



**Board of Riley County
Commissioners
Regular Meeting
Agenda
September 18, 2023**

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

Cindy Kabriel
785-565-6200

Commission Chambers

8:30 AM

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

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

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

8:30 AM

Call to Order

Pledge of Allegiance

Public Comment

1. Public Comments

Commission Comments

2. Commission Comments

Business Meeting

3. Out of State Travel Request for Snow Conference
4. Certification of Unpaid Fees

Review Minutes

5. Board of Riley County Commissioners - Regular Meeting - Sep 14, 2023 8:30 AM

Review Tentative Agenda

6. Tentative Agenda

Press Conference Topics

7. Discuss Press Conference

9:00 AM

Amanda Webb, Planning/Special Projects Director

8. Short Term Rental licensing

9:15 AM

David Adams, EMS/Ambulance Director

9. Staff Update

9:30 AM

Press Conference

10. Public Notices - John Ellermann (2-3 minutes)
11. Saturday's Ornamental Grass program - Gregg Eyestone (2-3 minutes)

9:40 AM

Rich Vargo, County Clerk

12. Year to date budget and expenditure reports

9:55 AM**Shilo Heger, Treasurer**

13. August 2023 Revenue Reporting - Riley County Treasurer

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

14. Administrative Work Session
15. Pending County Projects County Counselor
16. Corrected Order Assigning Partition Fence Responsibility

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

17. 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.



PUBLIC WORKS
Travel Request

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

COMMISSION AGENDA REPORT

FROM: Mary Graham
MEETING: September 18, 2023
SUBJECT: Out of State Travel Request for Snow Conference
PRESENTER: John Ellerman, Director of PW/County Engineer

POSSIBLE MOTION(S)

Move to approve

Move to deny

The Board agreed by consensus to

Enclosures:

- Snow Conference 2023 Eric Ziegenhirt Memo (PDF)
- Snow Conference 2023 Eric Ziegenhirt Form (PDF)



MEMORANDUM

DATE: September 14, 2023
FROM: John Ellermann
TO: BOCC
RE: Out-of-State Travel Request

I would like to send Eric Ziegenhirt to the Annual APWA Western Snow & Ice Conference in Loveland, Colorado, September 26 through September 30, 2023.

Eric competed in the APWA Kansas Chapter Snow Rodeo Winter Training exposition at Milford State Park and placed 1st in the motor grader division. The Kansas Chapter of APWA is paying \$500.00 towards the cost of sending Eric to the APWA National Conference so that he may compete in the motor grader competition. Eric will represent Kansas at this event if he attends.

Benefits to Riley County – By registering Eric for the Snow and Ice Conference and Rodeo, we will have an opportunity to show support for the continuing education of our top operators. By participating in this event, operators will develop and refine their skill in operating equipment used to maintain Riley County roads.

The Rodeo is a popular event that tests the skills and knowledge of equipment operators from different agencies. The grader and loader competition are individual competitions. Each entrant will be expected to operate a grader or loader through the obstacle course, take a written test on the rules of the road, and perform a vehicle inspection to identify equipment defects.

RILEY COUNTY OUT OF STATE TRAVEL REQUEST/AUTHORIZATION

NAME: Eric Ziegenhirt DEPARTMENT: Public Works

POSITION TITLE: Public Works Operator II DATE REQUESTED 9/14/23

FUND: Road and Bridge

Travel From: Manhattan, KS Date: 9/26/23

Travel To: Loveland, CO Date: 9/30/23

Purpose of Travel: To attend the 2023 APWA Snow Conference in Loveland Co.

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

☒ Administratively determined to be to the advantage of Riley County

☒ Not to exceed the cost of common carrier including food and lodging

Mileage rate of .655

ESTIMATED COST:

Type of Expense	Description	Amount
Transportation	1070 miles @ .655 per mile	\$ 700.85
Lodging	four nights lodging	\$ 716.00
Meals	meals	\$ 315.00
Registration/Fees	full conference registration fee	\$ 300.00
Other		\$

Total Estimated Travel Costs: \$ 2031.85*

Requested by: Eric Ziegenhirt Date: 9-12-2023

Approved by: _____

Department Head: John Eller Date: 9-12-2023

Chairman: _____ Date: _____

Board of County Commissioners _____

Attest: _____ Date: _____

Riley County Clerk

cc: Department Head
Department Assistant

***\$500.00 to be reimbursed by APWA**

**PUBLIC WORKS***Certification of Unpaid Fees and/or Utility Srvs***John Ellermann**

Public Works

Director/County Engineer

6215 Tuttle Creek Blvd

Manhattan, KS 66503

Phone: 785-537-6330

COMMISSION AGENDA REPORT

FROM: Mary Graham, Admin Asst II**MEETING:** September 18, 2023**SUBJECT:** Certification of Unpaid Fees**PRESENTER:** John Ellermann

Doreen M Ray Trust has failed to make payments on their sewer bill for the past year. Currently total amount due is \$1,694.28. As a result of non-payment we request a Special Assessment be placed against Doreen M Ray, Trust.

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:

- TH_Doreen Ray_5214 Terra Heights_2023 (PDF)
- Account Breakdown_10.01.2022 to 09.30.2023_D. Ray (PDF)



To The Riley County Clerk

Certification of Unpaid Fees and/or Charges for Utility Services on Property Located in Riley County, Kansas

Tax Roll Year 2023

Benefit District Terra Heights Sewer Benefit District

Parcel ID# 081-176-14-0-30-07-009.00-0

Name of Landowner Doreen M. Ray, Trust

Landowner Address 5241 Terra Heights, Manhattan, KS 66503

Legal Description: Lot Twenty-Two (22), in Terra Heights Development, a Subdivision in Riley County, Kansas

Charges and Fees assessed from October 2022 to September 2023

Beginning Balance: October 1, 2022	\$ 1,458.15
Utility Charges: Sewer	\$ 744.00
Fees	\$ 483.60
Tax Roll Payment	\$ -991.47
Assessment Total	<u>\$ 1,694.28</u>

The Board of County Commissioners, acting as the governing body for the Terra Heights Sewer Benefit District, hereby certifies the above unpaid fees and/or charges are payable, and a Special Assessment shall be placed against Doreen M. Ray, Trust, in accordance with the laws of the State of Kansas, as stated in K.S.A. 12-808(c).

Governing Body – Chair

Date

Attachment: TH_Doreen Ray_5214 Terra Heights_2023 (13736 : Certification of Unpaid Fees and/or Utility Services)

Terra Heights
Doreen Ray
Account #0009
Tax Roll 2023

Date	Beginning Balance	Monthly Charges	Late Charges	Running Total
10/01/22	\$1,458.15			
10/03/22		\$62.00		\$1,520.15
10/19/22			\$6.20	\$1,526.35
11/01/22		\$62.00		\$1,588.35
11/21/22			\$12.40	\$1,600.75
12/01/22		\$62.00		\$1,662.75
12/20/22			\$18.60	\$1,681.35
01/03/23		\$62.00		\$1,743.35
01/19/23			\$24.80	\$1,768.15
02/01/23		\$62.00		\$1,830.15
02/21/23			\$31.00	\$1,861.15
03/01/23		\$62.00		\$1,923.15
03/22/23			\$37.20	\$1,960.35
04/03/23		\$62.00		\$2,022.35
04/19/23			\$43.40	\$2,065.75
05/01/23		\$62.00		\$2,127.75
05/18/23			\$49.60	\$2,177.35
06/01/23		\$62.00		\$2,239.35
06/06/23	Tax Roll Payment			(\$991.47)
06/06/23	Balance			\$1,247.88
06/20/23			\$55.80	\$1,303.68
07/05/23		\$62.00		\$1,365.68
07/19/23			\$62.00	\$1,427.68
08/01/23		\$62.00		\$1,489.68
08/21/23			\$68.20	\$1,557.88
09/05/23		\$62.00		\$1,619.88
09/19/23			\$74.40	\$1,694.28
		\$744.00	\$483.60	

Attachment: Account Breakdown_10.01.2022 to 09.30.2023_D. Ray (13736 : Certification of Unpaid Fees and/or Utility Services)



**Board of Riley County
Commissioners
Regular Meeting
Minutes
September 14, 2023**

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

Cindy Kabriel
785-565-6200

Commission Chambers

8:30 AM

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

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

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

8:30 AM

Call to Order

Attendee Name	Title	Status	Arrived
John Ford	County Commissioner	Present	8:30 AM
Kathryn Focke	County Commissioner	Present	8:30 AM
Greg McKinley	County Commissioner	Present	8:30 AM
Rich Vargo	County Clerk	Present	8:30 AM
Clancy Holeman	Counselor/Director of Administrative Services	Present	8:30 AM
Anna Burson	County Appraiser	Present	8:30 AM
Brittany Phillips	Budget and Finance Officer	Present	8:30 AM
Elizabeth Ward	Human Resource Director	Present	8:56 AM
Julie Gibbs	Health Department Director	Present	8:56 AM
Daryn Soldan	Manhattan Area Chamber of Commerce	Present	9:39 AM
Christian Bishop	Manhattan Area Chamber of Commerce	Present	9:39 AM
Shanika Rose	Chronic Disease Risk Reduction Coordinator	Present	10:00 AM
David Willis	Parks Manager	Present	10:25 AM
Katharine Hensler	Museum Director	Present	11:09 AM

Pledge of Allegiance

Public Comment

1. Public Comments

Commission Comments

2. Commission Comments

Focke's Comments:

Tuesday morning I was on the “In Focus” radio program on KMAN.

Vivienne Leyva, PIO joined us to discuss the press release on the mill levy and budget that she had sent out. We also discussed the budget calendar and other county topics. I gave upcoming events and vaccinations at the health department, including the Okt-FLU-ber Fest on October 12th, COVID, flu, RSV, and vaccinations. We had several phone calls.

Wednesday, I attended the leadership meeting at the health department where program directors gave updates.

Later, I attended the Opioid Task Force Meeting that was well attended. Director Peete led the discussion on a plan of action that includes a “steering committee”. I volunteered to be on the committee, along with eight or nine others.

I attended bell choir practice in the evening.

Ford's Comments:

Monday, I had lunch at Tallgrass Taphouse with Shawn Drew, Market President & CEO and Commercial Division Manager with Commerce Bank to discuss some related items. We also discussed the changes in banking here in recent times, what the needs for space and facilities are, and the work and efforts of both Riley County and Commerce Bank here in the downtown sector. Very insightful dialog and I certainly appreciated Shawn’s time.

Wednesday afternoon I attended via Microsoft Teams the first NACo Community Economic and Workforce Steering Committee of the 2023-24 session. Among the items of discussion were some opening remarks by the Chair Martha Schrader, Commissioner, Clackamas County, Oregon. She also discussed some changes in the structure of these monthly meetings in trying to get committee members to reach out to their federal delegation to get them involved on this call. Our guest speaker on the call was Kevin Shrawder, Senior Analyst, Economic and Government Studies for NACO, he discussed and gave an update on NACo’s Housing Task Force and their final report and set of recommendations. Next, Michael Matthews, Legislative Director for the committee and NACo gave us an update from Capitol Hill in Washington D.C., and we ended the call with an open discussion and several committee members mentioned some ideas for the next couple of meetings.

Wanted to make sure everyone was aware of this morning’s Zoom call that is being hosted by Senator Roger Marshall that is taking all agriculture industry and community leaders from Kansas into account in discussing and raising awareness of the many stressors facing our

farmers and ranchers and the toll it can and does take on their mental health. The call is also supposed to help guide and direct everyone to the resources available in different parts of the state and how we can better connect those resources to those that are struggling.

McKinley's Comments:

Yesterday morning was the Flint Hills Veterans Coalition meeting. Setting up final plans for the Veterans Day parade. Entries are coming in good numbers for the parade.

Last night was the Randolph City Council. Someone is purchasing a rundown building to tear it down and put up a new building for a business. They also approved a new subdivision plat that has 20+ lots for houses.

Business Meeting

3. Riley County District Court 2024 Budget

Move to approve the Riley County District Court 2024 Annual Budget to be submitted to the Office of Judicial Administration.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	John Ford, County Commissioner
SECONDER:	Greg McKinley, County Commissioner
AYES:	Ford, Focke, McKinley

4. Discuss Joint City/County/County Meeting Agenda

No topics.

5. Intergovernmental Luncheon Agenda Topics and Attendees

No topics.

Review Minutes

6. Board of Riley County Commissioners - Regular Meeting - Sep 11, 2023 8:30 AM

Move to approve the minutes.

RESULT:	ACCEPTED [UNANIMOUS]
MOVER:	John Ford, County Commissioner
SECONDER:	Greg McKinley, County Commissioner
AYES:	Ford, Focke, McKinley

Review Tentative Agenda

7. Tentative Agenda

Press Conference Topics

8. Discuss Press Conference

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

- 9:00 AM 9. Executive session to discuss a performance matter involving non-elected personnel

Move the County Commission, including Chairwoman Focke, Vice Chairman Ford, and Commissioner McKinley, recess into executive session on a performance matter of non-elected personnel, to protect the privacy of the employee, an exception to the Kansas Open Meetings Act, with Clancy Holeman, Riley County Counselor, attorney for the Commission, and Elizabeth Ward, Human Resource Director, the open meeting to resume in the County Commission Chambers at 9:30 a.m.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	John Ford, County Commissioner
SECONDER:	Greg McKinley, County Commissioner
AYES:	Ford, Focke, McKinley

- 9:30 AM Move the Board of County Commissioners come out of executive session.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	John Ford, County Commissioner
SECONDER:	Greg McKinley, County Commissioner

AYES: Ford, Focke, McKinley

Move the record reflect action shall be taken consistent with the consensus reached in executive session.

RESULT: ADOPTED [UNANIMOUS]
MOVER: John Ford, County Commissioner
SECONDER: Greg McKinley, County Commissioner
AYES: Ford, Focke, McKinley

9:30 AM Anna Burson, Appraiser

10. Appraiser's Office September Staff Update

Burson presented the Appraiser's Office staff update.

9:45 AM Daryn Soldan, Manhattan Area Chamber of Commerce

11. Economic development update

Soldan presented an economic development update.

Bishop presented a military update.

10:00 AM Julie Gibbs, Health Department Director

Move to recess as the Board of County Commissioners and convene as the Board of Health.

RESULT: ADOPTED [UNANIMOUS]
MOVER: John Ford, County Commissioner
SECONDER: Greg McKinley, County Commissioner
AYES: Ford, Focke, McKinley

12. RCHD Monthly Update

Gibbs presented the Health Department update.

13. RCHD WIC FY2024 Contract Approval

Gibbs presented the WIC contract for approval.

Move to approve the Contract between Kansas Department of Health and Environment and Kansas WIC Local Agency for FFY2024 to continue WIC services to the Riley County, Fort Riley, and Pottawatomie County residents.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	John Ford, County Commissioner
SECONDER:	Greg McKinley, County Commissioner
AYES:	Ford, Focke, McKinley

14. RCHD Health Educator's Update

Rose presented the Health Educator report.

Move to recess as the Board of Health and reconvene as the Board of County Commissioners.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	John Ford, County Commissioner
SECONDER:	Greg McKinley, County Commissioner
AYES:	Ford, Focke, McKinley

10:45 AM Clancy Holeman, Counselor/Director of Administrative Services

15. Administrative Work Session

10:45 AM 16. Executive session to discuss confidential legal advice regarding potential litigation issues

Move the County Commission, including Chairwoman Focke, Vice Chairman Ford, and Commissioner McKinley, recess into executive session on potential litigation for the purpose of consultation with Clancy Holeman, County Counselor, attorney for the commission, which would be deemed privileged in the attorney-client relationship, an exception to the Kansas Open Meetings Act, the open meeting to resume in the County Commission Chambers at 11:10 a.m. David Willis, Parks Manager, will be present during a portion of the executive session to provide factual information.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	John Ford, County Commissioner
SECONDER:	Greg McKinley, County Commissioner
AYES:	Ford, Focke, McKinley

11:10 AM

Move the Board of County Commissioners come out of executive session.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	John Ford, County Commissioner
SECONDER:	Greg McKinley, County Commissioner
AYES:	Ford, Focke, McKinley

Move the record reflect action shall be taken consistent with the consensus reached in executive session.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	John Ford, County Commissioner
SECONDER:	Greg McKinley, County Commissioner
AYES:	Ford, Focke, McKinley

11:10 AM

Katharine Hensler, Museum Director

17. Museum Staff Report

Hensler presented the Museum staff report.

11:25 AM

Budget and Planning Committee - Brittany Phillips, Budget and Finance Officer

18. Monthly Cash Flow Report for August 2023

Phillips presented the monthly cash flow reports.

11:45 AM

Clancy Holeman, Counselor/Director of Administrative Services

19. Support Letter - City of Ogden's Grant Application for "Reconnecting Communities and Neighborhoods" Funds

Holeman presented the support letter for the City of Ogden.

Minutes Acceptance: Minutes of Sep 14, 2023 8:30 AM (Review Minutes)

Move to approve and sign the letter of support for the City of Ogden's Grant Application for "Reconnecting Communities and Neighborhoods" funds.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	John Ford, County Commissioner
SECONDER:	Greg McKinley, County Commissioner
AYES:	Ford, Focke, McKinley

The Board discussed scheduling a grand opening/open house for the new north county ambulance facility.

11:56 AM

Adjournment

Move to adjourn.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	John Ford, County Commissioner
SECONDER:	Greg McKinley, County Commissioner
AYES:	Ford, Focke, McKinley

Minutes Acceptance: Minutes of Sep 14, 2023 8:30 AM (Review Minutes)



**Board of Riley County
Commissioners
Regular Meeting
TENTATIVE Agenda
September 21, 2023**

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

Cindy Kabriel
785-565-6200

Commission Chambers

9:00 AM

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

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

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

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

Diane Hoobler

3. Proposed Mural for Fire St. 101 Zeandale

10:00 AM

Gary Fike, County Extension Director

4. Staff update

10:15 AM

Brian Peete, RCPD Director

5. RCPD update

10:30 AM

Bob Isaac, Planner

6. Public Hearing for Vista Acres No. 5 plat request

10:45 AM

Bob Isaac, Planner

7. Public Hearing for Lakeside Heights, Unit Steveista Acres No. 5 plat

11:00 AM

Elizabeth Ward, Human Resources Director

Attachment: 09-21-23 tentative agenda (12871 : Tentative Agenda)

8. Rapid Pay Card Contract

4:00 PM

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

Adjournment

Announcement

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

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: 09-21-23 tentative agenda (12871 : Tentative Agenda)



**Board of Riley County
Commissioners
Regular Meeting
TENTATIVE Agenda
September 25, 2023**

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

Cindy Kabriel
785-565-6200

Commission Chambers

8:30 AM

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

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

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

8:30 AM

Call to Order

Pledge of Allegiance

Public Comment

Commission Comments

Business Meeting

1. National Community Planning Month Proclamation

Review Minutes

Press Conference Topics

Review Tentative Agenda

9:00 AM

Shelley Woodard, Deputy County Counselor

2. Agreement with Randolph

9:15 AM

Lori Feldkamp, Big Lakes Developmental Center Director

3. Big Lakes Developmental Center update

9:30 AM

Press Conference

4. Presentation of retirement plaque to Craig Cox - Kathryn Focke (3 minutes)
5. Presentation of the National Community Planning Month Proclamation - Kathryn Focke and Amanda Webb (3 minutes)

9:40 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

Shelley Woodard, Deputy County Counselor

Attachment: 09-25-23 tentative agenda (12871 : Tentative Agenda)

8. Public hearing for special assessments for Lakeside Heights Sewer District #3 and University Park Water District #4

12:00 PM**Intergovernmental Luncheon****Adjournment**

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

Attachment: 09-25-23 tentative agenda (12871 : Tentative Agenda)



PLANNING & DEVELOPMENT
Update

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

COMMISSION AGENDA REPORT

FROM: Amanda Webb, Planning Director

MEETING: September 18, 2023

SUBJECT: Short Term Rental licensing

PRESENTER: Darrin Hobbs, Planning Compliance Specialist & Amanda Webb,
Planning Director

Please see attached spreadsheet.

Enclosures:

- Copy of BOCC Riley County Short Term Rental List (PDF)

OWNER	PROPERTY ADDRESS	ADVERTISED	Dated Notified	Reminder Notification	Comments	License #	Date Received	Date Issued	GIS Mapped
Summer A. & Lincoln S. McClure	4704 Dobson Cir, Manhattan, KS 66503	Airbnb/Vrbo	08/29/2022	09/30/2022	Licensed	L-22-012-STR	12/09/2022	12/20/2022	Yes
Christopher Darrah & Janice McKinney-Darrah	3223 Oak Shores Cir, Manhattan, KS 66503	Airbnb/Vrbo	08/29/2022	09/30/2022	Licensed	L-23-005-STR	10/31/2022	02/02/2023	Yes
Deam & Cook LC	1599 S Rosencutter Rd, Manhattan, KS 66502	Evolve.com	08/29/2022	09/30/2022	Licensed	L22-011-STR	10/24/2022	12/01/2022	Yes
Kail & Rebecca Katzenmeier	1083 Wildcat Creek Rd, Manhattan, KS 66503		08/29/2022	09/30/2022	Licensed	L23-003-STR	10/27/2022	01/19/2023	Yes
Go Katz Properties LLC	5020 Anderson Ave, Manhattan, KS 66503		08/29/2022	09/30/2022	Licensed	L-23-004-STR	10/27/2022	02/01/2023	Yes
Andrew J Larson	16241 Fancy Creek Rd, Green, KS 67447	Airbnb	08/29/2022	09/30/2022	Licensed	L-22-007-STR	10/11/2022	10/19/2022	Yes
Timothy & Lydia Weddle	7202 Bayview Cir, Manhattan, KS 66503		08/29/2022	09/30/2022	Licensed	L-23-006-STR	01/04/2023	02/16/2023	Yes
Jefferson F Neal & Jolene K Frevert	6402 Martin Ave, Manhattan, KS 66503		08/29/2022	09/30/2022	Licensed	L-23-009-STR	05/02/2023	05/22/2023	Yes
Richard W. O'Neil	4816 Lake Land Rd, Manhattan, KS 66503	Airbnb	08/29/2022		Licensed	L-22-005-STR	09/19/2022	10/13/2022	Yes
Ted & Diane Cable	3610 Cottonwood Cir, Manhattan, KS 66503	Airbnb	08/29/2022	09/30/2022	Licensed	L-22-004-STR	09/15/2022	10/12/2022	Yes
Ricky L Cox	5410 Terra Heights Dr, Manhattan, KS 66503	Airbnb	08/29/2022	09/30/2022	Licensed	L-22-008-STR	10/13/2022	11/30/2022	Yes
Andrew Kwapnioski	7023 Deer Run, Manhattan, KS 66503	Vrbo	08/29/2022	09/30/2022	Licensed	L-23-102-STR	06/21/2023	09/08/2023	
Tracy Schmitz	3701 Rocky Ford Ave, Manhattan, KS 66502		08/29/2022	09/30/2022	Licensed	L-23-007-STR	03/06/2023	05/02/2023	Yes
Summit Ridge LLC	7008 Summit Ridge Dr, Manhattan, KS 66503		08/29/2022		Licensed	L-22-002-STR	05/11/2022	11/10/2022	Yes
Vesta Group III LLC	7114 Lake Land Dr, Manhattan, KS 66503	Airbnb	09/16/2022	09/30/2022	Licensed	L-22-009-STR	10/21/2022	11/04/2022	Yes
Bam Properties LLC/ Dustin Lutt	11312 Rimrock Dr, Manhattan, KS 66503	Vrbo	08/29/2022	09/30/2022	Licensed	L-22-006-STR	10/20/2022	10/25/2022	Yes
James & Laurie Brunner	11221 Lakeview Dr, Manhattan, KS 66503	Vrbo			Licensed	L-22-003-STR	07/22/2022	07/28/2022	Yes
William & Catherine Wilson	3108 Cindella Dr, Manhattan, KS 66503		10/06/2022		Licensed	L-22-013-STR	11/07/2022	12/28/2022	Yes
Mark & Donna Rose	3325 Valleydale, Manhattan, KS 66502		Self Reported		Licensed	L-22-010-STR	11/03/2022	11/07/2022	Yes
Joel Felicio	11229 Lakeview Dr, Manhattan, KS 66502	Airbnb			Licensed	L-23-008-STR	03/27/2023	05/02/2023	Yes
Kyle and Emily Grabill	5305 Terra Heights Dr, Manhattan KS 66503	Vrbo	09/11/2023						
Property Owners that applied on their own									
Michael Swiercinsky	4916 Lake Land Rd				Licensed	L-23-010-STR	08/15/2023	08/21/2023	Yes
Jerry Cullop	7001 Mill Cove Rd				Licensed	L-23-011-STR	08/24/2023	08/28/2023	



EMS/AMBULANCE
Staff Update

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

STAFF REPORT

FROM: David Adams, EMS/Ambulance Director

MEETING: September 18, 2023

SUBJECT: Staff Update

PRESENTER: David Adams, EMS/Ambulance Director

Operations

Calls for service.

August- 435

North County- 20

911-Call volume by station:

Medic 11 located at 2011 Claflin Rd: 151

Medic 21 located at 11th & Poyntz: 136

Medic 31 located at 3060 TCB (Riley County Public Works): 80

Medic 41 located at Manhattan Regional Airport: 55

Medic 51- ALS First Response in Leonardville: 7

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

Working on new building construction related topics.

Continue to prepare for opening of St. 5.

Orientation of new employees

Participate in Mental Health Working Group and Task Force

Updated: 9/14/2023 1:12 PM by David Adams

Page 1

Packet Pg. 23

Staff Report (ID # 13740)

Meeting of September 18, 2023

Participate in Opioid Working Group and Task Force

Upcoming Airport Training and Full Scale Exercise

Working on setting up employee reviews

Event Standbys: 22 in last month

Education

100% review of all calls.

Review of data metrics to identify trends.

Credentialing tests at all levels.

Multiple upcoming training classes for staff.

Continues to update protocols and roll out training with staff.

Community Outreach:

Car seat check lanes.

Multiple Community demonstrations of our trucks and equipment.

Purple Power Play

Bucks for Buckles

Honoring Local Heroes

Leonardville Hullabaloo

Enclosures:

- EOM-Report-with-Pick-List---BOCC_2023-09-14_103017 (PDF)

Runs By Day of Week

Incident Day Of Week Number And Name	Number of Runs	percent of total
01 - Sunday	56	12.96
02 - Monday	51	11.81
03 - Tuesday	64	14.81
04 - Wednesday	73	16.90
05 - Thursday	60	13.89
06 - Friday	73	16.90
07 - Saturday	55	12.73
Total: 432		Total: 100.00

Attachment: EOM-Report-with-Pick-List---BOCC_2023-09-14_103017 (13740 : Staff Update)

Runs by Hour of Day

Incident Hour Range Of Day 24	Number of Runs	Percent of Total Runs
00:00:00 - 00:59:59	17	3.91%
01:00:00 - 01:59:59	16	3.68%
02:00:00 - 02:59:59	7	1.61%
03:00:00 - 03:59:59	8	1.84%
04:00:00 - 04:59:59	9	2.07%
05:00:00 - 05:59:59	5	1.15%
06:00:00 - 06:59:59	6	1.38%
07:00:00 - 07:59:59	15	3.45%
08:00:00 - 08:59:59	19	4.37%
09:00:00 - 09:59:59	25	5.75%
10:00:00 - 10:59:59	16	3.68%
11:00:00 - 11:59:59	31	7.13%
12:00:00 - 12:59:59	21	4.83%
13:00:00 - 13:59:59	22	5.06%
14:00:00 - 14:59:59	19	4.37%
15:00:00 - 15:59:59	23	5.29%
16:00:00 - 16:59:59	20	4.60%
17:00:00 - 17:59:59	26	5.98%
18:00:00 - 18:59:59	22	5.06%
19:00:00 - 19:59:59	31	7.13%
20:00:00 - 20:59:59	27	6.21%
21:00:00 - 21:59:59	18	4.14%
22:00:00 - 22:59:59	16	3.68%
23:00:00 - 23:59:59	16	3.68%
Total: 435		Total: 100.00%

Report Criteria

Incident Month Name - Year: Is In August 2023

Attachment: EOM-Report-with-Pick-List---BOCC_2023-09-14_103017 (13740 : Staff Update)



COUNTY CLERK & ELECTIONS
Budget

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

STAFF REPORT

FROM: Rich Vargo, County Clerk

MEETING: September 18, 2023

SUBJECT: Year to date budget and expenditure reports

PRESENTER: Rich Vargo, County Clerk

Enclosures:

- 2023 YTD Wage-Overtime Report Overview 2023-08 (PDF)
- 2023 YTD Wage-Overtime Report Detail Page 2023-08 (PDF)
- Financial reports 2023 (PDF)

2023 YTD Wages/Overtime Compared to Budget

% of Year Used

66.67%

Aug	YTD Wages	Budgeted Wages	YTD OT	Budgeted Overtime	OT Spent - % of wages	Total YTD Wages & OT	2023 Total Budget	Budget Spent
Department								
1 Attorney	\$1,070,306.53	\$1,663,906.62	\$3,096.23	\$4,291.25	0.19%	\$1,073,402.76	\$1,668,197.87	64.3
2 Clerk	\$556,924.02	\$860,540.00	\$306.16	\$4,723.00	0.04%	\$557,230.18	\$865,263.00	64.4
3 Commissioners	\$105,351.21	\$161,125.00	\$0.00	\$0.00	0.00%	\$105,351.21	\$161,125.00	65.3
4 Administrative Services	\$374,365.39	\$539,658.00	\$0.00	\$1,616.00	0.00%	\$374,365.39	\$541,274.00	69.1
6 Register of Deeds	\$220,032.23	\$341,888.00	\$6.73	\$928.00	0.00%	\$220,038.96	\$342,816.00	64.1
7 Treasurer	\$609,506.68	\$944,071.00	\$6,672.86	\$5,941.00	0.71%	\$616,179.54	\$950,012.00	64.8
10 Emergency Mgt	\$131,669.13	\$176,699.00	\$204.50	\$0.00	0.12%	\$131,873.63	\$176,699.00	74.6
17 Museum	\$232,093.74	\$327,043.00	\$0.00	\$0.00	0.00%	\$232,093.74	\$327,043.00	70.9
19 Election	\$150,412.88	\$411,932.00	\$0.00	\$3,114.00	0.00%	\$150,412.88	\$415,046.00	36.2
20 EMS/Ambulance	\$1,345,179.32	\$2,111,572.00	\$558,640.24	\$1,293,562.00	26.46%	\$1,903,819.56	\$3,405,134.00	55.9
22 Appraiser	\$736,781.49	\$1,083,795.00	\$2,311.12	\$11,323.00	0.21%	\$739,092.61	\$1,232,935.00	59.9
24 Planning & Development	\$269,352.34	\$466,581.00	\$57.14	\$951.00	0.01%	\$269,409.48	\$467,532.00	57.6
29 Information Tech-GIS	\$394,673.46	\$697,157.00	\$320.76	\$7,081.15	0.05%	\$394,994.22	\$704,238.15	56.0
30 General Serv.-Separation	\$18,394.33	\$75,000.00	\$0.00	\$0.00	0.00%	\$18,394.33	\$75,000.00	24.5
40 Public Works	\$2,142,791.96	\$3,588,192.00	\$18,604.55	\$90,716.00	0.52%	\$2,161,396.51	\$3,678,908.00	58.7
41 Noxious Weed	\$269,046.71	\$415,646.14	\$4,276.18	\$7,770.88	1.03%	\$273,322.89	\$423,417.02	64.5
NON-GENERAL FUNDS								
Solid Waste payroll	\$114,970.60	\$176,098.00	\$1,383.34	\$11,325.00	0.79%	\$116,353.94	\$187,423.00	62.0
Fire District #1	\$193,567.34	\$333,259.00	\$22.17	\$553.00	4.15%	\$193,589.51	\$333,812.00	57.9
Subtotal-All County Funds	\$8,935,419.36	\$14,374,162.76	\$595,901.98	\$1,443,895.28	4.15%	\$9,531,321.34	\$15,955,875.04	
Health Dept.-General Fund	\$524,698.22	\$423,806.43	\$1,007.00	\$1,579.79	0.24%	\$525,705.22	\$425,386.22	123.5
Health Dept.-Grant Funds	\$1,696,768.33	\$2,602,104.41	\$1,520.44	\$12,717.45	0.06%	\$1,698,288.77	\$2,614,821.86	64.9
Grant Funds								
Youth Court Svcs	\$34,009.64	\$41,952.00	\$633.70	\$0.00	1.51%	\$34,643.34	\$41,952.00	82.5
Juvenile Services	\$171,788.43	\$291,229.00	\$2,151.08	\$0.00	0.74%	\$173,939.51	\$291,229.00	59.7
Adult Services	\$203,853.16	\$311,345.38	\$10,788.01	\$0.00	3.46%	\$214,641.17	\$311,345.38	68.9
Subtotal Grant Funds	\$409,651.23	\$644,526.38	\$13,572.79	\$0.00	2.11%	\$423,224.02	\$644,526.38	
Totals	\$11,566,537.14	\$18,044,599.98	\$612,002.21	\$1,458,192.52	3.39%	\$12,178,539.35	\$19,640,609.50	

Attachment: 2023 YTD Wage-Overtime Report Overview 2023-08 (13715 : Year to date budget and expenditure reports)

Dept				1st Quarter	2nd Quarter	July	August	September	3rd Quarter	4th Quarter	YTD 2023	2023 Budget	12.b
	Department												
1	Attorney	Regular Salaries	1001	\$377,874.47	\$440,626.55	\$125,912.21	\$125,893.30		\$251,805.51	\$0.00	\$1,070,306.53	\$1,636,816.62	
		Seasonal/ASND	1003		\$0.00	\$0.00	\$0.00		\$0.00	\$0.00	\$0.00	\$27,090.00	
		Overtime	1005	\$1,105.92	\$485.89	\$1,138.01	\$366.41		\$1,504.42	\$0.00	\$3,096.23	\$4,291.25	
				\$378,980.39	\$441,112.44	\$127,050.22	\$126,259.71	\$0.00	\$253,309.93	\$0.00	\$1,073,402.76	\$1,668,197.87	
2	Clerk	Regular Salaries	1001	\$195,148.93	\$225,761.25	\$61,926.28	\$64,307.56		\$126,233.84	\$0.00	\$547,144.02	\$845,370.00	
		Seasonal/ASND	1003	\$3,465.00	\$4,500.00	\$1,091.25	\$723.75		\$1,815.00	\$0.00	\$9,780.00	\$15,170.00	
		Overtime	1005	\$36.51	\$32.33	\$237.32	\$0.00		\$237.32	\$0.00	\$306.16	\$4,723.00	
				\$198,650.44	\$230,293.58	\$63,254.85	\$65,031.31	\$0.00	\$128,286.16	\$0.00	\$557,230.18	\$865,263.00	
3	Commissioners	Regular Salaries	1001	\$37,182.78	\$43,379.91	\$12,394.26	\$12,394.26		\$24,788.52	\$0.00	\$105,351.21	\$161,125.00	
4	Administrative Svcs	Regular Salaries	1001	\$119,105.43	\$157,879.41	\$49,163.36	\$48,217.19		\$97,380.55	\$0.00	\$374,365.39	\$539,658.00	
		Overtime	1005	\$0.00	\$0.00		\$0.00		\$0.00	\$0.00	\$0.00	\$1,616.00	
				\$119,105.43	\$157,879.41	\$49,163.36	\$48,217.19	\$0.00	\$97,380.55	\$0.00	\$374,365.39	\$541,274.00	
6	Register of Deeds	Regular Salaries	1001	\$78,547.22	\$88,718.10	\$26,383.46	\$26,383.45		\$52,766.91	\$0.00	\$220,032.23	\$341,888.00	
		Seasonal/ASND	1003	\$0.00	\$0.00	\$0.00			\$0.00	\$0.00	\$0.00	\$0.00	
		Overtime	1005	\$0.00	\$6.73	\$0.00			\$0.00	\$0.00	\$6.73	\$928.00	
				\$78,547.22	\$88,724.83	\$26,383.46	\$26,383.45	\$0.00	\$52,766.91	\$0.00	\$220,038.96	\$342,816.00	
7	Treasurer	Regular Salaries	1001	\$213,834.26	\$250,965.89	\$72,561.78	\$72,138.05		\$144,699.83	\$0.00	\$609,499.98	\$944,071.00	
		Seasonal/ASND	1003	\$0.00	\$6.70	\$0.00	\$0.00		\$0.00	\$0.00	\$6.70	\$0.00	
		Overtime	1005	\$346.60	\$5,584.12	\$17.17	\$724.97		\$742.14	\$0.00	\$6,672.86	\$5,941.00	
				\$214,180.86	\$256,556.71	\$72,578.95	\$72,863.02	\$0.00	\$145,441.97	\$0.00	\$616,179.54	\$950,012.00	
10	Emergency Mgt	Regular Salaries	1001	\$46,479.11	\$54,211.83	\$15,489.10	\$15,489.09		\$30,978.19	\$0.00	\$131,669.13	\$152,041.00	
		Seasonal/ASND	1003	\$0.00	\$0.00	\$0.00	\$0.00		\$0.00	\$0.00	\$0.00	\$24,658.00	
		Overtime	1005	\$0.00	\$44.46	\$160.04	\$0.00		\$160.04	\$0.00	\$204.50	\$0.00	
				\$46,479.11	\$54,256.29	\$15,649.14	\$15,489.09	\$0.00	\$31,138.23	\$0.00	\$131,873.63	\$176,699.00	
17	Museum	Regular Salaries	1001	\$72,761.08	\$84,993.36	\$24,343.85	\$24,356.70		\$48,700.55	\$0.00	\$206,454.99	\$306,641.00	
		Seasonal/ASND	1003	\$9,228.75	\$9,806.25	\$3,120.00	\$3,483.75		\$6,603.75	\$0.00	\$25,638.75	\$20,402.00	
		Overtime	1005	\$0.00	\$0.00	\$0.00	\$0.00		\$0.00	\$0.00	\$0.00	\$0.00	
				\$81,989.83	\$94,799.61	\$27,463.85	\$27,840.45	\$0.00	\$55,304.30	\$0.00	\$232,093.74	\$327,043.00	
19	Election	Regular Salaries	1001	\$50,179.82	\$58,554.79	\$16,729.94	\$16,729.94		\$33,459.88	\$0.00	\$142,194.49	\$213,206.00	
		Seasonal/ASND	1003	\$2,628.23	\$3,644.61	\$1,232.56	\$712.99		\$1,945.55	\$0.00	\$8,218.39	\$198,726.00	
		Overtime	1005	\$0.00	\$0.00	\$0.00	\$0.00		\$0.00	\$0.00	\$0.00	\$3,114.00	
				\$52,808.05	\$62,199.40	\$17,962.50	\$17,442.93	\$0.00	\$35,405.43	\$0.00	\$150,412.88	\$415,046.00	
20	EMS/Ambulance	Regular Salaries	1001	\$453,169.44	\$530,556.04	\$157,692.15	\$147,318.69		\$305,010.84	\$0.00	\$1,288,736.32	\$2,075,167.00	
		Seasonal/ASND	1003	\$17,061.31	\$30,573.64	\$4,956.31	\$3,851.74		\$8,808.05	\$0.00	\$56,443.00	\$36,405.00	

