Board of Riley County Commissioners
Regular Meeting
Agenda
June 03, 2021

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. Out of State Travel Request to Attend a Station Build Conference
4. Out of State Travel Request for Public Works
5. Out of State Travel Request for Public Works
6. Rose Hill Rd. Bridge Project Authority to Award
7. Action on Portable Communication Device Allowance Form(s)
8. Sign Riley County Personnel Action Form(s)
9. Approve payroll/accounts payables (when completed)

Review Minutes

10. Board of Riley County Commissioners - Regular Meeting - May 27, 2021 8:30 AM

Review Tentative Agenda

11. Tentative Agenda

Press Conference Topics

12. Discuss Press Conference

9:00 AM **Craig Cox, Deputy County Counselor**

13. Phil Engert's Tax Payment Agreement

9:15 AM **Michael Boller, Noxious Weed Director**

14. Staff Update

9:30 AM **Greg McHenry, Appraiser**

15. Appraiser's Office Report

9:55 AM **Break**

10:00 AM **Amanda Smeller, Planning/Special Projects Director**

16. Planning & Development - Staff Update

10:15 AM **Clancy Holeman, Counselor/Director of Administrative Services**

17. Administrative Work Session

10:30 AM **Ron Fehr, Manhattan City Manager**

18. Manhattan City General Update

11:00 AM **Barry Wilkerson, County Attorney**

19. Staff update
20. Request to fill open position - Office Manager

Adjournment

Announcement

A Special Law Board Meeting will be today at 3:15 p.m. in the County Commission Chambers, 115 N. 4th Street.

21. Special Law Board Meeting Agenda

David Adams
EMS/Ambulance
Director
2011 Claflin Rd
Manhattan, KS 66502
Phone: 785-539-3535

EMS
Travel Request

COMMISSION AGENDA REPORT

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

MEETING: **June 3, 2021**

SUBJECT: **Out of State Travel Request to Attend a Station Build Conference**

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

FISCAL IMPACT

This request is to attend the annual Station Design Conference in St. Louis from August 24-26th. The purpose of the conference is planning, design, and construction of a new public safety facility. Topics include site selection, utilizing the facility appropriately, how to craft RFP's, how to build for the future, and many more. There will also be at least 40 vendors that include architects, designers and suppliers**.**

The total cost would be approximately $1,302 dollars and would be covered by the current EMS budget for travel and training.

John Ellerman, Public Works Director, will also be submitting a travel request for this conference as he agrees that this is worthwhile for the county.

POSSIBLE MOTION(S)

Move to approve

Move to deny

Move to modify

Move to table

No action required.

The Board agreed by consensus to

Enclosures:
- OUT OF STATE Travel Request Adams (DOC)
- Station Design Conf 2021 St Louis MO Ellerman and Adams Memo (DOC)

RILEY COUNTY OUT OF STATE TRAVEL REQUEST/AUTHORIZATION

NAME: David Adams **DEPARTMENT:** EMS/Ambulance

POSITION TITLE: Director **DATE REQUESTED** 6/1 /2021

FUND: EMS Travel and Education

Travel From: Manhattan **Date:** 8/23/2021

Travel To: St. Louis, Mo **Date:** 8/26/2021

Purpose of Travel: This request is to attend the annual Station Design Conference in St. Louis from August 24-26th. The purpose of the conference is planning, design, and construction of a new public safety facility. Topics include site selection, utilizing the facility appropriately, how to craft RFP's, how to build for the future, and many more. There will also be at least 40 vendors that include architects, designers and suppliers.

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

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

ESTIMATED COST:

Type of Expense	Description	Amount
Transportation	Drive via use of a county vehicle	~$150
Lodging	Hotel at Conference $150/night (Hilton at the Ballpark)	$450
Meals	Per county policy	$252
Registration/Fees	Program Registration	$450
Other		

Total Estimated Travel Costs: $1,302

Requested by: __________ **Date:** ______

Approved by:

Department Head: __________ **Date:** ______

Chairman: __________ **Date:** ______
Board of County Commissioners

Attest: __________ **Date:** ______
Riley County Clerk

cc: Department Head
Department Assistant

Out of State Travel request/adopted 10-12-98

MEMORANDUM

DATE: 6/03/21

FROM: John Ellermann and David Adams

TO: BOCC

RE: Out-of-State Travel Request

The 2021 Station Design Conference will be held in St Louis, MO August 23 to August 26, 2021. The conference is designed to connect public safety officials, fire chiefs, police chiefs, project managers, and municipal managers who are involved in fire station and facility design.

By attending this educational conference I will have the opportunity to attend numerous seminars covering a wide range of design standards, project budget development and construction administration to help assure that the construction results in the best possible facility for the department and community. Some of the workshops include the following:

Selecting a Site for your Fire Station
How to Craft RFQs & RFPs to Get the Responses to Make the Best Design Team for your Projec
What Should a Station Look Like? Fire/Police/EMS?
Technology and Your Station
A Guide to Renovate or Build New
How to Build Every Square Foot You Need, While Needing Every Square Foot You Build
A Combined Effort - How to Plan and Design a Successful Shared Public Safety Facility
What the Heck are Soft Costs?
Operations-Based Design - Planning and Building Your Most Effective Police Station
Resilient Design Considerations for Law Enforcement Facilities
Living Buildings and Emergency Facilities: A Path to Becoming Future Ready
The Welcoming Face of a Police Station
The Study: Set Yourself Up for Success
Construction Administration 101
Identifying Common Construction Issues and Eliminate them Before they Start
Designing Interview Rooms
Case Study: Springdale, AR, Prototype Fire Station Plan
Applying Building Codes to Public Safety Facilities

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

PUBLIC WORKS
Travel Request

COMMISSION AGENDA REPORT

FROM: **Mary Graham, Admin Asst II**

MEETING: **June 3, 2021**

SUBJECT: **Out of State Travel Request for Public Works**

PRESENTER: **John Ellermann, Public Works Director/County Engineer**

POSSIBLE MOTION(S)

Move to approve out of state travel request for John Ellermann to attend the 2021 Station Design Conference in St Louis, MO, August 23-August 26, 2021.

Move to deny

Move to modify

Move to table

No action required.

The Board agreed by consensus to

Enclosures:

- Station Design Conf 2021 St Louis, MO John Ellermann Memo (PDF)
- Station Design Conf 2021 St Louis, MO John Ellermann Form (PDF)

MEMORANDUM

DATE: 6/03/21

FROM: John Ellermann

TO: BOCC

RE: Out-of-State Travel Request

The 2021 Station Design Conference will be held in St Louis, MO August 23 to August 26, 2021. The conference is designed to connect public safety officials, fire chiefs, police chiefs, project managers, and municipal managers who are involved in fire station and facility design.

By attending this educational conference I will have the opportunity to attend numerous seminars covering a wide range of design standards, project budget development and construction administration to help assure that the construction results in the best possible facility for the department and community. Some of the workshops include the following:

Selecting a Site for your Fire Station
How to Craft RFQs & RFPs to Get the Responses to Make the Best Design Team for your Projec
What Should a Station Look Like? Fire/Police/EMS?
Technology and Your Station
A Guide to Renovate or Build New
How to Build Every Square Foot You Need, While Needing Every Square Foot You Build
A Combined Effort - How to Plan and Design a Successful Shared Public Safety Facility
What the Heck are Soft Costs?
Operations-Based Design - Planning and Building Your Most Effective Police Station
Resilient Design Considerations for Law Enforcement Facilities
Living Buildings and Emergency Facilities: A Path to Becoming Future Ready
The Welcoming Face of a Police Station
The Study: Set Yourself Up for Success
Construction Administration 101
Identifying Common Construction Issues and Eliminate them Before they Start
Designing Interview Rooms
Case Study: Springdale, AR, Prototype Fire Station Plan
Applying Building Codes to Public Safety Facilities

RILEY COUNTY OUT OF STATE TRAVEL REQUEST/AUTHORIZATION

NAME: John Ellermann **DEPARTMENT:** Public Works

POSITION TITLE: Director of Public Works **DATE REQUESTED** 6/03/21

FUND: Road and Bridge

Travel From: Manhattan, KS **Date:** August 23, 2021

Travel To: St Louis, MO **Date:** August 26, 2021

Purpose of Travel: To attend the 2021 Station Design Conference in St Louis, MO.

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

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

ESTIMATED COST:

Type of Expense	Description	Amount
Transportation	Will be using a personal vehicle to get to St Louis. Round trip 736 miles @ .56 a mile	$ 412.16
Lodging	3 nights lodging @ $150.00 per night	$ 450.00
Meals	Meal allowance	$ 252.00
Registration/Fees	Conference registration	$ 450.00
Other		$

Total Estimated Travel Costs: $ 1564.16

Requested by: ______ **Date:** ______

Approved by:

Department Head: John Ellermann **Date:** 6-1-2021

Chairman: ______ **Date:** ______
Board of County Commissioners

Attest: ______ **Date:** ______
Riley County Clerk

cc: Department Head
Department Assistant

Out of State Travel request/adopted 10-12-98

Attachment: Station Design Conf 2021 St Louis, MO John Ellermann Form (10882 : Out of State Travel Request)

PUBLIC WORKS
Travel Request

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

COMMISSION AGENDA REPORT

FROM: **Mary Graham, Admin Asst II**

MEETING: **June 3, 2021**

SUBJECT: **Out of State Travel Request for Public Works**

PRESENTER: **John Ellermann, Public Works Director/County Engineer**

POSSIBLE MOTION(S)

Move to approve out of state travel request for John Ellermann to attend the 2021 PWX in St Louis, MO, August 28-September 1, 2021.

Move to deny

Move to modify

Move to table

No action required.

The Board agreed by consensus to

Enclosures:

- PWX 2021 St Louis, MO John Ellermann Memo (PDF)
- PWX 2021 St Louis, MO John Ellermann Form (PDF)

MEMORANDUM

DATE: 6/03/21

FROM: John Ellermann

TO: BOCC

RE: Out-of-State Travel Request

The 2021 PWX will be held in St Louis, MO August 29th to September 1st, 2021. The conference is four days of valuable information. It provides outstanding educational sessions which addresses both current and ongoing public works issues and challenges.

By attending this year's educational conference I will have the opportunity to hear about new and ongoing research and innovative ideas. Information garnered at the conference can be used to be more efficient and effective. All Public Works Departments encounter the same issues. Attending a national conference allows us to network with our peers and to gain insight into how other entities address similar type issues.

In addition to the educational sessions, I will use the Conference and Exposition to explore specific needs for the Department. With more than 400 companies showcasing the newest and best equipment and services available in the public works industry, we are able to learn about the latest innovations. The conference provides the opportunity to speak directly with company officials, see the products in person and then compare the product with other companies all in one location.

This year I will use the trade show to explore technology advances and view new equipment. Discussing issues in person provides an added benefit to just conversing over the phone. A few of the session topics offered this year includes:

Career & Personal Development
Construction Management
Emergency Management
Engineering & Technology
Environment/Sustainablility

Facilities
Fleet Services
Management
Parks & Grounds
Snow & Ice
Solid Waste
Stormwater/Flood Control
Streets/Roads/Bridges
Traffic Engineering
Utilities/Right-of-Way
Water & Wastewater

Riley County's' past attendance at the PWX Conference has translated into positive results for the Public Works Department.

RILEY COUNTY OUT OF STATE
TRAVEL REQUEST/AUTHORIZATION

NAME: John Ellermann **DEPARTMENT:** Public Works

POSITION TITLE: Director of Public Works **DATE REQUESTED** 6/03/21

FUND: Road and Bridge

Travel From: Manhattan, KS **Date:** August 28, 2021

Travel To: St Louis, MO **Date:** September 1, 2021

Purpose of Travel: To attend the 2021 PWX in St Louis, MO.

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

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

ESTIMATED COST:

Type of Expense	Description	Amount
Transportation	Will be using a personal vehicle to get to St Louis. Round trip 736 miles @ .56 a mile	$ 412.16
Lodging	4 nights lodging @ $165.00 per night	$ 660.00
Meals	Meal allowance	$ 315.00
Registration/Fees	Conference registration	$ 829.00
Other	Turnpike fees	$ 7.00

Total Estimated Travel Costs: $ 2223.16

Requested by: ______ **Date:** ______

Approved by:

Department Head: John Ellermann **Date:** 6-1-2021

Chairman: ______ **Date:** ______
Board of County Commissioners

Attest: ______ **Date:** ______
Riley County Clerk

cc: Department Head
Department Assistant

Out of State Travel request/adopted 10-12-98

PUBLIC WORKS
Project

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

COMMISSION AGENDA REPORT

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

MEETING: **June 3, 2021**

SUBJECT: **Rose Hill Rd. Bridge Project Authority to Award**

PRESENTER: **John Ellermann**

BACKGROUND

Public Works applied for and received Federal Funds for the Rose Hill Rd. Bridge Replacement Project. This will an 80/20 cost share project requiring a 20% match from the County. KDOT let the project. Bids were open for the construction of the Rose Hill Rd. Bridge project on May 19, 2021. There were 5 bidders with bids ranging from $385,903.00 to $498,642.00. The low bidder was Ebert Construction with a bid of $385,903.00.

DISCUSSION

KDOT recommends awarding the project to the low bidder. If the Board agrees, the Authority to Award Contract must be signed to commit County matching funds to the project.

FISCAL IMPACT

Riley County's share will be Sales Tax funded. Using Federal Funds for the project, will free up approximately $308,862 of sales tax money to be used towards another project. The fiscal impact for the Local Match is $78,000 from sales tax paid to KDOT by July 8, 2021.

RECOMMENDATION(S)

Staff recommends approval.

POSSIBLE MOTION(S)

Move to Award the low bid to Ebert Construction and sign the Authority to Award

Move to deny

Move to modify

Move to table

No action required.

The Board agreed by consensus to

Enclosures:

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: **June 3, 2021**

SUBJECT: **Action on Portable Communication Device Allowance Form(s)**

PRESENTER: **Elizabeth Ward, Human Resource Manager**

POSSIBLE MOTION(S)

Move to approve the Portable Communication Device Allowance Form(s).

Move to deny the Portable Communication Device Allowance Form(s).

Move to table the Portable Communication Device Allowance Form(s).

Enclosures:

- J Anderson Portable Comm Device Allowance 2021-05 (PDF)

PORTABLE COMMUNICATION DEVICE ALLOWANCE FORM

EMPLOYEE CERTIFICATION: I have read and understand the requirements stated above and agree to adhere to them. I will fully cooperate with the County in making its response to any open record request directed to my personal portable communication device. I will immediately advise the County Counselor of any electronic or written open record request I receive which is directed to my personal portable communication device.

Please indicate if you wish to continue with existing phone number as currently issued by the county.

YES ____ NO____ If, yes, please list the phone number: ____________________________

Portable Communication Device Allowance Plan: ____ $25 ____$40 _x_ $65 Data Enabled

____Authorized to use personal portable communication device for business use reimbursed at a rate of $.25/minute.

Name of Authorized User: Jason Anderson
(Please print)

Jason M. Anderson May 24, 2021
Signature of Authorized User Date

Phone # ____________________________

Department Head Approval: John Elleman

Board of County Commission Approved Data Enabled Portable Communication Device

____
Signature of Chairman Date

Note: Please keep a copy of this certificate for your records and send the original to the County Human Resource Manager.

RILEY COUNTY

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: **June 3, 2021**

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

PRESENTER: **Elizabeth Ward, Human Resource Manager**

Enclosures:

- 2021-06 W Phebus - Office Manager (green) (PDF)
- 2021-06 G Redden - Seasonal Labor (green) (PDF)

RILEY COUNTY PERSONNEL ACTION FORM

☐ Add ☐ Change		Fill Request Date 05/28/2021 Employee #

☐ New Hire	☐ Rehire	☐ Transfer	☐ Promotion	☒ Separation from County Service
☐ Step Change	☐ Status Change	☐ Demotion	☐ Other	

☒ Full Time	☐ Regular	☐ As-Needed	☐ Seasonal
☐ Part Time	☐ Grant Funded	☐ Intern	☐ Temporary

Name: Last	First	Middle	Home Phone
Phebus	Whitney		

Address: Street	City	State	Zip

Position Title	Department	Fund
Office Manager	Attorney	001-001

Effective Date	Exempt	Non-Exempt	Ending Date For Temporary	Is this a budgeted position?
06/18/21	☒	☐		☒ Yes ☐ No

Grade/Step		Pay Rate	Hours Per Workweek
N	5	$ ☐ Hour $1,980 ☒ Bi-weekly	☒ 40 ☐

Comments:
Voluntary Separation

Approvals:
Department: [signature] Date: 6-1-2021

Personnel: [signature] 6/1/2021

BOCC:
Chairman: ____________________ ____________

Member: ____________________ ____________

Member: ____________________ ____________

Original to Division of Human Resources; copy to Payroll, hiring department; revised 03/30/2021

RILEY COUNTY PERSONNEL ACTION FORM

☒ Add ☐ Change		Fill Request Date 06/01/2021 Employee #

☒ New Hire	☐ Rehire	☐ Transfer	☐ Promotion	☐ Separation from
☐ Step Change	☐ Status Change	☐ Demotion	☐ Other	County Service

☐ Full Time	☐ Regular	☐ As-Needed	☒ Seasonal
☐ Part Time	☐ Grant Funded	☐ Intern	☐ Temporary

Name: Last	First	Middle	Home Phone
Redden	Garrett		

Address: Street	City	State	Zip

Position Title	Department	Fund
Seasonal Laborer	Public Works/Parks Div	001-040-81

Effective Date	Exempt	Non-Exempt	Ending Date For Temporary	Is this a budgeted position?
06/07/2021	☐	☒		☒ Yes ☐ No

Grade/Step		Pay Rate		Hours Per Workweek
A	1	$11.51 ☒ Hour	$ ☐ Month	☐ 40 ☒ 30 hours

Comments:
New Hire - Seasonal Laborer

Approvals:
Department: Jay Ellermann Date: 6-1-2021

Personnel: [signature] 6/1/2021

BOCC:
Chairman: ______________________ ______________

Member: ______________________ ______________

Member: ______________________ ______________

Original to Division of Human Resources; copy to Payroll, hiring department; revised 2/27/03

Attachment: 2021-06 G Redden - Seasonal Labor (green) (10884 : Personnel Action Form (Green Sheet))

RILEY COUNTY

Board of Riley County Commissioners
Regular Meeting
TENTATIVE Agenda
June 07, 2021

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 Joint City/County/County Meeting

Review Minutes

Review Tentative Agenda

Press Conference Topics

9:00 AM **Clancy Holeman, Counselor/Director of Administrative Services**

2. Administrative Work Session

9:20 AM **Break**

9:30 AM **Press Conference**

3. RCPD - RCPD update (3-5 minutes)
4. Downtown Manhattan update - Gina Scroggs (3-5 minutes)
5. Public Notice - John Ellermann (1-2 minutes)

9:50 AM **Tami Robison, Budget and Finance Officer**

6. Budget Work Session

Adjournment

Announcement

A commissioner will be on In Focus live at 9:05 a.m. Tuesday, June 8, 2021 (KF).

The KCCA Conference will be held June 8-10, 2021 at the Fairfield Inn Suites and Conference Center in Liberal, Kansas.

The Board of County Commissioners will not be in session Thursday, June 10, 2021.

