



**Board of Riley County
Commissioners
Regular Meeting
Agenda
July 15, 2024**

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

Cindy Kabriel
785-565-6200

Commission Chambers

8:30 AM

[District 1 – John Ford, Chair](#)

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

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

8:30 AM

Call to Order

Pledge of Allegiance

Public Comment

1. Public Comments

Commission Comments

2. Commission Comments

Business Meeting

3. Sign Riley County Employee Action Form(s)

Review Minutes

4. Board of Riley County Commissioners - Regular Meeting - Jul 11, 2024 8:30 AM

Review Tentative Agenda

5. Tentative Agenda

Press Conference Topics

6. Discuss Press Conference

9:00 AM

Shilo Heger, Treasurer

7. Request to Fill Customer Service Representative I Position in County Treasurer's Office

9:05 AM

Russel Stukey, Emergency Management Director

8. Request to fill Deputy Chief of Administration

9:15 AM

David Adams, EMS/Ambulance Director

9. Staff Update

9:30 AM

Press Conference

10. Presentation of retirement plaque to Thereasa Stewart - John Ford (2-3 minutes)

- 11. Watering Program - Gregg Eyestone (2-3 minutes)
- 12. Riley County Office Building Hours - Vivienne Leyva (1-2 minutes)

9:40 AM**Clancy Holeman, Counselor/Director of Administrative Services**

- 13. Administrative Work Session
- 14. Pending County Projects County Counselor

10:00 AM**Bryant Parker, Deputy County Counselor**

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

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

- 16. Law Board Meeting Agenda

Adjournment

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



COUNTY CLERK & ELECTIONS
Personnel

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

COMMISSION AGENDA REPORT

FROM: Elizabeth Ward, Human Resources Director

MEETING: July 15, 2024

SUBJECT: Sign Riley County Employee Action Form(s)

PRESENTER: Elizabeth Ward, Human Resources Director

Enclosures:

- 2024-7 Treasure CSR PJackman EAF (DOCX)

RILEY COUNTY EMPLOYEE ACTION FORM

Company Code: 166733

Full Legal Name: Perla Jackman**Status Change Date:** 07/19/2024**Status Change:** Separation**Date of Hire:** 10/03/2022**Seniority:** 1 Year(s), 9 Month(s)**Position:** Customer Svc Rep I**Position Type:** Full-Time**Pay Range:** 4**Pay Type:** Hourly**Base Rate:** \$19.03**Annualized Pay:** \$39,582.40**Funds Codes:** 1-General/7-Treasurer**Supervisor:** Donna Borgerding**Department Head:** Shilo Heger

BoCC Chair _____

Date: _____

BoCC Member _____

Date: _____

BoCC Member _____

Date: _____

Attachment: 2024-7 Treasure CSR PJackman EAF (14900 : Employee Action Form (Green Sheet))



**Board of Riley County
Commissioners
Regular Meeting
TENTATIVE Agenda
July 18, 2024**

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

Cindy Kabriel
785-565-6200

Commission Chambers

9:00 AM

[District 1 – John Ford, Chair](#)

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

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

9:00 AM

Call to Order

Pledge of Allegiance

Public Comment

Commission Comments

Business Meeting

Review Minutes

Review Tentative Agenda

Press Conference Topics

9:30 AM

Clancy Holeman, Counselor/Director of Administrative Services

1. Administrative Work Session

10:00 AM

Gary Fike, County Extension Director

2. Staff update

10:15 AM

Brian Peete, RCPD Director

3. RCPD update

10:30 AM

Brittany Phillips, Budget and Finance Officer

4. Intent to exceed RNR

5. Approval to publish Notice of Budget Hearing

10:45 AM

Katharine Hensler, Museum Director

6. Staff update

11:00 AM

Elizabeth Ward, Human Resources Director

7. Request to fill County Counselor position

11:20 AM

Elizabeth Ward, Human Resources Director

Attachment: 07-18-24 tentative agenda (14218 : Tentative Agenda)

8. Request to fill Community Corrections Director

11:30 AM

Amanda Webb, Planning/Special Projects Director

9. USDA Housing Preservation Grant

4:00 PM

Joint City/County/County Meeting (at City Offices)

Adjournment

Announcements

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

A Ribbon Cutting for Station 102 Ashland will be held at 8:00 a.m. at 4928 McDowell Creek Road on Friday, July 19, 2024.

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.

Attachment: 07-18-24 tentative agenda (14218 : Tentative Agenda)



**Board of Riley County
Commissioners
Regular Meeting
TENTATIVE Agenda
July 22, 2024**

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

Cindy Kabriel
785-565-6200

Commission Chambers

8:30 AM

[District 1 – John Ford, Chair](#)

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

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

8:30 AM

Call to Order

Pledge of Allegiance

Public Comment

Commission Comments

Business Meeting

Review Minutes

Press Conference Topics

Review Tentative Agenda

9:00 AM

Bob Isaac, Planner

1. Public hearing for a final plat of PK Richards Addition

9:30 AM

Press Conference

2. Riley County Office Building Hours - Vivienne Leyva (1-2 minutes)

10:10 AM

Clancy Holeman, Counselor/Director of Administrative Services

3. Administrative Work Session

10:30 AM

Megan Lewis, Interim Community Corrections Director

4. Staff update

12:00 PM

Intergovernmental Luncheon

Adjournment

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



COUNTY TREASURER'S OFFICE
Personnel

Shilo Heger
Treasurer
110 Courthouse Plaza
Manhattan, KS 66502
Phone: 785-537-6320

COMMISSION AGENDA REPORT

FROM: Cindy Kabriel

MEETING: July 15, 2024

SUBJECT: Request to Fill Customer Service Representative I Position in County Treasurer's Office

PRESENTER: Shilo Heger, Treasurer

POSSIBLE MOTION(S)

Move to approve the request to fill the Customer Service Representative I in the County Treasurer's Office.

Move to deny

Move to modify

Move to table

No action required.

The Board agreed by consensus to

Enclosures:

- CAR Customer Service Rep I (DOC)
- Customer Service Rep I Position Description (PDF)
- 2024-7 Treasure Customer Svc Rep I PAF (DOCX)

**TREASURER'S OFFICE**

Shilo Heger
County Treasurer

110 Courthouse Plaza
Manhattan, Kansas 66502-0100
Phone: 785-537-6321
Fax: 785-537-6322
E-mail: sheger@rileycountyks.gov
Website: www.rileycountyks.gov

July 15th, 2024

To: Riley County Commissioners

From: Shilo Heger, Riley County Treasurer

RE: Customer Service Representative 1

A Customer Service Representative I employee has resigned. With this resignation I now have a vacant position. I am requesting to advertise for a Customer Service Rep 1 position. This position is in my 2024 budget. There should be no detrimental fiscal impact by filling the position.

We have one employee from the counter dedicated daily to perform drivers' license transactions. That leaves 8 employees at the counter to assist with motor vehicle and tax transactions. Without this position it would hinder our ability to assist customers in a timely manner especially if there are absences due to vacation or illnesses.

Thank you for your consideration.

Attachment: CAR Customer Service Rep I (14899 : Customer Service Representative I Request to Fill)

Job Title:	CUSTOMER SERVICE REPRESENTATIVE I		
Department:	Treasurer	Division:	Motor Vehicle
Reports To:	Vehicle Supervisor		
Pay Range:	4	Status:	Full Time
FLSA Status:	Non-Exempt		

PURPOSE: Accurate titling and registration of motor vehicles in Riley County, including specialized plates, repossessions, disability placards and refunds. Accurate collection of personal property and real estate taxes. Determine status of military for personal property tax exemption.

ESSENTIAL FUNCTIONS:

- Process title and registration applications.
- Advise customer for each independent situation, using Kansas Motor Vehicle laws and Kansas Department of Revenue Rules and Regulations and Federal Custom Laws.
- Analyze and verify legal documentation for titling and registering motor vehicles to determine authenticity and correctness of the documents.
- Keep abreast of constantly changing State regulations and statutes.
- Balance cash drawer daily
- Determine the proper tax situs, assign the proper tax code(s), and classify vehicle for registration.
- Calculate and collect personal property and real estate taxes, including appropriate delinquent fees and interest.
- Respond to telephone inquiries. Review customer needs solve the customer's concerns.

SECONDARY FUNCTIONS:

- Open office each morning and secure documents at night.
- Process lienholder mailings
- Order supplies.
- Process antique motor vehicle billings
- Process refunds on motor vehicle transactions
- Correspond with customer as needed.
- Assist with Webtags as needed.
- Process lien releases.
- Assist with filing and other duties as assigned.

POSITION REQUIREMENTS:

Education: High School diploma or equivalent required.

Successful completion of the MOVRS system for motor vehicle titling and registration through the Kansas Department of Revenue is mandatory upon hire.

Experience: 1 year experience in money handling. One year experience in working with the public. One year experience in an office environment.

Knowledge/Skills: Knowledge of Kansas Motor Vehicle laws and Kansas Department of Revenue motor vehicle rules and regulations as they apply to various types of vehicles including cars, trucks, motorcycles, motor homes, motor bikes, trailers, recreational vehicles, etc. Ability to use independent judgment, initiative, and discretion to make determinations and analyze whether documents are complete, accurate and authentic. Knowledge of the Federal Soldiers' and Sailors' Civil Relief Act of

Updated 2023

2003 and Kansas Statute 79-5107(e) regarding exemption of military from personal property taxes. Ability to examine legal documents for completeness, accuracy and validity of the items presented, through training and experience.

Working knowledge of Kansas Motor Vehicle statutes. Working knowledge of computers is necessary. General knowledge of personal property and real estate tax laws for collection purposes.

Supervisory Control: Supervision by the vehicle supervisor as to the correctness of the work on motor vehicles.

Supervisory Responsibility: None

Guidelines: Kansas statutes and Department of Motor Vehicles rules and regulations. Must follow State, County and Riley County policies with regards to personal property tax, real estate tax, motor vehicle and personnel actions.

Complexity: Position requires self-motivation and critical thinking. Title-related statutes and guidelines are complex and must be applied appropriately to each situation using independent judgment. The work includes numerous routine problems and questions that must be solved in accordance with established rules and regulations. Decisions must be made that involve the assessment of unusual circumstances, and variations in approach. Many decisions must be made in many different areas with a completely different set of rules for each one that do not relate to each other. Accuracy of all work is essential.

Scope & Effect of Work: The position contributes to the overall smooth function of the County Treasurer's office and its mission. The impact of the work ultimately affects the customer and the legality of the transaction. The work in this position can affect the County's image and operations. Ineffective performance will negatively affect the quality of service provided by the County Treasurer.

Personal Contacts: Contacts include members of the general public, County Treasurer's office staff and supervisors and staff from other County Departments.

Purpose of Contacts: Inform customers as to the laws and regulations in our state regarding vehicle registration and titling and taxation. Carry out the duties of the office in an efficient and friendly manner, while abiding by Kansas statutes, county policies and office policies. There are numerous irate and unhappy customers who must be dealt with in a calm, courteous manner.

Physical Demands/Effort: The employee is required to stand; walk; sit; use hands to finger, handle, or feel; reach with hands and arms; talk, hear and see. The employee must occasionally lift/pushes/pulls 20-50lbs, frequently lifts up to 10-25lbs and constant lift of up to 10lbs. Specific vision abilities required by this job include close vision, color vision, depth perception, and ability to adjust focus.

Work Environment/Conditions: The employee is exposed to normal noise level. However working conditions can become hostile with customers who are unhappy with the laws and procedures 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 Donna Borgerding on 07/09/2024 at 03:05 AM
- Shilo Heger, Final Approval

Internal Position Details (not displayed on job posting)		
Company Riley County, KS	Position Template Customer Svc Rep I [CSRI]	Work Location Office Building
Job ID 2570634	Salary \$18.71 - \$19.79	Supervisor Position No
Pay Grade Pay Grade 4 [4]	EEO Class Administrative Support [6]	Workers Compensation 8810 [8810]
Cost Center 1 County General [1]	Cost Center 2 Treasurer [7]	Cost Center 3 --
1 Job Slot CUSTOME-1		

Supervisor: Donna Borgerding

Department Head: Shilo Heger

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

Salary: \$41,163.20 Budget for Benefits: \$16,259.46 Total proposed annual budget: \$57,422.66

Additional Position Comments: _____

BoCC Chair _____ Date: _____

BoCC Member _____ Date: _____

BoCC Member _____ Date: _____

Attachment: 2024-7 Treasure Customer Svc Rep I PAF (14899 : Customer Service Representative I



**EMERGENCY
MANAGEMENT/FIRE**
Personnel

Russel Stukey
Emergency Management
Director
115 North 4th Street
Manhattan, KS 66502
Phone: 785-537-6333

COMMISSION AGENDA REPORT

FROM: Russel Stukey Fire Chief
MEETING: July 15, 2024
SUBJECT: Request to fill Deputy Chief of Administration
PRESENTER: Russel Stukey

BACKGROUND

This position recently became vacant and is critical to the effective operation of the Fire District.

DISCUSSION

This is one of the two Deputy Chief positions that assist me in managing the fire district equipment and personnel.

FISCAL IMPACT

This position is budgeted for

RECOMMENDATION(S)

I recommend filling this position.

POSSIBLE MOTION(S)

Move to approve filling the Fire District #1 Deputy Chief of Administration position.

Move to deny

Move to modify

Move to table

No action required.

The Board agreed by consensus to

Enclosures:

- Deputy Chief of Administration position description (PDF)
- 2024-7 Fire Deputy Chief Admin PAF (DOCX)

RILEY COUNTY, KANSAS JOB DESCRIPTION

Job Title:	DEPUTY FIRE CHIEF of ADMINISTRATION	
Department:	Emergency Management/Fire District #1	Division: Riley Co. Fire Dist. #1
Reports To:	EMERGENCY SERVICES DIRECTOR/FIRE CHIEF	
Pay Grade:	15	Status: Full Time
FLSA Status:	Exempt	

Position Summary: The Deputy Fire Chief of Administration (DCA) performs the administrative duties for RCFD#1, responds to emergency incidents assuming command and control of those incidents when necessary. Response duties are shared with the Deputy Fire Chief of **Operations** (DCO) and Fire Chief. The DCA manages records and associated reporting, serves as the code enforcement officer, assists with district budget preparation and expense tracking and development and implementation of district policies and procedures. The DCA manages technology related to firefighting. The DCA and DCO develop and implement the RCFD#1 training program. The DCA represents the district with the media, organizations, citizen groups, and other agencies to disseminate fire and district related information, coordinate inter-agency emergency response, and establish cooperative relationships for the district. Personnel Management is shared with the DCO.

ESSENTIAL FUNCTIONS:

- Rotate on-call fire response schedule with DCO for defined periods of time, such as alternating weeks to provide support and supervision of emergency response crews.
- Manage fire investigation related to individual fire response.
- Jointly supervise a volunteer workforce of 155 plus volunteer employees with the DCO.
- Manage RCFD#1 compliance with Kansas State Fire Marshall Office fire reporting requirements, maintain and analyze fire response data, and produce reports and presentations as needed.
- Jointly plan, coordinate and execute the training program.
- Manage RCFD#1 technology-based equipment to ensure readiness.
- Assist in managing the Fire District's operational equipment to ensure readiness.
- Assist with strategic planning for RCFD#1.
- Serve as the lead code enforcement officer for the district.
- Serve command staff role and/or assume the position of fire chief when necessary.
- Assist DCO with annual inventory of all department owned equipment.
- Attend various fire-training schools or seminars necessary to perform the functions of the job.
- Other duties as assigned

POSITION REQUIREMENTS: Education: A high school diploma or equivalent required.

License(s)/Certifications: Firefighter I and Instructor I certifications by an accredited institution or equivalent education and experience. Fire Officer I Certification and State certification for Arson Investigator is preferred. Must obtain First Responder certification or higher within 3 years of hire date. A valid Kansas Non-Commercial Class B Driver's license is required.

Experience: At least 4 years' experience in fire-fighting training and supervision activities, preferably with a volunteer organization. Demonstrated experience with the operation and maintenance of larger (1-ton capacity or larger) vehicles/apparatus is also required. Must demonstrate skill and knowledge in the use of the Incident Command System, utilized in exercises and actual emergency response.

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

Skills: Fire-fighting techniques, including structure and wildland fires. Supervision and effective relationships with employees and volunteers. Self-motivated and the ability to motivate others. Must be able to exercise good judgement in appraising emergency situations and to make appropriate decisions.

Ability to inspect fire apparatus, diagnose problems, and explain repair needs. Ability to read maps and find emergency locations using county addressing system. Ability to complete reporting requirements for the Kansas Fire Incident Reporting System. Basic Microsoft Office ability required.

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

Employee is required to stand; walk; sit; use hands to finger, handle, or feel; reach with hands and arms climb or balance; stoop, kneel, crouch, or crawl; talk or hear; and smell. Must regularly lift and/or move up to 20 lbs and during emergency situations lift and/or move up to 150 lbs. Must drive County vehicles long distances, across the county, on paved and unmaintained surface. Specific vision abilities required include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus. May result in extreme physical exertion. Must wear a self-contained breathing apparatus according to NFPA standards.

Must be willing and able to work hours necessary to accomplish the job requirements, remain awake for long periods of time (including 24 hour periods) under strenuous situations, remain on-call 24 hours a day for defined periods, attend meetings, seminars, and conferences during or after work hours, travel out of town or out of state for several days at a time, work under adverse conditions such as those inherent in emergency firefighting situations, consistently follow through with duties/assignments and work harmoniously with subordinates and superiors. Must be able to distinguish different colors.

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

The employee is exposed to wet and/or humid conditions; moving mechanical parts; high, precarious places; fumes or airborne particles; toxic or caustic chemicals; outside weather conditions; extreme cold extreme heat; risk of electrical shock; explosives; risk of radiation; and vibration. The noise level in the work environment is usually moderate.

During emergency response the DCA will encounter many hazardous conditions which frequently require special precautions and the use of protective clothing and equipment. The DCA will encounter critically high stress conditions during and following emergency and disaster situations.

Must reside within Riley County within 60 days of hire.

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.

Requisition Approval Process

Submitted by Russel Stukey on 07/11/2024 at 10:05 AM

Internal Position Details (not displayed on job posting)

Company Riley County, KS	Position Template Deputy Fire Chief of Administration [DCA]	Work Location CPE Building
Job ID 2578950	Salary -- \$2,459.20 - \$2,672	Supervisor Position Yes
Pay Grade RANGE 15 [RANGE 15]	EEO Class Technicians [3]	Workers Compensation 7710 [7710]
Cost Center 1 Riley Co Fire Dist #1 [183]	Cost Center 2 Fire District #1 [183]	Cost Center 3 --
1 Job Slot DEPUTY -1		

Supervisor: Russel Stukey

Department Head: Russel Stukey

☐ No changes to Position or Budget

☒ Budgeted

☐ New request for budget (details attached)

☒ Position Description attached

☒ New or updated position description

Total annual hours: 2080

Salary: \$72,426

Budget for Benefits: \$ 28,608

Total proposed annual budget: \$101,034

Additional Position Comments: _____

BoCC Chair

BoCC Member

BoCC Member

Date: _____

Date: _____

Date: _____



EMS/AMBULANCE
Staff Update

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

STAFF REPORT

FROM: David Adams, EMS/Ambulance Director
MEETING: July 15, 2024
SUBJECT: Staff Update
PRESENTER: David Adams, EMS/Ambulance Director

Operations

Calls for service:

June- 470

911-Call volume by station:

Medic 11 located at 2011 Claflin Rd: 148

Medic 21 located at 11th & Poyntz: 152

Medic 31 located at 3060 TCB (Riley County Public Works): 73

Medic 41 located at Manhattan Regional Airport: 68

Medic 51- Leonardville: 29

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

Working on new building construction related topics.

Leonardville:

Cracks in living room ceiling have been repaired.

Updated: 7/11/2024 8:03 AM by David Adams

Page 1

Packet Pg. 18

Headquarters:

Continuing with footings and walls.

Meeting biweekly with builders and architects.

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

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

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

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

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

Preparing for event standby season.

Concluded our yearly Active Violence training.

Driver training for all staff.

Medical Director case review with staff.

Observing field performance.

Event Standbys: 0

Education

100% review of all calls.

Review of data metrics to identify trends.

Pre-Hospital Trauma Life Support

Protocol book development is ongoing.

Equipment updates and training.

Community Outreach:

Car seat check lanes.

Staff Report (ID # 14901)

Meeting of July 15, 2024

Enclosures:

- June 24 Stats (XLSX)

EMS RESPONSES BY DAY OF THE WEEK		
Weekday	Count	Percent
01 - Sunday	64	14%
02 - Monday	59	13%
03 - Tuesday	65	14%
04 - Wednesday	82	17%
05 - Thursday	56	12%
06 - Friday	62	13%
07 - Saturday	82	17%
TOTAL	470	

EMS RESPONSES BY HOUR OF DAY		
Hour Range	Count	Percent
00:00:00 - 00:59:59	10	2%
01:00:00 - 01:59:59	11	2%
02:00:00 - 02:59:59	11	2%
03:00:00 - 03:59:59	9	2%
04:00:00 - 04:59:59	4	1%
05:00:00 - 05:59:59	9	2%
06:00:00 - 06:59:59	16	3%
07:00:00 - 07:59:59	12	3%
08:00:00 - 08:59:59	26	6%
09:00:00 - 09:59:59	15	3%
10:00:00 - 10:59:59	29	6%
11:00:00 - 11:59:59	29	6%
12:00:00 - 12:59:59	24	5%
13:00:00 - 13:59:59	24	5%
14:00:00 - 14:59:59	29	6%
15:00:00 - 15:59:59	27	6%
16:00:00 - 16:59:59	27	6%
17:00:00 - 17:59:59	26	6%
18:00:00 - 18:59:59	27	6%
19:00:00 - 19:59:59	30	6%
20:00:00 - 20:59:59	20	4%
21:00:00 - 21:59:59	21	4%
22:00:00 - 22:59:59	17	4%
23:00:00 - 23:59:59	17	4%

EMS RESPONSES BY UNIT CALL SIGN		
CALL SIGN	COUNT	PERCENT
Medic 11	148	29%
Medic 21	152	30%
Medic 31	73	14%

Medic 41	68	13%
Medic 51	29	6%

TOP 5 EMS RESPONSES BY DISPATCH REASON		
Complaint	Count	Percent
Transfer	74	16%
Sick Person	67	14%
Falls	60	13%
None Reported	40	9%
Unconscious	27	6%



**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: July 15, 2024

SUBJECT: Pending County Projects County Counselor

PRESENTER: Clancy Holeman, Riley County Counselor

Enclosures:

- FINAL_Commission List 07.15.2024 (DOCX)

PENDING COUNTY PROJECTS ▪ January 2024 through July 10, 2024, Submitted by Clancy Holeman, Riley County Counselor

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

COMMISSION LIST

I. Projects By Category:

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

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

on file documentation presented today by Jason Hilgers of City's draft plan on City's proposed CICO Park Improvements. (5-2-24) Review information for BOCC agenda item scheduled for 5-6-24. (5-3-24) Work on appropriation request analysis. (5-3-24) Attend and participate in BOCC public meetings. (5-9-24; 5-13-24. Work on analysis of appropriation issues. (5-9-24;5-12-24) Work on appropriation issue question. (5-14-24) Attend and participate in BOCC public meetings: (5-30-24; 6-3-24) Attend and participate in BOCC public meetings. (6-6-24; 6-10-24) Watch BOCC public meeting online during remote work. (6-13-24) Attend and participate in BOCC public meeting. (6-17-24) Attend and participate in BOCC public meetings. (6-20-24;6-24-24) Attend City/County/County meeting. (6-20-24) Communication on pending contractual issue. (6-21-24) Schedule executive session for Monday, July 1, 2024. (6-26-24) Attend and participate in BOCC meetings (6-27-24; 7-1-24) ***Attend and participate in BOCC meetings. (July 8, 2024; July 11, 2024) Attend and participate in staff working group on planned retreat. (7-9-24) Prepare for upcoming executive session. (7-8-24;7-9-24;7-10-24) Work on potential authorization for beer sales at Kaw Valley Rodeo during Riley County Fair. (7-8-24)***

“Constitutional Protection of County Home Rule”:

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

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

Delinquent Real Property Tax Sale: Legal research. Prepare documents for the next stage in the process. (4-12-24) Work to review final contract signed. (May 1, 2024) Contact IT with information on underlying purchase. (5-3-24) Attend and assist in Delinquent Real Property Tax Sale. (6-28-24)

“Dark Store”:

District Court:

Federal Rules on Vaccination Mandate:

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

Indigent Legal Services: Attorney contracts for 2022 were created and emailed to current attorneys under contract. (11-3-21) Notice to Riley County Bar Association of at least one attorney vacancy effective January 1, 2022. (11-4-21) Proposed 2022 contracts have been provided to all current lawyers under contracts. None returned as of 11-23-21. No indigent legal service contracts are in place for the calendar year 2022. Work on various issues related to this service. (2-10-23; 2-13-23; 2-14-23; 2-15-23; 2-16-23; 2-19-23; 2-20-23; 2-21-23; 2-22-23; 2-24-23; 2-26-23; 2-27-23; 2-28-23; 3-1-23; 3-2-23; 3-3-23; 3-4-23; 3-6-23; 3-7-23; 3-8-23) Work on various issues related to this service. (3-19-23) Work at staff level on compensation for this service. (3-28-23) schedule next staff level discussion of compensation for this service. Discuss with Deputy Counselor compensation for this service. (3-29-23) Work on project. (6-1-23) Work on project. (6-8-23) Draw up final version of CAR; RFP; and Contract. (6-19-23; 6-20-23) Obtain BOCC approval of form RFP and Contract. (6-22-23) Finalize RFP and contract and distribute to local Bar Association membership with encouragement to apply well before August 4, 2023, deadline for proposals because they will be considered as they are submitted. (6-29-23; 6-30-23) Create documents for publication in newspaper and placement on county website for this service. (7-7-23; 7-10-23; 7-11-23; 7-12-23) Deadline for proposals to arrive in Clerk's office 5 p.m. August 4. Work on issues related to service. (10-25-23.) Work on scheduling discussion. (6-5-24)

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

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

National Opioid Litigation Settlement: Notice of Deadline to “opt in” to latest round of national opioid class action litigation settlements is April 18, 2023. (3-27-23) Prepare and submit CAR for BOCC 4-10-23 public

meeting; with my recommendation to BOCC regarding “opt in” to latest round of national opioid class action litigation settlements—5 new defendants settling. Discuss with Assistant Attorney General managing this matter state-wide. (4-6-23) Submit electronically our “opt in” to latest round of national opioid class action settlements, as previously authorized by BOCC. Confirmation from settlement administrator that “opt in” accomplished. (4-14-23)

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

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

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

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

Rural Economic Development Advisory Board:

Staff Budget and Planning Committee:

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

II. Projects by Department or Division:

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

Riley County Appraiser’s Office: Communicate with department Head on costs associated with BOTA appeal. (12-29-23) Communicate with staff on immediately preceding issue. (1-1-24) Communicate with Appraiser on exemption application. (1-11-24) Advise Department Head on legal issues. (1-24-24) Advise Department Head on process issue. (2-29-24; 3-1-24) Communicate with department head. And Deputy Counselor. (3-4-24; 3-8-24) Advise Appraiser on KORA request. (5-1-24) Communication on legal matters. (5-1-24) Communication on different legal matters. (5-1-24; 5-2-24) Assist Department Head on pending matter. (5-6-24) Communicate on legal matter. (5-14-24) Meet with and advise Department Head on BOTA decision and separate appraisal matter. (5-29-24) ***Communicate with staff on upcoming meeting dates for discussion.***(7-5-24)