Attachment: 2023 YTD Wage-Overtime Report Detail Page 2023-08 (13715 : Year to date budget and

Dept			1st Quarter	2nd Quarter	July	August	September	3rd Quarter	4th Quarter	YTD 2023	2023 Budget	12.b
	Department											
	Overtime	1005	\$201,596.53	\$232,016.36	\$64,280.67	\$60,746.68		\$125,027.35	\$0.00	\$558,640.24	\$1,293,562.00	
			\$671,827.28	\$793,146.04	\$226,929.13	\$211,917.11	\$0.00	\$438,846.24	\$0.00	\$1,903,819.56	\$3,405,134.00	
22	Appraiser	Regular Salaries	1001	\$264,019.82	\$296,112.24	\$85,128.65	\$86,651.03	\$171,779.68	\$0.00	\$731,911.74	\$1,206,442.00	
	Seasonal//ASND	1003	\$2,028.99	\$1,183.26	\$1,065.00	\$592.50		\$1,657.50	\$0.00	\$4,869.75	\$15,170.00	
	Overtime	1005	\$499.50	\$1,627.12	\$0.00	\$184.50		\$184.50	\$0.00	\$2,311.12	\$11,323.00	
			\$266,548.31	\$298,922.62	\$86,193.65	\$87,428.03	\$0.00	\$173,621.68	\$0.00	\$739,092.61	\$1,232,935.00	
24	Planning & Development	Regular Salaries	1001	\$102,754.95	\$101,484.81	\$28,995.67	\$28,995.66	\$57,991.33	\$0.00	\$262,231.09	\$451,411.00	
	Seasonal//ASND	1003	\$645.00	4083.75	\$1,260.00	\$1,132.50		\$2,392.50	\$0.00	\$7,121.25	\$15,170.00	
	Overtime	1005	\$0.00	\$45.71	\$0.00	\$11.43		\$11.43	\$0.00	\$57.14	\$951.00	
			\$103,399.95	\$105,614.27	\$30,255.67	\$30,139.59	\$0.00	\$60,395.26	\$0.00	\$269,409.48	\$467,532.00	
29	Information Tech-GIS	Regular Salaries	1001	\$134,450.88	\$162,294.26	\$48,964.16	\$48,964.16	\$97,928.32	\$0.00	\$394,673.46	\$697,157.00	
	Seasonal//ASND	1003	\$0.00	\$0.00	\$0.00	\$0.00		\$0.00	\$0.00	\$0.00	\$0.00	
	Overtime	1005	\$0.00	\$165.24	\$155.52	\$0.00		\$155.52	\$0.00	\$320.76	\$7,081.15	
			\$134,450.88	\$162,459.50	\$49,119.68	\$48,964.16	\$0.00	\$98,083.84	\$0.00	\$394,994.22	\$704,238.15	
30	General-General	Regular Salaries	1001	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		\$0.00		
	Separation Payout	1005	\$9,227.25	\$7,627.87	\$1,429.99	\$109.22		\$1,539.21	\$0.00	\$18,394.33	\$75,000.00	
			\$9,227.25	\$7,627.87	\$1,429.99	\$109.22	\$0.00	\$1,539.21	\$0.00	\$18,394.33	\$75,000.00	
40	Public Works	Regular Salaries	1001	\$755,639.18	\$892,602.76	\$230,411.28	\$256,390.39	\$486,801.67	\$0.00	\$2,135,043.61	\$3,477,827.00	
	Seasonal//ASND	1003	\$57.04	\$4,094.47	\$3,320.99	\$275.85		\$3,596.84	\$0.00	\$7,748.35	\$110,365.00	
	Overtime	1005	\$10,344.11	\$2,650.93	\$789.64	\$4,819.87		\$5,609.51	\$0.00	\$18,604.55	\$90,716.00	
			\$766,040.33	\$899,348.16	\$234,521.91	\$261,486.11	\$0.00	\$496,008.02	\$0.00	\$2,161,396.51	\$3,678,908.00	
41	Noxious Weed	Regular Salaries	1001	\$92,981.24	\$112,041.64	\$32,011.92	\$32,011.91	\$64,023.83	\$0.00	\$269,046.71	\$415,646.14	
	Seasonal//ASND	1003	\$0.00	\$0.00	0	0		\$0.00	\$0.00	\$0.00	\$0.00	
	Overtime	1005	\$1,026.56	\$984.68	\$2,217.59	\$47.35		\$2,264.94	\$0.00	\$4,276.18	\$7,770.88	
			\$94,007.80	\$113,026.32	\$34,229.51	\$32,059.26	\$0.00	\$66,288.77	\$0.00	\$273,322.89	\$423,417.02	
150	Solid Waste Payroll	Regular Salaries	1001	\$43,751.70	\$49,279.06	\$11,475.83	\$10,464.01	\$21,939.84	\$0.00	\$114,970.60	\$113,254.00	
	Seasonal//ASND	1003	\$0.00	\$0.00	\$0.00	\$0.00		\$0.00	\$0.00	\$0.00	\$62,844.00	
	Overtime	1005	\$622.69	\$760.65	\$0.00	\$0.00		\$0.00	\$0.00	\$1,383.34	\$11,325.00	
			\$44,374.39	\$50,039.71	\$11,475.83	\$10,464.01	\$0.00	\$21,939.84	\$0.00	\$116,353.94	\$187,423.00	
183	Fire District #1	Regular Salaries	1001	\$58,030.78	\$66,988.50	\$19,144.49	\$19,190.57	\$38,335.06	\$0.00	\$163,354.34	\$274,896.00	
	Seasonal//ASND	1003	\$7,625.00	\$16,561.00	\$3,189.00	\$2,838.00		\$6,027.00	\$0.00	\$30,213.00	\$58,363.00	
	Overtime	1005	\$14.78	\$0.00	\$7.39	\$0.00		\$7.39	\$0.00	\$22.17	\$553.00	
			\$65,670.56	\$83,549.50	\$22,340.88	\$22,028.57	\$0.00	\$44,369.45	\$0.00	\$193,589.51	\$333,812.00	
400	Health Dept.-General	Regular Salaries	1001	\$98,898.61	\$112,917.97	\$36,728.20	\$255,667.85	\$292,396.05	\$0.00	\$504,212.63	\$369,385.00	
	Seasonal//ASND	1003	\$5,475.62	\$11,838.32	\$1,769.64	\$1,402.01		\$3,171.65	\$0.00	\$20,485.59	\$54,421.43	

Attachment: 2023 YTD Wage-Overtime Report Detail Page 2023-08 (13715 : Year to date budget and

Dept				1st Quarter	2nd Quarter	July	August	September	3rd Quarter	4th Quarter	YTD 2023	2023 Budget	12.b
	Department												
	Overtime	1005		\$0.00	\$898.41	\$30.17	\$78.42		\$108.59	\$0.00	\$1,007.00	\$1,579.79	
				\$104,374.23	\$125,654.70	\$38,528.01	\$257,148.28	\$0.00	\$295,676.29	\$0.00	\$525,705.22	\$425,386.22	
410	Health Dept.-Grants	Regular Salaries	1001	\$607,426.37	\$704,852.09	\$180,669.39	\$203,820.48		\$384,489.87	\$0.00	\$1,696,768.33	\$2,557,401.41	
		Seasonal/ASND	1003	\$0.00	\$0.00	\$0.00	\$0.00		\$0.00	\$0.00	\$0.00	\$44,703.00	
		Overtime	1005	\$40.50	\$1,126.63	\$191.43	\$161.88		\$353.31	\$0.00	\$1,520.44	\$12,717.45	
				\$607,466.87	\$705,978.72	\$180,860.82	\$203,982.36	\$0.00	\$384,843.18	\$0.00	\$1,698,288.77	\$2,614,821.86	
500	Community Corrections	Regular Salaries	1001	\$72,101.12	\$84,036.94	\$23,980.41	\$23,734.69		\$47,715.10	\$0.00	\$203,853.16	\$311,345.38	
	-Adult	Seasonal/ASND	1003	\$0.00	\$0.00	\$0.00	\$0.00		\$0.00	\$0.00	\$0.00	\$0.00	
		Overtime	1005	\$1,541.35	\$2,678.91	\$5,455.85	\$1,111.90		\$6,567.75	\$0.00	\$10,788.01	\$0.00	
				\$73,642.47	\$86,715.85	\$29,436.26	\$24,846.59	\$0.00	\$54,282.85	\$0.00	\$214,641.17	\$311,345.38	
501	Community Corrections	Regular Salaries	1001	\$55,511.77	\$64,188.94	\$18,688.76	\$19,178.60		\$37,867.36	\$0.00	\$157,568.07	\$245,651.00	
	-Juvenile	Seasonal/ASND	1003	\$4,275.87	\$6,186.72	1680.18	\$2,077.59		\$3,757.77	\$0.00	\$14,220.36	\$45,578.00	
		Overtime	1005	\$621.25	\$804.46	\$249.47	\$475.90		\$725.37	\$0.00	\$2,151.08	\$0.00	
				\$60,408.89	\$71,180.12	\$20,618.41	\$21,732.09	\$0.00	\$42,350.50	\$0.00	\$173,939.51	\$291,229.00	
502	Community Corrections	Regular Salaries	1001	\$12,564.44	\$14,438.48	\$3,709.44	\$3,297.28		\$7,006.72	\$0.00	\$34,009.64	\$41,952.00	
	-Youth Court	Seasonal/ASND	1003	\$0.00	\$0.00	\$0.00	\$0.00		\$0.00	\$0.00	\$0.00		
		Overtime	1005	\$96.60	\$483.00	\$7.73	\$46.37		\$54.10	\$0.00	\$633.70	\$0.00	
				\$12,661.04	\$14,921.48	\$3,717.17	\$3,343.65	\$0.00	\$7,060.82	\$0.00	\$34,643.34	\$41,952.00	
	Totals			\$4,222,024.36	\$4,947,387.04	\$1,381,557.51	\$1,627,570.44	\$0.00	\$3,009,127.95	\$0.00	\$12,178,539.35	\$19,640,609.50	

Attachment: 2023 YTD Wage-Overtime Report Detail Page 2023-08 (13715 : Year to date budget and

2023 YTD BUDGET ACTIVITY

% of Year 66.7

			1st QTR	2nd QTR	AUG	3rd QTR	4TH QTR	TOTAL	AVAILABLE	
	DEPARTMENT	BUDGET	EXPENSES	EXPENSES	EXPENSES	EXPENSES	EXPENSES	EXPENSES	BUDGET	% USED
	Attorney	\$2,529,299	\$532,383	\$635,846	\$191,531	\$407,546	\$0	\$1,575,776	\$953,523	62.30%
	Clerk	\$1,322,992	\$274,991	\$309,730	\$90,758	\$178,109	\$0	\$762,830	\$560,162	57.66%
	County Commissioners	\$276,310	\$52,164	\$63,241	\$15,566	\$37,959	\$0	\$153,363	\$122,947	55.50%
	Admin. Svcs/Counselor	\$803,003	\$160,211	\$208,787	\$64,142	\$134,796	\$0	\$503,795	\$299,208	62.74%
	Register of Deeds	\$537,353	\$103,195	\$123,219	\$34,505	\$77,554	\$0	\$303,968	\$233,385	56.57%
	Treasurer	\$1,386,845	\$303,700	\$347,209	\$102,857	\$208,181	\$0	\$859,091	\$527,754	61.95%
	District Court	\$177,000	\$35,666	\$45,576	\$5,970	\$14,714	\$0	\$95,956	\$81,044	54.21%
1.00	Emergency Management	\$311,312	\$66,747	\$84,187	\$22,374	\$50,184	\$0	\$201,117	\$110,195	64.60%
	Coroner	\$117,000	\$22,927	\$64,215	\$12,082	\$19,574	\$0	\$106,716	\$10,284	91.21%
	Juvenile Detention	\$101,650	\$17,409	\$17,409	\$0	\$17,409	\$0	\$52,228	\$49,422	51.38%
	Fair	\$110,500	\$10,269	\$40,129	\$22,454	\$30,808	\$0	\$81,207	\$29,293	73.49%
1.00	Museum	\$466,472	\$105,974	\$121,180	\$35,967	\$71,536	\$0	\$298,691	\$167,781	64.03%
	Election	\$732,394	\$96,945	\$170,862	\$47,753	\$74,155	\$0	\$341,962	\$390,432	46.69%
	Ambulance	\$5,393,865	\$1,039,159	\$1,221,938	\$344,350	\$726,610	\$0	\$2,987,707	\$2,406,158	55.39%
	Appraiser	\$1,878,456	\$386,705	\$426,240	\$132,021	\$259,009	\$0	\$1,071,954	\$806,502	57.07%
	Planning & Development	\$707,392	\$168,004	\$145,089	\$41,318	\$83,839	\$0	\$396,933	\$310,459	56.11%
	Budget Appropriations	\$1,877,098	\$859,499	\$47,011	\$0	\$859,499	\$0	\$1,766,009	\$111,089	94.08%
	Insurance	\$811,218	\$254,210	-\$166	\$105,450	\$426,121	\$0	\$680,165	\$131,053	83.84%
	Information Systems	\$1,753,072	\$281,193	\$387,838	\$220,491	\$330,479	\$0	\$999,510	\$753,562	57.01%
	County General-General	\$7,872,788	\$302,683	\$2,213,104	\$103,287	\$226,697	\$0	\$2,742,485	\$5,130,304	34.83%
	Public Works	\$9,098,647	\$1,406,511	\$2,022,655	\$653,936	\$1,265,553	\$0	\$4,694,718	\$4,403,929	51.60%
	Noxious Weed	\$833,997	\$182,800	\$238,651	\$44,480	\$97,323	\$0	\$518,773	\$315,224	62.20%
	Juvenile Supervision	\$1,400	\$0	\$0	\$0	\$0	\$0	\$0	\$1,400	0.00%
	Payroll Clearing	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	0.00%
	General Fund Transfers	\$3,368,922	\$3,368,922	\$3,000,000	\$0	\$0	\$0	\$6,368,922	-\$3,000,000	189.05%
	County General subtotal	\$42,468,985	\$10,032,268	\$11,933,950	\$2,291,290	\$5,597,655	\$0	\$27,563,873	\$14,905,112	64.90%
	Less Budget Stabilization	\$4,000,000								
	General Fund w/out Budget Stabilization	\$38,468,985								

Attachment: Financial reports 2023 (13715 : Year to date budget and expenditure reports)

2023 YTD BUDGET ACTIVITY

% of Year 66.7

	DEPARTMENT	BUDGET	1st QTR EXPENSES	2nd QTR EXPENSES	AUG EXPENSES	3rd QTR EXPENSES	4TH QTR EXPENSES	TOTAL EXPENSES	AVAILABLE BUDGET	% USED
2.00	Riley County Health Dept #30	\$5,321,818	\$1,295,689	\$1,428,441	\$416,373	\$864,376	\$0	\$3,588,506	\$1,733,312	67.43%
	Disaster Fund #3	\$7,209,348	\$206	\$94,665	\$86,990	\$241,380	\$0	\$336,251	\$6,873,097	4.66%
	21st District Adult Drug Court #40	\$0				\$3,805	\$0	\$3,805	-\$3,805	#DIV/0!
	Court Tech Fund #50	\$0				\$9,867	\$0	\$9,867	-\$9,867	#DIV/0!
	Court Services #51	\$0				\$9,867	\$0	\$9,867	-\$9,867	#DIV/0!
	EMS Grants #52	\$5,356	\$833	\$0	\$0	\$0	\$0	\$833	\$4,523	15.55%
	KS Opioid Settlement #53	\$0		\$0	\$0	\$0	\$0	\$0	\$0	0.00%
	LATCF Funds #54	\$0		\$0	\$0	\$0	\$0	\$0	\$0	0.00%
	Register of Deeds Tech Fund #106	\$166,459	\$1,752	\$42,796	\$2,017	\$1,892	\$0	\$46,440	\$120,019	27.90%
	Clerk's Tech Fund #107	\$163,713	\$0	\$0	\$0	\$0	\$0	\$0	\$163,713	0.00%
	Treasurer's Tech Fund #108	\$88,985	\$0	\$0	\$0	\$0	\$0	\$0	\$88,985	0.00%
	War Memorial #112	\$11,370	\$0	\$360	\$0	\$0	\$0	\$360	\$11,010	3.17%
	County Auction #118	\$238,637	\$589	\$1,804	\$93	\$1,445	\$0	\$3,839	\$234,798	1.61%
	P.A.T.F #128	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	0.00%
	Motor Vehicle Operations #130	\$381,700	\$4,323	\$20,621	\$4,266	\$10,893	\$0	\$35,838	\$345,862	9.39%
	Special Alcohol Programs #132	\$7,883	\$5,325	\$0	\$0	\$0	\$0	\$5,325	\$2,558	67.55%
2.00	Community Corrections #144	\$1,078,757	\$273,158	\$290,120	\$88,897	\$211,120	\$0	\$774,398	\$304,359	71.79%
	Capital Improvements Fund #145	\$7,094,212	\$340,614	\$477,977	\$155,538	\$760,675	\$0	\$1,579,267	\$5,514,945	22.26%
	Economic Development #146	\$282,275	\$84,052	\$8,944	\$326	\$30,834	\$0	\$123,830	\$158,445	43.87%
	Emergency 911 #148	\$907,952	\$176,295	\$20,170	\$6,749	\$16,888	\$0	\$213,353	\$694,599	23.50%
	Solid Waste #150	\$2,700,393	\$472,540	\$745,898	\$253,159	\$528,250	\$0	\$1,746,687	\$953,706	64.68%
	County Building #152	\$393,000	\$72,211	\$156,299	\$27,066	\$47,543	\$0	\$276,053	\$116,947	70.24%
	Road & Bridge Capital Projects #157	\$3,736,590	\$0	\$6,292	\$36	\$805	\$0	\$7,097	\$3,729,493	0.19%
	Road & Bridge Capital Projects #188	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	0.00%
	RCPD Operations #173	\$5,300,016	\$1,400,594	\$1,472,957	\$21,116	\$1,123,596	\$0	\$3,997,147	\$1,302,869	75.42%
	Landfill Closure #180	\$56,143	\$1,341	\$8,272	\$5,506	\$6,468	\$0	\$16,082	\$40,062	28.64%
	Bond & Interest # 181	\$545,592	\$33,644	\$99,535	\$314,374	\$314,374	\$0	\$447,553	\$98,040	82.03%
	Riley Co Fire Dist #1 #183	\$1,258,295	\$227,309	\$260,669	\$95,017	\$186,510	\$0	\$674,488	\$583,807	53.60%
	Riley Co Fire Dist Cap Out #184	\$412,666	\$0	\$0	\$0	\$0	\$0	\$0	\$412,666	0.00%
	Fire Station Projects #185	\$500,000	\$0	\$0	\$5,434	\$5,434	\$0	\$5,434	\$494,566	1.09%

Attachment: Financial reports 2023 (13715 : Year to date budget and expenditure reports)

2023 YTD BUDGET ACTIVITY

% of Year 66.7

		1st QTR	2nd QTR	AUG	3rd QTR	4TH QTR	TOTAL	AVAILABLE	
	DEPARTMENT	BUDGET	EXPENSES	EXPENSES	EXPENSES	EXPENSES	EXPENSES	BUDGET	% USED
	Keats Capital Project #236	\$0	\$0	\$0	\$0	\$0	\$0	\$0	0.00%
	University Park W&S #230	\$164,165	\$13,881	\$26,249	\$11,064	\$25,911	\$0	\$66,041	\$98,124 40.23%
	Univ Park W/S Reserve #284	\$141,624	\$0	\$20,791	\$6,336	\$12,848	\$0	\$33,639	\$107,985 23.75%
	Hunters Island Water #238	\$31,335	\$3,247	\$10,206	\$3,673	\$6,884	\$0	\$20,338	\$10,997 64.90%
	Hunters Island Reserve #241	\$10,123	\$0	\$0	\$0	\$0	\$0	\$10,123	0.00%
	Carson Sewer Operations #239	\$64,083	\$1,636	\$2,923	\$2,693	\$3,127	\$0	\$7,687	\$56,396 11.99%
	Carson Sewer Reserve #237	\$71,533	\$0	\$0	\$0	\$0	\$0	\$71,533	0.00%
	Deep Creek Sewer #242	\$15,334	\$513	\$1,068	\$1,474	\$2,266	\$0	\$3,847	\$11,487 25.09%
	Deep Creek Reserve #243	\$26,056	\$0	\$0	\$0	\$0	\$0	\$26,056	0.00%
	Moehlman Bottoms #244	\$18,462	\$978	\$4,420	\$1,460	\$2,687	\$0	\$8,086	\$10,376 43.80%
	Moehlman Bottoms Reserve #245	\$7,353	\$0	\$0	\$0	\$0	\$0	\$7,353	0.00%
	Terra Hts Sewer #252	\$47,229	\$1,986	\$2,874	\$2,624	\$5,890	\$0	\$10,750	\$36,479 22.76%
	Terra Hts Sinking #254	\$85,216	\$0	\$0	\$0	\$0	\$0	\$85,216	0.00%
	Konza Water Operations #256	\$109,703	\$7,433	\$21,629	\$6,782	\$15,593	\$0	\$44,655	\$65,048 40.71%
	Konza Water Reserve #257	\$164,327	\$0	\$0	\$0	\$0	\$0	\$164,327	0.00%
	Valleywood Cap Reserve #282	\$94,740	\$0	\$0	\$0	\$0	\$0	\$94,740	0.00%
	Valleywood Operations #248	\$42,015	\$333	\$805	\$406	\$3,448	\$0	\$4,586	\$37,429 10.92%
	Mertz/McGehee Drainage #322	\$6,183	\$0	\$0	\$0	\$0	\$0	\$6,183	0.00%
	Lakeside Heights Sewer #285	\$2,500	\$71	\$107	\$32	\$77	\$0	\$255	\$2,245 10.21%
	Lakeside Heights Sewer Capital #286	\$5,759	\$0	\$0	\$0	\$0	\$0	\$5,759	0.00%
		\$38,968,900	\$4,420,554	\$5,226,893	\$1,519,501	\$4,454,754	\$0	\$14,102,201	\$24,866,699
	Total including General Fund	\$81,437,885	\$14,452,823	\$17,160,843	\$3,810,790	\$10,052,408	\$0	\$41,666,073	\$39,771,812

Attachment: Financial reports 2023 (13715 : Year to date budget and expenditure reports)

2023 COUNTY GENERAL-GENERAL

% of Year 66.7%

COUNTY GENERAL-GENERAL		BUDGET	JAN EXP.	1st QTR EXP.	2nd QTR EXP.	AUG EXP.	3rd QTR EXP.	4th QTR EXP.	TOTAL EXP.	AVAILABLE BUDGET	% USED
Personnel	1000	\$87,883	\$0	\$9,636	\$8,414	\$109	\$1,540	\$0	\$19,590	\$68,293	22.29%
Contractual	2000	\$1,292,150	\$88,470	\$292,801	\$313,150	\$103,178	\$224,910	\$0	\$830,861	\$461,289	64.30%
Commodities	3000	\$2,500	\$0	\$247	\$1,220	\$0	\$247	\$0	\$1,714	\$786	68.55%
Misc-Budget Stabilization		\$4,000,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$4,000,000	0.00%
Capital Outlay	4000	\$2,490,255	\$0	\$0	\$682	\$0	\$0	\$0	\$682	\$2,489,573	0.03%
Transfers Out	604	\$0	\$0	\$0	\$1,890,133	\$0	\$0	\$0	\$1,890,133	-\$1,890,133	#DIV/0!
Grand Total		\$7,872,788	\$88,470	\$302,683	\$2,213,600	\$103,287	\$226,697	\$0	\$2,742,980	\$5,129,808	34.84%
Other Expense Totals		Year-To-Date	Budget								
Indigent Attorney		\$296,424	\$425,000								
Incidentals:											
Postage		\$118									
Computer Software		\$0									
Mileage		\$1,182									
Copies		\$4,507									
Misc Fees		\$0									
Meals		\$0									
		\$5,806									
Base Panel fees		\$0									
Off Panel		\$290,618									

Attachment: Financial reports 2023 (13715 : Year to date budget and expenditure reports)

COMPARISON OF 2022 TO 2023 EXPENSES

DEPARTMENT	AUGUST		AUGUST DIFFERENCE	YEAR-TO-DATE THRU AUGUST		Y-T-D DIFFERENCE	2023 BUDGET
	2022	2023		2022	2023		
Attorney	\$172,144	\$191,531	\$19,387	\$1,344,195	\$1,575,775	\$231,580	\$2,529,299
Clerk	\$88,601	\$90,758	\$2,158	\$650,960	\$762,830	\$111,870	\$1,322,992
County Commissioners	\$25,285	\$15,566	-\$9,720	\$141,502	\$153,363	\$11,861	\$276,310
Admin. Svcs/Counselor	\$51,119	\$64,142	\$13,022	\$396,140	\$503,794	\$107,655	\$803,003
Register of Deeds	\$32,335	\$34,505	\$2,170	\$285,197	\$303,968	\$18,771	\$537,353
Treasurer	\$70,476	\$102,857	\$32,381	\$561,243	\$859,090	\$297,848	\$1,386,845
District Court	\$7,969	\$5,970	-\$1,999	\$115,827	\$95,956	-\$19,871	\$177,000
Emergency Management	\$21,150	\$22,374	\$1,223	\$164,233	\$201,118	\$36,884	\$311,312
Coroner	\$7,227	\$12,082	\$4,855	\$55,346	\$106,716	\$51,370	\$117,000
Juvenile Detention	\$0	\$0	\$0	\$64,015	\$52,228	-\$11,787	\$101,650
Fair	\$27,358	\$22,454	-\$4,904	\$87,414	\$81,206	-\$6,208	\$110,500
Museum	\$31,313	\$35,967	\$4,654	\$221,150	\$298,691	\$77,540	\$466,472
Election	\$92,365	\$47,753	-\$44,612	\$417,450	\$341,962	-\$75,488	\$732,394
Ambulance	\$331,035	\$344,350	\$13,315	\$2,448,536	\$2,987,707	\$539,171	\$5,393,865
Appraiser	\$125,196	\$132,021	\$6,825	\$985,092	\$1,071,954	\$86,862	\$1,878,456
Planning & Development	\$49,107	\$41,318	-\$7,789	\$379,192	\$396,933	\$17,741	\$707,392
Budget Appropriations	\$0	\$0	\$0	\$1,628,622	\$1,766,009	\$137,387	\$1,877,098
Insurance	\$2,464	\$105,450	\$102,985	\$606,563	\$680,165	\$73,602	\$811,218
Information Systems/GIS	\$119,097	\$220,491	\$101,393	\$878,245	\$999,510	\$121,265	\$1,753,072
County General-General	\$106,348	\$103,287	-\$3,061	\$764,187	\$2,742,485	\$1,978,298	\$7,872,788
Public Works	\$719,607	\$653,936	-\$65,671	\$4,414,498	\$4,694,719	\$280,220	\$9,098,647
Noxious Weed	\$40,267	\$44,480	\$4,214	\$464,311	\$518,774	\$54,463	\$833,997
General Fund	\$2,120,464	\$2,291,290	\$170,826	\$17,073,919	\$21,194,952	\$4,121,033	\$39,098,663

COMPARISON OF 2022 TO 2023 EXPENSES

DEPARTMENT	AUGUST		AUGUST DIFFERENCE	YEAR-TO-DATE THRU AUGUST		Y-T-D DIFFERENCE	2023 BUDGET
	2022	2023		2022	2023		
Health Department - 30	\$373,409	\$416,373	\$42,964	\$3,243,866	\$3,588,506	\$344,640	\$5,321,818
Disaster Fund - 3	\$0	\$86,990	\$86,990	\$211,892	\$336,251	\$124,359	\$7,209,348
EMS Grants Fund - 52	\$427	\$0	-\$427	\$480	\$833	\$353	\$5,356
KS Opioid Settlement - 53	\$0	\$0	\$0	\$0	\$0	\$0	\$0
LATCF Funds - 54	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Register of Deeds Tech Fund - 106	\$1,750	\$2,017	\$267	\$79,668	\$46,440	-\$33,229	\$166,459
Clerk's Tech Fund - 107	\$0	\$0	\$0	\$0	\$0	\$0	\$163,713
Treasurer's Tech Fund - 108	\$0	\$0	\$0	\$77,860	\$0	-\$77,860	\$88,985
War Memorial - 112	\$0	\$0	\$0	\$600	\$360	-\$240	\$11,370
County Auction - 118	\$552	\$93	-\$459	\$2,410	\$3,838	\$1,429	\$238,637
P.A.T.F - 128	\$0	\$0	\$0	\$0	\$580	\$580	\$0
Motor Vehicle Operations - 130	\$29,203	\$4,266	-\$24,938	\$267,757	\$35,838	-\$231,919	\$381,700
Special Alcohol Programs- 132	\$0	\$0	\$0	\$4,863	\$5,325	\$462	\$7,883
Community Corrections - 144	\$90,523	\$88,897	-\$1,626	\$652,329	\$774,398	\$122,069	\$1,078,757
Capital Improvements Fund - 145	\$25,050	\$155,538	\$130,488	\$1,152,165	\$1,579,267	\$427,102	\$7,094,212
Economic Development - 146	\$0	\$326	\$326	\$113,902	\$123,830	\$9,928	\$282,275
Emergency 911 - 148	\$9,374	\$6,749	-\$2,624	\$200,612	\$213,353	\$12,740	\$907,952
Solid Waste - 150	\$253,358	\$253,159	-\$198	\$1,628,760	\$1,746,687	\$117,927	\$2,700,893
County Building - 152	\$16,877	\$27,066	\$10,189	\$192,350	\$276,053	\$83,702	\$393,000
Road & Bridge Capital Projects 1/2 - 157	\$6,595	\$36	-\$6,559	\$50,162	\$7,097	-\$43,064	\$3,736,590
Road & Bridge Capital Projects 0.2 - 188	\$0	\$0	\$0	\$0	\$0	\$0	\$0
RCPD Operations - 173	\$16,378	\$21,116	\$4,738	\$3,609,035	\$3,997,147	\$388,112	\$5,300,016
Landfill Closure - 180	\$1,638	\$5,506	\$3,868	\$14,184	\$16,081	\$1,897	\$56,143
Bond & Interest - 181	\$413,474	\$314,374	-\$99,100	\$451,382	\$447,553	-\$3,830	\$545,592
Riley Co Fire Dist #1 - 183	\$98,490	\$95,017	-\$3,474	\$787,535	\$674,488	-\$113,047	\$1,258,295
Riley Co Fire Dist Cap Ou - 184	\$0	\$0	\$0	\$111,006	\$0	-\$111,006	\$412,666
Fire Station Projects - 185	\$0	\$5,434	\$5,434	\$150	\$5,434	\$5,284	\$500,000

COMPARISON OF 2022 TO 2023 EXPENSES

DEPARTMENT	AUGUST		AUGUST DIFFERENCE	YEAR-TO-DATE THRU AUGUST		Y-T-D DIFFERENCE	2023 BUDGET
	2022	2023		2022	2023		
University Park W&S - 230	\$9,319	\$11,064	\$1,745	\$59,883	\$66,041	\$6,157	\$164,165
Keats Capital Project - 236	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Univ Park W/S Reserve - 284	\$13,728	\$6,336	-\$7,392	\$23,760	\$33,639	\$9,879	\$141,624
Hunters Island Water - 238	\$3,259	\$3,673	\$414	\$20,324	\$20,338	\$14	\$31,335
Hunters Island Reserve - 241	\$0	\$0	\$0	\$0	\$0	\$0	\$10,123
Carson Sewer Operations - 239	\$1,030	\$2,693	\$1,664	\$7,135	\$7,687	\$552	\$64,083
Carson Sewer Reserve - 237	\$0	\$0	\$0	\$0	\$0	\$0	\$71,533
Deep Creek Sewer - 242	\$1,124	\$1,474	\$349	\$6,764	\$3,847	-\$2,917	\$15,334
Deep Creek Reserve - 243	\$0	\$0	\$0	\$9,146	\$0	-\$9,146	\$26,056
Moehlman Bottoms - 244	\$1,325	\$1,460	\$136	\$6,837	\$1,460	-\$5,377	\$18,462
Moehlman Botoms Reserve - 245	\$0	\$0	\$0	\$8,290	\$0	-\$8,290	\$7,353
Terra Hts Sewer - 252	\$2,875	\$2,624	-\$250	\$11,725	\$10,749	-\$975	\$47,229
Terra Hts Sinking - 254	\$9,442	\$0	-\$9,442	\$12,251	\$0	-\$12,251	\$85,216
Konza Water Operations - 256	\$9,034	\$6,782	-\$2,251	\$48,048	\$44,655	-\$3,393	\$109,703
Konza Water Reserve - 257	\$0	\$0	\$0	\$4,186	\$0	-\$4,186	\$164,327
Valleywood Cap Reserve - 282	\$0	\$0	\$0	\$0	\$0	\$0	\$42,015
Valleywood Operations - 248	\$2,013	\$406	-\$1,607	\$3,184	\$4,586	\$1,402	\$94,740
Mertz/McGehee Drainage - 322	\$0	\$0	\$0	\$0	\$0	\$0	\$6,183
Lakeside Heights Sewer - 285	\$49	\$32	-\$17	\$310	\$255	-\$55	\$2,500
Lakeside Heights Sewer Cap - 286	\$0	\$0	\$0	\$7,328	\$0	-\$7,328	\$5,759
Total Including General Fund	\$3,510,758	\$3,810,790	\$300,032	\$30,156,058	\$35,267,567	\$5,111,509	\$78,068,063

Attachment: Financial reports 2023 (13715 : Year to date budget and expenditure reports)

**RCPD EXPENSES PAID BY RILEY COUNTY
2023 YTD EXPENSES**

	BUDGET	1st Quarter	2nd Quarter	AUG	3rd Quarter	4th Quarter	TOTAL EXPENSES	Remaining Budget
Physician	\$165,000	\$49,781	\$65,782	\$16,162	\$36,421	\$0	\$151,983	\$13,017
Laboratory	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Hospital	\$10,000	\$0	\$0	\$0	\$0	\$0	\$0	\$10,000
Advertising/Legal	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Prescriptions/ Medical Supplies	\$1,000	\$0	\$0	\$0	\$0	\$0	\$0	\$1,000
Bldg Maintenance	\$100,000	\$7,321	\$63,642	\$4,053	\$16,821	\$0	\$87,783	\$12,217
Land Rental/Lease	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Office Supplies	\$500	\$0	\$0	\$0	\$0	\$0	\$0	\$500
Office Space Rental	\$10,500	\$2,700	\$2,700	\$900	\$1,800	\$0	\$7,200	\$3,300
Juvenile Transport	\$6,000	\$0	\$0	\$0	\$0	\$0	\$0	\$6,000
Water, Electric	\$15,000	\$64	\$105	\$0	\$0	\$0	\$169	\$14,831
Storm Drainage	\$2,000	\$0	\$0	\$0	\$0	\$0	\$0	\$2,000
Other Commodities/Contractual	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Budget Appropriation	\$5,000,016	\$1,340,728	\$1,340,729		\$1,068,555	\$0	\$3,750,012	\$1,250,004
TOTAL	\$5,310,016	\$1,400,594	\$1,472,957	\$21,116	\$1,123,596	\$0	\$3,997,147	\$1,312,869

