



**Board of Riley County
Commissioners
Regular Meeting
Agenda
June 26, 2023**

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

Cindy Kabriel
785-565-6200

Commission Chambers

8:30 AM

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

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

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

8:30 AM

Call to Order

Pledge of Allegiance

Public Comment

1. Public Comments

Commission Comments

2. Commission Comments

Business Meeting

3. A Resolution Authorizing Improvements to the University Park and Lakeside Heights Sewage Treatment Facility
4. Action on Mobile Device Reimbursement Form
5. Sign Riley County Personnel Action Form(s)

Review Minutes

6. Board of Riley County Commissioners - Regular Meeting - Jun 22, 2023 8:30 AM

Press Conference Topics

7. Discuss Press Conference

Review Tentative Agenda

8. Tentative Agenda

9:00 AM

Robbin Cole, Pawnee Mental Health Services Director

9. Pawnee Mental Health Services update

9:15 AM

John Ellermann, Public Works Director/County Engineer

10. Tuttle Cove Rd - Vacation of Right-of-Way

9:30 AM

Press Conference

11. Annual reinspection and Green Card interview forms - Anna Burson (2-3 minutes)

- 9:35 AM John Ellermann, Public Works Director/County Engineer**
12. Fill an open Traffic Control Technician Position
- 9:40 AM Evan McMillan, Assistant County Engineer**
13. University Park Lagoon Project Funding - KDHE Loan Application
- 9:45 AM Julie Gibbs, Health Department Director**
14. New position Request - Raising Riley Community Outreach Coordinator
- 9:55 AM John Ellermann, Public Works Director/County Engineer**
15. Archimages Contract Amendment
- 10:10 AM Gary Fike, County Extension Director**
16. 2024 Extension Appropriation Request
- 10:15 AM Clancy Holeman, Counselor/Director of Administrative Services**
17. Administrative Work Session
18. Pending County Projects County Counselor
- 10:30 AM Clancy Holeman, Counselor/Director of Administrative Services**
19. Executive session to discuss a performance matter involving non-elected personnel
- 12:00 PM Intergovernmental Luncheon**
20. Intergovernmental Luncheon Agenda
- Adjournment**
- Announcement**
21. A Special Law Enforcement Agency Meeting will be held today at 1:30 p.m. in the City Commission Meeting Room, City Hall, 1101 Poyntz Avenue.

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**
Project

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

COMMISSION AGENDA REPORT

FROM: Clancy Holeman, County Counselor

MEETING: June 26, 2023

SUBJECT: A Resolution Authorizing Improvements to the University Park and
Lakeside Heights Sewage Treatment Facility

PRESENTER: Clancy Holeman, County Counselor

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:

- Resolution No. 062623 (DOCX)

RESOLUTION NO. 062623-__**A RESOLUTION AUTHORIZING CONSTRUCTION OF SEWAGE TREATMENT AND DISPOSAL IMPROVEMENTS TO SERVE THE EXISTING UNIVERSITY PARK SEWER DISTRICT AND THE LAKESIDE HEIGHTS SEWER DISTRICT LOCATED IN RILEY COUNTY, KANSAS.**

WHEREAS, pursuant to K.S.A. 19-27a01 *et seq.*, the Board of County Commissioners of Riley County, Kansas (the “County”) has previously created the University Park Sewer District and the Lakeview Heights Sewer District (the "District" or “Districts”) for the purpose of constructing a sanitary sewer facilities and appropriate appurtenances thereto; and

WHEREAS, the Board of County Commissioners serves as the governing body of the Districts and is authorized by K.S.A. 19-27a12 and K.S.A. 19-101a (the “Act”) to build, operate and maintain disposal works necessary to handle and dispose of sewage, and to issue general obligations bonds of the County to pay costs thereof and to assess the costs of such disposal works to the sewer districts then or thereafter using the disposal works; and

WHEREAS, the University Park Sewer District and the Lakeside Heights Sewer District are served by the County’s University Park Wastewater Treatment Facility, a mechanical wastewater treatment facility that discharges treated effluent into Tuttle Creek Reservoir (the “Existing Facility”); and

WHEREAS, the United States Environmental Protection Agency – Region 7 (“EPA”) issued an Order for Compliance on Consent to the County dated April 27, 2022 (the “EPA Order”), finding the discharged effluent from the Existing Facility was in violation of the County’s National Pollutant Discharge Elimination System (NPDES) permit, and directing the County to submit a plan to become compliant with the NPDES permit; and

WHEREAS, the County employed SMH Consultants to develop a compliance plan as required by the EPA Order, and recommended replacing the Existing Facility with a non-discharging lagoon system; and

WHEREAS, to comply with the Order and to serve the Districts, the County determines it necessary and authorizes the engineering, design, and construction of a non-discharging lagoon system to provide sewage treatment to the Districts, as described in the plans and specifications to be prepared by the County’s consulting engineers and approved by the County’s Public Works Department (the "Improvements"), all at a total estimated cost of \$1,985,000; and

THEREFORE, IT IS RESOLVED BY THE BOARD OF COUNTY COMMISSIONERS OF RILEY COUNTY, KANSAS AS FOLLOWS:

Section 1. The design and construction of the Improvements at an estimated cost of \$1,985,000 is approved and authorized.

Section 2. All of the costs of the Improvements, including costs of financing, shall be assessed against the properties served by the Improvements, and described on **Exhibit A** to this resolution, located in the University Park Sewer District and the Lakeside Heights Sewer District. The assessments shall be levied on a per square foot basis.

Section 3. In accordance with the Act, the County is authorized to finance the unpaid costs of constructing the Improvements by the issuance of general obligation bonds of the County. Until such bonds are issued the County may issue temporary notes to finance the costs of the Improvements. This Resolution shall constitute a declaration of official intent pursuant to U.S. Treasury Regulation §1.150-2.

Section 4. The construction of the Improvements shall be in accordance with the rules and regulations of the Kansas State Department of Health and Environment (KDHE) which are applicable to the Improvements, and subject to the approval of the Secretary of KDHE and the Board of County Commissioners.

Section 5. The County Clerk is directed to record this resolution with the Riley County Register of Deeds. The County and its officers, agents, and employees are further authorized and directed to take such action and prepare or execute such other documents, certificates and instruments, as may be necessary or desirable to carry out and comply with the provisions of this Resolution.

Section 6. This Resolution shall become effective from and after its adoption and approval by the Board of County Commissioners.

[Remainder of Page Intentionally Left Blank]

ADOPTED AND APPROVED by the Board of County Commissioners of Riley County,
Kansas on June 26, 2023.

BOARD OF COUNTY COMMISSIONERS,
RILEY COUNTY, KANSAS

By _____
Kathryn Focke, Chair

[seal]

By _____
John Ford, Vice Chair

By _____
Greg McKinley, Member

ATTEST:

By _____
Rich Vargo, County Clerk

Attachment: Resolution No. 062623 (13524 : Improvements to University Park & Lakeside Heights Sewage Treatment Facility)

EXHIBIT A

to Resolution No. 062623-

Graham Subdivision - Lot 1;

University Park - Lots 1-52, 55-105, 109-114, the east 30' of Lot 118, 119-124, 128-129, 132-165, 168-251, 217-240, 243-244, 247-278;

Addition No. 1 to University Park - Lots 279-286, 288-305;

Addition No. 2 to University Park - Lots 1-4;

Addition No. 3 to University Park - Lots 1-52 and portion of private park attached to Lot 31;

University Park Unit Four – Lots 401-402;

University Park Addition No. 5 - Lot 1;

University Park Addition No. 6 - Lot 601;

University Park Addition Unit 7 - Lots 701-702;

University Park Unit Eight Lot 1 (only the part that was previously platted as University Park #1, Lot 287); and

University Park Unit Nine - Lot 1.

Lots 16, 17, and 18, Block 3; Lots 1, 2, 3, 13, and 14, Block 4; Lot 40, Block 5; and Lot 21, Block 6, Lakeside Heights Subdivision.

Lot 1, Lakeside Heights Subdivision Unit Three.



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 26, 2023

SUBJECT: Action on Mobile Device Reimbursement Form

PRESENTER: Elizabeth Ward, Human Resource Manager

POSSIBLE MOTION(S)

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

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

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

Enclosures:

- IT-Christie (PDF)

Mobile Device Reimbursement Request Form

Employee Name: John Christie

Job Title: IT Specialist

Department: IT/GIS

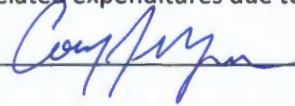
Cell Phone Number: 785-577-4888

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

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

Employee Signature:  Date: 6/1/23

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

Supervisor Signature:  Date: 6-1-2023

BOCC Designation: ☐ Approved ☐ Denied

BOCC Chair Signature: _____ Date: _____

Payroll Use Only

Start Date: _____

Terminate Current Monthly Allowance effective: _____

Updated March 2023

Attachment: IT-Christie (13522 : Mobile Device Reimbursement Form)



COUNTY CLERK & ELECTIONS
Personnel

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

COMMISSION AGENDA REPORT

FROM: Elizabeth Ward, Human Resources Director

MEETING: June 26, 2023

SUBJECT: Sign Riley County Personnel Action Form(s)

PRESENTER: Elizabeth Ward, Human Resources Director

Enclosures:

- 2023-06 CC RBartosh EAF (DOCX)
- 2023-06 Appraiser BWoborny EAF (DOCX)

RILEY COUNTY EMPLOYEE ACTION FORM

Company Code: 166733

Full Legal Name: Rebecca Bartosh**Status Change Date:** 6/21/2023**Status Change:** New Hire**Date of Hire:** 6/26/2023**Seniority:** 0 Month(s)**Position:** Intern**Position Type:** As Needed**Pay Range:** TASND**Pay Type:** Hourly**Base Rate:** \$0.00**Annualized Pay:** \$0.00**Funds Codes:** 144-Community Corrections**Supervisor:** Shelly Williams**Department Head:** Shelly Williams

BoCC Chairman _____

Date: _____

BoCC Member _____

Date: _____

BoCC Member _____

Date: _____

Attachment: 2023-06 CC RBartosh EAF (13527 : Personnel Action Form (Green Sheet))

RILEY COUNTY EMPLOYEE ACTION FORM

Company Code: 166733

Full Legal Name: Braedyn Woborny**Status Change Date:** 6/22/2023**Status Change:** Separated**Date of Hire:** 5/17/2022**Seniority:****Position:** Appraiser II-Residential**Position Type:** Full-Time**Pay Range:** 8**Pay Type:** Hourly**Base Rate:** \$21.21**Annualized Pay:** \$44,116.80**Funds Codes:** 1-County General**Supervisor:** Danny Williams**Department Head:** Anna Burson

BoCC Chairman _____

Date: _____

BoCC Member _____

Date: _____

BoCC Member _____

Date: _____

Attachment: 2023-06 Appraiser BWoborny EAF (13527 : Personnel Action Form (Green Sheet))



**Board of Riley County
Commissioners
Regular Meeting
TENTATIVE Agenda
June 29, 2023**

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

Cindy Kabriel
785-565-6200

Leonardville Community Building

6:00 PM

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

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

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

6:00 PM

Call to Order

Pledge of Allegiance

Public Comment

Commission Comments

Business Meeting

1. Approve payroll/accounts payables (when completed)

Review Minutes

Review Tentative Agenda

Press Conference Topics

6:30 PM

Lori Rogge, Gene Francis & Associates

2. County department hours of operation

6:50 PM

Brian Peete, RCPD Director

3. RCPD update

7:05 PM

Russel Stukey, Emergency Management Director

4. Firefighter & Storm Spotter Recruitment

7:20 PM

Larry Wendland, Leonardville City Mayor

5. Leonardville City update

7:30 PM

Clancy Holeman, Counselor/Director of Administrative Services

6. Administrative Work Session

Adjournment

Attachment: 06-29-23 tentative agenda (12848 : Tentative Agenda)

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



**Board of Riley County
Commissioners
Regular Meeting
TENTATIVE Agenda
July 03, 2023**

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

Cindy Kabriel
785-565-6200

Commission Chambers

8:30 AM

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

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

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

8:30 AM

Call to Order

Pledge of Allegiance

Public Comment

Commission Comments

Business Meeting

Review Minutes

Review Tentative Agenda

Press Conference Topics

9:00 AM

Clancy Holeman, Counselor/Director of Administrative Services

1. Administrative Work Session

9:20 AM

Evan McMillan, Assistant County Engineer

2. Bid opening for trash services

9:30 AM

Press Conference

3. RCPD Update - Greg Steere (3-5 minutes)

10:00 AM

Russel Stukey, Emergency Management Director

4. Staff update

Adjournment

Announcement

Riley County Offices will be closed on Tuesday, July 4th due to the observance of the Independence Day holiday.

Attachment: 07-03-23 tentative agenda (12848 : Tentative Agenda)

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



PUBLIC WORKS
Public Hearing

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

COMMISSION AGENDA REPORT

FROM: John Ellermann, PE - Public Works Director
MEETING: June 26, 2023
SUBJECT: Tuttle Cove Rd - Vacation of Right-of-Way
PRESENTER: John Ellermann

BACKGROUND

Tuttle Cove Road was originally laid out as a state highway and a bypass for K-13. After the construction of Tuttle Creek Reservoir Tuttle Cove Road was turned over to the county as the minor collector it is today.

Attached is a petition to vacate a portion of the right-of-way for Tuttle Cove Rd. Since the layout for a highway is much different than what is needed for a county road the right-of-way was extra wide due to the rock cliffs. Therefore, the odd layout to the road and the plat for Terra Heights subdivision.

Mr. Cox is requesting the vacation to square off the existing lot and plans to divide it into two lots and build another home.

The right-of-way requested is not currently being used and no longer a public utility.

DISCUSSION

The Commission is being asked to consider vacating a portion of the road right-of-way pursuant to K.S.A. 68-102. Staff believes there is no adverse impact on future maintenance of Tuttle Cove Road by vacating the right-of-way.

FISCAL IMPACT

There is no fiscal impact of this vacation.

RECOMMENDATION(S)

Staff recommend approving the vacation of the portion of the right-of-way of Tuttle Cove Road.

POSSIBLE MOTION(S)

I move to approve the resolution to vacate a portion of the right-of-way of Tuttle Cove Road in Riley County, Kansas.

I move to deny the resolution to vacate a portion of the right-of-way of Tuttle Cove Road in Riley County, Kansas.

Enclosures:

- Terra Height 2 (PDF)
- Pics (PDF)
- Resoultion to Vacate ROW_Tuttle Cove (PDF)



Attachment: Pics (13490 : Tuttle Cove Rd - Vacation of Right-of-Way)

RESOLUTION NO. 062623-__**RESOLUTION PROVIDING FOR AN ORDER VACATING A PORTION OF
TUTTLE COVE ROAD RIGHT-OF-WAY, IN RILEY COUNTY, KANSAS.****BE IT RESOLVED BY THE BOARD OF COMMISSIONERS OF RILEY COUNTY,
KANSAS:**

1. That at the regular meeting of the Board of Commissioners of the County of Riley, State of Kansas, begun and held at 110 Courthouse Plaza, in the City of Manhattan, in said County of Riley, Kansas, on the 1st day of June, 2023, said Board did propose, pursuant to K.S.A. 68-102(a) vacation of a certain road right-of-way in Riley County, Kansas.
2. That notice has been given pursuant to K.S.A. 68-102a and K.S.A. 68-104 by publication and by mailing a notice to the adjoining landowner of such road right-of-way at the address where such landowner's tax statement is sent, by certified mail, of the proposed vacation of such road right-of-way.
3. That a public hearing was held at the regular meeting of the Board of Commissioners of the County of Riley, State of Kansas, begun and held at 110 Courthouse Plaza, in the City of Manhattan, in said County of Riley, Kansas, on the 26th day of June, 2023, regarding the vacation of such road right-of-way in Riley County, Kansas.
4. That all parties have been given a hearing and an opportunity to claim damages.