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

Riley County Clerk: Advise and assist on open record act issue. (9-12-23;9-13-23) Schedule meeting with staff of two departments to plan means of addressing particular type of KORA request in most fair and efficient manner to reduce, potentially, two departmental workloads. (9-13-23;9-14-23) Reschedule forgoing meeting to 10-27-23. (10-19-23) Work on contract law issue. (10-24-23) Assist with legal issue. (11-3-23;11-5-23; 11-6-23.) Approve on minute track as to form revised parking lot resolution developed by Deputy Counselor. (1-2-24) Work on autopsy record storage issue. (2-2-24) *Prepare* resolution regarding Plaza reservations; present to BOCC and obtain approval. (2-27-24; 2-28-24;2-29-24) Communicate with staff on a request for a mailing address change. Communicate with counsel on client name change. Communicate with staff on records name change issue. (3-4-24;3-5-24) Work on notice of upcoming special meeting of BOCC. (3-12-24) Work with Clerk staff member on preparing for RNR compliance during 2025 budget. (3-20-24) Work with Department Head and his staff on election procedural matters raised by vacancy in a City of Manhattan elected office. (5-10-24) Work on contract issue for department. (6-14-24) Attend and participate in staff working group regarding ongoing project. Communicate with contractor afterward. (6-17-24) Review return of contract accepting our contractual attachment. Communicate with Department staff on next steps for BOCC approval. (6-21-24) Prepare Commission Agenda report on foregoing project. Staff uploads for Thursday, June 27th BOCC public meeting. (6-24-24) Work on Finance Officer question on behalf of BOCC. (6-25-24) Legal analysis of RNR statute. (6-27-24; 6-28-24;7-2-24;7-3-24) ***Assist with staff questions regarding legal interpretation.*** (7-5-24)

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

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

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

Riley County Extension: Work on legal question raised by Director. (5-29-24)

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

public meeting. (4-1-24) Draft extension of Local Disaster Emergency Declaration on cybersecurity incident. Then obtain BOCC approval of extension of local disaster emergency declaration. (4-2-24; 4-3-24; 4-4-24) Draft local emergency declaration on Axeltion Hill Road wildfire and obtain BOCC chairman signature. (4-6-24) Prepare extensions of both local disaster emergency declarations. (4-10-24) Present and obtain BOCC approval of both immediately preceding local disaster emergency declarations. (4-11-24)

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

Riley County Health Department: Work on contract law issue. (10-12-23;10-13-23.) Work on contract law issue. (10-19-23;10-23-23; 10-24-23.) Advise Department on personnel policy manual upcoming revision. (3-19-24) Communicate with county staff on parking issue. (3-26-24) Schedule staff discussion with this Department and another on legislative issue. (6-26-24) (Advise Department Head on legislative matter. (7-3-24) Advise Department Head on state funding matter. (7-3-24)

Riley County Historical Museum:

Riley County Human Resources. Finalize Green Dot Contract. (9-12-23) Conversation with HR. (10-12-23.) Review example of proposed Performance Review new form to be completed by 10-16-23. (10-12-23) Work with a department on HR issue “IV.” (10-13-23.) Work with Department on unrelated HR issue (“V”). (10-16-23.) Work with Department on unrelated HR issue “VI”. (10-16-23.) Work with department on Personnel issue I. (10-19-23;10-23-23; 10-25-23.) Work with division on personnel law issue II. (10-24-23.) Work with Division and Department Head on personnel law issue II. (10-25-23;10-26-23;10-27-23;10-28-23-10-29-23;10-30-23) Work with Division and Department Head on personnel law issue. (11-1-23.) Work with Division and Department on personnel law issues. (11-2-23;11-3-23; 11-5-23;11-6-23.) Work on personnel law issue for Division and Department. (11-10-23). Work with Division and Department on personnel law issues. (11-9-23;11-13-23; 11-14-23). Prepare for disciplinary action appeal scheduled for January 4, 2024. (12-289-23) Communicate with team members on working group considering revision of personnel manual. Working group to reconvene 1-9-24. (1-2-24) Work on personnel issues. (1-4-24; 1-5-24) Communicate with Department head and Division head on upcoming potential meeting regarding process. (1-12-24) Communication from Division head on upcoming work group work for discussions on personnel policies. (1-12-24) Working group discussion of personnel policy issues. (1-12-23) Working group discussion of personnel policy manual. (1-18-24) Working group discussion of personnel policy practice. (1-22-24) Analyze and comment upon potential policy. (1-24-24) Analyze potential changes to personnel policy. (1-29-24; 1-30-24; 1-31-24) Advise on legal issue. (2-1-24) Work on personnel policy manual issues. (2-22-23;2-23-24) Communicate with Division director given federal law changes in identified policies. (2-27-24) Review material provided. (2-27-24) Work with Division Director on scheduling upcoming presentations to BOCC in public meetings. (3-12-24) Work on Personnel Policy issue. (3-13-24) Work on upcoming executive session. (3-12-24;3-13-24) Work on personnel policy issue. (3-14-24;3-15-24;3-17-24;3-18-24) Work on different personnel policy issues than immediately preceding entry. (3-18-24) Work on both of the immediately preceding entry matters. (3-19-24) Work on dress code issues. (4-9-24) Review KORA request. (4-9-24) Discuss personnel law issue. (5-8-24) Work with Division and Department Head on two distinct personnel law issues. (5-10-12) Work with Division and Department Head on distinct personnel law issue. (5-14-24) Review and continue working on proposed policy. (5-28-24; 5-29-24) Work with HR, and a Dept. Head on personnel law issue. (5-31-24; 6-3-24) Work with staff group on proposed policy. (6-3-24) Work with HR and Department Head on personnel issue. (6-3-24) Work with HR. on personnel issue. (6-4-24; 6-5-24)) Work with HR on personnel matter. (6-7-24) Work with HR on personnel policy approval. (6-7-24) Work with HR on 2 distinct and unrelated personnel law issues. (6-17-24) Work with HR on personnel law issues. (6-18-24) Work with Division head on personnel legal issue. (7-2-24) **Assist with upcoming personnel issue. (7-5-24)**

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

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

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

RILEY COUNTY POLICE DEPARTMENT—Administered by Law Enforcement Agency (“Law Board”): Communication from City Manager, County Clerk and County Attorney regarding RCPD question about potential ordinance or resolution. I contact Barry Wilkerson for discussion. (1-12-24) Work on project. (4-15-24; 4-16-24; 4-17-24) Communication from third party on budget matter. (5-2-24) Work on inmate medical project. (5-29-24) Participate in staff working group on inmate medical project. (5-31-24) Communicate with vendor of inmate medical services. (5-31-24)

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

her of procedural question. (5-7-24) Answer question from Department Head on procedural question. Communicate with Department Head and Cindy K. (5-7-24) Review litigation material served on a co-defendant in pending code enforcement case. (5-7-24) Discuss pending enforcement matter with Code Enforcement officer. (5-7-28; 5-8-24) Work on pending Court of Appeals matter. (5-15-24) Work on comp plan consultant project. (5-29-24) Calendar Evergy application regarding Ashland Bottoms special use application. (5-29-24) Review and sign plat presented by Department staff. (5-29-24) Prepare for executive sessions. (6-5-24) Advise Department Head on project legal issue. (6-12-24) Work on pending appeal matter. (6-25-24) **Work on pending sewer project. (7-3-24) (Advise Department Head on legislative matter. (7-3-24)**

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

Riley County Public Information Officer: Conversation on lawful options for final version of BOCC minutes. (10-24-23.) Schedule upcoming meeting on possible documentary. (3-12-24) Communicate with regarding Facebook change of services offered. (3-12-24) Discussion with PIO regarding request for release of information. (5-31-24)

Riley County Public Works: Discuss land use issue with Department Head. (10-12-23.) Communicate with potential vendor on project. (10-13-23.) Communicate with county insurer on project. (10-13-23.) Contract law issue. (11-6-23.) Work on bid packet issue. (1-2-24) Contacted by KDHE requesting permission for project. Relay request to Public Works Director and invite conversation. (1-3-24) Discuss with Director Township Officers' March 6, 2024, meeting agenda. Contact outside party as possible participant to assist with program. (2-2-24) Attend and participate in Township Officials annual meeting. (3-6-24) Review and approve contract "as to form." (3-8-24) Review contract proposed. (3-11-24) Discuss staff contract proposed. (3-12-24) Work with Assistant County Engineer on assembly of contract for agenda. (3-19-24) Review and approve as to form immediately preceding contract. Conversation with Cindy K on delivery of contract to County Clerk's office for this Thursday's agenda. Place contract in delivery bin from Public Works to County Clerk's office. (3-20-24) Work on elevator contracts and discuss with Department Head. (4-5-24; 4-6-24; 4-8-24) Conversation with Dept. Head regarding KDHE request to do well test on county site. (4-15-24) Conversation with Dept. Head regarding drainage easement. (4-16-24) Review update on pending resolution. (4-18-24). Review and approve as to form covenant and easement documents for EMS HQ project. (4-23-24) Respond to email from KDHE on agency's planned sampling in Fairmont Park, after discussion with Department Head. (4-23-24) Conversation with Assistant County Engineer. Approve as to form transfer station truck scale Contract. (4-23-24) Work on KDOT roundabout project as it affects Riley County. (4-26-24; 4-28-24; 4-29-24; 4-30-24) Work on preceding KDOT project as it affects Riley County. 5-8-24. Work on policy issue involving CDL training. (5-30-24; 5-31-24) Review and approve as to form project document. (5-31-24) Review and approve as to form unrelated project document. (5-31-24) Approve as to form contract for project. (6-3-24) Work on project documents. (6-4-24) Conversation with consulting engineer on state highway project. (6-14-24) Communication from KDOT counsel on state "roundabout" project at US 24 and K-13. Contact Public Works Directo. Contact KTOT counsel. (6-26-24) Communicate with Department Head on immediately preceding project. (7-2-24) Advise Department Head on separate and distinct legal matter. (7-3-24)

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

Riley County Treasurer: Discuss with Department Head process for Opioid Settlement Fund payments routed from Attorney General's Office. Discuss with Assistant Attorney General supervising such distributions. (12-21-22) Work on Delinquent Real Property Tax Foreclosure case for 2024. (4-12-24) Review

claim for delinquent real property taxes in mtg foreclosure case. (4-16-24) Review claim for delinquent real property taxes in mtg foreclosure case. (4-16-24) Review probate case order directing payment of real property tax. (4-16-24) Review mtg foreclosure case and demand for payment of real property tax. (4-16-24) Review of probate case and real property tax. (4-16-24) **Review** delinquent real property tax efilings. (4-19-24) Work with legal staff on upcoming delinquent real property tax sale. (4-23-24) Process with staff response to citizen inquiry to county website about tax sale properties. (4-29-24) Process with staff response to another citizen inquiry to county website about tax sale. (4-29-24) Discuss tax sale property issue involving request from executor of titled owner. Call the executor and leave voicemail. Resolve with executor. (5-7-24) Sign order dismissing individual parcel from tax sale. (5-8-24) Work with department staff on preparation of Motion for Default Judgement in 2024 delinquent real property tax sale. (5-10-24) Obtain judgment in favor of Riley County on motion for default judgment in Riley County District Court for upcoming delinquent real property tax sale. (5-28-24) Delinquent property tax sale meeting with office staff. (5-29-24) Approve withdrawal pleadings from pending probate cases wherein our filed claims for property taxes resulted in payment. (6-14-24) Assist Department Head with citizen communication. (6-17-24;6-18-24) Work on property tax foreclosure case. (6-26-24)

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

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

Administrative Matters: Discuss with HR CAR I'll prepare for transition of Counselor position based upon my scheduled 2025 retirement. (5-19-23) Work on transition of Deputy position given incumbent's scheduled retirement. (5-22-23;5-23-23) Discuss and decide with staff on renewal of "Hawver" subscription. (5-30-23) Register for June 20 webinar on Title VI requirements under ARPA; to be conducted by Officer of Recovery. (6-5-23) Information to Office Manager on invoice for Westlaw. (7-5-23) Partners' Meeting. (7-21-23) Review and approve proposed CAR drafted by H.R. for upcoming position vacancy due to retirement. (7-27-23) Work with HR and staff working group preparing for candidate interviews for 2 positions. (7-27-23;7-28-23) Staff meeting to discuss departmental input, as requested by PIO, on survey regarding retention and recruitment and retention. Provide info to PIO. (8-2-23) Review, approve Department timecards. (8-6-23) Work on transition of department for upcoming vacancy in Office Manager position. Review all internal applications. Communicate with both Riley County Deputy County Counselors and H.R. Director. (8-6-23) Work on transition of department to fill vacancy in Legal Assistant position. (8-10-23;8-11-23; 8-13-23) Review City/County/County agenda for 8-17-23 meeting. (8-13-23) Work on upcoming retirement receptions for department. (8-11-23; 8-14-23; 8-15-23;8-16-23;8-17-23) Continued work on transition of department to fill vacancy in Legal Assistant position. (8-15-23) Participate in panel interview of candidate for Legal Assistant I position.⁹ (8-18-23) Attend retirement reception in BOCC chambers for Jill Seaton. (8-31-23) Relay eflex latest to staff—No access to court of appeals or supreme court yet as of noon today. (1-26-24) Participate as donor in County/Red Cross blood donation drive. (2-14-24) Work on closing issue involving sale of a portion of a larger parcel—the sale of which does not involve a pending code enforcement proceeding. (2-15-24) Work at PW successfully confirming, with IT assistance, our desktops there appropriately "sync" with our desktops in our CPE office. (2-26-24) Work with Public Works on key card/key fob access to that portion of Public Works building where our office will temporarily relocate. (2-27-24) Work on temporary relocation of office during 4th floor renovation project. (2-28-24) Work with I.T. to synchronize desktops at departmental CPE office and temporary space at Public Works. (3-1-24) Catch up on emails. Respond when appropriate. (4-9-24) Work on transition of Deputy County Counselor caseload to County Counselor. (4-10-24; 4-11-24; 4-12-24) Work on applicant interview scheduling for Deputy County Counselor position. (4-15-24) Work with our Office Manager on 2025 departmental budget request. (4-16-24) Work on departmental transition matters. (5-2-24; 5-2-24; 5-3-24) Brief staff meeting—my meetings schedule today. (5-7-24) Review and delete emails. (5-7-24) Work on transition: Introduce Deputy County Counselor to BOCC

members; and 3 department heads (5-13-24) Introduce Deputy County Counselor to 3 more department heads. (5-14-24) Review and approve as to form payroll and accounts payable. (5-28-24) Work on transition matters in office. (5-30-24; 5-31-24) Contact IT about recent communications to organization about a system update. (6-3-24) Brief Bryant on relevant discussions during today's public BOCC meeting. (6-3-24) Weekly office staff meeting. (6-14-24) Work with staff working group on scheduled shut off of electricity to CPE. (6-17-24; 6-18-24) **Work on organization of office filing. (7-5-24)**

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

County Counselor Association of Kansas: Attend and participate virtually in Board of Governors meeting of CCAK. Summer CLE planning. (2-21-24) Contact KAC about presenter's assigned time during June 21, 2024, CCAK CLE program. Relay to presenter. Recontact KAC. Recontact presenter. (5-2-24) Contact from presenter. Relay information to Jay Hall. Confirm to presenter all in place for CLE. (5-6-24) *Communicate with Deputy Director and Presenter scheduled for CCAK CLE to take place 6-21-24.* (6-18-24) Attend online program of association for required CLE. (6-21-24)

Department Head Committee: Attend and participate in committee meeting. (7-5-23) Attend and participate in meeting. (7-19-23) Attend and participate in committee meeting. (8-2-23) Attend and participate in Committee Meeting. (10-18-23) Attend and participate in committee meeting. (11-1-23.) Prepare for meeting scheduled for 1-3-24 (1-2-24) Attend and participate in Committee meeting. (1-3-24) Prepare for, attend and participate in committee meeting. (3-20-24) Prepare for 4-17-24 committee meeting. (4-16-24) Attend and participate in committee meeting. (5-1-24) Attend and participate in committee meeting. (6-5-24) Attend and participate in meeting. (7-3-24)

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

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

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

Staff Budget and Planning Committee: Work with B & P on development of contracts for transfers to small cities for loss of funds as countywide ½ cent sales tax sunsets 12/31/22. (11-15-22) Review material for BOCC presentation to be made by Budget and Planning during the next BOCC public meeting. (11-28-22) Attend and participate in Committee meeting. (11-29-22) Ask Shilo for her opinion on draft of agreement. (2-7-23) Prepare for scheduled 1-3-24 committee meeting. (1-2-24) Attend and participate in Committee meeting. (1-3-24) Review upcoming agenda for scheduled 1-30-24 committee meeting. Communicate with committee. (1-26-24) Attend and participate in committee meeting. (2-20-24) Work with IT/GIS staff on temporary move of department to Public Works during 4th floor CPE construction project. (2-21-24) Attend and participate in meeting of committee. (3-11-24; 3-12-24; 3-13-24) Conversation with Budget and Finance Officer. Available date of return from vacation. Accept B & P Meeting scheduled for 3 pm May 28· 2024. (5-7-24) Attend and participate in committee meeting. (5-28-24) Work on potential remote work policy. (5-28-24; 5-29-24) Attend and participate in committee meeting. (6-4-24)

Staff Riley County Employee Recognition Day Planning Committee: Attend and participate in committee work planning Employee Recognition Day. (6-20-23) Analyze proposed venue contract. Conversation with County's insurer. Voicemail left with PIO. (7-5-23) Attend and participate in Committee meeting (7-18-23)

Communicate with sales representative for AMC Theatre. (8-2-23; 8-3-23) Communicate with AMC representative and our insurer regarding event. (8-13-23) Attend and participate in committee meeting. (8-15-23) Communicate with our insurer and attorney for venue regarding Recognition Day. (8-15-23) Communicate with attorney for venue regarding Recognition Day. (8-16-23; 8-17-23) Attend and participate in Employee Day. (10-9-23.) Work on future Employee Recognition Day issue. (10-18-23) Contact insurer to evaluate coverage for potential site for 2024 Employee Recognition Day. (1-2-24) Attend and participate in committee meeting. (2-20-24) Communicate in response to questions about recognition for years of service by employees in attendance. (3-15-24) Attend and participate in committee meeting. (3-19-24) Check on potential keynote or breakout session speaker. Contact agent for venue to confirm paperwork necessary to finally reserve venue, obtain copy of complete contract required and obtain liability insurance coverage requirements. Contact county's insurer to confirm the required liability coverage will be in place for county on October 14th. Attend and participate in committee meeting. (4-16-24) Work on venue documentation. (4-30-24; 5-1-24) Check with C & W on status of certificate of insurance. (5-3-24; 5-7-24) Work on venue reservation and insurance coverage required. (5-28-24; 5-29-24) Work on venue reservation. (6-7-24) Attend and participate in committee meeting. (6-18-24) Work with group on input for CAR to describe event for BOCC. (6-24-24)

Staff Road Renaming Committee:

**RILEY COUNTY LAW ENFORCEMENT AGENCY
LAW BOARD MEETING
City Commission Meeting Room
1101 Poyntz Ave.
Manhattan, KS
July 15, 2024 12:00 p.m.
Agenda**

I. ESTABLISH QUORUM- Vice Chairperson Ford

II. PLEDGE OF ALLEGIANCE- Director Peete

III. CONSENT AGENDA

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

- | | |
|-------------|---|
| Pages 3-6 | A. Approve June 17, 2024 Law Board Meeting Minutes |
| Pages 7-18 | B. Approve 2024 Expenditures/Credits |
| Pages 19-21 | C. 2024 Adjusted Financial Journal Entries- <i>(Review)</i> |
| Pages 22-25 | D. RCPD Related County Expenditures- <i>(Review)</i> |
| Page 26 | E. Riley County Jail Average Daily Inmate Population- <i>(Review)</i> |
| Page 27 | F. Seizure Expenditures- <i>(Review)</i> |
| Pages 28-43 | G. Monthly Crime Report- <i>(Review)</i> |

IV. GENERAL AGENDA

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|-------------|---|
| | H. Additions or Deletions |
| | I. Public Comment |
| | J. Fraternal Order of Police Lodge #17 Comments |
| | K. Board Member Comments |
| | L. Meritorious Service Award- Director Peete |
| | M. Law Board Meeting(s) Hosted in the County- Vice Chairperson Ford & Director Peete- <i>(Discussion)</i> |
| | 1. September 16, 2024 Law Board Meeting to be held at noon at VFW/Randolph City Hall, 101 W. Randolph, KS, 66554 |
| | 2. October 21, 2024 Law Board Meeting to be held at noon at Riley City Hall, 222 S. Broadway Street, Riley, KS 66531 |
| Page 44 | N. RCLEA 2024 Meeting Resolution No. 24-04- Director Peete & Board- <i>(Vote Required)</i> |
| Pages 45-70 | O. 2024 Midwest High Intensity Drug Trafficking Area (HIDTA) Topeka DEA Task Force Agreement- Captain Freidline- <i>(Vote Required)</i> |
| Pages 71-78 | P. RCPD Feasibility Study- Captain Hajek, Garric Baker & Bruce McMillan of Baker McMillan AIA Architects, P.A.- <i>(Discussion)</i> |
| | Q. Executive Session- <i>(Vote Required)</i> |
| | 1. Non-Elected Personnel Matters |
| | 2. Attorney Client Privilege |
| | R. Adjournment |

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

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



RILEY COUNTY POLICE DEPARTMENT

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

Riley County Law Enforcement Agency Law Board Meeting

**Monday, July 15, 2024
12:00 p.m.**

City Commission Chambers
1101 Poyntz Avenue
Manhattan, Kansas

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

RILEY COUNTY POLICE DEPARTMENT MONTHLY BUDGET STATUS REPORT

June 30, 2024		Budget	Current Actual	Actual-YTD	% to date	Last YTD	Remaining	% Balance
		Authorization	June	6 Months	50.00%	Actual	6 Months	50.00%
01	Salaries-Full Time	17,089,553.45	1,372,900.08	8,127,515.67	47.56%	7,397,155.99	8,962,037.78	52.44%
02	Salaries-Part Time	125,000.00	6,709.17	62,845.20	50.28%	41,078.08	62,154.80	49.72%
03	Salaries-Overtime	471,762.00	32,151.02	306,773.72	65.03%	339,999.82	164,988.28	34.97%
TOTAL SALARIES		17,686,315.45	1,411,760.27	8,497,134.59	48.04%	7,778,233.89	9,189,180.86	51.96%
36	Kansas Police & Fire	2,380,794.61	185,330.43	1,122,151.47	47.13%	1,093,903.42	1,258,643.14	52.87%
37	KPERS	798,707.30	60,162.84	360,755.76	45.17%	321,846.80	437,951.54	54.83%
38	Social Security	709,538.16	55,077.01	329,996.89	46.51%	301,963.06	379,541.27	53.49%
39	Health Insurance	1,537,150.00	120,000.00	720,000.00	46.84%	720,000.00	817,150.00	53.16%
40	Workers Compensation Insurance	380,000.00	4,461.38	63,104.59	16.61%	137,486.30	316,895.41	83.39%
41	Unemployment Compensation	17,686.65	1,347.03	8,106.88	45.84%	7,439.09	9,579.77	54.16%
TOTAL EMPLOYEE BENEFITS		5,823,876.72	426,378.69	2,604,115.59	44.71%	2,582,638.67	3,219,761.13	55.29%
TOTAL PERSONNEL COSTS		23,510,192.17	1,838,138.96	11,101,250.18	47.22%	10,360,872.56	12,408,941.99	52.78%
04	Utilities	205,000.00	18,679.84	71,449.44	34.85%	103,388.51	133,550.56	65.15%
05	Insurance	320,000.00	0.00	511,431.00	159.82%	473,805.00	-191,431.00	-59.82%
06	Legal & Accounting	85,000.00	4,976.00	39,117.50	46.02%	33,470.09	45,882.50	53.98%
07	Training & Travel	108,000.00	16,201.52	79,299.63	73.43%	58,594.87	28,700.37	26.57%
08	Postage	7,400.00	275.15	4,221.65	57.05%	3,842.34	3,178.35	42.95%
09	Printing	7,500.00	568.47	1,563.03	20.84%	1,659.69	5,936.97	79.16%
10	Rentals-Maint Agreements	60,000.00	4,587.45	24,745.18	41.24%	24,737.18	35,254.82	58.76%
11	Building & Grounds	30,000.00	3,044.02	18,729.31	62.43%	16,611.60	11,270.69	37.57%
12	Equipment Repair & Maintenance	85,000.00	1,314.47	12,696.11	14.94%	8,920.09	72,303.89	85.06%
13	Vehicle Maintenance	90,000.00	6,344.74	50,148.05	55.72%	53,087.13	39,851.95	44.28%
14	Telephone Service	62,000.00	12,961.70	34,601.18	55.81%	36,117.35	27,398.82	44.19%
16	Medical Fees	15,000.00	1,050.00	5,411.89	36.08%	10,575.42	9,588.11	63.92%
19	Contractual Services-Computers	690,000.00	95,047.49	449,213.91	65.10%	245,892.48	240,786.09	34.90%
20	Other Contractual Services	314,000.00	26,654.40	231,899.98	73.85%	485,113.84	82,100.02	26.15%
TOTAL CONTRACTUAL SERVICES		2,078,900.00	191,705.25	1,534,527.86	73.81%	1,555,815.59	544,372.14	26.19%
17	Prisoner Food & Care	195,000.00	40,673.70	192,015.17	98.47%	155,854.24	2,984.83	1.53%
21	Community Services	17,500.00	0.00	961.92	5.50%	8,262.92	16,538.08	94.50%
22	Books, Subscriptions, Memberships	10,000.00	1,206.49	3,175.28	31.75%	5,115.26	6,824.72	68.25%
23	Uniforms & Accessories	40,000.00	7,801.98	28,331.08	70.83%	27,752.92	11,668.92	29.17%
25	Maintenance Supplies	29,500.00	1,638.93	7,434.11	25.20%	4,155.62	22,065.89	74.80%
26	Fuel & Lubrication	163,000.00	23,774.92	103,137.49	63.27%	105,587.99	59,862.51	36.73%
27	Vehicle Tires	17,000.00	3,285.00	4,001.25	23.54%	1,002.14	12,998.75	76.46%
28	Office Supplies	24,000.00	1,292.22	10,636.95	44.32%	16,113.16	13,363.05	55.68%
29	Replenishment Supplies	45,000.00	7,535.53	26,176.38	58.17%	16,168.36	18,823.62	41.83%
TOTAL COMMODITIES		541,000.00	87,208.77	375,869.63	69.48%	340,012.61	165,130.37	30.52%
30	Communications Equipment	10,000.00	0.00	0.00	0.00%	200.43	10,000.00	100.00%
31	Guns & Crime Equipment	60,000.00	1,390.54	3,437.39	5.73%	30,925.19	56,562.61	94.27%
32	Furniture	15,000.00	112.70	3,134.64	20.90%	3,241.36	11,865.36	79.10%
33	Office Equipment	452,000.00	528.27	56,337.38	12.46%	65,455.20	395,662.62	87.54%
34	Vehicles and Equipment	270,000.00	223,325.00	223,343.99	82.72%	43,317.70	46,656.01	17.28%
TOTAL CAPITAL OUTLAY		807,000.00	225,356.51	286,253.40	35.47%	143,139.88	520,746.60	64.53%
TOTAL NON-PERSONNEL COSTS		3,426,900.00	504,270.53	2,196,650.89	64.10%	2,038,968.08	1,230,249.11	35.90%
TOTAL EXPENDITURES		26,937,092.17	2,342,409.49	13,297,901.07	49.37%	12,399,840.64	13,639,191.10	50.63%

Attachment: 07-15-2024 Law Board Packet (14021 : Law Board Meeting Agenda)