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
June 14, 2021

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	**Rich Vargo, County Clerk**
	1. Year to date budget and expenditure reports
9:15 AM	**Christy Rodriguez, Flint Hills Regional Council Director**
	2. Flint Hills Regional Council update
9:30 AM	**Press Conference**
9:50 AM	**Tami Robison, Budget and Finance Officer**
	3. Final review of budget before approval to submit to auditor for review
10:00 AM	**Break**
10:10 AM	**John Ellermann, Public Works Director/County Engineer**
	4. Project update
10:40 AM	**Clancy Holeman, Counselor/Director of Administrative Services**
	5. Administrative Work Session
11:00 AM	**Cheryl Collins, Museum Director**

6. Staff update

11:15 AM **Shilo Heger, Treasurer**

7. Staff update

12:00 PM **County Officials Luncheon**

Adjournment

Announcements

Riley County Planning Board/Board of Zoning Appeals meeting will be held tonight at 7:30 p.m. in the Commission Chambers, Courthouse Plaza East Building, 115 N. 4th Street.

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
Agreement

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

COMMISSION AGENDA REPORT

FROM: **Jana Chingway, Senior Legal Assistant**

MEETING: **June 3, 2021**

SUBJECT: **Phil Engert's Tax Payment Agreement**

PRESENTER: **Craig Cox, Deputy County Counselor**

BACKGROUND

The Board signed the initial Agreement for Mr. Engert on May 6, 2021. That Agreement was for Mr. Engert to clean up his Skyway Drive property and list it for sale with a licensed realtor before June 15, 2021 to be released from the tax case.

DISCUSSION

Since signing the Agreement, Mr. Engert's Skyway Drive property has been broken into several times, including the theft of a Chevy Suburban, and miscellaneous antiques. This turn of events has shaken Mr. Engert and has delayed his efforts to meet the current Agreement's requirements.

I have drawn up a new Agreement which includes the same clean-up, realtor and sale requirements, but changed the deadlines and also requires an "earnest" payment from him in the amount of $5,621.74, plus the $495.00 in court costs. He made those payments on May 28, 2021.

FISCAL IMPACT

Just as the previous agreement had, this agreements has been constructed so that Riley County can recover the entire delinquent tax debt.

RECOMMENDATION(S)

I recommend the Board sign the agreement as presented.

POSSIBLE MOTION(S)

A. "I move the Board sign the agreement as presented."
B. "I move the Board sign the agreement with the following changes…"
C. "I move the Board not sign the agreement."

Enclosures:

- Amended Agreement - Phil Engert (PDF)

AGREEMENT

This Agreement, entered into this _____ day of June, 2021, between Board of Commissioners of Riley County, Kansas, by and through Craig D. Cox, Deputy Riley County Counselor, and Phillip L. Engert is as follows:

A. Mr. Engert is a defendant in the RL2021-CV-000005 tax foreclosure case.

B. Mr. Engert was dismissed from the RL2020-CV-000007 tax foreclosure case because he signed a listing agreement with a licensed realtor.

C. Mr. Engert acknowledges that he currently owes Riley County $57,312.45 for unpaid real property taxes, accrued interest, costs and penalties, and that 11% interest and costs continue to accrue on the following properties:

3030 Sunnyside Drive	$28,064.21
0000 Sunnyside Drive	$642.46
4910 Skyway Drive	$28,605.78
Total Due:	$57,312.45

D. Mr. Engert agrees to the following terms in order to be dismissed from the 2021 tax foreclosure case:

1. Payment of $5,621.74 to be put toward his delinquent 2015 real property taxes on 3030 Sunnyside Drive, and the court costs for all 3 properties on the amount of $495.00 by May 28, 2021;

2. Abate the zoning violation on 4910 Skyway Drive property: (See highlighted items on Exhibit A.)

   a. Remove all trees/bramble/brush and trimmed all tall grass from the front of the property by July, 15, 2021;
   b. Removal of all inoperable vehicles (trucks, buses, vans, etc.) and the boat by September 15, 2021;
   c. Remove semi-trailer from the front of the building property by December 30, 2021.

3. Failure to meet the above deadlines listed in #2 will result in filing a zoning violation case in District Court.

4. List the 4910 Skyway Drive property for sale with a licensed realtor and provide the Counselor's office with a copy of the listing contract on or before October 1, 2021;

5. Once Skyway Drive property is sold, pay all remaining delinquent real property taxes on 3030 Sunnyside Drive, Skyway Drive and Sunnyside empty lot if still owned.

E. Mr. Engert acknowledges that if the property remains unsold, and the taxes on any of the properties listed remain delinquent they will be listed as a defendant in the 2022 tax foreclosure case, with no option for dismissal unless all delinquent real property taxes are paid before June 24, 2022.

F. This Agreement revokes the Agreement dated May 6, 2021.

This Agreement is binding upon the executors, heirs, and assignees of Phillip L. Engert.

BOARD OF COMMISSIONERS
OF RILEY COUNTY, KANSAS

Phillip L. Engert

Phillip L. Engert, Property Owner

John Ford, Chair

Greg McKinley, Vice Chair

Kathryn Focke, Member

Michael Boller
Noxious Weed Director
6245 Tuttle Creek Blvd
Manhattan, KS 66503
Phone: 785-539-3202

NOXIOUS WEED/HHW
Staff Update

STAFF REPORT

FROM: **Michael Boller, Riley Co Nox Weed Director**

MEETING: **June 3, 2021**

SUBJECT: **Staff Update**

PRESENTER: **Michael Boller, Riley Co Nox Weed Director**

Enclosures:
- 6-3-2021 Staff Report (DOC)

Riley County Noxious Weed/HHW Department

Michael Boller, Director
June 3, 2021

Staff Report

Noxious Weed/Mowing:

- Spring spraying began in mid-April with bare ground applications on county roads. Spraying around all signs, bridges and guardrails is behind this year due to weather. Hopefully will be complete in next couple weeks. RCPD firing range should be sprayed this week weather permitting.
- Spot spraying for musk thistle and field bindweed will begin this week and will continue during month of June.
- Township contracts and the KDOT contract has begun and will continue during month of June. Currently, we have 3 township contracts. All solid spraying is completed with spot spraying continuing in the month of June.
- Spring seeding projects on county right-of-way began in late March. All seeding projects were completed. Weather has been very favorable and most areas have a good grass growth. Rain has been steady which has prevented washouts so conditions have been ideal.
- County roadside mowing began in May. There are 3 cycles of mowing during the summer and the first round is 60% complete. Vegetation is growing at a very rapid rate as conditions are favorable for growth.
- Musk Thistle, a noxious weed in Kansas, is at the stage of growth where it needs to be sprayed in order to get optimum control. Riley County has cost-share chemical for sale to landowners for treatment of noxious weeds in the county and sprayers that can be rented. Contact our office at 785-539-3202 for assistance.

HHW:

- Next HHW collection at Howie's Recycling is Saturday, June 12, 2021 from 8:00am to 12:00 noon. No business waste or truck loads of material will be accepted at this event.
- The Riley County HHW Facility has many recycled products free to the public. We have one gallon and five gallon containers of latex paint as well as many household cleaners, etc. Our office is open Monday – Friday from 7:30am to 4:00pm for assistance.

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Other:

- County Weed Directors Association of Kansas will hold its summer conference in Manhattan this year. July 20-22nd.

RILEY COUNTY

COUNTY APPRAISER'S OFFICE
Staff Update

Greg McHenry
County Appraiser
110 Courthouse Plaza
Manhattan, KS 66502
Phone: 785-537-6310

STAFF REPORT

FROM: **Greg McHenry, County Appraiser**

MEETING: **June 3, 2021**

SUBJECT: **Appraiser's Office Report**

PRESENTER: **Greg McHenry, County Appraiser**

APPRAISER'S OFFICE REPORT
BOCC

June 3rd, 2021

APPRAISER'S OFFICE OVERVIEW:

- We certified the 2021 personal property values to the Clerk's Office on June 1st. That completed our 2021 valuation cycle. This year's appraised valuation county-wide totaled $42,965,021.

- Our annual agricultural use land surveys were mailed. Julieann has begun processing the surveys and field checking any changes in ag use identified on the surveys.

- Our appraisers have begun doing property reviews again in the field. The residential appraisers will average approximately 820 properties each to review by late fall this year. In addition to this they'll have property reviews for sales and building permits/new construction.

- We're hosting a meeting of the Northeast Kansas County Appraisers tomorrow. The meeting will focus on legislative changes, ag use discussions, BOTA decisions, and dark store cases. David Harper and Bob Kent from PVD will be in attendance as well.

- We hosted another appraisal class in late May & will host a class in August as well. Hosting them here saves costs & time for our appraisers needing continuing education.

- We've had 549 real estate sales in 2021 through May 31st, with 472 of those being home sales. The median sale price for homes was $189,500. The average sale price was $210,778. In addition there have been 122 building permits in 2021 through May 31st.

- We have several Board of Tax Appeals (BOTA) cases currently docketed for trial. Pending cases include: Central National Bank (2019,2020), Emig (2019), Genesis (2020, 2021), Hilton Garden Inn (2020), Holiday Inn-Campus (2021), Holiday Inn Express (2021), Home Depot (2020), Houston St Ballroom (2020, HyVee (2020), IHOP (2019), Leonardville Nursing Home (2019,2020), Icon (2020, 3 parcels), Little Apple Honda/Toyota (2020), Manhattan Marketplace (2020), Midtown Plaza (2020, Parkwood Hotel (2020, 2021), Target (2020, 2021), Walgreens (Anderson Ave, 2020, 2021), Walgreens (Bluemont Ave, (2020, 2021), Westloop (2020, 2021).

Enclosures:

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

PLANNING & DEVELOPMENT
Staff Update

STAFF REPORT

FROM: **Amanda Smeller**

MEETING: **June 3, 2021**

SUBJECT: **Planning & Development - Staff Update**

PRESENTER: **Amanda Smeller**

Enclosures:
- PD June Update (PDF)
- 6 - June Staff Update (PDF)

PLANNING & DEVELOPMENT

Date: June 3, 2021

To: Riley County Board of County Commissioners

From: Amanda Smeller, Planning & Special Projects Director

Re: Planning & Development May Staff Report

Please see the attached project update spreadsheet for more details.

May Accomplishments:

- Land Development Regulations: Staff and consultant have held several meetings concerning final edits and formatting of the document. The graphics are finalized and the sub-consultant is working on transitioning the document from Word to Abode InDesign.
- NG911: Informational letter sent out to residents on unnamed private road off of Johnson Road.
- Staff submitted the KDHE Solid Waste grant application for the proposed battery recycling educational outreach program.
- Staff and consultants held an informational meeting for the Keats sewer district in Keats on May 27, 2021. The meeting was well attended, and we were able to provide an update as to the current status of the project, funding sources, and next steps.
- Planning/Fire/Public Works coordination meeting was held on May 26.
- Planning Board held a meeting on May 10 to review the following:
    - A Residential Use Designator – Extraneous Farmstead and the Concurrent Plat for Kraemer Addition.
    - The Final Plat of University Park Unit 13.
    - The Kansas Department of Transportation's Rezone request from "Agriculture" to "Light Industrial."
    - The Rezone request for Daniel Sharp's two tracts of land from "Agriculture" to "Single Family Residential 4" and subsequent Final Plat of Little Valley Addition Unit 3.
    - The Comprehensive Plan annual review.
- Permits issued:
    - Building/floodplain development permits: 6
    - Preliminary approval environmental health permits: 18
    - Final/use environmental health permits: 10
- Held several pre-application conferences:
    - Conditional Use for two separate borrow pits
    - Conditional Use for a limestone quarry
    - Conditional Use for a solar farm

- Special Use for a commercial solar energy conversion system
- Variance for a front yard setback
- Variance for a floodplain development permit

Upcoming in June:

- Letters will be sent to Johnson Road property owners with proposed new road name and address.
- The Riley County Planning Board/Board of Zoning Appeals will hold their next meeting on June 14, 2021 to review the following:
    - A request by Greg and Theresa LLC to modify an existing borrow pit Conditional Use.
    - A Conditional Use request by the City of Manhattan for a borrow pit.
    - A Conditional Use request by Rockin Kansas for a limestone quarry.
    - A Replat request by Zahners to combine lots 122, 123, and 124 of University Park.

Further Upcoming:

- Issue Request for Proposals for new electronic permitting system.

Planning and Development
Staff Update
May 28, 2021

Projects	Staff	Status	Task	Start Date	Request to Prosecute	Deadline
Long Range Planning						
Total regulation rewrite	Amanda Smeller, Bob Isaac & Steve Higgins	Public review drafts of all Articles completed. Received final edits of illustrations.	Work with consultant to migrate document into InDesign (software).	5/1/2016		6/30/2021
MPO Technical Advisory Committee	Amanda Smeller	Last meeting completed	Attend next meeting	1/16/2013		7/7/2021
Keats Sewer District	Amanda Smeller & Perry Piper	Informational meeting held 5/27/21.	Seeking alternative funding. Income survey to be performed in early June.	11/1/2014		12/31/2021
Sewer agreement for County shop area	Amanda Smeller & Perry Piper	Met with City staff to discuss report and agreement. City staff analysis reveals that the sanitary system has adequate capacity for the proposed development area.	Wait on City and County Counselors to draft agreement. Investigate water options. Update BOCC on process.	2/1/2014		TBD
NG911 - Private Road Naming	Amanda Smeller & Lisa Daily	Committee met on 1/26/21 and decided to present new commissioners with background on NG911 private road naming project. Will gather information and meet again. BOCC presentation on 2/25/21 completed. BOCC approved committee to proceed on with project and allow more notification time to property owners. Committee choose to move forward with next item on priority list, Johnson Road. Prenotification letters were mailed certified on 5/24/21.	Follow up in 30 days with letter providing suggected road name and readdressing.	8/1/2015		6/24/2021
Develop Riley County - historic land use changes in Wildcat Creek Watershed	Steve Higgins	Information gathering from NASA complete for report. Report has been finalized. Waiting for end product.	Present report to all participating entities.	6/1/2020		9/1/2021
Regulations						
Manhattan Unified Development Ordinance	Bob Isaac & Amanda Smeller	Reviewed UDO subdivision regulations and met with City staff to discuss modifications.	Await revised draft from City.	4/11/2011		TBD
Grants						
Keats Sewer District	Amanda Smeller	Awaiting on income survey results for the CDBG and USDA grants	Perform income surveys in early June.	TBD		TBD
CDBG-CV	Amanda Smeller & Lisa Daily	Grant awarded for meal program and job retention program. Applications have been received for both programs. Grant is coming to a close and there is remaining funds.	Contact previous applicants to provide additional funding on job retention and contact school and church meal programs.	7/27/2020		6/30/2021
Current Planning						
Blecha - Final Plat	Bob Isaac	BOCC approved final plat.	Roads need to be constructed to county standard and file plat. Obtain signatures from County Counselor and County Engineer.	1/4/2021		3/18/2022
KDOT - Rezoning	Bob Isaac	BOCC appoved	Publish resolution	3/18/2021		6/3/2021
Kraemer - RUD & Plat	Bob Isaac	BOCC approved	File plat	3/18/2021		6/30/2021
Friedrich - Replat	Bob Isaac	BOCC approved	File plat	3/29/2021		6/30/2021
Sharp - Plat, Replat & Rezone	Bob Isaac	BOCC appoved	Publish resolution	3/29/2021		6/32021
Zahner - Replat	Bob Isaac	NOPH published	Contact RCPB hearing	4/28/2021		6/14/2021
Rockin Kansas - Conditional Use	Bob Isaac	NOPH published	Conduct BZA hearing	4/28/2021		6/14/2021
City of Manhattan - Conditional Use	Bob Isaac	NOPH published	Conduct BZA hearing	5/3/2021		6/14/2021
Greg and Theresa LLC - Conditional Use	Bob Isaac	NOPH published	Conduct BZA hearing	5/3/2021		6/14/2021
Permits						
21-0072-OSPE Fasse	Perry Piper	Application received and entered into LAMA.	Await property owner to complete soil profile.	3/19/2021		7/1/2021
21-0076-OFLD Mertz	Steve Higgins	Application received and entered into LAMA.	Property owner to complete variance request.	3/26/2021		7/12/2021
21-0100-OFLD Nielson	Steve Higgins	Application received and entered into LAMA.	Awaiting information from DWR.	5/6/2021		6/15/2021
21-0103-XAGB Larson	Steve Higgins & Perry Piper	Application received and entered into LAMA. Contacted property owner to pump septic tank. Property owner explained the permit is actually for the renter. Property owner said they want to withdraw the permit. Environmental Health Specialist explained since the tank has not been pumped in the last 5 years it would still have to be pumped.	Await pumping report	5/11/2021		6/15/2021
21-0104-OFLD Pottorff	Steve Higgins	Application entered into LAMA. Fees was collected on 5/21/2021.	Issue permit.	5/10/2021		6/16/2021
Unpaid Fees						
L20AIR-0113 HMH LLC	Craig Cox	Inspection of the Alternative Private Wastewater System completed on 12/10/20. Repairs completed and re-inspected on 1/15/21. Inspection fee of $100.00 and Re-inspection fee of $75.00 have not been paid by the property owner. Tried reaching property owner by telephone but no response.	Referred to Counsel for collection.	4/29/2021		TBD
Complaints						
Property Maintenance Code Violations						
Kilner - Unsafe structure	Craig Cox	Remove materials not needed from highway ROW and store needed materials per regs by March 15, 2021. March 15, 2021 site inspection Mr. Kilner completed foundation with siding, staining and back fill. Foundation in compliance. Remove materials not needed from ROW fence not complete. Mr. Kilner needs to remove materials not needed from ROW fence and remove inoperable veicles by May 4, 2021. Mr. Kilner did not complete taskes assigned by the May 4 deadline. Filing a motion to appear and show cause with District Court.	Monitor contempt compliance.	8/18/2016		6/10/2021
21-0025 US Bank National Association - Dangerous Structure	Steve Higgins	Notification Letter mailed	Await response from property owner.	4/27/2021		6//2021
Hermesch - Unsafe structure	Clancy Holeman	Counselor met with P&D staff for Property Maintenance Code application. Photos of property taken.	Counsel put property in 2018 tax case for 2014 & 2015 delinquent taxes.	11/24/2015		TBD
Zoning Violations						
Doyle - Illegal mobile home storage (Mobile Gardens) Violation #10-0050	Craig Cox	Staff conducted site visit on 6/25/18. Owner agreed to obtain repair permit, reconfigure to two bedrooms only and test septic system with report to staff.	Staff will issue permit upon verification of agreed upon alteration and verification that the septic system is functioning properly. Conduct another site visit upon notification from owner.	12/17/2010	4/17/2012	TBD
Doyle - Illegal salvage at residence Violation #05-0007	Craig Cox	Counsel and staff conducted site visits on 6/25/18 and 7/20/18. Mr. Doyle removed 600 tires and 3 mobile homes. March 19, 2021 conference with Mr. Doyle. He agreed to remove vehicles from the property. Set site visit for May 4, 2021. Mr. Doyle has moved about 90% of the tires and multiple vehicles to a staging area across from his residence for a salvage company to pick up, and will continue with this method. Next site visit 08.11.2021.	Counsel to meet with staff to discuss prosecution.	4/15/2013	5/1/2014	8/11/2021
Zeller/Thomas - Illegal sign	Craig Cox	Owner has limited signage to MHK Airport (governmental entity).	Counsel to schedule meeting with staff to discuss case status.	12/1/2011	9/27/2012	6/16/2021
Kilner - Unsafe structure	Craig Cox	Remove materials not needed from highway ROW and store needed materials per regs by March 15, 2021. March 15, 2021 site inspection Mr. Kilner completed foundation with siding, staining and back fill. Foundation in compliance. Remove materials not needed from ROW fence not complete. Mr. Kilner needs to remove materials not needed from ROW fence and remove inoperable veicles by May 4, 2021. Mr. Kilner did not complete taskes assigned by the May 4 deadline. Filing a motion to appear and show cause with District Court.	Monitor contempt compliance	8/18/2016		6/10/2021