Prepared By:Brittany Phillips
Budget and Finance Officer

RCPD EXPENSES PAID BY RILEY COUNTY
1/1/2019 - 12/31/2023

	2019	2020	2021	2022	2023	Total
Dental	\$0	\$0	\$0	\$0	\$0	\$131
Physician	\$145,388	\$163,648	\$191,373	\$206,854	\$151,983	\$1,243,758
Laboratory	\$0	\$0	\$0	\$0	\$0	\$69
Hospital	\$0	\$0	\$0	\$0	\$0	\$3,823
Advertising/Legal	\$0	\$0	\$0	\$0	\$0	\$683
Prescriptions	\$0	\$0	\$0	\$0	\$0	\$406
Bldg Maintenance	\$88,000	\$103,569	\$71,043	\$60,486	\$87,783	\$665,663
Land Rental/Lease	\$1,272	\$0	\$0	\$0	\$0	\$4,969
Office Supplies	\$125	\$0	\$0	\$0	\$0	\$501
Office Space Rental	\$10,525	\$9,625	\$10,500	\$10,500	\$7,200	\$78,975
Juvenile Transport	\$3,735	\$2,144	\$152	\$237	\$0	\$29,332
Water, Electric	\$0	\$252	\$444	\$352	\$169	\$1,217
Storm Drainage	\$203	\$0	\$0	\$0	\$0	\$5,904
Other Commodities/Contractual	\$8,091	\$693,906	\$91,239	\$21,447	\$0	\$1,214,683
Budget Appropriation	\$4,291,380	\$4,420,348	\$4,391,746	\$4,597,175	\$3,750,012	\$33,587,017
Total	\$4,548,719	\$5,393,492	\$4,756,498	\$4,897,050	\$3,997,147	\$36,837,131

Prepared by: Brittany Phillips
 Budget and Finance Officer

RCPD
OFF-SITE INMATE MEDICAL EXPENSES PAID BY ADVANCED CORRECTIONAL HEALTHCARE
INCLUDED IN 2023 \$31,000 POOL

	1st Quarter	APR	MAY	JUN	2nd Quarter	JUL	AUG	3rd Quarter	TOTAL EXPENSES
Dental	\$0				\$0			\$0	\$0
Physician	\$0		\$3,711	\$2,615	\$6,326			\$0	\$6,326
Laboratory	\$0	45.00			\$45			\$0	\$45
Hospital	\$0				\$0	\$2,185		\$2,185	\$2,185
Prescriptions	\$2,039	1,382.20	\$496	\$1,657	\$3,536	\$1,831	\$2,052	\$3,883	\$9,458
Supplies	\$0				\$0			\$0	\$0
TOTAL	\$2,039	\$1,427	\$4,207	\$4,272	\$9,907	\$4,016	\$2,052	\$6,068	\$18,014
Savings from Medicaid Rate	\$3,994				\$0			\$0	\$3,994
\$31,000 Pool Balance		\$27,534	\$23,327	\$19,055		\$15,039	\$12,986		\$12,986

Quarterly ADP: (Contract)

County Inmate (72 base census)	326	117.5	113	115	346	121	124	245	
Non-County Inmate (0 base census)	0	0	0	0		0	0		
Billing Adjustments for prior years	\$0	\$1,884	\$0	\$583	\$2,466	\$0	\$0	\$0	\$2,466



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 18, 2023

SUBJECT: August 2023 Revenue Reporting - Riley County Treasurer

PRESENTER: Shilo Heger

Enclosures:

- August Financials (PDF)

Riley County Balance Sheet
August 31, 2023

13.a

Assets		Liabilities/Fund Balances		
KS State Bank-Checking	54,674,937.93	County General		24,174,883.81
KS State Bank-ARP	13,998,327.57	Disaster Fund (ARPA Funds)		13,998,327.57
Riley State Bank	137,107.08	Health Department		1,419,264.44
Leonardville State Bank	5,000.00	Capital Improvements Fund		14,049,450.13
Sunflower Bank	0.00	Economic Development		340,085.60
Cash on Hand	37,026.64	RCPD Levy/Inmate Medical		1,121,377.05
CD/CDARS	11,066,475.37	Bond & Interest		235,098.60
		Road & Bridge Capital Projects		6,944,614.69
		Road & Bridge .20 Sales Tax		1,270,674.43
		Landfill Closure		46,216.37
		County Building		196,547.34
		County Auction		307,441.01
		Solid Waste		629,757.02
		Emergency Management		797,149.69
		Fire District #1		957,788.35
		Register of Deeds Tech Fund		157,001.61
		Clerk Tech Fund		161,078.28
		Treasurer Tech Fund		106,517.18
		Motor Vehicle Operations		261,583.50
		RCPD Ops/IT Reserve/Seizure		3,422,515.22
		District Court-Technology		163,514.38
		Court Services		3,475.00
		EMS Grants		6,610.91
		Museum Bequest		6,582.25
		War Memorial Fund		10,610.07
		KS Opioid Settlement		118,118.02
		LATCF Funds		100,000.00
		Miscellaneous		43,061.74
		Community Corrections		452,690.30
		JJA Prevention	Teen Court	Adult Services
		Juvenile Intake Case Manager	Juvenile Service	Special Alcohol
		County Attorney		5,607.16
		Special Prosecutor Trust	PATF	
		Benefit Districts		1,008,808.31
		University Park	Moehlman Bottoms	Deep Creek
		Carson Sewer	Valleywood	Lakeside Heights
		Hunters Island	Terra Heights	Konza
		Mertz/McGehee Drainage		
		Funds to be Distributed		217,818.06
		City Funds	Wildlife & Parks	School Funds
		Township Funds	Special Assessments	State Funds
		Cemetery Funds		
		Tax Holding Funds		7,184,606.50
		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	\$ 79,918,874.59	TOTAL LIABILITIES & FUND BAL		79,918,874.59

Investments and Interest
August 31, 2023
Investments & Year to Date Interest

Bank	CDs	Checking Savings	Year to Date Interest	2022 Interest
KS State Bank	\$0.00	\$68,673,265.50	\$2,128,194.36	
Riley State Bank	\$2,400,000.00	\$137,107.08	\$370.78	
Peoples State Bank	\$0.00	\$5,000.00	\$35.70	
Sunflower	\$0.00	\$0.00	\$0.00	
UMB	\$1,300,000.00	\$0.00	\$11,399.99	
Landmark National Bank	\$0.00	\$0.00	\$0.00	
Intrust	\$5,000,000.00	\$0.00	\$0.00	
Capitol Federal	\$1,000,000.00	\$0.00	\$0.00	
Community 1st National Bank	\$0.00	\$0.00	\$0.00	
United Bank	\$400,000.00	\$0.00	\$0.00	
Municipal Investment Pool	\$0.00	\$0.00	\$27,911.07	
Commerce Bank	\$966,475.37	\$0.00	\$72,095.49	
Central National Bank	\$0.00	\$0.00	\$0.00	
Total	\$11,066,475.37	\$68,815,372.58	\$2,240,007.39	\$866,534.32
Cash & Transfer items	\$37,026.64			
Total on Deposit	\$79,918,874.59			

	2023	2022
Interest Transfers		
Capital Improvements #145	\$346,338.58	\$97,892.50
Emergency 911 #148	\$24,362.41	\$8,038.12
Reg of Deeds Technology #106	\$5,733.30	\$1,853.76
Clerk Technology #107	\$5,198.26	\$1,420.31
Treasurer Technology #108	\$3,350.06	\$885.32
RCPD Seizure Funds	\$11,079.31	\$2,912.10
Total Transfers	\$396,061.92	\$113,002.11
Net Interest to County General	\$1,843,945.47	\$753,532.21
Less Interest Paid for Treasury Bond	\$0.00	-\$2,633.40
Net Interest Earned	\$1,843,945.47	\$750,898.81
Budget	\$ 100,000.00	\$25,000.00

Interest - ARPA Fund	\$448,457.52	\$888.53
Interest rate on active checking account	5.49%	
Interest rate on one year investments	5.52%	

Attachment: August Financials (13711 : August Treasurer's Report-2023)

**General Fund Revenue Detail
Through August 31, 2023**

	August		Year To Date		
	Actual	Budget	Actual	Budget	Variance
Motor Vehicle					
Motor Vehicle	0.00	0.00	1,054,309.22	1,077,895.00	-23,585.78
Vehicle Rental Excise	0.00	0.00	21,267.30	10,578.00	10,689.30
Recreational Vehicle	0.00	0.00	9,600.57	9,623.00	-22.43
Commercial Vehicles	0.00	0.00	77,619.59	80,380.00	-2,760.41
Ad Valorem					
RL/Oil/PP	0.00	0.00	23,989,978.58	24,029,886.00	-39,907.42
Intangible	0.00	0.00	249,014.67	189,235.00	59,779.67
16/20 M Trucks	0.00	0.00	12,855.73	16,268.00	-3,412.27
Watercraft	0.00	0.00	10,811.67	7,453.00	3,358.67
Delinquent Tax	0.00	0.00	214,460.57	0.00	214,460.57
Sales Tax	201,283.34	150,000.00	1,502,936.23	1,200,000.00	302,936.23
Payment In Lieu of Tax	0.00	0.00	42,953.00	20,000.00	22,953.00
City/County Highway	0.00	0.00	772,995.08	828,758.25	-55,763.17
Interest/Penalties	35,764.90	25,000.00	224,679.33	200,000.00	24,679.33
Investment Interest	278,916.98	8,333.33	1,843,945.47	66,666.67	1,777,278.80
Recording Fees	37,096.00	25,000.00	249,585.00	200,000.00	49,585.00
Hertiage Trust Fund	2,709.00	2,083.33	18,419.00	16,666.67	1,752.33
Juvenile Supervision Fees	25.00	41.67	138.15	333.33	-195.18
Diversion Fees	5,625.48	4,666.67	35,940.56	37,333.33	-1,392.77
Franchise Fees	0.00	0.00	19,264.42	26,250.00	-6,985.58
Miscellaneous	15.28	0.00	151.00	0.00	151.00
Departments					
Clerk	89.00	250.00	579.73	2,000.00	-1,420.27
Register of Deeds	2,161.40	2,083.33	27,238.90	16,666.67	10,572.23
Treasurer	241.03	666.67	2,601.30	5,333.33	-2,732.03
Clerk of the District Court	2,348.73	3,750.00	27,990.60	30,000.00	-2,009.40
Emergency Management	0.00	375.00	86,517.30	3,000.00	83,517.30
Coroner	0.00	0.00	4,193.60	0.00	4,193.60
Fair	990.50	1,666.67	22,087.50	13,333.33	8,754.17
Museum	0.00	0.00	0.00	0.00	0.00
Election	188.71	416.67	2,032.93	3,333.33	-1,300.40
Ambulance/EMS	192,474.96	110,430.42	1,276,355.06	883,443.33	392,911.73
Appraiser	25.00	1,416.67	4,914.16	11,333.33	-6,419.17
Planning & Development	2,571.32	3,166.67	25,660.32	25,333.33	326.99
Information Systems	0.00	0.00	24,883.78	0.00	24,883.78
General-General	8,138.78	0.00	112,602.09	0.00	112,602.09
Public Works	44,684.15	40,000.00	260,768.30	320,000.00	-59,231.70
Noxious Weed	11,854.15	10,000.00	90,086.98	80,000.00	10,086.98
Total Before Transfers	827,203.71	389,347.08	32,319,437.69	29,411,102.92	2,908,334.77
Transfers In	6,352.20	0.00	28,183.06	0.00	0.00
Total After Transfers	833,555.91	389,347.08	32,347,620.75	29,411,102.92	2,936,517.83
Over/Under Budget Before Transfers	112.46%		9.89%		
Over/Under Budget After Transfers	114.09%		9.98%		

Attachment: August Financials (13711 : August Treasurer's Report-2023)

2023 General Fund Revenue
Year To Date

13.a

	August		Year To Date		
	Actual	Budget	Actual	Budget	% of Budget Collected
Motor Vehicle					
Motor Vehicle	0.00	0.00	1,054,309.22	2,033,757.00	51.84%
Vehicle Rental Excise	0.00	0.00	21,267.30	21,156.00	100.53%
Recreational Vehicle	0.00	0.00	9,600.57	18,872.00	50.87%
Commercial Vehicles	0.00	0.00	77,619.59	80,380.00	96.57%
Ad Valorem					
RL/Oil/PP	0.00	0.00	23,989,978.58	25,294,617.00	94.84%
Intangible	0.00	0.00	249,014.67	195,087.00	127.64%
16/20 M Trucks	0.00	0.00	12,855.73	16,770.00	76.66%
Watercraft	0.00	0.00	10,811.67	7,683.00	140.72%
Delinquent Tax	0.00	0.00	214,460.57	0.00	0.00%
Sales Tax	201,283.34	150,000.00	1,502,936.23	1,800,000.00	83.50%
Payment In Lieu of Tax	0.00	0.00	42,953.00	40,000.00	107.38%
City/County Highway	0.00	0.00	772,995.08	1,105,011.00	69.95%
Interest/Penalties	35,764.90	25,000.00	224,679.33	300,000.00	74.89%
Investment Interest	278,916.98	8,333.33	1,843,945.47	100,000.00	1843.95%
Recording Fees	37,096.00	25,000.00	249,585.00	300,000.00	83.20%
Hertiage Trust Fund	2,709.00	2,083.33	18,419.00	25,000.00	0.00%
Juvenile Supervision Fees	25.00	41.67	138.15	500.00	27.63%
Diversion Fees	5,625.48	4,666.67	35,940.56	56,000.00	64.18%
Franchise Fees	0.00	0.00	19,264.42	35,000.00	55.04%
Miscellaneous	15.28	0.00	151.00	0.00	0.00%
Departments					
Clerk	89.00	250.00	579.73	3,000.00	19.32%
Register of Deeds	2,161.40	2,083.33	27,238.90	25,000.00	108.96%
Treasurer	241.03	666.67	2,601.30	8,000.00	32.52%
Clerk of the District Court	2,348.73	3,750.00	27,990.60	45,000.00	62.20%
Emergency Management	0.00	375.00	86,517.30	4,500.00	0.00%
Coroner	0.00	0.00	4,193.60	0.00	0.00%
Fair	990.50	1,666.67	22,087.50	20,000.00	110.44%
Museum	0.00	0.00	0.00	0.00	0.00%
Election	188.71	416.67	2,032.93	5,000.00	40.66%
Ambulance/EMS	192,474.96	110,430.42	1,276,355.06	1,325,165.00	96.32%
Appraiser	25.00	1,416.67	4,914.16	17,000.00	28.91%
Planning & Development	2,571.32	3,166.67	25,660.32	38,000.00	67.53%
Information Systems	0.00	0.00	24,883.78	0.00	0.00%
General-General	8,138.78	0.00	112,602.09	0.00	0.00%
Public Works	44,684.15	40,000.00	260,768.30	480,000.00	54.33%
Noxious Weed	11,854.15	10,000.00	90,086.98	120,000.00	75.07%
Total Before Transfers	827,203.71	389,347.08	32,319,437.69	33,520,498.00	96.42%
Transfers In	6,352.20	0.00	28,183.06	300,000.00	0.00%
Total After Transfers	833,555.91	389,347.08	32,347,620.75	33,820,498.00	95.65%
Over/Under Budget Before Transfers	112.46%				
Over/Under Budget After Transfers	114.09%				
August = 66.67% of the Budget					

Attachment: August Financials (13711 : August Treasurer's Report-2023)

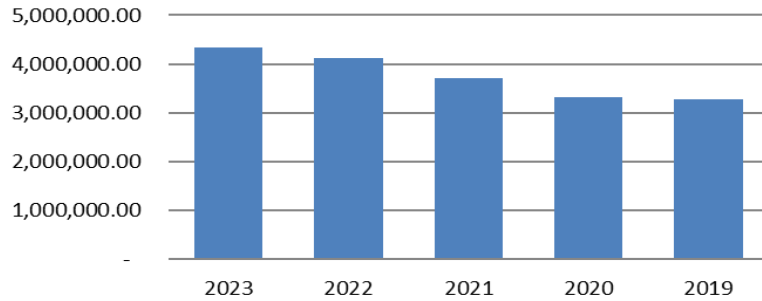
**Sales Tax Received
August 31, 2023**

	County General			2013 R&B .50% Sales Tax	2013 R&B .50% Sales Tax	2023 R&B .20% Sales Tax	Prior Year Variance	Total Collected	2023 Budget	% Over Budget
	2022	2023	Prior Year Variance	2022	2023					
January (Nov)	176,613.72	193,878.41	9.78%	176,613.72	193,878.40	0.00	9.78%	387,756.81	300,000.00	29.25%
February (Dec)	203,380.11	211,882.26	4.18%	203,380.11	211,882.25	0.00	4.18%	423,764.51	300,000.00	41.25%
March (Jan)	164,982.21	168,813.93	2.32%	164,982.20	0.00	195,644.52	18.59%	364,458.45	300,000.00	21.49%
April (Feb)	153,999.52	170,747.53	10.88%	153,999.52	0.00	197,885.43	28.50%	368,632.96	300,000.00	22.88%
May (Mar)	191,055.04	197,338.15	3.29%	191,055.03	0.00	228,702.28	19.70%	426,040.43	300,000.00	42.01%
June (Apr)	194,557.33	176,160.38	-9.46%	194,557.33	0.00	204,158.59	4.93%	380,318.97	300,000.00	26.77%
July (May)	166,841.98	182,832.23	9.58%	166,841.98	0.00	211,890.83	27.00%	394,723.06	300,000.00	31.57%
August (June)	188,561.83	201,283.34	6.75%	188,561.83	0.00	232,392.78	23.24%	433,676.12	300,000.00	44.56%
September (July)	227,154.27		-100.00%	227,154.26	0.00		-100.00%	0.00	300,000.00	-100.00%
October (Aug)	146,657.85		-100.00%	146,657.84	0.00		-100.00%	0.00	300,000.00	-100.00%
November (Sept)	215,216.37		-100.00%	215,216.36	0.00		-100.00%	0.00	300,000.00	-100.00%
December (Oct)	194,581.96		-100.00%	194,581.95	0.00		-100.00%	0.00	300,000.00	-100.00%
Year to Date	\$2,223,602.19	\$1,505,485.58		\$2,223,602.13	\$405,760.65	\$1,268,125.08	-32.30%	\$3,179,371.31	\$3,600,000.00	-11.68%

	2022	2023
Sales Tax Collected	\$4,447,204.32	\$3,179,371.31
Budget	\$3,400,000.00	\$3,600,000.00
% of Budget Collected	130.80%	88.32%
% Over Budget	30.80%	21.65%

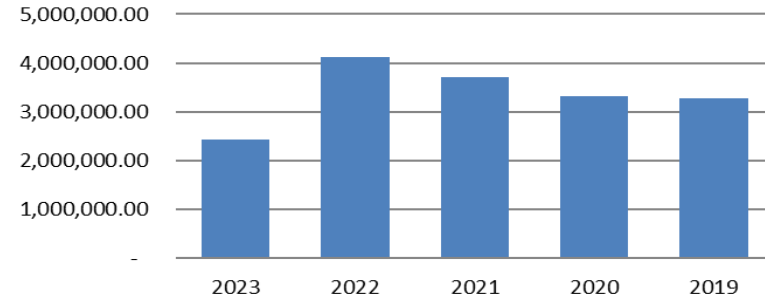
Attachment: August Financials (13711 : August Treasurer's Report-2023)

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



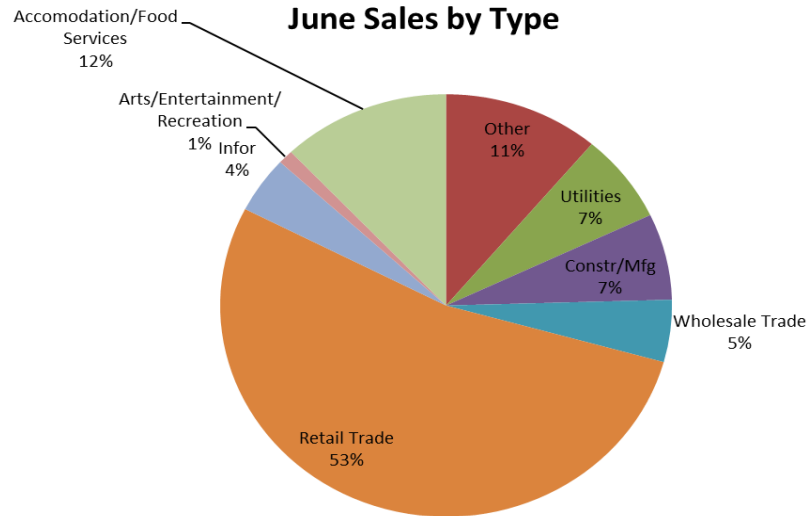
August 2023 YTD increase of 5.28%

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

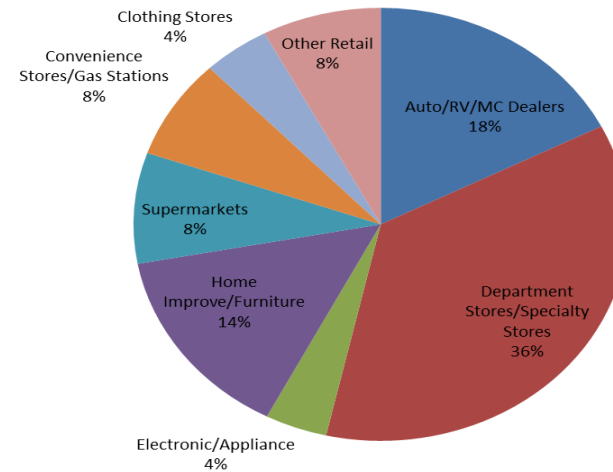


August 2023 YTD decrease of 40.78%

August Sales Tax Report June Sales by Type



August Sales Tax Report June Retail Sales



August 2023 (June Sales)

			State
Sales Tax			Treasurer
Leonardville	464,598.15	0.003644	1,692.84
Ogden	464,598.15	0.015265	7,092.07
Randolph	464,598.15	0.001253	582.16
Riley	464,598.15	0.009492	4,409.86
Manhattan	464,598.15	0.623408	289,634.03
County	464,598.15	0.346939	161,187.19
		1.000001	464,598.15

Use Tax			
Leonardville	115,571.23	0.003644	421.10
Ogden	115,571.23	0.015265	1,764.19
Randolph	115,571.23	0.001253	144.82
Riley	115,571.23	0.009492	1,096.98
Manhattan	115,571.23	0.623408	72,047.99
County	115,571.23	0.346939	40,096.15
		1.000001	115,571.23

.50 Sales Tax	580,169.38
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.20 Sales Tax	232,392.78
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Total Sales Tax	812,562.16
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**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 18, 2023

SUBJECT: Pending County Projects County Counselor

PRESENTER: Clancy Holeman

Enclosures:

- FINAL Commission List 09.18.2023 (DOCX)

PENDING COUNTY PROJECTS ▪ April, 2023 and through September 13, 2023 Submitted by Clancy Holeman, Riley County Counselor

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

COMMISSION LIST

I. Projects By Category:

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

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

on hiring of Deputy Counselor to fill vacancy to be created by Fall retirement of incumbent. Discuss with HR staff. (3-30-23; 3-31-23) Prepare for 4-3-23 public meeting (4-2-23) Attend and participate in BOCC public meeting of 4-3-23. Attend and participate in BOCC public meetings. (4-6-23; 4-10-23) Review matter before Planning Board. (4-10-23) Draft CAR and Place “Interlocal Service Agreement” signed by City of Leonardville on BOCC agenda for signature during 4-13-23 public meeting (small city reimbursement agreement for sunset of county “road and bridge” sales tax 12-31-22). (4-11-23) Legal research on animal control services and RCPD. Memo prepared. (4-9-23; 4-10-23; 4-11-23; 4-12-23) Attend and participate in BOCC public meetings (4-13-23; 4-17-23) Attend Law Board Meeting discussion of Animal Control and RCPD. (4-17-23) Draft and file Local Disaster Emergency Declaration as requested by Department and authorized by Chairwoman of BOCC. (4-18-23)) Attend and participate in City/County/County meeting on animal control and RCPD. (4-20-23) Discuss with Treasurer upcoming scheduled Teams meeting with representatives of City of Ogden on proposed “Interlocal Services Agreement” (Small Cities Sales Tax Reimbursement Agreement). (4-26-23) Attend and participate in previously described “Teams” meeting discussion with representatives of City of Ogden and County Treasurer. Plan by Ogden representatives is to present agreement to Ogden City Council for review and possible signature during its public meeting next week. (4-26-23) Discuss with Cindy Kabriel and soil conservation contact addition of locations to agenda of upcoming ‘field trip’ by BOCC on May 4, 2023. (4-26-23; 4-27-23) Prepare for public hearing on special use authorization on BOCC agenda 5-1-23. (4-30-23) Attend and participate in 5-1-23 BOCC public meeting. (5-1-23) Return 5-2-23 call from citizen requesting a “fence view.” Leave voicemail. (5-3-23) Discuss with citizen their return call requesting a “fence view.” I’ll send packet for citizen to complete and return, cautioning this matter may not be subject to fence view process. Citizen says they understand that is a possibility. (5-3-23) Attend and participate in BOCC public meeting. (5-4-23) New request for fence view. Advise packet will be mailed to them. (5-4-23) Prepare for BOCC public meeting of 5-8-23. (5-6-23; 5-7-23) Attend and participate in regular BOCC public meeting. (5-18-23; 5-22-23; 6-1-23) Work on county budget preparation information. (5-18-23; 5-19-23) Review information from a department on township legal issue. (5-21-23) Work on scheduling future executive session. (5-22-23) Preparation for presentation to BOCC during its June 1, 2023 meeting of City of Ogden “Interlocal Service Agreement”—fourth of those agreements presented to our 4 “small cities”. Prepare correspondence to City of Ogden attorney. (5-30-23) Attend and participate in BOCC meetings. (6-1-23; 6-5-23) Mail City of Ogden attorney fully executed originals of “Interlocal Service Agreement—sales tax reimbursement. (6-5-23) Review request for letter of support from BOCC. (6-6-23) Work on county budget preparation information. (6-6-23) Work on fence view scheduling and notice. (6-5-23; 6-6-23-6-7-23) Prepare requested letters of support for telecommunications providers’ applications for state of Kansas LINC grant program. (6-9-23). Email completed letter of support to contact for one provider, as requested by Cox Communications. (6-12-23) Work on 2 fence view applications. Attend and participate in BOCC public meetings. (6-8-23; 6-12-23) Conversation with opposing counsel on pending litigation in Riley County District Court. (6-14-23) Provide TVT BOCC-signed letter of support. (6-14-23) Work on scheduling fence views. Notices out to applicants and adjoining landowners served by the fence. (6-15-23) Teams meeting with Bond Counsel and Craig, Shelley and Rich about route for financing two pending county projects. I review and approve authorizing resolution and send it on to Bond Counsel for review. (6-21-23) Attend and participate in BOCC meetings. (6-22-23; 6-26-23; 6-29-23) Attend delinquent tax sale. (6-23-23) Work on scheduling of fence view. (6-22-23; 6-23-23; 6-26-23; 6-27-23) Work on and provide letter of support from BOCC for City of Ogden grant application federal program. (6-28-23; 6-29-23; 7-1-23) Work on District Court appeal by Prairiewood of BOCC approval of preliminary and final development plans for Liquid Art Winery. (6-29-23; 7-1-23) Work on county budget analysis for BOCC. (7-2-23; 7-3-23; 7-4-23) Prepare for BOCC public meeting of July 6, 2023. (7-5-23) Communicate with counsel for fence view applicant Hopkins. Request property access address detail. (7-5-23) Attend and participate in BOCC meetings. (7-6-23; 7-10-23) Register for upcoming KAC zoom on LAVTR. (7-11-23) Work on fence view scheduled for 7-13-23. (7-11-23) Work on scheduling of different upcoming fence view for end of July, 2023. (7-7-23; 7-8-23; 7-9-23; 7-11-23) Work on Bala Township “county property” issue. (7-10-23; 7-11-23) Work on fence view scheduled for 7-13-23. (7-10-23; 7-12-23) Legal analysis of appropriation question involving outside agency. (7-12-23) Attend and participate in BOCC meetings. (7-13-23; 7-17-23) Attend and participate in Hopkins/Pralle fence

views. (7-13-23) Final additional notices of Nelson fence view to occur July 24, 2023 prepared and mailed to both parties. (7-14-23) Prepare for 7-24-23 BOCC meeting. Attend and participate in BOCC meetings. (7-20-23;7-24-23) Attend and participate in Nelson and Rhoton fence view. (7-24-23) Attend and participate in BOCC meetings. (7-27-23;7-31-23) Work on Hopkins/Pralle fence view. (7-28-23) Attend and participate in BOCC meetings. (8-10-23;8-14-23) Work on commission agenda report for draft fence view order on Hopkins/Pralle view. (8-14-23; 8-15-23) Attend and participate in BOCC meetings. (8-17-2023; 8-21-23;8-24-23; 8-28-23; 8-31-23) ***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)***

“Constitutional Protection of County Home Rule”:

County Counselors Association of Kansas:

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

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

“Dark Store”:

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

Federal Rules on Vaccination Mandate:

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

Court of Appeals stating that fact. (7-17-23; 7-19-23) Communication with opposing counsel on immediately preceding issue. (7-21-23; 7-22-23; 7-24-23-7-25-23) Work on immediately preceding response and file with Court of Appeals. (7-21-23; 7-22-23; 7-23-23; 7-24-23; 7-25-23) Court of Appeals has retained jurisdiction based upon my Response to Order to Show Cause. Draft and file Motion for extension of time to file brief in support of County's position. (7-31-23) **Work on record on appeal. (9-11-23;9-12-23;9-13-23)**

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

Legislation: Invitations out to state delegation for December 12, 2022 legislative conference, along with copy of agenda. (12-1-22) Reminders out to legislative delegation of 12-12-22 legislative conference. (12-8-22) Preparation for legislative conference. (12-11-22) Attend and participate in legislative conference. (12-12-22) Discuss legislative issue with County Appraiser. Review information and advise. (12-27-22) Discuss with 2 other county's county counselors possibility of linking up both our respective legislative delegations and lobbyists for cooperative action on potential "nuisance abatement" statute during 2023 legislative session. (12-29-22) Discuss with County Clerk and legislative delegation member the RNR statute. (1-3-23) Drive to Topeka and pick up lobbyist badge for 2023 state legislative session. (1-3-23) Week of January 23, 2023: Work on "vacant lot" house bill (HB 2083) and discuss with our legislative delegation; Work on RNR statute modification bill (HB 2002) and provide BOCC written testimony in support. Review legislative issues identified by contract lobbyist. (1-27-23.) Work on Nuisance Abatement legislation proposal on Riley County platform. (1-25-23;1-26-23; 1-27-23) Work on SB 90 and HB 2148—Treasurers' Association auto tag fee bill. (1-26-23; 1-27-23) Review proposed schedule for temporary financing of High Plains Road project. (1-28-23) Review testimony from County Clerk's association on HB & HB involving election matters. (2-6-23) Work on SB 162 (nuisance abatement) (2-9-23;2-10-23) Complete testimony in support and deliver required 75 paper copies to lobbyist for routing to Senate Local Government committee secretary.(2-10-23) Provide Riley County state legislative delegation, contract lobbyist, and KAC Riley County's testimony in support of SB 162. (2-10-23) Route to Rep. Mike Dodson County Appraiser's input on: HB2232 (Appraiser Qualifications); HB 2319 (tax exemption on business property in competition with property owned or operated by government); HB 2201(requiring 5 years valuations listed on CVNs); HB 2200 (exemption on homestead, retired, military); HB 2220 (5yr property tax exemption on startups); HB 2231 (tax exemptions for daycare); HB2056, HB 2057, HB 2237(no position from appraisers' association or Appraiser). Provide BOCC testimony and our SB 162 to another county at that other county's request—they are struggling with a number of "nuisance" real properties. (2-10-23) Work on SB 1623 and prepare for upcoming legislative hearing. (2-13-23) Attend and participate in legislative hearing on SB 162 before Senate Local Government Committee. (2-14-23) Zoom with Treasurer and County Clerk on SB 248. (3-1-23) Work on SB 248 & 252 analysis for relay to KAC and legislative delegation. (3-2-23;3-3-23; 3-7-23; 3-8-23) Work on analyzing SB 228 (amendment of multiple statutory provisions on jail administration) in response to legislative delegation member's question; after requesting and receiving impact opinion from RCPD on any change county might support for

reimbursement of jail inmate medical costs. Communicate with legislator. (3-8-23; 3-13-23;3-14-23) Communicate with contract lobbyist to work on scheduling “virtual” follow up legislative conference with delegation. Work with Cindy K. (3-15-23). Analyze and prepare for discussion of potential litigation in upcoming executive session. (3-15-23) Discuss legislative matter with member of delegation. (3-15-23) Communicate with legislative delegation to schedule virtual follow up legislative conference either April 10, 2023, or April 17, 2023. (3-16-23) Communicate with contract lobbyists. (3-17-23) Communicate with responding delegation members about their preferred dates. (3-18-23;3-19-23) Review communication from delegation member on pending bills. (3-19-23) Communicate with County Appraiser on proposed SCR freezing real property tax values at no more than 3% increase annually.(3-19-23) Work with PIO and County Appraiser on public statement regarding legislative item. (3-20-23; 3-21-23 Respond to staff communication on apparent status of SB 248 (exemption for “food” in existing and future local sales taxes) and HB 2002 (RNR notice costs paid by the state). (3-22-23) Work at county staff level on SB 248; SB 252. (3-1-23; 3-2-23; 3-3-23) Prepare for discussion with BOCC I’ll suggest at tonight’s public meeting in City of Riley. (3-30-2023) SB 323—requiring election of all county appraisers statewide. (3-30-23) Work on H Sub SB 42. Discuss with contract lobbyist. (4-2-23; 4-3-23) Work with PIO and County Appraiser on possible press release regarding SCR 1610. (3-21-23; 3-22-23) Prepare for March 27, 2023 Intergovernmental Luncheon and legislative update to present. (3-26-23) Attend and participate in Intergovernmental Luncheon—statutory update. (3-27-23) Work with PIO and County Appraiser on possible press release regarding SCR 1610. (3-27-23) Email delegation invitation to virtual follow up legislative conference scheduled for April 10, 2023, 10:30-11:30 a.m. (4-3-23) Review amended HB 2002—eliminating that portion of existing locally voter approved sales taxes generated by food sales; SCR 1611—4% ceiling on annual property valuations. (4-6-23) Draft agenda for 4-10-23 virtual legislative conference. Invitations out to contract lobbyist and KAC lobbyist. (4-7-23) Discussion with county’s contract lobbyist on status of various legislative items following legislature’s 4:30 a.m. adjournment Friday morning. (4-7-23) Draft agenda for virtual legislative conference. (4-7-23) Assist BOCC with conducting virtual legislative conference. (4-10-23) Review portions of 127-page Conference Committee Report on SB 8 “competition” and a host of other legislative issues. (4-27-23) Conversation with contract lobbyists to schedule teams meeting. (8-2-23) Communicate with contract lobbyists to schedule upcoming Teams meeting. (8-3-23; 8-4-23;8-6-23) Prepare for Thursday upcoming presentation to BOCC of 2024 session legislative requests for KAC legislative platform. (8-6-23) Teams meeting with contract lobbyists. (8-9-23) Meeting with member of state legislative delegation and BOCC member. (8-21-23) Attend and participate in first KAC legislative policy committee meeting. (8-30-23)

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

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

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

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

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

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

Rural Economic Development Advisory Board:

Staff Budget and Planning Committee:

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

II. Projects by Department:

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

Riley County Appraiser's Office: Assist with legal issue. (12-1-22) Discuss with County Appraiser separate legal issue. (12-2-2) Assist Department Head with legal issue and prepare for executive session on same. (12-1-22; 12-7-22) Discuss legislative conference matter with Department Head. (12-7-22) Department Head notifies of property taxpayer verbally abusive to staff. Advisee. (12-13-22) Discuss legislative issue with Department Head. (12-28-22) Discuss real property issue with Department Head and setting up staff meeting to discuss further. (12-29-22) Discuss KORA issue with Department Head and advise. (1-3-23) Review info from County Appraiser on upcoming property tax appeal. Provide additional background information to Appraiser. (1-28-23) Advise on exemption matters. (2-8-23) Meet with County Appraiser on exemption issue. (3-6-23) Meet with County Appraiser and taxpayer representatives on same exemption issue. (3-7-23) Discuss with different taxpayer representative different exemption issue. 3-7-23) Review different pending exemption request material, at request of Department Head. (3-13-23) Advise Department Head on assessment issues. (3-20-23) Discussion with Department Head of legal issue. (4-27-23) Discuss separate exemption through bond issue. (5-3-23) Analyze IRB issue and advise Department Head. (5-5-23) Advise on legal question. (5-19-23) Assist Dept. Head with legal issue. (5-30-23) Advise on separate legal issue different from immediately preceding first two issues. (5-30-23) Discussion with Department Head. (6-13-23) Return call from Department Head. Discussion with Department Head of legal issue. (6-14-23) Meeting with County Appraisal and legal staff on nuisance property issue. (6-14-23) Communicate with Department Head on legal issue. (6-20-23) Assist and advise Dept. Head on BOTA issue. (7-18-23;7-19-23) Advise Department Head on BOTA issue. (7-20-23) Communicate with Department Head and Deputy County Counselors about BOTA issue. (8-9-23) Communicate with Department Head and this office's Deputies regarding property tax exemption issue. (8-13-23) Communicate with Department Head and this offices Deputies regarding property tax valuation issue. (8-13-23) Discuss with Department Head and advise on legal issue. (8-14-23; 8-15-23)