RILEY COUNTY POLICE DEPARTMENT REPORT OF AVAILABLE BUDGET

June 30, 2024		Budget	Budget	Total	Spent-YTD	Encumbered	Total Used	% Used	Remaining
		Authorization	Credits	Spendable	6 Months		To Date	To Date	Available
01	Salaries-Full Time	17,089,553.45	74,858.59	17,164,412.04	8,127,515.67	0.00	8,127,515.67	47.35%	9,036,896.37
02	Salaries-Part Time	125,000.00	0.00	125,000.00	62,845.20	0.00	62,845.20	50.28%	62,154.80
03	Salaries-Overtime	471,762.00	43,717.15	515,479.15	306,773.72	0.00	306,773.72	59.51%	208,705.43
TOTAL SALARIES		17,686,315.45	118,575.74	17,804,891.19	8,497,134.59	0.00	8,497,134.59	47.72%	9,307,756.60
36	Kansas Police & Fire	2,380,794.61	0.00	2,380,794.61	1,122,151.47	0.00	1,122,151.47	47.13%	1,258,643.14
37	KPERS	798,707.30	0.00	798,707.30	360,755.76	0.00	360,755.76	45.17%	437,951.54
38	Social Security	709,538.16	0.00	709,538.16	329,996.89	0.00	329,996.89	46.51%	379,541.27
39	Health Insurance	1,537,150.00	0.00	1,537,150.00	720,000.00	0.00	720,000.00	46.84%	817,150.00
40	Workers Compensation Insurance	380,000.00	0.00	380,000.00	63,104.59	0.00	63,104.59	16.61%	316,895.41
41	Unemployment Compensation	17,686.65	0.00	17,686.65	8,106.88	0.00	8,106.88	45.84%	9,579.77
TOTAL EMPLOYEE BENEFITS		5,823,876.72	0.00	5,823,876.72	2,604,115.59	0.00	2,604,115.59	44.71%	3,219,761.13
TOTAL PERSONNEL COSTS		23,510,192.17	118,575.74	23,628,767.91	11,101,250.18	0.00	11,101,250.18	46.98%	12,527,517.73
04	Utilities	205,000.00	0.00	205,000.00	71,449.44	0.00	71,449.44	34.85%	133,550.56
05	Insurance	320,000.00	0.00	320,000.00	511,431.00	0.00	511,431.00	159.82%	-191,431.00
06	Legal & Accounting	85,000.00	50.00	85,050.00	39,117.50	0.00	39,117.50	45.99%	45,932.50
07	Training & Travel	108,000.00	5,083.95	113,083.95	79,299.63	0.00	79,299.63	70.12%	33,784.32
08	Postage	7,400.00	256.77	7,656.77	4,221.65	0.00	4,221.65	55.14%	3,435.12
09	Printing	7,500.00	0.00	7,500.00	1,563.03	0.00	1,563.03	20.84%	5,936.97
10	Rentals-Maint Agreements	60,000.00	0.00	60,000.00	24,745.18	0.00	24,745.18	41.24%	35,254.82
11	Building & Grounds	30,000.00	47.44	30,047.44	18,729.31	0.00	18,729.31	62.33%	11,318.13
12	Equipment Repair & Maintenance	85,000.00	0.00	85,000.00	12,696.11	0.00	12,696.11	14.94%	72,303.89
13	Vehicle Maintenance	90,000.00	6,368.07	96,368.07	50,148.05	0.00	50,148.05	52.04%	46,220.02
14	Telephone Service	62,000.00	1,030.25	63,030.25	34,601.18	0.00	34,601.18	54.90%	28,429.07
16	Medical Fees	15,000.00	0.00	15,000.00	5,411.89	0.00	5,411.89	36.08%	9,588.11
19	Contractual Services-Computers	690,000.00	3,610.10	693,610.10	449,213.91	0.00	449,213.91	64.76%	244,396.19
20	Other Contractual Services	314,000.00	49,129.67	363,129.67	231,899.98	0.00	231,899.98	63.86%	131,229.69
TOTAL CONTRACTUAL SERVICES		2,078,900.00	65,576.25	2,144,476.25	1,534,527.86	0.00	1,534,527.86	71.56%	609,948.39
17	Prisoner Food & Care	195,000.00	58,223.38	253,223.38	192,015.17	0.00	192,015.17	75.83%	61,208.21
21	Community Services	17,500.00	0.00	17,500.00	961.92	0.00	961.92	5.50%	16,538.08
22	Books, Subscriptions, Memberships	10,000.00	0.00	10,000.00	3,175.28	0.00	3,175.28	31.75%	6,824.72
23	Uniforms & Accessories	40,000.00	7,980.10	47,980.10	28,331.08	0.00	28,331.08	59.05%	19,649.02
25	Maintenance Supplies	29,500.00	0.00	29,500.00	7,434.11	0.00	7,434.11	25.20%	22,065.89
26	Fuel & Lubrication	163,000.00	0.00	163,000.00	103,137.49	0.00	103,137.49	63.27%	59,862.51
27	Vehicle Tires	17,000.00	0.00	17,000.00	4,001.25	0.00	4,001.25	23.54%	12,998.75
28	Office Supplies	24,000.00	55.07	24,055.07	10,636.95	0.00	10,636.95	44.22%	13,418.12
29	Replenishment Supplies	45,000.00	21,865.20	66,865.20	26,176.38	0.00	26,176.38	39.15%	40,688.82
TOTAL COMMODITIES		541,000.00	88,123.75	629,123.75	375,869.63	0.00	375,869.63	59.74%	253,254.12
30	Communications Equipment	10,000.00	3,161.69	13,161.69	0.00	0.00	0.00	0.00%	13,161.69
31	Guns & Crime Equipment	60,000.00	0.00	60,000.00	3,437.39	0.00	3,437.39	5.73%	56,562.61
32	Furniture	15,000.00	0.00	15,000.00	3,134.64	0.00	3,134.64	20.90%	11,865.36
33	Office Equipment	452,000.00	42,947.69	494,947.69	56,337.38	0.00	56,337.38	11.38%	438,610.31
34	Vehicles and Equipment	270,000.00	0.00	270,000.00	223,343.99	0.00	223,343.99	82.72%	46,656.01
TOTAL CAPITAL OUTLAY		807,000.00	46,109.38	853,109.38	286,253.40	0.00	286,253.40	33.55%	566,855.98
TOTAL NON-PERSONNEL COSTS		3,426,900.00	199,809.38	3,626,709.38	2,196,650.89	0.00	2,196,650.89	60.57%	1,430,058.49
TOTALS		26,937,092.17	318,385.12	27,255,477.29	13,297,901.07	0.00	13,297,901.07	48.79%	13,957,576.22

Attachment: 07-15-2024 Law Board Packet (14021 : Law Board Meeting Agenda)

**RILEY COUNTY LAW ENFORCEMENT AGENCY
LAW BOARD MEETING
City Commission Meeting Room
1101 Poyntz Avenue
Manhattan, KS
June 17, 2024 12:00 p.m.
Minutes**

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

Absent:

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

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

- I. **Establish Quorum:** By Chairperson Matta at 12:00 p.m.
- II. **Pledge of Allegiance:** Director Peete led the Riley County Law Enforcement Agency (Law Board or Board) in the Pledge of Allegiance.
- III. **Consent Agenda:**
 - A. Approve May 20, 2024 Law Board Meeting Minutes
 - B. Approve 2024 Expenditures/Credits
 - C. 2024 Adjusted Financial Journal Entries
 - D. RCPD Related County Expenditures (*Review*)
 - E. Riley County Jail Average Daily Inmate Population- (*Review*)
 - F. Seizure Expenditures
 - G. Monthly Crime Report
 - H. Approval of Department Policy
 1. 41.2.2 – Pursuit of Motor Vehicles

Chairperson Matta added one item to the agenda: the swearing-in of Karen McCulloh as a member of the Law Board. McCulloh will fill the remainder of Wynn Butler's unexpired rotating commissioner term on the Law Board which will expire December 31, 2024.

Secretary Wilkerson swore in Karen McCulloh.

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

IV. General Agenda:

I. Additions or Deletions: None.

J. Public Comment: None.

K. Fraternal Order of Police Lodge #17 Comments: Detective Chris Combs, Assistant to the Vice President, Fraternal Order of Police Lodge #17, provided an update on the success of the Torch Run held on May 30, 2024. The event began with a meeting at Sherwin Williams with the Pottawattamie County Sheriff's Department. The RCPD team raised over \$2,000, with more than 20 runners participating, including RCPD employees and Special Olympic athletes. They carried the Flame of Hope from the Ogden Community Center to Fort Riley Ogden gate. The run was supported by over 100 community members who enjoyed ice cream sandwiches while cheering on the team. The next event, "Custard with Cops," will take place on July 25, 2024 at Freddy's Frozen Custard. Detective Combs expressed gratitude to the Law Board for their support during RCPD's budget discussions, and requested continued support for the proposed cost-of-living allowance and additional salary survey implementation.

L. Board Member Comments: None.

M. Community Advisory Board Update: Teresa Parks, Chairperson, Community Advisory Board (CAB), provided an update on their board search. She reported that one position has been filled and one remains open. The search is focused on ensuring diverse representation from various community demographics, which is causing a delay. Chairperson Parks invited members of the Law Board and public to attend the next CAB meeting on June 26, 2024 at 11:30 a.m. at the RCPD, 1001 S. Seth Child Road, Manhattan. The meeting is open to the public.

N. Dispatch Accreditation On-Site: Captain Hajek explained that this achievement is the result of two years of hard work to get the communications center (dispatch) accredited in a process similar to the Commission on Accreditation for Law Enforcement Agencies (CALEA) process for law enforcement accreditation. In May, the assessor completed a remote review of department files, ensuring the policies meet CALEA standards, and employees follow those policies. Last month, the department successfully completed that phase. Next week, from Monday to Wednesday, the assessor will be on site for in-person interviews. The assessor will sit in the communications center, and review observable standards such as security measures and radio configurations. This process will culminate in November at the CALEA Conference, where everything will be reviewed, and final interviews will be conducted. Captain Hajek stated that he fully anticipates being accredited as a communication center at that time. This process has been beneficial, as the communications center was already meeting many CALEA requirements, and it has helped identify areas for improvement and standardize the processes moving forward.

Director Peete asked Captain Hajek to discuss the requirements for responding to 911 calls.

Captain Hajek responded that there is a standard requirement for answering 911 calls at the communication center: 90% of calls must be answered within 15 seconds. This metric is tracked monthly. Although he did not have a complete tabulation for the past year, he was able to share an example from last month. Captain Hajek reported that out of 3,182 911 calls, 3,180 were answered within 10 seconds, which means 99.9% were answered faster than the 15-second requirement. He stated that this is illustrative of the excellent service those in the communications center provide to the community.

Member McCulloh asked if the department has noticed an increase in 911 calls because people have cell phones and tend to report incidents they see while driving, resulting in multiple calls about the same event.

Captain Hajek said yes, explaining that there have been instances where staff reviewed call answering times and found delays. For example, if a call shows it wasn't answered for 30 seconds, it often turns out there were already about 20 calls about the same incident. This delay occurs because the communication center is already handling the situation. He believes that cell phones have definitely contributed to the increase in call volume.

Chairperson Matta congratulated everyone for taking the initiative to achieve communications center accreditation.

O. Public Hearing for 2025 Budget: Captain Jager explained that last month, the Law Board voted to approve 2025 Budget Draft 2 for publication. Currently, the budget stands with a \$1.8 million increase over the 2024 approved budget.

Director Peete expressed his appreciation for the hard work of the department and division commanders, and Law Board's support during 2025 RCPD budget discussions.

Chairperson Matta provided documents to the Law Board and Director Peete for review and input. Chairperson Matta stressed the importance of understanding the tax increase, noting that while the target was to keep it under 6% for 2025, taxpayers would actually see a 6.84% increase due to the carryover from the previous year being similar to that of the current year. Chairperson Matta referred to the document he provided which detailed the distribution of RCPD budget requests for 2024 and 2025 to the City of Manhattan and Riley County, which included carryover funds and copy fees. He stated that the fact that there is a carryover net, really doesn't matter. He suggested moving forward, focusing on the net difference between the carryover amounts from year to year.

Captain Jager clarified that when the department utilizes the carryover, it helps offset the amount needed to raise through taxes to meet the budget.

Chairperson Matta commented that the carryover amount remains nearly the same from year to year, so taxpayers won't see a reduction on a yearly basis. He stated that's why, when the Law Board and department aimed to get the number below 6%, they didn't quite achieve it. Currently, for Riley County and the City of Manhattan, the tax increase is at 6.9%. He explained that to get it below 6%, they would need to go with Budget Draft 3, which shows a 5.93% increase. He said it may indicate a 4.97% realized increase, but that's misleading since it doesn't reflect what taxpayers will actually see on their tax bills.

Captain Jager commented that the intention is simply to show that there are carryover funds and how those funds reduce the budget for the following year.

Secretary Wilkerson moved to opened the public hearing for the 2025 Budget. Vice Chairperson Ford seconded the motion. Chairperson Matta polled the board and the motion passed with Ford, Hudgins, James, Matta, Mattingly-Ebert, McCulloh and Wilkerson voting in favor, and no one voting against. The motion passed 7-0.

P. Approve 2025 Budget: Secretary Wilkerson made a motion to approve 2025 Budget Draft 2. Member Hudgins seconded the motion. Chairperson Matta polled the board and the motion passed with Hudgins, Mattingly-Ebert, McCulloh and Wilkerson voting in favor, and Ford, James and Matta voting against. The motion passed 4-3.

Chairperson Matta closed the public hearing.

Q. Executive Session: At 12:19 p.m. Chairperson Matta moved to recess into Executive Session until 12:24 p.m. to discuss non-elected personnel matters. Vice Chairperson Ford seconded the motion. Chairperson Matta polled the board and the motion passed with Ford, Hudgins, James, Matta, Mattingly-Ebert, McCulloh and Wilkerson voting in favor, and no one voting against. The motion passed 7-0.

At 12:24 p.m. the open meeting reconvened.

R. Affirmation or Revocation of Discipline: Secretary Wilkerson moved to affirm the Director's disciplinary actions. Member James seconded the motion. Chairperson Matta polled the board and the motion passed with Ford, Hudgins, James, Matta, Mattingly-Ebert, McCulloh and Wilkerson voting in favor, and no one voting against. The motion passed 7-0.

S. Adjournment: Vice Chairperson Ford moved to adjourn the meeting. Member Hudgins seconded the motion. Chairperson Matta polled the board and the motion passed with Ford, Hudgins, James, Matta, Mattingly-Ebert, McCulloh and Wilkerson voting in favor, and no one against. The motion passed 7-0. The June 17, 2024 Law Board Meeting adjourned at 12:25 p.m.

RILEY COUNTY POLICE DEPARTMENT			2024 EXPENDITURES	JULY 2024	
<u>V #</u>	<u>VENDOR NAME</u>	<u>ACCT</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>	
7001	Arthur-Green Attorneys at Law	06	Monthly Retainer	2,750.00	2,750.00
7002	Assessment Strategies, LLC	20	Pre-Employment Testing	1,260.00	1,260.00
7003	Bob Barker Co Inc	17	Inmate Supplies	493.85	
		17	Jail Supplies	210.15	704.00
7004	Clark, Mize, & Linville	06	Legal Fees	42.00	42.00
7005	Crisis Center	07	VAWA Training	4,303.70	4,303.70
7006	DeepRoots	11	Lanscaping	1,208.98	1,208.98
7007	Drapery World and Blinds	32	Shades	1,432.40	1,432.40
7008	Ecolab, Inc	33	Dishwasher Rental	200.00	200.00
7009	EMC Risk Services LLC	40	Stop Loss Fund	6,000.00	6,000.00
7010	Empac	06	EAP Services	1,757.25	1,757.25
7011	Empower Flex	06	Admin Services	1,265.05	1,265.05
7012	Evco Wholesale Food Corp	17	Jail Supplies	119.49	
		17	Inmate Food	1,959.16	
		17	Jail Supplies	99.44	
		17	Inmate Food	3,446.59	
		17	Jail Supplies	-48.83	
		17	Kitchen Supplies	23.27	
		17	Inmate Supplies	98.11	
		17	Inmate Food	3,435.18	
		29	Replenishment Supplies	5.70	
		17	Inmate Food, Towels	22.81	
		17	Inmate Food, Towels	16.10	
		17	Inmate Food, Towels	963.66	10,140.68
7013	4 My Benefits, Inc	20	Tax filings	1,714.00	1,714.00

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RILEY COUNTY POLICE DEPARTMENT			2024 EXPENDITURES		JULY 2024	
<u>V #</u>	<u>VENDOR NAME</u>	<u>ACCT</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>		
7014	Fuelman	26	Fuel	60.39		60.39
7015	Law Office of Michael Gillespie	06	Law Board Legal	1,500.00		1,500.00
7016	Grainger	25	Maintenance Supplies	331.10		
		25	Maintenance Supplies	81.76		412.86
7017	Gary Grubbs	20	Pre-Employment Testing	787.50		787.50
7018	Hiland Dairy	17	Inmate Milk	172.00		
		17	Inmate Milk	129.00		
		17	Inmate Milk	172.50		
		17	Inmate Milk	129.00		
		17	Inmate Milk	191.56		
		17	Inmate Milk	191.56		985.62
7019	Easy Ice LLC	12	Equipment Repair	246.90		246.90
7020	Ka-Comm, Inc	12	Equipment Repair	30.00		
		31	Spike System	618.00		
		29	Replenishment Supplies	500.00		1,148.00
7021	Kansas Gas Service	04	LEC - Gas Utility	1,575.52		
		04	Garage - Gas Utility	44.18		
		04	Moro - Gas utilities	44.18		1,663.88
7022	Kansas Insurance Dept	40	WC Assessment	3.00		3.00
7023	Konza Lab Inc	16	Pre-Employment Testing	180.00		
		16	Employee Testing	660.00		840.00
7024	Manhattan Wrecker Service Inc	20	Towing	50.00		
		20	Towing	50.00		
		20	Towing	225.00		325.00
7025	Marta's & Son, Inc	20	Cleaning	2,466.00		2,466.00
7026	Midwest Rehabilitation Service	16	Pre-Employment Testing	500.00		500.00

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RILEY COUNTY POLICE DEPARTMENT		2024 EXPENDITURES		JULY 2024	
<u>V #</u>	<u>VENDOR NAME</u>	<u>ACCT</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>	
7027	Midwest Card/ID Solutions	29	Replenishment Supplies	354.16	354.16
7028	MKC Headquarters	26	Fuel	17,670.06	17,670.06
7029	IDEMIA	19	Contract	2,338.00	2,338.00
7030	Kim (Hank) Nelson	20	Pre-Employment	2,000.00	2,000.00
7031	Net@Work, Inc	19	Contract	499.00	499.00
7032	Optiv Security Inc	33	Annual Checkpoint Firewall	40,659.63	40,659.63
7032	Pawnee Mental Health Services	20	Co-Responder	9,956.09	9,956.09
7033	Petty Cash	07	Jiu Jitsu Camp	249.00	456.69
		07	FBI LEEDA Training	135.55	
		09	Printing	49.65	
		07	K9 Training	22.49	
7034	Pottawatomie County Sheriff	17	Inmate Housing	2,790.00	2,790.00
7035	Quaker State Express Lube	26	Oil Change	32.00	200.00
		26	Oil Change	42.00	
		26	Oil Change	42.00	
		26	Oil Change	42.00	
		26	Oil Change	42.00	
7036	Riley County IS	19	ESRI GIS Mapping	15,000.00	15,000.00
7037	Riley County General Fund	14	AT&T	187.00	374.00
		14	AT&T	187.00	
7038	RCPD Health Plan	39	Health Insurance	120,000.00	120,000.00
7039	Hali Rowland	20	PIO Contract	1,980.00	1,980.00
7040	Secretary of State, Kansas	06	Notary	25.00	25.00

RILEY COUNTY POLICE DEPARTMENT		2024 EXPENDITURES		JULY 2024	
<u>V #</u>	<u>VENDOR NAME</u>	<u>ACCT</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>	
7041	Security Transport Services Inc	20	Transport	2,459.18	2,459.18
7042	Univ of Louisville SPI	07	Command School	2,100.00	2,100.00
7043	Waxie Sanitary Supply	29	Replenishment Supplies	680.64	680.64
7044	Carla Swartz	20	Pre-Employment	2,000.00	2,000.00
7045	Sysco Kansas City, Inc	17	Jail Kitchen Toaster	747.26	
		17	Inmate Supplies	243.52	
		17	Kitchen Supplies	54.55	
		17	Inmate Food	3,253.31	
		17	Inmate Food	2,848.95	
		17	Inmate Personal Items	267.22	
		17	Kitchen Supplies	539.60	
		29	Replenishment Supplies	190.23	
		17	Inmate Food	85.41	
		17	Inmate Supplies	144.06	
		17	Inmate Food	3,289.25	
		17	Inmate Food	-35.45	
		17	Inmate Food	-16.99	11,610.92
7046	Travelers Insurance	06	Legal Fees	1,482.00	
		06	Legal Fees	58.50	1,540.50
7047	US Foodservice	17	Inmate Food	91.42	
		17	Inmate Food	960.71	
		17	Inmate Food	317.10	
		17	Inmate Supplies	25.55	
		29	Replenishment Supplies	6.39	
		17	Inmate Food	131.20	
		17	Inmate Food	165.00	
		17	Inmate Food	1,100.02	
		17	Inmate Food	32.35	
		17	Inmate Food	67.44	
		17	Inmate Food	230.51	
		17	Inmate Food	743.59	
		17	Inmate Food	129.40	
		17	Inmate Food	493.92	4,494.60
7048	USI Insurance Services, LLC	20	Benefits Qtr 3 Contract	3,071.25	3,071.25

RILEY COUNTY POLICE DEPARTMENT		2024 EXPENDITURES		JULY 2024	
<u>V #</u>	<u>VENDOR NAME</u>	<u>ACCT</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>	
7049	Wabaunsee RWD #2	04	Range - Water	35.00	35.00
7050	Wage Works Inc	06	COBRA	166.00	166.00
7051	Waters True Value	25	Maintenance Supplies	2.90	2.90
7052	Evergy	04	Garage - Electric	31.31	
		04	Moro - Electric	141.35	
		04	LEC - Electric	16,526.37	16,699.03
7053	Xerox Financial Services	10	Jail Copier	349.12	
		10	Patrol Copier	266.00	
		10	Evidence Copier	349.12	
		10	Invest/Dispatch Copier	566.89	
		10	Records Copier	602.28	2,133.41
			Subtotal		305,013.27
7201	Adobe Systems Inc	19	Monthly Adobe	21.82	21.82
7202	Allegiant Technology	14	IP Flex Plan	1,018.82	
		14	AT&T Line	380.00	1,398.82
7203	Nationwide	06	Notary	50.00	50.00
7204	Amazon.com	28	Office Supplies	47.76	
		28	Office Supplies	15.50	
		25	Maintenance Supplies	177.55	
		17	Inmate Supplies	139.96	
		31	Rail Clamp	19.98	
		33	Computer Privacy Screen	28.98	
		29	Replenishment Supplies	32.04	
		29	Replenishment Supplies	60.72	
		20	Replenishment Supplies	38.79	
		17	Inmate Supplies	37.98	
		17	Inmate Supplies	59.71	
		29	Replenishment Supplies	49.98	
		33	Monitor privacy screen	21.99	
		32	Cubicle Hooks	54.95	
		32	Whiteboard	378.56	
		07	Emotional Survival book	28.89	
		29	Replenishment Supplies	226.19	1,419.53

RILEY COUNTY POLICE DEPARTMENT		2024 EXPENDITURES		JULY 2024	
<u>V #</u>	<u>VENDOR NAME</u>	<u>ACCT</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>	
7205	Apple iTunes Store	19	iCloud storage	9.99	9.99
7206	Arlo	19	Camera Refund	-79.88	
		19	Camera Refund	79.88	0.00
7207	Arrowhead Forensic	29	Replenishment Supplies	1,033.71	1,033.71
7208	Bandit Locksmith Service	20	Lock Repair	65.00	65.00
7209	Battery Junction	29	Replenishment Supplies	62.40	62.40
7210	Best Buy	31	CSI Cameras	125.96	
		29	Replenishment Supplies	46.98	
		29	Replenishment Supplies	89.85	262.79
7211	Blasters Tool & Supply	29	Replenishment Supplies	35.95	35.95
7212	Bluestem Electric Co-op Inc	04	Range - Electric	185.26	185.26
7213	Briggs	13	Vehicle Repair	322.93	
		13	Vehicle Repair	525.48	
		13	Vehicle Repair	1,194.86	
		13	Vehicle Repair	738.95	
		13	Vehicle Repair	267.19	
		13	Vehicle Repair	349.63	
		13	Vehicle Repair	188.70	
		13	Vehicle Repair	2,500.00	6,087.74
7214	Chewy.com	20	Animal Care	115.20	
		20	Animal Care	64.59	179.79
7215	City of Manhattan, Utilities	04	LEC - Water	3,989.00	
		04	Aggieville - Water	60.84	
		04	LEC - Water Fee	2.48	
		04	Aggieville - Water Fee	2.48	4,054.80
7216	Cox Communications, Inc	19	Internet/Cable	2,355.65	
		19	Jail Cable	210.95	2,566.60

Attachment: 07-15-2024 Law Board Packet (14021 : Law Board Meeting Agenda)

RILEY COUNTY POLICE DEPARTMENT		2024 EXPENDITURES		JULY 2024	
<u>V #</u>	<u>VENDOR NAME</u>	<u>ACCT</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>	
7217	Dillons #94	17	Inmate Supplies	6.98	6.98
7218	Underground Vaults	20	LEC - Shredding	50.00	50.00
7219	Dolan Consulting Group	07	Light Duty Policies	125.00	125.00
7220	Godfrey's	23	Uniforms	69.99	69.99
7221	GT Distributors Inc	23	Uniforms	128.32	
		23	Uniforms	82.80	
		23	Uniforms	41.00	
		23	Uniforms	87.78	
		23	Uniforms	43.44	
		23	Uniforms	109.20	
		23	Uniforms	55.00	547.54
7222	Hertz - LAG Rentals LLC	20	HIDTA Car	650.00	650.00
7223	Home Depot	25	Maintenance Supplies	307.84	
		25	Maintenance Supplies	90.85	
		25	Maintenance Supplies	8.27	
		25	Maintenance Supplies	22.24	
		25	Maintenance Supplies	1.38	
		25	Maintenance Supplies	69.96	
		31	Breaching Supplies	43.93	
		25	Maintenance Supplies	28.47	572.94
7224	Howie's Trash Service	20	Trash	843.00	
		20	Trash	843.00	1,686.00
7225	Innovative Maintenance Systems	19	Annual Renewal	3,000.00	3,000.00
7226	Insight Public Sector Inc	19	Adobe Subscription	124.16	
		33	17 Desktop PCs	17,644.92	
		19	Groupwise Renewal	36,934.31	
		33	24 Monitors and Care Packs	7,516.74	
		19	Symantec Endpoint Security	694.80	62,914.93
7227	Junction City Area of Commerce	07	Chamber Lunch	20.00	
		07	Chamber Lunch	20.00	40.00

Attachment: 07-15-2024 Law Board Packet (14021 : Law Board Meeting Agenda)

RILEY COUNTY POLICE DEPARTMENT		2024 EXPENDITURES		JULY 2024	
<u>V #</u>	<u>VENDOR NAME</u>	<u>ACCT</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>	
7228	Kansas Board of Pharmacy	22	Jail Dues	20.50	20.50
7229	Kansas Turnpike Authority	07	Tolls	71.65	71.65
7230	Karsmizki Locksmith	20	Rekeying	36.50	36.50
7231	Kully Supply Inc	11	Plumbing Supplies	78.70	78.70
7232	Lexis Nexis Risk Solutions	20	User	145.67	
		20	Monthly Analyst	8,507.90	8,653.57
7233	Line-X	34	Vehicle Maintenance	356.99	356.99
7234	Lynn Peavey Company	29	Replenishment Supplies	472.55	472.55
7235	Manh Chamber of Commerce	22	Chamber Event	25.00	
		22	Chamber Event	25.00	50.00
7236	Manhattan Mercury	22	Mercury Subscription	38.85	38.85
7237	Menards	11	Plumbing Supplies	30.46	
		11	Plumbing Supplies	173.17	203.63
7238	Military Names	23	Uniforms	15.75	15.75
7239	Manhattan Rotary Club	22	Annual Dues	250.00	250.00
7240	NAPA of Manhattan	13	Vehicle Repair	105.48	
		13	Vehicle Repair	278.26	
		13	Vehicle Repair	372.60	756.34
7241	1000Bulbs.com	25	Maintenance Supplies	905.30	905.30

Attachment: 07-15-2024 Law Board Packet (14021 : Law Board Meeting Agenda)

RILEY COUNTY POLICE DEPARTMENT		2024 EXPENDITURES		JULY 2024	
<u>V #</u>	<u>VENDOR NAME</u>	<u>ACCT</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>	
7242	P-Card Misc Vendors	07	Response Training	139.55	
		07	K9 Training/Certification	920.99	
		07	Intergovernmental Luncheon	13.00	
		07	Human Trafficking Invest	50.00	
		07	Hostage Negotiations	2,844.88	
		07	KS GMIS Tech-Con	166.28	
		07	Basic SWAT	1,781.07	
		20	Extradition	1,819.23	
		07	I Love U Guys Training	204.35	
		20	Extradition	678.38	
		07	CALEA Assessor	16.57	
		07	Intergovernmental Lunch	14.00	
		07	SPI Command School	30.00	
		20	Extradition	34.38	
		07	LELA	14.04	
		07	IPMBA Conference	619.06	
		07	NENA Expo/Conf	124.96	
		20	Card Membership	40.00	
		07	Preparing for Court Trng	297.17	
		20	Pre-Employment	53.56	
		07	Glock Armorer Certification	250.00	
		07	FBI LEEDA Training	101.89	
		19	Arlo Camera Refund	-79.88	10,133.48
7243	Pro Copy Inc	10	May Copies	1,913.17	
		10	June Copies	1,503.71	3,416.88
7244	Qualification Targets Inc	29	Replenishment Supplies	316.76	316.76
7245	Reconyx	20	Device and images	40.00	40.00
7246	reMarkable	33	Monthly 2 Users	5.98	5.98
7247	Rock Auto	13	Vehicle Repair	141.07	141.07
7248	Sharps Compliance	17	Sharps Disposals	77.25	77.25
7249	Smith Plumbing	12	Equipment Repair	456.00	456.00
7250	Univ of Louisville SPI	07	SPI Command School Fee	40.00	40.00

