



**Board of Riley County
Commissioners
Regular Meeting
Agenda
September 16, 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 - Sep 12, 2024 8:30 AM

Review Tentative Agenda

5. Tentative Agenda

Press Conference Topics

6. Discuss Press Conference

9:00 AM

Elizabeth Ward, Human Resources Director

7. Department Head Leave Calendar proposal

9:15 AM

Clancy Holeman, Counselor/Director of Administrative Services

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

9:30 AM

Press Conference

10. Public Notice for Lasita Road - Evan McMillan (1-2 minutes)

9:35 AM

Shilo Heger, Treasurer

11. August 2024 Revenue Reporting - Riley County Treasurer

9:50 AM**Evan McMillan, Assistant County Engineer**

12. University Park Lagoon Project Funding - University Park Loan Rate Selection SRF

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

13. Law Board Meeting Agenda

Adjournment

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



COUNTY CLERK & ELECTIONS
Personnel

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

COMMISSION AGENDA REPORT

FROM: Elizabeth Ward, Human Resources Director

MEETING: September 16, 2024

SUBJECT: Sign Riley County Employee Action Form(s)

PRESENTER: Elizabeth Ward, Human Resources Director

Enclosures:

- 2024-09 VPowell EAF (DOCX)
- 2024-09 Election JBrown EAF (DOCX)
- 2024-09 Election LMiller EAF (DOCX)
- 2024-09 Election BMartin EAF (DOCX)

RILEY COUNTY EMPLOYEE ACTION FORM

Company Code: 166733

Full Legal Name: Vaugh Powell**Status Change Date:** 09/27/2024**Status Change:** Retirement**Date of Hire:** 10/05/1998**Seniority:** 25 Year(s), 11 Month(s)**Position:** Commercial Pesticide Applicator**Position Type:** RFT**Pay Range:** Range 10**Pay Type:** Hourly**Base Rate:** \$37.42**Annualized Pay:** \$77,833.60**Funds Codes:** 1- General/41-Noxious Weed**Supervisor:** Michael Boller**Department Head:** Michael Boller

BoCC Chair _____

Date: _____

BoCC Member _____

Date: _____

BoCC Member _____

Date: _____

Attachment: 2024-09 VPowell EAF (15037 : Employee Action Form (Green Sheet))

RILEY COUNTY EMPLOYEE ACTION FORM

Company Code: 166733

Full Legal Name: Jennie Brown**Status Change Date:** 09/11/2024**Status Change:** New Hire**Date of Hire:** 09/11/2024**Seniority:** 0 Year(s), 0 Month(s)**Position:** Temp Election Day Worker**Position Type:** As Needed**Pay Range:** Election**Pay Type:** Stipend**Base Rate:** 0.00**Annualized Pay:** \$0.00**Funds Codes:** 1-General/19-Election**Supervisor:** Susan Boller**Department Head:** Richard Vargo

BoCC Chair _____

Date: _____

BoCC Member _____

Date: _____

BoCC Member _____

Date: _____

Attachment: 2024-09 Election JBrown EAF (15037 : Employee Action Form (Green Sheet))

RILEY COUNTY EMPLOYEE ACTION FORM

Company Code: 166733

Full Legal Name: Laura Miller**Status Change Date:** 09/10/2024**Status Change:** New Hire**Date of Hire:** 09/10/2024**Seniority:** 0 Year(s), 0 Month(s)**Position:** Election Day Worker**Position Type:** As Needed**Pay Range:** Election**Pay Type:** Stipend**Base Rate:** By Position**Annualized Pay:** \$0.00**Funds Codes:** 1-General/19-Election**Supervisor:** Susan Boller**Department Head:** Richard Vargo

BoCC Chair _____

Date: _____

BoCC Member _____

Date: _____

BoCC Member _____

Date: _____

Attachment: 2024-09 Election L Miller EAF (15037 : Employee Action Form (Green Sheet))

RILEY COUNTY EMPLOYEE ACTION FORM

Company Code: 166733

Full Legal Name: Brianna Martin**Status Change Date:** 09/10/2024**Status Change:** New Hire**Date of Hire:** 09/10/2024**Seniority:** 0 Year(s), 0 Month(s)**Position:** Election Day Worker**Position Type:** As Needed**Pay Range:** Election**Pay Type:** Stipend**Base Rate:** By Position**Annualized Pay:** \$0.00**Funds Codes:** 1-General/19-Election**Supervisor:** Susan Boller**Department Head:** Richard Vargo

BoCC Chair _____

Date: _____

BoCC Member _____

Date: _____

BoCC Member _____

Date: _____

Attachment: 2024-09 Election BMartin EAF (15037 : Employee Action Form (Green Sheet))



**Board of Riley County
Commissioners
Regular Meeting
TENTATIVE Agenda
September 19, 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

1. Approve payroll/accounts payables (when completed)

Review Minutes

Review Tentative Agenda

Press Conference Topics

9:30 AM

Clancy Holeman, Counselor/Director of Administrative Services

2. Administrative Work Session

9:50 AM

John Ellermann, Public Works Director/County Engineer

3. Surplus Auction Intent to Sell and Contract

10:00 AM

Gary Fike, County Extension Director

4. Staff update

10:15 AM

Brian Peete, RCPD Director

5. RCPD update

10:30 AM

Russel Stukey, Emergency Management Director

6. RCFD#1 University Park Fire Station Contractor and Financing

10:40 AM

Shilo Heger, Treasurer

7. Special Alcohol Fund

10:55 AM

Michael Boller, Noxious Weed/HHW Director

Attachment: 09-19-24 tentative agenda (14235 : Tentative Agenda)

8. Request to fill a position

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 Special Meeting will be held at 8:00 a.m. Friday, September 20th to tour Riley County Buildings.

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: 09-19-24 tentative agenda (14235 : Tentative Agenda)



**Board of Riley County
Commissioners
Special Meeting
TENTATIVE Agenda
September 20, 2024**

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

Cindy Kabriel
785-565-6200

Riley County Office Building

8:00 AM

[District 1 – John Ford, Chair](#)

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

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

8:00 AM

Call to Order

8:00 AM

Building Tours

- | | |
|----------|--|
| 8:00 AM | 1. Meet at Riley County Office Building at 110 Courthouse Plaza, First Floor Lobby |
| 8:05 AM | 2. Courthouse at 100 Courthouse Plaza |
| 8:55 AM | 3. Riley County Office Building at 110 Courthouse Plaza - Basement |
| 9:10 AM | 4. Riley County Office Building - Clerk's Office |
| 9:15 AM | 5. Riley County Office Building - Treasurer's Office |
| 9:20 AM | 6. Riley County Office Building - Register of Deeds's Office |
| 9:30 AM | 7. Riley County Office Building - Planning & Development's Office |
| 9:35 AM | 8. Riley County Office Building - Extension's Office |
| 9:45 AM | 9. Riley County Office Building - IT's Office |
| 9:50 AM | 10. Riley County Office Building - Appraiser's Office |
| 10:25 AM | 11. Pottorf Hall at 1710 Avery Avenue |
| 10:50 AM | 12. Riley County Historical Museum at 2309 Claflin Road |
| 11:10 AM | 13. Riley County Health Department at 2030 Tecumseh Road |
| 11:40 AM | 14. Family & Child Resource Center at 2101 Claflin Road |
| 12:00 PM | 15. Lunch |
| 1:00 PM | 16. Courthouse Plaza East at 115 N 4th Street - GIS Office |
| 1:05 PM | 17. Courthouse Plaza East - Emergency Management Office |
| 1:10 PM | 18. Courthouse Plaza East - Community Corrections |
| 1:20 PM | 19. Courthouse Plaza East - Counselor's Office |
| 1:25 PM | 20. Courthouse Plaza East - Elections' Office |
| 1:35 PM | 21. Carnegie Building at 105 Courthouse Plaza |
| 2:10 PM | 22. First Christian Church at 115 Courthouse Plaza |

2:40 PM

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.

Attachment: 09-20-24 Special tentative agenda (14235 : Tentative Agenda)



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

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

Cindy Kabriel
785-565-6200

Commission Chambers

8:30 AM

[District 1 – John Ford, Chair](#)

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

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

8:30 AM

Call to Order

Pledge of Allegiance

Public Comment

Commission Comments

Business Meeting

1. Recovery Month Proclamation

Review Minutes

Press Conference Topics

Review Tentative Agenda

9:15 AM

Lori Feldkamp, Big Lakes Developmental Center Director

2. Big Lakes Developmental Center update

9:30 AM

Press Conference

3. Presentation of Recovery Month Proclamation - John Ford and Mike Rezkella (3-5 minutes)
4. Presentation of retirement plaque to Linda Glasgow - John Ford (2-3 minutes)
5. Presentation of retirement plaque to Vaughn Powell - John Ford (2-3 minutes)

10:00 AM

Amanda Webb, Planning/Special Projects Director

6. Comprehensive Plan update

10:10 AM

Clancy Holeman, Counselor/Director of Administrative Services

7. Administrative Work Session

10:30 AM

Megan Lewis, Community Corrections Director

8. Staff update

Attachment: 09-23-24 tentative agenda (14235 : Tentative Agenda)

12:00 PM Intergovernmental Luncheon

Adjournment

Announcement

A Riley County Strategic Planning Retreat will be held Wednesday, September 25th at 8:00 a.m. at Bockers II Catering.

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: 09-23-24 tentative agenda (14235 : Tentative Agenda)



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: September 16, 2024
SUBJECT: Department Head Leave Calendar proposal
PRESENTER: Elizabeth Ward

BACKGROUND

Previously the BoCC requested Department Heads to notify the Commissioners when they would be out of the office for an extended period.

Since then, HR has been asked if there is another way to keep track of which department heads are on leave, such as a shared calendar which each of the Commissioners could access to know when each Department Head is out.

DISCUSSION

Paylocity, which is our time and leave tracking software, already has a calendar feature which auto populates when an employees requests leave. This access can be given to the Commissioners to allow you to view the department head's leave requests specifically.

In discussing with IT, it would be possible to create a shared calendar in Outlook as well, but this would be an additional tracking step for the department heads and HR to create and update.

Please remember, this system will only track when a department head is on leave. There will still be times when he/she is not in the office due to working at another site, meetings, conferences etc.

FISCAL IMPACT

There is no fiscal impact for using the Paylocity calendar.

There would be an impact of increased time for IT, HR and department heads in the creation of an additional calendar.

RECOMMENDATION(S)

Recommendation is for the Commissioners use the Paylocity calendar for tracking department head time out of office.

POSSIBLE MOTION(S)

Move to approve the use of the Paylocity calendar for tracking department head time out of office.

Move to continue relying on Department Head email notification to track department head time out of office.

Move to deny

Move to modify

Move to table

Cc:
Example calendar

The Board agreed by consensus to

Enclosures:

- Example Department Head Leave Calendar View 2024 (DOCX)

Example Leave Calendar View

Request Status ☒ Pending ☒ Approved ☐ Denied ☐ Canceled

Show List View Show Calendar View Show Time Off Request Summary

June 2024 From 06/01/2024 To 06/30/2024 << Last Month This Week This Month Next Month>> Collapse All Requests Download Requests

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			Ritchey, Heather - 1.75 hrs			
	Scheideman, Jan - 4 hrs	Reid, Michele - 8 hrs Scheideman, Jan - 2 hrs	Holeman, Clarence - 4 hrs		Adams, David - 4 hrs Hensler, Katharine - 8 hrs Scheideman, Jan - 4 hrs Drake, Tasha - 2.5 hrs	
				Boller, Michael - 10 hrs Reid, Michele - 8 hrs Webb, Amanda - 8 hrs	Drake, Tasha - 1 hrs Reid, Michele - 8 hrs Webb, Amanda - 8 hrs	
		Drake, Tasha - 4.5 hrs	Meyer, Cory - 8 hrs	Meyer, Cory - 8 hrs	Burson, Anna - 8 hrs Hensler, Katharine - 8 hrs Lewis, Megan - 8 hrs Meyer, Cory - 8 hrs	



**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: September 16, 2024

SUBJECT: Pending County Projects County Counselor

PRESENTER: Clancy Holeman, Riley County Counselor

Enclosures:

- FINAL_Commission List 09.16.2024 (DOCX)

PENDING COUNTY PROJECTS ▪ April. 2024 through September 11, 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 “I”. (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) Attend and participate in BOCC public meetings. (7-15-24;7-18-24) Confirm vendor has complied with terms of beer sales at Kaw valley Rodeo. during Riley County Fair. (7-12-24) Place indemnification agreement on BOCC agenda for review and approval by BOCC at 7-18-24 public meeting. (7-16-24) Attend and participate in BOCC public meetings. (7-22-24; 7-25-24) Discuss new potential fence view with citizen. (7-24-24) Attend and participate in BOCC public meetings. (8-1-24; 8-5-24) Attend and participate in BOCC public meetings. (8-8-24;8-12-24; 8-15-24; 8-19-24; 8-26-24;8-29-24;) Register for ARPA webinar on preparation for 12-31-24 deadlines. (8-13-24) Work on citizen application to BOCC. (8-26-24) ***Attend and participate in BOCC public meetings. (9-5-24; 9-9-24)***

“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) Communicate with working group and vendor. Possible resolution by Thursday, September 5th, (9-2-24; 9-3-24) Finalize contract documents working with vendor and working group. Provide final contract documents to Clerk's office for 9-5-24 BOCC public agenda. (9-3-24)

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) Work on issues. (7-29-24; 8-8-24; 8-9-24;8-12-24)

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. Attend and participate in KAC legislative policy committee zoom meeting. Present Riley County legislative requests. (8-28-24)

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

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

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

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

Riley County Annual Legislative Conference: Discussion with County Register of Deeds to schedule meeting week of December 5th to review documentation of long-term revenue loss to Riley County caused by legislature’s past elimination of the mortgage registration fee. (12-1-22) Work preparing for 12-12-22 legislative conference. (12-8-22; 12-11-22) Discuss legislative conference information with County Appraiser. (12-8-22) Discuss legislative conference information in meeting with County Register of Deeds. (12-9-22) Work with members of delegation; 2023 Annual Legislative Conference scheduled for Thursday, December 14th, from noon to 2 p.m., BOCC chambers. (10-23-23) Conversation with member of delegation—confirming member will attend. (10-24-23.) Discuss options with BOCC regarding potential 2024 annual legislative conference. (7-22-24)

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) Communicate with Department Head about recent appellate case victory for PVD involving 8 other counties. (9-3-24)

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) Assist with project. (8-16-24) Assist with RNR resolution. (8-19-24;8-20-24) Assist with project. (8-21-24; 8-22-24;8-23-24; 8-27-24;8-28-24;8-29-24;8-30-24; 9-2-24;9-3-24) ***Assist with same project. (9-6-24)***

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) Assist with project legal issue. (8-8-24) Assist with project legal issue. (8-12-24; 8-13-24; 8-14-24; 8-15-16; 8-16-24)

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) Communicate with Department Head. Work on project for upcoming use of Fairground Arena for KSU rodeo club event at county fairground arena. (8-20-24; 8-23-24; 8-25-24; 9-2-24)

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 Axelton Hill Road wildfire and obtain BOCC chairman signature. (4-6-24) Prepare extensions of both local disaster emergency declarations. (4-10-24) Present and obtain BOCC approval of both immediately preceding local disaster emergency declarations. (4-11-24) Review and approves as to form FRA matter. (7-24-24) Communicate with department staff on pending matter and advise. (9-3-24)

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) **Work on project. (9-11-24)**

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) Assist Division and BOCC with personnel law issue. (7-25-24)

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 PLANNING AND DEVELOPMENT. Work on Comprehensive Plan update matter. (7-17-24) Work on County Retreat matter. (7-17-24)

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) Work on inmate medical project. (8-14-24; 8-15-24; 8-16-24)

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 Everygy 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) Complete Agreement for Retreat Consultant. (7-18-24) Work on Comprehensive Plan Update matter. (7-18-24; 7-19-24) Work on court of appeals brief (8-1-24; 8-2-24; 8-3-24; 8-4-24; 8-5-24) Evaluate project grant possibility legal issue. (8-6-24) Work on different pending Court of Appeals brief augmentation in pending matter. (8-5-24; 8-6-24) Communicate with Deputy Counselor on update regarding project. (8-9-24) Review and approve “as to form” contract for surplus personal property auction. (8-30-24) Work on KDOT roundabout project involving K-13. (9-2-24) Finalize contract documents for KDOT roundabout projects at two locations and provide documents to County Clerk for BOCC agenda for 9-5-24 (9-3-24)

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) 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 Director. 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) Assist Department and BOCC with ongoing project issue. (7-25-24) **Discuss with Department Head facilities matter. (8-15-24) Discuss with Department Head ongoing KDOT project. (8-15-24; 8-16-24) Communicate in response to KDOT attorney on KDOT project. (8-16-24) Attend and participate in departmental staff meeting. (8-30-24) Finalize contract documents on the two KDOT roundabout projects, working with Department Head. and provide documents to Clerk's office for 9-5-24 agenda. (9-3-24) Work with Department Head finalizing contract documents for design of window replacement project in CPE. Provide to Clerks office for 9-5-24 agenda (9-3-24).**

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) Participate in CAR promoting Deputy County Counselor to County Counselor, effective January 1, 2024. (7-18-24) Consult with Deputy County Counselor on various pending projects. (7-24-24) Discuss potential internal publication of notice of Deputy Counselor's

recent promotion by BOCC, effective January 1, 2025. (7-24-24) Prepare for interviews of candidates for Deputy County Counselor position, now that current Deputy has been promoted to County Counselor effective January 1, 2025. (8-7-24; 8-8-24; 8-13-24) Weekly staff meeting. (8-9-24) Organization and filing in preparation for transition. (8-9-24; 8-10-24; 8-11-24)

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) Review opioid funds distribution charts from KAC. (8-9-24)

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) Attend and participate in committee meeting. (7-16-24) Attend (slightly late) and participate in Committee meeting. (8-20-24)

Staff Road Renaming Committee:



COUNTY TREASURER'S OFFICE
Staff Update

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

STAFF REPORT

FROM: Shilo Heger

MEETING: September 16, 2024

SUBJECT: August 2024 Revenue Reporting - Riley County Treasurer

PRESENTER: Shilo Heger

Enclosures:

- August 2024 Financials (PDF)