5. That the road right-of-way described as follows is of no public utility by reason of neglect, nonuse, and inconvenience, and therefore should be and hereby is vacated as a public road right-of-way in the County of Riley, State of Kansas; that said road right-of-way shall be vacated on the records in the office of the County Surveyor and from thence forth said road right-of-way shall no longer be considered to be public highways; that the County Surveyor shall issue his order to the Trustees of the respective townships in which said road right-of-way is located, directing them to cause the same to be vacated as road right-of-way at the time and in the manner indicated by him:

A tract of land in the right of way of Tuttle Cove Road, adjoining Lot 4, Terra Heights Addition, No. 2, in the North Half of the Southwest Quarter of Section 14, Township 9 South, Range 7 East of the Sixth Principal Meridian, Riley County, Kansas described as follows:

Beginning at the Northeast Corner of the said Lot 4, Terra Heights Addition, No. 2, Riley County, Kansas; thence
Along the Southerly right of way line of Tuttle Cove Road, the following 3 courses,

Course 1: On a curve to the left with a radius of 556.20 feet, an arc distance of 82.93 feet, chord being N 63°39'48" W 82.86 feet,
Course 2: N 71°24'23" W 193.80 feet,
Course 3: N 19°34'30" W 74.72 feet to a Northwesterly Corner of said Lot 4; thence
S 69°01'36" E 287.47 feet; thence
S 28°15'34" W 75.00 feet to the point of beginning, containing 19,839 square feet

6. That no damages or compensation shall be awarded to any person or persons in consequence of the vacation of said road right-of-way described in paragraph 5 for the reason that no owner or owners, or their agents or guardians, having been duly notified of the applications and proceedings by which their property is sought to be appropriated or damaged, has filed a written application for such damages as provided by K.S.A. 68-106, but that such persons may file a written application for such damages within twelve (12) months after the date of adoption of this Resolution.
7. This Resolution and Order shall be recorded in the Office of the Register of Deeds of Riley County, Kansas, upon its adoption by the Board of Commissioners of Riley

County, Kansas.

Adopted this 26th day of June, 2023.

**THE BOARD OF COUNTY
COMMISSIONERS OF RILEY
COUNTY, KANSAS**

Kathryn Focke, Chairwoman

John Ford, Vice-Chairman

Greg McKinley, Member

ATTEST:

Rich Vargo, Riley County Clerk

(seal)

Attachment: Resolution to Vacate ROW Tuttle Cove (13490 : Tuttle Cove Rd - Vacation of Right-of-Way)



PUBLIC WORKS
Personnel

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

COMMISSION AGENDA REPORT

FROM: John Ellermann, P.E., Public Works Director

MEETING: June 26, 2023

SUBJECT: Fill an open Traffic Control Technician Position

PRESENTER: John Ellermann

BACKGROUND

We currently have an open Traffic Control Technician position due to an employee resignation. Therefore, I am here to request approval to fill this budgeted open position in the Public Works Department/Operations Division. This position is supervised by the Operations/Fleet Manager.

A Traffic Control Technician is responsible for installing and maintaining all traffic control devices utilized to direct and protect the motoring public traveling the county-wide system. A person in this position responds to emergencies to repair signs and traffic lights damaged by acts of vandalism, storm damage, and traffic accidents. This position also fabricates and assembles signs, installs sign systems, maintains sign inventories, and signs in work zones, detours and road closures.

DISCUSSION

Discuss filling the Traffic Control Technician position within the Public Works Department/Operations Division.

FISCAL IMPACT

This is a current budgeted fulltime position within the Public Works Department.

RECOMMENDATION(S)

Current staff does not have the capacity within their workload to absorb these additional duties. Therefore, staff recommends filling this position.

POSSIBLE MOTION(S)

Move to approve the Public Works Department advertise to hire the open Traffic Control Technician position.

Move to deny

Move to modify

Move to table

No action required.

The Board agreed by consensus to

Enclosures:

- Traffic Control Technician Position Descripton (PDF)
- Traffic Control Tech PAF (DOCX)

RILEY COUNTY, KANSAS JOB DESCRIPTION

Job Title:	TRAFFIC CONTROL TECHNICIAN	
Department:	Public Works	Division: Road and Bridge
Reports To:	Traffic Control Supervisor and/or the Operations Manager	
Pay Grade:	5	Status: Full time
FLSA Status:	Non-Exempt	

Position Summary: This position is responsible for installing and maintaining all traffic control devices utilized to direct and protect the motoring public traveling the county-wide highway system. This position responds to emergencies to repair signs and traffic lights damaged by acts of vandalism, storm damage, and traffic accidents. This position also fabricates and assembles signs, installs sign systems, maintains sign inventories, and signs work zones, detours and road closures.

Essential Functions:

- Repairs traffic control devices damaged from vandalism and traffic accidents.
- Locates and initiates sign replacement and reinstallation on county roads and bridges.
- Identifies area and requests location for underground utilities prior to sign installation.
- Maintains a daily logbook and labor, equipment, and material use records.
- Reports time worked and equipment used.
- Charges out material used on projects and commodities used on equipment.
- Records sign repairs, changes, and replacements in a logbook to document traffic control work.
- Fabricates and installs new signs.
- Designs and lays out signs, applies reflective sheeting to aluminum blanks, applies borders and lettering to sheeting, finishes and installs signs in accordance with the Manual on Uniform Traffic Control Devices (MUTCD) and the Standard Highway Signs Manual.
- Installs and maintains traffic control devices and performs traffic control in work zones.
- Assists with traffic flagging.
- Takes annual traffic counts. Performs recounts to check errant data and improve accuracy.
- Assures that traffic control devices are maintained and constructed as specified.
- Maintains traffic division material inventory.
- Reports sign inventory usage and low stocks to initiate sign fabrication and reorders.
- Ensures duties are performed following County and Departmental policies and guidelines.
- Ensures time management on projects is sufficient.
- Provides for regular and punctual attendance and fosters a cooperative work environment.

Secondary Functions:

- Operates equipment including utility and boom trucks, and sign production/installation equipment.
- Plans and schedules short term projects and allocates materials and equipment daily.
- Maintains project lists to organize work by priority and location for economy and efficiency.
- Responds to emergencies, complaints and requests to control or repair traffic control devices.
- Responds to requests for dead animal removal on county roads.
- Assists with the inspection of county traffic control devices and pavement marking systems.
- Performs annual sign and traffic striping retro-reflectivity inspections.
- Utilizes reflectometers and night-time inspections to rate condition and reports defective signs found on Riley County roads and bridges.
- Prepares road surfaces for traffic striping.
- Assists with layout and marking for passing / no passing zones.
- Provides support vehicle to assist contractor with striping operations.

Reviewed June 2023

- Removes weeds, trees and brush from area around signs, guardrail and delineators.
- Makes recommendations regarding equipment purchase, replacement or modification.
- Maintains a clean work area.
- Inspects equipment to ensure units are clean and maintenance is performed adequately.
- Occasionally operates equipment including GPS units, , calculators, FAX machines, distance measuring equipment, printers, plotters and computers. Performs related work as required during and after regular hours, any day of the week, including holidays.
- Position may require occasional overtime outside normal work hours including weekends.
- Perform related work as required during and after hours, any day of the week, including holidays.
- Perform other duties as assigned.

Position Requirements:

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

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

Education: High school diploma or equivalent required. Vo-Tech training is preferred. Valid Class A Commercial Driver's License with tanker endorsement shall be obtained within the first 90 days of hire

Experience:

- Knowledge in sign construction or maintenance required.
- Experience maintaining traffic control devices preferred.
- Knowledge of the materials, equipment, methods, and practices essential to the maintenance and installation of county traffic control devices.
- Knowledge of the "Manual on Uniform Traffic Control Devices for Streets and Highways", the "Standard Highway Signs Manual", and other technical manuals on traffic control.
- Knowledge of the equipment, materials, methods and practices essential for the maintenance and construction of traffic signs.
- Knowledge of the applicable work safety rules and procedures.

Skills:

- Good organizational, interpersonal and communication skills required.
- Ability to communicate clearly and concisely, both orally and written.
- Ability to work independently with little or no supervision.
- Ability to deal tactfully with people.
- Ability to analyze and solve problems.
- Ability to establish and maintain effective working relations with employees, supervisors, other government agency officials, and the general public.
- Ability to make mathematical computations.
- Ability to plan, organize, and schedule daily work activities.

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

The work encompasses primarily field work. This work requires occasional to moderate physical exertion. While performing the duties of this job, the employee is required to stand; walk; sit; use hands

to finger; handle; feel; reach with hands and arms; climb or balance; stoop; kneel; crouch; crawl; talk to hear. The employee may occasionally be required to lift and/or move up to 70 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision and peripheral vision. The work requires sufficient body flexibility and strength to access construction projects. Exposure to machinery, heights, excessive noise, corrosive solvents, hot materials, flammable liquids and work in extremes of heat, humidity, wind and cold are expected.

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

A portion of the work involves everyday risks or discomforts which require normal safety precautions typical of such places as offices, meeting or training rooms. The work performed in the field exposes an employee to a variety of different conditions. Work is mostly performed in the field where conditions can be very hot or cold, rainy, cold, or snowy. A person in this position is exposed to many safety hazards while working in and around work zones immediately adjacent to high volume traffic, at heights 10 feet or more above the ground, near power tools, large moving equipment, high voltage lines, high pressure gas lines, etc., corrosive solvents, petroleum fluids and other flammable liquids. This employee may be required to use protective clothing such as a hard hat, safety vest, boots, goggles, gloves, safety glasses, Nomex coveralls, face mask or shield.

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

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

RILEY COUNTY POSITION ACTION FORM

Requisition Approval Process

Submitted by Julie Winter on 06/21/2023 at 09:32 AM

Internal Position Details (not displayed on job posting)

Company Riley County, KS	Position Template Traffic Control Tech [TRFCTECH]	Work Location Public Works Building
Job ID 1787181	Salary \$19.03 - \$20.79	Supervisor Position No
Pay Grade RANGE 5 [RANGE 5]	EEO Class Technicians [3]	Workers Compensation 5506 [5506]
Cost Center 1 County General [1]	Cost Center 2 Public Works [40]	Cost Center 3 --
1 Job Slot TRAFFIC-1		

Supervisor: Alvin Perez

Department Head: Julie Winter

☒ No changes to Position or Budget☒ Position Description attachedTotal annual hours 2080☒ Budgeted☐ New or updated position description☐ New request for budget (details attached)

Salary: \$43,243.20

Budget for Benefits: \$17,081.06

Total proposed annual budget: \$60,324.26

Additional Position Comments: _____

BoCC Chairwoman _____

Date: _____

BoCC Member _____

Date: _____

BoCC Member _____

Date: _____

Attachment: Traffic Control Tech PAF (13525 : Request to refill Traffic Control Technician Position)

RILEY COUNTY POSITION ACTION FORM



PUBLIC WORKS
Application

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

COMMISSION AGENDA REPORT

FROM: Evan McMillan, Assistant Public Works Director

MEETING: June 26, 2023

SUBJECT: University Park Lagoon Project Funding - KDHE Loan Application

PRESENTER: Evan McMillan, Assistant Public Works Director

BACKGROUND

Staff is working to obtain funding for the University Park Lagoons Project. As part of the application for a loan through the Kansas Water Pollution Control Revolving Fund Act, KDHE requires a resolution signed by the commissioners granting authorization for this application.

DISCUSSION

FISCAL IMPACT

RECOMMENDATION(S)

Staff recommends commissioners sign the resolution authorizing the filing of the application with the KDHE for a loan under the Kansas Water Pollution Control Revolving Fund Act.

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:

- Resolution Authorizing filing of Application_062623 (PDF)

RESOLUTION OF GOVERNING BODY OF APPLICANT

RESOLUTION NO. 062623-____

RESOLUTION AUTHORIZING FILING OF APPLICATION WITH THE KANSAS DEPARTMENT OF HEALTH AND ENVIRONMENT FOR A LOAN UNDER THE KANSAS WATER POLLUTION CONTROL REVOLVING FUND ACT (K.S.A 1988 SUPP. 65-3321 THROUGH 65-3329).

WHEREAS under the terms of the Kansas Water Pollution Control Revolving Fund Act (K.S.A. 1988 Supp. 65-3321 through 65-3329), the State of Kansas has authorized the making of the loans to authorize applicants to aid in the construction of specific public projects,

NOW, THEREFORE, BE IT RESOLVED BY THE GOVERNING BODY OF RILEY COUNTY, KANSAS, AS FOLLOWS:

Section 1. Loan Application. The Commissioners and Clerk of the County are hereby authorized to cause to be prepared and to execute a Loan Application, including all attachments thereto (jointly, the “Application”); in substantially the form presented to the Governing Body this date, in order to provide financing for the Project. The Application shall be forwarded to KDHE as soon as possible.

Section 2. Further Proceedings. The Commissioners, Clerk and the other officers and representatives of the County are hereby authorized and directed to take such other action as may be necessary to complete the Application and to coordinate processing of a loan agreement for the Loan (the “Loan Agreement”); provided that the authorization to execute the Loan Agreement shall be subject to further resolution of the Governing Body.

Section 3. Further Authority. This Resolution shall be in full force and effect from and after its adoption.

ADOPTED this 26th day of June, 2023.

BOARD OF COUNTY COMMISSIONERS
OF RILEY COUNTY, KANSAS

CHAIR

MEMBER

MEMBER

ATTEST:

RICH VARGO
Riley County Clerk

Attachment: Resolution Authorizing filing of Application_062623 (13509 : University Park Lagoon Project Funding)



HEALTH DEPARTMENT
Personnel

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

COMMISSION AGENDA REPORT

FROM: Jan Scheideman

MEETING: June 26, 2023

SUBJECT: New position Request - Raising Riley Community Outreach Coordinator

PRESENTER: Julie Gibbs

BACKGROUND

The Community Outreach Coordinator is responsible for developing and implementing strategies to promote the program and its goals, establishing partnerships with community organizations, and coordinating outreach activities. This position requires a dynamic individual with a passion for community engagement, strong communication skills, and the ability to foster collaborative relationships with community members and program participants.

DISCUSSION

Chelsea Manwarren was the IRIS Coordinator under Raising Riley. This position will change under the RR grant, as it is no longer needed (she has fulfilled all of the duties under this temporary position). The Outreach Coordinator is a much needed position as this is a huge part of the RR department. This will be a full time, regular position in Raising Riley.

FISCAL IMPACT

This position is entirely covered under the Early Childhood Block Grant for the FY.

RECOMMENDATION(S)

I recommend the board approve the new Community Outreach Coordinator for the Raising Riley department.

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:

- Community Outreach and Engagement Coordinator position description (PDF)
- COE PAF (DOCX)

RILEY COUNTY, KANSAS JOB DESCRIPTION

Job Title: Outreach and Engagement Coordinator (COE) – Raising Riley Department: Riley County Health Department Reports to: Raising Riley Supervisor Pay Range: 11 FSLA Status: Non-exempt	Division: Raising Riley Status: Full Time
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POSITION SUMMARY: The Raising Riley Outreach and Engagement Coordinator (COE) connects families, childcare providers, and the community to the resources and support offered by the program. The COE is responsible for developing and implementing strategies to promote the program and its goals, establishing partnerships with community organizations, and coordinating outreach activities. This position requires a dynamic individual with a passion for community engagement, strong communication skills, and the ability to foster collaborative relationships with community members and program participants.

ESSENTIAL FUNCTIONS:

- Develop and execute a community engagement plan to increase visibility and understanding of the work done by Raising Riley (RR).
- Develop a Community Childcare Support Group to gain insight into needs of childcare providers and families and determine the most efficient delivery of educational opportunities and family enrichment activities.
- Provide support and guidance to participants and community members.
- Collaborate with the Family Engagement Coordinator (FEC) to promote and enhance family engagement opportunities within the community.
- Ensure effective support and empowerment of childcare providers in engaging families.
- Coordinate and lead outreach activities that include community meetings, public presentations, and professional development.
- Organize program staff to represent RR at community events and promotions.
- Assist with public relations activities, including social media accounts, television and radio interviews, and print interviews.
- Cultivate relationships with local media outlets and journalists to increase visibility of the Raising Riley program.
- Collect and analyze data related to community outreach efforts.

SECONDARY FUNCTIONS:

- Engage in outreach and communication with other Riley County departments and programs.
- Ensure timely communication of information and material needs with supervisor.
- Maintain positive working relationships and coordinate events with RCHD programs and community partners as needed.
- Identify agencies and groups in the Community who could benefit from understanding the work of RR and provide in-person and/or online presentations and overviews.
- Create marketing and messaging materials of both written and data elements to include in presentations, newsletters, and social media outlets.
- Demonstrate professionalism, tact and diplomacy while representing the RCHD and RR in meetings, through written correspondence and other official roles.
- Assist with the preparation of various report summaries of activities and statistical information.

POSITION REQUIREMENTS: High level of professionalism and discretion is required.

Education: Bachelor's degree in communication or related field.

Experience: At least 2 years of experience in community relations, business, or related field. Experience with content development for organizational web pages and social media accounts. Project management experience. Knowledge of community resources, social service providers and trends in the field required. Proven experience in community outreach, public relations, or related roles. Experience in managing social media platforms and analyzing engagement metrics. Knowledge of childcare and early childhood development is a plus.