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

Riley County Clerk: Review form of license application and its requirements at request of Clerk's staff. (12-7-22) Review revised license application provided today by Clerk's Office staff. Approve "as to form." (12-8-22) Review and respond to bond counsel question on term sheet for short term financing. (2-6-23) Advise on release of information issue. (4-19-23) Advise and assist departmental staff on release of information issue raised by state agency. (4-21-23) Assist with KORA issue. (5-3-23) Assist with same KORA issue through communication with outside requester; communication with I.T. based on prior provision of similar information requested in 2021. (5-4-23) Work on request for electronic data. (5-22-23; 5-23-23; 5-26-23) Discuss contract issue. (6-2-23) Discuss contract issue. (6-13-23; 6-14-23) Work on same contract issue. (6-14-23) Teams meeting with Clerk and Election Supervisor on contract issue. (6-15-23) Confirm with County Clerk and Election Supervisor vendor has agreed to contractual provisions attachment; advise to place on BOCC agenda of public meeting on 6-22-23. (6-19-23) Work on separate proposed contract. Schedule Teams Meeting with Department Head and Election Supervisor for 6-21-23. (6-20-23) Teams meeting with Department Head and Election Supervisor on contract issue. Discuss. (6-21-23) Work with staff and advise on open records act issue. (7-24-23; 7-25-23; 7-26-23) Work on new open records act issue. (7-27-23; 7-28-23; 7-31-23; 8-1-23) Work on open records act issues. (8-2-23; 8-3-23; 8-4-23; 8-7-23; 8-8-23; 8-9-23) ***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)***

Riley County Community Corrections:

Riley County Emergency Management: Contacted by EM regarding a 911 service issue. Discuss with EM Director. I called resident and left message with adult in home. (12-1-22) Return 12-5-22 call from resident. I describe to resident options as I understand and staff (EM and 911) work to this point and 911's referral of issue to state's 911 coordinating council—in hopes they can obtain solution for resident from A T & T landline provider (resident reports no cell service available his location). Encourage resident to try a number available to reach 911 as short-term solution while 911's involvement with state coordinating council. Encourage resident to call me with result of his use of that landline number to reach 911. Make arrangements to speak with resident by end of this week with any results of my conversations with 911. Talk with 911 and Tyler brings me up to speed on where this is with 911 coordinating council. (12-6-22) Call back resident and inform Tyler of 911 has been told should hear back "soon" from 911 coordinating council. I relay that information by phone to resident. He verifies his test of direct line call to 911 did work today. Understands that is an interim solution while coordinating council effort plays out. Encouraged him to call me back and check on progress of state coordinating council effort, within next 2 weeks, or whenever he wants to do so. (12-6-22) Contacted by PIO for information. Provide. Review info. (12-6-22) Follow up from 911 and PIO on interim solution is working based on test by resident. (12-7-22) Meet with Department Head on proposed EM personnel policies and Standard Operating Guidelines. (12-9-22) New information provided by Department Head on foregoing resident's report of continued issue with 911 contact, based on info he received from his land line provider. (1-4-23) Department Head inquires about process for development of SOGs. Consult with HR who advises Department Head. (1-4-23) Request for contract assistance. (1-30-23) Information provided on scheduling training opportunity on FLSA. (1-30-23) Information provided on CPE building security. (1-30-23) Discuss litigation matter with Department Head. (2-8-23) Discuss pending legal matter with Department Head. (4-5-23) Prepare Declaration of Local Disaster Emergency; Obtain signatures of Vice-Chairman & County Clerk; File with County Clerk; Deliver to Baldwin Fisher for transmittal to KDEM. (3-20-23) Discussion with Department Head and confirm he wants existing Declaration of Local Disaster Emergency to expire by its terms this Monday, March 27, 2023 at 12:01 a.m. (3-22-23) Advise BOCC during public meeting of March 26, 2023 of immediately foregoing decision on Declaration of Local Disaster Emergency. (3-26-23) Forward to Shelley KORA issue. Advise Dept. Head and Staff Shelley will be contacting them. (8-2-23)

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

Riley County Extension: Work on annual authorization for controlled beer sales during rodeo at county fair. (5-31-23) Work with Director on parking issue at fair site. Contact USD 383. (7-20-23; 7-21-23)

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

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

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

Riley County Historical Museum:

Riley County Human Resources: (1-4-23) Discuss with HR Manager and advise on personnel issue. (2-6-23) Assist with contract matter involving a different department. (2-21-23) Review contract and approve as to form. (3-18-23) Schedule discussion on two HR issues. (3-22-23) Discuss with HR Manager solicitation on county property by local business. (3-29-23) Communication from outside counsel on pending discovery matter in litigation. Communicate with HR manager and outside counsel. (4-5-23) Work with HR and Department Head on personnel matter. (4-5-23) Respond to inquiry from staff working group on building environmental concern. Meet with staff working group. (4-7-23) Communicate with HR and Department Head regarding inquiry on a court interpretation of FMLA issue. (4-7-23) Discussion with staff working group on environmental issue. (4-11-23) Communicate with Department and schedule meeting on FMLA issue. (4-14-23; 4-17-23) Assist HR with personnel matter. (4-19-23) Assist HR with two personnel matters. (4-20-23) Discussion with HR on personnel matter. (4-25-23) Assist HR staff with contractual issue. (4-25-23) Assist HR with benefits issue for a department's workforce. (4-25-23) Review and analyze different contractual issue. (4-25-23) Assist HR with discussion of new personnel issue. (4-26-23) Work on contract issue for HR and advise. (4-27-23) Work on personnel issue with HR and a Department. (4-28-23) Advise personnel issue involving unemployment insurance. (5-3-23) Work with HR and Department Head on personnel issue. (5-4-23) Discuss with staff "COVID" working group (Ambulance; RCHD; HR; Clerk) end of the public health

emergency and benefits question raised. ((5-4-23) Communicate with HR and Department Head on personnel issue. (5-4-23) Discussion with Deputy County Counselor Woodard regarding legal issues surrounding immediately preceding legal issue. (5-4-23) Work on immediately preceding issue. Communicate with HR and Department Head. Schedule meeting with HR and Department for 5-5-23 (5-4-23) Meet with HR and assist with unrelated personnel issue. (5-4-23) Meet with Department Head and Deputy Counselor Woodard on issue scheduled on 5-4-23. (5-5-23) Teams meeting with HR and department leadership on personnel issue. Follow up with HR on same personnel issue. (5-8-23) Conversation with HR on different personnel issue. (5-8-23) Discuss personnel issue with HR Director. (5-19-23) Work on personnel issue. (5-22-23) Communicate with HR on pending litigation matter. (5-22-23) Assist HR with personnel issue. (5-31-23) Assist HR with personnel issues. (6-6-23) Assist HR with contractual issue. (6-7-23) Assist HR and county department with personnel issue. (6-12-23) Exchange communications with HR and department about personnel issue discussion rescheduling. (6-16-23) Communication from Dept. on personnel issue. Analyze. (6-15-23) Work on legal issue for Department. (6-25-23) Assist Department with legal issue. (6-26-23) Assist Director and a Department Head with HR matter. (7-11-23; 7-12-23) Discuss 3 different personnel law issues with Director. (7-18-23) Advise Department on 2 unrelated personnel law issues. (7-21-23) Discuss personnel law issue. (8-2-23) Communicate with HR regarding legal issue. (8-9-23) Communicate with HR regarding search to fill vacant Legal Assistant Position. (8-13-23) **Finalize Greed Dot Contract. (9-12-23)**

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

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

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

Riley County Planning & Development: Discuss issue with after phone call from County Sanitarian. (12-5-22) Discuss immediately preceding issue with Department Head (12-6-22) Phone conference with Department Head and County Sanitarian on previous issue. Possible solution reached based on input from Department Head and Sanitarian. County Sanitarian will speak with property owner. (12-7-22) Review new form proposed by P & D staff for land use regulations. Route issue to Craig for his review. (12-8-22) Discuss benefit district issue with Department Head and Deputy County Counselor. (12-20-22) Review information on preceding provided by Department Head. Further discussion on same issue. (12-20-22) Attend pretrial in District Court on Prairiewood appeal. (2-6-23) Approve draft pretrial order presented by opposing counsel; advise county staff witnesses of revised trial date. (2-7-23) Meeting with staff member to prepare for Prairiewood appeal. (2-28-23) Participate in zoom meeting with staff regarding upcoming Keats public meeting scheduled for 3-9-23, 7 p.m. (2-23-23) Analyze potential Memorandum of Understanding. (3-15-23) Discuss with Department Head benefit district question. (3-15-23) Work on Prairiewood District Court Appeal. (3-17-23) Communicate with Department Head and Craig about meeting next week to discuss issue relating to transition of EHS. (3-18-23) Discuss with Planning and Development Director possible contract for assistance with soil testing, given current lack of EHS. Meet with Director and Deputy Counselor on this subject in conference room, later same day. (3-22-23) Discuss potential contract development for soil inspections with temporary EHS assistance. Work toward potential contract (3-28-23) Work toward same potential contract. Discuss with Department Head. (3-29-23) Work on appellate argument in Prairiewood appeal to District Court. (3-29-23) Work on appellate argument in Prairiewood appeal to District Court. (3-30-23; 3-31-23) File appellate brief in Prairiewood appeal to District Court. (3-31-23) Advise Department Head on contract matter. (4-6-23) Discuss with Department Head contract matter. Draft contract for EHS assistance and provide to Department Head (4-10-23) Communicate with Department Head on their proposed revisions to EHS draft contract. Work on those revisions/additions. Complete revision/additions and forward

to Department Head for review. (4-11-23) Answer staff question about planning board hearing. (4-11-23) Conversation with Department Head on pending contract issue. (4-25-23) Conversation with Department Head on pending public hearing matter. (4-25-23) Meet with GIS on upcoming public hearing on land use issue. (4-25-23) Assist department staff by updating them and Department head on results of immediately preceding meeting with GIS. (4-25-23) Discuss with insurance agent coverage issue related to above contract for EHS assistance. (4-27-23) Discuss with Department Head movement of Prairiewood appeal to later hearing date. (4-30-23) Prepare for District Court hearing on Prairiewood; discussion with county witness. Relay information obtained to Planning & Development. (5-3-23) Assist Dept. Head with road renumbering issue. (5-30-23) Draw up agreed order withdrawing my motion finding requests for admission provided appellant are admitted. File approved order electronically. (6-5-23; 6-6-23) Schedule meeting with Department Head and staff on nuisance property. (6-9-23) Work on benefit district project and its authorization. (6-12-23; 6-13-23) Communicate with staff on nuisance property. (6-14-23) Work on Prairiewood appeal to District Court. (7-25-23; 7-26-23) Communicate with staff on different property in violation of county codes. (7-27-23) Work on Prairiewood appeal to District Court. (8-1-23; 8-2-23) Work on Prairiewood appeal to District Court. (8-3-23; 8-4-23; 8-6-23; 8-7-23; 8-8-23; 8-9-23) Work on Prairiewood appeal to District Court. (8-10-23; 8-11-23; 8-12-23; 8-13-23; 8-14-23; 8-15-23; 8-16-23) Work on Prairiewood appeal to District Court. (8-17-23; 8-18-23; 8-19-23; 8-20-23; 8-21-23; 8-22-23; 8-23-23; 8-24-23; 8-25-23; 8-26-23; 8-27-23; 8-28-23) Represent County in District Court hearing on Prairiewood appeal. (8-29-23)

Riley County Public Information Officer: Work with PIO scheduling my review of 2 proposed policies. (4-5-23) Respond to PIO question to staff working group about possible informational program for county employees. (5-8-23) Further communication with PIO and working group about same informational program. (5-8-23) Communication from PIO requesting legal advice. (7-24-23)

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

with county insurer and department head on transfer station contract negotiation. (3-22-23) Conversation with attorney for transfer station operator about COLA in the proposed agreement and how it should work. (3-22-23) Conversation with City of Ogden Counsel about Cimmaron Bridge inspection and maintenance of overflow channel. (3-22-23) Discuss with our insurer transfer station insurance issue relevant to our negotiation for renewed contract with operator. (3-22-23) Discuss with insurer and Department Head insurance issue relevant to negotiation for renewed contract with operator. (3-26-23) Discussion with Department Head another Department Head and Division leader regarding scheduling of initial discussion at such staff level about environmental status of building. (3-28-23) Discuss with Department staff question on approval of contract for agenda. Confirm already provided to staff working group on contract's project. Relay confirmation. (3-30-23) Work with Department Head on Cimmaron Bridge inspection and City of Ogden's request. Speak with counsel for City of Ogden. (4-4-23) Work with Department Head on short term financing issues related to University Park and Lagoon Project. (4-4-23). Approve "as to form" contract extension with Howie's. (4-3-23) Respond to Craig's concept of potential new grant or loan opportunity for benefit district project. (4-5-23) Review University Park EPA consent order and work with Department Head on its use in possible project funding application. (4-5-23) Discuss contract issue with Department. (4-6-23) Analyze contract matter for Department. (4-6-23) Field question from bond counsel regarding the U.P. lagoon project ordered by EPA. Discuss with Department Head. Department head provides me answer to bond counsel question. (4-7-23) Relay Department Head's answer to bond counsel question about UP lagoon project. (4-9-23) Different project within Department—ongoing contract issue question forwarded by Julie Winter. (4-7-23) Discuss with Department Head and Assistant County Engineer in team meeting potential renewal of transfer station operation agreement. (4-10-23) Relay update to staff member my provision of U.P. lagoon project info to bond counsel. (4-11-23) Discuss scheduling a meeting on contract development issue. (4-17-23) Leave voicemail about scheduling meeting on contract development issue. (4-18-23) Teams meeting with Department Head and contractor on construction project issue. (4-21-23) Call from attorney for transfer station operator. Discuss upcoming potential meeting. (4-27-23) Relay information to Department Head and Assistant County Engineer. (4-27-23) Voicemail left with insurance agency on status of coverage issue on potential transfer station contract. (4-27-23) Discuss with Assistant County Engineer separate contract issues on Transfer Station and County Complex waste pickup. (4-28-23) Discuss with Department Head and Assistant County Engineer transfer station operation. (5-2-23) Work toward potential agreement on parking lot. (5-3-23) Work toward potential agreement on parking lot. (5-4-23) Discuss potential contract and bid documents on culvert replacement. Advise Assistant County Engineer. (5-5-23) Communicate with Staff on completion of review of contract issue. (5-19-23) Analyze contract issue on separate project at request of Department Head. Discuss with Department Head. (5-19-23) Teams meeting with Department Head on lease issue; and on township issue. (5-23-23) Communicate with landowner. (5-24-23) Continue work on lease issue. (5-24-23; 6-6-23) Work on same lease issue. (6-11-23; 6-12-23) Discuss transfer station operation with Department Head and Assistant County Engineer (6-12-23; 6-13-23; 6-14-23) Work on benefit district project and its authorization (6-12-23; 6-13-23) Discuss transfer station issue with Department Head and Assistant County Engineer. (6-14-23) Communicate with Department Head and Assistant County Engineer about opportunity to Teams Meet with Operator and his counsel 6-23-23. (6-19-23) Send invitations for Teams Meeting to Operator, his counsel, Department Head and Assistant County Engineer. (6-20-23) Work on parking lot lease project. (6-19-23; 6-20-23; 6-21-23; 6-22-23; 6-26-23) Work on contract for transfer station. Communicate with Department Head and Assistant County Engineer. (7-1-23) Communication from KDOT on City of Ogden bridge inspection. (7-1-23) Work on contract for transfer station. (7-1-23; 7-2-23; 7-5-23) Review and approve "as to form" term sheets and associated bond counsel documents for financing of two distinct scheduled construction projects. (7-20-23) Work with bond counsel on financing for two distinct scheduled projects. (7-24-23; 7-25-23) Review and approve as to form contract documents for public safety headquarters construction project—Construction Manager at Risk. (7-27-23) Work on contract for transfer station. (8-3-23; 8-4-23) Review for BOCC signature at this Thursday's scheduled public meeting, proposed final contract returned today by transfer station operator. (8-14-23)

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

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

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

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

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

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

Attachment: FINAL Commission List 09.18.2023 (13742 : Clancy's Commission List)

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)

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

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

Department Head Committee: Attend and participate in department Head Committee Meeting. Remind Department Heads of next Monday's Legislative Conference, that they are all invited; and it is an opportunity to interact for the first time with new members of our delegation. Also described I will be inviting all delegation members to contact Department Heads throughout the legislative session when they have any questions about this county's daily operation or of counties generally. (12-7-22) Attend and participate in Committee Meeting. (12-21-22) Attend and participate in committee meeting. (2-15-23) Attend and participate in committee meeting. (3-1-23) Attend and participate in committee meeting. (4-5-23) Attend and participate in committee meeting. (4-19-23) 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)

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

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:

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

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

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



**COUNTY
COUNSELOR/ADMINISTRATIVE
SERVICES**
Agreement

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

COMMISSION AGENDA REPORT

FROM: Jana Chingway, Office Manager

MEETING: September 18, 2023

SUBJECT: Corrected Order Assigning Partition Fence Responsibility

PRESENTER: Clancy Holeman, Riley County Counselor

BACKGROUND

On August 17, 2023, the Board approved the Order Assigning Partition Fence responsibly for Craig Hopkins, Thomas Hopkins, Marshall Corbin and Janet Pralle. That order was not filed, because additional text for the order was required to show liability for the statutory fees of the fence viewers. I amended that order to reflect the addition of those fees. That order was not filed with the Register of Deeds because of the following defect in its text.

On or about August 22, 2023, it was discovered the courses (directions) of the partition fence at issue were incorrectly described in that August 17, 2023 order. So I placed a new corrected order before the BOCC and had it signed August 24, 2023.

But after August 24, 2023, and before I could file that order with the Register of Deeds, an error in the described “book and page” of one of the two parcels was discovered. Additionally, the assigned amount of cost liability for the viewed fence had been incorrectly carried out one decimal point too far. It read “\$6,816.195” assigned to both adjoining landowners. That error has been corrected in today’s order to read an assignment of “6,816.19” to each of the two adjoining landowners.

POSSIBLE MOTION(S)

A. “I move the Board sign the corrected Order Assigning Partition Fence Responsibility.”

- B. “I move the Board sign the corrected Order Assigning Partition Fence Responsibility, with the following changes... .”
- C. “I move the Board not sign the corrected Order Assigning Partition Fence Responsibility.”

Enclosures:

- Order Assigning Partition Fence Responsibility - Hopkins-Pralle (DOC)

ORDER ASSIGNING PARTITION FENCE RESPONSIBILITY

WHEREAS, on July 13, 2023, pursuant to a written request made May 2, 2023, by Craig Hopkins, Thomas Hopkins, and Marshall Corbin, landowners, and a separate written request made July 12, 2023 by Janet Pralle, landowner, the Riley County Commissioners, in their capacity as fence viewers, viewed the partition fence line between the real property of Craig Hopkins, Thomas Hopkins and Marshall Corbin (hereinafter, parcel “A”) and the real property of Janet Pralle (hereinafter, parcel “B”); and

WHEREAS, attached hereto and incorporated by reference is “Exhibit 1,” an aerial photo showing the relative locations of parcels “A,” “B” and the partition fence line between the two parcels; and

WHEREAS, parcel “A” (Hopkins, Hopkins and Corbin) is located generally east of the farthest west line of the above-described partition fence, such line running north from Indian Hills Road, then such fence line runs to the east, and the legal description for the relevant portion of parcel “A” is contained within a deed filed with the Riley County Register of Deeds at Book 889, Page 5846, as:

A tract of land in the West Half of the Northwest Quarter of Section 26, Township 6 South, Range 6 East of the Sixth Principal Meridian. Riley County, Kansas as follows:

Beginning at a point that is S 00°01'23" E 1327.29 feet from the Northwest Corner of the Northwest Quarter of said Section 26, said point being the Northwest Corner of the South Half of the West Half of the Northwest Quarter of said Section 26; thence S 89°29'30" E 1320.09 feet to the East Line of West Half of the Northwest Quarter of said Section 26; thence S 00°05' 11" E 1327.29 feet to the Southeast Corner of the West Half of the Northwest Quarter of said Section 26; thence N 89°29'30" W 1321.56 feet to the Southwest Corner of the Northwest Quarter of said Section 26; thence N 00°01'23" W 1327.28 feet to the point of beginning, containing 40.20 acres.

WHEREAS, parcel “B” (Janet Pralle) is located generally west and north of both the above-described courses of the above-described partition fence and the legal description for the

relevant portion of parcel "B" is contained within a deed filed with the Riley County Register of Deeds at Book 832, Page 1355, as:

The West Half of the Northwest Quarter of Section 26, and the East Half of the northeast Quarter of Section 27, all in Township 6 South, Range 6 East of the 6th P.M., excepting a strip described as follows: Commencing at the Northwest corner of said Southeast Quarter of said Northeast Quarter, thence South along the West line of said tract 45 rods, thence East 3 5/9 rods, thence North 45 rods, thence West 3 5/9 rods to the point of beginning, Riley County, Kansas, subject to road easement to the United States of America as recorded in Book 289 at Page 433 in the Office of the Register of Deeds, Riley County, Kansas, and subject to easements, restrictions and rights-of-way both visible and of record.

LESS

A tract of land in the West Half of the Northwest Quarter of Section 26, Township 6 South, Range 6 East of the Sixth Principal Meridian. Riley County, Kansas as follows:

Beginning at a point that is S 00°01'23" E 1327.29 feet from the Northwest Corner of the Northwest Quarter of said Section 26, said point being the Northwest Corner of the South Half of the West Half of the Northwest Quarter of said Section 26; thence S 89°29'30" E 1320.09 feet to the East Line of West Half of the Northwest Quarter of said Section 26; thence S 00°05' 11" E 1327.29 feet to the Southeast Corner of the West Half of the Northwest Quarter of said Section 26; thence N 89°29'30" W 1321.56 feet to the Southwest Corner of the Northwest Quarter of said Section 26; thence N 00°01'23" W 1327.28 feet to the point of beginning, containing 40.20 acres.

WHEREAS, reasonable notice of this view was given to the owners of parcels "A" and "B" prior to a July 13, 2023 viewing, and the parties were given an opportunity to present their respective positions on site at that proceeding before the fence viewers, ; and

WHEREAS, the owner of parcel "B" began and completed her construction of an electrified fence one day before the July 13, 2023, viewing and faxed her request for a view to counsel for the fence viewers July 12, 2023; and

WHEREAS, during the July 13, 2023, proceeding on site by the fence viewers, the owners of parcels "A" and "B" disagreed between themselves about the need for the partition fence by the owners of parcel "A" and their discussion raised the possibility of multiple future contractual claims by the parties; and

WHEREAS, none of the potential contractual claims of the parties are addressed or resolved by this Order because they are not within the statutory authority of the fence viewers; and

WHEREAS, K.S.A. 29-304 authorizes the fence viewers, to assign to each adjoining landowner(s) an equal share or part of a partition fence that each is to keep up and maintain in good repair; and

WHEREAS, K.S.A. 29-307 authorizes the fence viewers to assign between adjoining landowners the costs of constructing a partition fence if one of those landowners has “voluntarily” constructed the “entire fence”.

NOW, THEREFORE, THE BOARD OF COUNTY COMMISSIONERS OF RILEY COUNTY, KANSAS, SITTING AS FENCE VIEWERS PURSUANT TO K.S.A. 29-304, hereby find as follows:

1. That the owners of parcel “A” began and completed construction of the partition fence viewed July 13, 2023, before their request for that fence view was submitted on May 2, 2023.
2. That the assignment of responsibility for the upkeep, maintenance and repair of the partition fence line described above shall be as follows:
 - a. The owners of parcel “A,” currently Craig Hopkins, Thomas Hopkins and Marshall Corbin, are hereby assigned responsibility for the upkeep, maintenance and repair of that course of the partition fence running east from the fence’s corner post, and which assigned course includes the gate, and,
 - b. The owner of parcel “B,” Janet Pralle, is hereby assigned responsibility for the upkeep, maintenance and repair of the remaining one-half of the entire length of such partition fence running south from the corner post toward Indian Hills Road,
 - c. No assignment of maintenance responsibility or cost for the electrified fence is made by this Order, since its construction was completed long after the partition fence was completed, and no cost information was submitted in the application for a view of that fence.
3. That the owners of “Parcel A” have, as provided by K.S.A. 29-307, “voluntarily” constructed the entire partition fence and paid for its total construction cost; and the owner of “Parcel B” “shall pay for so much as may be assigned...” by the fence viewers.
4. That the total construction cost of the partition fence described above is \$13,632.39.
5. That the total construction cost of the partition fence described above divided in equal shares between the parties is \$6,816.19, and that the owners of parcel “A” have already paid the total cost of the construction of such fence, and they shall be reimbursed by the owner of parcel “B” for ½ of that total cost. Such reimbursement shall be paid by the owner of parcel “B” in the amount of \$6,816.19.

6. That the partition fence described above shall be maintained and kept in at least as good a condition and state of repair as is required by Kansas law.

This Assignment shall be recorded by the Register of Deeds of Riley County, Kansas, pursuant to K.S.A. 29-304.

Costs

1. Pursuant to K.S.A. 29-203, costs of \$7.50 for each fence viewer, or total costs of \$22.50, shall be borne by the landowners who requested the viewing, Craig Hopkins, Thomas Hopkins and Corbin Marshall.
2. This Assignment shall be recorded by the Register of Deeds of Riley County, Kansas. The cost of that filing shall be paid one-half by the current owner of parcel "A" and one-half by the current owner of parcel "B."

ORDERED this 18th day of September, 2023.

**BOARD RILEY COUNTY COMMISSIONERS,
SITTING AS FENCE VIEWERS, pursuant to
K.S.A. 29-201**

Kathryn Focke, Chairwoman

John Ford, Vice-Chairman

Greg McKinley, Member

ATTEST:

(seal)

Rich Vargo, Riley County Clerk

Attachment: Order Assigning Partition Fence Responsibility - Hopkins-Pralle (13743 : Fenceview Order)

**RILEY COUNTY LAW ENFORCEMENT AGENCY
LAW BOARD MEETING
Keats Park
Pavilion Meeting Room
3221 Reservation Drive
Manhattan, KS
September 18, 2023 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 4-8 | A. Approve August 21, 2023 Law Board Meeting Minutes |
| Pages 9-21 | B. Approve 2023 Expenditures/Credits |
| Page 22 | C. Juvenile Transport Reimbursement |
| Pages 23-26 | D. RCPD Related County Expenditures- <i>(Review)</i> |
| Page 27 | E. Riley County Jail Average Daily Inmate Population- <i>(Review)</i> |
| Pages 28-32 | F. Seizure Expenditures- <i>(Review)</i> |
| | G. Approval of Department Policies |
| Pages 33-36 | 1. Policy 6.4.4 Independent Backup Communications System |
| Pages 37-55 | 2. Policy 22.1.1 Salary Program |
| Pages 56-59 | 3. Policy 44.2.0 Children in Need of Care |
| Page 60-75 | H. Monthly Crime Report- <i>(Review)</i> |
|
IV. <u>GENERAL AGENDA</u> | |
| | I. Additions or Deletions |
| | J. Public Comment |
| | K. Fraternal Order of Police Lodge #17 Comments |
| | L. Board Member Comments |
| | M. Community Advisory Board Update- CAB Chairperson Dennis Cook- <i>(Discussion)</i> |
| | N. Executive Session- <i>(Vote Required)</i> |
| | 1. Non-Elected Personnel Matters |
| | 2. Attorney Client Privilege |
| | O. 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. A recording of the meeting of the Riley County Law Enforcement Agency 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 18, 2023
12:00 p.m.**

Keats Park
Pavilion Meeting Room
3221 Reservation Drive
Manhattan, KS

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

Attachment: 09-18-2023 Law Board Packet (12946 : Law Board Meeting Agenda)

RILEY COUNTY POLICE DEPARTMENT MONTHLY BUDGET STATUS REPORT

August 31, 2023	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	15,637,969.00	1,214,380.57	9,870,885.57	63.12%	8,666,024.99	5,767,083.43	36.88%
02 Salaries-Part Time	125,000.00	7,080.69	53,850.02	43.08%	50,184.93	71,149.98	56.92%
03 Salaries-Overtime	471,762.00	52,067.46	433,418.74	91.87%	399,737.58	38,343.26	8.13%
TOTAL SALARIES	16,234,731.00	1,273,528.72	10,358,154.33	63.80%	9,115,947.50	5,876,576.67	36.20%
36 Kansas Police & Fire	2,155,361.00	179,666.86	1,439,383.38	66.78%	1,176,324.81	715,977.62	33.22%
37 KPERS	646,542.00	48,847.50	417,282.66	64.54%	340,239.27	229,259.34	35.46%
38 Social Security	654,574.00	48,509.13	401,625.94	61.36%	357,642.47	252,948.06	38.64%
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	6,535.41	155,418.31	40.90%	105,202.46	224,581.69	59.10%
41 Unemployment Compensation	16,234.00	1,223.53	9,917.28	61.09%	8,722.69	6,316.72	38.91%
TOTAL EMPLOYEE BENEFITS	5,389,861.00	404,782.43	3,383,627.57	62.78%	2,948,131.70	2,006,233.43	37.22%
TOTAL PERSONNEL COSTS	21,624,592.00	1,678,311.15	13,741,781.90	63.55%	12,064,079.20	7,882,810.10	36.45%
04 Utilities	205,000.00	24,232.03	149,798.07	73.07%	154,135.16	55,201.93	26.93%
05 Insurance	320,000.00	0.00	474,705.00	148.35%	499,617.00	-154,705.00	-48.35%
06 Legal & Accounting	85,000.00	13,056.19	54,840.12	64.52%	48,481.73	30,159.88	35.48%
07 Training & Travel	108,000.00	3,509.50	72,322.08	66.96%	120,793.92	35,677.92	33.04%
08 Postage	7,400.00	1,098.25	4,940.59	66.76%	2,905.75	2,459.41	33.24%
09 Printing	7,500.00	0.00	1,984.86	26.46%	2,454.50	5,515.14	73.54%
10 Rentals-Maint Agreements	60,000.00	4,633.86	34,464.91	57.44%	31,594.00	25,535.09	42.56%
11 Building & Grounds	30,000.00	4,046.29	22,477.82	74.93%	18,784.49	7,522.18	25.07%
12 Equipment Repair & Maintenance	85,000.00	3,152.28	14,861.64	17.48%	33,010.96	70,138.36	82.52%
13 Vehicle Maintenance	90,000.00	9,669.97	81,594.90	90.66%	116,660.84	8,405.10	9.34%
14 Telephone Service	62,000.00	7,246.35	48,312.20	77.92%	62,198.46	13,687.80	22.08%
16 Medical Fees	15,000.00	2,010.00	13,235.42	88.24%	20,326.15	1,764.58	11.76%
19 Contractual Services-Computers	690,000.00	77,565.68	373,205.34	54.09%	620,518.32	316,794.66	45.91%
20 Other Contractual Services	314,000.00	69,956.59	609,739.91	194.18%	420,127.99	-295,739.91	-94.18%
TOTAL CONTRACTUAL SERVICES	2,078,900.00	220,176.99	1,956,482.86	94.11%	2,151,609.27	122,417.14	5.89%
17 Prisoner Food & Care	195,000.00	53,294.64	246,184.82	126.25%	236,921.13	-51,184.82	-26.25%
21 Community Services	17,500.00	0.00	8,262.92	47.22%	10,159.27	9,237.08	52.78%
22 Books, Subscriptions, Memberships	10,000.00	940.00	6,518.06	65.18%	5,505.06	3,481.94	34.82%
23 Uniforms & Accessories	40,000.00	3,219.88	32,567.84	81.42%	67,547.70	7,432.16	18.58%
25 Maintenance Supplies	29,500.00	2,613.27	10,511.48	35.63%	13,607.31	18,988.52	64.37%
26 Fuel & Lubrication	163,000.00	22,085.32	148,341.25	91.01%	178,908.61	14,658.75	8.99%
27 Vehicle Tires	17,000.00	43.61	4,211.16	24.77%	7,992.80	12,788.84	75.23%
28 Office Supplies	24,000.00	1,099.94	22,514.85	93.81%	33,415.92	1,485.15	6.19%
29 Replenishment Supplies	45,000.00	4,682.48	22,631.41	50.29%	42,743.12	22,368.59	49.71%
TOTAL COMMODITIES	541,000.00	87,979.14	501,743.79	92.74%	596,800.92	39,256.21	7.26%
30 Communications Equipment	10,000.00	0.00	200.43	2.00%	18,267.17	9,799.57	98.00%
31 Guns & Crime Equipment	60,000.00	1,512.72	34,244.23	57.07%	60,401.41	25,755.77	42.93%
32 Furniture	15,000.00	671.47	3,912.83	26.09%	5,984.62	11,087.17	73.91%
33 Office Equipment	452,000.00	459.91	69,481.14	15.37%	51,692.00	382,518.86	84.63%
34 Vehicles and Equipment	270,000.00	126,965.58	170,283.28	63.07%	63,296.15	99,716.72	36.93%
TOTAL CAPITAL OUTLAY	807,000.00	129,609.68	278,121.91	34.46%	199,641.35	528,878.09	65.54%
TOTAL NON-PERSONNEL COSTS	3,426,900.00	437,765.81	2,736,348.56	79.85%	2,948,051.54	690,551.44	20.15%
TOTAL EXPENDITURES	25,051,492.00	2,116,076.96	16,478,130.46	65.78%	15,012,130.74	8,573,361.54	34.22%

Attachment: 09-18-2023 Law Board Packet (12946 : Law Board Meeting Agenda)

RILEY COUNTY POLICE DEPARTMENT REPORT OF AVAILABLE BUDGET

August 31, 2023		Budget	Budget	Total	Spent-YTD	Encumbered	Total Used	% Used	Remaining
		Authorization	Credits	Spendable	8 Months		To Date	To Date	Available
01	Salaries-Full Time	15,637,969.00	67,196.28	15,705,165.28	9,870,885.57	0.00	9,870,885.57	62.85%	5,834,279.71
02	Salaries-Part Time	125,000.00	0.00	125,000.00	53,850.02	0.00	53,850.02	43.08%	71,149.98
03	Salaries-Overtime	471,762.00	48,785.17	520,547.17	433,418.74	0.00	433,418.74	83.26%	87,128.43
TOTAL SALARIES		16,234,731.00	115,981.45	16,350,712.45	10,358,154.33	0.00	10,358,154.33	63.35%	5,992,558.12
36	Kansas Police & Fire	2,155,361.00	0.00	2,155,361.00	1,439,383.38	0.00	1,439,383.38	66.78%	715,977.62
37	KPERS	646,542.00	0.00	646,542.00	417,282.66	0.00	417,282.66	64.54%	229,259.34
38	Social Security	654,574.00	0.00	654,574.00	401,625.94	0.00	401,625.94	61.36%	252,948.06
39	Health Insurance	1,537,150.00	200,000.00	1,737,150.00	960,000.00	0.00	960,000.00	55.26%	777,150.00
40	Workers Compensation Insurance	380,000.00	11,096.00	391,096.00	155,418.31	0.00	155,418.31	39.74%	235,677.69
41	Unemployment Compensation	16,234.00	0.00	16,234.00	9,917.28	0.00	9,917.28	61.09%	6,316.72
TOTAL EMPLOYEE BENEFITS		5,389,861.00	211,096.00	5,600,957.00	3,383,627.57	0.00	3,383,627.57	60.41%	2,217,329.43
TOTAL PERSONNEL COSTS		21,624,592.00	327,077.45	21,951,669.45	13,741,781.90	0.00	13,741,781.90	62.60%	8,209,887.55
04	Utilities	205,000.00	222.74	205,222.74	149,798.07	0.00	149,798.07	72.99%	55,424.67
05	Insurance	320,000.00	33.00	320,033.00	474,705.00	0.00	474,705.00	148.33%	-154,672.00
06	Legal & Accounting	85,000.00	0.00	85,000.00	54,840.12	0.00	54,840.12	64.52%	30,159.88
07	Training & Travel	108,000.00	4,473.42	112,473.42	72,322.08	0.00	72,322.08	64.30%	40,151.34
08	Postage	7,400.00	214.22	7,614.22	4,940.59	0.00	4,940.59	64.89%	2,673.63
09	Printing	7,500.00	0.00	7,500.00	1,984.86	0.00	1,984.86	26.46%	5,515.14
10	Rentals-Maint Agreements	60,000.00	0.00	60,000.00	34,464.91	0.00	34,464.91	57.44%	25,535.09
11	Building & Grounds	30,000.00	4,634.36	34,634.36	22,477.82	0.00	22,477.82	64.90%	12,156.54
12	Equipment Repair & Maintenance	85,000.00	0.00	85,000.00	14,861.64	0.00	14,861.64	17.48%	70,138.36
13	Vehicle Maintenance	90,000.00	1,689.75	91,689.75	81,594.90	0.00	81,594.90	88.99%	10,094.85
14	Telephone Service	62,000.00	1,280.27	63,280.27	48,312.20	0.00	48,312.20	76.35%	14,968.07
16	Medical Fees	15,000.00	0.00	15,000.00	13,235.42	0.00	13,235.42	88.24%	1,764.58
19	Contractual Services-Computers	690,000.00	4,910.00	694,910.00	373,205.34	0.00	373,205.34	53.71%	321,704.66
20	Other Contractual Services	314,000.00	5,850.88	319,850.88	609,739.91	0.00	609,739.91	190.63%	-289,889.03
TOTAL CONTRACTUAL SERVICES		2,078,900.00	23,308.64	2,102,208.64	1,956,482.86	0.00	1,956,482.86	93.07%	145,725.78
17	Prisoner Food & Care	195,000.00	5,224.75	200,224.75	246,184.82	0.00	246,184.82	122.95%	-45,960.07
21	Community Services	17,500.00	0.00	17,500.00	8,262.92	0.00	8,262.92	47.22%	9,237.08
22	Books, Subscriptions, Memberships	10,000.00	0.00	10,000.00	6,518.06	0.00	6,518.06	65.18%	3,481.94
23	Uniforms & Accessories	40,000.00	0.00	40,000.00	32,567.84	0.00	32,567.84	81.42%	7,432.16
25	Maintenance Supplies	29,500.00	0.00	29,500.00	10,511.48	0.00	10,511.48	35.63%	18,988.52
26	Fuel & Lubrication	163,000.00	0.00	163,000.00	148,341.25	0.00	148,341.25	91.01%	14,658.75
27	Vehicle Tires	17,000.00	0.00	17,000.00	4,211.16	0.00	4,211.16	24.77%	12,788.84
28	Office Supplies	24,000.00	0.00	24,000.00	22,514.85	0.00	22,514.85	93.81%	1,485.15
29	Replenishment Supplies	45,000.00	408.30	45,408.30	22,631.41	0.00	22,631.41	49.84%	22,776.89
TOTAL COMMODITIES		541,000.00	5,633.05	546,633.05	501,743.79	0.00	501,743.79	91.79%	44,889.26
30	Communications Equipment	10,000.00	0.00	10,000.00	200.43	0.00	200.43	2.00%	9,799.57
31	Guns & Crime Equipment	60,000.00	0.00	60,000.00	34,244.23	0.00	34,244.23	57.07%	25,755.77
32	Furniture	15,000.00	1,188.00	16,188.00	3,912.83	0.00	3,912.83	24.17%	12,275.17
33	Office Equipment	452,000.00	0.00	452,000.00	69,481.14	0.00	69,481.14	15.37%	382,518.86
34	Vehicles and Equipment	270,000.00	16,671.60	286,671.60	170,283.28	0.00	170,283.28	59.40%	116,388.32
TOTAL CAPITAL OUTLAY		807,000.00	17,859.60	824,859.60	278,121.91	0.00	278,121.91	33.72%	546,737.69
TOTAL NON-PERSONNEL COSTS		3,426,900.00	46,801.29	3,473,701.29	2,736,348.56	0.00	2,736,348.56	78.77%	737,352.73
TOTALS		25,051,492.00	373,878.74	25,425,370.74	16,478,130.46	0.00	16,478,130.46	64.81%	8,947,240.28

Attachment: 09-18-2023 Law Board Packet (12946 : Law Board Meeting Agenda)

**RILEY COUNTY LAW ENFORCEMENT AGENCY
LAW BOARD MEETING
City Commission Meeting Room
1101 Poyntz Avenue
Manhattan, KS
August 21, 2023 12:00 p.m.
Minutes**

Members Present: Chairperson John Matta Vice Chairperson John Ford
Secretary Barry Wilkerson Member Wynn Butler
Member Patricia Hudgins Member Betty Mattingly-Ebert
Member Kaleb James (Arrived at 12:19 p.m.)