Attachment: 07-15-2024 Law Board Packet (14021 : Law Board Meeting Agenda)

RILEY COUNTY POLICE DEPARTMENT		2024 EXPENDITURES		JULY 2024	
<u>V #</u>	<u>VENDOR NAME</u>	<u>ACCT</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>	
7251	Staples Advantage	28	Computer Supplies	129.76	
		28	Office Supplies	73.57	
		28	Office Supplies	39.95	
		28	Office Supplies	82.95	
		28	Office Supplies	85.36	
		28	Computer Supplies	181.58	
		28	Office Supplies	95.32	688.49
7252	Suppressortools.com	31	Aimpoint Acro P2 Tool	110.00	110.00
7253	T38 Fax	14	Fax	14.93	14.93
7254	Tele-Communication, Inc	29	Replenishment Supplies	29.94	29.94
7255	Terminix	11	LEC Pest Control	69.00	69.00
7256	TLOxp	20	Access	300.80	300.80
7257	T-Mobile US Inc	14	Car Phones	43.65	43.65
7258	Twin Valley Telephone, Inc	14	Riley - Phone	49.25	
		14	Riley - Internet	82.99	132.24
7259	UPS	08	Shipping	31.28	
		08	Shipping	215.56	246.84
7260	Verizon Wireless	14	Phone Services	4,598.39	4,598.39
7261	Vet Health Center	20	Animal Care	511.21	511.21
7262	Wal-Mart	29	Replenishment Supplies	25.69	
		29	Replenishment Supplies	52.89	
		29	Replenishment Supplies	75.86	
		29	Replenishment Supplies	15.70	
		33	5 Fans	119.87	290.01

Attachment: 07-15-2024 Law Board Packet (14021 : Law Board Meeting Agenda)

RILEY COUNTY POLICE DEPARTMENT		2024 EXPENDITURES		JULY 2024	
<u>V #</u>	<u>VENDOR NAME</u>	<u>ACCT</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>	
7263	Wasp Barcode Technologies	33	Annual Contract	1,259.00	1,259.00
7264	Waters True Value	25	Maintenance Supplies	23.98	23.98
7265	WTC	19	Downtown - July Internet	80.00	
		19	Aggieville - June Internet	80.00	
		19	Downtown - June Internet	80.00	
		19	LEC - June Internet	335.95	
		19	LEC - July Internet	335.95	
		19	Aggieville - July Internet	80.00	991.90
Subtotal					122,945.71
Total					427,958.98

Chair, Riley County Law Enforcement Agency

**Riley County Police Department
Cash Receipts Report
Net Changes from 6/1/2024 to 6/30/2024**

From Year-Period [2024 - 06] To [2024 - 06]
From Account No [600100-00] To [640902-00]

Account Number	Description	June	YTD
600100-00	Manhattan	1,778,697.00	10,672,182.00
600200-00	Riley County	0.00	2,668,046.00
610110-00	Copy Fees-Discovery, etc.	470.00	1,535.00
610112-00	Copy Fees-Records	169.56	2,693.56
610113-00	Fingerprint Fees-Records	454.91	6,190.36
Budget:		1,779,791.47	13,350,646.92
610220-03	KSU Contracts-Overtime	0.00	32,191.00
620900-01	Misc Reimbursements-salaries	10.00	28,461.59
620900-06	Misc Reimbursements-legal fees	0.00	50.00
620900-07	Misc Reimbursements-training	2,341.94	5,083.95
620900-08	Misc Reimbursements-postage	72.49	256.77
620900-11	Misc Reimbursements-building & grounds	11.00	47.44
620900-13-130	Misc Reimbursements-vehicles	0.00	6,368.07
620900-14	Misc Reimbursements-phone	165.80	1,030.25
620900-17-170	Misc Reimbursements-jail	9.27	58,223.38
620900-19	Misc Reimbursements-Computer svc	0.00	3,610.10
620900-20	Misc Reimbursements-Cont Svc	40,000.00	41,678.84
620900-20-400	Misc Reimbursements-Car Lease HIDTA	0.00	7,450.83
620900-23	Misc Reimbursements-Uniforms	358.62	2,738.34
620900-28	Misc Reimbursements-Office Sup	0.00	55.07
620900-29	Misc Reimbursements-Supplies	90.00	21,865.20
620900-30	Misc Reimbursements-comm eq	0.00	3,161.69
620900-33	Misc Reimbursements-equip	0.00	42,747.00
620900-33-300	Misc Reimbursements-comp equip	0.00	200.69
631500-23	Bulletproof Vest Program	0.00	5,241.76
632500-03	JTTF Grant-OT	0.00	4,692.02
632600-03	HIDTA Grant-OT	1,467.48	5,776.24
632700-03	STEP Grant-OT	0.00	1,057.89
632800-01-415	VOCA 2024 Grant Reimb	6,810.00	46,397.00
Budget Credits:		51,336.60	318,385.12
640900-00	Misc Non-Budget Credit Reimb	0.00	714.40
640902-00	Prior year Restitution	0.00	1,897.55
Non-Budget Credits:		0.00	2,611.95
Totals:		1,831,128.07	13,671,643.99

Attachment: 07-15-2024 Law Board Packet (14021 : Law Board Meeting Agenda)

Riley County Police Department

Journal entries

From Account No. [] To [ZZZZZ]
 From Fiscal Period [2024-06] To [2024-06]
 Source Code [GL-JE]

Acct #/Ref	Description	Date	Year	Prd	Debits	Credits
700120-01	Regular Salaries-----INVEST'N					
Salary June	M Mosher	6/30/2024	2024	06		5,252.00
	Total: Regular Salaries-----INVEST'N				0.00	5,252.00
700122-01-415	VOCA Grant Salaries 2024					
Salary June	M Mosher	6/30/2024	2024	06	5,252.00	
	Total: VOCA Grant Salaries 2024				5,252.00	0.00
743700-37	KPERS					
June KPERS	M Mosher	6/30/2024	2024	06		539.00
	Total: KPERS				0.00	539.00
743700-37-415	KPERS - VOCA Grant 2024					
June KPERS	M Mosher	6/30/2024	2024	06	539.00	
	Total: KPERS - VOCA Grant 2024				539.00	0.00
743800-38	Social Security					
June SS	M Mosher	6/30/2024	2024	06		326.00
	Total: Social Security				0.00	326.00
743800-38-415	Social Security - VOCA Grant 2024					
June SS	M Mosher	6/30/2024	2024	06	326.00	
	Total: Social Security - VOCA Grant 2024				326.00	0.00
June Medicare	M Mosher	6/30/2024	2024	06		76.00
	Total: Medicare Tax				0.00	76.00
743810-38-415	Medicare Tax- VOCA Grant 2024					
June Medicare	M Mosher	6/30/2024	2024	06	76.00	
	Total: Medicare Tax- VOCA Grant 2024				76.00	0.00
743900-39	Health Insurance					
June Health Insurance	M Mosher	6/30/2024	2024	06		489.00
	Total: Health Insurance				0.00	489.00

Adjust G/L Account for VOCA 2024 Grant Requirements

Completed by:

Jennifer Reifschneider

Approved By:

[Signature]

Attachment: 07-15-2024 Law Board Packet (14021 : Law Board Meeting Agenda)

Riley County Police Department

Journal entries

From Account No. [] To [ZZZZZ]
 From Fiscal Period [2024-06] To [2024-06]
 Source Code [GL-JE]

Acct #/Ref	Description	Date	Year	Prd	Debits	Credits
743900-39-415	Health Insurance - VOCA Grant 2024					
June Health Insurance	M Mosher	6/30/2024	2024	06	489.00	
	Total: Health Insurance - VOCA Grant 2024				489.00	0.00
744000-40	Workers Comp Insured deductibles					
June WC	M Mosher	6/30/2024	2024	06		123.00
	Total: Workers Comp Insured deductibles				0.00	123.00
744000-40-415	Workers Comp - VOCA Grant 2024					
June WC	M Mosher	6/30/2024	2024	06	123.00	
	Total: Workers Comp - VOCA Grant 2024				123.00	0.00
744100-41	Unemployment Compensation					
June Unemployment	M Mosher	6/30/2024	2024	06		5.00
	Total: Unemployment Compensation				0.00	5.00
744100-41-415	Unemployment Compensation - VOCA Grant 2024					
June Unemployment	M Mosher	6/30/2024	2024	06	5.00	
	Total: Unemployment Compensation - VOCA Grant 2024				5.00	0.00

Adjust G/L Account for VOCA 2024 Grant Requirements

Completed by:

Jennifer Reifschneider

Approved By:

[Signature]

Attachment: 07-15-2024 Law Board Packet (14021 : Law Board Meeting Agenda)

Riley County Police Department

Journal entries

From Account No. [] To [ZZZZZ]
 From Fiscal Period [2024-06] To [2024-06]
 Source Code [GL-JE]

Acct #/Ref	Description	Date	Year	Prd	Debits	Credits
710700-07-700-A	Training & Travel-Admin					
CALEA Conf	P-Card	7/1/2024	2024	06		1,353.20
CVSA Re Cert	NITV Federal Services	7/1/2024	2024	06		595.00
Total: Training & Travel-Admin					0.00	1,948.20
710711-07-100	Accreditation Travel					
CALEA Conf	P-Card	7/1/2024	2024	06	1,353.20	
Total: Accreditation Travel					1,353.20	0.00
712095-20-500	Pre Employment: Ads, Polys, Cr					
CVSA Re Cert	NITV Federal Services	7/1/2024	2024	06	595.00	
Total: Pre Employment: Ads, Polys, Cr					595.00	0.00

Adjust G/L Training Accounts to Correct Accounts

Completed by: 

Approved By: 

Attachment: 07-15-2024 Law Board Packet (14021 : Law Board Meeting Agenda)

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

RILEY COUNTY
Fund Summary of Revenue/Expense
Percent of Year 50.0%

Date. 7/02/24 Page. 153
Time. 7.17.21

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

Obj	Prj	Description	Kind	Budget \$	M-T-D	Y-T-D	%	Remaining
Department.142 Riley Co Police Dept								
402		Investment Interest	R	.00	.00	3,262.49		.00
		Department Revenue.. #142		.00	.00	3,262.49 *		.00
		Total Revenue Fund.... 168		.00	.00	3,262.49 **		
		Total Trans. IN Fund.. 168		.00	.00	.00 **		
		Total Rev. & Trans. .. 168		.00	.00	3,262.49 **		
		Total Disbursements... 168		.00	.00	.00 **		

BUDGETARY EXPENDITURES - Fund.. 168 RCPD Federal Seizure Fund

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

SUMMARY for - Fund 168 RCPD Federal Seizure Fund

Beginning Year Balance.....	116,018.19
YTD Revenue.....	3,262.49
YTD Reported Expenses.....	.00
YTD Non-Reported Expenses...	.00
YTD Treasurer Disbursements.	.00
YTD Transfers In.....	.00
YTD Transfers Out.....	.00
Prior Year Voided Checks....	.00
Prior Year Expenses	.00
Prior Year Revenues	.00
Prior Year Corrections.....	.00
Ending Fund Balance.....	119,280.68 ***

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

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

RILEY COUNTY
Fund Summary of Revenue/Expense
Percent of Year 50.0%

Date. 7/02/24 Page. 154
Time. 7.17.21

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

Obj	Prj	Description	Kind	Budget \$	M-T-D	Y-T-D	%	Remaining
Department.142 Riley Co Police Dept								
875		Misc. Expenses	D	.00	979.22-	7,774.42-		.00
402		Investment Interest	R	.00	.00	4,867.42		.00
		Department Revenue.. #142		.00	.00	4,867.42 *		.00
		Department Dsbmnts.. #142		.00	979.22-	7,774.42-*		
		Total Revenue Fund.... 169		.00	.00	4,867.42 **		
		Total Trans. IN Fund.. 169		.00	.00	.00 **		
		Total Rev. & Trans. .. 169		.00	.00	4,867.42 **		
		Total Disbursements... 169		.00	979.22-	7,774.42-**		

BUDGETARY EXPENDITURES - Fund.. 169 RCPD State Seizure Fund

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

SUMMARY for - Fund 169 RCPD State Seizure Fund

Beginning Year Balance.....	176,457.01	
YTD Revenue.....	4,867.42	
YTD Reported Expenses.....	.00	
YTD Non-Reported Expenses...	.00	
YTD Treasurer Disbursements.	7,774.42-	
YTD Transfers In.....	.00	
YTD Transfers Out.....	.00	
Prior Year Voided Checks....	.00	
Prior Year Expenses	.00	
Prior Year Revenues	.00	
Prior Year Corrections.....	.00	
Ending Fund Balance.....	173,550.01 ***	

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

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

RILEY COUNTY
Fund Summary of Revenue/Expense
Percent of Year 50.0%

Date. 7/02/24 Page. 157
Time. 7.17.21

DISBURSEMENTS/REVENUES/TRANSFERS - Fund.. 173 RCPD Levy/Op								
Obj	Prj	Description	Kind	Budget \$	M-T-D	Y-T-D	%	Remaining
Department. 0 Not Designated								
180		Distr - Real Current	R	5,219,242.00	.00	5,009,328.55	95.98	209,913.45
182		Distr - Oil & Gas Curr.	R	.00	.00	734.71		.00
184		Distr - P.P. Current	R	.00	.00	47,943.88		.00
190		Distr - 16/20M Trucks Cur	R	2,896.00	.00	2,680.72	92.57	215.28
193		Distr - Watercraft Cur	R	3,022.00	.00	2,906.26	96.17	115.74
181		Distr - Real Delq.	R	.00	.00	38,006.63		.00
183		Distr - Oil & Gas Delinq	R	.00	.00	2.27		.00
185		Distr - P.P. Delq.	R	.00	.00	3,721.99		.00
192		Distr - 16/20M Trucks Del	R	.00	.00	208.27		.00
194		Distr - Watercraft Del	R	.00	.00	508.82		.00
102		Distr - Motor Vehicle Tax	R	385,401.00	.00	203,950.77	52.92	181,450.23
103		Vehicle Rental Excise Tax	R	8,690.00	.00	3,111.35	35.80	5,578.65
113		Distr - RV Tax	R	3,781.00	.00	1,690.54	44.71	2,090.46
130		Distr - Commercial Veh	R	16,285.00	.00	15,056.42	92.46	1,228.58
191		Distr - TIF Adjustment	R	.00	.00	133,329.23-		.00
Department Revenue.. # 0				5,639,317.00	.00	5,196,521.95 *		400,592.39
Department.171 RCPD Operations								
Department.416 HD-KCCTF								
Total Revenue Fund.... 173				5,639,317.00	.00	5,196,521.95 **	92.15	
Total Trans. IN Fund.. 173				.00	.00	.00 **		
Total Rev. & Trans. .. 173				5,639,317.00	.00	5,196,521.95 **		
Total Disbursements... 173				.00	.00	.00 **		

BUDGETARY EXPENDITURES - Fund.. 173 RCPD Levy/Op									
Obj	Prj	Description	Budget \$	Used M-T-D	Used Y-T-D	%Used	Remaining	Encumbrance	Available
Department. 0 Not Designated									
Department.171 RCPD Operations									
2200		Office Equipment Rental		.00	1,900.00		1,900.00-	.00	1,900.00-
2220		Building Space Rental	12,000.00	950.00	3,800.00	31.67	8,200.00	.00	8,200.00
2330		Transportation Servic	6,000.00	.00	.00		6,000.00	.00	6,000.00
2480		Repair/Maint Build/Gr	140,000.00	11,604.59	34,413.72	24.58	105,586.28	.00	105,586.28
2650		Physician Fees	240,000.00	35,677.43	151,450.29	63.10	88,549.71	.00	88,549.71
2655		Hospital Fees	10,000.00	.00	.00		10,000.00	.00	10,000.00
2900		Budget Appropriations	5,336,092.00	.00	2,668,046.00	50.00	2,668,046.00	.00	2,668,046.00

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

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

RILEY COUNTY
Fund Summary of Revenue/Expense
Percent of Year 50.0%

Date. 7/02/24 Page. 158
Time. 7.17.21

BUDGETARY EXPENDITURES - Fund.. 173 RCPD Levy/Op								
Obj	Prj Description	Budget \$	Used M-T-D	Used Y-T-D	%Used	Remaining	Encumbrance	Available
Department.171 (continued)								
	Total Contractual Expenses	5,744,092.00	48,232.02	2,859,610.01	49.78	2,884,481.99	.00	2,884,481.99
3010	Office Supplies	500.00	.00	.00		500.00	.00	500.00
3060	Medical Supplies	500.00	.00	.00		500.00	.00	500.00
3070	Prescriptions	500.00	.00	.00		500.00	.00	500.00
	Total Commodities Expense	1,500.00	.00	.00		1,500.00	.00	1,500.00
	Department Expense # 171	5,745,592.00	48,232.02	2,859,610.01	49.77	2,885,981.99	.00	2,885,981.99 *
	Expense & Transfers# 171	5,745,592.00	48,232.02	2,859,610.01				
Department.416 HD-KCCTF								
Total Expenditures Fund	173	5,745,592.00	48,232.02	2,859,610.01	49.77	2,885,981.99	.00	2,885,981.99 **
SUMMARY for - Fund 173 RCPD Levy/Op								
	Beginning Year Balance.....	137,841.73						
	YTD Revenue.....	5,196,521.95						
	YTD Reported Expenses.....	2,859,610.01-						
	YTD Non-Reported Expenses...	.00						
	YTD Treasurer Disbursements.	.00						
	YTD Transfers In.....	.00						
	YTD Transfers Out.....	.00						
	Prior Year Voided Checks....	.00						
	Prior Year Expenses	13,252.42-						
	Prior Year Revenues	.00						
	Prior Year Corrections.....	.00						
	Ending Fund Balance.....	2,461,501.25 ***						

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

RILEY COUNTY POLICE DEPARTMENT

Report Submission

Assigned Tracking # _____

To:	Director Peete		
Thru:	Assistant Director Moldrup		
From:	Cpt. Mark French		
Position:	Commander	Division:	Jail
Report Title:	Monthly Inmate Population Report		
Rpt Freq./Year:	2024		
Policy #:	N/A		
Date:	July 1, 2024		

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

	<u>2014</u>	<u>2015</u>	<u>2016</u>	<u>2017</u>	<u>2018</u>	<u>2019</u>	<u>2020</u>	<u>2021</u>	<u>2022</u>	<u>2023</u>	<u>2024</u>
JAN	73.7	70.2	87.0	75.0	72.6	84.8	71.6	67.3	100.1	102.3	104.2
FEB	68.9	74.3	93.1	82.9	68.4	85.5	64.8	67.1	111.5	109.5	104.1
MAR	66.2	71.8	91.9	73.2	75.2	88.4	68.6	78.6	112.1	115.0	103.2
APR	62.0	74.2	89.1	74.1	81.0	81.6	58.9	80.4	114.6	117.5	100.1
MAY	68.9	80.3	81.9	77.4	87.5	79.4	47.4	74.2	104.6	113.4	106.2
JUN	63.9	82.0	87.8	73.1	88.5	78.4	50.0	66.0	100.5	115.6	113.0
JUL	68.8	77.8	83.6	80.0	83.8	71.9	53.7	71.5	99.5	121.0	
AUG	74.5	72.7	75.7	82.4	80.6	82.3	55.8	85.2	95.7	123.5	
SEPT	61.7	73.6	75.8	84.3	81.2	74.6	61.3	90.2	109.0	123.6	
OCT	76.3	73.5	73.4	74.3	72.8	76.2	60.0	91.5	115.9	125.9	
NOV	77.0	76.7	73.0	76.2	78.3	71.3	69.3	96.0	106.1	112.5	
DEC	71.0	77.4	69.6	78.9	79.9	72.9	69.4	97.9	99.4	106.7	
YADP	64.2	75.4	81.8	77.7	79.15	78.9	60.9	80.5	105.8	115.5	105.1

Attachment: 07-15-2024 Law Board Packet (14021 : Law Board Meeting Agenda)

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

Voucher



Monthly Report

June 2024

William Feathers RMS Technician
Criminal Intelligence Unit
Riley County Police Department

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

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

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

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

Part I Crime

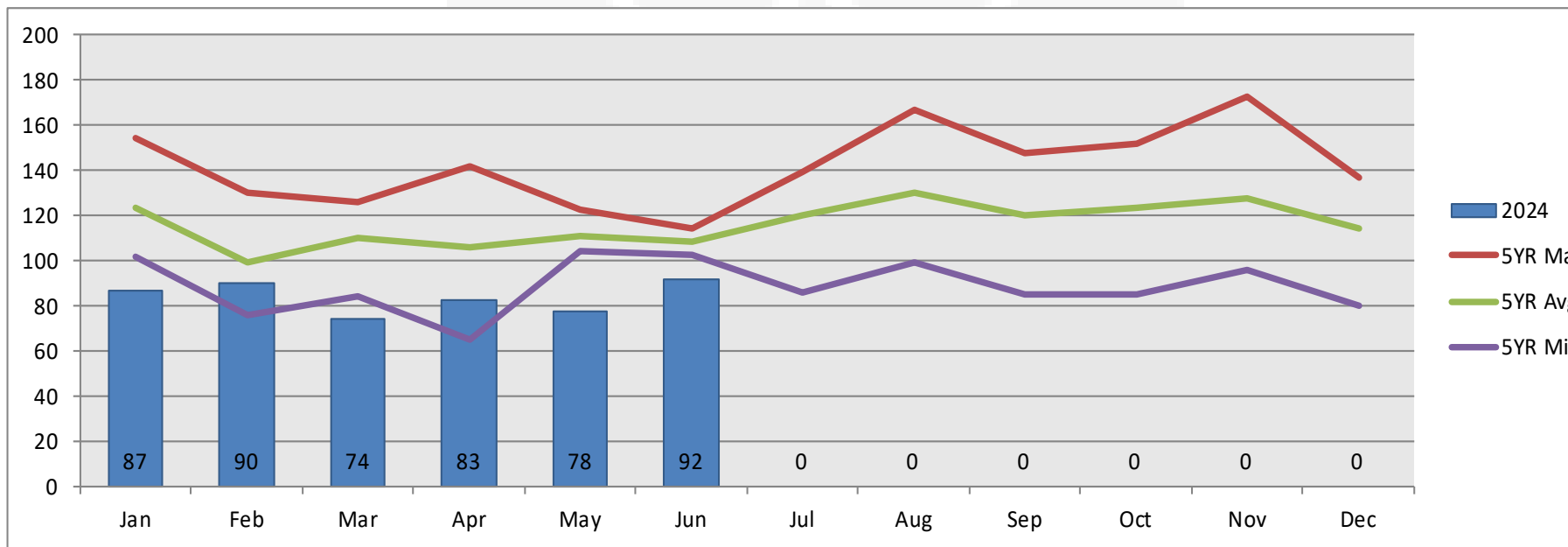
Offense Codes: 0100-0810

All Data As Of: 7/8/24 12:00 AM

16.a

- Part I crime in June 2024 was 15% below the 5 year average.
- Year to date 2024 is down 23.5% from the 5 year average.
- In June, both Part I violent and property crimes were below the 5 year average.

	Jun	Year to Date	Yearly Total
2019	114	734	1583
2020	107	629	1493
2021	106	638	1420
2022	103	614	1154
2023	111	678	1327
2024	92	504	
% Change	-17.1%	-25.7%	-20.1%
Yearly Total Projection:			1060



	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
2019	154	77	124	142	123	114	138	167	148	143	116	138
2020	130	130	84	65	113	107	139	125	148	152	173	125
2021	121	76	120	111	104	106	114	149	127	123	156	111
2022	102	106	95	100	108	103	86	99	94	85	96	80
2023	112	109	126	113	107	111	123	113	85	116	99	115
2024	87	90	74	83	78	92	0	0	0	0	0	0

Attachment: 07-15-2024 Law Board Packet (14021 : Law Board Meeting Agenda)

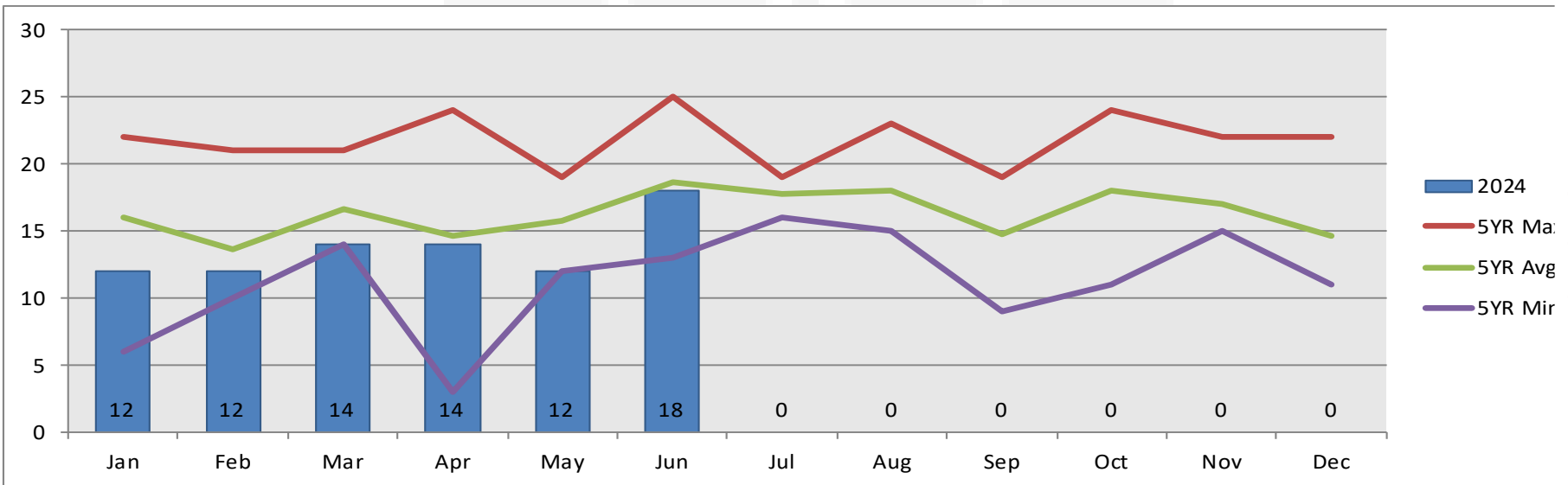
Part 1 Violent Crimes

Offense Codes: 0100-0440

All Data As Of: 7/8/24 12:00 AM

- June 2024 was 3.2% below the 5 year average in Part I violent crime.
- Year to date Part I violent crime is down 13.9% from the 5 year average.
- There were 14 aggravated assaults / batteries, 3 rape, 1 robberies, and 0 homicides reported during June 2024.