Skills: Ability to work and make decisions both independently and collaboratively.

Ability to meet deadlines.

Ability to effectively manage multiple priorities while maintaining attention to detail.

Ability to attend functions/activities outside normal business hours including weekends.

Highly organized with ability to present information written and verbally in a clear and concise manner

Proficient in desktop publishing software, Adobe, social media, Microsoft Office Suites, and website maintenance software.

Conforms to HIPAA privacy regulations specific to position held.

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

While performing the duties of this job, the employee is required to stand; walk; sit; use hands to finger, handle, or feel; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; talk and hear from both ears; smell. The employee must regularly lift and/or move up to 20 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

Work Environment: The work environment characteristics described here represent those encountered while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually normal for an office setting. Use of personal vehicle is required

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

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

RILEY COUNTY POSITION ACTION FORM

Requisition Approval Process

Submitted by Ashley Martinek on 06/21/2023 at 03:22 PM

Internal Position Details (not displayed on job posting)

Company Riley County, KS	Position Template Outreach and Engagement Coordinator [COE]	Work Location Health Department/EMS
Job ID 1788828	Salary \$24.90-\$27.19	Supervisor Position No
Pay Grade RANGE 11 [RANGE 11]	EEO Class Administrative Support Workers [5]	Workers Compensation 8810 [8810]
Cost Center 1 Health Department [30]	Cost Center 2 HD-Raising [444]	Cost Center 3 --
1 Job Slot OUTREAC-1		

Supervisor: Jan Scheidenman

Department Head: Julie Gibbs

☐ No changes to Position or Budget☒ Position Description attachedTotal annual hours 2080☐ Budgeted☒ New or updated position description☒ New request for budget (details attached)

Salary: \$56,555.20

Budget for Benefits: \$22,339.30

Total proposed annual budget: \$78,894.50

Additional Position Comments: _____

BoCC Chairwoman _____

Date: _____

BoCC Member _____

Date: _____

BoCC Member _____

Date: _____

Attachment: COE PAF (13521 : RCHD Request for New Position)

RILEY COUNTY POSITION ACTION FORM

Attachment: COE PAF (13521 : RCHD Request for New Position)



PUBLIC WORKS
Contract

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

COMMISSION AGENDA REPORT

FROM: John Ellermann, PE, Public Works Director

MEETING: June 26, 2023

SUBJECT: Archimages Contract Amendment

PRESENTER: John Ellermann

BACKGROUND

In January 2022 the Board selected Archimages to design the Public Safety Headquarters. The original contract was to study and design of a 2 - 3 floor building to house EMS administration, Emergency Management, Emergency Operations Center, dispatch, Rural Fire and a replacement for EMS Station No. 1.

As the design progressed and a budget was developed the building outgrew the funds available. To bring the costs back to within available funds the scope of the project had to be adjusted.

The new scope now includes designing a new EMS Station No. 1 with EMS administration offices and remodeling the old EMS Station 1 for Emergency Management, Rural Fire and an Emergency Operations Center.

DISCUSSION

The new scope requires the design of two buildings, with two sets of plans and specifications. Remodels typically require more planning time review existing plans and fitting needed space into the building.

Construction time is also extended since work on the remodel can't begin until EMS moves out. Longer construction time creates more meetings, time to review shop drawing and construction site visits.

Therefore, the attached Contract Amendment for \$135,860.00.

FISCAL IMPACT

The Contract Amendment for Archimages to complete the design of the EMS Station and the remodel for Emergency Management/Rural Fire is \$135,860.00 for a total not to exceed amount of \$884,150.00 and a new maximum fee of \$1,020,010.00.

Funds from the ARPA have been reserved for this project.

RECOMMENDATION(S)

Staff recommends approving the amendment.

POSSIBLE MOTION(S)

Move to approve the contract for professional services as amended.

Move to deny amending the contract for professional services.

Move to modify

Move to table

No action required.

The Board agreed by consensus to

Enclosures:

- Archimages Design Agreement Amendment 1 (PDF)



AIA® Document G802® – 2017

Amendment to the Professional Services Agreement

PROJECT: *(name and address)*

Riley County Public Safety
Headquarters (Ai #K21518)

AGREEMENT INFORMATION:

Date: September 21, 2022

AMENDMENT INFORMATION:

Amendment Number: 001

Date: June 7, 2023

OWNER: *(name and address)*

Riley County, Kansas
110 Courthouse Plaza
Manhattan, Kansas 66502

ARCHITECT: *(name and address)*

Archimages, Inc.
14205 W. 95th Street
Lenexa, Kansas 66215

The Owner and Architect amend the Agreement as follows:

In order to fit the Work in the Owner's \$14 million budget, the project will now be divided into two buildings. The first is a building to house a new EMS station and EMS administration. The second will remodel the existing EMS station to create a space for Emergency Management and County Fire administration and provide space for an Emergency Operations Center. It will be necessary to construct the new building before construction can start on remodeling the existing EMS building. The Architect will therefore create two sets of construction documents and the duration of the construction period will be extended beyond that anticipated for a single building.

The Architect's compensation and schedule shall be adjusted as follows:

Compensation Adjustment:

Add \$135,860.00 to the original total not to exceed amount of \$884,150.00 for a new maximum fee of \$1,020,010.00.

Schedule Adjustment:

Construction documents for the remodel project will be developed following completion of the design of the new building. The anticipated construction period for both buildings is extended from and anticipated 14 months to 20 months.

SIGNATURES:

Archimages, Inc.

ARCHITECT *(Firm name)*

SIGNATURE

Kile R. Morrison, Managing
Director

PRINTED NAME AND TITLE

June 7, 2023

DATE

OWNER *(Firm name)*

SIGNATURE

PRINTED NAME AND TITLE

DATE



COUNTY CLERK & ELECTIONS
Budget

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

COMMISSION AGENDA REPORT

FROM: Gary Fike, County Extension Director
MEETING: June 26, 2023
SUBJECT: 2024 Extension Appropriation Request
PRESENTER: Gary Fike, County Extension Director

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:

- History of Riley Co KSRE Appropriations (PDF)
- KSU Contribution to Riley County (PDF)

Riley County Extension Appropriations

prepared by Gary Fike, Riley County Extension Director for the Board of County Commissioners on
6/22/2023

2011 - \$ 469,394	
2012 - \$ 480,818	\$ 11,424
2013 - \$ 495,095	\$ 14,277
2014 - \$ 505,661	\$ 10,566
2015 - \$ 526,602	\$ 20,941
2016 - \$ 544,761	\$ 18,159
2017 - \$ 559,761	\$ 15,000
2018 - \$ 574,600	\$ 14,839
2019 - \$ 574,600	\$ 0
2020 - \$ 599,645	\$ 25,045
2021 - \$ 599,645	\$ 0
2022 - \$ 599,645	\$ 0
2023 - \$ 635,600	\$ 35,955
2024 - \$ 700,600	\$ 65,000 (Current proposal of 10.23%; not final)
2024 - \$ 667,380	\$ 31,780 (if a 5% increase)

Increase in budget from 2011 to 2023: \$ 231,206; which is a 49.2% increase over 13 years for an average annual increase of 3.78% IF the 10.23% is given. If 5% increase is given, would total \$ 197,986 increase, or 42.2% over 13 years for an average annual increase of 3.25%.

**K-STATE RESEARCH AND EXTENSION
FINANCIAL PARTNERSHIP WITH
RILEY COUNTY
(Compiled in February 2021)**

AGENT POSITIONS

5

DIRECT CONTRIBUTIONS:

¹ SALARY	\$69,420.00
² BENEFITS	\$53,620.00
³ INTERNS	\$0.00
⁴ SNAP-ED PROGRAM	\$0.00
⁵ NEW AGENT PROFESSIONAL DEVELOPMENT	\$0.00
SUBTOTAL:	\$123,040.00

INDIRECT CONTRIBUTIONS:

⁶ REGIONAL OFFICE SUPPORT	\$66,418.20
⁷ TECHNOLOGY SUPPORT	\$14,711.43
SUBTOTAL:	\$81,129.63
**TOTAL KSU SUPPORT:	\$204,169.63

OTHER OUTSIDE INCOME:

GRANTS
OTHER INCOME

SUBTOTAL: _____ **GRAND TOTAL:** _____

¹ Salary - Amount budgeted for State FY 2021² Benefits - Amount budgeted for State FY 2021³ Interns - K-State did not offer an intern program in 2020⁴ SNAP-ED Program - Allocation for Federal FY 2021⁵ K-State's contribution for meals, lodging and personal mileage for new agents attending professional development sessions in State FY 2020⁶ Regional Office Support - Regional Office budgets for FY 2021 divided by the number of agents in the state⁷ Technology Support - The portion of the Information and Educational Technology budget used to support local unit programs divided by the number of agents in the state

**** Kansas State University Support** - Of the total Extension budget for K-State Research and Extension, local units contribute 35%, State of Kansas 34%, the federal government 9%, and grants 22%. The federal and state resources support local offices in the form of programming by state specialists professional development for agents, programs funded by grants, etc. An amount for specialist programming, website and printed resources and agent professional development is

Attachment: KSU Contribution to Riley County (13531 : 2024 Extension Appropriation Request)



**COUNTY
COUNSELOR/ADMINISTRATIVE
SERVICES**
Staff Update

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

STAFF REPORT

FROM: Clancy Holeman, Riley County Counselor

MEETING: June 26, 2023

SUBJECT: Pending County Projects County Counselor

PRESENTER: Clancy Holeman

Enclosures:

- FINAL Commission List 06.26.2023 (DOCX)

PENDING COUNTY PROJECTS ▪ January, 2023 and through June 21, 2023 Submitted by Clancy Holeman, Riley County Counselor

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

COMMISSION LIST

I. Projects By Category:

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

Board of Riley County Commissioners: Consult with Deputy Counselor on scheduled annexation hearing. (1-3-23) Review animal control issues. (1-27-23) Prepare for upcoming work session week of 1-30-23. (1-27-23) Attend and participate in BOCC public meetings (1-26-23; 1-30-23) Attend and participate in BOCC public meetings. (2-2-23;2-6-23) Forward KORA request to this department’s staff for response. (2-6-23) Work on reimbursement agreements for small cities. (2-7-23) Review and route incoming litigation documents to relevant parties, including our insurer and insurer-provided counsel. Prepare CAR and discuss with Budget and Planning Committee, for approval of form of small cities’ sales tax reimbursement agreement. (2-8-23) Review and approve as to form upcoming resolution for G.O. bond issuance on Public Works road project. (2-21-23) Work on hiring process for Deputy Position at retirement of incumbent scheduled for 9-30-23. (2-16-23;2-21-23; 2-22-23) Prepare for BOCC public meeting scheduled for 2-23-23. (2-21-23;2-22-23) Attend and participate in BOCC public meetings of February 23rd, February 27th, March 2nd, March 6th, 2023, March 9, 2023. Legal research on issues related to upcoming scheduled Township Officer Meeting. (2-23-23;2-24-23;2-27-23;2-28-23) Mail to counsel for respective small cities sales tax loss reimbursement agreements. (3-3-23) Prepare for annual township officers meeting scheduled for 3-8-23. (3-7-23) Return call from member of Tattarrax Homeowners Association regarding Lot 70. (3-7-23) Schedule executive session for March 9, 2023 meeting. (3-7-23) Attend and participate in annual Township Officers’ meeting. (3-8-23) Conversation with after phone call from City of Ogden. Discuss timeframe for return of the agreement to Riley County. (3-13-23) Work on environmental issue. (3-13-23;3-14-23) Voicemail left with bond counsel on short term financing question different project. (3-14-23) Work to schedule 2 agenda items for Thursday, March 16th public meeting. (3-14-23). Assist Departments and counsel with pending litigation claim. (3-14-23; 3-15-23) Exchange of information on pending litigation with outside counsel. (3-16-23;3-17-23) Staffing with multiple county office representatives on real property ownership issue.(3-17-23) Meeting with township official as result of Township Officers Meting Contract discussion.(3-17-23) Prepare for BOCC public meeting scheduled 3-20-23 (3-19-23) Attend and participate in BOCC public meetings 3-16-23; 3-20-23) At request of county staff deponent in pending litigation matter, arrange to attend deposition preparation meeting. (3-22-23) At request of architect, review and approve as to form draft construction agreement for North County ambulance station in Leonardville. (3-22-23) Work on defense of appeal to District Court by Prairiewood Holdings, LLC. (3-26-23) Attend and participate in BOCC regular public meeting. (3-23-23; 3-27-23) Sit in on deposition preparation of county witness, at request of county witness, conducted by county’s insurance-provided outside counsel on pending litigation. (3-27-23) Communication from

insurance-provided outside counsel on different pending litigation. (3-28-23) Discuss with Deputy Counselor last week's City/County/County meeting. (3-28-23) Attend and participate in BOCC evening public meeting at City of Riley. (3-30-23) Work on hiring of Deputy Counselor to fill vacancy to be created by Fall retirement of incumbent. Discuss with HR staff. (3-30-23; 3-31-23) Prepare for 4-3-23 public meeting (4-2-23) Attend and participate in BOCC public meeting of 4-3-23. Attend and participate in BOCC public meetings. (4-6-23; 4-10-23) Review matter before Planning Board. (4-10-23) Draft CAR and Place "Interlocal Service Agreement" signed by City of Leonardville on BOCC agenda for signature during 4-13-23 public meeting (small city reimbursement agreement for sunset of county "road and bridge" sales tax 12-31-22). (4-11-23) Legal research on animal control services and RCPD. Memo prepared. (4-9-23; 4-10-23; 4-11-23; 4-12-23) Attend and participate in BOCC public meetings (4-13-23; 4-17-23) Attend Law Board Meeting discussion of Animal Control and RCPD. (4-17-23) Draft and file Local Disaster Emergency Declaration as requested by Department and authorized by Chairwoman of BOCC. (4-18-23)) Attend and participate in City/County/County meeting on animal control and RCPD. (4-20-23) Discuss with Treasurer upcoming scheduled Teams meeting with representatives of City of Ogden on proposed "Interlocal Services Agreement" (Small Cities Sales Tax Reimbursement Agreement). (4-26-23) Attend and participate in previously described "Teams" meeting discussion with representatives of City of Ogden and County Treasurer. Plan by Ogden representatives is to present agreement to Ogden City Council for review and possible signature during its public meeting next week. (4-26-23) Discuss with Cindy Kabriel and soil conservation contact addition of locations to agenda of upcoming 'field trip' by BOCC on May 4, 2023. (4-26-23; 4-27-23) Prepare for public hearing on special use authorization on BOCC agenda 5-1-23. (4-30-23) Attend and participate in 5-1-23 BOCC public meeting. (5-1-23) Return 5-2-23 call from citizen requesting a "fence view." Leave voicemail. (5-3-23) Discuss with citizen their return call requesting a "fence view." I'll send packet for citizen to complete and return, cautioning this matter may not be subject to fence view process. Citizen says they understand that is a possibility. (5-3-23) Attend and participate in BOCC public meeting. (5-4-23) New request for fence view. Advise packet will be mailed to them. (5-4-23) Prepare for BOCC public meeting of 5-8-23. (5-6-23; 5-7-23) Attend and participate in regular BOCC public meeting. (5-18-23; 5-22-23; 6-1-23) Work on county budget preparation information. (5-18-23; 5-19-23) Review information from a department on township legal issue. (5-21-23) Work on scheduling future executive session. (5-22-23) ***Preparation for presentation to BOCC during its June 1, 2023 meeting of City of Ogden "Interlocal Service Agreement"—fourth of those agreements presented to our 4 "small cities". Prepare correspondence to City of Ogden attorney. (5-30-23) Attend and participate in BOCC meetings. (6-1-23; 6-5-23) Mail City of Ogden attorney fully executed originals of "Interlocal Service Agreement—sales tax reimbursement. (6-5-23) Review request for letter of support from BOCC. (6-6-23) Work on county budget preparation information. (6-6-23) Work on fence view scheduling and notice. (6-5-23; 6-6-23-6-7-23) Prepare requested letters of support for telecommunications providers' applications for state of Kansas LINC grant program. (6-9-23). Email completed letter of support to contact for one provider, as requested by Cox Communications. (6-12-23) Work on 2 fence view applications. Attend and participate in BOCC public meetings. (6-8-23; 6-12-23) Conversation with opposing counsel on pending litigation in Riley County District Court. (6-14-23) Provide TVT BOCC-signed letter of support. (6-14-23) Work on scheduling fence views. Notices out to applicants and adjoining landowners served by the fence. (6-15-23) Teams meeting with Bond Counsel and Craig, Shelley and Rich about route for financing two pending county projects. I review and approve authorizing resolution and send it on to Bond Counsel for review. (6-21-23)***

