	0	-100.0%	4	3	-25.0%	4	3	-25.0%	2	1	-50.0%	4	3	-25.0%	4	3	-25.0%	100.0%	100.0%
Ag. Asslt	16	17	6.3%	42	28	-33.3%	42	28	-33.3%	9	13	44.4%	33	23	-30.3%	33	23	-30.3%	78.6%	82.1%
Total	21	18	-14.3%	55	35	-36.4%	55	35	-36.4%	14	15	7.1%	40	30	-25.0%	40	30	-25.0%	72.7%	85.7%
Burglary	8	7	-12.5%	25	16	-36.0%	25	16	-36.0%	2	0	-100.0%	5	4	-20.0%	5	4	-20.0%	20.0%	25.0%
Larceny	85	47	-44.7%	236	169	-28.4%	236	169	-28.4%	22	17	-22.7%	41	63	53.7%	41	63	53.7%	17.4%	37.5%
Auto Theft	6	1	-83.3%	14	11	-21.4%	14	11	-21.4%	0	2	200.0%	0	5	500.0%	0	5	500.0%	0.0%	45.5%
Total	99	55	-44.4%	275	196	-28.7%	275	196	-28.7%	24	19	-20.8%	46	72	56.5%	46	72	56.5%	16.7%	36.4%
Overall Total	120	73	-39.2%	330	231	-30.0%	330	231	-30.0%	38	34	-10.5%	86	102	18.6%	86	102	18.6%	26.1%	44.4%

Attachment: 05-20-2024 Law Board Packet (14019 : Law Board Meeting Agenda)

RILEY COUNTY POLICE DEPARTMENT
Report Submission

March 2024

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 P	
Year	2023	2024	-%+	2023	2024	-%+	2023	2024	-%+	2023	2024	-%+	2023	2024	-%+	2023	2024	-%+	2023	2024
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	2	0	-100.0%	2	3	50.0%	2	3	50.0%	0	0	0.0%	0	2	200.0%	0	2	200.0%	0.0%	66.7%
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%	3	2	-33.3%	3	2	-33.3%	1	0	-100.0%	1	2	100.0%	1	2	100.0%	33.3%	100.0%
Total	2	0	-100.0%	5	5	0.0%	5	5	0.0%	1	0	-100.0%	1	4	300.0%	1	4	300.0%	20.0%	80.0%
Burglary	1	0	-100.0%	1	2	100.0%	1	2	100.0%	1	1	0.0%	1	2	100.0%	1	2	100.0%	100.0%	100.0%
Larceny	0	3	300.0%	2	9	350.0%	2	9	350.0%	0	1	100.0%	2	1	-50.0%	2	1	-50.0%	100.0%	11.1%
Auto Theft	0	0	0.0%	1	0	-100.0%	1	0	-100.0%	0	0	0.0%	1	0	-100.0%	1	0	-100.0%	100.0%	0.0%
Total	1	3	200.0%	4	11	175.0%	4	11	175.0%	1	2	100.0%	4	3	-25.0%	4	3	-25.0%	100.0%	27.3%
Overall Total	3	3	0.0%	9	16	77.8%	9	16	77.8%	2	2	0.0%	5	7	40.0%	5	7	40.0%	55.6%	43.3%

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

Attachment: 05-20-2024 Law Board Packet (14019 : Law Board Meeting Agenda)

RILEY COUNTY POLICE DEPARTMENT

Report Submission

To:	Director Peete	BRP 7 May 24
Thru:	Assistant Director Moldrup	KMM 5.2.24
From:	Captain Greg Steere	
Position:	Division Commander	Division: Patrol
Report Title:	Traffic Analysis	
Rpt Freq./Year:	1 st Quarter, 2024	
Policy #:	61.1.1	
Date:	4-26-24	

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.

RILEY COUNTY POLICE DEPARTMENT

Report Submission

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

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

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

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

1st Quarter Synopsis:

This report is an overview of preventable crashes reported in the 1st quarter of 2024. A preventable accident is an accident that occurs on a public roadway and is not caused by weather or animal related factors.

There were 213 preventable accidents reported in the first quarter of 2024. This is the highest 1st quarter count and a 13.3% increase from previous 1st quarter averages.

Injuries and Fatalities

- There were 0 fatal crashes and 43 injury crashes reported in the 1st quarter of 2024 with 55 injuries.
- This is the highest injury accident count and 2nd highest injury count for the first quarter in this tracking period.
- There were 0 fatal accidents with 0 fatalities during the 1st quarter of 2024.

Year	2021				2022				2023				2024			
Quarter	Qtr1	Qtr2	Qtr3	Qtr4	Qtr1	Qtr2	Qtr3	Qtr4	Qtr 1	Qtr 2	Qtr 3	Qtr 4	Qtr1	Qtr2	Qtr3	Qtr4
Preventable Accidents	169	214	286	295	201	230	237	231	194	241	217	241	213			
Accident Rates per 1,000 Inhabitants	13.35				12.64				12.56				Projected 14.45			
Preventable Injury Accidents	30	56	73	71	41	56	60	55	32	51	42	51	43			
Injury Rates per 1,000 Inhabitants	3.19				2.98				2.48				Projected 3.59			
Persons Injured in Preventable Accidents	35	72	96	93	58	80	81	71	43	70	62	73	55			
Fatalities in Preventable Accidents	1	1	2	3	2	1	1	1	1	1	2	3	0			

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

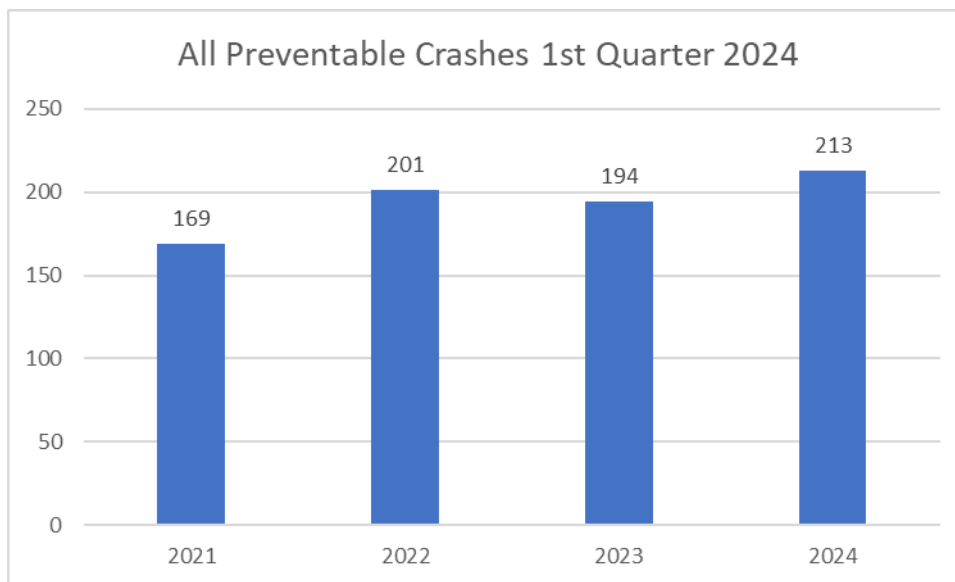
RILEY COUNTY POLICE DEPARTMENT Report Submission

Driver Actions

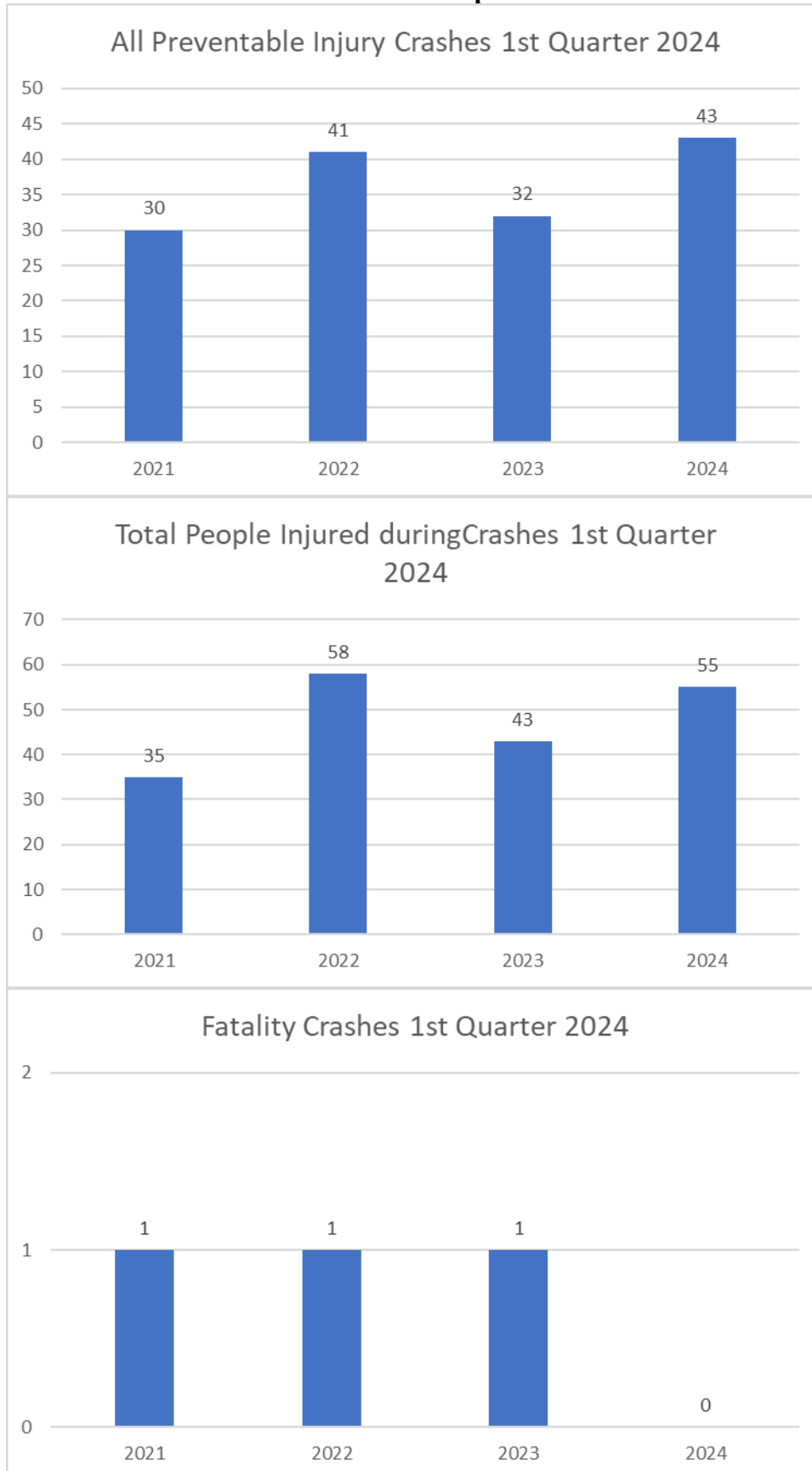
- The chart below shows the top five driver actions leading to preventable accidents.
- Inattention, Failed to Yield Right of Way, and Followed Too Closely historically are the top three driver actions.
- No Driver Contributing Circumstance was the fourth highest followed by Improper Lane Change.