	Jun	Year to Date	Year to Date % Change
2019	25	101	217
2020	20	91	197
2021	20	107	198
2022	15	90	183
2023	13	87	182
2024	18	82	168
% Change	+38.5%	-5.7%	-7.6%
Yearly Total Projection:			168



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

Attachment: 07-15-2024 Law Board Packet (14021 : Law Board Meeting Agenda)

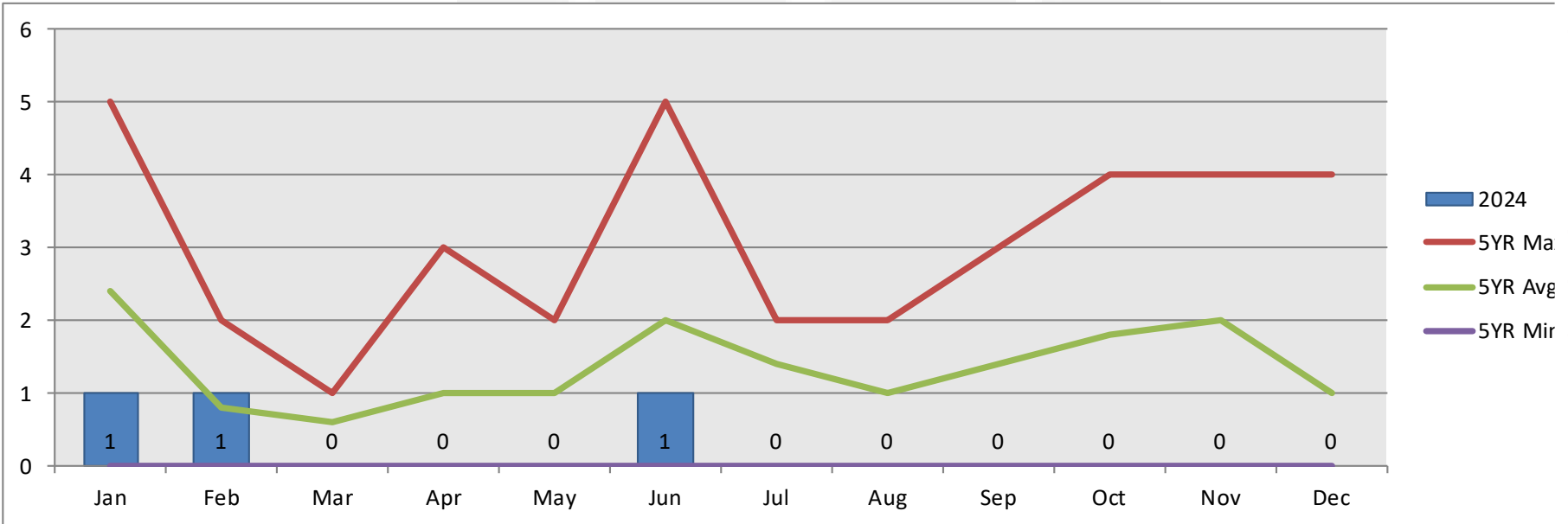
Robbery

Offense Codes: 0310

All Data As Of: 7/8/24 12:00 AM

➤ There was 1 robbery reported in June 2024 which is 50.0% below the 5 year average

	Jun	Year to Date	Year
2019	5	12	26
2020	3	10	17
2021	2	10	18
2022	0	3	11
2023	0	4	10
2024	1	3	
% Change	N/A	-25.0%	-34.2%
Yearly Total Projection:			7



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

Attachment: 07-15-2024 Law Board Packet (14021 : Law Board Meeting Agenda)

Aggravated Assault and Battery

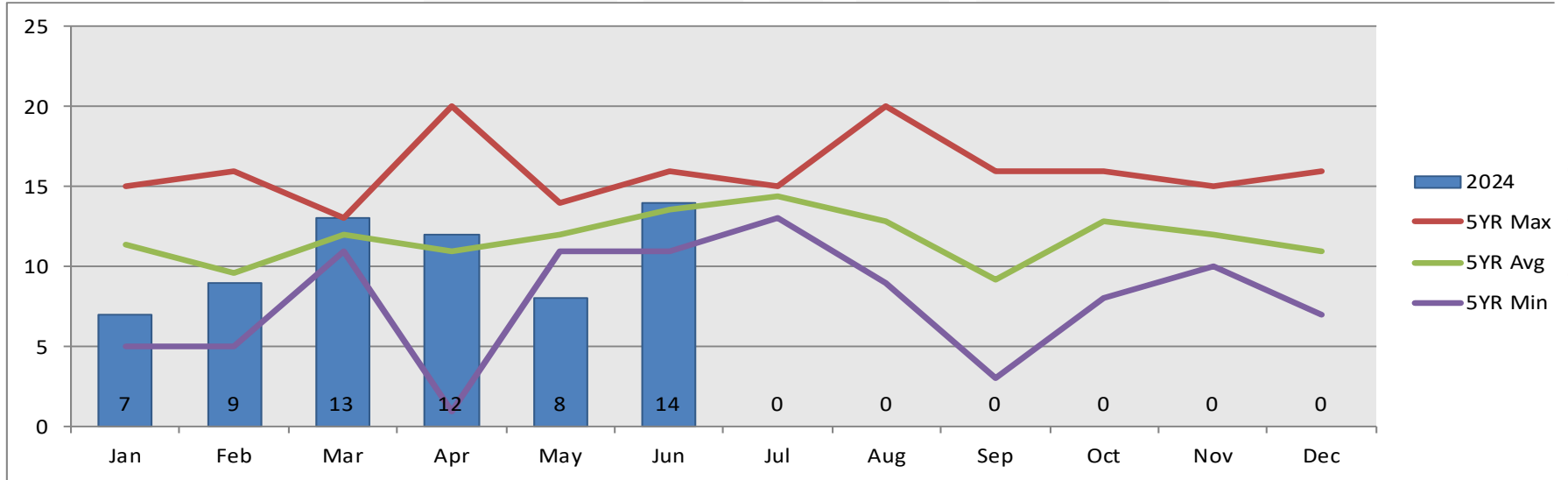
Offense Codes: 0410-0440

All Data As Of: 7/8/24 12:00 AM

16.a

- There were 10 aggravated batteries and 4 aggravated assaults reported during the month of June. This is 2.9% below the 5 year average.
- Three of the incidents in June were domestic.
- As of 7/8/2024, there were arrests in 4 of the incidents.

	Jun	Year to Date	Yearly Total
2019	14	69	155
2020	13	68	145
2021	16	82	145
2022	14	64	130
2023	11	65	134
2024	14	63	
% Change	+27.3%	-3.1%	-4.3%
Yearly Total Projection:			128



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

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

Part I Property Crime

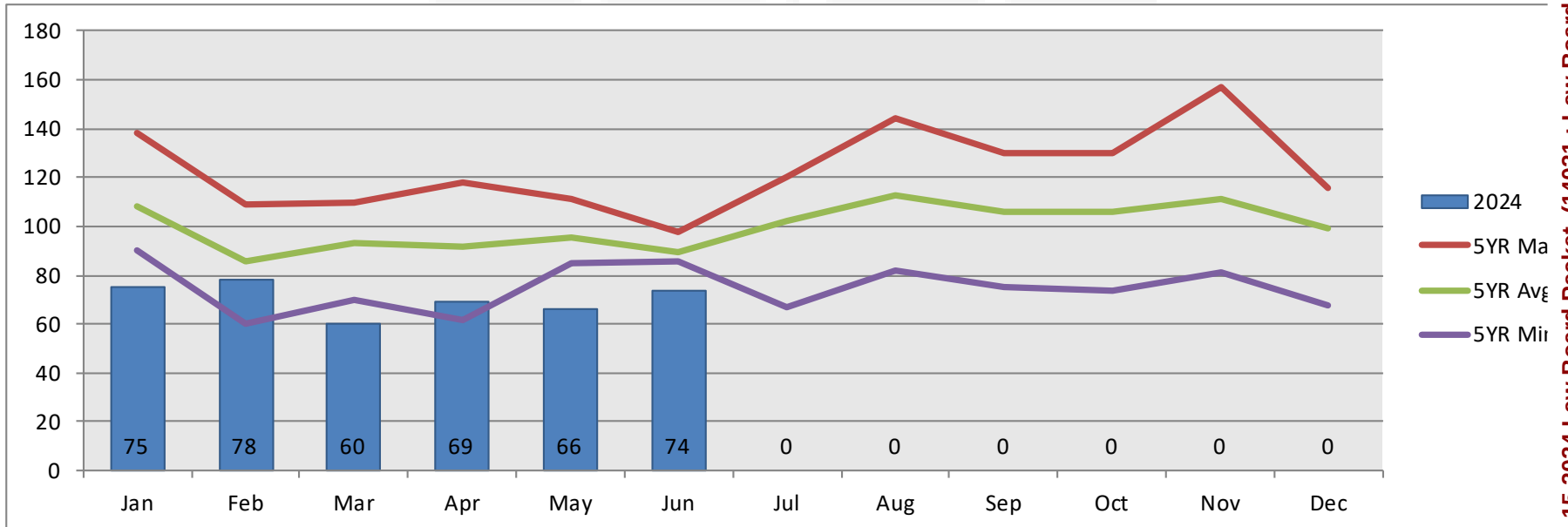
Offense Codes: 0500-0810

All Data As Of: 7/8/24 12:00 AM

16.a

- For June, Part I property crime was down 17.4% from the 5 year average.
- Part I property crime year to date is 25.1% below the 5 year average.
- The property crime for June 2024 included 10 burglaries, 16 larcenies from motor vehicle, 4 auto thefts, and 0 arson incidents. The rest of the incidents were larcenies (44 incidents).

	Jun	Year to Date	Yearly Total
2019	89	633	1366
2020	87	538	1296
2021	86	531	1222
2022	88	524	971
2023	98	591	1145
2024	74	422	
% Change	-24.5%	-28.6%	-22.2%
Yearly Total Projection:			891



	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
2019	138	67	110	118	111	89	120	144	130	125	99	115
2020	112	109	70	62	98	87	120	105	130	130	157	116
2021	103	60	104	93	85	86	98	134	118	108	134	99
2022	96	95	74	81	90	88	67	82	75	74	81	68
2023	90	99	108	104	92	98	106	98	75	92	84	99
2024	75	78	60	69	66	74	0	0	0	0	0	0

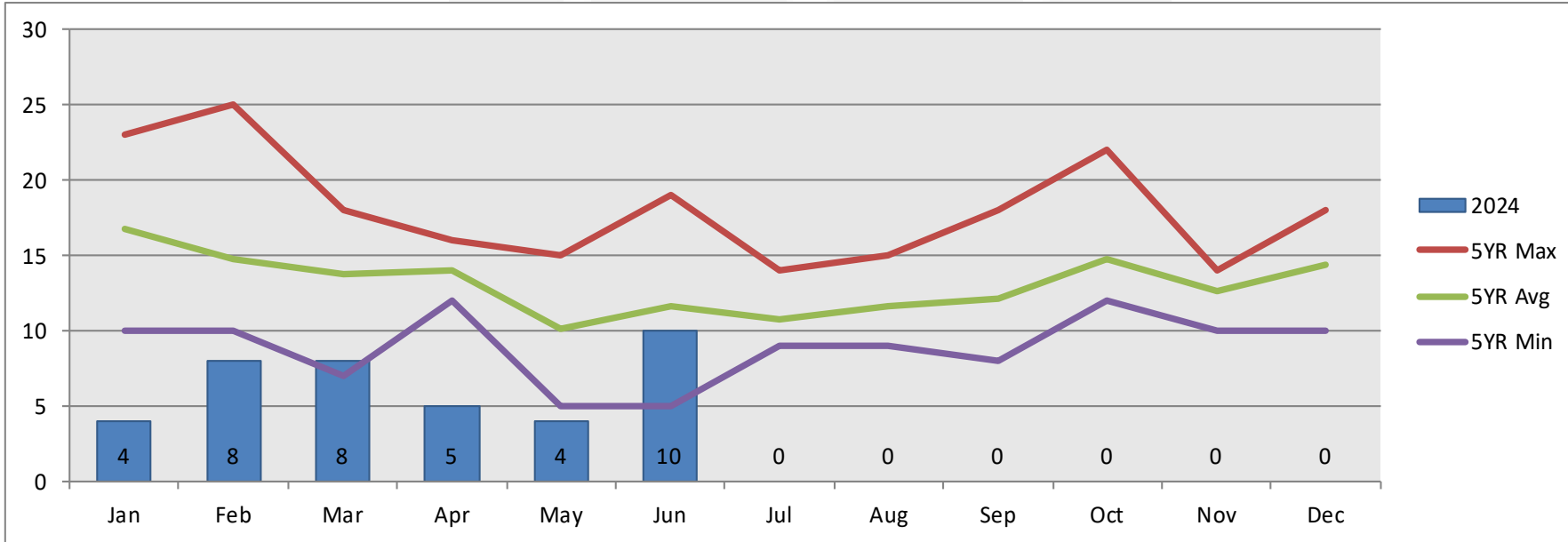
Structural Burglary

Offense Code: 0510

All Data As Of: 7/8/24 12:00 AM

- Structural burglaries were 13.8% below the 5 year average for June.
- Three of the burglaries were non-residential and seven were residential.
- Nine of them occurred in Manhattan, and one was in North County.

	Jun	Year to Date	Year
2019	11	80	171
2020	5	81	174
2021	10	87	157
2022	19	87	150
2023	13	71	136
2024	10	39	
% Change	-23.1%	-45.1%	-44.6%
Yearly Total Projection:			75



	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
2019	15	10	18	15	11	11	14	15	18	14	14	16
2020	18	25	14	12	7	5	11	13	15	22	14	18
2021	18	10	18	16	15	10	9	9	11	13	10	18
2022	23	18	7	15	5	19	11	10	8	12	12	10
2023	10	11	12	12	13	13	9	11	9	13	13	10
2024	4	8	8	5	4	10	0	0	0	0	0	0

Attachment: 07-15-2024 Law Board Packet (14021 : Law Board Meeting Agenda)

Vehicle Burglary

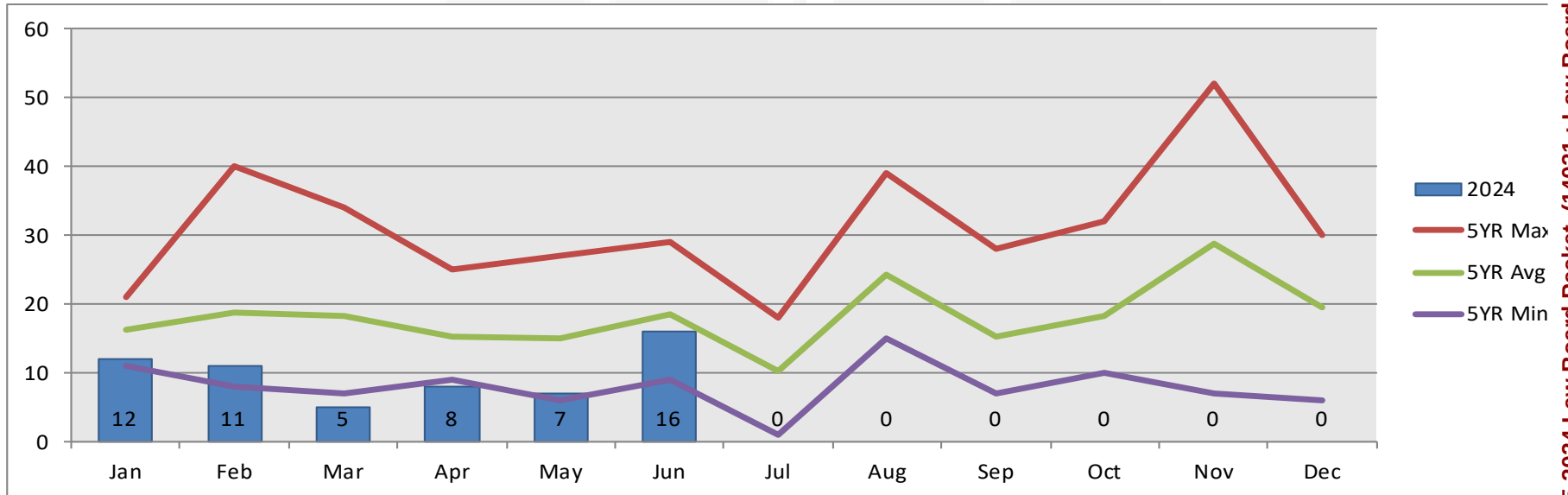
Offense Code: 0640

All Data As Of: 7/8/24 12:00 AM

16.a

➤ June 2024 was 14% below the 5 year average for vehicle burglary.

	Jun	Year to Date	Yearly Total
2019	14	91	228
2020	29	96	255
2021	22	106	255
2022	9	69	122
2023	19	150	233
2024	16	59	
% Change	-15.8%	-60.7%	-47.3%
Yearly Total Projection:			123



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

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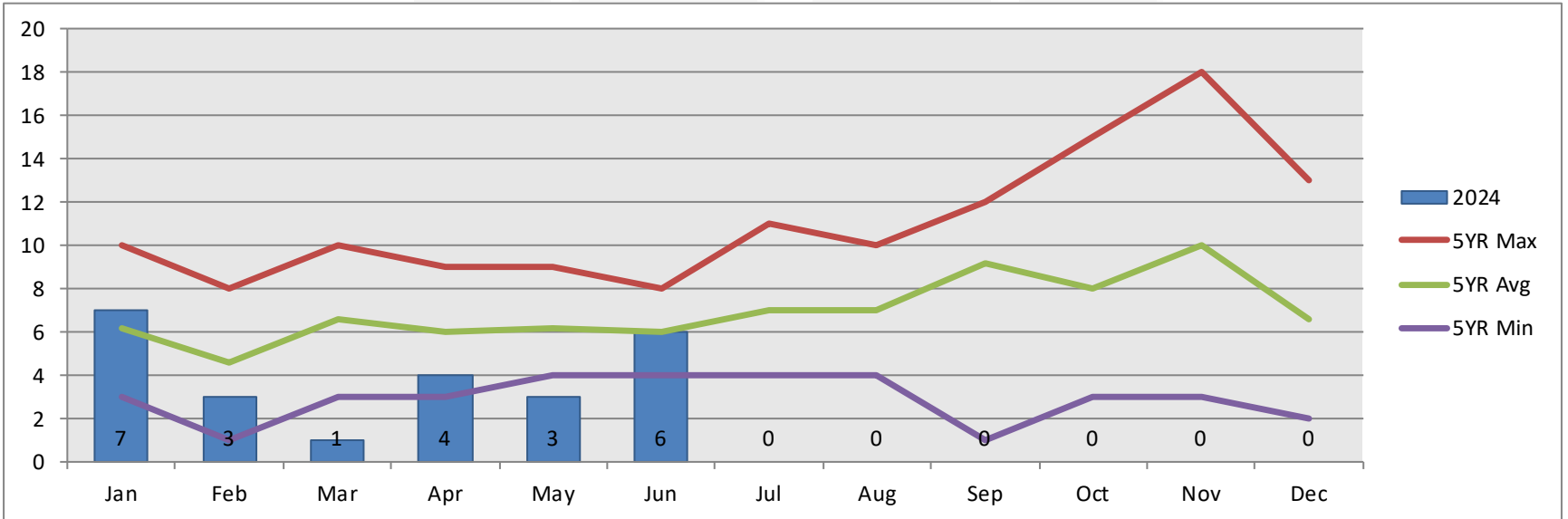
Motor Vehicle Thefts

Offense Code: 0710

All Data As Of: 7/8/24 12:00 AM

- Motor vehicle thefts remained the same with a 0% change.
- Five of the vehicles have been recovered as of 7/8/2024.

	Jun	Year to Date	Yearly
2019	8	46	104
2020	7	34	96
2021	4	27	85
2022	4	34	67
2023	7	37	65
2024	6	24	
% Change	-14.3%	-35.1%	-15.7%
Yearly Total Projection:			55



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

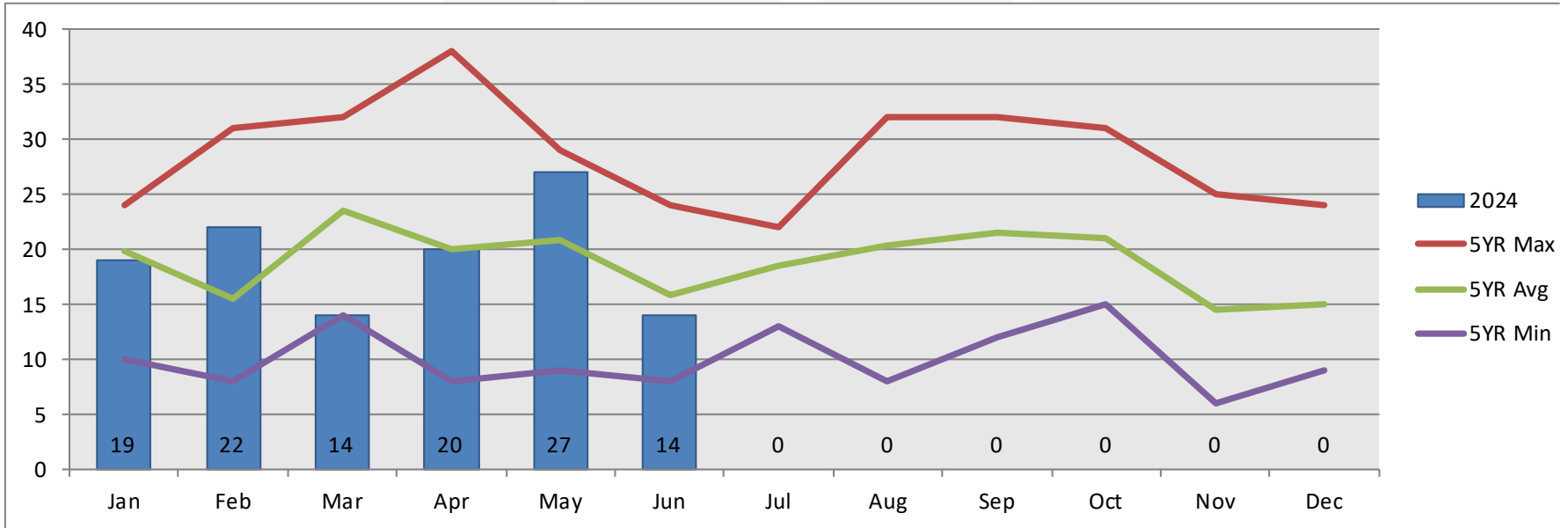
DUIs

Offense Code: 2110

All Data As Of: 7/8/24 12:00 AM

- The number of DUIs for June 2024 were 11.4% above the 5 year average for June.
- DUIs year to date are 0.3% above the 5 year average.

	Jun	Year to Date	Year
2019	24	152	265
2020	15	80	168
2021	14	112	191
2022	8	88	208
2023	18	146	282
2024	14	116	
% Change	-22.2%	-20.5%	-18.9%
Yearly Total Projection:			229



	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
2019	24	8	32	38	26	24	20	32	26	20	16	19
2020	22	12	14	8	9	15	19	17	16	15	12	9
2021	10	17	26	25	20	14	22	8	12	21	6	10
2022	19	10	18	13	20	8	13	16	22	31	25	13
2023	24	31	28	16	29	18	19	29	32	18	14	24
2024	19	22	14	20	27	14	0	0	0	0	0	0

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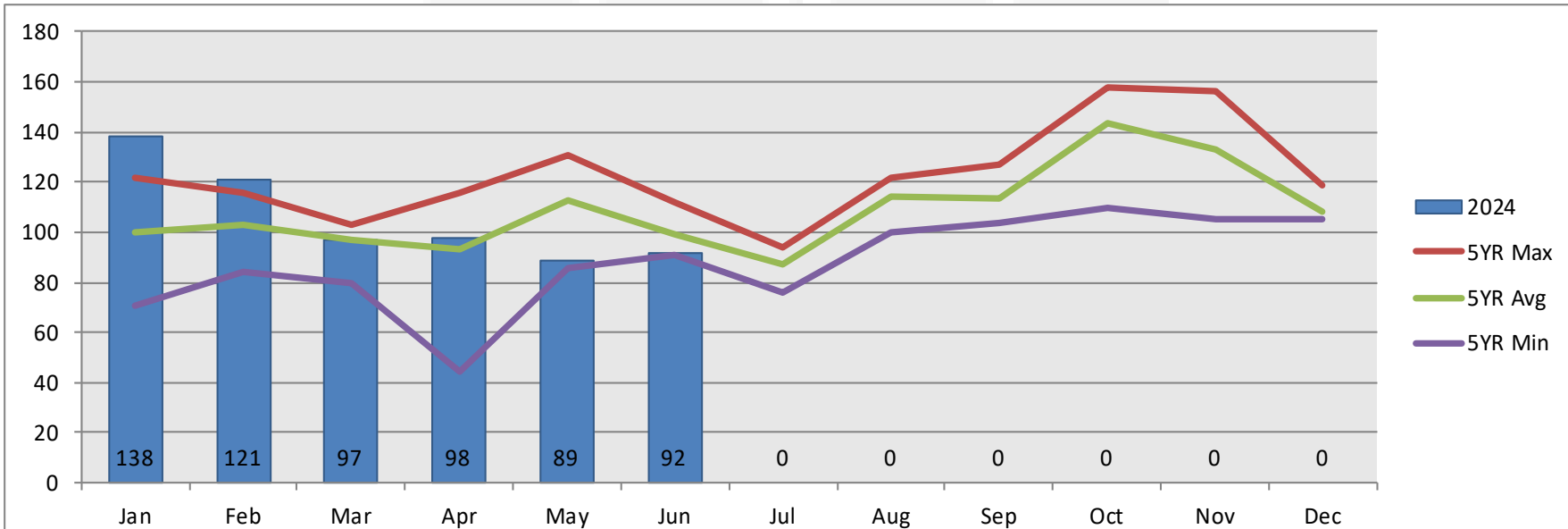
Traffic Accidents

Offense Codes: 5000-5139

All Data As Of: 7/8/24 12:00 AM

➤ The number of traffic accidents in June 2024 was 7.1% below the 5 year average.

	Jun	Year to Date	Yearly Total
2019	99	684	1436
2020	91	548	1220
2021	91	556	1314
2022	102	637	1283
2023	112	596	1264
2024	92	635	
% Change	-17.9%	+6.5%	+8.4%
Yearly Total Projection:			1371



	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
2019	119	116	103	116	131	99	94	121	117	158	143	119
2020	122	109	96	44	86	91	90	111	114	147	105	105
2021	71	84	103	100	107	91	91	122	127	156	156	106
2022	96	104	103	105	127	102	76	115	104	110	134	107
2023	90	102	80	100	112	112	84	100	106	146	127	105
2024	138	121	97	98	89	92	0	0	0	0	0	0

Attachment: 07-15-2024 Law Board Packet (14021 : Law Board Meeting Agenda)

16.a

Preventable Traffic Accidents

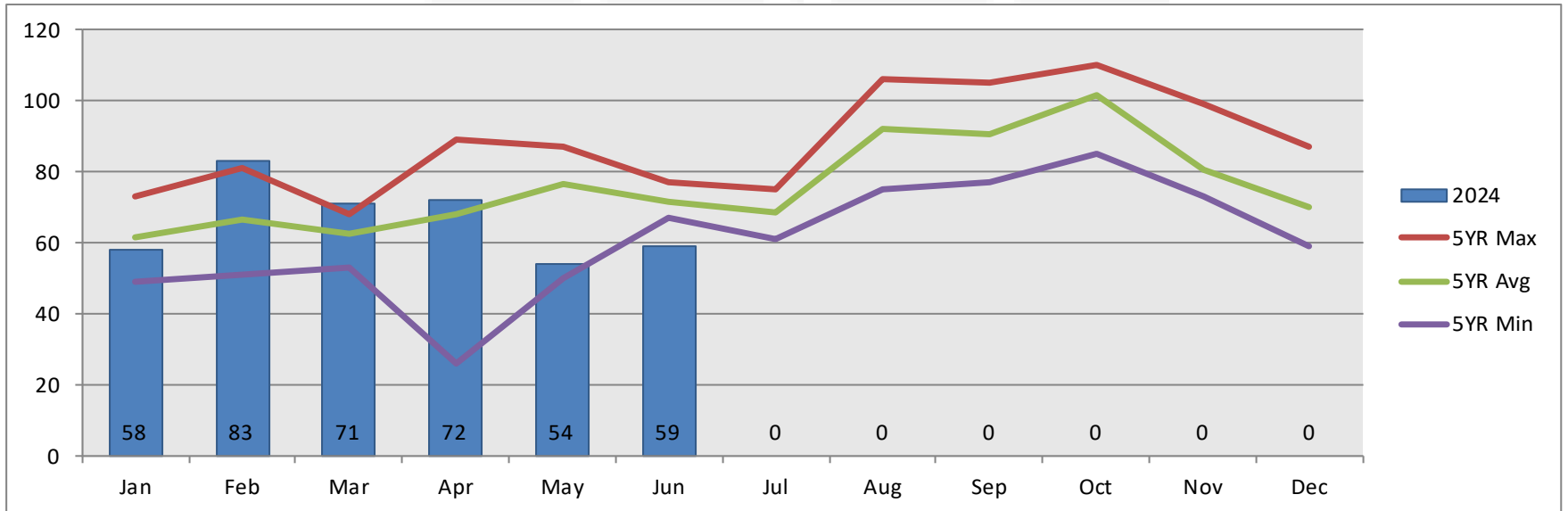
Offense Codes: 5000-5139

All Data As Of: 7/8/24 12:00 AM

- The number of preventable traffic accidents in June 2024 was 17.8% below the 5 year average.
- Numbers may change as data entry corrections continue.