"Constitutional Protection of County Home Rule":

County Counselors Association of Kansas:

County Jail Inmate Medical Care: Schedule staff discussion of contract development. (5-21-23)

Countywide Emergency Radio Communications System Upgrade: The upgrade is complete. But now the "program" phase has been completed, additional work from this department will be provided, as necessary,

during the “maintenance” and “warranty” periods now underway. Discussion with contract administrator for vendor (L3Harris) scheduled for August 27, 2021. Discussion held with vendor contract administrator. Discussion with EM Director (8-30-21). Working toward final documents of “program” phase. Conversation with EM Director. (9-24-21) Conversation with L3Harris contract administrator, moving this matter toward likely resolution by the BOCC on 9-30-21. (9-24-21) Review appropriately continues among EM, KSU and Emergency Dispatch personnel regarding close out of this phase of the project. (9-24-21) Draw Commission Agenda Report and place on 9-30-21 agenda for BOCC review and approval of contract documents. (9-28-21) Discuss final contract documents for agenda separately with EM Director and L3Harris Contract Administrator. (9-29-21) Obtain BOCC approval of Amendment 1 to Master Service Agreement. (9-30-21)

“Dark Store”:

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

Federal Rules on Vaccination Mandate:

First Christian Church: Now this property is “listed” as a “historic site,” there are state law restrictions applicable whenever a “project” is undertaken involving potential repair, damage or destruction of the site or its structure. Discuss text of journal entry proposed by counsel for Respondents. (12-9-22; 12-11-22) Request transcript of Court’s ruling. Arrange for generation of check based on invoice from court reporter. (12-20-22) Work on pending appeal by neighboring property owner. (12-27-22; 12-28-22; 12-29-22) Review transcript and notify opposing counsel I will provide revised version of her proposed journal entry—in order to conform the journal entry to the text of the transcript. (1-4-23) Provide opposing counsel proposed revised journal entry. (1-29-23) Following exchange of respective journal entries in February, 2023, counsel review proposed changes and agree on final version for filing with court. (2-28-23; 3-3-23; 3-5-23) Prepare notice of appeal, following legal research. (4-3-23; 4-4-23; 4-5-23) File Notice of Appeal in District Court. (4-5-23) Finalize notice of appeal, given appointment of Lyon County District Judge at outset of appeal. Discuss with staff of Lyon County District Court Judge and with Riley County District Court Clerk staff member. Provide copy of notice of appeal to Lyon County District Court Judge who was assigned and heard appeal. (4-6-23) **Work on appeal.** (5-24-23; 5-30-23; 5-31-23; 6-1-23) **Legal research on appeal.** (6-2-23; 6-5-23) **Work on appeal.** (6-13-23; 6-14-23; 6-15)

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

Legislation: Invitations out to state delegation for December 12, 2022 legislative conference, along with copy of agenda. (12-1-22) Reminders out to legislative delegation of 12-12-22 legislative conference. (12-8-22) Preparation for legislative conference. (12-11-22) Attend and participate in legislative conference. (12-12-22) Discuss legislative issue with County Appraiser. Review information and advise. (12-27-22) Discuss with 2 other county’s county counselors possibility of linking up both our respective legislative delegations and lobbyists for cooperative action on potential “nuisance abatement” statute during 2023 legislative session. (12-29-22) Discuss with County Clerk and legislative delegation member the RNR statute. (1-3-23) Drive to

Topeka and pick up lobbyist badge for 2023 state legislative session. (1-3-23) Week of January 23, 2023: Work on “vacant lot” house bill (HB 2083) and discuss with our legislative delegation; Work on RNR statute modification bill (HB 2002) and provide BOCC written testimony in support. Review legislative issues identified by contract lobbyist. (1-27-23.) Work on Nuisance Abatement legislation proposal on Riley County platform. (1-25-23;1-26-23; 1-27-23) Work on SB 90 and HB 2148—Treasurers’ Association auto tag fee bill. (1-26-23; 1-27-23) Review proposed schedule for temporary financing of High Plains Road project. (1-28-23) Review testimony from County Clerk’s association on HB & HB involving election matters. (2-6-23) Work on SB 162 (nuisance abatement) (2-9-23;2-10-23) Complete testimony in support and deliver required 75 paper copies to lobbyist for routing to Senate Local Government committee secretary.(2-10-23) Provide Riley County state legislative delegation, contract lobbyist, and KAC Riley County’s testimony in support of SB 162. (2-10-23) Route to Rep. Mike Dodson County Appraiser’s input on: HB2232 (Appraiser Qualifications); HB 2319 (tax exemption on business property in competition with property owned or operated by government); HB 2201(requiring 5 years valuations listed on CVNs); HB 2200 (exemption on homestead, retired, military); HB 2220 (5yr property tax exemption on startups); HB 2231 (tax exemptions for daycare); HB2056, HB 2057, HB 2237(no position from appraisers’ association or Appraiser). Provide BOCC testimony and our SB 162 to another county at that other county’s request—they are struggling with a number of “nuisance” real properties. (2-10-23) Work on SB 1623 and prepare for upcoming legislative hearing. (2-13-23) Attend and participate in legislative hearing on SB 162 before Senate Local Government Committee. (2-14-23) Zoom with Treasurer and County Clerk on SB 248. (3-1-23) Work on SB 248 & 252 analysis for relay to KAC and legislative delegation. (3-2-23;3-3-23; 3-7-23; 3-8-23) Work on analyzing SB 228 (amendment of multiple statutory provisions on jail administration) in response to legislative delegation member’s question; after requesting and receiving impact opinion from RCPD on any change county might support for reimbursement of jail inmate medical costs. Communicate with legislator. (3-8-23; 3-13-23;3-14-23) Communicate with contract lobbyist to work on scheduling “virtual” follow up legislative conference with delegation. Work with Cindy K. (3-15-23). Analyze and prepare for discussion of potential litigation in upcoming executive session. (3-15-23) Discuss legislative matter with member of delegation. (3-15-23) Communicate with legislative delegation to schedule virtual follow up legislative conference either April 10, 2023, or April 17, 2023. (3-16-23) Communicate with contract lobbyists. (3-17-23) Communicate with responding delegation members about their preferred dates. (3-18-23;3-19-23) Review communication from delegation member on pending bills. (3-19-23) Communicate with County Appraiser on proposed SCR freezing real property tax values at no more than 3% increase annually.(3-19-23) Work with PIO and County Appraiser on public statement regarding legislative item. (3-20-23; 3-21-23 Respond to staff communication on apparent status of SB 248 (exemption for “food” in existing and future local sales taxes) and HB 2002 (RNR notice costs paid by the state). (3-22-23) Work at county staff level on SB 248; SB 252. (3-1-23; 3-2-23; 3-3-23) Prepare for discussion with BOCC I’ll suggest at tonight’s public meeting in City of Riley. (3-30-2023) SB 323—requiring election of all county appraisers statewide. (3-30-23) Work on H Sub SB 42. Discuss with contract lobbyist. (4-2-23; 4-3-23) Work with PIO and County Appraiser on possible press release regarding SCR 1610. (3-21-23; 3-22-23) Prepare for March 27, 2023 Intergovernmental Luncheon and legislative update to present. (3-26-23) Attend and participate in Intergovernmental Luncheon—statutory update. (3-27-23) Work with PIO and County Appraiser on possible press release regarding SCR 1610. (3-27-23) Email delegation invitation to virtual follow up legislative conference scheduled for April 10, 2023, 10:30-11:30 a.m. (4-3-23) Review amended HB 2002—eliminating that portion of existing locally voter approved sales taxes generated by food sales; SCR 1611—4% ceiling on annual property valuations. (4-6-23) Draft agenda for 4-10-23 virtual legislative conference. Invitations out to contract lobbyist and KAC lobbyist. (4-7-23) Discussion with county’s contract lobbyist on status of various legislative items following legislature’s 4:30 a.m. adjournment Friday morning. (4-7-23) Draft agenda for virtual legislative conference. (4-7-23) Assist BOCC with conducting virtual legislative conference. (4-10-23) Review portions of 127-page Conference Committee Report on SB 8 (‘competition’ and a host of other legislative issues. (4-27-23)

Leonardville North County EMS Station: Follow up call to City of Leonardville attorney. (4-11-23) Set up phone appointment with City of Leonardville Attorney—to discuss having city begin process of opening the

easement as an alley for access to the site. (5-3-23) Phone discussion with City of Leonardville attorney and arrange for teams meeting next Tuesday (5-9-23) with him, Craig and me to discuss details of City legally “opening” alley to site of ambulance and performing tree trimming along that alley. (5-3-23)

Legislation:

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

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

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

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

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

Rural Economic Development Advisory Board:

Staff Budget and Planning Committee:

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

II. Projects by Department:

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

Riley County Appraiser’s Office: Assist with legal issue. (12-1-22) Discuss with County Appraiser separate legal issue. (12-2-2) Assist Department Head with legal issue and prepare for executive session on same. (12-1-22; 12-7-22) Discuss legislative conference matter with Department Head. (12-7-22) Department Head notifies of property taxpayer verbally abusive to staff. Advisee. (12-13-22) Discuss legislative issue with Department Head. (12-28-22) Discuss real property issue with Department Head and setting up staff meeting to discuss further. (12-29-22) Discuss KORA issue with Department Head and advise. (1-3-23) Review info

from County Appraiser on upcoming property tax appeal. Provide additional background information to Appraiser. (1-28-23) Advise on exemption matters. (2-8-23) Meet with County Appraiser on exemption issue. (3-6-23) Meet with County Appraiser and taxpayer representatives on same exemption issue. (3-7-23) Discuss with different taxpayer representative different exemption issue. (3-7-23) Review different pending exemption request material, at request of Department Head. (3-13-23) Advise Department Head on assessment issues. (3-20-23) Discussion with Department Head of legal issue. (4-27-23) Discuss separate exemption through bond issue. (5-3-23) Analyze IRB issue and advise Department Head. (5-5-23) Advise on legal question. (5-19-23) Assist Dept. Head with legal issue. (5-30-23) Advise on separate legal issue different from immediately preceding first two issues. (5-30-23) **Discussion with Department Head. (6-13-23) Return call from Department Head. Discussion with Department Head of legal issue. (6-14-23) Meeting with County Appraisal and legal staff on nuisance property issue. (6-14-23. Communicate with Department Head on legal issue. (6-20-23)**

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

Riley County Clerk: Review form of license application and its requirements at request of Clerk's staff. (12-7-22) Review revised license application provided today by Clerk's Office staff. Approve "as to form." (12-8-22) Review and respond to bond counsel question on term sheet for short term financing. (2-6-23) Advise on release of information issue. (4-19-23) Advise and assist departmental staff on release of information issue raised by state agency. (4-21-23) Assist with KORA issue. (5-3-23) Assist with same KORA issue through communication with outside requester; communication with I.T. based on prior provision of similar information requested in 2021. (5-4-23) Work on request for electronic data. (5-22-23; 5-23-23; 5-26-23) **Discuss contract issue. (6-2-23) Discuss contract issue. (6-13; 6-14) Work on same contract issue. (6-14-23) Teams meeting with Clerk and Election Supervisor on contract issue. (6-15-23) Confirm with County Clerk and Election Supervisor vendor has agreed to contractual provisions attachment; advise to place on BOCC agenda of public meeting on 6-22-23. (6-19-23) Work on separate proposed contract. Schedule Teams Meeting with Department Head and Election Supervisor for 6-21-23. (6-20-23) Teams meeting with Department Head and Election Supervisor on contract issue. Discuss. (6-21-23)**

Riley County Community Corrections:

Riley County Emergency Management: Contacted by EM regarding a 911 service issue. Discuss with EM Director. I called resident and left message with adult in home. (12-1-22) Return 12-5-22 call from resident. I describe to resident options as I understand and staff (EM and 911) work to this point and 911's referral of issue to state's 911 coordinating council—in hopes they can obtain solution for resident from A T & T landline provider (resident reports no cell service available his location). Encourage resident to try a number available to reach 911 as short-term solution while 911's involvement with state coordinating council. Encourage resident to call me with result of his use of that landline number to reach 911. Make arrangements to speak with resident by end of this week with any results of my conversations with 911. Talk with 911 and Tyler brings me up to speed on where this is with 911 coordinating council. (12-6-22) Call back resident and inform Tyler of 911 has been told should hear back "soon" from 911 coordinating council. I relay that information by phone to resident. He verifies his test of direct line call to 911 did work today. Understands that is an interim solution while coordinating council effort plays out. Encouraged him to call me back and check on progress of state coordinating council effort, within next 2 weeks, or whenever he wants to do so. (12-6-22) Contacted by PIO for information. Provide. Review info. (12-6-22) Follow up from 911 and PIO on interim solution is working based on test by resident. (12-7-22) Meet with Department Head on proposed EM personnel policies and Standard Operating Guidelines. (12-9-22) New information provided by Department Head on foregoing resident's report of continued issue with 911 contact, based on info he received from his land line provider.

(1-4-23) Department Head inquires about process for development of SOGs. Consult with HR who advises Department Head. (1-4-23) Request for contract assistance. (1-30-23) Information provided on scheduling training opportunity on FLSA. (1-30-23) Information provided on CPE building security. (1-30-23) Discuss litigation matter with Department Head. (2-8-23) Discuss pending legal matter with Department Head. (4-5-23) Prepare Declaration of Local Disaster Emergency; Obtain signatures of Vice-Chairman & County Clerk; File with County Clerk; Deliver to Baldwin Fisher for transmittal to KDEM. (3-20-23) Discussion with Department Head and confirm he wants existing Declaration of Local Disaster Emergency to expire by its terms this Monday, March 27, 2023 at 12:01 a.m. (3-22-23) Advise BOCC during public meeting of March 26, 2023 of immediately foregoing decision on Declaration of Local Disaster Emergency. (3-26-23)

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

Riley County Extension: Work on annual authorization for controlled beer sales during rodeo at county fair. (5-31-23)

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

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

Riley County Health Department: Work with department staff member on question about insurance coverage for staff. I ask County's insurance broker for information. (12-12-22) Follow up on question I previously asked county's insurance provider December 12. (12-28-22) Discussion with insurance agent on insurance coverage from a department's staff. Recontact staff member and advise agent will be contacting them for more detail—encourage staff member to check back with me next week if necessary. (12-28-22) *Advise Department Head on issue involving small city. (6-19-23)*

Riley County Historical Museum:

Riley County Human Resources: (1-4-23) Discuss with HR Manager and advise on personnel issue. (2-6-23) Assist with contract matter involving a different department. (2-21-23) Review contract and approve as to form. (3-18-23) Schedule discussion on two HR issues. (3-22-23) Discuss with HR Manager solicitation on county property by local business. (3-29-23) Communication from outside counsel on pending discovery matter in litigation. Communicate with HR manager and outside counsel. (4-5-23) Work with HR and Department Head on personnel matter. (4-5-23) Respond to inquiry from staff working group on building

environmental concern. Meet with staff working group. (4-7-23) Communicate with HR and Department Head regarding inquiry on a court interpretation of FMLA issue. (4-7-23) Discussion with staff working group on environmental issue. (4-11-23) Communicate with Department and schedule meeting on FMLA issue. (4-14-23;4-17-23) Assist HR with personnel matter. (4-19-23) Assist HR with two personnel matters. (4-20-23) Discussion with HR on personnel matter. (4-25-23) Assist HR staff with contractual issue. (4-25-23) Assist HR with benefits issue for a department's workforce. (4-25-23) Review and analyze different contractual issue. (4-25-23) Assist HR with discussion of new personnel issue. (4-26-23) Work on contract issue for HR and advise. (4-27-23) Work on personnel issue with HR and a Department. (4-28-23) Advise personnel issue involving unemployment insurance. (5-3-23) Work with HR and Department Head on personnel issue. (5-4-23) Discuss with staff "COVID" working group (Ambulance; RCHD; HR; Clerk) end of the public health emergency and benefits question raised. ((5-4-23) Communicate with HR and Department Head on personnel issue. (5-4-23) Discussion with Deputy County Counselor Woodard regarding legal issues surrounding immediately preceding legal issue. (5-4-23) Work on immediately preceding issue. Communicate with HR and Department Head. Schedule meeting with HR and Department for 5-5-23 (5-4-23) Meet with HR and assist with unrelated personnel issue. (5-4-23) Meet with Department Head and Deputy Counselor Woodard on issue scheduled on 5-4-23. (5-5-23) Teams meeting with HR and department leadership on personnel issue. Follow up with HR on same personnel issue. (5-8-23) Conversation with HR on different personnel issue. (5-8-23) Discuss personnel issue with HR Director. (5-19-23) Work on personnel issue. (5-22-23) Communicate with HR on pending litigation matter. (5-22-23) Assist HR with personnel issue. (5-31-23) ***Assist HR with personnel issues. (6-6-23) Assist HR with contractual issue. (6-7-23) Assist HR and county department with personnel issue. (6-12-23) Exchange communications with HR and department about personnel issue discussion rescheduling. (6-16-23) Communication from Dept. on personnel issue. Analyze. (6-15-23)***