Year	2021				2022				2023				2024			
Quarter	Qtr1	Qtr2	Qtr3	Qtr4	Qtr1	Qtr2	Qtr3	Qtr4	Qtr1	Qtr2	Qtr3	Qtr4	Qtr1	Qtr2	Qtr3	Qtr4
Failed to Yield Right of Way	32	46	61	63	46	44	47	40	41	42	49	48	41			
Inattention (General Sense)	42	58	74	62	43	57	54	47	35	42	52	60	37			
Followed Too Closely	24	16	33	38	27	28	26	25	27	31	25	25	25			
No Driver Contributing Circumstance	0	0	0	0	0	0	0	0	11	9	3	6	16			
Improper Lane Change	6	10	10	11	8	14	10	10	10	15	10	19	14			

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



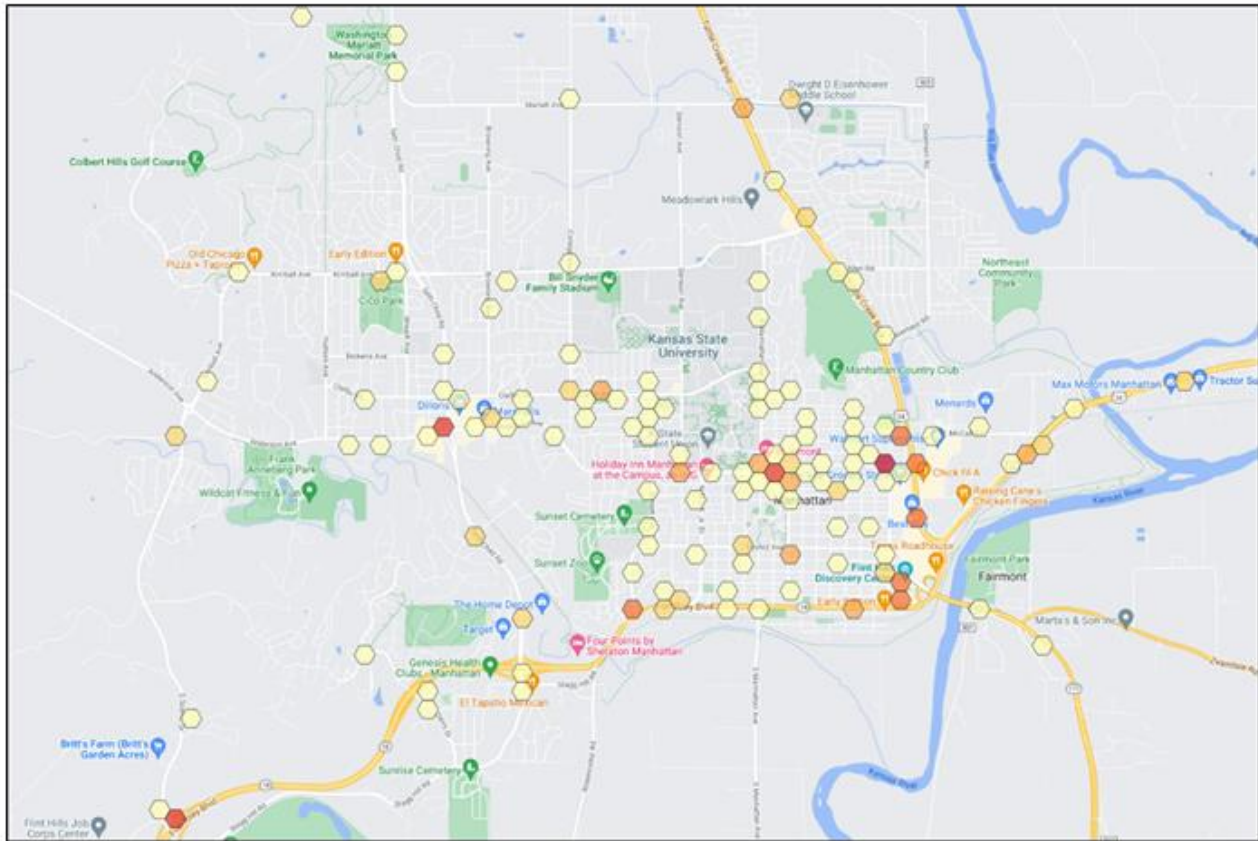
RILEY COUNTY POLICE DEPARTMENT
Report Submission



RILEY COUNTY POLICE DEPARTMENT

Report Submission

Manhattan Area Density Map of Traffic Crashes in the 1st Quarter 2024

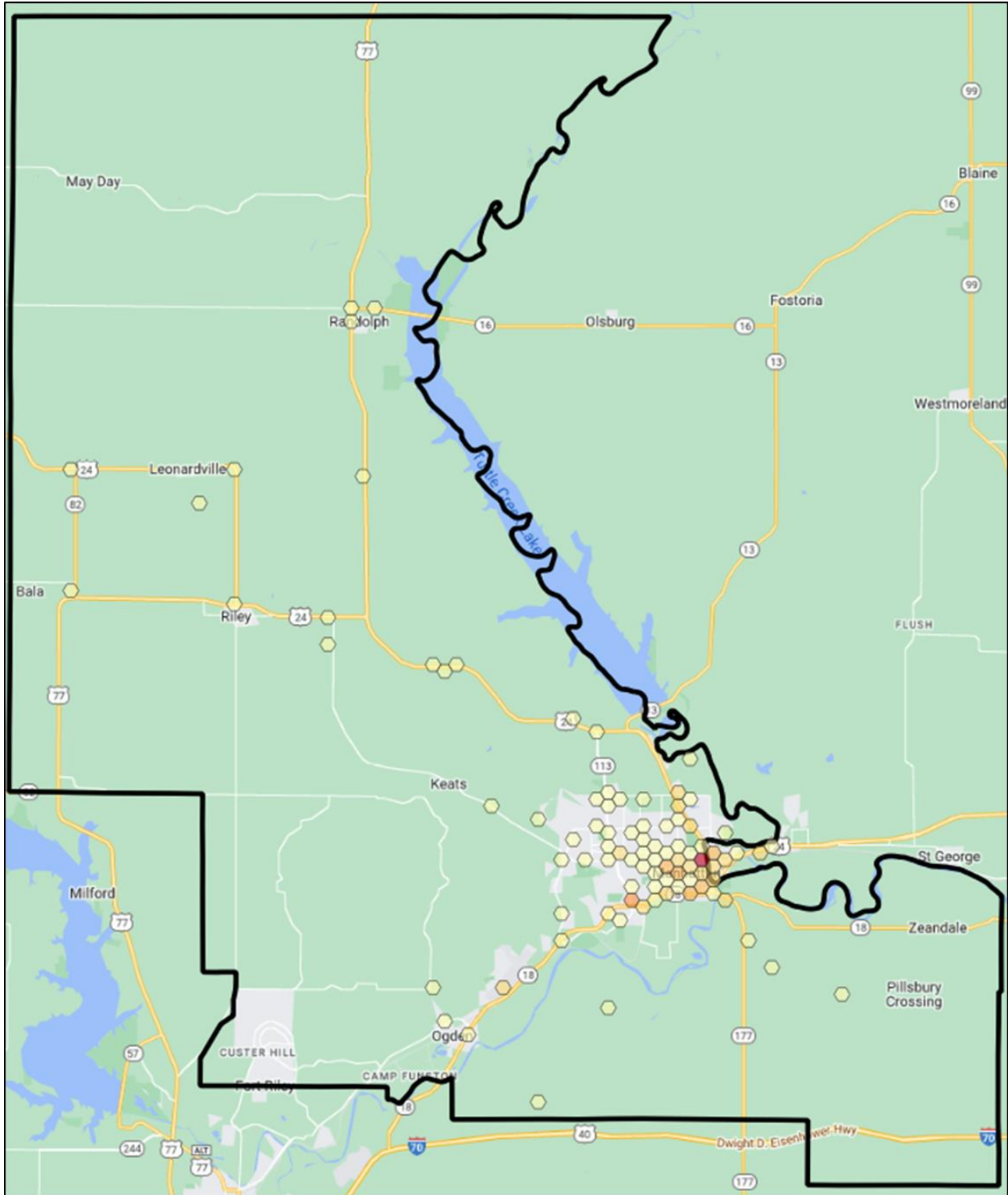


Geographic hot spots

- There were 6 crashes around the Bluemont and 4th St roundabout.
- There were 5 crashes at Anderson & Seth Child Rd and the roundabout at Scenic and Skyway Dr.
- Below is a list of locations with 4 crashes in the quarter:
 - Tuttle Creek Blvd & Bluemont Ave
 - Tuttle Creek Blvd & McCall Rd
 - Fort Riley Blvd & 3rd St
 - Around Pierre St & 3rd St
 - Around Westwood Rd & Fort Riley Blvd
 - Tuttle Creek Blvd & Leavenworth St

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County Wide Density Map of Traffic Crashes in the 1st Quarter 2024



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Temporal Density

- 50% of all crashes occurred between 12:00 PM – 6:59 PM.
- 32% of crashes occurred between 3:00 PM – 6:59 PM.
- Friday was the day of the week with the highest number of crashes (49), and the 3 PM hour was the hour with the highest count (19).
- Wednesday during the 3 PM hour and Friday during the 4 PM hour had 7 crashes each. This is followed by Friday during the 5 PM hour with 6 crashes.