	Jun	Year to Date	Yearly Total
2019	77	427	945
2020	71	361	855
2021	67	384	965
2022	67	431	897
2023	77	434	891
2024	59	397	
% Change	-23.4%	-8.5%	-0.5%
Yearly Total Projection:			886

16.a



	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
2019	60	51	66	89	84	77	74	93	102	98	76	75
2020	73	81	60	26	50	71	69	92	89	105	73	66
2021	49	54	67	71	76	67	75	106	105	109	99	87
2022	65	67	68	77	87	67	65	94	77	85	82	63
2023	61	80	53	77	86	77	61	75	79	110	73	59
2024	58	83	71	72	54	59	0	0	0	0	0	0

Riley County Police Department

1001 South Seth Child Road
Manhattan, Kansas 66502

(785) 537-2112

www.RileyCountyPolice.org



RILEY COUNTY POLICE DEPARTMENT

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

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

Part I Violent Crime Definition

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

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

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

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

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

Part 1 Property Crime Definition

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

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

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

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

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

Traffic Related Definitions

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

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

Traffic Accidents: All accidents.

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

RILEY COUNTY LAW ENFORCEMENT AGENCY

Resolution No. 24-04

NOW, on this 15th day of July, 2024, at a regular monthly meeting of the Riley County Law Enforcement Agency, a quorum being present desiring to change the scheduled locations, as established previously by Agency Resolution No. 24-01, of two of its future regular meetings to be held in 2024.

IT IS BY THE AGENCY RESOLVED by a majority vote thereof that the monthly meeting of the Riley County Law Enforcement Agency scheduled for 12:00 Noon on September 16, 2024 shall be held at the VFW/Randolph City Hall, 108 W. Randolph, KS, 66554 and further that the monthly meeting of the Riley County Law Enforcement Agency scheduled for 12:00 Noon on October 21, 2024 shall be held at Riley City Hall, 222 S. Broadway Street, Riley, KS 66531.

IT IS FURTHER RESOLVED that to the extent not amended by this Resolution, Agency Resolution No. 24-01 shall remain in full force and effect.

WHEREFORE, I set my hand this 15th day of July, 2024.

John Ford, Vice Chairperson
Riley County Law Enforcement Agency

Attachment: 07-15-2024 Law Board Packet (14021 : Law Board Meeting Agenda)



Kansas Bureau of Investigation

Tony Mattivi
Director

Kris W. Kobach
Attorney General

July 3, 2024

Brian Peete, Director
Riley County Police Department
1001 S. Seth Child
Manhattan, KS 66502

Dear Director Peete:

Attached for your review and signatures are documents relating to Riley County Police Department's 2024 operating budget for the Midwest HIDTA Topeka DEA Task Force.

Please review the package carefully, as signatures are required on several separate documents.

Return to our office a copy of the original signature pages and after all other signatures are acquired a copy of the signature pages only will be returned for your files.

If your agency has any prior year HIDTA funds available, those funds must be exhausted before the 2024 funds can be used.

Please forward a copy of this MOU to your fiscal office.

Thank you for your support of the Midwest HIDTA.

Award #: G24MW0003A

Initiative: Topeka DEA Task Force

Award Maximum: \$9,240.00

Award Period: January 1, 2024 - December 31, 2025

Sincerely,

A handwritten signature in cursive script, appearing to read "Teresa Goza".

Teresa Goza
HIDTA Accountant IV
Kansas Bureau of Investigation

Attachment: 07-15-2024 Law Board Packet (14021 : Law Board Meeting Agenda)

**MIDWEST HIGH INTENSITY DRUG TRAFFICKING AREA (Midwest HIDTA)
MEMORANDUM OF UNDERSTANDING
TOPEKA DEA TASK FORCE**

**G24MW0003A
01-01-2024 / 12-31-2025
CFDA number 95.001**

The Office of National Drug Control Policy (ONDCP) has awarded High Intensity Drug Trafficking Area (HIDTA) funding to federal, state and local law enforcement agencies in the region comprised of the states of Kansas, Missouri, Nebraska, Iowa, South Dakota and North Dakota for the purpose of combating the manufacture and importation of methamphetamine and the disruption of poly-drug trafficking organizations. The Kansas Bureau of Investigation (KBI) has been designated as the fiscal agent for award proceeds to be distributed to state and local agencies participating in the Midwest HIDTA program within Kansas and in selected regional initiatives. These funds shall be used for purposes designated in the TOPEKA DEA TASK FORCE INITIATIVE (Appendix A) and associated budget (Appendix B), as approved by ONDCP.

Scope of Service

The services carried out under this Memorandum of Understanding shall be consistent with those contained in the initiative proposal and budget as approved for funding by ONDCP. Changes shall not be made in the subject or the proposed objectives of the initiative without prior written approval from The Midwest HIDTA State Coordinator for Kansas, the Midwest HIDTA Executive Director and the Midwest HIDTA Executive Committee.

The signatories agree to provide written notice to the KBI and to the Midwest HIDTA Kansas State Coordinator, at least (30) days in advance of any planned withdrawal from this agreement. In the event of withdrawal from this initiative by any party, all property and equipment acquired with HIDTA funds by the withdrawing party shall be re-distributed as per Midwest HIDTA policy and procedure. Upon the date specified in the written notice of withdrawal, this agreement shall become void with respect to the agency giving notice but shall remain in effect for all other participants. The KBI shall process all allowable reimbursement requests for the withdrawing agency through the date of the withdrawal.

Reprogramming of Funds

Reprogramming of funds within a HIDTA award requires different levels of approval based upon the amount to be reprogrammed and whether the reprogramming is inter-agency or inter-initiative. In all cases the recipient agency is responsible for forwarding a request for authorization for reprogramming to the KBI to be forwarded to the Midwest HIDTA State Coordinator for Kansas, the Midwest HIDTA Executive Director and Midwest HIDTA Executive Committee. The recipient agency is also responsible for maintaining detailed records of any reprogramming activities.

Reporting Requirement

All participants may be required to prepare a final report of initiative expenditures, which shall be submitted to the KBI within 30 days of the close of the program fiscal year. The financial report will be of a form approved by the KBI and shall contain a listing of expenditures/costs by cost category from the approved initiative budget (Appendix B). The report shall also contain a comparison of actual costs/expenditures against budget estimates. Failure to submit reports on a timely basis may result in the interruption or termination of the initiative funding for your agency. Detailed information on the financial reporting requirements is found in

G24MW0003A

the HIDTA Program Policy and Budget Guidance (PPBG) publication and the Midwest HIDTA Policies and Standard Operating Procedures document (SOP).

Program Standards

Each agency agrees to abide by the standards and rules defined in the HIDTA Program Policy and Budget Guidance (PPBG) publication and the Midwest HIDTA Policies and Standard Operating procedures document as well as all formal written program guidance regarding financial management standards, reporting, records retention, equipment, vehicles, and procurement and supplanting requirements for any agency accepting HIDTA funds. You can download the full version from National HIDTA Assistance Center (NHAC) at nhac.org.

Assurances

Each agency agrees to abide by the terms and conditions set out in Application for Federal Assistance SF 424, Assurances - Non-Construction Programs (Appendix D) and Assurances – Construction Programs (Appendix E). Each agency will also submit the signed OMB forms, Certification Regarding Lobbying (Appendix F) and Disclosure of Lobbying Activities (Appendix G) and will abide by all applicable special conditions included as a part of the award agreement (Appendix I).

Invoicing

Each agency receiving reimbursements will invoice on the fifteenth of every month for expenditures incurred during the prior month. Reimbursement form shall be a form approved by the KBI (Appendix H) and shall contain a listing of expenditures by category. Each agency shall retain the original supporting documentation and provide a copy to the KBI with the monthly report. Each agency agrees that the NHAC and Midwest HIDTA Executive Director and Midwest HIDTA Executive Committee have the right to terminate suspend or delay any payment to sub-recipient if the reimbursements clearly fails to meet HIDTA PPBG. In the event that such an act is necessary the agency will be notified within three days of the decision.

Inventory

Equipment purchased with HIDTA funds shall be identified by cost, type and serial number and reported to the Kansas State Coordinator on the Midwest HIDTA Inventory Form (Appendix C). The Kansas State Coordinator shall maintain an inventory of all equipment purchased and provide the same to HIDTA. A copy of all inventory transactions shall be provided to the KBI. Any change to the inventory of HIDTA purchased equipment shall be reported promptly and in writing to the KBI.

Audit Readiness and Compliance

Each agency agrees to maintain appropriate and detailed records of its receipt and use of the funds, in accordance with the generally accepted accounting principles applying to government agencies. Each agency understands that it may be subject to an audit. Each agency also understands that there will be a site audit every two years for awardees that receive \$25,000 or more, and every three years for awardees that receive \$25,000 or less.

As the fiduciary, the KBI is required to provide certain information in an audit. The Single Audit Certification (Appendix K) provides part of the information needed. The Risk Assessment Tool (Appendix J) helps to ensure proper accountability and compliance with the program.

Operations

1. Individual agencies shall be responsible for the initial payment of costs for phones, pagers, travel and overtime associated with their agent/officer. All equipment purchases shall be made in accordance with the HIDTA program policy. Each agency agrees to compile those costs on a monthly basis and submit the same to the KBI for reimbursement as per the section of this document titled Invoicing.

G24MW0003A

Reimbursement to each agency is limited to the amount specified in the respective funding category, for that agency, as set out in the approved initiative budget and this agreement.

2. Signatories agree to provide all required statistical, financial and programmatic documentation to the Midwest HIDTA, including but not limited to non-supplanting agreements, monthly performance reports and yearly threat assessment information.
3. Signatories agree to participate in and support all Midwest HIDTA information and intelligence programs, including but not limited to, HIDTA SAFETNET, EPIC NCLSS.
4. The signatories agree that in event that any additional funds are received from HIDTA for the benefit of the initiative, those funds shall be distributed pursuant to the written award authorizing those additional funds.
5. **Riley County Police Department** shall agree to designate one commissioned officer to the Topeka DEA HIDTA Task Force.

Acceptance

Acceptance of this MOU by participating agencies is acceptance of all standards and conditions of the HIDTA Award, included as Appendix A, B, C, D, E, F, G, H, I, J and K.

Appendix A: Task Force Initiative

Appendix B: Task Force Budget

Appendix C: Midwest HIDTA Inventory Form

Appendix D: OMB Form 4040-0007, Assurances – Non-Construction Programs

Appendix E: OMB Form 4040-0009, Assurances – Construction Programs

Appendix F: OMB Form, Certification Regarding Lobbying

Appendix G: OMB Form, Disclosure of Lobbying Activities

Appendix H: HIDTA Reimbursement Form

Appendix I: HIDTA Award Agreement

Appendix J: FAPO Risk Assessment Tool

Appendix K: HIDTA Single Audit Certification

Fiscal Contact KBI:

Teresa Goza
Kansas Bureau of Investigation
15700 College Blvd., Suite 100
Lenexa, KS 66219-1473
913-609-1272
teresa.goza@kbi.ks.gov

Project Manager KBI:

Kelly Ralston, Assistant Director
Kansas Bureau of Investigation
625 Washington
Great Bend, KS 67530-5442
kelly.ralston@kbi.ks.gov

G24MW0003A

State Coordinator: Steve Riley
 Midwest HIDTA
 10220 NW Ambassador Dr., Suite 700
 Kansas City, MO 64153
 816-891-5217
 sriley@midwest-hidta.org

Participating Agency: Brian Peete, Director
 Riley County Police Department
 1001 S. Seth Child
 Manhattan, KS 66502

Fiscal Contact RCPD: Jennifer Reifschneider
 Riley County Police Department
 1001 S. Seth Child
 Manhattan, KS 66502
 785-473-2307
 785-565-6559 (FAX)
 jreifschneider@rileycountypolice.org

Participating Agency:
Riley County Law Enforcement Agency

 John Matta, Chairperson
 Or Vice-Chairperson

 Date

Fiscal Agent:
 Kansas Bureau of Investigation

 Tony Mattivi, Director

 Date

Attachment: 07-15-2024 Law Board Packet (14021 : Law Board Meeting Agenda)

G24MW0003A

FY 2024 ENFORCEMENT INITIATIVE DESCRIPTION BUDGET PROPOSAL (INVESTIGATIVE)

HIDTA: Midwest HIDTA
INITIATIVE TITLE: Topeka DEA Task Force
LEAD AGENCY(S): Drug Enforcement Administration
CO-LOCATION SITE: Topeka, KS

DESCRIPTION

Initiative Purpose

The Topeka DEA Task Force is a DEA led initiative that was created in 2015. The Initiative is a cooperative partnership between federal and state and local law enforcement agencies in the Topeka and Manhattan areas. The Initiative is comprised of a single enforcement group that shares collocated space at the DEA's Topeka Post of Duty. The task force focuses on mid to upper level Mexican methamphetamine and poly-drug trafficking organizations (DTOs) operating in its area of responsibility. All enforcement and investigative operations are coordinated through the deconfliction services provided by the Midwest HIDTA ISC, which assist in enhancing officer safety and increase efficiency by reducing duplication of effort.

Threat Priorities

International, regional and local DTOs affiliated with Mexican transnational criminal organizations (TCOs) that distribute methamphetamine, as well as heroin/synthetic opioids and other drugs are the primary threat in the Initiative's area of responsibility. The task force initiates investigations of DTOs operating in its area of responsibility, which primarily consists of the greater Topeka and Manhattan areas.

Investigative Approach

The Topeka DEA Task Force utilizes a variety of investigative techniques that include traditional undercover operations where controlled substances are purchased from investigative targets, physical and electronic surveillance and Title IIIs. HIDTA funding is used to enhance the Initiative's efforts and consists of PE/PI, overtime for state and local investigators, investigative supplies and various office supplies and services.

Budget Detail

2024 - Midwest

Initiative - Topeka DEA Task Force

Award Recipient - Kansas Bureau of Investigation (G24MW0003A)

Resource Recipient - Kansas Bureau of Investigation

<i>Input</i>		<i>\$18,480.00</i>
Services	Quantity	Amount
Vehicle lease - passenger	3	18,480.00
Total Services	3	\$18,480.00
Total		\$18,480.00

Midwest HIDTA Equipment Inventory Additions/Transfers/Disposals

Purchase Date:	_____
Manufacturer's Serial Number:	_____
Manufacturer/Vendor:	_____
Cost:	_____
Purchase Condition:	_____
HIDTA #:	_____
Description:	_____
Purchasing Agency:	_____
HIDTA Funding %:	_____
Agency Asset #:	_____
Title Holder:	_____
Initiative:	_____
Custodian Agency:	_____
Physical Location:	_____
City:	_____
State	_____
Transferred From:	_____
Current Condition:	_____
Surplus Date:	_____
Reason for Disposal:	_____
Disposal Method:	_____
Notes:	_____
Name:	_____

View Burden Statement

OMB Number: 4040-0007
Expiration Date: 02/28/2025**ASSURANCES - NON-CONSTRUCTION PROGRAMS**

Public reporting burden for this collection of information is estimated to average 15 minutes per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Office of Management and Budget, Paperwork Reduction Project (0348-0040), Washington, DC 20503.

PLEASE DO NOT RETURN YOUR COMPLETED FORM TO THE OFFICE OF MANAGEMENT AND BUDGET. SEND IT TO THE ADDRESS PROVIDED BY THE SPONSORING AGENCY.

NOTE: Certain of these assurances may not be applicable to your project or program. If you have questions, please contact the awarding agency. Further, certain Federal awarding agencies may require applicants to certify to additional assurances. If such is the case, you will be notified.

As the duly authorized representative of the applicant, I certify that the applicant:

1. Has the legal authority to apply for Federal assistance and the institutional, managerial and financial capability (including funds sufficient to pay the non-Federal share of project cost) to ensure proper planning, management and completion of the project described in this application.
2. Will give the awarding agency, the Comptroller General of the United States and, if appropriate, the State, through any authorized representative, access to and the right to examine all records, books, papers, or documents related to the award; and will establish a proper accounting system in accordance with generally accepted accounting standards or agency directives.
3. Will establish safeguards to prohibit employees from using their positions for a purpose that constitutes or presents the appearance of personal or organizational conflict of interest, or personal gain.
4. Will initiate and complete the work within the applicable time frame after receipt of approval of the awarding agency.
5. Will comply with the Intergovernmental Personnel Act of 1970 (42 U.S.C. §§4728-4783) relating to prescribed standards for merit systems for programs funded under one of the 19 statutes or regulations specified in Appendix A of OPM's Standards for a Merit System of Personnel Administration (5 C.F.R. 900, Subpart F).
6. Will comply with all Federal statutes relating to nondiscrimination. These include but are not limited to: (a) Title VI of the Civil Rights Act of 1964 (P.L. 88-352) which prohibits discrimination on the basis of race, color or national origin; (b) Title IX of the Education Amendments of 1972, as amended (20 U.S.C. §§1681-1683, and 1685-1686), which prohibits discrimination on the basis of sex; (c) Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. §794), which prohibits discrimination on the basis of handicaps; (d) the Age Discrimination Act of 1975, as amended (42 U.S.C. §§6101-6107), which prohibits discrimination on the basis of age; (e) the Drug Abuse Office and Treatment Act of 1972 (P.L. 92-255), as amended, relating to nondiscrimination on the basis of drug abuse; (f) the Comprehensive Alcohol Abuse and Alcoholism Prevention, Treatment and Rehabilitation Act of 1970 (P.L. 91-616), as amended, relating to nondiscrimination on the basis of alcohol abuse or alcoholism; (g) §§523 and 527 of the Public Health Service Act of 1912 (42 U.S.C. §§290 dd-3 and 290 ee-3), as amended, relating to confidentiality of alcohol and drug abuse patient records; (h) Title VIII of the Civil Rights Act of 1968 (42 U.S.C. §§3601 et seq.), as amended, relating to nondiscrimination in the sale, rental or financing of housing; (i) any other nondiscrimination provisions in the specific statute(s) under which application for Federal assistance is being made; and, (j) the requirements of any other nondiscrimination statute(s) which may apply to the application.
7. Will comply, or has already complied, with the requirements of Titles II and III of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (P.L. 91-646) which provide for fair and equitable treatment of persons displaced or whose property is acquired as a result of Federal or federally-assisted programs. These requirements apply to all interests in real property acquired for project purposes regardless of Federal participation in purchases.
8. Will comply, as applicable, with provisions of the Hatch Act (5 U.S.C. §§1501-1508 and 7324-7328) which limit the political activities of employees whose principal employment activities are funded in whole or in part with Federal funds.

Previous Edition Usable

Authorized for Local Reproduction

Standard Form 424B (Rev. 7-97)
Prescribed by OMB Circular A-102

9. Will comply, as applicable, with the provisions of the Davis-Bacon Act (40 U.S.C. §§276a to 276a-7), the Copeland Act (40 U.S.C. §276c and 18 U.S.C. §874), and the Contract Work Hours and Safety Standards Act (40 U.S.C. §§327-333), regarding labor standards for federally-assisted construction subagreements.
10. Will comply, if applicable, with flood insurance purchase requirements of Section 102(a) of the Flood Disaster Protection Act of 1973 (P.L. 93-234) which requires recipients in a special flood hazard area to participate in the program and to purchase flood insurance if the total cost of insurable construction and acquisition is \$10,000 or more.
11. Will comply with environmental standards which may be prescribed pursuant to the following: (a) institution of environmental quality control measures under the National Environmental Policy Act of 1969 (P.L. 91-190) and Executive Order (EO) 11514; (b) notification of violating facilities pursuant to EO 11738; (c) protection of wetlands pursuant to EO 11990; (d) evaluation of flood hazards in floodplains in accordance with EO 11988; (e) assurance of project consistency with the approved State management program developed under the Coastal Zone Management Act of 1972 (16 U.S.C. §§1451 et seq.); (f) conformity of Federal actions to State (Clean Air) Implementation Plans under Section 176(c) of the Clean Air Act of 1955, as amended (42 U.S.C. §§7401 et seq.); (g) protection of underground sources of drinking water under the Safe Drinking Water Act of 1974, as amended (P.L. 93-523); and, (h) protection of endangered species under the Endangered Species Act of 1973, as amended (P.L. 93-205).
12. Will comply with the Wild and Scenic Rivers Act of 1968 (16 U.S.C. §§1271 et seq.) related to protecting components or potential components of the national wild and scenic rivers system.
13. Will assist the awarding agency in assuring compliance with Section 106 of the National Historic Preservation Act of 1966, as amended (16 U.S.C. §470), EO 11593 (identification and protection of historic properties), and the Archaeological and Historic Preservation Act of 1974 (16 U.S.C. §§469a-1 et seq.).
14. Will comply with P.L. 93-348 regarding the protection of human subjects involved in research, development, and related activities supported by this award of assistance.
15. Will comply with the Laboratory Animal Welfare Act of 1966 (P.L. 89-544, as amended, 7 U.S.C. §§2131 et seq.) pertaining to the care, handling, and treatment of warm blooded animals held for research, teaching, or other activities supported by this award of assistance.
16. Will comply with the Lead-Based Paint Poisoning Prevention Act (42 U.S.C. §§4801 et seq.) which prohibits the use of lead-based paint in construction or rehabilitation of residence structures.
17. Will cause to be performed the required financial and compliance audits in accordance with the Single Audit Act Amendments of 1996 and OMB Circular No. A-133, "Audits of States, Local Governments, and Non-Profit Organizations."
18. Will comply with all applicable requirements of all other Federal laws, executive orders, regulations, and policies governing this program.
19. Will comply with the requirements of Section 106(g) of the Trafficking Victims Protection Act (TVPA) of 2000, as amended (22 U.S.C. 7104) which prohibits grant award recipients or a sub-recipient from (1) Engaging in severe forms of trafficking in persons during the period of time that the award is in effect (2) Procuring a commercial sex act during the period of time that the award is in effect or (3) Using forced labor in the performance of the award or subawards under the award.

SIGNATURE OF AUTHORIZED CERTIFYING OFFICIAL	TITLE
X _____	CHAIRPERSON
APPLICANT ORGANIZATION	DATE SUBMITTED
RILEY COUNTY LAW ENFORCEMENT AGENCY	

View Burden Statement

ASSURANCES - CONSTRUCTION PROGRAMS

OMB Number: 4040-0001
Expiration Date: 02/28/2021

Public reporting burden for this collection of information is estimated to average 15 minutes per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Office of Management and Budget, Paperwork Reduction Project (0348-0042), Washington, DC 20503.

PLEASE DO NOT RETURN YOUR COMPLETED FORM TO THE OFFICE OF MANAGEMENT AND BUDGET. SEND IT TO THE ADDRESS PROVIDED BY THE SPONSORING AGENCY.

NOTE: Certain of these assurances may not be applicable to your project or program. If you have questions, please contact the Awarding Agency. Further, certain Federal assistance awarding agencies may require applicants to certify to additional assurances. If such is the case, you will be notified.

As the duly authorized representative of the applicant, I certify that the applicant:

1. Has the legal authority to apply for Federal assistance, and the institutional, managerial and financial capability (including funds sufficient to pay the non-Federal share of project costs) to ensure proper planning, management and completion of project described in this application.
2. Will give the awarding agency, the Comptroller General of the United States and, if appropriate, the State, the right to examine all records, books, papers, or documents related to the assistance; and will establish a proper accounting system in accordance with generally accepted accounting standards or agency directives.
3. Will not dispose of, modify the use of, or change the terms of the real property title or other interest in the site and facilities without permission and instructions from the awarding agency. Will record the Federal awarding agency directives and will include a covenant in the title of real property acquired in whole or in part with Federal assistance funds to assure non-discrimination during the useful life of the project.
4. Will comply with the requirements of the assistance awarding agency with regard to the drafting, review and approval of construction plans and specifications.
5. Will provide and maintain competent and adequate engineering supervision at the construction site to ensure that the complete work conforms with the approved plans and specifications and will furnish progressive reports and such other information as may be required by the assistance awarding agency or State.
6. Will initiate and complete the work within the applicable time frame after receipt of approval of the awarding agency.
7. Will establish safeguards to prohibit employees from using their positions for a purpose that constitutes or presents the appearance of personal or organizational conflict of interest, or personal gain.
8. Will comply with the Intergovernmental Personnel Act of 1970 (42 U.S.C. §§4728-4763) relating to prescribed standards of merit systems for programs funded under one of the 19 statutes or regulations specified in Appendix A of OPM's Standards for a Merit System of Personnel Administration (5 C.F.R. 900, Subpart F).
9. Will comply with the Lead-Based Paint Poisoning Prevention Act (42 U.S.C. §§4801 et seq.) which prohibits the use of lead-based paint in construction or rehabilitation of residence structures.
10. Will comply with all Federal statutes relating to non-discrimination. These include but are not limited to: (a) Title VI of the Civil Rights Act of 1964 (P.L. 88-352) which prohibits discrimination on the basis of race, color or national origin; (b) Title IX of the Education Amendments of 1972, as amended (20 U.S.C. §§1681 1683, and 1685-1686), which prohibits discrimination on the basis of sex; (c) Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. §794), which prohibits discrimination on the basis of handicaps; (d) the Age Discrimination Act of 1975, as amended (42 U.S.C. §§6101-6107), which prohibits discrimination on the basis of age; (e) the Drug Abuse Office and Treatment Act of 1972 (P.L. 92-255), as amended relating to nondiscrimination on the basis of drug abuse; (f) the Comprehensive Alcohol Abuse and Alcoholism Prevention, Treatment and Rehabilitation Act of 1970 (P.L. 91-616), as amended, relating to nondiscrimination on the basis of alcohol abuse or alcoholism; (g) §§523 and 527 of the Public Health Service Act of 1912 (42 U.S.C. §§290 dd-3 and 290 ee 3), as amended, relating to confidentiality of alcohol and drug abuse patient records; (h) Title VIII of the Civil Rights Act of 1968 (42 U.S.C. §§3601 et seq.), as amended, relating to nondiscrimination in the sale, rental or financing of housing; (i) any other nondiscrimination provisions in the specific statute(s) under which application for Federal assistance is being made; and (j) the requirements of any other nondiscrimination statute(s) which may apply to the application.

11. Will comply, or has already complied, with the requirements of Titles II and III of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (P.L. 91-646) which provide for fair and equitable treatment of persons displaced or whose property is acquired as a result of Federal and federally-assisted programs. These requirements apply to all interests in real property acquired for project purposes regardless of Federal participation in purchases.
12. Will comply with the provisions of the Hatch Act (5 U.S.C. §§1501-1508 and 7324-7328) which limit the political activities of employees whose principal employment activities are funded in whole or in part with Federal funds.
13. Will comply, as applicable, with the provisions of the Davis-Bacon Act (40 U.S.C. §§276a to 276a-7), the Copeland Act (40 U.S.C. §276c and 18 U.S.C. §874), and the Contract Work Hours and Safety Standards Act (40 U.S.C. §§327-333) regarding labor standards for federally-assisted construction subagreements.
14. Will comply with flood insurance purchase requirements of Section 102(a) of the Flood Disaster Protection Act of 1973 (P.L. 93-234) which requires recipients in a special flood hazard area to participate in the program and to purchase flood insurance if the total cost of insurable construction and acquisition is \$10,000 or more.
15. Will comply with environmental standards which may be prescribed pursuant to the following: (a) institution of environmental quality control measures under the National Environmental Policy Act of 1969 (P.L. 91-190) and Executive Order (EO) 11514; (b) notification of violating facilities pursuant to EO 11738; (c) protection of wetlands pursuant to EO 11990; (d) evaluation of flood hazards in floodplains in accordance with EO 11988; (e) assurance of project consistency with the approved State management program developed under the Coastal Zone Management Act of 1972 (16 U.S.C. §§1451 et seq.); (f) conformity of Federal actions to State (Clean Air) implementation Plans under Section 176(c) of the Clean Air Act of 1955, as amended (42 U.S.C. §§7401 et seq.); (g) protection of underground sources of drinking water under the Safe Drinking Water Act of 1974, as amended (P.L. 93-523); and, (h) protection of endangered species under the Endangered Species Act of 1973, as amended (P.L. 93-205).
16. Will comply with the Wild and Scenic Rivers Act of 1988 (16 U.S.C. §§1271 et seq.) related to protecting components or potential components of the national wild and scenic rivers system.
17. Will assist the awarding agency in assuring compliance with Section 106 of the National Historic Preservation Act of 1966, as amended (16 U.S.C. §470), EO 11593 (identification and protection of historic properties), and the Archaeological and Historic Preservation Act of 1974 (16 U.S.C. §§469a-1 et seq.).
18. Will cause to be performed the required financial and compliance audits in accordance with the Single Audit Act Amendments of 1996 and OMB Circular No. A-133, "Audits of States, Local Governments, and Non-Profit Organizations."
19. Will comply with all applicable requirements of all other Federal laws, executive orders, regulations, and policies governing this program.
20. Will comply with the requirements of Section 106(g) of the Trafficking Victims Protection Act (TVPA) of 2000, as amended (22 U.S.C. 7104) which prohibits grant award recipients or a sub-recipient from (1) Engaging in severe forms of trafficking in persons during the period of time that the award is in effect (2) Procuring a commercial sex act during the period of time that the award is in effect or (3) Using forced labor in the performance of the award or subawards under the award.