Riley County Balance Sheet
August 31, 2024

11.a

Assets		Liabilities/Fund Balances		
KS State Bank-Checking	58,810,660.90	County General		13,822,479.36
KS State Bank-ARP	11,694,442.26	Disaster Fund (ARPA Funds)		11,694,442.26
Riley State Bank	161,377.96	Health Department		1,410,086.99
Outdoor Bank	5,000.00	Capital Improvements Fund		27,269,638.98
		Economic Development		315,128.18
Cash on Hand	38,711.26	RCPD Levy/Inmate Medical		1,059,377.73
CD/CDARS	13,577,189.33	Bond & Interest		254,565.26
		Road & Bridge Capital Projects		5,931,337.53
		Road & Bridge .20 Sales Tax		3,887,971.35
		Landfill Closure		47,443.90
		County Building		232,677.55
		County Auction		439,799.23
		Solid Waste		1,037,840.30
		Emergency Management		810,389.99
		Fire District #1		1,083,897.94
		Register of Deeds Tech Fund		168,856.23
		Clerk Tech Fund		183,700.13
		Treasurer Tech Fund		115,918.38
		Motor Vehicle Operations		279,844.34
		RCPD Ops/IT Reserve/Seizure		3,582,602.38
		District Court-Technology		151,577.38
		Court Services		3,925.00
		EMS Grants		5,485.11
		Museum Bequest		6,582.25
		War Memorial Fund		10,815.07
		KS Opioid Settlement		248,577.48
		LATCF Funds		100,000.00
		Miscellaneous		24,330.20
		Community Corrections		588,674.46
		JJA Prevention	Teen Court	Adult Services
		Juvenile Intake Case Manager	Juvenile Service	Special Alcohol
		County Attorney		4,134.47
		Special Prosecutor Trust	PATF	
		Benefit Districts		1,297,277.15
		University Park	Moehlman Bottoms	Deep Creek
		Carson Sewer	Valleywood	Lakeside Heights
		Hunters Island	Terra Heights	Konza
		Mertz/McGehee Drainage		
		Funds to be Distributed		311,089.40
		City Funds	Wildlife & Parks	School Funds
		Township Funds	Special Assessments	State Funds
		Cemetery Funds		
		Tax Holding Funds		7,906,915.73
		Commercial Vehicle Fees	16/20M Truck Taxes	Advance Tax
		Recreational Vehicle Tax	Current Ad Valorem Tax	Sales Tax Coll
		Motor Vehicle Tax	Delinquent PP Tax	Driver's License
		Motor Vehicle Registrations	Delinquent RL Tax	Veh Rental Excise
TOTAL ASSETS	\$ 84,287,381.71	TOTAL LIABILITIES & FUND BAL		84,287,381.71

Investments and Interest
August 31, 2024
Investments & Year to Date Interest

Bank	CDs	Checking Savings	Year to Date Interest	2023 Interest
KS State Bank	\$0.00	\$70,505,103.16	\$2,549,538.14	
Riley State Bank	\$5,800,000.00	\$161,377.96	\$122,998.59	
Peoples State Bank	\$0.00	\$5,000.00	\$49.64	
Sunflower	\$0.00	\$0.00	\$0.00	
UMB	\$0.00	\$0.00	\$0.00	
Landmark National Bank	\$0.00	\$0.00	\$0.00	
Intrust	\$2,800,000.00	\$0.00	\$251,886.26	
Capitol Federal	\$0.00	\$0.00	\$48,061.92	
Community 1st National Bank	\$1,500,000.00	\$0.00	\$0.00	
United Bank	\$3,000,000.00	\$0.00	\$22,249.59	
Municipal Investment Pool	\$0.00	\$0.00	\$0.00	
Commerce Bank	\$477,189.33	\$0.00	\$40,399.63	
Central National Bank	\$0.00	\$0.00	\$0.00	
Total	\$13,577,189.33	\$70,671,481.12	\$3,035,183.77	\$3,212,456.84
Cash & Transfer items	\$38,711.26			
Total on Deposit	\$84,287,381.71			

	2024	2023
Interest Transfers		
Capital Improvements #145	\$691,711.57	\$545,253.65
Emergency 911 #148	\$27,945.21	\$34,542.01
Reg of Deeds Technology #106	\$6,942.01	\$7,849.63
Clerk Technology #107	\$7,070.55	\$7,391.06
Treasurer Technology #108	\$4,495.89	\$4,796.87
RCPD Seizure Funds	\$12,164.07	\$15,305.20
Total Transfers	\$750,329.30	\$615,138.42
Net Interest to County General	\$2,284,854.47	\$2,597,318.42

Budget	\$ 2,000,000.00	\$100,000.00
% Collected	114.24%	2597.32%

Interest - ARPA Fund **\$470,799.58** **\$695,016.71**

Interest rate on active checking account 5.48%
Interest rate on one year investments 5.26%

Attachment: August 2024 Financials (15024 : August Treasurer's Report-2024)

**General Fund Revenue Detail
Through August 31, 2024**

	August		Year To Date		
	Actual	Budget	Actual	Budget	Variance
Motor Vehicle					
Motor Vehicle	0	0	1,066,005	1,059,090	6,915
Vehicle Rental Excise	0	0	16,482	22,530	-6,048
Recreational Vehicle	0	0	8,849	10,390	-1,541
Commercial Vehicles	0	0	78,103	84,447	-6,344
Ad Valorem					
RL/Oil/PP	0	0	24,683,813	24,848,130	-164,317
Intangible	0	0	268,004	189,628	78,376
16/20 M Trucks	0	0	14,203	14,266	-63
Watercraft	0	0	15,072	14,884	188
Delinquent Tax	0	0	232,024	0	232,024
Sales Tax	193,613	166,667	1,501,103	1,333,336	167,767
Payment In Lieu of Tax	0	0	45,682	40,000	5,682
City/County Highway	0	0	774,859	828,759	-53,900
Interest/Penalties	42,766	25,000	273,922	200,000	73,922
Investment Interest	332,287	166,667	2,284,854	1,333,336	951,518
Recording Fees	36,535	25,000	254,914	200,000	54,914
Hertiage Trust Fund	2,690	0	18,849	0	18,849
Juvenile Supervision Fees	0	42	156	336	-180
Diversion Fees	0	5,000	31,812	40,000	-8,188
Franchise Fees	0	0	17,557	26,250	-8,693
Miscellaneous	3,910	0	17,958	0	17,958
Departments					
Clerk	0	250	717	2,000	-1,283
Register of Deeds	2,651	2,083	29,512	16,664	12,848
Treasurer	154	667	2,427	5,336	-2,909
Clerk of the District Court	168	3,333	21,945	26,664	-4,719
Emergency Management	0	0	80,814	85,907	-5,093
Coroner	0	0	0	0	0
Fair	2,099	1,667	21,185	13,336	7,849
Museum	0	0	0	0	0
Election	73	1,000	67,150	8,000	59,150
Ambulance/EMS	179,538	135,412	1,287,063	1,083,303	203,760
Appraiser	85	1,500	6,186	12,000	-5,814
Planning & Development	2,200	3,167	22,490	25,336	-2,847
Information Systems	35	0	15,240	0	15,240
General-General	895	0	54,471	0	54,471
Public Works	45,460	40,000	381,881	320,000	61,881
Noxious Weed	9,120	9,167	83,157	73,336	9,821
Total Before Transfers	854,278	586,622	33,678,458	31,917,264	1,761,194
Transfers In	11,230	0	48,448	0	0
Total After Transfers	865,508	586,622	33,726,906	31,917,264	1,809,642
Over/Under Budget Before Transfers	45.63%		5.52%		
Over/Under Budget After Transfers	47.54%		5.67%		

Attachment: August 2024 Financials (15024 : August Treasurer's Report-2024)

2024 General Fund Revenue
Year To Date

11.a

	August		Year To Date		
	Actual	Budget	Actual	Budget	% of Budget Collected
Motor Vehicle					
Motor Vehicle	0	0	1,066,005	1,998,282	53.35%
Vehicle Rental Excise	0	0	16,482	45,059	36.58%
Recreational Vehicle	0	0	8,849	19,606	45.13%
Commercial Vehicles	0	0	78,103	84,447	92.49%
Ad Valorem					
RL/Oil/PP	0	0	24,683,813	26,155,925	94.37%
Intangible	0	0	268,004	199,608	134.27%
16/20 M Trucks	0	0	14,203	15,017	94.58%
Watercraft	0	0	15,072	15,667	96.20%
Delinquent Tax	0	0	232,024	0	0.00%
Sales Tax	193,613	166,667	1,501,103	2,000,000	75.06%
Payment In Lieu of Tax	0	0	45,682	40,000	114.21%
City/County Highway	0	0	774,859	1,105,011	70.12%
Interest/Penalties	42,766	25,000	273,922	300,000	91.31%
Investment Interest	332,287	166,667	2,284,854	2,000,000	114.24%
Recording Fees	36,535	25,000	254,914	300,000	84.97%
Hertiage Trust Fund	2,690	0	18,849	0	0.00%
Juvenile Supervision Fees	0	42	156	500	31.13%
Diversion Fees	0	5,000	31,812	60,000	53.02%
Franchise Fees	0	0	17,557	35,000	50.16%
Miscellaneous	3,910	0	17,958	0	0.00%
Departments					
Clerk	0	250	717	3,000	23.92%
Register of Deeds	2,651	2,083	29,512	25,000	118.05%
Treasurer	154	667	2,427	8,000	30.34%
Clerk of the District Court	168	3,333	21,945	40,000	54.86%
Emergency Management	0	0	80,814	85,907	0.00%
Coroner	0	0	0	0	0.00%
Fair	2,099	1,667	21,185	20,000	105.93%
Museum	0	0	0	0	0.00%
Election	73	1,000	67,150	12,000	559.58%
Ambulance/EMS	179,538	135,412	1,287,063	1,624,951	79.21%
Appraiser	85	1,500	6,186	18,000	34.37%
Planning & Development	2,200	3,167	22,490	38,000	59.18%
Information Systems	35	0	15,240	0	0.00%
General-General	895	0	54,471	0	0.00%
Public Works	45,460	40,000	381,881	480,000	79.56%
Noxious Weed	9,120	9,167	83,157	110,000	75.60%
Total Before Transfers	854,278	586,622	33,678,458	36,838,980	91.42%
Transfers In	11,230	0	48,448	300,000	16.15%
Total After Transfers	865,508	586,622	33,726,906	37,138,980	90.81%
Over/Under Budget Before Transfers	45.63%				
Over/Under Budget After Transfers	47.54%				
August = 66.67% of the Budget					

Attachment: August 2024 Financials (15024 : August Treasurer's Report-2024)

**Sales Tax Received
August 31, 2024**

11.a

	County General			2024 Budget	% Over Budget
	2023	2024	Prior Year Variance		
January (Nov)	193,878.41	183,689.10	-5.26%	166,667	10.21%
February (Dec)	211,882.26	207,797.81	-1.93%	166,667	24.68%
March (Jan)	168,813.93	170,859.67	1.21%	166,667	2.52%
April (Feb)	170,747.53	174,539.13	2.22%	166,667	4.72%
May (Mar)	197,338.15	188,313.31	-4.57%	166,667	12.99%
June (Apr)	176,160.38	186,323.40	5.77%	166,667	11.79%
July (May)	182,832.23	195,968.02	7.18%	166,667	17.58%
August (June)	201,283.34	193,612.81	-3.81%	166,667	16.17%
September (July)	167,263.67	0.00	-100.00%	166,667	-100.00%
October (Aug)	193,329.61	0.00	-100.00%	166,667	-100.00%
November (Sept)	216,907.02	0.00	-100.00%	166,667	-100.00%
December (Oct)	193,516.34	0.00	-100.00%	166,667	-100.00%
Year to Date	\$2,273,952.87	\$1,501,103.25		\$ 2,000,000.00	-24.94%

	2023	2024
Sales Tax Collected	\$2,273,952.87	\$1,501,103.25
Budget	\$1,800,000.00	\$2,000,000.00
% of Budget Collected	126.33%	75.06%
% Over Budget	26.33%	8.39%

Attachment: August 2024 Financials (15024 : August Treasurer's Report-2024)

**Sales Tax Received
August 31, 2024**

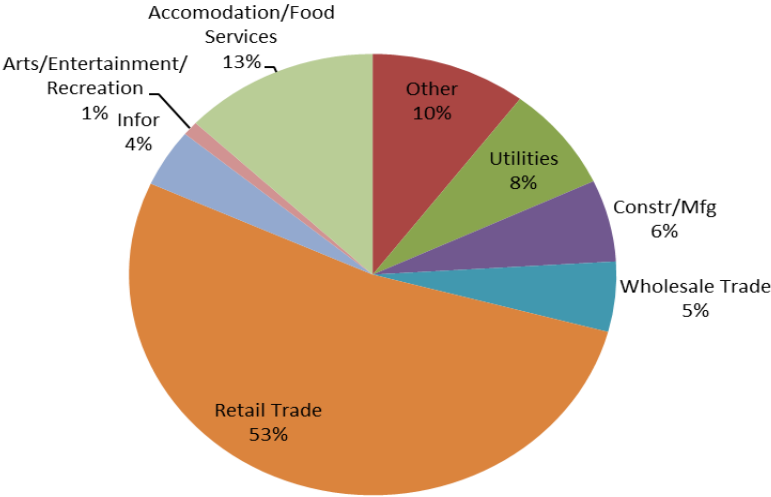
11.a

	Road & Bridge			2024 Budget	% Over Budget
	2023	2024	Prior Year Variance		
January (Nov)	193,878.40	212,079.24	9.39%	166,667	27.25%
February (Dec)	211,882.25	239,257.27	12.92%	166,667	43.55%
March (Jan)	195,644.52	196,726.95	0.55%	166,667	18.04%
April (Feb)	197,885.43	200,963.47	1.56%	166,667	20.58%
May (Mar)	228,702.28	216,822.94	-5.19%	166,667	30.09%
June (Apr)	204,158.59	214,531.81	5.08%	166,667	28.72%
July (May)	211,890.83	225,636.56	6.49%	166,667	35.38%
August (June)	232,392.78	221,097.24	-4.86%	166,667	32.66%
September (July)	193,115.20	0.00	-100.00%	166,667	-100.00%
October (Aug)	223,209.72	0.00	-100.00%	166,667	-100.00%
November (Sept)	250,431.18	0.00	-100.00%	166,667	-100.00%
December (Oct)	223,425.34	0.00	-100.00%	166,667	-100.00%
Year to Date	\$2,566,616.52	\$1,727,115.48		\$ 2,000,000.00	-13.64%

	2023	2024
Sales Tax Collected	\$2,566,616.52	\$1,727,115.48
Budget	\$1,800,000.00	\$2,000,000.00
% of Budget Collected	142.59%	86.36%
% Over Budget	42.59%	19.69%

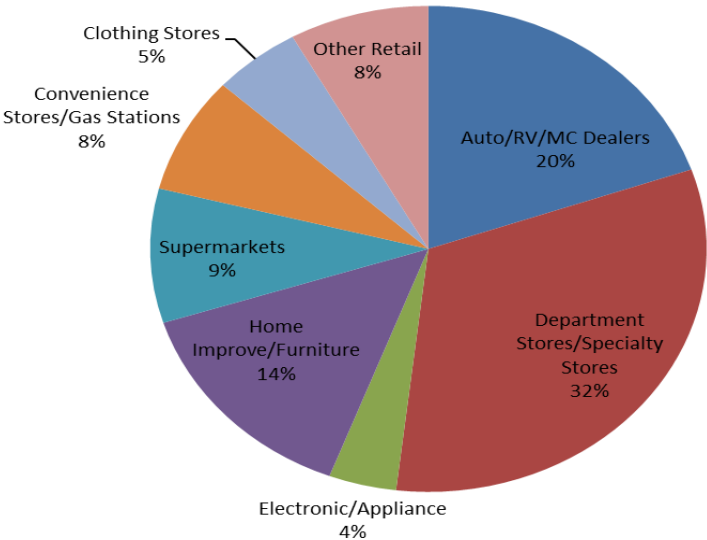
Attachment: August 2024 Financials (15024 : August Treasurer's Report-2024)

August Sales Tax Report
June Sales by Type



Other	10.34%	79,904.14
Utilities	7.71%	59,626.45
Constr/Mfg	6.00%	46,404.67
Wholesale Trade	5.13%	39,667.47
Retail Trade	52.58%	406,508.23
Infor	4.24%	32,781.76
Arts/Entertainment/ Recreation	1.05%	8,097.98
Accommodation/Food Services	12.95%	100,076.55
		773,067.25

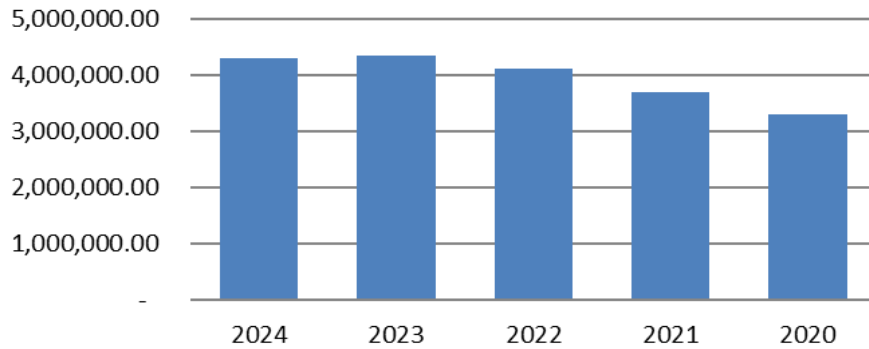
August Sales Tax Report
June Retail Sales



Auto/RV/MC Dealers	19.70%	80,088.89
Department Stores/Specialty Stores	32.16%	130,714.62
Electronic/Appliance	3.93%	15,960.48
Home Improve/Furniture	14.30%	58,126.77
Supermarkets	8.92%	36,276.39
Convenience Stores/Gas Stations	7.77%	31,585.74
Clothing Stores	5.10%	20,745.46
Other Retail	8.12%	33,009.88
		406,508.23

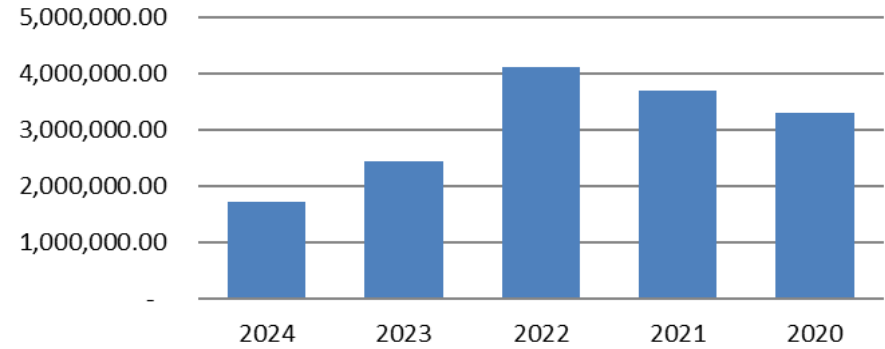
Sales Tax Data August 2024

.50% General Fund Sales Tax Year to Date Aug (June Sales)



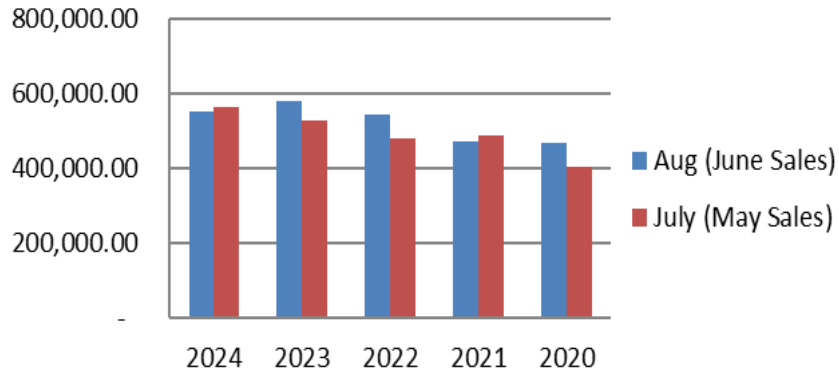
General Fund Sales Tax year to date is .79% lower than August 2023

Road & Bridge Sales Tax Year to Date Aug (June Sales)



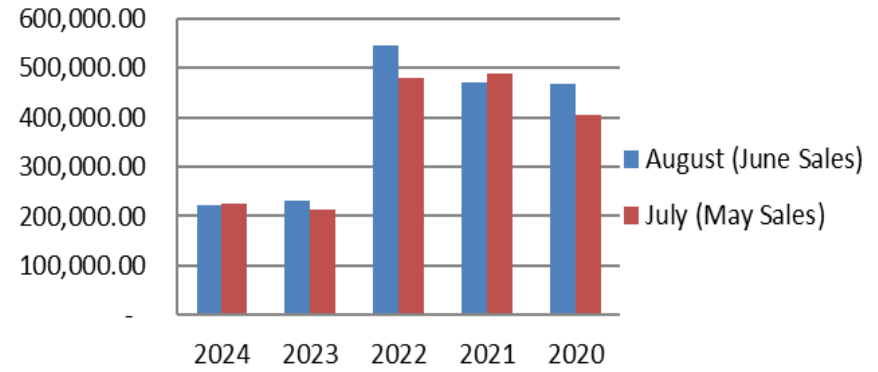
Road & Bridge Sales Tax year to date is 29.35% lower than August 2023

.50% General Fund Sales Tax Prior month comparison



General Fund Sales Tax is 2.01% lower than July 2024.