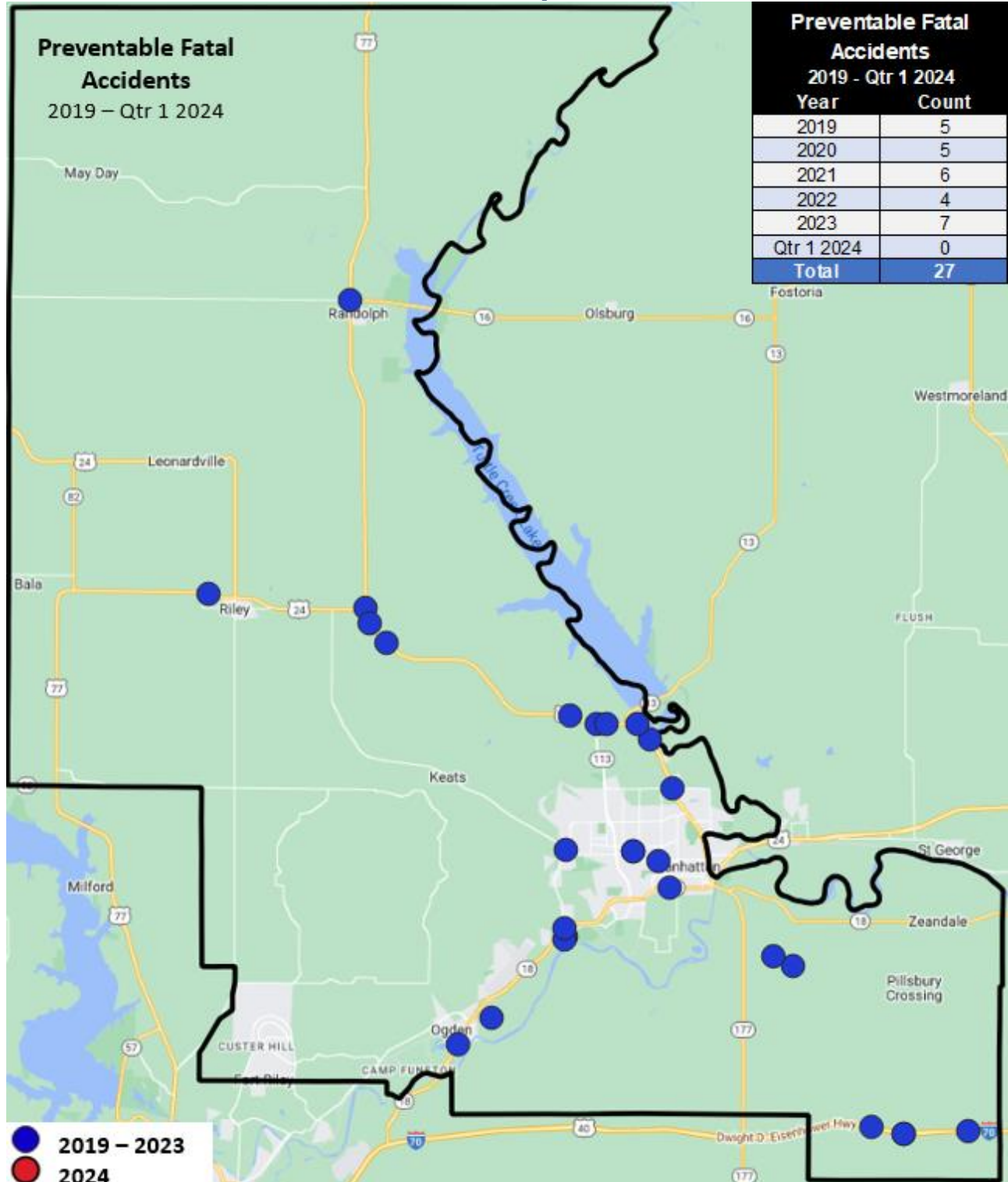
	00	01	02	03	04	05	06	07	08	09	10	11	12	13	14	15	16	17	18	19	20	21	22	23	Count	Percentage
Monday	5	0	0	0	0	0	0	2	3	1	3	3	1	2	1	2	2	2	0	0	2	1	2	0	32	15%
Tuesday	0	0	0	0	1	0	0	5	1	3	0	0	2	0	3	3	3	3	4	2	3	0	0	0	33	15%
Wednesday	1	0	0	0	0	0	0	4	3	1	3	0	4	1	1	7	2	4	0	1	0	0	0	0	32	15%
Thursday	0	0	1	0	0	0	1	2	3	2	3	0	2	1	2	2	3	2	4	2	2	0	0	0	32	15%
Friday	2	0	0	0	0	0	1	0	3	1	0	2	4	2	1	2	7	6	5	3	4	5	1	0	49	23%
Saturday	2	1	1	0	1	0	0	1	2	0	1	2	1	3	3	1	0	0	1	1	1	0	1	0	23	11%
Sunday	0	2	0	0	0	0	0	0	0	0	2	1	2	1	0	2	1	0	1	0	0	0	0	0	12	6%
Count	10	3	2	0	2	0	2	14	15	8	12	8	16	10	11	19	18	17	15	9	12	6	4	0	213	
Percentage	5%	1%	1%	0%	1%	0%	1%	7%	7%	4%	6%	4%	8%	5%	5%	9%	8%	8%	7%	4%	6%	3%	2%	0%		

RILEY COUNTY POLICE DEPARTMENT

Report Submission

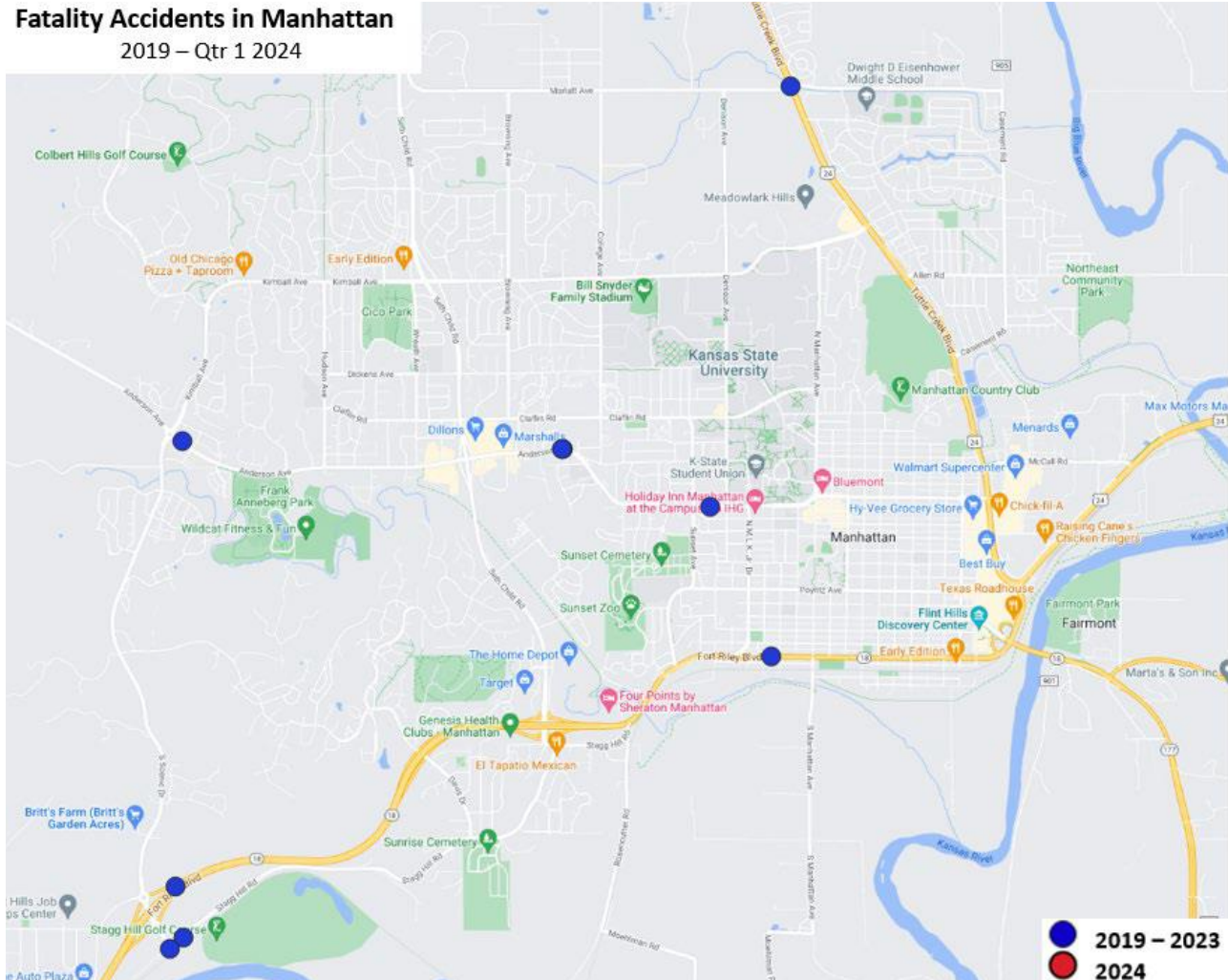
Preventable Fatal Accidents

Below are the mapped locations of the preventable fatal accidents that have occurred in Riley County during 2019 through the first quarter of 2024. There was a total of 27 fatal accidents during this time frame. The accidents that occurred in 2024 are symbolized by a red dot. The accidents that occurred in 2019 – 2023 are blue dots. Zero fatal accidents in first quarter of 2024.