Riley County Information Technology/GIS: Participate in staff working group discussion of network security improvement. (12-19-22) ***Follow up on "shapefile" request from company. (6-5-23)***

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

Riley County Noxious Weeds/Hazardous Household Waste: Discuss with department head upcoming potential property leases of county ground. (5-3-23) Request Department Head provide copy of deed on one of leased properties—to review restrictions on all the leased properties. (5-4-23) Schedule discussion with Department Head on real property issue. (5-22-23)

Riley County Planning & Development: Discuss issue with after phone call from County Sanitarian. (12-5-22) Discuss immediately preceding issue with Department Head (12-6-22) Phone conference with Department Head and County Sanitarian on previous issue. Possible solution reached based on input from Department Head and Sanitarian. County Sanitarian will speak with property owner. (12-7-22) Review new form proposed by P & D staff for land use regulations. Route issue to Craig for his review. (12-8-22) Discuss benefit district issue with Department Head and Deputy County Counselor. (12-20-22) Review information on preceding provided by Department Head. Further discussion on same issue. (12-20-22) Attend pretrial in District Court on Prairiewood appeal. (2-6-23) Approve draft pretrial order presented by opposing counsel; advise county staff witnesses of revised trial date. (2-7-23) Meeting with staff member to prepare for Prairiewood appeal. (2-28-23) Participate in zoom meeting with staff regarding upcoming Keats public meeting scheduled for 3-9-23, 7 p.m. (2-23-23) Analyze potential Memorandum of Understanding. (3-15-23) Discuss with Department Head benefit district question. (3-15-23) Work on Prairiewood District Court Appeal. (3-17-23) Communicate with Department Head and Craig about meeting next week to discuss issue relating to transition of EHS. (3-18-23) Discuss with Planning and Development Director possible contract for assistance with soil testing, given current lack of EHS. Meet with Director and Deputy Counselor on this subject in conference room, later same day. (3-22-23) Discuss potential contract development for soil inspections with temporary EHS assistance. Work toward potential contract (3-28-23) Work toward same

potential contract. Discuss with Department Head. (3-29-23) Work on appellate argument in Prairiewood appeal to District Court. (3-29-23) Work on appellate argument in Prairiewood appeal to District Court. (3-30-23; 3-31-23) File appellate brief in Prairiewood appeal to District Court. (3-31-23) Advise Department Head on contract matter. (4-6-23) Discuss with Department Head contract matter. Draft contract for EHS assistance and provide to Department Head (4-10-23) Communicate with Department Head on their proposed revisions to EHS draft contract. Work on those revisions/additions. Complete revision/additions and forward to Department Head for review. (4-11-23) Answer staff question about planning board hearing. (4-11-23) Conversation with Department Head on pending contract issue. (4-25-23) Conversation with Department Head on pending public hearing matter. (4-25-23) Meet with GIS on upcoming public hearing on land use issue. (4-25-23) Assist department staff by updating them and Department head on results of immediately preceding meeting with GIS. (4-25-23) Discuss with insurance agent coverage issue related to above contract for EHS assistance. (4-27-23) Discuss with Department Head movement of Prairiewood appeal to later hearing date. (4-30-23) Prepare for District Court hearing on Prairiewood; discussion with county witness. Relay information obtained to Planning & Development. (5-3-23) Assist Dept. Head with road renumbering issue. (5-30-23) ***Draw up agreed order withdrawing my motion finding requests for admission provided appellant are admitted. File approved order electronically.*** (6-5-23; 6-6-23) ***Schedule meeting with Department Head and staff on nuisance property.*** (6-9-23) ***Work on benefit district project and its authorization.*** (6-12-23; 6-13-23) ***Communicate with staff on nuisance property.*** (6-14-23)

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

Riley County Public Works: Contacted by PW staff about new owner of county park real property and continued county lease of parking space. Provide my contact information to new owner. (12-6-22) Follow up with Department Staff about proposed meeting in their conference room this Friday. (12-7-22) Meeting with Head of Department and Assistant County Engineer to prepare for upcoming discussion with transfer station operator. (12-9-22) Learn of potential grant opportunity for road projects. Provide information to Department. (12-11-22) Discuss former with Department staff member. (12-12-22) Meeting with Department Head and Assistant County Engineer to prepare for upcoming discussion with transfer station operator. (12-13-22) Work on immediately preceding item on information from provided by operator. (12-14-22) Work with Department Head on Construction Management at Risk selection process. (12-14-22) Participate in transfer station contract negotiation with Department Head, Assistant County Engineer, Operator and Operator's counsel and principals. (12-16-22) Staff discussion of issue related to preceding negotiation. (12-19-22) Teams meeting with Budget and Finance, Department Head and Assistant County Engineer regarding contract issue. (12-28-22) Continue work toward transfer station operation agreement. (1-29-23) Advise Dept. Head after review of MOU related to bridge project. (1-29-23) Refer to Department Head City of Ogden question about sharing bridge maintenance responsibility. Referred for Department Head response back to me. (2-22-23) Meeting with outside counsel at their request regarding overflow channel maintenance proposal (2-23-23) Work toward meeting to renew transfer station operation agreement. (3-6-23; 3-7-23; 3-8-23) Work on Public Safety Headquarters Building project. (3-7-23) Provide counsel for transfer station operator County's position on remaining issues for putting agreement in place. Repeat offer of dates/times to zoom or teams meeting on subject for week of 3-13-23. (3-10-23) Counsel for operator advises week of 3-13-23 won't work for operator of transfer station. Proposes following weekdays and times. I commit will check on "county side" of negotiation and get back to counsel for operator. I relay proposed days/times week of 3-20-23 to Director and Assistant County Engineer, along with my availability. (3-13-23) Discuss contract matter question as result of Township Officers' annual meeting. (3-15-23) Work on scheduling next zoom with staff and transfer station operator—contract negotiation. Discussion with staff. (3-17-23) Work on Transfer Station agreement renewal issues. (3-18-23) Zoom negotiation with transfer station operator and department head. Separate conversation with county insurer afterward (3-21-23) Schedule 3-23 conversation

with county insurer and department head on transfer station contract negotiation. (3-22-23) Conversation with attorney for transfer station operator about COLA in the proposed agreement and how it should work. (3-22-23) Conversation with City of Ogden Counsel about Cimmaron Bridge inspection and maintenance of overflow channel. (3-22-23) Discuss with our insurer transfer station insurance issue relevant to our negotiation for renewed contract with operator. (3-22-23) Discuss with insurer and Department Head insurance issue relevant to negotiation for renewed contract with operator. (3-26-23) Discussion with Department Head another Department Head and Division leader regarding scheduling of initial discussion at such staff level about environmental status of building. (3-28-23) Discuss with Department staff question on approval of contract for agenda. Confirm already provided to staff working group on contract's project. Relay confirmation. (3-30-23) Work with Department Head on Cimmaron Bridge inspection and City of Ogden's request. Speak with counsel for City of Ogden. (4-4-23) Work with Department Head on short term financing issues related to University Park and Lagoon Project. (4-4-23). Approve "as to form" contract extension with Howie's. (4-3-23) Respond to Craig's concept of potential new grant or loan opportunity for benefit district project. (4-5-23) Review University Park EPA consent order and work with Department Head on its use in possible project funding application. (4-5-23) Discuss contract issue with Department. (4-6-23) Analyze contract matter for Department. (4-6-23) Field question from bond counsel regarding the U.P. lagoon project ordered by EPA. Discuss with Department Head. Department head provides me answer to bond counsel question. (4-7-23) Relay Department Head's answer to bond counsel question about UP lagoon project. (4-9-23) Different project within Department—ongoing contract issue question forwarded by Julie Winter. (4-7-23) Discuss with Department Head and Assistant County Engineer in team meeting potential renewal of transfer station operation agreement. (4-10-23) Relay update to staff member my provision of U.P. lagoon project info to bond counsel. (4-11-23) Discuss scheduling a meeting on contract development issue. (4-17-23) Leave voicemail about scheduling meeting on contract development issue. (4-18-23) Teams meeting with Department Head and contractor on construction project issue. (4-21-23) Call from attorney for transfer station operator. Discuss upcoming potential meeting. (4-27-23) Relay information to Department Head and Assistant County Engineer. (4-27-23) Voicemail left with insurance agency on status of coverage issue on potential transfer station contract. (4-27-23) Discuss with Assistant County Engineer separate contract issues on Transfer Station and County Complex waste pickup. (4-28-23) Discuss with Department Head and Assistant County Engineer transfer station operation. (5-2-23) Work toward potential agreement on parking lot. (5-3-23) Work toward potential agreement on parking lot. (5-4-23) Discuss potential contract and bid documents on culvert replacement. Advise Assistant County Engineer. (5-5-23) **Communicate with Staff on completion of review of contract issue. (5-19-23)** Analyze contract issue on separate project at request of Department Head. Discuss with Department Head. (5-19-23) Teams meeting with Department Head on lease issue; and on township issue. (5-23-23) Communicate with landowner. (5-24-23) **Continue work on lease issue. (5-24-23; 6-6-23) Work on same lease issue. (6-11-23; 6-12-23) Discuss transfer station operation with Department Head and Assistant County Engineer (6-12-23; 6-13-23; 6-14) Work on benefit district project and its authorization (6-12-23; 6-13-23) Discuss transfer station issue with Department Head and Assistant County Engineer. (6-14-23) Communicate with Department Head and Assistant County Engineer about opportunity to Teams Meet with Operator and his counsel 6-23-23. (6-19-23) Send invitations for Teams Meeting to Operator, his counsel, Department Head and Assistant County Engineer. (6-20-23) Work on parking lot lease project. (6-19-23; 6-20-23; 6-21-23)**

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

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

RILEY COUNTY POLICE DEPARTMENT—Administered by Law Enforcement Agency ("Law

Attachment: FINAL Commission List 06.26.2023 (13528 : Clancy's Commission List)

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

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

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

Administrative Matters: Work on annual performance reviews. (12-1-22; 12-2-22; 12-3-22; 12-4-22; 12-5-22; 12-6-22; 12-7-22) Work with Clerk staff to reschedule administrative time on upcoming BOCC agenda. (12-7-22) Register for free webinar during lunch hour December 14, 2022; “Practical Law” updates from Westlaw—our computerized legal research provider. (12-7-22) Forward to Office Manager Clerk’s Office info on end-of-year vendor payments by check. (12-8-22) Discuss with Craig any updates to contact info. (12-13-22) Advise staff I’ll be into office after attending 8:30 a.m. meeting at Public Works. (12-13-22) Discuss with Craig teams meeting later this a.m. with Department Heads of Appraiser’s office and Planning and Development. (12-13-22) Review and Approve A/P and Accounts Payable documents. (1-30-23) Advise on chairs mistakenly moved out of CPE by CASA. (2-6-23) Work on arranging for office space for any attorney hired for vacancy of incumbent Deputy. Work on temporary location of conference room table for same purpose. Work with IT on technology need in space for same purpose. (3-15-23) Review and delete spam emails quarantined (3-19-23) Review communication from Federal District Court on amendments to local rules. (3-19-23) Approve staff request. (3-30-23) Order business cards for incoming Deputy County Counselor as of May 1, 2023. (4-5-23) Assist staff with follow up on minor structural repair of desk (donated by Treasurer) moved into office for incoming Deputy Counselor. (4-7-23) Repair of desk by Public Works staff accomplished. (4-11-23) Advise staff of information provided by Clerk’s office on address to use with P-Card purchases. (4-25-23) Approve annual leave request from staff. (4-26-23) Work with staff development of departmental 2024 budget request. (4-26-23) Work with office’s staff on Departmental 2024 budget request. (4-21-23; 4-26-23) Prepare memo in support of office’s 2024 budget request. (4-26-23) Complete departmental 2024 budget memo. Submit memo and 2024 budget request to Budget and Finance (4-27-23) Discuss with HR CAR I’ll prepare for transition of Counselor position based upon my scheduled 2025 retirement. (5-19-23) Work on transition of Deputy position given incumbent’s scheduled retirement. (5-22-23; 5-23-23) Discuss and decide with staff on renewal of “Hawver” subscription. (5-30-23) **Register for June 20 webinar on Title VI requirements under ARPA; to be conducted by Officer of Recovery. (6-5-23)**

Continuing Legal Education: Attend online CLE program. (6-11-23) Attend CCAK CLE program. (6-16-23)

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

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

meeting. (3-1-23) Attend and participate in committee meeting. (4-5-23) Attend and participate in committee meeting. (4-19-23)

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

Kansas Association of Counties:

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

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

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



INTERGOVERNMENTAL LUNCHEON

June 26, 2023
 12:00 p.m. (Noon)
 Rockin K's
 1880 Event Space
 1880 Kimball Avenue
 Manhattan, KS

A G E N D A

- I. Gather and Luncheon (11:30-12:00)
- II. Convene and Introductions
- III. Agenda Topics
 - a. Riley County Assessed Valuations (Anna Burson)
- IV. Miscellaneous Updates and Announcements and Possible Future Items
- V. Next Meeting Date: July 24, 2023
- VI. Adjournment

For those who have RSVP'd for lunch, food will be served starting at 11:30AM.
Payments can be collected on site by Manhattan-Ogden USD 383 by cash, check, or credit card.
If individuals need to be invoiced, address of entity to be billed is required with contact information.

**RILEY COUNTY LAW ENFORCEMENT AGENCY
SPECIAL LAW BOARD MEETING
City Commission Meeting Room
1101 Poyntz Ave.
Manhattan, KS
June 26, 2023 1:30 p.m.
Agenda**

I. ESTABLISH QUORUM- Chairperson Matta

II. PLEDGE OF ALLEGIANCE- Director Peete

III. GENERAL AGENDA

Pages 2-25

Pages 26-29

- A. Public Comment
- B. Fraternal Order of Police Lodge #17 Comments
- C. Board Member Comments
- D. Reopen Public Hearing for 2024 Budget- Chairperson Matta, Captain Jager & Director Peete-
(Discussion)
- E. Approve 2024 Budget- (Vote Required)
- F. Executive Session- (Vote Required)
 - 1. Non-Elected Personnel Matters
 - 2. Attorney Client Privilege
- G. Adjournment

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

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

Attachment: 06-26-2023 Special Law Board Meeting Packet (13530 : Special Law Board Meeting Agenda)



RILEY COUNTY POLICE DEPARTMENT

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

Riley County Law Enforcement Agency Special Law Board Meeting

**Monday, June 26, 2023
1:30 p.m.**

City Commission Chambers
1101 Poyntz Avenue
Manhattan, Kansas

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



RILEY COUNTY POLICE DEPARTMENT

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

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

FROM: Director Peete and Staff

MEETING: June 26, 2023

SUBJECT: June 2023 Special Law Board Meeting – 2024 Budget

BACKGROUND

Riley County Law Enforcement Agency (RCLEA or Law Board)

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

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

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

Riley County Police Department (RCPD)

The mission of the Riley County Police Department is:

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

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

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

It is the intent of RCPD staff to present to the Law Board a budget which will provide the men and women of RCPD with the resources they need to meet the Department's mission and long-term goals. Therefore, the budget presentations will reflect how the items proposed will move RCPD towards goal attainment.



First CALEA Law Enforcement Agency In Kansas Accredited Since 1991

RCPD is an Intelligence-Led¹, Evidence-Based Policing² organization that practices community engagement to earn and maintain the trust of those we serve. We seek to collaborate with community partners in solving community harms through the most cost-effective manner possible.