.20 R&B Sales Tax History Prior month comparison



Road & Bridge Sales Tax is 2.01% lower than July 2024.

August 2024 (June Sales)

			State
Sales Tax			Treasurer
Leonardville	449,574.91	0.003658	1,644.73
Ogden	449,574.91	0.015006	6,746.23
Randolph	449,574.91	0.001236	555.74
Riley	449,574.91	0.009616	4,323.33
Manhattan	449,574.91	0.619716	278,608.89
County	449,574.91	0.350767	157,695.99
		0.999999	449,574.91
Use Tax			
Leonardville	102,395.10	0.003658	374.60
Ogden	102,395.10	0.015006	1,536.53
Randolph	102,395.10	0.001236	126.57
Riley	102,395.10	0.009616	984.67
Manhattan	102,395.10	0.619716	63,455.91
County	102,395.10	0.350767	35,916.82
		0.999999	102,395.10
General Sales Tax			551,970.01
R&B Sales Tax			221,097.24
			773,067.25



PUBLIC WORKS
Discussion

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

COMMISSION AGENDA REPORT

FROM: Evan McMillan, Assistant Public Works Director

MEETING: September 16, 2024

SUBJECT: University Park Lagoon Project Funding - University Park Loan Rate Selection SRF

PRESENTER: Evan McMillan, Assistant Public Works Director

BACKGROUND

The University Park Benefit District treatment facility is being replaced in order to comply with the EPA Consent Order and meet permitting requirements. A non-discharging lagoon was selected as the best option for replacing the existing mechanical facility.

So far, one grant of \$1,500,000.00 has been awarded through the Small Town Water and Sewer Infrastructure Assistance (STWSIA) program, with another \$462,210.00 expected to be awarded in the next few months.

In order to fund any project costs exceeding the previously awarded grants, Public Works has applied for the KDHE State Revolving Fund (SRF). Typically the SRF loan offers up to 30% loan forgiveness, but since this project was included in the base project priority list in KDHE's 2025 intended use plan, this project will now qualify for 60% of loan forgiveness.

DISCUSSION

Prior to any State Revolving Funds being distributed, the County must choose a loan term for the funds. The SRF offers loan terms of 30-years and 20-years, with interest rates of 2.74% and 2.35%, respectively. A breakdown of the monthly payments, along with the total cost over the life of the loan, are shown below.

FISCAL IMPACT

The loan term of 20-years, regardless of which funding/loan combinations are used, will result in the lowest total cost to the user over the term of the loan. That being said, monthly assessments will be higher, as expected. Monthly payments for the 20-year term are expected to be approximately 25% higher than that of 30-year term, but total cost of the 20-year term will be approximately 18% lower than that of the 30-year term.

Pending the construction bids submitted during construction, any additional costs will need to be paid for either through the Districts Capital Fund, or through a separate bank loan.

RECOMMENDATION(S)

Discussion on next steps for USDA funding application.

POSSIBLE MOTION(S)

Move to approve

Move to deny

Move to modify

Move to table

No action required.

The Board agreed by consensus to

Enclosures:

- Cost and loan summary page 2 (PDF)

State Revolving Fund	Monthly Payment	Total Payment
<u>SRF Loan (30-yr)</u>	\$ 6.78	\$ 2,442.43
<u>SRF Loan (20-yr @ 2.38%)</u>	\$ 8.70	\$ 2,087.93

STWSIA with SRF (no forgiveness)	Monthly Payment	Total Payment
<u>SRF Loan (30-yr)</u>	\$ 16.96	\$ 6,106.08
<u>SRF Loan (20-yr @ 2.35%)</u>	\$ 21.75	\$ 5,219.80

STWSIA only (outside loan)	Monthly Payment	Total Payment
<u>30-year loan @ 5.0%</u>	\$ 23.36	\$ 8,409.15
<u>20-year loan @ 5.0%</u>	\$ 28.81	\$ 6,915.26

**RILEY COUNTY LAW ENFORCEMENT AGENCY
LAW BOARD MEETING
VFW/City Hall
108 W. Randolph
Randolph, KS
September 16, 2024 12:00 p.m.
Agenda**

I. ESTABLISH QUORUM- Chairperson Matta

II. PLEDGE OF ALLEGIANCE- Director Peete

III. CONSENT AGENDA

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

- | | | |
|-------------|----|--|
| Pages 3-8 | A. | Approve August 19, 2024 Law Board Meeting Minutes |
| Pages 9-21 | B. | Approve 2024 Expenditures/Credits |
| Pages 22-23 | C. | 2024 Adjusted Financial Journal Entries- (<i>Review</i>) |
| Pages 24-27 | D. | RCPD Related County Expenditures- (<i>Review</i>) |
| Page 28 | E. | Riley County Jail Average Daily Inmate Population- (<i>Review</i>) |
| Pages 29-44 | F. | Monthly Crime Report - (<i>Review</i>) |

IV. GENERAL AGENDA

- | | | |
|-------------|----|---|
| | G. | Additions or Deletions |
| | H. | Public Comment |
| | I. | Fraternal Order of Police Lodge #17 Comments |
| | J. | Board Member Comments |
| | K. | Meritorious Service Award |
| Page 45 | 1. | Human Resources Specialist Nicole Douthit |
| Page 46 | 2. | Payroll Technician Brenda Randall |
| | L. | Community Advisory Board Update- CAB Chairperson Teresa Parks & Vice Chairperson Kirk Crabtree- (<i>Discussion</i>) |
| Pages 47-48 | M. | Approval of Edward Byrne Memorial Justice Assistance Grant- Director Peete- (<i>Vote Required</i>) |
| Pages 49-50 | N. | Proposed Revision to Manhattan City Ordinance 31-35: Parking on Private Property without Authority- Captain Steere- (<i>Discussion</i>) |
| | O. | Aggieville Safety Initiative & Firearms- Director Peete- (<i>Discussion</i>) |
| Pages 51-52 | P. | Director's Memorandum to State Legislation Regarding Firearm Violence- Director Peete- (<i>Discussion</i>) |
| | Q. | Executive Session- (<i>Vote Required</i>) |
| | 1. | Non-Elected Personnel Matters |
| | 2. | Attorney Client Privilege |
| | R. | Affirmation or Revocation of Discipline- (<i>Vote Required</i>) |
| | S. | 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, September 16, 2024
12:00 p.m.**

VFW/City Hall
108 W. Randolph
Randolph, Kansas

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

RILEY COUNTY POLICE DEPARTMENT MONTHLY BUDGET STATUS REPORT

	August 31, 2024	Budget	Current Actual	Actual-YTD	% to date	Last YTD	Remaining	% Balance
		Authorization	August	8 Months	66.67%	Actual	4 Months	33.33%
01	Salaries-Full Time	17,089,553.45	1,363,864.11	10,840,329.22	63.43%	9,870,885.57	6,249,224.23	36.57%
02	Salaries-Part Time	125,000.00	10,019.80	81,142.33	64.91%	53,850.02	43,857.67	35.09%
03	Salaries-Overtime	471,762.00	56,085.89	392,874.14	83.28%	433,418.74	78,887.86	16.72%
	TOTAL SALARIES	17,686,315.45	1,429,969.80	11,314,345.69	63.97%	10,358,154.33	6,371,969.76	36.03%
36	Kansas Police & Fire	2,380,794.61	187,354.21	1,493,917.35	62.75%	1,439,383.38	886,877.26	37.25%
37	KPERS	798,707.30	61,785.20	481,759.59	60.32%	417,282.66	316,947.71	39.68%
38	Social Security	709,538.16	56,493.64	440,550.46	62.09%	401,625.94	268,987.70	37.91%
39	Health Insurance	1,537,150.00	120,000.00	960,000.00	62.45%	960,000.00	577,150.00	37.55%
40	Workers Compensation Insurance	380,000.00	1,114.13	70,221.72	18.48%	155,418.31	309,778.28	81.52%
41	Unemployment Compensation	17,686.65	1,365.25	10,795.27	61.04%	9,917.28	6,891.38	38.96%
	TOTAL EMPLOYEE BENEFITS	5,823,876.72	428,112.43	3,457,244.39	59.36%	3,383,627.57	2,366,632.33	40.64%
	TOTAL PERSONNEL COSTS	23,510,192.17	1,858,082.23	14,771,590.08	62.83%	13,741,781.90	8,738,602.09	37.17%
04	Utilities	205,000.00	23,760.33	117,847.74	57.49%	149,798.07	87,152.26	42.51%
05	Insurance	320,000.00	540.00	511,971.00	159.99%	474,705.00	-191,971.00	-59.99%
06	Legal & Accounting	85,000.00	6,463.25	54,676.55	64.33%	54,840.12	30,323.45	35.67%
07	Training & Travel	108,000.00	9,078.81	102,458.64	94.87%	72,322.08	5,541.36	5.13%
08	Postage	7,400.00	1,474.03	5,942.52	80.30%	4,940.59	1,457.48	19.70%
09	Printing	7,500.00	4,303.94	5,916.62	78.89%	1,984.86	1,583.38	21.11%
10	Rentals-Maint Agreements	60,000.00	5,122.89	35,418.36	59.03%	34,464.91	24,581.64	40.97%
11	Building & Grounds	30,000.00	3,929.58	24,219.20	80.73%	22,477.82	5,780.80	19.27%
12	Equipment Repair & Maintenance	85,000.00	209.00	13,638.01	16.04%	14,861.64	71,361.99	83.96%
13	Vehicle Maintenance	90,000.00	13,207.74	70,340.94	78.16%	81,594.90	19,659.06	21.84%
14	Telephone Service	62,000.00	5,938.80	47,102.01	75.97%	48,312.20	14,897.99	24.03%
16	Medical Fees	15,000.00	570.00	7,321.89	48.81%	13,235.42	7,678.11	51.19%
19	Contractual Services-Computers	690,000.00	73,531.05	584,845.66	84.76%	373,205.34	105,154.34	15.24%
20	Other Contractual Services	314,000.00	68,080.65	343,431.86	109.37%	609,739.91	-29,431.86	-9.37%
	TOTAL CONTRACTUAL SERVICES	2,078,900.00	216,210.07	1,925,131.00	92.60%	1,956,482.86	153,769.00	7.40%
17	Prisoner Food & Care	195,000.00	53,849.93	276,710.48	141.90%	246,184.82	-81,710.48	-41.90%
21	Community Services	17,500.00	692.70	1,654.62	9.45%	8,262.92	15,845.38	90.55%
22	Books, Subscriptions, Memberships	10,000.00	179.95	3,743.47	37.43%	6,518.06	6,256.53	62.57%
23	Uniforms & Accessories	40,000.00	1,047.99	22,874.81	57.19%	32,567.84	17,125.19	42.81%
25	Maintenance Supplies	29,500.00	532.78	10,018.49	33.96%	10,511.48	19,481.51	66.04%
26	Fuel & Lubrication	163,000.00	21,487.78	142,555.72	87.46%	148,341.25	20,444.28	12.54%
27	Vehicle Tires	17,000.00	0.00	4,001.25	23.54%	4,211.16	12,998.75	76.46%
28	Office Supplies	24,000.00	7,158.83	18,547.53	77.28%	22,514.85	5,452.47	22.72%
29	Replenishment Supplies	45,000.00	5,046.73	35,587.44	79.08%	22,631.41	9,412.56	20.92%
	TOTAL COMMODITIES	541,000.00	89,996.69	515,693.81	95.32%	501,743.79	25,306.19	4.68%
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	0.00	4,355.26	7.26%	34,244.23	55,644.74	92.74%
32	Furniture	15,000.00	359.97	5,360.52	35.74%	3,912.83	9,639.48	64.26%
33	Office Equipment	452,000.00	29,659.82	153,454.31	33.95%	69,481.14	298,545.69	66.05%
34	Vehicles and Equipment	270,000.00	301.27	224,002.25	82.96%	170,283.28	45,997.75	17.04%
	TOTAL CAPITAL OUTLAY	807,000.00	30,321.06	387,172.34	47.98%	278,121.91	419,827.66	52.02%
	TOTAL NON-PERSONNEL COSTS	3,426,900.00	336,527.82	2,827,997.15	82.52%	2,736,348.56	598,902.85	17.48%
	TOTAL EXPENDITURES	26,937,092.17	2,194,610.05	17,599,587.23	65.34%	16,478,130.46	9,337,504.94	34.66%

Attachment: 09-16-2024 Law Board Packet (14023 : Law Board Meeting Agenda)

RILEY COUNTY POLICE DEPARTMENT REPORT OF AVAILABLE BUDGET

August 31, 2024		Budget	Budget	Total	Spent-YTD	Encumbered	Total Used	% Used	Remaining
		Authorization	Credits	Spendable	8 Months		To Date	To Date	Available
01	Salaries-Full Time	17,089,553.45	108,911.59	17,198,465.04	10,840,329.22	0.00	10,840,329.22	63.03%	6,358,135.82
02	Salaries-Part Time	125,000.00	0.00	125,000.00	81,142.33	0.00	81,142.33	64.91%	43,857.67
03	Salaries-Overtime	471,762.00	61,220.60	532,982.60	392,874.14	0.00	392,874.14	73.71%	140,108.46
TOTAL SALARIES		17,686,315.45	170,132.19	17,856,447.64	11,314,345.69	0.00	11,314,345.69	63.36%	6,542,101.95
36	Kansas Police & Fire	2,380,794.61	0.00	2,380,794.61	1,493,917.35	0.00	1,493,917.35	62.75%	886,877.26
37	KPERS	798,707.30	0.00	798,707.30	481,759.59	0.00	481,759.59	60.32%	316,947.71
38	Social Security	709,538.16	0.00	709,538.16	440,550.46	0.00	440,550.46	62.09%	268,987.70
39	Health Insurance	1,537,150.00	0.00	1,537,150.00	960,000.00	0.00	960,000.00	62.45%	577,150.00
40	Workers Compensation Insurance	380,000.00	0.00	380,000.00	70,221.72	0.00	70,221.72	18.48%	309,778.28
41	Unemployment Compensation	17,686.65	0.00	17,686.65	10,795.27	0.00	10,795.27	61.04%	6,891.38
TOTAL EMPLOYEE BENEFITS		5,823,876.72	0.00	5,823,876.72	3,457,244.39	0.00	3,457,244.39	59.36%	2,366,632.33
TOTAL PERSONNEL COSTS		23,510,192.17	170,132.19	23,680,324.36	14,771,590.08	0.00	14,771,590.08	62.38%	8,908,734.28
04	Utilities	205,000.00	0.00	205,000.00	117,847.74	0.00	117,847.74	57.49%	87,152.26
05	Insurance	320,000.00	0.00	320,000.00	511,971.00	0.00	511,971.00	159.99%	-191,971.00
06	Legal & Accounting	85,000.00	50.00	85,050.00	54,676.55	0.00	54,676.55	64.29%	30,373.45
07	Training & Travel	108,000.00	17,529.05	125,529.05	102,458.64	0.00	102,458.64	81.62%	23,070.41
08	Postage	7,400.00	381.49	7,781.49	5,942.52	0.00	5,942.52	76.37%	1,838.97
09	Printing	7,500.00	0.00	7,500.00	5,916.62	0.00	5,916.62	78.89%	1,583.38
10	Rentals-Maint Agreements	60,000.00	0.00	60,000.00	35,418.36	0.00	35,418.36	59.03%	24,581.64
11	Building & Grounds	30,000.00	47.44	30,047.44	24,219.20	0.00	24,219.20	80.60%	5,828.24
12	Equipment Repair & Maintenance	85,000.00	0.00	85,000.00	13,638.01	0.00	13,638.01	16.04%	71,361.99
13	Vehicle Maintenance	90,000.00	6,368.07	96,368.07	70,340.94	0.00	70,340.94	72.99%	26,027.13
14	Telephone Service	62,000.00	1,361.95	63,361.95	47,102.01	0.00	47,102.01	74.34%	16,259.94
16	Medical Fees	15,000.00	0.00	15,000.00	7,321.89	0.00	7,321.89	48.81%	7,678.11
19	Contractual Services-Computers	690,000.00	3,610.10	693,610.10	584,845.66	0.00	584,845.66	84.32%	108,764.44
20	Other Contractual Services	314,000.00	48,313.77	362,313.77	343,431.86	0.00	343,431.86	94.79%	18,881.91
TOTAL CONTRACTUAL SERVICES		2,078,900.00	77,661.87	2,156,561.87	1,925,131.00	0.00	1,925,131.00	89.27%	231,430.87
17	Prisoner Food & Care	195,000.00	59,219.84	254,219.84	276,710.48	0.00	276,710.48	108.85%	-22,490.64
21	Community Services	17,500.00	0.00	17,500.00	1,654.62	0.00	1,654.62	9.45%	15,845.38
22	Books, Subscriptions, Memberships	10,000.00	0.00	10,000.00	3,743.47	0.00	3,743.47	37.43%	6,256.53
23	Uniforms & Accessories	40,000.00	15,662.65	55,662.65	22,874.81	0.00	22,874.81	41.10%	32,787.84
25	Maintenance Supplies	29,500.00	0.00	29,500.00	10,018.49	0.00	10,018.49	33.96%	19,481.51
26	Fuel & Lubrication	163,000.00	0.00	163,000.00	142,555.72	0.00	142,555.72	87.46%	20,444.28
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	18,547.53	0.00	18,547.53	77.10%	5,507.54
29	Replenishment Supplies	45,000.00	21,865.20	66,865.20	35,587.44	0.00	35,587.44	53.22%	31,277.76
TOTAL COMMODITIES		541,000.00	96,802.76	637,802.76	515,693.81	0.00	515,693.81	80.85%	122,108.95
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	4,355.26	0.00	4,355.26	7.26%	55,644.74
32	Furniture	15,000.00	0.00	15,000.00	5,360.52	0.00	5,360.52	35.74%	9,639.48
33	Office Equipment	452,000.00	91,925.69	543,925.69	153,454.31	0.00	153,454.31	28.21%	390,471.38
34	Vehicles and Equipment	270,000.00	10,000.00	280,000.00	224,002.25	0.00	224,002.25	80.00%	55,997.75
TOTAL CAPITAL OUTLAY		807,000.00	105,087.38	912,087.38	387,172.34	0.00	387,172.34	42.45%	524,915.04
TOTAL NON-PERSONNEL COSTS		3,426,900.00	279,552.01	3,706,452.01	2,827,997.15	0.00	2,827,997.15	76.30%	878,454.86
TOTALS		26,937,092.17	449,684.20	27,386,776.37	17,599,587.23	0.00	17,599,587.23	64.26%	9,787,189.14