RILEY COUNTY POLICE DEPARTMENT
Report Submission
Preventable Fatal Accidents in City of Manhattan

Fatality Accidents in Manhattan
 2019 – Qtr 1 2024



There have been no fatalities in 2024 so far.

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

Our strategy for crash reduction in 2024 is to continue enhanced enforcement of traffic laws relevant to the primary causes of crashes in our cities and county. Special attention will also be directed toward the morning and afternoon work and school rush with a focus on driving behaviors that most commonly cause crashes (inattention, failure to yield and following too close). School zones (as always) will continue to be an area for extra enforcement for us whenever we are able. It is our goal to keep the number of preventable crashes below **13 per one thousand residents**.

RILEY COUNTY POLICE DEPARTMENT

Report Submission

To:	Director Peete	BRP 23 Apr 24
Thru:	Assistant Director Moldrup	KMM 4.9.24
Thru:	Captain Erin Freidline	Noted. EKF #6 4/5/24
From:	Lieutenant Tim Schuck	
Position:	SIU Supervisor	Division: Investigations
Report Title:	Seizure and Forfeiture Report	
Rpt Freq./Year:	1st Quarter, 2024	
Policy #:	84.1.8	
Date:	April 01, 2024	

Seizures made during the 1st Quarter of 2024

CASE	DESCRIPTION OF PROPERTY	OWNER	SENT TO JERRY SHIVLEY & COLIN WOOD
	N/A		

Active Seizures as of 1st Quarter of 2024

CASE	DESCRIPTION OF PROPERTY	OWNER	STATUS OF SEIZURE
23-002773	2009 Pontiac G8 VIN: 6G2EC57Y49L195965		Pending

Completed Seizures 1st Quarter of 2024

CASE	DESCRIPTION OF PROPERTY	OWNER	STATUS OF SEIZURE
N/A	N/A		



BE IT HEREBY KNOWN THAT THE

Riley County (Kansas) Police Department

having fully demonstrated its voluntary commitment to law enforcement excellence by living up to a body of standards deemed essential to the protection of the life, health and safety and rights of the citizens it serves, and having exemplified the best professional practices in the conduct of its responsibilities is hereby, upon the recommendation of the Members of the Commission, awarded this

CERTIFICATE OF ADVANCED ACCREDITATION

effective on the sixteenth day of March, 2020
and is recognized as an accredited law enforcement agency for a period of four years.

NINTH AWARD



Anthony B. Purcell
Chairman

W. Craig Hartley
Executive Director

MERITORIOUS



**2025 Special Alcohol Fund
Grant Agreement
Riley County Police Department**

THIS AGREEMENT is entered into this ____ day of _____, 2024, by and between the City of Manhattan, Kansas, a municipal corporation, (“City”); the Riley County Police Department (“RCPD”) and the Riley County Law Enforcement Agency (“the Agency”).

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

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

WHEREAS, in 2025, RCPD will employ a Mental Health Case Manager, (“Case Manager”) as described in Exhibit A, Position Description, whose duties have a heavy emphasis on serving inmates who suffer from alcohol and drug substance use disorder; and,

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

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

1. The Agreement term is from January 1, 2025, through December 31, 2025, unless terminated earlier.
2. The City agrees to provide funds to RCPD in the amount of **\$88,000** (“Grant Funds”) from the 2025 CSFAB Special Alcohol Fund, subject to the availability of Grant Funds as described in Section 7. The City will pay the Grant Funds in four equal installments of **\$22,000.00**, each on or before March 15, June 15, September 15, and December 15, of 2025. RCPD shall use the Grant Funds only for a Case Manager position, as described in Exhibit A. Subject only to the provisions of this Agreement, RCPD has administrative control of the Grant Funds. RCPD shall return any Grant Funds that are unused as of

December 31, 2025, to the City by January 31, 2026, for the City to deposit to the Special Alcohol Fund.

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

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

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

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

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

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

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

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

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

City of Manhattan, Kansas

Riley County Police Department

Susan Adamchak, Mayor

Brian Feete, Director

Attest:

Approved by:
Riley County Law Enforcement Agency

Brenda K. Wolf, CMC, City Clerk

John Matta, Chairperson





2025 Budget Presentation

Director Brian Peete

Captain Brad Jager

Finance Manager Jennifer Reifschneider

Today's Agenda

Introduction of the Budget

Budget Priorities

Budget Draft 1

Budget Draft 1b

Budget Draft 2

Budget Draft 3

Recommendation

Timeline

Introduction to the Budget

Director Peete

Captain Brad Jager

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

Budget Priorities

1. COLA
2. Salary Survey
3. Underfunded Accounts

\$1,239,523 was reduced from 2025 budget increases during internal budget preparation



2021-2025 Budget Overview

	2021	2022	2023	2024	2025
Budget Increase	\$ -	\$ 876,634.62	\$ 1,981,404.00	\$ 1,885,600.17	\$ 1,972,130.00
Itemized Increases	NO COLA NO Merits Health Insurance <\$313,000> Workers Comp <\$60,000> Retirement <\$15,000>	1.0% COLA 2.0% Pay Adjustment Payroll Technician Cook Court Security Screener Training +\$18,000 Insurance +\$53,000	5.1% COLA 5.9% Salary Survey	6.5% COLA 3.8% Salary Survey	3.8% COLA 3.2% Salary Survey Health Insurance Liability Insurance Prisoner Food & C Fuel Crime Analyst
Total Budget	\$ 21,193,453.38	\$ 23,070,088.00	\$ 25,051,492.00	\$ 26,937,092.17	\$ 28,909,200.00
Carry Over	\$ (234,725.38)	\$ (84,215.00)	\$ (51,412.00)	\$ (256,633.17)	\$ (259,600.00)
Tax Payer Impact	\$ 20,958,728.00	\$ 22,985,873.00	\$ 25,000,080.00	\$ 26,680,459.00	\$ 28,649,800.00
% of City/County Total Budgets	9.57%	9.45%	9.27%	8.62%	
% of City of Manhattan Budget	10.54%	11.16%	10.57%	9.61%	
% of Riley County Budget	7.12%	5.99%	6.21%	6.23%	

Proposed Budgets

Budget 1

\$2,049,547

Total Increase

\$28,986,639

Proposed Budget

7.61%

(\$259,663)

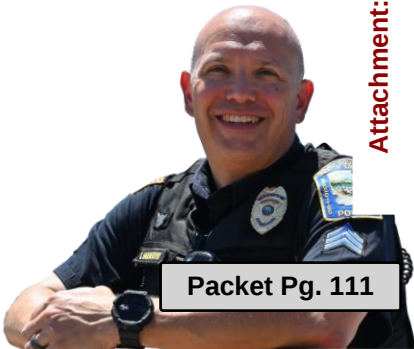
Carryover

\$28,726,976

Realized

6.64%

Base Budget	358,331
3.8% COLA	815,898
Salary Survey	439,100
Health Ins	112,850
Liability Insurance	74,000
Prisoner Food	68,412
Fuel	40,000
Crime Analyst	19,175
3 COPS Grant	121,780
Total	2,049,547



Proposed Budgets

Budget 1b

\$1,972,130

Total Increase

\$28,909,222

Proposed Budget
7.32%

(\$259,663)

Carryover

\$28,649,559

Realized
6.36%

\$77,417 Reduction

Base Budget	358,331
3.8% COLA	815,898
Salary Survey	439,100
Health Ins	112,850
Liability Insurance	74,000
Prisoner Food	68,412
Fuel	40,000
Crime Analyst	19,175
3 COPS Grant	121,780
Total	2,049,547
Mental Health Case Mgr	<77,417>
Revised Total	1,972,130



Proposed Budgets

Budget 2

\$1,844,850

Total Increase

\$28,781,942

Proposed Budget

6.84%

(\$259,663)

Carryover

\$28,522,279

Realized

5.88%

\$204,697 Reduction

Base Budget	358,331
3.8% COLA	815,898
Salary Survey	439,100
Health Ins	112,850
Liability Insurance	74,000
Prisoner Food	68,412
Fuel	40,000
Crime Analyst	19,175
3 COPS Grant	121,780
Total	2,049,547
Mental Health Case Mgr	<77,417>
3 COPS Grant	<121,780>
Community Engagement	<5,500>
Revised Total	1,844,850

Attachment: 05-20-2024 Law Board Packet (14019 : Law Board Meeting Agenda)



Proposed Budgets

Budget 3

Base Budget	358,331
3.8% COLA	815,898
Salary Survey	439,100
Health Ins	112,850
Liability Insurance	74,000
Prisoner Food	68,412
Fuel	40,000
Crime Analyst	19,175
3 COPS Grant	121,780
Total	2,049,547
Mental Health Case Mgr	<77,417>
3 COPS Grant	<121,780>
Co-Responder Program	<130,000>
1 School Resource Officer	<116,813>
Community Engagement	<5,500>
Revised Total	1,598,037

\$1,598,037

Total Increase

\$28,535,129

Proposed Budget
5.93%

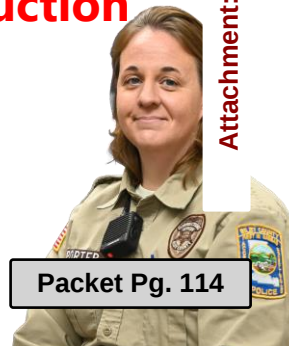
(\$259,663)