Absent:

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

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

- I. **Establish Quorum:** By Chairperson Matta at 12:00 p.m.
- II. **Pledge of Allegiance:** Director Peete led the Riley County Law Enforcement Agency (Law Board or Board) in the Pledge of Allegiance.
- III. **Consent Agenda:**
 - A. Approve July 17, 2023 Law Board Meeting Minutes
 - B. Approve 2023 Expenditures/Credits
 - C. Juvenile Transport Reimbursement
 - D. RCPD Related County Expenditures (*Review*)
 - E. Riley County Jail Average Daily Inmate Population- (*Review*)
 - F. Seizure Expenditures
 - 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

Member Mattingly-Ebert asked for clarification on two budget items: item 05 (Insurance) and item 20 (Other Contractual Services) on page two of the Law Board packet. She noticed that spending has exceeded

the authorized budget for both items and noted that health insurance was not included. She had questions about these particular budget line items and asked that the Law Board receive clarification in the near future.

Captain Jager responded by offering to look into the issues mentioned by Member Mattingly-Ebert. He explained that a significant part of the department's insurance expenses is paid upfront at the start of the year. However, he and staff are actively reviewing those expenses and implementing measures to address them. In terms of other contractual services, the department has recently terminated two agreements. He noted that there were conversations during the 2024 budget development discussions of inviting the Law Board to take a closer look at these line items for a better understanding. Captain Jager informed the Board that he and staff hope to address those two particular lines in the near future.

Secretary Wilkerson moved to approve the Consent Agenda as presented. Vice Chairperson Ford seconded the motion. Chairperson Matta polled the Board and the motion passed with Butler, Ford, Hudgins, Matta, Mattingly-Ebert and Wilkerson voting in favor, and no one voting against. The motion passed 6-0.

IV. General Agenda:

H. Additions or Deletions: Vice Chairperson Ford moved to remove items Q. (Executive Session) and R. (Affirmation or Revocation of Discipline) from the General Agenda. Secretary Wilkerson seconded the motion. Chairperson Matta polled the Board and the motion passed with Butler, Ford, Hudgins, Matta, Mattingly-Ebert and Wilkerson voting in favor, and no one voting against. The motion passed 6-0.

I. Public Comment: None.

J. Fraternal Order of Police Lodge #17 Comments: Corporal Rachel Pate, President, Fraternal Order of Police (FOP) Lodge #17, updated the Law Board about two statewide fundraising events for the Special Olympics. On August 26, 2023, all Freddy's Frozen Custard locations hosted a fundraiser called "Custard with Cops," and on August 18, 2303, a similar event was held at Dunkin' Donuts called "Cops at Dunkin." The events lasted approximately 3-4 hours each and provided an opportunity for community members to interact with police officers. Both events raised around \$1,000 to support local athletes participating in the Special Olympics.

K. Board Member Comments: Secretary Wilkerson observed Captain Mark French's promotion and noted that his father, Steve French, had a long and varied career within the police department, serving as an officer, captain, assistant director, and briefly as an interim director in 2007. Wilkerson thought it only appropriate to acknowledge Steve French's service and suggested displaying his picture at the RCPD in recognition of his role as interim director in 2007.

Chairperson Matta described a recent Joint City County meeting where the topic of opioids and fentanyl was discussed. Members of the Law Board attended and participated in discussions regarding the task force that is being formed. Chairperson Matta described the meeting as productive, highlighting that there was a consensus that action and a willingness to allocate funds were necessary. Pottawatomie County was also present.

Member Hudgins acknowledged that the City has recently experienced growth, with the return of students and other residents. She explained that this period typically showcases the exemplary work of local law enforcement. Hudgins expressed gratitude for their ongoing efforts and encouraged everyone to provide a warm welcome to newcomers who may not be familiar with the area, emphasizing the importance of leaving a positive impression on behalf of Manhattan.

Vice Chairperson Ford mentioned that the last time he visited the law enforcement center, there was no photograph of Director Peete on the wall, and the picture of the previous director was also absent.

Director Peete clarified that the photographs are prepared and set to be placed on the wall. *[Recorder's note: The photograph of former Director Dennis Butler was temporarily removed from the wall to serve as an example while preparing the photo of Director Peete.]*

Vice Chairperson Ford expressed satisfaction with the Joint City County Meeting, noting that they have become aware of various challenges and issues across the board. He emphasized that the task force has a lot of work ahead of them as they move forward. Ford stressed the importance of including Geary County in future discussions since they are regional partners.

L. Promotion Announcement Captain Mark French: Director Peete and Assistant Director Moldrup announced the promotion of Lieutenant Mark French to the rank of Captain. Mark French has served the Riley County Police Department since July 15, 1996. He is a graduate of The University of Louisville with a Bachelor of Science in Organizational Leadership and Learning.

In July 1999, Mark was transferred to the Investigations Division where he worked until his promotion to the rank of Sergeant in January 2000. After his promotion, Mark was designated as the department's Intelligence Officer and served in that capacity until August 2003 when he was reassigned to the Patrol Division as the North County Supervisor. Mark was eventually re-assigned to the Investigations Division where he was promoted to the rank of Lieutenant in May 2009. During his time in the Investigations Division, Mark supervised the Repeat Offender Program as well as general case detectives. In June 2015, Mark was selected to serve in the Office of the Director as the Internal Affairs Officer. Mark eventually returned to the Patrol Division where he served as a Shift Commander on various shifts. Upon his promotion to the rank of Captain on August 1, 2023, Mark was assigned to the Corrections Division where he presently serves as the Riley County Jail Commander.

Captain Mark French has served the department in many capacities throughout his career and has always been placed at the point of friction; whether walking the streets of Aggieville, patrolling the rural communities in Riley County, or investigating narcotics offenses throughout the community. Mark has never shied from difficult situations and is well known for his keen mind and outstanding de-escalation skills. Throughout his career, Mark has also received numerous letters of appreciation from the community members that he has so faithfully served.

Captain French was presented his Captain's badge that was pinned on his uniform by his father, Retired RCPD Assistant Director Steve French.

Captain French said he is fortunate to have an exceptional team in the Jail Division. Throughout his career, he has been told "surround yourself with better people than you." That is precisely the group of people he is collaborating with in the department.

M. Award Presentation:**1. Life Saving Award**

- a) **Corrections Lieutenant Travis Freidline**
- b) **Corrections Officer Daniel Zoeller**
- c) **Corrections Officer Jose Flores**

2. Certificate of Appreciation Presented to Corrections Officer Tanner Bolton

Director Peete presented the Riley County Police Department Life Saving Award to Corrections Lieutenant Travis Freidline, Corrections Officer Daniel Zoeller and Corrections Officer Jose Flores, and the Department's Certificate of Appreciation to Corrections Officer Tanner Bolton in recognition of their efforts while providing lifesaving assistance during an inmate's suicide attempt on September 30, 2022. Corrections Officer Bolton coordinated the emergency response and Corrections Lieutenant Freidline and Corrections Officer Flores safely positioned the inmate so that Corrections Officer Zoeller could use a belt cutter to remove the harmful object that was constricting her airway. Their actions directly contributed to the preservation of life and are consistent with the finest traditions of the law enforcement profession. They were commended for their quick response under the direst of circumstances.

N. Kansas Law Enforcement Accreditation Program/Voluntary State Accreditation Program for Law Enforcement Agencies in Kansas: Director Peete announced that in addition to being accredited through the Commission on Accreditation for Law Enforcement Agencies (CALEA), the RCPD recently obtained accreditation from the state through the Kansas Law Enforcement Accreditation Program (KLEAP). He explained that this achievement demonstrates the department's professionalism, dedication to its community, and overall excellence. The accreditation process was successfully completed, thanks to the hard work and meticulous efforts of the men and women in the department, as well as Accreditation Manager Julia Goggins, who played a significant role in achieving this recognition. He added that the RCPD is recognized as one of the nation's finest law enforcement agencies and as a leading agency in the state of Kansas.

Chairperson Matta extended congratulations to the department's personnel for this accomplishment and inquired about the number of other departments presently engaged in the state program.

Assistant Director Moldrup explained that this program was only recently initiated, so many agencies are currently in the process of participating. The advantage is that there appear to be fewer standards compared to national accreditation. This will likely benefit numerous smaller agencies in starting their process toward accreditation, eventually leading them to achieve national accreditation. For agencies like the RCPD that are already nationally accredited, transitioning to the Kansas accreditation was a rather smooth and straightforward process.

O. Approval of Edward Byrne Memorial Justice Assistance Grant: Director Peete informed the Board that the RCPD approached the County regarding this grant opportunity. It is no-match grant, meaning there are no financial obligations on the part of the Riley County Police Department. Essentially, there's a pool of allocated funds available. Within the grant packet, the BJA (Bureau of Justice Administration) utilizes a formula based on factors such as population and various crime statistics, including Part I and Part II crimes, to determine the percentage of money allocated to specific counties in each state. Director Peete said that Riley County is eligible for approximately \$24,000 in funding. All that

is required is to submit the application, secure approval, and the funds will be disbursed. Should the application be approved, the RCPD intends to apply the entire grant allocation towards 2023 expenses related to equipping officers with updated handguns, iron sites and holsters. Specifically, the funds will be used to purchase 26 duty handguns, 20 holsters, and 52 iron sites (front and rear).

The Department recommends that the Law Board provide authorization to proceed with the grant application process and to accept and utilize the funds should the application be approved and the funds awarded.

Secretary Wilkerson moved to approve the Department's application for the 2023 Edward Byrne Memorial Justice Assistant Grant for the purposes previously stated. Member Hudgins seconded the motion. Chairperson Matta polled the Board and the motion passed with Butler, Ford, Hudgins, James, Matta, Mattingly-Ebert and Wilkerson voting in favor, and no one voting against. The motion passed 7-0.

P. Law Board Meeting(s) Hosted in the County: Director Peete simply wished to remind the Law Board and public of the change in location for the next two regularly scheduled Law Board Meetings.

1. September 18, 2023 Law Board Meeting to be held at noon at Keats Park (Inside the Pavilion), 3221 Reservation Drive, Manhattan, KS.
2. October 16, 2023 Law Board Meeting to be held at noon at the RCPD Range, 1256 Tabor Valley Road, Manhattan, KS.

Assistant Director Moldrup emphasized to both the Law Board and the listening audience the existing challenges related to poor cellphone service and connectivity in the Keats area, highlighting potential complications in broadcasting the meeting.

Q. Executive Session: This item was removed from the General Agenda.

R. Affirmation or Revocation of Discipline: This item was removed from the General Agenda.

S. Adjournment: At 12:22 p.m. Member Hudgins moved to adjourn the meeting. Member Mattingly-Ebert seconded the motion. Chairperson Matta polled the Board and the motion passed with Butler, Ford, Hudgins, James, Matta, Mattingly-Ebert, and Wilkerson voting in favor, and no one voting against. The motion passed 7-0. The August 21, 2023 Law Board Meeting adjourned at 12:22 p.m.

RILEY COUNTY POLICE DEPARTMENT			2023 EXPENDITURES	SEPTEMBER 2023	
<u>V #</u>	<u>VENDOR NAME</u>	<u>ACCT</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>	
9001	ADP LLC	20	Payroll	5,169.90	5,169.90
9002	Arthur-Green Attorneys	06	September Monthly Retainer	2,750.00	2,750.00
9003	Assessment Strategies	16	Pre-employment Testing	215.00	
		16	Pre-employment Testing	630.00	845.00
9004	B-4 Fire Extinguisher	20	Fire Extinguishers	87.00	87.00
9005	William Biles	20	IT Consulting	1,125.00	1,125.00
9006	Clark, Mize, & Linville	06	WC Legal Services-W0003 Acct	971.50	
		06	WC Legal Fees - Misc Account	504.00	1,475.50
9007	Conrad Fire Equipment	20	(6) SCBA Flow Tests	663.85	663.85
9008	DeepRoots	11	August Landscaping	1,208.60	1,208.60
9009	Krispy Clean Cleaners #1	20	Uniform Cleaning	701.59	701.59
9010	Economy Electric, Inc.	11	Jail Light Switch	460.00	460.00
9011	EMC Risk Services LLC	40	Stop Loss Fund	7,623.34	7,623.34
9012	Evco Wholesale Food Corp	17	Inmate Food	-48.84	
		17	Inmate Food	3,067.34	
		17	Inmate Food	5,682.13	
		17	Inmate Food	2,876.56	
		17	Inmate Food	2,555.28	
		17	Inmate Food	2,075.65	16,208.12
9013	Law Office of Michael Gillespie	06	Law Board Legal Fees	1,500.00	1,500.00

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9014	Andy Girard	20	Background training course	500.00	500.00
9015	Godfrey's	23	Uniforms	357.73	
		23	Uniforms	83.70	441.43
9016	HA Police Dog Assn	07	K-9 Certification	35.00	
		07	K-9 Certification	200.00	235.00
9017	Hiland Dairy	17	Inmate Milk	223.90	
		17	Inmate Milk	245.21	
		17	Inmate Milk	245.21	
		17	Inmate Milk	200.46	
		17	Inmate Milk	205.40	
		17	Inmate Milk	160.65	
		17	Inmate Milk	205.40	
		17	Inmate Milk	180.55	
		17	Inmate Milk	231.23	
		17	Inmate Milk	225.86	2,123.87
9018	IT Connections	19	(16) NVIDIA Grid w/ VDI License	1,200.00	1,200.00
9019	Ka-Comm, Inc	34	Vehicle Equipment	768.00	
		12	Equipment Repair	238.00	
		13	Vehicle Mainenance	45.00	
		12	Equipment Repair	13.38	
		12	Equipment Repair	49.00	
		20	Monthly Service Contract	100.00	1,213.38
9020	Kansas Gas Service	04	LEC - Gas	1,320.02	
		04	Garage - Gas	42.82	
		04	Aggieville - Gas	42.82	1,405.66
9021	Konza Lab Inc	16	2 Pre-employment Testing	90.00	
		16	11 Employee Testing	605.00	695.00
9022	Language Line Services	20	Interpretation Services	840.56	840.56

9023 Manhattan Wrecker	20	Towing	50.00	
	20	Towing	50.00	
	20	Towing	50.00	
	20	Towing	90.00	240.00
9024 Marta's & Son, Inc	20	LEC Cleaning	1,957.00	1,957.00
9025 Max Motors	13	Vehicle Mainenance	101.94	
	13	Vehicle Mainenance	3,815.00	
	13	Vehicle Mainenance	1,710.40	5,627.34
9026 MKC Headquarters	26	Fuel	18,793.93	18,793.93
9027 Pawnee Mental Health	20	1.5 Co-responders	12,329.21	12,329.21
9028 Petty Cash	25	Maintenance Supplies	32.40	
	26	Fuel	23.30	
	25	Maintenance Supplies	80.76	136.46
9029 Phillips 66 Fleet Service	26	Fuel	146.27	146.27
9030 Pro Copy Inc	10	Evidence Copies	10.87	
	10	Patrol Copies	393.43	
	10	Jail Copies	448.13	
	10	Dispatch Copies	343.33	
	10	Civil Process Copies	89.32	
	10	Investigation Copies	314.14	1,599.22
9031 Pur-O-Zone	12	Equipment Repair	46.52	46.52

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9032 Quaker State Express Lube	26	Oil Change	37.00	
	26	Oil Change	42.00	
	26	Oil Change	37.00	
	26	Oil Change	37.00	
	26	Oil Change	42.00	
	26	Oil Change	42.00	
	26	Oil Change	42.00	
	26	Oil Change	42.00	
	26	Oil Change	42.00	
	26	Oil Change	42.00	
	26	Oil Change	42.00	
	26	Oil Change	42.00	
	26	Oil Change	42.00	
	26	Oil Change	42.00	
	26	Oil Change	37.00	
	26	Oil Change	37.00	647.00
9033 Riley County General Fund	14	May-August SW Bell Plexar	748.00	
	14	Sept SW Bell Plexar	187.00	935.00
9034 Riley County Public Works	26	Fuel	694.30	
	26	Fuel	365.30	
	26	Fuel	538.90	
	26	Fuel	457.74	
	26	Fuel	482.30	2,538.54
9035 RCPD Health Plan	39	Budget Health Insurance	120,000.00	120,000.00
9036 RCPD MRP	39	Fund Transfer	200,000.00	200,000.00
9037 Robbins Motor Co.	13	Vehicle Mainenance	2,339.46	
	13	Vehicle Mainenance	1,044.45	
	13	Vehicle Mainenance	688.50	
	13	Vehicle Mainenance	358.20	
	13	Vehicle Mainenance	19.62	4,450.23
9038 Hali Rowland	20	PIO August Consulting	4,698.00	4,698.00

9039 Sage Software Inc	19	September 2023 Sage	499.00	499.00
9040 Sir Speedy	09	Notice to Appear Ticket Books	2,582.50	
	09	Business Cards, Blank	479.75	3,062.25
9041 Smith Plumbing	11	Plumbing mainline clearing	142.50	
	11	Jail Drain cleared	232.50	375.00
9042 Waxie Sanitary Supply	29	Replenishment Supplies	80.00	
	29	Replenishment Supplies	1,019.12	1,099.12
9043 Stanard & Assoc, Inc	20	NCST Testing material	915.00	915.00
9044 Sysco Kansas City	17	Inmate Food credit	-32.75	
	17	Inmate Food	3,041.37	
	17	Inmae Food credit	-40.78	
	17	Inmate food Credit	-71.20	
	17	Inmate Food	1,776.30	
	17	Inmate Food	54.90	
	17	Inmate Food	3,470.86	
	17	Inmate Food Credit	-7.89	
	17	Inmate Food	1,511.11	
	17	Inmate Food	2,529.90	
	17	Inmate Food credit	-36.15	
	17	Inmate Food	2,000.60	
	17	Inmate Food	31.35	14,227.62
9045 Travelers Insurance	06	Legal Fees	681.50	681.50
9046 US Foodservice	17	Inmate Food	2,269.17	
	17	Inmate Food	2,147.43	
	17	Inmate Food	183.14	
	17	Inmate Food	796.68	
	17	Inmate Food	1,149.87	
	17	Inmate Food	736.31	
	17	Inmate Food	32.68	7,315.28

9047 USI Insurance Services	20	4th Qtr Insurance	3,071.25	3,071.25
9048 Vet Health Center	20	K9 Care	1,052.77	1,052.77
9049 Wabaunsee RWD #2	04	Range - Water	35.00	35.00
9050 Wage Works Inc	06	COBRA Admin Fees	168.49	168.49
9051 Waters True Value	13	Vehicle Mainenance	1.42	1.42
9052 Evergy	04	Garage Electric	28.74	
	04	LEC - Electric	18,659.48	
	04	Aggieville - Electric	181.74	18,869.96
9053 Xerox Corporation	10	Admin Copier	741.99	741.99
9054 Xerox Financial Services	10	Evidence Copier Lease	384.03	
	10	Patrol Copier Lease	266.00	
	10	Jail Copier Lease	349.12	
	10	Evidence Copier Lease	314.21	
	10	Dispatch/Invest Copier Lease	566.89	
	10	Records Copier	602.28	2,482.53
		Subtotal:	477,215.70	
9201 Adobe Systems Inc	19	Adobe License	16.36	16.36
9202 Nationwide	06	Notary	50.00	50.00

9203 Amazon.com	29	Replenishment Supplies	64.51	
	29	Replenishment Supplies	26.94	
	32	Office Furniture	71.41	
	29	Replenishment Supplies	42.87	
	17	Inmate Supplies	77.50	
	29	Replenishment Supplies	35.01	
	12	Equipment Repair	21.49	
	29	Replenishment Supplies	46.08	
	28	Office Supplies	86.14	
	13	Vehicle Maintenance	37.20	
	34	Vehicle Equipment	22.98	
	13	Vehicle Maintenance	62.93	
	23	Uniforms	119.97	
	25	Maintenance Supplies	137.98	
	17	Inmate Supplies	50.68	903.69
9204 Apple iTunes Store	19	iCloud Storage	9.99	9.99
9205 Arrowhead Forensic Products	29	Replenishment Supplies	390.47	390.47
9206 Associated Insulation, Inc	11	Fiberglass	126.36	126.36
9207 Best Buy	29	Replenishment Supplies	38.97	38.97
9208 V H Blackington & Co Inc	23	Uniforms	13.00	13.00
9209 Blade-Tech Holster	23	Uniforms	101.92	101.92
9210 Bluestem Electric Co-op	04	Range - Electric	240.31	240.31
9211 Burger King	17	Inmate Food	28.03	28.03
9212 Burnett Automotive	27	Tires	1,546.54	
	27	Tires	781.00	2,327.54

9213 Chewy.com	20	K9 Care	87.00	
	20	K9 Care	87.00	
	20	K9 Care	60.79	234.79
9214 City of Manhattan, Utilities	04	LEC - Water/Sewer	5,152.77	
	04	Aggieville - Water/Sewer	43.43	
	04	LEC - Water/Sewer Fee	2.48	
	04	Aggieville - Water/Sewer Fee	2.48	5,201.16
9215 Cox Communications	19	Cox - Inmate Cable	210.95	
	19	LEC - Internet/Cable	2,338.94	2,549.89
9216 Detectachem	29	Replenishment Supplies	165.97	165.97
9217 Dillons #94	16	Pre-employment Testing	13.99	
	17	Inmate Food	25.98	39.97
9218 Underground Vaults	20	Shredding Services	67.50	67.50
9219 Dolan Consulting Group	07	Permanent Recruiting Model	125.00	125.00
9220 Fastenall Inc	25	Maintenance Supplies	27.50	27.50
9221 Ferguson Enterprises	12	Equipment Repair	103.73	
	12	Equipment Repair	29.43	133.16
9222 Gall's Inc.	23	Uniforms	25.35	
	23	Uniforms	78.82	104.17
9223 Harbor Freight Tools	13	Vehicle Mainenance	19.99	19.99
9224 Headsets.com Inc	30	Communications User Equip	29.90	29.90
9225 Hertz - LAG Rentals LLC	20	HIDTA car rental	650.00	650.00

9226 Home Depot	25	Maintenance Supplies	7.36	
	25	Maintenance Supplies	50.07	
	28	Office Supplies	69.90	
	25	Maintenance Supplies	26.98	
	12	Equipment Repair	70.40	
	13	Vehicle Mainenance	18.96	
	25	Maintenance Supplies	19.34	
	13	Vehicle Mainenance	29.97	
	25	Maintenance Supplies	18.44	
	25	Maintenance Supplies	8.97	
	25	Maintenance Supplies	78.44	
	17	Inmate Supplies	28.12	426.95
9227 One Eleven	19	CAB website	35.00	35.00
9228 Insight Public Sector Inc	28	Computer Supplies	353.04	
	33	Transceiver module	-2,784.64	
	33	Transceiver module	2,784.64	353.04
9229 Kansas Turnpike Authority	07	Tolls	27.15	27.15
9230 Lexis Nexis Risk Solutions	20	Lexis Nexis - User License	141.43	
	20	Lexis Nexis - Analyst	8,260.09	8,401.52
9231 Lynn Peavey Company	29	Replenishment Supplies	123.85	123.85
9232 MHK Chamber of Commerce	07	Good Morning Manhattan	25.00	
	07	Good Morning Manhattan	25.00	
	07	Good Morning Manhattan	25.00	75.00
9233 Menards	12	Equipment Repair	53.62	
	12	Equipment Repair	389.90	
	12	Equipment Repair	5.49	
	12	Equipment Repair	167.94	616.95
9234 NAPA of Manhattan	13	Vehicle Mainenance	77.32	
	13	Vehicle Mainenance	-37.81	39.51

9235 NENA the 9-1-1 Assn	07	911 Center Superv Program	445.00	505.00
	22	NENA Membership (911 Center)	60.00	
9236 O'Reilly Auto Parts	13	Vehicle Mainenance	354.07	435.34
	13	Vehicle Mainenance	81.27	
9237 P-Card Misc Vendors	20	Membership Fee	70.00	15,081.89
	07	Public Safety School	4,200.00	
	07	Injury & Death Invest Training	204.58	
	07	Problem Oriented Policing Conf	810.72	
	07	Problem Oriented Policing Conf	810.73	
	07	APCO International Conference	1,479.02	
	07	Car Seat Certification	95.00	
	07	Cybersecurity Risk Awareness	22.06	
	07	Car Seat Certification	95.00	
	07	KPOA Training Conf	175.00	
	07	SRO Training	907.78	
	07	CIT International Conf	1,301.07	
	07	Bomb Team Recert	382.77	
	07	Leadership in Corrections Envir	37.43	
	07	CIT Conference	1,408.33	
	07	Quarterly Staff Advance Lunch	157.74	
	07	CAB Luncheon	48.24	
	07	CAB Luncheon	16.08	
	07	CAB Luncheon	16.08	
	07	FBINAA 2023 Fall Re-Trainer	175.00	
	07	IACP Conference	807.79	
	07	IAI Conference	1,717.53	
	07	Leadership in Corrections Envir	60.01	
	07	Co-Responder-HazMat & HERT	88.00	
	07	IACP Conference	1,182.79	
	07	K9 Patrol Training	485.71	
	07	IACP Conference	682.79	
	07	CHNT - Hostage Negot/Crisis	429.28	
	20	Returned computing equipment	-2,784.64	
9238 Powerstop.com	13	Vehicle Mainenance	261.44	261.44
9239 Priority Dispatch Corp	07	EMD/EFD Remote Training	730.00	730.00

9240 Reconyx	20	Device and Image Charges	40.00	40.00
9241 reMarkable	33	Remarkable Subscription	2.99	
	33	Remarkable Subscription	2.99	5.98
9242 Rock Auto	13	Vehicle Mainenance	446.78	446.78
9243 Rose Muffler House	13	Vehicle Mainenance	329.00	329.00
9244 Shurle's Water Conditioning	29	Replenishment Supplies	54.86	54.86
9245 Sharps Compliance	17	Inmate Supplies Disposal	55.00	55.00
9246 Staples Advantage	12	Equipment Repair	104.99	
	29	Replenishment Supplies	42.17	
	29	Replenishment Supplies	470.28	
	28	Office Supplies	114.99	
	28	Office Supplies	59.40	
	28	Office Supplies	64.88	
	28	Office Supplies	88.00	
	28	Office Supplies	76.59	1,021.30
9247 StunTronics	07	ICE Shield Instructor	245.00	245.00
9248 T38 Fax	14	Civil Processing Fax	16.91	16.91
9249 Target	17	Inmate Food	44.38	44.38
9250 Terminix	11	LEC - Pest Control	69.00	69.00
9251 Business & Legal Resources	07	FMLA Master Class - Virtual	399.00	
	07	Adv FMLA Master Class-Virtual	399.00	798.00
9252 TLOxp	20	Database access	300.00	300.00

Attachment: 09-18-2023 Law Board Packet (12946 : Law Board Meeting Agenda)

9253 T-Mobile US Inc	14	Patrol Car Phones	50.61	50.61
9254 ULINE	29	Replenishment Supplies	300.24	300.24
9255 UPS	08	Shipping	12.49	
	08	Shipping	9.96	
	08	Shipping to GT	809.74	832.19
9256 Verizon Wireless	14	Phone Service	4,297.49	4,297.49
9257 ViewBrite Safety Products	34	Vehicle Equipment	76.98	76.98
9258 Wal-Mart	12	Equipment Repair	77.00	
	29	Replenishment Supplies	88.14	
	29	Replenishment Supplies	102.08	
	29	Replenishment Supplies	31.77	
	29	Replenishment Supplies	83.98	382.97
9259 Waters True Value	25	Maintenance Supplies	3.02	3.02
9260 WCPR Enterprises, LLC	20	K9 Care	180.00	180.00
			Subtotal:	50,257.99
			Total:	527,473.69

Chair, Riley County Law Enforcement Agency

Riley County Police Department
Net Changes from 8/1/2023 to 8/31/2023
Credits Report

From Year-Period [2023 - 08] To [2023 - 08]
Account No . [600100-00] To [640902-00]

Account Number	Description	Net Changes	YTD
600100-00	Manhattan	1,666,672.00	13,333,376.00
600200-00	Riley County	0.00	3,750,012.00
610110-00	Copy Fees-Discovery, etc.	210.00	1,885.00
610112-00	Copy Fees-Records	769.97	4,663.47
610113-00	Fingerprint Fees-Records	1,855.72	8,493.53
		1,669,507.69	17,098,430.00
610220-03	KSU Contracts-Overtime	0.00	24,680.00
620200-13	Current Restitution-vehicles	0.00	1,078.65
620900-01	Misc Reimbursements-salaries	0.00	6,750.28
620900-03	Misc Reimbursements-overtime	0.00	8,010.00
620900-04	Misc Reimbursements-utilities	0.00	222.74
620900-05	Misc Reimbursements-insurance	0.00	33.00
620900-07	Misc Reimbursements-training	0.00	4,473.42
620900-08	Misc Reimbursements-postage	0.00	214.22
620900-11	Misc Reimbursements-building & grounds	210.46	4,634.36
620900-13-130	Misc Reimbursements-vehicles	2.50	611.10
620900-14	Misc Reimbursements-phone	301.21	1,280.27
620900-17-170	Misc Reimbursements-jail	1,584.01	5,224.75
620900-19	Misc Reimbursements-Computer svc	0.00	4,910.00
620900-20-400	Misc Reimbursements-Car Lease HIDTA	3,842.56	5,850.88
620900-29	Misc Reimbursements-Supplies	0.00	408.30
620900-32	Misc Reimbursements-Furniture	0.00	1,188.00
620900-34-130	Misc Reimbursements-vehicles	1,800.00	16,671.60
620900-39	Misc Reimbursements-health plan	200,000.00	200,000.00
620900-40	Misc Reimbursements-Work Comp Prem	11,096.00	11,096.00
632500-03	JTTF Grant-OT	194.55	2,345.72
632600-03	HIDTA Grant-OT	0.00	6,610.52
632700-03	STEP Grant-OT	0.00	7,138.93
632800-01-414	VOCA 2023 Grant Reimb	12,370.00	60,446.00
		231,401.29	373,878.74
640900-00	Misc Non-Budget Credit Reimb	183.37	2,526.05
640901-00	Prior Year Reimbursements	1,539.00	1,539.00
640902-00	Prior year Restitution	69.58	5,327.38
		1,791.95	9,392.43
		1,902,700.93	17,481,701.17

Assigned Report #

RILEY COUNTY POLICE DEPARTMENT
Memorandum

Original to: _____
 Action: _____
 Copy to: _____

Comments:

To: Director Peete
Thru: Assistant Director Moldrup
From: Captain Mark French
Ref: Juvenile Transportation Report for August 2023
Date: September 13, 2023

Total Number of Juveniles Transported:	0
Total Mileage for Transports 76 X \$.58.5 (Cents per mile)	\$0
Total Pay Amount for 1 Transport Officers Hours:	\$0
Total:	\$0

Approved: _____

Chair, Riley County Law Enforcement Agency

Attachment: 09-18-2023 Law Board Packet (12946 : Law Board Meeting Agenda)

Program Name-GLLT34 Thru AUGUST
Version Date- 3/21 Year 2023

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

Date. 9/01/23 Page. 160
Time.12.13.34

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

Obj	Prj	Description	Kind	Budget \$	M-T-D	Y-T-D	%	Remaining
<u>Department.142</u> Riley Co Police Dept								
875		Misc. Expenses	D	.00	.00	30,998.45-		.00
402		Investment Interest	R	.00	.00	4,883.27		.00
		Department Revenue.. #142		.00	.00	4,883.27 *		.00
		Department Dsbmnts.. #142		.00	.00	30,998.45- *		
		Total Revenue Fund.... 168		.00	.00	4,883.27 **		
		Total Trans. IN Fund.. 168		.00	.00	.00 **		
		Total Rev. & Trans. .. 168		.00	.00	4,883.27 **		
		Total Disbursements... 168		.00	.00	30,998.45- **		

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.....	159,315.25	
YTD Revenue.....	4,883.27	
YTD Reported Expenses.....	.00	
YTD Non-Reported Expenses...	.00	
YTD Treasurer Disbursements.	30,998.45-	
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.....	133,200.07 ***	

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 2023

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

Date. 9/01/23 Page. 161
Time.12.13.34

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

Obj	Prj	Description	Kind	Budget \$	M-T-D	Y-T-D	%	Remaining
<u>Department.142</u> Riley Co Police Dept								
875		Misc. Expenses	D	.00	2,679.30-	22,273.74-		.00
602		Miscellaneous Collection	R	.00	140.00-	11,373.90		.00
402		Investment Interest	R	.00	.00	6,196.04		.00
Department Revenue.. #142				.00	140.00-	17,569.94 *		.00
Department Dsbmnts.. #142				.00	2,679.30-	22,273.74- *		
Total Revenue Fund.... 169				.00	140.00-	17,569.94 **		
Total Trans. IN Fund.. 169				.00	.00	.00 **		
Total Rev. & Trans. .. 169				.00	140.00-	17,569.94 **		
Total Disbursements... 169				.00	2,679.30-	22,273.74- **		

BUDGETARY EXPENDITURES - Fund.. 169 RCPD State Seizure Fund

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

SUMMARY for - Fund 169 RCPD State Seizure Fund

Beginning Year Balance.....	175,548.83
YTD Revenue.....	17,569.94
YTD Reported Expenses.....	.00
YTD Non-Reported Expenses...	.00
YTD Treasurer Disbursements.	22,273.74-
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.....	170,845.03 ***

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 2023

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

Date. 9/01/23 Page. 164
Time.12.13.34

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	4,878,478.00	.00	4,716,230.99	96.67	162,247.01
182	Distr - Oil & Gas Curr.	R	.00	.00	647.21		.00
184	Distr - P.P. Current	R	.00	.00	43,835.01		.00
190	Distr - 16/20M Trucks Cur	R	3,025.00	.00	2,318.69	76.65	706.31
193	Distr - Watercraft Cur	R	1,450.00	.00	2,039.89	140.68	589.89-
181	Distr - Real Delq.	R	.00	.00	35,015.81		.00
183	Distr - Oil & Gas Delinq	R	.00	.00	8.86		.00
185	Distr - P.P. Delq.	R	.00	.00	3,489.99		.00
192	Distr - 16/20M Trucks Del	R	.00	.00	258.16		.00
194	Distr - Watercraft Del	R	.00	.00	442.43		.00
102	Distr - Motor Vehicle Tax	R	383,909.00	.00	195,518.48	50.93	188,390.52
103	Vehicle Rental Excise Tax	R	3,994.00	.00	3,835.74	96.04	158.26
113	Distr - RV Tax	R	3,562.00	.00	1,775.47	49.84	1,786.53
130	Distr - Commercial Veh	R	15,173.00	.00	14,610.18	96.29	562.82
191	Distr - TIF Adjustment	R	.00	.00	133,736.55-		.00
Department Revenue.. # 0			5,289,591.00	.00	4,886,290.36 *		353,261.56
<u>Department.171</u> RCPD Operations							
<u>Department.416</u> HD-KCCTF							
Total Revenue Fund.... 173			5,289,591.00	.00	4,886,290.36 **	92.38	
Total Trans. IN Fund.. 173			.00	.00	.00 **		
Total Rev. & Trans. .. 173			5,289,591.00	.00	4,886,290.36 **		
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							
2220	Building Space Rental	10,500.00	900.00	7,200.00	68.57	3,300.00	.00 3,300.00
2330	Transportation Serv	6,000.00	.00	.00		6,000.00	.00 6,000.00
2480	Repair/Maint Build/Gr	90,000.00	4,053.22	87,783.09	97.54	2,216.91	.00 2,216.91
2650	Physician Fees	165,000.00	16,162.45	151,983.20	92.11	13,016.80	.00 13,016.80
2655	Hospital Fees	10,000.00	.00	.00		10,000.00	.00 10,000.00
2810	Electric/Gas Services	10,000.00	.00	.00		10,000.00	.00 10,000.00
2830	Water	5,000.00	.00	169.00	3.38	4,831.00	.00 4,831.00

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 facilities. For further information, please refer to the County's Finance & Budget Section

Program Name-GLLT34 Thru AUGUST
Version Date- 3/21 Year 2023

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

Date. 9/01/23 Page. 165
Time.12.13.34

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)							
2840 Sewage Charges	2,000.00	.00	.00		2,000.00	.00	2,000.00
2900 Budget Appropriations	5,000,016.00	.00	3,750,012.00	75.00	1,250,004.00	.00	1,250,004.00
Total Contractual Expenses	5,298,516.00	21,115.67	3,997,147.29	75.44	1,301,368.71	.00	1,301,368.71
3010 Office Supplies	500.00	.00	.00		500.00	.00	500.00
3060 Medical Supplies	500.00	.00	.00		500.00	.00	500.00
3990 Other Supplies & Mate	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	5,300,016.00	21,115.67	3,997,147.29	75.42	1,302,868.71	.00	1,302,868.71 *
Expense & Transfers# 171	5,300,016.00	21,115.67	3,997,147.29				
Department.416 HD-KCCTF							
Total Expenditures Fund 173	5,300,016.00	21,115.67	3,997,147.29	75.42	1,302,868.71	.00	1,302,868.71 **

SUMMARY for - Fund 173 RCPD Levy/Op

Beginning Year Balance.....	241,235.15
YTD Revenue.....	4,886,290.36
YTD Reported Expenses.....	3,997,147.29-
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	9,001.17-
Prior Year Revenues	.00
Prior Year Corrections.....	.00
Ending Fund Balance.....	1,121,377.05 ***

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 facilities. For further information, please refer to the County's Finance & Budget Section.