Planning and Development
Staff Update
May 28, 2021

Projects	Staff	Status	Task	Start Date	Request to Prosecute	Deadline
19-0017 Engert - Illegal salvage	Craig Cox	Mr. Engert was served with summons and petition on September 19, 2019. Answer date was October 10, 2019. Failed to answer. Property eligible for 2020 tax auction. Case dismissed.	Inform new buyer of existing violations.	10/4/20218		Dismissed 1/8/2020
20-0063 - Satterlee: Inoperable vehicles and campers	Steve Higgins	Determined to be a violation. Notification letter sent. Property owner agreed to abate by 1/1/2021. Working with property owner.	Monitor progress.	9/16/2020		TBD
20-0065 Caley - City of Riley illegal fill in a floodplain	Steve Higgins	Property owner has applied for DWR permit.	Waiting on DWR to issue permit.	12/2/2020		6/15/2021
20-0077 - Scott - Illegal salvage operation in residential zoning	Steve Higgins	Inspection completed and sent notification letter to property owner. Met with property owner on site and will be removing some items by 3/1/2021.	Mointor progress.	12/8/2020		6/15/2021
20-0079 Miller - Illegal auto repair and salvage operation 1382 Pillsbury Dr	Steve Higgins	Inspection completed and sent notification letter to property owner. Property owner is making progress but no contact. Staff met with property owner and agreed to provide a plan to abate violations by 1/29/2021. Final notice of violation sent to property owner. Sent violation, final notice, property owner met with staff and agreed to provide a plan to abate the violation. No respone or plan received.	Send request to prosecute to Deputy County Counselor.	12/8/2020		6/15/2021
20-0087 Miller - Illegal auto repair and salvage operation 1420 Pillsbury Dr	Steve Higgins	Inspection completed and sent notification letter to property owner. Property owner is making progress but no contact. Staff met with property owner and agreed to provide a plan to abate violations by 1/29/2021. Final notice of violation sent to property owner. Sent violation, final notice, property owner met with staff and agreed to provide a plan to abate the violation. No respone or plan received.	Send request to prosecute to Deputy County Counselor.	12/21/2020		6/15/2021
20-0090 Fishgill LLC - Illegal auto repair and salvage operation	Steve Higgins	Inspection completed and sent notification letter to property owner. Property owner wants an extension to remove tenant. Vehicles being removed. Sent notice of violation. No response.	Send final notice.	12/22/2020		6/15/2021
L21MHP-0004 TDJ Stables	Steve Higgins, Perry Piper & Craig Cox	Renewal applications and fees received. License can't be issued until property is compliance sanitary code.	Counsel to schedule staff meeting with Mr. Jones to discuss resolution.	11/20/2020		7/8/2021
21-0018 Greg and Theresa LLC - non compliance with Excavation License	Steve Higgins	Notification letter sent to license holder. Property owner is working to abate the violation. KDHE has an open case for discharge of industial waste at the prperty.	Await response from property owner.	4/6/2021		6/15/2021
21-0019 Britt - non compliance in flood hazard area/floodway	Craig Cox	Notification letter sent to property owner. Referred to legal counsel.	Court case 6/3/2021	4/6/2021		6/15/2021
21-0023 Nelson - Non-permitted use of a commercial business in "AG" district	Steve	Inspection completed and sent notification letter to property owner. Property owner called. Agreed to abate violation.	Monitor progress.	4/19/2021		6/15/2021
21-0024 Flores - Filling floodway without permits	Steve Higgis	Notification Letter mailed	Await response from property owner.	4/20/2021		6/15/2021
Sanitary Code Violations						
21-0020 Kimball - lagoon fencing not completed	Perry Piper	Notice of Violation sent. Fencing completed.	**ABATED**	4/15/2021		4/27/2021
TDJ Stables - illegal repair	Perry Piper & Craig Cox	Property owner applied for repair permit and made repairs himself and is not a licensed installer.	Counsel to schedule staff meeting with Mr. Jones to discuss resolution.	4/7/2020		7/8/2021
20-0082 Carroll - failed septic tank	Perry Piper & Craig Cox	Contacted from an installer to come review the site. Failed septic tank was discovered. Counsel has advised Environmental Health Specialist to work with new property owner. Homeowner has attorney involved, referred back to legal.	Await Counsel to send letter to property owner.	9/25/2020		7/21/2021
21-0001 Zieber - failed alternative system	Perry Piper	Notice of Violation sent. Property owner has contracted with Cat Cans to do repair. Repairs have been done.	Await contractor too add more dirt.	1/6/2021		6/15/2021
21-0022 Goss/Masterson - undersized lagoon	Perry Piper	Violation determined.	Send notification letter.	4/14/2021		6/4/2021

RILEY COUNTY

COUNTY ATTORNEY'S OFFICE
Personnel

Barry Wilkerson
County Attorney
105 Courthouse Plaza
Manhattan, KS 66502
Phone: 785-537-6390

COMMISSION AGENDA REPORT

FROM: **Barry Wilkerson, County Attorney**

MEETING: **June 3, 2021**

SUBJECT: **Request to fill open position - Office Manager**

PRESENTER: **Barry Wilkerson, County Attorney**

BACKGROUND

Whitney Phebus, Office Manager, will separate from employment effective 6/18/21. The department would like to fill the position, as described in the attached position description, in order to meet the responsibilities for the Riley County Attorney's Office.

DISCUSSION

FISCAL IMPACT

No fiscal impact - this position is included in the 2021 budget.

RECOMMENDATION(S)

Move to approve and sign the position action form for the Office Manager.

POSSIBLE MOTION(S)

Move to approve

Move to deny

Move to modify

Move to table

No action required.

The Board agreed by consensus to

Enclosures:

- 2021-06 Atty Office Manager (gold) (PDF)
- County Attorney Office Manager Position Description (PDF)

RILEY COUNTY POSITION ACTION FORM

Department ttorney Date 05/28/21 Job Title Office Manager

☒ Full Time ☐ Part Time	☒ Regular ☐ As Needed	☐ Seasonal ☐ Intern	☐ Grant Funded ☐ Temporary	Pay Grade N 40 Hours per ☒ Week ☐ Month	Start Date End Date
					☐ Non-Exempt ☒ Exempt

TYPE OF REQUEST

(Check one box and follow instructions in box – attach new job description if applicable)

Budgeted Position Request		Non-Budgeted Position Request	
☒ Request to hire replacement-same duties ☐ Request to hire replacement-new duties	☐ Request to change budgeted hours ☐ Request to change position status	☐ Request to create a new position for current fiscal year only ☐ Request for current non-budgeted position to be included in future annual budgets	☐ Request to create a new position which will be included in future annual budgets
1. Name of former incumbent or current employee: Whitney Phebus	2. Effective date of promotion, transfer, termination, or change: 06/18/21	1. Are there current budgeted funds available to pay for this position? ☐ Yes ☐ No ☐ Grant Funded	2. Requested hours per year:
3. If requesting a change in budgeted hours, estimated change in cost per year:	4 Would the position require re-evaluation for classification and pay grade purposes? ☐ Yes ☒ No	3. Estimated cost per year (financial impact):	4 Would the position require evaluation for classification and pay grade purposes? ☐ Yes ☐ No
5. Has this position been "On Hold?" ☐ Yes ☒ No If yes, date placed "On Hold":	6. Any special conditions regarding this position:	5. If applicable, what is the ending date for the position?:	6. Any special conditions regarding this position:

1. Why is it necessary to fill this position or change its status? Resignation

2. Is it possible to fill this position internally? If no, why not? Upon review.

For hiring purposes, briefly state necessary and/or desirable education, training, and/or certification required as well as desirable experience and/or skills:
Must be able to supervise and make disciplinary recommendations; manage office budget; ability to prepare legal documents; possess strong computer skills and ability to collect, disseminate and manage data; answer to the County Attorney and assist him/her as necessary to complete functions of the office.

Additional comments:

Approval by:		Date:
Department Head:	[signature]	6-1-2021
Personnel:	Eich Alwad	6/1/2021
BOCC Chairman:		
BOCC Member:		
BOCC Member:		

RILEY COUNTY, KANSAS JOB DESCRIPTION

Job Title:	**OFFICE MANAGER**		
Department:	County Attorney	**Division:**	
Reports To:	County Attorney		
Pay Grade:	**N**		
FLSA Status:	Non-Exempt	**Status:**	Full Time

Position Summary: To provide the County Attorney and the Assistant County Attorneys with technical office skills to coordinate and oversee office procedures and to assist in the preparation for and prosecution of criminal, juvenile, child-in-need of care, and mental illness cases in the District Court.

Essential Functions:

- Supervise and assist support staff daily with questions and inquiries; ensure their tasks are being performed in accordance to policy.
- Meet with attorneys on a regular basis for the purpose of discussing calendar planning/coverage and policy adherence.
- Maintain prosecutor database to include entering new forms, changing existing forms, drop down selections, statute table and charging language.
- Review current procedures on a regular basis offering recommendations to the County Attorney to implement change.
- Respond to KBI background checks within 8 hours of receipt; respond to Attorney General's Abuse and Neglect report within 3 days; assist Riley County Police Department with dispositions and evidence questions.
- Manage office paperwork: prepare and transmit bi-weekly payroll, generate required forms for hiring personnel, compile information to aid in annual budget preparation, prepare monthly budget reports for County Attorney. Disseminate County policy information to County Attorney staff to include pay scale, insurance and meetings with vendors.

- Act as liaison between the County Attorney and other departments, agencies, officials and committees as directed by County Attorney.
- Answer telephone & assist the public

NOMINAL FUNCTIONS:
As directed by County Attorney or Assistant County Attorney.

POSITION REQUIREMENTS:
Education: High school graduate or equivalent. One year of post high school training.

Certificate(s)/License(s):

Experience: Four years legal secretary experience. Any combination of experience, education or training which provides the following knowledge, skills and ability: knowledge of criminal and civil legal system; knowledge of procedures in the District Court System and Riley County Police Department as they relate to the Riley County Attorney's Office; knowledge of required language for court documents; knowledge of Kansas Statutes and case law; knowledge of legal terminology; ability to use discretion regarding confidential material and to understand the legal code of ethics; ability to establish and maintain effective working relationships with associates and the public; knowledge of personal computers including word processing, spreadsheets, and other computer software.

Skills: Typing speed of 65 wpm. Basic bookkeeping skills. Ability to communicate effectively, orally and in writing. Ability to defuse high pressure, conflicting situations and maintain order. Ability to draft letters and legal documents. Ability to organize and prioritize.

Supervisory Control: Duties are performed regularly exercising discretion and independent judgement. County Attorney or Assistant County Attorney provides general direction. Priorities and deadlines are determined by policies, statutes, or in consultation with the Attorneys. Documents are reviewed by Attorneys for completeness and accuracy. Employee may develop own work sequences within established procedures, methods and policies.

Supervisory Responsibility: Provides leadership to office staff members. When requested, trains, schedules, and reviews the work of the Legal Secretary and Receptionist positions. Monitors the general operation of the department in the absence of the County Attorney or Assistant County Attorneys. This position may also have limited administrative responsibility such as providing information to be used during the evaluation of work performance of staff members.

Guidelines: Guidelines consists of Kansas statutes, case law, criminal law procedures; rules of the Riley County District Court and its policies and procedures; Riley County Police Department policies and procedures; Riley County Personnel Policies and Procedures; Kansas Court of Appeals rules, policies and procedures; Kansas Juvenile Justice Policies and Procedures; Kansas Sentencing Guidelines; and established internal policies and procedures.

Complexity: Work is of a standardized nature that may involve a variety of duties. Analytical thought becomes more important at this level due to increased data, responsibilities, and changing situations. Tasks usually have several steps, some of which may not be directly related. Alternatives may exist for processes or methods to be used in solving problems. Employee must exercise a moderate amount of independent judgment. Work is controlled by routine review and reporting to or consultation with Attorneys. When guidelines exist at this level, they tend to be more complicated or technical in nature requiring careful interpretation.

Scope and Effect of Work: The position contributes to the overall smooth function of the County Attorney's office and its mission. Critical job functions by other staff may not be completed satisfactorily without the effective performance of this position. Ineffective performance will negatively affect the quality of service provided by the office.

Personal Contacts: KCDAA, KCJIS personnel, Attorney General's Office, KBI, Kansas Sentencing Commission, District Court officials and staff, attorneys, County Commissioners, County Department Heads, Court Services staff, members of Law Enforcement agencies, victims, community corrections personnel, judges, SRS personnel, school personnel, civic organizations, the public, office equipment vendors, and other county personnel.

Purpose of Contacts: The purpose of the contacts is to obtain, clarify, give, or screen established factual information, regardless of the type (i.e., easily understood or technical) within a well-defined relationship. Normal communication skills are required. Ability to defuse high pressure situations is critical.

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

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

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

While performing the duties of this job, the employee is exposed to a moderate noise level in the work environment. There is moderate risk involved as the employee is potentially subject to verbal or physical abuse from disgruntled individuals.

Recruiting Requirements:

Any combination of experience, education or training which provides the following knowledge, skill and ability: knowledge of criminal and civil legal system; knowledge of procedures in the District Court System and Riley County Police Department as they relate to the Riley County Attorney's Office; knowledge of required language for court documents; knowledge of Kansas Statutes and case law; knowledge of personal computers including word processing, spreadsheets, and other computer software. Typing speed of 65 wpm. Basic bookkeeping skills. Ability to communicate effectively, orally and in writing. Ability to draft letters and legal documents. Ability to organize and prioritize.

Approved: _______________ Date:
(Supervisor)

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

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

Updated in 2015

RILEY COUNTY LAW ENFORCEMENT AGENCY
SPECIAL LAW BOARD MEETING
County Commission Chambers
115 N. 4th Street
Manhattan, KS
June 3, 2021 3:15 p.m.
Agenda

I. ESTABLISH QUORUM- Chairperson Morse

II. PLEDGE OF ALLEGIANCE- Chairperson Morse

III. GENERAL AGENDA

A. Public Comment
B. Fraternal Order of Police Lodge #17 Comments
C. Board Member Comments
Pages 2-117 D. 2022 Budget Development- Director Butler, Command Staff & Board- *(Discussion)*
Pages 118-121 E. 2022 Budget for Publication- Director Butler & Board- *(Vote Required)*
F. Executive Session- *(Vote Required)*
  a) Non-Elected Personnel Matters
  b) Attorney Client Privilege
G. Adjournment

NOTE: 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/about-us/law-board-0. In order to comply with provisions of the Americans with Disabilities Act (ADA), the Riley County Law Enforcement Agency will make reasonable efforts to accommodate the needs of persons with disabilities. Please contact Executive Assistant Nich Glessner at (785) 537-2112, ext. 2468, for assistance.

The Meeting of the Riley County Law Enforcement Agency will be streamed live on Facebook at https://www.facebook.com/RileyCountyPD.

RILEY COUNTY
POLICE DEPARTMENT

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

Riley County Law Enforcement Agency
Special Law Board Meeting

Thursday, June 3, 2021
3:15 p.m.

County Commission Chambers
115 N. 4th Street
Manhattan, Kansas

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

1.

RILEY COUNTY POLICE DEPARTMENT

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

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

FROM: Captain Josh Kyle

MEETING: June 3, 2021

SUBJECT: 2022 Special Law Board Budget Meeting

PRESENTERS: Director Dennis P. Butler and Captain Josh Kyle

BACKGROUND

Riley County Law Enforcement Agency (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 the 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 the RCPD towards goal attainment.

The make-up of the RCPD provides for built-in efficiencies not found in traditional counties. The RCPD is a county-wide, consolidated law enforcement agency and operates a consolidated Communications Center (police, fire, EMS). In 2020, RCPD's budget represented 10.8% of the City of Manhattan's Annual budget and in 2021 it was 7.12% of Riley County's annual budget[1]. Past research, backed up by recent inquiries, has revealed that RCPD's percentage of budget is the lowest for comparatively-sized agencies in the region.

Funds and Reserves
By law, all of RCPD's budgeted operational funds derive from property taxes (19-4443). The RCPD holds special accounts, funds, and reserves. Additional accounts held by the RCPD outside of the General Fund and their balances as of December 31, 2020 include[2]:

- **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 3.4% of the current budget.

- **Information Technology (Budgeted Reserve Fund):** $818,400
  - 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:** $1,220,812
  - Required for Self-Insured Workers Compensation Plan
  - State of Kansas sets recommendations for minimal balance. The current minimal balance recommendation is $1,800,000.

- **Statutory Fees Fund:** $86,366
  - 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)).

[1] 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).
[2] The 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/.

- 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:** $1,011,810
  - Required for Self-Insured Health Insurance plan and covers significant losses to our health insurance plan.
  - Our health insurance broker confirms at this time that $1,000,000 is an appropriate amount.

- **Special Activities Fund:** $66,520
  - Funding comes from various commissaries across the department such as vending and ATM commissions and inmate video/messaging. We charge the minimum allowable commissary rate on all services.
  - Funds can be spent at the approval of the Director. Typical expenses from this account include department banquets and retirement receptions.

2022 RCPD BUDGET - INITIAL PROPOSAL

The 2022 budget development cycle began in January of 2021. RCPD staff identified fourteen needs. After discussions, staff removed seven items totaling $114,000 from consideration. The initial budget for consideration was presented to the Law Board in March. The same budget was presented in summary to the Law Board in April. The Board stated that more time and further information was needed from the City and County before proceeding. At the May meeting the Law Board elected to take no further action concerning the budget and instead schedule a special Law Board meeting.

The primary items under consideration are as follows. They are listed in order of perceived priority:

- **Base Adjustment** (Captain Kyle)**:** An increase of $195,166 (0.88%) over the 2021 budget of $22,193,453 is required to maintain the insurance and other administrative costs necessary to maintain current staffing levels. This increase includes the restoration of salary step increases (merit pay) for 2022.

- **Item A – COLA** (Captain Kyle)**:** A 1% COLA as recorded in the annual average of the 2020 Consumer Price Index – Midwest Region. This represents an increase of $155,905 (0.70%) over last year.

- **Item B - Position Conversion/Adjustment** (Captain Kyle):
  - **Option 1** (B1)**: Convert Part-Time Finance Technician to Full-time Payroll Technician.** The board endorsed this conversion for 2021. Now the issue comes before the Law Board in the form of two options in 2022. Option 1 involves simply

4.

maintaining this conversion in 2022 at the cost of $46,511 (0.21%) over the 2021 budget.