SIGNATURE OF AUTHORIZED CERTIFYING OFFICIAL	TITLE
X _____	CHAIRPERSON
APPLICANT ORGANIZATION	DATE SUBMITTED
RILEY COUNTY LAW ENFORCEMENT AGENCY	

CERTIFICATION REGARDING LOBBYING

Certification for Contracts, Grants, Loans, and Cooperative Agreements

The undersigned certifies, to the best of his or her knowledge and belief, that:

- (1) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.
- (2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure of Lobbying Activities," in accordance with its instructions.
- (3) The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly. This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

Statement for Loan Guarantees and Loan Insurance

The undersigned states, to the best of his or her knowledge and belief, that:

If any funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this commitment providing for the United States to insure or guarantee a loan, the undersigned shall complete and submit Standard Form-LLL, "Disclosure of Lobbying Activities," in accordance with its instructions. Submission of this statement is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required statement shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

SIGNATURE OF AUTHORIZED CERTIFYING OFFICIAL	TITLE
X _____	CHAIRPERSON
APPLICANT ORGANIZATION	DATE SUBMITTED
RILEY COUNTY LAW ENFORCEMENT AGENCY	

DISCLOSURE OF LOBBYING ACTIVITIES

Complete this form to disclose lobbying activities pursuant to 31 U.S.C.1352

OMB Number: 4040-0013
Expiration Date: 02/28/2025

1. * Type of Federal Action: ☐ a. contract ☒ b. grant ☐ c. cooperative agreement ☐ d. loan ☐ e. loan guarantee ☐ f. loan insurance	2. * Status of Federal Action: ☐ a. bid/offer/application ☒ b. initial award ☐ c. post-award	3. * Report Type: ☒ a. initial filing ☐ b. material change
--	--	--

4. Name and Address of Reporting Entity:

☐ Prime ☒ SubAwardee Tier if known:
 * Name:
 * Street 1: Street 2:
 * City: State: Zip:
 Congressional District, if known:

5. If Reporting Entity in No.4 is Subawardee, Enter Name and Address of Prime:

 * Name:
 * Street 1: Street 2:
 * City: State: Zip:
 Congressional District, if known:

6. * Federal Department/Agency: ONDCP	7. * Federal Program Name/Description: HIDTA CFDA Number, if applicable: 95.001
8. Federal Action Number, if known: G24MW0003A	9. Award Amount, if known: \$

10. a. Name and Address of Lobbying Registrant:

 Prefix: * First Name: Middle Name:
 * Last Name: Suffix:
 * Street 1: Street 2:
 * City: State: Zip:

b. Individual Performing Services (including address if different from No. 10a)

 Prefix: * First Name: Middle Name:
 * Last Name: Suffix:
 * Street 1: Street 2:
 * City: State: Zip:

11. Information requested through this form is authorized by title 31 U.S.C. section 1352. This disclosure of lobbying activities is a material representation of fact upon which reliance was placed by the tier above when the transaction was made or entered into. This disclosure is required pursuant to 31 U.S.C. 1352. This information will be reported to the Congress semi-annually and will be available for public inspection. Any person who fails to file the required disclosure shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

* Signature:

*Name: Prefix: * First Name: Middle Name:
 * Last Name: Suffix:

Title: Telephone No.: Date:

Midwest HIDTA Reimbursement Request Form

Agency

Riley County Police Department
1001 S. Seth Child Rd.
Manhattan, KS 66502-3115

Dept. Code

KBI use only

63126-18-002
Grant #2419

Invoice for the month of: _____

2024 Funding Year 01/01/2024 to 12/31/2025

Initiative: Topeka DEA Task Force G24MW0003A

CFDA # 95.001

Enter data in this
column only

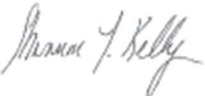
Category	Beginning Allocation	Cumulative Expenses through	Expenditures This Month	Remaining Balance
Vehicle Lease	\$ 9,240.00			\$ 9,240.00
Total	\$ 9,240.00	\$ -	\$ -	\$ 9,240.00

Agency Authorization / Date	Midwest HIDTA Authorization/Date	KBI Authorization / Date
Lt. Daryl Ascher 785-537-2112 X 2473		
Finance Officer Please Print Jennifer Reifschneider	Email form to: jreifschneider@rileycountypolice.org	

Reimbursement forms are due by the 15th of the month.

Please attach all supporting documents

Appendix H

Executive Office of the President Office of National Drug Control Policy		Grant Agreement	
1. Recipient Name and Address Anthony Mattivi Director Kansas Bureau of Investigation 1620 SW Tyler Topeka, KS 66612-1837		4. Award Number (FAIN): G24MW0003A	
		5. Period of Performance: From 01/01/2024 to 12/31/2025	
2. Total Amount of the Federal Funds Obligated: \$3,844,727.00	6. Federal Award Date: April 29, 2024	7. Action: Initial	
2A. Budget Approved by the Federal Awarding Agency \$3,844,727.00	8. Supplement Number		
3. CFDA Name and Number: <i>High Intensity Drug Trafficking Areas Program - 95.001</i>	9. Previous Award Amount:		
3A. Project Description <i>High Intensity Drug Trafficking Areas (HIDTA) Program</i>	10. Amount of Federal Funds Obligated by this Action: \$3,844,727.00		
	11. Total Amount of Federal Award: \$3,844,727.00		
12. This Grant is non-R&D and approved subject to such conditions or limitations as are set forth on the attached pages.			
13. Statutory Authority for Grant: <i>Public Law 118-47</i>			
AGENCY APPROVAL		RECIPIENT ACCEPTANCE	
14. Typed Name and Title of Approving Official Shannon Kelly National HIDTA Director Office of National Drug Control Policy		15. Typed Name and Title of Authorized Official Anthony Mattivi Director Kansas Bureau of Investigation	
16. Signature of Approving ONDCP Official 		17. Signature of Authorized Recipient/Date  5/3/2024	
AGENCY USE ONLY			
18. Accounting Classification Code UEI: MQ3SSN5SNG84 DUNS: 150943496 EIN: 1486029925L2		19. HIDTA AWARD <i>OND1070DB2425XX 2024 OND6113</i> <i>OND2000000000 OC 410001</i>	

GRANT CONDITIONS

A. General Terms and Conditions

1. This award is subject to the Uniform Administrative Requirements, Cost Principles, and Audit Requirements in 2 C.F.R. § 200 (the “§ 200 Uniform Requirements”), as adopted and implemented by the Office of National Drug Control Policy (ONDCP) in 2 C.F.R. §3603. For this award, the § 200 Uniform Requirements supersede, among other things, the provisions of 28 C.F.R. §§ 66 and 70, as well as those of 2 C.F.R. §§ 215, 220, 225, and 230. For more information on the § 200 Uniform Requirements, see <https://www.ecfr.gov/current/title-2/subtitle-A/chapter-II/part-200>. For specific, award-related questions, recipients should contact ONDCP promptly for clarification.
2. This award is subject to the following additional regulations and requirements:
 - 28 C.F.R. § 69 – “New Restrictions on Lobbying”
 - 2 C.F.R. § 25 – “Universal Identifier and System of Award Management”
 - Conflict of Interest and Mandatory Disclosure Requirements
 - Non-profit Certifications (when applicable)
3. Audits conducted pursuant to 2 C.F.R. § 200, Subpart F, “Audit Requirements” must be submitted no later than 9 months after the close of the grantee’s audited fiscal year to the Federal Audit Clearinghouse (fac.gov)
4. Grantees are required to submit Federal Financial Reports (FFR) to the Department of Health and Human Services, Payment Management System (HHS-PMS). The Federal Financial Report is required to be submitted quarterly and within 90 days after the grant is closed out.
5. The recipient gives the awarding agency or the Government Accountability Office, through any authorized representative, access to, and the right to examine, all paper or electronic records related to the grant.
6. Recipients of HIDTA funds are not agents of ONDCP. Accordingly, the grantee, its fiscal agent(s), employees, contractors, as well as state, local, and Federal participants, either on a collective basis or on a personal level, shall not hold themselves out as being part of, or representing, the Executive Office of the President or ONDCP.
7. These general terms and conditions, as well as archives of previous versions of these general terms and conditions, are available online at <https://www.whitehouse.gov/ondcp/grant-programs/>.

8. Failure to adhere to the General Terms and Conditions as well as the Program Specific Terms and Conditions may result in the termination of the grant or the initiation of administrative action. ONDCP may also terminate the award if it no longer effectuates program goals or agency priorities. See 2 CFR 200.340.
9. Conflict of Interest and Mandatory Disclosures

A. Conflict of Interest Requirements

As a non-federal entity, you must follow ONDCP's conflict of interest policies for federal awards. Recipients must disclose in writing any potential conflict of interest to an ONDCP Program Officer; recipients that are pass-through entities must require disclosure from sub-recipients or contractors. This disclosure must take place immediately whether you are an applicant or have an active ONDCP award.

The ONDCP conflict of interest policies apply to sub-awards as well as contracts, and are as follows:

- i. As a non-federal entity, you must maintain written standards of conduct covering conflicts of interest and governing the performance of your employees engaged in the selection, award, and administration of sub-awards and contracts.
- ii. None of your employees may participate in the selection, award, or administration of a sub-award or contract supported by a federal award if he or she has a real or apparent conflict of interest. Such a conflict of interest would arise when the employee, officer, or agent, any member of his or her immediate family, his or her partner, or an organization which employs or is about to employ any of the parties indicated herein, has a financial or other interest in or a tangible personal benefit from an organization considered for a sub-award or contract. The officers, employees, and agents of the non-federal entity must neither solicit nor accept gratuities, favors, or anything of monetary value from sub-recipients or contractors or parties to sub-awards or contracts.
- iii. If you have a parent, affiliate, or subsidiary organization that is not a state, local government, or Indian tribe, you must also maintain written standards of conduct covering organizational conflicts of interest. Organizational conflicts of interest means that because of relationships with a parent company, affiliate, or subsidiary organization, you are unable or appear to be unable to be impartial in conducting a sub-award or procurement action involving a related organization.

B. Mandatory Disclosure Requirement

As a non-federal entity, you must disclose, in a timely manner, in writing to ONDCP all violations of federal criminal law involving fraud, bribery, or gratuity violations potentially affecting the federal award. Non-federal entities that have received a federal award including the terms and conditions outlined in appendix XII of this part are required to report certain civil, criminal, or administrative proceedings to the System for Award Management (SAM), currently the Federal Awardee Performance and Integrity Information System. Failure to make required disclosures can result in any of the remedies described in § 200.339. (See also 2 C.F.R. §180, 31 U.S.C. § 3321, and 41 U.S.C. § 2313.)

None of the funds appropriated or otherwise made available by this grant or any other Act may be used to fund a contract, grant, or cooperative agreement with an entity that requires employees or contractors of such entity seeking to report fraud, waste, or abuse to sign internal confidentiality agreements or statements prohibiting or otherwise restricting such employees or contractors from lawfully reporting such waste, fraud, or abuse to a designated investigative or law enforcement representative of a Federal department or agency authorized to receive such information. This limitation shall not contravene requirements applicable to Standard Form 312, Form 4414, or any other form issued by a Federal department or agency governing the nondisclosure of classified information.

10. Federal Funding Accountability and Transparency (FFATA) / Digital Accountability and Transparency Act (DATA Act). Each applicant is required to (i) be registered in SAM before submitting its application; (ii) provide a valid Unique Entity Identifier number in its application; (iii) continue to maintain an active SAM registration with current information at all times during which it has an active federal award; and (iv) provide all relevant grantee information required for ONDCP to collect for reporting related to FFATA and DATA Act requirements.
11. Subawards are authorized under this grant award. Subawards must be monitored by the award recipient as outlined in 2 C.F.R. § 200.331.
12. Recipients must comply with the Government-wide Suspension and Debarment provision set forth at 2 C.F.R. §180, dealing with all sub-awards and contracts issued under the grant.
13. As specified in 2 CFR 200.303 Internal Controls, recipient must:

- a) Establish and maintain effective internal controls over the federal award that provides reasonable assurance that federal award funds are managed in compliance with federal statutes, regulations and award terms and conditions. These internal controls should be in compliance with the guidance in “Standards for Internal Control in the federal Government,” issued by the Comptroller General of the United States and the “Internal Control Integrated Framework,” issued by the Committee of Sponsoring Organizations of the Treadway Commission (COSO).
 - b) Comply with federal statutes, regulations, and the terms and conditions of the Federal awards.
 - c) Evaluate and monitor the non-federal entity’s compliance with statute, regulations, and the terms and conditions of the federal award.
 - d) Take prompt action when instances of noncompliance are identified, including noncompliance identified in audit findings.
 - e) Take reasonable measures to safeguard protected personally identified information (PII) and other information ONDCP or pass-through entity designates as sensitive or the non-federal entity considers sensitive consistent with applicable federal, state, and local laws regarding privacy and obligations of confidentiality.
14. Recipients are prohibited from using federal grant funds to purchase certain telecommunication and video surveillance services or equipment in alignment with § 889 of the National Defense Authorization Act of 2019, Pub. L. No. 115-232. See 2 C.F.R. § 200.216. See also, HIDTA PPBG, § 7.20, Prohibited Uses of HIDTA Funds.
15. Grantees should provide a preference, to the extent permitted by law, to maximize use of goods, products, and materials produced in the United States. See 2 C.F.R. § 200.322.
16. When issuing statements, press releases, requests for proposals, bid solicitations and other documents describing projects or programs funded in whole or in part with Federal money, all grantees receiving Federal funds included in this Act, shall clearly state—
- a) the percentage of the total costs of the program or project which will be financed with federal money;
 - b) the dollar amount of Federal funds for the project or program; and
 - c) percentage and dollar amount of the total costs of the project or program that will be financed by non-governmental sources.

B. Recipient Integrity and Performance Matters

Reporting of Matters Related to Recipient Integrity and Performance

1. *General Reporting Requirement*

If the total value of your currently active grants, cooperative agreements, and procurement contracts from all federal awarding agencies exceeds \$10,000,000 for any period of time during the period of performance of this federal award, then you as the recipient during that period of time must maintain the currency of information reported to SAM that is made available in the designated integrity and performance system (currently the Federal Awardee Performance and Integrity Information System (FAPIIS)) about civil, criminal, or administrative proceedings described in paragraph 2 of this award term and condition. This is a statutory requirement under § 872 of Public Law 110-417, as amended (41 U.S.C. § 2313). As required by § 3010 of Public Law 111-212, all information posted in the designated integrity and performance system on or after April 15, 2011, except past performance reviews required for federal procurement contracts, will be publicly available. See 2 C.F.R. Part 200, Appendix XII.

2. *Proceedings About Which You Must Report*

Submit the information required about each proceeding that:

- a. Is in connection with the award or performance of a grant, cooperative agreement, or procurement contract from the Federal Government;
- b. Reached its final disposition during the most recent 5-year period; and
- c. Is one of the following:
 - (1) A criminal proceeding that resulted in a conviction, as defined in paragraph 5 of this award term and condition;
 - (2) A civil proceeding that resulted in a finding of fault and liability and payment of a monetary fine, penalty, reimbursement, restitution, or damages of \$5,000 or more;
 - (3) An administrative proceeding, as defined in paragraph 5 of this award term and condition, that resulted in a finding of fault and liability and your payment of either a monetary fine or penalty of \$5,000 or more or reimbursement, restitution, or damages in excess of \$100,000; or
 - (4) Any other criminal, civil, or administrative proceeding if:
 - (i) It could have led to an outcome described in paragraph 2.c.(1), (2), or (3) of this award term and condition;
 - (ii) It had a different disposition arrived at by consent or compromise with an acknowledgment of fault on your part; and

(iii) The requirement in this award term and condition to disclose information about the proceeding does not conflict with applicable laws and regulations.

3. *Reporting Procedures*

Enter in the SAM Entity Management area the information that SAM requires about each proceeding described in paragraph 2 of this award term and condition. You do not need to submit the information a second time under assistance awards that you received if you already provided the information through SAM because you were required to do so under federal procurement contracts that you were awarded.

4. *Reporting Frequency*

During any period of time when you are subject to the requirement in paragraph 1 of this award term and condition, you must report proceedings information through SAM for the most recent 5-year period, either to report new information about any proceeding(s) that you have not reported previously or affirm that there is no new information to report. Recipients that have federal contract, grant, and cooperative agreement awards with a cumulative total value greater than \$10,000,000 must disclose semiannually any information about the criminal, civil, and administrative proceedings.

5. *Definitions*

For purposes of this award term and condition:

- a. Administrative proceeding means a non-judicial process that is adjudicatory in nature in order to make a determination of fault or liability (e.g., Securities and Exchange Commission Administrative proceedings, Civilian Board of Contract Appeals proceedings, and Armed Services Board of Contract Appeals proceedings). This includes proceedings at the Federal and state level, but only in connection with performance of a Federal contract or grant. It does not include audits, site visits, corrective plans, or inspection of deliverables.
- b. Conviction, for purposes of this award term and condition, means a judgment or conviction of a criminal offense by any court of competent jurisdiction, whether entered upon a verdict or a plea, and includes a conviction entered upon a plea of nolo contendere.
- c. Total value of currently active grants, cooperative agreements, and procurement contracts includes—
 - (1) Only the federal share of the funding under any federal award with a recipient cost share or match; and
 - (2) The value of all expected funding increments under a federal award and options, even if not yet exercised.

C. Program Specific Terms and Conditions

The grant condition is as follows:

1. This award is subject to the requirements in the SUPPORT for Patients and Communities Act, 21 U.S.C. §§ 1701 *et seq.* and in the ONDCP National HIDTA Program Office HIDTA *Program Policy and Budget Guidance* (September 9, 2021) (PPBG). The HIDTA PPBG is issued pursuant to authority granted the Director of ONDCP by the SUPPORT for Patients and Communities Act (21 U.S.C. § 1706) and the Uniform Administration Requirements (2 C.F.R. § 200) which provide the Director of ONDCP authority to coordinate funds and implement oversight and management function with respect to the HIDTA Program. The HIDTA PPBG can be accessed at the following website:
[Program Policy and Budget Guidance2021.pdf \(nhac.org\)](#)
In addition, as a condition for receiving this award, recipients must complete safe and healthy workplace trainings as outlined in the PPBG.

D. Federal Award Performance Goals

HIDTA award recipients must adhere to the performance measures, goals and requirements set forth in the PPBG Performance Management chapter (§ 10.0) and the HIDTA Performance Management Process (PMP) database.

SIGNATURE OF AUTHORIZED CERTIFYING OFFICIAL	TITLE
X _____	CHAIRPERSON
APPLICANT ORGANIZATION	DATE SUBMITTED
RILEY COUNTY LAW ENFORCEMENT AGENCY	

FAPO RISK ASSESSMENT TOOL

Key Risk Areas and Underlying Factors	EXAMPLES				Lower	Risk Level				Higher
		Lower Risk State	Moderate Risk State	Higher Risk State	1	2	3	4	5	
AREA 1: COMPLIANCE – risk of non-compliance with specific laws, regulations and other rules affecting this process and its financial reporting										
Characteristics of the applicable laws, regulations, policies & rules impacting financial reporting for this business process										
Level of Clarity		Clear & precise	Open to interpretation/generic	Unclear and imprecise						
Degree of maturity/stability		Well-established & time-tested	Recently enacted/evolving (<3 years)	Brand New or unestablished						
Complexity		Simple & straight forward	Involves judgement & some complexity	Highly complicated or judgmental						
AREA 2: HUMAN CAPTIAL – risk posed by the knowledge, skills and capacities of the people involved in this process who can effect financial assistance										
Knowledge/familiarity of staff with process		Highly knowledgeable & familiar	Average familiarity	Staff are new or unfamiliar						
Degree of management process ownership/control		Processes fully in-sourced and under management’s direct control	Mixed in & out-sourced processing or some control delegated to others	Significant outsourcing or delegation of processes to others’ control						
Workload Stress		Low staff turnover; no workforce constraints or other stressors	Moderate staff turnover: some workforce constraints	High staff turnover; notable workforce constraints adding stress						
AREA 3: OPERATIONS – risk posed by the characteristics of the manual/automated activities & IT applications involved in this process impacting financial assistance										
Characteristics of the manual and automated activities & technology applications comprising this business process										
Uniformity		Highly standardized	Some variations occur	Highly variable						
Complexity		Simple & straightforward	Moderately complicated	Complicated/cumbersome/ error prone						
Regularity		Routine	Periodic/infrequent	Non-routine/Rare						
Maturity or Stability		Stable, well-established, time-tested	Evolving/in transition (<3 years)	Brand new, unestablished, unstable						
Extent of handling		One/two “Touch-points”	Multiple processing steps/applications	Many people/steps/apps involved						
Dispersion		Centralized within one location/function	Moderately dispersed among multiple locations/function	Highly dispersed among many different location/functions						
AREA 4: NATURE OF TRANSACTIONS – risk posed by the qualitative and quantitative characteristics of transactions generated by the process										
Transaction volume		Extensive transactions (1000+)	Many transactions (100+)	Few transactions (10+)						
Transaction Frequency		Systematic/recur on a regular basis	Happens periodically/cyclically	Happens infrequently or rarely						
Individual transaction sizes		Small dollar (< 1/1000 th of materiality)	Moderate dollar (>1/1000 th of materiality & <1/100 th of materiality)	Large dollar (>1/100 th of materiality)						
Impact of estimates on financial reporting transactions		Little/no impact of estimates/all transaction variable are known/no estimation judgement involved	Moderate impact of estimates/most transaction variables are known/some estimation judgement involved	Significant impact of estimates/some transaction variables are derived amounts/high judgement required						
Propensity for fraud, waste or misappropriation of assets or information given safeguarding or other security issues		Assets are immoveable or have no intrinsic value/information is easily safeguarded/low risk of concealable theft or diversion	Assets are moveable and have some intrinsic value/information is capable of diversion/moderate risk of concealable theft or diversion	Assets are moveable and have a significant intrinsic valuable/information is capable of diversion/high risk of concealable theft or diversion						

Attachment: 07-15-2024 Law Board Packet (14021 : Law Board Meeting Agenda)

FAPO RISK ASSESSMENT TOOL

AREA 5: MANAGEMENT'S RECENT EXPERIENCE – indications of possible lingering risks based upon management's experience with events during the pasts 3 years								
Prior annual financial statement or other audit results								
Controls & Compliance issues raised	No findings related to this process	Management letters comments or other similar findings provided by auditors for this process	Reportable conditions, material weaknesses, non-compliance or "high-risk" matters cited by auditors for this process					
Adjustments by auditors	None	Few adjustments/not material in the aggregate	Significant number of adjustments; aggregate value of adjustments exceed planning materiality					
Adjustments by management	Few adjustments/routine in nature/mall dollar amounts involved	Moderate adjustments/moderate dollar amounts involved	Significant number or dollar amount of adjustments required/non-routine in nature					
Results of management's recent Statement of Assurance assessments	No findings related to this process	Some findings, though insignificant in scale/impact	Reportable conditions, material weaknesses & no-compliance matters found by management for this process					
Management's day-to-day experience								
Accounting errors or irregularities (known fraud)	Few error/adjustments	adjustments	Significant errors/adjustments					
Information available to monitor performance	Readily available/useable by management on a timely basis	Somewhat available for use by management/information is of mixed quality or is untimely	Unavailable for use by management/information is hard to understand or apply on a timely basis					
Typical accounting analysis needed by management in this area	Few calculations/analysis	Moderate calculations/analysis	Extensive calculations/analysis					
Overall nature of issues, errors or adjustments	A virtually problem free area	Problems occur from time to time of varying significance	Problems persist, can be significant/demand high management intervention					
AREA 6: MANAGEMENT'S CURRENT OUTLOOK – overall perceived likelihood of material adverse financial reporting risks within the next year for this process								
Management overall prognosis of material adverse risks for this process	Remote	Reasonably Possible	More Likely than Not					

Assessment performed by: _____

Date: _____

Single Audit Certification

Sub-Recipient Audit Requirements of the A-133

Single Audit (2 C.F.R. Part 200, Subpart F)

Agreement between the Riley County Police Department and the Kansas Bureau of Investigation under the Midwest HIDTA CFDA #95.001 for the period of 01/01/2024 to 12/31/2025 in the amount of \$9,240.00.

The Kansas Bureau of Investigation is subject to the requirements of the U.S. Office of Management and Budget (OMB) Circular A-133: Audits of States, Local Governments and Nonprofit Organizations. As such, OMB Circular A-133 requires the Kansas Bureau of Investigation to monitor our sub recipients of federal awards and determine whether they have met the audit requirements of the circular and whether they are in compliance with federal laws and regulations. This document must be completed and signed by the fiscal agent's organization.

Accordingly, we are requesting that you circle one of the numbers below, provide all appropriate documentation regarding your organization's compliance with the audit requirements. This is part of the sub recipient's grant agreement with the Kansas Bureau of Investigation.

Name of organization: Riley County Police Department

Sub recipient's SAM UEI # _____ expires _____

Federal Employer Identification Number (FEIN): _____

Signature: _____

1. We have completed our OMB Circular A-133 audit for the fiscal year ending _____.
Here is the link to our audit report. _____. If material exceptions were noted please enclose a copy of the responses and corrective actions taken.
2. We expect our OMB Circular A-133 audit for the fiscal year ending _____.
to be completed by _____. A copy of our audit report will be forwarded to the Kansas Bureau of Investigation within 30 days of receipt of the report.
3. We are not subject to Circular A-133 audit because:
 - a) We are a for-profit organization.
 - b) We expend less than \$750,000 in federal awards annually.
 - c) Other (*please explain*): _____



Feasibility Study:

Riley County Police Department

Riley County Law Enforcement Center
1001 South Seth Child Road
Manhattan, Kansas 66502

BAKER | McMILLAN
ARCHITECTS

Baker McMillan Architects
555 Poyntz Avenue, Suite 295
Manhattan, Kansas 66502
785-776-1011

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Source: *The Manhattan Mercury*. Tuesday, 06 March 1973.

By BILL FELBER
Mercury News Editor

Of all the arguments raised by opponents of consolidation of Riley County and its four neighbors, the probably the most damaging in the public eye is that of money.

It is true that Riley County is not against consolidation as too costly have claimed that city residents are the largest cost of the agency, and that the tax levy city residents pay is the highest in up to 10 percent over last year.

The first figure is misleading and the second is a distortion.

The mathematics of the two situations are complicated and to a large extent boring. But they demonstrate that:

- While the share of law enforcement funded by residents of Riley County is 19.1 percent (19.1% is not exact), that represents almost no change in the share funded by residents over the past two years. In 1973, the city's share was 19.2 percent of the total tax-meaning city police and the sheriff's force.
- The city's share of the 1974 additional costs to city residents, the 1974 bill of the "average" taxpayer is 19.1 percent. The city's share increase for all law enforcement

While the Manhattan Police Department and the Rileys County Sheriff's Office are working to consolidate Jan. 1, 1974, some points in the city building at 11th and Poyntz streets.

Manager Les Rieger and Agency director Willis Penhollow agreed today it may be June or July before the city building at 11th and Poyntz streets is moved to the city space presently housing the Rileys County Jail.

Penhollow explained a number of law enforcement sections will continue to operate in the city building until new facilities large enough to accommodate the consolidated law enforcement agencies are available.

"The facilities are under way for a 40 to 50 foot wing to be built adjacent to the Rileys County Jail building," he said.