RILEY COUNTY POLICE DEPARTMENT

Report Submission

To: Director Peete

Thru: Assistant Director Moldrup **KMM 9.8.23**

From: Cpt. Mark French

Position: Commander **Division:** Jail

Report Title: Monthly Inmate Population Report

Rpt Freq./Year: August 2023

Policy #: N/A

Date: September 5, 2023

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>2013</u>	<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>
JAN	95.1	73.7	70.2	87.0	75.0	72.6	84.8	71.6	67.3	100.1	102.3
FEB	95.2	68.9	74.3	93.1	82.9	68.4	85.5	64.8	67.1	111.5	109.5
MAR	92.1	66.2	71.8	91.9	73.2	75.2	88.4	68.6	78.6	112.1	115.0
APR	64.2	62.0	74.2	89.1	74.1	81.0	81.6	58.9	80.4	114.6	117.5
MAY	71.3	68.9	80.3	81.9	77.4	87.5	79.4	47.4	74.2	104.6	113.4
JUN	72.4	63.9	82.0	87.8	73.1	88.5	78.4	50.0	66.0	100.5	115.6
JUL	72.1	68.8	77.8	83.6	80.0	83.8	71.9	53.7	71.5	99.5	121.0
AUG	74.0	74.5	72.7	75.7	82.4	80.6	82.3	55.8	85.2	95.7	123.5
SEPT	77.4	61.7	73.6	75.8	84.3	81.2	74.6	61.3	90.2	109.0	
OCT	73.2	76.3	73.5	73.4	74.3	72.8	76.2	60.0	91.5	115.9	
NOV	70.1	77.0	76.7	73.0	76.2	78.3	71.3	69.3	96.0	106.1	
DEC	65.1	71.0	77.4	69.6	78.9	79.9	72.9	69.4	97.9	99.4	
YADP	76.85	64.2	75.4	81.8	77.7	79.15	78.9	60.9	80.5	105.8	114.7

Attachment: 09-18-2023 Law Board Packet (12946 : Law Board Meeting Agenda)

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

Voucher

Acct. Name: State Seizure Acct.

[illegible]


Director

Attachment: 09-18-2023 Law Board Packet (12946 : Law Board Meeting Agenda)

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

Voucher

Acct. Name: State Seizure Acct.

[illegible]


Director

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

Voucher

Acct. Name: State Seizure Acct.

[illegible]


Director

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

Date:	September 12, 2023
Voucher #:	23-010
Check #:	1000023
Acct. Name:	State Seizure Acct.

[illegible]

		\$1,549.65
		
<i>Director</i>		

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

Voucher

Acct. Name: State Seizure Acct.

[illegible]


Director

Attachment: 09-18-2023 Law Board Packet (12946 : Law Board Meeting Agenda)

Policy Title: 0.0.0 Applicability And Change		
Policy & Procedures	Approved On: 04-13-2011	Order: GO 2011-001
 RILEY COUNTY POLICE DEPARTMENT To reduce crime and improve the quality of life for the citizens we serve	Approved: <i>B. Schoen</i>	
	Brad Schoen Director	
Riley County Police Department	CALEA Standard:	
Manhattan, KS	N/A	
Chapter: 0 – Introduction – General Provisions		

1. **Applicability:** The policies and procedures annotated in the following Chapters and Sections are applicable to all personnel of the Riley County Police Department and are hereby referred to collectively as the RCPD Policy Manual.
2. **Change:** The Policy Manual is a living document that requires modification as legal guidelines, legislation, common practice, and professional standards change. When alteration is necessary, the following procedures will be observed to affect those changes:
 - A. All content written in *blue/green* font with grey background shading requires the review and approval (by a majority consensus) of an established group of Department employees, hereinafter referred to as the Policy Review Committee (PRC). (*blue FOP Sworn Contract wording/green FOP Non-Sworn Contract wording*) Further, such content may not be altered – permanently or temporarily – without the approval of the Riley County Law Enforcement Agency (Law Board).
 - B. All other content may be altered in accordance with Policy 12.2.1, Written Directive System.
 - C. All changes become effective when approved in writing by the Director or the authorized signatory of the Law Board.
3. **CALEA On-Site Assessment:** If needed, the Director may authorize minor policy changes during an on-site assessment to allow the Department to successfully complete the accreditation process. Any changes authorized will be routed through the above listed procedures as soon as applicable.

☒ **GENERAL ORDER (Requires Law Board Approval)**

NUMBER: N/A

☐ **SPECIAL ORDER**
☒ New Policy

☐ Update Existing Policy

POLICY: 6.4.4 Independent Backup Communications System
PURPOSE: New policy for Communications Accreditation

Date Proposed Policy Disseminated: 6/23/2022

Date Approved Policy Disseminated: N/A

INITIAL REVIEW & RECOMMENDATION:

☒ Sworn - Command Staff

☒ Non-Sworn - Jail Lieutenants

☒ Non-Sworn - RMS Supervisor

☒ Sworn - Command Level

☒ Non-Sworn - Communication Mgr.

☒ Non-Sworn - Accreditation Mgr.

Electronic Review Via PowerDMS - See Report

Assistant Director - Initial Review

Approved: ☒

Revision Suggested: ☐

Initials: _____

Date:

6/23/2023

APPROVALS:

Brad Ingalls

Policy Review Committee Chair Approval

Assistant Director's Approval

Director Peete

Director's Approval

Law Board Chair Approval (General Orders Only)

Vote Outcome:	# Agreed	# Disagree
PRC Majority Approved		
PRC Majority Rejected		

8/3/2023

Date

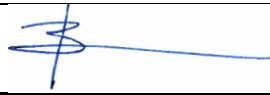
Date

8/17/2023

Date

Date

☐ **A RCPD-All**
☐ **B1 Sworn - Command Staff [Captains, Asst. Director, Director]**
☐ **B2 Sworn - Command Level [Lieutenants]**
☐ **B3 Sworn [Police Officers, Sergeants]**
☐ **B4 Sworn - Court Security [Sworn, Sgt, Court Screeners]**
☐ **B5 Sworn - Patrol Sergeants**
☐ **C Investigations - Other [Evidence Technician, Evidence Supervisor, CSI Technician]**
☐ **C2 Investigations - Other [Crime Analyst]**
☐ **D Admin - Non-Sworn - Clerical [Accountant, Accreditation Manager, Executive Secretary, HR Coordinator, HR Technician, PIO]**
☐ **E Admin - [Supply Technician, Maintenance Technician I & II, Custodian, Maintenance Supervisor]**
☐ **F Admin - Other**
☒ **G1 Support - Dispatch [Communication Manger]**
☒ **G2 Support - Dispatch [Dispatcher, Dispatch Supervisor]**
☐ **H1 Support - Clerical [RMS Supervisor]**
☐ **H2 Support - Clerical [Clerk, Secretary, RMS Technician]**
☐ **I Support - Other**
☐ **J Support - IT [Computer Technician I & II, Systems Administrator]**
☐ **K1 Jail [Lieutenants]**
☐ **K2 Jail [Correction Officers, Sergeants]**
☐ **L Jail - Support Staff [Jail Assistant]**
☐ **M Jail [Lieutenants]**
☐ **N PSA's**
☐ **O Legal Counsel [Derrick Roberson]**
☐ **P READ ALL PROPOSED POLICIES [Includes PRC members and other employees at their request]**

Policy Title: 6.4.4 Independent Backup Communications System		
Policy & Procedures	Approved On: 08-17-2023	Order: GO 2022-063
 RILEY COUNTY POLICE DEPARTMENT To reduce crime and improve the quality of life for the citizens we serve	Approved: 	
	Brian R. Peete, Director	
Riley County Police Department	CALEA Standard:	
Manhattan, KS	COMM 6.4.4	
Chapter: 6 – Operations – Facilities and Equipment		

1. **Independent Backup Communications Systems**

A. Backup radio consoles are housed at the Kansas State University (KSU) Police Department Dispatch Center and Riley County Mobile Command Post (MCP) Vehicle. Mobile data terminals are available in the MCP and on laptop devices at RCPD. In the case of emergency or disaster requiring the evacuation or destruction of the Communication Center, dispatchers will:

- 1) Notify Communication Center Manager (CCM) and activate the MCP to respond to the KSU Communication Center. Refer to steps outlined in [policy 46.0.0 Law Enforcement Center Emergency Evacuation Plan](#), and policy 46.1.13 – Continuity of Operations Plan.
- 2) ~~Send an Everbridge message to all emergency services agency personnel advising of the situation and what radio procedures to follow (i.e. stay on Riley County system or switch to backup state radio system talkgroups).~~
- 3) ~~Access radios at KSU (if console is available) and the MCP.~~
- 4) ~~Access mobile data terminals in the MCP and utilize laptops inside KSU if RCPD network and CAD systems are still operational.~~

B. The Pottawatomie County Communications Center serves as backup Public Safety Answering Point (PSAP) by accepting automatic reroute of 9-1-1 calls for RCPD. A Memorandum of Agreement in place between the two agencies defines the procedures for call delivery back to RCPD. Automatic 9-1-1 call routing occurs during any of the following situations:

- 1) Due to PSAP evacuation, network or customer premise equipment failure, no workstation logged on, or other condition.
- 2) When all RCPD 9-1-1 talk paths are full.
- 3) When a 9-1-1 call goes unanswered for a period of thirty (30) seconds.

C. Riley County 9-1-1 calls can also be routed to any other PSAP on the Kansas State Hosted NG911 System by contacting the vendor's resolution center to request a PSAP transfer.

D. Staff will complete and document monthly tests of backup equipment and send the reports to the CCM.

Policy Title: 6.4.4 Independent Backup Communications System

☒ **GENERAL ORDER (Requires Law Board Approval)**

NUMBER: N/A

☐ **SPECIAL ORDER**
☐ New Policy

☒ Update Existing Policy

POLICY: 22.1.1 - Salary Program
PURPOSE: Numerous changes

Date Proposed Policy Disseminated: 7/12/2019

Date Approved Policy Disseminated: N/A

INITIAL REVIEW & RECOMMENDATION:

☒ Sworn - Command Staff

☒ Non-Sworn - Jail Lieutenants

☒ Non-Sworn - RMS Supervisor

☒ Sworn - Command Level

☒ Non-Sworn - Communication Mgr.

☒ Non-Sworn - Accreditation Mgr.

Electronic Review Via PowerDMS - See Report

Approved: ☒ Revision Suggested: ☐ Initials: _____ Date: 6/23/2023
 Assistant Director - Initial Review

APPROVALS:

Brad Ingalls
 Policy Review Committee Chair Approval

Vote Outcome:	# Agreed	# Disagree
PRC Majority Approved		
PRC Majority Rejected		

8/3/2023
 Date

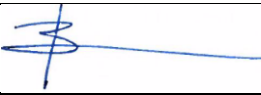
Assistant Director's Approval
 Director Peete
 Director's Approval

Date
8/17/2023
 Date

Law Board Chair Approval (General Orders Only)

Date

☒	A	RCPD-All
☐	B1	Sworn - Command Staff [Captains, Asst. Director, Director]
☐	B2	Sworn - Command Level [Lieutenants]
☐	B3	Sworn [Police Officers, Sergeants]
☐	B4	Sworn - Court Security [Sworn, Sgt, Court Screeners]
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☐	C	Investigations - Other [Evidence Technician, Evidence Supervisor, CSI Technician]
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☐	K2	Jail [Correction Officers, Sergeants]
☐	L	Jail - Support Staff [Jail Assistant]
☐	M	Jail [Lieutenants]
☐	N	RSA's
☐	O	Legal Counsel [Derrick Roberson]
☐	P	READ ALL PROPOSED POLICIES [Includes RRC members and other employees at their request]

Policy Title: 22.1.1 Salary Program		
Policy & Procedures	Approved On: 02-21-2018	Order: GO 2019-027
 RILEY COUNTY POLICE DEPARTMENT To reduce crime and improve the quality of life for the citizens we serve	Approved: 	
	Brian R. Peete, Director	
Riley County Police Department	CALEA Standard:	
Manhattan, KS	22.1.1 a-g, 35.1.3, COMM 3.2.1	
Chapter: 22 – Compensation, Benefits, And Conditions of Work - Compensation		

1. General:

- A. Compensation and benefit programs are documented, equitably applied, and competitive with those offered in the labor market.
- B. The salary program is reviewed periodically and includes provisions for entry level salary; salary differential within and between grades; salary levels for those with special skills; compensatory time policy; overtime policy; and a provision for salary augmentation.

2. Definitions:

- A. Actual Time: The actual time an employee is engaged in activity related to official Department business.
- B. Break Time: Time granted by supervisors to allow employees to be away from their duty station briefly.
- C. Bumped Employee: An employee who has been bumped according to the below definition; also an employee who has been laid off.
- D. Bumping: The process under which a full-time employee may choose to move to a lower level position for which he the employee has been properly trained and certified, in the event the employee is scheduled to be laid off pursuant to the provisions of paragraph 2. P. of this policy.
- E. Callback Pay: Compensation paid to an employee required to return to work unexpectedly while on scheduled days off, on approved leave, or more than one hour following the normal end of shift assignment when the employee has departed the work place.
- F. Compensatory Time: Time worked that is compensated by leave time instead of paid overtime.
- G. Cost of Living Adjustment (COLA): The Law Board will review and establish the amount of such payment annually.
- H. Court Show-Up Pay: Compensation paid to employees required to attend court outside their assigned duty shift.
- I. Earned Leave: All hours accrued to an employee's leave bank.
- J. Employee: As used in this chapter of policy, "employee" describes a full time, compensated, member of the Riley County Police Department, unless otherwise indicated.
- K. Flextime: Reduction of the total number of regularly scheduled work hours of an employee within a work week in order to offset the addition of non-scheduled hours worked.

Policy Title: 22.1.1 Salary Program
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- L. Grade: A level of pay that indicates employees within a given grade are performing essentially similar tasks with similar responsibilities.
- M. Hire Date: The date on which an employee is initially hired.
- N. Hours Between Shifts: At least a seven (7) hour period in an off-duty status between normally scheduled shifts.
- O. Injured on Duty (IOD) Pay: The amount paid by the Department to an employee who suffers a bona fide injury that arises out of and in the course of the employee's employment. The amount of this pay is equal to the difference between the employee's regular pay and any Worker's Compensation pay paid to the employee.
- P. Layoff: A reduction of staff or the elimination of a classification, position or job for any reason the Department may deem necessary for the efficient and economical operation of the Department. No classification will drop below a minimum level of staffing, as determined by the Director.
- Q. Lodge: Fraternal Order of Police Lodge #17.
- R. Meal Time: one-half (½) hour paid break, one (1) hour unpaid break, or one (1) hour paid break depending upon an employee's assignment.
- S. Merit Pay: A pay raise paid to full-time employees from a given step to a subsequent higher step within the same grade based upon job performance. Part-time employees may also be awarded a step increase within the same grade based upon job performance and the current pay scale.
- T. Merit Date: The date an employee is hired, promoted, changes grade or classification, or a date designated by the Director.
- U. On-Call (paid): Off-duty status in which the employee's activities and/or ability to move around is restricted because the employee is required to report for duty if needed.
- V. On-Call (unpaid): Off-duty status in which the employee may move around without restriction but must keep the Department informed of their location, phone number, or be available by pager, mobile phone or by radio for recall to duty if necessary.
- W. Overtime: The time worked by a full-time or part-time, non-exempt employee in excess of forty (40) hours in a week.
- X. Overtime/Leave Cycle: A 4-5-week period running approximately mid-month to mid-month. Its purpose is to pay out part time hours, overtime hours, and apply leave taken.
- Y. Overtime Rate: Regular rate of pay multiplied by 1.5.
- Z. Paid Status: The normal work status of an employee during which the employee actively works within a work week, utilizes some type of earned leave such as leave bank, sick leave, shared leave, or compensatory time, is on paid suspension, or any combination of the above.
- AA. Pay Period: A calendar month beginning on the first day of the month and ending on the last day of the same month.
- BB. Training Officer (TO) Pay: Compensation paid in addition to an individual's regular monthly salary while designated as a TO.
- CC. Probationary Period: A period of conditional employment normally fixed at for a minimum of one (1) year, unless extended by the Director which commences upon completion of the position's established training program . (CALEA 35.1.3)

Policy Title: 22.1.1 Salary Program
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- DD. Reduction In Force: A reduction of the number of employees in a classification.
- EE. Regular Rate: The effective hourly rate of compensation based upon **fifty-two (52)** 40-hour workweeks, i.e., annual gross salary divided by 2080 hours. Rate includes base pay and salary augmentation pay.
- FF. Salary Augmentation: Pay added to an employee's base salary, i.e., TO pay, hazardous duty pay, shift differential pay, etc. (CALEA 22.1.1g) (COMM 3.2.1g)
- GG. Scheduled Period of Duty: Period of time between scheduled arrival and departure, or periods of a shift such as special detail involving an athletic event or a parade.
- HH. Seniority, Classification: Classification seniority will be the most recent service which occurs continuously in a particular job classification without a break or interruption except that Priority A re-hires who return to work within their last held classification will retain the seniority they held at the time of their departure. Any suspension for disciplinary purposes for six (6) months or less will not constitute a break or interruption of service within the meaning of this section. Classification seniority will be calculated from the most recent date an employee enters a particular job classification within the Department except that Priority A re-hire classification seniority will be calculated to include the re-hire's previous service in the same classification.
- II. Seniority, Departmental: Department seniority will be the most recent service which occurs unbroken and continuous with the Department except as noted in paragraph HH (Seniority, Medical Disability Retirement) below; provided that any suspension for disciplinary purposes for six (6) months or less will not constitute a break or interruption of service within the meaning of this section. Departmental seniority will commence from the most recent date an employee enters the Department except that Priority A re-hire seniority will be calculated to include the re-hire's previous service.
- JJ. Seniority List: A list of employees arranged in order of Departmental seniority and a list of employees arranged in order of classification seniority
- KK. Seniority, Medical Disability Retirement: If classification seniority *is* broken by medical retirement but the employee is subsequently rehired in the same classification through the selection process, upon completion of one (1) year in a full-time law enforcement capacity following the last date of hire, the previous employment period will be added to the employee's continuous service and will be considered as part of seniority. Only one (1) such allowance will be made per employee, and he must be rehired within five (5) years to be eligible for former service seniority credit.
- LL. Seniority, Probation: Based upon date of hire and successful completion of the probationary period.
- MM. Shift: Regularly scheduled hours an employee works.
- NN. Show Up Time, Pay: Defined as a two **(2)** hour period of time for pay purposes, regardless of the actual amount of time spent on official Department business except scheduled training activities.
- OO. Standby: Any time an employee is officially notified that ~~he~~ **the employee** is waiting to work, thus restricting his ability to use the time effectively for ~~his~~ **their** own purposes.
- PP. Step: A pay level within a grade.
- QQ. Teleconference Pay: Compensation paid to employees required to engage in teleconference while off-duty.
- RR. Time Worked: All time that an employee is required to be on duty; on Department premises; at a prescribed work place; all times during which an employee is permitted to work.

Policy Title: 22.1.1 Salary Program
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SS. Trading Time: Voluntary exchange of regularly scheduled work days between employees in the same classification.

TT. Unsatisfactory Performance: Employee behavior or work performance that is ~~substandard~~ **below standard** and may lead to disciplinary action.

UU. Unscheduled Period of Duty: A period of time spent in court by police officers; time spent handling emergency situations; or time spent after a shift to complete required work.

VV. Witness Fee: Monetary compensation provided to a person appearing before a court of law.

WW. Work Day: The work day may consist of eight (8), ten (10) or twelve (12) consecutive hours.

XX. Work Week: An established, regularly recurring period of seven (7) consecutive days beginning on Sunday morning at 0001 hours and ending on the following Saturday night at 2400 hours.

3. **Elements**: Provisions of the salary program are determined on the following elements: payroll plan in use by the Department; position Classification Plan; and job specifications. Salary program elements include the following:

A. Entry Level Salary: The Law Board sets entry-level salary for positions annually. (CALEA 22.1.1a)(COMM 3.2.1a)

B. Salary Differential within Grade: Set annually by the Law Board. (See Salary Schedule for current year). (CALEA 22.1.1b)(COMM 3.2.1b)

C. Salary Differential between Grades: Set annually by the Law Board. Salary differential between grades will reflect differences in rank (grade) and will be congruent with the Department's Classification Plan. A lower grade indicates positions that require less training or discretion on the employee's part. (CALEA 22.1.1c)(COMM 3.2.1c)

D. Special Skill Salary Level: The Director may authorize employees to be placed in a salary grade greater than their peers due to special skills and/or jobs performed for the Department. (CALEA 22.1.1d)(COMM 3.2.1c)

E. Experience Salary Level: The Director may authorize employees to be placed in a salary grade greater than their peers due to prior experience in a similar position. Placement will be considered based upon a number of factors inclusive of, but not limited to, the duties and responsibilities of the former position, the pay level of the former position, and the length of service in the former position.

F. Compensatory (Comp) Time:

1) Compensatory (Comp) time is earned at a rate equivalent to the overtime rate, i.e. one (1) hour of OT equals **one and one-half** (1.5) hours of comp time. A maximum of **eighty** (80) hours will be allowed to accrue. Thereafter, all overtime will be paid at the overtime rate as it is worked. (CALEA 22.1.1e)(COMM 3.2.1e)

a. An employee may choose between taking overtime as pay or as comp time (up to the maximum allowable limit), when it is earned. The Director may, in advance, designate pay only for voluntarily/assigned overtime. Only RCPD overtime may be allowed as comp time. All other overtime will be paid as such.

b. Comp time will be posted to the earning employee's account when payroll is processed and deducted when a requested leave for which the comp time will be used is approved.

Policy Title: 22.1.1 Salary Program
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c. In order to encourage employees to volunteer in community events, ensure that employees are recognized as on-duty during these events, and to ensure the consistent handling of volunteer hours, the Director or Designee may, in advance, designate an event as Department-sanctioned. To be considered for classification as a Department-sanctioned event, it should: be open to the public, be consistent with the mission statement of the RCPD, or enhance the recruiting and community engagement efforts of the RCPD. Employees voluntarily participating in Department-sanctioned community events will receive comp time for their involvement if the employee or their supervisor are unable to adjust their weekly schedule to account for the hours volunteered at the Department-sanctioned event. Employees who volunteer for these events cannot exceed maximum comp bank hours. If necessary, a supervisor may assign or authorize an employee to work a Department-sanctioned event on an on-duty or paid overtime status.

d. It should be noted that comp time accruals are different and distinct from other leave accruals in the leave bank, as addressed in [Policy 22.1.2](#), Leave Program.

2) Payment to employees for accrued comp time may be accomplished according to either (or both) of the following methods:

a. Prior to November 1 of any given year, employees may request payout of all (subject to a cap) or a portion of their accrued comp time. The request may not exceed \$1,000 and must be submitted in writing to the Commander of the Administrative Division. Upon verification that sufficient comp time exists in the employee's account, the requested amount will be included in the November paycheck.

b. All unused or unpaid comp time in the employee's account (up to the 80 hour limit) will carry over until the employee's separation from the Department at which time it will be paid at the contemporary hourly.

G. **Overtime:** (CALEA 22.1.1f)(COMM 3.2.1f)

1) The Director, Assistant Director and Captains are classified as Executives, as defined by the Fair Labor Standards Act. The Department exempts Lieutenants (sworn and non-sworn), the Accreditation Manager, the Communication Center Manager, the ~~Computer System Administrator~~ IT Manager, the RMS Supervisor, Human Resources Manager, Finance Manager, and the PIO as Administrative Officers, as defined by the Fair Labor Standards Act, amended ([FLSA 29 C.F.R. 778](#)). These positions are FLSA exempt and therefore not eligible to receive overtime.

2) Non-exempt employees who work more than forty (40) hours in a seven (7) day work week are entitled to overtime. For purposes of computing overtime, leave bank time will be considered time worked unless otherwise stated. Compensatory time, sick leave, injury leave, and other administrative leave will not be considered as time worked. The work week will be the determining factor in computing overtime, not the work day. The Department will not reduce the total number of regularly scheduled work hours of an employee within a work week (40 hours) or work day (commonly referred to as flextime) for the purpose of relieving the Department for payment of overtime, except as otherwise provided in policy. Employees may elect to flex their time after they have worked forty (40) hours and manpower would allow them to do so.

3) Non-exempt employees' overtime rate includes allowances for benefits earned by the employee, but not for those assigned to the employee. Earned benefits are education pay, clothing allowance, longevity pay, base pay, etc. Assigned benefits are health insurance, workers compensation insurance, unemployment, retirement, Social Security and Medicare.

Policy Title: 22.1.1 Salary Program
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4) Non-exempt employees who work contract assignments apart from their normally assigned duties are eligible for compensation at their overtime rate. If leave time was used during that work week it is deducted from the employee's accrued leave and overtime will remain in effect. Supervisors will not adjust an employee's work schedule in those circumstances in order to reduce overtime.

5) An employee may be required or authorized to work overtime under the following conditions, restrictions, and limitations:

a. Overtime is required and performed by order of the Watch Supervisor of the shift to which the employee is assigned, or an officer of the rank of Lieutenant or above.

b. Overtime is required because in the opinion of the appropriate supervisor such overtime is necessary.

6) No overtime may be claimed when the overtime worked is less than **fifteen (15)** minutes pre- or post-shift.

7) Supervisors will closely monitor employees' activities while on Department premises before, during, and after their duty schedule. The Department of Labor recognizes that all occupations have brief preliminary or subsequent activities that are not compensable; court decisions generally limit this to fifteen **(15)** minutes before and/or after schedule duty time. When it is apparent an employee is engaged in productive work or providing a service to the Department, supervisors must inquire into the nature of the work and determine whether it is or should be authorized for overtime, based upon guidelines established above. Inaction on a supervisor's part in controlling employees' productive labors does not limit the Department's responsibility under FLSA, since by the supervisor's inaction the Department would be "suffering or permitting" the employee to work. [\(29 C.F.R. 785.11\)](#)

8) Supervisors have an affirmative duty to monitor employees' anticipated overtime during a work week as established by other Department policies.

H. Salary Augmentation (Longevity Pay):

1) All non-sworn employees whose cumulative years of service credited with the Department exceeds five (5) years (60 months), will be entitled to longevity service pay. Eight dollars (\$8.00) per month will be paid for each year of credited service. Each non-sworn employee will receive full credit for all employment served with the Department, whether or not continuous, as recorded with the [Kansas Police and Firemen's Retirement System](#) or the [Kansas Public Employees Retirement System](#). Employees whose anniversary date occurs at any time during a month will receive credit for the entire month for the purpose of this policy. **(CALEA 22.1.1g)(COMM 3.2.1g)**

2) Longevity pay will be paid monthly at a rate equal to eight dollars (\$8.00) per month for each year of service, including the five (5) years (60 months) of credited service of eligibility. No employee will be paid more than two hundred dollars (\$200.00) per month longevity pay under the current program (\$8.00 per month X 25 years).

I. Step Movement: Only employees who receive an overall "meeting expectation" or better rating on their annual evaluation shall be eligible for step increases.

J. Merit Pay: Upon hire all employees receive a merit date which coincides with their hire date. Upon successful completion of their established training program and the probationary period, said employees will be authorized a step increase as established by the Assistant Director and salary charts and, if appropriate, a new merit date will be assigned. (See also [Policy 32.2.10 – Entry Level Probation Policy](#) [33.4.3 – Field Training Programs](#)).

Policy Title: 22.1.1 Salary Program
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K. **Pay Process:**

- 1) **Employees are paid once a month, on the last business day of the month.**
- 2) **All full-time employees are paid a set salary for the pay period.**
- 3) **Non-exempt employees will have any overtime or part time hours earned in the Overtime/Leave Cycle applied to their Pay Period salary.**

4. **Other Provisions:**

A. **Travel and Training: General:** A number of circumstances may require employees to travel. Generally, payment for such travel is made in accordance with Federal guidelines concerning FLSA rules and regulations. Specific guidance follows.

- 1) **Travel to/from a work assignment (Not Training):** Such travel, whether by public carrier such as an airplane, a train, or a motorized vehicle is considered work time. With respect to motor vehicles, this rule applies not only to the driver, but all passengers on the assignment as well.
- 2) **Travel to/from Training:**
 - a. If done during an employee's scheduled duty time, all travel to and from training is compensable, regardless of the employee's activity during the travel.
 - b. Such travel, whether by public carrier or department or private auto, if done outside regularly scheduled duty time, is not considered work time. The exception applies to the driver of a vehicle who is performing work and will therefore be compensated accordingly. Any work performed by an employee who is concurrently acting as a passenger will cause the non-paid travel time to convert to paid work time. Such work must be pre-approved by the employee's Division Commander.
- 3) **Basic Academy:** Officers who attend the Basic Academy are on a flexible schedule varying between classroom, study time, and down time. Their work schedules will be monitored and approved by the Department's Training Officer.
- 4) **Call Back Travel:** Employees who are called back by the Department after their routine hours of work to assist with an emergency or developing situation may count travel time as time worked. Employees who are called back by the Department in non-emergency situations (report corrections, etc.) will be compensated from the time they reach the Department, which does not include travel time.
- 5) **Instructional and Study Time:** Field or classroom instructional activities during Department assigned or mandated training whether as an instructor or a student is compensable. After-hours study time is not, unless such study time or class work is required.
- 6) **Personally owned vehicles and mileage reimbursement:** The preferred form of vehicle usage for work or training is a Department vehicle. Personally owned vehicles may be used as a last resort but only upon approval of the Division Commander. The authorized mileage reimbursement rate for the use of personal vehicles will be the current State of Kansas authorized mileage reimbursement rate.
- 7) **Meal Reimbursement:** Employees may be reimbursed directly or use a Department credit card for meals that are closely associated with official Department business and/or training and no reasonable alternatives exist outside of the employee personally paying for the meals.

- 1) Exceptions may be made by the Director or Assistant Director.

Policy Title: 22.1.1 Salary Program
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- 2) Prior approval by a division commander or higher is required prior to reimbursement or use of a Department credit card for meals.
- 3) Employees using Department credit cards for meals will complete a Credit Card Checklist form.
- 4) Grant funds may not be used for entertainment, including drinks and meals.

B. Training Pay: An employee designated by the Director (named on a Personnel Order) as a training officer (a trainer of newly hired mission-critical personnel) will receive a payment in addition to the employee's regular monthly salary. Training Officers are responsible for the informal education of recruit and probationary employees - also known as field training - as well as the performance of the responsibilities inherent in the trainer's job classification. Training may include monitoring, testing, counseling, observing, instructing, evaluating and other activities associated with the learning process. Any employee trained and designated by the Director as an active Training Officer will receive \$75.00 per month in addition to their regular monthly salary. The authorized number of full-time trainers for each program follows.

- 1) Police Training Officer: 16
- 2) Correction Training Officer: 12
- 3) Dispatch Training Officer: 6

C. Hazardous Duty (HD) Pay: A designated Officer who actively participates in a specialized assignment that routinely involves duties of a dangerous nature will be awarded a monthly stipend for such hazardous duty. Authorized hazardous duty positions and the maximum number of officers authorized to receive the pay (\$75.00 per month) are listed below. An Officer serving in more than one of these assignments will receive no more than a single monthly HD payment.

- 1) Tactical Team - 12 Members.
- 2) Special Investigative Unit (SIU) - 7 Members.
- 3) Hazardous Material Response Team (HMRT) - 4 Members.
- 4) Bomb Team - 4 Trained/Certified Bomb Technicians.

D. Recruiter Pay: A designated employee who actively participates in a specialized assignment that routinely involves recruiting, maintaining contact with potential recruits and participates in approved recruitment activities (Recruitment Team). Any employee designated by the Director (named on a Personnel Order as an active Recruitment Team member will receive \$75.00 per month in addition to their regular monthly salary. The authorized number of active Recruitment Team members is six (6).

E. Medical Officer A designated and specially trained Corrections Officer who packages and dispenses medications and conducts generalized triage of inmates. Any employee trained and designated by the Director as an active Medical Officer will receive \$75.00 per month in addition to their regular monthly salary. The authorized number of active Medical Officers is six (6).

F. Clothing Allowance and Cleaning Benefit:

- 1) Officers assigned to the Investigation Division and Internal Affairs as detectives will receive a clothing allowance of \$100 per month as follows:
 - a) Officers authorized to receive \$100 per month: Investigations Commander, Internal Affairs Lt., CIU Sgt, Investigations Sgt, Detectives, and JTTF Officer.