Attachment: 09-16-2024 Law Board Packet (14023 : Law Board Meeting Agenda)

**RILEY COUNTY LAW ENFORCEMENT AGENCY
LAW BOARD MEETING
City Commission Meeting Room
1101 Poyntz Avenue
Manhattan, KS
August 19, 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

Absent: Captain Scott Hajek

Staff Present: Director Brian Peete Assistant Director Kurt Moldrup
Captain Erin Freidline Captain Mark French
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 July 15, 2024 Law Board Meeting Minutes
- B. Approve 2024 Expenditures/Credits
- C. 2024 Adjusted Financial Journal Entries
- D. RCPD Related County Expenditures (*Review*)
- E. Riley County Jail Average Daily Inmate Population- (*Review*)
- F. Approval of Department Policies
 - 1. 26.2.0 Employee – Employee Relationships and Fraternization
 - 2. 34.1.2 – Promotion Process
- G. Reports: Synopsis – (*Review*)
 - 1. Monthly Crime Report
 - 2. Quarterly
 - a) 2nd Quarter Uniform Crime Report (82.1.4)
 - b) 2nd Quarter Traffic Accident & Enforcement Analysis (61.1.1 A&C)
 - c) 2nd Quarter Seizure & Forfeiture Report (84.1.8)
 - 3. Semiannual Alcohol Enforcement Report

Vice Chairperson Ford moved to approve the consent agenda as presented. 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 voting against. The motion passed 7-0.

IV. **General Agenda:**

H. Additions or Deletions: None.

I. Public Comment: None.

J. Fraternal Order of Police Lodge #17 Comments: Officer Terry Tobolski, President, Fraternal Order of Police Lodge #17, briefed the board on the "Custard with Cops" event, which raised \$517 locally and around \$4,000 across ten other locations throughout the state for Special Olympics Kansas. Later this month, there will be another fundraising event at Dunkin' Donuts from 7-10 a.m. for Special Olympics Kansas.

K. Board Member Comments: Member McCulloh discussed the need to reduce the budget in Manhattan as they, like others, are having a challenging budget year. She noticed that the department is looking to potentially reduce police services in areas such as parades and response to bicycle thefts. She emphasized the importance of maintaining public confidence in law enforcement's presence, even for less severe things such as bicycle thefts. It is important to strike a balance to ensure the public feels assured and supported.

Chairperson Matta referred to the Fiscal Planning and Solvency memo and report provided by Director Peete, and suggested engaging the community to prioritize police services. If the police take on extra responsibilities, then they have to give some up. Adding responsibilities requires balancing them with existing ones.

Secretary Wilkerson agreed and stressed the importance of early discussions with the community and local partners to determine their needs and expectations of the police department. He noted that it might be time to revisit funding discussions for School Resource Officers (SROs).

Chairperson Matta asked the director to initiate the process and begin the discussions.

Vice Chairperson Ford offered to assist Director Peete and hopefully bring a rural and municipal perspective to the conversations.

L. Fiscal Planning and Solvency: Director Peete explained that despite strong community support for RCPD, high costs are impacting everyone. During the last budget discussion, it was clear that while the Law Board is committed to supporting the department, difficult financial decisions will need to be made. He stated that protecting the community involves not just physical safety but also financial management, which has been integrated into the departments long-term goals.

Director Peete stated that over the past year, the department, along with Captain Brad Jager and Finance Manager Jennifer Reifschneider, conducted a thorough internal audit of the budget, contracts, management

positions, and allocations to ensure a balanced structure. In addition to contracts, staff researched License Plate Readers (LPRs), and camera systems in Aggieville, which have already yielded positive results, including arrests for crimes such as aggravated batteries and assaults. He explained the goal is to ensure that budget accounts accurately reflect real needs and costs. The department has also explored grants and consolidated services with peer agencies, resulting in roughly \$700,000 in cost savings.

Director Peete went on to explain that in the coming year, the department plans to explore contracts with IT companies, research best practices for investments aimed at reducing recidivism, review internal processes and positions to minimize safety and risk liabilities, and look for benefit services that provide equal of better care for employees and retirees, considering rising pharmaceutical costs. The department will also push the online reporting program within the community to free patrol officers for proactive policing and/or to respond to emergency calls for service.

Director Peete added that the department will also explore strategies to improve efficiency and resource management. These include utilizing Public Service Assistants (PSAs) for non-law enforcement tasks like taking reports for non-urgent incidents and assisting in lower-level criminal investigations to free up officers for more pressing duties. Consolidating offices within corrections and investigations is being considered to optimize staffing, distribute workload more effectively, and enhance investigative capabilities. A review of work hours and scheduling based on call patterns aims to reduce overtime costs. Additionally, the department is exploring the possibility of placing nonoperational budgets in interest-yielding accounts to generate extra revenue. Finally, the feasibility of a take-home vehicle program for police officers is being evaluated to determine its potential benefits.

Captain Jager commented that, as a self-funded entity, the department has a catastrophic stop-loss policy and is working with a consultant to determine whether any changes are necessary. This remains a challenging issue.

Director Peete highlighted the departments plans to review external processes with a focus on several key areas. He explained that the department will continue to gather community feedback to understand expectations and priorities, which may lead to reallocating resources away from lower-level crimes, such as bike theft. To reduce overtime costs, RCPD will look at its involvement in extracurricular events, including races and traffic control for community activities. The department will also revisit opportunities for donations from external organizations to support equipment needs, such as the K9 program. Additionally, RCPD will explore consolidating services and partnerships in areas with overlapping interests, similar to its previous work with the Hazardous Evidence Recovery Team (HERT) and Manhattan Fire Department (MFD), to identify cost-saving opportunities, including a review of the SRO program.

Director Peete emphasized the importance of completing the implementation of the salary survey conducted by The Arnold Group (TAG) and applying annual Cost of Living Adjustments (COLA) for employees. Knowing there will be future asks of our community for both, it is imperative the department work just as hard to find and implement cost saving measures to reduce the burden on taxpayers to the greatest extent possible. He explained that the department will remain professional in its approach to crime, understanding the emotional impact on victims and prioritizing responses accordingly.

Member McCulloh suggested that Northview Park could be a suitable location for short races, as it would require less traffic management. With races occurring weekly in the fall, the city could take a more proactive approach by directing groups to better locations like Northview Park to minimize the need for police involvement.

Chairperson Matta added the idea of including food trailers to make the events more attractive.

Vice Chairperson Ford, a Northview resident, agreed with these suggestions.

The Director and Law Board discussed a phased approach to shared costs and mutual agreements with the school districts for SROs.

Vice Chairperson Ford stated that it would involve ongoing discussions not only with USD 383 but also with USD 374, 384, and 378 to develop a more consolidated approach that everyone can agree on. If the officers are involved in school-related activities, he believes those responsibilities should fall under the purview of the school rather than the city or county. Ford recognized that there are logistical issues with the officers that will need to be addressed during these discussions. However, from a fiscal perspective, this seems to be the most suitable approach.

Director Peete explained that in many places with SRO programs, there is a shared cost and memorandums of understanding that specify the roles and responsibilities of the officers or SROs. As the department and Law Board continue this discussion, he believes they should consider a phased approach. This means gradually implementing changes, such as starting with a certain percentage this year and adjusting in subsequent years, rather than making abrupt changes. He stated that many jurisdictions have already successfully navigated this process.

Member Hudgins stated that she fully supports SROs and their vital role in the schools. She suggested the department implement a phased approach, maintaining a majority of the budgetary control until they establish clear expectations and boundaries. For example, if RCPD were to start with a 75-25 split, it allows the department to retain more control during the transition. This is just a hypothetical scenario, not a proposal, but it highlights the need for clear terms to ensure there are defined roles and responsibilities. If the split were 50-50, then both parties would have equal say in how officers are managed, including their roles and benefits. She explained that it is important to address these aspects before proceeding.

Member James expressed his opinion that the funding for SROs should not be a phased in approach. Since SROs have been funded for a long time, it's now the responsibility of the school districts to contribute to the budget if they want the officers. James felt that the importance of SROs has already been established through previous funding, and it is now up to the schools to demonstrate their commitment by sharing the costs.

Vice Chairperson Ford noted that discussions with the school district about funding and support for SROs have already begun and they are not starting from scratch. The focus now is on defining a clear vision and having productive conversations to reach a common ground. He believes that a long, phased-in approach may not be necessary if progress is made. He suggested that the issue could potentially be resolved in two budget cycles instead of spanning three or four years.

Member James expressed frustration with the lack of action following discussions about SROs and funding. He emphasized the need for concrete execution dates rather than just ongoing conversations. James suggested that the board set specific deadlines to ensure accountability and provide clear guidance to the director to assist him during funding negotiations.

Director Peete offered to prepare a sample Memorandum of Understanding (MOU) to clearly define the roles and expectations for SROs, including their presence at school events. He hopes to establish boundaries that are fair and based on community safety. Before discussing this with the school board, Director Peete will draft the MOU and evaluate the financial implications, considering both shorter and long-term approaches. The goal is to be ready for budget discussions, which begin in October, and to determine how the costs could fit into the budget over the next two to three years.

M. Executive Session: At 12:35 p.m. Secretary Wilkerson moved to recess into Executive Session until 12:40 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 12:40 p.m. the open meeting reconvened.

At 12:40 p.m. Secretary Wilkerson moved to recess into Executive Session until 1:00 p.m. to discuss non-elected personnel matters with Director Peete, Derrick Roberson, Attorney for the Riley County Police Department, and Michael Gillespie, Attorney for the Riley County Law Enforcement Agency (Law Board) present. 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 voting against. The motion passed 7-0.

At 1:00 p.m. the open meeting reconvened.

At 1:00 p.m. Secretary Wilkerson moved to recess into Executive Session until 1:15 p.m. to discuss non-elected personnel matters with Director Peete, Derrick Roberson, and Michael Gillespie present. 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 voting against. The motion passed 7-0.

At 1:15 p.m. the open meeting reconvened.

At 1:15 p.m. Secretary Wilkerson moved to recess into Executive Session until 1:25 p.m. to discuss non-elected personnel matters with Director Peete, Derrick Roberson, and Michael Gillespie present. 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 voting against. The motion passed 7-0.

At 1:28 p.m. the open meeting reconvened.

At 1:28 p.m. Secretary Wilkerson moved to recess into Executive Session until 1:40 p.m. to discuss non-elected personnel matters with Director Peete, Derrick Roberson, and Michael Gillespie present. 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 voting against. The motion passed 7-0.

At 1:42 p.m. the open meeting reconvened.

N. Affirmation or Revocation of Discipline: Chairperson Matta moved to affirm the Director's disciplinary actions. Member James seconded the motion. Chairperson Matta polled the board and the motion passed with Ford, Hudgins, James, Mattingly-Ebert, McCulloh and Wilkerson voting in favor, and Matta voting against. The motion passed 6-1.

Secretary Wilkerson commented that he would have supported a more severe punishment and asked Director Peete to review policy so that the RCPD has more latitude in the future to deal with the types of issues that was just discussed during executive session.

Chairperson Matta reminded the public of the locations for the next two Law Board Meetings.

- The monthly meeting of the Law Board scheduled for 12:00 noon on September 16, 2024 will be at the VFW/Randolph City Hall, 108 W. Randolph, KS, 66554.
- The monthly meeting of the Law Board scheduled for 12:00 noon on October 21, 2024 will be held at Riley City Hall, 222 S. Broadway Street, Riley, KS 66531.

O. Adjournment: Secretary Wilkerson moved to adjourn the meeting. Member McCulloh 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. The August 19, 2024 Law Board Meeting adjourned at 1:43 p.m.

RILEY COUNTY POLICE DEPARTMENT			2024 EXPENDITURES	SEPTEMBER 2024	
<u>V #</u>	<u>VENDOR NAME</u>	<u>ACCT</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>	
9001	Arthur-Green Attorneys at Law	06	Monthly Retainer	2,750.00	2,750.00
9002	AT&T	20	Investigations Contract	95.00	95.00
9003	CelleBrite USA Corp	20	Annual Subscriptions	8,700.00	8,700.00
9004	Clark, Mize, & Linville	06	Legal Fees	112.00	112.00
9005	DeepRoots	11	September Contract	1,208.98	
		11	July Contract	1,208.98	
		11	Irrigation Maint	1,055.29	3,473.25
9006	Ecolab, Inc	20	Jail Dishwasher Rental	200.00	200.00
9007	EMC Risk Services LLC	40	Stop Loss Fund	2,335.79	2,335.79
9008	Empower Flex	06	Admin Services	1,278.05	1,278.05
9009	Evco Wholesale Food Corp	17	Kitchen Supplies	43.99	
		17	Kitchen Supplies	427.95	
		17	Inmate Food	3,351.75	
		17	Kitchen Supplies	196.29	
		17	Kitchen Supplies	9.72	
		17	Inmate Food	-63.04	
		17	Inmate Food	847.10	
		17	Inmate Food	3,279.96	
		17	Kitchen Supplies	56.61	
		17	Inmate Food	2,032.26	
		17	Inmate Food	3,303.74	
		17	Kitchen Supplies	223.48	13,709.81
9010	Express Employment	20	Temp Cook	542.07	542.07
9011	Fuelman	26	Fuel	172.04	172.04
9012	GeoComm	19	Annual Spillman CAD GIS	30,508.80	30,508.80

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<u>V #</u>	<u>VENDOR NAME</u>	<u>ACCT</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>	
9013	Law Office of Michael Gillespie	06	Law Board Legal Fees	1,500.00	1,500.00
9014	Grainger	25	Maintenance Supplies	145.18	145.18
9015	Hiland Dairy	17	Inmate Milk	299.56	
		17	Inmate Milk	172.00	
		17	Inmate Milk	192.06	
		17	Inmate Milk	86.00	
		17	Inmate Milk	127.56	
		17	Inmate Milk	172.00	
		17	Inmate Milk	170.56	
		17	Imate Milk	172.00	1,391.74
9016	Easy Ice LLC	20	Ice Maching Rental	106.72	
		20	Ice Machine Rental	368.00	474.72
9017	Dustin Johnson	06	Legal Fees	3,775.00	3,775.00
9018	Ka-Comm, Inc	12	Equipment Repair	8.78	
		34	HERT Truck equipment	1,783.05	1,791.83
9019	Kansas Gas Service	04	LEC Garage - Gas	43.45	
		04	LEC - gas	1,327.53	
		04	Aggieville - Gas	43.45	1,414.43
9020	KS Law Enf Accredited Coalition	20	KLEAC Annual Membership	100.00	100.00
9021	Konza Lab Inc	16	Employee Testing	605.00	
		16	Pre-Employment Testing	50.00	655.00
9022	KS Ag-News	21	Ads	795.00	795.00
9023	Language Line Services	20	Interpretation Services	563.27	563.27
9024	Less Than Lethal Products	23	Uniform Supplies	115.00	115.00

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<u>V #</u>	<u>VENDOR NAME</u>	<u>ACCT</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>	
9025	Manhattan Wrecker Service Inc	20	Towing	50.00	
		20	Towing	50.00	
		20	Towing	50.00	
		20	Towing	100.00	
		20	Towing	50.00	
		20	Towing	50.00	
		20	Towing	444.00	794.00
9026	Marta's & Son, Inc	20	Cleaning Contract	2,466.00	2,466.00
9027	Midwest Rehabilitation	16	Pre-Employment Testing	125.00	
		16	Employee Testing	250.00	375.00
9028	MKC Headquarters	26	Fuel	19,774.42	19,774.42
9029	IDEMIA	19	Annual Livescan	2,883.00	2,883.00
9030	NAPA of Manhattan	13	Vehicle Maintenance	156.38	
		13	Vehicle Maintenance	348.76	
		13	Vehicle Maintenance	-36.00	
		13	Vehicle Maintenance	240.93	
		13	Vehicle Maintenance	-18.00	692.07
9031	Kim (Hank) Nelson	20	Pre-Employment	150.00	150.00
9032	Net@Work, Inc	19	Sage license	499.00	499.00
9033	Optiv Security Inc	28	Computer Supplies	7,554.80	7,554.80
9044	Pawnee Mental Health	20	Co-Responder Contract	9,976.06	9,976.06
9035	Petty Cash	07	Fuel for Transport	68.99	
		07	Chaplain Training	536.96	605.95
9036	Pottawatomie County Sheriff	17	Inmate Housing	1,395.00	
		17	Inmate Housing	1,395.00	
		17	Inmate Housing	1,125.00	
		17	Inmate Housing	225.00	4,140.00