Carryover

\$28,275,466

Realized
4.97%

\$451,510 Reduction



Proposed Budgets

<u>Budget 1b</u>	<u>Budget 2</u>	<u>Budget 3</u>
\$1,972,130 Total Increase	\$1,844,850 Total Increase	\$1,598,037 Total Increase
\$28,909,222 Proposed Budget 7.32%	\$28,781,942 Proposed Budget 6.84%	\$28,535,129 Proposed Budget 5.93%
(\$259,663) Carryover	(\$259,663) Carryover	(\$259,663) Carryover
\$28,649,559 Realized 6.36%	\$28,522,279 Realized 5.88%	\$28,275,466 Realized 4.97%
\$77,417 Reduction	\$222,698 Reduction	\$451,510 Reduction
Mental Health Case Mgr <77,417>	Mental Health Case Mgr <77,417> Cops Grant <121,780> Community Engagement <5,500>	Mental Health Case Mgr <77,417> Cops Grant <121,780> Co-Responder Program <130,000> Community Engagement <5,500> 1 School Resource Officer <116,813>
RILEY COUNTY POLICE DEPARTMENT	76.	Packet Pg. 115

Proposed Budget

Attached:

Official Budgets: Proposed Budgets 1b, 2, & 3
Budget Publications: Proposed Budgets 1b, 2, & 3
Budget Memo

Recommendation:

Approve Budget Draft 1b

Action Items:

Move to approve a Budget for Publication in Manhattan Mercury

Recommendation Budget 1b

Base Budget	358,331
3.8% COLA	815,898
Salary Survey	439,100
Health Ins	112,850
Liability Insurance	74,000
Prisoner Food	68,412
Fuel	40,000
Crime Analyst	19,175
3 COPS Grant	121,780
Total	2,049,547
Mental Health Case Mgr	<77,417>
Revised Total	1,972,130

Budget 1b

\$1,972,130

Total Increase

\$28,909,222

Proposed Budget
7.32%

(\$259,663)

Carryover

\$28,649,559

Realized
6.36%

\$77,417 Reduction

Mental Health Case Mgr <77,417>



Budget Timeline

The following is the proposed timeline for development of the 2025 RCPD budget.

At the **January 16, 2024** Law Board meeting, discuss, modify as necessary and approve the 2025 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 15, 2024** 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 20, 2024** 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 7, 2024** publish the proposed 2025 budget of expenditures with the City and County Revenue Neutral Rate (if available) in the Manhattan Mercury.

At the **June 17, 2024** Law Board meeting, conduct a public hearing on the 2025 budget of expenditures and formally adopt the budget.

On or before **July 1, 2024** certify to the Riley County Board of County Commissioners and the City of Manhattan a budget of expenditures for the 2025 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 66505

(785) 537-2100

www.RileyCountyPolice.com

@RileyCountyPD

Personnel

3.8% COLA

Salary Survey

Crime Analyst

Corrections Assistant

3 Police Officers (50% Grant)

Riley County Police Department

Proposed 2025 Budget

Draft 1b

Non Personnel

Health Insurance

Liability Insurance

Prisoner Food

Fuel

Acct	Description	2022 Actual Expenditures	2023 Approved Budget	2023 Actual Expenditures	2024 Approved Budget	2025 Proposed Budget	Budget Difference	
01	Salaries-Full Time	13,039,960.34	15,637,969.00	14,649,737.50	17,089,553.45	18,238,699.89	1,149,146.44	
02	Salaries-Part Time	68,768.31	125,000.00	87,894.36	125,000.00	125,000.00	-	
03	Salaries-Overtime	657,706.61	471,762.00	707,235.70	471,762.00	491,762.00	20,000.00	
Total Salaries		13,766,435.26	16,234,731.00	15,444,867.56	17,686,315.45	18,855,461.89	1,169,146.44	
36	Kansas Police & Fire	1,792,200.54	2,155,361.00	2,124,314.10	2,380,794.61	2,715,014.00	334,219.39	
37	KPERS	527,749.63	646,542.00	610,011.34	798,707.30	842,704.21	43,996.91	
38	Social Security	539,001.24	654,574.00	596,504.91	709,538.16	750,445.43	40,907.27	
39	Health Insurance	1,500,000.00	1,537,150.00	1,915,000.00	1,537,150.00	1,650,000.00	112,850.00	
40	Workers Comp Insurance	149,906.04	380,000.00	289,777.00	380,000.00	380,000.00	-	
41	Unemployment Compensation	13,183.22	16,234.00	14,784.00	17,686.65	18,816.40	1,129.75	
Total Employee Benefits		4,522,040.67	5,389,861.00	5,550,391.35	5,823,876.72	6,356,980.04	533,103.32	
Total Personnel Costs		18,288,475.93	21,624,592.00	20,995,258.91	23,510,192.17	25,212,441.93	1,702,249.76	7.240%
04	Utilities	284,888.18	205,000.00	259,539.49	205,000.00	205,000.00	-	
05	Insurance	567,777.00	320,000.00	542,505.00	320,000.00	420,000.00	100,000.00	
06	Legal & Accounting	84,491.89	85,000.00	108,757.12	85,000.00	85,000.00	-	
07	Training & Travel	268,070.14	108,000.00	246,651.90	108,000.00	108,000.00	-	
08	Postage	5,545.85	7,400.00	6,896.39	7,400.00	7,400.00	-	
09	Printing	10,825.48	7,500.00	6,553.37	7,500.00	7,500.00	-	
10	Rentals-Maintenance Agreements	55,470.65	60,000.00	57,783.12	60,000.00	60,000.00	-	
11	Building & Grounds	36,034.75	30,000.00	34,407.74	30,000.00	30,000.00	-	
12	Equipment Repair & Maintenance	75,705.83	85,000.00	27,335.37	85,000.00	60,000.00	(25,000.00)	
13	Vehicle Maintenance	182,746.38	90,000.00	150,184.79	90,000.00	100,000.00	10,000.00	
14	Telephone Service	96,113.93	62,000.00	81,247.02	62,000.00	62,000.00	-	
16	Medical Fees	41,319.15	15,000.00	25,712.35	15,000.00	15,000.00	-	
19	Contractual services-Computer	763,513.38	690,000.00	703,588.33	690,000.00	763,800.00	73,800.00	
20	Other Contractual Services	672,934.96	314,000.00	707,355.00	314,000.00	277,080.00	(36,920.00)	
Total Contractual Services		3,145,437.57	2,078,900.00	2,958,516.99	2,078,900.00	2,200,780.00	121,880.00	
17	Prisoner Food & Care	380,525.36	195,000.00	416,692.48	195,000.00	345,000.00	150,000.00	
21	Community Services/Recruiting	19,953.68	17,500.00	8,957.92	17,500.00	17,500.00	-	
22	Books, Papers, Memberships	18,972.08	10,000.00	16,923.15	10,000.00	10,000.00	-	
23	Uniforms & Accessories	126,374.95	40,000.00	52,315.80	40,000.00	40,000.00	-	
25	Maintenance Supplies	21,211.75	29,500.00	14,786.49	29,500.00	19,500.00	(10,000.00)	
26	Fuel & Lubrication	314,684.96	163,000.00	251,712.40	163,000.00	203,000.00	40,000.00	
27	Vehicle Tires	19,664.94	17,000.00	10,684.38	17,000.00	17,000.00	-	
28	Office Supplies	48,983.02	24,000.00	41,967.51	24,000.00	24,000.00	-	
29	Replenishment Supplies	65,851.94	45,000.00	43,825.44	45,000.00	45,000.00	-	
Total Commodities		1,016,222.68	541,000.00	857,865.57	541,000.00	721,000.00	180,000.00	
30	Communications Equipment	119,010.42	10,000.00	13,465.93	10,000.00	10,000.00	-	
31	Guns & Crime Equipment	132,035.88	60,000.00	78,942.59	60,000.00	60,000.00	-	
32	Furniture	11,787.54	15,000.00	7,140.04	15,000.00	10,000.00	(5,000.00)	
33	Equipment	64,018.21	452,000.00	109,993.06	452,000.00	400,000.00	(52,000.00)	
34	Vehicles and Equipment	448,004.58	270,000.00	274,273.67	270,000.00	295,000.00	25,000.00	
35A	Reserves & Contingencies	35,065.00		123,000.00			-	
Total Capital Outlay		809,921.63	807,000.00	606,815.29	807,000.00	775,000.00	(32,000.00)	
Total Non-Personnel Costs		4,971,581.88	3,426,900.00	4,423,197.85	3,426,900.00	3,696,780.00	269,880.00	7.875%
Total		23,260,057.81	25,051,492.00	25,418,456.76	26,937,092.17	28,909,221.93	1,972,129.76	7.321%
					2023 Carry Over	(259,663.17)		-0.964%
						28,649,558.76		6.357%