-OR-

- **Option 2** (B2): **Create a stand-alone Payroll Technician position.** Alternatively, the Law Board can elect to create a full-time Payroll Technician and also maintain the part-time Finance Technician position within the Budget & Finance section. Captain Kyle previously explained that this alternative is more likely to meet the Director's stated goals of enhancing the Human Resources section because it increases available personnel hours and creates a clear separation of duties between the Human Resources and Budget & Finance sections. Option 2 represents an increase of $61,511 (0.28%) over the 2021 budget.

- **Item C - Training Budget:**
  - **Patrol Division** (Captain Steere):
    - The training requirements of the Patrol Division have outstripped the current budget of $23,000 as is evident by actual annual expenditures of $34,098 since 2016. Recommend an increase of $7,000 for Patrol Division training needs.
    - Emergency Response Units. The same shortage holds true for our specialty teams. Recommend an increase from $7,000 to $12,000 annually for the individualized training required specifically for these specialties.
    - Increasing the training budgets of Patrol's two sections will enhance the Department's ability to maintain a safe and secure community and promote legitimacy in the eyes of the public by maintaining the level of professionalism and ability to respond to critical incidents that the community deserves.
  - **Investigations Division** (Captain Freidline):
    - The needs of the Investigations Division have outstripped the current training budget of $15,000. The five-year average for the Division is $24,539 to maintain the knowledge necessary to conduct high-quality investigations. Recommend an increase of $6,000.
    - Increasing the Investigations budget will promote legitimacy in the eyes of the public and create a culture of service within the RCPD by maintaining the level of professionalism the community deserves.

  Taken together, these training proposals represent an $18,000 (0.08%) increase over the 2021 budget.

- **Item D - Jail Cook** (Captain Woods): A changeover in personnel has revealed the need for a third cook in the jail. This additional position will allow for proper oversight, safety, and security at all times. It will also reduce overtime and employee burnout.
  - This meets the following long-term goals:

5

- Minimize the financial and social cost of public safety through a reduction in overtime for both Corrections Officers and Jail Cooks
- Maintain a safe and secure community by allowing Corrections Officers to focus on inmate behavior
- Promote legitimacy in the eyes of the public by reducing employee burnout

This proposal represents a $37,469 (0.17%) increase over the 2021 budget.

- **Item E - Court Security Screener (CSS)** (Captain Steere): The Court Security Unit was created in 2017 at the request of local judges and the County Attorney's Office. At the time, it included four Court Security Screeners. In 2018, one of the CSS positions was removed as it was felt the money could be better spent on a Video Clerk position; however, due to COVID-19, County Court is making plans to open a remote site for trials. This move will require the reinstatement of the removed CSS position.
  - Adding this position will move the Department toward its long-term goal of maintaining a safe and secure community by providing the personnel necessary to operate court functions in a protected environment.

  This proposal represents a $44,804 (0.20%) increase over the 2021 budget.

- **Item F - Insurance Underfunding** (Captain Kyle): Insurance costs for police departments have risen sharply in recent years. The current budget is $267,000 with costs projected up to $375,000. Recommend an increase of $53,000 to this line item. It is recognized that $53K will not cover future anticipated costs. Therefore, this recommendation simply provides a solid starting point to address underfunding in this account.

  This proposal represents a $53,000 (0.24%) increase over the 2021 budget.

Total Budget Proposals as of May 17 Law Board Meeting:

Option B1 (Convert Part-Time Finance Technician to Full-time Payroll Technician with all other items) represents an increase of $550,855 (2.48%) over the 2021 budget.

Option B2 (Create a stand-alone Payroll Technician position) represents an increase of $565,855 (2.55%) over the 2021 budget.

American Rescue Plan Act (ARPA)

Over the next couple of years, the City of Manhattan is slated to receive $13.9 million from the federal government and Riley County is slated to receive $14.3 million. These funds are intended to be used in a manner similar to the CARES Act monies. On May 10, 2021, a fact sheet was released by the federal government, followed by an FAQ on May 27, 2021. These resources make it clear that ARPA funds may be used to provide premium pay to eligible workers along with providing funds for government services affected by a reduction in revenue due to COVID-19. It is important to note that the City of Manhattan and/or Riley County may share their ARPA funds with the RCPD, but they are not required. In other words, the Law Board/RCPD will have to advocate for funds. Currently there are no special funding

6.

opportunities available specifically for law enforcement agencies, nor does it appear that there are any on the horizon.

The RCPD has identified some possible ARPA-related expenses:

- $54,734 in unreimbursed emergency COVID-19 leave
- Pay adjustments for employees to compensate for the absence of COLAs and salary step increases (merit pay) in 2021
- $704,000 in large asset acquisitions

2% Pay Adjustment - Riley County

On May 17, 2021, the Board of County Commissioners voted to provide county employees with a 2% pay adjustment beginning July 2021. The pay adjustment will be added to employee's base pay moving into the 2022 budget. This action was proposed for the following reasons:

- The 2021 budget was approved in view of an emerging global pandemic; however, even when considering federal assistance, the local economy was not impacted as severely as anticipated.
- ARPA funds are available to provide for the pay adjustment in 2021.
- In 2022 the cost to the taxpayers of this 2% pay adjustment is less than if regular COLAs and merits were granted in 2021. In essence, under this plan both county employees and the taxpayers will see a financial relief when compared to business as usual in regards to employee salaries.

2% Pay Adjustment - RCPD

Following the County's lead, a half-year 2% pay adjustment for RCPD employees in 2021 equates to $137,000. If the City and County each agree to release ARPA funds for this purpose and the 80/20 formula from statute is applied, it would result in the following:

- City of Manhattan ($137,000 x .80) = $109,600
- Riley County ($137,000 x .20) = $27,400

If the 2% pay adjustment is added into employee's base pay for 2022, an additional $310,673 will need to be added to current proposals. Taxpayers will feel a relief of about $744,602 in 2022 when compared to if RCPD employees had received full merits and COLAs in 2021.

ARPA – Advocacy

It is clear that the use of ARPA funds are the sole discretion of the City and County. It is not currently known if ARPA funds require an application process; however, it is certain that the Law Board/RCPD must advocate for those funds. Options to advocate for ARPA funds include:

- A Letter of Endorsement from the Law Board to the City and County
- Presentations at City and County meetings
- Discussions at joint meetings

2022 RCPD BUDGET OPTIONS SUMMARY

RCPD staff is presenting four budget options for Law Board consideration.

Option B1:

- 2022 Base Adjustment which includes salary step increases (merit pay)
- Item A: 1% COLA for 2022
- Item B - Option 1: Conversion of Part-Time Finance Technician to full-time Payroll Technician (full-time)
- Item C: Add $18,000 to operations training budget
- Item D: Add one Jail Cook
- Item E: Add one Court Security Screener
- Item F: Add $53,000 to insurance account

This option represents a $550,961 (2.48%) increase over the 2021 approved budget.

Option B2:

- 2022 Base Adjustment which includes salary step increases (merit pay)
- Item A: 1% COLA for 2022
- Item B - Option 2: Create a stand-alone Payroll Technician position and maintain Part-Time Finance Technician position
- Item C: Add $18,000 to operations training budget
- Item D: Add one Jail Cook
- Item E: Add one Court Security Screener
- Item F: Add $53,000 to insurance account

This option represents a $565,961 (2.55%) increase over the 2021 approved budget.

Option 3 (B1 Revised):

- 2022 Base Adjustment which includes salary step increases (merit pay)
- Item A: 1% COLA for 2022
- Item B - Option 1: Conversion of Part-Time Finance Technician to full-time Payroll Technician (full-time)
- Item C: Add $18,000 to operations training budget
- Item D: Add one Jail Cook
- Item E: Add one Court Security Screener
- Item F: Add $53,000 to insurance account
- 2% pay adjustment from 2021 calculated into 2022 budget

This option represents a $861,634 (3.88%) increase over the 2021 approved budget.

Option 4 (B2 Revised):

- 2022 Base Adjustment which includes salary step increases (merit pay)
- Item A: 1% COLA for 2022
- Item B - Option 2: Create a stand-alone Payroll Technician position and maintain Part-Time Finance Technician position

8

- Item C: Add $18,000 to operations training budget
- Item D: Add one Jail Cook
- Item E: Add one Court Security Screener
- Item F: Add $53,000 to insurance account
- 2% pay adjustment from 2021 calculated into 2022 budget

This option represents a $876,634 (3.95%) increase over the 2021 approved budget.

KANSAS SENATE BILL 13

Both the Law Board and the RCPD have received legal counsel concerning the provisions of SB-13. SB-13 provides specific requirements for determining the Revenue-Neutral Rate (RNR), the impact of a published budget on the RNR, and reporting the same to taxpayers. There is a strong consensus that the overwhelming majority of SB-13's provisions do not apply to the Riley County Law Enforcement Agency as it is not a taxing authority with one exception. One portion of SB-13 requires "political subdivisions" (of which the RCLEA is one) to report the RNR within its published budget[3]. This fact is important from a timeline perspective. By law, the official RNR is released from the County Clerk no later than June 15, 2021. It is possible that the RNR will be released prior to this time. If the RNR is available at the time of this special Law Board meeting, we may proceed per our usual legal requirements. If the RNR is not available, RCPD staff recommend that the Law Board pass a "conditional budget" for publication. In this scenario, the budget would be published after the RNR becomes available. The two scenarios look as follows:

- RNR <u>is</u> available in time for the special Law Board meeting:
  - Law Board passes a budget for publication.
  - RCPD staff arrange for publication of the budget (including RNR) and notice of public hearing as soon as possible.
  - At its regularly scheduled June 21, 2021 meeting, the Law Board holds a public hearing and approves a final budget. The final budget may be the same or less, but not more than the published budget. There must be no less than ten days between publication of budget and the public hearing.
  - RCPD staff officially forward the final budget to the City and County no later than July 5, 2021.

- RNR <u>is not</u> available in time for the special Law Board meeting:
  - Law Board passes a "conditional budget" for publication.
  - RCPD staff arrange for publication of the budget and notice of public hearing when the RNR becomes available. This will likely result in the need for another special Law Board meeting.

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[3] The notice will read: *"The Riley County Clerk has established the Revenue Neutral Rate for the County of Riley as ___ and for the City of Manhattan as __."*

9.

- o No less than ten days later, the public hearing occurs. The Law Board votes on a final budget at that time. The final budget may be the same or less, but not more than the published budget.
- o RCPD staff officially forward the final budget to the City and County no later than July 5, 2021.

RECOMMENDATIONS

RCPD staff recommend the adoption of Option 4 because it will provide the staffing and financial resources necessary for the agency to meet its long-term goals and provide relief to its most important asset, its people, while still providing relief to taxpayers compared to business as usual.

Publish this budget in official form when the RNR becomes available.

Hold a public hearing no sooner than ten days after publication.

Note: If it is the intent of the Law Board to pass a final budget that is less than the published budget, RCPD staff will need clear guidance concerning how to construct the final budget prior to the public hearing.

POSSIBLE MOTION(S)

Scenario 1 - RNR is available:
Adopt Option 1, 2, 3, or 4 for publication (including the RNR) with a public hearing scheduled for June 21, 2021.

Scenario 2 - RNR is not available:
Conditionally adopt Option 1, 2, 3, or 4 for publication when the RNR becomes available. Determine a date for an additional special Law Board meeting[4].

Enclosures:
June 3rd Special Law Board Meeting Budget Proposal Presentations
- Full background information for Items A-F (if needed)
- Summary of Items A-F, ARPA, 2% Pay Adjustment, Budget Options, SB-13

Riley County Police Department: Proposed 2022 Budget
- Option B1
- Option B2
- Option 3 (Revised B1)
- Option 4 (Revised B2)

[4] It is conceivable that the County Clerk may release the City and County RNRs before June 15th and in time for the June 21st Law Board meeting. In this scenario RCPD staff will publish the budget and the June 21st meeting will proceed as if Scenario 1 had taken place.

10.

2022 Budget Presentation

Director Dennis P. Butler
RCPD Captains

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

11.

"To reduce Crime and Improve the quality of life for the citizens we serve"

Mission Statement

RILEY COUNTY
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12.

Minimize the financial and social cost of public safety

Strategic Goal #1

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13.

Maintain a Safe and Secure Community

Strategic Goal #2

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14

Promote Legitimacy in the Eyes of the Public

Strategic Goal #3

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15.

Create a Culture of Service Throughout the Organization

Strategic Goal #4

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16.

Needs Assessment

- Staff Meeting: 14 Needs identified.
  - Steps
  - COLA
  - Payroll technician
  - Court screener
  - Training budget
  - Metal detectors (Jail)
  - Jail Cook
  - License Plate Readers
  - Cell phones in patrol cars
  - Online reporting
  - Spillman Touch
  - Temperature scanners
  - X-ray machine (Jail)
  - Underfunding

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17

Needs Assessment

- Staff Meeting: 7 Needs remain.
  - Steps
  - COLA
  - Payroll technician
  - Court screener
  - Training budget
  - ~~Metal detectors (Jail)~~
  - Jail Cook
  - ~~License Plate Readers~~
  - ~~Cell phones in patrol cars~~
  - ~~Online reporting~~
  - ~~Spillman Touch~~
  - ~~Temperature scanners~~
  - ~~X-ray machine (Jail)~~
  - Underfunding

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18.

Needs Assessment

- Removed $114K+ from consideration
  - One-time expenditures
  - More development

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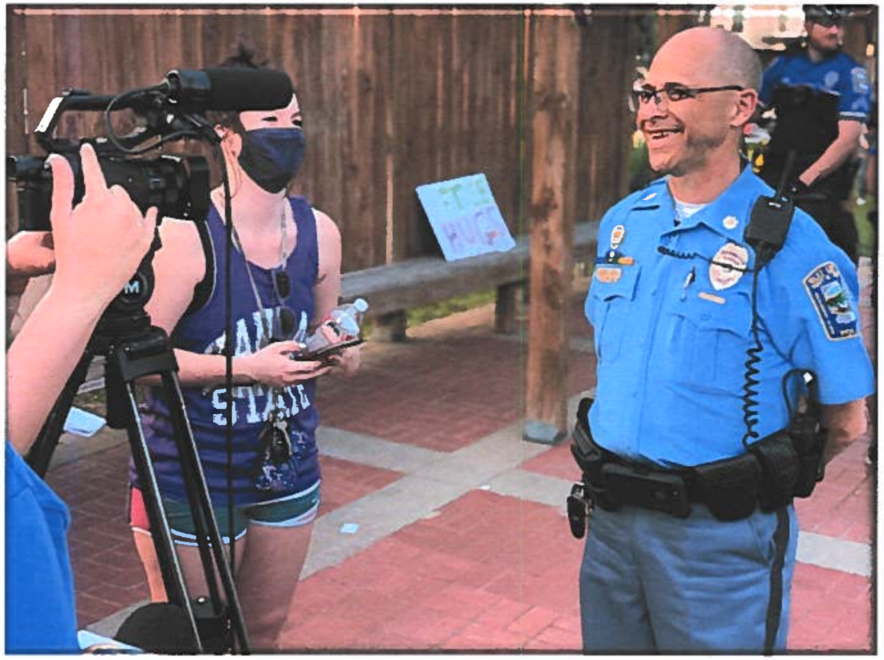
19.

Today's Agenda

- Approach to Budget
- 2020-2021 Base Adjustments
- Item A: COLA
- Item B (1): Part-time to full-time Finance/Payroll Technician
- Item B (2): Full-time Payroll Technician
- Item C: Training Budget
- Item D: Jail Cook
- Item E: Court Security Screener
- Item F: Underfunding - Insurance



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20.

Approach to Budget

Captain Josh Kyle

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

21.

Begin with Personnel

- 85% of budget
- Establish base change from 2021 to 2022
- Present needs for 2022
- Lock-in budget numbers
- Possibly address non-personnel accounts

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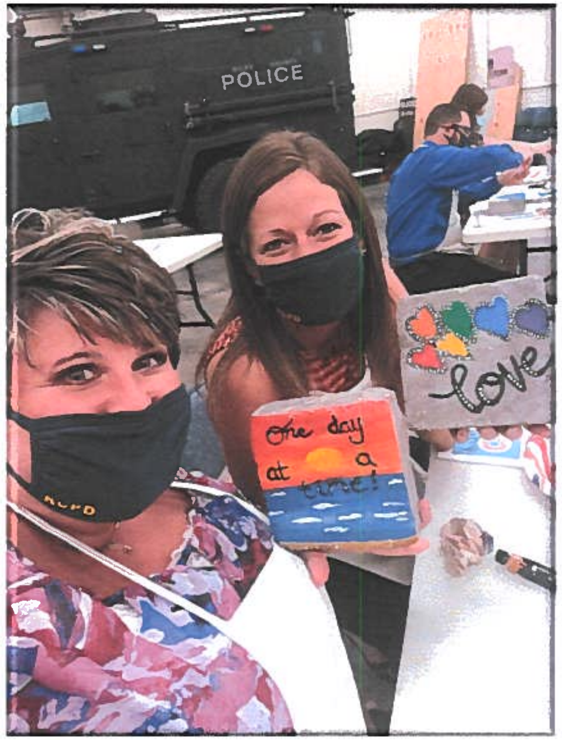
22

Underfunding

- Several accounts are underfunded
- Eighteen (18) accounts totaling approximately $659K.
- Rely on unused personnel funds
- Average of $924K over last three years



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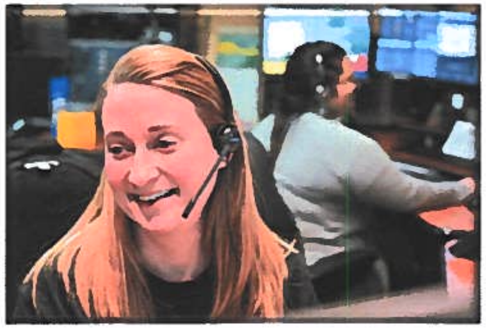
23.

For Example:



	Patrol Personnel	Corrections Personnel	Dispatchers	Total
Authorized	88	51	24	
Vacant	1	9	2	12
In Training	6	3	2	
Total Available*	**81**	**39**	**20**	
Additional Info:		1 Military Leave	1 Part-time, Filling In	

***As of 3/5/2021**

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24.

Proper Funding

- Closer monitoring of accounts
- Announce if unexpended personnel funds are needed
- Approach Law Board with end-of-year spending
- It's a process & proper funding will take several years

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25.

2020-2021 Base Adjustments

Captain Josh Kyle

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

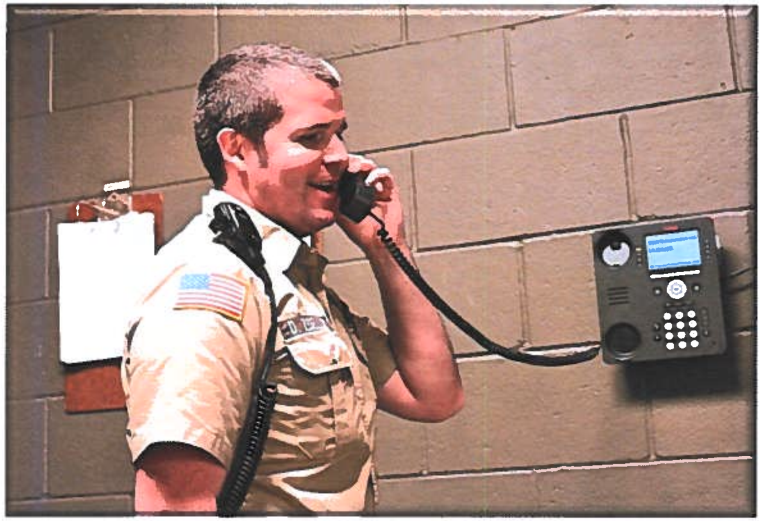
26.