Policy Title: 22.1.1 Salary Program
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b) Officers authorized to receive \$35 per month: Investigations Lt, SIU Detectives, HIDTA Officer, and ROP Detectives

2) ~~Uniformed officers below the rank of Lieutenant~~ Sworn personnel will follow the manufacturer's recommendations for the laundering of the standard issued duty uniform. Sworn ~~officers personnel will~~ may have their standard issue dress uniform pants (traditional wool pants) dry-cleaned and standard issue dress uniform shirts (traditional light blue shirt) laundered as appropriate (not dry-cleaned) at Departmental expense and this should occur on an occasional and as-needed basis at the dry cleaning business authorized by the Department. ~~The frequency for each will be established by the Department; that currently being two (2) of each article, per week, per employee. Officers may elect to have uniforms cleaned biweekly, with the cumulative total of four (4) each.~~ Special issue clothing may, upon approval of a supervisor, be cleaned on an occasional basis. Personally owned clothing items do not apply. ~~will not be covered by this section. See also policy 22.2.5 – Provisions for Clothing and Equipment~~

3) ~~Non-sworn positions below the rank of Lieutenant~~ Non-sworn personnel required by the Department to wear Department issued uniforms may have their standard issue uniform pants laundered and standard issue uniform shirts laundered as appropriate (not dry-cleaned unless recommended by the manufacturer) at Departmental expense at ~~the~~ a cleaning business authorized by the Department. The frequency for each will be established by the Department; that currently being: two (2) of each article, per week Non-sworn employees may elect to have uniforms cleaned biweekly, with the cumulative total of four (4) each. Cooks may use the Department washers to clean their uniforms if they choose. Special issue clothing may, upon approval of a supervisor, be cleaned on an occasional basis. Personally owned clothing items will not be covered by this section.

E. Shift Differential Pay:

1) Any employee who is regularly assigned to a shift that starts before midnight (2400 hrs.) and extends to at least ~~0400~~ 0200 hrs. is entitled to an additional \$52.00 per pay period. This rate applies to all shifts that encompass the overnight hours within all divisions of the department. Eligible positions and the amount paid are approved by the Law Board.

F. Callback Pay:

1) Employees who are required to return to duty as directed by appropriate supervisory personnel while on scheduled days off, leave, or after at least one (1) hour has elapsed since the normal end of their shift assignment and the member has departed the work place, will be paid the greater of two (2) hours show up time or actual hours worked. Depending on the nature of the callback and Department need, the employee may be required to work the minimum two (2) hour show up time.

Scheduled training, testing, etc., is not considered callback, and employees who are scheduled for such activity will be compensated on a basis of actual time worked.

G. Standby Pay:

a. Standby is not to be confused with being placed on unpaid on-call, i.e., a status where an employee can move around without restriction but must keep the Department aware of ~~his~~ their location or phone number where ~~his~~ they can be reached in the event of the Department's need to call ~~his~~ them back to duty from such off-duty status.

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- b. Official notification of standby status requires action by the appropriate supervisor or his designee, either in person or by telephone. Notifications will not be left on answering machines, voice mail, etc. In routine matters, employees will be afforded a minimum of twelve (12) hours advance notification when placed on standby. In emergency circumstances, employees may be placed on standby with little or no advance notification. In all cases, the Department will endeavor to notify the employee at the earliest possible time. No one other than the Director, or Assistant Director in the Director's absence, may authorize the placement of employees on standby.
 - c. If an employee placed on standby fails to respond when called, it may result in disciplinary action. Any employee placed on standby is entitled to two (2) hours pay for every twenty-four (24) hours on standby. Employees placed on standby for periods less than twenty-four (24) hours will be compensated at the one twelfth ($\frac{1}{12}$) rate. Court appearance pay is exempt from this section.
 - d. Standby is in addition to any hours worked after being called back to duty. Standby will not be considered hours worked unless so required by FLSA. Except in matters of major proportion, e.g., disasters, etc., no employee will be required or allowed to be on call and standby during the same time period, excluding court standby.
- H. Court Appearance Pay: An employee required to attend court as a witness pertaining to their Department duties will be paid for the time spent performing their court related duties. Employees attending court as a witness while on-duty will not receive any additional pay.
- 1) Employees will not be compensated for time spent in court on cases that are a result of secondary employment, are self-serving or in their personal interest, or not duty-related.
 - 2) An employee required to attend court during their off-duty hours will receive court appearance pay at the overtime rate for two (2) hours or the actual time performing their court related duties, whichever is greatest, subject to the following:
 - a. An employee subpoenaed for more than one case at different times the same day will receive court appearance pay for each separate court appearance as long as the court appearance times do not overlap.
 - b. An employee subpoenaed for a time falling at the end of his shift will be paid as if the regular shift had been extended.
 - c. An employee subpoenaed for a time prior to the beginning of his the employee's shift will be paid the greater of two hours court appearance pay or for actual time in court up to the beginning of their shift. Should court time overlap shift time employees will not be paid for court time and shift time concurrently.
 - d. An employee will be paid court appearance pay in the event he the employee is subpoenaed to court and appears during off-duty time and is subsequently advised that he the employee is not needed as a witness and is released; provided however, the employee will not receive pay if he the employee has failed to contact the prosecutor and/or court within two (2) hours of the scheduled court appearance and has been advised that the appearance is still scheduled. Failure to make the pre-appearance check or showing up when unnecessary may subject the employee to disciplinary action. No payment will be allowed if the employee was notified in advance that he the employee was not needed.

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- e. All witness fees received will be turned over to the Department. Failure to turn in witness fees may result in disciplinary action, including possible termination from employment.
- f. The Department will pay travel expenses for employees unexpectedly subpoenaed for court when they are out of the immediate area on vacation. This applies only to court appearances that were not coordinated or scheduled in advance of the employee's vacation. The Department will reimburse the employee for travel to court and return to their vacation site. The Department will credit the employee's leave balance for time spent traveling and appearing in court.
- ~~g. If a lateral hire employee receives a subpoena to appear in Court from the jurisdiction from which they came, the employee is authorized to receive a \$150 stipend per day for criminal prosecutions for which they have been subpoenaed for work they performed while employed by another law enforcement agency. The stipend will be paid using normal RCPD payroll guidelines. The employee will provide a copy of the subpoena to their supervisor and verify that they have confirmed with the prosecuting attorney the day before their appearance that they are still needed.~~
- I. Education Incentive Pay: Education incentive pay is compensation paid to any full-time employee who has achieved a 4-year "Bachelor's Degree" from an accredited college or university from one of six regional accreditation agencies recognized by the Council for Higher Education Accreditations.
 - 1) During the hiring process, the Human Resources ~~Technician~~ **Specialist** will verify all higher education claimed on the application. Verification may be accomplished simply through receipt of an official transcript (photocopies are not accepted). ~~and review of a diploma or direct contact with the institution, if necessary.~~ Upon verification, the Human Resources ~~Technician~~ **Specialist** shall place the original transcript in the employee's personnel file. Personnel hired with a verified baccalaureate degree will begin to receive education incentive pay in the amount of \$200.00 per month upon their employment.
 - 2) Personnel who obtain a bachelor's degree during the course of their employment must submit a request to receive education incentive pay to the Director through the ~~HR Technician~~ **Specialist** and the chain of command. An official transcript from the institution must be included with the memorandum provided to the ~~HR Technician~~ **Specialist**. If subsequently approved by the Director, the Payroll Technician will issue a personnel order authorizing education pay. ~~so indicating and the accountant will move the employee to the appropriate pay schedule effective the 1st day of the following month. provided they have been released from recruit/training status, as applicable by position.~~
 - 3) Education incentive pay will be allowed in the amount as approved by the Law Board. Any incentive pay amount authorized to Sworn Officers on December 31, 2017 that exceeds the amount set by the Law Board will be "frozen" until such time as the Law Board may increase the authorized pay above the frozen level.
- J. Acting Position Pay: In the event an employee is required to assume all the duties and responsibilities of a higher ranking position or position identified as a hazardous duty position in excess of one month, the employee will be entitled to the pay of the higher ranking or hazardous duty position.
- K. Teleconference Pay: Employees who are required to participate in teleconferences of at least 15 minutes in duration while off-duty and away from the work place will be paid the actual time

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worked. Should the off-duty employee be called to the work place to engage in the teleconference, policy regarding Callback Pay will determine time paid.

L. Injured on Duty (IOD) Pay:

- 1) An employee who sustains a bona fide injury that arises out of and in the course of the employee's employment will be covered by the provisions of the Worker's Compensation Act of the State of Kansas. (See Policy 22.1.2 Injury Leave.)
- 2) If the injury results in a temporary total disability of the employee as defined by the Kansas Workers Compensation Act, the employee will be placed on injured status and may utilize injury and sick leave to recuperate. At such time as an employee receives workers compensation payments as a result of being temporarily totally disabled, the employee will receive IOD pay from the Department, provided the employee turns over to the Department any such Workers Compensation payments. The employee will continue to receive from the Department the full amount of the employee's regular salary. It will be evident on the employee's monthly earnings statement that the total amount paid to the employee includes the worker's compensation payment received from the employee and the difference between the employee's regular pay and said Worker's Compensation pay. This difference which varies case by case on the amount of the Worker's Compensation payment is hereinafter referred to as IOD pay.
- 3) IOD pay is a Department benefit provided only to an employee injured on-duty that ensures the employee receives their full compensation during the time they are unable to work. No employee is entitled to receive more compensation as a result of their involvement in a Workers Compensation injury claim than the employee would have received had they worked in a regular status for an identical period of time at the employee's regular rate.
- 4) Permanent partial disability settlement or award payments are excluded from the terms of this policy.

M. Lodge Membership Dues Withdrawal: Employees may authorize the Department to withdraw Lodge membership dues from their monthly salary ~~and to be remitted~~ remit the amount to the Treasurer of Lodge #17. The authorization may be adjusted or revoked upon written notice to the Department's ~~accountant~~ Payroll Technician.

N. Applicant Referral Incentive Pay: The Director may elect to establish an incentive pay program which financially rewards employees who successfully encourage people to apply with the Department. The precise nature of the program will be determined by the Director and communicated to employees in writing. The Director may establish, modify, and terminate the program (in writing) at any time.

5. Hours of Work:

A. Hours of Work: Work assignments may consist of eight (8), ten (10), or twelve (12) hour shifts to accommodate the Department's staffing needs. It is recognized that the Department conducts periodic statistical analysis of calls for service by hour/time of day, day of week and week of month. Scheduling of work days is based on the collected data.

- 1) Patrol officers, correctional officers and dispatchers working ten (10) hour and eight (8) hour work days will receive a one-half (½) hour paid meal break as the workload allows; ~~twelve (12)~~ hour shifts will include a sixty (60) minute paid meal break as the workload allows. Dispatchers, regardless of shift length, will be allowed two fifteen (15) minute breaks, generally before and after the meal break as workload allows.

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- 2) Those employees of the Department who work assigned hours closely resembling typical routine office hours, i.e., "8 to 5" will generally work an eight (8) hour day with a one (1) hour unpaid lunch break mid-way through the day, i.e., work four (4) hours, have a one (1) hour lunch break and then work the remaining four (4) hours. Their work day will commence as scheduled by the Department. All such employees are authorized two paid 15-minute breaks each work day to be taken separately in each of the **four (4)** hour work periods.
- 3) Officers of the Department assigned to general investigative positions will generally work hours closely resembling typical routine office hours, i.e., "8 to 5." They will work an eight (8) hour day with a one hour unpaid meal break at midpoint through the day, i.e., work four (4) hours, have a one (1) hour meal break and then work the remaining four (4) hours. Two paid **fifteen (15)** minute breaks each work day to be taken separately in each of the **four (4)** hour work periods are also authorized. Should work hours be adjusted to encompass a ten (10) hour work day, officers will be allotted the aforementioned **one-half (½)** hour meal break and the two **fifteen (15)** minute breaks. Regardless of its length, the work day will commence as scheduled by the Department. Other adjustments to work schedules may be made by the Department as needed.
- 4) In positions such as public information, civil process, court security, and some investigation division positions, the nature of the work will dictate working hours, however, those hours will conform loosely around the **eight (8)** hour, 8-5 work schedule. It is recognized that occasionally, given the nature of police work, exceptions must be made. Work hours will be posted with the notice of job openings for the above mentioned positions as part of the job's working requirements. Any officer who applies for these positions or is non-voluntarily transferred into them is understood to have accepted these working hours and the Department's authority to vary from those hours. The Department will make reasonable and concerted efforts to stabilize routine shift hours to minimize disruption to employees.
- 5) School resource officers' (SRO) hours will conform loosely around the **eight (8)** hour work day of officers assigned to the Patrol Division, allowing for a one-half (½) hour paid meal break when the workload allows. The normal work week for officers assigned to SRO will be the same as the schools to which they are assigned. SRO's will return to their assigned patrol shift during periods when school is not in session. Time off requests during a school semester will be considered with the school schedule. Requests for time off during periods between semesters will be considered with the patrol schedule.
- 6) Canine officers (K-9) will conform loosely around the patrol work schedule. They will work a seven (7) hour work day, with a one-half (½) hour paid meal break when the workload allows. They will be responsible for their canine's needs within the remaining five (5) hours of the work week. Should a ten (10) hour or twelve (12) hour work day be adopted, officers will be authorized a daily one-half (½) hour or one **(1)** hour meal break respectively as the workload allows, as well as ~~five-four (5)~~ **(4)** hours weekly for animal care. It will be the handler's responsibility to notify the Department in writing, should this time not be adequate for the proper care and handling of the dogs they are responsible for. The normal work week for officers assigned to this duty will be set to provide the coverage during hours of which their canines will best provide for the Department's needs. The officers handling canines will be expected to work a schedule which may frequently change as needed. The Department will strive to keep these officer's schedules as static as possible and still meet the needs of the Department and the community.

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B. Hours between Shifts: Employees will be given at least seven (7) hours off between their normally scheduled shift and the beginning of the next scheduled/assigned work shift. Exceptions to this provision may be made by the Director.

C. Advanced Posting of Work Schedules: When possible, the Department will post the monthly schedules at least seven (7) days in advance of the start of the schedule. Also, whenever possible, the Department will give employees fourteen (14) days' notice in advance of changes in work assignments or days off, and thirty (30) days' notice in advance of a shift or division change. Further, when possible, the Department will notify employees of special assignments such as schools, seminars, in-service training etc., at least fourteen (14) days in advance of the start of the assignment. It is understood that on occasion abrupt changes must be made to address matters, policing requirements, etc., that come up suddenly.

D. On-Call Pay: The Department elects to recognize employees whose activities and/or ability to move about are restricted because they are required to report for duty when needed. Employees subject to on-call pay status will be clearly identified as such by supervisors through work schedules.

- 1) On-call pay will be roughly calculated at a one twelfth (1/12) rate. In other words, for every twelve (12) hours of on-call status the employee will receive about one full hour of pay. However, on-call pay is calculated on an average basis:

- i. Major factors in the calculation of on-call pay are:

1. Frequency in which employee is placed in on call status;
 2. Schedule outlining exact period of on call time; and
 3. Approximate rate of pay for position of employee
- 2) The purpose of this methodology is to prevent the administrative burden for all parties of tracking each individual employee's precise on-call hours. Instead, groups of employees subject to paid on-call status receive a stable monthly stipend based on assignment and rank. This approach allows for modest fluctuations in paid on-call status without the need to recalculate pay on a day to day, week to week basis.
 - 3) It is imperative that supervisors of positions that are eligible for on-call pay clearly delineate any changes in on-call status on work schedules. Since on-call pay is impacted by the number of employees subject to duty rotations, supervisors must inform payroll personnel of any changes in the number of employees regularly assigned to paid on-call status within a given work group.
 - 4) Significant absences. An employee experiences a significant absence from paid on-call status when other employees are scheduled to cover for the absence across an entire pay period or four (4) consecutive weeks. In these situations, on-call pay will be recalculated with ability to increase or decrease current rates using the above methodology accordingly.
 - 5) Positions authorized to receive on-call pay:
 - i. ~~K9~~ Canine Officers
 - ii. Detectives
 - iii. Investigations SIU
 - iv. Investigations Sergeant
 - 6) Disputes: The Human Resources Manager (HRM) administers the assignment of on-call pay. Employees with concerns about their on-call pay may ~~make their case with the HRM.~~ meet

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with the HRM. If the matter is not resolved, the employee may appeal through the grievance process (See [Grievances – Policy 22.4.1](#))

- 7) Only non-exempt employees are eligible for on-call pay.
- 8) Employees in a paid on-call status must:
 - i. Maintain a continuous communication link via telephone or radio ~~and/or pager~~ with the Department twenty-four (24) hours a day, or until the time limits established by directive have expired.
 - ii. Must respond within one (1) hour, in a safe manner to any request for assistance by the Director or designee.
 - iii. Off-duty, on-call employees may be precluded from participation in non-police, personal or social functions if they interfere with the employee's ability to report for duty if needed.
 - iv. If an employee is unable to meet the requirements listed because of exigent circumstances, they must notify their immediate supervisor.

E. [On-Call Employee Requirements \(unpaid\)](#):

- 1) Maintain a continuous communication link via telephone, radio ~~and/or pager~~ with the Department twenty-four (24) hours a day, or until the time limits established by directive have expired.
- 2) Off-duty, on-call employees are not precluded from participation in non-police, personal or social functions.
- 3) If an employee is unable to meet the requirements listed because of personal commitments or other exigent circumstances, they must notify their immediate supervisor. If possible, the supervisor will arrange for alternate personnel to be available or temporarily excuse the affected employee.

6. **Jury Duty:**

- A. Employees will be granted administrative leave with pay for time used in the performance of jury duty. An employee summoned to serve as a juror will, upon exhibiting the summons to the employee's immediate supervisor, be excused from employment for the time required to serve in such capacity.
- B. Employees will notify their supervisor as soon as practical after receiving notification for jury duty if requested.
- C. Employees will be compensated for work during the time they are required to serve in court as a juror. If the employee is released from jury duty for any part of the workday he must return to work.
- D. No Department issued uniforms will be worn while performing jury duty.
- E. An employee serving as a juror will transmit fees/wages received to the Department's ~~Accountant~~ **Finance Manager** for deposit to the appropriate fund. Reimbursement for mileage may be kept by the employee.
- F. Any employee normally assigned to a shift that begins after 12:00 p.m., but before 3:00 a.m., who is selected to serve on a jury will be given special consideration for a temporary assignment to second shift. The temporary assignment will be only for the duration the employee is actually selected to serve on a jury and will not change his normally scheduled days off and will not be considered time worked for FLSA.

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7. Layoff/Bumping:

- A. Layoff Procedures: In the event of a layoff, the employee(s) to be laid off within a classification will be determined by the “last hired first to be released” basis, and will be subject to reemployment as provided for in this policy.
- B. Bumping Procedures: An employee scheduled to be laid off may bump into any level previously held by the employee; provided however, that another employee within that classification has less seniority than the employee making the bump. The bumping process may continue until there are no employees within a classification with less seniority than other employees within the same classification who are scheduled for layoff. A bumped employee is also an employee who has been laid off.
- C. Short-Term Reduction in Force: A layoff is a reduction in the work force due to a shortage of funds, lack of work or other material change in the duties or organization of the Department. It differs from other forms of separation in that there is an anticipated reinstatement of the employee as soon as the Department determines that the conditions which necessitated the layoff are no longer needed and reinstatement is in the best interest of the Department. A short-term layoff is intended to protect a regular, full-time employee’s tenure, related benefits and privileges.
- D. Notice of Layoff: An employee scheduled for layoff will be given at least one week notice of layoff and the reasons therefore. The one week may be waived by the payment of one week of pay at the employee’s regular rate of pay.
- E. Benefits During Layoff:
- 1) An employee on layoff may elect to take any vacation time and/or comp time which the employee has accrued prior to layoff. Vacation time will not accrue during the period of layoff.
 - 2) An employee may elect to continue group health insurance for eighteen (18) months from the date of layoff, per COBRA rules. Timely payments of the employee’s full insurance premiums will be the responsibility of the employee.
 - 3) Additional benefits will not accrue nor will they be paid to an employee during the layoff period.
- F. Reemployment:
- 1) An employee who has been laid off will have his name entered on a reemployment eligibility list which will be arranged based on the classification seniority of the laid off employees.
 - 2) Classification seniority will be the determining criteria in returning employees to work after a reduction in work force. Unless employees have otherwise disqualified themselves during the layoff, they will be called back to work in reverse order of their layoff. Upon determination of Department needs, the Director may bypass the classification seniority system and use other criteria, such as specialized training, job skills or assignments, to return employees to work.
- G. Removal From Reemployment Eligibility:
- 1) The names of employees laid off will remain on the reemployment eligibility list for a maximum period of forty-eight (48) weeks.
 - 2) Employees may elect to waive the right to recall after having been laid off for a period of eight (8) weeks by signing a waiver from provided by the Department.
 - 3) Employees forfeit the right to recall if they:
 - a. Refuse call within five (5) days of notice;

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- b. Fail to answer written inquiries from the Department when proper notice is given; or
- c. Fail to advise the Department of a change in address.
- H. Order of Recall: Employees will be recalled in accordance with paragraph 7-F of this policy.
- I. Wages Upon Recall: Employees recalled within six (6) months of the date of the layoff will be given credit for their accrued seniority for the purposes of determining salary.
- J. Benefits Upon Recall:
 - 1) Vacation: Employees recalled within forty-eight (48) weeks of layoff will commence accruing vacation leave upon returning to duty.
 - 2) Sick Leave: Any sick leave accumulated but not used at the time of layoff will be reinstated at the time of recall if the recall is within forty-eight (48) weeks of layoff. If the sick time was not used, but purchased at the time of layoff, this section will not apply.
 - 3) Seniority: Employees recalled within forty-eight (48) weeks of the layoff will be given both classification and Departmental seniority credit for the entire time of the layoff.
- K. Grievance: Layoff and demotions by the conditions noted paragraph 2-P of this policy will not be subject to grievance except to contest the order of layoff or recall among affected employees.

8. Trading Time:

- A. Section 7 Paragraph 3 of the FLSA provides that two individuals employed in any occupation by the same public agency may agree, solely at their option and with the approval of the public agency, to substitute for another during scheduled work hours in performance of work in the same capacity. The hours worked will be excluded by the employer in the calculation of the hours for which the substituting employee would otherwise be entitled to overtime compensation under the Act. Where one employee substitutes for another, each employee will be credited as if he or she had worked his or her normal work schedule for that shift.
- B. The provisions of Section 7 Paragraph 3 apply only if employees' decisions to substitute for one another are made freely and without coercion, direct or implied. An employer may suggest that an employee substitute or "trade time" with another employee working in the same capacity during regularly scheduled hours, but each employee must be free to refuse to perform such work without sanction and without being required to explain or justify the decision. An employee's decision to substitute will be considered to have been made at his the employee's sole option when:
 - 1) It has been made without fear of reprisal or promise of reward by the employer; and
 - 2) Exclusively for the employee's own convenience.
- C. Requirements, which must be met before "trade time" can be approved are:
 - 1) Employee must have been denied earned time off, due to manpower needs.
 - 2) Employees trading time will trade in only full workday increments.
 - 3) Employees trading must be from the same Watch, Shift, or Section.
 - 4) Employees trading time must complete both sides of trades during the same pay periods.
 - 5) To ensure Departmental needs are addressed both parties' supervisors must approve all trades.
 - 6) Exceptions to any of the above requirements may be considered and approved by Division Commanders.

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D. The option of using leave time by employees working a trade shift will only be considered after that employee reports for work and the supervisor assesses manpower needs and if other requests are have been received from employees normally scheduled to work that shift.

☒ **GENERAL ORDER (Requires Law Board Approval)**

NUMBER: N/A

☐ **SPECIAL ORDER**
☐ New Policy

☒ Update Existing Policy

POLICY: 44.2.0 - Children in Need of Care
PURPOSE: Added state laws

Date Proposed Policy Disseminated: 7/13/2022

Date Approved Policy Disseminated: N/A

INITIAL REVIEW & RECOMMENDATION:

☒ Sworn - Command Staff

☒ Non-Sworn - Jail Lieutenants

☒ Non-Sworn - RMS Supervisor

☒ Sworn - Command Level

☒ Non-Sworn - Communication Mgr.

☒ Non-Sworn - Accreditation Mgr.

Electronic Review Via PowerDMS - See Report

Assistant Director - Initial Review

Approved:

☒

Revision Suggested:

☐

Initials:

Date:

6/13/2023

APPROVALS:

Brad Ingalls
Policy Review Committee Chair Approval
Assistant Director's Approval
Director Peete
Director's Approval
Law Board Chair Approval (General Orders Only)

Vote Outcome:	# Agreed	# Disagree
PRC Majority Approved		
PRC Majority Rejected		

8/3/2023

Date

Date

8/17/2023

Date

Date

☒ **A RCPD-All**
☐ **B1 Sworn - Command Staff** [Captains, Asst. Director, Director]

☐ **B2 Sworn - Command Level** [Lieutenants]

☐ **B3 Sworn** [Police Officers, Sergeants]

☐ **B4 Sworn - Court Security** [Sworn, Sgt, Court Screeners]

☐ **B5 Sworn - Patrol Sergeants**
☐ **C Investigations - Other** [Evidence Technician, Evidence Supervisor, CSI Technician]

☐ **C2 Investigations - Other** [Crime Analyst]

☐ **D Admin - Non-Sworn - Clerical** [Accountant, Accreditation Manager, Executive Secretary, HR Coordinator, HR Technician, PIO]

☐ **E Admin -** [Supply Technician, Maintenance Technician I & II, Custodian, Maintenance Supervisor]

☐ **F Admin - Other**
☐ **G1 Support - Dispatch** [Communication Manger]

☐ **G2 Support - Dispatch** [Dispatcher, Dispatch Supervisor]

☐ **H1 Support - Clerical** [RMS Supervisor]

☐ **H2 Support - Clerical** [Clerk, Secretary, RMS Technician]

☐ **I Support - Other**
☐ **J Support - IT** [Computer Technician I & II, Systems Administrator]

☐ **K1 Jail** [Lieutenants]

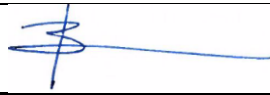
☐ **K2 Jail** [Correction Officers, Sergeants]

☐ **L Jail - Support Staff** [Jail Assistant]

☐ **M Jail** [Lieutenants]

☐ **N PSA's**
☐ **O Legal Counsel** [Derrick Roberson]

☐ **P READ ALL PROPOSED POLICIES** [Includes PRC members and other employees at their request]

Policy Title: 44.2.0 Children in Need of Care		
Policy & Procedures	Approved On: 04-19-2022	Order: GO 2022-028
 RILEY COUNTY POLICE DEPARTMENT To reduce crime and improve the quality of life for the citizens we serve	Approved: 	
	Brian R. Peete, Director	
Riley County Police Department	CALEA Standard:	
Manhattan, KS	N/A	
Chapter: 44 – Juvenile Operations - Operations		

1. **Child in Need of Care Procedures:** Officers may take custody of a juvenile-determined to be a Child in Need of Care (CINC). Officers should attempt to return the CINC to a parent or guardian as soon as possible, when appropriate. If circumstances dictate that the CINC should not or cannot be returned to a parent or guardian, the officer should place the CINC with an appropriate care provider with the assistance of juvenile intake and other appropriate agencies. Officers will inform and confer with their supervisor before a child is placed into police protective custody (PPC).

A. **Runaways:** In most cases, officers should return a juvenile runaway to the parent or guardian. If the officer determines it is not appropriate to return the juvenile to the family juvenile intake will be advised and consulted to arrange for placement of the juvenile pending further action by the court. The officer will complete and file a juvenile petition affidavit for the confined juvenile as well as an arrest report to document the juvenile's detention and removal from runaway status.

B. **Cases of Abuse and Neglect:** Officers will carefully and thoroughly investigate cases of abuse or neglect with the primary consideration being the safety of the child(ren) involved. In accordance with [K.S.A. 38-2226](#), a visual observation of the child who is the alleged victim of abuse or neglect is required as part of the preliminary investigation conducted by the officer. As part of any investigation conducted pursuant to this section, the secretary (of children and families), or the secretary's designee, or the law enforcement agency, or such agency's designee, that is conducting the investigation shall visually observe the child who is the alleged victim of abuse or neglect. In the case of a joint investigation, the secretary and the investigating law enforcement agency, or the designees of the secretary and such agency shall both visually observe the child who is the alleged victim of abuse or neglect. Any effort by the parent(s)/guardian(s) to obstruct law enforcement from their duty to observe the child(ren) may be met with criminal charges. **In accordance with [K.S.A. 38-2212](#), the Secretary for Children and Families are required to disclose confidential agency records of a child alleged or adjudicated to be a child in need of care to the law enforcement agency investigating the alleged or substantiated report of investigation of abuse or neglect. (See [38-2210](#), [38-2211](#)).** If the officer determines that the child(ren) are in immediate danger and must be removed from their environment, the officer will take protective custody of the child(ren). In such a situation the officer will advise their supervisor.

- 1) The child(ren) will be placed with an appropriate caregiver, as coordinated by Juvenile Intake and/or appropriate social service agency.
- 2) The officer may be required to transport the child(ren) to an appropriate caregiver. The determination regarding transport will be made by their supervisor in conjunction with the consulting social service agency. Children transported in a department vehicle will be secured, if required, in a child passenger safety restraint system in accordance with [Kansas Statute 8-1344](#). See also [policy 41.3.3 – Occupant Safety Restraint Devices](#).

Policy Title: 44.2.0 Children in Need of Care
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- 3) If the child(ren) require(s) medical attention, the officer will coordinate with juvenile intake to ensure medical care is provided as soon as possible.
 - 4) The officer will file a detailed report of the incident to be forwarded to the appropriate prosecutor. Records will ensure a copy of said report is forwarded to the appropriate social services agency. The officer will also complete an Application for Protective Custody of a Juvenile report.
- 1) Abandoned or Relinquished Newborn Infants: Pursuant to the Newborn Infant Protection Act, as amended in [K.S.A. 38-2282](#), in order to protect newborn children from injury and/or death caused by abandonment by a parent, the infant will be provided safe and secure alternatives. The Newborn Protection Act allows a person purporting to be an infant's parent or other person having lawful custody of an infant to surrender physical custody of the infant to an employee who is on duty at a police station, sheriff's office, law enforcement center, fire station, city or county health department or medical care facility. Per [K.S.A. 38-2282](#), the infant is no more than sixty (60) days old when they are relinquished to the physical custody of the employees of the aforementioned locations.
 - 2) An Officer who is notified of a surrendered or abandoned infant by any of the aforementioned facilities will take custody of the infant as an abandoned infant without a court order and will perform the following requirements:
 - a. Perform any act necessary to protect the physical health or safety of the infant;
 - b. Ask the person surrendering an infant whether such infant or either biological parent is a member of or eligible for membership in a federally recognized Indian tribe and the identity of such tribe(s). It is noted that the surrendering parent is not required to provide such information nor are they required to accept any further information or documentation related to the infant;
 - c. Make available a Relinquished Newborn Infant Information Packet that contains:
 - i. A notice stating that sixty (60) days after the surrender of the infant to the Department, the Secretary shall commence proceedings for termination of parental rights and placement of the infant for adoption;
 - ii. A list of providers that provide counseling services on grief, pregnancy and adoption or other placement or care regarding an infant;
 - iii. A copy of the statute, the rights of birth parents, a questionnaire that a birth parent may answer regarding questions about the medical or background information of the child, and a brochure on postpartum health.
 - 3) The Officer shall report the surrender of the infant to the Secretary for Children and Families and deliver the infant to a facility or person designated by the Secretary.
 - 4) The name or the personally identifiable information of the person who delivered the infant shall not be revealed unless there is a reasonable suspicion that the infant has suffered great bodily harm or such information is required to be provided to DCF as provided in [K.S.A. 38-2282 \(k\)](#).
 - 5) A Child in Need of Care Information report will be filed and maintained in the RMS system.
- C. Juvenile Victims of Human Trafficking/Commercial Sexual Exploitation Crimes (HT/CSE): Juveniles who are subjected to any form of commercial sexual exploitation, human trafficking or aggravated trafficking will be treated as victims whenever possible rather than juvenile offenders. Discretion should be used in the

Policy Title: 44.2.0 Children in Need of Care
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initial placement of juveniles who are Human Trafficking (HT) victims, and who have not committed a serious offense, to provide them placement in a staff secure facility or other appropriate placement.

- 1) An Officer who reasonably believes that a juvenile is a victim of commercial sexual exploitation human trafficking or aggravated human trafficking will take the juvenile into PPC. As with all serious crimes Officers will conduct a thorough investigation and collect all available evidence (to include a Sexual Assault Nurse Exam and any other medical examinations of the victim) as the case dictates.
- 2) Officers will contact juvenile intake staff who will coordinate with the Department for Children and Families (DCF) to determine the best placement option considering the juvenile's overall circumstances. DCF should initiate a response by their Rapid Response Team and conduct an assessment of the juvenile as appropriate. Absent a court order, the final placement decision rests with the RCPD.
- 3) The victim juvenile will not be placed into a detention or other secure facility if the sole reason for the PPC is that the juvenile is a victim of an HT/CSE crime.
- 4) When a juvenile is in PPC as an HT/CSE victim and there exists a custody order or warrant, probation violation order, or a new criminal offense by the juvenile is alleged, the priorities for placement decisions are:
 - a. Warrants or custody orders;
 - b. Existing court orders that placed custody of the juvenile with DCF (DCF retains custody and placement decisions);
 - c. Detention of the juvenile as an offender who poses a public safety risk.



Monthly Report

August 2023

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

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

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

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

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

Part I Crime

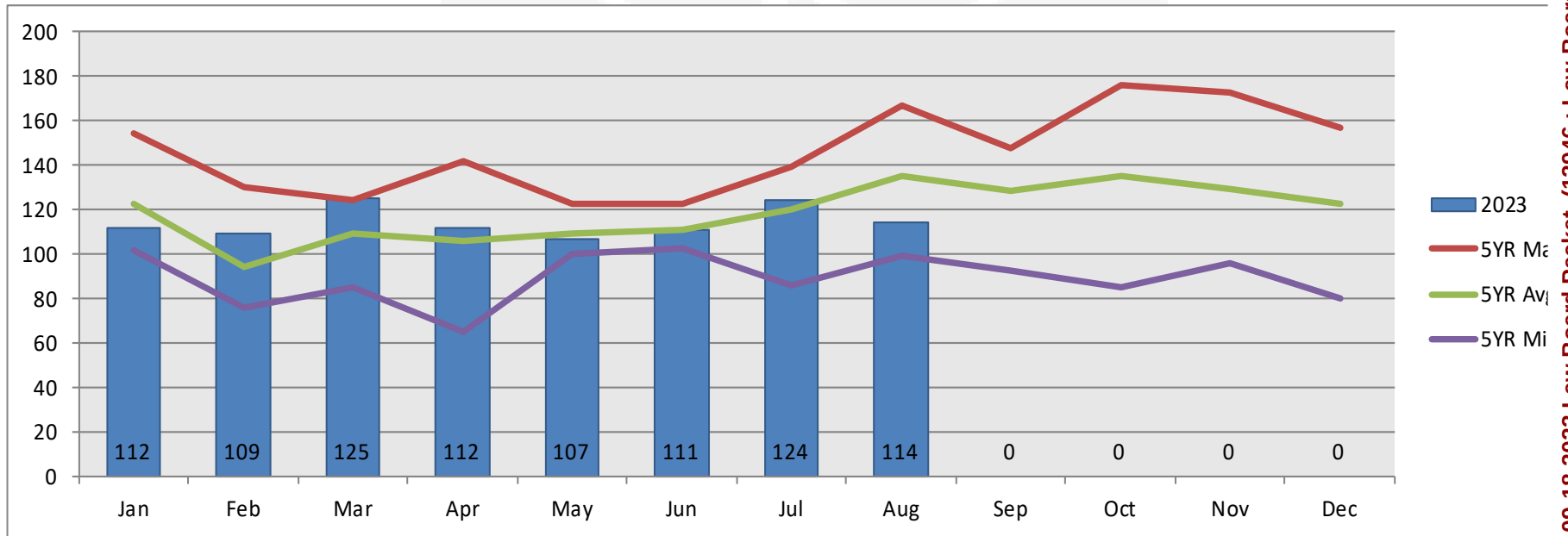
Offense Codes: 0100-0810

All Data As Of: 9/1/23 12:00 AM

17.a

- Part I crime in August 2023 was 15.4% below the 5 year average. Compared to August 2022 there was a 15.2% increase.
- It is projected that year end 2023 will be slightly above the five year average (0.3%).
- In August, both Part I violent and property crimes were below the 5 year average.