printed 5/10/2024

Personnel
3.8% COLA
Salary Surv
Crime Analyst
Corrections Assistant

Riley County Police Department Proposed 2025 Budget Draft 2

Non Personnel
Health Insurance
Liability Insurance
Prisoner Food
Fuel

Acct	Description	2022 Actual Expenditures	2023 Approved Budget	2023 Actual Expenditures	2024 Approved Budget	2025 Proposed Budget	Budget Difference	
01	Salaries-Full Time	13,039,960.34	15,637,969.00	14,649,737.50	17,089,553.45	18,145,731.89	1,056,178.44	
02	Salaries-Part Time	68,768.31	125,000.00	87,894.36	125,000.00	125,000.00	-	
03	Salaries-Overtime	657,706.61	471,762.00	707,235.70	471,762.00	491,762.00	20,000.00	
Total Salaries		13,766,435.26	16,234,731.00	15,444,867.56	17,686,315.45	18,762,493.89	1,076,178.44	
36	Kansas Police & Fire	1,792,200.54	2,155,361.00	2,124,314.10	2,380,794.61	2,693,538.00	312,743.39	
37	KPERS	527,749.63	646,542.00	610,011.34	798,707.30	842,704.21	43,996.91	
38	Social Security	539,001.24	654,574.00	596,504.91	709,538.16	749,097.43	39,559.27	
39	Health Insurance	1,500,000.00	1,537,150.00	1,915,000.00	1,537,150.00	1,650,000.00	112,850.00	
40	Workers Comp Insurance	149,906.04	380,000.00	289,777.00	380,000.00	374,105.00	(5,895.00)	
41	Unemployment Compensation	13,183.22	16,234.00	14,784.00	17,686.65	18,723.40	1,036.75	
Total Employee Benefits		4,522,040.67	5,389,861.00	5,550,391.35	5,823,876.72	6,328,168.04	504,291.32	
Total Personnel Costs		18,288,475.93	21,624,592.00	20,995,258.91	23,510,192.17	25,090,661.93	1,580,469.76	6.722%
04	Utilities	284,888.18	205,000.00	259,539.49	205,000.00	205,000.00	-	
05	Insurance	567,777.00	320,000.00	542,505.00	320,000.00	420,000.00	100,000.00	
06	Legal & Accounting	84,491.89	85,000.00	108,757.12	85,000.00	85,000.00	-	
07	Training & Travel	268,070.14	108,000.00	246,651.90	108,000.00	108,000.00	-	
08	Postage	5,545.85	7,400.00	6,896.39	7,400.00	7,400.00	-	
09	Printing	10,825.48	7,500.00	6,553.37	7,500.00	7,500.00	-	
10	Rentals-Maintenance Agreements	55,470.65	60,000.00	57,783.12	60,000.00	60,000.00	-	
11	Building & Grounds	36,034.75	30,000.00	34,407.74	30,000.00	30,000.00	-	
12	Equipment Repair & Maintenance	75,705.83	85,000.00	27,335.37	85,000.00	60,000.00	(25,000.00)	
13	Vehicle Maintenance	182,746.38	90,000.00	150,184.79	90,000.00	100,000.00	10,000.00	
14	Telephone Service	96,113.93	62,000.00	81,247.02	62,000.00	62,000.00	-	
16	Medical Fees	41,319.15	15,000.00	25,712.35	15,000.00	15,000.00	-	
19	Contractual services-Computer	763,513.38	690,000.00	703,588.33	690,000.00	763,800.00	73,800.00	
20	Other Contractual Services	672,934.96	314,000.00	707,355.00	314,000.00	277,080.00	(36,920.00)	
Total Contractual Services		3,145,437.57	2,078,900.00	2,958,516.99	2,078,900.00	2,200,780.00	121,880.00	
17	Prisoner Food & Care	380,525.36	195,000.00	416,692.48	195,000.00	345,000.00	150,000.00	
21	Community Services/Recruiting	19,953.68	17,500.00	8,957.92	17,500.00	12,000.00	(5,500.00)	
22	Books, Papers, Memberships	18,972.08	10,000.00	16,923.15	10,000.00	10,000.00	-	
23	Uniforms & Accessories	126,374.95	40,000.00	52,315.80	40,000.00	40,000.00	-	
25	Maintenance Supplies	21,211.75	29,500.00	14,786.49	29,500.00	19,500.00	(10,000.00)	
26	Fuel & Lubrication	314,684.96	163,000.00	251,712.40	163,000.00	203,000.00	40,000.00	
27	Vehicle Tires	19,664.94	17,000.00	10,684.38	17,000.00	17,000.00	-	
28	Office Supplies	48,983.02	24,000.00	41,967.51	24,000.00	24,000.00	-	
29	Replenishment Supplies	65,851.94	45,000.00	43,825.44	45,000.00	45,000.00	-	
Total Commodities		1,016,222.68	541,000.00	857,865.57	541,000.00	715,500.00	174,500.00	
30	Communications Equipment	119,010.42	10,000.00	13,465.93	10,000.00	10,000.00	-	
31	Guns & Crime Equipment	132,035.88	60,000.00	78,942.59	60,000.00	60,000.00	-	
32	Furniture	11,787.54	15,000.00	7,140.04	15,000.00	10,000.00	(5,000.00)	
33	Equipment	64,018.21	452,000.00	109,993.06	452,000.00	400,000.00	(52,000.00)	
34	Vehicles and Equipment	448,004.58	270,000.00	274,273.67	270,000.00	295,000.00	25,000.00	
35A	Reserves & Contingencies	35,065.00		123,000.00			-	
Total Capital Outlay		809,921.63	807,000.00	606,815.29	807,000.00	775,000.00	(32,000.00)	
Total Non-Personnel Costs		4,971,581.88	3,426,900.00	4,423,197.85	3,426,900.00	3,691,280.00	264,380.00	7.715%
Total		23,260,057.81	25,051,492.00	25,418,456.76	26,937,092.17	28,781,941.93	1,844,849.76	6.849%
					2023 Carry Over	(259,663.17)		-0.964%
						28,522,278.76		5.885%

printed 5/10/2024

Attachment: 05-20-2024 Law Board Packet (14019 : Law Board Meeting Agenda)

Personnel

3.8% COLA

Salary Survey

Corrections Assistant

Crime Analyst

<1 School Resource Officer>

Riley County Police Department

Proposed 2025 Budget

Draft 3

Non Personnel

Health Insurance

Liability Insurance

Prisoner Food

Fuel

<Co Responder Program>

Acct	Description	2022 Actual Expenditures	2023 Approved Budget	2023 Actual Expenditures	2024 Approved Budget	2025 Proposed Budget	Budget Difference	
01	Salaries-Full Time	13,039,960.34	15,637,969.00	14,649,737.50	17,089,553.45	18,057,445.13	967,891.68	
02	Salaries-Part Time	68,768.31	125,000.00	87,894.36	125,000.00	125,000.00	-	
03	Salaries-Overtime	657,706.61	471,762.00	707,235.70	471,762.00	491,762.00	20,000.00	
Total Salaries		13,766,435.26	16,234,731.00	15,444,867.56	17,686,315.45	18,674,207.13	987,891.68	
36	Kansas Police & Fire	1,792,200.54	2,155,361.00	2,124,314.10	2,380,794.61	2,671,924.47	291,129.86	
37	KPERS	527,749.63	646,542.00	610,011.34	798,707.30	842,704.21	43,996.91	
38	Social Security	539,001.24	654,574.00	596,504.91	709,538.16	747,827.08	38,288.92	
39	Health Insurance	1,500,000.00	1,537,150.00	1,915,000.00	1,537,150.00	1,650,000.00	112,850.00	
40	Workers Comp Insurance	149,906.04	380,000.00	289,777.00	380,000.00	368,550.49	(11,449.51)	
41	Unemployment Compensation	13,183.22	16,234.00	14,784.00	17,686.65	18,635.79	949.14	
Total Employee Benefits		4,522,040.67	5,389,861.00	5,550,391.35	5,823,876.72	6,299,642.04	475,765.32	
Total Personnel Costs		18,288,475.93	21,624,592.00	20,995,258.91	23,510,192.17	24,973,849.17	1,463,657.00	6.226%
04	Utilities	284,888.18	205,000.00	259,539.49	205,000.00	205,000.00	-	
05	Insurance	567,777.00	320,000.00	542,505.00	320,000.00	420,000.00	100,000.00	
06	Legal & Accounting	84,491.89	85,000.00	108,757.12	85,000.00	85,000.00	-	
07	Training & Travel	268,070.14	108,000.00	246,651.90	108,000.00	108,000.00	-	
08	Postage	5,545.85	7,400.00	6,896.39	7,400.00	7,400.00	-	
09	Printing	10,825.48	7,500.00	6,553.37	7,500.00	7,500.00	-	
10	Rentals-Maintenance Agreements	55,470.65	60,000.00	57,783.12	60,000.00	60,000.00	-	
11	Building & Grounds	36,034.75	30,000.00	34,407.74	30,000.00	30,000.00	-	
12	Equipment Repair & Maintenance	75,705.83	85,000.00	27,335.37	85,000.00	60,000.00	(25,000.00)	
13	Vehicle Maintenance	182,746.38	90,000.00	150,184.79	90,000.00	100,000.00	10,000.00	
14	Telephone Service	96,113.93	62,000.00	81,247.02	62,000.00	62,000.00	-	
16	Medical Fees	41,319.15	15,000.00	25,712.35	15,000.00	15,000.00	-	
19	Contractual services-Computer	763,513.38	690,000.00	703,588.33	690,000.00	763,800.00	73,800.00	
20	Other Contractual Services	672,934.96	314,000.00	707,355.00	314,000.00	147,080.00	(166,920.00)	
Total Contractual Services		3,145,437.57	2,078,900.00	2,958,516.99	2,078,900.00	2,070,780.00	(8,120.00)	
17	Prisoner Food & Care	380,525.36	195,000.00	416,692.48	195,000.00	345,000.00	150,000.00	
21	Community Services/Recruiting	19,953.68	17,500.00	8,957.92	17,500.00	12,000.00	(5,500.00)	
22	Books, Papers, Memberships	18,972.08	10,000.00	16,923.15	10,000.00	10,000.00	-	
23	Uniforms & Accessories	126,374.95	40,000.00	52,315.80	40,000.00	40,000.00	-	
25	Maintenance Supplies	21,211.75	29,500.00	14,786.49	29,500.00	19,500.00	(10,000.00)	
26	Fuel & Lubrication	314,684.96	163,000.00	251,712.40	163,000.00	203,000.00	40,000.00	
27	Vehicle Tires	19,664.94	17,000.00	10,684.38	17,000.00	17,000.00	-	
28	Office Supplies	48,983.02	24,000.00	41,967.51	24,000.00	24,000.00	-	
29	Replenishment Supplies	65,851.94	45,000.00	43,825.44	45,000.00	45,000.00	-	
Total Commodities		1,016,222.68	541,000.00	857,865.57	541,000.00	715,500.00	174,500.00	
30	Communications Equipment	119,010.42	10,000.00	13,465.93	10,000.00	10,000.00	-	
31	Guns & Crime Equipment	132,035.88	60,000.00	78,942.59	60,000.00	60,000.00	-	
32	Furniture	11,787.54	15,000.00	7,140.04	15,000.00	10,000.00	(5,000.00)	
33	Equipment	64,018.21	452,000.00	109,993.06	452,000.00	400,000.00	(52,000.00)	
34	Vehicles and Equipment	448,004.58	270,000.00	274,273.67	270,000.00	295,000.00	25,000.00	
35A	Reserves & Contingencies	35,065.00		123,000.00			-	
Total Capital Outlay		809,921.63	807,000.00	606,815.29	807,000.00	775,000.00	(32,000.00)	
Total Non-Personnel Costs		4,971,581.88	3,426,900.00	4,423,197.85	3,426,900.00	3,561,280.00	134,380.00	3.921%
Total		23,260,057.81	25,051,492.00	25,418,456.76	26,937,092.17	28,535,129.17	1,598,037.00	5.932%
					2023 Carry Over	(259,663.17)		-0.964%
						28,275,466.00		4.969%

printed 5/10/2024

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

13.a

First published in the Manhattan Mercury on June 6, 2024.