Base Adjustment

$22,193,453
2021 Approved Budget

	2021 Budget*
	Approved
Full Time Salaries	$13,401,286
Part Time Salaries	125,000
Overtime	471,762
Total Salaries & OT	$13,998,048
KPF	$1,864,647
KPERS	564,141
FICA	559,569
Health Insurance	1,537,150
Workers Comp.	300,000
Unemployment	13,998
Total Benefits	$4,839,505
Total Personnel	**$18,837,553**

***Personnel Budget Only**



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27.

Base Adjustment

$22,193,453
2021 Approved Budget

	2021 Budget* Approved	Turnover
Full Time Salaries	$13,401,286	($62,464)
Part Time Salaries	125,000	
Overtime	471,762	
Total Salaries & OT	$13,998,048	($62,464)
KPF	$1,864,647	($12,564)
KPERS	564,141	11,059
FICA	559,569	82
Health Insurance	1,537,150	
Workers Comp.	300,000	
Unemployment	13,998	(62)
Total Benefits	$4,839,505	($1,485)
Total Personnel	**$18,837,553**	**($63,950)**
***Personnel Budget Only**		**-0.29%**

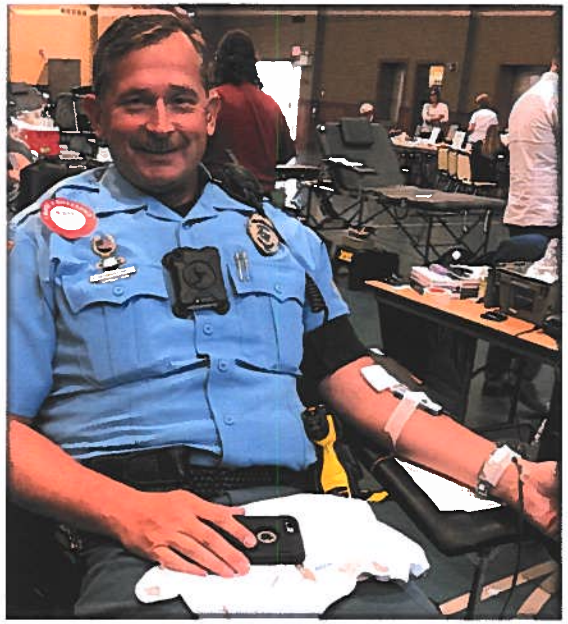
RILEY COUNTY
POLICE DEPARTMENT

28.

Base Adjustment

$22,193,453
2021 Approved Budget

	2021 Budget* Approved	Turnover	Benefit Changes
Full Time Salaries	$13,401,286	($62,464)	
Part Time Salaries	125,000		
Overtime	471,762		
Total Salaries & OT	$13,998,048	($62,464)	$0
KPF	$1,864,647	($12,564)	$20,966
KPERS	564,141	11,059	
FICA	559,569	82	
Health Insurance	1,537,150		
Workers Comp.	300,000		80,000
Unemployment	13,998	(62)	
Total Benefits	$4,839,505	($1,485)	$100,966
Total Personnel	$18,837,553	($63,950)	$100,966
*Personnel Budget Only		-0.29%	0.45%



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29.

Base Adjustment

$22,193,453
2021 Approved Budget

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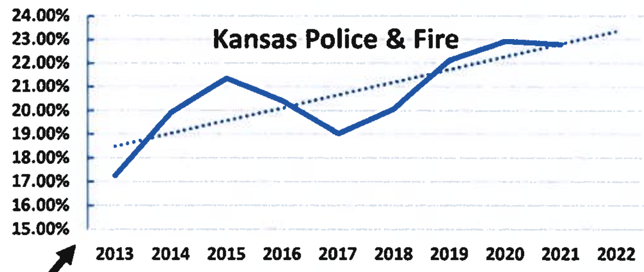

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30.

Base Adjustment

$22,193,453
2021 Approved Budget

	2021 Budget* Approved	Turnover	Benefit Changes
Full Time Salaries	$13,401,286	($62,464)	
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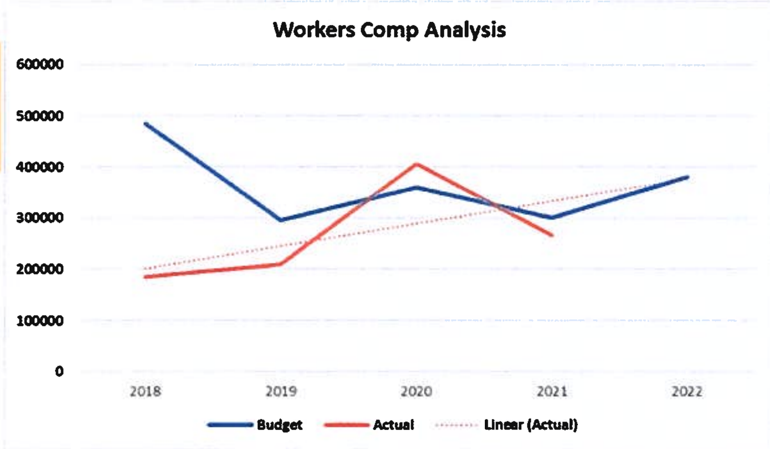
Unemployment	13,998	(62)	
Total Benefits	$4,839,505	($1,485)	$100,966
Total Personnel	$18,837,553	($63,950)	$100,966
*Personnel Budget Only		-0.29%	0.45%



RILEY COUNTY
POLICE DEPARTMENT

31.

Base Adjustment

$22,193,453
2021 Approved Budget

	2021 Budget* Approved	Turnover	Benefit Changes	Steps & Longevity Pay
Full Time Salaries	$13,401,286	($62,464)		$134,924
Part Time Salaries	125,000			
Overtime	471,762			
Total Salaries & OT	$13,998,048	($62,464)	$0	$134,924
KPF	$1,864,647	($12,564)	$20,966	$10,015
KPERS	564,141	11,059		6,873
FICA	559,569	82		6,203
Health Insurance	1,537,150			
Workers Comp.	300,000		80,000	
Unemployment	13,998	(62)		135
Total Benefits	$4,839,505	($1,485)	$100,966	$23,226
Total Personnel	**$18,837,553**	**($63,950)**	**$100,966**	**$158,150**
***Personnel Budget Only**		**-0.29%**	**0.45%**	**0.71%**

RILEY COUNTY
POLICE DEPARTMENT

32.

Base Adjustment

$22,193,453
2021 Approved Budget

	2022 Base Calculation				
	2021 Budget* Approved	Turnover	Benefit Changes	Steps & Longevity Pay	Total Adjustments
Full Time Salaries	$13,401,286	($62,464)		$134,924	$72,460
Part Time Salaries	125,000				$0
Overtime	471,762				$0
Total Salaries & OT	$13,998,048	($62,464)	$0	$134,924	$72,460
KPF	$1,864,647	($12,564)	$20,966	$10,015	$18,417
KPERS	564,141	11,059		6,873	$17,932
FICA	559,569	82		6,203	$6,285
Health Insurance	1,537,150				$0
Workers Comp.	300,000		80,000		$80,000
Unemployment	13,998	(62)		135	$73
Total Benefits	$4,839,505	($1,485)	$100,966	$23,226	$122,706
Total Personnel	**$18,837,553**	**($63,950)**	**$100,966**	**$158,150**	**$195,166**
***Personnel Budget Only**		**-0.29%**	**0.45%**	**0.71%**	

RILEY COUNTY
POLICE DEPARTMENT

33

Base Adjustment

$22,193,453
2021 Approved Budget

	2022 Base Calculation					
	2021 Budget* Approved	Turnover	Benefit Changes	Steps & Longevity Pay	Total Adjustments	2022 Base Budget
Full Time Salaries	$13,401,286	($62,464)		$134,924	$72,460	$13,473,746
Part Time Salaries	125,000				$0	$125,000
Overtime	471,762				$0	$471,762
Total Salaries & OT	$13,998,048	($62,464)	$0	$134,924	$72,460	$14,070,508
KPF	$1,864,647	($12,564)	$20,966	$10,015	$18,417	$1,883,064
KPERS	564,141	11,059		6,873	$17,932	$582,073
FICA	559,569	82		6,203	$6,285	$565,854
Health Insurance	1,537,150				$0	$1,537,150
Workers Comp.	300,000		80,000		$80,000	$380,000
Unemployment	13,998	(62)		135	$73	$14,071
Total Benefits	$4,839,505	($1,485)	$100,966	$23,226	$122,706	$4,962,211
Total Personnel	$18,837,553	($63,950)	$100,966	$158,150	$195,166	$19,032,719
*Personnel Budget Only		-0.29%	0.45%	0.71%		0.88%

RILEY COUNTY
POLICE DEPARTMENT

34

Item A: Cost of Living Allowance

Captain Josh Kyle

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

35

Item A: COLA

- Provided by US Dept. of Labor, Bureau of Labor Statistics (BLS)
  - Assert that monthly and annual averages are appropriate
  - Reduce volatility
    - Avoid:
      - Seasonal adjustments
      - Local indexes
- Annual averages reduce volatility

RILEY COUNTY POLICE DEPARTMENT

36

Item A: CPI - Midwest

- Consumer Price Index (CPI) Midwest Region
- Used by the City of Manhattan & Riley County

Year	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Annual	HALF1	HALF2
2011	1.9	2.2	2.7	3.3	3.8	3.9	3.8	3.8	3.9	3.3	3.3	2.8	3.2	2.9	3.5
2012	2.8	2.7	2.8	2.3	1.5	1.4	1.3	1.8	1.9	2.2	1.8	1.8	2.0	2.3	1.8
2013	1.3	2.2	1.4	1.2	1.8	2.2	1.8	1.2	1.0	0.8	1.0	1.0	1.4	1.7	1.1
2014	1.4	0.9	1.5	1.9	1.6	1.7	1.8	1.6	1.6	1.6	1.2	0.7	1.5	1.5	1.4
2015	-0.3	-0.5	-0.9	-1.1	-0.8	-0.7	-0.5	-0.3	-0.8	-0.3	-0.2	0.0	-0.5	-0.7	-0.4
2016	0.8	0.4	0.5	0.8	0.8	0.8	0.4	0.6	1.1	1.0	1.2	1.8	0.8	0.7	1.0
2017	2.2	2.4	1.9	1.8	1.4	0.9	1.3	1.5	1.5	1.5	1.9	1.7	1.7	1.8	1.6
2018	1.6	1.7	1.8	1.8	2.3	2.5	2.4	2.1	1.9	2.2	1.4	1.3	1.9	2.0	1.9
2019	0.8	1.3	1.7	1.5	1.3	1.2	1.5	1.5	1.4	1.5	1.9	2.3	1.5	1.3	1.7
2020	2.5	2.1	1.0	-0.4	-0.4	0.4	0.7	1.1	1.3	1.0	1.0	1.1	1.0	0.9	1.0

RILEY COUNTY
POLICE DEPARTMENT

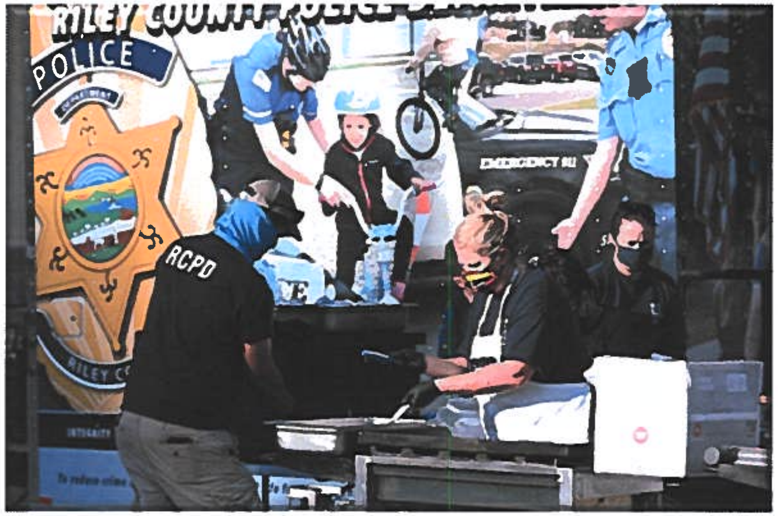
37.

Item A: COLA

- Annual average since 2013

CPI Comparison		
	Annual Average	RCPD Budget
2013	1.4	
2014	1.5	
2015	-0.5	1.4
2016	0.8	1.5
2017	1.7	-0.5*
2018	1.9	0.8
2019	1.5	1.7
2020	1.0	1.9
2021		0
2022		1.0

*Decrease in benefits



RILEY COUNTY
POLICE DEPARTMENT

38.

Item A: COLA

$22,193,453		A
2021 Approved Budget	2022 Base	COLA (1%)
$ Change	$195,166	$155,905
% Change	0.88%	0.70%

RILEY COUNTY
POLICE DEPARTMENT

39.

Item B(1): PT to FT

Captain Josh Kyle

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

40.

Item B (1): Convert Part-time Finance Tech to Full-time Payroll Tech

Current Structure:

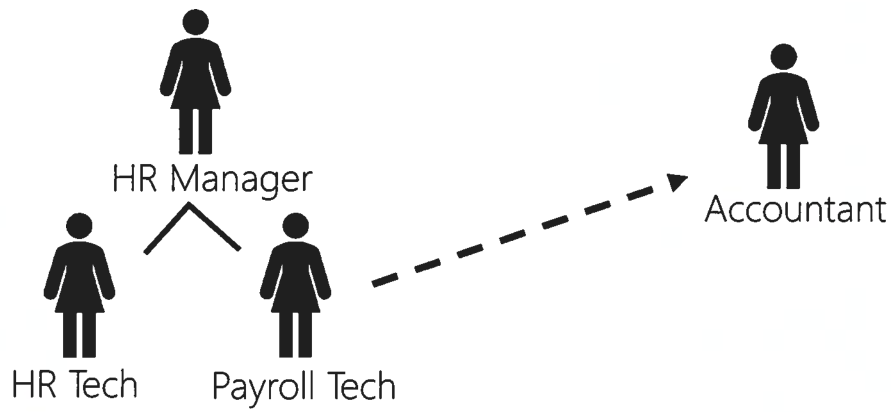
RILEY COUNTY
POLICE DEPARTMENT

41.

Item B (1): Convert Part-time Finance Tech to Full-time Payroll Tech

Current Structure:

New Structure:



RILEY COUNTY
POLICE DEPARTMENT

42.

ITEM B (1): PT to FT

- OT
- "Part-time"
- 2020 Workload Assessment

RILEY COUNTY
POLICE DEPARTMENT

43.

ITEM B (1): PT to FT

- Separation of Duties
- Budget and Finance Office
  - Budget Development
  - Budget Communication
  - Accounts Payable
  - Big picture projects
- Leave Time
- Right now solution

RILEY COUNTY
POLICE DEPARTMENT

44

Item B (1): PT to FT

$22,193,453
2021 Approved Budget

	2022 Base	A COLA (1%)	B (1) PT to FT
$ Change	$195,166	$155,905	$46,511
% Change	0.88%	0.70%	0.21%

45.

Item B(2): Payroll Technician

Captain Josh Kyle

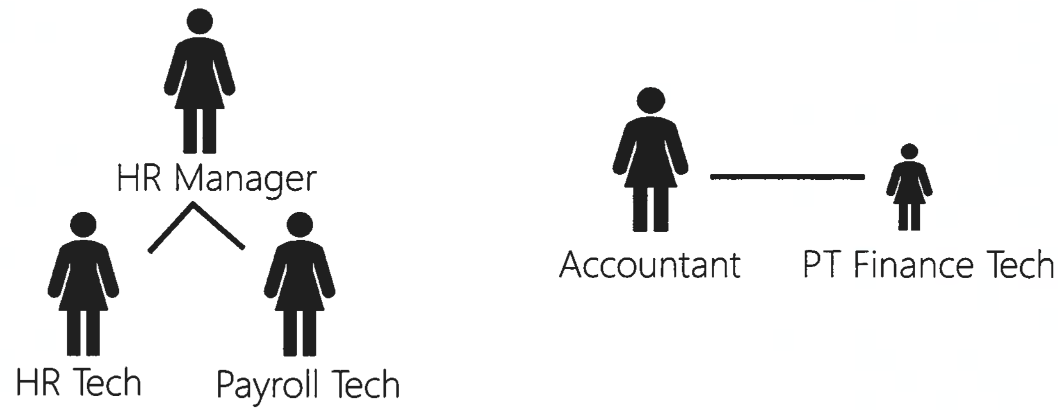
"To reduce crime and improve the quality of life for the citizens we serve."

46.

Item B (2): Stand Alone Payroll Technician

Current Structure:

New Structure:



RILEY COUNTY
POLICE DEPARTMENT

47.

Item B (2): Stand alone Payroll Technician

- Strategic Goal #4: "Create a Culture of Service Throughout the Organization"

RILEY COUNTY
POLICE DEPARTMENT

48.

Item B (2): Stand Alone Payroll Technician

$22,193,453				
2021 Approved Budget	2022 Base	A	B (1)	B (2)
		COLA (1%)	PT to FT	FT PAYROLL TECH
$ Change	$195,166	$155,905	$46,511	$61,511
% Change	0.88%	0.70%	0.21%	0.28%

RILEY COUNTY POLICE DEPARTMENT

49.

Item C: Training Budget

Captain Greg Steere
Captain Erin Freidline

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

50.

Item C: Patrol Division

Captain Greg Steere

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

51

Item C: Patrol Training Budget

- Current Budget is $23,000

- 82 total employees assigned to Patrol

RILEY COUNTY
POLICE DEPARTMENT

52

Item C: Patrol Training Budget

- Some examples of training that comes out of this budget:

all certifications, K9, Mental Health, Community Policing, Seat belt Installation, Crisis Intervention Training, Interview Schools, Terrorism, School Resource Officer, Crime Scene Investigation, Police Training Officer, Leadership, New Supervisors, Firearms, Armorer Schools, Training Conferences, Computer Voice Stress Analyzer, Command Schools, Court Security Training, ARIDE, Arson, OC, Spike Strips, Driving/Pursuits, Bike Training, Suicide Prevention, Taser, Defensive Tactics, Child Advocacy, Clandestine Labs, Reality Based Training, Field Force/Riot Control, Trauma Informed Sexual Assault Training, Human Trafficking, Peer Support, Active Violence, Less Lethal, Planning and Design of Facilities, Fair and Impartial Policing, and others.

RILEY COUNTY
POLICE DEPARTMENT

53.

Item C: Patrol Training Budget

- Actual Expenditures out of this budget

2016	2017	2018	2019	2020
$31,613	$42,864	$28,476	$48,822	$18,714

- Average= <u>$34,098</u>

RILEY COUNTY
POLICE DEPARTMENT

54.