	Aug	Year to Date	Yearly Total
2018	134	910	1476
2019	167	1039	1583
2020	125	895	1494
2021	149	901	1421
2022	99	799	1153
2023	114	914	
% Change	+15.2%	+14.4%	+23.9%
Yearly Total Projection:			1429



	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
2018	108	84	124	114	100	123	123	134	128	176	105	151
2019	154	77	124	142	123	114	138	167	148	143	116	130
2020	130	130	85	65	113	108	139	125	148	151	173	125
2021	121	76	120	111	104	106	114	149	127	123	157	113
2022	102	106	95	100	108	103	86	99	93	85	96	80
2023	112	109	125	112	107	111	124	114	0	0	0	0

Attachment: 09-18-2023 Law Board Packet (12946 : Law Board Meeting Agenda)

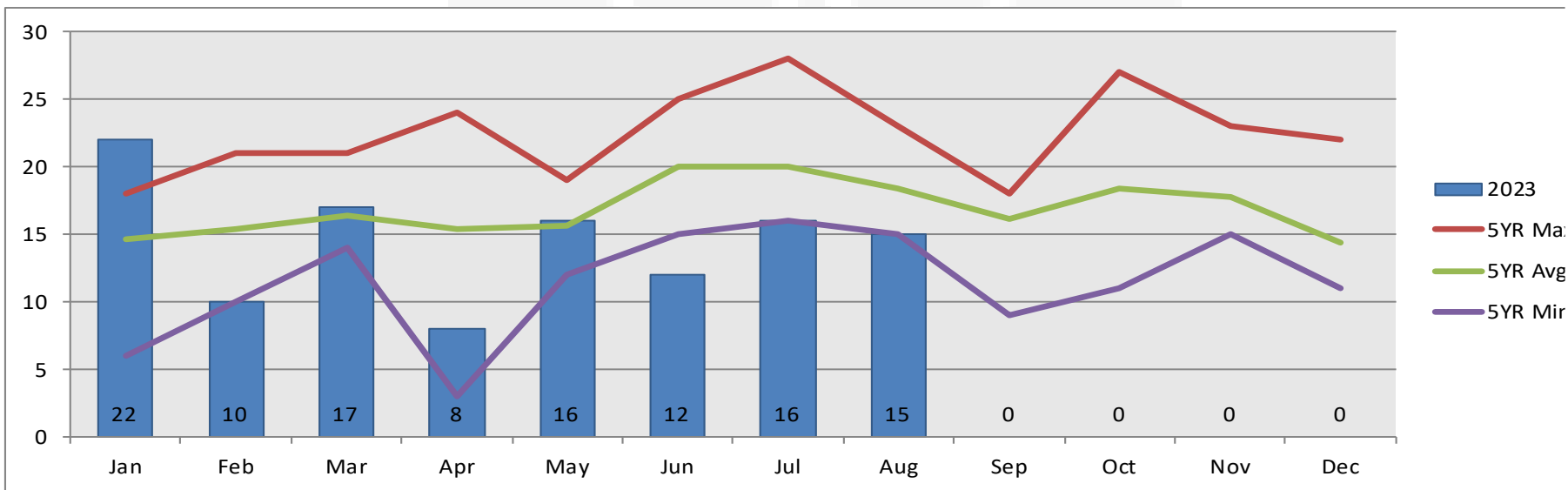
Part 1 Violent Crimes

Offense Codes: 0100-0440

All Data As Of: 9/1/23 12:00 AM

	Aug	Year to Date	Year to Date % Change
2018	17	143	219
2019	23	142	217
2020	20	130	196
2021	15	138	199
2022	17	126	182
2023	15	116	173
% Change	-11.8%	-7.9%	-5.1%
Yearly Total Projection:			173

- August 2023 was 18.5% below the 5 year average in Part I violent crime.
- Part I violent crime is projected to be 14.6% below the 5 year average for 2023.
- There were 11 aggravated assaults / batteries, 4 rapes, 0 robberies, and 0 homicides reported during August 2023.



	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
2018	15	19	17	13	14	20	28	17	18	27	18	13
2019	16	10	14	24	12	25	18	23	18	18	17	22
2020	18	21	14	3	15	20	19	20	18	21	16	11
2021	18	16	16	18	19	20	16	15	9	15	23	14
2022	6	11	21	19	18	15	19	17	18	11	15	12
2023	22	10	17	8	16	12	16	15	0	0	0	0

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

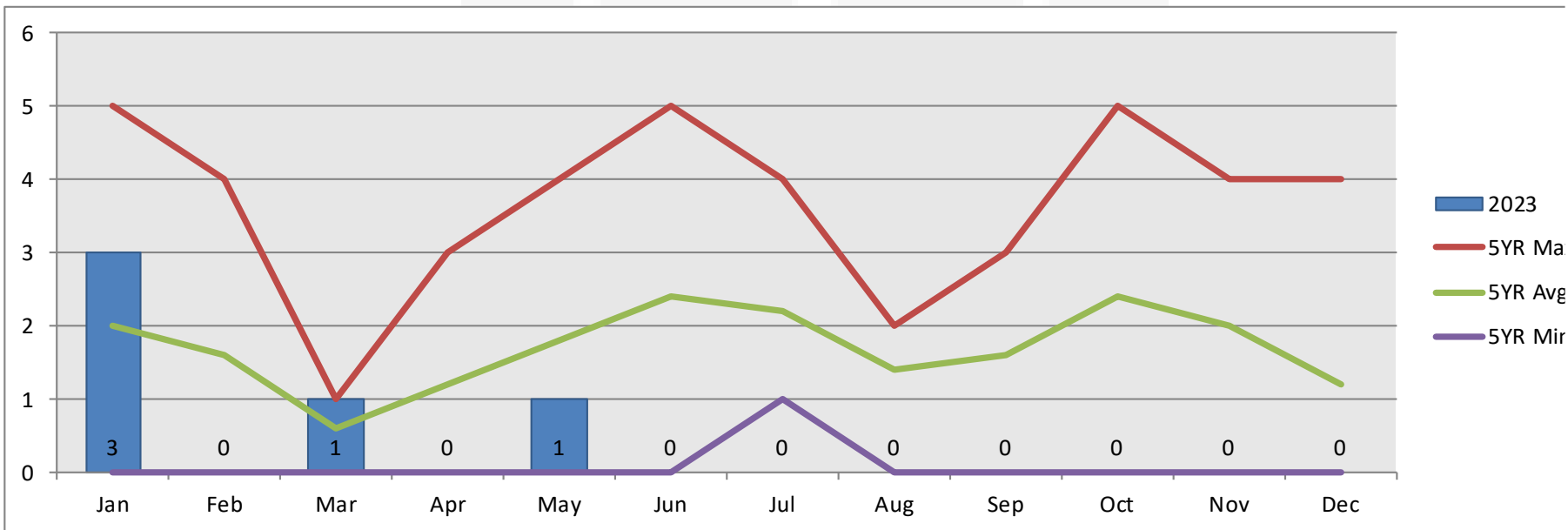
Robbery

Offense Codes: 0310

All Data As Of: 9/1/23 12:00 AM

	Aug	Year to Date	Year
2018	2	19	30
2019	0	13	26
2020	1	13	17
2021	2	14	18
2022	2	7	11
2023	0	5	
% Change	-100.0%	-28.6%	-31.4%
Yearly Total Projection:			8

- There were no robberies reported in August 2023.
- It is projected that robberies will be 60.8% below the five-year average at the end of 2023.



	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
2018	1	4	1	1	4	2	4	2	2	5	3	1
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	1	0	0	0	0	0	0	0

Attachment: 09-18-2023 Law Board Packet (12946 : Law Board Meeting Agenda)

Aggravated Assault and Battery

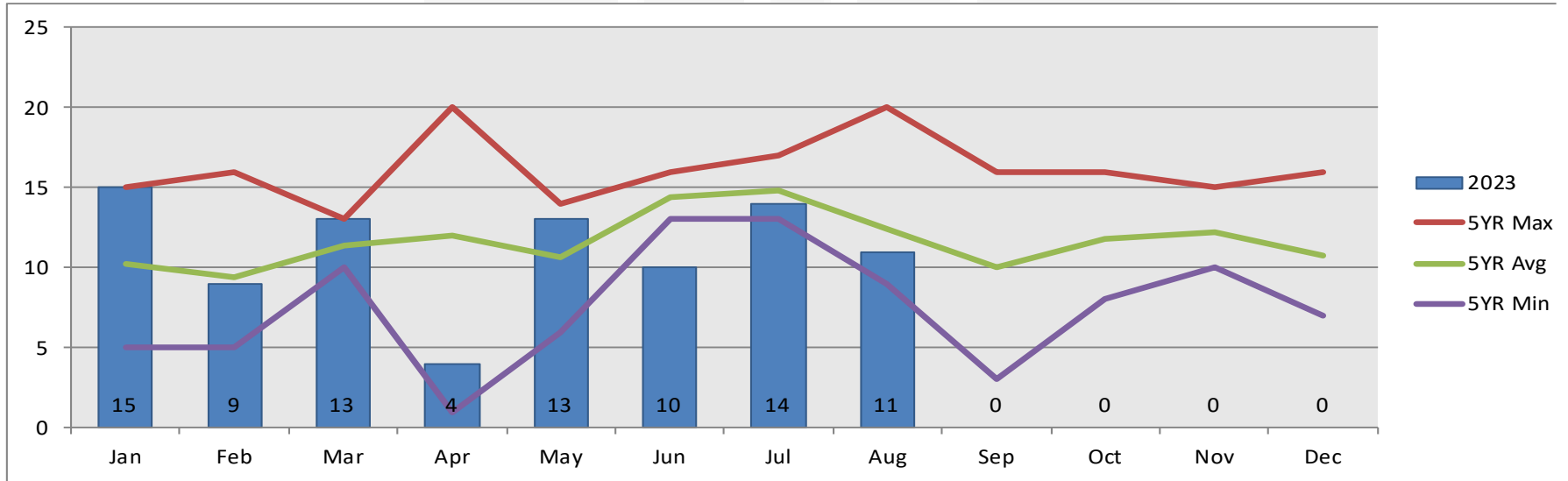
Offense Codes: 0410-0440

All Data As Of: 9/1/23 12:00 AM

17.a

- There were 4 aggravated assaults, 1 aggravated assault on a LEO, and 6 aggravated batteries reported during the month of August. This is 11.3% below the 5 year average.
- It is projected that the year end total for aggravated assaults and aggravated batteries will be 6.4% below the 5 year average.
- One of the incidents in August was domestic.
- As of 9/11/2023 there were arrests in 2 of the incidents.

	Aug	Year to Date	Yearly Total
2018	9	83	127
2019	20	104	155
2020	14	96	145
2021	9	104	145
2022	10	89	128
2023	11	89	
% Change	+10.0%	0.0%	+2.3%
Yearly Total Projection:			131



	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
2018	9	8	10	9	6	15	17	9	11	11	12	10
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	9	8	11	11
2023	15	9	13	4	13	10	14	11	0	0	0	0

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

65.

Packet Pg. 136

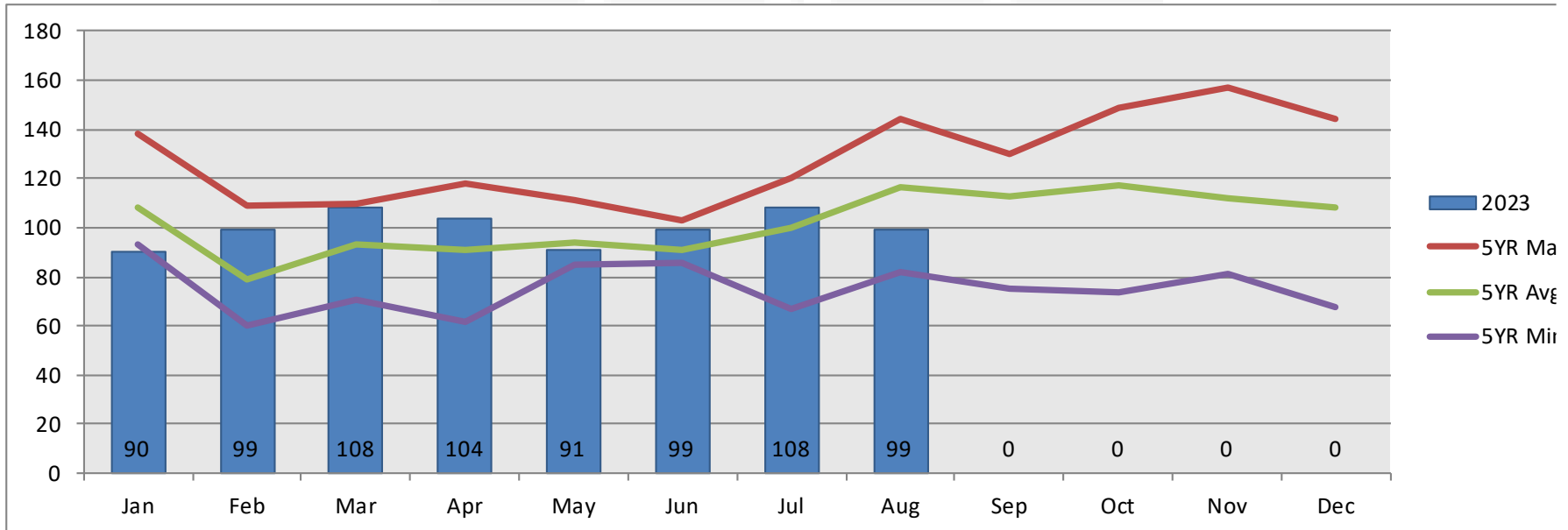
Part I Property Crime

Offense Codes: 0500-0810

All Data As Of: 9/1/23 12:00 AM

- For August, Part I property crime was down 15.0% from the 5 year average.
- It is projected that property crime will be up 2.8% at the end of 2023.
- The property crime for August 2023 included 10 structural burglaries, 15 larcenies from motor vehicle, 3 auto thefts, and 0 arson. The rest of the incidents were larcenies (71 incidents).

	Aug	Year to Date	Yearly Total
2018	117	767	1257
2019	144	897	1366
2020	105	765	1298
2021	134	763	1222
2022	82	673	971
2023	99	798	
% Change	+20.7%	+18.6%	+29.5%
Yearly Total Projection:			1257



	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
2018	93	65	107	101	86	103	95	117	110	149	87	144
2019	138	67	110	118	111	89	120	144	130	125	99	115
2020	112	109	71	62	98	88	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	91	99	108	99	0	0	0	0

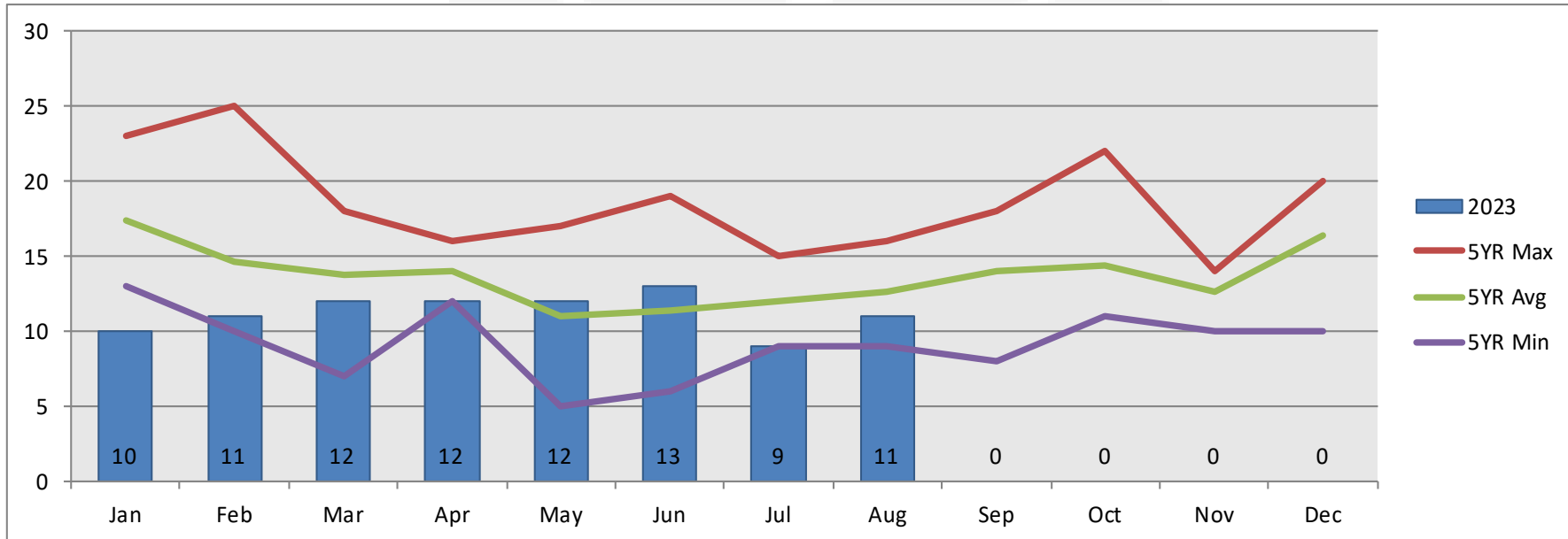
Structural Burglary

Offense Code: 0510

All Data As Of: 9/1/23 12:00 AM

- Structural burglaries were 12.7% below the 5 year average for August.
- Structural burglaries are projected to be down 16.0% at the end of 2023.
- There were 8 residential and 3 non-residential burglaries.
- All of the burglaries occurred in Manhattan.

	Aug	Year to Date	Year
2018	16	106	168
2019	15	109	171
2020	13	106	175
2021	9	105	157
2022	10	108	150
2023	11	90	
% Change	+10.0%	-16.7%	-8.1%
Yearly Total Projection:			138



	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
2018	13	10	12	12	17	11	15	16	18	11	13	20
2019	15	10	18	15	11	11	14	15	18	14	14	16
2020	18	25	14	12	7	6	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	12	13	9	11	0	0	0	0

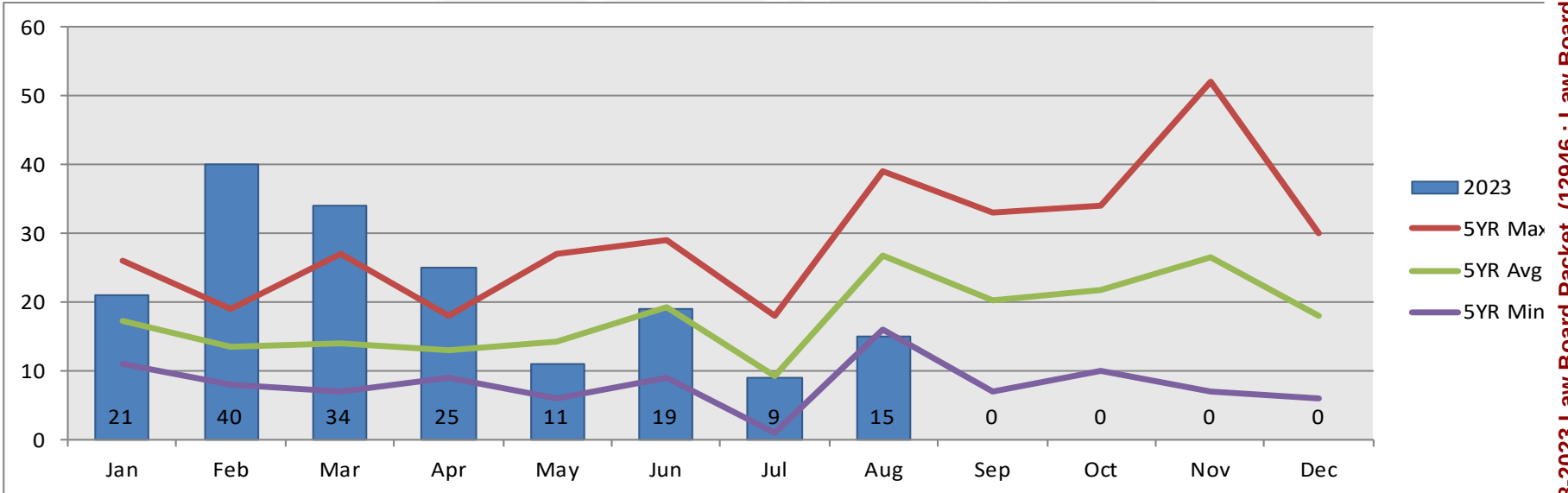
Vehicle Burglary

Offense Code: 0640

All Data As Of: 9/1/23 12:00 AM

- August 2023 was 44.0% below the 5 year average for vehicle burglary.
- At the end of 2023 vehicle burglary is projected to be up 32.5%.
- One incident was an attempted burglary, one had a broken window, and the other 13 incidents had no forced entry noted.

	Aug	Year to Date	Yearly Total
2018	28	128	212
2019	34	142	228
2020	16	113	255
2021	39	163	255
2022	17	92	122
2023	15	174	
% Change	-11.8%	+89.1%	+132.8%
Yearly Total Projection:			284



	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
2018	26	14	13	13	7	22	5	28	33	34	8	9
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	0	0	0	0

Motor Vehicle Thefts

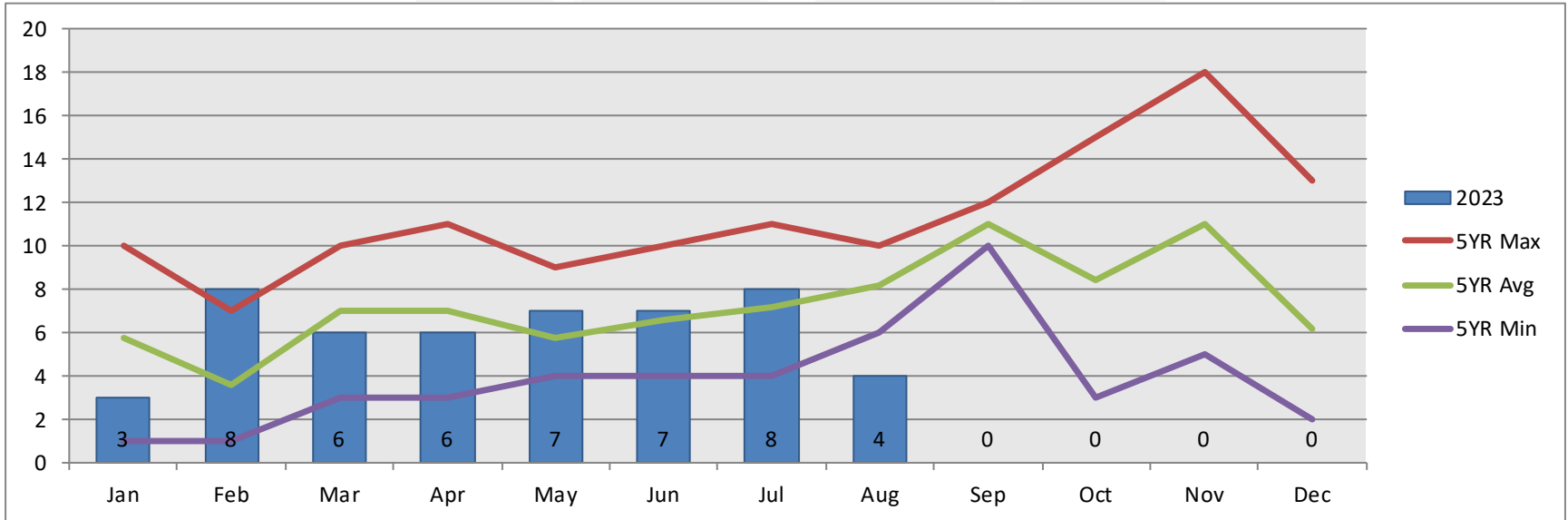
Offense Code: 0710

All Data As Of: 9/1/23 12:00 AM

17.a

- Motor vehicle thefts were down 51.2% from the 5 year average in August.
- Motor vehicle theft is projected to be down 5.5% from the five year average at the end of the year.
- Two of the vehicles have been recovered as of 9/11/2023.

	Aug	Year to Date	Yearl
2018	10	56	86
2019	9	62	104
2020	6	44	96
2021	10	49	86
2022	6	45	67
2023	4	49	
% Change	-33.3%	+8.9%	+24.1%
Yearly Total Projection:			83



	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
2018	1	3	7	11	5	10	9	10	10	6	8	6
2019	8	4	10	9	7	8	7	9	12	15	11	4
2020	3	7	3	5	9	7	4	6	10	11	18	13
2021	7	3	7	3	4	4	11	10	11	7	13	6
2022	10	1	8	7	4	4	5	6	12	3	5	2
2023	3	8	6	6	7	7	8	4	0	0	0	0

Attachment: 09-18-2023 Law Board Packet (12946 : Law Board Meeting Agenda)

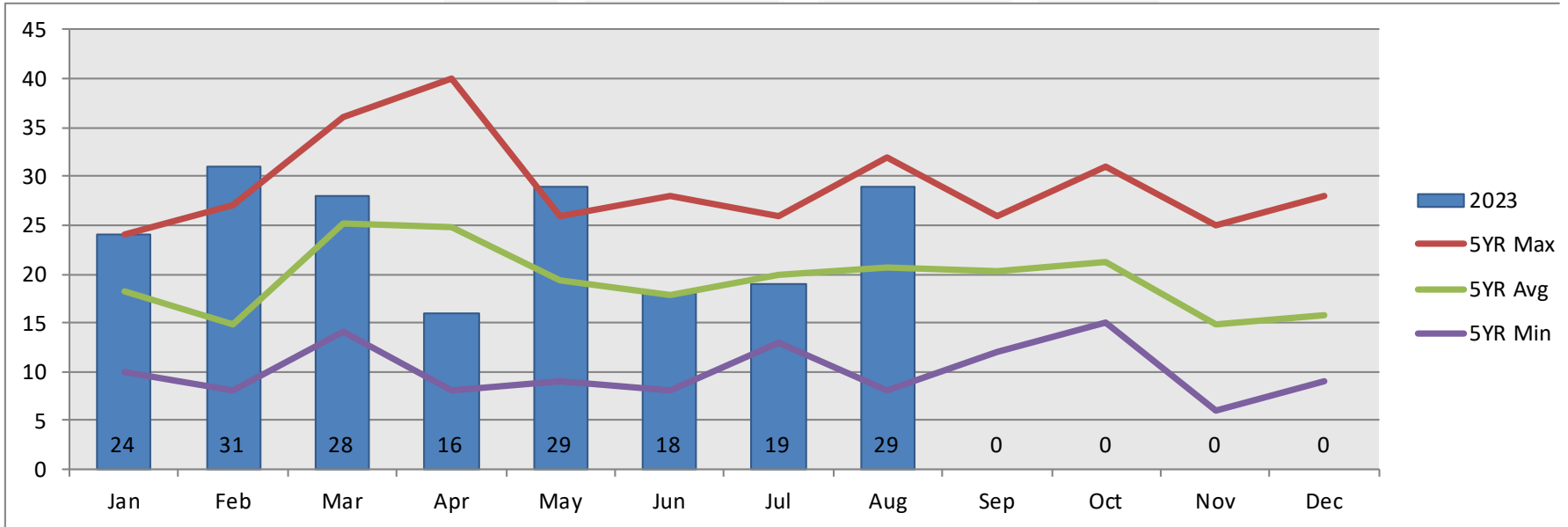
DUIs

Offense Code: 2110

All Data As Of: 9/1/23 12:00 AM

- The number of DUIs for August 2023 was 40.8% above the 5 year average.
- DUIs are projected to be up 21.6% at the end of the year.

	Aug	Year to Date	Year
2018	30	225	312
2019	32	204	285
2020	17	116	168
2021	8	142	191
2022	16	117	208
2023	29	194	
% Change	+81.3%	+65.8%	+35.8%
Yearly Total Projection:			283



	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
2018	16	27	36	40	22	28	26	30	25	19	15	28
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	0	0	0	0

Attachment: 09-18-2023 Law Board Packet (12946 : Law Board Meeting Agenda)

Traffic Accidents

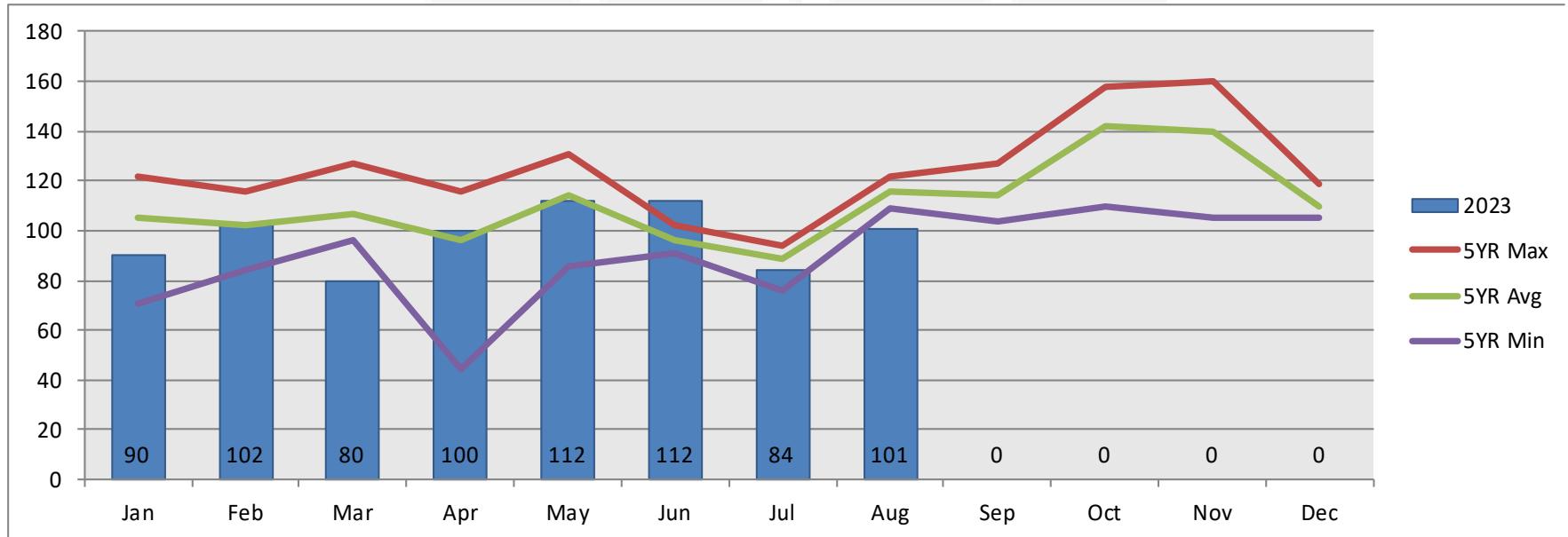
Offense Codes: 5000-5139

All Data As Of: 9/1/23 12:00 AM

- The number of traffic accidents in August 2023 was 12.6% below the 5 year average.
- It is projected that the total of accidents at the end of the year will be 5.3% below the 5 year average.

	Aug	Year to Date	Yearly Total
2018	109	878	1397
2019	121	899	1436
2020	111	749	1220
2021	122	769	1314
2022	115	828	1283
2023	101	781	
% Change	-12.2%	-5.7%	-1.8%
Yearly Total Projection:			1260

17.a



	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
2018	119	98	127	115	121	97	92	109	108	140	160	111
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	101	0	0	0	0

Attachment: 09-18-2023 Law Board Packet (12946 : Law Board Meeting Agenda)

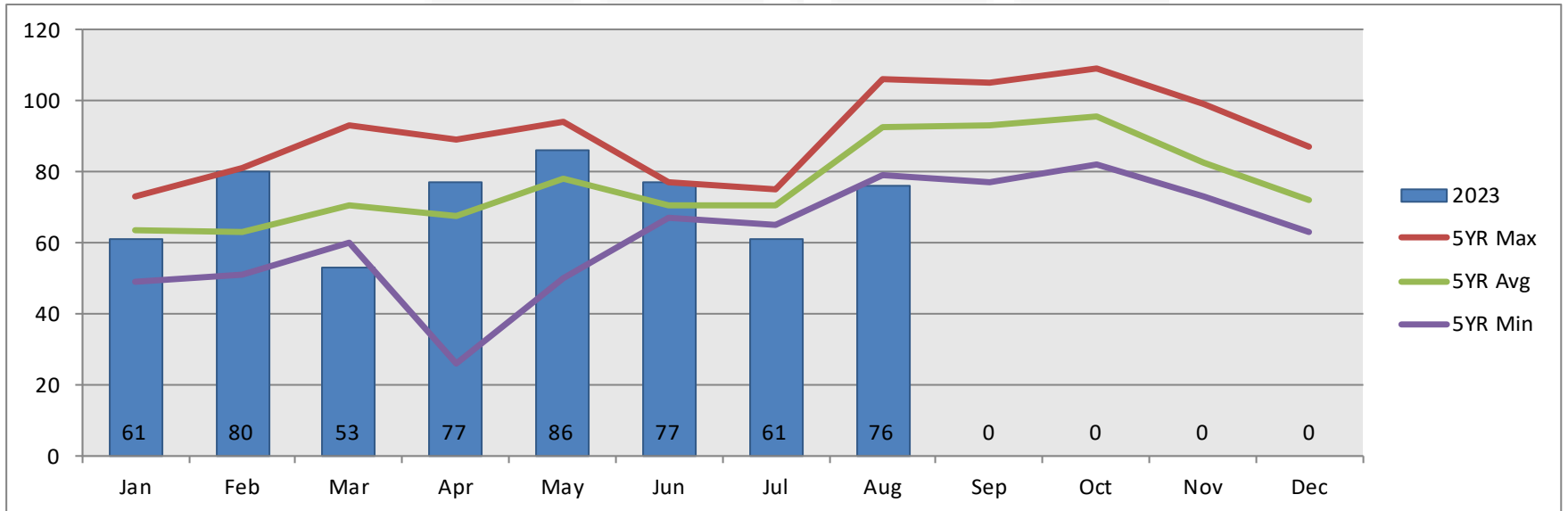
Preventable Traffic Accidents

Offense Codes: 5000-5139

All Data As Of: 9/1/23 12:00 AM

- The number of preventable traffic accidents in August 2023 was 18.1% below the 5 year average.
- Preventable accidents are projected to be down 1.2% from the 5 year average at the end of the year.
- Number may change as data entry corrections continue.

	Aug	Year to Date	Yearly Total
2018	79	617	944
2019	93	594	945
2020	92	522	855
2021	106	565	965
2022	94	590	897
2023	76	571	
% Change	-19.1%	-3.2%	+1.5%
Yearly Total Projection:			910



	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
2018	71	63	93	75	94	71	71	79	93	82	82	70
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	76	0	0	0	0

Riley County Police Department

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Manhattan, Kansas 66502

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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.

Citizen Compliment

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

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

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

Contact Information

Name	Manhattan Resident
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Incident Information

Date of Incident	2023
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Case Number (if Applicable)	<i>Field not completed.</i>
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Employee's Name	The entire RCPD family
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Comments	I have no idea what's the names of the officers I spoke with or the ones who came to speak with me but I did get the voicemail. I just want to thank you all for what you do each day to protect us. Each officer I spoke with made me see things differently and understand that we are not above the law and it work to keep things in order because without law enforcement we would be like the purge. People publicly hate you all everyday and I use to be one of those people but now I want to publicly support everyone because Blue Lives Matter too. Each day/night when you all wake up and put on your uniforms you have no idea what you're going to get into, some of you leave behind your family not knowing if you're going to return home. There's officers who have died in a line of duty to protect someone else. You all are hardworking and selfless. I use to think I couldn't call the police or be seen speaking to one because of what others may think but I'm over all that and I am tired of it. I want to speak up no matter what anyone think. Everyone should speak up and stop letting things happen or sit here and down people we know we need. If something happen
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to us we are quick to call the authorities but when we do wrong here we are making you all the bad guys. Inflicting pain on other is bad, selling drugs is bad, and allowing crime to take place without speaking up is bad. Lately my character has been questioned and it's not because I did something wrong it's because I'm no longer a part of the foolishness. So I would just like to thank the whole RCPD for your hard work each day. The safest I ever felt was the day I came down there to pick up my pfa cause it really be hard out here for me lol but hey I know if trouble come my way I can pick up my phone and you all will make sure that my kids and I are safe. I thank the Lt. that I spoke with who educated me on disorderly conduct because honestly we shouldn't be out here fussing and fighting with one another when it's simple to mind your own business and live in love. I thank the supervisor who called me and educated me on why a police couldn't be on standby for me to put my kids on the bus but also leveled with me because he have kids and he's a person just like me. Like I want to create a facebook page right now or even leave a review to publicly say these things to people because if they can see me rising above my past, knowing I just publicly bashed law enforcement last year they will probably wake up and maybe some will hate me but oh well God is protecting me. So no matter what anyone say about the police I know that for one it's your job description and you swore to protect and serve people like me. I know all the things that have been said lately have been lies but none of you know that for sure yet none of you treated me like a threat, or some mad crazy person but actually spoke with me. You all could've ignored my comments, or my calls but you didn't and I really do thank you all for that seriously. So keep making this world a better place because it wouldn't be one without you all. My baby said she love the police and none of them wanted to leave there when we came but we had to and I just let them know to stay on the right side and don't do wrong but if they do always be willing to tell the truth.



Police Director R. P. Pelt
 Riley Co. Police Dept.
 1001 South Pitt Rd
 Manhattan, KS 66502

Sir:

Please thank the deputies from
 this old Warden their efforts
 in saving the detainees life.
 After having been a Warden for
 many years their active speaks
 volumes about them and you.

Art Bell