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<u>V #</u>	<u>VENDOR NAME</u>	<u>ACCT</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>	
9037	Quaker State Express Lube	26	Oil Change	42.00	
		26	Oil Change	42.00	
		26	Oil Change	37.00	
		26	Oil Change	42.00	
		26	Oil Change	37.00	
		26	Oil Change	42.00	
		26	Oil Change	37.00	
		26	Oil Change	42.00	
		26	Oil Change	42.00	
		26	Oil Change	42.00	
		26	Oil Change	37.00	
		26	Oil Change	32.00	
		26	Oil Change	37.00	
		26	Oil Change	42.00	
		26	Oil Change	42.00	
		26	Oil Change	42.00	
					679.00
9038	Riley County General Fund	14	SW Bell Plexar	374.00	374.00
9039	Riley County Public Works	26	Fuel	580.41	
		26	Fuel	163.13	
		26	Fuel	618.49	
		26	Fuel	550.67	
		26	Fuel	559.14	2,471.84
9040	RCPD Health Plan	39	Health Insurance	120,000.00	120,000.00
9041	Robbins Motor Co.	13	Vehicle Maintenance	68.35	
		13	Vehicle Maintenance	1,178.15	
		13	Vehicle Maintenance	280.00	
		13	Vehicle Maintenance	1,921.46	
		13	Vehicle Maintenance	297.28	
		13	Vehicle Maintenance	370.80	
		13	Vehicle Maintenance	38.74	
		13	Vehicle Maintenance	489.60	4,644.38
9042	Security Transport Services Inc	20	Extradition	1,803.20	1,803.20
9043	Waxie Sanitary Supply	29	Replenishment Supplies	1,021.07	1,021.07

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<u>V #</u>	<u>VENDOR NAME</u>	<u>ACCT</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>	
9044	Sunset Law Enforcement	29	Ammo	24,000.00	24,000.00
9045	Carla Swartz	20	Pre-Employment	1,000.00	1,000.00
9046	Sysco Kansas City, Inc	17	Inmate Food	3,291.43	
		17	Kitchen Supplies	10.65	
		17	Laundry Supplies	519.90	
		17	Kitchen Chemicals	361.21	
		17	Inmate Food	2,098.97	
		17	Inmate Supplies	973.67	
		29	Replenishment Supplies	196.27	
		17	Inmate Food	2,602.71	
		17	Laundry Supplies	179.02	
		17	Inmate Supplies	157.30	
		29	Replenishment Supplies	539.35	
		17	Inmate food	-44.66	
		17	Inmate Food	3,680.11	
		17	Kitchen Supplies	272.67	14,838.60
9047	Konza Sign	25	Maintenance Supplies	30.00	30.00
9048	T-Mobile USA, Inc	20	Investigations Contract	50.00	50.00
9049	US Foodservice	17	Inmate Food	1,798.11	
		17	Inmate Food	1,165.21	
		17	Inmate Food	344.49	
		17	Inmate Food	823.12	4,130.93
9050	Vet Health Center	20	Animal Care	258.66	258.66
9051	Via Christi Hospital Manhattan Inc	16	Pre-Employment Testing	78.00	78.00
9052	Wabaunsee RWD #2	04	Range - Water	35.00	35.00
9053	Wage Works Inc	06	Cobra Admin Fee	166.00	166.00
9054	Waters True Value	29	Replenishment Supplies	13.98	13.98

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<u>V #</u>	<u>VENDOR NAME</u>	<u>ACCT</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>	
9055	Evergy	04	LEC Garage - electric	32.84	
		04	LEC - Electric	18,471.90	
		04	Aggieville - Electric	150.47	18,655.21
9056	Xerox Financial Services	10	Patrol Copier	266.00	
		10	Jail Copier	349.12	
		10	Evidence Copier	349.12	
		10	Distpatch/Invest copiers	566.89	
		10	Records Copier	602.28	
		10	Admin Copier	983.68	3,117.09
			Subtotal	323,875.24	
9201	Adobe Systems Inc	19	Monthly Adobe	21.82	21.82
9202	Allegiant Technology	14	IP Flex Plan	1,028.96	1,028.96
9203	Amazon.com	17	Inmate Supplies	16.02	
		28	Office Supplies	120.00	
		28	Computer Supplies	134.29	
		28	Computer Supplies	25.98	
		33	Scale	141.24	
		31	Scale	10.07	
		25	Maintenance Supplies	219.20	
		28	Computer Supplies	35.98	
		29	Replenishment Supplies	59.82	
		29	Replenishment Supplies	45.14	
		29	Replenishment Supplies	41.57	
		32	Office Furniture	68.32	
		29	Replenishment Supplies	56.23	
		32	Office Furniture	169.99	
		17	Kitchen Supplies	9.48	
		17	Inmate Supplies	72.98	
		28	Office Supplies	61.90	
		28	Computer Supplies	47.79	
		17	Inmate Supplies	37.98	
		29	Replenishment Supplies	54.85	1,428.83
9204	Apple iTunes Store	19	iCloud	9.99	9.99

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<u>V #</u>	<u>VENDOR NAME</u>	<u>ACCT</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>	
9205	B & L Vacuum Center	25	Maintenance Supplies	189.00	189.00
9206	Bandit Locksmith Service	20	Locksmith Services	140.00	140.00
9207	Best Buy	29	Replenishment Supplies	51.97	
		29	Replenishment Supplies	75.95	127.92
9208	Bluestem Electric Co-op Inc	04	Range - Electric	192.96	192.96
9209	Briggs	13	Vehicle Maintenance	886.85	
		13	Vehicle Maintenance	539.95	
		13	Vehicle Maintenance	574.14	
		13	Vehicle Maintenance	170.83	
		13	Vehicle Maintenance	999.56	
		13	Vehicle Maintenance	138.75	
		13	Vehicle Maintenance	111.84	
		13	Vehicle Maintenance	253.26	
		13	Vehicle Maintenance	399.18	
		13	Vehicle Maintenance	481.70	
		13	Vehicle Maintenance	111.84	
		13	Vehicle Maintenance	646.12	
		13	Vehicle Maintenance	111.84	
		13	Vehicle Maintenance	278.34	5,704.20
9210	Burnett Automotive	27	Tires	1,530.00	
		27	Tires	1,755.00	
		27	Tires	660.00	3,945.00
9211	Chewy.com	20	Animal Care	64.59	64.59
9212	City of Manhattan, Utilities	04	LEC - Water Utilities	3,557.76	
		04	Aggieville - Water Utilities Fee	2.48	
		04	Aggieville - Water Utilities	53.11	
		04	LEC - Water Utilities Fee	2.48	3,615.83
9213	Click Up	19	Click up Refund	-84.00	-84.00
9214	Cox Communications, Inc	19	LEC - Internet & Cable	2,355.66	
		19	Inmate Cable	210.95	2,566.61
9215	Underground Vaults	20	Shredding	50.00	50.00

Attachment: 09-16-2024 Law Board Packet (14023 : Law Board Meeting Agenda)

RILEY COUNTY POLICE DEPARTMENT			2024 EXPENDITURES	SEPTEMBER 2024	
<u>V #</u>	<u>VENDOR NAME</u>	<u>ACCT</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>	
9216	Emblem Enterprises Inc	23	Patches	76.62	76.62
9217	EOD Gear	31	Bomb Team Equipment	3,159.98	3,159.98
9218	FedEx Office	09	Printing	47.47	
		09	Printing	47.47	94.94
9219	Gall's Inc.	23	Uniforms	30.77	30.77
9220	Godfrey's	23	Uniforms	524.70	
		23	Uniforms	174.90	
		23	Uniforms	375.61	
		23	Uniforms	116.60	
		23	Uniforms	443.08	1,634.89
9221	GT Distributors Inc	23	Vests	4,072.00	
		23	Uniforms	383.75	
		23	Uniforms	121.50	
		23	Uniforms	26.50	
		23	Uniforms	66.75	
		23	Uniforms	56.52	4,727.02
9222	Handcuff Warehouse	23	Uniforms	59.12	59.12
9223	Hertz - LAG Rentals LLC	20	HIDTA Car	649.99	649.99
9224	Home Depot	25	Maintenance Supplies	22.03	
		25	Maintenance Supplies	11.08	
		25	Maintenance Supplies	107.40	
		25	Maintenance Supplies	17.81	
		25	Maintenance Supplies	16.98	
		25	Maintenance Supplies	7.96	
		12	Equipment Maintenance	152.94	
		12	Equipment Maintenance	5.78	
		29	Replenishment Supplies	17.96	
		25	Maintenance Supplies	62.94	
		25	Maintenance Supplies	8.48	
		25	Maintenance Supplies	135.00	
		34	UTV Trailer Supplies	13.96	
		25	Maintenance Supplies	179.82	
		25	Maintenance Supplies	7.26	
		25	Maintenance Supplies	40.90	
		25	Maintenance Supplies	16.64	824.94

Attachment: 09-16-2024 Law Board Packet (14023 : Law Board Meeting Agenda)

RILEY COUNTY POLICE DEPARTMENT			2024 EXPENDITURES	SEPTEMBER 2024	
<u>V #</u>	<u>VENDOR NAME</u>	<u>ACCT</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>	
9225	Howie's Trash Service	20	Trash removal	843.00	843.00
9226	Insight Public Sector Inc	19	NVIDIA Grid for VDI Annual Renewal	1,969.80	
		19	Cisco Renewal	25,651.36	27,621.16
9227	Kansas Turnpike Authority	07	Tolls	33.99	33.99
9228	Karsmizki Locksmith	20	Locksmith Services	20.75	
		20	Locksmith Services	7.80	
		20	Locksmith Services	45.00	
		20	Locksmith Services	45.00	118.55
9229	Lexis Nexis Risk Solutions	20	User Fee	145.67	
		20	Analyst	8,507.90	8,653.57
9230	Lynn Peavey Company	29	Replenishment Supplies	114.36	114.36
9231	Manh Chamber of Commerce	07	Good Morning Manhattan	50.00	
		07	Good Morning Manhattan	25.00	
		07	Good Morning Manhattan	25.00	
		07	Good Morning Manhattan	25.00	
		07	Chamber Lunch	20.00	
		07	Chamber Lunch	20.00	
		07	Chamber Lunch	20.00	185.00
9232	Menards	17	Kitchen Supplies	10.65	
		17	Kitchen Supplies	-8.99	
		17	Kitchen Supplies	89.99	91.65
9233	N Zone Sportswear	21	Promotional Items	1,484.56	
		21	Promotional Items	940.00	2,424.56
9234	Optiv Security Inc	28	Computer Supplies	859.27	859.27
9235	Parts Town	12	Equipment Maintenance	75.71	75.71

RILEY COUNTY POLICE DEPARTMENT		2024 EXPENDITURES		SEPTEMBER 2024	
<u>V #</u>	<u>VENDOR NAME</u>	<u>ACCT</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>	
9236	P-Card Misc Vendors	07	IAI Conference	422.18	
		07	LELA Command School	29.57	
		07	Supervision of Police Personnel	1,231.46	
		20	Extradition	198.91	
		07	SPI Training	807.67	
		28	Computer Supplies	261.79	
		17	Inmate Food	17.86	
		07	Money Laundering Training	20.41	
		07	EMD/EFD Recerts	139.50	
		07	ABA Lunch meeting	40.00	
		20	Extradition	28.35	
		07	Forensic Genetic Genealogy	104.70	
		20	Membership Fees	80.00	
		07	Resiliency for First Responders	100.00	
		07	Employee at Will/Wrongful Termination	220.50	
		20	Extradition	1,944.22	
		07	Tactical Communicator	498.00	
		07	Report Writing	100.00	
		07	Hostage Negotiations	164.41	
		07	Hostage Negotiations	328.81	
		07	CPS Certification	85.00	
		07	Intergovernmental Luncheon	13.00	
		07	Intergovernmental Luncheon	13.00	
		07	Command School	8.00	
		07	Report Writing	-75.00	
		07	Developing Women Leaders	50.00	
		07	Developing Women Leaders	50.00	
		07	Basic Peer Support Training	1,275.00	
		07	Basic Peer Support Training	425.00	
		07	Basic Peer Support Training	1,275.00	
		07	Glock Armorer's Course	250.00	
		21	Community Event	160.77	
		07	Glock Armorer's Course	250.00	
		07	GMIS International	93.46	10,611.57
9237	Petsmart	20	Animal Care	19.63	19.63
9238	Pitney Bowes Global Financial	10	Meter/Scale	408.99	408.99
9239	Pro Copy Inc	10	Copies	1,428.59	1,428.59
9240	Reconyx	20	Monthly Cell phone and images	40.00	40.00

Attachment: 09-16-2024 Law Board Packet (14023 : Law Board Meeting Agenda)

RILEY COUNTY POLICE DEPARTMENT			2024 EXPENDITURES	SEPTEMBER 2024	
<u>V #</u>	<u>VENDOR NAME</u>	<u>ACCT</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>	
9241	reMarkable	33	License	5.98	5.98
9242	Sharps Compliance	17	Sharps Disposal	77.25	77.25
9243	Staples Advantage	29	Replenishment Supplies	109.78	
		29	Replenishment Supplies	76.79	
		29	Replenishment Supplies	87.54	
		29	Replenishment Supplies	61.53	
		32	Office Furniture	62.28	
		28	Computer Supplies	26.15	
		28	Office Supplies	28.72	
		28	Office Supplies	297.85	750.64
9244	T38 Fax	14	Fax	14.64	14.64
9245	Terminix	11	LEC - Pest Control	69.00	69.00
9246	TLOxp	20	Access	300.00	300.00
9247	T-Mobile US Inc	14	Patrol Car Phones	43.65	43.65
9248	Twin Valley Telephone, Inc	14	Riley Substation - Phone	49.25	
		14	Riley Substation - Internet	82.99	132.24
9249	UPS	08	Shipping	-4.13	
		08	Shipping	18.85	
		08	Shipping	16.21	
		08	Shipping	68.87	
		08	Shipping	12.09	
		08	Shipping	18.20	
		08	Shipping	18.20	
		08	Shipping	10.72	
		08	Shipping	10.72	
		08	Shipping	15.65	
		08	Shipping	13.79	
		08	Shipping	130.69	
		08	Shipping	145.53	
		08	Shipping	11.81	
		08	Shipping	15.65	
		08	Shipping	15.62	
		08	Shipping	33.78	
		08	Shipping	14.02	566.27
9250	Verizon Wireless	14	MDT's/Phones	4,674.77	4,674.77

RILEY COUNTY POLICE DEPARTMENT		2024 EXPENDITURES		SEPTEMBER 2024	
<u>V #</u>	<u>VENDOR NAME</u>	<u>ACCT</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>	
9251	Wal-Mart	29	Replenishment Supplies	90.26	
		29	Replenishment Supplies	26.12	116.38
9252	Waters True Value	25	Maintenance Supplies	55.95	55.95
9253	WTC	19	LEC - Internet	335.95	
		19	Aggieville - Internet	80.00	
		19	Downtown - Internet/JTTF	80.00	495.95
			Subtotal	91,092.30	
			Total	414,967.54	

Chair, Riley County Law Enforcement Agency

Attachment: 09-16-2024 Law Board Packet (14023 : Law Board Meeting Agenda)

Riley County Police Department
Net Changes from 8/1/2024 to 8/31/2024
Credits Report

From Year-Period [2024 - 08] To [2024 - 08]
From [600100-00] To [640902-00]

Account Number	Description	August Credits	YTD Credits
600100-00	Manhattan	1,778,697.00	14,229,576.00
600200-00	Riley County	0.00	4,002,069.00
610110-00	Copy Fees-Discovery, etc.	295.00	2,052.00
610112-00	Copy Fees-Records	870.81	4,318.14
610113-00	Fingerprint Fees-Records	1,707.84	9,770.90
Budget:		1,781,570.65	18,247,786.04
610220-03	KSU Contracts-Overtime	0.00	32,191.00
620900-01	Misc Reimbursements-salaries	20.00	55,323.59
620900-06	Misc Reimbursements-legal fees	0.00	50.00
620900-07	Misc Reimbursements-training	5,252.20	10,338.05
620900-07-490	VAWA Grant-training	7,191.00	7,191.00
620900-08	Misc Reimbursements-postage	67.78	381.49
620900-11	Misc Reimbursements-building & grounds	0.00	47.44
620900-13-130	Misc Reimbursements-vehicles	0.00	6,368.07
620900-14	Misc Reimbursements-phone	82.94	1,361.95
620900-17-170	Misc Reimbursements-jail	21.47	59,219.84
620900-19	Misc Reimbursements-Computer svc	0.00	3,610.10
620900-20	Misc Reimbursements-Cont Svc	787.50	42,466.34
620900-20-400	Misc Reimbursements-Car Lease HIDTA	3,250.00	5,847.43
620900-23	Misc Reimbursements-Uniforms	443.21	3,381.76
620900-28	Misc Reimbursements-Office Sup	0.00	55.07
620900-29	Misc Reimbursements-Supplies	0.00	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
620900-34-130	Misc Reimbursements-vehicles	0.00	10,000.00
630650-33	JAG-equipment	48,978.00	48,978.00
631500-23	Bulletproof Vest Program	497.00	12,280.89
632500-03	JTTF Grant-OT	0.00	5,132.06
632600-03	HIDTA Grant-OT	2,060.72	14,813.53
632700-03	STEP Grant-OT	0.00	9,084.01
632800-01-415	VOCA 2024 Grant Reimb	7,191.00	53,588.00
Budget Credits:		75,842.82	449,684.20
640900-00	Misc Non-Budget Credit Reimb	0.00	1,010.35
640902-00	Prior year Restitution	0.00	1,897.55
Non-Budget Credits:		0.00	2,907.90
Totals:		1,857,413.47	18,700,378.14

Attachment: 09-16-2024 Law Board Packet (14023 : Law Board Meeting Agenda)

Riley County Police Department Journal Entries

From Account No. [] To [ZZZZZZZZZZZZ]
 From Fiscal Period [2024-08] To [2024-08]
 For Source Code [GL-JE]