Item C: Patrol Training Budget

- Recommendation is to increase this budget from $23,000 to $30,000.

RILEY COUNTY
POLICE DEPARTMENT

55.

Item C: Emergency Response Unit (ERU) Training Budget

Captain Greg Steere

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

56.

Item C: ERU Training Budget

- Current Budget is $7,000

- Tactical Team-14 team members/ 3 assigned medics
- Bomb Team-4 team members
- Hostage Negotiators-5 team members
- Drone Team- 4 team members
- Hazardous Evidence Response Team- 4 members

RILEY COUNTY
POLICE DEPARTMENT

57.

Item C: ERU Training Budget

- Recommendation is to increase this budget from $7,000 to $12,000.

HAZARDOUS MATERIALS RESPONSE TEAM

TACTICAL TEAM

BOMB TEAM

RILEY COUNTY
POLICE DEPARTMENT

58.

Item C: Patrol and Specialty Teams

Maintain a Safe and Secure Community

Strategic Goal #2

Promote Legitimacy in the Eyes of the Public

Strategic Goal #3

RILEY COUNTY
POLICE DEPARTMENT

59.

Item C: Investigations Division

Captain Erin Freidline

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

60.

Item C: Investigations Training Budget

Division	Current Budget	2016	2017	2018	2019	2020	5 Year Average
Investigations	$15,000	$12,993	$29,783	$36,813	$33,937	$9,168	$24,539

Demands and training costs continue to increase as case knowledge and expectations increase.

RILEY COUNTY
POLICE DEPARTMENT

61

Item C: Investigations Training Budget Investigations Personnel:

- Detectives
- Crime Scene Investigators
- Evidence personnel
- Victim Advocate Coordinator
- Criminal Intelligence Unit

RILEY COUNTY
POLICE DEPARTMENT

62.

Item C: Top Categories for Investigations Training

- Interview training $16,550
- Major crime scene/Homicide training $29,400
- Cellular Phone training $10,500

RILEY COUNTY
POLICE DEPARTMENT

63.

Item C: Investigations Training Budget

- Increase training budget from $15,000 to $21,000 (+$6000)
- Addresses needs for division comprised of 24 employees with significant specialized skill sets
- Reduces gap in underfunded account

RILEY COUNTY
POLICE DEPARTMENT

64.

Item C: Investigations Training Budget

- Promoting Legitimacy in the Eyes of the Public (goal #3)
- Strategic Goals – Create a Culture of Service (goal #4)

RILEY COUNTY
POLICE DEPARTMENT

65.

Item C: Training Budget

$22,193,453					
2021 Approved Budget	2022 Base	A	B (1)	B (2)	C
		COLA (1%)	PT to FT	FT PAYROLL TECH	TRAINING
$ Change	$195,166	$155,905	$46,511	$61,511	$18,000
% Change	0.88%	0.70%	0.21%	0.28%	0.08%

RILEY COUNTY
POLICE DEPARTMENT

66.

Item D: Jail Cook

Captain Derek Woods

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

67.

Item D: Jail Cook Addition

- Increase Jail Cook Positions from 2 to 3
- Critical Position
  - Responsible for every meal

RILEY COUNTY
POLICE DEPARTMENT

68.

Item D: Jail Cook Addition

- In 2020 the Jail lost institutional knowledge as it pertains to the jail kitchen
- Changes in oversight of kitchen
- Safety & Security
- Optimal Staffing at all times
- Allows for training
- Reduces Burn Out

RILEY COUNTY
POLICE DEPARTMENT

69.

Item D: Jail Cook Addition

- Reduction in Jail Overtime
- Current absences are covered by Corrections Staff
- Corrections is short-staffed
- Not an easy position to fill- Takes the right person because of environment

RILEY COUNTY
POLICE DEPARTMENT

70.

Item D: Jail Cook Addition

Strategic Goals:

- Minimize the financial and social cost of public safety
  - Reduction in OT for both Corrections Officers and Kitchen staff
- Maintain a Safe and Secure Community
  - Allows Corrections to focus on inmate behavior
- Promote Legitimacy in the Eyes of the Public
  - Reduction in Burn-out

RILEY COUNTY
POLICE DEPARTMENT

71.

Item D: Jail Cook

$22,193,453

2021 Approved Budget	2022 Base	A COLA (1%)	B (1) PT to FT	B (2) FT PAYROLL TECH	C TRAINING	D COOK
$ Change	$195,166	$155,905	$46,511	$61,511	$18,000	$37,469
% Change	0.88%	0.70%	0.21%	0.28%	0.08%	0.17%

RILEY COUNTY POLICE DEPARTMENT

72.

Item E: Court Security Screener

Captain Greg Steere

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

73.

Item E: Court Security Screener (CSS)

- Court Security Unit was created in 2017
- At that time the unit included:
  - 1 Sergeant
  - 4 Court Security Officers (Police Officers)
  - 4 Court Security Screeners (non-sworn personnel)

- Unit is responsible for screening and all physical security at Riley County District Court and Manhattan Municipal Court from approximately 7am-6pm during normal operating hours.

RILEY COUNTY
POLICE DEPARTMENT

74.

Item E: CSS

- In 2018, during budget negotiations, one of the Court Security Screener (non-sworn personnel) positions was eliminated.

- Current allocated staffing:
  - 1 Sergeant
  - 4 Court Security Officers (Police Officers)
  - 3 Court Security Screeners (non-sworn personnel)

RILEY COUNTY
POLICE DEPARTMENT

75.

Item E: CSS

- COVID effects in 2021
- Beginning this month the Court Security Unit will be responsible for screening and physical security at a third location to accommodate more space for Jury Trials

Former Seth Child Cinema, 2610 Farm Bureau Rd.

RILEY COUNTY
POLICE DEPARTMENT

76.

Item E: CSS

- Recommendation is to restore the Court Security Unit to it's original staffing level by adding one Court Security Screener position.

RILEY COUNTY
POLICE DEPARTMENT

77.

Item E: CSS

Maintain a Safe and Secure Community

Strategic Goal #2

RILEY COUNTY
POLICE DEPARTMENT

78.

Item E: Court Security Screener

$22,193,453

2021 Approved Budget	2022 Base	A	B (1)	B (2)	C	D	E
		COLA (1%)	PT to FT	FT PAYROLL TECH	TRAINING	COOK	CSS
$ Change	$195,166	$155,905	$46,511	$61,511	$18,000	$37,469	$44,804
% Change	0.88%	0.70%	0.21%	0.28%	0.08%	0.17%	0.20%

RILEY COUNTY
POLICE DEPARTMENT

79.

Item F: Underfunding - Insurance

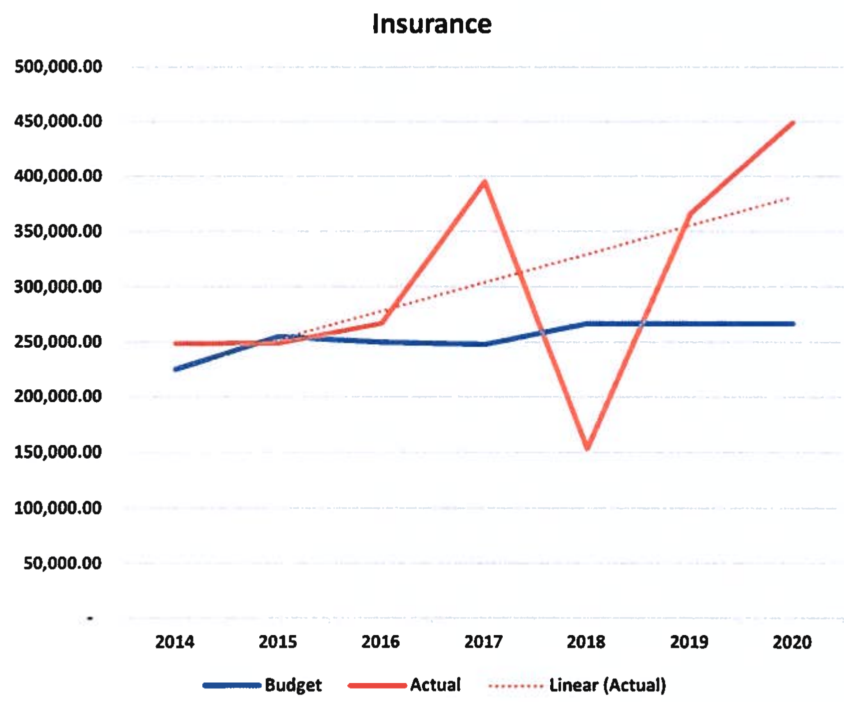
Captain Josh Kyle

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

80.

Item F: Insurance

- Current budget: $267K
- 2014 budget: $225K
- Gap of $53K
- 2022 proposed: $320K



RILEY COUNTY
POLICE DEPARTMENT

81

Item F: Underfunding - Insurance

$22,193,453	Items							
2021 Approved Budget	2022 Base	A	B (1)	B (2)	C	D	E	F
		COLA (1%)	PT to FT	FT PAYROLL TECH	TRAINING	COOK	CSS	Insurance
$ Change	$195,166	$155,905	$46,511	$61,511	$18,000	$37,469	$44,804	$53,000
% Change	0.88%	0.70%	0.21%	0.28%	0.08%	0.17%	0.20%	0.24%

RILEY COUNTY
POLICE DEPARTMENT

82.

Summary

Director Dennis P. Butler

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

83.

Summary

$22,193,453	Items								
2021 Approved Budget	2022 Base	A	B (1)	B (2)	C	D	E	F	Total Increase
		COLA (1%)	PT to FT	FT PAYROLL TECH	TRAINING	COOK	CSS	Insurance	with B (1)
$ Change	$195,166	$155,905	$46,511	$61,511	$18,000	$37,469	$44,804	$53,000	$550,855
% Change	0.88%	0.70%	0.21%	0.28%	0.08%	0.17%	0.20%	0.24%	2.48%

RILEY COUNTY
POLICE DEPARTMENT

84.

Summary

$22,193,453	Items									
2021 Approved Budget	2022 Base	A	B (1)	B (2)	C	D	E	F	Total Increase	Total Increase
		COLA (1%)	PT to FT	FT PAYROLL TECH	TRAINING	COOK	CSS	Insurance	with B (1)	with B (2)
$ Change	$195,166	$155,905	$46,511	$61,511	$18,000	$37,469	$44,804	$53,000	$550,855	$565,855
% Change	0.88%	0.70%	0.21%	0.28%	0.08%	0.17%	0.20%	0.24%	2.48%	2.55%

RILEY COUNTY
POLICE DEPARTMENT

85.

Summary

$22,193,453	Items									
2021 Approved Budget	2022 Base	A	B (1)	B (2)	C	D	E	F	Total Increase	Total Increase
		COLA (1%)	PT to FT	FT PAYROLL TECH	TRAINING	COOK	CSS	Insurance	with B (1)	with B (2)
$ Change	$195,166	$155,905	$46,511	$61,511	$18,000	$37,469	$44,804	$53,000	$550,855	$565,855
% Change	0.88%	0.70%	0.21%	0.28%	0.08%	0.17%	0.20%	0.24%	2.48%	2.55%

Percent Breakdown of Maximum Increase			
Personnel	2.23%	87.5%	$494,855
Non-Personnel	0.32%	12.5%	$71,000
Total	**2.55%**	**100.0%**	**$565,855**

RILEY COUNTY
POLICE DEPARTMENT

86.

Financial Needs

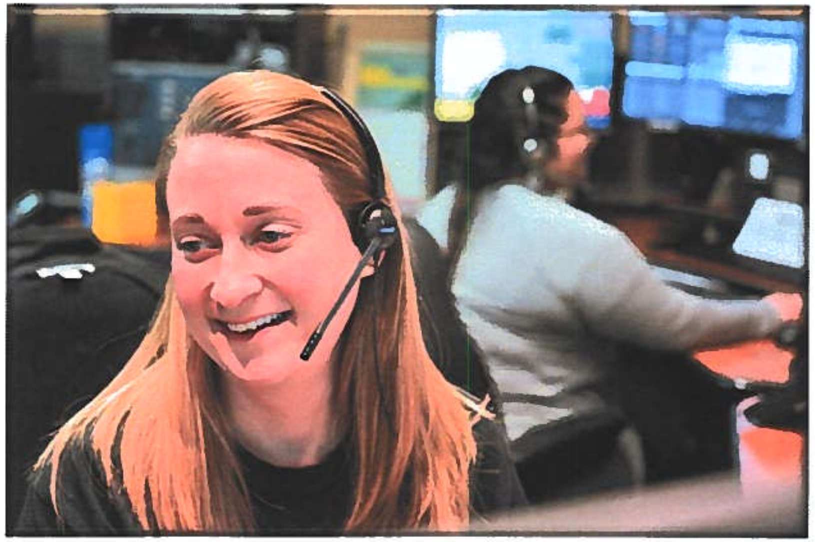
- Personnel Needs — 80/20 Split
  - Salary base change and COLA
  - Finance Technician
  - Jail Cook
  - Court Security Screener
- Operating Needs — 80/20 Split
  - Training Funds
  - Insurance Account
- Capital Purchases Needs — County Only
  - ~~Range Facilities~~ (Completed)
  - Aggieville Substation
  - LEC Expansion
  - Misc. projects

RILEY COUNTY
POLICE DEPARTMENT

87.

Future Meetings

- Make adjustments to this proposal as needed
- Provide detailed account information if desired



RILEY COUNTY
POLICE DEPARTMENT

88.

Thank You!

Riley County Police Department

1001 South Seth Child Road
Manhattan, Kansas 66502

(785) 537-2112

www.RileyCountyPolice.org

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

89.

2022 Budget Presentation

Director Dennis P. Butler

RCPD Captains

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

90.

Item B: Payroll Technician Explained

Current Job Duties:

HR Specialist
- Employee Benefits
- Workers Compensation
- FMLA; ADA; HIPAA; ADEA Compliance
- EAP
- Career Development/ Specialized Assignments
- Promotions
- Grievances
- Performance Evaluations
- Personnel Orders
- Employee Separation

HR Technician
- Hiring Coordination and Processes
- FMLA Tracking
- Injury/Shared Leave
- Timecard Verification
- VIPS Coordinator
- Recruitment
- Maintain Leave and Attendance Records
- ADP: New Hires, Transfers, Re-assignments

Accountant
- Budget Planning/ Management
- Payroll
- Timecards Overview
- Accounts Payable
- Grants Administration/ Tracking
- Accounts Payable
- Accounts Receivable
- KPERS/KPF Retirement Estimates/Planning
- Federal/State Seizure Compliance

PT Finance Tech
- Assist in Payroll Duties
- Assist in Accounts Payable Entry
- Assist in Banking Duties
- Financial Check (per auditors consistent recommendation)

RILEY COUNTY POLICE DEPARTMENT

91.

Director Butler's Goals for HR Re-Organization

- Payroll under HR Section
- Personnel-related matters
- Approval in recruiting, hiring, and onboarding
- Prepare RCPD for strategic future management
- Improve Benefits/Compensation management
- Performance Evaluations in timely, standard, fair, and accurate manner.
- Coordination with Training Section (Sworn/Non-Sworn)
- Risk Management
- Labor Law Compliance

RILEY COUNTY
POLICE DEPARTMENT

92.

Item B1: Payroll Technician Conversion

New Assignments

Finance Duties

HR Duties

HR Manager

- Directs HR Section
- Approval in recruiting, hiring, and on boarding
- Strategic Future Management
- Non-Sworn/Sworn Training Coordination
- Risk Management
- Improve Employee Benefits/Compensation Management
- Workers Compensation
- HR Compliance
- EAP
- Career Development/ Specialized Assignments
- Promotions
- Grievances
- Performance Evaluations
- Personnel Orders
- Employee Separation

HR Technician

- Hiring Coordination and Processes
- FMLA Tracking
- Injury/Shared Leave
- Timecard Verification
- VIPS Coordinator
- Recruitment
- Maintain Leave and Attendance Records
- ADP: New Hires, Transfers, Re-assignments

Payroll Technician

- Payroll
- Timecard Verification/ Overview
- Assist in Accounts Payable Entry
- Assist in Accounts Receivable
- Financial Check (per auditors consistent recommendation)
- Personnel Orders

Budget & Finance

- Budget Planning/ Management
- Financial Statements
- ~~Payroll~~
- *Payroll Oversight*
- ~~Timecards Overview~~
- Accounts Payable
- Grants Administration/ Tracking
- Accounts Payable
- Accounts Receivable
- KPERS/KPF Retirement Estimates/ Planning
- Federal/State Seizure Compliance
- Financial Audit

RILEY COUNTY
POLICE DEPARTMENT

93.

Item B2: Payroll Technician – New Position

New Assignments

Finance Duties

HR Duties

HR Manager

- Directs HR Section
- Approval in recruiting, hiring, and on boarding
- Strategic Future Management
- Non-Sworn/Sworn Training Coordination
- Risk Management
- Improve Employee Benefits/Compensation Management
- Workers Compensation
- HR Compliance
- EAP
- Career Development/ Specialized Assignments
- Promotions
- Grievances
- Performance Evaluations
- Personnel Orders
- Employee Separation

HR Technician

- Hiring Coordination and Processes
- FMLA Tracking
- Injury/Shared Leave
- Timecard Verification
- VIPS Coordinator
- Recruitment
- Maintain Leave and Attendance Records
- ADP: New Hires, Transfers, Re-assignments

Payroll Technician

- Payroll
- Timecard Verification/Overview
- Personnel Orders
- Employee Benefits Distribution
- ADP: New Hires, Transfers, Re-Assignments
- Assist in Employee Separation

Budget & Finance

- Budget Planning/ Management
- Financial Statements
- ~~Payroll~~
- *Payroll Oversight*
- ~~Timecards Overview~~
- Accounts Payable
- Grants Administration/ Tracking
- Accounts Payable
- Accounts Receivable
- KPERS/KPF Retirement Estimates/Planning
- Federal/State Seizure Compliance
- Financial Audit

Part-Time Finance Tech

- Assist in Accounts Payable
- Assist in Accounts Receivable
- Cash Receipts
- Financial Check (per auditors consistent recommendation)

RILEY COUNTY
POLICE DEPARTMENT

94.

Summary

$22,193,453	Items								
2021 Approved Budget	2022 Base	A	B (1)	B (2)	C	D	E	F	Total Increase
		COLA (1%)	PT to FT	FT PAYROLL TECH	TRAINING	COOK	CSS	Insurance	with B (1)
$ Change	$195,166	$155,905	$46,511	$61,511	$18,000	$37,469	$44,804	$53,000	$550,855
% Change	0.88%	0.70%	0.21%	0.28%	0.08%	0.17%	0.20%	0.24%	2.48%

RILEY COUNTY
POLICE DEPARTMENT

95.

Summary

$22,193,453	Items									
2021 Approved Budget	2022 Base	A	B (1)	B (2)	C	D	E	F	Total Increase	Total Increase
		COLA (1%)	PT to FT	FT PAYROLL TECH	TRAINING	COOK	CSS	Insurance	with B (1)	with B (2)
$ Change	$195,166	$155,905	$46,511	$61,511	$18,000	$37,469	$44,804	$53,000	$550,855	$565,855
% Change	0.88%	0.70%	0.21%	0.28%	0.08%	0.17%	0.20%	0.24%	2.48%	2.55%

RILEY COUNTY
POLICE DEPARTMENT

96.