Penhollow said the move into the additional space in the city building can be made the city first if the Rileys County Jail is moved into the area, study plans for removing the area and then complete the actual renovations.

Penhollow said the city department into the space would probably come several months after the Rileys County Jail is moved.

He noted the city probably will have to wait until the next several months concerning which department will move to occupy the space already under renovation plans required.

Penhollow explained a major step in the move is already under way.

See back page this section.

Source: The Manhattan Mercury. Wednesday, 21 November 1973.

Attachment: 07-15-2024 Law Board Packet (14021 : Law Board Meeting Agenda)

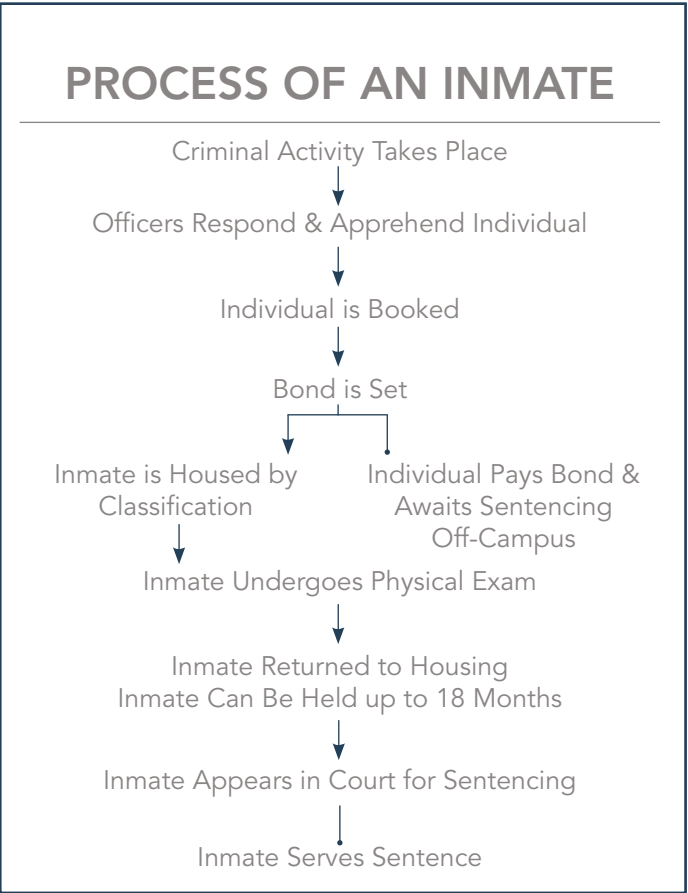


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4. Jail Capacity



POD CLASSIFICATION		
Pod Name & Classification	Population Capacity	Security Level
A General Pop.	32	Medium-Security
B High-Risk	30	Maximum-Security
C General Pop.	17	Medium-Security
D Female Pod	14	Medium-Security
E Inmate Workers	12	Low-Security
F Medical Unit	12	Maximum-Security
G Solitary/Disciplin.	12	Maximum-Security
7 Total Pods	129	Total Inmate Capacity
POD NEEDS		
H Female Pod	14	Medium-Security
I Medical Unit	4	Maximum-Security
J General Pop.	32	Medium-Security
3 Total Pods Needed	50	Additional Inmates

5. Analysis & Projections

LOOKING AHEAD
PROJECTIONS FOR THE NEXT 20 YEARS

BY THE NUMBERS
BASED ON ECONOMIC & POPULATION GROWTH

241
Total Violent Crimes
3.4 PER 1,000 PEOPLE

2.22
Murders/Homicides
+.22 INCREASE

24
Robberies
+3 INCREASE

1650
Property Crimes
+240 INCREASE

1292
Thefts
+187 INCREASE

38
Rape Occurrences
+5 INCREASE

150
Aggravated Assault
+26 INCREASE

256
Burglaries
+37 INCREASE

100
Motor Vehicle Thefts
+14 INCREASE

84,826
Forecasted Population by 2044¹²

**Based on information by the Center for Economic Development and Business Research. Wichita State University.*

6. Programming & Planning

MULTI-PURPOSE ROOM
50 Person Capacity
Working Kitchen
Smart Technology
Adequate Seating
SECURITY LEVEL: ○○○○○
DEPARTMENT USERS: Director
Administration
Training
Records

INTERVIEW ROOMS
Separate, Individual Rooms
Minimal Sound Transmission
Secure and Escape Proof
Camera/Recording Capabilities
SECURITY LEVEL: ●●●●●
DEPARTMENT USERS: Investigations
Patrol

PARKING
Additional Spaces
Patrol Vehicle Parking
Visitor Parking
Shift Changes
SECURITY LEVEL: ○○○○○
DEPARTMENT USERS: All
Departments

INTELLIGENCE COMMAND
10-12 Person Capacity
Several Monitors/Screens
Smart Technology
Adequate Seating
SECURITY LEVEL: ●●●●●
DEPARTMENT USERS: Investigations
Patrol
Director
Administration

SPECIALIZED TRAINING
One Dispatch Console
Supervisor Space
IT Workstations
Controlled Environment
SECURITY LEVEL: ●●●○○
DEPARTMENT USERS: Dispatch
IT
Records

CONSOLIDATION
IT Department
Records/Civil Process/Support
Administration & Director Space
SECURITY LEVEL: ●●●●○
DEPARTMENT USERS: IT
Records

TRAINING ROOM
50 Person Capacity
Professional Meeting Area
PT Course
Reality-based Training Storage
SECURITY LEVEL: ●●○○○
DEPARTMENT USERS: Training
Patrol
Jail

QUIET & BREAK ROOMS
Quiet Rooms for Sleeping
Childcare Area
Room to Cook & Prepare Food
Separation from Work Space
SECURITY LEVEL: ●●○○○
DEPARTMENT USERS: All
Departments

JAIL CAPACITY
Mental Health Pod
Medical Accommodations
Female Pod Increase
Outdoor Recreation Space
SECURITY LEVEL: ●●●●●
DEPARTMENT USERS: Jail

STAFFING CENSUS

Office of the Director	4	Office of the Director	4
Administration	10	Administration	12
Training	3	Training	4
Records & Support	12	Records & Support	12
Patrol	90	Patrol	105
Dispatch	23	Dispatch	33
Maintenance & Fleet	5	Maintenance & Fleet	8
Information & Tech.	4	Information & Tech.	6
Investigations	23	Investigations	30
Jail & Corrections	54	Jail & Corrections	74
Current Staffing	228	Projected Staffing	288

FLEET

UTV's	2
Trailers	6
Patrol Vechiles	32
Support Vehicles	38
Total Vehicles	78
One Vehicle Added Per Year	
Officers per Vehicle	2
2044 Total Vehicles	98

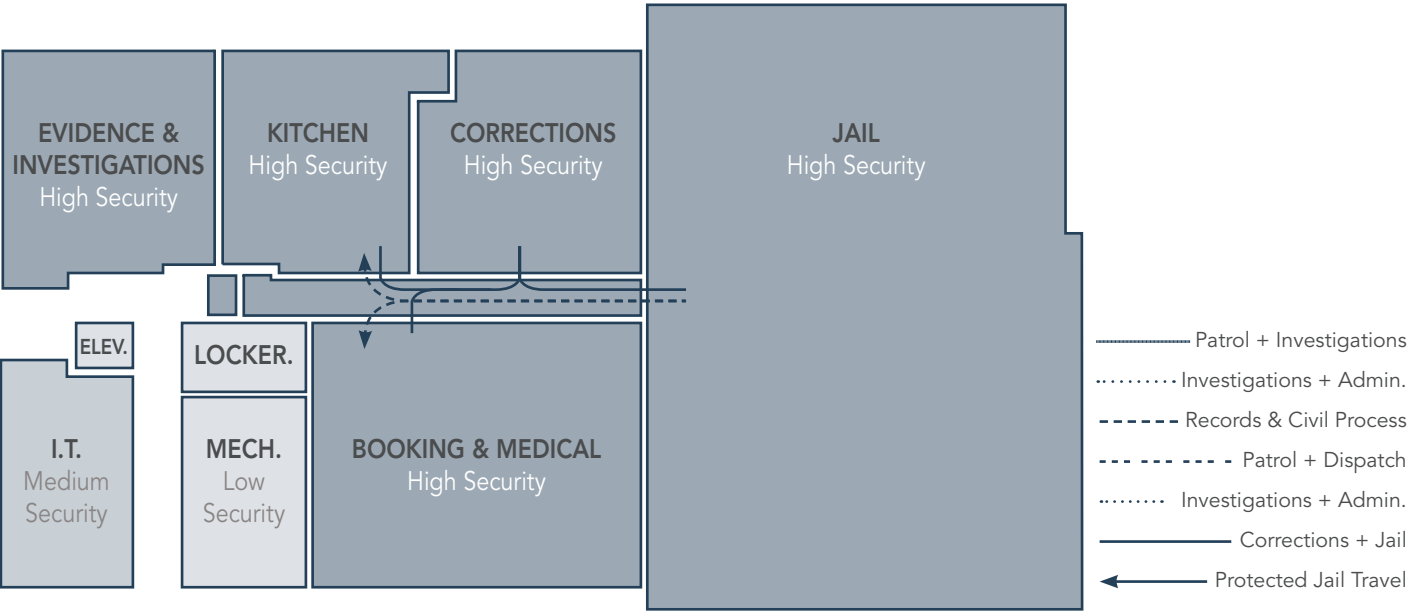


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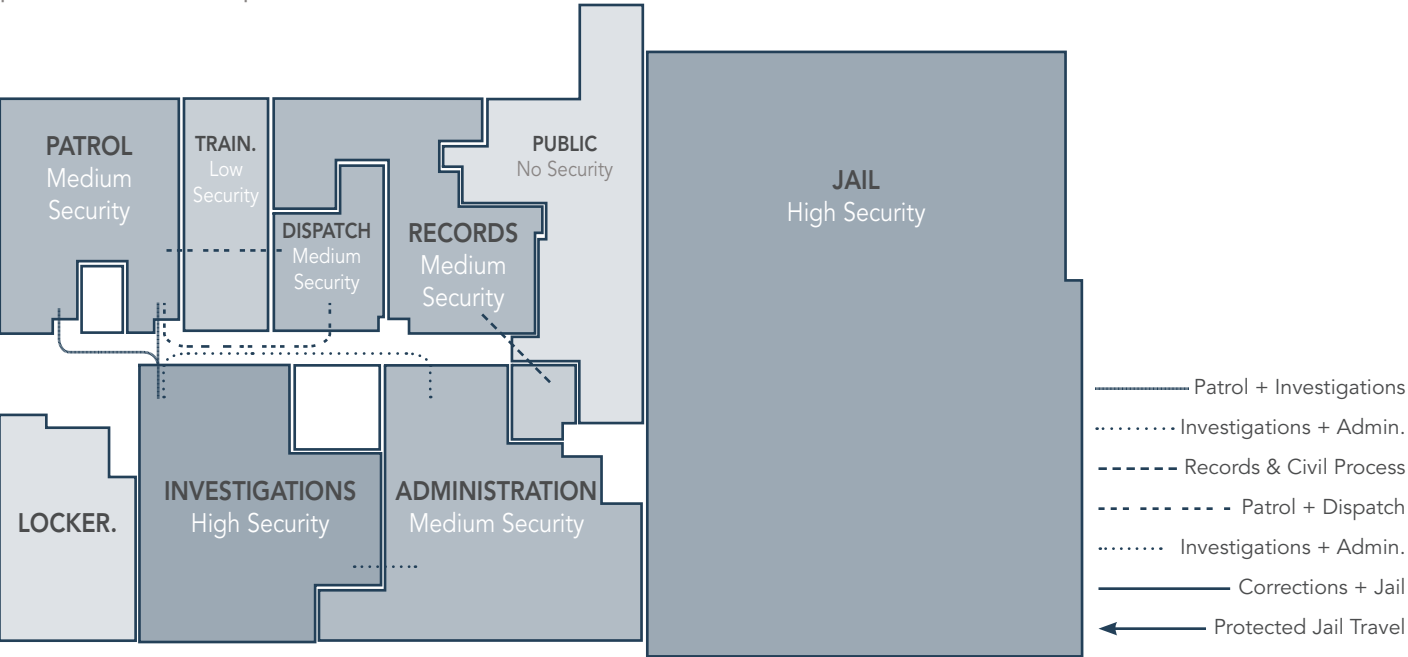
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ARCHITECTS
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605 North Avenue, Suite 205
Manhattan, Kansas 66502
785.776.3211

7. Spatial Planning



EXISTING LOWER LEVEL

Spatial Relationships



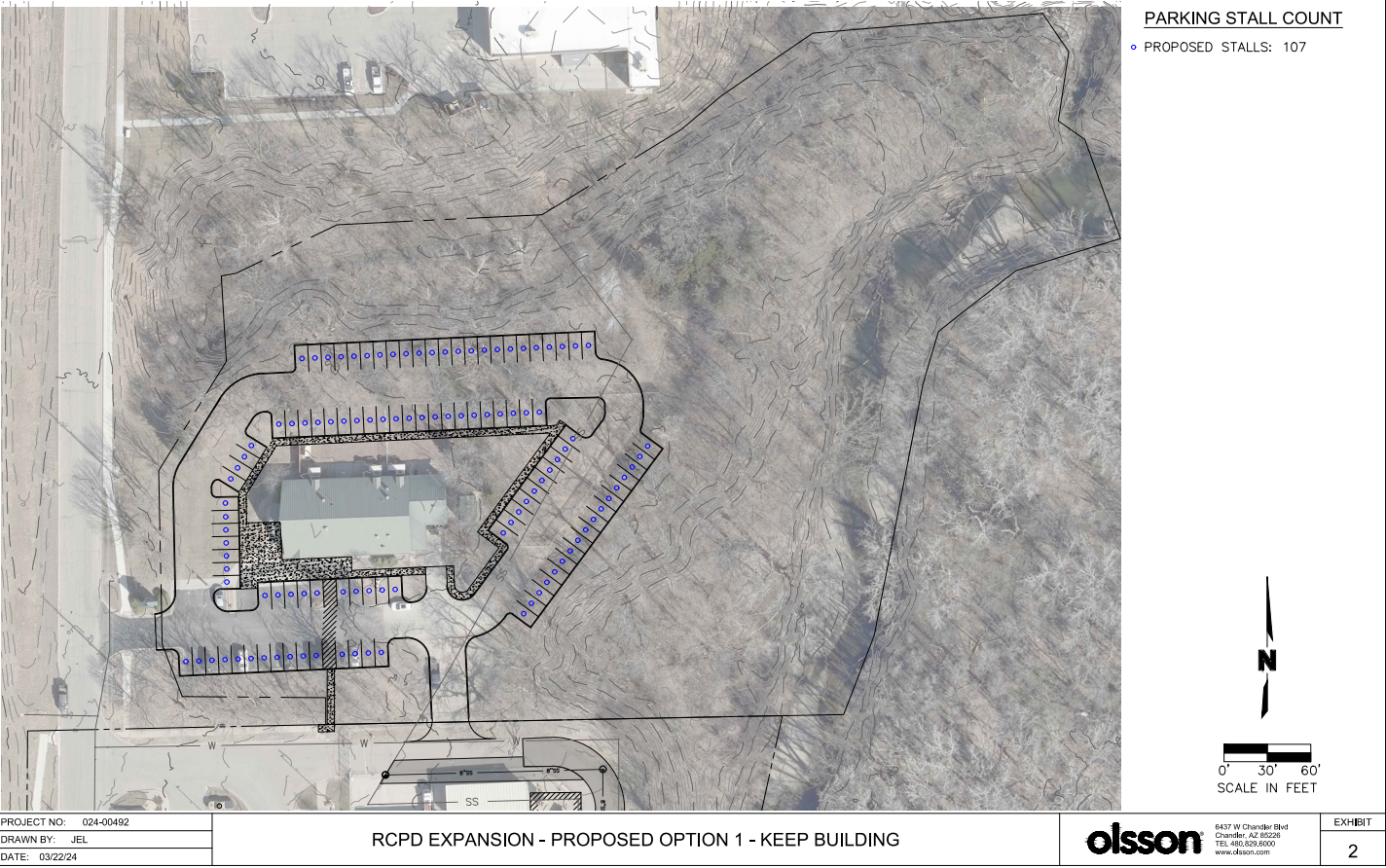
EXISTING MAIN LEVEL

Spatial Relationships

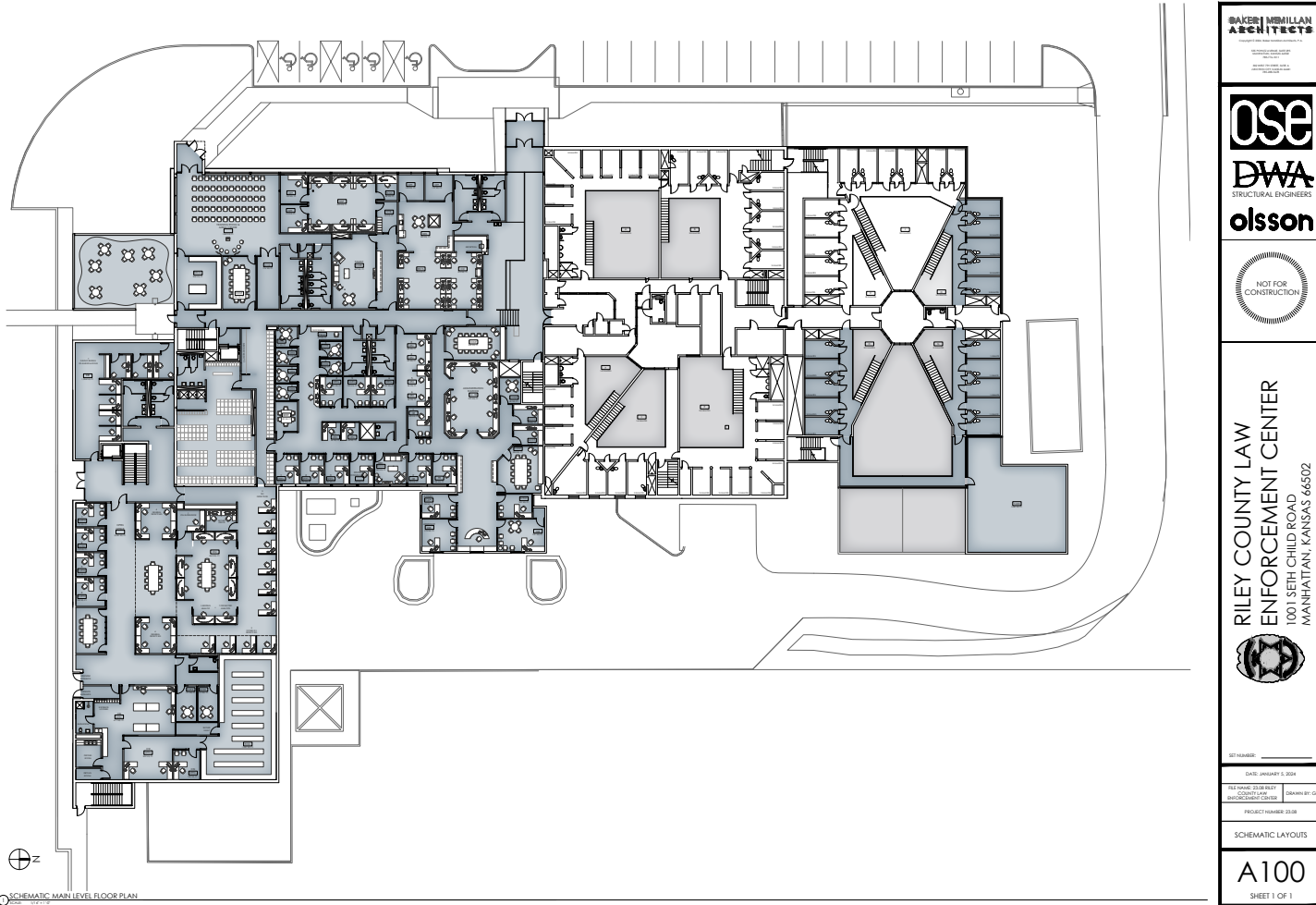
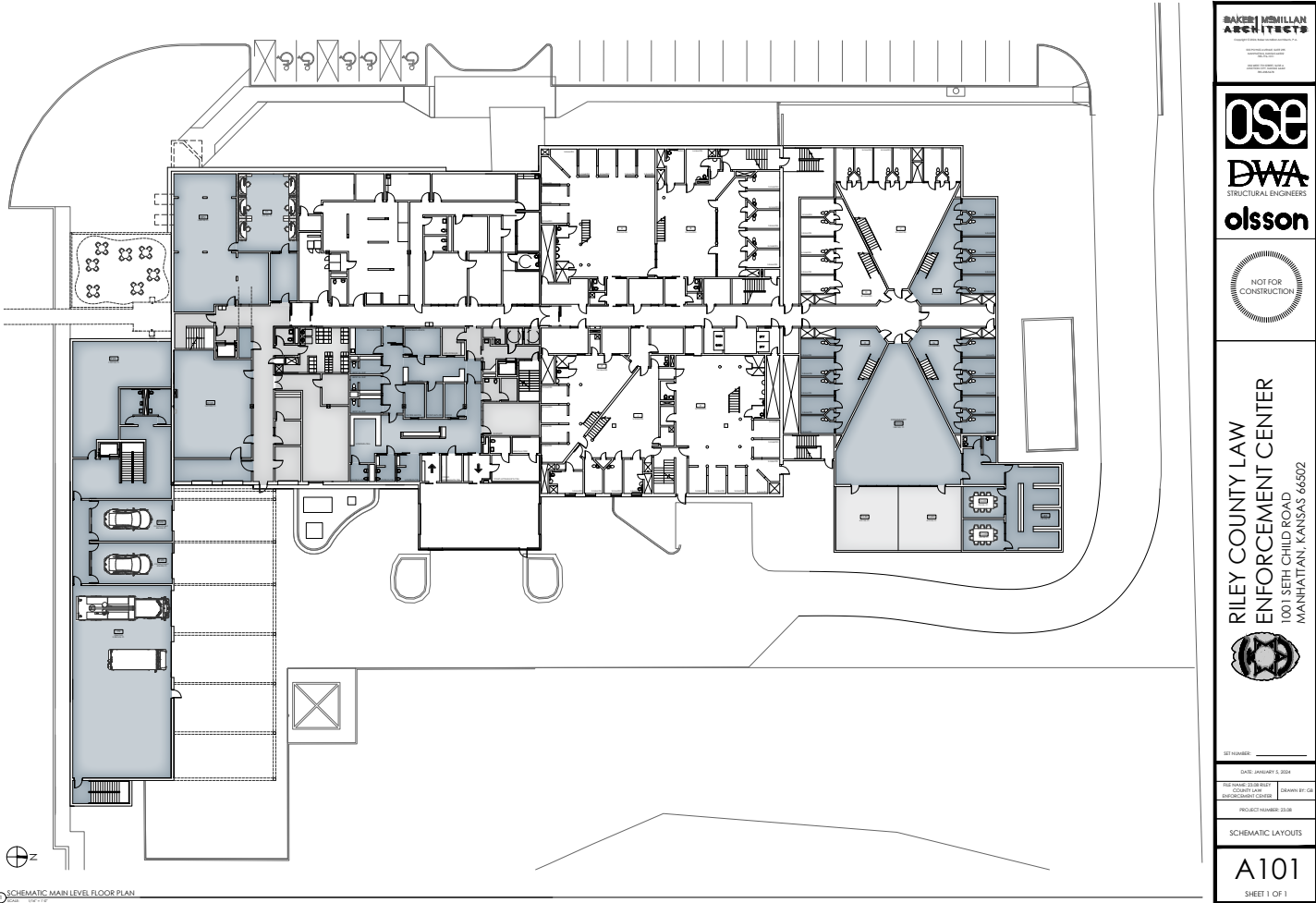
SPATIAL ALLOCATION

Office of the Director	680 sq. ft.	850 sq. ft.
Administration	2355 sq. ft.	4710 sq. ft.
Training	1026 sq. ft.	1026 sq. ft.
Records & Support	1344 sq. ft.	2016 sq. ft.
Patrol	1774 sq. ft.	3548 sq. ft.
Dispatch	772 sq. ft.	1544 sq. ft.
Maintenance & Fleet	5337 sq. ft.	8005 sq. ft.
Information & Tech.	1999 sq. ft.	3998 sq. ft.
Investigations	5106 sq. ft.	7659 sq. ft.
Jail & Corrections	46,712 sq. ft.	70,068 sq. ft.
Total Area	67,105 sq. ft.	103,424 sq. ft.
	Existing	Projected

8. Parking Requirements



9. Schematic Layouts





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10. Recommendations





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Renovated Area	New Construction	Total Cost
\$2,250,000 Renovated Administration Wing	\$10,115,000 New Administration Wing Construction	\$12,365,000 Administration Costs
\$700,000 Renovated Corrections Wing	\$4,160,000 New Corrections Wing Construction	\$4,860,000 Corrections Costs
\$900,000 Renovated Security Systems	\$900,000 New Security Systems	\$1,800,000 Security Systems Costs
\$531,000 Renovated Site Improvements & Utilities	\$1,200,000 New Site Improvements & Utilities	\$1,731,000 Site Improvements & Utilities
\$4,381,000 In Renovation Costs	\$16,375,000 In New Construction	\$20,756,000 Construction Costs
\$438,100 Contingency	\$1,637,500 Contingency	\$2,075,600 Contingency Costs
\$385,500 Architectural & Engineering Fees	\$1,441,000 Architectural & Engineering Fees	\$1,826,500 A/E Fees
\$5,204,600 In Total Renovation Costs	\$19,453,500 In Total New Construction	\$24,658,100 Cost
23,877 Square Feet \$217.98 per Square Foot	50,908 Square Feet \$382.13 per Square Foot	74,785 Square Feet \$329.72 per Square Foot

Project Scope:

1. Reduced over-crowding in existing cells & increased capacity in new cells.
2. More programmed space for inmates: Library, Chapel, Year-Round Sun Exposure in Rec Room.
3. Increased administration addition; increased capacityforofficers,processing,investigations, and evidence storage.
4. Space for outside agencies and partners; space for community interactions and media briefings.
5. Increased parking and storage; larger parcel for future programming.
6. Additions constructed with future growth in mind to allow for future expansion of jail capacity.

Citizen Compliment

The Riley County Police Department strives to reduce crime and improve the quality of life for the citizens we serve.

Citizens often have positive interactions with members of our department and the Director welcomes hearing from citizens about these experiences.

Please provide all requested information so we may contact you if additional details are needed.

Contact Information

Name Jamie Wilcox

Email Address

Address

City Manhattan

State Kansas

Zip Code

Phone Number

Incident Information

Date of Incident 6/25/2024

Case Number (if Applicable) *Field not completed.*

Employee's Name J Compagnone

Comments Officer Compagnone was dispatched to my home for a welfare check on an elderly woman that I found wandering near my home. I just wanted to commend her on her compassion towards the situation, she was such a gentle soul! Thank you!

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Citizens often have positive interactions with members of our department and the Director welcomes hearing from citizens about these experiences.

Please provide all requested information so we may contact you if additional details are needed.

Contact Information

Name Karmen Kristi Keener

Email Address

Address

City Manhattan

State Kansas

Zip Code

Phone Number

Incident Information

Date of Incident 7/4/2024

Case Number (if Applicable) *Field not completed.*

Employee's Name Dickson and Feik

Comments
Officer Dickson and Feik went quickly to work last night when my car was stolen from the Casey's store during a stop on an Uber ride. They did not leave any stone unturned, working with Casey's on camera footage, Ft Riley on the identity of the rider, Highway patrol on coordinating my information and helping me with the safe pick up of my recovered vehicle.
I cannot say a big enough Thank you for your professionalism

and thoroughness!

Please recognize these great officers for all they do for our community.



Thank You

received 6/10/2024

RCPD

I wanted to thank you for having participants be a part of our STEAM-PE Family Engagement Night at Blument Elementary. We appreciate the community support & connection made with our families!

Principal Beth Weitsel

You've been
a great big help...

...and you deserve
a great big
thank you!

Thank you so much for all of your hard work and dedication to making summer STEM-CSI the most fun and talked about class! Students absolutely loved the mock crime scenes and Q & A. There are already students talking about doing this again next year. This was by far the most fun I have had as well! The excitement and passion you have for your job is obvious and ^{has} definitely encouraged students to look into CSI as a career path. Thank you so much again and I hope to work with you again.