Acct #/Ref	Description	Date	Year	Prd.	Code	Debits	Credits
700120-01	Regular Salaries-----INVEST'N						
Salary Aug	M Mosher	8/31/2024	2024	08	GL-JE		5,252.00
	Total: Regular Salaries-----INVEST'N					0.00	5,252.00
700122-01-415	VOCA Grant Salaries 2024						
Salary Aug	M Mosher	8/31/2024	2024	08	GL-JE	5,252.00	
	Total: VOCA Grant Salaries 2024					5,252.00	0.00
743700-37	KPERS						
Aug KPERS	M Mosher	8/31/2024	2024	08	GL-JE		539.00
	Total: KPERS					0.00	539.00
743700-37-415	KPERS - VOCA Grant 2024						
Aug KPERS	M Mosher	8/31/2024	2024	08	GL-JE	539.00	
	Total: KPERS - VOCA Grant 2024					539.00	0.00
743800-38	Social Security						
Aug SS	M Mosher	8/31/2024	2024	08	GL-JE		326.00
	Total: Social Security					0.00	326.00
743800-38-415	Social Security - VOCA Grant 2024						
Aug SS	M Mosher	8/31/2024	2024	08	GL-JE	326.00	
	Total: Social Security - VOCA Grant 2024					326.00	0.00
743810-38	Medicare Tax						
Aug Medicare	M Mosher	8/31/2024	2024	08	GL-JE		76.00
	Total: Medicare Tax					0.00	76.00
743810-38-415	Medicare Tax- VOCA Grant 2024						
Aug Medicare	M Mosher	8/31/2024	2024	08	GL-JE	76.00	
	Total: Medicare Tax- VOCA Grant 2024					76.00	0.00

Adjust G/L Account for VOCA 2024 Grant Requirements

Completed by:

Jennifer Reifschneider

Approved By:

[Signature]

Attachment: 09-16-2024 Law Board Packet (14023 : Law Board Meeting Agenda)

Riley County Police Department Journal Entries

From Account No. [] To [ZZZZZZZZZZZZ]
 From Fiscal Period [2024-08] To [2024-08]
 For Source Code [GL-JE]

Acct #/Ref	Description	Date	Year	Prd.	Code	Debits	Credits
Aug Health Ins	M Mosher	8/31/2024	2024	08	GL-JE		489.00
	Total: Health Insurance					0.00	489.00
743900-39-415	Health Insurance - VOCA Grant 2024						
Aug Health Ins	M Mosher	8/31/2024	2024	08	GL-JE	489.00	
	Total: Health Insurance - VOCA Grant 2024					489.00	0.00
744000-40	Workers Comp Insured deductibles						
Aug WC	M Mosher	8/31/2024	2024	08	GL-JE		123.00
	Total: Workers Comp Insured deductibles					0.00	123.00
744000-40-415	Workers Comp - VOCA Grant 2024						
Aug WC	M Mosher	8/31/2024	2024	08	GL-JE	123.00	
	Total: Workers Comp - VOCA Grant 2024					123.00	0.00
744100-41	Unemployment Compensation						
Aug Unemploy Ins	M Mosher	8/31/2024	2024	08	GL-JE		5.00
	Total: Unemployment Compensation					0.00	5.00
744100-41-415	Unemployment Compensation - VOCA Grant 2024						
Aug Unemploy Ins	M Mosher	8/31/2024	2024	08	GL-JE	5.00	
	Total: Unemployment Compensation - VOCA Grant 2024					5.00	0.00

Adjust G/L Account for VOCA 2024 Grant Requirements

Completed by: 

Approved By: 

Attachment: 09-16-2024 Law Board Packet (14023 : Law Board Meeting Agenda)

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

RILEY COUNTY
Fund Summary of Revenue/Expense
Percent of Year 66.7%

Date. 9/03/24 Page. 156
Time.13.24.43

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	4,898.00		.00
Department Revenue.. #142				.00	.00	4,898.00 *		.00
Total Revenue Fund.... 168				.00	.00	4,898.00 **		
Total Trans. IN Fund.. 168				.00	.00	.00 **		
Total Rev. & Trans. .. 168				.00	.00	4,898.00 **		
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.....	4,898.00
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.....	120,916.19 ***

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

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

RILEY COUNTY
Fund Summary of Revenue/Expense
Percent of Year 66.7%

Date. 9/03/24 Page. 157
Time.13.24.43

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

Obj	Prj	Description	Kind	Budget \$	M-T-D	Y-T-D	%	Remaining
Department.142 Riley Co Police Dept								
875		Misc. Expenses	D	.00	.00	12,824.42-		.00
402		Investment Interest	R	.00	.00	7,266.07		.00
		Department Revenue.. #142		.00	.00	7,266.07 *		.00
		Department Dsbmnts.. #142		.00	.00	12,824.42-*		
		Total Revenue Fund.... 169		.00	.00	7,266.07 **		
		Total Trans. IN Fund.. 169		.00	.00	.00 **		
		Total Rev. & Trans. .. 169		.00	.00	7,266.07 **		
		Total Disbursements... 169		.00	.00	12,824.42-**		

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.....	7,266.07
YTD Reported Expenses.....	.00
YTD Non-Reported Expenses...	.00
YTD Treasurer Disbursements.	12,824.42-
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.....	170,898.66 ***

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

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

RILEY COUNTY
Fund Summary of Revenue/Expense
Percent of Year 66.7%

Date. 9/03/24 Page. 160
Time.13.24.43

DISBURSEMENTS/REVENUES/TRANSFERS - Fund.. 173 RCPD Levy/Op							
Obj	Prj	Description	Kind	Budget \$	M-T-D	Y-T-D	% Remaining
<u>Department. 0</u> Not Designated							
180		Distr - Real Current	R	5,219,242.00	.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
<u>Department.171</u> RCPD Operations							
<u>Department.416</u> 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
<u>Department. 0</u> Not Designated							
<u>Department.171</u> RCPD Operations							
2200		Office Equipment Rental		.00	1,900.00	1,900.00-	.00 1,900.00-
2220		Building Space Rental	12,000.00	950.00	5,700.00	47.50	6,300.00 .00 6,300.00
2330		Transportation Servic	6,000.00	.00	.00		6,000.00 .00 6,000.00
2480		Repair/Maint Build/Gr	140,000.00	3,214.57	49,503.97	35.36	90,496.03 .00 90,496.03
2650		Physician Fees	240,000.00	29,534.25	202,560.56	84.40	37,439.44 .00 37,439.44
2655		Hospital Fees	10,000.00	.00	.00		10,000.00 .00 10,000.00
2900		Budget Appropriations	5,336,092.00	.00	4,002,069.00	75.00	1,334,023.00 .00 1,334,023.00

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 Finance and Budget Section.

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

RILEY COUNTY
Fund Summary of Revenue/Expense
Percent of Year 66.7%

Date. 9/03/24 Page. 161
Time.13.24.43

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	33,698.82	4,261,733.53	74.19	1,482,358.47	.00	1,482,358.47
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	33,698.82	4,261,733.53	74.17	1,483,858.47	.00	1,483,858.47 *
	Expense & Transfers# 171	5,745,592.00	33,698.82	4,261,733.53				
Department.416 HD-KCCTF								
Total Expenditures Fund	173	5,745,592.00	33,698.82	4,261,733.53	74.17	1,483,858.47	.00	1,483,858.47 **

SUMMARY for - Fund 173 RCPD Levy/Op		
Beginning Year Balance.....	137,841.73	
YTD Revenue.....	5,196,521.95	
YTD Reported Expenses.....	4,261,733.53-	
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.....	1,059,377.73 ***	

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 Finance and Budget Section.

RILEY COUNTY POLICE DEPARTMENT
Report Submission

Assigned Tracking # **24-238**

To:	Director Peete		
Thru:	Assistant Director Moldrup	KMM 9.6.24	
From:	Cpt. Mark French		
Position:	Commander	Division:	Jail
Report Title:	Monthly Inmate Population Report		
Rpt Freq./Year:	2024		
Policy #:	N/A		
Date:	September 3, 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	115.6
AUG	74.5	72.7	75.7	82.4	80.6	82.3	55.8	85.2	95.7	123.5	119.0
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	108.2

Attachment: 09-16-2024 Law Board Packet (14023 : Law Board Meeting Agenda)



Monthly Report

August 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**

Attachment: 09-16-2024 Law Board Packet (14023 : Law Board Meeting Agenda)

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

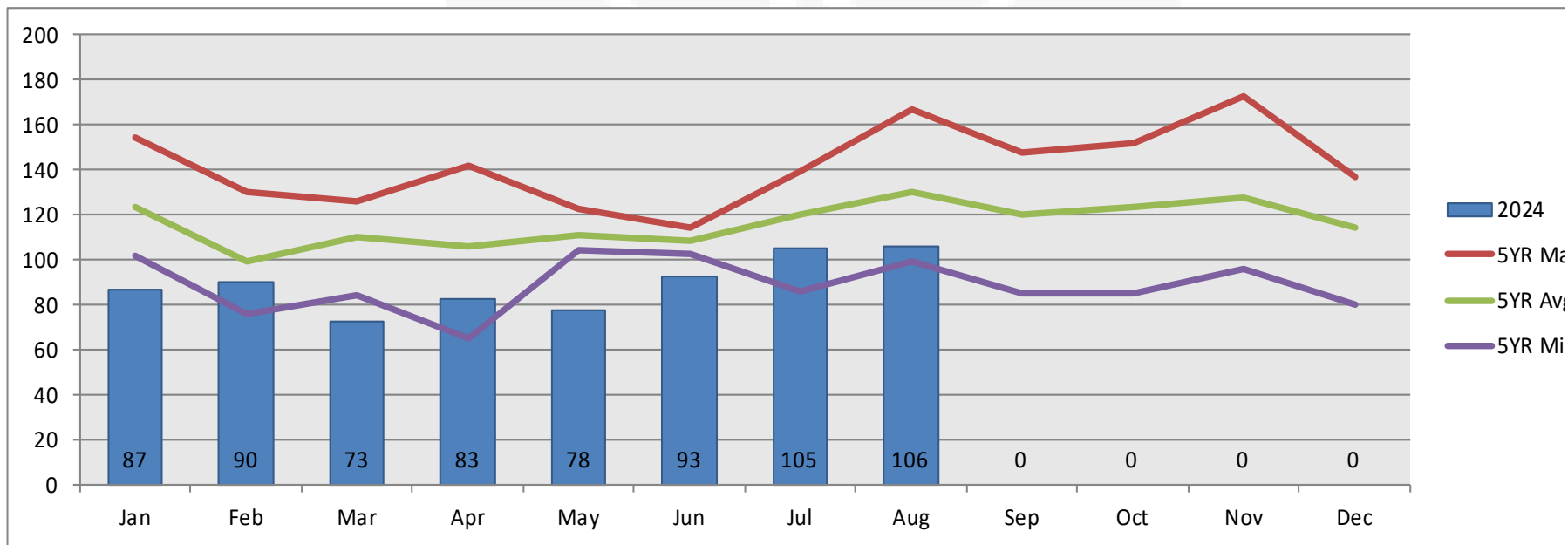
Offense Codes: 0100-0810

All Data As Of: 9/9/24 12:00 AM

13.a

- Part I crime in August 2024 was 18.8% below the 5 year average.
- Year to date 2024 is down 21.4% from the 5 year average.
- In August, both Part I violent and property crimes were below the 5 year average.

	Aug	Year to Date	Yearly Total
2019	167	1039	1583
2020	125	893	1493
2021	149	901	1420
2022	99	799	1154
2023	113	914	1327
2024	106	715	
% Change	-6.2%	-21.8%	-17.6%
Yearly Total Projection:			1093



	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
2019	154	77	124	142	123	114	138	167	148	143	116	132
2020	130	130	84	65	113	107	139	125	148	152	173	127
2021	121	76	120	111	104	106	114	149	127	123	156	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	113
2024	87	90	73	83	78	93	105	106	0	0	0	0

Attachment: 09-16-2024 Law Board Packet (14023 : Law Board Meeting Agenda)

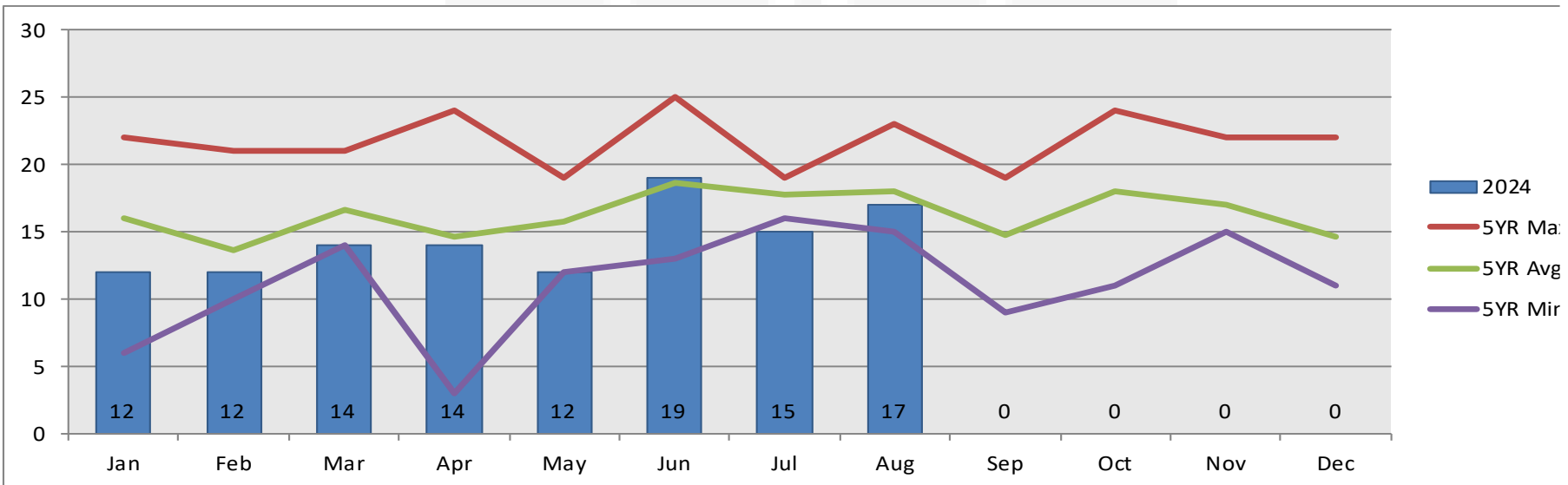
Part 1 Violent Crimes

Offense Codes: 0100-0440

All Data As Of: 9/9/24 12:00 AM

	Aug	Year to Date	Year to Date % Change
2019	23	142	217
2020	20	130	197
2021	15	138	198
2022	17	126	183
2023	15	119	182
2024	17	115	
% Change	+13.3%	-3.4%	-5.8%
Yearly Total Projection:			171

- August 2024 was 5.6% below the 5 year average in Part I violent crime.
- Year to date Part I violent crime is down 12.2% from the 5 year average.
- There were 13 aggravated assaults / batteries, 2 rape, 1 robberies, and 0 homicides reported during August 2024.



	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	19	15	17	0	0	0	0

Attachment: 09-16-2024 Law Board Packet (14023 : Law Board Meeting Agenda)

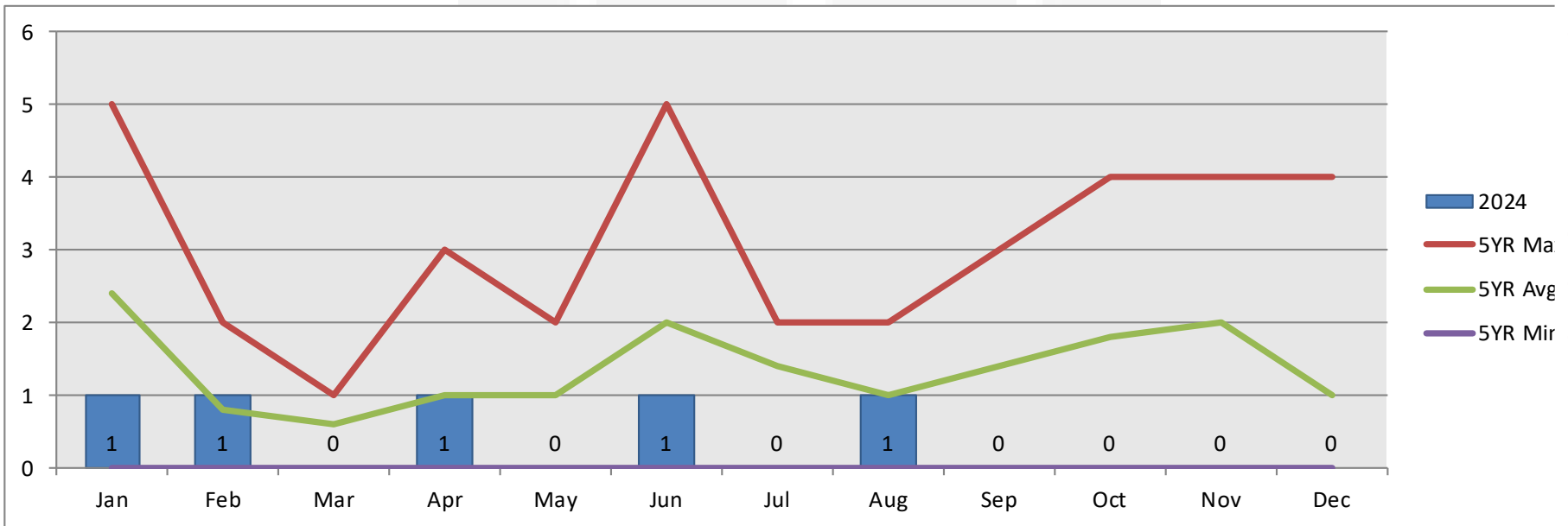
Robbery

Offense Codes: 0310

All Data As Of: 9/9/24 12:00 AM

- There was 1 robbery reported in August 2024 which is 0% below the 5 year average
- Year to date 2024 is down 51.0% from the 5 year average.