Summary

$22,193,453	Items									
2021 Approved Budget	2022 Base	A	B (1)	B (2)	C	D	E	F	Total Increase	Total Increase
		COLA (1%)	PT to FT	FT PAYROLL TECH	TRAINING	COOK	CSS	Insurance	with B (1)	with B (2)
$ Change	$195,166	$155,905	$46,511	$61,511	$18,000	$37,469	$44,804	$53,000	$550,855	$565,855
% Change	0.88%	0.70%	0.21%	0.28%	0.08%	0.17%	0.20%	0.24%	2.48%	2.55%

Percent Breakdown of Maximum Increase			
Personnel	2.23%	87.5%	$494,855
Non-Personnel	0.32%	12.5%	$71,000
Total	2.55%	100.0%	$565,855

RILEY COUNTY
POLICE DEPARTMENT

97.

American Rescue Plan Act

Director Dennis P. Butler
Captain Josh Kyle

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

98.

ARPA

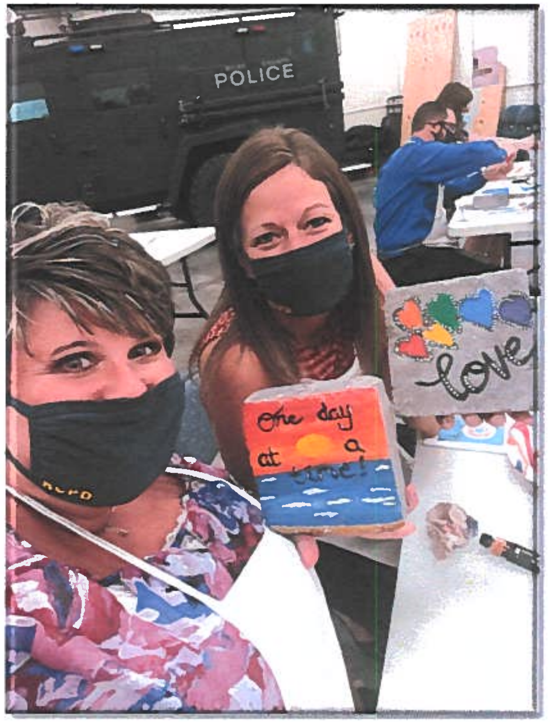
- Two distributions over next couple of years:
  - City of Manhattan $13.9M
  - Riley County $14.3M

RILEY COUNTY
POLICE DEPARTMENT

99.

ARPA

- Allowable expenses under review
  - Provide premium pay to eligible workers or grants to eligible employers
  - Provide government services affected by reduction in revenue due to COVID-19
  - Respond to COVID-19 or its negative economic impacts
  - Make investments in water, sewer or broadband infrastructure



RILEY COUNTY
POLICE DEPARTMENT

100.

ARPA

- Law Board does not receive direct funding from this grant
  - A county/municipality <u>MAY</u> transfer these funds to a special purpose unit of state or local government
  - Advocate for funds
    - Funding as a proportion of budgets
  - No grants on the horizon for law enforcement

RILEY COUNTY
POLICE DEPARTMENT

101.

ARPA

- Examples of RCPD's ARPA-related items:
  - $54,734 unreimbursed emergency COVID leave
  - Pay adjustments for employees (no COLAs or Merits for 2021)
  - Large asset acquisition (e.g. temperature scanners for jail)
    - $704K

RILEY COUNTY
POLICE DEPARTMENT

102.

2% Pay Adjustment

Director Dennis P. Butler
Captain Josh Kyle

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

103.

2% Pay Adjustment

- Budget frozen in 2021
- No COLAs or merits
- Local financial impact not severe

RILEY COUNTY
POLICE DEPARTMENT

104.

2% Pay Adjustment

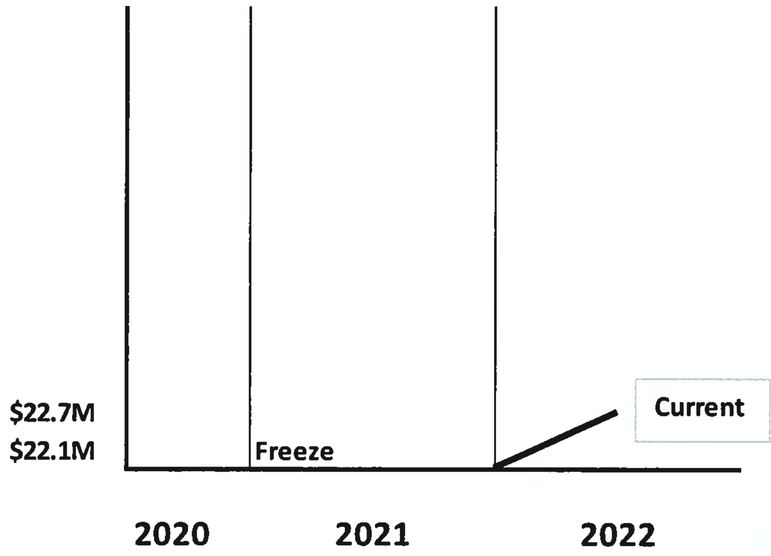
- County has elected to provide personnel with a 2% pay adjustment from July 1 to December 31.
  - ARPA Funds
- The pay adjustment will be added to base going into the County's 2022 budget.
- Unclear what action City will take.

RILEY COUNTY
POLICE DEPARTMENT

105.

2% Pay Adjustment

- 2020 budget = $22.1M
- 2021 budget same due to freeze
  - Concerns over economic impact of COVID-19
  - No COLAs or merits
- 2022 budget proposal up to this point in black
  - $22.7M

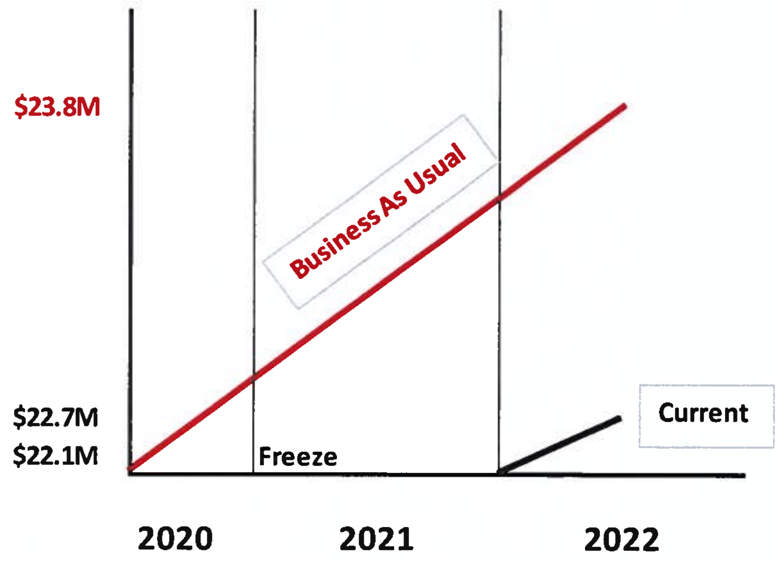


RILEY COUNTY
POLICE DEPARTMENT

106.

2% Pay Adjustment

- The red line approximates where the RCPD budget would be by 2022 if all COLAs and merits had been approved.

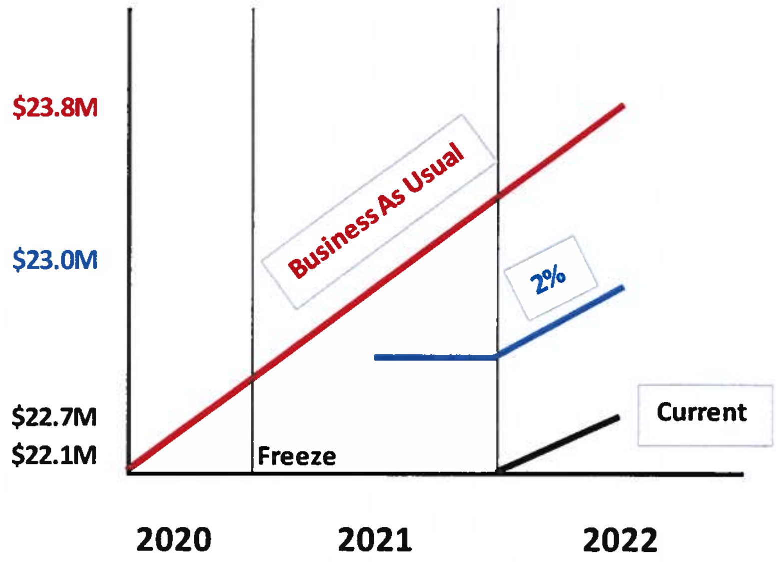


RILEY COUNTY
POLICE DEPARTMENT

107.

2% Pay Adjustment

- The blue line represents a 2% pay adjustment

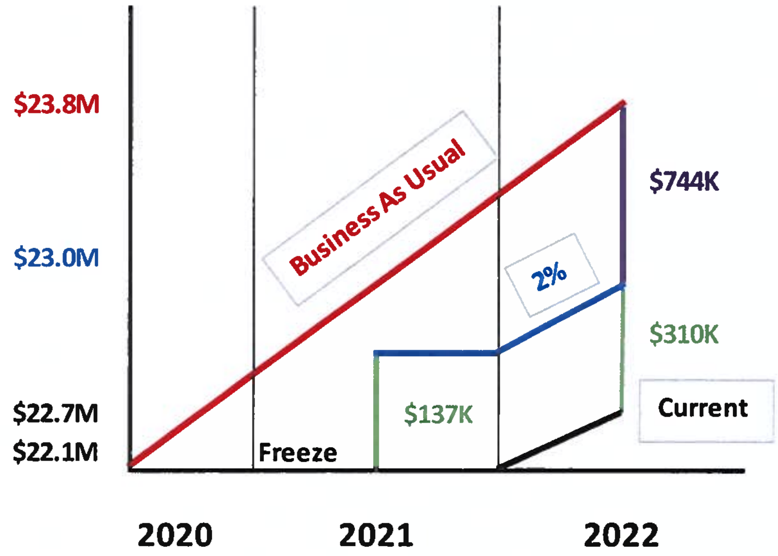


RILEY COUNTY
POLICE DEPARTMENT

108.

2% Pay Adjustment

- Green line represents a 2% pay adjustment in 2021 equals $137K.
  - Recommend use of ARPA funds.
  - Using 80/20 formula:
    - City - $109,600
    - County - $27,400
- If the 2% pay adjustment is added to base salaries, $310K would need to be added to current 2022 proposals (green line).
- Tax payers continue to feel a relief $744K in 2022.

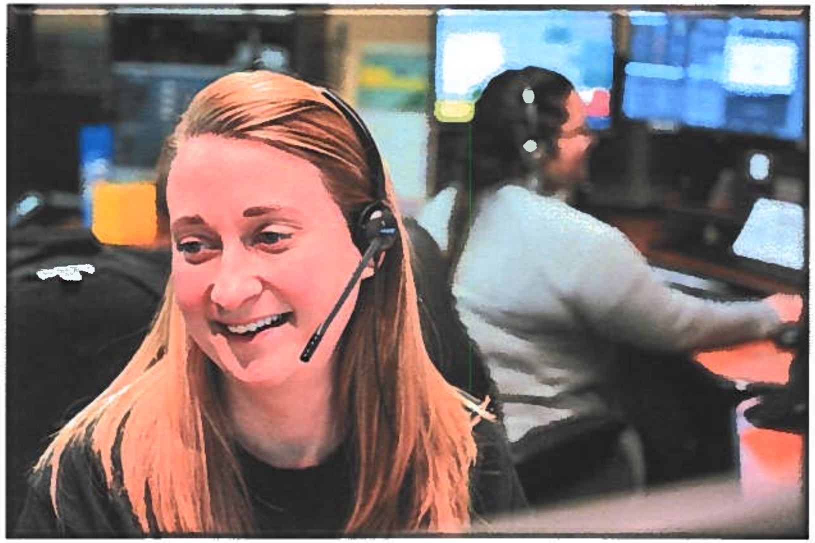


RILEY COUNTY
POLICE DEPARTMENT

109.

ARPA

- Conclusions
  - Advocate
    - Discussions at joint meetings
    - Letter of Endorsement
    - City/County presentations



RILEY COUNTY
POLICE DEPARTMENT

110

Budget Options

- Option B1
  - Part-time to full-time payroll tech.
  - Items A,C-F
- Option B2
  - Add full-time payroll tech.
  - Items A,C-F
- Option 3 (B1 Revised)
  - Add A (2) – 2% Pay Adjustment
- <u>Option 4 (B2 Revised)</u>
  - <u>Add A (2) – 2% Pay Adjustment</u>

RILEY COUNTY
POLICE DEPARTMENT

Budget Options

$22,193,453	Items									Budget Options			
2021 Approved Budget	2022 Base	A	A (2)	B (1)	B (2)	C	D	E	F	Option B1	Option B2	Option 3 (B1 Revised)	Option 4 (B2 Revised)
		COLA (1%)	2% Pay Adjustment	PT to FT	FT PAYROLL TECH	TRAINING	COOK	CSS	Insurance	Conversion	Stand-Alone	Conversion +2% Adj	Stand-Alone +2% Adj
$ Change	$195,272	$155,905	$310,673	$46,511	$61,511	$18,000	$37,469	$44,804	$53,000	$550,961	$565,961	$861,634	$876,634
% Change	0.88%	0.70%	1.40%	0.21%	0.28%	0.08%	0.17%	0.20%	0.24%	2.48%	2.55%	3.88%	3.95%

RILEY COUNTY
POLICE DEPARTMENT

112

Senate Bill 13

- Provisions for a Revenue-Neutral Rate (RNR)
- Does not apply to Law Board
  - Exception: Must provide RNR with published budget.
    - "The Riley County Clerk has established the Revenue Neutral Rate for the County of Riley as ___ and for the City of Manhattan as __."
- RNR due no later than June 15th

RILEY COUNTY
POLICE DEPARTMENT

113

SB-13 Scenarios

- RNR <u>is</u> available
  - Pass a budget for publication
  - Publish budget with RNR
  - June 21st: Adopt a final budget
  - Present budget to City and County by July 5th

- RNR <u>is not</u> available
  - Pass a "conditional budget" for publication
  - Publish the budget as soon as RNR available
  - Hold hearing no less than 10 days later (special meeting)
  - Present budget to City and County by July 5th

RILEY COUNTY
POLICE DEPARTMENT

114

Recommendations

- Option 4 (B2 Revised)
- Publish budget when RNR available
- Hold a public hearing no sooner than 10 days
  - Inform RCPD staff if intend to modify published budget beforehand

RILEY COUNTY
POLICE DEPARTMENT

115.

Possible Motions

- Scenario 1. RNR <u>is</u> available:
  - Adopt Option B1, B2, 3, or 4 for publication and include the RNR with a public hearing scheduled for June 21st.

- Scenario 2. RNR <u>is not</u> available:
  - Adopt Option B1, B2, 3, or 4 conditionally for publication when the RNR becomes available. Determine a date for a special Law Board meeting.*

RILEY COUNTY
POLICE DEPARTMENT

116

Thank You!

Riley County Police Department

1001 South Seth Child Road
Manhattan, Kansas 66502

(785) 537-2112

www.RileyCountyPolice.org

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

117

Personnel
1.0% COLA
Converted Payroll Tech
Cook
Court Security Screener

Riley County Police Department
Proposed 2022 Budget
Option B1

Non-Personnel
Training +18K
Insurance +53K

Acct	Description	2019 Actual Expenditures	2020 Approved Budget	2020 Actual Expenditures	2021 Approved Budget	2022 Proposed Budget	Budget Difference	
01	Salaries-Full Time	12,053,675.41	13,143,901.38	12,784,238.64	13,401,286.38	13,724,320.00	323,033.62	
02	Salaries-Part Time	102,929.06	125,000.00	117,021.17	125,000.00	110,000.00	(15,000.00)	
03	Salaries-Overtime	632,571.91	471,762.00	402,282.09	471,762.00	471,762.00	-	
Total Salaries		12,789,176.38	13,740,663.38	13,303,541.90	13,998,048.38	14,306,082.00	308,033.62	
36	Kansas Police & Fire	1,758,030.12	1,781,292.00	1,664,397.35	1,864,647.00	1,898,308.00	33,661.00	
37	KPERS	496,246.10	540,802.00	519,361.45	564,141.00	601,285.00	37,144.00	
38	Social Security	485,714.18	551,056.00	516,374.61	559,569.00	580,369.00	20,800.00	
39	Health Insurance	1,440,000.00	1,850,000.00	1,540,000.00	1,537,150.00	1,537,150.00	-	
40	Workers Comp Insurance	209,116.23	360,000.00	404,863.70	300,000.00	380,000.00	80,000.00	
41	Unemployment Compensation	12,264.23	13,740.00	12,741.38	13,998.00	14,321.00	323.00	
Total Employee Benefits		4,401,370.86	5,096,890.00	4,657,738.49	4,839,505.00	5,011,433.00	171,928.00	
Total Personnel Costs		17,190,547.24	18,837,553.38	17,961,280.39	18,837,553.38	19,317,515.00	479,961.62	2.548%
04	Utilities	221,247.09	205,000.00	196,713.06	205,000.00	205,000.00	-	
05	Insurance	366,249.00	267,000.00	450,564.00	267,000.00	320,000.00	53,000.00	
06	Legal & Accounting	104,948.88	85,000.00	117,396.23	85,000.00	85,000.00	-	
07	Training & Travel	161,905.41	90,000.00	59,026.60	90,000.00	108,000.00	18,000.00	
08	Postage	6,241.46	7,400.00	5,627.85	7,400.00	7,400.00	-	
09	Printing	7,477.28	7,500.00	4,726.82	7,500.00	7,500.00	-	
10	Rentals-Maintenance Agreements	61,413.89	60,000.00	52,690.35	60,000.00	60,000.00	-	
11	Building & Grounds	71,521.17	30,000.00	61,500.83	30,000.00	30,000.00	-	
12	Equipment Repair & Maintenance	128,608.82	85,000.00	113,730.66	85,000.00	85,000.00	-	
13	Vehicle Maintenance	92,259.77	90,000.00	103,893.96	90,000.00	90,000.00	-	
14	Telephone Service	75,299.31	62,000.00	90,390.75	62,000.00	62,000.00	-	
16	Medical Fees	18,539.05	15,000.00	23,658.75	15,000.00	15,000.00	-	
19	Contractual services-Computer	653,334.68	690,000.00	684,772.38	690,000.00	690,000.00	-	
20	Other Contractual Services	459,391.05	314,000.00	654,943.10	314,000.00	314,000.00	-	
Total Contractual Services		2,428,436.86	2,007,900.00	2,619,635.34	2,007,900.00	2,078,900.00	71,000.00	
17	Prisoner Food & Care	207,687.13	195,000.00	195,021.81	195,000.00	195,000.00	-	
21	Community Services/Recruiting	27,435.62	17,500.00	7,827.63	17,500.00	17,500.00	-	
22	Books, Papers, Memberships	19,016.90	10,000.00	17,274.09	10,000.00	10,000.00	-	
23	Uniforms & Accessories	78,669.07	40,000.00	99,317.95	40,000.00	40,000.00	-	
25	Maintenance Supplies	30,925.02	29,500.00	30,061.85	29,500.00	29,500.00	-	
26	Fuel & Lubrication	179,990.46	163,000.00	140,344.81	163,000.00	163,000.00	-	
27	Vehicle Tires	18,409.40	17,000.00	15,946.15	17,000.00	17,000.00	-	
28	Office Supplies	29,062.42	24,000.00	34,987.62	24,000.00	24,000.00	-	
29	Replenishment Supplies	57,258.08	45,000.00	70,922.07	45,000.00	45,000.00	-	
Total Commodities		648,454.10	541,000.00	611,703.98	541,000.00	541,000.00	-	
30	Communications Equipment	512,027.90	10,000.00	697,497.62	10,000.00	10,000.00	-	
31	Guns & Crime Equipment	99,266.18	60,000.00	198,021.25	60,000.00	60,000.00	-	
32	Furniture	29,354.72	15,000.00	26,110.73	15,000.00	15,000.00	-	
33	Equipment	244,553.57	452,000.00	112,645.26	452,000.00	452,000.00	-	
34	Vehicles and Equipment	255,803.67	270,000.00	290,819.92	270,000.00	270,000.00	-	
35A	Reserves & Contingencies	185,000.00		683,400.00			-	
Total Capital Outlay		1,326,006.04	807,000.00	2,008,494.78	807,000.00	807,000.00	-	
Total Non-Personnel Costs		4,402,897.00	3,355,900.00	5,239,834.10	3,355,900.00	3,426,900.00	71,000.00	2.116%
Total		21,593,444.24	22,193,453.38	23,201,114.49	22,193,453.38	22,744,415.00	550,961.62	2.483%
					2020 Carry Over	(84,215.00)		-0.379%
						22,660,200.00		2.103%

printed 5/7/2021

118.