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 17, 2024 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 2025.

The total of the estimated budget is \$28,909,221.93, which is within the 110% spending lid imposed by K.S.A. 19-4443, as amended in 1981.

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

- Step increases for eligible personnel
- Salary Survey Implementation
- 3.8% cost of living increase
- 3 Police Officers (50% Match)

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

<u>EXPENDITURE DETAIL</u>	<u>2024</u>	<u>2025</u>
	<u>Budget</u>	<u>Requested</u>
Personnel Services	17,686,315.45	18,855,461.89
Employee Benefits	5,823,876.72	6,356,980.04
Contractual Services	2,078,900.00	2,200,780.00
Commodities	541,000.00	721,000.00
Capital Outlay	807,000.00	775,000.00
TOTAL EXPENDITURES	<u>26,937,092.17</u>	<u>28,909,221.93</u>

<u>DISTRIBUTION OF BUDGET REQUEST</u>	<u>2024</u>	<u>2025</u>
City of Manhattan Levy	21,344,367.20	22,919,647.01
Riley County Levy	5,336,091.80	5,729,911.75
Carryover Funds	237,333.06	239,177.69
Copy Fees	19,300.11	20,485.48
REVENUE TOTAL	<u>26,937,092.17</u>	<u>28,909,221.93</u>

Revenue Neutral Rate

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

Special Emergency Reserve Fund

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

	<u>2023</u>	<u>2024</u>	<u>2025</u>
Balance January 1	750,000.00	750,000.00	750,000.00
Receipts			-
Expenditures	-	-	-
Balance December 31	<u>750,000.00</u>	<u>750,000.00</u>	<u>750,000.00</u>

IT Reserve Fund

	<u>2023</u>	<u>2024</u>	<u>2025</u>
Balance January 1	922,803.00	794,335.12	414,344.64
Receipts	123,000.00	-	-
Expenditures	(251,467.88)	(379,990.48)	-
Balance December 31	<u>794,335.12</u>	<u>414,344.64</u>	<u>414,344.64</u>

Riley County Police Department NOTICE OF BUDGET HEARING

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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 2025.

The total of the estimated budget is \$28,781,941.93, which is within the 110% spending lid imposed by K.S.A. 19-4443, as amended in 1981.

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

- Step increases for eligible personnel
- Salary Survey Implementation
- 3.8% cost of living increase

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

<u>EXPENDITURE DETAIL</u>	<u>2024</u> <u>Budget</u>	<u>2025</u> <u>Requested</u>
Personnel Services	17,686,315.45	18,762,493.89
Employee Benefits	5,823,876.72	6,328,168.04
Contractual Services	2,078,900.00	2,200,780.00
Commodities	541,000.00	715,500.00
Capital Outlay	807,000.00	775,000.00
TOTAL EXPENDITURES	26,937,092.17	28,781,941.93

<u>DISTRIBUTION OF BUDGET REQUEST</u>	<u>2024</u>	<u>2025</u>
City of Manhattan Levy	21,344,367.20	22,817,823.01
Riley County Levy	5,336,091.80	5,704,455.75
Carryover Funds	237,333.06	239,177.69
Copy Fees	19,300.11	20,485.48
REVENUE TOTAL	26,937,092.17	28,781,941.93

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

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	<u>2023</u>	<u>2024</u>	<u>2025</u>
Balance January 1	750,000.00	750,000.00	750,000.00
Receipts	-	-	-
Expenditures	-	-	-
Balance December 31	750,000.00	750,000.00	750,000.00

IT Reserve Fund

	<u>2023</u>	<u>2024</u>	<u>2025</u>
Balance January 1	922,803.00	794,335.12	414,344.64
Receipts	123,000.00	-	-
Expenditures	(251,467.88)	(379,990.48)	-
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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 2025.

The total of the estimated budget is \$28,535,129.17, which is within the 110% spending lid imposed by K.S.A. 19-4443, as amended in 1981.

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

- Step increases for eligible personnel
- 3.8% cost of living increase
- Salary Survey Implementation
- Remove 1 School Resource Officer
- Remove Co-Responder 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.

<u>EXPENDITURE DETAIL</u>	<u>2024</u> <u>Budget</u>	<u>2025</u> <u>Requested</u>
Personnel Services	17,686,315.45	18,674,207.13
Employee Benefits	5,823,876.72	6,299,642.04
Contractual Services	2,078,900.00	2,070,780.00
Commodities	541,000.00	715,500.00
Capital Outlay	807,000.00	775,000.00
TOTAL EXPENDITURES	26,937,092.17	28,535,129.17

<u>DISTRIBUTION OF BUDGET REQUEST</u>	<u>2024</u>	<u>2025</u>
City of Manhattan Levy	21,344,367.20	22,620,372.80
Riley County Levy	5,336,091.80	5,655,093.20
Carryover Funds	237,333.06	239,177.69
Copy Fees	19,300.11	20,485.48
REVENUE TOTAL	26,937,092.17	28,535,129.17

Revenue Neutral Rate

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Special Emergency Reserve Fund

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	<u>2023</u>	<u>2024</u>	<u>2025</u>
Balance January 1	750,000.00	750,000.00	750,000.00
Receipts			-
Expenditures	-	-	-
Balance December 31	750,000.00	750,000.00	750,000.00

IT Reserve Fund

	<u>2023</u>	<u>2024</u>	<u>2025</u>
Balance January 1	922,803.00	794,335.12	414,344.64
Receipts	123,000.00	-	-
Expenditures	(251,467.88)	(379,990.48)	-
Balance December 31	794,335.12	414,344.64	414,344.64



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 20, 2024

SUBJECT: May 2024 Law Board Meeting – 2025 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 to the Law Board a budget which will provide the men and women of RCPD with the resources they need to meet the Department's mission and long-term goals. Therefore, the budget presentations will reflect how the items proposed will move RCPD towards goal attainment.



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 make-up of RCPD provides for built-in efficiencies not found in traditional counties. RCPD is a county-wide, consolidated law enforcement agency and operates a consolidated Communications Center (police, city/county fire, EMS) and Correctional Facility. In 2024, RCPD's budget represented 9.61% of the City of Manhattan's annual budget and was 6.23% of Riley County's annual budget.³ Furthermore, RCPD's percent of the combined City/County's budget decreased from the previous year.⁴ Past research, backed up by recent inquiries, has revealed that RCPD's percentage of the City/County's overall budget is comparable to or lower than similarly-sized agencies in the region. Additionally, there are 1.6 RCPD police officers per 1,000 Riley County residents. This is lower than the national average of 2.4 officers per 1,000 persons and much lower than the Kansas average of 2.5 officers per 1,000 Kansas residents.⁵ Despite low officer to citizen ratios, the citizens of Riley County have enjoyed lower crime rates than the state average for the past 20 years (2003 – 2022).⁶

Funds and Reserves

By law, all of RCPD's budgeted operational funds derive from property taxes (19-4443).⁷ In 2023, RCPD represented 15.88% of Riley County property tax and 18.80% of City of Manhattan property tax allocations. RCPD holds special accounts, funds, and reserves. Additional accounts held by RCPD outside of the General Fund and their balances as of December 31, 2023 include:⁸

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 RCPD represented 9.27% of the City of Manhattan/Riley County's collective budgets in 2023, this number decreased to 8.62% in 2024.

⁵ See the FBI 2019 UCR report <https://cde.ucr.cjis.gov/LATEST/webapp/#/pages/le/pe>

⁶ See the KBI Crime Statistics Report https://www.kansas.gov/kbi/stats/stats_crime.shtml

⁷ 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.

⁸ 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 3% of the current budget.
- **Information Technology (Budgeted Reserve Fund): \$794,335**
 - 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: \$1,331,640**
 - Reserve Fund is required for a Self-Insured Workers Compensation Plan.
 - The State of Kansas in the past has enforced a minimal balance for Self-Insured Plans. There is no reason at any time they can go back to this standard.
 - Our Workers Compensation Broker advises us that this is a reasonable amount to have on hand.
- **Statutory Fees Fund: \$96,947.32**
 - Funded by Concealed Carry registration fees and Offender Registry fees.
 - Concealed Carry fees may be used solely for “the purpose of administering this act” (K.S.A. 75-7c05 (c3)).
 - Offender Registry 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 Reserve Plan Fund: \$1,137,730**
 - Required for self-insured health insurance plans and covers significant losses to the RCPD health insurance plan.
 - RCPD’s health insurance broker recommends maintaining a reserve at or above \$1,000,000.
- **Special Activities Fund: \$157,734**
 - Funding comes from various commissaries across the department such as vending and ATM commissions and inmate video/messaging. The minimum allowable commissary rate is charged on all services.
 - Funds can be spent at the approval of the Director. Typical expenses from this account include department banquets and retirement receptions.
 - Anticipate a portion of these funds will be used to implement inmate programs at the Jail.