	Aug	Year to Date	Year
2019	0	13	26
2020	1	13	17
2021	2	14	18
2022	2	7	11
2023	0	4	10
2024	1	5	
% Change	N/A	+25.0%	-18.8%
Yearly Total Projection:			8



	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	1	0	1	0	1	0	0	0	0

Attachment: 09-16-2024 Law Board Packet (14023 : Law Board Meeting Agenda)

Aggravated Assault and Battery

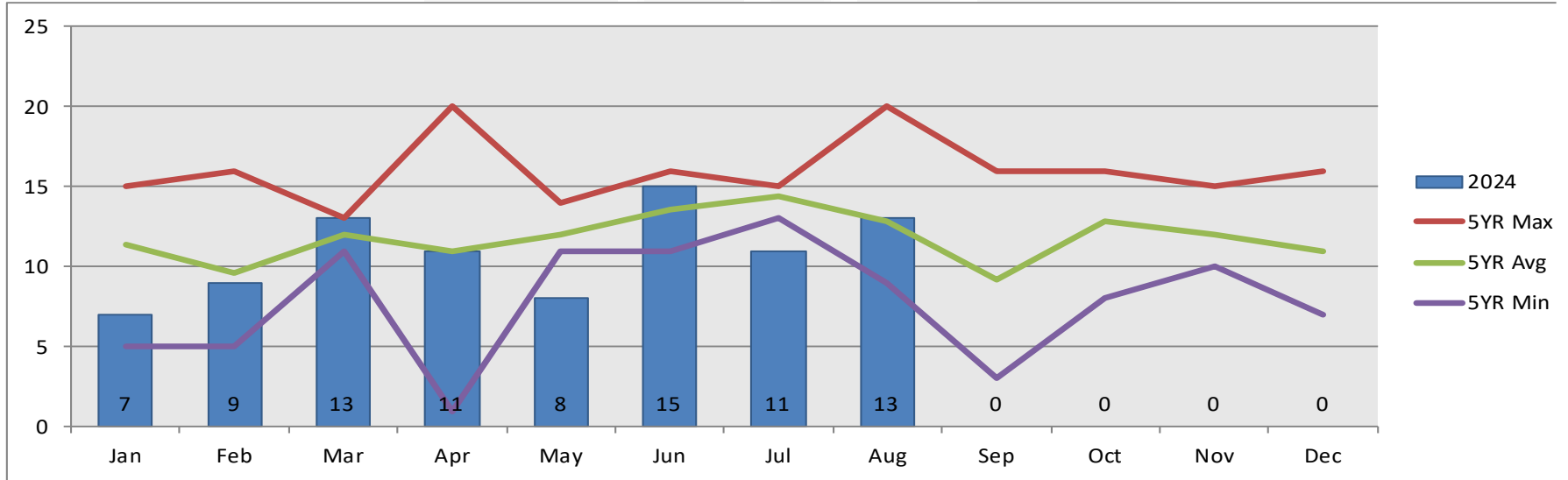
Offense Codes: 0410-0440

All Data As Of: 9/9/24 12:00 AM

13.a

- There were 6 aggravated batteries and 7 aggravated assaults reported during the month of August. This is 1.6% above the 5 year average.
- 4 of the incidents in August were domestic.
- As of 9/9/2024, there were arrests in 5 of the incidents.

	Aug	Year to Date	Yearly Total
2019	20	104	155
2020	14	96	145
2021	9	104	145
2022	10	89	130
2023	11	91	134
2024	13	87	
% Change	+18.2%	-4.4%	-4.9%
Yearly Total Projection:			127



	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	11	8	15	11	13	0	0	0	0

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

Part I Property Crime

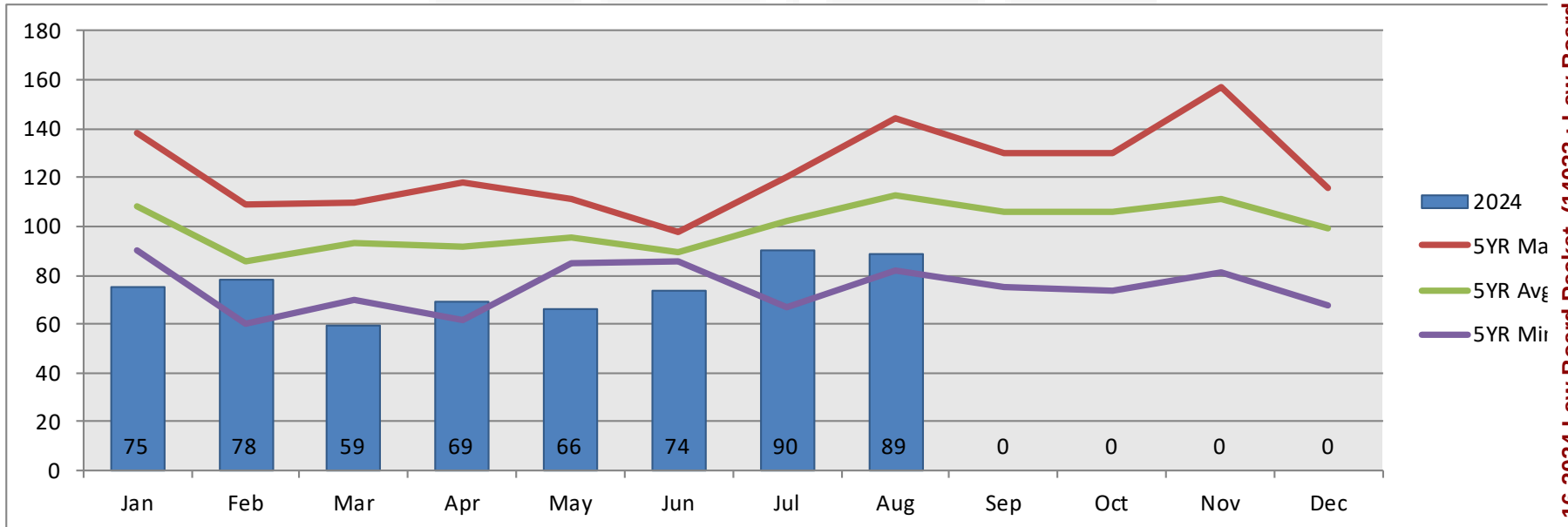
Offense Codes: 0500-0810

All Data As Of: 9/9/24 12:00 AM

13.a

- For August, Part I property crime was down 21% from the 5 year average.
- Part I property crime year to date is 22.9% below the 5 year average.
- The property crime for August 2024 included 5 burglaries, 15 larcenies from motor vehicle, 10 auto thefts, and 0 arson incidents. The rest of the incidents were larcenies (59 incidents).

	Aug	Year to Date	Yearly Total
2019	144	897	1366
2020	105	763	1296
2021	134	763	1222
2022	82	673	971
2023	98	795	1145
2024	89	600	
% Change	-9.2%	-24.5%	-19.6%
Yearly Total Projection:			921



	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	59	69	66	74	90	89	0	0	0	0

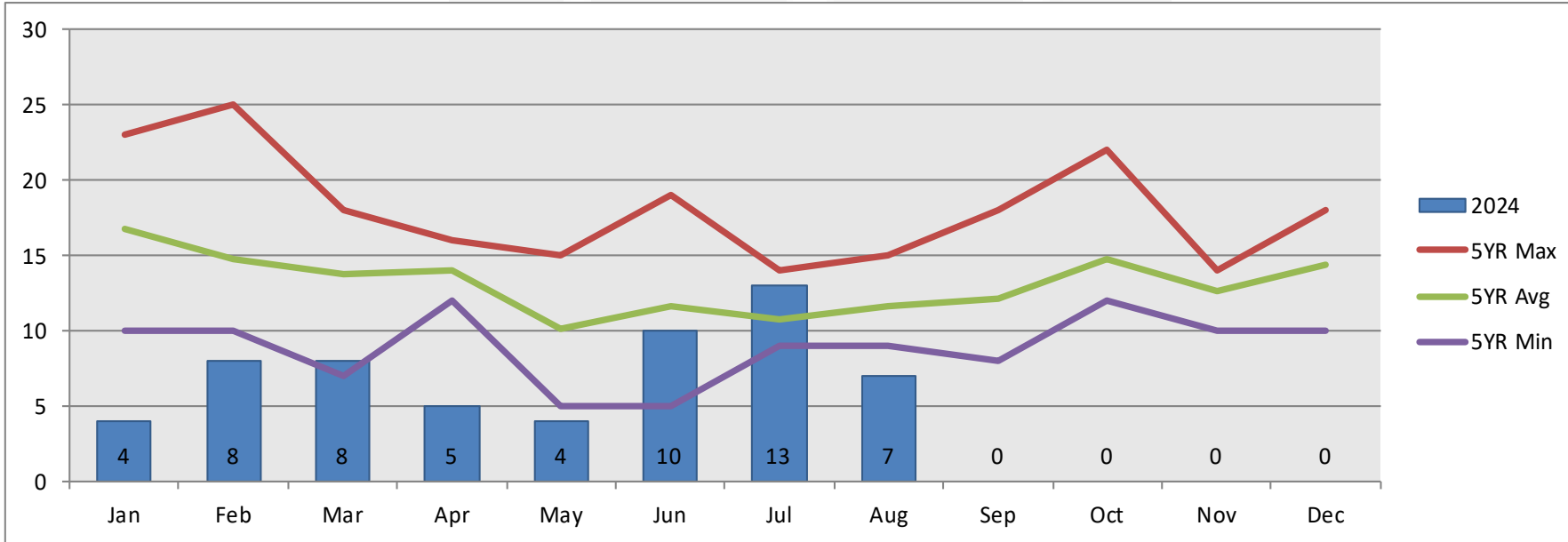
Structural Burglary

Offense Code: 0510

All Data As Of: 9/9/24 12:00 AM

- Structural burglaries were 39.7% below the 5 year average for August.
- 2 of the burglaries were non-residential and 5 were residential.
- All of them occurred within Manhattan.

	Aug	Year to Date	Year
2019	15	109	171
2020	13	105	174
2021	9	105	157
2022	10	108	150
2023	11	91	136
2024	7	59	
% Change	-36.4%	-35.2%	-34.2%
Yearly Total Projection:			89



	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	13	7	0	0	0	0

Attachment: 09-16-2024 Law Board Packet (14023 : Law Board Meeting Agenda)

Vehicle Burglary

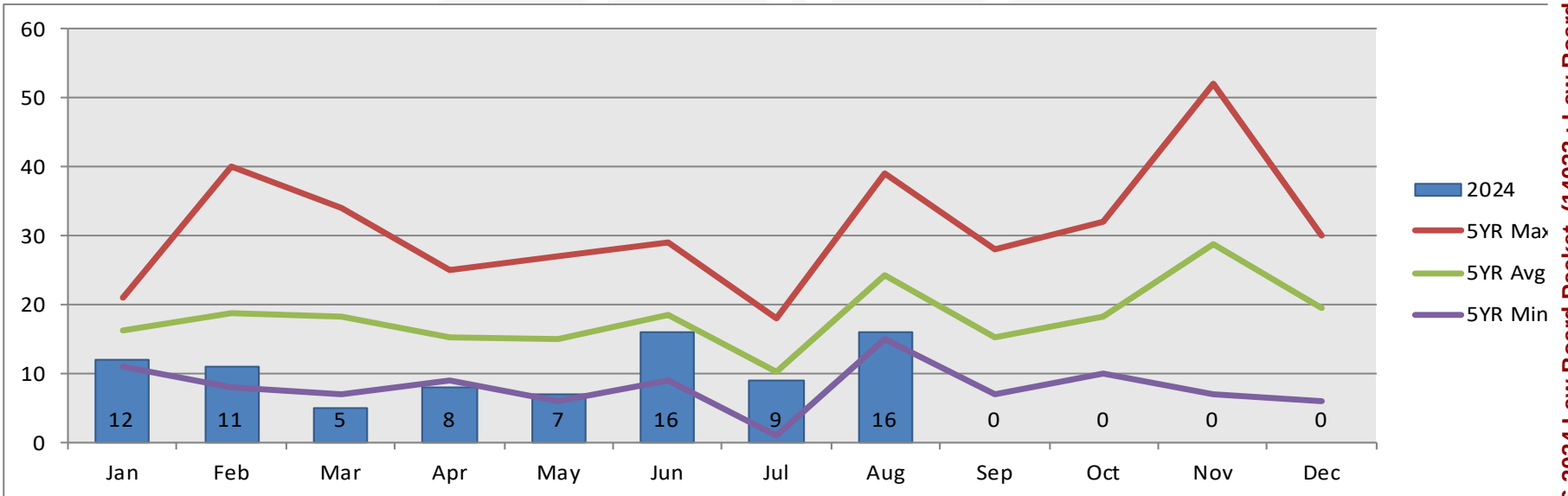
Offense Code: 0640

All Data As Of: 9/9/24 12:00 AM

13.a

- August 2024 was 33.9% below the 5 year average for vehicle burglary.
- Of the 15 vehicle burglaries 10 of the vehicles had been left unlocked, and two contained a firearm. Two firearms in total were stolen from vehicles.

	Aug	Year to Date	Yearly Total
2019	34	142	228
2020	16	113	255
2021	39	163	255
2022	17	92	122
2023	15	174	233
2024	16	84	
% Change	+6.7%	-51.7%	-43.8%
Yearly Total Projection:			131



	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	9	16	0	0	0	0

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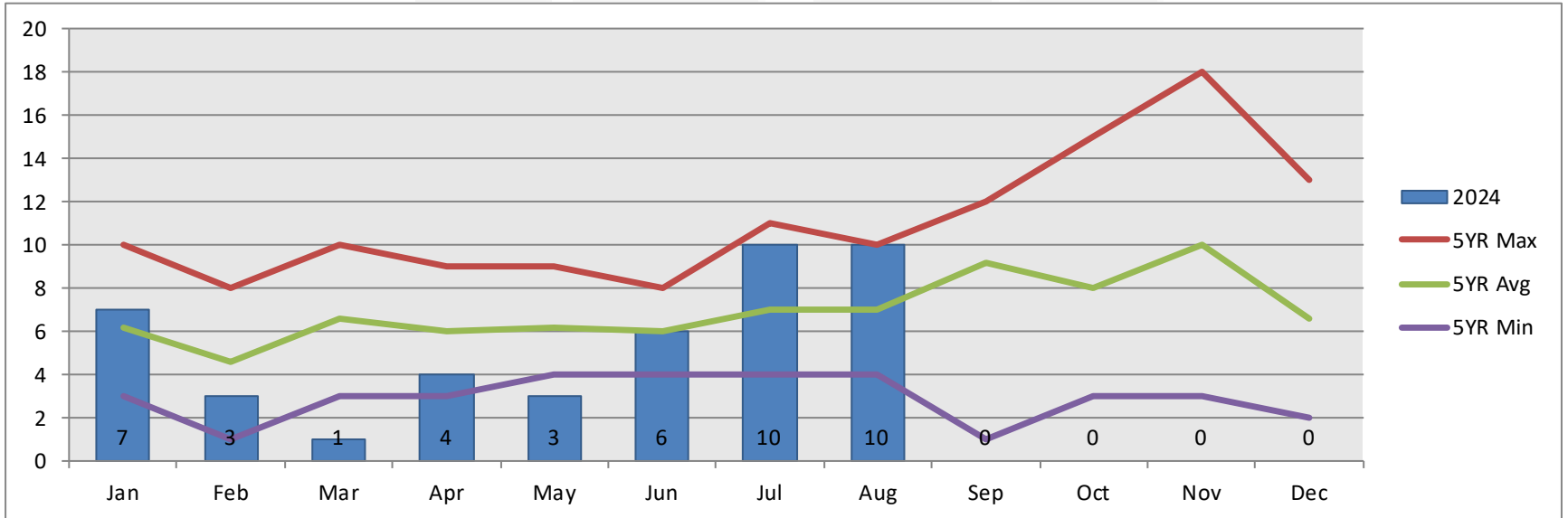
Motor Vehicle Thefts

Offense Code: 0710

All Data As Of: 9/9/24 12:00 AM

- Motor vehicle thefts increased with a 42.9% change.
- 7 of the vehicles have been recovered as of 9/9/2024.

	Aug	Year to Date	Yearly
2019	9	62	104
2020	6	44	96
2021	10	48	85
2022	6	45	67
2023	4	49	65
2024	10	44	
% Change	+150.0%	-10.2%	+11.2%
Yearly Total Projection:			72



	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	10	10	0	0	0	0

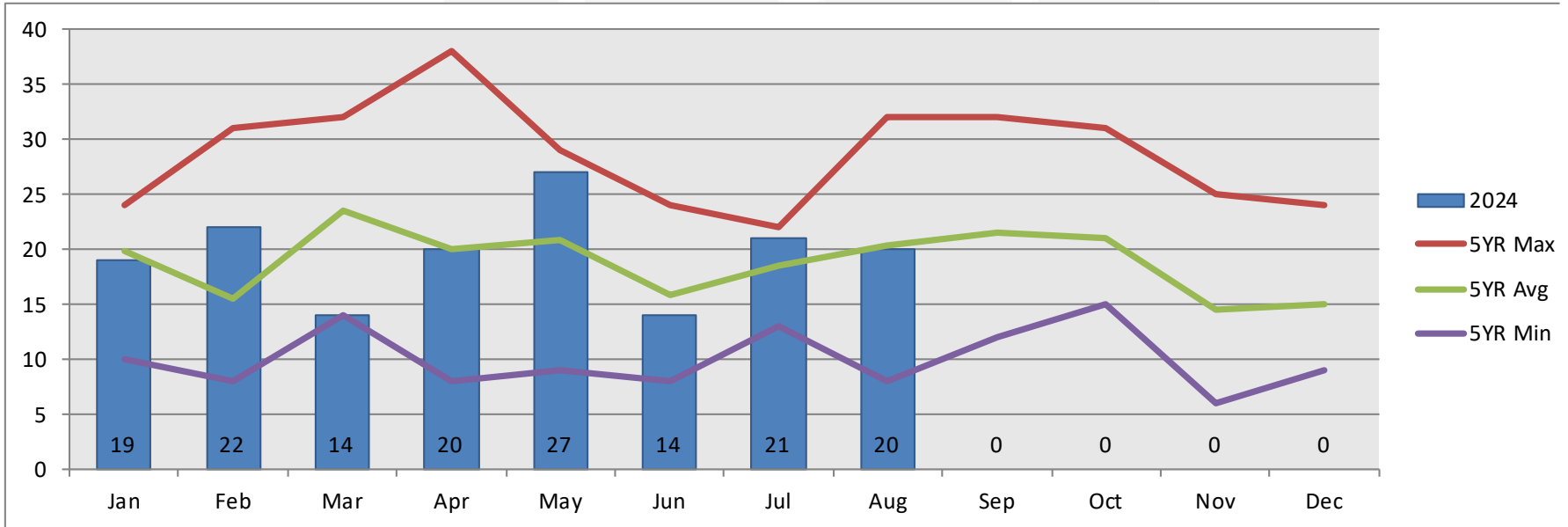
DUIs

Offense Code: 2110

All Data As Of: 9/9/24 12:00 AM

	Aug	Year to Date	Year
2019	32	204	265
2020	17	116	168
2021	8	142	191
2022	16	117	208
2023	29	194	282
2024	20	157	
% Change	-31.0%	-19.1%	-18.1%
Yearly Total Projection:			231

- The number of DUIs for August 2024 were 2% below the 5 year average for August.
- DUIs year to date are 1.6% above the 5 year average.