The make-up of RCPD provides for built-in efficiencies not found in traditional counties. RCPD is a county-wide, consolidated law enforcement agency and operates a consolidated Communications Center (police, city/county fire, EMS) and jail. In 2023, RCPD's budget represented 10.57% of the City of Manhattan's Annual budget and in 2023 it was 6.21% of Riley County's annual budget³. Furthermore, RCPD's percent of City/County's budget decreased from the previous year⁴. Past research, backed up by recent inquiries, has revealed that RCPD's percentage of the City/County's overall budget is comparable to or lower than similarly-sized agencies in the region. Additionally, there are 1.5 RCPD police officers per 1,000 Riley County residents. This is lower than the national average of 2.4 officers per 1,000 persons and much lower than the Kansas average of 2.6 officers per Kansas residents.⁵ Despite low officer to citizen ratios, the citizens of Riley County have enjoyed lower crime rates than the state average for the past 18 years (2003 – 2021).⁶

Funds and Reserves

By law, all of RCPD's budgeted operational funds derive from property taxes (19-4443).⁷ In 2023, RCPD represented 15.48% of County property tax and 18.89% of City of Manhattan property tax allocations. RCPD holds special accounts, funds, and reserves. Additional accounts held by RCPD outside of the General Fund and their balances as of December 31, 2022 include:⁸

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

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

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

⁴ RCPD represented 9.45% of the City of Manhattan/Riley County's collective budgets in 2022, this number decreased to 9.27% in 2023.

⁵ See the FBI 2019 UCR report <https://ucr.fbi.gov/crime-in-the-u.s/2019/crime-in-the-u.s.-2019/topic-pages/police-employee-data>

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

⁷ RCPD receives monies from the public for non-criminal fingerprinting services and copy fees. Per Kansas law, all fees received are returned to the General Fund in the form of carryover.

⁸ RCPD also maintains asset forfeiture funds. These are authorized at the sole discretion of the Director of the RCPD for purposes defined by law and may not be used to supplant the operating budget (60-4117 & U.S. Dept. of Justice Guide to Equitable Sharing <https://www.justice.gov/criminal-afmls/file/794696/download>). A public, annual report concerning RCPD's asset forfeiture funds can be found at <https://kasfr.kbi.ks.gov/res/p/Annual-Report/>. Between 2017 and 2019, RCPD committed \$883,000 in operating funds to purchase mobile and portable radios as part of Riley County's first responder radio infrastructure project. As of December 31, 2022, Riley County is holding \$76,483.04 in RCPD funds for this purpose.

- **Emergency Reserve Fund: \$750,000**
 - K.S.A. 19-4443 provides an emergency reserve fund for use in the event of a major unplanned event (natural or man-made disaster, civil disturbance, etc.). Emergency reserve fund use is only authorized with the approval of the Law Board. This fund cannot exceed 15% of the annual budget. \$750,000 represents approximately 3% of the current budget.
- **Information Technology (Budgeted Reserve Fund): \$992,803**
 - 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: \$1,245,732**
 - Reserve Fund is required for a Self-Insured Workers Compensation Plan.
 - The State of Kansas in the past has enforced a minimal balance for Self-Insured Plans. There is no reason at any time they can go back to this standard.
 - Our Workers Compensation Broker advises us that this is a reasonable amount to have on hand.
- **Statutory Fees Fund: \$82,390**
 - Funded by Concealed Carry registration fees and Offender Registry fees.
 - Concealed Carry fees may be used solely for “the purpose of administering this act” (K.S.A. 75-7c05 (c3)).
 - Offender Registry fees may be used only for law enforcement and criminal prosecution purposes and shall not be used to meet normal operating expenses, or as revenue to reduce funding for the department (K.S.A. 22-4904 (d9)).
- **Medical Reserve Plan Fund: \$1,145,425**
 - Required for self-insured health insurance plans and covers significant losses to the RCPD health insurance plan.
 - RCPD’s health insurance broker recommends maintaining a reserve at or above \$1,000,000.
- **Special Activities Fund: \$119,920**
 - Funding comes from various commissaries across the department such as vending and ATM commissions and inmate video/messaging. The minimum allowable commissary rate is charged on all services.
 - Funds can be spent at the approval of the Director. Typical expenses from this account include department banquets and retirement receptions.

2024 RCPD BUDGET – INITIAL PROPOSAL

The 2024 budget development cycle began in early 2023. After conducting an annual SWOT analysis⁹, RCPD staff reviewed its long-term goals and created annual goals for 2023. This review led RCPD staff to build a needs assessment on which the 2024 budget requests were based. Through this needs assessment, RCPD staff identified needs in both personnel and non-personnel budgets:

Personnel:

- Cost of Living Adjustment (COLA)
- Salary Survey Implementation
- 3 Police Officers
- Community Resource Officer
- General Counsel

Non-Personnel:

- Investigations Training Budget
- Patrol Training Budget
- Specialty Teams Training Budget
- Inmate Food
- Vehicle Maintenance
- Fuel
- Investigations Contracts

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

The initial proposed 2024 RCPD budget included the following items. They are listed in order of perceived priority:

- **Base Adjustment:** An increase of \$58,746 (0.23%) over the 2023 budget of \$25,051,492 is required to maintain the insurance and other administrative costs necessary to maintain current staffing levels. This increase includes salary step increases (merit pay) and longevity pay.

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

- **Item A – COLA:** An 8% COLA as recorded in the annual average of the 2022 Consumer Price Index (CPI) – Midwest Region. This represents an increase of \$1,452,656 (5.80%) over last year.
 - **Item A-2 COLA:** A 6.5% COLA was presented on May 15, 2023. This COLA represents an increase of \$1,199,891 (4.79%) over last year.

RCPD has utilized the CPI – Midwest Region for over 10 years for budgetary COLA purposes as staff has found it to be the most objective number to measure inflation. The salary survey also fundamentally relies upon and is adjusted to COLA to remain accurate. It is important that RCPD implements and prioritizes COLA to keep the integrity of the salary survey. Furthermore, implementation of a COLA takes place two years after inflation is felt due to the structure of the budgetary process. This means RCPD employees are currently feeling two years of inflationary pressure and devaluation of their dollar. The COLA implemented in 2024 will represent the inflation from 2022.

- **Item B – General Counsel:** An addition to the RCPD staff for the legal needs of the agency. This would be an increase to Salary & Benefits of \$135,288 and a decrease to Budget Line 6: Legal and Account of \$40,000. The net effect is a total increase of \$95,288 (0.38%).

The professional staff General Counsel position proposed by Director Peete is an operational benefit due to the high-risk nature of police and jail responsibilities. Creation of this position would allow for immediate access to an attorney skilled in criminal and civil law due to the extreme focus on the profession and the constant state of change in local, state, and federal laws that guide RCPD policies and procedures.

- **Item C – Salary Survey (50% of remaining survey):** This is a request of \$847,304 (3.38%)

This is the second year of implementation of our salary survey. In year one (2022) we implemented \$1,848,000 or 50% of overall cost. In year two (2023) we are requesting to implement \$847,304 or 25% of the total salary survey. This will leave us with \$849,530 to be implemented in a future budget cycle.

Despite the initial implementation of the salary survey in 2023, RCPD remains in a low tier of starting salaries for police officers compared to similarly-sized police departments in the state. Most other departments also received salary increases, moving our market position at a minimal pace compared to the expectation. Continued implementation is essential to keeping the high-level of talent we have and also attracting the same level of new talent. This represents an investment in the future of public safety in Riley County for years to come. The goal of the salary survey was to implement in two years. Unfortunately, due to inflation causing such a large COLA and increasing the dollar amount of the remaining salary survey by \$1,344,725, this is no longer a feasible ask of tax payers or even possible due to the statutory cap of RCPD budget increases.

Therefore, RCPD staff decided to implement over a three-year period. Further assessment of our needs led to \$1,463,492 being removed from consideration and prioritization of two items for our final 2024 budget proposal (Proposed Budget 3):

- Addressing inflation through a COLA in accordance with the CPI – Midwest Region
- Continued implementation of the remaining salary survey recommendation provided by The Arnold Group

Budget Proposals:

Proposed Budget 1

Base Adjustment
Item A: 8% COLA
Item B: General Counsel
Item C: 50% of the remaining salary survey

This budget represents an increase of \$2,505,150 (10.00%) over the approved 2023 budget. After carryover (\$256,633), this represents a realized increase to the tax payers of 8.98%.

Proposed Budget 2:

Base Adjustment
Item A: 8% COLA
Item C: 50% of remaining salary survey

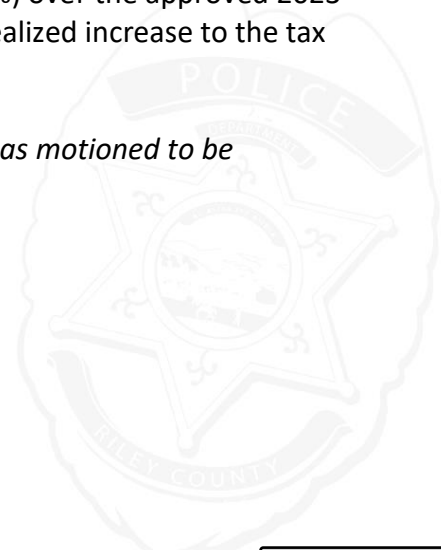
This budget represents an increase of \$2,409,862 (9.62%) over the approved 2023 budget. After carryover (\$256,633) this represents a realized increase to the tax payers of 8.60%.

Proposed Budget 3 (Published Budget):

Base Adjustment
Item A-2: 6.5% COLA
Item C: 50% of remaining salary survey

This budget represents an increase of 2,105,941 (8.41%) over the approved 2023 budget. After carryover (\$256,633) this represents a realized increase to the tax payers of 7.38%.

At the May 15, 2023 Law Board Meeting this budget was motioned to be published in the Manhattan Mercury on June 8, 2023.



2023 RCPD BUDGET PUBLISHED BUDGET SUMMARY

On June 20, 2023, RCPD staff provided the following Published Budget:

Published Budget:

- Base Adjustment
- Item A-2: 6.5% COLA
- Item C: Salary Survey (50% of remaining salary survey)

The Published Budget represents a \$2,105,941 (8.41%) increase over the 2023 approved budget. After carryover (\$256,633), this represents a realized increase to the tax payers of 7.38%.

REVENUE-NEUTRAL RATE

The RNR was not available in time for publication. RCPD staff included generic RNR-related language in the formal public hearing notice as follows: “The Revenue Neutral Rate was not available from the Riley County Clerk at the time of this publication.”

RECOMMENDATIONS

RCPD staff recommend the adoption of the Published Budget as the final 2024 approved budget. It will continue to provide the financial resources necessary for the agency to meet its goals. It will also provide funding to retain our most important assets, our people, while attracting the talent the community is accustomed to and deserves.

At the June 20, 2023 Law Board Meeting it was motioned to table the 2024 Published Budget 3 (7.38% increase). The Law Board made an additional request to staff to be presented a budget that does not exceed a 6% increase over the 2023 budget.

The following budgets will be presented at the Special Law Board Meeting held on June 26, 2023 at 1:30 PM.

Special Law Board Meeting Proposed Budgets:

Published Budget – Draft 3

- Base Adjustment
- Item A-2: 6.5% COLA
- Item C: 50% of the remaining salary survey

This budget represents an increase of \$2,105,941 (8.41%) over the approved 2023 budget. After carryover (\$256,633), this represents a realized increase to the tax payers of 7.38%.



Proposed Budget – Draft 4:

Base Adjustment
 Item A-2: 6.5% COLA
 Item C-2: 44% of remaining salary survey

This budget represents an increase of \$2,008,356 (8.01%) over the approved 2023 budget. After carryover (\$256,633) this represents a realized increase to the tax payers of 6.99%.

Proposed Budget – Draft 5:

Base Adjustment
 Item A-2: 6.5% COLA
 Item C-3: 37% of remaining salary survey

This budget represents an increase of \$1,885,600 (7.52%) over the approved 2023 budget. After carryover (\$256,633) this represents a realized increase to the tax payers of 6.50%.

Proposed Budget – Draft 6:

Base Adjustment
 Item A-2: 6.5% COLA
 Item C-4: 30% of remaining salary survey

This budget represents an increase of \$1,761,696 (7.03%) over the approved 2023 budget. After carryover (\$256,633) this represents a realized increase to the tax payers of 6.00%.

POSSIBLE MOTION(S)

Move to Approve 2024 RCPD Budget

Enclosures:

June 26, 2026 Special Law Board Meeting 2024 Budget Presentation (PPT)
 Published Budget 3
 Proposed Budget 4
 Proposed Budget 5
 Proposed Budget 6





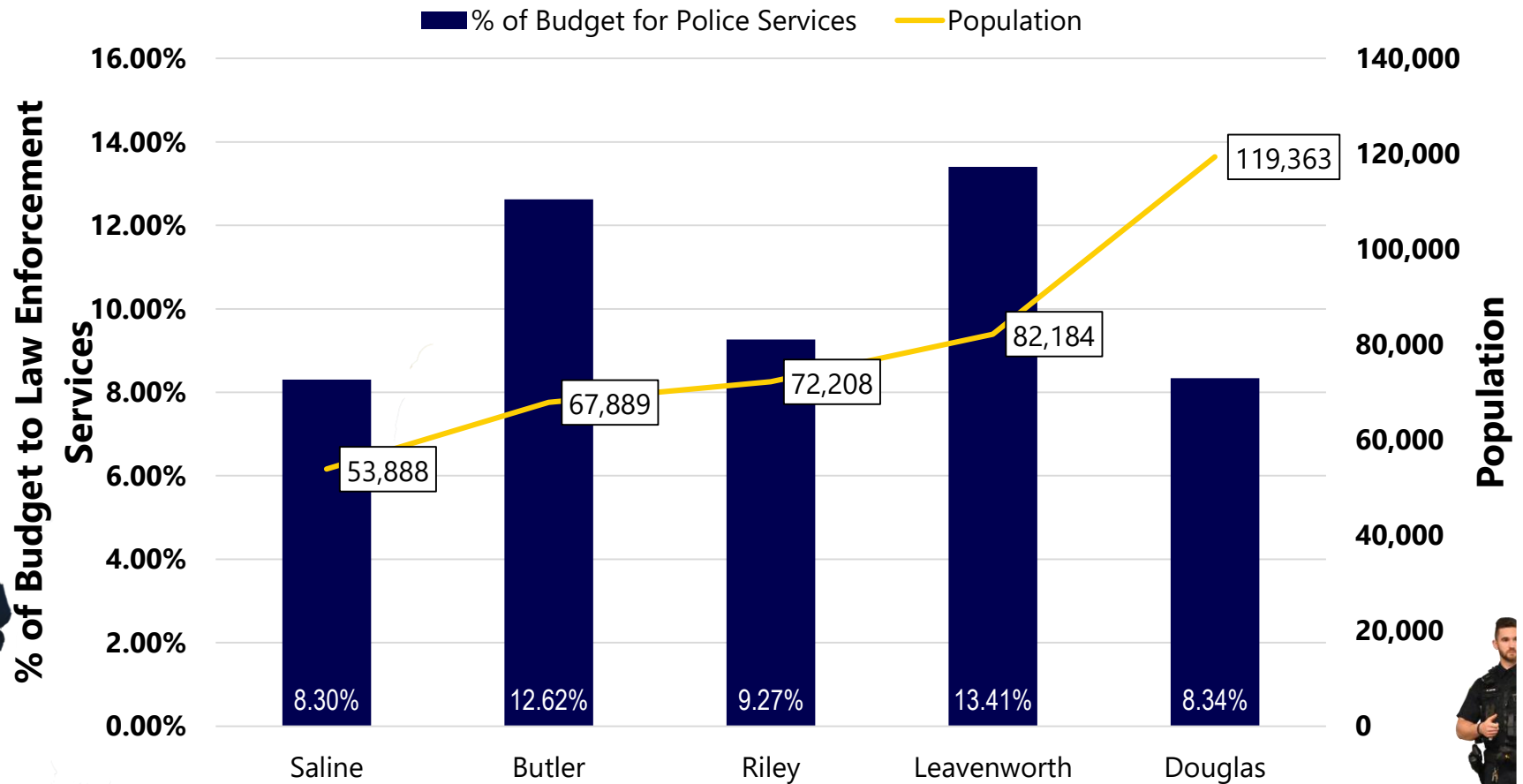
2024 Budget Presentation

Captain Brad Jager



Cost of Policing

2023 Law Enforcement Services Cost Comparison



RILEY COUNTY
POLICE DEPARTMENT

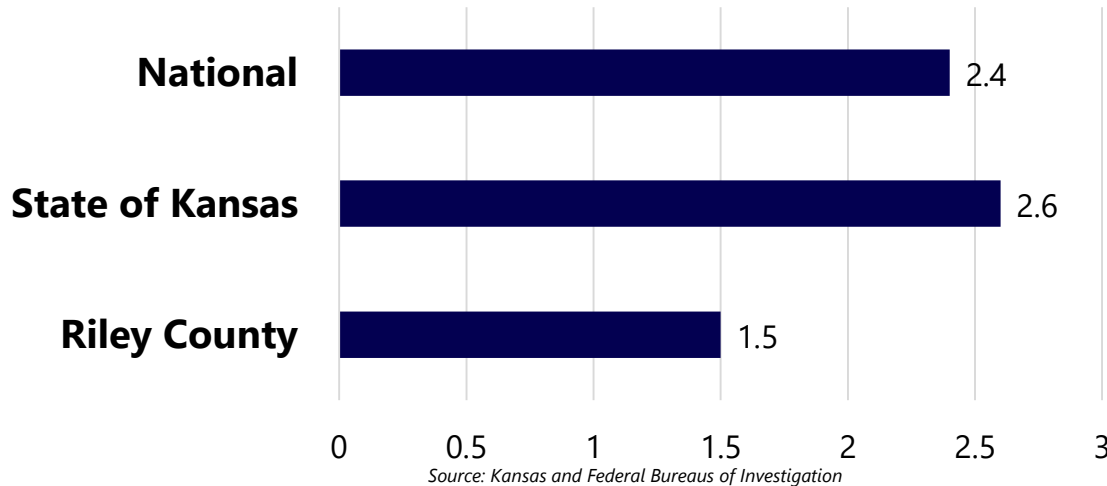
Source: Kansas Department of Administration – 2023 Municipal Budgets