Attachment: 06-03-21 special law board packet (10886 : Special Law Board Meeting Agenda)

Personnel
1.0% COLA
Stand-Alone Payroll Tech
Cook
Court Security Screener

Riley County Police Department
Proposed 2022 Budget
Option B2

Non-Personnel
Training +18K
Insurance +53K

Acct	Description	2019 Actual Expenditures	2020 Approved Budget	2020 Actual Expenditures	2021 Approved Budget	2022 Proposed Budget	Budget Difference	
01	Salaries-Full Time	12,053,675.41	13,143,901.38	12,784,238.64	13,401,286.38	13,724,320.00	323,033.62	
02	Salaries-Part Time	102,929.06	125,000.00	117,021.17	125,000.00	125,000.00	-	
03	Salaries-Overtime	632,571.91	471,762.00	402,282.09	471,762.00	471,762.00	-	
Total Salaries		12,789,176.38	13,740,663.38	13,303,541.90	13,998,048.38	14,321,082.00	323,033.62	
36	Kansas Police & Fire	1,758,030.12	1,781,292.00	1,664,397.35	1,864,647.00	1,898,308.00	33,661.00	
37	KPERS	496,246.10	540,802.00	519,361.45	564,141.00	601,285.00	37,144.00	
38	Social Security	485,714.18	551,056.00	516,374.61	559,569.00	580,369.00	20,800.00	
39	Health Insurance	1,440,000.00	1,850,000.00	1,540,000.00	1,537,150.00	1,537,150.00	-	
40	Workers Comp Insurance	209,116.23	360,000.00	404,863.70	300,000.00	380,000.00	80,000.00	
41	Unemployment Compensation	12,264.23	13,740.00	12,741.38	13,998.00	14,321.00	323.00	
Total Employee Benefits		4,401,370.86	5,096,890.00	4,657,738.49	4,839,505.00	5,011,433.00	171,928.00	
Total Personnel Costs		17,190,547.24	18,837,553.38	17,961,280.39	18,837,553.38	19,332,515.00	494,961.62	2.628%
04	Utilities	221,247.09	205,000.00	196,713.06	205,000.00	205,000.00	-	
05	Insurance	366,249.00	267,000.00	450,564.00	267,000.00	320,000.00	53,000.00	
06	Legal & Accounting	104,948.88	85,000.00	117,396.23	85,000.00	85,000.00	-	
07	Training & Travel	161,905.41	90,000.00	59,026.60	90,000.00	108,000.00	18,000.00	
08	Postage	6,241.46	7,400.00	5,627.85	7,400.00	7,400.00	-	
09	Printing	7,477.28	7,500.00	4,726.82	7,500.00	7,500.00	-	
10	Rentals-Maintenance Agreements	61,413.89	60,000.00	52,690.35	60,000.00	60,000.00	-	
11	Building & Grounds	71,521.17	30,000.00	61,500.83	30,000.00	30,000.00	-	
12	Equipment Repair & Maintenance	128,608.82	85,000.00	113,730.66	85,000.00	85,000.00	-	
13	Vehicle Maintenance	92,259.77	90,000.00	103,893.96	90,000.00	90,000.00	-	
14	Telephone Service	75,299.31	62,000.00	90,390.75	62,000.00	62,000.00	-	
16	Medical Fees	18,539.05	15,000.00	23,658.75	15,000.00	15,000.00	-	
19	Contractual services-Computer	653,334.68	690,000.00	684,772.38	690,000.00	690,000.00	-	
20	Other Contractual Services	459,391.05	314,000.00	654,943.10	314,000.00	314,000.00	-	
Total Contractual Services		2,428,436.86	2,007,900.00	2,619,635.34	2,007,900.00	2,078,900.00	71,000.00	
17	Prisoner Food & Care	207,687.13	195,000.00	195,021.81	195,000.00	195,000.00	-	
21	Community Services/Recruiting	27,435.62	17,500.00	7,827.63	17,500.00	17,500.00	-	
22	Books, Papers, Memberships	19,016.90	10,000.00	17,274.09	10,000.00	10,000.00	-	
23	Uniforms & Accessories	78,669.07	40,000.00	99,317.95	40,000.00	40,000.00	-	
25	Maintenance Supplies	30,925.02	29,500.00	30,061.85	29,500.00	29,500.00	-	
26	Fuel & Lubrication	179,990.46	163,000.00	140,344.81	163,000.00	163,000.00	-	
27	Vehicle Tires	18,409.40	17,000.00	15,946.15	17,000.00	17,000.00	-	
28	Office Supplies	29,062.42	24,000.00	34,987.62	24,000.00	24,000.00	-	
29	Replenishment Supplies	57,258.08	45,000.00	70,922.07	45,000.00	45,000.00	-	
Total Commodities		648,454.10	541,000.00	611,703.98	541,000.00	541,000.00	-	
30	Communications Equipment	512,027.90	10,000.00	697,497.62	10,000.00	10,000.00	-	
31	Guns & Crime Equipment	99,266.18	60,000.00	198,021.25	60,000.00	60,000.00	-	
32	Furniture	29,354.72	15,000.00	26,110.73	15,000.00	15,000.00	-	
33	Equipment	244,553.57	452,000.00	112,645.26	452,000.00	452,000.00	-	
34	Vehicles and Equipment	255,803.67	270,000.00	290,819.92	270,000.00	270,000.00	-	
35A	Reserves & Contingencies	185,000.00		683,400.00			-	
Total Capital Outlay		1,326,006.04	807,000.00	2,008,494.78	807,000.00	807,000.00	-	
Total Non-Personnel Costs		4,402,897.00	3,355,900.00	5,239,834.10	3,355,900.00	3,426,900.00	71,000.00	2.116%
Total		21,593,444.24	22,193,453.38	23,201,114.49	22,193,453.38	22,759,415.00	565,961.62	2.550%
					2020 Carry Over	(84,215.00)		-0.379%
						22,675,200.00		2.171%

printed 5/7/2021

119.

Personnel
1.0% COLA
2.0% Pay Adjustment
Converted Payroll Tech
Cook
Court Security Screener

Riley County Police Department
Proposed 2022 Budget
Option 3 (Revised B1)

Non-Personnel
Training +18K
Insurance +53K

Acct	Description	2019 Actual Expenditures	2020 Approved Budget	2020 Actual Expenditures	2021 Approved Budget	2022 Proposed Budget	Budget Difference	
01	Salaries-Full Time	12,053,675.41	13,143,901.38	12,784,238.64	13,401,286.38	13,980,077.00	578,790.62	
02	Salaries-Part Time	102,929.06	125,000.00	117,021.17	125,000.00	110,000.00	(15,000.00)	
03	Salaries-Overtime	632,571.91	471,762.00	402,282.09	471,762.00	471,762.00	-	
Total Salaries		12,789,176.38	13,740,663.38	13,303,541.90	13,998,048.38	14,561,839.00	563,790.62	
36	Kansas Police & Fire	1,758,030.12	1,781,292.00	1,664,397.35	1,864,647.00	1,932,211.00	67,564.00	
37	KPERS	496,246.10	540,802.00	519,361.45	564,141.00	611,788.00	47,647.00	
38	Social Security	485,714.18	551,056.00	516,374.61	559,569.00	590,623.00	31,054.00	
39	Health Insurance	1,440,000.00	1,850,000.00	1,540,000.00	1,537,150.00	1,537,150.00	-	
40	Workers Comp Insurance	209,116.23	360,000.00	404,863.70	300,000.00	380,000.00	80,000.00	
41	Unemployment Compensation	12,264.23	13,740.00	12,741.38	13,998.00	14,577.00	579.00	
Total Employee Benefits		4,401,370.86	5,096,890.00	4,657,738.49	4,839,505.00	5,066,349.00	226,844.00	
Total Personnel Costs		17,190,547.24	18,837,553.38	17,961,280.39	18,837,553.38	19,628,188.00	790,634.62	4.197%
04	Utilities	221,247.09	205,000.00	196,713.06	205,000.00	205,000.00	-	
05	Insurance	366,249.00	267,000.00	450,564.00	267,000.00	320,000.00	53,000.00	
06	Legal & Accounting	104,948.88	85,000.00	117,396.23	85,000.00	85,000.00	-	
07	Training & Travel	161,905.41	90,000.00	59,026.60	90,000.00	108,000.00	18,000.00	
08	Postage	6,241.46	7,400.00	5,627.85	7,400.00	7,400.00	-	
09	Printing	7,477.28	7,500.00	4,726.82	7,500.00	7,500.00	-	
10	Rentals-Maintenance Agreements	61,413.89	60,000.00	52,690.35	60,000.00	60,000.00	-	
11	Building & Grounds	71,521.17	30,000.00	61,500.83	30,000.00	30,000.00	-	
12	Equipment Repair & Maintenance	128,608.82	85,000.00	113,730.66	85,000.00	85,000.00	-	
13	Vehicle Maintenance	92,259.77	90,000.00	103,893.96	90,000.00	90,000.00	-	
14	Telephone Service	75,299.31	62,000.00	90,390.75	62,000.00	62,000.00	-	
16	Medical Fees	18,539.05	15,000.00	23,658.75	15,000.00	15,000.00	-	
19	Contractual services-Computer	653,334.68	690,000.00	684,772.38	690,000.00	690,000.00	-	
20	Other Contractual Services	459,391.05	314,000.00	654,943.10	314,000.00	314,000.00	-	
Total Contractual Services		2,428,436.86	2,007,900.00	2,619,635.34	2,007,900.00	2,078,900.00	71,000.00	
17	Prisoner Food & Care	207,687.13	195,000.00	195,021.81	195,000.00	195,000.00	-	
21	Community Services/Recruiting	27,435.62	17,500.00	7,827.63	17,500.00	17,500.00	-	
22	Books, Papers, Memberships	19,016.90	10,000.00	17,274.09	10,000.00	10,000.00	-	
23	Uniforms & Accessories	78,669.07	40,000.00	99,317.95	40,000.00	40,000.00	-	
25	Maintenance Supplies	30,925.02	29,500.00	30,061.85	29,500.00	29,500.00	-	
26	Fuel & Lubrication	179,990.46	163,000.00	140,344.81	163,000.00	163,000.00	-	
27	Vehicle Tires	18,409.40	17,000.00	15,946.15	17,000.00	17,000.00	-	
28	Office Supplies	29,062.42	24,000.00	34,987.62	24,000.00	24,000.00	-	
29	Replenishment Supplies	57,258.08	45,000.00	70,922.07	45,000.00	45,000.00	-	
Total Commodities		648,454.10	541,000.00	611,703.98	541,000.00	541,000.00	-	
30	Communications Equipment	512,027.90	10,000.00	697,497.62	10,000.00	10,000.00	-	
31	Guns & Crime Equipment	99,266.18	60,000.00	198,021.25	60,000.00	60,000.00	-	
32	Furniture	29,354.72	15,000.00	26,110.73	15,000.00	15,000.00	-	
33	Equipment	244,553.57	452,000.00	112,645.26	452,000.00	452,000.00	-	
34	Vehicles and Equipment	255,803.67	270,000.00	290,819.92	270,000.00	270,000.00	-	
35A	Reserves & Contingencies	185,000.00		683,400.00			-	
Total Capital Outlay		1,326,006.04	807,000.00	2,008,494.78	807,000.00	807,000.00	-	
Total Non-Personnel Costs		4,402,897.00	3,355,900.00	5,239,834.10	3,355,900.00	3,426,900.00	71,000.00	2.116%
Total		21,593,444.24	22,193,453.38	23,201,114.49	22,193,453.38	23,055,088.00	861,634.62	3.882%
					2020 Carry Over	(84,215.00)		-0.379%
						22,970,873.00		3.503%

printed 5/11/2021

120.

Personnel
1.0% COLA
2.0% Pay Adjustment
Stand-Alone Payroll Tech
Cook
Court Security Screener

Riley County Police Department
Proposed 2022 Budget
Option 4 (Revised B2)

Non-Personnel
Training +18K
Insurance +53K

Acct	Description	2019 Actual Expenditures	2020 Approved Budget	2020 Actual Expenditures	2021 Approved Budget	2022 Proposed Budget	Budget Difference	
01	Salaries-Full Time	12,053,675.41	13,143,901.38	12,784,238.64	13,401,286.38	13,980,077.00	578,790.62	
02	Salaries-Part Time	102,929.06	125,000.00	117,021.17	125,000.00	125,000.00	-	
03	Salaries-Overtime	632,571.91	471,762.00	402,282.09	471,762.00	471,762.00	-	
Total Salaries		12,789,176.38	13,740,663.38	13,303,541.90	13,998,048.38	14,576,839.00	578,790.62	
36	Kansas Police & Fire	1,758,030.12	1,781,292.00	1,664,397.35	1,864,647.00	1,932,211.00	67,564.00	
37	KPERS	496,246.10	540,802.00	519,361.45	564,141.00	611,788.00	47,647.00	
38	Social Security	485,714.18	551,056.00	516,374.61	559,569.00	590,623.00	31,054.00	
39	Health Insurance	1,440,000.00	1,850,000.00	1,540,000.00	1,537,150.00	1,537,150.00	-	
40	Workers Comp Insurance	209,116.23	360,000.00	404,863.70	300,000.00	380,000.00	80,000.00	
41	Unemployment Compensation	12,264.23	13,740.00	12,741.38	13,998.00	14,577.00	579.00	
Total Employee Benefits		4,401,370.86	5,096,890.00	4,657,738.49	4,839,505.00	5,066,349.00	226,844.00	
Total Personnel Costs		17,190,547.24	18,837,553.38	17,961,280.39	18,837,553.38	19,643,188.00	805,634.62	4.277%
04	Utilities	221,247.09	205,000.00	196,713.06	205,000.00	205,000.00	-	
05	Insurance	366,249.00	267,000.00	450,564.00	267,000.00	320,000.00	53,000.00	
06	Legal & Accounting	104,948.88	85,000.00	117,396.23	85,000.00	85,000.00	-	
07	Training & Travel	161,905.41	90,000.00	59,026.60	90,000.00	108,000.00	18,000.00	
08	Postage	6,241.46	7,400.00	5,627.85	7,400.00	7,400.00	-	
09	Printing	7,477.28	7,500.00	4,726.82	7,500.00	7,500.00	-	
10	Rentals-Maintenance Agreements	61,413.89	60,000.00	52,690.35	60,000.00	60,000.00	-	
11	Building & Grounds	71,521.17	30,000.00	61,500.83	30,000.00	30,000.00	-	
12	Equipment Repair & Maintenance	128,608.82	85,000.00	113,730.66	85,000.00	85,000.00	-	
13	Vehicle Maintenance	92,259.77	90,000.00	103,893.96	90,000.00	90,000.00	-	
14	Telephone Service	75,299.31	62,000.00	90,390.75	62,000.00	62,000.00	-	
16	Medical Fees	18,539.05	15,000.00	23,658.75	15,000.00	15,000.00	-	
19	Contractual services-Computer	653,334.68	690,000.00	684,772.38	690,000.00	690,000.00	-	
20	Other Contractual Services	459,391.05	314,000.00	654,943.10	314,000.00	314,000.00	-	
Total Contractual Services		2,428,436.86	2,007,900.00	2,619,635.34	2,007,900.00	2,078,900.00	71,000.00	
17	Prisoner Food & Care	207,687.13	195,000.00	195,021.81	195,000.00	195,000.00	-	
21	Community Services/Recruiting	27,435.62	17,500.00	7,827.63	17,500.00	17,500.00	-	
22	Books, Papers, Memberships	19,016.90	10,000.00	17,274.09	10,000.00	10,000.00	-	
23	Uniforms & Accessories	78,669.07	40,000.00	99,317.95	40,000.00	40,000.00	-	
25	Maintenance Supplies	30,925.02	29,500.00	30,061.85	29,500.00	29,500.00	-	
26	Fuel & Lubrication	179,990.46	163,000.00	140,344.81	163,000.00	163,000.00	-	
27	Vehicle Tires	18,409.40	17,000.00	15,946.15	17,000.00	17,000.00	-	
28	Office Supplies	29,062.42	24,000.00	34,987.62	24,000.00	24,000.00	-	
29	Replenishment Supplies	57,258.08	45,000.00	70,922.07	45,000.00	45,000.00	-	
Total Commodities		648,454.10	541,000.00	611,703.98	541,000.00	541,000.00	-	
30	Communications Equipment	512,027.90	10,000.00	697,497.62	10,000.00	10,000.00	-	
31	Guns & Crime Equipment	99,266.18	60,000.00	198,021.25	60,000.00	60,000.00	-	
32	Furniture	29,354.72	15,000.00	26,110.73	15,000.00	15,000.00	-	
33	Equipment	244,553.57	452,000.00	112,645.26	452,000.00	452,000.00	-	
34	Vehicles and Equipment	255,803.67	270,000.00	290,819.92	270,000.00	270,000.00	-	
35A	Reserves & Contingencies	185,000.00		683,400.00			-	
Total Capital Outlay		1,326,006.04	807,000.00	2,008,494.78	807,000.00	807,000.00	-	
Total Non-Personnel Costs		4,402,897.00	3,355,900.00	5,239,834.10	3,355,900.00	3,426,900.00	71,000.00	2.116%
Total		21,593,444.24	22,193,453.38	23,201,114.49	22,193,453.38	23,070,088.00	876,634.62	3.950%
					2020 Carry Over	(84,215.00)		-0.379%
						22,985,873.00		3.571%

printed 5/11/2021

121.

Attachment: 06-03-21 special law board packet (10886 : Special Law Board Meeting Agenda)