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

Attachment: 09-16-2024 Law Board Packet (14023 : Law Board Meeting Agenda)

Traffic Accidents

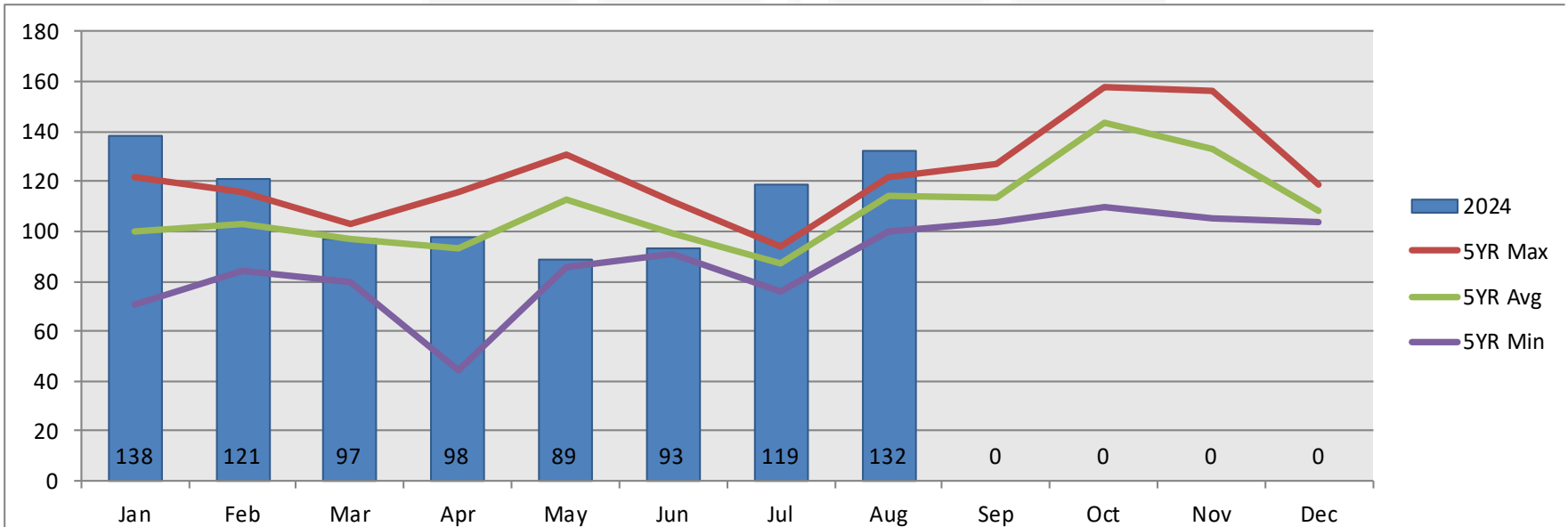
Offense Codes: 5000-5139

All Data As Of: 9/9/24 12:00 AM

➤ The number of traffic accidents in August 2024 was 16% above the 5 year average.

	Aug	Year to Date	Yearly Total
2019	121	899	1436
2020	111	749	1220
2021	122	769	1314
2022	115	828	1283
2023	100	780	1263
2024	132	887	
% Change	+32.0%	+13.7%	+13.7%
Yearly Total Projection:			1436

13.a



	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	104
2024	138	121	97	98	89	93	119	132	0	0	0	0

Attachment: 09-16-2024 Law Board Packet (14023 : Law Board Meeting Agenda)

Preventable Traffic Accidents

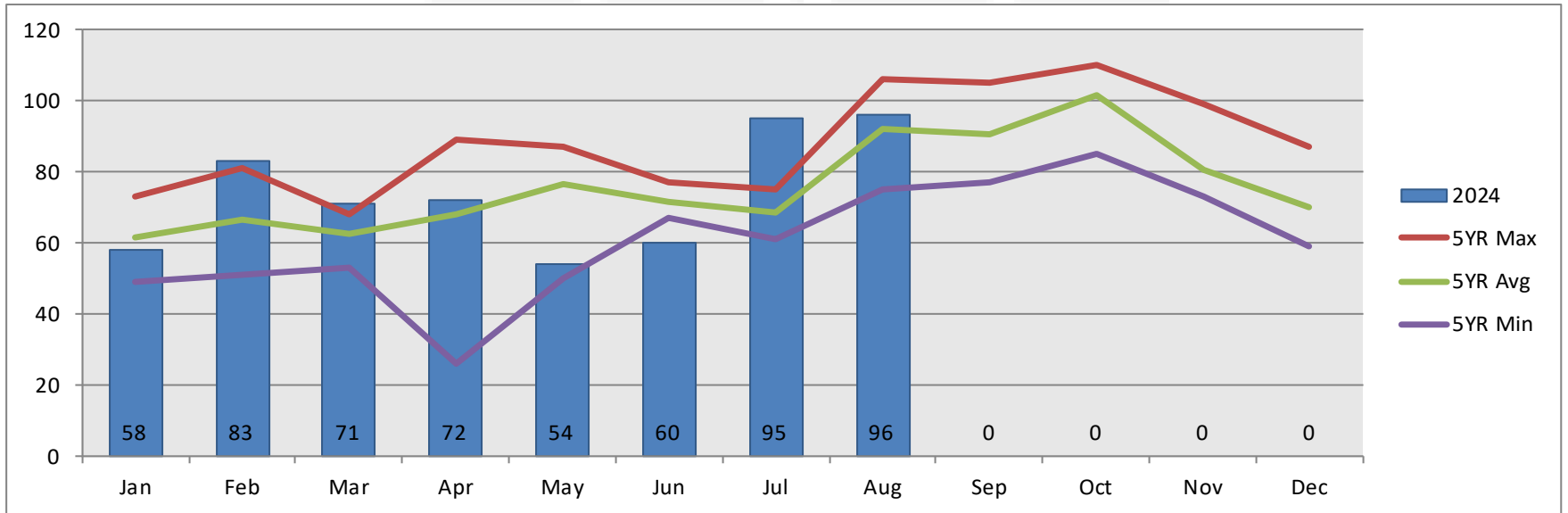
Offense Codes: 5000-5139

All Data As Of: 9/9/24 12:00 AM

13.a

- The number of preventable traffic accidents in August 2024 was 27.9% above the 5 year average.
- Numbers may change as data entry corrections continue.

	Aug	Year to Date	Yearly Total
2019	93	594	945
2020	92	522	855
2021	106	565	965
2022	94	590	897
2023	75	570	891
2024	96	589	
% Change	+28.0%	+3.3%	+5.9%
Yearly Total Projection:			943



	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	60	95	96	0	0	0	0

Riley County Police Department

1001 South Seth Child Road
Manhattan, Kansas 66502

(785) 537-2112

www.RileyCountyPolice.org



RILEY COUNTY
POLICE DEPARTMENT

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

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

Part I Violent Crime Definition

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

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

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

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

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

Part 1 Property Crime Definition

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

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

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

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

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

Traffic Related Definitions

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

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

Traffic Accidents: All accidents.

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

RILEY COUNTY POLICE DEPARTMENT

MERITORIOUS SERVICE AWARD

Presented to

Human Resources Specialist Nicole Douthit

The Riley County Police Department's Meritorious Service Award is presented to Human Resources Specialist Nicole Douthit in recognition of her tireless efforts over the past year which played a crucial role in bringing the department to near-full staffing levels. Over the past year, Nicole single-handedly managed 25 hiring processes, meticulously reviewing and processing over 1,000 applications across the Patrol, Corrections, and Support Divisions. Over a demanding three-month period, Nicole processed nearly 200 applications across three overlapping hiring processes. Her coordination throughout these processes were instrumental in a hiring surge that resulted in a fully staffed Corrections Division, a first in several years for the Riley County Police Department.

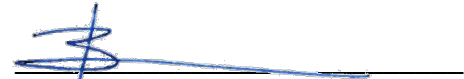
In addition to her exceptional work in recruitment, Nicole has consistently sought to refine and enhance the Department's hiring processes, making them smoother and more cohesive for both applicants and department members. Her practical approach and thorough review resulted in the updating of RCPD's hiring procedures that has led to significant improvements, including a reduction in the average hiring process timeline from 8-9 weeks to 5-6 weeks.

Nicole's dedication has extended beyond her immediate responsibilities. Through daily conversations and ongoing collaboration with the human resources team, she has helped create a human resources section that every employee is comfortable bring any issue to. Her efforts were instrumental in establishing a culture of service with a solid foundation set in the department's policies, procedures, and best practices.

Nicole's contributions have had a positive impact on the Riley County Police Department, and her commitment to excellence continues to shape the future of the agency. It is with great pleasure that I present Human Resources Specialist Nicole Douthit with this Meritorious Service Award.

Presented this 16th day of September 2024




 Brian R. Peete
 Director
 Riley County Police Department

RILEY COUNTY POLICE DEPARTMENT

MERITORIOUS SERVICE AWARD

Presented to

Payroll Technician Brenda Randall

The Riley County Police Department Meritorious Service Award is presented to Payroll Technician Brenda Randall in recognition of her willingness to routinely go above and beyond her assigned duties to ensure the success and well-being of the department, its employees, and retirees.

Over the course of her career, Brenda has served as a vocal advocate for employees, retirees, and the agency with a keen eye on fairness and exceptional judgment in the application of policies. A testament to Brenda's work ethic is her flawless execution in ensuring that employees and retirees receive their benefits on time, whether related to financial matters or health insurance. Brenda consistently meets deadlines and possesses an exceptional depth of knowledge regarding department-sponsored benefits.

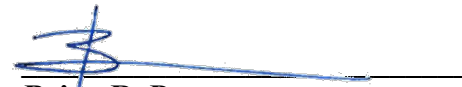
In the past two months, Brenda has taken the initiative to update several policies, including those related to promotions and specialized assignment selection processes—areas not directly related to her role as Payroll Technician but impacting nearly every member of the department.

Her support to the HR Manager and Finance Manager, along with her ability to seamlessly take on additional responsibilities in the Administration Division during a particularly challenging year, while maintaining the highest standards in her primary role, further highlights her professionalism and dedication to the department.

Therefore, it is with great pleasure that I present Payroll Technician Brenda Randall with this Meritorious Service Award in recognition of her outstanding contributions and her role in the department's continued success.

Presented this 16th day of September 2024




 Brian R. Peete
 Director
 Riley County Police Department

RILEY COUNTY POLICE DEPARTMENT
Memorandum

Original to: _____
Action: _____
Copy to: _____

Comments:

To: Riley County Law Enforcement Agency
Thru: Director Brian Peete
Thru: Assistant Director Moldrup
From: Captain Jager
Ref: 2024 Edward Byrne Memorial Justice Assistance Grant
Date: September 9, 2024

9/12/24
 9/11/24
 09.11.2024

Summary

The Riley County Police Department requests that the Riley County Law Enforcement Agency authorize the agency to move forward on an application of grant funds through the 2024 Edward Byrne Memorial Justice Assistance Grant program. The grant funds will be used to purchase duty issued handguns and holsters.

Background

The Justice Assistance Grant (JAG) Program, administered by the Bureau of Justice Administration (BJA), is the leading source of federal justice funding to state and local jurisdictions. The JAG Program provides states, tribes, and local governments with critical funding necessary to support a range of program areas including law enforcement, prosecution, indigent defense, courts, crime prevention and education, corrections and community corrections, drug treatment and enforcement, planning, evaluation, technology improvement, crime victim and witness initiatives, mental health programs and related law enforcement and corrections programs, including behavioral programs and crisis intervention teams, and implementation of state crisis intervention court proceedings and related programs or initiatives including, but not limited to, mental health courts, drug courts, veterans courts, and extreme risk protection order programs.

For each state and territory, the Bureau of Justice Statistics calculates a minimum base allocation which, based on the congressionally mandated JAG formula, can be enhanced by (1) the state's share of the national population and (2) the state's share of the country's Part 1 violent crime statistics as reported by the Federal Bureau of Investigation's (FBI's) Uniform Crime Reporting (UCR) Program. Once the state funding is calculated, 60 percent of the allocation is awarded to the state and 40 percent to eligible units of local government.

Our local units of government have been allocated Edward Byrne Memorial Justice Assistance Grants in varying amounts since 2005. The RCPD has made application to receive the funds allocated to the City of Manhattan and Riley County following requests to and approval by the respective governing bodies. In the past years this grant has been for \$24,411 (2023), \$24,533 (2022), and \$24,567 (2021).

Specifics

The 2024 allocation for Riley County is \$18,003. The grant does not require matching funds. Should the application be approved, the RCPD intends to apply the entire grant allocation towards 2024 expenses related to equipping officers with updated handguns and holsters. Specifically, the funds will be used to purchase 34 duty handguns and 24 holsters.

Attachment: 09-16-2024 Law Board Packet (14023 : Law Board Meeting Agenda)

Recommendation

Therefore, the Riley County Police Department recommends that the Riley County Law Enforcement Agency give authorization to the agency to proceed with the grant application process and to accept and utilize the funds should the application be approved and the funds awarded. Riley County Police Department will be going before The Board of County Commissioners, which is the funding recipient and pass through of the award on September 26, 2024 for final approval of this grant process.

RILEY COUNTY POLICE DEPARTMENT
Memorandum

Original to: Law Board

Action: _____

Copy to: _____

Comments:

To: Director Peete

Thru: Assistant Director Moldrup

Thru: Captain Steere

From: Officer Cusimano

Ref: Proposed Changes to Manhattan City Ordinance 31-35

Date: September 6, 2024

This memo proposes changes to Manhattan City Ordinance 31-35, which concerns parking on private property without authority.

Problem: The current ordinance requires private property owners to install one sign per 10 parking stalls, and an additional discretionary number if the lot exceeds 50 stalls. This can cost property owners between \$3,000 and \$5,000, depending on the lot size. Due to these high costs (average cost per sign is \$70.00), some property owners refuse to install the required signs, leaving them unable to address issues with abandoned or disabled vehicles on their property. Law enforcement is unable to act on these cases without proper signage, creating frustration for both police and property owners.

Solution: The city recently implemented a no-smoking ordinance using the term “with no requirement of a culpable mental state” to avoid specifying a number of signs. A similar approach should be applied to private property parking regulations, allowing more flexibility for property owners. It should be noted that subjects who do not reside, own, or rent such properties, leave their vehicles abandoned and/or disabled, are knowingly doing this.

The ordinance should reduce the number of required signs and generalize their wording to indicate private parking, and limit signage to entrances/exits and key areas within the lot to inform the public that they are on private property. This would alleviate financial burdens on property owners and enable law enforcement to better assist with removing unauthorized vehicles.

Desired Goals:

1. Reduce the number of required signs.
2. Generalize the wording of signs and not require specific wording.
3. Reduce the financial burden on the Manhattan community.

Attachment: 09-16-2024 Law Board Packet (14023 : Law Board Meeting Agenda)

Procedure: Police officers will continue to be called to check on all vehicles reported abandoned or disabled, attempting to locate owners and prevent unlawful towing. Duty wreckers will follow current policies for towing only police-authorized vehicles.



RILEY COUNTY POLICE DEPARTMENT

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

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

September 7, 2024

Memorandum to the Elected Officials of the Great State of Kansas,

According to the Center for Disease Control (CDC), firearm violence and injuries are a serious public health problem that impact the health and safety of Americans,¹ and in 2024, the National Center for Education Statistics (NCES) noted violent deaths and shootings at schools are tragic events with potentially far-reaching effects on the school population and surrounding community.² Recent events in Riley County have underscored these facts, and acutely thrust the unfortunate realities experienced by other jurisdictions to our doorstep; the disruption³ associated with firearm violence or potential planned violence.

Protections granted under the constitution (state and federal) must be observed and never deprived, and law enforcement and the Riley County Police Department (RCPD) shall always uphold and support those protections. We also must acknowledge our sworn duty as law enforcement, and elected and appointed officials, to safeguard those we serve. These are not opposing obligations, and it is incumbent upon the government to exercise appropriate due diligence with the focus on prevention rather than reaction.

The issue is the threat of firearm violence, specifically planned or active shooter violence, and the limited investigative options available to local law enforcement and officials in Riley County, Kansas, which the governor has jurisdiction over. Recent local events have highlighted these constraints, which hinder my ability to prevent or de-escalate potential firearm violence and have disrupted established best practices in threat management. Due to this, I implore the following:

- 1) *Ensure counties and municipalities adopt the best practice policy of convening Threat Assessment Teams when confronted with the suspicion, potential, or actual threat of planned violence. Threat Assessment Teams should at least consist of law enforcement, a community mental health professional, and a prosecuting attorney. They should also have the flexibility to invite other stakeholders vital to the specific threat, for example threats against a school would require the school's crisis response team to be part of the Threat Assessment Team, potential or stated threats to businesses and houses of worship would participate by including their security staff and Human Resources professionals, etc. These teams must collaborate, share information, assess to determine exigency, and facilitate which available community resources should be brought to bear to de-escalate the situation.*

¹ <https://www.cdc.gov/firearm-violence/about/index.html>

² <https://nces.ed.gov/programs/coe/indicator/a01/violent-deaths-and-shootings>

³ Disruptions including negative effects on public safety and the perception of public safety, legitimacy and trust of government and law enforcement, education, and commerce.

- 2) *Establish protections for families, victims of domestic violence, and the public at large through Extreme Risk Protective Orders (ERPOs). Standardize, for all jurisdictions, what behavior reasonably constitutes how a person is a threat to themselves or others. The inclusion of threat assessment teams utilizing valid assessment tools must be allowable and universally weighted (in all court jurisdictions) as part of a totality of the circumstance.*
- 3) *Extend the same firearm prohibitions to minors with felony convictions, especially convictions related to gun violence, domestic violence, and criminal threats from possessing a weapon until such time as decided by a court.*
- 4) *Review the State School Zone Program, and standardize the distance of what constitutes a school zone, and include colleges, universities, and technical schools. As a benchmark, federal law defines Gun-Free School Zones as being within 1,000 feet of a public, private and parochial elementary school and high schools, etc.⁴ It should be noted, active shooters need not be within 1,000 feet of an institution for their weapons to have an effective range, only line of sight.*
- 5) *Ensure the protection of victims of violent and domestic-related crimes, and the public at large, by codifying appropriate sentencing guidelines during convictions and enforcing requirements and guidelines when offenders violate conditions of release or probation.*

Sincerely,



Brian R. Peete
Director, Riley County Police Department

⁴ 18 U.S.C. § 921.