Cost of Policing

	2019	2020	2021	2022	2023	2024
Budget Increase	\$ 797,652.00	\$ 693,801.38	\$0	\$ 876,634.62	\$ 1,981,404.00	\$
Itemized Increases	1.7% COLA	1.9% COLA	NO COLA	1.0% COLA	5.1% COLA	6.5% COLA
	1 Video Clerk	Overtime + \$125,262	NO Merits	2.0% Pay Adjustment	50% Salary Survey	TBD Salary Survey
	<1 Court Security Screener>	On Call Pay	Health Insurance <\$313,000>	Payroll Technician		
		3 Corrections Officers	Workers Comp <\$60,000>	Cook		
		CSI Detective	Retirement <\$15,000>	Court Security Screener		
		IT Reserve +\$145,000		Training +\$18,000		
		Legal Fees +\$40,000		Insurance +\$53,000		
Total Budget	\$ 21,499,652.00	\$ 22,193,453.38	\$ 21,193,453.38	\$ 23,070,088.00	\$ 25,051,492.00	
Carry Over	\$ (33,170.53)	\$ (91,713.38)	\$ (234,725.38)	\$ (84,215.00)	\$ (51,412.00)	\$ (256,612.00)
Tax Payer Impact	\$ 21,466,481.47	\$ 22,101,740.00	\$ 20,958,728.00	\$ 22,985,873.00	\$ 25,000,080.00	
% of City/County Total Budgets	9.96%	9.80%	9.57%	9.45%	9.27%	
% of City of Manhattan Budget	11.01%	10.76%	10.54%	11.16%	10.57%	
% of Riley County Budget	7.36%	7.44%	7.12%	5.99%	6.21%	

Cost of Policing

Officers per 1,000 Residents



Personnel account for

86%

of the RCPD budget

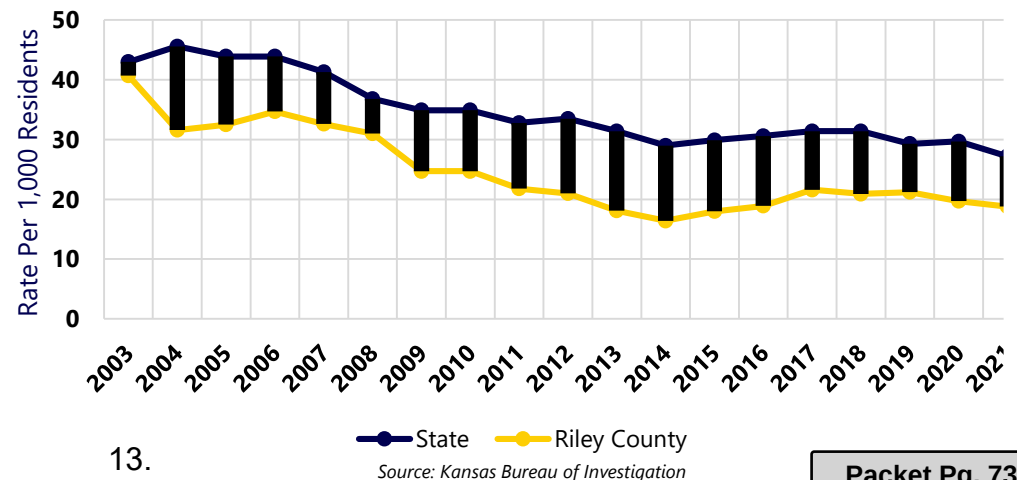
Riley County has enjoyed lower crime rates than the state average for the past

19

years

RILEY COUNTY
POLICE DEPARTMENT

Total Crime



Police Officer Starting Wages



	Hourly		
	Min	Max	Population
Shawnee PD	\$ 28.43	\$ 42.53	67,021
Wichita PD	\$ 26.26	\$ 37.11	394,574
Overland Park PD	\$ 25.96	\$ 46.79	195,249
Leawood PD	\$ 25.50		33,748
Salina PD	\$ 25.16		46,896
Topeka PD	\$ 24.96	\$ 39.20	126,802
Lenexa PD	\$ 24.58	\$ 40.60	56,755
Lawrence PD	\$ 24.44	\$ 39.75	94,745
Riley County PD	\$ 24.39	\$ 36.10	72,208
Leavenworth PD	\$ 22.60		37,216
Hutchinson PD	\$ 22.18	\$ 32.78	40,202
Junction City PD	\$ 21.58		23,033

Item A: COLA

Annual average since 2014

Year	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Annual	HALF1	HALF2
2013	1.3	2.2	1.4	1.2	1.8	2.2	1.8	1.2	1.0	0.8	1.0	1.0	1.4	1.7	1.1
2014	1.4	0.9	1.5	1.9	1.6	1.7	1.8	1.6	1.6	1.6	1.2	0.7	1.5	1.5	1.4
2015	-0.3	-0.5	-0.9	-1.1	-0.8	-0.7	-0.5	-0.3	-0.8	-0.3	-0.2	0.0	-0.5	-0.7	-0.4
2016	0.8	0.4	0.5	0.8	0.8	0.8	0.4	0.6	1.1	1.0	1.2	1.8	0.8	0.7	1.0
2017	2.2	2.4	1.9	1.8	1.4	0.9	1.3	1.5	1.5	1.5	1.9	1.7	1.7	1.8	1.6
2018	1.6	1.7	1.8	1.8	2.3	2.5	2.4	2.1	1.9	2.2	1.4	1.3	1.9	2.0	1.9
2019	0.8	1.3	1.7	1.5	1.3	1.2	1.5	1.5	1.4	1.5	1.9	2.3	1.5	1.3	1.7
2020	2.5	2.1	1.0	-0.4	-0.4	0.4	0.7	1.1	1.3	1.0	1.0	1.1	1.0	0.9	1.0
2021	1.2	1.7	3.0	4.9	5.6	5.8	5.9	5.7	5.7	6.6	7.3	7.5	5.1	3.7	6.5
2022	7.9	8.0	8.6	8.2	8.8	9.5	8.6	8.1	8.1	7.4	6.8	6.0	8.0	8.5	7.5
2023	6.0	5.6	4.9	4.9	3.7										

CPI Comparison		
Year	Annual Average	RCPD Budget
2014	1.5	
2015	-0.5	
2016	0.8	1.5
2017	1.7	-0.5*
2018	1.9	0.8
2019	1.5	1.7
2020	1	1.9
2021	5.1	0**
2022	8.0	1
2023		5.1
2024	15.	8.0 6.5

SWOT Analysis

Department Goals

Divisional Goals

Needs Assessment

Budget Requests



Needs Assessment

\$1,463,492 was removed from 2024 Budget Considerations.

We will assess how these items fall into our 5-Year Strategic Plan.

Personnel:

Cost of Living Adjustment
Salary Survey Implementation
~~General Counsel~~
~~3 Police Officers~~
~~Community Resource Officer~~

Non-Personnel:

Training

~~Police~~

~~ERU~~

~~Investigations~~

Contractual Services

~~Inmate Food~~

~~Vehicle Maintenance~~

~~Fuel~~

~~Investigations Contracts~~

Proposed Budgets

21.a

Budget 1

\$2,505,150

Total Increase

\$27,556,641

Proposed Budget
10.00%

(\$256,633)

Carryover

\$27,300,008

Realized
8.98%

Budget 2

\$2,409,862

Total Increase

\$27,409,862

Proposed Budget
9.62%

(\$256,633)

Carryover

\$27,204,720

Realized
8.60%

\$95,288 Cut

Budget 3

\$2,105,941

Total Increase

\$27,157,433

Proposed Budget
8.41%

(\$256,633)

Carryover

\$26,900,800

Realized
7.38%

\$399,208 Cut

***Additional \$1,463,492 was removed from 2024 budget
considerations during internal Needs Assessment**

RILEY COUNTY
POLICE DEPARTMENT

Base Adjustments
8% COLA 6.5% COLA
General Counsel
50% Remaining S

Proposed Budgets

21.a

Budget 3

\$2,105,941

Total Increase

\$27,157,433

Proposed Budget

8.41%

(\$256,633)

Carryover

\$26,900,800

Realized

7.38%

\$399,208 Cut

Proposed Budgets

21.a

Budget 3

\$2,105,941

Total Increase

\$27,157,433

Proposed Budget

8.41%

(\$256,633)

Carryover

\$26,900,800

Realized

7.38%

\$399,208 Cut

Budget 4

\$2,008,356

Total Increase

\$27,059,848

Proposed Budget

8.01%

(\$256,633)

Carryover

\$26,806,215

Realized

6.99%

\$496,793 Cut

Proposed Budgets

21.a

Budget 3

\$2,105,941

Total Increase

\$27,157,433

Proposed Budget

8.41%

(\$256,633)

Carryover

\$26,900,800

Realized

7.38%

\$399,208 Cut

Budget 4

\$2,008,356

Total Increase

\$27,059,848

Proposed Budget

8.01%

(\$256,633)

Carryover

\$26,806,215

Realized

6.99%

\$496,793 Cut

Budget 5

\$1,885,600

Total Increase

\$26,937,092

Proposed Budget

7.52%

(\$256,633)

Carryover

\$26,680,459

Realized

6.50%

\$717,134 Cut

Proposed Budgets

21.a

Budget 3

\$2,105,941

Total Increase

\$27,157,433

Proposed Budget

8.41%

(\$256,633)

Carryover

\$26,900,800

Realized

7.38%

\$399,208 Cut

Budget 4

\$2,008,356

Total Increase

\$27,059,848

Proposed Budget

8.01%

(\$256,633)

Carryover

\$26,806,215

Realized

6.99%

\$496,793 Cut

Budget 5

\$1,885,600

Total Increase

\$26,937,092

Proposed Budget

7.52%

(\$256,633)

Carryover

\$26,680,459

Realized

6.50%

\$717,134 Cut

Budget 6

\$1,761,696

Total Increase

\$26,813,188

Proposed Budget

7.03%

(\$256,633)

Carryover

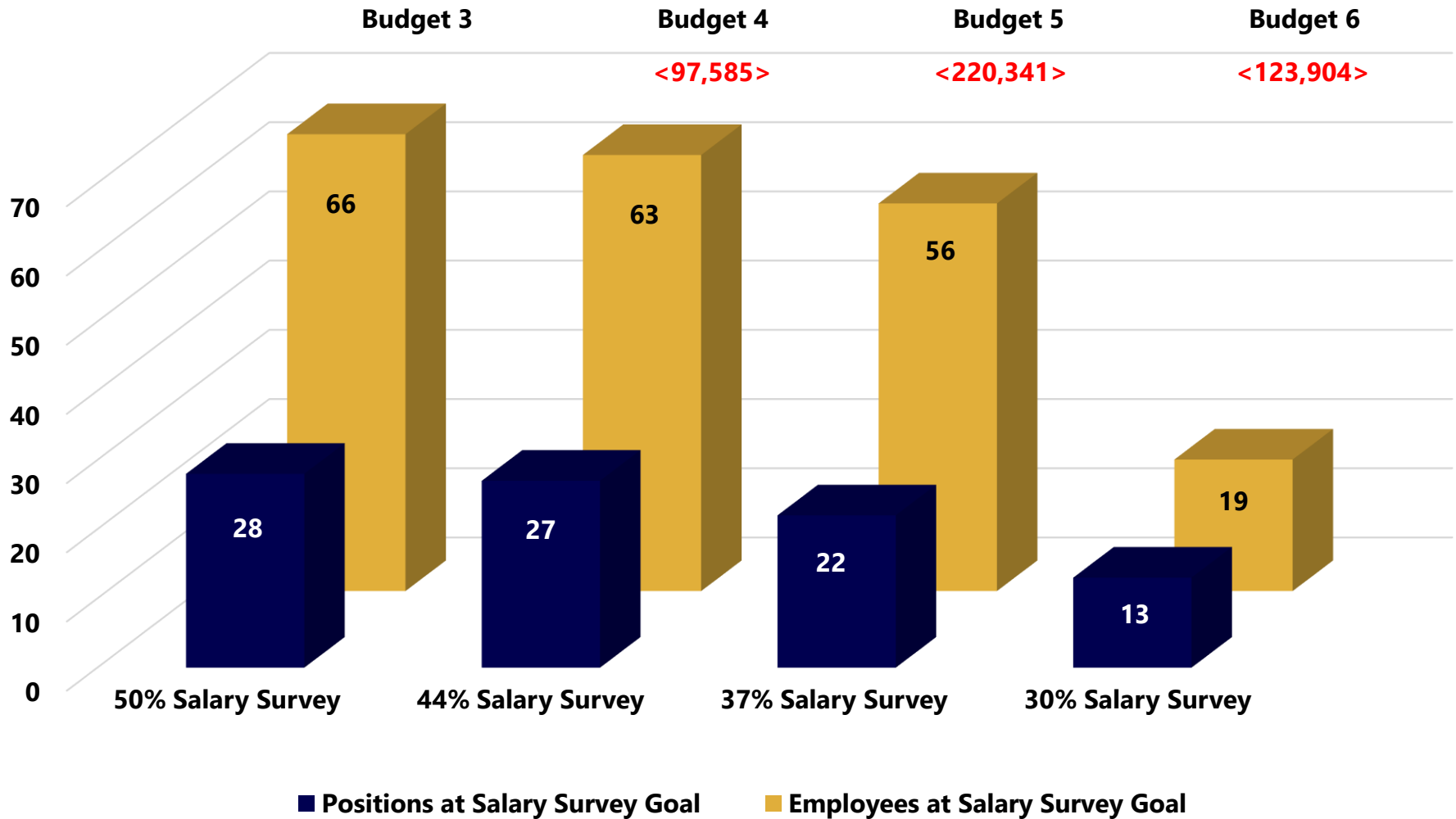
\$26,556,555

Realized

6.00%

\$841,038 Cut

Budget Impact on Salary Survey



Proposed Budgets

Attached:

Official Budgets: 2024 Budget Memo & Draft 3, 4, 5, 6

Recommendation:

Approve 2024 Published Budget - Draft 3

Action Item:

Move to Approve 2024 Budget

Budget Timeline

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

At the January 17, 2023 Law Board meeting, discuss, modify as necessary and approve the 2024 budget development timeline.

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

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

At the May 15, 2023 Law Board meeting, approve a budget of expenditures for publication prior to the mandatory public hearing, unless additional special budget meetings are deemed necessary.

No later than June 10, 2023 publish the proposed 2024 budget of expenditures with the City and County Revenue Neutral Rate (if available) in the Manhattan Mercury.

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

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



Thank You!

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

25.