2025 RCPD BUDGET – INITIAL PROPOSAL

The 2025 budget development cycle began in early 2024. After conducting an annual SWOT analysis,⁹ RCPD staff reviewed its long-term goals and created annual goals for 2024. This review led RCPD staff to build a needs assessment on which the 2025 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)
- Salary Survey Implementation
- 3 Police Officers
- Community Resource Officer
- Crime Analyst
- Corrections Assistant
- Mental Health Case Worker

Non-Personnel:

- Health Insurance
- Liability Insurance
- Fuel
- Overtime
- Vehicles
- Training

This year RCPD staff looked at their 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 our budget preparation, we recognized our budget needs are significant. Command Staff did a full evaluation of positions, programs, and contracts—through this, \$1,239,524 was reduced from the budget. In turn, \$931,415 of those dollars was reallocated to positions and contracts that will serve the department more efficiently and allow us to meet our goals with no increase to the budget.

⁹ SWOT stands for internal Strengths & Weaknesses and external Opportunities & Threats.

The following is a breakdown of the positions and items in the reallocation:

- Remove 1 Police Lieutenant and 2 Police Corporals – Add 5 Police Officers
- K9 On-Call Pay eliminated and will receive a monthly K9 Stipend that is consistent with other special team duties at the department.
- Remove 3 Corrections Officers – Add a Corrections Assistant and Mental Health Case Worker (Mental Health Case Worker is now being funded by the Special Alcohol Tax Funds) Additional Funds from this reallocation went to our Flock Contract (\$33,000) and Prisoner Food (\$70,588)
- Remove Crime Analyst Contract – Convert to Crime Analyst on site
- Remove 1 Custodian Position – Add a Custodian Contract through Marta and Sons. Additional Savings from this reallocation will go to our current Axon Contract (\$40,800)
- Decrease Equipment Repair by \$25,000 – Increase Vehicles by \$25,000
- Decrease Maintenance Supplies by \$10,000 – Increase Vehicle Maintenance by \$10,000
- Decrease Furniture by \$5,000 – Increase Prisoner Food by \$5,000
- Decrease Equipment by \$52,000 – Increase Overtime by \$20,000, Increase Insurance by \$26,000, and Increase Prisoner Food by \$6,000

The initial proposed 2025 RCPD budget included the following items, listed in order of perceived priority:

- **Base Adjustment:** An increase of \$358,331 (1.33%) over the 2024 budget of \$26,937,092 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 increases: KPERS Employers Contribution 10.26% to 10.71% and KPF Employers Contribution 23.10% to 24.67%*
- **Item A – COLA:** A 3.8% COLA as recorded in the annual average of the 2023 Consumer Price Index (CPI) – Midwest Region. This represents an increase of \$815,898 (3.03%) over last year.

RCPD has utilized the CPI – Midwest Region for over 10 years for budgetary COLA purposes as staff has found it to be the most objective number to measure inflation. The Salary Survey also fundamentally relies upon and is adjusted to COLA to remain accurate. It is important that RCPD implements and prioritizes COLA to keep the integrity of the Salary Survey. Furthermore, implementation of a COLA takes place two years after inflation is felt due to the structure of the budgetary process. This means RCPD employees are currently feeling two years of inflationary pressure and devaluation of their dollar. The COLA implemented in 2025 will represent the inflation from 2023.

- **Item B – Salary Survey:** This is a request of \$439,100 (1.63%)

This is the third year of implementation of our Salary Survey. In year one (2023) we implemented \$1,848,000 (49%). In year two (2024) we implemented \$626,964 (17%). Now in year three (2025) we are requesting to implement \$439,100 (12%). This will leave us with \$878,200 (23%) to be implemented through future budget cycles. At this time we believe it will take an additional two budget cycles (2026 and 2027) to fully implement the Salary Survey. This is due to significant increases for targeted positions plus the continued inflation that is being experienced.

- **Item C – Health Insurance:** This is a request of \$112,850 (.42%)

The 2024 Budget for Health Insurance is \$1,537,150. The requested increase of \$112,850 is due to the rising cost of health insurance. We have seen an increase of 74% of our medical claims since 2021. In budget year 2021 we decreased this budget line by \$313,000 to achieve a 0% budget. We have projections that medical and prescription will rise 8-12% with increases in our stop loss premiums of 44%. We also project we will have to increase employee premiums. This increase to our budget will allow us to hopefully decrease the portion pushed to employees.

- **Item D – Liability Insurance:** This is a request of \$74,000 (.27%)

The 2024 Budget for Liability Insurance is \$320,000. The requested increase of \$100,000 (\$74,000 budget increase and \$26,000 reallocated from other budget lines) will increase this budget line from \$320,000 to \$420,000. This increase is due to the rise in premiums we have experienced. In the past 5 years our Liability Insurance Premiums have increased 33% (\$127,920). We project these premiums will continue to rise in future years

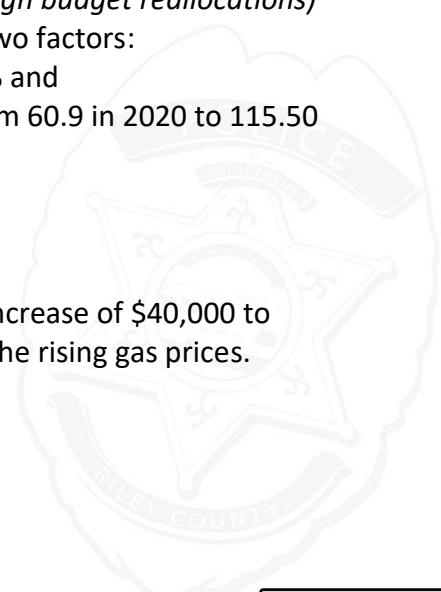
- **Item E – Prisoner Food and Care:** This is a request of \$68,412 (.25%)

The 2024 Budget for Prisoner Food and Care is \$195,000. The requested increase of \$150,000 (\$68,412 from increase in budget and \$81,588 through budget reallocations) will increase the budget to \$345,000. This increase is due to two factors:

- 1) we have seen inflation in the last three years of 18% and
- 2) the average daily inmate population (ADP) went from 60.9 in 2020 to 115.50 in 2023

- **Item F – Fuel:** This is a request of \$40,000 (.15%)

The 2024 Budget for Fuel is \$163,000. We are requesting an increase of \$40,000 to increase this line to \$203,000. This will help us catch up with the rising gas prices.



- **Item G – Crime Analyst:** This is a request of \$19,175 (.07%)

The 2024 Budget for the contracted Crime Analyst is \$65,000. RCPD is going to bring this contract position to an in-house position. This change will need an additional increase of \$19,175. This allot \$84,175 for this position; however, the total cost of this position in 2023 was \$102,515. We will see a decrease of approximately \$20,000 by converting this position to an in-house position at RCPD.

- **Item H – 3 Police Officers through Grant Funding:** This is a request of \$121,780 (.45%)

There is an opportunity through the COPS Office to add 3 sworn police officers to the staffing of RCPD. This would be 50% grant funded and 50% local match by RCPD General Funds. It will allow us to add three Police Officers for the cost of one and a half. Adding these positions would be a great asset to the Patrol Division.

Budget Proposals:

Proposed Budget 1

Base Adjustment
 Item A: 3.8% COLA
 Item B: Salary Survey Implementation (up to 3.2% adjustments)
 Item C: Health Insurance
 Item D: Liability Insurance
 Item E: Prisoner Food and Care
 Item F: Fuel
 Item G: Crime Analyst
 Item H: 3 Police Officers (50% Grant Funded and 50% RCPD Match)

This budget represents an increase of \$2,049,547 (7.609%) over the approved 2024 budget. After carryover (\$259,663), this represents a realized increase of 6.645% to tax payers.

During the Budget Meeting on April 15, 2024, Law Board members requested RCPD present budget options at 5% and 6%. After the April meeting the RCPD was notified that we would receive funding through the 2025 Special Alcohol Tax Funds Grant Agreement to fund the Mental Health Case Manager for up to \$88,000. This will decrease our initial budget (Proposed Budget 1) ask by \$77,417. The difference in funds received versus budget reduction is due to the unknown of health insurance plans selected by this future employee. Any excess funds remaining at the end of 2025 will be returned back to the Special Alcohol Tax Fund.

Budget Proposals:

Proposed Budget 1b

Base Adjustment
 Item A: 3.8% COLA
 Item B: Salary Survey Implementation (up to 3.2% adjustments)
 Item C: Health Insurance
 Item D: Liability Insurance
 Item E: Prisoner Food and Care
 Item F: Fuel
 Item G: Crime Analyst
 Item H: 3 Police Officers – (50% Grant Funded and 50% RCPD Match)

This budget represents an increase of \$1,972,130 (7.32%) over the approved 2024 budget. After carryover (\$259,663), this represents a realized increase of 6.36% to tax payers.

Proposed Budget 2:

Base Adjustment
 Item A: 3.8% COLA
 Item B: Salary Survey Implementation (up to 3.2% adjustments)
 Item C: Health Insurance
 Item D: Liability Insurance
 Item E: Prisoner Food and Care
 Item F: Fuel
 Item G: Crime Analyst
 Remove Item H: 3 Police Officers – (50% Grant Funded and 50% RCPD Match)
 Decrease Community Services Budget Line

This budget represents an increase of \$1,844,850 (6.84%) over the approved 2024 budget. After carryover (\$259,663), this represents a realized increase of 5.88% to tax payers.



Proposed Budget 3:

Base Adjustment
 Item A: 3.8% COLA
 Item B: Salary Survey Implementation (up to 3.2% adjustments)
 Item C: Health Insurance
 Item D: Liability Insurance
 Item E: Prisoner Food and Care
 Item F: Fuel
 Item G: Crime Analyst
 Remove Item H: 3 Police Officers – (50% Grant Funded and 50% RCPD Match)
 Remove 1 School Resource Officer
 Remove Co-Responder Program
 Decrease Community Services Budget Line

This budget represents an increase of \$1,598,037 (5.93%) over the approved 2024 budget. After carryover (\$259,663), this represents a realized increase of 4.97% to tax payers.

RECOMMENDATIONS

RCPD staff recommend the adoption of **Proposed Budget 1b** as the final 2025 approved 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.