Riley County Police Department

1001 South Seth Child Road
Manhattan, Kansas 66501

(785) 537-2100

www.RileyCountyPolice.com

@RileyCountyPD

Packet Pg. 85

Personnel

6.5% COLA

50% Salary Survey Adjustment

Riley County Police Department

2024 Proposed Budget 3

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

printed 5/5/2023

Personnel

6.5% COLA

44% Salary Survey Adjustment

Riley County Police Department

2024 Budget

Draft 4

Acct	Description	2021 Actual Expenditures	2022 Approved Budget	2022 Actual Expenditures	2023 Approved Budget	2024 Proposed Budget	Budget Difference	
01	Salaries-Full Time	12,787,711.85	13,980,077.00	13,039,960.34	15,637,969.00	17,190,046.14	1,552,077.14	
02	Salaries-Part Time	99,883.42	125,000.00	68,768.31	125,000.00	125,000.00	-	
03	Salaries-Overtime	574,030.70	471,762.00	657,706.61	471,762.00	471,762.00	-	
Total Salaries		13,461,625.97	14,576,839.00	13,766,435.26	16,234,731.00	17,786,808.14	1,552,077.14	
36	Kansas Police & Fire	1,756,178.36	1,932,211.00	1,792,200.54	2,155,361.00	2,395,357.29	239,996.29	
37	KPERS	503,009.36	611,788.00	527,749.63	646,542.00	802,549.70	156,007.70	
38	Social Security	517,479.42	590,623.00	539,001.24	654,574.00	713,295.90	58,721.90	
39	Health Insurance	1,540,000.00	1,537,150.00	1,500,000.00	1,537,150.00	1,537,150.00	-	
40	Workers Comp Insurance	258,737.48	380,000.00	149,906.04	380,000.00	380,000.00	-	
41	Unemployment Compensation	12,896.48	14,577.00	13,183.22	16,234.00	17,787.14	1,553.14	
Total Employee Benefits		4,588,301.10	5,066,349.00	4,522,040.67	5,389,861.00	5,846,140.03	456,279.03	
Total Personnel Costs		18,049,927.07	19,643,188.00	18,288,475.93	21,624,592.00	23,632,948.17	2,008,356.17	9.287%
04	Utilities	201,709.54	205,000.00	284,888.18	205,000.00	205,000.00	-	
05	Insurance	480,280.96	320,000.00	567,777.00	320,000.00	320,000.00	-	
06	Legal & Accounting	99,050.14	85,000.00	84,491.89	85,000.00	85,000.00	-	
07	Training & Travel	123,829.00	108,000.00	163,643.81	108,000.00	108,000.00	-	
08	Postage	5,688.28	7,400.00	5,545.85	7,400.00	7,400.00	-	
09	Printing	6,558.91	7,500.00	10,825.48	7,500.00	7,500.00	-	
10	Rentals-Maintenance Agreements	46,800.66	60,000.00	55,470.65	60,000.00	60,000.00	-	
11	Building & Grounds	74,521.68	30,000.00	36,034.75	30,000.00	30,000.00	-	
12	Equipment Repair & Maintenance	75,319.03	85,000.00	75,705.83	85,000.00	85,000.00	-	
13	Vehicle Maintenance	137,840.89	90,000.00	182,746.38	90,000.00	90,000.00	-	
14	Telephone Service	90,140.17	62,000.00	96,113.93	62,000.00	62,000.00	-	
16	Medical Fees	64,535.41	15,000.00	41,319.15	15,000.00	15,000.00	-	
19	Contractual services-Computer	648,392.29	690,000.00	763,513.38	690,000.00	690,000.00	-	
20	Other Contractual Services	660,584.39	314,000.00	672,934.96	314,000.00	314,000.00	-	
Total Contractual Services		2,715,251.35	2,078,900.00	3,041,011.24	2,078,900.00	2,078,900.00	-	
17	Prisoner Food & Care	253,390.20	195,000.00	380,525.36	195,000.00	195,000.00	-	
21	Community Services/Recruiting	20,843.65	17,500.00	19,953.68	17,500.00	17,500.00	-	
22	Books, Papers, Memberships	16,918.76	10,000.00	18,972.08	10,000.00	10,000.00	-	
23	Uniforms & Accessories	67,609.47	40,000.00	126,374.95	40,000.00	40,000.00	-	
25	Maintenance Supplies	19,842.46	29,500.00	21,211.75	29,500.00	29,500.00	-	
26	Fuel & Lubrication	220,100.62	163,000.00	314,684.96	163,000.00	163,000.00	-	
27	Vehicle Tires	16,493.23	17,000.00	19,664.94	17,000.00	17,000.00	-	
28	Office Supplies	28,327.74	24,000.00	48,983.02	24,000.00	24,000.00	-	
29	Replenishment Supplies	143,850.46	45,000.00	65,851.94	45,000.00	45,000.00	-	
Total Commodities		787,376.59	541,000.00	1,016,222.68	541,000.00	541,000.00	-	
30	Communications Equipment	37,594.26	10,000.00	119,010.42	10,000.00	10,000.00	-	
31	Guns & Crime Equipment	159,745.36	60,000.00	132,035.88	60,000.00	60,000.00	-	
32	Furniture	5,873.27	15,000.00	11,787.54	15,000.00	15,000.00	-	
33	Equipment	261,937.99	452,000.00	64,018.21	452,000.00	452,000.00	-	
34	Vehicles and Equipment	510,019.94	270,000.00	448,004.58	270,000.00	270,000.00	-	
35A	Reserves & Contingencies	69,338.00		35,065.00			-	
Total Capital Outlay		1,044,508.82	807,000.00	809,921.63	807,000.00	807,000.00	-	
Total Non-Personnel Costs		4,547,136.76	3,426,900.00	4,867,155.55	3,426,900.00	3,426,900.00	-	0.000%
Total		22,597,063.83	23,070,088.00	23,155,631.48	25,051,492.00	27,059,848.17	2,008,356.17	8.017%
					2022 Carry Over	(256,633.17)		-1.024%
						26,803,215.00		6.992%

printed 6/21/2023

Personnel

6.5% COLA

37% Salary Survey Adjustment

Riley County Police Department

2024 Budget

Draft 5

Acct	Description	2021 Actual Expenditures	2022 Approved Budget	2022 Actual Expenditures	2023 Approved Budget	2024 Proposed Budget	Budget Difference	
01	Salaries-Full Time	12,787,711.85	13,980,077.00	13,039,960.34	15,637,969.00	17,089,553.45	1,451,584.45	
02	Salaries-Part Time	99,883.42	125,000.00	68,768.31	125,000.00	125,000.00	-	
03	Salaries-Overtime	574,030.70	471,762.00	657,706.61	471,762.00	471,762.00	-	
Total Salaries		13,461,625.97	14,576,839.00	13,766,435.26	16,234,731.00	17,686,315.45	1,451,584.45	
36	Kansas Police & Fire	1,756,178.36	1,932,211.00	1,792,200.54	2,155,361.00	2,380,794.61	225,433.61	
37	KPERS	503,009.36	611,788.00	527,749.63	646,542.00	798,707.30	152,165.30	
38	Social Security	517,479.42	590,623.00	539,001.24	654,574.00	709,538.16	54,964.16	
39	Health Insurance	1,540,000.00	1,537,150.00	1,500,000.00	1,537,150.00	1,537,150.00	-	
40	Workers Comp Insurance	258,737.48	380,000.00	149,906.04	380,000.00	380,000.00	-	
41	Unemployment Compensation	12,896.48	14,577.00	13,183.22	16,234.00	17,686.65	1,452.65	
Total Employee Benefits		4,588,301.10	5,066,349.00	4,522,040.67	5,389,861.00	5,823,876.72	434,015.72	
Total Personnel Costs		18,049,927.07	19,643,188.00	18,288,475.93	21,624,592.00	23,510,192.17	1,885,600.17	8.720%
04	Utilities	201,709.54	205,000.00	284,888.18	205,000.00	205,000.00	-	
05	Insurance	480,280.96	320,000.00	567,777.00	320,000.00	320,000.00	-	
06	Legal & Accounting	99,050.14	85,000.00	84,491.89	85,000.00	85,000.00	-	
07	Training & Travel	123,829.00	108,000.00	163,643.81	108,000.00	108,000.00	-	
08	Postage	5,688.28	7,400.00	5,545.85	7,400.00	7,400.00	-	
09	Printing	6,558.91	7,500.00	10,825.48	7,500.00	7,500.00	-	
10	Rentals-Maintenance Agreements	46,800.66	60,000.00	55,470.65	60,000.00	60,000.00	-	
11	Building & Grounds	74,521.68	30,000.00	36,034.75	30,000.00	30,000.00	-	
12	Equipment Repair & Maintenance	75,319.03	85,000.00	75,705.83	85,000.00	85,000.00	-	
13	Vehicle Maintenance	137,840.89	90,000.00	182,746.38	90,000.00	90,000.00	-	
14	Telephone Service	90,140.17	62,000.00	96,113.93	62,000.00	62,000.00	-	
16	Medical Fees	64,535.41	15,000.00	41,319.15	15,000.00	15,000.00	-	
19	Contractual services-Computer	648,392.29	690,000.00	763,513.38	690,000.00	690,000.00	-	
20	Other Contractual Services	660,584.39	314,000.00	672,934.96	314,000.00	314,000.00	-	
Total Contractual Services		2,715,251.35	2,078,900.00	3,041,011.24	2,078,900.00	2,078,900.00	-	
17	Prisoner Food & Care	253,390.20	195,000.00	380,525.36	195,000.00	195,000.00	-	
21	Community Services/Recruiting	20,843.65	17,500.00	19,953.68	17,500.00	17,500.00	-	
22	Books, Papers, Memberships	16,918.76	10,000.00	18,972.08	10,000.00	10,000.00	-	
23	Uniforms & Accessories	67,609.47	40,000.00	126,374.95	40,000.00	40,000.00	-	
25	Maintenance Supplies	19,842.46	29,500.00	21,211.75	29,500.00	29,500.00	-	
26	Fuel & Lubrication	220,100.62	163,000.00	314,684.96	163,000.00	163,000.00	-	
27	Vehicle Tires	16,493.23	17,000.00	19,664.94	17,000.00	17,000.00	-	
28	Office Supplies	28,327.74	24,000.00	48,983.02	24,000.00	24,000.00	-	
29	Replenishment Supplies	143,850.46	45,000.00	65,851.94	45,000.00	45,000.00	-	
Total Commodities		787,376.59	541,000.00	1,016,222.68	541,000.00	541,000.00	-	
30	Communications Equipment	37,594.26	10,000.00	119,010.42	10,000.00	10,000.00	-	
31	Guns & Crime Equipment	159,745.36	60,000.00	132,035.88	60,000.00	60,000.00	-	
32	Furniture	5,873.27	15,000.00	11,787.54	15,000.00	15,000.00	-	
33	Equipment	261,937.99	452,000.00	64,018.21	452,000.00	452,000.00	-	
34	Vehicles and Equipment	510,019.94	270,000.00	448,004.58	270,000.00	270,000.00	-	
35A	Reserves & Contingencies	69,338.00		35,065.00			-	
Total Capital Outlay		1,044,508.82	807,000.00	809,921.63	807,000.00	807,000.00	-	
Total Non-Personnel Costs		4,547,136.76	3,426,900.00	4,867,155.55	3,426,900.00	3,426,900.00	-	0.000%
Total		22,597,063.83	23,070,088.00	23,155,631.48	25,051,492.00	26,937,092.17	1,885,600.17	7.527%
					2022 Carry Over	(256,633.17)		-1.024%
						26,680,459.00		6.502%

printed 6/21/2023

Personnel

6.5% COLA

30% Salary Survey Adjustment

Riley County Police Department

2024 Budget

Draft 6

Acct	Description	2021 Actual Expenditures	2022 Approved Budget	2022 Actual Expenditures	2023 Approved Budget	2024 Proposed Budget	Budget Difference	
01	Salaries-Full Time	12,787,711.85	13,980,077.00	13,039,960.34	15,637,969.00	16,987,953.08	1,349,984.08	
02	Salaries-Part Time	99,883.42	125,000.00	68,768.31	125,000.00	125,000.00	-	
03	Salaries-Overtime	574,030.70	471,762.00	657,706.61	471,762.00	471,762.00	-	
Total Salaries		13,461,625.97	14,576,839.00	13,766,435.26	16,234,731.00	17,584,715.08	1,349,984.08	
36	Kansas Police & Fire	1,756,178.36	1,932,211.00	1,792,200.54	2,155,361.00	2,366,438.47	211,077.47	
37	KPERS	503,009.36	611,788.00	527,749.63	646,542.00	794,679.46	148,137.46	
38	Social Security	517,479.42	590,623.00	539,001.24	654,574.00	705,720.11	51,146.11	
39	Health Insurance	1,540,000.00	1,537,150.00	1,500,000.00	1,537,150.00	1,537,150.00	-	
40	Workers Comp Insurance	258,737.48	380,000.00	149,906.04	380,000.00	380,000.00	-	
41	Unemployment Compensation	12,896.48	14,577.00	13,183.22	16,234.00	17,585.05	1,351.05	
Total Employee Benefits		4,588,301.10	5,066,349.00	4,522,040.67	5,389,861.00	5,801,573.09	411,712.09	
Total Personnel Costs		18,049,927.07	19,643,188.00	18,288,475.93	21,624,592.00	23,386,288.17	1,761,696.17	8.147%
04	Utilities	201,709.54	205,000.00	284,888.18	205,000.00	205,000.00	-	
05	Insurance	480,280.96	320,000.00	567,777.00	320,000.00	320,000.00	-	
06	Legal & Accounting	99,050.14	85,000.00	84,491.89	85,000.00	85,000.00	-	
07	Training & Travel	123,829.00	108,000.00	163,643.81	108,000.00	108,000.00	-	
08	Postage	5,688.28	7,400.00	5,545.85	7,400.00	7,400.00	-	
09	Printing	6,558.91	7,500.00	10,825.48	7,500.00	7,500.00	-	
10	Rentals-Maintenance Agreements	46,800.66	60,000.00	55,470.65	60,000.00	60,000.00	-	
11	Building & Grounds	74,521.68	30,000.00	36,034.75	30,000.00	30,000.00	-	
12	Equipment Repair & Maintenance	75,319.03	85,000.00	75,705.83	85,000.00	85,000.00	-	
13	Vehicle Maintenance	137,840.89	90,000.00	182,746.38	90,000.00	90,000.00	-	
14	Telephone Service	90,140.17	62,000.00	96,113.93	62,000.00	62,000.00	-	
16	Medical Fees	64,535.41	15,000.00	41,319.15	15,000.00	15,000.00	-	
19	Contractual services-Computer	648,392.29	690,000.00	763,513.38	690,000.00	690,000.00	-	
20	Other Contractual Services	660,584.39	314,000.00	672,934.96	314,000.00	314,000.00	-	
Total Contractual Services		2,715,251.35	2,078,900.00	3,041,011.24	2,078,900.00	2,078,900.00	-	
17	Prisoner Food & Care	253,390.20	195,000.00	380,525.36	195,000.00	195,000.00	-	
21	Community Services/Recruiting	20,843.65	17,500.00	19,953.68	17,500.00	17,500.00	-	
22	Books, Papers, Memberships	16,918.76	10,000.00	18,972.08	10,000.00	10,000.00	-	
23	Uniforms & Accessories	67,609.47	40,000.00	126,374.95	40,000.00	40,000.00	-	
25	Maintenance Supplies	19,842.46	29,500.00	21,211.75	29,500.00	29,500.00	-	
26	Fuel & Lubrication	220,100.62	163,000.00	314,684.96	163,000.00	163,000.00	-	
27	Vehicle Tires	16,493.23	17,000.00	19,664.94	17,000.00	17,000.00	-	
28	Office Supplies	28,327.74	24,000.00	48,983.02	24,000.00	24,000.00	-	
29	Replenishment Supplies	143,850.46	45,000.00	65,851.94	45,000.00	45,000.00	-	
Total Commodities		787,376.59	541,000.00	1,016,222.68	541,000.00	541,000.00	-	
30	Communications Equipment	37,594.26	10,000.00	119,010.42	10,000.00	10,000.00	-	
31	Guns & Crime Equipment	159,745.36	60,000.00	132,035.88	60,000.00	60,000.00	-	
32	Furniture	5,873.27	15,000.00	11,787.54	15,000.00	15,000.00	-	
33	Equipment	261,937.99	452,000.00	64,018.21	452,000.00	452,000.00	-	
34	Vehicles and Equipment	510,019.94	270,000.00	448,004.58	270,000.00	270,000.00	-	
35A	Reserves & Contingencies	69,338.00		35,065.00			-	
Total Capital Outlay		1,044,508.82	807,000.00	809,921.63	807,000.00	807,000.00	-	
Total Non-Personnel Costs		4,547,136.76	3,426,900.00	4,867,155.55	3,426,900.00	3,426,900.00	-	0.000%
Total		22,597,063.83	23,070,088.00	23,155,631.48	25,051,492.00	26,813,188.17	1,761,696.17	7.032%
					2022 Carry Over	(256,633.17)		-1.024%
						26,556,555.00		6.008%

printed 6/21/2023